

ADVANCED SOLUTIONS FOR **Legal Professionals**

favorable outcomes

increasing revenues

containing costs

client confidentiality and security

mobile printing and BYOD



Solutions that address the challenges facing today's law firms.

In most law firms, paper documents are still the dominant vehicle for storing data. With the advent of new electronic filing requirements in the courts, your manual and paper-based processes may be making it more difficult and costly to turn around case files in a timely manner. Canon can help your firm keep up with technology, while improving your digital workflow and making it easier to transition to electronic files.

Legal challenges



Obtaining favorable outcomes

To meet and ensure that client cases are efficiently adjudicated, law firms need to streamline methods for assembling, converting, distributing, retrieving, and archiving documents into a digital process.



Increasing revenues while containing costs

During case preparation and discovery, law firms need efficient ways to scan and send client documents to multiple recipients. At the same time, they need to be sure they can track scanning, printing, copying, faxing, and sending files—and bill them back to clients or account for them within their bill rates.



Ensuring security and confidentiality of client information

Multifunction printers (MFPs) are frequently overlooked sources of security breaches. Client case files left on output trays, faxes sent to the wrong number, incoming faxes left for anyone to read or remove, and e-mails sent to the wrong address present risks to client confidentiality.



Managing the move to mobile printing

As law firms migrate to mobile devices, the exchange of documents entails several steps that can be eliminated with the proper technology. Not all law firms allow the use of mobile devices on-site. These mobile users require different solutions to work securely and productively.

Real solutions from Canon

Canon is here to help with the hardware and software solutions law firms need to manage the challenges in the legal market. Law firms are looking for solutions to help streamline the workflow process to obtain favorable results for clients while increasing revenue and containing costs. In addition, law firms must also ensure client confidentiality, while effectively incorporating new technologies, such as mobile devices within the firm.

Canon solutions can help firms reduce the time and cost spent on document-related tasks—enabling legal professionals to spend more time serving their clients. The broad range of Canon products includes stand-alone device capabilities, as well as solutions that integrate seamlessly with case and document management systems. Canon also provides professional services to evaluate your needs and create custom solutions.

In a 2013 ILTA (International Legal Technology Association) survey, 34 percent of the law firms surveyed chose Canon as their preferred MFP provider.



Streamline case preparation and discovery

Whether your firm has one attorney or many, they spend numerous hours assembling, storing, and retrieving legal documents during case preparation and discovery. Canon solutions can help automate repetitive, manual processes, convert hard-copy documents to digital files, and improve firm collaboration and productivity.



Converting scanned hard-copy case files into editable digital formats

Legal firms need to have case files in easy-to-edit digital formats. Your firm can use the Canon imageRUNNER ADVANCE system's native scanning and OCR function or Nuance eCopy ShareScan to convert those client case files into editable Microsoft® Word or PowerPoint® digital formats. Law firms can also use eCopy ShareScan to redact sensitive data during the scanning process.



Convert hard-copy originals into editable documents.

Quickly assembling documents at your desktop



Easily consolidate multiple documents into one consolidated case file.

Cases require materials from many different sources—hard-copy originals, electronic documents, and even social media and other Web sites. With Canon imageRUNNER ADVANCE Desktop, you can easily organize and combine scanned hard copies and research from the Web, add Bates Number, and separate case documents with a tab and archive the files directly into Worldox®.

The imageRUNNER ADVANCE Quick Printing Tool (QPT) quickly converts files to PDFs, and you can view and print documents and fax directly from the QPT desktop icon. Law firms can use eCopy PDF Pro Office to redact sensitive client information and convert case files to PDF/A for submission to courts.

Integrate legal documents in fewer steps

Paper documents are critical to how your firm practices law each day. Scanning hard-copy pages into a document management system is often a time-consuming, manual, multistep process. Now, Scan to Worldox enables your staff to quickly and easily send documents to Worldox directly from the touch-screen of your imageRUNNER ADVANCE multifunctional printer (MFP).



The Scan to Worldox application delivers a more intuitive workflow that requires fewer steps.

Easily integrating documents to common back-end systems



Integration is key to a firm's productivity. Your imageRUNNER ADVANCE system can become a high-speed entry point for your legal document management system or SharePoint server. Legal personnel can use a customized, one-touch button to manually add index fields or automatically capture them from your document. An electronic version can then be stored in your database for easy retrieval at a later date.

Safeguarding documents and confidential client information

Securing case files is an ongoing concern for legal professionals. Many of today's multifunction devices have storage and communication capabilities that can rival those of desktop computers. Canon offers a range of solutions to help secure devices and safeguard sensitive client information.



