



Setting up a Mailbox

Programming a Mailbox

1. Select Additional Functions button
2. Select Mailbox settings
3. Select User Inbox settings
4. Select an unregistered mailbox
5. Enter your mailbox name
6. Enter a password if needed
7. Switch Auto Erase to 0 if this mailboxes need permanent storage
8. Press O.K.
9. Press Additional Functions to exit

Scanning Documents into a Mailbox from the Copier

1. Select Mailbox Tab and then what Mailbox you want the document to be stored in
2. Place originals in document feeder or on glass
3. Hit SCAN on the screen
4. Tell the machine if there is anything it needs to know about your originals (ex. 2-sided originals, etc)
5. Select the Document Name button and type in the name
6. Hit the Green Start button and then your items are saved in that mailbox

Printing to a Mailbox from Print Driver

1. Select imageRUNNER printer
2. Open Properties
3. Under Page setup Tab, switch Print to Store (upper right corner)
4. Select Mailbox
5. Click OK to Print

Printing Documents out from a Mailbox

1. Select the Mailbox with the documents you want to print out
2. Highlight the document you want printed and hit PRINT
3. Type in how many prints you want
4. If you need to change any settings (you want it stapled, or 2-sided, etc), go to Change Pr. Settings in the upper right corner
5. Select Start Print button on the screen

Move/ Duplicate Documents from Mailbox

1. Select Mailbox and item you want moved and/ or duplicated
2. To move the document, hit the Move/ Duplicate button on the bottom of the screen.
3. Select the Mailbox you want the document moved to
4. To Duplicate and Move a document, repeat steps 2 and 3, just make sure you also highlight the Duplicate Document button before you select a mailbox to move it to.