

Networked Document Scanning: Pros & Cons

Presented by:

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Agenda



- What is Network Scanning?
- Office Network Scanning Drivers
- Types of Network Scanners
- Where & Why Are Scanners Used?
- Network Scanning Obstacles
- Outlook
- Recommendations

Networked Scanning is

- Use Of A Scanner That Is Connected Directly To A Network (no PC)
- Shared By Any Number Of Users That Have Access
- With Built-in Control Panel/UI To Accommodate A Variety Of Scanning Preferences
 - document/photo capture
 - simplex/duplex
 - color/B&W/grayscale
- Converts Documents Into Various File Types
 - .PDF, .TIFF, .JPG, .doc, etc.

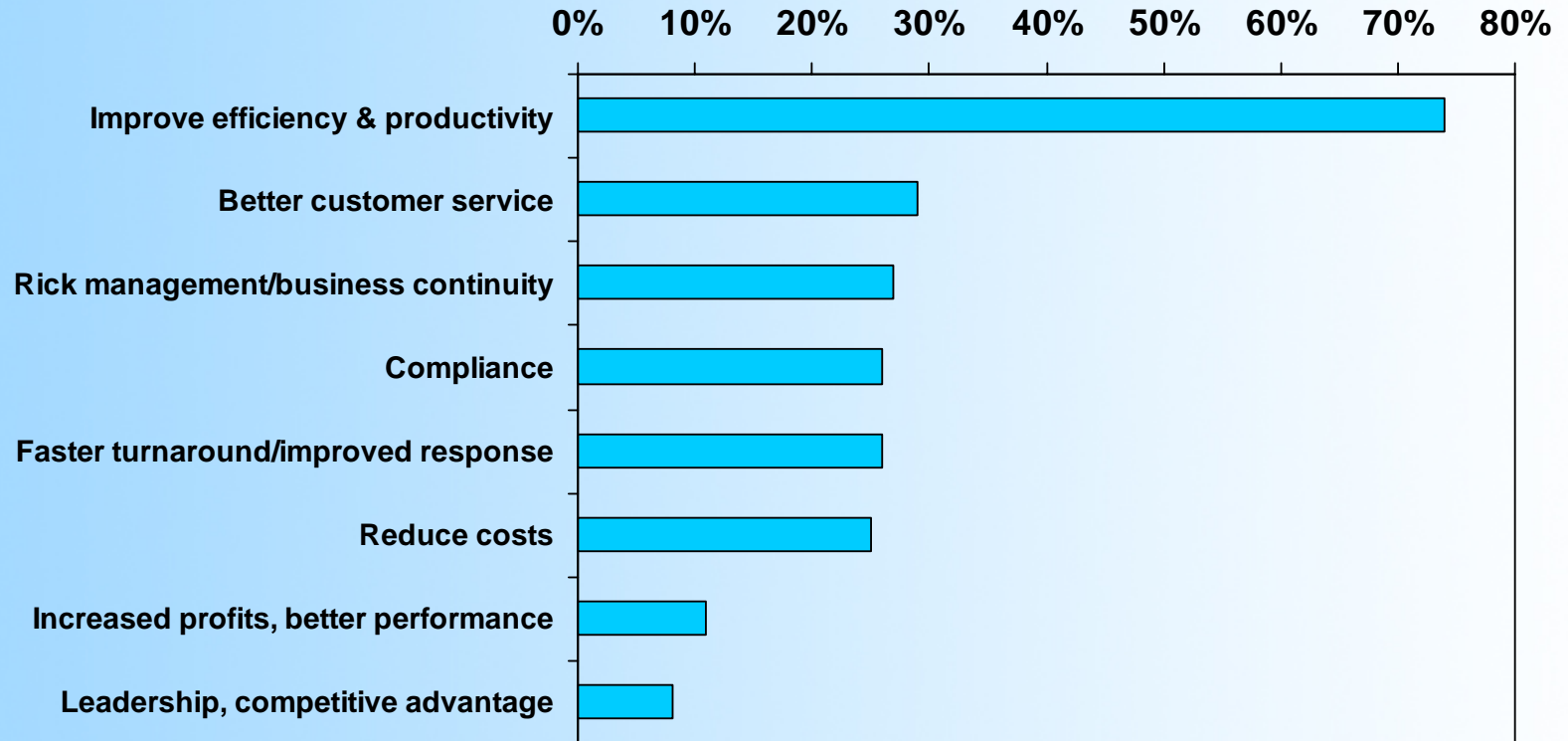
Networked Scanning is

- Routes Scanned Documents To A Variety Of Electronic Locations, including:
 - Shared Network Folder, File System
 - Email and efax
 - Office Applications
 - MS Word, Excel, PowerPoint
 - Document/Content Management System, Forms Processing system, Records Management/Archival application
 - Accounts Payable, Human Resources, Sales & Marketing, or any departmental application (standard or custom)

Office Network Scanning Drivers

- Need to Integrate Paper into Electronic Workflows
 - Looming Compliance Requirements
 - Growth of Knowledge/Content Management Initiatives
 - Need to have better control of information
- Digital Copiers/MFPs Deliver Office Document Scanning
 - Users exposed to scanning
- Growth of Corporate Scanning Application Requirements
 - Scan to file/storage – Searchable/editable PDF
 - Distributed capture – displacing overnight mail services / faxing
- Scan Volumes Continue to Rise
- Shared Office Devices Are Common/Economical

