

Section: Division of Nursing  
Approval: \_\_\_\_\_  
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PROCEDURE  
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HACKETTSTOWN REGIONAL MEDICAL CENTER

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OR/CSR  
(Scope)

**TITLE: STERIS: CHANGING THE PRINTER PAPER**

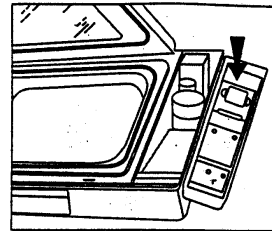
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PURPOSE: To outline the steps to change printer paper.

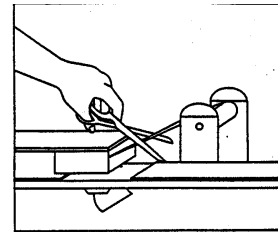
CONTENT: PROCEDURE STEPS:

KEY POINTS:

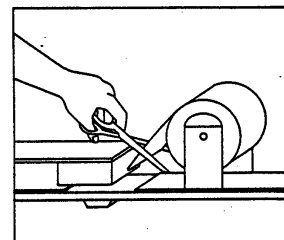
1. Open the control panel and locate the printer paper.



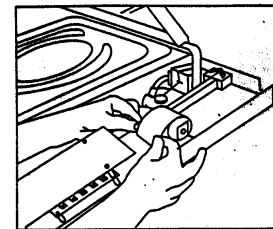
2. Cut the paper at the paper loop. Feed the paper through by pressing the "PAPER FEED" button.



3. Replace the paper. Place the roll on the spindle. Reposition the spindle on the paper holder. Advance the paper and cut a straight edge; shiny side up.



4. Feed the paper into the printer. Hold with one hand while pressing "PAPER FEED" button. **Do not force the paper.** The paper will advance slowly.



5. Close the control panel.

Reference: Steris, System 1 Operator Manual (1994)