KONICA MINOLTA

SECURE AND COMPLIANT DOCUMENTS
ARE EVERYTHING TO ME

IMPROVING
LEGAL WORKFLOWS

Giving Shape to Ideas

THE SIMPLE STEP TO
ENHANCED EFFICIENCY

Law firms generate up to 60 % more print volume than similar-sized companies in other industries. Other research findings indicate that nearly 97 % of law firms maintain hardcopy files of relevant case paperwork. After all, documents are the lifeblood of your profession. At the same time, law offices and courts still carry out document redaction and management by largely traditional means – not least for security and compliance reasons. Maintaining the integrity of the information you receive and preventing unauthorised access to content are two of your key security issues. Ensuring compliance with legal regulations, professional standards and corporate governance requirements is another of your high-priority concerns.

With law firms and courts faced by an ever-growing volume of work, efficient document management and communication with other parties is a matter of immense significance to everyone in the legal profession – particularly in an increasingly competitive business environment. Enhancing the efficiency of document workflows while maintaining the highest possible security standards and ensuring that all compliance requirements are met are now business-critical issues. Moreover, new certification procedures and standards in communications with courts and other parties are having a far-reaching impact on your profession. At Konica Minolta we believe that new ways of working can make your business future-proof and allow you to concentrate on what you do best: providing the best possible legal advice and winning cases.

Where your document needs lie

– **Security** in the information and documents your clients entrust you with
– **Compliance** with legal regulations, professional standards and corporate governance rules
– **Productivity** in the deployment of your resources
– **Efficiency** in your document workflows to cut costs and improve revenue streams, for instance through more effective and accurate client invoicing

How new ways of working can help

At Konica Minolta we have the expertise and experience in office imaging equipment, document management systems and IT services to introduce new ways of working that will meet your current needs, improve your document management and make your workflows more efficient. Such innovations may include:

– **Mobile printing, scanning and archiving:** Our mobile document solutions enable safe and reliable cloud printing, scanning and archiving. So you can use any mobile device to print safely and conveniently via WiFi. That allows you, your colleagues and assistants to use tablets at work without burdening your IT network or compromising data security. Incidentally, forecasts predict that 90 % of all organisations will support operational applications via mobile devices by 2014.
– **Reliable authentication management:** Our solutions manage the disclosure of data and the allocation of user rights, which is particularly important in guarding privacy-sensitive information.
– **Digitalisation of print documents:** The reliable, convenient and safe conversion of paper documents to digital files ensures you profit from fast, efficient and effortless processing, archiving and retrieval of legal documents.

How you benefit

The solutions we offer bring you significant benefits through the automation of document workflows. Just how law firms have profited from automated processes is shown by research findings from Infotrends, a leading market research company:

– Faster contract development (52.3 %)
– More efficient communication with clients (47.7 %)
– Faster discovery process (43.2 %)
– More efficient communication between law firms (34.1 %)
– Improved compliance with regulations (31.8 %)
– More efficient communication with courts (31.8 %)
– Improved privacy and integrity of information (27.3 %)

Konica Minolta – a competent and trusted partner for the legal profession

Konica Minolta Business Solutions has years of experience in the legal sector and provides a complete range of document management solutions offering:

– Data security, information integrity, privacy and disaster recovery
– Compliance with legal, professional and corporate governance
– Increased productivity and quality
– Reduced document workflow costs and cost transparency
– Compatibility with IT systems

Since no two organisations are alike, we specialise in providing customised document management solutions. The law firms we serve appreciate our legal know-how, innovative and thorough working methods, and cutting-edge technology. In 2013, for example, Konica Minolta won the prestigious Buyers Lab Inc. (BLI) Line of the Year Award for its A3 multifunctional product line for the third year in succession.

Want to discover how we can help you?

