Canon

AUTHORIZED SEND

- Serverless
- Streamlined
- Secure
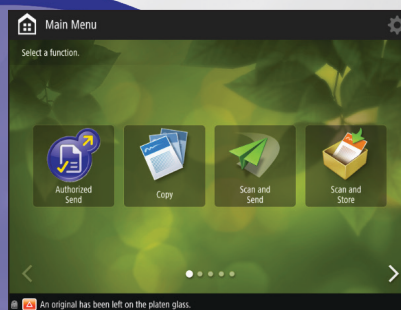
AUTHORIZED SEND

Authorized Send was created to meet your ever-changing business needs. This platform is user-friendly, customizable, and was built from the ground up with the ability to add features and functionality to grow as your needs evolve and change.

POWERFUL, INTEGRATED, SERVERLESS DOCUMENT DISTRIBUTION

Thousands of offices, businesses, and government organizations rely on supported Canon imageRUNNER ADVANCE DX, imageFORCE, and imagePRESS Lite devices for copying, printing, scanning, and faxing. These powerful machines are renowned for providing outstanding productivity and efficiency in document workflows. Yet, as technology has made sending digital information to email and network locations possible at the press of a button, the security of the documents at every stage of their life cycle has become a critical part of office workflows. Company policies and government regulations increasingly require stringent controls to help protect the privacy of information.

Gaining better control of how users transmit, receive, maintain, retain, collaborate, and destroy information is becoming increasingly important. Many local, state, and federal regulations now require audits and the ability to track, log, and examine those transactions is now paramount to everyday business practices.

OVERVIEW

Authorized Send (A-Send) is a MEAP application developed by Canon U.S.A. This serverless application can be installed and used on supported Canon imageRUNNER ADVANCE DX, imageFORCE, and imagePRESS Lite devices.

Authorized Send can help your organization manage its information.

- Maintain productivity by allowing users to perform common walk-up operations, such as basic copying, without locking down the device.

- Reduce administrative burdens for MFP and document management.

- Restrict scanning and sending capabilities to authorized users while controlling who can receive transmitted documents.

- Offer preconfigured capture.

- Process and route scan workflows to single or multiple destinations, which can increase efficiency and help reduce manual errors and/or lost documentation.

- Allow authorized users to print from their folder structure directly at the interface. This can enable an organization to offer its users the most up-to-date information, such as forms and company documentation. This also reduces excess prints and helps reduce waste.

- When using the Voice Guidance Kit, support for Print Settings is available in the Scan Workflow.
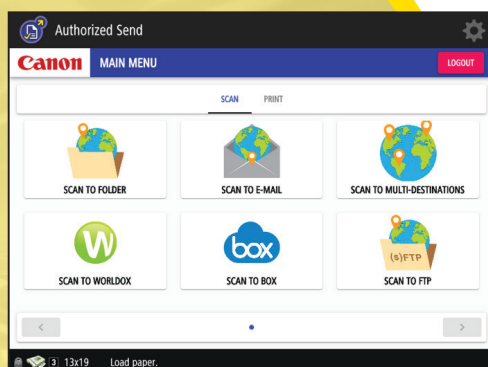
FOUNDATION PRODUCT WITH ADD-ON OPTIONS

Foundation products are stand-alone offerings that enable you to increase functionality with add-ons as your organization's needs change and grow. With this control, you can choose only what you need at that time while also having the option to enhance your capture capabilities in the future.

		Foundations	
		A-Send	**A-Send to Fax**
Add-Ons	A-Send	⬛	✔
	Worldox	✔	✔
	Fax	✔	⬛
	Barcode	✔	✔
	MFP Voice Assist	✔	✔

Foundation Products

A-Send Foundation Feature	A-Send to Fax Foundation Feature
• Scan to Folder/Print from Folder • Scan to Email • Scan to FTP • Scan to SharePoint/ SharePoint Online/Print from SharePoint/ SharePoint Online • Scan to Cloud/Print from Cloud (Google, Box and OneDrive®) • Scan to Analog Fax • Scan to iFax	• Scan to RightFax • Scan to Fax2Mail • Scan to Analog Fax • Scan to iFax

Add-On Products

A-Send Add-On Features

- Scan to Folder/Print from Folder
- Scan to Email
- Scan to FTP
- Scan to SharePoint/SharePoint Online/Print from SharePoint/SharePoint Online
- Scan to Cloud/Print from Cloud (Google™, Box™ and OneDrive®)
- Scan to Analog Fax
- Scan to iFax

A-Send to Worldox Add-On Features*

- Favorite Matters
- Quick Profiles
- Workspaces
- Bookmarks
- Profile Groups

A-Send to Fax Server Add-On Features

- Scan to RightFax
- Scan to Fax2Mail
- Scan to Analog Fax
- Scan to iFax

A-Send to Bar Code Recognition Add-On Features

- UPC-A and UPC-E
- EAN-8 and EAN-13
- Code 39
- Code 128
- QR Code
- ITF
- RSS-14 (Stacked and Limited)
- Data Matrix

A-Send MFP Voice Assist Add-On Features

- Copy
- Print
- Scan

* "Print To" and "Scan From."

