

6 Questions to Ask Yourself When Choosing a New Office Copier

Not all office copiers are designed the same! Your needs will determine the type of device you lease or purchase.

YOU CAN START ON THE RIGHT FOOT BY ASKING THESE 6 QUESTIONS:



Question 1

Should this device be able to copy, scan, fax, and print?



Question 2

Are copies, prints and scans black and white or do I need color?



Question 3

What size and thickness of paper do I need to print on?



Question 4

Do I need to run any special applications or workflows?



Question 5

Will this device be available to everyone or will access be restricted?



Question 6

Are there any special collating or finishing options required?

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