HP document management solutions

The tool for greater productivity and efficiency

hp invent

Living in the digital economy

In today's digital economy, business is driven by information. Timely access to information is crucial, and may even dictate if a business thrives, or fails. Yet many companies still struggle on a daily basis to manage large volumes of paper—invoices, receipts, forms, legal documents and more. Current paper-based environments are burdened by high costs, inefficiencies, as well as regulatory and compliance risks.

From simple scanning devices, to effective productivity tools

The need to manage large volumes of paper is necessitating a change in the way companies manage their documents and workflows, from a paper-based system into a more efficient paperless one. The solution lies in a rather simple, yet highly effective, device—HP Document Scanners.

With HP Document Scanners, digitised documents and images can be quickly and simply stored in a digital format for quick and easy access at any time.

Any type of business that deals with high volumes of paper—insurance, logistics, legal, accounting, transportation, government, healthcare, real estate and others—can realise beneficial cost reductions and improved productivity and efficiency through a better managed document workflow.

Learn how HP's document management solutions can wow your customers.

The enclosed CD contains an indispensable interactive training tool that will provide you all that you need to know about HP's latest document management solutions. Highlights of the CD include:

1. **Scanners in action**
   Industry-specific scenarios explaining in detail how each scanner can benefit your customers. Four scenarios are presented:

   - A small insurance broker with less than 20 employees
   - A medium-sized logistics company with 80+ employees
   - A medium-sized law firm
   - A shared resource for workgroups within a large organisation

2. **Datasheets and demoscripts**
   Useful product-specific information on each HP Scanjet and software solution.

To learn how these document management solutions can wow your customers, check out the training CD now.

HP Scanjets make document management easy and affordable.

Benefits of document management solutions

Success in every business hinges upon the ability to improve operational efficiencies and reduce costs.

A well-implemented document management solution can help increase productivity and cost efficiencies by:

- Enabling employees to share and retrieve documents easily
- Reducing the amount of space needed for filing documents
- Reducing incidences of documents being misplaced or lost
- Decreasing the time employees spend on document retrieval or re-creation
- Improving knowledge management

HP's DC Servo Motor Drive

The HP Scanjets 8350 and 8390 use a new, highly sophisticated, DC servo motor drive and control system instead of the traditional stepper motors found in most scanners. The DC servo motor drive and control system enables very quiet operation at very high speed and assures high resolution using a sophisticated, third order feedback and control loop.

Smart Document Scan Software (SDSS)

HP's Smart Document Scan Software makes scanning a real breeze. This user-friendly software has button utilities that allow users to create custom document profiles for regular and repetitive scanning jobs. Profiles can be configured to dpi, colour settings, destinations, batch separation, and page processing plus many more. These profiles can then be mapped to buttons on the scanner which lets the scan profile be simply and quickly launched with the push of a button.

Partnering with market leading document management software vendors

HP's collaboration with leading software companies including Kofax, NewSoft, I.R.I.S. and ScanSoft has resulted in the most technologically advanced, yet cost-effective document management solutions available today.

The integrated Kofax, I.R.I.S., NewSoft and ScanSoft technologies offer customers an integrated document scanning and management solution that rivals the quality of far more expensive scanners.

- Kofax's Virtual ReScan technology lowers the cost of document capture by eliminating rescans, improving readability, and significantly reducing the need to pre-sort documents and change scanner settings.

- Readiris Pro offers users an easy-to-use tool which lets them capture text from scanned hard copy documents with a high level of accuracy and speed, edit it, and save as Microsoft® Word and Adobe® PDF files.

- NewSoft's PageManager gives users a powerful yet easy-to-use document management solution with the ability to store digitised documents, organise them for fast retrieval and management, and share them with other applications like Microsoft® Word or Excel.

- ScanSoft PaperPort provides an efficient way for everyone in an organisation to organise, find and share paper, Adobe® PDF, and digital documents. PaperPort combines the power of creating PDF, the convenience of network scanning and the efficiency of document management, into a single, easy-to-use desktop application.

