Save in User Box Function

Save in User Box is a function that saves original data scanned by this machine in a User Box on this machine.

Original data saved in a User Box can be printed or sent at any time using the **Touch Panel** of this machine or through a computer.

Preparation to Save in User Box

Operations required to use this function

Register a User Box where to save the scanned original data.

For details on the registration procedure, refer to [Here](#).
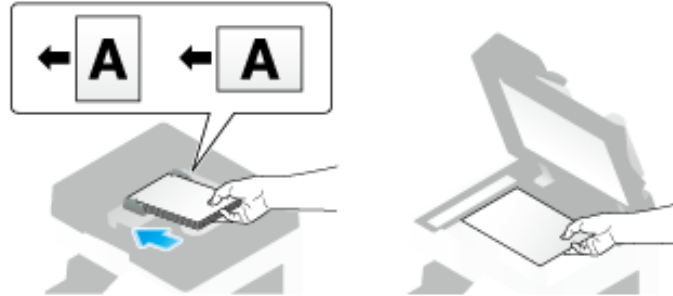
Option settings

Pre-register commonly-used User Boxes as destinations on this machine; it will save having to carry out many steps in order to enter a destination for each transmission.

For details on how to register, refer to [Here](#).

How to Save

1. **Load the original.**

2. **Tap [Scan/Fax].**

3. **Specify a User Box where to save data.**

➡ For details on how to specify a destination, refer to [Here](#).

➡ Specifying multiple destinations carries out the User Box filing and Fax TX functions simultaneously.

➡ If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to <u>Here</u>.

4. Configure Save in User Box options if necessary.

➡ For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	<u>Here</u>
To configure options to scan various types of originals such as various sizes and books	<u>Here</u>
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	<u>Here</u>
To print date/time and page number	<u>Here</u>
Other option settings	<u>Here</u>

5. Press the Start key.

➡ If necessary, tap [Check Setting] before saving, and check the specified destination and settings.

➡ To redo operations for specifying destinations or option settings, press the **Reset** key.

Start

Saving starts.

➡ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Reference

- Using the preview function, you can check the finishing status before sending. For details on how to send, refer to Here.
- It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to Here.

Using a File Saved in a User Box

Operating a User Box using the Control Panel

A file saved in a User Box can be printed, and also sent as an E-mail attachment or sent to a shared folder of a computer in the same way as other scan transmissions.

- For information on how to print a file saved in a User Box, refer to [Here](#).
- For information on how to send a file saved in a User Box, refer to [Here](#).

Operating a User Box using Web Connection

Operate a User Box using **Web Connection** from a computer. You can print a file or download a file to a computer while checking files in a User Box with thumbnail images.

For details, refer to [Here](#).

Operating a User Box using Box Operator

Box Operator is application software to access files saved in a User Box from a Windows computer.

You can view the contents of a file as thumbnail images, and perform operations such as printing, deletion, and copying to a computer.

To download **Box Operator**, select [PageScope Utilities] in the **Driver & Utilities DVD** menu, then display the page to download utility software. For details on how to install or use this application, refer to the relevant manual of **Box Operator**.

Notifying Where to Save Original Data by E-mail (URL Notification)

URL notification

Send an E-mail, which contains a destination specifying where to save original data, to a specified E-mail address after scan transmission or Save in User Box has been ended. The message text of an E-mail contains a URL. Clicking this URL accesses a User Box through **Web Connection**. A file saved in a User Box can be downloaded from the displayed User Box.

For example, when using a shared folder, FTP server, or WebDAV server to transfer a file between project members, specify an E-mail address for the mailing list as a destination of a notification E-mail, enabling easy information sharing.

Tips

- The Scan-to-Send function, which can notify where original data is saved, is available only for SMB Send, FTP Send, WebDAV Send, and Save in User Box.

Operations required to use this function (for the administrator)

Prepare the E-mail environment.

How to configure the setting is explained using **Web Connection**. For details, refer to Here.
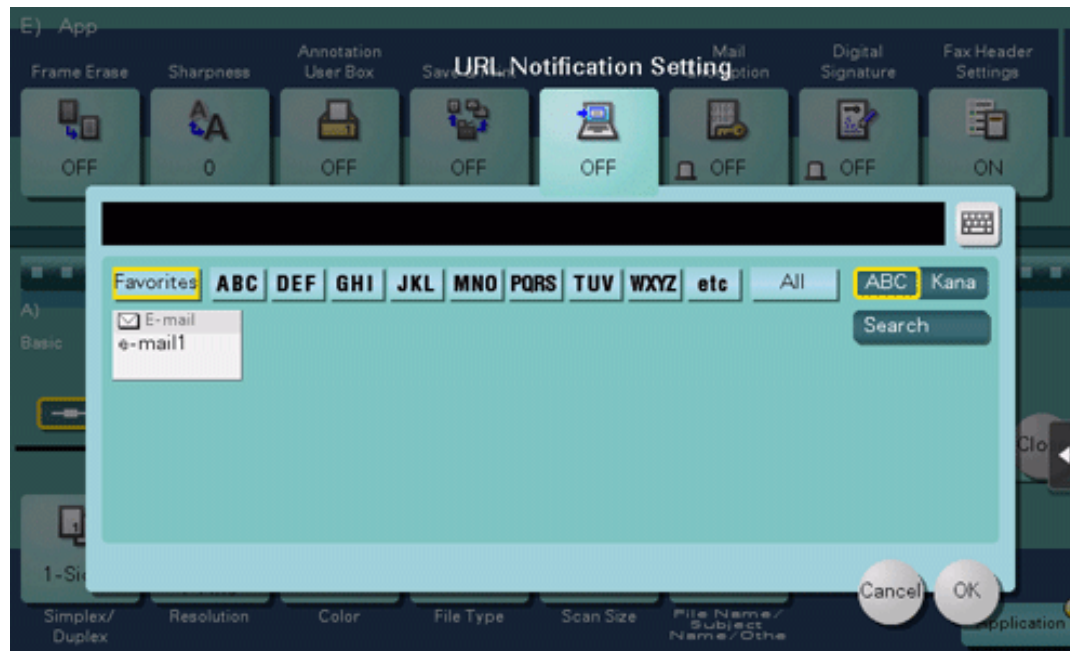
Operation flow

1. **Load the original.**

2. **Tap [Scan/Fax].**

3. **Specify the user box to save the data.**

4. **Tap [Application] - [App] - [URL Notification Setting], then directly enter the E-mail address to notify the storage location or select the desired E-mail address from the address book.**

➡ The Scan function can notify only one E-mail address. If the mailing list is used, it is convenient to register its E-mail address as a destination.

5. Press the **Start** key.

➡ If necessary, tap [Check Setting] before saving, and check the specified destination and settings.

➡ To redo operations for specifying destinations or option settings, press the **Reset** key.

Start

Saving starts.

➡ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.