

THE ULTIMATE
GUIDE TO XEROX PHOTOCOPIERS

Here's What
No One Tells
You About
Photocopiers

AND A FEW OTHER THINGS....

CopySmart Presents

Here's What No One Tells You about Photocopiers

The Ultimate Guide to Xerox Photocopiers

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About this book

This book is intended to be used as a guide on familiarising yourself with photocopiers. In it, you will find out how to distinguish between a photocopier and a printer, the different types of photocopying machines that exist, and how to care for your own photocopier. The information in this book is by no means exhaustive. It is intended to serve as a starting point. The goal is to give users an insider look into photocopiers.

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Chapter 1



Different Types of Copier and Their Different Uses

Do you want to have an understanding of what type of copier your office really needs?

There are a wide variety of different types of [copier](#) machines available on the market today, all offering different features. Having knowledge of the types of machines and their wide range of features will help you make the best choice depending on your needs. Here are the **different types of copiers and their different uses**.

1. Black and white (mono) copiers

[Black and white copiers](#) are machines that use only one [toner](#) color which is black, hence they are called monochrome or mono for short. These machines come in a variety of capacities, from low-end, low volume copiers to high-speed, high-volume devices. These copiers are made for office use, where color is not important.

2. Colour copiers

[Colour photocopiers](#) can produce colored copies as well as black and white copies. They usually have four drums and four toner cartridges that contain four primary colors, namely cyan, yellow, magenta and black, which when mixed produce all other colors. Colour copiers are usually multi-function devices and are mostly used for business purposes.

3. Network copiers

[Network copiers](#) can be connected to the office network for remote printing, PC faxing, as well as scan functionality. Almost all digital copiers and multifunction devices either come with the built-in network card or it is available separately as an option. You can connect the copier to your office network to allow everyone to print and scan wirelessly.

4. Multifunctional copiers

Also known as [all-in-one copiers](#), these perform more tasks than just copying, such as printing, copying, scanning and faxing. The latest models have internet access and therefore connect to the office network to send files to various locations with different command functionalities.

Additionally, the copier can print from portable devices like laptops using a USB or wireless connection and have a document finishing option like booklet folding. This kind of copier is perfect for businesses that besides printing do more, like printing handbooks, instructional manuals, or even booklets for clients.

5. Desktop copiers

[Desktop copiers](#) are designed to use only A4 paper or smaller size only. These are small, space-saving copiers or the multi-functional copiers that are designed to sit on the desk. They can perform their tasks just like a multifunctional copier does but cannot accommodate A3 sizes because they would be too big and too heavy to be placed on a desk.

6. Wide-format copy machines

A [wide-format copy machine](#) takes a few moments to print professional-quality copies. The copiers work by using tiny droplets of ink and ejection that create professional-grade copies. They are used in businesses that need to include both graphics and print on their documents such as marketing, architectural, or even the education system.

Chapter 2



What is the Difference Between a Photocopier and a Printer?

What is the difference between a photocopier and a printer?

How can I tell whether a copier or a printer is best for my business? If you have asked yourself these questions, we've got the answers for you below.

The main purpose of the copier is to make duplicate copies, while a printer's main purpose is to print copies. As technology is increasing, [copiers and printers](#) are almost indistinguishable from each other, especially as many multi-purpose printers come with copier features. With such overlapping features between both services, individuals or businesses become unsure as to which machine would best serve their needs. Here is more information about **photocopiers and printers** so you can make an informed decision.

1. Function of photocopier versus printer

Photocopiers use xerography technology, which is a dry process of creating an image by applying toner and heat to the paper. [Printers](#) are peripheral devices that create solid copies of the digital data represented on the computer screen. Many latest printers support memory cards, digital cameras or scanners, while higher end models for offices also come with other features such as scanner, copier and fax.

2. Features of a photocopier versus printer

This is an area where **copiers and multifunction printers** have different features that lend themselves to different uses. [Copiers](#) are generally designed for heavy duty work and document production, with finishing features such as binding and sorting. They are more efficient, reliable and have many more features such as printing, faxing, stapling, hole-punching and other capabilities. **Multifunction printers** perform very well in everyday office use and can handle regular scanning, copying, faxing, and printing, as well as being good all-around machines for the office to share.

3. Cost of photocopier versus printer

Is photocopying cheaper than printing? Many believe that it costs more to print multiple copies than photocopying the document. However, this is dependent upon the number of copies, pages and the data on the paper to be printed. If many copies have to be printed, then copiers will be a cheaper option. However, if one needs to print only a few pages, then printing becomes much cheaper.

4. Amount of ink used in printing or photocopying

Does printing use more ink than photocopying? The quantity of ink used all depends on what quality you want to print/copy. The lower the quality, the less ink machines will use. However, both means (printing or copying) use about the same amount of ink.

Chapter 3



How to Maintain a Photocopy Machine

What can you do regularly to keep your photocopy machine in great shape?

A photocopy machine needs thorough cleaning and inspection on a daily basis as well as a complete internal cleaning at least once per year. This will help increase the shelf life of the machine and reduce service call costs. Keeping your machine clean can also prevent paper jams from occurring. Here are four routine maintenance steps that you can follow for your copy machine.