- ScanSoft OmniForm enables the user to quickly turn paper forms into digital forms or to create new digital forms. OmniForm comes with a complete set of pre-designed templates to facilitate the creation of new forms.

Reliable after sales and support

HP's reliable and productive Scanjets are backed by one of the best service and support infrastructures available today. Customers get quick phone or online support from HP—24 hours a day, every day—and a one-year limited warranty.*

HP is the only company to receive an "A" rating for 'satisfaction and reliability' 14 years in a row from PC Magazine in the United States. By purchasing a reliable and well supported HP product, your customers get lower downtimes, fewer problems and stress-free ownership.

*Check with your local HP contact for further details.

At a glance: key product features

		Speed	Duty Cycle	Software
HP Scanjet 5590	Fast, versatile scanning for small to medium businesses (SMBs) with low-to medium-volume scanning needs.	**Preview speed** Less than 7 seconds **ADF speed:** 8ppm/4ipm duplex scanning capable	Up to 200 pages per day	• I.R.I.S. Readiris™ Pro • Stegmark™ ImageLITE • NewSoft® Presto! PageManager®
HP Scanjet 7650	High-productivity scanning for mid-sized businesses with low-to medium-volume scanning needs.	**Preview speed** Less than 6 seconds **ADF speed:** 12ppm/6ipm duplex scanning capable	Up to 500 pages per day	• I.R.I.S. Readiris™ Pro • Stegmark™ ImageLITE • NewSoft® Presto! PageManager® • ScanSoft® PaperPort® Deluxe • ScanSoft® OmniForm®
HP Scanjet 7800 *Inbox software valued at more than US$850**	Fast and powerful dedicated sheet-feed document scanning with effective document management features and a small footprint.	**Preview speed** Less than 4 seconds **ADF speed** 25ppm/50ipm single pass duplex	Up to 1,000 pages per day	• Smart Document Scan Software • I.R.I.S. Readiris™ Pro • NewSoft® Presto! BizCard Reader • Instant share
HP Scanjet 8350 *Inbox software valued at more than US$950**	Fast and productive complete document management solution for workgroups with high-volume scanning needs.	**Preview speed** Less than 4 seconds **ADF speed** 25ppm/50ipm single pass duplex	Up to 1,000 pages per day	• Smart Document Scan Software • Kofax Virtual Rescan™ • I.R.I.S. Readiris™ Pro • Stegmark™ ImageLITE • NewSoft® Presto! PageManager® • ScanSoft® PaperPort® Deluxe • Instant share
HP Scanjet 8390 *Inbox software valued at more than US$950**	HP's fastest document management solution with high-speed unattended scanning and best-in-class performance. Ideal for workgroups with high-volume scanning needs.	**Preview speed** Less than 4 seconds **ADF speed** 35ppm/70ipm single pass duplex	Up to 1,000 pages per day	• Smart Document Scan Software • Kofax Virtual Rescan™ • I.R.I.S. Readiris™ Pro • Stegmark™ ImageLITE • NewSoft® Presto! PageManager® • ScanSoft® PaperPort® Deluxe • Instant share

*Amount quoted based on US retail prices as of February 2006.

HP's unique offering

HP's document scanners deliver best-in-class technology, ease of use and impressive results.

An HP Scanjet for every business

HP provides the widest range of affordable and reliable document scanners to meet the diverse document management needs of every business from insurance, logistics, legal, accounting, transportation, government, healthcare, real estate and more.

Powerful document management solution—all in one affordable package

HP Scanjets come with industry-leading, user-friendly document management software bundles—designed to enhance productivity—at a price that is affordable. For example, the HP Scanjet 8390 comes with software valued at over US$950.*

Exclusive HP Technology

HP scanners feature innovative market-leading technology, so customers can be assured of fast, efficient and professional-quality scans. Key technologies include:

CCD and Triple-Sensor Scanning Technology
With HP's exclusive dual Charge-Coupled Device (CCD) and Triple Sensor Technology, combined with 48-bit colour, your customers can expect impressive results. Images come alive with amazing clarity and brilliance, with even the finest details captured.

HP's triple-sensor scanning technology delivers an optimal combination of scanning resolution and performance for fast, high-quality scans.

Firstly, the monochrome sensor operates at higher speeds for superior document management.

And secondly, there are two types of colour CCD sensors which deliver scans that are razor sharp. In fact, photos and images are rendered in more colour than the human eye naturally recognises. This is achieved by one colour sensor scanning at high speed with superior image quality; and the second colour sensor responsible for producing high resolution for photos, slides and negatives up to 4,800 dpi.

HP Instant-on Technology
Scanners use fluorescent lamps to scan and these lamps need to be warmed up before they function correctly. Many scanners claim to be fast, but that's only after their lamps have warmed up. With HP Instant-on Technology, there's no waiting—just push a button and the scanner is ready for action, instantly. This is because a unique heating element keeps the lamp warm to maintain bulb temperature. This HP proprietary technology offers users the added benefit of using significantly less power than alternative methods that require the lamp to be left on to keep it warm and ready.

*Amount quoted based on US retail prices as of February 2006.

Integrated software solutions

By integrating HP's exclusive scanning technology with leading-edge software as a single "in-box" solution, your customers will benefit from unrivalled performance and value as well as optimised efficiency and productivity.

Following is a summary of the various "in-box" software available with HP's latest document scanners:

HP Smart Document Scan Software (SDSS)

Available with HP Scanjet 7800, HP Scanjet 8350 and HP Scanjet 8390.

HP Smart Document Scan Software provides everything your customer needs to scan, organise documents, convert and save information—and it uses little memory on the hard drive. Settings for regularly occurring scan jobs can also be saved and assigned to one-touch buttons for easy, quick scanning. The software supports various file formats for even greater versatility—documents are delivered to local or network folders as Adobe® PDF, Microsoft® Word or Excel, Corel® WordPerfect®, JPEG or TIFF files.

1. Use preset profiles to get started, or customise Profile Settings for one-touch scanning.
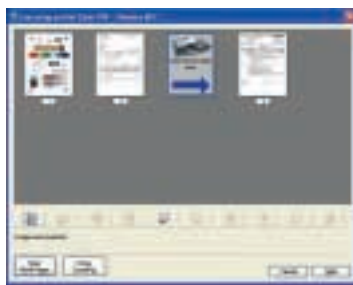

2. Define your destination folder and file information— save as Adobe® PDF, Microsoft® Word or Excel, Corel® WordPerfect®, JPEG or TIFF.

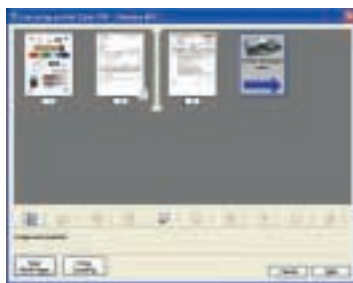3. An exclusive preview window shows each page as it is scanned.
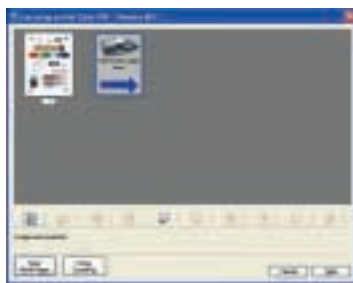
4. Rearrange, delete or add scanned pages— even use bar codes to manage workflow, such as separating jobs.

Reorder or rotate pages

Delete, insert or separate pages

Kofax Virtual ReScan™

Virtual ReScan (VRS) is an electronic quality control solution for all scanned images. VRS instantly checks and adjusts for alignment (skew), brightness, contrast and image clarity. Inconsistencies are immediately corrected so that only the straightest, most readable images are captured, reducing the need for highly trained scanner operators.

Available with HP Scanjet 8350 and HP Scanjet 8390.

Key features

1. Reduced document preparation
   Place all documents regardless of their size, colour or orientation into the ADF and start scanning. VRS will automatically detect any paper jams, bent corners, or other equipment conflicts.

