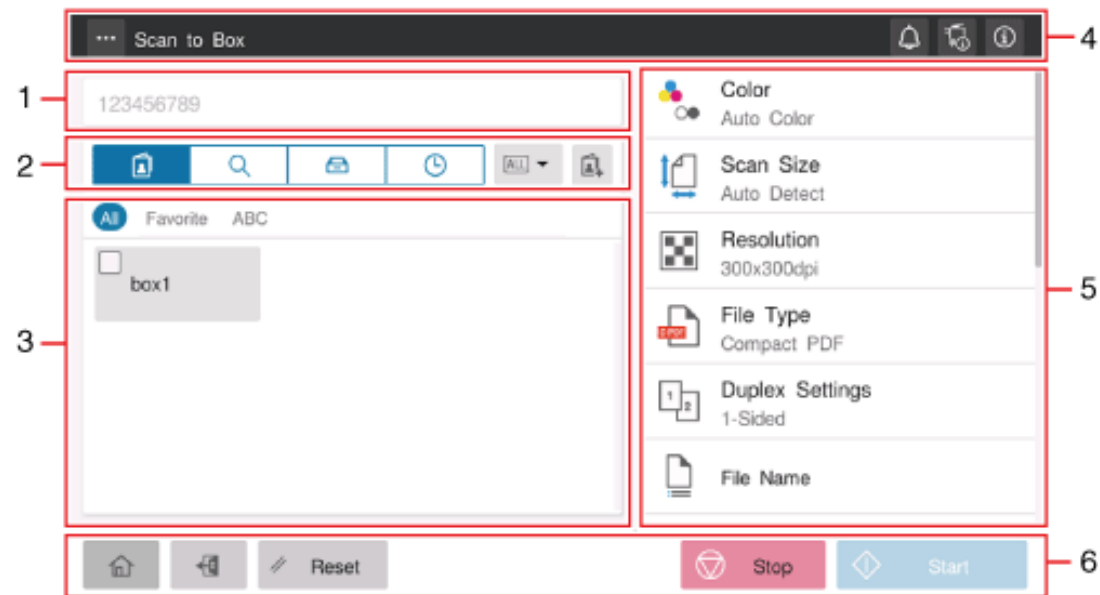## About Save in User Box

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

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

Main Screen of Save in User Box

If you tap [Scan to Box] on the home screen, the basic screen of Save in User Box is displayed.

No.	Name	Description
1	Destination display area	Displays the specified destinations. If two or more destinations are specified, the number of destinations is indicated by [+N] (N: number). When you tap while the destination is specified, the destination list screen is displayed. You can check, edit, or delete the specified destinations.
2	Display switch tab	Switches the destination specification method. The display of the destination specification area is switched depending on the selected tab. Destination tab ( ): Specify the desired one from the list of destinations registered on this machine. Search tab ( ): Search for the destination registered on this machine. Box tab ( ): Search for a User Box registered on this machine. History tab ( ): Specify the desired one from the job history list. Address registration key ( ): Allow you to register a destination in the address book on this machine.
3	Destination specification area	Specify the destination to suit the selected tab.

4	Menu icon (⋯)	Allows you to change how to display the list of registered destinations in the destination specification area. When [Change Permission for Default Value Setting] ([Here](#)) is set to ON, you can change the default option setting for sending to the desired one.
	Notification icon (🔔)	You can check warnings or messages related to the status of this machine. For details, refer to [Here](#).
	Device information icon (📷)	
	Information icon (ⓘ)	
5	Function setting key	Specify transmission options as needed.
6	[Start]	Scans the original, and starts transmission.
	[Stop]	Stops scanning the original.
	[Reset]	Returns the setting to the default.
	Access key (🔑)	Performs login or logout when user authentication or account track is installed on this machine.
	Home key (🏠)	Returns to the home screen.

