Back to School Checklist

Looking for a way to make sure your independent school is ready for going back to school? Don't forget to add your copier and printer fleet to your to-do list! Here's a checklist to ensure your school's copy and print environment is running well once the school year is in full swing:

1. Schedule maintenance: Summer is the perfect time to schedule routine maintenance for your copier and printer fleet. This will help prevent breakdowns during the school year when you need your machines the most.

2. Order supplies: Make sure you have plenty of ink, toner, and paper on hand for the upcoming school year. Ordering in bulk can save you money and ensure you don't run out mid-year.

3. Evaluate your current fleet: Look at your current copier and printer fleet and evaluate whether they meet your school's needs. If you need to upgrade or add machines, summer is a great time to do so.

4. Train staff: Ensure that your staff knows how to properly use the machines, including how to change toner and paper and troubleshoot common issues. Consider holding a training session or providing online resources to refresh their knowledge.

5. Create a printing policy: Establish a printing policy for your school, outlining guidelines for printing and copying. This can help reduce waste and save money on supplies.

By following these steps, your independent school can be ready for a successful school year. Contact Revolution Office today to learn more about how our copier and printer fleet solutions can help streamline your school's printing needs and lower your costs. Please contact Steve Petralia @ spetralia@revolutionoffice.com.