

# Printing to the new Kyocera copiers

The new Kyocera copiers have a hold print function similar to the old Ricoh copiers, but there are a few small differences in terminology and function. Similar to the old copier, once you send a print job to the new copier, the copier will not print it immediately but will hold it until you are ready to print. You have to stand in front of the copier, you can't do this remotely.

How to release a stored print job:

- 1) Touch to select **[Job Box]** from the front touch screen on the copier.
- 2) The first option titled "*Private Print / Stored Job*" is the one you want, and it is already pre-selected. Touch **[Open]**.
- 3) Touch your network userid to select it, then touch **[Open]**. You may need to scroll through the list depending on how many userids are on the screen.
- 4) A list of print jobs you have sent to the copier will display. To print a job, touch to select it then touch **[Print]**. Jobs will display the first 15 characters of the document name plus the date and time it was sent to the Job Box.
- 5) A quantity screen will now display. The default is ALWAYS ONE COPY, so you can skip the number entry and just touch **[Start Print]** unless you want more. If you want just a few multiple copies, tap the **[+]** key until you have the number you want to print. If you have a larger number, tap the number field and you will get a pop-up number pad where you can enter your total copy number. Touch **[X]** in the upper right corner of the number pad to close it. Touch **[Start Print]** to print your multiple copies.
- 6) The copier will NOT automatically delete your print job after you print it, so get in the habit of printing your job then deleting it. After you print, your job is still selected on the screen, so once you have determined your job printed correctly then touch **[Delete]** and then **[Yes]**.

- 7) Just FYI, the copier will automatically delete a stored job after it has been there for 7 days, so if you forget to delete or print something but forget you have it in the job box, it will be gone after a week.
- 8) When you are all done printing from the job box, press the physical button at the very bottom center of the panel that looks like a house, that will take you back to the initial panel screen. You don't have to back out of all the menus.