BDS

The Ultimate Guide to Multifunction Copier Leasing!
in 6 Easy Steps

Step one
Determine Special Copier Needs

99% of multifunction copiers available on the market can copy, print, fax, and scan for most businesses. Do you need special features such as:

Finishing Options	Device Platforms
Storage	High Security

Step two
Do you print a lot?

A significant factor to consider is the amount of printing your office does. How much printing your company does will determine the number of copy machines in your lease. BDS categorizes Copier Printer volume into three categories:

Low volume printing
less than 3,000 copies per month

Mid-volume printing
3,000-10,000 copies per month

High Volume Printing
10,000+ copies per month

Step three
How fast do you need to print and copy?

20-40 pages per minute
With a few people in a small office, a machine that prints 20 ppm can handle the workload without causing significant delays.

41-60 pages per minute
Mid-sized offices need machines that print at least 30-50 pages per minute, while midsize to large offices often upgrade to 50-70 ppm.

60+ pages per minute
Does your office have a lot of print activity? Consider a machine that can handle 70-90 pages per minute

Step Four
Do you need to print in color or black and white?

Buying a new office copier requires you to consider your color printing needs.

Note: You will need four different color cartridges if you are printing in color - magenta, yellow, cyan, and black - for the printer/copier to produce the correct color.

Step Five
Copier Paper Sizes & Weight

If you're like most users, you print on letter, legal, or Ledger/tabloid sizes. Multifunction printers can handle a wide range of paper sizes and weights, but they vary by manufacturer (Ricoh, Canon, Xerox, HP, Kyocera, etc.).

Step Six
Copier Technology

There may also be operating system requirements at your workplace. When looking into your print specifications, you want to check OS Compatibility, Mobile printing options, interfaces, drivers, utilities, and even electrical requirements.

Make sure you work with your IT support to set up the right network, including security needs.