



KONICA MINOLTA

Konica Minolta Technology Review

For

Columbus State Community College



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Download [FollowMe](#) Print Driver:

YOU MUST HAVE THE NEW FOLLOW ME DRIVER LOADED TO ACCESS NEW PRINTER CAPABILITIES SUCH AS COLOR PRINTING AND STAPLING.

Method 1:

- Run file explorer (NOT THE BROWSER – this is the file explorer in windows), and type \\emprint\followme in the address bar (where the path is displayed top left of the window). This installs the driver and print queue on Windows 7 or Windows 10.

Method 2:

- Go to control panel, add printer, network shared, and type \\emprint\followme in the search box.

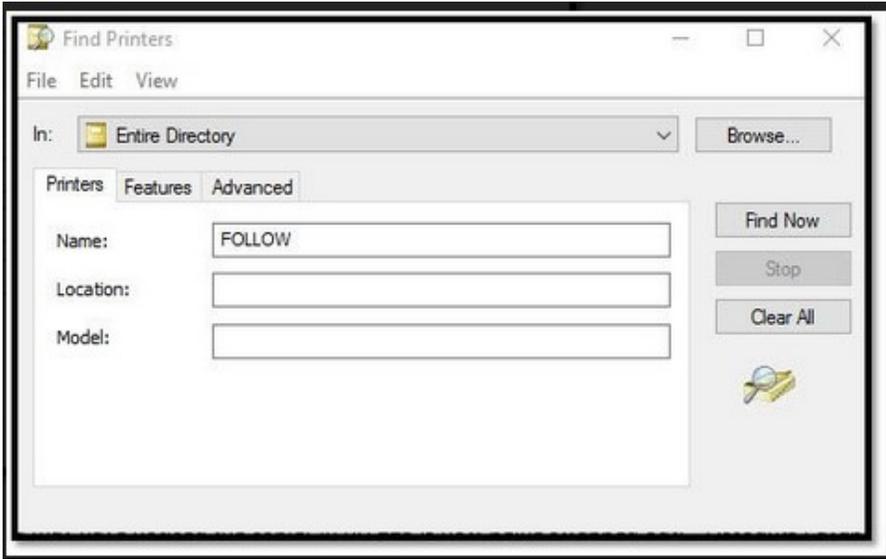
Method3:

If You Have the Printer Installer (PI) App- Process Below

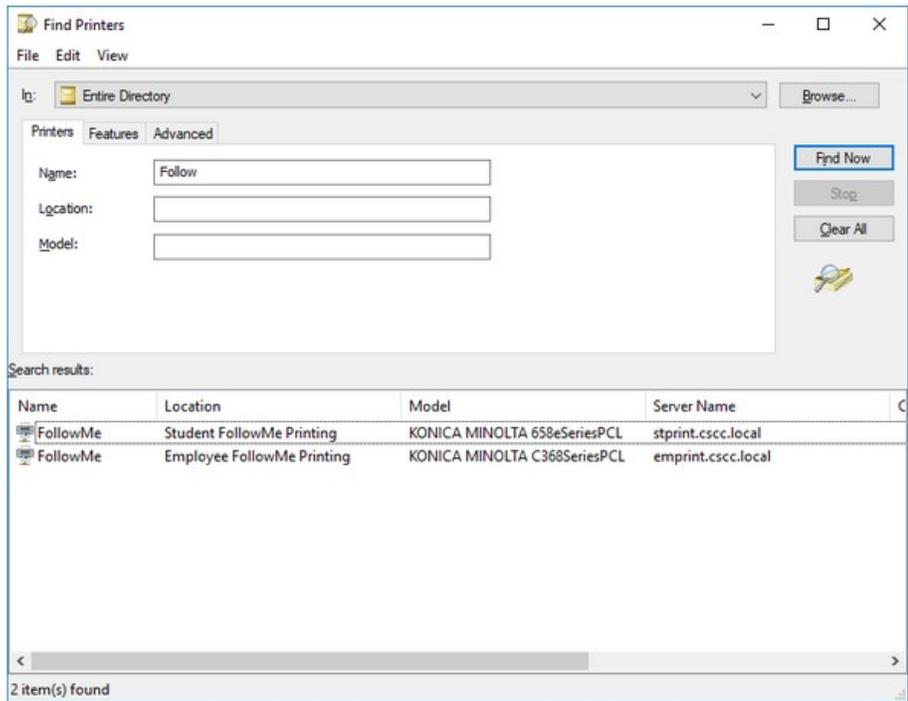
Screen shots may look a little different from Windows 7 to Windows 10.

- 1) Click the WINDOWS START MENU
- 2) VIEW ALL PROGRAMs
- 3) Scroll to CSCC APPLICATIONS
- 4) Select **INSTALL PRINTER**
- 5) You will see the box below.
- 6) Type **FOLLOW** in the Name Field.
- 7) Then select **FIND NOW**.





- 8) Select (Double Click) the **FollowMe**
 - a. Employee FollowMe printing is needed to print to employee MFD's.
 - b. Student FollowMe printing is needed to print to the Student printers (Library, Computer Commons)



You will get the screen below while driver is being loaded





- 9) Go to the WINDOWS START
- 10) Type **DEFAULT**
- 11) Select DEFAULT PRINTER
- 12) Select FOLLOWME as illustrated below





REGISTERING YOUR BADGE FOR THE FIRST TIME:

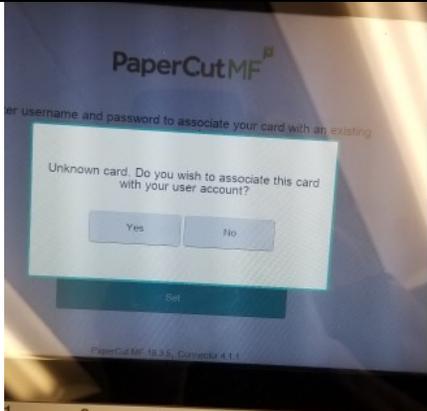
First Time Log On Process	You will only need to do this the first time your badge is swiped.
<p>Hold your ID card over the proximity card reader or under bar code card reader.</p> <p>The first time you swipe your employee badge, you will be prompted to enter your computer login and your password.</p> <p>*</p>	<div style="text-align: center;">  </div> <p>Students scan the barcode on the back of their Cougar ID using the Barcode Reader:</p> <div style="text-align: center;">  </div> <p>Employees scan the disk on the back of your CSCC ID over the reader located on the side table of the MFD: :</p> <div style="text-align: center;">  </div>





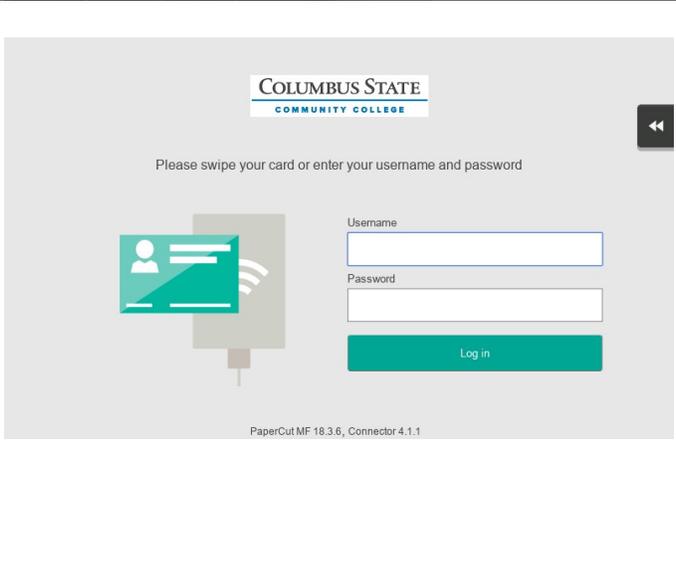
You will be asked if you want to associate your ID.

