
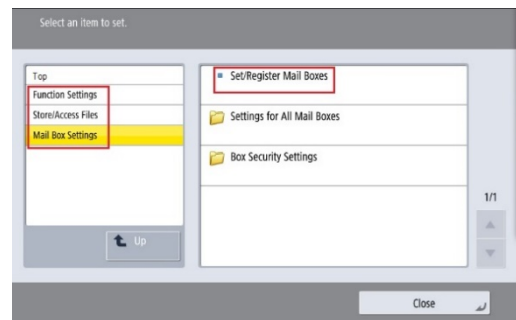


## Canon ImageRUNNER Advance: Register a Mailbox

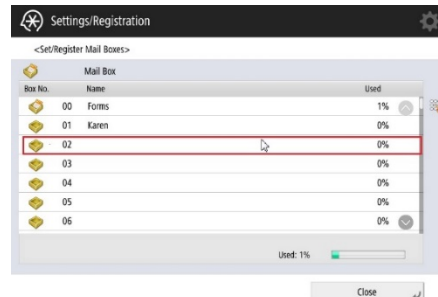
Mailboxes are file folders on the copier. They store documents until released by a user. This guide will walk through registering and customizing the name and auto delete parameters of a mailbox.

### Register Mailboxes:

1. On the panel of the copier, select the “Settings/Registration” button. 
2. Log in if necessary
3. Select the following path to access the mailbox registration window.  
**Function Settings>>Store Access Files>>Mailbox Settings>>Register Mail Boxes.**



4. Select an unregistered mailbox. A new popup window will show up on screen.



5. Register a name for the box.
6. Set a PIN to make the mailbox secure
7. Use the plus and minus buttons to adjust the **Time Until Auto Delete** parameter.  
 Note: Setting a PIN or designating a URL are optional features. It is usual to leave “Print When Storing from Print Drive” Off



8. Click **OK** to confirm and close registration window.