



UNIVERSITY OF MIAMI
MANAGED PRINT SERVICES
MAKING SMARTER IMPRESSIONS

QUICK REFERENCE GUIDE

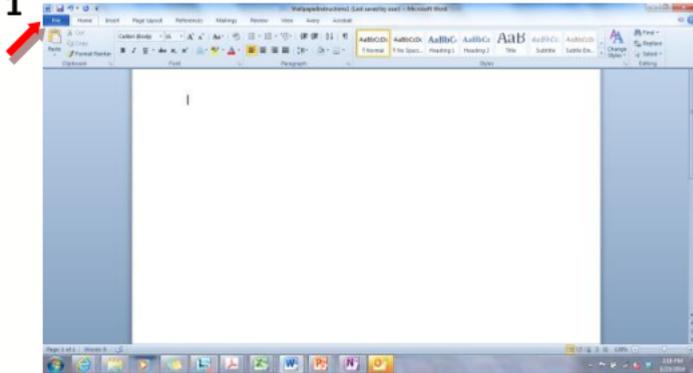
What you need to know about storing to device **MAIL BOX**

Mail Box Store/Print Instructions

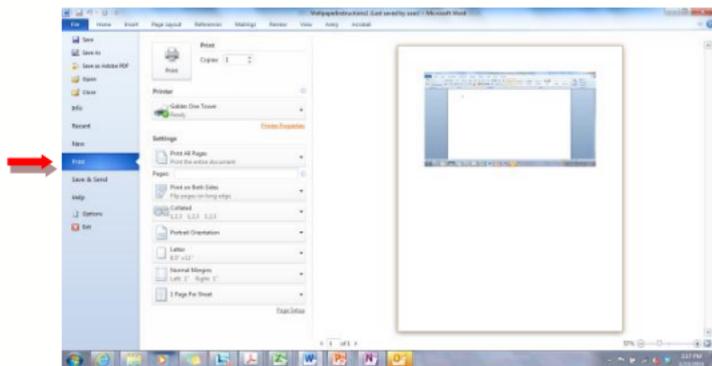
(MS Word example)

1. Select **File**, located in the top left corner of the screen.
2. Next, select the **Print** tab, located on the drop list below **File**.

1

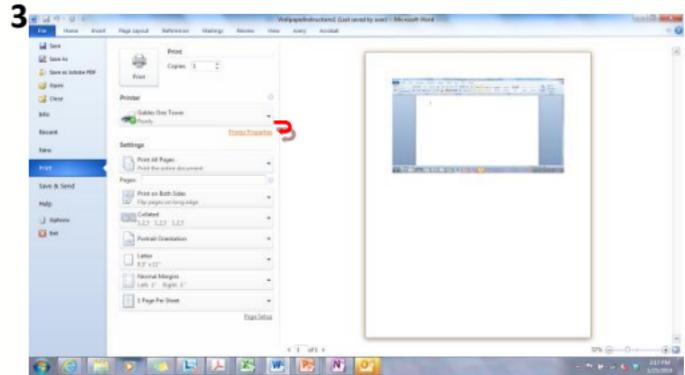


2



Secure Print Instructions

3. Be sure the correct printer is selected, then select **Printer Properties** to open the device driver options, located below the printer driver dropdown box.

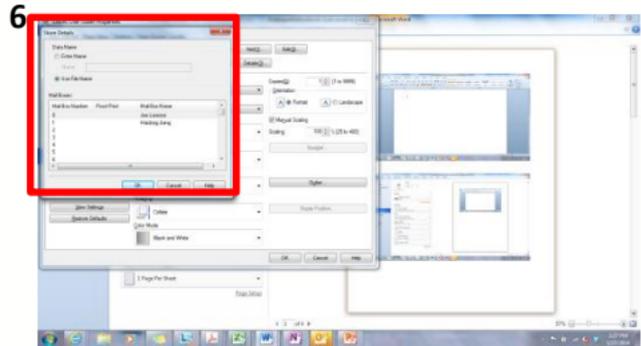
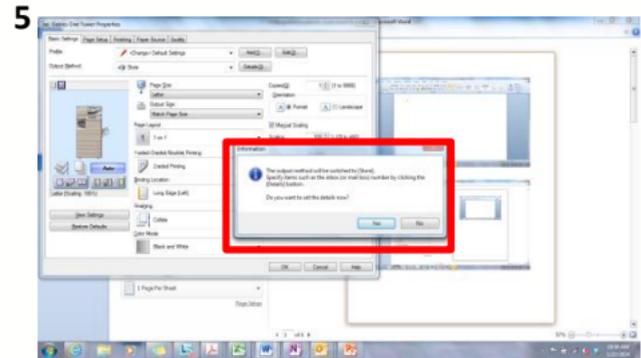


