

MAILBOX FUNCTION ON CANON imageRUNNER SERIES

PRINTING FILES TO YOUR MAILBOX

This will be your default once you implement “Store” as the Output Method in your print driver

To send files to the MAILBOX for printing at your convenience –

- Select PRINT from your application
- Click on Properties
- On the Page Setup Tab, at the top right hand side there is a selection box called Output Method. Click on the down arrow and select “Store”, then “Yes”
- Select the Mailbox you want to send the job into
- OK/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 MAILBOX tab on the copier screen
- Choose your Mailbox (either scroll down to it, or simply enter the number on the keypad and press 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

- **Additional Functions/Mailbox Settings/User Inbox**
- Select Mailbox to be named, touch **Register Name** (up to 24 characters)
- 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/DONE/DONE/DONE

TO SET A PASSWORD ON A MAILBOX

- **Additional Functions/Mailbox Settings/User Inboxes**
- Select Mailbox to which you wish to apply a password
- Use keypad to enter password / DONE/DONE/DONE

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.