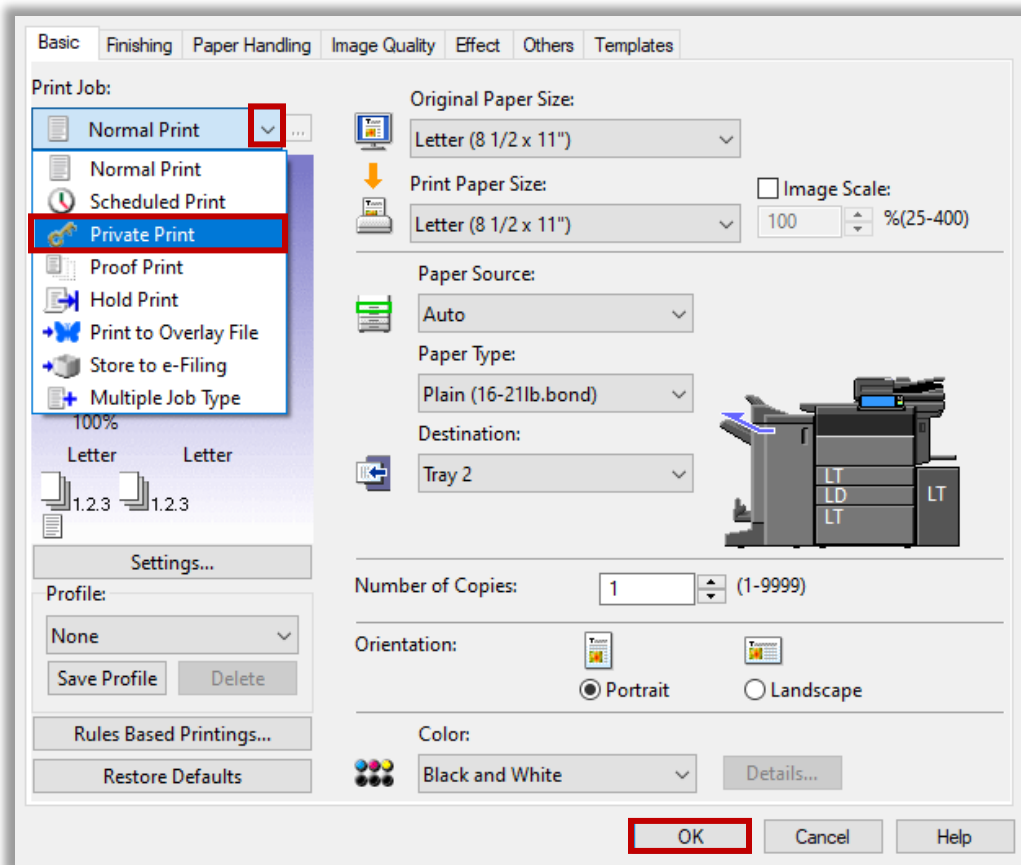


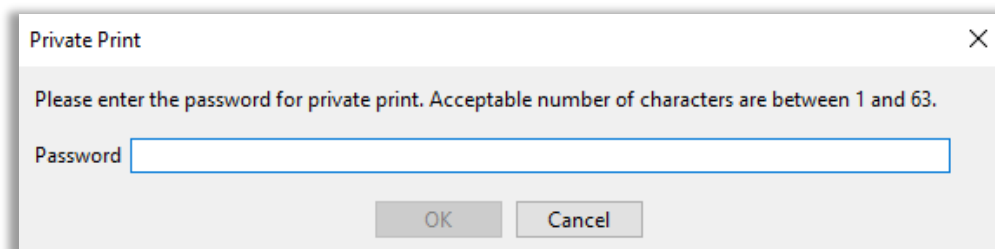
How to Print & Release a Private Print Job

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

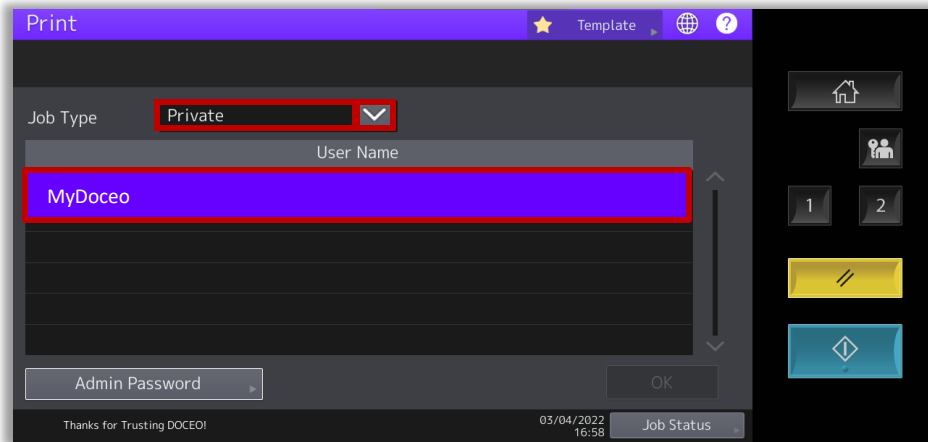


6. Create a password to release the job (this will be needed again at the copier)
7. Click OK

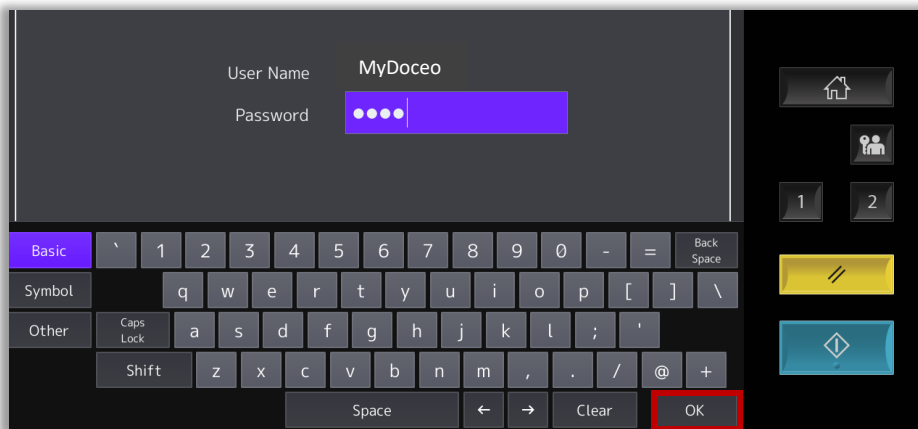


How to Release a Private Print Job

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



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



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

