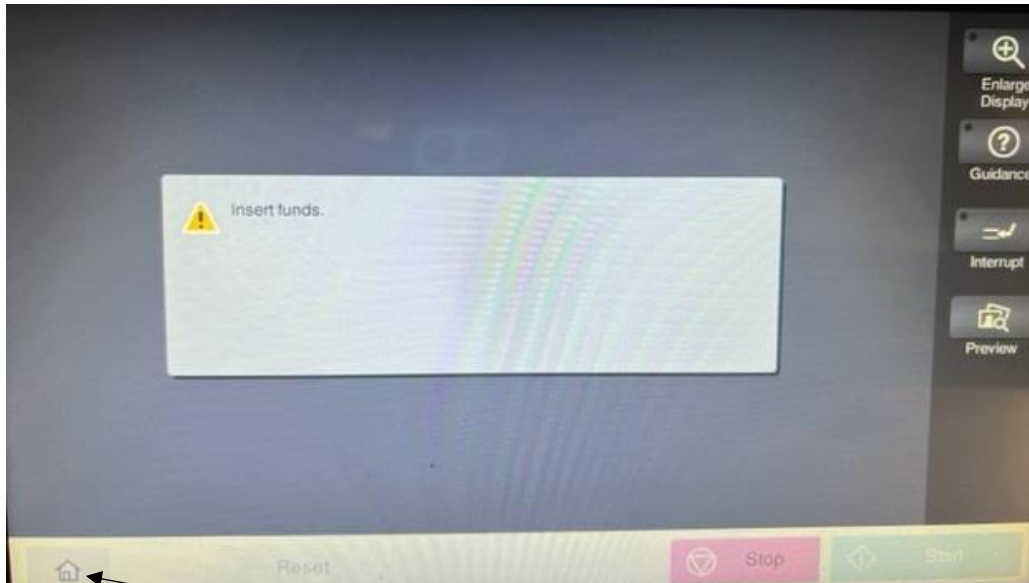


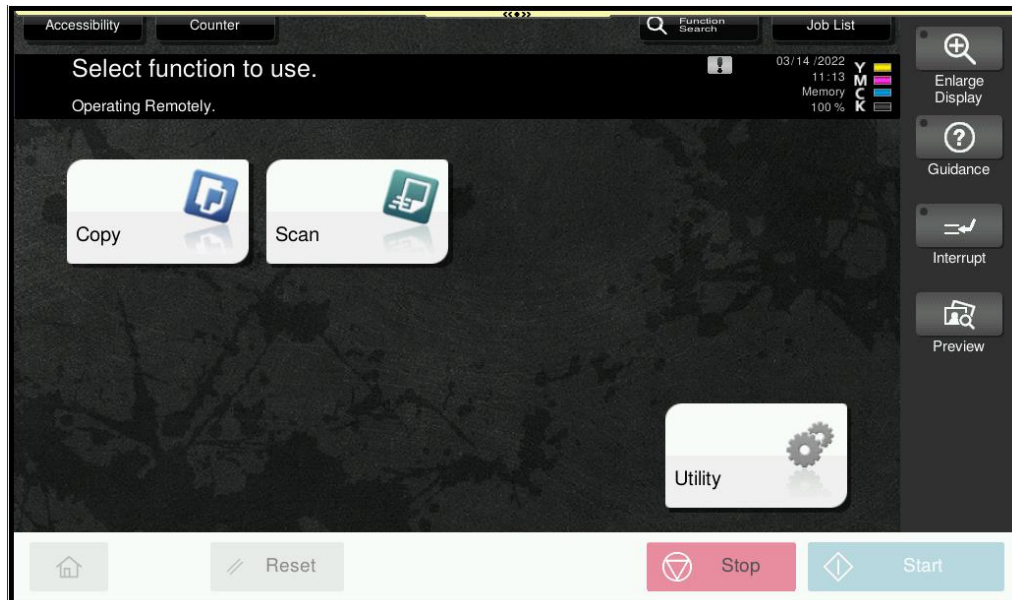
Konica Minolta User Guide

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.



To Copy

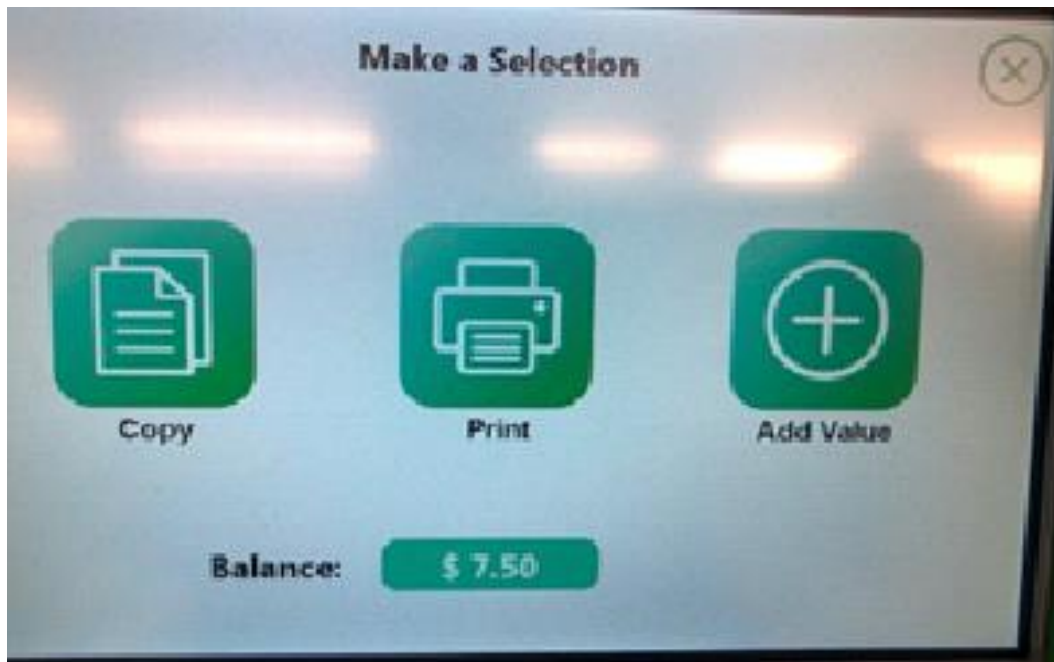
1. Tap Copy and you will be asked to insert funds at an adjacent PayStation Elite machine. Your options are to Insert coins (5¢, 10¢, 25¢ and \$1), bills (\$1, \$5, or \$10), use any major credit card, or Apple Pay/Google Pay.
2. You can also pay for copies by taking funds off your SWC Student ID Card.

