
If you are using an HP Universal Print Driver (UPD), job storage is available only with UPD version 5.9.0 or above.

3. Select the **Driver language** from the drop-down menu, and then select the **Operating system** from the drop-down menu.
4. Click **Driver - Universal Print Driver**, and then click **Download** next to the appropriate driver.
5. Follow the on-screen instructions.

Part three: Install the rear USB storage device

A dedicated USB 2.0 storage device with at least 16 GB free space must be installed in the rear USB port. This USB storage device will hold the job storage jobs sent to the printer. Removing this USB storage device from the printer disables the job storage feature.

1. Locate the rear USB port.

On some models, the rear USB port is covered. Remove the rear USB port cover before proceeding.

2. Install the USB storage device into the rear USB port.
The control panel displays a The USB drive will be formatted message.
3. Select **OK** to complete the procedure.

Part four: Enable Job Storage in the printer properties

1. Depending on your operating system, click the **Start** button, and then do one of the following to find the list of installed printers:
 - Click **Devices and Printers**
 - Click **Control Panel**, click **Hardware and Sound**, and then click **Printers**
 - Click **Settings**, and then click **Printers and Faxes**
2. Right-click the printer name.
3. Depending on your operating system, click **Properties** or **Printer properties**.
4. Click the **Device Settings** tab.

Depending on the Universal Print Driver (UPD) that is installed, steps a and b may be unnecessary.

- a. Set **Job Storage to Automatic**.
- b. Set **Printer Hard Disk to Installed**.

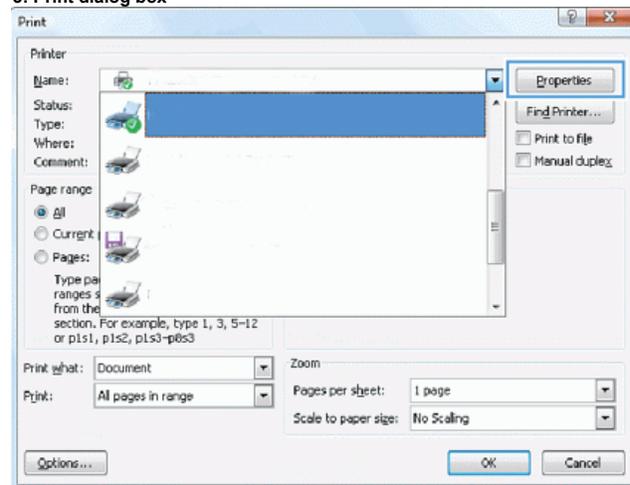
Create a stored job (Windows®)

Store jobs on the printer for private or delayed printing.

1. From the software application, select the **Print** option.
2. Select the printer from the list of printers, and then select **Properties** or **Preferences** (the name varies for different software programs).

To access these features from a Windows® 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

3: Print dialog box



3. Click the **Job Storage** tab.

4: Job Storage tab



4. Select a **Job Storage Mode** option.

Mode	Description	PIN protection printing	Job deletion
Proof and Hold	<p>When selected, this option stores the print job in memory and prints only the first copy of the job, allowing you to check the first copy. If the document prints correctly, set the number of copies to print at the control panel and then print the remaining copies of the print job. You can set the number of proof-and- hold print jobs that can be stored in the printer at the control panel.</p> <p>When using the Proof and Hold option, only one copy of the print job is sent to the printer even if multiple copies are specified in the software application you print from. If multiple copies are needed while using the Proof and Hold option, they must be specified at the control panel.</p>	No	After it is released for printing, the proof-and-hold job is immediately deleted from the printer. If more copies are needed, you must reprint the job from the software program. If you send a second proof-and- hold job to the printer with the same user name and job name as an existing proof-and-hold job (and you have not released the original job for printing), the job overwrites the existing job. Proof-and-hold jobs are deleted if you turn off the printer.
Personal Job	The job does not print until you request it at the printer control panel. For secure printing for this job-storage mode, you can add a personal identification number (PIN) in Make Job Private/Secure options. If you assign a PIN to the job, the person who prints the job must provide the required PIN at the control panel.	Yes (optional)	Automatically after the job is printed or when job retention limit is reached.
Quick Copy	Print the requested number of copies of a job and store a copy of the job on the USB storage device connected to the printer so you can print it again later.	No	Manually or when the printer is turned off.
Stored Job	Store a job on the USB storage device connected to the printer and allow other users to print the job at any time. For secure printing for this job-storage mode, you can add a personal identification number (PIN) in Make Job Private/Secure options. If you assign a personal PIN to the job, the person who prints the job must provide the required PIN at the control panel.	Yes (optional)	Manually

5. If you select **Personal Job** or **Stored Job** in step 4, you can choose to secure the job from the **Make Job Private/Secure** drop-down menu by selecting **PIN to print**. Type a four-digit number in the **PIN** field. When other users attempt to print this job, the printer prompts them to enter this PIN number.

[On the HP Embedded Web Server \(EWS\), PIN may also be referred to as User Access Code.](#)

6. To use a custom user name or job name, click the **Custom** button, and then enter the user name or the job name.
7. From the **If job name exists** drop-down menu, select the appropriate option:
- **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.
8. Click **OK** to close the **Document Properties** dialog box. In the **Print** dialog box, click **OK** to print the job.

Print a stored job

Use the following procedure to print a job that is stored on the USB storage device connected to the printer.

- On the printer control panel, touch the right arrow  button to navigate to the control panel screen that has the **Print from Memory** menu. Touch the **Print from Memory** icon to open the menu.
- From the **Job Folders** list, select a user name. A list of jobs stored under that user name displays.
- Select the name of the job. If the job is private or encrypted, enter the PIN.

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- To adjust the number of copies, touch **Copies** enter the number of copies, and then touch **OK**.
- Touch **Print** to print the job.

Delete a stored job

When you send a stored job to the printer memory, the printer overwrites any previous jobs with the same user and job name. If the USB storage device connected to the printer memory is full, the printer control panel displays a **No more memory** message, and existing stored jobs must be deleted before additional print jobs can be stored.

Use this procedure to delete a job that is stored on the USB storage device connected to the printer.

- On the printer control panel, touch the right arrow  button to navigate to the control panel screen that has the **Print from Memory** menu. Touch the **Print from Memory** icon to open the menu.
- From the **Job Folders** list, select a user name. A list of jobs stored under that user displays.
- Touch the name of the job. If the job is private or encrypted, enter the PIN.

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- Touch **Delete** and then touch **OK** to delete the job.