

Subject: Important Reminders for Agencies Purchasing Scanners for Use with SCEIS

Audience: IT Directors, AST Leads

Now that many agencies have been working in SCEIS for several years, some agencies are beginning to purchase new scanners to use for imaging documents into SCEIS. To support these agencies, the SCEIS Team is pleased to provide the below reminders about purchasing scanners for use with SCEIS.

- As noted in the [SCEIS Scanner Guidance document](#), the SCEIS standard model scanner is the HP Scanjet N7000 or HP Scanjet 5000.
- Some scanners other than the HP N7000/5000 can be used with SCEIS if they support the TWAIN interface. However, in these cases, there is a chance that some of the automatic features of a standard SCEIS scanner, such as automatic back-side scanning, page length detection and optical quality adjustments, might have to be performed manually.
 - For more information, please refer to the [SCEIS Scanner Guidance document](#).
- Scanners that do not support the TWAIN interface cannot be used like a standard SCEIS scanner.
- Complete information about SCEIS imaging, including the SCEIS Scanner Guidance document, HP Scanjet Scanner Installation and Configuration Guide, Where to Purchase the scanner and other helpful documents, is available on the SCEIS Website.
 - To navigate to the SCEIS Imaging webpage, go to the SCEIS homepage (www.sceis.sc.gov), then click on the “Imaging” button, located at the bottom of the left-hand navigation bar.
 - [Here is a direct link to the SCEIS Imaging webpage.](#)

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.