Registering a User Box

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

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

Configuring Settings as Needed
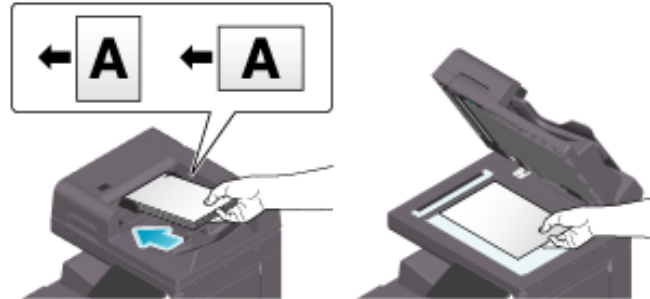
Registering a frequently used destination

Pre-registering a frequently used destination, this machine will save you the trouble of having to enter it each time you send data.

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

Sending (Basic Operation Flow)

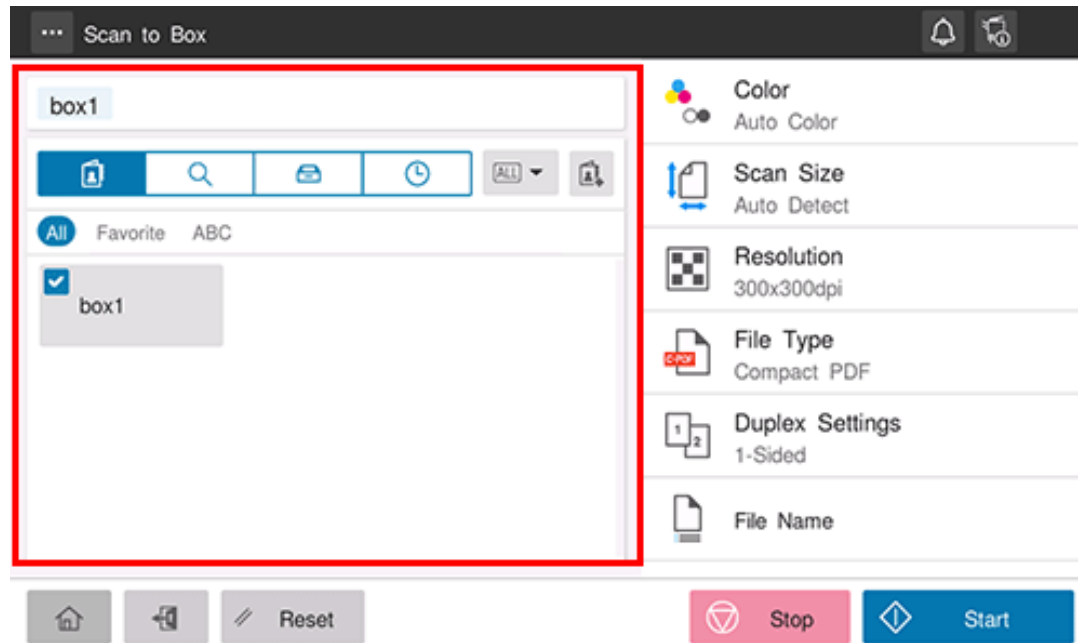1. **Load the original.**

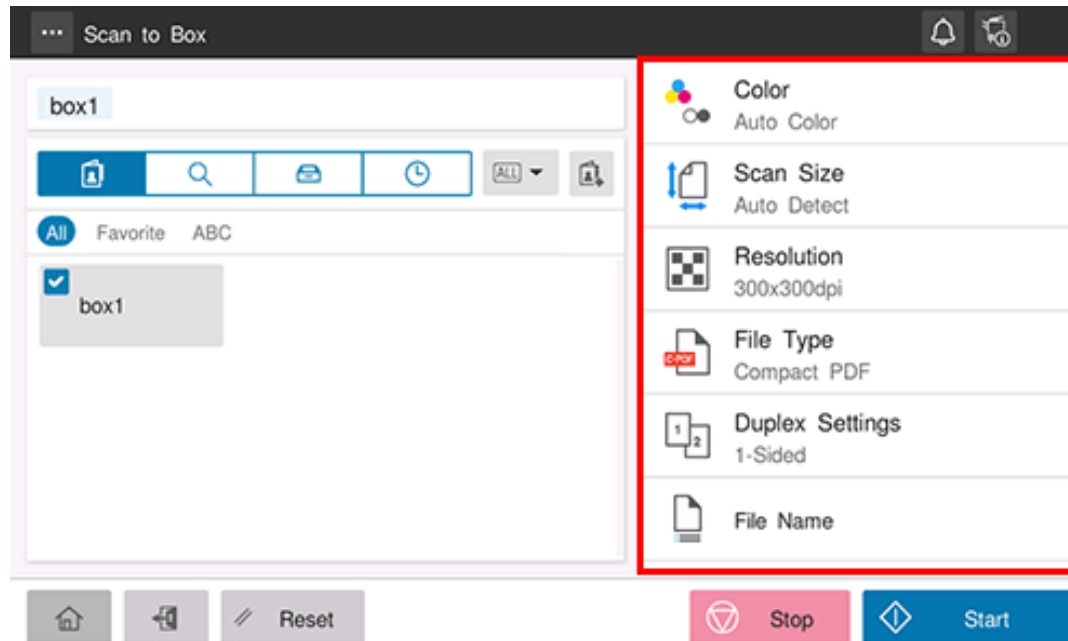2. **Tap [Scan to Box] on the home screen.**

3. **Specify the destination.**

➡ For details on how to specify a destination, refer to <u>Here</u>.

