

**COPIER OPERATIONS TIP OF THE MONTH
FEBRUARY 2016**

TIPS FOR COPYING TRANSPARENCIES

Partners –

Use paper tray 5 when you need to make transparencies; it is the straightest path.

The best transparencies to use are the ones with a white strip on the side. Those with the peel-off paperback are even better.

It is best to copy one transparency at a time; it is less likely to jam this way.

Paper tray 5 is also good when you need to make copies on heavier-weight cover stock.