



TIPS ON WORKING WITH **InSyst**

DATA INPUT MOVEMENT	
KEY	FUNCTION
Gold-A	Authorization & Continuous Paging
Gold-C	Move to Client Field
Gold-P	Move to Provider Field
Gold-H	Home Position in Current Screen
Gold-S (or Shift/F6)	Save Client ID Information
Gold-R (or Control/R)	Restart (Reload) Screen
Gold-L (or Shift/F8)	Terminal Lock
Gold-M (or Shift/F11)	Page Forward 1 Page
Gold-D (or Shift/F12)	Page Forward 2 Pages
Gold-B (or Shift/F13)	Page Backward 1 Page
Gold-U (or Shift/F14)	Page Backward 2 Pages
Gold-I	Insert Mode
Gold-E (or Shift/F20)	Exit
Gold-F/F6	Prints Face Sheet
Control/W	Repaint/Refresh Screen
Control/H (or Shift/F18)	Moves Cursor Back 1 Field
Control/J (or Shift/F19)	Clears Current Field
Control/Q	Resume
Tab (or Shift/F17)	Moves Cursor to Next Field
Backspace	Deletes Input in Current Field
GOLD KEY = PF1 KEY	
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TO PRINT REPORTS IN PRINT QUEUE:

From the **InSyst** MAIN MENU:

1. Type **UT**(ilities) **PR**(inter) **ST**(art) <Return>
2. Verify that the printer is on & paper is lined up.
3. Type _____ (Your print queue name) <Return>
4. Type **C**(ontinue) <Return>. Printer will start.

When printing is completed:

1. Press <Return>. Type **STOP** <Return>

Note: If the printer's red fault light is on, press its Ready button.