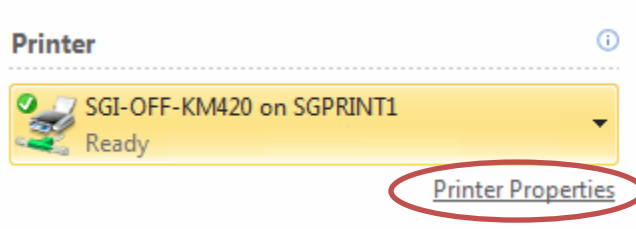
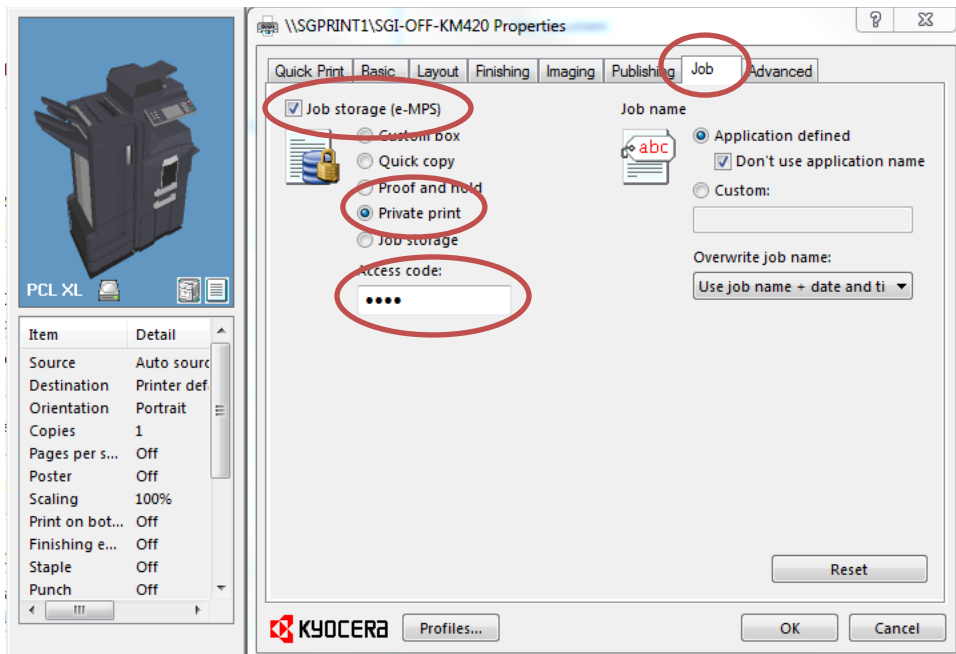


# Printing to a Private Box on the Copiers

- Open up what you plan to print.
- Go to **File**
- Go to **Print**



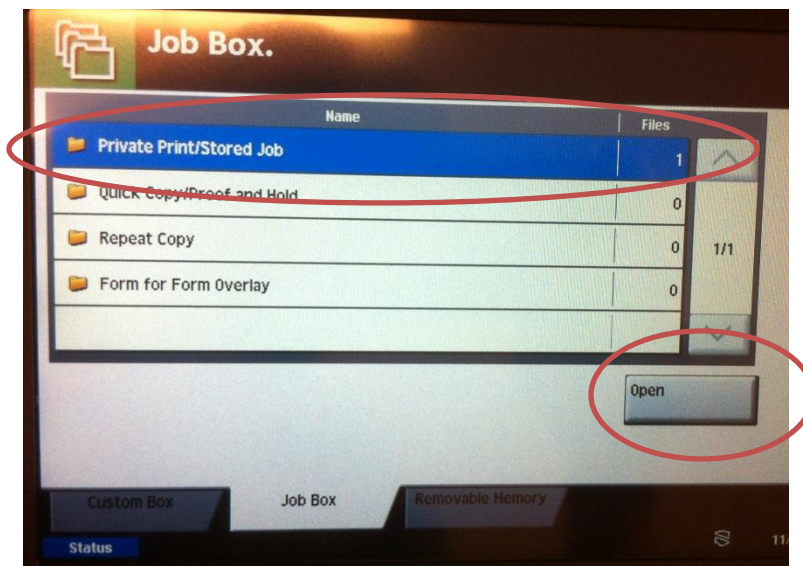
- Select the Copier that you plan to print to
- Underneath where you selected the printer click on **Printer Properties**



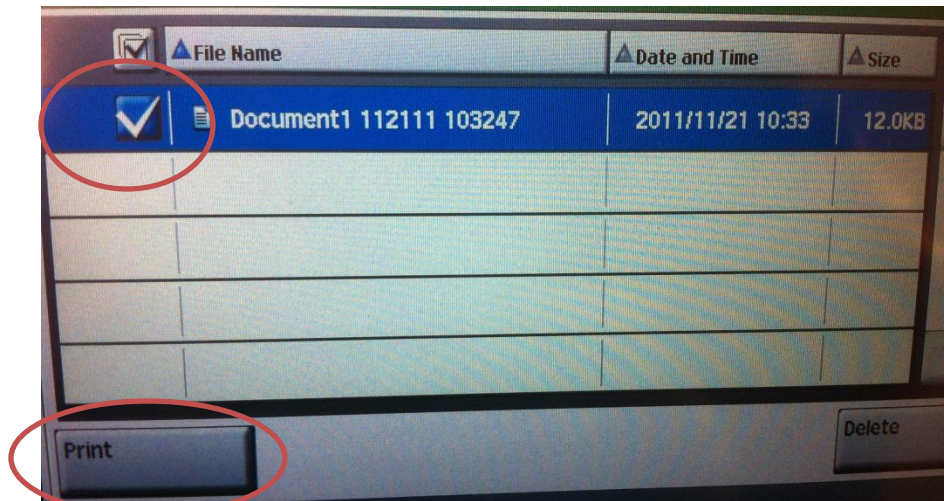
- On the **Printer Properties Page** select the **Job** Tab
- Check the **Job Storage(E-MPS)** box:
- Then select **Private Print**
- Then type in a code of your choosing into the **Access Code** box (**4 digit**)
- After the above has been completed click **OK** and **Print**



- Go to the **Copier** and push the **Document Box** button.



- Select the **Job Box** tab
- Select **Private Print/Stored Job**
- Push the **Open** button



- Find and select your job by checking the box then push the **Print** button
- Enter the **Access Code** (4 Digit) you typed in on the Computer
- The select the number of copies you would like to print
- The job will delete from the copier after it has been printed



- When finished press the **Copy** button