

ECM Lean Process Starts in the Mailroom

Rich Roy, Vertical Specialist, *OPEX Corporation*



OPEX Corporation



- A Global Technology Leader
 - High-Speed Mailroom Automation
 - Document Imaging
- Family Owned since 1973
- Vertically Integrated
 - Design, Engineering, Manufacturing, Assembly, Sales and Service
- Over 800 Employees Worldwide



OPEX MAIL PROCESSING EQUIPMENT



MPE7.5



Eagle



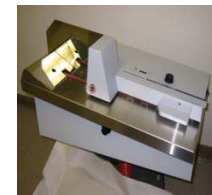
Mail Matrix



206 Envelopener



AS7200i



Omaton 2100 Envelopener



M51 Rapid Extraction Desk



DS1225



MPS 40 Sorter



- “I think there is a world market for maybe five computers.”
 - Thomas Watson, IBM Chairman, 1943
- “We don’t like their sound, and guitar music is on the way out.”
 - Decca Recording Company 1962 (rejecting the Beatles)
- “Everything that can be invented has been invented.”
 - Charles H. Duell, Commissioner, US Office of Patents, 1899
- “640K ought to be enough for everybody”
 - Bill Gates, 1981



‘We are going to be a paperless society
in the very near future’

Paperless Evolution

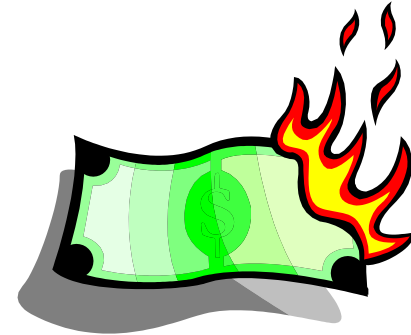
- Faxes
- E-mail
- Handheld Electronic Devices
- File Transfer and downloads

And Yet

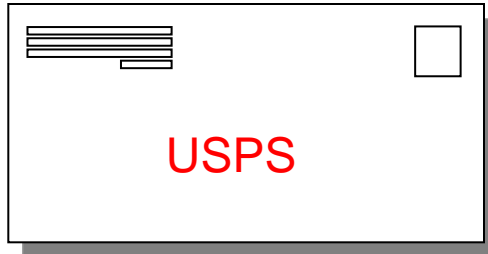
- Paper use grows by 7% per year
- Avg. number of times a document is copied or reprinted..10
- For every 10 copies made the number that is actually used.....1
- Percentage of documents that are lost....7.5%
- Percentage of documents that are misfiled...3%

At What Cost?

- Copying a document...\$18
- File a document...\$20
- Find and retrieve a lost document...up to \$120
- Reproduce a lost document.....up to \$220



