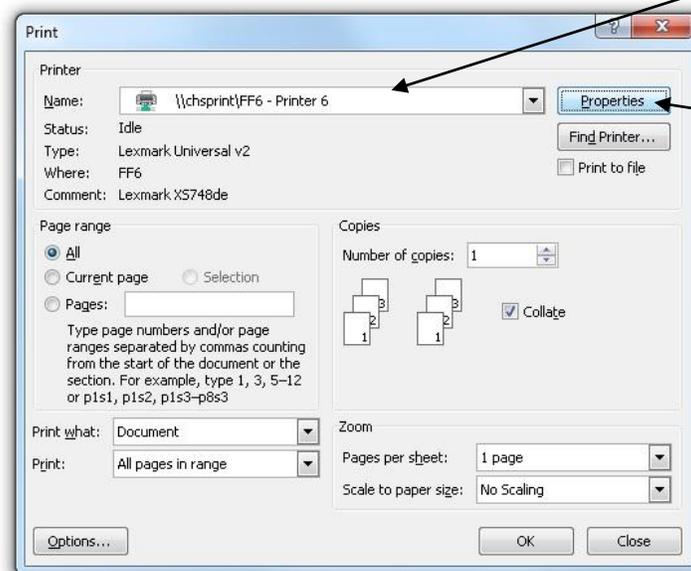


The ability to hold a job is a very useful feature if you wish to print sensitive or confidential data. This will send the print job to the printer but it will not be released until a PIN code (which is chosen by the user) is input.

The first stage of this process is done from the PC Workstation. You should click, File > Print in the normal manner.

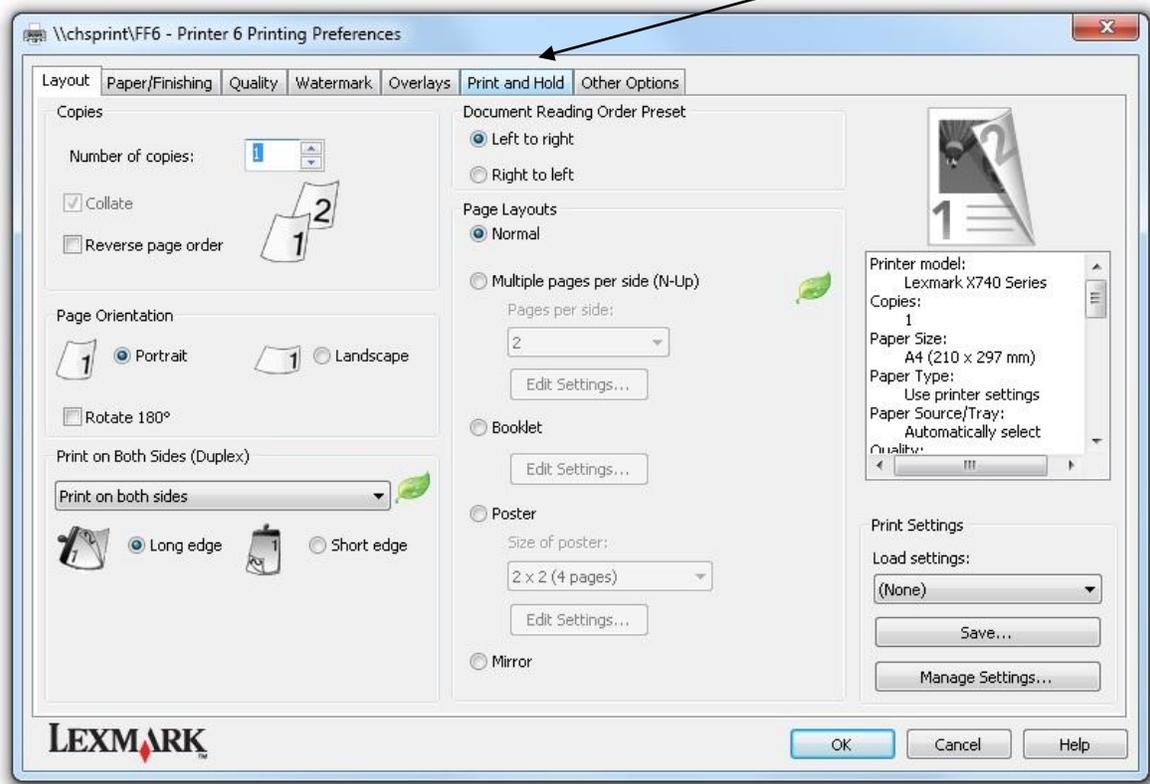


You will then be presented with the print options screen. Here you can choose which printer to send the job to and a number of other settings and features. First job is to select your desired printer from the drop down menu box.

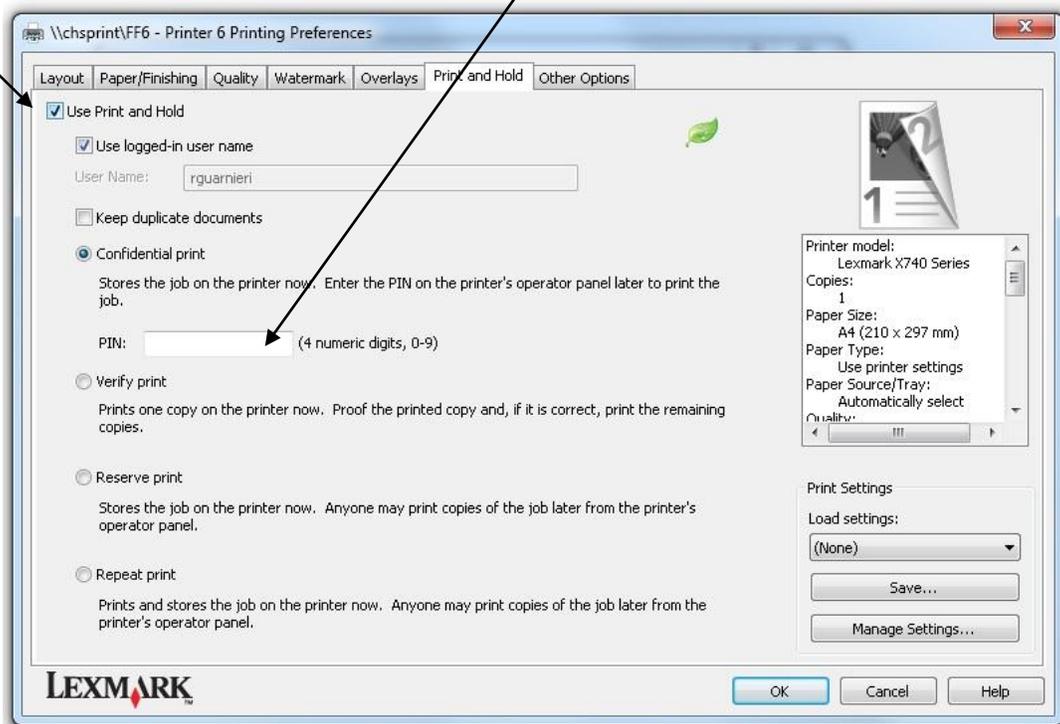


You should then click on the Properties button.

You will then be presented with this options page. These new Lexmark printers have lots of customization tools. Most of which you will never need to use but some are particularly useful. We will focus at this time on using Hold Print Jobs. To set the PIN number for this we should click on the Print and Hold tab.



This will bring up this screen. Initially it will all be 'greyed out'; you will need to check the tick box in the top left of the box to enable this page. The next stage is to choose a PIN, this can be any 4 number combination of your choice.

