SCANNER RECOMMENDATIONS

Scanners greatly help organize files and implement time-saving workflows. Find recommended models below.

RECOMMENDED FLATBED SCANNERS

XEROX DUPLEX COMBO SCANNER
This scanner scans 25 ppm, has a 50-sheet ADF, and will scan color, b&w, and grayscale. MSRP $270.00.

RICOH SP-1425
This scanner scans one-sided (simplex) at 25 pages per minute or double-sided (duplex) at 50 pages per minute. Also capable of color scanning; and handles letter or legal-sized paper. This scanner connects to your computer via USB 2. This scanner is small and quiet and handles color, black & white, and grayscale. Best of all, it has a 50-sheet automatic document feeder (ADF). MSRP $545.00.

RICOH FI-8250
This scanner scans one-sided (simplex) at 50 or double-sided (duplex) at 100 pages per minute. Also capable of color scanning; and handles letter or legal-sized paper. This scanner connects to your computer via USB 3.2 and ethernet. This scanner is small and quiet and handles color, black & white, and grayscale. Best of all, it has a 50-sheet automatic document feeder (ADF). MSRP $1,755.00.

RECOMMENDED SHEET-FED SCANNERS

RICOH SCANSNAP IX1600 SHEET-FED SCANNER
This scanner is sheet-fed, scans 40 ppm simplex (80 ppm duplex), but has no TWAIN driver. This scanner is Windows and Mac compatible. It connects via USB 3.2 or wireless networking. MSRP $495.00 (often found on Amazon and elsewhere for substantially less). Read Lawyerist's review of its predecessor here.

RICOH SP-1130NE
This scanner is sheet-fed, scans 20 ppm, 40 ppm duplex, and has TWAIN support and an ethernet port. However, it lacks the software niceties of the iX1600. But if you need TWAIN driver support or wired networking, it's good. MSRP $380.00.

RICOH FI-8040 SHEET-FED SCANNER
This scanner scans up to 40 ppm/80 ppm duplex black and white or grayscale. Features include a large capacity 50-page feeder, the ability to scan plastic and embossed credit cards, and TWAIN and ISIS drivers. It connects to via USB 3.2 or wired ethernet. MSRP $655.00.

RICOH FI-8170 SHEET-FED SCANNER
This scanner scans up to 70 ppm/140 ppm duplex black and white or grayscale. Rapid power-up time in less than 4 seconds; large capacity 100-page feeder; plastic and embossed credit card scanning; long document support up to 20 feet; scan sticky notes, taped receipts, and labels while securing against multi-feeds; innovative acoustic paper protection; Interactive, Multi-Line LCD Panel; Auto rotation, Auto size, Blank page removal, Auto color detection, and Assisted scanning features; TWAIN and ISIS drivers. MSRP $1,348.00.