Family Guide

HP ScanJet portfolio

Select the right one for your business

Highly Recommended:
HP ScanJet Enterprise Flow N9120 fn2[1]

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Transform paper into digital workflows

Today's business landscape is increasingly flooded with data. To stay afloat, businesses must have the agility to process and react to new information quickly. It's no wonder then, that successful businesses are turning to document capture solutions to transform piles of paper into streamlined digital workflows.

Document capture is the process of creating a digital version of a paper document for integration into your business workflow. As the first step in creating your document capture strategy, this document will help you choose the HP scanner that's right for you. By considering your workflow from a few different perspectives, we'll make it easy to see which scanner or scanners are a good fit for your business.

Why HP

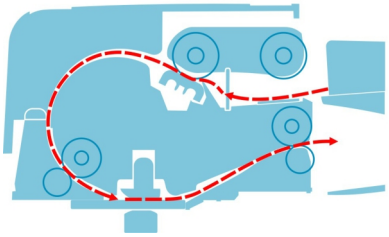
Renowned for their reliability and performance, HP ScanJets provide the best mix of ease-of-use and sophisticated features to help you get the job done. HP offers a broad portfolio of scanning devices, including PC-connected flatbed and sheet-feed scanners for individual users, and networked scanners that can be shared among multiple users.

You can rely on HP for innovations like HP EveryPage, which uses a number of technologies, including ultrasonic multi-feed detection, to help ensure that every sheet in the automatic document feeder (ADF) is scanned. Plus, select HP ScanJets for business can be remotely managed and configured with HP Web Jetadmin[2] fleet management software, which can ease the deployment of company-wide document management systems.

In the following pages, we'll walk you through a few aspects of your workflow, describe corresponding scanner features that will enable your workflow, provide details on the full portfolio of HP scanners, and finally see an example of how a business found the scanner to meet its needs.

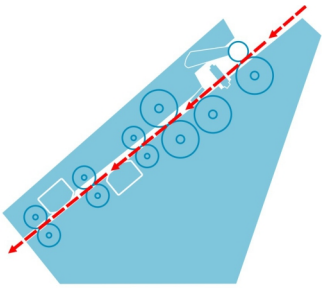
Two ADF designs

HP uses a C-path design for flatbed scanners and a straight path for sheet-feed scanners.



Cross section of a flatbed ADF with C-path design

The C-path handles a variety of media types and is designed to integrate with the flatbed scanner for an overall compact device.



Cross section of a sheet-feed ADF with straight-path design

The straight path handles a variety of media types and allows scanning of plastic-coated and heavier materials because the scanned material can remain flat.

How to choose

Choosing the right scanner for your business starts by asking four questions about your scanning workflow:

1. Do you need to share the scanner? (Choose between PC-connected and networked devices.)
2. What will you scan? (Choose a flatbed or sheet-feed device.)
3. How many pages will you scan? (Choose the device that can handle your daily workload.)
4. How will you manage your documents? (Choose document capture, workflow, and scanner management features.)

Because each of these questions corresponds to specific scanner capabilities, your answers can lead you to the scanner that's the best fit for your business. Pages 5 and 6 feature the portfolio of HP ScanJets for business. Scanner features are detailed in a table format, with columns grouped according to the questions listed below.

Do you need to share the scanner?

Choose between PC-connected and networked devices

Deciding between a PC-connected or a networked digital sender or scanner depends on how many people will use the device. PC-connected scanners are appropriate for individuals who regularly scan a number of documents that must be verified on their PCs. HP ScanJet PC-connected scanners connect to a computer using a Hi-Speed USB interface. Networked devices should be deployed in environments where multiple users need access to a scanning device. These devices use an Ethernet interface to connect to the network.

What will you scan?

Choose a flatbed or sheet-feed device

The kinds of materials you scan can determine whether you need a flatbed or a sheet-feed scanner. Flatbed scanners feature a flat glass scanning area that allows you to scan items that cannot be processed by the ADF. Businesses may want to choose a flatbed scanner if they frequently scan books, journals, or other bound materials; bulky or very delicate items; or photos or other material that must be scanned at resolutions greater than 600 dots per inch (dpi).

