

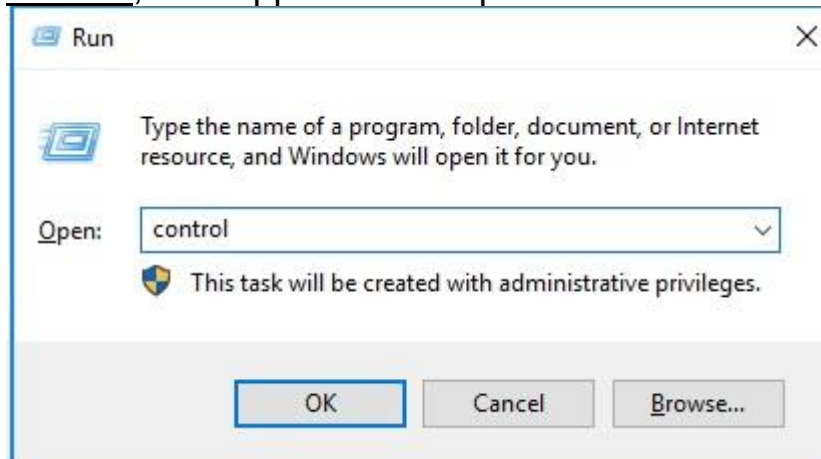
Mailbox Printing

***Add the copier to your computer first.**

1. On your keyboard, press and hold the **Windows key**, then hit the "R" key while holding the Windows key. The Windows key is located in the bottom left hand side of your keyboard (pic below for reference). A "Run" box should open.

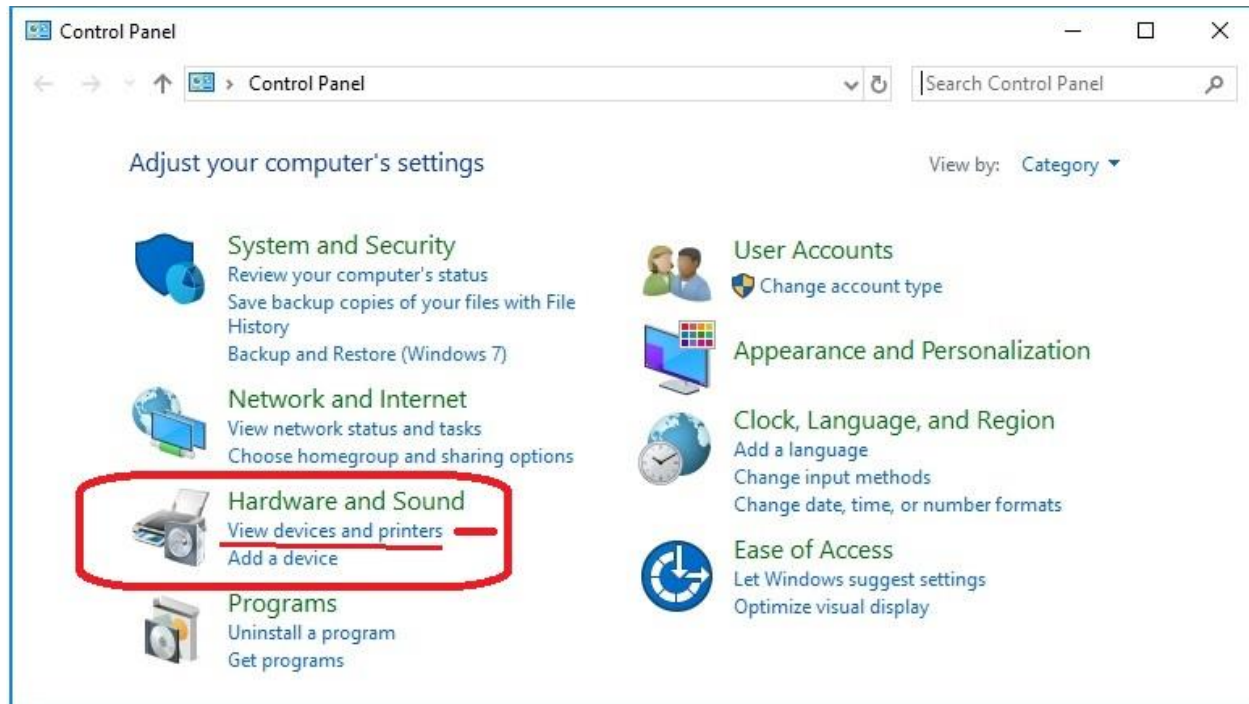


2. The "Run Box" should now be open on your screen (pic below for reference). When looking at the "Run Box" that just opened, there is a blank space to type in. In the blank space within the "Run Box", type **control**, as it appears in the picture below and click "OK".

