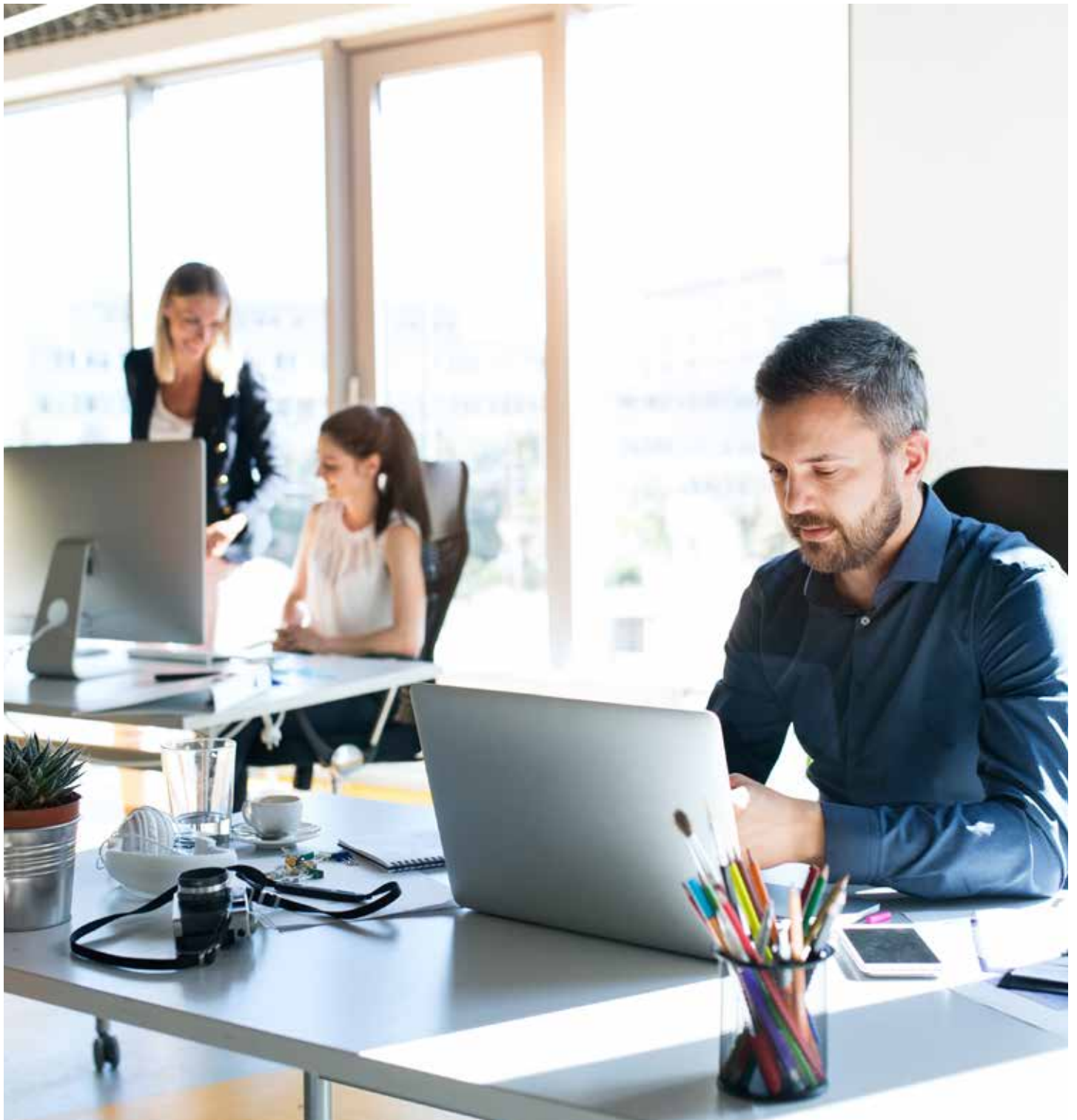


SecureScan

An accessible, secure digitisation solution for all office documents





Why SecureScan?

With our SecureScan offering, businesses are able to index and securely digitise their documents into electronic files, ready to be digitally archived. This saves storage space, reduces the administrative burden on staff and frees up their time so they can focus on the tasks that add real value to your business.

FUJIFILM Business Innovation's SecureScan offering addresses a range of key issues affecting management of sensitive, paper-based documents.

Disaster recovery

Without the ability to back-up paper records or store them digitally, documents in storage are vulnerable to unforeseen damage — such as from a fire, flood, mould — where their loss would be permanent.

Office recovery

Favouring more flexible, remote staff working arrangements, many companies are looking to reduce their office footprint. Storage of physical documents can take up significant, otherwise unrequired space.

Compliance

Without the ability to digitally track the age of a document, it's extremely difficult to ensure compliance — such as when it's necessary to destroy such a document after its regulatory time-frame is up.

Security

Although employers are incredibly conscious of safeguarding staff and their digital data, many do not extend the same vigilance to their paper document storage. Without digital authentication, there is a real risk of documents being mistakenly accessed or shared.

Access and storage

Traditional filing systems are costly and inaccessible — more so when using off-site services or for employees requiring access when working from home. Without a searchable, digital index, maintaining filing systems and finding a specific piece of information from a record — sometimes from decades ago — is incredibly time-consuming.

Our Three SecureScan solutions

We have created three different digitisation solutions to deliver the best service to your business, whatever your needs.

