

COPIER OPERATIONS TIP OF THE MONTH MARCH 2017

HOW TO INTERRUPT A JOB

If you find it necessary to interrupt a job that is running, here are best practices for doing it efficiently.

- On the right side of the monitor is a triangle-shaped button with the word “Interrupt.” Press this button. A screen will pop up a message asking for your access code.
- Enter that number; a job screen will appear.
- Program your job as usual. Note: If the job that is being run is using the staple function, do not program that function into the interrupt job.
- Insert your original document. Press start. The current job will stop and your interrupt job will begin. When it is done, you will hear the end-of-job beeping.
- Press the triangle interrupt key. The original job will pick up where it left off. You do not need to press start again.

This process should be used only when necessary to avoid frequent interruptions of jobs that are running.

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