

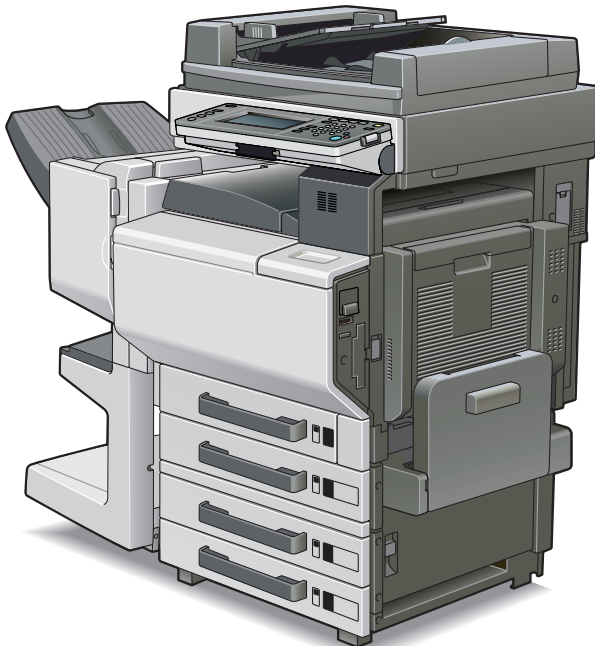


KONICA MINOLTA

The essentials of imaging

bizhub C450

User's Guide [Box Operations]



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2.2 Saving Copies in Boxes

Settings That Can Be Saved and Changed

Within the various functions that can be specified before making copies, there are functions whose settings can be saved and there are functions that cannot be saved but can be set when printing. The functions whose settings can be saved and those that can be changed are listed below.

Function Type	Function	Can Be Saved	Can Be Set When Printing
	Number of copies	×	○
	Paper drawer selection	○	×
	Output tray selection	○	×
Basic screen settings	Color	○	×
	Paper	○	×
	Zoom	○	×
	Simplex/Duplex	○	○
	Fold & Staple	○	○
	Sort/Group	○	○
	Punch	○	○
	Staple	○	○
Combine Originals	Combine Originals	○	×
Quality/Density	Original Type	○	×
	Density	○	×
	Background Removal	○	×
Application	Sheet/Cover/Chapter Insert	○	×
	Edit Color	○	×
	Page Margin	×	○
	Cover Mode	○	○
	Set Numbering	○	○



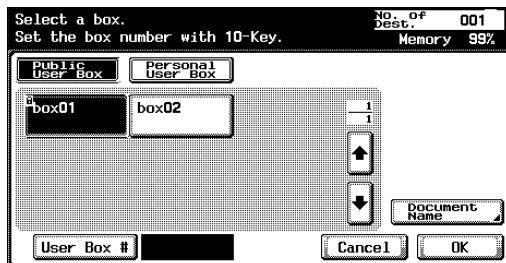
Note

Documents saved in a box and having, Cover Mode, Image Repeat, or OHP Interleave settings specified cannot be combined and printed.

7 After typing in the name, touch [OK].

8 Touch [OK].

The Direct Input tab appears again. The number of the specified box appears under “Broadcast Destinations”.



9 Specify the necessary transmission settings.

10 Load the document into the reverse automatic document feeder or place it on the original glass.

11 Press the [Start] key in the control panel.



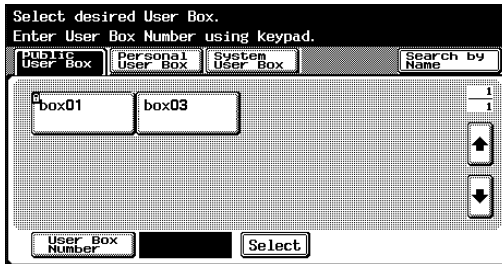
Detail

For details on faxing, refer to the C450 User's Guide [Facsimile Operations].

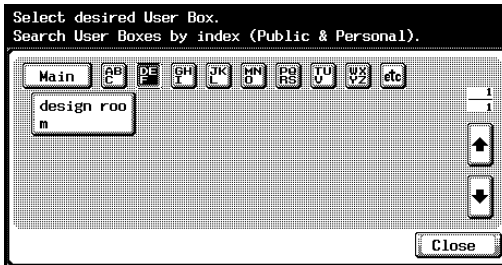
Searching for a Box Name

The desired box can be searched for by its name.

