

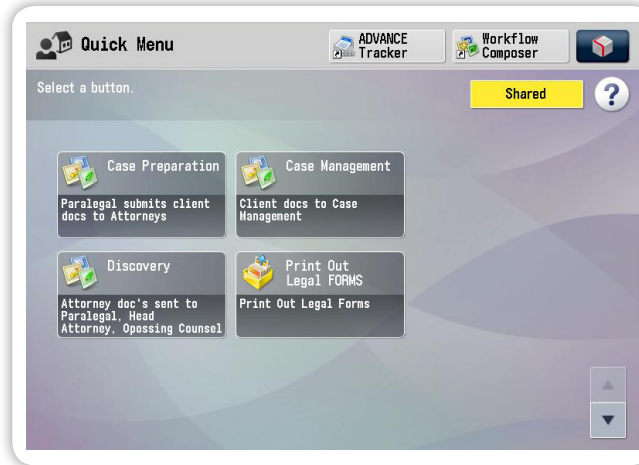


One-Touch Workflows for Law Firms

Does your law firm need to increase productivity to meet the quick turnarounds required in today's on-demand world?

With Canon solutions, sole practitioners and large firms alike can streamline common workflows including distributing briefs, sending discovery, and scanning and sending documents to archives.

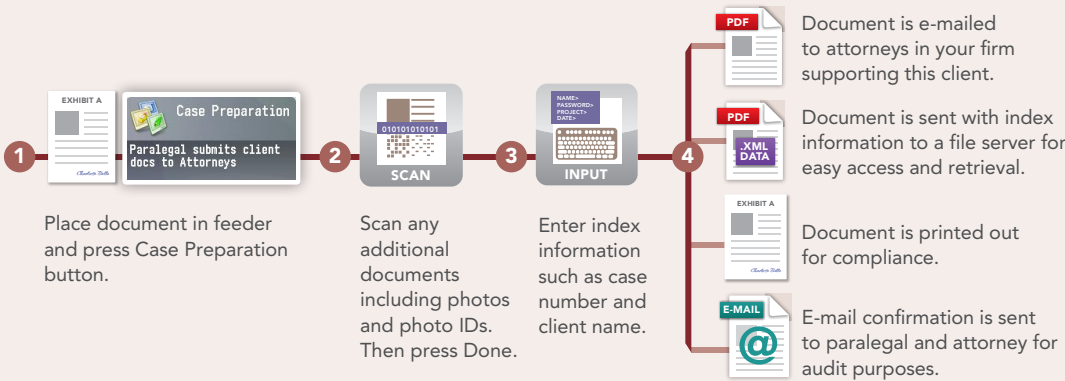
With Canon Workflow Composer, you can transform labor-intensive manual tasks into custom, one-touch buttons. As a result, your firm can increase accuracy, improve productivity, and focus more on practicing law and less on document workflows.



You can create Workflow Composer and Quick Menu buttons that support common legal workflows or customize them to execute tasks unique to your organization.



E-mail and Fax to a Preset List of Addresses



Case Preparation

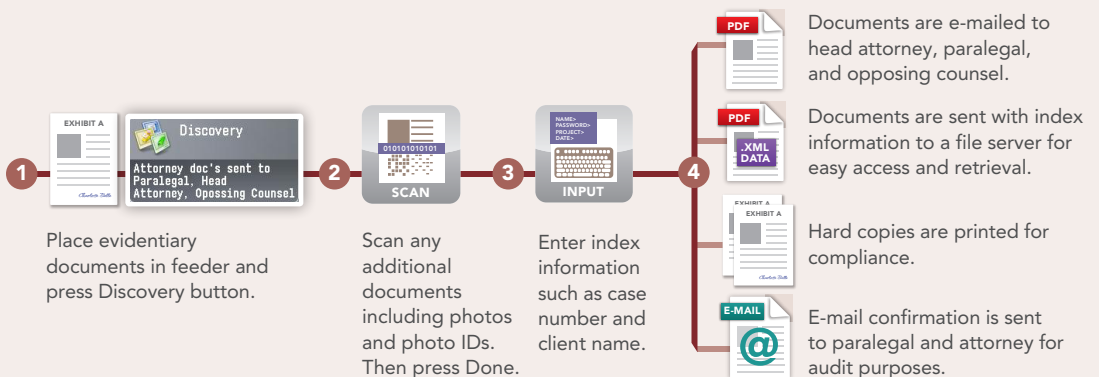
Legal professionals often need to distribute documents to all the attorneys working on a case — a time consuming workflow that can easily lead to mistakes. You can now streamline this workflow and eliminate errors with custom Workflow Composer buttons.

