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User Boxes

WHAT ARE “USER BOXES”

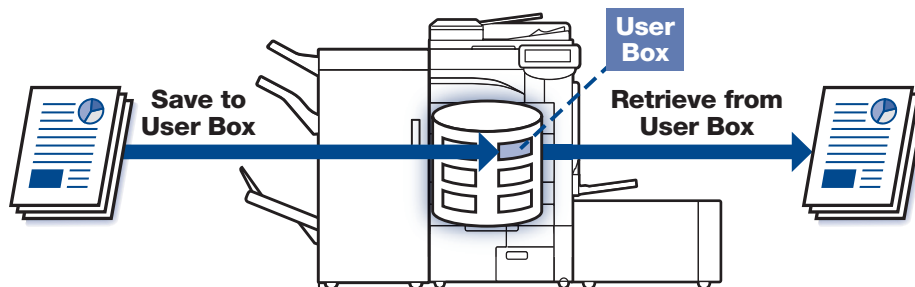
Konica Minolta bizhub OP systems have the ability to scan to User Boxes. This feature is only available when the system Hard Disk Drive (HDD) is installed. Clients can scan images to a User Box from either the “Copier” screen or the “Scan” screen of the MFP. Documents scanned to a User Box are held for pre-determined amounts of time.

After an image is scanned to a User Box, the client can:

- Retain the scan in that box.
- Retrieve it either at the MFP or from a network PC.
- Rename the document.
- Reroute the document.
- Copy or move the document to another User Box.
- “Back-up” the contents of the User Box or delete the images.

All functions except placing documents in a User Box are password protected.

UNDERSTANDING THE “INS AND OUTS” OF USER BOXES



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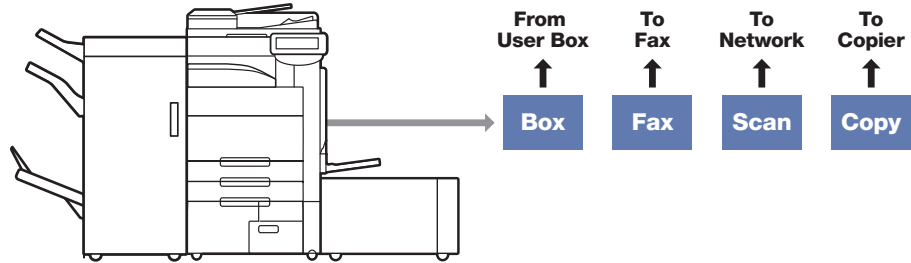
User Box Functions

Overview of the Box Functions

The Box functions allow document data to be saved on the machine's internal hard disk and later printed. Documents that can be saved are data scanned for copying, received faxes, and saved scan data. To save data to a box, create the box, and then save the data to the specified box. The saved data can be printed, sent by Email, forwarded to an FTP site, or sent to a computer. (If the Box functions are used, documents can easily be scanned repeatedly and the data can be saved on separate computers.)

USER BOX OVERVIEW

There are four hard keys on the upper right hand portion of the MFP's control panel – **Copy**, **Fax**, **Scan**, and **Box**. Each hard key accesses different functions.



From right to left: **Copy** accesses the main copier screen; **Scan** accesses scanning functions (Email, FTP, SMB, Save in User Box and WebDAV); **Fax** accesses FAX functions; and **Box** accesses User Box functions **except** scanning to a User Box.

The **Fax** hard key is not part of this discussion. The other hard keys, **Copy**, **Scan**, and **Box** all relate to User Boxes.

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Types of Boxes

Various types of boxes are available for different uses. With this machine, 1,000 boxes can be created. The boxes can be given any number between 1 and 999,999,999.

Public/personal user boxes

Two box types can be specified: "Public" and "Personal." Public user boxes can be used by all users. Access to the box can be controlled by specifying a password for the box. Personal user boxes can be used by certain individuals. If user authentication settings have been applied, the box can only be accessed by users that have logged on.

System user boxes

These are boxes that were already set up when the machine was purchased. There are four types of system user boxes.

Box Name	Description
Bulletin Board User	Box Documents can be saved in this box, which can be used like a bulletin board. Up to 10 additional boxes can be created within the bulletin board user box.
Polling TX User Box	Data can be registered in this box for polling transmissions.
Memory RX User Box	Data can be saved in this box when a forced memory fax reception was specified. When a fax that you do not wish to print out is received, it can be saved and printed when desired.
Secured Document Box	Confidential documents can be saved in this box. A password must be entered in order to access the document. Up to 200 documents can be saved.

For the purpose of this Job Shop our focus will be PageScope Box Operator and how it relates to the use of the Box Function.

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Public User Box and Personal User Box

Public User Box	Anybody can SAVE jobs in the Public User Box, but only the Owner can RETRIEVE and OPERATE jobs that are in the User Box by entering the Password.
Personal User Box	Only the Owner can SEE the User Box, as well as SAVE, RETRIEVE, and OPERATE jobs that are in the User Box. Once the owner accesses the panel through authentication (ID and PW), then you do NOT require password to SAVE, RETRIEVE, and OPERATE jobs. However, if the Administrator for some reason cancels the User Authentication, then all Personal User Boxes will be changed to Public User Box. Since there is no password set for that Box, everybody will have access to that Box, until a password is registered.

Jobs that can be operated

Jobs that can be printed	Copy Jobs, Print Jobs, Fax Jobs
Jobs that can be Combined	Copy Jobs, Print Jobs
Jobs that can be Routed (forwarded electronically i.e. Email/SMB)	Scan Jobs, Fax Jobs
Jobs that can be sent by Fax	Fax Jobs (forwarded to a fax number)

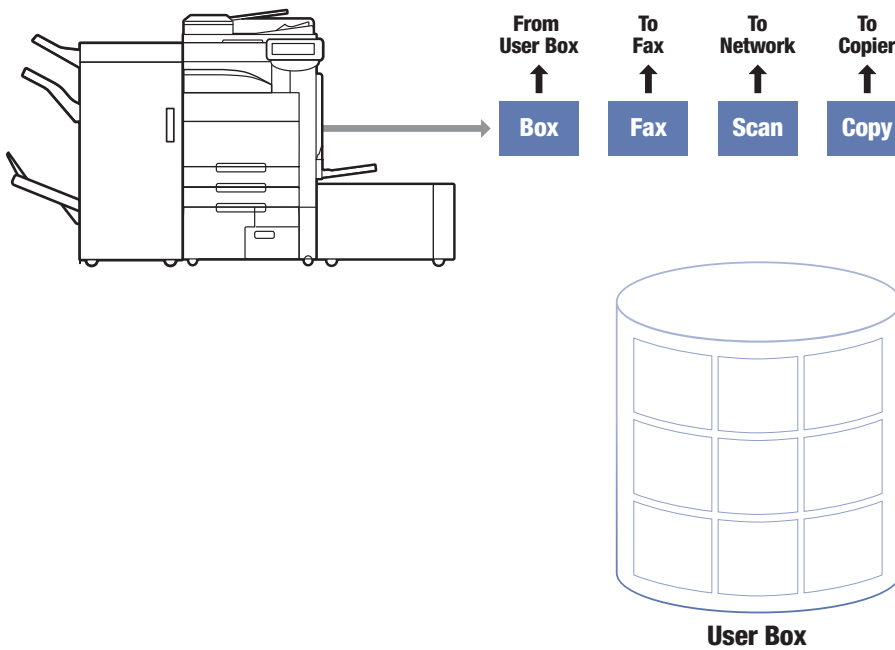
Job Type	Print	Combine	Remote	Fax TX
Copy Jobs	●	●	NA	NA
Print Jobs	●	●	NA	NA
Scan Jobs	NA	NA	●	NA
Fax Jobs	●	NA	●	●

“Route” is only for routing through the network. Therefore, it means that you cannot send via Fax. In order to send via Fax, you must select Fax TX tab. However, you can select a One-Touch with Fax number registered as the destination for “Remote” and you can also select a One-Touch with Email Address for destination for “Fax TX.” However, if you select them, the transmission will be errored out. Therefore, in order to transfer the job electronically, you must go to the “Remote” tab and select the appropriate destination, and if you want to forward the job via fax, you must go to the Fax TX tab and select the appropriate destination.