1. SecureScan Offsite: Remote Capture Service

Overview

With the **Remote Capture Service**, we send your paper files offsite where they are digitised by the FUJIFILM Business Innovation Scanning and Archival team. First, your paper files are transported to a secure offsite location where they are then scanned and indexed by expert quality assurance data entry operators and stored electronically — and can also remain in paper format if this is required. With **SecureScan Offsite**, your archived documents are delivered right back to your office, efficiently and securely.

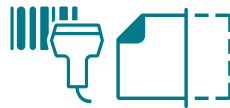
Using our offsite services, FUJIFILM Business Innovation has helped many businesses along the path to digital transformation.



Step 1.
Documents sent offsite to a secure location



Step 3.
Stored electronically and in paper format



Step 2.
Where they are scanned and indexed



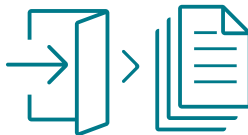
Step 4.
Documents sent back to your office

2. SecureScan Onsite: We scan where you work

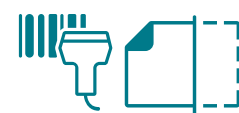
Overview

With **SecureScan Onsite**, we deploy a FUJIFILM Business Innovation specialist to your business to scan and archive your documents, using our high-quality scanning equipment. By bringing SecureScan to you, we combine the security of onsite scanning, with the in-person expertise of our trained specialists.

We provide you with a full onsite service, including all required equipment and software which our expert then configures to your specific requirements. Our experienced scan operators ensure your documents are stored in the format and digital location that works best for your office — quickly and with minimal disruption to day-to-day operations.



Step 1.
FUJIFILM Business Innovation granted access to business records



Step 3.
Documents are scanned and indexed



Step 2.
Equipment setup and retrieval of documents



Step 4.
Records returned to storage

3. SecureScan DIY: Do It Yourself

Overview

The **SecureScan DIY** solution involves FUJIFILM Business Innovation giving you the tools and support you need to digitise your documents yourself using existing hardware — with a subscription to our specialist SecureScan software.

Our expert services team configures our software to your needs, enabling you to capture your archive of administrative records and documents using the existing multi-function devices that your staff are already familiar with.



Step 1.
FUJIFILM Business Innovation installs and configures the digitisation software



Step 2.
Employees scan documents at their own leisure

Why Digitise?



Reducing the administrative burden on employees is a key challenge facing every busy office. Through improving the efficiency of your administrative operations — and turning your paper documents into accessible digital files — you will be able to free up time and money to focus on what matters most.

Our SecureScan offering can help your business achieve optimal document management efficiencies, so you can obtain any stored information when and where you need to. Take a look through the benefits of each of our three solutions to find the one that best fits your office needs.

Benefits	SecureScan Offsite	SecureScan Onsite	SecureScan DIY
Increases productivity and cost efficiencies, due to speed of document processing	✓	✓	
Keeps sensitive documents onsite and secure — settling concerns of sending documents offsite		✓	✓
Scan and archive your documents utilising existing employees, avoiding external overheads			✓
Reduces the burden on employees and saves time on data entry, reporting and organisation	✓	✓	✓
Enhances security and authorised-only file sharing	✓	✓	✓
Improves regulatory compliance, audit processes and disaster recovery	✓	✓	✓
Frees-up paper storage space for learning and saves on offsite storage	✓	✓	✓
Reduces the time it takes staff to catalogue, search and retrieve physical files	✓	✓	✓
Integrates historic documents into your existing management systems	✓	✓	✓
Uses specialist equipment and know-how to get the job done quickly and to a high standard	✓	✓	✓

SecureScan

by FUJIFILM Business Innovation

No matter what your document storage requirements are, FUJIFILM Business Innovation can digitise it. We're delivering a smart, cost effective approach to back-office information management, that is now accessible to support every busy office or business through every stage of the document management life cycle.

We recognise that all businesses are unique and therefore at different stages of their digital transformation journey. That's why with our SecureScan offering, we don't simply offer a 'one size fits all' approach. Our solutions have been designed to work on their own or combined together — for example DIY and Remote Capture — to deliver the best scanning service for your business.

Our expert team are happy to work with you to find the combination of solutions that best meets your office needs.

To learn more about how we can help you and your staff focus on the productive parts of your day by making document access faster, simpler and more secure, visit [fujifilm.com/fbau](https://www.fujifilm.com/fbau) or call **13 14 12** for more details.

Our Certifications

Information Security Management System

FUJIFILM Business Innovation has a top down approach to information security and is committed to protecting all school and student information from any potential threat. Certified to ISO 27001:2013 ISMS.

Quality Management System

Everyone at FUJIFILM Business Innovation is responsible for quality — and everyone has the authority and responsibility to verify work affecting process performance. We have held certification to ISO 9001 since 4 July 1996 under certification No: QEC -7772 audited and registered by SAI Global.

Privacy act 1988 and the Australian privacy principles

FUJIFILM Business Innovation is compliant with all requirements of the above act in all activities involving the collection, management, use, storage, disclosure and handling of personal information.

Sustainability

FUJIFILM Business Innovation is built on foundations of ethics and integrity. We have been recognised as a United Nations Global Compact (UNGC) LEAD company since 2010, and a signatory to the UNGC since 2002. We have received several awards including, the United Nations 500 Roll of Honour for environmental leadership and the Banksia Award for Leading in Sustainability.



For more information on our services and how we can help your business, contact us at **13 14 12** or visit our website **[fujifilm.com/fbau](https://www.fujifilm.com/fbau)**

FUJIFILM Business Innovation Australia Pty Ltd

8 Khartoum Road MACQUARIE PARK NSW 2113 Australia

FUJIFILM and FUJIFILM logo are registered trademarks or trademarks of FUJIFILM Corporation.