HELPFUL GUIDELINES for PAPER USAGE

- Prior to use, paper should be allowed to acclimatise at least
  48 Hours in the environment in which it will be used.
  Optimum storage facility would retain temperatures between 70-80 degrees
  F with 50% relative humidity.
- Before loading paper, fan the sheets on all four sides.
  This creates a small layer of air between the sheets which should help
  printer feeding mechanisms.
- Do Not Stack Materials such as Designer Gold, Designer Silver,
  Super Color Gloss, Super Color Photo, Super Color Photo Cards,
  Super Color Shrink. Feed into printer one sheet at a time.
- Load Materials according to the instructions in the
  printer owner's manual.
  Recommended feeding is generally to use the manual feed tray, or the
  straightest path through the printer.
- Upon Completion, the unused material should be stored in a
  closed package, re-sealed and stored flat.

Paper Storage and Conditioning

Like any other high-performance, high-quality product, a little conditioning goes a long way with Xerox paper. It can make the difference between "okay" and outstanding when it comes to results! Find out what steps you can take to get the most out of Xerox paper.

For optimum conditioning, follow these paper storage guidelines:

1. Leave paper in its wrapper until you are ready to load it in the machine.
2. Do not store paper directly on the floor. Keep it on pallets or shelves or in cabinets.
3. Store paper at a temperature of 68°F/20°C to 76°F/24.4°C and a relative humidity of 35 to 55 percent.

Paper Storage

Take Good Care of Xerox Paper and Watch it Perform Like a Champ!
We're proud of Xerox paper! It's top quality and, when properly cared for, it will perform like the champion it is. While the "how to's" of paper storage may seem obvious, you may be surprised at the simple things we've outlined here that you can do to ensure best results.

Paper Stacking

Your paper order will normally be shipped to you in sturdy fiberboard cartons. The number of reams in each carton depends on the size of the paper. If you have ordered a large quantity, the cartons will be stacked on wooden pallets. Stack individual reams or cartons carefully on top of one another. This will help you avoid crushing the edges or causing any other damage.

Pile cartons no more than five high. Pallets can be stacked three high.

Paper Handling

Treating paper cartons with care in paper storage is extremely important! Dropping, throwing, striking with a forklift or otherwise mishandling paper cartons can result in damaged paper. You may not even notice the damage until you have paper jams or other feeding problems.

Climate Control

Store your paper on shelves or pallets or in cabinets rather than right on the floor to avoid moisture absorption. Choose an area that's protected from extreme temperatures and humidity. Temperature and humidity are critical factors in how Xerox paper performs in your copier or printer.

Most environments with air conditioning systems provide the proper mix of temperature and humidity. If you are in an environment that is not air conditioned, follow these guidelines:

1. Minimum temperature of 50°F/10°C with 15 percent relative humidity
2. Maximum temperature of 81°F/27.2°C with 85 percent relative humidity

Do Not Open Until...

To achieve best results, we recommend you leave reams sealed in their original ream wrapper, in the shipping carton during paper storage. Do not open the wrapper until you are ready to load the paper into your copier or printer.

Why? The ream wrapper has an inner lining that guards against moisture absorption. Once you open the wrapper, the protective barrier is gone and moisture can seep in and cause excessive curl and other problems.

Once You Do Open...

After you open the ream, reseal the wrapper with tape if you will not be using all the paper immediately, for example, if you'll be leaving it unused overnight. Better still, store unused loose paper in a resealable plastic bag. Do not store paper in your machine's paper trays.

Take sheets from the center of the ream if a package is inadvertently left open. Store coated paper in resealable bags or covered storage boxes after opening the original wrapper.

Paper Conditioning

Make Sure Conditions Are Right for Best Results

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Moisture

Xerography is very sensitive to moisture in paper. Moisture can ruin your job in a hurry! High humidity causes damp edges and wavy paper. Low humidity dries paper edges and makes it contract and become tight.

Poor performance is the result! That's why it is so important to condition your paper.

As a rule, condition uncoated paper a minimum of 24 hours and coated paper a minimum of 48 hours. Transparencies and label stock also require conditioning--24 hours and 72 hours, respectively. Separating cartons accelerates the conditioning process. The chart below will help you determine precisely how many hours prior to printing you should move the paper, based on both the storage and print room temperatures

How Long Does Conditioning Take?

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- Load Materials according to the instructions in the printer owner's manual. Recommended feeding is generally to use the manual feed tray, or the straightest path through the printer.
- Unused printing materials should be placed in a sealed moisture proof package and stored laying flat. The original packaging can be reused as long as it can be resealed to prevent moisture infiltration. Excessive paper curl can result from large, sudden, or uneven changes in the moisture content of the paper. This can cause jams and misfeeds in the printer/copier, or poor stacking in the output tray.