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Creating a User Box

Before one can employ the functions of a User Box, a User Box must be created. This can be accomplished one of three ways: at the user interface (UI), or touch screen of the MFP; at a PC on the network through PageScope “Web Connection;” or at a PC on the network by using the “Create a Box” feature of PageScope **Box Operator**.

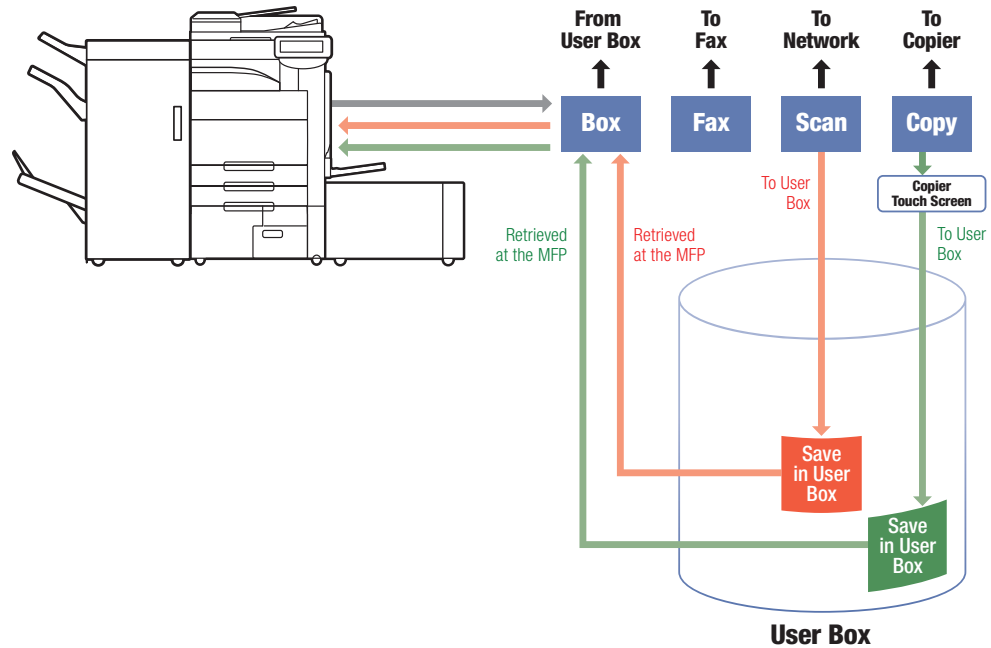


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Scanning to a User Box

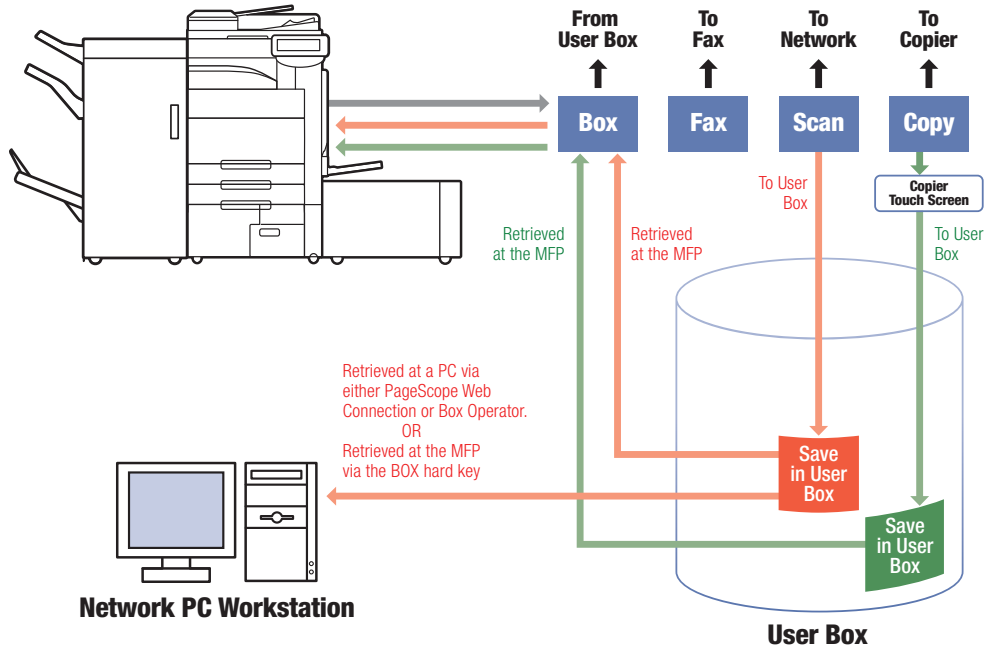
From the MFP touch screen, an image can be placed in a User Box either through the **Copy** or **Scan** hard keys by locating and touching the “Save in User Box” GUI (these functions will be addressed in the Job Shops below).

Documents scanned into a User Box on a bizhub MFP from either the SCAN or COPY hard keys can be retrieved at the MFP via the BOX hard key.



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In addition, documents scanned to the User Box from the SCAN hard key screen can be downloaded to a PC on the network using either PageScope Web Connection.

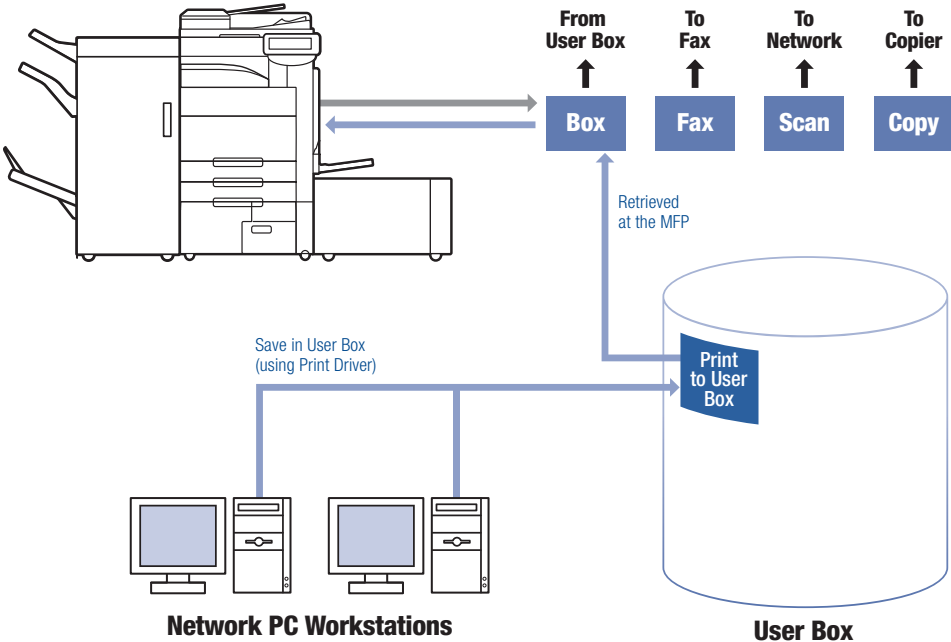


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“Printing” to a User Box

Now let us suppose we want to place a document on our PC in a User Box (an edited version of a form, for example). Through the Emperon print system (PCL or PostScript) that document can be saved in a User Box (File > Print > Properties > Output Method > **Save in User Box**).

Documents saved to a User Box from a PC are retrieved at the MFP via the BOX hard key.



