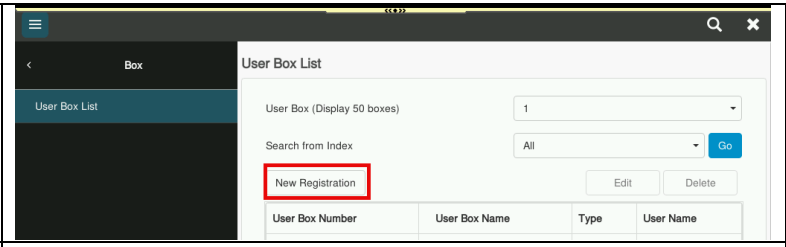
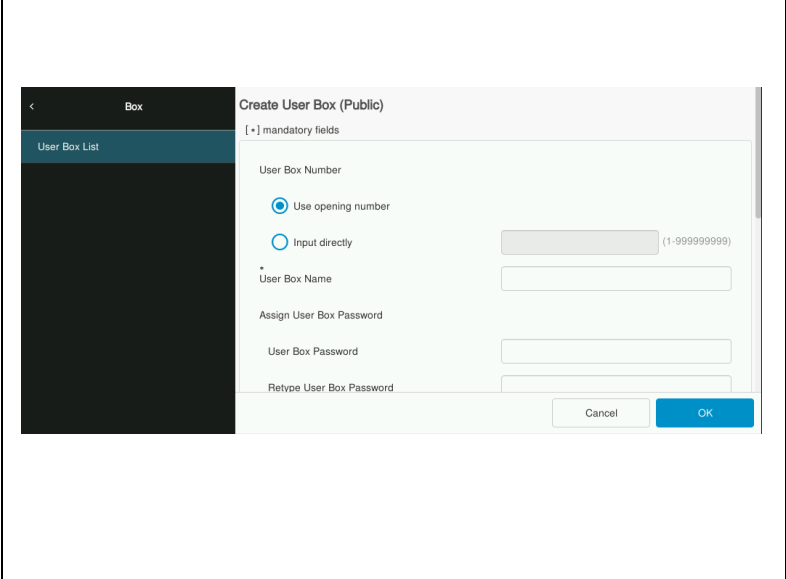


Konica Minolta iSeries: User Box Creation and Use

This guide will cover how to create, send files and use the user box feature. The user boxes can either be created at the machine or from the web connection.

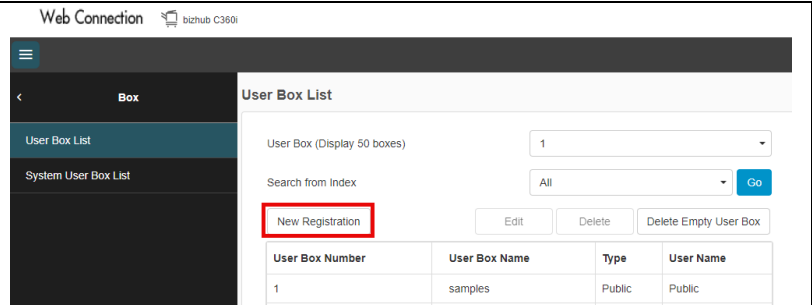
Creating a User Box at the Machine:

<p>1. Select the following buttons: Utility → Utility → Box → User Box List → New Registration</p>	
<p>2. Fill in the registration information for the User Box:</p> <ul style="list-style-type: none"> • User Box Number • User Box Name • Password (Optional) • Indexing for the name • Auto Delete Time or Do Not Delete <ul style="list-style-type: none"> ▪ Auto Delete Days (1, 2, 3, 7, 30 days) or Auto Delete Time (5-720 minutes). ▪ Do Not Delete means documents will stay in the box until a user manually deletes them at the machine. <p>3. Select OK to save the box.</p>	

Creating a User Box from the Web Connection:

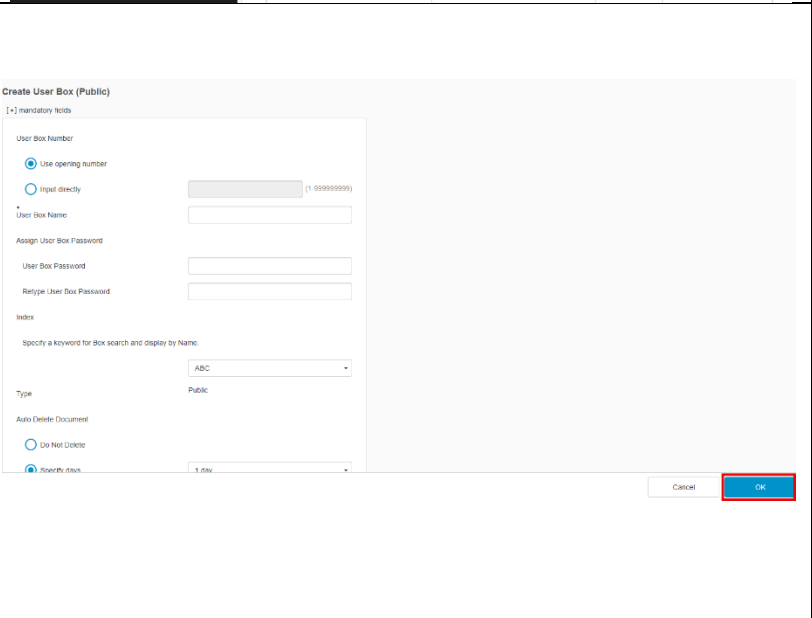
1. Access the internet and type the machine's IP address into the browser bar. This will open the machine remote connection.

