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User manual KONICA MINOLTA BIZHUB C451
User guide KONICA MINOLTA BIZHUB C451
Operating instructions KONICA MINOLTA BIZHUB C451
Instructions for use KONICA MINOLTA BIZHUB C451
Instruction manual KONICA MINOLTA BIZHUB C451



The essentials of imaging

bizhub 
C451/C550/C650

Box operations



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If software (such as PageScope Job Spooler, HDDTWAIN or PageScope Box Operator) other than that described in this user manual has been installed, data saved in a user box can be used from a computer on the network. Since the operation differs for each software, refer to the manual for the corresponding software for details. In addition, for details on the operation of PageScope Web Connection, which can be used to operate this machine over a network, refer to the User manual PageScope Web Connection Operations. Views of the actual equipment may be slightly different from the illustrations used in this manual. 1 1.1 1.2 Energy Star® As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency. What is an ENERGY STAR® product? An ENERGY STAR® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity.



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Neither the name of Cisco, Inc, Beijing University of Posts and Telecommunications, nor the names of their contributors may be used to endorse or promote products derived from this software without specific prior written permission. THIS SOFTWARE IS PROVIDED BY THE COPYRIGHT HOLDERS AND CONTRIBUTORS "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE COPYRIGHT HOLDERS OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. All other product names mentioned are trademarks or registered trademarks of their respective companies. 1-8 bizhub C451/C550/C650 Introduction 1 About this manual This user manual covers the bizhub C451/C550/C650 box functions. This section introduces the structure of the manual and notations used for product names, etc. This manual is intended for users who understand the basic operations of computers and the machine. For the operating procedures of Windows or Macintosh operating system and application programs, refer to the respective manuals. In addition, software, such as HDDTWIN and PageScope Box Operator, which are used with the Box functions of this machine, are also available. Users of these software should refer to the corresponding manuals on the CD-ROM.

Structure of the manual This manual consists of the following chapters. Chapter 1 Introduction Chapter 2 Overview of the user box functions Chapter 3 Saving documents Chapter 4 Organizing user box documents Chapter 5 Printing a user box document Chapter 6 Sending a user box document Chapter 7 Printing/sending a system user box document Chapter 8 Specifying Utility mode parameters Chapter 9 Appendix Chapter 10 Index Notation Product name bizhub C451/C550/C650 Microsoft Windows NT 4.0 Microsoft Windows 2000 Microsoft Windows XP When the operating systems above are written together Notation in the manual This machine, C451/C550/C650 Windows NT 4.0 Windows 2000 Windows XP Windows NT 4.0/2000/XP 1.

4 2 Note The machine illustrations shown in this manual can vary and depend on the machine configuration. bizhub C451/C550/C650 1-9 1 1.5 Explanation of manual conventions The marks and text formats used in this manual are described below. Safety advices Introduction 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. An illustration inserted here shows what operations must be performed. ? Text formatted in this style provides additional assistance. % Text formatted in this style describes the action that will ensure the desired results are achieved. 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. 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. 1-10 bizhub C451/C550/C650 Introduction 1 User manuals This machine is provided with printed manuals and PDF manuals on the user manual CD. User manual This manual contains operating procedures and descriptions of the most frequently used functions. Copy Operations This manual contains descriptions of the Copy mode operations and machine maintenance. Refer to this manual for details on the paper and documents, 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 basic operating procedures for 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 Scanner Operations This manual contains descriptions on specifying network settings for standard equipment and operating procedures for scanning functions. Refer to this user manual for details on using network functions and the Scan to E-Mail, Scan to FTP and Scan to SMB operations. PageScope Web Connection Operations This manual contains descriptions on the machine settings that can be specified remotely with PageScope Web Connection from a Web browser on a computer.

Refer to this manual for details on operating procedures for using PageScope Web Connection. Fax Operations (Option) This manual contains descriptions of the G3 fax operations. Refer to this manual for details on using the G3 fax operations when the optional fax kit is installed. In order to use the fax functions, the optional fax kit must be purchased separately. Network Fax Operations (Option) This manual contains details on the network fax functions. Refer to this manual for operating procedures on Internet faxing and IP address faxing.



