


How to Register your Smartcard with the University's Pull Print System

Step 1.

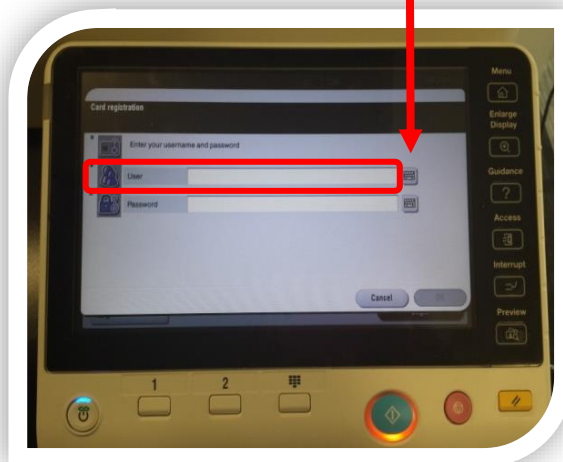
To register your smartcard you will need to place your smartcard on top of the  symbol displayed on the front panel of the Konica Minolta device



**Hold your
smartcard
here**

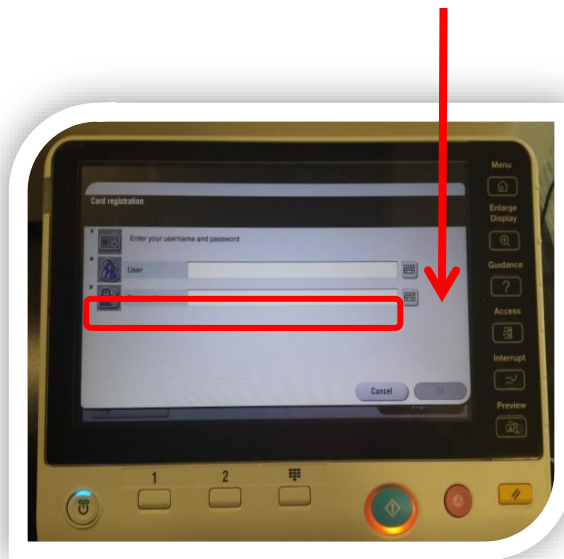
Step 2.

Tap the keyboard icon next to USERNAME on the screen and then enter your campus account username
eg. nas123



Step 3

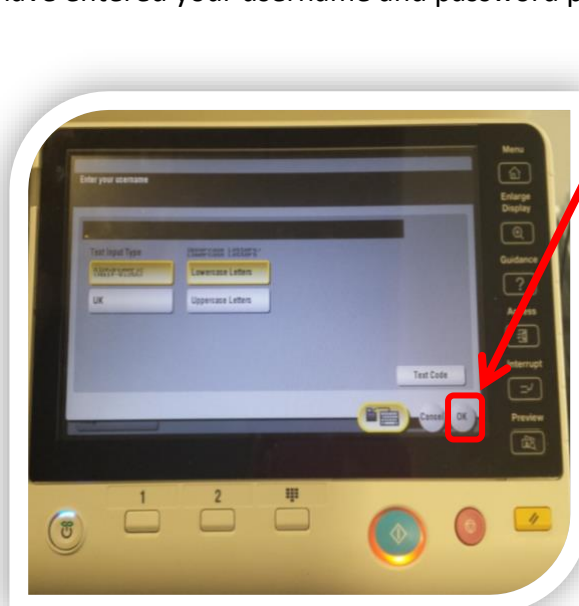
Tap the keyboard icon next to PASSWORD on the screen and then enter your current campus password



Please note that you need to press the SHIFT button to get capital letters and that it persists in capitals until pressed again.

