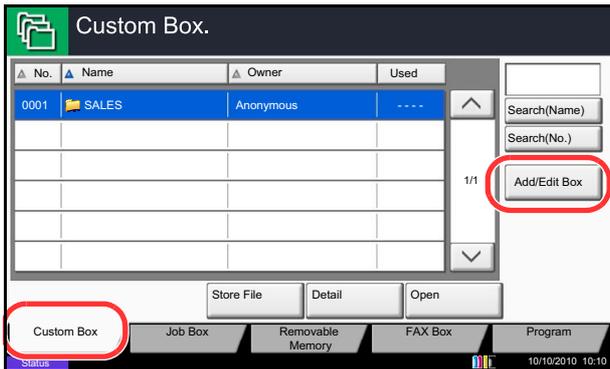# Using a Custom Box

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NOTE: In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to *User Privileges on page 3-50*.

Creating a New Custom Box (Add/Edit Box)

Use the procedure below to create a new box in the user box.

1 Press the **Document Box** key.

2 Press [Custom Box] and then [Add/Edit Box].

3 Press [Add].

4 Press [Change] for each item, enter the information and then press [OK].

The table below lists the items to be set.

Item	Detail
Box No	Enter the box number by pressing [-, +] or number keys. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you enter 0000, the smallest number available will be automatically assigned.
Box Name	Enter a box name consisting of up to 32 characters. Refer to the *Character Entry Method on Appendix-9* for details on entering characters.
Box Password	User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter the same password of up to 16 characters in both [Password] and [Confirm Password].
Usage Restriction	To preserve the hard disk capacity, the storage capacity for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by pressing [-, +] or number keys. You can enter a limit between 1 and 30,000. (Changes according to the number of created custom boxes.)

Item	Detail
Auto File Deletion	Automatically deletes stored documents after a set period of time. Press [On] to enable automatic deletion and then use [+] and [-] or the numeric keys to enter the number of days for which documents are stored. You can enter any number between 1 and 31 day(s). To disable automatic file deletion, press [Off].
Overwrite Setting	Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, press [Permit]. To retain old documents, press [Prohibit].
Delete after Printed	Automatically delete a document from the box once printing is complete. To delete the document, press [On]. To retain the document, press [Off].

NOTE: If user login administration is enabled, "Owner" and "Permission" are also displayed. Refer to *Creating new Custom Boxes when user login administration is enabled on page 3-51*.

5 Check the details you have entered and then press [Add]. The Custom Box is created.

Setting the document deletion time

Sets the time when documents stored in a custom box are deleted.

The procedure for using Auto File Deletion Time is explained below.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Custom Box*, [Next] of *Default Setting* and then [Change] of *Auto File Deletion Time*.

3 Set the time at which the document is deleted by pressing [+], [-]. Press [# Keys] to enter the time directly using the numeric keys.

4 Press [OK]. The time for document deletion is set.
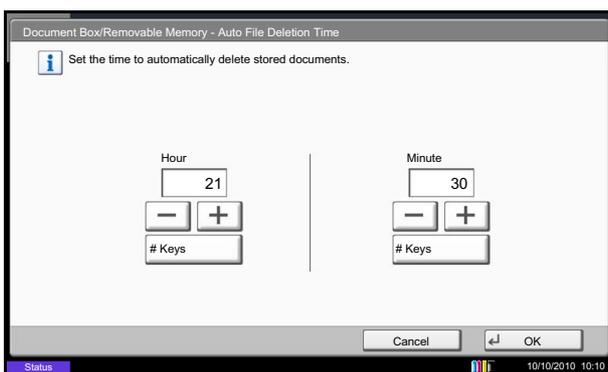
Storing Documents (Store File)

The procedure for storing documents in a custom box is explained below.
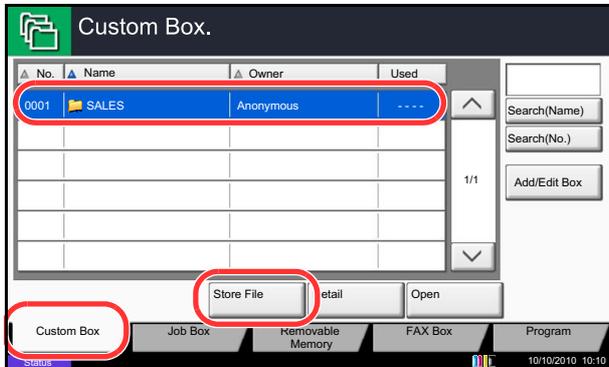
1 Press the **Document Box** key.

2 Place the originals in the document processor or on the platen.

3 Press [Custom Box], select the box where the document will be stored and then press [Store File].

4 Select the type of originals, scanning density, etc., as necessary.

For the features that can be selected, refer to *Document Store features on page 7-4*.

5 Press the **Start** key. The original is scanned and the data is stored in the specified Custom Box.

NOTE: Enter up to 64 characters as the file name.

Document Store features

The features below can be selected when saving a document.

- Original Size (page 6-2)
- Mixed Size Originals (page 6-8)
- 2-sided/Book Original (page 6-11)
- Original Orientation (page 6-12)
- Storing Size (page 7-4)
- Prevent Bleed-thru (page 6-25)

- Density (page 6-19)
- Original Image (page 6-18)
- Scan Resolution (page 6-20)
- Color Selection (page 6-23)
- Sharpness (page 6-21)
- Background Density Adj. (page 6-22)

- Zoom (page 6-6)
- Centering (page 6-7)
- Border Erase (page 6-26)
- Continuous Scan (page 6-24)
- Job Finish Notice (page 6-35)
- File Name Entry (page 6-28)

Storing Size

Select size of image to be stored.

