

Canon

**THE FUTURE
BEGINS TODAY**



ARE YOU LOOKING TO MOVE BEYOND PAPER AND INTO A DIGITAL FUTURE? HERE ARE SOME QUESTIONS YOU MAY BE ASKING YOURSELF:

- How much time and money could we save if we didn't have to process, store, or move paper around?
- How much time do our employees spend searching for records or documents?
- How much time do our knowledge workers spend doing work that could be automated?
- What steps will we take to comply with regulations for data/records retention and management?
- How can we reduce office space to lower expenses?
- What will it take to transform to a digital-first organizational culture?
- How much time do people waste waiting for decisions and approvals?
- How long does it take to get data from forms into our business applications?
- How do our remote workers print, share, and collaborate?

DOES ONE OF THESE AREAS APPLY TO YOU?



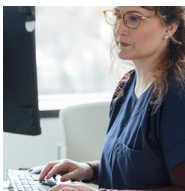
Education

- Are we looking to streamline administrative workflow?
- How can we help print and store confidential documents securely?
- How can we help reduce storage space at my school?



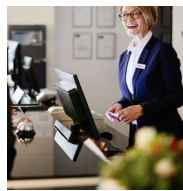
Legal

- Are we interested in eliminating tasks that slow us down such as searching for documents contained in physical files so we can focus on important matters?
- How can we seamlessly obtain signatures from clients who can't meet in person?
- How can we create online channels to gain an advantage against other firms?



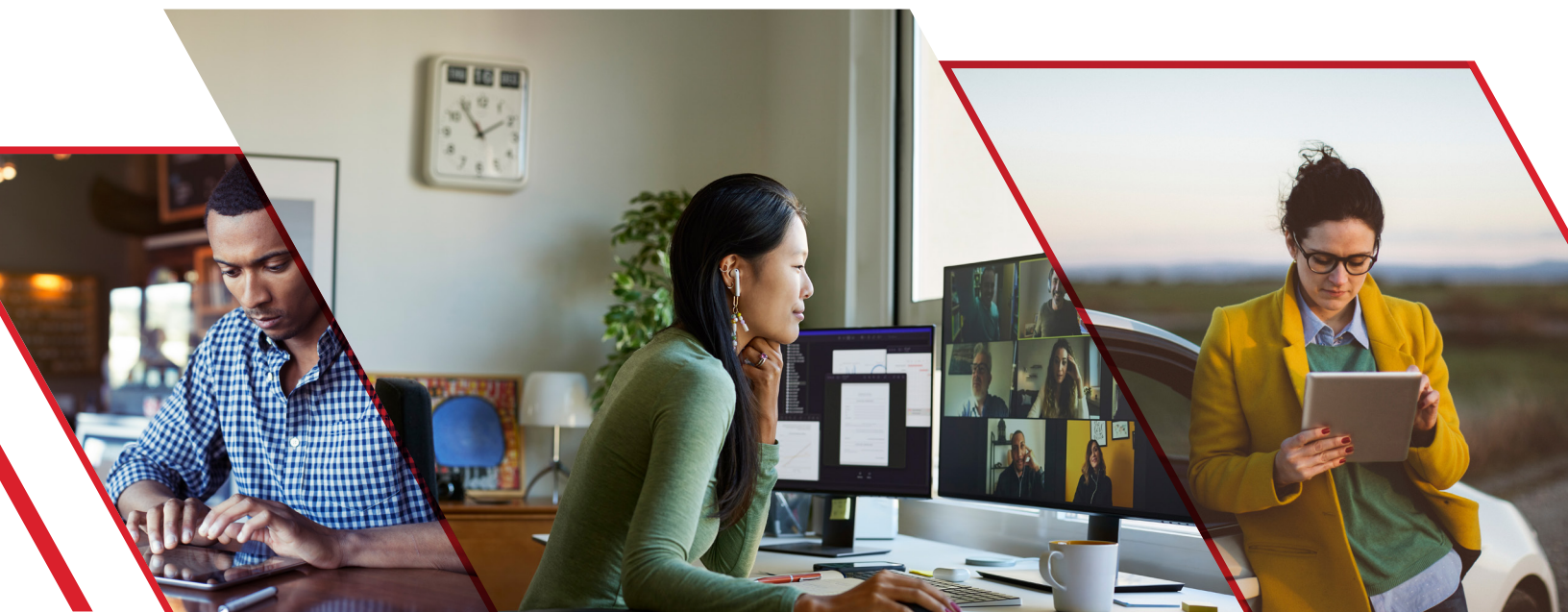
Healthcare

- Do we want to optimize the patient/healthcare/insurance relationship to create a more efficient document processing system?
- How can we better safeguard patients' confidential information?
- How can we digitize our physical records and excess paper?



