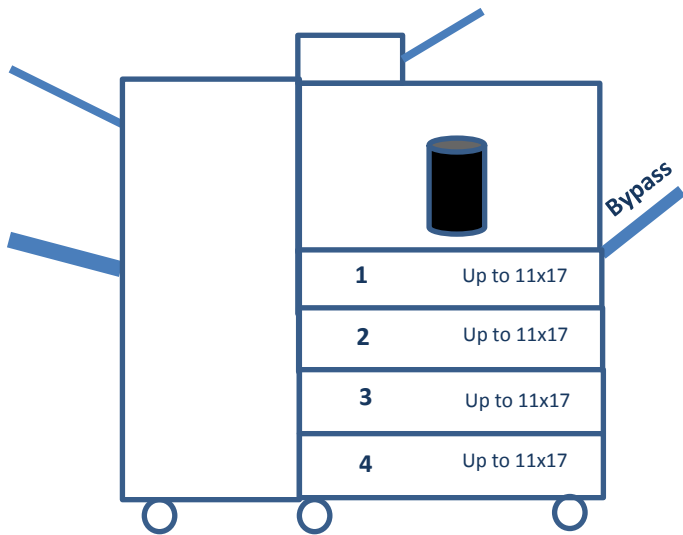


Multi-Function Device (MFD)

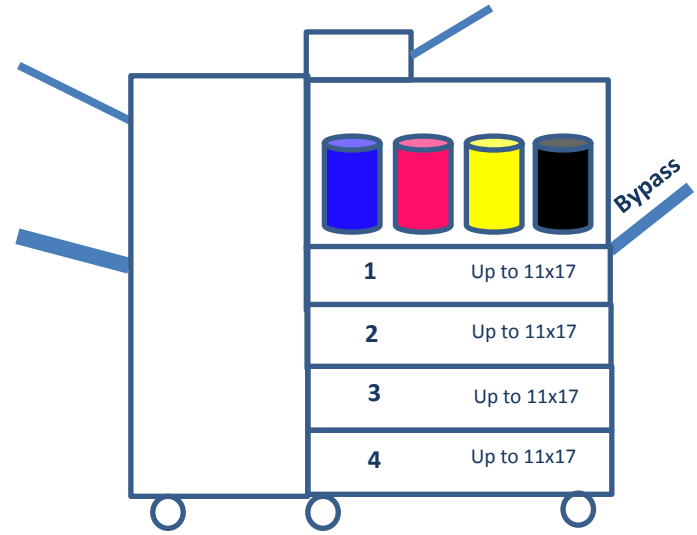
Buying Guide



Select The Device



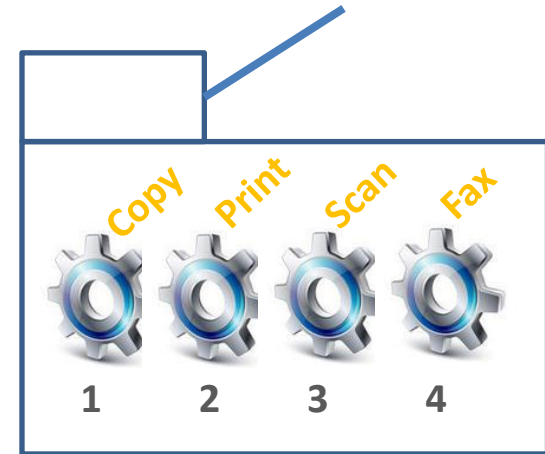
MONOCHROME



COLOR



Select The Functions

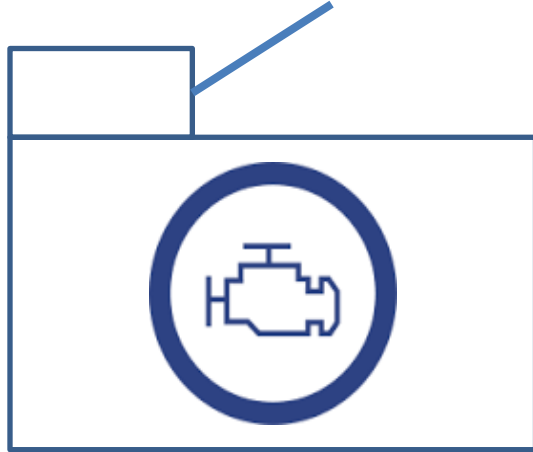


Copy	Print	Scan	Fax
This function allows end-users to make “reproductions” of paper-based source documents using a platen glass and/or automatic document feeder. No networking is required for this function.	This function allows end-users to send electronic source documents for printing. Networking and print drivers are required for this function .	This function allows end-users to send paper-based source documents to a designated location electronically. The designated locations include: email, network folder, file servers and document management repositories. Networking and file-path routing is required for this function.	This function allows end-users to send both paper-based and electronic source documents to a designated receiver. Fax functionality requires a phone-line connection and/or a network connection for IP-based faxing.



