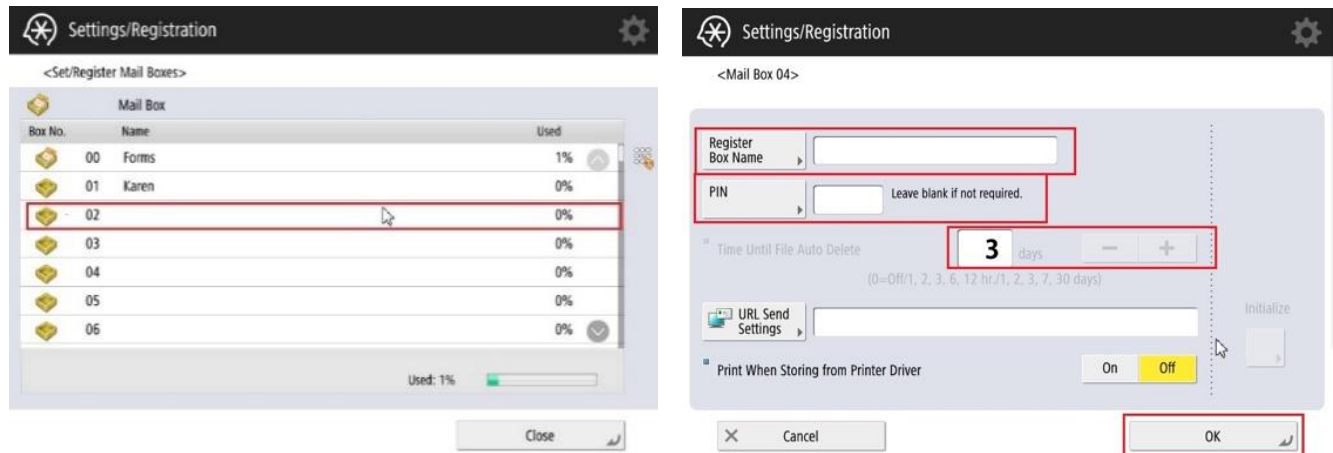# Canon ImageRUNNER ADVANCE: Mailbox Creation and Use

Option for storing files at the machine for future printing.

Registering a Mailbox at the Machine:

1. Select the **Settings/Registration** button on the hard-key panel.

    a. Login if necessary.

2. Select **Function Settings** → **Store Access Files** → **Mail Box Settings** → **Register Mail Boxes**.

3. Boxes are listed 00-99. Select a mail box from the list to register.

4. Select the **Register Box Name** icon to title the mail box.

5. Set the time for **File Auto Delete**. "0" days will never delete.

6. **Optional:** Set a PIN code or turn on URL Send Settings.

7. Select **OK** to save and close.

Saving Documents into a Mail Box from the Computer:
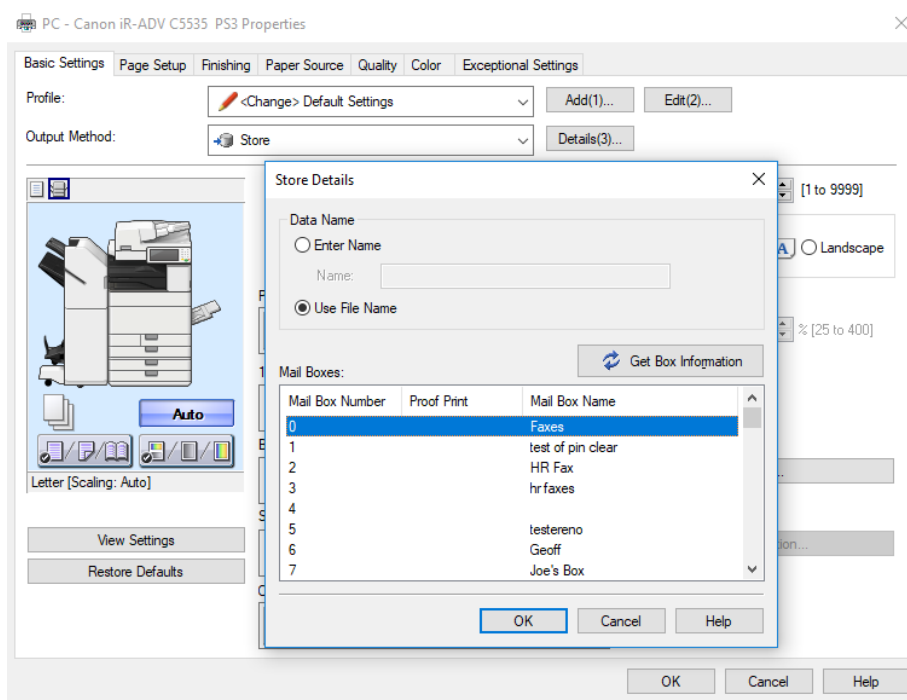
1. Open a document on a computer.

