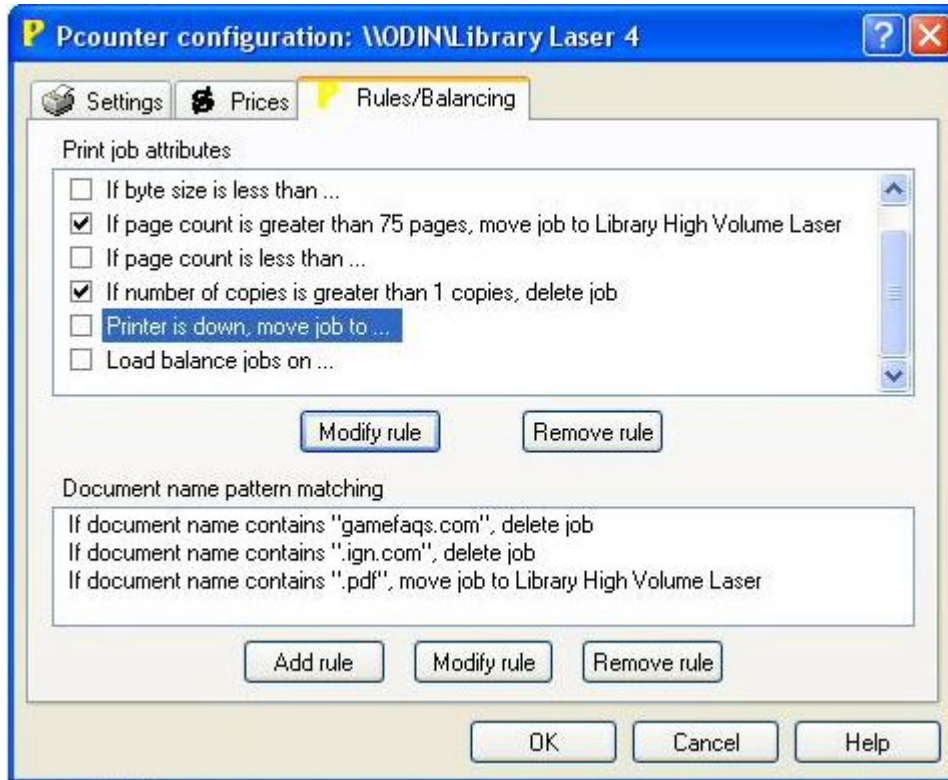


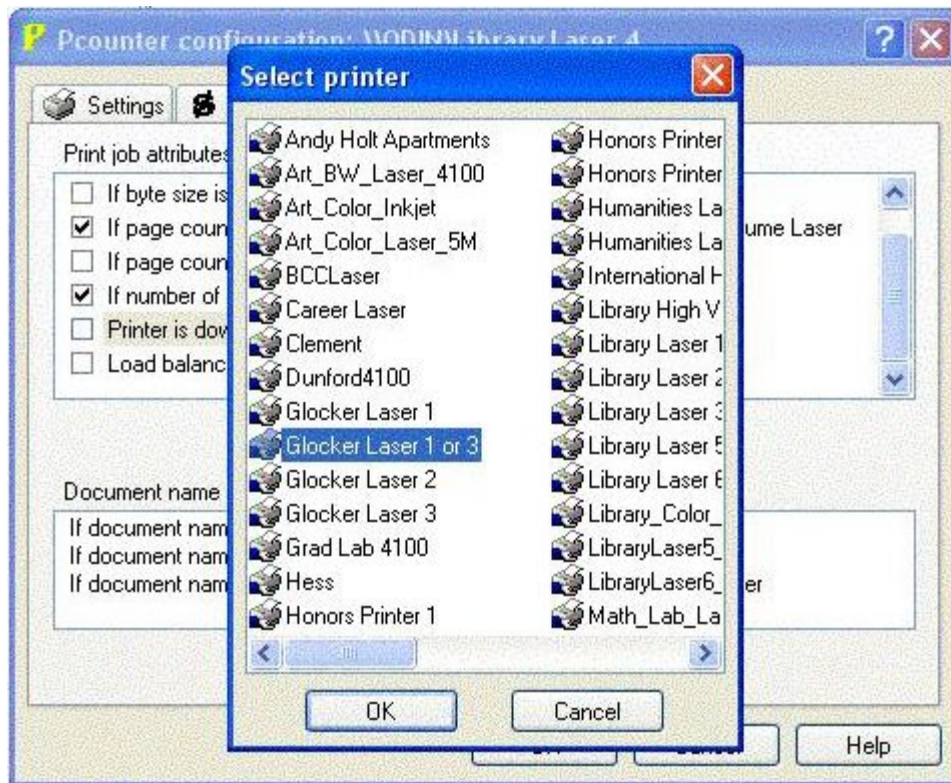
PControl

Redirecting a Printer

1. Click on printer you want to redirect
2. Click the “P” on the menu bar.
3. Click the **Rules/Balancing** tab
4. Click “**Printer is down move jobs to...**”
5. Modify the rule



6. Choose which printer you want to move jobs to and click OK.



Note: if the High Volume printer is down DO NOT redirect the print jobs. Contact a system administrator.

Deleting Print Jobs

1. Click the printer name (on the left)
2. Click name of job (on right)
3. Use the buttons on the right to control the individual jobs
 - a. Delete
 - b. Pause
 - c. Resume
4. Use the buttons on the left to control the printer
 - a. Pause.