

COPIER OPERATIONS TIP OF THE MONTH
March 2025

Team Works Copies Repair Service
Tips for Making Service Calls

Dear Partners,

Try these simple fixes before deciding to place a service call

- ▶ Before loading the tray, fan the paper well and check all sides of the paper for glue.
- ▶ Fill up your trays on Monday morning and check regularly during the week to see if you need to add more paper. On Friday, please remove any paper from the trays over the weekend, moisture may develop, which can cause jams.
- ▶ Do not leave reams of paper open and exposed to varying temperatures. Put unused paper back in the original packaging and place a sealed ream on top of it.
- ▶ Keep all paper in a cool, dry area to prevent damage.
- ▶ Always rotate your paper stock.

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 ([Stevanlon G Green@mcpsmd.org](mailto:Stevanlon_G_Green@mcpsmd.org)).

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