# Hold and Locked Printing Options for SAVIN copiers/printers

Allows you to send files to the printer but holds them until you get to printer/copier and tell it to print.

Helpful for
- Printing confidential documents
- Keeping all pages together instead of it getting mixed up with other people's papers
- Printing directly to special paper(colored, cardstock, labels, etc.)
- Need to print a file but can't get to the printer right away and don't want to forget to print the file

After clicking on "Print"
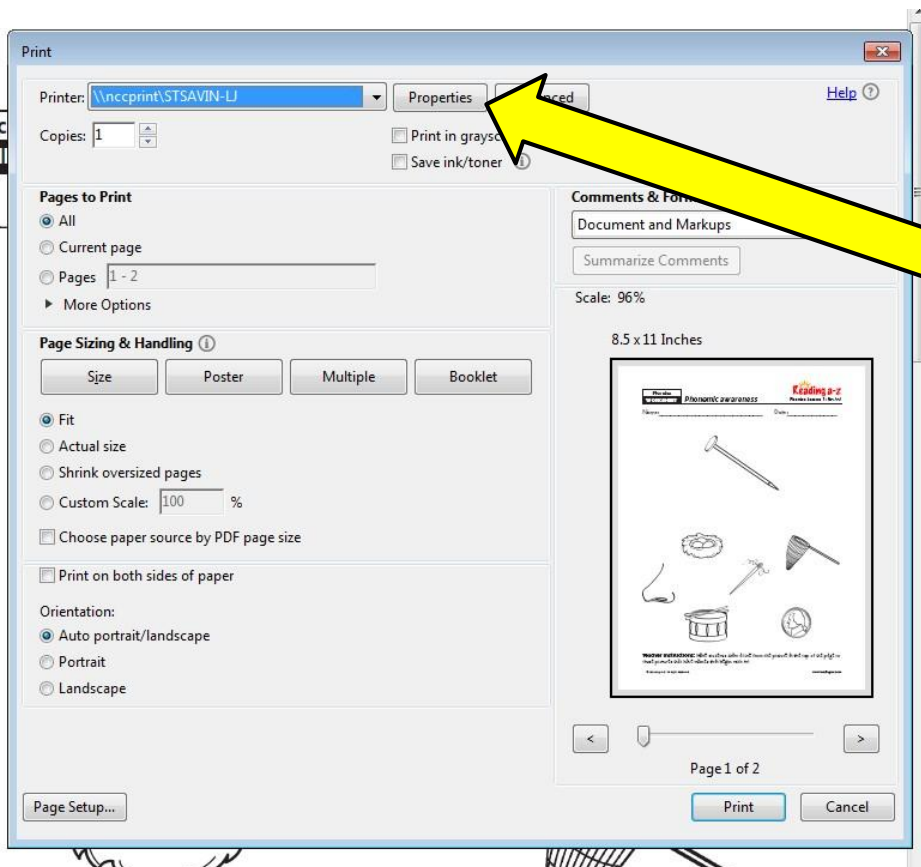
Click on "properties" from the main print screen.
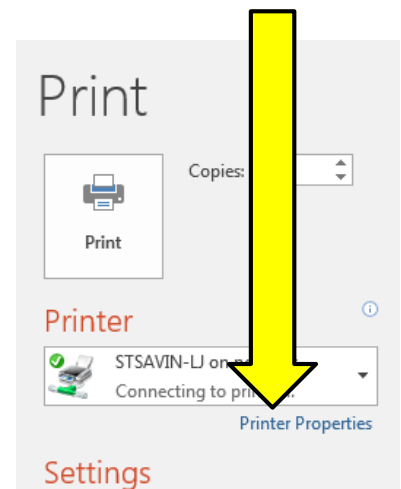
Select which Job Type

•Normal Print: Prints right away

•Locked Print: Enter a passcode on machine to print

•Hold Print: Hold items at copier until you select print at the machine

Click On "Details" and enter your name(and a passcode if doing Locked Print)

You should only need to do this the first time

Helpful Tip
You can give it a file name for the kind of paper you need it on
Ex: BLU CARDST or 2x4 labels

