



Why spend thousands of dollars storing paper documents when it's not the paper you want to keep; it's the information on the paper that is valuable. Let our experts teach you how to turn your paper into digital information that you can use.



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.

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

- **Provide instruction on installing and configuring Xerox® DocuMate® scanners and their powerful software bundle.**
- **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.**

Taking the time to have your in-house staff trained on properly installing 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 facilities, healthcare and insurance industries, and businesses of all sizes.



# Take control of your paper.

Give us a call today. We'll show you how your company can successfully achieve complex capture and document management projects in-house. You can do this without paying ongoing per page charges.

ICS offers  
**5**  
levels of  
service  
solutions

**1**

## Remote Configuration

(PN: REMOTE-CONF)

4-hour remote session to train and configure standard or custom capture settings. Training on the capture software and workflow set up.

2-hour remote session: basic software installation, configuration, testing and training on maintenance and further setup.

**2**

## Onsite Workflow Training

(PN: OS-WFT/1D)

On-site Operations Technician training session.

Hardware and driver installation, configuration/optimization, scanner maintenance expectations, best practices in document preparation.

Production-level documentation available for training of up to three (3) key operators/supervisors. (Not including Dokmee Capture software)

**3**

## Onsite Capture Training

Includes #2 Onsite Workflow Training

(PN: OS-CAPT/PD)

- Installation of Dokmee Capture software
- Continued configuration of workflow and capture profiles
- Production-level documentation available for training of up to three (3) key operators/supervisors

**4**

## Page Count Assurance

Includes #2 Onsite Workflow Training

(PN: OS-PCA/4799 or OS-PCA/4790)

- On-site hands on production support to scan 50% rated Duty Cycle for Xerox® Production Scanners.
- Only offered for the Xerox® DocuMate® 4790 and 4799 scanners

**5**

## Production Technician

Includes #2 Onsite Workflow Training

(PN: OS-PT/1D or OS-PTAO/PD)

- On-site Production Technician. Technician to support key operator(s) with document preparation and scanning of documents.

INTELLIGENT CAPTURE SERVICES



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