

**COPIER OPERATIONS TIP OF THE MONTH
JANUARY 2019**

GOOD TO KNOW

Partners,

Before loading paper in the copier, please remove the top sheet next to the seam and throw it out.

Glue deposits from the ream wrapper will get inside the copier, if it goes through the machine. This will create problems.

Remember I am only a phone call away and you can contact me on Outlook (Peter_D_Patellis@mcpsmd.org) for everything you need for your copier.

Pete Patellis
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