2. Automatic de-skew
   Automatically straightens each scanned image, particularly important when using auto recognition tools such as OCR and ICR. Also allows operators to intercede and manually fine tune the skew angle of documents as necessary.

3. Improved image clarity
   VRS analyses the brightness and contrast levels of each document, comparing them to the user-defined acceptable range.

4. Noise eliminated
   Remove excessive speckling; thin or thicken lines/characters to obtain crisp, clean images.

5. Accelerated scanning
   Perform fast scanning at a lower dots-per-inch (dpi) resolution. After analysing the image, VRS will then convert the final bi-tonal image into a higher-resolution dpi for better on-screen viewing.

6. Real-time analysis
   Displays optimum settings for each scanned image to allow users to create new default settings for common documents. Multiple settings can be created and saved for future use.

7. Compact, Internet-ready images
   Suppress noisy backgrounds and shaded areas to get ultra-compact image files that are ideal for display and rapid retrieval on the Web.

I.R.I.S. Readiris Pro™

An easy-to-use text/optical character recognition software (OCR) with an unrivalled combination of accuracy and speed. Convert paper documents, PDF and image files into editable text and send to a wide variety of applications in just one step.

Readiris PRO 10

Available with HP Scanjet 5590, HP Scanjet 7650, HP Scanjet 7800, HP Scanjet 8350 and HP Scanjet 8390.

Key features

1. **Flow text mode**
   Powerful auto-format technology that positions pictures, graphics and tables correctly and the text flows across columns or pages.

2. **"Send To" Mode**
   Automatically sends output result to a selected application such as Microsoft® Word, Microsoft® Excel, Adobe® Acrobat®, Microsoft® Internet Explorer, Netscape, Corel WordPerfect and more.

3. **PDF input**
   Open PDF documents (even read-only), and convert them into editable files that can be sent directly to various applications.

4. **Foreign language support**
   Recognises up to 104 different languages.

5. **Paper to Web**
   Turn paper documents into HTML files and create Web pages quickly and easily.

6. **Ignore exterior zone**
   Select the information to be recognised on each page easily, excluding information outside the selected zone.

7. **Page orientation and image de-skew**
   Pages are automatically rotated and straightened for optimal OCR accuracy.

Stegmark™ ImageLITE digital watermarking software

An easy-to-use solution that authenticates and protects your customers' digital assets. Embed digital watermarks into digital images, photographs and valuable documents. This ensures the authenticity of documents and images, preventing their unauthorised use and manipulation. Verifying the authenticity of the documents and images, and detecting any tampering, is quick and simple.

Available with HP Scanjet 5590, HP Scanjet 7650, HP Scanjet 8350 and HP Scanjet 8390.

NewSoft® Presto! PageManager®

A powerful yet easy-to-use document management system. Scanned images can be easily indexed and searched for future references, and converted into various application formats such as Microsoft® Word, Microsoft® Powerpoint, Microsoft® Excel and Adobe® PDF.

Available with HP Scanjet 5590, HP Scanjet 7650, HP Scanjet 8350 and HP Scanjet 8390.

NewSoft® Presto! BizCard Reader

Convert cumbersome business cards into a convenient, searchable digital database with Newsoft's award-winning OCR technology. The BizCard Reader makes searching for important contacts quick and easy by giving users a choice of search options such as contact name or company name.

Available with HP Scanjet 7800.

ScanSoft® PaperPort® Deluxe

PaperPort is an award-winning digital paper management application that provides users with the easiest way to turn piles of paper and digital photos into organised files that they can quickly find, use and share.

Available with HP Scanjet 7650, HP Scanjet 8350 and HP Scanjet 8390.

ScanSoft® OmniForm®

OmniForm is a complete solution for creating, filling and managing electronic forms as well as converting paper forms, creating new forms, distributing forms in a variety of formats, publishing forms to the Web, filling out forms and maintaining form records in a searchable database.

Available with HP Scanjet 7650.

Scanners in action

Taking the work out of workflow

HP Document Scanners are designed to meet the diverse needs of various types of businesses. Here are a few examples of usage scenarios which demonstrate how each solution can facilitate a better managed document workflow—resulting in cost reductions and improved productivity and efficiency.

