

Konica Minolta User Guide

Getting Started

1. Approaching a Konica Minolta Multi-function copier, the user will see a screen asking to insert funds.



- 2. Tap the Home icon in the lower left corner to get started.
- 3. You now have the option to Copy or Scan.

Accessibility	Counter	 Q Function Search	Job List	Ð
Select f	unction to use.	!	03/14 /2022 11:13 Memory C	
Operating R	emotely.		100 % K	Enlarge Display
				?
				Guidance
Сору	Scan			° _+/
сору	Count			Interrupt
				Preview
S. Suppos			-0 ⁷	
Maria .		Utility	- <u>A.</u>	
俞	🥢 Reset	Stop	\Diamond	Start
	Reset	Utility Stop		Previe

То Сору

- 1. Tap Copy and you will be asked to insert funds at an adjacent PayStation Elite machine. Your options are to Insert coins (5¢, 10¢,25¢ and \$1), bills (\$1, \$5, or \$10), use any major credit card, or Apple Pay/Google Pay.
- 2. You can also pay for copies by taking funds off your SWC Student ID Card.

Getting Started

1. Next to the copier is a PayStation Elite machine. Touch the screen to get started.



- 2. Login without card by entering your MySWC User Name (lowercase initials and 7-digit number) and Password
- **3.** The easier method is to swipe your SWC Student ID Card (black magnetic strip facing left) at the left card reader and taking funds off your Pay-For-Print account.
- 4. Once successfully logged in, you can now choose Copy, Print, or Add Value.

	Make a Selection		\otimes
Сору	Print	Add Value	
Balance:	\$ 7.50		

5. Tap Copy to ready the copier. You will see your Pay-For-Print information at this point, See image below.

\odot	Copier	Ready	\otimes
	Jim Starting Balance: Charges: Copies: New Balance:	\$ 1.90 \$ 0.00 0 \$ 1.90	
		Print	

6. Next, direct attention to the Konica Minolta screen, see image below.

Program Quick Copy Ready to Copy Operating Remotely.		No. of	Q Function Sets	Job List 03/14 /2022 11:15 M H Memory C H	Enlarge Display
Original	Þ	Output		Check Setting	Cuidance Guidance Interrupt Preview
Text/Photo Printed Original Type Color Booklet	Auto	100.0% Zoom Duple Comb	ex/ Finishing	Function 1 Function 2 Application	Start

7. The user can place their document flat on the copier bed, face down. They can also use the feeder on top, just make sure that the text/image is **facing up** in the feeder.

Options on the Copier that are most used:

• **Color**: Default is B&W. If a color copy is desired, change selection to **Auto Color**.

Program	Quick Copy		((*))	C	C Function Search	Job List	۰Ð
Ready	to Copy)		No. of Sets	4	03/14 /2022 11:16 M Memory C	Enlarge
H_P Operating	Auto Color	·				100 % K	Display
Ori	Full Color	-				Check dealing	? Guidance
	Black	1					<u></u>
	2 Color(Text Priority)]					
	2 Color	J					Interrupt
	(Photo Priority)						Ē
	Single Color						Preview
	_	_		Close		Function 1	
Text/Photo	L L	U		4	면면		
Printed	Black OFF	Auto	100.0%	1Side>1Side	Auto	Function 2	
Original Type C	olor Booklet	Paper	Zoom	Duplex/ Combine	Finishing	Application	
企	// Reset				Stop	\Diamond	Start

• **Duplex**: Where the user can select **double-sided** copies

Program Quick Copy	((*)) ((*))	Q Function Search	
Ready to Copy		No. of Sets	03/14 /2022 11:48 Enlarge
			Display
Original -> Output	Binding Position	Combine	Original Guidance
1212 1Sided >		1 2 OFF	Direction
2Sided		1 12 2in1	Interrupt
2Sided>1Side		12 4in1	
			E C
d 2Sided>2Side		8in1	Preview
			Cancel OK
Text/Photo Black	OFF Auto 100.0%	1Side>1Side Auto	Function 2
Original Type Color	Booklet Paper Zoom	uplex/Combine Finishing	Application
合 //	Reset	Stop	Start

8. Tap Start to copy a paper document.

To Copy to a USB Flash Drive

Follow steps 1 and 2 above.

1. Once the user sees the Ready to Copy screen, they can insert a USB Flash Drive into the right side of the copier (see below).



2. An External Memory screen comes up. Tap Save a document to External Memory button.

Accessibility Cou Information External Memory connect External Memory function	ted. Select the n you wish to perform.	((*)) 	Q Eurolion	Job List Enlarge Display
ATTENTION1			1	Guidance
		Save a document to External Memory.		Preview
				Close
	∥ Reset		Stop	Start

3. At this point, the screen below comes up and they can change the document's **Filename** and desired **File Type**.

	((•))	Job List
Press [Start] key to begin saving. You can change the Document Name.	Ē .	
Operating Remotely.		Check Setting
Previous		
System External Memory		Guidance
		Interrupt
		F
Filename SCV-ASC-KON22031411430		Preview
G 🛛 🖾 🖣		
1-Sided 300dpi Auto Color PDF	t Auto DFF	
Simplex/ Resolution Color File Type Duplex		
ि // Reset	\bigcirc	Stop 🗘 Start

4. Tap the **Start** button and the user will be brought to the following screen. At this point, they are **done** and can remove their flash drive **safely**.

