



KONICA MINOLTA

bizhub Evolution **MY PRINT**

- ▮ User's Guide
- ▮ Version: 1.2



Table of contents

- "My Print" supports you3
- Specifications3
- Requirements3
- How to use "My Print"4
 - Upload file to be printed4
 - Print the file on the multifunctional printer4
- Have any questions?.....5

"My Print" supports you

Print at any time and from anywhere – without print drivers.

You can use "My Print" to send print jobs to bizhub Evolution via an Internet connection, e.g. from a smartphone, tablet or PC. You can then call up your print jobs conveniently from all Konica Minolta multifunctional printers in your bizhub Evolution environment.

Specifications

The following file formats can be converted into print jobs using "My Print":

- DOCX
- PPTX
- XLSX
- XPS
- PDF
- JPG/JPE/JPEG/JPEG2000
- TIF/TIFF

Requirements

To use "My Print", please ensure that:

- You have access to bizhub Evolution.
- You are registered on bizhub Evolution.
- You have a Konica Minolta multifunctional printer available in your bizhub Evolution environment so that you can print the print job, for example.
- The "My Print" service has been assigned to you.
- You are connected to the Internet.

How to use "My Print"

Upload file to be printed

1. Start up your bizhub Evolution.
2. In the menu bar, select [HOME]
3. Drag and drop your file into the "MyPrint" window.
The file is uploaded.
or
Click on [browse] and select your file via the file selection window.
The file is uploaded.
4. Click on [Print].
5. Confirm the status message with [OK].
The print job is now ready to be printed at any Konica Minolta multifunctional printer in your bizhub Evolution environment.

Print the file on the multifunctional printer

1. Authenticate yourself on the multifunctional printer.
2. Select the relevant print job from the file list.
3. Adjust the print settings, if required.
4. Start the print job by pressing [Print].
The file is printed.

Have any questions?

If you have any questions about how to use this service or if you encounter any problems, please contact the system administrator in your company. If your system administrator is not able to answer your questions or resolve your problem, they can contact Konica Minolta Support for further assistance.



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