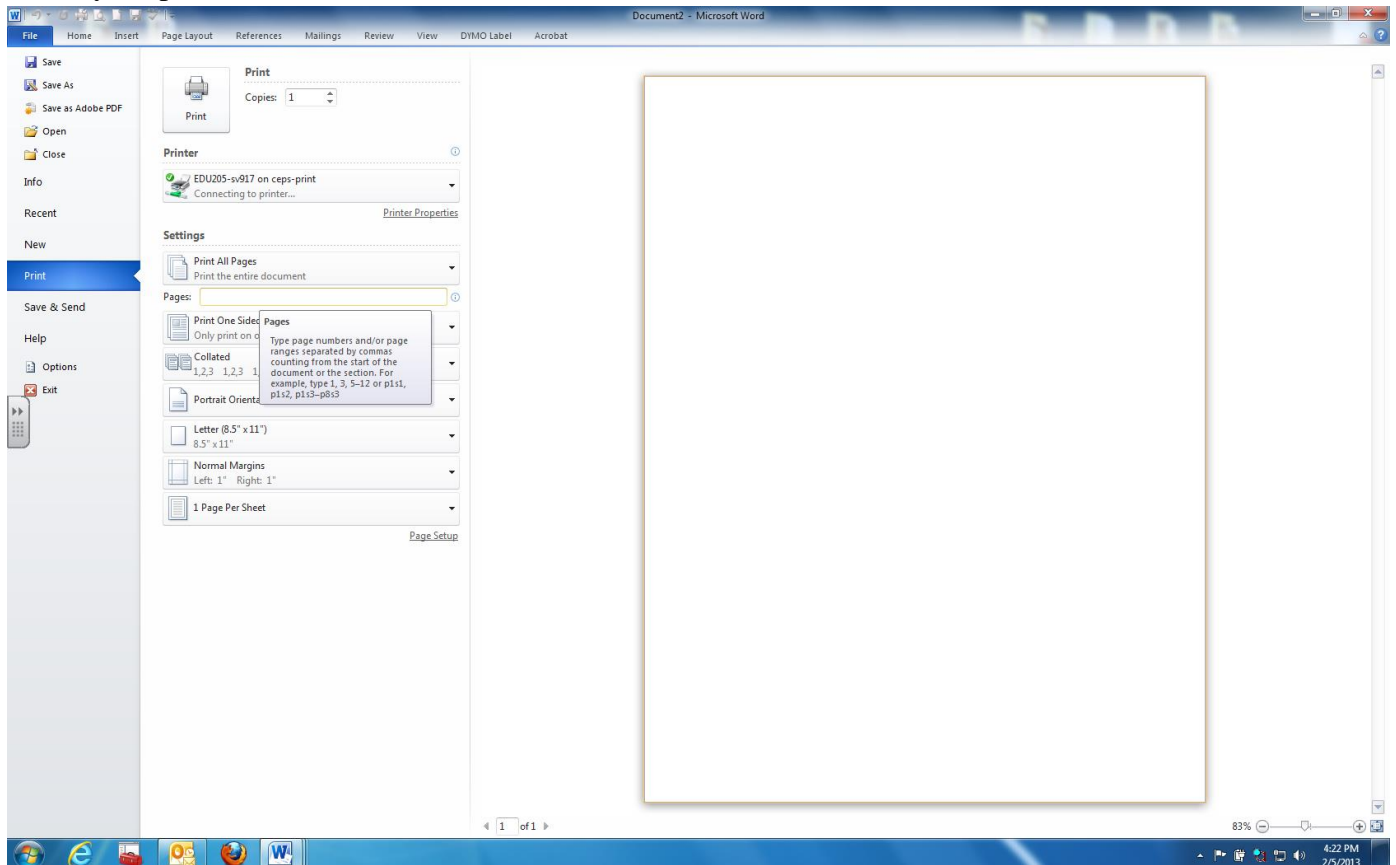