Select **Yes**

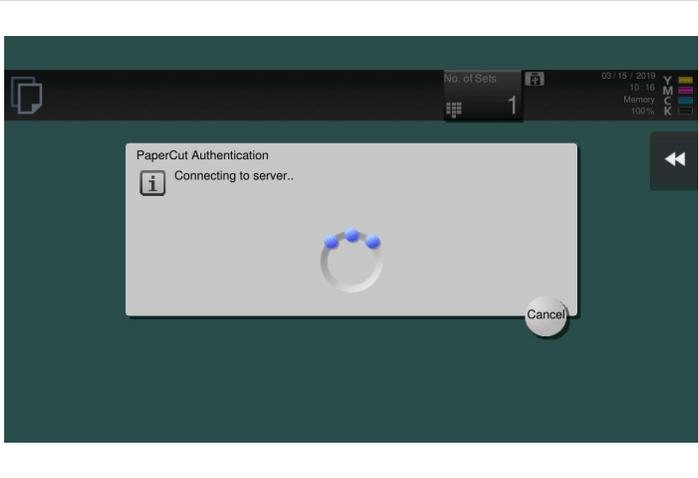


1. In the Username area enter your Windows log on username
2. In the Password area enter your Windows password (this is case sensitive)

*Suggest you use the stylist located on the right side of the printer behind the User Interface.

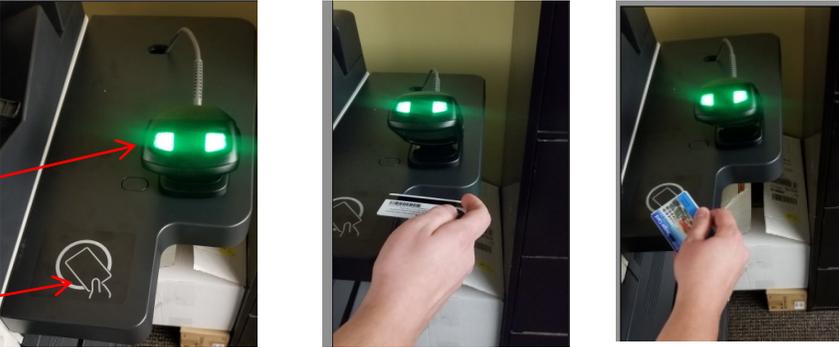
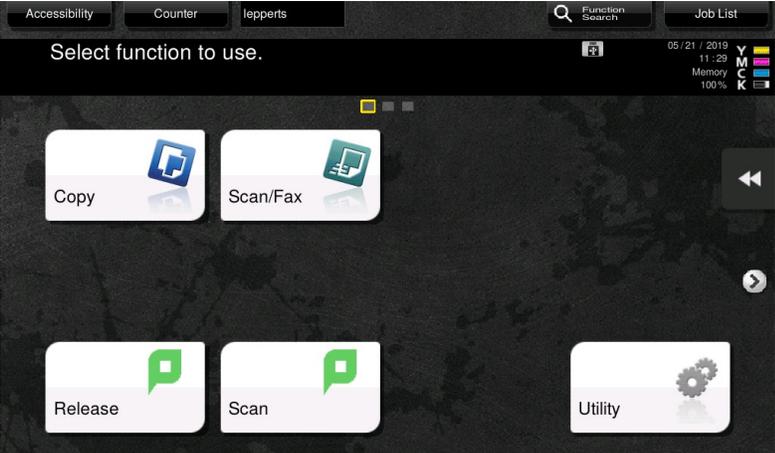
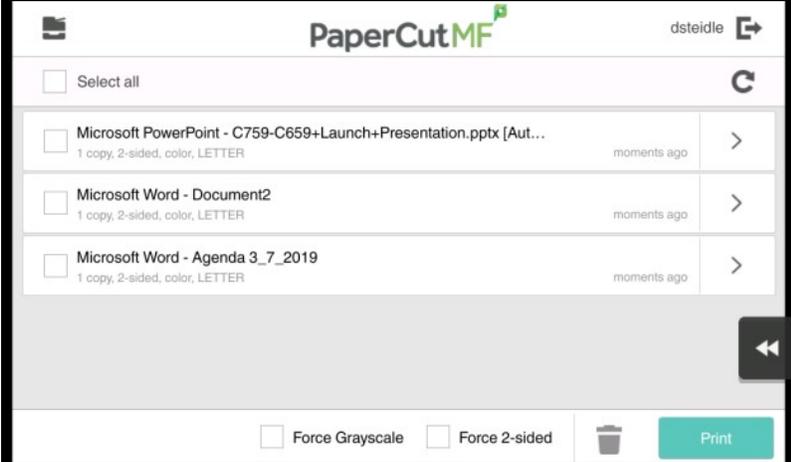


Your credentials will be sent to the server and will register your ID badge.





Log On Process **After** The Initial Registration Of Your Badge

Log On Process	
<p>Once registered you will swipe your ID badge to release your print jobs or use the other functions of the MFD.</p> <p>Students use the barcode card reader.</p> <p>Staff use the Proximity card reader</p>	
<p>After you swipe your ID PaperCut will take you to:</p> <ol style="list-style-type: none"> The main screen if you have sent no print jobs. <p>Or</p> <ol style="list-style-type: none"> The Job Release screen if you have sent print jobs prior to swiping your badge. <p>*If you forget your badge, you can manually log into Papercut, see Manual Process at the back of the user guide for instructions.</p>	 





Print Job Release Process:

<p>Release Jobs</p> <p>To release print jobs</p> <ol style="list-style-type: none"> 1. Check the job you want to release or select all to print all of the jobs. 2. You can delete jobs you do not want to print by either not checking and they will be deleted in 24 hours or check the documents and select the trash can. <p>*Unreleased jobs will remain in the PaperCut queue for 24 hours then will be deleted.</p>	
<p>Print Job options</p> <p>If you want to change the print job options touch the right arrow.</p> <p>You can change the following:</p> <ol style="list-style-type: none"> 1. Color mode 2. Duplex mode 3. Number of copies 	





Release Jobs-Continued

Log Out / Go To Main Menu

To go to **Main Menu** select the icon in the top left corner-

To **Log Out** from this page select icon in top right corner.

