

Canon ImageRUNNER Advance: Register, Delete and Print to and From a Mailbox

Register a mailbox from the Remote	e User Interface
1. Open a browser at the computer and enter the IP address of the device.	
 If prompted, enter the System Manager ID and System Manager PIN. Select Administrator Login button to log in. 	Log In RADY CSSSS / RADY CSSSS / System Manager ID: Gryndyd CANON NC: 2005 All System Garward Dark System Garward Dark System Garward Dark System
3. Select Access Received/Stored Files.	Basic Tools Access Received/Stored Files
4. Select the Mail Box list to register add a mailbox for general access.	Mail Box
Confidential Inbox is used by the system for fax forwarding. Memory RX Inbox is used by the system for other features.	Memory RX Inbox Confidential Fax Inbox
5. Select the link of an unregistered	Mail Box Enter the box number to open and then click (Open], or select the number from below.
	Box Number Name
6. Select the Setting button.	Box Number Name
 6. Select the Setting button. 7. Enter the name of the box in the Name field. 	Box Number Name
 6. Select the Setting button. 7. Enter the name of the box in the Name field. 8. Optional: Enable the PIN to secure the mailbox. Place a check mark next to the Set PIN field, enter a pin number in the PIN field, enter the PIN again to confirm. 	Box Number Name Image: Delete Mail Box O Settings: Type Pinet List Settings:
 6. Select the Setting button. 7. Enter the name of the box in the Name field. 8. Optional: Enable the PIN to secure the mailbox. 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 mailbox cannot be set from this window. Set the auto delete time on the copier. 	bouther Nume Instriction Point Book O Set/Register Mail Books Ext/Register Mail Books Ext/Register Mail Books Ext/Register Mail Books Ext/Register Mail Books Ext/Register Mail Books Ext/Register Mail Books Ext/Register Mail Books Ext/Register Mail Books Ext/Register Mail Books Ext/Register Mail Books



Re	egister a mailbox 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.	Enter the System Manager ID and PIN using the numeric keys. System Manager ID
3.	Select the Log In button.	System Manager PIN
		Log In X Cancel Log in J
4.	Select the following path to access the mailbox registration window.	Select an item to set.
	Function Settings>>Store Access Files>> Mailbox Settings>>Register Mail Boxes.	Top Set/Register Mail Boxes Function Settings Settings for All Mail Boxes Mail Box Settings Box Security Settings Image: Set Up Image: Settings Image: Settings Image: Settings
5.	Select an unregistered mailbox.	Instrument 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_ Box Number Name Used (%) 0
6.	Enter a Name for the mailbox.	Settings/Registration
7.	Optional feature: Enter a PIN to lock the mailbox. Re-enter the pin to confirm the code.	<mail 04="" box=""></mail>
8.	Use the plus and minus buttons to adjust the Time Until Auto Delete parameter.	Box Name PIN Leave blank if not required.
	Note: An entry of zero turns off the auto delete feature.	(0=Off/1; 2; 3; 6; 12 hr./1; 2; 3; 7; 30 days)
	Note: It is usual to leave Print When Storing from Print Drive Off.	Print When Storing from Printer Driver On Off
9.	Select OK to confirm and close registration window.	X Cancel OK

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De	eleting a mailbox from the Remote L	Jser Interface.
1.	Type the IP address of the Cannon ImageRUNNER Advance in the URL address	
2.	If prompted, enter the System Manager ID and System Manager PIN . Select Administrator Login button to log in.	Cention Log In R.AOV COSS / R.AOV COSS / R.AOV COSS / R.AOV COSS / System Manager Dis System Manager Pist Cennal users can log in Without entring a system manager D and system manager Pist Cennal users can log in Without entring a system manager Administration Login Cennal Log In C
	Note: Unless the PIN is known, you must be logged in as an administrator to delete mailboxes with PIN numbers	
3.	Select Access Received/Stored Files.	Basic Tools Access Received/Stored Files
4.	Select the mailbox 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 Image: Image
5.	Select the Settings button.	Mail Box 00 Last Updated : 12/15/2017 17:16:48 Print Send Duplicate Delete Merge Files Insert Pages Print List Total 0 files Select Type File Name Pages Date/Time
6.	Clear the name in the Name field.	Access Received/Stored Files : Mail Box > Box Content List > Set/Register Mail Boxes
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,	Set/Register Mail Boxes Last Updated : 10/30/2019 9:24:21 AM OK Cancel Box Number : 04 Box Name : Iraining 1 ×
8.	Select OK to save and close.	Set PIN PIN : Confirm : (Max 7 digits) Set URL Send URL Send : Not set. Select Destination Print Files upon Storing from Printer Driver

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De	eleting a mailbox from the Copier.	
1.	On the front panel of the copier, select the Settings/Registration button.	(\mathfrak{S})
2.	If prompted, enter the System Manager ID and System Manager PIN.	Enter the System Manager ID and PIN using the numeric keys. System Manager ID
3.	Select the Log In button.	System Manager PIN
	Note: Deleting mailboxes with PIN codes require you to be logged in as an administrator unless the PIN for that mailbox is known.	Log In X Cancel Log in J
4.	Select the following path to access the mailbox registration window.	Select an item to set.
5.	Function Settings>>Store Access Files>> Mailbox Settings>>Register Mail Boxes.	Top • Set/Register Mail Boxes Function Settings >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
6.	Select the mailbox to be deleted.	Set/Register Mail Boxes>
7.	If prompted, enter the known PIN code for this mailbox, If the code is	🎸 Mail Box
	unknown, log in as an administrator to enable the ability to delete mailboxes	Box No. Name Used
	with unknown PINs.	🧇 00 Faxes 0% 🚫
		Ø1 0%
		<box 00="" pin=""> Enter the PIN of this box. Enter using the numeric keys. X Cancel OK</box>

8. Use the C button on the front panel to clear the data from the Register Box Name .	Register Box Name
9. Select the PIN button.	PIN Leave blank if not required.
	Time Until File Auto Delete (0=Off/1, 2, 3, 6, 12 hr./1, 2, 3, 7, 30 days) URL Send Settings
	Print When Storing from Printer Driver
	X Cancel OK J
10. Use the C button on the front panel to clear the data from the PIN field.	<pin settings=""> Set the PIN.</pin>
11. Click OK .to save and close the window.	Enter twice using the numeric keys. (Max 7 digits)
	PIN ****
	Confirm
	X Cancel OK 🖌
12. Select OK to save and close the window.	ОК

Pr	int a document to a mailbox for storage	<u>.</u>
1. 2. 3. 4.	Open the document at the computer. Click File . Click Print. Click Printer Properties .	File
5.	Select Store from the Output Method drop-down on the Basic tab of the print driver.	Output Method:
6.	Select Yes to confirm you are changing the output method	The output method will be noticited to (Store). Specify divers such as the witnor (or mail boto number by clusing the (Dehald burkon. Do you want to set the details now? Yes No
7. 8. 9.	Select the mailbox which you'd like the document stored under. 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 mailbox information if two-way communication is turned on. Select OK to confirm your mailbox selection.	Data Name © Enter Name Nonn: © Use File Name Mail Boox Indomation Mail Boox Indomation Mail Boox Number Proof Print Ann 3 4 5 6 7 OK Cancel
10. 11.	Select other appropriate settings in the print driver: i.e. Color, 2-sided, etc. Select OK to close the printer properties window.	OK Cancel Help
12.	Select Print to send the document to the mailbox.	Print

Print

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Pr	int a Document from the Mailbox at the co	pier
1.	Select the Access Stored Files icon	Access Stored Files
2.	Select the Mailbox icon.	Mail Box Data storage in this device to store and handle files for printing in format exclusively supported by this device.
3.	Select the mailbox where your document is stored.	Select the location to use the file. Value Used Value Used © 00 Forms © 01 Karen © 02 0% © 03 0% © 04 0% © 05 0% © 06 0% © 07 0% © 07 0% © 05 0%
4.	Select one or more documents, and click PRINT (print out) or SEND (scan/fax	Select a file and specify the purpose. Mail Box / 00 : Forms Type Same Page Extensions Type Same Page Extensions Training Brochure - no photos BW.pdf LTR 8 05/31 12:59 Up tupdate Total: 1 Selected: 1 Selection Print List Details , Display Edit File , Form File Page File Page Page Page Page Page Page Page Pag
5.	If you would like to adjust any of the print options or quantity, select Change Print Settings	Change Print Settings
6.	Select the Start Printing button The document will now print/send.	Ready to print. Selected:1 , Restore Auto LTR Collate + Other , Select Paper Collate + Other , Select Paper Enishing , Coptions Kancel Store Settings Store Settings Start Printing

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Pr	inting Mailbox Content from the PC Comp	outer or Mac
1.	On the computer, open a web browser, for example, open Internet Explorer, Safari, Firefox, Chrome etc	
2.	Type the IP address of the Cannon ImageRUNNER Advance in the URL address.	
3.	In the event a log in dialog box displays, enter the System Manager ID and System Manager PIN to log in.	System Manager ID: System Manager PIN: General users can log in without entering a system manager ID and system manager PIN. Administrator Login General User Login
4.	Select the Access Received/Stored Files link under Basic Tools on the right side of the screen.	Basic Tools Access Received/Stored Files Direct Print Address Book
5.	Select a mailbox number to open the mailbox to view the list of documents.	Box NumberNameUsed (%)00Forms1%
6. 7.	Select the document you wish to print. Select the Print button to print your document.	

8. 8. Perform any necessary fucntions 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]. If [Doleke File After Printing] is selected, the file is printed, then deleted. If changing the details, click (Change Print Setting).					Start Printing	Cancel	
File Order							
File Order	Move to Top	Move Up	Move Down	Move to Bottom			
Dalas Sia Mar Binting	[1]Microsoft Wo	rd - Documer	it1				
Print Settings Color Mode :	Auto (Color/Bla	ck & White) 🛰	-		Change	e Print Settings	
Number of Copies :	1	(1- 9999)	_				
X							

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