FASTER STORAGE
AND ARCHIVING OF FILES

Storing and archiving client files takes up valuable office space and makes retrieving information an inefficient and time-consuming process. Today's increasingly competitive legal environment forces law firms to introduce more smartly structured processes and technological innovations, and to use personnel and resources as efficiently and effectively as possible. To meet these needs, Konica Minolta offers you software solutions for capturing, managing and searching for any kind of information.
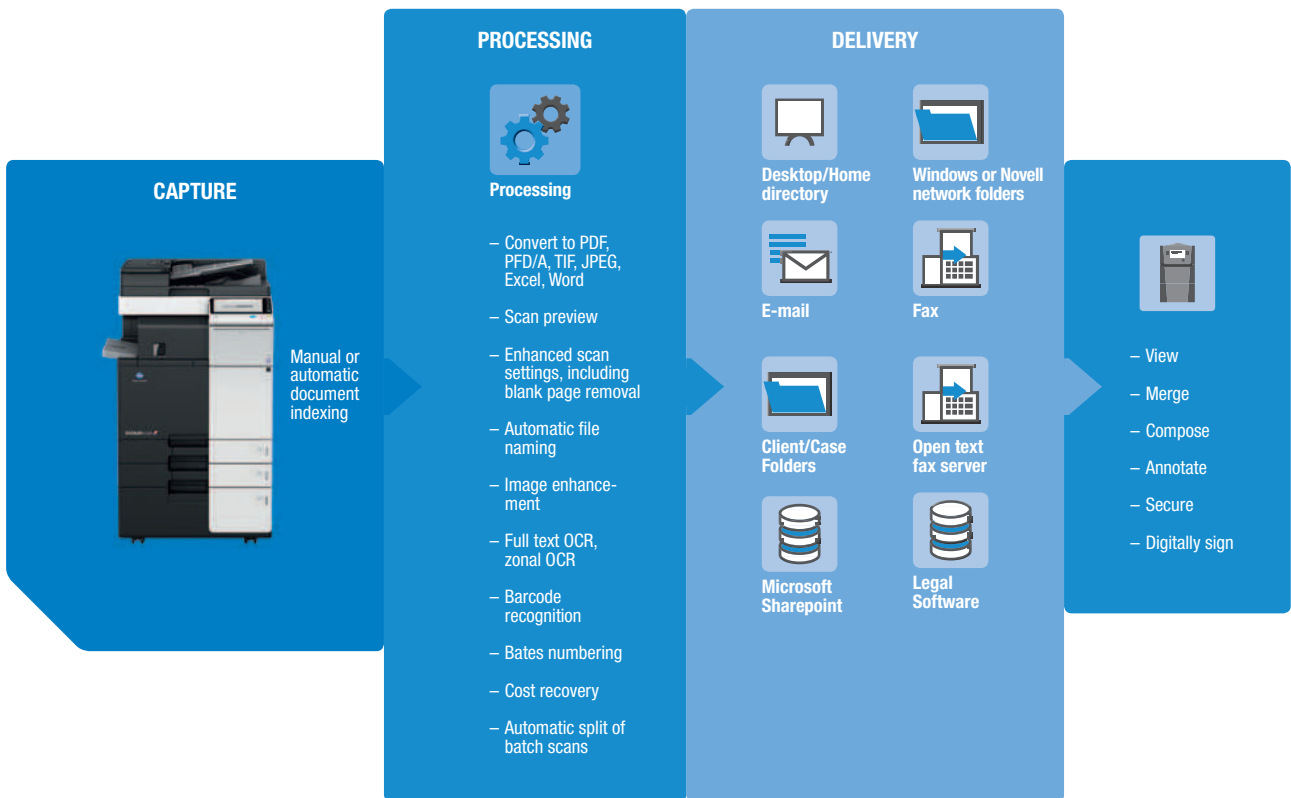
◢ Effective solution

A legal assistant can scan or convert any client or case document to editable, searchable PDF files and store them in a digital archive. Depending on the type of document, the assistant can define a personalised workflow – complete with scan-to-destination, the desired conversion format and routing instructions – that can be executed by simply pressing a button on the operation panel of the Konica Minolta multifunctional device. Documents can be automatically indexed and stored in a designated location within any digital archive, for example a desktop folder, Windows® network folder or an enterprise document management system such as Microsoft® SharePoint®. To retrieve information, an authorised assistant simply searches through all the content of scanned or converted documents. Time-wasting searches through file cabinets are a thing of the past.

