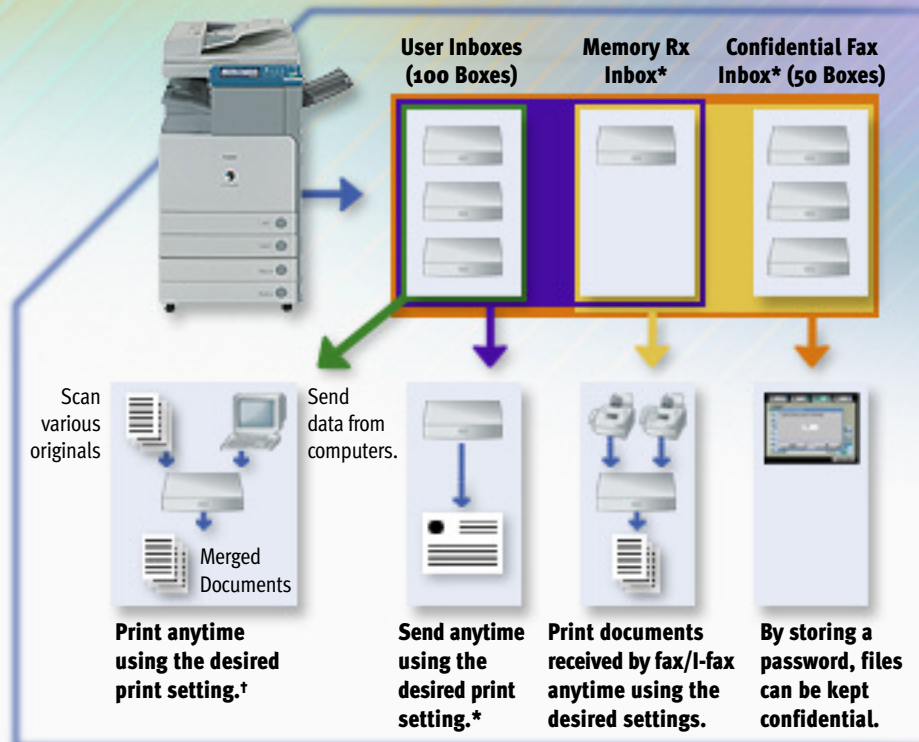# Canon

Mail Box

- Do you find yourself printing the same documents repeatedly?

- Would you like to be able to store documents and password-protect them so that only you or your team/department can access them?

- Would you like to store inbound faxes in a secure location (Confidential Fax Inbox)?

- Are there employees in your company who do not have PCs yet need access to certain forms, such as time-out requests, fax cover sheets, or employee benefits information?

Solution ◆

imageRUNNER® Mail Boxes

The standard Mail Box feature allows you to print, preview, scan, and send documents in the imageRUNNER device's digital memory. This value-added capability allows the device to serve as a virtual document repository at no additional cost. The Mail Boxes can serve as your centralized system for information sharing, onsite document storage, and print-on-demand applications. Once stored in the Mail Box, documents may be combined and printed as one job with the desired settings or sent to other destinations. The combined document can also be named and saved as a new document. What's more, you can insert one document into another, and even specify where pages should be inserted within the document.

User Inboxes (100 Boxes)

Memory Rx Inbox*

Confidential Fax Inbox* (50 Boxes)

Scan various originals

Send data from computers.

Merged Documents

Print anytime using the desired print setting.†

Send anytime using the desired print setting.*

Print documents received by fax/I-fax anytime using the desired settings.

By storing a password, files can be kept confidential.

† Some functions are not available when printing documents sent from a computer.

* May require optional equipment. Contact your local Authorized Canon Dealer for more information.

How Do You Do It? ◆

Scan to Mail Box

1. Place document on platen glass or in document feeder.

2. Select Mail Box tab.

3. Select the Mail Box into which you would like to scan a document. Input the password if Inbox is password-protected.

4. Press [**Scan**].

5. Adjust settings as necessary, e.g., Color Mode, 2-Sided, Copy Ratio. Assign a name to your document if you'd like.

6. Press [**Special Features**] to access advanced document editing features (e.g., Image Quality Adjustment and Job Build) and job creation features such as Area Designation and Different Size Originals. Press [**Done**].

