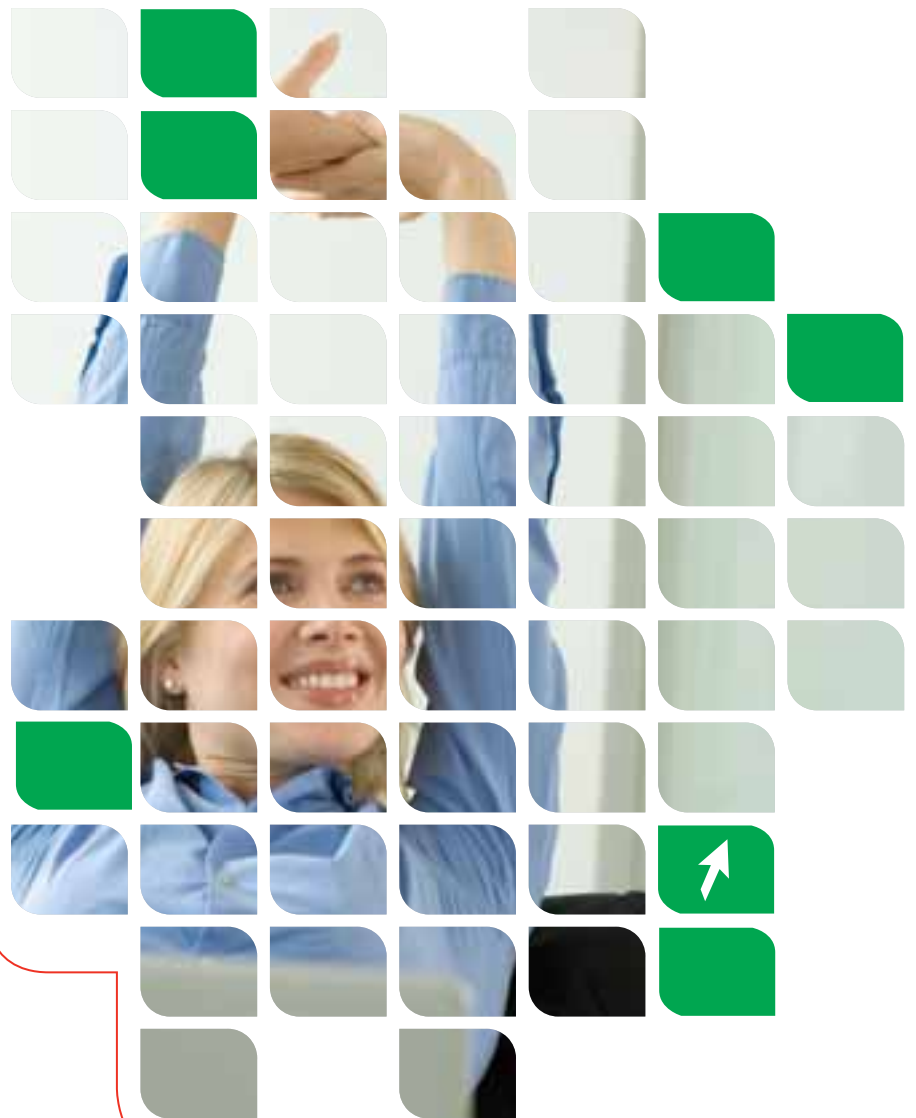


you can
Canon

iWDM
Personal and Collaborative
Workspace Solution

The convenient digital filing system
that un-clutters your desk, enhances
productivity and saves time



Access the information you need at the touch of a button



There's nothing more frustrating than searching your desk for a report, only to find that you are unable to get your hands on it. In truth, as much as 50% of information isn't locatable when you need it*. So instead of your office being cluttered with paper, reports, and files, imagine clear desks and information that's instantly available in digital filing cabinets – that's iWDM from Canon.

Your digital secretary

Think of iWDM as your digital secretary. The type that files everything with the utmost efficiency and knows exactly where to find it. The type that has the perfect system to help you to do your job more effectively.

Easy to file, easy to find

If it can be scanned, your digital secretary can store it – alongside all your digital documents. Once stored, it's easy to locate information again with just a few mouse clicks. It requires no more knowledge than that of a simple word processor, such as Microsoft Word. Moreover, everything is handled using drag and drop icons.

Digital filing the iWDM way

iWDM allows you to create an electronic filing cabinet of all useful information. Brochures, business reports, surveys, electronic files, trade journals – any information that supports the successful running of your business is put electronically at your fingertips with iWDM.