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1.6 bizhub C451/C550/C650 1-11 1 Introduction 1-12 bizhub C451/C550/C650 2 Overview of the user box functions Overview of the user box functions 2 2
2.1 Overview of the user box functions User box functions The user box functions allow document data to be saved on the machine's internal hard disk and later printed. Documents that can be saved are data scanned for copying and saved scan data. To save data to a box, create the box, and then save the data to the specified box. The saved data can be printed, forwarded to an FTP site, or sent by e-mail, to a computer or by Internet fax/IP address fax, as required. By using the User Box functions, documents can easily be scanned repeatedly and the separate data can be saved on a computer. User boxes that can be registered Users can create and delete user boxes. There are three types of user boxes, depending on the authentication settings.

Type Public user boxes Personal user boxes Description This box can be used by all users. Access to the box can be managed by specifying a password for the box. This box can be used by certain individuals. If user authentication settings have been applied, the box can only be accessed by users that have logged on. This box can be used by certain account members when account track settings have been applied. The box can be accessed by users who belong to the account and have logged on. Group user boxes ! Detail For details on the user boxes that can be accessed when authentication settings have been specified, refer to "Authentication and user boxes that can be accessed" on page 3-6. bizhub C451/C550/C650 2-3 2 System user boxes Overview of the user box functions These are boxes that were already set up when the machine was purchased. There are six types of system user boxes. For details on using the system user boxes, refer to the corresponding user manual.

User box name Bulletin Board User Box Description This user box appears when optional fax kit FK-502 is installed. Documents can be saved in this box, which can be used like a bulletin board. Up to 10 additional boxes can be created within the bulletin board user box. For details, refer to the User manual Fax Operations (Option). This user box appears when optional fax kit FK-502 is installed.

Data can be registered in this box for polling transmissions. For details, refer to the User manual Fax Operations (Option). Confidential documents are saved in this user box. A password must be entered in order to access the document. Up to 200 documents can be saved.

For details, refer to the User manual Print Operations. This user box appears when optional fax kit FK-502 is installed. If "Memory RX Setting" is set to "ON", received fax documents can be saved in this box. When a fax that you do not wish to print out is received, it can be saved and printed when desired. For details, refer to the User manual Fax Operations (Option). Document data saved in Scan mode can be printed or transmitted with an image of the date/time or an annotation number. This user box appears when optional fax kit FK-502 is installed. A document that, even after redialing, could not be sent because the recipient's line is busy is temporarily saved in this box. The saved document can later be sent to the same recipient. For details, refer to the User manual Fax Operations (Option).

PDF files saved with a password specified are saved in this user box when they are printed. The password must be entered on this machine in order to print the file. This user box appears when optional authentication unit (biometric type) AU-101 or authentication unit (IC card type) AU-201 is installed. A document can be printed after the user has logged on using authentication unit. For details, refer to the manual provided with the authentication unit. Polling TX User Box Secure Print User Box Memory RX User Box Annotation User Box Fax Retransmit User Box Encrypted PDF User Box Touch & Print User Box

2 Note With this machine, 1,000 boxes can be created. The boxes can be given any number between 1 and 999,999,999. 2-4 bizhub C451/C550/C650

Overview of the user box functions 2.2.2 Available user box functions Saving documents Document data (copies, scans and printouts) created using this machine can all be saved in boxes. For details on each function, refer to the pages and user manual indicated below.

Saving method Saving data in a user box while copying at the same time Saving data in a user box while scanning at the same time Saving in user box mode Saving data in a user box while printing it Page reference "Saving copies in user boxes" on page 3-10 "Saving scans in user boxes" on page 3-14 "Saving in user box mode" on page 3-17 "Saving printouts in user boxes" on page 3-20 Using documents Documents saved in user boxes can be printed, sent by e-mail or sent as a fax. Single documents can be printed or transmitted separately, or multiple documents can be selected and bound together. ! Detail Finishing, binding margins or cover sheet settings can be specified when printing a document. Stamp and simultaneous printing settings can be specified when transmitting a document. Operation Printing a document from a user box Printing a system user box document Sending a user box document Sending a system user box document Page reference "Printing a user box document" on page 5-3 "Printing/sending a system user box document" on page 7-3 "Sending a user box document" on page 6-3 "Printing/sending a system user box document" on page 7-3 Organizing documents Documents can be organized by renaming the saved document name, changing the box where they are saved, or duplicating or deleting them.

