

UNIVERSITÀ LIUC

PROCEDURE OPERATIVE E ASSEGNAZIONE BADGE

- Versione 1.0
- 18 Dicembre 2024



Guide for Access and Badge Assignment

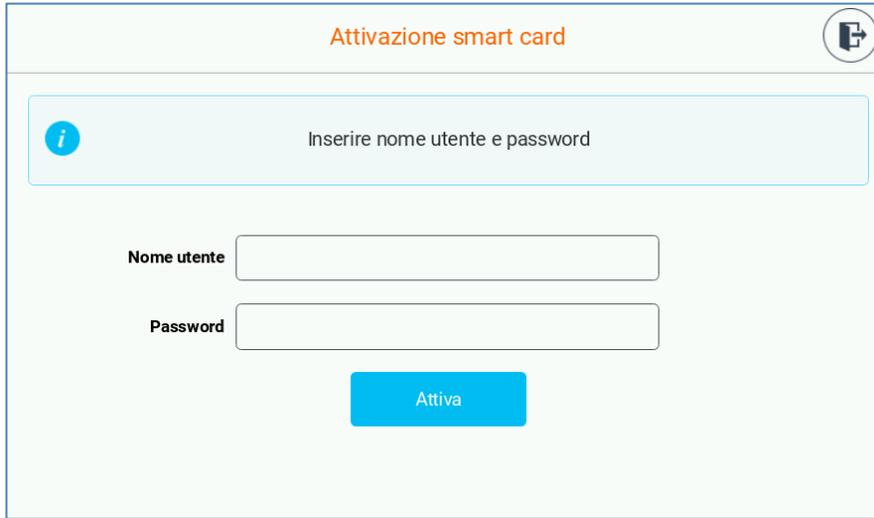
When visiting one of the Konica Minolta Multifunction devices connected to the new printing system, you will encounter an access screen that blocks the use of the devices.



To access via your company badge or proximity tag, for the first time, it is necessary to perform the badge association, which can be done on any of the devices connected to the new printing system. This procedure must be carried out by all office employees with a company email. To proceed with the assignment, pass your company badge as shown in the next image. For students: you can ask a rfid tag at Sevizi Tecnologici office, or login with LIUC email credential.



The device, for the first association only, will ask you to enter your email credentials without specifying @liuc.it or @stud.liuc.it as the username. Enter the credentials in the respective fields and click on Activate.