◢ Clear benefits

– **Improved security:**
  – Matter-centric document management
  – Ready availability of documents for queries, reports and records
  – Automated scanning and processing of client documents and meeting protocols
  – Fast availability of all the information relating to one issue via a search function
  – Disaster recovery
  – Established role-based data access rules

– **Increased efficiency:**
  – Shorter paper-to-digital document management cycle
  – Fewer lost or wrongly filed data, worksheets and files
  – Faster information searches
  – Comprehensive audit trails
  – Time saved in preparing meetings, communications and document redaction
  – Valuable office space saved

Estimates by Konica Minolta customers indicate they are saving 4-5 hours a week by capturing, storing and archiving documents more efficiently.

CAPTURE

Manual or automatic document indexing

PROCESSING

Processing

– Convert to PDF, PFD/A, TIF, JPEG, Excel, Word

– Scan preview

– Enhanced scan settings, including blank page removal

– Automatic file naming

– Image enhancement

– Full text OCR, zonal OCR

– Barcode recognition

– Bates numbering

– Cost recovery

– Automatic split of batch scans

DELIVERY

Desktop/Home directory

Windows or Novell network folders

E-mail

Fax

Client/Case Folders

Open text fax server

Microsoft Sharepoint

Legal Software

– View

– Merge

– Compose
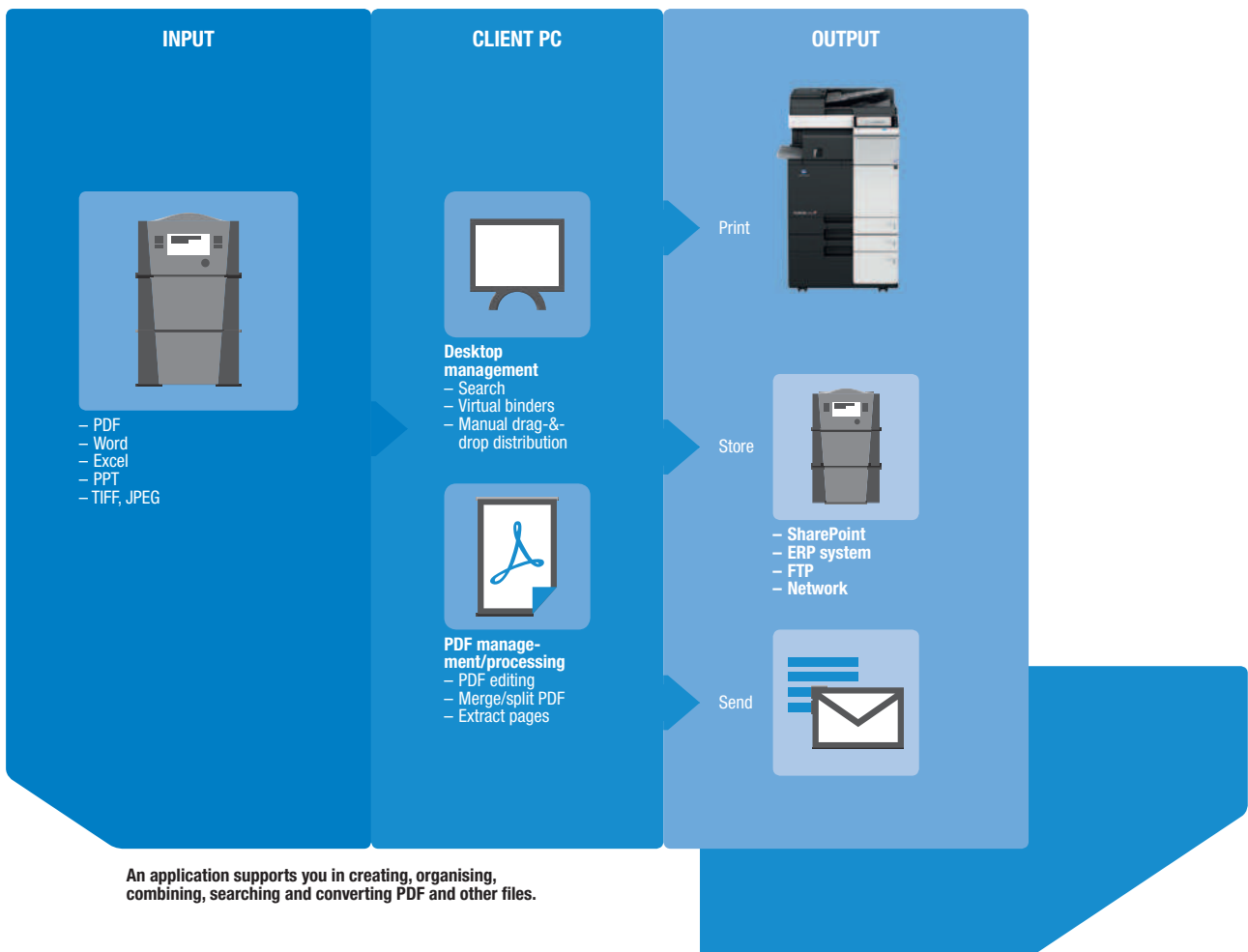
– Annotate

– Secure

– Digitally sign

An application connects Konica Minolta bizhub systems to legal software applications for instant capturing, distribution and management of paper-based information. You can scan documents securely and seamlessly simply by pressing a button.

CONSOLIDATION OF INCOMING
DOCUMENTS IN DIFFERENT FORMATS

With client files often arriving from multiple sources in a variety of formats (such as paper, Microsoft Office documents or PDFs), the process of converting, consolidating and printing files is tedious, time-consuming and inefficient in many law firms. Here, Konica Minolta offers you smart solutions that will release valuable administrative resources for other jobs.

Effective solution

Once a Konica Minolta document management solution has been installed, all a legal assistant has to do is scan paper documents or convert electronic files to PDFs and, if necessary, assemble all the resulting PDFs into a single, professional-looking PDF by drag&drop. Such a PDF file could then be e-mailed straight to a court, significantly reducing the overall time needed for submission.

