Choose the best HP device for your scanning needs

LaserJet and PageWide Enterprise MFP • LaserJet and PageWide Enterprise Flow MFP
Digital Sender Flow Document Capture Workstation • ScanJet Enterprise Flow Scanner

The right HP device can help optimise your infrastructure and streamline document workflows. Choose from a variety of single and multifunction scanning products to meet your unique needs.

Transform paper into digital workflows

An effective document management workflow can yield dramatic savings for your business. Yet with all of the available scanning hardware, software, and solutions, how do you choose the appropriate devices? Should you select single function desktop scanners, network-connected digital senders, multifunction products (MFPs) that offer printing, copying, and faxing, as well as scanning, or scan-optimised Flow MFPs?

Because the needs of every business—and even the departments within that business—are different, the best choice will depend on a variety of criteria, including the scope of the capture-to-workflow process you want to optimise. In the following pages, we'll walk you through a few aspects of your workflow, describe corresponding device features that can streamline it, and finally take a look at four different usage scenarios that cover each type of scanning device.

Rely on a trusted technology leader

Renowned for their reliability and performance, HP Enterprise MFPs, ScanJets, and digital senders are easy to use, yet provide the sophisticated features you need to get the job done.

Rely on HP for innovations like HP EveryPage,[1] which uses a number of technologies to help ensure that every sheet in the automatic document feeder (ADF) is scanned. Plus, HP Enterprise MFPs, digital senders, and ScanJet Enterprise scanners can be monitored and configured with HP Web Jetadmin fleet management software.[2]

What's right for you?

Whatever your business environment, HP has a scanning device that's right for your document workflow:
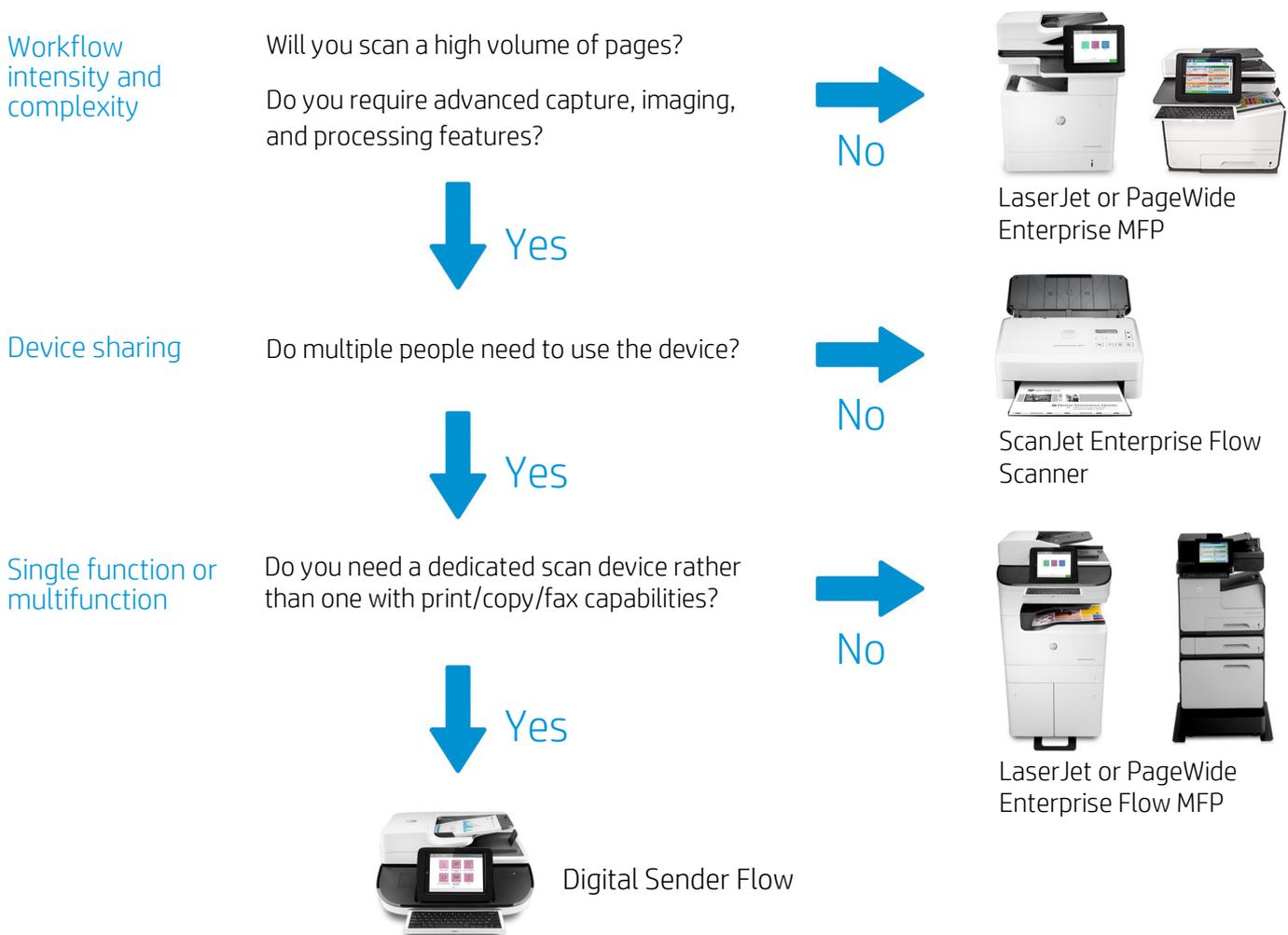
HP LaserJet and PageWide Enterprise MFPs—These all-in-one networked devices offer printing, copying, and faxing[3] in addition to scanning. Most MFPs offer two-sided, single-pass scanning. They're great for low-volume, low-complexity environments.