Having all your information close at hand allows you to make informed decisions. iWDM gives you this - all at the touch of a button.



Clear desks enhance the productivity of your staff

Many companies advocate clear desk policies. It brings space where there was clutter and creates the right impression with customers. A clear desk aids clarity of thought for faster, more effective decision making. So, by transferring your documents and files into digital filing cabinets with Canon's iWDM, you can revitalise your working environment, boosting productivity, and turning clear desks into a business reality.

Simple operation:

iWDM is simple, intuitive and based on Windows architecture.

Access to the iR or iRi mailbox:

Digitise information from a Canon iR device and enjoy secure access to the information stored in the mailbox.

Send functions:

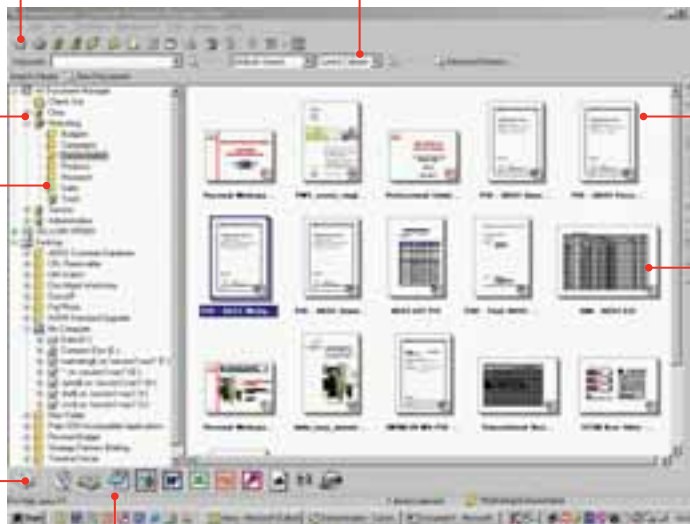
Drag the thumbnail onto the corresponding icon and email, fax your document directly or send it to the printer.

Direct scanning:

Scan documents using a Canon iR printer, scanner, or any ISIS/Twain device.

Multiple searches:

Always find the right file thanks to a multi-criteria search engine.



Importing files:

Import your electronic files easily using "drag and drop".

Thumbnail display:

Quickly visualise file contents for high-speed searching. The icons even show you the corresponding application.

OCR:

Move the thumbnail onto the icon you choose and export the text directly, for immediate use.

File merging:

It's easy to incorporate different file formats, merge them into one single document and then re-paginate (e-binders).

Filing cabinets don't need to take up space


That's the great thing about iWDM. A filing cabinet that's always accessible, always in order yet never in the way. Filing cabinets are set-up as you would expect, with incumbent folders and, if required, can be shared between groups of users. So there's no need for everyone to store the same information – as is often the case with conventional filing systems.

Find it quickly, use it effectively

iWDM includes powerful text search tools that help you in the quest for greater efficiency. Searches can be made within individual cabinets or across a number of cabinets. Thumbnail icons mean that documents are easy to recognise – even if you're only doing a manual search within a folder. Once located, files can be emailed, faxed or printed, by simply dragging them to the appropriate icon.

Professional looking reports

You can easily create professional looking reports and proposals using documents with different formats. Using the e-binder function an electronic binder can be created, containing all the documents for a particular report, whatever their format i.e. Word, Excel, JDF, TIFF, PDF. Individual pages within the e-binder can then be moved and rotated; blank pages, numbers and headers can be added, for the exact report you require. This can then be shared, faxed or printed as a PDF – a process that could save you hours.



The simplicity of iWDM will help transform your office. Forget about paper piled on desks and look forward to a more pleasant, more productive working environment.

Key Benefits

- Reduce time wasted searching for information
- Improve collaboration through support for remote working
- Reduce the need for costly distribution of information
- Increase productivity



Work alone, work together, work smarter

iWDM is a Personal and Collaborative Workspace solution. This means it's ideal for individuals, departments, or everyone in the company to enhance the way they work. It's a smarter way to tackle your time-consuming daily tasks. Staff spend far less time trying to remember where they've filed something and much more time on productive endeavours.

Collaborative working

Documents can be contained within central cabinets enabling your staff to access, share and utilise common information. Remote workers can access the same information through a web interface – as can you, when you're not in the office. Importantly, check-in and check-out facilities ensure that only one person can make changes at a time. Furthermore, annotations to documents are permitted and version control ensures all changes are tracked, particularly useful for disparate members of large project teams.

Safeguard your information

Canon's iWDM solution doesn't just give you instant access to your information. It lets you protect it too. Scheduled back-ups can be set-up for added peace of mind.