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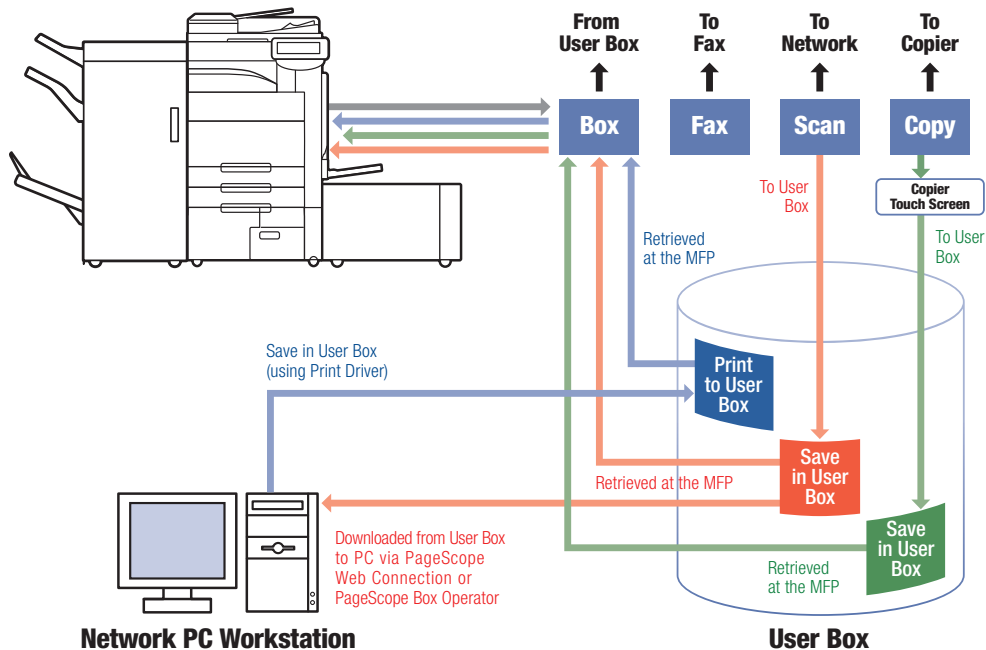
Documents in a User Box

AT THE MFP

Documents in a User Box can be accessed at the MFP by touching the **Box** hard key, opening the desired User Box and highlighting the document. That document can then be deleted, renamed, printed, copied or moved to another User Box, or routed to a destination outside the MFP (to an Email address for example).

Finishing functions can be applied to the document at this time to produce the desired output format.

It is important to understand that scans made through either the Copy or Scan “Save in User Box” paths can be retrieved at the MFP. Documents “printed” to a User Box can also be retrieved at the copier through the **Box** hard key.



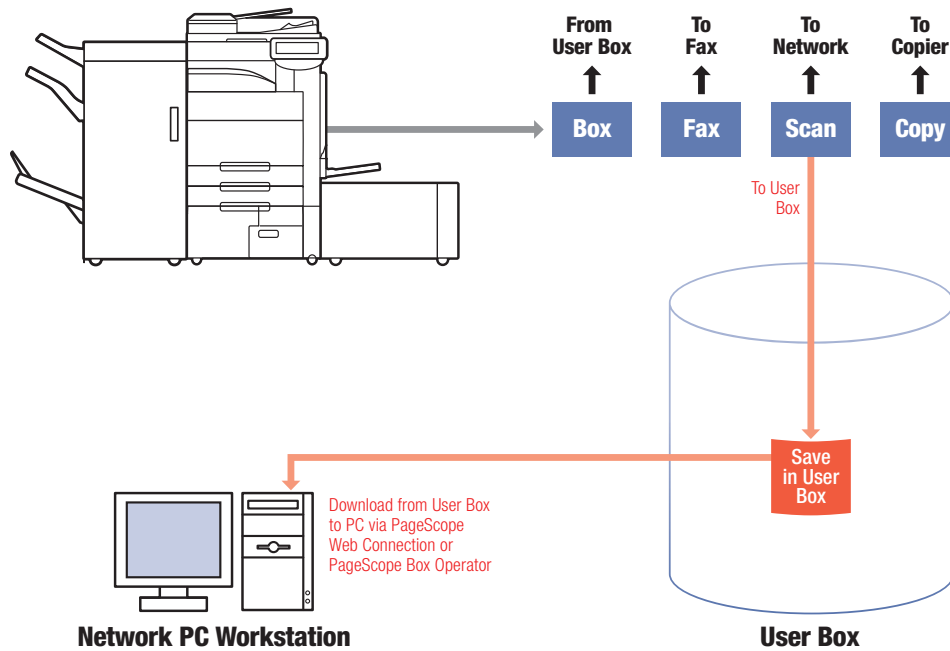
User Box functions offer a valuable solution for the management of regularly used forms and “applications” (loan applications, for example) any other regularly re-printed documents.

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Medical offices, insurance companies, mortgage brokers, financial institutions, schools, car dealerships (selling floor), and business solutions sales organizations (like your company) are among the primary prospects for this User Box solution.

FROM THE NETWORK

Documents in a MFP's User Box can be retrieved from any PC on the network that can access that MFP. Only those documents scanned to the User Box via the **Scan** hard key can be downloaded.



User Boxes are accessed through PageScope Web Connection (PSWC) by clicking on the “User Box” tab, accessing the desired User Box by inputting its number and password, choosing a document, and following the screen directions for downloading.

Pagescope Box Operator displays the documents in a User Box in thumbnail format. Documents are downloaded to a PC by dragging and dropping to the PC's desktop.

It is important to note that documents downloaded from a User Box through PSWC are not moved from the box but are copied to their new location.

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ADVANCED USER BOX FUNCTIONS

Documents may be moved or copied from a User Box to another User Box. One can route documents from a User Box to Email, FAX, FTP, or SMB. In performing these functions pre-programmed destinations (Program, Group, and Address Book) can be used.

Documents in a User Box can be combined with certain other documents in that same User Box depending upon file type (a Fax document cannot be combined with a scanned PDF document or one saved in the User Box from the print driver, for example).

These functions can be employed by first entering a User Box and choosing a document. The choices to Combine, Route and Fax TX are located on tabs at the top of the screen. Delete, Edit Name, Move/Copy Print, and Proof Print are located in a dialog box to the right of the main screen. Please note that the default screen is Print. The Print tab at the top of the screen will be highlighted upon entering the Box screen.

If additional advanced User Box functions are required, the MFP can be upgraded to the LK-101 v2 i-Option. The LK-101 v2 provides Image Panel functions in addition to web browser access and Scan-to-SharePoint functionality. With Image Panel, you are able to combine documents scanned from the MFP and user box files and easily route to the desired destination(s).

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Creating a User Box at the MFP

In the exercise above User Boxes were created using PageScope “Web Connection.”
For this exercise a User Box will be programmed through the touch screen of the MFP

1. Touch the **Utility/Counter** hard key.
2. Touch **One-Touch Registration**.
3. Touch **Create User Box**.
4. Touch **Public/Personal User Box**.
5. Touch **New** (lower left-hand section of the screen).
6. Touch **User Box No.**
7. Leave the number assigned by the **MFP User Box**.
8. Touch **User Box Name**.
9. Enter a name for the User Box (use the first 6 letters of your last name).
10. Touch **OK**.
11. Touch **Password**.
12. Enter a password (use lowercase “x”).
13. Touch **Password Confirmation** and re-enter your **Password**.
14. Touch **OK**.
15. Touch **Index**.
16. If not assigned, touch the index which represents the first letter of the **User Box Name**.
Do not touch **etc**.
17. Touch **OK** twice.
18. Touch **Close** four times to return to the main screen.
19. Touch the **User Box** hard key to confirm the creation of this User Box
(scroll up or down the display using the arrows to the right, if necessary).

