



Helpful Hints

Supplies

1. Store all paper flat, do not store reams on their side.
2. Keep all partial reams of paper in the original wrapper.
3. Store all paper in a dry area. ie: NOT under an a.c.vent.
4. After installing your last bottle of toner, **re-order immediately** (please fax supply order form or call us if you do not have one).

Usage

1. Appoint a key operator where viable.
2. Refer to the users guide. It contains a lot of useful information.
3. Do not use any instrument to remove paper jams. This is an expensive practice that will cost you money.
4. Keep all staples and paper clips away from the machine.
5. Keep all consumable liquids away from the machines (ie. coffee, soft drinks, etc).
6. When loading paper into the machine, fan it every time and be mindful as to direction of the curl.
7. Do not copy with copier lid open.

Service (please call during our business hours - do not leave voicemail)

1. ****Before calling**, please turn machine off, wait 30 seconds and turn on again to see if the issue can be solved by resetting the machine.
2. Have the key operator place the service call.
3. Be sure to give a contact name for the technician to speak with upon arrival.
4. ****Try to have sample copies of the problem for the technician to view prior to service.**
5. If the problem is rectified before the technician's arrival, please call and cancel the service.

Thank you for your cooperation...we at Office Systems appreciate it!

PLEASE POST NEAR COPIER.