

MAILBOX FUNCTION ON CANON imageRUNNER Advance SERIES

SENDING FILES TO YOUR MAILBOX RATHER THAN FOR IMMEDIATE OUTPUT

If “Store in Mailbox” is NOT your default,

To send files to the MAILBOX for printing when it is convenient for you –

- Select PRINT from your application
- Click on Properties
- At “ Output Method”, click on the down arrow and select “Store”, then “Yes”
- Select the Mailbox you want to send the job into
- OK/OK

The file will be sent into your Mailbox, and wait there until you choose to output it. See below.

Once files have been sent into the Mailbox, they remain there until you print them out, or until they are deleted. Note: this is NOT hard drive storage for files. Mailboxes are more like “your own personal print queues on hold” than hard drive storage. It is best to delete files from the Mailbox after you are certain they have output to your satisfaction.

PRINTING FILES FROM YOUR MAILBOX

- Touch the **MAIN MENU** button to the left of the Display Screen
- Select **Access Stored Files / Mailbox**
- Scroll to your Mailbox or enter its number (then OK)
- Touch the files for output in their proper order
- Press **Print**

Please erase your job from your Mailbox when you have finished outputting it.

RENAMING A MAILBOX OR “SETTING UP A NEW” MAILBOX (INCLUDING PASSWORD)

- **Settings/Registration** (to right of Display Screen)
- Select **Function Settings** (scroll down to 2/2)
- Select Store/Access Files, then Mailbox Settings, then Set/Register Mailboxes
- Select Mailbox to be named, touch **Register Name** (up to 24 characters)
- If password is needed, select “PIN”
- Set time to auto document erase to 0 (ZERO), if your documents need to remain in the Mailbox until you choose to erase them, or choose appropriate time for deletion.
- OK/CLOSE/CLOSE

If you have a Network Administrator: When you have finished setting up the Mailboxes, him/her to do a Get Status on your device, so that you can see the new mailbox names at your workstation.