

COPIER OPERATIONS TIP OF THE MONTH: MARCH 2018

HOW TO READ THE DRAWER SETTINGS

Partners – there are six paper drawers in the copier. Each is set to perform different functions. Understanding the drawer settings can help you avoid headaches and jams.

- On the monitor screen, there is a row that starts with “Auto Paper Select,” followed by six boxes. Each box represents a drawer whose number is indicated in the upper left corner.
- The top center icon shaped like a “U” shows you how much paper is in the drawer.
- If there is a red arrow pointing down, that indicates that the drawer is empty.
- The upper right corner shows you the paper orientation.
- The middle of each drawer icon indicates the paper size. Please note that drawers 2 and 3 are set for legal or larger size paper, so do not put or letter size (8½ x 11) in those drawers. You will confuse the machine and it will reward you by jamming.
- The bottom of each icon shows special settings. For example, drawer 4 is set for color paper as indicated. Drawer 5 is set for transparencies (OHP stands for “overhead projector”).
- The machine makes adjustments to the amount of toner or tension used, depending on the drawer settings. So, using regular white paper in these drawers can also confuse the machine, even though it may work for you anyway.
- If there is nothing showing, that means, it’s set for standard white paper.
- Finally, the dashing line below the boxes indicates which drawer the copier is feeding from. You cannot change drawers in the middle of a job. As simple as this may sound, sometimes when the red light is on, it may mean only that a drawer needs more paper.

Please call me if you have any questions.

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