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.
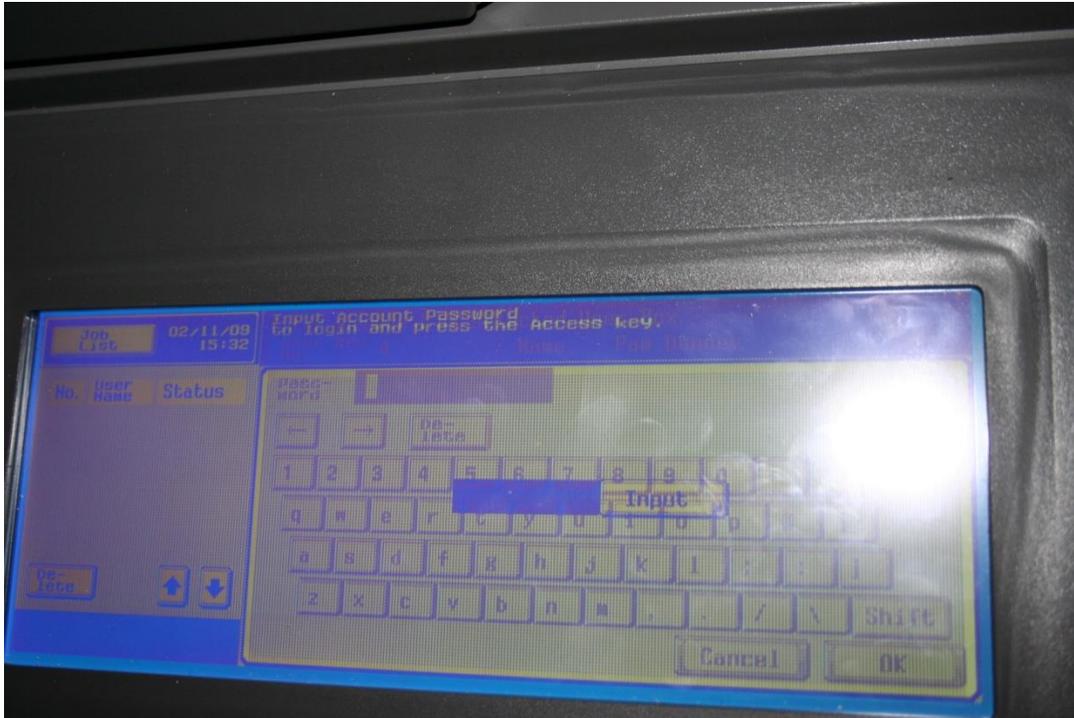
Step 2
    a.   Pres the Box button on the main panel.

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Step 3
    a.   Select the User Box.
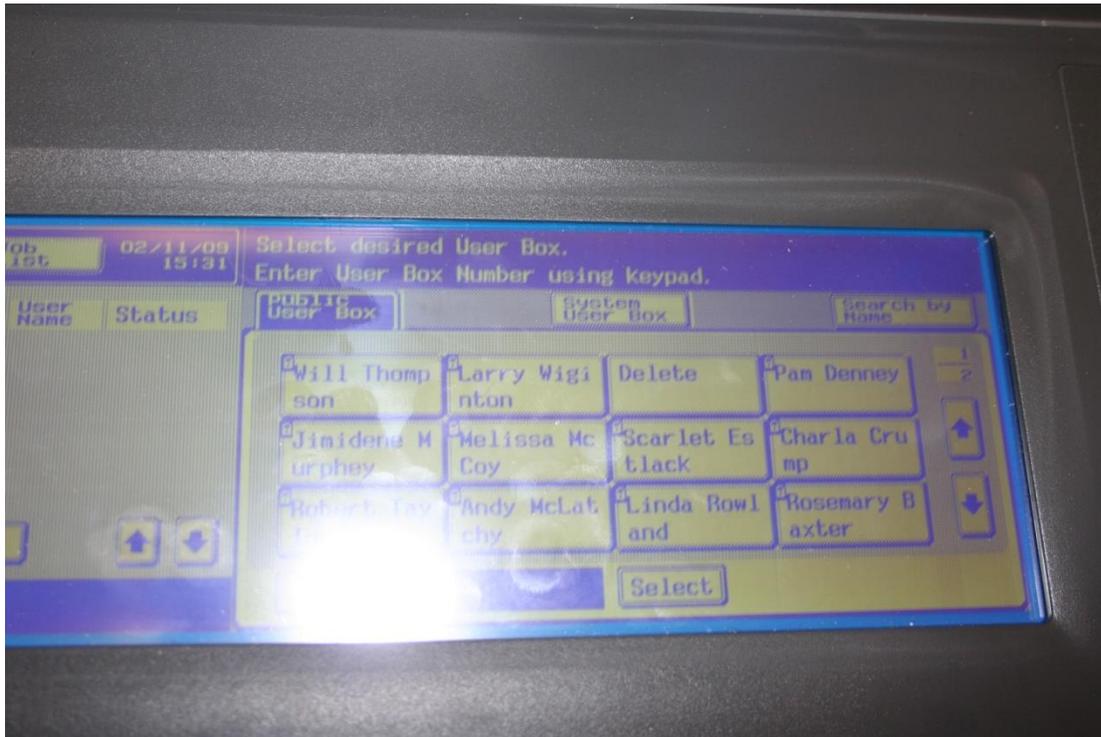
Step 4
    a.   Enter your password and press Ok.
