

# Basic User Guide for Toshiba Multi-Function Devices



## Printing Guide

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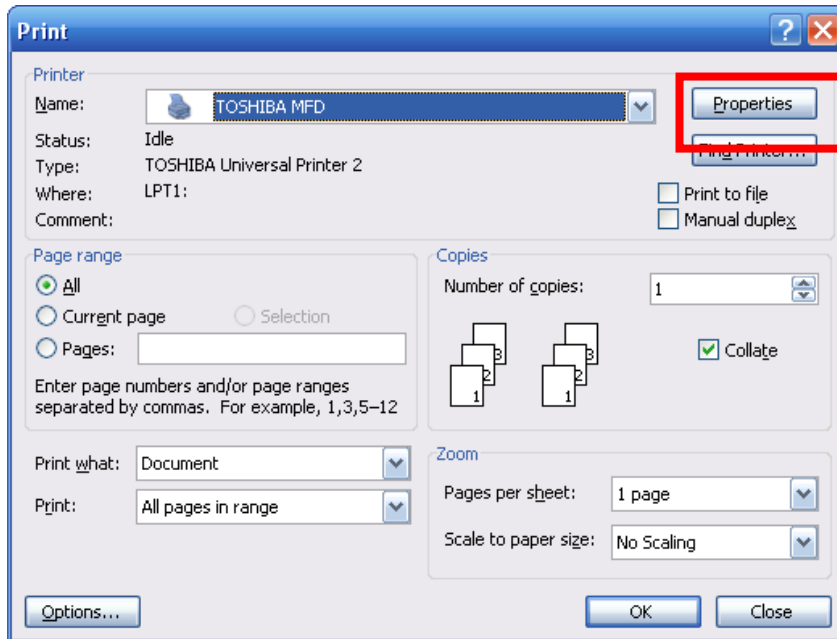
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This Guide has been produced to provide you with a quick reference on how to perform the very basic, most commonly used features. For more detailed information on these topics, please refer to the official Toshiba user manual provided with this machine.

To request further training on any of these topics, or on the more advanced functions, please call Arena Group Ltd on 0844 863 8000 (calls charged at local rates).

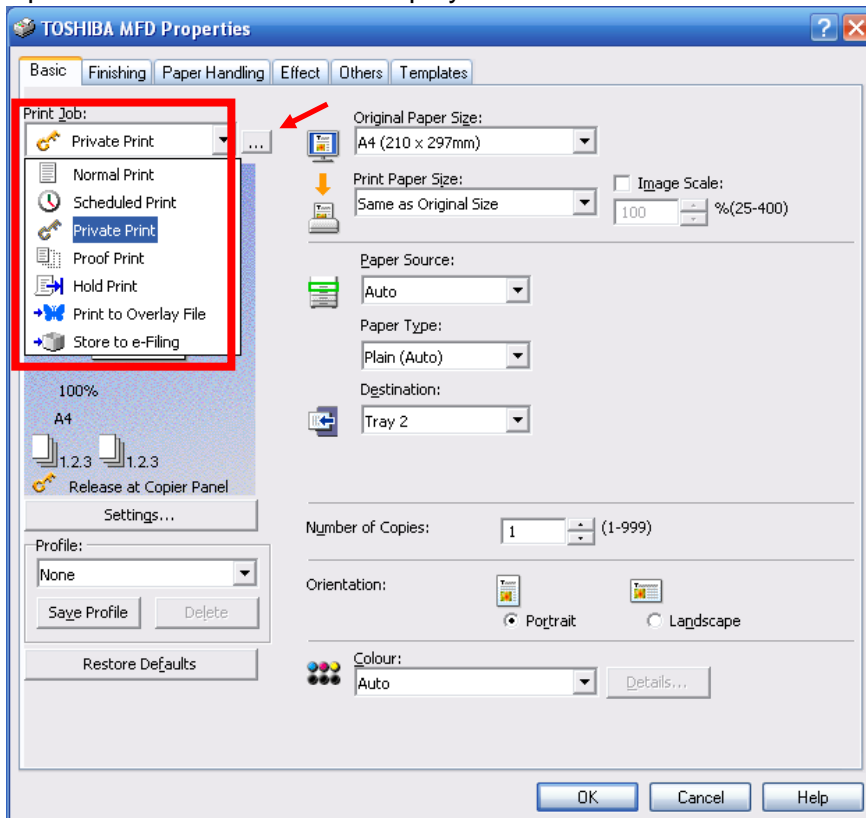
# Printing to the Private Print Queue

1. With the document open on screen, select **File** then **Print**. The print dialogue screen will now be displayed:



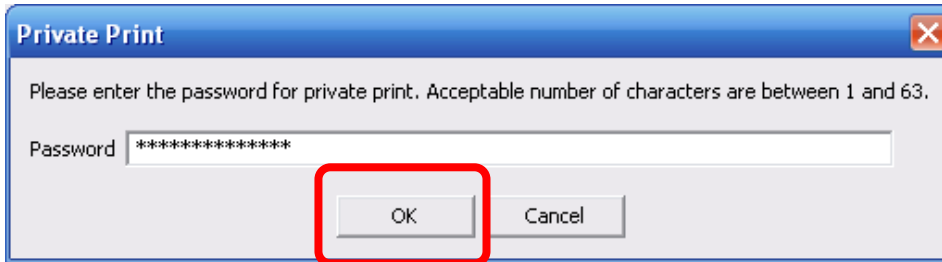
On this screen, ensure you have selected the Toshiba device you wish to print to and then select **Properties**.

2. The Printer properties screen will now be displayed:



On this screen, use the drop down menu under **Print Job** and select **Private Print**. Then click on the small box to the right of the drop down menu (arrowed above).