Getting Started

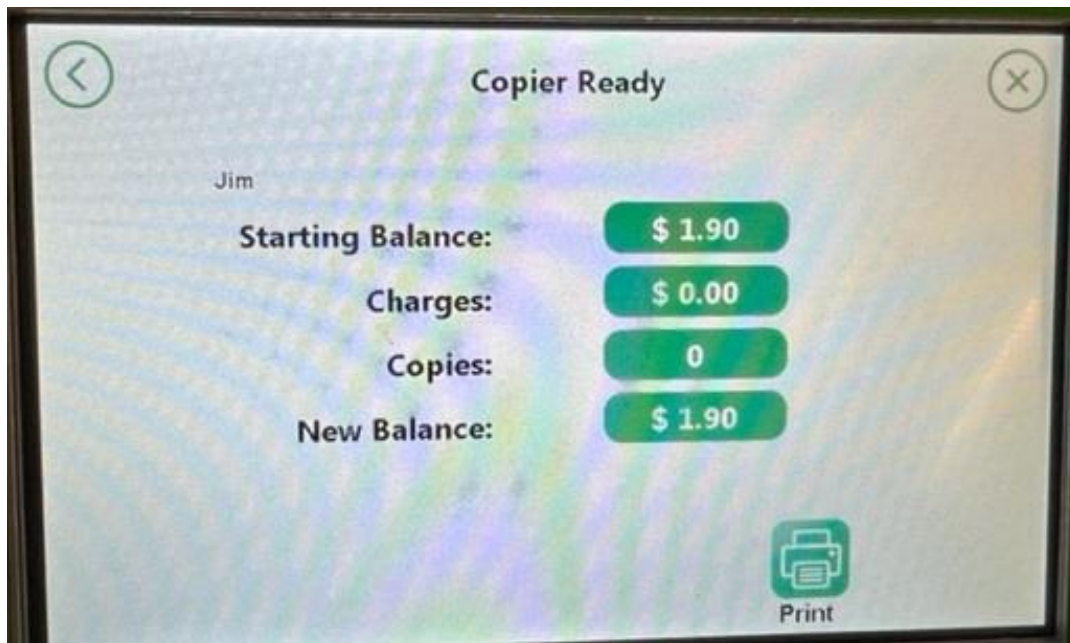
1. Next to the copier is a PayStation Elite machine. Touch the screen to get started.



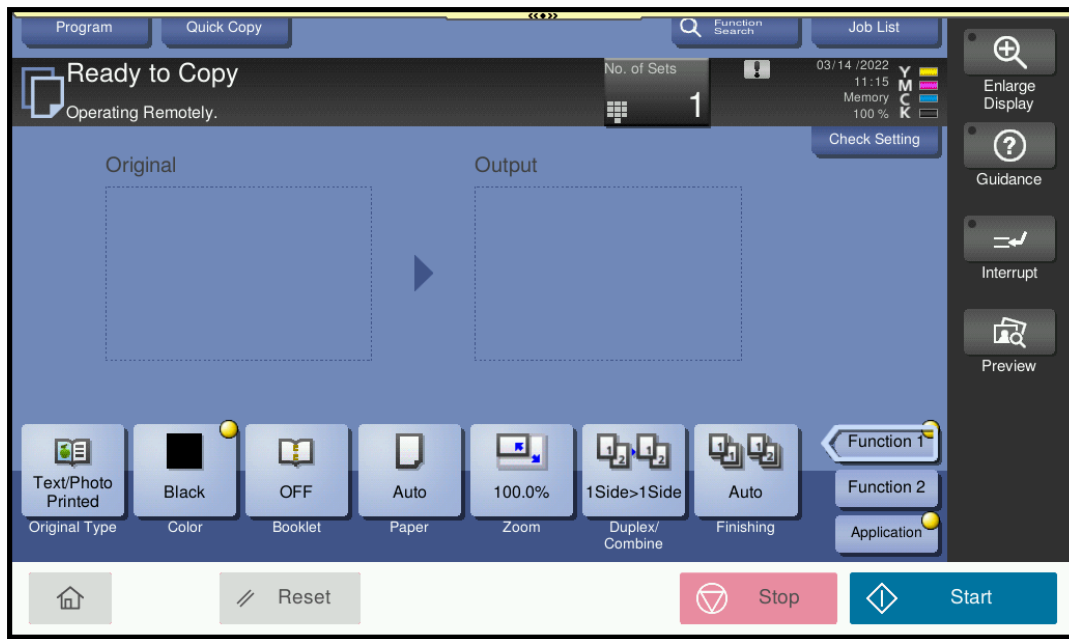
2. Login without card by entering your MySWC User Name (lowercase initials and 7-digit number) and Password
3. The easier method is to swipe your SWC Student ID Card (black magnetic strip facing left) at the left card reader and taking funds off your Pay-For-Print account.
4. Once successfully logged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



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



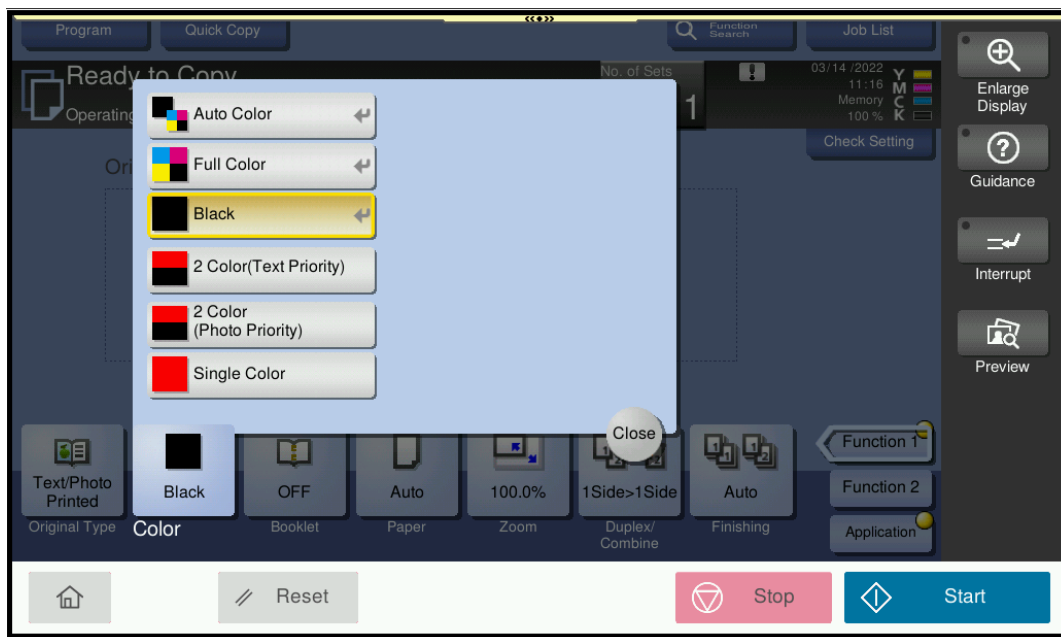
6. Next, direct attention to the Konica Minolta screen, see image below.