4. Next, select the dropdown box listed next to Output Method, and select **Store**.



5. If it is your first time setting up secure print, you will be prompted to select which mailbox you want to store your data and set details. Select **Yes** to set details of where you want to store your data.

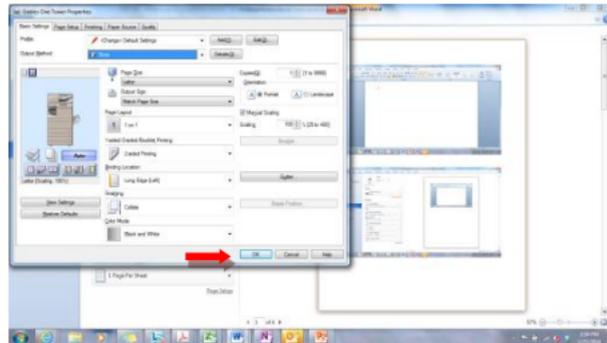
6. This menu allows you to select your data's name and select which mailbox you would like to store your data to. Select **OK** when finished to return to the driver preference screen.



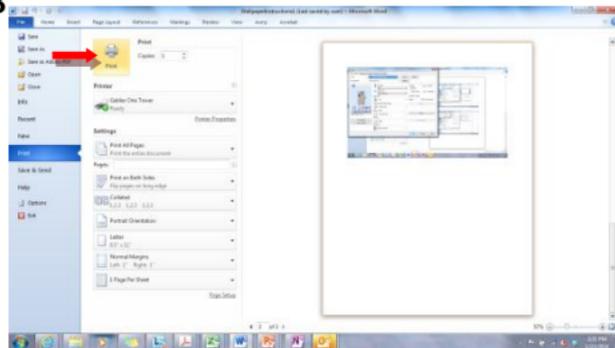
7. Once all driver preferences are selected, select **OK**.

8. Select **Print** to send data to your selected device Mail Box.(You will be prompted to confirm your **Store** settings)

7

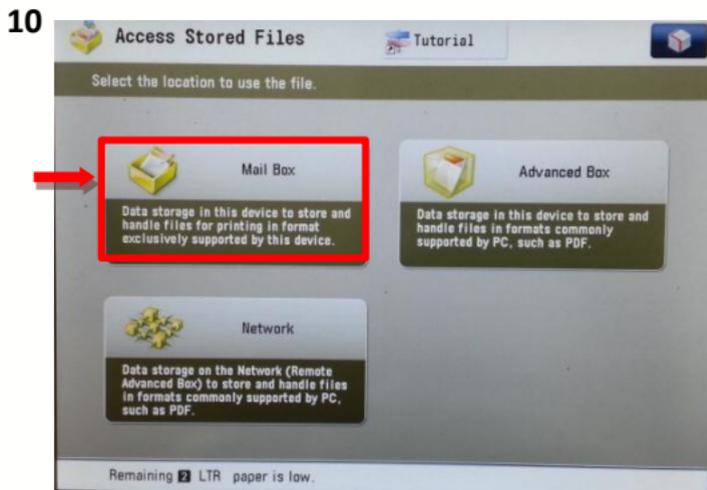
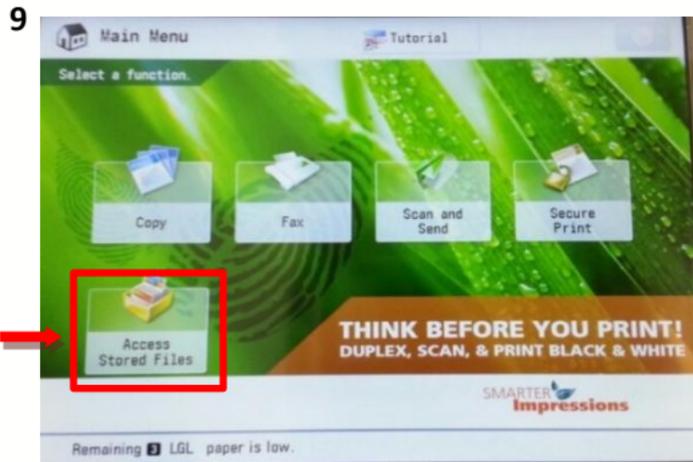