Attivazione smart card

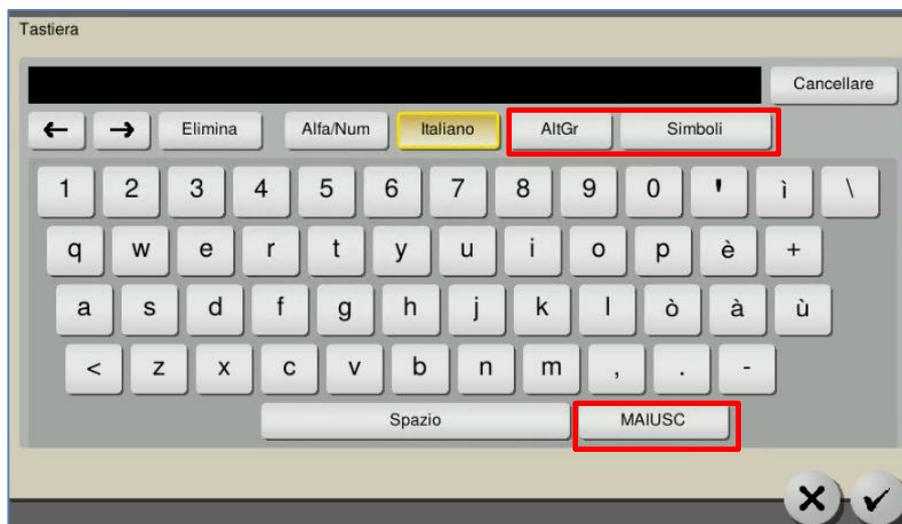
Inserire nome utente e password

Nome utente

Password

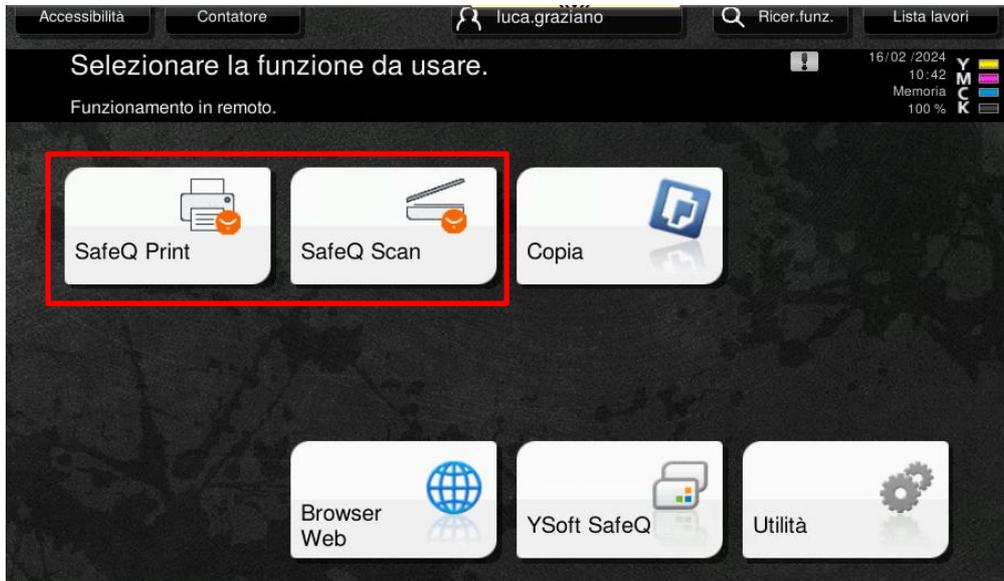
Attiva

Note: Capital letters are displayed by clicking the "SHIFT" key on the virtual keyboard, and additional symbols can be found under the "AltGr" and "Symbols" categories.



Once you have logged in to the Multifunction device with your badge, you will see the following screen, which introduces 2 new features:

- **SafeQ Print**
- **SafeQ Scan**



SafeQ Print is the application that allows you to securely release print jobs sent through the print queue on your PC, via the popup where applicable, or via the email sent to stampe@liuc.it.

SafeQ Scan is the application that allows you to send PDF scans to your own or another email address, or to your OneDrive.

Note: Once logged in to the Multifunction device, the user can log out of their session by clicking the icon shown below in the SafeQ Print or Scan screen, located at the top-right of the display. If forgotten, the session will automatically close after 60 seconds of inactivity.



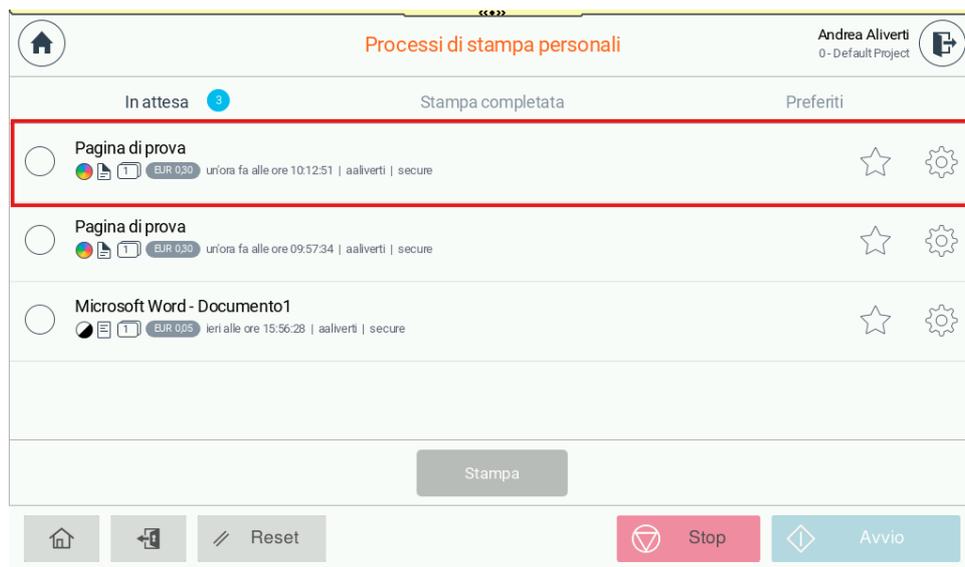
Finally, if the previous user has left their session open, you only need to pass your badge to automatically close their session and start your own.