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**.



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



8. Tap **Start** to copy a paper document.

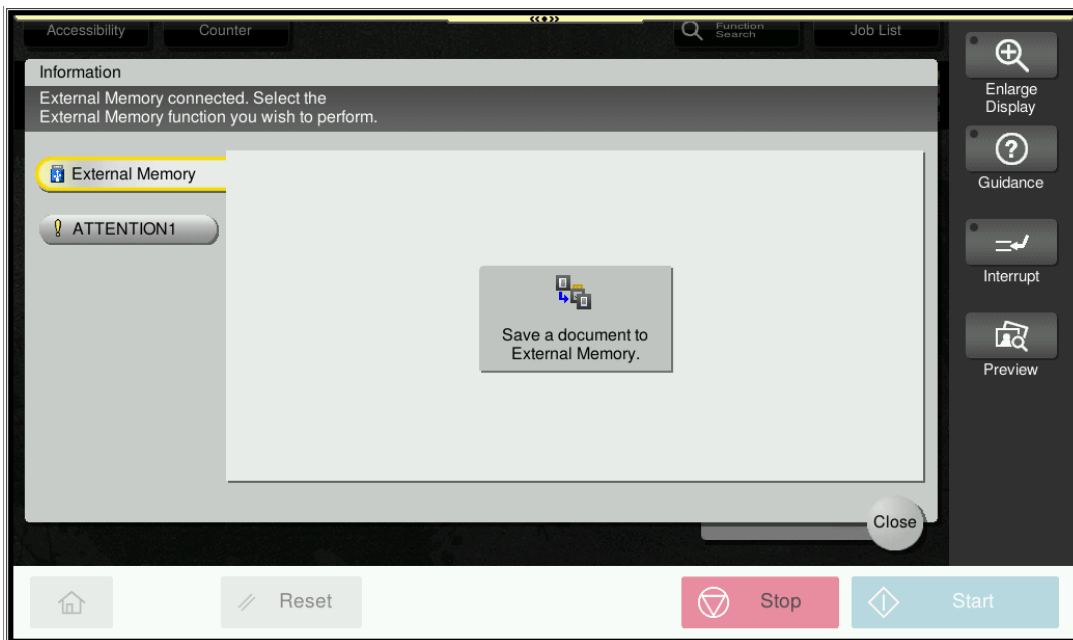
To Copy to a USB Flash Drive

Follow steps 1 and 2 above.

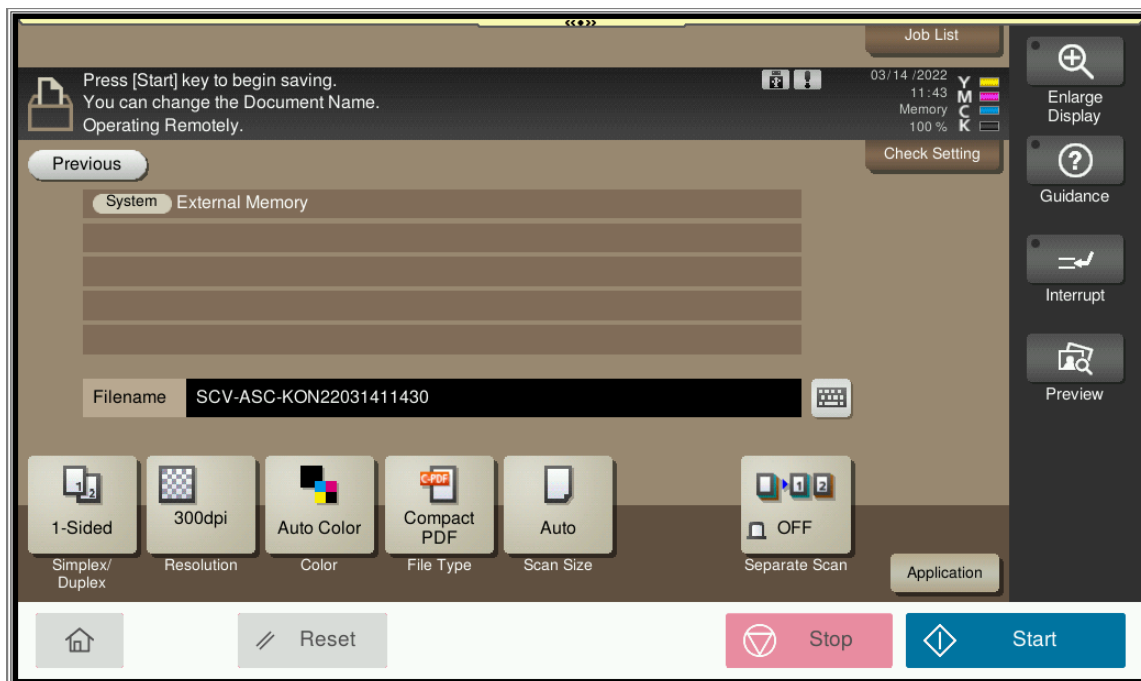
1. Once the user sees the Ready to Copy screen, they can insert a USB Flash Drive into the right side of the copier (see below).



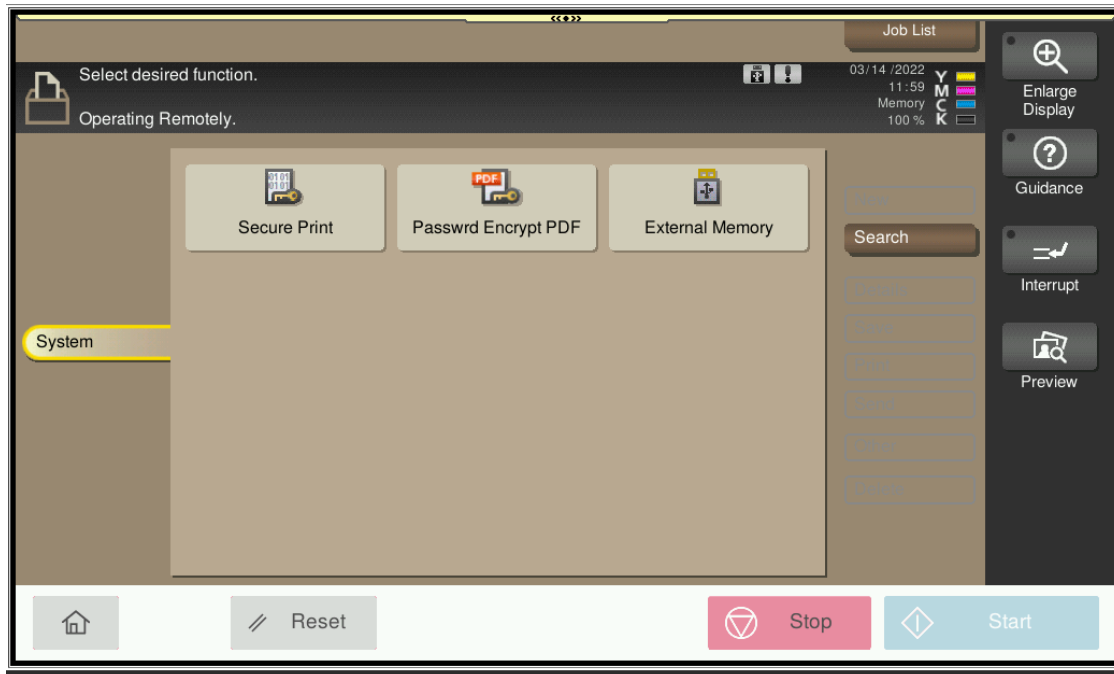
2. An External Memory screen comes up. Tap **Save a document to External Memory** button.



