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PARTNERS

50

STAFF

500

OFFICES

7



Listed among the UK's top 100 law firms, Foot Anstey LLP is one of the largest regional law firms, providing a range of specialist legal services for a wide range of sectors. The company prides itself on offering personal, practical and cost effective advice, based on their philosophy that 'actions speak louder'.



INDUSTRY

Legal

WEBSITE

footanstey.com

LOCATION

The South West,
London and
Southampton

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**It's all about
freeing our
staff up to
respond quickly
and nimbly to
client needs.**

- **DUNCAN EADIE**, IT AND BUSINESS SERVICES DIRECTOR

CHALLENGES



Like lots of legal firms, Foot Anstey's offices were cluttered with mountains of paper, cumbersome printers and full-to-the-brim filing cabinets.

Following deregulation, the legal sector is more competitive than ever. To ensure they stay ahead of the game, Foot Anstey brought ITEC on board to introduce an e-Post and Managed Print service that would eradicate inefficiency and provide a paper-light, agile way to work.

CHALLENGES



The paper problem: post

Manually opening and processing post takes up too much time and too much space. Foot Anstey has always strived to do things better. Their open-plan offices, centred around collaborative space, have the look and feel of a tech start-up rather than a law firm. It's designed to encourage agile working from staff, with nobody welded to their desk, swamped by paper.

To help Foot Anstey fully realise this ambition, ITEC Engineers designed an on-site e-Post solution that could be easily operated by staff, giving them more control over incoming documents and increased security.

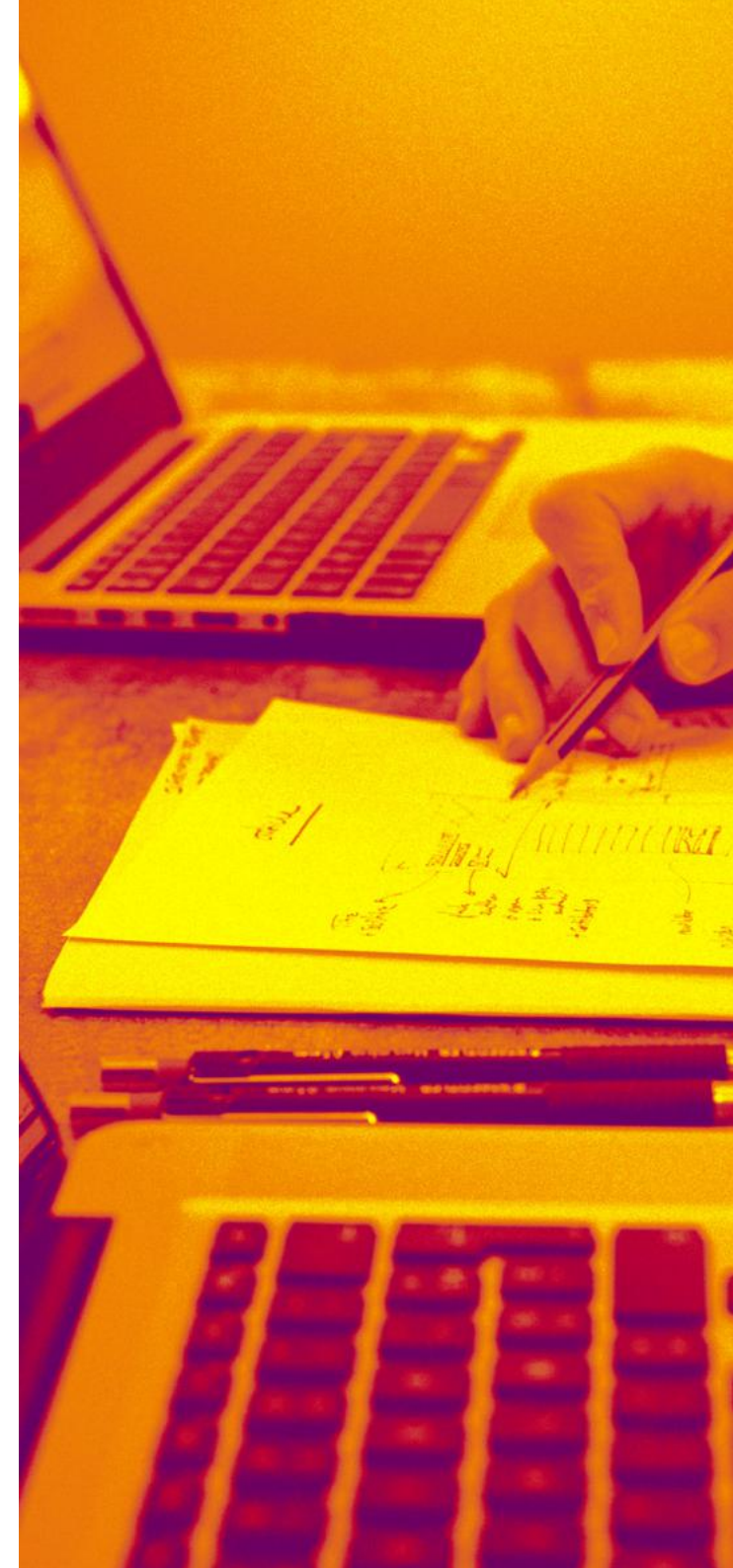
"Paper keeps people restrained by their filing cabinets, reduces agility and increases risk"

