Canon ImageFORCE: Store using Mail Boxes

How to register, print to & from, and delete Mail Boxes using the Store Option.
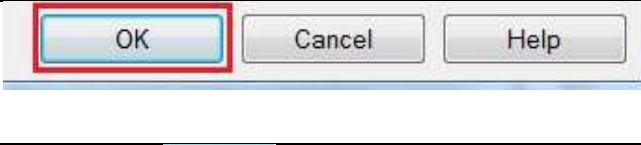
Register a Mail Box from the Remote User Interface

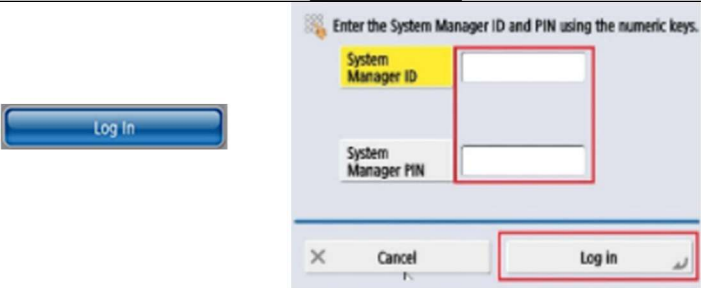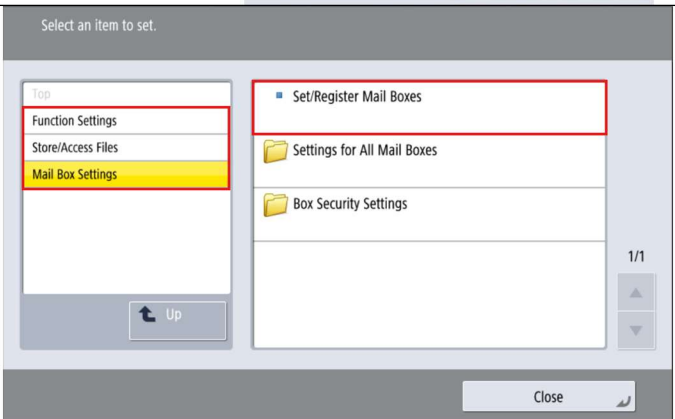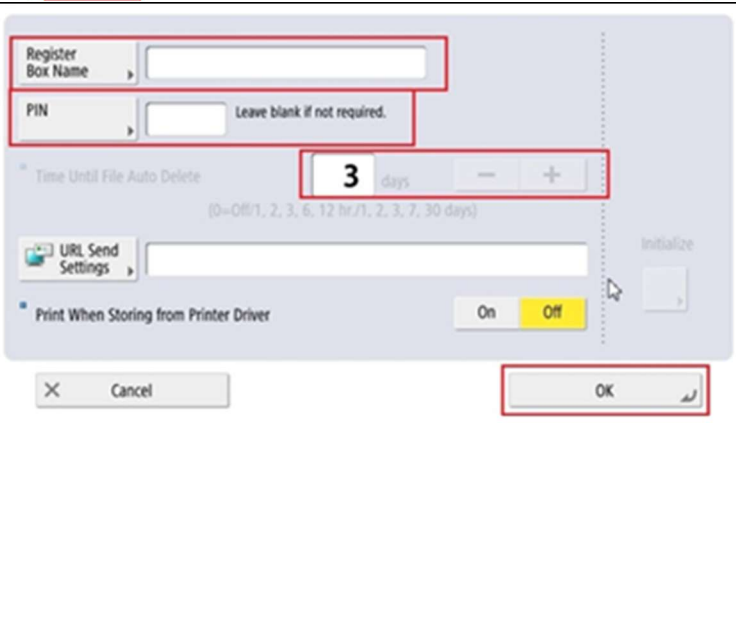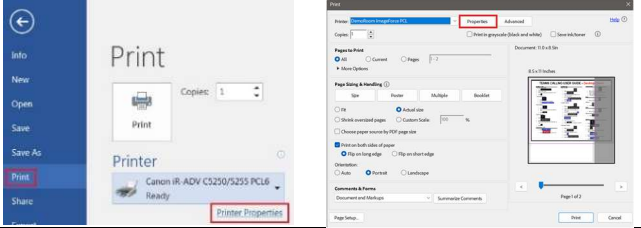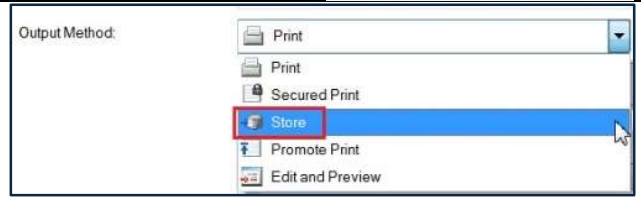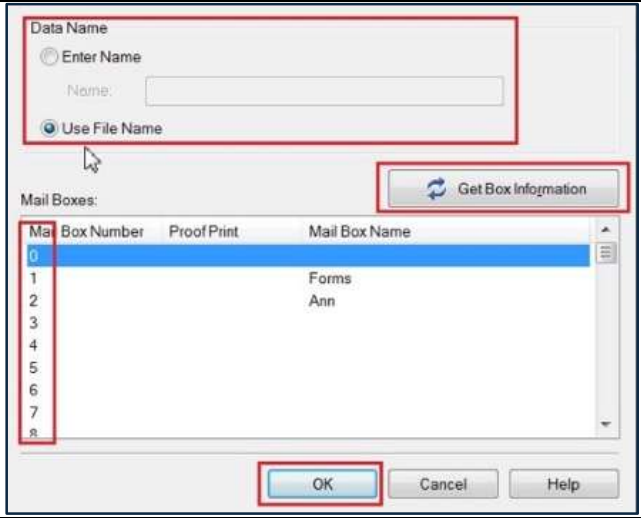|	
1. Open a browser at the computer and enter the **IP address** of the device	
2. If prompted, enter the **System Manager ID** and **System Manager PIN**. Select the **Administrator Login** to log in	
3. Select **Access Received/Stored Files**	
4. Select the Mail Box list to register/add a Mail Box for General Access **Confidential Fax Mailbox** 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 **Settings** button	
7. Enter a name for 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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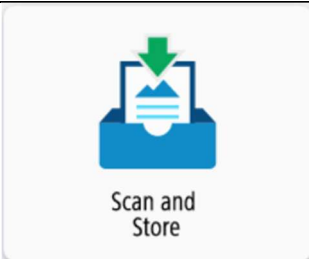
Register a Mail Box from the Copier

