

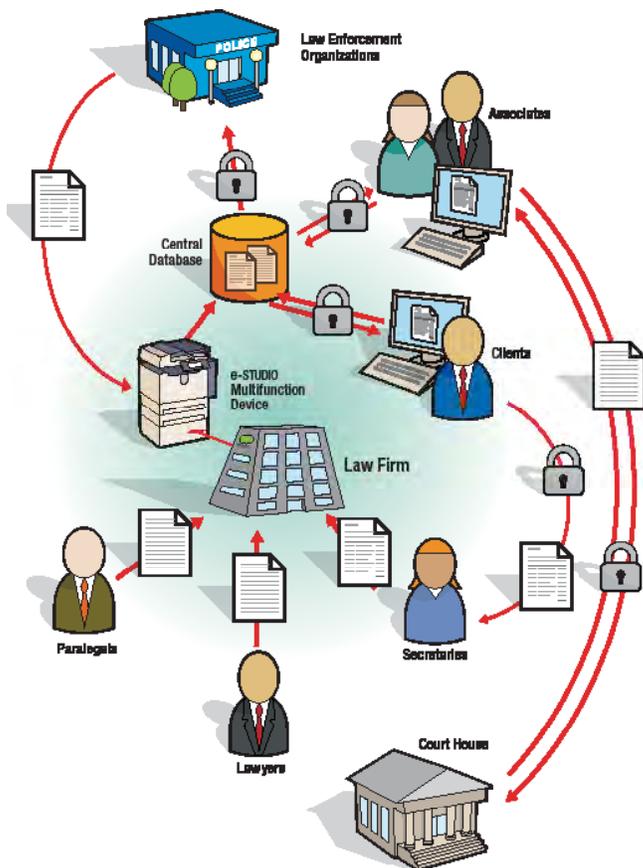


Legal

Toshiba Provides Solutions

for the Legal Industry

The legal industry faces unique challenges. Legal organizations and agencies such as law firms, the court systems, and law enforcement organizations must be efficient and responsive in the face of increasing legal complexity and tighter budgets. These entities deal with extremely sensitive issues where the accuracy of information is critical and privacy is a key concern.



Law firms deal with massive amounts of paper-based documentation which are often shared among a variety of law enforcement organizations and clients

- > **Regulatory Compliance (FRCP)**
- > **Safeguarding Privacy**
- > **Managing Massive Amounts of Paper-based Documentation**
- > **Quick Search and Access to Medical Records**
- > **Adding Information and Updating Existing Records**
- > **Efficient and Convenient Data Transmission**

And although many functions are now done electronically, many are still done on paper. Parking and speeding tickets, court orders, jury summons, subpoenas, and legal briefs are just some of the paper documents that must be produced, distributed, and archived.

Toshiba Document Solutions combine Toshiba e-STUDIO systems with powerful software applications and targeted business process improvements to enable organizations to more effectively distribute and organize their documents, and manage their devices.

Efficient document distribution

Another application for Toshiba Document Solutions is in the management of data center output. It's common for legal organizations with older data centers to use system printers for outputting documents and reports. However, these system printers have some key disadvantages. They are expensive to maintain, they do not offer finishing services like collating and stapling, they don't print in color, and they can't offer other functions like copying or scanning.

Toshiba and its software partners offer a group of Solutions for these issues. For managing the pre-output stages of the print cycle, RPM Remote Print Manager® and PrintConsole Pro are excellent software applications. These Solutions enable conversion of print streams for LAN printing and efficient viewing, archiving, and management of documents. And for assuring proper distribution



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and optimal appearance of documents, FormScope and Vista Plus Output Manager are exceptional tools.

Managing expenses and maximizing profits

Law firms face unique challenges when it comes to ensuring profitability. They need to account for billable time and office overhead and must concern themselves with recovering costs incurred on behalf of their clients. Accurately tracking and invoicing for these costs can be a challenging task that can drain resources. Toshiba and our software partner, Equitrac have a solution.

> EQUITRAC MAKES IT EASY

The Equitrac Cost Recovery System allows firms to electronically track and bill for the time and costs associated with providing equipment-related services. With an Equitrac Cost Recovery System, law firms can consolidate and issue reports based on the exact usage of resources for any specific client or project, allowing them to recover a greater percentage of costs. When firm personnel use a Toshiba copier, printer, fax machine, or multi-function device, they will enter a code or ID card, which automatically assigns a usage cost to a client or other designated party. These charges can be automatically imported into the firm's accounting system for easy billing.

Organizing and accessing legal documents

Law firms and organizations in the legal system deal with an immense number of documents. Toshiba Document Solutions offers a variety of Electronic Document Management (EDM) systems that provide efficient organization of both paper and electronic documents.

When coupled with a Toshiba multifunction device, our EDM solutions can be used to scan paper documents and import electronic files and

e-mails, then OCR, edit, index, and store the information in electronic format. Legal assistants, court employees, and others can then quickly search and retrieve files from their desks or from across town via a Web search.

Our software's flexible design lets you index and store documents in the manner best suited to your needs, and document searches can be run by keyword or by browsing. Also, you can set up a requirement for passwords and IDs for sensitive documents to restrict access, so documents cannot be viewed or destroyed by unauthorized parties.

> GETTING CONTROL OF LEGAL DOCUMENTS

Locating any document is fast and easy. For example, rather than sending an assistant back to the law office to search for a pertinent document, the document can be retrieved in less than one second from a laptop PC in a courtroom. The amount of documents in a full room of filing cabinets can be held electronically on one computer. Two legal assistants can view the same document at the same time from two different locations off-site. And, because electronic documents can be imported into the system, important documents can be brought from local hard drives to the LAN—making them more accessible.

Call us for more information

These are just a few examples of how Toshiba Document Solutions can help legal organizations increase efficiency and drive down costs. To find out how Toshiba Document Solutions can help your company, please contact your authorized Toshiba dealer.

