

# Affordable Mailroom Solutions with Kodak Alaris

## Speed up document processing and cut costs

How do you get mail, and crucially the data contained to where, who and when its needed. This can be especially challenging when you have remote and mobile workers.

Organizations struggle to maintain productivity and service levels if they are waiting several days for mail to be forwarded to remote locations. Due to the manual processes there are lag times in waiting for documents and critical data to arrive. The cost of physically forwarding mail is costly which presents further challenges to the organization.

Our mailroom solutions reduce time by incorporating technology to aid the automation process with the inclusion of a scanner and software.

1. **Define where you need digital versions of the mail to be sent** - emailed to individuals, departments SharePoint locations.
2. Utilize **Kodak Alaris's free and easy to use online platform** to create the essential patch sheets.
3. Once mail is sorted in line with the patch sheets you can process via the scanner and **allow the software to recognize where the documents need to be sent** as they are scanned.
4. Reading the information in the patch sheet, **Kodak Capture Pro Software** will know what scanning profile to use, name, convention and file location of those scanned documents for easy retrieval by workers.

## Our Scanners

### i3400 with Capture Pro

- **Batch scanning**
- **Barcode separation/Patch sheet separation**
- **Basic mailroom using separation sheets to specify different departments**
- **Multi job set up**
- **Output metadata for back end systems**
- **Service plan options available**



### i4000

- **Departmental scanning for mid volumes**
- **Reliability and durability**
- **Engineer support and service options**
- **Built to cope with volume and improve productivity**



Please contact your provider for more information on how Kodak Alaris can help support help support your mailroom.

[www.alarisworld.com](http://www.alarisworld.com)

# Alaris

a Kodak Alaris business

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