

COPIER OPERATIONS TIP OF THE MONTH NOVEMBER 2019



HOW TO INTERRUPT A JOB

On the right side of the monitor is a triangle shaped button with the word “interrupt”. Press this button. A screen will come up asking for your access code. After entering that number, a job screen will appear. Program your job as usual (important note: if the job that is currently being run is using the staple function, you may not program that function into the interrupt job!) Insert your original and press start. The current job will stop and your interrupt job will begin. When it is done, you will hear the usual “end of job beeping”. Press the triangle interrupt key and the original job will then continue. You do not need to press start again.

Remember, this should only be used when necessary, as you may find your own job being interrupted all too frequently.

Remember, I am only a phone call away and you can contact me on Outlook

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