

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

**TeamWorks Copier Repair Service**

**PROPER PAPER STORAGE**

Partners, here is important information for managing paper over the summer months.

- It is very important to always rotate your paper stock.
- Use your old paper before starting a new ream. This is crucial as the summer months approach. Heat and moisture in your paper can wreak havoc on the copiers.
- Leave your paper reams in their original containers. Make sure that the paper boxes are not emptied for personal use. I know they are popular, but you must keep them until all reams have been used.
- Do not open reams of paper and leave them out in the open, exposed to varying temperatures.
- Put unused paper back in the original box and place a sealed ream on top of the unused paper. This will prevent any curling in the paper.

I want to take this opportunity to thank each of you for another successful TeamWorks season. The communication and relationships we have in place have helped to keep the copiers up and running, and supplies delivered when needed.

For those of you who are 10-month employees, I wish you a fun and safe summer. Also, for any of you retiring from MCPS, I wish you the best in your future. For my other partners, I will be here all summer to help you and your staff with all your needs.

Remind your staff to rotate the copy paper and not leave it exposed to the heat. Also, please share my phone number with your staff – **240-704-6531**

Here's an early reminder:

**I WILL NEED YOUR JUNE METER READINGS BEFORE YOU GO ON YOUR SUMMER BREAK.**

Thanks again and I look forward to working with you next year!

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)).

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