

COPIER OPERATIONS TIP OF THE MONTH
March 2020

This month, we would like to focus on how to conduct an accurate and timely meter reading. This is a basic function; however, it is always best practice to review the process from time to time.

1. **On your control panel, push the counter button**
2. **Get the Total Counter.**
3. **Push Exit or the counter button again to get back to the main screen.**
4. **Then, go to your meter-reading link and enter your user name and password.**
<http://fmweb13.mcpsmd.org/ccounts/login.php>
5. **Select either ES, MS, HS, or ALT/NSBO record**
6. **Complete the fields on the form**
7. **Click on Add Record to submit to Teamworks.**

Please note that you need to complete and submit one record for each machine.

Remember, it is important that you submit your meter reading to TeamWorks during the last week of every month.

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

Stev Green, *Customer Service Specialist*
Teamworks Central