

TEAMWORKS

Helpful Hints

(For Ricoh copiers)

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

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

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.

If both toner bottles are empty, start with the lower one when replacing the toner. Handle toner bottles with care to prevent spills and machine damage.

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

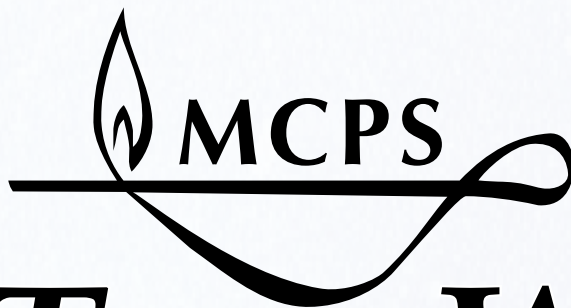
If an error code appears, try restarting the copier. Turn it off for 30 seconds, then turn it back on. If the issue continues, please place a service call.

Use white paper in Trays 1 and 6 for optimal performance.

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

Refill Trays 1 and 6 from Monday to Thursday. On Fridays, add less paper to avoid moisture build-up over the weekend.

If a tray is causing frequent jams, stop using it and switch to another tray.


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COPIER SERVICE