

eCopy Mailroom solution

Take control of the paper-based information entering your organisation:

With the eCopy Mailroom solution from Canon, automatically capture and route your inbound mail.

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Sorting and distributing incoming post is very often a laborious and time consuming manual process which can be further complicated by the need to distribute post to remote workers. The eCopy Mailroom solution from Canon easily addresses these issues by automatically converting incoming post into electronic files that can be routed to the relevant recipients for immediate action and integration into existing applications.

Some of the benefits of the eCopy Mailroom solution include:

Increased competitiveness and higher levels of customer services:

Inbound mail can be distributed faster which in turn improves response time and query resolution.

Cost savings:

Electronic sorting and routing of inbound mail reduces overheads and the risk of errors due to manual data entry. Savings are also generated through streamlined and automated processes and the reduction of physical delivery.

Low cost of ownership and quick ROI:

This low-risk solution can be implemented within days, without major new investments or long term IT projects. Its central administration also makes it easy to support.

Ease of use and minimal training:

The eCopy solution is so intuitive and easy to use, it requires minimal training while ensuring a fast adoption rate.

“Thanks to the eCopy Mailroom solution, critical information is now delivered faster allowing us to resolve queries more efficiently. Automating scanning and classification of incoming mail has freed up time for partners to focus on more valuable tasks – ultimately leading to increased capacity for billable client work.”

Dominic Corr, Director of IT Services, Camps Solicitors



The Canon logo is the word 'Canon' in its signature red, bold, serif typeface.

Key features

When your business needs to:

The eCopy Mailroom solution delivers:

Meet compliance standards

- Audit trails and document tracking
- Scan to PDF/A and encryption
- Single point of entry for incoming paper-based mail

Improve productivity and efficiency

- Barcode recognition to streamline scanning for consistent and error-free batch processing
- Pre-defined rules to save mailroom staff time by automatically separating pages from batches of paper documents directly into recipient-named electronic document folders

Reduce costs

- Fewer manual processes in the mailroom and throughout the enterprise
- Redeployment of mailroom staff to more valuable tasks
- Centralisation and automation into a single enterprise wide process

Maximise existing investments in scanning hardware

- The ability to work with infrastructure that is readily available – multifunction peripherals (MFPs) or network-attached scanners

Increase visibility and accessibility of inbound information

- Employees have immediate access to their mail, regardless of their location and critical information can be instantly delivered to the organisation's workflow and applications

Allow recipients to modify scanned mail

- Markup tools to Annotate pages using drawing tools, text tools, highlight, blackout, whiteout, and notes
- Interfaces to create, apply, and edit dynamic headers, footers, watermarks, and Bates and Endorsement stamps

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