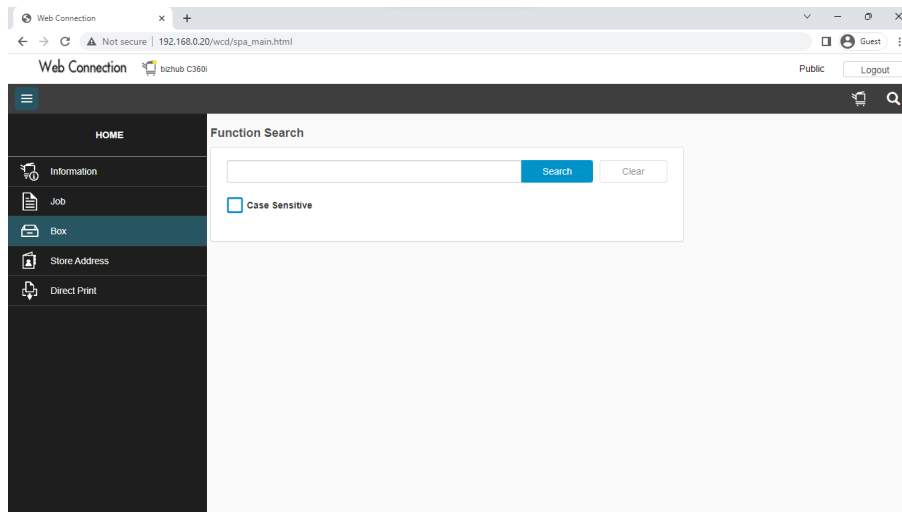
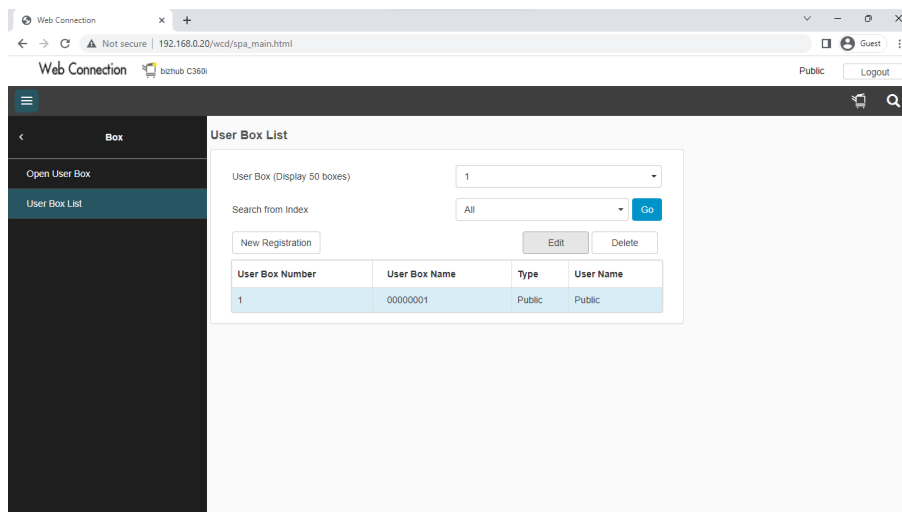


# HOW TO CHANGE USER BOX SETTINGS THROUGH WEB CONNECTION PORTAL

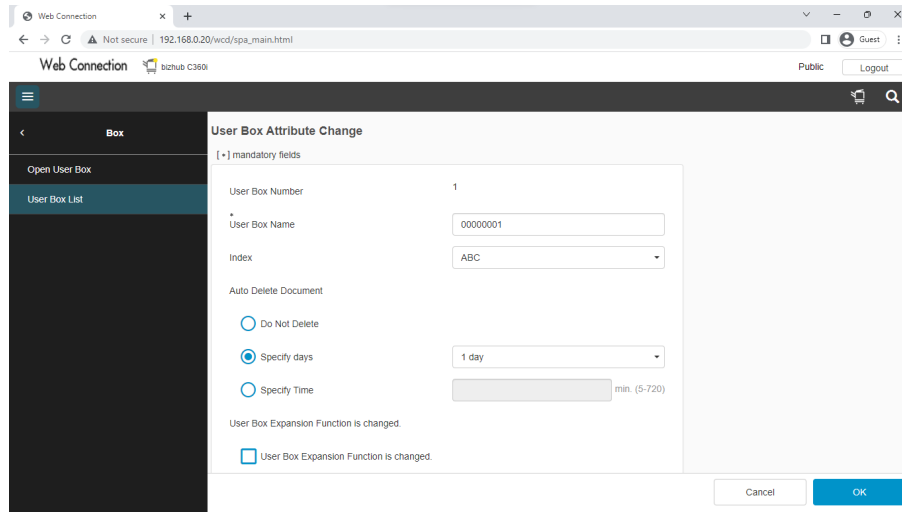
1. Obtain the IP address from the printer by going to Utility → Device Information writing down the IPV4 number.
2. Open your browser window (Google Chrome, Edge, Firefox, Opera, etc.) and type in the IP address. If done properly you should be greeted by the Web Connection portal shown below.



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



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



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.