Scenario 1 – A small insurance broker with less than 20 employees

Challenges

- Need to reduce unwanted duplication, locating of lost documents and recreating documents.
- Filing and retrieval of large volumes of hardcopy insurance documents.
- Hardcopy documents taking up much-needed space in the office.

Solution

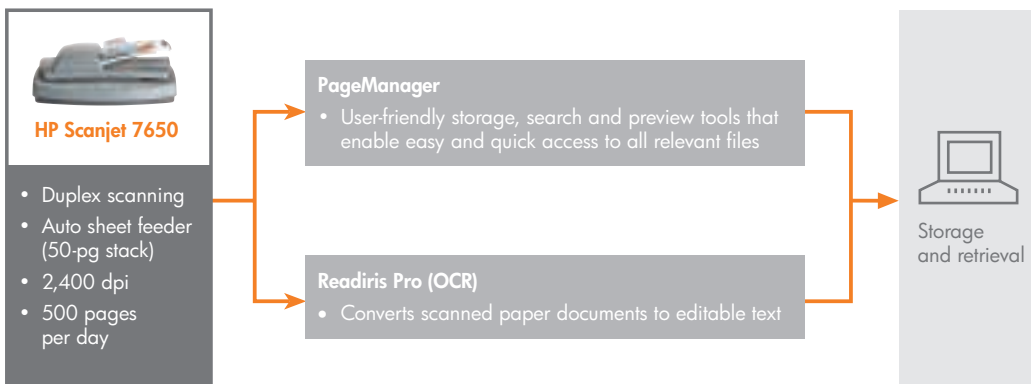HP Scanjet 7650 with NewSoft Presto! PageManager and I.R.I.S. Readiris Pro*

* One scanner is recommended for use by each workgroup within the company, so more than one scanner may be deployed. Existing software/hardware connections should be available to route electronic content such as email and faxes, and a server available to store digitised information on the network.

Benefits

- Electronic document storage costs will continue to drop over time, while keeping hardcopies in filing cabinets costs more money each passing day with incremental volumes of paper being stored. Hardcopy documents that need to be kept can be minimised to those required for legal reasons.
- No lost or misplaced files as every document can be stored on a single server under relevantly titled "folders".
- Employees can access information more quickly from the server, and documents can be distributed electronically.
- Speed and efficiency—The 12ppm HP Scanjet 7650 with ADF provides high-speed scanning and digitising of hardcopy documents.
- Frees up storage space—Eliminate the need to store hardcopy documents. Certain hardcopy insurance documents which need to be kept for legal reasons can be stored off-site to save space in the office.

The document management process: how it works

HP Scanjet 7650

- Duplex scanning
- Auto sheet feeder (50-pg stack)
- 2,400 dpi
- 500 pages per day

PageManager
- User-friendly storage, search and preview tools that enable easy and quick access to all relevant files

Readiris Pro (OCR)
- Converts scanned paper documents to editable text

Storage and retrieval

Scenario 2 – A medium-sized logistics company with 80+ employees
(centrally located headquarters and one or more warehouses)

Challenges

- Storage and retrieval of high volumes of a variety of shipping and finance documents (at the main office).
- Indexing of warehouse order forms for faster, more responsive shipment tracking (at the warehouse).