4. **Specify transmission options as needed.**

➡ For details on option settings, refer to Here.

5. **Use the Start key to start transmission.**

➡ Using the Stop key enables you to stop scanning the original. A list of the currently stopped jobs is displayed. To stop transmission, select the target job from the list, and delete it.

Reference

- Changing the default option setting ([Here](#))
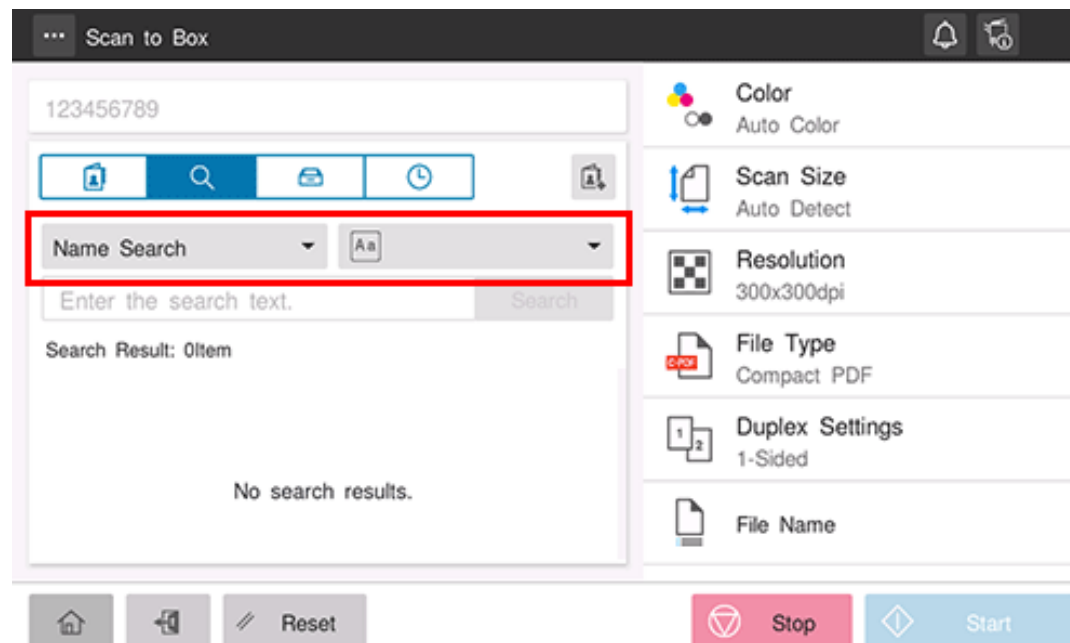
Specifying a Destination

Using Address Book

Selecting the Destination tab (🖼) displays a list of destinations registered on this machine. Switch the display using an index, and specify the target destination. For details, refer to [Here](#).