Stampa – SafeQ Print

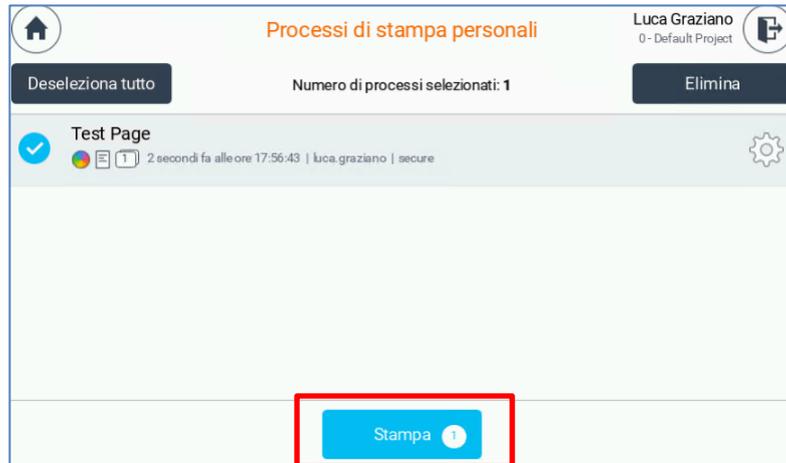
After sending a print job and logging into the Multifunction device with your badge, as shown earlier, click on SafeQ Print to access the list of jobs.

The following screen will appear with 2 sections:

- **Pending:** Includes all sent jobs that are waiting to be released for printing. Jobs are kept for 3 days, after which they are automatically deleted, and you may need to resend them for printing.
- **Completed Prints:** Includes all previously printed jobs, which can be reprinted conveniently from the Multifunction device without returning to your workstation. These jobs are kept for 3 days and will be automatically deleted after that.
- **Favorites:** Includes all jobs saved by pressing the star-shaped button. These jobs are not deleted.



Select your document to print, or click Select All after selecting at least one, and click the blue Print button.



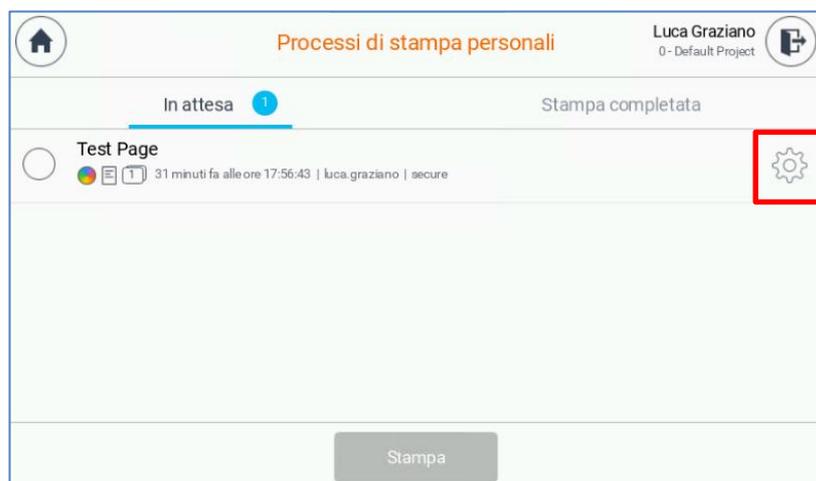
At this point, the document will be released within a few seconds by the printing system.

