

TEAMWORKS

Helpful Hints

(For Konica copiers)

Patience is key when loading paper into the trays. Extra care can help avoid paper jams.

Always inspect each new ream of paper. Inspect all corners and give it a gentle fan before loading. Discard any sheets you find with glue on them to prevent jams.

Inspect all corners for potential issues when opening a new ream of paper.

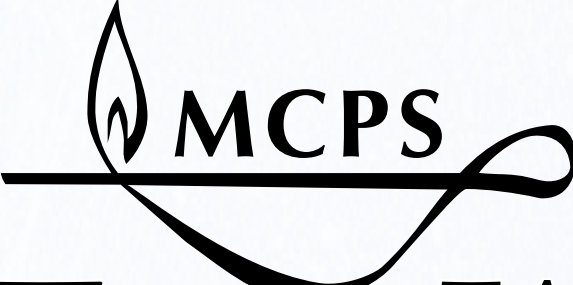
Refill Tray 1 from Monday to Thursday. On Fridays, add less paper to avoid moisture build-up over the weekend.

Avoid scanning documents with wet liquid paper, it can damage the scan unit.

When clearing a paper jam, ensure you remove the entire sheet. Partial sheets or fragments can cause further issues.

Handle toner bottles with care to prevent spills and machine damage.

If an error code appears, try restarting the copier. Turn it off for 30 seconds, then turn it back on. If the issue continues, please place a service call.



MCPS
TEAMWORKS
COPIER SERVICE