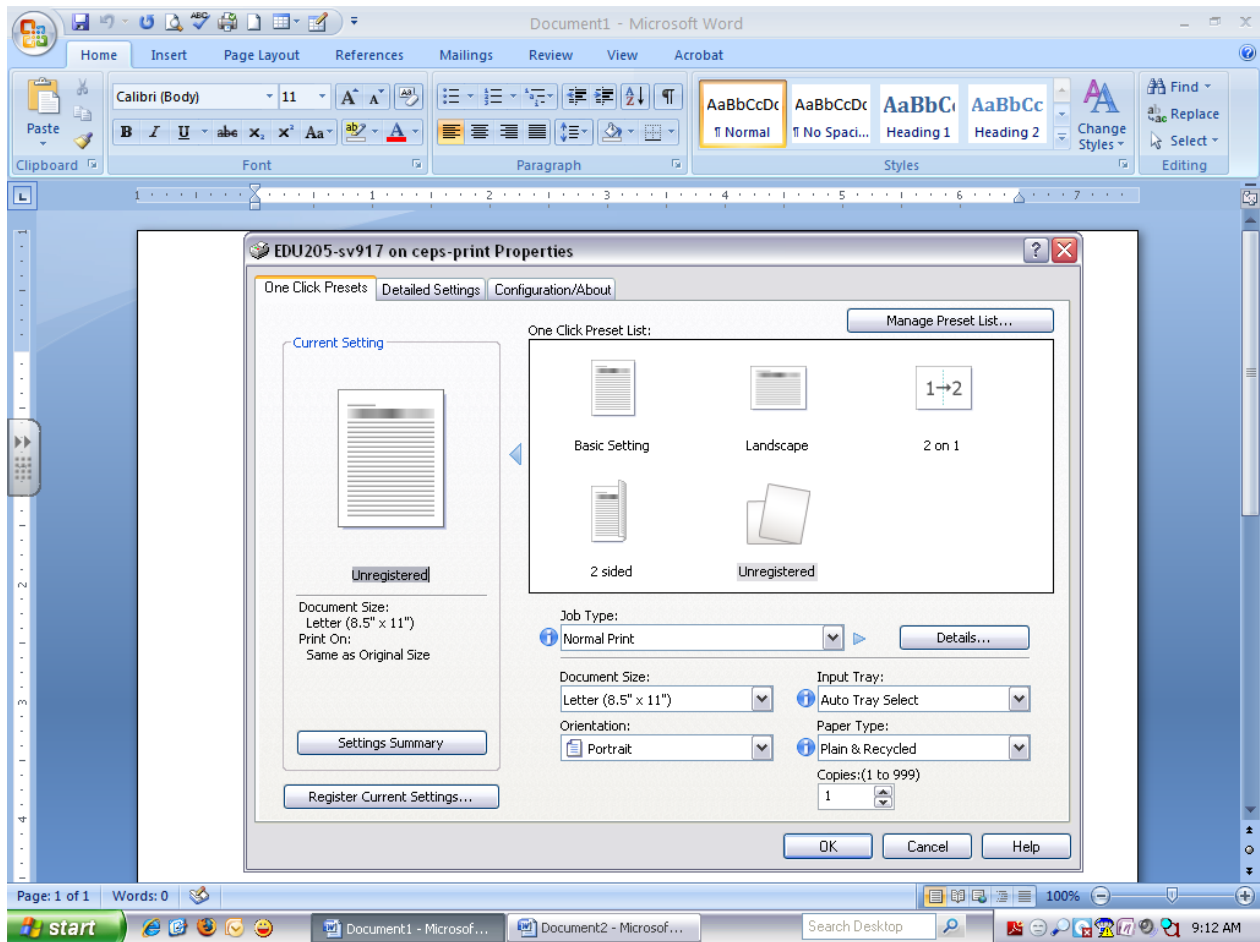


