

Job Box Explained

To Add a New Box

- Home Screen
- Custom Box
- Add/edit Box (right of the screen)
- Add (Right of Screen)
- Box name (Change)
- A password can be added if required
- Save

(for setting up a virtual mailbox, delete after printed also needs to be turned on.)

To Store Documents at the copier

- Home Screen
- Custom Box
- Highlight Folder to Store in
- Store File
- Setup document to store ie. Colour or b/w, single or double sided? File Name
- Press Start

To Retrieve Document

- Home Screen
- Custom Box
- Highlight folder to open
- Open
- Enter your password if the box is password protected
- Select document to print or multiple select tick box top left of the screen
- Print button bottom left of screen

To store documents direct to custom box from PC

- Open document to store
- Select File, Print
- Select printer properties
- Select the Job Tab
- Tick Job Storage box
- Tick Custom box
- Select Settings
- Select use specific box number
- Enter box number to send in to and if the box has a password you will need to enter this too.