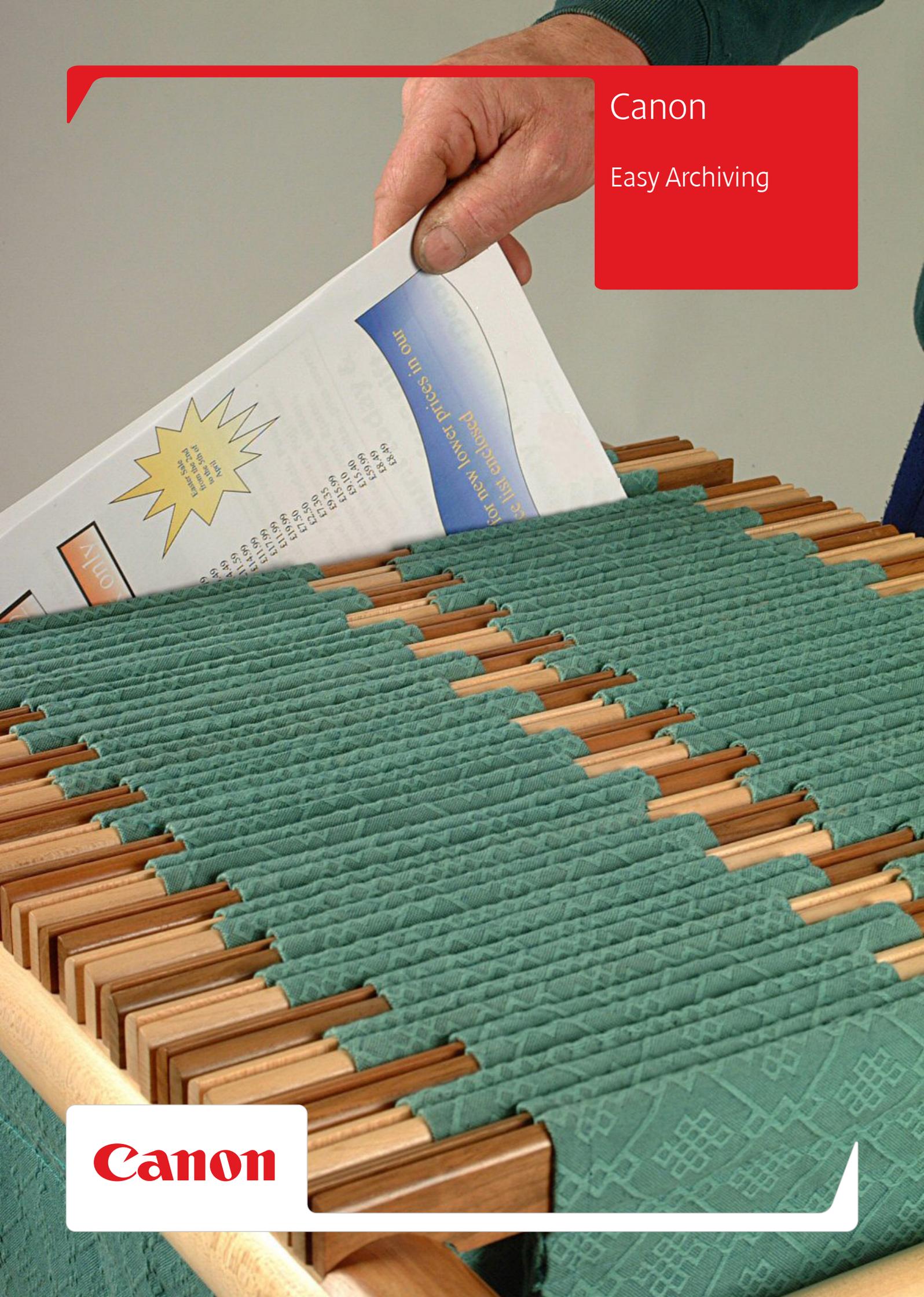


Canon

Easy Archiving



Canon

**On average, employees spend over 50 minutes every day looking for information. This time could easily be used for more productive purposes. By working without paper, it's not only possible to save a lot of space, but also save the time needed to search and retrieve information. Finally, it's also possible to work in a more environmentally friendly manner. Canon Switzerland was able to capture these benefits, and many more using Canon's information management solution.**

The move to Canon Switzerland's new company headquarters in Wallis provided the impetus to extend their internal archiving project. Since the new office limited the company's archive space, the project's goal was minimize the amount of paper kept in storage. In addition, all new documents used in daily activities were to be digitally archived as well.

Canon Switzerland's accounting department was the first to be included in this project, since digital archiving is especially useful for departments whose daily processes produce a lot of paper. More departments who work heavily with paper are gradually following.

#### **Using their own Software to Solve Problems**

To simplify business processes, reduce space needed for archiving, and achieve compliance with Swiss law, Canon Switzerland's accounting department started using Canon's own software and hardware in 2012. The leading systems used in Océ and Canon's accounting are SAP and Oracle respectively, which means recording and indexing information is tailored the processes of those ERP systems.

Paper based incoming invoices would have taken up a huge amount of valuable space in the new office building. Prior to implementing the system, invoices filled over 60 binders every month, or overflowed onto employee's desks and office cabinets. Moreover, this excessive amount of paper questioned the ability to securely save, find and retrieve the information. Implementing a document management solution using Canon products was close at hand for Canon Switzerland, which has offered solutions for such problems for over 40 years, and already used Therefore™ for archiving customer-related documents and for all customer-related business workflows.

#### **Minimizing the Volume of Documents**

Today, paper documents are stored in two areas in Glattbrugg in Wallisellen, which makes finding documents difficult. To fight against the ever-increasing amount of documents needed to be archived, a mobile scan station was implemented in a meeting room. Canon's DR-M160 I scanner was chosen due to its high speed and double-sided scanning capacities - an important difference from normal consumer scanners. A special scan application ensures the document is correctly oriented, and legible. Using Canon's own in-house information management systems, documents can be quickly and precisely retrieved.





### **Scanning and Archiving is preformed in the meeting room close to the department**

As the scan station is in a separate, closed room the scan operator can work without interruptions without distracting their accounting colleagues while the old paper archives are scanned en masse.

### **Save Time & Space**

Thousands of documents have already been scanned by accounting employees into the digital archive, and hundreds more will follow.

Valuable space in the Canon building is being saved every day by scanning documents as they arrive in the accounting department. The risk of documents being lost or damaged has been minimized and valuable working time isn't being used for time-consuming research in the basement archives.

**“We’re getting rid of our mountains of paper and can send our (mostly internal) customers copies of invoices or documents much faster than before.”**

**Peggy Filali**  
Accounting Manager  
Canon Switzerland

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