



## Top 5 Things to Consider when Purchasing Your Office Document System

Many variables are part of the evaluation process when selecting a new office multifunctional printer (MFP). Whether a result of necessity or part of an overall print fleet realignment, it should be a well-informed decision. A legal office may need fast, reliable black-white-printing with full-color scanning options. A small retailer, on the other hand, may require high-volume, color printing to handle the business' direct marketing print needs. Regardless of the industry, there are five predominant factors that often play a role in the decision making process when it comes to replacing an old MFP, or installing a new one:

### Cost per copy

Cost per copy (CPC), is a means for determining the cost of owning and operating an MFP, taking into account all the associated costs of the device. Many other factors can contribute to this figure for each individual business, from the type of output being printed on the device, to the brand of cartridge/toner being used, to the environment in which your printer operates. Make sure to consider all the necessary variables to most accurately forecast the CPC and ultimately, overall cost, of your new MFP.

### Accessibility

Networked MFPs are the ideal solution for print environments with multiple print users, but many businesses now consider mobile accessibility a necessity. Office MFPs that support mobile printing may also offer reviewing and editing capabilities for

on-the-go professionals. Ensure that your new MFP offers the accessibility demanded by your line of business users, whether it's wireless, mobile or offsite connectivity.

### Output quality

There are a number of technical means for quantitatively measuring output quality, but the most important factor is business need. Does your business need high-quality color output? Is reliable black-and-white printing important? Will you be printing in high volumes (this may affect quality consistency over time)? Every print environment has unique needs for quality, which contribute to the decision making process. Quality testing should be proven and tested prior to purchase to make sure that your business' need will be met.



## Security

Protecting confidential information is important for nearly every business, regardless of size or industry. Some may be required by law to secure printed/copied/scanned documents (i.e. legal, healthcare), while others simply need to protect proprietary information from falling into the wrong hands. The concern for MFP security has been prominent in recent years, so whatever level of protection you are looking for, ensure that the MFP has the security measures and options in place to protect your data as you see fit.



## Scanning Options

Network scanning is a prominent part of many workflows, but can be a bottleneck for productivity if devices are not enabled with the proper capabilities to manage this function. Many MFPs offer scanning options to not only improve the speed and precision of scans, but also accompanying software to manage the distribution of scanned document as necessary. Even if you do not rely heavily on this function, having it available and reliable is a good idea, should the need arise.

Sharp MFPs are not your typical all-in-one copier, printing, faxing and scanning devices. Precision engineered to help increase workflow efficiency and provide exceptional image quality, Sharp MFPs are easier to operate, control, monitor, manage and maintain, helping take your business to the next level of productivity and performance.

To learn more about Sharp MFPs, visit [siica.sharppusa.com/Document-Systems](http://siica.sharppusa.com/Document-Systems)

# SHARP®

SHARP ELECTRONICS CORPORATION  
1 Sharp Plaza, Suite 1, Mahwah, NJ 07495-1123  
1-800-BE-SHARP • [www.sharppusa.com](http://www.sharppusa.com)