7. Press [**Start**] to begin the scan.
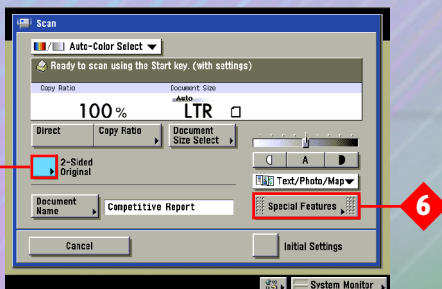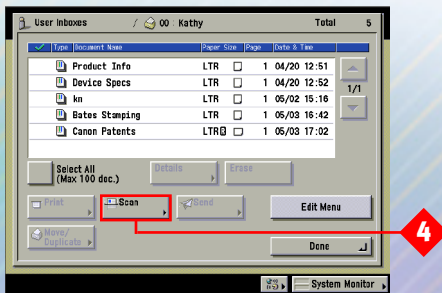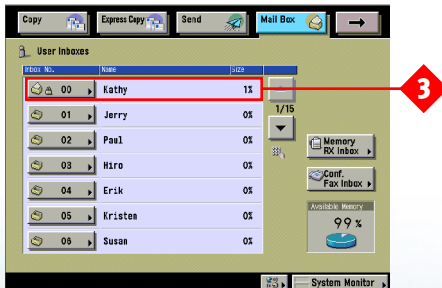

Send to Mail Box*

1. Place document on platen glass or in document feeder.

2. Select the Send tab.

3. Select [**Store In Usr Inbox**].

4. Select the Mail Box into which you want to send the document and press [**OK**].

5. Press the triangle next to [**Clr/B&W 200X200**] and select [**Option**] in order to make any necessary settings changes.

6. Press [**Special Features**] if desired to complete your document settings. Press [**OK**], then press [**Done**].

7. Press [**OK**].

8. Press [**Start**] to begin the Send.
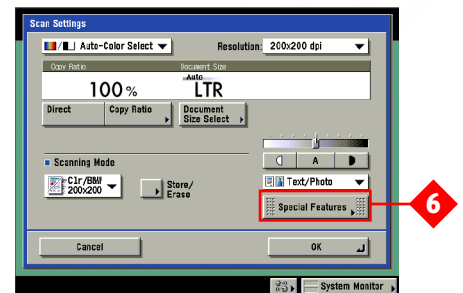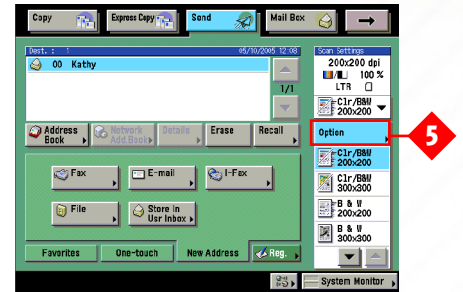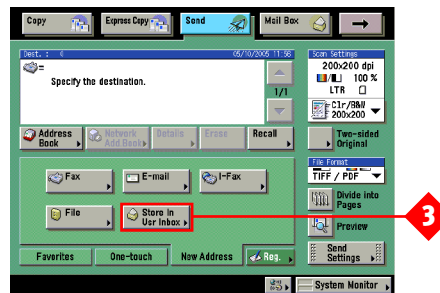
Print to Mail Box

1. Within the open application (from your PC) choose File/Print.

2. Select the desired device and driver.

3. Select [**Properties**].

4. Switch Output Method to "Store."

5. Click on the button to the right of "Store" to select the Mail Box into which the document will be scanned.

6. Press the [**Control**] key if you want to select multiple Mail Boxes.**

If you want to select several consecutive Inboxes, select the first Inbox, press the [**Shift**] key, then select the last one.
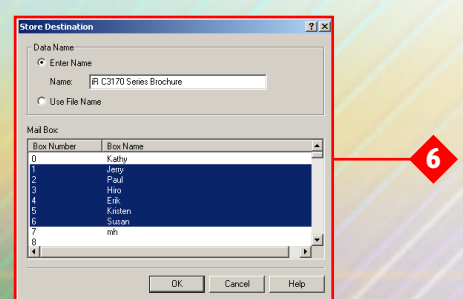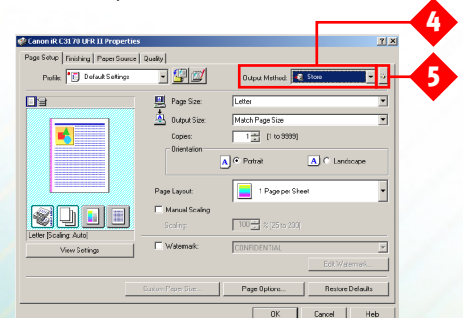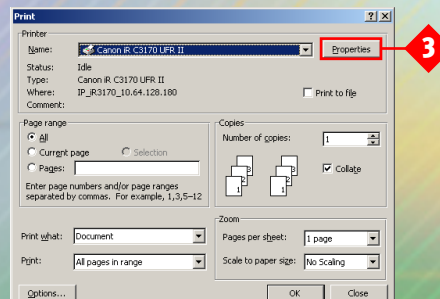
* May require additional equipment.

