

### Quick Repairs

To save yourself waiting time, please remember the first rule of computer repair:

**Before you call or email to have someone “come fix it”,**

- 1- shut everything down and
- 2- power each machine back up
  - a- starting with the printer
  - b- then the print server (computer that the printer is connected to)
  - c- then finally, all of the other machines.

**You should be able to do this in the amount of time it takes to send me an email message, and this ‘repairs’ a lot of problems.**