2. Select **Box** on the left column, then select **New Registration**.



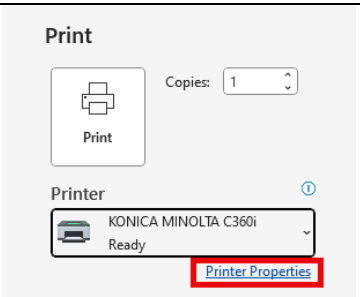
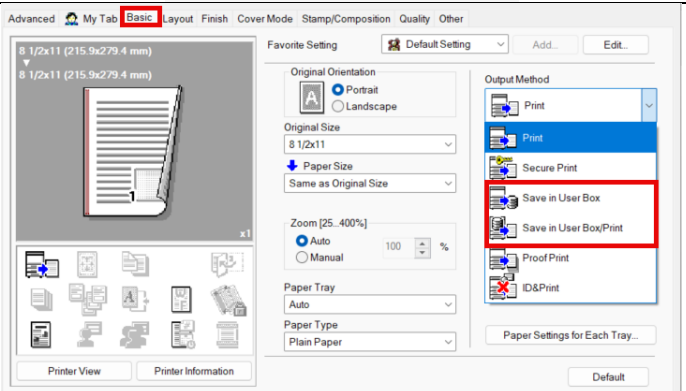
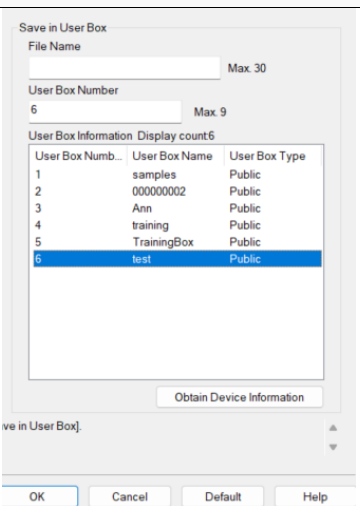
3. Fill in the registration information for the User Box:

- **User Box Number**
- **User Box Name**
- **Password** (Optional)
- **Indexing** for the name
- **Auto Delete Days/Time or Do Not Delete**
 - Auto Delete Days (1, 2, 3, 7, 30 days) or Auto Delete Time (5-720 minutes)
 - Do Not Delete means documents will stay in the box until a user physically (manually?) deletes them at the machine.



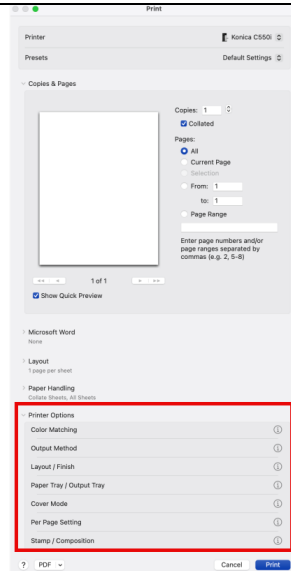
4. Select **OK** to save the box.

Save files to a User Box from PC:

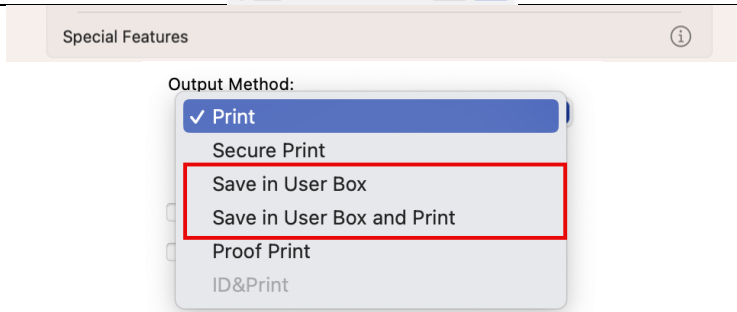
<ol style="list-style-type: none"> 1. Open a document. Select File → Print → Printer Properties 2. Turn on any print settings to be saved with the document. <ul style="list-style-type: none"> • Ex: 2-sided, staple, folding, color 																						
<ol style="list-style-type: none"> 3. Select the Basic Tab. 4. Select Output Method → Save in User Box or Save in User Box and Print 																						
<ol style="list-style-type: none"> 5. A box will pop up to Save in User Box. <ul style="list-style-type: none"> • File Name: Rename the file or use the name of the document if field is left blank. • User Box Number: Select Obtain Device Information to reflect the names of user boxes if the User Box Number is unknown. Choose correct box. 6. Select OK → OK → Print. The document will now be saved with the print settings in that user box at the machine. 	 <table border="1" data-bbox="974 1102 1274 1333"> <thead> <tr> <th>User Box Num...</th> <th>User Box Name</th> <th>User Box Type</th> </tr> </thead> <tbody> <tr><td>1</td><td>samples</td><td>Public</td></tr> <tr><td>2</td><td>00000002</td><td>Public</td></tr> <tr><td>3</td><td>Ann</td><td>Public</td></tr> <tr><td>4</td><td>training</td><td>Public</td></tr> <tr><td>5</td><td>TrainingBox</td><td>Public</td></tr> <tr><td>6</td><td>test</td><td>Public</td></tr> </tbody> </table>	User Box Num...	User Box Name	User Box Type	1	samples	Public	2	00000002	Public	3	Ann	Public	4	training	Public	5	TrainingBox	Public	6	test	Public
User Box Num...	User Box Name	User Box Type																				
1	samples	Public																				
2	00000002	Public																				
3	Ann	Public																				
4	training	Public																				
5	TrainingBox	Public																				
6	test	Public																				