8



9. At your device, select **Access Stored Files** on the touchscreen

10. Next, select **Mail Box**.

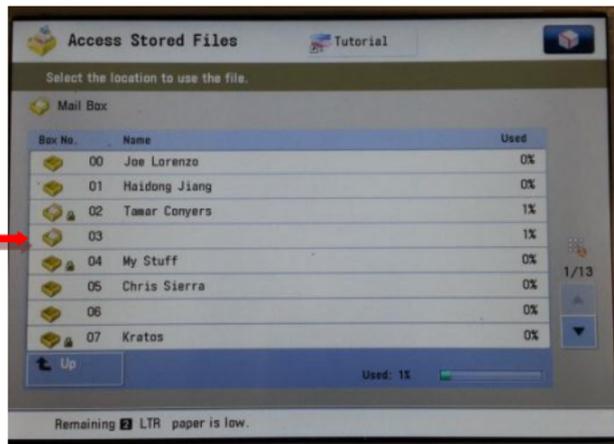


11. Select the Mail Box that you selected from **Printer Preferences** at your PC. (For this example, I've chosen Mail Box 03)

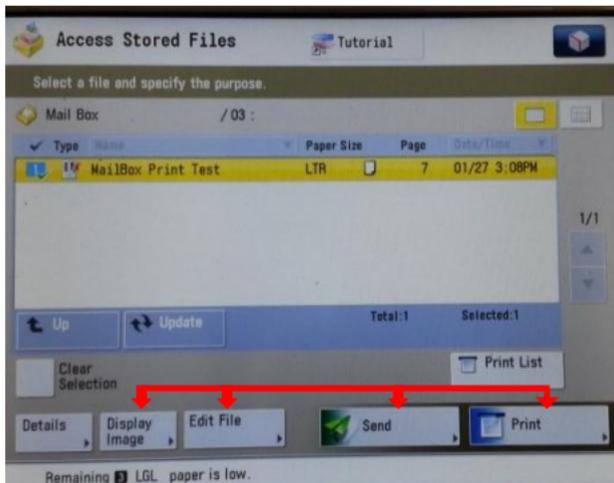
12. Next, select the data job that you would like to print from the list box; In this example, **MailBox Print Test**.

***Note:** There are various tabs located at the bottom of the display screen such as **Display Image, Edit File, Send, and Print**.

