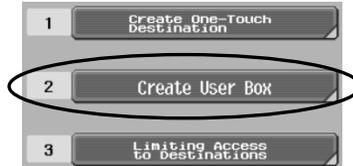# Creating a User Box

1. Press *Utility/Counter* on the control panel

2. Press *One Touch/User Box Registration*

3. Press *Create User Box*

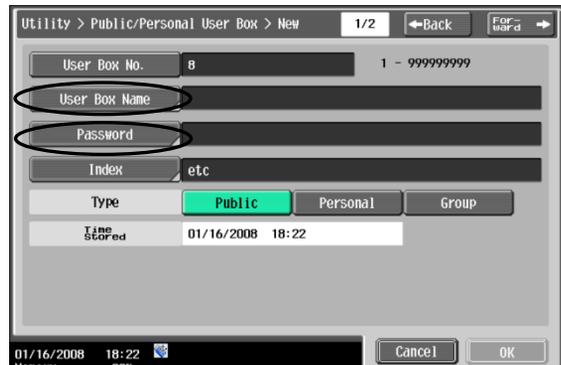4. Press *Public/Personal User Box*

5. Press *NEW*

6. Press *User Box Name*, key in the name
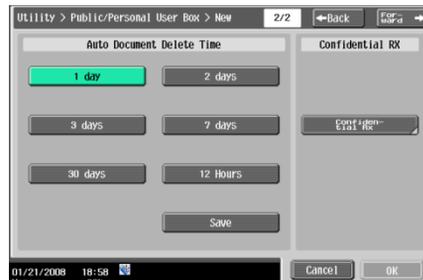   for the box, press *OK*
   *OPTIONAL: press *Password* and key in
   a password for the box, confirm
   password, press *OK*

7. Press *Forward* on the screen

8. Choose an auto-delete time for the box
   (this means that documents that are not
   retrieved and printed from the box, will
   automatically delete after the specified
   period of time)

9. Once all data has been entered for the box, press *OK* to save the data and the
   box is now created *IMPORTANT: Make a note of the User Box No. (for printing)
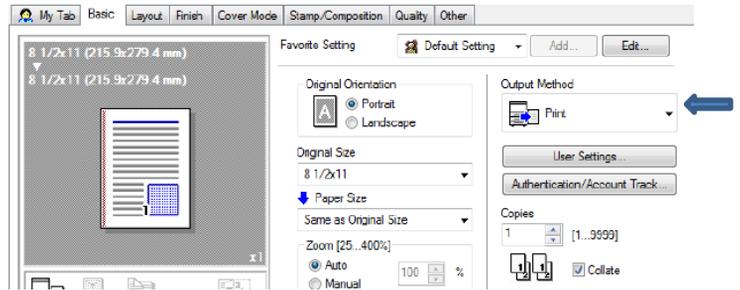
10. Repeat steps 5-9 to create additional user boxes or press *Reset* on the panel to exit
    Utility/Counter mode
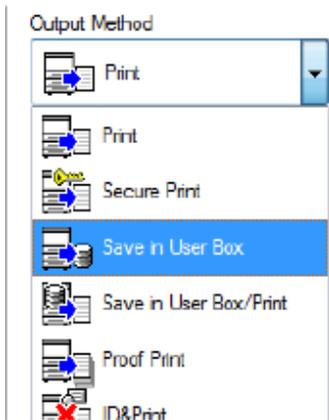
Printing to a User Box

1. At your computer, click *File* then *Print*

2. Choose the Konica device you are printing to

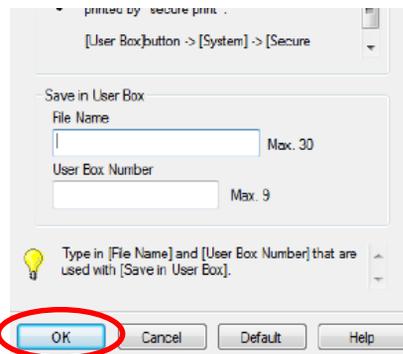3. Click on *Properties* or *Preferences*

4. Click on the *Basic* Tab
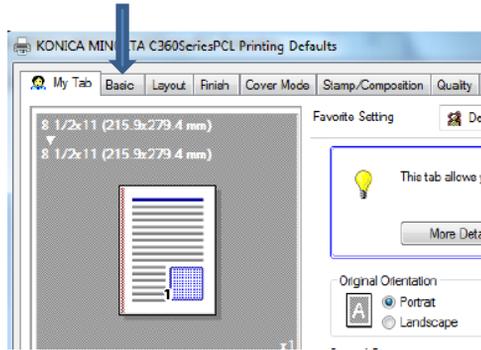
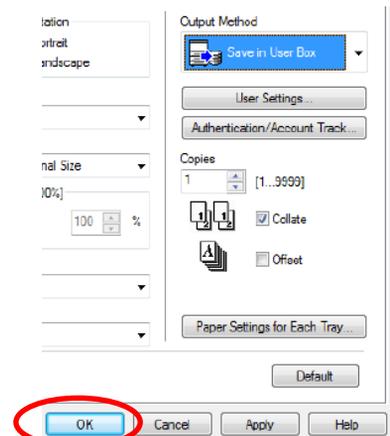5. Click on the ▼ under Output Method

