

User Box Creations and Use for Konica Minolta 8 series

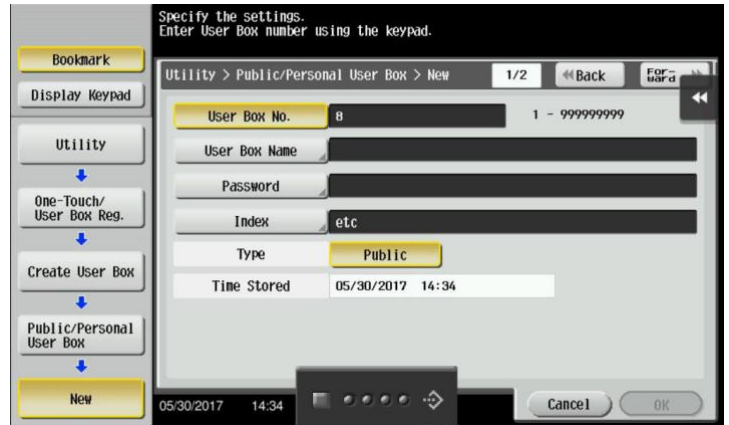
Creating a User Box at the Machine and from the Web Interface. Saving/Printing to the User Box. Using documents from a User Box.

Creating at the Machine:

Select the following buttons:
Utility>>One-Touch/User Box
Registration>>Create User
Box>>Public/Personal>>New

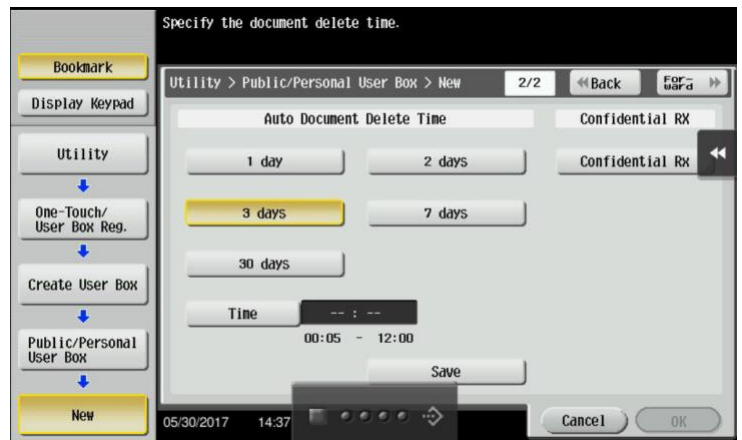
Fill in the form for User Box Number (if you want to assign a number to the box select Display Keyboard in the upper left and the number pad will appear. Otherwise the machine will assign the next number in sequence), User Box Name, Password (optional), and choose indexing for the Name.

Select the Forward button to set the Auto Delete time for this User Box.



This is where you can choose how long a document will be stored. Default is 1 day, in our example we show 3 days. If you select Save it will be stored until you choose to delete it.

Once you make your choice, select OK to save the box.



Creating from the Web Interface:

<p>Access the internet and type your machine's IP address into the browser bar. This will bring you to a web interface with your machine.</p> <p>Select the pink/purple tab at the top labeled Box.</p>	
<p>At this screen, you will want to go to User Box List (on the left). Select New Registration.</p>	
<p>Here you will create your User Box. Use opening number is the machine assigning a number to the box, if you input directly you can enter a number (hint: phone extensions are easily remembered).</p> <p>Fill in the User Box Name and assign a Password (optional).</p> <p>Select the appropriate Indexing.</p> <p>Under Type, you will select how long the document will be stored. Do not Delete means it will stay until you choose to delete it. You can also specify the Number of Days (1,2,3,7, or 30 days) or the Amount of Minutes it will be held (5-720 min).</p> <p>When you finish, click ok to save the box.</p>	



Printing to the User Box from the Computer:

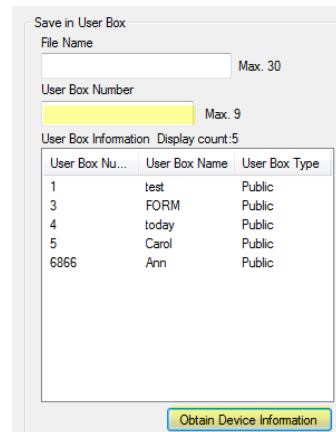
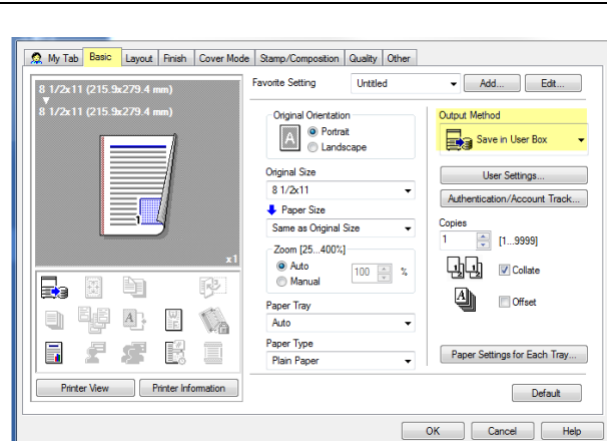
Open your file at your computer, select file>>print>>printer properties

Choose the **Basic Tab** and use the drop down under **Output Method** to select **Save in User Box.**

A box will pop up that allows you to name the file and fill in the user box number. You may also select the **Obtain Device Information** button. This will give you a list of the user boxes on your machine to choose to save to.

Choose the settings from the other tabs that should be saved with the document (ex: stapling, folding, etc.).

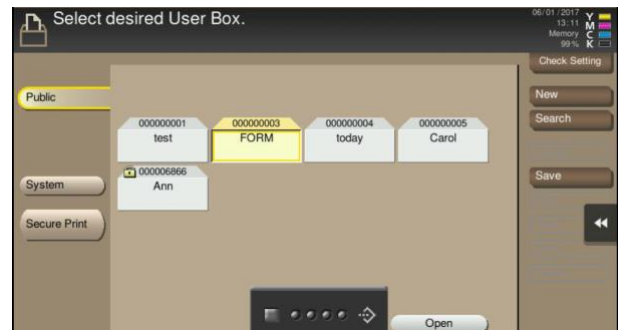
When you are finished, select the **OK** button and then select **Print** like normal. Instead of physically printing out, your document will be sent to the **User Box** you chose.



Using Documents from a User Box:

At the machine:
Select **Main Menu>>User Box**

Select the correct box (in our example FORM) and select **Open**.



Once you are in the User Box, select the document and choose to **Print** or **Send**.

To Print: choose the print button and you will get the option to change a few of the print settings. Once the document is set the way you want it, choose the **Start** button on the machine to print.

To Send: choose the send button and you will have the option to change a few of the fax/scan settings. After it is set up, choose the **Start** button to send.

To Move/Copy: choose the move or copy option. This will bring up all the **User Boxes**. Choose where to move or copy the document to and select **OK**.

To Delete: choose the Delete button. A confirmation screen will appear asking if you are sure you want to delete. Select yes and the document will be deleted.

