

more power to you



Scan-Optics turns paper documents into accessible, intelligent, usable information. We call this **turning paper into power**. We do whatever it takes to provide flexible solutions that speed up workflow, increase productivity, enhance revenues, and control the costs associated with capturing, sorting, classifying and routing data from documents.

We offer our customers a full-range of document management strategies and solutions:

- *Design and implementation of imaging and capture systems*
- *Sales and service of high-volume, high-speed scanners*
- *Customization and integration of hardware and software tools*
- *Document process outsourcing*
- *Business continuity services*

SCAN  PTICS

Turning Paper Into Power

“Approximately 1.4 million tax returns go through our scanners in a year. The Scan-Optics scanner is a much better machine than the brand we used to have, and we have been very pleased with it.”

> Melissa Nowell
Manager, Returns Processing Unit
Maryland Comptroller's Office

The Power of Proven Experience

When you turn to Scan-Optics for guidance in finding the best way to get the most value from your documents, you're tapping a wealth of wisdom. Since 1968, we've been the pioneer and leader in imaging and data capture. We've made many of the breakthroughs in the industry, and we have over a dozen patents that testify to our ability to create unique solutions. What that means for you is that in designing and implementing solutions, we have a big base to draw on. And also that it won't take a lot of trial and error to get to a custom solution that matches your needs and goals.

The Impact of Lean Six Sigma

In an industry where accuracy and efficiency really count, quality is of the highest priority. In every aspect of our operations, from engineering to customer service, from hardware design to implementation to workflow recommendations, Scan-Optics insists on uncompromising quality standards. Unlike most companies in our industry, Scan-Optics boasts a Director of Quality who is a certified Six Sigma Black Belt*, responsible for process improvement and efficiency gains internally and in the solutions we design for our customers.



By integrating Lean Six Sigma principles throughout the organization, Scan-Optics is building a culture and mind-set of continuous improvement.



Our corporate facility in Manchester, CT is home to our engineers, software developers, Access Services management, and Document Process Outsourcing center.

The Force of Customization

Unlike all the others, Scan-Optics has always understood that 'one size fits all' is a poor compromise. We approach every situation expecting to create a customized solution. And we know that your decisions about how to organize, distribute and store the data contained in paper documents require careful consideration. In these decisions, Scan-Optics can be your best resource. We have a thorough knowledge of hardware capabilities, software options, and workflow improvement techniques based on Lean Six Sigma disciplines. We can provide you with solutions from evaluation and consultation to scanning equipment, software, custom integration, and regular maintenance and upgrades.

The Power of Partnerships

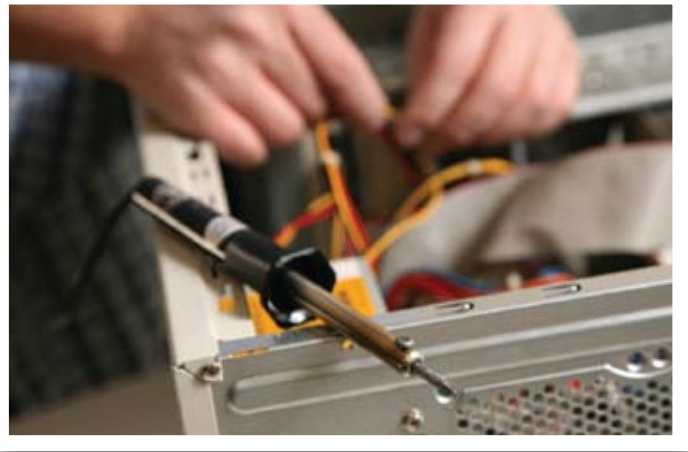
The secret to 'best of breed' solutions lies in Scan-Optics' ability to seamlessly combine the best elements of an integrated system or process. We partner with select providers to make sure, for example, that you'll have the most user-friendly, powerful software, and the most convenient and qualified repair and maintenance service. We stay abreast of what is out there to ensure that our products are compatible with the enterprise systems and software you're running.

*Six Sigma is a set of practices, originally developed to systematically improve processes by eliminating defects, that is used by many of the world's leading companies to reduce waste and gain competitive advantages. A certified Six Sigma Black Belt is a professional who has mastered and can explain Six Sigma philosophies and principles, including the supporting systems and tools.

The Possibilities of Outsourcing

Today's leading companies gain a sustainable competitive advantage by focusing on their core competencies and outsourcing many functions to experts. Scan-Optics is ideally suited to be your go-to problem solvers, whether you need to increase your document processing capacity during peak periods or develop a more efficient way of handling a complete business process. Whether on-site or at our site, we offer many one-time and ongoing processes such as backfile conversions, data capture and extraction, indexing, domestic and offshore coding, information storage and retrieval, and integration of data into your existing document management systems.

Our Outsourcing Center has multi-line scanning stations capable of handling 300,000 documents during an eight hour shift.



Our Access Services provides maintenance and repair service for the leading brands of scanning equipment.

