If paper runs out during printing, you will see the screen shown below.

Load paper into the tray indicated by the 'Yellow' highlight and your printing will continue.

However, if you cannot find any paper, then it’s important to cancel the job. Shown in ‘Cancel Print Job’ opposite.

NOTE: Failure to load paper to complete your print job, or failure to cancel the job, will result in another user having access to your confidential documents.

To cancel a Print Job:

Press the 'Reset' key on the Control Panel

You will see the screen shown below:

Press the 'Yes' to cancel the job.
If paper runs out during printing, you will see the screen shown below.

Load paper into the tray indicated by the ‘Orange’ highlight and your printing will continue.

However, if you cannot find any paper, then it’s important to cancel the job. Shown in ‘Cancel Print Job’ opposite.

NOTE: Failure to load paper to complete your print job, or failure to cancel the job, will result in another user having access to your confidential documents.

To cancel a Print Job:

Press the ‘Cancel’ on the screen.

You will see the screen shown below:

Press the ‘Close’ on the screen.