Item	Description
Same as Original Size	Store an image the same size as the original.
Metric	Select from A3, A4, A5, A6, B4, B5, B6, Folio or 216 × 340 mm.
inch	Select from Ledger, Letter, Legal, Statement, 11 × 15" or Oficio II.
Others	Select from 8K, 16K, Hagaki or Oufuku hagaki.

Printing Documents (Print)

The procedure for printing documents in a custom box is explained below.
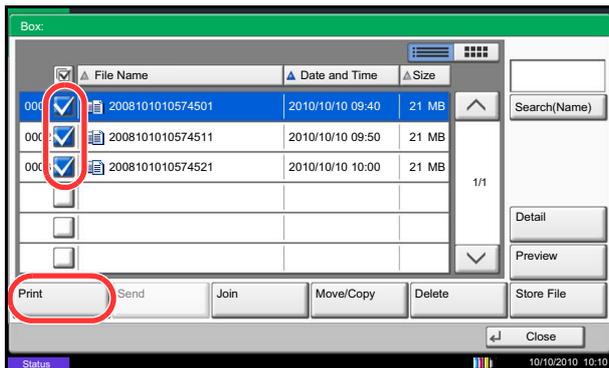
1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to print and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to print by checking the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Print].

5 Set the paper selection, duplex printing, etc., as desired.

For the features that can be selected, refer to *Document print features on page 7-6*.

If a document stored from a computer is selected, the print settings selection screen appears.

- To use the settings used at the time of printing (when the document was saved), press [Print As Is]. Press [Start Print] to start printing.
- To change the print settings, press [Print after Change Settings] and change the print settings.

After a document saved in the machine is selected, the [User File Settings] key may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, press [User File Settings].
- If you need to change the print settings, change the print settings.

6 Press the **Start** key. Printing of the selected document begins.

Document print features

The features below can be selected when printing a document.

- Paper Selection (page 4-3)
- Collate/Offset (page 3-15)

- Staple (page 3-19)
- Punch (page 3-21)
- Paper Output (page 4-13)
- Combine (page 4-14)
- Margin/Centering (page 4-16)
- Booklet (page 4-20)

- Duplex (page 3-13)
- Cover (page 4-22)
- Form Overlay (page 7-9)

- Page # (page 4-24)
- Job Finish Notice (page 4-46)

- File Name Entry (page 4-48)
- Delete after Printed (page 7-2)
- Priority Override (page 4-48)
- EcoPrint (page 4-34)
- Zoom (page 6-6)
- Fold (page 4-11)

- Text Stamp (page 4-31)
- Bates Stamp (page 4-32)
- Color Balance (page 4-35)

- Hue Adjustment (page 4-36)
- One-touch Image Adjust (page 4-37)
- Saturation (page 4-41)
- Density (page 3-9)
- Original Image (page 3-10)
- Color Selection (page 6-23)
- Sharpness (page 4-39)
- Background Density Adj. (page 4-40)

- Prevent Bleed-thru (page 4-42)

Sending Documents (Send)

The procedure for sending documents in a custom box is explained below.
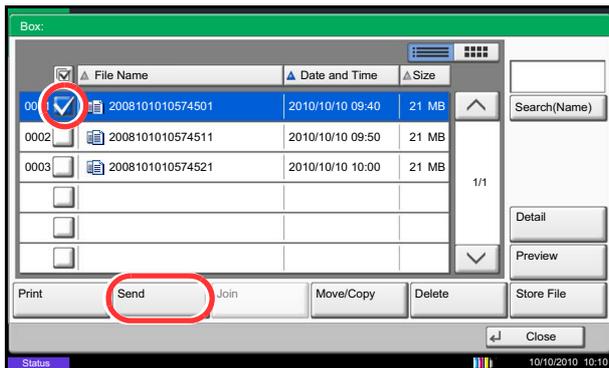
1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to send and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to send by checking the checkbox.

The document is marked with a checkmark.

NOTE: You cannot select and send multiple documents. To deselect, press the checkbox again and remove the checkmark.

4 Press [Send].

The screen for sending appears.

NOTE: Depending on the settings, the address book screen may appear.

5 Set the destination.

NOTE: For more information on selecting destinations, refer to *Specifying Destination on page 3-40*.

6 Set the sending size, original image, etc., as desired.

For the features that can be selected, refer to *Document send features on page 7-8*.

7 Press the **Start** key. Sending of the selected document begins.

Document send features

The features below can be selected when sending a document.

- Sending Size (page 6-4)
- i-FAX Subject/Body (refer to Fax Operation Guide)
- Original Image (page 6-18)

- File Format (page 6-14)
- FTP Encrypted TX (page 6-37)
- Resolution (page 6-18)

- FAX TX Resolution (refer to Fax Operation Guide)
- Delete after Transmitted (page 7-8)
- Color Selection (page 6-23)

- Centering (page 6-7)
- Zoom (page 6-6)
- Sharpness (page 6-21)

- FAX Delayed Transmission (refer to Fax Operation Guide)
- File Separation (page 6-15)
- Background Density Adj. (page 6-22)

- Job Finish Notice (page 6-35)
- Text Stamp (page 6-38)
- Prevent Bleed-thru (page 6-25)

- File Name Entry (page 6-28)
- Bates Stamp (page 6-39)

