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.

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

To **Assign** a Mail box to an individual…

Select an open **“Box Number”**
Select, **“Register Box Name”**
- Enter Individual’s name
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
Select **“Initialize”**
Select **“Yes”**

Select **“Main Menu Icon”** –

- This returns you to the Home screen