

COPIER OPERATIONS TIP OF THE MONTH
April 2024

Some Quick Fixes to Try Before Placing a Service Call

Dear Partners,

1. When you come back from the weekend and your copier monitor is black, just push the power save button.
2. When loading the paper fan real good and check all sides of the paper for glue.
3. When clearing a jam, try to make sure that the paper you remove is a whole sheet of paper.
4. When scanning a book on the glass scanner, if the entire book is placed on the scanner the printer will read the page size as 11x17. Please only place only the left page or right page on the glass at a time for it to read the page size accurately as 8.5x11.

When you place a service call, please give the technician a full description of the issue in the description box. we need this information to ensure we have the right parts needed to fix the problem.

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

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