Document Capture: 3 Reasons to Augment MFP Deployments with Desktop Scanners

Recognizing and managing uncontrolled information is an overwhelming challenge for businesses today. A recent AIIM study found that 81% of organizations understand the impact that mismanaged data has on employees, specifically remote workers. Yet they fail to implement an effective solution to tackle this process inefficiency. Data inconsistencies caused by uncontrolled information leads to unreliable business intelligence, which is both expensive and time-consuming to correct.

By removing paper from processes, businesses can maximize information capture, decrease business risk, and lower operating costs. Digitizing paper with a desktop scanner is the first step to improving the management of document processes. The convenience of desktop scanning at your fingertips streamlines the process of converting data into useful business information, getting the job done faster and more efficiently.

If accurate data capture is essential to your business, then it's important to equip employees with dedicated desktop scanners to ensure essential information is better organized and communicated in a time-efficient manner. When coupled with a document management solution, the possibilities for capture automation are endless. Here are the top reasons why eliminating paper with a desktop scanner is the best way to avoid information roadblocks:

1. Increased Worker Productivity

Processing incoming documents is the starting point for most business tasks and any delay in access would directly affect productivity. In fact, AIIM reports that 79% of organizations believe business "at the speed of paper" will be unacceptable in a few years' time. Yet with powerful and robust data scanning capabilities, desktop scanners are ideal for paper-centric professionals and the variety of document they work with.

But why would you add desktop document scanners when your company already has access to a multifunction printer (MFP)? To start, duty cycle specifications are lower and scanning speeds can be dramatically slower on an MFP. This is particularly true if the scanner has multi-pass duplexing, where a scanning process must be interrupted by passing documents through multiple times to capture both sides. Plus, a recent study at the University of California reported that the return to maximum productivity takes more than 23 minutes after an interruption, and that workers compensate for the interruptions by working faster, but with inferior results. Even if a $20 per hour worker is spending 10 minutes per day at the central MFP, a $399 scanner will pay for itself in 120 workdays. Plus, pairing a digital data capture solution with a dedicated desktop scanners encourages improved customer service with effortless data capture, for more efficient document management. And with easy and immediate access to document data, workflow is accelerated with significant time savings in day-to-day tasks.

2. Reduced Equipment Costs

Removing paper from operational processes will enhance customer response times, improve the overall customer experience, and save in back-office costs. Typically, the scanner on the MFP is not designed

for high volume scanning. So, using an MFP for routine large scanning tasks creates more maintenance for the MFP than is required, disrupting Managed Print Services economics, and resulting in heavy expenses. If you need to scan multi-page documents on a regular basis then a document scanner is your best choice. In addition, document scanners are tailored to your company's network preferences. Users can scan to document management archives, email in various formats, scan to the network server, or even to their everyday business applications. This gives personalization that would involve added implementation costs with an MFP.

Compact, flexible, and portable, desktop scanners eliminate the need for additional physical storage and equipment space required by bulky MFPs. This enables organizations to free up areas for additional hires, without added rent expenses. With easy set-up, document scanners provide the convenience of immediate capture automation from the comfort of an individual's workstation. Not only does this translate to reduced time spent waiting for access to the shared MFP, but the light-weight desktop scanners can transport captured data outside the limitations of the office, providing more opportunities to remote workers.

3. Enhanced Image & Data Processing

According to the organizations surveyed by AIIM, 32% claim to use their existing MFPs more for copying than scanning. This could be because of limitations in processing. Desktop scanners offer advanced image processing capabilities to make the resulting scan more useful, such as blank page and hole punch removal, auto-crop, and programmed color adjustments. A document scanner provides higher resolution than MFPs when scanning, allowing employees to scan larger volumes of work with greater imaging detail. In addition, Scanning documents that are not standard letter size sheets, such as receipts or ID cards, can be difficult to configure on the MFP scanner, but are routine scans for desktop scanners.

Most organizations are barely scratching the surface when it comes to document capture automation. AIIM reports that 51% of survey respondents regularly scan documents, but for archiving purposes only. The need to eliminate inefficient paper-based storage will always be there. However, desktop scanners go beyond "scan to store" methods. Advanced scanning capabilities include automatic PDF conversion, powerful email processing, scan to mobile device, and application sharing including ERP, CRM, and HRM platforms. These features and more can all be achieved by implementing data capture automation solutions, further increasing the efficiency of your dedicated desktop scanners. Advanced data capture recognition technology helps to improve document processing initiatives with fast and accurate capture automation, eliminating manual efforts while improving results.

Capture is so much more than scanning paper. By opting for desktop scanners, employees can get all their paper-based documents quickly and easily converted to digital format, saving them to a document management software where employees across an organization can gain visibility and improved insight into business intelligence. The right solution to managing your documentation would be to invest in document scanning equipment, paired with advanced data capture solutions.

Don't let uncontrolled information stand in the way of productivity and profitability. Contact us today to get started on your document capture initiatives.

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