# Getting Started with Follow-You-Print-Q

KONICA MINOLTA

How to register your University ID card

You will need to register your University ID card to enable printing. This is a one-time process.

1. Scan card against Card Reader sticker.

2. If associating a new card, the card activation screen will appear. Tap **Yes**

   Unknown card. Do you wish to associate this card with your user account?

   Yes   No

3. Enter your network **Login** and **Password** by selecting the keyboard symbol then select **OK**.

4. Select **Login** and your card is now registered.

   THE UNIVERSITY of ADELAIDE

   Welcome to
   The University of Adelaide

   Username
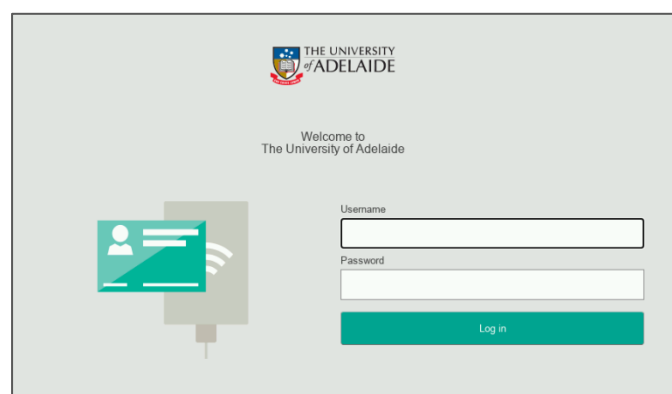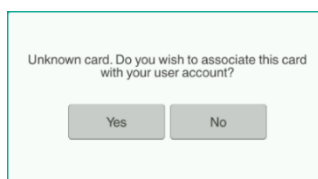
   Password

   Log in

5. To LOG OUT Press **ACCESS**.

Basic Copying

1. **Scan card to Login** or enter your **Username Password**

2. Select **Copy**

3. **Select Copy** from the Main Menu.

   Copy

   THE UNIVERSITY of ADELAIDE   a1234911

   Welcome, a1234911!
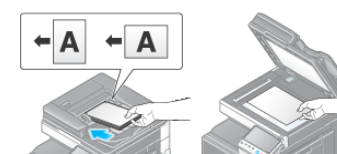
   Print release   Copy   Scan

4. Select appropriate **Copy Settings** on screen

5. **Load documents** in tray face up or place documents on glass face down
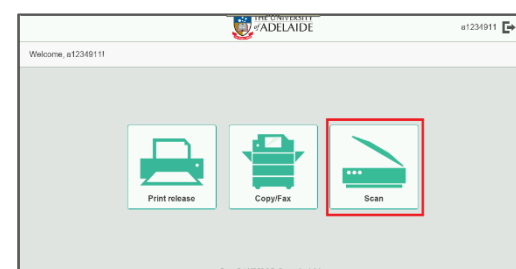
6. Press **Start** button to Copy

   Start

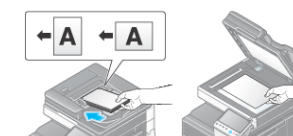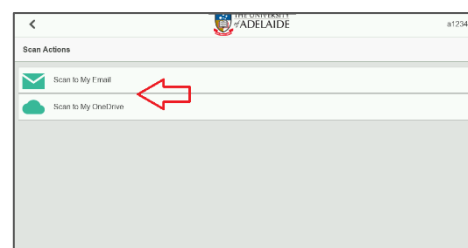7. To **LOG OUT** Press **ACCESS** otherwise it will automatically logout in 1 minute.

   ←A ←A

Basic Scanning

1. **Scan card to Login** or enter your **Username Password**

   THE UNIVERSITY of ADELAIDE   a1234911

   Welcome, a1234911!

