

CHECKLIST OF SPECIFICATIONS AND FEATURES FOR COPIERS

Submit completed form to Business Manager

	Minimum Requirements	Feature Needed
Monthly copy volume (estimated number of copies produced in a month) x 2 = size copier to be purchased		
Paper feed (number of drawers for different paper sizes)		
Paper weights		
Paper capacity		
Automatic duplex (1:2, 2:2, 2:1)		
Semiautomatic Document Feeder (SADF)		
Automatic Document Feeder (ADF)		
Sorter capacity (10 bin, 20 bin)		
Bin capacity (25 sheets, 50 sheets)		
Stapler		
Enlarge and reduce		
Automatic paper selection		
I.D. Mode – access control (identifies authorized personnel and monitors the volume of copies)		
Book copying		
Other Features Needed(Networking?)		
Speed of copier(Pages per min)Low10-20,Med20-30, High 30-50		

Definitions:

1. **Automatic Duplexing** – Copier can automatically produce two-sided copies. The user does not have to manually reload one-sided copies into the machine to copy the second side. Machines with this feature may be equipped with automatic document feeders that enable the production of two sided copies from single sided originals (1:2), two sided copies from two sided originals (2:2), and single sided copies from two sided originals (2:1). Document feeders that provide two to two capability are referred to as RADFs (reverse automatic document feeders), RDFs (recirculating document feeders) or RSADF's (recirculating semiautomatic document feeders).
2. **Manual Duplexing** – Copies are reinserted into the tray or cassette by hand for copying onto the second side.
3. **Semiautomatic Document Feeder (SADF)** – Allows the user to hand feed individual originals one at a time, automatically feeding and positioning each original onto the exposure glass.
4. **Automatic Document Feeder (ADF)** – A device that holds a stack of originals and feeds them automatically, one at a time, to the exposure glass for copying. There are various types of automatic document feeders:
 Reverse automatic document feeder (RADF): This type of ADF automatically inverts two-sided originals for copying of the second side. Enables machines with duplex trays to perform 2:2 duplexing. Recirculating Semiautomatic Document Feeder (RSADF): This device, when handfed individual originals one at a time, automatically feeds and inverts a two-sided original for copying of the second side.

COPIER SELECTION SUMMARY

SCHOOL/DEPARTMENT _____

Models Considered

Lease Cost

Imagistics # _____

\$ _____

Model Selected _____