

COPIER OPERATIONS TIP OF THE MONTH
June 2024

Some Quick Fixes to Try Before Placing a Service Call

Dear 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.

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)).

Stev Green, *Customer Service Specialist*
Editorial, Graphics & Publishing Services
Copy-Plus & TeamWorks
Phone: 301-279-3110