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

Basic Finishing Paper Handling	Image Quality Effect Others Templates							
Print Job: Original Paper Size:								
📃 Normal Print 🗸 📖	Letter (8 1/2 x 11")							
Normal Print Scheduled Print	Print Paper Size: Image Scale: Mage Scale: Mage Scale: Mage Scale:							
C Private Print		_						
	Paper Source:							
Print to Overlay File	Auto 🗸							
Store to e-Filing	Paper Type:							
Plain (16-21lb.bond)								
100%	Destination:							
Letter Letter	Tray 2 V							
Settings		-						
Profile:	Number of Copies: 1 (1-9999)							
None 🗸	Orientation:	-						
Save Profile Delete	Portrait O Landscape							
Rules Based Printings	Color:	-						
Restore Defaults	Black and White V Details							
	OK Cancel Help							

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

Print			*	Template 🖕	۰	
Job Type	Hold	\sim				
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- 5. Highlight the Document you want to Print
- 6. Tap Print

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No.	Docum	nent Name	Date,Time	Paper	Pages	Sets	Settings	States		
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