** Printing to multiple Mail Boxes is not available on all devices. Please check with your local Authorized Canon Dealer for more information.

Demo Scenarios ◆

Healthcare

University Hospital uses forms to track patient care, and the quality is important for later scanning. Departments print their blank forms to imageRUNNER Mail Boxes to ensure that current forms are always available to nursing staff. Mail Boxes can also be used to securely store system-generated print jobs instead of having them collect on an output tray. With some departments switching over to electronic charting, the imageRUNNER Mail Box also plays a key part of University Hospital's Code White emergency backup plan. Critical forms are stored to an imageRUNNER Mail Box and can be printed on-demand in the event of a network failure, even if complete network connectivity is lost.

Legal

Attorneys in the law firm of Whitmore and Whitmore use imageRUNNER Mail Boxes and the optional imageWARE™ Document Manager to provide a powerful automatic indexing system. Inbound faxes are stored to Confidential Mail Boxes, and clerks scan mail into each attorney's private Mail Box. imageWARE Document Manager automatically checks each Mail Box, pulls new documents into the system, and automatically indexes them. The Mail Box documents will then be deleted after a certain set amount of time or never—the user can decide. Attorneys always have their documents available and secure, without excess paper storage.

Financial Services

First National Bank has a consumer loan process that requires copies of customer information, such as tax returns, to be included within the loan application. Loan officers prepare a loan document in the computer and print to their private password-protected imageRUNNER Mail Box. Then they can scan the customer's documents into the Mail Box and insert them into the correct location in the original printed document. The officer can then print the complete document for the customer and forward it as a PDF to the main office.

Manufacturing

JGR Manufacturing works on government contracts and has 60 factory employees without PCs. These employees need access to forms such as time-off sheets, time sheets, HR policies, and materials data safety sheets. By printing each type of document to a Mail Box named "Forms," JGR ensures that its employees have the latest forms available on-demand. The company also uses separate password-protected Mail Boxes to print sensitive product information to help preserve confidentiality, and documents in these Mail Boxes are set to expire after one day. For added security, the optional HDD Data Encryption feature, included with the optional imageRUNNER Security Kit, encrypts all the documents stored in the imageRUNNER device's Mail Boxes.

The Mail Box Solution ⬇

Benefits

- Mail Boxes are included standard with every imageRUNNER device and provide convenient document storage and retrieval at no additional cost.

- Documents may be scanned, printed, or, if Universal Send™ is installed,* Sent to Mail Box—the choice is yours.

- Passwords maintain the confidentiality of your documents.

- The Memory Rx Inbox and Confidential Fax Inbox can be used to store I-fax or fax documents, ensuring that these transmissions do not end up in the wrong hands (when the optional Universal Send* or the Super G3 Fax Board is installed).

FAQ

Q: How many Mail Boxes are available on an imageRUNNER device?

A: Each imageRUNNER device ships with 100 standard Mail Boxes. The optional fax board adds another 50 Confidential Mailboxes.

Q: How can I identify my own Mail Box or that of another person or group?

A: Each Mail Box can be assigned a name, such as employee name or department.

Q: Can Mail Boxes be secured to prevent others from seeing my documents?

A: Yes. Each Mail Box can be assigned a numeric password to protect the contents. In addition, each Mail Box can be set to automatically erase documents after a set period of time, or to never erase documents.

The optional imageRUNNER Security Kit provides further protection by encrypting stored documents.

Q: Can Mail Box documents be viewed from the imageRUNNER device's panel?

A: Yes. Using the LCD control panel on an imageRUNNER device, you can select, view, and zoom-in on documents stored in a Mail Box.

Q: Can Mail Boxes be accessed from a computer?

A: Yes. Using the standard Remote User Interface, a Web-based utility, users can perform almost all the same functions from a computer as can be done at the imageRUNNER device, such as Print, Send, Move and Duplicate, Delete, and Merge.

Q: Can Special Features be accessed when scanning a document to a Mail Box?

A: Yes, many Special Features can be selected, such as Booklet Scanning, Image Combination, Frame Erase, Area Designation, Job Build, and others.

Q: Are finishing options retained when printing a document to a Mail Box?

A: Yes. If you select finishing options for a document, that information is stored in the Mail Box. For example, a brochure could be saved to print from a Mail Box as a stapled booklet on 11" x 17" paper. You have the option to modify the stored settings before printing.

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* Universal Send is standard on certain imageRUNNER devices. Please check with your local Authorized Canon Dealer.

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