Creating a One-Touch Key for the User Box

1. Touch the **Utility/Counter** hard key.
2. Touch **One-Touch Registration**.
3. Touch **Create One-Touch Destination**.
4. Touch **Address Book** (Public).
5. Touch **User Box**.
6. Touch **New**.
7. Touch **Name**.
8. Enter same name you assigned to User Box (this is for simplicity sake; One-Touch name can be different).
9. Touch **OK**.
10. Touch **User Box**.
11. Select **User Box** created in previous job shop.
12. Touch **OK**.
13. Touch **Index**.
14. Touch the index that represents the first letter of the **User Box Name**.
15. Touch **OK** twice.
16. Touch **Close** five times to return to main screen.

Scanning to a User Box

Scanning to User Boxes saves documents for storage, retrieval, printing, and routing purposes. This allows the customer to: reduce paper flow while managing document distribution.

Scanning to a User Box Using the Fax/Scan Hard Key (Retrieval at a PC on the network)

1. Press the **Fax/Scan** hard key.
2. Touch the **Direct Input** tab.
3. Touch the **User Box** button.
4. Touch **User Box**.
5. Select the **User Box** created in the “Creating a User Box at the MFP” exercise.
6. Touch **OK**.
7. Touch **File Name**.
8. Touch the **Clear** hard key (round key with a red “C” below the number pad).
9. Name the document (use “scan”).
10. Touch **OK** twice.
11. Touch **Scan Settings**.
12. Touch **File Type**.
13. Touch **PDF**.
Note: The screen to the right offers settings for either “Single Page” (for one page documents) or “Multi Page” (for documents of two or more pages).
14. Touch **OK** twice.
15. Press the **Start** key to initiate the scan.
16. Press **User Box** hard key.
17. Highlight the **User Box** you scanned the document in.
18. After viewing your scanned document, press **Cancel**.
19. Press the **Copy** hard key to return to the main menu.

Scanning to a User Box Using the Copy Key

(Retrieval at the MFP)

1. Press the **Copy** hard key.
2. Press **Application** tab.
3. Touch **Save in User Box** (if applicable).
4. Touch **User Box**.
5. Select the **User Box** created in the “Creating a User Box at the MFP” exercise.
6. Touch **OK**.
7. Touch **Document Name**.
8. Touch the **Clear** hard key.
9. Name the document (use “copy”).
Note that the field on the right allows printing copies of the document at the same time it is scanned.
10. Touch **OK**.
Note: There is no choice for “Scan Settings.”
11. Select **Yes** to save and print file.
12. Press the **Start** key to scan (and copy, if applied).

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PageScope Box Operator

PageScope Box Operator is software that allows you to access scanned documents, in your box, from a computer on the network. These files may then be managed, such as downloading, deleting or renaming them as if they were on your computer.

In order to use PageScope Box Operator you must have the following software installed on your computer.

- Adobe Reader or Adobe Acrobat.
- Other software required for managing and editing images.

Operation

We must first create a Box at the MFP in order to access a Box account. We can create this from either the control panel of the machine or through **PageScope Web Connection**.

For this Job Shop we will create it through **PageScope Web Connection**.

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Creating a User Box from PageScope Web Connection

Description

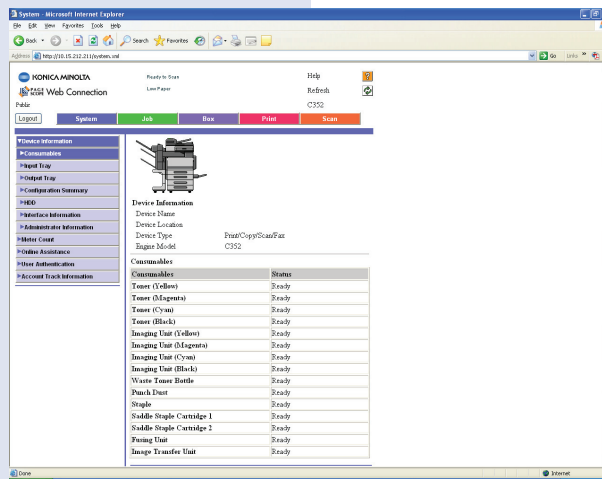
Launch Internet Explorer.

Action

Start – Internet Explorer or Double click **Internet Explorer** icon on the desktop.

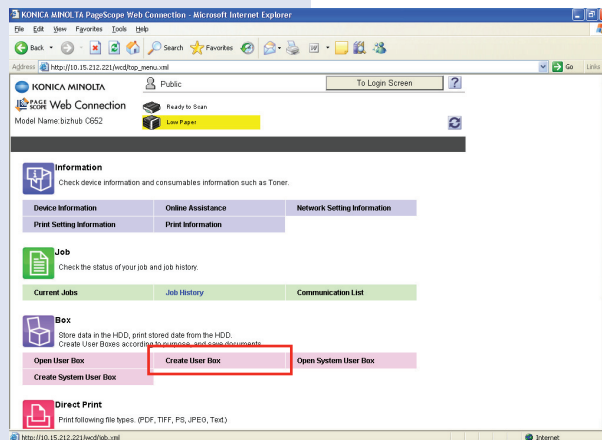
Access the MFP.

Enter the IP Address of the MFP on your Web Browser.



Create a user box.

Click **Create User Box in the Box Section**.



Select **User Box by User Box Number** or **User Box Name** (click on appropriate radio button for **User Box Number** entry or click on **User Box Name** and enter name).

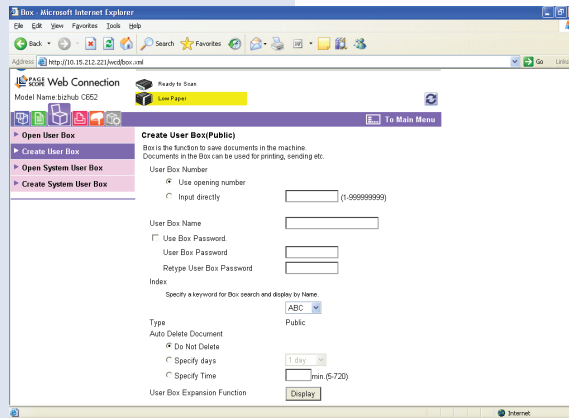
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Description

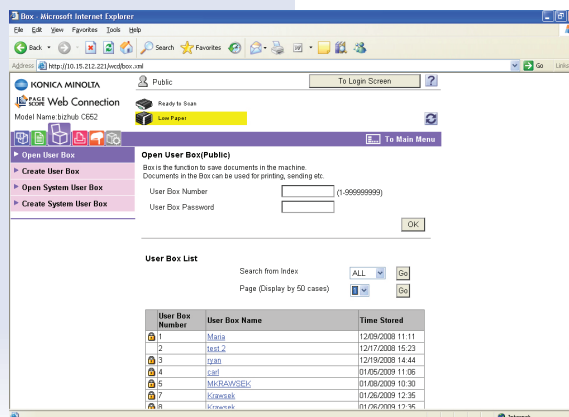
Creating a user box.

Action

Enter a **User Box** number (Input range: 1 to 999999999) You can use the default selection "Use Opening Number."
Enter a **Box Name** in the **User Box Field** (Up to 24 characters, can be Alpha numeric).
Click on **User Box Password**.
Enter a password in **User Box Password** in the **User Box Field** (Can be Alpha numeric).
Re-enter **Password** in **Retype User Box Password**.



Select **Index** (Placing the created Box, under the corresponding letter, makes searching for the Box name easier to find from the Control Panel of the MFP by selecting the **Search By Name** feature of the Box function.)
Select the first letter of the **User Box Name** your entered.
Select **Do Not Delete** from **Auto Delete Document** section.



