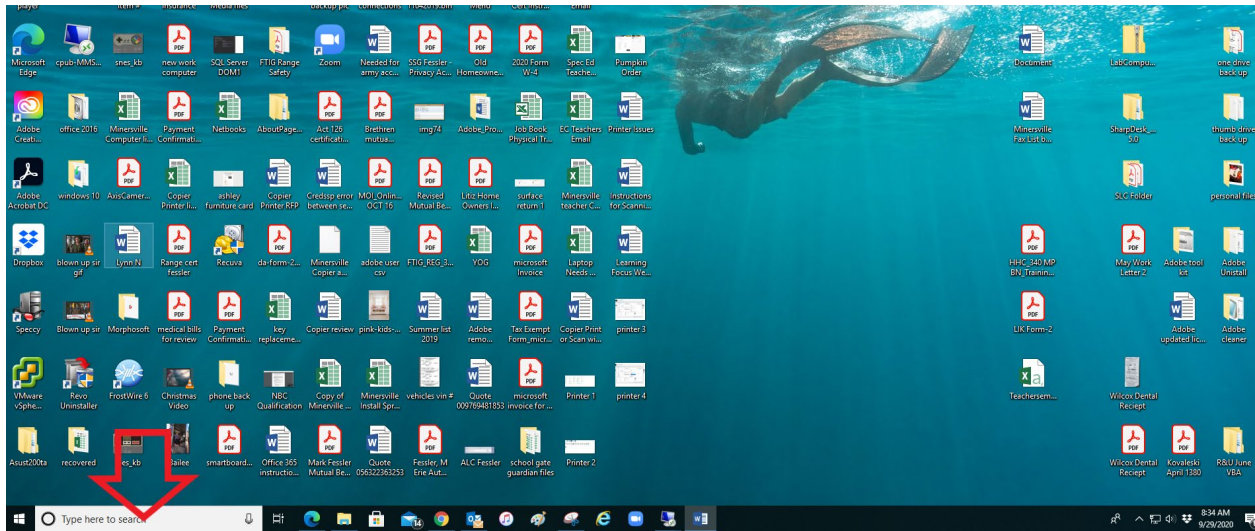
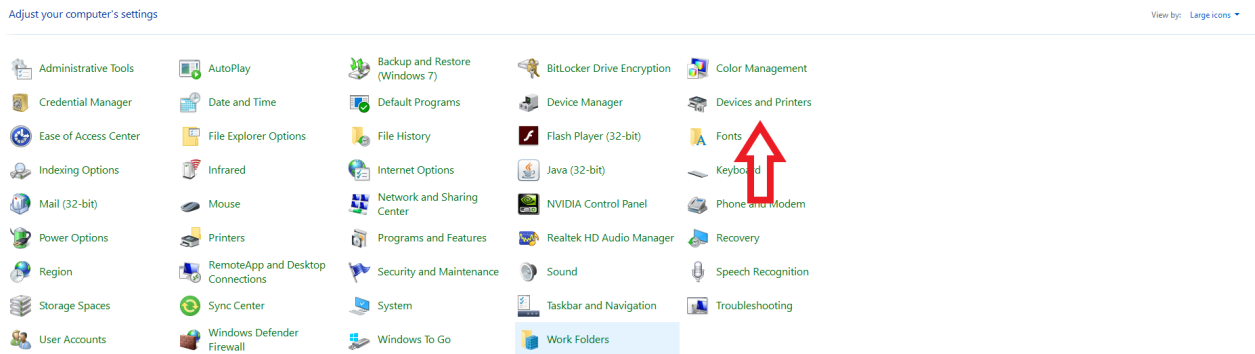


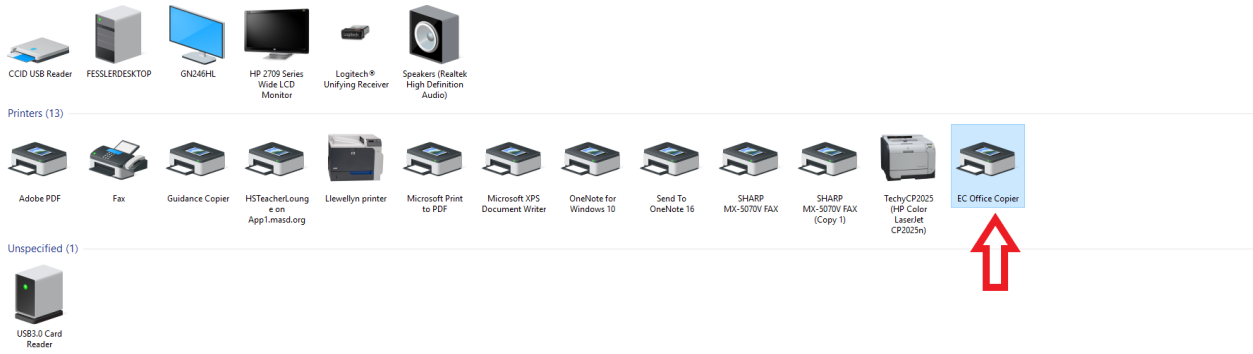
# Instructions for setting copier setting to hold Jobs



