Brochure

Scanning for a more productive office

HP single-function scanners

Enhance your digital workflow

Do you feel overwhelmed by stacks of paper and too much data? Digitising 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.

What if you could...

- Digitise hardcopy into searchable files and send them to multiple destinations with one click?
- Scan large jobs containing a variety of media weights and sizes without worry of errors or poor quality?
- Set up scanning stations virtually anywhere in the workplace, regardless of space or environmental conditions?
- Incorporate a scanner with robust image enhancement software into your existing MFP fleet to handle large jobs or jobs where document quality is crucial?
- Add a robust device to your office that can boost productivity without extra work for IT administrators?

Build a comprehensive imaging fleet for your office

When you choose from HP's line of robust, ultra-reliable single-function scanners, you can empower your employees to:

- Scan, route, share, or store files in multiple destinations—such as Microsoft® SharePoint® and Google Drive™—in just a few simple steps.
- Help save valuable time by sending documents digitally for approval or signatures.
- Automatically integrate large stacks of hardcopy into the digital workflow—no need to sort mixed media.
- Create an organised, easily searchable digital repository.
- Help ensure high-quality scans with advanced image enhancement features.
- Use security features like PDF encryption to help protect your sensitive information.
- Choose from an array of advanced and customisable scanning features catered to your organisation's unique needs.
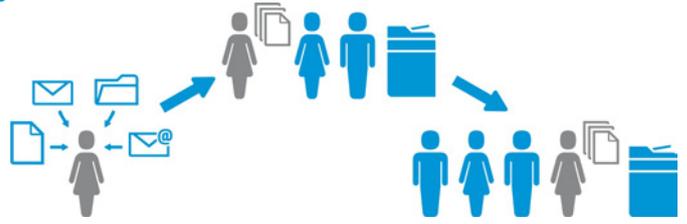
Choose the right device from a large portfolio

The HP line of scanners offers a wide range of device settings and features that complement every type of work environment. The list below outlines a few examples; for a full list of devices, see "Resources" on page 4.

- Choose a robust scanner with large duty cycles that scans high volumes of hard copy.
- Since single-function scanners don't require printing cartridges, they can operate in virtually any environment, regardless of temperature or humidity.
- The automatic document feeders (ADF) on HP ScanJet 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.
- One-touch settings and HP scan software can be customised to fit your exact needs, so jobs can be processed automatically.
- Many HP scanners come with embedded software like full-featured Kofax VRS Pro, certified TWAIN, and ISIS, so that you can scan directly to your in-house software. Advanced TWAIN Software Development Kit (SDK) features on some HP ScanJets provide the resources you need to integrate your business solutions.[2]

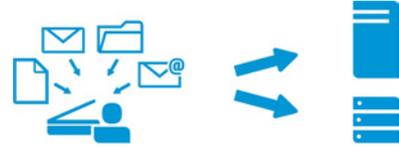# Finance: Avoid disruptions to business processes

Before a dedicated single-function scanner
A clerk at an accounting firm receives 10 to 30 tax returns every day, all of which need to be incorporated into the digital workflow. Using a shared MFP for this project slows down the productivity of other employees who need the MFP to print, copy, or send faxes.
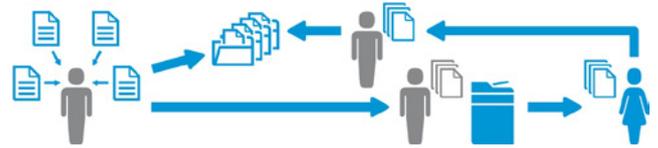
After a dedicated single-function scanner
The clerk is able to process her entire stack of hardcopy without leaving her workstation or interrupting anyone else's workflow. The digital files are sharp, clear, and easily integrated as searchable files into the firm's directories.

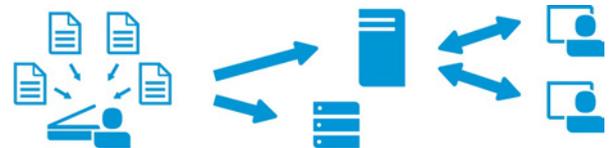# Legal: Turn volumes of paper into digital data

Before a dedicated single-function scanner
An archivist at a large legal firm receives hundreds of pages of hardcopy for each individual case, which must be stored in large filing cabinets—requiring a lot of space and making it difficult to find information. If a document requires a signature, he must print it, send it to the right people, then wait for their response before storing the document again.

After a dedicated single-function scanner
The archivist can efficiently scan hardcopy digitally, then easily compress, organise, and integrate the digital information into archiving software. Adding metadata or using OCR allows for quick and easy searchability. He can send documents to SharePoint sites for signatures or approval with just the touch of a button using automated settings. There is no longer a need for cumbersome filing cabinets.

Healthcare: Boost efficiency during in-patient admissions

Before a dedicated single-function scanner
A hospital admissions manager greets patients and collects patient ID cards, insurance cards, medical history files, and consent. Then, the representative has to leave her station to use a shared, centrally located scanning device, requiring her to leave the patient alone.

After a dedicated single-function scanner
The manager stays at her desk and quickly scans all the required documentation. The patient is able to check in quickly while the representative stays engaged with the patient. She easily scans all of the mixed media, then integrates and stores all of the information into the patient's digital file.

Why choose HP?

HP offers a broad portfolio of scanning devices, from mobile sheet-feed scanners for individual users, to networked digital senders that can be shared among multiple users. You can rely on HP for innovations like HP EveryPage[1] to help avoid errors and misfeeds and advanced TWAIN SDK features to help integrate the device into an established workflow. Included HP Scan software or Smart Document Scan Software (SDSS) provides a user interface that is intuitive and easy to use, with customisable settings to enhance, send, and store your scanned documents and images. Wi-Fi-enabled scanners offer users the HP JetAdvantage Capture app to initiate scans directly from mobile devices.[3] Select HP ScanJets can be monitored with industry-leading[4] HP Web Jetadmin.[5] The HP Digital Sender Flow 8500 fn1 has full Web Jetadmin support—easily create scanning profiles, troubleshoot problems, and update firmware.

Prior to its introduction, a new HP scanner undergoes rigorous HP testing to provide consistent, high-quality performance. Tests are performed with a large sample of devices through each step of the design process, to be certain that the device measures up to HP standards. The result is a solid, reliable product that produces consistent, excellent scan quality over its entire life.

Standard one-year limited hardware warranty with phone support are available on most HP scanning devices. (Warranty may vary by country as required by law.) Additional warranty and service extension options are available. Go to hp.com/support to learn about HP world-class service and support options in your region.

Learn more at
hp.com/go/scanners

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

[2] TWAIN SDK is available on all HP ScanJet products launched in 2015 or later.

[3] HP JetAdvantage Capture App can be downloaded from the Google Play™ Store and requires Internet access. The app is available for mobile devices running Android™ version 4.1 or higher and is compatible with many HP scanners and MFPs. For more information and device compatibility details, see hp.com/go/documentmanagement.

[4] Based on manufacturers' published product specifications and internal HP analysis of leading printer manufacturers' network device management solutions as of July 2015.

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

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