HP LaserJet and PageWide Enterprise Flow MFPs—Flow MFPs offer fast two-sided, single-pass scanning; advanced image enhancement and processing; and higher ADF recommended monthly scan volumes and life. They're perfect for offices that have advanced workflows but also want the convenience of device consolidation.

HP Digital Sender Flow Document Capture Workstation—The super-fast speeds and robust imaging and processing features on this network-connected digital sender make it the right choice when your scanning volume is high enough to require a dedicated capture device. Plus, it offers the ability to share scanning among users.

HP ScanJet Enterprise Flow scanners—These dedicated scanners are generally operated by one person and support sophisticated workflows. They are appropriate for documents that must be verified or manipulated using scanning software at the PC.

Figure 1. Choosing the right scanning device for your business starts by asking the right questions about your scanning workflow. Because each of these questions corresponds to specific device capabilities, your answers can lead you to the scanning device that's the best fit.

Workflow intensity and complexity

Will you scan a high volume of pages?

Do you require advanced capture, imaging, and processing features?

No → LaserJet or PageWide Enterprise MFP

Yes ↓

Device sharing

Do multiple people need to use the device?

No → ScanJet Enterprise Flow Scanner

Yes ↓

Single function or multifunction

Do you need a dedicated scan device rather than one with print/copy/fax capabilities?

No → LaserJet or PageWide Enterprise Flow MFP

Yes ↓

Digital Sender Flow

First, consider existing solutions

Before you can find the scanning hardware that fits your business, it is important to consider any existing solutions in your workplace. If you already have a document management solution in place, selecting a compatible device is essential. If you do not have an existing document management solution, HP has a variety of single function or multifunction scanning devices that can meet your needs. Let's look at a few hardware selection questions.

Will you scan a high volume of pages?

Choose the device that can handle your workload
The number of pages a scanning device is designed to process is expressed as either the recommended monthly scan volume or the recommended daily duty cycle. You can estimate the volume of pages you plan to scan and then choose a device that meets or exceeds your estimate.

