## How to Print & Release a Private Print Job

How to Print a Private Print Job

- 1. Click Print and select the Print Properties/Preferences
- 2. Under print job, use the drop down next to Normal Print
- 3. Select Private Print
- 4. Select your settings for the print job: quantity, duplex, color, stapling, etc.
- 5. Click OK

Basic Finishing Paper Handling	Image Quality Effect Others Templates
Print Job:	Original Paper Size:
📃 Normal Print 🧹	Letter (8 1/2 x 11")
Normal Print	Print Paper Size:
Private Print	Letter (8 1/2 x 11") V 100 25-400)
Proof Print	Paper Source:
Hold Print	Auto ~
• Store to e-Filing	Paper Type:
Hultiple Job Type	Plain (16-21lb.bond) 🗸 🚬 🔤
100%	Destination:
Letter Letter	Tray 2 V LT
·	
Settings	
Profile:	
None ~	Orientation:
Save Profile Delete	Portrait O Landscape
Rules Based Printings	Color:
Restore Defaults	Black and White V Details
	OK Cancel Help

- 6. Create a password to release the job (this will be needed again at the copier)
- 7. Click OK

Private Print	×
Please enter the password for private print. Acceptable number of characters are between 1 and 63.	
Password	
OK Cancel	

- 1. To release the job, select the Print icon on the Toshiba device
- 2. Use the drop down to select the job type as Private
- 3. Select your User Name
- 4. Тар ОК

Print	🛨 Template 💭
Job Type Private 🔽	<u></u>
User Name	
МуDосео	
Admin Password	UK
Thanks for Trusting DOCEO!	03/04/2022 16:58 Job Status

- 5. Type in password that was created on the PC side
- 6. Tap OK

User Name <b>MyDoceo</b> Password ••••	6 】 1 2
Basic `1234567890-=   Symbol gwertywer	//
Other Caps a s d f g h j k l ; '	$\bigcirc$
Shift z x c v b n m , . / @ +	/ 3
Space $\leftarrow$ $\rightarrow$ Clear OK	

- 7. Highlight the job that you want to release
- 8. Tap Print

Prin	t			*	Templat	e , 🌐	?	
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Job T	vpe Private		~					心
▶ :	MvDoceo		_			C Ref		î.
No.								
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↑ F	Return Delete	All Clear				🚸 Pr	int	
т	Thanks for Trusting DOCEO!			03	/04/2022 17:00	Job Stat	us ,	