

Canon
Canon Authorised Centre



Canon
Business Centre
SOS

Operated by SOS Systems Limited

The Transformative Firm:

Shaping your practice's future with
transformative technology

Managed Print Services

Legal and professional services businesses have seen their relationship with print change significantly in recent years. Eschewing on-premises infrastructure for a managed print service enables businesses to reduce the total cost of printing, whilst enhancing security, improving workflow efficiency, and helping firms to address sustainability targets.

At CBC SOS, our comprehensive range of print services and equipment helps you to focus on the delivery of your core services and frees you from the burden of infrastructure management.

Leveraging our expertise, you can benefit from a secure and sustainable print and scan environment.



Improve cost efficiency

Reduce the total cost of printing by improving visibility of business-wide behaviours, eliminating unnecessary print jobs and enforcing energy and paper-saving policies.



Strengthen document security

Improve document security and data compliance with advanced security features such as secure print release, user authentication, and document encryption.



Enhance business agility

Scale effortlessly to meet the changing requirements of your organisation, while improving business continuity and responsiveness to change in a hybrid working environment.

Print Hardware

The legal services sector is still document-intensive by nature. In an environment where thousands of documents are printed, scanned, and copied, it is essential that your hardware devices are fit for purpose; delivering the speed, quality, and efficiency you demand.

Robust, rapid-velocity devices help you to cope with high-volume environments and multi-function appliances provide the flexibility of print, scan, and copy functionality. Matching the right product to the right environment will deliver improvements in productivity and security, eliminating potential bottlenecks or under-utilisation.



Printing and copying

For producing hard copies of legal documents, including contracts, court filings, and pleadings.



Scanning and digitisation

Used to convert paper documents into digital format, for easy storage, retrieval, and sharing.



Large format printing

Used for printing oversized documents, such as blueprints, site plans, or exhibits for courtroom presentations.



Workflow optimisation

Print room software and print servers help manage and streamline the printing processes.

Secure Print Services

Legal firms can now address the increased risk of print-related data breaches by choosing from a range of security-related services, designed to meet the data protection and compliance needs of the legal sector.

Our secure cloud printing solutions are ideal for firms who do not wish to invest in, or manage, local servers but still want to maintain control over the print environment – including who prints, what they print and from where.

With many businesses adopting a hybrid working model, visibility and control over home printing can be a challenge – especially when it comes to balancing accessibility and security. Our secure print management solutions are designed to mitigate the risks associated with remotely printing sensitive information, whether through controlled print release or the use of delegated printing, when you need someone in the office to print on your behalf.



Print to any device, across any office

Enable effortless mobile and guest printing. Print jobs are lined up in the user's secure print queue, and then released to any chosen printer.



Control access

Choose from a range of flexible user authentication options, such as PIN, mobile phone, or ID card, and enforce company-wide security policies.



Scan securely

Scan and send documents directly to an email address internal CMS/PMS systems or a wide range of public cloud applications, including Dropbox, OneDrive, SharePoint and more.



Boost visibility

Gain visibility and control over home printing behaviour to help control costs e.g. who is printing what, from where and to which device.



Systems and Workflow Integration

In a digitally enabled environment, it is important that your print and scan infrastructure is connected to the rest of your critical business data and applications. Direct or remote integration with a range of systems, such as case or practice management platforms, file sharing and collaboration tools, offers a number of benefits.

- Eliminate data silos
- Automate manual tasks
- Accelerate workflows
- Improve process auditability
- Enhance document security
- Reduce storage requirements

Our print and scan solutions integrate seamlessly with a wide variety of case and document management systems, including:



Intelligent Data Services

Intelligent Data Services (IDS) are helping the legal sector to streamline document archiving, retrieval, extraction, processing, and storage. With access to technologies that leverage advanced data analytics, artificial intelligence, and automation, you can significantly improve the speed, efficiency, and accuracy of your data workflows.

IDS can be used to digitise your incoming mail, extract relevant data, and intelligently route it to the appropriate recipients. With the adoption of IDS, you can revolutionise your document processing and mail management.



Improve productivity

Collaborate more efficiently with secure remote access to business-critical data.



Manage information effectively

Archive, search and retrieve information rapidly, so you can find it when you need it.



Secure document management

Minimise the risk of unauthorised access or data leakage with advanced security tools.

eDiscovery

Legal teams in modern-day dispute resolution, regulatory compliance, and corporate investigation require efficient technology solutions to manage electronic evidence. Our consultative approach and eDiscovery platform help manage the data challenges throughout the legal process, from Computer Forensic data collection, automation and AI during document review, and disclosing data to third parties.



