

Printing Supplies

INSIDE:

Basics of Printing Supplies

- OEM
- Compatible vs. Manufactured
- Toner and Cartridges

Tips & More

- Cartridge/Toner Selection
- Recycling Program



SupplyTime: Basics of Printing Supplies Guide

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DID YOU KNOW?

A close-up photograph of a man with dark hair and a light-colored shirt, looking intently at a document he is holding. The background is a soft, out-of-focus light color.

99% of U.S. office workers still review printed documents.

– Online survey of 500 American office workers conducted by Nitro in August 2012

While we continue to increase the use of technology in our lives, there is still demand for printed materials. This guide will help you choose the right printing supplies for your home or office.

Basics of Printing Supplies

Types

OEM

- Original Equipment Manufacturer (OEM)
- New and has never been previously used
- Made to fit specifically in the manufacturer's machines

Compatible

- New cartridges that look identical to the OEM versions
- Not sold as new OEM cartridges

Remanufactured

- Reused print cartridges that are inspected, cleaned and rebuilt
- All parts are replaced except the exterior cartridge
- Complies with intellectual property rights



Drums

- Central part of a printing device
- Receives the image from the printing device and transfers it to the paper to produce the final print
- Widely used in laser printers, copiers and fax machines
- Often found in commercial or business settings where print volume is high
- Lifespan of drums often dependent on the number of printed pages
- May be combined as a single unit with the toner cartridge



Toners

- Toners and drum cartridges work together in the printing machine to create a final print
- Widely used in laser printers, copiers and fax machines
- Often found in commercial or business settings where print volume is high
- Monochrome and color toners available
- Toner and drum may be combined as a single unit



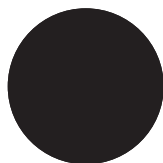
Cartridges

- Used primarily in inkjet printers and may include the printer head on the cartridge
- Often found in homes or business settings where print volume is low
- Typically monochrome and color cartridges are installed separately in the printing machine
- Special cartridges may be needed if printing high-quality images or photographs
- Available in high capacity cartridges



MICR Toners

- Magnetic Ink Character Recognition (MICR)
- Used primarily by the banking industry in check writing machines
- Typically found in home or business settings where print volume is high
- Not built for constant handling, prone to breaking
- Black-and-white documents can also be printed using this cartridge
- Dual function printers using both MICR and laser printer toners are also available



Black (Monochrome)

- Sold in separate cartridge or part of a color cartridge
- Basic color found in all printing machines
- Found in standard sizes and high capacity cartridges



Color

- Sold as Tri-Color or separately by color
- **C**yan (Blue), **M**agenta (Red), **Y**ellow and **B**lack are the basic colors used to create color prints
- Found in standard sizes and high capacity cartridges

Considerations and Tips

Facts and Tips about Printing Supplies

- Be sure to use a cross reference when purchasing remanufactured cartridges to ensure compatibility with your printing machine.
- Remanufactured printing supplies can be used in all branded machines because all parts except the cartridge are replaced.
- Value packs containing 2 or more cartridges can lower the cost per cartridge.
- Some manufacturers produce higher capacity cartridges or toners to reduce the printing cost per page.
- Rebates may be offered by manufacturers such as HP. Ask your distributor for details.
- Approximate page yield calculations (i.e. 11,000 page-yield) are based on certain conditions set by the manufacturer. Font type/size, graphics and page coverage are several factors that will affect the actual page yield from an ink or toner cartridge.
- Self-refill kits or in-store refill services ink or toner cartridges are simply refilled and used/defective parts are not replaced. This may lead to weakened performance from your printing supplies.
- 'Drill and fill' cartridges are used cartridges refilled with toner, sold at a very low price. These cartridges are usually lower quality than the OEM, remanufactured and compatible variety.

Cartridge Recycling Program



Did You Know...
350 million used ink and toner cartridges end up in our landfills every year?
 It will take over **1,000 years** for them to decompose!

Remanufacturing used cartridges would save an estimated **four million cubic feet** of landfill space. You can help! Programs are available for recycling your used ink and toner cartridges, so be sure to ask your distributor for details!

Questions to Consider When Buying Printing Supplies

- What types of printers do you currently use?
- How many pages will you be printing?
- How will you be using the printed pieces in your business or at home?
- How often will you be printing color images?
- What is your cost per page on your current printing machine?
- What other factors do you consider when purchasing printing supplies?
- Do you have other printing supplies where stock is running low (i.e. paper, belts, correction tape, print heads, maintenance kits, etc.)?

Popular Printing Supply Manufacturers



Application Chart of Printing Machines and Supplies

When purchasing your printing supplies, check to see what type of machine you are currently using. The chart below outlines the most common types of printing machines and its matching supplies.

	Monochrome	Color	Drums	Toner	Cartridges	MICR Toner
Inkjet Printer	X	X			X	
Laser Jet Printer	X	X	X	X		
Copiers	X	X	X	X		
Fax Machine	X			X		
Check Writing Machine	X					X