The Strength of 24/7 Service

You won't find more knowledgeable repair and maintenance service anywhere. Our Access Services field technicians have an average of 15 years' experience on all types of scanning and imaging equipment. And we know how much downtime costs you. Our technicians respond quickly, make accurate diagnoses, and get systems up and running in record time. In a world where responsive service can't be taken for granted, our customers rave about Access Services.

“Our Scan-Optics scanner is much faster than the equipment we had before. There's just no comparison. With Scan-Optics, one person can do what about five of those machines could do. Any other machine on the market that will do the same job will cost you twice as much. You just can't beat Scan-Optics' price performance.”

> Lyndell Farmer
President, Document Technology, Inc.
Mobile, AL



After image capture, documents are prepared for short-term storage or return shipment to your facility.

The Assurance of Business Continuity

You know the impact of having your systems down for only minutes or hours. What if a natural disaster or other catastrophe were to keep you from accessing vital information for days or weeks? Scan-Optics' business continuity services are the back-up that can keep your organization operating smoothly in an emergency – and provide you with peace-of-mind all the rest of the time.

Industries Served

For over 40 years, Scan-Optics has provided enterprise-class scanners, expert professional services and integration, and top-of-the-line maintenance to a wide array of markets and industries. Here's a short list of markets we've helped turn paper into power:

- Federal and State Government Agencies
- Tax and Administration
- High Stakes Testing and Assessment
- Surveys and Evaluations
- Financial
- Insurance
- Healthcare
- Order Processing
- Direct Mail
- Service Bureaus

“Our department can now process several million subscription renewal forms annually. The SO Series from Scan-Optics has allowed us to reduce our operating expenses, while increasing the speed and accuracy of subscriber data.”

> Sam Wilson
GS Purchasing Supervisor
Time Customer Service, Inc.



SO 300 SPECIFICATIONS

Image Capture/Handling	Throughput	Resolution	Landscape	Portrait
		200 dpi	300 ppm	252 ppm
		240 dpi	250 ppm	204 ppm
		300 dpi	214 ppm	175 ppm
		400* dpi	102 ppm	84 ppm
		*Optional		
	Skew Correction	Up to 22.5° (in 0.1° increments) Rotation 0°, 90°, 180°, 270°		
	Compression Types	CCITT Group 4, JPEG (24 bit color/8 bit gray scale), Output bi-tonal, gray scale, or color		
Document Sizes and Weights	Paper Size	Min: 2.5" x 2.75" Max: 11.7" x 17.0"		
	Paper Weight	13 lb bond to 150 lb index (50 to 271gsm)		
	Feeder	1000 sheets		
	Stackers	Standard one pocket, Optional Multi pocket		
	Optional Accessories	Patch code reader, Bar code reader, Pre and/or Post process Inkjet		
Physical and Environmental Requirements	Physical Dimensions	Transport (with Stacker) Height: 50" (127 cm) Length: 62" (157 cm) Depth: 26" (66 cm) Weight: 450 lbs (approx)*/203 KG		
		(with Autofeeder & Stacker) Length: 80" (203 cm)		
	Power Rating Voltage	115/230V, +10, -6% @ 60/50 Hz, 1 phase Current: 15/7.5 amp Max		
	Heat Dissipation	6,000 to 10,000 BTU		
	Environment	Operating: 60° to 90° F (15° to 32° C) Shipping Storage: -22° to 140° F (-30° to 60° C)		
	Relative Humidity	Minimum: 20% to 80% Non-Condensing		

NOTE: One power source is required. A second power source is required if more than two output stackers are part of the system configuration.

Put the power of Scan-Optics on your side.
Call 800.745.6001 today to arrange a complimentary consultation.

The SO 300 Series High Volume Scanner

The Power of Enterprise Class Capture

The SO 300 Series sets a new standard in robust performance, affordability and flexibility. Rated at 300 pages per minute the SO 300 provides the means to increase throughput, and improve productivity and profitability. Higher speed, less downtime and less need for operator intervention make the SO 300 the scanner of choice for high-volume document processing. Best of all, the SO 300 is upgradable, to easily accommodate future needs at minimal cost.

Open track design handles any size document and reduces paper jams.



Continuous Auto Document Feeder provides no pause in scanning, saving time and labor costs.

Captures 300 pages per minute @ 200 dpi in bi-tonal, grey scale and/or 24 bit color.



The capabilities you need now:

- Optional In-Line OCR
 - Runs at full rated speed (300 ppm)
 - Sorting pockets
 - Intelligent inkjet
- Designed for on-site customization and upgrades
- Compatible with most capture applications
- Superior mixed document handling
- Pocket and multi-stacker functionality
- Continuous feed for higher throughput
- Automatic batching
- Built-in real time image enhancement
- Patented system to eliminate double feeds
- ISIS/TWAIN compatibility
- Open architecture for maximum flexibility
- At 200 dpi in bi-tonal, grey scale and/or 24 bit color:
 - 300 pages per minute
 - 1200 images per minute, utilizing dual stream and duplex