Konica Minolta Dispatcher Paragon End User Guide
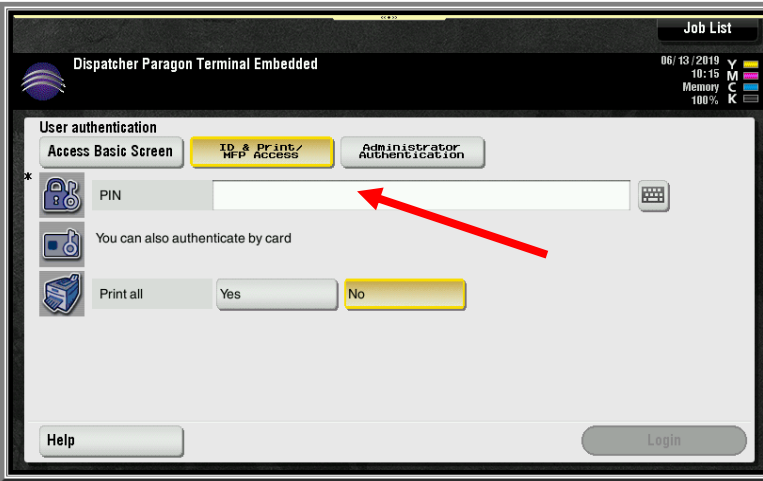
Contents

Authenticating at Multifunctional Devices

The following authentication options are available:
- Card swipe
- PIN
- Username and password
- Or a combination of them

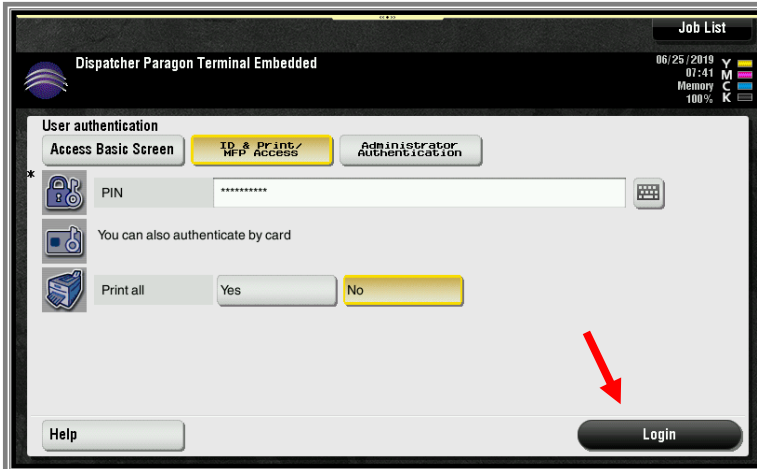Your organization will determine which are available.

Authenticate by Pin (note you can authenticate by swiping your card on the reader)
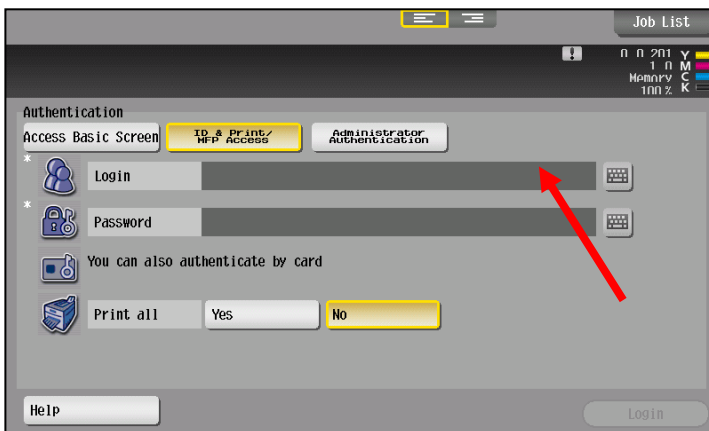

⇒ Touch the PIN box.

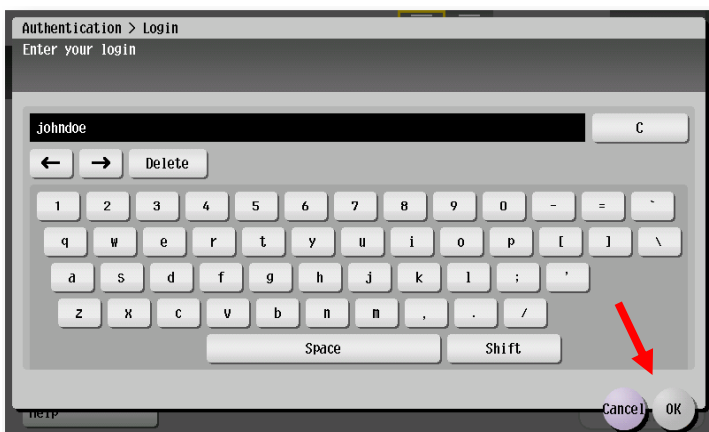⇒ Using the keypad on the screen, input your PIN.
⇒ Then touch the OK button.

