

NR_key_name: C4CB4EF6EE725CDB8525623C0058292E
SendTo: CN=Tracy Shycoff/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:
DisplayDate: 09/19/1995
DisplayDate_Time: 12:03:53 PM
ComposedDate: 09/19/1995
ComposedDate_Time: 12:02:57 PM
Subject: Re: printing etiquette
Look out Judith Martin (Miss Manners)--you have strong competition coming up from the Associate Director for Administration and Etiquette.
To: ALLcc: From: Tracy Shycoff/ARRB
Date: 09/19/95 12:01:06
Subject: Printing etiquette
A few printing pointers and requests:
1. When a document has been sent to the printer for letterhead, the message window at the printer will read "manual feed letter". If you see this message and cannot wait for the person who sent the document to feed the letterhead, please feed the letterhead for them. It would be greatly appreciated if you DID NOT send the document through on regular paper (thus requiring the person to resend the document).
2. When an envelope has been sent to the printer, the message window will read "MF Com 10". This means that a standard letter size envelope needs to be fed through the printer. Again, if you cannot wait for the person who sent the envelope, feed one through for them. Do Not send regular paper through.
3. Do Not put an envelope in the printer and then go back to your desk to push the print command. Send the envelope info to print first, then go to the printer and when the message appears in the window feed your envelope through.
4. Anytime you send any manual feed documents to the printer you should go to the printer and feed the correct paper through. If you can't get there immediately, please do so as quickly as possible so that others don't have to do it for you.
Thanks for your attention and cooperation. If anyone has any questions about this or about how to feed the paper/envelopes, please feel free to ask.
Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: