NR_key_name:	3D4E58BADD9ADC0E852562F400572E08
SendTo:	CN=David Marwell/O=ARRB @ ARRB
CopyTo:	CN=Chet Rhodes/O=ARRB @ ARRB
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:	
DisplayDate:	03/21/1996
DisplayDate_Time:	11:19:17 AM
ComposedDate:	03/21/1996
ComposedDate_Time:	10:52:14 AM
Subject:	printers
Body:	this is for you to edit and send to the ALL staff list. thanks.Over the next two weeks Chet and Val will be working on assigning the printers in the office for different print functions. It is our intention that these new procedures will make the office operate more efficiently with fewer printing frustrations.The printer located by Eileen and Jerrie will be designated as the "communications printer". One paper tray will contain letterhead and the other will contain second page bond paper. This printer also has an envelope feeder. All documents to be printed on letterhead and all envelopes will be directed to this printer.The large printer located in the back by Noelle will be designated as the "review track" printer. This printer will have one plain paper tray and one tray for green paper. All review track print jobs will be directed to this printer.Chet and Val will be going around to each of your computers and making the necessary changes so that these new procedures will work efficiently. Thanks in advance for your cooperation.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	