



# Choose the best HP device for your small business scanning needs

HP Pro MFP/All-in-One • ScanJet Pro Flatbed Scanner • ScanJet Pro Sheet-feed Scanner



The right HP device can help streamline document management in your office. Choose from a variety of single- and multifunction scanning products to meet your unique needs.

## Transform paper into digital files

Do you feel overwhelmed by stacks of paper and too much data? Digitizing documents can help your small business increase productivity, eliminate physical storage, and cut paper, supplies and postage costs. Plus, an efficient scanning and storing process can help reduce the amount of time it takes to locate and share information.

HP LaserJet, OfficeJet, and PageWide multifunction products (MFPs) and All-in-Ones (AiOs) are great for occasional scanning jobs in environments where multiple people share the device. HP ScanJets can help you digitize larger volumes of documents more efficiently, with less manual processing. Whatever you choose, you can count on legendary HP reliability, performance, and ease of use.

### **HP Pro MFPs/AiOs**

- Multifunction networked devices offering printing, copying, and faxing in addition to scanning
- All have flatbed scanners and most have automatic document feeders (ADF); some offer fast two-sided, single-pass scanning
- Best use: shared environment with low-complexity, low- to medium-volume scanning

### **HP ScanJet Pro flatbed scanners with ADF**

- Single-function, PC-connected devices
- Flatbed and ADF, with advanced image enhancement features for more efficient digitizing
- Best use: medium-volume scanning; great-quality scans of photographs and documents

### **HP ScanJet Pro sheet-feed scanners**

- Single-function, PC-connected devices
- Straight-through ADF automatically processes a variety of two-sided media types and sizes, with even more image management, file types, and send-to options
- Best use: high-complexity, high-volume scanning of documents



## What's right for you?

HP offers a variety of single-function and multifunction scanning devices, but how do you choose the right one? Start by thinking about how you use scanning in your office.

### What will you scan?



#### **Choose the device that can handle your workload**

In general, single-function scanners are better suited to frequent, high-volume jobs, while MFPs or All-in-Ones work well for occasional scanning.

MFPs/AiOs that do not have an ADF can handle basic, one-page scan jobs at the flatbed. Devices with ADFs make scanning multiple pages easier. For big jobs, devices with faster scan speeds, larger ADF input capacities, and support for single-pass, two-sided scanning can help save time.



#### **Choose the device that can handle your materials**

The ADFs on HP Pro MFPs/AiOs and on HP ScanJet Pro flatbed scanners can easily handle standard paper sizes and weights.

The HP ScanJet sheet-feed scanner ADF features a straight-through media path that supports more media types, including plastic-coated ID cards and heavier materials. The HP ScanJet Pro 3000 s3 supports a broad range of media sizes and weights from 10.7 to 110 lb (40 to 413 g/m<sup>2</sup>) and up to 122 inches (309.9 cm) long.

The HP ScanJet Pro 3000 s3, 3500 f1, and 4500 fn1 include HP EveryPage and an ultrasonic sensor<sup>1</sup> that help you confidently feed and capture scans—including mixed stacks of various media weights and sizes—at high speeds.

If you need to scan irregular, fragile, or 3D materials, you should choose an MFP/AiO or scanner with a flatbed.

**Low to medium volume, standard sizes/weights, fragile or 3D items:** HP LaserJet, OfficeJet, or PageWide Pro MFP/AiO

**Medium to high volume, standard sizes/weights, photo media, fragile or 3D items:** HP ScanJet Pro flatbed scanner

**High volume, variety of media:** HP ScanJet Pro sheet-feed scanner

### How will you use your scans?



#### **Choose document capture and image enhancement features**

In general, MFPs and All-in-Ones have basic capture and imaging options. Some models allow you to create searchable PDFs.

ScanJet scanners make digitizing documents more efficient. Users can automatically crop, recolor, resize and deskew scans—and even remove blank pages. Optical character recognition (OCR) allows users to convert a document image into an editable text file.



