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With paperless and document storage initiatives at firms and companies in full swing, one of the key components of any efficient process is the scanner. Even though scanners have come a long way since simple flatbeds, the choices and implementation can be overwhelming. Scanning solutions range in price from hundreds
to thousands of dollars. As with any technology investment, your ability to select the proper solution is a matter of matching your needs to the scanner's capabilities. The following factors should be considered when buying a scanner for your office.

TYPES OF SOURCE DOCUMENTS
Review the various types of documents that exist in your office. Do you process black and white documents, color or both? Are all documents single sided? What sized documents do you process? Do you need a scanner that can accommodate small documents such as a W-2 or 1099? Do you need a scanner that can process large documents such as a schedule printed on green bar paper?

Factors To Consider When Buying A Scanner For Your Office

- Types of Source Documents
- Quantity of Source Documents
- Who Is Using the Scanner?
- Document Storage
- Document Quality

QUANTITY OF SOURCE DOCUMENTS

DOCUMENT STORAGE

It is important to understand the various file formats and storage options that are available for your digital documents. The office should use a single file format for all scanned images. Common file formats include *.PDF, *.JPG and *.TIF. In addition, your office should determine how the files will be stored before selecting a scanner. Will they be stored on a shared network, in a document management system or on local hard drives? The scanner and document routing software should match your document storage plans.

Scanning Solution Vendors And Their Websites:

Brother — www.brother-usa.com

Canon — www.solutions.canon.com

Epson — www.epson.com

Fujitsu — www.fujitsu.com/us

HP — www.hp.com

Kodak — www.kodak.com

Konica Minolta — http://konicaminolta.us

Ricoh — www.ricoh-usa.com

Visioneer — www.visioneer.com

Xerox — www.xerox.com

DOCUMENT QUALITY

The specifications for a scanner often include output resolution. This number determines the quality of the scans and is important if you need to reproduce the images in paper format. At the very least, the output resolution should match the capabilities of the printers in your office. Typically, printers are set to 600 dpi.

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