Going Paperless: You Don’t Have to Be an Astronaut to Experience Weightlessness


In conjunction with your records management services, Iron Mountain customers can take advantage of the numerous benefits of Iron Mountain’s Document Management Solutions (DMS). With imaging and scanning services to help convert and archive digital copies of your paper records, DMS can help you create and manage a fully integrated program—one with complete visibility and access to all your business records, in whatever form they’re in and wherever they reside.

Weightless. Wait Less.

How can you improve your current storage and filing structure? With Document Management Solutions, you can transform the weight of your organization’s paper records into secure and protected storage—scanned and organized. Iron Mountain’s hosted digital archives give you nearly instantaneous access to your records. They also help you reduce the bulk you’d normally spend time sorting through to locate the records you need.

Contact Iron Mountain directly at:

Customer Service: to discuss your unique business needs, call 1-800-FASTFILE

Technical Support: for technical support needs, call 1-800-888-ASSIST

General Inquiries: not sure who to call? (800) 899-IRON

Visit the Knowledge Center

Iron Mountain’s Knowledge Center is your source for information about industry trends, expert commentary, practical recommendations and guidance for your most pressing information management, storage and security problems. Check back often for the latest white papers, thought leadership, features, videos, Webcasts, product information and solutions, and information about industry events. Learn new ways to improve efficiency, reduce risk and increase your ROI.

Did You Know?

Iron Mountain scans approximately 50 million images per month. That’s about 1.2 miles of paper scanned weekly. How do we capture such a tremendous volume of images? Iron Mountain operates more than 165 imaging centers in 26 countries. There are 90 Iron Mountain Imaging Centers

Play our video about Document Management Solutions in North America alone. As our customer, you can elect to use these Imaging Centers to simplify your records management program.

Hybrid Solutions Save You Money

Iron Mountain scans approximately 50 million images per month. That’s about 1.2 miles of paper scanned weekly. How do we capture such a tremendous volume of images? Iron Mountain operates more than 165 imaging centers in 26 countries. There are 90 Iron Mountain Imaging Centers in North America alone. As our customer, you can elect to use these Imaging Centers to simplify your records management program.

At-a-Glance: Methods of Digitizing Your Records

You can take advantage of Iron Mountain’s three access solutions for storing, accessing and managing your digital records. These include Document Conversion Services, Digital Record Center® for Images and Image on Demand™ services. Here’s a brief overview of the benefits you’ll enjoy when you convert or archive your paper records to a digital format.

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Selective scanning</th>
<th>Highly available, highly secure access</th>
<th>Rapid implementation and scalability</th>
<th>Multi-user access</th>
<th>Reduces costs and stress</th>
<th>On demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Conversion Services (DCS)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Digital Record Center® for Images (DRCi)</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>Image on Demand™</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

Our customers demand the very best in quality, efficiency, security and cost-effectiveness when it comes to electronic document storage. That’s why Iron Mountain maintains state-of-the-art imaging centers to meet your document conversion and imaging needs.

Privacy | Contact | Unsubscribe

© 2012 Iron Mountain Incorporated. All rights reserved. Iron Mountain, the design of the mountain and SecureSync are registered trademarks of Iron Mountain Incorporated in the U.S. and other countries. All other trademarks and registered trademarks are the property of their respective owners.

You may set your email preferences here or unsubscribe if you do not wish to receive future email communications from Iron Mountain. Iron Mountain’s Privacy Policy.

Iron Mountain, Inc., 745 Atlantic Avenue, Boston, MA 02111, www.ironmountain.com