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Two technology 'must-haves' for your home office

(NC)—If you want all the latest products in office technology but don't have the room in your office - or your wallet - for the various equipment, here are a couple of home office 'must-haves' to help you narrow your search.

Most all-in-ones, affectionately named MFPs (multifunctional products), enable you to print, scan, copy and send faxes directly from your computer. These compact machines take up the same amount of desk space as a regular inkjet printer. The mid-priced MFP models are ideal for home-office use. They save space, cut down on desk-top clutter and allow home-based business owners to have all the capabilities of a large corporate office - for a fraction of the price and space.

The Hewlett-Packard LaserJet 3100 all-in-one machine is a definite must-have for home offices; it offers speedy monochrome laser printing, copying, monochrome faxing and scanning. The LaserJet 3100 multitasks easily, it lets you print while receiving or sending faxes, and receive faxes while copying or scanning, thus improving your home office productivity.

Another home-office must-have is a colour scanner. As technology features and ease-of-use increase, prices are falling to the point that affordable, high quality devices are within the financial and technical reach of any home office. There's no doubt that compelling images are vital in today's world of creative electronic communications; a scanner lets a home office add interesting visual elements to its work, and set itself apart from other competitors.

Scanners let you place photos, newspaper clippings and other materials into your computer. They are useful for storing things you need but don't want to keep in paper form. In the case of scanned text, Optical Character Recognition (OCR) software will let you word-process most articles, let-

ters and other text files you've scanned.

The Hewlett-Packard ScanJet 5100C colour scanner has the power to make home and office productivity skyrocket. Plus, breakthrough HP Intelligent Scanning Technology acts as a built-in expert for great results the first time - and every time - you scan. In just one step, photos are optimized, black-and-white line art and logos can be scaled infinitely, and text is captured accurately, ready for editing. You'll never have to worry about readjusting page formatting since it remains intact. Best of all, it happens automatically - at two to three times faster than other scanners.

If you are looking to purchase any of the latest office technologies to enhance the productivity of your business, take these two home office products into consideration. Not only will they empower a growing business, but will also set that business apart from the competition.

Cathy Malgi is a Small Business Product Manager for Hewlett-Packard (Canada) Ltd. For more information on small business products call 1-800-387-3867 or visit the web-site at <http://www.hp.com/go/smallbiz>. -News Canada

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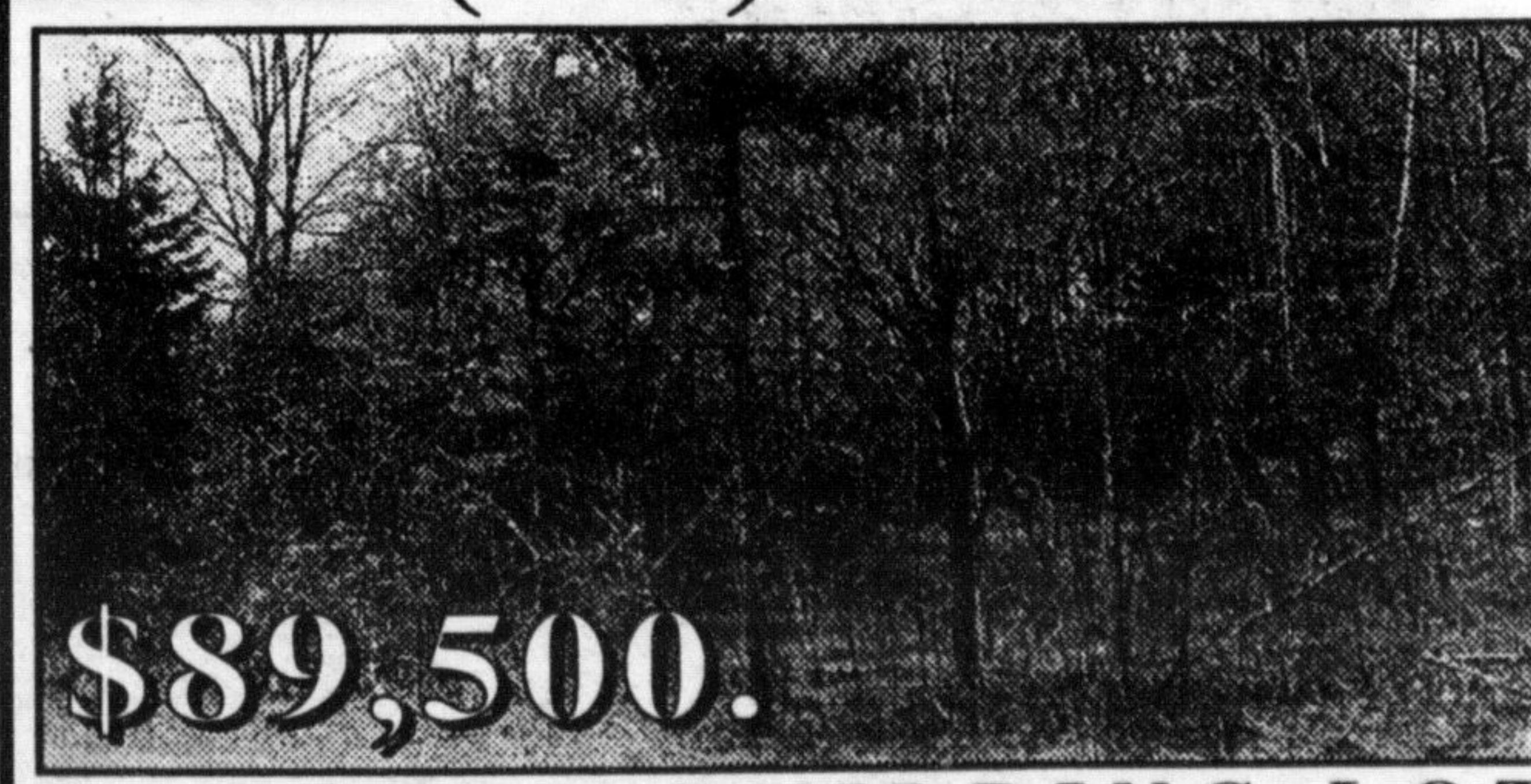
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