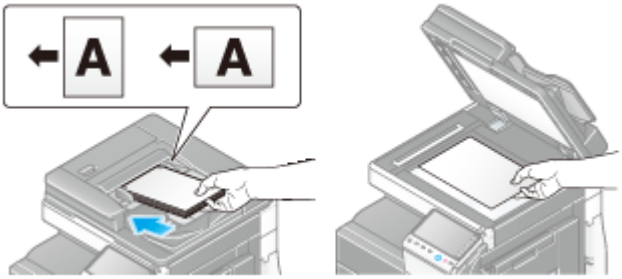
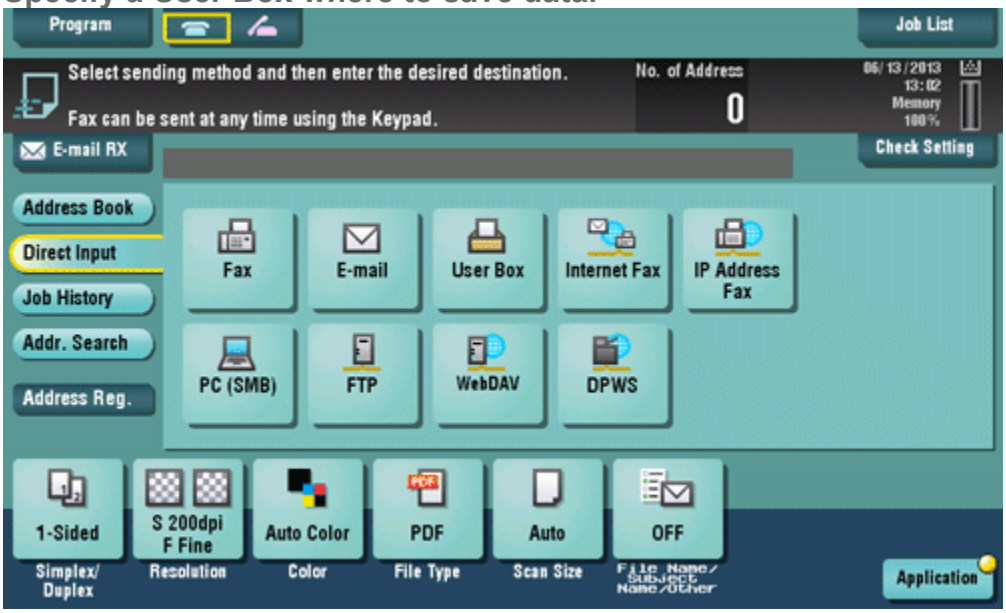
How to save and retrieve from User Box

How to Save

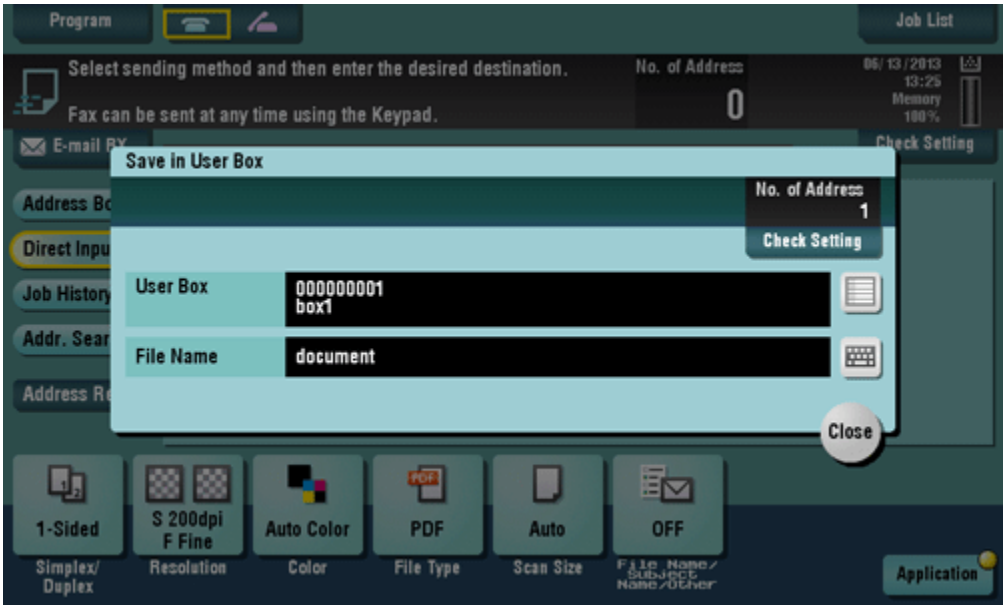
1. Load the original.



