

Sweet Spots: What to Buy Now



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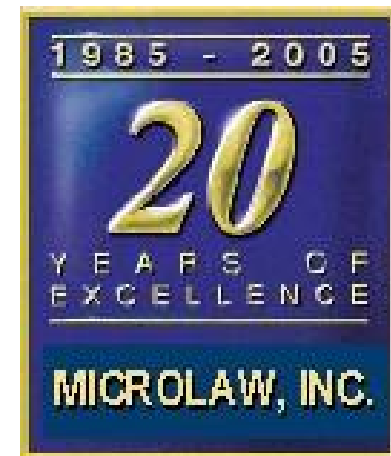
- § Marquette Univ. Law School, 1986 (Law Review)
- § Founded MicroLaw in 1985
- § Legal Technologist
- § Chair, Milwaukee Bar Association Technology Committee, Chair Midwest Law & Technology Conference 2002-2005
- § Technolawyer Consultant of the Year 1999, Contributor of the Year 2001, 2002
- § Over 800 law practices assisted
- § Developer of the “Paper LESS Office™” process
- § Obsessive author and speaker nationwide on legal technology subjects with over 1300 presentations
- § Chair, ABA LPM Section Computer & Technology Division (1998-2002) and Member, TECHSHOW 1998-2001 Board; Co-Chair, LegalTech Planning Board (1999-Present), Co-Chair, LegalWorks Planning Board (2004-Present), Chair, Midwest Law & Technology Conference (1999-Present)
- § Founder, Annual Legal Consultants & Technologists Dinner
- § Co-Founder, Legal Technology Alliance

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Thank You to OKBar SSF Attendees!

- To say “thanks” for having me back again, and also to celebrate my company’s 20th birthday, see the special offer on our Legal Tech Review services at www.microlaw.com/okbarssf2005.html!



“Sweet Spots”

“Sweet Spot”: Lawyer’s Laptop

- ü **Speed:** 2.8-3.2 ghz Pentium 4 models (or 1.2Ghz Pentium M or faster in ultralights) and AMD Athlon 64
 - ü *Also 1.5 to 2.0 ghz Pentium-M processors (these are the “Centrino” chips*
- ü **RAM:** 512+ Mb to 1 Gb (More is better with laptops!)
- ü **Sound:** You have little choice in this (use a USB microphone from companies like Telex or Plantronics for voice recognition)
- ü **Display:** 14.1" or 15" TFT only (XGA or SXGA, not UXGA - the characters on the latter are TINY! Wide mode 15.4" or 17" is nice, but weighty)
- ü **CD-ROM:** Internal CD-RW or DVD/CD-RW if possible
- ü **Hard Drive:** 60+ gig (up to 100 gig available)
- ü **Network Card:** Built-in, but add 802.11g Wireless capability (not the slower 802.11b)
- ü **Weight/Size:** A personal decision
- ü **Price:** \$1200-\$2900
- ü **Brand:** No Generics! First-tier vendors like Toshiba, IBM, Dell, Gateway, Compaq, HP

“Sweet Spot”: Lawyer’s PC

- ü **Speed:** 2.8-3.4 ghz Pentium 4 models AMD Athlon 3200+ or 64 OK (look for the faster 800 MHz Front Side Bus (FSB))
- ü **RAM:** 512+ Mb to 1 Gb (Look for faster 400 MHz RAM)
- ü **Sound:** You have little choice in this (use a USB microphone from companies like Telex or Plantronics for voice recognition)
- ü **Display:** 15", 17" or 19" LCD Flat panel (look for contrast ratios greater than 400:1) - Consider dual displays with a dual-display compatible video card
- ü **Optical Drive:** CD-RW or DVD/CD-RW if possible (DVD burners for at least a couple of office PCs but probably not all)
- ü **Hard Drive:** 40-60+ gig for networked PCs (7200 rpm - faster the better)
- ü **Network Card:** Built-in 10/100/1000 (1000 = Gigabit Ethernet-capable)
- ü **Modem:** Really not needed on a network today
- ü **OS:** Windows XP Pro only
- ü **Price:** \$800-\$1200 without display (displays add from \$200-\$700)
- ü **Brand:** Dell, HP, IBM are leaders - generics don’t make much economic sense these days

“Sweet Spot”: Bundled Software for New PCs/Laptops

Software to Bundle:

ü *Microsoft Office - Ver. 2003 Small Business Edition best for most firms since it comes with PowerPoint*

ü Least costly way to acquire Microsoft Office is “bundled”

ü “Professional” adds Access and FrontPage 2003

ü “Basic” is just Word and Excel

ü *Look for bundling of Adobe Acrobat Standard Edition - it’s a necessity today and runs \$200 - \$275 if bought separately*

ü Actual Acrobat is the best bet for creating PDFs because of its standardized security

ü Dell effectively includes it free when you get a Microsoft Office version on Latitude and Optiplex systems

ü Second Best - pdfFactory Pro from Fineprint software (www.fineprint.com) - about \$99 per PC

ü *Corel WordPerfect 12 Suite*

ü Can be less costly to buy it separately in an OEM version on a 1:1 basis with any new PC systems

ü *Anti-Virus Software*

ü Resist the temptation since you probably already have Anti-Virus licenses or would want to use software identical to what you already have

“Sweet Spot”: Small Office Server (10-15 users)

- **CPU:** Single or Dual Intel Pentium 4 or Intel XEON (2.8 to 3.4 ghz) (larger onboard RAM cache is better - 1 or 2 Mb v. 512K)
- **RAM:** 1 Gb to 4 Gb (Look for faster 400 MHz RAM)
- **Sound:** Irrelevant in a server - basic audio to hear “cues”
- **Display:** Recycle an old monitor! Use a KVM (Keyboard/Video/Mouse) switch to share one set among multiple servers.
- **Optical Drive:** CD-RW is fine
- **Hard Drive:** SCSI is better, SATA or PATA is and second best (120 Gb+, 7200 rpm minimum, 10,000 or 15,000 RPM is better) (RAID Level 5 Array or Mirrored/Duplexed pair of drives for better uptime).
- **Network Card(s):** Built-in 10/100/1000 (1000 = Gigabit Ethernet-capable) or two of them - one for the internal network and one for the Internet connection
- **Modem:** 56K for emergency dial-in support
- **Power Supply:** A redundant power supply is good if available
- **OS:** Microsoft Windows 2003 Small Business Server is the best bet today
- **Price:** \$1800-\$6000 without display
- **Brand:** Dell, HP, IBM are leaders - generics don’t make much economic sense these days

“Sweet Spot”: Networked Laser Printer (B&W)

üType: Laser printer (black & white)

üRAM: 64 Mb preferred (more is better)

üSpeed: At least 20 pages per minute (faster is better!)

üNetworking: Internal or External 10/100 Ethernet print server (preferably same brand as the printer for maximum compatibility, minimum support headaches)

üPaper Handling: this is the MOST IMPORTANT factor - one paper tray for each type of paper regularly printed on

▸ *Bond tray*

▸ *Plain Paper tray*

▸ *Envelope feeder (a must!)*

▸ *Letterhead tray (if you still use pre-printed letterhead)*

üBrand: HP or Lexmark only for primary “workhorse” printers

üModel Suggestions: HP Laserjet 4250TN/4350TN, Lexmark T630/T632

üPrice: \$1500 - \$2000 without needed paper trays

“Sweet Spot”: MultiFunction Printers

- ü **Type:** Laser printer (black & white) is better than color inkjet for office use and much less costly to operate
- ü **RAM:** 64 Mb preferred (more is better)
- ü **Speed:** At least 15 pages per minute (faster is better!)
- ü **Networking:** If not shared, USB 2.0 connection is best. If shared, Internal or External 10/100 Ethernet print server (preferably same brand as the printer for maximum compatibility, minimum support headaches)
- ü **Paper Handling:** Less flexibility than standard laser printers - but check to see if at least a second paper tray is available
- ü **Faxing:** Don't consider these PC fax units - they don't work well in that role; but they do work well as a substitute for a standalone fax machine
- ü **Scanning:** Want an automatic feeder and also look at included software to see if PaperPort and/or text recognition software is included
- ü **Copying:** Consider it a “backup” to your main copiers
 - ü *Copiers as Multifunction Devices: may not be the best idea since your copier won't be available to make copies if someone is busy printing, faxing or scanning*
- ü **Brand:** HP or Brother are safest choices
- ü **Model Suggestions:** HP Laserjet 3380, Brother MFC-9800
- ü **Price:** \$550-\$700 without 2nd paper tray or networking

“Sweet Spot”: Desktop Scanning

- ü Type: Compact desktop scanner for connection to a desktop PC
- ü One-Sided Speed: At least 10 pages per minute (faster is better!)
- ü Duplexing: Only buy double-sided scanning if you really need it
- ü Paper Handling: For most desktop situations, you are better served with an automatic document feeder that can handle at least 25 pages
- ü Software Bundle: Really important with a scanner - look for:
 - ▶ *Adobe Acrobat for direct-to-PDF scanning*
 - ▶ *PaperPort for image management*
 - ▶ *OCR software for Text Recognition (OmniPage, TextBridge, or FineReader)*
- ü Brand: Visioneer, Fujitsu and Xerox offer the best packages for legal desktop use
- ü Model Suggestions: Visioneer Strobe XP450, Xerox Documate 252, Fujitsu ScanSnap (be warned about lack of TWAIN compatibility)
- ü Price: \$400-\$1000

“Sweet Spot”: Smartphones

ü Types: Blackberry, Smartphones (Palm), Smartphones (Pocket PC)

ü Differences:

- ▶ Blackberry syncs with Outlook and to check more than e-mail, you need the Blackberry Enterprise Server software and Microsoft Exchange Server running - real-time always on email
- ▶ Palm Smartphones - 100% Palm devices – maximum syncability with legal apps - real-time email with software like SnapperMail
- ▶ Pocket PC Smartphones sync with Outlook and Microsoft apps primarily - more limited when it comes to legal apps like case managers

ü Popular Models:

- ▶ Palm Smartphones: Treo 600/650, Samsung i500
- ▶ Blackberry: Depends on the wireless provider - look for color, larger screen models with built-in cell phone capabilities

ü Pricing: Anywhere from \$200 to \$600 depending on the cell service provider and available rebates



“Sweet Spot”: Digital Camera

üType: For most law office use, Point-and-Shoot models are quite adequate

üResolution: At least 4 megapixels - 5 or 6 is better if budget permits

üDigital Film Type: SD cards are the overwhelming standard today - and the least costly to purchase – get 512 Mb (under \$50); be sure to get an SD Digital Film reader for a PC in your office for easiest photo transfers (\$15-\$40)

üBattery: Lithium-ion rechargeable is good, but you want AA or AAA capability as well for emergencies

üDocking: “One Touch” docking units for simplifying photo transfer make sense, but SD card readers are easier to use

üBrands: Kodak, Nikon, Canon, Panasonic (Sony uses less standard Memory Sticks for digital film, Fujitsu and Olympus use odd WxD cards)

üPrice: \$250-\$600



Thank You

For Listening!