

Imaging and Document Management Services that save you time and money.

Streamline your business processes with fast, accurate, and secure access to information. Fuji Xerox Global Services can optimise your business processes by capturing documents quickly, cost effectively, and securely, at your site or at one of our Global Document Management Centres located around the world.



World-Class Imaging and Document Management Services.

Fuji Xerox Global Services provides comprehensive capabilities utilising end-to-end process control technologies that seamlessly integrate into your document management applications and databases.

- **Preparation** – Our disassembly process prepares the documents for optimal imaging through identification of the document's structure and intelligence, reducing costs, and ensuring quality.
- **Imaging** – Documents are imaged utilising best-of-class scanners supporting all document types from business cards to office documents to engineering drawings.
- **Conversion** – Images are converted to support your viewing, storage, and production requirements, enabling faster upload and download times.
- **Indexing** – Ranging from keyword searches to full text database creation, our indexing services provide accurate and complete access to information at the time of need.
- **Reassembly and Release** – Finished images are delivered in a format and medium to streamline your business processes by integrating content into your existing infrastructure or to a secure Fuji Xerox-hosted repository.

All documents and assets are tracked throughout the entire process.

Measurable Results.

Using a disciplined approach based on Lean Six Sigma methodology, we quantify performance, cost reductions, and ROI, while delivering some of the most stringent, performance oriented SLAs in the industry.

Security You Can Trust.

Companies face the need to secure and recover business-critical documents. Our Imaging and Document Management Services provide scalable, flexible, and secure options to meet your daily business needs, at your site or ours. We understand that submitting documents for imaging and document management requires a high level of trust. We earn it by ensuring our services meet all of your company's specific security needs, from employee controls to advanced disaster recovery. Our Global Document Management Centres have achieved quality controls, including SAS 70 Type One Audit, ISO/IEC 27001 Security Certification, and ISO 9001 Quality Certification.

Why Fuji Xerox?

As a leading provider in the commercial imaging and document management

THE RIGHT SOLUTION FOR YOUR CHALLENGE

Reducing cost. World-class, standardised imaging and document management technologies and processes provide you with substantial savings. They transform your manual, potentially error-prone, paper-based processing to secure, electronic information without the need for capital investment in expensive equipment.

industry, Fuji Xerox has implemented and managed some of the most complex challenges ever achieved on a global basis. We help you manage your document processes and technologies for greater control and confidence in your operations.

End-to-End Process Control and Optimisation.

Our Imaging and Document Management Services expand opportunities to improve your operations for greater control, faster access, and security.

Preparation	<ul style="list-style-type: none"> • Receive, check-in, sort, and batch documents • Identify document type and flag for priority, exception, or special handling as required 	<ul style="list-style-type: none"> • Remove bindings, unroll, and smooth • Convert electronic files to common digital formats • Route for special handling • Quality assurance (QA) 	Documents and work orders tracked securely throughout the process (Fuji Xerox Production Imaging Manager)
Document Imaging	<ul style="list-style-type: none"> • Scan pages • Import files • Automated forms processing 	<ul style="list-style-type: none"> • 100% quality assurance (QA) images • Tag for rescan 	
Conversion	<ul style="list-style-type: none"> • Image enhance and cleanup <ul style="list-style-type: none"> – Auto-deskew – Auto-despeckle – Auto blank page deletion – Auto page orientation 	<ul style="list-style-type: none"> • OCR • Intelligent document recognition • File conversion • 100% quality assurance (QA) 	
Indexing	<ul style="list-style-type: none"> • Manual keystroke enabling easy keyword searches • Barcode, OMR/IMR 	<ul style="list-style-type: none"> • Database extraction • Quality assurance (QA) 	
Reassembly and Release	<ul style="list-style-type: none"> • Images and index metadata delivered through media, FTP data release, or stored in a secure hosted repository 	<ul style="list-style-type: none"> • Store or destroy hard copy documents per client specifications • Original hard copy document reassembly and return to customer 	

About Fuji Xerox Global Services

Documents are positioned as increasingly important management resources for today's corporate activities. Fuji Xerox provides outsourcing services that focus on the document and business processes of customers who conduct business in Japan and globally. Based on our extensive consulting experience, optimal IT utilisation and worldwide service provision structures, Fuji Xerox can efficiently manage all documents processes – from production and storage to output and usage – to achieve cost reductions and higher productivity, while also contributing to customers' business growth as their ultimate business partner.

For more information, call or visit us at

< **Affiliated Company Name** >

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< Address Line 2 >

Tel: < Tel > Fax: < Fax >

< **Website Address** >