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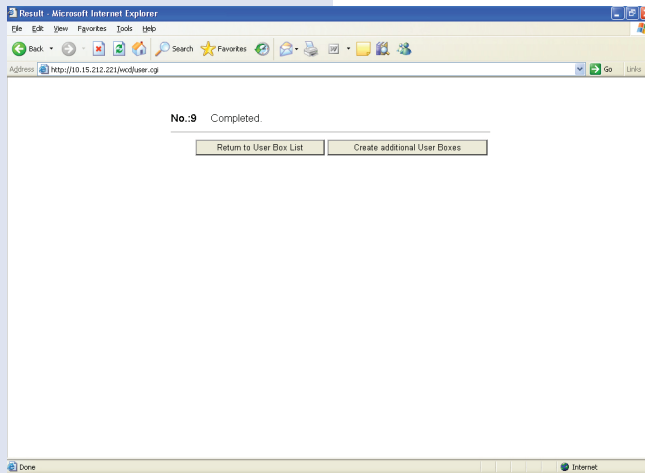
Description

Completion of User Box.

Action

Select **OK**.

Once you return to the Web Connection page you can close it out.



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Registering a Device on PageScope Box Operator

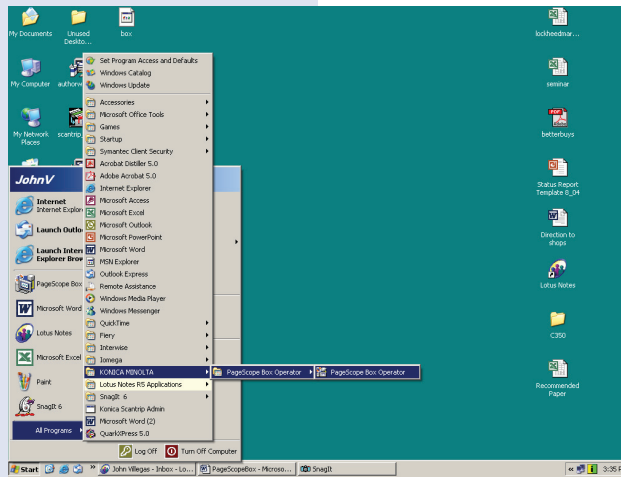
RUNNING APPLICATION

Description

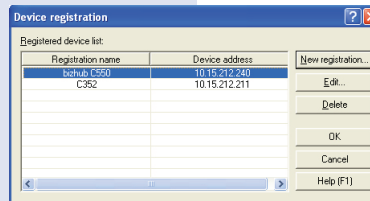
Running Pagescope Box Operator application

Action

Launch the PageScope Box Operator application.
(You can also use the automatically created short cut on your desktop).



Click **Box Operator** from top menu bar.
Click **Register Device**.
Device registration screen will pop-up.
Click **New Registration**.



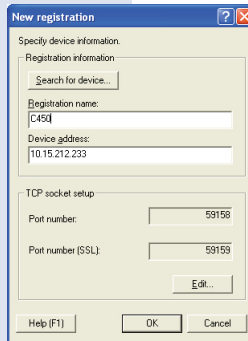
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Description

The new registration dialog box appears.

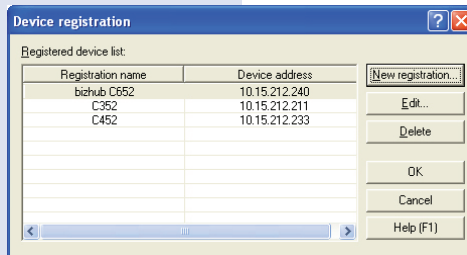
Action

Type in the name and device address of the MFP then click **OK**.



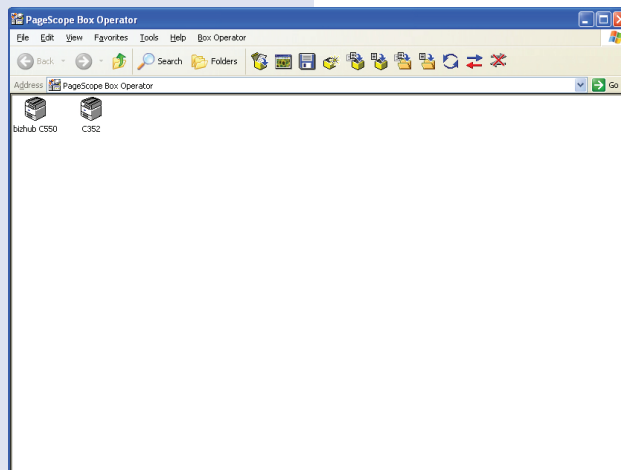
The MFP is registered in the Device registration dialog box.

Select the MFP you just registered, then click **OK**.



Communication with the MFP through Pagescope Box Operator.

Highlight device and connect or use the **Open** icon.



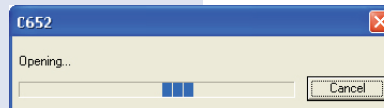
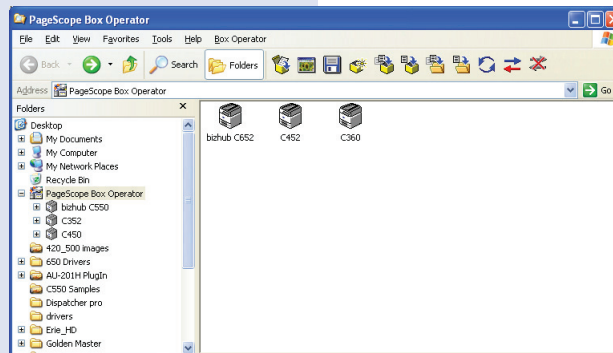
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Description

Connecting to device double click the icon for the MFP.

Action

Click on the **Open** icon (red and blue arrows on the tools bar).



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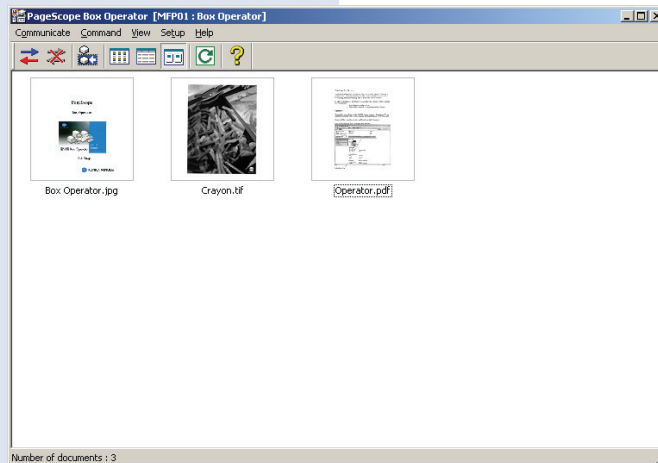
Working in PageScope Box Operator

Description

Accessing your documents through PageScope Box Operator.

Action

The documents stored in your Box will be displayed. If you had selected Document Name at the time of scan you could have changed your document name, or you may do it at any time you are accessing your Box by right clicking on the displayed document and selecting rename.



NOTE: To get to this screen, access device, double click on desired User Box and from the View Menu, select "Thumbnails."

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View the Status of the Connection

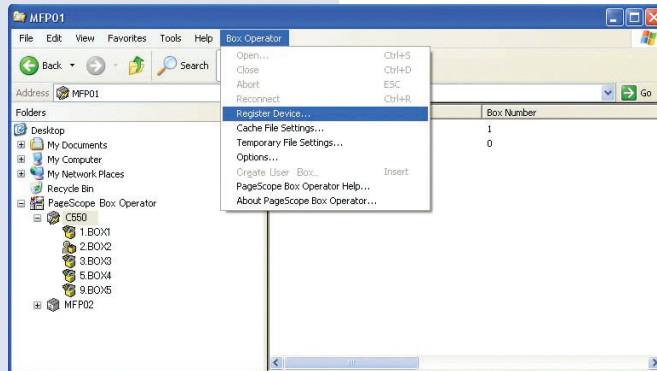
Description

To view the status of the connection.