Collect and preserve evidence

Streamline the process of identifying and collecting relevant electronic data.



Manage documents securely

Control access to sensitive information and manage document retention policies.

ECO SMART

Customers have been using ECO SMART to review their print and document management processes, identifying areas for improvement and enhancing their sustainability credentials. From reducing energy consumption and wastage on document output to boosting productivity and enhancing the user experience, you can use ECO SMART to transform the way that you work.



Improve your sustainability

Reduce your carbon footprint and make your business more environmentally friendly.



Reduce environmental impact

Leverage cutting-edge technologies to help you measure, offset, and reforest your entire document volumes.

Scanning Services

Not only can the physical storage of documents be expensive, but it often compromises security and makes retrieving information extremely time-consuming. That's why so many firms are turning to digitalisation. We support businesses on their digital journey through on-site or off-site scanning services. We will even collect your documents and provide secure, sustainable disposal of the originals if required.



Flexible storage

Scan to various places, including SharePoint, hard drives, cloud software, or to an FTP site.



Data privacy

Secure your information with a solution that meets the strict data privacy and compliance obligations of the legal sector.

Data Extraction

Improve efficiency, accuracy, and productivity when handling large volumes of data. By automating this labour-intensive task, you can reduce the time and effort required for manual data extraction, giving you more time to focus on higher-value tasks.



Improve accuracy

Eliminate human errors and inconsistencies that can occur during manual data extraction.



Save resources

Reduce the time and effort involved in processing large volumes of information.

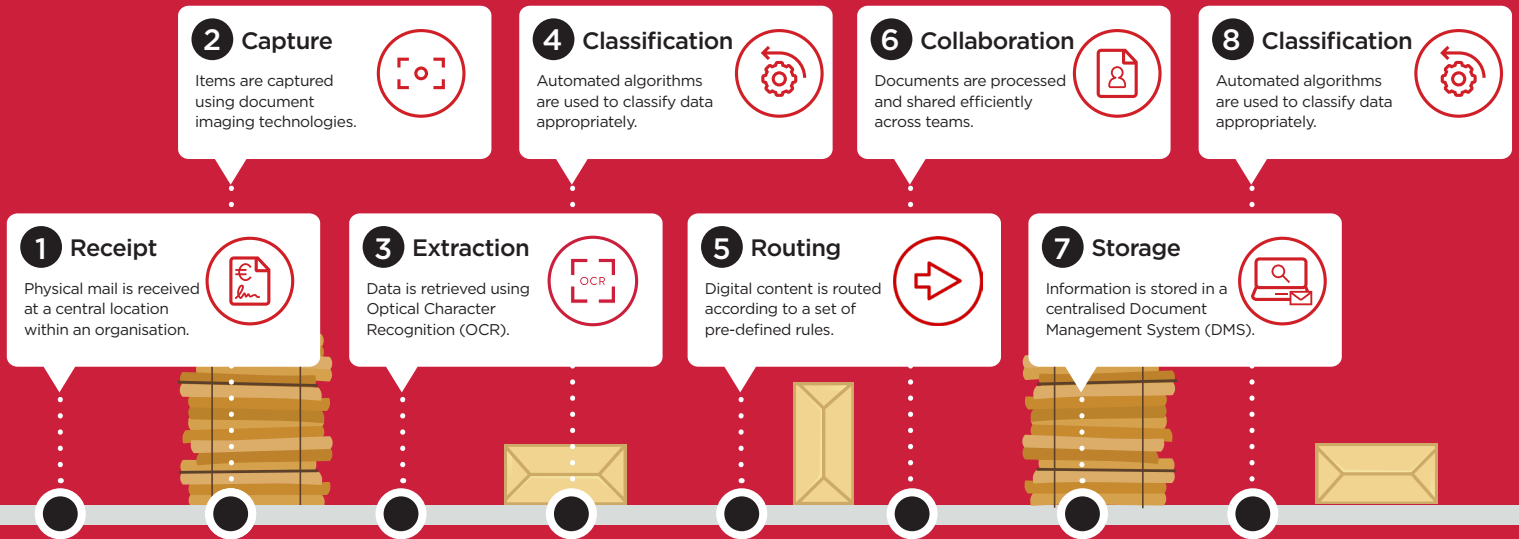


Ensure compliance

Minimise the risk of unauthorised access or data leakage with process automation.