- E-mail Subject/Body (page 6-29)
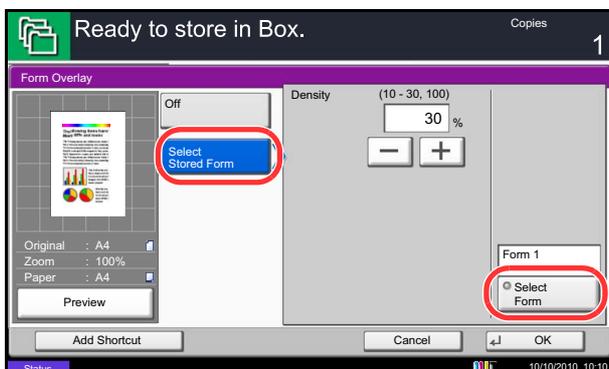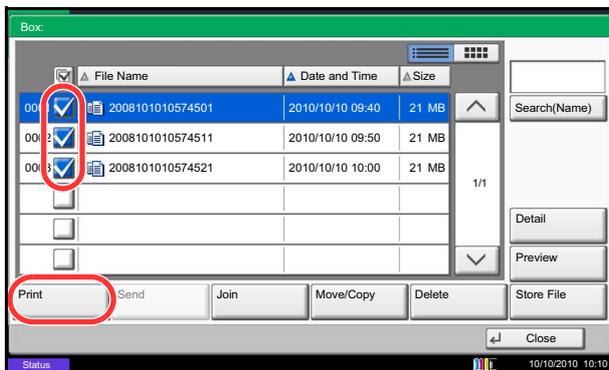- Density (page 6-19)

Delete after Transmitted

After the document is sent, the document is deleted from the document box.

Form Overlay from Custom Boxes (Form Overlay)

This function allows you to retrieve images (image files), overlay them into documents stored in custom boxes and then print the results.

Use the procedure below.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to overlay the image into and print, and then press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to print by checking the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Print].

5 Press [Functions], [Form Overlay], [Select Stored Form], and then [Select Form].

NOTE: You can select the form density setting through 4 levels from 10%, 20%, 30% or 100%. Press the [+] or [-] buttons in *Density*.

6 In *Form Overlay - Select Form*, select the image file to be overlaid onto the document from the displayed document boxes.

You can only select one image file.

7 Press [OK].

8 Press [OK] again to return to the Functions screen.

9 Press the **Start** key. Printing begins.

Editing Documents

This function allows you to move or copy documents stored in custom boxes into other boxes or to join multiple documents together. You can also copy documents to USB memory connected to this machine.

Moving a Document / Copying a Document (Move/Copy)

The procedure for moving or copying documents is explained below.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to move or copy and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document in the list that you want to move or copy by pressing the checkbox.
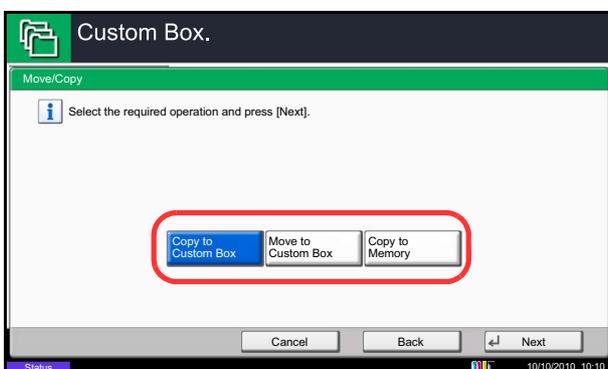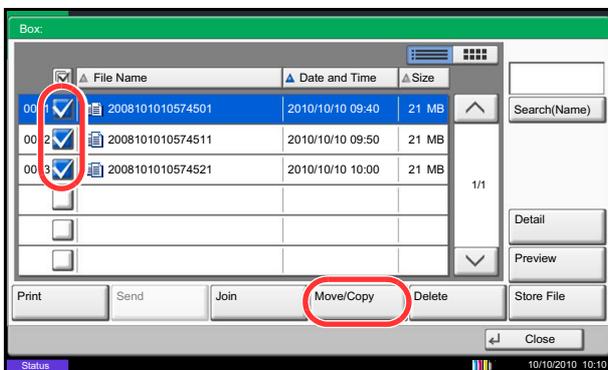
The document is marked with a checkmark.

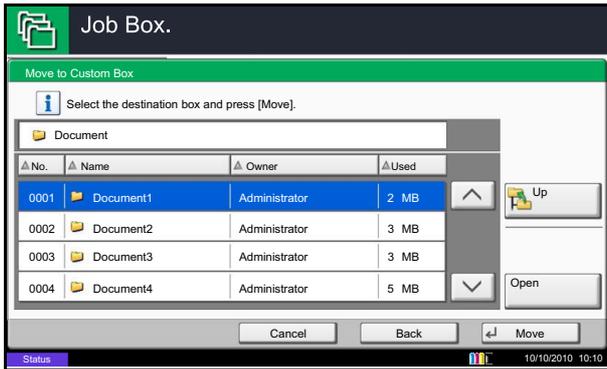**NOTE:** To deselect, press the checkbox again and remove the checkmark.

4 Press [Move/Copy].

5 To move the document, press [Move to Custom Box].

To copy the document, press [Copy to Custom Box] or [Copy to Memory].

6 Press [Next].

7 To copy or move the document to a custom box, select the destination box.

To copy the document to USB memory, select the destination folder and press [Next]. If necessary, set the saved file size and the file format, etc.

8 Press [Move] or [Copy] and then press [Yes] in the confirmation screen. The selected document is moved or copied.

NOTE: If the box to which the document is to be moved or copied is protected by a password, enter the correct password.

Joining Documents (Join)

The procedure for joining documents in a custom box is explained below.

NOTE: You can only join a document to other documents in the same custom box. If necessary, move the documents to be joined beforehand.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the documents you want to join and press [Open].

