

## How to Use Global Release Queues on the Toshiba Print Center

There are now a couple of options to consider when printing. The newest and most exciting option is Global Release Printing. This allows the user to print a document to a queue and go to any Toshiba Print Center on campus to retrieve that document. It adds efficiency to your workflow and increases security for your printed documents.

### **On your computer:**

- Click “File” menu button
- Click “Print” from the menu
- Select one of these two print queues under the printer name box:
  - a) global\_print\_release\_bw - **black and white documents**
  - b) global\_print\_release\_color - **color documents or black and white**
- If prompted, login to Papercut MF
  - NOTE: You can specify how long you want to be logged into Papercut - ranging from 5 minutes to “until I log off”
- Click “Print”
- Click “OK”
- Retrieve your document at the Toshiba Print Center - See “How to Retrieve Documents from the Toshiba Print Center”

### ***Special Notes:***

- 1. You must be physically present at the printer to retrieve the document since a login is required.***
- 2. Black and white documents can be printed from any Toshiba Print Center on campus; however you can only get color prints from certain Toshiba Print Centers.***
- 3. The following locations have color: PATT 206, SINK 236 and TEDC 327.***
- 4. You must be logged into Papercut MF in order to print!***
- 5. The document will only stay in queue for 30 minutes before it is purged.***