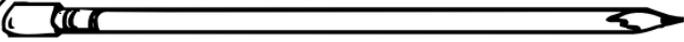




# Home Office News & Notes



## Essentials For Equipping A Home Office

(NAPSA)—Today many workers have the luxury of working from a home office part or all of the time—whether they are small business owners or connecting with their company remotely. As telecommuting becomes the norm, many people are looking for ways to incorporate the latest, most cost-effective technology to create a suitable work environment at home. Many times, space and money are at a premium and workers need to utilize their resources in the most efficient way possible. However, care should be taken to ensure that the most important devices in an office, such as a printer, remain a top priority.

The following tips, tools and advice will help make the small office/home office (SOHO) arrangement as productive as possible.

**Look Like The Big Guys—**The way you present your work is the way you present yourself. While prices of inkjets have dropped in recent years, the quality, speeds and features have drastically improved. You can now purchase a color inkjet that offers excellent resolution—4800 x 1200—to produce crisp text and eye-popping color for professional presentation for under \$200. Ensure the printer offers print speeds that match your printing needs and ease of use features to ensure hassle-free printing.

**Expendability—**Your office equipment needs may change with time, so ensure that your equipment will grow with you. Your computer may initially support your needs with 64MB of memory but this may soon be insufficient. Another example is



the Lexmark Z65 Color Jetprinter, which can be upgraded to have network capabilities—allowing more than one user to print to the unit. Instead of purchasing a new computer or printer, a user can upgrade for a nominal charge—which saves both time and money.

**High Speed Internet—**If you plan on working from home, one of the last things you want to do is wait for a slow Internet connection. During peak hours, a slow Internet connection can make work tedious. Therefore, it is a good idea to invest in a cable modem or DSL line which allows for faster service and keeps the phone line open for calls.

**Service Support—**The quality of your work can sometimes depend on the computer system. Purchase from a reputable dealer and ensure that you have technical support. Even if you are able to utilize the help of your company's IT help desk, it is still a good idea to have added support for off-peak hours.

For more information on setting up a home office and for all your printing needs, visit [www.lexmark.com](http://www.lexmark.com).