#### **Choose scan processing features**

HP MFPs/AiOs and flatbed scanners offer basic send-to destinations, like scan to email, PC, USB, network folder, or the cloud. HP PageWide Pro MFPs can integrate with optional workflow solutions like HP Capture and Route.<sup>2</sup>

HP ScanJet sheet-feed scanners allow you to send to more destinations, including Microsoft® SharePoint® and various cloud destinations such as Google Drive™ and Dropbox. HP ScanJet Pro 3000 s3 can also send scans directly to mobile devices using the HP JetAdvantage Capture App and an optional wireless adapter.<sup>3</sup>

**Basic capture, sending, and archiving:** HP LaserJet, OfficeJet, or PageWide Pro MFP/AiO

**Efficient capture, image enhancement, and digitizing:** HP ScanJet Pro flatbed scanner

**Advanced capture and OCR, digitizing, and multiple sending options including commercial cloud repositories and SharePoint:** HP ScanJet Pro sheet-feed scanner

## How many people will use the device?



### **Choose between PC-connected or networked devices**

PC-connected scanners are usually operated by one person who must verify or manipulate scans on a PC.

If multiple users need to scan, choose a networked device that can support the size of your work team. Nearly all MFPs/AiOs use an Ethernet or wireless interface to connect to the network. The HP ScanJet Pro 4500 fn1 also offers Ethernet and wireless connectivity.

**Single user:** HP ScanJet Pro flatbed or sheet-feed scanner

**Multiple users:** HP LaserJet, OfficeJet, or PageWide Pro MFP/AiO, HP ScanJet Pro 4500 fn1 flatbed 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 or copying. They also offer higher performance scanning than HP Pro MFPs/AiOs.

If your users need the convenience of consolidated printing, copying, faxing, and scanning on one device, an MFP or All-in-One is the way to go—as long as the device's scanning features meet your imaging and processing needs.

**Dedicated scan device:** HP ScanJet Pro flatbed or sheet-feed scanner

**Multifunction device:** HP LaserJet, OfficeJet, or PageWide Pro MFP/AiO

## Usage scenarios

Let's look at examples of how three small businesses use scanning devices in their office.



### **Scenario one: HP LaserJet, OfficeJet, or PageWide Pro MFP/AiO**

A small real estate office copies and prints documents for clients every day, but also needs to implement a simple archival system for their records. Each of the office's 5 agents does their own scanning, processing 3 or 4 transactions per month (typically 20 to 50 pages).

**Solution:** The volume is low and the documents are simple, so the office deploys an HP OfficeJet Pro 6978 All-in-One. In addition to being able to share the print and fax functions, agents can easily copy and scan letter and legal documents via the ADF. The few documents smaller than letter-size can be handled at the MFP's flatbed.



### **Scenario two: HP ScanJet Pro flatbed scanner**

An elementary school teacher occasionally needs to scan non-curriculum book pages to send via email as extra-credit homework for students. She also needs to send classroom incident reports to the school counselor—who is on site only once a week—for assessment and prompt action.

**Solution:** Flatbed scanners with ADFs are a great choice for scanning a small volume of documents at a time. Using an HP ScanJet Pro 2500 f1 flatbed scanner and the in-box software, the teacher can easily share documents with students, parents, and the counselor—saving time, improving communication, and cutting copying expenses.



### **Scenario three: HP ScanJet Pro sheet-feed scanner**

An accounting practice needs to archive hundreds of old documents accumulated over several years, including receipts, W-2 forms, statements, and customer audits.

**Solution:** Scan volume, varied document size and quality, and image interaction clearly point to the HP ScanJet Pro 3000 s3 Sheet-Feed Scanner. The accountant can capture new files, adjust the images at the PC, and send them to various SharePoint folders—or even integrate them with his QuickBooks accounts. The result is efficient capture and improved information access.

## Feature comparison

The table below provides a quick overview of the differences in scanning features between HP LaserJet, OfficeJet, and PageWide Pro MFPs/AiOs, HP ScanJet Pro flatbed scanners, and HP ScanJet Pro sheet-feed scanners.