Note:

Subscription to a third-party service may be required. Subject to third-party provider terms and conditions.

OneDrive, SharePoint Online, and Exchange Online are available for GCC High.

USE VOICE COMMANDS WITH MFP VOICE ASSIST

Dedicated to helping enrich the lives of all people through technology and Universal Design, Canon's MFP Voice Assist Application aids users with visual impairments or those having difficulty using the touch panel.

MFP VOICE ASSIST

Using voice commands, one can easily perform device operations such as basic Copy, Print, and Scan features on supported imageRUNNER ADVANCE DX, imageFORCE, and imagePRESS Lite multifunction printers. MFP Voice Assist is a MEAP application, available as an add-on to Authorized Send.

How It Works

- Start Authorized Send on the MFP.

- Touch the iPad® screen and say a command, like "Make three color copies double-sided and stapled."*

- MFP Voice Assist displays the command as text and recites it back to the user. Once the user confirms the command, it's then sent to the compatible third-generation imageRUNNER ADVANCE, imageRUNNER ADVANCE DX, imageFORCE, or imagePRESS Lite device to be carried out.

- The device can perform the functions listed in the chart below using voice commands.

COPY

- Number of Copies
- Color/Black-and-white
- Simplex and Duplex
- Collate and Group
- Staple

PRINT

- Print Workflow
- Search By File Name

SCAN

- Scan Workflow
- Email
- Fax

Please say a command.

MFP Voice Assist consists of the following:

- MFP Voice Assist MEAP App Installed on a Supported MFP (Fee-based Add-On to Authorized Send)
- MFP Voice Assist iPad App (Free Download)

Additional Required Parts**

- iPad
- Stand (Table or Floor)
- Cables (Lightning to LAN and LAN to USB)

* A complete list of supported voice commands can be found in the Authorized Send user documentation.
** All listed parts sold separately; check with your Canon Authorized Representative.

SHARE INFORMATION, DOCUMENTS, AND IDEAS EFFICIENTLY

Organizations today need to be more focused on how they transmit, receive, maintain, retain, collaborate, and destroy information. Authorized Send enables users to easily scan and index business-critical information to their appropriate locations, thereby making it easier than ever to save and share information.

THE AUTHENTICATION ADVANTAGE

With Canon Authorized Send installed on your supported imageRUNNER ADVANCE DX, imageFORCE, and imagePRESS Lite devices, authorized users can send scanned documents via email, fax, and fax servers. Scanned documents can also be sent to an FTP server, SMB folder, Advanced Box, SharePoint Servers, SharePoint Online™, and even multiple Google Drive™ and Box destinations with just a few taps of the touchscreen. Additionally, OneDrive™, SharePoint Online™, and Exchange Online™ are supported in the Government Community Cloud (GCC) High Environment.

Common walk-up functions such as copying and Mail Box can still be available to any user without authentication. Yet, without impacting everyday access, Authorized Send allows control of document distribution required by many companies and government agencies. It's the ideal mix of security features, flexibility, and productivity.

When the optional Smart Card Service (SCS)[1] is installed on supported Canon imageRUNNER ADVANCE DX, imageFORCE, and imagePRESS Lite systems, Authorized Send can support Common Access Card (CAC)[2] environments and authenticates against Public Key Infrastructure (PKI) and Personal Identity Verification (PIV) servers, helping to reduce security vulnerabilities.

Authorized Send can also support ULM (Universal Login Manager) integration. Users can log in with their MEAP log-in application and connect to their Authorized Send user account. User credentials can be preserved to scan documents to shared folders or other destinations.

Authorized Send V7.6 supports RSA SecurID Authentication Server V8.5 Tokens/OTP (One Time Password) authentication methods.[3] Depending on how Authorized Send is configured[4] with RSA SecurID, users are either prompted to enter their RSA SecurID user name and passcode, or their RSA SecurID user name and passcode along with their Active Directory (Windows domain) password. This helps provide an additional level of security for scanning, sending information, releasing print jobs, and more.

PREVIEW AND DELETE BLANK PAGES

Document preview allows users to review scans and even choose pages to delete prior to sending. Blank Page removal automatically identifies blank pages in the scan job based on total toner coverage on the page. The sensitivity level can be adjusted to optimize page detection accuracy.

