

COPIER OPERATIONS TIP OF THE MONTH

June 2016

PROPER PAPER STORAGE

Partners, here is important information for managing paper over the summer months.

- It is very important to always rotate your paper stock.
- Use your old paper before starting a new ream. This is crucial as the summer months approach.

Heat and moisture in your paper can wreak havoc on the copiers.

- Leave your paper reams in their original containers. Make sure that the paper boxes are not emptied for personal use. I know they are popular, but you must keep them until all reams have been used.
- Do not open reams of paper and leave them out in the open, exposed to varying temperatures. Put unused paper back in the original box and place a sealed ream on top of the unused paper. This will prevent any curling in the paper.