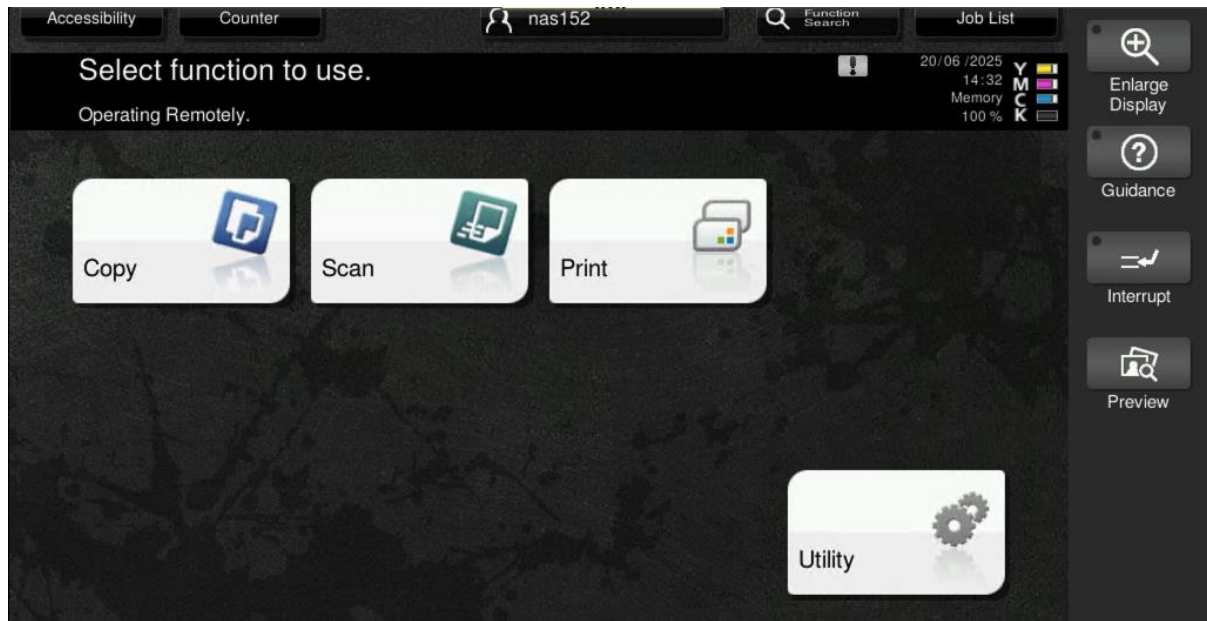
Step 4.

Once you have entered your username and password press **OK**.

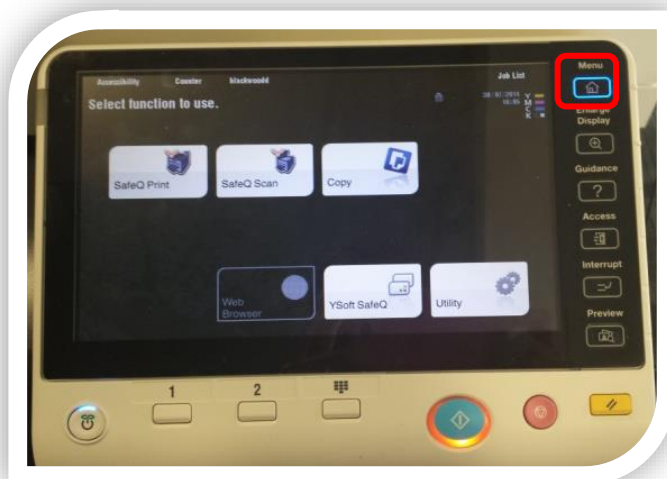


Step 5.

On some devices you might be immediately shown your list of pending print jobs, on others you will need to tap the **Print** or **APP** button as seen below:

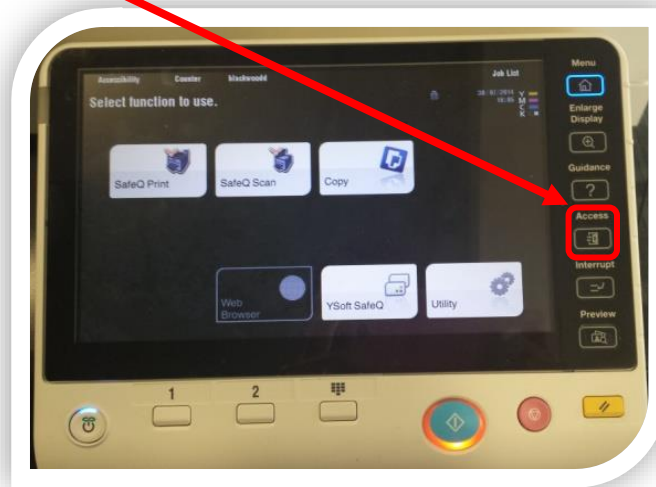


You can choose to print your jobs now, or if you wish to use a different function, press the **Menu/Home** button. This takes you to the main home screen where you can choose to Photocopy (**Copy**), **Scan** or **Print**.




