

**COPIER OPERATIONS TIP OF THE MONTH  
DECEMBER 2024**

**Team Works Copies Repair Service  
7 Tips for Making Better Copies**

Dear Partners,

1. Use Copy-Plus regularly.
2. Keep all paper stock in a cool and dry area to prevent it from wrinkling and causing jams.
3. Fan paper before gently loading.
4. Make sure the paper trays are set to the correct stock before using them.
5. When clearing a jam, try to make sure that each sheet of paper you remove is a whole sheet of paper.
6. Order supplies (toner, staples) through TeamWorks Central. Call 240-740-6531 or E-Mail.
7. When the TeamWorks technician arrives at your school, try to participate in the service call, if possible. This could prevent a future service call, which means less downtime for you.

*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 ([Stevarlon G Green@mcpsmd.org](mailto:Stevarlon.G.Green@mcpsmd.org)).*

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