

COPIER OPERATIONS TIP OF THE MONTH
April 2026

TeamWorks Copier Repair Service

Regular Maintenance Will Extend the Lifespan of Your Copiers

Dear Partners,

We value your dedication to maintaining our copiers in the schools. We've compiled a list of tips to help you keep these essential machines running smoothly. Complete these steps monthly.

- **Tip 1: Fan Paper Before Loading Gently**

Before loading paper into the tray(s), fan the edges of the paper stack to loosen any sheets that may be stuck together. This will help prevent paper jams.

- **Tip 2: Reset Tray 1 When Prompted**

When the "Reset Tray 1" message appears, follow these steps:

1. Remove all paper from tray 1.
2. Reload the paper gently, ensuring it is appropriately aligned in the tray.
3. Close the tray.

- **Tip 3: Remove Entire Sheets When Clearing Jams**

When clearing a paper jam, carefully remove the entire sheet, not just pieces. Removing incomplete sheets can lead to further jams.

- **Tip 4: Troubleshooting Common Copier Issues**

Problem: The copier takes a long time to warm up.

Resolution: Turn the copier off and then back on.

Problem: The "Set fusing unit correctly" message appears.

Resolution:

1. Open the double doors.
2. Pull the D2 out.
3. Push the D2 back in.

If the problem persists, please submit a service request using this link: https://docs.google.com/forms/d/e/1FAIpQLSc-MHgBmzxIxzrUUQKzBumpgjsrmK9IdyqWExNB12aQ9ib_bQ/viewform

Remember, regular maintenance and care will extend the lifespan of your copiers and ensure they continue to provide reliable service to your school.

Thank you for your continued partnership in keeping our copiers running smoothly.

As always, **please contact me with any questions.** I am only a phone call away, and you can also contact me on Outlook (Stevarlou_G_Green@mcpsmd.org).

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