

BUYING GUIDE • Multifunction Machines



Multifunction machines combine printing, scanning, copying and faxing capability, and often other functions, in one integrated unit. Multifunction machines are much less expensive than the cost of purchasing separate devices to perform these common tasks, and take up much less work space as well.

SELECT YOUR MULTIFUNCTION MACHINE BASED ON THESE CRITERIA



PRINT VOLUME

Big Busy Office?

Choose Color Laser Technology. Multifunction machines using color laser technology deliver both high-resolution business color and monochrome output. They are ideal for busy offices with higher print and copy volumes where the majority of the printing and copying jobs will be black and white, with an occasional need for high-quality (but not photo-quality) business color for presentations, proposals and color copies.

Medium to High Volume Office?

Choose Monochrome Laser Technology. Multifunction machines that use monochrome laser technology produce high-quality, high-resolution black and white text and graphics and are a good fit for offices with mid- to high-volume printing and copying needs. They are typically faster than inkjet models, less expensive than color laser multifunction machines, and generally have the lowest cost per page, especially those models that offer optional high-yield toner cartridges.

High Quality Low Volume Office?

Choose Color Inkjet Technology. Multifunction machines based on color inkjet technology offer the highest quality color reproduction—"photo-quality" in many cases. Typically less expensive to purchase, but with a generally higher cost per page, these machines are best suited for offices with lower copying and printing volumes that need true photo-quality color output from time to time.

FLATBED OR SHEETFED? Choose a flatbed model if you need to copy, fax or scan images from bound documents or three-dimensional items.

MODEM SPEED is an important consideration if your fax volume is high and it is important to free up the phone line as quickly as possible.

AUTO DOCUMENT FEEDER (ADF) CAPACITY The higher the capacity, the more pages you can load for unattended scanning, faxing and copying.

PAPER SIZE Many multifunction machines offer adjustable paper trays that accommodate both letter and legal and other sizes, and some also provide multipurpose trays or slots to handle envelopes, card stock and letterhead.

PAPER CAPACITY The higher the paper capacity, the less often you have to reload paper; this is especially important if you receive a high volume of faxes after hours and want to avoid out-of-paper situations. Higher performance models may come with dual paper trays or have the option of adding a second tray, enabling them to handle higher volume applications or to have letter paper loaded in one tray and legal or photo paper in the other.

AUTOMATIC DUPLEXING This can save on paper and mailing costs—and provide more professional-looking documents—by printing on both sides of a page automatically.

NETWORK READY Some multifunction machines come ready to install directly to your wired or wireless network.

AUTO DIALING AND BROADCASTING Auto dialing enables you to dial more quickly, and helps eliminate misdialed numbers. Broadcasting enables you to scan a fax into memory just once, and then send it to multiple locations.

FAX AND PRINT SECURITY Some multifunction machines provide a way to password-protect the printing of confidential faxes and documents so that only the person who is supposed to see them actually does.

COMPATIBILITY Will the machine be used in a PC or Mac® workplace—or a combination of both? Also, some multifunction machines offer additional emulations—such as PostScript® and PCL® 6 (for DOS printing)—which may be required for certain applications.

PRINT/COPY SPEED Higher output speeds are useful when printing or copying large quantities of documents.