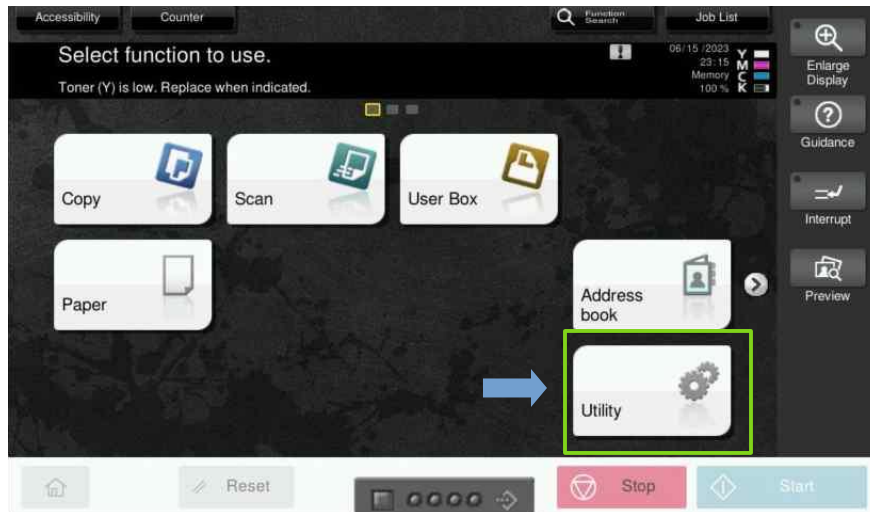
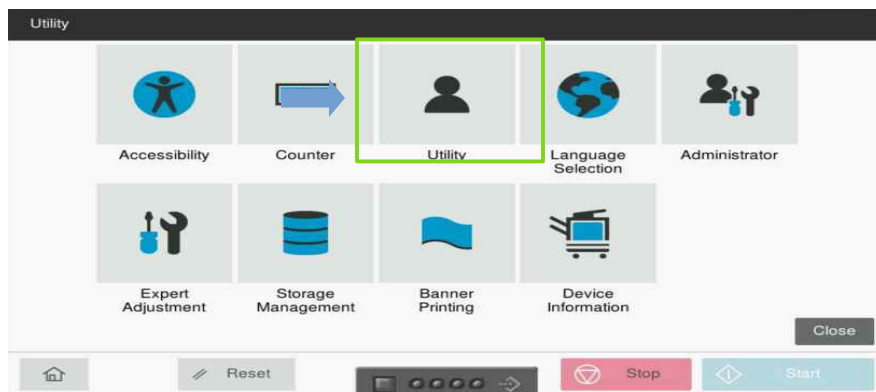


HOW-TO CHANGE USER BOX SETTINGS

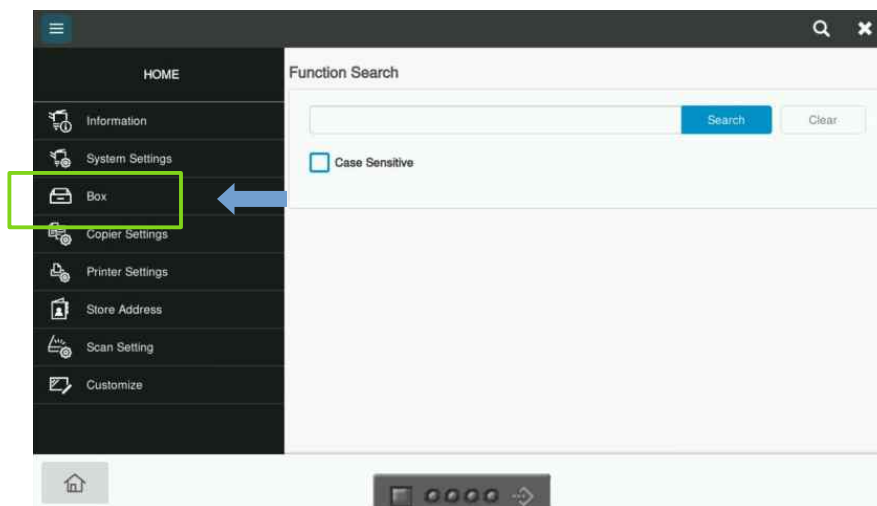
1. From the Home Screen of the machine tap on Utility.



