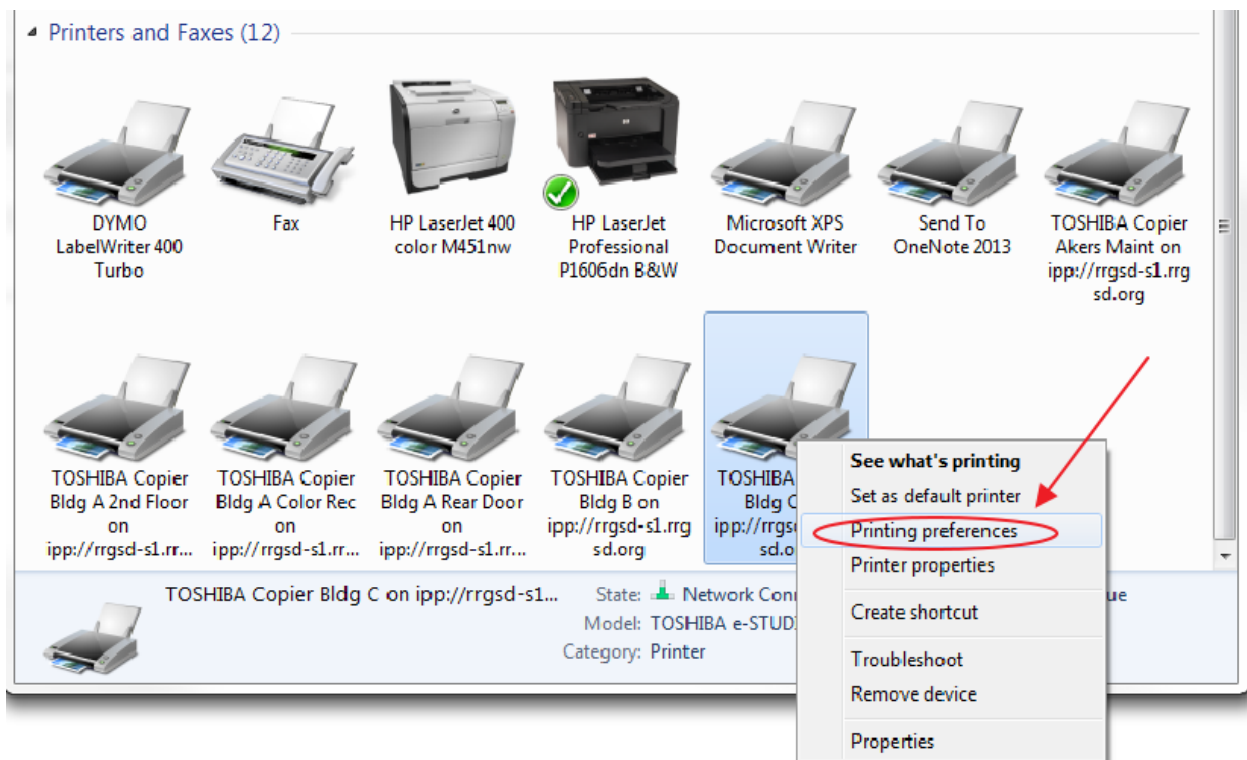


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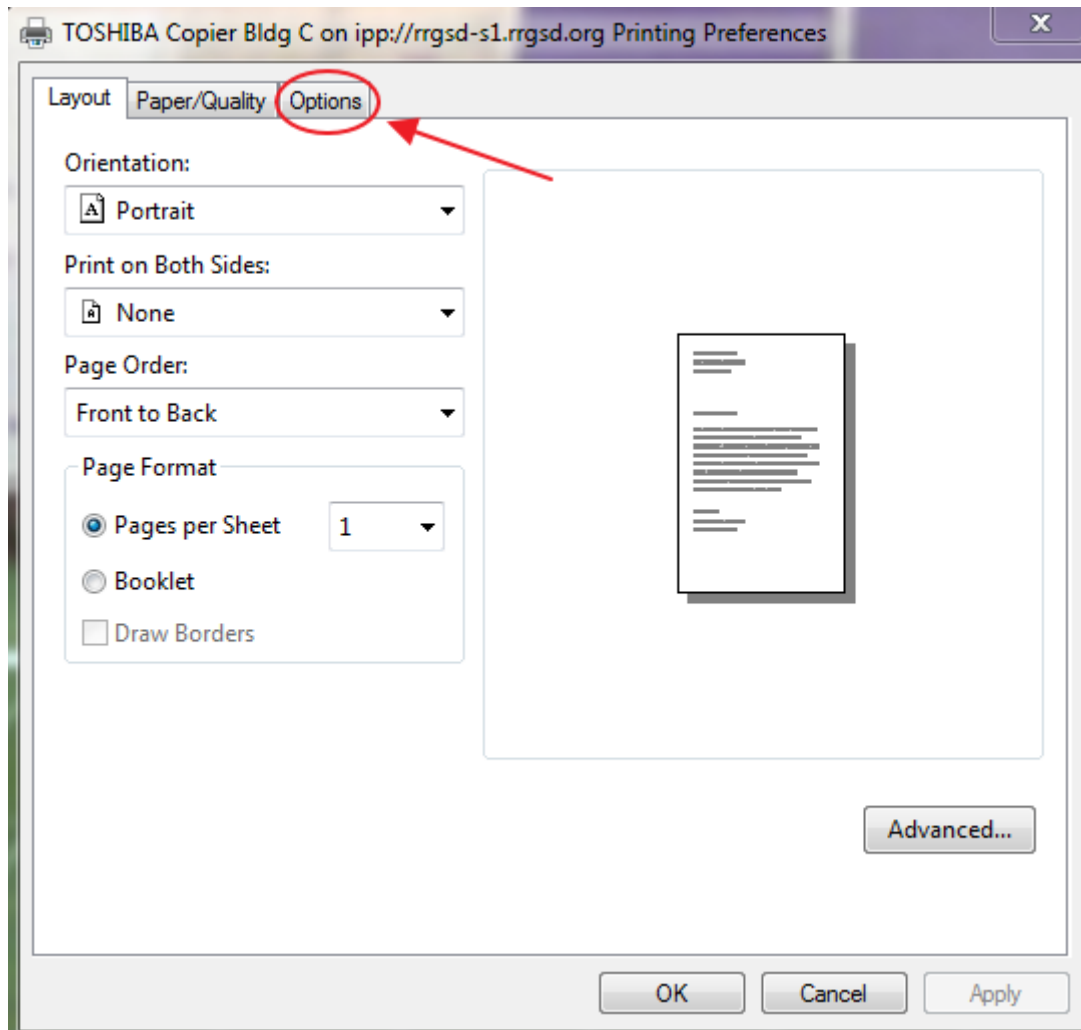
PRIVATE PRINT FOR TOSHIBA COPIERS

1) To begin, click on the start menu and open “Devices and Printers”.

