Minolta Multifunction Printers

Set up to Print or Scan bizhub models C554e/C454e

Printing to the New Minolta Multifunction Printer (MFP)

Verify that the MFP has been deployed if desired.

Click Start > Devices and Printers. Locate installed MFPs. It will be named *Your_department_MFP*. For example:



To Print:

From any application choose File, Print and select the MFP as your destination:

Then click Print.

| Print | | | | | |
|--|----------------------------|---|--|--|--|
| General | | | | | |
| Select Printer | Laser_HHE_LL on au-print03 | Microsoft XPS Documen Send To OneNote 2013 | | | |
| Status: Location: Comment: | Ready HHE Lower Level | Print to file Preferences | | | |
| Page Range All Selection Pages: | Current Page | Number of <u>c</u> opies: 1 Collate 1233 | | | |
| Print Cancel Apply | | | | | |

Scan to Email Using the Address Book

Place original on glass.

Tap the Scan/Fax selection.



Select Email from Address Book

| Program | | | | | | Job List |
|--------------|---------------|--------|--------|--------|--|---|
| , Ready | to Scan | | | - No | o. of Address | 03/17/2015 🖾 10:49 Memory 100% |
| Address Book | PE0002 as E-m | | | | WYYZ atc A | Check Setting |
| Direct Input | E-mail | E-mail | E-mail | E-mail | E-mail | |
| Job History | | | | Dent | New York Control of Co | Add. Type |
| | E-mail | E-mail | E-mail | E-mail | E-mail | All 👻 |

Press Start.



Scan to Email Using Direct Input

Tap the Scan/Fax selection.



Select Direct Input.



Select Email.



Type in destination email address.



Click OK.

| ldress | | | in the second |
|-------------------------------|-----------------|--|---------------|
| nobody@adelphi | . edu | | C |
| ← → Delete | | | |
| 1 2 3 | 4 5 6 | 7 8 9 0 - | |
| q w e | r t y | u i o p [| |
| a s d | fgh | j k 1 ; ' | |
| ZXC | vbn | m , . / | |
| | | Shift | 6 |
| Simples: Resolution Ouples | Color File Type | Next Dest. Scan Size Falle, Napo- Sub-NCC Name-Suthar | Cant |

Press Start button to scan to email.