To log out:

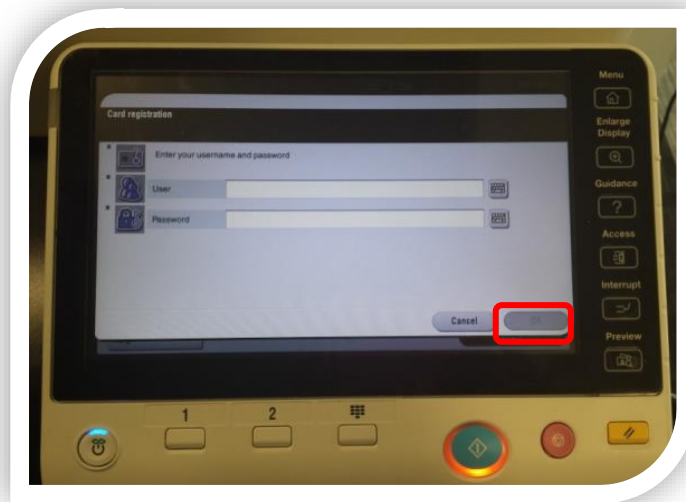
Press the **Access** button to log out:



To use an MFD once you have registered your smartcard:

Choose any Konica Minolta Device – place your card on the sensor on top of the  symbol displayed on the front panel of the device

In the event that you have left your smartcard at home, you are still able to log on to any device manually. Simply type in your username and password at the main screen, then press **OK**

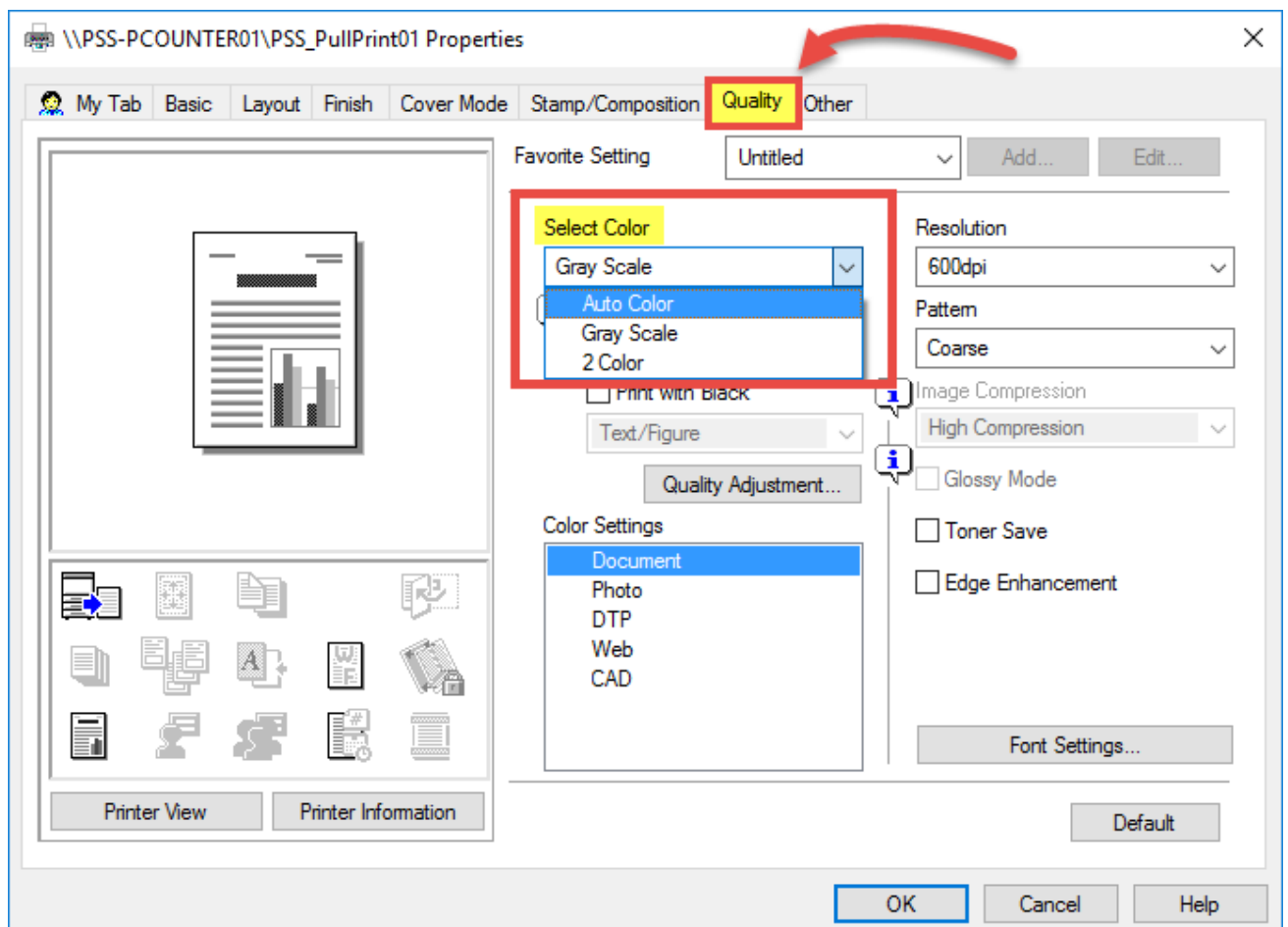
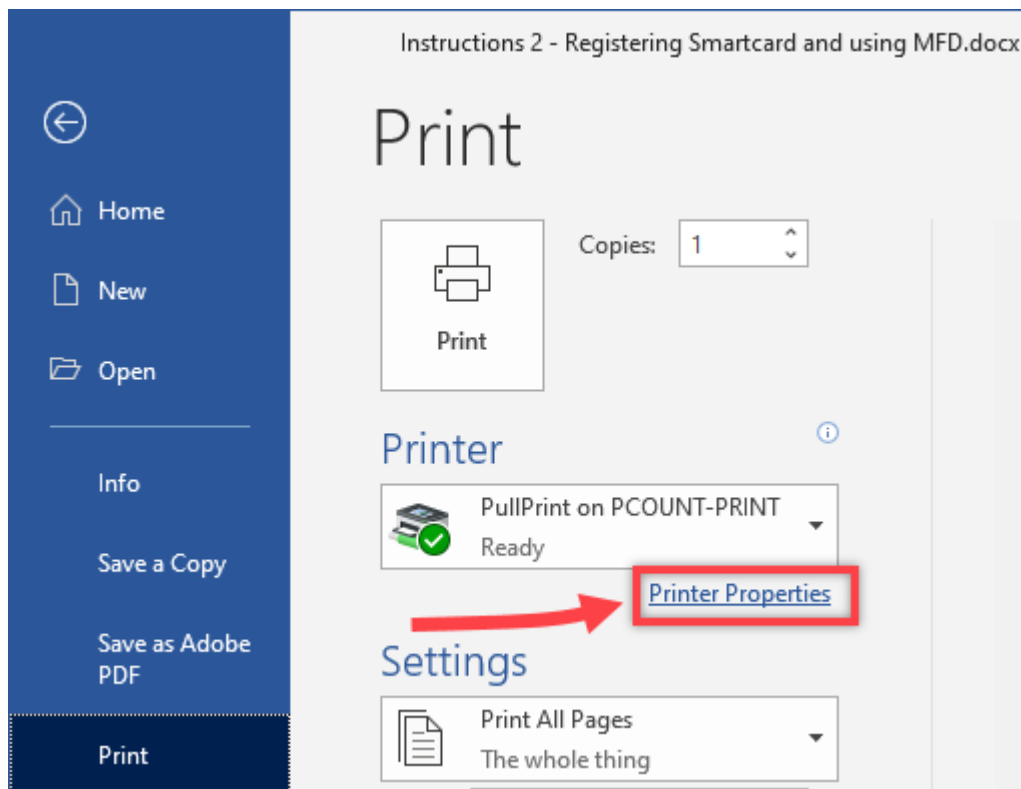