2. Tap [Scan/Fax].
3. Specify a User Box where to save data.

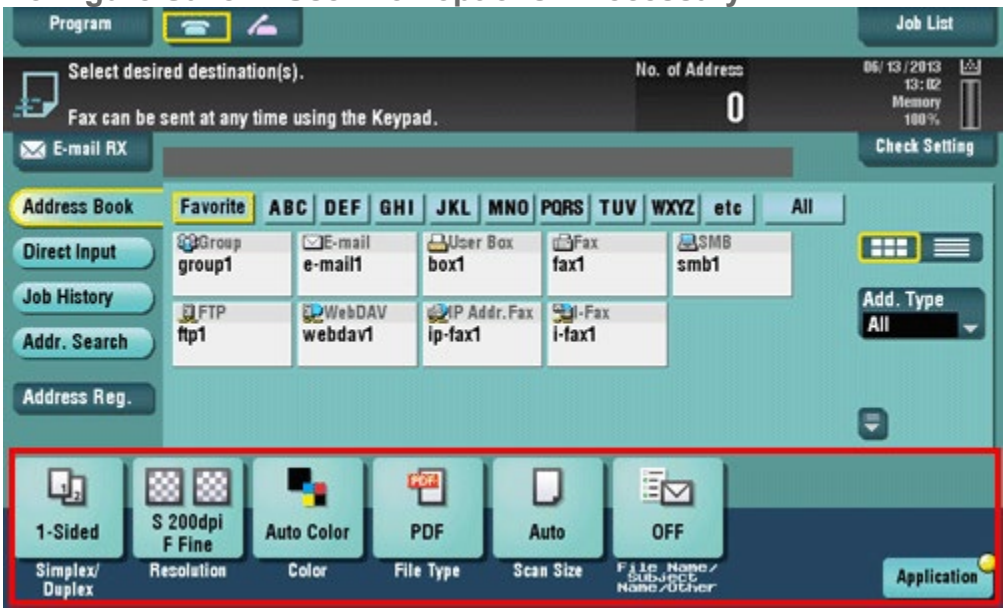


Select a user box to save scanned original data in the user box of this machine. If necessary, change the file name to save it.



Settings	Description
[User Box]	Select a User Box to save files in. Tapping [New] allows you to create a new User Box.
[File Name]	Displays a name of a file to be saved in a User Box. If necessary, rename the file using up to 30 characters.

