RESUME SUSPENDED PRINT JOB

If your print job is interrupted while you are printing (i.e., out of paper), you can resume printing by following these steps:

(Please note: this feature only works with print jobs that are sent via the Cardinal Print driver, and not with jobs uploaded to the Cardinal Print Center.)

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.

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.

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.