- 1 From the screen containing a list of the boxes, touch [Search by Name].



- 2 The boxes matching the box search text appear.



Specifying Finishing Settings

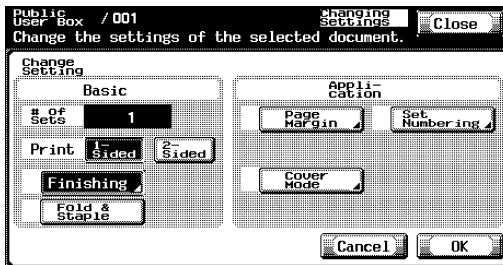
Select whether to sort or group the documents. In addition, Staple and Punch settings can also be specified.

The following settings can be specified.

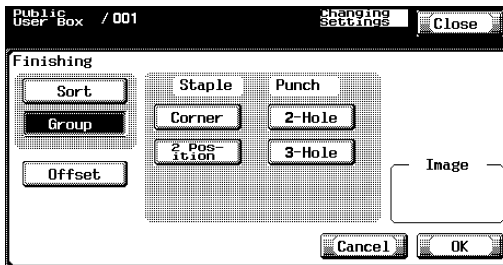
Setting	Description
Sort	Feeds out copies by sets.
Group	Feeds out copies by pages.
Offset	Separates the sets or pages of the copies.
Staple	Staples copies in the corner or at two locations. The stapling position can also be selected.
Punch	Punches 2 or 3 holes in copies. The position of the punched holes can also be selected.

To specify the Finishing settings

- 1 Touch [Finishing].



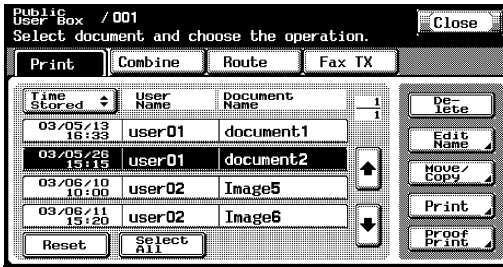
- 2 Touch [Sort] or [Group].



To separate the copies, touch [Offset].

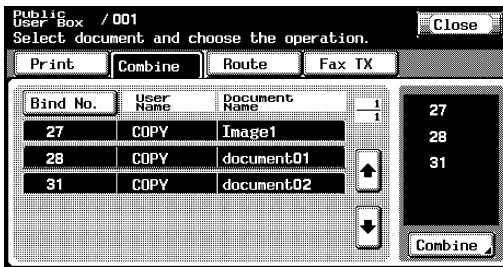
To print a document

- 1 Touch [Combine].



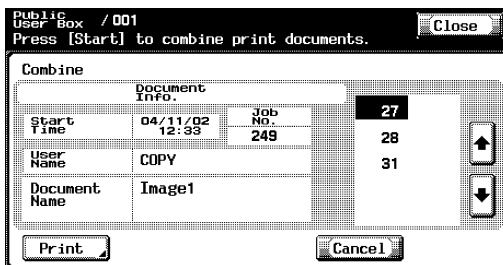
The list of documents appears.

- 2 Select the document to be printed.



The selected document is highlighted, and its bind number appears on the right side.

- 3 Touch [Combine] in the lower-right corner.
- 4 Check the document information that appeared.



To check detailed information, touch [▲] or [▼].

4 Routing a Document from a Public User Box/Personal User Box

4.1 Editing Document Data

From the Route tab, document data can be edited in addition to being routed.

Function	Description
Delete	Data that has already been sent or is no longer needed can be deleted. For details, refer to “Deleting Document Data” on page 3-5.
Edit Name	The name of the saved document can be changed. For details, refer to “Changing the Document Name” on page 3-6.
Move/Copy	Document data currently saved in a box can be moved or copied to a different public user box/personal user box. For details on moving document data, refer to “Moving Document Data” on page 3-7. For details on copying document data, refer to “Copying Document Data” on page 3-9.

**Note**

Frequently entered user names and domain names can be registered to be recalled and used again. First, prefixes and suffixes must be registered in Administrator mode.

5 Faxing a Document from a Public User Box/Personal User Box

5.1 Editing Document Data

From the Fax TX tab, document data can be edited in addition to being faxed.