Scanner speed is measured by how many single-sided pages (ppm) or double-sided images (ipm) the scanner can process in one minute. The ipm rating can be up to twice the ppm rating, because HP Flow devices (and most HP Enterprise MFPs) capture both sides of a two-sided document in one pass. Devices with higher ADF input capacities allow users to load larger jobs, saving time.

Choose the device that can handle your materials
The ADFs on HP LaserJet and PageWide Enterprise MFPs easily handle standard paper sizes and types such as A4, letter, or legal bond paper.

The ADFs on HP Flow devices include HP EveryPage[1] technologies that help you confidently feed and capture scans—including mixed stacks of various media weights and sizes—at high speeds. This feature minimises time spent preparing documents, while helping to ensure that pages process without interruption.

If you need to scan irregular, damaged, or fragile materials, you should choose an MFP or scanner with a flatbed.

Be sure to choose a device with A3/ledger support if you need to scan wide-format documents.

Low volume, standard sizes and weights: HP LaserJet or PageWide Enterprise MFP

High volume, frequent two-sided scanning, variety of media: HP LaserJet or PageWide Enterprise Flow MFP, HP ScanJet Enterprise Flow Scanner, or HP Digital Sender Flow

Do you require advanced capture, imaging, and processing features?

Choose document capture and image enhancement features
Consider how the scanned material will be used within the workflow. A low-complexity capture workflow is one in which, for example, documents are simply scanned into storage with little image enhancement. More complex capture workflows might include removing colour from documents, performing optical character recognition (OCR) processing, automatically extracting data from a structural form, or redacting information from a scanned document.

In general, LaserJet and PageWide Enterprise MFPs have basic capture and imaging options including image preview on the device touchscreen. Flow MFPs offer many of the advanced automatic-imaging and processing features you'll find on digital sender Flow devices—such as page count, auto-orientation (which adjusts each page of an individual job to be correct-side up), and embedded OCR to create searchable files. Also like digital sender Flow devices, Flow MFPs have a pull-out external keyboard for easier data entry.

If you need powerful capture and image enhancement features such as batch separation, barcode recognition/decoding, or Kofax VRS 5.1 Professional (which can automatically enhance document legibility),[4] choose a ScanJet Enterprise Flow scanner. These scanners also offer the ability to review scans on a PC monitor to ensure fine details are captured at the quality you want.

Choose workflow integration features

Consider the number and complexity of destinations where your scans need to be sent. LaserJet and PageWide Enterprise MFPs offer basic send-to destinations, while Flow devices include Microsoft® SharePoint®. (The HP LaserJet Enterprise MFP M600 series includes embedded send to SharePoint with both Flow and non-Flow models.)

ScanJet Enterprise Flow scanners are well-suited for sending to multiple destinations at once, integrating with document management systems that require ISIS or TWAIN drivers, or for workflows involving Kofax VRS 5.1 Professional.[4] The ScanJet Enterprise Flow 5000 s4 and 7000 s3 scanners can also send scans directly to mobile devices using the HP JetAdvantage Capture App and an optional wireless adapter.[5]

HP also offers direct integration of leading document solutions—such as Nuance eCopy, Hyland OnBase, Kofax Capture, or ReadSoft Document Suite—via the control panel of networked MFPs and digital senders.

Basic capture, imaging, and processing features: HP LaserJet or PageWide Enterprise MFP

Advanced capture, imaging, and processing features: HP LaserJet or PageWide Enterprise Flow MFP or HP Digital Sender Flow

Powerful capture, imaging, and processing features: HP ScanJet Enterprise Flow Scanner

See the table on pages 5-7 for more details about which features are included on each type of device.
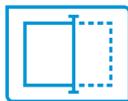
Do multiple people need to use the device?

