



TRANSFORM: PAPER TO DIGITAL

DIGITIZE | STORE

- CHALLENGE

Paper is Holding You Back

Your organization is under considerable pressure to achieve its strategic goals and deliver value to internal and external stakeholders. You want to be responsive, but when you struggle to manage a mix of paper and electronic information you're slowed to a crawl. When you live in this kind of hybrid world without a unified view of your information, you and your employees spend precious time searching for what you need. When you do find the information you need, if it's in paper format, you still can't easily access or quickly share it with others, especially your remote workforce.

+ SOLUTION

Find What You Need When You Need It Most

Iron Mountain® Scan and Store solution is a purpose-built software as a service (SaaS) offering that combines scanning of physical documents and digital storage in a secure information management and content services platform.

Your scanning will be done by the provider that you already trust with your paper documents. You'll have a centralized view of your information, be able to free up valuable workspace and make handling of your information & its usage much easier.

HOW DOES IT WORK?



DIGITIZE

Unite Physical & Digital Data

Scan and ingest documents from your site(s), Iron Mountain site(s), and other digital repositories. Users have file upload capabilities

STORE

Encrypted Files in Secure Repository

Role-based permissions enable authorized users to access your digitized documents in a secure platform 24/7

SEARCH

Quickly Locate What You Need

Leveraging optical character recognition (OCR) technology, the contents of your documents are completely searchable by text or index

ACCESS

Share Information With Stakeholders

Easily share files with internal and external users as links and email attachments

Need more functionality? Upgrade your subscription to enable collaboration and workflow automation for document-centric processes.

WHAT YOU GAIN

- + **Free up** valuable workspace for revenue generating activities and creating a more dynamic environment for a multi-generational workforce.
- + **Easily** and quickly search for critical documents from one central, secure location.
- + **Better** handle & use your information, reducing time and effort spent searching for what you need.

LEARN MORE

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