

COPIER OPERATIONS TIP OF THE MONTH
April 2025

TeamWorks Copier Repair Service
Practical Copier Usage Tips

Dear Partners,

- ▶ Be patient when loading paper into the trays. Extra care can help avoid paper jams.
- ▶ Always inspect the bottom sheet of each new ream of paper. Discard it if it has any glue residue to prevent paper jams.
- ▶ Inspect all corners of a ream of paper when you open it.
- ▶ Gently fan your paper stack before loading. Remove any sheets that are stuck together or have glue on them.
- ▶ Use white paper in Trays 1 and 6, for optimal performance.
- ▶ Refill Trays 1 and 6 from Monday to Thursday. On Friday, add less paper and avoid moisture build-up over the weekend.
- ▶ If a tray is causing frequent jams, stop using it; switch to another tray.
- ▶ If both toner bottles are empty, replace the lower one first. Handle toner bottles carefully to prevent spills and machine damage.
- ▶ If an error code appears, try restarting the copier. Turn it off for 30 seconds, then turn it back on. If the issue continues, please place a service call.
- ▶ Do not scan documents with wet correction fluid, the fluid can damage the scanning surface.
- ▶ When clearing a paper jam, make sure you remove the entire sheet. Leaving fragments can cause further problems.

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)).

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