

To retrieve a document from your mailbox on the Canon 330 copier...

1. Enter your departmental copy code number and then Press the white Print I/F button located on the copier.
2. Select the mailbox button that appears on the right side of the touch screen to display the list of mailboxes.
3. Using the up/down arrow buttons on the touch screen, scroll through the list of mailboxes to locate your mailbox number.
4. Select your mailbox by pressing the mailbox number on the touch screen.

Note: If your mailbox number is grayed out and lists 0%, then there is nothing in your mailbox. To exit at this point, you will need to press the white Copy button on the copier and resend your print job from your computer.

5. Using the keypad to the right of the touch screen, enter your 4-digit mailbox password (this is not your copy code) and press the OK button in the bottom right corner of the touch screen.

The documents in your mailbox will now appear on the touch screen.

6. Select the document you would like to print by touching the screen. The document will now be highlighted.
7. Press the Print button in the lower left of the touch screen to print the document.
8. After the document has finished printing, press the 'Done' button on the touch screen.
9. Press the Copy button on the copier to return to the copy screen.