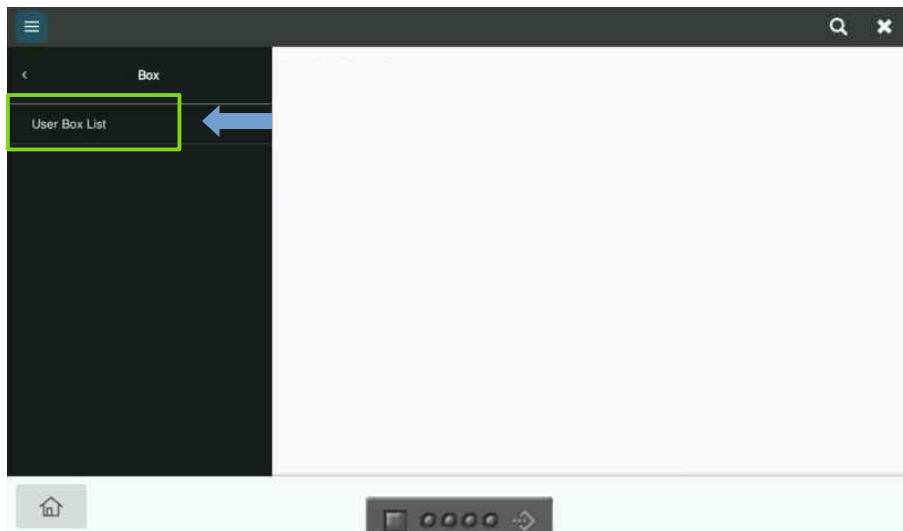
2. Tap on Utility.



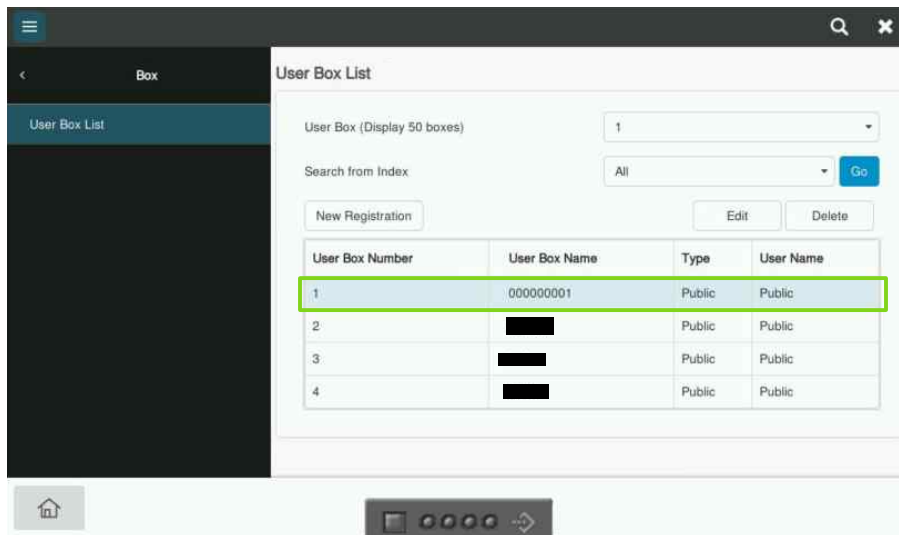
3. Tap on Box.



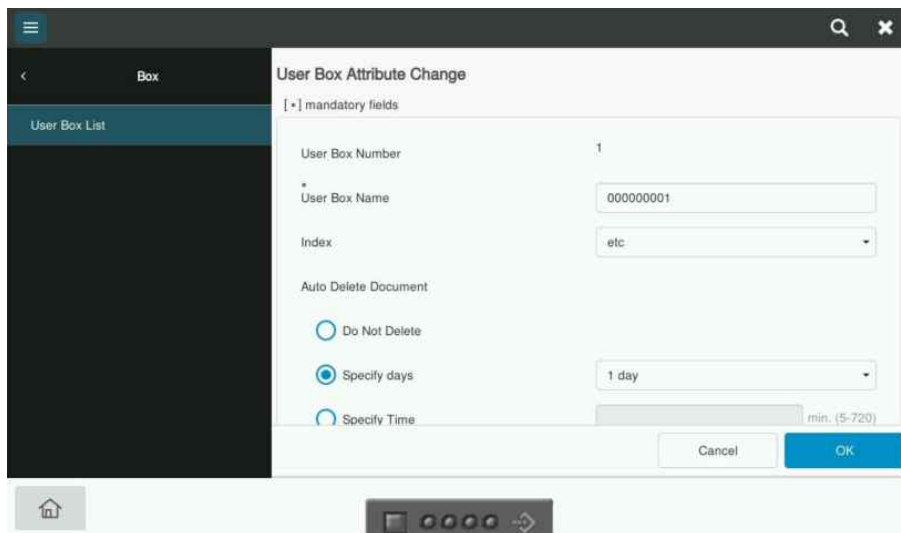
4. Tap User Box List.



5. From the User Box List highlight the box name you want to make changes to and tap Edit.



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



7. 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 exit out of the Utility menu.

