



Paper storage & conditioning

Like any other high performance, high quality product, a little conditioning goes a long way with office papers. Follow these simple guidelines to ensure you get the best possible print results;

Paper Stacking

Your paper order will normally be shipped to you in sturdy fiberboard cartons. The number of reams in each carton depends on the size of the paper, normally 5 reams for A4 and 3 reams for A3. **Stack individual reams or cartons carefully on top of one another.** This will help you avoid crushing the edges or causing any other damage. Pile cartons no more than five high.



Paper Handling

Treating paper cartons with care is extremely important! Dropping, throwing, striking with a forklift or otherwise mishandling paper cartons can result in damaged paper. You may not even notice the damage until you have paper jams or other feeding problems.



Climate Control

Store your paper on shelves or pallets or in cabinets rather than right on the floor to avoid moisture absorption. Choose an area that's protected from extreme temperatures and humidity. Temperature and humidity are critical factors in how office paper performs in your copier or printer.



Most environments with air conditioning systems provide the proper mix of temperature and humidity. If you are in an environment that is not air conditioned, follow these guidelines:

- 1. Minimum temperature of 50°F/10°C with 15% relative humidity**
- 2. Maximum temperature of 81°F/27.2°C with 85% relative humidity**

Moisture

Photocopying is very sensitive to moisture in paper. Moisture can ruin your job in a hurry! High humidity causes damp edges and wavy paper. Low humidity dries paper edges and makes it contract and become tight.



Poor performance is the result! That's why it is so important to condition your paper.

As a rule, condition office papers for a minimum of 24 hours. Separating cartons accelerates the conditioning process. **Condition paper in the environment in which it will be used.** Leaving paper for 24 hours in a cold warehouse then moving into a warm office is not best practice.

Do not open until

To achieve best results, we recommend that you **leave reams sealed in their original ream wrapper**, in the shipping carton. Do not open the wrapper until you are ready to load the paper into your copier or printer.

Why? The ream wrapper has an inner lining that guards against moisture absorption. Once you open the wrapper, the protective barrier is gone and moisture can seep in and cause excessive curl and other problems.



Once you do open...

After you open the ream, reseal the wrapper with tape if you will not be using all the paper immediately. For example, if you'll be leaving it unused overnight. Do not store paper in your machine's paper trays.

Remember these 3 simple steps for optimum conditioning;

- 1. Leave paper in it's wrapper until you are ready to load into the machine**
- 2. Do not store directly on the floor**
- 3. Store paper at a temperature of 68°F/20°C to 76°F/24.4°C and a relative humidity of 35-55%**

