

# This isn't your father's Digital Mailroom



Think about it... when was the last time the mailroom team got to be the heroes, boosting employee productivity while cutting administrative costs across the entire organization?

**No more hype.** So-called "digital mailrooms" are all the rage if you believe what you've read in industry publications, but the truth is that most of the ones you've heard about are isolated to a single department that receives a consistent type of mail – not enterprise-wide implementations for *all* mail.

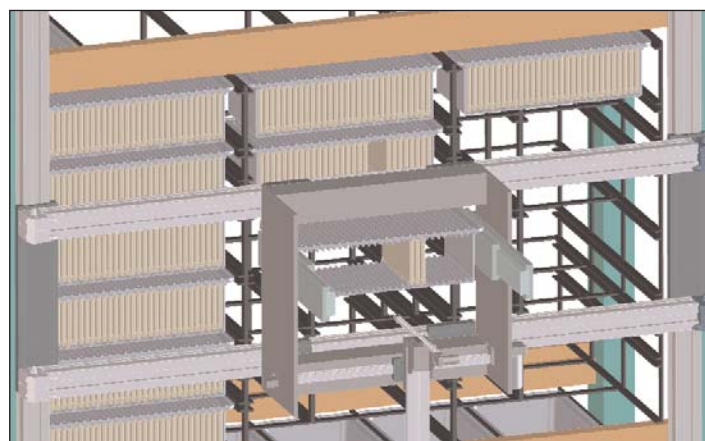
It's relatively easy to take one kind of mail stream – insurance claim forms, for example – and set up a digital capture and distribution process for it. But most organizations receive a lot more *mixed* mail than uniform mail, and the costs and complexities of digitally processing mixed mail have remained a barrier to widespread adoption.

Since a large portion of unsolicited mail is never opened or otherwise does not justify the expense of scanning, and scanner operators aren't qualified to determine what is important and what isn't, the true *universal* digital mailroom dream has remained unaffordable and elusive. Until now...

**Remote Control Mailroom™** is the world's first practical, scalable, and affordable *Universal* Digital Mailroom solution. Document Command's exclusive Docubotics™ technology allows us to handle all the different types of mail throughout your organization. We're fundamentally changing the economics of digitizing postal mail while delivering unprecedented productivity enhancements to our clients, safeguarding confidentiality and closing the last gaping hole in regulatory compliance (your auditors will love you).

**New technology doesn't mean you have to change the way you do things.** If you think about how you open your own mail every day, then you'll realize that you probably would *not* want most of it to be scanned into digital form. In fact if you're like most people, most of your mail will go unopened and be thrown in the trash, recycled or shredded. Some of your mail you'll want to pass along to others, e.g. the accounting department, a peer, or your assistant. Some, like magazines, you'd rather read in paper form anyway. Only a portion of your mail is going to be more useful to you in digitized form.

**Productivity and efficiency require the recipient's right to choose.** That's the key to Remote Control Mailroom, that **YOU** – the recipient addressed on the mail piece – get to *choose for yourself* whether each piece should be



*Docubotics™ is what makes Remote Control Mail possible... giving you the ability to command our robots, through the internet, to retrieve a single piece of mail out of millions.*

opened and scanned, forwarded elsewhere, shredded, recycled, delivered to your desk, or transferred to another person. Once scanned, you can even have the document archived in our super-economical storage facility until a scheduled destruction date.



With the *selective choice* that Docubotics technology brings to you, not only are the costs lower than other digital mailroom technologies, they're even significantly lower than your existing mailroom operations. And employees' ability to process postal mail from anywhere in the world, any time of day or night, will boost company productivity like nothing you've seen since the introduction of email.

**Are there really robots in the mailroom?** Everyone knows that robots can build everything from cars to computers faster, cheaper and better than humans, and they work ceaselessly at much lower cost. So why not have robots take care of our mail, too? The problem – up until the automation gurus at Document Command solved it – is that mail doesn't readily lend itself to being handled a piece at a time by machines. Think about the mail sorters you see in the Post Office. They move large batches of mail through a pinch band at blinding speeds, but you can't selectively pick one piece out of the mail stream

and do something with it after it has already been through the machine. You need to wait until both you and your mail are at your desk at the same time.

**Docubotics does for paper what the computer memory chip did for data.** It allows us to store your new incoming mail until you go online to see what you've received (by viewing images of the envelopes) and decide what you want done to each piece. With the click of a mouse you can remotely command our robots to retrieve a specific piece of mail and do what you want done with it, whether it be to scan its contents into a digital document, forward it to someone else, deliver it to your desk or another location, shred it, recycle it, or archive it. It's quite empowering, really. Another invention of science fiction that has finally become a reality, like space travel and laser beams. Only it's practical and affordable right now, today.

**How can this be cheaper than old fashioned mailrooms... aren't robots expensive?** Yes, they are expensive.

Document Command is investing millions of dollars in Docubotic caching infrastructure to deliver this service on a global scale. But these robots pay for themselves much faster than traditional mailroom equipment because they eliminate so much of the costly human labor. Plus, because we've connected all of the classic document outsourcing functions – e.g. document scanning, physical archiving, shredding, recycling, sorting, etc. – in a single automation pathway, we eliminate the steep transportation costs that organizations spend today to move heavy documents around between multiple vendors.

