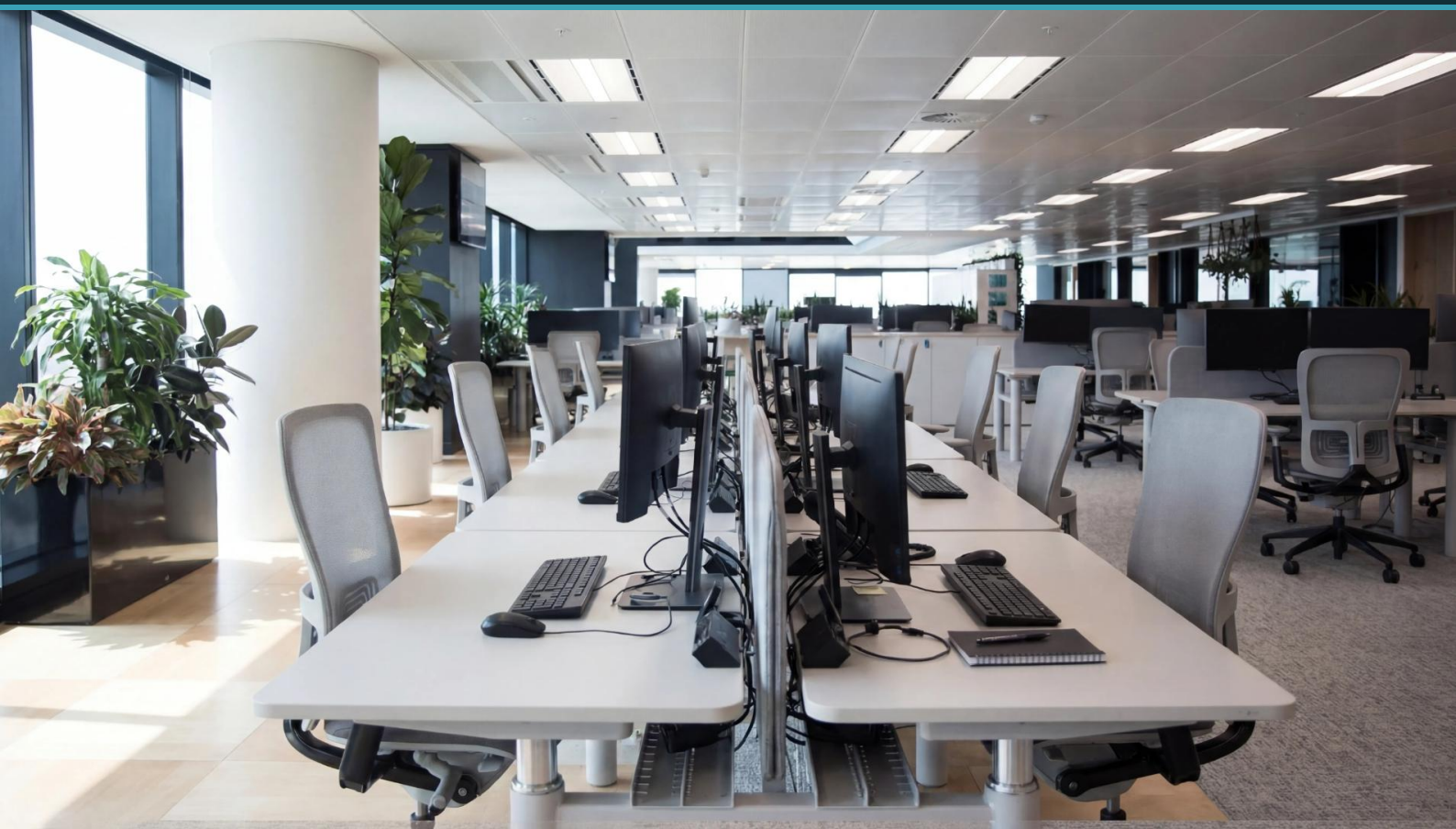


# Choosing a Photocopier

A practical guide to picking the right multifunction device for your office, by volume, features, footprint and total cost.

A practical guide for UK businesses · [futureofficeit.co.uk](http://futureofficeit.co.uk)



# Choosing a Photocopier

Today's office 'photocopier' is really a multifunction printer (MFP), it copies, prints, scans and often faxes, for one or many users. Choosing well means matching the device to how your team actually works, not just the price on the page. This guide breaks the decision into the factors that matter.

## Match the device to your volume

Every MFP has a recommended monthly volume, a sweet spot where it's reliable and economical. Running a device far above its rating causes breakdowns; running far below it wastes capital.

Use these rough bands as a starting point, then confirm with your real meter readings.

Monthly volume	Typical device class
Up to 3,000 pages	Compact desktop / small workgroup MFP
3,000-10,000 pages	A4 workgroup MFP
10,000-30,000 pages	A3 office MFP
30,000+ pages	High-volume / production-class MFP

## Decide which features you genuinely need

Feature lists are long and most of them carry a cost. Separate the essentials from the nice-to-haves before you compare models.

- A3 vs A4, do you actually print A3? Many offices never do and can save by going A4-only
- Colour vs mono, colour devices cost more per page; some businesses split a colour device and mono devices
- Scanning, scan-to-email, scan-to-folder, OCR/searchable PDF and duplex scanning speed
- Finishing, stapling, hole-punch, booklet-making, large paper trays
- Security, secure release (PIN/card), encrypted hard drive, user authentication

## Don't overlook secure printing

In any office where sensitive documents are printed, HR, finance, legal, healthcare, secure release matters. It holds a job in a queue until the user authenticates at the device, so confidential pages never sit uncollected in the tray.

If compliance is a concern, prioritise devices that support PIN or card release and an encrypted internal drive.

### Footprint and placement

Measure the space, including clearance for trays and doors, and think about acoustics and walking distance. A well-placed device in a shared area beats a powerful one tucked in a cupboard.

## Total cost, not sticker price

As with all print, the device price is a fraction of the lifetime cost. Factor in cost per page, the service agreement, energy use and consumables. A cheaper machine with a high cost per page and poor support is usually the expensive choice over three to five years.

## Buy, lease or take it managed

You can purchase outright, lease the hardware, or take a fully managed service that bundles device, supplies and support into one monthly cost per page. For most SMEs, a managed or leased route gives predictable budgeting and keeps the equipment current.

## Your photocopier checklist

- ✓ Monthly volume confirmed and device class matched
- ✓ A3/A4 and colour/mono decision made on real need
- ✓ Required scanning and finishing features listed
- ✓ Secure release specified if you handle sensitive documents
- ✓ Footprint and placement checked
- ✓ Total 3-5 year cost compared, not just hardware price
- ✓ Acquisition route (buy/lease/managed) decided

### Ready to take the next step?

Not sure which device fits? future® Office will size the right MFP for your volume and workflow, install it UK-wide and support it with proactive supplies and guaranteed response. Try our Print Cost Check to see what your current setup is really costing.

Visit [futureofficeit.co.uk](https://futureofficeit.co.uk) or talk to our team today.