# PC Retrieval For Employee Offboarding

**IRON MOUNTAIN®**
ASSET LIFECYCLE MANAGEMENT

Retrieving PCs from departing employees can be a challenge for IT departments. Without an offboarding process in place, companies put themselves at risk of errors and data security compromises. Streamlining the equipment retrieval process with an automated offboarding system can ensure an efficient, secure transition—from making offboarding requests and sending a box for computer retrieval to wiping the hard drive and tracking retrieval progress.

## Our offboarding services:

- › Automate PC reclaim process
- › Improve data security
- › Prep PCs for redeployment
- › Reduce IT costs
- › Increase efficiency

## Your objectives

Your focus for offboarding is efficiency, data security, and ROI, and you know automation can help accelerate the process and reduce human error. To ensure data security, you need a remote wiping tool to clear assets of data before they are shipped back to you. You also need accurate tracking information to guarantee a secure chain of custody, including pre-labeled "Mail a PC" boxes with return shipping information. And to lock in your ROI, you want to maximize the value and usage of the IT asset by ensuring that it can be deployed to another employee in the future.

Iron Mountain's employee offboarding service automates the process for retrieving computer equipment from departing employees, whether remote or in-office. This solution ensures data security by securely wiping the computers and increases business productivity by eliminating costly time delays and allowing the business to continue to operate efficiently. This also allows for a quick and easy transition, reducing the burden of manual labor and allowing for a more cost-effective process. As a result, businesses can quickly move on to the next task, such as redeploying PCs to another employee.

## Our services

Our employee offboarding service ensures efficient offboarding while prioritizing data security. Our online management system allows you to submit requests and track the retrieval process in one place. We provide storage and logistics, tagging and tracking, and remote data wiping to give you peace of mind and control over your offboarding processes. Plus, our deployment service ensures your data is secure and equipment is retrieved and ready for redeployment.

# Workplace IT Asset Management Overview

As a global leader in workplace IT asset management (ITAM), Iron Mountain delivers tailored solutions to help you manage your workplace IT asset lifecycle from start to finish.

With our comprehensive services and solutions, you'll get the most out of your workplace IT assets and create business efficiencies that allow you to focus more on your internal customers. Our services also support your sustainability goals by extending the life of your assets and demonstrating positive outcomes with our Environmental Benefits Report.

## Common Use Cases

| Employee Onboarding | Employee Offboarding | Workplace IT Asset Refresh | Lease Return | End Of Life |
|---|---|---|---|---|
| **YOUR OBJECTIVES**<br>Equip new employees with PCs and peripherals | **YOUR OBJECTIVES**<br>Recover IT assets from departing employees | **YOUR OBJECTIVES**<br>Replace outdated workplace hardware | **YOUR OBJECTIVES**<br>Return leased equipment on time to lessor to avoid penalties | **YOUR OBJECTIVES**<br>Secure disposition of retired IT assets |
| **REQUIRED SOLUTIONS**<br>Automate and scale employee onboarding for seamless equipment provisioning | **REQUIRED SOLUTIONS**<br>Implement automated asset retrieval, remote data erasure, secure shipping, and end-to-end tracking | **REQUIRED SOLUTIONS**<br>Efficiently manage complexities, ensure data security during outdated equipment collection, and enable seamless advance replacement with updated hardware | **REQUIRED SOLUTIONS**<br>Safely collect, store, and return leased PCs to original lessor, while maintaining data security throughout the collection process | **REQUIRED SOLUTIONS**<br>Efficiently manage retired systems for potential reuse or certified data erasure and recycling, with comprehensive reporting |
| **OUR SERVICES**<br>Unified online management, deployment, storage, reimaging, kitting, tagging, tracking, logistics, and reporting | **OUR SERVICES**<br>Unified online management, remote data erasure, logistics, testing, cleaning, storage, and detailed reporting | **OUR SERVICES**<br>Integrated program management, new hardware deployment, retired hardware removal and disposition | **OUR SERVICES**<br>Efficient lease return management, deadline adherence, two-way logistics, device testing, cleaning, and grading | **OUR SERVICES**<br>Secure media destruction, recycling, remarketing, remote wipe, and detailed reporting with data destruction certification |

## Iron Mountain's Workplace ITAM

### BEST IN CLASS DATA SECURITY

From transparent, traceable chains of custody and verifiable data erasure, we provide world-class logistics, global tracking, and certified decommissioning.

### ADVANCED SUSTAINABILITY

Promote sustainability by reducing e-waste, extending the life of an asset, and supporting responsible disposal and recycling practices, contributing to a cleaner environment and more sustainable future.

### MAXIMIZE SAVINGS AND ROI

Hardware asset management boosts savings and ROI by optimizing asset utilization, maintenance, and resource allocation while minimizing unnecessary purchases.

### UNMATCHED SCALE AND REACH

A trusted partner to 95% of the Fortune 1000 and some of the world's largest hyperscalers, our decades of leadership, expertise, and global footprint are unmatched.

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## Learn how Iron Mountain's Workplace IT Asset Management can support your business needs

### 800.899.IRON  |  IRONMOUNTAIN.COM/ITAM

**ABOUT IRON MOUNTAIN**

For over 70 years, Iron Mountain Incorporated (NYSE: IRM) has been your strategic partner to care for your valuable assets. A global leader in storage and information management services, and trusted by more than 225,000 organizations around the world, including 95% of the Fortune 1000, we protect, unlock, and extend the value of your information and assets—whatever they are, wherever they are, however they're stored. We provide the framework necessary to bridge the gap between physical and digital and extract value along the lifecycle of your information, enabling organizational resilience. And all this with a commitment to sustainability at our core.