

The centralized imaging system supports many different scanners. The chart on the following page lists scanner models that work well for many clients. These general-use scanners are suited for most normal business documents. We cannot predict complications that may arise in every situation. This list was created to give you an idea of the scanners that might be considered if you are planning to do your own scanning or need to replace an existing scanner.

## Options to Consider

### Image Resolution

Image resolution is usually measured as dots-per-inch (dpi). Scanning at a higher resolution usually reproduces images with more detail, but creates a larger image file size. As a general rule, normal business documents are usually scanned at 200 dpi.

### Scanner Speed

Manufacturers provide data sheets showing the rated scanner speeds measured as pages-per-minute (ppm) or images-per-minute (ipm). Actual speeds will vary depending on the software and hardware configurations used. Actual paper through-put may be significantly less, because scanner operators have to load the documents into the scanner, interact with the scanning software, clear paper jams, etc.

### Scanners with Automated Document Feeder and Flatbed

Most production scanners have an automated document feeder (ADF) that can hold many unbound documents. If you are scanning large batches, then you will probably want an ADF that can hold 100 or more sheets. Some models have both an ADF and a flatbed scanning area. The flatbed area can be used for scanning fragile, old, or oversized documents.

### Daily Duty Cycle

The daily duty cycle is the average number of scans recommended for a scanner model. It is provided as a guideline for choosing the model that most closely fits your needs and budget. It is not a measure of the durability of the scanner. If you scan more than the duty cycle in a day there will be no immediate effect on the equipment; however, over time the life cycle of the scanner will shorten.

## CaptureNow Software

A CaptureNow site license is required for all new scanners purchased. CaptureNow is the name of the software that enables the scanner to "talk" to the centralized imaging system. There are several versions of CaptureNow software. The version you purchase depends on the scanner model being used. Michigan Business Services has set up a contract with the vendor for the software site licenses and maintenance contracts.

Please contact MAIS Document Imaging Services at for assistance in selecting the appropriate scanner and software for your unique needs.

# MAIS – Document Imaging Services

*Recommended Scanners*

*January 2005*

Scanner Model	Max. Resolution	Scanner Speed (200 dpi)	# Sheets in ADF	Estimated Daily Duty Cycle	Max. Doc. Size	Dimension of Scanner (H x W x D)
<b>Low Volume</b>						
Canon DR-2080C	600 dpi	Simplex: 20 ppm Duplex: 40 ipm	50 Sheets	500 pages	8 ½" x 14"	8.25" x 11.7" x 3.9"
Fujitsu fi-4120C	600 dpi	Simplex: 25 ppm Duplex: 25 ipm	50 Sheets	500 pages	8 ½" x 14"	6.3" x 11.9" x 6.7"
Fujitsu fi-4220C (flatbed)	600 dpi	Simplex: 25 ppm Duplex: 25 ipm	50 Sheets	500 pages	8 ½" x 11"	9.0" x 11.9" x 22.4"
<b>Medium Volume</b>						
Canon DR-3080C	300 dpi	Simplex: 32 ppm Duplex: 64 ipm	100 Sheets	2,500 pages	10" x 14"	7.5" x 13.5" x 11.0"
Fujitsu fi-4340C (flatbed)	600 dpi	Simplex: 40 ppm Duplex: 80 ipm	100 Sheets	3,000 pages	8.5" x 14"	8.7" x 21.9" x 16.7"
Fujitsu fi-4530C	600 dpi	Simplex: 35 ppm Duplex: 35 ipm	100 Sheets	2,500 pages	11.7" x 17"	11.9" x 16.0" x 9.0"
<b>High Volume</b>						
Canon DR-5020	400 dpi	Simplex: 53 ppm Duplex: 105 ipm	500 Sheets	6,000 pages	11.7" x 17"	10.3" x 16.9" x 19.7"
Canon DR-6080	600 dpi	Simplex: 60 ppm Duplex: 120 ipm	500 Sheets	8,000 pages	12" x 17"	12.2" x 18.1" x 20.7"
Canon DR-9080C	600 dpi	Simplex: 90 ppm Duplex: 180 ipm	500 Sheets	12,000 pages	12" x 17"	12.2" x 18.1" x 20.7"
Fujitsu fi-4750C (flatbed)	800 dpi	Simplex: 50 ppm Duplex: 90 ipm	100 Sheets	6,000 pages	11.7" x 17"	9.2" x 27.4" x 20.5"
Fujitsu M4097D (flatbed)	800 dpi	Simplex: 50 ppm Duplex: 90 ipm	100 Sheets	6,000 pages	11.7" x 17"	9.2" x 27.4" x 20.5"
<b>Production Scanners</b>						
Bowe Bell & Howell 8125D	400 dpi	Simplex: 125 ppm Duplex: 250 ipm	500 Sheets	60,000 pages	11.7" x 40"	18" x 22.8" x 27.5"
Bowe Bell & Howell 8080D	400 dpi	Simplex: 80 ppm Duplex: 160 ipm	500 Sheets	60,000 pages	11.7" x 40"	18" x 22.8" x 27.5"