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

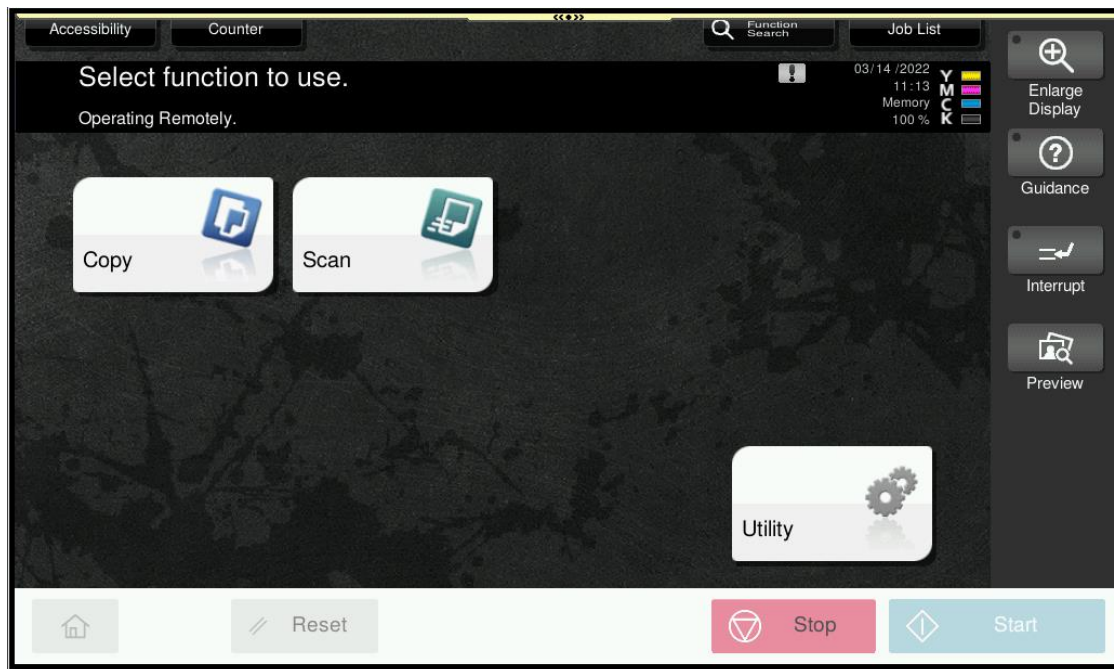


4. Tap the **Start** button and the user will be brought to the following screen. At this point, they are **done** and can remove their flash drive **safely**.