4. **Configure Save in User Box options if necessary.**

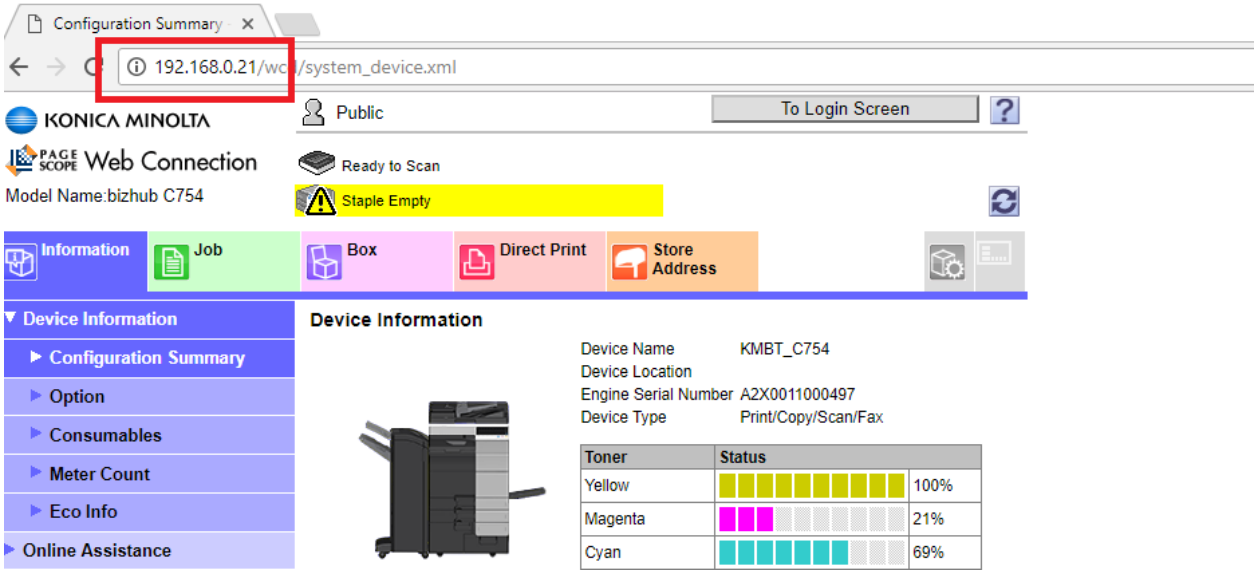


5. **Press the Start key.**

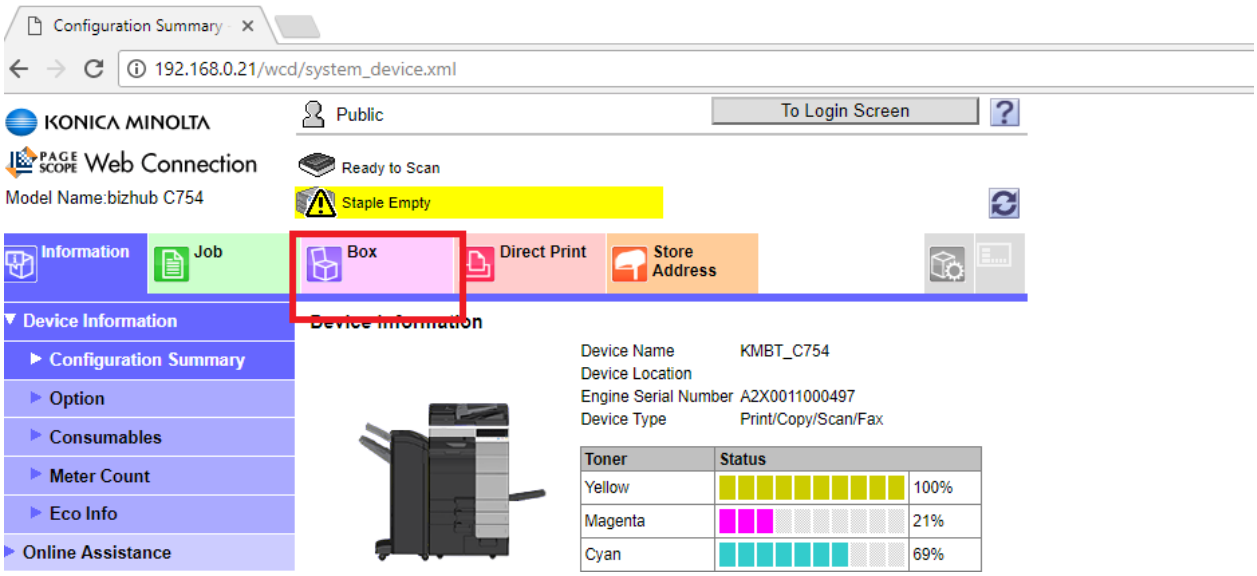
- If necessary, tap [Check Setting] before saving, and check the specified destination and settings.
- To redo operations for specifying destinations or option settings, press **Reset**.

How to Retrieve

Navigate to the IP address of the device using a web browser. The IP Address can be found on your machine by selecting Menu then Utility, then Device information.