11

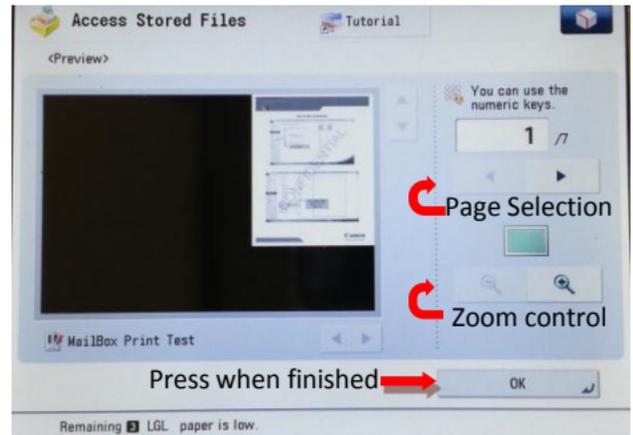
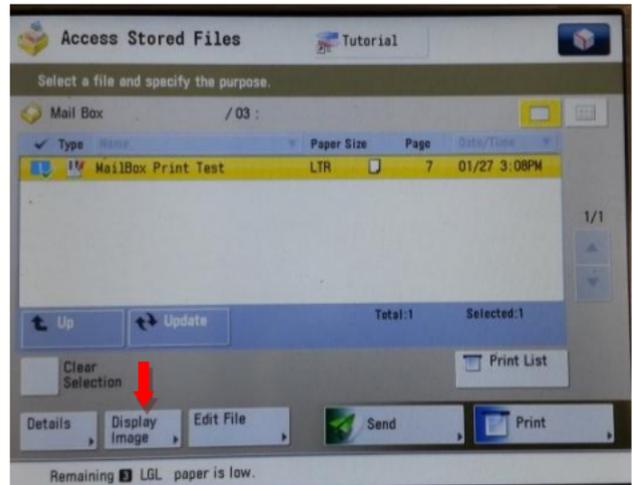


12



13

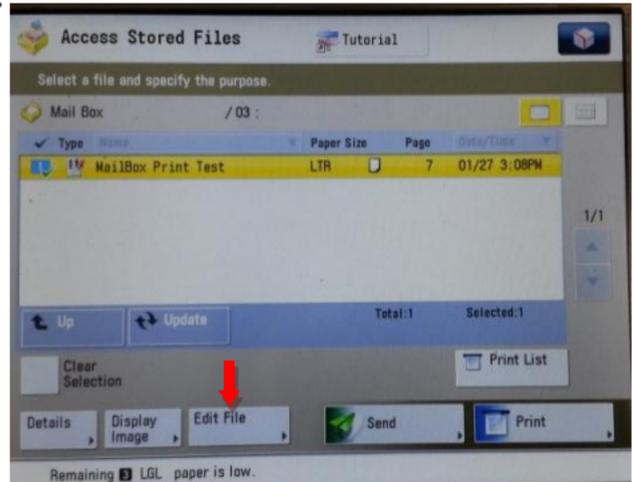
13. The **Display Image** tab allows you to preview your document on the touch screen. Select **OK** when finished.



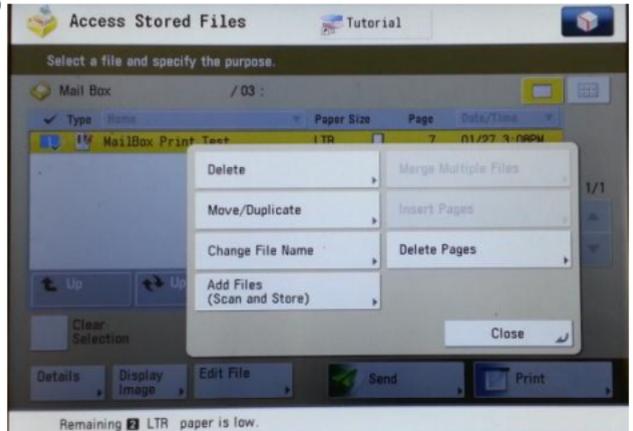
14. Next, select **Edit File**

15. The **Edit File** tab gives you several options: **Delete**, **Move/Duplicate**, **Change File Name**, **Add Files**, and **Delete Pages**

14



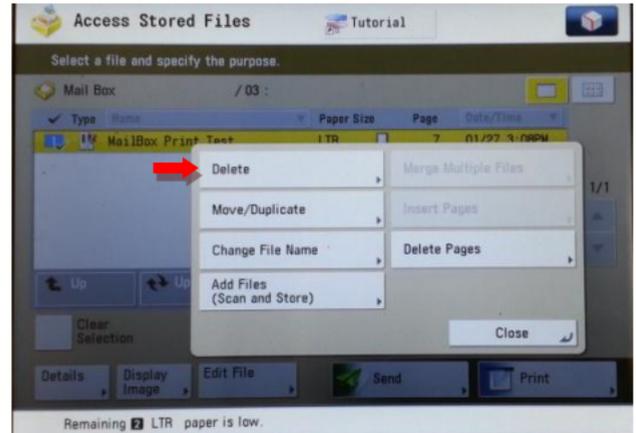
15



16. To delete your data file, select **Delete**.

Upon selecting **Delete, you will be asked to confirm this action by touching the appropriate option by choosing Yes or No.*