- Duncan Eadie, IT and Information Governance Lead



The paper problem: print

Printers are a hub for paper waste. Plus, walking across an office to find a printer and searching through reams of paper to find what's yours several times a day is a waste of all-important time. It's also not secure. To be truly agile, Foot Anstey knew a more efficient printing and scanning system was needed. And that's where ITEC came in.



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Deployment of technology means staff can work seamlessly from multiple locations. It's all about freeing our staff up to respond quickly and nimbly to client needs.

- **DUNCAN EADIE**, IT AND BUSINESS SERVICES DIRECTOR



A smarter way to manage mail

ITEC Engineers installed dedicated high-speed scanners and automated letter openers to free Foot Anstey staff from the laborious task of manually sorting through each day's post.

This was combined with intelligent scanning software which searches the first page of a document for a client name or reference code and automatically sends it to the relevant person.

It's a post solution that's faster, smarter and more secure.

"Paper based processes are expensive, weighty and hold you back mentally" - Duncan Eadie, IT and business services director



Practical printing

ITEC Engineers came up with a plan to meet the needs of this forward-thinking law firm by setting up a 'Follow Me' printing solution.

High-speed Ricoh MFDs (or multi-function devices) and Lexmark printers were installed in designated copier hub areas of the open plan office, avoiding taking up collaborative working space.

They were installed with software that enables a roaming print service, so print jobs finds staff based on their location. Staff now print to a shared queue and use a swipe card to release their print job at the nearest hub.

ITEC also set up a smart system to allow staff to scan documents directly into their document management system, iManage. The software is designed to make documents fully text searchable and provides a full audit trail.





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**We’re no longer
constrained
by paper.**”

- **DUNCAN EADIE**, IT AND BUSINESS SERVICES DIRECTOR

MORE

Sustainable

MORE

Security

MORE

Efficient

With ITEC's help, Foot Anstey has made their vision of being free from paper a reality. Its state-of-the-art print and post system saves time, is better for the environment and more secure.



TECHNICAL DETAILS

PRINT

COMPANY-WIDE FOLLOW ME
PRINTING SOLUTION



RICOH MFDS & LEXMARK PRINTERS,
WITH EQUITRAC/ECOPY SOFTWARE



IMANAGE COMPATIBILITY



POST

- AUTOMATED LETTER OPENERS
- INTELLIGENT SCANNING SOFTWARE
- AUTOMATIC FILING

“
Less paper
means more
thought.

- **DUNCAN EADIE**, IT AND BUSINESS SERVICES DIRECTOR

DELIVERING THE MISSION



Perhaps the most notable achievement is the positive impact it has had on the people that make Foot Anstey the progressive law firm it is. ITEC's solutions have made agile working a reality. Nobody on the team needs to be tied to their desk, they can freely work from anywhere and be confident that their post will always find them and they'll never be far from a printing hub.

Plus, incoming post is now trackable – and easily auditable. Printing and scanning is confidential to the user, and waste from documents left uncollected has been eliminated. The system has also made GDPR compliance a breeze.

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Our vision of agile working makes geography an irrelevance. Deployment of technology means staff can work seamlessly from multiple locations. It’s all about freeing our staff up to respond quickly and nimbly to client needs. Our new Bristol office has been built from the ground up on this principle.

- **DUNCAN EADIE**, IT AND BUSINESS SERVICES DIRECTOR



“Partners
for the
future”

Foot Anstey first came to ITEC for help with a printing solution in 2011. Following on from that success story, in 2016 ITEC expanded its services to introduce the e-Post system.

The relationship has grown and flourished, with ITEC offering expert support every step of the way as the law firm has grown and flourished.

ITEC and Foot Anstey are now firmly established as partners for the future, with plans to achieve hot-desking and even more agile working for employees.

As Duncan Eadie, Foot Anstey's IT and business services director says:
“The legal sector is often considered as a paper-intensive one but our business is no longer constrained by paper. Less paper means more thought”



ABOUT ITEC



ITEC is your local business technology expert. For over 30 years, we've been delivering outstanding managed services and helping organisations smash their business goals.

Today, we power 3,800 businesses and organisations throughout the South West and beyond with full Technology Managed Services. Whatever your organisation, we drive you to success with powerful technology strategies and partnerships.

MANAGED IT

MANAGED PRINT

MANAGED CLOUD

MANAGED CONNECTIVITY

BUSINESS COMMUNICATIONS

DIGITAL WORKPLACE

MOBILITY

MODERN MAILING





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RESULTS?**

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