

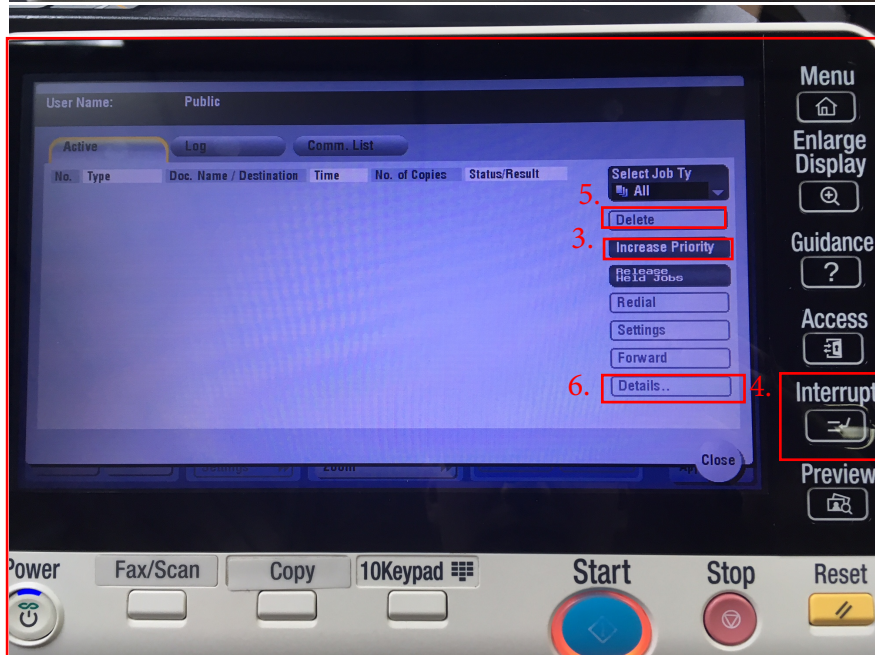
# Managing the Job list

The job list can be very useful in environments where several users print or copy on one multi-function printer. You can get to the job list by touching the "Job list" button in the upper right hand corner (The first picture below).

Inside the job list (The second picture below) you can see active and finished jobs, as well as communications (Fax or Scan). You can also see specific job details if you select a job then touch "Details"(Number 6 below). You can also adjust priority of pending and active jobs and delete jobs by selecting a job then touching "Increase Priority" to increase priority (Number 3 pictured below) or "Delete" (Number 5 below) to delete. You may have to delete a job when the print/copy job is asking for a strange paper size or some other incorrect specification. The following features could prove useful in situations where you have only one copy to make but another 300-page job is being worked on. You could make your copy then increase the priority of your job, alternatively you could use the "Interrupt" button (Number 4 pictured below) which will pause the active job, now make your copy, then touch "Interrupt" again to resume the previous job.



2.



After making adjustments touch "Close" to return to menu.