HOW-TO CHANGE USER BOX SETTINGS

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



2. Tap on Utility.

Utility					
	*		*	\$	2 17
	Accessibility	Counter	Utility	Language Selection	Administrator
	1 9			×.	
	Expert Adjustment	Storage Management	Banner Printing	Device Information	Close
命	// F	Reset	- 0000 ->	Stop	Start Start

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.

						م ×	
< В	ox Us	er Box List					
User Box List		User Box (Display 50 boxes)		1 -			
		Search from Index		All - Go.			
		New Registration			Edit	Delete	
		User Box Number	User Box Name	Тур	Type User Name		
	1 0000000		000000001	00001 Public		Public	
		2		Pub	lic Public	5	
		3		Pub	lic Public	D:	
		4		Pub	ic Public	5	

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

				Q 🗙
	Box	User Box Attribute Change		
Liepz Boy	List	[+] mandatory fields		
000,000	Lion	User Box Number	1	
		" User Box Name	00000001	
		Index	etc	•
		Auto Delete Document		
		O Do Not Delete		
		Specify days	1 day	•
		Specify Time		min. (5-720)
			Cancel	ОК
企		E 0000 ->		

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.

					۹	×
	Box	* User Box Name	000000001			
	2310	Index	1 day			
User Box List		Auto Delete Document	2 days 3 days 7 days			
		Specify Time User Box Expansion Function is changed. User Box Expansion Function is changed.	I Gay		min. (5-72	0)
		Auto Save Document to MFP Shared Folder			1	
				Cancel	OK	
企		F 0000 ->				