

## ADVANCED SOLUTIONS FOR LEGAL PROFESSIONALS



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

Law practices are facing a technology crossroad. Is your firm ready to turn challenges into competitive advantages? A trusted partner like Canon can help your firm navigate the evolving landscape of legal services.

# Ensuring Security and Confidentiality of Client Information

Trust is implicit in Attorney Client Privilege. Sensitive content moves in many directions as it passes through legal workflows. What would the real cost be to your firm if there were a breach? Ensuring that each link is secured can be daunting unless you have a partner like Canon that understands that security needs to be foundational to product design.

## INTEGRATED HARDWARE PROTECTIONS

Security starts with hardware. Canon offers a variety of solutions to help ensure that the security of copy, print, scan, and fax data on your hard drive is protected daily 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 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.

**Unified Firmware Platform (UFP)** provides a consistent firmware level across a fleet of imageRUNNER devices.



## AUTHORIZED ACCESS




Unrestricted access to functions like copy, scan, and print can be a risk to sensitive client information. With Canon's Access Management System, only authorized users have access to these functions. Law firms can configure user roles based on predetermined user rights—an attorney may have access to specific device functions, such as copy or fax, while paralegals can only access stored forms on the device.



For more information about compliance visit [canon.us/infogov](https://canon.us/infogov)

## SECURE LINE OF BUSINESS

Sensitive client documents are often sent and received via copy, print, scan, and fax. Law practices have a responsibility to their clients to ensure that confidentiality, accountability, and responsibility are maintained at each point.

CHALLENGES	SOLUTIONS
<div> <b>Print</b></div> <ul style="list-style-type: none"><li>• Sensitive materials left on output tray</li><li>• No record of who printed the document</li><li>• Sensitive materials leaving the firm without a trace</li></ul>	<ul style="list-style-type: none"><li>• Secure print workflows using Canon solutions such as AA-Print or Secured Print to ensure that only authorized personnel release print materials</li></ul>
<div> <b>Copy</b></div> <ul style="list-style-type: none"><li>• Unrestricted copying can allow sensitive content to leave without a trace</li></ul>	<ul style="list-style-type: none"><li>• Use solutions that authenticate the user at the device</li></ul>
<div> <b>Scan</b></div> <ul style="list-style-type: none"><li>• Users scanning documents to email</li><li>• Diverse scan destinations create information management chaos</li><li>• Unrestricted scanning has limited controls on content distribution</li><li>• Lack of controls limits accountability</li></ul>	<ul style="list-style-type: none"><li>• Authenticate the user</li><li>• Restrict scan destinations</li><li>• Limit scan destinations to sanctioned repositories</li></ul>

## REGULATORY COMPLIANCE WORKS WITH SECURITY

Many law firms 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. uniFLOW and imageWARE SAM Express can help. Firms can easily monitor every client document that's scanned, copied, or printed. If discrepancies are found, the system automatically logs it and sends it to the appropriate parties.



# Workflow Intelligence

The evolving landscape of client billing now includes savvy corporate clients pressuring their outside counsel for projected costs and billing transparency. Can your firm bid on prospective client matters with confidence that the projected costs are within a realistic margin? A partner like Canon can help firms surface key metrics with solutions capable of collecting, reporting, and analyzing workflow costs.

## INCREASING EFFICIENCY WITH INSIGHT

### uniFLOW Metrics Analysis

Poor use of assets can impact productivity and limit a firm's ability to compete effectively. Canon's uniFLOW system is a comprehensive solution for managing and monitoring copy, print, and scan-related costs. Firms can use uniFLOW to get an in-depth analysis of their document workflow to identify, remediate, and improve asset use.



