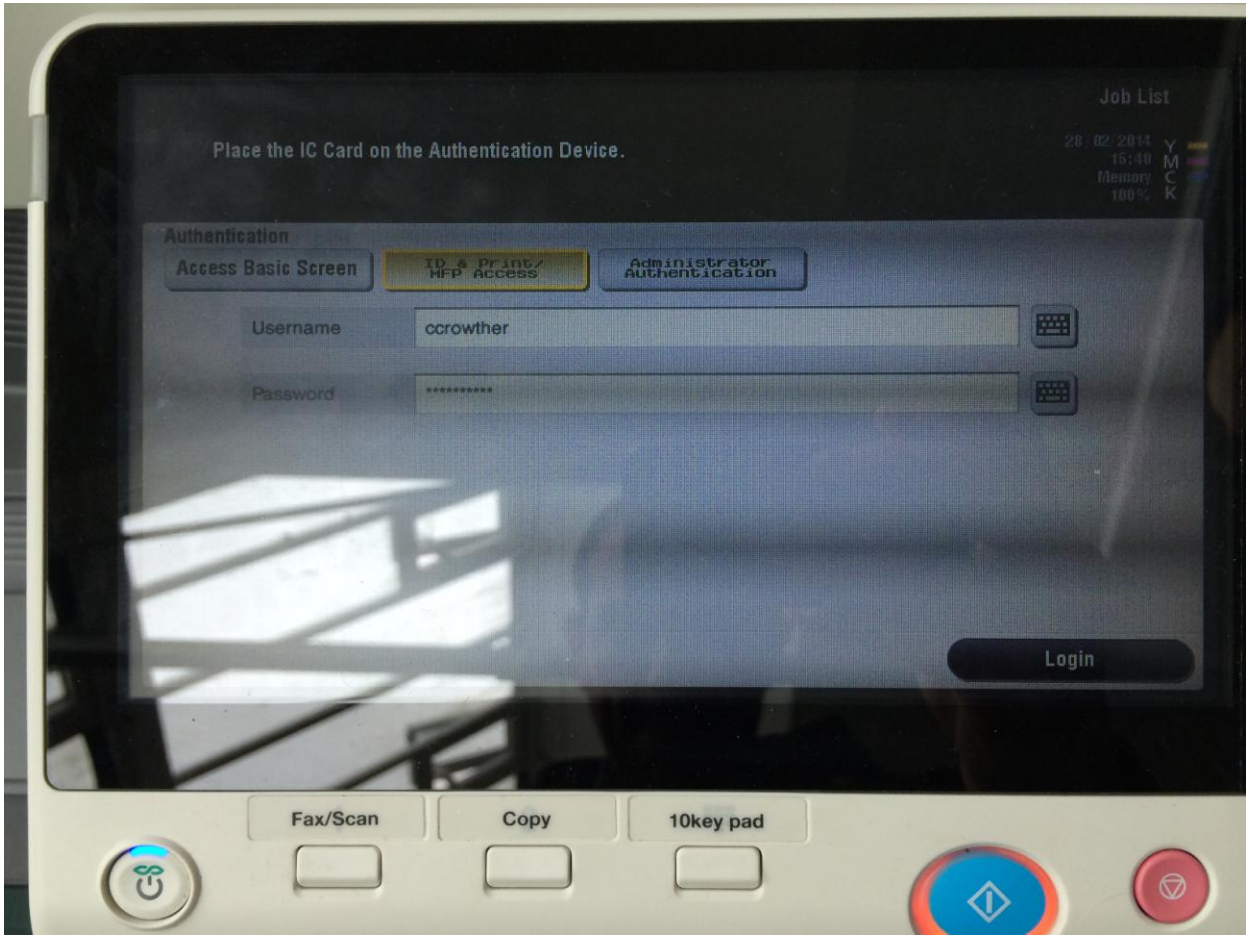
How to:

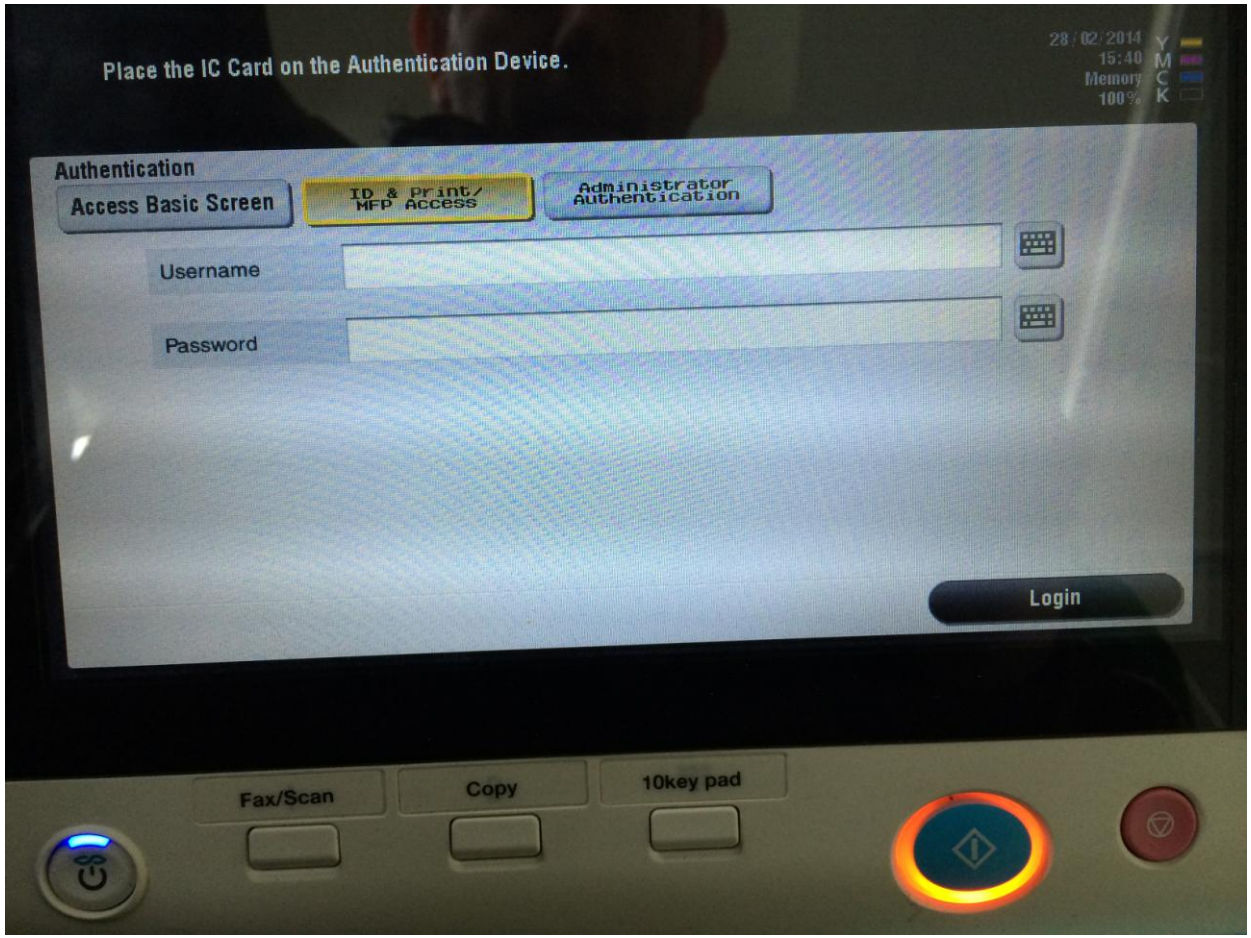
Associate your ID Badge with Konica Minolta Printers (Found in CLA Lib, CHS DT1 & CHS Science)

When you first arrive at the Konica Minolta printer you will be asked to input your Username and Password. These details are the same as you use to log in to any computer or school email system. Once you have done this you will be prompted to present your ID Badge to the card reader on the right hand side of the printer. You will then be told that your ID Badge has been associated with your ID Badge.

