



# TRANSFORM YOUR DIGITAL MAILROOM

DIGITISE | STORE | AUTOMATE | UNLOCK

## - CHALLENGE

Surely you are all too familiar with the challenges of working with paper-based information. The information security, privacy, and compliance requirements of your organisation, as well as employee efficiency, are affected by these challenges.

Leaders like you have been trying to remove, or at least reduce, paper-based information from business processes for quite a while. But it's impossible to remove paper from your workplace when paper-based mail keeps coming and your employees struggle constantly to manage large volumes of inbound paper mail. Access to paper-based mail is an even bigger challenge for remote employees who need secure access to their mail anytime, anywhere.

## + SOLUTION

The Iron Mountain® Digital Mailroom solution is a purpose-built software-as-a-service (SaaS) offering that allows you to eliminate paper at your "front door." After rerouting your mail, Iron Mountain scans, indexes, and ensures quality control to meet your document conversion requirements.

By leveraging optical character recognition (OCR) technology, you can search the contents of your documents by text or index. OCR is available for your PDF, TIFF, Office documents, and logos in 50-plus languages. Once your mail is digitised, you can securely store, search, and access it in a secure information management and content services platform.

## How Does It Work?



### DIGITIZE

**Redirect and Digitise Your Mail**

Redirect your mail to an Iron Mountain facility for digitization. Once digitised, users can add commentary and enable audit tracking.



### STORE

**Encrypted Files Are Stored in a Secure Repository**

Role-based permissions enable authorized users to access your digital mail in a secure information management and content services platform 24/7.



### AUTOMATE

**Route Your Mail**

Automated workflows are built out based on key metadata. Options to add on integrations for SSO, Outlook, and/or Gmail are available.



### UNLOCK

**View and Interpret Key Information**

Dashboards provide a visual display of data and metrics for powerful insights.

## WHAT YOU GAIN

- + **AUTOMATED COLLECTION AND EXTRACTION** of key metadata drives business decisions and streamlines workflow.
- + **YOU CAN EASILY AND QUICKLY SEARCH** your mail from one central, secure location.
- + **THE TIME AND EFFORT** spent searching for what you need is considerably reduced.
- + **PREDICTABLE COSTS** can be managed through a subscription.

**LEARN MORE** | 1300 476 668 (AU) | 0800 732 255 (NZ)  
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