

# Zetadocs PDF: Document automation and delivery software

## Document automation

Using Zetadocs PDF's shared folders of documents and stationery, important documents used in your business processes, such as price lists and brochures, are always at hand.

Using document templates, it is possible to further increase productivity. Users can define which stationery and attachments are added to a document *automatically* when emailed. This is especially useful for documents that are sent out repeatedly such as sales quotations, invoices or information packs.

## Automatic archiving

Zetadocs PDF automatically archives a copy of all sent documents for quick retrieval by network users, helping you to ensure your company adheres to compliance regulations.

## Scan paper documents

Zetadocs PDF integrates with scanning equipment so that copies of paper documents can be combined into a single document.

Once scanned, the document can be combined with other documents and faxed or emailed securely. The scanned document can also be stored on the network to be easily accessible, whilst reducing storage and postage costs.

## Document security and compliance

Zetadocs PDF allows users to define security settings that determine who can open or print their PDF files. Zetadocs helps companies send business documents securely, eliminating the risk of them being modified by the recipient.

It also automatically stores copies of all sent documents centrally for compliance.

### Contact

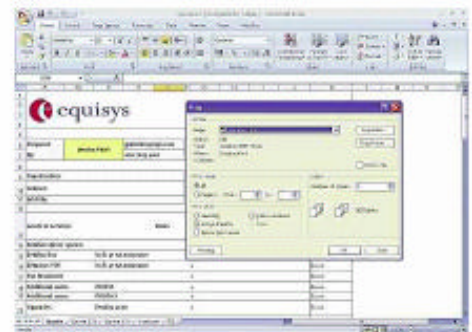
Platinum Services Europe  
5th Floor  
Boulevard du Souverain 100  
1170 Brussels, Belgium

+32 27 902500  
itsm@pse.be  
www.pse.be



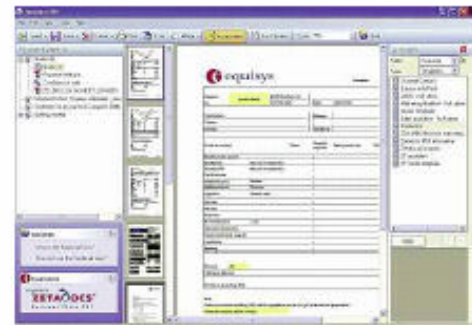
## Zetadocs PDF in 3 easy steps

1



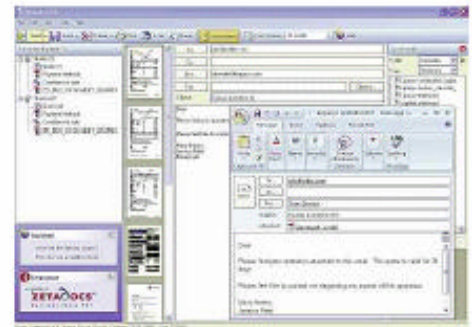
*Print any Microsoft Windows document to the Zetadocs printer*

2



*Add stationery and other documents from within the intuitive Zetadocs Client*

3



*Deliver your PDF via email automatically*

equisys  
**ZETA**DOCS®  
Business Class PDF