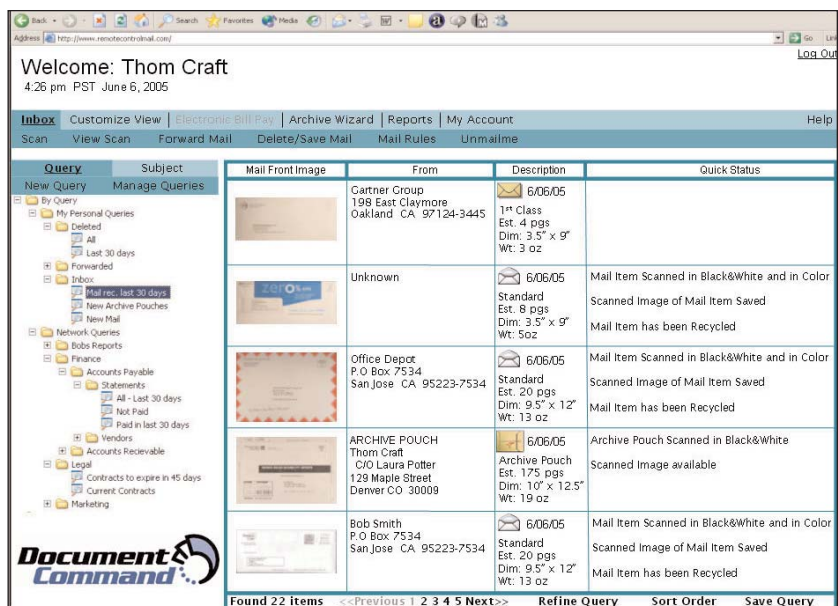
Think of it this way: because your documents spend their entire life cycle under our one roof – from arriving by mail to leaving as shredded fiber – you save all those costly transportation steps. Each transportation step we remove also eliminates another potential confidentiality breach.

At the end of the day it costs the average organization about \$20 to process every document it receives by mail – including manual sortation, delivery, filing and retrieving, duplicating and distributing, scanning, shredding and disposal. With Remote Control Mailroom you can slash that cost by as much as 90% - today!

**OK, so it can save gobs of money and boost productivity, but what about confidentiality and security?** Hey, we wrote the book on it. We could (and did) fill an entire book with the pending patents on Document Command's technologies for not only automating mail and documents but also making them more secure than ever before. Our scanning production lines are designed like no others in the world, employing confidentiality and security exclusive to Document Command.

For example, our **Documentary™** Forensic Video Surveillance system will display to you, through the web, a custom-edited movie of *your specific document* actually being handled by people and machinery.

While our competitors may have one security guard watching a few monitors, we have thousands (our customers) watching for up to 30 days after any scan job.



Document Command logo

Mail Front Image	From	Description	Quick Status
	Gartner Group 199 East Claymore Oakland CA 97124-3445	6/06/05 1 <sup>st</sup> Class Est. 4 pgs Dim: 3.5" x 9" Wt: 3 oz	
	Unknown	6/06/05 Standard Est. 8 pgs Dim: 3.5" x 9" Wt: 5oz	Mail Item Scanned in Black&White and in Color. Scanned Image of Mail Item Saved Mail Item has been Recycled
	Office Depot P.O. Box 7534 San Jose CA 95223-7534	6/06/05 Standard Est. 20 pgs Dim: 9.5" x 12" Wt: 13 oz	Mail Item Scanned in Black&White and in Color. Scanned Image of Mail Item Saved Mail Item has been Recycled
	ARCHIVE POUCH Thom Craft C/O Laura Potter 129 Maple Street Denver CO 30009	6/06/05 Archive Pouch Est. 175 pgs Dim: 10" x 12.5" Wt: 19 oz	Archive Pouch Scanned in Black&White Scanned Image available
	Bob Smith P.O. Box 7534 San Jose CA 95223-7534	6/06/05 Standard Est. 20 pgs Dim: 9.5" x 12" Wt: 13 oz	Mail Item Scanned in Black&White and in Color. Scanned Image of Mail Item Saved Mail Item has been Recycled

Found 22 Items <<Previous 1 2 3 4 5 Next>> Refine Query Sort Order Save Query

And best of all, our scanner operators are disabled US Armed forces veterans (yes, we qualify for government set-aside contracts), with military security clearances.

As you'll see on the Documentary™ video, each operator wears a specially-designed pocketless uniform and the entire environment is devoid of any recording devices of any kind – no cell phones, cameras, pens, open computer ports or even telephones can be found in the entire secured scanning facility. No one else is as serious as we are about your documents' confidentiality and security.

**How does Document Command get my mail?** We have at least three different methods of receiving your mail:

**Method 1:** *Use our address as your address.* This is ideal for remittance processing, orders, invoices, resumes, warranty cards, etc. Simply add your assigned "RCM Number" to one of our addresses (see example of our address below).

**Method 2:** *Place your mail on Firm Holdout with the USPS and we'll pick it up each day.* In cases where you might be located outside of our geographic coverage area, we will find a logistics partner – typically a presort mailing bureau – to pick up and pre-process your mail for us.

**Method 3:** *We can collocate in your facility.* If daily mail volume is sufficient, we can locate inside or near your current mail processing facility.

**How do I find out more?** Please visit our website for more information or, better yet, contact our Sales Department to speak with one of our digital mail experts.



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