Using the Hold Feature / Model 917

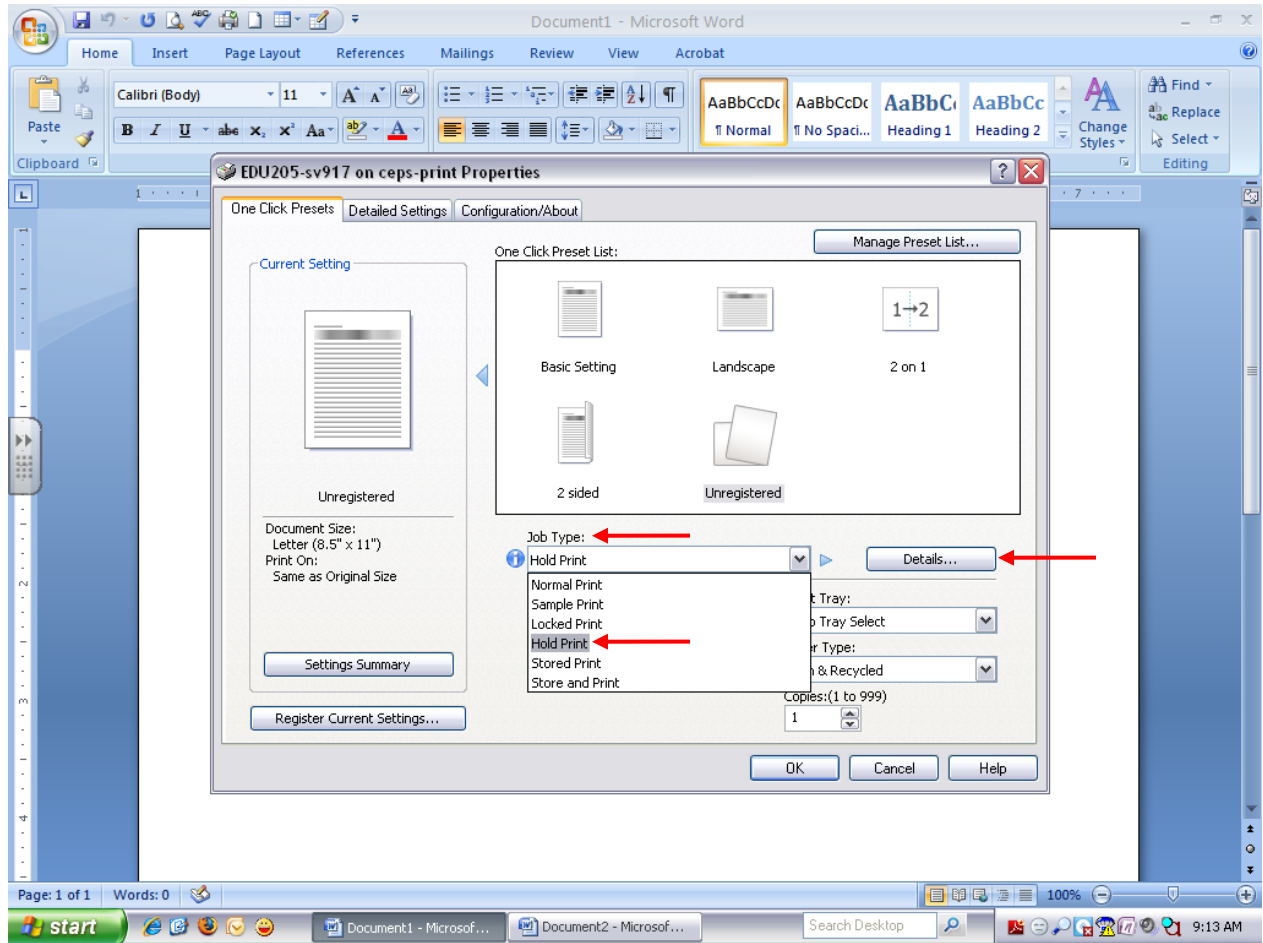
1. Select your printer.



