Hold to Print
(X, C, MX, and CX models)

Hold to print is a feature that allows users to send their print jobs to a queue, instead of printing straight from their desktop. Users can send multiple jobs to their print queue, and, when they are ready, make their way to the device and either delete the jobs, or print them.

The hold to print option is helpful in reducing waste, and preventing documents from going missing. This allows users to thrive in their workplace, and maximize their output.

Hold to Print:

1. In your computer program, select 'File' and then 'Print'.
2. Instead of clicking 'OK', select 'Print Properties'.
3. Next, select 'Hold to Print'. Once this happens, the user's documents will be sent to the print queue.
4. When the user is ready to print, walk over to your Lexmark device.
5. Select the 'Held Jobs' icon located on the main menu.
6. Next, select a folder to manage print jobs.
7. Once the user has selected a folder, they have the ability to delete, or print jobs that are listed in the queue.

*If jobs remain inactive in the queue for 24 hours, they will be terminated.