Northeastern University

KONICA MINOLTA

Welcome to your Konica Minolta Multi-functional Device!

Your multi-functional device (MFD) is a state of the art, versatile and productive new addition to your office space that comes complete with service and all supplies required to keep it running in top form.

This Welcome Package will help guide you through key operational items of your new MFD, provide training resources, service information and general product information.

Service Call Information

All repair and order requests will be handled by NU Reprographics. Each machine will have a sticker affixed to the front of the machine with the Print Queue number as well as a Machine ID number. Contact the NU Reprographics at x2766 with the machine ID number to troubleshoot any issues with your MFD.

Supply Ordering Information

For the Main Boston Campus, all toner and staple orders will be ordered through NU Reprographics at x2766. For all other Northeastern locations place orders with Konica Minolta directly by calling 1-800-456-5664 or create an online account at www.MyKMBS.com Please be sure to keep extra supply items on hand.

Helpful Hints

These will improve your MFDs performance and help with simple mistakes and errors.

Paper Jams

Follow the instructions listed on the control panel screen in the order listed. Failing to follow the instructions in the proper order could result in torn paper being stuck inside the machine.

Supply Warnings

TONER

1) Toner Low – Always have a backup toner cartridge available in your area. Obtain a replacement by calling NU Reprographics at x2766 or create an online account at www.MyKMBS.com to order toner and other supplies.
2) Toner Out – Replace according to instructions listed inside the front door.

Other Warning Messages

Contact NU Reprographics at x2766 and report warning message.

Paper Supply

1) "Fan" paper to produce air in between the sheets before filling the paper tray.
2) Make sure the paper guide on the side and the back of each paper tray is snug against the stack of paper. Keep paper below the capacity line.

Cleaning the Glass Scan/Copy Surface

1) Use water only. No detergents or solvents.

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How to Install Your MFD Print Queue

Windows Computer

FOR WINDOWS 7 -

Go to Start --- > All Programs ---- > Accessories Folder ---- > Run

Type in **\\mfd***print queue name* (the print queue name is listed on the new Konica Minolta MFD)

Hit Enter

Computer will install the driver and a pop-up window will appear for that specific printer

In the upper left-hand corner of the pop-up window, click on "Printer" and then click on "Set as Default Printer" (optional)

FOR WINDOWS 10 –

In the bottom left hand corner, click on "Type here to search"

Type in **\\mfd***print queue name* (the print queue name is listed on the new Konica Minolta MFD)

Hit Enter

Computer will install the driver and a pop-up window will appear for that specific printer

In the upper left-hand corner of the pop-up window, click on "Printer" and then click on "Set as Default Printer" (optional)

Mac Computer

System Preferences > Printers & Scanners

Click the + button

At the top of the Add window, click IP.

In Address, enter the name of the print server **mfd.nunet.neu.edu**

Please Note - The printing protocol must be set at LPD (Line Printer Daemon). If it is set at IPP (Internet Printing Protocol), this can be changed via the protocol drop down menu.

In Queue, enter the printer queue name that is listed on the new Konica Minolta MFD

Modify the Name field to reflect the name of the printer. This is optional, but it makes it easier to distinguish between multiple printers added on the same computer.

If after filling in the server and queue information you receive a notification that the printer queue cannot be identified, click the + or ADD button anyways as it will still add the printer queue.

* After the new print queue is installed on your Windows computer or Mac you will then choose that queue when going to send a print job.

How to Program Your One-Touch Scan to E-mail Addresses:

Hit the **Menu** button

On the Touch Screen Tap on:

> Tap on **[Utility]**
> Tap on **[One-Touch/User Box Registration]**
> Tap on **[Create One-Touch Destination]**
> Tap on **[Address Book (Public)]**
> Tap on **[E-Mail]**
> Tap on **[New]**
> Tap on **[Index]**
> Tap on **[Favorites]**, then **[OK]**
> Tap on **[Name]**
>> Using the keyboard type in the name you want to appear on the One-Touch Scan
>> Screen (sort character field will automatically populate with same name), then **[OK]**
> Tap on the **[↓]** next to the **1 / 2** box
> Tap on **[E-Mail Address]**,
>> Using the the keyboard type in the e-mail address, then **[OK]**
> Tap on **[OK]** again
> Either follow the same steps to add another one-touch e-mail address or keep tapping on
> **[Close]** to return to the home screen

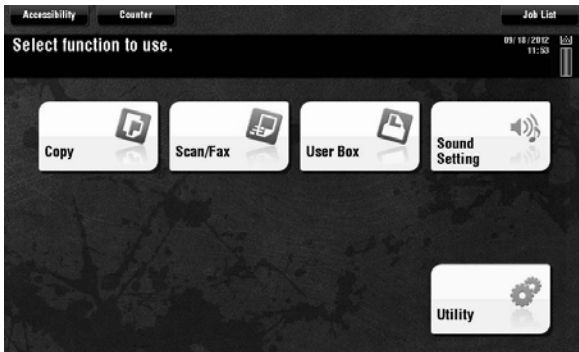* To change the settings for an existing one-touch e-mail, select its registered name, then tap **[Edit]**

* To delete an existing one-touch e-mail, select its registered name, then tap **[Delete]**

Scanning to E-mail

1 Load the original document.

2 Hit the **[MENU]** button

2 Tap **[Scan/Fax].**
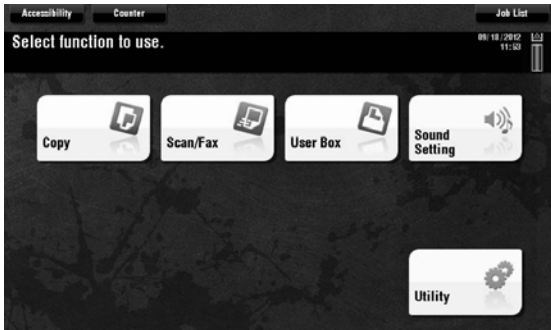

3 Select a one-touch destination.
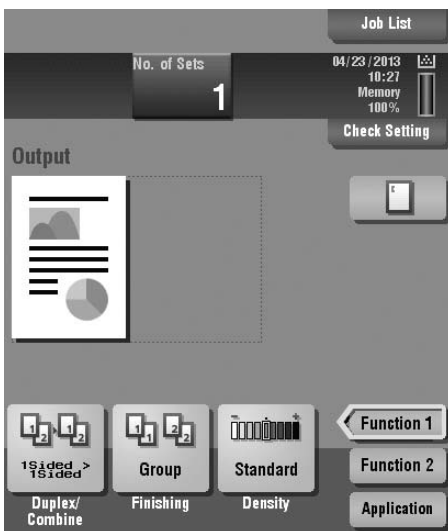

4 Press the Start key.

Making Copies

1 Load the original document.

2 The Home screen defaults to the Copy screen. If the screen is showing the different device functions then tap on **[Copy].**
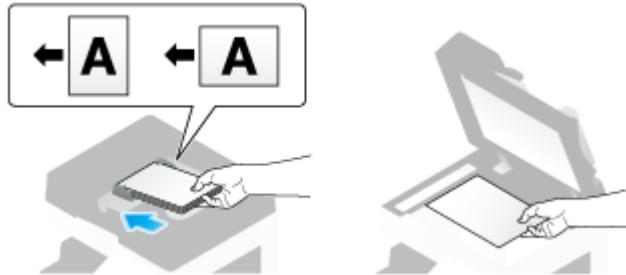

3 To change the number of copies, hit **[No. of Sets]**

4 Enter the number of copies using the Keypad, and press the **[Start]** button.

Sending a Fax

1. Load the original.
2. Hit the **[Menu]** button

3. Tap **[Scan/Fax]**.
4. Hit the **[10 Key Pad]** button under the touch screen.
5. Enter a fax number, then tap on **[OK].**
6. Press the **Start** button.

Transmission begins.

➡ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To redo scanning of the original, delete the job from the list of inactive jobs

How to Print the Configuration Page

Utility>User Settings>Printer Settings>Print Reports>Configuration Page>Start

<div align="center">Clean Planet Program</div>

As Northeastern University is deeply committed to environmental sustainability we highly recommend you participate in the Clean Planet Program for toner bottle and cartridge recycling. Here's what you can expect in our latest Clean Planet initiatives:

- **Streamlined order processing**: Log in with your customer ID (created when you register online—see below) and zip code to order boxes -- no need to re-enter all your information.

- **One stop recycling**: All of your consumables, including toner cartridges, imaging units, waste toner bottles, developer units, drums, etc., can be placed into a mid-range collection box or large Container.   ("Single Label Program" labels are still for use only with Konica Minolta branded material.)

- **Pre-labeled UPS boxes**: If you choose our "Box Program" your boxes comes pre-labeled with UPS return information. When a box is full, simply schedule a pick-up.

- **Online ordering and tracking**: You can see the tracking number for all requested collection box kits and track the package via UPS so you know when your materials will arrive.

- **Online label printing**: Single Label Program returns will allow for online printing of UPS labels.

Mid-sized customers: "Box Program"

The Box Program is ideal for customers who utilize between 4 and 200 cartridges per month. Each order includes 3 individual recycling boxes that are designed to hold 10 to 15 items (when placed into the recycling box without the original packaging). The boxes come complete with pre-affixed return UPS labels. When a box is full, simply secure the liner with the included zip ties, tape the lid, and schedule a pick up through UPS.

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<u>To Register go to:</u>

http://www.myctlportal.com/konica-minolta/new-customer-registration.aspx

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