#### ANALYSIS

Active Metrics Collection

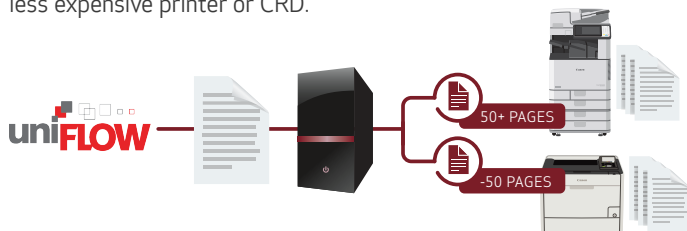
Reporting

Performance Analysis

#### REMEDIATION

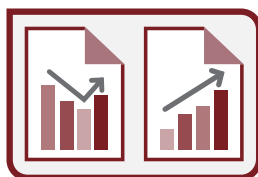
Routing Rules

With uniFLOW, users can be directed to the most efficient print device based on a variety of user and/or departmental requirements. They can also manage user access to print devices. For example, controls can be set so that print jobs over a specific page count, such as 50 pages, can be automatically rerouted to a less expensive printer or CRD.



## IMPROVED INFORMATION MANAGEMENT

Monitoring and measuring workflow activities can offer firms a composite view of the effort over value ratio. Spotting gaps or roadblocks to productivity early can help firms use quantifiable data to remediate faster and substantiate business cases for change.



For more information about workflow intelligence visit [canon.us/workflowintel](http://canon.us/workflowintel)

## IMPROVE REALIZATION RATES WITH BETTER COST-RECOVERY INTEGRATION

Clients are asking for more transparency and forecasting from their outside counsel. 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.



## MANAGED DOCUMENT SERVICES

Increasingly, firms are looking to outsource core operational services yet they also want to ensure these functions operate in a seamless, cooperative way. Canon's MDS is the comprehensive solution for firms to optimize their back-office document functions under a collective program designed to provide:

Fleet Optimization

Deployment and Change Management

Remote Monitoring

Intelligence Portal

Supplies and Service Fulfillment

Enterprise Output Management

Content Management

Workflow Optimization

Mobile Solutions

Security



For more information about expense management visit [canon.us/expensemanagement](http://canon.us/expensemanagement)

# Agile Collaboration

Clients and law firms are witnessing a sea-change in workstyles and demand ready access to work products. Growing adoption of flexible schedules, mobile access, and increasing levels of outsourcing services are pressuring firms to meet their clients with similar capabilities. Canon offers secure mobile solutions that work across a variety of platforms to help firms manage and control the viewing, editing, and printing of documents with the same agility as their clients.

## AGILE SOLUTIONS FOR EMERGING WORKSTYLES

### Mobile Print

Law firms and visiting clients want to leverage their smart devices for print without sacrificing speed or security. Canon has a variety of solutions to meet the diverse needs and environments in a modern legal practice.



### Mobile Document Capture and Distribution

Send documents from your mobile device using the uniFLOW Mobile app. Then authenticate at the device and select your document to print securely.

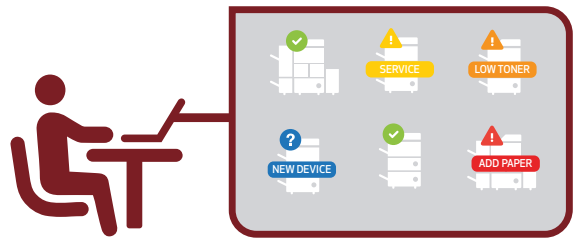


## INFORMATION WHEN, WHERE, AND HOW YOU NEED IT

Whether it's paper to digital or one repository to the next, for content to have value it needs to be accessible, retain its privacy, refine access, and be useful and easy. Incorporating automation, synchronization, and security is possible with solutions like mxHero and Box.

## MOBILE ENTERPRISE MANAGEMENT

Managing the enterprise systems within a law firm requires constant diligence and dashboard visibility. Canon provides solutions to put insight and control in the hands of administrators, in the office or on the go.



## COLLABORATIVE SOLUTIONS

Quickly integrating information is vital to a firm's ability to leverage pivotal information faster. Your imageRUNNER ADVANCE system can become a high-speed entry point for your legal document management system. Customized, one-touch buttons with validated index fields can reduce error and increase the quality of information being integrated.



For more information about agile collaboration visit [canon.us/agilesolutions](https://canon.us/agilesolutions)

[USA.CANON.COM/ADVANCEDSOLUTIONSFORLEGAL](https://usa.canon.com/advancedsolutionsforlegal)



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