Information Sources



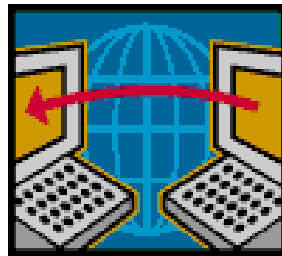
USPS



Office Files



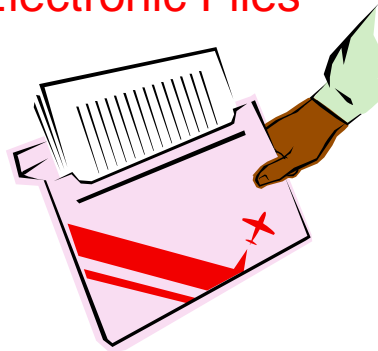
Fax



Electronic Files



E-mails

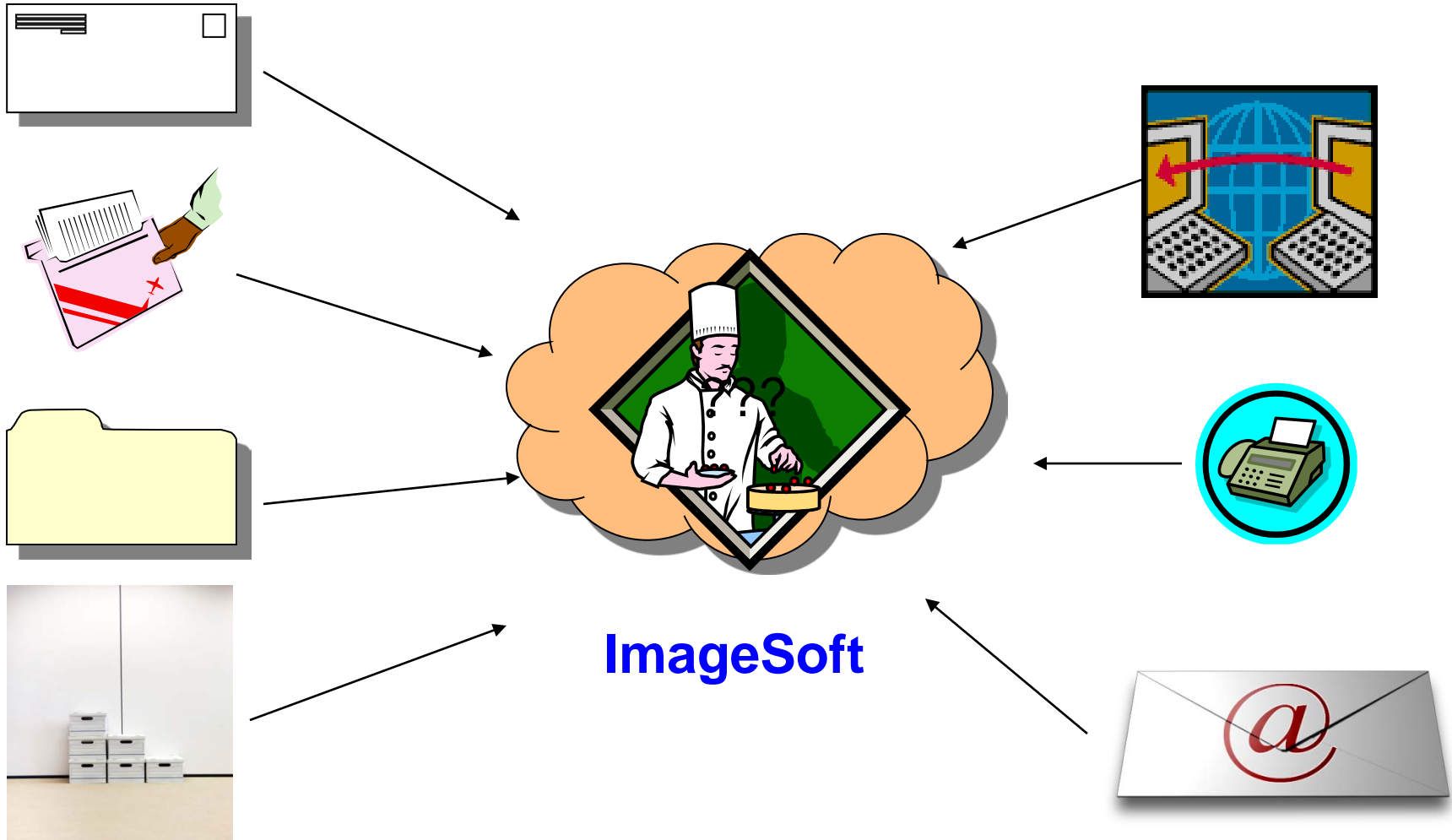


Overnight Couriers



Archives

Pulling It Together

