![LOFFLER — TECHNOLOGY TO POWER SUCCESS]

Canon ImageRUNNER Advance DX: Store using Mail Boxes

How to register, delete, print to & from Mail Boxes using the Store option.
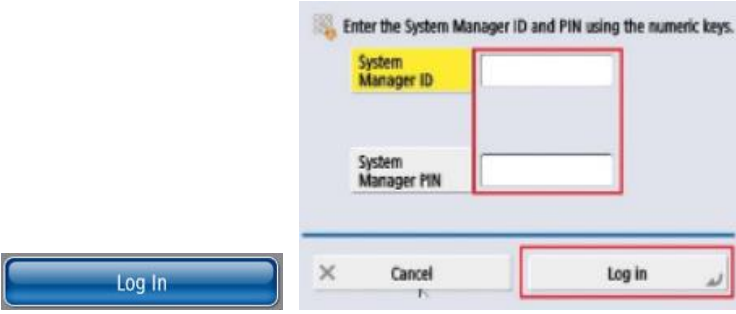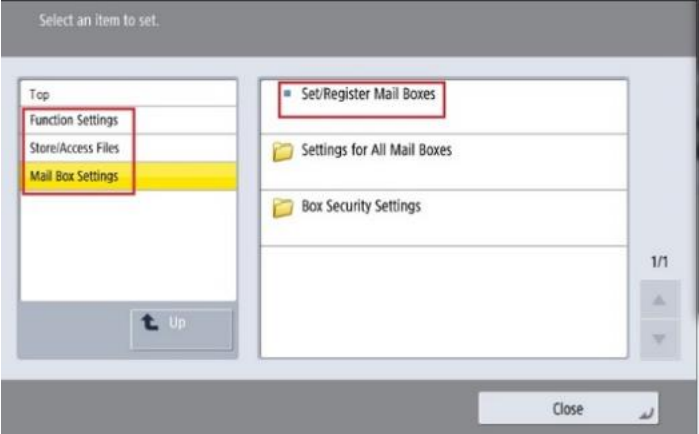
Register a Mail Box from the Remote User Interface	
1. Open a browser at the computer and enter the **IP address** of the device	
2. If prompted, enter the **System Manager ID** and **System Manager PIN**. Select **Administrator Login** button to log in	
3. Select **Access Received/Stored Files**	
4. Select the **Mail Box** list to register add a Mail Box for general access **Confidential Inbox** is used by the system for fax forwarding; **Memory RX** Inbox is used by the system for other features	
5. Select an unregistered Mail Box number	
6. Select the **Setting** button	
7. Enter the name of the box in the Name field **Optional:** Enable the PIN to secure the Mail Box. Place a check mark next to the Set PIN field, enter a PIN number in the PIN field, enter the PIN again to confirm **Note:** The parameter to auto delete the contents of the Mail Box cannot be set from this window. Set the auto delete time on the copier **8.** Select **OK** to save and close	
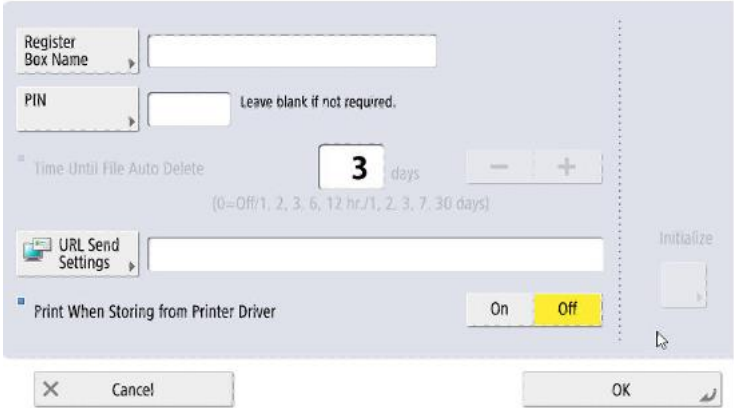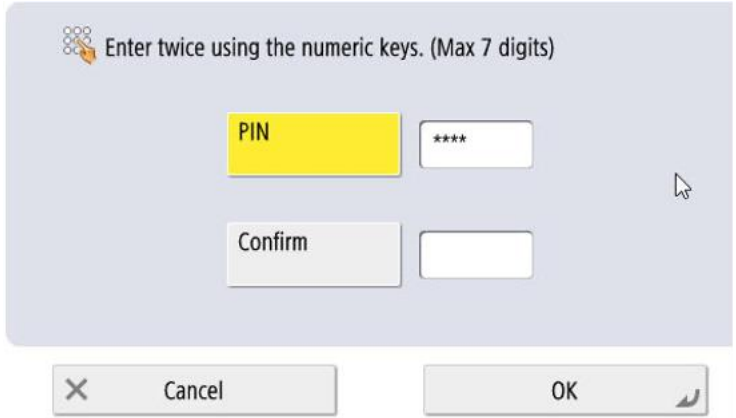
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Register a Mail Box at the Copier

1. On the front panel of the copier, select the **Settings/Registration** button	Settings/Registration
2. Select the **Log In** button **3.** Enter the **System Manager ID** and **System Manager PIN**	Enter the System Manager ID and PIN using the numeric keys. System Manager ID System Manager PIN Log In — Cancel — Log in
4. Select the following path to access the mail box registration window **Function Settings →** **Store Access Files →** **Mail Box Settings →** **Register Mail Boxes**	Select an item to set. Top Function Settings Store/Access Files Mail Box Settings Set/Register Mail Boxes Settings for All Mail Boxes Box Security Settings 1/1 Up — Close
5. Select an unregistered Mail Box	Mail Box — Last Updated : 12/15/2017 17:12:03 Enter the box number to open and then click [Open...]. or select the number from below. Box Number (00-99) : Open... Memory Usage : 1% Box Number — Name — Used (%) 00 — 0
6. Enter a **Name** for the Mail Box **Optional feature:** Enter a **PIN** to lock the Mail Box. Re-enter the pin confirm the code **7.** Use the plus and minus buttons to adjust the **Time Until Auto Delete** parameter **Note:** An entry of zero turns off the auto delete feature **Note:** It is usual to leave **Print When Storing from Print Drive OFF** **8.** Select **OK** to confirm and close registration window	Register Box Name PIN — Leave blank if not required. Time Until File Auto Delete — 3 days — − + (0=Off/1, 2, 3, 6, 12 hr./1, 2, 3, 7, 30 days) URL Send Settings Print When Storing from Printer Driver — On — Off — Initialize Cancel — OK

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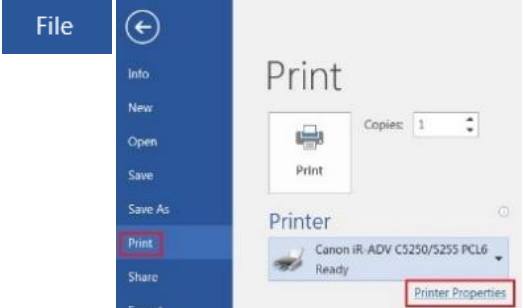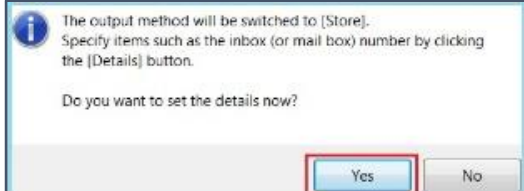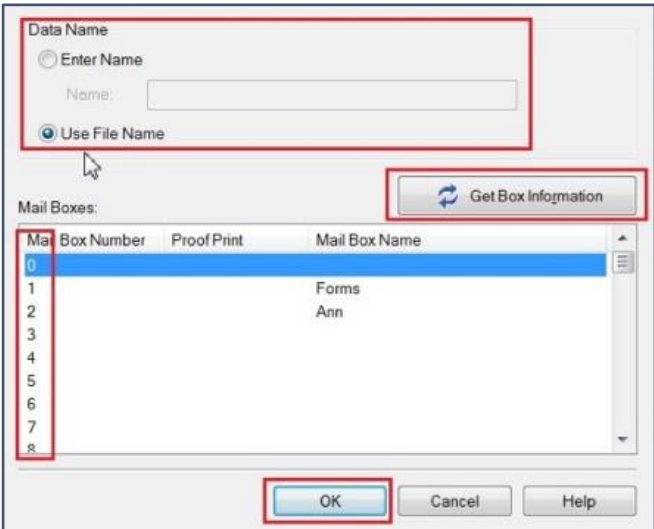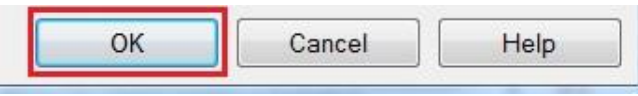
Deleting a Mail Box from the Remote User Interface	
1. Open a browser at the computer and enter the **IP address** of the device	← → C ⟳ [G]
2. If prompted, enter the **System Manager ID** and **System Manager PIN**. Select the Admin Login button to log in **Note:** Unless the PIN is known, you must be logged in as an administrator to delete mail boxes with PIN numbers	**Canon** **Login** Test Gen3 Dispatch / iR-ADV C5535 / 3rd Floor Dispatch System Manager ID: [ ] System Manager PIN: [ ] General users can log in without entering a system manager ID and system manager PIN. Log In (Administrator) Log In (General User) Copyright CANON INC. 2015
3. Select **Access Received/Stored Files**	**Basic Tools** Access Received/Stored Files
4. Select the **Mail Box** to be deleted	Access Received/Stored Files : Mail Box **Mail Box** Enter the box number to open and then click [Open...], or select the number from below. Box Number — Box Name 00 — Faxes 01 — test of pin clear 02 — HR Fax 03 — hr faxes 04 — Training 1
5. Select the **Settings** button	Mail Box 00 Last Updated : 12/15/2017 17:16:48 Settings... Print... Send... Duplicate... Delete Merge Files... Insert Pages... Print List Total 0 files Select Type File Name Paper Size Pages Date/Time
6. Clear the name in the Name field **7.** In the case where a PIN is enabled, uncheck the check mark next to the **Set PIN** field. Clear the PIN number from the PIN field **8.** Select **OK** to save and close	Access Received/Stored Files : Mail Box > Box Content List > Set/Register Mail Boxes **Set/Register Mail Boxes** Last Updated : 10/30/2019 9:24:21 AM OK Cancel Box Number : 04 Box Name : [Training 1] ✕ ☐ Set PIN PIN : [ ] (Max 7 digits) Confirm : [ ] (Max 7 digits) ☐ Set URL Send URL Send : Not set. Select Destination... ☐ Print Files upon Storing from Printer Driver

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Register a Mail Box at the Copier	
1. On the front panel of the copier, select the **Settings/Registration** button	
2. Log in if necessary. Enter the **System Manager ID** and **System Manager PIN** **3.** Select the **Log In** button **Note:** Deleting Mail Boxes with PIN codes require you to be logged in as an administrator unless the PIN for that Mail Box is known	
4. Select the following path to access the Mail Box registration window. **Function Settings** → **Store Access Files** → **Mail Box Settings** → **Register Mail Boxes**	
5. Select the **Mail Box** to be deleted **6.** If prompted, enter the known **PIN code** for the Mail Box. If the code is unknown, log in as an administrator to enable the ability to delete Mail Boxes with unknown PINs	

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7. Use the **C** button to clear the data from the **Register Box Name** **8.** Select the **PIN** button	Register Box Name PIN — Leave blank if not required. Time Until File Auto Delete **3** days — + (0=Off/1, 2, 3, 6, 12 hr./1, 2, 3, 7, 30 days) URL Send Settings Print When Storing from Printer Driver — On **Off** — Initialize × Cancel — OK
9. Use the **C** button to clear the data from the **PIN** field **10.** Click **OK** to save and close the window	Enter twice using the numeric keys. (Max 7 digits) PIN **** Confirm × Cancel — OK
11. Select **OK** to save and close the window	OK

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Print a Document to a Mail Box for Storage

1.	Open the Document at the computer **File →** **Print →** **Printer Properties**	
2.	Select **Store** from the **Output Method** drop-down on the **Basic** tab of the print driver	
3.	Select **Yes** to confirm you are changing the output method	
4.	Select the **Mail Box** which you'd like the document stored under	
5.	Select either **Enter Name** or **Use File Name** **Note: Use File Name** will keep the document's current name; **Enter Name** allows you to name the file **Note: Get Box Information** retrieves Mail Box information if two-way communication is turned on	
6.	Select **OK** to confirm your Mail Box selection	
7.	Select other settings in the print driver: *(color, 2-sided, stapled etc.)*	
8.	Select **OK** to close the printer properties window	
9.	Select **Print** to send the document to the Mail Box	

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Print a Document from the Mail Box at the copier	
1. Select the **Access Stored Files** icon	
2. Select the **Mail Box** icon	
3. Select the **Mail Box** where your document is stored	
4. Select one or more documents, and click **Print** (print out) or **Send** (scan/fax)	
5. If you would like to adjust any of the print options or quantity, select **Change Print Settings**	
6. Select the **Start Printing** button. The document will now print/send	
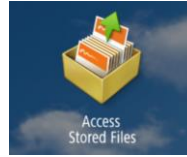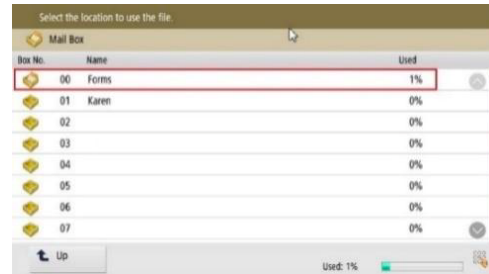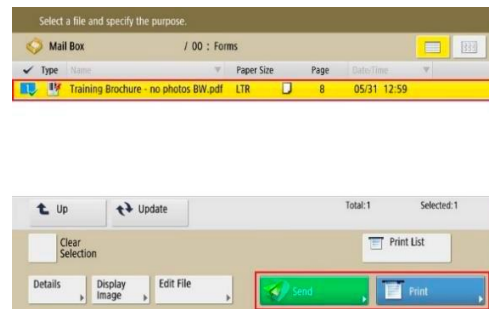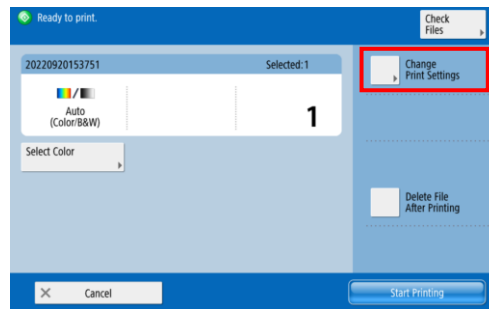
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Printing Mail Box Content from the PC Computer or Mac

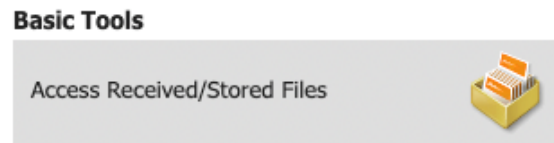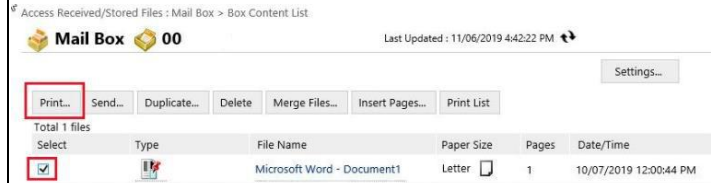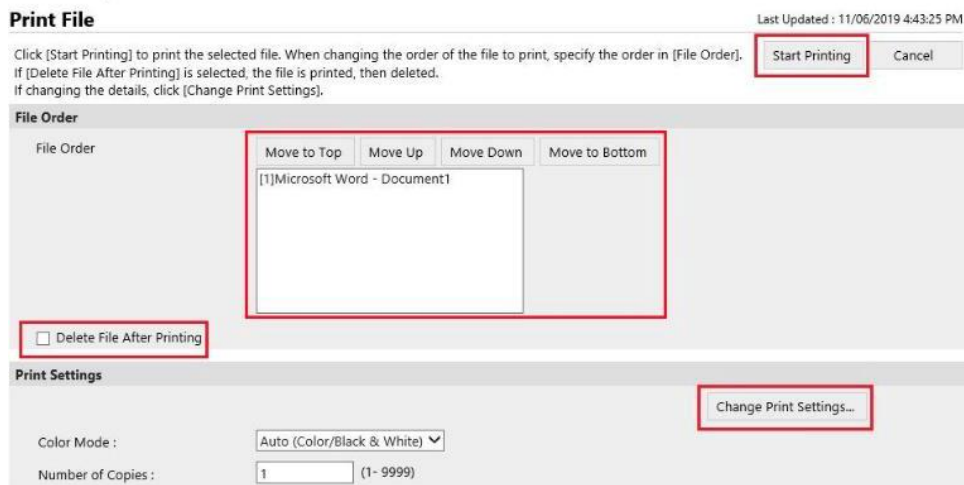|	
1. Open a browser at the computer and enter the **IP address** of the device	← → C G ⬧ ★
2. In the event a log in dialog box displayed, enter the **System Manager ID** and **System Manager PIN** to log in	**Canon** **Login** Test Gen3 Dispatch / iR-ADV C5535 / 3rd Floor Dispatch System Manager ID: System Manager PIN: General users can log in without entering a system manager ID and system manager PIN. Log In (Administrator) Log In (General User) Copyright CANON INC. 2015
3. Select the **Access Received/ Stored Files** link under Basic Tools on the right side of the screen	**Basic Tools** Access Received/Stored Files
4. Select a Mail Box number to open the Mail Box to view the list of documents	Box Number Name Used (%) 00 Forms 1%
5. Select the Document you wish to print **6.** Select the **Print** button to print your document	Access Received/Stored Files : Mail Box > Box Content List Mail Box 00 Last Updated : 11/06/2019 4:42:22 PM Settings... Print... Send... Duplicate... Delete Merge Files... Insert Pages... Print List Total 1 files Select Type File Name Paper Size Pages Date/Time ☑ Microsoft Word - Document1 Letter 1 10/07/2019 12:00:44 PM

7. Perform any necessary functions listed below and then select **Start Printing**
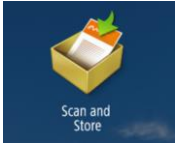
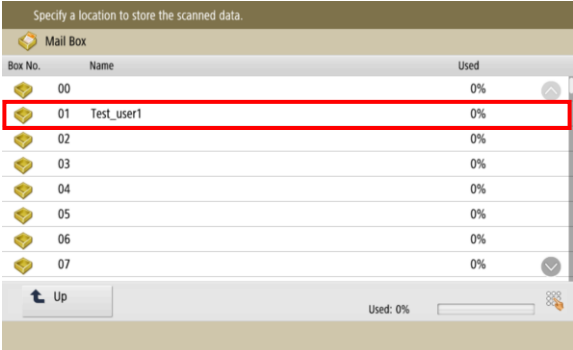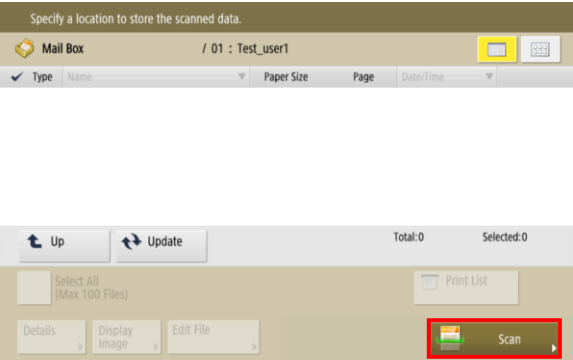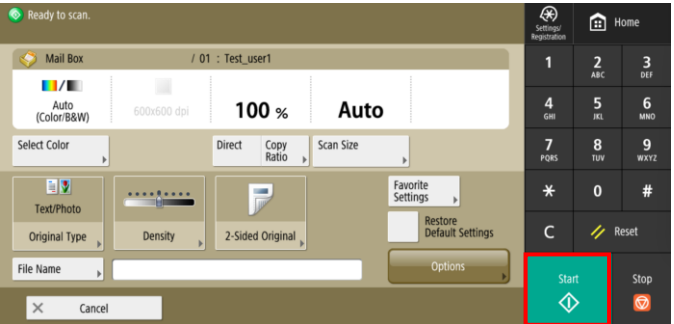Click **Start Printing** to print the selected file. When changing the order of the file to print specify the order in **File Order**

If **Delete File After Printing** is selected the file is printed, then deleted

If changing the details, click **Change Print Settings**

Print File   Last Updated : 11/06/2019 4:43:25 PM

Click [Start Printing] to print the selected file. When changing the order of the file to print, specify the order in [File Order]. [Start Printing] [Cancel]
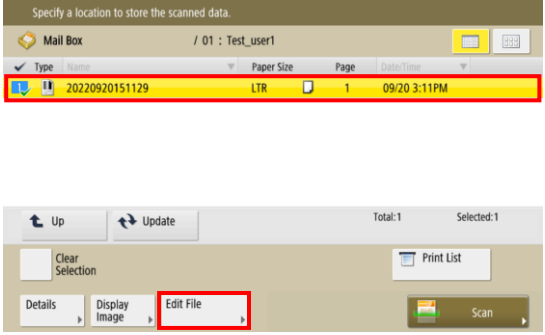If [Delete File After Printing] is selected, the file is printed, then deleted.
If changing the details, click [Change Print Settings].

File Order

File Order   Move to Top Move Up Move Down Move to Bottom

[1]Microsoft Word - Document1

☐ Delete File After Printing

Print Settings

Change Print Settings...

Color Mode :   Auto (Color/Black & White) ▾

Number of Copies :   1   (1- 9999)

Scan and Store at the Copier

1. Select the **Scan and Store** icon	
2. Choose the icon where you would like the scan to be stored *(In this case, we're going to store to the **Mail Box**)*	
3. Choose which **Mail Box** you would like the scan to be stored in	
4. Select **Scan** when you're in the folder you'd like your scan to be stored	
5. Put your document(s) in the document feeder or on the platen glass 6. Choose your scan settings 7. Select **Start**	

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8. It will show you the settings you've chosen and where it's **Store Location**	
9. Once completed, it will show you the document 10. To make minor changes or delete document**:** Select the **Document** → Select **Edit**	
11. From here you can **Delete**, **Move/Duplicate**, **Change File Name**, **Delete Page(s)** 12. You can also **Merge Multiple Files** and **Insert Pages** if multiple documents are selected	

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