

# Zetafax Duo

Zetafax Duo can provide cost-savings of more than 80% on conventional document distribution by enabling distribution of electronic documents via email or fax.



With Zetafax Duo, companies of all sizes can securely and efficiently deliver business information from virtually any application via fax, PDF by email or to remote network printers. It can generate significant savings by reducing the time and effort taken to put together and distribute business documents.

## How it works

Zetafax Duo combines Equisys' award winning Zetafax fax server software with Zetadocs PDF software. It integrates with your existing IT infrastructure to automate the process of distributing business documents by fax and PDF.

Zetafax Duo includes the Zetafax Server which manages the delivery of faxes to and from the user's desktop and client software which can convert any document to both fax and PDF format. On sending, documents are automatically distributed as PDFs via Microsoft Outlook<sup>®</sup> and as faxes via the Zetafax Server.

## Automate the process of sending business documents

Documents can be quickly assembled for distribution regardless of the application that created them. Documents can be merged from any Microsoft Office<sup>®</sup> application to produce a single document. Electronic stationery such as

company letterhead can then be overlaid, creating a document instantly formatted for distribution by fax and email. Preparation time is dramatically reduced because there is no need to reformat the original documents.

Zetafax Duo can also send documents to multiple recipients in different formats in a single step. Simply choose the relevant list of recipients and their addressing details and the document is sent automatically in the chosen format – as a PDF via email and as a fax over the PSTN.

You can also manage inbound communication through your familiar email interface. All inbound faxes can be delivered automatically to your desktop via your Outlook email client so you can manage faxes alongside emails.

## Automated distribution from any application

Zetafax Duo can be completely integrated with your existing business management systems to automate the process of sending documents via fax and email. For example, Zetafax Duo provides integration with ERP and CRM solutions so that documents such as customer statements and personalized brochures and information packs can be distributed via fax or PDF.

## Benefits

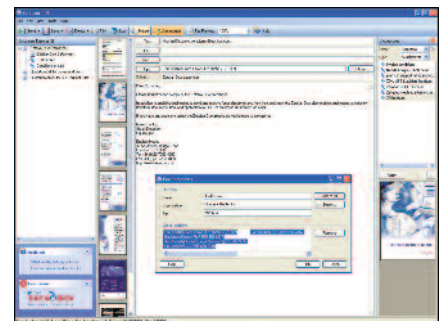
**Save time:** Automate delivery of batches of documents to multiple recipients in different formats

**Works with your existing IT infrastructure:** Send all documents from Microsoft Outlook

**Choose method of delivery to suit recipients:** Fax, email or print

**Reduce the cost of document production and delivery:** Transform documents to fax and PDF in one step from any application

**Support compliance:** Deliver documents securely and automate archiving



*Multiple fax recipients can be added alongside email recipients.*

## Integrates with existing IT infrastructure

Zetafax Duo integrates fully with Microsoft Office, making it simple for companies to convert documents to fax and PDF automatically as part of their daily business routine.

To help manage distribution, the Zetafax Server provides native integration with Microsoft Exchange, so all faxes can be routed to and from desktops via Outlook. Users can also send PDFs directly from their Outlook client.

## Reduce the cost of document production and delivery

Zetafax Duo provides one-step document assembly through a powerful, intuitive WYSIWYG user interface, dramatically reducing the time needed to produce professional looking documents. Users can rapidly combine existing documents from different sources into a new template. Documents are then automatically converted to PDF and fax formats.

Delivery costs are also greatly reduced as Zetafax Duo manages distribution to and from users' desktops. The costs of maintaining fax machines and printing company stationery are completely removed.

## Secure delivery and automatic archiving

Faxes and PDF files always retain the original "look and feel" when viewed or printed, giving you full control over the presentation of data. In the case of faxes, delivery is also point-to-point (when used in conjunction with DID or DTMF routing) removing the risk of document interception and misdirection.

Sending a document as a PDF helps ensure that it cannot be altered by the recipient. Security options can be applied such as password protection or preventing printing of the document.

After documents have been sent, they can be automatically archived. Central, fast retrieval of business documents by all network users supports archive compliance and helps maintain high levels of customer service.

## Next steps

For further information call Equisys or speak to your reseller. Alternatively visit [www.equisys.com](http://www.equisys.com) to find out more.

## System Requirements

For details of supported platforms and other system requirements, please visit:

[www.equisys.com/zftechinfo](http://www.equisys.com/zftechinfo)

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