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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

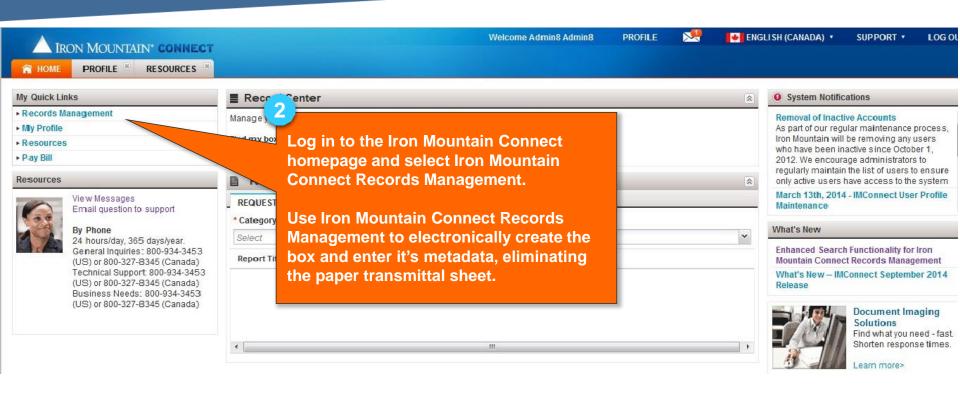


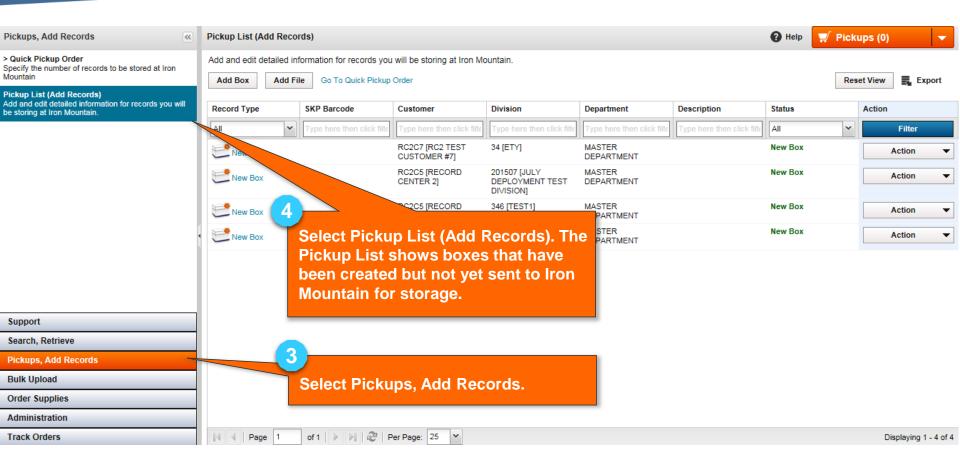
### **Choose the Box Label**

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

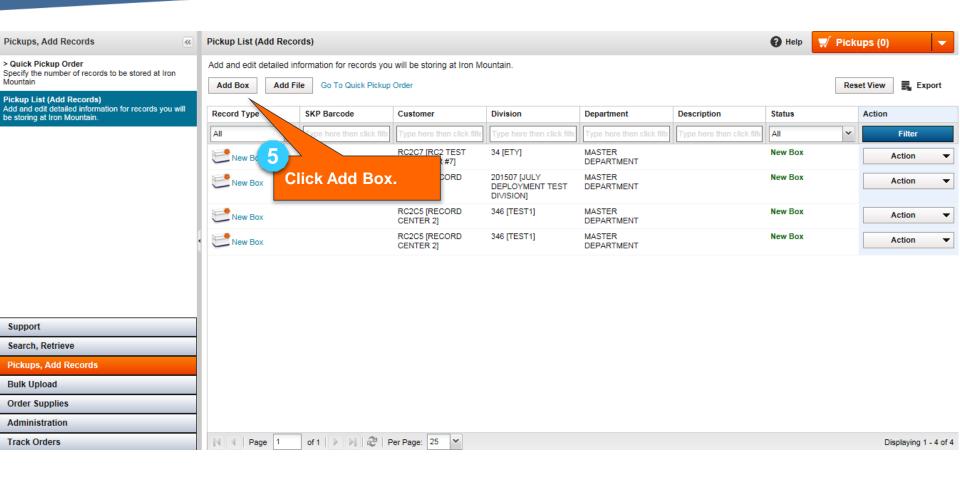
### **Built-in RFID Label** Choose RFID-ready boxes that include a built-in RFID barcode label and checkboxes for use if box content needs to be: □ Listed **Imaged RFID Blue Label: Standard** Choose RFID blue labels to have your boxes sent directly to the shelves for storage. **RFID Green Label: Data Entry** Choose RFID green labels to have your boxes individually listed and stored 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

