

# Beating deadlines at a major records management company



#### CHALLENGE

A global records management company – and longtime Contex customer – was presented with a large-scale document archiving project that needed to be completed in one year. Its outdated operating software was already causing workflow bottlenecks with its 10-yearold scanning solutions. It was time to upgrade to meet the project deadline.

#### SOLUTION

The records management company's Imaging Department purchased three 60-inch HD Ultra X ScanStation Pro scanning solutions. The large format scanning solutions provide the market's most advanced solution for capturing documents of all sizes.

#### RESULTS

The records management company completed the archiving project in half the estimated time. All told, the Contex HD Ultra X scanners captured 175,000 images of old engineering plans and drawings – six months ahead of schedule.

## We use the Contex scanners daily. The speed is awesome.

Operations Supervisor at a major records management company

#### Background

A worldwide leader in innovative records management and storage regularly uses its Contex large format scanners to digitize its customers' paper documents. The company archives the images in the cloud or securely transfers them to the customer, who can opt to have the original documents returned, shredded, or secured in a storage facility.

#### CHALLENGE

#### A mountain of documents

The records management company's Imaging Department is accustomed to scanning large format documents in high volume, but when a sizable scanning project was given to the team, its 10-year-old scanning solutions would have been challenged. The workflow bottlenecks from its outdated Windows operating system would have made it difficult to meet the project deadline. Plus, they had heard that new scanners on the market could capture documents at nearly double the speed of the ones they had. It was time to upgrade.

#### SOLUTION

#### From old to new

The records management company purchased three HD Ultra X 60inch large format scanners with ScanStation Pro. The scanning solutions provide a highly efficient way to scan, copy, file, and archive large format documents.

The HD Ultra X uses state-of-theart CCD technology with a userfriendly interface and award-winning software. The scanners' notable features like Optimized Thickness Adjustment Control provide size flexibility and unparalleled depth of focus. With a top speed of 17.8 ips, the HD Ultra X saves valuable time in a productive and professional scanning environment.

The Contex ScanStation Pro scanning solution includes Nextimage software for fast batch scanning, and a touchscreen lets the Imaging Department work with scanned files in high definition.

"We use the Contex scanners daily. The speed is awesome," comments the Operations Supervisor.

The records management company uses the Contex scanning solution

to process a range of large format documents. For the new project, the company was handed 24x36-inch plans, drawings, and engineering documents. Many of the documents were old and deteriorated and had to be swept and vacuumed down.

The Imaging Department created a preset in Nextimage to scan the documents into .tiff format, which were then uploaded to a remote server.

#### RESULTS

#### Different as night and day

"We've had Contex scanners for over 10 years. When it was time to upgrade, we wanted Contex's newest model," notes the Operation Manager. "The difference was night and day." Thanks to the Contex scanning solutions, Iron Mountain's Imaging Department was able to complete the scanning project six months ahead of schedule.

The Contex scanners play an important role in the records management company's offering. The scanners are also used for the company's Image on Demand service, an alternative document delivery service for retrieval of information from box or open-shelf storage. Customers also use it for a "pay as you go" method for converting documents into a digital format, as needed. The records management company promises 24-hour turnaround time. The Contex large format scanners help this records management company deliver on this promise.

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