



# SCANNING SERVICES



## TECHNOLOGY SERVICES



## DOCUMENT SERVICES



## SCANNING SERVICES

With the accelerated need to access files remotely and know your documents are preserved and protected, **Standley Systems Scanning Services** is here to help.

As a one-time project or an ongoing service, our team of document specialists will work to understand what you need, how you need it and how your files need to be accessed and managed for optimal results.

### DOCUMENT CAPTURE



Inbound Media



Specifications Review and Implementations



Document Preparation



Document Scanning



Imaging Output



Indexing Validation/Verification



Indexing



Quality Assurance

### OTHER RELATED SERVICES

REDACTION

OPTICAL CHARACTER RECOGNITION (OCR)

CUSTOM FILE FORMATS

CLOUD TRANSMISSION

AUTO COLOR DETECT

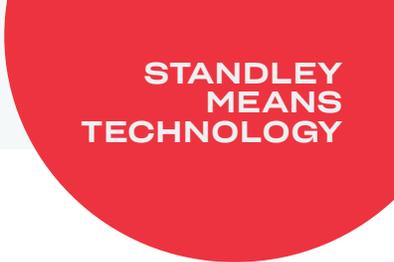
DOCUMENT SHREDDING

DOCUMENT WORKFLOW

DOCUMENT MANAGEMENT

PLEASE SEE OTHER SIDE FOR FREQUENTLY ASKED QUESTIONS.





## FREQUENTLY ASKED QUESTIONS

### WHERE DOES THE SCANNING TAKE PLACE?

Scanning services take place at either the client location or a local, secure Standley facility.

### WHAT SIZE DOCUMENTS CAN BE SCANNED?

Scanned documents range from a sticky note to 42" wide format.

### DOES STANDLEY SYSTEMS OFFER A PHYSICAL STORAGE OPTION?

Yes, we can store original client documents in our secure facilities after they have been scanned. Fees may apply.

### IS SHREDDING OF SCANNED DOCUMENTS AN OPTION?

Yes.

### HOW ARE FILES PROTECTED WHILE IN YOUR POSSESSION?

Standley Systems incorporates several security measures, including:

- Key fob access only to scanning areas and warehouse
- All areas monitored for fire and security
- Sensitive documents are kept in locked cages

### WHAT IS THE LARGEST SCANNING JOB STANDLEY SYSTEMS HAS COMPLETED?

Our current largest project is a multi-year effort to scan approximately 4 million pages.

### WHAT INVENTORY CONTROLS ARE IN PLACE TO MANAGE MULTIPLE CLIENT PROJECTS?

As a PACE Business Operating System partner, Standley Systems utilizes best-in-class technology to streamline and automate the scanning and records-keeping process. Features include digital warehouse/inventory controls, chain of custody, and automated customer reports for inventory tracking and project status.

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### ABOUT STANDLEY SYSTEMS

Serving Oklahoma's business technology needs since 1934, Standley Systems is led by third and fourth generation local ownership, committed to providing relevant solutions to small, medium and enterprise size businesses across 77 Oklahoma counties. With eight offices throughout the state, Standley teams are able to provide an unparalleled level of attention and service to those we serve. As technology needs continue to evolve and accelerate, Standley Systems is here to help.

Please contact your Standley Systems representative for more information or to schedule an appointment. Thank you!

