

DEER PARK UNION FREE SCHOOL DISTRICT INSTRUCTIONAL TECHNOLOGY

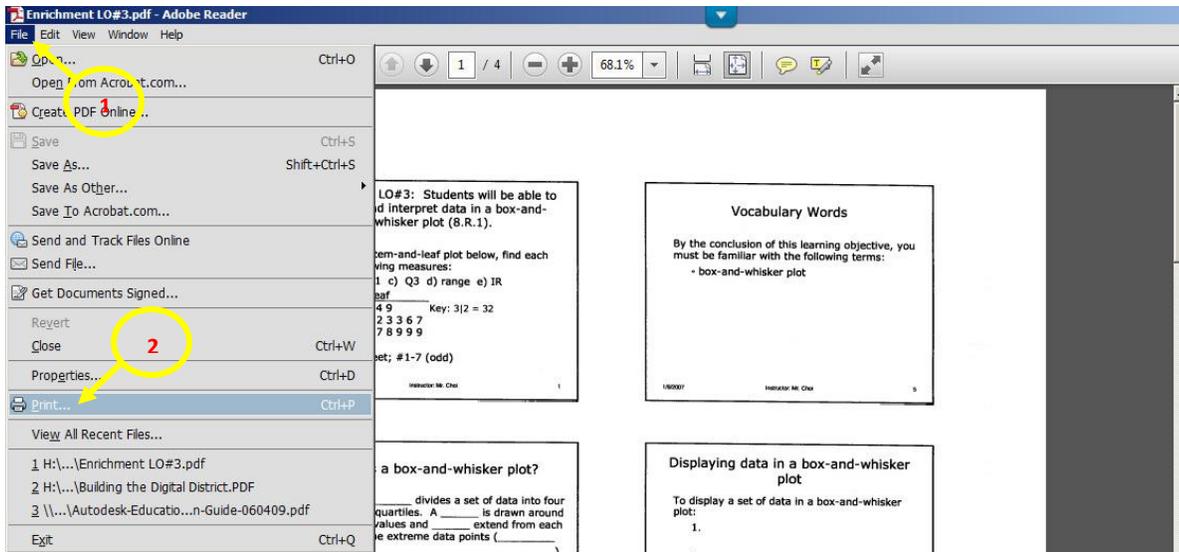
220 Washington Avenue • Deer Park, New York 11729

Phone: (631) 274-4380 • Fax: (631) 242-2517

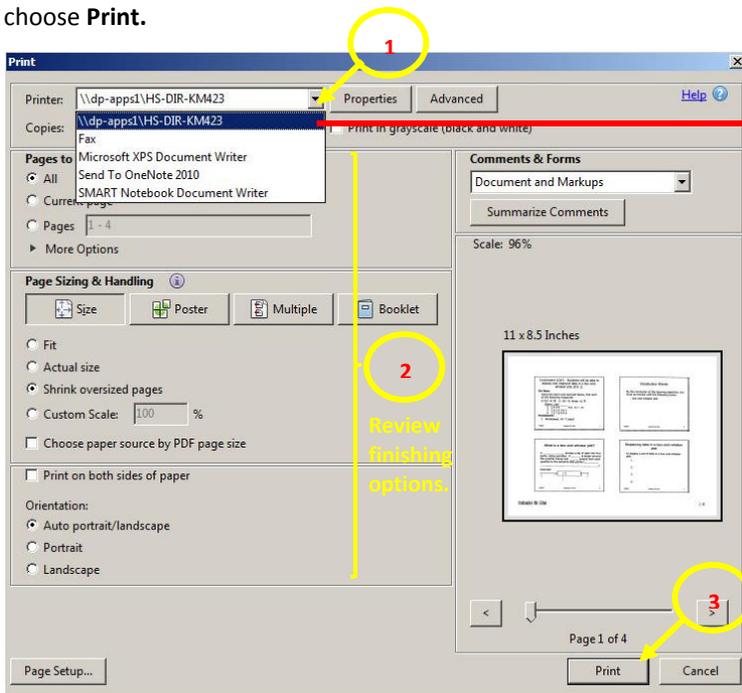
Printing to the Konica Minolta MFP from your Classroom Workstations

Users will now have the ability to print to any Konica Minolta MFP[#] and release their job from the machine via print-release (or user logging onto the machine as they would when they make copies and releasing their job). Please note that print jobs released in this format will count against the monthly copy quota! The steps below will illustrate how this is done.

