

IOT LEGAL



● Unified Communications

● Document Management

● Security & Business Intelligence

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At Itec, we deliver customised managed business services for the legal industry, including Unified Communications, Document Management, Security, and Business Intelligence. Watch the [IoT Legal video here](#).

Our **three core product focus areas** form the foundation of our expertise and offering, with our other pillars as value-added services.



Our **OFFICE AUTOMATION AND PRINT MANAGEMENT** offering is customisable, ERP-integrated, secure, and access-controlled with real-time client cost allocation and billing. Documents are securely encrypted and compliant with our secure printing, comprehensive document workflow, and archive management solution.



Our **UNIFIED COMMUNICATIONS** solution empowers firms within the legal industry, an omnichannel, integrated Unified Communications platform that is POPI-compliant and collaborative. Encrypted and mobile network access ensures that colleagues and clients can reach employees easily and securely while streamlining information access and sharing.



Our **SECURITY & BUSINESS INTELLIGENCE** suite offers cutting-edge technologies and analytics to safeguard your company premises and sensitive data. CCTV with intelligent analytics and AI, automatic numberplate recognition (ANPR) and access control keep premises safe while continuously assessing cybersecurity keeps confidential information safe.

- 1 Visitor & Parking Management
- 2 Reception & Welcome
- 3 Conference Room
- 4 Meeting Room & Canteen
- 5 Reference Library & Archive
- 6 Back Office & Marketing
- 7 Print & Control Room