Function	Description
Delete	Data that has already been sent or is no longer needed can be deleted. For details, refer to "Deleting Document Data" on page 3-5.
Edit Name	The name of the saved document can be changed. For details, refer to "Changing the Document Name" on page 3-6.
Move/Copy	Document data currently saved in a box can be moved or copied to a different public user box/personal user box. For details on moving document data, refer to "Moving Document Data" on page 3-7. For details on copying document data, refer to "Copying Document Data" on page 3-9.
Proof Print	A proof copy can be printed in order to view a sample of the document or to check if the document will be printed correctly after the print settings have been changed. For details on printing a proof copy, refer to "Printing Document Data" on page 3-11.

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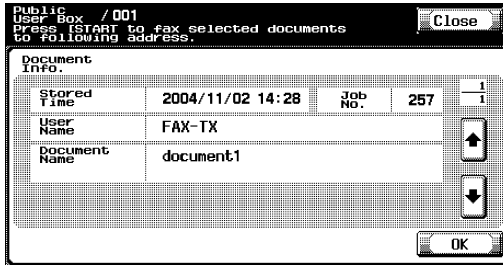
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The Document Info. screen appears. Touch [▲] or [▼] to display the next screen of document information.



3 Touch [OK].

Specifying Transmission Settings

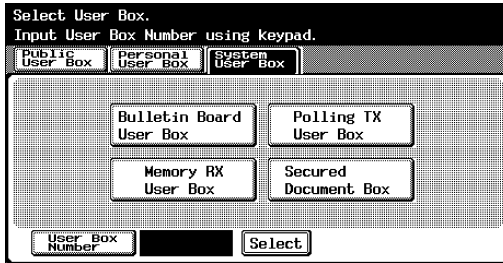
Settings for transmitting with a F code or password and fax line settings can be specified.

For details, refer to the C450 User's Guide [Facsimile Operations].

To print a proof copy

The contents of the document can be checked by printing the first page.

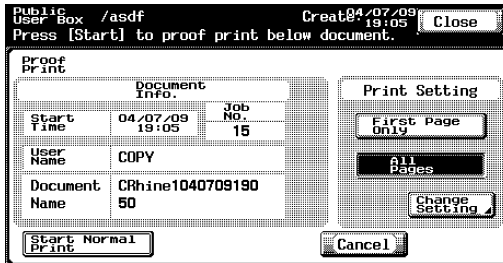
- 1 On the System User Box tab, touch [Memory RX User Box].



- Enter the password if a password has been set for the Memory RX User Box.

A list of received documents appears.

- 2 Select the document to be printed, and then touch [Proof Print].



The document information appears.

- 3 Press the [Start] key in the control panel.

The document is printed.

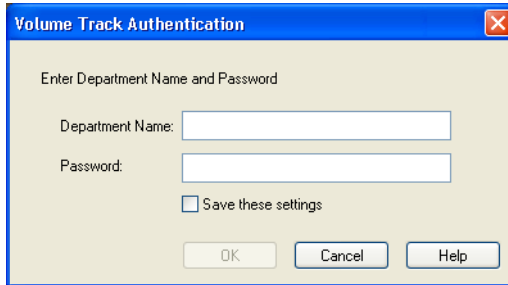
With account track

Before the main window appears, the Volume Track Authentication dialog box appears.

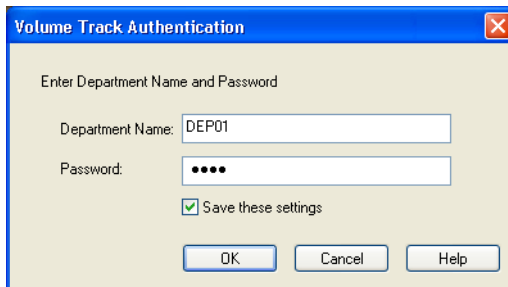
The account name and password specified for account tracking must be entered.

For details, consult with the machine's administrator.