   Print release   Copy/Fax   Scan

   PaperCut MF 23.0.7, Connector 4.4.1

2. Select **Scan to My Email** or **Scan to My OneDrive**

   THE UNIVERSITY of ADELAIDE   a1234911
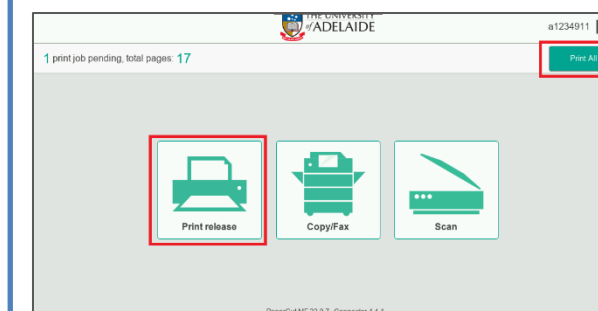
   Scan Actions

   Scan to My Email

   Scan to My OneDrive

3. Select **Settings** to change the default scan settings. If required, rename **Subject** and/or **Filename**

4. **Load documents** in tray face up or place documents on glass face down

   ←A ←A

5. Press the **Start** button

   Start

How to release your print

1. **Scan card to Login** or enter your **Username/Password**

2. Select **Print Release** OR you can select **Print All**

   THE UNIVERSITY of ADELAIDE   a1234911

   1 print job pending, total pages: 17   Print All

   Print release   Copy/Fax   Scan

   PaperCut MF 23.0.7, Connector 4.4.1

3. **Select** required print jobs then select **Print**

   THE UNIVERSITY of ADELAIDE   a1234911

   1 job, 17 pages, $0.00

   Konica Support Services Handbook - v1-4.pdf
   1 copy, 2-sided, Color, A4   05 minutes ago

   Print as grayscale   Print as 2-sided   Print

4. Select **Print** to print

5. To **LOG OUT** Press **ACCESS** otherwise it will automatically logout in 1 minute.
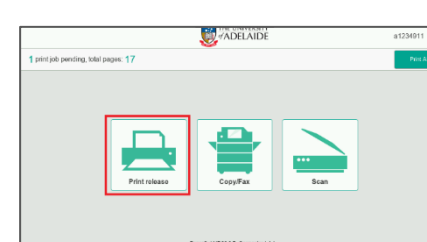
How to login without a Card using your Username and Password

1. Tap in the **Username** field and enter your username (UoA a-number)

2. Tap in the **Password** field and enter your password (UoA password)

3. Press **Log in** button on the display to login

   THE UNIVERSITY of ADELAIDE

   Welcome to
   The University of Adelaide

   Username
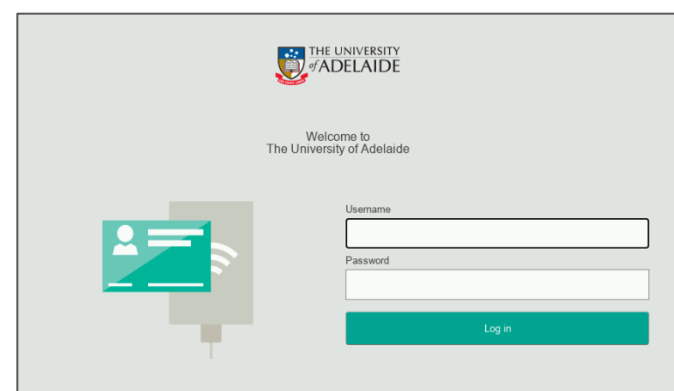
   Password

   Log in

How to cancel your print

1. **Swipe card to Login** or enter your **Username/Password.**

2. Select **Print Release**

3. **Select** required print jobs to delete then select **Delete**

   THE UNIVERSITY of ADELAIDE   a1234911

   1 print job pending, total pages: 17   Print all

   Print release   Copy/Fax   Scan

   PaperCut MF 23.0.7, Connector 4.4.1

   THE UNIVERSITY of ADELAIDE

   Select all

   Konica Support Services Handbook - v1-4.pdf
   1 copy, 2-sided, Color, A4

   Print as grayscale   Print a

Where to go for support?

1. Log a request via the MyIT Portal

2. Click to visit the Printing website or scan below: