

E-mail Plug-in™

Efficient Document Distribution via E-mail

- ▶ Instant global document distribution
- ▶ Immediate response to information requests
- ▶ Support for standard e-mail applications
- ▶ Ability to automatically attach documents to messages

Accelerated Information Distribution

Speed and flexibility are the keys to efficient information distribution within and beyond the organization. E-mail is one essential element in delivering critical documents to colleagues and decision makers whose responsibility is to use information, not search for it. An effective document management system offers an e-mail distribution module as part of a comprehensive archival, retrieval and distribution solution.

The Laserfiche E-mail Plug-in

The E-mail Plug-in allows users to send archived documents across the office or around the world quickly and easily. When a records request arrives from a colleague in a distant remote office, for example, the E-mail Plug-in, coupled with the speed and precision of Laserfiche's Intelligent Search, allows an instant response. Users simply retrieve the document, specify relevant pages and send. Recipients need not be Laserfiche users. The E-mail Plug-in supports a variety of popular formats, and images can be viewed with standard desktop accessories.

E-mail Plug-in Highlights

- ▶ E-mail documents in preferred formats: PDF, JPEG, BMP, TIFF, PCX, CALS.
- ▶ Specify pages and/or page ranges to send.
- ▶ Preserve redactions in e-mailed documents.
- ▶ Send documents with any 32-bit, MAPI-compliant e-mail client, such as Microsoft Outlook & Outlook Express, Lotus Notes 5 and Groupwise 5.5.
- ▶ Send documents to anyone with e-mail access; the recipient's e-mail client does not need to be MAPI compliant.

About Laserfiche Solutions

The Laserfiche E-mail Plug-in is a distribution module of the Laserfiche document management product suite. Laserfiche solutions provide dependable digital archival, fast retrieval and efficient distribution solutions for over 21,000 public- and private-sector organizations around the world. Contact your authorized Laserfiche reseller for more information.

The Next Step

Please call (800) 985-8533 or e-mail info@laserfiche.com to request your free demo CD.