Limiting devices to authorized personnel

Preventing unauthorized access to sensitive case documents is a priority for today's law firms. With Canon's Universal Login Manager (ULM) solution, law firms are able to control who has access and is authorized to print, copy, scan, or send client case documents from MFPs with a PIN code, user ID and password, or card-based authentication. Embedding these capabilities in the devices via the Canon MEAP technology provides a framework for applying firmly established document-handling protocols regarding print, copy, scan, and fax. These solutions can be used with the Canon Multifunction Embedded Application Platform (MEAP) for serverless functionality.



Universal Login Manager, AA-PRINT, and uniFLOW provide device authentication solutions for practices of any size.

Control access for security

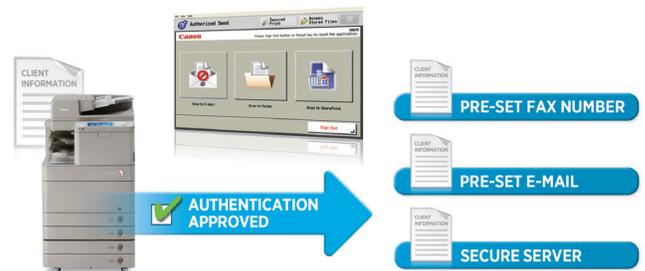
Canon's Access Management System allows law firms to configure user roles, depending on predetermined user rights. An attorney may have access to specific device functions, such as copy or fax, and paralegals may have access only to stored forms on the device.



The Canon Access Management System (AMS) easily enables and restricts user access to key functionality based on authentication and user credentials.

Securing document distribution

Case files are often a security risk when being distributed. Law firms can set personalized, custom, one-touch buttons with Canon's Workflow Composer, Authorized Send (ASend), or Nuance/eCopy ShareScan. These buttons can only be accessed by authorized and authenticated personnel. Client documents can be scanned, faxed, e-mailed, and archived to specific, predetermined fax numbers, e-mail addresses, and server-based parameters set by personnel who have access to those personal buttons. ASend or eCopy ShareScan can send client documents as encrypted PDF as they move through the discovery process.



Authorized personnel can use one-touch buttons to securely distribute case files to pre-set fax numbers, e-mail addresses, and servers.

Safeguard client documents during printing

Documents used in legal cases are highly confidential. Law firms don't want to have to defend themselves if client documents are left exposed on an MFP output tray. Canon provides driver-based, serverless, and server-based solutions, such as Canon Secured Print, AA-PRINT, and uniFLOW Secure Print, to help ensure that only those legal personnel who authenticate themselves at the device can release and print client case documents.



Users can be required to authenticate at the device before printing.

Auditing and compliance printing

uniFLOW and imageWARE SAM Express help make it possible for law firms that require additional security to support the demands of federal regulations such as HIPAA, Sarbanes-Oxley, Patriot Act, Federal Rules of Civil Procedure, and other statutes. Firms can easily monitor every client document that's scanned, copied, or printed. If discrepancies are detected, the system automatically logs and distributes actionable intelligence to the appropriate parties.



Securing fax

When law firms receive faxes from attorneys not in their headquarters, opposing counsel, or clients, they can use fax forwarding conditions to automatically route incoming faxes to a password-protected Advanced Box, network folder, or e-mail address to help keep confidential client case information secure.



Avoid having faxes with sensitive client data exposed on an output tray.

Protecting device data and formatting at end-of-life

Canon offers a variety of security solutions to help ensure the data on your hard drive is protected on a daily basis and at end-of-life.



The standard **HDD format** provides up to **9x** overwrite. All case files that were stored on the device are erased at end-of-life.



The **HDD Data Erase Kit** helps ensure that sensitive data is deleted daily and properly erased with standard format overwriting (up to **3x**) as a part of routine job processing.



The optional **HDD Data Encryption Kit** uses AES 256-bit encryption to help protect all case files stored on the internal hard drive.



The standard **HDD Erase Scheduler** enables you to set devices to automatically erase all copy, scan, print, and other activity data from hard drives on a set schedule.

