



SOLUTION BRIEF

Transform your Digital Mailroom

Digitise | Store | Automate



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.

In collaboration with



Solution

The Iron Mountain® Digital Mailroom solution on AWS 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 using Amazon Textract, 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?

Digitise: Redirect and digitise your mail

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

Store: Encrypted files are stored in a secure repository

Role-based permissions enable authorised 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.

Dispose: Review options for disposition

Choose how to dispose of your physical mail. Options include returning mail to you, storing it in an Iron Mountain Records Centre, or shredding it.

What you GAIN

Automated collection and extraction of key metadata drives business decisions and streamlines workflow.

The time and effort spent searching for what you need is considerably reduced.

You can easily and quickly search your mail from one central, secure location.

Predictable costs can be managed through a subscription.

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