i-Series User Boxes

Used to set up to store documents on a temporary or a permanent bases.

What to know before you start:

This should be determined when the box is created. Boxes can also be created via the web connection. This is a great way to store/retrieve repetitive type forms.

If you just need a box to hold a job temporally the best method would be to use the secure print option.

To set up box via the coper:

❑ Touch **Home** icon in left corner (takes you to main menu)

❑ Select **Utility / Utility**

❑ Select **Box** / select **User box list**

❑ Select **New Registration**

❑ Select user **box name** and **key in the name of your box** - **DO NOT HIT OK**

❑ Scroll down to and select **Auto Delete Document** - **DO NOT DELETE**

❑ Select **OK**

Note: If you want to assign your box a number you can do so under Input direct. Otherwise it will assign chronological (1,2,3,4…). You may also password protect your box.

To copy/save to copier with advanced settings:

❑ Select **Copy Mode**, choose your settings: staple, hole punch, booklet…etc

❑ Select **Applications** (right corner)

❑ Select Letter **J "SAVE IN USER BOX"** - Turn **On**

❑ Touch **Paper Icon** on right select box to save to-**OK**

❑ Touch **Key Pad Icon** on right and touch **C to clear field,** name your document, select **OK, OK, Close**

❑ Place your doc on feeder or glass and touch **Start**

To copy/save quick 1 page documents with no settings:

❑ Touch **Menu**

❑ Select **User Box** - choose your box

❑ Select **Save**

❑ To name file.. touch the picture of a key pad to the right of the line that says file name, touch **red C** to clear field, type in file name and touch **OK**

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To print to user box from your pc:

❏ Open your document, select **File/Print**, choose your **Konica driver (PCL/PS)**

❏ Select **Properties** or **Preferences**

❏ On your basic tab under OUT PUT METHOD select SAVE IN USER BOX

> » A box will pop up and allow you to enter the name of your document and your box number… the box pops up the very first time that you select "save in user box" the next time that you want to utilize it, you will need to select user settings (tab under save in user box) so that you can change the name of the document each time. You can also select your options such as staple, duplex…etc, and your settings will save with your document.

To Retreive From Your User Box Via Copier :

Note: You can also retrieve/print documents from your user box via we connection

❏ Touch **menu/select** user box

❏ Select the box that you want to pull from

❏ Select **open** (right hand corner)

❏ Highlight your document

❏ Touch **Print**

Note: If you did not send selections with your document, you can make them before you print

❏ Select number of copies or sets if more than 1 is needed

❏ Touch **Start**