How to Create a User Box for Stored Printing

1. Enter the following in a web browser [https://biocehbhubw.biology.gatech.edu](https://biocehbhubw.biology.gatech.edu)
2. Enter your print code for the Account Password

3. Select the purple Box

4. Select Create User Box
   a. Use opening number
   b. User Box name: Lastname, Firstname
   c. Use Box Password: Enter print code
d. **Index:** Select the proper letter category of the alphabet that the first letter of your last name starts with

5. Your User Box will be the number that shows on the completed page
Instructions
Operating System: Mac OS X

How to: Print to User Box Black and White Printer in Hub

Print a document as normal
Select the black and white printer
Select Output Method from the dropdown

Select Save in User Box as the Output Method

Name the file (not necessary)
Enter your User Box Number (This is the number you should have created by logging into the printer)

You can save this as a preset by selecting Save As in the presets drop down.