



# Office Management

## Multifunction Systems Save Time, Money And Space

(NAPSA)—Documents are handled in a number of ways in today's office. On a daily basis, office workers copy, print, fax and scan, using desktop or stand-alone devices. Many offices have a variety of equipment to complete these tasks, and each machine needs different consumables like toner cartridges, imaging units, and paper—often with their own ordering and replenishment processes. Plus, more devices mean more maintenance calls, more maintenance calls mean more downtime, and more downtime means work that isn't getting done on time.

To reduce these frustrations, you might consider a multifunction product (MFP) for your office, which consolidates multiple functions like copying, printing, scanning, and faxing into one system. MFPs can be a powerful productivity tool for the office worker. Combining functions makes it easier for employees to copy, print, scan and fax documents and cuts costs on supplies, maintenance and service of multiple units. Powerful controllers—think of a controller as the brains of the system—allow MFPs to process multiple jobs concurrently. One employee can scan documents while another sends a print job, saving valuable time.

MFPs can also provide an enormous space-saving benefit—providing all the capabilities of numerous office machines in a single unit.

Office workers are using MFPs, such as Xerox's WorkCentre™ Pro devices, to increase productivity and streamline business processes. MFPs represent the most up-to-date technology and are capable of shuttling information and knowledge effortlessly between the paper and digital worlds.



**Machines that copy, scan, print and fax can help businesses save time, money and space.**

MFPs offer a variety of speed ranges and capabilities, for small offices up to the enterprise level. They can be purchased as basic copier/printers, or can have the added functionality of scanning, faxing and even e-mailing. Scanning options allow people to eliminate steps in common work processes by scanning from the device to the network, or even directly to e-mail. In addition, MFPs can help save time with “finishing” features like collating, stapling and booklet making.

In offices that print and copy high volumes of documents, speed is a critical component in streamlining workflow processes. A clear benefit of MFPs is raw speed. Powerful engines can produce up to 90 pages per minute, which means people in even the busiest offices will rarely wait for a document.

No matter how your office uses documents, there is an MFP that will suit your needs and help make your work more productive and cost effective. For more information, please visit [www.xerox.com/office](http://www.xerox.com/office).