6 BATCH PRINTING

The batch-printing feature is available to both the staff and public from within the FCC. Users gain access via the Commission's Intranet web site. Public users are welcome to visit the Reference Information Center (RIC) located in Room CY-A257 at the Commission's Headquarters. It is open to the public Monday through Thursday from 8:00 a.m. to 4:30 p.m. and from 8:00 a.m. to 11:30 a.m. on Friday. The RIC has public computer workstations available for use.

✍ In addition to the Batch Printing, you may print a document directly to your local or network printer. Click on File and choose the Print option. You may print an entire comment document by choosing **All** Pages or any part of the comment by choosing the **Current Page(s)**. Once you have made your selection, click **OK** to print.

The public may access ECFS by using the Novell-delivered Applications for PUB1.public.FCC located on the PCs. Click the ECFS icon and the FCC ECFS Main Menu will display. FCC staff may access ECFS directly from the FCC Intranet Home Page by clicking on Information Center and selecting Databases then ECFS.

✍ Public users direct their print job(s) to the Commission's Copy Contractor, located in room CY-B402. Make sure to provide them with the job ID number to ensure receipt of the correct documents.

✍ FCC staff must retrieve their print job(s) from the designated printer. We suggest that staff ensure that the paper supply in the printers is sufficient to complete the print request. For problems with ECFS printers, contact the Help Desk at (202) 418-0193.

6.1 PRINTING A DOCUMENT

1. Click on the **Print a Document** link found on the frame or the web page. The system will navigate to the **Document Report Print Request Form**.

✍ To complete the form you must select a year, proceeding type, and the actual documents you wish to have printed. The RM link indicates Rulemaking numbers. The PR link indicates newly filed Petitions for Rulemaking.

✍ If printing most of the documents in a proceeding, you may click on "Print a Docket/RM." There you can <u>deselect</u> the documents you <u>do not</u> wish to print and only print those that you want.

2. Click on the desired year or the proceeding type.

3. Choose a proceeding for the available list.

4. Select a document by clicking on the box. If you plan to select several documents to print, you can distribute your print jobs to more than one printer for a faster result.

5. Click on the ▼ (arrow) and select a printer. Public users have a choice of two printers located in Room CY-B402 (Copy Contractor). Staff users have a choice of several printers conveniently located throughout the Commission.

6. Click on the "Enter These Print Requests" button.

7. Click on the **Print** link to commit the print request. The system will navigate to a page with your print job ID number. Please note the number for reference.

-OR-

8. Click on the **Modify** link to change your selection. When completed, click on the "Modify These Print Requests" button. Continue with step 7 to complete the request.

-OR-

9. Click on the **Cancel** link to delete the print job.

6.2 PRINTING A DOCKET OR RULEMAKING

1. Click on the **Print a Docket/RM** link found on the frame or the web page. The system will navigate to the **Document Report Print Request Form**.

✍ To complete the form you must select a year, proceeding type, and the actual documents you wish to have printed. The RM link indicates Rulemaking numbers. The PR link indicates newly filed Petitions for Rulemaking.

✍ If printing a few documents in a proceeding, you may click on "Print a Document." There you can select the documents you wish to print.

2. Click on the desired year or the proceeding type.

3. Choose a proceeding for the available list.

4. Select a document by clicking on the box. If you plant to select several documents to print, you can distribute your print jobs to more than one printer for a faster result.

5. Click on the ▼ (arrow) and select a printer. Public users have a choice of two printers located in Room CY-B402 (Copy Contractor). Staff users have a choice of several printers conveniently located throughout the Commission.

6. Click on the "Enter These Print Requests" button.

7. Click on the **Print** link to commit the print request. The system will navigate to a page with your print job ID number. Either make note of the number or print the page, if applicable, for reference.

-OR-

8. Click on the **Modify** link to change your selection. When completed, click on the "Modify These Print Requests" button. Continue with step 7 to complete the request.

-OR-

9. Click on the **Cancel** link to delete the print job.

6.3 PRINTING A PROCEEDING HISTORY

1. Click on the **Print a Proceeding History** link found on the frame or the web page. The system will navigate to the **Document Report Print Request Form**.

✎ To complete the form you must select a year and proceeding type you wish to have printed. The RM link indicates Rulemaking numbers. The PR link indicates newly filed Petitions for Rulemaking.

2.   Click on the desired year or the proceeding type.

3.   Choose a proceeding for the available list.

4.   Click on the ▼ (arrow) and select a printer. Public users have a choice of two printers located in Room CY-B402 (Copy Contractor). Staff users have a choice of several printers conveniently located throughout the Commission.

5.   Click on the "Enter These Print Requests" button.

6.   Click on the **Print** link to commit the print request. The system will navigate to a page with your print job ID number. Either make note of the number or print the page, if applicable, for reference.

-OR-

7.   Click on the **Cancel** link to delete the print job.