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DIGITAL MAILROOM

Efficient, fast and clear: Digital mail management



**MANAGED
CONTENT SERVICES**

AMAZINGLY EFFICIENT: DIGITAL PROCESSING OF INCOMING MAIL

Day after day, your employees are struggling with masses of incoming mail. There's little you can do about the daily flood of paper in your company mailroom – but all the more to ensure the structured and efficient distribution of all enterprise-relevant information throughout your company. With a automated solution for digital mail management, you put paid to the conventional internal delivery of incoming mail – instead, your entire team benefits from instant distribution via the data highway.

▀ The first step: Efficient digitisation

You can capture and digitise your entire incoming mail on your existing document scanners and multifunctional printers. Intelligent software automatically reads out the relevant content and classifies all mail documents.

▀ Automatic distribution

The digitised mail – including all documents, letters and fax messages – is digitally captured, automatically read out and forwarded precisely to the intended recipient (invoices to the accounting department, tenders to sales, etc.). This happens completely independently of the recipient's momentary whereabouts, whether that is in the same building, in a regional branch office or away on an overseas business trip.

▀ Convenient delivery

Employees are automatically advised of any new mail, which is transmitted directly to the recipient's mailbox on the computer desktop. This way, incoming documents can easily be allocated to existing projects or forwarded as required. The automatic mail delivery is virtually instantaneous and completely location-independent.

▀ Faster processing

The digital mailroom reduces internal processing times enormously. The entire information – whether invoices, offers, delivery notes or else – is centrally provided and available to all authorized employees anywhere at any time. This doesn't just save everyone valuable time, it also allows faster processing of documents, including the timely deduction of possible cash discounts. Imagine the time your employees gain for other, more profitable tasks!

▀ All in perfect order

All procedures related to the digital mailroom – namely the digital capture, automatic forwarding and processing of incoming mail – are clearly documented and can be seamlessly traced. This way, revision-safe and legally sound archiving is reliably ensured!

▀ Better success in business

Closely connected to the optimised management of incoming mail is the general improvement of all business processes: Whether letter post, fax or e-mail correspondence – in all cases the mail receipt is of essential importance because this is where a number of administrative procedures are initiated. The digitisation of incoming mail is therefore the basis for a faster and more efficient organisation as well as the starting point for further improvements, such as digital invoice management.

▀ Your benefits at a glance

- Enhanced transparency from central digital capture of all incoming mail
- Time and cost savings thanks to streamlined internal mail logistics
- Perfect mail distribution across multiple locations
- Decisive acceleration of internal processing times
- Seamless and revision-safe documentation of all processes