Clear the file name for the next print job(it will show up under the same file name until you clear it
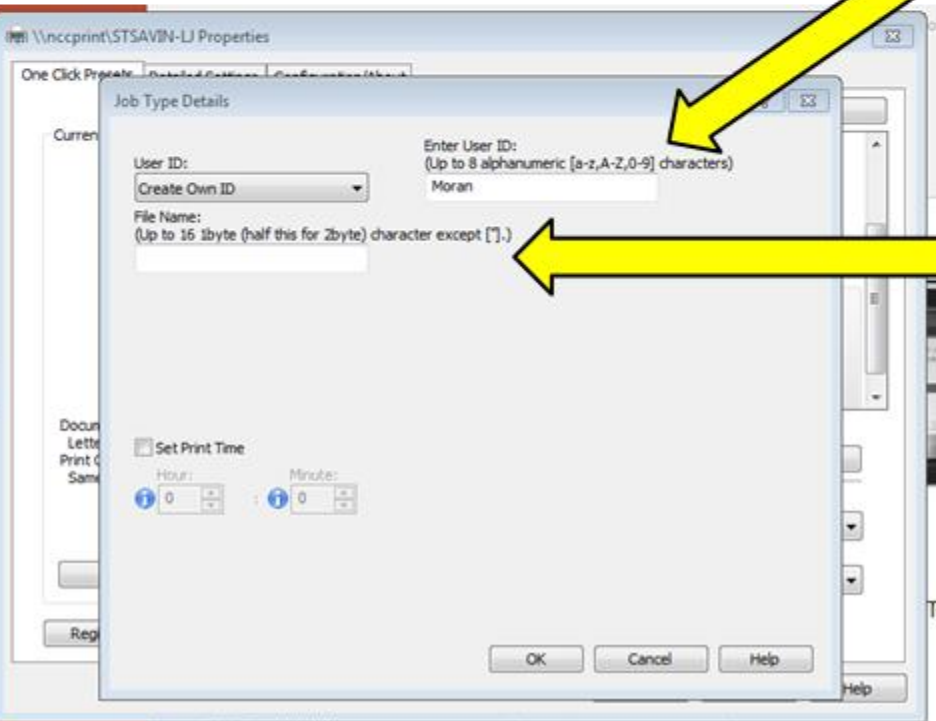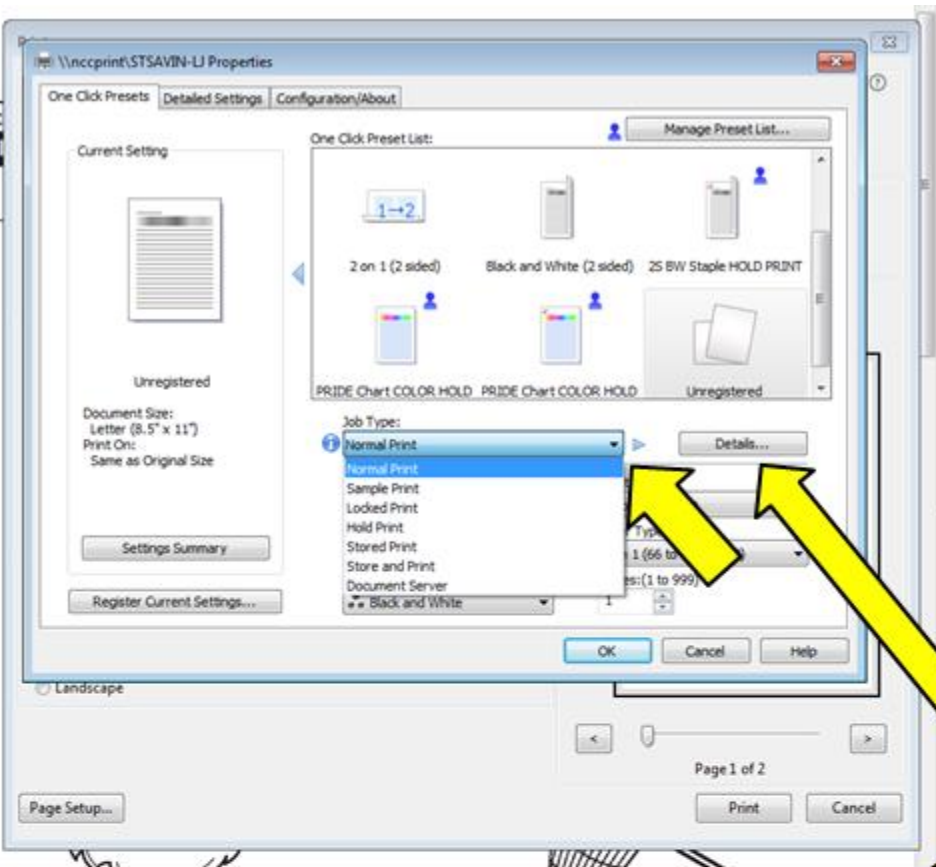
You have the option to print with the special settings available on the copier right from your computer!
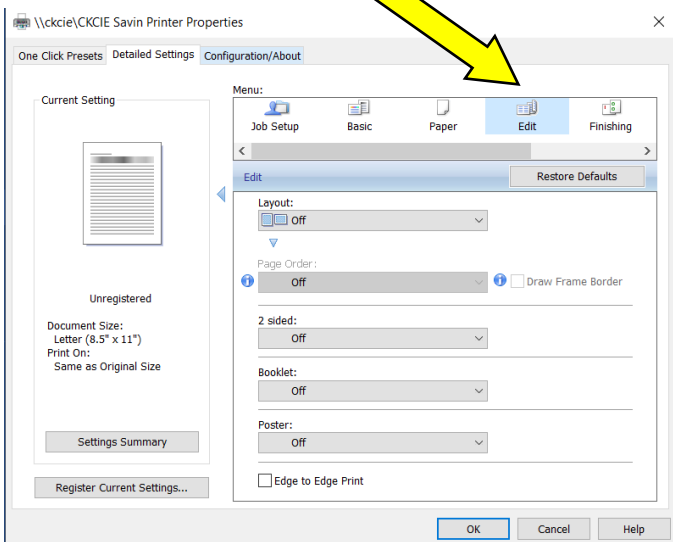
Click on "Detailed Settings"
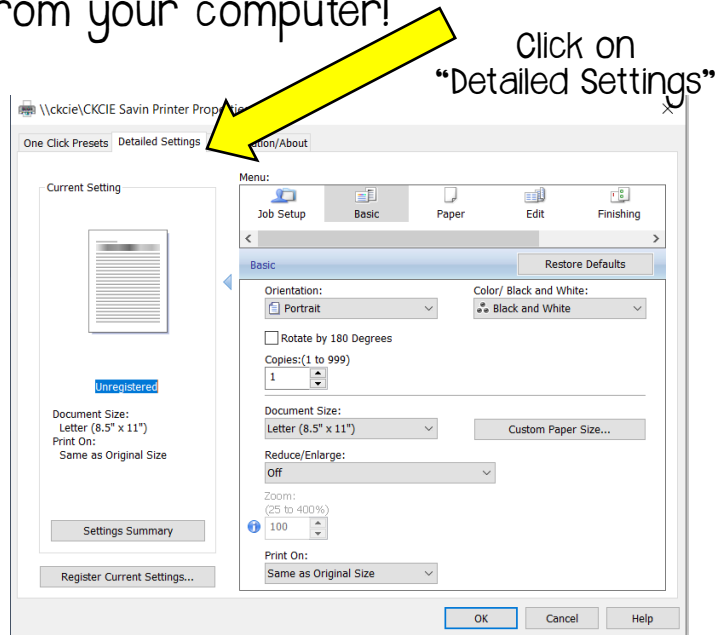
If you need your papers:

- 2 sided
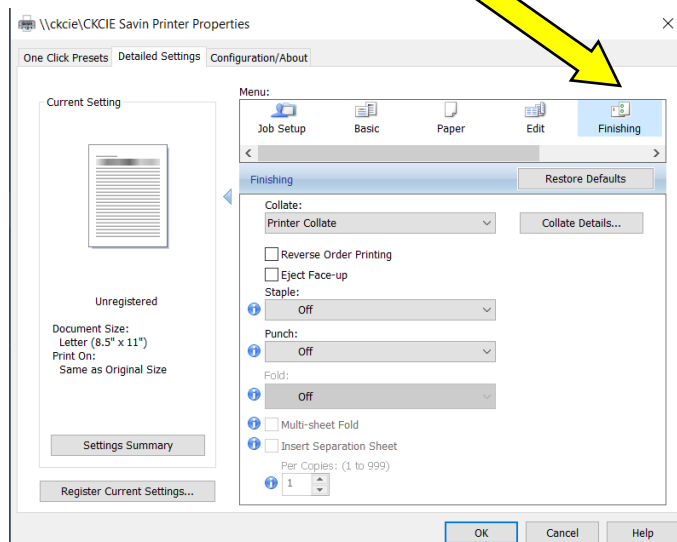- Special Layouts
- Booklet
- Poster

