



## Zeutschel zeta Office

The *digitisation accelerator* for office documents



Zeutschel zeta scans original documents from above.  
So, documents can be digitised straight from the files.



*The Zeutschel zeta Office converts your files, balance sheets, blueprints and journals into electronic documents – easily and productively.*

The professional overhead scanner helps you to reduce costs, invest valuable time in other activities and improve overall work efficiency. Using multifunctional devices for office documents was yesterday - zeta office is today! Digitising paper documents opens up enormous productivity benefits for organisations. Information can be found quickly, directly integrated into electronic communication and can be used just about anywhere and on the go.

For electronic capture of individual sheets, multifunctional devices and flatbed scanners are the first choice. But what if the documents are in a variety of larger formats or they are stapled or bound in folders? Copying and scanning them then turns into a form of punishment. Plus, this approach is inefficient: Valuable time is lost and costs go up. As you can see, there are good business reasons to having complementary alternatives to conventional scanning and copying systems. But that isn't all. In Germany, for example, new legislative parameters are also accelerating the digitisation trend. Take 'Digitale Justiz', for example.

Introduction of electronic files will start in early 2016. Until then, lawyers are required to establish special electronic pigeon-holes. And, by 2022 at the latest, law firms and authorities are required to submit their letters to the judiciary in electronic form.



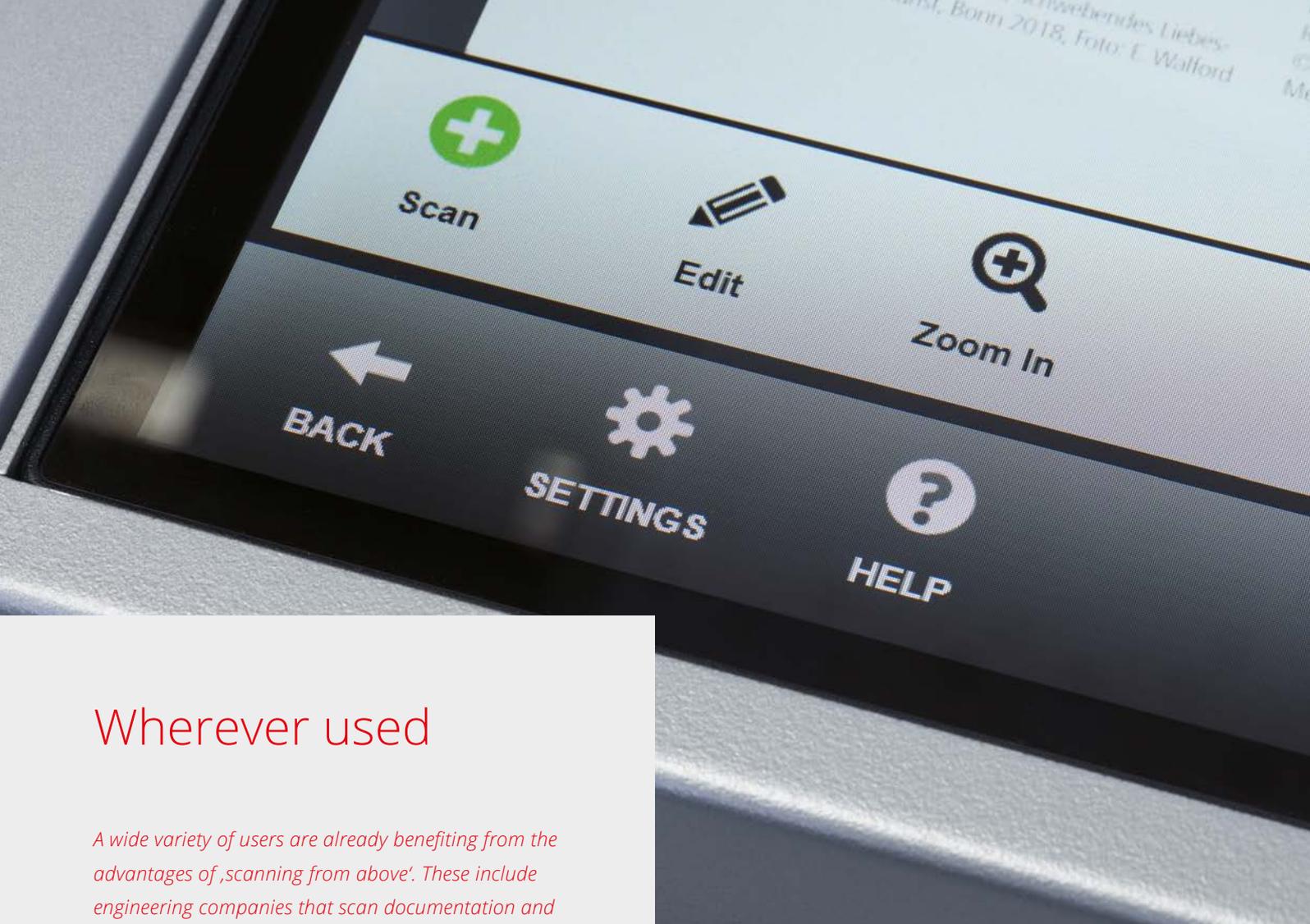
product  
design award



Focus Open 2013  
Special Mention



reddot design award  
winner 2012



## Wherever used

*A wide variety of users are already benefiting from the advantages of 'scanning from above'. These include engineering companies that scan documentation and use these to set-up databases and portals. Legal and notary files are scanned at law firms using zeta Office.*

This protects against loss of sensitive data and facilitates electronic communication of digital documents between courts and authorities. Other examples include companies with a branch network that are digitising their real estate documents allowing direct access to authorised employees throughout the company.

