

IDT CONVERSION SERVICES

WHAT IS DOCUMENT CONVERSION?

You may have heard it referred to as Document Conversion, Scanning Services, Business Process Outsourcing, or an Imaging Service Bureau. No matter what you may be familiar with calling it, If your organization is looking to take its documents and turn them into image files that can be indexed, stored and retrieved digitally, IDT Conversion Services can help! We can help you free yourself from tedious manual tasks and the associated excessive costs and space requirements of paper management.

WHO CAN BENEFIT?

Document Conversion Services can benefit any organization that needs to take control of their paper and other critical business documents. Some customer situations in which utilizing IDT Conversion Services has been beneficial include:

- A customer that recently purchased an Enterprise Content Management System and need help with back file conversion
- A customer that has staffing issues yet needs to keep up-to-date with their scanning initiatives
- A customer that needs extra help with scanning temporarily during periods of higher than usual scan volume
- A customer that has a need to get their mission-critical documents in digital format
- A company that has microfilm/microfiche they need converted to digital images

WHAT DOES IDT OFFER?

IDT's Conversion Services Division offers full life-cycle document management services including:

- Document Preparation
- Optical Character Recognition (OCR)
- Document Scanning/Capture
- Bar Coding
- Image Enhancement
- Document Storage & Retrieval
- Image Indexing & Data Entry
- Document Destruction Services

All services are available as an outsourced process where all work is done at IDT's Conversion Services facility or in-sourced process where IDT's Conversion Services staff comes to you. Whether you need a full-service option with OCR and bar-coding that includes all hardware, software, and staffing or just an extra set of hands utilizing your existing system during a time of peak volume, IDT can help.



IDT Conversion Services can handle almost any document including small format, large format, microfilm, microfiche, and aperture cards.

Our staff is proficient in a wide variety of leading hardware and software technologies, including those from:

Bowë Bell + Howell

Canon

Captaris

Captiva

Datacap

EMC

EMC | Documentum

EMC | Legato

FileBound

Fujitsu

HP

Kodak

Kofax

Microsoft

Panasonic

Plasmon

Prevalent

Stellent

Stonefly

Verity



**CONVERSION
SERVICES
DIVISION**

FIND OUT MORE!

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