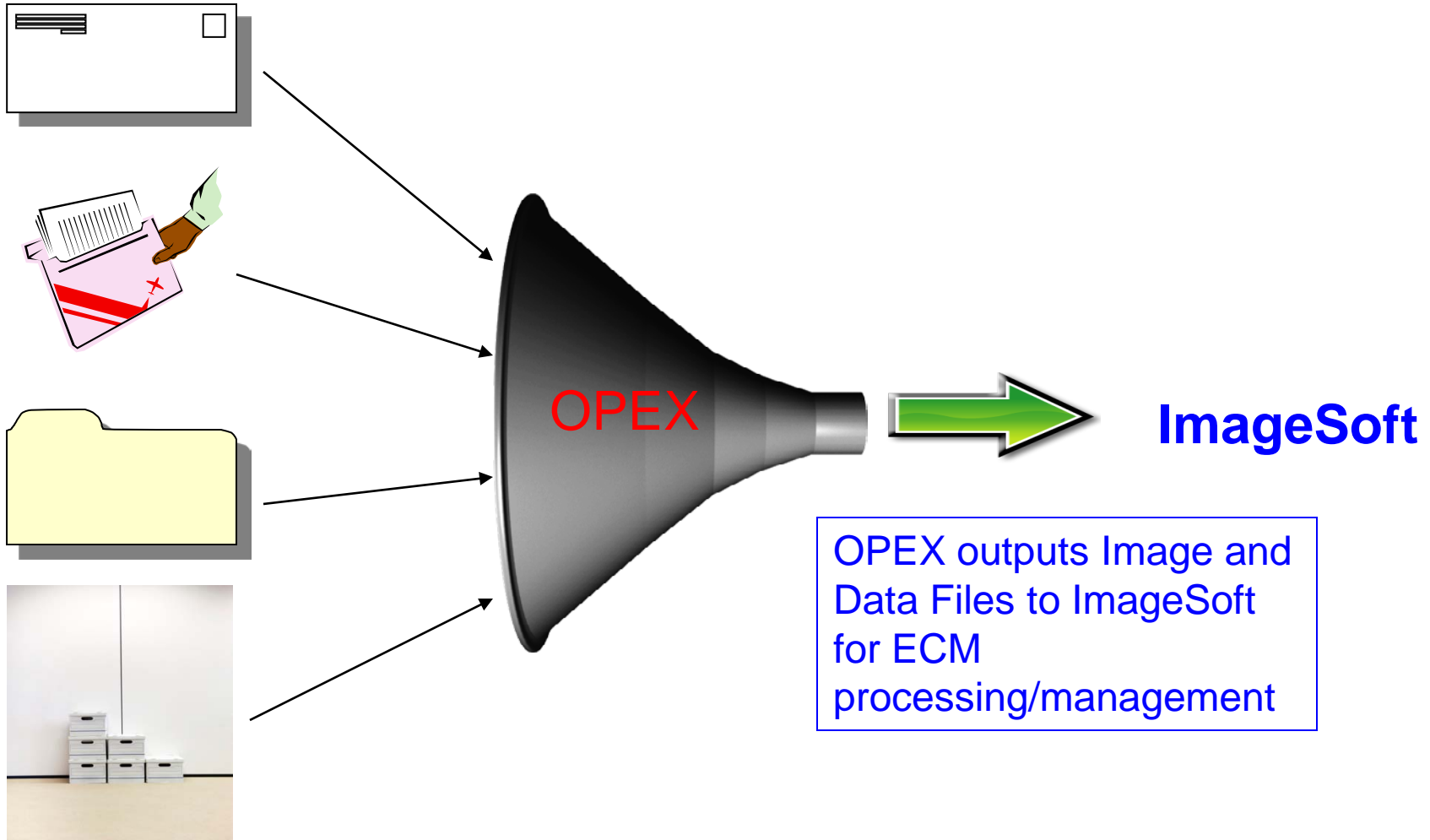


Mailroom Defined

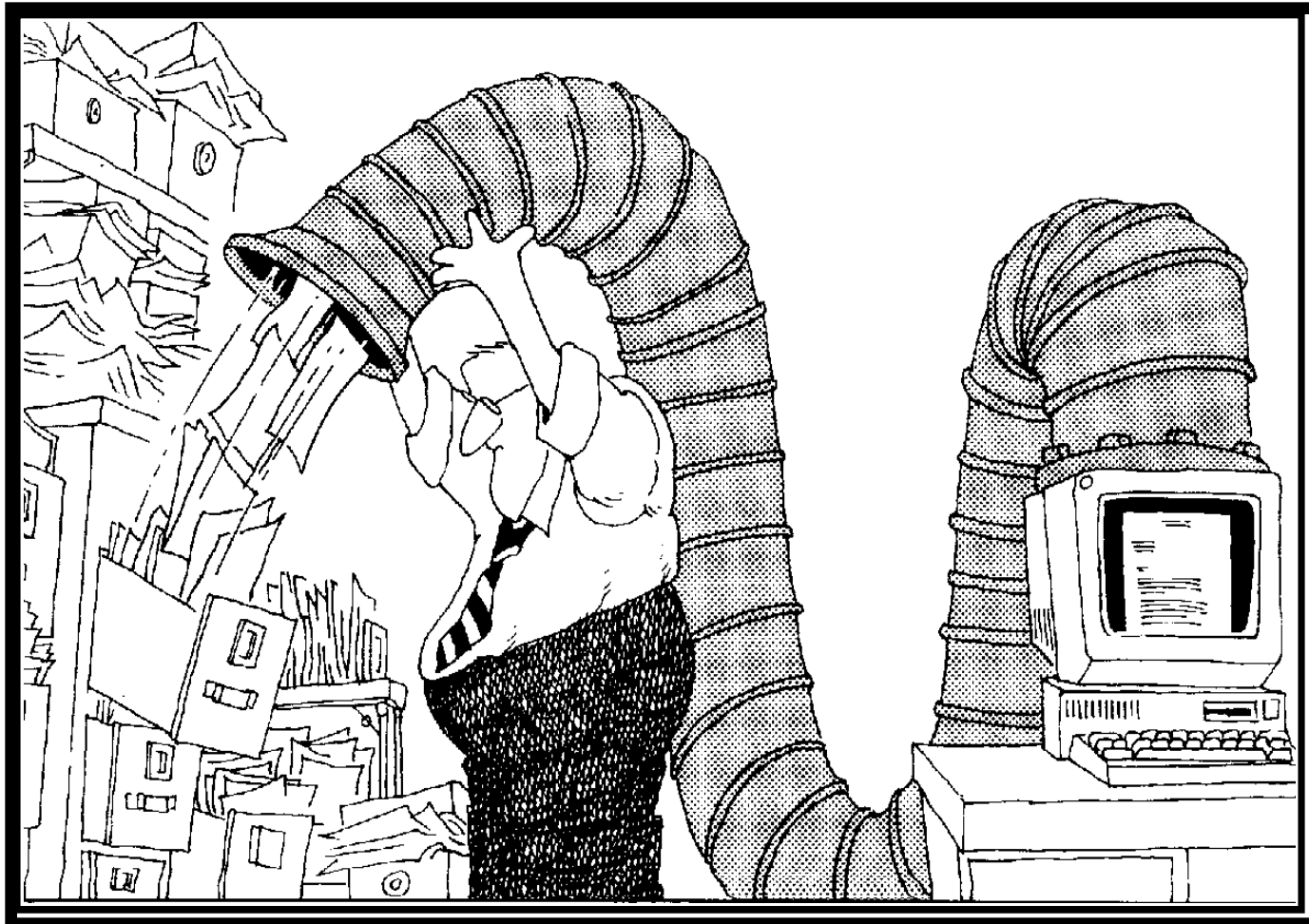


- Incoming mail
 - USPS
 - Overnight Couriers
- File rooms
 - File Cabinets
 - Shelves
- Existing Scanning/Imaging Departments

Digitizing Paper



The Ideal World



The Real World



What if you could turn this....

- Mail receipt
- Mail Sort
- Transport to Mail Opener
- Slice open envelopes
- Transport to Desk
- Extract Contents
- Sort Contents
- Prep for scanning
- Scan documents

...Into just this!

