

**COPIER OPERATIONS TIP OF THE MONTH
MAY 2017**



**MAKE COLORED COVERS FOR YOUR PACKETS:
IT'S EASIER THAN YOU THINK**

- First, make sure you have colored paper in Drawer 4 (the upper-right hand drawer.
- Program in your job as you normally would.
- Press the COVER/SLIP SHEET tab. If you already have a cover sheet (as part of your original) that you want printed on color paper, then press the FRONT COVER, COPY key.
- If you do not want your document to print on the back side of the cover, be sure to include a blank piece of paper after the cover sheet of your original packet before feeding it through the machine.
- Press the BACK COVER, BLANK key if you want a blank, colored back cover for your packet.

Please call me at 301-279-3110 if you have any questions.

Pete Patellis
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