

ARTICLE DETAILS (max. 300 words)

### 1. PAPER JAMS

The paper jam is the most common copy machine error encountered. The reasons for occurrence vary from the wrong paper size to plain old improper paper loading. These issues cause the copier to pull paper through incorrectly, resulting in a jam that delays your copy or print. Fixing these types of issues require you to remove the jammed paper manually and reload the proper paper size or correcting the paper alignment.

### 2. CARTRIDGE OR TONER ISSUE

Low, empty or malfunctioning toner issues can occur within your copy machine. If they are low or empty, simple replacement should repair the issue. If it is malfunctioning, there could be one of two things going on: Manufacturer Error – bring a copy of the poor quality copies and the cartridge to the place of purchase and request a replacement.

Incompatibility Issues – most copy machines require specific toner; if you try and use an incompatible cartridge, your print quality will suffer.

### 3. SPOTS ON THE PAGE

As the name suggests, this copy machine problem consists of random arrays of dots marring an otherwise perfect copy. If you notice the dots in the same place every time, it is likely an issue of smudges or debris on the copy mirror or glass. Once again, this can be remedied by properly cleaning off the glass and mirrors.

A more random array of spots repeated throughout the document could be a defect in the drum. Replacing drums should fix the issue.

### 4. COPIES ARE TOO LIGHT OR TOO DARK

The majority of the time, issues with light and dark on copy pages is going to be the result of an imbalance in the density controls on the copier. Someone may have inadvertently altered the settings previously, making subsequent images copied too light or too dark. In this case, resetting the density levels is the best solution.

It is also possible however that the drum could be reaching the end of its work life or that the toner in the machine is bad. Some aftermarket toners are not up to manufacturer codes and can result in light density issues.

### 5. KEEPING AWAY OTHERS PRINTOUTS

Last but not the least, coming to the real time challenges, We all share the common printer which is “operation CBS kyocera” employee’s needs to understand the basic etiquette of using the printouts.

- When you have given the desired print, please ensure you pick up your sheet alone.
- While you are waiting for your print sheet, do not cancel or stop the other orders which are in queue
- Please do not re-arrange others printout and stock it elsewhere in a rush! These become messy and remember the other person will be looking for their print sheet which will block and delay the work schedule.
- We encourage you to be organized and not waste time in organizing paper back to its origin.
- Please remember our printing policy for usage of colour and black & white cartridge.