2. After you have selected your printer, press the “Printer Properties” button. You will see the window below appear.

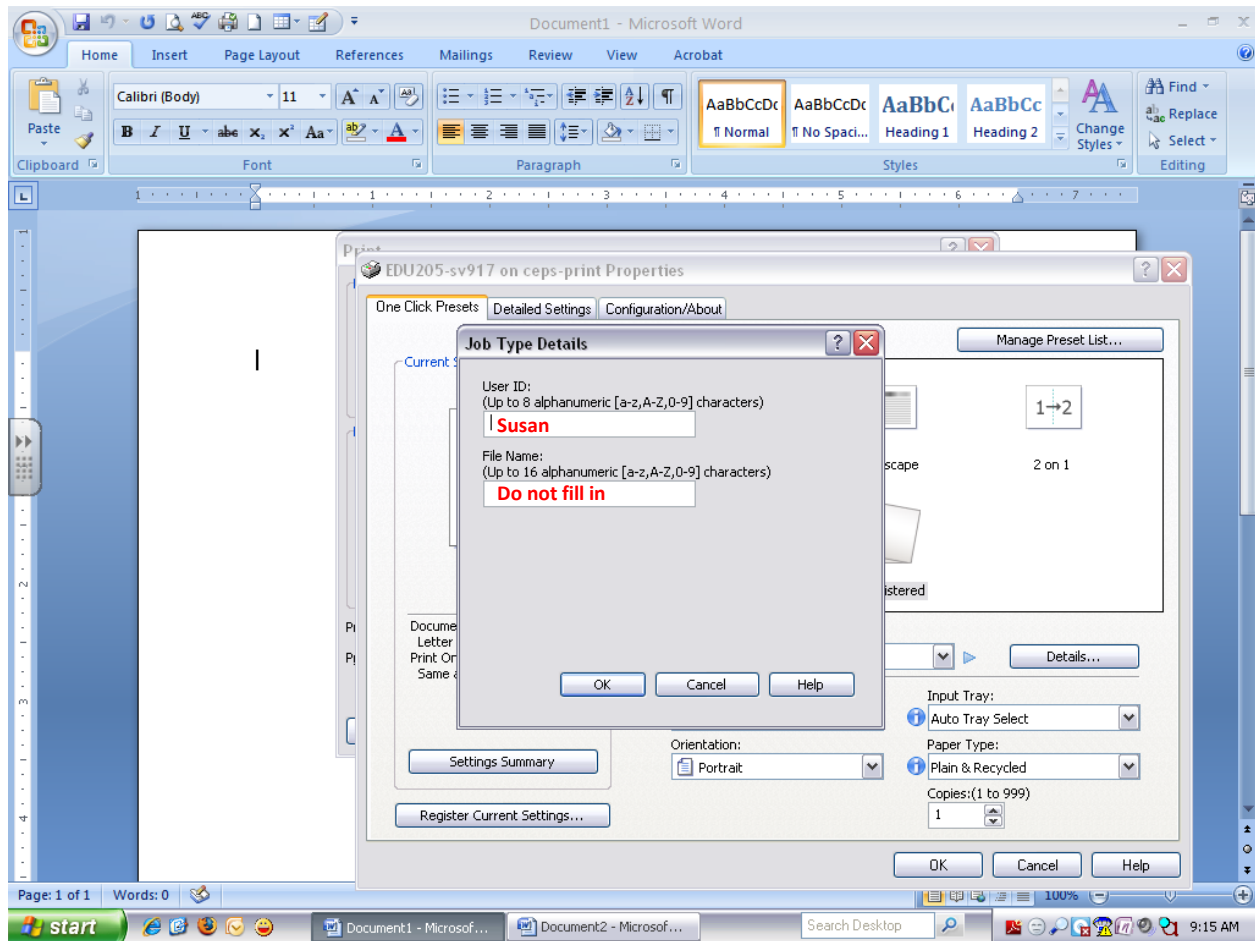


3. Once you are in the Printer Properties menu, locate the “Job Type” drop down menu and select “Hold Print”.



4. Once you have “Hold Print” selected, press the “Details” button located to the right. See above picture for location of Details Button.

5. A screen will pop-up and ask for a User ID and File Name. ***The User ID is made up by you, the person who is holding the print***. For a simple User ID, it is recommended to use your First Name. **No File Name is needed to print.**



6. Press OK on all menus and your print job will be held until you print it.

Retrieving your Held Print Job

- Press the “Printer” button on the machine.
- Select the option “Print Jobs”
- Using the down arrow key, find the “Hold Print Jobs” option.
- Select “User ID”
- Find your User ID and make sure it is highlighted.
- Select the option “Job List”
- Select Print and select Print again.

To cancel your print job

- Follow the first six bullets. Once at the Job List option, simply select Delete and select Delete again.