

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 send documents from within the Laserfiche repository

Accelerated Information Distribution

Speed and flexibility are the keys to efficient information distribution within and beyond the organization. E-mail has become a standard business communication tool and is often the preferred means of delivering critical documents to colleagues and clients. To be effective in the workplace, a document management system must allow the easy e-mail distribution of archived documents.

The Laserfiche E-mail Plug-in

The E-mail Plug-in enables authorized users to send archived documents across the office or around the world quickly and easily. When a records request arrives from a remote office, for example, the E-mail Plug-in, coupled with 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 standard formats, including searchable PDFs. Images can be viewed with standard desktop accessories.

E-mail Plug-in Highlights

- ▶ E-mail documents in preferred formats: PDF, JPEG, BMP, TIFF, PCX, PNG.
- ▶ Export searchable PDFs.
- ▶ Specify pages and/or page ranges to send.
- ▶ Preserve redactions, highlights and stamps in e-mailed documents.
- ▶ Send documents through any 32-bit, MAPI-compliant e-mail client, such as Microsoft Outlook® & Outlook Express®, Lotus Notes® R5 and later, and GroupWise® 5.5 and later.
- ▶ 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.