TOSHIBA



Paperwork without the work.

Manage documents a smarter way — automated and AI-powered.

Manually processing documents slows teams down—lost files, delayed approvals, and endless data entry steal focus from the conversations, ideas, and decisions that only humans can drive.

Toshiba Workflow Automation uses AI-powered automation to capture, process, and route documents instantly—so work flows, not piles up. Let automation handle the grind, let people handle the growth.

Your paperwork isn't going anywhere—but you don't have to be the one managing it.

WORKFLOW AUTOMATION

Hard work is for people. Busywork is for an automated workflow.

The Struggle is Real

- Manual processes slow you down.
- Repetitive tasks drain resources.
- Compliance risks can't be ignored.

Toshiba Workflow Automation transforms how documents move through your business—automatically capturing, processing, and routing information. No complex coding. No manual headaches. Just faster workflows and better results.

Key Benefits

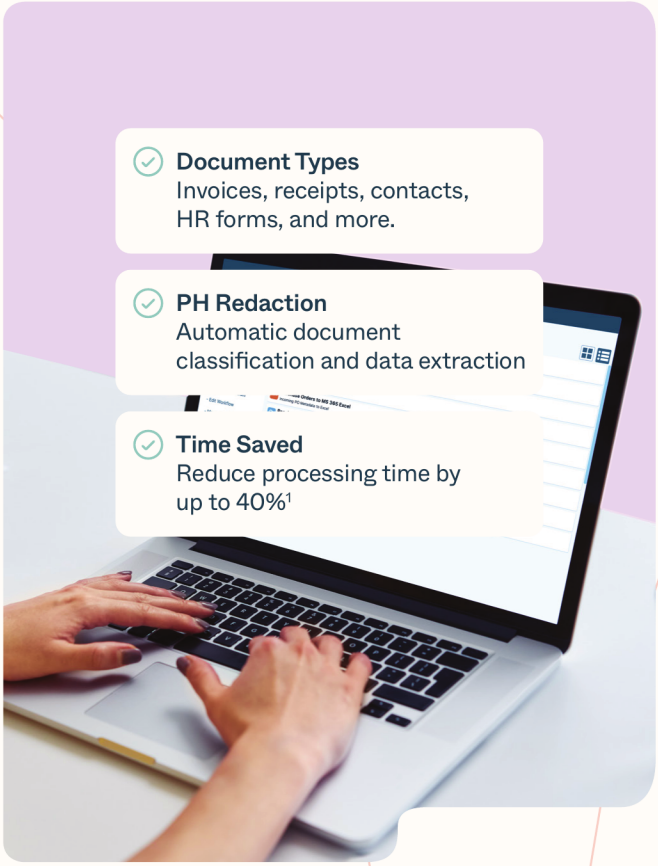
- ✓ **Automate repetitive tasks**
  Free your team to focus on high-value work.
- ✓ **Accelerate processes**
  Move documents instantly and accurately with automatic classification.
- ✓ **Reduce costly errors**
  Built-in checks ensure accuracy, compliance and secure archiving.
- ✓ **Personalize workflows**
  Tailor processes to fit your systems and business needs.
- ✓ **Integrate seamlessly**
  Connect with 2,000+ business applications.
- ✓ **Encrypt from end-to-end**
  Keep sensitive information secure every step of the way.

From manual mess to automated success.

Scan or upload from most devices or Toshiba MFPs—Toshiba's Workflow Automation uses AI-powered automation to extract, organize, and deliver your documents instantly.

AI built for you.

It doesn't just automate processing—it adapts to your business. Our team partners with you to design, configure, and support tailored solutions so your workflows align with your unique needs and technology.



From to-dos to ta-da!

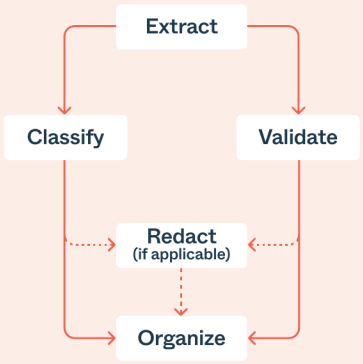
Capture

Import documents from Toshiba MFPs, desktops, iOS®, Android®, or other mobile devices—wherever work happens.

- Upload from device
- Scan new document
- Import file
- Upload from mobile

Process

Pull key details and organize complex documents with smart tools like Zone OCR and semi-structured classification.



Route

Deliver files directly to 2,000+ applications[2]—seamlessly and without IT headaches.

