# SUSPEND JOB

The suspend job workflow was added to your department's device. Please note: this feature only works with jobs that are sent via the Cardinal Print driver. If your print job is interrupted while you are printing (i.e., out of paper), you can resume printing by following these steps:
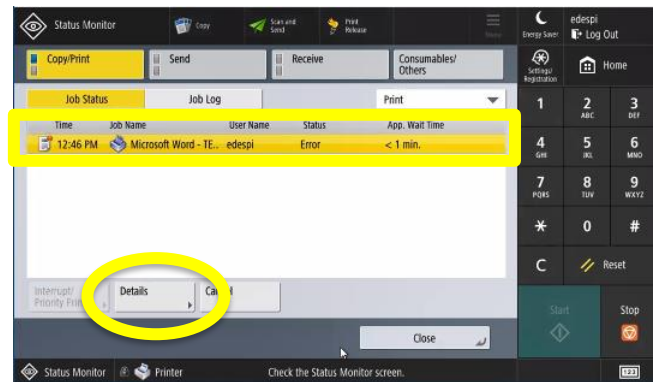
1 The device screen will display Some Jobs are Suspended. To Resume printing:
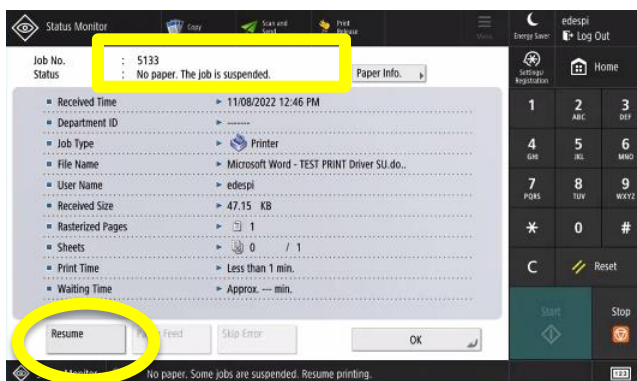Touch **Status Monitor.**
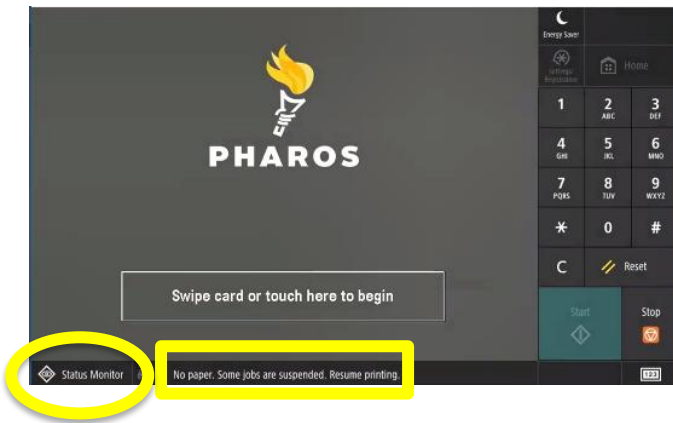
2 Place your **Stanford University ID Card** or **Mobile Key** on the card reader **located A. *To the right of the LCD panel* or B. *The top right of the LCD panel***, OR touch the screen to enter your network credentials.

3 You will see your job suspended. To Resume printing, touch **Details**. *Or* to cancel printing, touch **Cancel**.

Note: Only the Person with the suspended job can log in to resume printing. If a different user selects Status Monitor, they will not have the option to select details or cancel the suspended job.

4 The device will indicate why the job is suspended. *I.e. No paper.*
Complete the task needed to resume the job. *I.e. Place paper in the tray.*
Touch **Resume**.