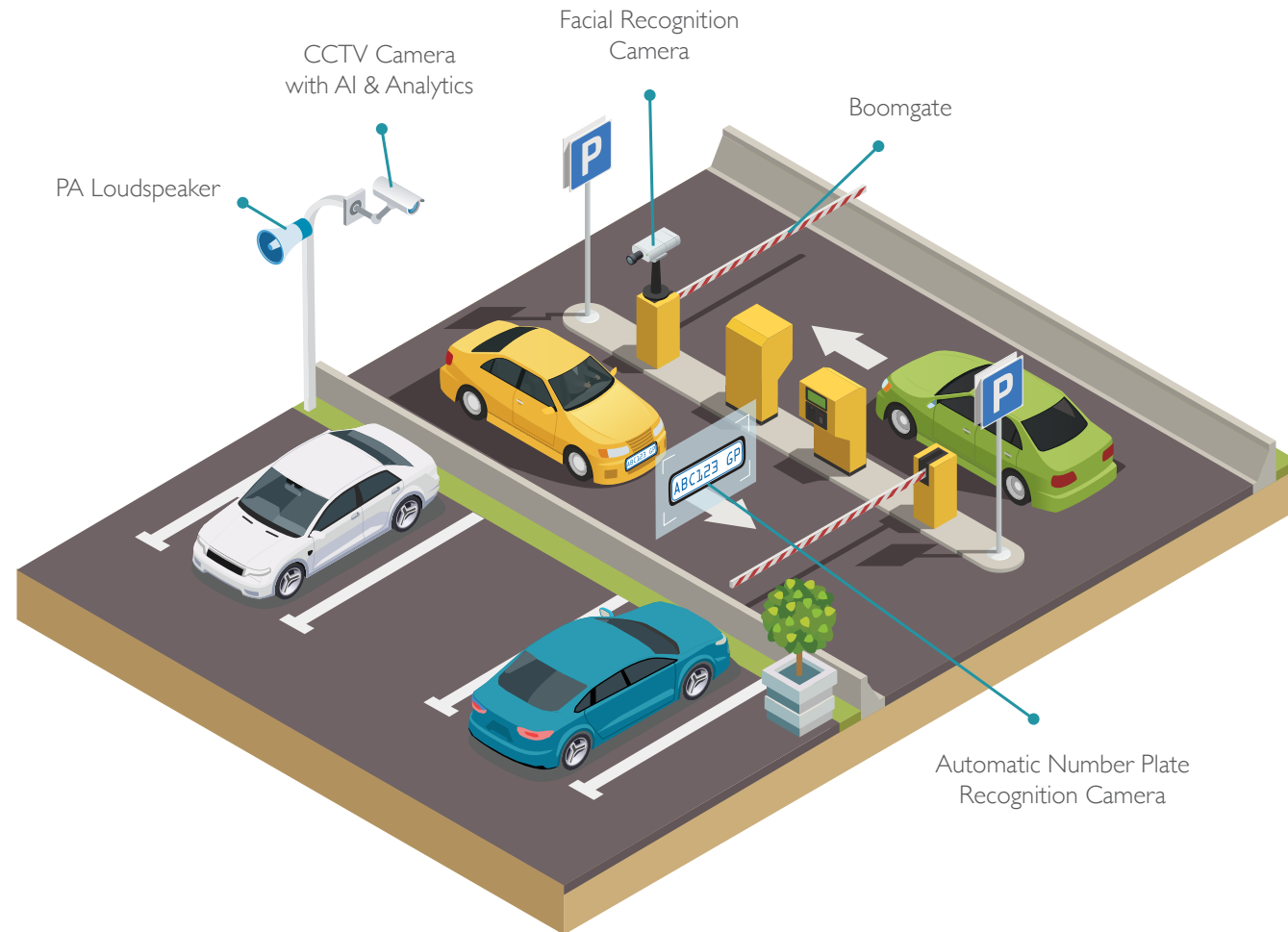
VISITOR & PARKING MANAGEMENT

Access Control, Client Tracking & Secure Premises



Smart technology gives legal firms more control over security at their premises and the movement of clients into and through the building. From the moment they enter the boom gate to the time they leave, the entry and exit times and duration of their stay are logged, enabling efficient real-time billing.

Itec's intelligent security solution for visitor access and tracking includes boom gates with access control, facial recognition and ANPR cameras for automated access, plus bullet and PTZ CCTV surveillance with customised AI and analytics for a streamlined client experience and secure premises.



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RECEPTION & WELCOME

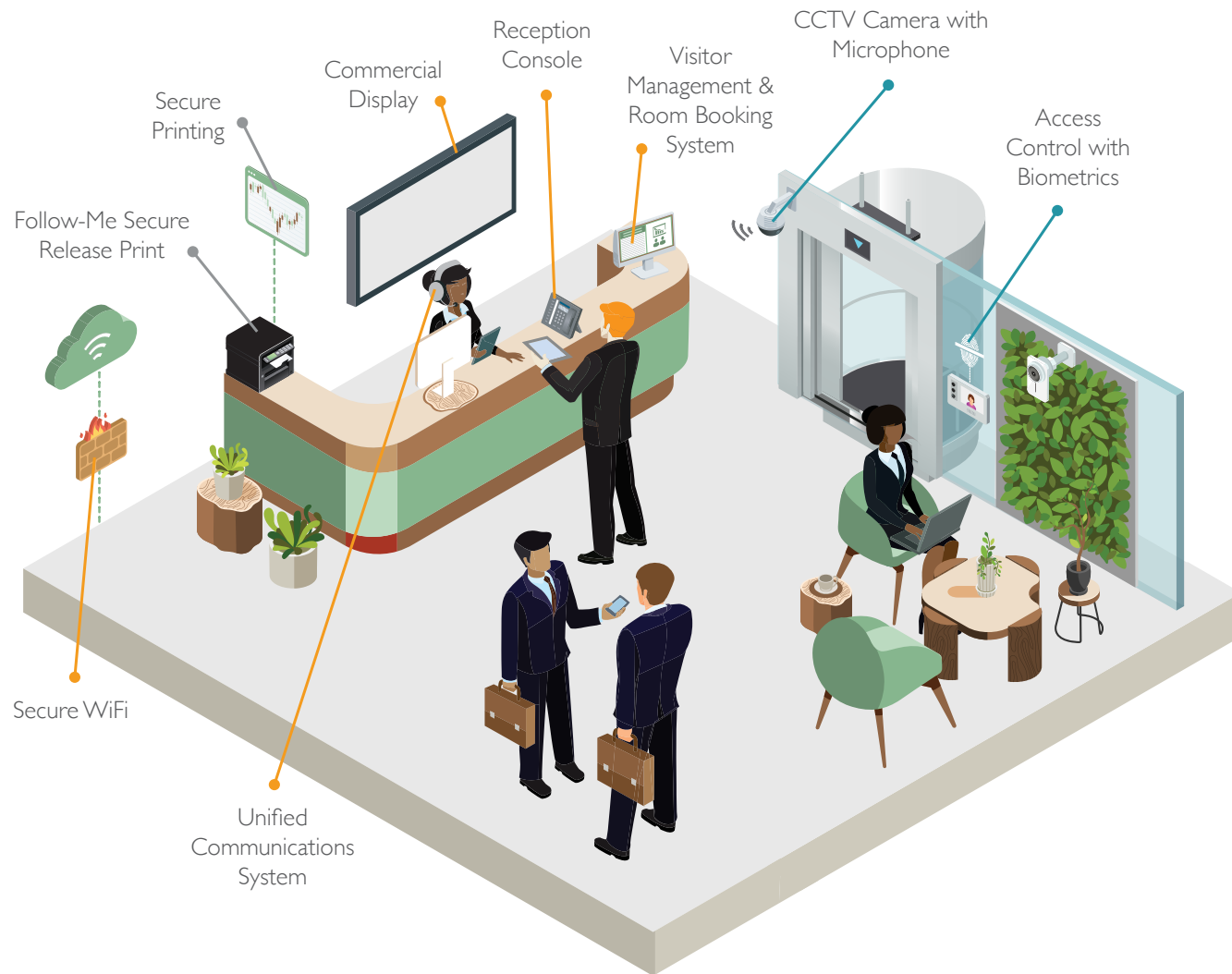
Unified Communications, Streamlined & Secure Access



The reception area of a legal firm is important to facilitate efficient flow of foot traffic and to assign clients to the correct waiting areas, especially if opposing parties visit at the same time. This is enabled by digital room management systems and displays, Unified Communications, discreet surveillance and tracking, and secure printing.