INPUT

– PDF
– Word
– Excel
– PPT
– TIFF, JPEG

CLIENT PC

Desktop management
– Search
– Virtual binders
– Manual drag-&-drop distribution

PDF management/processing
– PDF editing
– Merge/split PDF
– Extract pages

OUTPUT

Print

Store

– **SharePoint**
– **ERP system**
– **FTP**
– **Network**

Send

An application supports you in creating, organising, combining, searching and converting PDF and other files.

Clear benefits

- **Improved security:**
    - Consistent availability of data for pledging, argumentation or data export
    - Automated scanning and processing of documents
    - Minimal risk of working on obsolete document versions
    - Matter-centric document management
    - Established role-based data access rules

- **Increased efficiency:**
    - Less time required for converting, consolidating and printing files
    - Fewer lost or wrongly filed data, worksheets and files
    - Less time required to search for data and retrieve information
    - Faster submission of documents to courts
    - Comprehensive audit trails
    - Document consistency

Research has shown that a legal assistant can save as much as four minutes per hour in finding and checking available information via an efficient document management system. That adds up to significant annual time savings.

SHARING DOCUMENTS
IN A CASE OR CLIENT FILE

When you are working with various colleagues on the same case or client file, documents need to be shared in either paper or electronic form. But there is always a risk of documents being misplaced or time being wasted working on an obsolete document, which would have a negative effect on productivity and client service. Here, too, Konica Minolta offers you effective solutions for sharing documents more efficiently and securely.

Effective solution

Any authorised employee can scan incoming documents, convert them to searchable PDF files and store them in a digital archive – straight from the operating panel of a Konica Minolta multifunctional device. Then authorised employees can locate documents in a matter of seconds via a text or alphanumerical pattern search. Since files are also backed up, there is no danger of their getting lost. It is also perfectly easy to create a Bates stamp with sequential numbering or date/time marking on a PDF file to guarantee authenticity and ensure everybody involved in a case or working on a client file is using the same document.