If you need your papers:

- Hole Punched
- Color or Black/White
- Staples
- Collated

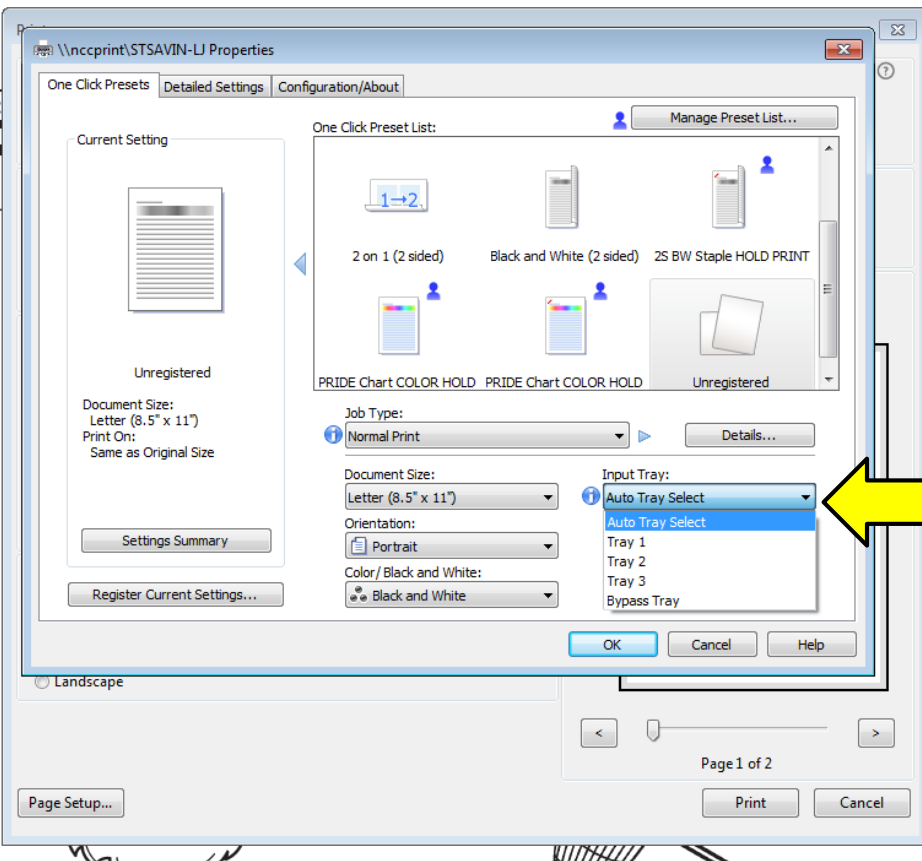Click on "Edit"

Click on "Finishing"

USE THE BYPASS TRAY FOR ANYTHING OTHER THAN "NORMAL" COPY PAPER!
Run colored copy paper through bypass to avoid other's papers ending up on colored paper!

Select which tray you want the paper to come from.

