

Sophisticated Inbound Mail Solutions to Expedite Mailroom Operations

XEROX DOCUSHARE FLEX
DIGITAL MAIL
SOLUTIONS

Digitize and Automate Incoming Mail Correspondence.

The mailroom is ripe with opportunities to transform manual document processes into efficient, seamless digital workflows. Xerox® DocuShare® Flex Digital Mail Solutions simplifies high-value incoming mail correspondence so your teams can process and distribute information faster than ever before. Digitize and automate your inbound mail processes for efficient delivery and integration into your business workflows. Ideal for sales, human resources, and finance departments.



XEROX DOCUSHARE FLEX DIGITAL MAIL SOLUTIONS

Xerox DocuShare Flex Digital Mail Solutions offers a comprehensive range of technologies and solutions that can help optimize and modernize traditional mailroom processes. The solution can efficiently process, manage, and distribute digital mail documents by utilizing advanced scanning services, automation, data extraction, and workflow capabilities. This allows businesses to streamline their mailroom operations and take advantage of the benefits of digitization.

Digitization - Converting physical mail into digital formats through scanning and imaging technologies.

Automation – Automate incoming mail correspondence with capture, sorting, categorizing, and routing digital mail, drastically reducing the need for manual intervention.

Data Extraction - Extracting relevant information from digital documents using optical character recognition (OCR) or other data extraction.

Digitize Processes - Tie incoming mail and downstream processes together to help streamline how critical business information reaches decision-makers.

Integrate - Integrate with existing systems and improve accuracy for transactional processes such as accounts payable, claims, and invoice processing.

Implementation Support - Support, training, and ongoing assistance to ensure a smooth transition and optimal solution use.

Compliance, Simplified - Keeping accurate records is crucial for organizations to comply with mail compliance and regulations. Audit traceability helps organizations monitor and avoid penalties.

Secure Access, Anytime - Encrypted user authentication, scheduled backups, off-site storage, and site replication give you the peace of mind you need.

In today's business landscape, managing incoming correspondence is crucial. That's why we developed Xerox® DocuShare® Flex Digital Mail Solutions to process and distribute incoming mail faster, improve collaboration and decision-making.

Learn more at [Xerox DocuShare Digital Mail Solutions](#).

INBOUND MAILROOM CHALLENGES

- Insufficient capture and workflows
- Slow processing of incoming business documentation
- Delayed mail delivery with hybrid workplace
- Cumbersome storage and retrieval
- Lack of mail traceability
- Inaccurate information affecting decision-making

BUSINESS OUTCOMES

- Saved valuable time and resources
- Accelerated document processing and distribution
- Significantly sped up workflows
- Ensured only authorized personnel can access content
- Mitigated risk of data breaches
- Protected confidential information
- Ensured compliance with regulatory requirements
- Improved overall operations