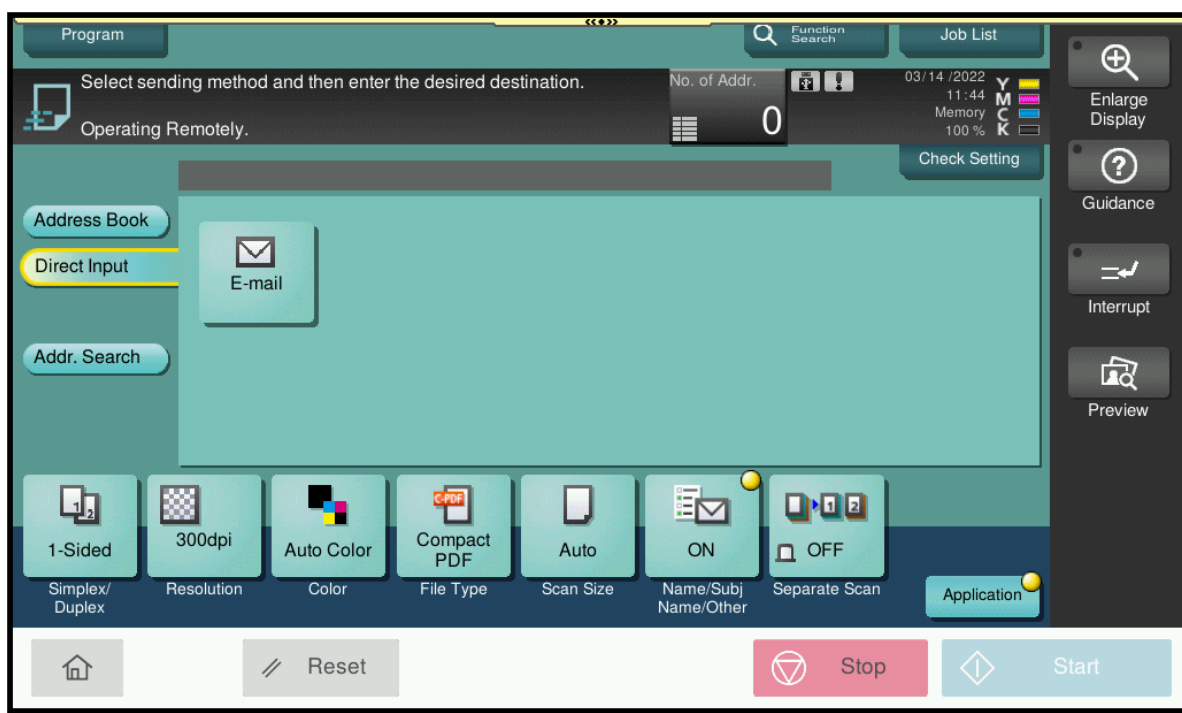


To Scan to USB Flash Drive

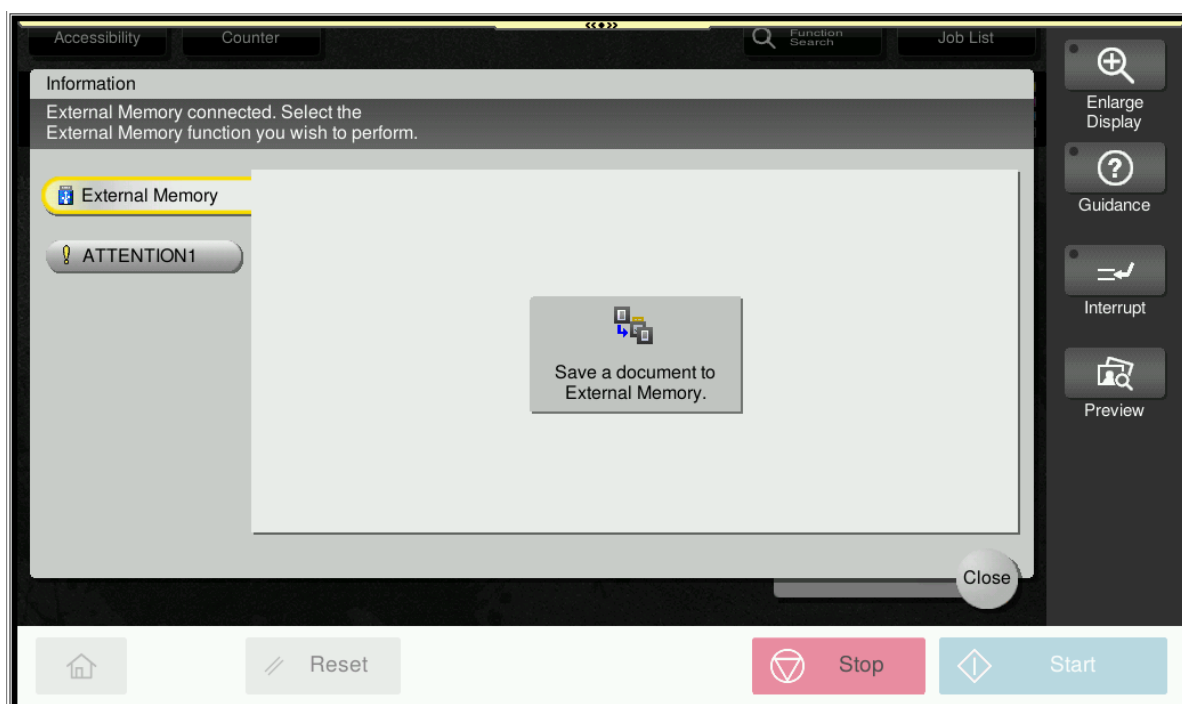
1. Unlike copying, **scanning is free**. A user can start by tapping the **Scan** button.



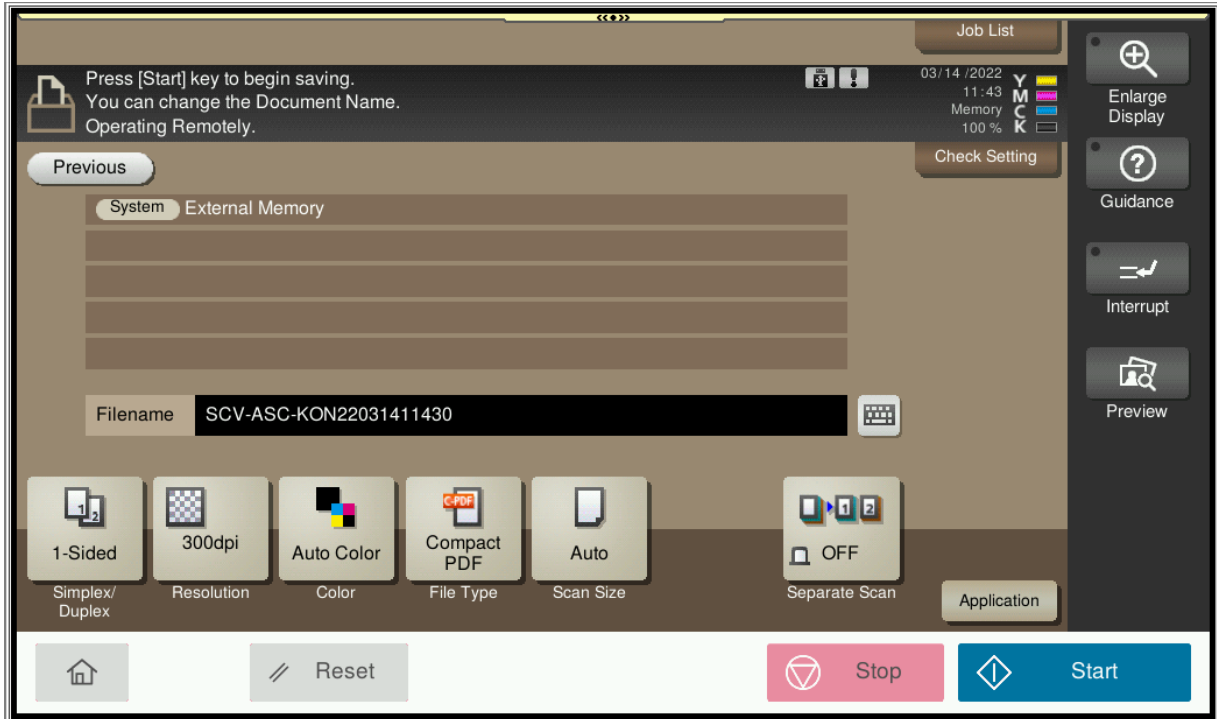
2. The **Select Scanning Method** screen comes up next. At this point, insert a USB Flash Drive on the right side of the copier.



