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On-Site Administration: Copying and Filing Procedures

I. Purpose:

This document describes the copying and filing procedures used at the TWP sites.

II. Cautions and Hazards:

- Do not try to repair copy machines.

III. Requirements:

- HP OfficeJet LX Printer, Fax and Copying Machine.
- Owners manual for the above machine.
- Make sure there is enough paper in the paper tray.
- Never put more than a stack of three pages in the machine at one time.

IV. Procedure:

A. Copying:

1. Copy all documents face down, i.e., place the print, face down, and load into the top of the machine.
2. Push the "Start/Copy" key.
3. Enter in the number or copies you want to make.
4. Push the "Start/Copy" key again.
5. For additional information, or for information on replacing the ink cartridge, refer to the owners manual. This manual is filed and located in one of the plastic tubs containing the files for the equipment.

B. Filing:

1. Copies of all the following need to kept on file in the E-van:
 - Daily Rounds Checklists
 - Weekly Checklists
 - Monthly Checklists
 - Incident Reports and blank forms
 - Inventory Forms
 - Resupply Order Forms and blanks

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- Fax Cover Sheet blanks
 - All Faxes sent to the TWPPO, etc.
2. Keep copies of all checklists in files for one year. Periodically throw out checklists more one year old.

V. References:

1. Owners Manual for the HP OfficeJet LX.

VI. Attachments:

None.