

# Photocopier maintenance: The ultimate guide

- 1** **Read the instruction manual**

This is an obvious tip, but you would be surprised at how many businesses don't bother to! While there are lots of superb general tips for photocopier maintenance, there can be special tasks for each individual model or specific ways of operating them. By reading the manual you will know how to operate it properly so you avoid any breaks in service or jams. It will also ensure you know the recommended manufacturer methods on any necessary maintenance.
- 2** **Clean that glass**

One area that needs regular maintenance on all copiers is the photocopier glass that you put documents on to copy. This glass soon builds up with high levels of dust and grime and should be cleaned at least once per day. If not, you will start to see smears or streaks on your copies. Invest in some proper photocopier glass cleaner and give the copier glass a wipe down with it each day.
- 3** **Don't forget about the ink cartridge**

While you are generally maintaining the internal parts of your photocopier, take the time to look after the ink cartridge head as well. Once more, dust and grime are the issues here that can affect the quality of your copies if not maintained. Use a damp cotton pad to gently wipe this part of your machine over and get rid of any debris.
- 4** **Remove dust from inside too**

As well as dust on the glass building up, it is a problem if the internal parts of your photocopier get too dusty also. To maintain these parts, get a dry cloth that is soft and give the inside parts of your copier a gentle dust over. This will get rid of any pesky debris that could lead to jams or bad copies. For those hard to reach places, compressed air in a can be used instead.
- 5** **Maintain the paper rollers**

Probably the one major problem all copiers have is paper jams! Anyone who has used a photocopier will have spent some time un-jamming a machine after this has happened. The root cause of a paper jam is dust on the paper rollers which stops the paper moving through them as it should. To maintain your copier so this does not happen, simply wipe the paper rollers with a lint free cloth regularly.
- 6** **Use the right paper and parts**

A very common cause of photocopier problems is that the wrong parts or paper are used in the machine. This then leads to the copier not working to its full capacity or not working at all! Your copier, for example, may only be able to handle a certain weight or thickness of paper. If you put anything too heavy or thick in, it will jam. To help with your photocopier maintenance, always use the correct parts for your individual copier.
- 7** **Clean the drum**

The drum in your photocopier is an essential part that transfers the toner onto the paper to make your copies. Over time, it can get clogged up with toner though and so needs careful maintenance. There is a special tool called a Mylar bar to do this which is easy enough to find online. You simply use the Mylar bar to gently scrape off any excess toner on the drum and return it to peak condition.
- 8** **Give the fuser a once-over too**

The fuser is another key part of your copier that actually sticks the printed toner onto the paper. It can be the cause of many photocopier breakdowns though so is worth looking after. To maintain it well, simply apply some silicon oil to a damp cloth. Once ready, give your fuser unit a wipe down to help remove any excess toner or debris.