SOLUTION BRIEF

IRON MOUNTAIN® EMERGENCY DIGITAL MAILROOM SERVICE

BUSINESS CHALLENGE:

You are likely all too familiar with the challenges that working with paper based information presents to the efficiency of your employees and to the information security, privacy and compliance requirements of your organisation. Leaders like you have been trying to remove or reduce paper based information from business processes for quite a while. But it isn't possible to remove paper from your workplace when paper-based mail continues to arrive and your employees struggle to manage large volumes of inbound paper mail every month.
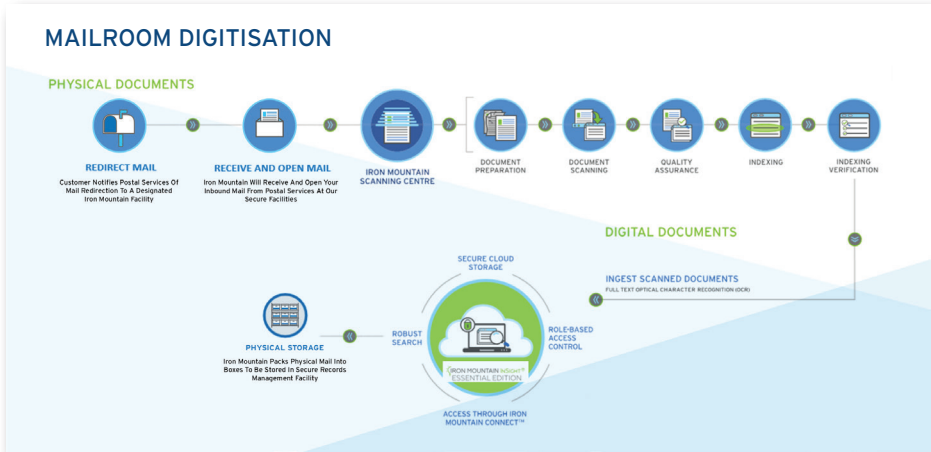
WHAT IF YOU COULD:

› Put an end to paper as it enters your organisation and refocus your employees onto activities that are core to your business?

› Enable remote access to employees and reduce your operating costs using our technology & process expertise?

› Improve your information security and privacy?

HOW IT WORKS

Iron Mountain Emergency Digital Mailroom service is a subscription solution that allows you to eliminate paper at your 'front door.' Once you've notified postal services to redirect your mail, our team of experts receive and open your inbound mail to our secure facilities. Iron Mountain scans, indexes and ensures quality control to meet your document conversion requirements. Leveraging optical character recognition (OCR) technology through Google Cloud Vision API, the contents of your documents are completely searchable by text or index, available for many file types and in 50+ languages. Once your mail is digitised, you can securely store, search and access it in our modern, secure cloud storage repository, Iron Mountain InSight® Essential Edition, which has regional storage in data centres located in continental Europe. Your electronic information will be encrypted at rest, and during transmission across a secure network with access restricted by encryption keys that you own and manage. Role-based permissions enable authorised users to access only the information that they need, wherever and whenever they need it.

MAILROOM DIGITISATION

SOLUTION BENEFITS

Iron Mountain Emergency Digital Mailroom service enables you to:

> Easily and quickly search your mail from one central, secure location.

> Reduce time and effort spent searching for what you need.

> Manage predictable costs through our subscription service.

> Utilize our 65+ years of experience protecting customers' information security and privacy.

> For advanced machine learning and analytics capabilities, you have the option to upgrade to **Iron Mountain InSight® Enterprise Edition,** part of the same platform where your digitised records are stored.