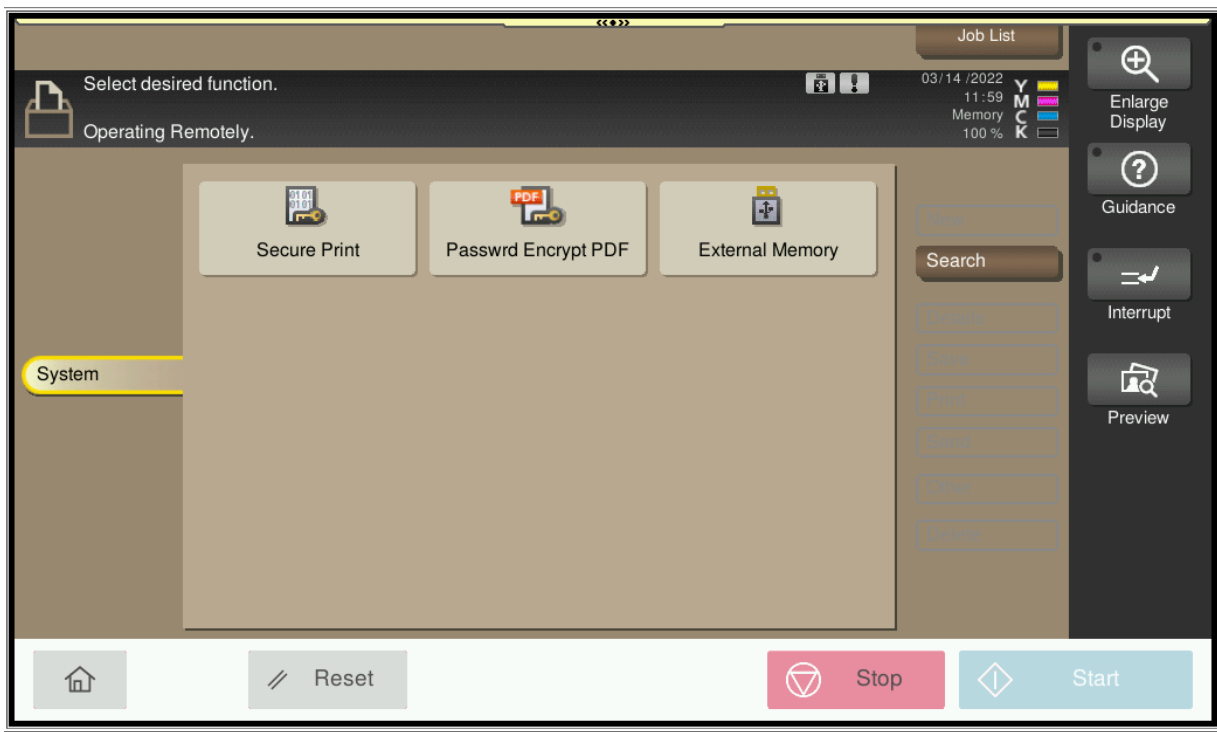
- 3 An External Memory screen comes up. Tap **Save a document to External Memory** button.



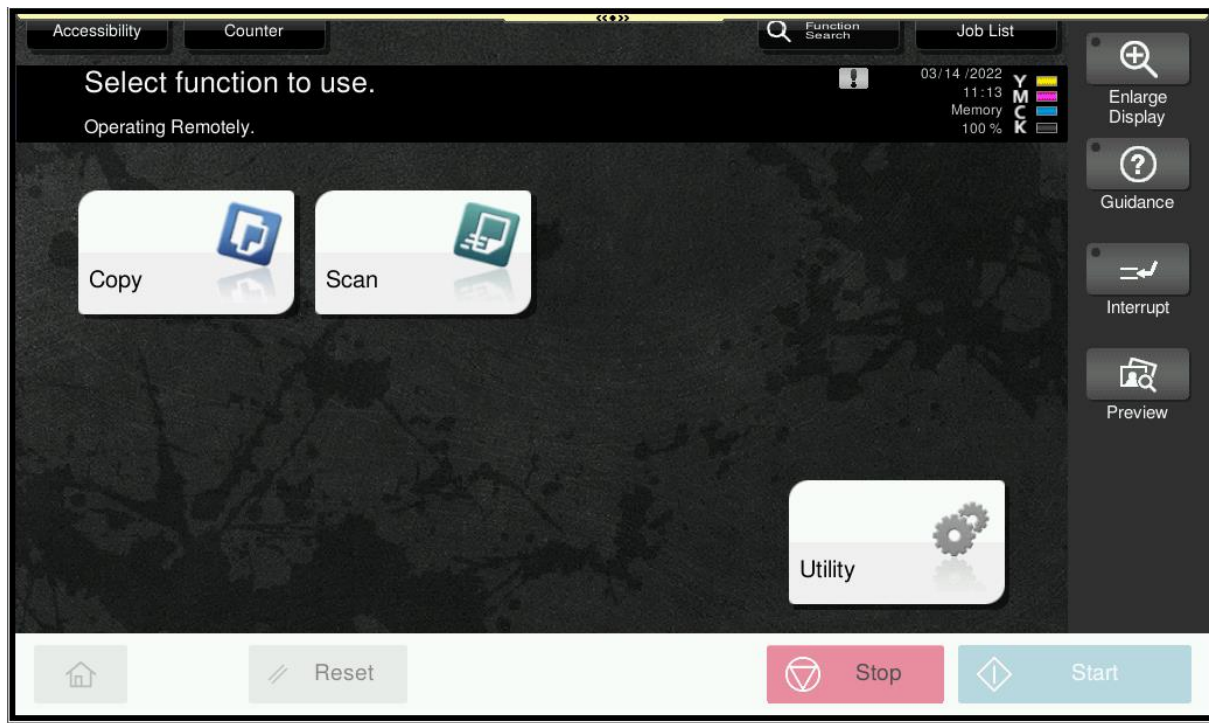
- 4 At this point, the screen below comes up and they can change the document's **Filename** and desired **File Type**.



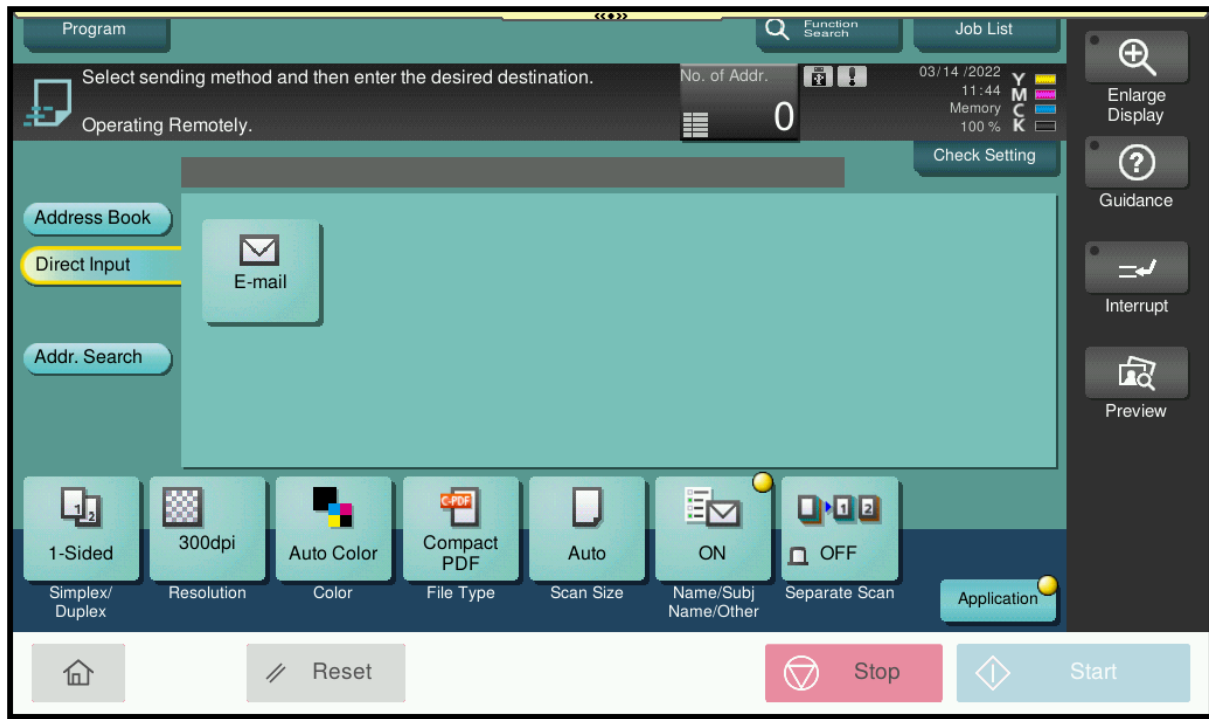
5. Tap the **Start** button and the user will be brought to the following screen. At this point, they are **done** and can remove their flash drive **safely**.



