

A SMARTER LEGAL WORKFLOW

COLLABORATIVE, COST-EFFECTIVE, AND SECURE.

MANAGE PRINT-RELATED COSTS FOR LEGAL

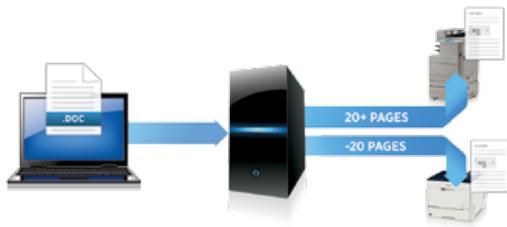
The legal world is paper intensive. Canon Solutions America and uniFLOW offer solutions that can help your firm's attorneys, paralegals, and other staff collaborate on both electronic and hard-copy documents while accurately tracking expenses and ensuring all case information stays confidential.

Law firms and corporate legal departments need to accurately track expenses for their clients and remain vigilant to the everyday costs that add up. For example, when legal staff print large volume, color print jobs to desktop printers out of convenience, it can lead to high-cost-per-page prints that significantly increase annual operating costs.

How can we manage print behaviors for improved cost efficiency? How can we ensure that all attorneys, partners, and other legal personnel adhere to print policies?

Route Print Jobs to More Cost-Effective Devices

uniFLOW Rules and Routing enables your practice or firm to automatically direct all print jobs over a predetermined size or complexity to output on a lower-cost-per-page device.



Facilitate more cost-efficient firm-wide network printing with uniFLOW Rules and Routing.

Create Detailed Analytical Reports to Accurately Bill Back Case Costs and Maximize Productivity

Analytical reports provide granular insight into usage. You can identify specific cases or individuals for which problem print behaviors might be reined in. These detailed reports can assist partners and administrative staff to determine where print costs are heaviest, where they can reduce costs, and allocate costs back to specific clients, departments, or regional offices to facilitate cost management.



Track Document Activity and Allocate Expenses Back to Cost Centers

uniFLOW solutions enable you to track costs and generate analytical reports that offer insight to who's printing and how much. You can use this data to identify inefficient behaviors and cut costs. Now, your practice or firm can allocate print related expenditures by case, by client, by matter, or submatter billing codes—or to the appropriate attorney—to help more effectively manage your expenses.

How can my firm take the next step in document capture and distribution? Our case files include large volumes of paper documents. We need a way to capture the information and get it to our common repository quickly and efficiently.



Detailed tracking and activity reports can help you ensure that print inefficiencies are reined in and that clients are billed accurately for all device-related expenses.

Scan, Capture, and Route to Common Document Repositories

Once captured and processed, your documents can be exported to various destinations automatically. They can be emailed, exported to an FTP server, or placed in a shared network or personal folder. Using the uniFLOW Workflow engine, they can also be exported to your business application, database, or back-end content management system.



Our attorneys and legal staff are expected to multi-task on multiple cases each day. This means print jobs often may get sent without being retrieved. When the resulting hard-copy documents pile up on output trays, resources are wasted and security is compromised. Separately, how can we provide better mobile print services for our attorneys and legal staff?

Most of our cases feature critical information that must be safeguarded to protect client confidentiality and satisfy compliance requirements. Pleadings, evidentiary statements, discovery documents, and other sensitive client information can pose serious security and fiduciary threats when left on the output trays of MFPs.

Maximize Firm-wide Print Efficiencies

uniFLOW Secured Print helps reduce waste by requiring law firm staff to authenticate at the device with a user ID and password or a swipe card before a file can actually be printed. Also with uniFLOW, users can send documents to the most suitable printer, whether that's elsewhere in the firm or from an entirely different office.



Enable accessible, efficient printing from any office.

Limit Device Access to Authorized Personnel

With uniFLOW solutions, you can control who is authorized to access, print, copy, fax, or scan important documents like pleadings, exhibits, or discovery documents from your MFPs. You can facilitate authorized device access with user IDs, passwords, or proximity cards. uniFLOW delivers device authentication solutions for any size practice or firm.



Facilitate Access to Print Functionality Based on Role

uniFLOW enables you to gain control over all print usage, even across a large firm, and limit user access to more costly operations.



Profiles can be set according to user or role that allow or restrict access to specific device features as needed.

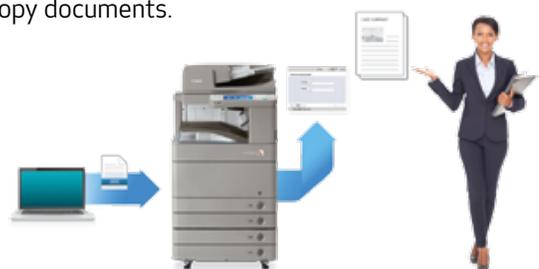
Implement Secure Mobile Print Accessibility

Though firm staff would like to print information directly from their mobile devices, they are rightfully concerned about the security of confidential client records. uniFLOW Mobile Printing is a print and scan application that runs on smartphones and tablets. This server-based app enables authorized attorneys and legal personnel to print from anywhere, to any device—and scan document files back to their mobile devices—while still applying the same security and accounting features as when printing through uniFLOW at the office.



Secure Confidential Information in Printed Documents

Canon Solutions America provides server-based uniFLOW secure printing solutions to help safeguard confidential case, client, or law firm business information contained in hard-copy documents.



Legal staff can be required to authenticate at the device before retrieving printouts.



Streamline Court Filing Tasks

uniFLOW provided the law firm of Winthrop & Weinstine LLP with a system for securely printing their documents while also providing the freedom to print to any device on the network, on demand.

“One of the best examples is in regard to our output of legal documents to the various court systems. For federal court filing, you are limited by the size of the document and what you can upload to each individual court system. With uniFLOW, you can scan as much as you want and the system actually breaks it down into multiple documents to upload to an individual court’s file size requirements. Time savings from this particular customization alone proved to be worth its weight in gold.”

– Craig Wilson, IT Director, Winthrop & Weinstine, Attorneys and Counselors at Law

To learn more about successful uniFLOW implementations in law firms
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