



BUSINESS CHALLENGE

BE | EFFECTIVE
EFFICIENT
LESS EXPENSIVE

SOLUTION BRIEF

IRON MOUNTAIN® IMAGE ON DEMAND SERVICE

You're moving toward a digital information environment but paper records continue to be an important part of your information workflows and archives. You would love to have a full conversion of your paper and film based information (e.g. microfilm, microfiche and aperture cards) to digital but 100% conversion of all of those materials may not be a cost-efficient practice.

WHAT THIS MEANS TO YOU:

You continue to struggle with the challenges of paper based information, challenges that include difficulty finding the information you need when you need it, limitations to your ability to securely share information with others, business process and workflow bottlenecks, increased risk associated with information security and privacy, and more. You know 'the drill' as well as we do. If you have information that is film-based, you have the added headache of storing and maintaining the equipment needed to view the information.

WHAT IF YOU COULD:

- Have the information that you need rapidly available to you in digital form, regardless of the format that it has been stored in?
- Get fast, easy and 'green' retrieval of the paper and film-based information that you have stored off-site?
- Maintain a less expensive process for digitising your paper and film based information by using a 'pay as you go' service that requires no capital investment?

Image on Demand is both an alternative document delivery service for retrieval of information from box or open-shelf storage, as well as a 'pay as you go' method for converting paper or film based information to a digital format over time, as it is needed.

The process begins when you request paper documents or pieces of film to be imaged through Iron Mountain Connect™, our web-based customer hub. Once you have placed your order, the Iron Mountain team retrieves and prepares your file(s). Preparation may include removal of staples and paperclips, alignment of pages and repair of damaged documents.

Once your files have been prepped, they're ready to be scanned. Documents in good condition are automatically fed into the scanner. Fragile or damaged documents are manually placed on a flatbed for scanning. Specialised scanners are used to convert information on film and in bound books to digital images. After scanning, your files are returned to a secure storage location in an Iron Mountain Records Centre. Your original files never leave Iron Mountain's custody.

Iron Mountain provides secure, easy access to your newly digitised files through a secure content repository. Your electronic information will be encrypted at rest and during transmission across a secure network with access restricted to authenticated users within your organisation.

WITH IMAGE ON DEMAND SERVICE YOU'LL BE ABLE TO:

- Utilise Virtual Coach in Iron Mountain Connect™ for guidance on how to place an Image on Demand order.
- Receive access to your documents as fast as within 24 hours, depending on the size of your request.
- Be more effective by sharing information with those who need it while ensuring that information security and privacy are maintained.
- Be more efficient by having the information that you need available to you in digital form.
- Reduce your cost of converting physical information to digital by utilising a 'pay as you go' model.

COMPLEMENTARY SERVICES

Iron Mountain Connect™ is an online customer hub that helps you manage your information. With this tool, you place orders, run activity reports and access your inventory data - anytime from anywhere.

The **Iron Mountain® Mobile** app helps you stay up to date with your orders, including Image on Demand, using your smartphone or tablet. With the app, you can track orders as well as receive notifications.

Looking to have all your documents together for centralised visibility and access? **Iron Mountain InSight® Essential Edition** is a subscription solution that combines scanning of physical documents and digital storage in a secure cloud repository. For advanced machine learning and analytics capabilities, you have the option to upgrade to **Iron Mountain InSight® Enterprise Edition**.