Considerations for Purchasing ImageNow Compatible Scanners

There are four components that departments should consider when looking to purchase a scanner to be used with ImageNow.

1. Scanner
2. Scanning Software
3. Scanning License
4. Scanner Maintenance Service

Please review information about scanners from the Document Imaging website before continuing: http://www.oit.umn.edu/document-imaging/scanners/index.htm

We strongly recommend that departments consult with the Imaging Team before making the purchase to make sure the correct items are chosen.

Scanner

Departments should make sure that their scanner is supported by Perceptive Software (maker of ImageNow). Below is a link to the Recommended Scanner Guide: http://customer.imagenow.com/pdfs/other/Scanner_Hardware/Recommended_Scanner_Guide.pdf

For every scanner listed above, there is a corresponding CaptureNow license required for that scanner make and model. This is the scanning license that will need to be purchased for that scanner. If you are interested in a scanner not on the list, please contact the Imaging Team for help to determine in the scanner in question is compatible with ImageNow.

Various departments from the University have purchased from:

- Gov Connection via UMart (www.oit.umn.edu/umart)
- Loffler Companies (www.loffler.com)
- Mid-America Business Systems (www.mid-america.com)

Scanning Software

There are two types of scanning software that can be used with ImageNow. They are:

1. Pixel ISIS
2. Kofax VRS

The main difference between the two software packages is that Kofax VRS allows additional document editing functionalities with some additional cost. It is recommended if you have documents that are hard to scan due to color, watermarks, etc. Kofax VRS will automatically remove shading, watermarks, and streaks, among other image cleanup "on-the-fly". For more details, visit the Software Requirements page on the Document Imaging website mentioned above.

There is no additional cost associated if you choose to use Pixel ISIS. It uses the ISIS driver that comes with the scanner. Below is the pricing table if you choose to purchase Kofax VRS.
### Desktop Scanners
- **Price:** $650

### Workgroup Scanners
- **Price:** $1,450

### Production Scanners
- **Price:** $2,450

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**Scanning License**

In addition to the scanner and scanning software, a license is required to scan directly into ImageNow. Below is a pricing table for the CaptureNow license. You can find the corresponding level needed on the Recommended Scanner Guide above. Department is responsible for purchasing the license and the first Annual SMSA. In subsequent years, the cost of the annual software maintenance fee for the CaptureNow license will be paid by the OIT.

<table>
<thead>
<tr>
<th>CaptureNow ISIS Pricing</th>
<th>List Price</th>
<th>Annual SMSA 20% of List Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>$395</td>
<td>$79</td>
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<tr>
<td>Level 2</td>
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<tr>
<td>Level 3</td>
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<td>$399</td>
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**Scanner Maintenance Service**

OIT does not offer hardware support for the maintenance or repair of scanners. It is strongly recommended that departments get a service contract for their scanner(s). At Loffler, the contact we have is John Finch, 952-285-2311 (jfinch@loffler.com). At Mid-America, the contact is Kevin Heath, 612-378-3800 (kheath@mid-america.com).

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**Purchasing Information**

Please consult with the Imaging Team before making your purchase by sending us the information about scanner model, software, and license that you intend to purchase. The Imaging Team will need to request a price quote from Perceptive Software for Kofax VRS (if you choose to purchase it) and CaptureNow license. Once you received a confirmation from the Imaging Team, departments may purchase the scanner and scanner maintenance contract on their own and submit the PO directly to Perceptive Software.

If you have any questions, please contact the OIT Imaging & Archiving Team at oia-imaging@lists.umn.edu.