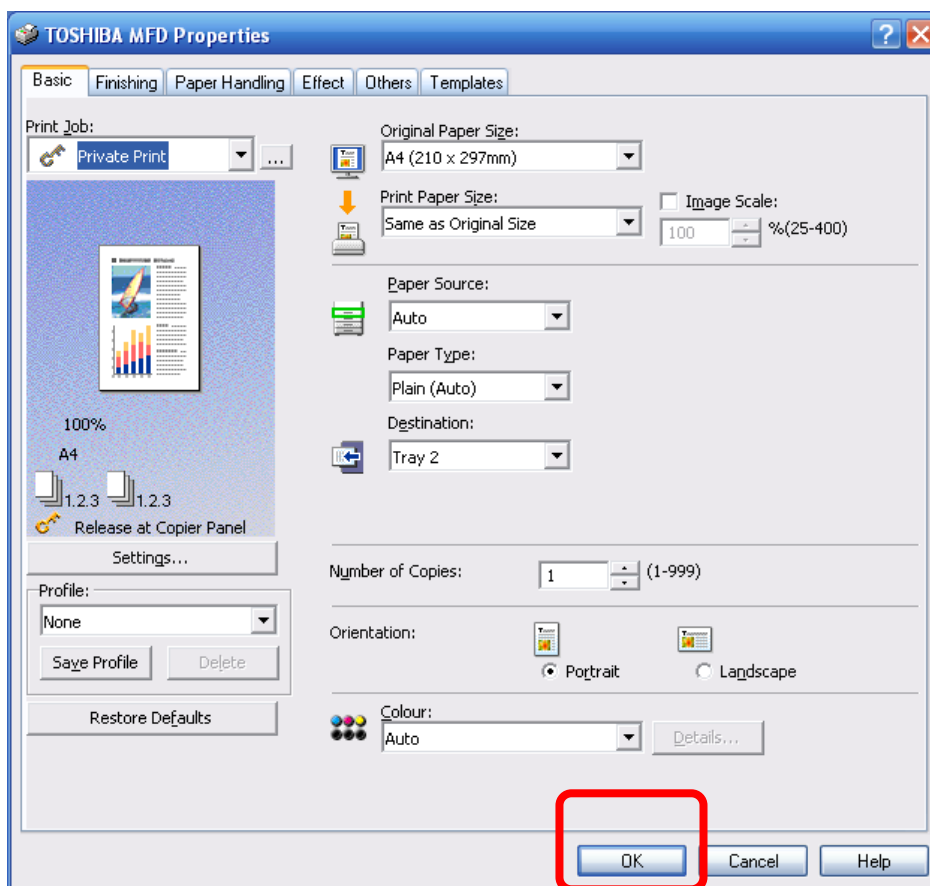
3. The **Private Print Password** screen will now be displayed:



On this screen, create a unique password, to be used in order to release the private print job at the Toshiba device, then press **OK**.

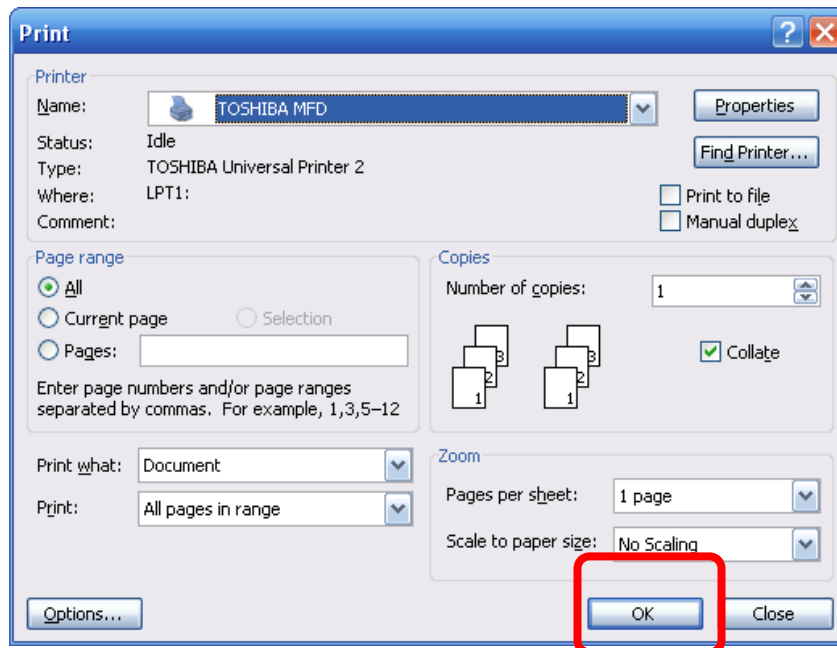
(Passwords can be any combination of alpha-numeric characters from 1 to 63 digits in length).

4. You will now be taken back to the **Print Properties** screen



On this screen, select **OK**.

5. You will now be taken back to the **Print** dialogue screen:



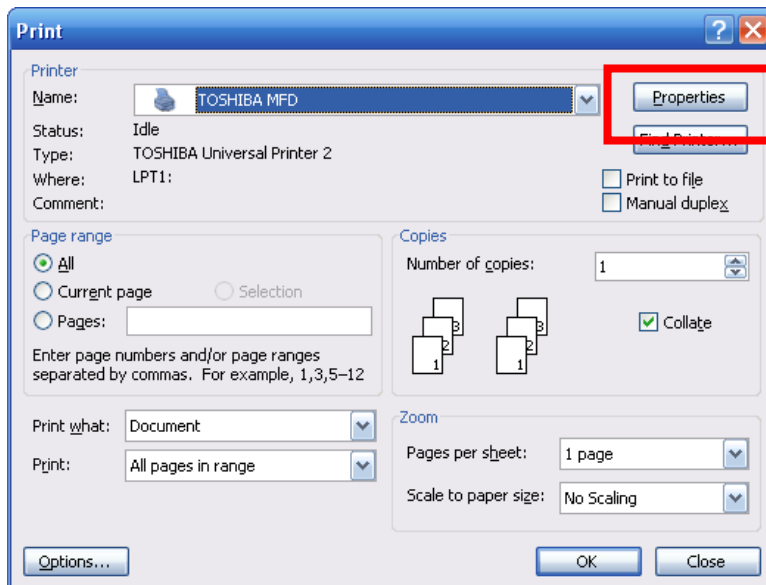
On this screen, select **OK**

Your document will now be sent to the Toshiba device and stored in the private print queue, pending release.

(See instructions on pages 9-10 of this guide on how to release prints from the private print queue).

