



TRANSFORM YOUR DIGITAL MAILROOM

DIGITIZE | STORE | AUTOMATE | UNLOCK

- CHALLENGE

Leaders like you have been trying to remove, or at least reduce, paper-based information from business processes. But it's impossible to remove paper from your workplace when paper-based mail keeps coming and continues to be a core part of your operational processes. Access to paper-based mail is an even bigger challenge when you have a distributed workforce that needs secure timely access to their mail regardless of their location.

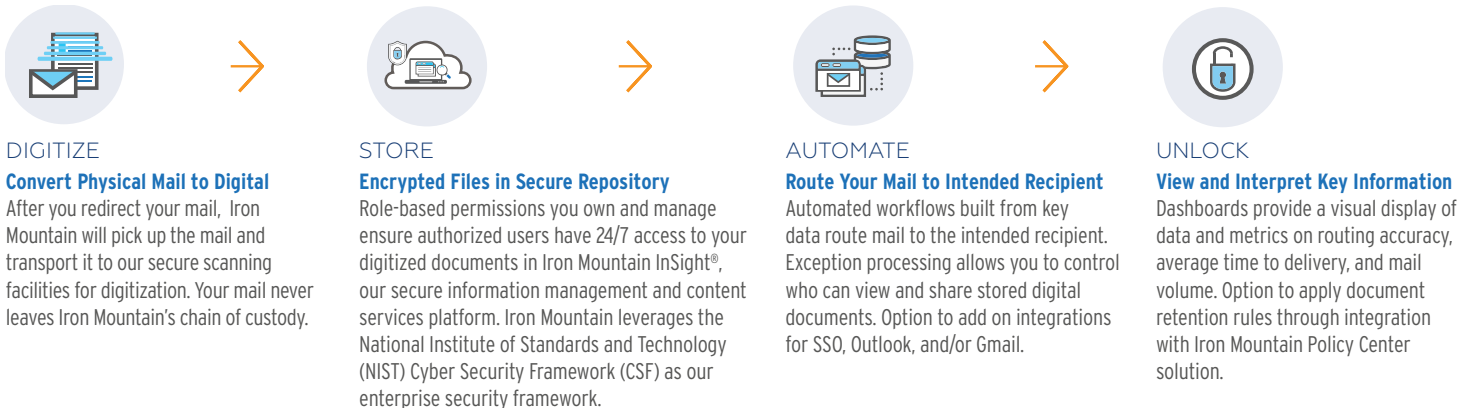
Traditional mailrooms rely on manual systems and processes that are labor intensive and prone to human error. As organizations consider downsizing and/or optimizing real estate space, they need to streamline operations and connect data across business silos. Iron Mountain can help.

+ SOLUTION

Iron Mountain® Digital Mailroom solution is a software-as-a-service (SaaS) offering that enables you to enhance operational efficiency by digitizing physical mail to provide secure access and retrieval for your employees, automating document-centric processes, and connecting your data across platforms. Our end-to-end solution provides an auditable chain of custody across physical and digital documents.

Once your mail is digitized, it is auto-routed to the intended recipient through workflows built using key data. You control who can store, search, and access it in a secure repository. Dashboards provide insights into your operational efficiency. Integration options into common business systems allow you to connect data across platforms and feed into downstream processes. After digitization, you have options for paper mail disposition, including returning the mail to you, storing, and/or securely shredding.

How Does It Work?



WHAT YOU GAIN

- + **SECURE ACCESS AND RECEIPT** of digitized mail in a secure repository anytime, anywhere.
- + **AUTOMATION AND COLLABORATION** of document-centric processes.
- + **FULL TRACEABILITY** of mail, from initial pickup to receipt by the intended recipient
- + **OPERATIONAL INSIGHTS** from visual dashboards simplify decision making.
- + **DATA CONNECTION ACROSS PLATFORMS** and business silos drives efficiency in your organization.

LEARN MORE | +852 2331 8000 | IRONMOUNTAIN.COM.HK | +63 2 8628 4939 | IRONMOUNTAIN.COM.PH
 +91-022-62268168 | IRONMOUNTAIN.COM.IN | +65 6262 5642 | IRONMOUNTAIN.COM.SG

© 2022 Iron Mountain, Incorporated. All rights reserved. This document was created by Iron Mountain Incorporated and its affiliates ("Iron Mountain"), and information provided herein is the proprietary and confidential material of Iron Mountain and/or its licensors which may not be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the prior written permission of Iron Mountain. Current product or service plans, strategy, release dates, or capabilities are subject to change without notice, and do not represent or imply an invitation or offer, or availability in all countries, and are not intended to be a commitment to future product or feature availability. This document is not sponsored by, endorsed by, or affiliated with any other party, and any customer examples described herein are presented as illustrations of how customers have used Iron Mountain products and services, and do not constitute a further endorsement, affiliation or other association with such customers or other entities referenced herein. Iron Mountain shall not be liable for any direct, indirect, consequential, punitive, special, or incidental damages arising out of the use or inability to use the information. Iron Mountain provides this information AS-IS and makes no representations or warranties with respect to the accuracy or completeness of the information provided or fitness for a particular purpose. "Iron Mountain" is a registered trademark of Iron Mountain, Incorporated in the United States and other countries, and Iron Mountain, the Iron Mountain logo, and combinations thereof, and other marks marked by TM are trademarks of Iron Mountain Incorporated. All other trademarks and other identifiers remain the property of their respective owners.