

LOFFLER Konica Minolta i-Series User Box Creation and Use User Guide

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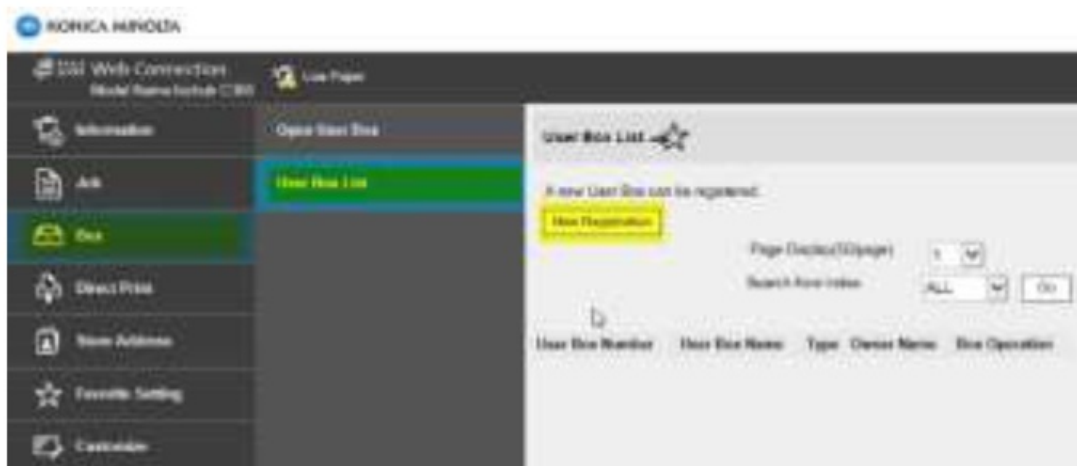
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Konica Minolta i-Series User Box Creation and Use

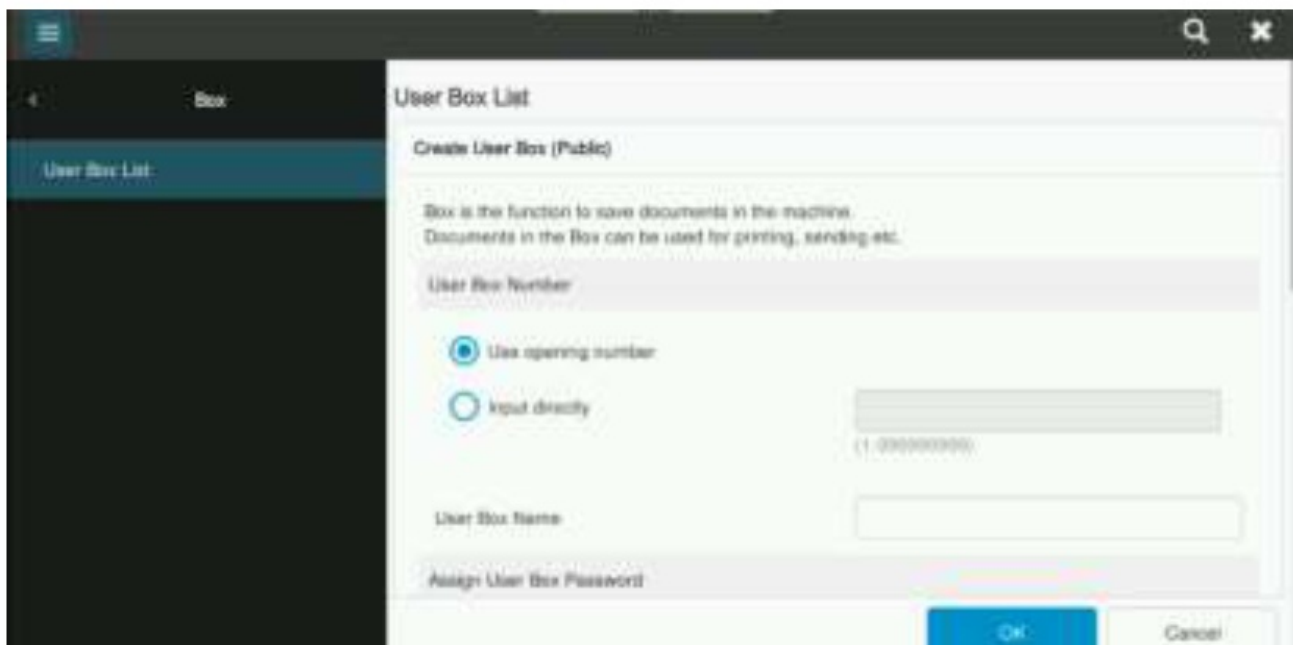
Creating at the Machine:

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 to index 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's remote connection.
2. Select Box on the left column, then select New Registration.
3. Using Opening Number allows the machine to 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 Number of Minutes it will be held (5-720 min).
7. When finished, click OK to save the box.

Save in User Box

File Name
 Max. 30

User Box Number
 Max. 9

User Box Information Display count:5

User Box Nu...	User Box Name	User Box Type
1	test	Public
3	FORM	Public
4	today	Public
5	Carol	Public
6866	Ann	Public

[Obtain Device Information](#)

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 • Mankato: 507.625.8040
 • Rochester: 507.292.8888
 • St Cloud: 320.255.8888
 • Willmar: 320.905.0289
WI – Eau Claire: 715.834.2679
 • Hudson: 715.834.2679
 • La Crosse: 608.782.7587

Documents / Resources

	LOFFLER Konica Minolta i-Series User Box Creation and Use [pdf] User Guide Konica Minolta Copiers and Printers Training, Konica Minolta i-Series, User Box Creation and Use, Konica Minolta i-Series User Box Creation and Use
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