

COPIER OPERATIONS TIP OF THE MONTH DECEMBER 2018

TRANSPARENCIES

Partners, Paper Tray 5 is the straightest path. When using transparencies, it is the best tray for both transparencies and heavier card-stock paper.

There are two types of transparencies you should use:

- the ones with the white strip on the side, or
- the ones that have a paper back that you peel off after you make your copy (these are the absolute best transparencies).

Remember to always copy one transparency at a time; that way it is less likely to jam.

Finally, remember I am only a phone call away and you can contact me on Outlook (Peter_D_Patellis@mcpsmd.org) for everything you need for your copier.

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