Family Brochure

HP ScanJet portfolio

Select the right scanner for your business



May 2025



Transform paper into digital workflows

Today's business landscape is increasingly flooded with data. To stay afloat, businesses must have the agility to process and react to new information quickly. It's no wonder then, that successful businesses are turning to document capture solutions to transform piles of paper into streamlined digital workflows.

Document capture is the process of creating a digital version of a paper document for integration into your business workflow. As the first step in creating your document capture strategy, this document will help you choose the HP scanner that's right for you. By considering your workflow from a few different perspectives, we'll make it easy to see which scanner or scanners are a good fit for your business.

Why HP

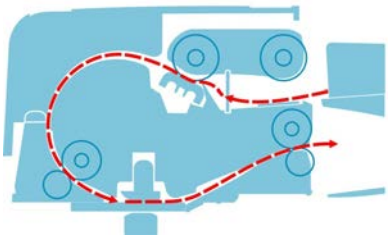
Renowned for their reliability and performance, HP ScanJets provide the best mix of ease-of-use and sophisticated features to help you get the job done. HP offers a broad portfolio of scanning devices, including PC-connected flatbed and sheet-feed scanners for individual users, and networked scanners that can be shared among multiple users.

You can rely on HP for innovations like HP EveryPage, which uses a number of technologies, including ultrasonic multi-feed detection, to help ensure that every sheet in the automatic document feeder (ADF) is scanned. Plus, select HP ScanJets for business can be remotely managed and configured with HP Web Jetadmin[2] fleet management software, which can ease the deployment of company-wide document management systems.

In the following pages, we'll walk you through a few aspects of your workflow, describe corresponding scanner features that will enable your workflow, provide details on the full portfolio of HP scanners, and finally see an example of how a business found the scanner to meet its needs.

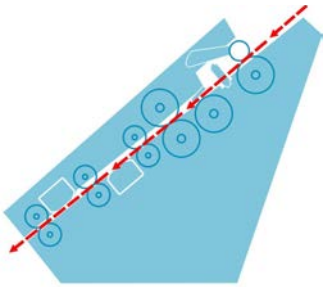
Two ADF designs

HP uses a C-path design for flatbed scanners and a straight path for sheet-feed scanners.



Cross section of a flatbed ADF with C-path design

The C-path handles a variety of media types and is designed to integrate with the flatbed scanner for an overall compact device.



Cross section of a sheet-feed ADF with straight-path design

The straight path handles a variety of media types and allows scanning of plastic-coated and heavier materials because the scanned material can remain flat.

HP ScanJet Pro 4200 s1 is a hybrid solution that use both C-path and straight-path scanning.

How to choose

Choosing the right scanner for your business starts by asking four questions about your scanning workflow:

1. Do you need to share the scanner? (Choose between PC-connected and networked devices.)
2. What will you scan? (Choose a flatbed or sheet-feed device.)
3. How many pages will you scan? (Choose the device that can handle your daily workload.)
4. How will you manage your documents? (Choose document capture, workflow, and scanner management features.)

Because each of these questions corresponds to specific scanner capabilities, your answers can lead you to the scanner that's the best fit for your business. Pages 5 and 6 feature the portfolio of HP ScanJets for business. Scanner features are detailed in a table format, with columns grouped according to the questions listed below.

Do you need to share the scanner?

Choose between PC-connected and networked devices

Deciding between a PC-connected or a networked digital sender or scanner depends on how many people will use the device. PC-connected scanners are appropriate for individuals who regularly scan a number of documents that must be verified on their PCs. HP ScanJet PC-connected scanners connect to a computer using a Hi-Speed USB interface. Networked devices should be deployed in environments where multiple users need access to a scanning device. These devices use an Ethernet interface to connect to the network.

What will you scan?

Choose a flatbed or sheet-feed device

The kinds of materials you scan can determine whether you need a flatbed or a sheet-feed scanner. Flatbed scanners feature a flat glass scanning area that allows you to scan items that cannot be processed by the ADF. Businesses may want to choose a flatbed scanner if they frequently scan books, journals, or other bound materials; bulky or very delicate items; or photos or other material that must be scanned at resolutions greater than 600 dots per inch (dpi).

Most business documents, however, and even materials like IDs and business cards, can be easily and reliably handled by HP sheet-feed scanners. Featuring a straight-through media path, HP sheet-feed scanners can handle more media types—including plastic-coated and heavier materials—through the ADF than flatbed scanners (see image at the left), and also have a smaller footprint than flatbed scanners.

Choose paper size handling

While most offices primarily scan documents in letter (8.5 x 11 in), A4 (210 x 297 mm), or legal (8.5 x 14 in) sizes, some businesses need the ability to scan wide-format tabloid (11 x 17 in) or A3 (297 x 420 mm) documents. Select scanners are capable of handling media up to 122 inches (309.9 cm) in length. HP flatbed and sheet-feed scanners offer a variety of media-handling capabilities to meet the needs of every office.

How many pages will you scan?

Choose the device that can handle your daily workload

The number of pages a scanner is designed to process during one day is expressed as the daily duty cycle. You can estimate the number of pages you plan to scan each day and then choose a scanner with a recommended duty cycle that meets or exceeds your estimate.

HP ScanJets offer a range of ADF input capacity, which is the number of pages you can load into the ADF's input tray. A higher ADF input capacity means that users can load larger jobs and limit interactions with the device.

Choose a scanning speed
You may also want to consider scanning speeds, which typically increase as recommended duty cycles increase, and can save time for the business and your employees. Based on standard letter/A4-sized pages, scanner speed is measured in both pages per minute (ppm), which is how many pages can feed through the ADF in one minute, and images per minute (ipm), which is how many images the scanner can process in one minute. The ipm rating can be up to twice the ppm rating, as all HP ScanJet for business flatbed and sheet-feed scanners capture both sides of a two-sided document in one pass through the ADF.[3]

Select HP ScanJets for business include HP EveryPage technologies that help you confidently feed and capture scans—including mixed stacks of various media weights and sizes—at high speeds. HP EveryPage technologies minimize document wear and tear while helping to ensure that pages process without interruption.

How will you manage your documents?

Choose document capture features
The needs of each business can differ. Some businesses frequently need to capture high levels of detail for items like photographs and should look to flatbed scanners with scanning resolution capabilities of no less than 1200 dpi.

All HP ScanJets for business meet the minimum document capture needs of businesses with simple workflows, in which, for example, documents are scanned into storage as PDFs. Standard features include optical character recognition (OCR), which converts a document image into digitized text.

The HP ScanJet Pro 2000 s2, 3000 s4, 2600 f1, 3600 f1,4200 s1, N4000 snw1 and 4600 fnw1 scanners come with HP Scan software, which lets you monitor the progress of your scans and preview them before saving. Easily make a variety of adjustments to get the results you want, including reordering, adding, or deleting pages, rotating 90 degrees left or right, and changing exposure, file type, and destination. HP Scan software additionally lets you automatically perform complex tasks—such as blank page removal, capture barcodes with zonal barcode, batch scanning, image cleanup and create custom shortcuts. Use convenient, built-in scan shortcuts or customize settings for the jobs you use most often.

For businesses with advanced workflows, HP ScanJet Enterprise scanners—like the Flow 9000 Series, Flow 7000 s3, N6600 fnw1, N9120 fn2, 5000 s5, N7000 snw1, and the Digital Sender Flow 8500 fn2—feature HP Scan Premium software to streamline document capture and routing. This fast, easy-to-use tool lets you enhance, manipulate, and send scans to multiple destinations, including network folders, SharePoint®, and the cloud. With multi-zonal OCR, metadata tagging, and automated processes, it simplifies workflows and boosts productivity. For added security, you can apply digital signatures or stamps to your scanned files.

Choose workflow integration features
All HP ScanJets include ISIS, WIA, TWAIN, and SANE drivers that allow integration with third-party document management capture software.

Choose scanner management features
HP Web Jetadmin[2] fleet management software helps busy IT staff to configure, monitor, and troubleshoot imaging and printing devices from any network-connected PC using standard web browsers. Select HP ScanJets can be monitored with HP Web Jetadmin.[2] The HP Digital Sender Flow 8500 fn2 and the HP ScanJet Enterprise Flow N9120 fn2 have full Web Jetadmin support—easily create scanning profiles, troubleshoot problems, and update firmware.

Flatbed

HP flatbed scanners provide the flexibility to scan documents with the automatic document feeder, as well as photos, books, and bulky items using the flatbed scanner.

