

Guide for the use of workplace laser printers

Operating notes

When installing a printer, check that the ventilation opening is not directed towards a workplace.

Most machines can be set to a toner-saving (draft, economy) mode. Check whether this setting is sufficient for your purpose, at least temporarily.

When you print many pages, a smell of emissions may become noticeable. These are usually released by the paper, and their concentrations are typically very small in analytical terms. Especially the substance emissions from printing-grade paper are quite low. A “Blue Angel” eco-label (RAL-UZ 14; www.blauer-engel.de; in German) exists for paper with reduced emissions.

Do not fan out the paper stack when refilling paper, as this would result in a release of paper dust.

Toner cartridges should not be bought ahead of time but only when they are needed. Prolonged storage ages the toner.

When changing a toner cartridge, take care to prevent toner from spilling out. Once this has happened, wipe away the toner with a moist cloth (discharge the cloth as residual waste). Never try to blow toner away from the surface. To remove spilled toner from skin or clothing, it is recommended to use cold water and soap (warm water may make the toner sticky, causing it to adhere even more to the surface).

After a toner cartridge change or when quality problems occur (poor print quality), it may be helpful to generate a “cleaning page”. Follow the instructions given in the manual.

Cleaning notes

Clean the unit externally, if necessary, using a moist cloth.

The interior of the machine can only be cleaned by skilled service staff (e.g., in the case of poor print quality).

Maintenance notes

Maintenance is to be performed exclusively by experienced service technicians. Contact your organization's IT department or the equipment manufacturer's service hotline for all maintenance issues.

In any event, observe the equipment manufacturer's operating instructions and take note of the recommendations it contains. If you consider it important to use low-emission office equipment, copier systems and printers distinguished with the "BG-PRÜFZERT" mark and the added designation "ergonomic, low emission" or with the Blue Angel label (RAL-UZ 122; www.blauer-engel.de; in German) are particularly suitable. As a quality criterion in replacing of toner cartridges, you may rely on the BG-PRÜFZERT mark for toner powder (www.dguv.de/bg-pruefzert/produkte; in German) with the added designation "tested for contaminants", or on the LGA certificate "LGA-tested for contaminants".

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Deutschen Gesetzlichen Unfallversicherung, Sankt Augustin