1. From your workstation, open the file that you wish to print. Navigate to **File >> Print**. Note that the user that intends on releasing the print job from the Konica Minolta MFP must be logged into the workstation!



2. Under the Printer drop-down menu, choose the printer option that has "KM" in the name. Note, that your list of printers may differ depending on which building that you are in. Regardless of which Konica Minolta MFP is in the drop-down menu, you will be able to release the print-job from any Konica Minolta MFP in your building[#]. Review the finishing options and then choose **Print**.



Depending on your school building, the respective name of the Konica Minolta MFP in the drop-down menu should be as follows:

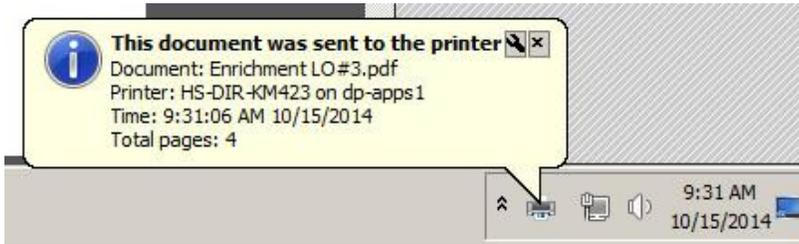
High School: *HS-FLCT-KM951 on dpapps1*
Robert Frost: *RF-A3-KM751 on dpapps1*
John F. Kennedy: *JFK Main File KM951*
John Quincy Adams: *JQA-Main-KM652*
May Moore: *MM-Main-KM652*

[#]Users are able to release their print jobs via print-release to any Konica Minolta MFP district-wide after logging in with the exception of the MFP's located in the High School Main Office and the Superintendent's Office.

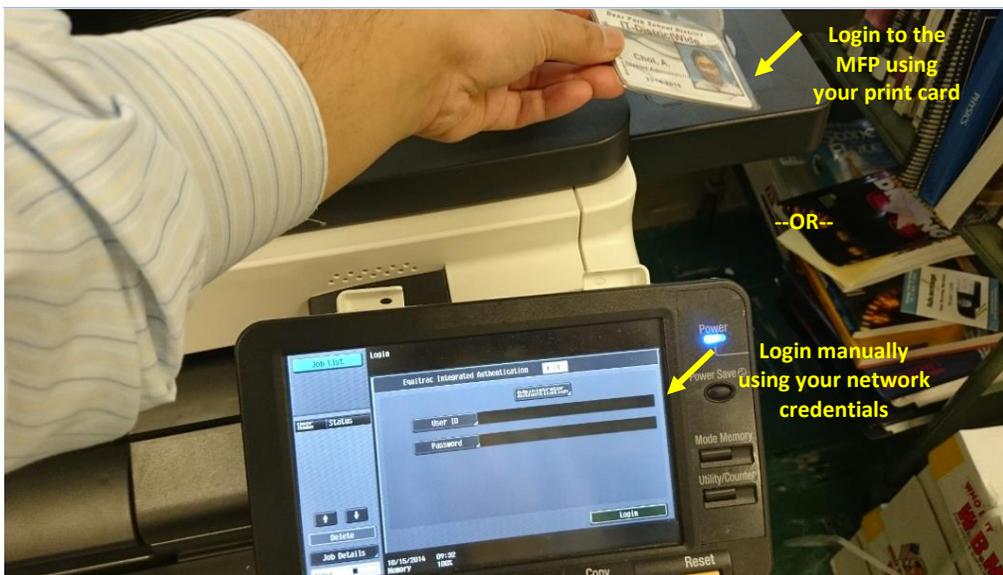
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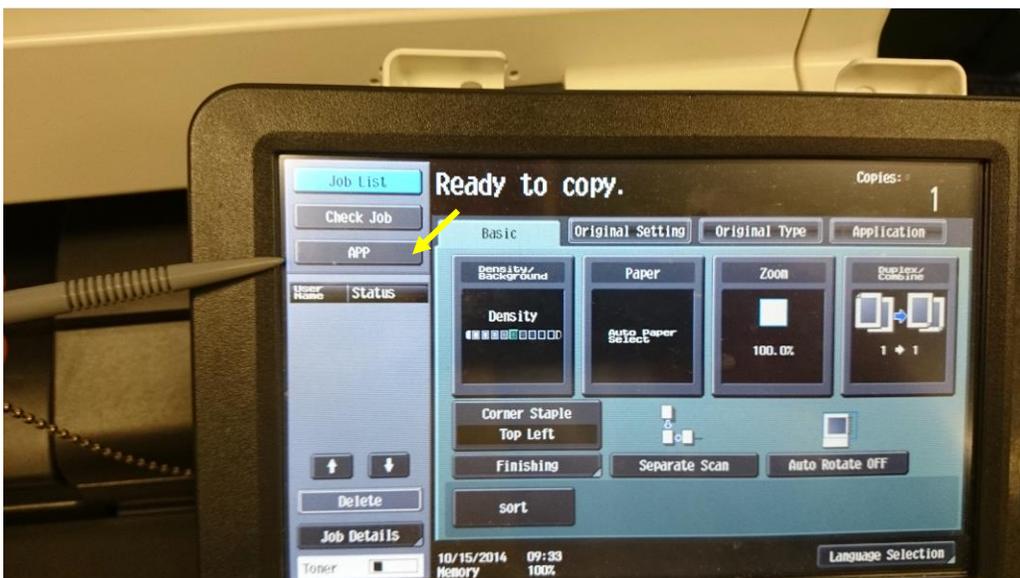
- Once you have chosen to print, you should see a message in your dock indicating that your print job was sent to the printer.



