

INSTRUCTIONS ON PROPER STORAGE OF STEINBEIS AND OEM PRINTING AND PHOTOCOPYING PAPER

In order to benefit fully from the exceptional characteristics of Steinbeis printing and photocopying paper, please observe the following storage instructions.

Formats

Small / large / roll

Applications

For intended use in copiers, laser printers, inkjet printers and fax machines.

General information

In general, the atmospheric environment is a very important factor to consider when storing paper. This applies to both long-term storage areas and the rooms in which the paper is used. The most important parameters within the atmospheric environment are temperature and humidity. The following recommendations will help you store Steinbeis printing and photocopying paper in such a way that you obtain maximum benefit from its characteristics, which are optimised for laser printing.

Recommendations for storage

Ensure that Steinbeis printing and photocopying paper is not exposed to extreme fluctuations in either temperature or humidity during storage. Both heat and cold can adversely affect the characteristics of the paper. In particular, avoid close proximity to heating systems, air conditioning systems and direct sunlight. Extremes such as sub-zero temperatures should be avoided at all times.

For optimum results, please store your paper under the following conditions:

Ambient temperature → 10 °C – 30 °C
Relative humidity → 20% – 80%

Recommendations for use

Place Steinbeis printing and photocopying paper in the room where it will be used at least 24 hours prior to use. This will enable the paper to adjust to any difference in temperature.

We recommend that you open the moisture-resistant packaging only when you are ready to use the paper. If using low-volume desktop printers, we further recommend that you fill the paper tray only with the quantity of paper that you expect to use on that day. Following these recommendations will largely prevent moisture-related fluctuation in the condition of your paper. The optimum relative humidity for copier paper is approximately 30%.

For optimum results, please use your paper under the following conditions:

Ambient temperature → 18 °C – 24 °C
Relative humidity → 40% – 60%