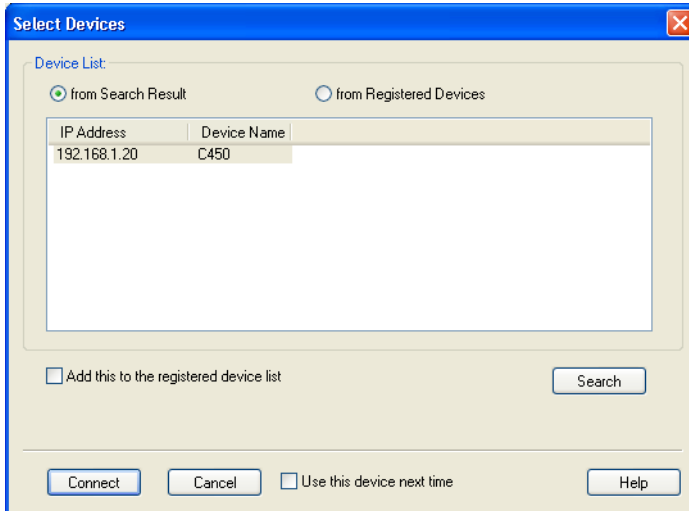
- 1 Type in the account name and password.



- 2 Click [OK].

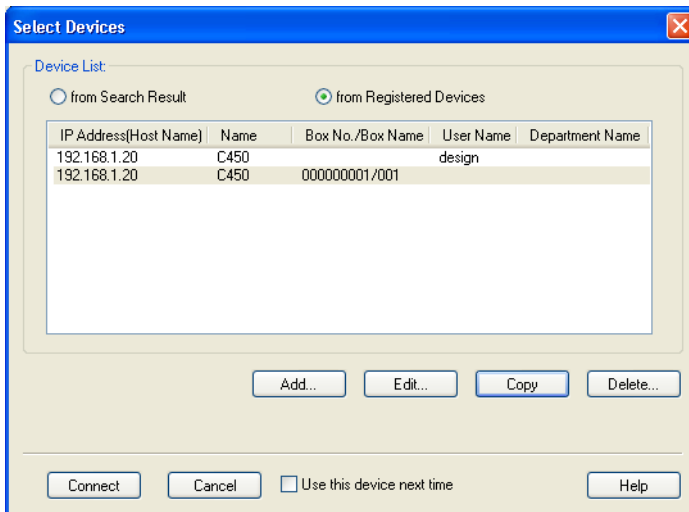


2 Select "from Registered Devices".

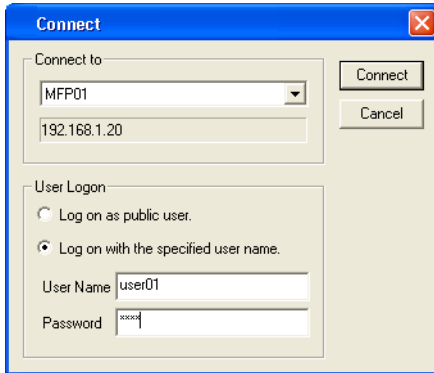


3 Click [Add].

The Destination Settings dialog box appears.



- 4 Select the method for logging on. Type in the user name and password, if necessary.
 - If a public user has been given access, select “Log on as public user”.

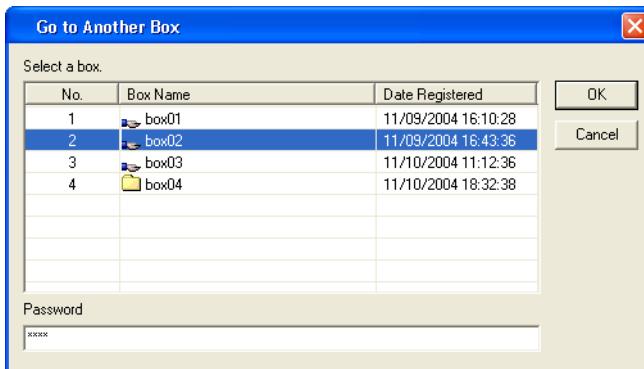


- ? What should I do if I do not have a user name and password?
 → If you do not have a user name and password, contact your machine administrator.

- 5 Click [Connect].

If a successful connection was established, the Go to Another Box dialog box appears.

- 6 Click the name of the desired box to select it.



- If the box requires a password, type the password into the “Password” box.

The personal boxes appear as folders.