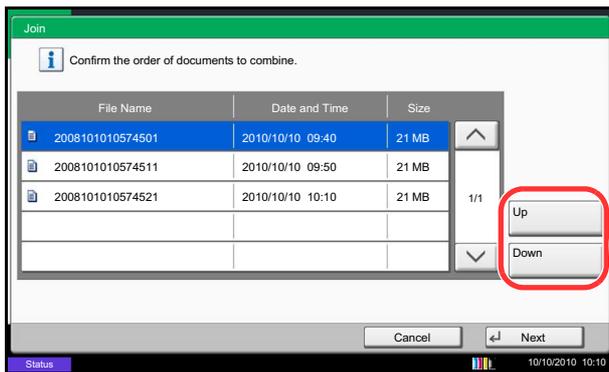**NOTE:** If a custom box is protected by a password, enter the correct password.
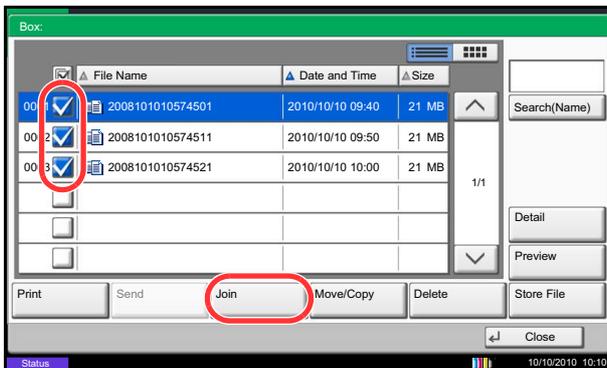
3 Select the documents in the list that you wish to join by pressing the checkbox.

The document is marked with a checkmark.

You can join up to 10 documents.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Join].

File Name	Date and Time	Size
2008101010574501	2010/10/10 09:40	21 MB
2008101010574511	2010/10/10 09:50	21 MB
2008101010574521	2010/10/10 10:10	21 MB

5 Arrange the documents into the order in which they are to be joined.

Highlight the document you want to rearrange and press [Up] or [Down] to move it to the correct place in the sequence.

6 Press [Next].

7 Press [File Name], enter the file name for the joined document and press [OK].
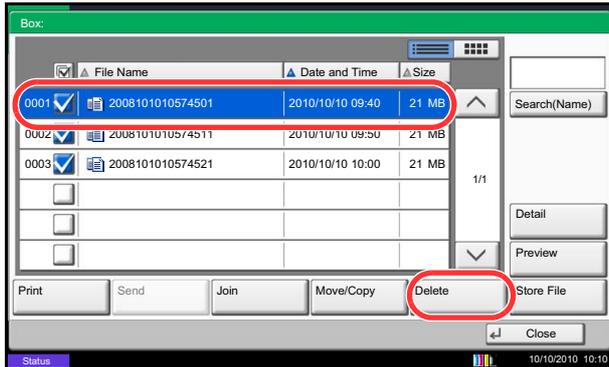
NOTE: Enter up to 64 characters as the file name.

8 Press [Join] and then press [Yes] in the confirmation screen. The documents are joined.

NOTE: After joining, the original documents are left unchanged. Delete the documents if they are no longer needed.

Deleting Documents

The procedure for deleting documents in a custom box is explained below.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to delete and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to delete by checking the checkbox.

The document is marked with a checkmark.

NOTE: [Delete] is disabled until a document is selected.
To deselect, press the checkbox again and remove the checkmark.

4 Press [Delete]. The delete confirmation screen appears.

5 Press [Yes]. The document is deleted.

Job Box

Private Print/Stored Job

Private Print/Stored Job Box stores the print data which is printed by using the printer driver as a Private Print/ Stored Job.

Refer to the *Printer Driver User Guide* on *how to print a job as Private Print* or *Stored Job using the printer driver*.

Printing a Document in Private Print/Stored Job Box

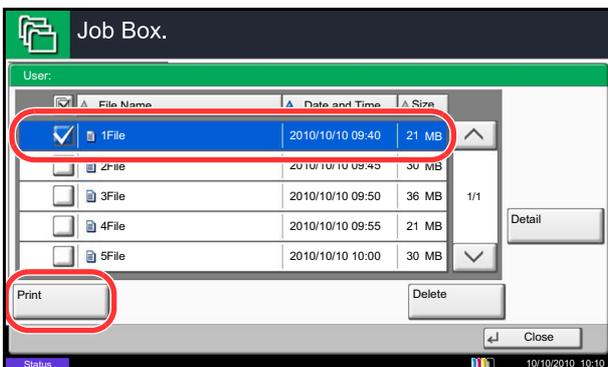You can print documents stored in a Private Print/Stored Job box.

Use the procedure below to print a document.

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Private Print/Stored Job] and press [Open].

4 Select the creator of the document to print and press [Open].
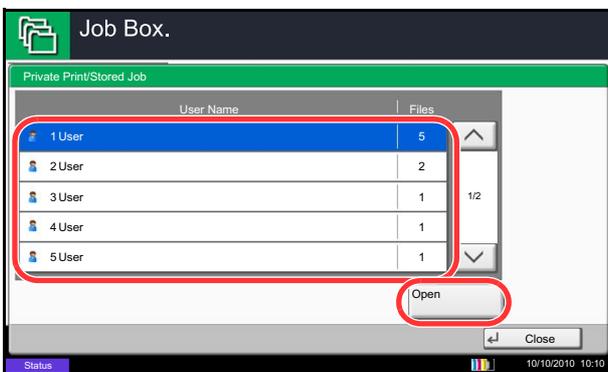
5 Select the document and press [Print].

**6** If the document is protected by a password, enter the password using the numeric keys.

7 Specify the number of copies to print as desired.

8 Press [Start Print] to start printing.

Upon completion of printing, the Private Print job is automatically deleted.

Deleting a Document

You can delete documents stored in a Private Print/Stored Job box.

