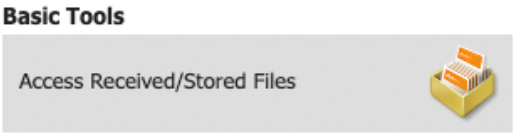
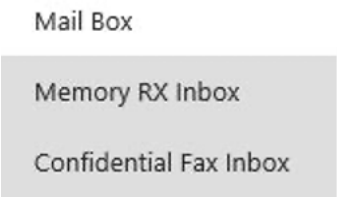
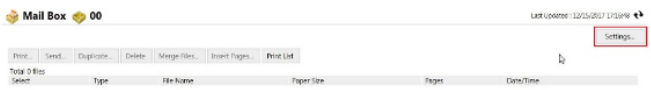
LOFFLER TECHNOLOGY TO POWER SUCCESS

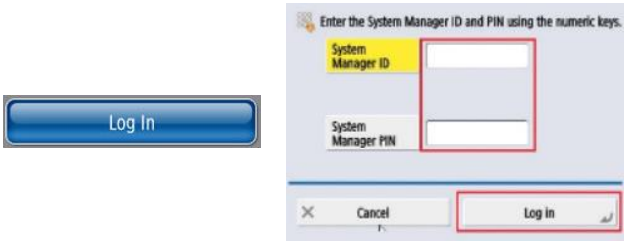
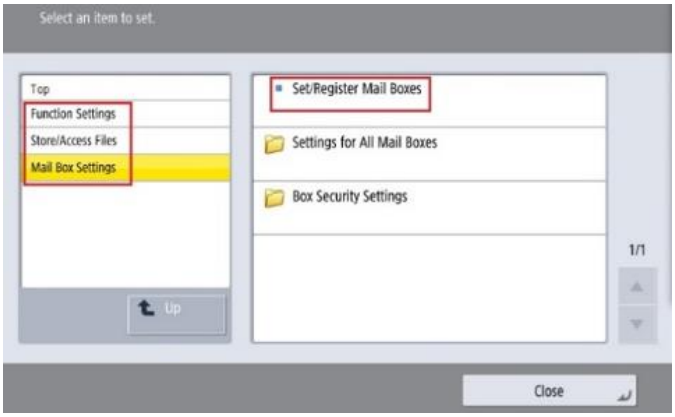
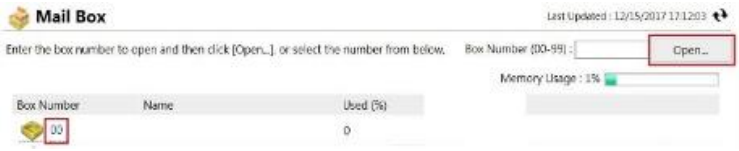
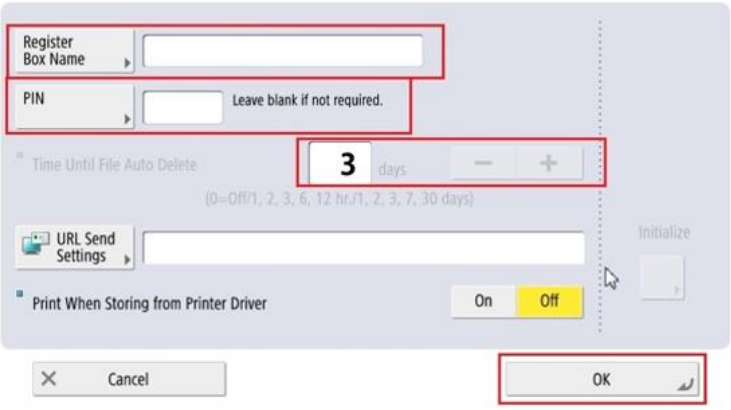
Canon ImageRUNNER Advance DX: Store using Mail Boxes

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	

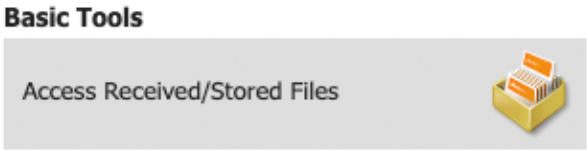
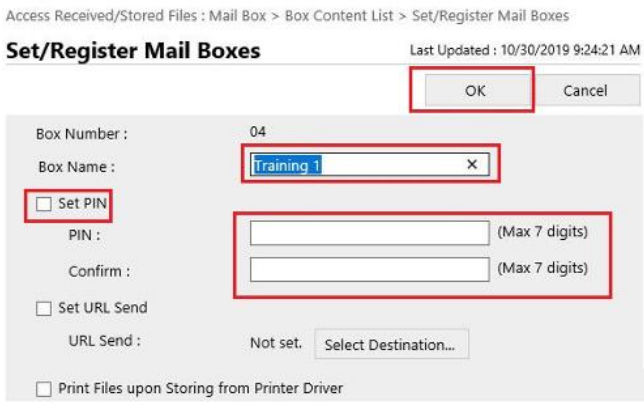
©2022 Loffler Companies

