LOFFLER

Konica Minolta i-Series: User Box Creation and Use

Creating at the Machine:

1. Select the following buttons:
   Utility>>Utility>>Box>> User Box>> New
   Registration.

2. Fill in the form for User Box Number (Can assign a
   specific number, or use next in sequence), User
   Box Name, Password (optional), choose indexing
   for the Name, and set the auto-delete time (default
   is one day).

3. Select OK to save the box.

Creating from the Web Interface:

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. Use Opening Number allows the
   machine assign a number to the
   box, or select Input Directly to
   type in a custom box number (ex:
   phone extension, room number, etc.).

4. Fill in the User Box Name and assign a
   Password (optional).

5. Select the appropriate Indexing.

6. Under Type, select how long the document
   will be stored. Do not Delete means
   documents will stay in the box until a user
   physically deletes them at the machine.
   Otherwise, specify the Number of Days
   (1,2,3,7 or 30 days) or the Amount of Minutes
   it will be held (5-720 min).
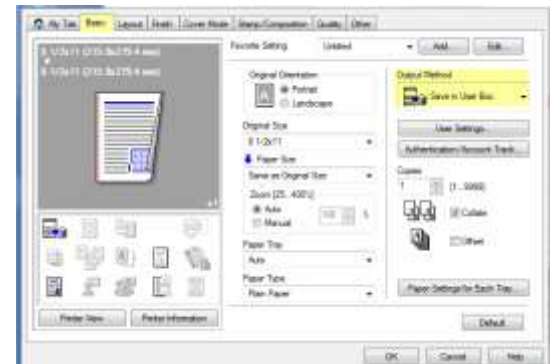
7. When finished, click OK to save the box.
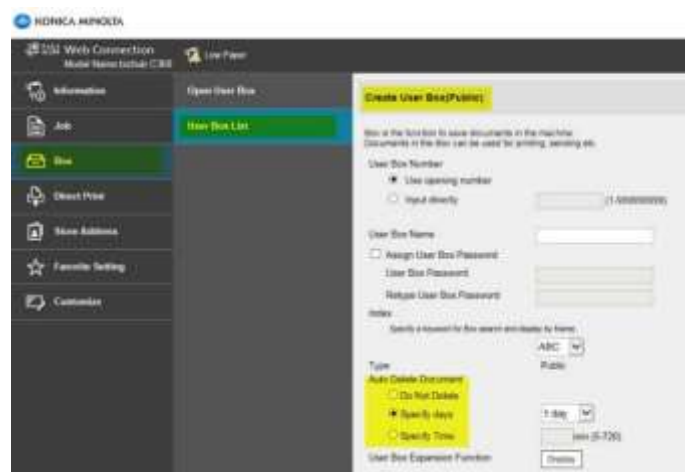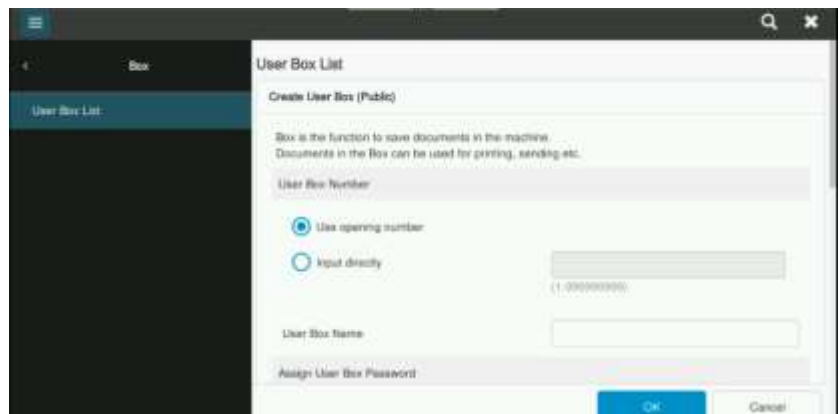
Printing to the User Box from the Computer:

1. Open a document. Select file>>print>>printer properties.

2. Select the Basic Tab, then use the drop down under Output Method to select Save in User Box.

3. A box will pop up to name the file and fill in the User Box Number. Additionally, Obtain Device Information will reflect the name of the user boxes if the box number is unknown.

4. Turn on any additional print settings to be saved with the document. (Ex: 2-sided, staple, color.)

5. Select OK, then print. Instead of physically printing out, the document will be saved to the User Box.