Itec equips a legal firm's reception and welcome area with Unified Communications, a reception console, visitor management and room booking system for efficient foot traffic management. Confidential documents can be securely printed with Follow-Me Print as clients arrive, and commercial displays and secure WiFi provide information plus network access while they wait for their appointment.

Employees and guests can be tracked with biometric-enabled access control. Employees' time and attendance can be managed by intelligent software. Safety of the premises is ensured with CCTV that has voice recording capabilities.



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CONFERENCE ROOM

Smart Conferencing with Integrated Unified Communications & Collaboration

A legal firm's conference room should enable seamless flow of information via an omnichannel platform, while accommodating client meetings and internal collaboration. Unified Communications and digital displays are imperative, with a focus on POPI-compliant call recording for auditable meeting records. On-premises and cyber security protects visitors, employees, and confidential information.

Itec has a track record of seamlessly integrating technology and expertise with an ideal hybrid model of digital and paper document management. Unified Communications with video conferencing, secure WiFi, interactive whiteboards and POPI-compliant call recording and voice recognition equip conference rooms with mobile-enabled and secure omnichannel communications tools.

Secure release, cost-controlled printing and PABX calls integrate with the company's ERP system for real-time client billing. Biometric access control secures the room and its information while confidential proceedings take place.

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MEETING ROOM & CANTEEN

Flexible Staff Meeting Space with Catering Access

The auditorium-style lawyers' meeting room often requires flexible seating and audio-visual conferencing capabilities, with access to catering facilities that double up as a canteen. This multi-purpose space integrates Unified Communications and security solutions with the benefits of a well-managed leisure area, including amenities for network access.

Itec can outfit the sectioned-off meeting area with Unified Communications, video conferencing, wireless interactive smartboards and audio-visual equipment. In the adjoining leisure area and canteen, secure WiFi access, room controls, and digital displays give employees a space to unwind and enjoy a meal enabled by mobile communications.

Access to these areas are controlled with biometrics, while CCTV, a wireless alarm system and panic button mitigate security risks.

Access and cost-controlled printing ensures a seamless flow of information in the meeting area, since lawyers require both digital and hard copy documents to best fulfill their roles and serve their clients. Automated workflow and integrated software ensure transparent and auditable client management, with real-time billing assignment.



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REFERENCE LIBRARY & ARCHIVE

Hard Copy & Digital Reference Library and Document Archiving

While digital transformation is slowly taking place, the legal industry is still quite paper-intensive, both in the reference material required for research and documentation associated with a case. Easy access to archived documents and relevant case information is important for efficiency and timesaving. Document workflow, archival, and disaster management are key considerations in this area of a legal firm.

Itec's expertise in the document management space will ensure that a legal firm has the most efficient and streamlined automated document workflow and archival processes for digital and hard copy documents. Automated consumable replenishment reduces equipment downtime, while secure, managed print services control costs and functionality by user access level.

Employees can easily and quickly access the relevant information for research purposes, whether in digital or hard copy format. Personalised access to information, Unified Communications on an omnichannel platform, and interactive digital displays transform a once document-heavy industry into a more streamlined hybrid operation.

CCTV surveillance and biometric access control restrict access to the facility, while advanced cybersecurity tools and methodologies ensure continuous protection on potential end-point vulnerabilities and cyber-attacks.



