Copy Room Guidelines Committee Notes

Guidelines:

1. Minimize just in time printing - plan ahead (particularly for larger jobs)
2. Before sending a print job, check the status of the printer using the online status feature. If you are not sure how to do this, ask your OC or ITS.
3. After sending a print job, check its status soon afterwards. Best if this is done by going to the copy room and picking up your job, but this can also be done using the online status feature.
4. Pick up your print jobs, even if printing was a mistake. If you will be unable to pick up your print job soon after you send it, then wait to send it until you will have the time to get it.
5. If you are doing a walk-up copy/print job, especially if it is a larger one, stay with it in case there is a jam. (If you are not there to fix or report the jam that occurs during your job, other jobs may be affected as well.)
6. If a jam, or some other problem, occurs, report it immediately to ITS. It is best that you do not attempt to fix the copier unless you have been trained on how to handle jams.
7. If you do attempt to fix the copier, please stop and seek help if you are unsure how to proceed at some point in the process or at the first sign that the process may be more involved than you first imagined. If done incorrectly, your attempt to fix the copier may exacerbate the problem.
8. Report jams/problems if resolution attempts fail (ask for help if you cannot un-jam the printer/copier).
9. As a courtesy, when picking up a print job, check to see if papers trays for 8.5x11 paper are full. If they appear low, fill the paper trays to capacity, making sure to follow paper fanning process to reduce static electricity, thus reducing the possibility of paper jams.
10. Do not leave reams of paper on the counter in the copy room, but place unused, unopened reams of paper in boxes until they are loaded into the paper trays.