Hospitality

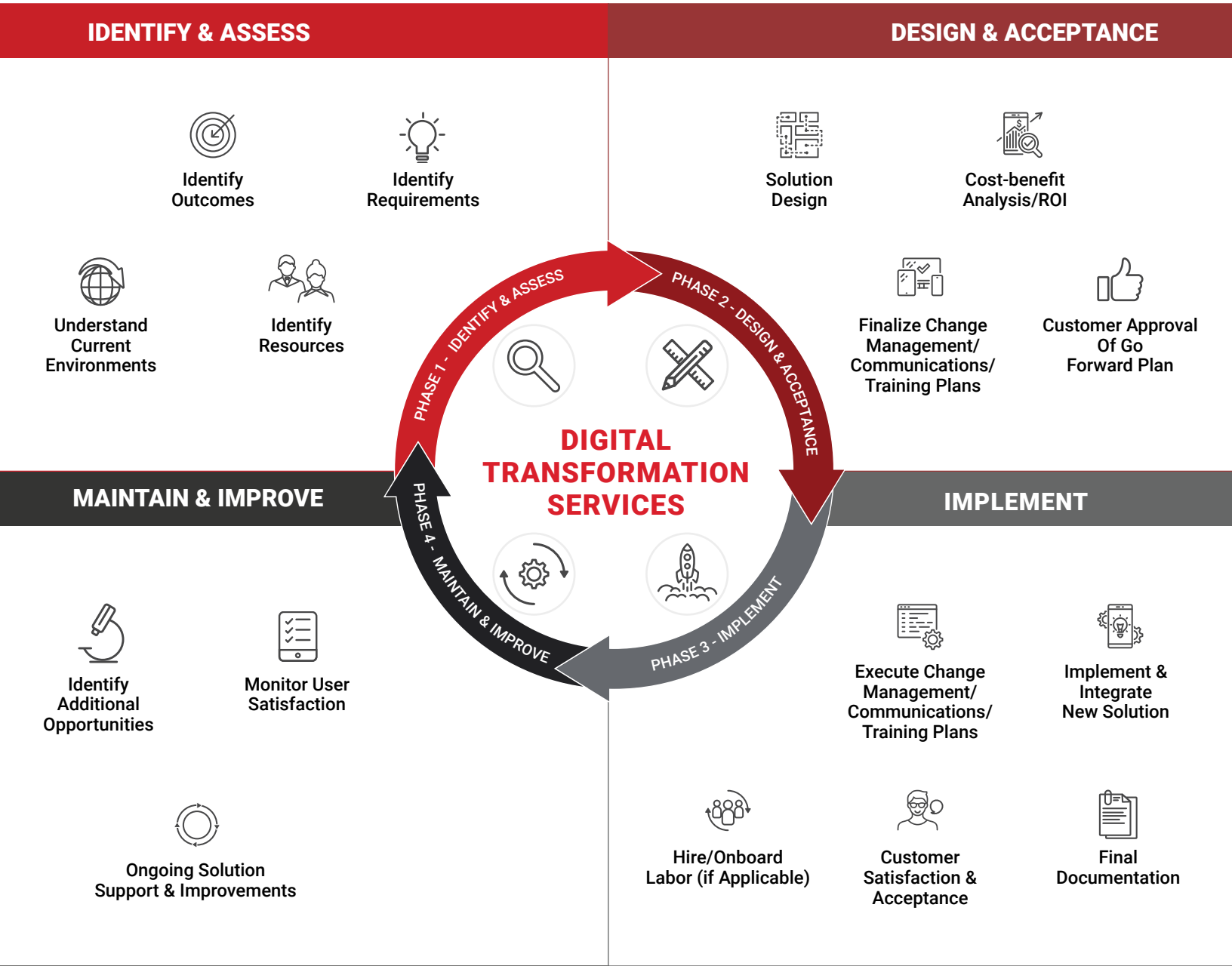
- Is optimizing HR workflows a key objective of ours?
- Are we looking to enhance security measures against fraud?
- How can we respond to customers faster and eliminate human error?