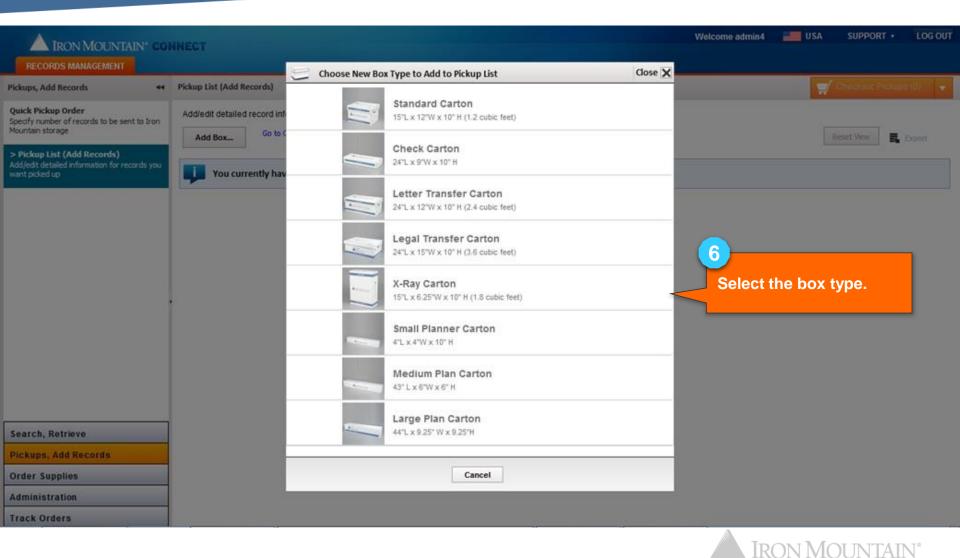


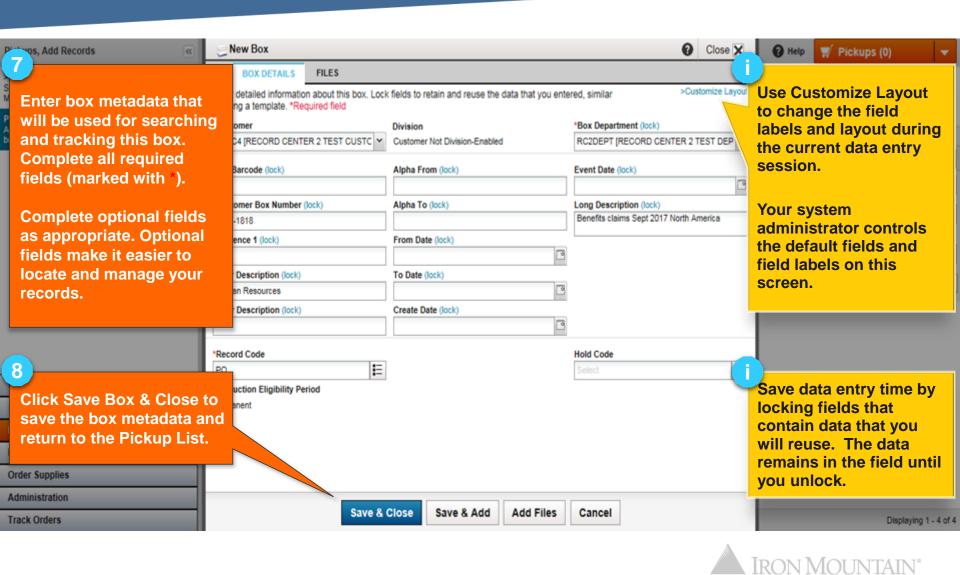




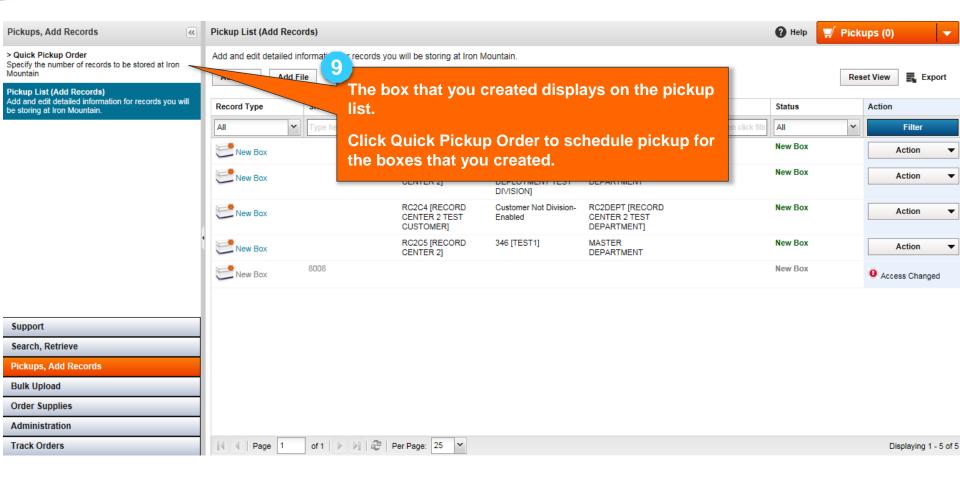






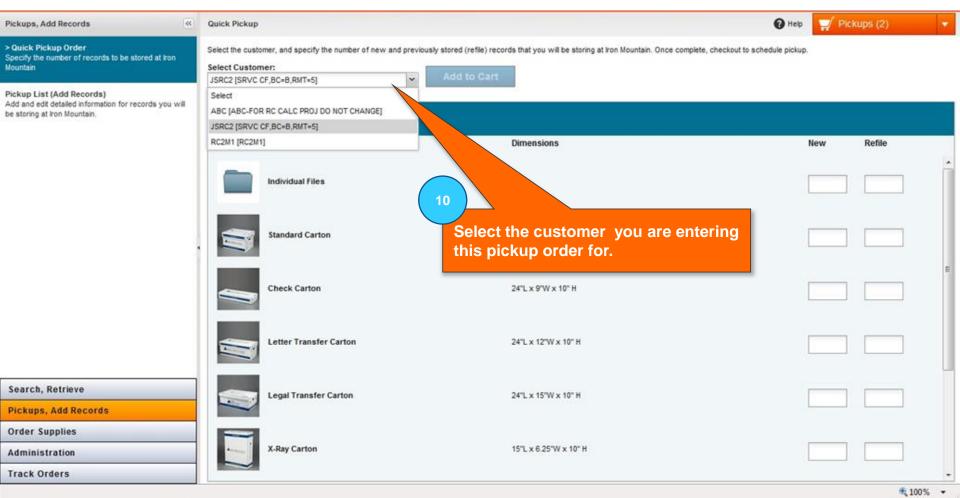


