

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.



- Document Management
- Unified Communications
- Security & Business Intelligence