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 the **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	<Set/Register Mail Boxes> Mail Box Box No. 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 to 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 — Initialize Print When Storing from Printer Driver — On Off Cancel · OK

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Print a Document to a Mail Box for Storage

1. Open the File on the Computer and Choose Print and select either **Printer Properties** or **Properties**, depending on the program.	
2. Select **Store** from the **Output Method** drop-down	
3. Click **Yes** to acknowledge the change of output method	
4. Select a **Mail Box** to store the file in **5.** Select **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 Mail Box selection	
7. Select other settings in the print driver (color, 2 sided, staple, etc.) **8.** Select **OK** to close the properties window	
9. Select **Print** to send document to the Mail Box	

Scan and Store to a Mail Box at the Copier

1. Select the **Scan and Store** icon	Scan and Store
2. Choose **Mail Box**	Specify a location to store the scanned data. **Mail Box** — Data storage in this device to store and handle files for printing in format exclusively supported by this device. **Memory Media** — Removable media to store and handle files in formats commonly supported by PC, such as PDF.
3. Choose the **Mail Box** the scan is stored in	Specify a location to store the scanned data. Mail Box — Box No. / Name / Used: 00 — 0%, 01 Test User 1 — 0%, 02 — 0%, 03 — 0%, 04 — 0%, 05 — 0%, 06 — 0%, 07 — 0%. Up. Used: 0%
4. Select **Scan**	Specify a location to store the scanned data. Mail Box / 01 : Test User 1. Type / Name / Paper Size / Page / Date/Time — Test Doc 1, LTR, 2, 04/15 8:51AM. Up. Update. Total:1. Selected:0. Select All (Max 100 Files). Print List. Details. Display Image. Edit File. Scan