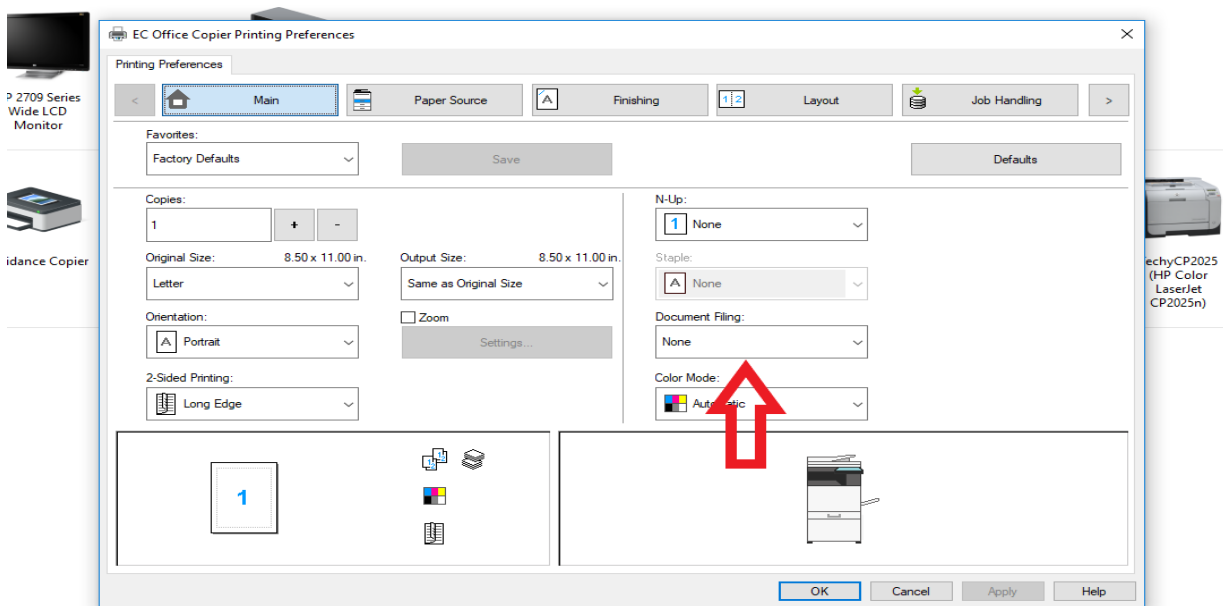
Step 1: in bottom left of your screen type control panel in search bar



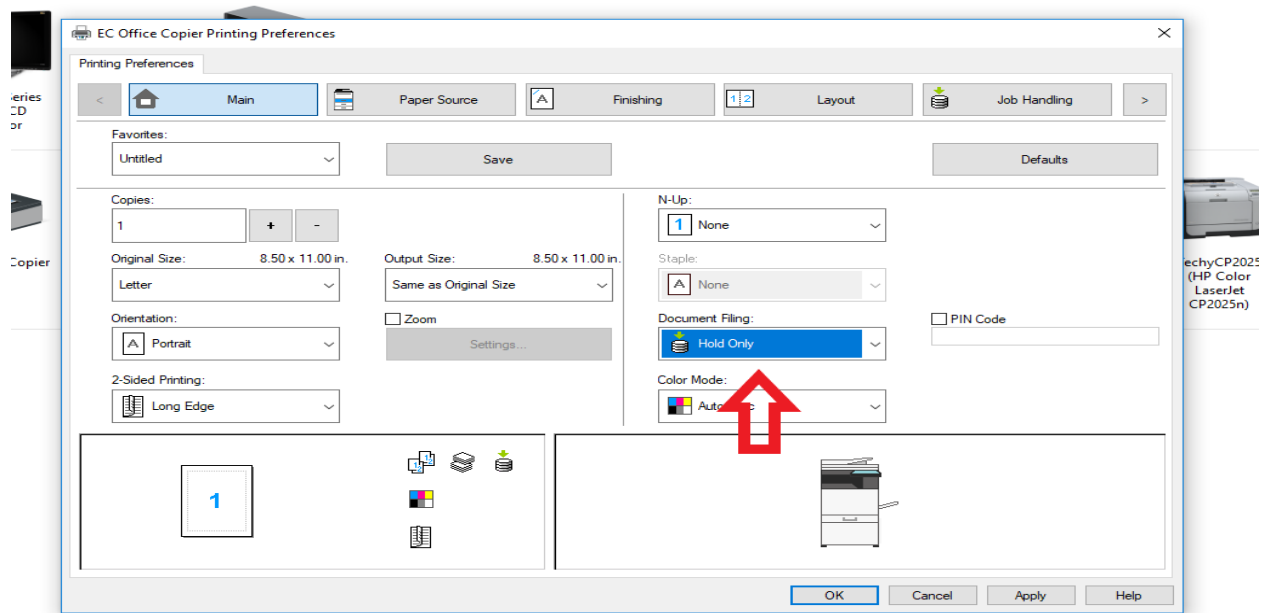
Step 2: Select Devices and Printers



Step 3: Select the copier that wish to adjust settings for



Step 4: Select Document Filing and change from none to Hold



This will now hold all your prints in the copier until you are able to physically walk to machine and release the print jobs