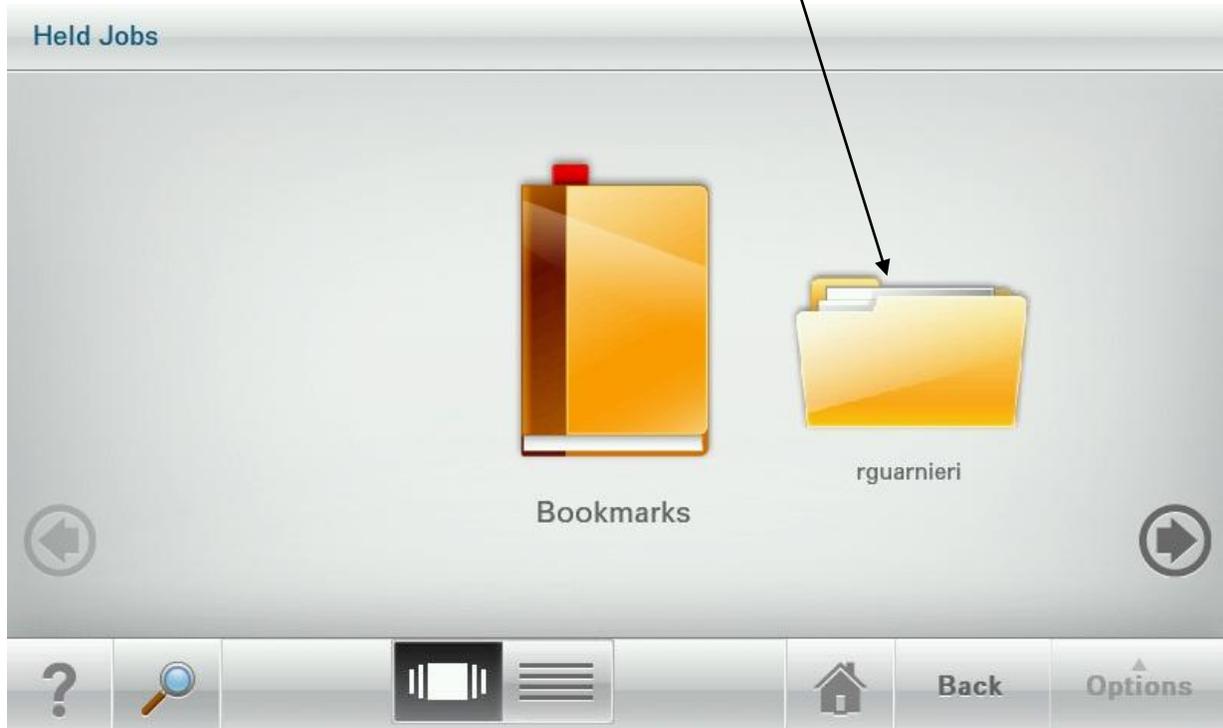


Finally Click OK, and then OK on the next page and your print job will be sent to your chosen printer.

Once you arrive at the printer you will be presented with this screen. NOTE: this only applies to a LEXMARK printer contained within a CLASSROOM or STAFFROOM.



To retrieve your job you should press the Held Jobs option on the inbuilt touch screen. This will bring up the following screen, which shows the various names of people who may have sent Hold Jobs to this printer. You should then select your name from the list by click on it.



You will then notice that the folder is displayed as Confidential. To proceed from this point you should click on the 'Confidential Folder', this will then prompt a new screen for you to enter the PIN Number that you chose previously.



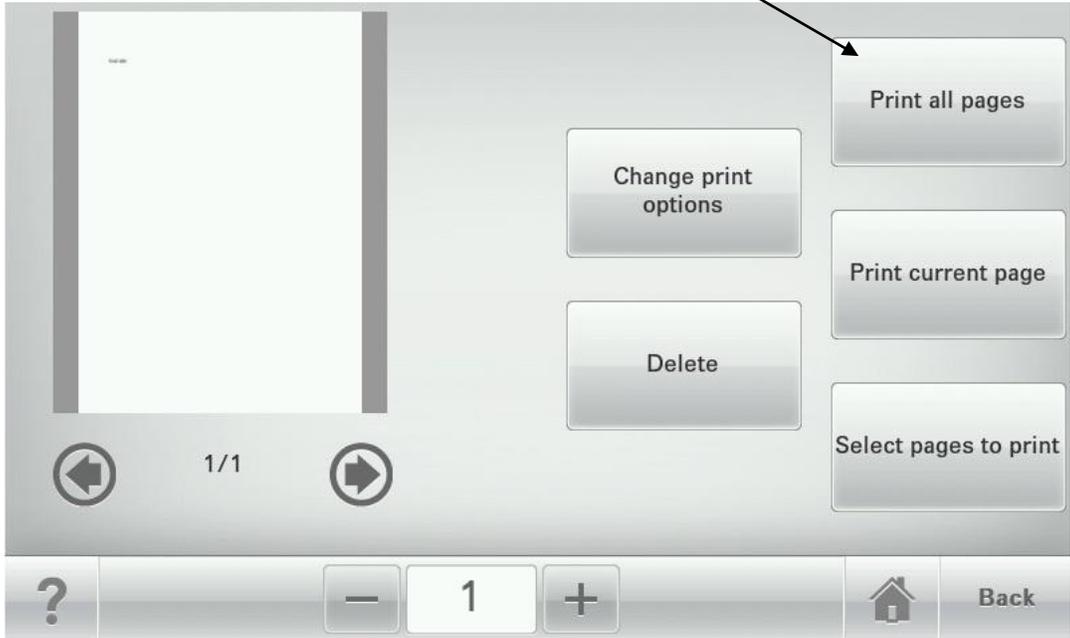
Continue by entering the 4 digit PIN number you chose when sending the print job from your PC, followed by the 'Done' button.



All the jobs you have sent to the printer will then be shown on the screen with a small preview, along with the Document name. In this example I have only sent 1 job to the printer so only one appears. To release this job to print you should 'click' on it.



This will bring this option screen on to the printer display. You have 5 options for what you want to do with the document now that it is at the printer. These are displayed to the right of the document preview. Again simply click on the option you desire. More often than not you will just wish to print the entire document, this is achieved by pressing the 'Print all pages' button.



This is the end of the process, your file will be printed and the printer will return to the home screen ready for the next person to arrive and use it.