

# TEN COPIER COMMANDMENTS

- I. USE CARE WHEN LOADING PAPER. Load v2 ream at a time, **fanning** paper well (**Check for Damaged/Dog-eared corners**). It is best to use entire ream of paper to avoid leaving unwrapped excess to absorb room humidity. If necessary, always **reseal** excess paper in the **moisture-proof** wrapping.
- II. DO NOT OVERLOAD PAPER TRAYS. For **Models AR-550/620/700**, stay **Under the Red Guide Lines** on **BOTH** sides of large capacity cassette.
- III. DO NOT FEED STAPLES OR PAPER CLIPS THROUGH DOCUMENT FEEDER.
- IV. NEVER PLACE LOOSE OBJECTS ON TOP OF MACHINE. Paper clips, pens, staple removers, rubber bands, etc. can fall into machine causing mechanical failure.
- V. KEEP AREA UNDER FINISHER CLEAR OF LARGE OBJECTS. Boxes, waste baskets, stools will cause receding stacker tray to jam.
- VI. REGULARLY CLEAN TARGET GLASS (Thin glass-strip) & LARGE GLASS. Tiny specks of glue or ink from post-it-notes, white-out, or pens will cause straight black lines on copies. Wet paper towel or anti-static spray is best (**Avoid Amonia-based cleaners**).
- VII. TURN COPIER OFF & ON TO RESET SERVICE CODES. If service code appears in **LED display**, reset machine before calling for service. This may clear the code and **avoid unnecessary down-time**. (**Power fluctuations & surges** can cause service codes).
- VIII. FOLLOW ALL PROMPTS WHEN REMOVING PAPER MISFEEDS. Arrows on **LED display** indicate paper locations. Gates & roller assemblies for operators to check are color-coded **GREEN**. Beware of **HOT** fuser area. Be sure **ALL** paper is removed before resuming copy job.
- IX. NEVER USE SHARP OBJECTS TO REMOVE PAPER MISFEEDS. If unable to remove misfeed, call **UPOES Service** immediately. **Care and Patience** will avoid damage to the machine.
- X. READ OPERATION MANUAL. As time permits, it is highly recommended that operators refer to the operation manual to become familiar with the many productive features of the machine. This also helps to prevent service problems.