Choose between PC-connected and networked devices

Deciding between a PC-connected or a networked scanning device depends on how many people will use the device. PC-connected scanners are typically used by a single technician who handles high-volume, high-complexity scanning for multiple departments or the entire enterprise. HP ScanJet Enterprise Flow scanners connect to a computer using a Hi-Speed USB 2.0 or SuperSpeed USB 3.0.

Networked MFPs and digital senders should be deployed in environments where multiple users need access to a scanning device. These devices use an Ethernet or wireless interface to connect to the network.

Multiple users: HP LaserJet or PageWide Enterprise MFP, HP LaserJet or PageWide Enterprise Flow MFP, HP Digital Sender Flow, or the HP ScanJet Enterprise Flow N9120 fn2 Document Scanner

Single user: HP ScanJet Enterprise Flow Scanner

Do you need a dedicated scan device?

Choose between single function scanners or multifunction devices

High scanning volumes are best served by a dedicated scan device. Plus, single function scanners won't be tied up by other users printing, copying, or faxing. They may also offer higher performance scanning than HP Enterprise MFPs and faster speeds than HP Enterprise Flow MFPs.

If it's important for your users to have the convenience of consolidated printing, copying, faxing, and scanning on one device, an MFP is the way to go—as long as your scanning volumes aren't so high that they keep other users from being able to access the device.

Flow MFPs offer many of the robust image enhancement and advanced processing features of HP scanners and digital senders, with the convenience of multifunction features. They're a great choice if you have advanced scanning requirements but a lower volume of scanning jobs.

Dedicated scan device: HP ScanJet Enterprise Flow Scanner or HP Digital Sender Flow

Multifunction device: HP LaserJet or PageWide Enterprise MFP or Flow MFP

Feature comparison

The table below provides a quick overview of the differences in scanning features between HP LaserJet and PageWide Enterprise MFPs, HP LaserJet and PageWide Enterprise Flow MFPs, HP Digital Sender Flow document capture workstations, and HP ScanJet Enterprise Flow scanners.