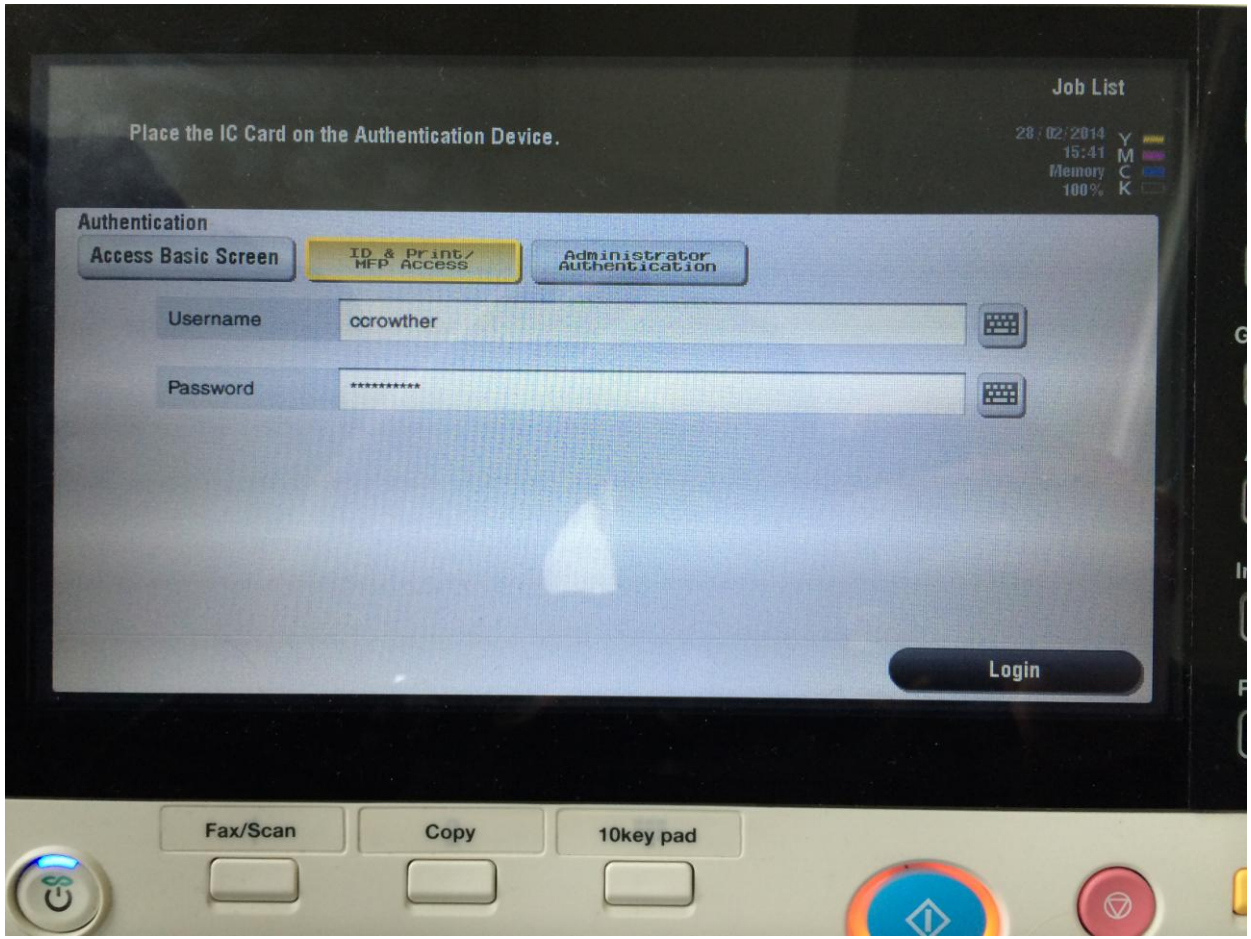
1



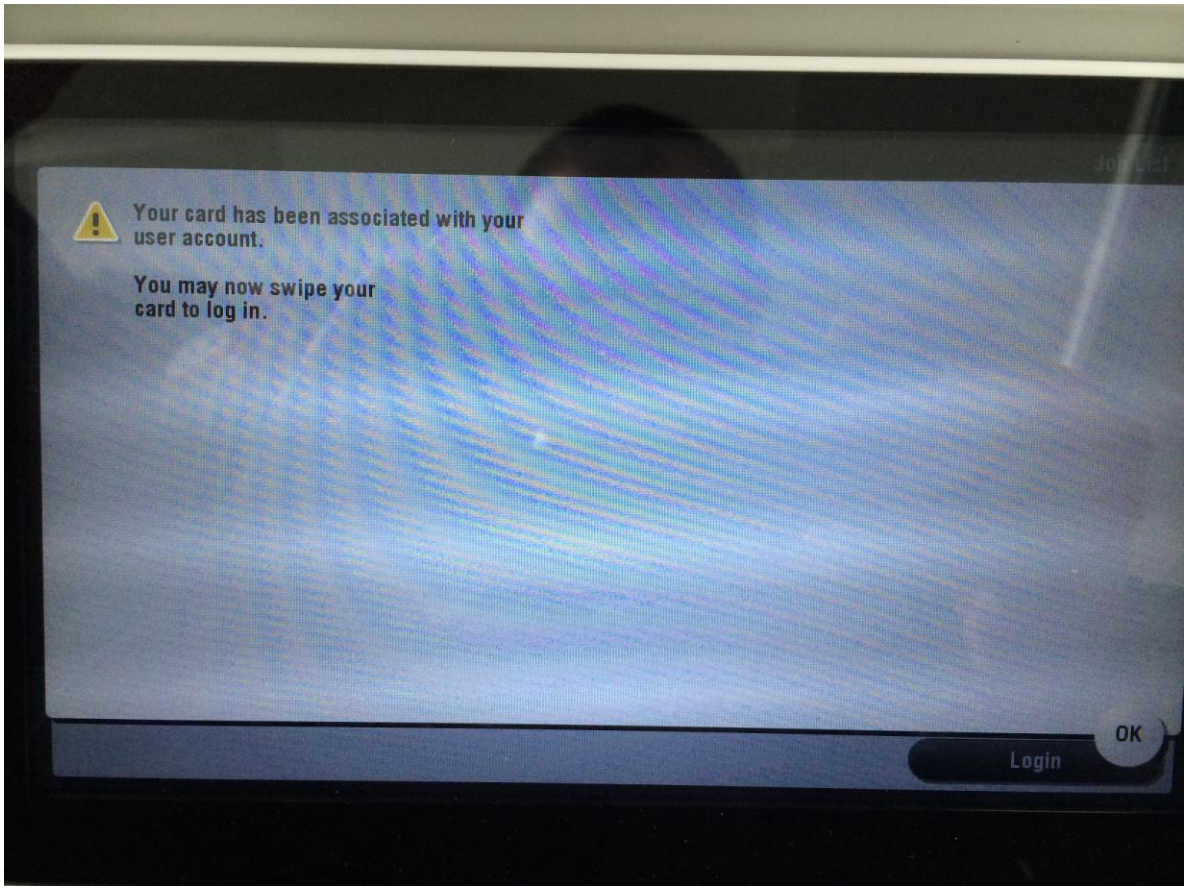
2


Place the IC Card on the Authentication Device.
28/02/2014
15:40
Memory
100%
Y
M
C
K
Authentication
Access Basic Screen
ID & Print/
MFP Access
Administrator
Authentication
Username
Password
Login
Fax/Scan
Copy
10key pad

