

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



**BEST PRACTICES FOR RUNNING TRANSPARENCIES**

**PARTNERS –**

Paper Tray 5 is the straightest path. It is the best tray for transparencies and heavier cardstock paper.

It is best to use the transparencies with a paper back that peels off, or use the ones with the white strip on the side.

Copy one transparency at a time, this makes it is less likely to jam.

Please call me if you have any questions.

Pete Patellis  
Customer Service Specialist  
TeamWorks Central  
Montgomery County Public Schools  
301-279-3110