BACK OFFICE & MARKETING

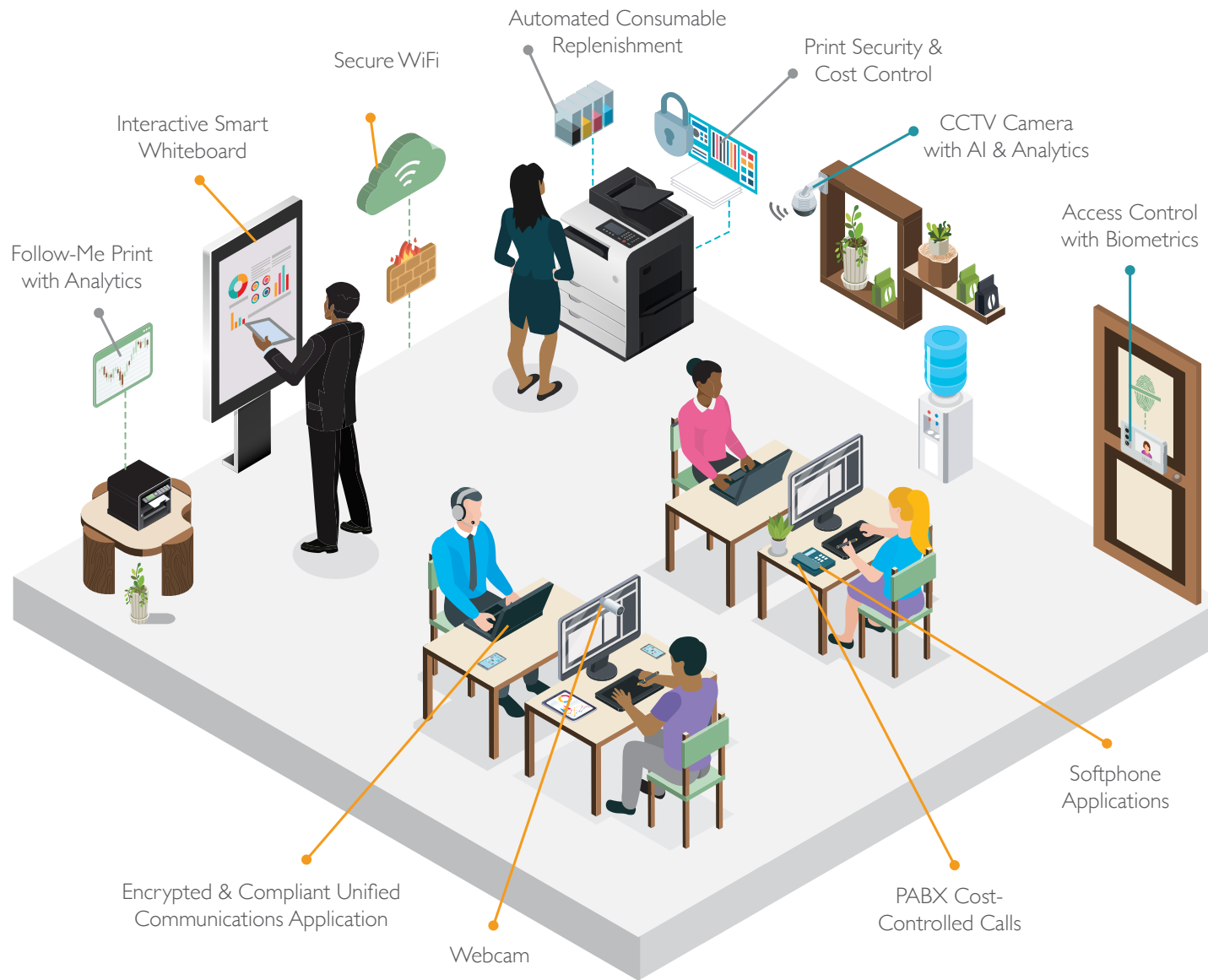
Secure, Efficient Back Office Operations

In a legal back-office, operations need to be sleek and streamlined. Integrated with the company's ERP and CRM systems with omnichannel communications and encrypted data management, the back-office makes the best use of technology for secure and efficient processes.

Itec's focused expertise in Document Management, Unified Communications, and Security & Business Intelligence equips administrative and marketing departments with the latest technology that enables streamlined operations and efficient collaboration. Our digital print solutions are secure and cost-controlled, with smart analytics for empowered decision-making. Automated consumable replenishment and proactive technical service keep printers at optimal uptime without an unnecessary burden on employees.

Our Unified Communications solution incorporates cloud-based, on-premises or hybrid software and services with a softphone, handsets, headsets and webcams. Interactive smart whiteboards making idea sharing easy and mobile, with secure network access.

Employee time and attendance is managed, while employee and guest safety are ensured with biometric access control and CCTV surveillance.



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PRINT & CONTROL ROOM

Digital In-House Printing & Analytics-Driven Security Control Room

The legal industry continues to rely on hard copy documents, even as they make the journey to digital transformation. A hybrid approach to digital and hard copy information management, access, and archival reduces costs and assigns client billing easily and accurately. Due to the sensitive nature of the business, both on-site security and cybersecurity are important considerations, enabled by AI and analytics-driven security solutions.

Itec equips the security control room with monitors, CCTV feed, biometric access control, and a security analytics dashboard.

Access & Cost Controlled digital Printing with Analytics and reporting, production and multifunctional devices, automated consumable replenishment and proactive technical service create a central printing hub that is networked throughout the building.

Secure WiFi, digital displays and a Unified Communications application connect this service centre with the rest of the firm for easy collaboration and seamless operations.



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MANAGED BUSINESS SERVICES

