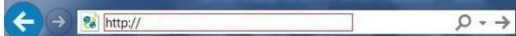

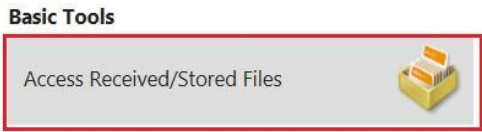
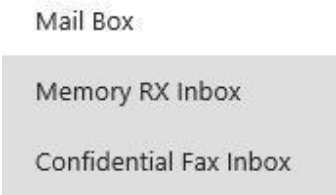

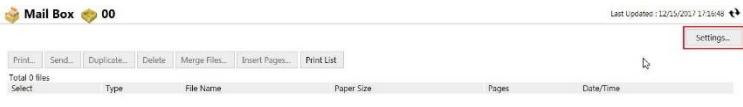
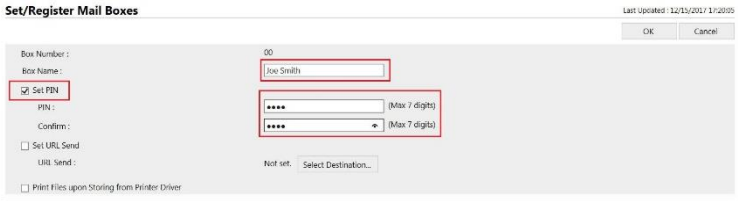

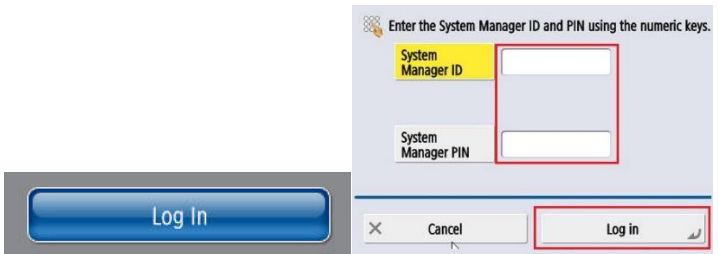
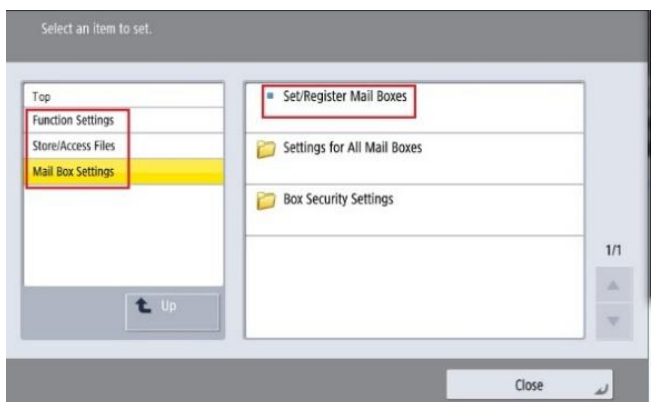
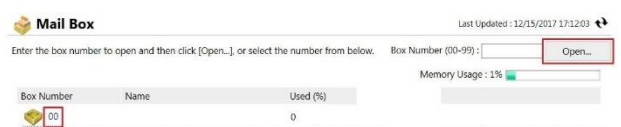
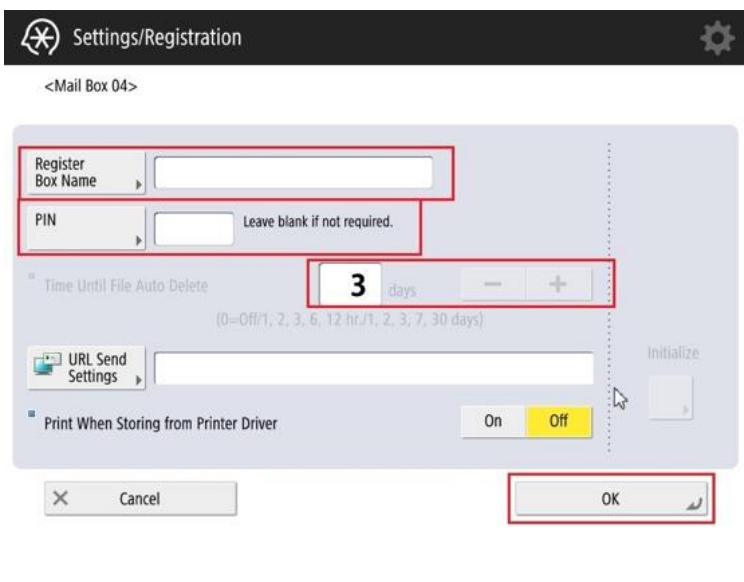


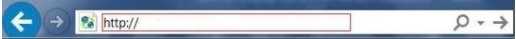

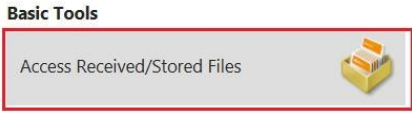
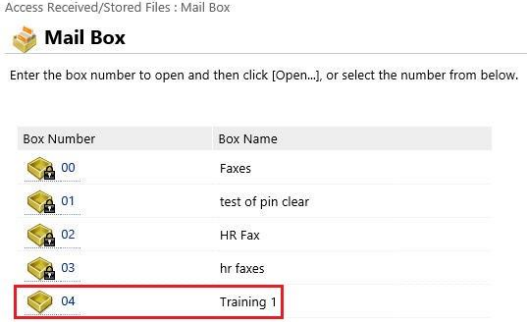
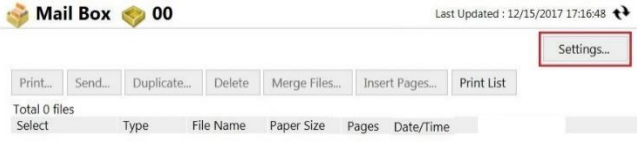

Canon ImageRUNNER Advance: Register, Delete and Print to and From a Mailbox

Register a mailbox 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 mailbox 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 the link of an unregistered mailbox number.	
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. 9. Select OK to save and close.	


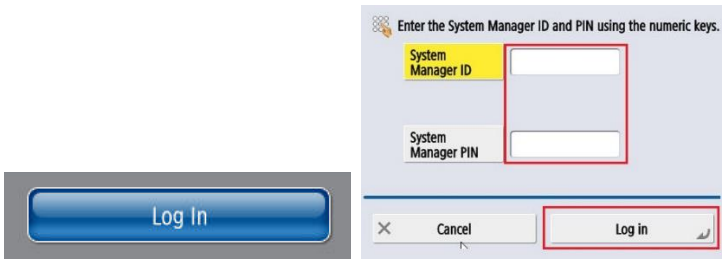
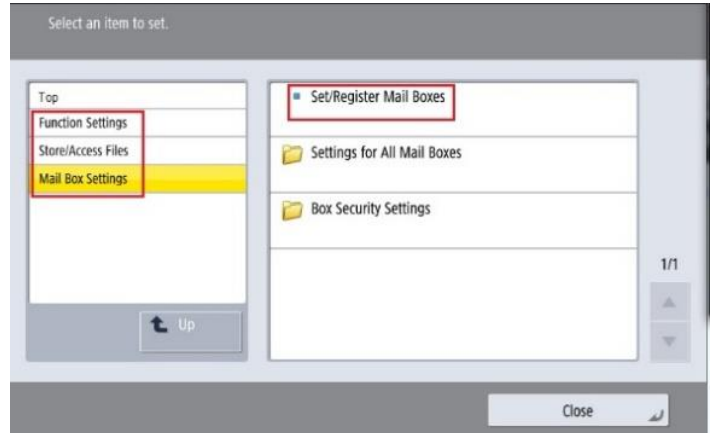



Register a mailbox at the Copier.	
<p>1. On the front panel of the copier, select the Settings/Registration button.</p>	
<p>2. Log in if necessary. Enter the System Manager ID and System Manager PIN.</p> <p>3. Select the Log In button.</p>	
<p>4. Select the following path to access the mailbox registration window.</p> <p>Function Settings>>Store Access Files>> Mailbox Settings>>Register Mail Boxes.</p>	
<p>5. Select an unregistered mailbox.</p>	
<p>6. Enter a Name for the mailbox.</p> <p>7. Optional feature: Enter a PIN to lock the mailbox. Re-enter the pin to confirm the code.</p> <p>8. Use the plus and minus buttons to adjust the Time Until Auto Delete parameter.</p> <p>Note: An entry of zero turns off the auto delete feature.</p> <p>Note: It is usual to leave Print When Storing from Print Drive Off.</p> <p>9. Select OK to confirm and close registration window.</p>	



Deleting a mailbox from the Remote User Interface.	
<p>1. Type the IP address of the Canon ImageRUNNER Advance in the URL address</p>	
<p>2. If prompted, enter the System Manager ID and System Manager PIN. Select Administrator Login button to log in.</p> <p>Note: Unless the PIN is known, you must be logged in as an administrator to delete mailboxes with PIN numbers</p>	
<p>3. Select Access Received/Stored Files.</p>	
<p>4. Select the mailbox to be deleted.</p>	
<p>5. Select the Settings button.</p>	
<p>6. Clear the name in the Name field.</p> <p>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,</p> <p>8. Select OK to save and close.</p>	



Deleting a mailbox from the Copier.	
<p>1. On the front panel of the copier, select the Settings/Registration button.</p>	
<p>2. If prompted, enter the System Manager ID and System Manager PIN.</p> <p>3. Select the Log In button.</p> <p>Note: Deleting mailboxes with PIN codes require you to be logged in as an administrator unless the PIN for that mailbox is known.</p>	
<p>4. Select the following path to access the mailbox registration window.</p> <p>5. Function Settings>>Store Access Files>>Mailbox Settings>>Register Mail Boxes.</p>	
<p>6. Select the mailbox to be deleted.</p> <p>7. If prompted, enter the known PIN code for this mailbox, If the code is unknown, log in as an administrator to enable the ability to delete mailboxes with unknown PINs.</p>	



8. Use the **C** button on the front panel to clear the data from the **Register Box Name**.

9. 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

10. Use the **C** button on the front panel to clear the data from the **PIN** field.

11. Click **OK** to save and close the window.

<PIN Settings>
Set the PIN.

Enter twice using the numeric keys. (Max 7 digits)

PIN ****

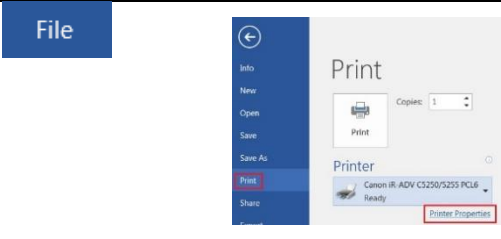

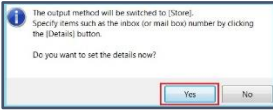
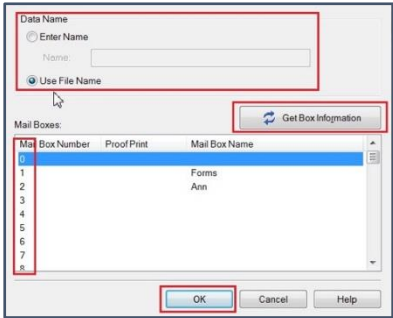
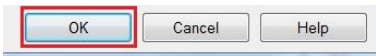

Confirm

Cancel OK



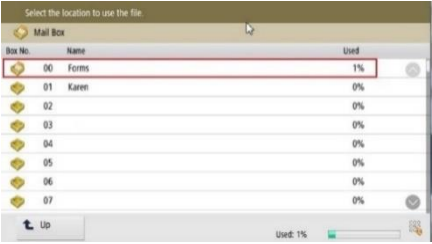
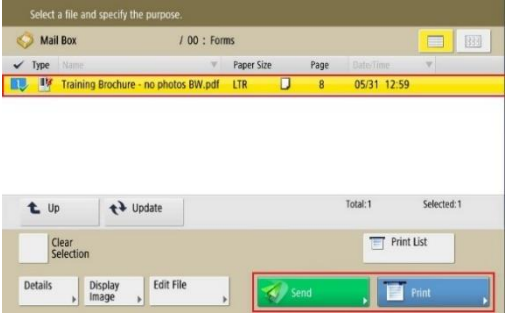

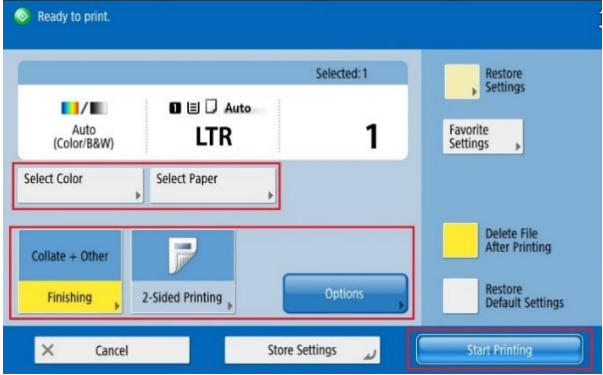
12. Select **OK** to save and close the window.

OK





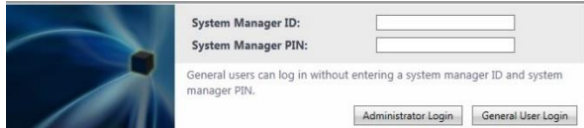


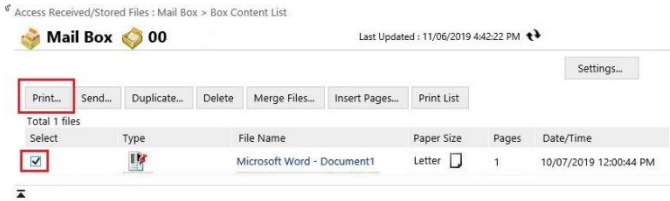
Print a document to a mailbox for storage.																												
<ol style="list-style-type: none"> 1. Open the document at the computer. 2. Click File. 3. Click Print. 4. Click Printer Properties. 																												
<ol style="list-style-type: none"> 5. Select Store from the Output Method drop-down on the Basic tab of the print driver. 																												
<ol style="list-style-type: none"> 6. Select Yes to confirm you are changing the output method 																												
<ol style="list-style-type: none"> 7. Select the mailbox which you'd like the document stored under. 8. 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. 9. Select OK to confirm your mailbox selection. 	 <table border="1" data-bbox="964 974 1354 1121"> <thead> <tr> <th>Mail Box Number</th> <th>Proof Print</th> <th>Mail Box Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Forms</td> </tr> <tr> <td>2</td> <td></td> <td>Ann</td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> </tr> </tbody> </table>	Mail Box Number	Proof Print	Mail Box Name	1		Forms	2		Ann	3			4			5			6			7			8		
Mail Box Number	Proof Print	Mail Box Name																										
1		Forms																										
2		Ann																										
3																												
4																												
5																												
6																												
7																												
8																												
<ol style="list-style-type: none"> 10. Select other appropriate settings in the print driver: i.e. Color, 2-sided, etc. 11. Select OK to close the printer properties window. 																												
<ol style="list-style-type: none"> 12. Select Print to send the document to the mailbox. 																												



Print a Document from the Mailbox at the copier	
<p>1. Select the Access Stored Files icon</p>	
<p>2. Select the Mailbox icon.</p>	
<p>3. Select the mailbox where your document is stored.</p>	
<p>4. Select one or more documents, and click PRINT (print out) or SEND (scan/fax)</p>	
<p>5. If you would like to adjust any of the print options or quantity, select Change Print Settings</p>	
<p>6. Select the Start Printing button The document will now print/send.</p>	

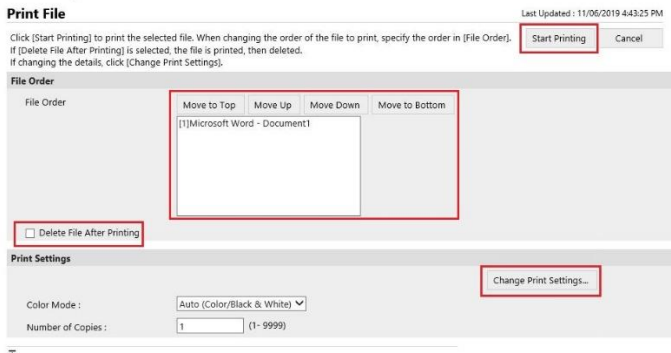


Printing Mailbox Content from the PC Computer or Mac

<p>1. On the computer, open a web browser, for example, open Internet Explorer, Safari, Firefox, Chrome etc</p>	
<p>2. Type the IP address of the Cannon ImageRUNNER Advance in the URL address.</p>	
<p>3. In the event a log in dialog box displays, enter the System Manager ID and System Manager PIN to log in.</p>	
<p>4. Select the Access Received/Stored Files link under Basic Tools on the right side of the screen.</p>	
<p>5. Select a mailbox number to open the mailbox to view the list of documents.</p>	
<p>6. Select the document you wish to print. 7. Select the Print button to print your document.</p>	

8. 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]. If [Delete File After Printing] is selected, the file is printed, then deleted. If changing the details, click [Change Print Settings].

Start Printing Cancel

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)

