

Canon



**DIGITAL MAILROOM AUTOMATION
TO ENABLE BUSINESS CONTINUITY**

SOLUTIONS FOR BLENDED LEARNING ENVIRONMENTS

Being off campus doesn't mean you can't have access to physical information.

A Digital Mailroom is a great solution for distributing physical mail via a digital medium to remote faculty, in a convenient, cost-effective manner. Digital transformation of manual processes can help facilitate communications quickly with faculty, staff, and students.

Converting information trapped on paper into digital documents and automating the transfer of inbound mail to individuals or workflows as needed for invoice processing, student registrations, class scheduling, and faculty onboarding is key to maintaining business continuity.

YOUR GATEWAY TO INTELLIGENT AUTOMATION

Less friction means more efficient processing

The implementation of workflow process automation is impossible without having transactions and personal information captured in a digital form, so digital mailrooms offer added value by converting physical to digital at the source.

Canon U.S.A.'s Digital Mailroom solutions are an on-ramp to Digital Transformation. By integrating into your current line-of-business systems such as an ERP (Enterprise Resource Planning), vendor invoice processing, Human Resources, SIS (Student Information Systems) or financial aid processing, we can help enhance the value of your current technology investments.



CANON U.S.A. OFFERS FLEXIBLE, STATE-OF-THE-ART SOLUTIONS TO FIT YOUR REQUIREMENTS

Whether simply routing incoming mail electronically to individuals and departments, staffing the mailroom function for you, or complete outsourcing, we offer options for implementing digital mailroom automation.

Software Only/SaaS Model

A software implementation and training approach for electronically routing mail content to individuals, departments, and groups where they can choose to accept mail content, delete it, request the hardcopy, or have it archived.

Managed Solution

Building upon our Software/SaaS model, with the addition of Canon U.S.A. staffing for scanning incoming mail so you can allocate your resources to support your core business.

Outsourced Solution

Help to virtually eliminate incoming mail from your facilities. Canon U.S.A. will manage the function of electronic mail distribution remotely. A great solution for those looking to adopt a hybrid education institution.

MAILROOM AUTOMATION FEATURES

Innovative technologies from Canon U.S.A. can help pave the way for today's education institutions to streamline administrative processes, while remaining agile for rapid response to faculty demands and blended learning environment conditions.



Intelligent Data Extraction and Document Classification

Rapidly digitize documents with powerful intelligent character recognition technology that extracts the relevant data. The resulting digital assets are then sent to recipients or integrated into existing business processes.



Automatic Routing of Accurate Data

Content is captured and verified from any source at the point of entry, without the need for redundant human intervention.



Support Improved Efficiency and Productivity

Streamline critical workflows by automating activities. Review and take action on data contained in mail pieces from anywhere, at any time, and on any connected device.



Help Decrease Paper and Reduce Storage Costs

Convert historical paper and post-scan documentation into structured electronic information—helping you to reduce the storage needs related to vast amounts of physical records and labor-intensive manual processes.



Compliance and Risk Mitigation

Digital mailroom processes support more comprehensive security measures by providing a digital footprint for documents as they move throughout the organization.

DEEP EXPERIENCE AND SUBJECT MATTER EXPERTISE

Regardless of the size of your educational institution, remaining competitive in the global economy means you need to concentrate on your core business—student learning. When selecting and implementing new technology, a highly skilled technical team is the difference-maker for a successful deployment.

Canon U.S.A. has the team of experts you need to help you acquire the right technology, solutions, and services for your organization. From pre-sales analysis to post-sales support, our team of technical professionals draws upon decades of technical expertise and real-world experience to help ensure you obtain the maximum benefit from your technology investment.



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