Clear benefits

– **Improved security:**
  – Matter-centric document management
  – Consistent availability of data for further processing
  – Disaster recovery
  – Established role-based data access rules

– **Increased efficiency:**
  – Less time required to search for documents
  – Less risk of working on obsolete documents
  – Less danger of lost or wrongly filed documents

After installation of a state-of-the-art document management system, you can save up to four hours a week in searching for and compiling information from different documents when sharing documents in a case or client file.

DOCUMENT REDACTION AND **PROCESSING**

Dealing with documents in different formats – paper, Microsoft Office, PDF, etc. – can make collaboration not only inefficient but also costly and insecure. Konica Minolta offers you document management solutions that enable communication and collaboration with unprecedented speed and efficiency.

⬦ Effective solution

Lawyers, notaries and other legal professionals can use such a document management solution to easily add notes, annotations, stamps or watermarks, redact documents or highlight important information. They can even view, organise, prioritise and update all their comments in a convenient comment panel. Password protection and digital signatures ensure that sensitive information stays secure, even when documents are shared. And since documents can be shared digitally, law firms can reduce their costly reliance on overnight deliveries, for example, to ensure critical documents arrive at their required destination on time.

⬦ Clear benefits

– **Improved security:**
  – Consistent availability of data for pledging, argumentation and data export
  – Automated scanning and processing of documents
  – No risk of working on obsolete document versions
  – Matter-centric document management
  – Established role-based data access rules

– **Increased efficiency:**
  – Automated document processing workflows
  – Less time required for converting, consolidating and printing files
  – Faster redacting of new documents
  – Fewer lost or wrongly filed data, work sheets and files
  – Less time required to search for data and retrieve information
  – Faster submission of documents to courts
  – Comprehensive audit trails

Research by Thompson Reuters has shown that lawyers require an average of an hour per page to draft a legal document, as the writing process is interrupted by various other tasks. Konica Minolta customers have estimated that their lawyers are saving up to a quarter of the time required to draft a document through the introduction of efficient document searching and redaction processes.

TRACKING NEEDS &
DISCOVERING SOLUTIONS

The legal business is as data- as it is labour-intensive. At Konica Minolta we can help you chart and optimise document flows, thus enabling you to spend more time and resources on providing legal advice.

More time for your clients
Since we are at home in all types of information flows, we can bring in advanced technology, intelligent software and customised solutions to help you increase document accessibility, enhance efficiency and lower expenditure through digitising paper-based information and increased document security.

More efficient and secure document processes
At Konica Minolta we focus on lasting partnerships. The flexible contracts we offer are distinguished by an excellent price-performance ratio and our after-sales service is second to none. After installing the hardware and software, we connect it to your existing legal software provider and train your employees to operate the multifunctional systems efficiently and securely. Our extensive network of sales reps and field technicians ensure excellent after-sales service and help to maximise the uptime of your multifunctional devices.

Outstanding service
We believe in an ongoing partnership where we find, record and assess the bottlenecks and improvement potentials in your organisation. The information collected is then used to deploy existing and new technologies to lower your document- and process-related expenditure, ensure a rapid return on investment, and increase the security, productivity and effectiveness of your organisation as a whole. At Konica Minolta we call this Optimized Print Services (OPS).

OPS offers you a comprehensive insight into your document infrastructure, data security, expenditure and environmental impact – in terms of both current and future scenarios. We ensure that all departments involved in this process can identify potential savings and substantiate investments. This way we guarantee a solution that connects seamlessly to your requirements and enables you to create the necessary internal support.