5. Put document(s) in the document feeder or on the platen glass **6.** Set Scan settings **7.** Select **Start**	
8. It will show the settings chosen and the store location	
9. Once scanning is complete, it will show the document in the Mail Box **10.** To make minor changes or delete the document, Select the **Document > Edit**	
11. From here **Delete, Move/Duplicate, Change File Name, Delete Page(s), Merge Multiple Files or Insert Pages** can be chosen	
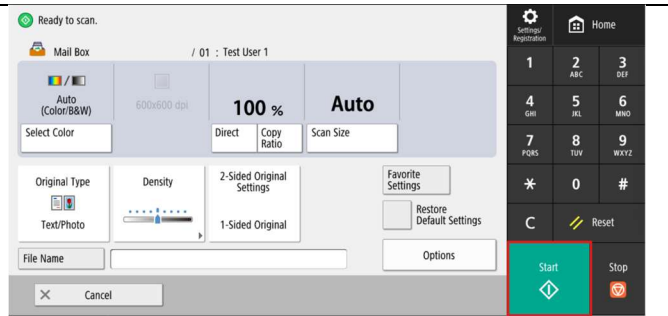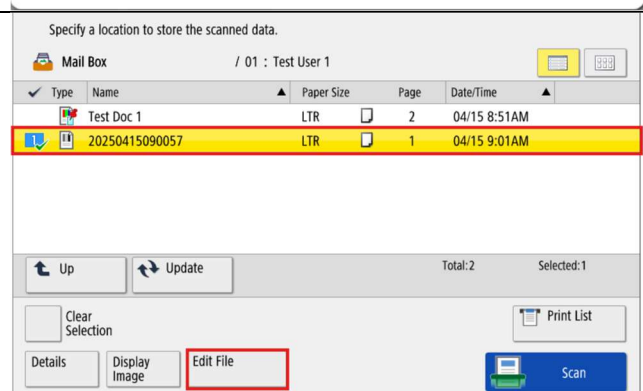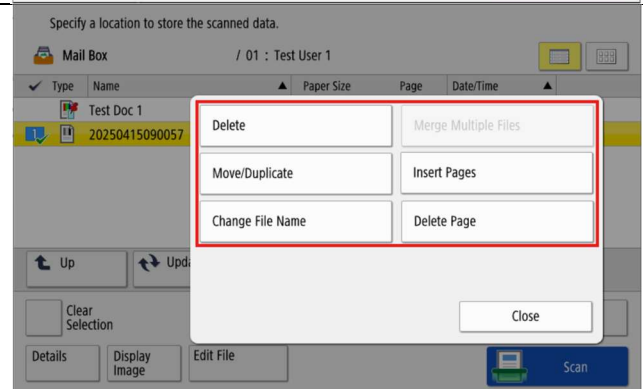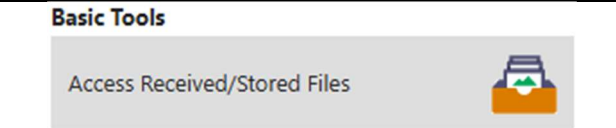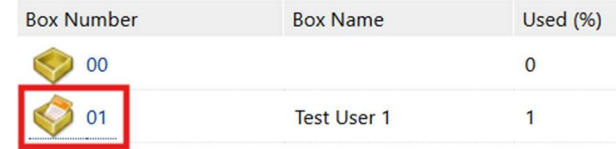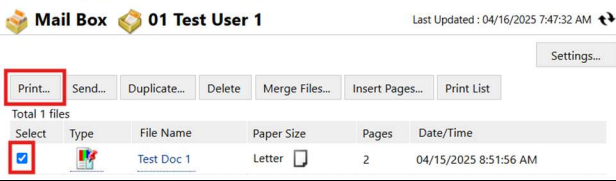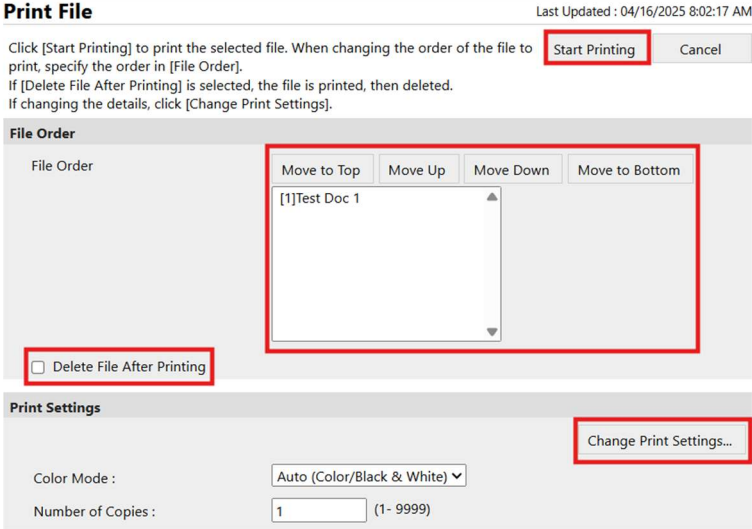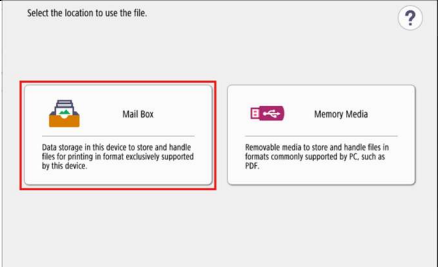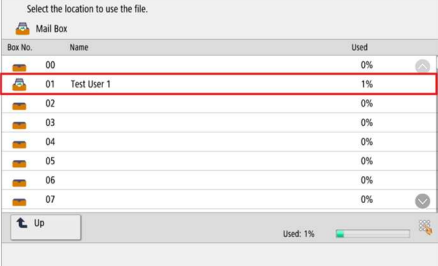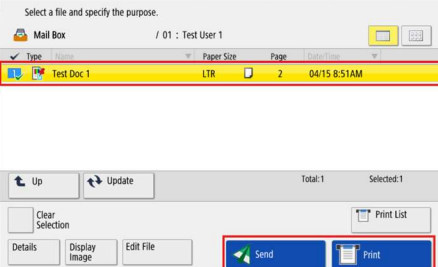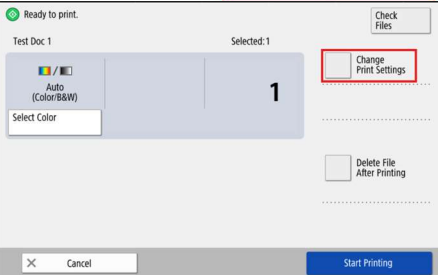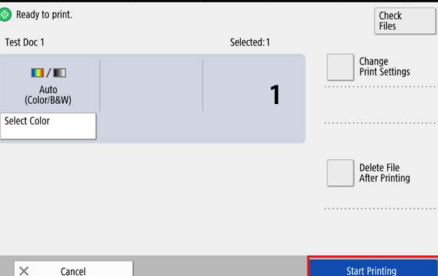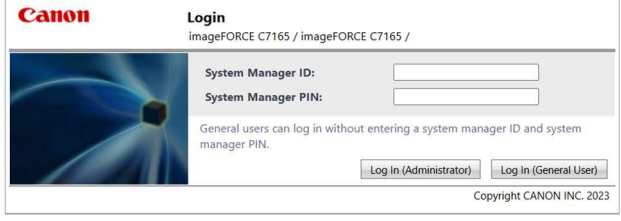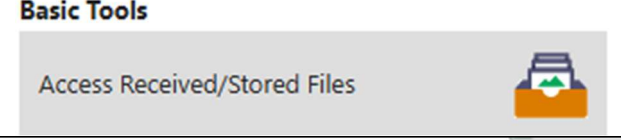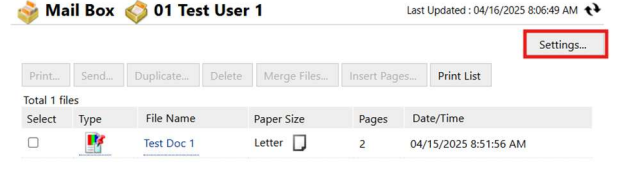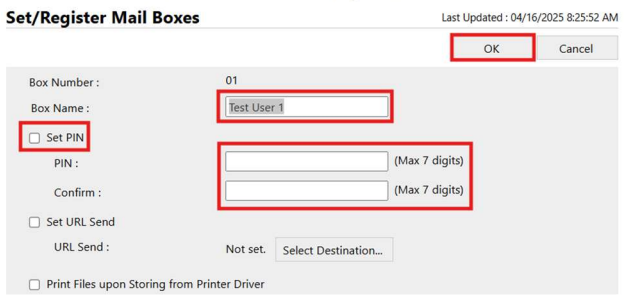
Print Mail Box Content from the Remote User Interface