Save files to a User Box from MAC:

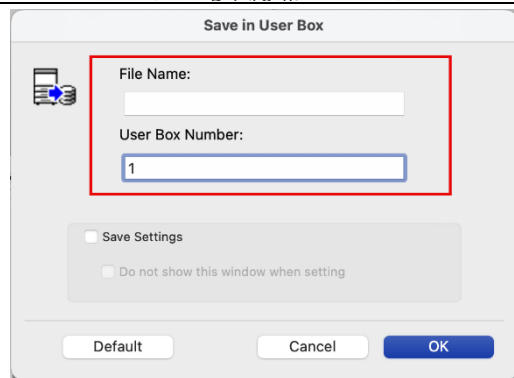
1. Open a document. Select **File** → **Print** → **Printer Options**
2. Turn on any print settings to be saved with the document.
 - Ex: 2-sided, staple, folding, color




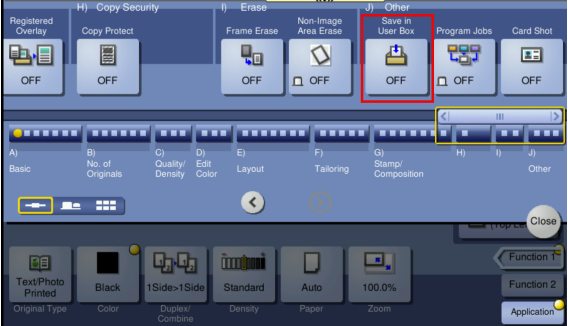
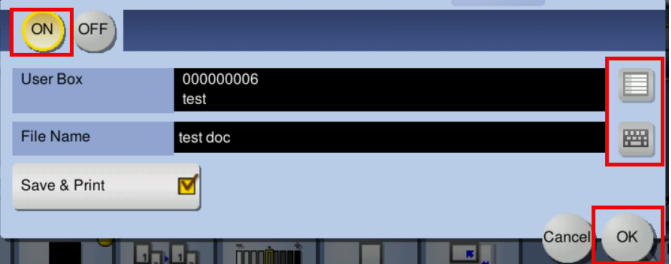
3. Select **Special Features**.
4. Select **Output Method** or **Job Processing** (Depending on MAC OS) → **Save in User Box** or **Save in User Box and Print**




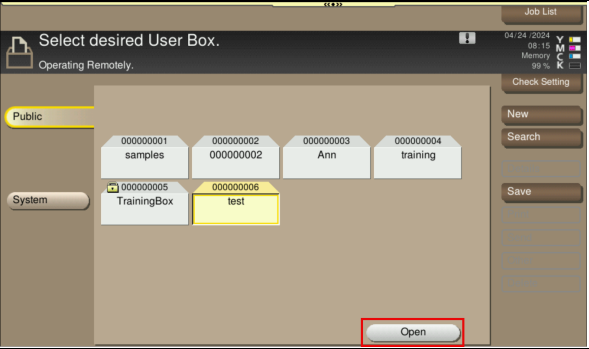
5. A box will pop up to Save in User Box.
 - **File Name:** Rename the file or use the name of the document if field is left blank
 - **User Box Number:** Enter number
6. Select **OK** → **OK** → **Print**. The document will now be saved with the print settings in that user box at the machine.



Copy to a User Box from the Machine:

<p>1. Select Copy from the home screen.</p>	
<p>2. Apply any settings to be saved with the document.</p> <p>3. Go to Applications. Scroll and select Save in User Box</p>	
<p>4. Turn the feature On.</p> <p>5. Select the icon in the User Box row. Choose the User Box to save the document in. Select OK.</p> <p>6. Optional:</p> <ul style="list-style-type: none"> • Change file name if desired by selecting icon. • Check the Save & Print box if desired. <p>7. Select OK when complete. Press Start to Save or Save and Print.</p>	

Print from User Boxes:

<p>1. Go the User Box from the Home Screen.</p>	
<p>2. Select User Box → Open</p>	
<p>3. Select document → Print</p> <p>4. If needed, some settings can be changed. Enter # of copies and press Start to print.</p>	