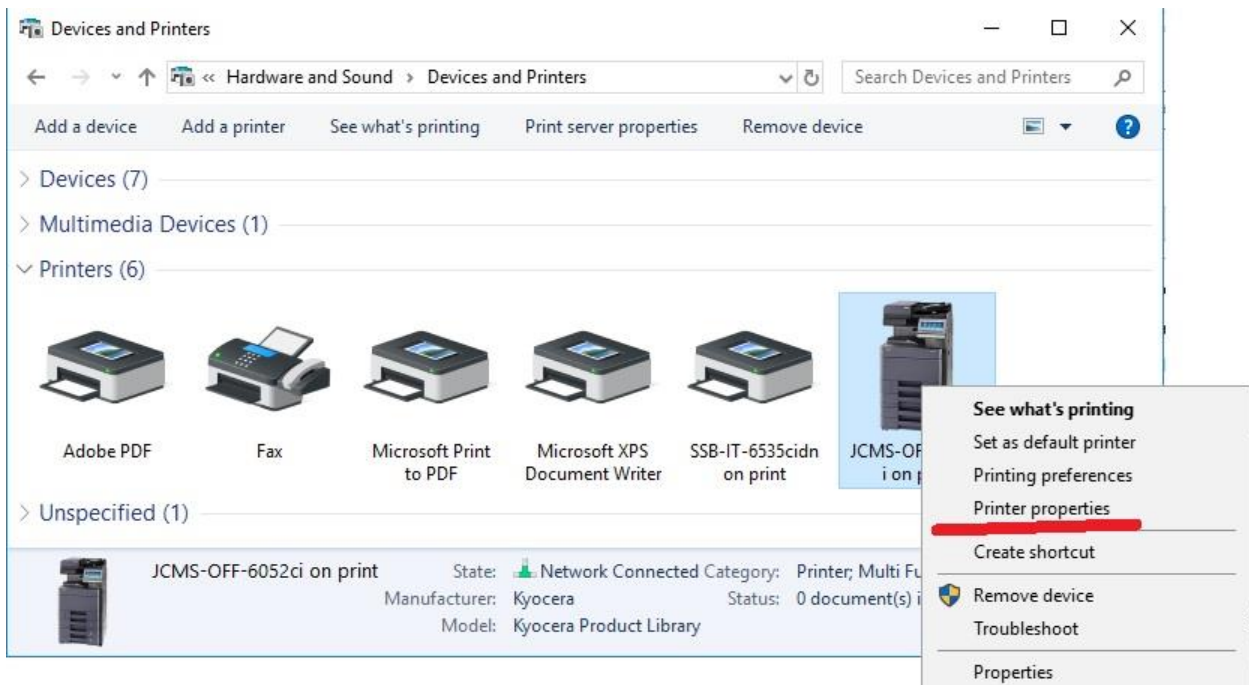


Mailbox Printing

3. The Control Panel window should open. Navigate to Hardware and Sound > View devices and printers.

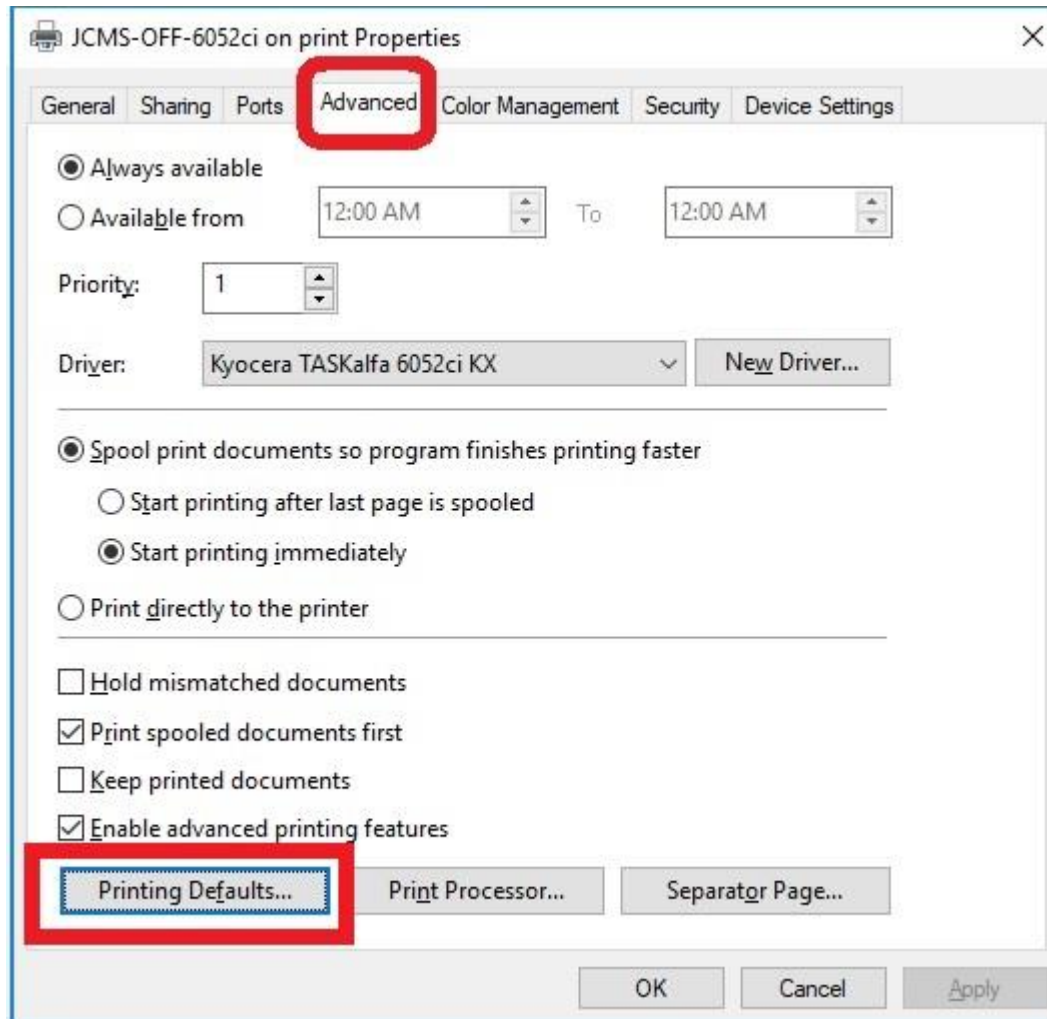


4. Right click the copier you want to use the Mailbox tray on and select Printer properties.



Mailbox Printing

5. Click the Advanced tab and look for Printing Defaults button.



Mailbox Printing

6. From the *Basic* section, change the **Destination** to **Mailbox (face-down)**.

JCMS-OFF-6052ci on print Printing Defaults

Quick Print >

Basic >

Layout >

Finishing >

Imaging >

Publishing >

Job >

Advanced >

Print size: Letter [100%]

Page Sizes...

Source: Auto source selection

Media type: Unspecified

Destination: Mailbox (face-down)

Printer default

Separator tray

Tray A (face-down)

Tray B (face-down)

Mailbox (face-down)

Collate: On

Orientation: Portrait

Duplex: Off

Color: Black

Carbon copies

Batch copies

Collate: On

Orientation: Portrait

Duplex: Off

Color: Black

Carbon copies

Batch copies

Print preview

Item	Detail
Quick Print	
Orientation	Portrait
Color	Black
Collate	On
Duplex	Off
Pages per sheet	Off
Basic	
Source	Auto source selection
