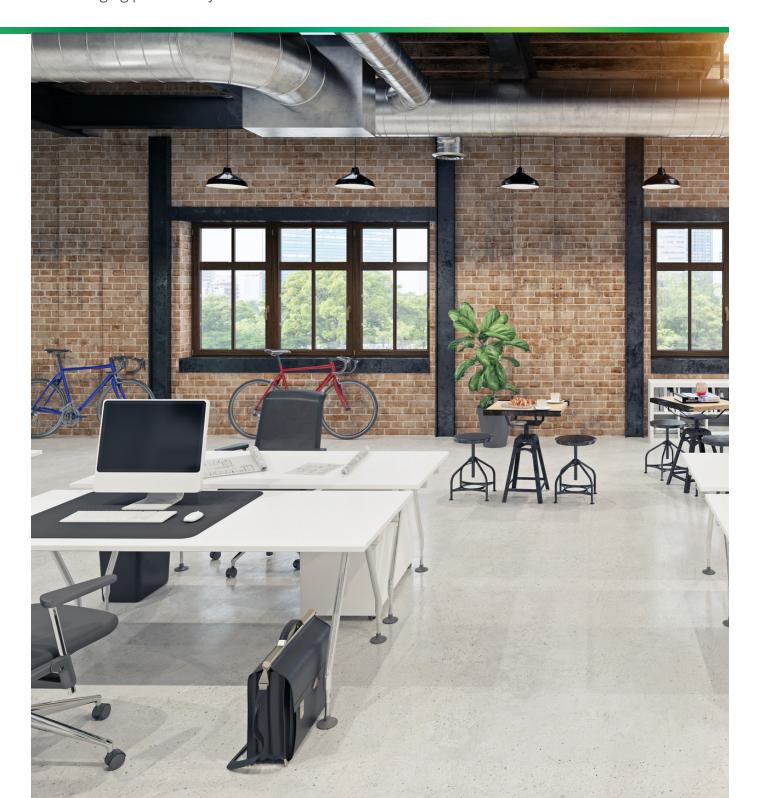# Choosing the right Multifunction Printers for your needs

Empowering Businesses with Multifunction Products and Solutions

Multifunction Printers (MFPs) are essential to modern office document management, combining printing, copying, scanning, faxing, and emailing capabilities into a single device. As technology advances, choosing the right MFP for your business becomes crucial for optimising workflows and managing productivity.

Key Considerations

Defining Your Requirements

1

This crucial first step ensures that the device you choose not only meets your current demands but also adapts to your future growth. Consider the following key factors:

Volume: How many print, scan, copy, fax, and email jobs per day? What is the total monthly volume of output? Assess your daily usage to ensure the MFP can handle your workload.

Peak Periods: Do usage spikes lead to workflow conflicts? Identify busy times to ensure smooth operations.

User Support: How many employees will the device serve? Match the MFP's capacity to your team size for optimal efficiency.

Finishing Options: Consider features like stapling or folding/booklet making. Evaluate if automated finishing can save time and improve document quality.

Advanced Capabilities: Do you need metadata tagging, document routing, or Optical Character Recognition (OCR) for editable PDFs? Explore features that can streamline your workflows.

> **i** The Apeos series includes a software solution* that alleviates the scanning workload by handling tasks such as renaming files and designating storage destinations, thereby making the scanning process more efficient.

*Available as an optional software for some models.

Total Cost of Ownership (TCO)

2

Look beyond the initial purchase price—consider long-term costs such as supplies, maintenance, energy usage and aftersales customer service.

TCO Tools: Look for vendor fact-based tools and methods to help estimate return on investment and understand long-term financial implications.

Coherent Design: Consistency across the product family helps simplify training and support for your internal stakeholders.

Competitive Pricing: Is the product priced competitively with comparable stand-alone devices? Are supply costs competitive?

> **i** The Apeos series is available in various compact sizes to suit different spaces. The A4 models can be as compact as 373 mm × 388 mm × 257 mm (W×D×H), while even the full-featured A3 models are designed with space efficiency in mind.

Space and Maintenance: Compact designs can free up office space, and a single maintenance contract can save administrative effort.

Scalability: Can the MFP add functionality without requiring full replacement? Choose a device that provides the option of adding new features and functions.

Performance in Real-World Scenarios

3

Don't just rely on spec sheets. Test the MFP in your actual work environment to see how it performs under real conditions.

Speed: Check how well the MFP performs compared to advertised specification.

Third-party Evaluations: Review performance data from independent agencies. Consult unbiased sources for reliable performance assessments.

Workflow Impact: Does the MFP optimise workflow, or simply increase speed? Evaluate how the MFP integrates with and improves your existing processes.

> **Paper Path Tip:** MFPs with efficient paper paths tend to have fewer jams. Check the number of 'touch points' and 'jam access reach areas'—fewer is better!

Network Integration

4

Seamless integration with your existing systems is crucial.

Compatibility: Ensure the MFP works with existing document management systems. Verify integration with your current software ecosystem.

Driver Installation: All drivers should be available for download on the official website. Look for easy, centralised driver management.

Open Architecture: Look for broad support for industry-standard file formats like PDF and JPEG. Ensure compatibility with common file types used in your office.

Authentication: Confirm support for common protocols such as LDAP. Verify the MFP can integrate with your existing security infrastructure.

> **i** **Key Integration Point:** Ensure your MFP supports common authentication protocols like LDAP for seamless integration with your existing security infrastructure.

Ease of Use

5

An intuitive interface can significantly reduce the burden on your IT helpdesk. Look for consistency across all functions and devices to minimise training needs.

User Interface: A uniform interface reduces learning curves and user errors. A consistent experience across features enhances user productivity.

Inclusive Design: Features like a tiltable panel and notification sounds enhance accessibility and ergonomic use for differently-abled individuals.

Mobile Printing/ Web Access: Do users need to print from smartphones or tablets? Is wireless connectivity required for guest printing? Does the product let you copy, print and get machine status from the Web?

Latest MFPs offer both 1000BASE-T gigabit Ethernet and Wi-Fi connectivity, allowing users to print directly from mobile devices. Some advanced models support various mobile printing protocols and cloud services, enabling flexible printing options for both staff and visitors.

Device Management and Remote Support

7

Effective management tools are essential, especially for larger deployments.

Web-Based Tools: Remote configuration, monitoring, and reporting should be available. Look for comprehensive online management capabilities.

Diagnostics: Automated parts ordering and pre-emptive alerts minimise downtime. Proactive maintenance features can reduce unexpected outages.

Unified Management: Look for tools that provide unified management of mixed-fleet which consist different types of devices.

i Advanced MFPs can independently track usage of each module and notify users to replace parts before they fail, minimising downtime.

Multitasking

6

Your MFP should handle various tasks simultaneously without performance degradation.

Concurrent Tasks: Can print, copy, and scan tasks run simultaneously? Ensure the MFP can handle multiple jobs without slowdowns.

Server Embedded: Built-in servers can enhance performance and reduce network load.

i Apeos C7071 demonstrates advanced multitasking with capabilities like high-speed scanning at 270 pages per minute with single-pass duplex scanning.

Security

8

In today's digital landscape, robust security features are non-negotiable.

Physical and Network Security: Check for user authentication, file encryption, and secure deletion. Ensure comprehensive security measures to protect sensitive data.

Compliance: Ensure certification with security standards, such as the NSA/NIAP Common Criteria. Verify the MFP meets industry-recognised security benchmarks.

Security Best Practice: Choose MFPs certified according to the NSA/NIAP Common Criteria standard for robust data protection.

Application Integration

9

Your MFP should enhance productivity by integrating seamlessly with your existing workflows. Look for solutions that can automate document scanning, storage, and sharing.

Custom Solutions: Does the vendor have a robust partners program for custom solutions? Are their published SDKs and APIs readily available for custom applications development?

Single Point of Support: The vendor should offer integrated support for both hardware and software. Unified support simplifies maintenance.

Sustainability and Environmental Impact

10

Making environmentally conscious choices in office equipment can impact your sustainability goals and operating costs.

Energy Efficiency: Look for devices designed to minimise power consumption during operation and standby modes.

i Advanced MFPs like the Apeos C3567 Series use innovative toner with industry-leading low fixing temperature*, leading to significant energy savings.

*As of October 2024, according to Fujifilm Business Innovation's survey.

Resource Conservation: Consider MFPs with features that reduce environmental impact.

- Staple-free finishing for easier paper recycling
- Low-temperature fusing technology for reduced energy consumption
- Duplex printing capabilities to reduce paper usage
- Toner-saving modes and energy-saving settings

Remanufactured Options: Consider remanufactured devices that include recycled parts to provide the same reliability and quality as new machines while minimising environmental impact.

Making an Informed Decision

Choosing the right MFP for your office is a crucial decision that can significantly impact your productivity and bottom line. Here's a checklist to help you make the best choice:

- ☐ Clearly define your office's printing, copying, scanning, and faxing needs
- ☐ Calculate the Total Cost of Ownership, not just the purchase price
- ☐ Test the MFP's performance in your actual work environment
- ☐ Ensure seamless integration with your existing IT infrastructure
- ☐ Prioritise user-friendly interfaces and multitasking capabilities
- ☐ Verify robust security features and compliance with relevant standards
- ☐ Consider the availability of remote management and support tools
- ☐ Evaluate the MFP's ability to integrate with your existing workflows
- ☐ Assess additional features that could enhance productivity

Tips for evaluating MFPs in your specific business context

- ☐ **Involve key stakeholders:** Include input from IT, finance, and end-users in the decision-making process.
- ☐ **Conduct a thorough needs assessment:** Analyse your current printing habits and future requirements.
- ☐ **Request demonstrations:** Ask vendors for on-site demos to see how the MFP performs in your environment.
- ☐ **Consider scalability:** Choose an MFP that can grow with your business needs.
- ☐ **Evaluate support options:** Look into the vendor's service reputation and available support plans.
- ☐ **Assess environmental impact:** Consider energy efficiency and eco-friendly features

Future-proofing your choice

In today's rapidly evolving business landscape, it's crucial to select an MFP that can adapt to future needs.

Ready to optimise your office printing and document management? Contact Fujifilm Business Innovation today for personalised MFP solutions tailored to your office needs.

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