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To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Post-It Notes and Small Paper on Kyoceras

Post-It Notes and Small Paper on Kyoceras

Brought to you by
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- DOPM HelpDesk Triage
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SITUATION/QUESTION:

Sometimes a Kyocera will get a paper jam and I'll have to go use another one.
What causes the jams? What can we do to avoid them?

BACKGROUND:

The Kyoceras are the multi-function machines throughout Medical Towers that copy, print, scan and more.

(They are called that because that is the name of the manufacturer.)

When you print to "AnyKyocera" you can then pick up that print job at any of the Kyoceras in the building.

SOLUTION/ANSWER:

Several things that cause jams are:

- Post-It notes stuck to a larger sheet of paper
- Small pieces of paper (i.e. checks, receipts, etc.) poorly taped to a piece of paper

So if you need to copy or scan things like that, pick one of the following alternatives:

- Open the lid and place them directly on the glass of the Kyocera - instead of running them through the feeder
- Remove the Post-It note entirely if possible
- Tape the items (including Post-It notes) thoroughly on all sides

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

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