

We're the first to admit our history with newsletters has been spotty. They can be expensive to produce and deliver and it's been a point of debate whether our customers actually read the material or toss it out with the junk mail. Having said that we also recognize a newsletter can be an important tool in informing and maintaining contact with our customers. The devil is in the detail.

We hope we've hit upon a solution to the problem of expense and accessibility. In the future we'll be using two methods for delivering newsletters; e-mail and an archive version on the web site. Not only will this allow you instant access to the newsletter, it will have less impact on the environment. We hope to produce one printed newsletter a year

If you have any ideas to improve our communications please e-mail support@aristocat.com

Printer Tip

Here at AristoCAT it is not our practice to recommend specific products or manufacturers, but we definitely recommend buying a name brand product and we can offer some tips on what to look for when buying a printer. For specific ideas about what printer to buy, we recommend that you talk with fellow reporters and see what they like about and dislike about their printers.

As a court reporter you depend upon your printer to give long service and produce a quality product. Though initial cost and speed (pages per minute) are foremost in your mind it's important to consider some of the less obvious aspects of owning a printer. In general, the more pages per month you print, the more you should spend for a printer.

First, your printer is a professional tool. An inkjet printer is fine for home use and a multipurpose device (fax, copy, scan, etc.) is a space saver, but they are not appropriate for printing transcripts. Inkjet printers are not meant to handle the load required by a court reporter. Though the initial cost may be low you have to take into account the cost of ink replacement, mechanical lifespan and how many pages the input and output trays can handle. We suggest you limit your search to laser printers. The initial cost is higher than inkjet but over the life of the printer you will find it more cost effective and a time saver for you. Expect to spend at least \$500.00 for a quality laser printer.

Specific Criteria:

1. **Printer Connection** - The AristoCAT software will work with printers that print to USB, parallel and network ports. Do not buy a printer that only works with a USB port if you have Windows 95 or Windows NT. These older versions of Windows do not support USB devices. If you are replacing your older printer, it is strongly suggested that you also purchase a new printer cable. Your old printer cable may not work with a newer printer.
2. **Toner Cost and Availability** – Over the lifespan of a quality printer, the cost of printer ownership will be determined by the toner cartridge cost. Consider not only the price of a replacement toner cartridge, but also the coverage. That is, how many pages per

cartridge you should get. Coverage is often measured as how many pages you should be able to print based on page coverage. For example, the manufacturer may state that you will get 8000 pages based on 5% coverage. A typical transcript page is about 5% coverage. You may get a great deal on a printer but if you have to travel 20 miles to buy a toner cartridge it might not be such a great deal. Remember that you only run out of toner during a rush job.

3. **Duty Cycle** - A printer's rated duty cycle can range from a few hundred pages a month to a few hundred thousand, with the higher volumes associated with faster printing speeds and more capable paper-handling features. By roughly matching the duty cycle to the volume of pages you expect to print, you can ensure that you'll neither burn out the printer prematurely nor buy much more printer than you may actually need. (EX. HP Laser Jet 1100 is rated at 7,000 pages per month. It has 2 MB of memory and a print speed of 8 ppm.)
4. **Input/Output Trays** – If you print transcripts over 50 pages in length then you need input and output trays that can handle large stacks of paper or you will need to sit by the printer and continually add paper to the input tray and remove paper from the output tray. Find out if the printer you're interested in comes with large trays. Keep in mind that having a input tray that can handle 200 pages if the output tray can only handle 50.
5. **Duplexing** – Consider buying a printer with a built-in duplexer. Many reporters print the condensed transcript on both sides and some print the full size transcript double sided. Who knows, your clients might prefer less volume of paper and it saves you money and helps the environment.