

ADVANCED SOLUTIONS FOR  
**LEGAL**

Law Offices

Corporate Legal Departments

Legal Support Services

Sole Practitioners



**imageRUNNER**  
ADVANCE

## ADVANCED SOLUTIONS FOR LEGAL

*The legal world is paper intense. Attorneys, paralegals, and other staff continually need to review, proof, and annotate documents, often using pens to apply comments and edits to hard copy documents. But with new electronic filing requirements and the need to increase profitability while reducing costs, your firm is likely moving farther toward a digital workflow.*

**Canon imageRUNNER® ADVANCE solutions can help your law firm save money and increase productivity. Need to distribute electronic documents securely? With imageRUNNER ADVANCE devices, you can scan documents, save them in a searchable archive, and send them to many different colleagues with a single touch. Want to cut print expenses? Cost recovery capabilities give you precise control and insight into device usage. Canon security solutions can also help ensure that you can collaborate securely with clients, partners, colleagues, and the courts.**

**At the same time, you probably have case management processes in place. For that reason, Canon solutions are flexible and modular — geared toward the particular needs and real workflows of small, medium, and large law firms.**



## Speed Up and Streamline Paper-to-Digital Workflows

Electronic filing requirements at some courts have turned law firms into document processing centers. But why can't these processes be more efficient? You shouldn't have to send out for simple scanning services while the multifunction peripheral (MFP) in your office sits idle.

Canon offers both hardware and software that can improve paper-to-digital workflows. If you're a sole practitioner or work in a small office, you can implement solutions that enable all staff to easily scan, archive, search for, and retrieve documents. Have bigger needs? Larger firms and legal support services can take advantage of production-level technology and one-touch workflows that seamlessly link up with document management systems.

## AUTOMATING DOCUMENT WORKFLOW

*We need to scan, fax, and e-mail many of our documents to multiple recipients, archive them in our database, and file them electronically. These labor-intensive processes consume both time and resources.*

**Combine Multistep Tasks into Customized, One-Touch Workflows.** Canon Workflow Composer lets you easily convert repetitive, multistep legal processes into one-touch workflows. With a single button, law firm employees can execute many tasks simultaneously such as scanning, faxing, e-mailing, archiving documents to a server, or even storing to Advanced Box folders, a new internal file server on imageRUNNER ADVANCE devices. Workflow Composer buttons are fully customizable, so you can tailor them to your unique needs and processes.



### BEFORE

*We spent too much time scanning discovery documents, e-mailing them to all the relevant attorneys, and storing them in our database.*

### NOW

**We save time and eliminate manual errors with one-touch buttons. Now we simply place the document on the device, press one Workflow Composer button, and all the sending, faxing, e-mailing, and archiving is done automatically.**

## SCANNING HARD-COPY DOCUMENTS

*We have a huge volume of documents we need to scan and convert into digital files. This can be expensive and time consuming.*

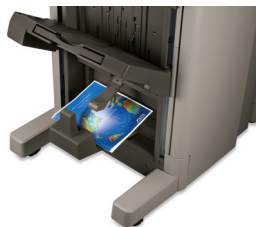
**Scan at High Speed.** Many of the latest Canon imageRUNNER ADVANCE devices can scan double-sided documents at high speeds; some can even scan up to 200 impressions per minute.

They can also automatically detect odd-sized documents and process them correctly. This provides on-site, ad hoc scanning capabilities for everyone, from one-person offices that scan even a moderate number of documents to large firms that batch process high volumes of paper each day.



Scan mixed-sized originals in one shot.

Capture both sides of each sheet at once.



Maximize paper use without sacrificing speed.

### BEFORE

*We had to send out all two-sided and odd-sized documents to a costly external scanning service.*

### NOW

**Now we can save on costs by scanning them all in house.**

## SCANNING & STORING CASE FILES

*We need a better way to manage case documents. But isn't document management software only for big firms?*

**Document Archiving and Management for Everyone.** imageWARE™ Scan Manager provides an easy way to solve the problem of scanning, indexing, and Bates Numbering large numbers of documents. Scan Manager can integrate with existing document management systems and can also link seamlessly with imageWARE Document Manager so that you can search, view, and collaborate on files with an entire office.