The screenshot shows the PaperCut MF interface. At the top left is a printer icon. The top right shows the user 'dsteidle' with a log out icon. Below is a 'Select all' checkbox and a refresh icon. A list of print jobs follows:

<input type="checkbox"/>	Microsoft PowerPoint - C759-C659+Launch+Presentation.pptx [Aut...	1 copy, 2-sided, color, LETTER	moments ago	>
<input type="checkbox"/>	Microsoft Word - Document2	1 copy, 2-sided, color, LETTER	moments ago	>
<input type="checkbox"/>	Microsoft Word - Agenda 3_7_2019	1 copy, 2-sided, color, LETTER	moments ago	>

At the bottom, there are checkboxes for 'Force Grayscale' and 'Force 2-sided', a trash icon, and a 'Print' button.

The screenshot shows the 'Print release' settings page for the job 'DSteidle - Microsoft PowerPoint - C759-C659+Launch+Presentation.pptx [Autosaved]'. The top left has a back arrow, and the top right shows the user 'dsteidle' with a log out icon. The settings are as follows:

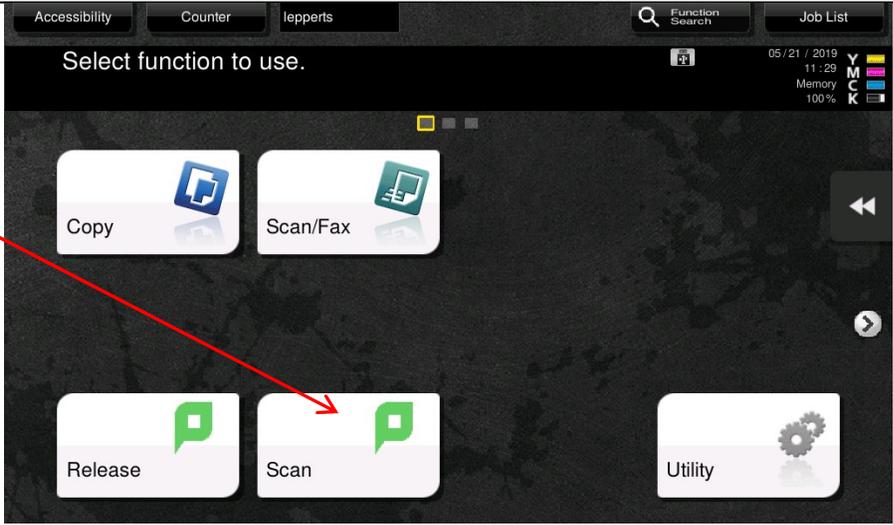
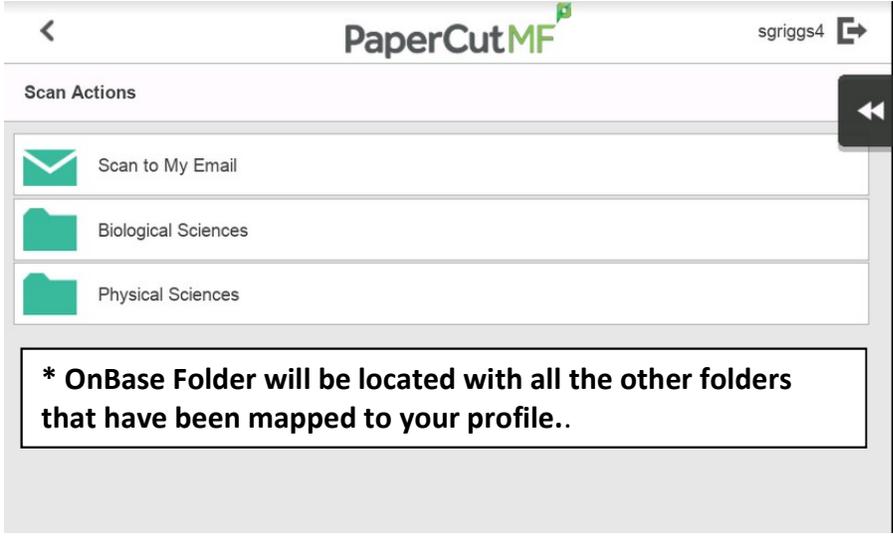
Time	Mar 15, 2019 10:13:29 AM	Copies	- 1 +
User	DSteidle	Duplex mode	1-sided 2-sided
Pages	2	Color mode	Color Grayscale
Account	My Personal Account	Page size	LETTER
Balance	Unrestricted	Cost	\$0.30

At the bottom, there is a 'Reset to original' button, a trash icon, and a 'Print' button.





Scanning Using PaperCut: (Green Icons Are PaperCut Functions)

<p>Scan</p> <p>From the main menu select scan with the green icon (PaperCut scanning)</p>	
<p>PaperCut will take you to your scan options:</p> <ol style="list-style-type: none"> 1. Scan to My Email 2. Scan to a Network Folder/ Drive 3. Scan to OnBase <p>These are the folder are specific to you and your department.</p> <p>If you do not see a folder you need please call the Help Desk at 5050 to create a ticket to have the folders needed added.</p>	





- On this area you can:
1. Change the Subject of the Email.
 2. Change the name of the attached file
 3. Select Change Settings For More Options
 4. document.

- Scan setting options are:
1. Duplex
 2. Orientation
 3. Paper Size
 4. File Type
 5. DPI
 6. Color Mode

Press Start To Send Job

Once you select Start you will be logged out of PaperCut.

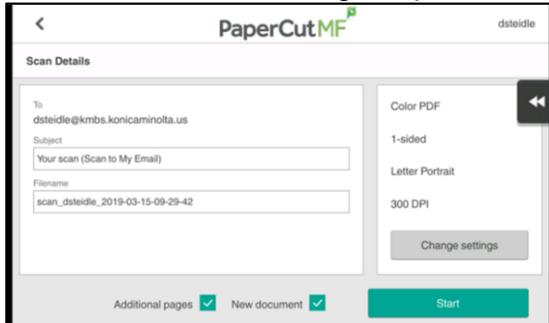




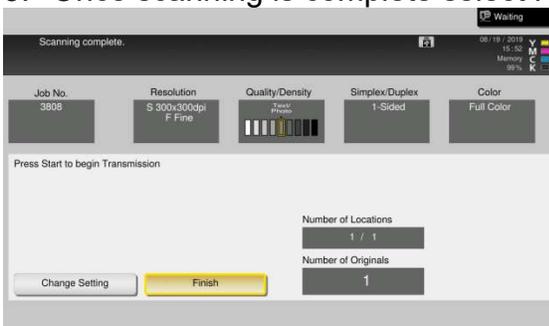
PaperCut Scanning Options Description:

Additional Pages-Additional pages allows for job build functionality from the document feeder and the glass to make one attachment.

1. Select Additional Pages options.



2. Scan pages from the document feeder and/or glass
3. Once scanning is complete select Finish, this turns off memory



4. Then press Start (this will make one attachment)
5. Now you have the option of sending the document by pressing **Send** and being logged out OR
6. Select Scan New Document to scan another document to be sent in the same email.