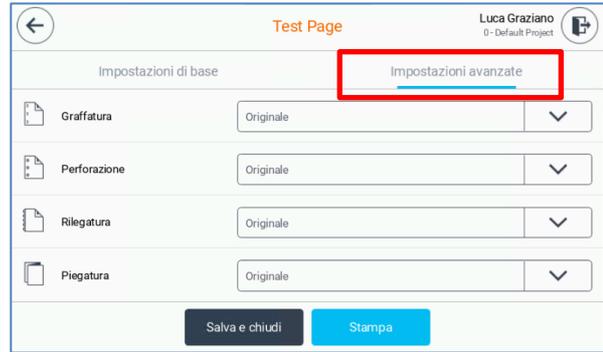
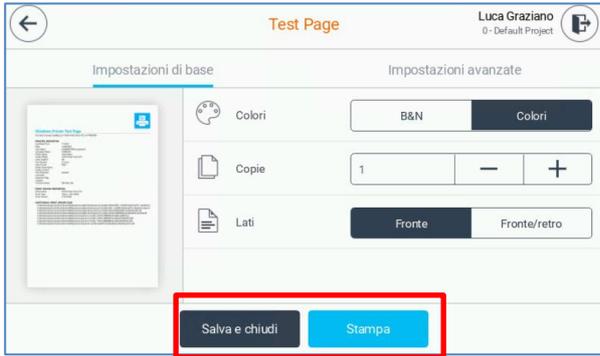
Note: The new system allows secure release on all Konica Minolta Multifunction devices connected to this system. Therefore, you can release your prints on any Multifunction device, regardless of its physical location.

Additional Features

Before releasing a document, you can modify some print settings in case you forgot to do so from your workstation/print driver.

Simply click on the gear icon to the right of the document to print to view some adjustable settings. After making changes, click Print and/or Save and Close if you wish to make further modifications.





Scan – SafeQ Scan

To scan your paper documents into PDF, access the SafeQ Scan feature after logging in with your badge, as shown earlier.



At this point, simply place the documents in the original feeder or on the Multifunction device's glass and click on the "Scan to My Email" flow. The originals will automatically be scanned and the PDF sent to your company email.

The "Scan to OneDrive" flow will allow you to choose the destination folder within your OneDrive space, while "Scan to Other Email" will let you decide and fill in the recipient for the scan.

The "Scan to Folder" flow is available for faculty and administrative staff, and the scans are saved within the "U" network drive under the folder with the user's name.

Before clicking on the various flows, you can adjust some scanning settings by clicking on the gear icon on the right. After making changes, click Scan to start scanning the originals.

← Scan to Me Luca Graziano
0 - Default Project

Risoluzione scansione Normale

Lati Fronte Fronte/retro

Colori Automatico

Scansione

Sending print jobs

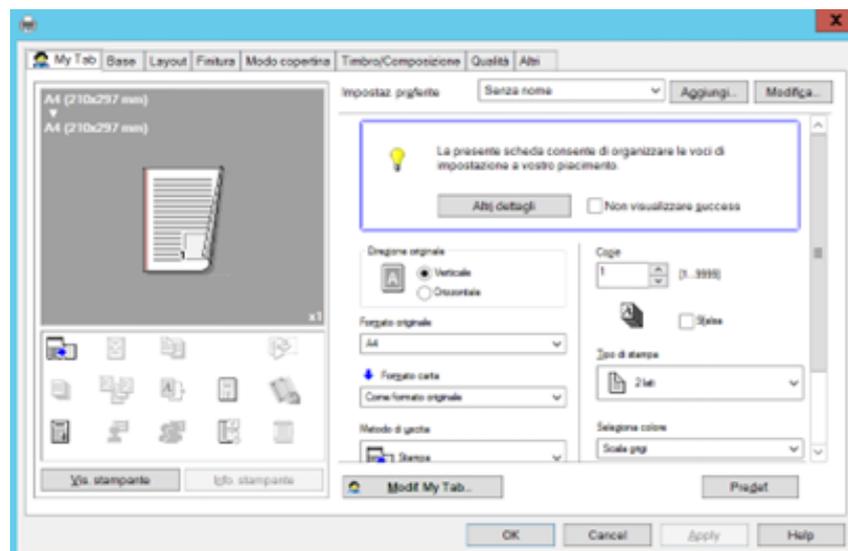
To use the print function, you need to use the new printer named:
FP on stampe07 (only for teacher and employees)

MFP su stampe07



By using this printer, jobs are not sent to a specific printer for immediate printing but are held in queue to be released by any peripheral device connected to the system after login through the badge, sticker tag, or credentials.