Operation Deleting an unnecessary document Renaming a saved document Changing the box of a saved document Copying a saved document to a different user box Page reference "Deleting a document" on page 4-8 "Changing the document name" on page 4-9 "Moving a document" on page 4-11 "Duplicating a document" on page 4-13 bizhub C451/C550/C650 2-5 2 2.3 Overview of the user box functions Specifying settings for using the user box functions Before using the user box functions, the following settings should be specified. Registering and specifying settings for user boxes Register the user boxes where data will be saved. Boxes can be set up by using the machine's touch panel or by using PageScope Web Connection from a Web browser on a computer on the network. ! Detail For details on registering and specifying settings for destinations, refer to the sections listed below.

"Registering user boxes" on page 8-7 For details on using PageScope Web Connection, refer to the User manual PageScope Web Connection Operations.

2-6 bizhub C451/C550/C650 3 Saving documents Saving documents 3 3 3.



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1 Saving documents Information on saving documents Keep in mind the following information before saving documents. User authentication This machine can be set so that an account or user name and a password must be entered in order to use the machine. Contact the administrator for details on the account or user name for using the machine. With user authentication (machine authentication) Type in the user name and password, and then touch [Login] or press the [Access] key. With user authentication (external server authentication) Specify the user name, password and authenticating server, and then touch [Login] or press the [Access] key. bizhub C451/C550/C650 3-3 3 With account track Type in the account name and password, and then press the [Access] key. Saving documents 2 Note With user authentication, the only boxes that are displayed are those that can be accessed by the user that is logged on. For details, refer to "Authentication and user boxes that can be accessed" on page 3-6.

If "Prohibited Functions When Authentication 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. Registering user boxes 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. 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 by users belonging to the account that has been logged on when account track settings have been specified). For details on registering user boxes, refer to "Registering user boxes" on page 8-7. 3-4 bizhub C451/C550/C650 Saving documents Naming documents 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. 3 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. Names are created by combining the following elements. As an example, the document name "CKMBT_C55007102315230" is described.

Element C Description This letter indicates the mode when the document was saved. C: Copy S: Fax/Scan P: Print This represents the name of the device that scanned the data. The factory default is "KMBT_C550" ("KMBT_C451" on bizhub C451, "KMBT_C650" on bizhub C650). This name can be changed with the "Input Machine Address" parameter on the Administrator/Machine Setting screen in Administrator mode. 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 was 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 "Document Name"; however, it is added automatically as part of the name when the file is transmitted. Add this part to the name according to the naming conditions of the server receiving the files, for example, when data is sent by FTP. This is the extension for the specified data format. These characters do not appear beside "Document Name"; however, they are added automatically as part of the name when the file is transmitted. KMBT_C550 07102315230_0001 .TIF 2 Note "S" appears for documents saved from the Fax/Scan mode screen or the user box mode screen. bizhub C451/C550/C650 3-5 3 3.

2 Authentication and user boxes that can be accessed Saving documents When user authentication and account track settings have been applied, the user boxes that can be accessed and the permissions change as shown below. Specify the user authentication and account track settings according to the desired functions. 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. When only user authentication settings are specified Public user box User 1 Personal user box for user 1 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 authentication data is erased by canceling the user authentication settings or changing the authentication method, all personal user boxes become public user boxes. 3-6 bizhub C451/C550/C650 Saving documents When only account track settings are specified Account A 3 Public user box Account B Group user box for account A 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 authentication data is erased by canceling the account track settings or changing the authentication method, all group user boxes become public user boxes. When user authentication and account track settings are specified, but not synchronized Account A Account B User 1 If the account for the user was not previously registered, the user logs on with the account name and password. The group user box for the account can be accessed by a member of an account different from the one that is logged on. bizhub C451/C550/C650 3-7 3 Saving documents Public user box Personal user box for user 1 User 1 Group user box for account A Box administrator Group user box for account B Accessible Accessible by entering the account name and password 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.

If a user enters an account name and password when logging on, the group user box for that account can be accessed. 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 authentication data is erased by canceling the user authentication settings or changing the authentication method, all personal user boxes and group user boxes become public user boxes. 3-8 bizhub C451/C550/C650 Saving documents When user authentication and account track settings are specified and synchronized 3 Account A Account B User 1 User 2 If the account for the user was previously registered, group user boxes for accounts that the user does not belong to cannot be accessed.



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Public user box Account A Personal user box for user 1 User 1 Group user box for account A Box administrator Account B 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 authentication data is erased by canceling the user authentication settings or changing the authentication method, all personal user boxes and group user boxes become public user boxes. bizhub C451/C550/C650 3-9 3 3.3 Saving copies in user boxes Settings that can be saved and changed Saving documents Within the various functions that can be specified before making copies, there are functions whose settings can be saved and there are functions that cannot be saved but can be set when printing. The functions whose settings can be saved and those that can be changed are listed below. Function type Function Number of copies Paper tray selection Output tray selection Basic screen settings Color Paper Zoom Original > Copy bizhub C451: Center Staple/Fold bizhub C550/C650: Fold/Bind Collate/Group Punch Staple Duplex/Combine Quality/Density Combine Original Type Density Background Adjustment Application Sheet/Cover/Chapter Insert Edit Color Page Margin Stamp/Composition Can be saved e o: Available e: Not available ! Detail The Fold/Bind and Center Staple settings are available only if the optional finisher is installed. The Punch settings are available only if the optional finisher and the punch kit are installed.

Saving copy documents Copy documents can be saved in user boxes. Specify the following information when saving copy documents. Parameter User Box Document Name Save & Print Description Specify the user box where the data is to be saved. Type in 30 characters or less for the name of the document to be saved. To make copies of the document while saving it, touch [Yes]. 3-10 bizhub C451/C550/C650 Saving documents 3 ! Detail The document can be saved in the following types of user boxes. Public user boxes Personal user boxes (when user authentication settings are specified) Group user boxes (when account track settings are specified) Annotation user box 1 2 3 Press the [Copy] key in the control panel. Touch [Application]. Touch [Save in User Box]. The Save in User Box screen appears.

4 Select the user box where the data is to be saved. Touch [User Box]. bizhub C451/C550/C650 3-11 3 5 Saving documents Touch the tab for the desired user box, and then touch the button for the user box to select it. To type in a user box number to specify the user box, touch [Enter User Box No.]. To save the document in the Annotation User Box, touch [System User Box], and then touch [Annotation User Box] to select the user box. The button for the selected user box appears selected. ? 6 7 Is a password required when saving data? % It is not necessary to enter the password when saving data, even if a password has been specified for the user box. Touch [OK]. Specify the name of the document to be saved. To change the automatically specified name, touch [Document Name]. 8 After typing in the name, touch [OK]. To change the name, touch [Delete] until the characters are deleted, and then type in the new name. To erase all of the text, press the [C] (clear) key. 3-12 bizhub C451/C550/C650 Saving documents 3 9 10 11 12 13 Select whether or not a copy will also be printed when the data is saved. To print a copy, touch [Yes]. Touch [OK]. Specify the necessary copy settings. If a User Box function was set, [Save in User Box] appears selected. Load the document into the ADF or place it on the original glass.

Press the [Start] key in the control panel. If "Yes" was selected beside "Save & Print", the scanned document is copied and the document data is saved in the specified user box. If "No" was selected beside "Save & Print", the scanned document data is saved in the specified user box. ! Detail For details on the copy settings, refer to the User manual Copy Operations. For details on printing the document saved in a user box, refer to "Printing a user box document" on page 5-3. bizhub C451/C550/C650 3-13 3 3.4 Saving scans in user boxes Saving documents Scanned images can be saved in user boxes. User box destinations can be registered in the address book, or a user box destination can be specified directly. The following procedures describe how to select a user box destination, how to specify a user box destination directly, and how to save from User Box mode. ! Detail The document can be saved in the following types of user boxes.

Public user boxes Personal user boxes (when user authentication settings are specified) Group user boxes (when account track settings are specified) Annotation User Box (only when entered directly) Using a user box destination A destination where a user box has been registered is called a "user box destination". User box destinations are saved on the Address Book tab and are indicated by "User Box" as the destination type. The following procedure describes how to select a previously registered user box destination for saving data. 2 Note If a user box destination is used, the document is automatically saved with the default name. 1 2 Press the [Fax/Scan] key in the control panel.

The Fax/Scan mode screen appears. Touch [Address Book]. The registered destinations are displayed. 3 Touch the button for the user box destination to select it. 3-14 bizhub C451/C550/C650 Saving documents 3 For details on the scan and document settings, refer to the User manual Network Scanner Operations.

4 Specify the necessary scan settings. 5 6 Load the document into the ADF or place it on the original glass. Press the [Start] key in the control panel. The document is scanned and the data is saved. Entering destinations directly Using the control panel to directly type in the user box destination is called "direct input". 2 Note If "Manual Destination Input" (displayed by touching [Security Settings] on the Administrator Settings screen, then [Security Details]) is set to "Restrict", [Direct Input] does not appear. 1 2 Press the [Fax/Scan] key in the control panel. The Fax/Scan mode screen appears. Touch [Direct Input]. 3 Touch [User Box].

The User Box screen appears. bizhub C451/C550/C650 3-15 3 4 Select the user box where the data is to be saved.



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Touch [User Box]. Saving documents To save the document in the Annotation User Box, touch [Scan Settings], then [Application], and then touch [Annotation] to select the user box. 5 Touch the tab for the desired user box, and then select the user box. To type in a user box number to specify the user box, touch [Enter User Box No.]. The button for the selected user box appears selected. 6 Check the name of the document to be saved. Touch [Document Name].

The default name appears beside "Document Name". To change the name, touch [Delete] until the characters are deleted, and then type in the new name. To erase all of the text, press the [C] (clear) key. 3-16 bizhub C451/C550/C650 Saving documents 3 7 Type in the document name, and then touch [OK]. 8 Touch [OK].

The Direct Input tab appears again. The number of the specified user box appears under "Broadcast Destinations". 9 Specify the necessary scan settings. For details on the scan and document settings, refer to the User manual Network Scanner Operations. 10 11 Load the document into the ADF or place it on the original glass.

Press the [Start] key in the control panel. 2 Note Only one user box destination can be specified with a single transmission, but multiple e-mail and fax destinations can be specified. Saving in user box mode Press the [User Box] key in the control panel, and then directly type in the user box destination. Documents to be saved can be used in the same way as saved scan data. 1 2 Press the [User Box] key in the control panel. The User Box Operations screen appears. Touch [Save Document]. bizhub C451/C550/C650 3-17 3 3 Touch the tab for the desired user box, and then select the user box. Saving documents To save the document in the Annotation User Box, touch [System User Box], and then touch [Annotation User Box] to select the user box. To type in a user box number to specify the user box, touch [Enter User Box No.

]. The button for the selected user box appears selected. 4 5 Touch [OK]. The Save Document screen appears. Check the name of the document to be saved. Touch [Document Name]. The default name appears beside "Document Name". To change the name, touch [Delete] until the characters are deleted, and then type in the new name. To erase all of the text, press the [C] (clear) key. 6 Type in the document name, and then touch [OK].

7 Touch [OK]. 3-18 bizhub C451/C550/C650 Saving documents 3 For details on the scan and document settings, refer to "Specifying scan settings" on page 3-25. 8 9 10 Specify the necessary scan settings. Load the document into the ADF or place it on the original glass. Touch [Start], or press the [Start] key in the control panel.

2 Note Only one user box destination can be specified with a single transmission. bizhub C451/C550/C650 3-19 3 3.5 Saving printouts in user boxes Saving documents If the printer driver for this machine is installed on a computer on the network, the document can be saved in a user box with the same operation for printing it. ! Detail The document can be saved in the following types of user boxes. The user box number must be entered in order to save the document.