- Mail receipt

- Mail Sort

- Open/Extract/Scan

Document Prepping and Sorting



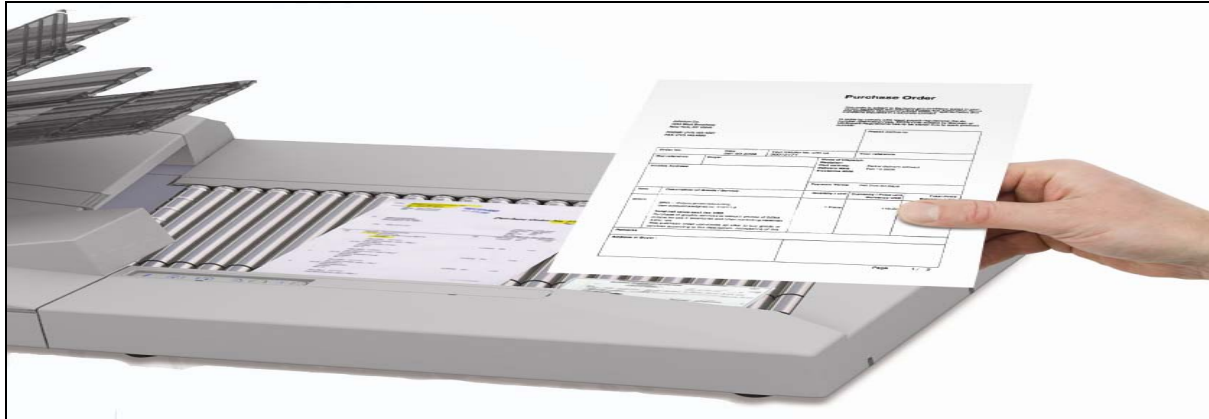
- Hidden cost of document imaging
- 80% of the cost of imaging
- Non-value added manual labor to get paper in a scanner-friendly mode

Prep Activities



- Envelope opening/document extract
- Sorting – department, doc type etc.
- Staple removal
- Document repair/mounting
 - Taping torn pages
 - Mounting smaller docs on larger docs to feed
- Batching
- Inserting Document Separators

Drop Scanning



- Efficient
 - Reduced Doc Prep requirements
 - Reduced Total Labor Costs, when doc prep is considered
- Maintains Transaction Integrity
 - All documents that came together are scanned together
 - Extremely wide range of sizes and condition

Security Benefits



- One Touch: Contents handled by a single person and into the system
- Reduces risk for misplaced documents
- Helps with Compliance Issues
- “My auditors love it”

AS7200i

- 120 PPM, Duplex Scanner
- Color, B/W, Gray
- Native 300 DPI
- 17" Touch-Screen
- Audit Trail
 - Front and/or Back
 - On document and/or burned into image
- Drop Feeder
- Auto Feeder
- 12" CIS
- Optional VRS





Rapid Extraction Desk Provides
Fast Scanning of Envelope Contents



Direct from Envelope.....

