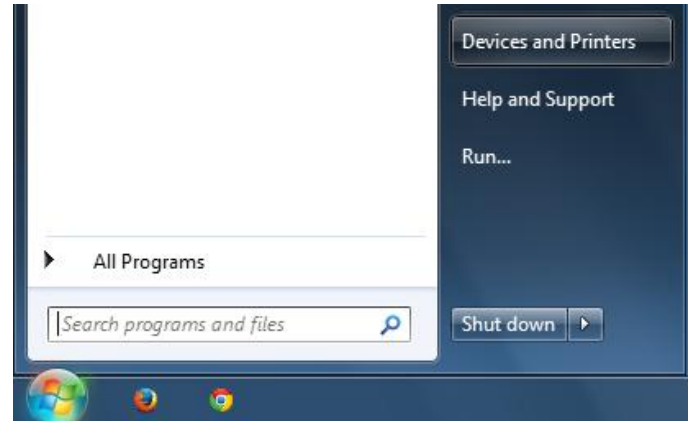
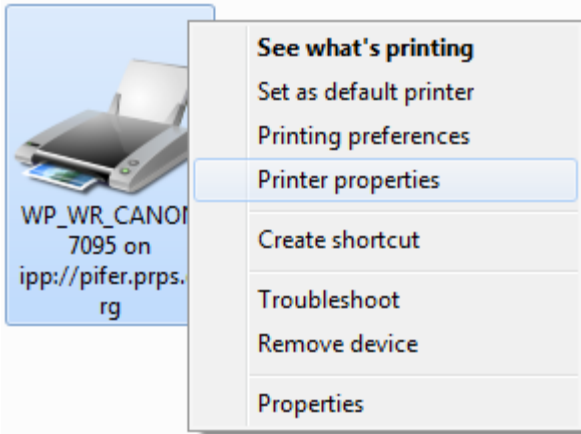


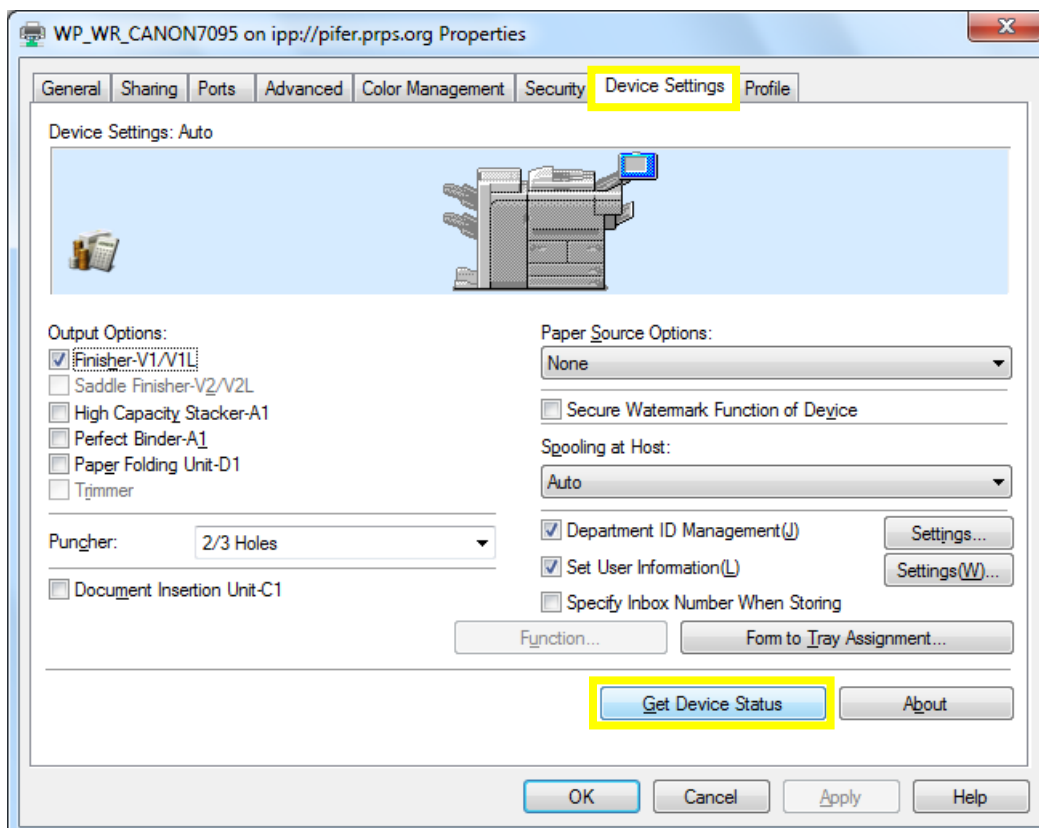
INSTRUCTIONS: GET DEVICE STATUS AND SET PRINT JOBS TO STORE

1. Begin by going to the *Start Menu* and click on *Devices and Printers*.

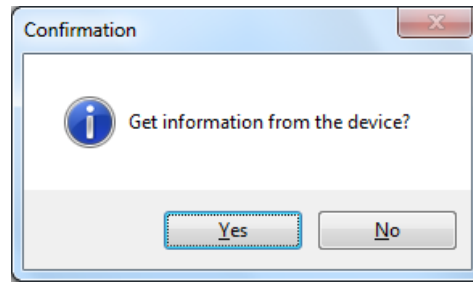


2. Locate the Canon Copier you will be printing to. *Right Click* the printer and select *Printer properties*.

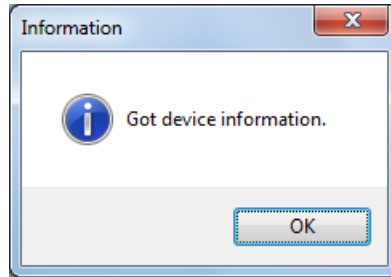
3. Click the *Device Settings* tab along the top, then click *Get Device Status* toward the bottom of the screen.



Click *Yes* on the window that comes up.

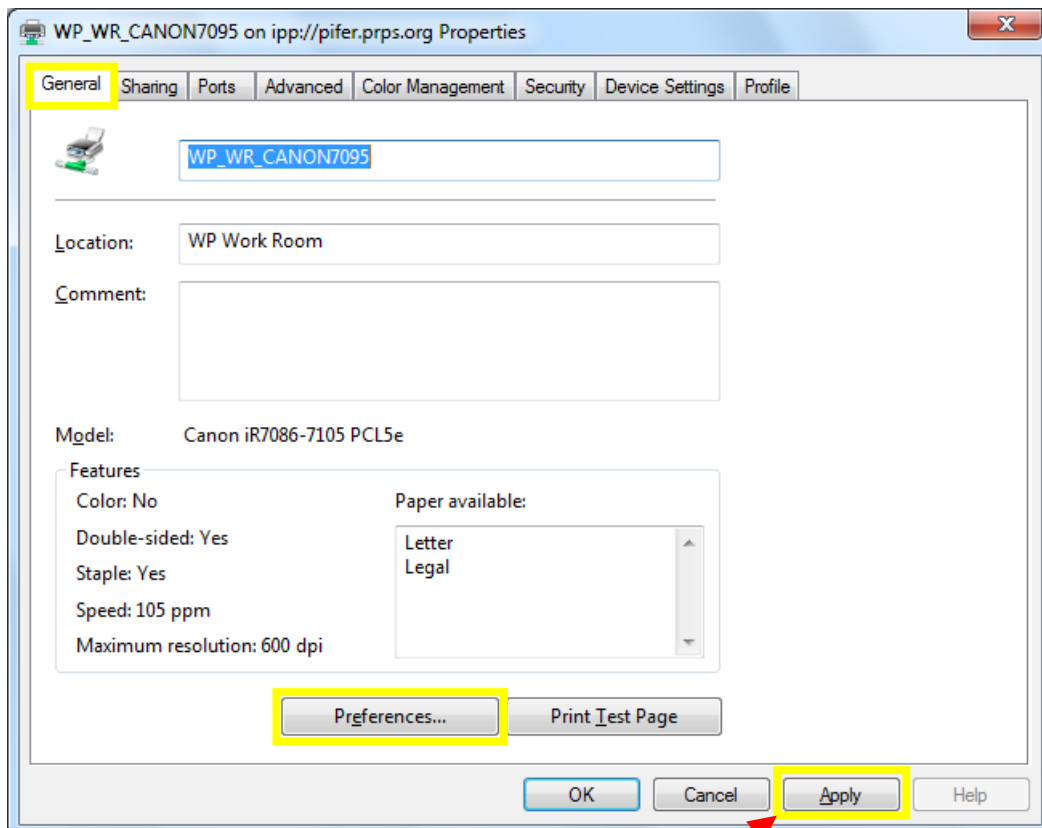


Then click *OK* on the next window.