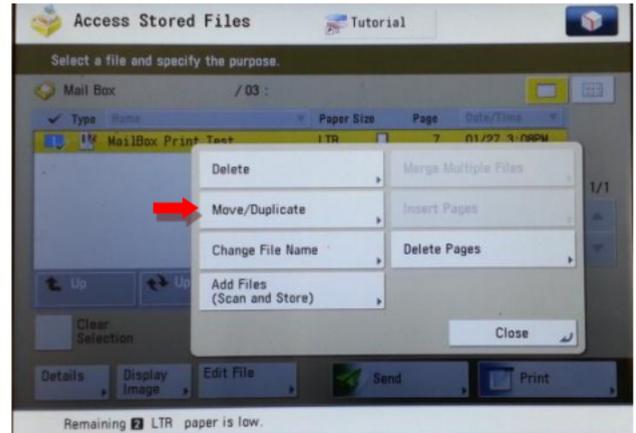
16



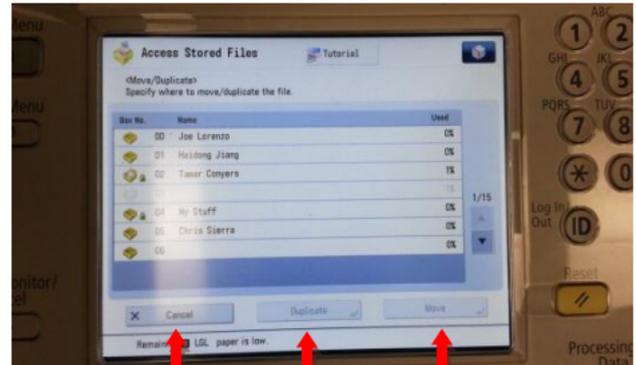
17. To move or duplicate your data file, select **Move/Duplicate**.

18. Select the new Mail Box location where you would like to move your file to. Choose either **Duplicate** or **Move** to execute your request. Select **Cancel** to cancel request.

17



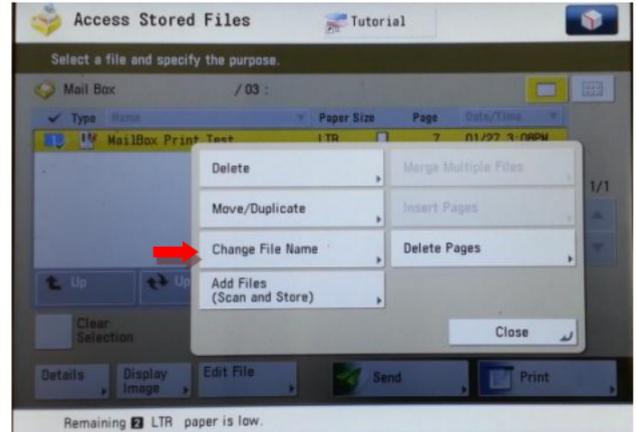
18



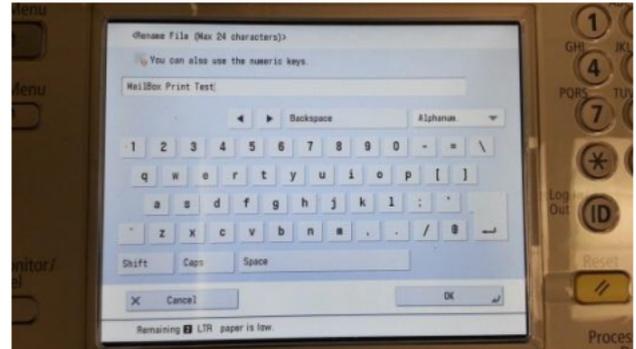
19. To change the file name of your data file, select **Change File Name**.

