## HOW TO ADD USER BOX USING WEB BROWSER

1. Enter the IP address of the copier into the address bar of your Internet Explorer.

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2. Select Box tab

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3. Select Create User Box

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4. Enter User Box name eg. John Smith, Add a Password if required and change the Auto Delete Document as required.

Select OK

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Create User Box	5	Box is the function to save Documents in the Box car	documents in the ma	achine. sending etc.			
		User Box Number					
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		User Box Name		John Smith			
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5. Select Ok

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