Job Expiration

Print jobs expire after 24 hours if they are not pulled down. If you do not collect your jobs within this time you will need to re-print them.

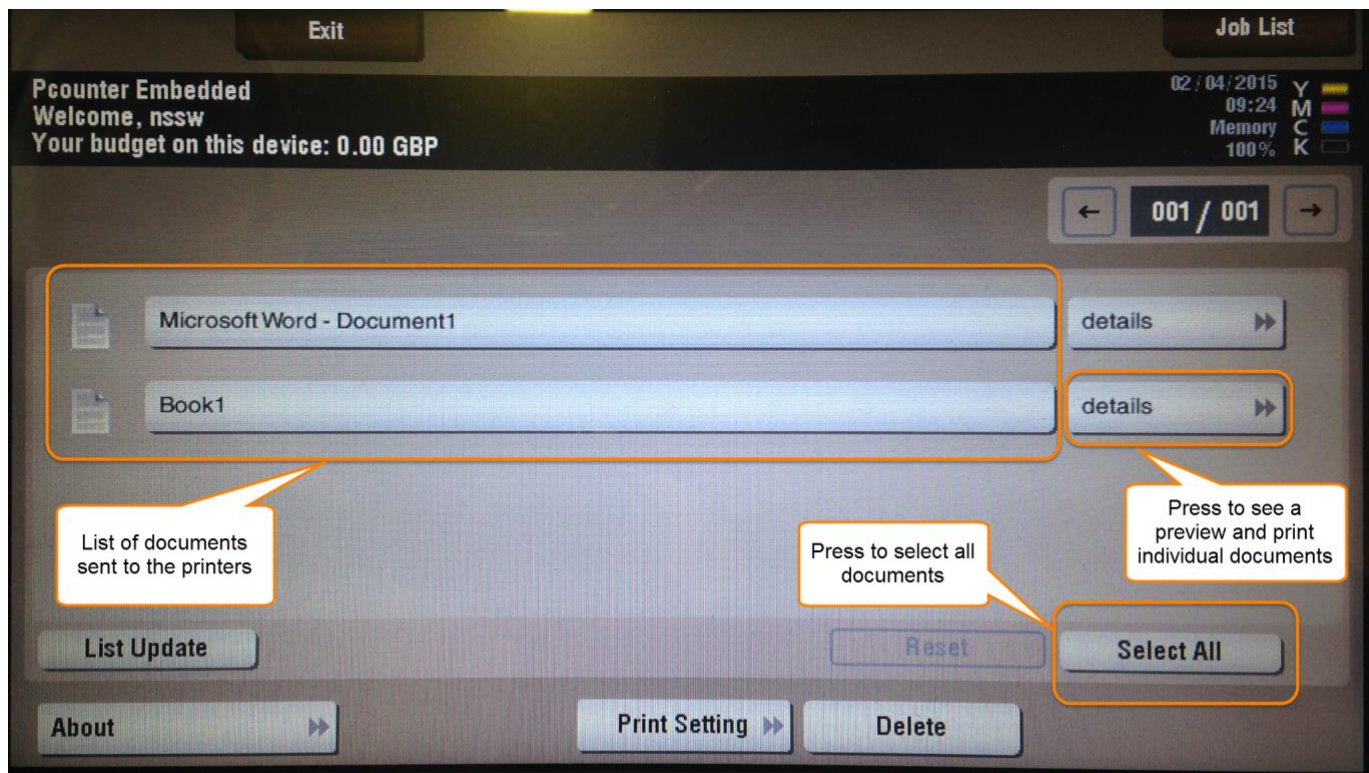
Printing Defaults to Black & White

All printing is in black & white by default. To print in colour, you must manually select Auto Colour from the **Quality** tab in **Printer Properties** each time you need it.



