Transform your digital mailroom

Digitize | Store | Automate | Unlock

Challenge

Leaders like you have been trying to remove, or at least reduce, paper-based information from business processes. But it's impossible to remove paper from your workplace when paper-based mail keeps coming and continues to be a core part of your operational processes. Access to paper-based mail is an even bigger challenge when you have a distributed workforce that needs secure timely access to their mail regardless of their location.

Traditional mailrooms rely on manual systems and processes that are labor intensive and prone to human error. As organizations consider downsizing and/or optimizing real estate space, they need to streamline operations and connect data across business silos. Iron Mountain can help.

Solution

Iron Mountain® Digital Mailroom solution is a software-as-a-service (SaaS) offering that enables you to enhance operational efficiency by digitizing physical mail to provide secure access and retrieval for your employees, automating document-centric processes, and connecting your data across platforms. Our end-to-end solution provides an auditable chain of custody across physical and digital documents.

Once your mail is digitized, it is auto-routed to the intended recipient through workflows built using key data. You control who can store, search, and access it in a secure repository. Dashboards provide insights into your operational efficiency. Integration options into common business systems allow you to connect data across platforms and feed into downstream processes. After digitization, you have options for paper mail disposition, including returning the mail to you, storing, and/or securely shredding.

How does it work?

Digitize

Convert physical mail to digital

After you redirect your mail, Iron Mountain will pick up the mail and transport it to our secure scanning facilities for digitization. Your mail never leaves Iron Mountain's chain of custody.

Store

Encrypted files in secure repository

Role-based permissions you own and manage ensure authorized users have 24/7 access to your digitized documents in Iron Mountain InSight®, our secure information management and content services platform. Iron Mountain leverages the National Institute of Standards and Technology (NIST) Cyber Security Framework (CSF) as our enterprise security framework.

Automate

Route your mail to intended recipient

Automated workflows built from key data route mail to the intended recipient. Exception processing allows you to control who can view and share stored digital documents. Option to add on integrations for SSO, Outlook, and/or Gmail.

Unlock

View and interpret key information

Dashboards provide a visual display of data and metrics on routing accuracy, average time to delivery, and mail volume. Option to apply document retention rules through integration with Iron Mountain Policy Center solution.

What you gain

> **Secure access and receipt** of digitized mail in a secure repository anytime, anywhere.

> **Automation and collaboration** of document-centric processes.

> **Full traceability** of mail, from initial pickup to receipt by the intended recipient.

> **Operational insights** from visual dashboards simplify decision making.

> **Data connection across platforms** and business silos drives efficiency in your organization.

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About Iron Mountain

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working. Visit www.ironmountain.com for more information.