	MFP	Flow MFP	Digital Sender Flow	Flow Scanner
	HP LaserJet Enterprise MFP M527, M631, M632, M633, M725; Color MFP M577, M681, M775 HP PageWide Enterprise Color MFP 586, 780	HP LaserJet Enterprise Flow MFP M527c/z, M631h, M632z, M633z, M830z; Color Flow MFP M577c/z, M681z, M682z, M880z HP PageWide Enterprise Color Flow MFP 586z, 785f/zs/z+	HP Digital Sender Flow 8500 fn2, HP ScanJet Enterprise Flow N9120 fn2	HP ScanJet Enterprise Flow 5000 s4, 7000 s3, 7500
Will you scan a high number of pages?				
ADF type	M527, M577, M631, M632, M633, M681, 586, 780: Dual-head, single-pass duplexing ADF M725, M775: Reversing ADF	Dual-head, single-pass duplexing ADF	Dual-head, single-pass duplexing ADF	Dual-head, single-pass duplexing ADF
Paper feeding technology	Standard	HP EveryPage[1]	HP EveryPage[1]	HP EveryPage[1]
ADF input capacity	M527, M577, M725, M775, 586: 100-sheet M631, M632, M633, M681: 150-sheet 780: 200-sheet	M527c/z, M577c/z, 586z: 100-sheet M631h, M632z, M633z, M681z, M682z: 150-sheet M830z, M880z, 785f/zs/z+: 200-sheet	8500 fn2: 150-sheet N9120 fn2: 200-sheet	5000 s4, 7000 s3: 80-sheet 7500: 100-sheet
Single-sided scan speed, A4/letter (pages per minute at 300 dpi)	Colour: M527, M577: Up to 38/40; M631, M632, M633, M681: Up to 69/75; M725, M775: Up to 30; 586: Up to 40/42; 780: Up to 90 Black: M527, M577: Up to 43/45; M631, M632, M633, M681: Up to 69/75; M725: Up to 50/49; M775: Up to 30; 586: Up to 44/46; 780: Up to 90	Colour: M527c/z, M577c/z: Up to 45/48; M631h, M632z, M633z, M681z, M682z: Up to 83/90; M830z, M880z: Up to 68; 586z: Up to 45/47; 785f/zs/z+: Up to 120 Black: M527c/z, M577c/z: Up to 45/48; M631h, M632z, M633z, M681z, M682z: Up to 83/90; M830z, M880z: Up to 70; 586z: Up to 45/47; 785f/zs/z+: Up to 120	Colour: 8500 fn2: Up to 92/100; N9120 fn2: Up to 120 Black: 8500 fn2: Up to 92/100; N9120 fn2: Up to 120	Colour: 5000 s4: Up to 50; 7000 s3: Up to 75; 7500: Up to 50 Black: 5000 s4: Up to 50; 7000 s3: Up to 75; 7500: Up to 50
Two-sided scan speed, A4/letter (images per minute at 300 dpi)	Colour: M527, M577: Up to 38/40; M631, M632, M633, M681: Up to 111/120; M725: Up to 15/14.5; M775: Up to 14; 586: Up to 40/42; 780: Up to 180 Black: M527, M577: Up to 43/45; M631, M632, M633, M681: Up to 111/120; M725: Up to 20/19.5; M775: Up to 14; 586: Up to 44/46; 780: Up to 180	Colour: M527c/z, M577c/z: Up to 58/60; M631h, M632z, M633z, M681z, M682z: Up to 167/180; M830z, M880z: Up to 63; 586z: Up to 70/74; 785f/zs/z+: Up to 240 Black: M527c/z, M577c/z: Up to 64/68; M631h, M632z, M633z, M681z, M682z: Up to 167/180; M830z, M880z: Up to 85; 586z: Up to 70/74; 785f/zs/z+: Up to 240	Colour: 8500 fn2: Up to 184/200; N9120 fn2: Up to 240 Black: 8500 fn2: Up to 184/200; N9120 fn2: Up to 240	Colour: 5000 s4: Up to 100; 7000 s3: Up to 150; 7500: Up to 100 Black: 5000 s4: Up to 100; 7000 s3: Up to 150; 7500: Up to 100

Feature comparison, continued

	MFP	Flow MFP	Digital Sender Flow	Flow Scanner
	HP LaserJet Enterprise MFP M527, M631, M632, M633, M725; Color MFP M577, M681, M775 HP PageWide Enterprise Color MFP 586, 780	HP LaserJet Enterprise Flow MFP M527c/z, M631h, M632z, M633z, M830z; Color Flow MFP M577c/z, M681z, M682z, M880z HP PageWide Enterprise Color Flow MFP 586z, 785f/zs/z+	HP Digital Sender Flow 8500 fn2; HP ScanJet Enterprise Flow N9120 fn2	HP ScanJet Enterprise Flow 5000 s4, 7000 s3, 7500
Recommended scan volume	586, M527, M577: 4,150 to 6,900 pages per month M631, M632, M633, M681: 14,250-23,750 pages per month M725, M775: 6,250 to 10,500 pages per month 780: 2,000 to 50,000 pages per month	586z, M527c/z, M577c/z: 8,350 to 13,900 pages per month M631h, M632z, M633z, M681z, M682z, M830z, M880z: 26,750 to 44,500 pages per month 785f/zs/z+: 2,000 to 75,000 pages per month	8500 fn2: 10,000 pages per day; N9120 fn2: 12,000 pages per day	5000 s4: 6,000 pages per day 7000 s3: 7,500 pages per day 7500: 3,000 pages per day

Do you require powerful capture, imaging, and processing features?