Contain costs and client bill-back

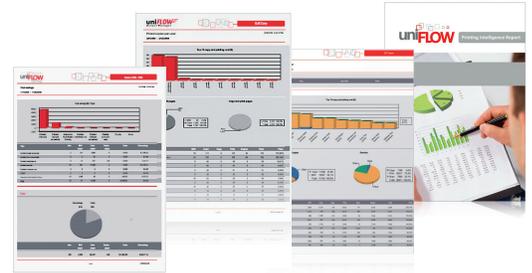
Clients and law firms today want to know what they're paying for so they can manage costs. This means law firms need better ways to track expenses while also containing costs to increase profitability. Canon solutions can help influence staff behavior and effectively manage device-related expenses.



Increasing the efficiency of print management

Analyzing costs

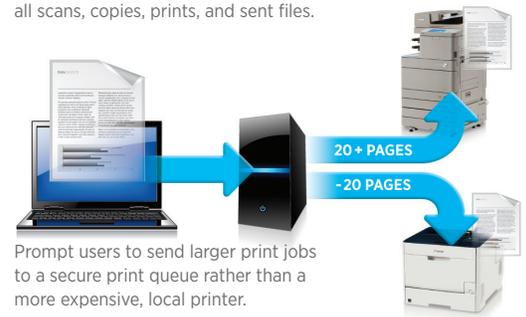
Law firms are always looking for ways to reduce their expenses while improving productivity. Canon uniFLOW software gives you total control over your print and scan environments for almost all law practices. The solution allows you to accurately capture and create detailed reports of all scans, copies, prints, and routed files. Charges can be attributed to individual attorneys, paralegals, user groups, or departments with client, matter, and sub-matter to determine if a client, or the firm, should be charged for that output.



Measure and create detailed reports for all scans, copies, prints, and sent files.

Increase efficiency and reduce costs

To help manage print-related costs, firms can use uniFLOW to apply intelligent print routing programs that can direct users to the most efficient print device based on a variety of user and/or departmental requirements. Law firms can also manage user access to print devices, offering redirection options to more efficient MFPs. For example, they can set controls so that print jobs over a specific page count, such as 50 pages, can be automatically rerouted to a less expensive printer or CRD.



Prompt users to send larger print jobs to a secure print queue rather than a more expensive, local printer.

Canon Managed Document Services

Canon MDS is a unified offering for total output and document solutions management. It consists of complete program customization within your desired time frame, specific to your unique business needs. From the printed page to the electronic document, Canon provides a portfolio of custom services to help you achieve your business goals for cost reduction, improved serviceability, support, and document accessibility.



Integrating document output with billing solutions

If your law firm is already tracking expenses using Equitrac, Copitrac, nQueue Billback, cost recovery connector, or uniFLOW software, you can seamlessly link your Canon imageRUNNER ADVANCE device to these cost-accounting applications using Canon's embedded MEAP platform. Print and copy expenses can be captured and reported back to your billing system with client, matter, and sub-matter detail.



Embedded terminals make it easy to capture device activity for client billback.

Manage the move to mobile

According to a recent ILTA survey, 91% of law firms use tablets, and more than half are funding the purchase of a partner's device or paying for the service. Canon offers secure mobile solutions that work across a variety of platforms to help manage and control the viewing, editing, and printing of documents from smartphones and tablets.



Bring your own device (BYOD)

Canon offers a variety of mobile printing solutions to suit all types of users at a law firm and can fulfill their requirements for convenience and efficiency. These solutions offer law firms, contractors, opposing counsel, and their clients the ability to print directly from their mobile devices, without being logged on to a network-connected computer. These solutions transform the conventional, multistep printing process of scanning, e-mailing, and printing documents into a single workflow process.

Canon's mobile printing solutions are designed to mitigate the risk of security breaches by utilizing one of two user authentication protocols: authentication to the device directly or server authentication on the network to release a print job. Canon's mobile printing portfolio includes cost-effective, intuitive, and user-friendly solutions to solve the printing challenges of legal teams ranging from solo practitioners to major law firms with over 1,000 attorneys. These solutions can seamlessly integrate into a current firm's printing environment and network with minor IT intervention to its current infrastructure or print workflows.



With the Canon Mobile Print app and EFI PrintMe, legal professionals can print documents from their mobile device by using a simple print request workflow.



Users can establish a link between an imageRUNNER ADVANCE system and their smartphones or tablets by scanning a QR code from the control panel display.

Mobile and desktop-based printing

The increasing use of mobile devices such as smart phones and tablets within legal practices means that firms need solutions that help secure, manage and track printing from wherever attorneys, paralegals, and other legal staff are working. Thanks to the uniFLOW multiple identity system, all their jobs will be held securely in their own personal print queue. To release a print job, the user can authenticate at their chosen printer by using their normal company ID proximity card or smart card while still adhering to the same security and accounting features as when printing through uniFLOW at the office.



