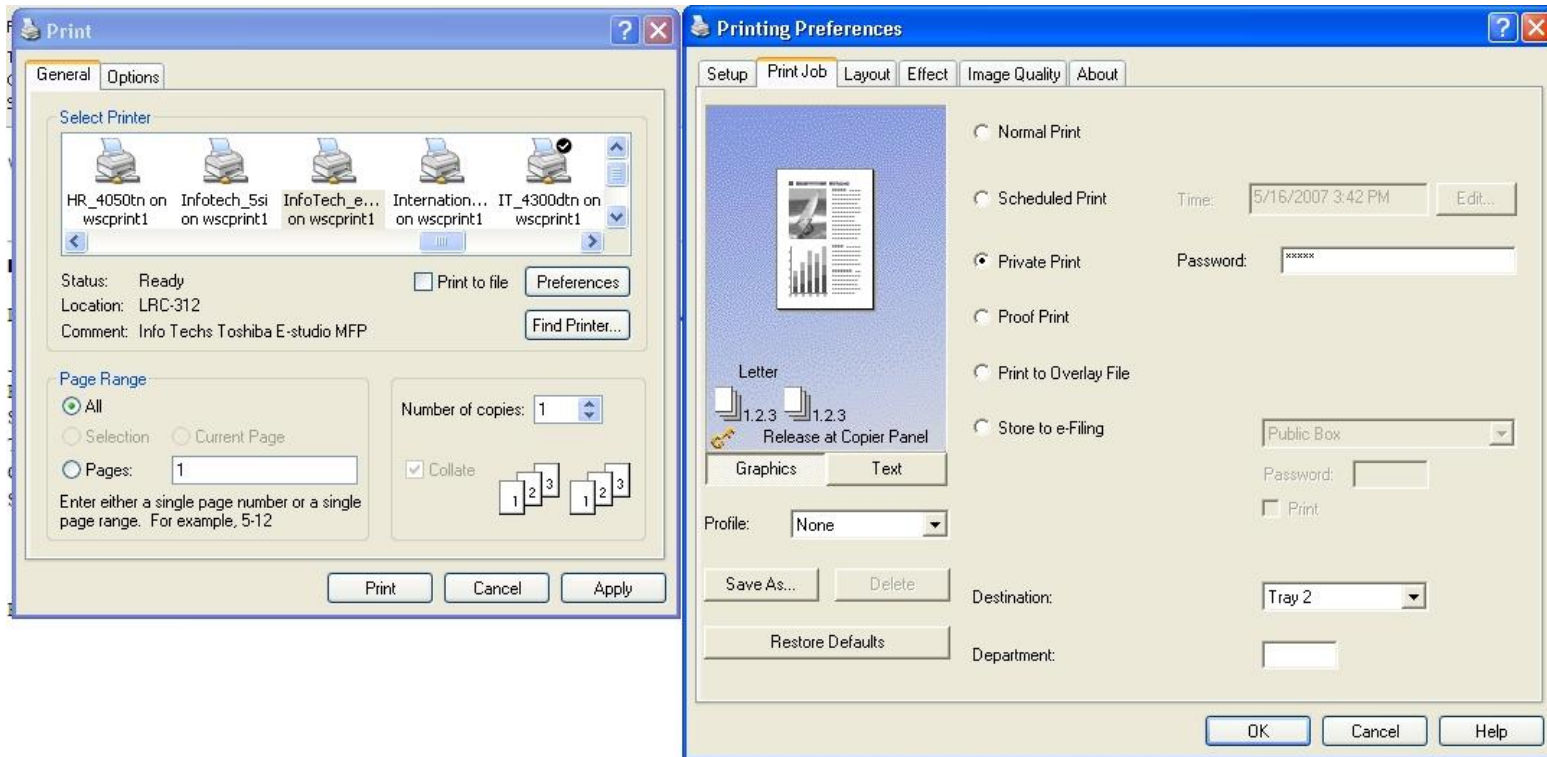


How To: Set privacy when printing to a Toshiba MFP device.

Setting privacy allows the sender to protect the document from simply printing out and allows the user to enter a password at the printer for output. This privacy printing is only available when sending output to a Toshiba MFP printer.

- 1) When you send your job to the MFP Toshiba device > Select Preferences > choose Private Print > enter a numeric password > choose OK > Print



- 2) When ready to retrieve your output at the MFP unit > Select the Job Status button > Choose Private > Release > Enter the password that you entered in step #1 > Select Print/Enter. At this point your job should be printed.

If you have any problems with these instructions or the printer in general please follow the support contact instructions located on the printer. Information Technologies is providing this information as a guide – we do not support the Toshiba MFP devices with regard to printing, scanning or faxing.