



Is your firm trying keep on top of the latest in information management?

Have rapid advances in information technology left your firm struggling to adapt, implement and utilize more cost effective, productive and secure solutions? Moving from paper-intensive processes to digital workflows as well as managing billing, mobility, eDiscovery and cost recovery can prove overwhelming and take you

away from your core focus- practicing law. With more than 25 years of legal industry experience, Ricoh can help you capture, transform and manage your information, no matter the format, so that its accessible when, how and where you need it.

Ricoh has the solutions to help you save time, money and labour

	<p>Your Challenge: Are you getting the full benefit of your scanning technology?</p> <p>Our Solution: Ricoh can help you streamline your scanning workflow so that documents are sent directly to your Document Management System (DMS), Case Management System (CMS), or electronic workflow. Once your information is converted to a digital format, it will empower your firm to efficiently share and distribute to the necessary parties. You can also automatically prepare documents for Electronic Court Filing by parsing the files and converting them to the required format.</p>
	<p>Your Challenge: Are you able to access your digital files cost effectively and when you need them?</p> <p>Our Solution: We can show you how to capture, organize, and store digital documents in an electronic repository, eliminating the need and costs associated with storage and retrieval of off-site paper documents, whilst also providing immediate accessibility. Ricoh also provides services to scan documents that are in file boxes or in storage, saving you time, money and labour.</p>
	<p>Your Challenge: Are you effectively tracking costs and accurately billing clients?</p> <p>Our Solution: We can help your firm more accurately track and bill for client-incurred costs such as scanning, printing, copying and third party disbursements. We can even manage your printer fleet.</p>
	<p>Your Challenge: Do you have limited IT Resources in your firm?</p> <p>Our Solution: With Ricoh's IT Services, you can enjoy "the big firm" benefits of an optimal network environment which includes proactively monitoring and managing servers and desktops 24/7.</p>