Most business documents, however, and even material like ID and business cards, can be easily and reliably handled by HP sheet-feed scanners. Featuring a straight-through media path, HP sheet-feed scanners can handle more media types—including plastic-coated and heavier materials—through the ADF than flatbed scanners (see image at left), and also have a smaller footprint than flatbed scanners.

Choose paper size handling

While most offices primarily scan documents in A4 (210 x 297 mm), letter (8.5 x 11 in), or legal (8.5 x 14 in) sizes, some businesses need the ability to scan wide-format A3 (297 x 420 mm) or tabloid (11 x 17 in) documents. Select scanners are capable of handling media up to 309.9 cm (122 inches) in length. HP flatbed and sheet-feed scanners offer a variety of media-handling capabilities to meet the needs of every office.

How many pages will you scan?

Choose the device that can handle your daily workload

The number of pages a scanner is designed to process during one day is expressed as the daily duty cycle. You can estimate the number of pages you plan to scan each day and then choose a scanner with a recommended duty cycle that meets or exceeds your estimate.

HP ScanJets offer a range of ADF input capacity, which is the number of pages you can load into the ADF's input tray. A higher ADF input capacity means that users can load larger jobs and limit interactions with the device.

Choose a scanning speed
You may also want to consider scanning speeds, which typically increase as recommended duty cycles increase, and can save time for the business and your employees. Based on standard A4/letter-sized pages, scanner speed is measured in both pages per minute (ppm), which is how many pages can feed through the ADF in one minute, and images per minute (ipm), which is how many images the scanner can process in one minute. The ipm rating can be up to twice the ppm rating, as all HP ScanJet for business flatbed and sheet-feed scanners capture both sides of a two-sided document in one pass through the ADF.[3]

Select HP ScanJets for business include HP EveryPage technologies that help you confidently feed and capture scans—including mixed stacks of various media weights and sizes—at high speeds. HP EveryPage technologies minimise document wear and tear while helping to ensure that pages process without interruption.

How will you manage your documents?

Choose document capture features
The needs of each business can differ. Some businesses frequently need to capture high levels of detail for items like photographs and should look to flatbed scanners with scanning resolution capabilities of no less than 1200 dpi.

All HP ScanJets for business meet the minimum document capture needs of businesses with simple workflows, in which, for example, documents are scanned into storage as PDFs. Standard features include optical character recognition (OCR), which converts a document image into digitised text.

The HP ScanJet Pro 2000 s2, 3000 s4, 2500 f1, 3500 f1, N4000 snw1, 4500 fn1 scanners, the HP ScanJet Enterprise Flow N9120 fn2, and HP Digital Sender Flow 8500 fn2 Document Capture Workstation come with HP Scan software, which lets you monitor the progress of your scans and preview them before saving. Easily make a variety of adjustments to get the results you want, including reordering, adding, or deleting pages; rotating 90 degrees left or right; and changing exposure, file type, and destination. Blank pages can be automatically removed. Use convenient, built-in scan shortcuts or customise settings for the jobs you use most often.

Businesses with more advanced workflows, or specific needs like Kofax Virtual ReScan (VRS) Pro integration, should look to scanners with advanced workflow features. The HP ScanJet Enterprise Flow 7000 s3 and HP ScanJet Enterprise Flow 7500 feature HP Smart Document Scan Software (SDSS), a fast, easy-to-use capture and routing application that lets you enhance, manipulate, send, store, and print scanned documents.

HP SDSS lets you automatically perform complex tasks—such as blank page removal, barcode recognition, batch scanning, image cleanup, and even sending to multiple destinations, including network and Microsoft® SharePoint® locations—all at the touch of a button. The HP Digital Sender Flow 8500 fn2 Document Capture Workstation includes similar capabilities embedded in the device.

On the HP ScanJet Enterprise Flow 5000 s5 and N7000 snw1, HP Scan Premium software lets you scan with a single touch, capture text with zonal OCR, capture barcodes with zonal barcode, create custom shortcuts, add metadata, and take advantage of automated processes that simplify and improve workflows. Scan-to-cloud capabilities make it simple to capture and send information where you need it. You can even send to multiple destinations simultaneously. For added security, include a digital signature in a PDF file or apply a digital stamp to each scanned page.

Choose workflow integration features
Most HP ScanJets include ISIS, WIA, TWAIN, and SANE drivers that allow integration with third-party document management capture software.

