

1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier  
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2. Select the **Public User**
3. Click **Login**
4. Click on the **Box** tab
5. Click on **Create User Box** from the list that appears on the left-hand side of the screen
6. Enter the following information (for each User Box)
  - a. Select **User Opening Number** to use the default number or click on **Input Directly** if you wish to specify the **User Box Number**
  - b. Enter **User Box Name**
  - c. Click on **Assign User Box Password** if you wish to password protect the User Box
  - d. If you selected a password, **enter the password again** in the **Retype User Box Password** field
  - e. 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
  - f. In the **Auto Delete Document** section select **Do Not Delete** (choice are):
    - i. **Do Not Delete** to keep the file in the User Box
    - ii. **Specify Days** to select the number of days until the file is automatically deleted
    - iii. **Specify Time** to enter a time period before the file is automatically deleted
7. Click **OK** to create the **User Box**
8. 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