

Volunteer Work Room

Helpful Hints

Copier

Copy vs Printer mode- Teachers sometimes send print jobs here from their computer and they have priority.

Phone

Call the Office- Dial 0

Call a teacher – 923 + 4 digits to teacher's room

Die Cutter

Laminate first if necessary & then cut

Can possibly cut 2-3 layers at a time to speed up the process

Please put the die cuts back in order.

Hole puncher

Up to approximately 15 pages at a time

Line up and push button on the left

Laminator

The rolls are expensive, please use them wisely. Load multiple pages at once.

Please do not attempt load the rolls.

Turn on Power, allow it to warm up.

The # is not a thermostat; it's a counter

Nap I - green light

Dial= speed- leave it on 1- you will get a better seal this way

Do not use the Reverse button

If doing multiple jobs, feed the next job through just when the first passes through.

Once your job fully passes through, cut at the back and turn off machine.