
OverNet Computer Services

Mechanic helpdesk query

How to email an invoice – old method

Press **Shift-F8** to open the print manager, then press **P** to pause the printer and **Shift-8** to turn on the capturing of this print job (It will put a little * in the bottom RHS corner) and then press **ESC** to exit the print manager. Alternatively, set Control Panel option 9020 to “Y” to turn this on permanently.

Print the invoice or report in the normal manner.

After the print job has been completed, press **Alt-TAB** to jump out of Mechanic, back into Windows. To check the invoice before its sent, start Word and open the file called C:\MECH\EMAIL.RTF. You can now email the file called C:\MECH\EMAIL.RTF.

After the print job has been emailed, press **Alt-TAB** to jump back into Mechanic (or click on Mechanic in the task-bar). Press **Shift-F8** to open the print manager, then press **K** to kill any outstanding print jobs, press **C** to continue the printer, press **Shift-8** to turn off the printer capturing, and then press **ESC** to exit the print manager.

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