Register a Mail Box at the Copier

1. On the front panel of the copier, select the **Settings/Registration** button	
2. Select the **Log In** button **3.** Enter the **System Manager ID** and **System Manager PIN**	
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 an unregistered Mail Box	
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	

©2022 Loffler Companies

Deleting 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 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	
3. Select **Access Received/Stored Files**	
4. Select the **Mail Box** to be deleted	
5. Select the **Settings** button	
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	

©2022 Loffler Companies

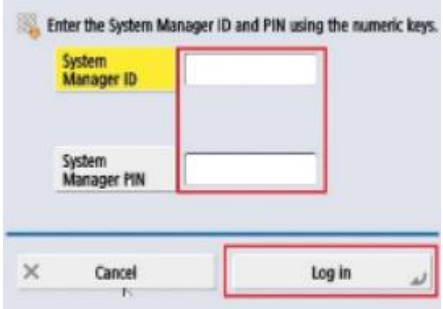
Register a Mail Box at the Copier

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**

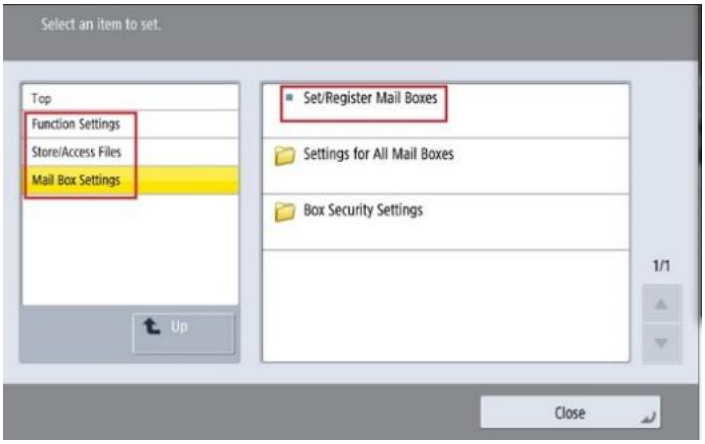
3. Select the **Log In** button

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



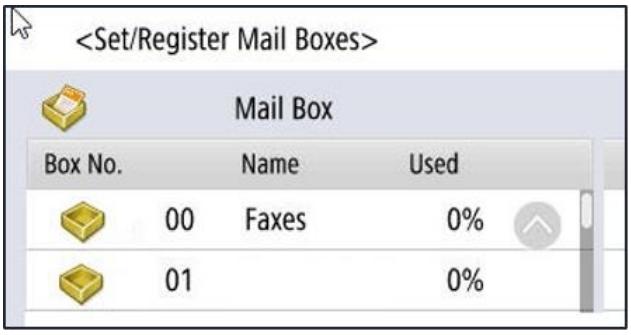
4. Select the following path to access the Mail Box registration window.

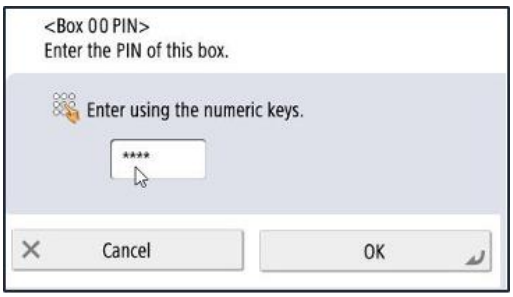
Function Settings →
Store Access Files →
Mail Box Settings →
Register Mail Boxes



