

Saving and Reprinting Jobs

The Reprint Saved Jobs feature allows you to save your print job on the printer so that you can print it at any time.

Enabling the Reprint Saved Jobs Feature

1. In CentreWare Internet Services, click **Properties > Services > Print From**.
2. Click **Reprint Saved Jobs > Enablement**.
3. Under Enablement, select **Enabled**.
4. Click **Apply** to save the new settings or **Undo** to retain the previous settings.

Create and Manage Saved Jobs Folders

By default, if Reprint Saved Jobs is enabled, jobs are saved in the Default Public Folder. You can create folders to organize saved jobs.

Managing certain folder types requires that you log in as the creator of the folder or that you have administrator-level permissions. You can delete, rename, or change the permissions for a folder. If you want to limit access to the saved jobs, assign a password to a folder.

Creating a Folder

1. In CentreWare Internet Services, click **Jobs > Saved Jobs**.
2. Click **Create New Folder**.
3. Type a name in the field provided.
4. Under Folder Permissions, select the folder type.
5. Click **Apply**.

Managing a Folder

1. Click **Manage Folders**.
2. Click the pencil icon.
3. If allowed, you can rename the folder and change folder permissions.
4. Click **Apply**.

Deleting a Folder

1. Click **Manage Folders**.
The list of existing folders appears.
2. Select the folder you want to delete.
The Delete Folder button activates.
3. Click **Delete Folder**.
A warning message appears informing you that the delete is permanent.
4. Click **OK** to delete or **Cancel** to exit.

Saving and Printing Jobs

Saving a Job from Your Computer

1. With your file open, click the **File** menu in the application, then click **Print**.
2. From the application Print window, select your printer from the Printer Name menu.
3. Click **Properties** to access the print settings for the job.
4. On the Printing Options tab, click the **Job Type** menu, then select **Saved Job**.
5. Type a Job Name for the job or, to use the document file name being submitted, select **Use Document Name**.
6. From the Save To menu, select the destination folder. Select **Default Public Folder** or type a name for a new folder.
7. To save the job to the printer and print it immediately, click **Save and Print**.
8. To save your job as a secure job, select **Private**, type and retype a 4–10 digit passcode, then click **OK**.

Backing up Saved Jobs

1. In CentreWare Internet Services, click **Properties > Services > Print From**.
2. Click **Reprint Saved Jobs > Backup Jobs**.
3. Under Settings, select **FTP** as the protocol.
4. Select the address type and Port for the FTP server to use to back up jobs. Options are **IPv4 Address**, **IPv6 Address**, or **Host Name**.
5. Type the appropriately formatted address in the IP Address and Port field. The default port number is 21.
6. Type the path to the file repository in the Document Path field.
7. Type the filename for the backup file in the File Name field. This name is appended to the end of the document path.
8. Type the login name for the FTP server in the Login Name field.
9. Type and retype the Password.
10. Enable **Select to Save New Password**.
11. Click **Start** to begin the backup or **Undo** to retain the previous settings.

Restoring Saved Jobs from an FTP Repository

1. In CentreWare Internet Services, click **Properties > Services > Print From**.
2. Click **Reprint Saved Jobs > Restore Jobs**.
3. Under Settings, select **FTP** as the protocol.
4. Select the address type and Port for the FTP server where the saved jobs are stored. Options are **IPv4 Address**, **IPv6 Address**, or **Host Name**.
5. Type the appropriately formatted address in the IP Address: Port field. The default port number is **21**.
6. Type the path to the file repository in the Document Path field.
7. Type the name for the backup file that you want to restore In the File Name field. This name is appended to the end of the document path.
8. Type the login name of the FTP server In the Login Name field.
9. Type and retype a Password.
10. Enable **Select to Save New Password**.
11. Click **Start** to begin restoring Saved Jobs or **Undo** to retain the previous settings.



CAUTION: When you restore backed-up jobs, existing stored jobs are overwritten, and the Default Public Folder is emptied.