

To retrieve a document from your mailbox on the **Canon iR5000 and iR3300 copiers...**

1. Enter your departmental copy code.
2. Press the Mailbox button located above the touch screen.
3. Scroll through the list of mailboxes to locate your mailbox number.
4. Select your mailbox number button on the touch screen to open your mailbox.
5. Enter your mailbox password and press the OK button on the touch screen.

The list of documents in your mailbox will now be listed on the touch screen.

6. To print all documents in your mailbox, press the Select All button on the touch screen.

To print only one of the documents, touch the document name on the touch screen.

7. Press the Print button on the touch screen.
8. Press the Start Print button on the touch screen. Your document will now print.
9. Press the Copy button located above the touch screen on the copier.
10. Press the ID button to return to the Main copy screen.