Use the procedure below to delete a document.
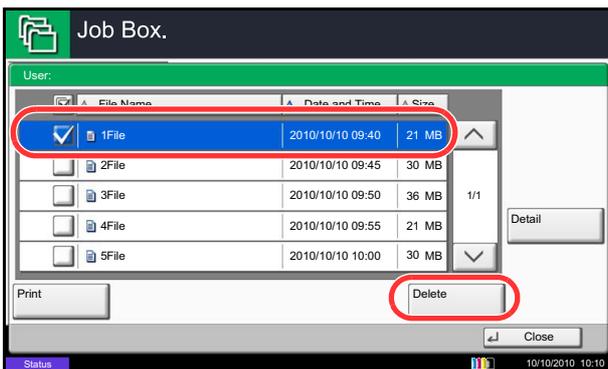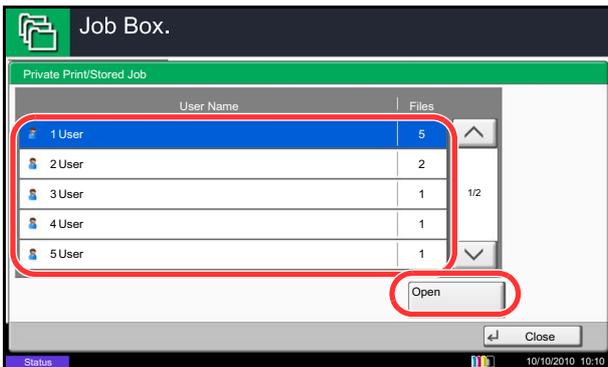
1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Private Print/Stored Job] and press [Open].

4 Select the creator of the document and press [Open].

5 To delete the document, select the document and press [Delete].

When the delete confirmation screen appears, press [Yes].

If the document is protected by a password, enter the password using the numeric keys and the document is deleted.

Quick Copy/Proof and Hold

Quick Copy/Proof and Hold box stores the print data which is printed by using the printer driver as a Quick Copy or Proof and Hold Print job.
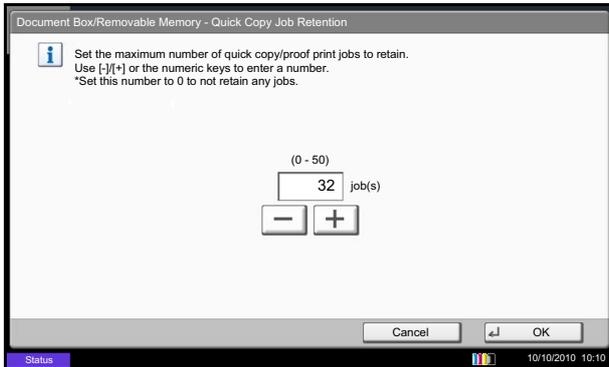
Refer to the *Printer Driver User Guide* on *how to print a job as Quick Copy* or *Proof and Hold Print job using the printer driver*.

Quick Copy Job Retention

To maintain free space on the hard disk, you can set the maximum number of stored jobs.

Use the procedure below to set the number of stored jobs.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, then [Change] of *Quick Copy Job Retention*.

3 Press [+] or [–] to enter the maximum number of stored jobs. You can enter any number between 0 and 50.

You can also enter the number using the numeric keys.

NOTE: If you enter a value of 0 (zero), you cannot use the Repeat Copy function.

4 Press [OK]. The maximum number of stored jobs is set.

Printing a Document

You can print documents stored in the Quick Copy/Proof and Hold box.

Use the procedure below to print a document.
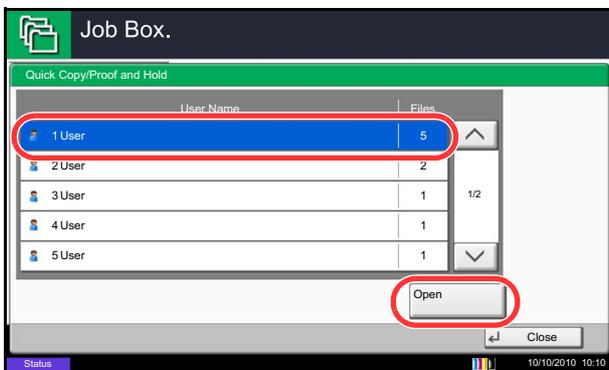
1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Quick Copy/Proof and Hold] and press [Open].

4 Select the creator of the document and press [Open].
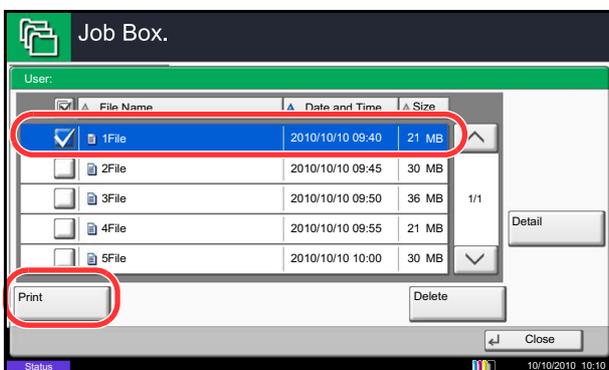
5 Select the document to print, and press [Print].

6 Specify the number of prints as desired.

7 Press [Start Print] to start printing.

Deleting a Document

You can delete documents stored in the Quick Copy/Proof and Hold box.

