

COPIER TIP OF THE MONTH: SEPTEMBER 2015

Welcome back all veteran Copier Services Partners! And welcome new partners. I look forward to working with all of you. A total of 234 of the 276 copiers are returning from last year.

New partners will need to attend a one-hour training at the Lincoln Center Print Shop in Rockville. I will be advertising those dates very soon. Until then, check out this video from Brian Cipperly:

<https://www.youtube.com/watch?v=kbuRhUqGBzs>

Please contact me, either by phone or e-mail, with any questions that you have regarding your copier. When you need supplies (toner, staples, and UPS labels for returning empty used toner bottles), contact me by e-mail.

Our TeamWorks web page has been updated for both new and veteran partners. Please use this site to report your monthly meter readings. Veterans, you may choose to set up user codes on your copiers. That information is also on the site.

I strongly advise you to take some time to review the archive of Tips of the Month that go back a few years.

Go to <http://www.montgomeryschoolsmd.org/departments/copyplus/teamworks.aspx>.

One date to note on your calendars is the first week of May. For those of you who stay with TeamWorks the entire year, that's when you will get your stipend check.

Please consider me part of your school's copier services team. Contact me anytime.

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