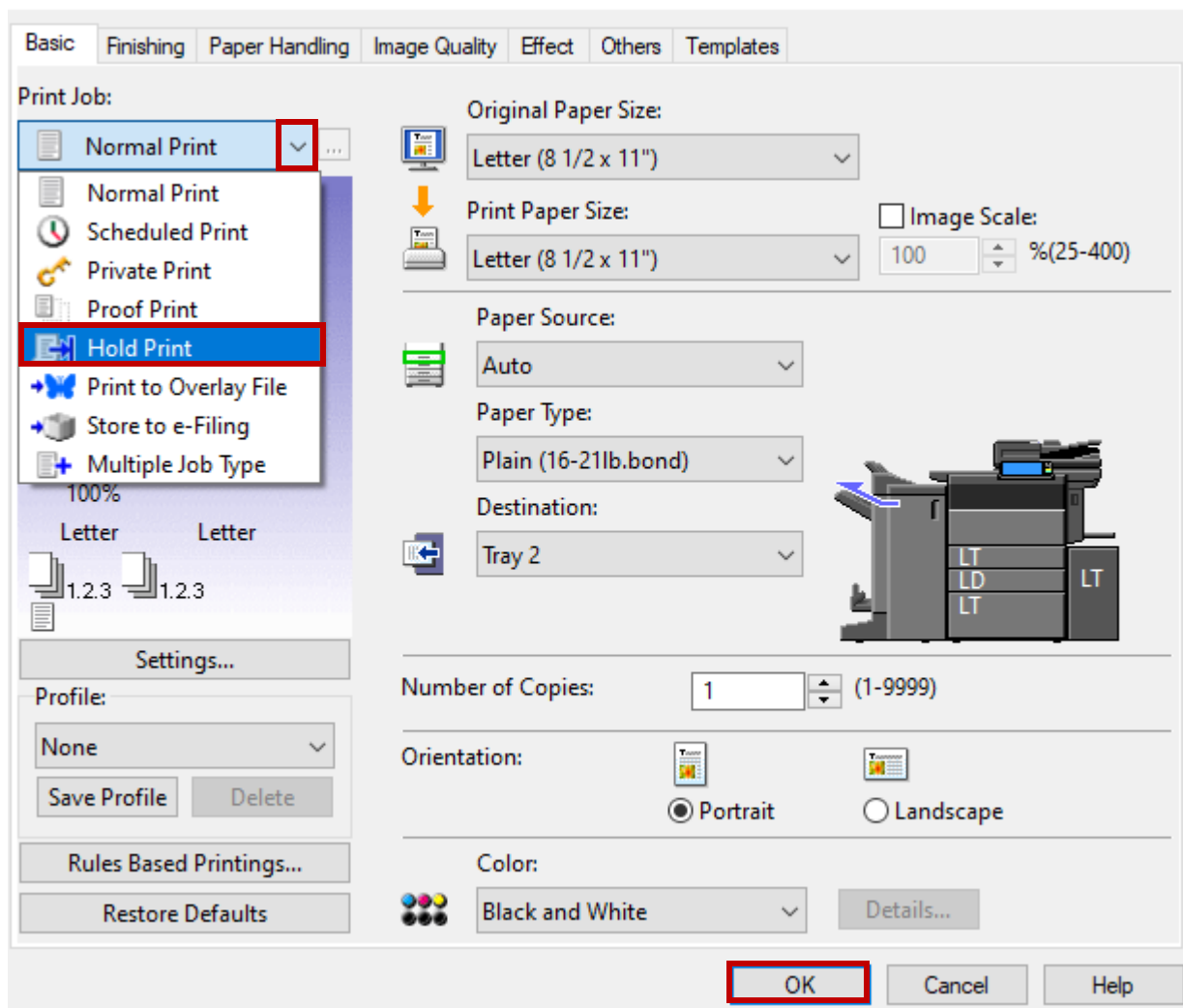


## How to Print & Release a Hold Print Job

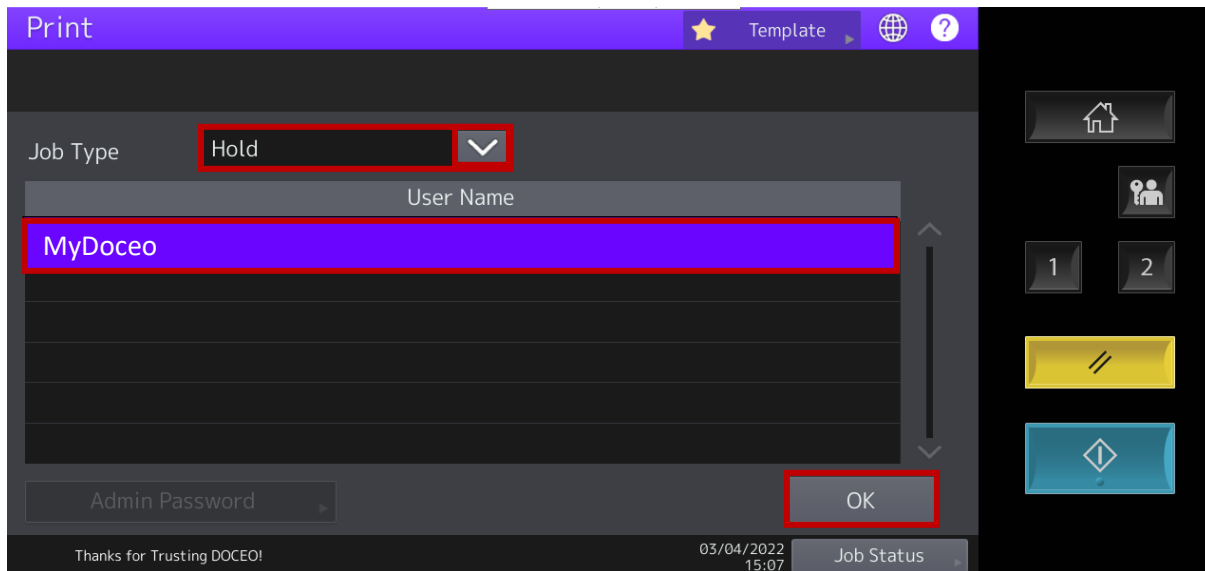
### To Print a Hold Print Job

1. When printing, select the Properties/Preferences of the Toshiba print driver
2. Click the drop down next to Normal Print
3. Select Hold Print
4. Select your settings for the print job: quantity, duplex, color, staple, etc.
5. Click OK
6. Click Print



## To Release a Hold Print Job

1. To release the job, select the Print icon on the Toshiba device
2. Use the drop down to select the job type as Hold
3. Select your User Name
4. Tap OK



5. Highlight the Document you want to Print
6. Tap Print

