

# Are you Still Manually Processing Mail?

Digitech Systems helps businesses automate mail handling to cut costs and boost efficiency.

Many large and small businesses, non-profits, and government are still manually processing incoming mail by opening envelopes, distributing paper documents, and hand-typing data. These manual processes waste time, introduce human error, and make it difficult to support hybrid and remote workers. As organizations push for greater efficiency and automation, the physical mailroom is being replaced by a faster, more secure alternative: the digital mailroom.



## How do Sys.tm® and the PaperVision® product suite ease mail handling?

- Cut manual effort and operating costs
- Streamline mail distribution with automated workflows
- Support hybrid and remote teams with digital access
- Ensure security from the moment mail arrives

## Digitize, automate, accelerate:

With Sys.tm and the PaperVision product suite, your organization can digitize every piece of incoming mail, automatically extract key data, and route it to the right people and systems with no delays and no manual effort. That's how digital mailrooms drive real business transformation.



“Organizations are progressively transitioning from paper-based workflows to digital solutions. Digital mailroom services enhance document processing, boost efficiency, and facilitate remote workforce operations.”<sup>1</sup>

— Swasti Dharmadhikari, Cognitive Market Research

1: <https://www.cognitivemarketresearch.com/digital-mailroom-service-market-report>



# Automate Mail Handling and Take Control of Information

What if incoming hardcopy mail could enter your systems digitally for better security, accuracy, and speed? With Sys.tm and the PaperVision product suite, your organization can automate mail processing and reduce manual workloads, ensuring fast, compliant access to information from anywhere. It's a smarter way to manage information and drive operational efficiency.

## Cut Manual Effort and Operating Costs

Do you know how much time and money manual mail handling is costing your organization? Replacing manual sorting, keying, and routing with automation slashes processing time and labor expenses while reducing human error.

## Streamline Mail Distribution with Automated Workflows

Is your staff spending hours daily sorting and distributing physical mail? Our digital mailroom technology digitizes and sorts incoming documents, extracts key information, and automatically routes it to the right department or worker. Say goodbye to bottlenecks and delayed decisions.

## Support Hybrid and Remote Teams with Digital Access

Do employees still visit the office just to pick up mail? With Digitech Systems, incoming email and physical mail are instantly accessible via secure cloud storage, enabling real-time access from anywhere. No matter its source, all your mail gets handled according to secure best practices by any employee working anywhere.

## Ensure Security from the Moment Mail Arrives

Is sensitive information left unsecured in your mailroom? PaperVision and Sys.tm digitize and secure mail at intake, apply encryption when needed, enforce access permissions, and provide audit trails to keep you compliant and protected from day one.



"The need for a digital mailroom is only going to grow. If we've learned anything during this pandemic, it's that you can't bank on having a brick-and-mortar location. ... Things still get mailed and companies have to handle it. Outsourcing the work solves the problem quickly, simply, and cost-effectively.<sup>2</sup>"

— **Kyle Foster, Vice President, Imagetek**

2: <https://cdn.digitechsystems.com/wp-content/uploads/Imagetek-Case-Study.pdf>