



OFFICE EQUIPMENT TIPS

To keep your office equipment producing high quality, efficient copies and prints, here are some basic tips from the McShane's Service Team.

- Make sure you keep the manual for your equipment in an easily accessible location should you have any questions or concerns.
- Always make a test copy before you print mass quantities of a document. With a test copy, you will avoid making a batch of "bad copies" that you'll end up throwing away.
- To prevent curled or wrinkled paper, store all unused paper flat in a cool, dry place, which can easily jam in the machine.
- Remove printed papers from the output tray frequently when printing large amounts. Make sure that there is never more paper in the output tray than the capacity allows.
- Before you load paper into the input tray, fan through the entire stack. This makes it easier for the rollers to pull just one sheet of paper at a time.
- Ensure paper loaded in the input tray lays flat and edges are not bent or torn.
- Do not combine different paper types and paper sizes into a single input tray. The entire stack of paper must be the exact same size and shape.
- Don't forget to adjust the paper guides in the input tray to fit snugly against the paper stack and do not force the paper too far forward in the input tray. The paper should comfortably fit in the tray.
- Never place more paper in the input tray than its maximum capacity. You can check the equipment manual for the exact amount.
- If your equipment has special trays or settings for special paper types, make sure you use them so the printer can adjust accordingly. For example, if you are using plain paper, but you have your print setting to glossy, the machine will deposit more ink onto the paper, which can lead to smudging and bleeding.
- Make sure that whatever paper type you are using is approved for your specific machine. Using a paper that is too thick or too slick can lead to paper jams.
- Keep your copy glass clean – simply spritz all-purpose glass cleaner on a soft rag to swipe against the copy glass to keep it smudge-free and clean.
- When your equipment alerts you that your toner is running low, make sure you order more so you are prepared to replace it when it is completely empty.