	 Enterprise Flow N9120 fn21	 Digital Sender Flow 8500 fn2	 Enterprise N6600 fnw1	 Pro N4600 fnw1	 Pro 3600 f1	 Pro 2600 f1
Do you need to share the scanner?						
	Built-in networking and PC-connected	Built-in networking and PC-connected	Built-in networking and PC-connected	Built-in networking and PC-connected	PC-connected	PC-connected
What will you scan?						
Media handling	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material	Flatbed: ID cards, bound and bulky material
Max paper size	ADF: 11.7 x 34 in (29.7 x 86.4 cm) Flatbed: 11.7 x 17 in (29.7 x 43.2 cm)	ADF: 8.5 x 34 in (21.6 x 86.4 cm) Flatbed: 8.5 x 14 in (21.6 x 35.6 cm)	ADF: 8.5 x 34 in (21.6 x 86.4 cm) Flatbed: 8.5 x 14 in (21.6 x 35.6 cm)	ADF: 8.5 x 122 in (21.6 x 309.9 cm) Flatbed: 8.5 x 14 in (21.6 x 35.6 cm)	ADF: 8.5 x 122 in (21.6 x 309.9 cm) Flatbed: 8.5 x 11.7 in (21.6 x 29.7 cm)	ADF: 8.5 x 122 in (21.6 x 309.9 cm) Flatbed: 8.5 x 11.7 in (21.6 x 29.7 cm)
How many pages?						
Recommended daily duty cycle	20,000 sheets	10,000 sheets	8,000 sheets	4,000 sheets	3,000 sheets	1,500 sheets
ADF capacity	200 sheets	150 sheets	100 sheets	100 sheets	60 sheets	60 sheets
Scan speed[3]	Up to 120 ppm Up to 240 ipm	Up to 100 ppm Up to 200 ipm	Up to 50 ppm Up to 100 ipm	Up to 30 ppm Up to 60 ipm	Up to 25 ppm Up to 50 ipm	Up to 20 ppm Up to 40 ipm
HP EveryPage	Yes	Yes	Yes	Yes	Yes	No
How will you manage your documents?						
Max scan resolution	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi	ADF: up to 600 dpi Flatbed: up to 1200 dpi	ADF: up to 600 dpi Flatbed: up to 1200 dpi	ADF: up to 600 dpi Flatbed: up to 1200 dpi
Workflow support	Advanced: HP Scan Premium software, Kofax VRS Pro	Advanced: HP Scan Premium software, Kofax VRS Pro	Advanced: HP Scan Premium software	Advanced: HP Scan software	Simple: HP Scan software	Simple: HP Scan software
Drivers	TWAIN (Network and USB), ISIS, WIA, and SANE	TWAIN (Network and USB), ISIS, WIA, and SANE	ISIS, TWAIN, and SANE	ISIS, WIA, TWAIN, and SANE	WIA, TWAIN, and SANE	WIA, TWAIN, and SANE
HP Web Jetadmin[2]	Yes	Yes	Yes	Yes	No	No

Sheet-feed

HP sheet-feed scanners have a small footprint to save valuable office space and handle a variety of media types.

	 Enterprise Flow N9000 sn1	 Enterprise Flow 9000 s1	 Pro 4200 s1
Do you need to share the scanner?			
	Built-in networking and PC-connected	PC-connected	PC-connected
What will you scan?			
Media handling	Cut Sheet Paper, Printed Paper (Laser and ink), Pre-Punched Paper, Bank Checks, Business Cards, Carbonless forms (Just need to test for reference only), Previously stapled media with staple removed, The Paper Handler shall accept and not damage media with markings, tears, folds, or creases, The Paper Handler shall not mark sheets (Need to confirm if possible to support), Carrier sheet purchased from HP	Cut Sheet Paper, Printed Paper (Laser and ink), Pre-Punched Paper, Bank Checks, Business Cards, Carbonless forms (Just need to test for reference only), Previously stapled media with staple removed, The Paper Handler shall accept and not damage media with markings, tears, folds, or creases, The Paper Handler shall not mark sheets (Need to confirm if possible to support), Carrier sheet purchased from HP	Paper (banner, brochure, inkjet, plain), photo paper (borderless, HP premium, panoramic, plus tab), envelopes, labels, cards (greeting, index), ID cards, passport
Max paper size	ADF: 11.7 x 230 in (297 x 5842 mm)	ADF: 11.7 x 230 in (297 x 5842 mm)	ADF: 8.5 x 230 in (216 x 5842 mm) Front slot: 8.5 x 230 in (216 x 5842 mm)
How many pages?			
Recommended daily duty cycle	30,000 sheets	30,000 sheets	4,500 sheets
ADF capacity	100 sheets	100 sheets	50 sheets
Scan speed[3]	Up to 80 ppm Up to 160 ipm	Up to 80 ppm Up to 160 ipm	Up to 40 ppm Up to 80 ipm
HP EveryPage	Yes	Yes	Yes
How will you manage your documents?			
Max scan resolution	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi
Workflow support	Advanced: HP Scan Premium software	Advanced: HP Scan Premium software	Simple: HP Scan software
Drivers	TWAIN, ISIS, and WIA drivers	TWAIN, ISIS, and WIA drivers	TWAIN, ISIS, and WIA drivers
HP Web Jetadmin[2]	Yes	No	No

