

COPIER OPERATIONS TIP OF THE MONTH FEBRUARY 2019

HOW TO CLOSE DOORS PROPERLY

PARTNERS - if a door does not shut easily after you clear a jam (or anytime for that matter), DO NOT FORCE IT and DO NOT SLAM THE DOOR. Something inside was not put back in place and the door will bend or break if forced. Look inside to be sure that all the levers and trays are in their proper position. One of the biggest culprits is D5. Once this is done, the door should close smoothly.

If you have a tip or two you'd like to share with our other partners, please send them to me and I'll make it a future tip of the month. Thanks!

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.

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