·Auto Tray: regular white copy paper

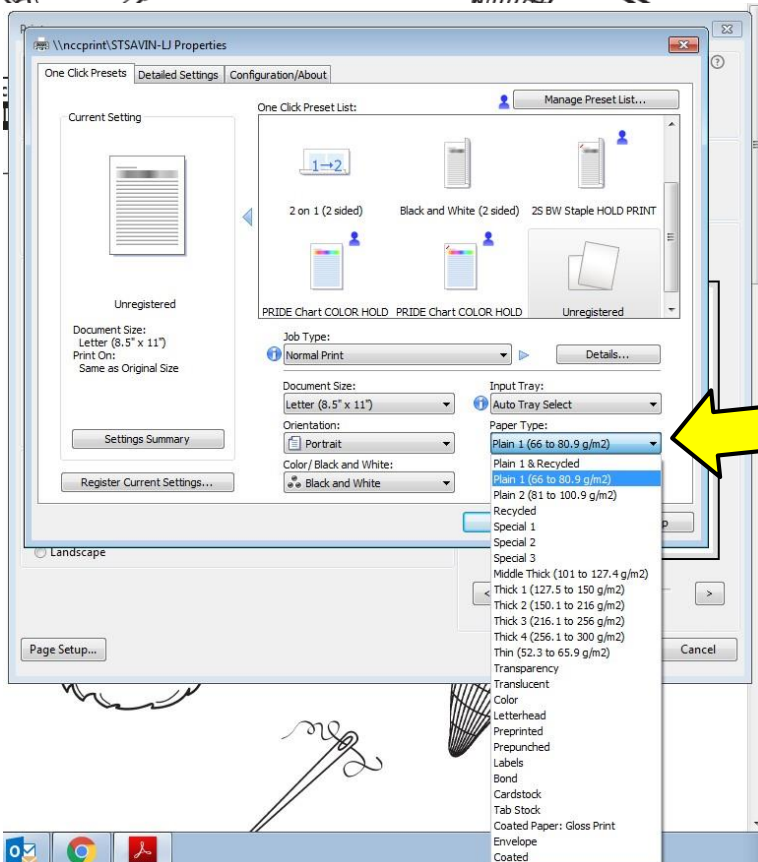·Bypass: cardstock, colored paper, cut to size construction paper, sticky labels, etc.
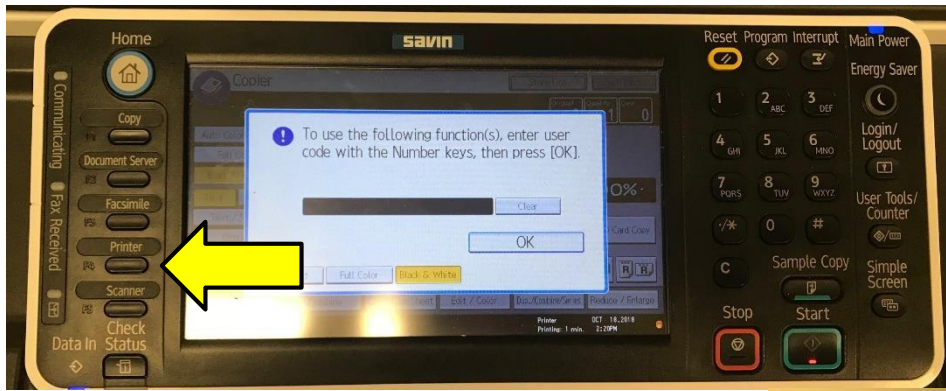
Select paper type.

·Plain I: Regular white paper, colored copy paper

·Thick 2: sticky labels, construction paper (*sometimes*depends on how thick it feels)

·Thick 3: cardstock, construction paper (*sometimes*depends on how thick it feels)

Screenshot 1:

\\nccprint\STSAVIN-LJ Properties

One Click Presets | Detailed Settings | Configuration/About

Current Setting

One Click Preset List: Manage Preset List...

1→2
2 on 1 (2 sided)   Black and White (2 sided)   2S BW Staple HOLD PRINT

PRIDE Chart COLOR HOLD   PRIDE Chart COLOR HOLD   Unregistered

Unregistered

Document Size:
Letter (8.5" x 11")
Print On:
Same as Original Size

Job Type:
Normal Print   Details...

