



# Dedicated scanners for the legal sector



In a law firm, there is no such thing as an unimportant document. Briefs, discovery documents, and even material evidence come in and out of the office at a fast pace, and keeping them organized and accessible is absolutely essential to a successful case. Having an HP dedicated scanner at your desk makes it easy to scan documents as they come in, and quickly make them searchable, shareable, and secure.

## Identifying potential customers and starting the conversation



**Kate**  
Self-employed attorney

**What does she scan?**

Legal-sized and 8 1/2" x 11" documents

**How often?**

A few times per week, often over 100 pages per scan

**What features matter to her?**

Speed, ease-of-use, resolution, small footprint, and automatic size recognition

**Why does she want a dedicated scanner?**

"Multifunction printers are slower, clunkier, and jam more often. Dedicated scanners work much better in my experience."

**HP recommended scanner:**

HP ScanJet Pro 2000 s2



**Gail**  
Case specialist at a courthouse

**What does she scan?**

Court documents for record keeping

**How often?**

Up to 50–100 times per day, 1–3 pages per scan

**What features matter to her?**

Double-sided scanning, wireless connectivity, and the ability to scan directly to email

**Why does she want a dedicated scanner?**

"It is a huge timesaver when people request older records. It also makes things easier when courts call to request a record—if it has already been scanned in, they can easily access it and print it on their own."

**HP best fit:**

HP ScanJet Pro 4500 fn1



**Daniel**  
Attorney

**What does he scan?**

Legal documents including applications and permits, mostly 8 1/2" x 11"

**How often?**

3–4 times a week, hundreds of pages per scan

**What features matter to him?**

Jam-free, OCR, Adobe integration, the ability to break up large scans into smaller documents, and business card recognition

**Why does he want a dedicated scanner?**

"My scanner helps me speed things up and stay organized. I don't see how you can run an office without a dedicated scanner."

**HP recommended scanner:**

HP ScanJet Enterprise Flow 7000 s3 and N7000 snw1



### Purchasers spotlight

**Who they are:** Executives, owners, IT directors, office managers

**What influences their purchase decision:** Magazines, online reviews, peer recommendations

**What features matter to them:** OCR, small footprint, speed, wireless connectivity, auto-orient/rotate, and the ability to scan directly to email

### Qualifying questions

What will you be scanning? How often? How many pages?

How fast would you like the scanner to scan pages?

Where will this scanner be located? On a desktop? Or in a central area?

What will you do with the scans? Where will they go?

# Help me choose the right scanner

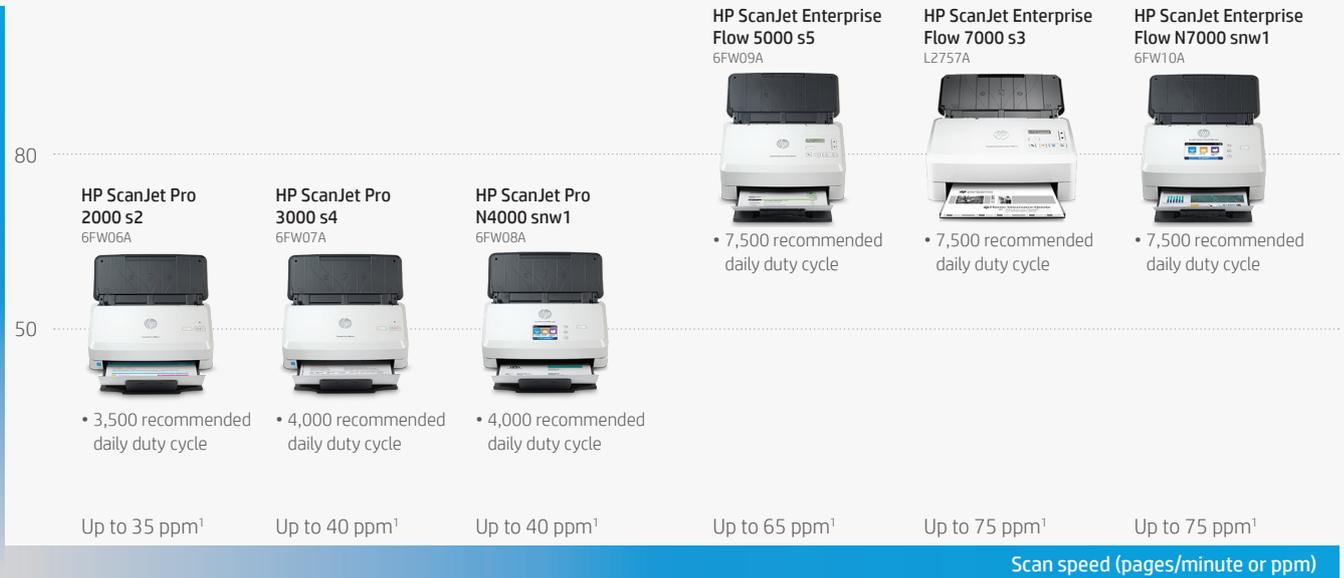
All scanners can scan both sides of the page in colour at the same time.