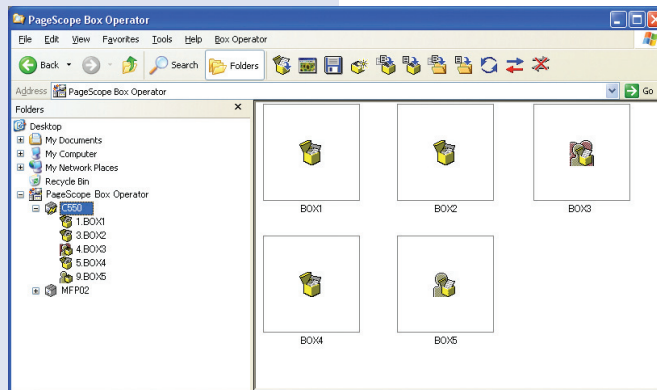
Action

On the **Box Operator** menu, click **Reconnect**.

NOTE: Information and the status of the connected device can be viewed. If settings have been specified for user authentication to be performed by the external server, authentication may take some time and a connection error may occur. If an error occurs, select this command if data cannot be transferred correctly with the machine.



Check the status of the connection.



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To Connect to a Different Box

Description	Action
To connect to a different box.	Select the icon for a box in the tree pane, and then wait the specified length of time or on the Main Screen (display will vary).

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To Disconnect from a Device

Description	Action
Disconnecting from a device.	You can select one of the following 3 ways: <ul style="list-style-type: none">• Click Close on the Box Operator menu.• Right-click the icon for MFP, and then click Close.• Click Close in the tool bar.

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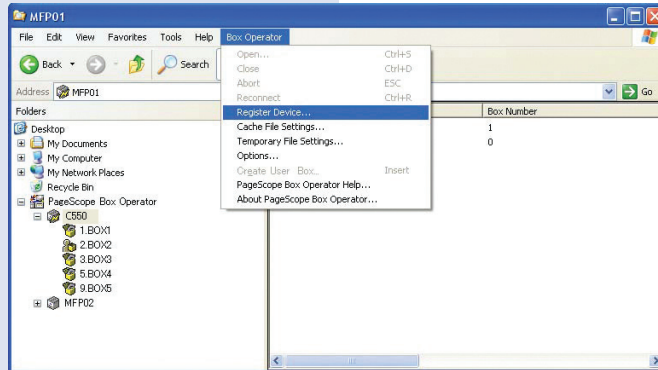
Using PageScope Box Operator

Description

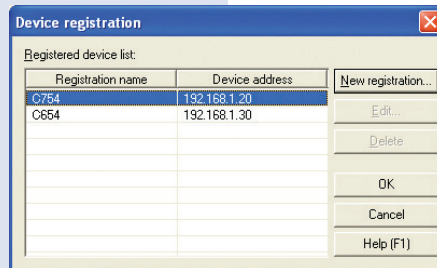
To delete a connection.

Action

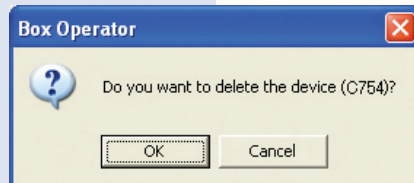
From the Box Operator menu, click **Register Device**.



Device Registration dialog box appears.



Select the device to be deleted and then click **Delete**.
Click **OK**.



The selected information is removed from the "Registered device" list.

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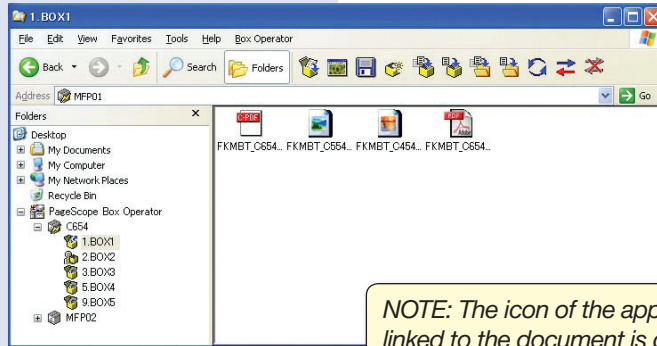
Displaying Documents

Description

Displaying Document Icons.

Action

On the **View** menu, click [Icons], or right-click in the list pane, and then click **Icons**.



NOTE: The icon of the application linked to the document is displayed. The saved data can be displayed as icons, a list, a detailed list, tiles or thumbnails.

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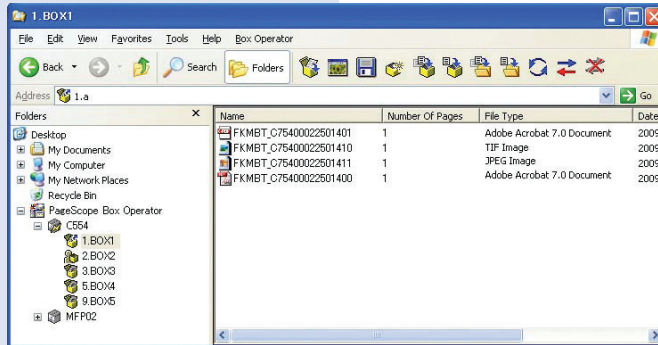
Displaying the Document Details

Description

Displaying document details.

Action

On the **View** menu, click **Details**, or right-click in the list pane, and then click **Details**.



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Displaying the Document Thumbnails

Description

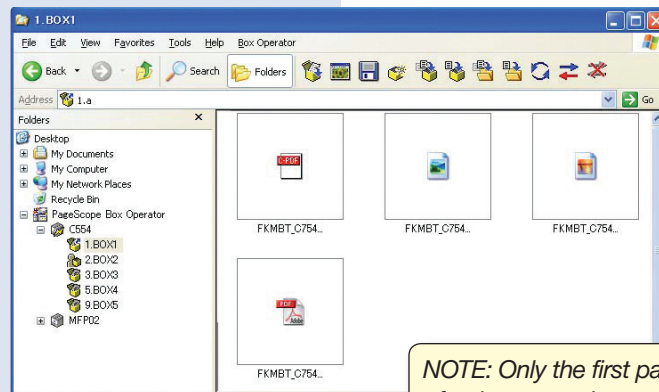
Displaying document thumbnails.

Action

On the **View** menu, click [Thumbnails], or right-click in the list pane, and then click **Thumbnails**.

Adjusting thumbnail size.

Select a size on the **Thumbnail Size** submenu of the **View** menu.



NOTE: Only the first page of a document that consists of multiple pages is displayed.

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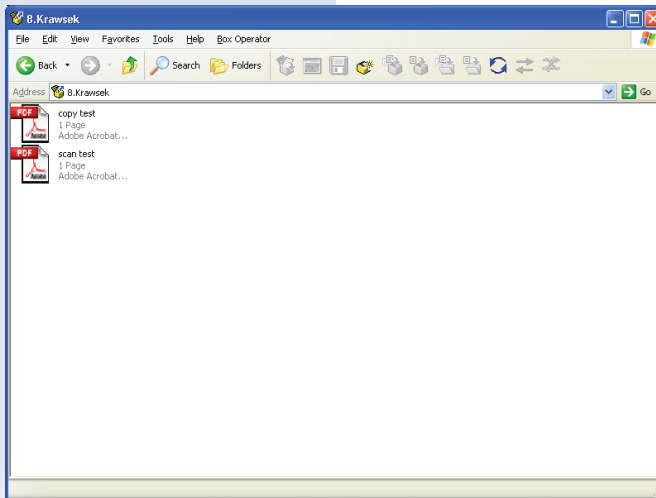
Checking Information

Description

Checking data.

Action

The name of the document and the date and time that the data was saved can be checked when you select **Details** from the View menu.



