

Efficient Printing Tips for Smart Businesses

Nobody likes to wait - especially when it translates into a loss of time, money, or productivity. Learn how the right tools can enable you to save time, increase overall efficiency, and streamline your workflow.

Efficient printing: how can you use it?

You can reap big benefits from having a fast, versatile printer on the job. HP printers and all-in-ones come loaded with features that improve your workflow – even in ways you may never have thought of before!

Multitasking machines:

While you're streamlining your office, consider the potential of an HP all-in-one: a printer, scanner, copier, and fax machine in one space-saving – not to mention money-saving – machine. Boasting speed, quality, and efficiency, an all-in-one can take small-office productivity to a whole new level.



Tools:

One printer that comes to mind is the *new* HP Office jet 6210 all-in-one has the speed and quality you need. And it's packed with special features to improve your productivity – such as an automatic document feeder (ADF), which you can use to load multiple documents for fast, hands-off copying, faxing, and scanning.

Another advanced feature of this unit is its ability to scan text from hard copy into your word processor. This process of concerting printed text to a computer file is called optical character recognition (OCR), and it saves you a lot of retyping! In addition, this unit is also network capable so it can accommodate you as your needs change and your business grows (enables you to share the printer so other PC's can print to it as if they are directly connected to it).

Key things to look for when you are researching for a *new* printer:

- Finishing features make it easy to produce stapled and collated documents
- Double-sided-printing trays allow you to make polished booklets and similar paper-saving pieces
- Additional paper trays make it easy to print large quantities without intervention – so you can spend more time on important things and less time manually reloading the trays.
- Extra media trays keep special paper (like brochure-quality glossy stock) at the ready for creating custom marketing tools when you need them.
- A page-reduction feature lets you print up to four pages on a single letter-size sheet – saving paper and money.
- Photo quality color printing lets you use your all-in-one or printer as an in-house photo shop.
- Draft mode allows you to conserve ink while printing your documents more quickly.
- Optical character recognition (OCR) lets you scan text from a document into your word processor – saving you a lot of retyping!

Includes award-winning HP Total Care support, which features:

- Answers to all your questions via live, 24 x 7 online chat with a knowledgeable technician
- One-hour response to your e-mail
- Toll-free, 24 x 7 support in English and Spanish

For more details on the above item, feel free to visit <http://www.hpshopping.com> and search for HP Office jet 6210.