

Create User Box

Up to 1000 User Boxes can be created.

1. Tap [Utility] - [One-Touch/User Box Registration] - [Create User Box] - [Public/Personal User Box] - [New].

➔ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

2. Enter the registration information, then tap [OK].

➔ For details on registration information, refer to [Here](#).

Specify the settings.
Enter User Box number using the keypad.

Utility > Public/Personal User Box > New 1/2 <<Back Forward >>

User Box No. 2 1 - 999999999

User Box Name

Password

Index etc

Type Public Personal Group

Time Stored 09/21/2012 13:33

09/21/2012 13:33 Cancel OK

Specify the document delete time.

Utility > Public/Personal User Box > New 2/2 <<Back Forward >>

Auto Document Delete Time

1 day 2 days

3 days 7 days

30 days

Time -- : --

00:05 - 12:00

Save

Confidential RX

Confidential RX

Auto document registration to HFP Shared Folder.

ON

OFF

09/21/2012 13:34 Cancel OK



Related setting (for the administrator)

- ❖ The administrator can delete all unused and empty boxes simultaneously. For details, refer to [Here](#).
- ❖ The administrator can select an authority so that each user is allowed to create, edit, or delete a User Box (default: [Allow]). For details, refer to [Here](#).
- ❖ You can set a limit on the number of boxes that each user can create. For details, refer to [Here](#).
- ❖ The administrator can set a time to automatically delete files from all User Boxes (Default: [No]). For details, refer to [Here](#).



Reference

- ❖ You can also register boxes using **Web Connection**. For details, refer to [Here](#).
- ❖ Using the Share SMB File function allows you to share files in the Public User Box on the network. For details on the Share SMB File function, refer to [Here](#).