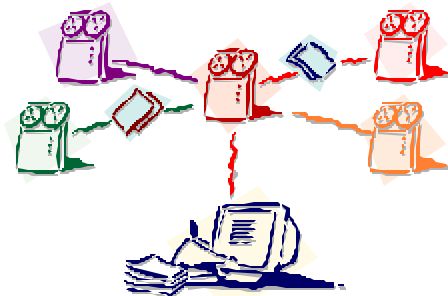


Everything Networked

If you have two or more computers in your law practice, network them.



Purchase equipment for your law practice - photocopiers, printers, fax machines, telephones, personal digital assistants - **with an eye to putting them on the network.**

Fax over the network using a multifunction printer or fax server.

- Anyone can send a fax as easily as sending a print job to a printer.
- Machine errors can be identified from any computer, not just at the fax machine.

Consider using wireless networking to connect your office equipment.

- No need to put wires and network ports all over your offices.
- Increases mobility of your lawyers and staff

Use server computers to centralize basic technology functions - printing, virus checking, file sharing - **for the whole office.**

Networking can allow you to install software on computers without "touching" them.

- Install whole applications from the server.
- Update virus checking "libraries" automatically to prevent the latest threats to your computers.

Implement the security necessary to protect your data.

- Have employees and consultants agree to an acceptable use of data on the network
- Use passwords to restrict access to confidential client and personnel information.

Consider connecting your network to the Internet.

- All of your users can share the single connection, making a "broadband" connection more efficient.
- Use a firewall to secure your internal network from prying eyes.

On Your Own

ABA LTRC Wireless Networking Guide

<http://www.lawtechnology.org/mobicomm.html> ↗

C-NET Printer Buyer's Guide

<http://computers.cnet.com> under *Printers, Buyer's Guide.*

About.com Networking Guide

<http://compnetworking.about.com/mbody.htm> ↗

Firewall Software

ZoneAlarm

<http://www.zonealarm.com>

Black Ice Defender

<http://www.networkice.com/products/index.html> ↗