

Interrupting and restarting a job that's currently printing

Use this procedure if you want to stop printing a job and start printing it again or if you want to stop printing a job, move it to a different printer, and start printing again. If you are printing an AFP print job, you can also use this procedure to stop printing a job and start it again from any page in the job, not just from the beginning.

This procedure does NOT stop the printer; it only stops the job you select.

Once the job is stopped, the next job in the queue will start to print. If you need to stop the printer, (for example, to replace toner) use the **Stopping a printer to perform scheduled maintenance** procedure.

Note: Refer to the online help in the Infoprint Manager GUI if you need instructions on completing any of these steps.

Stopping the job

1. Open the Infoprint Manager Operations GUI or the Infoprint Manager Administration GUI.
2. In the GUI, find the job that you want to interrupt and select it.
3. Click **Job** -> **Delete and Retain**.

Note: If the **Delete and Retain** item doesn't appear in the **Job** menu, use **Add/Remove Menu Items** to add it.

4. In the **Set Retain Time** dialog, type 1 in the **Days** field.

Important:

- a. The job will now stay in the **Retained** state for twenty-four hours and then will be deleted. If you don't think you'll be able to print the job within twenty-four hours, use a greater number of days.
 - b. If the job was submitted with a retain time already set, you will not see the **Set Retain Time** dialog. Infoprint Manager will retain the job using the existing retain time.
5. Click **OK**.

The job will stop printing and will be listed in the **Retained Jobs** list in the main Infoprint Manager GUI window.

Restarting the job

Use this procedure if you want to do one of the following:

- Print the entire job on the same printer it was printing on before.
- Print the entire job on a different printer.
- Print part of the job (such as page one to page fifty, or page twelve to the end).

Important:

- You can only print part of the job if the job is transformed into AFP before it gets printed. You cannot print part of an ASCII, KGL, metacode, or LCDS job; you have to print the whole job.

- You can only print part of the job if the job has only one printable document. If it has more than one printable document, you either have to print the whole job or use spacing to skip a section of the job. Refer to the **Moving backward or forward in a print job that's already printing** topic for instructions on spacing.





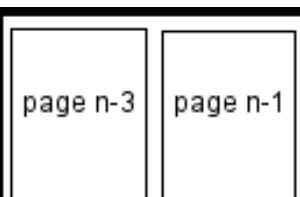
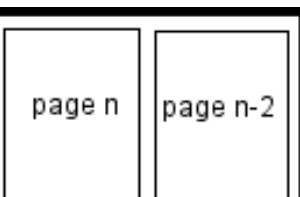
To restart the print job:

1. If you want to print the entire job, skip to **Before you Continue** between steps 7 and 8 below.
2. If you only want to print part of the job, figure out what page you want to start printing from.

Important: If you don't want to start printing from the first page of the job, be careful when you choose which page to start with. Duplex and n-up jobs can be confusing because you have to start printing with the **first** page on the **front** side of the sheet of paper. If you don't choose the correct start page, the job will print, but the sequence will probably be wrong.

For example, if you are printing a 2-up duplex job, each sheet of paper actually has four pages printed on it, like this:

Table 1. 2-up duplex print job: front and back views

	Front of paper	Back of paper
Sheet one		
Sheet two		
Last sheet		

Since you have to start printing this job at the first page on the front side, you can choose page one or page five (or any other page that would fall in that position). If you choose a different page, the sequence of pages will be wrong, and the job won't print correctly.

3. Figure out what page you want to stop printing on (if you don't want to print all the way to the end of the job).
You don't have to be as precise on the last page to print; the last page can be in any location on the sheet of paper.
4. Select the job in the **Retained Jobs** list in the main Infoprint Manager GUI window.
5. With the job selected, click **Job -> Change Page Range to Process**.
If you don't see the **Change Page Range to Process** item in the **Job** menu, use **Add/Remove Menu Items** to add it.
6. In the **Change Page Range to Process** dialog, select **Range of Pages** and type the start page and end page you figured out above.
7. Click **OK**.

Before you continue:

You should only move a job to an Infoprint printer that uses the same destination support system (DSS) as the one the job was originally submitted to. If you move the job to a printer that uses a different DSS and the new printer doesn't support all of the attributes of the job, the job will fail to print. To check which DSS your Infoprint printer uses, do the following.

- a. Select the printer in the tree view of the Main window of the Infoprint Manager GUI.
- b. See if the **Type** column appears in the details view. The **Type** column displays the DSS that the Infoprint printer uses.
- c. If you don't see the **Type** column, use **Add/Remove menu items** to add it.

Continue with step 8.

8. Select the job again and click **Job -> Move job**.
9. In the **Move Jobs** dialog, select the printer that you want to print the job on. You can choose the same printer it was printing on before or a different one.

If the job is accepted, it will go back into the queue and wait to be printed. Depending on how many jobs are ahead of it in the queue, it may take a while for the job to print. If you want the job to print right away, you can either move it to the top of the queue (so it prints next) or you can change its priority (so it prints sooner, but not necessarily next).

10. To move the job to the top of the queue, select the job in the Infoprint Manager GUI and use the **Make Job First** task. To change the priority of the job, use the **Change Priority** task.

Note: If the task you want to use doesn't appear in the menu, use **Add/Remove menu items** to add it.