

**Let our experts  
teach you how to  
turn your paper  
into useful digital  
information.**



Today's business practices can be improved by eliminating paper-based processes and implementing more efficient document imaging workflows. Document imaging begins with the conversion of paper documents into a digital format that can be searched, shared and organized.

Document scanners are business tools that can save time, save money, preserve natural resources, secure vital information from disaster and even create office space. The first step to managing paper more efficiently is investing in a document scanner. The next step is learning how to use it to maximize the return on your investment.

Taking the time to have your in-house staff trained on properly in-

stalling and configuring your DocuMate scanners will reduce ramp up time and overall labor costs. It will also increase the success of future project implementations and help your team meet project deadlines.

Our **Intelligent Capture Services** will allow your company to maintain the highest security standards – Yours. Document transportation logistics and extra expenses will be avoided by completing document imaging at your own facility. All costs are presented up front and known. Services are delivered by factory trained technicians who work with government agencies, educational institutions, medical, healthcare, and insurance industries, and businesses of all sizes.

### **Our Capture Consultants will:**

- Provide instruction on installing and configuring Xerox® DocuMate® scanners and software.
- Demonstrate how to capture specific information from documents.
- Create a strategy for an ongoing document imaging workflow.
- Train your in-house staff to be document management experts.

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