Reasons for Implementing Scanning and Capture Technologies

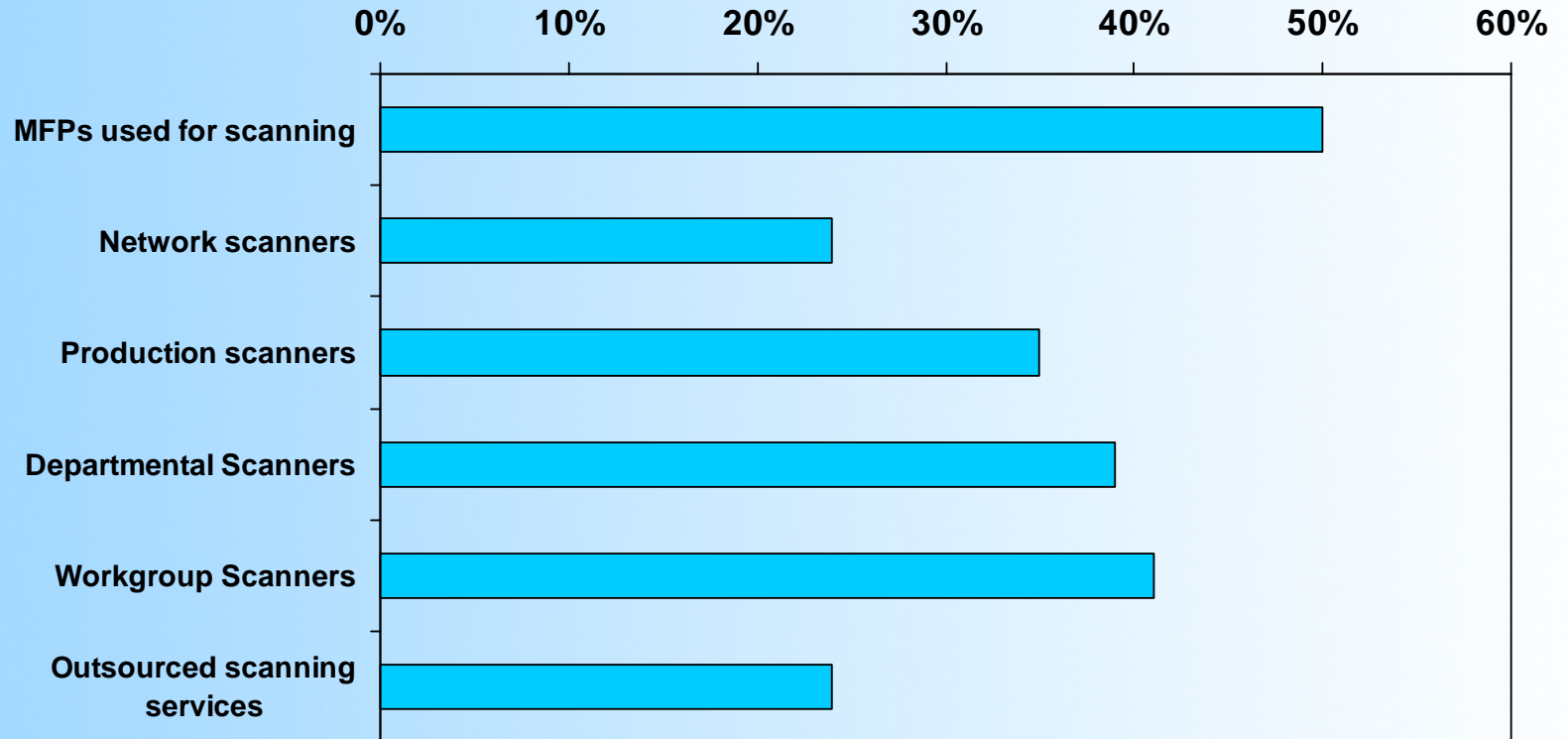


Source: AIIM Industry Watch 2007 Capture Survey

Networking Simplifies Scanning

- Removes Burden From Individual Users
 - No hardware/software to install
- Appliance User Interface – Easier to use
 - Functions are simplified
 - End user training requirements are reduced
- Less Expensive
 - Faster deployment
 - Fewer devices/applications to support
 - Bundled software meets many needs

Scanning Hardware Currently In Use



Source: AIIM Industry Watch 2007 Capture Survey

Network Scanning Devices

- Single-function Networked Scanners
 - Network Connectivity: New
 - Single Purpose
 - Robust scanning features (feeders, fast speed, high image quality, image enhancement)
 - Strong Relationships With Application Providers
 - Low Capital Expense
 - Primarily Distributed In Niche Imaging Market
- Digital Copier/Multifunction Peripheral (MFP)
 - Network Centric
 - Offer Multiple Functions
 - Print, Copy, Fax, Scan
 - Scanning is not primary feature
 - Developing Application Integration
 - Copy/Print Drives Revenues
 - Broad Office Distribution