All scanners include I.R.I.S. ReadIris Pro—the OCR (optical character recognition) software that turns scans into editable text.

## Sheet-feed scanners

Ideal for letter-size paper and mixed flat media of various sizes, including brochures, receipts, business cards, and laminated ID cards

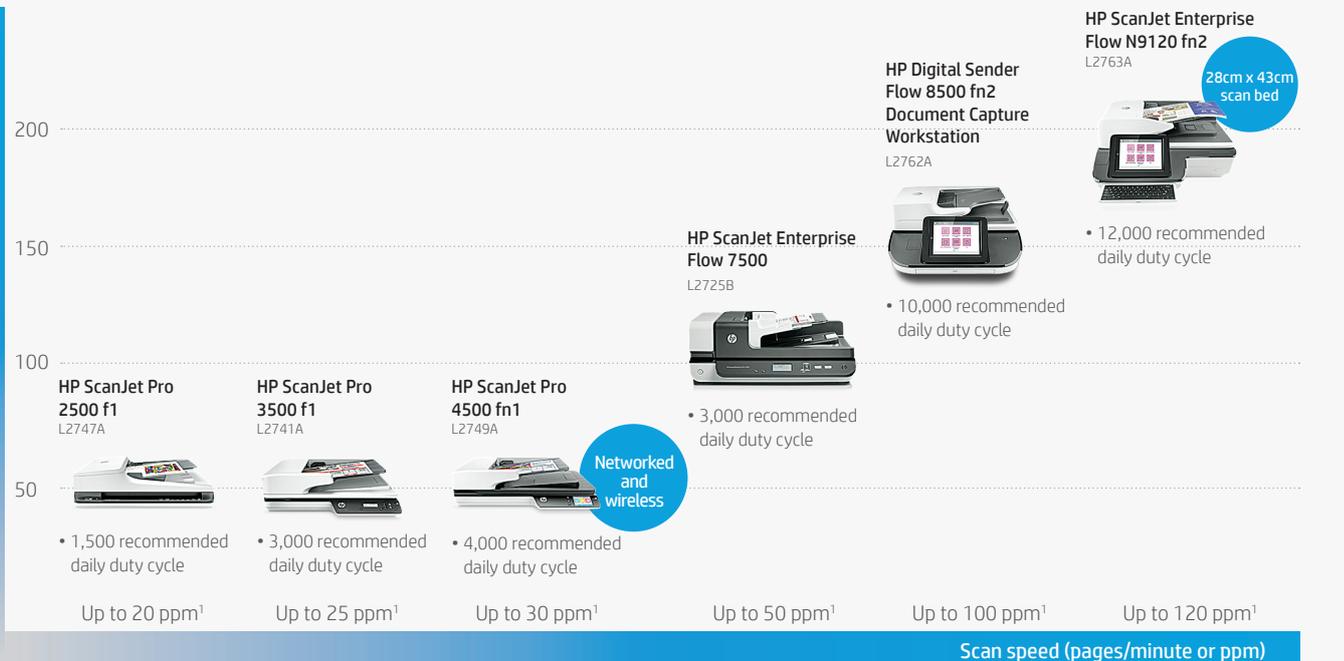
Auto Document Feeder (ADF) capacity



## Flatbed scanners

Ideal for sheets of paper, ID cards, and items like books and magazines

Auto Document Feeder (ADF) capacity



To learn more about the full scanner portfolio specifications, [click here](#).<sup>2</sup>

1. Scan speed measured at 300 dpi (black-and-white, grayscale, and colour). Actual processing speeds may vary depending on scan resolution, network conditions, computer performance, and application software.

2. See <http://h20195.www2.hp.com/v2/GetDocument.aspx?docname=4AA5-5899EEE>.

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