When sending a job to the printer, you can specify in the driver that you want the printer to hold the job in memory. When you are ready to print the job, you must go to the printer and use the operator panel menus to identify which *held* job you want to print.

To learn more about this function, click a topic:

- **Printing and deleting held jobs**
- **Recognizing when format errors occur**
- **Verifying print jobs**
- **Reserving print jobs**

- **Accessing held jobs from the operator panel**
- **Repeating print jobs at a later time**
- **Printing confidential jobs**

Printing and deleting held jobs

Once held jobs are stored in printer memory, you can use the operator panel to specify what you want to do with one or more of the jobs. You can select either Confidential Job or Held Jobs (Repeat Print, Reserve Print, and Verify Print jobs) from the **Job Menu**. If you select

Confidential Job, you must enter the personal identification number (PIN) you specified in the driver when you sent the job. See **Confidential jobs** for more information.

From either the Confidential Job or the Held Jobs menu items, you have five choices:

- Print All Jobs
- Print A Job
- Delete All Jobs
- Delete A Job
- Print Copies

Accessing held jobs from the operator panel

1 To access held jobs from the operator panel:

  – If the printer is Busy, press **Menu** and the Job Menu appears.
  – If the printer is Ready, continue to step 2.

2 Press **Menu** until you see Held Jobs or Confidential Job on the operator panel display, depending on the type of job you want to access.

3 Press **Select**.

Note: If you are looking for a Confidential Job, you are prompted to enter your PIN. See **Confidential jobs** for more information.

4 Press **Menu** until the action you want to take appears on the second line of the operator panel (print a job, delete a job, and so on).

5 Press **Select**.

   – If you are looking for one particular job, press **Menu** to scroll through the list of jobs available, and press **Select** when the correct job is displayed. An asterisk (*) appears next to the job name indicating you have chosen to print or delete that job.

   – If you are prompted to enter the number of copies you want to print, use **Menu** to increase or decrease the number on the operator panel, and press **Select**.

6 Press **Go** to print or delete specific jobs you have marked.

The printer briefly displays messages indicating what print and hold functions it is performing, and then returns to the Ready state.

Recognizing when format errors occur

If the ⚡ symbol appears on the display, it indicates that the printer had trouble formatting one or more of the held jobs. These formatting problems are most commonly the result of insufficient printer memory or invalid data that might cause the printer to flush the job.

When a ⚡ symbol appears next to a held job, you can:

- Print the job. Be aware, however, that only part of the job may print.
- Delete the job. You may want to free up additional printer memory by scrolling through the list of held jobs and deleting others you have sent to the printer.

If formatting errors are a recurring problem with held jobs, your printer may require more memory.

Repeat Print

If you send a Repeat Print job, the printer prints all requested copies of the job *and* stores the job in memory so you can print additional copies later. You can print additional copies as long as the job remains stored in memory.

> **Note:** Repeat Print jobs are automatically deleted from printer memory when the printer requires extra memory to process additional held jobs.

Reserve Print

If you send a Reserve Print job, the printer does not print the job immediately, but stores the job in memory so you can print the job later. The job is held in memory until you delete it from the Held Jobs menu. Reserve Print jobs may be deleted if the printer requires extra memory to process additional held jobs.

See **Printing and deleting held jobs** for information.

Verify Print

If you send a Verify Print job, the printer prints one copy and holds the remaining copies you requested from the driver in printer memory. Use Verify Print to examine the first copy to see if it is satisfactory before printing the remaining copies.

See **Printing and deleting held jobs** if you need help printing the additional copies stored in memory.

> **Note:** Once all copies are printed, the Verify Print job is deleted from printer memory.

Confidential jobs

When you send a job to the printer, you can enter a personal identification number (PIN) from the driver. The PIN must be four digits using the numbers 1–6. The job is then held in printer memory until you enter the same four-digit PIN from the operator panel and choose to print or delete the job. This ensures that the job does not print until you are there to retrieve it, and no one else using the printer can print the job.

When you select Confidential Job from the Job Menu and then select your user name, the following prompt is displayed:

> **Enter PIN:**
> **=_____**

Use the buttons on the operator panel to enter the four-digit PIN associated with your confidential job. The numbers next to the button names identify which button to press for each digit (1–6). As you enter the PIN, asterisks are displayed on the operator panel to ensure confidentiality.

Enter PIN

=***

1 Menu 2   Select 3   Return 4

Go 5   Stop 6
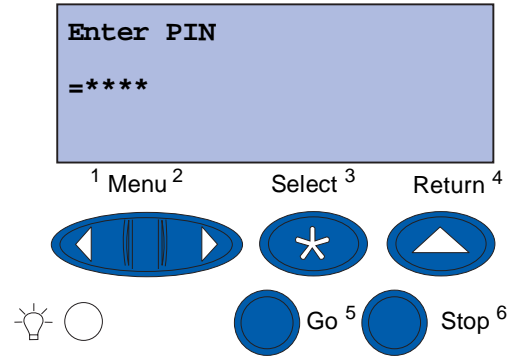
If you enter an invalid PIN, the message `No Jobs Found. Retry?` appears. Press **Go** to reenter the PIN, or press **Stop** to exit the Confidential Job menu.

When you enter a valid PIN, you have access to all print jobs matching the user name and PIN you entered. The print jobs matching the PIN you entered appear on the display when you enter the Print A Job, Delete A Job, and Print Copies menu items. You can then choose to print or delete jobs matching the PIN you entered. (See **Printing and deleting held jobs** for more information.) After printing the job, the printer deletes the confidential job from memory. ▲