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Solution

HP Scanjet 7800 with HP Smart Document Scan Software (SDSS) and Newsoft Presto! BizCard Reader*
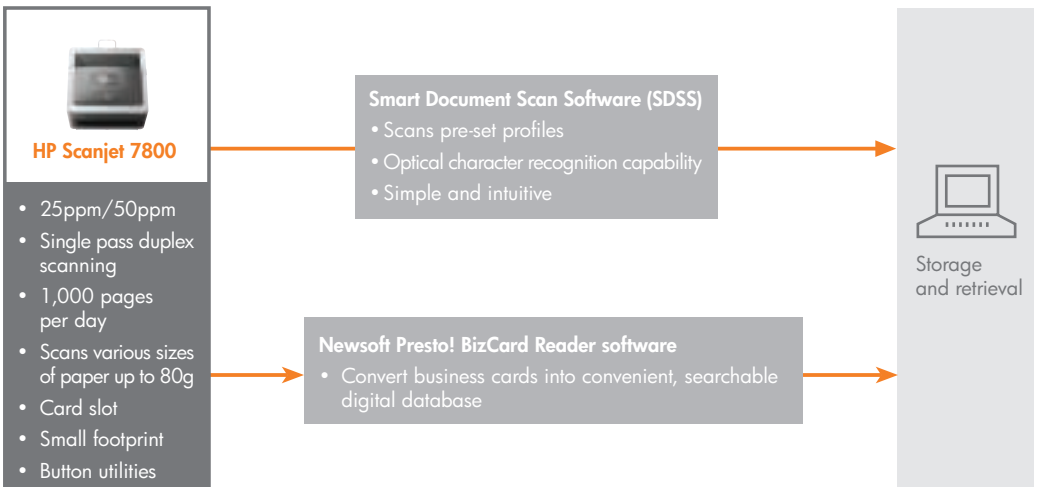
* More than one scanner is recommended for use—one at the main office and one at the warehouse. Depending on volume of usage, more than one scanner may be deployed at each location. Existing software/hardware connections should be available to route electronic content such as email and faxes within each location, and a centralised server to store digitised information on the network.

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Benefits

- Employees at both locations can access and share information more quickly from the centralised server, and documents can be distributed electronically. As a result, employees can spend more time focusing on productive tasks.
- Creation and management of order forms can be streamlined, resulting in higher productivity and employee responsiveness to customers.
- Use of less storage space translates to cost savings over the long term, especially if the main office is located in a prime district.
- Speed and efficiency—The 25ppm HP Scanjet 7800 provides fast, double-sided scanning with the 50-page ADF for unattended scanning.
- No delays or lost documents—Digitised order forms are instantly exported to head office; documents won't be lost or delayed in the post.
- Shipment tracking information is now readily available to customer response team and other authorised personnel.

The document management process: how it works

HP Scanjet 7800

- 25ppm/50ppm
- Single pass duplex scanning
- 1,000 pages per day
- Scans various sizes of paper up to 80g
- Card slot
- Small footprint
- Button utilities

Smart Document Scan Software (SDSS)
- Scans pre-set profiles
- Optical character recognition capability
- Simple and intuitive

Newsoft Presto! BizCard Reader software
- Convert business cards into convenient, searchable digital database

Storage and retrieval

Scenario 3 – A medium-sized law firm

Challenges

- Storage and retrieval of large volumes of legal documents.
- Large volumes of hardcopy documents taking up much-needed space.

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Solution

HP Scanjet 8350 with Newsoft Presto! PageManager, I.R.I.S. Readiris Pro and Stegmark ImageLITE digital watermarking software*

This solution is also suitable for businesses with customer service assigned to internal teams, such as travel agencies and communications agencies (public relations/advertising).
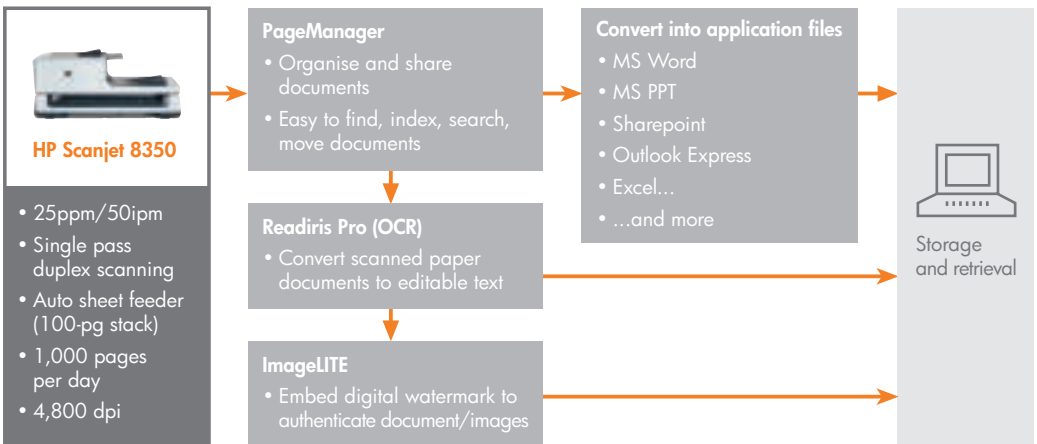
* One scanner is recommended for use by each workgroup depending on volume of usage, so more than one scanner may be deployed. Existing software/hardware connections should be available to route electronic content such as email and faxes, and a server available to store digitised information on the network.