⇨ You will return to this screen.
⇨ You may have the option to select Print All.
⇨ Yes, will print all your waiting documents.
⇨ No, will require you to select the jobs waiting to print.

⇨ Touch the Login button.

Authenticate by Username/password

⇨ Enter your network username (Login) by touching the Login box.

⇨ Enter your username.
⇨ Touch OK

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⇒ Touch the Password box.

⇒ Using the keypad on the screen, input your Password.
⇒ Then touch the OK button

⇒ You will return to this screen.
⇒ You may have the option to select Print All.
⇒ Yes, will print all your waiting documents.
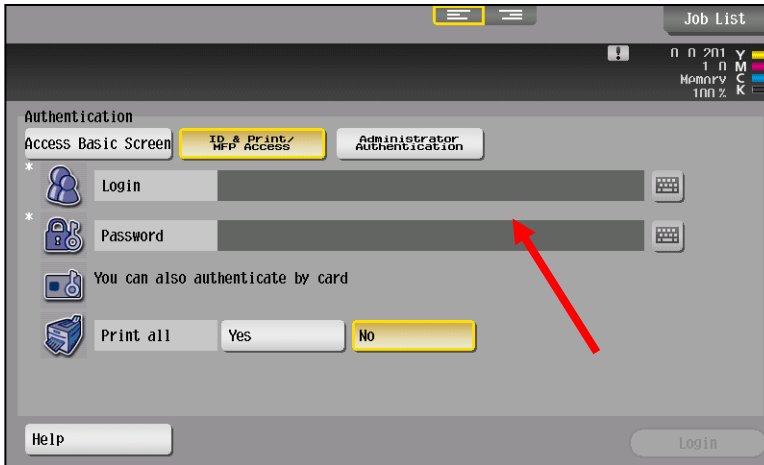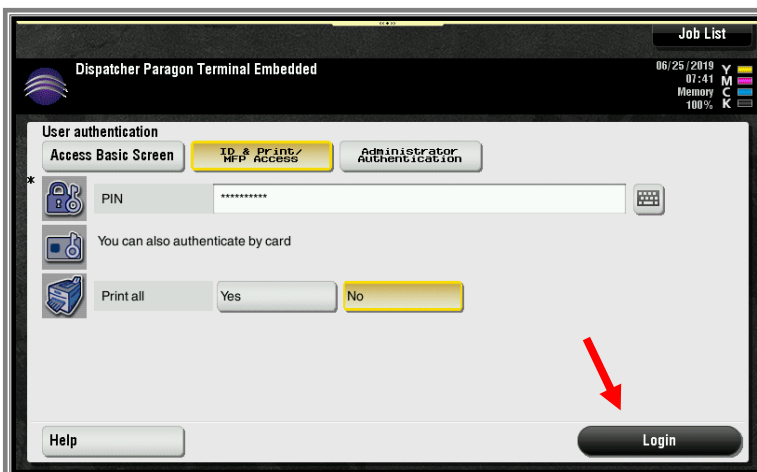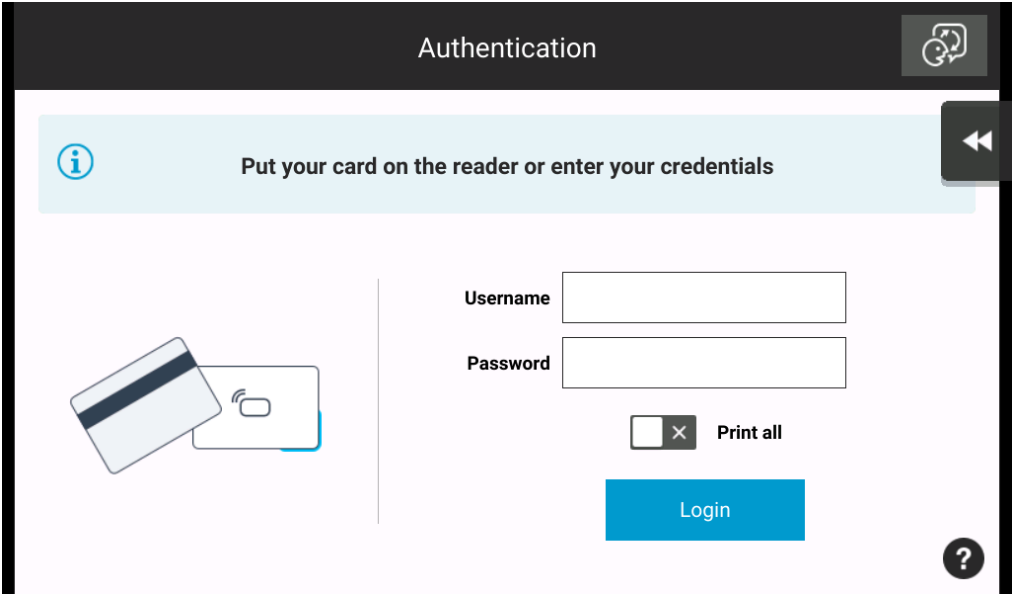⇒ No, will require you to select the jobs to print.
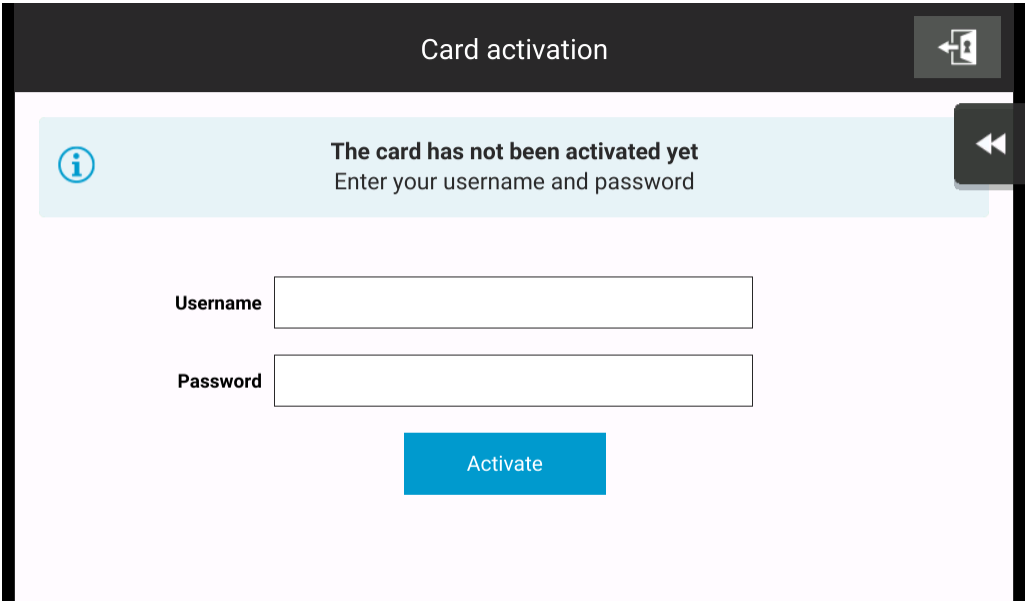
⇒ Touch the Login button.

