

EMERGENCY MAILROOM SERVICES

REDUCING PAPER MAIL IS PARAMOUNT

90% of Workplaces
are Transforming
Office Spaces

52% of Mailrooms
are Moving to an
Electronic-Based
Environment

SOURCE:
INTERNATIONAL DATA
GROUP, INC. & IRON
MOUNTAIN WORKFORCE
TRANSFORMATION SURVEY

IRON MOUNTAIN SOLUTIONS FOR COVID-19 CHALLENGES

Companies are facing unprecedented challenges with the COVID-19 pandemic. The increase in telework is shining a light on the inefficiencies of working with paper-based information, as well as the difficulties in ensuring security, privacy and compliance in remote environments. As a result of COVID-19, many offices are empty as paper and electronic based mail continues to arrive, leaving high volumes of inbound mail untouched. So how can companies run more efficiently, especially in such critical times?

EMERGENCY DIGITAL MAILROOM SERVICES

Iron Mountain offers Emergency Digital Mailroom services as a subscription solution that allows companies to eliminate paper at the “front door.” Once the postal service is notified to redirect company mail, our team of experts receive and open inbound mail in our secure facilities. Iron Mountain scans, indexes, and quality assures your company’s document conversion requirements.

To provide more efficient processes and automated workflows, our machine learning and artificial intelligence technology, provided by a Google Cloud Vision API, ensures the contents of documents are completely searchable by text or index. Once digitally captured, the mail is securely stored, searched and accessed within Iron Mountain InSight®, a secure cloud storage repository. All information is secured, with access restricted by encryption keys that are company-owned and managed. Role-based permissions enable authorized users to access only the information they need, wherever and whenever needed.

UNIQUELY POSITIONED TO HELP

Our Emergency Digital Mailroom approach provides:

- Versatile mailroom operations with the ability to support comprehensive mailroom operations throughout the U.S.
- Business continuity, having backup facilities available throughout the U.S.
- Continuous staffing to eliminate mail disruptions and potential backlogs
- Faster mail delivery with virtual, cloud-based access for remote users
- Advanced workflow solutions to accelerate and improve business rules decision processes
- Full IT security compliance and proven chain of custody processes

800.899.IRON | IRONMOUNTAIN.COM

