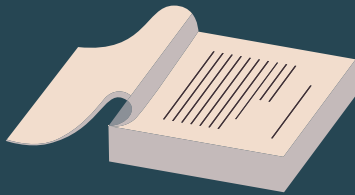


5 THINGS YOU SHOULD KNOW WHEN DECIDING ON A PRINTER OR COPIER

1. HOW MUCH WILL YOU BE PRINTING PER MONTH?

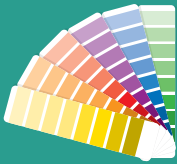
If you are unsure, think about how much paper you buy
in a month.

Each ream is 500 pages.



2. DO YOU NEED TO PRINT IN COLOR OR ONLY IN BLACK & WHITE?

Printing in color is typically more expensive than
printing in black & white. If you want the capability to
print color while keeping your cost down, there are
ways to control color usages through settings and/or
permissions.



3. WHAT ARE YOU PRINTING?

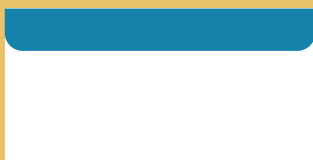
Different devices will have different media handling
capabilities.

COMMON NEEDS:

Size (Do you need/want to print on tabloid sized paper?)

Weight (Will you be printing on heavy card-stock very often?)

Type (Do you need a dedicated paper tray for envelopes?)



4. WHAT FEATURES DO YOU NEED?

Copy

Fax

Scan to email

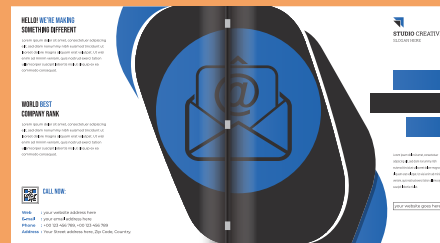
Regular office printing or high quality graphics
printing

Particular size of device to fit physical space

Connection options (WIFI)

Finishing options (staple, hole punch, booklets, etc.)

Other accessories (extra paper trays, stand, etc.)



**Another feature to keep in mind is the ability to
load apps. There are new apps being released
everyday, designed to save you time and make
everyday processes simple.**

5. WHAT IS YOUR BUDGET?

Printers and multifunction devices can vary greatly in
price. Single function, black & white printers can start
as low as \$150. Color multifunction devices can go
upwards of \$7,000-\$10,000.

Most options will fall in the middle. That is why it is
best to know what you need so you are not paying for
features you will never use.



Another great option is to ask
us what floor models (lightly used)
we have available.