

**PROVIDING SOLUTIONS
FOR LEGAL MARKETS**

Challenges facing today's legal market

In most law firms, paper documents are still the predominant vehicle for storing data. With the advent of electronic filing requirements in the courts, manual and paper-based processes make it more time consuming and costly to turn case files around quickly. uniFLOW can help law firms to keep up with technology while improving the digital workflow and making the transition to electronic files easier.

Some of the challenges faced by law firms include:

- Cost-consciousness: Increasing revenues while controlling costs
- Security: Ensuring security and confidentiality of client information
- Mobility: Managing the transition to mobile devices (for print and scan)
- Productivity: Converting paper-based workflows to electronic





uniFLOW – Addressing challenges

uniFLOW can address the challenges facing law firms so administrators, IT support and lawyers can devote more time to providing a higher level of customer service.

Implement print policies

uniFLOW allows administrators to manage printing processes and control costs while promoting better printing behavior. It also allows users to select a client/matter (cost center) when printing at a device which facilitates cost reconciliation for client chargeback.

Maintain client confidentiality

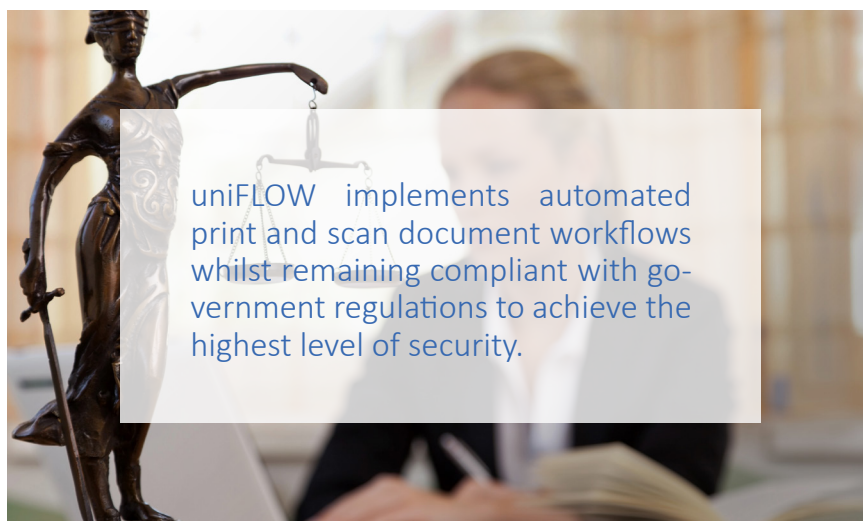
By providing secure access to devices, uniFLOW ensures sensitive client documents will not fall into the wrong hands. uniFLOW also allows administrators to control access to MFDs based on login credentials.

Integrate mobile printing

Using uniFLOW, law firms can provide a more effective working environment for staff which is accessible using any device, whether it be laptop, tablet, Mac®, iPad® or smartphone.

Automated scan workflows

uniFLOW enables access to legal ECM systems via Canon MFDs, allowing law firms to streamline their document processes and save valuable time and money.



Implement print policies to reduce costs

uniFLOW offers several options to track printing costs, influence employee behavior, streamline client chargeback and ultimately manage the output cost.

Encourage cost-conscious behavior

With uniFLOW, you can track your firm's printing, copying, scanning and faxing costs and generate analytical reports to offer an insight as to what users are printing and the costs incurred. The detailed tracking and activity reports help to analyze device usage and identify cost saving opportunities in order to influence responsible printing and copying behavior e.g. controls can be setup for print jobs in excess of 50 pages to be automatically routed to the central print room or a less expensive printer.

Client chargeback

uniFLOW allows you to allocate printing charges to departments, groups and individual lawyers with multiple levels of clients/matters or cost centers. This will help to determine whether printing costs should be charged to a client or the fee is the firm's responsibility.

Support environmental initiatives

uniFLOW provides an environmental analysis report which means office wide green initiatives can be reviewed by making comparisons of print activity between two quarters, total paper usage and two-sided printing.

Integration with existing back-end systems

uniFLOW enables all print/copy related expenses, including client/matter data, to be reported back to billing systems e.g. ELITE®, Tabs3® and many more using the flexible SQL Export utility.





Maintain client confidentiality

Keeping client information secure is the principal concern for law firms. uniFLOW offers a range of solutions to keep devices secure and protect confidential client information.

Keep client data and case files confidential

With uniFLOW, users are required to identify themselves at the device via card login, PIN code or job code. Different access rights to device functions can be given dependent on job role. These measures ensure only authorized staff are able to scan/print sensitive client information.

Print confidential documents securely

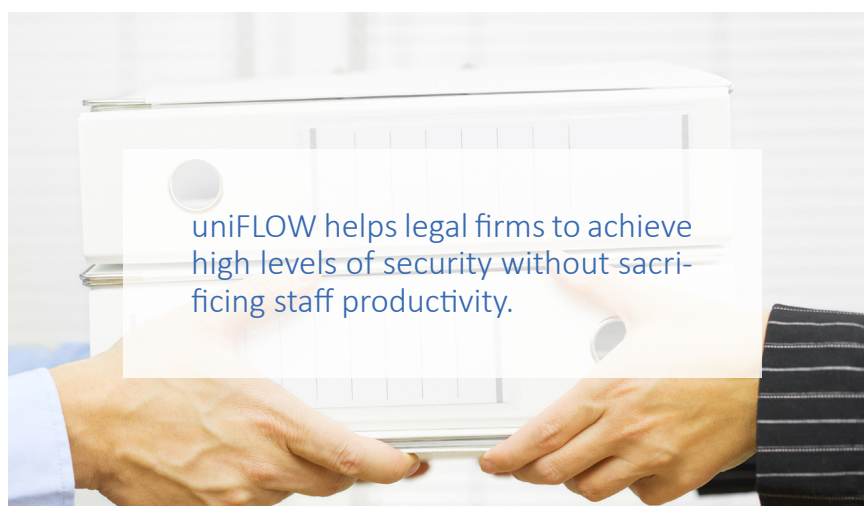
When documents are left on the output tray of a device, there is a risk of breaching data protection legislation which can result in costly fines. To prevent this, all print jobs are stored in a user's personal secure print queue. uniFLOW then requires all users to identify themselves before releasing any printouts. Users can securely release their print jobs on any printer or MFD in the office network, irrespective of building or city so that documents can be accessed where they are needed.

Secure document distribution

Client data is often at risk during distribution. uniFLOW allows law firms to setup personalized scan workflow buttons at the Canon MFD or document scanners which can only be accessed by authorized staff. This ensures confidential client data is always scanned to the right location e.g. a predetermined shared folder, email, fax number or a document management system. Documents can be scanned into various formats which comply with legal requirements and are encrypted.

Printing compliance

uniFLOW makes it possible for law firms to place additional safeguards to comply with legislation. Every print, copy, scan or fax document can be tracked. In the event a leak occurs, uniFLOW automatically logs the event, archives the document and alerts the law firm's security officer.



Integrate mobile devices & document scan processes

uniFLOW allows for integrating mobile technologies into daily business workflows and serves as a gateway for digitizing and archiving documents. This provides additional flexibility while maintaining security and leads to more productivity and the avoidance of manual errors.

Secure mobile printing

uniFLOW allows all users to send print jobs either directly from their mobile device, using the uniFLOW app for iPad®/ iPhone®, Android™ or Windows Phone®, or via email whilst still maintaining the same level of security when printing from within the firm. In the background, uniFLOW will track all usage and report back for client chargeback.

Integration into popular legal DMS systems

Today's law firms use various document management systems and integration into these systems is critical to a firm's productivity and profitability. With uniFLOW the Canon MFDs and document scanners provide access to various legal document management systems including iManage Work, DMSforLegal, Lexis Affinity™, RightFax, Therefore™, Microsoft SharePoint®/ SharePoint® Online and Hyland OnBase®. A user can scan directly into a document management system using a customized, one-touch button to manually add index fields or automatically capture them from a document. uniFLOW also allows secure scanning into popular cloud-based systems e.g. Box, Dropbox, Microsoft OneDrive®, Evernote and Google Drive™.

Converting paper into editable digital formats

Law firms need to have case files in easy-to-edit digital formats. uniFLOW allows case files to be scanned easily into editable Microsoft Word which helps to improve staff productivity. uniFLOW also allows the client/ matter data to be validated against the firm's database resulting in fewer errors and saving time during the scan process.



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Windows Phone is a registered trademark of Microsoft Corporation in the United States and other countries.

Protect confidential data

uniFLOW enables administrators to restrict printer access. This prevents breaches of confidential financial data as the device is locked so print, scan, copy and fax functionalities are unavailable to unauthorized users.



Increase productivity

uniFLOW allows staff members to capture documents e.g. admission applications or financial aid documents, then automatically add them to an ECM system. This makes for a more productive workflow allowing easy and secure access to data when necessary



Control and reduce costs

Unmonitored printing can lead to surprisingly high costs. One of the best ways to cut down unnecessary costs is to ensure users only print what they need. uniFLOW allows administrators to take complete control of printing, scanning, copying and faxing activities and pinpoint areas where expenditure can be scaled down while encouraging costconscious behavior.



Help save the environment

uniFLOW can help to reduce environmental impact and support sustainability initiatives by optimizing printing procedures and improving internal processes which rely heavily on paper. This prevents unnecessary paper waste as staff can only print what they need. By implementing smart printing policies, law firms can achieve higher environmental sustainability.



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