Copies	1
Carbon copies	Off

Save As... Profiles...

OK Cancel

KYOCERA

Mailbox Printing

7. Then select the button “Mailbox”.

JCMS-OFF-6052ci on print Printing Defaults

The screenshot shows the 'Printing Defaults' window for the JCMS-OFF-6052ci printer. The 'Basic' tab is selected, and the 'Mailbox...' button is highlighted with a red rectangle. The 'Destination' is set to 'Mailbox (face-down)'. Other settings include 'Print size: Letter [100%]', 'Collate: On', 'Orientation: Portrait', 'Duplex: Off', and 'Color: Black'. The 'Copies' section shows 1 copy.

Print size: Letter [100%]
Page Sizes...
Source: Auto source selection
Media type: Unspecified
Destination: Mailbox (face-down)
Copies: 1
Carbon copies
Batch copies

Collate: On
Orientation: Portrait
Duplex: Off
Color: Black
EcoPrint

Print preview

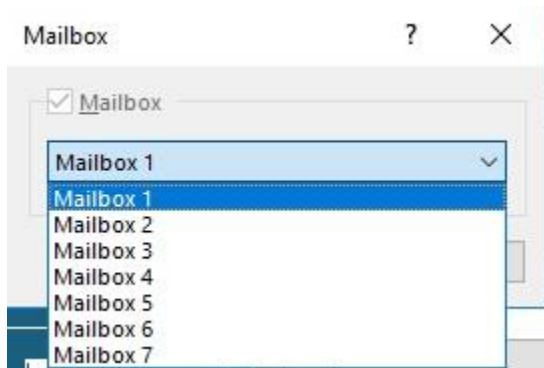
Item	Detail
Quick Print	
Orientation	Portrait
Color	Black
Collate	On
Duplex	Off
Pages per sheet	Off
Basic	
Source	Auto source selection
Copies	1
Carbon copies	Off

Save As... Profiles...

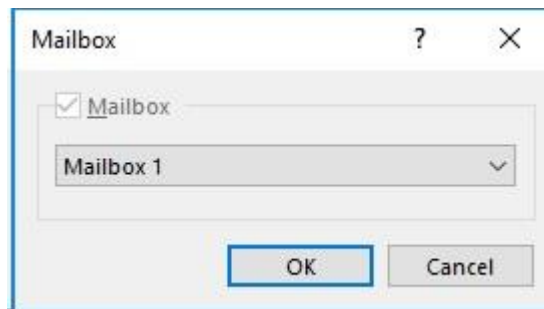
KYOCERA OK Cancel

Mailbox Printing

8. Select the mailbox number you require.



Choose **OK**.



All set. 😊