OPS combines consultancy, hardware and software implementation and operation in order to develop improvement strategies on the basis of precise facts and figures, and in this way guarantees cost reductions and trouble-free processes.
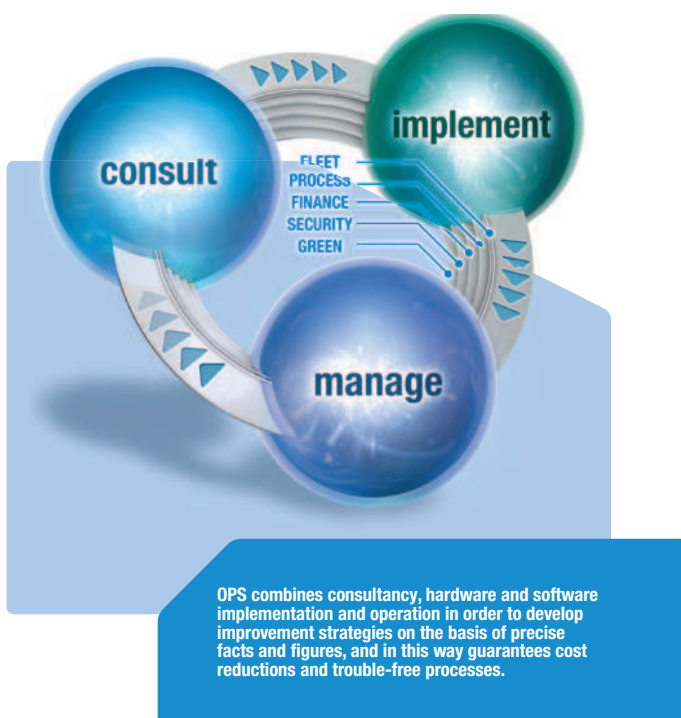
How your organisation will benefit

– Single-source provider – one point of accountability
– Minimal management effort, risk and interference with your day-to-day business
– Reduced costs, for example through intelligent routing of print jobs to the most suitable printer
– Trouble-free document processes
– Simpler administrative processes
– Quick and intuitive access to required documents
– Documents securely printed, copied or scanned
– Data-transmission processes securely automated
– Verification that document processing services are performing properly
– Step-by-step implementation of necessary changes
– Future-proof investment

Can you afford to be without OPS?

BUSINESS-CRITICAL
RESPONSIBILITIES

◢ A responsible approach to data security

Multifunctional devices from Konica Minolta comply with the most stringent data security requirements, such as ISO 15408/EAL3, and ensure that access is restricted to authorised employees. The data security service provided includes:

– Access control via PIN code or password to ensure confidential printing
– Log file updating for recording users and usage frequency
– RAM memory and hard disk security, with data automatically overwritten during a new entry and deleted if the system is switched off
– Secure follow-me printing functionality featuring registration, identification and access control so users can print relevant documents on all available multifunctional devices
– Encrypted scanning where prior to scanning, the user enters a password that is required for any future access to the document
– Watermark copy protection for immediate detection of unauthorised copies
– Network security, including port protection, SSL settings and encrypted data transfer
– Reliable authentication management to control the disclosure of data and appropriation of user rights

Moreover, Konica Minolta has developed a unique service that guarantees the security of multifunctional devices through a package of hardware settings that are configured upon installation to ensure the confidentiality of electronic information, whether in data or document form.

◢ A responsible approach to the environment

Konica Minolta demonstrates its responsibility for the environment through the promotion of sustainable strategies and eco-friendly approaches throughout the life-cycle of its products. We work to prevent pollution, consequently reduce CO_2 emissions, promote a recycling-oriented society, and support biodiversity measures. All this helps to reduce the carbon footprint of your fleet of multifunctional devices:

– Reduced power bill: More energy-efficient devices through tools such as LED scanner lights and the Dynamic Eco Timer (auto-learning function for optimal use of the different sleep modes)
– Less wasted paper: Functions such as automatic suppression of white prints, double-sided printing by default, follow-me printing and document preview reduce paper wastage
– Improved working conditions: Lower-noise machines for a better office environment
– Commitment to recycling: Recycling-friendly devices and consumables and the ability to process high-quality recycled paper
– Green innovations: The increased use of recycled and bioplastics in Konica Minolta hardware products supports for example the effective use and protection of existing resources

For more details of our environmental credentials see www.konicaminolta.eu/environment.

KONICA MINOLTA

Your Konica Minolta Business Solutions Partner:

**Konica Minolta
Business Solutions Europe GmbH**
Europaallee 17
30855 Langenhagen ✆ Germany
Tel.: +49 (0) 511 74 04-0
Fax: +49 (0) 511 74 10 50
www.konicaminolta.eu

01/2014