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. Preform 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**
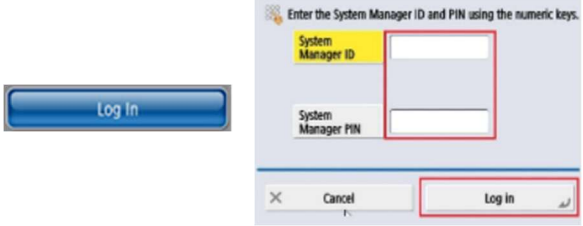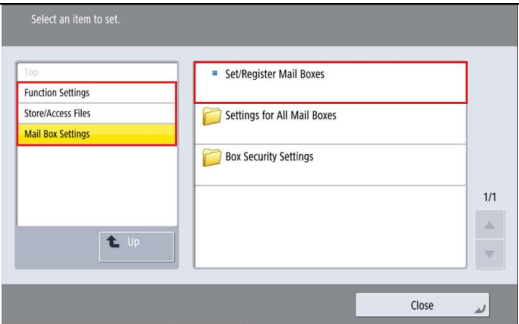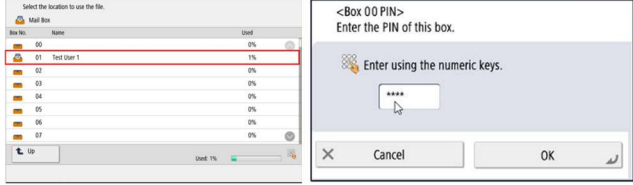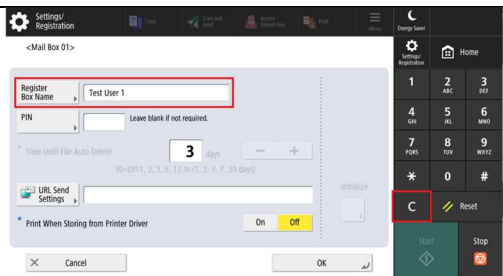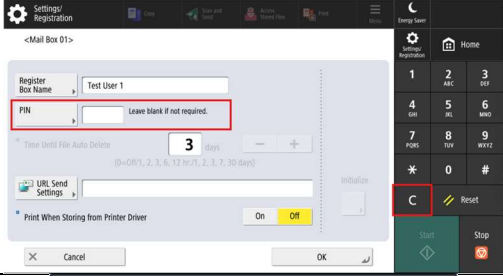
Print a Document from the Mail Box at the copier

