

**NR\_key\_name:** 3D4E58BADD9ADC0E852562F400572E08  
**SendTo:** All  
**CopyTo:** CN=Chet Rhodes/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:**  
**From:** CN=David Marwell/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 03/27/1996  
**DisplayDate\_Time:** 12:09:31 PM  
**ComposedDate:** 03/21/1996  
**ComposedDate\_Time:** 10:52:14 AM  
**Subject:** printers

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 hope that these new procedures will make the office operate more efficiently. The printer located by Eileen and Jerrie will be designated as the "correspondence 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. The printer in the "main hallway" will be used for all other printing jobs. Chet and Val will be going around to each of your computers to make the necessary changes. Thanks in advance for your cooperation.

**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**