

[Your Company Logo]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

****Memo****

****To:**** All Staff

****From:**** [Your Name]

****Subject:**** Xerox Printer Usage and Guidelines

Dear Team,

This memo serves to remind everyone of the proper usage and guidelines for the Xerox printer located in the [Location].

1. ****User Responsibility:**** Ensure to log your usage in the provided sheet to maintain tracking.
2. ****Print Settings:**** Always check the print settings before sending documents to avoid errors and waste.
3. ****Paper Supply:**** If the paper is running low, please refill the tray or inform [Name/Department].
4. ****Troubleshooting:**** For any issues, refer to the troubleshooting guide posted next to the printer or contact [IT Support/Name].
5. ****Environmentally Friendly Practices:**** Use double-sided printing whenever possible to conserve paper.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]