UNLOCK THE DATA TRAPPED IN YOUR PHYSICAL RECORDS

Digitally Transform Your Business with Document Scanning and Conversion Services

SMART CHANGE STARTS HERE.

Do you have paper and other physical records that easily get lost, are costly to store, are hard to access, and are vulnerable to fire, floods, and other natural disasters? Does your hybrid staff require seamless access to files and records to maintain efficiency—regardless of where they work from?

Canon Solutions America, a trusted ally in driving digitization initiatives, supports organizations of all sizes with professional resources to seamlessly convert analog, paper-based records into secure, accessible digital information.

Through our unwavering commitment and track record of assisting our customers in advancing efficiency goals, we can help you move away from physical record storage and toward digital transformation.

With experts to help you establish a fast and efficient process for the strategic conversion of your paper records, documents, and files to a digital format, our team can help you prepare for the future.

Canon Solutions America specializes in the execution of large scanning projects to help secure your documents. Document scanning makes it easier and faster to find the information you need. Saving time by going digital means you can spend more time focusing on your core business.

Information at Your Fingertips—No Matter Your Location

Digital transformation requires conversion of hard copy documents. You need the power to store, transfer, manage, and access information quickly, efficiently, and securely over a variety of network and internet architectures. This is especially critical during times necessitating hybrid work situations.

By digitizing your legacy paper documents and physical records, you can turn the information that's trapped in hard copy files into actionable intelligence—helping you to:

1. Gain access to your valuable information to increase efficiency.
2. Address data security initiatives.
3. Manage compliance risk.
4. Reduce expensive physical document storing costs.
5. Reinforce your commitment to paperless sustainability practices.
6. Address disaster recovery concerns.

OUR SERVICES

Digitizing
- Paper Documents of Any Size
- Large Format Drawings/Maps
- Microfiche (Comm/Jacket)
- Microfilm (16 mm/35 mm)
- Aperture Cards
- Books
- Scantron
- Current & Old Media

Consulting
- Digital Transformation
- Change Management
- Best Practice Consulting
- Project Scoping
- Go Forward Implementation

Logistics
- Pickup and Delivery
- On-site Scanning
- Local Site Scanning

Jumpstart Your Digital Transformation Journey

Offering both consulting and conversion services, we can assist you in building a best practice plan for your digital future.

In addition to scanning facilities placed strategically throughout the country, we can scan on-site where your documents are located.

Canon Solutions America also offers staffing solutions to manage ongoing, day-forward scanning needs.

DIGITIZING DOCUMENTS CAN HELP SUPPORT:

Productivity

Employees get more done when documents and information are accessed digitally. Documents are easy to find and can be retrieved in seconds.

Security

Access to critical business documents can be controlled and audited to help improve document security.

Reduced Risk

Fire, mishandling, and flooding can lead to loss of documents and possible non-compliance with regulations.

Optimize Real Estate

Your organization can make better use of space to help reduce real estate and storage costs. No more record-filled shelves or filing cabinets that take up precious office space.

Compliance

Most organizations have regulatory requirements to meet. Digitized documents help with retention laws, legal discovery, and other compliance requirements.

Security Practices

Keeping information secure is essential with both paper and digital information assets.

We understand that your data is sensitive and must be protected. Our Digitization Services support the most stringent security requirements. Some of the security and compliance measures in place to help ensure your data's privacy and security include*:

- SOC2 compliant facilities.
- Employee background checks.
- Secured facilities.
- Keycard-only access.
- Security cameras.
- No-internet facilities.
- No outside technology on-premises.

Ensuring Success

Canon Solutions America works with you to help ensure your Digital Transformation journey runs smoothly. We offer assessments, consulting, software, and services to help make your digitization project a success and support your organization to realize on-going efficiencies and process optimization. Our services include:

- Best Practice Consultation.
- Change Management.
- Digital Transformation Assessments.

OUR SOLUTIONS

Capture software enables your business to scan and index documents and data as they come in. They become live documents and data that can then be used to streamline paper-based operations.

Enterprise Content Management (ECM) stores documents and controls access to them using flexible security controls.

Workflow & Business Process Automation use the data, indexes, and digitized documents to route work items and integrate separate business processes. Examples include Digital Mail, Employee Onboarding (HR), and Accounts Payable.

Help Strengthen Business Stability

Once your backfiles have been digitized, Canon Solutions America can work with you to develop a day-forward solution that helps to automate your processes and eliminate redundant manual tasks. Intelligent Data Capture, Document Management, Process Automation, and Professional Services combine to build solutions that help ensure business continuity and resiliency.

Canon Solutions America and its third-party partner employ security controls as written. These are standards sought by scanning customers.

WHY CANON SOLUTIONS AMERICA?

Canon Solutions America is committed to providing you with state-of-the-art technology and services to transform your workspace, supporting you in key areas that matter most to your efficiency like office solutions, managed services, and digital transformation solutions.

BEST PRACTICES FOR INFORMATION GOVERNANCE

Keeping information secure is of critical importance with both paper and digital information assets. Security is a paramount concern, and we understand that your data is sensitive and must be protected. Canon Solutions America adheres to stringent security requirements and compliance measures to help ensure you have peace of mind as you move forward with your transformation process.

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