## MANAGING CASE FILES

*Our law firm manages and accepts new cases every day. Each of these case files has a tremendous amount of hard-copy and electronic documents.*

*Files can include scanned pages, forms, Web research, in-house counsel reports, discovery documents, computer files, e-mails, and more. Trouble is, all these documents must be manually collated into one case file.*

**Sort, Find, and Combine Many Files into One Finished Document.** imageRUNNER ADVANCE Desktop helps make it easy to combine hard-copy pages and electronic documents with different file formats into a single, comprehensive discovery case file. Desktop also lets you drag-and-drop files to handy icons within the on-screen user interface to fax, print, e-mail, or save to your PC or Advanced Box folder.



Case file

*Legal staff can easily combine scanned hard-copy files and other electronic files with imageRUNNER ADVANCE Desktop.*

### BEFORE

*Our paralegal staff had to manually combine multiple electronic files and hard-copy printouts. All this scanning, printing, and organizing case files took way too much time and manual labor.*

### NOW

**We have improved our productivity by performing all these tasks from our PC, within the intuitive interface of imageRUNNER ADVANCE Desktop.**

## Communicate Better and Work Faster

Collaboration is a fact of life in many practices. Attorneys and paralegals work together on the same briefs, motions, filings, pleadings, or other legal documents. Any time they have to spend distributing or receiving documents or manually looking up fax numbers or e-mail addresses takes away from the tasks at hand. Canon can help you overcome these communication challenges with a wide range of innovative solutions.



### LITIGATION FAX DISTRIBUTION

*Our law firm receives so many faxes from our regional offices that some inevitably get lost. Our attorneys, paralegals, and other staff have to spend valuable time resending and receiving the faxes.*

➤ **Ensure That Faxes Reach the Right Recipients.** You can easily forward faxes from different offices to personal or shared network Advanced Box folders. Users can receive automatic notification when these faxes arrive and access the documents both directly from the device and from their PCs.

*Our firm sends hundreds of faxes each day. It's costly for us to manage many dedicated fax machines, but even with them we sometimes have to wait a long time for a fax line to be open.*

➤ **Always Have a Speedy Fax Machine Ready.** Every imageRUNNER ADVANCE device has the ability to offer up to four lines for faxing. Administrators can designate and equip an imageRUNNER ADVANCE device with a four-line fax board so that it can serve as a central fax distribution center.

All of the other imageRUNNER ADVANCE MFPs on your network can use the Remote Fax feature to access and share that board. This enables your law firm to save the cost of additional fax lines while providing fast, instant fax capability for everyone who needs it.

#### BEFORE

*It was expensive to maintain live, underutilized fax lines at each of our regional branches.*

#### NOW

**We now save on all those costs with one central imageWARE ADVANCE device that everyone, even in regional offices, can share. That allows us to maintain high productivity while paying for only the fax lines we need.**

### ACCESSING CASE DOCUMENTS

*We need everyone in our office to have easy access to documents.*

➤ **Store and Distribute Documents from Your Devices.** Advanced Box allows you to store documents in their native file formats on your image RUNNER ADVANCE system. You can place them in password-protected Personal and Shared folders and access them all from your PC. You can even access the print-ready versions of those documents directly at the device or from any other networked imageRUNNER ADVANCE device. This allows you to share documents with remote offices, collaborate and exchange files with co-workers, and much more.



*Legal staff can access common forms and other print-ready documents more easily than ever with Advanced Box.*

#### BEFORE

*To expedite the writing of common pleadings, we used sample documents that allowed us to change names and facts easily. But we had no good way to make them available to everyone.*

#### NOW

**We now keep all sample pleadings in their native file formats in a shared Advanced Box folder. Everyone can access them from any PC. If we need to change these documents, we can quickly do so, ensuring that everyone always has access to an up-to-date version.**





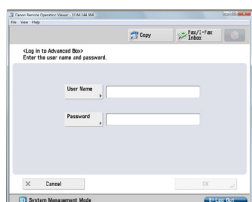
## Ensure Client Confidentiality

Law firms continually deal with confidential and private client information. But the potential for device-related abuse and leaks always exists. Everyone in the office continually scans, copies, prints, and distributes confidential documents — actions that can also compromise security. Canon offers a range of solutions to ensure that confidential documents are kept secure.

## PROTECTING CONFIDENTIAL INFORMATION

Anyone in our law firm, even those who do not work for us, can use our devices to copy or distribute confidential documents.

**Limit Device Access.** You can easily integrate an imageRUNNER ADVANCE MFP with your existing security solution or create a new one according to your own requirements. Canon offers a flexible range of access solutions that can accommodate existing card-based systems or leverage password logins.



