

Paging Slips

- Log into Sierra
- Drop down the options on the **Function** menu (top right)
- Select **Notices**
 - Click on Job Name 1 “**HP Item Paging Lists**”
 - Click **Prepare** (top right)
 - Select **E-mail Printer**. Click **Print**.
 - Email address hplpagingslips@gmail.com should appear in box. Click **Print**.
 - If items are found, click **Send Notices**.
 - Click **Send Now**.
 - Click **Close**

 - Click on Job Name 3 “**HP Title Paging List**”
 - Click **Prepare** (top right)
 - Select **E-mail Printer**. Click **Print**.
 - Email address hplpagingslips@gmail.com should appear in box. Click **Print**.
 - If items are found, click **Send Notices**.
 - Click **Send Now**.
 - Click **Close**.

 - Click on Job Name 7 “**HP INN REACH Paging Slips**”
 - Click **Prepare** (top right)
 - Select **Local Printer**. Click **Print**.
 - Printer named **hplde\ HP Laser Jet 500** should appear in box. Click **Print**.
 - If items are found, click **Send Notices**.
 - Click **Send Now**.
 - Click **Close**.
- Visit www.gmail.com on any Internet browser.
- Log in in with email **hplpagingslips@gmail.com** and **password**.
- Look in **Inbox** for most recent emails (Item Paging Lists and/or Title Paging List).
- Open email
- **Highlight** (press Ctrl + A) and **copy** the text of the email(s) (press Ctrl + C).
- Open **Google Apps** (looks like a grid of squares in the upper right corner)
- Click on **Drive**
- Click the blue **New** button (upper left)
- Click on **Google Docs**
- Paste contents of email(s) (press Ctrl + V)
- Name the Google Doc with the date and time of the paging slips (i.e. 12/11/17 9am)
- Click on the H in the red circle (upper right corner) and click Sign out. Close all windows.
- Give page(s) the iPad and any INN REACH requests.

