How to adjust the job auto-delete timeout

With secure release, print jobs wait until the user releases them at a printer. Jobs that are never released are deleted after a set time, so they do not build up.

1. Open Resource Manager.
2. In the tree, click **Print Management** > **Shared Devices**, and double-click the printer. To change all printers, select them all (Ctrl+A) and edit them together.
3. Click the **Functions & pricing** tab.
4. Under **Printer function**, tick **Auto delete unprinted jobs after** (when editing several printers, first tick the box next to it), and enter the number of minutes, for example 1440 for one day or 10080 for one week.
5. Click **OK + Refresh All** to save and send the change to the PDServers and PDAgents.

Deleted jobs appear in the **Deleted printouts** report with the reason **Release Timeout**.

Related articles

- *Shared device settings*
- *How to disable Secure Release on a printer*
- *How to open a deleted printouts report*

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