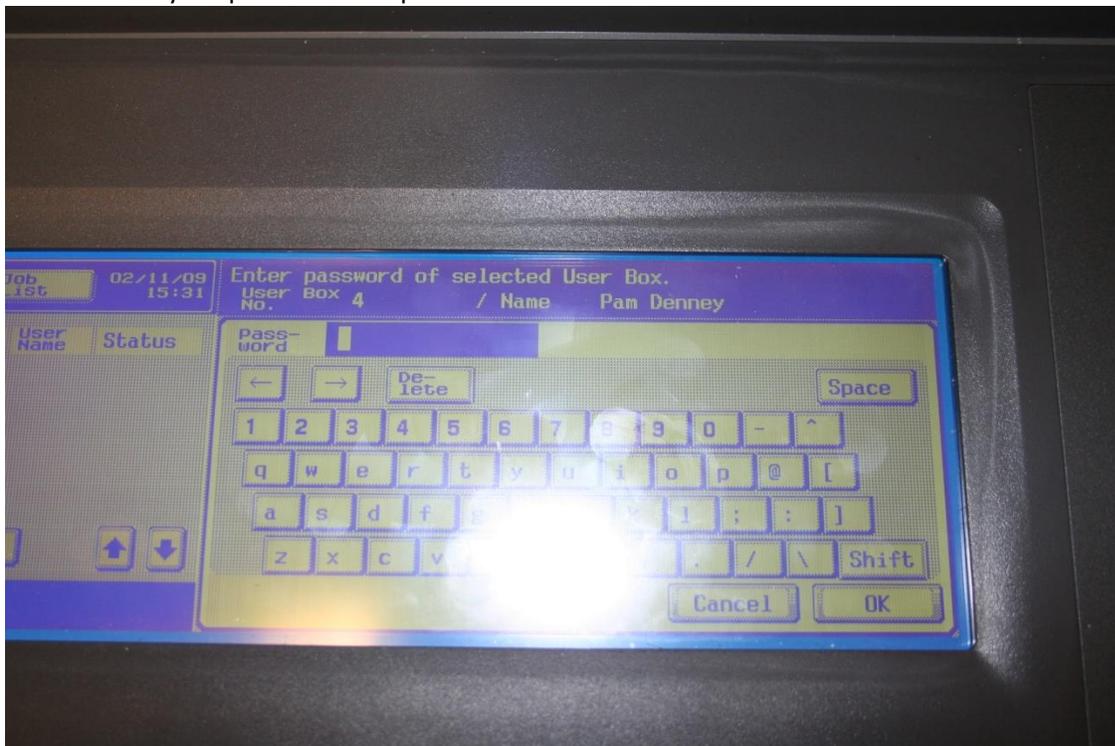
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Step 5
    a. Select the document(s) you want to print or press Select All if you want to print all of the documents in your User Box.
    b. Press Print.
    c. Press the Start button on the main panel.
    d. Select the document(s) you want to delete 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.