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Overview: End-to-End Box Creation

All of the steps required to use Iron Mountain Connect Records Management to prep and create a box for pickup. Using Iron Mountain's electronic system has many advantages:

- Metadata entry is quick, simple and secure
- Eliminates paper transmittal forms
- No need to contract with Iron Mountain for data entry

Use this guide to learn how to:

- Choose the box label
- Use Iron Mountain Connect Records Management to:
 - Create the box record and enter its metadata
 - Place a pickup order for the box

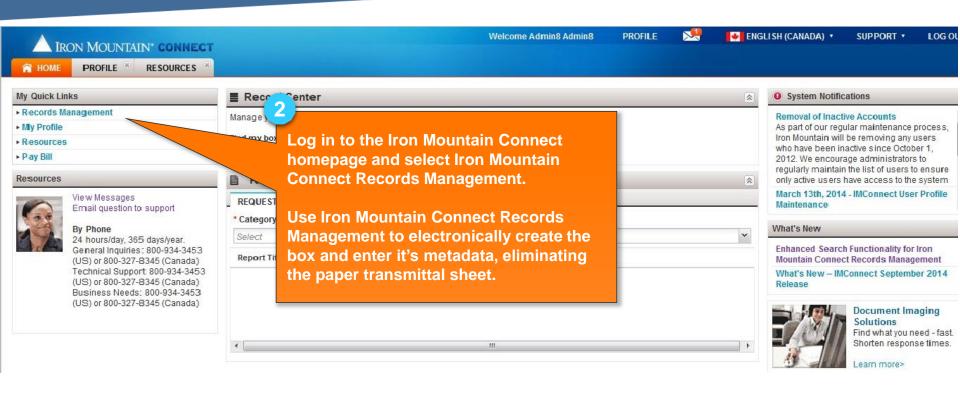


Choose the Box Label

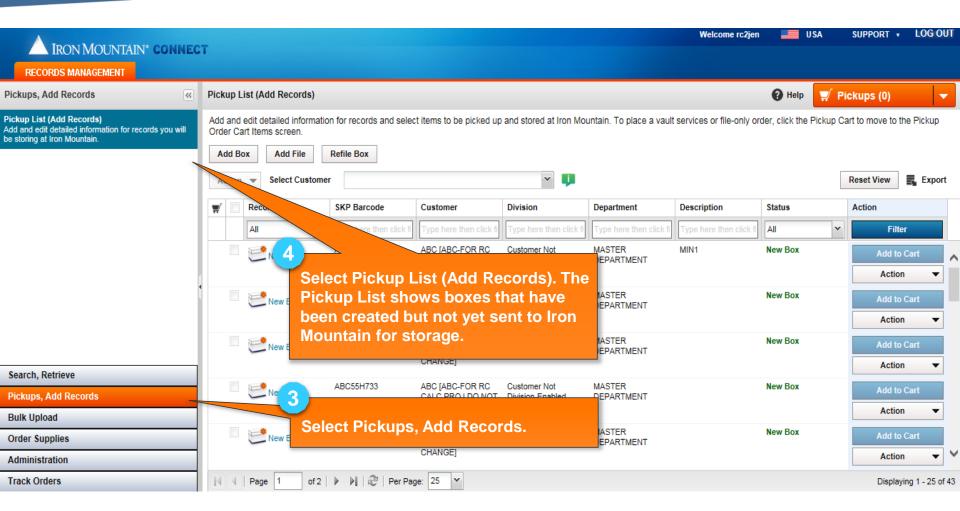
Fill the box and choose the appropriate label. Iron Mountain uses Radio Frequency ID (RFID) labels.

Built-in RFID Label Choose RFID-ready boxes that include a built-in RFID barcode label and checkboxes for use if box content needs to be: □ Listed **Imaged RFID Blue Label: Standard** Choose RFID blue labels to have your boxes sent directly to the shelves for storage. Choose RFID green labels to have your boxes individually listed and stored **RFID Green Label: Data Entry** based on the file and box label information. **RFID Orange Label: Imaging** Choose RFID orange labels to have your boxes sent to a Document Imaging Center to be imaged for electronic retrieval.