Public user boxes Personal user boxes (when user authentication settings are specified) Group user boxes (when account track settings are specified) Annotation User Box Saving data in a user box 1 2 In the application, click "Print" on the "File" menu. Click the [Properties] button beside the printer name. 3-20 bizhub C451/C550/C650 Saving documents 3 3 From the "Output Method" list, select "Save in User Box" or "Save in User Box/Print". 4 In the User Settings dialog box, type the file name and box number, and then click the [OK] button. bizhub C451/C550/C650 3-21 3 5 Click the [OK] button. Saving documents 6 Click the [OK] button to start printing. ! Detail If user authentication and account track settings have been specified, click the [Authentication/Account Track] button, and then type in the user name for logging on and account information. For details, refer to the User manual Print Operations. Saving data in the secure print user box 1 2 In the application, click "Print" on the "File" menu. Click the [Properties] button beside the printer name.

3-22 bizhub C451/C550/C650 Saving documents 3 3 From the "Output Method" list, select "Secure Print". 4 In the User Settings dialog box, type the ID and password for the confidential document, and then click the [OK] button. bizhub C451/C550/C650 3-23 3 5 Click the [OK] button. Saving documents 6 Click the [OK] button to start printing. ! Detail If user authentication and account track settings have been specified, click the [Authentication/Account Track] button, and then type in the user name for logging on and account information. For details, refer to the User manual Print Operations. Saving data in the encrypted PDF user box A command for saving a file in a user box cannot be specified from the printer's Properties dialog box for a PDF file that requires a password to be entered in order for it to be opened. To print from this machine, the file must be saved in the Encrypted PDF User Box. The file can be saved in the Encrypted PDF User Box in either of the following two ways. Saving from PageScope Direct Print Saving with direct printing from PageScope Web Connection ! Detail For details on PageScope Direct Print, refer to the corresponding manual.

For details on printing a document saved in the Encrypted PDF User Box, refer to "Encrypted PDF user box" on page 7-17. 3-24 bizhub C451/C550/C650 Saving documents 3 3.6 Specifying scan settings The scan and document settings that can be specified when saving data in User Box mode are described below. Settings that can be specified In the Save Document screen, touch [Scan Settings] or [Original Settings] to specify detailed settings for scanning and sending. Settings can be specified for the following.

Scan Settings Parameter Original Type Simplex/Duplex Resolution File Type Density Separate Scan Description Select the quality of the document to be scanned. Select whether a single-sided or double-sided document is to be scanned. Select the resolution for scanning. Select the file format for the scan data to be saved. Select the density for scanning.

The scan operation can be divided into several sessions when all pages of a document cannot be loaded into the ADF or when placing the document on the original glass. Adjust the image quality, such as the background, color and sharpness. Specify settings for the "Erase" function. Set the "Book Copy" function.



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Specify settings for the scan size. Page reference p. 3-26 p. 3-27 p. 3-28 p. 3-29 p.

3-31 p. 3-32 Quality Adjustment Erase Book Scan Application p. 3-32 p. 3-35 p. 3-37 p. 3-39 bizhub C451/C550/C650 3-25 3 Original Settings Parameter Mixed Original Z-Folded Original Long Original Original Direction Binding Position Despeckle Description Saving documents Page reference p. 3-41 p. 3-41 p. 3-41 p. 3-41 p.

3-41 p. 3-41 Select this setting when loading a document containing different page sizes. Select this setting when loading a zigzag-folded document. Select this setting for documents that are longer than the standard size. Select the orientation of the loaded document.

Select the binding position for the document. Select this setting to reduce the effect that dust on the left partition glass has on images when the document is loaded into the ADF. Original type From the following six image quality settings, select the appropriate setting according to the type of document being scanned. Setting Text Text/Photo Photo Dot Matrix Original Copied Paper Description Select this setting for documents consisting only of text. Select this setting for documents consisting of both text and photos (halftones).

Select this setting for documents consisting of only photos (halftones). Select this setting for documents consisting of text that generally appears faint. Select this setting for documents with an even density produced using a copier or printer. If "Text/Photo" or "Photo" is selected, the photo type can also be selected. Setting Photo Paper Printed Photo Description Select this setting for photos printed on photo paper. Select this setting for printed photos, such as in books or magazines. 2 Note The "Compact PDF" File Type setting and the "Text" or "Dot Matrix Original" Original Type settings cannot be selected at the same time. 1 2 In the Save Document screen, touch [Scan Settings]. Touch [Original Type]. 3-26 bizhub C451/C550/C650 Saving documents 3 3 Touch the button for the image quality.