Document Size: Input Tray:
Letter (8.5" x 11")   Auto Tray Select
                          Auto Tray Select
Orientation: Tray 1
Portrait   Tray 2
                          Tray 3
Color/ Black and White: Bypass Tray
Black and White

Settings Summary

Register Current Settings...

OK   Cancel   Help

Landscape

< ___ >

Page 1 of 2

Page Setup...   Print   Cancel

Screenshot 2:

\\nccprint\STSAVIN-LJ Properties

One Click Presets | Detailed Settings | Configuration/About

Current Setting

One Click Preset List: Manage Preset List...

1→2
2 on 1 (2 sided)   Black and White (2 sided)   2S BW Staple HOLD PRINT

PRIDE Chart COLOR HOLD   PRIDE Chart COLOR HOLD   Unregistered

Unregistered

Document Size:
Letter (8.5" x 11")
Print On:
Same as Original Size

Job Type:
Normal Print   Details...

Document Size: Input Tray:
Letter (8.5" x 11")   Auto Tray Select
Orientation: Paper Type:
Portrait   Plain 1 (66 to 80.9 g/m2)
Color/ Black and White: Plain 1 & Recycled
Black and White   Plain 1 (66 to 80.9 g/m2)
                          Plain 2 (81 to 100.9 g/m2)
Settings Summary   Recycled
                          Special 1
Register Current Settings... Special 2
                          Special 3
                          Middle Thick (101 to 127.4 g/m2)
                          Thick 1 (127.5 to 150 g/m2)
                          Thick 2 (150.1 to 216 g/m2)
                          Thick 3 (216.1 to 256 g/m2)
                          Thick 4 (256.1 to 300 g/m2)
                          Thin (52.3 to 65.9 g/m2)
                          Transparency
Landscape   Translucent
                          Color
                          Letterhead
                          Preprinted
                          Prepunched
                          Labels
                          Bond
Page Setup...   Cardstock
                          Tab Stock
                          Coated Paper: Gloss Print
                          Envelope
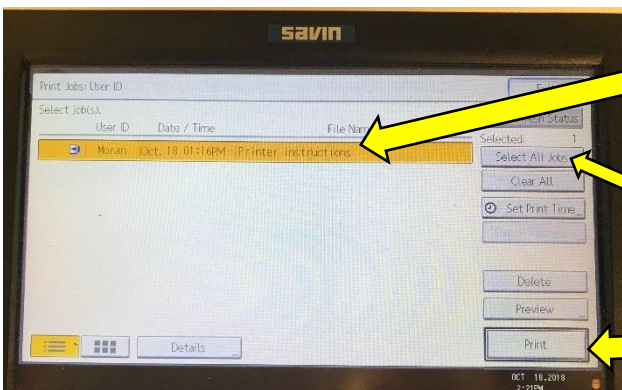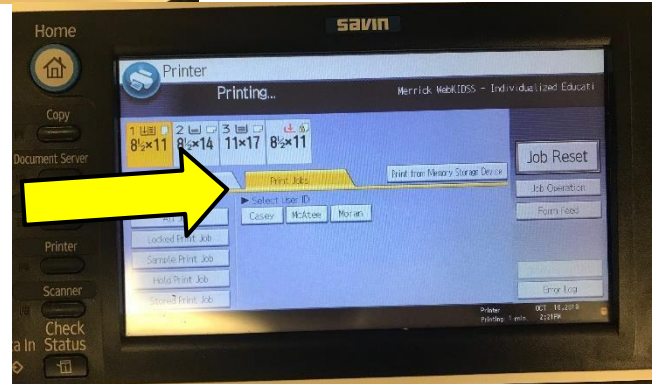   Coated

Cancel

Retrieving sent files from the copier

Press the hard button that says "Printer"
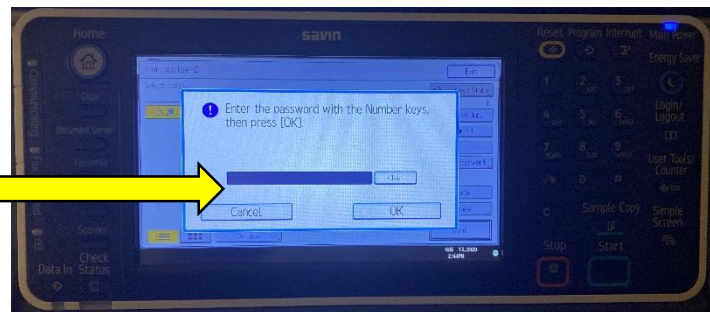
Touch your name on the touch screen