### Place the Pickup Order

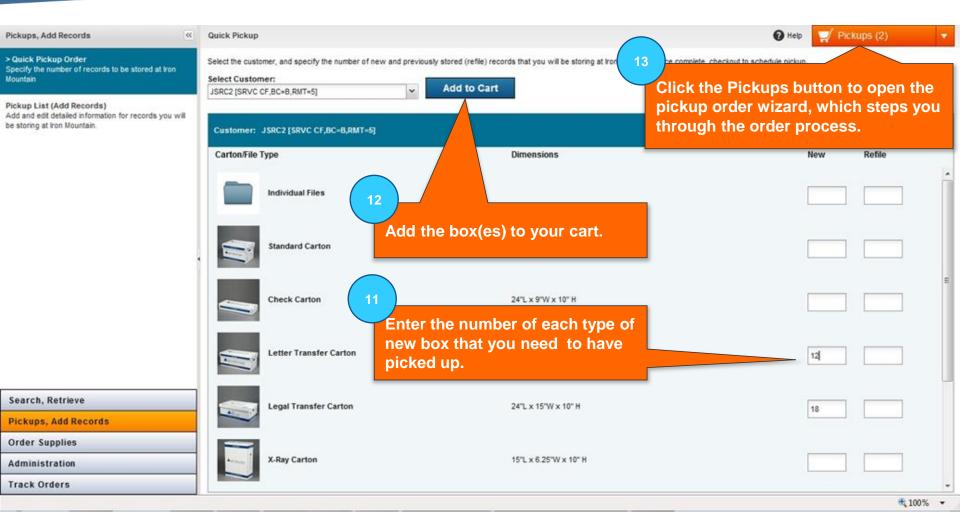




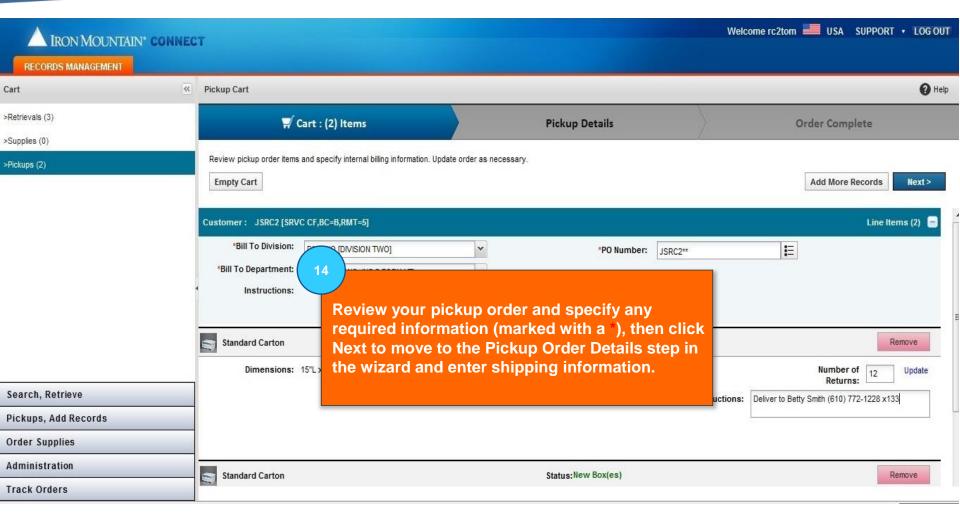
## Place the Pickup Order



## Place the Pickup Order

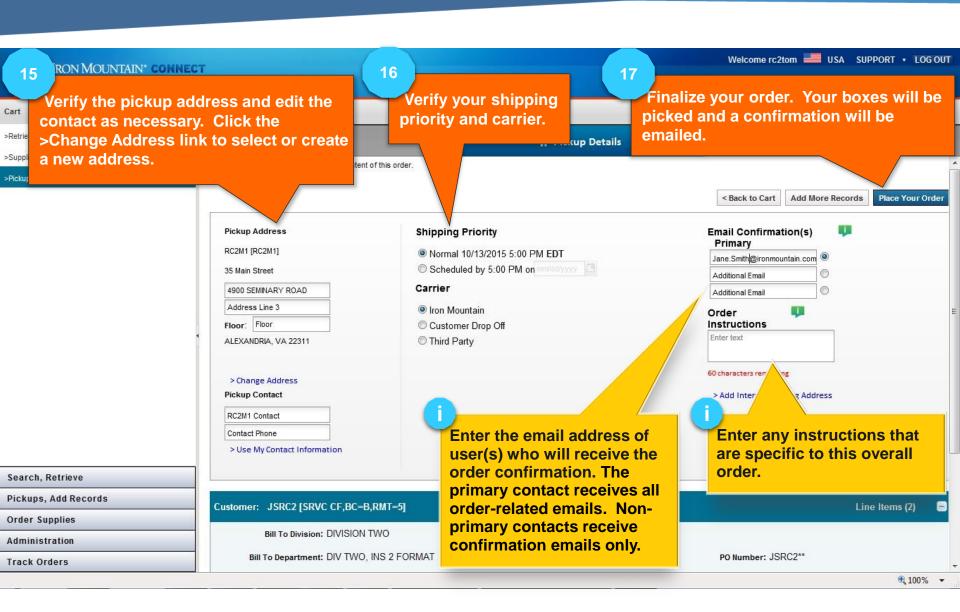


