

Scanning to User Box

Copytech's guide to setting up and using Scan to User Box
on Konica Minolta MFDs

Scanning to User Box is the scanning to HDD feature of Konica Minolta MFDs



Time required to setup a User Box : Less than 1 minute

Engineer required: No

Scanning to User Box

Scanning to User Box is basically scanning to the internal HDD of the MFD.

The advantage is that it is a simple way of enabling users to scan documents that they can then print, save to their PC, rename and delete without the need for network credentials. If a user can print to the machine, then they can also Scan to User Box. Setup is simple and takes only a few minutes

Setting up Scanning to User Box.

Create a User Box

Log into **PageScope Web Connection** via the IP Address of the machine.

Choose the "**Box**" menu, then select "**Create User Box**"

The **Create User Box (Public)** screen will open

Fill in the fields as follows:

User Box Number- leave setting as "**Use opening number**"

User Box Name- enter a name for the Box

If you want to password protect the user box, tick **Use Box password** and then enter a password (twice)

Under **Index** choose the relevant Box search for the User Box Name (Example if user box name is "Test", choose "TUV")

Choose your required setting for **Automatic Deletion of Documents** in the User Box.

Click on **OK**

Optional: Set the User Box just created as a scanning destination

Still within the **PageScope Web Connection**, choose the **Store Address** tab

Click on **New Registration**, then choose **User Box**, **OK**

The **Address Book (User) Box** screen will open

Fill in the fields as follows:

No.- leave setting as "**Use opening number**"

Name- enter the User Box name

Under **Index** choose the relevant Box search for the User Box Name (Example if user box name is "Test", choose "TUV")

Tick "**Main**" if required (see note below)

In the **Destination Information** section, click on **Search from List**

Choose the User Box you created above

Click on **OK**

The User Box will now be available as a scanning destination in the Address Book on the Scanning screen of the bizhub. If you ticked Main, it will be shown on the first screen when Scanning is selected.

Scanning to the User Box

a. If you did not set the User Box as a scanning destination

Touch **Menu** > **Scan/Fax**

Touch **Direct Input** > **User Box** and call up the list of available User Boxes by touching the blank User Box field or the icon next to it.

Touch the required User Box > then **OK**

Scan your document

b. If you set the User Box as a scanning destination

Touch **Menu** > **Scan/Fax**

Choose the required User Box from the Address Book

Scan your document

Downloading the scanned document to your PC

Log into **PageScope Web Connection** via the IP Address of the machine.

Choose the **Box** tab, then **Open User Box**

Enter the required User Box number or double click on its name

Now exporting will appear, then the available documents will be shown

Tick to choose the document(s) required

Click **Download** (or **Print/ Delete** as required)

The settings will be shown, change if necessary then click **OK**

Now exporting will appear

Click the **Download** button and save to your PC

When finished click **Back**.

Older models

Older bizhub models may need Box Operator software to be installed in order to use scanned documents from the User Box

Install the Box Operator software (to use the scanned documents)

Download the latest version of **Box Operator** for your operating system from

<http://www.konicaminolta.co.uk/business-solutions/support/download-center.html>

You will find it under the "**Application**" heading

Unzip the application and install it on your PC

When you open the application for the first time, Register your bizhub as a device

(Click on **Box Operator** menu> **Register Device**> **New Registration**> **Search for Device**

When your bizhub is found click on **OK**

Using the Box Operator software

Open the **Box Operator** application.

Double click the icon for your bizhub

Double click the icon for your User Box

Documents that you have scanned will be shown as thumbnails

Right click on a document to Print, Move, Rename, Delete etc (or use the icons on the Menu toolbar)



Troubleshooting

Documents do not seem to appear in User Box

A: Documents in the User Box are stored with oldest document first and therefore newer documents may be shown on a second or subsequent page. View contents of other pages by clicking the **Page** dropdown list and then clicking **Go**