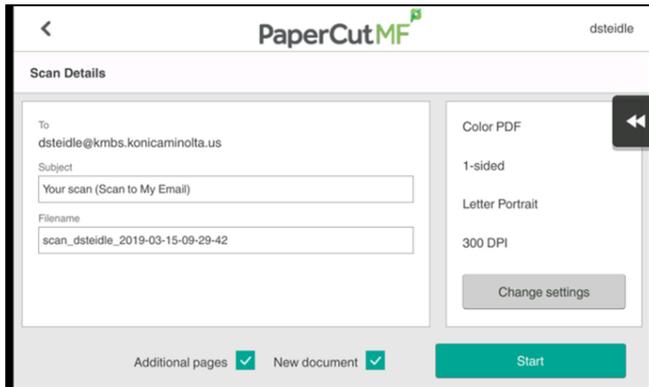
Example: Scan 100 sheets from the document scanner, select additional pages, scan document from glass. Select scan and document will be sent as one document.





New Document: Enables multiply documents to be scanned and sent in one email.

Example: Scan 1st document, select New Document, scan 2nd document. Select send and both documents will be sent in one email with two attachments.



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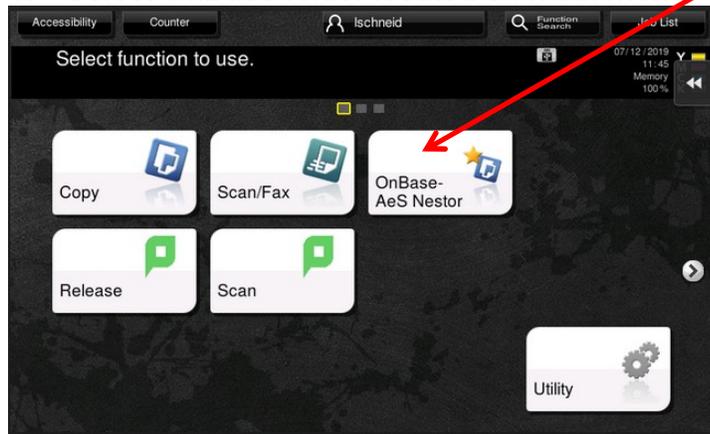


OnBase Users: Konica Minolta Scanning Process

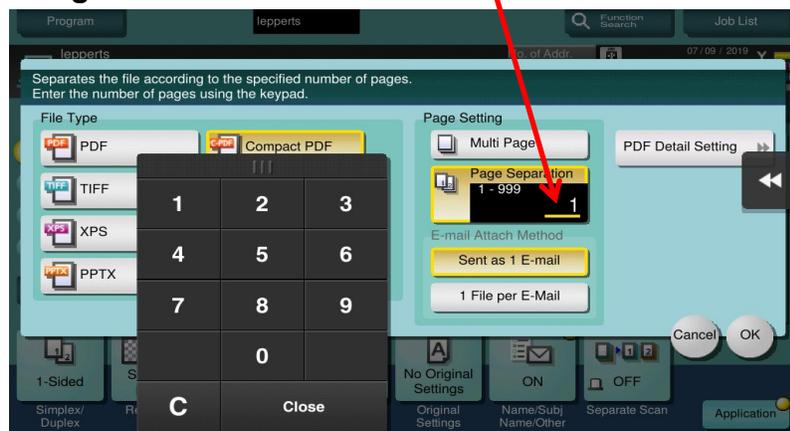
Recommend using KM scanning for applications that are multiply pages documents where each page needs to be an individual document sent to user directly into OnBase.

Option #1: Scanning documents directly into OnBase

1. Select OnBase folder located on main menu



2. Select Page Separation (it will default to 1) This will give you one document with each page being an individual attachment



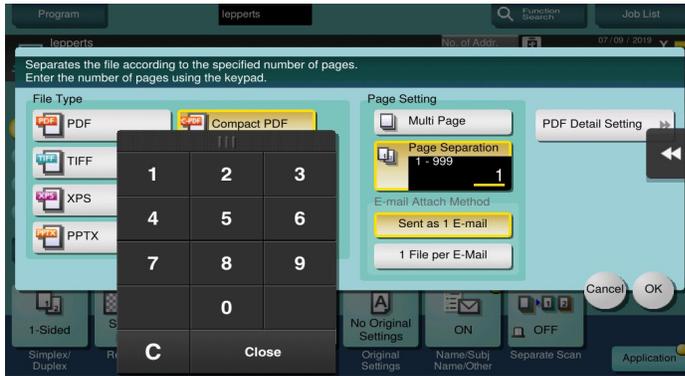
3. Press Ok
4. Select **Start** to send your job

After you select Start, you will return to the main Scan/Fax screen.





Konica Minolta Scanning Options Description:



Multi Page-This option will send the entire contents of what you put in the document feeder as one document

Page Separation: Enables a group of documents to be put into the document feeder to be scanned at one time and scanned as separate documents/attachments.



Example #1: 10 documents that are 10 pages. You can load the 100 pages into the document handler on top of MFD, select 10 in the Page Separation and every 10 pages will be scanned as one document. 10 documents will be in one email or scanned directly into OnBase as 10 separate documents if you have the OnBase icon on your desktop.

Example #2: 100 documents that are 1 page individual documents. You can load the 100 pages into the document feeder on top of MFD, select 1 in the Page Separation area and every 1 page will be scanned as one document. 100 documents will be sent to you in one email or if you have the OnBase icon they will be sent directly to OnBase.

Sent as 1 email: This option is the default, everything you scan will be sent in one email/document.

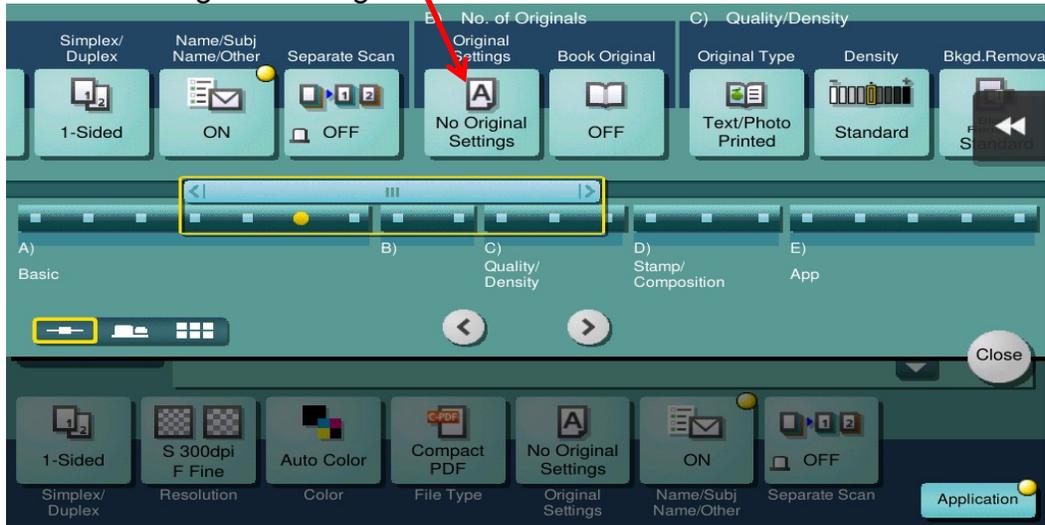
1 File Per Email- This option will take each page or group of pages if you have selected more than 1 page in the page separation option and send in a single email /document.