1. Select the **Access Stored Files** icon	Access Stored Files
2. Select **Mail Box**	Select the location to use the file. ? — Mail Box / Memory Media. Data storage in this device to store and handle files for printing in format exclusively supported by this device. / Removable media to store and handle files in formats commonly supported by PC, such as PDF.
3. Choose the **Mail Box** the file is stored in	Select the location to use the file. Mail Box. Box No. / Name / Used. 00 — 0%; 01 Test User 1 — 1%; 02 — 0%; 03 — 0%; 04 — 0%; 05 — 0%; 06 — 0%; 07 — 0%. Up / Used: 1%
4. Select one or more documents, click **Print** (to print a copy) or **Send** (to fax/scan)	Select a file and specify the purpose. Mail Box / 01 : Test User 1. Type / Name / Paper Size / Page / Date/Time. Test Doc 1 — LTR — 2 — 04/15 8:51AM. Up / Update / Total:1 / Selected:1. Clear Selection / Print List. Details / Display Image / Edit File / Send / Print
5. Choose **Change Print Settings** to adjust any print options Note: Any settings changed will only apply this one time, it will reset to original setting once printing is complete	Ready to print. / Check Files. Test Doc 1 / Selected:1. Auto (Color/B&W) / Change Print Settings. Select Color / 1 / Delete File After Printing. Cancel / Start Printing
6. Select **Start Printing**, the document will now print/send	Ready to print. / Check Files. Test Doc 1 / Selected:1. Auto (Color/B&W) / Change Print Settings. Select Color / 1 / Delete File After Printing. Cancel / Start Printing

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	

Deleting a Mail Box from the copier

1. Select the **Settings/Registration** button	
2. Select the **Log In** button. Enter the **System Manager ID** and the **System Manager Pin** **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	
3. Select the following path to access the Mail Box Registration window **Function Settings >** **Store Access Files >** **Mail Box Settings >** **Register Mail Boxes**	
4. Select the **Mail Box** to be deleted 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	
5. Use the **C** button to clear the data from the Register Box Name	
6. Select **PIN** Use the **C** button to clear the data from the field **7.** Click **OK** to save and close	
8. Click **OK** to save and close the window	

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