

Multifunction

At the heart of your office



In the constantly evolving world of technology, organizations need to keep up with innovations or risk losing the competitive battle. Being at the core of current innovations, multifunction can make your work processes much smoother, particularly if you need to manage quite a good deal of paper.

This is where a modern photocopier machine plays a central part in your effort to improve efficiency. A photocopier is designed as a central office system to combine printing, copying and scanning. It can also be used for network document storage, network scanning either to email or folders, stapling, hole punching and booklet production, which is very handy if you need to produce a memo for the whole class. Below is an outline of the various tasks a photocopier can do for you.

Time, speed and productivity are three important factors for a business to consider, and can be achieved by investing in top quality photocopier machines.



Printing

- **Double side printing (Duplex)**

You can print on both sides of a sheet, saving thus on paper.

- **Size Adjustment Printing (Scaling)**

You can change the size of documents you want to print. With this feature you can make them larger or smaller on the printed paper: print small documents larger or large documents smaller.

- **Printing Files from a USB Memory Device**

You can print directly from the USB device. This feature is available only in photocopiers that have a USB port.

- **Secure Printing**

With a secure printing feature, you can protect your personal documents, especially when using a printing device in an office or a public place.