



**Glenbeigh**  
Records Management

GRM has invested in the most advanced scanning technology to scan and index all types of records, including paper, bound volumes (books), microfiche and microfilm.

#### **Paper Scanning**

Forming the core of GRM's scanning bureau is the IntelliScan® XDS scanner, a multi-application, high-speed, mixed document scanner that offers image-capturing capabilities up to 600 dpi optical resolution and scanning speeds up to 550 pages per minute. The BancTec CDS uses an open track, belt fed transport system, which cannot cause any damage to your files. This is in contrast to other scanners which use roller fed transports, which, just like a photocopier, can jam and damage pages during scanning.



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#### **Book Scanning**

When scanning bound volumes we utilise the Kirtas 2400D book digitiser, which is specifically designed to produce very high quality images from bound material, without damaging the originals.

GRM uses vacuumatic technology, and each page is picked up and turned gracefully, ensuring all your books are handled gently. The robotic arm reduces the need for manipulating pages by hand, which is most critical in the case

of old or fragile bound documents. The computer-controlled arm uses an adjustable vacuum system, in tandem with page fluffers to gently pick up and turn one page at a time. We also use manual book scanners where required.

