

Choosing the right machine doesn't have to be challenging.

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 and scanner.

Your Needs	Print Volume	Color or Black & White	Other Key Features to Consider										
			Print/Copy Speed	Network Capable	Time To First Copy	Print/Copy Quality (Resolution)	Paper Tray Capacity	Scanner/Fax Features	Borderless Photo Printing	Media Card Slots	Auto Duplexing	Copy Ratio	
 Want only a printer—no other functions?	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	●	●		●	●			●	●		
 Want a printer that offers other features? (such as copy, scan, fax, etc.)	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	●	●		●	●	●	●	●	●	●	●
 Want a copier with other features?		MULTIFUNCTION DIGITAL COPIER (BLACK & WHITE ONLY)	●	●		●	●	●				●	●

Printer Facts

- Print-Copy Speed**
 How fast does it print? Indicated as ppm, cpm, or ISO ipm (pages per minute, copies per minute, or International Standards Organization images per minute).
- Network Capable**
 You can connect several computers to this printer using 10/100 Network system.
- Wireless Capable**
 The ability to link to, and communicate with, other devices without cords.
- Print-Copy Resolution**
 Print-Copy quality, the larger the number, the better the quality. Indicated as dpi (dots per inch).
- Paper Tray Capacity**
 How many sheets of paper the tray will hold. The larger the number, the less time wasted reloading the machine.
- Auto Duplexing**
 Capability of copying two pages and transferring them to the front and back of one page.
- First Page Out**
 How fast the first page will print.
- Photo Printing**
 Capability of printing borderless photos at very high resolutions.
- Duty Cycle**
 Defined as the maximum number of pages per month of imaged output.
- Media Card Slots**
 Most digital products record to media cards in formats such as SD, Memory Stick, Compact Flash, etc. Some printers have slots that will read the information and print it directly off the card without need of a PC.
- 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.