Select The Print Engine

A3 Devices

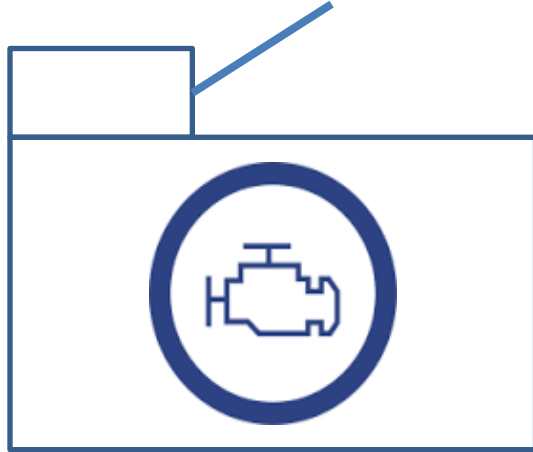


Volume Band	Avg Monthly Page Volume	Speed Segment
1	<5,000	Up to 20 ppm
2	5,001-10,000	20-29 ppm
3	10,001-25,000	30-39 ppm
4	25,001-40,000	40-49 ppm
5	40,001-55,000	50-59 ppm
6	55,001-70,000	60-69 ppm
7	70,001-90,000	70-79 ppm
8	90,001-109,000	80-89 ppm
9	110,000+	90-110 ppm



Select The Print Engine

A4 Devices

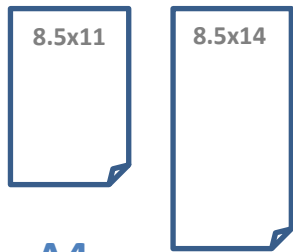


Volume Band	Avg Monthly Page Volume	Speed Segment
1	<1,500	Up to 25 ppm
2	1,501-2,500	25-30 ppm
3	2,501-5,000	31-40 ppm
4	5,001-10,000	41-50 ppm

