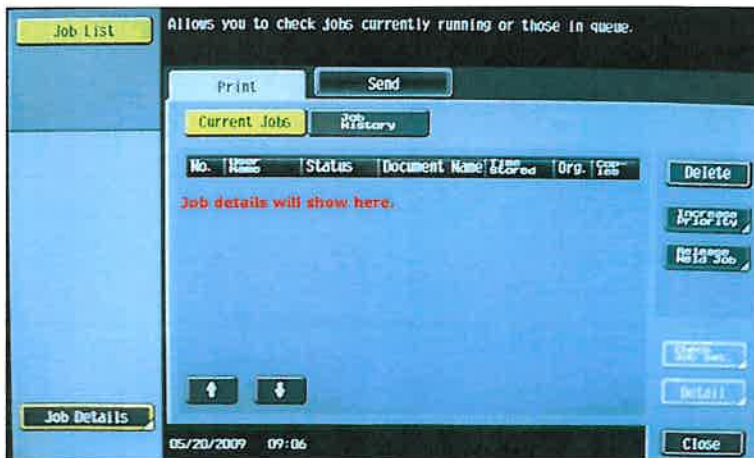


Managing the Joblist

The joblist is crucial in an environment that shares the output device to many users. Press the "Job Details" soft touch button to access the details menu of the job list. The joblist manages current and pending output jobs. Sometimes a job will be held in this list if the copier cannot meet the conditions of the computer or copier output request. Consequentially, jobs requested while a previous job is held will also be held. For instance, the system may be out of paper or may not have the type of paper the end user has requested when they sent their print job. All jobs sent after this job will be held in the list as well. You can always see a mini job list from the main screen of the copier.



If requested jobs are being held because request conditions cannot be met (for any reason) it is important to setup the machine to meet this condition or delete the offending job from the joblist (you will most likely be prompted with this condition prior to accessing the joblist). Also, this machine has the capability to increase priority of jobs in the job list. This can be beneficial if your short run copy job is behind a 300 page computer print job. Remember that jobs committed for printing (top on the list) may or may not have their priority decreased depending on the stage of printing they are in.



After you have made your adjustments, press "Exit" to return to the copier main menu.