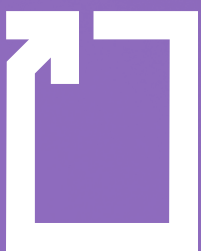


# VOLUME 3



# PRINTER guide



## GOOD TO KNOW

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Laser printers are more expensive upfront but are more economical in the long run because toners are replaced less often than inkjet cartridges.

### Money-saving tips:

- Century Gothic and Times New Roman fonts consume almost 30% less ink than Arial. You can also save by using a smaller font.
- Printing a page in colour costs up to 50% more than in black and white. Printing in energy-saving or draft mode uses less toner and reduces costs.
- Printing in duplex mode can reduce your paper consumption by 30%.

## CHOOSING THE RIGHT PRINTER



There are **two main categories of printers**, each with their own characteristics.

### Inkjet:

- Better print quality on photo paper
- Lower purchase cost
- Uses ink cartridges: one cartridge prints between 100 and 1,500 pages

### Laser :

- Prints all types of documents
- Ideal for printing large volumes
- High speed
- Longer print life
- Toner-based: one toner prints up to 35,000 pages

### Options:

- Monochrome or colour
- Multifunction or not

**Tip:** Multifunction laser printers are the most widely used by businesses.

## DEFINE YOUR PRINTING NEEDS

### Consider:

- Your field of business\*
- Multifunction or not?
- Colour or black & white?
- Capacity, speed, and connectivity options

\*Laser printers with a single function (printing) are more than adequate for businesses that print only documents, order forms, or invoices in black and white. Colour models are recommended for printing graphics and tables. Multifunction laser printers consolidate the functionalities of a printer, copier, scanner, and fax machine.

A color printer lets you print graphics and tables. A multifunction laser printer for more versatile tasks, such as scanning, faxing and photocopying.

### Additional functions to look for:

- Printing shipping or product labels
- Printing on card stock

## BLACK AND WHITE OR COLOUR?

### Monochrome

A monochrome printer would adequately suit your needs for printing texts, contracts, forms, reports, invoices, etc.

### Colour

Choose an inkjet to print photographs on photo paper and a laser printer to print graphics, tables, and colour images on paper.

### What about resolution?

Resolution is measured in dots of ink per inch (dpi). The higher the dpi, the sharper the image. Monochrome laser printers have a default resolution of 600 dpi. For good quality colour images, look for a minimum of 1200 dpi in a colour laser printer.

## MULTIFUNCTION OR NOT?

All-in-one printers can perform a variety of tasks:

- Double-sided printing
- Photocopying
- Scanning
- Faxing

### Keep your documents secure

If document safety is an issue, choose a model with a data erasure function to protect sensitive and confidential data.

## CAPACITY, SPEED AND CONNECTIVITY

### How many prints?

The number of users and the number of prints should help you estimate the required printer capacity.

### What to look for:

- Each model is designed for a maximum number of prints. A standard model prints 250 to 3,000 pages per month.
- Consider a model with a larger feeder tray for high-volume printing. Its size may also vary according to the paper formats used: 8.5 x 11, 8.5 x 14, 11 x 17, etc.

### At what speed?

Print speed is calculated in pages per minute (ppm). If you print large volumes in a short amount of time, consider a model with a higher printing speed.

### Connectivity requirements

Wi-Fi-enabled printers allow you to print from multiple devices and from different locations.

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# TOUT pour le travail!



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