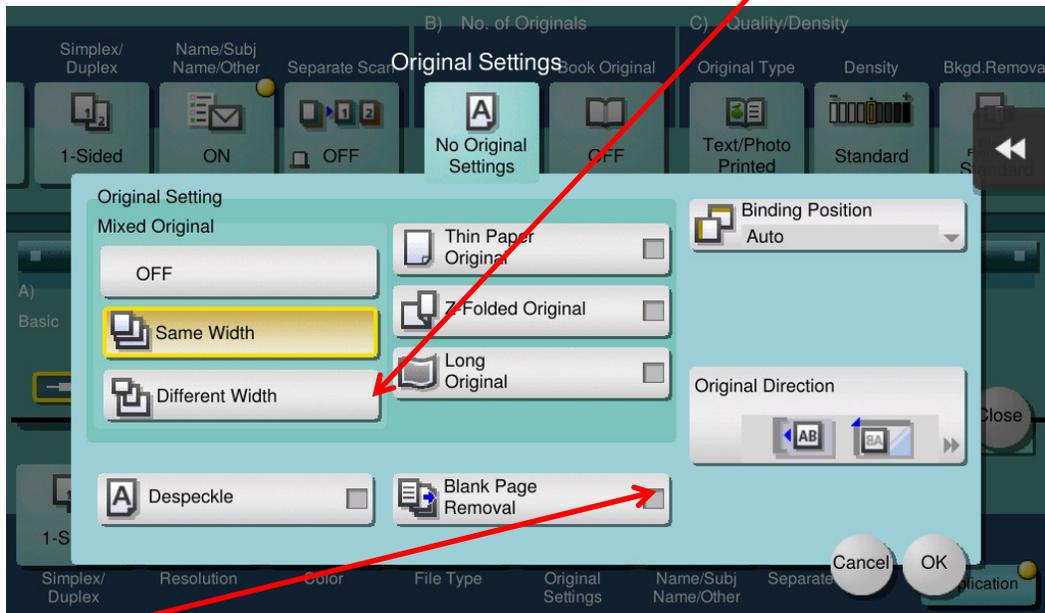


Mixed Originals: Select Mixed Originals when you have documents to be scanned that are the same width, 8.5x11 but are different lengths, 11” or 14”.

Select No Original Settings



Select Mixed Originals Same Width 8.5, but are different lengths, 11” or 14”.



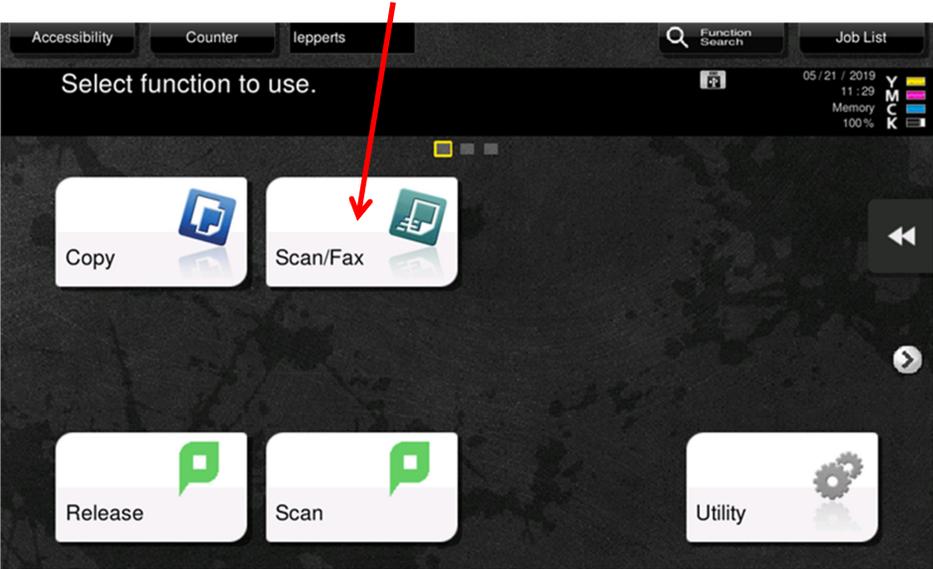
If you have selected to scan double sided and have both single sided and 2-sided documents by selecting the Blank Page Removal feature your blank pages automatically be removed.



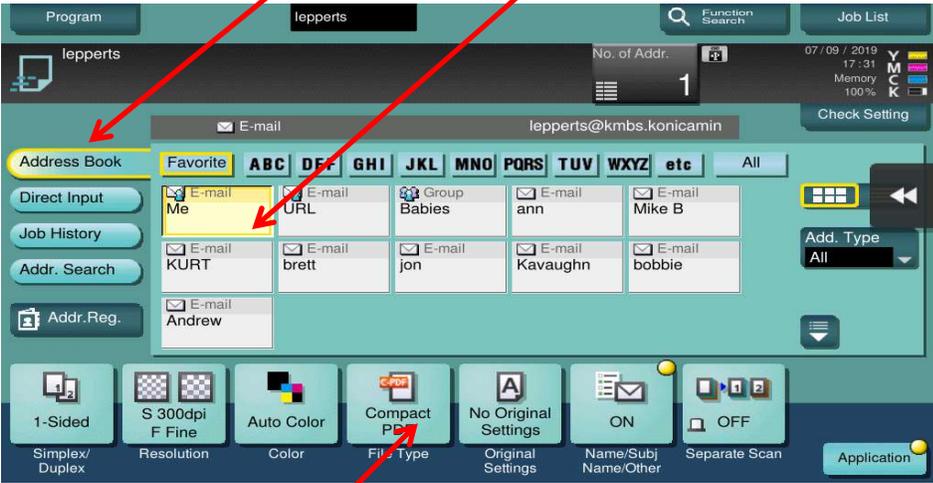


Konica Minolta Scanning to Email:

1. Go to main menu screen.
2. Select Scan/Fax .



3. Select Address Book
4. Select Me (Scanning to your email)

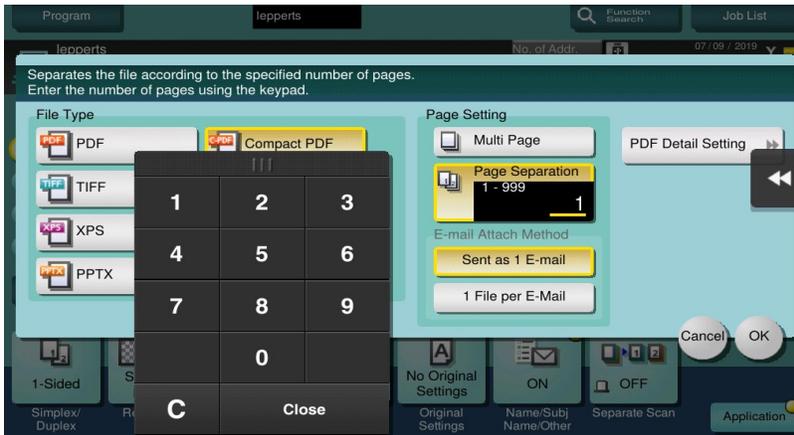


5. Touch File Type
6. Default will be Multi-Page and Compact PDF





7. **Select Page Separation** (it will default to 1) This will give you one email with each page scanned being an individual attachment.