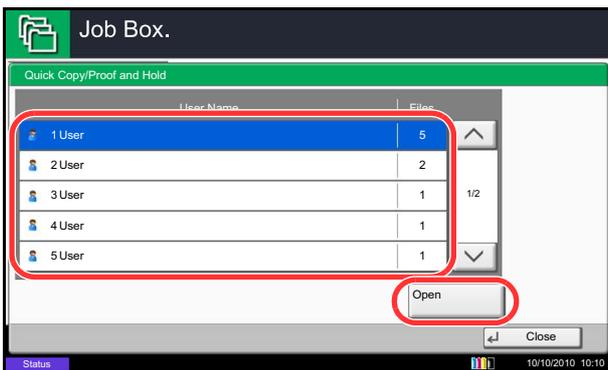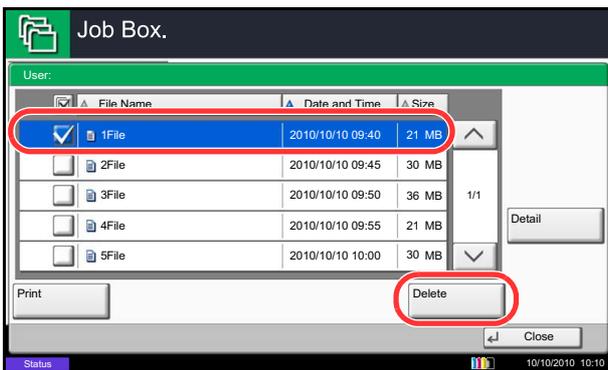Use the procedure below to delete a document.

1 Press the **Document Box** key.

2 Press [Job Box], [Quick Copy/Proof and Hold], then [Open].

3 Select the creator of the document and press [Open].

Job Box.		
Quick Copy/Proof and Hold		
User Name	Files	
1 User	5	
2 User	2	
3 User	1	1/2
4 User	1	
5 User	1	
	Open	
	↵ Close	
Status		10/10/2010 10:10

4 Select the document to delete and press [Delete].

The delete confirmation screen appears.

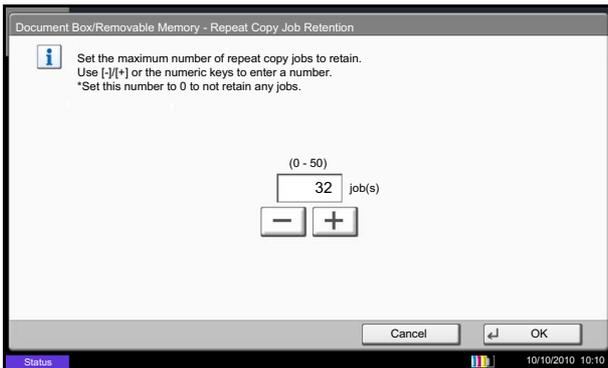| Job Box.				
User:				
☑ File Name	Date and Time	Size		
☑ 1File	2010/10/10 09:40	21 MB		
2File	2010/10/10 09:45	30 MB		
3File	2010/10/10 09:50	36 MB	1/1	
4File	2010/10/10 09:55	21 MB		Detail
5File	2010/10/10 10:00	30 MB		
Print		Delete		
		↵ Close		
Status				10/10/2010 10:10

5 Press [Yes]. The document is deleted.

Repeat Copy

Repeat Copy Job Retention

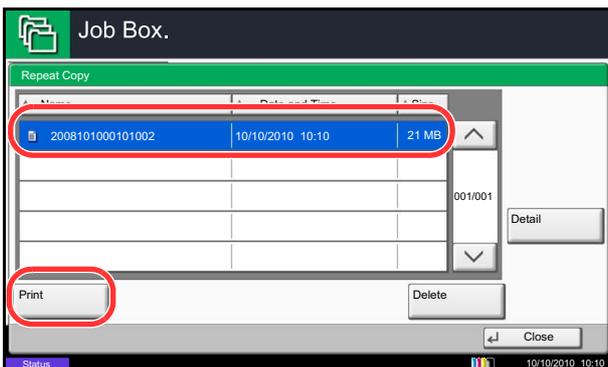To maintain free space on the hard disk, you can set the maximum number of stored jobs.

Use the procedure below to specify the maximum number of stored jobs.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, [Change] of *Repeat Copy Job Retention*.

3 Use the [+] and [–] keys or the numeric keys to enter the maximum number of stored jobs.

You can enter any number between 0 and 50.

NOTE: If you enter a value of 0 (zero), no jobs are stored.

4 Press [OK]. The maximum number of stored jobs is set.

Printing a Document

You can print the documents stored in the Repeat Copy box.

Use the procedure below to print a document.

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Repeat Copy] box, and press [Open].

4 Select the document to print and press [Print].

5 If the document is protected by a password, enter the password using the numeric keys.

6 Press [Start Print] to start printing.

The Repeat Copy box job will be deleted when the main power switch is turned off.

Deletion of Job Retention

This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.

The table below shows the available settings.

Item	Detail
Off	Temporary documents are not automatically deleted.
1 hour	Documents are deleted after 1 hour.
4 hours	Documents are deleted after 4 hours.
1 day	Documents are deleted after 1 day.
1 week	Documents are deleted after 1 week.

Use the procedure below to set automatic deletion for temporary documents.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, then [Change] of *Deletion of Job Retention*.

3 Select the time for automatic deletion.

To deactivate automatic deletion, press [Off].

4 Press [OK].

NOTE: This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the main power switch is turned off.
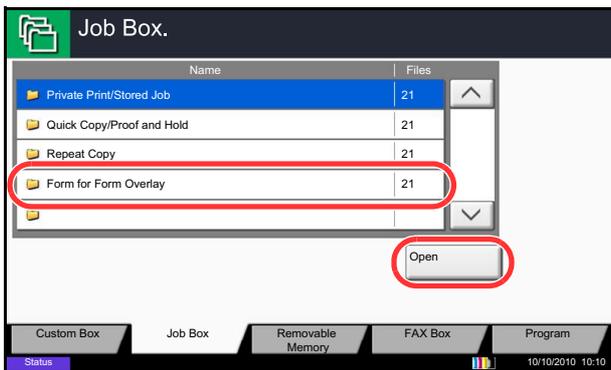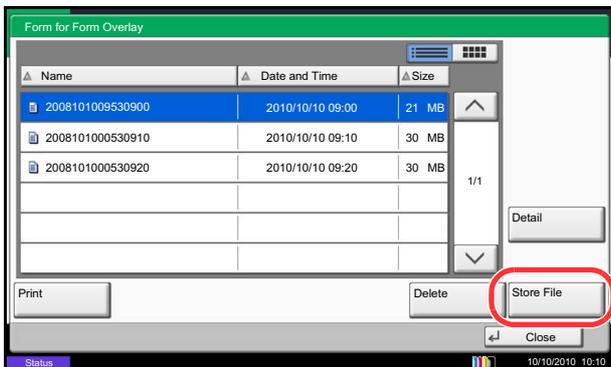
Form for Form Overlay

Storing a Form

You can store forms to be used for the form overlay in the *Form for Form Overlay* box. One page can be registered in one form.

