

COPIER OPERATIONS TIP OF THE MONTH
March 2022

Tips & Tricks

Hello partners!

The following is to help all of my new partners. Most of you already are aware of what Copy-Plus has offer.

Copy-Plus is the document-duplication and delivery service exclusively for teachers. Current ASAP service is 3 school-days to your school.

[Pony Schedule](#)

Copy-Plus helps teachers reduce the burden of preparing classroom instruction, homework, and student assessment documents. The service is funded centrally, so it's free to schools. It offers the following:

- 1- and 2-sided printing in black ink
- 8½ x 11 page size
- 3-hole drilled, collated, and stapled in sets
- Uncollated. Packaged as separate sheets
(1, 1, 1; 2, 2, 2; 3, 3, 3)

Options for landscape, double-sided printing:

- Head-to-head: The front and back images are set up so both images are printed on the same end of the sheet.

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)).

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