The right HP device can help optimize your infrastructure and streamline document workflows. Choose from a variety of single- and multi-function 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-optimized 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 optimize. 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, which uses a number of technologies to help ensure that every sheet in the ADF is scanned. Plus, HP Enterprise MFPs, digital senders, and most Scanjet Enterprise scanners can be monitored and configured with HP Web Jetadmin fleet management software. These devices easily integrate with HP Flow CM Professional, a cloud-based document management solution to capture, store, access, and share your important business content.
What’s right for you?

Whatever your business environment, HP has a scanning device that’s right for your document workflow:

**HP LaserJet and Officejet Enterprise MFPs**—These all-in-one networked devices offer printing, copying, and faxing in addition to scanning. They’re great for low-volume, low-complexity environments.

**HP LaserJet and Officejet Enterprise Flow MFPs**—Flow MFPs offer fast two-sided, single-pass scanning; advanced image enhancement and processing; and higher automatic document feeder (ADF) input capacity. 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.

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**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.
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 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 Officejet Enterprise MFPs easily handle standard paper sizes and types such as letter, legal, or A4 bond paper.

The ADFs on HP Flow devices include HP EveryPage technologies that help you confidently feed and capture scans—including mixed stacks of various media weights and sizes—at high speeds. This feature minimizes 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 Officejet Enterprise MFP

High volume, frequent two-sided scanning, variety of media: HP LaserJet or Officejet 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 color 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 Officejet Enterprise MFPs have basic capture and imaging options. Flow MFPs offer many of the advanced automatic-imaging and processing features you’ll find on digital sender Flow devices—such as page count, image preview on the device touchscreen, 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 Virtual ReScan Pro (which can automatically enhance document legibility), 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 OfficeJet Enterprise MFPs offer basic send-to destinations, while Flow devices include Microsoft® SharePoint® and HP Flow CM options.3,4

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 Virtual ReScan.

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 Officejet Enterprise MFP
Advanced capture, imaging, and processing features: HP LaserJet or Officejet Enterprise Flow MFP or HP Digital Sender Flow
Powerful capture, imaging, and processing features: HP Scanjet Enterprise Flow Scanner

See the table on pages 5-6 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 interface.

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

<table>
<thead>
<tr>
<th>MFP</th>
<th>Flow MFP</th>
<th>Digital Sender Flow</th>
<th>Flow Scanner</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP LaserJet Enterprise MFP M525, color MFP M575, Color MFP M680, MFP M725, color MFP M775</td>
<td>HP LaserJet Enterprise flow MFP M525c, color flow MFP M575c, Color Flow MFP M680z, flow MFP M830, Color flow MFP M880</td>
<td>HP Digital Sender Flow 8500 fn1</td>
<td>HP Scanjet Enterprise Flow 5000 s2, 7000 s2, 7500, N9120</td>
</tr>
<tr>
<td>HP Officejet Enterprise Color MFP X585</td>
<td>HP Officejet Enterprise Color Flow MFP X585z</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Will you scan a high number of pages?  

<table>
<thead>
<tr>
<th>ADF type</th>
<th>Paper feeding technology</th>
<th>ADF input capacity</th>
<th>Single-sided scan speed, letter/A4 (pages per minute at 300 dpi)</th>
<th>Two-sided scan speed, letter/A4 (images per minute at 300 dpi)</th>
<th>Recommended scan volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reversing ADF</td>
<td>Standard</td>
<td>M525, M575, X585: 50-sheet M680, M725, M775: 100-sheet</td>
<td>Color: M525, M575: Up to 32/30; X585: Up to 44/41; M680: Up to 45; M725, M775: Up to 30 Black: M525: Up to 42/40; M575: Up to 32/30; X585: Up to 44/41; M680: Up to 60; M725: Up to 49/50; M775: Up to 30</td>
<td>Color: M525, M575: Up to 15/14; X585: Up to 18/18; M680: Up to 45; M725: Up to 14.5/15; M775: Up to 14 Black: M525: Up to 18/18; M575: Up to 15/14; X585: Up to 18/18; M680: Up to 60; M725: Up to 19.5/20; M775: Up to 14</td>
<td>M525, M575, X585, M725, M775: 6,250 to 10,500 pages per month M680: 14,250-23,750 pages per month</td>
</tr>
</tbody>
</table>
## Feature comparison, continued

<table>
<thead>
<tr>
<th>MFP</th>
<th>Flow MFP</th>
<th>Digital Sender Flow</th>
<th>Flow Scanner</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Keyboard</th>
<th>Virtual keyboard on touchscreen</th>
<th>Virtual keyboard, pull-out external keyboard</th>
<th>Virtual keyboard, pull-out external keyboard</th>
<th>N/A (input on PC keyboard)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send to destinations</td>
<td>• Email • Network folder • LAN/Internet fax • USB • FTP • HP Flow CM Professional</td>
<td>Adds: • SharePoint</td>
<td>Same as Flow MFP</td>
<td>Adds: • Google Drive</td>
</tr>
<tr>
<td>Advanced processing</td>
<td>None</td>
<td>Embedded OCR (about 30 seconds/page, depending on job)</td>
<td>Embedded OCR (about 15 seconds/page, depending on job)</td>
<td>OCR in the scan software (speed determined by PC performance)</td>
</tr>
<tr>
<td>Advanced imaging</td>
<td>• Auto-blank page removal • Image preview • Auto-color detection • Edge erase • Deskew • Auto-content-crop</td>
<td>Adds: • Auto-orientation • Auto-page-crop • Auto-tone</td>
<td>Adds: • Color dropout</td>
<td>Adds: • Merge pages • Remove holes • Batch separation • Barcode recognition/decoding • Kofax Virtual ReScan Pro</td>
</tr>
<tr>
<td>Advanced workflow enablement</td>
<td>None</td>
<td>Direct control panel integration of 3rd-party document solutions</td>
<td>Same as Flow MFP</td>
<td>• 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</td>
</tr>
</tbody>
</table>

### Do multiple people need to use the device?

<table>
<thead>
<tr>
<th>Connectivity</th>
<th>Network connection</th>
<th>Network connection</th>
<th>Network connection</th>
<th>Direct connection</th>
</tr>
</thead>
</table>

### Do you need a dedicated scan device?

| Functionality | Multifunction | Multifunction | Dedicated scanning | Dedicated scanning |
Usage scenarios

Scenario one: HP LaserJet or Officejet 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 letter or legal 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 easily scan A3/ledger, letter and legal documents via the ADF. The few documents smaller than letter-size can be handled at the MFP’s flatbed scanner.

Scenario two: HP LaserJet or Officejet 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 Officejet Enterprise Color Flow MFP X585z. 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 optimize the file for readability and file size. On-board OCR automatically processes the document, then it’s sent to SharePoint.

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. Social security numbers must be redacted before the documents are stored. 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 s2 Sheet-feed Scanner and appropriate software, a worker captures new files, adjusts the images, and sends them to the appropriate folder in HP Flow CM Professional. 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. 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 fn1 Document Capture Workstation 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.

Notes

1 HP EveryPage is referred to as HP Precision Feed on Scanjet devices introduced before 2013.
2 Download HP Web Jetadmin for free at hp.com/go/webjetadmin.
3 HP Flow CM Professional is available in US and Canada only and through select HP partners.
4 Only Flow scanners with SDSS v3.7 support send-to Flow CM.
5 Only available on HP Scanjet Enterprise Flow 5000 s2 and 7000 s2.

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