

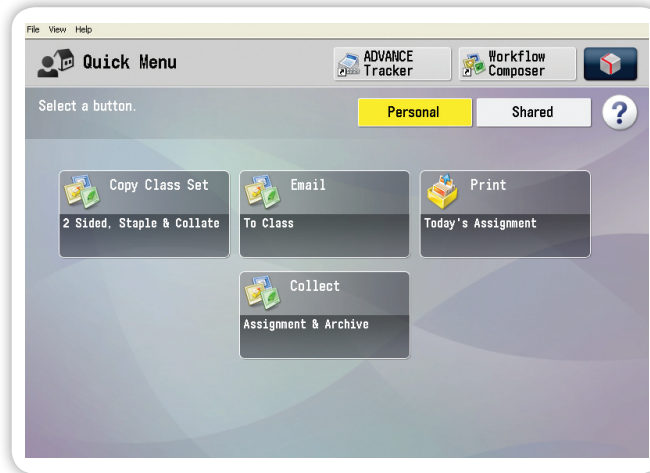


One-Touch Workflows for Education

Do you spend too much time preparing, sending, and handing out paper-based assignments and other documents?

Canon solutions can streamline common educational workflows such as printing class sets, saving documents to your desktop, e-mailing information to other teachers, and more.

With Canon Workflow Composer, you can transform labor-intensive manual tasks into one-touch buttons. Because you can customize them any way you like, they can adapt to your workflows, not the other way around.



You can create Workflow Composer and Quick Menu buttons that support common education workflows or customize them to execute tasks unique to your organization.



Store and Print Assignments from Your Device



1 Press Print Today's Assignment button.

2 Choose the assignment you want to print.

3 Confirm quantity, finishing requirements, and press Print.

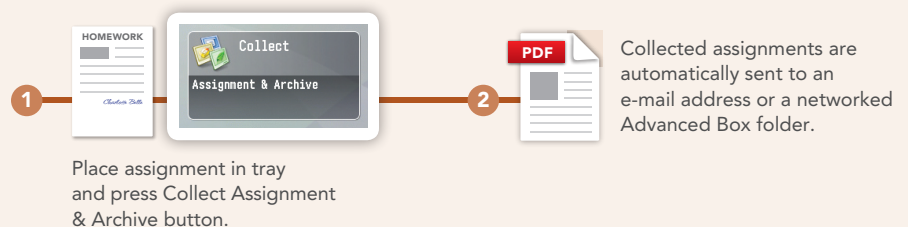
Assignments on Demand

Do you keep paper assignments and answer sheets on hand? You can now save space by keeping them in your device's Advanced Box storage space. Whenever you need them, you can browse through folders and select one or several to print.

Collect and Archive Assignments

Concerned about keeping accurate grading records? You can easily scan and send assignments to an archive, and even add a date stamp to eliminate confusion about if and when they were submitted.

Save Completed Assignments



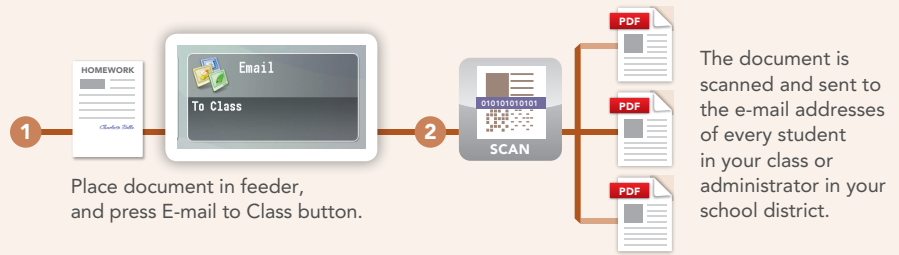
1 Place assignment in tray and press Collect Assignment & Archive button.

2 Collected assignments are automatically sent to an e-mail address or a networked Advanced Box folder.

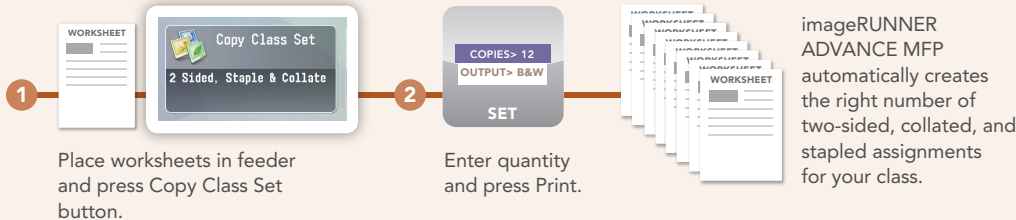
➤ Parent, Student, and Faculty Communication

Streamline cumbersome communication tasks by scanning and sending assignments, permission slips, and other documents via e-mail to a list of students, teachers, parents, or administrators. Simply create a distribution list once and then use it throughout the year.

Quickly Scan and Send to a Preset List of Addresses



Quickly Copy Assignments



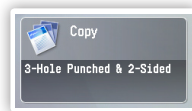
➤ Class Sets

Do you often need to copy assignments for your class? You can save time by using a Workflow Composer button to create the right number of two-sided copies for your class. You can set pages to be collated and stapled, too.

Additional One-Touch Productivity Workflows

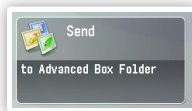
Workflow Composer and Quick Menu buttons enable you to perform common device operations quickly and easily, while helping to reduce errors.

Easily Create Binder-Ready Documents



Do you ever prepare pages for three-hole binders? Now you can have a single button that scans a document and prints out a hole-punched copy.

Send to Advanced Box Folder



Do you scan attendance sheets or other documents and save them for your records? Workflow Composer buttons are a handy, error-free way to do the job.

Take Advantage of Expert Advice

Workflow Composer buttons can be created by you and your staff in-house, but for more complex processes you have the option to call in our experts. Your Canon Authorized Dealer or Canon Professional Services can assist you if you have more unique processes that may require additional customization.



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