




# how to use

## 1) IDENTIFY YOUR NEED

The Print Cost Guide includes specifications and running costs for more than 135 print devices, including printers, copiers, faxes and multifunctional machines. To make it easier for you to identify the right machine for your needs, we have split them into three groups: SOHO (Small Office Home Office) devices with print speeds of 1-15 pages per minute (ppm); SME (Small and Medium-sized Enterprises) machines with print speeds of 16-30ppm; and Workgroup machines to be shared by dozens of users, with print speeds of 31+ ppm. These divisions represent the capabilities of the machines, rather than the size of the organisation buying them. For example, a large business requiring a multifunctional device for a secretary's own personal use would find what they were looking for in the SOHO section. By the same token, a small office of 5 or 6 people needing one device for all their print, copying and fax requirements would be better served by a faster machine from the SME section.

## 2) IDENTIFY THE PRIMARY FUNCTION

Most of the machines listed are multifunctional devices. However, that does not mean that they perform all functions equally well. To make it easier to find the machine that's right for you, we have divided the three parts of the guide into three colour-coded sections:

-  Blue for machines whose primary function is printing;
-  Red for copier-based devices;
-  Green for fax-based machines.

If all you require is a fax machine that can make the odd photocopy, you will find what you are after in the Green section; if you require a flatbed photocopier that can also be used as a fax machine or printer, look in the Red section; if your main need is for a workgroup printer, with a faxing capability, you will find a selection in the Blue section.