- 8. Press OK
- 9. Select Start to send your job





FAX PROCESS:

<p>Fax Process From PaperCut</p>	
<p>To Fax Log Into Papercut Select The Fax Button</p>	<p>Accessibility Counter lepperts Function Search Job List 05/21/2019 11:29 Memory 100% CMYK</p> <p>Select function to use.</p> <p>Copy Scan/Fax Release Scan Utility</p>
<p>Select:</p> <p>1. Email</p>	
<p>Program jhollan1 Function Search Job List jhollan1 No. of Addr. 0 05/20/2019 16:05 Memory 100% YMC</p> <p>E-mail RX Address Book Direct Input Job History Addr. Search Addr.Reg.</p> <p>E-mail User Box Internet Fax PC (SMB) WebDAV</p> <p>1-Sided S 300dpi F Fine Auto Color Compact PDF Auto ON OFF Simplex/Duplex Resolution Color File Type Scan Size Name/Subj Name/Other Separate Scan Application</p>	





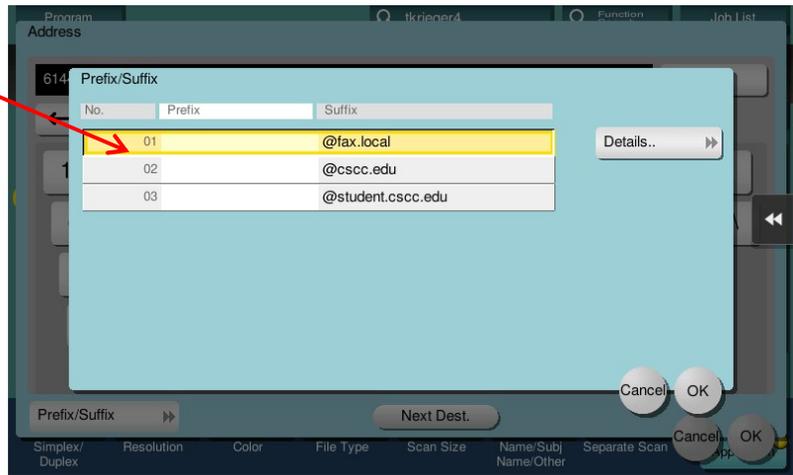
1. Input your fax#

2. Select Prefix/Suffix



Select The Prefix/Suffix @Fax.Local

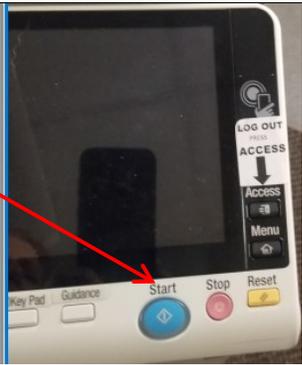
If Lighting Behind The Start Button Is Blue You Do Not Need to Hit "OK" you can just press the Start button.



Press Start

Confirmation Page will be sent to your email.

When Job Completed Select "Access" To Log Out.





COPY PROCESS:

<p>Copy</p> <p>Select Copy from the main screen</p>	
<p>Choose your options:</p> <ol style="list-style-type: none"> 1. Color 2. Density 3. Paper Tray 4. Zoom 5. Duplex 6. Stapling 7. Original Type 8. Finishing Options 	

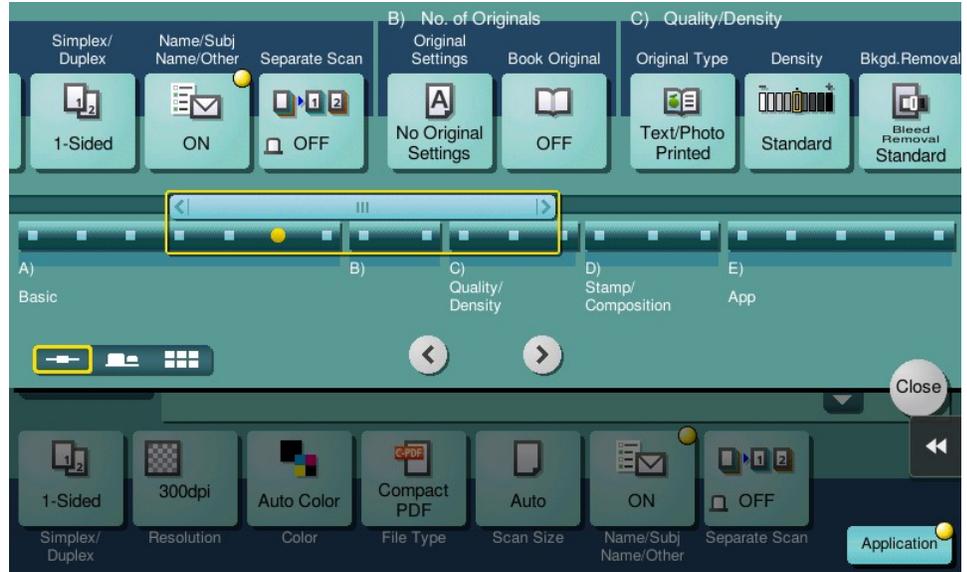




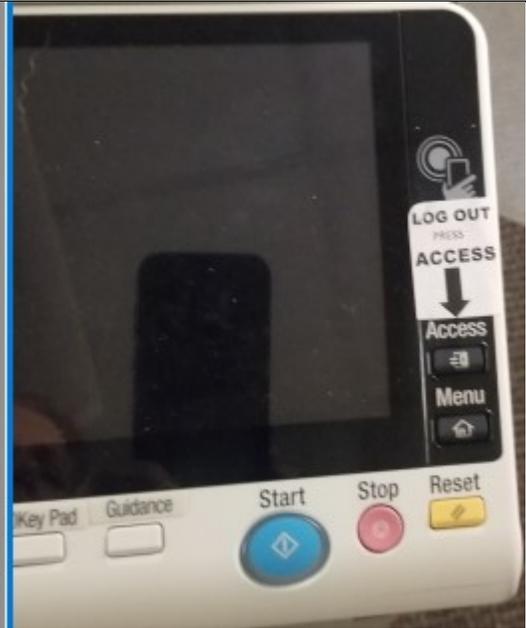
Additional options are under the application key:

1. Blank page removal mixed originals
2. Separate scan
3. Job build
4. Time and date
5. Page numbers
6. Watermarks--and more

After make selection when start button turns blue--press start to make copies



When your jobs are complete—scan, fax, or copy-- you must press **“Access”** to log out





MFD General Usage Tips:

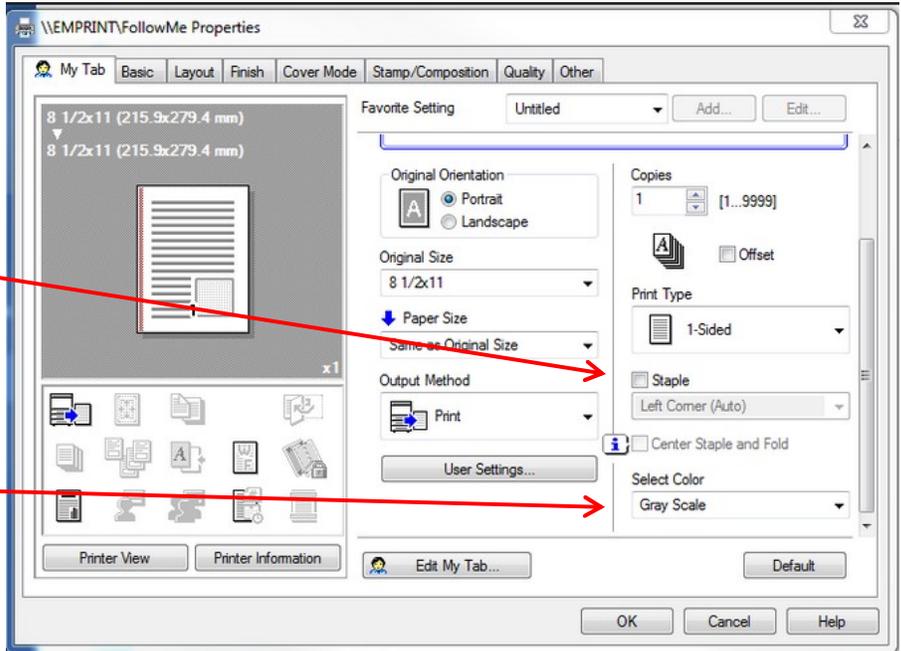
1. **After release a print job or start a copy job it is recommended that the job owner remains at the MFD until your jobs are completed.** If the printer malfunctions you are the only one that can cancel the malfunctioning job. No one else will be able to print or copy anything until the job malfunctioning job is cleared. If you are not available it will require a call to the Help Desk to clear the job from the printer queue.
2. **Loading Paper & Paper Storage:**
 - A. Keep paper in wrapper, as paper collects moisture and unwrapped paper could increase jamming.
 - B. Remove any sheets that are damaged or dog eared when loading paper.
3. **Document Handler Functionality**-load face up & select one-sided (default) or two-sided (document feeder will scan both sides at same time).
4. **Bypass tray**-face down, special stocks, 150 sheets.
5. **Supplies/staples:**
 1. Place call with Help Desk at 5050.
 2. Please provide the MFD'S Asset Tag number located below the KM logo on the front of the MFD.
6. **Paper:**
 - Departments will be able to order regular print paper by the box for next day delivery through Office Depot's office supply portal. Departments will be able to select from two new charge codes: one for paper used in the office for administrative purposes, the other for paper used to produce materials used in labs or for coursework.
 - Paper will be delivered by the box the next day in the office.
 - No more than 10 boxes should be ordered at a time, with a preference for only one or two.
 - Large paper orders (such as for labs) will continue to will be coordinated through Office Services and Jonathan Lipscomb.
 - Questions on how to use the portal for paper orders can be directed to helpdesk@csc.edu
7. **Printer Support-Questions and Printer Issues:**
 1. Call Help Desk at 5050
 2. Please provide the MFD's Asset Tag number located below the KM logo on the front of the MFD's with a description of the issue and or question.





How to Print In Color & Staple:

1. Select File Printer
(FollowYou print driver must be selected)
2. Select Print Properties
3. Main tab, scroll down until Staples and Color come up.
4. Go to **staple** to select staple option
5. .To print in color select **Auto Color** (Printer are defaulted to black & white print)



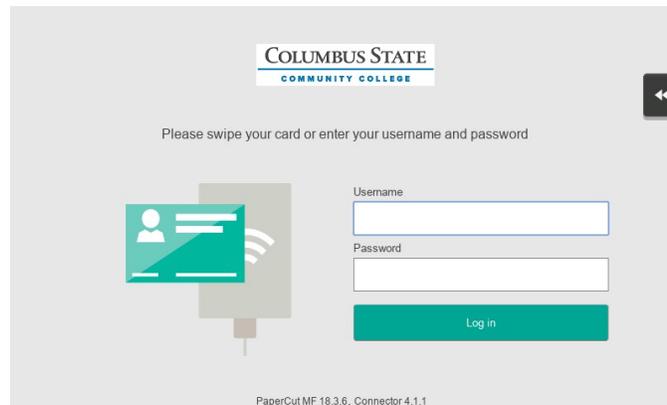


Manual Log On Process With No ID / Badge:

To log into PaperCut the **with no badge:**

3. In Username area enter your Windows log on Username
4. In the Password area enter your Windows password (this is case sensitive)

*Suggest you use the stylist locate on the right side of the printer behind the User Interface.



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Interactive Support Tools:

308e, 368e, 458e, 658e

<http://kbsmanuals.konicaminolta.us/bizhubc368/contents/contents/id04-102554226.html>

4052/4752

<http://kbsmanuals.konicaminolta.us/bizhub4752/en/Product-1/contents/id02-102672253.html>

c258, c308, c368, c458, c558, c658

<http://kbsmanuals.konicaminolta.us/bizhubc368/contents/contents/id04-102554226.html>

758, 808, 958

<http://kbsmanuals.konicaminolta.us/bizhub958/contents/index.html>

c659, c759

<http://kbsmanuals.konicaminolta.us/bizhub958/contents/index.html>





Additional Printer Options:

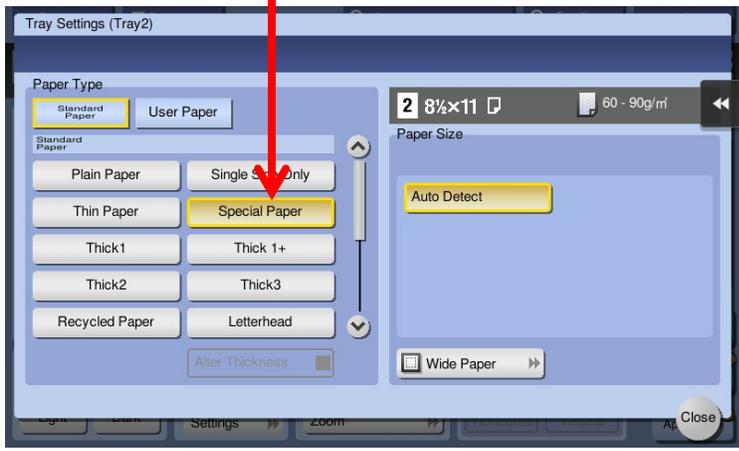
SPECIAL PAPER TRAY DESIGNATION: To set up Tray 2 for Special Paper: **This is only done one time to set up the tray**

Touch Tray 2 (it will turn yellow)



