The following guide will help you configure a User Box

Overview

If you work in a busy office where numerous people must use one multi-function printer or there are sensitive documents that require protection, setting up user boxes for each person is an excellent solution.

Designed to control when documents are printed, a user box is, user-specific and functions as a holding area for electronic documents of all types that a person would like to print and/or electronically file at some point.

There are several great reasons for creating user boxes:

- Prevents confidential or sensitive documents from printing before an authorized person can pick them up.
- Minimizes the need to run back and forth between the printer and your computer if you need to print multiple items. With a user box, you can make one trip and print everything!
- Keeps the workflow between printing and copying running smoothly. The printer output no longer has to interfere with copying.
- Ensures that authorized users have the opportunity to enter a PIN number, if required, before printing.

Creating a User Box

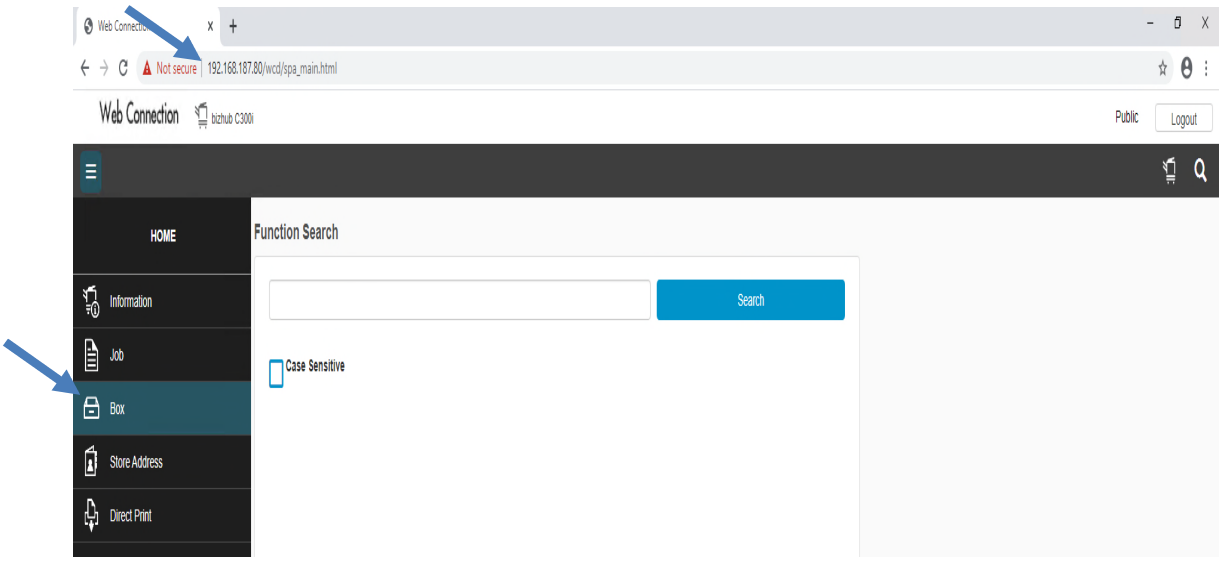
Creating a User Box is relatively simply and can be done from the convenience of your workstation computer. You will need the IP address of your device before you get started. Then you will be ready to follow these step-by-step instructions.

If you are unsure what an IP address is or unable to locate, please call SDS on 01278 723784 or you can find instructions via the links below:

https://foldr.sdsltd.uk.com/public/5VMN5

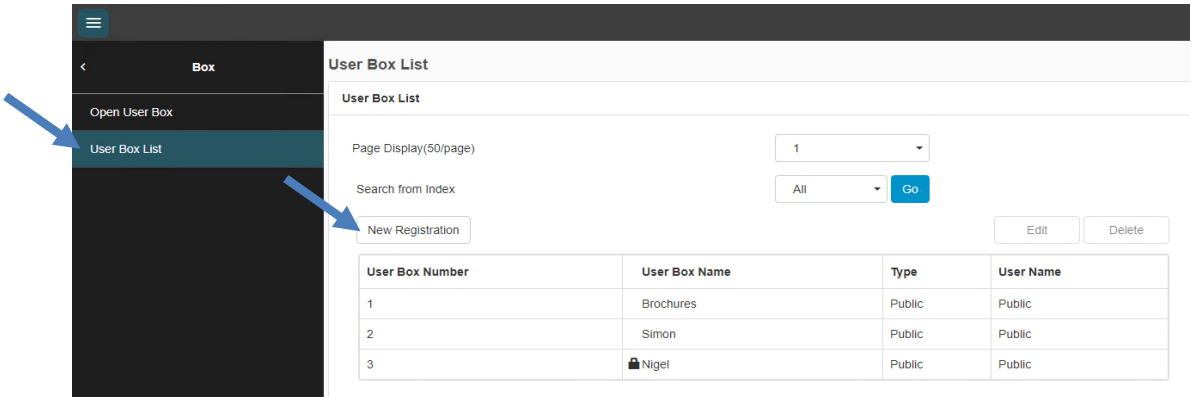
Step 1

Type the IP address into your web browser, this will display the Web Connection for your device, from here select Box



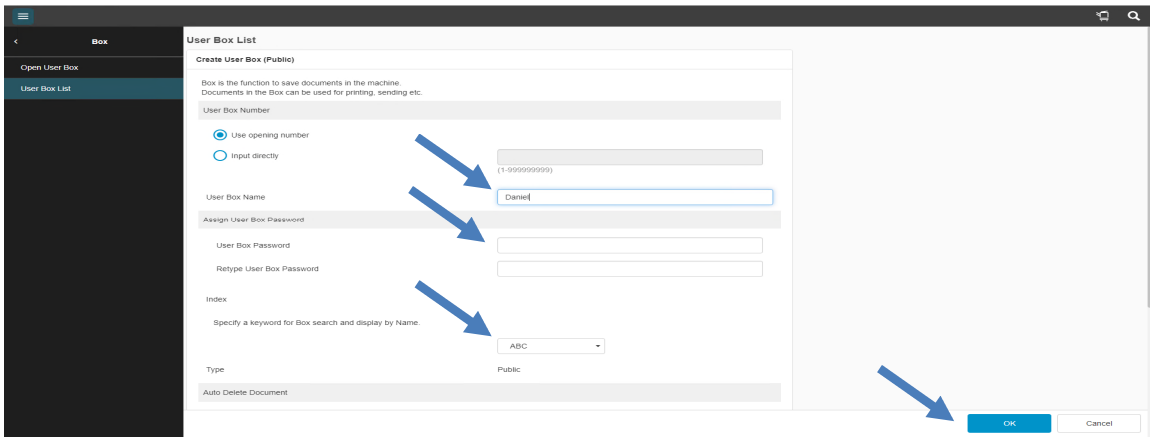
Step 2

Select User Box List and then select New Registration



Step 2

Enter a User Box Name, a password if required, the appropriate Index and select OK



YOUR DONE! Click on the following link to find out how to configure your Print Driver: https://foldr.sdsltd.uk.com/public/4JKZ5