

“ LET’S TALK ABOUT  
ALWAYS SECURING  
EVERY CASE. ”



Business *can* be simple



In an industry where every piece of information is vital, the importance of an efficient, secured documentation system is crucial. Every case is built on an intensive paper trail of confidential documentation where a single misplaced piece of information can have dire consequences.

Let's talk about how Canon's document management solutions can solve these issues.



# MANAGING THE LEGAL PAPER CHASE

Given its volumes, receiving case documents via fax can be a tedious process. Incomplete fax transmissions become a time-consuming process to chase for a repeat fax. Faxes that come through but are left to accumulate at the machine sometimes get lost, or collected by mistake by other staff, making the firm vulnerable to information leaks. Time lost to searching for misplaced faxes also lowers productivity.

We can help.

Our fax solutions system enables faxes to be received digitally as document files. An appointed administrator forwards these files to respective recipients. If preferred, incoming faxes can be programmed so that they automatically reach the respective recipients.

## **Benefits at a glance:**

- Efficient and complete capture of incoming faxes
- Minimise human errors in fax distribution
- Never misplace another fax
- Quick retrieval of any fax
- Enhanced information security
- Hardcopy print only when required
- Save space by eliminating hardcopy faxes
- Save cost by deleting unwanted faxes before it is printed



# Fax Management Process Now Simplified



Incoming faxes



Received by  
multifunction device



Administrator will  
forward faxes to the  
respective staff.  
Faxes can be screened  
by authorised  
personnel if required



Lawyer A



Lawyer B



Lawyer C

# PRACTICE MADE PERFECT

Every law firm's library is made up of numerous legal updates from seminars, detailed work procedures, the legal encyclopaedia and other legal documents. Lawyers face a time-consuming process of physically searching for information and waiting for the sole hardcopy item to be returned so they can photocopy it. They are also limited to searching for information only when they are in the office. In addition to the high consumption of paper, the library itself presents another problem of occupying precious, expensive office space.

We can help.

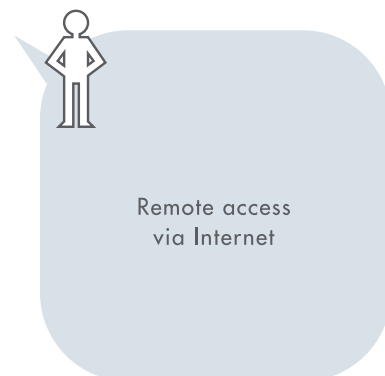
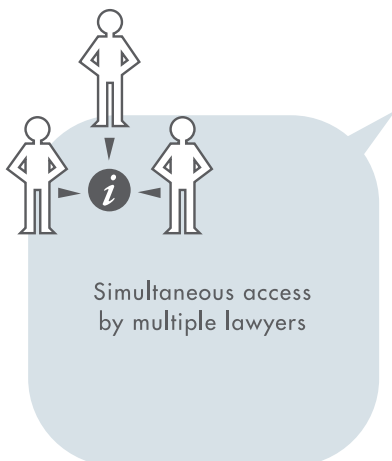
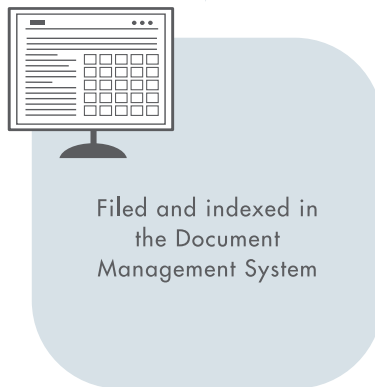
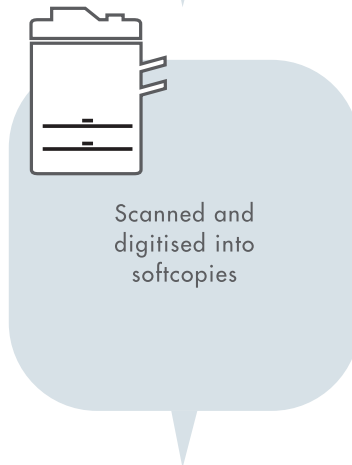
Legal updates or precedences can be easily scanned and digitised into a secured, centralised document management system or your existing backend system for easy storing, sharing and viewing amongst team members. It also gives you access to complete and updated case files anytime, anywhere. With a search feature, only a click separates you from retrieving any document. Our solutions free up office space giving you room to think, and more importantly, to win.

## **Benefits at a glance:**

- Efficient sharing and retrieval of legal updates or precedences
- Free up office space
- Save on paper and printing costs
- Remote information access



# Knowledge Management Process Now Simplified



# UPKEEPING LEGAL CONFIDENTIALITY

It's a daunting task to ensure that only the right people have access to the right files. Equally challenging is making sure that confidential documents, sent as an email, are not retrieved or intercepted by hackers. And as the entire law firm often shares its multifunction printers, confidentiality of cases files can be severely compromised if printouts are not promptly retrieved by the right user from the printer. Managing the inaccuracies of a manual charge back process is also a time-consuming and tedious effort.

We can help.

Canon's intelligent software allows you to password protect case files in a centralised document management system so that only authorised staff can access them. Document movement and access can also be monitored by an administrator. Documents sent via email can be encrypted so only personnel with the authorised password can unlock and access the file.

More impressively, for highly sensitive cases, Canon's secure print ensures that documents only start printing when the user enters his password at the printer, taps his individual pass or clears the biometric authentication. The document audit trail, an additional in-built security enhancement, will easily identify who and when the documents were scanned, the contents of the documents and to whom it was sent to.

With added features like collation with stapling or saddle stitch finishing, you'll never need to send out documents for a professional finish ensuring that information stays secured. The system also cleverly records each user's print/copy volume ensuring transparent billing costs and accountability towards your clients.

## **Benefits at a glance:**

- Information security and integrity
- Fast printing/copying turnaround with sorting and finishing features
- Usage accountability and accurate billing to clients



# Secured Information Management Now Simplified

## 1. Centralised Document Management Access and Email Security



Scanned and digitalised into softcopies or email



- Files sent via email are encrypted
- Document audit trail will easily identify who and when the documents were scanned, the contents of the documents and to whom it was sent to



Clients/other law firms unlock the file with personal password

## 2. Print Security



User authentication to retrieve print at the printer:

- Password code
- Security card
- Biometric authentication



Hardcopy print

## 3. Usage Accountability and Transparent Billing to Clients



Print from PC to multifunction device



Make copies at multifunction device



Scan documents at multifunction device



Print/ copy/ scan costs captured under individual client codes



Usage cost billed to Client A



Usage cost billed to Client B



Usage cost billed to Client C



With Canon's customised solutions, business can be simple. You can streamline your document workflow processes to ensure a smoother, more productive, highly effective business for better growth, improved client service, and increased profits. Let's talk today.



For advice on efficient documentation,  
visit us at [www.businesscanbesimple.biz](http://www.businesscanbesimple.biz)

**Canon**

Delighting You Always