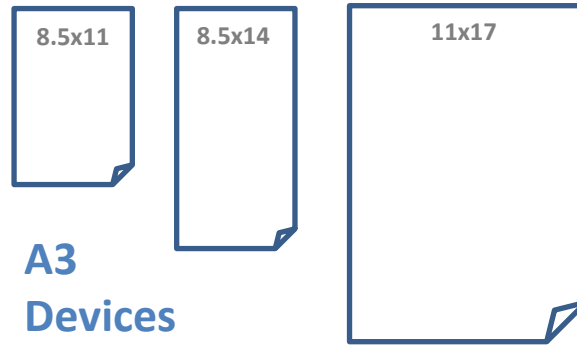


Select The Paper Capacity

Standard Paper Sizes



**A4
Devices**



**A3
Devices**

Optional Accessories

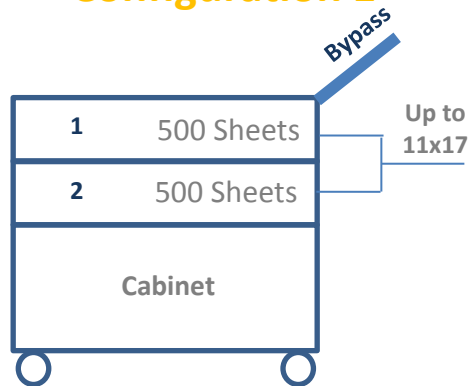


**High Capacity
Feeder**

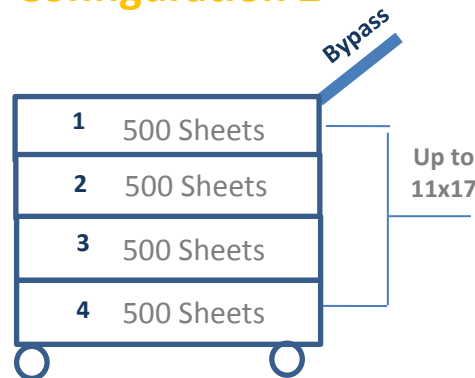


Oversized Feeder

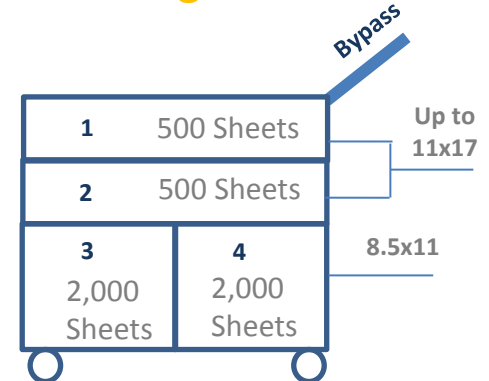
Sample Configuration 1



Sample Configuration 2

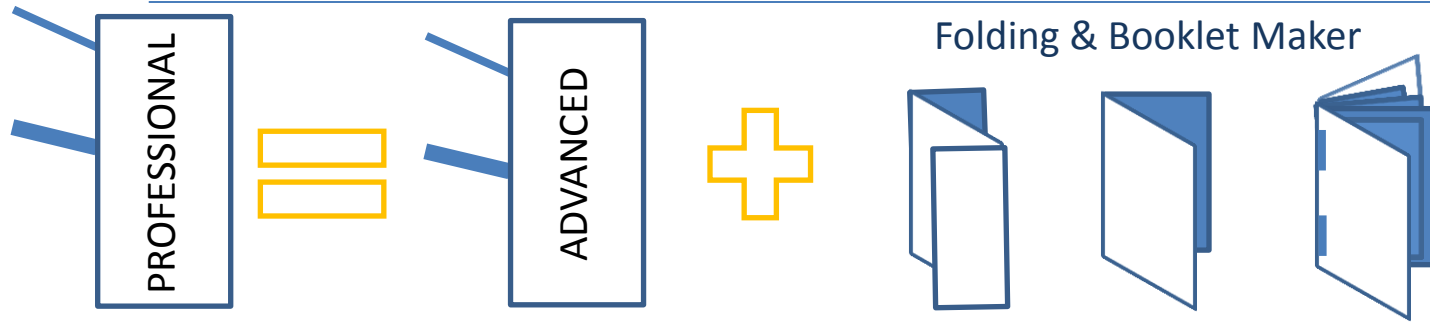
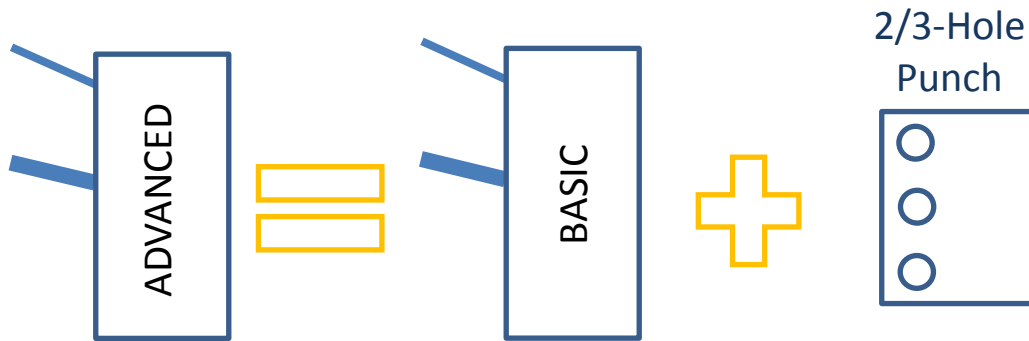
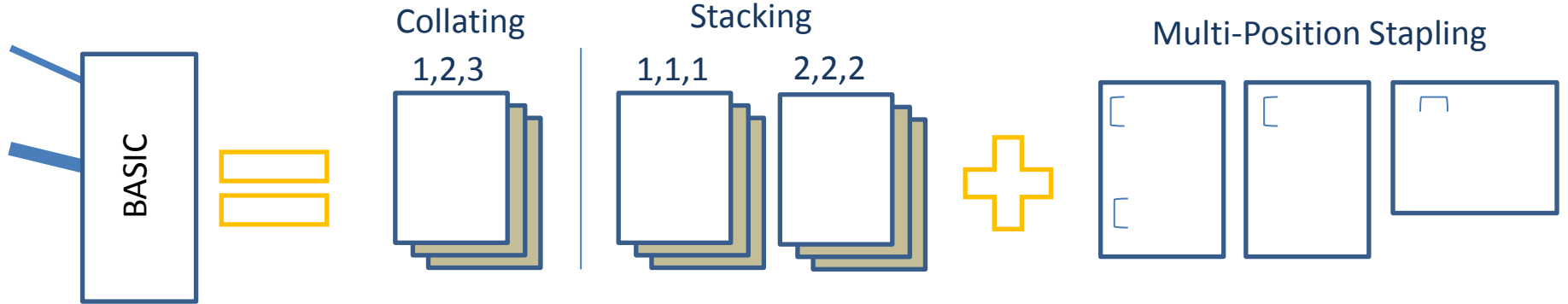


Sample Configuration 3





Select The Finisher





Select The Maintenance Plan

Cost per Click

- Customers pay for every click/impression
- Monthly invoices may vary based on actual usage

Allowance + Overage

- Customers pay for a monthly allowance of clicks/impression plus an overage click/impressions charge above the allowance, if applicable
- Allowances generally provide monthly invoice consistency and will vary only when overage occurs
- *Disadvantage:* Customers pay for the allowance clicks/impressions whether utilized or not

Flat Rate

- Customers pay a monthly flat rate for unlimited click/impressions
- Monthly invoice amounts never change
- *Disadvantage:* Customers pay a premium for the benefit of unlimited usage and stable billing



Select The Financing

Purchase

- Purchase is the preferable method of financing if the capital funds are available

Operating Lease

- Operating leases are beneficial when capital funds are not available
- Note: Termination charges apply when leases are not fulfilled for their entire term.
- For example: if customers receives 60-month pricing, then the term is 60-months
- Contractor retains ownership of equipment

Lease to Own

- Same terms as the *Operation Lease* except that the customer has the right to purchase the equipment at the end of the lease term

Rental

- Rentals are useful for short-term needs