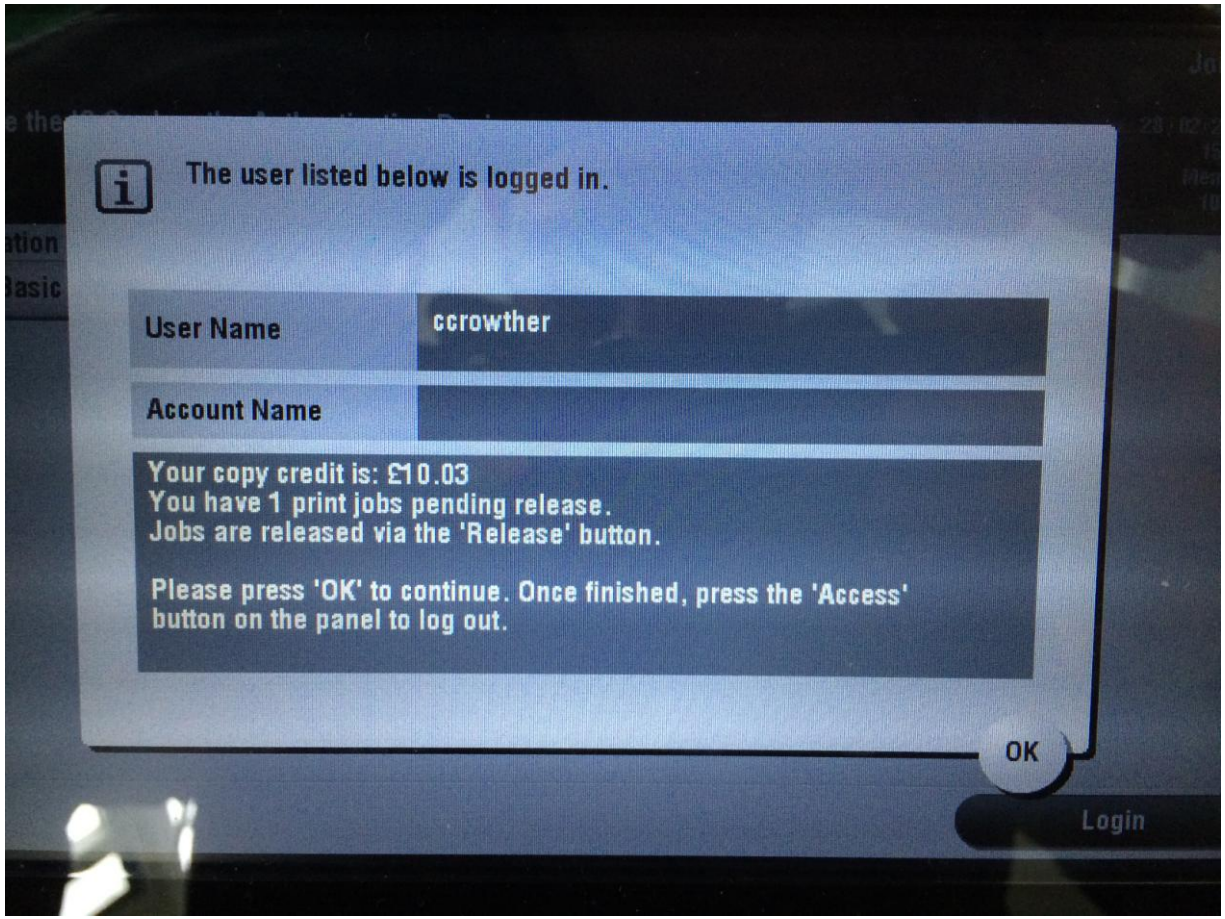
3


Job List
Place the IC Card on the Authentication Device.
28/02/2014
15:41
Memory
100%
Y
M
C
K
Authentication
Access Basic Screen
ID & Print/ MFP Access
Administrator Authentication
Username
ccrowther
Password
****
Login
Fax/Scan
Copy
10key pad

4

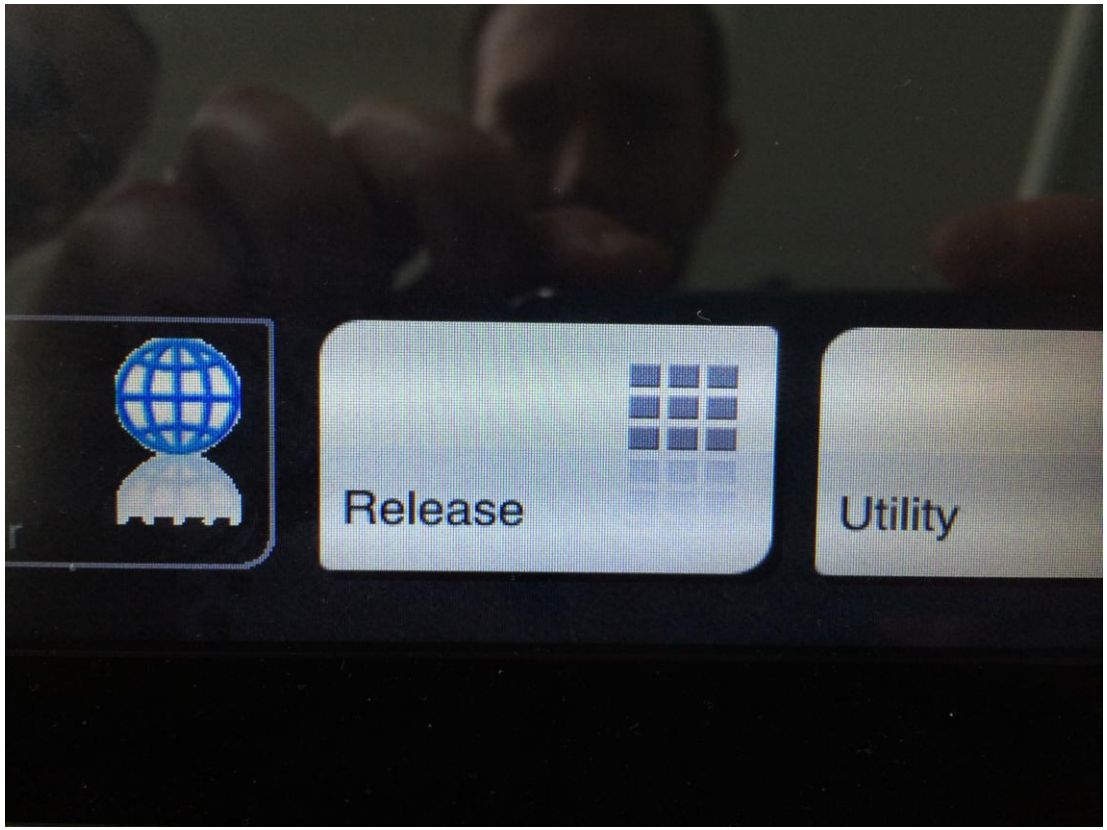

Your card has been associated with your user account.
You may now swipe your card to log in.
OK
Login

