# Color LaserJet Enterprise Flow MFP M880

Create a stored job (Windows)

You can store jobs on the product so you can print them at any time.

NOTE: Your print driver might look different than what is shown here, but the steps are the same.

1. From the software program, select the **Print** option.

2. Select the product from the list of printers, and then select **Properties** or **Preferences** (the name varies for different software programs).
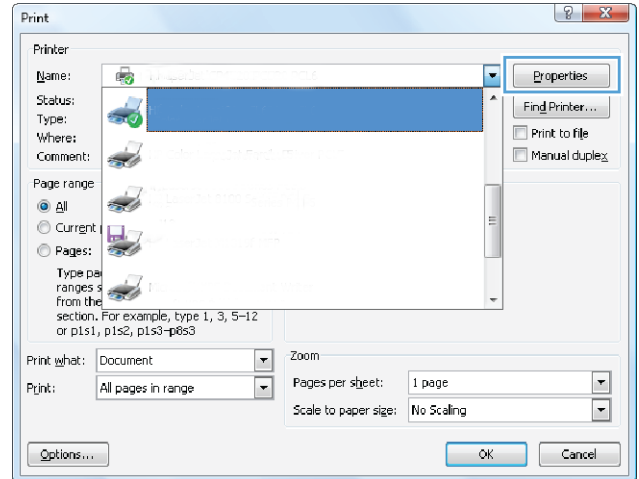
3. Click the **Job Storage** tab.
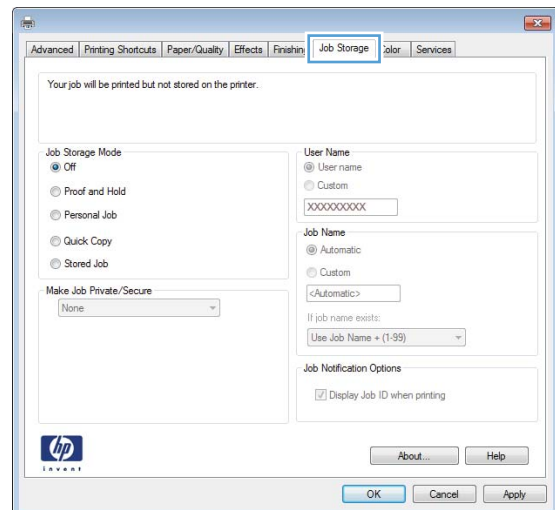
4. Select a **Job Storage Mode** option.

- **Proof and Hold**: Print and proof one copy of a job, and then print more copies.

- **Personal Job**: The job does not print until you request it at the product control panel. For this job-storage mode, you can select one of the **Make Job Private/Secure** options. If you assign a personal identification number (PIN) to the job, you must provide the required PIN at the control panel. If you encrypt the job, you must provide the required password at the control panel.

- **Quick Copy**: Print the requested number of copies of a job and store a copy of the job in the product memory so you can print it again later.

- **Stored Job**: Store a job on the product and allow other users to print the job at any time. For this job-storage mode, you can select one of the **Make Job Private/Secure** options. If you assign a personal identification number (PIN) to the job, the person who prints the job must provide the required PIN at the control panel. If you encrypt the job, the person who prints the job must provide the required password at the control panel.
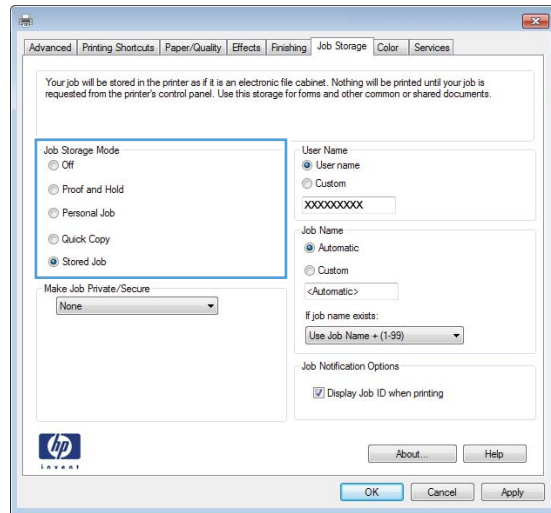
5. To use a custom user name or job name, click the **Custom** button, and then enter the user name or the job name.

Select which option to use if another stored job already has that name:

- **Use Job Name + (1-99)**: Append a unique number to the end of the job name.

- **Replace Existing File**: Overwrite the existing stored job with the new one.

6. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.