To release your print job(s):

Logging onto any Konica Minolta device should immediately show you your pending print jobs. If not, tap the **Print** or **APP** button on screen. You then have the option to print **all** or **individual** documents which you have sent to the printer. Either tap on an individual job or press **Select All**

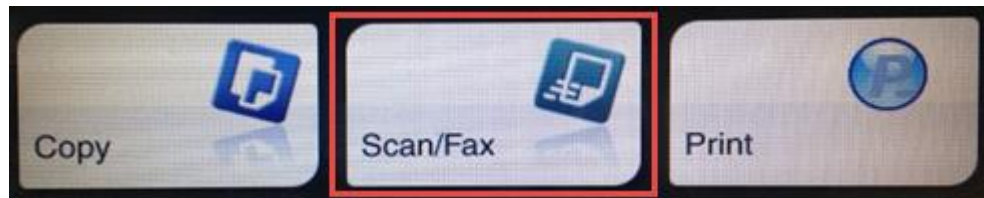
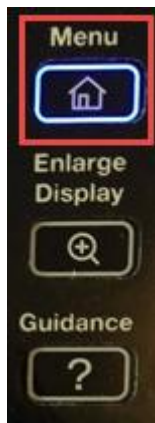


After making your selection, the **red** light around the action button turns **blue/green**. Press it to start printing:

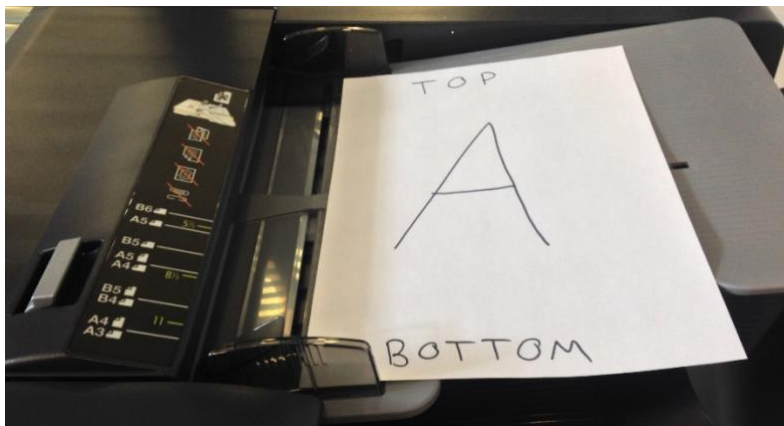


Scanning:

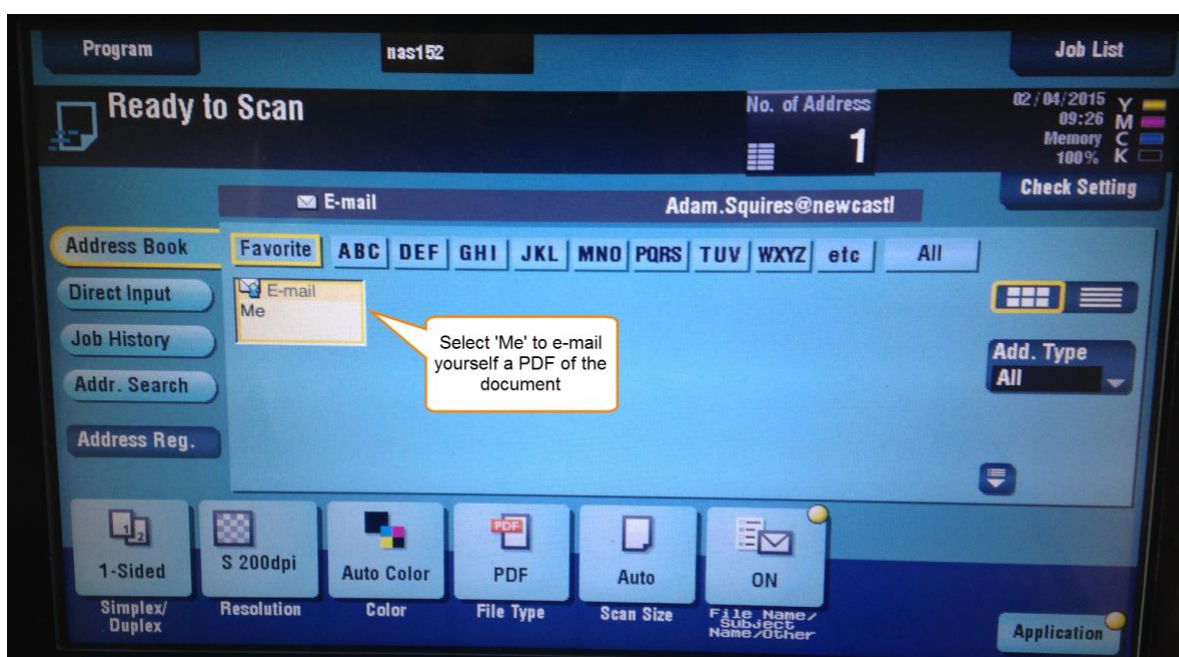
Log onto any Konica Minolta device, press the **Menu/Home** button and then select **Scan/Fax**