DIGITAL TRANSFORMATION IS IN OUR DNA

For decades, we've been at the forefront to identify areas where business process improvement opportunities exist. It is just another iteration of what we've always done, who we've always been; simply put: DX is in our DNA. We seamlessly help our clients reimagine their core business processes and functions, enabling them to achieve their objectives. It all starts with our consultative approach, where we conduct an Integrated Assessment to identify areas where business process improvement opportunities exist. By understanding your current environment and processes as well as the desired outcomes, we'll create a recommendation that combines technology and resources to help achieve the optimal state.

HERE'S HOW WE DIGITALLY TRANSFORM YOUR BUSINESS



THE BEST WAY TO TRANSFORM YOUR ORGANIZATION IS TO CHANGE*IT*

A critical feature of our design incorporates a leader-led, behavior-based approach to change execution. Having the right strategy, people, and technology is necessary, but not sufficient. A large part of your success will depend on your ability to encourage the desired mindset and behaviors across your employee population so that new processes will be quickly and fully adopted. Otherwise, business process transformations can magnify (and not eliminate) the problems and roadblocks that were there in the beginning. Our Change*It* methodology will guide your change journey and help ensure four outcomes: senior leader alignment, change readiness, execution excellence, and sustainability of results.

CHANGE *IT* METHODOLOGY

● CLARIFY It

Align senior leaders and employees across your organization on the vision of success for your digital transformation (DX) program/initiative

● PLAN It

Ready leaders and employees to transform their critical behavior

● REALIZE It

Implement change initiatives across organization to target critical behaviors and achieve key results

