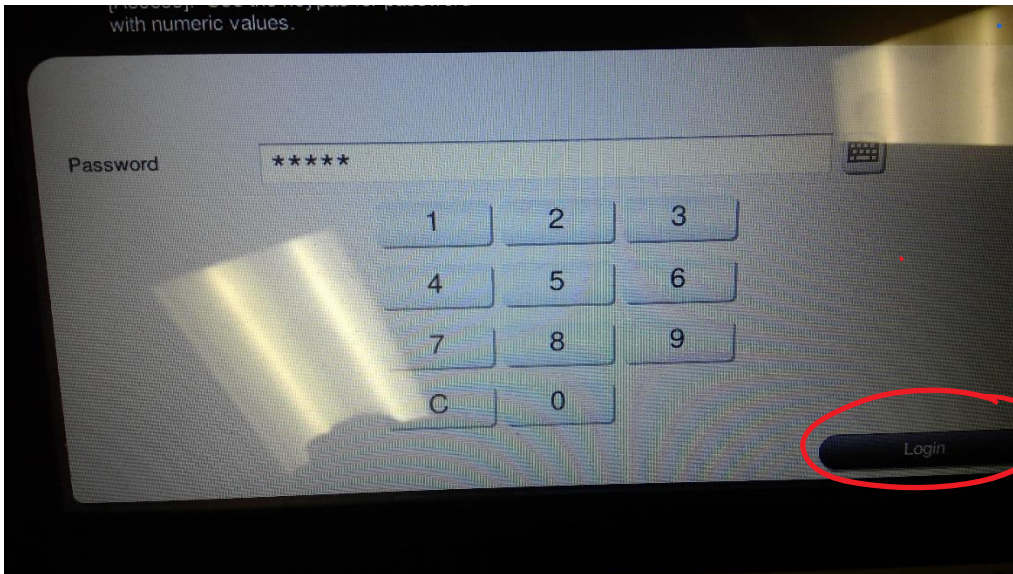
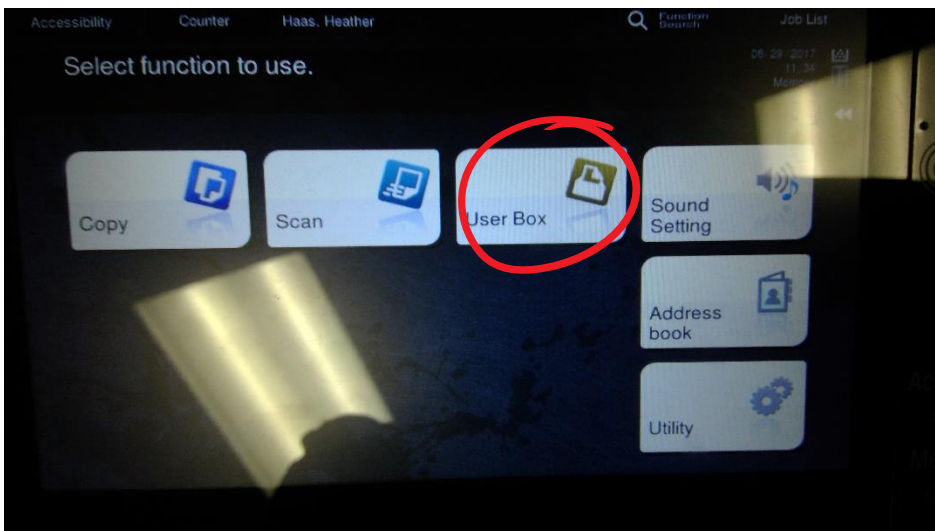


Printing to your User Box on the KonicaMinolta Copiers

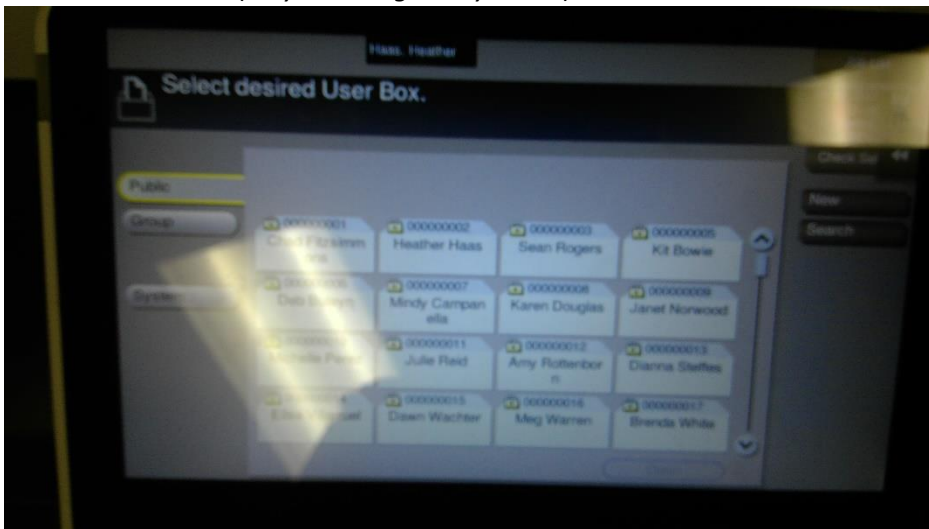
When you're ready to retrieve your print jobs, go the copier you printed to, and enter your password (*this is your employee number*) then press login.