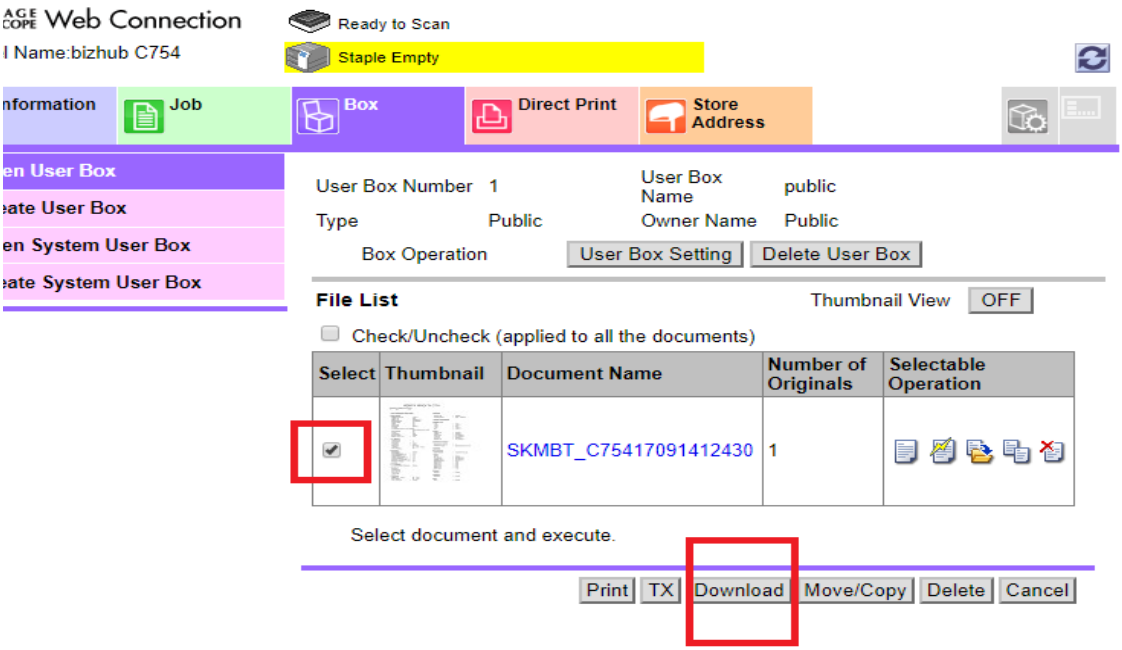


Click on Box.

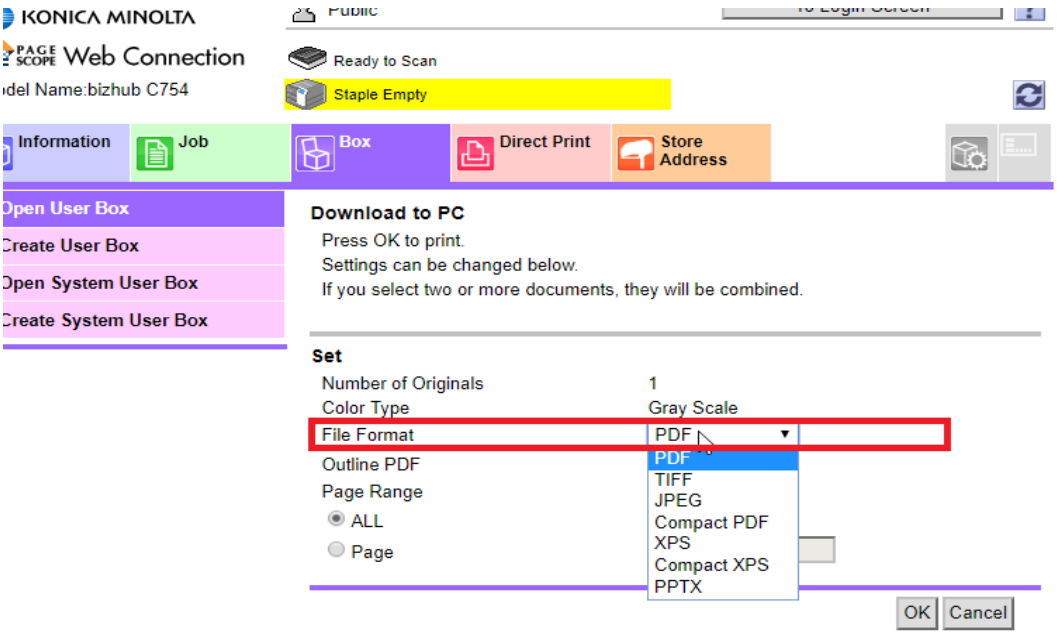
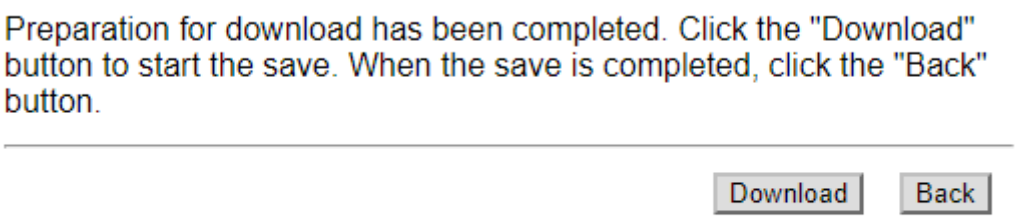


Click on Box name.Clm

Make sure there is a Check next to the document you wish to download. And click download.



You can now change the file format if you wish. Then hit OK.



Now select Download. You will find your file in your download folder.