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# Technology Tools for Today™

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## Good Things Come in Small Packages

By Joel P. Bruckenstein

### *The Fujitsu ScanSnap S1100*

While I was at CES in Las Vegas, I had the pleasure of bumping into Doug Cripps at the Fujitsu booth. Many of you know Doug. He's represented Fujitsu for a number of years at the Technology Tools for Today Conference. He's also represented Fujitsu at a number of other industry events. During our brief time together at CES, Doug was able to give me a preview of the ScanSnap S1100, Fujitsu's newest and smallest scanner. I've since had a chance to try it out myself, and I'm impressed. The ScanSnap S1100 is not

a replacement for any of the existing ScanSnap of Fujitsu scanner models; rather it is an expansion of the Fujitsu line into a new niche.



The S1100 is a new, ultra-portable scanner. It weighs only 12.3 ounces, and it measures a mere 10.74 X 1.87 X 1.33 inches (W X D X H) which means it can easily fit into your purse, briefcase, or laptop bag.

The S1100 give you the ability to digitize documents anywhere, at any time: during client visits, at a conference or in a café. This is a simplex scanner (it can only scan one side of the page at a time) and it is a sheet fed scanner (you need to feed the pages into the scanner one at a time). Although we'd love duplex and an automatic document feeder, we understand that some compromises had to be made to get such a low price (\$199.00) and such a small form factor.

Although it is tiny, Fujitsu has managed to pack into the S1100 much of the powerful, easy to use functionality that has made ScanSnap scanners a success. You can scan business cards, receipts, client statements, plastic IDs, contracts, and much more. The scanner is compatible with both Macs and PCs. It can scan in color or black and white.



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The S1100 can be powered by a single USB cable, so you do not need an external power source to use it. The USB cable serves as both the power cable and the data cable.

Although I conducted my tests only on a PC due to time constraints, the operations on a Mac are very similar. It is easy to set up and use. You install the software, plug the cable into the scanner and the computer, and you are ready to go. As usual, one thing that sets the ScanSnap apart from the competition is the well designed software. To start a scan, you push the button on the scanner, and feed a page. To end a scan, you push the button on the scanner again or you push the finish scanning button on the computer screen.

You can then use the Quick Menu software to designate how you want the scanned document to be handled. For example, you can send the scanned document to email, to your printer, to the ScanSnap Organizer (an organizational utility for the Windows version provided with the software) or to the Windows folder of your choice. You can also scan to MS Word or MS Excel or MS PowerPoint (Windows only). If you choose one of these options, the software will use ABBYY FineReader for ScanSnap to perform OCR (optical character recognition) and convert the applicable images to text.

This latest version of the ScanSnap software allows users to “scan to the cloud.” If you use Evernote (and you should), the ScanSnap allows you to scan directly to Evernote. You have the option of scanning to Evernote as a note (JPG file), or as a document (PDF file). There is also an option to scan to Google Docs. Furthermore, if you use MS SharePoint in your business, there is an option to scan directly to SharePoint.

As usual, ScanSnap offers you the ability to scan business cards using special business card capturing/organizing software. For Windows users, ScanSnap includes CardMinder. For Mac users, there is Cardiris. Both are proven, reliable products that allow you to extract important data from business cards, store it, and export it applications including MS Excel, MS Outlook, the Mac address book, and others.

For first time ScanSnap users, Fujitsu provides intelligent default settings. When you scan for the first time, if you have not configured the software ahead of time, the QuickMenu will pop up. So you can select whether you want to scan to the ScanSnap Organizer (Windows only), a folder, email, etc. You can select a default QuickMenu item for future scans if you wish, so you will not need to make a selection each time you scan. Of course, experienced users will want to tweak the settings to suit their needs, but it is good to know that novice users will be able to easily file and manipulate their documents from the outset.

## **Pros**

The ScanSnap S1100 offers a great deal of value for the money. It is small, light, convenient, and easy to use. It is not the fastest scanner around, but it is fast for this class of scanner; it is rated at 7.5 seconds per page, and you can figure 8-10 seconds in real world usage since handling the pages takes a bit of time. Resolution of 600 dpi is more than sufficient for this type of scanner. OCR recognition and business card reading ability was very good, but not perfect.

## Cons

There's not too much to complain about here. As is the case with all ScanSnap scanners, some will criticize the lack of TWAIN or ISIS driver support. This essentially means that you have to scan using the ScanSnap software as opposed to being able to scan from within some other program that supports TWAIN or ISIS. It also means that you are limited to the ten scan destinations at any one time that the ScanSnap software allows. We don't see that as an issue for most financial advisors. We've talked to hundreds, if not thousands of ScanSnap users, and the driver issue almost never arises.

One could argue that speed and the lack of a document feeder are issues as well, but that would be unfair. The S1100 was never designed to be an alternative to the ScanSnap S1300 or the S1500. It was designed to be an ultra-portable, low volume, low cost scanner, and it fits that bill perfectly.

## What Else?

Although Fujitsu makes no mention of it, we can see a device like the S1100 becoming a very handy accessory for Tablet PC users in the future. Assuming you have a USB cable or some way of passing the data wirelessly from the S1100 to a tablet, the combination of an S1100 and a Tablet might be very attractive to financial advisors and road warriors.

For now, if you travel and you need to occasionally scan, the Fujitsu S1100 is convenient, ultra-portable, and inexpensive. That's a killer combination.

Finally, as is our habit, we strongly recommend that you purchase your ScanSnap S1100 and all Fujitsu scanners from CEO Image Systems. We don't receive any compensation for recommending CEO, but we do receive piece of mind. In the past, we've had instances where readers purchased their scanners elsewhere, had a bad experience with the vendor, and later contacted us to complain. Since many seem to hold us responsible for their vendor choice, we at least want to recommend one that offers the most competitive prices and outstanding service. CEO President Conrad Foster has been dealing with the needs of T3 readers for about ten years now, and the feedback we receive about him and his firm is uniformly excellent. You can contact Conrad through the CEO website or you can email him at [ceofoster@ceoimage.com](mailto:ceofoster@ceoimage.com).