- Drive
- Dropbox
- Excel
- QuickBooks
- + 1000s more

Real-World Impact

- **Faster turnaround times and improved customer responsiveness.**
- **Higher productivity and fewer manual tasks across departments.**
- **Happier teams focusing on meaningful, high-value work.**

Real-Life Wins

Work from anywhere
Scan a shipping invoice at the MFP, scanner, or mobile device → Automatically extract data → Route to the cloud or logistics management system

Process automatically
Set up triggers to watch folders → Extract key details from expense reports and invoices → Send to finance apps like QuickBooks® or other accounting platforms

Go paperless, stay organized
Digitize student records, permission slips, or enrollment forms → Find them instantly in the cloud → Easily share files through SharePoint®, Google Drive™, or student information systems

Designed to Be Easy to Use
Get up and running quickly with no complex coding, on-site software, or IT dependency

Flexible & Compatible
Seamlessly integrates with your existing devices, systems, and workflows

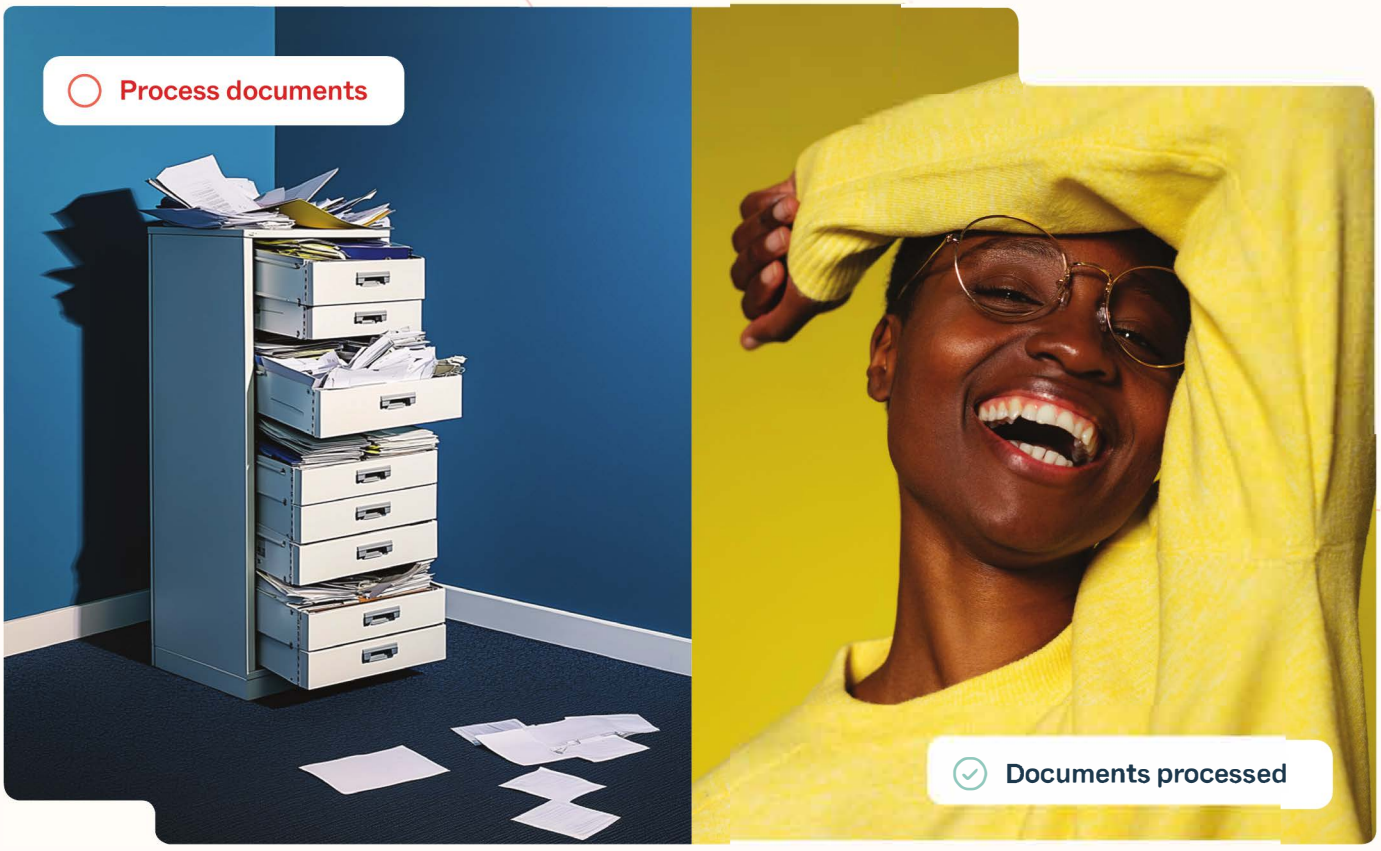
Fast, Accurate, & Secure
AI-driven precision ensures reliable data extraction with top-tier security

Cloud-Based & Scalable
No on-prem software or servers—just one license to extend across your entire fleet, effortlessly scaling to any location

Built for Maximum Value
Affordable enterprise-level solutions with expert support for custom needs in a fraction of the time

Why do that when Workflow Automation can?

TOSHIBA WORKFLOW AUTOMATION



$70k

Decrease in overhead expenses per year[1]

192

Hours saved by automating workflows[1]

5x

Increase in document processing speed[1]

Let Workflow Automation take it from here—
You've got good work to do.

Visit **toshibatec.ca** or contact your Toshiba representative to get started today.

Get started

[1]Source: Internal Toshiba ROI calculator using industry averages; actual results may vary.
[2]Connections to 3rd party platforms such as Zapier or Make.com are supported but may require separate licensing outside of your Workflow Automation subscription.

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