

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

[Corporate Identity Number (CIN): L40109RJ2000SGC016485]

(An ISO 9001:2015 Certified Company)

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D. 969 Dt. 7/11/21

All Concerned User

Sub: Guidelines for proper usage of Multi-Functional Printer (MFP) and Laser Printers.

With reference to the above, It is to intimate to all concerned regarding general guidelines for proper usage of Multi-functional printer (MFP) and laser printers are as under for optimum use of printers/MFPs:

1. A printer like other machines needs to be placed well for optimum results. It should be kept away from heat, moisture or dry air coming out from the CPU of the computer. This can clog the print head resulting in poor print quality. Also, it should be kept in a quiet corner of the office where people passing by don't hit it.
2. A printer should be cleaned inside out after use. It has delicate parts that get coated with dust. At regular intervals clean it from inside to avoid accumulation of dust and grime. Use a lint-free cloth or moistened cotton swab for cleaning.
3. **It has come to notice that MFP is being used for printing large number of document and also being used for photocopying extensively. Please note that cost of per page printing through MFP is Rs. 5 per page therefore MFP is to be used sparingly and print should be taken only in emergent conditions. Similarly photo copy through MFP should not be taken. For large scale printing laser printer should be used.**
4. **In case multiple copies of the document is required, Xerox copies of the same should be get done through the photocopy service provider instead of taking print of it from MFP or any other printer installed in the office.**
5. Avoid touching cartridges from below and do not shake cartridge when it get emptied as it results in leakage of powder resulting damage to internal parts.

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6. Users are advised to update the drivers at regular interval. These updates eliminate loopholes and improve the printing software.
7. Turn off the printer when not in use for a long time. This will increase the life of the printer and its cartridge won't dry up soon. Subsequently, the head of the printer will get clogged and keeping it continuously on can worn out other parts of it.
8. Don't overfill the paper tray and avoid them from getting damp
9. Use right consumables i.e. paper and cartridges
10. When opening a printer, turn it off and avoid touching the moving parts.

Manish Athaiya
7/11/2021

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Copy to Addl. Chief Engineer(IT) for kind information.

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