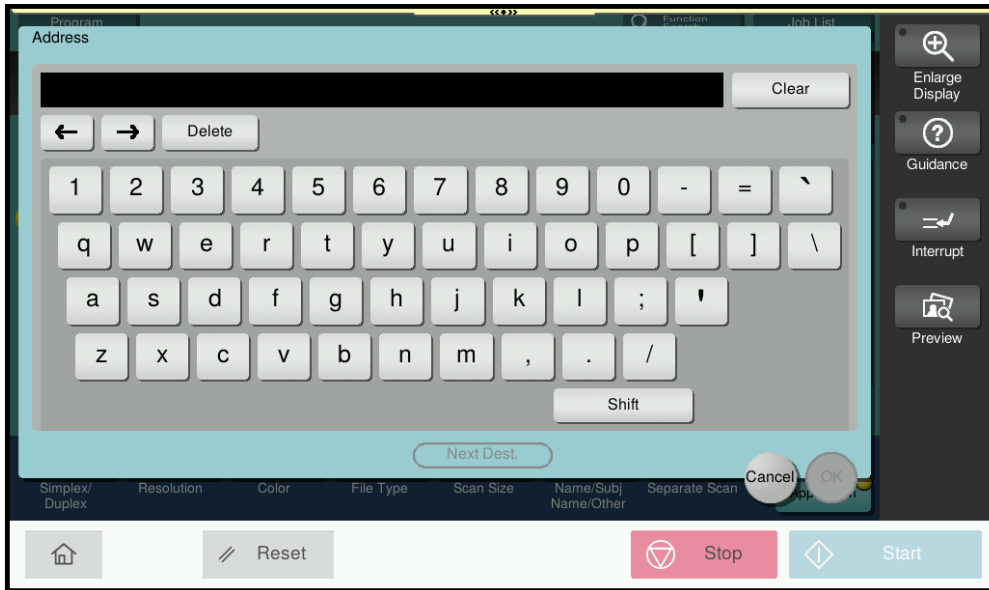
To Scan to Email



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



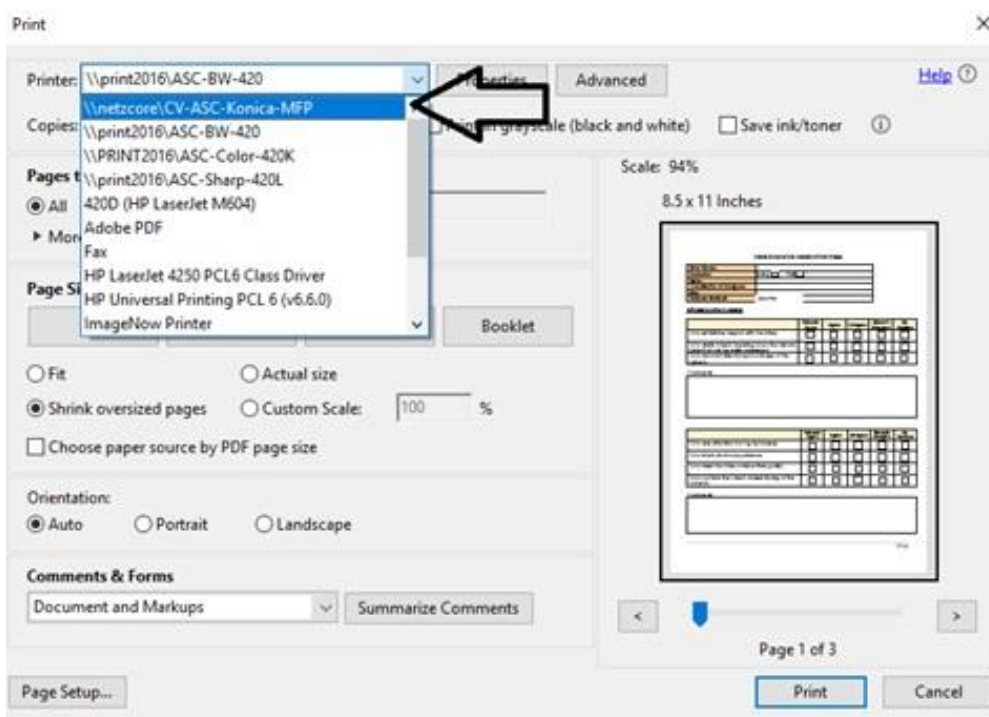
2. Tap the **E-mail button** linked to **Direct Input** and the user will be taken to the screen below to input their email



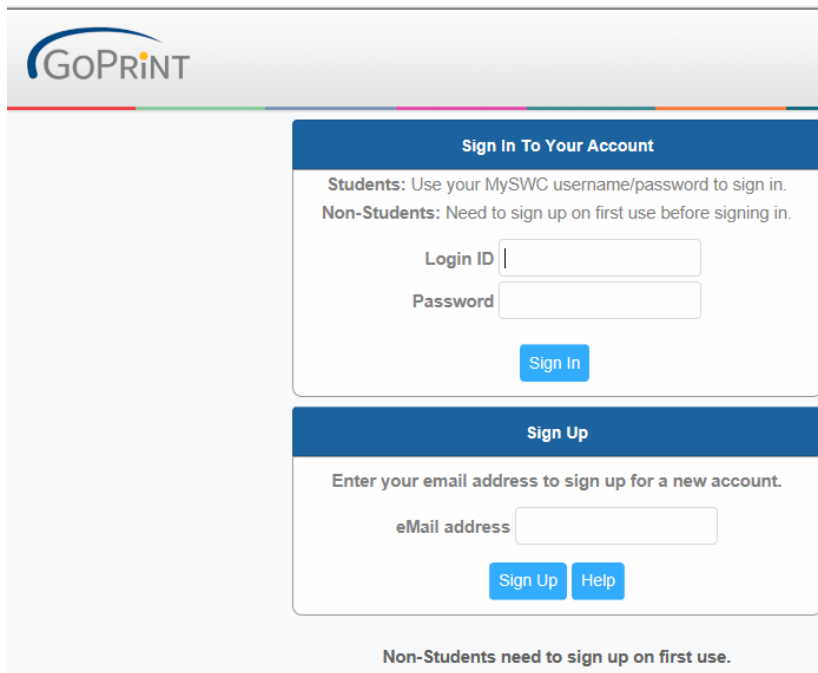
- 3 **User must enter a Southwestern College address.** Scanning is not permitted to a personal email address.