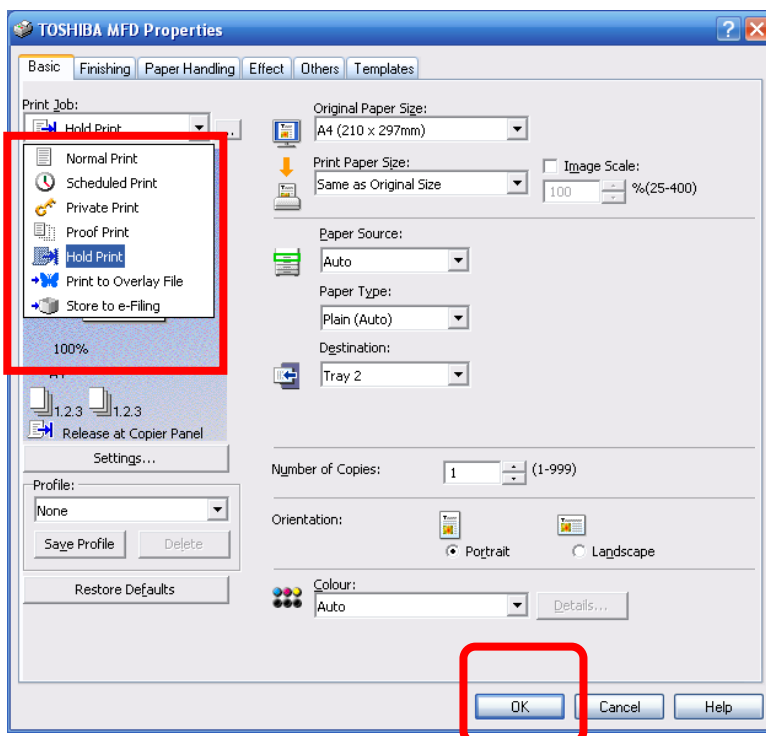
# Printing to the Hold Print Queue

1. With the document open on screen, select **File** then **Print**. The print dialogue screen will now be displayed:



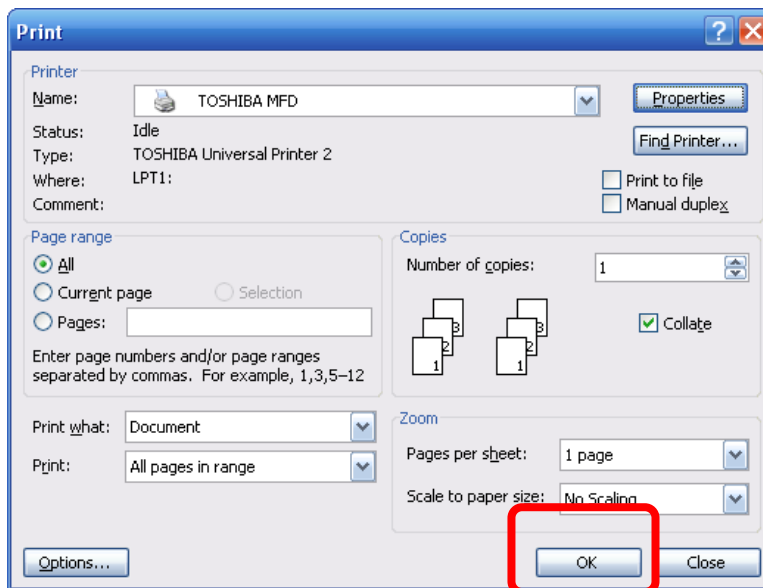
On this screen, ensure you have selected the Toshiba device you wish to print to, then select **Properties**.

2. The printer properties screen will now be displayed:



On this screen, use the drop down menu under **Print Job** and select **Hold Print**, then press **OK**.

