

Home office workers make use of fax machine

Small business owners and home office workers are constantly searching for products that will save them time and money. Enter the facsimile machine as a perfect solution for today's business.

Second only to the telephone as the fastest way to communicate, a fax can transmit and receive documents in as little as 15 seconds per page.

"Owning a fax machine has become mandatory for many businesses," says David Bergevin, marketing manager for the Telecommunication Systems Division of Toshiba America Inc. "Once a company purchases one, they wonder how they were able to do business without it."

Industry insiders gauge that the fax market is growing by a much as 30 per-cent each year, and they see this trend continuing into the next decade.

The fax boom has been fueled by declining prices, and now affordable machines are conveniently available through a wide variety of resellers, including department stores, warehouse clubs and catalog showrooms, often for less than \$2,000.

Toshiba, a leading facsimile manufacturer, recommends that businesses consider the following before buying a fax.

First, buyers should look carefully at the machine transmission speed. Many less expensive models may transmit and receive at much slower speeds, which can tie up a telephone line as well as increase phone charges when sending longer documents.

When comparing models, also make sure that the selection has all of the features you need. For instance, some fax machines allow the user to stack a multipage docu-

ment, avoiding hand-feeding each page.

Other features include speed dial memory, automatic paper cutter, polling, delayed transmission, activity reports of transmissions/receptions and grey scale capability for sending photographs. Some machines even offer built-in telephones and answering devices.

Toshiba recommends shopping around for the best equipment buy. "Be thrifty, but don't buy a machine you will quickly outgrow," Bergevin recommends.

"It's best to buy from a name brand manufacturer that offers a standard product warranty as well as an optional service contract. That way, you know that your machine will be serviced when you need it."

For more information about the Toshiba facsimile line, call (800)227-7997.



FOR ALL PRACTICAL PURPOSES, if you are in business today, you need to have a facsimile machine. Toshiba, a leading fax manufacturer, suggests that buyers carefully evaluate their communications needs before purchasing a fax. They need to consider features, compatibility, transmission speed, reliability and price.

Improvements should please the eye

An important function of a home, aside from protecting its occupants from the elements, is to be aesthetically pleasing. This holds true whether your home is a city apartment, suburban Tudor, beach-front cottage or a log cabin in the Rockies.

Trends have somewhat an influence on interior decorating, but most decisions come from your own personal taste.

Changes that add comfort and convenience to a home while demonstrating your own personal style are often the most gratifying. These changes can range from installing a skylight to putting in a new bathroom.

Whatever you do to your abode, it's an extension of you. Almost everyone yearns to let their creative juices flow freely - you just have to be brave enough to act on your ideas.

Innovative kitchens and baths are big news this season. Many people claim their kitchen is the best room in the house. This room is not only used for cooking meals but also for living and entertain-

ing. Incorporating this working space into a living area is extremely popular and functional, too.

The kitchen has always been a social room and, often times, the heart of the house. Guests often gravitate around their cooking host, indulging in rich smells and easy conversation. Children are notorious for heading straight to the kitchen for a mid-afternoon snack after a hard day of school.

As this central gathering area gets comfortable, abundant seating is key. Another cozy addition: Installing a fireplace for those dark, late afternoons of winter. Together, these two additions make the kitchen a perfect place to sip on a cup of hot cocoa.

A big consideration for the new open kitchen: Less clutter. Since guests will be taking advantage of socializing with their host while meal preparations are going on, you should be sure that your kitchen is cozy, but not cluttered.

To help combine the functional and living aspects, installing a work island can make efficient use of empty space. Surround the

island with stools, and cooking becomes a group experience.

Therefore, a functional kitchen that is furnished attractively is a great idea. This versatile room can make a living room almost obsolete.

The bath of the '90s takes on a similar philosophy. It has become a luxurious retreat from the outside world. It should be able to pamper, yet be functional for all members of the household.

As the bath literally becomes a well-furnished room, it loses its cold edge. This modern oasis is no longer just for bathing. It can be incorporated into a spa equipped with whirlpool, steam room, sauna and exercise equipment.

Another welcome addition to the bath is the comeback of the dressing room, complete with fireplace!

Both kitchens and baths were meant to last. Neutrals seem like the natural choice when selecting major amenities such as sinks, toilets, tiles, tubs, cabinets and showers. Variety can be achieved through accessorizing.

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