2. Select **File → Print → Printer Properties/Preferences**.

3. Select the dropdown for **Output Method**, then select **Store**.

4. A popup box will appear to notify the output method has changed. Hit **OK**, then **YES** to confirm.

5. The Store Details box will appear. Select which Mail Box to save the document into.

6. **Optional:** Name the file by selecting **Enter Name**, otherwise the driver will **Use File Name** by default.

7. Select **OK** to save selection.

8. Change any additional print settings needed for the document. (Ex: Color, 2-Sided, Staple, etc.)

9. Select **OK** to save settings and close out of print driver, then select **Print** to send to the machine.

   a. Note: The job will not print out until released from the Mail Box.

Saving Documents into a Mail Box at the Machine:
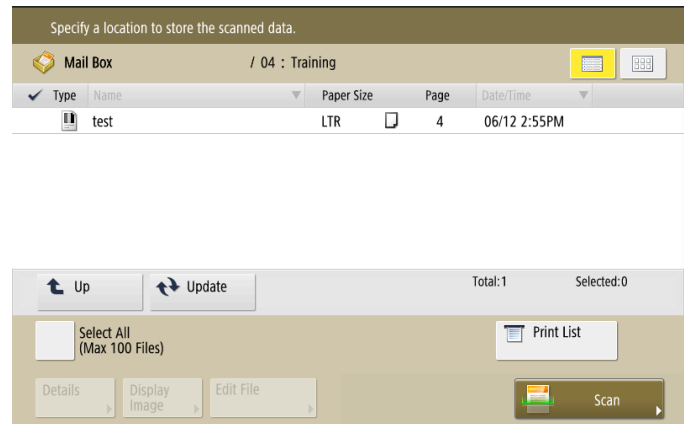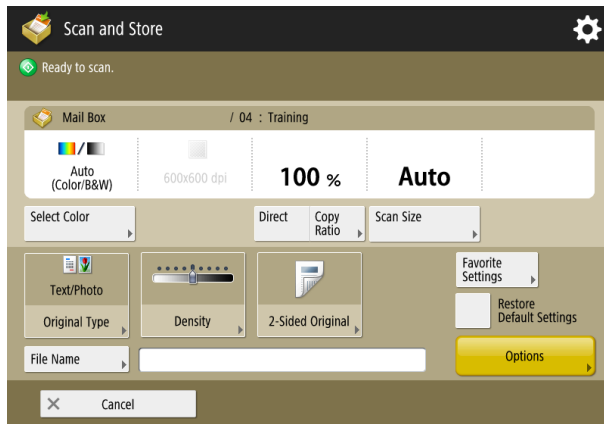
1. Select the **Scan and Store** button on the Main Menu.

2. Select a **Mail Box** to store the document.

3. Select the **Scan** button.

4. Change scan settings as needed (color, 2-sided original, file name, etc.).

5. Select the **Start** button.

6. Document will store into the Mail Box folder.

Releasing Documents from a Mail Box:
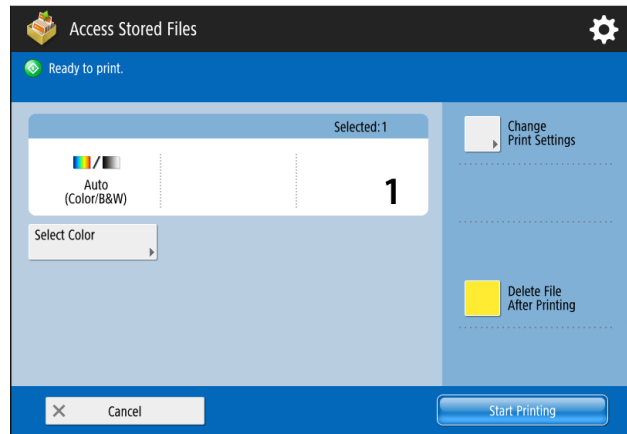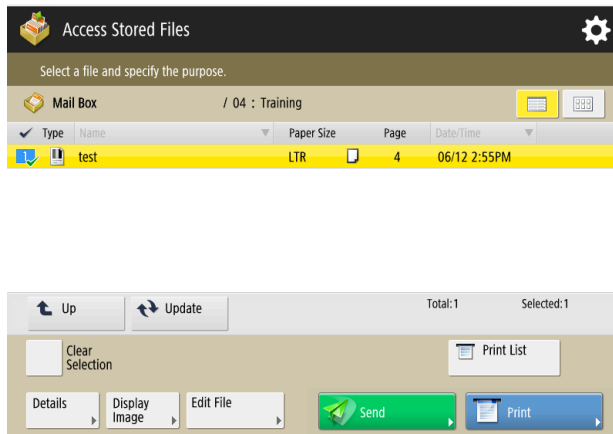
1. Select the **Access Stored Files** button from the Main Menu.
2. Select the mail box hosting the document to be printed.
3. Select the document from the folder list.
4. Select **Print** to make a copy or **Send** to send as a Scan/ Fax.
5. The next screen will give options to change copy quantity or any additional print/scan settings.
    a. **Optional:** Select Delete File After Printing to delete out of the mail box.
6. Select **Start Printing** (or **Start Sending** if scanning/faxing).