	HP Pro MFP/All-in-One With basic scanning features	HP Pro MFP/All-in-One With additional scanning features	HP ScanJet Pro flatbed with ADF scanner	HP ScanJet Pro sheet-feed scanner
				
	HP LaserJet Pro MFP M130nw/fn HP OfficeJet Wide Format AiO 7612	HP LaserJet Pro MFP M130fw, M227fdw, M426 series, M521dn HP Color LaserJet Pro MFP M177fw, M277dw, M377dw, M477 series, M570dn HP OfficeJet Pro 6968, 6978, 8710, 8720, 8730, 8740 AiO HP OfficeJet Wide Format 7740 AiO HP PageWide MFP 377dw, Pro MFP 477 series, 577 series, 772dw, 777z	HP ScanJet Pro 2500 f1, 3500 f1, 4500 fn1	HP ScanJet Pro 2000 s1, 3000 s3

### What will you scan?

<b>Typical scan volume</b>	Low (Less than 35 pages per day)	Low to medium (Less than 500 pages per day)	Medium to high (Up to 500-4,000 pages per day)	High (Up to 2,000-3,500 pages per day)
<b>ADF input capacity and type</b>	M130fn, 7612: 35-sheet, single-sided ADF	M130fw, M177fw, M227fdw, 6968: 35-sheet, single-sided ADF M277dw, M377dw: 50-sheet, single-sided ADF 6978: 35-sheet, reversing ADF for dual-side scanning 8710, 8720: 50-sheet, reversing ADF for dual-side scanning 7740: 35-sheet, dual-head, single-pass duplexing ADF M426, M477, M521dn, M570dn 8730, 8740, 377dw, 477, 577: 50-sheet, dual-head, single-pass duplexing ADF 772dw, 777z: 100-sheet, dual-head, single-pass duplexing ADF	2500 f1: 50-sheet, dual-head, single-pass duplexing ADF 3500 f1, 4500 fn1: 50-sheet, dual-head, single-pass duplexing ADF with HP EveryPage <sup>1</sup> and blank page removal	2000 s1: 50-sheet, straight paper path, dual-head, single-pass duplexing ADF 3000 s3: 50-sheet, straight paper path, dual-head, single-pass duplexing ADF with HP EveryPage <sup>1</sup> and blank page removal
<b>ADF scan speed (range)<sup>4</sup></b>	Single-sided: 5-12 pages per minute (ppm) black, 5-12 ppm color	Single-sided: 7.5-26 ppm black, 7.5-25 ppm color Two-sided (6978, 8710, 8720): 4-6 images per minute (ipm) black, 1.5-4 ipm color Two-sided (M426, M477, M521dn, M570dn, 7740, 8730, 8740, 377dw, 477, 577, 772dw, 777z): 14-47 ipm black, 11-35 ipm color	Single-sided (2500 f1): up to 20 ppm; (3500 f1): up to 25 ppm; (4500 fn1): up to 30 ppm (black and color) Two-sided (2500 f1): up to 40 ipm; (3500 f1): up to 50 ipm; (4500 fn1): up to 60 ipm (black and color)	Single-sided (2000 s1): up to 24 ppm; (3000 s3): up to 35 ppm (black and color) Two-sided (2000 s1): up to 48 ipm; (3000 s3): up to 70 ipm (black and color)
<b>Supported media<sup>5</sup></b>	Letter/A4 (some support legal) Flatbed for irregular, fragile or	Standard weights and sizes (7740, 772dw, 777z): up to 11 x 17 inches/A3)	3500 f1, 4500 fn1: mixed stacks of various weights and sizes	Mixed stacks of various media weights and sizes, including plastic-coated ID cards

	HP Pro MFP/All-in-One With basic scanning features	HP Pro MFP/All-in-One With additional scanning features	HP ScanJet Pro flatbed with ADF scanner	HP ScanJet Pro sheet-feed scanner
				
