

Scanner Selection Chart

Feature	Definition	Scanner 1	Scanner 2	Scanner 3
Daily Duty Cycle (DDC)	Pages per day the scanner can handle without stress. Estimate your number of processed pages per day and multiply by 1.50 or 1.75 to determine the DDC needed.			
ADF	Auto Document Feeder - Automatically feeds pages into the scanner versus one page at a time.			
Speed	Speed (the number of pages per minute PPM) is measured at 200 DPI (dots per inch) with the paper fed into the scanner sideways (Landscape).			
Simplex	Scans one side of the page at a time.			
Duplex	Scans both sides of the page at the same time.			
Resolution	The DPI (dots per inch) used in scanning. 200 dpi is minimum for OCR. See Minimizing Scanned Images			
Color	Yes / No and bit depth			
Grayscale / B&W	Yes / No and bit depth			
Document Size	What is the largest and smallest size the scanner can handle?			
Max				
Min				
Paper Weight	The weight of the paper to be scanned? 20 - 28 lbs. card stock, etc.			
Flatbed	Needed for odd size papers and books			
Interface	USB, SCSI, FireWire, other			
Software	Included software			
Hardware	Needed Cables and cards included?			
Warranty	Yes / No -- Length of Warranty			
Options	Extended Warranties, consumables, add-ons.			