Submit Print Job

Submit your print job to the following printer
- TOSHIBA Black and White Pull Printing - for black & white printing
- TOSHIBA Colour Pull Printing - for colour printing

* Printer will follow your document paper size automatically (A4 / A3). If you need to scale them up/down you will need to change the settings from printer settings. *Unknown papersize will be rejected
* Default print job been set as double sided

Collecting Printout

**STEP 1**
Click ‘Print’ menu on the home menu
* taken that you have authenticate successfully

**STEP 2**
Select the print job that you wish to print and then click ‘Print’
Click ‘Done’ when you have done
*print job cannot be cancelled after you have click the 'Print' button

**STEP 3**
Logout by click on 'Logout' button to avoid an un-authorized usage by others people.