



## **TOSHIBA SOLUTIONS FOR PROFESSIONAL SERVICES**

We'll partner with you to help assess how to improve your workflows and create solutions to get you working faster, safer and greener

# **TOSHIBA**



## TOSHIBA SOLUTIONS FOR PROFESSIONAL SERVICES

Professional services practices, such as solicitors, accountants, architects, engineers and consultants work in the medium of documents.

Handling sensitive legal and financial issues means that privacy, security and compliance are non-negotiable.

Efficient document management, automated workflow processes and allocation of print disbursements reduce handling time and cost, and can enhance the service your practice offers its clients.

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# BENEFITS FOR PROFESSIONAL SERVICES



## Reduced Costs

Streamlined processes, reduced volumes of paper and staff efficiency all contribute to reducing practice costs.



## Information at your Fingertips

Find the essential information stored in your documents, with efficient search and retrieval.



## Client Service

An efficient, streamlined practice is one that can put all its focus onto providing outstanding service to its clients.

## Efficiency

Automated workflows help to streamline processes and enable staff to be more productive.



## Environmental Responsibility

By replacing traditional paper formats with digital documents, you minimise paper waste for a positive environmental impact.



## Compliance

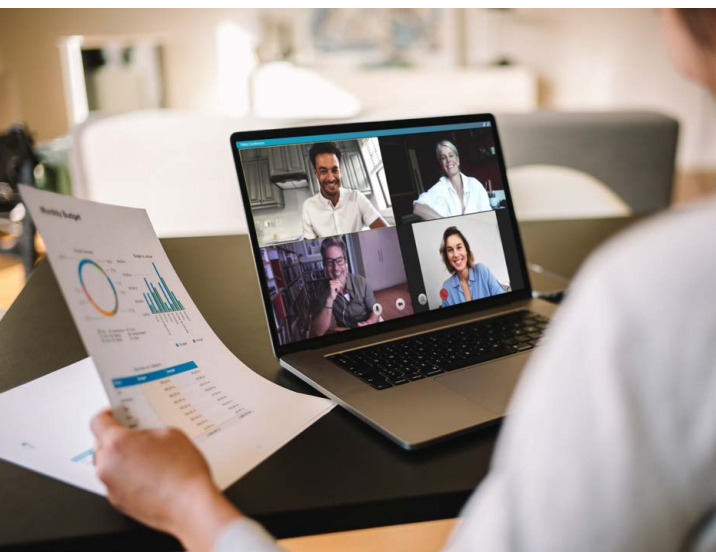
Manage your sensitive client and employee information to the required regulatory standards for security and retention.



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# SOLUTIONS FOR PROFESSIONAL SERVICES



## WORKING FROM HOME

With professional service practitioners working increasingly from home, sensitive information must be protected. By replacing printed documents with digitised versions, automating workflows to route information between professionals and managing secure filing, you can achieve this, along with enhanced efficiency.



## PRINT COSTS

You can't afford surprises with hidden costs so our print management solution ensures you have full visibility and control to get back on top of your print costs, with enforceable print rules, duplicate job detection, on demand print release at any device, track and charge-back of print, scan, copy or fax jobs.



## CLOUD

Cloud-based services have numerous benefits, we have a number of innovative print and scan solutions that seamlessly integrate directly and securely with your cloud-based management systems.

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## HIGH VOLUMES OF DOCUMENTS

Professional services practices receive and generate massive quantities of documentation. Managing these documents efficiently saves time, increases client service and saves cost. Digitising paper documents is the first step to getting them under control. Here at Toshiba we make this process so easy with intuitive high speed scanner solutions that allocate client code right at the panel or fully automated workflows that interface directly with your practice management systems.



## PRIVACY

Boost confidentiality and compliance with data security at every step of the way from access to creation and then storage, both in transit and at rest we protect your information so you have one less thing to worry about.

- Industry standard security protocols
- Built-in proprietary device level security
- Document level security that also protects ownership
- Secure access and print job release at any device
- Detailed logging so you know who is doing what and when

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## **PAPER WASTE**

Being aware of, and minimising, your environmental impact is particularly relevant when you're a document-driven profession. Toshiba's solutions help minimise your use of paper through automated print rules such as default duplex, blank page removal, print on demand, duplicate print and stale job deletion. Our innovative paper re-use technology supports those necessary paper based workflows whilst saving as much as 80% on paper usage. And for further savings in paper wastage speak to us about our digital transformation solutions.

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## RAPID SEARCH

There's nothing slower or less efficient than ploughing through mountains of paper files to find the information you need about a matter or client. With digitisation and optical character recognition technologies embedded in our hardware you can search for documents by any word right out of the box. Further keywords can be applied to documents and stored directly into your management systems so you'll have all the information you need, at your fingertips.

## CUSTOMER STORY



### AULICH

"Having a strong technology partner is so important to us", summarises the administrative team. "It means that we don't have to employ someone in-house, yet we know we have the technology and support we need to help our lawyers, paralegals, administration and reception staff keep the business running smoothly, and cost-efficiently. Working with Toshiba has made our lives so much easier. We are so glad we switched – it was a great decision". - Administrative Team, Aulich.

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**Ready for the next step? Let's talk.**

Contact a Toshiba Business Solution specialist and start your digital transformation journey with Toshiba today.

**AUSTRALIA**

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our Professional  
Services Solutions:

