



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA BIZHUB C253. You'll find the answers to all your questions on the KONICA MINOLTA BIZHUB C253 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KONICA MINOLTA BIZHUB C253
User guide KONICA MINOLTA BIZHUB C253
Operating instructions KONICA MINOLTA BIZHUB C253
Instructions for use KONICA MINOLTA BIZHUB C253
Instruction manual KONICA MINOLTA BIZHUB C253



The essentials of imaging

bizhub 
C203/C253/C353

Box operations



[You're reading an excerpt. Click here to read official KONICA MINOLTA BIZHUB C253 user guide](http://yourpdfguides.com/dref/588302)
<http://yourpdfguides.com/dref/588302>

Manual abstract:

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Sequence of action

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... Print Operations ..

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..... Box Operations (this manual)

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.... *Network Scan/Fax/Network Fax Operations .*

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..... *Network Administrator ..*

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..... *1-6 1-6 1-6 1-6 1-6 1-6 2 Overview of the User Box functions 2.1 2.1.1 User Box functions.*

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. Available User Box functions

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..... Saving documents.

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.... Using document data.....

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.... Organizing document data.....

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..... Set-up for User Box functions....

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... User box registration..

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.... To use the machine for relay device .

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. To use Memory RX user box.....

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Information before saving documents

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User authentication

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... Machine authentication ..

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External server authentication.....

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..... Account track ...

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..... Limitation on user box registration.

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.... Public/personal/group user boxes .

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..... 2-8 Authentication and accessible user boxes

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..... 2-9 When user authentication and account track settings are not specified .

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..... 2-9 When only user authentication settings are specified....

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.. 2-9 When only account track settings are specified

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..... 2-10 When user authentication and account track settings are specified and synchronized.

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..... 2-11 When user authentication and account track settings are specified but not synchronized ..

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. 2-12 bizhub C203/C253/C353 Contents-1 3 Control panel/touch panel 3.1 3.2 3.2.
1 3.2.2 Control panel...

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..... *Icons on the touch panel*

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..... *3-7 Job List*

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.. 3-7 Job List - Delete ...

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..... 3-8 Job List - Job Details.....

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..... 3-8 Current Jobs in Print page....

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.... 3-9 Job History in Print page .

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.... 3-9 Current Jobs in Send page.

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.... 3-10 Job History in Send page

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..... 3-10 Current Jobs in Receive page

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. 3-11 Job History in Receive page....

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..... 3-11 Current Jobs in Save page .

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.... 3-12 Job History in Save page.

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.. 3-12 Settings when saving documents...

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.. 3-13 Detail - Check Scan Settings.....

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..... 3-13 Detail - Check Original Settings .

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. 3-14 Settings when using documents

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.. 3-14 Detail.....

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..... 3-14 Check Job Settings

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..... 3-15 Check Job Settings - Destination Settings...

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... 3-15 Check Job Settings - Communication Settings

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. 3-15 Check Job Settings - E-Mail Settings

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.... 3-16 Preview .

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.... 3-16 4 Operation flow of user boxes 4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.7.1 Saving documents in user boxes ..

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.. 4-3 Printing documents in user boxes

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..... 4-6 *Sending documents in user boxes.*

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..... 4-9 *Saving documents in external memory*

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... 4-14 *Printing documents in external memory*

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..... 4-17 *Organizing user box documents ..*

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..... 4-19 Menu trees in User Box mode

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... 4-21 Save Document ..

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..... 4-21 Public/Personal/Group User Boxes.....

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.. 4-21 System User Box.....

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Book Erase - Frame Erase

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Book Erase - Center Erase.....

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Binding Position

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... *Center Staple/Fold*.....

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..... *Print - Application (Public/Personal/Group user box)*..

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.. *Page Margin*

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.... *Margin Position*.

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Image Shift - Change Back Shift

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Sheet/Cover/Chapter Insert - Cover Sheet

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What is a cover sheet?

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. Cover setting

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.. Front Cover - Paper.....

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... Back Cover-Paper

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..... Sheet/Cover/Chapter Insert - Insert Sheet

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.. *What is Insert Sheet?.....*

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.. *Insert Paper*

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..... *Insert Type*

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Sheet/Cover/Chapter Insert - Chapters

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What is Chapters?

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... *Stamp/Composition*.....

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.... *Stamp/Composition - Date/Time*.....

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..... *Print Position - Fine-Tune*.....

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.. *Stamp/Composition - Page Number* ...

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... Insert Sheet Setting ..

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..... Stamp/Composition - Stamp...

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.... *Stamp Type/Preset Stamps* .

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. Print Position - Fine-Tune...

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4.1 7-10 7-10 7-10 7-10 7-10 7-11 7-11 7-12 7-12 7-13 7-13 7-13 7-14 7-14 7-14 7-15 7-15 7-15 7-15 7-16 7-16 7-16 7-17 7-17 7-17 7-17 7-18
7-18 7-19 7-19 7-19 7-19 7-20 7-20 7-20 7-21 7-21 7-21 7-21 7-22 7-22 7-22 7.4.2 7.4.

3 7.4.4 7.4.5 7.

4.6 7.4.7 7.4.8 7.4.9 Contents-4 bizhub C203/C253/C353 7.4.10 Stamp/Composition - Copy Protect .

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.... What is Copy Protect?

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Copy Protect Type - Registered Stamp

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Copy Protect Type - Preset Stamp

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..... *Copy Protect Type - Date/Time ...*

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.... *Copy Protect Type - Other.*

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..... *Detail Settings .*

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... *Detail Settings - Text/background color ..*

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.. Detail Settings - Density...
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. Detail Settings - Copy Protect Pattern...
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... Detail Settings - Text Size ..
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.... Detail Settings - Pattern Overwrite.....

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Stamp/Composition - Stamp Repeat.....

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... Stamp Repeat Type - Registered Stamp ..

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. Stamp Repeat Type - Preset Stamp

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. Stamp Repeat Type - Date/Time

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. Stamp Repeat Type - Other

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..... Detailed Settings - Text Color ..

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... Detailed Settings - Density..

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... Detailed Settings - Text Size

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Detailed Settings - Pattern Overwrite.....

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.... *Position - Change Pos.*
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..... *Stamp/Composition - Header/Footer* .

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.. *Recall Header/Footer*

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Check/Change Temporarily

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... Check/Change Temporarily - Header Settings/Footer Settings ..

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... Check/Change Temporarily - Text Color ..

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. *Check/Change Temporarily - Text Size*

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. *Send (Public/Personal/Group user box)....*

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..... *Overview of Send ...*

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. *Description of the Send screen....*

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.... *Address Book - Search*

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.... *Address Type* .

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..... *Index.*

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... Direct Input - E-Mail

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... Direct Input - Internet Fax

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.... RX Ability (Destination) .

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... *Direct Input - WebDAV*

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... *Password* ..

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..... *Detailed Settings*

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Address Search

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..... Address Search - Search ...

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..... *Address Search - Advanced Search*

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. *File Type ...*

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.... *File Type*

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.. *Scan Setting*

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Overview of Communication Settings

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... Communication Settings - Line Settings ..

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.. About Line Settings ...

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.. Select Line

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.. Communication Settings - E-Mail Settings ...

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.. About E-Mail Settings...

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Document Name.....

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. Subject...

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. *Body*

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..... *Communication Settings - URL Notification Setting*

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..... *What is URL notification?*

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..... *Detail Search* ..

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..... *Direct Input* .

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... *Communication Settings - Communication Method Settings*.....

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Timer TX.....

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..... *Password TX.*

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..... *F-Code TX*

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..... *Communication Settings - E-Mail Encryption*

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..... *What is Send & Print?*

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..... *Copies*

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..... *Simplex/Duplex* ..

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.. *Staple-Position Setting* ...

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..... *Combine (Public/Personal/Group user box)* ...

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..... *What is Combine?*

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..... *Combining Order.*

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.... *Description of the Print screen.....*

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... *Bind TX (Public/Personal/Group user box) ..*

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..... *What is Bind TX?*

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.... Combining Order screen .

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..... Bulletin Board User Box (System User Box) ...

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..... What is Bulletin Board User Box?.....

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..... *Bulletin Board User Box screen*

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.. *Printing document in the bulletin board user box* ...

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.. *Deleting document from the bulletin board user box*.....

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.. *Polling TX User Box (System User Box)* ...

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..... *Secure Print User Box (System User Box)* ..

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What is Secure Print User Box?.....

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.. Authentication procedure 1...

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. Authentication procedure 2.....

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Printing

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..... *Sheet/Cover/Chapter Insert*

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... *Stamp/Composition* ..

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... *Deleting* ..

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.. Memory RX User Box (System User Box)

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..... What is Memory RX User Box?.....

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..... Memory RX User Box screen ..

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.... Printing

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.... *Deleting* .

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... *Annotation User Box (System User Box)*

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..... *What is Annotation User Box?* ...

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. Annotation User Box screen

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..... *Description of the Print screen..*

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.. Description of the Send screen...

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..... *Application - Stamp Element*

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..... Print Position

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. Fax Retransmit User Box (System User Box)

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... What is Fax Retransmit User Box?

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Fax Retransmit User Box screen

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Retransmitting a fax

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Printing

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Encrypted PDF User Box (System User Box)

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..... What is Encrypted PDF User Box? ...

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.... Encrypted PDF User Box screen

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.... *Deleting*

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... 7-58 7-58 7-58 7-58 7-58 7-58 7-59 7-59 7-59 7-60 7-61 7-61 7-61 7-62 7-62 7-62 7-62 7-63 7-64 7-64 7-64 7-64 7-65 7-65 7-65 7-65 7-65 7-65 7-65
7-66 7-66 7-66 7-66 7-66 7-67 7-67 7-67 7-67 7-68 7-68 7-68 7-68 7-69 7-69 7-69 7-70 7-70 7-70 7-70 7-71 7-71 7-71 7-71 7.6 7.6.1 7.6.2 7.6.

3 7.7 7.7.1 7.7.2 7.8 7.8.1 7.8.
2 7.8.3 7.8.4 7.
9 7.10 7.10.1 7.10.
2 7.10.3 7.10.4 7.10.5 7.11 7.11.1 7.

11.2 7.11.3 7.11.4 7.12 7.12.1 7.12.
2 7.12.3 7.12.4 7.
12.5 7.13 7.13.1 7.
13.2 7.13.3 7.13.4 7.14 7.14.1 7.14.

2 7.14.3 7.14.4 bizhub C203/C253/C353 Contents-7 7.15 7.15.1 External Memory (System User Box) ...

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..... *About External Memory* ..

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File Path.....

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.... File selection.....

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..... *Open a folder .*

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Print

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Document Details

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... *External Memory - Print.*

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... *Basic .*

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Print

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Finishing

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..... *Paper ..*

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... 8-3 Public/Personal/Group

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. 8-3 System.....

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.... 8-3 Description of the File Document screen .

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.... 8-4 Public/Personal/Group .

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.. 8-4 System User Box...

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.... 8-5 Public/Personal/Group user box .

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..... Deleting a document .

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Edit Name

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... *Copy* ...

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Document Details

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.. Preview

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.... 8-6 8-6 8-6 8-6 8-7 8-7 8-7 8-8 8.2 8.2.1 8.2.2 8.

2.3 8.2.4 8.2.5 8.3 8.3.1 8.3.

2 8.3.3 8.3.4 8.

3.5 8.3.6 System User Box ..

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... 8-9 Bulletin Board User Box

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.... 8-9 Polling TX User Box.

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.. 8-9 Secure Print User Box

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.... 8-10 Memory RX User Box .
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.. 8-10 Annotation User Box ...

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. 8-11 Fax Retransmit User Box....

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..... 8-11 9 User box setting 9.
1 9.1.1 9.1.2 9.
2 9.2.1 Menu tree for user box setting ...
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9-3 Utility.....

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..... 9-3 Administrator Settings

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..... 9-4 User box registration.....

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.... 9-6 User box registration

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..... 9-6 Public/Personal/Group user boxes.....

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..... 9-7 Delete Empty User Box(es).....

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..... 9-8 Bulletin Board User Box ...

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... 9-9 Relay User Box

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..... *. Specifying the box administrator*

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.... HDD Encryption Setting .

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Operating environment.....

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.. 10-9 Login...

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. 10-9 Options that can be selected when logged on to PageScope Web Connection....

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..... 10-9 Logging on as a public user .

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..... 10-10 Logging on as a registered user.....

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..... 10-10 Logging on to Administrator mode

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10-11 Logging on as a user box administrator.....

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..... 10-12 Overview of User mode ..

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In order to allow functionality of this product fully and to use it effectively, please read this user manual as necessary. Also, by installing the softwares such as HDDTWAIN, and PageScope Box Operator, you can access the data in the user box from another computer over the network. Available functions vary depending on the software. Refer to each software manual.

In order to operate the product safely and properly, be sure to read the accompanying User manuals Copy/Print/Network Scan/Fax/Network Fax/Box Operations and Network Administrator. For detailed safety information and operation precautions, refer to the User Manual. For descriptions on trademarks and copyrights, refer to the User Manual. The illustrations used in this manual may appear slightly different from views of the actual equipment. 1 bizhub C203/C253/C353 1-3 1 1.1 About this manual This document is a user manual on the User Box functions of bizhub C203/C253/C353. The following describes the contents of this manual and representation of the product name. Introduction This manual is intended for persons with basic knowledge of computers and this machine. For details on the Windows or Macintosh operating systems, or software applications, refer to the respective manuals. Also, the software related to the User Box functions, such as HDDTWAIN and PageScope Box Operator, is provided with this machine.

For details on using these softwares, refer to the manual in the CD-ROM. 1.1.1 Contents This manual consists of the following chapters: No. 1 2 3 4 Chapter name Introduction Overview of the User Box functions Control panel/touch panel Operation flow of user boxes Description This chapter describes the manual conventions and gives an overview of the available user manuals.

This chapter describes the type, function and restrictions of available user boxes before using the user box function of this machine. This chapter describes the function of keys on the control panel and usage of the touch panel. This chapter describes the main operation of the user box function in flow charts. Refer to the flow chart for flow of each operation. It also introduces the menu tree of items that can be specified to use the user box function.

Clicking the link of the menu tree displays the page that describes the setting screen. This chapter describes the procedure to display the User Box mode screen after turning the machine on. This chapter describes items you can specify to save a document in the user box. This chapter describes items you can specify to print and send the document saved in the user box. This chapter describes how to check, copy and move the document saved in the user box. This chapter describes items of the Utility mode related to the user box function. The Utility mode allows you to register a user box and specify automatic deletion time of the document. Clicking the link described at the beginning of the chapter displays the page that describes the Utility mode. This chapter describes the overview of the utility software that allows you to configure the machine using an Web browser from a computer on a network. This chapter includes handling error messages, entering text and a glossary.

5 6 7 8 9 Entering User Box mode Save Document Use Document File Document User box setting 10 11 12 PageScope Web Connection Appendix Index 1.1.2 Product notation Product name bizhub C203/C253/C353 Microsoft Windows NT 4.0 Microsoft Windows 2000 Microsoft Windows XP Microsoft Windows Vista To combined OS Notation This machine, C203/C253/C353 Windows NT 4.0 Windows 2000 Windows XP Windows Vista Windows NT 4.0/2000/XP/Vista 1-4 bizhub C203/C253/C353 Introduction 1 Explanation of manual conventions The marks and text formats used in this manual are described below. Safety advices 1.2 6 DANGER Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power. % Observe all dangers in order to prevent injuries. 7 WARNING Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

% Observe all warnings in order to prevent injuries and to ensure safe use of the machine. 7 CAUTION Failure to observe instructions highlighted in this manner may result in slight injuries or property damage. % Observe all cautions in order to prevent injuries and to ensure safe use of the machine. Sequence of action 1 2 The number 1 as formatted here indicates the first step of a sequence of actions. Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

? Text formatted in this style provides additional assistance. % Text formatted in this style describes the action that will ensure the desired results are achieved. An illustration inserted here shows what operations must be performed. Tips 2 Note Text highlighted in this manner contains useful information and tips to ensure safe use of the machine. 2 Reminder Text highlighted in this manner contains information that should be reminded.

! Detail Text highlighted in this manner contains references for more detailed information. bizhub C203/C253/C353 1-5 1 Special text markings [Stop] key The names of keys on the control panel are written as shown above. MACHINE SETTING Display texts are written as shown above. Introduction 2 Note The machine illustrations shown in this manual can vary and depend on the machine configuration. 1.3 1.3.1 User manuals This machine is provided with printed manuals and PDF manuals on the user manual CD. Printed manual User manual This manual contains operating procedures and descriptions of the most frequently used functions. In addition, this manual contains notes and precautions that should be followed for safe use of the machine.

Be sure to read this manual before using the machine. 1.3.2 User manual CD manuals Copy Operations This manual contains descriptions of the Copy mode operations and machine maintenance. Refer to this manual for details on the paper and originals, copy procedures using convenient Application functions, replacing consumables, and troubleshooting operations such as clearing paper misfeeds. Print Operations This manual contains details of the printing functions that can be specified with the standard built-in printer controller. Refer to this manual for operating procedures on using the printing functions. Box Operations (this manual) This manual contains operating procedures for using the user boxes on the hard disk. Refer to this manual for details on saving data in user boxes, retrieving data from user boxes and transferring data. Network Scan/Fax/Network Fax Operations This manual contains details on the network scan, G3 fax, network fax operations, and fax driver functions.

Refer to this manual for details on using network scan function by E-Mail or FTP, G3 fax, Internet fax, IP address fax operations, and PC-FAX functions.



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Machine authentication % Type in the user name and password, and then touch [Login] or press the [Access] key. External server authentication % Specify the user name, password and authenticating server, and then touch [Login] or press the [Access] key. Account track % Type in the account name and password, and then touch [Login] or press the [Access] key. bizhub C203/C253/C353 2-7 2 Overview of the User Box functions ! Detail With user authentication, the only boxes that are displayed are those accessible by the user that is logged on. For details, refer to "Authentication and accessible user boxes" on page 2-9. If "Prohibit Functions When Auth. Error" in Administrator mode is set to "Mode 2" and a user enters an incorrect password the specified number of times, that user is locked out and can no longer use the machine. Contact the administrator to cancel operation restrictions.

2.2.2 Limitation on user box registration Public/personal/group user boxes There are "public" user boxes, which can be used by more than one person, "personal" user boxes, which can be used only by a single person, and group user boxes, which can be used only by authorized users in the account track settings. The followings are limitations for each box. Before document data can be saved, a user box must be created for saving the data. Up to 1,000 user boxes can be created. Up to 200 documents can be saved in a single user box. A total of 10,000 pages can be saved in all user boxes. A total of 3,000 documents can be saved in all user boxes. Bulletin board user box Up to 10 user boxes can be created for bulletin board user box. One document can be saved in a single bulletin board user box. Polling TX user box One document can be saved in a polling TX user box. 2.2.3 Limitation on document name Document data that is saved can be given a name. The names can contain a maximum of 30 characters. The names can also be changed after they are saved. The names can be specified when the data is saved; however, if the data is saved without a name specified, a preset name is applied. Preset names are created by combining the following elements. (Example of the name "CKMBT_C35307102315230") Item C Description This letter indicates the mode when the document is saved.

C: Copy S: Fax/Scan P: Print This represents the name of the device that scanned the data. The factory default is "KMBT_(product name)". This name can be changed with the "Device Name" parameter on the "Administrator/Machine Setting" in "Administrator Setting". A name of up to 10 characters can be specified. This indicates the year (last two digits), month, day, hour and minutes when the data is scanned. The last digit is a serial number if the document is part of a series of scans. This indicates the page when multi-page data is scanned. This numeral does not appear beside "File Name"; however, it is added automatically as part of the name when the file is transmitted. Consider this when creating a file name so that it meets the naming requirements of the server receiving the files, for example, when data is sent by FTP. This is the extension for the specified data format.

This text does not appear beside "File Name"; however, it is added automatically as part of the name when the file is transmitted. KMBT_C353 07102315230_0001.TIF ! Detail "S" appears for documents saved in the Fax/Scan mode screen or the User Box screen. 2-8 bizhub C203/C253/C353 Overview of the User Box functions 2 2.3 Authentication and accessible user boxes When user authentication and account track settings have been applied, the accessible user boxes and the access permissions change as shown below.

Specify the user authentication and account track settings according to the desired functions. 2.3.1 When user authentication and account track settings are not specified Create and access Public user box Description Users can access all public user boxes. User boxes created by users and the administrator are "public" user boxes.

2.3.2 When only user authentication settings are specified Public user box User 1 Personal user box for user 1 User box administrator Personal user box for user 2 User 2 Accessible Description Users can access all public user boxes and only personal user boxes that the user has created. Personal user boxes cannot be accessed by other users. A user box administrator can be specified. A user box administrator can access all public user boxes and all personal user boxes. If user authentication settings are canceled or if authentication method is changed, all personal user boxes become public user boxes. bizhub C203/C253/C353 2-9 2 2.3.3 When only account track settings are specified Account A Overview of the User Box functions Public user box Group user box for account A Account B Group user box for account B Accessible Description Users can access all public user boxes and only group user boxes for the account that the user belongs to.

If account track settings are canceled or if authentication method is changed, all group user boxes become public user boxes. 2-10 bizhub C203/C253/C353 Overview of the User Box functions 2 2.3.4 When user authentication and account track settings are specified and synchronized Account A Account B User 1 User 2 Since account name is synchronized with user names, group user boxes for accounts that the user does not belong to cannot be accessed. Public user box Account A Personal user box for user 1 User 1 Group user box for account A Account B Public user box Personal user box for user 2 User 2 Group user box for account B Accessible Description Users can access all public user boxes, only group user boxes for the account that the user belongs to, and only personal user boxes that the user has created. Personal user boxes cannot be accessed by other users. A user box administrator can be specified. A user box administrator can access all public user boxes, all personal user boxes and all group user boxes. If user authentication settings are canceled or if authentication method is changed, personal user boxes and all group user boxes become public user boxes. bizhub C203/C253/C353 2-11 2 2.

3.5 Overview of the User Box functions When user authentication and account track settings are specified but not synchronized Account A Account B User 1 User 2 Since account name is not synchronized with user names, the account name and password must be entered when logging on. A user can use different account name at each login, and therefore can access to each group user box for the account. Public user box Personal user box for user 1 User 1 Group user box for account A Public user box Group user box for account B Accessible Accessible by entering the account name and password Description Users can access all public user boxes and only personal user boxes that the user has created.



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Personal user boxes cannot be accessed by other users.

A user can access to a particular group user box by entering the relevant account name and password when logging on. A user box administrator can be specified. A user box administrator can access all public user boxes, all personal user boxes and all group user boxes. If user authentication settings are canceled or if authentication method is changed, personal user boxes and all group user boxes become public user boxes. 2-12 bizhub C203/C253/C353 3

Control panel/touch panel Control panel/touch panel 3 3 3.

1 Control panel/touch panel Control panel Use the control panel for User Box mode operation. The following keys and switches are provided on the control panel. 1 2 3 4 22 21 20 19 6 18 17 16 15 7 8 5 14 13 12 11 10 9 No. 1 2 3 Part name Touch panel Main Power indicator [Power] (auxiliary power) key Description Displays various screens and messages. Specify the various settings by directly touching the panel. Lights up in green when the machine is turned on with the main power switch. Press to turn on/off machine operations, for example, for copying, printing or scanning. When turned off, the machine enters a state where it conserves energy. Press to register (store) the desired copy/scan settings as a program or to recall a registered copy/scan program. Press to display the Utility screen and the Meter Count screen.

Press to clear all settings (except programmed settings) entered in the control panel and touch panel. Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again. Pressing the [Stop] key during scanning temporarily stops the scan operation. Press to print a single proof copy to be checked before printing a large number of copies. 4 5 6 7 [Mode Memory] key [Utility/Counter] key [Reset] key [Interrupt] key 8 9 [Stop] key [Proof Copy] key bizhub C203/C253/C353 3-3 3 No. 10 Part name [Start] key Description Control panel/touch panel Press to start scanning. When this machine is ready to begin to scan, the indicator on the [Start] key lights up in blue.

If the indicator on the [Start] key lights up in orange, the operation cannot be started. Press to restart a stopped job. Flashes in blue while a print job is being received. Lights up in blue when data is being printed. Press to erase a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad. Use to type in the number of sets to be copied. Use to type in the zoom ratio. Use to type in the various settings. Press to display the Help screen. From this screen, descriptions of the various functions and details of operations can be displayed.

Press to enter Enlarge Display mode. Press to display the screen for specifying settings for user accessibility functions. Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again. In order to use this machine when user authentication or account track settings have been applied, enter the user name and password (for user authentication) or the account name and password (for account track), and then press this key. Also press this key to log off. Use to adjust the brightness of the touch panel. Press to enter User Box mode. While the machine is in User Box mode, the indicator on the [User Box] key lights up in green.

Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green. For details on the fax operation, refer to the User manual Network Scan/Fax/Network Fax Operations. Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green. For details, refer to the User manual Copy Operations. 11 12 13 Data indicator [C] (clear) key Keypad 14 [Help] key 15 16 17 [Enlarge Display] key [Accessibility] key [Power Save] key 18 [Access] key 19 20 [Brightness] dial [User Box] key 21 [Fax/Scan] key 22 [Copy] key 7 CAUTION Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged. % Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel. 3-4 bizhub C203/C253/C353 Control panel/touch panel 3 3.

2 3.2.1 Touch panel Screen layout 1 5 2 4 3 No. 1 2 Part Name Message display area Functions/settings display area Description The status of the machine and details on operations are displayed. Softkeys to select functions are displayed. This area is for specifying the settings of various functions. Touch softkeys to display the corresponding screen for specifying the settings. Icons indicating the status of jobs and the machine are displayed. These indicators show the amount of toner remaining for yellow (Y), magenta (M), cyan (C), and black (K). The softkeys, such as [Job List] showing the jobs being processed or to be processed, and [Mode Check] showing the result of the specified settings, appear in this area.

For details on the left panel, refer to "Display and operation of the left panel" on page 3-7. 3 4 5 Icon display area Toner supply indicators Left panel bizhub C203/C253/C353 3-5 3 Icons on the touch panel Control panel/touch panel The status of the machine may appear in the icon display area. The followings are the icons appear on the touch panel. Icon Description Indicates that data is being sent from the machine, regardless of the current mode. Indicates that data is being received by the machine, regardless of the current mode. Indicates that an error occurred during an image stabilization operation, a print operation or a scan operation. Touch this icon to view a screen containing a warning code. If the warning screen was closed when a warning occurred, touch this button to display the warning screen again. Appears when there is a message indicating that consumables must be replaced or the machine requires maintenance. Touch this icon to display the message, and then perform the replacement or maintenance procedure.

Appears when an error occurs with the connection to the POP server. Indicates that paper is not loaded in the paper tray. Indicates that very little paper remains in the paper tray. If the optional image controller is installed, touch this icon to display the setting screen for the image controller. Indicates that Enhanced Security mode is set to ON. Indicates that an external memory is installed. 3-6 bizhub C203/C253/C353 Control panel/touch panel 3 3.2.2 Display and operation of the left panel In the left panel of the touch panel, job status and settings can be displayed using the keys.



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The followings are the keys appear in the left panel in User Box mode.

1 2 3 No. 1 2 Part Name [Job List] [Check Job] Description Jobs that are being processed and the job history can be checked. Information on the selected user box, scan, printing and transmission settings of documents can be checked. Saved document image can be previewed. 3 [Preview] Job List Queued operation, such as saving document data to a user box and printing/sending documents, is called a job.

% Touch [Job List] to display the jobs being processed. bizhub C203/C253/C353 3-7 3 Job List - Delete Control panel/touch panel Jobs being processed can be deleted from the list to cancel the job. Select the job from the job list, and then touch [Delete]. % Check the message that appears, and then delete the job.

Job List - Job Details Jobs that are being processed and the job history can be viewed from the Job List screens.

Jobs are classified into the following four categories: Name [Print] [Send] [Receive] [Save] Description Lists print jobs for copying, computer printing, and received faxes. Lists fax and scanner transmission jobs. Lists fax reception jobs. Lists jobs for saving documents in user boxes. 3-8 bizhub C203/C253/C353

Control panel/touch panel Current Jobs in Print page Item List items Description No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job. Status: Job status (Receiving, PrintWait, Printing, StopPrint, Print Err, Job Stored) Document Name: File name to be printed. Time Stored: Time when the job is queued. Org.

: The number of original pages. Copies: The number of copies to be printed.] Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages. Deletes the selected job. Allows to change printing job priority. Allows to change settings of a stored job, or print or delete the job. Allows to view the settings of the selected job. To check, touch either [Back] or [Forward]. 3 [] [Delete] [Increase Priority] [Release Held Jobs] [Check Job Set.] [Detail] Displays the job status, user name, document name, output tray, queued time, the number of original pages, and the number of copies to be printed.

Touch [Delete] to delete the job. ! Detail If user authentication settings have been applied, the document name is not accessible from other users. Document names do not appear on the screen for secured documents. If Change Job Priority in Administrator mode is set to "Restrict", the print job priority control is not available. If Change Job Priority is set to ON, touching this softkey interrupts the printing job for the given priority.

The interrupted job is automatically printed once the given priority job is finished. Job History in Print page Item List items Description No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job. Document Name: File name to be printed. Time Stored: Time when the job is queued. Org.: The number of originals. Copies: The number of copies to be printed. Result: Result of a job (Job Complete, Deleted Due To Error, Deleted by User, Reset Modes).] Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages. Touch the softkey to display each category of job. [] [Deleted Jobs]/[Finished Jobs]/[All Jobs] [Detail] Displays the results of the job, error details, user name, document name, output tray, queued time, completed time, the number of original pages, and the number of copies to be printed. ! Detail If user authentication settings have been applied, the document name is not accessible from other users. Document names do not appear on the screen for secured documents.

bizhub C203/C253/C353 3-9 3 Current Jobs in Send page Item List items Description Control panel/touch panel No.: Job identification number assigned when the job is queued. Address Type: Type of the terminal receiving data (Fax, E-Mail, FTP, PC (SMB), WebDAV, TWAIN, others). Status: Job status (Transferring, Waiting, Dialing, Waiting To Redial) Address: Fax number, E-mail address and user box name of the recipient. Time Stored: Time when the job is queued. Org.: The number of original pages.] Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages.

Displays the status of the reserved transmission in the memory. Touch [Delete] to delete the job.

These softkeys appear if the optional fax multi line has been installed. Displays the list of the selected line. Deletes the selected job. Select the job marked "Waiting To Redial" status for redialing. Allows to view the settings of the selected job.

To check, touch either [Back] or [Forward]. [] [Timer TX Job] [L1][L2] [Delete] [Redial] [Check Job Set.] [Detail] Displays the job status, user name, document name, destination type, destination, queued time, transmission time, the number of original pages, and external server information. Touch [Delete] to delete the job. ! Detail If user authentication settings have been applied, the document name is not accessible from other users.

Document names do not appear on the screen for secured documents. "TWAIN" is indicated for jobs sent by the Web service. The external server information in [Detail] is available only if the external server authentication is applied. Job History in Send page Item List items Description No.: Job identification number assigned when the job is queued. Address Type: Type of the terminal receiving data (Fax, E-Mail, FTP, PC (SMB), WebDAV, TWAIN, others). Address: Fax number, E-mail address and user box name of the recipient. Time Stored: Time when the job is queued. Org.: The number of original pages.

Result: Result of a job (Job Complete/Deleted Due To Error/Deleted by User).] Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages. Touch the softkey to display each category of job. [] [Deleted Jobs]/ [Finished Jobs]/ [All Jobs] [Comm. List] [Detail] Displays the Scan list, Fax TX list, and Fax RX list. At each list screen, the activity report, TX report, and RX report can be printed. Displays the job results, error details, user name, document name, destination type, queued time, transmission time, the number of original pages, and external server information. ! Detail If user authentication settings have been applied, the document name is not accessible from other users. Document names do not appear on the screen for secured documents. "TWAIN" is indicated for jobs sent by the Web service.

The external server information in [Detail] is available only if the external server authentication is applied. 3-10 bizhub C203/C253/C353 Control panel/touch panel Current Jobs in Receive page Item List items Description No.: Job identification number assigned when the job is queued.



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User Name: User or account name who queued the job. Status: Job status (Receiving, Dialing (only with polling reception), Print Wait, Printing, Stop Print, Print Err, Saving to Memory) Document Name: Displays the name of the received or saved document.

Time Stored: Time when the job is queued. Org.: The number of received original pages.] Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages. The selected job is deleted.

Select the job marked "Waiting To Redial" status for redialing. Forwards the fax which has been received and stored in the memory. Specify the recipient either by selecting from the address book or by typing them in directly. Displays the job status, user name, document name, output tray, queued time, transmission time, and the number of original pages. Touch [Delete] to delete the job. 3 [] [Delete] [Redial] [Forward] [Detail] ! Detail If user authentication settings have been applied, the document name is not accessible from other users. Document names do not appear on the screen for secured documents. Job History in Receive page Item Items Description No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job.

Document Name: Displays the name of the received or saved document. Time Stored: Time when the job is queued. Org.: The number of original pages. Result: Result of a job (Job Complete/Deleted Due To Error/Deleted by User/Reset Modes).] [] Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages. Touch the softkey to display each category of job. [[Deleted Jobs]/[Finished Jobs]/[All Jobs] [Comm. List] [Detail] Displays the Scan list, Fax TX list, and Fax RX list. At each list screen, the activity report, TX report, and RX report can be printed.

Displays the results of the job, error details, user name, document name, output tray, queued time, transmission time, and the number of original pages. ! Detail If user authentication settings have been applied, the document name is not accessible from other users. Document names do not appear on the screen for secured documents. bizhub C203/C253/C353 3-11 3 Current Jobs in Save page Item List items Description No.: Job identification number assigned when the job is queued.

User Name: User or account name who queued the job. Status: Job status (Receiving, Saving to Memory). Document Name: Displays the name of the saved document. Time Stored: Time when the job is queued. Org.

: The number of original pages.] Control panel/touch panel [] [] Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages. Deletes the selected job. Displays the job status, user name, document name, user box, queued time, and the number of original pages. Touch [Delete] to delete the job. [Delete] [Detail] ! Detail If user authentication settings have been applied, the document name is not accessible from other users. Document names do not appear on the screen for secured documents. Job History in Save page Item List items Description No.: Job identification number assigned when the job is queued. User Name: User or account name who queued the job.

Document Name: Displays the name of the saved document. Time Stored: Time when the job is queued. Org.: The number of originals. Result: Result of a job (Job Complete/Deleted Due To Error/Deleted by User/Reset Modes).] Touch them when there are more jobs than seven that can be displayed at one time, to switch the pages. Touch the softkey to display each category of job. [] [Deleted Jobs]/[Finished Jobs]/[All Jobs] [Comm. List] [Detail] Displays the Scan list, Fax TX list, and Fax RX list. At each list screen, the activity report, TX report, and RX report can be printed.

Displays the job result, error details, user name, document name, user box, queued time, and the number of original pages. ! Detail If user authentication settings have been applied, the document name is not accessible from other users. Document names do not appear on the screen for secured documents. 3-12 bizhub C203/C253/C353 Control panel/touch panel Settings when saving documents 3 1 Select [Save Document] to display the information of the user box where the document is to be saved. When saving a document, select "Scan Settings" or "Original Settings".

[Details] appears. 2 Touch [Detail] to view scan settings and original settings. Detail - Check Scan Settings The basic scan setting, scan settings, and application settings can be checked. % To check, touch either [Back] or [Forward]. bizhub C203/C253/C353 3-13 3 Detail - Check Original Settings The original settings can be checked.

Control panel/touch panel Settings when using documents % Select [Use Document] to display the information of the selected user box. Detail % Touch [Document Details] in the Use Document screen to view the Registered Time/User Name/Document Name/the No. of Pages/Job No. Touch [Preview] to view the preview image of the saved document. When multiple documents are selected, switch the preview page by touching [] []. 2 Note For the procedure on viewing preview image, refer to "Preview" on page 3-16. 3-14 bizhub C203/C253/C353 Control panel/touch panel Check Job Settings When [Send] or [Bind TX] is selected on the Use Document screen, [Check Job Settings] appears. % Touch [Check Job Settings] to check the following settings: Destination Settings Communication Settings E-Mail Settings 3 Check Job Settings - Destination Settings This screen displays the list of registered destinations. % To add a destination to the address book, touch [Store Address]. To view the details of the destination on the screen, select the destination and touch [Details].

To delete a destination, select the destination and touch [Delete]. ! Detail For details on address book registration, refer to the User manual Network Scan/Fax/Network Fax Operations. Check Job Settings - Communication Settings The line setting and transmission method settings can be checked. % To check, touch either [Back] or [Forward]. bizhub C203/C253/C353 3-15 3 Check Job Settings - E-Mail Settings Control panel/touch panel The document name, subject, From address and message body for sending e-mail messages can be checked. Preview When Use Document or File Document is selected, the image of the saved document can be previewed. The document can be viewed at full size or at a size of 2, 4 or 8 times the normal size. % Select the display size, and use the scroll bars in the right end and bottom end of the image to view the desired section of the image. ! Detail With documents containing multiple pages, only the image of the first page can be checked. The contents of a document saved with encryption cannot be previewed.



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