Technology Services Branch – Scanner Guidelines

Connection Type	Desktop*	Desktop - Kiosk	Network
Number of users	Single	Multiple	Multiple
Scanning Option	Scan to PC	FTP; SMB; Scan to Email	FTP; SMB; Scan to Email
.TIFF Format Required	Yes	Yes	Yes
Multiple User Profiles required	No	Yes	Yes
Required driver	ISIS	ISIS	N/A
OS Compatibility	Windows 7 and Up	Windows 7 and Up	N/A
Minimum DPI Setting	300 DPI	300 DPI	300 DPI
Scan Setting:	Duplex	Duplex	Duplex
	Black-White/Color	Black-White/Color	Black-White/Color
	Auto-rotate	Auto-rotate	N/A
	Auto Blank Page Deletion	Auto Blank Page Deletion	N/A
Recommended Scanner in Use	Fujitsu fi-7180	Fujitsu fi-7180	

* For certain HR Personnel Only

Review Cycle: Scanner standards will be reviewed annually in December