

How to set up a hold print for your copier

Go to your Control panel

Go to Printers/Devices – CLICK TO OPEN

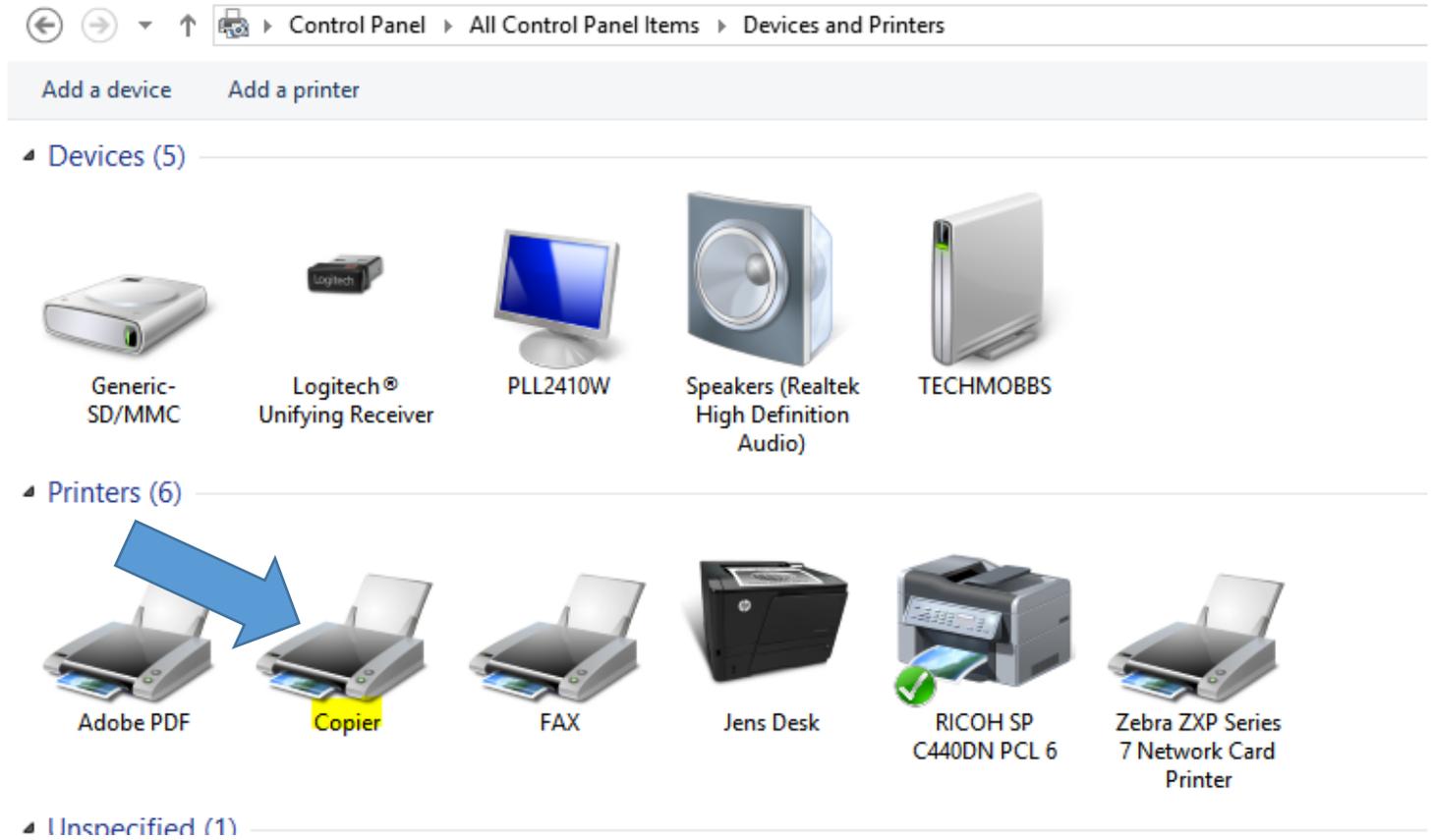
Control Panel > All Control Panel Items

Adjust your computer's settings

- | | | | | |
|--------------------------|-----------------------------|----------------------------|-----------------------------------|---------------------------------|
| Action Center | Add features to Windows 8.1 | Administrative Tools | AutoPlay | Color Management |
| 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

Quick Print
Custom button

Basic
Copies, collate, duplex

Layout
Pages per sheet, booklet, scale

Finishing
Bind, fold, staple, punch

Imaging
Image, graphics, fonts

Publishing
Cover mode, page insert

Job
Job storage, job name

Advanced
Plug-ins, Status Monitor

Job storage (e-MPS):

