How to set hold print for all applications

Printers will be named something like this.

CES George Copier (Hold Print)
CES Birtha Copier (Hold Print)
CES Doris Copier (Hold Print)

1. **Open Printer Properties:**Control Panel Settings.

Press the **Windows Key**  , type in the search box **Printers & scanners**, and press **Enter**. Click on your Xerox B9100 (Will be named similar to list above) printer in the list, click **Manage**, and then select **Printing preferences**.

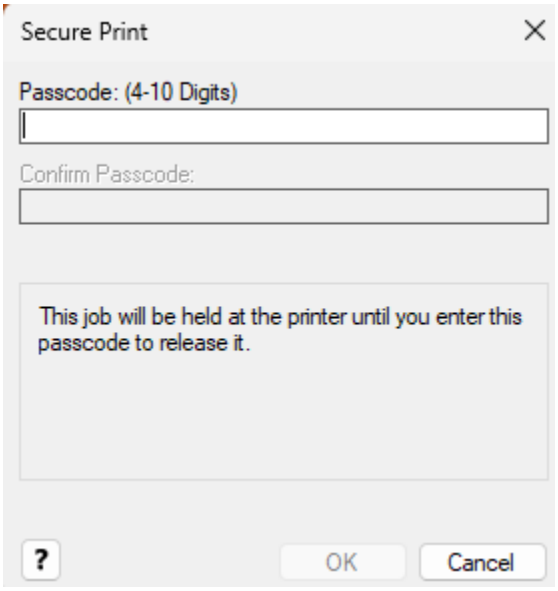
Verification: The global Xerox printing preferences window will open.



2. **Change Job Type to Secure Print:**

Locate the **Job Type** dropdown menu and select **Secure Print**.

Verification: The secure print configuration fields will appear, prompting you to set a default passcode



Enter the pin number and click OK

Apply and Save Defaults

Click apply and then OK

You can now close all other windows