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Information Technology Client Systems
Information Services

**Associating your ‘smart’ card using the PaperCut Interface (C452, C360 & C280)**

In order to be able to log into the MFD using your card, it first needs to be associated with your University username (if you haven’t already done so once on this or another machine).

When you approach the machine it will be displaying the following on the LCD screen *(as per image1)*.

![Image 1](image1)

Enter your username and password but DO NOT press Login yet. *(as per image2)*

Instead, present your card to the reader on the right of the machine. It will ‘beep’ and associate your card to your account.

![Image 2](image2)
Releasing Your Print Job Using the PaperCut Interface (C452, C360 & C280)

Once you have sent your print job to the queue that is configured for Secure Release you then need to visit the device in order to release the document. The Konica Minolta Multi-Function Devices (MFD) running PaperCut 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.

When it is ready you will see the following on the screen (as per image3). Simply present your card to the reader to login. (If you don’t have your card you can login using your Username and Password.

You will be taken to the copier screen (as per image4). To see your list of held print jobs press the “Release” button.
Your list of pending jobs will be displayed with the most recently submitted job at the top (as per image5). 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.

If you wish to proceed and print the document press the “Start” hard key after highlighting the job(s) you wish to print (as per image6).

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

When finished using the device you can logout by double pressing the “Access” hard key (as per image7).
Using the Copy function via the PaperCut Interface (C452, C360 & C280)

Login to the machine as before.

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

When finished using the device you can logout by double pressing the “Access” hard key (as per image7).
Using the Scan-to-Email function via the PaperCut Interface (C452, C360 & C280)

Login to the machine as before. Then press “Fax/Scan” hard key (as per image8).

You will be presented with a screen with a large button labelled “E-Mail Me” (as per image9).

Press the E-mail Me button to highlight it blue. You will notice your email address will automatically be populated within the box (as per image10).

Also note that the Start button will become enabled (highlighted blue) once the E-Mail Me button is selected.

When ready, press the button to begin scanning.

When you are done press the Copy button (as per image8) to return to the photocopy screen. Or logout using the Access button (as per image7).
Logging out when you are finished (Konica Minolta – All Models)

This is done via the hard key labelled ‘Access’.
Double press it log out of the C452, C360 and C280 MFD models.
Press it once to log out of the C35 model.
Using the PaperCut Advanced Client when Printing

For colleagues who need to have the ability to charge printing to different cost centres will do so via the use of the PaperCut Advanced Client. Where enabled, you will notice that you are presented with the following popup when you print (as per image11).

The popup will show some basic information regarding the document being printed (i.e. name, printer selected, number of pages and the cost).

The section of interest here is the Account list. Here you will see all the accounts that you can charge printing. To select one you simply click it to highlight.

If you have a lot of accounts available you can quickly narrow down the list using the ‘Search’ box. As you begin entering a name or code the list will begin to filter.

You can also use the ‘Preferred’ tick box to build a list of accounts you may feel you need quick access to. This list can be accessed using the ‘Preferred List’ tab.

When you are happy with your selection of Account simply click Print to proceed and print the document. The Cancel button will end the account selection process without printing the document.

If no selection is made and the popup is left open it will auto cancel after approximately 5 minutes.

NOTE: The account you select here is the one that the print will be charged to regardless as to whether you select a different account when logging into the MFD when you go to release it (covered in next chapters).
Using the PaperCut Advanced Client when Copying (C452, C360 & C280)

For colleagues who have the Advanced Client enabled for printing will also find that they will be prompted to select an account when you log into the MFD. Immediately after logging in you will be prompted to select an Account (as per image12). You can either select the account via the Account List button or by simply entering the Account Code (Code/PIN box) if known.

If you have selected via Account List you will see the various accounts you have access to (as per image13). To use one simply press it to highlight it in blue then press OK.

If you have many accounts to choose from you may need to use the up and down arrows to navigate through pages to the account you require.
You will see the account selected (as per image14). Simply press OK to confirm it and proceed to the copying screen. Any copying you now do while logged in will be charged to that account.

**NOTE:** What you select here will not affect/override where any printing is charged to when released.

To select an account via the code simply enter it (as per image15) then press OK. You can use the numeric hard keys or the onscreen keyboard.
NOTE: If you select a code that does not exist or you do not have access to you will be informed of the error (as per image16).
Using the PaperCut Advanced Client when Copying (C35)

For colleagues who have the Advanced Client enabled for printing will also find that they will be prompted to select an account when you log into the MFD.

Immediately after logging in you will be prompted to select an Account *(as per image17)*.

You can either select the account via the **Account** button or by simply entering the Account Code (**Code/PIN** button) if known.

If you have selected via Account you then have two options *(as per image18)*.

**Direct Input** allows you to type the name of the account you wish to use.

**Account List** will present you with a list of accounts you have access to.
After selecting via Account List you can select the account you wish to use by pressing it so it highlights blue then press **OK (as per image19)**. If you have many accounts to choose from you may need to use the up and down arrows to navigate through pages.

![Image 19](image19)

You will see the account selected *(as per image20)*. Simply press **OK** to confirm it and proceed to the next step.

![Image 20](image20)

Finally confirm the selection by pressing **OK (as per image21)** to proceed and gain access to the MFD.

![Image 21](image21)
To select an account via the code simply enter it (as per image22) then press **OK**. You can use the numeric hard keys or the onscreen keyboard.

Confirm the selection by pressing **OK** (as per image23) to proceed and gain access to the MFD.

**NOTE:** If you select a code that does not exist or you do not have access to you will be informed of the error (as per image24).