Digital Mailroom

Digital mailrooms are being used by legal services organisations to enable the efficient management of incoming mail. You can digitise all your incoming mail, extract the relevant data, and route it to the appropriate recipients in a secure and efficient manner. This significantly speeds up the process and accelerates decision-making.



Process efficiency

Automate manual tasks and reduce processing time.



Improved accuracy

Eliminate errors associated with manual data entry.



Enhanced security

Implement access controls, audit trails, and encryption.



Cost savings

Reduce physical mail handling and paper storage.

Content Management

Our Content Management Solutions (CMS) are being used by legal firms to efficiently organise, store, and retrieve their digital content. You can benefit from centralised repositories, robust search capabilities, and advanced metadata management, enabling easy categorisation and quick retrieval of business-critical information. You can also improve collaboration with colleagues and clients by facilitating seamless document sharing and version control among team members.



Efficient document management and retrieval

Quickly access relevant documents, contracts, case files, or research materials.



Real-time collaboration and version control

Multiple users can access, edit, and review documents simultaneously.



Enhanced data security and compliance

Enforce stringent access controls to protect sensitive customer information.

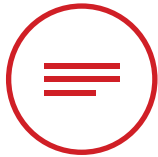


Improved productivity and workflow optimisation

Leverage automated document routing, approval workflows, and notifications.

Document Management

Traditional file and folder systems lack context and make it hard to effectively locate and manage content. Incorrect file names or mis-filing of content can be a source of frustration and have an unnecessary impact on your productivity. The latest generation of Enterprise Content Management (ECM) solutions changes all this, enabling you to quickly access the right content, every time.



Tagging options

Adds context to content with metadata tagging, making files easier to locate.



Secure document storage

Robust encryption ensures the authenticity, confidentiality, and integrity of your data.



A single copy of each file

Users collaborate solely on the most recent version of a file, providing a single source of truth.

eForms

In the legal sector, eForms are being used for a variety of documents, including client intake forms, case management forms, court filings, and consent forms. eForms offer several advantages over traditional paper forms. They streamline data capture processes, reduce manual entry errors, and enable automated workflows. They provide a more convenient and efficient experience for both users and form administrators, allowing for faster data processing, improved efficiency, and enhanced user satisfaction.



Process efficiency and time savings

Automated data collection, validation, and routing eliminates time-consuming manual processing.



A better client experience

Clients can complete and submit electronic forms online, on any device, without the need to visit in person.



Improved accuracy and compliance

Standardised data entry and validation, ensuring the consistent and accurate provision of information.

Document Collaboration

Collaboration solutions are empowering law firms to enhance communication and productivity among their teams. This streamlines the process of creating, editing, and sharing documents in real time, regardless of a team member's location.



Improved efficiency and productivity

Team members can access and collaborate on documents from anywhere, eliminating the need for manual file transfers or constant email exchanges.



Secure document management and compliance

Advanced security features such as user authentication, document-level access controls, and encryption safeguard sensitive legal documents and client information.

Client Portals

Client portals can enhance communication, collaboration, and information sharing with your clients. They can provide you with a secure and convenient platform for document sharing, case updates, and real-time interaction, strengthening client relationships and improving the overall legal service experience.



Secure access

Provide clients with unique auditable, login credentials to access the client portal.



Case updates and communication

Post progress updates for clients, notify them of deadlines and share other pertinent information.



Document sharing

Securely upload and share relevant documents, such as contracts, pleadings, or discovery materials.

eSignature & ID Verification

eSignature and ID verification solutions are enabling law firms to streamline document signing processes and ensure secure identity verification.

With our eSignature solution, you can digitally sign documents, eliminating the need for physical signatures and paper-based processes. Additionally, our ID verification solution allows you to remotely authenticate an individual's identity.

By leveraging our eSignature and ID verification solutions, you can improve efficiency, enhance document security, provide a seamless client experience, and ensure the authenticity of legal transactions.



Streamlined document signing processes

Send documents for electronic signature, track the progress of signatures, and securely store digitally signed documents.



Secure identity verification

Securely verify credentials to reduce the risk of identity fraud, maintain the integrity of legal processes, and comply with regulatory requirements.



Enhanced client convenience

Demonstrate your commitment to modern legal practices and enhance your client relationships by embracing eSignature and ID verification technology.

eSignatures

Contract approvals can be time-consuming, especially if a physical signature is required. Legal practices are using eSignatures to accelerate agreements, eliminate manual tasks, reduce the risk of error, and integrate with a broad range of business software.