Select desir	red function. Remotely.		6.	Job List 03/14 /2022 11:59 Memory C	Enlarge Display
System	Secure Print	Passwrd Encrypt PDF	External Memory	Search	Cuidance
命			Stop	o 🔷	Start

To Scan to USB Flash Drive

1. Unlike copying, scanning is free. A user can start by tapping the Scan button.



2. The **Select Scanning Method** screen comes up next. At this point, insert a USB Flash Drive on the right side of the copier.

Program			Q Function Search	Job List
Select send Operating F	ling method and then enter Remotely.	the desired destination.	No. of Addr.	03/14 /2022 11:44 X Enlarge Memory K Display
Address Book Direct Input	E-mail			Check Setting Guidance
Addr. Search				Interrupt Preview
1-Sided	300dpi Resolution Color	Compact PDF File Type Scan Size	ON Name/Subj Name/Other	Application
企			Stop	🖒 Start

3 An External Memory screen comes up. Tap **Save a document to External Memory** button.

Accessibility Cou Information External Memory connect External Memory function	nter ted. Select the you wish to perform.	Save a document to External Memory.	Q Function Search	Job List	Enlarge Display Quidance
			-	Close	
	∥ Reset			Stop	Start

4 At this point, the screen below comes up and they can change the document's **Filename** and desired **File Type**.

· · · · · · · · · · · · · · · · · · ·	Job List	
Press [Start] key to begin saving. You can change the Document Name. Operating Remotely.	03/14 /2022 11:43 M Memory C 100 % K	Enlarge Display
Previous	Check Setting	? Guidance
System External Memory		
Filename SCV-ASC-KON22031411430	3)	Preview
I-Sided 300dpi Auto Color Compact PDF Auto D	n Application	
	p	Start

5. Tap the **Start** button and the user will be brought to the following screen. At this point, they are **done** and can remove their flash drive **safely**.



To Scan to Email



1. Tap **Scan**, and the Select Scanning Method screen comes up below

Program Select sending method and then enter the operating Remotely.	desired destination. No. of Ad	O Search Job List 03/14 /2022 Y 011:44 M Memory C 100 K K	Enlarge
Address Book Direct Input		Check Setting	Guidance Guidance Interrupt
T-Sided Auto Color	ompact PDF ile Type Scan Size Name/Othe		2
		Stop 🔷	Start

2. Tap the **E-mail button** linked to **Direct Input** and the user will be taken to the screen below to input their email

Program O Eurotion Job List	
Address	Ð
Clear	Enlarge Display
	?
$\begin{array}{c} \leftarrow & \rightarrow & Delete \\ \hline 1 & 2 & 3 & 4 & 5 & 6 & 7 & 8 & 9 & 0 & - & = & \\ \hline q & w & e & r & t & y & u & i & 0 & p & [&] & \\ \hline a & s & d & f & g & h & j & k & l & ; & \\ \hline z & x & c & v & b & n & m & , & . & / \end{array}$	Guidance
	≁
q w e r t y u i o p [] \	Interrupt
asdfghjkl;	La C
z x c v b n m , . /	Preview
Shift	
Next Dest.	
Simplex/ Resolution Color File Type Scan Size Name/Subj Separate Scan Carley Duplex	
☆ Reset	Start

3 **User must enter a Southwestern College address.** Scanning is not permitted to a personal email address.

Print to the Copier

1. From a SWC computer, click Print in the user's application. From there, use the drop down menu and select the **Konica-MFP** option (see image below). Click the **Print** button.



2. The user will next see a GoPrint window (see image below). SWC college students, login with your MySWC Username and Password (**Do Not Sign up for an Account**). First time guests (non-swc students), sign up for an account using a personal email address and follow the instructions.

Sign In To Your Account
Students: Use your MySWC username/password to sign in. Non-Students: Need to sign up on first use before signing in.
Login ID
Password
Sign In
Sign Up
Enter your email address to sign up for a new account.
eMail address
Sign Up Help

- 3. To retrieve a print job, visit the PayStation Elite machine located next to the Konica Minolta Copier. The user can either swipe their SWC ID card or Touch the Screen to Login
- 4. Once logged in, the user will tap the Print button below



5. This will bring up the user's **Job Pending** queue (see below).

User: Jim O'Toole			Balanc	e: \$ 7.2
Document	Pages	Job Cost		
Microsoft Word - Print Instructions	1	\$0.10	2021-09-16 14:57:22.	
Microsoft Word - Pay Station Elite d	. 1	\$0,10	2021-09-21 13:58:38	- The state
Microsoft Word - Document1	1	\$0.10	2021-09-23 13:38:42.	DOWN
Microsoft Word - fsfsd.docx	1	\$0.10	2021-09-23 14:12:31.	DOWI
Microsoft Word - Document1	1	\$0.10	2021-09-28 13:13:55.	
	0	Cost: \$ 0.10	Page	1 of 2
Exit Select All Desi	lect All	Delete	Print	

- 6. Tap the document to print.
- 7. The print job and **Print Button** will both turn **green**.

***Note** - If the Print button remains **grey**, the user does not have enough funds in their account and will need to visit a PayStation Elite machine to **Add Value** to their account (the machine accepts bills, coins, and debit/credit card).

- 8. Press the **Print** button.
- 9. Make sure to tap the red Exit button to logout
- 10. Finally, select the option for a receipt



Current Copier Prices

8.5" x 11"

B/W single-sided	10 ¢
B/W double-sided	15 ¢
Color single-sided	.25 ¢
Color double-sided	50 ¢

11" x 17"

B/W single-sided	.30 ¢
Color single-sided	.60 ¢

12" X 18"

B/W single-sided	.30 ¢
Color single-sided	.60 ¢