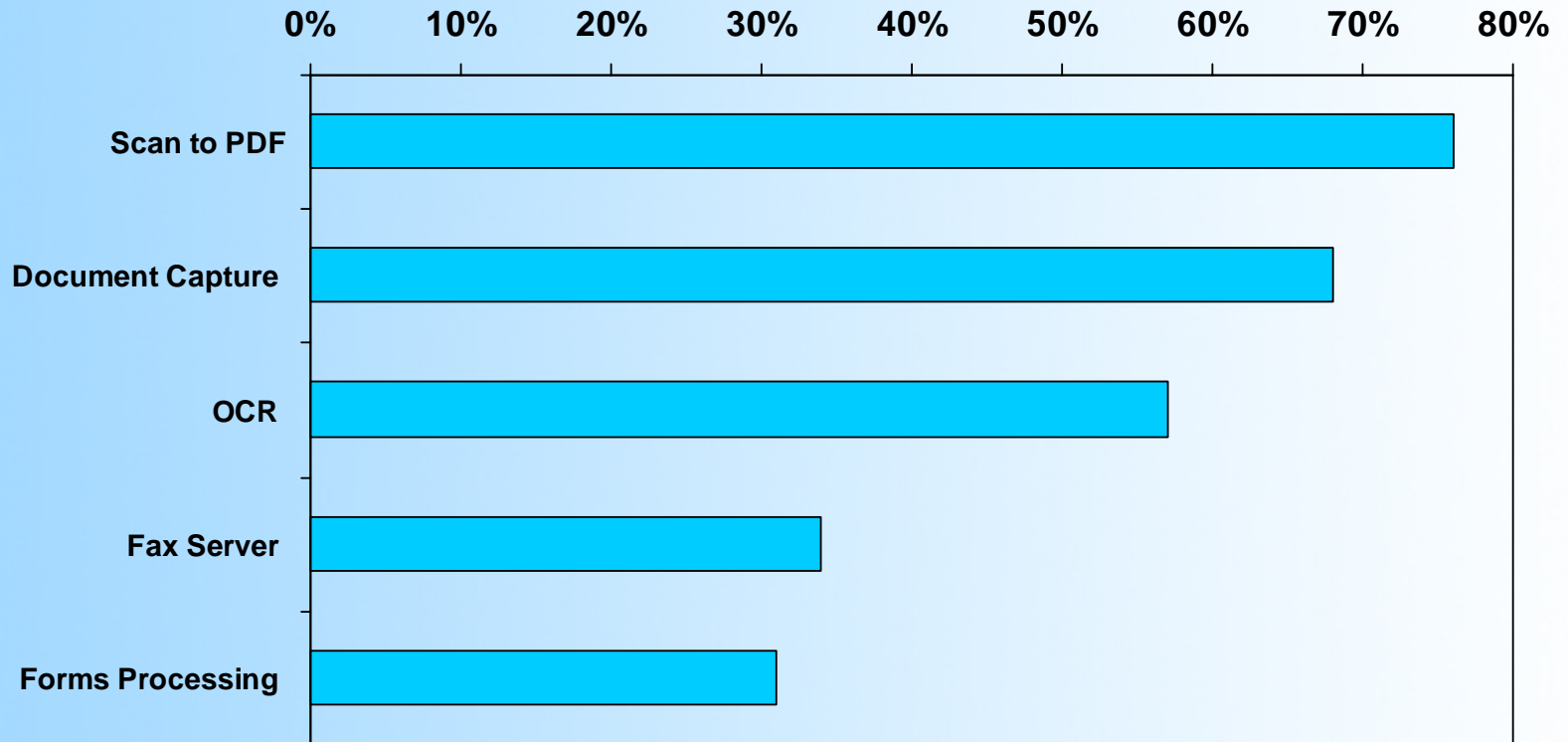
Scanner Usage

- Businesses Of All Sizes And Across Many Industries Use Scanners
- Scanners Are Used In Departments That Are Typical In Most Businesses:
 - Accounting/Finance
 - Customer Service
 - Personnel / Human Relations
 - Sales / Marketing / Communications
 - Operations
 - Legal
 - MIS / IT departments
 - General purpose scanning by everyone

Scanner Usage

- Most Office Scanners Are Shared Whether They Are Networked Or Not
- On Average, 30-50 Documents Are Scanned Daily At Companies That Use Scanners
- Growing Use Of Digital Copiers/MFPs For Scanning
- Most Companies Expect Their Scan Volumes To Rise
- Network Functionality Is Considered Important By Office Users
 - “Scan-to” functionality
 - Document routing and storage - largest growth area