Type: Proof and hold

Job name:

Application defined

Don't use application name

Custom:

Overwrite job name: Use job name + date and t

Print preview

Item	Detail
<input type="checkbox"/> Quick Print	
Orientation	Portrait
Collate	On
Duplex	Off
Pages per sheet	Off
EcoPrint	Off
<input type="checkbox"/> Basic	
Source	Auto source selection
Copies	1
Carbon copies	Off

KYOCERA

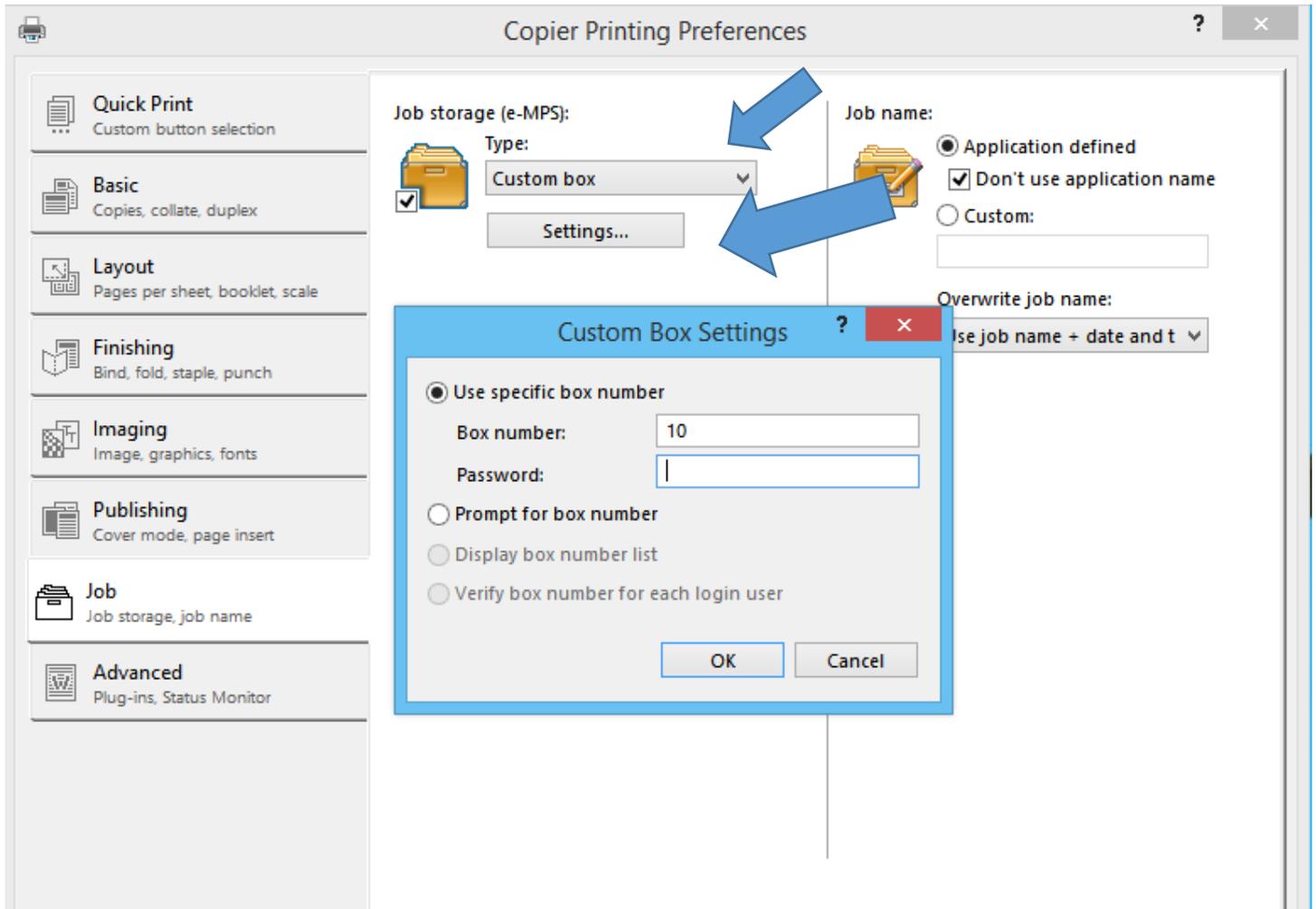
OK Cancel

#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 😊