



Solutions Brief | Legal

## Maintain data integrity with industry-leading scanning solutions

The legal industry is defined by precise documentation and each move made by law firms and legal professionals is meticulously recorded by paralegals and legal assistants. For large firms with multiple resources, managing these documents is no problem. For lawyers who work from home, or run their own small law office, dealing with mountains of paperwork can be overwhelming—and yet it's critical, to maintain data accuracy.

ScanSnap scanners and state-of-the-art imaging software capture data with glorious precision—and they do it right the first time, reducing instances of misfiled, duplicated, and lost records. The scanners also enable firms and offices to maintain a detailed record management system which helps mitigate risk, streamline discovery, and keep costs down.

**ScanSnap**

# Maintain data integrity with industry-leading scanning solutions

## Digitize piles of paperwork for increased efficiency

Precedents and case laws vary by state—and there's no one-size-fits-all solution on how to prepare for a case. Using high-quality ScanSnap imaging solutions, lawyers, legal assistants, paralegals, and more are able to:

- E-file high-quality scans for the court—no need to deliver documents in person or hire a courier service
- Improve the speed of document processing for client onboarding, evidence gathering, trial prep, etc., to resolve cases and bill clients faster
- Improve the accuracy of client records, discovery, and invoices to reduce duplication, misfiling, and loss
- Provide records upon request to meet compliance or share with other firms
- Remove physical storage of documentation, freeing up valuable office space
- Produce exceptionally clean images, maintaining data integrity

### Save time, costs, and space by scanning:

- Consulting agreements
- Corporate bylaws
- Durable powers of attorney
- Employment contracts
- Marriage licenses
- Non-disclosure agreements
- Partnership agreements
- Patent applications
- Property deeds/titles
- Wills and living trusts

## Keep meticulous records and cases on track

ScanSnap scanners include the right capture software to help accelerate your digital transformation process. To meet the unique needs of your legal practice or law firm, we recommend the following models—perfect for home, small offices, or wherever you work.



### ScanSnap iX1600

#### A highly flexible and fast scanner with multiple ways to connect for convenience and usability

- Lets you customize for various tasks and users on its intuitive 4.3" touch screen
- Connects via USB or Wi-Fi
- Scans double-sided documents quickly
- Scans wirelessly to PC, Mac, iOS, and Android mobile devices
- Scans batches of documents in color fast—up to 40 ppm duplex color scanning—so you get more done in less time
- Keeps images clean with Dust Detection, Streak Reduction, and Intelligent Image Correction
- Helps you easily manage, edit, and utilize data from documents, business cards, and receipts with ScanSnap Home software
  - » Allows up to 30 pre-configured profiles, optimizing scan workflow
- Enables scanning to popular Cloud destinations with ScanSnap Cloud

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## ScanSnap iX1400

A simple to use scanner with easy one-button scanning for every day scanning needs

- Features ScanSnap's famous one-touch blue button
- Scans double-sided documents quickly
- Has a dedicated USB connection
- Scans batches of documents in color fast—up to 40 ppm duplex color scanning—so you get more done in less time
- Keeps images clean with Dust Detection, Streak Reduction, and Intelligent Image Correction
- Helps you easily manage, edit, and utilize data from documents, business cards, and receipts with ScanSnap Home software
  - » Allows up to 30 pre-configured profiles, optimizing scan workflow



## ScanSnap S1300i

A personal document scanner with a space-saving design—nearly half the size of its desktop peers

- Allows one-touch scanning
- Goes where you need it—it's lightweight and portable
- Scans up to 12 double-sided pages per minute with one-touch
- Holds up to 10 pages in the Automatic Document Feeder (ADF)
- Automatically joins a 2-page spread with Merge function
- Powered by the PC or Mac's USB ports\* when an AC power source is not available

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\*When using the USB bus power cable, the PC or Mac must have two USB ports; one for power feeding and the other for USB cable connection. AC adapter also provided.

## Ready to start scanning?

To learn more, visit us at [www.us.fujitsu.com/fcpa](http://www.us.fujitsu.com/fcpa)  
Or contact us at (888) 425-8228

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