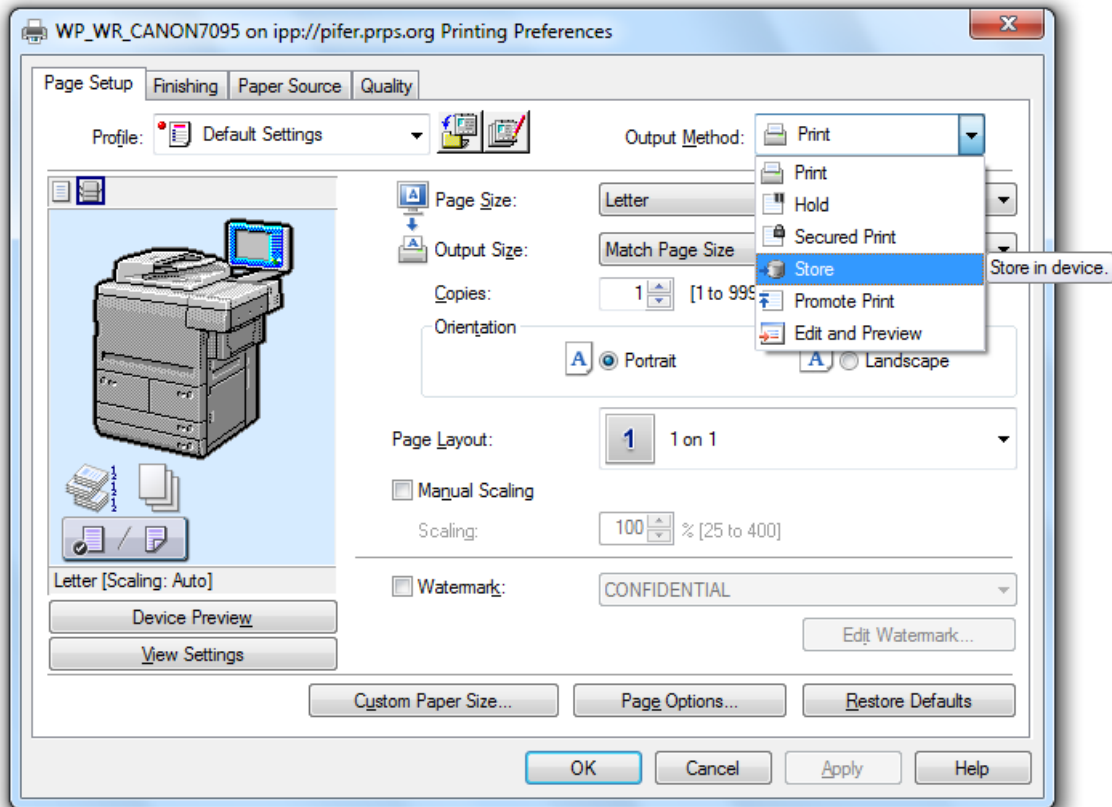
CLICK *APPLY* BEFORE PROCEEDING

4. Next, click the *General* tab along the top and click the *Printing Preferences* button toward the bottom.

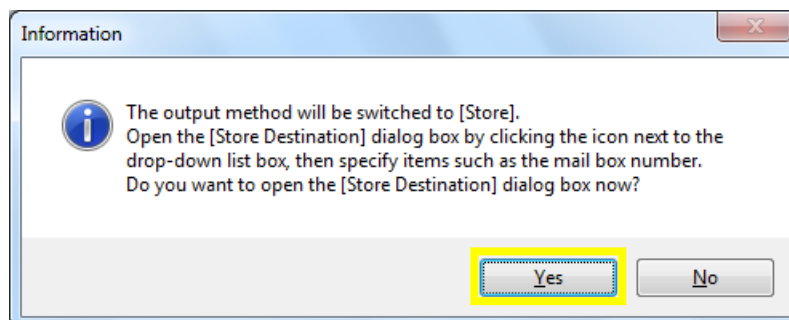


CLICK FIRST

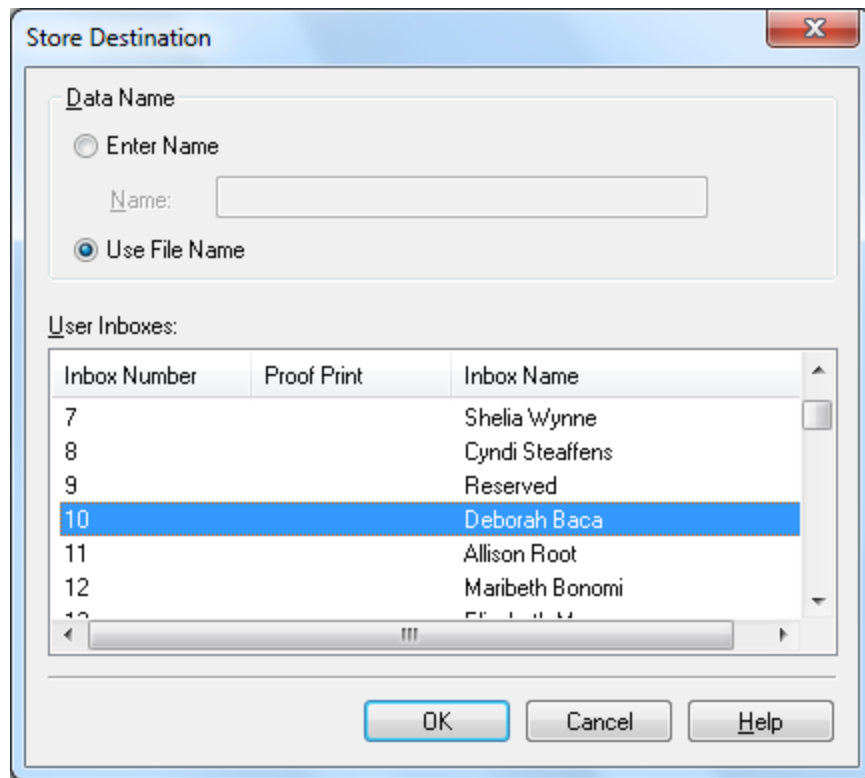
5. Click the dropdown box for *Output Method* and select *Store*



Another box will popup, click *Yes*



A new window will open with a list of *User Inboxes*. Select your name / inbox # and click *OK*.



Continue to click *OK* on the Printer Preferences and Printer Properties windows to accept the changes you have made.

If you have done all the steps above and do not see your name listed, please submit a work order to get your name added to the inbox list on the printer.