Our eSignature solution can handle the most demanding of customer requirements, offering a simple, intuitive experience for all. It allows you to track the status of a document and set up automated alerts and notifications to keep on top of the status of contracts and agreements.



Convenience

Send and sign agreements securely from any device.



Cost efficiency

Save money on every agreement by reducing paper use.



Encryption

Encrypt your files to meet even the most stringent security standards.

ID Verification

ID verification solutions provide an additional layer of security to verify the identity of clients and individuals involved in legal matters. This enhanced security ensures that you are dealing with legitimate individuals, protecting client confidentiality, and reducing potential legal risks.



Security

Mitigate the risk of identity fraud and unauthorised access.



Accuracy

Reduce the need for manual verification and minimise human error.



Compliance

Ensure that robust identity verification procedures are in place.

London Legal Case study

London Legal is a 24/7 operation requiring reliable and robust equipment that can routinely handle large print volumes – up to 1.7 million documents each month. It also needs high-security software because of the sensitive nature of the documents, and hardware that could handle a rise in demand for colour printing.

Since working with SOS Systems, London Legal has gained complete confidence in the reliability and performance of its printing and scanning equipment – and the time taken to check major projects has more than halved. In addition, the team is consistently printing colour runs on 75gsm paper instead of 100gsm which the older machines needed to achieve the same quality, saving even more money. The business also benefits from having an SOS Systems engineer on site from 7am every weekday who works proactively to solve issues before they affect production, and who is on hand to fix any other issues should they arise.

“ We feel very lucky to have SOS Systems as they really look after us. Whatever we need, they always work their magic and the extra product knowledge and extra level of support we receive from them really allows us to maximise efficiency and minimise costs.

Their excellent product knowledge and attention to detail has allowed us to manage the high demand on our printing and scanning services much better, and the team's proactive support network means machine downtime has been cut dramatically.

Remote monitoring also means that staff can contact an engineer directly, ensuring any problems are quickly fixed, significantly reducing the impact of machine downtime.

The excellent relationship they have with Canon also means they can offer us the best deals in the market on hardware.

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London Legal - Director Graham Wilson



th trowers & hamlins Case study

Trowers & Hamlins is an international law firm which employs almost 800 staff in London, Birmingham, Manchester and Exeter. They have previously experienced printer breakdowns and slow maintenance.

Since SOS Systems won a competitive tender to become the firm's print provider, Infrastructure Analyst James Chandler says the difference is 'like night and day' and Trowers & Hamlins' IT team can now focus on strategy and innovation.

SOS Systems looks after 47 Canon devices across Trowers & Hamlins' EMEA offices, including some with embedded scanning devices, and has installed sophisticated software that has made assigning the cost of printing and scanning a very simple process.

Through remote monitoring and regular site visits, technicians anticipate the majority of issues and take action, and as SOS Systems is one of only a handful of Canon Platinum Partners, the team can quickly source parts and additional equipment when required.

“ Having an efficient and reliable print infrastructure is essential to law firms as our work relies heavily on printing and scanning documents. Any issues can risk project deadlines and significantly reduce productivity.

In the past, print suppliers have caused frustration for our IT helpdesk because of missed maintenance visits, issues getting hold of parts and delays in software being installed.

“Since working with SOS Systems the situation has been completely turned around. We have a reliable team, their maintenance work is proactive rather than reactive, and their recommendations have significantly reduced queuing time for printers and scanners in our offices which makes a real difference to our people.

Towers & Hamlins - Infrastructure Analyst James Chandler

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Who is Canon Business Centre SOS?

Canon Business Centre SOS is owned and operated by SOS Systems. As a Canon Platinum Partner with over 30 years' experience, we were awarded CBC status in 2022. The CBC concept was introduced to make Canon products and services as accessible as possible to local businesses. Aimed at supporting businesses of all sizes, CBC SOS provides a local centre of excellence and innovation for Canon products in Surrey, Sussex, and Hampshire.

CBC SOS provides the ideal combination of Canon's globally acknowledged portfolio of printing solutions, managed print services, secure printing, cloud printing and scanning services with a regional expert's local knowledge, service, and support. Our professional services teams are ISO, ITIL, and Prince2 accredited, and they work to the highest standards. We only provide genuine Canon products, parts, and consumables, ensuring quality of service and output.

Find out more

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