The only thing stopping you is clients

Hello

The statement above might seem both obvious and ludicrous, but the reality for many firms like yours is that the more successful they become, the more they suffer from the inefficiencies of traditional document processes.

In effect, the more clients they get the more administrative bottlenecks prevent them from finding and keeping new clients.

If you can relate to this situation in your own firm, Canon's Legal Solutions will interest you. They are an affordable way to give your firm the administrative advantages of a large firm without adding staff.

Put simply, these solutions team our imageRUNNER devices with advanced software that simplifies the way you work with documents. The beauty of them is that they take the same device that you use everyday for printing, scanning and faxing and make it part of an efficient system for the capture, storage and sharing of digital documents.

By helping your firm manage documents more efficiently, these solutions free up time for new clients. Better still, they work with your existing systems, so they are as simple to implement as they are to use — simplicity that ensures swift take-up of the technology and immediate results.

Automate and accelerate

So what does all this mean in practice? Consider the time it takes to re-purpose information, for instance. Rather than relying on your staff to re-type information from things such as court decisions and legislative updates for inclusion in client reports, Canon's FineReader software automates the process. The only manual input required is placing the original document on the scanner. It is not only more efficient, it's inexpensive and far more accurate.

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Simplicity is key

Now consider the time wasted compiling documents from a variety of sources into things such as contracts, tenders and merger and acquisitions documents. Canon's iW Publishing Manager software reduces the time it takes to compile large documents from hours to just minutes.

Rather than printing each document and then piecing them together, you simply drag and drop the information you want in its original format directly into an iW Publishing Manager window. The information is then transformed automatically into a single, cohesive document ready to print.

Client matter when and where it matters

But, typically, the greatest room for improvement lays in the way a firm stores, retrieves and shares client matter. This is where our eCopy software helps. This application scans documents into digital format, indexes them for later retrieval and sends them to a client's digital file in one automatic step. All a staff member needs to do is place the hardcopy documents onto your imageRUNNER and select the appropriate settings.

With our iW Document Manager software, these digital files are available for review or client consultations immediately. Time isn't eaten up waiting for files to be pulled or manual updates to be made. And there's far less chance of information being lost or falling into the wrong hands.

Technology that works your way

If you would like to see what these solutions offer in practice, we invite you and your partners or staff to visit our **Legal Solutions demonstration sessions** to be held at our display suite in   [TOWN/CITY]   from **1 to 31 October**. Here, you'll have the chance to put these solutions through their paces, discuss any particular process issues you may have and see the results. You'll also receive a Canon USB memory stick that contains relevant background information for later review and discussion. To attend, please call me on **(00) 0000 0000** with the day and time you prefer. You can also contact me by email at   **marsh_brooke@canon.com.au** with any questions you may have.

I look forward to talking with you.

Kind regards

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