Show Document Information (when **Details** is selected from View Menu)

File Name	Shows the name of the file.
Number of pages	Shows the number of pages.
File Type	Shows the data format on the file.
Date Registered	Shows the date and time that the data was stored in the box.

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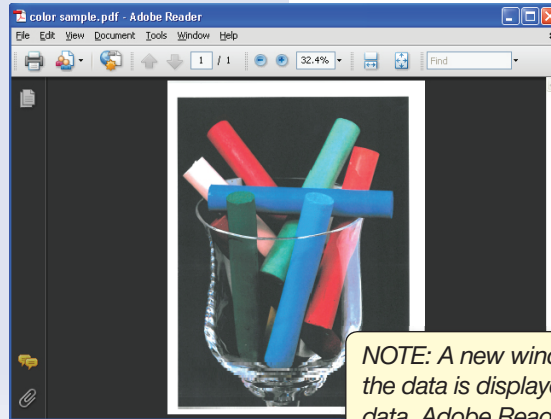
Displaying Documents in a Separate Window

Description

Displaying in a separate window.

Action

To display a document, select it, then on **File** menu, click **Open** with Box Operator view.



NOTE: A new window is opened, and the data is displayed in it. With PDF data, Adobe Reader starts. Documents in the PDF format or the Compact PDF format cannot be opened in the Box Operator view.

Menu	Command	Description
File	Save As	Saves the displayed data to the specified folder on the computer.
	Print Setup	Sets up the layout of the page.
	Print	Prints the displayed data. For details, refer to "To print a document" on page 35.
	Exit	Closes the window that is displayed.
Edit	Copy File to Clipboard	Copies the displayed data to clipboard.
	Find	Finds text specified.
	Search	Searches for all occurrences of text or text sorting entered.
View	Toolbar	Displays or hides the toolbar.
	Menu Bar	Displays or hides the menu bar.
	Zoom Ratios	Select the display size.
Go To	First Page	Available when a document containing multiple pages is displayed.
	Prev Page	Select the document page to be displayed.
	Next Page	
	Last Page	
	Rotate View	Rotates the documents.

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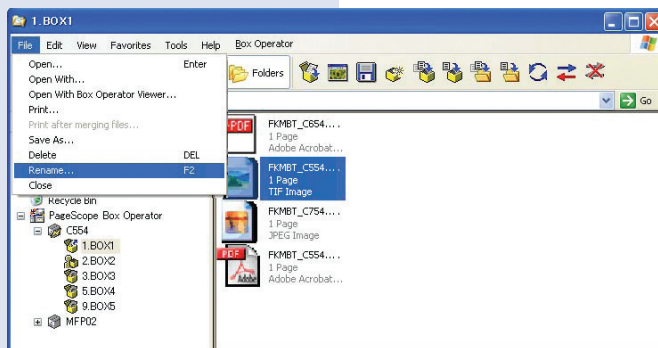
Managing Documents

Description

To change document name.

Action

Select the icon for the document, and then click **Rename** on the **File** menu or right-click the icon for the document, and then click **Rename**.
Type in the new name, and then click **OK**.



NOTE: Image data, for example, a JPEG or TIFF file, can be opened in a different application. To open a document in a specific application, start the application to be used for displaying the data (click **Open** or drag the document into the window of the application that you wish to open it in.)

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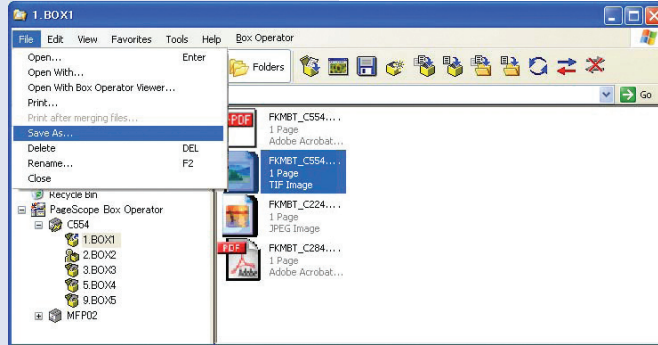
Using PageScope Box Operator

Description

Saving a document on the computer.

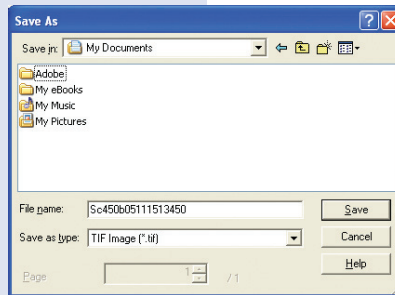
Action

Select the icon for the document and then click **Save As** on the **File** menu.



Saving a document on your computer with a different name.

Select the icon for the document to be saved. On the **File** menu, click **Save As**. Select the drive and folder where the data is to be saved, and then type in the new name if the file is to be renamed. Click **Save**.



NOTE: You can select a different file type if necessary for the application.

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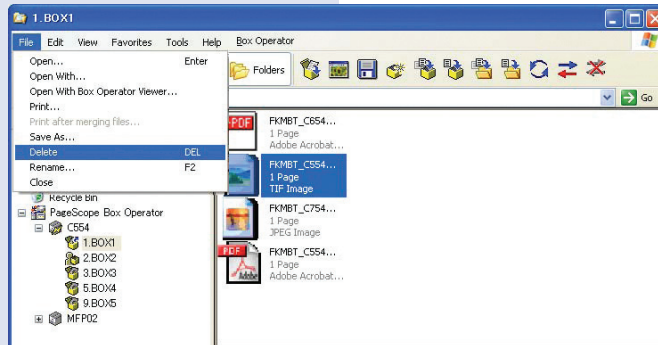
To Delete a Document

Description

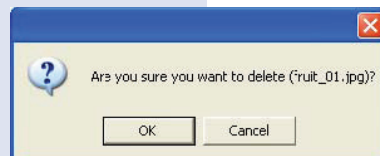
Deleting a document.

Action

Select the icon for the document to be deleted.
On the **File** menu, click **Delete**.



Click **OK**.



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To Print a Document

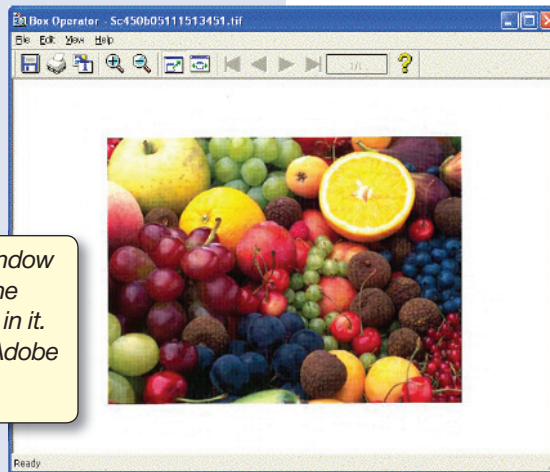
Description

Printing displayed data.

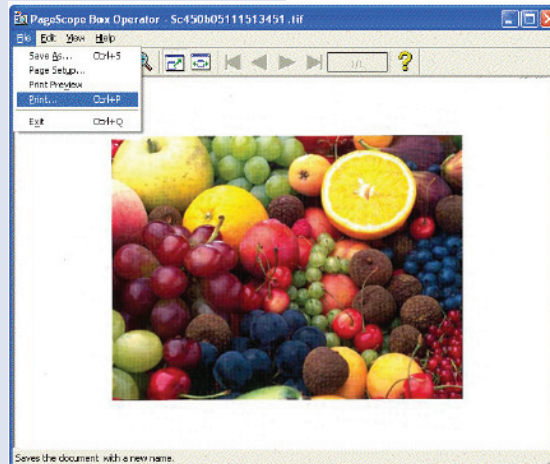
Action

Open the document to be printed (double click on file name or highlight file name and select **File Open**).

NOTE: A new window is opened, and the data is displayed in it. With PDF data, Adobe Reader starts.



