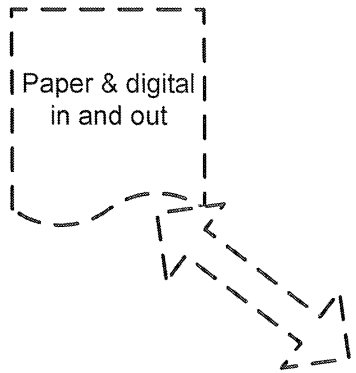


# TECH CHECK FOR LAWYERS



## Hardware

Fax  
Fast scan  
(2 secs/page)  
Fast send  
(33 Kbs)  
Large mem  
(100 pages)

Copier  
Fast 30+ ppm  
Black & white  
ADF  
Duplex  
Reliable  
Service

Scanner  
Fast 30+ ppm  
Black & white  
ADF  
Duplex  
Reliable  
Service  
Network  
TIFF & PDF

Printer  
Fast 30+ ppm  
Black & white  
Duplex  
Network  
Reliable  
Service

Internet  
Broadband:  
Cable/DSL

Computer  
Fast (3 GHz)  
Big Storage (100 GB)  
Big Memory (512MB-1GB)  
USB 2.0 Ports  
Windows XP Pro

Color Printer  
Quality  
Speed  
Ink cost

Label Printer  
Dymo

External Storage Backup  
Maxtor  
CD Writer  
Others

LCD Projector  
Infocus  
ViewSonic  
Etc.

PDA  
Palm etc.

Memory Key  
USB 2.0

Lap Top  
Ultra 2-4#  
Thin&Light 4-6#  
Reg 6-10#

Mouse  
Wireless

Lawyers, Paralegals,  
Secretaries, Investigators, Staff

## Software

Update All Software Monthly

Office Suite  
Microsoft Office 2003  
Professional: Word,  
Outlook, Access,  
PowerPoint, Excel,  
Publisher, Document  
Imaging

Anti-Virus  
Norton Antivirus 2004  
Daily update-manual

Accounting  
Intuit Quickbooks

Visuals  
Microsoft Visio 2003

OCR  
ScanSoft OmniPage  
Pro 14

Time & Billing  
Timeslips

Research  
FS 2003  
FlaBar CLE/Lexis  
Lexis  
Westlaw  
AltaStar Forms

Electric:  
Hole Punch  
Stapler  
TimeStamp

Telephone  
Desktop:  
CallerID  
VoiceMail  
Cell:  
Computer