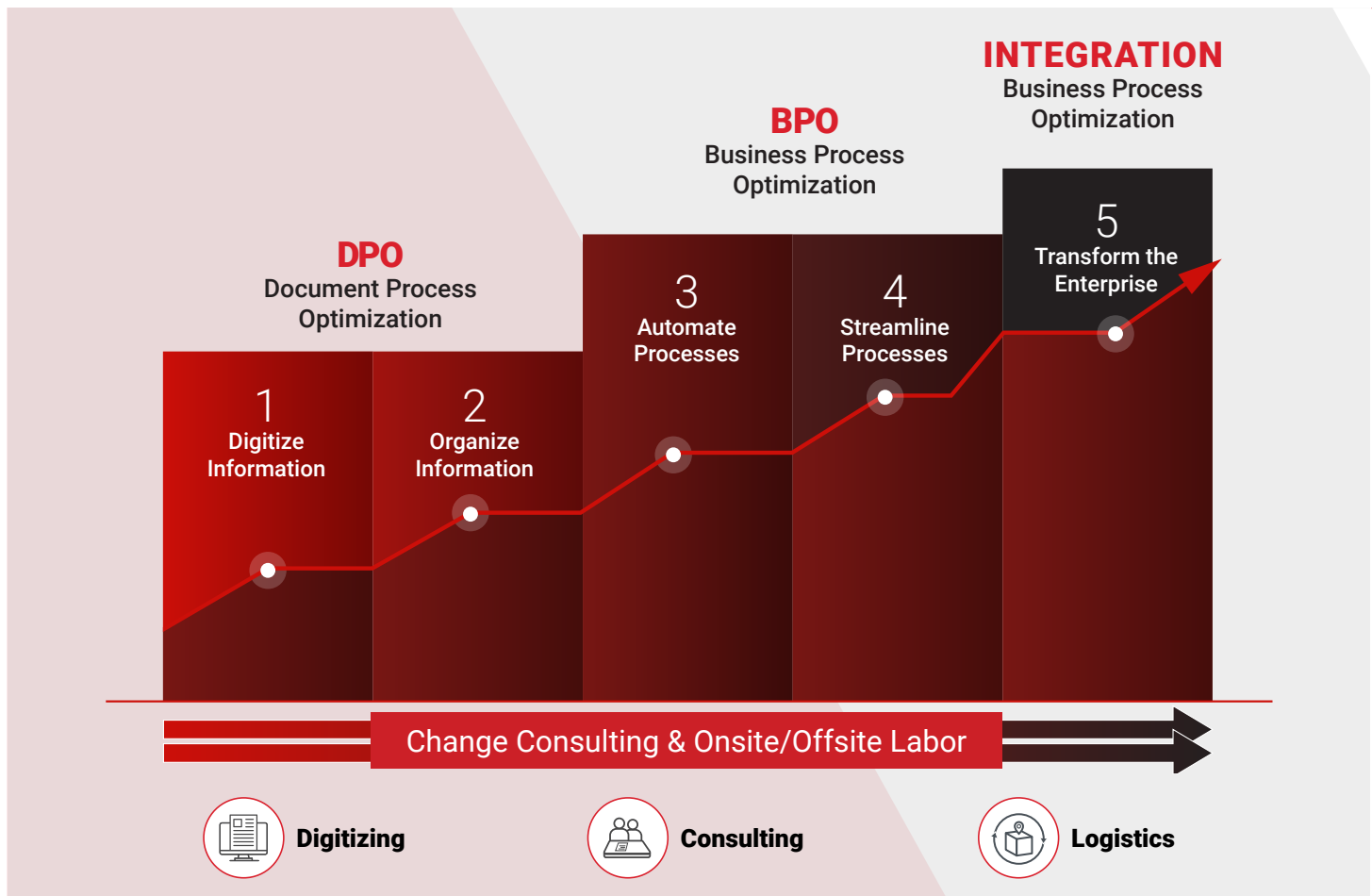
● SUSTAIN It

Remove barriers to change, assess lessons learned, and continuously improve



OUR PROCESS TO MOVE YOU TOWARDS THE ACHIEVEMENT OF YOUR DIGITAL TRANSFORMATION OBJECTIVES

The path to digital transformation can be overwhelming but Canon U.S.A. is here to help. Regardless of where you find yourself on the path, our unique approach successfully combines our process, people, and technology to help move you towards the achievement of full digital transformation. Below is a diagram of our specific areas of focus:



ORGANIZE & DIGITIZE Document Process Optimization

Digitize your document workflows with Hard Copy to Digital Conversions, Digital Repository Consolidation, Comprehensive Content Onboarding, Automated Data Extraction, and Cloud Document Conversion.

- Reclaim your office space and reduce real estate expenses.
- Create a digital repository to provide employees with easy access to information, promoting collaboration regardless of their varied work locations.
- Reduce storage space and file cabinets.



FOCUS ON WHAT MATTERS Business Process Optimization

When your business processes are streamlined, you're able to prioritize your attention to work that matters to your organization. Here are some of the processes that can help you:

- Improve efficiency by eliminating time-consuming manual processes and document distribution costs.
- Improve cash flow.
- Avoid late payments and realize early payment discounts.
- Lower risk of data loss; increased compliance (e.g., records retention).
- Enhanced employee engagement, communication, and collaboration.
- Increased operational effectiveness and efficiency.
- Strengthened competitive advantage.
- Leverage AI for data modeling to adapt to evolving customer needs.

FINDING YOUR OPPORTUNITY

There are many areas of opportunity across all businesses and organizations. These are some opportunities that you may be able to take advantage of:



Mail

Allow incoming mail to be automatically captured, identified, validated, and electronically delivered to the right systems or people. Whether deploying a simple software solution, or having Canon U.S.A. manage the process onsite or offsite, we have a Digital Mail solution to create efficiencies throughout your organization.



HR

Manual HR document workflows slow down your business and paper archives are an expensive and inefficient way to store and access sensitive information. Simplify onboarding and provide an immersive experience for new hires. Help improve compliance and save money by digitizing workflows, connect with next-generation employees with digital processes, improve response times and compliance, and accelerate employee onboarding.



Accounts Payable

Cash flow is the lifeblood of your business. Processing invoices manually is inefficient and error prone. Intelligent invoice automation optimizes the AP process by expediting the delivery of information to systems, approvers, and decision-makers, helping reduce costly errors and wasted time. Automated invoice processing results in more control, efficiency, compliance, and transparency, and improved cash flow visibility.



Dynamic Forms Processing

Transform static document workflows to a modern digital experience and remove paper from the equation. Applications, purchase orders, client onboarding, financial documents—virtually any form that is used to collect data can be converted to browser-driven processes to help accelerate the workflow, improve data accuracy, and eliminate manual data entry. Digitize document-based processes to gain control of paper flow that accompanies the movement of manual documents to improve efficiency, compliance, storage, and access. Capture, classify, approve, auto-route, and integrate virtually any form—invoices, packing lists, bills of lading, insurance forms, HR docs, legal files, etc.



WE'RE LISTENING

The benefits of digital transformation are clear. We're eager to hear from you so we can get you on the road to improving productivity in every department and functional area within your organization. Digitally transforming the DNA of your business starts with Canon U.S.A.

Whether you're looking to convert physical assets to digital for easy access regardless of your employees' location; automate and eliminate manual, paper-based workflows; or to help elevate the exchange of data, Canon U.S.A.'s approach to digital transformation can help you achieve your new reality. We can help you realize the benefits of digital transformation with Canon U.S.A.'s proven culture transformation strategies and establish your organization's position in the future.





1-844-50-CANON

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