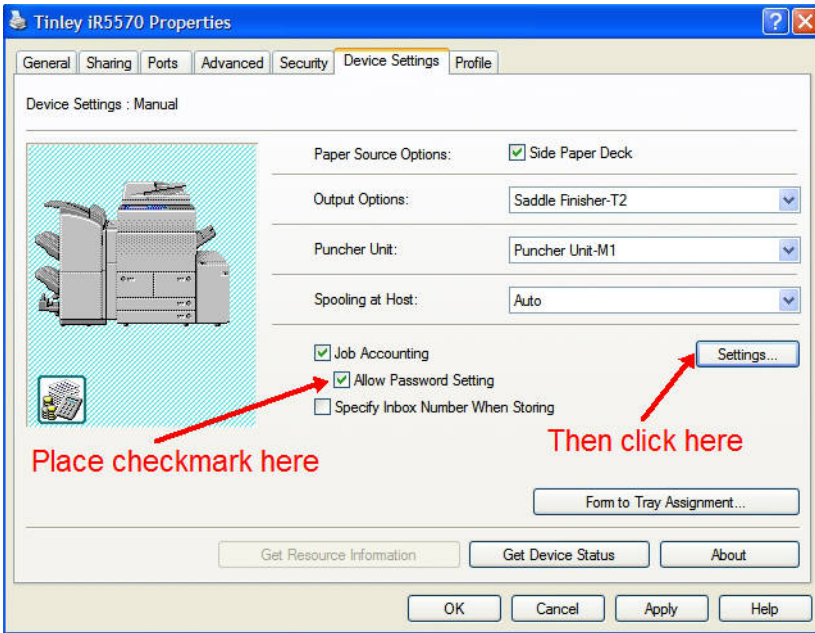


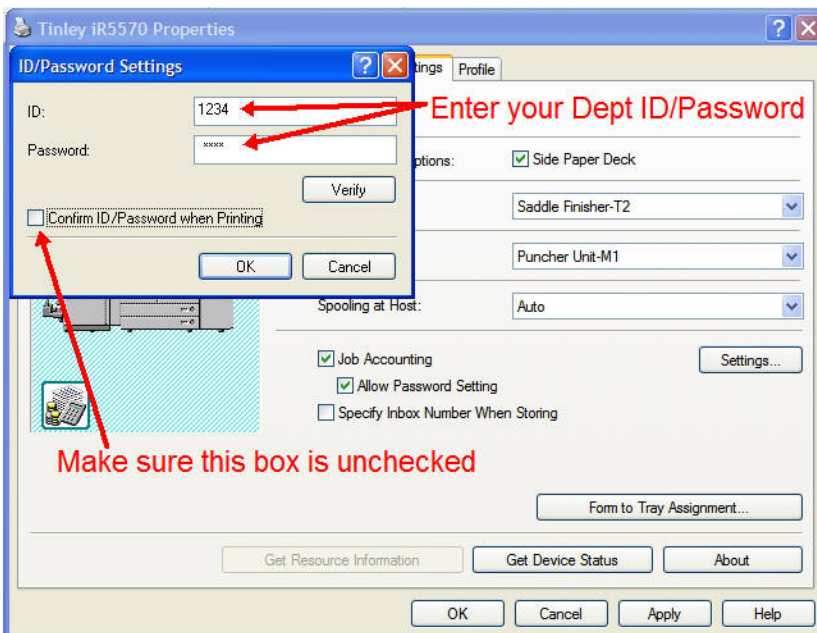
Instructions for Printing to Your Mailbox on the Canon Copiers

- 1) Click on "Start" > "Control Panel" > "Printers and Faxes"
- 2) Right click on "CANON01" go to "Properties"
- 3) Click on the "Device Settings" tab
- 4) If it is not already checked, place a checkmark next to "Allow Password Setting"
- 5) Then click "Settings..." on the right side of the window