FAST, SIMPLIFIED DISTRIBUTION

Authenticated users simply log in to Authorized Send with their user name and password or smart card to access Authorized Send and its functions. Scanned documents can then be distributed quickly to preset groups of approved recipients. Users can also create new folders to store or archive scanned documents or just send to specific individuals.
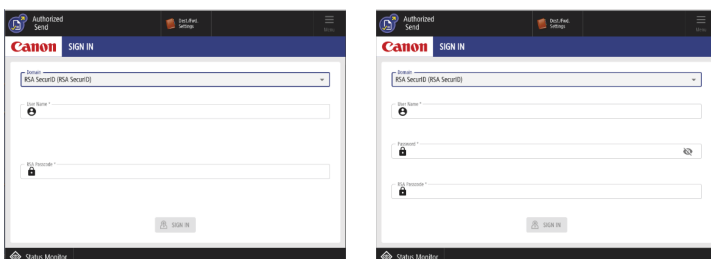
Example of Cloud Service Authentication

RSA SecurID Authentication
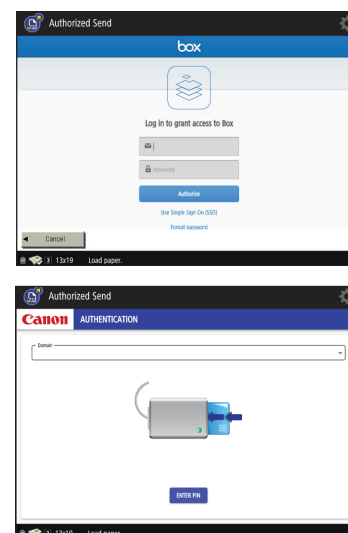
SERVERLESS AND EASY TO USE

Company initiatives and compliance strategies only work when IT and users adopt the solution. Authorized Send is a simple-to-install, serverless, feature-rich application that provides users one-touch access to their most frequently used scan workflows with an easy-to-use interface.

INTUITIVE/CUSTOMIZEABLE OPERATION

Users entering their name and password have quick access to a simple touchscreen interface that puts Authorized Send controls and choices at their fingertips. The Job Build function lets users scan multiple documents and send them by email or to predetermined folders.

Standardized buttons control scanning and faxing functions that can be quickly adjusted for paper size, image resolution, brightness, color, image mode, simplex or duplex, and file format. Addresses of recipients can be prepopulated automatically and users can search the address book for additional names or add new ones as needed.

Administrators can create "Favorite" one-touch buttons based on users' common requirements, providing simplicity and convenience, and helping to reduce user errors. For example, buttons can be set up for frequently used workflows, destinations, and specific distribution lists.

CLEAR FILE NAMES

With documents growing in complexity and volume every day, it's more important than ever that file names be easily understood, especially when multiple documents are combined in a single file. Using a syntax predefined by the administrator (User Name, Date, Time, Device IP, plus up to eight User Input Fields), Authorized Send users can define and create file names that will make sense to all recipients.

The contents of user input fields can be modified and the scanned document's file name is automatically populated with a user name/time/date stamp to aid tracking.

To further help clarify the information being transmitted, Authorized Send allows the option of adding multiple fields of metadata to documents in XML or Text format, facilitating archiving and ease of use.

WEB ADMIN USER INTERFACE AND CONFIGURATION DISTRIBUTION

A web-based servlet residing on a supported Canon imageRUNNER ADVANCE DX, imageFORCE, or imagePRESS Lite device* lets administrators configure all scanning, faxing, and distribution settings on a single, similar MFP, then distribute that configuration to other machines. Based on organizational requirements, virtually all features and settings can be enabled or disabled, both globally and for individual users, providing flexibility for users and user access rights where it's desired. Having functions defined by the administrator helps to simplify operation and helps ensure that users follow procedures for increased efficiency, device control, and productivity. In addition, the administrator can control the application's images and colors to provide brand identity within the application.
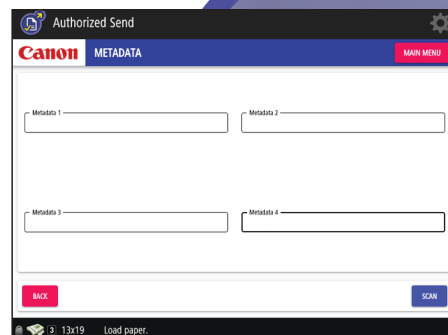
HELP SAFEGUARD COMMUNICATIONS

Authorized Send can be easily configured. It's designed to tap into your organization's existing workflow while helping to increase efficiency and productivity. Track, log, and audit when users send your core business information inside and outside your organization.

SERVERLESS

Shifting hosting, processing, storage, and input/output onto a single device eliminates the need to invest in, and support, costly dedicated application servers. Excellent for environments with large storage requirements yet relatively few applications, serverless technology is well-suited for offices where printing, scanning, and faxing are parts of a mission-critical workflow. Authorized Send can help take the pressure off users and administrators by letting them focus on their jobs, without worrying about server reliability and performance.