On the **File** menu, click [Print].



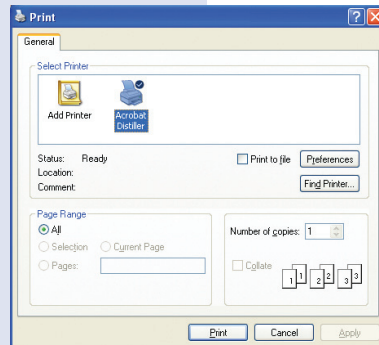
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Description

Printing displayed data.

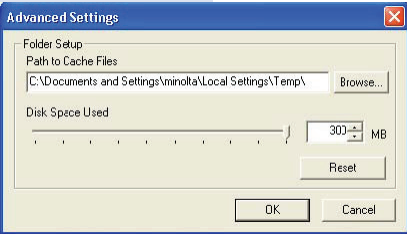
Action

Specify the printer, the number of copies to be printed, and then click **OK**.



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Other Operations

Description	Action
<p>Specifying Cache File Settings.</p>	<p>Select the path to Cache Files, then select OK.</p> <p>NOTE: In order to display thumbnails, downloaded images are temporarily saved on the computer. These are called cache files. Settings can be specified to manage these cache files. If a cache file is saved, the thumbnail can quickly be displayed the next time that the data is selected.</p> <p>When PageScope Box Operator is started up, cache files are automatically deleted if they have a modification date older than five days. The cache file settings cannot be specified while the MFP is connected. In order to specify the settings, disconnect from the MFP.</p>
	
<p>The following settings can be specified</p>	
<p>Enable cache function.</p>	<p>Specify whether or not thumbnail images are saved as cache files. To select the cache files, select the check box.</p>
<p>Also use cache with the next startup.</p>	<p>Specify whether or not cache files are reused the next time that the utility starts. To reuse the cache files, select the check box.</p>
<p>Delete cache files.</p>	<p>To delete all cache files that are currently saved, click [delete].</p>

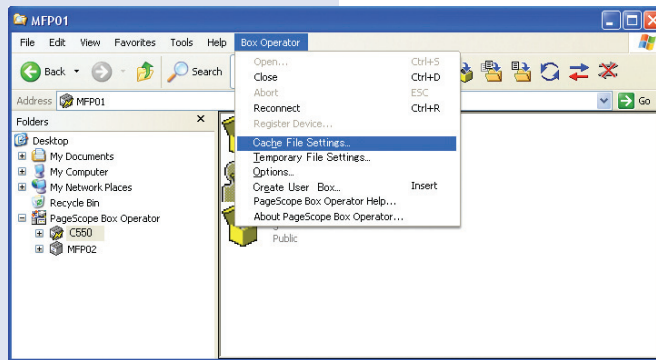
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Description

Specifying settings for cache files.

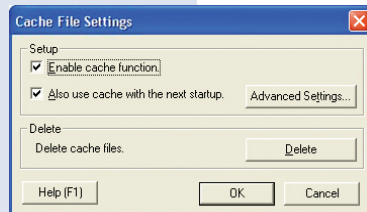
Action

On the **Box Operator** menu, click **Cache File Settings** (must be on screen that lists the registered devices, however communication cannot be enabled with any of registered devices).



Click **OK**

To specify more advanced settings for saving the cache files, click **Advanced Settings**.



Item	Description
Path to Cache Files	Specify the folder where the cache files are saved. To change the folder, click Browse , and then select the folder.
Disk Space Used	Specify the amount of space on the disk where the cache files are saved. Either drag the slider or type in a value. When the cache files exceed the specified value, they are automatically deleted.
Reset	Click to return all settings to those immediately after the utility was installed.

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To Specify Settings for Temporary Files

Description

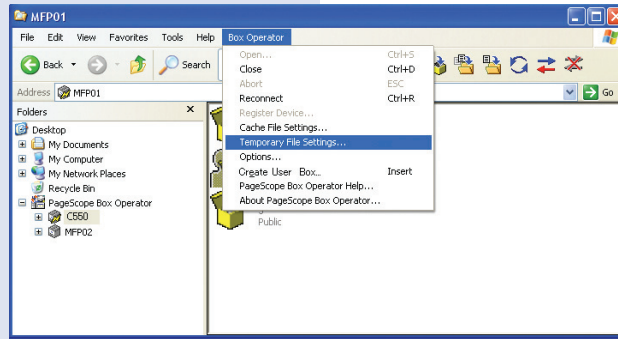
Displaying data.

Action

On the **Box Operator** menu, click **Temporary File Settings** (must be on screen that lists the registered devices, however communication cannot be enabled with any of registered devices).

NOTE: In order to display data, document images are temporarily saved on the computer. These are called temporary files. Settings can be specified to manage these temporary files.

If a temporary file is saved, the document image can quickly be displayed the next time that the data is displayed.



You have 3 selections available:

1. Always delete
2. Delete after confirming
3. Do not delete

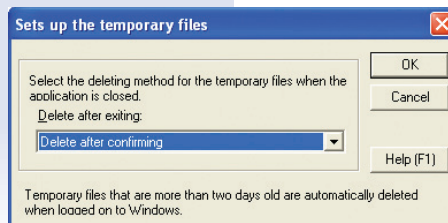
Deleting temporary files.

Make your selection and click **OK**.

NOTE: When Windows starts, temporary files are deleted if they have a modification date older than 48 hours.

The temporary file settings cannot be specified while the MFP is connected.

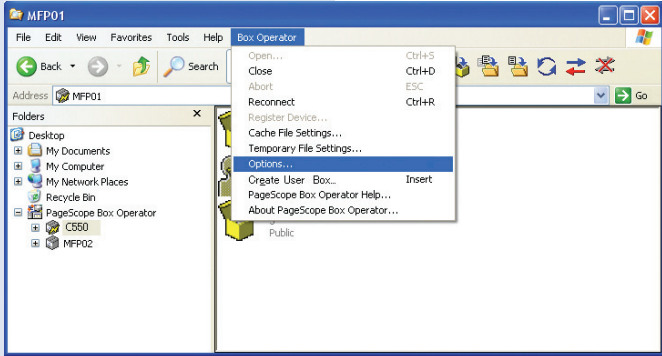
In order to specify the settings, disconnect from the MFP.



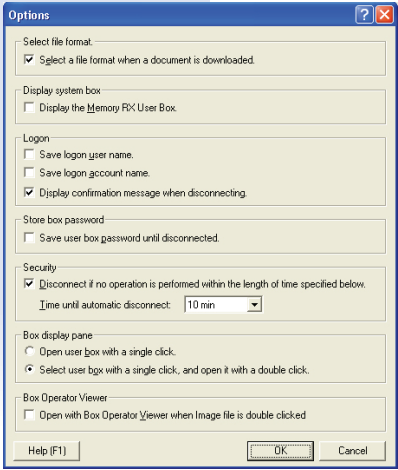
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To Specify the Settings

Description	Action
Settings for other operations can be specified.	On the Box Operator menu, click Options (must be on screen that lists the registered devices, however communication cannot be enabled with any of registered devices).



Specify the desired settings.	Click OK .
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Item	Description
Select file format	Selects a file format when a document is downloaded.
Save user box password until disconnect	Specifies whether the box password is saved until the connection to the MFP is cut.
Time until automatic disconnect	Specifies the length of time until transmission is automatically disconnected when no operation is performed for a specified length of time.



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- Energy Star
- RoHS Compliance
- WEEE Compliance
- Eco-conscious Toners
- Production at ISO Certified Factories

⚠ Requirements for safe use.

- Please read and follow the instruction manual to ensure safe operation.
- Only operate using appropriate power supply and voltage.
- Connecting the earth wire to an inappropriate place may cause explosion or electric shock. Please connect accordingly (Taiwan and the Philippines only).