The Zeutschel zeta motivates your employees. Long, punishing hours spent in front of a copier are gone. And thanks to its stylish design it even makes scanning fun.

## Bella Figura

*People who have worked with the Zeutschel zeta Office no longer want to be without it. This is also down to its modern, stylish design - it really catches the eye and is a pleasing device to scan with.*

A thought not just shared by us and numerous clients; even the international design scene agrees. The overhead scanner has already won a host of international awards, including the 'red dot Award' and the 'iF product design award'.



## Scanners turned upside down

*The Zeutschel zeta Office offers an unusual technique. The overhead scanner allows a non-contact means of digitising bound documents, books and journals. No longer need documents be laboriously removed from files and replaced again afterwards, staples and paper clips can stay in place in the document and there is no danger of harming the original document by it coming into contact with the scanner.*

Because the Zeutschel zeta Office scans from above. So, files, journals and contracts remain open on the scanning surface; to prepare for the next scan, simply turn over the page. Zeutschel has therefore completely turned flatbed scanners upside down

## KISS

*The overhead scanner by Zeutschel follows the KISS principle, „Keep it simple and smart“. This begins during start-up, ‚Plug-n-Scan‘ offers: Plug in, switch on and off you go with your first scan.*

The touchscreen on the right uses modern operating concepts - the same as tablets and smartphones. The user attains the desired result in just a few, logically-structured steps at the touch of a finger. The touchscreen also gives a preview of the scan, preventing faulty scans. Designed for typical office applications, the intelligent operating software delivers perfect results with the very first scan. Disruptive elements such as folder brackets and levers are automatically removed, crooked pages are straightened and distorted letters in the book fold are corrected. And with a scan surface of A3+, the Zeutschel zeta Office also works on bigger documents, such as balance sheets and blueprints, but requires significantly less floor space than the classic A3 copier including paper tray.



The Zeutschel zeta provides a non-contact means of digitising bound documents, books and journals. This saves time and money and increases operational efficiency.

## Flexible output option

*The scans can be saved individually or collected in the most common file and graphic formats (incl. JPEG, TIFF and PDF/Multipage PDF). The operating software optionally conducts optical character recognition thereby rendering documents searchable.*

Finished files can be sent automatically by mail or stored on the network or mobile storage devices. A connected printer can give a paper printout. Certified and secure cloud solutions are another output option. The Zeutschel overhead scanner easily interacts with other software applications. Connecting to downstream document management and archiving systems is a straightforward process. A variety of different certifications such as ELO and Open Text confirm this. The Zeutschel zeta Office can also be integrated into complete output solutions and software across various fields.

## Lower costs, greater productivity

*The Zeutschel zeta Office is an important part of Managed Print Services (MPS) and Managed Document Services (MDS). MPS is about gaining better control of your printing costs; MDS is about tapping into potential for optimising your document processes.*

The Zeutschel zeta Office does this by increasing the creation and use of electronic documents that can be immediately integrated into electronic workflows. At the same time, the Zeutschel overhead scanner increases your operational efficiency. So, documents from files, ring folders, loose-leaf binders are digitised significantly faster. This is because the page can be immediately turned after each scan without having to open and close the scanner's cover and without having to replace the scanned pages and remove new documents. By having documents in digital form there can be no risk of leaving them behind after a meeting or session, thereby preventing business critical information from getting into the wrong hands. The overhead scanner also meets all environmental criteria. Operation is quiet with very low emissions. It also conforms with current Energy Star guidelines for energy-saving office equipment.



The modern design makes the Zeta a ‚real looker‘ in every office. And thanks to its compact footprint, positioning the overhead scanner is easy.

## ‘Made in Germany’

*When it comes to digitisation and long-term archiving of books, periodicals and bound documents, Zeutschel is the leader in technology and innovation.*

The company is the global market leader in book scanners used in libraries and archives. With zeta Office, Zeutschel is launching the overhead scan into the office environment for the first time. The company founded in 1961, employs 65 members of staff and its products and services are represented in more than 100 countries. Like all other Zeutschel products, the zeta office is ‚Made in Germany‘: The complete manufacture and entire research and development activities take place at the company’s headquarters in Tübingen.



Output of zeta files in a variety of different ways.

## Product advantages

### *Innovative scanning principle*

for increased operational and cost efficiency.

### *Intelligent operating software*

for perfect scanning results.

### *Simple and convenient operation*

touchscreen with full HD resolution (1920 × 1080 px).

### *Brilliant colour reproduction*

through the use of high quality LED illumination.

### *High result reliability*

thanks to preview function.

### *Original document size*

Original documents up to A3+ size.

### *Flexible interface*

for hook-up to a wide range of IT solutions.

### *Compact, modern design.*



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