# Setting up Advanced Box

Step by step guide to setting up Advanced Box on Canon ADVANCE series copiers

#### **SMB Server Settings**

- 1) Login to the RUI of the Canon copier as an Administrator (1234/1234)
- 2) Navigate to Settings/Registration > Preferences:Network Settings > SMB Server Settings
  - 3) Ensure the following options are set [Server Name = Canon model + client name]



#### \*IF GENERATION 3 COPIER\*

If the machine is a 3<sup>rd</sup> generation copier (ex. 6555i) please use the following instructions to set the server name

- 1) Navigate to Settings/Registration > Preferences : Network Settings > Computer Name/Workgroup Name Settings
  - 2) Change the Computer Name to the previously mentioned standard

# Computer Name/Workgroup Name Settings Last Updated: 11/09/2016 11:45:12 AM OK Cancel Computer Name: ModelClientName Workgroup Name: WORKGROUP

\*Restart the copier\*

### **Advanced Box Settings**

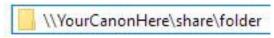
- 1) Login to the RUI of the Canon copier as an Administrator (1234/1234)
- 2) Navigate to Settings/Registration > Function Settings:Store/Access Files > Advance Box Settings > Set Details

3) Ensure the following options are set



### Creating folders in the Advanced Box

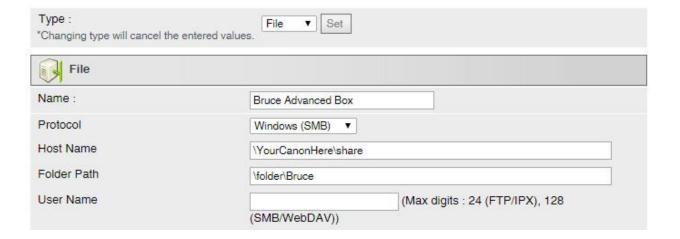
1) Navigate to the location of the share folder on the Canon copier threw Windows explorer



- 2) Create new folders for every staff member that you would like to have access to the Advanced Box
  - 3) Rename folders as desired

# Setting up Address Book locations pointing to Advanced Box

- 1) Login to the RUI of the Canon copier as an Administrator (1234/1234)
- 2) Navigate to Address Book and select the Address List that you would like to have the entry stored in
  - 3) Set Type to File and fill in information in similar fashion as below

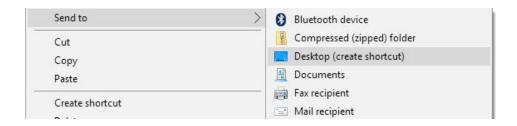


#### Creating a shortcut to the Advanced Box share

1) From the users PC, navigate in Windows explorer to the share folder location



2) Right click on the user file folder and mouse over "Send to" and select Desktop



3) Your shared folder is now complete!

## Things to remember:

After scanning in files, they should be moved to a separate folder and deleted from the SMB share as to not over fill the machine