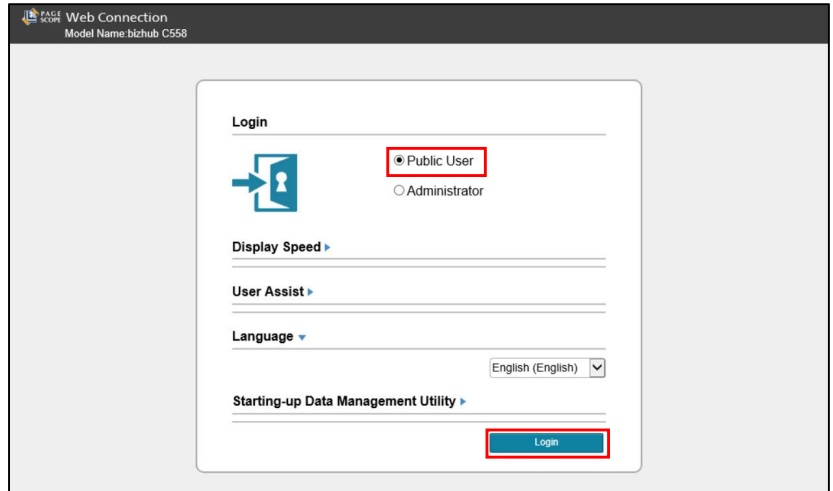


1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier

2. Select the **Public User**

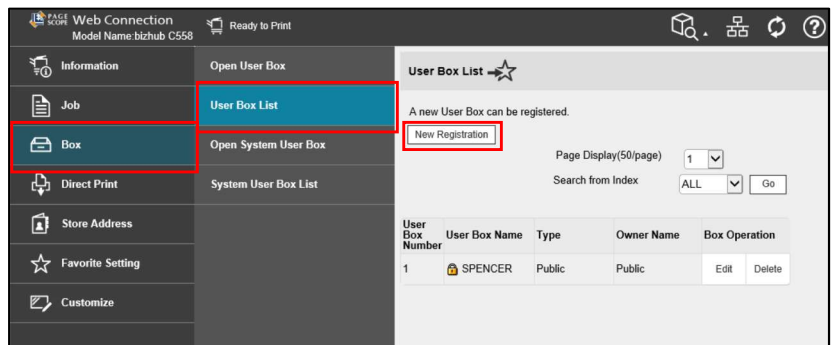
3. Click **Login**



4. Click on the **Box** tab

5. Click on **User Box List**

6. Click **New Registration**



7. Enter the following information (for each User Box)

- Select **User Opening Number** to use the default number or click on **Input Directly** if you wish to specify the **User Box Number**
- Enter **User Box Name**
- Click on **Assign User Box Password** if you wish to password protect the User Box
- If you selected a password, **enter the password again** in the **Retype User Box Password** field
- Specify the **Index** in which you would like the User Box to appear by clicking the dropdown arrow and selecting the desired Index from the menu
- In the **Auto Delete Document** section select **Do Not Delete** (choice are):
 - Do Not Delete** to keep the file in the User Box
 - Specify Days** to select the number of days until the file is automatically deleted
 - Specify Time** to enter a time period before the file is automatically deleted

8. Click **OK** to create the **User Box**

9. Click **Return** to return to the **User Box List** to view list of User Boxes, including the one you just created **OR Create Additional User Boxes** if you want to create more User Boxes

