

Konica Minolta Dispatcher Paragon End User Guide

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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)



 $\Rightarrow~$ Touch the PIN box.

- \Rightarrow Using the keypad on the screen, input your PIN.
- \Rightarrow Then touch the OK button.

User authentication > PIN Enter your PIN	
$\begin{array}{c} & \\ & \\ \leftarrow \end{array} \end{array} Delete$	C
1 2 3 4 5 6 7 8 9 0 q w e r t y u i o p a s d f g h j k l z x c v b n m	\
Space Shift	•
	Cancel, OK

	agon Terminal Embedded	Job List 06/25/2019 07:41 M Memory C 100% K
User authentication Access Basic Scree	ID & Print∕ Administrator MFP Access Authentication)
* 💦 PIN		
You can als	o authenticate by card	
Print all	Yes	
		1
		N
Help		Login

EE

Administrator Authentication

No

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- $\Rightarrow \mbox{ You will return to this } screen.$
- \Rightarrow 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.
- \Rightarrow Touch the Login button.
- ⇒ Enter your network
 username (Login) by
 touching the Login box.

- Authentication > Login Enter your login johndoe с ← → Delete 3 4 5 7 8 9 0 1 2 6 = p [] е у u i 0 q W r t 1 d h k 1 ; , a S f g j Z X C V b n n 1 Shift Space
- \Rightarrow Enter your username.
- \Rightarrow Touch OK

Authenticate by Username/password

You can also authenticate by card

ID & Print/ MFP Access

Yes

Authentication

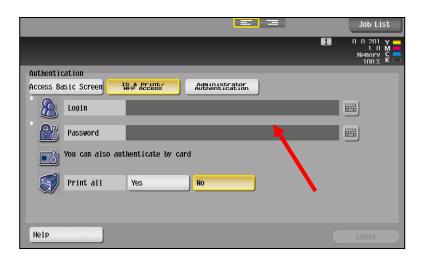
Help

Access Basic Screen

Password

Print all

 \Rightarrow Touch the Password box.



- Authentication > Password Enter your password 0000 С → Delete ← | 3 4 1 2 5 6 7 8 9 0 = q W e r t y | u i 0 р [] 1 1 a s d f g h j k 1 ; х с V b z n n 1 Space Shift
- ⇒ Using the keypad on the screen, input your Password.
- ⇒ Then touch the OK button

	((+))	Job List
Dispatcher Paragon Terminal Embedded		06/25/2019 Y 07:41 M Memory C 100% K
User authentication		
Access Basic Screen	Administrator Authentication	
PIN		
You can also authenticate by card		
Print all Yes	No	
		1
Help		Login

- \Rightarrow You will return to this screen.
- \Rightarrow You may have the option to select Print All.
- ⇒ Yes, will print all your waiting documents.
- \Rightarrow No, will require you to select the jobs to print.
- $\Rightarrow~$ 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.

	Authentication	Ś
i Put your card	d on the reader or enter your credentials	*
6	Username Password Print all Login]

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

		Card activation	- <u></u>
í		The card has not been activated yet Enter your username and password	*
	Username		
	Password		
		Activate	

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

		Card activation	-
í		The card has not been activated yet Enter your username and password	*
	Username	vmoro	
	Password	••••••	
		Activate	

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

Acc	essibility	Counter	vmoro	1		C	Function Search	Job Lis	st
	Select f	unction to	use.					09/04/2020 09:38	Y 📑
								Memory 100 %	C
		Vignal			JELEN.				
									77
	Сору		Scan	4	User Box	Y	Web Browser		
	and the states		-			1610			
			_						
	Dispatch Print	er	Dispatch Scan	er					
	A diala	W CALL	and the second	No. Alla		181401		678431	
664									10
					APP		Utility	- A.	
					Contraction of the	and and	118/11/1	11/1/1	18/4

Secure Printing

Exit	Job Li	st.
Pull Print II	00201 12 Hemory 100%	М СК
Waiting	₩	0
V Printed	₩	
Favorite	₩	
		\odot
Jobs history >>>		

Exit	Job List
Waiting print jobs John Doe	■ n n 2n1 y 1 3 M Hennry C 1nn % K
invoice_2300638221	» «
order_1300972207	*
order_1300933329	
order_1300930004	>>
List Update	Reset Select All
Jobs history	Delete
	Cancel

- ⇒ 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.
- \Rightarrow Touch your print job(s)
- ⇒ Select All selects all waiting print jobs
- $\Rightarrow \boxed[]{\text{Delete}} \text{ will delete the selected jobs}$
- ⇒ ··· ➤ Access job details and advanced options
- $\Rightarrow \frac{\text{Cancel}}{\text{previous screen}}$

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⇒ └── 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

Accessibility Counter snyder Job List	\Rightarrow	Touch the Scan/Fa
Accessibility Counter snyder Job List Select function to use. Operating Remotely. Copy Scan/Fax User Box Dispatcher Print		
APP Utility		
Program Sayder Language Job List Select desired destination(s). No. of Address 0// 15 /2019 14.21 Operating Remotely. 0 Monormal Memotely. 0 Address Book Favorite ABC DEF SH1 JKL MNO PORS TUV WXYZ etc All Oberating Remotely. Image: Second State Address Address All Image: Second State All Image: Second State All Image: Second State All Image: Second State Auto Image: Second State Image:	$\begin{array}{c} \uparrow \\ \uparrow \\ \end{array} \\ \end{array} \\ \uparrow \end{array}$	Touch your email a This is your only of You cannot email t another email add All other options a available/unavaila depending on you company's default
Simplex/ Duplex Resolution Color File Type Scan Size File Type Application Program caryder Language Job List Program caryder Language Job List Select destination(s). No. of Address 07/15/2019 14.24 Operating Remotely. 0 How of Address 07/15/2019 14.24 Flie Name 0 No. of Address 07/15/2019 14.24 Subject Message from KM_C224e 0 Newnow, X 0 From cynthia.snyder@ysoft.com cancel 0K 0K 1-Sided S 200dpi Auto Color PDF Auto ON Simplex/ Resolution Color File Type File Name/Subject Name/Other Application	$\begin{array}{c} \uparrow \\ \uparrow \\ \uparrow \\ \uparrow \\ \end{array}$	You can allow the to name your file of can click the ON ic which allows you t the file name. Click OK when finis Press the Blue but the MFD when rea send.

ax button

- address
- option. to dress.
- are able ur It settings.
- system or you con, to type in
- ished.
- tton on ady to

Mobile Print:

- \Rightarrow From your Mobile device send an email from your company email account.
- \Rightarrow 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.