1) Touch the file you want to print
   OR
2) Touch "Select All Jobs"
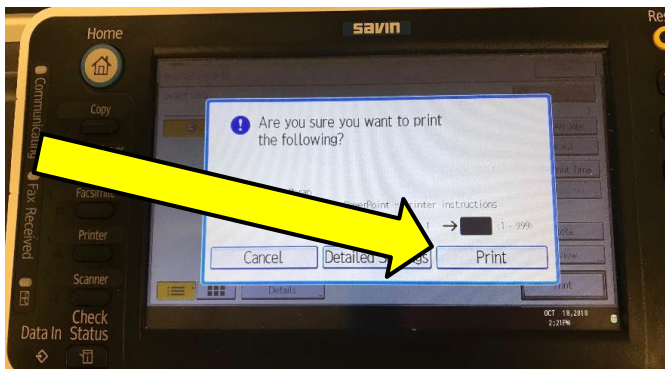*ADD SPECIAL PAPER IF NEEDED NOW*
Press Print on touch screen

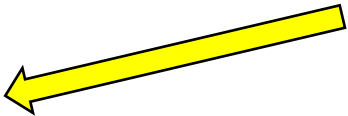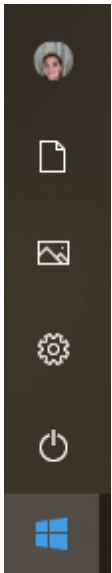Enter passcode if needed using the number pad

Touch "Print"

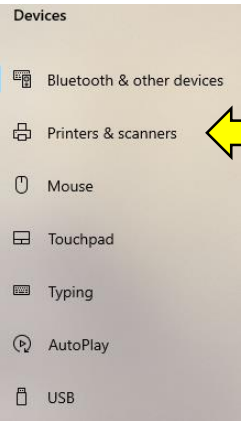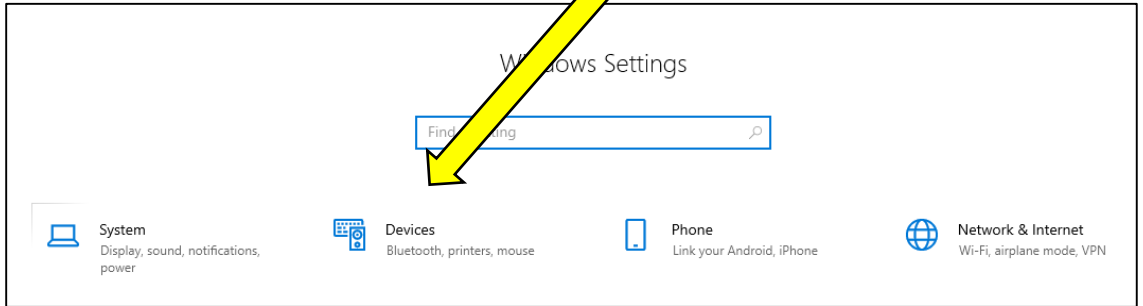*can change some of the detailed settings from the copier if needed*

Set Default to Hold Print

Click on the Windows Menu and then Settings
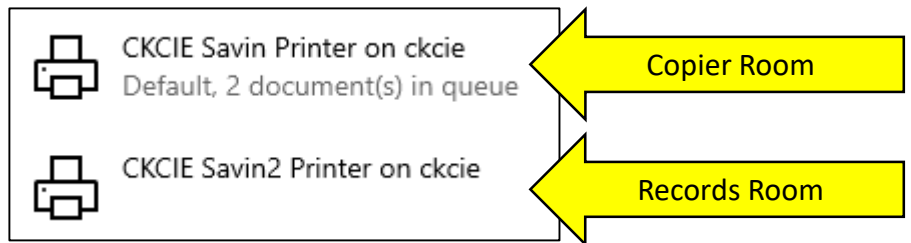
Click on Devices

Windows Settings

Find a setting

System	Devices	Phone	Network & Internet
Display, sound, notifications, power	Bluetooth, printers, mouse	Link your Android, iPhone	Wi-Fi, airplane mode, VPN

Devices

- Bluetooth & other devices
- Printers & scanners
- Mouse
- Touchpad
- Typing
- AutoPlay
- USB

Click on Printers & Scanners
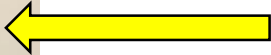
Find the Savin you print to and click on it to show more options.