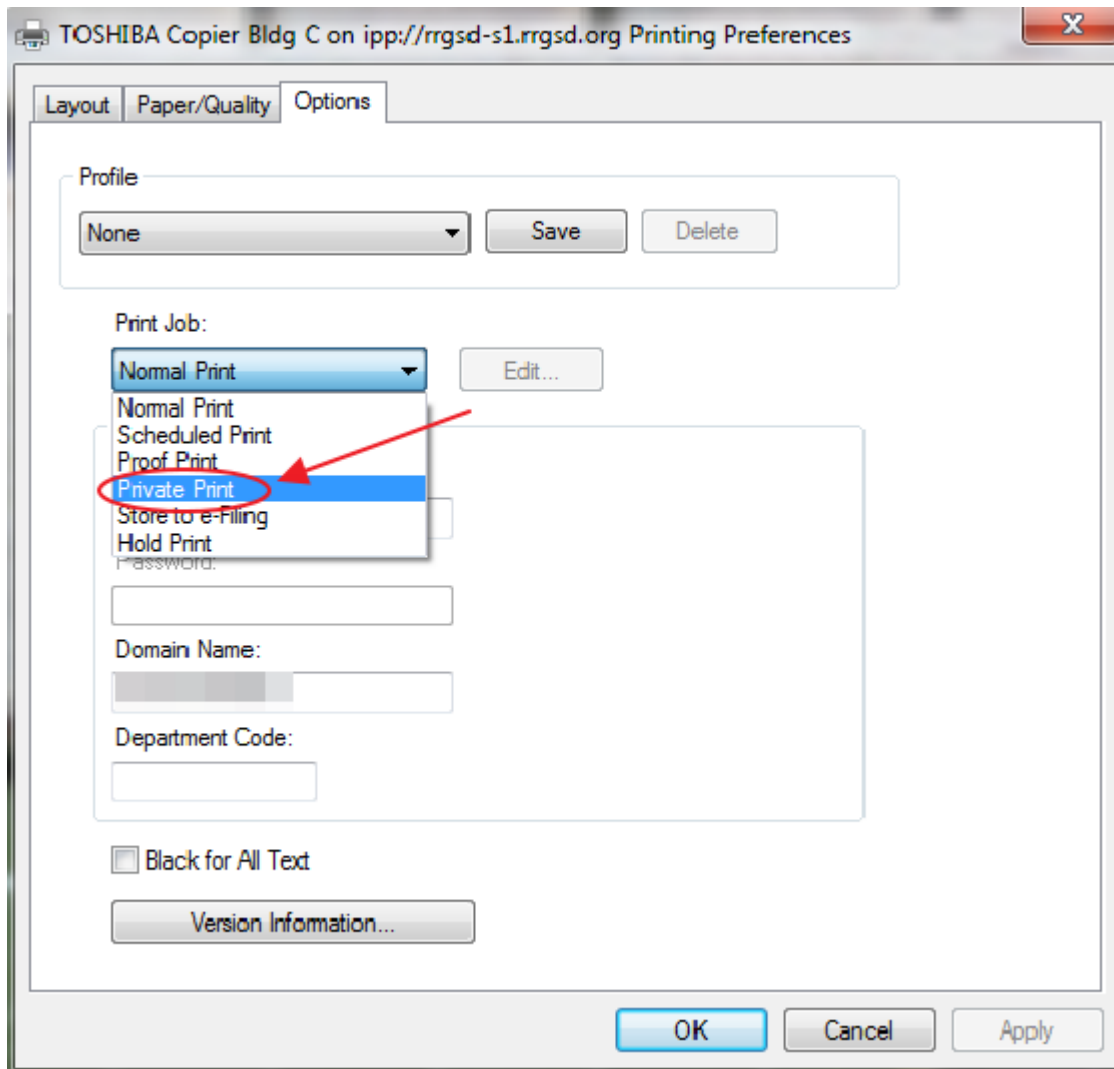
2) Right click on the TOSHIBA copier you want to use with private print and select “Printing preferences”. (You will need to repeat steps 2 through 6 for every copier you want to use private print on)



3) A new window appears. Now select the “Options” tab.



4) Click the drop down menu under “Print Job:” and select “Private Print”.



5) Type your personal 5-digit copier code in the “Password” and “Department Code” fields.

The image shows a screenshot of the 'TOSHIBA Copier Bldg C on ipp://rrgsd-s1.rrgsd.org Printing Preferences' dialog box. The 'Options' tab is selected. The 'Account Settings' section is highlighted, and the 'Password' and 'Department Code' fields are highlighted in yellow. Two red arrows point to these fields. The 'Password' field contains five dots, and the 'Department Code' field contains five dots. The 'User Name' and 'Domain Name' fields are empty. The 'Print Job' is set to 'Private Print'. The 'Profile' is set to 'None'. The 'Black for All Text' checkbox is unchecked. The 'Version Information...' button is visible at the bottom.

TOSHIBA Copier Bldg C on ipp://rrgsd-s1.rrgsd.org Printing Preferences

Layout Paper/Quality Options

Profile

None Save Delete

Print Job:

Private Print Edit...

Account Settings

User Name:

Password:

Domain Name:

Department Code:

Black for All Text

Version Information...

OK Cancel Apply

6) Click “Apply” then “OK”.