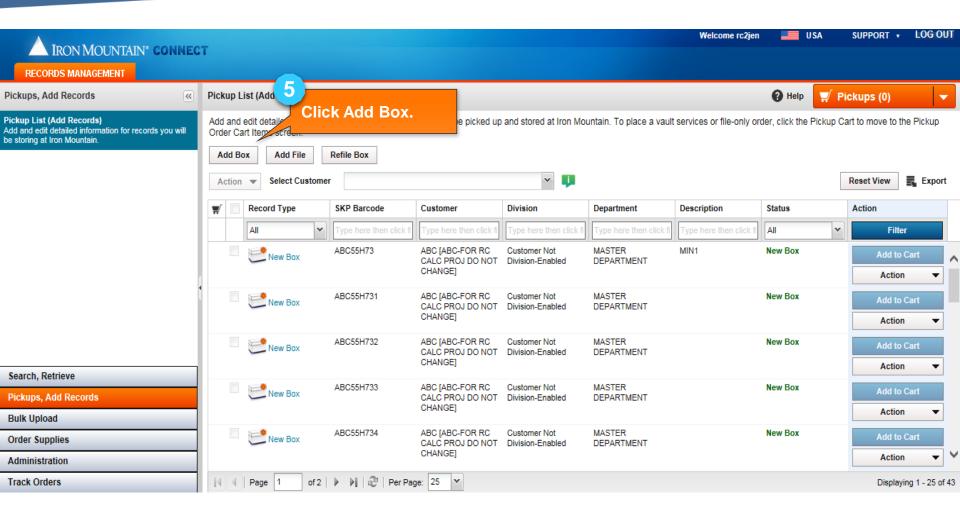
Log In to Iron Mountain Connect Records Management



