

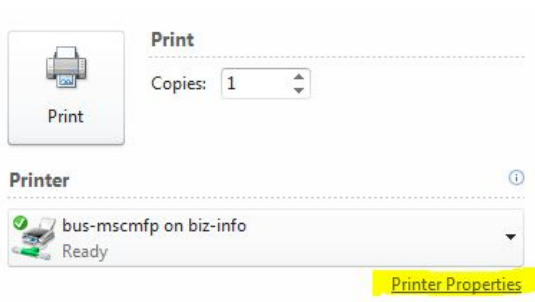
Private Printing on the Toshiba Multi-Function Printers

What is private printing?

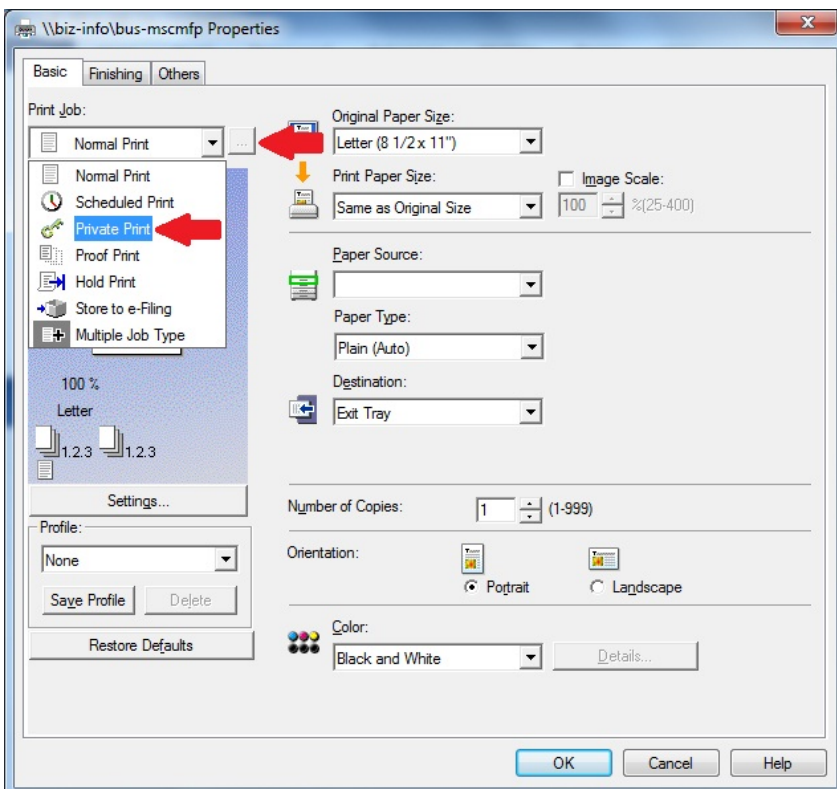
Our Toshiba Multifunction printers have a feature called 'private printing'. This feature enables printing of confidential material via the use of a password. At the time of printing, the user assigns a password to the print job. The printer will not print a private job until the user enters the print job password at the printer. In this way, users can control the timing of the release of the print job.

Private Printing for Windows

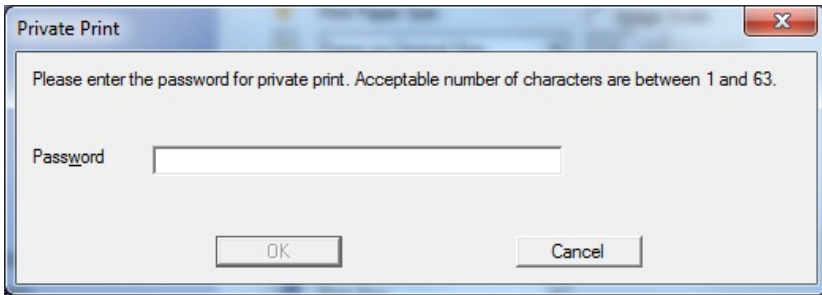
To print a private print job you need to select the **Printer Properties** option from your program's (e.g. Word's) print menu.



On the Printer Properties window, change the Print Job setting from Normal Print to **Private Print** and then click on the **square button** with 3 dots that is just to the right of your selection.



Now enter a password that can contain up to 63 characters and click **OK**.



Click **OK** to close the Printer Properties windows and then click on **Print** to send your job to the printer. **NB: The printer will store but NOT print your document until you enter your password on the printers terminal.**

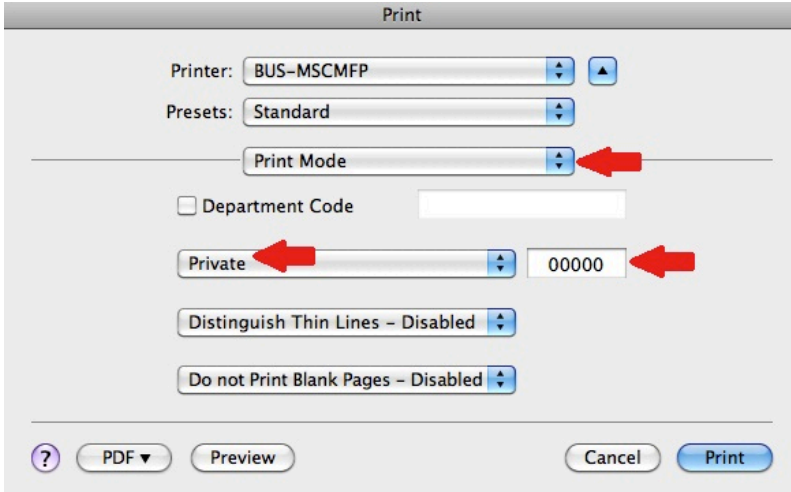
Private Printing for Mac OS X

Click File->Print


Change the printing option to **Print Mode**

Change the mode from Normal to **Private**

Enter a password that contains **5 digits** (numeric only, must be 5 digits) and click **Print**



How to Release Your Job from the Printer

Click the **Print**  button on the printer touchpad

Select your **Username** from the private print jobs list and click **OK**

Enter the **Password** you created and click **OK**

You will now see your document name listed. Select it and press **Print** on the touch screen.