



# Document Conversion Service



## Document Conversion Service

Customer relationship campaigns are becoming an integral part of marketing strategies throughout a wide range of industries. These typically include cosmetics, skin care, baby products, fashion, sports, hotels, travel agencies, financial services and law firms.

Such campaigns inevitably involve masses of information, which produces instant headache such as finding physical storage space, retrieving documents quickly and keeping data secure.

The answer is simple – convert documents to e-format.

### Innovative combination of hi-tech hardware and software

Offered by PCCW Solutions, our document conversion solution centers on industrial grade scanners and special data capture software.

A high-speed auto-feed scanner features ultrasound detection to prevent paper mis-feed, while the software we use features optical character recognition (OCR) and intelligent character recognition (ICR) technologies. ICR enables a computer to learn fonts and styles of handwriting during processing.

The result is conversion of hard-copy documents into computer files, which can be uploaded to an electronic document-management system (eDMS) for storage and swift retrieval.

### Features and benefits

- **Retrieve documents fast** – after conversion to e-format, documents can be uploaded to an eDMS for easy and swift retrieval.
- **Free up physical storage space** – files are stored electronically in the eDMS, so no need to accommodate bulky filing cabinets ever again.
- **Keep your customer data safe** – we ensure your eDMS repository is protected by stringent security measures.

### About PCCW Solutions

PCCW Solutions is a leading IT services company in Hong Kong and mainland China. We adopt the latest technologies to help clients create business value and succeed in an ever-changing economic environment.

We offer a wide range of services including software solutions, IT and business process outsourcing, cloud computing, system development and solutions integration, data centers, hosting and managed services, e-commerce and RFID solutions. PCCW Solutions is committed to meeting customer needs to help them achieve business goals.

PCCW Solutions employs more than 3,800 IT professionals in Hong Kong and mainland China. Thanks to our widely-recognized business credentials and experience in managing large-scale projects, PCCW Solutions has become a trusted partner to a diversity of customer organizations. These include governments, leading banking and financial institutions, telecommunications service providers, retail and consumer brand companies and multinational corporations.