

Back-to-School Printer & Copier Checklist

Fraser

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	Power Up & Test
☐	Power on every printer, copier and MFP
☐	Check for error messages, maintenance alerts or unusual sounds
☐	Print several black-and-white test pages
☐	Test color output on color devices
☐	Check for streaks, fading, spots, smudging or other quality issues
☐	Make copies using the scanner glass and automatic document feeder
	Check Scanning & Connectivity
☐	Confirm each device is connected to the network
☐	Send a test print from a staff computer
☐	Verify print queues and drivers are working correctly
☐	Test scan-to-email and other frequently used scanning destinations
☐	Confirm address books and saved destinations are available
☐	Test user authentication and secure print features, if applicable
	Keep Watching During the First Two Weeks
☐	Recurring paper jams or service calls
☐	Frequent connectivity complaints
☐	Printers running out of toner unexpectedly
☐	One device handling significantly ore volume than others
☐	Repeated printer-related help desk tickets
☐	Slow or unreliable scanning and print workflows

	Inspect Paper & Supplies
☐	Check stored paper for moisture, curling or damaged sheets
☐	Confirm paper guides are positioned correctly in each tray
☐	Remove scraps, damaged paper or debris from accessible areas
☐	Check toner levels across all devices
☐	Restock paper, toner, staples and other necessary consumables
☐	Pay extra attention to high-volume offices and teacher workrooms
	Clean & Review
☐	Clean scanner glass and document feeder glass according to manufacturer recommendations
☐	Wipe down control panels and exterior surfaces appropriately
☐	Review firmware, security settings and device configurations with IT
☐	Schedule professional service for recurring jams, persistent print defects, error codes or unusual noises

Ready for the First Bell?

A little prep now can help prevent printer problems from becoming first-week disruptions.

If managing printers and copiers is taking too much time away from your technology priorities, Fraser can help you take a more proactive approach to your print environment.

[Schedule a Free Managed Print Assessment with Fraser](#)