

COPIER OPERATIONS TIP OF THE MONTH
September 2026

TeamWorks Copier Repair Service

WELCOME

Greetings! I would like to take this opportunity to welcome back all of my old TeamWorks partners. I would also like to welcome my new partners. I look forward to working with all of you this year.

Please visit our updated TeamWorks web page. You will see new information to help make your job easier:

- When loading the paper fan thoroughly and check all sides of the paper for glue or damage paper
- When clearing a jam, try to make sure that you remove a whole sheet of paper
- Request repair service call
- Monthly copier count form
- Two different copier operations videos
- An archive of our tips of the month
- Copier operations guide
- Registering user codes

IMPORTANT DATES

- You will receive your stipend check during the last payday of May.

Finally, remember I am only a phone call away and you can contact me on Outlook ([Stevarlton G Green@mcpsmd.org](mailto:Stevarlton_G_Green@mcpsmd.org)) for everything you need for your copier.

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