# Do you have thousands of archived documents taking up valuable space in your office?

Digitizing these mountains of paper is no easy task. Fortunately, the Shumaker Technology Group is here to help.

## FULL-SERVICE SCANNING AND DOCUMENT IMAGING

We handle all your conversion needs, from pulling staples and preparing documents to indexing and reconstructing your archive.

We work to convert documents of all shapes and sizes into searchable files suitable for storage on your server.

Combine the end result with industry-leading document management software **Content Central** for a lasting impact.

# Full-Service Document Imaging

## Step 1: Analysis & Planning

A solutions consultant reviews your archive and develops a plan for logistics, document structure, imaging requirements, and post-imaging needs.

## Step 2: Scanning & Indexing

The imaging team scans and optionally indexes your documents using industrial-grade hardware and software.

## Step 3: Packaging & Exporting

Your image files are converted to the format(s) you require and packaged for a document management system or exported for self-management or storage. Your original archive can be reconstructed for continued storage or destroyed.

*Contact us for more information and a preliminary analysis of your archive.*

## Pre-Imaging Analysis

- Page Volume
- Page Size(s)
- Paper Type
- Paper Condition
- Binding (paper-clips, staples)
- Archive Location/Logistics
- Deadline

## Imaging Services

- High-Speed Scanning (ADF)
- Manual Scanning (irregular sizes)
- Output Format (PDF, TIFF, JPEG)
- Color Depth (color/grayscale/b&w)

## Indexing Services

- Index-from-page Data Entry
- Zonal Recognition (text/barcode)

## Post-Imaging Services

- Data Packaging for DMS
- Content Central™ Installation
- Document Reconstruction
- Document Shredding

## Access Your Archive with Content Central, the all-in-one, browser-based document management system.

- Local or Cloud Hosted
- 100% Browser Based
- 24-Hour Support

- Full-Text Searching
- Index-Field Searching
- Wildcard Searching

- In-Browser Viewing
- Approval Processing
- Workflow Engine

### Learn More!

Contact us today for a **FREE** proof of concept demo!

www.**shumakergroup**.com

content central