



Legal:

Chances are your law firm faces constant challenges dealing with paper and electronic documents. Whether you're sharing discovery data with outside counsel, or collecting time and billing information from employees, there are volumes of documents entering your firm that need to be processed and stored in a consistent and timely manner.

Legal Challenges:

- Reduce printing and copying costs.
- Streamline paper-handling process.
- Access volumes of litigation documents on demand.
- Expedite client bill back.
- Increase security and control over information.
- Minimize archival and storage costs.

eBizArchive & eBizFlow for Legal:

- Works with SHARP MFPs using oasis plug in.
- Reduce the cost of out sourcing documents.
- Generate a bibliographic index of all names, dates, document types, subject matters, authors –and more.
- Improve document accessibility and distribution using security controls and audit trails.
- Generate reports for client bill-back.
- Track the expiration of legal contracts.

Technical Features:

- Scan, preview, index, and route documents to variety of destinations using SHARP MFP's.
- Scan, index, and archive without need for any additional document archiving system
- Convert scanned documents to text-searchable PDF.
- Read barcodes and use as index data for routing and storage of documents.
- Matter ID and client information based indexing.
- Scan and route documents directly from your PC desktop and scanner.
- Bates numbering and tracking of scanned documents.

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