

**COPIER OPERATIONS TIP OF THE MONTH**  
**January 2026**

**TeamWorks Copier Repair Service**  
***Happy New Year and welcome back partners!***

Try these quick fixes before placing a service call:

If you come back after the weekend and your copier monitor is black, just push the Power Save button.

When loading the paper fan thoroughly and check all sides of the paper for glue.

When clearing a jam, try to make sure that you remove a whole sheet of paper.

When you do place a service call, please give the technician a full description of the issue in the description box. We need this information to ensure we have the right parts needed to fix the problem.

***Let's make 2026 another successful school year.***

*Thank you!* As always, **please contact me with any questions.** I am only a phone call away and you can also contact me on Outlook ([Stevlarlon\\_G.Green@mcpsmd.org](mailto:Stevlarlon_G.Green@mcpsmd.org)).

Stevlarlon "Stev" Green  
Customer Service Specialist, TeamWorks Copiers  
MCPS Operations  
240-740-6531