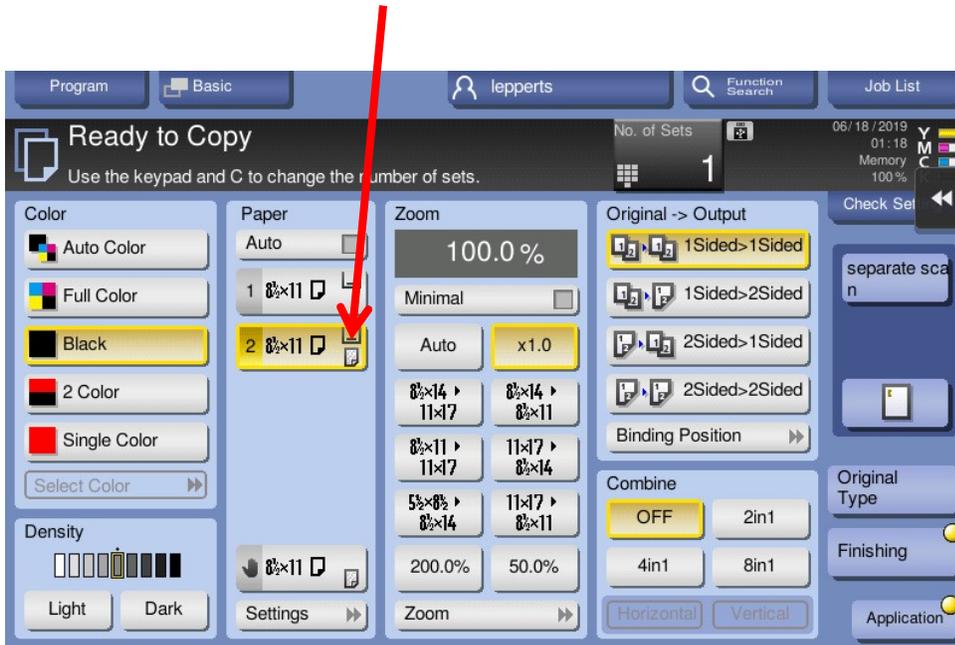
Touch **Settings** at the bottom of the row

Select Special Paper then touch Close

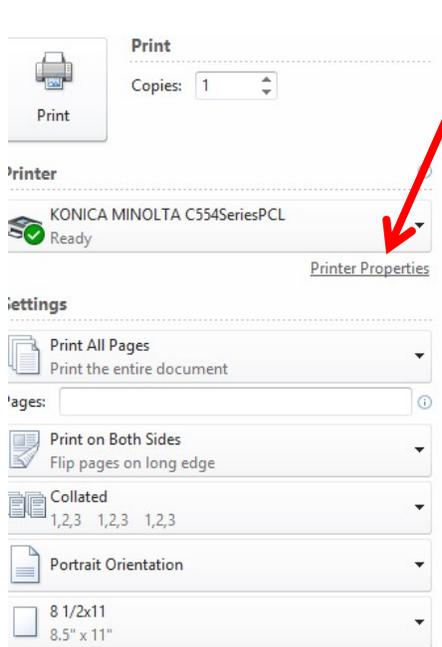




Tray 2 should have a **small icon** in the lower right side to show Special Paper is turned on

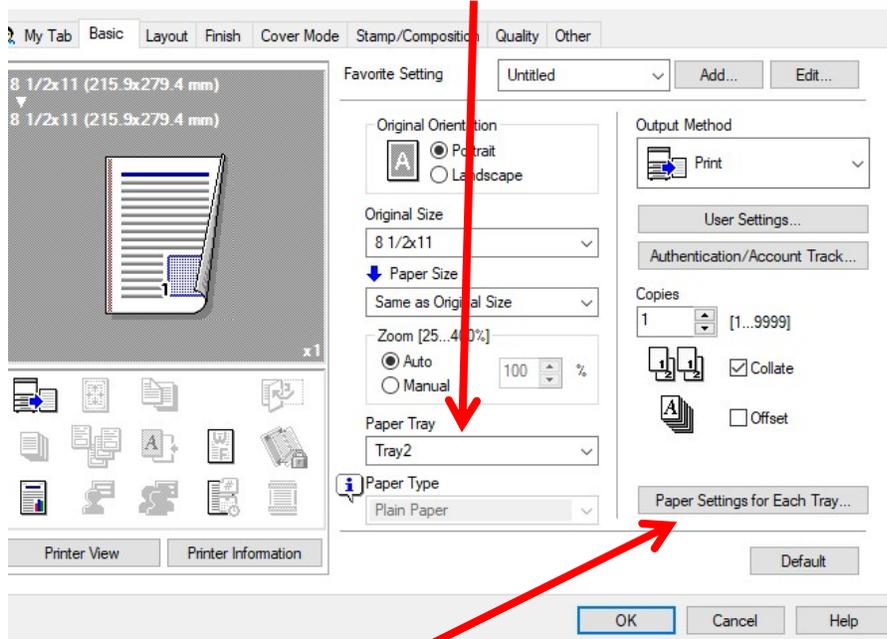


Now when you print go into Printer Properties



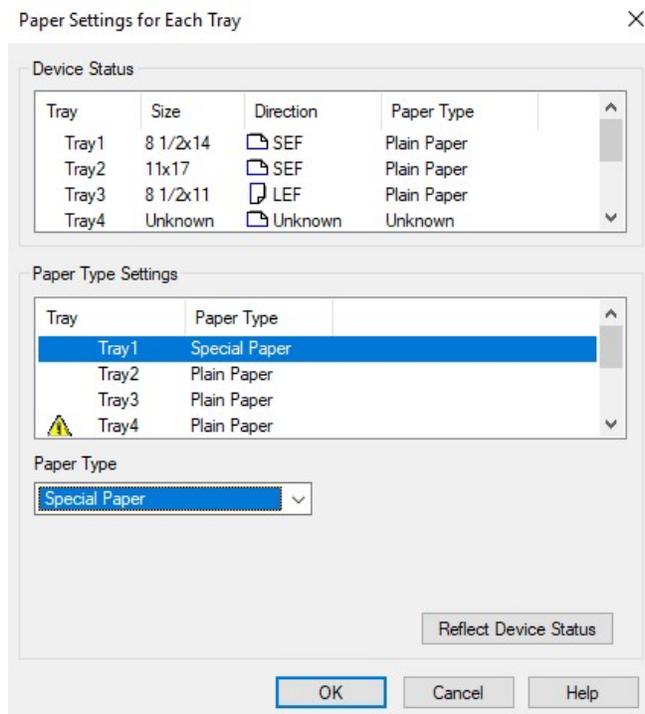
From the Basic Tab at the top
Open the right arrow and select Tray 2





Then Select Paper Settings for each tray

Select Special Paper/OK/OK

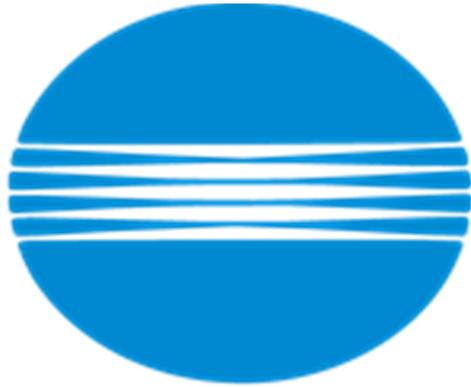




Regional Learning Center Supply Process

1. There is an onsite inventory of replacement toner in each Regional Learning Center. There is one cartridge / set of color cartridges for each model that is install in the RLC.
2. When the printer indicates that it needs toner replaced, you will use the onsite inventory to replace the empty cartridge.
3. Once you have used a cartridge you must place a call to the Help Desk-5050 to notify IT that you have used a toner cartridge. Once a ticket is created a replacement cartridge will then be put in the internal mail to re-stock your onsite inventory.---**Please note a ticket must be placed with the Help Desk to replenish your onsite toner supply.**





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