CKCIE Savin Printer on ckcie
Default, 2 document(s) in queue   Copier Room

CKCIE Savin2 Printer on ckcie   Records Room

Click on Manage

CKCIE Savin Printer on ckcie
Default, 2 document(s) in queue

Open queue   Manage   Remove device
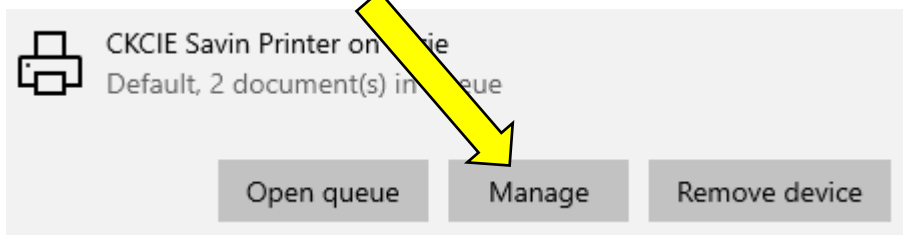
Set Default to Hold Print

Click on Printing Preferences

CKCIE Savin Printer on ckcie

Manage your device

Printer status: Default, 2 document(s) in queue

| Open print queue | Set as default |

Print a test page

Run the troubleshooter

Printer properties

Printing preferences

Hardware properties
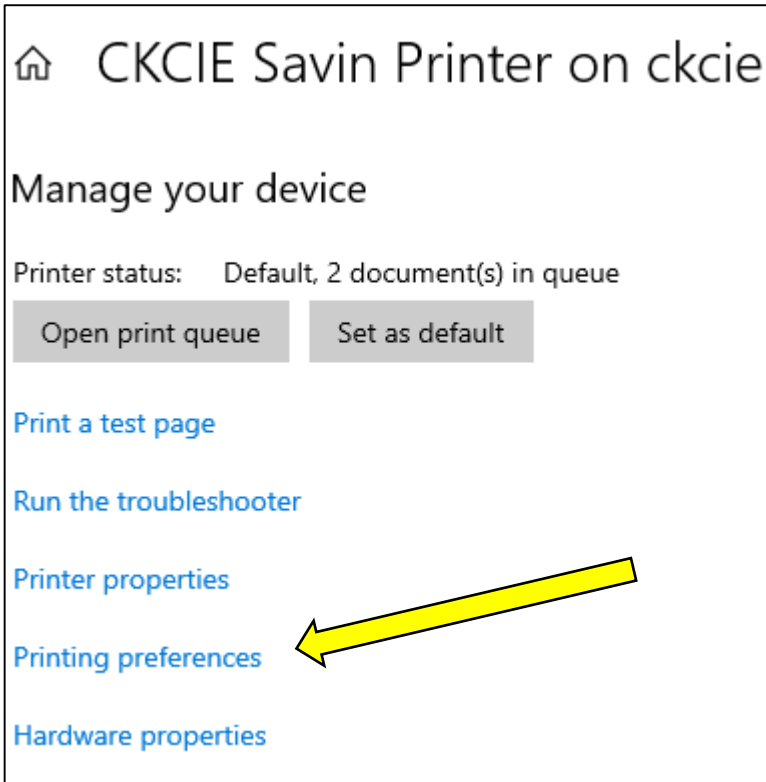
Change Job Type to Hold Print(see instruction on PG 2 for the next couple of steps)

Click on Details and enter your name under User ID

Change Color to Black and White

Next:

Click Apply then OK

Exit out of settings. Now your default should be set to Hold Print and Black & White Print