

ADF = Automatic Document Feeder

A feature which takes several pages and feeds them one at a time into a scanner or copier, allowing the user to scan, and thereby copy, print, or fax, multiple-page documents without having to manually replace each page.

ARDF & RADF (variations of ADF) = Automatic Reversing Document Feeder & Reversing Automatic Document Feeder

Scans one side of a page, then automatically flips it and scans the other side to make a two-sided copy.

AMCV & AMPV = Average Monthly Copy Volume & Average Monthly Print Volume

Describes the use estimate of a machine, as determined by how many copies or documents are printed monthly. Most vendors calculate costs based on this estimate.

CMYK = Cyan-Magenta-Yellow-Black (the "K" is for black)

The standard color model for printing in which each color is described by a letter.

CPC = Cost Per Copy

Cost per contracted amount of black and white or color pages.

CPCP = Cost Per Copy Program

A common method of billing where a business is charged "per copy" on one monthly bill for supplies, service, and hardware. Hardware can be leased or financed in a CPC program so the costs are distributed over the use of the machine.

CPM = Copies Per Minute

The rated speed of a printer or copy machine for page output.

DADF = Duplexing Automatic Document Feeder

Scans both sides in one pass.

DM = Document Management

A function in which applications or middleware perform data management tasks tailored for typical unstructured documents (including compound documents). It may also be used to manage the flow of documents through their life cycles.

DPI = Dots Per Inch

Describes the density of color on a printed page.

EDM = Electronic Document Management

A collection of technologies that work together to provide a comprehensive solution for managing the creation, capture, indexing, storage, retrieval, and disposition of records and information assets of the organization.

LCC & LCT = Large Capacity Cassette & Large Capacity Tray

A tray that holds several reams of paper for larger print jobs.

MFC & MFD & MFP = Multifunction Copier & Multifunction Device & Multifunction Printer

A device that consolidates the functionality of a printer, copier, scanner and/or fax into one machine.

MPS = Managed Print Services

A service that will optimize or manage a company's document output. Also, tracks how the printer, fax, copier and MFP fleet is being used, the problems, and the user's satisfaction.

NFC = Near Field Communication

Enables two portable electronic devices (such as a cell phone) to communicate with one another when they are within 2 inches of each-other.

OCR = Optical Character Recognition

The process or technology of reading printed or typed text by electronic means and converting it to digital data.

PPM = Pages Per Minute or Prints Per Minute

A modern day variation of CPM since it implies more than just copies.

RGB = Red-Green-Blue

A common color printing process that produces higher-density colors than a CMYK process.

SPF = Scan, Print, Fax

Refers to scanning, printing, and faxing capabilities.

TCO = Total Cost of Ownership

An estimate includes the total equipment and service costs when purchasing a device.