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Business environment has been changing rapidly. Efficiency and productivity are the keywords associated with any business or office. Surprisingly both these parameters are not only used for performance measurement of employees but also for the machines in the office. This results in continuously evolving of office equipments. A normal fax machine also has been affected by this trend. Gone are times, when Fax machine was a big bulky machine lying in side of office and being used only when a document has to be sent. Fax machines have changed themselves into a multiple usage machine, which can change the way of an entire office functions.

There are many companies that manufacture fax machine like HP, Brother, Canon, Epson and Kodak. These companies have invested a lot in developing new fax machines. Latest in a market is a machine that can not only send a document but can be used a printer, a copier and also a scanner. These machines are usually called four in one. As they suffice four need of an office. These needs are to print, to copy, to scan and most importantly to send the documents by faxing. These machines are also many times called as all in one printer.

The fax manufacturing companies have developed so many good machines. They have so many functions and features. But it has also resulted in few machines getting too complicated for layman. Thus, while selecting a machine for office, it is essential not only to check its services, but at the same time one should also keep in mind how user friendly it is. Will office staff be able to handle it without any training as in most cases it would be junior level staff that would be involved in operations. At the time of buying, we all like to buy latest and best version. But for fax machine, one should check what are the features one is going to use and not pay high for non useful accessories. Most offices need basic printing and faxing and hence extra spending should be avoided.

Thus, few points to remember while making a decision to buy a fax machine are:

a.) Its features that will be in the day today usage.

b.) Cost of the machine

c.) Simplicity of use

Newer technologies are making fax less useful. But still, it is a machine that makes work in the businesses very easy.

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