

PRINTER

Maintenance Checklist



TASKS

- Basic cleaning: Wipe down the printer exterior and remove any visible dust or debris monthly. This helps keep the printer clean and prevents external buildup.
- Interior cleaning: Clean the interior of the printer, including the paper tray, input tray, rollers, and print heads, every three to six months. This removes accumulated dust, ink residue, and debris that can affect print quality and cause paper jams.
- Check ink/toner levels: Regularly monitor the ink or toner levels to ensure you have an adequate supply. Check the levels before starting any significant print jobs or as needed. This allows you to replace cartridges on time and avoid running out of ink or toner during critical tasks.
- Cartridge replacement: Replace ink or toner cartridges when they are running low or when print quality deteriorates. This can vary based on your printing needs and the type of cartridges you use. Follow the manufacturer's recommendations or guidelines provided with your printer for the best results.
- Printer alignment and calibration: Run a printer alignment and calibration process whenever you replace cartridges or notice inconsistencies in print quality. This ensures that your prints are accurately aligned and colors are calibrated correctly.