Scanning Applications Currently In Use



Source: AIIM Industry Watch 2007 Capture Survey

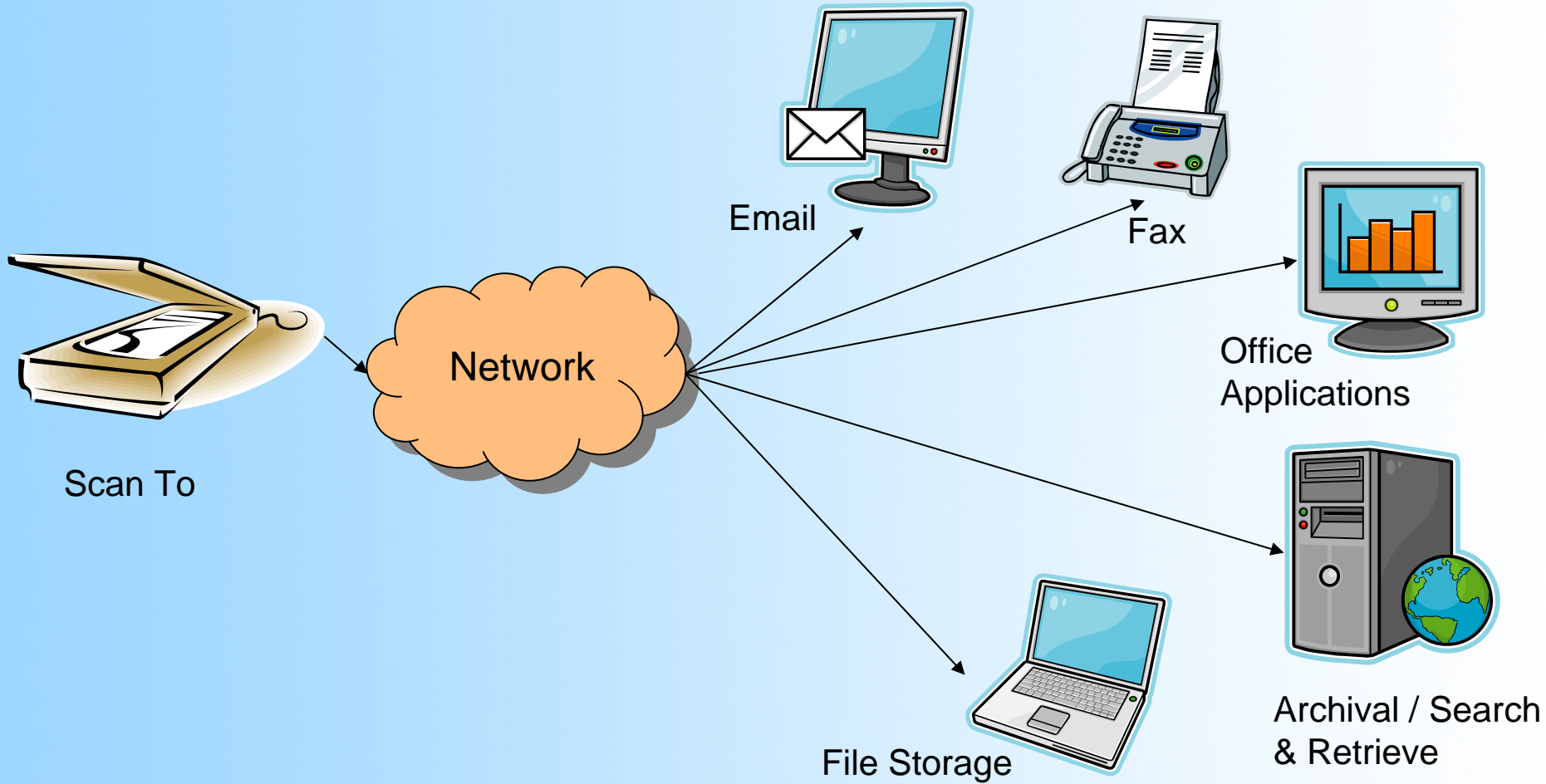
Scanner Usage

- Common Scanning environments:
 - Ad hoc
 - Dedicated
- Most Users Want Scanners To:
 - Convert scanned pages to PDF for viewing and searching
 - Recognize text and numbers and convert into Word file
 - Automatically send scanned documents to specific folders on network or PC
 - Automatically index images after scanning for search and retrieval

Why Companies Don't Use Scanners

- Requires Change in Behavior
 - No more filing cabinets!
 - Learn new functions on office machine
- Requires New Processes
 - Define new procedures for integrating paper documents into useful electronic forms
- Integration of Scanning Technologies Can Be Complex
 - Implementation
 - Training
 - User Acceptance

Input Is Complex - One to Many



Obstacles to Network Scanning

- Weak Understanding of Scanning Potential in Business
- Digital Copier/MFP Limitations
 - Scanning is not considered a primary function
- Document Scanner Vendor Focus on Niche Imaging Market
- Few Single Function Network Scanners Available
 - 1995: HP
 - 2005 to 2007: Ricoh, Kodak, Fujitsu & Canon
- Channel Limitations
 - NOMDA dealers lack integration skills, focus on output
 - Imaging VARs specialize in niche markets

