



LaserJet Enterprise, PageWide Enterprise

Store print jobs on the printer to print later or print privately

Introduction

The following information provides procedures for creating and printing documents that are stored on the printer. These jobs can be printed at a later time or printed privately.


- [Create a stored job \(Windows\)](#)
- [Create a stored job \(OS X\)](#)
- [Print a stored job](#)
- [Delete a stored job](#)
- [Manage the number of jobs the printer can store](#)

Create a stored job (Windows)

Store jobs on the printer for private or delayed printing.

1. From the software program, 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).

 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** In Windows 10, 8.1, and 8, these applications will have a different layout with different features from what is described below for desktop applications. To access the print feature from a Start screen app, complete the following steps:

- **Windows 10:** Select **Print**, and then select the printer.
- **Windows 8.1 or 8:** Select **Devices**, select **Print**, and then select the printer.

For the HP PCL-6 V4 driver, the HP AiO Printer Remote application downloads additional driver features when **More settings** is selected.

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 printer 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. The print job is deleted from memory after it prints and is lost if the printer loses power.

- **Quick Copy:** Print the requested number of copies of a job and store a copy of the job in the printer memory so you can print it again later.
 - **Stored Job:** Store a job on the printer 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 **Print** button to print the job.

Create a stored job (OS X)

Store jobs on the printer for private or delayed printing.

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the printer.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Job Storage** menu.
4. In the **Mode** drop-down list, select the type of stored job.
 - **Proof and Hold:** Print and proof one copy of a job, and then print more copies.
 - **Personal Job:** The job does not print until someone requests it at the printer control panel. If the job has a personal identification number (PIN), provide the required PIN at the control panel. The print job is deleted from memory after it prints and is lost if the printer loses power.
 - **Quick Copy:** Print the requested number of copies of a job and store a copy of the job in the printer memory to print it again later.
 - **Stored Job:** Store a job on the printer and allow other users to print the job at any time. If the job has a personal identification number (PIN), the person who prints the job must provide the required PIN 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. If you selected the **Stored Job** or **Personal Job** option in step 3, you can protect the job with a PIN. Type a 4-digit number in the **Use PIN to Print** field. When other people attempt to print this job, the printer prompts them to enter this PIN number.
7. Click the **Print** button to process the job.

Print a stored job

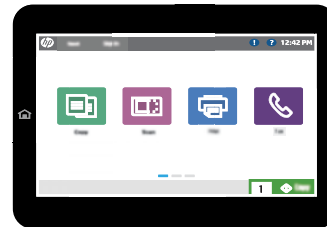
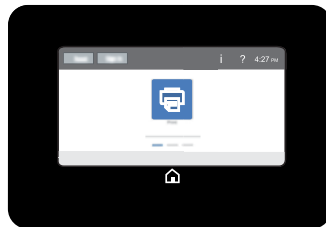
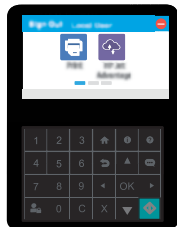
Use the following procedure to print a job that is stored in the printer memory.

 **NOTE:** The steps vary according to the type of control panel.


FutureSmart 3



FutureSmart 4




FutureSmart 3

1. From the Home screen on the printer control panel, scroll to and select the [Retrieve from Device Memory](#) button.
2. Select the folder in which the document is saved, and then select the document.
3. If the document is private, enter the four-digit PIN in the [Password](#) field, and then select [OK](#).
4. Select the Start  button to print the file.

FutureSmart 4

1. From the Home screen on the printer control panel, select [Print](#), and then select [Print from Job Storage](#).



2. Select [Choose](#) to view the job folders, and then select the folder where the job is stored.
3. Select the check box next to the document(s) that you would like to print, and then touch [Done](#).
4. If the document is private, enter the four-digit PIN in the [PIN or Password](#) field, and then touch [OK](#).
5. To adjust the number of copies, touch the Copy Count field to the left of the [Print](#) button. When the keypad displays, select the number of copies, and then touch the Close  button to close the keypad.
6. Touch [Print](#) to print the document.

Delete a stored job

Use the following procedure to delete a job that is stored in the printer memory.


FutureSmart 3

1. From the Home screen on the printer control panel, select [Retrieve from Device Memory](#).
2. Select the name of the folder where the job is stored.
3. Select the name of the job.
4. If the job is private or encrypted, enter the PIN or the password.
5. Select the [Delete](#) button.

FutureSmart 4

1. From the Home screen on the printer control panel, select [Print](#).



2. Select [Print from Job Storage](#).
3. Select [Choose](#) to view the job folders, and then select the name of the folder where the job is stored.
4. Select the check box next to the name of the job that you would like to delete.
5. Select the Trash  icon to delete the job. If the job is private, enter the PIN, and then touch [OK](#).
6. Select [Delete Jobs](#) on the confirmation prompt.

Manage the number of jobs the printer can store

When a new job is stored in the printer memory, the printer overwrites any previous jobs with the same user and job name. If a job is not already stored under the same user and job name, and the printer needs additional space, the printer might delete other stored jobs starting with the oldest. To change the number of jobs that the printer can store, complete the following procedure:

FutureSmart 3

1. From the Home screen on the printer control panel, scroll to and select [Administration](#).
2. Open the following menus:
 - [General Settings](#)
 - [Manage Stored Jobs](#)
3. Touch the [Quick Copy Job Storage Limit](#) field, and then use the keypad to enter the number of jobs that the printer stores.
4. Touch [Save](#) to save the setting.

FutureSmart 4

1. From the Home screen on the printer control panel, select [Settings](#).



2. Open the following menus:
 - [Copy/Print](#)
 - [Manage Stored Jobs](#)
 - [Temporary Job Storage Limit](#)
3. Use the keypad to enter the number of jobs that the printer stores.
4. Touch [Done](#) to save the setting.