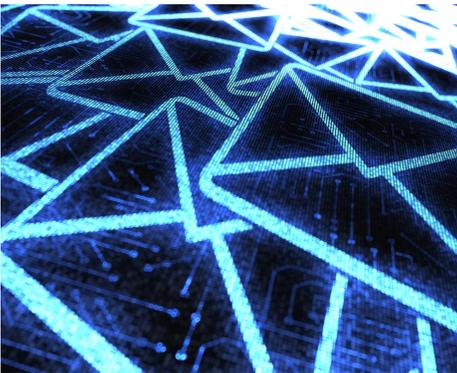


Mail Room Automation

Transforming incoming mail efficiently into accessible, digital information



Every day, thousands of mail pieces are delivered to your company's mail center and are processed in the same way mail has been processed for years: hand-sorted and physically delivered across the enterprise, on-site and off, at an ever-increasing cost. Today, this process has evolved into a new way of doing business. Now you can cut costs, save time, automate and optimize this labor-intensive function.

FROM PHYSICAL TO DIGITAL

Canon Business Process Services (Canon) is bringing mail processing to a new level with the introduction of Canon's Digital Intake Center. Using specialized mail scanning workflow techniques, a Canon Digital Intake Center can convert physical mail into digital information and deliver the mail to employees or business processes instantly.

Upon mail receipt, it is screened automatically for scanning, physical delivery due to confidentiality, or disposal as junk mail. Once the mail is scanned,

the imaged documents are sent to Enterprise Content Management (ECM), workflow, archive or directly to employees (or a combination of these). The images are accessed through the hyperlink contained in the email notification. Images are not attached, keeping email size and network traffic to a minimum. Recipients can instantly access the scanned document from their computer or mobile device. The physical mail is then either destroyed or distributed based on your organization's policy.

THE DIGITAL MAIL ADVANTAGE

With Canon Digital Intake Center, you can virtually eliminate fine mail sorting and physical distribution costs by digitizing and distributing mail electronically. You can greatly reduce the volume of nonessential and personal mail, allowing mail center personnel to concentrate on other business-critical tasks. Plus, digitized mail can be archived and integrated with your electronic content management systems.

CANON DIGITAL INTAKE CENTER—STEP BY STEP

Digitizing your incoming physical mail couldn't be easier. Once a mail piece is received, the recipient or department is automatically identified and Canon Digital Intake Center then notifies the recipient that mail has arrived. The recipient can then request a scan with e-delivery, unopened delivery or disposal. If a scan is requested, the recipient may view, save, forward, delete or archive the document, which is now in a PDF or

KEY BENEFITS

- + Increased enterprise efficiency from conversion of paper to digital at the first point of entry into the organization
- + Reduces operating costs
- + Improves information management and control of documents entering the organization
- + Automates most manual workflows
- + Accelerates business process workflow by delivering mail, documents and information faster and providing online access
- + Reduces operational risk, facilitates compliance and improves information control
- + Reduces junk, unwanted and personal mail
- + Supports "green initiatives"

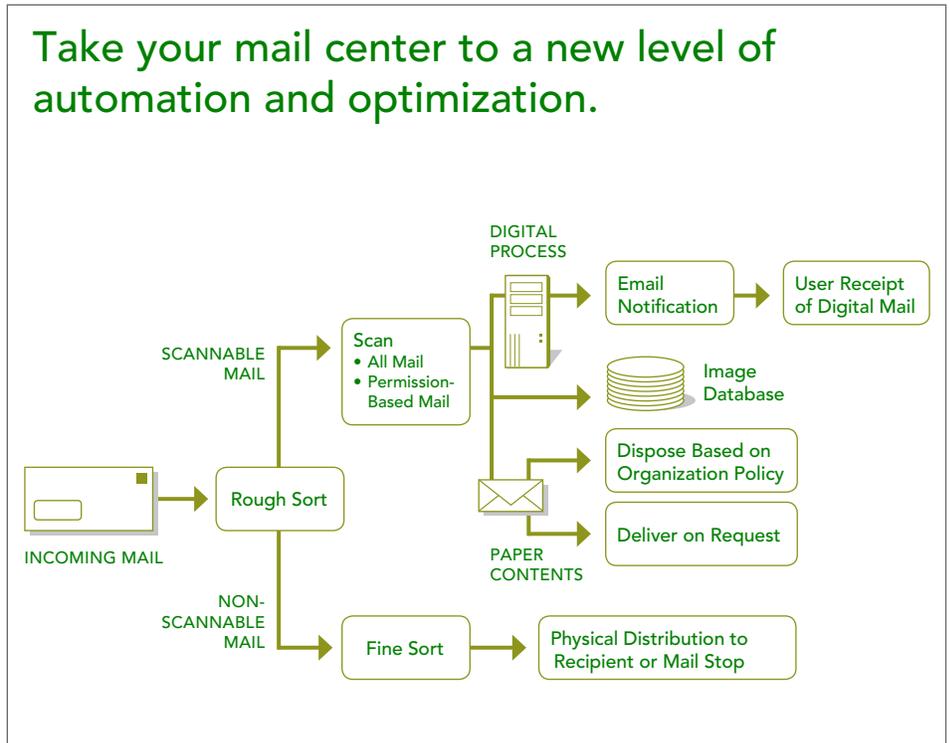
TIFF format. For mail destined for processing, such as invoices, applications, forms, etc., Canon Digital Intake Center can be configured to capture and validate data, index, classify and route the images into work-flow based on business rules. A full audit trail is maintained from receipt to final exit.

CANON DIGITAL INTAKE CENTER Minimum Systems Requirements

- + Windows® workstation(s) with appropriate scanning equipment and network connections
- + Server to host the Canon Digital Intake Center application and image database
- + Connection to the network and LDAP/email

DELIVERING DOCUMENT OPTIMIZATION

Physical-to-digital mail, the latest evolution in managing incoming mail, can move your organization into the forefront of mail center efficiency and information management and control. Canon Digital Intake Center offers a turnkey solution that can get you there. Our end-to-end service includes mail center staff, digital mail system and installation, imaging hardware, mail processing workflow design based on Six Sigma methodology, customer service support and comprehensive reporting.



KEY FEATURES

- + Intelligent OCR capture
- + Unique mail screening workflow
 - opens and scans only mail designated/approved to be scanned
- + Intelligent mail routing based on recipient, business function, mail content, sender, etc.
- + One system for processing white mail to employee mailbox or to a business process such as AP
- + Image file resides in database, minimizing network congestion
- + Complete audit trail from mail piece receipt to image exit
- + Junk mail identification and suppression

1-888-623-2668

Advancing Business Performance to a Higher Level

Canon Business Process Services, a wholly owned subsidiary of Canon U.S.A., offers managed services and technology for information and document management, business process outsourcing and specialty workforce services. We help clients improve operational performance while reducing cost and risk. Canon Business Process Services has been named a Global Outsourcing 100 Leader by IAOP for the past eleven years and recognized in the Gartner Magic Quadrant for Managed Print and Content Services for five consecutive years. We have also been acknowledged by CIOReview magazine as a "20 Most Promising Legal Technology Solution Provider."

Learn more at cbps.canon.com and follow us on Twitter @CanonBPO.

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