

The Paperless Office: A Dream Come True

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Although e-mail has fast become the common platform for sharing information electronically, the dream of the “paperless office” has yet to be realized. Paper documents, such as contracts, forms or drafts, do not lend themselves to electronic transmissions, often forcing companies to rely on less efficient methods such as fax, mail or courier services.

However, these options have several downsides. They can be expensive, documents can easily be lost, and third parties can intercept confidential information. In addition, they are not practical for companies that must send information quickly or are dealing with large amounts of data. A fax can take several minutes to go through, which is not practical for large documents, and long-distance charges apply for use of the phone line. Mail and courier services take several hours or overnight at best.

However, a new and valuable alternative now exists for companies that need a way to quickly and efficiently send their printed documents in a digital format. It is confidential, cost effective, reliable, and simple enough for everyone in the office to use.

Serving Up Digital Documents

Document servers turn a traditional scanner into a flexible networked scanning device by integrating it with a company’s e-mail infrastructure. This allows companies to convert any paper document into a digital format, such as PDF, PCL, TIFF or JPEG, and easily send it as an e-mail attachment. Users simply place the document into the scanner and select or type in the desired e-mail addresses. The attachment arrives seconds later in every recipients’ e-mail in-box, regardless of whether they are at work, at home or on a business trip.

Distributing documents as e-mail enables companies to use fixed Internet lines instead of phone lines. This saves money on faxing, courier and postage costs, and it maximizes the value of existing e-mail infrastructure.

In addition, distribution with e-mail requires little maintenance, as there is no need to add toner or reams of paper. Documents distributed via e-mail also have better image quality than those sent with a fax, and the digital images are not limited to black and white. There is never a busy tone, lost pages or the need to re-transmit multi-page documents.

Transmissions with a document server are also more secure. A third party passing by the fax machine could easily pick up confidential materials. Those that are sent via mail or courier could be opened by a secretary or assistant. Because the document server sends materials directly to the recipient’s e-mail in-box, there is less of a chance that a third party will intercept the confidential communication.

Axis Solutions

Since 1984, Axis has been recognized as a market innovator for network connectivity products. Axis was the first to release an IP-based network document server that could automatically integrate with the corporate global e-mail address book.

Today, Axis has some of the most sophisticated document servers on the market. The AXIS 70, AXIS 70U, and AXIS 7000 can be used with almost any scanner, and they fulfill the document transmission needs of virtually any size company in any industry.

The AXIS 70 and AXIS 70U are the perfect solutions for convenient document distribution using e-mail in small to medium-sized businesses. The AXIS 7000 is ideal for enterprises or other paper-intensive companies because it distributes and archives documents through advanced integration with applications and databases. In addition the AXIS Network Document Station, comes complete with a network document server and an office scanner.

For more information about Axis network document solutions, please visit:

http://www.axis.com/products/document_servers/index.htm

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