Searching for the User Box

Tapping the Search tab (🔍) displays the User Box search screen. If a large number of User Boxes are registered, the system searches for the registered name or the User Box number of the target User Box to specify the target destination.

1. **Select the desired search method from [Name Search], [Addr. Search], and [Search Box No.].**
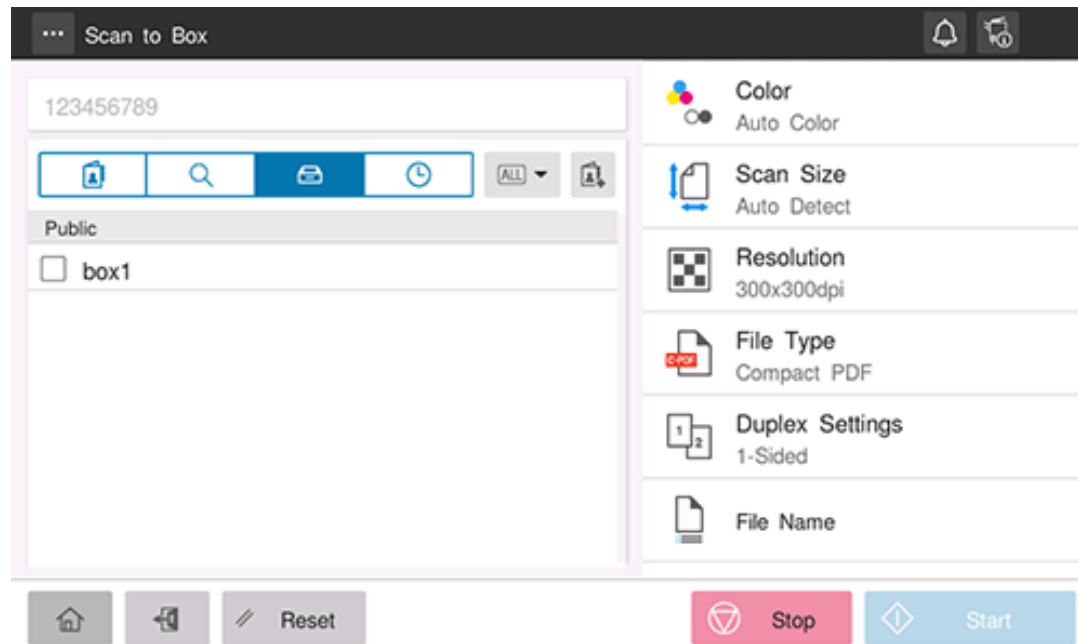

2. **Enter the search word, and tap [Search].**

➡ If [Search Box No.] is selected in step 1, enter the User Box No. you want to search for.

3. Specify the target destination from the search result.

Specifying a User Box from the User Box List

Tapping the Box tab (🖨) displays a list of User Boxes registered on this machine. Switch the type of the User Boxes shown in the list using the filter key in the pull-down menu, and specify the target User Box.

Using Job History

Tapping the History tab (🕐) displays a list of transmission logs. Specify the target destination from the previous five job histories. For details, refer to Here.

Using a File Saved in a User Box

Operating a User Box from the screen of this machine

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 sending options.

- 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**, display the utility software download page from the menu of the DVD supplied with this machine, and download it. For details on how to install or use this application, refer to the relevant manual of **Box Operator**.