3. You will now be returned to the **Print Dialogue** screen:



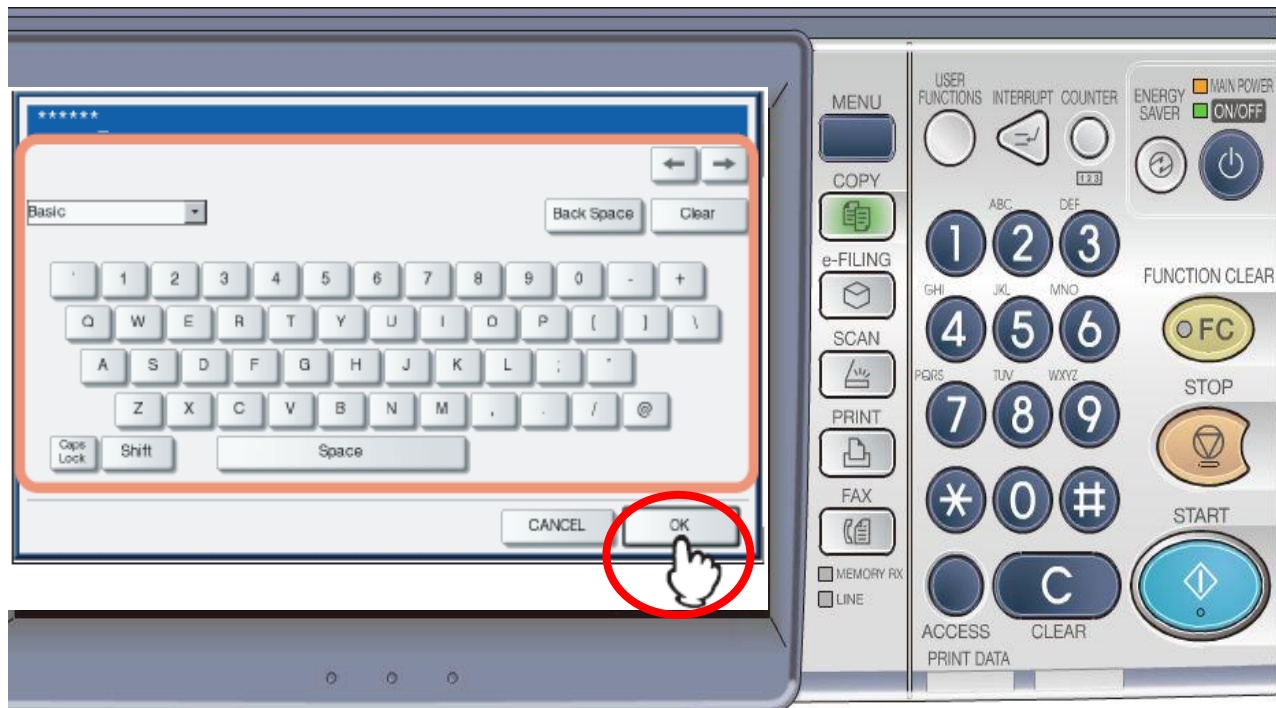
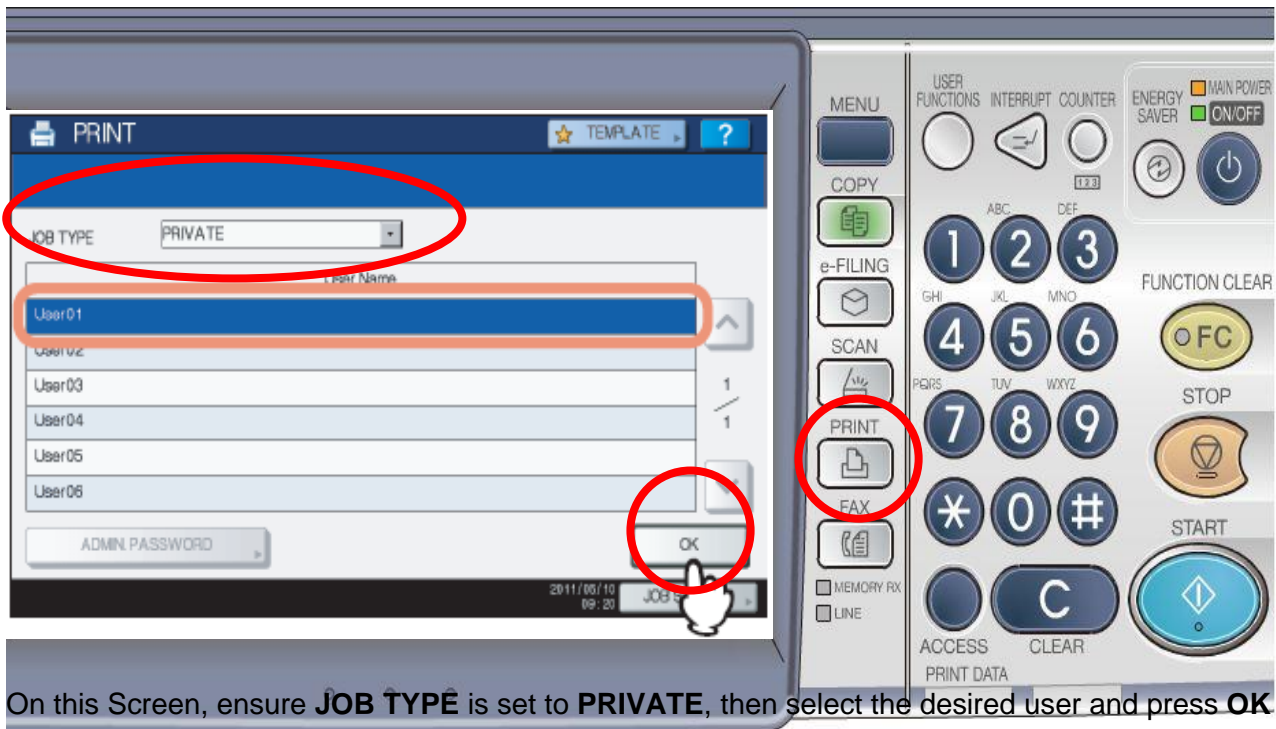
On this screen, select **OK**.

Your document will now be sent to the Toshiba device and stored in the hold print queue, pending release.

(See instructions on pages 11-12 of this guide on how to release prints from the hold print queue).