Discovery

With this Workflow Composer button you can easily convert hard-copy discovery documents into electronic files and e-mail them to attorneys and paralegals within the firm and to opposing counsel.

You may also enter index data that is then archived onto a file server for easy access and retrieval.

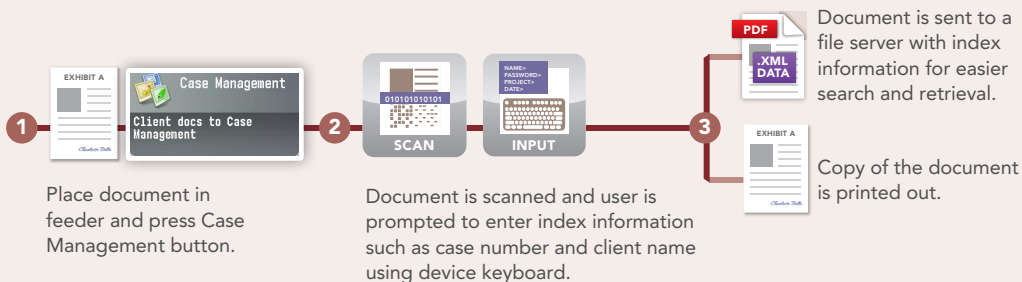
Scan and Send Discovery to Opposing Counsel



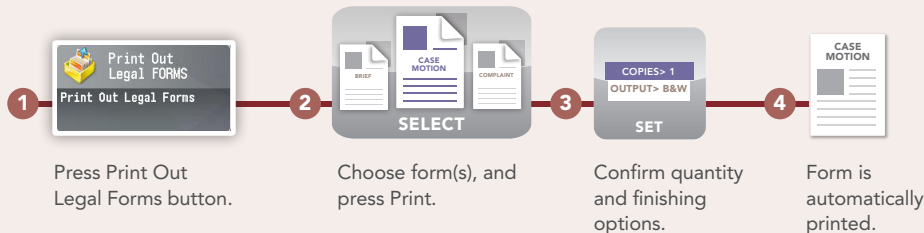
Easily Copy and Archive with Index Data on a File Server

Case Management

You can now quickly integrate hard-copy documents into a file server where you can easily access and archive your law firm documents.



Quickly Print Out Legal Documents



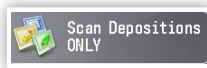
Forms on Demand

Legal offices are often awash in forms. You can save space and reduce clutter by using Quick Menu buttons to print legal forms only when you need them.

Additional One-Touch Productivity Workflows

Workflow Composer and Quick Menu buttons enable you to perform common device operations quickly and easily, while helping to reduce errors.

Scan Deposition Documents



Transcription services typically deliver deposition testimony on single-sided sheets, while discovery documents often come double-sided. Rather than continually adjusting the settings on your device for single- and double-sided scanning, you can create one-touch buttons specifically for each task.

Send to Desktop



Scanning and saving workflows are common in many legal offices, but they often take multiple steps where mistakes can be made. You can now simplify those tasks with a one-touch button to scan a document, convert it to PDF, and send it to your desktop.

Take Advantage of Expert Advice

Workflow Composer buttons can be created by you and your staff in-house, but for more complex processes you have the option to call in our experts. Your Canon Authorized Dealer or Canon Professional Services can assist you if you have more unique processes that may require additional customization.



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1-800-OK-CANON
www.usa.canon.com

Canon U.S.A., Inc.
One Canon Plaza
Lake Success, NY 11042