Paper Guidelines

I’ve heard different stories on what type of paper to use on our Canon devices. Could you make a recommendation?

There are different factors that affect how paper will perform in the machine. These include: Humidity in the office space, the amount of volume going through the machine, the type of device. For most uses the standard Payless stock LOP-20000 should suffice. If the machine in your area has heavy usage and the device is having problems with paper jams a better quality paper will help with the performance of the device. Some recommended papers include: HAM 103267, OPC-NMP1120. If you need individualized help on this please call Ed DuPree, our University paper specialist, at 402-280-2795.

Does how I load the paper affect how the device operates?

Yes, when loading the paper look for the seam on the package. The paper is loaded such that the side where the wrapper seam is should be the “upside” when placed in the paper tray. The front and back surfaces of the paper are determined during the papermaking process by a natural curl to the product. The primary determinant of which side to print first is the paper’s curl characteristics. For most copiers on campus, place the curl side up in the paper tray and the curl side down when using the bypass tray. If you are using a quality paper intended for digital printing, the ream wrapper will be marked with an arrow that points to the preferred printing side. Once you’ve determined the correct orientation, marking each paper tray with a label indicating the correct loading direction helps avoid operator error, machine jams and lost productivity.

What else should I remember when loading paper?

Do not fill the tray with paper above the fill line on the inner side of the tray. If the paper is loose and does not contain a packaging or label, hold the ream of paper with your hand underneath the paper's center and see if the paper’s ends are flopping or curving downward. Now, turn the ream over and place your hand underneath the paper’s center and see if the ends are flopping downward. Find the side with the greatest flop or curve and then place the ream in your copier’s paper tray after fanning the paper to remove any static electricity.

Are there any recyclable papers that I can use?

Yes, we have the LOP-20005 Pay-LESS branded paper on contract. Recycled White Copy Paper, 8.5"x11", 20lb; the environmental choice for high-speed copiers, laser and inkjet printers. Contains 30% recycled content; 8.5" x 11" sheets; 500 sheets per ream; 10 reams per case.

Will recycled paper work as well as regular paper?

All manufacturers of the printer and copiers used on campus report that their machines are compatible with 30% PCW paper. No warranties are voided by using PCW paper. While you may have heard about problems using recycled content paper – especially with 100% – there have been few such reports on campus. Issues such as jamming or curling are mostly related to the quality of the paper rather than the recycled content and are sometimes more obvious with larger volume printing or copying projects.