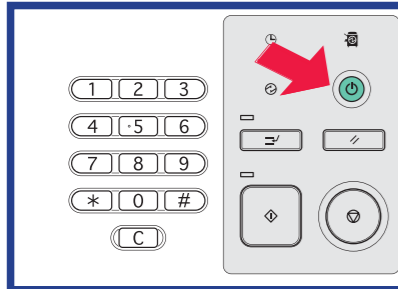
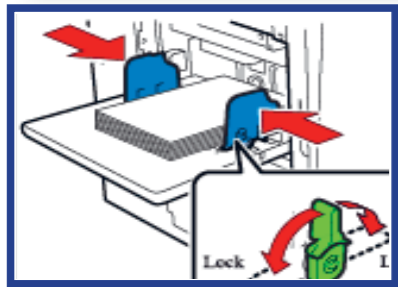


Six ways to help reduce downtime, errors and paper jams



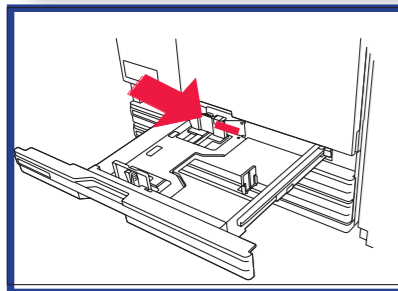
Turning On & Off

Use the green power button and press for 5 seconds, do not turn off at the mains plug.
This will prevent the internal computer from crashing and corrupting the memory



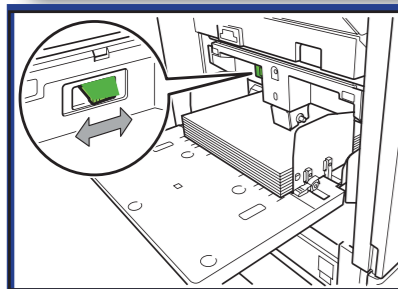
Loading Paper in the Standard Feed Tray

Always load with a new, fresh ream and fan the paper before loading. Ensure the guides on the feed tray are firm against the paper and the green locking levers are in the locked down position.
This will help prevent paper jams and feed tray error messages





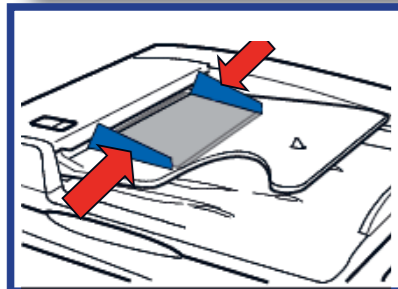
Loading Paper in Feed Trays 1, 2 and 3

Located at the front of the Riso printer (not fitted to all models). Ensure paper loaded into any of these feed trays does not exceed the red line
This will help prevent paper jams and feed tray error messages



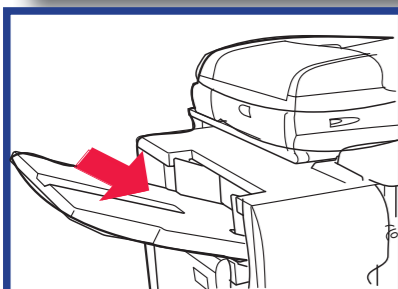
The Card Feed Switch

Located above the Standard Feed Tray, this green level must always be to left position  when printing on standard paper weights. This should **only** be in the right position  when feeding card
This will help prevent multiple sheets being fed



The Auto Document Feeder (ADF)

When using the ADF always ensure the side guides are firm against your documents. Ensure your documents are in a good condition, i.e. no staples or “dog eared” sheets etc.
This will avoid blank documents



Paper Exit Tray

Keep hands clear of the exit tray until printing has stopped.
This will prevent paper jams