Send documents from your mobile device using the uniFLOW Mobile app.

Authenticate at the device and select your document to print securely.

Cloud-based information management

Documents are one of a law firm's most valuable assets and, as with any asset; should be thoroughly protected, meticulously managed, and easily accessible. Therefore™ Online provides authorized attorneys and legal personnel the ability to capture, archive, retrieve, edit, and process documents and data quickly, efficiently, and securely.

Therefore™ Online is a highly attractive option for reducing IT infrastructure costs with the same robust functionality of the Therefore™ Enterprise Edition, providing customers with an easy and affordable method of managing their information.



Therefore™
PEOPLE PROCESS INFORMATION

Advanced solutions for today's legal environment

Canon continues to provide solutions to meet the wide-ranging needs of the legal industry—including the pressing need to do more work at a lower cost. Canon products streamline everyday work processes, provide enhanced security to help protect against unwarranted breaches, and include innovative mobile solutions to address the emerging needs of today's active legal workforce.

Streamline case preparation and discovery

Conversion to digital	Universal Send	Convert scanned hard-copy Word, PowerPoint®, and PDF documents at the device to editable original formats.
	eCopy ShareScan	Easily convert case documents into PDF/A formats for filing with courts.
Assembly	eCopy PDF Pro Office	Redact and convert to PDF/A to protect client confidentiality.
	imageRUNNER ADVANCE Desktop	Easily combine scanned hard copies with digital documents. Add tabs with text and insert slip-sheets. Preview document thumbnails prior to printing.
	imageRUNNER ADVANCE Quick Printing Tool	Quickly drag-and-drop documents to preview, print, fax, and convert to PDF.
Integrate legal documents in fewer steps	Scan to Worldox	Users can scan and profile documents to their Worldox Favorite Matters, Quick Profiles Workspaces, and Bookmarks quickly and easily.
	imageRUNNER ADVANCE	Scan to Worldox is accessible directly from the Main Menu of the imageRUNNER ADVANCE devices.
Integrate into back-end systems	eCopy ShareScan Connector	Archive documents to common legal document solutions, such as Microsoft® SharePoint, OpenText eDocs, and Autonomy iManage.

Safeguard documents and confidential client information

Limit devices to authorized personnel	Universal Login Manager	Users authenticate themselves to unlock the device.
	AA-Print	Authenticate users for all print output.
	uniFLOW	Authenticate and monitor costs for all user print output.
Control access	Access Management System	Control user access by roles and responsibilities.
Secure document distribution	Authorized Send	Secure and encrypt legal documents during distribution workflow.
	Workflow Composer	Assist in authenticating e-mail, fax, and back-end server addresses for security purposes.
	eCopy ShareScan	Limit distribution to specific and authenticated e-mail, file, server addresses.
Safeguard documents at print	Canon Secure Print	Driver-based solution that requires users to authenticate themselves prior to releasing documents to print.
	AA-Print	Serverless solution that requires users to authenticate themselves prior to releasing documents to print.
	uniFLOW	Enterprise Output Management solution that requires users to authenticate themselves prior to releasing documents to print.
Auditing and compliance printing	uniFLOW and imageWARE Secure Audit Manager	To assist in meeting compliance rules, law firms can authenticate users, monitor, and take corrective action as client files are scanned.

Contain costs and client billback

Increase efficiency of print management	uniFLOW	Monitor costs, bill back to clients, and increase print efficiency.
Integrate output with billing solutions	uniFLOW	Export billing costs in Excel® to legal billing solutions.
	Equitrac	Embedded terminal for integrating with Equitrac Professional.
	nQueue-Billback	Embedded terminal for integrating with nQueue Billback.
	Copitrac	Embedded terminal for integrating with Copitrac.
Canon Managed Document Services	uniFLOW	Enterprise production and output management
	Therefore	Powerful end-to-end content management and workflow solution able to provide storage, version control, expiration and customizable advanced document workflow's.

Mobile

Convenience	Canon Mobile Print	Easily print images and documents.
	Direct Print and Scan for Mobile	Print from and scan to mobile devices.
	EFI™ PrintMe®	Allow contractors and clients to use guest e-mail address to print from their mobile devices.
Mobile and desktop-based printing	uniFLOW	Restrict mobile users to only allow authenticated users to print out client documents.
Cloud-based information management	Therefore Online	Stores documents securely and gives complete control over document access.
	imageRUNNER ADVANCE	Scan, index, access, and print documents remotely from Therefore™ online.



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