USER ACCESS CONTROL

As a customizable solution, Authorized Send is ideal for many corporate environments and select government agencies or departments. It provides the control and accountability needed for documents, from scanning through distribution.

STREAMLINED DISTRIBUTION AND DEPLOYMENT

Authorized Send raises the bar on convenience and efficiency. Documents can be seamlessly scanned and distributed to a variety of destinations from a single MFP with just the touch of a few buttons. It's easy to set up in multiple offices to ensure the same features and settings are in each location.

With Authorized Send and your supported Canon imageRUNNER ADVANCE DX, imageFORCE, and imagePRESS Lite devices, you get powerful document distribution for your critical business communications.
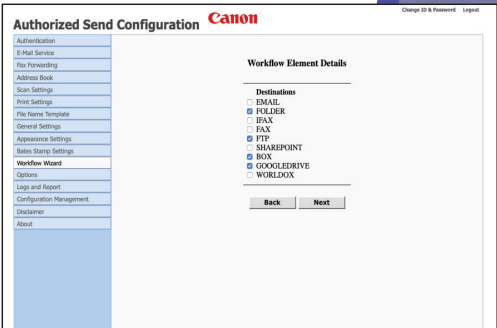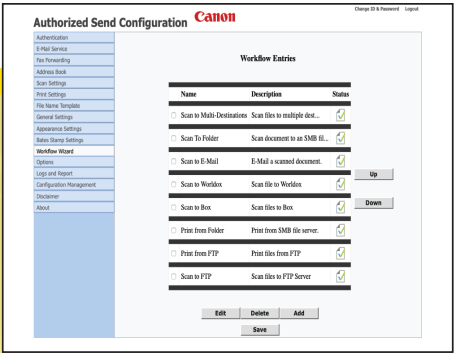
AT-A-GLANCE

Robust features provide organizations with virtually endless possibilities for scan destinations and distribution choices.

AUTHENTICATION

- This provides individualized user authentication to help with flexibility and security with rights assigned to users.

- This supports multiple authentication protocols, including Kerberos, NTLM, Simple Binding, and Anonymous Binding.

- This enables administrator's authentication, allowing access without end users having to provide sign-in credentials.

- ULM integration.

- OAuth 2.
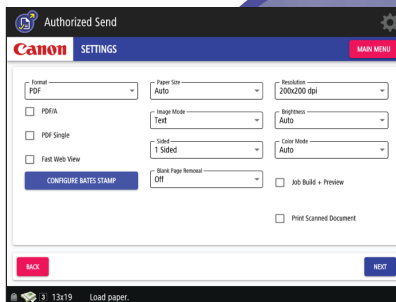
EXISTING SUPPORTED MODELS

- Compatible with Canon third-generation imageRUNNER ADVANCE, imageRUNNER ADVANCE DX, imageFORCE, and imagePRESS Lite models.

- Analog Fax not supported on imageRUNNER ADVANCE C3500, imageRUNNER ADVANCE DX C3700, and A4 devices.

SCANNING AND DISTRIBUTION CHOICES

- Scan documents to email, networked folders, FTP/S-FTP/FTP-S servers and Microsoft® SharePoint® servers (2016 and later), SharePoint Online™, analog fax lines, fax servers, Advanced Box, RightFax, Box™, Google Drive™, OneDrive®, or multiple destinations.[5]

- Scan to SMB folder, including user's Home Folder and Shared Folders.

- Support Distributed File System (DFS) for stand-alone DFS root folders and Share Clustered File Servers.

- Create image or PDF documents.

- Browse sub-folders to store related documents.

- Create up to eight fields of metadata and include with scanned documents for enhanced identification and tracking.

- Easily rescan and send documents to the same destination repeatedly.

- Transmit documents automatically to users' Home Folder.

- Create file names using predefined syntax at Canon MEAP-enabled Canon third-generation imageRUNNER ADVANCE, imageRUNNER ADVANCE DX, imageFORCE, and imagePRESS Lite MFPs.

- Support for SMB v2.

- Support for SMB v3, including the following:
  - Scan to Folder where the share destination supports SMB v3 with features including signing and encryption (if enabled).
  - Scan to Azure Files via SMB v3.

- Scan to Folder where the share destination is located on failover or scale-out clustered servers.

- Scan to Active Directory ("AD") Group User's Folder.

[1] Installation of optional Smart Card Service requires professional services, which are sold separately.
[2] Requires SCS v3.6.1 to support for multiple certificates for A-Send CAC.
[3] Version is subject to change at any time.
[4] Administrators will need to configure their RSA SecurID Authentication Server to work with certain features of Authorized Send; customers should consult their Authorized Send Guide.
[5] Subscription to a third-party service may be required. Subject to third-party provider terms and conditions. Support for OneDrive™, SharePoint Online™, and Exchange Online™ is available for GCC High.

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