Use the procedure below to store a form.

1 Press the **Document Box** key.

2 Place the original in the document processor or on the platen.

3 Press [Job Box].

4 Select [Form for Form Overlay] and press [Open].

5 Press [Store File].

6 If necessary, select the image quality of original, scanning density, etc. before the original is scanned.

7 Press the **Start** key. The original is scanned and stored in the *Form for Form Overlay* box.

NOTE: For information on using image overlays with a stored form, see *Form Overlay on page 4-23* and *Form Overlay from Custom Boxes (Form Overlay) on page 7-9*.

Deleting a Form Stored

You can delete the form stored in the *Form for Form Overlay* box.

Use the procedure below to delete a form.
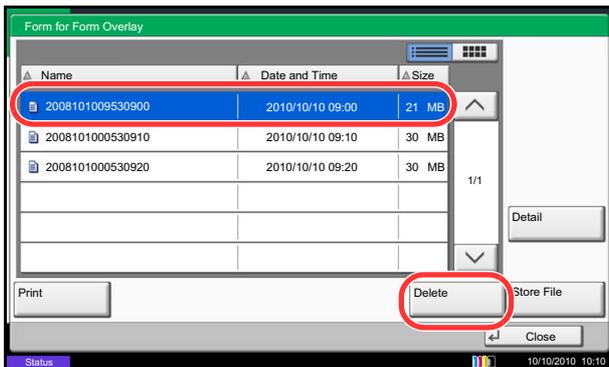
1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Form for Form Overlay] and press [Open].

4 Select the form to delete and press [Delete].

The delete confirmation screen appears.

5 Press [Yes]. The form is deleted.

# Printing Documents Stored in Removable USB Memory

Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory without having to use a computer.

Limitations

- The following file types can be printed:
  - PDF file (Version 1.7 or older)
  - TIFF file (TIFF V6/TTN2 format)
  - JPEG file
  - XPS file
  - Encrypted PDF file
- PDF files you wish to print should have an extension (.pdf).
- Files to be printed should be saved no further down than the top 3 folder levels, including the root folder.
- Use USB memory properly formatted by this machine.
- Plug the USB memory directly into the USB Port (A1). We do not guarantee that USB memory printing is error free if a USB hub is used.

Printing (Print)

Print documents stored in the removable USB memory.
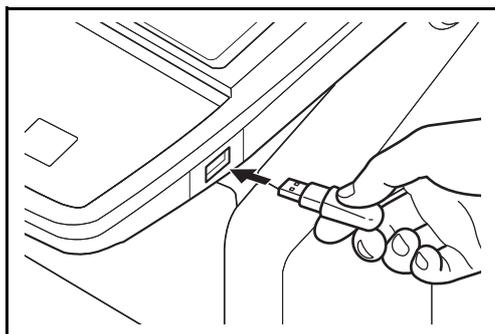
1 Plug the USB memory into the USB Port (A1).

IMPORTANT: Use USB memory formatted by this machine. If a USB memory formatted by any other device is used, *The removable memory is not formatted.* may appear. To format a USB memory, press [Format] and follow the instructions on the screen.

2 When the machine reads the USB memory, *Removable Memory is recognized. Displaying files.* may appear. Press [Yes] to display the removable memory screen.

NOTE: If the message does not appear, press the Document Box key and then [Removable Memory].

3 Select the folder containing the file to be printed and press [Open].

The machine will display documents in the top 3 folder levels, including the root folder.

NOTE: 1000 documents can be displayed. To return to a higher level folder, press [Up].
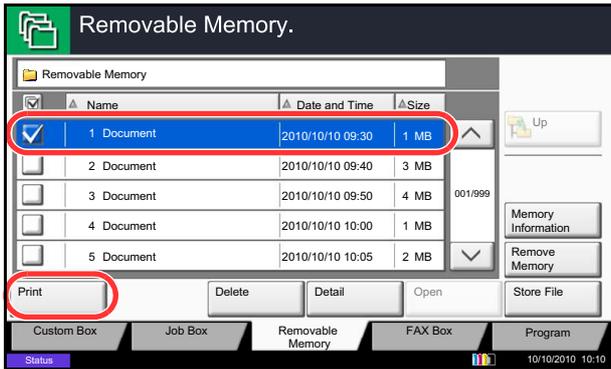
4 Select the file to be printed and press [Print].

5 Change the number of copies, duplex printing, etc. as desired.

For the features that can be selected, refer to *Document print features on page 7-23*.

After a document saved in the machine is selected, the [User File Settings] key may appear in the setting screen for the feature to be used.

- To use the settings saved with the document, press [User File Settings].

- If you need to change the print settings, change the print settings.

6 Press the **Start** key. Printing of the selected file begins.

Document print features

The features below can be selected when printing a document.

- Paper Selection (page 4-3)
- Collate/Offset (page 3-15)
- Staple (page 3-19)
- Punch (page 3-21)
- Paper Output (page 4-13)

- Duplex (page 3-13)
- Job Finish Notice (page 4-46)
- Priority Override (page 4-48)
- Fold (page 4-11)
- Text Stamp (page 4-31)

- Bates Stamp (page 4-32)
- Encrypted PDF Password (page 7-23)
- JPEG/TIFF Print (page 7-23)
- XPS Fit to Page(page 7-23)
- Color Selection (page 6-23)

Encrypted PDF Password

To print a PDF that is protected by a password, enter the password before printing.

JPEG/TIFF Print

Select the image size when printing JPEG or TIFF files.

Item	Description
Paper Size	Fit the image size to the selected paper size.
Image Resolution	Print at resolution of the actual image.
Print Resolution	Fit the image size to the print resolution.

XPS Fit to Page

Reduces or enlarges the image size to fit to the selected paper size when printing XPS files.

Saving Documents to USB Memory (Scan to USB)

This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG, XPS or high-compression PDF format.

NOTE: The maximum number of the storable files is 100.

Storing Documents (Store File)

The procedure for storing documents in removable USB memory is explained below.
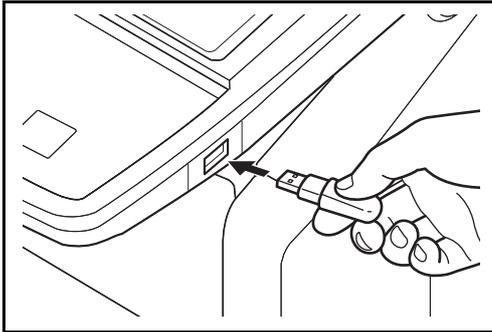
1   Plug the USB memory into the USB Port (A1).

IMPORTANT: Use only USB memory that has been formatted on this machine. If USB memory formatted on another device is used, *The removable memory is not formatted* message may appear. To format the USB memory, press [Format].

**CAUTION:** When [Format] is pressed, all data in the external media is erased.

2   When the machine reads the USB memory, *Removable Memory is recognized. Displaying files.* may appear. Press [Yes] to display the removable memory screen.

NOTE: If the message does not appear, press the Document Box key and then [Removable Memory].

3 Select the folder where the file will be stored and press [Open].

The machine will display the top 3 folder levels, including the root folder.

4 Press [Store File].
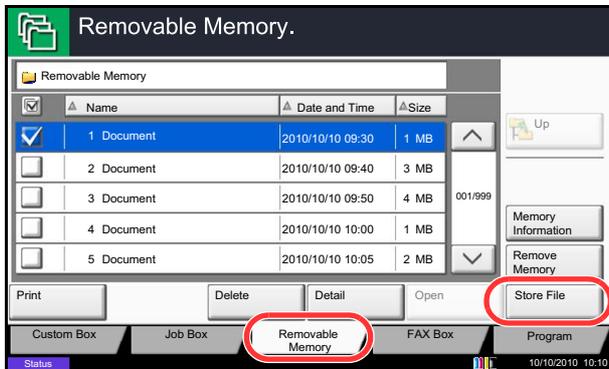
5 Set the type of original, file format, etc., as desired.

For the features that can be selected, refer to *Document Store features on page 7-25*.

6 Press the **Start** key. The original is scanned and the data is stored in the USB memory.

Document Store features

The features below can be selected when saving a document.

- Original Size (page 6-2)
- Mixed Size Originals (page 6-8)
- 2-sided/Book Original (page 6-11)
- Original Orientation (page 6-12)
- Storing Size (page 7-4)
- Prevent Bleed-thru (page 6-25)
- Density (page 6-19)

- Original Image (page 6-18)
- Scan Resolution (page 6-20)
- Color Selection (page 6-23)
- Sharpness (page 6-21)
- Background Density Adj. (page 6-22)
- Zoom (page 6-6)
- Centering (page 6-7)

- Border Erase (page 6-26)
- Continuous Scan (page 6-24)
- Job Finish Notice (page 6-35)
- File Name Entry (page 6-28)
- File Format (page 6-14)
- Text Stamp (page 6-38)
- Bates Stamp (page 6-39)

Removing USB Memory

Remove the USB memory.

IMPORTANT: Be sure to follow the proper procedure to avoid damaging the data or USB memory.
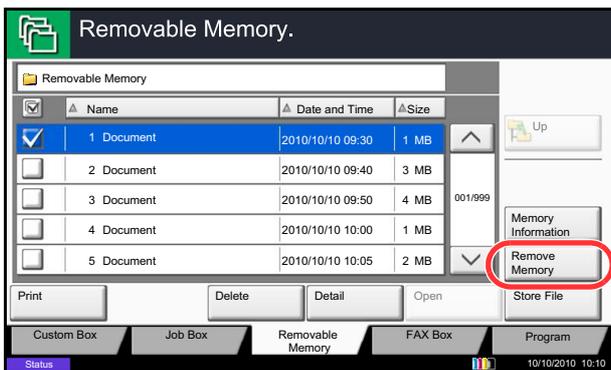
1 Press the **Document Box** key.

2 Press [Removable Memory].

3 Press [Remove Memory].

		Removable Memory.				
	Removable Memory					
☑	△ Name	△ Date and Time	△Size			Up
☑	1 Document	2010/10/10 09:30	1 MB	∧		
☐	2 Document	2010/10/10 09:40	3 MB			
☐	3 Document	2010/10/10 09:50	4 MB	001/999	Memory Information	
☐	4 Document	2010/10/10 10:00	1 MB			
☐	5 Document	2010/10/10 10:05	2 MB	∨	Remove Memory	
Print		Delete	Detail	Open	Store File	
Custom Box	Job Box	Removable Memory	FAX Box	Program		
Status					10/10/2010 10:10	

4 Press [OK], and remove the USB memory after *Removable Memory can be safely removed.* is displayed.

NOTE: USB memory can also be removed after checking the status of the device.
For details, refer to *Check of Device Status, on page 8-14.*