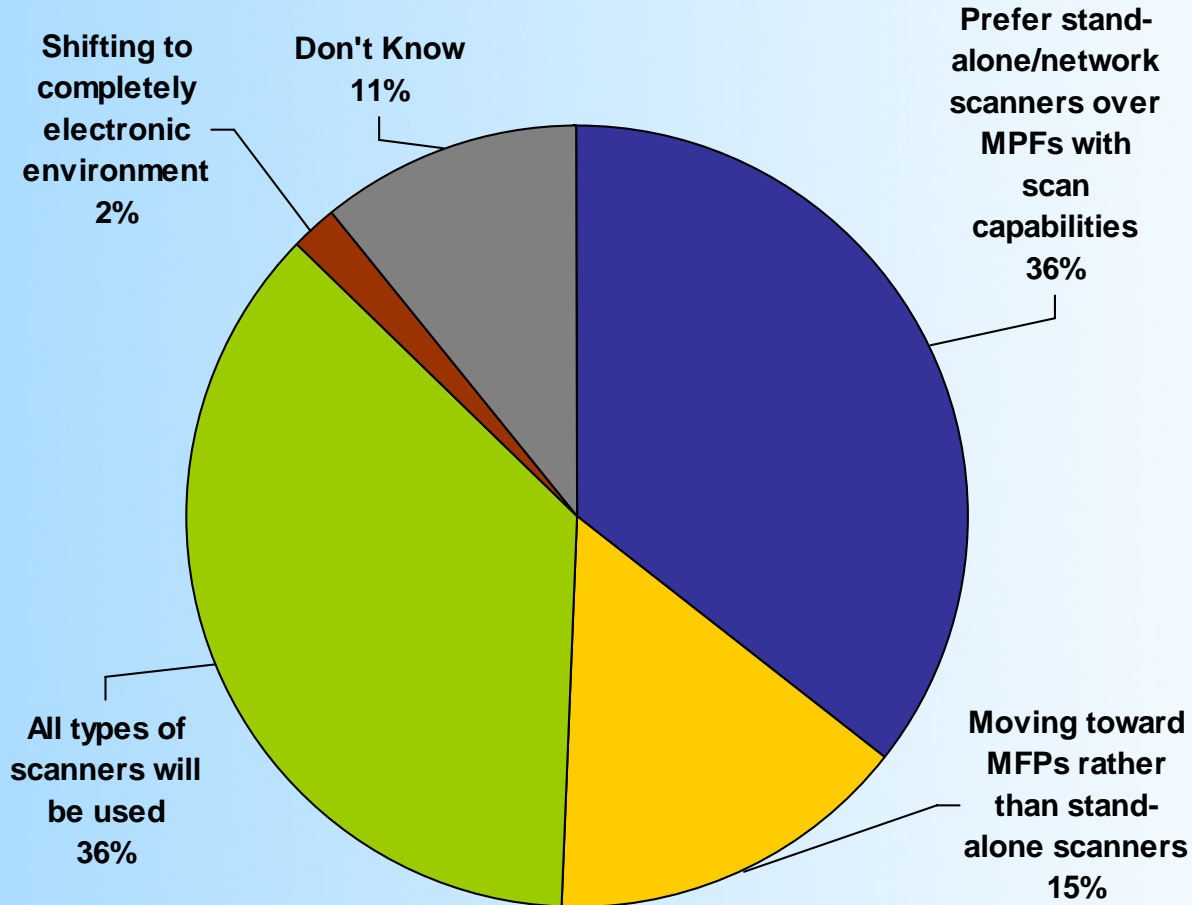
Obstacles to Network Scanning

- Application Support Varies
 - Appliance model requires “one button” process
 - Hardware must be married to applications
- Implementation Complexity
 - Complex/custom applications require advanced integration
- Network Bandwidth
 - scanned images slow transmission
- Process Change Requires User Buy-in
- Security Concerns
 - Most vendors protecting access (password/fingerprint)

Network Scanning Outlook

- More Vendors / More Offerings / More Choices
- Improving Products
 - Ease of Use
 - User interface
 - Viewing & Editing capabilities
 - Feature support
 - Image Quality / Enhancement
 - Scanning Speed / Throughput
 - Application Support / Solutions Focus
- Channel Development / Expansion
 - Imaging VARs expand markets / support DC/MFPs
 - Copier Dealers become integrators

Q47. Which of the following best reflects your company's position on the use of stand alone scanners versus MFPs? N = 640



Source: InfoTrends

Conclusions/Recommendations

- Networked Scanners Support Variety Of Environments
 - Groups of ad hoc users
 - Small groups of dedicated higher volume users
- Scanner Robustness Depends On Usage
- Solutions/Application Integration Critical
- End User Training Important
- Companies Will Buy The Type Of Scanning Devices That Meet Their Needs
 - Digital Copier or MFP
 - Networked document scanner
 - PC-tethered document scanner

Questions?

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