

## Document Scanning for any system.

Our document scanning support can work with your currently installed Document Management software or Image management system. Indexed import files can be created for nearly any software. When you need to capture millions of pages quickly and efficiently, let our equipment and crews do the work.

### About Hitec Integration

Hitec Integration, Inc., was established in 1993 as a private small business corporation specializing in the planning, delivery, and support of Document Mgt. systems for Manufacturing, Distribution, Government, Financial Services and Health Care organizations. Document scanning support is an import service to those organizations needing get the advantages of paper reduction and efficiency through document imaging.

#### GSA Contract GS-35F-0441K

Information Technology Services for the performance of facility operation and maintenance, system development services, system analysis services, data conversion services, computer aided design services and other information technology services.

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## Powerful Document Scanning and Conversion Capabilities

**High Volume Paper Scanning**  
**On-Site or Remote scanning**  
**Document Prep Support**  
**Large Format Scanning**  
**Microfilm/Fiche to Digital Image**  
**Project Consulting and Mgmt.**

From:

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Document Imaging support has never been easier - and more affordable to acquire. Let our document scanning and imaging services simplify the process of capturing large volumes of documents quickly and efficiently.



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Or visit our web site [www.hitec-integration.com](http://www.hitec-integration.com)

## Document Imaging Support

### Large volume document / file scanning:

With our current equipment set, we have the ability to capture in excess of 50,000 to 100,000 pre-prepared document images per day. During the scanning process it is standard procedure to enhance the electronic images including, de-speckling, de-skewing, lightening or darkening of potentially unreadable portions. The end result of enhancement is the best possible electronic copy available.



This scanning can be performed on-site or remotely at our facilities. For on-site scanning, equipment and personnel are positioned at your location(s). Scanning personnel can be comprised of combinations of our personnel, our personnel and your local staff, or, our personnel and local temporary staff. If local or temporary staff is to be employed, full training in our proven methodologies is provided.

### Document Prep Support:

Proper document and file preparation reduces labor and costs associated with scanning. If local staff is given the proper guidance, documents can be prepped in such a manner that the scanning efficiency is optimum. Prepping of documents / files includes; removal of staples, repair of torn pages, elimination of redundant copies, proper sequencing, and other anomalies that disrupt the scan process.

Where internal resources are not able to provide document / file preparation, then our resources can provide this service as part of the project.

### Professional Project Management:

Our scanning project managers have years of experience managing large scale scanning projects for both private and government organizations.

## Image Delivery Options

Document images can be delivered for use back to the owning organization in a variety of ways, including:

**Raw images organized into file folders.** This means that documents associated with a file would be delivered in a folder\image(s) format. Each folder could represent a file and the images in that folder would represent pages within that file. The folder name can indicate the file identification. No further indexing would be provided.

**Raw images indexed for import into document image management system.** If the owning organization has deployed a document image management system, there is often an import function available. We can provide disks organized with import files with various levels of indexing. Indexing can include a minimum number of index filing values with more complex indexing to be completed later, or a more complex indexing scheme which requires no further indexing after importing into the host system. Once imported, files and images are available just as if they were scanned locally.

**Raw images indexed and incorporated into a published CD/DVD.** A published CD/DVD is a self contained disk or set of disks that includes a basic search engine and viewer on the disk. When a user puts the CD/DVD into a single personal computer (PC), the disk automatically runs a small setup program that allows the disk to be searched just like a larger document image management system.

**Access to document images via the Internet.** If your organization is dispersed geographically, we can also scan your documents and make them available via a secure web site. Users are required to log in with name and password which establishes individual's security level. That security level will determine which document sets will be available for retrieval and viewing.

## Specialty Scanning and conversion services

**Microfilm to Tiff Image conversion.** We can provide fiche, 16MM and 32MM microfilm conversion to digital tiff files using the high performance Roll film Scanners. Services include image enhancement during the conversion process and indexing (if required). All of the image delivery and indexing options available for scanned documents are also available for microfilm images.

**Large Document / Drawing Scanning.** Generally, the majority of the documents that we scan are often the size of a standard sheet of paper, and can be handled using the sheet-feed or flatbed scanners. However, there are cases where items such as diagrams, flowcharts, construction drawings or large maps must be digitized, and are far too large to be handled by standard scanning equipment. This is where the our large document scanner comes in. Capable of scanning black & white or color documents up to 42 inches in width, we are able to digitize large documents in minutes, rather than having to scan sections of a large object and then go through the painstaking task of "stitching" the images together. All of the image delivery and indexing options available for scanned documents are also available for large document/drawing images.



### Think about the savings:

By using our expertise, equipment and staff, you can reduce the time and cost associated with scanning a large amount of documents and files.

Whether your project is large or small, one time or ongoing, time sensitive or located in multiple sites, our scanning services team can accommodate your needs.

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Or visit our web site [www.hitec-integration.com](http://www.hitec-integration.com)