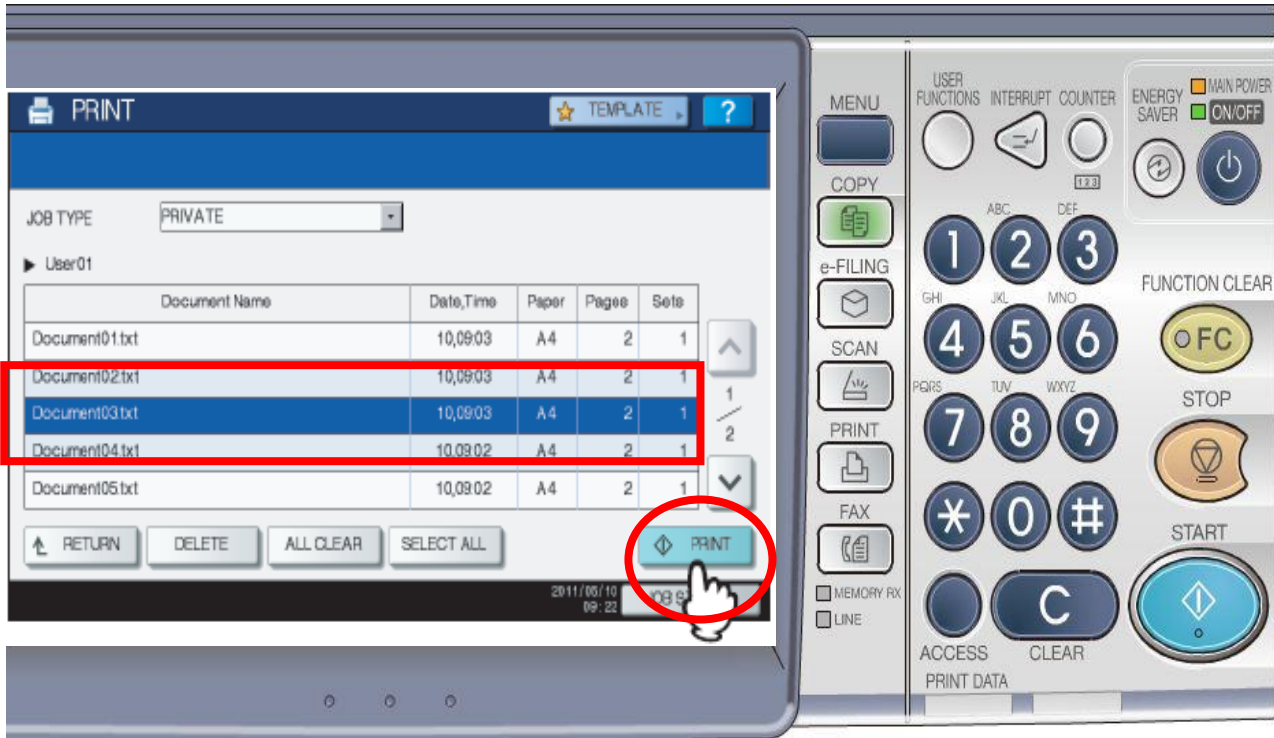
# Releasing Private Prints

1. On the control panel, select the **PRINT** button. The **PRINT** screen will now be displayed:





3. The private print screen will now be displayed:



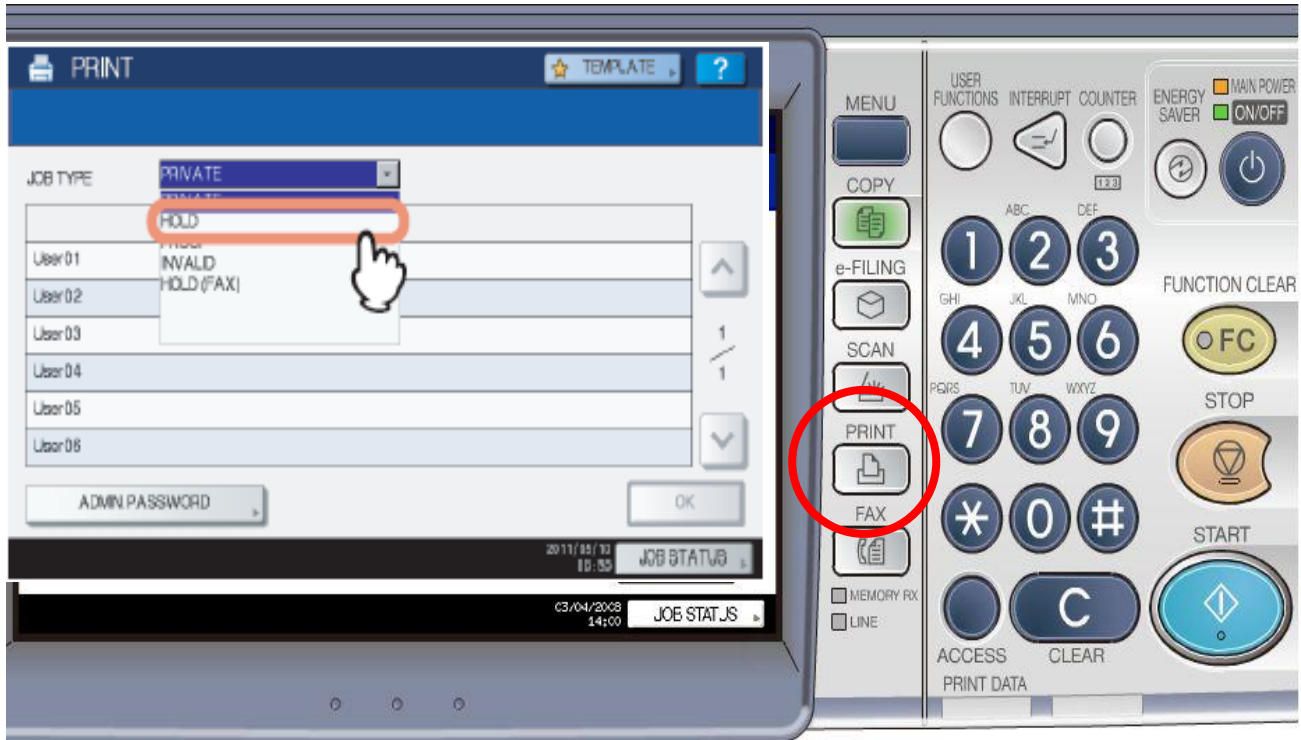
On this Screen, select the document you wish to release and press **PRINT**

**Note:** You can select individual documents, numerous documents or all documents to print at the same time. If the document is no longer needed, select the document and press **DELETE**

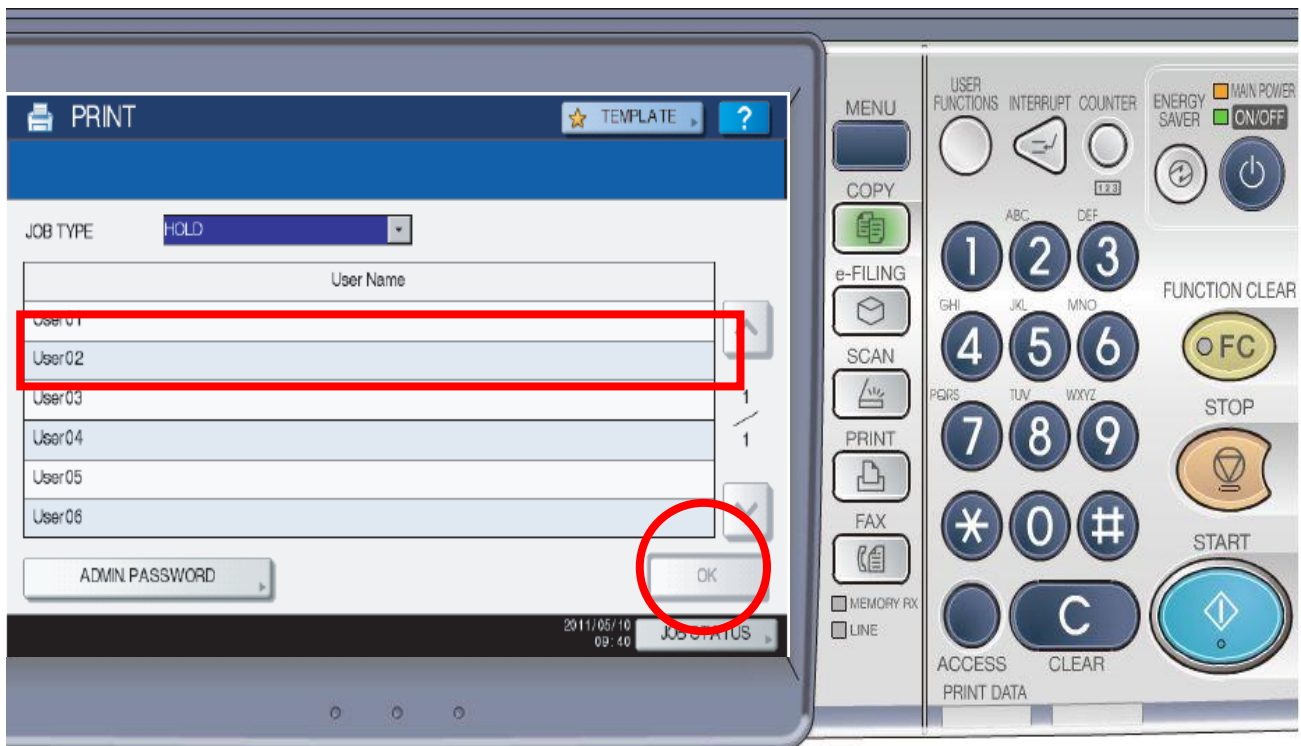
The machine will now print out the document(s) you have selected.