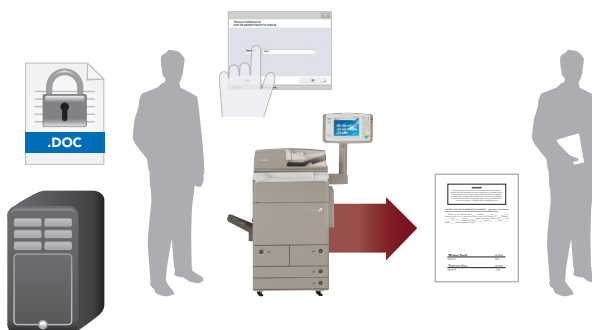
After each user logs in, device functions can be restricted based on job function or permission.



## SECURE PRINT

We often print documents that contain vital personal information. How can we be sure these printouts aren't left vulnerable on the printer tray?

**Prevent Unauthorized Retrieval of Confidential Printouts.** Canon Secured Print and uniFLOW\* Secured Print require that a user authenticate at the device before a document is released for print. This helps prevent confidential information from accidentally lying vulnerable in a print tray.



## BEFORE

Our lawyers and paralegals had to be careful to rush over to a print device whenever they sent a job.

## NOW

With uniFLOW, they can send a job, then walk to the networked device at their convenience, authenticate, and release it for printing.

\*For more information please contact your Canon Latin America, Inc. sales representative or Canon authorized dealer.

## Control Costs Associated with Your MFP

If you work in a legal department or law firm, you have to manage overhead expenses to maximize profits. But you may be overlooking a significant drain on your resources: your MFP. Excessive paper and toner usage as well as personal copying and printing can add up to heavy, hidden costs.

Canon imageRUNNER ADVANCE systems offer a number of built-in and optional cost recovery solutions that enable you to save paper, energy, toner, and money. With these solutions you can influence employee behavior or even mandate cost-conscious activity. imageRUNNER ADVANCE systems also provide basic cost management tools and can integrate with advanced cost recovery solutions that account for every type of device functionality.

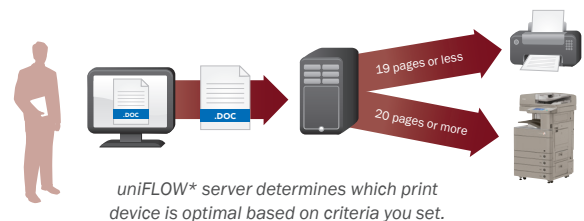


## COST CONTAINMENT

*Our staff wastes resources by using color too often, printing on only one side of pages, and sending large print jobs to expensive desktop printers.*

**Restrict Costly Functionality to Authorized Users.** With the imageRUNNER ADVANCE Access Management System, IT administrators can configure individual and group device access feature by feature via a Web-based interface. Once implemented, available features are clearly visible for logged-in users, while restricted features are grayed out. To save costs, for example, you can prevent unauthorized users from using more expensive functionality such as color or single-sided printing and copying.

uniFLOW\* offers even more advanced cost control options. With uniFLOW in place, you can automatically divert large print jobs to more efficient printers or simply inform the user of the most cost-effective output options they have on your network.



### BEFORE

*Everyone in our office could print in color, but only attorneys needed to do so. This led to unnecessary costs.*