Sheet-feed

HP sheet-feed scanners have a small footprint to save valuable office space and handle a variety of media types.

	 Enterprise Flow N7000 snw1	 Enterprise Flow 7000 s3	 Enterprise Flow 5000 s5	 Pro N4000 snw1	 Pro 3000 s4	 Pro 2000 s2
Do you need to share the scanner?						
	PC-connected, wireless,[4] Wi-Fi Direct,[5] Ethernet	PC-connected	PC-connected	PC-connected, wireless,[4] Wi-Fi Direct®,[5] Ethernet	PC-connected	PC-connected
What will you scan?						
Media handling	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material	Heavy paper, ID cards, plastic-coated material
Max paper size	8.5 x 122 in (21.6 x 309.9 cm)	8.5 x 122 in (21.6 x 309.9 cm)	8.5 x 122 in (21.6 x 309.9 cm)	8.5 x 122 in (21.6 x 309.9 cm)	8.5 x 122 in (21.6 x 309.9 cm)	8.5 x 122 in (21.6 x 309.9 cm)
How many pages?						
Recommended daily duty cycle	7,500 sheets	7,500 sheets	7,500 sheets	4,000 sheets	4,000 sheets	3,500 sheets
ADF capacity	80 sheets	80 sheets	80 sheets	50 sheets	50 sheets	50 sheets
Scan speed3	Up to 75 ppm Up to 150 ipm	Up to 75 ppm Up to 150 ipm	Up to 65 ppm Up to 130 ipm	Up to 40 ppm Up to 80 ipm	Up to 40 ppm Up to 80 ipm	Up to 35 ppm Up to 70 ipm
HP EveryPage	Yes	Yes	Yes	Yes	Yes	No
How will you manage your documents?						
Max scan resolution	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi	Up to 600 dpi
Workflow support	Advanced: HP Scan Premium software	Advanced: HP Scan Premium software, Kofax VRS Pro	Advanced: HP Scan Premium software	Simple: HP Scan software	Simple: HP Scan software	Simple: HP Scan software
Drivers	TWAIN, ISIS, and WIA drivers	TWAIN, ISIS, and WIA drivers	TWAIN, ISIS, and WIA drivers	TWAIN, ISIS, and WIA drivers	TWAIN, ISIS, and WIA drivers	TWAIN, ISIS, and WIA drivers
HP Web Jetadmin[2]	Yes	No	No	Yes	No	No

Count on HP

You now have the information you need to get the most out of your document capture investment. By taking a close look at the type of material you need to scan, the number of documents you will scan per day, your specific document capture needs, and whether or not you need network connectivity, you can easily pinpoint the scanner that's right for your business.

Whatever scanner you choose, you can count on HP to deliver a reliable performer with a rich feature set that is easy to use.

Learn more at
hp.com/go/scanners

Notes

[1] The HP ScanJet Enterprise Flow N9120 fn2 earned a Highly Recommended rating from Buyers Lab in 2019.
[2] Scan speeds measured at up to 300 dpi (black-and-white, color, and grayscale) using A4 sized paper in portrait mode.
[3] Wireless performance is dependent on physical environment and distance from access point and may be limited during active VPN connections.
[4] Wi-Fi Direct® scanning requires the mobile device be connected directly to the Wi-Fi network of the scanner.

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4AA3-8971ENW, May 2025