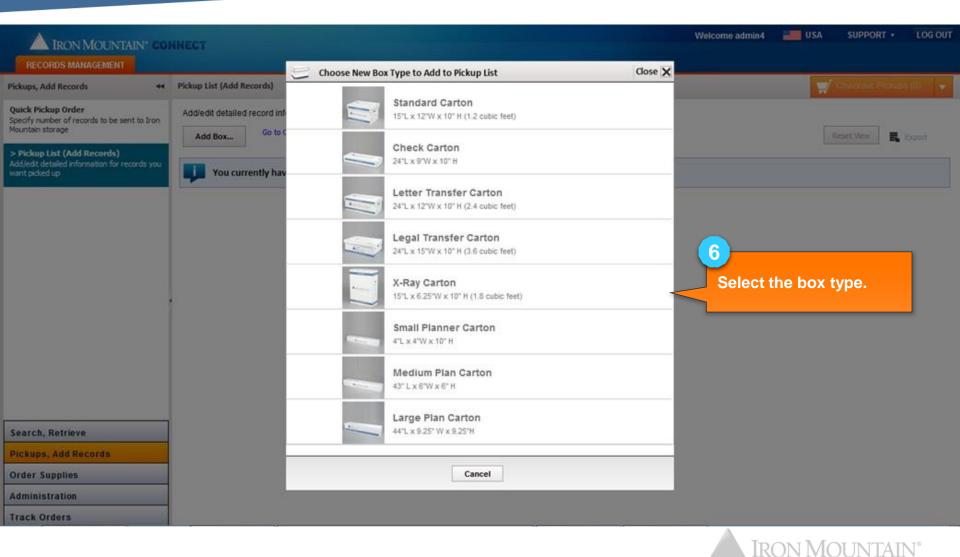


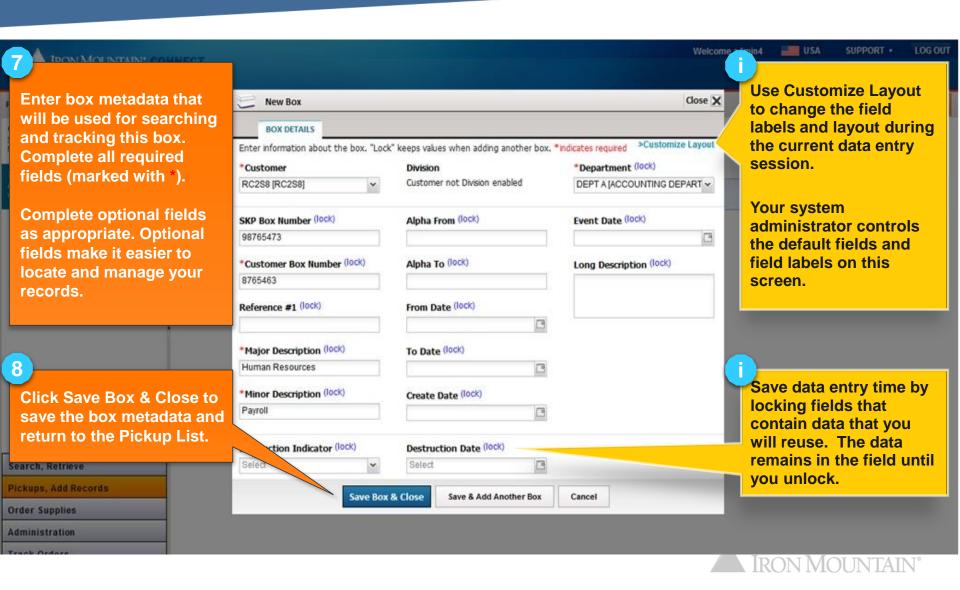




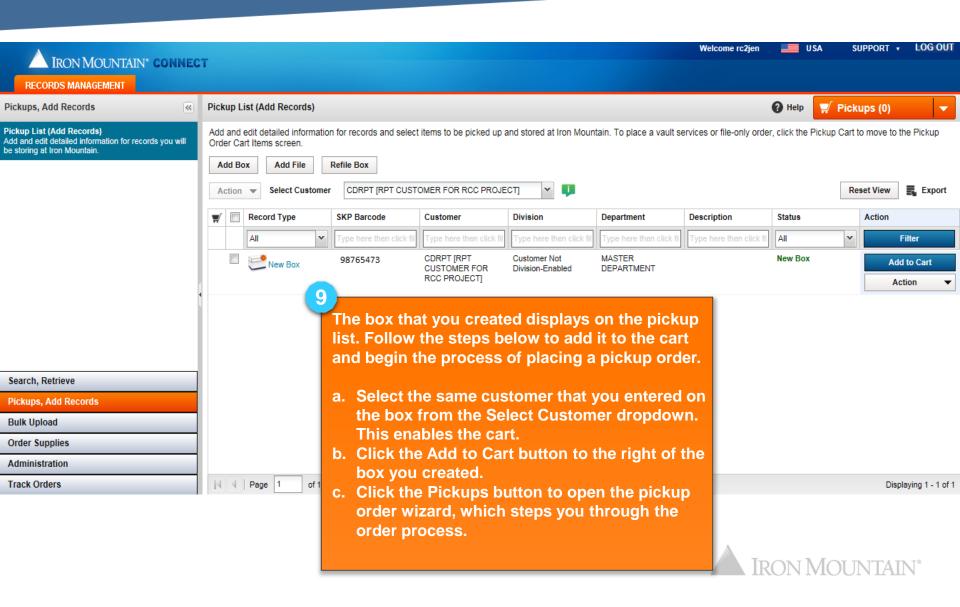




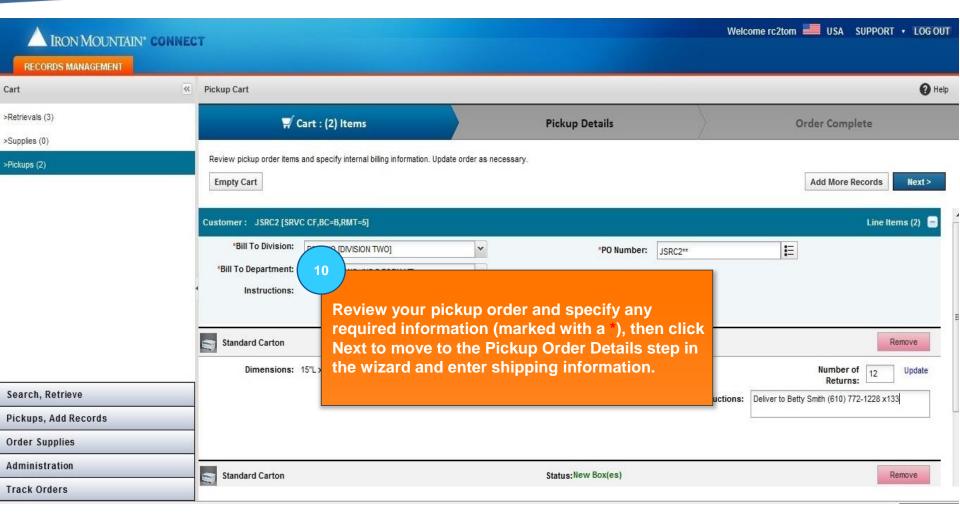




Place the Pickup Order

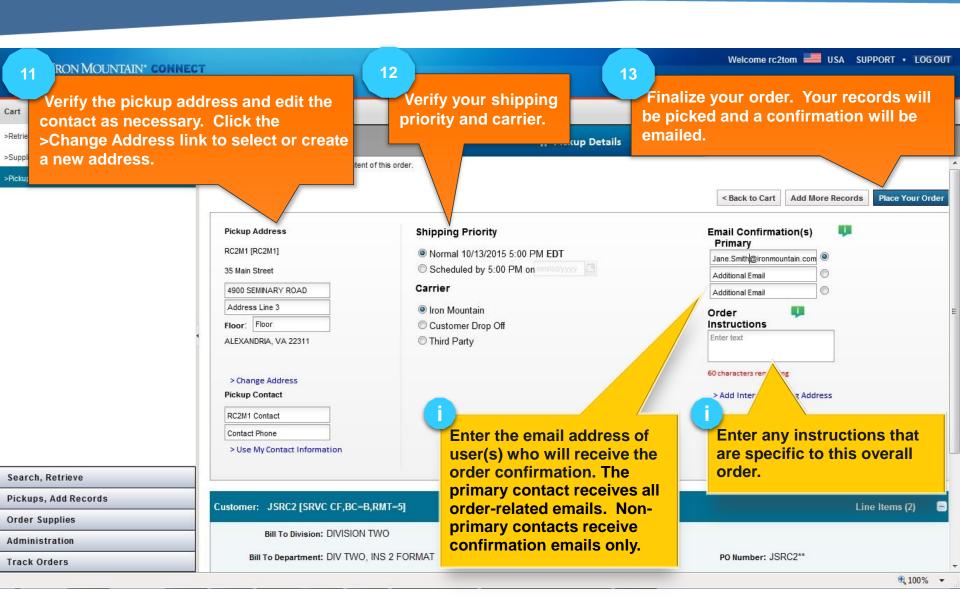


Review Pickup Order Items

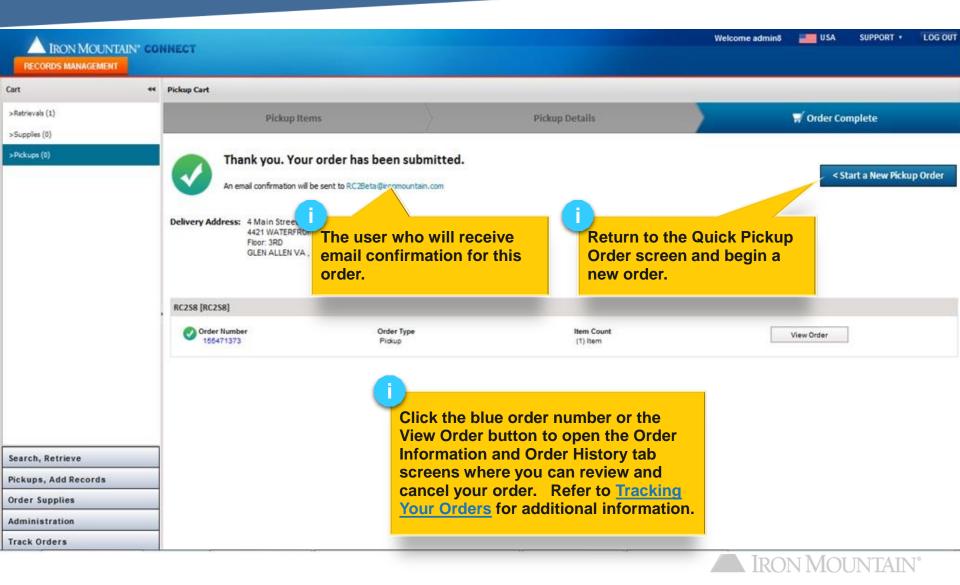




Review Pickup Order Details



Finalize the Pickup Order



Additional Resources

Iron Mountain has additional training resources to help you:

- **ONLINE HELP** is available from each screen in the application by clicking the help icon ?
- HOW TO documents are available from the Iron Mountain Connect homepage. Simply click Quick Links | Resources | Training.

For more information on creating boxes, refer to these How To documents:

- Creating a New Box
- Placing a Pickup Order
- Tracking Orders