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Benefits

- Increases employee efficiency by allowing for fast retrieval of information through quick searches for keywords, resulting in more billable hours.
- Digital documents can be emailed, resulting in less money spent on postage, messenger services and overnight deliveries.
- Added security feature as authenticity of documents and images can be ensured, preventing their unauthorised use and manipulation.
- Eliminates the need for filing cabinets and frees up valuable office space as the company is located in a prime district.
- Speed and efficiency—The 25ppm HP Scanjet 8350 provides high-speed single-page and double-sided scanning and digitising of hardcopy documents.

The document management process: how it works

HP Scanjet 8350

- 25ppm/50ipm
- Single pass duplex scanning
- Auto sheet feeder (100-pg stack)
- 1,000 pages per day
- 4,800 dpi

PageManager
- Organise and share documents
- Easy to find, index, search, move documents

Readiris Pro (OCR)
- Convert scanned paper documents to editable text

ImageLITE
- Embed digital watermark to authenticate document/images

Convert into application files
- MS Word
- MS PPT
- Sharepoint
- Outlook Express
- Excel...
- ...and more

Storage and retrieval

Scenario 4 – A shared resource for workgroups within a large organisation

Challenges

- Retrieving hardcopy documents; a lot of time spent manually searching through files especially during the auditing process.
- Large volumes of hardcopy documents taking up space.
- Many and varied workgroup profiles' needs for general scanning of documents, negatives, invoices, etc.
- Offices spread out geographically with staff in other offices needing to access information in a timely manner.
- Mission-critical documents containing customer, financial and market information are crucial to the success of the business.

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Solution

HP Scanjet 8390 with HP Smart Document Scan Software (SDSS), Kofax VRS, I.R.I.S. Readiris Pro and TWAIN/ISIS drivers*

* One scanner is recommended for use by each workgroup/ department, so more than one scanner may be deployed. Existing software/hardware connections should be available to route electronic content such as email and faxes, and a server available to store digitised information on the network.

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Benefits

- Immediate and quick capture of mission-critical data.
- Seamless integration into organisation's central document management system.
- No lost or misplaced files as every document can be stored on a single server under respective departments; access/retrieval time is cut drastically.
- More efficient management with centralised accounts payable.
- Use of less storage space translates to cost savings over the long term, especially if the company is located in a prime district.
- Fast, easy retrieval—Invoices can be quickly and easily retrieved by authorised users and reprinted or used in various applications.
- Fewer lost documents—Once invoices are scanned into the central depository server, they won't be lost.
- More control and organised—Accounting department can now centralise all accounts payable from separate departments more effectively and efficiently.
- Increased speed (35ppm/70ipm) and efficiency result in improved overall employee productivity.

The document management process: how it works

HP Scanjet 8390

- 35ppm/70ipm
- Single pass duplex scanning
- Auto sheet feeder (100-pg stack)
- 1,000 pages per day
- 4,800 dpi

Kofax VRS
- Maximises image clarity

Smart Document Scan Software (SDSS)
- Scans pre-set profiles
- Easy document management capabilities
- Simple and intuitive

Readiris Pro (OCR)
- Converts scanned paper documents to editable text

ISIS/TWAIN drivers

Customised document management software

Enterprise document management software
e.g. HP Autostore, Documentum

Storage and retrieval