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.

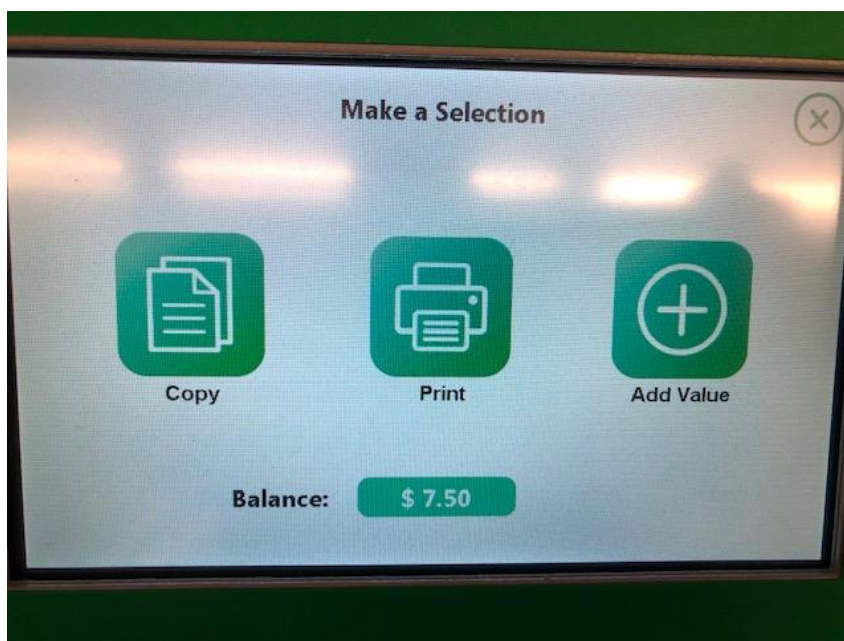


- The user will next see a GoPrint window (see image below). SWC college students, login with your MySWC Username and Password (**Do Not Sign up for an Account**). First time guests (non-swc students), sign up for an account using a personal email address and follow the instructions.

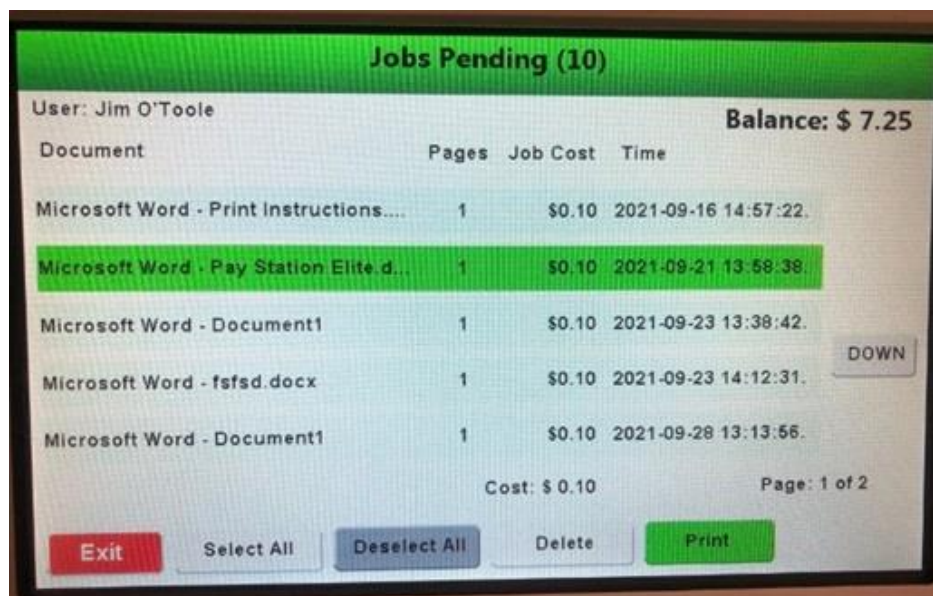


The image shows the GoPrint web interface. At the top is the GoPRINT logo. Below it is a 'Sign In To Your Account' section with instructions for students and non-students, followed by input fields for 'Login ID' and 'Password', and a 'Sign In' button. Below that is a 'Sign Up' section with instructions to enter an email address, an 'eMail address' input field, and 'Sign Up' and 'Help' buttons. At the bottom, a note states 'Non-Students need to sign up on first use.'

- 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
- Once logged in, the user will tap the Print button below



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



6. Tap the document to print.

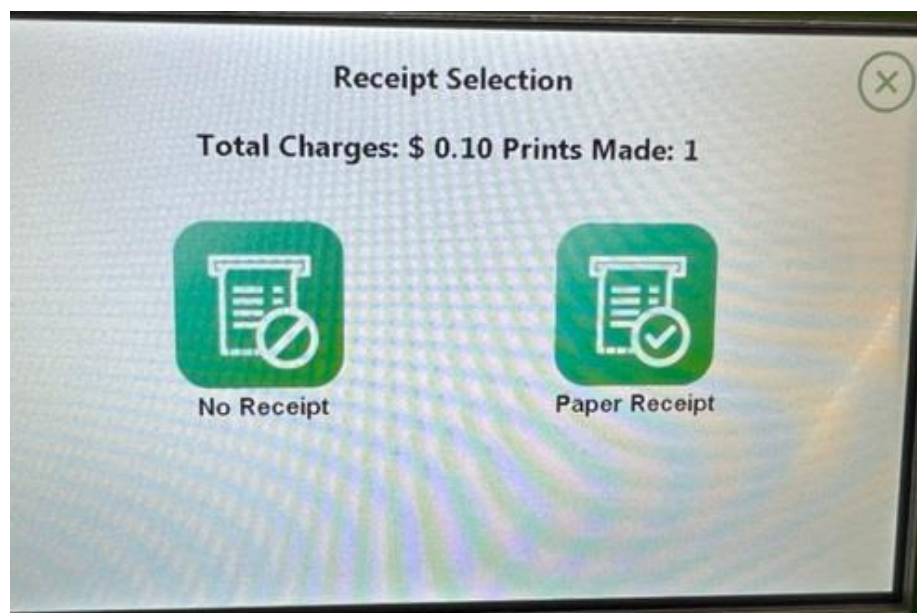
7. The print job and **Print Button** will both turn **green**.

***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-sided10 ¢

B/W double-sided15 ¢

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 ¢