8.3 Displaying Documents

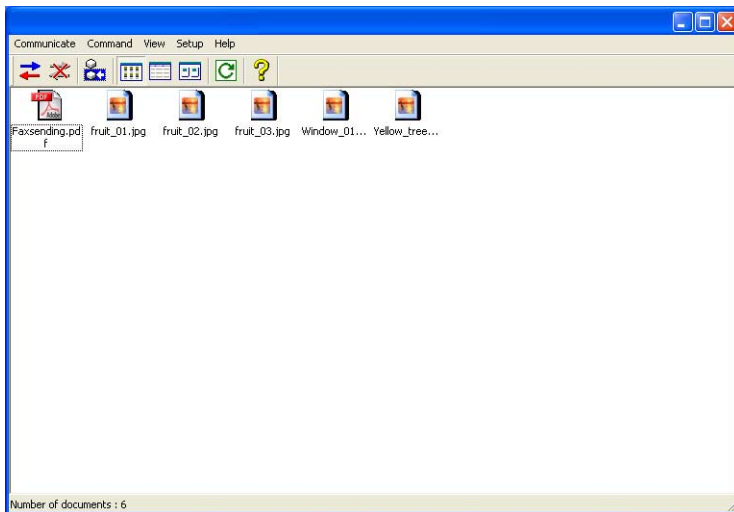
Displaying Document Icons

**Note**

The icon of the application linked to the document is displayed. For details on linking documents to applications, refer to the Windows manual and Help.

The saved data can be displayed as icons.

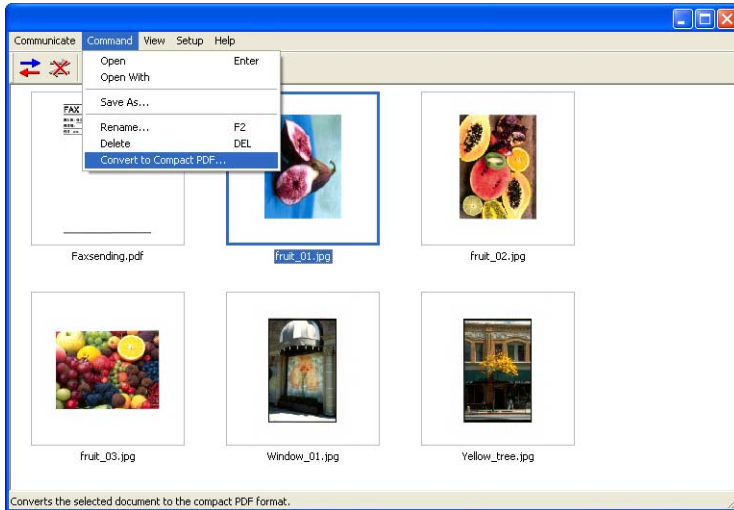
On the [View] menu, click [Icons], or click the corresponding button in the toolbar.



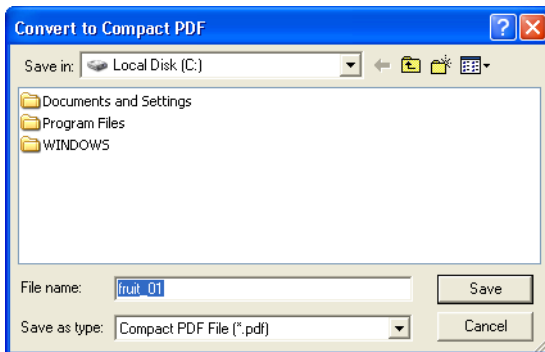
To save a document in the compact PDF format

A document saved in a box can be converted to the compact PDF format and saved onto the computer.

- 1 Click the data to be saved to select it.
- 2 On the [Command] menu, click [Convert to Compact PDF].



- 3 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.



- 4 Click [Save].

9 Control Panel Settings

9.1 Specifying Settings from the Control Panel

Various basic settings and advanced parameters for using this machine can be set from the Utility mode. This chapter describes the procedures for setting the Utility mode parameters for the Box functions.

Utility Mode Parameters

The following Utility mode parameters are described in this manual.

Parameter	Description	Page Reference
One-Touch Registration	New boxes can be created.	p. 9-3
Administrator Setting	Specify settings for managing the boxes.	p. 9-10 p. 9-12 p. 9-15

9.4 Specifying Box Administrator Settings

Select whether or not use by the box administrator is permitted. (The default setting is “Allow”.)