- Proceed to the Konica Minolta MFP that you wish to release the print job from. Authenticate (log in) to the Konica Minolta MFP using your print card or manually on the screen using your network login credentials.



- Once logged onto the MFP, choose **APP**.



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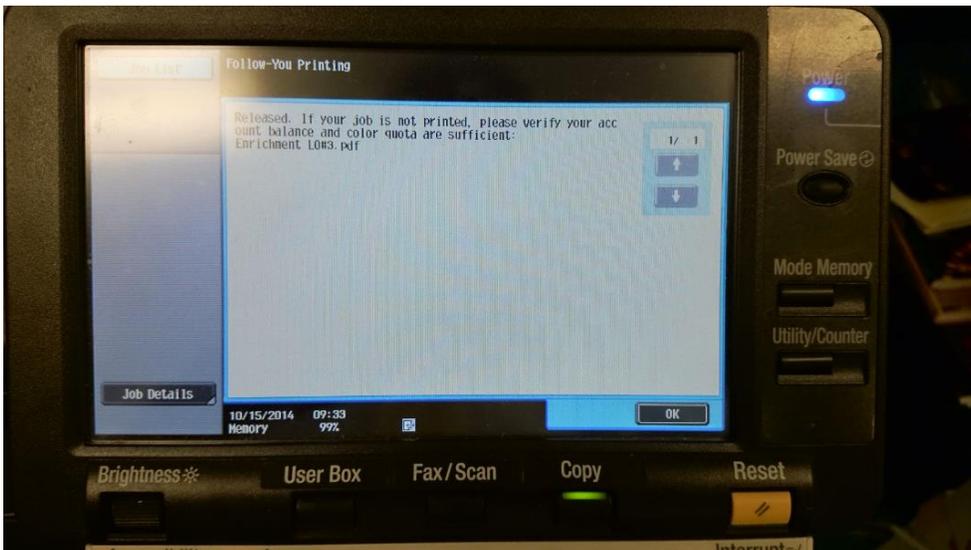
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6. Select the job(s) that you wish to release on the Konica Minolta MFP, then click **Start**. Note that print jobs that are not released on the same school day will expire and not be available to be released the next school day.



7. Once your print job is released, you will see a prompt indicating so on the Konica Minolta MFP.



8. Once you are completed with your session, select **Access** and **Log Off**.