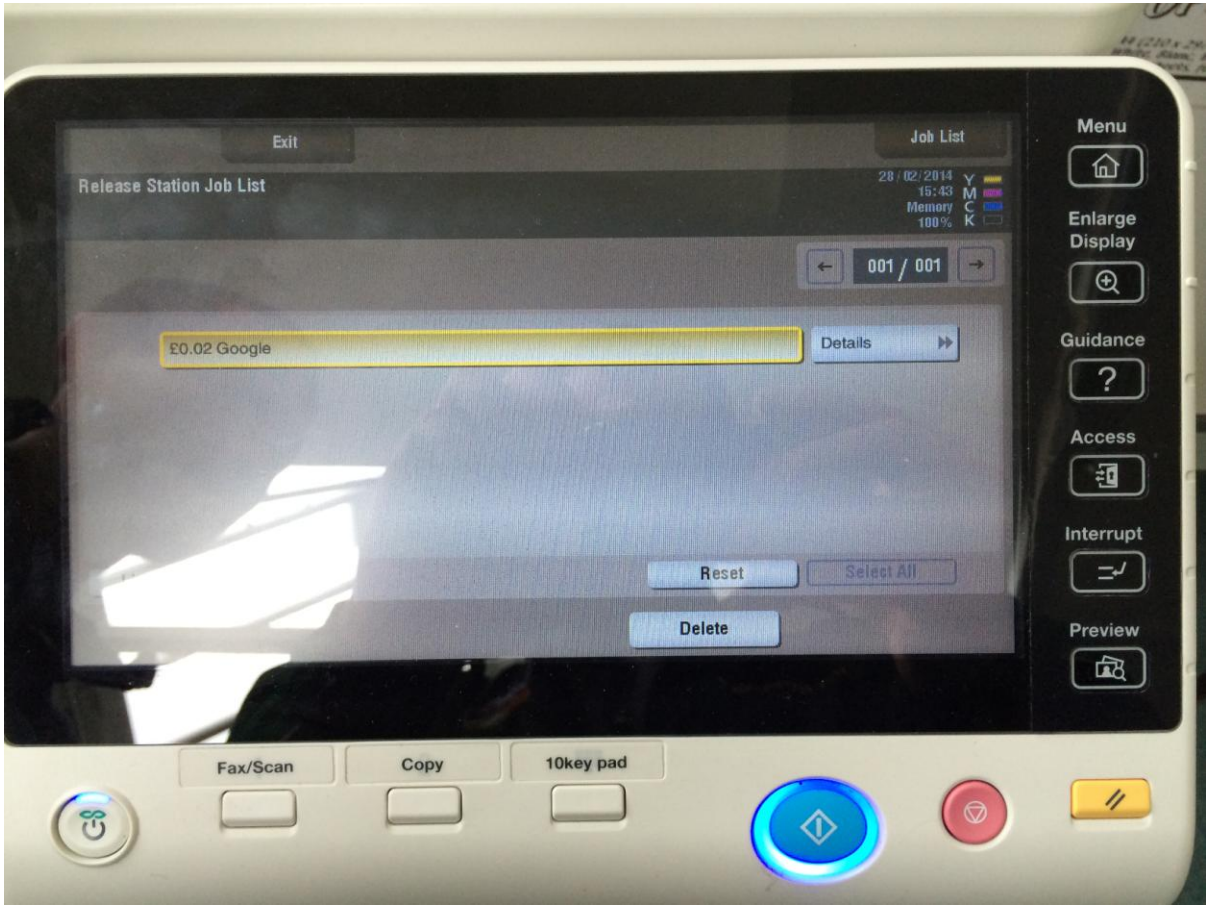
5


The user listed below is logged in.
User Name
ccrowther
Account Name
Your copy credit is: £10.03
You have 1 print jobs pending release.
Jobs are released via the 'Release' button.
Please press 'OK' to continue. Once finished, press the 'Access' button on the panel to log out.
OK
Login

Once your card has been associated, you can use the ‘release’ button to select which print job you wish to continue with.

6



You will then be presented with the list of print jobs you have sent to this device. Simply click on the one you wish to print or select all, once the job is highlighted you can press the big blue GO button to start the printing process.

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