

## Increase Your Billable Hours

To help your law firm more easily and conveniently manage both paper and electronic documents, Lexmark has developed output solutions specifically for the legal industry. These solutions integrate with many of the document management systems used by law firms today.

### Document Management System Integration

Your law firm's electronic document management system (EDMS) makes it easy to access documents when needed. But what isn't so easy is getting the critical hardcopy documents within your firm into the EDMS in the first place. Lexmark's multifunction printer (MFP) puts documents directly into your EDMS in one simple step, functioning as a high-speed "on ramp" into your document management system.

Documents are both captured and profiled at the point of origin with Lexmark's easy-to-use, customizable one-button technology, also referred to as our e-task touch-screen interface.

In addition, with our barcode option, client/matter numbers and other data can be printed on a bar-coded coversheet. When the coversheet and associated document are scanned on the MFP, the bar code data is automatically converted to meta-data for document indexing, database deposition, or routing to EDMS applications. This automated scanning process eliminates manual indexing and manual routing of the document, resulting in improved workflow efficiency and more accurate indexing.

### Virtual Coversheet Manager

Coversheets can also be created electronically, saving paper and increasing efficiency. At any time, simply use your web browser to create one or more scan templates (i.e. virtual coversheets) and save them on your local Lexmark MFP. Before scanning a document, select one of the scan templates displayed on the MFP's e-task touch-screen interface. The document will be scanned directly into your EDMS, completely profiled.

The scan templates can be printed as well. Printed templates are ideal for use with repetitive scan tasks or with other network-attached scan devices.

You can also save time by automatically completing several tasks at once. For instance, with a single scan, a document can be inserted into your EDMS, faxed to another office, and emailed to multiple people.

### Cost Recovery

Cost recovery is an integral part of a law firm's operations. Many law firms use cost recovery terminals that are attached to their output devices. These terminals are expensive to purchase and maintain and are not integrated into the output devices.

Lexmark's cost recovery solution is integrated directly into our MFPs--no terminals needed—and can tie into your existing cost recovery solution.

In addition, for firms that are looking for an alternative to existing cost recovery solutions on the market, Lexmark also offers its own solution for tracking print, scan, copy and fax operations.

### Increase office productivity and efficiency in document handling with Lexmark solutions:

- Document Management System Integration
- Virtual Coversheet Manager
- Cost Recovery
- Print and Follow
- E-Filing



The customizable appearance and prompts on the touch screen make it easy to log in and select a task.

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### Print and Follow

Many attorneys struggle with their printing needs when visiting other offices within the firm. This is especially difficult during off-hours when attorneys need to print critical documents.

The Lexmark solution utilizes a single traveling print driver so employees no longer need to add print drivers. When visiting other offices, the attorney simply prints to this Lexmark driver, walks up to any Lexmark printer with the card reader installed and swipes his or her card.

The ability to print using the swipe card also improves document security: confidential print jobs are automatically encrypted on the firm's internal network.

### E Filing

Increasingly, the courts are requiring that documents be submitted in an electronic format, and the required size and file format of the documents can vary depending upon the court. The Lexmark solution can help simplify your firm's ability to meet specific court requirements for these electronic documents.

With a single scan of a document, our MFP solution splits the document into multiple electronic files of the correct size and format. The documents are then delivered to the attorney's email address, ready to be submitted to the court.

### The Bottom Line

Your attorneys and staff are driven to make nearly every hour billable and to keep costs down. Lexmark can help your firm meet these objectives.

Our multifunction printers have easy-to-use features that are designed to help improve productivity and efficiency in managing both paper and electronic documents. In addition, the printers can be located close to end users, offering your staff the convenience of using one device for a variety of office tasks.

You want solutions that help you can get on with your firm's business. That's where we come in. We can help you uncomplicate your business with simple ways to print less, move documents faster, and manage output across your firm.



Customized icons on the touch panel make it easy to add an electronic document to your EDMS, as well as send the document via fax or email.

### About Lexmark

Lexmark International, Inc. is a global developer, manufacturer and supplier of printing solutions and products, including laser, inkjet and dot matrix printers and associated supplies for the office and home markets. The company is a wholly owned subsidiary of Lexmark International Group, Inc. (NYSE: LXX). Lexmark is on the Internet at [www.lexmark.com](http://www.lexmark.com).

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