

## 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 adjudicated, law firms need to streamline paper-based methods for assembling, 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.

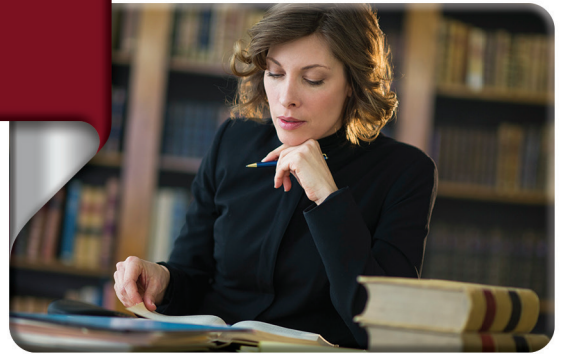
Canon solutions can help firms reduce the time and cost spent on document-related tasks—enabling legal professionals to spend more time serving their clients. The broad range of Canon products includes stand-alone device capabilities, as well as solutions that integrate seamlessly with case and document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

In a 2011 ILTA (International Legal Technology Association) survey, 38 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.



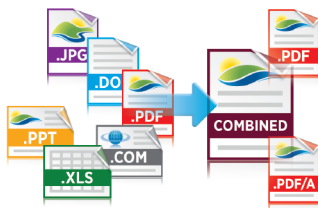
## Converting scanned hard-copy case files into editable digital formats

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



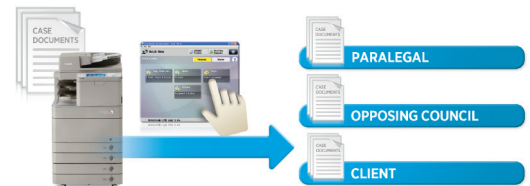
Easily consolidate multiple documents into one consolidated case file.

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.

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.

## Streamlining case collaboration and distribution

Legal firms are constantly looking to streamline document distribution. With Canon's Workflow Composer and Nuance/eCopy ShareScan, you can consolidate multistep manual processes into a custom, one-touch workflow on Canon imageRUNNER ADVANCE systems. A customized, one-touch button can scan, copy, print, fax, and e-mail case documents to a preset distribution list of attorneys, paralegals, clients, and opposing counsel as well as archiving to your document management system.



Legal personnel can leverage customized, one-touch buttons to simplify processes such as distributing case files.

## 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

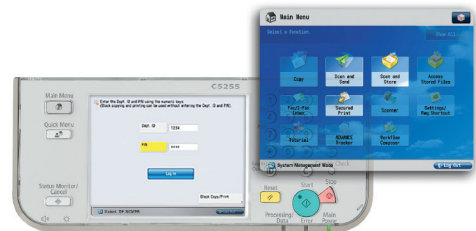
Preventing unauthorized access to sensitive case documents is a priority at today's law firms. With Canon's Universal Login Manager (ULM) solution, law firms are able to control who has access and is authorized to print, copy, scan, or send client case documents from MFPs with PIN code, user ID and password, or card-based authentication. 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 be only 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 those legal 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.

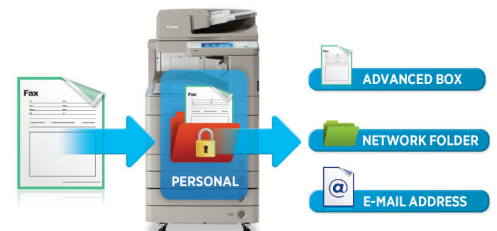
## Auditing and compliance printing

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. The firms can easily monitor every client document that's scanned, copied, or printed. If leaks do occur, 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 on a daily basis and properly erased, with standard 3x format overwrite as 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 **HDD Lock** secures the HDD with an automatically generated password (32-byte) to help prevent access to HDD from a PC when it's removed from MFP devices.