# Releasing Hold Prints

1. On the control panel, select the **PRINT** button. The **PRINT** Screen will now be displayed

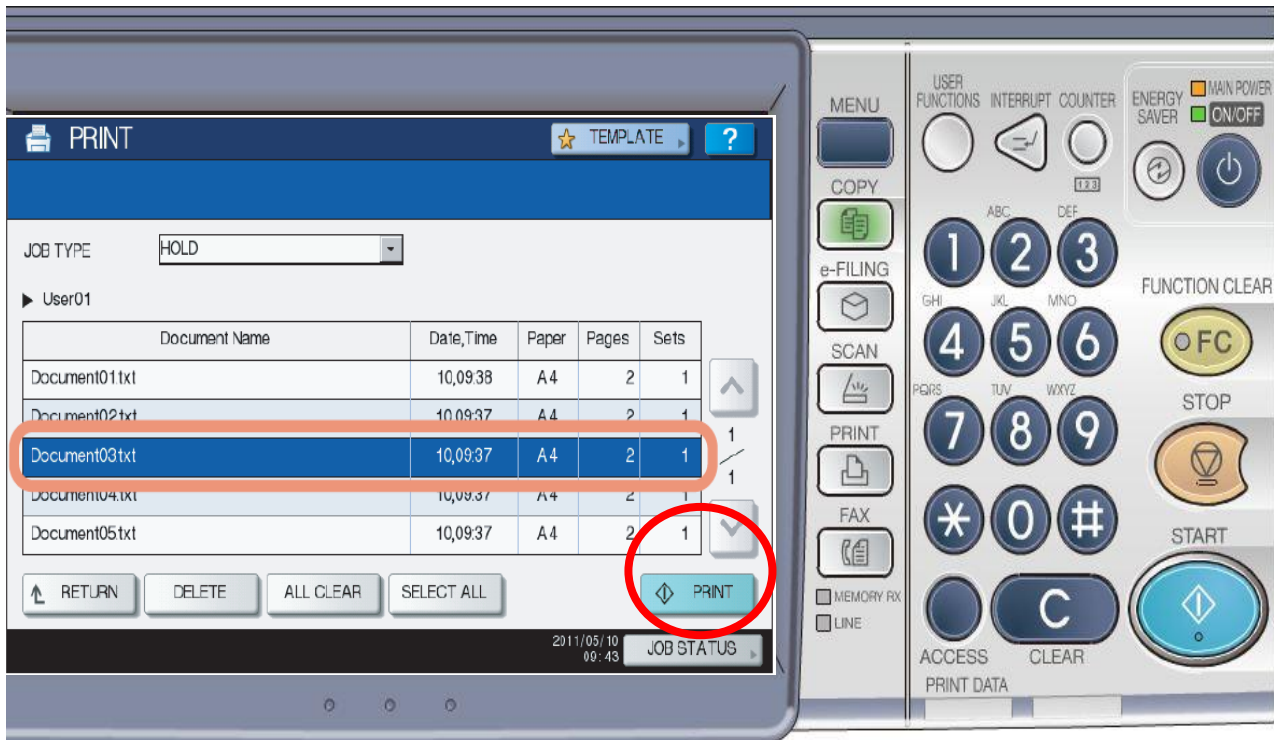


On this Screen, use the **JOB TYPE** drop down menu to select **HOLD**.



3. The **HOLD** screen will now be displayed:  
On this Screen, select the desired user, and then press **OK**

4. A list of all documents you have sent to the **HOLD** queue will now be displayed:



On this screen, select the document you wish to release and press **PRINT**

The machine will now print out the document(s) you have selected.

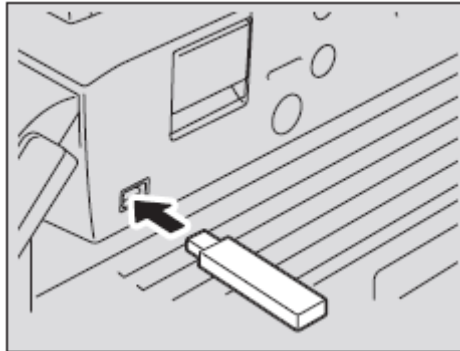
**Note:** You can select individual documents, numerous documents or all documents to print at the same time. If the document is no longer needed, select the document and press **DELETE**

# Printing From a USB Device

This feature is not available on some older models of Toshiba MFDs. If in doubt, please refer to your Toshiba user manual.