Card Activation method for Dispatcher Paragon

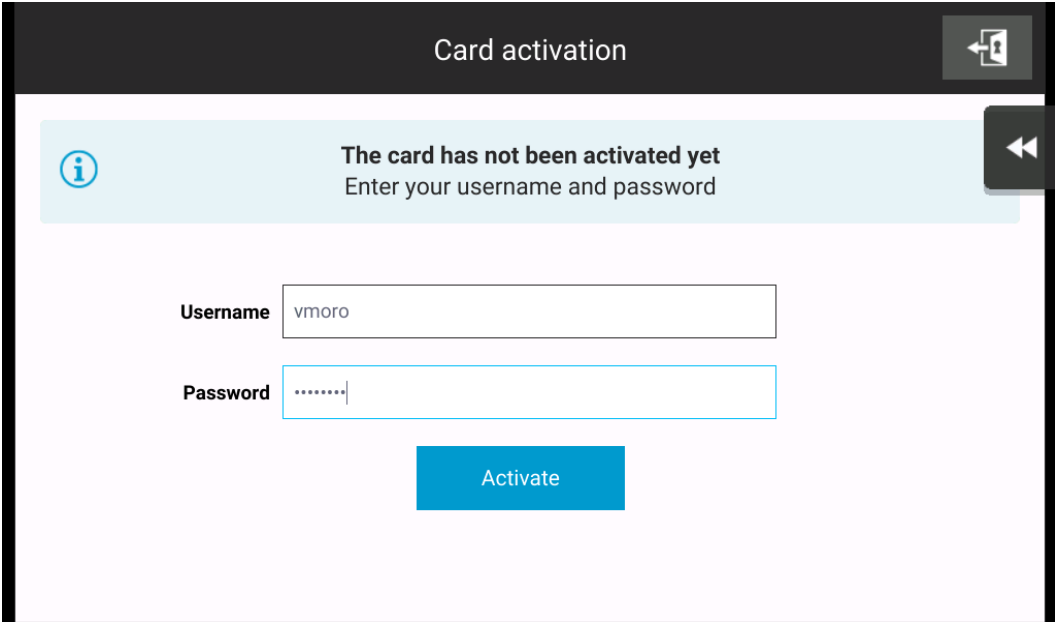This method is for new cards not yet register to any valid users in Dispatcher Paragon.

