

How to HOLD a print job from printing to a printer until you arrive at the printer.

When you are ready to print (and you have installed the printer)...

- Click on FILE
 - Click on PRINT
 - Click on the PROPERTIES box (top right box in printer pop up)
 - In the next screen under JOB TYPE use the drop down arrow...select HOLD PRINT to tell the copier to store your document.
 - Next to the HOLD PRINT box, click on the DETAILS box.
 - Type your first name in the USER ID box (nothing needs to go into the FILE NAME box).
 - Click OK to close this screen
 - Click OK again
 - Click OK once more
-
- When you get to the printer, push the PRINTER button on the left side of the copier.
 - Select PRINT JOBS (1ST box across the bottom).
 - Touch your name
 - Then touch PRINT to print the job you sent.
 - When it asks ARE YOU SURE YOU WANT TO PRINT THE FOLLOWING? choose YES.