HOW TO CHANGE USER BOX SETTINGS THROUGH WEB CONNECTION PORTAL

1. Obtain the IP address from the printer by going to Utility \rightarrow Device Information writing down the IPV4 number.

2. Open your browser window (Google Chrome, Edge, Firefox, Opera, etc.) and type in the IP address. If done properly you should be greeted by the Web Connection portal shown below.

Web Connection x +		~ - 0 ×
← → C ▲ Not secure 192.168.0.20/wcd/spa_main.html		
Web Connection 🛛 🖆 bizhub C36		Public Logout
		¶ Q
HOME	Function Search	
Thermation	Search Clear	
Job	Case Sensitive	
E Box		
Store Address		
Direct Print		

3. Navigate to $Box \rightarrow User Box List$. In the User Box List settings select the box name you want to make changes to and click on Edit.

Web Connection x +					~ - 0 ×
← → C ▲ Not secure 192.168.0.2	0/wcd/spa_main.html				Guest :
Web Connection 📹 bizhub C360	3				Public Logout
					1 Q
< Box	User Box List				
Open User Box	User Box (Display 50 boxes)	1		•	
User Box List	Search from Index	All		• G0	
	New Registration		Edit	Delete	
	User Box Number	User Box Name	Туре	User Name	
	1	00000001	Public	Public	

4. Rename the box under the User Box Name section.

Web Connection x +			~ - o ×
← → C ▲ Not secure 192.168.0.	Guest :		
Web Connection 📹 bizhub C36	0		Public Logout
=			vi q
< Box	User Box Attribute Change		
	[*] mandatory fields		
User Box List	User Box Number	1	
	* User Box Name	00000001	
	Index	ABC •	
	Auto Delete Document		
	O Do Not Delete		
	Specify days	1 day 👻	
	Specify Time	min. (5-720)	
	User Box Expansion Function is changed.		
	User Box Expansion Function is changed.		
			Cancel

5. You have the option to adjust the duration for which a file remains saved on the box through the Auto Delete Document feature. If you want to keep the file saved indefinitely, simply select the Do Not Delete option. Please note that the duration for which a file is saved on the box is counted from the time it is sent, and not from the time it is printed. For instance, if the time is set to delete the file after 5 minutes and the file was saved at 10:00 am, it will be deleted at 10:05 am, even if it hasn't been printed. Tap OK to have your changes applied and Logout of the Web Connection portal.