### NOW

**Now only lawyers have access to more costly color printing.**

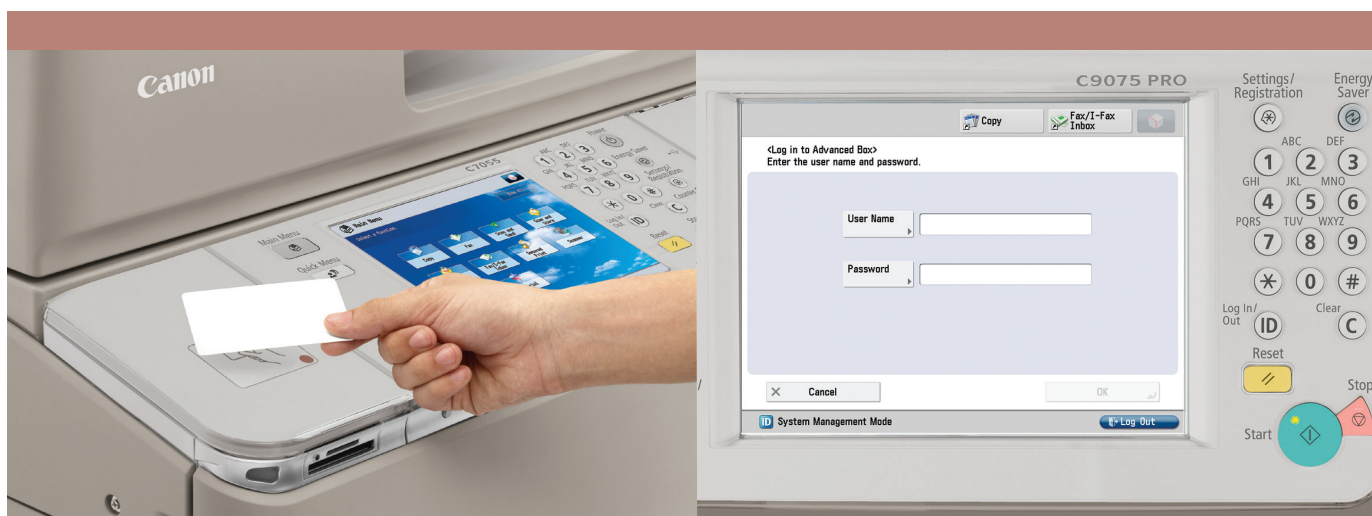
### BEFORE

*Too many of our employees were printing HUGE jobs on inefficient desktop printers.*

### NOW

**We save money by automatically routing large jobs to our print shop.**

\*For more information please contact your Canon Latin America, Inc. sales representative or Canon authorized dealer.



## PRINTING POLICIES

*Our law firm wants to go green, but it's not easy to influence user behavior. Everyone still wastes paper and resources.*

➤ **Modify and Gain Insight Into User Behavior.** Canon imageRUNNER ADVANCE Tracker, a server-less application, helps you monitor, influence, and reduce wasteful user print behaviors on an imageRUNNER ADVANCE device.

Tracker reinforces awareness of user output with pop-up reminder screens on the control panel user interface. It also monitors individual and group output activity through a Web-based application to help legal firms manage costs.

Customized message: "Please print duplex."



### BEFORE

*Our staff was using too much paper but had no idea which personnel were responsible.*

### NOW

**Analytical reports now give us granular insight into usage. We can identify the individuals who are abusing their privileges.**

## CLIENT BILL BACK

*Our firm needs to bill back our clients accurately for both ordinary device usage as well as more expensive options like color and odd-sized pages.*

➤ **Accurately Track and Bill Back.** Canon provides a full range of cost recovery solutions. Both uniFLOW\* and the imageWARE Enterprise Management Console Accounting Manager Plug-in enable you to accurately track and bill back all device-related costs to clients or internal departments, even using matter and sub-matter codes to account for different phases of a large case. These applications also provide powerful analytical reports that enable you to gain a deep understanding of how you are generating costs and where savings may be achieved.

You can also seamlessly integrate third-party accounting software with your imageRUNNER ADVANCE system using MEAP connectors for Equitrac, Copitrak, and nQueue Billback.



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## Before You Speak with a Canon Representative

Canon offers an extremely robust and wide-ranging set of solutions for legal professionals, both on its own and through integration with third-party software and hardware providers. Before you call or meet with your Canon representative, it's a good idea to consider some questions:

- How does your firm or department scan paper documents?
- When do you need to send out for expensive scanning services?
- How are you using courier services?
- Do staff members waste time on multistep manual processes that could be streamlined?
- Are manual input errors causing problems and delays?
- Are your fax communications as secure and efficient as you'd like?
- Are your attorneys able to quickly and easily archive important evidentiary documents?
- Do your MFPs communicate well with your cost-tracking and recovery software?
- Is collaboration on briefs, pleadings, and other legal documents always a seamless experience?
- Are your document-related costs adding up?
- Do you know if you have the right number of devices for your firm or department?

## Meeting the Unique Output Needs of Your Firm

Law firms are continually looking for solutions that simplify and improve critical processes within their infrastructure. Canon stands ready to offer in-depth knowledge, practical expertise, and field-tested technology when developing solutions for all your document-related challenges.

Whether you're considering hardware, software, or both, Canon Professional Services can help your team analyze and evaluate your existing processes, then partner with you to carefully implement integrated solutions linked to your business goals.



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