Choose scanner management features
HP Web Jetadmin[2] fleet management software helps busy IT staff to configure, monitor, and troubleshoot imaging and printing devices from any network-connected PC using standard web browsers. Select HP ScanJets can be monitored with HP Web Jetadmin.[2] The HP Digital Sender Flow 8500 fn2 and the HP ScanJet Enterprise Flow N9120 fn2 have full Web Jetadmin support—easily create scanning profiles, troubleshoot problems, and update firmware.

Flatbed

HP flatbed scanners provide the flexibility to scan documents with the automatic document feeder, as well as photos, books, and bulky items using the flatbed scanner.

	 Pro 2500 f1	 Pro 3500 f1	 Pro 4500 fn1	 Enterprise Flow 7500	 Digital Sender Flow 8500 fn2	 Enterprise Flow N9120 fn2[1]
Do you need to share the scanner?						
	PC-connected	PC-connected	Built-in networking and PC-connected	PC-connected	Built-in networking	Built-in networking and PC-connected
What will you scan?						
Media handling	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material
Max paper size	ADF: 21.6 x 309.9 cm (8.5 x 122 in) Flatbed: 21.6 x 29.7 cm (8.5 x 11.7 in)	ADF: 21.6 x 309.9 cm (8.5 x 122 in) Flatbed: 21.6 x 29.7 cm (8.5 x 11.7 in)	ADF: 21.6 x 309.9 cm (8.5 x 122 in) Flatbed: 21.6 x 35.6 cm (8.5 x 14 in)	ADF: 21.6 x 86.4 cm (8.5 x 34 in) Flatbed: 21.6 x 35.6 cm (8.5 x 14 in)	ADF: 21.6 x 86.4 cm (8.5 x 34 in) Flatbed: 21.6 x 35.6 cm (8.5 x 14 in)	ADF: 29.7 x 86.4 cm (11.7 x 34 in) Flatbed: 29.7 x 43.2 cm (11.7 x 17 in)
How many pages?						
Recommended daily duty cycle	1,500 sheets	3,000 sheets	4,000 sheets	3,000 sheets	10,000 sheets	20,000 sheets
ADF capacity	50 sheets	50 sheets	50 sheets	100 sheets	150 sheets	200 sheets
Scan speed[3]	Up to 20 ppm Up to 40 ipm	Up to 25 ppm Up to 50 ipm	Up to 30 ppm Up to 60 ipm	Up to 50 ppm Up to 100 ipm	Up to 100 ppm Up to 200 ipm	Up to 120 ppm Up to 240 ipm
HP EveryPage	No	Yes	Yes	Yes	Yes	Yes
How will you manage your documents?						
Max scan resolution	ADF: up to 600 dpi Flatbed: up to 1200 dpi	ADF: up to 600 dpi Flatbed: up to 1200 dpi	ADF: up to 600 dpi Flatbed: up to 1200 dpi	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi
Workflow support	Simple: HP Scan software	Simple: HP Scan software	Advanced: HP Scan software, Kofax VRS Pro	Advanced: HP SDSS, Kofax VRS Pro	Advanced: embedded	Advanced: HP Scan software, Kofax VRS Pro
Drivers	WIA, TWAIN, and SANE	WIA, TWAIN, and SANE	ISIS, WIA, TWAIN, and SANE	ISIS, TWAIN, and SANE	TWAIN (Network and USB), ISIS, WIA, and SANE	TWAIN (Network and USB), ISIS, WIA, and SANE
HP Web Jetadmin[2]	No	No	Yes	Yes	Monitor and configure	Monitor and configure

Sheet-feed

HP sheet-feed scanners have a small footprint to save valuable office space and handle a variety of media types.