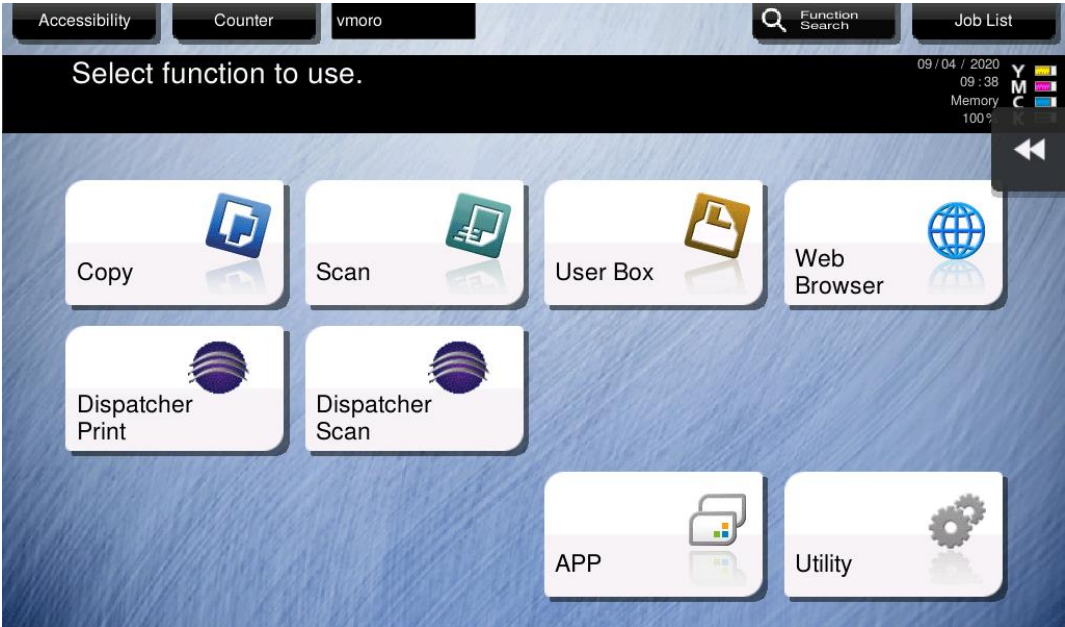1. At the MFP you will be presented with the following screen.

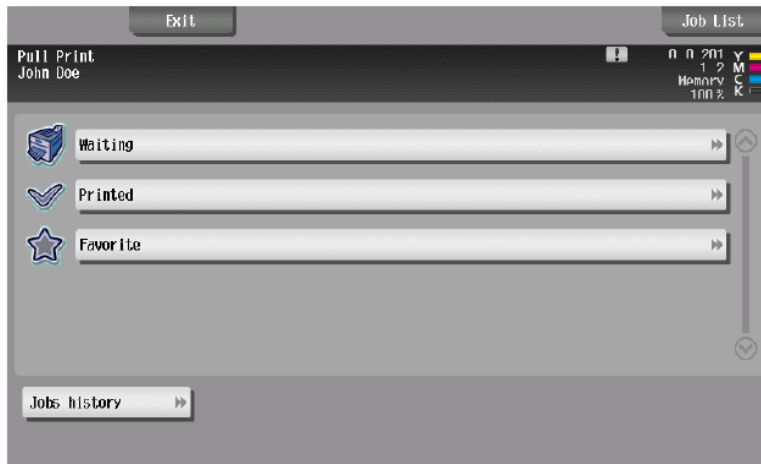2. Tapping your card on the card reader will take you to the screen illustrated below

3. Enter the username and password you want to associated with the card and select the "Activate" button

4. The card is now associated to the user and ready to use.

Secure Printing

⇒ Touch the Dispatcher Print button

⇒ If Print All has not been enabled as the default, Touch the Waiting button.

⇒ Printed print shows a list of previously printed jobs.

