

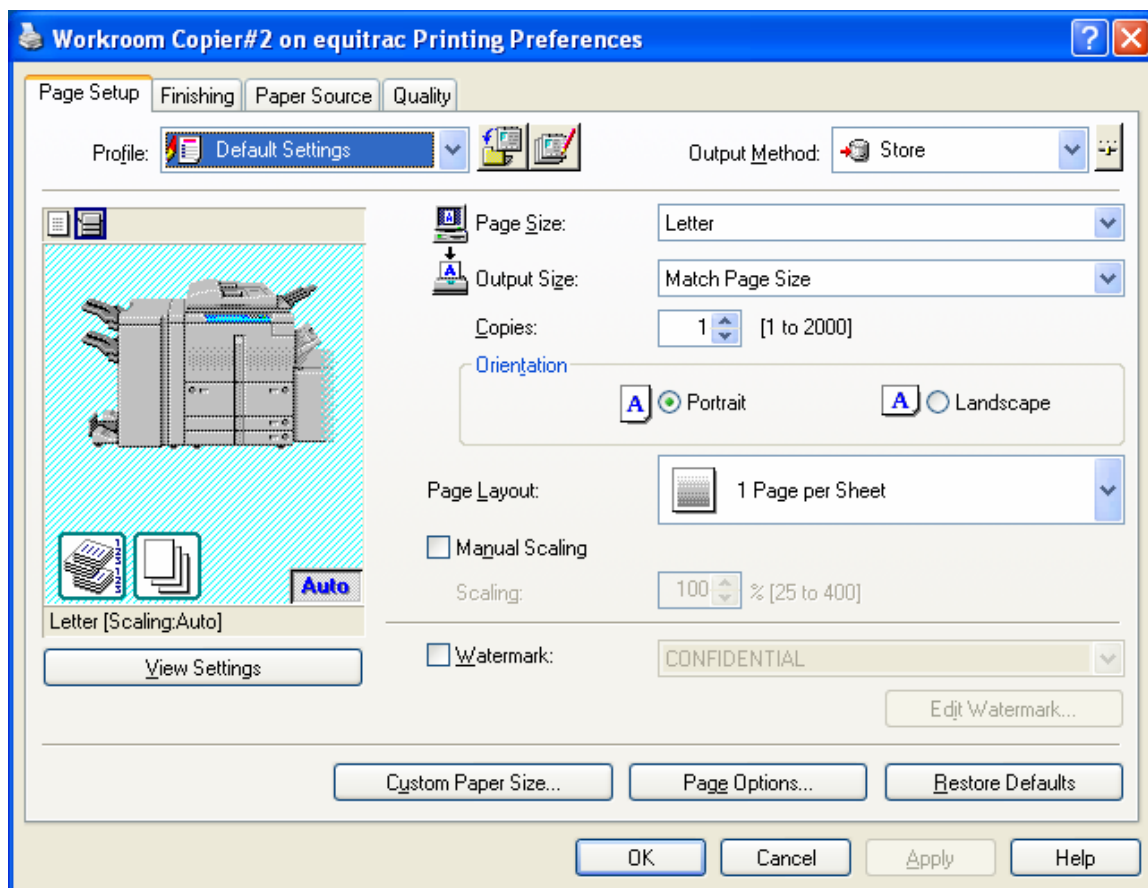
## What the workroom canon printers can do for you?

Introduction to the Mail Box Function – Storing Data and Printing it at your convenience:

The workroom (E126) has three computers (Workroom Copier #1, Workroom Copier #2, and Workroom color Copier #3) .When you create documents on your work computer, you can send it to the workroom printer mail box.

### Step 1: on your work computer

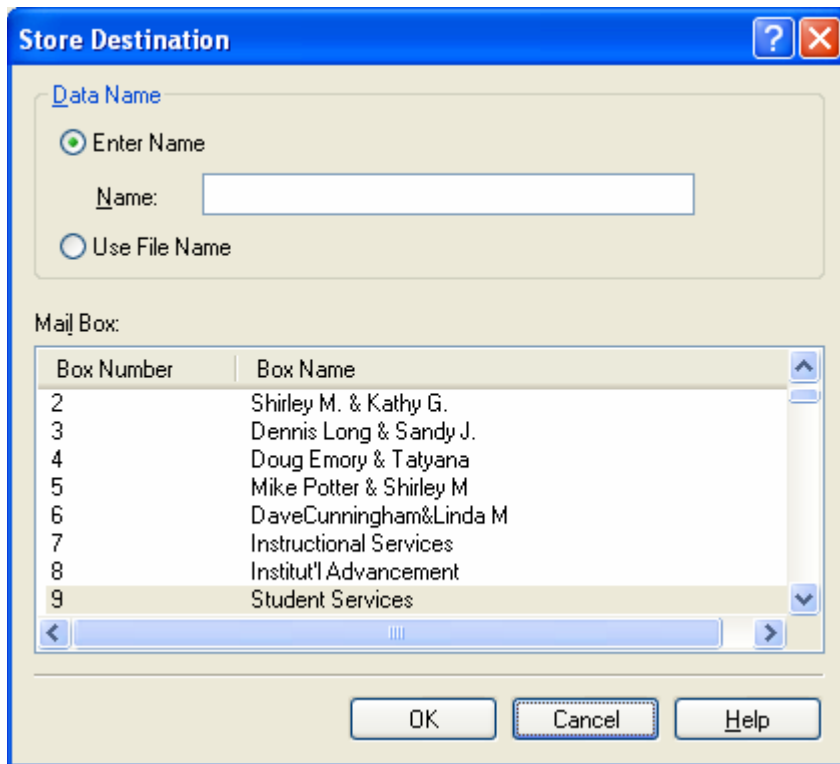
1. Go to **Start, Setting, Printers and Faxes**, Right Click the printer that you want to use, Click **Properties, Printing Preferences**, on the right top corner: **Output Method:** Click the arrow down and select **Store**,



Another window will be popup: The output method will be switched to [Store], Click **Yes**.



On the Store destination window, Select the **Mail Box number** that belongs to you or your department, Click **OK**.



## Step 2: In the workroom (E126)

Go to the printer, where you sent the documents, enter your printer **code**, select **Mail Box** at the top of selection screen, and select the inbox you want,

**NOTE: if an inbox is set with a password, enter your password. if you don't know your password, contact tech support.**

When the document selection screen appears, select documents to print and press **Print**.

**NOTE: It is important to delete unwanted documents from your inbox to make space available for new documents. Documents that are stored will automatically be deleted after 5 days.**