

### Overview

Naviant's Physical Records Center offers a wide array of Scanning & Conversion Services, including:

- Outsourced Mailroom
- Document Scanning
- CD/DVD Duplication Services
- Engineering Drawing Scanning
- Microfilm & Microfiche Scanning
- Aperture Card Scanning
- Book & Lab Notebook Scanning
- Newspaper Scanning

Naviant offers day-forward, backfile, and media-to-media conversion services for a variety of media. Naviant's superior quality control standards ensure fast and accurate preparation, scanning, indexing, and delivery of your conversion project.

With more than 20 years of experience and use of the latest technology, your mind can be at ease knowing your conversion project will be done right the first time, and delivered on time and within budget.

### Points of Differentiation

- Superior Quality Control Standards
- More Than 20 Years Experience
- Fast & Flexible Turnaround Time
- State-of-the-Art Secured Facility
- Same Day Pickup & Delivery
- Large Capacity
- Best Scanner & Software Technology
- Online Image & Document Hosting

### Advantages of Outsourcing

- Quality Assurance
- Fast Turnaround Time
- No Capital Equipment Investment
- Personnel Resource Savings
- No Ongoing Maintenance

### Quality Assurance

- 100% Image Quality Assurance (QA)
- Virtual ReScan (VRS) Technology
- Black & White to Full Color
- Auto-Image Enhancement Features
- 200 dpi or Higher Resolution
- Blank & Separator Page Removal
- Endorsement Stamp - Pre or Post Scan
- Full-Image OCR Available
- Best of Breed Scanner Technology
- PRISM, ARMA, AIIM & NFPA Members



## Naviant Scanning & Conversion Process

### HANDLING & PREPARATION

- Receive, check-in, sort and batch documents
- Identify doc types and flag for priority or exception handling
- Remove bindings, clips, staples, and handle post-its and envelopes
- Unfold pages and repair and flatten corners
- Insert barcode section breaks

### IMAGE CAPTURE

- Scan pages using VRS clean-up technology
- Endorsement stamp (pre or post scan)
- Auto-crop, deskew, rotate, and despeckle images
- Auto-blank page removal
- 100% Quality Assurance (QA) images

### CONVERSION

- Import files
- Image enhancements
- Optical Character Recognition (OCR)
- File conversion to format of choice
- 100% Quality Assurance (QA) images

### INDEXING

- Manual keystroke enables keyword search
- Double-blind keying
- Barcode recognition
- Quality Assurance (QA)

### RELEASE

- Hosted online retrieval
- Import into existing imaging system
- Media (CD/DVD)
- Secure FTP data release
- Store, return, or destroy originals as requested