⇒ Jobs can be marked as favorites and they are in the Favorite option.
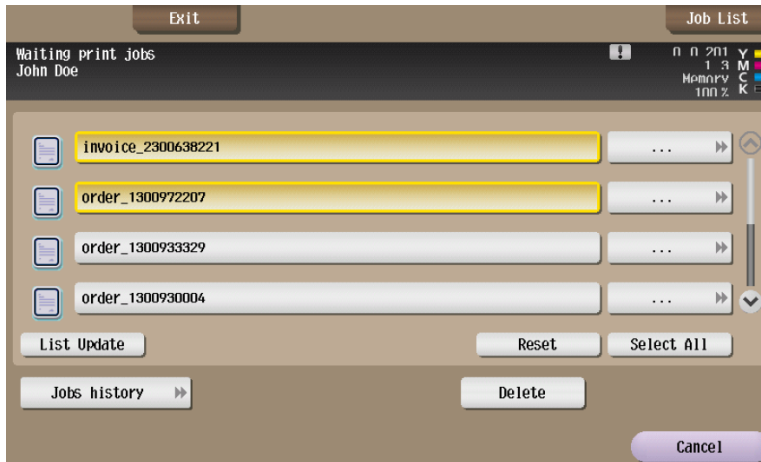
⇒ Touch your print job(s)

⇒ Select All selects all waiting print jobs

⇒ Delete will delete the selected jobs

⇒ ... ▸▸ Access job details and advanced options

⇒ Cancel Return to previous screen

⇒ indicates that a job is incompatible with the MFD. Changing finishing options may resolve the problem.

On once job(s) have been selected, press the blue button located on the MFD to release your print job.
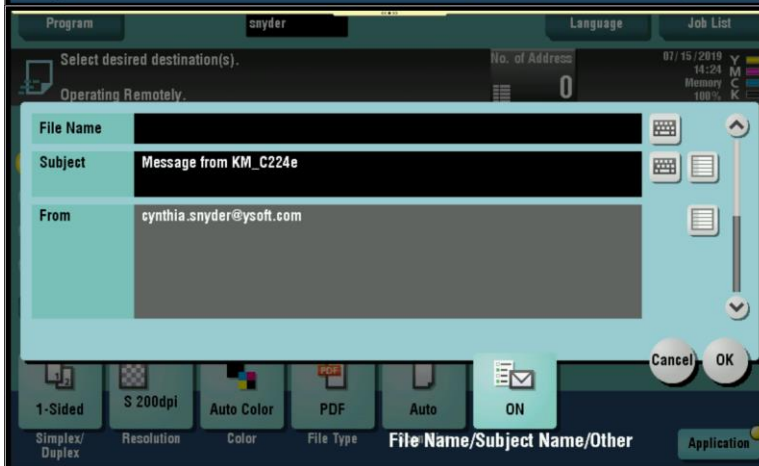
Secure Scan
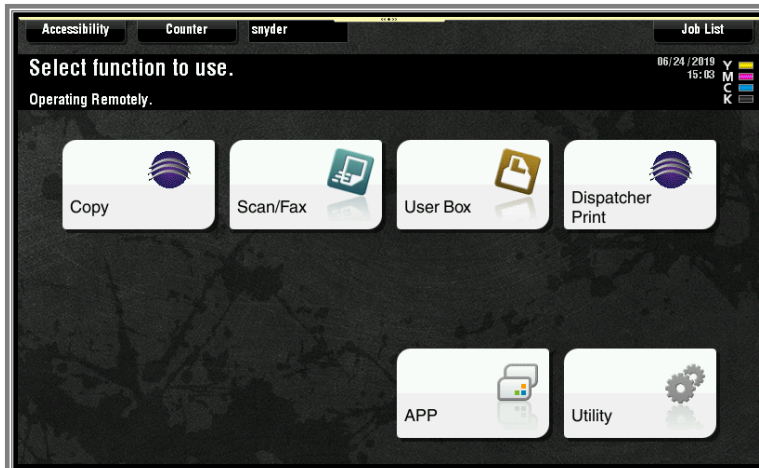
⇒ Touch the Scan/Fax button

⇒ Touch your email address
⇒ This is your only option. You cannot email to another email address.
⇒ All other options are available/unavailable depending on your company's default settings.

⇒ You can allow the system to name your file or you can click the ON icon, which allows you to type in the file name.
⇒ Click OK when finished.
⇒ Press the Blue button on the MFD when ready to send.

Mobile Print:

⇒ From your Mobile device send an email from your company email account.
⇒ Authenticate and release your mobile print job at any managed device

FAQ:

What kind of files can be uploaded for print? Office Documents, PDF files, Image files, text files, web page screenshots.   PDF files require no processing and generally produce the best results.