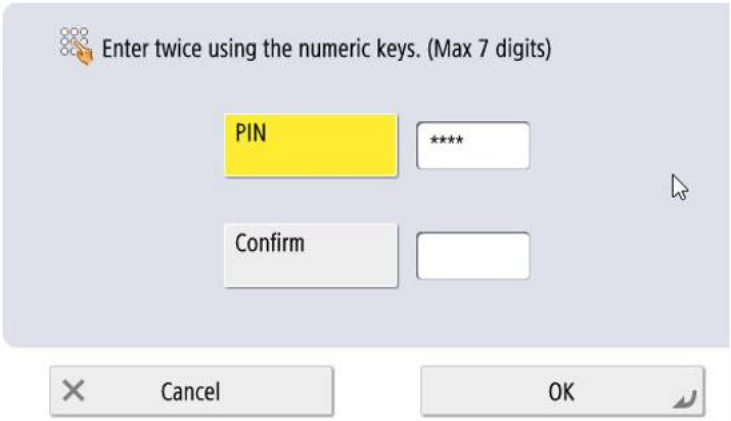
5. Select the **Mail Box** to be deleted

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





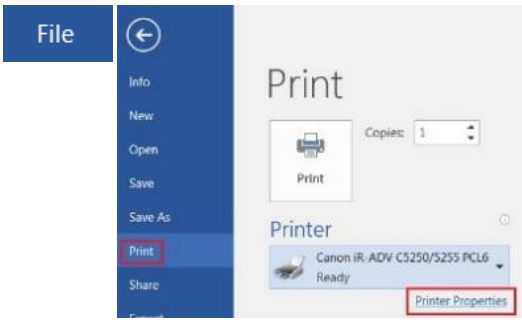
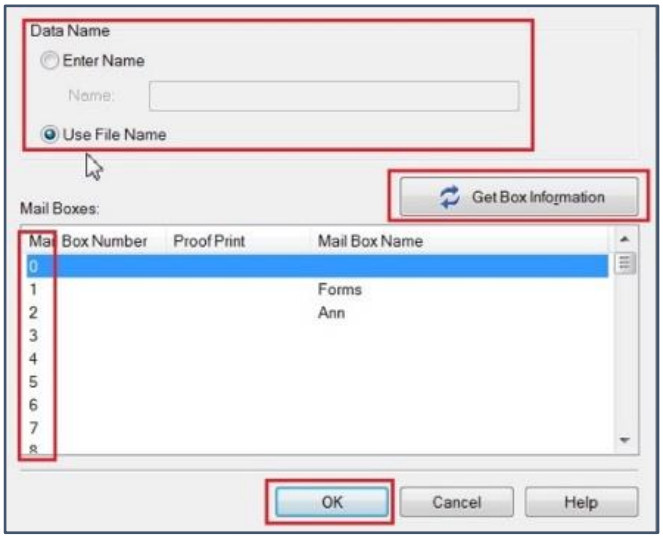
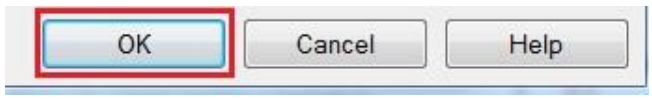
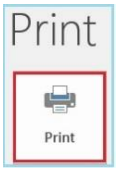
©2022 Loffler Companies

7. Use the **C** button to clear the data from the **Register Box Name** **8.** Select the **PIN** button	
9. Use the **C** button to clear the data from the **PIN** field **10.** Click **OK** to save and close the window	
11. Select **OK** to save and close the window	

©2022 Loffler Companies

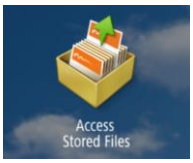
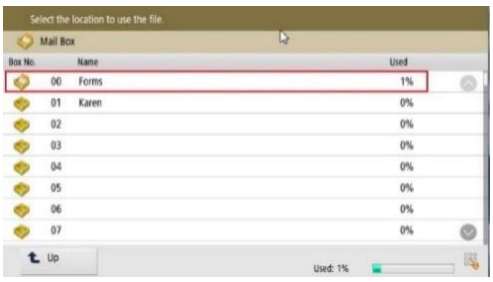
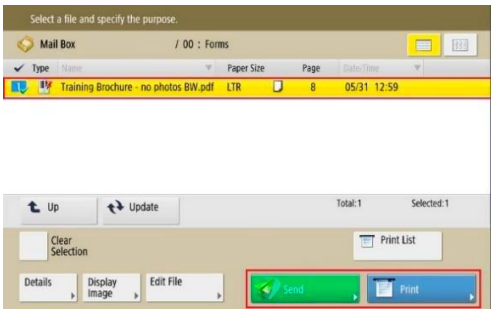
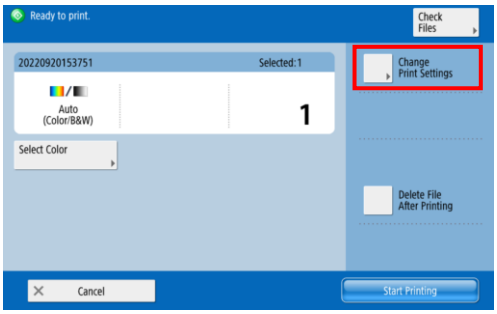
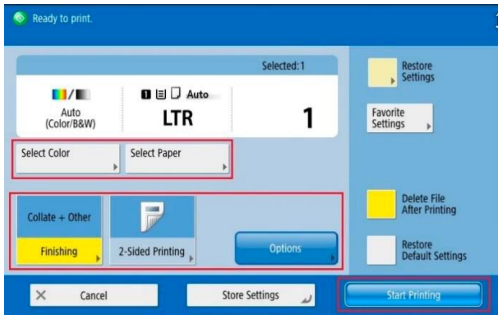
LOFFLER TECHNOLOGY TO POWER SUCCESS

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	

©2022 Loffler Companies

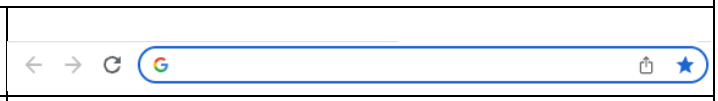
LOFFLER TECHNOLOGY TO POWER SUCCESS

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	

©2022 Loffler Companies

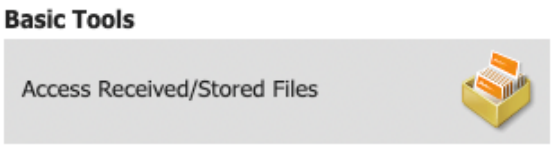
Printing Mail Box Content from the PC Computer or Mac

1. Open a browser at the computer and enter the **IP address** of the device

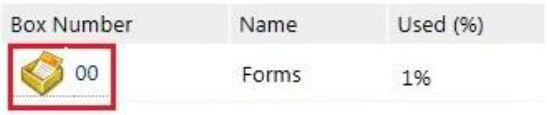


2. In the event a log in dialog box displayed, enter the **System Manager ID** and **System Manager PIN** to log in

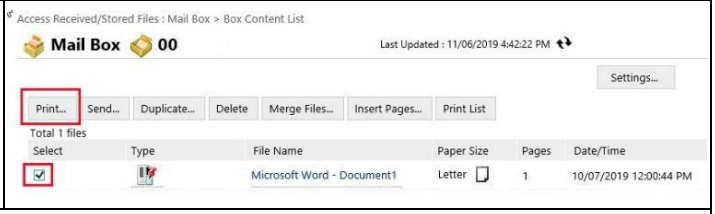
3. Select the **Access Received/ Stored Files** link under Basic Tools on the right side of the screen



4. Select a Mail Box number to open the Mail Box to view the list of documents



5. Select the Document you wish to print
6. Select the **Print** button to print your document

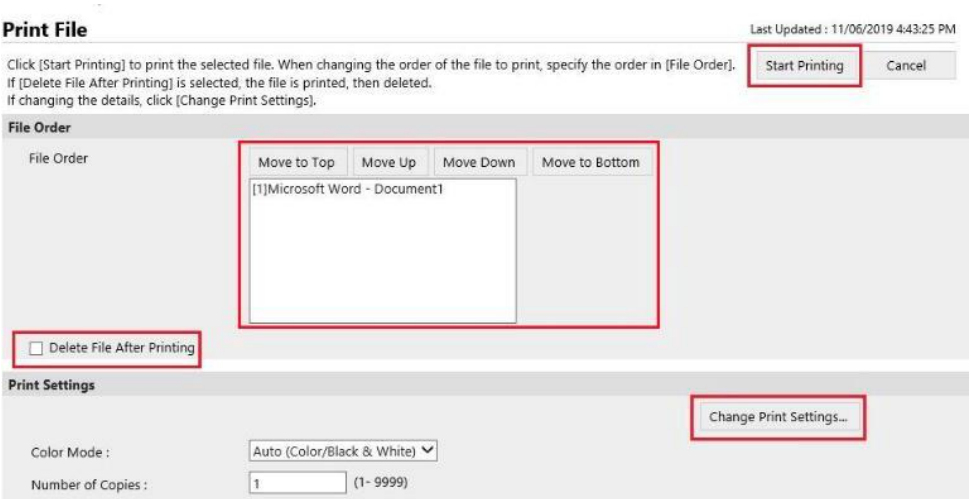


7. Perform any necessary functions listed below and then select **Start Printing**

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

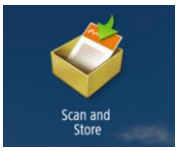
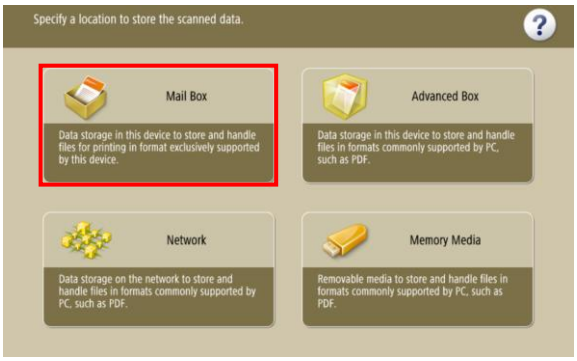
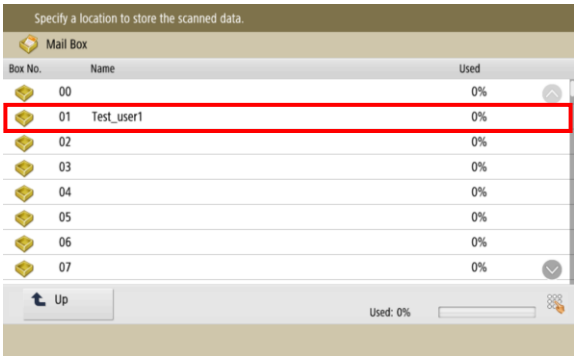
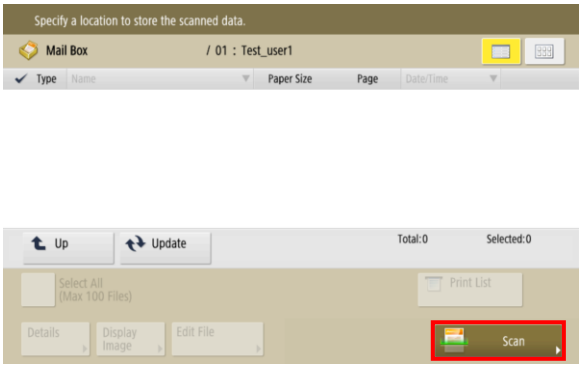
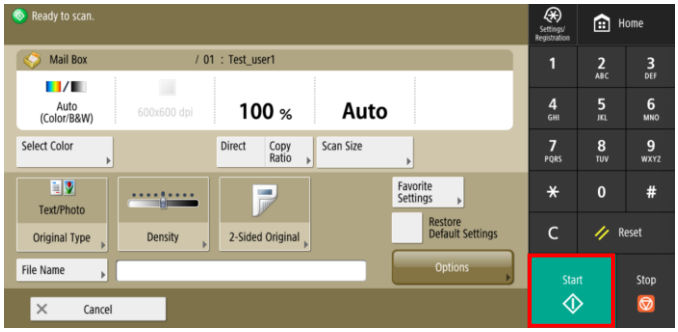
If changing the details, click **Change Print Settings**



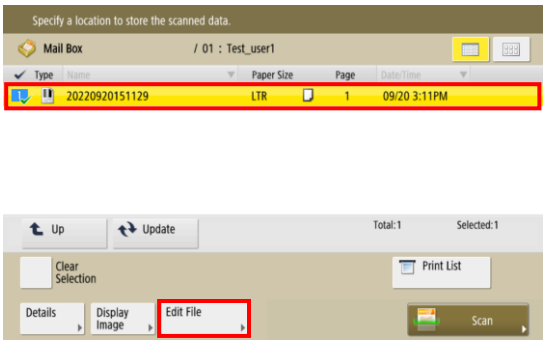
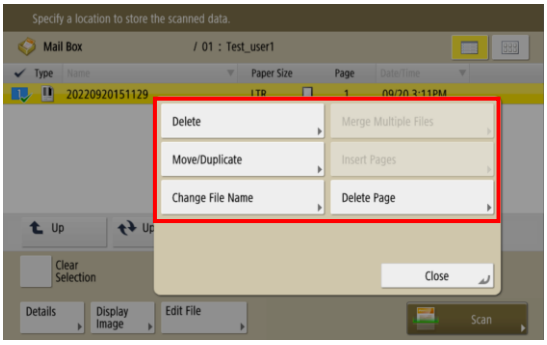
©2022 Loffler Companies

LOFFLER TECHNOLOGY TO POWER SUCCESS

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**	

©2022 Loffler Companies

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	

©2022 Loffler Companies