# *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.