



Panasonic
BUSINESS

HELPING TO KEEP THE WHEELS OF BUSINESS TURNING

The value of document scanning in your industry



BRIDGING THE GAP BETWEEN PAPER AND THE DIGITAL WORLD



In today's increasingly digital world, the provision of instantly accessible, instantly storable and instantly shareable data and information has never been more necessary or more expected. But in paper-intensive businesses, where traditional 'hard copy' processes sit alongside streamlined, digitised operations, there's a critical need to bridge the gap between the two, integrating the old with the new.

So how do you ensure data moves seamlessly, securely and simply from paper to your online systems? And how do you make sure no mission-critical information falls between the gaps?

The answer lies with today's new breed of document scanners, and the many technologies and software that support their operations.

If you haven't already considered document scanners for your business, this document will give you a guide to their most valuable applications and the considerations to bear in mind when making your purchasing decision.

Panasonic KV-S8147
A3 Document Scanner



A TIME-SAVING SOLUTION



Panasonic KV-S7097C
High-speed flatbed colour scanner

The adoption of document scanners in a modern business isn't simply a paper-saving decision. It can also have significant benefits in terms of time saving.

The ability to turn paper-based documents into digital records means one person can carry out tasks that would have traditionally involved numerous members of your staff. So job duplication is minimised, efficiency is enhanced and productivity is greater than ever before.

Document scanning

In any business, accurate recording of data from printed documentation is absolutely critical, from both an operational and regulatory perspective. So a good-quality document scanning solution, that provides reliability and accuracy, is the ideal tool to perform the task. The ability of modern scanners to handle different paper types and formats mean scanning of multi-format documents can be handled with ease.

Front-of-house operations

Document scanning can help enhance your customer and supplier service standards, from the moment they arrive on your premises. Staff in your reception can easily scan ID documents, storing them securely and matching them immediately to existing digital records. Equally, any forms that accompany deliveries to your reception can be scanned without delay, giving an instant, time-stamped record of that delivery and its successful receipt.

At the heart of the action

The pressurised, fast-moving surroundings of a factory, retail floor, manufacturing plant, warehouse or any other professional environment can sometimes seem like a graveyard for paper-based documentation. In the hustle and bustle of hands-on working life, it's all too easy for hard copies of records to be overlooked or even lost.

With a document scanner, those vital records are immediately committed to a secure, always-available digital system that means they're never lost or misplaced. And because the information can be accessed remotely, joined-up communication between every office and building on your premises (and beyond) is entirely possible.

Back-office processes

Invoices, purchase orders, receipts, delivery instructions... they're all a fact of daily life in your back offices. And they must all be managed carefully. The management of this paper-based documentation, however, demands the time of your office team and a commitment of space to their storage.

Again, document scanners provide a modern-day solution to the challenge. Scanning documents and then storing them electronically reduces the need for space in your offices, allowing you to create more efficient working areas that are conducive to greater productivity. Equally, once a document is digitised, it is far easier to manage and use in whatever way you need.



KILLER QUESTIONS

to ask when investigating your scanner options

Scanning technology is moving at a rapid rate, with new functionality and capabilities being introduced constantly. So what do you need to consider when making your next document scanner purchasing decision? And what features should be looking for?



Will it suit my budget?

Of course, initial purchase price is a fundamental consideration when choosing the right document scanner(s). But to truly understand the impact – positive or negative – on your bottom line, you need to look beyond that up-front price tag.

More relevant to your ongoing spend is the total cost of ownership of your scanning solution. So you need to balance that initial cost against factors such as reliability, maintenance requirements, product lifecycle and scanning speed, among others.

Can it handle the types of document my business uses?

In your business, it's likely that you encounter documents of many different shapes, sizes and formats. So you need to be sure that the document scanner you choose is capable of handling precisely what you need.

Whether A3 or A4, today's leading scanners have the ability to process documents in multiple formats – even tackling passports, laminated card or long-form paper. The ability to do this at the push of a button is certainly something you should be looking for when considering the machine that's right for you.

Does it perform at the speed I work?

Gone are the days of scanning being a time-consuming, laborious task. Today's best scanners can achieve performance of anything up to 140ppm, sometimes with little difference in speed between binary and colour output.

If your business handles large quantities of documentation, you may want to consider a large-capacity automatic document feeder, ideal for scanning larger batches, double-sided documents and paper capacity that can reach into the 100s.

Can it connect directly to my existing systems?

So you've decided that document scanners are a good idea for your business. And you recognise the value of committing paper-based information to your digital systems. But how do you ensure that digital data is stored and shared in the right way, without any interruption to your operations?

A network scanner would be the ideal solution.

Today's network scanners can be connected directly to your networks, with easy set-up via a web browser. Those available with a preset scan function even allow you to scan directly to an FTP server, SMB folder or email, without needing to use a PC.

Are consumables and accessories readily available?

An entire eco-system of consumable and accessories will sit around your document scanner(s), ensuring you enjoy absolutely optimised performance. The availability and easy supply of these peripherals is crucial if you're to maximise uptime and experience no interruptions to service.

The types of consumable and accessory you need to consider are...

- Roller replacement kits
- Ink cartridges
- Add-on flatbed scanner options
- Roller cleaners

Will I receive the technical support I need?

Integrating a document scanning solution into your business can have fundamental implications for the way some of your processes work. But with the right advice – and ongoing technical support – it is far from a difficult or time-consuming undertaking.

Whether in the pre- or post-sales phase of your business, you should expect attentive, proactive service from your supplier, helping you implement your new technology with minimum fuss or inconvenience. And throughout the life of your product, expert help should always be close to hand and ready to respond when you need it.

So ensure you ask about the service and support side of things when discussing the document scanner of your choice.

What is the difference between "Twain Scan" and "Network Scan"?

Twain Scan, also known as "Pull Scan," pulls the scan to your PC using software to retrieve and display your scanned image. It is a four-part process of starting the software, loading the images that need to be scanned, executing the software to pull the image to the PC, then saving the image. Network Scan, also known as "Push Scan," pushes the scan from the copier/scanner to your PC. This is a one-step process, at the copier/scanner, of loading your documents, selecting a pre-set destination, and sending it over. This automatically saves the document to the specified folder on the PC.

Find the scanning solution that's right for you

Every business is unique, with very specific requirements. And while the benefits of a document scanner to a business like yours are highlighted in this document, you'll derive maximum value by talking to a scanner specialist about your precise needs.

As a leading manufacturer of scanning solutions, Panasonic's range of desktop, high-speed autofeed or flatbed, multi-sized and colour document scanners – with performance ranging from 20 to 100 pages per minute – ensures we will have a scanning solution to meet your scanning needs and cover all industry requirements.

Our range of smaller desktop scanner models allows you to choose between black and white or colour scanning capabilities, single side or duplex scanning for all page sizes from business card to A4, and the capability to scan various paper or card thicknesses.

If you need a scanner capable of handling documents up to A3 in size, our range of larger scanners offers flatbed scanning or autofeed scanning options in a variety of speeds, easy image editing capabilities and high-quality image reproduction. Larger models are designed to deliver up to 100,000 pages per day, ensuring there is a Panasonic scanner suitable for any size of business.

Of course, whatever solution we recommend, it will be fully focused on the way you work and what you're looking for.



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For a no-obligation discussion about your scanning needs,
please feel free to contact our scanning specialists today:

call: +44 (0)207 0226530

e-mail: info@business.panasonic.co.uk
business.panasonic.co.uk/scanner