

## **COPIER OPERATIONS TIP OF THE MONTH SEPTEMBER 2017**

WELCOME

*Greetings!* I would like to take this opportunity to welcome back all of my old TeamWorks partners. I would also like to welcome my new partners. I look forward to working with all of you this year.

Please visit our updated TeamWorks web page. You will see information to help make your job easier:

- Request repair service call

- Monthly copier count form

- Two different copier operations videos

- An archive of our tips of the month

- Copier operations guide

- Registering user codes

### **IMPORTANT DATES**

New partners will receive a one-hour training that will be held at Lincoln Center.

You will receive your stipend check during the first week of May.

Finally, 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.