Keyboard	Virtual keyboard on touchscreen	Virtual keyboard, pull-out external keyboard	Virtual keyboard, pull-out external keyboard	N/A (input on PC keyboard)
Send to destinations	• Email • Network folder • LAN/Internet fax • USB • FTP • Select models: SharePoint[6]	Adds: • SharePoint	Same as Flow MFP, plus: • Google Drive™	Same as Digital Sender Flow
Advanced processing	None	Embedded OCR (up to 30 seconds/page, depending on job)	Embedded OCR	OCR in the scan software (speed determined by PC performance)
Advanced imaging	• Auto-blank page removal • Image preview • Auto-colour detection • Edge erase • Deskew • Auto-content-crop	Adds: • Auto-orientation • Auto-page-crop • Auto-tone	Adds: • Colour dropout (through HP Scan Software) • Kofax VRS 5.1 Professional[4]	Adds: • Merge pages • Remove holes • Batch separation • Barcode recognition/decoding • Digital stamping • Kofax VRS 5.1 Professional[4]

Feature comparison, continued

	MFP	Flow MFP	Digital Sender Flow	Flow Scanner
	HP LaserJet Enterprise MFP M527, M631, M632, M633, M725; Color MFP M577, M681, M775 HP PageWide Enterprise Color MFP 586, 780	HP LaserJet Enterprise Flow MFP M527c/z, M631h, M632z, M633z, M830z; Color Flow MFP M577c/z, M681z, M682z, M880z HP PageWide Enterprise Color Flow MFP 586z, 785f/zs/z+	HP Digital Sender Flow 8500 fn2; HP ScanJet Enterprise Flow N9120 fn2	HP ScanJet Enterprise Flow 5000 s4, 7000 s3, 7500
Advanced workflow enablement	None	Direct control panel integration of 3rd-party document solutions	• TWAIN/ISIS for 3rd-party application integration • Exclude specific region for multi-feed detection[7]	• TWAIN/ISIS for 3rd-party application integration • SharePoint column metadata • Send to multiple destinations at once • User-defined Send To destination through Command Line Parameters • Exclude specific region for multi-feed detection[7] • Send scans directly to mobile devices)[5]

Do multiple people need to use the device?

Connectivity	Network connection	Network connection	Network or PC connection	PC connection

Do you need a dedicated scan device?

Functionality	Multifunction	Multifunction	Dedicated scanning	Dedicated scanning

Usage scenarios

Scenario one: HP LaserJet or PageWide Enterprise MFP
A real estate office wishes to implement a simple archival system for their records. All documents are filed by each client's last name, and are typically 20-50 pages. Each of the office's 40 agents processes 2-3 transactions per month. Most records are A4 sized, but occasionally include non-standard media, such as personal checks or large A3/ledger-size maps. Most agents do their own scanning.

Solution: The volume is relatively low, documents are simple, and the workflow is straightforward. Because of the large-format requirement, the office deploys an HP LaserJet Enterprise 700 color MFP M775. In addition to being able to share the print, copy, and fax functions, users can effortlessly scan A3 and A4 documents via the ADF. The few documents smaller than A4 size can be handled at the MFP's flatbed scanner.

Scenario two: HP LaserJet or PageWide Enterprise Flow MFP
Multiple officers in a bank's loan department need to print, copy, and fax several times a day. Officers also occasionally scan loan applications which must be sent to SharePoint so other users can assess the applications, but they don't have time for complicated manual processing of the scan jobs. Plus, they want to improve customer service by eliminating errors in the scanned documents.

Solution: The loan department needs a multifunction device with robust scanning features. When loan officers need to process applications, they load them in the ADF of an HP PageWide Enterprise Color Flow MFP 785z+. They choose a one-touch Quick Set and enter metadata via the Flow MFP's external keyboard. The Quick Set settings have been configured for the device to automatically scan both sides, remove blank pages, and optimise the file for readability and file size. On-board OCR automatically processes the document, then it's sent to their enterprise content management system. File copies are organised, stapled, and hole-punched (optional) using the 3,250-sheet external finisher with stapler.[8]

Scenario three: HP ScanJet Enterprise Flow Scanner

A school district needs to archive tens of thousands of documents accumulated over several years, including report cards, state reports, and student test scores. Many older documents are severely faded.

