

There are many choices in printing products.

Use this chart to analyze your needs and help you find the right machine.

Helpful Definitions

Multifunction Printer:

Also known as ALL-IN-ONE. Primarily a printer that offers you the versatility of having a printer, copier, scanner and (in some models) fax, all in one product, which helps you save valuable office space.

Digital Copier:

A multifunctional product designed to be primarily a copier, that offers other features such as a printer, scanner and fax.

Other Key Features to Choose From:

1. PRINT/COPY SPEED
2. NETWORK CAPABLE
3. TIME TO FIRST COPY
4. PRINT/COPY QUALITY (RESOLUTION)
5. PAPER TRAY CAPACITY
6. SCANNER/FAX FEATURES
7. BORDERLESS PHOTO PRINTING
8. MEDIA CARD SLOTS
9. AUTO DUPLEXING
10. COPY RATIO

Your Needs	Print Volume	Color or Black & White	1	2	3	4	5	6	7	8	9	10
 <p>Want only a printer—no other functions?</p>	OUR PRINTER VOLUME IS HIGH (over 1,500 pages per month)	COLOR LASER PRINTER (printing presentations, etc.)	●	●	●	●	●				●	
		MONOCHROME LASER PRINTER	●	●	●	●	●					●
	OUR PRINTER VOLUME IS LOW TO MODERATE (prefer inkjet)	INKJET PRINTER	●	●		●	●			●	●	
 <p>Want a printer that offers other features? (such as copy, scan, fax, etc.)</p>	OUR PRINTER VOLUME IS HIGH (over 1,500 pages per month)	COLOR LASER MULTIFUNCTION/ ALL IN ONE	●	●	●	●	●	●			●	●
		MONOCHROME LASER MULTIFUNCTION/ ALL IN ONE	●	●	●	●	●	●				●
	OUR PRINTER VOLUME IS LOW TO MODERATE (prefer inkjet)	INKJET MULTIFUNCTION/ ALL IN ONE	●	●		●	●	●	●	●	●	●
 <p>Want a copier with other features?</p>		DIGITAL COPIER (BLACK & WHITE ONLY)	●	●		●	●	●			●	●

Printer Facts

1. Print-Copy Speed:

How fast does it print? Indicated as PPM or CPM (Pages Per Minute or Copies Per Minute).

2. Network Capable:

You can connect several computers to this printer using a 10/100 Network system.

3. Time to First Page/Copy:

How fast will the first page come out?

4. Print - Copy Resolution:

Print-Copy quality, the larger the number the better the quality. Indicated as dpi (dots per inch).

5. Paper Tray Capacity:

How many sheets of paper will the tray hold? The larger the number the less time wasted reloading the machine.

6. Fax vs PC Fax:

Fax will transmit a document upon scanning, and it will also print incoming documents immediately. PC Fax means it scans the document to the computer first then faxes it, incoming faxes will be stored in the computer as documents.

7. Photo Printing:

Capability of printing borderless photos at very high resolutions.

8. Media Card Slots:

Most digital products now record the information, pictures, music on media cards in formats such as SD, Compact Flash, Memory Stick, etc. Some printers have slots that will read the information and print it directly off the card without need of a PC.

9. Auto Duplexing:

Capability of copying two pages and transferring them to the front and back of one page.

10. Duty Cycle:

Defined as the maximum number of pages per month of imaged output

11. Are cables included in the box?

Most printing products do not include connectivity cables. Make sure you order the cables you need.