Send paper documents by e-mail

It beats faxing, mail and courier delivery for speed, cost and safety
How do you distribute documents at work?

Picture this: you’re standing in the corridor at work. A 4-page document has been thrust into your hand, with the instructions that it should be sent to 15 people all in different cities as soon as possible.

What do you do now?

You think through the options...quickly, because you only have about five minutes to devote to this task before going into a potentially long department meeting.

You could...

1. Re-write the document (since you only have a hard copy) and send it by e-mail. That is going to waste a lot of time and energy, and you'll miss the meeting.

2. Fax it to all 15 recipients. 4 pages x 15 people makes 60 pages to fax, and that's already slow even if you don't factor in failed transmissions, etc. No, you decide this option is too slow and too risky.

3. Take 15 photocopies and put them in the regular mail. But that will be even slower. Remember, the document needs to be distributed as soon as possible.

4. Take 15 copies and send them by courier. That will be a bit faster, but expensive, and whose budget covers it?

...or you could choose the best option!

Walk down the corridor to the AXIS Network Document Server, send the documents as an e-mail with a PDF attachment and have them arrive seconds later at all 15 recipient’s inboxes. Then, walk calmly to your department meeting. It’s just about to begin.

1. Place a document in the scanner

2. Select an e-mail address from a distribution list on the control panel of the AXIS Network Document Server, or type in a new address on the attached keyboard.
The AXIS Network Document Server

The AXIS Network Document Server allows you to instantly transform printed pictures, forms and other documents into digital format and send them over IP networks to one or more e-mail addresses.

Compared to traditional distribution methods
You might think there’s nothing wrong with the distribution methods you’re using, but things could be better. The AXIS Network Document Server beats all traditional distribution methods hands down. Compared to fax, mail and courier services, it is safer, easier, faster, cheaper and gives better results.

- **...beats faxing**
  Brochures, photos, invoices...the AXIS Network Document Server beats faxing since it delivers higher quality documents at a lower cost. It does this by using your existing infrastructure/IP network. It also takes less time and effort to send documents this way. Documents are converted to PDF format.

- **...beats using regular mail**
  Reports, articles and handwritten drafts can be sent to any number of colleagues/business contacts at one time. It takes far less time than regular mail, and is cheaper since it requires neither paper copies nor envelopes, nor postage.

- **...beats courier services**
  You can forward legal documents and business contracts safely and instantly using the AXIS Network Document Server. It is a considerably faster and cheaper method than any express courier service.

**These are the benefits**

**Time and cost savings**
The AXIS Network Document Server communicates using fixed Internet lines, not expensive phone lines. It saves money on courier and postage costs, increases the value of your existing infrastructure by using networks that are already in place, and it plugs directly into the network – no PC needed.

**Low maintenance / High reliability**
The AXIS Network Document Server communicates requires little maintenance (no need to add toner or paper). Having a dedicated device for the task of document distribution raises both reliability and availability, and image quality is better than with a fax and not limited to black and white.

**Greater speed / Reduced effort**
Documents go directly to the receivers’ e-mail inbox, without delay. There’s never a busy tone or need for re-transmissions of multi-page documents. It works on all TCP/IP platforms, and is easy to install and administer. Colleagues will appreciate how much effort it saves them.

**3. Press “Send”**
The AXIS Network Document Server automatically generates a document as a PDF attachment to the e-mail. It will arrive seconds later in the recipient’s inbox.
About Axis

Axis increases the value of network solutions. The company is an innovative market leader in network video and print servers. Axis’ products and solutions are focused on applications such as security, surveillance, remote monitoring and document management. The products are based on in-house developed chip technology, which is also sold to third parties. Axis was founded in 1984 and is listed on the Stockholmsbörsen (XSSE: AXIS) Attract 40-list. Axis operates globally with offices in 16 countries and in cooperation with distributors, system integrators and OEM partners in 70 countries. Markets outside Sweden account for more than 95% of sales. Information about Axis can be found at www.axis.com