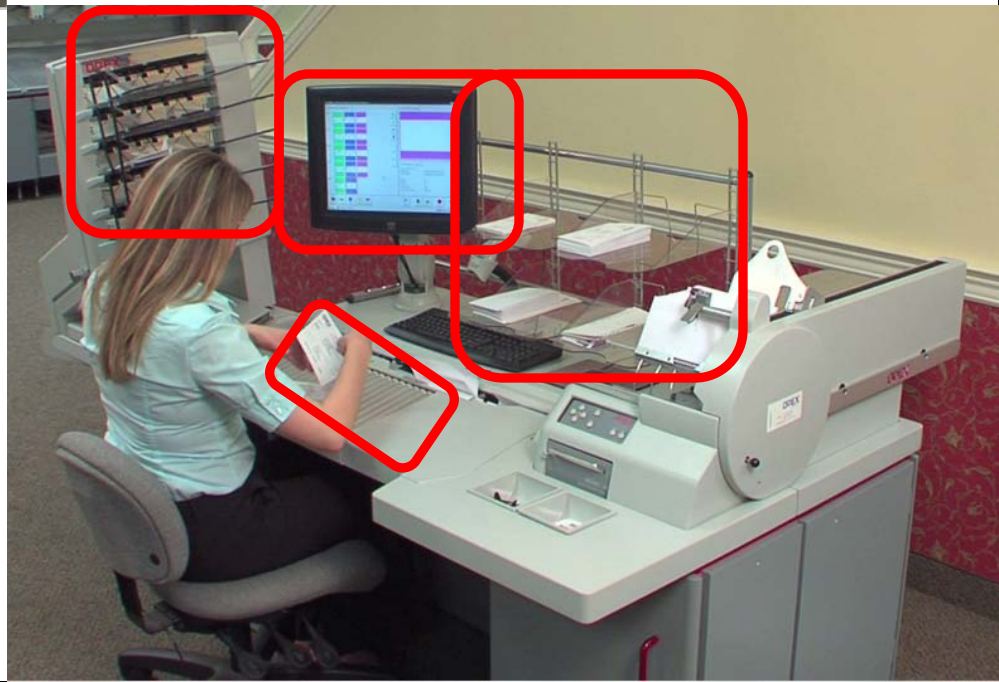


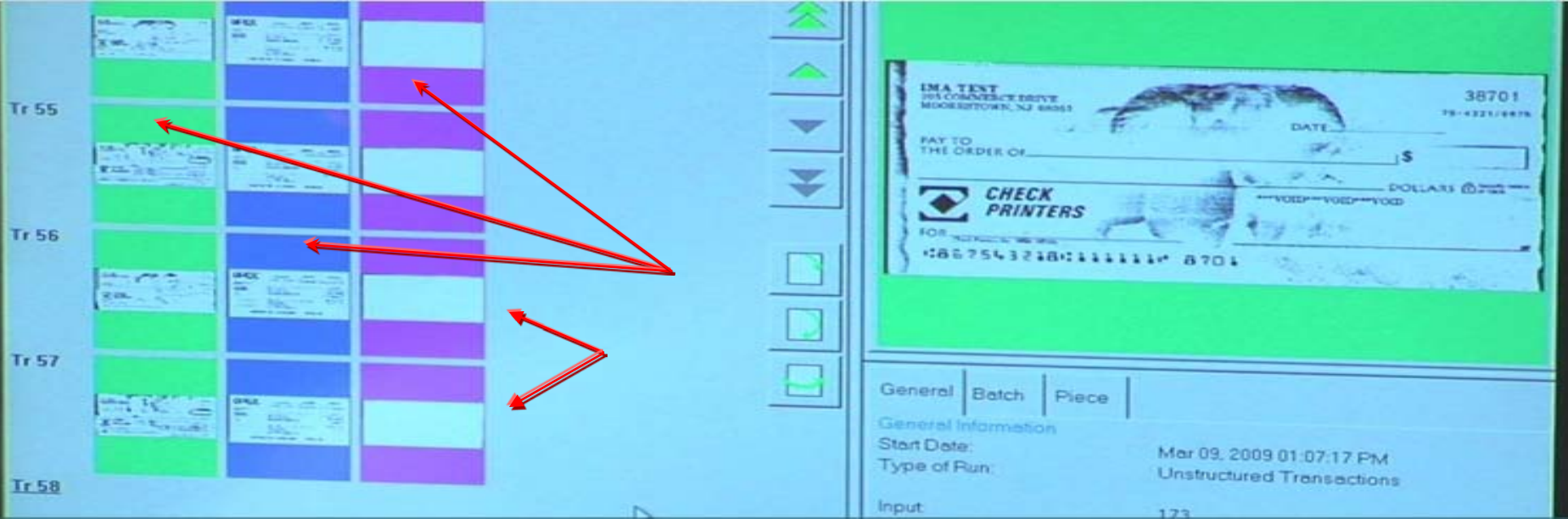
.....to Image in One Touch



Small Footprint

Ergonomically
Designed





CertainScan™ Capture Software Performs Fast In-Line Recognition and Document Type Classification

In-line Recognition Capabilities:

