

# Conversion Services



**Bring corporate information online  
to improve business process efficiency  
and employee productivity**

## ABOUT IKON

IKON Office Solutions, Inc., a Ricoh company, integrates document management technology, software and services to deliver tailored, high-value solutions, implemented and supported by our team of services professionals.

IKON leverages the manufacturing and engineering expertise of Ricoh, a global technology innovator, with the experience and reach of our locally based sales and services teams.

IKON provides end-to-end solutions and one of the industry's broadest portfolios of document management services, including on-site and off-site managed services, technical service and support, and customized workflow design and implementation.

**1-888-ASK IKON**  
**[www.ikon.com](http://www.ikon.com)**

## IKON / Commercial Imaging Services

Today's challenging economic times demand solutions that drive increased efficiency and productivity. Many organizations have found that digitizing their documents enables them to maximize the use of their corporate information and accomplish a greater number of business goals with fewer internal resources.

IKON is able to offer efficient digitization of your documents — either on-site at your location or at one of our secure national processing centers. We perform one-time document conversions as well as ongoing, day-forward conversions.

IKON has consistently delivered world-class service and results by understanding our customers' unique business requirements and applying best practices to consistently meet those needs. IKON has experience digitizing a variety of files for its clients in many different industries, including:

- Healthcare
- Finance/Banking
- Insurance
- Energy
- Education
- State, Local and Federal Government

To learn more about IKON's Commercial Imaging Services, contact your local IKON representative.



A RICOH COMPANY

# Conversion Services



## Scanning Paper and Film

IKON's broad scanning capabilities allow you to focus on your core business. IKON can scan virtually any type of color or black and white document — from receipts and index cards to large maps and engineering drawings. IKON also scans microfilmed documents including roll film, microfiche, and aperture cards.

## Image and Data Conversion Services

IKON has the experience and expertise to provide a seamless media conversion to migrate existing images and metadata to a new document management system. IKON supports a wide range of industry-standard and vendor-specific formats, and performs the conversion with minimal impact on your existing system and IT resources.

## Turnkey Project Management

IKON assigns an experienced project management and operations team to scanning and media conversion projects. IKON's project managers are trained in the principles of the Project Management Institute. The project managers mitigate risk while successfully implementing procedures to ensure successful completion of projects — on time and on budget.

## Technology — Producing Superior Documents

IKON has built strong digital competencies to match the demands of your business. Our digital experts stand ready to support you. In fact, IKON's project managers and technicians manage over 100 million images a month in our network of locations. IKON's advanced imaging technology allows us to achieve high levels of accuracy and quality.

## Security and Confidentiality

IKON's procedures and protected facilities are designed to ensure that your documents will be kept secure and confidential through the entire project. Each IKON employee has completed a background check, drug testing, and confidentiality agreements.

All facilities use the same policies, procedures and equipment. IKON transports your documents with its own fleet of vehicles and drivers, not with the uncertainty of a common carrier.

## On-Site and Off-Site Conversion Services

IKON's customers know that IKON is always ready with flexible, scalable conversion services. Our secure national processing centers and dedicated on-site operation teams ensure that you get the kind of personal attention you expect from a trusted local resource — backed by our global presence — to ensure business continuity and flawless execution of your projects. Any size production, any time, any place.

To learn more, contact IKON at 1-888-ASK-IKON or visit us on the web at [www.ikon.com](http://www.ikon.com).

