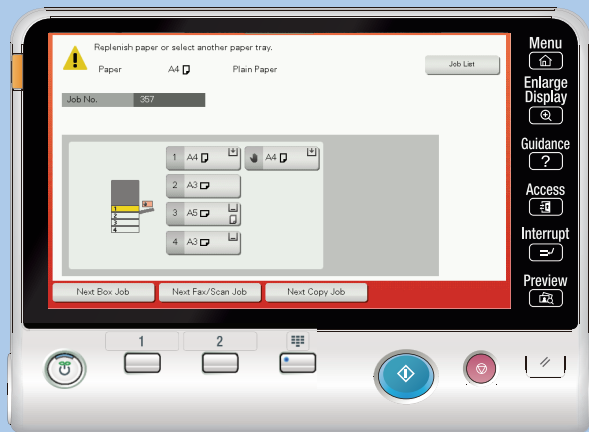## ✎ Out of Paper

If paper runs out during printing, you will see the screen shown below.

Load paper into the tray indicated by the 'Yellow' highlight and your printing will continue.
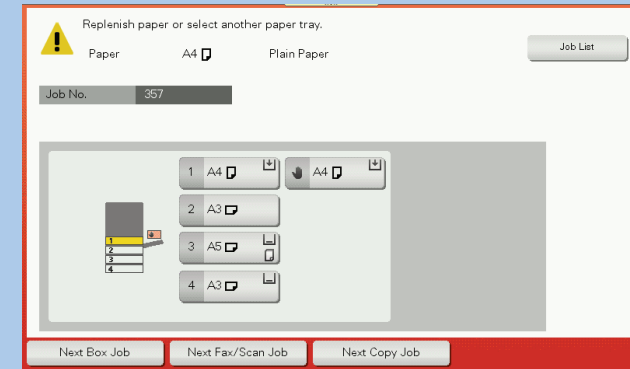
However; if you cannot find any paper, then it's important to cancel the job. *Shown in 'Cancel Print Job' opposite.*

NOTE: Failure to load paper to complete your print job, or failure to cancel the job, will result in another user having access to your confidential documents.
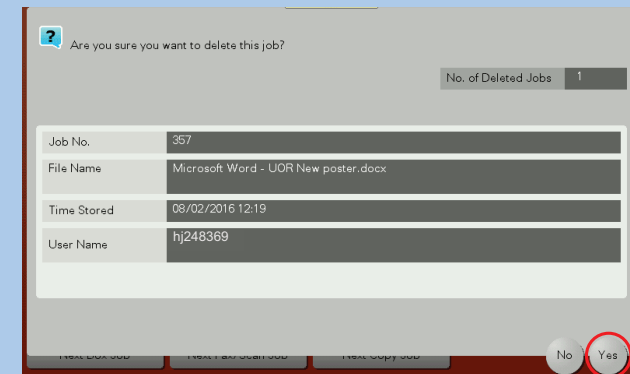
✎ Cancel Print Job

To cancel a Print Job:

Press the '**Reset**' key   on the Control Panel

You will see the screen shown below:

Press the '**Yes**' to cancel the job.

Home Screen

If paper runs out during printing, you will see the screen shown below.

Paper Empty

Replenish paper or select another paper tray.
Paper : A4   Plain Paper

Menu
Guidance
Access
Interrupt

1/2

Cancel

Print

Close

Load paper into the tray indicated by the 'Orange' highlight and your printing will continue.
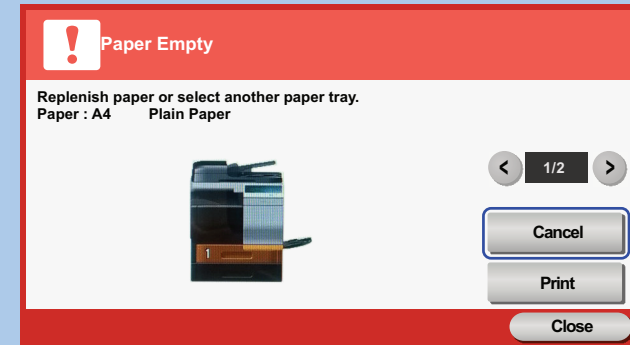
However; if you cannot find any paper, then it's important to cancel the job. *Shown in 'Cancel Print Job' opposite.*

NOTE: Failure to load paper to complete your print job, or failure to cancel the job, will result in another user having access to your confidential documents.
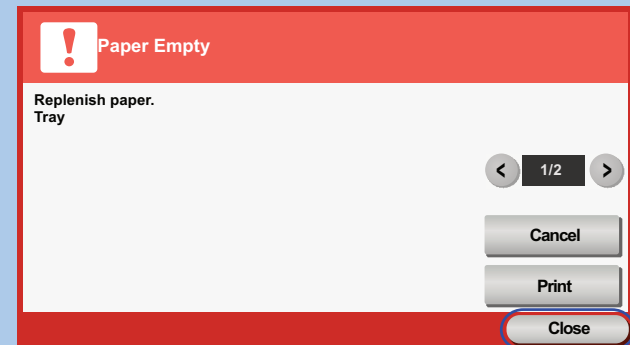
Cancel Print Job

To cancel a Print Job:

Paper Empty

Replenish paper or select another paper tray.
Paper : A4   Plain Paper

1/2

Cancel

Print

Close

Press the '**Cancel**' on the screen

You will see the screen shown below:

Paper Empty

Replenish paper.
Tray

1/2

Cancel

Print

Close

Press the '**Close**' on the screen.