



MANAGED PRINT SERVICES & SOLUTIONS FOR LAW FIRMS

HELPING LEGAL PROFESSIONALS UNDERSTAND AND CONTROL THE COSTS ASSOCIATED WITH PRINTING & IMAGING

With Cannon IV Managed Print Services, you can...

- Lower printing costs by implementing a targeted print strategy for improving processes and increasing efficiencies.
- Reduce the need for IT support for your printing environment, so your IT staff can spend more time on strategic projects.
- Manage and deploy devices and supplies from multiple vendors in a more convenient and effective manner.
- Ensure that your imaging and printing devices are being used in the best ways for your employees and your business.
- Increase employee productivity by reducing device downtime.
- Protect confidential documents and slash the volume of unclaimed printouts by ensuring users release print jobs at the point of printing.
- Improve document workflow by transforming paper-based and digital processes to accelerate your business, you can reduce printing costs and increase office productivity.

Document Solutions



Specialist

A Big Legal Expense

Trusts. Wills. Contracts. Litigation. Deeds. Depositions. Testimony. Documents are at the heart of any law practice.

Judging by experience, however, it's very likely that your firm is spending considerably more time and money on document printing and imaging than necessary—while missing billable print revenues. That's because, over time, practices can acquire a wide variety of printing, copying, scanning, and other devices from multiple vendors, while also using local copy and print shops.

With all the pressure to meet court dates, satisfy clients, and grow the business, printing and imaging problems can easily go unnoticed, uncorrected, and uncontrolled. Even practices that examine document production costs, typically only look at the price of equipment and maintenance; consumables, such as paper and toner; and print and copy invoices.

Equally critical are the productivity and savings to be gained from:

- Streamlining workflow
- Integrating services across branches and to home offices
- Securing confidentiality
- Automating the search and tracking of documents
- Increasing the utilization of existing assets
- Consolidating vendor management
- Recycling and reducing energy use

- Minimizing administration, network management, and IT support, while maximizing their value to the overall firm by allowing them to focus on projects that bring value to the firm

Law remains a paper-centric, print-rich profession. Compared to an overall industry average of 6.1%, legal organizations spend an average of 13.7% of their annual revenues¹ on internal and external document production. Typically, more than 85% of outputs² are client-related and should be billed back.

Whether your practice prints thousands or millions of pages a year, Cannon IV's managed print services (MPS) program can help you uncover and take advantage of opportunities that will save your practice time and money, improve cost recovery, and enhance attorney and staff productivity.

Cannon IV uses a proven end-to-end methodology to help you:



1. **A**ssess the current document production environment.
2. **D**esign an integrated document strategy.
3. **I**mplement the solution.
4. **M**easure results and manage the ongoing project.

MANAGED PRINT SERVICES from CANNON IV is a MULTI-PHASED SOLUTION

Let the experts at Cannon IV help you take control of your document printing and imaging. Our flexible, phased approach ensures that solutions and services fit your practice, are implemented at your pace, and deliver measurable gains as you move forward.

PHASE ONE: MANAGE YOUR FLEET

Lack of printer supplies can cause havoc. Irregular maintenance can cause equipment breakdowns and shorten life spans. Managing devices distracts staff and consumes billable hours.

Cannon IV managed print services handle every aspect of preventive care, supplies, onsite repair, and printer help desk support—all for one low cost per page. Secure technologies track all copying and printing completed through your firm with details by department, location, and machine. Remote monitoring enables us to proactively maintain and supply all of your owned and leased printers and other devices nationwide.

One call to Cannon IV dispatches a technician. Our Cannon IV Marketplace™ e-commerce site makes it easy to report a problem and review your account.

PHASE TWO: OPTIMIZE YOUR INFRASTRUCTURE

With different departments responsible for different types of copiers, printers and fax machines, the result is often redundant devices and duplicated costs. Cannon IV will assess all of your devices and usage patterns then develop and roll out a balanced, optimized deployment.

We help you make the most of what you already have, re-positioning existing equipment to high-demand locations and adding newer printers or multifunction systems where appropriate.

PHASE THREE: SECURE YOUR NETWORK

Studies show that 70% of information theft occurs from internal employees. But most law firms have not considered either the internal or external risks of an unsecured printing network.

Unauthorized access to a multifunction printer or network can permit the printing of confidential information, the scanning of documents to or from email without authentication, or even interception and modification of a print stream on the way to a check printer. Cannon IV helps you secure your print infrastructure with the latest encryption technologies.

PHASE FOUR: IMPROVE YOUR WORKFLOW

A law practice generates an enormous quantity of information. Cannon IV integrates the latest output technologies with powerful software to move digital and paper information on and off your network and help manage, route, store

and control documents. Our workflow solutions include:

- Electronic forms that replace pre-printed forms
- Capture solutions that convert paper documents to an intelligent digital format
- Content management systems that create a searchable repository of scanned documents
- Integration of branch and remote offices with the main office
- Track, index and organize automatically paper and electronic files together by case for cost-recovery

MPS that is scalable and tailored to your needs

The overriding philosophy of Cannon IV MPS is to offer a scalable suite of services, indicated below, that can be tailored to your needs.

▪ Assessment services

Help you gain visibility into your current usage and uncover hidden costs as you develop a business case for change

▪ Financial and procurement services

Assist you with options as you plan, acquire, retire, and replace your assets to help you achieve a low TCO

▪ Transition and implementation services

Help to ensure that the right equipment is installed in the appropriate location and that your end users know how to make the most of these capabilities

▪ Management and support services

Deliver proactive support to ensure an ongoing return on investment through fleet optimization, maintenance, supplies management, and greater visibility into usage trends, capacity, and expenditures

▪ Document and workflow services

Designed to accelerate business results by automating paper-intensive workflows and managing the underlying infrastructure that supports our processes

Call us today at: 1-800-825-7779
Or visit us online: cannon4.com

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