USB direct printing can documents in the following (PDF, Encrypted PDF, XPS,

1. Insert your USB Device of the machine:



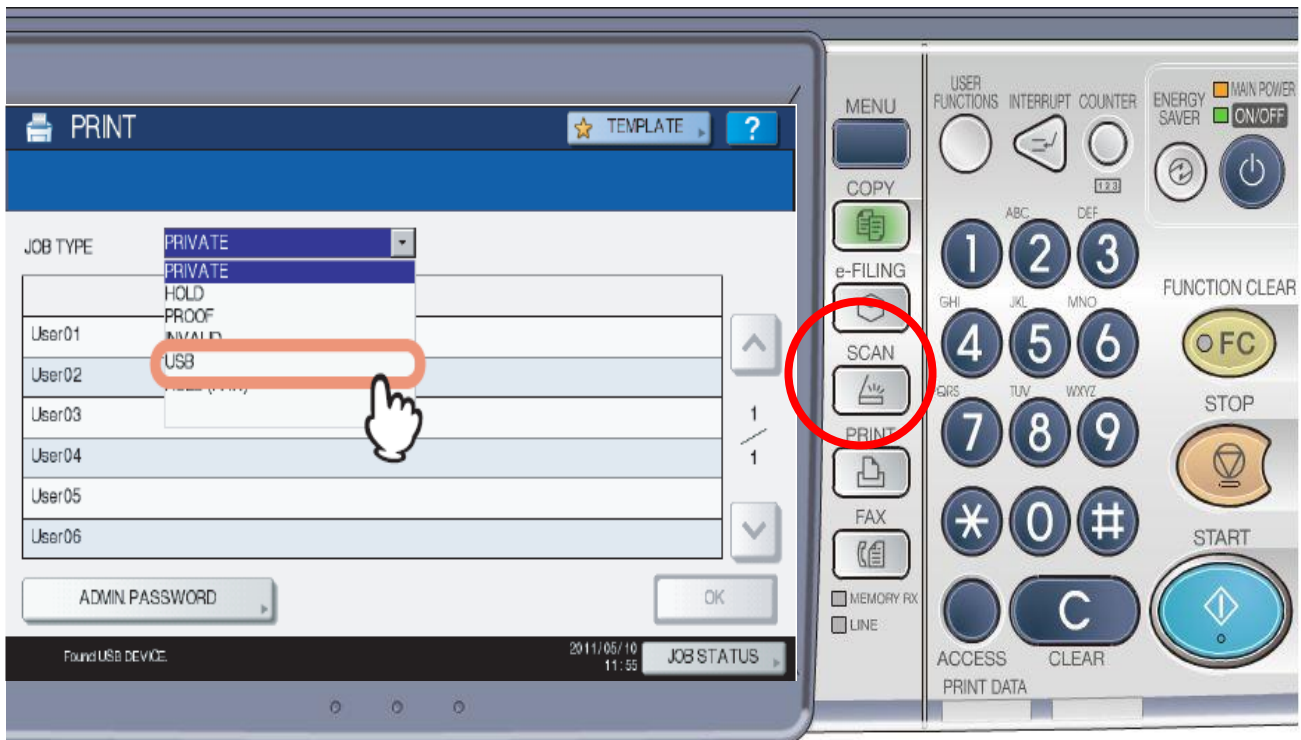
**ONLY** be used to print out file formats:  
JPEG, PRN, PS)

into the USB port on the side

After a short period, the message **Found USB Device** will be displayed in the lower left corner of the touch screen.

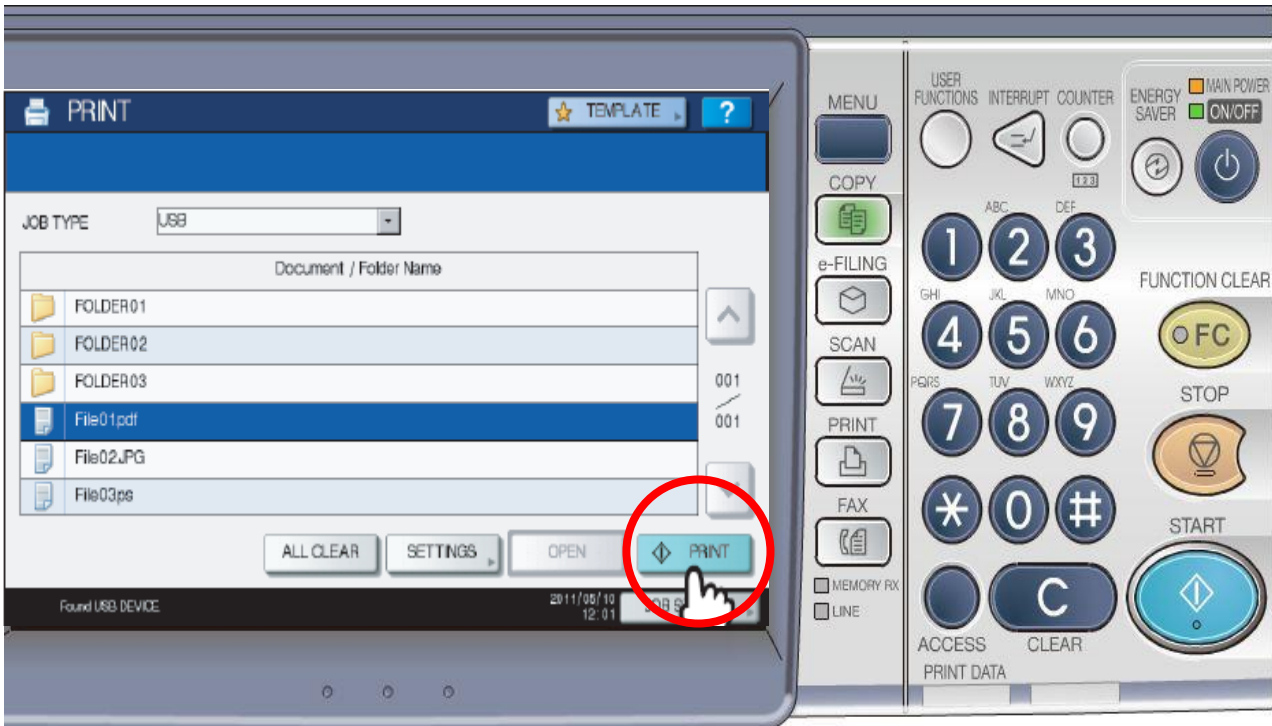
(**Note:** The location of the USB port may vary between different models of Toshiba MFDs. Please refer to your main user manual for details of its location)

2. On the Control Panel, select **PRINT**. The print screen will now be displayed:



On this screen, use the **JOB TYPE** drop down menu and select **USB**.

