

Canon Equipment



Printing to Your Mailbox

Having your own secured Mailbox allows you to print your documents as you need them & with confidentiality.

Follow the steps below:

1. From your application go up to File - Print & choose the Canon as your Printer

2. Click on Properties & continue with the steps below:

3. Select Store from drop-down list

4. Click on Yes

5. You can name this File or leave it blank

6. Highlight your Mail-box Number

7. Click OK 3 times!

