

How to Retrieve Documents from the Toshiba Print Center

- Log into the Print Center:
 - a) Tap “Username” button on the LCD screen - aka your former “copier” code
 - b) Tap the “Password” button on the LCD
 - c) Tap OK
 - d) Tap OK
- Press the “Menu” button (*it's blue*)
 - a) Displays the total number of jobs pending
- Press the “select jobs” button on the LCD screen
 - a) Individual listing of pending jobs
- Print options:
 - a) Press “Print All” from the top of the LCD
 - b) Press “print” button next to the individual job
 - c) Cancel the job by simply pressing the “cancel” button
- Log out when finished:
 - a) Press the yellow Function/Clear (FC) button multiple times until the User Authentication (login) screen appears on the LCD screen