

COPIER OPERATIONS TIP OF THE MONTH JANUARY 2017

TIPS & TRICKS

- Use Copy-Plus on a regular basis.
- Keep all paper stock in a cool and dry area to prevent it from wrinkling, which causes jams.
- Fan paper before loading gently.
- Make sure the paper trays are set to the correct stock before using them.
- If an empty toner bottle becomes stuck in your machine, turn off then turn back on the machine from the top power switch to release the bottle.
- When your machine states reset tray 1; remove paper from tray 1 and reload gently back into the paper tray so that it is correctly positioned in the tray.
- When clearing a jam try to make sure that each paper you remove is a whole sheet of paper.
- Order supplies (Toner, Staples, and UPS Labels) through the TeamWorks Customer Service desk.
- When the TeamWorks technician arrives at your school, try to participate in the service call. This may help to prevent a future service call, which translates to less downtime for you.

Please call me at 301-279-3110 if you have any questions.

Pete Patellis

Customer Service Specialist, TeamWorks Central
Montgomery County Public Schools