	Pro 2000 s2	Pro 3000 s4	Pro N4000 snw1	Enterprise Flow 5000 s5	Enterprise Flow 7000 s3	Enterprise Flow N7000 snw1
Do you need to share the scanner?						
	PC-connected	PC-connected	PC-connected, wireless,[4] Wi-Fi Direct®,[5] Ethernet	PC-connected	PC-connected	PC-connected, wireless,[4] Wi-Fi Direct,[5] Ethernet
What will you scan?						
Media handling	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material
Max paper size	21.6 x 309.9 cm (8.5 x 122 in)	21.6 x 309.9 cm (8.5 x 122 in)	21.6 x 309.9 cm (8.5 x 122 in)	21.6 x 309.9 cm (8.5 x 122 in)	21.6 x 309.9 cm (8.5 x 122 in)	21.6 x 309.9 cm (8.5 x 122 in)
How many pages?						
Recommended daily duty cycle	3,500 sheets	4,000 sheets	4,000 sheets	7,500 sheets	7,500 sheets	7,500 sheets
ADF capacity	50 sheets	50 sheets	50 sheets	80 sheets	80 sheets	80 sheets
Scan speed[3]	Up to 35 ppm Up to 70 ipm	Up to 40 ppm Up to 80 ipm	Up to 40 ppm Up to 80 ipm	Up to 65 ppm Up to 130 ipm	Up to 75 ppm Up to 150 ipm	Up to 75 ppm Up to 150 ipm
HP EveryPage	No	Yes	Yes	Yes	Yes	Yes
How will you manage your documents?						
Max scan resolution	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi
Workflow support	Simple: HP Scan Software	Simple: HP Scan Software	Simple: HP Scan Software	Advanced: HP Scan Premium	Advanced: HP SDSS Kofax VRS Pro	Advanced: HP Scan Premium
Drivers	TWAIN, ISIS, WIA, and SANE	TWAIN, ISIS, WIA, and SANE	TWAIN, ISIS, WIA, and SANE	TWAIN, ISIS, WIA, and SANE	TWAIN, ISIS, WIA, and SANE	TWAIN, ISIS, WIA, and SANE
HP Web Jetadmin[2]	Yes	Yes	Yes	Yes	Yes	Yes

KeyPoint Government Solutions success story

Company profile and background
KeyPoint Government Solutions is a leading provider of investigation and risk mitigation services for the public and private sectors, including the Department of Homeland Security (DHS). A team of four employees together scans up to 4,000 pages per day for DHS. The documents must be carefully handled, but thoroughly and quickly processed.

KeyPoint was not satisfied with their previous scanners, which needed to be cleaned at least daily, and they found the onsite service frequently ineffective and overly time-consuming.

Why they chose an HP PC-connected flatbed scanner
KeyPoint habitually scans a variety of irregular, damaged, and delicate materials, so they needed the flexibility of a flatbed scanner. Because they do not need to share the scans as part of a workflow, they chose a PC-connected device. Ultimately, they chose to buy four HP Scanjet Enterprise 7500 Flatbed Scanners,[6] each with a recommended duty cycle of up to 3,000 sheets per day.

In terms of workflow, the DHS team especially appreciates the OCR capabilities, which enable them to scan an array of documents—from notes on envelopes to county courthouse records—as searchable PDFs. The team relies on the scanner's multi-feed detection capability to ensure pages are processed carefully and that no pages are missed, and the auto-rotate and auto-orient features save time.

"The reliability of the HP Scanjet document scanner is remarkable, which lends to streamlined efficiency and uninterrupted productivity for our staff."

– Russell P. McAbee, Deputy programme director at KeyPoint

Count on HP

You now have the information you need to get the most out of your document capture investment. By taking a close look at the type of material you need to scan, the number of documents you will scan per day, your specific document capture needs, and whether or not you need network connectivity, you can easily pinpoint the scanner that's right for your business.

Whatever scanner you choose, you can count on HP to deliver a reliable performer with a rich feature set that is easy to use.

Learn more at
hp.com/go/scanners

Notes

[1] The HP ScanJet Enterprise Flow N9120 fn2 earned a Highly Recommended rating from Buyers Lab in 2019.
[2] HP Web Jetadmin is available for download at no additional charge at hp.com/go/webjetadmin.
[3] Scan speeds measured at up to 300 dpi (black-and-white, colour, and greyscale) using A4 sized paper in portrait mode.
[4] Wireless performance is dependent on physical environment and distance from access point and may be limited during active VPN connections.
[5] Requires the HP JetAdvantage Capture App. Download the app at 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 be connected directly to the Wi-Fi network of the scanner.
[6] The HP Scanjet Enterprise 7500 Flatbed Scanner is a predecessor to the HP Scanjet Enterprise Flow 7500 Flatbed Scanner.

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