How to set up a hold print for your copier

Go to your Control panel

Go to Printers/Devices – CLICK TO OPEN


Control Panel ▸ All Control Panel Items

Adjust your computer's settings

Action Center	Add features to Windows 8.1	Administrative Tools	AutoPlay	Color Manage
Credential Manager	Date and Time	Default Programs	Device Manager	Devices and Printers
Display	Ease of Access Center	Family Safety	File History	Flash Player (32-bit)
Folder Options	Fonts	HomeGroup	Indexing Options	Intel® Rapid Storage Technology
Internet Options	Java	Keyboard	Language	Location Settings
Mail	Mouse	Network and Sharing Center	Notification Area Icons	NVIDIA Control Panel
Personalization	Phone and Modem	Power Options	Programs and Features	QuickTime (32-bit)
Realtek HD Audio Manager	Recovery	Region	RemoteApp and Desktop Connections	Sound
Speech Recognition	Storage Spaces	Sync Center	System	Taskbar and Navigation
Troubleshooting	User Accounts	Waves MAXXAudio	Windows Defender	Windows Firewall
Windows Update	Work Folders			

Right click on Copier (KYOCERA)
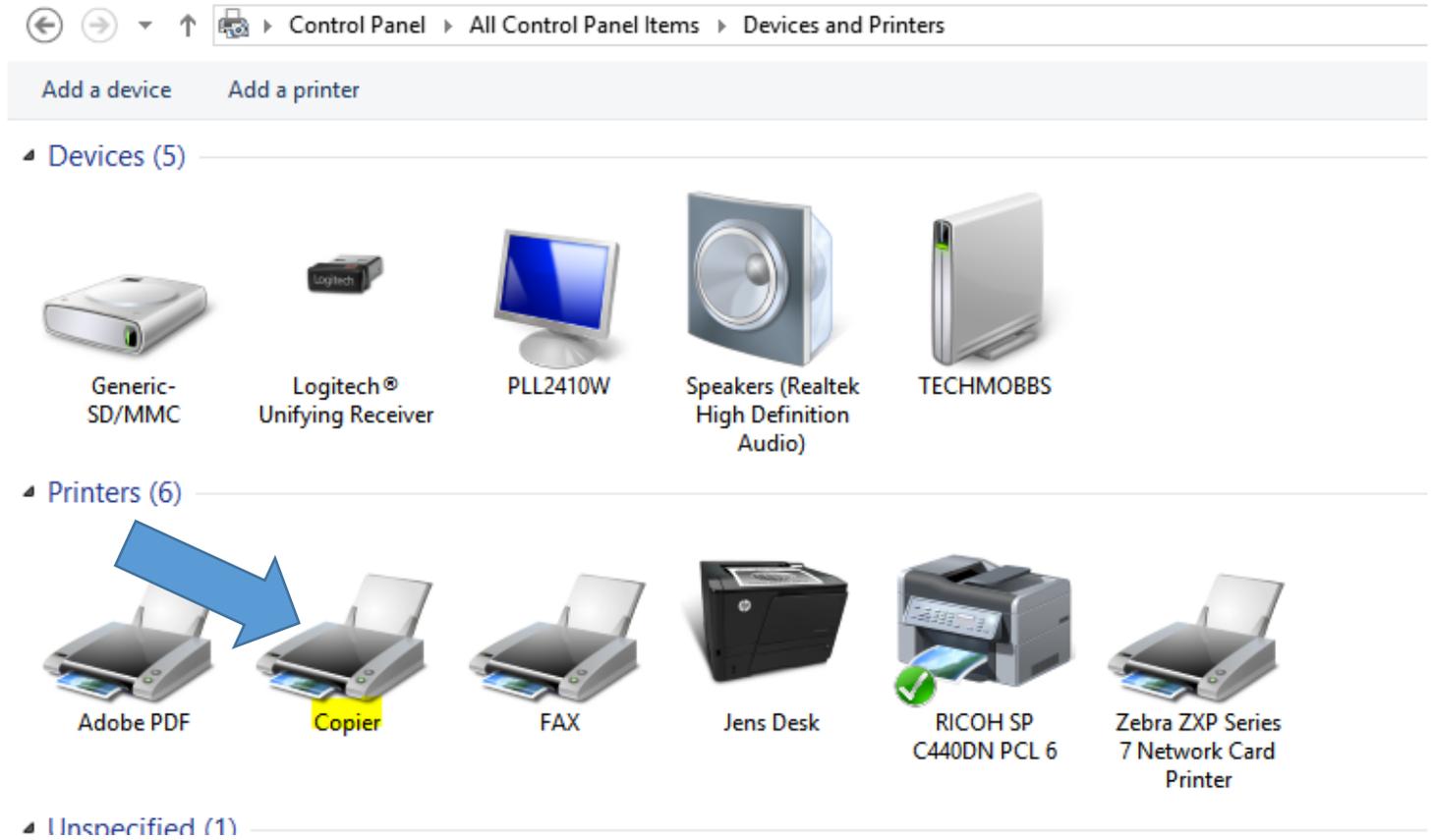
Go to printer preferences and open