## Contain costs and client bill-back

Clients and law firms today want to know what they're paying for, so they can control costs. This means law firms need better ways to track expenses while also controlling 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

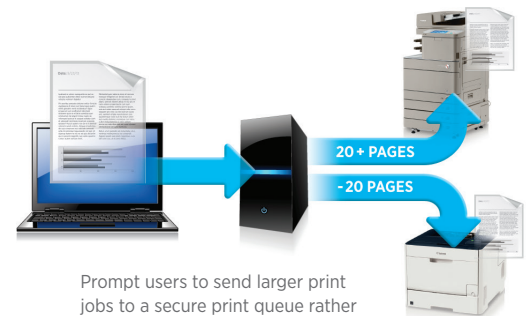
Law firms are always looking for ways to reduce their expenses while improving productivity. Canon uniFLOW software gives you total control over your print and scan environments for almost all law practices. The solution allows you to accurately measure and create detailed reports of all scans, copies, prints, and sent 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

Law firms can also limit user access 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.

## Integrating document output with billing solutions

If your law firm is already tracking expenses using Equitrac, Copitrak, 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, 75% 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.



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

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

## Scan-to-cloud

Some law firms, especially those that have minimal or no IT support, have adopted Google Apps. Law firms can store forms and basic, non-work product documents onto Google Drive for easy, cloud-based access. Canon provides direct access to Google Drive™—right from the touch-screen of Canon imageRUNNER ADVANCE systems. Law firms and their staff can retrieve forms and other documents from the Cloud Portal software. In addition, hard-copy documents can be scanned directly to, and printed from, Google Drive, without any additional hardware or software.



Access and print documents remotely from Google Drive.

## Secure printing

Law firms requiring additional security may use uniFLOW Secure Print, a server-based solution. Legal personnel initiate the print job from any format, including e-mail, e-mail attachment, Web browser, or cloud storage. Attorneys, paralegals, and other personnel must then authenticate themselves via their user ID and password or proximity card prior to releasing their print jobs at the device. uniFLOW provides output management and offers a high level of security. uniFLOW may also track all scanning, copying, printing, and sending activity to provide metrics for cost recovery.



# 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®, 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.  |
| Streamline distribution         | Authorized Send                         | Distribute documents that are encrypted and with a digital signature.  |
|                                 | Workflow Composer                       | Reduce multistep manual processes into a single, one-touch button to scan, copy, send, and archive.  |
|                                 | eCopy ShareScan                         | Create one-touch buttons with preview, redact, Bates Number, and archive.  |
| Integrate into back-end systems | eCopy ShareScan Connector               | Archive documents to common legal document solutions, such as Microsoft® SharePoint, OpenText eDocs, and Autonomy iManage.                           |

## 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.             |
|   | Copitrak        | Embedded terminal for integrating with Copitrak.                    |

## 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. |
| Securing fax                          | Fax Forwarding                             | Automatically route faxed client documents to the password-protected Advanced Box on the device.  |

## Mobile

|                        |                                  |   |
|------------------------|----------------------------------|---|
| Convenience            | Canon Mobile Print               | Easily print images and documents.  |
|                        | Direct Print & 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. |
| Scan to cloud          | imageRUNNER ADVANCE Cloud Portal | Access and print documents remotely from Google Drive™.                                       |
| Secure mobile printing | uniFLOW                          | Restrict mobile users to only allow authenticated users to print out client documents.        |



CANON, IMAGERUNNER, and MEAP are registered trademarks of Canon Inc. in the United States and may also be registered trademarks or trademarks in other countries. IMAGEWARE is a registered trademark of Canon U.S.A., Inc. in the United States and is a trademark of Canon Inc. in certain other countries. Google and other Google marks are trademarks of Google Inc. Microsoft and PowerPoint are either registered trademarks or trademarks of the Microsoft Corporation in the United States and/or other countries. All other referenced product names and marks are trademarks of their respective owners. Specifications and availability subject to change without notice. All printer output images are simulated. Nothing in this brochure should be construed as legal counsel or regulatory compliance advice, including without limitations with respect to statutes such as Sarbanes-Oxley, HIPAA, GLBA, Check 21, or the USA Patriot Act. Each customer must have its own qualified counsel determine the advisability of a particular solution as it relates to regulatory and statutory compliance. ©2014 Canon U.S.A., Inc. All rights reserved.

0171W392  
0114-LPBRO-6M-LMC

Delta Business Solutions  
(Canon Dealer)

954.885.0102  
www.yesdelta.com

2861 Corporate Way  
Miramar, FL. 33015