# **Review Pickup Order Items**

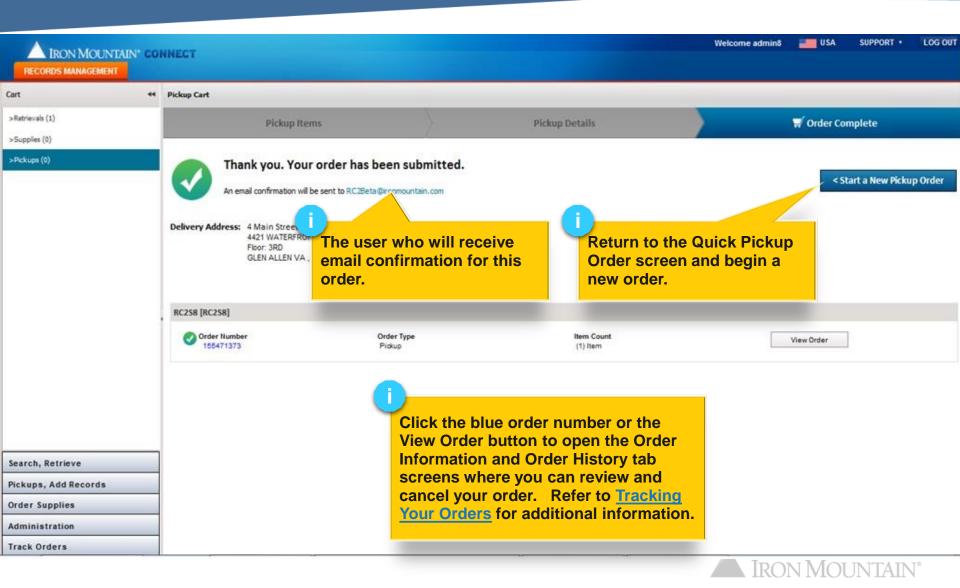




## **Review Pickup Order Details**



## **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