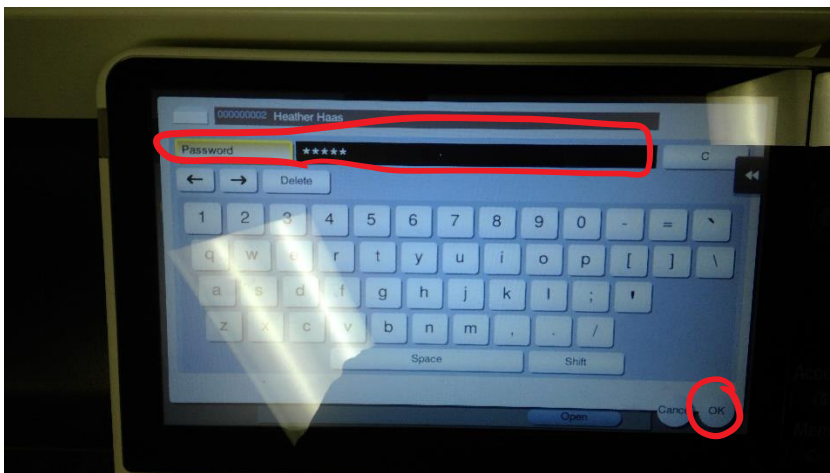
Once you've logged into the copier, select User Box (*this is where your print job is stored*).



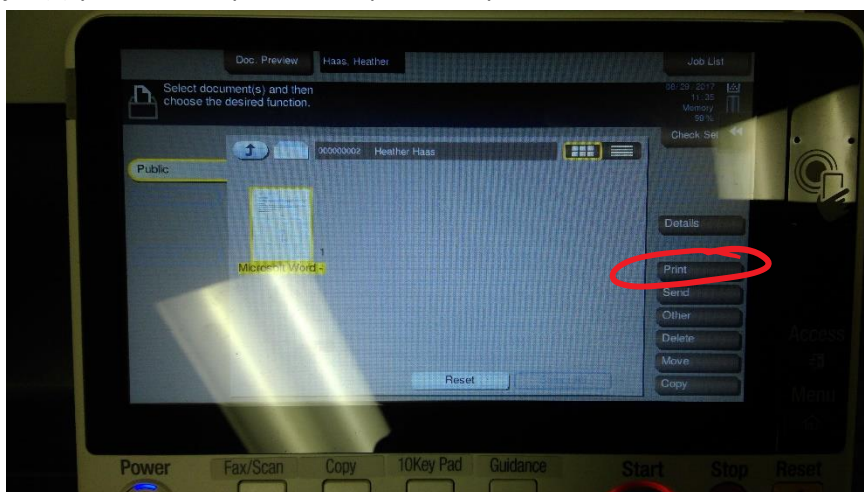
Find Your User Box (they are assigned by name).



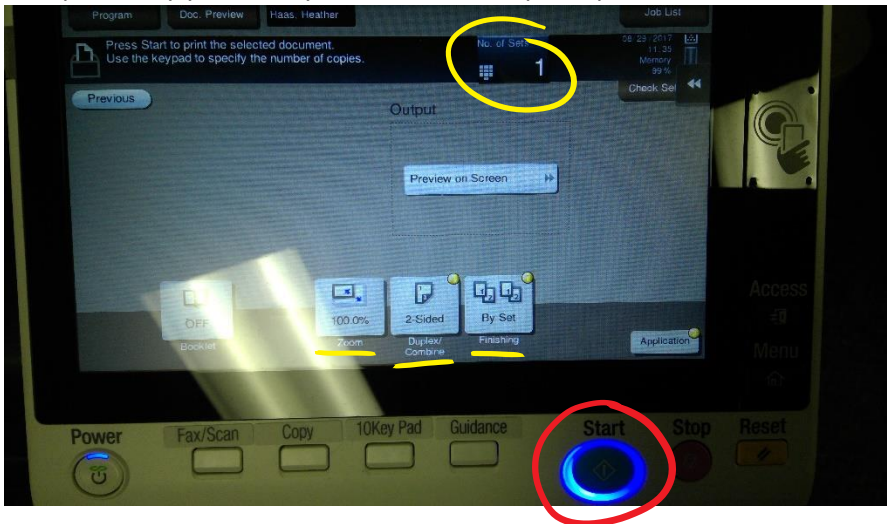
You will be asked for User Box password, this is also your employee number. Enter it, and then press OK.



Your User Box will open. All documents that you have sent to your User Box in the last day, will show up here. Select the job(s) you'd like to print. Then press the print button.



You will have the option to make some changes to the settings (number of copies, double sided, etc.). Once you have it set up the way you want your document to print, press the start button.



Your document will remain in your User Box for 1 day, even after it has been printed. OR, you can delete it by selecting the document, then pressing the delete button on the right side of the screen (*this is on the screen where you select the items you want to print from the User Box*).

To Log out, press the **Access** button twice.