



INDUSTRY FACT

CLEARING PAPER OUT OF THE WORKPLACE IS A TOP PRIORITY FOR WORKPLACE TRANSFORMATION. 42% OF IT LEADERS ARE SCANNING PAPER FILES TO FREE UP VALUABLE SPACE.

SOURCE: IRON MOUNTAIN & IDG COMMUNICATIONS, "TRANSFORM YOUR OFFICE INTO AN ENVIRONMENT THAT IS FLEXIBLE, COLLABORATIVE AND PRODUCTIVE"

SOLUTION BRIEF

IRON MOUNTAIN INSIGHT® ESSENTIAL EDITION

BUSINESS CHALLENGE

Your organization is under considerable pressure to achieve its strategic goals and deliver value to internal and external stakeholders. You want to be responsive, but when you struggle to manage a mix of paper and electronic information you're slowed to a crawl.

When you live in this kind of hybrid world without a unified view of your information, you and your employees spend precious time searching for what you need. When you do find the information you need, if it's in paper format, you still can't easily access or quickly share it with others, especially your remote workforce.

FIND WHAT YOU NEED WHEN YOU NEED IT MOST

Iron Mountain InSight Essential Edition is a subscription solution that combines scanning of physical documents and digital storage in a secure cloud repository accessible through Iron Mountain Connect™, our web-based customer hub. You have the option to ingest documents from other digital repositories as well as file upload capabilities for your users.

Your scanning will be done by the provider that you already trust with your paper documents and can help you manage the entire information lifecycle for both physical and digital information, consolidating your physical storage, scanning and digital storage into a single operation. You can count on a proven chain of custody to ensure transparency of where your physical and digital assets are at all times.

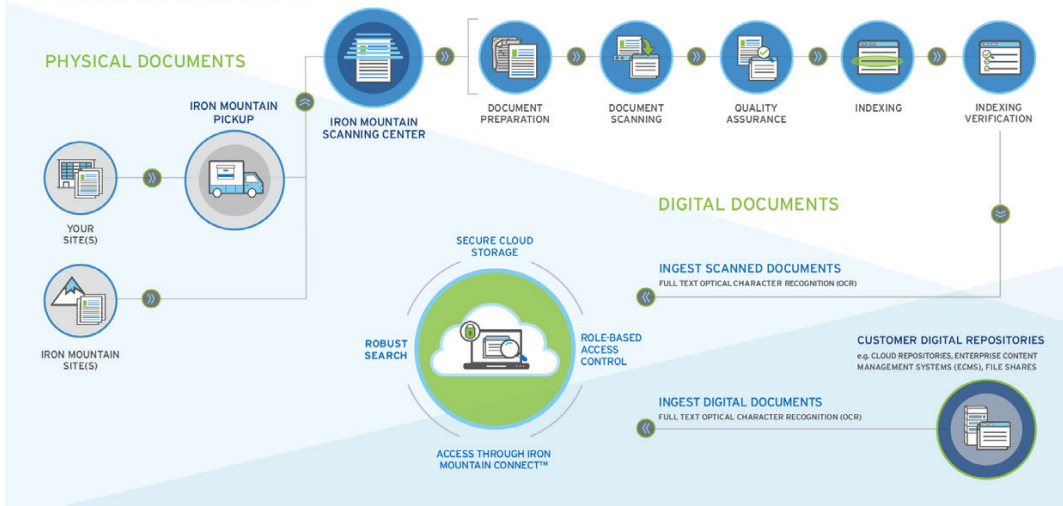
Leverage Iron Mountain experts' 20+ years experience in scanning, indexing and digitally storing information, along with our extensive network of imaging centers with highly secure and efficient personnel, processes, facilities and equipment. You'll have a centralized view of your information, be able to free up valuable workspace and make handling of your information & its usage much easier.

HOW IT WORKS

Iron Mountain scans, indexes and ensures quality control to meet your document conversion requirements. Leveraging optical character recognition (OCR) technology, the contents of your documents are completely searchable by text or index, available for your PDF, TIFF and Office documents in 50+ languages. Once your physical documents are digitized, you can securely store, search and access them in a modern, secure cloud storage repository.

Digital documents stored in other repositories can also be ingested to have all of your documents together for centralized visibility and access. Your electronic information will be encrypted at rest, and during transmission across a secure network with access restricted by encryption keys. Role-based permissions enable authorized users to access only the information that they need, wherever and whenever they need it. You have the ability to share files with internal and external users as links and email attachments.

IRON MOUNTAIN InSIGHT ESSENTIAL EDITION



SOLUTION BENEFITS

Iron Mountain InSight Essential Edition enables you to take the first step on your digital transformation journey. You can:

- Free up valuable workspace to be used for revenue generating activities and create a more dynamic environment for a multi-generational workforce.
- Easily and quickly search for critical documents from one central, secure location.
- Better handle & use your information, reducing time and effort spent searching for what you need.

COMPLEMENTARY SOLUTIONS

For customers that store their records in an Iron Mountain Record Center, our **Image on Demand** solution 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.

Our Content Services Platform (CSP), **Iron Mountain InSight**, unlocks the value of data supporting transactional business processes and back office functions. This solution provides mobile and cloud access while simultaneously managing the volume of unstructured content such as documents, videos, and photos in a quick and efficient manner. With an open source and cloud-native foundation, Iron Mountain InSight leverages technologies such as artificial intelligence (AI) and machine learning (ML) as well as low code development techniques to deliver a flexible platform.