20. Enter the new file name with the touchscreen keyboard. Select **OK** when finished.

19



20

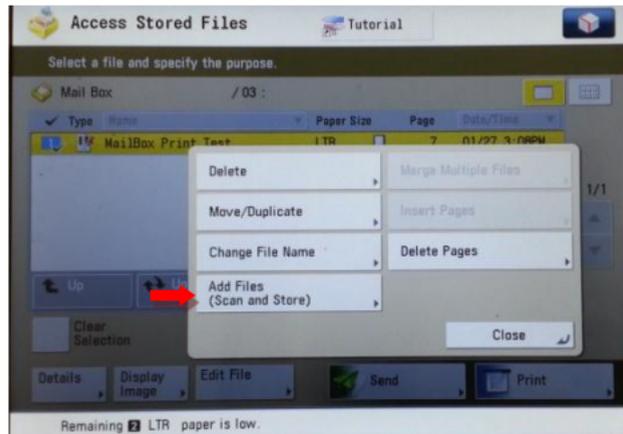


21. To add files to your data file, select **Add Files(Scan and Store)**.

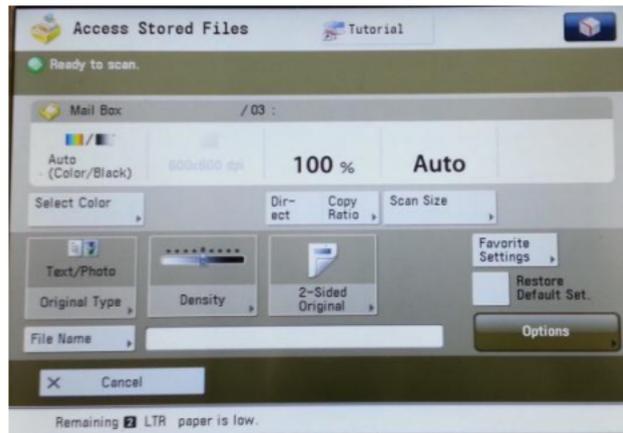
22. You will be given the option to scan original documents and add them to your data file. Various scan setting options will be available for you to choose from before scanning. Once you have selected your options, load your original documents onto either the automatic feeder or the platen glass and press the **Start** button to initiate scan.



21



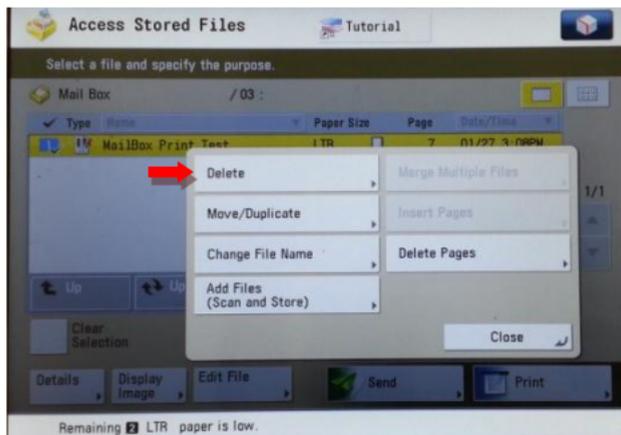
22



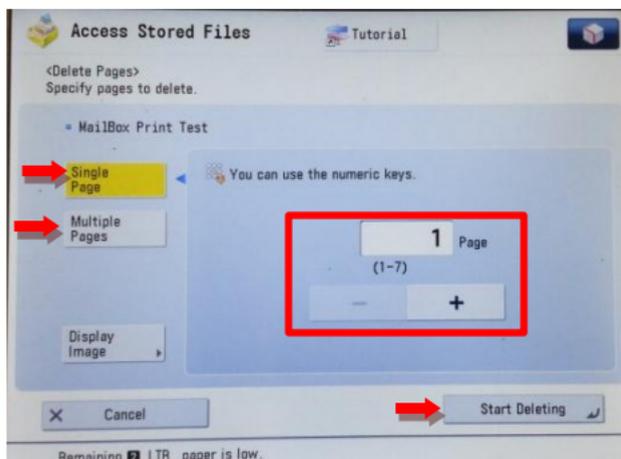
23. To delete a page or pages of your data file, select **Delete**.