6. Choose *Save in User Box*

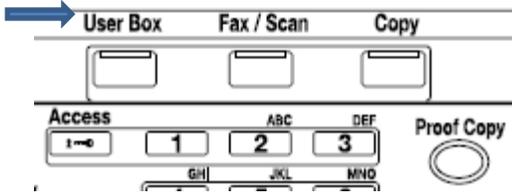7. Enter UM unique name for the file name, then your user box number, click *OK*
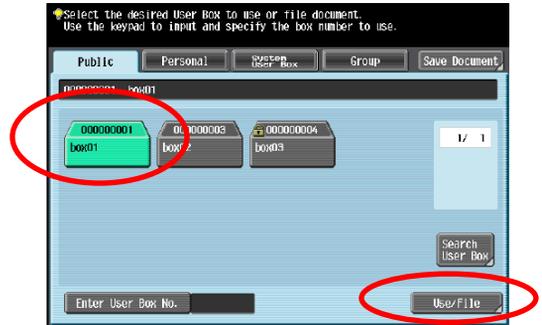
8. Click *OK*

9. Adjust other settings, as desired, then send print job

To Retrieve Documents at the Copier

1. Press the *USER BOX* key on the control panel.

2. Choose the desired user box, press *Use/File*

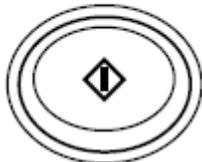3. Enter the user box Password, press *OK*

4. Select the document(s) to be printed, press *Print* *Press *Select All* to print all documents currently in the box, then *Print*
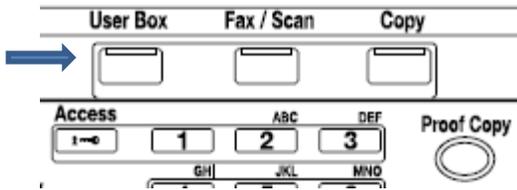
5. Change job settings, if desired

6. Press the **Start** key on the screen, or

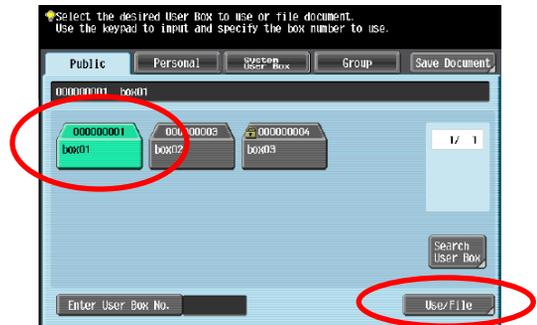   press the **Start** button on the control panel and document(s) will print

To Delete Documents in a User Box

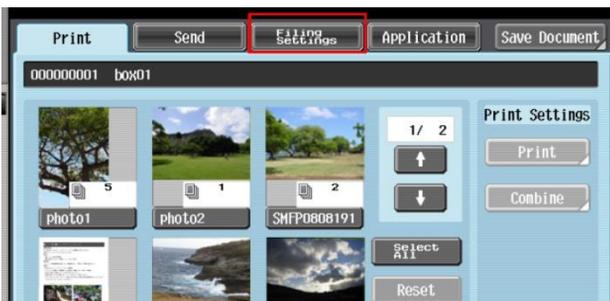1. Press the *USER BOX* key on the control panel
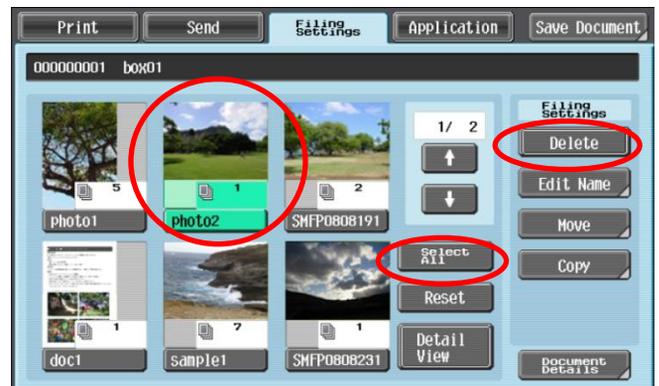

2. Choose the desired user box, press *Use/File*

3. Enter the user box Password, press *OK*

4. Press the *Filing Settings* tab

5. Select the document(s) to be deleted, press *Delete* *Press *Select All* to delete all documents currently in the box, then *Delete*

6. Press *Delete* to confirm that the documents selected will be deleted