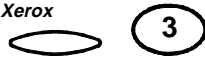### Printing a Document Stored in a Local Mailbox

You need to know the type of mailbox the document is stored in and the mailbox number. If the document is stored in a Private mailbox, you also need to know the security code.

To print a document from your local mailbox:

1. Open the Access Cover and press:

Mailbox
Xerox   (**3**)

```
Local mailbox
1. Poll-once box
2. Multi-poll box
3. Private mailbox
```

2. Select the type of mailbox from which you want to print. (With the exception of a password, the procedure is the same for all three mailboxes.)

   To print a document from a Poll-once box, press (**1**) .

   To print a document from a Multi-poll box, press (**2**) .

   To print a document from a Private mailbox, press (**3**) .

```
Poll-once box
1. Store
2. Print
3. Delete
```

3. To print a document, press (**2**) .

```
Print poll-once box

Mailbox (000-999):
```

4. Enter the 3-digit mailbox number, then press ***Enter***.

5. If you selected Private mailbox, enter the 4-digit Security Code, then press ***Enter***.