

Your Home Office

Printers That Multitask: Looking Beyond The Box

(NAPSA)—If you're in the process of setting up a home office, you're not alone. There's a growing trend in the U.S. to achieve a better work/life balance; in fact, the home worker and telecommuting population is expected to grow to 40 million U.S. workers by 2010, according to JALA International and the International Telework Association and Council. Many of these home-based businesses or telecommuters will not have access to regular IT support and need some tips on how to make the best decisions.

Do More In Less Space

When outfitting a home office, home workers should consider technology that is versatile and easy to set up and maintain without compromising valuable desktop space. While computers are an essential component of the typical home-office arrangement, home workers also need to consider other essentials such as printers, faxes or scanners. You may find that moving to a multifunction printer, also known as an MFP or an All-in-One, offers the convenience of having everything in a single device and a small "foot-print" that is home-office friendly.

MFPs allow you to do more in-house; the ability to print, fax, copy and scan saves time by reducing the number of trips to the print shop, which results in time you can spend building your business. For instance, HP estimates that businesses are able to save 20 to 40 percent over the combined cost of four single-function products.

Look "Beyond The Box"

While the device you choose is important, it's equally important to look beyond the box and assess



CHECK IT OUT: Before you set up shop, assess your printing needs, such as quantity of paper. Will you need to fax? Scan? Do you require color?

supplies, services and support to get the most out of your home-office experience. All technical products, including printers, should come with access to support the way you want it: via phone or online. Replacing supplies can be time intensive, especially if you are caught without ink or toner and you're on deadline. Look for a printer that offers automatic alerts when the toner or ink is low and reminds you to replenish *before* you run out.

To keep your printer humming along, investigate options for warranties. If the printer can't be fixed, does your manufacturer offer a one-time replacement? For example, HP offers a service option that provides for a one-time complete replacement of any covered printer, as well as telephone support.

Outfitting your home office with essential technology needed to run your business is an important decision that need not be a painstaking process. With the right equipment, your only worry will be your business.