

# Guide to Printing/Scanning/Copying on the Multifunction Devices (MFDs)



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# Associating your ID card to your account

In order to be able to log into the MFD using your student card, it first needs to be associated with your University username (This is the username and password you use to log on to the PCs) and **only needs to be done once**.

When you approach the machine it will be displaying the following on the LCD screen:

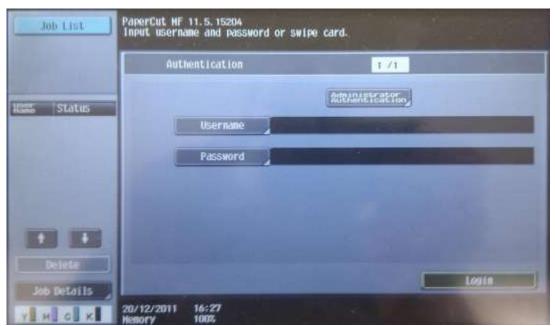


Fig.1

The Konica Minolta Multi-Function Devices (MFD) all have touch sensitive LCD displays. If when you approach the machine the screen is dark, it is simply in power saving mode. Press the "*Power Save*" button on the right to wake it up.

Enter your username and password but DO NOT press Login yet, instead present your card to the reader on the right of the machine. It will 'beep' and associate your card to your account.



Fig.2



#### **Releasing Your Print Job on the MFDs**

Once you have sent your print job to the queue (either "Konica\_DG\_BW" or "Konica\_Iliw\_Colour") you then need to visit one of the devices on campus in order to release the document. **NOTE: to print in colour you must send the job to the "Konica\_Iliw\_Colour"** queue and release on a colour **MFD.** 

When it is ready you will see the following on the screen (fig.3). Simply present or swipe your card to the reader (located on the right hand side of MFD) to login. **NOTE: If you don't have your card you can login using your Username and Password by inputting your username and password manually.** 

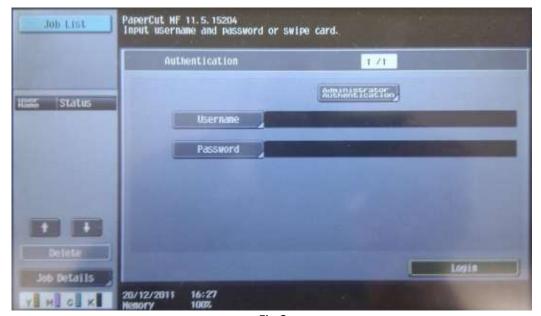


Fig.3

You will be taken to the copier screen (Fig.4). To see your list of held print jobs press the "Release" button.



Fig.4



Your list of pending jobs will be displayed with the most recently submitted job at the top (Fig.5). You can then either print or cancel the job as required.

To select a held job simply press it and it will light up blue. You can choose to delete it using the button provided. **NOTE**: You can also select multiple jobs.

To return to the main (copier) screen press the "Job End" button.

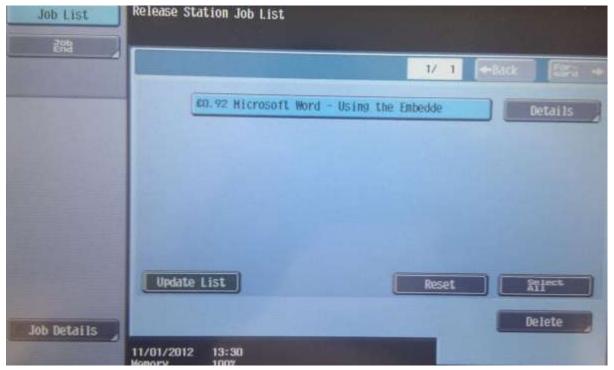


Fig.5

If you wish to proceed and print the document press the "Start" hard key after highlighting the job(s) you wish to print (Fig.6).

**NOTE**: That when a document is selected for printing the *Start* button changes from being highlighted in Red to highlighted in Blue.



Fig.6





Fig.7

# **Using the Copy function on the MFDs**

Login to the machine as detailed previously (Fig. 1).

The photocopier functions are available as soon as you gain access.



Fig.4

# Using the Scan-to-Email function on the MFDs

Login to the machine as detailed previously (Fig. 1).

Then press "Fax/Scan" hard key (Fig.8).



Fig.8



You will be presented with a screen with a large button labelled "E-Mail Me" (Fig.9).



Fig.9

Press the *E-mail Me* button to highlight it blue. You will notice your email address will now automatically be populated.

When you are done press the *Copy* button (*Fig.8*) to return to the photocopy screen.

Or logout using the *Access* button (Fig. 7).

# Logging out when you are finished

This is done via the hard key labelled 'Access' (Fig.8).

Double press it to log out of all MFD models.