When logging on as the box administrator, type “boxadmin” as the user name in the user authentication screen, and then type in the password specified in step 5.

Relationship with other settings

- If “User Authentication” and “Account Track” are both set to “OFF”, “Allow” cannot be selected.



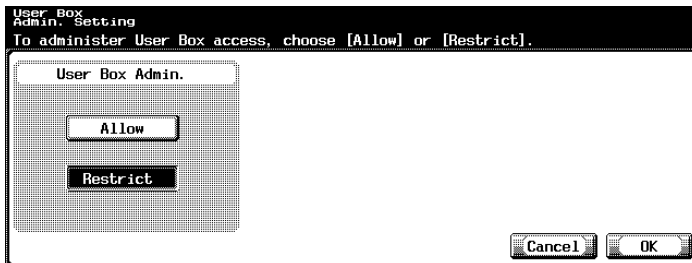
Note

The box administrator can monitor and delete documents in public and personal user boxes without a password.

To specify the “User Box Admin. Setting” parameter

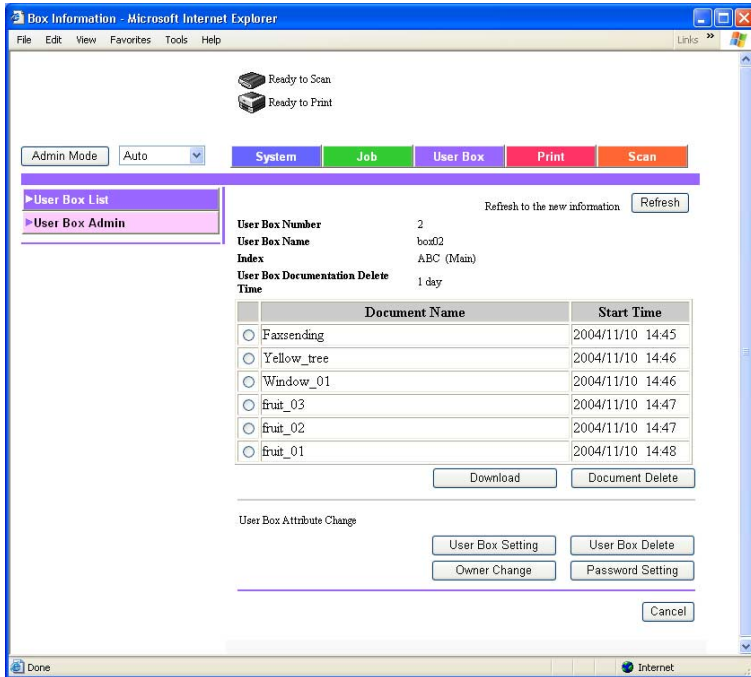
- 1 In the Administrator Setting screen, touch [0 Security Setting].
- 2 In the Security Setting screen, touch [2 User Box Admin. Setting].

The User Box Admin. Setting screen appears.



File List

Type in the user box number and password, and then click [Apply] to display a list of the files saved in that box.



Download	Imports the selected file onto the computer.
Document Delete	Deletes the selected file.
User Box Setting	Changes the user box name and length of time that data is saved on the hard disk. When logged on with user authentication, this information can also be changed by clicking [Owner Change].
User Box Delete	Deletes the displayed box.
Owner Change	Changes whether the box is public or personal and changes the owner.
Password Setting	Changes the password of the box.

11 Appendix

11.1 Network Error Message List

If any of the following messages appear while routing, perform the operations described below.

Message	Cause and Remedy
Memory Overflow	The memory has become full. Change the scanning settings, and then try scanning again.
Search Timeout	The connection to the server was cut. Log on again or try transmitting again.
Server Connection Error	The connection to the server failed. Check the connection settings, and then try transmitting again.
Logon Error	The server could not be logged on to. Check the connection settings, and then try transmitting again.
Specified Folder Does Not Exist	The folder specified for FTP or SMB transmission does not exist. Check the settings, and then try transmitting again.
Server Disk Full	The server is full. Contact the server administrator and create free space.
Transmission Error	Transmission failed. The circuits may be malfunctioning or the settings may be incorrect. Check the settings, wait a while, and then try transmitting again.
Data Size Too Large	Since the size of the data specified by the server was exceeded, transmission was not possible. Check with server administrator for the limitations, change the scanning settings, and then try scanning again.

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