#1 - Click on Job

#2 - Check box

#3 - Change from Proof and hold to Custom Box
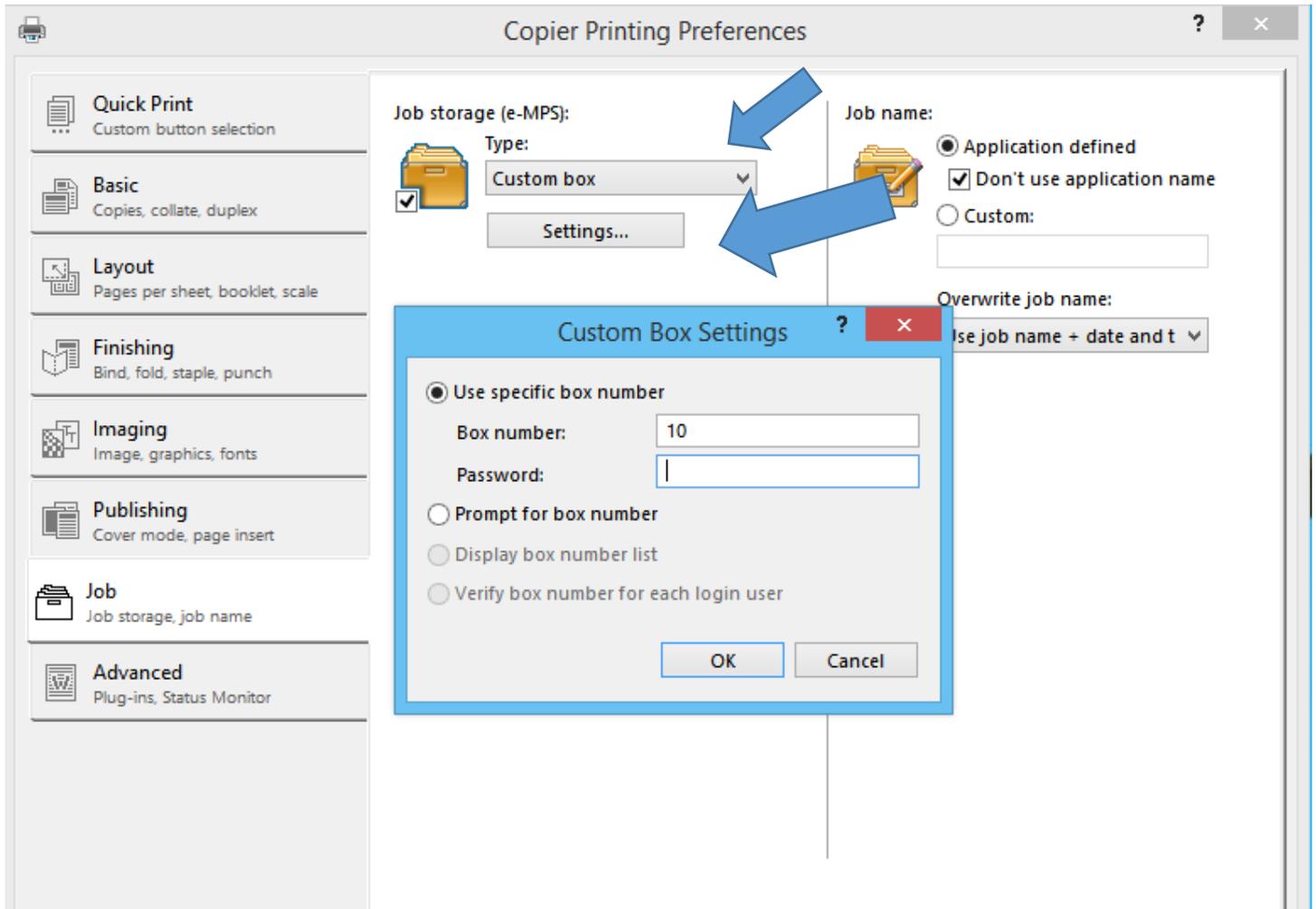
#4 - Click Setting – a box will open up. Click the greyed out dot (Use Specific box number)

#5 - Box number – YOUR ROOM NUMBER (do not put room 10, use the format of 10)

DO NOT SET UP A PASSWORD

#6 - Click OK

CONGRATULATIONS – YOU ARE DONE☺