24. You will have the option to delete a single page, or multiple pages. Simply use the plus and minus tabs to navigate to which page you want to delete. Press **Start Deleting** when finished.

23



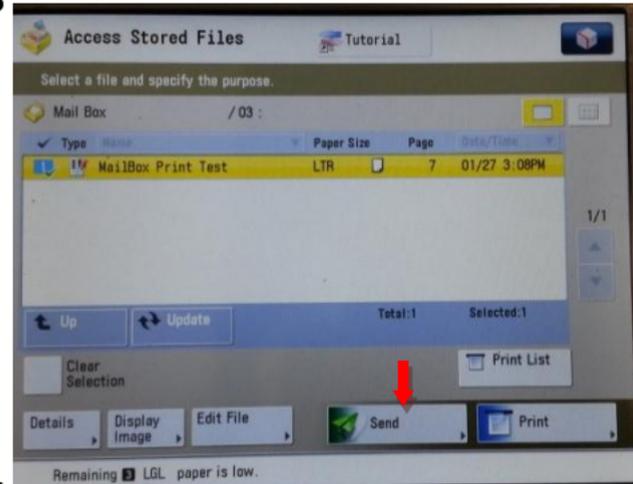
24



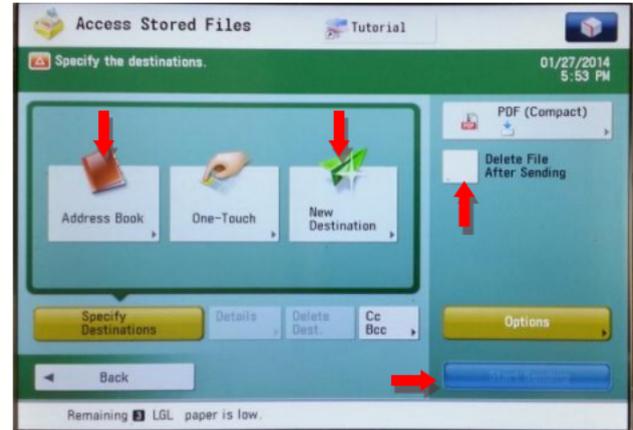
25. To send your data file, select **Send**.

26. Select the destination where you would like your file to be sent choosing one in **Address Book** or entering one by selecting **New Destination** (*The Start Sending button on the touchscreen will activate*). Once that is done and all desired options have been selected, press **Start Sending** on the display screen to execute an electronic send to your specified destination.

25

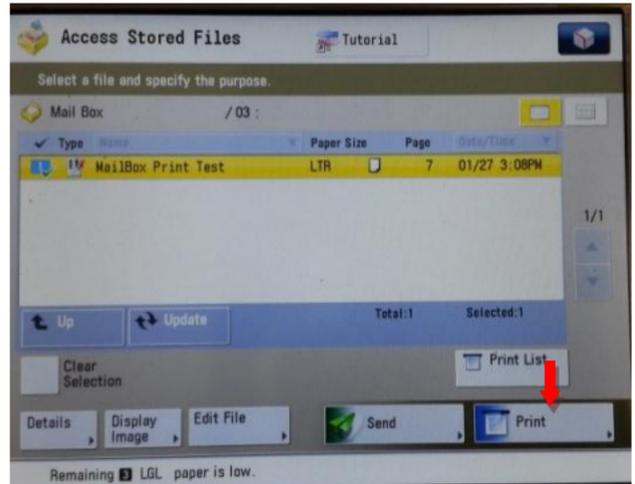


26



27. Finally, to print, simply press the **Print** tab to execute a release of your data file for printing

27



Additional Information

If you have additional questions, please refer to our website at www.miami.edu/mps for additional details, information, instructions and training materials. You may also contact the Canon UM Helpdesk at 855-477-4783 to request personalized or group training or contact Derek Lawrence at dlawrence@miami.edu.



UNIVERSITY OF MIAMI
MANAGED PRINT SERVICES
MAKING SMARTER IMPRESSIONS