

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

**Team Works Copies Repair Service
Tips & tricks**

Dear Partners,

- Use Copy-Plus on a regular basis.
- Keep all paper stock in a cool and dry area to prevent it from wrinkling which causes jams.
- Fan paper before gently loading.
- Make sure the paper trays are set to the correct stock before using them.
- If an empty toner bottle becomes stuck in your machine, turn the machine off then turn it back on from the top power switch to release the bottle.
- When your machine states reset tray 1; remove paper from tray 1 and gently reload it back into the paper tray so that it is correctly positioned in the tray.
- When clearing a jam make sure that each piece of paper you remove is a whole sheet.

Sheet of paper.

- Supplies (Toner, and Staples) can be ordered through the Team Works Customer Service desk.
- When the Team Works Technician arrives at your school, if you have time, try to participate in the service call so that we may prevent a future service call, which means less downtime for you.