4 If "Text/Photo" or "Photo" is selected, select the photo type, and then touch [OK]. 5 Touch [OK], and then touch [OK] in the next screen that appears. Simplex/Duplex Select whether a single-sided or double-sided document is to be scanned. Setting 1-Sided 2-Sided Cover + 2-Sided Description Select this setting to scan a single-sided document. Select this setting to scan a double-sided document. Select this setting to scan the first page of the document as a single-sided cover page, then scan the remaining pages as double-sided. 1 2 In the Save Document screen, touch [Scan Settings]. Touch [Simplex/Duplex].

Resolution Select the resolution for scanning. 1 2 In the Save Document screen, touch [Scan Settings]. Touch [Resolution]. 3 Select the resolution. 4 Touch [OK], and then touch [OK] in the next screen that appears.

3-28 bizhub C451/C550/C650 Saving documents File type Select the file format for saving the scan data. The following four file formats are available. File type Setting PDF Compact PDF TIFF JPEG Description Select this setting to save the data in the PDF format. Select this setting to compress the data more than with the PDF format. This is used with full-color scan data.

Select this setting to save data in the TIFF format. Select this setting to save the data in the JPEG format. 3 Some File Type settings may not be available, depending on the selected Color setting. The possible combinations of the File Type and Color settings are shown below. File Type PDF Compact PDF TIFF JPEG Auto Color o o o o Full Color o o o o Gray Scale o o o o Black o e o e o: Available e: Not available If the "PDF" or "Compact PDF" File Type setting is selected, the encryption level and stamp combination method can be specified. Encryption settings Parameter Encryption Level Password Document Permissions Description Select the encryption level. Enter the password necessary to open encrypted data. Type in a password of 32 characters or less. For confirmation, type in the password again. Enter the password necessary to change document permissions.

Type in a password of 32 characters or less. For confirmation, type in the password again. In addition, the grouping of the saved data can be specified. Scan Setting Setting Single Page Multi Page Description Select this setting to create a file in a format where the data for each page can be saved when downloading. Select this setting to create a single file from the entire scanned document. This setting cannot be selected if the "JPEG" File Type setting is selected. ! Detail For details on specifying the Color setting, refer to "Color (Quality adjustment)" on page 3-32. 2 Note The "Compact PDF" File Type setting and the "Text" or "Dot Matrix Original" Original Type settings cannot be selected at the same time. bizhub C451/C550/C650 3-29 3 1 2 In the Save Document screen, touch [Scan Settings]. Touch [File Type].

Saving documents When saving data in a user box, the page must be specified, even if "Single Page" was selected before scanning. 3 Select the file format. When saving data in a user box, the file format must be specified, even if the file format was selected before scanning. 4 If "PDF" or "Compact PDF" was selected, touch [Encryption], if necessary. The contents of a document saved with encryption cannot be previewed.

3-30 bizhub C451/C550/C650 Saving documents 3 5 Specify the encryption settings. 6 7 8 Touch [OK]. Select the scan setting. Touch [OK], and then touch [OK] in the next screen that appears. Density Adjust the density for scanning.

1 2 In the Save Document screen, touch [Scan Settings]. Touch [Density]. 3 Select the density. To adjust the density, touch [Light] or [Dark]. To select the default setting, touch [Standard]. 4 Touch [OK], and then touch [OK] in the next screen that appears. bizhub C451/C550/C650 3-31 3 Separate scan Saving documents The scan operation can be divided into several sessions for various types of documents, for example, when all pages of a document cannot be loaded into the ADF, when placing the document on the original glass, or when single-sided documents are combined with double-sided documents. Touch [Separate Scan] in the Scan Settings screen. The setting is selected when the button appears selected. Color (Quality adjustment) Select whether the document will be scanned in color or black and white.

The following four settings are available. Setting Auto Color Full Color Gray Scale Black Description Select this setting to automatically detect the color of the document and scan it with the corresponding setting.



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