



Konica Minolta Bizhub Device Operation Manuals

Alabama A&M has four different Konica Minolta multifunction printers available at various campus locations. Each device interface and operation is consistent regardless of the model used. For detailed instructions, please reference the interactive user guides based on the device type:

[Bizhub 4052/4752 User Guide](#)

<https://tinyurl.com/bh4052>



[Bizhub 284e/364e User Guide](#)

<https://tinyurl.com/bh364e>



[Bizhub 308e/368e User Guide](#)

<https://tinyurl.com/bh308e>



[Bizhub C458 User Guide](#)

<https://tinyurl.com/bhc458>



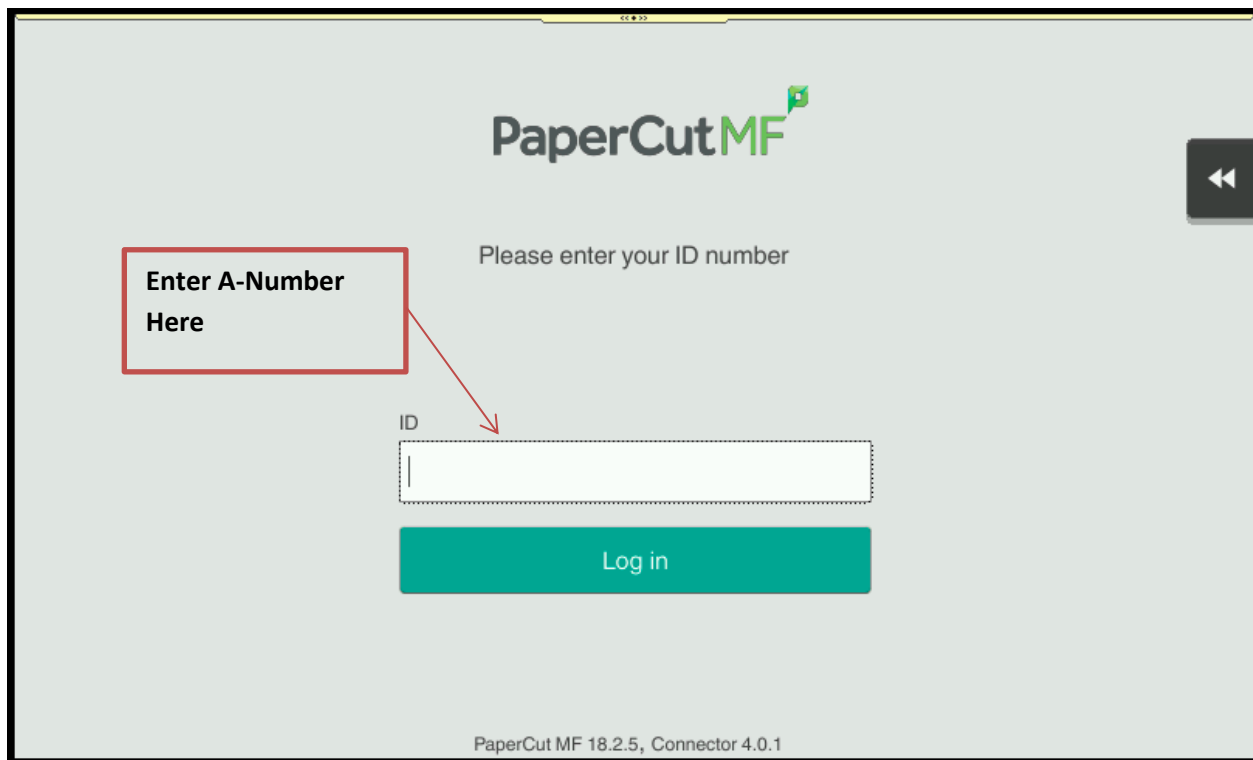


PaperCut Secure Print Release Operations on Konica Minolta Devices

The PaperCut software is the replacement solution to the previous uniFLOW system for user authentication and secure release of print jobs from any Konica Minolta Bizhub copier. Please follow the instructions below when walking up to the device panel

User Authentication at Device Panel

1. Below is the welcome screen displayed by default when utilizing any Konica Minolta device. User authentication is required prior to utilizing the copier functions.
2. Select the ID field and enter your assigned A-number.
3. Select "Log in."

A screenshot of the PaperCut MF login interface. The screen has a light gray background. At the top center is the 'PaperCutMF' logo. Below it, the text 'Please enter your ID number' is displayed. A red-bordered box on the left contains the text 'Enter A-Number Here', with a red arrow pointing to an 'ID' input field. The input field is a white rectangle with a dashed border and a vertical cursor. Below the input field is a teal 'Log in' button. At the bottom center, the text 'PaperCut MF 18.2.5, Connector 4.0.1' is visible. A dark gray button with a white left-pointing arrow is located on the right side of the screen.

PaperCutMF

Please enter your ID number

Enter A-Number Here

ID

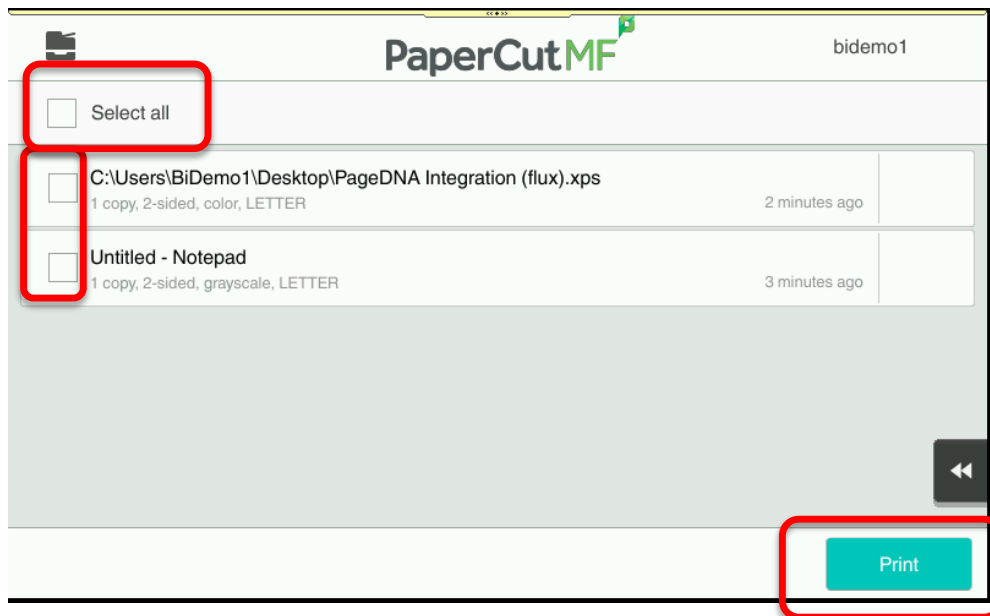
Log in

PaperCut MF 18.2.5, Connector 4.0.1



Releasing Print Jobs

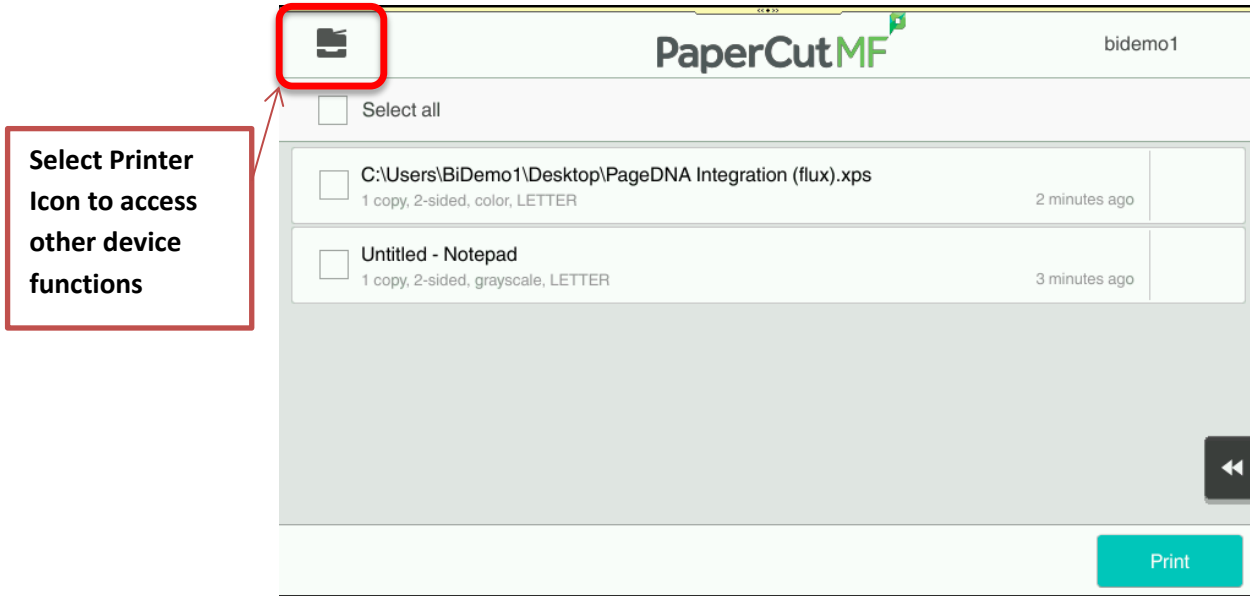
1. After logging into the device with your A-number, you will see the below screen with all active print jobs in queue. If there are no active print jobs, the Main Menu will be displayed.
2. Select each check box next to the jobs you want to release and select Print
3. Alternatively, you can check the Select All box and select Print in order to release all active print jobs.





Access Device Functions

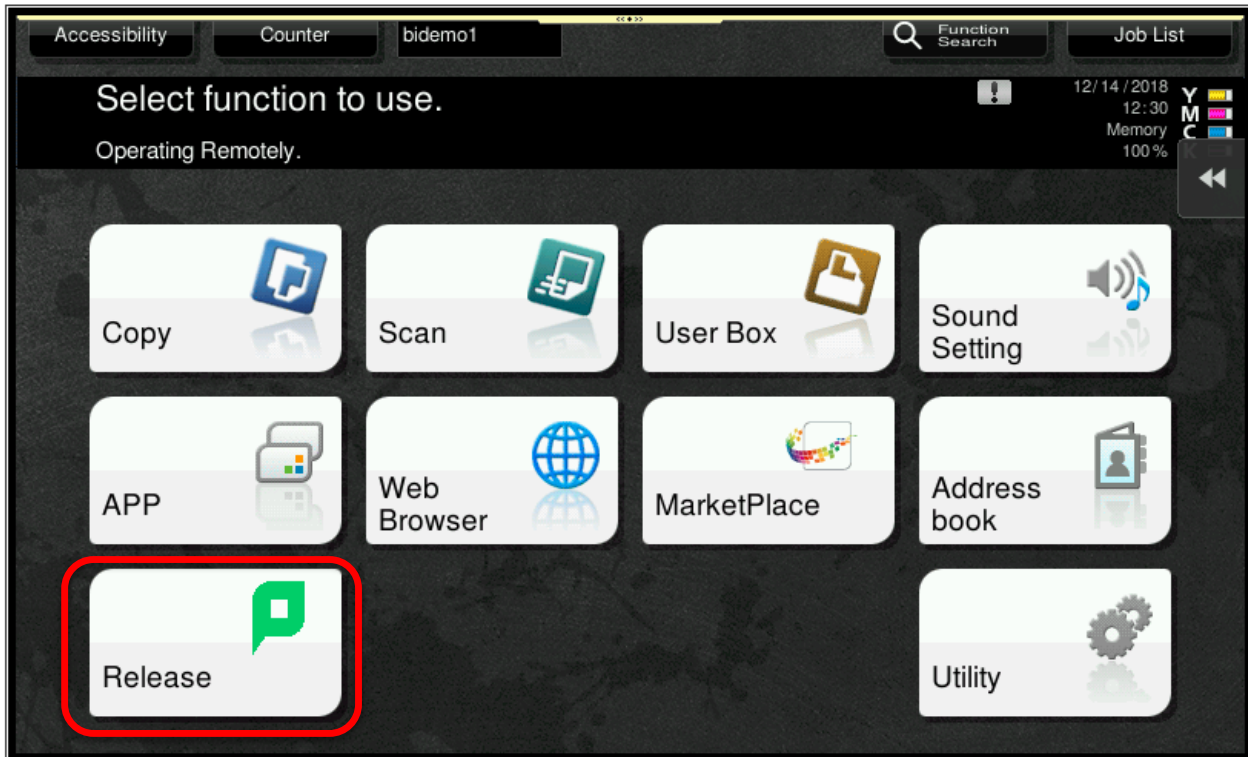
1. After releasing print jobs, select the Printer icon in to top left corner of the screen in order to access other device functions



2. After selecting the Printer Icon, the main menu of the device will be displayed where you can access Scan, Fax, Copy and other functions. If you would like to go back to the Print Release Screen, select the "Release" button.

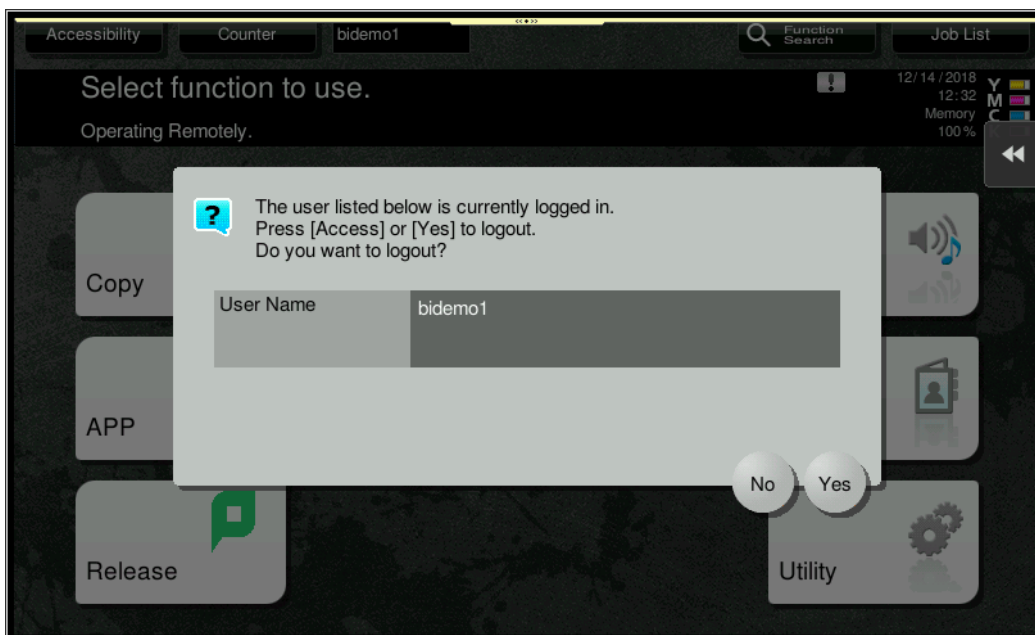


KONICA MINOLTA



Logging Out of Device

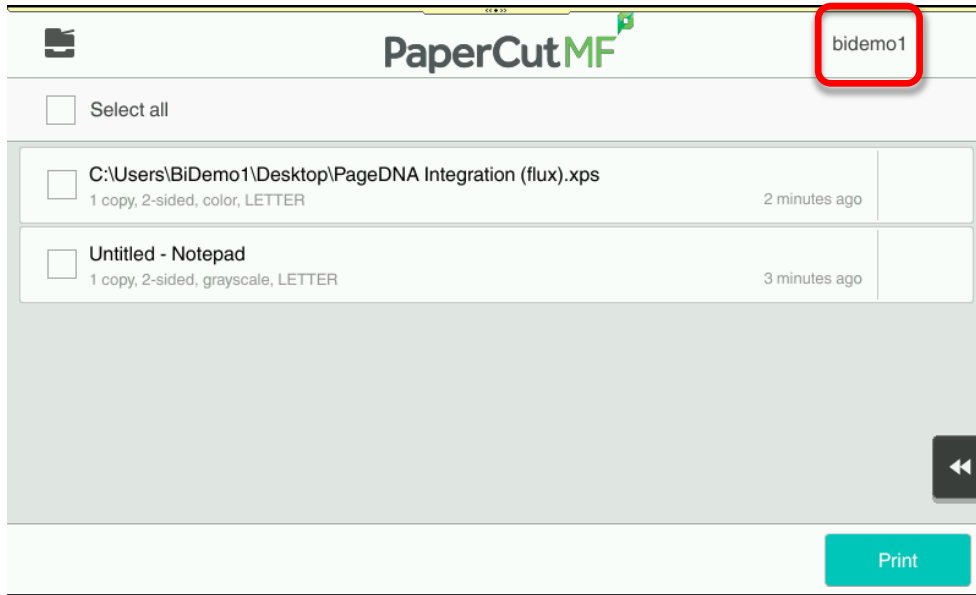
1. After you have completed your work at the copier, select the hard key marked **Access** and log your user off of the device.





KONICA MINOLTA

- Alternatively, while in the Print Release screen, you can select your user name in the top right corner of the screen to logout.



- If you do not log off, you will be automatically logged off after 30 seconds of inactivity.