Cleaning the glass

Regularly clean the glass surface of the machine and rollers to ensure that the machine is free from moisture. Cleaning also keeps the glass free of microscopic abrasives and dust build-up. You can clean using a non-abrasive cloth which has been slightly dampened with glass cleaner or you can also use any special spray that came with the copier.

Removal of dust

Dust can damage a functional copier. Photocopy machines are usually situated in areas without good ventilation, so dust tends to accumulate on them. A dry paintbrush can be used to wipe away the dust in all the crevices and around the ink cartridge. For the larger portions of the copy machine, a dry dust cloth will do the job. If your ink cartridge has too much dirt, you can use a slightly wet cotton swab to gently remove the dust and debris.

Toner replacement

If you are making hundreds of copies in a short space of time, you probably need to change your toner cartridge regularly. Otherwise, you may need to install a new toner even before the old one runs out of ink. The reason being that the old toner can coagulate when exposed to air, causing the old ink on the cartridge head to become dry or sticky. Make sure you use [genuine toner and parts](#) that are suitable for your machine, otherwise your service calls and spare parts usage will increase while your print quality is decreasing.

Use of quality paper

Choosing the right paper is also necessary **to maintain your photocopier machine**. The higher the quality of paper you use, the less likely it is to produce clogging dust and debris on the machine. Make sure the paper that is placed into the copy machine is dry and has not been exposed to any moisture. Constantly check the paper tray as well to ensure the paper is loaded correctly, to prevent paper jams.

Chapter 4



4 Tricks to Make Your Office Copier Work Better

Do you want to know some simple tricks that can enhance the performance of your copier or printer?

Office equipment like [copiers and printers](#) are essential for the productive and successful operations of any business. However, like any tool, your copier or printer can be used with varying degrees of effectiveness. Knowing how to use your copier or printer well can offer huge benefits for your business. Here are **4 tricks to make your office copier or printer work better**.

1. Properly position your copier or printer

The location of your [copier or printer](#) is very important. Take note of who will make the most use of your office copier or printer. If you optimize your copier or printer quantity for the appropriate number of users, placement will be easier to configure. Make sure you have the proper quantity of printers for your office requirements to make it easy to place your equipment. Also, position your copier or printer away from high traffic areas and drastic temperature changes.

2. Set your defaults

When setting up your office [copier or printer](#), take note of the tasks you'll be using it for, on a frequent basis. If for example, you're going to scan to email, you need to set up the primary email address so that your employees don't have to type it in each time. To cut back on printing costs, program your printer to default to two-sided printing while only utilizing black and white, instead of colors. In order to increase productivity, make sure each employee's workstation sets the appropriate printer as their default, so they don't have to manually override the choice each time they opt to print a document.

3. Use quality toner

Do not attempt to cut costs by purchasing low-quality printer cartridges. Not using the right toner for your copier or printer can cause serious damage that will require a costly repair and even void your warranty. Cheap toner also does not last as long as quality toner. Purchase [quality toner cartridges](#) from a [reputable copier or printer provider](#) to ensure that you get crisp, professional-looking documents every time you use your copier or printer. Quality toner will also minimize downtime and increase cost-effectiveness.

4. Be aware of your copier or printer's capabilities

When purchasing an office [copier or printer](#), take the time to familiarize yourself with everything your machine can do. Some machines can sort and staple, which saves on administrative time while others have a secure printing feature which prevents employees from violating privacy policies. It may be beneficial to assign a key operator for each copier or printer, to ensure efficient use and to be a resource for other employees.

Chapter 5



How Often Must the Photocopier Be Serviced?

Do you know how long you should wait before you can get your photocopier serviced again?

A photocopier is an important piece of equipment in many workplaces that is likely to be used on a daily basis. Regardless of the make or model of the machine, it is essential to keep it in good working order through regular servicing, to avoid interruption of performance and costly repairs.

Here are guiding points on **how often photocopier must be serviced**.

Service and maintenance contracts

Most of the businesses do not have the in-house skills and knowledge required to carry out repairs and maintenance on their photocopiers. It is therefore best to hire [a reputable, qualified, and professional company](#) to service and maintain your photocopiers. A good habit for businesses is to have a photocopier service contract in place that will keep their copier up to optimum specifications at all times.

There is a wide variety of contracts to choose from. These range from low monthly fees with lower copy limits and a higher cost per excess page, to those with very high monthly fees but unlimited copier use. The needs and usage of your business will determine the best option to go for. If the photocopier is leased or rented, maintenance, servicing, and repairs are included in the agreement and paid as part of your monthly charge.

Photocopier maintenance

The terms of maintenance contracts usually vary with each business. It is important to make sure that your contract meets your business needs before signing the agreement. Suppliers can also offer a range of different types of maintenance agreements. The most common are the flexible maintenance contracts which consist of a fixed monthly premium. A good maintenance contract should specify response time within which an engineer will be sent out by the supplier, once called.

Maintenance frequency

The frequency of the maintenance will be determined by the printing needs within your company. Make a good and most objective assessment of your business requirements, to know the best starting point for **how often you should maintain your photocopier**. The less volume of work the copy machine does, the longer you can go before a proper servicing and maintenance. If your business is on the high side of usage, you will need frequent maintenance.

Most maintenance contract agreements will include regular service check-ups as determined by the estimated copy volume. It is important to establish your business's average monthly copy volume before you sign a copier service agreement. A standard maintenance service agreement should include both scheduled service calls and unscheduled repair calls.

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