Copier etiquette

Please leave this copier ready for the next person.

Take your originals and all your copies with you.

Clear a jam you cause, or tell _____ straight away.

Empty a paper tray? Refill it. Paper is kept in _____.

Never leave tests or student information in the tray.

Over _____ copies? Send it to the copy room instead.

Out of toner or broken? Tell _____.

Free to copy, change and share.

Printer etiquette sign

TEMPLATE

BEFORE YOU PUT IT UP

- [ ] Fill in every blank with a real place and a real name, so the sign answers the question instead of starting one.
- [ ] Use the same limit for large jobs that your copy room rules use, so staff are not told two different numbers.
- [ ] Put it at eye level beside or above the copier, where people stand while it prints, never over the control panel.
- [ ] Put one on every shared copier, so the rules do not change from one machine to the next.

KEEPING IT TRUE

- [ ] Print a new one when the person to tell or the place the paper is kept changes.
- [ ] Swap it for an out of order sign while the copier is broken, then put it back.
- [ ] Look at it again at the start of each school year, alongside the copy room rules.
- [ ] Replace it once it is torn or faded, so it still looks like a rule and not an old note.

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