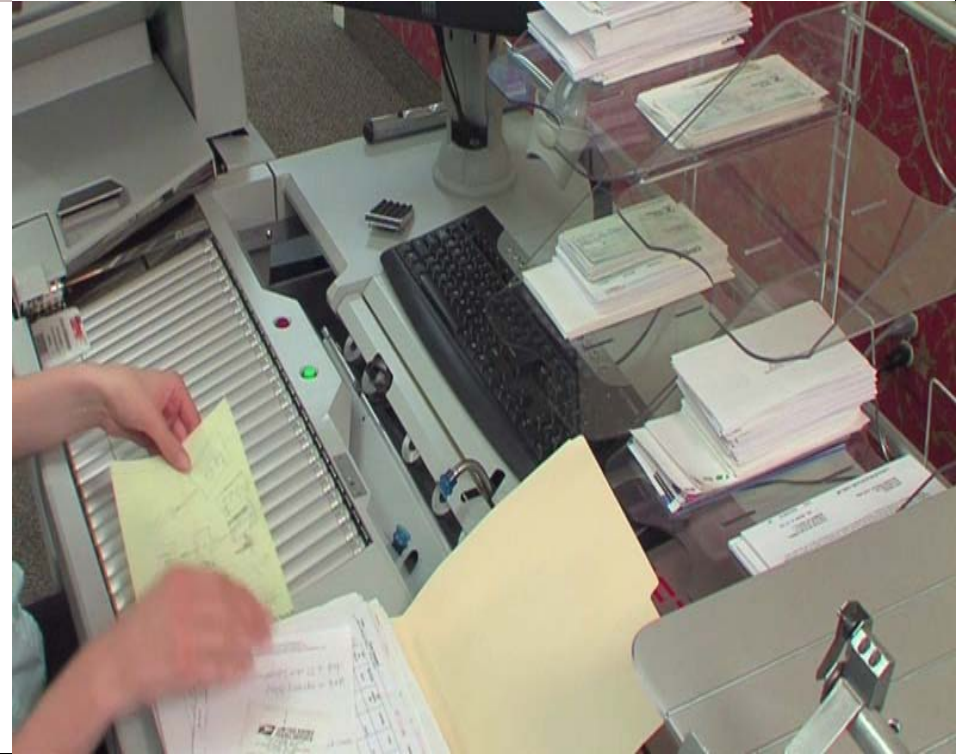
- MICR Reads
- Bar Code Recognition
- OCR Reads
- OMR (Optical Mark-Sense Recognition)



Programmable Output Sort Bins for Automated Document Separation

Versatility:

Mixed sizes and
conditions from the
envelope or folder



DS1225

DS1225 Package

Duplex (2) CIS Imagers

Magnetic MICR Read (* on "P" model)

Backside InkJet Printer

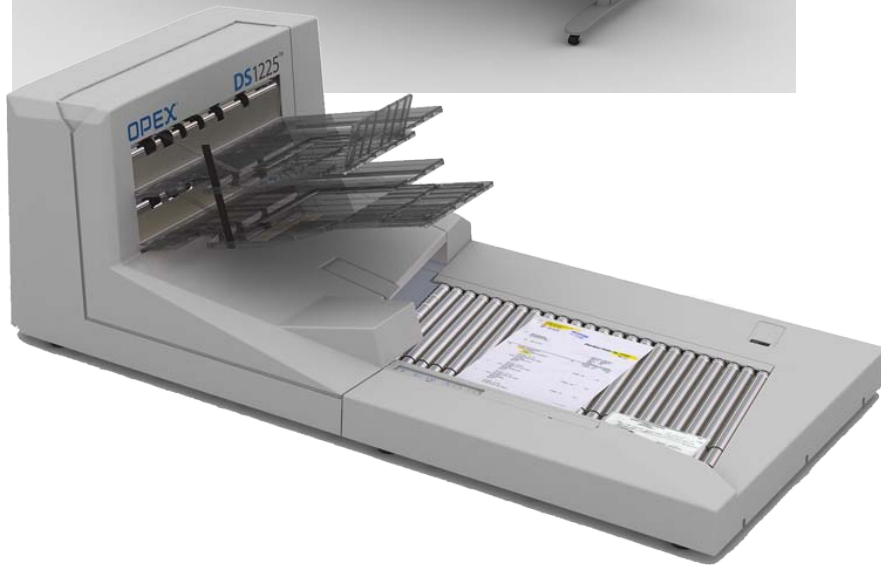
Frontside InkJet Printer

Workstation

CertainScan Capture Application

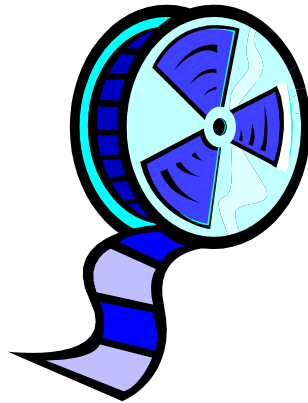
Install CD w/TWAIN Driver and basic
Diagnostics

USB cable & Power Cord



Video Highlights

If a picture paints a thousand words.....



Recap

- Convert from paper to digital right out of the envelope – in your department or at the point of entry in your mailroom
- Reduce/eliminate non-value-add steps and costs
- Real-time quality control
- Maintain transaction integrity
- Reduce the costs and risks associated with multiple touches
- Improve productivity

Thank You Questions?

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OPEX
CORPORATION

