

Scanning

The benefits of scanning are well known:-

- Efficient use of resources i.e. no capital outlay.
- Users can share a scanned image for consultation.
- Backup of records to offsite premises for legislative requirements.
- Saves space i.e. thousands of documents can be stored on a single CD or viewed online.
- Eliminates incorrectly filed documents.

At **Lab**, we offer a service which is supported by a Quality Management System certified to the ISO 9001:2000 standard. **Lab** has procedures in place which enable our scanning service to be extremely cost effective.

Lab will collect your documents to be scanned and return them when completed. The scanned documents can be viewed on the output media i.e. CD etc or online using ArcStore.

Lab can also offer a mobile scanning service. We will come to your office and scan your documents – no matter where you are. This is particularly beneficial if your documents can not leave your premises due to their sensitive nature. Indexing can then be carried out on the digital copy.



Lab's Scanning Department

Lab's experienced scanning department uses the latest Assent Capture software with Kodak technology. This delivers reliable, retrievable information usable in client's business applications.

No job is too large for **Lab's** scanning department.

Types of Scanning

- **Batch scanning** – rapid, volume scanning with indexed by ArcStore.
- **OCR** – assists with indexing and search functions. Documents can be searched by their contents, a single word or a sentence.
- **Collect and scan service** - with added benefit that the hard copy can be retrieved if required.

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