	3D materials 7612: Wide-format materials	Flatbed for irregular, fragile or 3D materials	Flatbed for irregular, fragile or 3D materials (4500 fn1 flatbed supports legal)	3000 s3: supports media weights from 10.7-110 lb and up to 122 inches long No flatbed
<b>Photos<sup>5</sup></b>	Better – 1200 x 1200 dpi	Better – 1200 x 1200 dpi	Best – Optical 1200 x 1200 dpi (on flatbed)	Good – 600 dpi
<b>How will you use your scans?</b>				
<b>Main objective</b>	Copying, faxing, basic sending	Copying, faxing, basic sending, archiving	Digitizing documents, scanning to application	Digitizing documents, scanning to application
<b>Ease of use<sup>5</sup></b>	Better – Intuitive LCD or LED control panel and HP Scan software	Best – Intuitive touchscreen and HP Scan software	Better – Up to 5 front panel buttons and HP Scan software; 4500 fn1 has touchscreen	Good – One configurable front button for several workflows and HP Scan software
<b>Image/file management<sup>5</sup></b>	Manual, using post-scan software	Manual, using post-scan software	Better – Auto-crop, resize, deskew, blank page removal	Best – Auto-color, auto-crop, auto-exposure, auto-orient, edge removal, background cleanup, remove hole, color drop out, straighten the page, blank page removal
<b>File types and OCR<sup>5</sup></b>	Good – Up to 7 file types OCR via third-party software (included for some devices)	Good – Up to 8 file types including searchable PDF OCR via third-party software (included for most devices)	Better – Up to 8 file types including searchable PDF OCR: 2 Word processor formats	Best – Up to 8 file types including searchable PDF OCR: 5 Word processor formats, multi-language OCR
<b>Send to destinations<sup>5</sup></b>	Scan to printer; send to PC, email, fax (for devices with fax)	Scan to printer; send to PC, email, fax, USB (for devices with fax and USB); several can send to cloud; two can send to Microsoft SharePoint	Send to PC, email, network, cloud	Scan to local or network folder, email, Microsoft SharePoint, cloud destinations, FTP, or printer 3000 s3: send scans directly to mobile devices <sup>3</sup>
<b>Advanced workflow enablement<sup>5</sup></b>	TWAIN and WIA drivers	TWAIN and WIA drivers 477, 577, 772dw, 777z: Integrate with optional HP Capture and Route <sup>2</sup>	TWAIN/ISIS/WIA drivers In-box software: Readiris Pro, Cardiris, Nuance PaperPort, ArcSoft PhotoStudio (2500 f1), Kofax VRS (4500 fn1) Optional: HP Capture and Route, HP Embedded Capture <sup>2</sup>	TWAIN/ISIS/WIA drivers In-box software: Nuance PaperPort, I.R.I.S Readiris, I.R.I.S Cardiris, EMC ISIS
<b>How many people will use the device?</b>				
<b>Connectivity<sup>5</sup></b>	Network connection	Network connection	Direct PC connection; optional network connection via third-party compatible Sillex Network cards for scanners 4500 fn1: Direct PC and network connection	Direct PC connection
<b>Recommended users</b>	1 to 5	M130fw, M177fw, M227fdw, M277dw, 6968, 6978, 7740, 8710, 8720, 8730, 8740: 1 to 5 M377dw, M426, M477, 377dw, 477: 3 to 10 M521dn, M570dn, 577, 772dw, 777z: 5 to 15	1 user via PC connection; multiple users with optional Sillex Network cards 4500 fn1: 10 to 15 users	1 user via PC connection

HP Pro MFP/All-in-One  
With basic scanning features



HP Pro MFP/All-in-One  
With additional scanning features



HP ScanJet Pro flatbed  
with ADF scanner



HP ScanJet Pro sheet-feed scanner



Do you need a dedicated scan device?

Functionality

Multifunction

Multifunction

Dedicated scanning

Dedicated scanning

## Summary

Whatever your small business environment, HP has a scanning device that's right for your digitizing needs. LaserJet, OfficeJet, and PageWide Pro MFPs and All-in-Ones offer device consolidation and network connectivity and work well for low-volume, low-complexity scanning. If you have higher scan volumes or advanced imaging needs, look to a dedicated scanner. HP ScanJet Pro flatbed scanners make it easy to get great-quality scans of photos and documents. HP ScanJet Pro sheet-feed scanners offer fast, accurate scanning with a variety of automatic imaging and processing options.

## Notes

<sup>1</sup> HP EveryPage is referred to as HP Precision Feed on ScanJet devices introduced before 2013.

<sup>2</sup> HP Capture and Route and HP Embedded Capture must be purchased separately.

<sup>3</sup> 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](https://play.google.com/store/apps/details?id=com.hp.printcapture). For more information, see [hp.com/go/documentmanagement](http://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®.

<sup>4</sup> Scan speeds listed are a range from the lowest-speed device in the category to the fastest-speed device in the category. MFP/AiO scan speeds measured at 200 dpi (black-and-white, color, and grayscale) using A4 sized paper in portrait mode; ScanJet scan speeds measured at 300 dpi.

<sup>5</sup> Technical specifications may vary by product. Detailed product specifications can be found in each product's data sheet or at [hp.com](http://hp.com).

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