Solution: Both volume and image interaction clearly point to the deployment of a PC-connected scanner. Using an HP ScanJet Enterprise Flow 5000 s4 Sheet-feed Scanner and appropriate software, a worker captures new files, adjusts the images, and sends them to the appropriate SharePoint folder. Individual schools are given access to the proper folders. The result is efficient capture and improved information access.

Scenario four: HP Digital Sender Flow Document Capture Workstation

A hospital wants to improve access to information, streamline patient and insurance billing, and reduce storage costs, using a secure scanner. It needs an easy way to capture thousands of documents from a variety of sources on a daily basis. The documents must then enter a workflow for routing via network folder and/or email to billing, medical staff, and archive.

Solution: IT recommends deploying an HP Digital Sender Flow 8500 fn2 Document Capture Workstation—the world's most secure scanning device[9]—on each floor of the hospital. Support staff are trained to use the workstations and properly add documents to the workflow. Some documents, such as patient intake forms, are created with preprinted barcodes for easy routing. For others, the user can add metadata with the integrated keyboard to route files to appropriate parties. Users verify the accuracy of handwritten records on the device's viewing screen. The documents are indexed and OCR processing is performed. Employees with proper clearance can access and search documents.

Summary

Whatever your business environment, HP has a scanning device that's right for your document workflow. MFPs offer device consolidation, network connectivity, and a great value for low-volume, low-complexity environments. If you have higher scan volumes or advanced workflow needs, look to a dedicated Flow scanner. If you wish to share scanning among users, a network-connected digital sender Flow device will be the right fit. And if you need advanced workflow features with the convenience of a multifunction device, choose a Flow MFP.

[1] HP EveryPage is referred to as HP Precision Feed on ScanJet devices introduced before 2013.

[2] HP Web Jetadmin is available for download at no additional charge at hp.com/go/wja.

[3] Faxing is standard only on selected MFP models.

[4] Kofax VRS 5.1 Professional is not available with HP ScanJet Enterprise Flow 5000 s4.

[5] Scanning from a mobile device is not available on the HP ScanJet Enterprise Flow 7500 or N9120 fn2 devices. Scanning from a mobile device requires the HP Wireless Adapter 100 (L2761A), which must be purchased separately, and the HP JetAdvantage Capture App. The app is available for mobile devices running Android™ version 4.0 and higher, and can be downloaded from the Google Play™ store. For more information, see hp.com/go/documentmanagement. Wireless performance is dependent on physical environment and distance from access point and may be limited during active VPN connections. Wi-Fi Direct® scanning requires the mobile device to be connected directly to the Wi-Fi® network of the scanner. Wi-Fi and Wi-Fi Direct are registered trademarks of Wi-Fi Alliance®.

[6] The HP LaserJet Enterprise MFP M631/M632/M633 series and M681 series include embedded send to SharePoint with both Flow and non-Flow models.

[7] Exclude specific region for multi-feed detection is only available on HP Digital Sender Flow 8500 fn2 Document Capture Workstation, HP ScanJet Enterprise Flow N9120 fn2 Document Scanner, and the HP ScanJet Enterprise Flow 5000 s4 and 7000 s3.

[8] The 3,250-sheet external finisher with stapler (Z4L04A) is required for the HP PageWide Enterprise Color Flow MFP 785z+ model and must be purchased separately. It can staple up to 65 pages. The lower bin supports output of up to 3,000 sheets and the upper bin supports output of up to 250 sheets. The external finisher is not supported on any other HP PageWide Enterprise Color MFP 780 or 785 series model.

[9] "World's most secure scanning" claim is based on an HP review of 2017 published security features of competitive in-class enterprise scanners. Only HP offers a combination of security features that can monitor to detect and automatically stop an attack then self-validate software integrity in a reboot. For more information, visit hp.com/go/scannersecurity.

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