**Canon Copier Desktop Procedures**

**Add/ Delete/ Change Mailboxes**

This procedure will be going over Mailboxes. The Mail Box function allows you to store data scanned using the machine, or data sent from a personal computer, as if storing documents in binders. The documents stored in a Mail Box can be printed at any time with the print settings you want. You can assign individuals with their own mail box that is password protected.**Note to Admins: You want to keep a list of individuals and their passwords due to the fact that you will need that to unassigned mailboxes**

From your **computer** on your Admin Home screen (Portal)…
(See DP - Logging onto Admin account if you don’t know how to get to this page)

On the right hand menu, select **“Access Received/ Stored Files”**

To **Assign** a Mail box to an individual…
Select an open **“Box Number”**

Select, **“Settings”**  (Right corner of screen)
Enter Box Name: Individuals name

Select “Set Pin”
- Enter Pin: (Max 7 digits)
- Confirm Pin: Must match

Select, “OK”

To Unassigned a Mail Box…

Select the appropriate “Box Number” you want to unassigned

Enter “PIN”

Select “OK”
Select, “Settings”

Delete all Information

Unselect Pin

Select “OK”

To return to Admin Home screen, Select “To Portal” in the upper right corner
From your **copier** on your Admin Home screen…

(See DP- Logging onto Admin account if you don’t know how to get to this page)

Select “**Settings/ Registration Icon**” –

Select “**Function Settings**”,

Select “**Page 2**”

Select “**Stored/ Access Files**”
Select “Mail Box Settings”

Select “Set/Register Mail Boxes”

To Assign a Mail box to an individual…

Select an open “Box Number”
Procedure Name: MailBoxes  

Date Created: 8/27/2014

Select, **“Register Box Name”**

Enter Individuals name, using keyboard. Select “OK”

Select, **“PIN”**

- Enter Pin: (Max 7 digits)
- Confirm Pin: Must match

Select, “OK”

To **Unassigned** a Mail Box…

Select the appropriate **“Box Number”** you want to unassigned

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Test</td>
</tr>
<tr>
<td>01</td>
<td>TEST</td>
</tr>
</tbody>
</table>
Select “Initialize”

Select “Yes”

Select “Main Menu Icon” –

-This returns you to the Home screen