Then load the pages that you want to scan:



Press the **E-mail Me** button to select yourself:

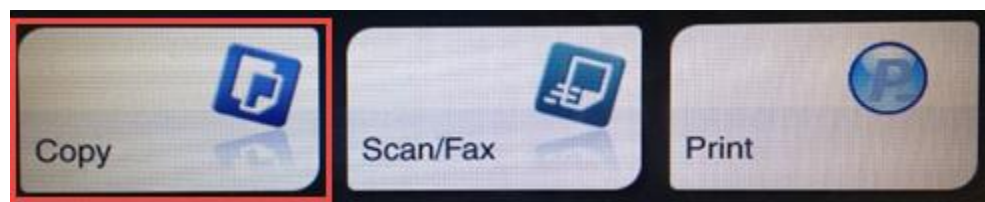
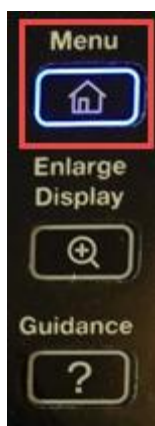


The **red** light around the action button turns **blue/green**. Press it to start scanning:

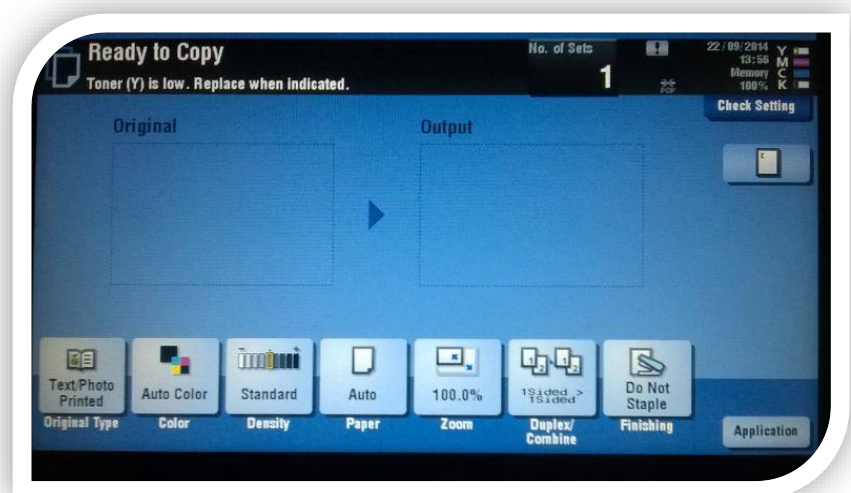


Photocopying:

Log onto any Konica Minolta device, press the **Menu/Home** button and then select **COPY**



From here you are able to select the day-to-day features from the icons featured across the lower part of the screen.



The **red** light around the action button turns **blue/green**. Press it to start scanning:

