

## Checking Job Status

Check the status of jobs being processed or waiting to be printed.

### Available Status Screens

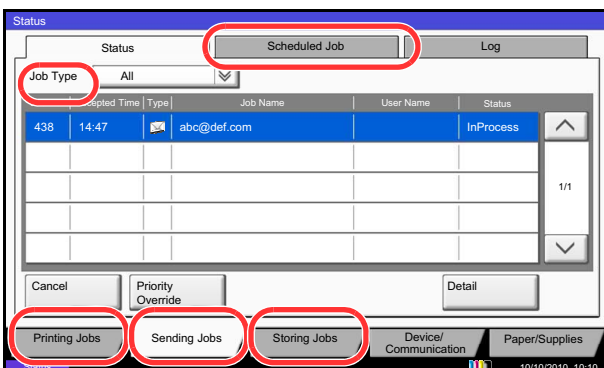
The processing and waiting status of jobs are displayed as a list on the touch panel in three different screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job status are available.

Screen	Job status to be displayed
Printing Jobs	<ul style="list-style-type: none"> <li>• Copy</li> <li>• Printer</li> <li>• FAX reception</li> <li>• i-FAX reception</li> <li>• E-mail reception</li> <li>• Printing from Document Box</li> <li>• Printing data from removable memory</li> <li>• Application</li> <li>• Job Report /List</li> </ul>
Sending Jobs	<ul style="list-style-type: none"> <li>• FAX transmission</li> <li>• i-FAX transmission</li> <li>• E-mail</li> <li>• Folder</li> <li>• Application</li> <li>• Multiple destination</li> <li>• Sending Job FAX using Delayed transmission</li> </ul>
Storing Jobs	<ul style="list-style-type: none"> <li>• Scan</li> <li>• FAX</li> <li>• i-FAX</li> <li>• Printer</li> <li>• Join Box Document</li> <li>• Copy Box Document</li> </ul>

### Displaying Status Screens

Use the procedure below to display the Status screen.

- 1 Press the **Status/Job Cancel** key.
- 2 The Status screen appears. Press either [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the status.



To check the scheduled transmission job, press [Sending Jobs] and then [Scheduled Job].

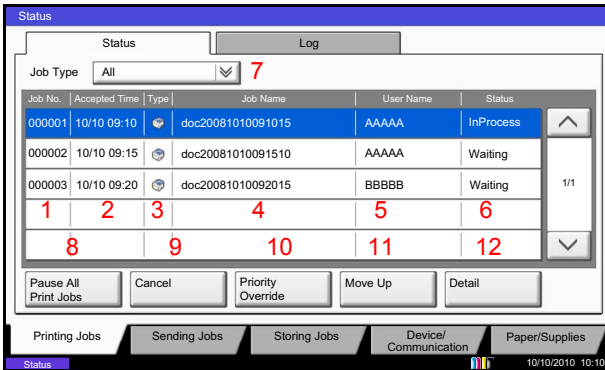
For an explanation of the screen, refer to *Details of the Status Screens* on page 8-3.

## Details of the Status Screens










The items and keys displayed on the status screens are as follows.

For information on how to display the Status screen, see *Displaying Status Screens on page 8-2*.

### Printing Jobs



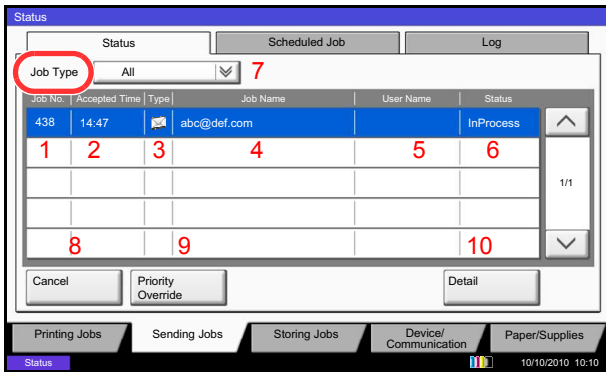
The table below lists the items displayed in the Printing Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■ Copy job  ■ Printer job  ■ Job from Document Box  ■ FAX reception  ■ i-FAX reception  ■ E-mail reception  ■ Data from Removable Memory  ■ Application job  ■ Report / List 
4	Job Name	Job Name or file name
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting to print. Printing: Printing Waiting: Print Waiting Pause: Pausing print job or error Canceling: Canceling the job








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No.	Item / Key	Detail
7	[⌵] of Job Type	Sorts by specific type of job
8	[Pause All Print Jobs]	Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed.
9	[Cancel]	Select the job to be canceled from the list, and press this key.
10	[Priority Override]	Select the job to be overridden, and press this key. (Refer to <i>Priority Override for Waiting Jobs on page 8-12</i> )
11	[Move Up]	In the list, select the job that you want to move up the job queue and press this key. (Refer to <i>Reordering Print Jobs on page 8-12</i> )
12	[Detail]	Select the job for displaying detailed information from the list, and press this key. (Refer to <i>Checking the Detailed Information of Histories on page 8-10</i> )

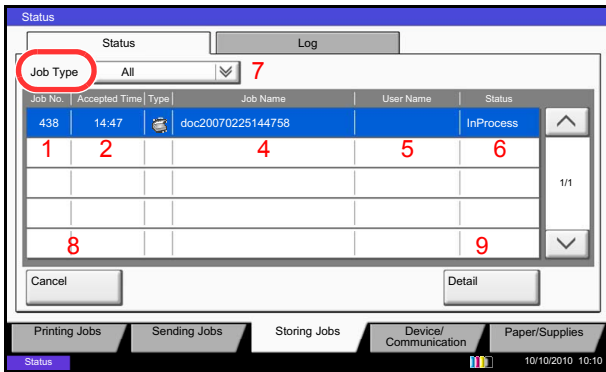
## Sending Jobs









The table below lists the items displayed in the Sending Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type <ul style="list-style-type: none"> <li>■ Sending Job FAX </li> <li>■ Sending Job i-FAX </li> <li>■ Sending Job E-mail </li> <li>■ Sending Job Folder </li> <li>■ Sending Job Application </li> <li>■ Sending Job Multiple </li> </ul>
4	Destination	Destination (Either destination name, FAX number, E-mail address, or server name)
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting sending such as during scanning originals Sending: Sending Waiting: Sending Waiting Canceling: Canceling the job Pause: Pausing the job
7	[  ] of Job Type	Only selected type of jobs is displayed.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Priority Override]	Select the job to be overridden, and press this key. * Only displayed when the optional fax kit is installed.
10	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to <i>Checking the Detailed Information of Histories on page 8-10</i> )

## Storing Jobs



The table below lists the items displayed in the Storing Jobs Status screen.

No.	Display / Key	Details
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type <ul style="list-style-type: none"> <li>■ Storing Job Scan </li> <li>■ Storing Job Printer </li> <li>■ Storing Job FAX </li> <li>■ Storing Job i-FAX </li> <li>■ Join Box Document </li> <li>■ Copy Box Document </li> </ul>
4	Job Name	Job name or file name is displayed.
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting to save such as during scanning originals Storing: Storing Data Canceling: Canceling the job Pause: Pausing the job
7	[∨] of Job Type	Only selected type of jobs is displayed.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to <i>Checking the Detailed Information of Histories</i> on page 8-10)

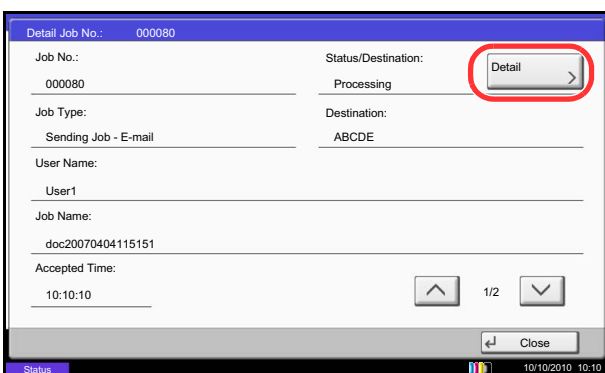
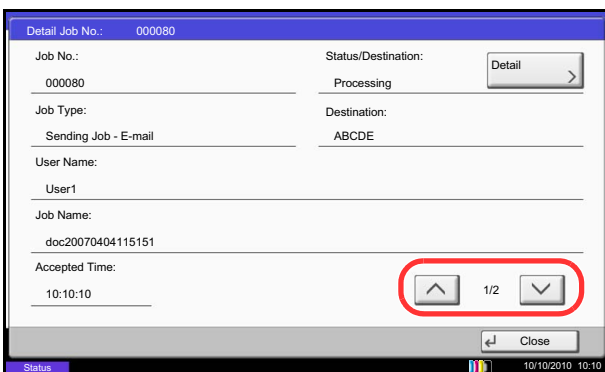
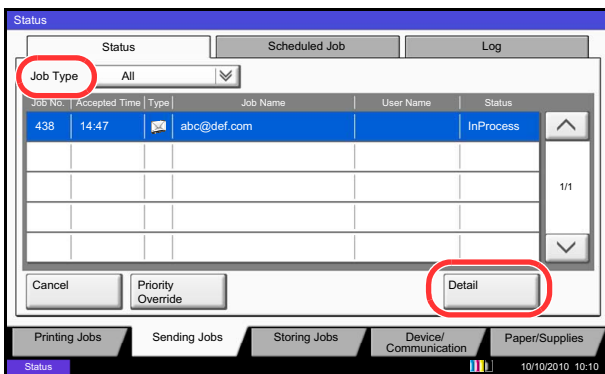
## Checking the Detailed Information of Jobs

Check the detailed information of each job.

Use the procedure below to check a job's information.

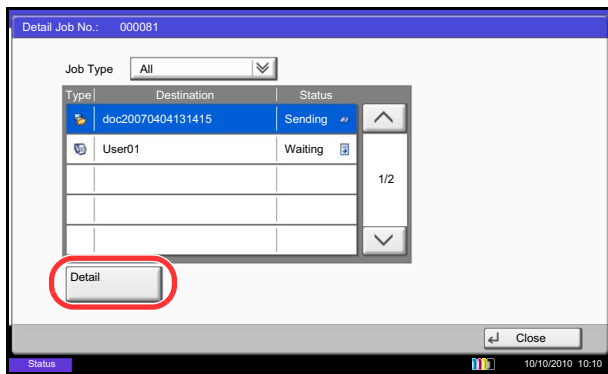
- 1 Press the **Status/Job Cancel** key.
- 2 Press [Printing Jobs], [Sending Jobs], or [Storing Jobs].  
  
To check the scheduled transmission, press [Sending Jobs] and then [Scheduled Job].
- 3 Select the job whose details you wish to check from the list, and press [Detail].

Detailed information of the selected job is displayed.



Use [v] or [^] to see the next or previous page of information.

In Sending Jobs, you can check the destination by pressing [Detail] in *Status/Destination*.



*Status/Destination* is displayed when address is selected. Press [Detail] to display the list. Press [▽] or [△], select a destination and press [Detail]. Information on the selected job is displayed for checking.

- 4 To exit from the detailed information, press [Close].