



Mail Box Settings

MAIL BOX REGISTRATION

1. Press the Additional Functions Key & then touch the Mail Box Settings Key
2. Touch User Inboxes Settings
3. To begin registering, touch the Mail Box Number ('00') & then touch Register Inbox Name
4. Using the 'mini' typewriter on the screen, enter the Mail Box name (up to 24 letters) & then touch the OK Key
5. Enter the Password with the Number Keys for this Mail Box (up to 7-digits)

NOTE: Since there is no way to check the password that has been registered, please make a record of the password & keep it separately

If no password has been entered for the Mail Box, the risk involved is that anyone may print that individual's Mail Box documents!

6. Next the item requests to set the amount of time to elapse before received documents are automatically deleted. Touching the 5 or 6 arrows, set the time. Choices are 1, 2, 3, 6 or 12 hours OR 1, 2, 3, 7, 30 days OR zero or 'Off'.
7. Touch OK to confirm the settings for the Mail Box & then touch Done until the Basic Features Screen (Main Panel) appears again

DELETING or INITIALIZING A MAIL BOX

1. Repeat steps 1 & 2 from Mail Box Registration
2. Touch the Mail Box Number to be deleted

NOTE: You cannot delete a box if there is data remaining in it

3. Enter the Password with the Number Keys & then touch OK
4. Touch Initialize to erase the Mail Box & then touch Yes when the system asks, "Is it OK to initialize?" Exit by touching OK & then Done until the Basic Features Screen (Main Panel) appears again

NOTES

- When using the mail box, each one must be set up beforehand at Canon system
- There can be 100 Mail Boxes (00 - 99) assigned & each can store up to 100 documents
- Also, the amount of time to elapse before received documents are automatically deleted is determined at time of set up