

Do justice to your cost recovery and print management needs with Fuji Xerox



Guilty of poor printing practices?



Legal and professional services firms are document-intensive by nature. Given the sheer volume of documentation that needs to be created and utilised throughout the entire client life cycle, it's no surprise that document management, control and tracking are of prime importance. Some key challenges faced by firms include:

Untracked and unbilled documents

With the ease by which documents can now be digitally printed and scanned, too many documents may be going untracked after they are produced. This could, for instance, cost a legal firm thousands of dollars per lawyer per year in unbilled expenses. Even firms which routinely track paper copies let a significant percentage of digital documents slip through their tracking and billing systems. Unbilled expenses notwithstanding, the lack of a centralised and robust tracking system also prevents companies from getting an accurate indication of the expenses accrued on a client-by-client basis.

Printed documents exposed to prying eyes and possible theft

It goes without saying that legal documentation comes with related privacy, confidentiality and regulatory requirements. In particular, documents left exposed at unattended printers may fall into unauthorised hands. This is especially true when public and shared printers are used, as well as in situations where there is a significant delay between a document being printed and the document being picked up at the printer.

More time administering printing requirements, less time spent with clients

The massive number of documents produced means that each employee takes a significant amount of billable time to print and retrieve documents. Not only does this reduce employee productivity, every hour taken to manage tedious printing is another hour foregone that could have been spent productively.

Poor management of IT assets and resources

Despite the significant investment that many firms have made in their printing fleet, many are still challenged by the lack of centralised visibility and control over these assets. As a result, the IT department – already constrained by limited budgets – is stretched by help desk calls and the need for desk/printer-side visits from frustrated users. Similarly, the partners of the firm are also unable to determine if they are getting the appropriate return on investment on the printer fleet, as well as the running expenses (which include maintenance and consumables) incurred on a day-to-day basis.

Fuji Xerox Solutions

For improved cost recovery, better document security, and enhanced workforce productivity



Easily track client expenses and automate service cost billing

For every document copied, printed, scanned and faxed, firms can enjoy a complete cost recovery solution with Fuji Xerox. Employees are afforded easy-to-use search, scan and recall features that

let them quickly access client/matter codes. Client billing data is automatically synchronised with leading time tracking and billing systems, ensuring that charges can be easily consolidated for billing.



Secure all printing and scanning activities

Fuji Xerox Solutions offer Follow-You Printing® capabilities, which come with secure document release. Documents no longer sit exposed and unclaimed in remote output trays, compromising client confidentiality. Instead, print jobs

are routed through a secure server and released only when users authenticate themselves, either by swiping a card or entering a user ID. Being able to use any printer available and not waiting in line to retrieve private documents means a more mobile, productive workforce – and as an added benefit, unprinted or expired print jobs are deleted from the queue, reducing unnecessary output.



Improve control over document output, eliminate waste

With the ability to centrally define and enforce printing, scanning and access rights, firms can allocate document output capabilities on a user-by-user basis. For example, a paralegal preparing

background documents may be limited to black-and-white printing on recycled paper, while a partner may be allowed full colour on high quality paper for client presentations. This solution eliminates unnecessary output, minimises wasted paper and toner, and cuts down on costs.



Optimise IT resources and improve productivity

Fuji Xerox Solutions offer centralised printer fleet administration and control, which improves service levels, minimises IT resource requirements, and reduces demand on help desks. Pro-active fault detection and timely error notification

(such as the reminders to refill toner or paper supplies) can help IT departments resolve issues before they become problems.



Maximise return on investment

Fuji Xerox Solutions can be deployed centrally and integrated with existing business systems including document management systems; all leading brands of printers, copiers, fax machines and multifunction devices; and industry-

standard billing and accounting systems – allowing firms to make the most of their current capabilities. Better visibility, control and automation provide firms with new insights from real-time information and comprehensive reports. This puts them in a stronger position to make more informed decisions and invest in the right solutions for the right purpose – helping maximise returns on their investments.

Fuji Xerox – delivering proven results

Fuji Xerox understands the key concerns of the legal and professional services firm; the need to deliver accountability, transparency and efficiency, each and every time, to their clients.

That is why Fuji Xerox has designed effective and proven solutions to address the unique needs of the industry, allowing our clients to function at their most effective level.

Our solutions offer users a fully-integrated, user-friendly interface for easy printing and scanning of documents, while administrators have the ability to centrally define and manage printing policies, for better cost recovery and savings. With Fuji Xerox, you can be assured that our document solutions deliver proven security, reliability and efficiency.

Fuji Xerox enables legal and professional services firms to:

- Easily track and recover billable printing expenses
- Securely print and scan
- Improve control over document output
- Eliminate waste
- Optimise existing print resources
- Maximise ROI on IT investments

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