Step 1:
Click the Start Button, And Then Click on Devices and Printers

Step 2:
Select the printer named "SBSTATBC299F ON FCNCP51"
Step 3:
Right-click on SBSTATBC299F and select Printer Properties.

Step 4:
Once Inside Printer Properties, click on Preferences...
Step 5:
Change the Job Type to "Hold Print"

Step 6:
Click on the Details Button
Step 7:
Type your name into the User ID field. You may type any name you want.
Leave the "File Name:" field empty.

When you print a document from your computer, the document will now be waiting for you at the printer under the User ID you chose in Step 7. To make the document print from the printer, you must walk up to the printer, choose your User ID, and then select which document you want to print. You may send more than one document to the printer at a time, if you wish.
Walk up to this printer!
Click on this Printer Button
Click on Print Jobs!
Find your name and select it!
After you select your name, it will appear up top

Then select Print All Jobs
Are you sure you want to print the following?

Click Yes to print

User ID: WILSON
Job Type: Hold Print Jobs
Job(s): 1