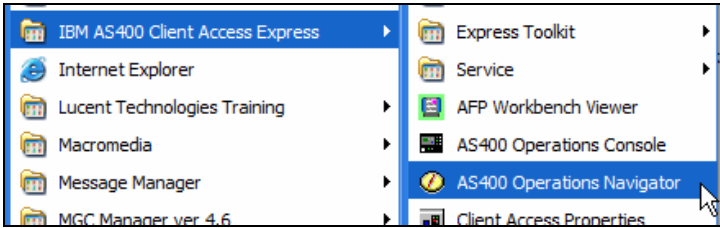


Operations Navigator - Tasks

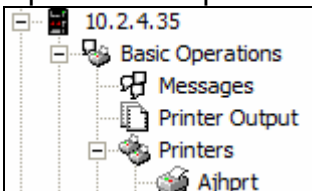
Open IBM Operations Navigator



Log on using your AS/400 User ID and Password.

Printers and Print Jobs:

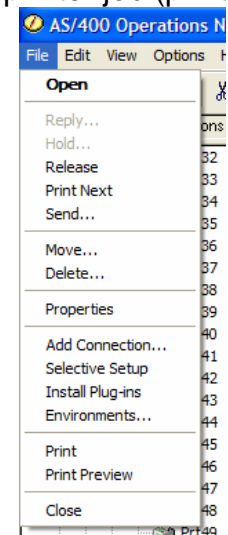
Open Basic Operations and then Printers.



Select a printer to see the print jobs in the right-hand window.

	Output name	User-specified data	User	Status	Printer	Pages per copy	Copies left	Time created	Date created
Prt32									
Prt33	Ps035a01	PS035A	ALDBTERR	Held	PRT33	8	1	12:29:23	12/02/05
Prt34	Prt152	RL033D	ALAALYNN	Printed and kept	PRT33	8	1	19:45:15	05/02/06
Prt35	Ps035a01	PS035A	ALDBTERR	Held	PRT33	9	1	11:36:47	12/02/05
Prt36	Prt152	RL033D	ALAALYNN	Printed and kept	PRT33	10	1	19:45:17	04/28/06
Prt37	Prt152	RL033A	ALAALYNN	Printed and kept	PRT33	10	1	19:45:15	05/05/06

From the File menu in Operations Navigator, there are several options which apply to the selected printer job (print output).



- Open** Open the selected print job. Once open you can print or view it.
- Reply** Reply to Messages.
- Hold** Put the print job on Hold.
- Release** Release job to begin printing.
- Send** Send it to a different printer
- Move** Move it to a different printer or output queue.
- Delete** Delete the print job.

Note: Print and Print Preview menu items are for printing a list of print jobs. To print or view a specific job, you must first open it.

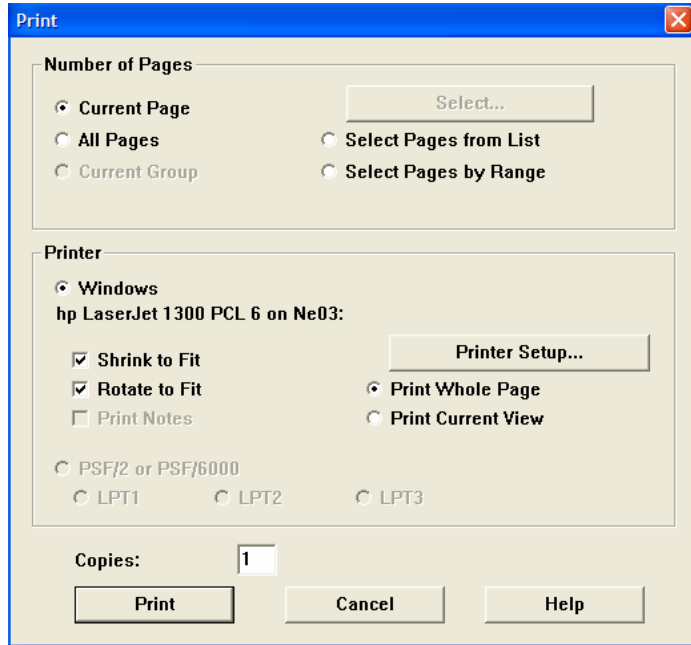
Printing a specific job:

Open the print job in document Viewer to see the document by doing one of the following:

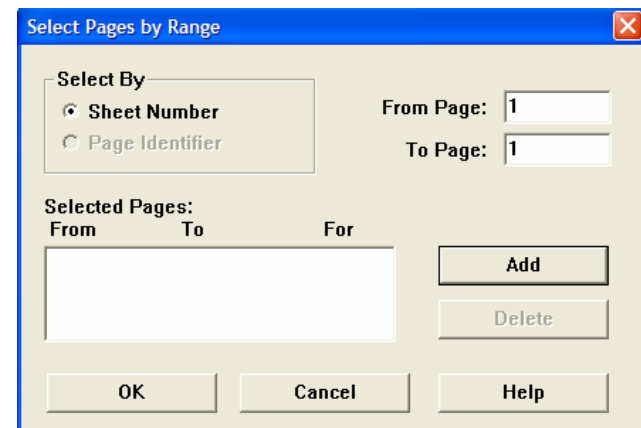
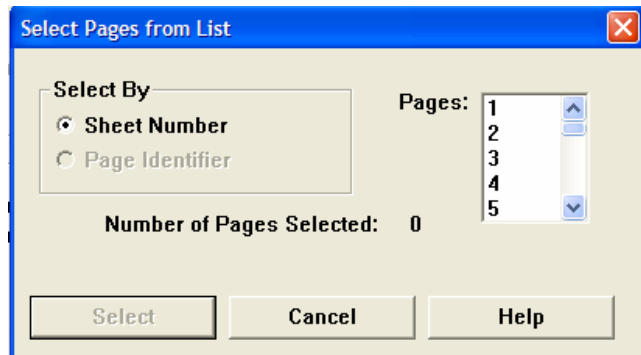
Double click the print job.

Use the file menu to “Open” the selected print job.

From the file menu in the Viewer select Print to open the print options window.



To print specific pages mark **Select Pages from a List** or **Select Pages by Range** then click the Select Button.



Sending the print job to a different printer:

From the File menu select Send.

In the “Send to” box, enter the name of the printer and the system name. The System name should be “ALR400” not the IP address.

Click Add then OK.