3. The USB **PRINT** screen will now be displayed, showing all the compatible files and folders stored on your USB device:



On this screen, select the document you wish to print and then select **PRINT**

If the document you wish to print is stored in a folder, select the folder where the document is located and press **OPEN**. Then select the document and press **PRINT**.

The machine will now print out the document you have selected.

**Important:** Whilst the machine is printing a document from a USB device, the message **USB Device in use. Do not remove USB Device** will appear in the lower left corner of the screen. Removing a USB device while this message is displayed could destroy the data held on your USB device, or cause a malfunction of your Toshiba MFD.

# Arena Electronic Document Management Software



*The management of documents has become a major and costly issue for many businesses over recent years. This is particularly felt within sectors that are governed by rules surrounding document processing, retention, safeguarding and security.*

*mstore document management software allows you to store, share, reference, move, track and process documents quickly and efficiently in electronic format. This has multiple benefits which are explained below, all result in cost savings for your business.*

**“By far the biggest improvement is in customer service, exactly where we wanted results.”**

*Susan Horn, Senior Business Analyst,  
Leeds Building Society*

**“We are constantly amazed at how we managed without mstore. I was sceptical about how electronic document management could help my business but I am now a complete convert.”**

*Glyn Brown, Managing Director,  
Archerdale Ltd*

## Greater efficiency and productivity

- **Reduced time spent filing documents**

mstore stores a mixture of digital file types such as scanned documents in various formats, images, emails, PDFs and SMS in one central place for easy retrieval. Batch import tools allow quick filing of multiple documents which can be indexed manually or automatically using optical character recognition (OCR), barcodes or links to your computer system.

- **Faster customer service response and audit preparation**

A powerful search engine puts files at your fingertips such as when dealing with customer queries and preparing for audits or legal cases. This can significantly reduce time spent searching for files and speeds up your response time.

- **Reduced document loss and filing errors**

Once a document is indexed in mstore it can be shared and processed electronically, never leaving the system at risk of loss or damage. Version control tools in the software let you retain original documents alongside amended and updated versions, giving you a full audit trail.

- **Streamlined processing for accounts, payroll and other functions**

Workflow tools enable requests and automatic alerts to prompt actions associated with particular documents. Reporting functionality lets you track the progress of selected tasks and workflows.

## Simplified compliance, security and disaster recovery

- **Simplified compliance and security**

- mstore assists compliance with regulations and guidelines related to the auditing, safeguarding, security and archiving of documents. In particular, obligations under the Freedom of Information Act 2000, Data Protection Act 1998 and Public Records Acts 1958 and 1967. mstore can also aid in adopting best practice standards such as BS10008.





**“Without mstore we would need to employ around 30 people worldwide to collate all the correct documents for every product we ship.”**

*Owen Clarke, IS Manager,  
MRC Transmark*



- Access and activity on individual documents and files can be monitored and controlled using reporting, audit trails and user logins. This lets you evidence that only authorised staff are accessing your confidential files.
- **Easy records management and archiving**  
mstore lets you set retention rules for your documents, enabling you to review and destroy files when they reach the end of their retention period. This removes the time and cost associated with archiving and destroying paper documents.
- **Protection from crises such as fire, flood and theft**  
Storing documents electronically with back up to secure or external servers protects them from fire, flood, theft and other risks.

### Reduce costs and boost your “green” credentials

- **Create a “less paper office” and release storage space**  
mstore helps you to reduce the amount of paper you need to store, process, copy and print. This can help you to save costs associated with external storage and to liberate office space taken up by filing cabinets.
- **Reduce your print and copy costs**  
Working with mstore instead of paper driven processes delivers obvious financial savings in terms of efficiency and productivity. It also reduces the need for print, copy and related consumables such as paper and toner to produce a major impact on your budget.

### Enable secure remote access to your documents

- **Our Hosted Service**  
Our Hosted Service allows you to upload documents to a secure online repository for access 24/7 from anywhere with an internet connection. This provides all the benefits of mstore without any installation on your servers or investment in new hardware or upgrades. The added benefit is that you only pay for the storage space you use.

### Why Arena?

Our business has been built on customer service, we invest heavily in training and have won numerous national awards – **98% of our customers would recommend us.**

We work with hundreds of educational establishments including schools, academies, colleges and universities. Our aim is always to reduce costs and build efficiencies, we can also help you to be more energy efficient and meet your low carbon targets.

At Arena we believe in giving back to our community, many of our charitable and voluntary activities focus on helping children and young people.



INVESTORS  
IN PEOPLE



# Our Managed Print Service (MPS)

Research carried out by Arena shows that print is an unrecognised and often uncontrolled cost in many organisations. Do you know much you spend on print and copy?

## *Regular findings from our free print audits:*

- Over **90%** of organisations have no idea how much they spend on print
- A business with over **25** different brands among their **93** printers
- A housing association was dealing with **10** different suppliers for printers and consumables
- A school had stockpiled toners worth almost **£7,000** 'in case they ran out'
- An independent school thought they had **39** printers. In fact they had **89** printers
- Many organisations store toner for **obsolete printers**.

## *What is our Managed Print Service (MPS)?*

- The right mix of printers and copiers to meet your demands and minimise costs - MPS could reduce your print and copy costs by upto 30%.
- Software automatically monitors toners, despatched as you need them
- Remote monitoring – engineers on site often before you know there is a problem
- Print, copy and imaging consolidated into one monthly cost
- Single monthly invoice – no surprise bills
- Arena can take away old printers and recycle them.

For more information, visit:

<http://www.arenagroup.net/page/print-the-hidden-costs>



<http://www.linkedin.com/company/arena-group>



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