To Access and Print from the Copier User Box

Here's how to print a document sent to the Student Services copier.

Step 1.

- a. Press Input, enter password and then press Ok
- b. Press the Access button on the main panel.



Step 2

a. Pres the Box button on the main panel.



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Step 3

a. Select the User Box.



Step 4

a. Enter your password and press Ok.

02/11/09 15:31	Enter password of selected User Box. User Box 4 / Name Pam Denney	
ser Status	Pass- Dete ← → Dete 1 2 3 4 5 6 7 5 9 0 -	Space
••	qwertyuiop0 asdfs11: zxcv///	:] \ Shift

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Step 5

- a. Select the document(s) you want to print or press Select All if you want to print all of the documents in your User Box.
- b. Press Print.
- c. Press the Start button on the main panel.
- d. Select the document(s) you want to delete or press Select All if you want to delete all of the documents in your User Box
- e. When finished, press Access on the main panel to log out of your account.

