

YOUR OFFICE MANUAL

Part 3

What to include...

- ▣ Photocopy procedures
 - Key cards? Access codes?
 - Who replaces toner?
 - Who to call for service?
 - Special instructions?

What to include...

- ▣ Computers & Software
 - Who looks after hardware/software problems?
 - Who is internet provider?
 - Names, phone #

What to include...

More ideas coming in Part 4

End