Printer settings can be modified by accessing the printer properties, especially in the "My Tab" section, where the main printing options are available.



For students, you can use the PC in the multifunctions room or send an email to stampe@liuc.it from the LIUC account with your files attached.

Default settings are:

- Black & White
- Single-Sided

Extra. Manualistica Online prodotti Konica Minolta

Through the following links, you can access a series of videos providing more information on the classic functionalities, features, and usage methods of Konica Minolta products.

<https://itraining.konicaminolta.eu/it/sistema-di-stampa.html>

Uno sguardo a tutti i capitoli



Introduzione



Panoramica del sistema



Informazioni generali



Funzioni copia standard (stile base)



Funzioni copia avanzate (stile classico)



Scansione, trasmissione, fax



Caselle utente



Stampa

Specifically, the "General Information" chapter provides instructions on the proper use of peripherals regarding paper management, clearing paper jams, replacing consumables, and much more:

Tutti i video di questo capitolo



Posizionamento degli originali



Riempimento dei vassoi carta



Utilizzo del vassoio di bypass



Manutenzione giornaliera



Lettura contatori stampe



Sostituzione della cartuccia toner



Sostituzione del contenitore recupero toner



Sostituzione della cartuccia pinzatrice (FS-533)



Sostituzione della cartuccia pinzatrice (FS-536)



Sostituzione della cartuccia pinzatrice (FS-536 SD)



Eliminazione di un inceppamento

An "online manual" is also available. To access it, simply click on the following link:
<https://manuals.konicaminolta.eu/konicaminolta/>



The screenshot shows the online manual interface for Konica Minolta bizhub C360i/C300i/C250i. The header includes the Konica Minolta logo, the title "Manuale d'uso bizhub C360i/C300i/C250i", and navigation links for "Introduzione", "Manutenzione", and "Domande frequenti". A search bar is present with the placeholder text "Inserisci una parola chiave" and a "Cerca" button. Below the search bar, there are three main sections: "Ricerca per funzione" (Search by function), "Ricerca per utilizzo" (Search by use), and "Ricerca per illustrazione" (Search by illustration). The "Ricerca per funzione" section includes categories like "Stampa", "Copia", "Scan.", "Casella", "Fax", "PC-Fax", "Fax di rete", and "Funzioni avanzate". The "Ricerca per utilizzo" section includes "Ricerca per scopo", "Potenziamento della sicurezza", and "Risparmio dei costi". The "Ricerca per illustrazione" section includes "Cerca di immagini prodotte" and "Cerca funzioni desiderate". A central column contains "Informazioni su questa macchina", "Pannello di controllo", "Descrizione delle funzioni/ tasti utilità", and "Web Management Tool". An "Accessibilità" button is located at the bottom left. The footer contains the version information "Ver. 1.00.00 | Copyright © 2019 KONICA MINOLTA, INC. Tutti i diritti riservati." and the slogan "Giving Shape to Ideas".

Manuale d'uso
bizhub C360i/C300i/C250i

Introduzione Manutenzione Domande frequenti

Inserisci una parola chiave. **Cerca**

Distinzione tra maiuscole e minuscole

Ricerca per funzione

- Stampa
- Copia
- Scan.
- Casella
- Fax
- PC-Fax
- Fax di rete
- Funzioni avanzate

Ricerca per utilizzo

- > Ricerca per scopo
- > Potenziamento della sicurezza
- > Risparmio dei costi

Ricerca per illustrazione

- > Cerca di immagini prodotte
- > Cerca funzioni desiderate

Informazioni su questa macchina

Pannello di controllo

Descrizione delle funzioni/ tasti utilità

Web Management Tool

Accessibilità

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Giving Shape to Ideas