What's right for your business?

iWDM is available in a number of versions depending on how you wish to use it.

iWDM Personal – to improve information access and the personal organisation of your workspace and digital files.

iWDM Workgroup – for groups of up to 10 users to improve information access, organisation, and information sharing.

iWDM Enterprise – an extended version of iWDM to meet the needs of larger workgroups featuring version control, email notification and MS SQL server.

Capture with Canon

It's easy to scan files into the iWDM system and instantly file them in the correct place. Optical Character Recognition (OCR) translates paper-based words to digital ones. And you can even add a few keywords too so that Canon's intelligent search tools will be able re-locate files easily in future, even when you're not sure where they are. Different component modules are available as part of iWDM, or separately, to match the requirements of your infrastructure:

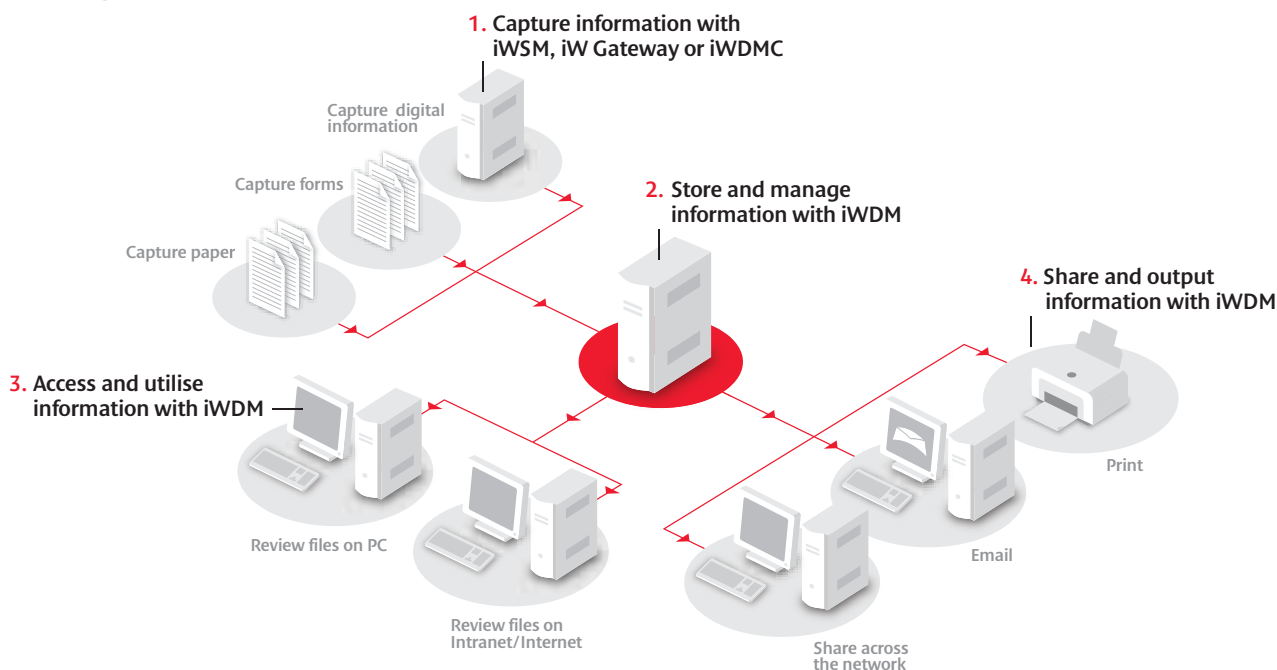
iWDM Client for MEAP/iW Gateway –

This is the scanning interface for MEAP*/non-MEAP enabled Canon devices, for high speed scanning and indexing into iWDM.

iW Scan Manager – Ideal for high-volume scanning of paper based 'forms' that can be 'batched' together (such as orders, contracts, invoices, receipts).

Canon's Personal and Collaborative Workspace solution helps departments work together more efficiently and effectively.

Easy information management with iWDM



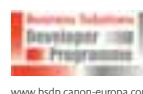
Specifications iWDM*

<p>DOCUMENT MANAGER CLIENT</p> <p>CPU Minimum Recommended</p> <p>RAM Minimum Recommended</p> <p>Hard Disk Space Minimum for installation</p> <p>Display Monitor Minimum Resolution Recommended Resolution</p> <p>Operating System***</p>	<p>Pentium II 450MHz or higher Pentium 4 2GHz or higher</p> <p>64MB (128 or more for colour documents) 128MB or more</p> <p>300MB of free disk space**</p> <p>800 x 600: 65,000 colours or more 1024 x 768: 65,000 colours or more</p> <p>Microsoft Windows 98 Microsoft Windows Me Microsoft NT4.0 Workstation SP6a Microsoft NT4.0 Server Standard Edition SP6a Microsoft NT4.0 Server Enterprise Edition SP6a Microsoft Windows 2000 Professional SP3 and above Microsoft Windows 2000 Server SP3 and above Microsoft Windows 2000 Advanced Server SP3 and above Microsoft Windows XP Home Edition Microsoft Windows XP Professional Microsoft Windows Server 2003 Standard Edition Microsoft Windows Server 2003 Enterprise Edition Microsoft Windows Server 2003 Web Edition</p>
<p>DOCUMENT MANAGER ADMINISTRATOR (SERVER)</p> <p>CPU Minimum Recommended</p> <p>RAM Minimum Recommended</p> <p>Hard Disk Space Minimum for installation</p> <p>Display Monitor Minimum Resolution Recommended Resolution</p> <p>Operating System****</p>	<p>Pentium II 450MHz or higher Pentium 4 2GHz or higher</p> <p>64MB (128 or more for colour documents) 128MB or more</p> <p>170MB of free disk space**</p> <p>800 x 600: 256 colours or more 1024 x 768: 65,000 colours or more</p> <p>Microsoft Windows 98 Microsoft Windows Me Microsoft NT4.0 Workstation SP6a Microsoft NT4.0 Server Standard Edition SP6a Microsoft NT4.0 Server Enterprise Edition SP6a Microsoft Windows 2000 Professional SP3 and above Microsoft Windows 2000 Server SP3 and above Microsoft Windows 2000 Advanced Server SP3 and above Microsoft Windows XP Home Edition Microsoft Windows XP Professional Microsoft Windows Server 2003 Standard Edition Microsoft Windows Server 2003 Enterprise Edition Microsoft Windows Server 2003 Web Edition</p>

<p>DOCUMENT MANAGER WEB SERVER</p> <p>Web Clients Operating System</p> <p>Supported Web Browsers</p> <p>Display Resolution</p>	<p>Windows 98 Windows Me Windows NT4 Workstation/Server (SP5 or later) Windows 2000 Professional/Server (SP2 or later) Windows XP Home Edition/Professional</p> <p>Microsoft Internet Explorer 5.5 Service Pack 2 or later Netscape 7.1</p> <p>800 x 600 pixels or higher (1,024 x 768 pixels or higher recommended)</p>
<p>WEB DOCUMENT SERVER</p> <p>Operating System</p> <p>Web Server Environment</p>	<p>Windows 2000 Server/Advanced Server (SP3 or 4) Windows Server 2003</p> <p>Microsoft Internet Information Server (IIS) 4.0 Microsoft Internet Information Services (IIS) 5.0/6.0</p>
<p>iWDM V4 SOFTWARE</p> <p>Database*****</p> <p>Cabinet Guaranteed Concurrently connected Cabinets</p> <p>Folder Guaranteed Folder Levels Sub-folders</p> <p>User Guaranteed</p> <p>Group Maximum Number of Groups</p> <p>Document</p> <p>System Index</p> <p>User Index</p> <p>User Index Group</p>	<p>MSDE (Microsoft Data Engine) 2000 SP3a / 2000A</p> <p>100 Cabinets Up to 5 cabinets</p> <p>Up to 65535 folders per cabinet Up to 255 levels Up to 1000 sub-folders per folder</p> <p>Up to 3000 users - However, MSDE is limited to 5 concurrent users</p> <p>1024</p> <p>Up to 100,000 documents per cabinet Up to 65,000 per folder, but only 1000 viewable in the 'List with Thumbnail' view Number of pages for image documents: 4096</p> <p>1024</p> <p>1000</p> <p>46</p>

* These requirements are for the iWDM Workgroup software ONLY. You will also need to consider the requirements of the operating system. For the requirements of the operating system please refer to your Microsoft® Windows Manual
 ** Additional hard disk space required depending on usage of cabinets and document storage
 ***The iWDM Client software will not run on the 64-bit Editions of Windows XP and 2003 Server
 ****The iWDM software will not run on the 64-bit Editions of Windows XP and 2003 Server
 *****The Server does not run with MSDE 1.0. If the 1.0 engine is installed on the system, the installer will automatically update it to MSDE 2000A. The iWDM Administrator / Server application does not run with Oracle

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