What is a User Box?

Streamline Document Sharing and Management

User Boxes are among the most valuable features of Konica Minolta copiers and printers. If you work in a busy office where numerous people must use a MFD printer/copier, setting up User Boxes for each person is an excellent solution.

The User Box is designed to control when documents are printed. A User Box is, as you might guess, is user-specific and functions as a holding area for electronic documents of all types that a person would like to print and/or electronically file at some point.

The User Box provides a smooth, efficient workflow and facilitates seamless business operations suitable for various applications. Stored data can be converted for use in a seamless environment that is free of restrictions on reuse in all modes copy, print, data attachment to E-mail, or fax. Moreover, User Boxes can be assigned to individuals, teams, departments or cases for efficient information sharing.

There are three types of User Boxes. They are known as Public, Personal or Group User Boxes.

There are several great reasons for creating User Boxes:

- Prevents confidential or sensitive documents from printing before an authorized person can pick them up.
- Minimizes the need to run back and forth between the printer and your computer if you need to print multiple items. With a user box, you can make one trip and print everything!
- Keeps the workflow between printing and copying running smoothly. The printer output no longer has to interfere with copying.
- Ensures that authorized users have the opportunity to enter an ID number, if required, before printing.

The User Box should never be used to store sensitive documents. Konica Minolta MFDs DO NOT store copies of print, scan, fax or copy jobs on the hard drive.
Create a Group or Secure Personal User Box at the Copier

**Group User Box-Purpose:** The User Box can be set up for general use that all staff would have access to. This User Box could store documents, or forms that are used daily.

**Secured Personal User Box-Purpose:** The User Box can be set up for your own personal use in which you would only have access, using your passcode. This User Box can store your working documents that you may want to print, copy, scan on a daily basis. You can also scan documents to the User Box so that they are readily available.

**At the copier:**
Select: Utility\Counter
Select: One-touch\User Box Registration
Select: Create User Box
Select: Public\Personal User Box
Select: New
Select: Add User Box Name (For your personal User Box, use an ID that you can identify, such as your name).
Select: OK
Select: Add Password
Select: Confirm Password
Select: OK, OK
Select: Close, Close, Close, Close

**To delete User Boxes created at the copier, call WolfCopy.**
Saving Scanned Documents to your Secure Personal User Box

At the copier:
Place document in the document feeder
Select: Copier User Box Button
Select: User Box
Select: Save document
Select: User Box
Select: Document name and name the document
Select: OK
Select: Start
Reset copier to copy

Printing your Documents from the Secure Personal User Box

At the copier:
Select: Copier User Box Button
Select: User Box
Select: Use/File
Enter Password
Documents will appear
Select: Document
Select: Print
Select: Start

E-mail a document from the secure personal User Box

At the copier:
Select: Copier User Box Button
Select: User Box
Select: Use/File
Enter Password
Select: OK
Documents will appear
Select: Document
Select: Send
Select: Send
Select: E-mail address
Select: Start
Reset copier to copy
Create and Print to a (Public) User Box from your Desktop

Purpose: This function will create another User Box (which is necessary) that will be used when sending documents to the copier. Documents are held in the User Box until released/printed. This is not secure printing and anyone can open the User Box and print the documents. These documents will only be stored in the copier for the duration of the copier default time. (1, 2, 7, 30 days or unlimited).

From your desktop:
Select: Print
Select: Copier
Select: Printer Properties
From the My Tab Page, Under Output Method
Select: Save in User Box
Under User Settings, Enter your File Name and User Box (Do not use 1 for a User Box)
*Both File Name and User Box must be easily remembered. They will be needed at the copier.*
Select: OK, OK
Select: Print

Printing from the copier:
Select: Copier User Box Button
Select: User Box name (User Box that was just created at your desktop)
Select: Use\File
Documents will appear
Select: Document
Select: Print
Select: Start
Reset Copier to Copy

Create, Print and Save to a (Public) User Box from your Desktop

Purpose: This function can create another User Box, or you can reuse the same User Box, created above, from your desktop. In one step, the documents are printed directly to the copier and a copy is also saved in the User Box.

From the desktop:
Select: Print
Select: Copier
Select: Printer Properties
From My Tab Page, Under Output Method
Select: Save in User Box/Print
Select: User Settings
Enter: File Name
Enter: User Box Number (Do not use 1)
Select: OK, OK
Select: Print
Secure Printing to the User Box

Create and print a secure document to the User Box from your desktop

Purpose: This function will create another User Box (which is necessary) or you may use the User Box previously created from your desktop. Documents are held in the User Box until released/printed. This is secure printing and no one can open the User Box and/or print the documents.

From your desktop:
Select: Print
Select: Copier
Select: Printer Properties
From My Tab, Under Output Method
Select: Secure Print
Select: User Settings
Create: Secure Print ID (Remember Print ID. It is needed at the copier).
Create: Password (Remember Password. It is needed at the copier).
Select: OK, OK
Select: Print

Printing from the copier:
Select: Copier User Box Button
Select: Select: System User Box
Select: Secure Document User Box
Select: Use/File
Enter: Secure Print ID
Enter: Password
Select: File
Select: Print
Select: Start
Reset copier to copy

Delete a Public User Box and/or a File (User Boxes created at desktop)

Delete a file in a Public User Box
From the copier:
Select: User Box
Select: Use/File
Select: Document
Select: Application
Select: Edit Document
Select: Document
Select: Delete Page
Select: start
Select: Delete
Reset copier to copy

Delete a Public User Box
From the copier:
Select: Utility/Counter
Select: One Touch\User Box Registration
Select: Create User Box
Select: User Box
Select: Delete