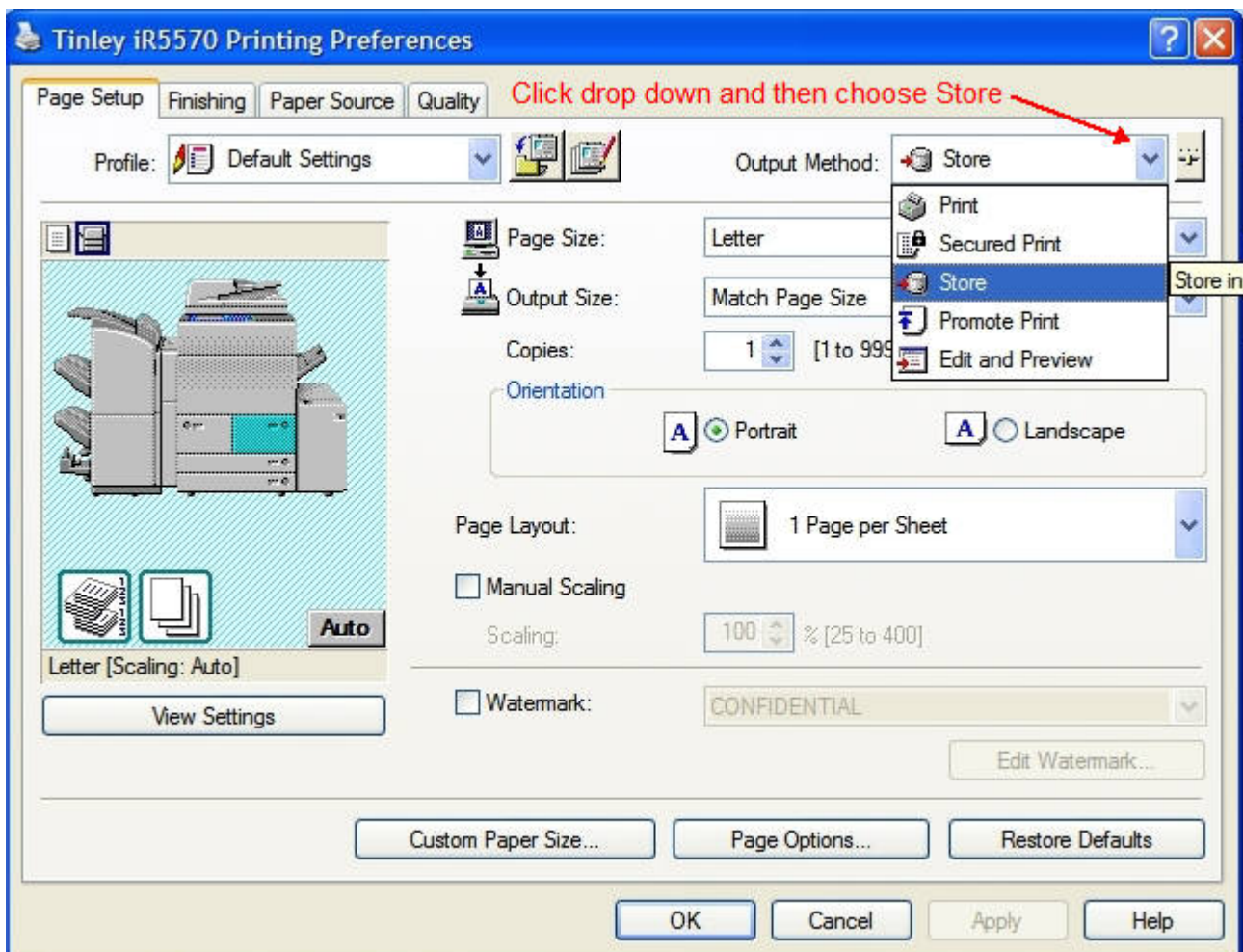
Steps 4 and 5

- 6) In the window that pops up enter your Dept ID next to the "ID" field (Dept ID is the number you use to access the copier), leave the "Password" field blank, uncheck the box labeled "Confirm ID/Password when Printing", and then click "OK"

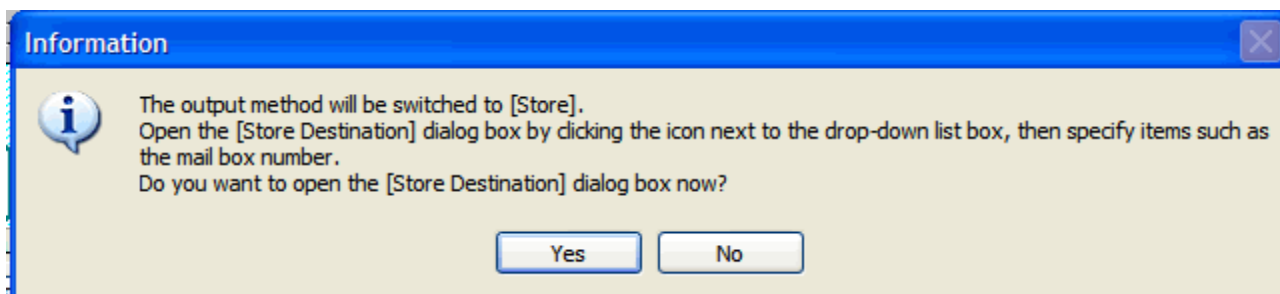


Step 6

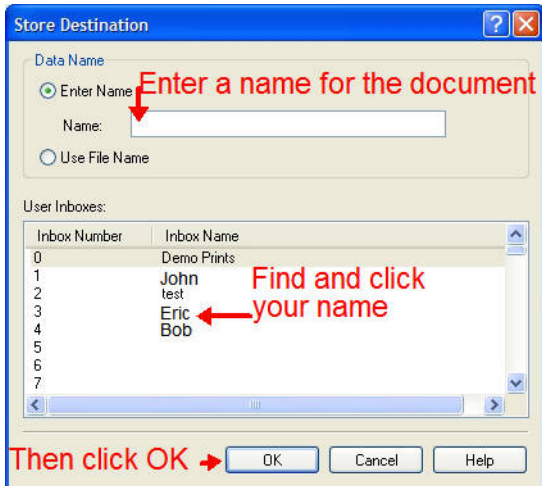
- 7) Click on the "General" tab
- 8) Click "Printing Preferences..." in the lower left hand corner of the screen
- 9) In the upper right hand corner of the screen you will see "Output Method" and the current selection will be "Print", click the drop down arrow and choose "Store"



- 10) A pop-up window will appear, click "Yes" at the bottom



11) Another pop-up window will open; enter a name for the document, then scroll through the list until you find your name, click your name and then click "OK"



12) Click "OK" again and then click "OK" one more time

13) You can now close the "Printers and Faxes" window

Note: You only need to complete these steps once, from then on all jobs printed to the Canon copier will go to your Mailbox

Instructions for Retrieving Printed Documents from Your Mailbox

- 1) Print any document as you normally would (e.g. in Microsoft Word go to "File" and then "Print", choose "IHKCANON01" next to name and then click "OK" at the bottom of the screen
- 2) At the copier enter your Dept ID and then tap "Mailbox" along the top row
- 3) Find your Mailbox, listed by last name, and tap your name
- 4) Enter the same Dept ID you would use to make copies to access your Mailbox
- 5) Highlight the document you wish to print by tapping it
- 6) Then tap "Print" near the bottom of the screen and then tap "Start Print" at the bottom
- 7) Your document will exit the machine, then tap the "ID" button to exit the system and return to the main Department ID screen