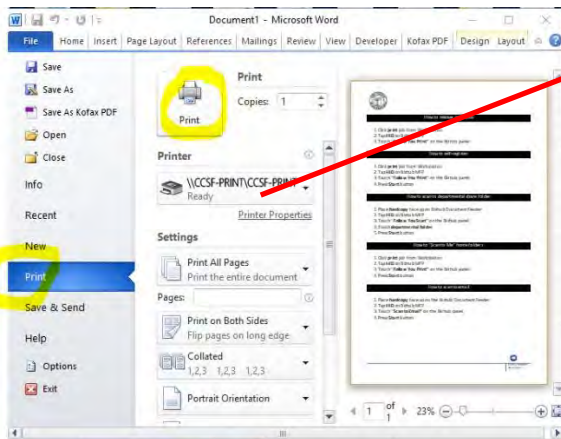




## How To Release Print Jobs With CCSF Card

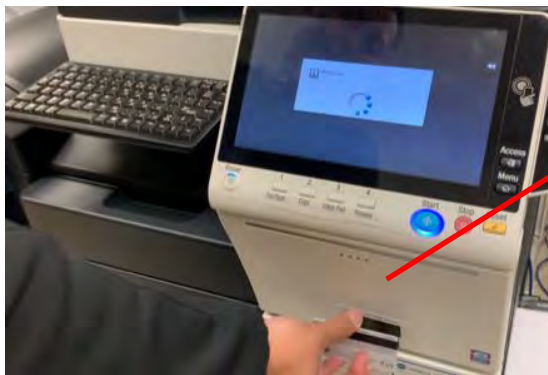
1. Click **Print** job on your workstation with the (`\\ccsf-print\ccsf-print`) Printer selected

Click **Print** job on your workstation



SELECT CCSF PRINT

2. Tap **HID Card** on Bizhub MFP to release print jobs



TAP CARD

**Successful:** All stored print jobs will start printing



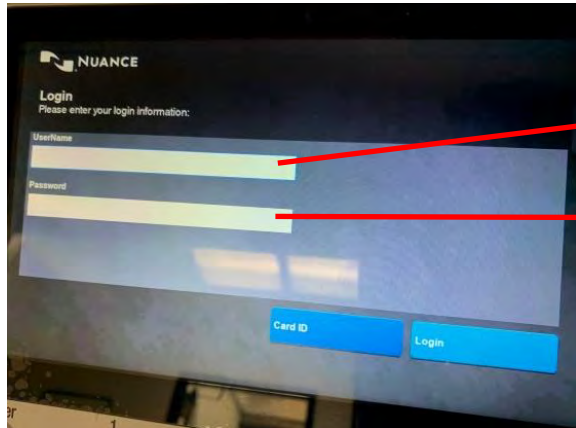
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## How to Release Print Jobs Without Card

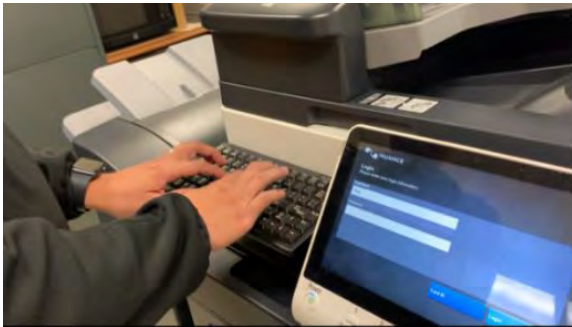
**Note:** You can login without your card using your Windows username & password



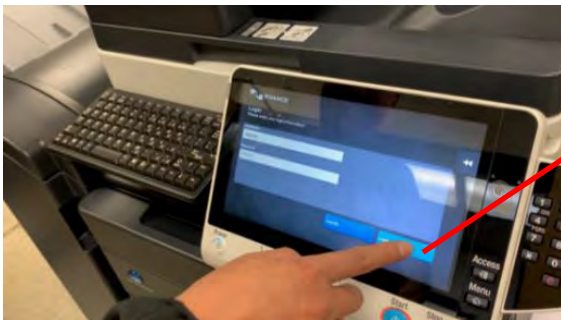
USERNAME

PASSWORD

1. Type **UserName (RAM ID)**
2. Type **Password (RAM PASSWORD)**



3. Tap **Login**



Login



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## How To Scan To Email

1. Tap your **CCSF Card** on Konica Bizhub MFP



2. Touch **Scan/Fax** icon



3. Select additional recipient if required



4. Press **Start** button

**Verify:** Check your email to confirm you receive the scanned document



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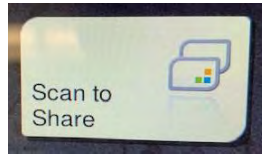


## How To Scan To Network Shared Folder

1. Place **hardcopy** (face up) on Bizhub Automatic Document Feeder (ADF)

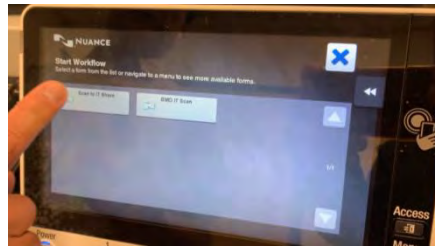


2. Touch **Scan to Share** on Bizhub MFP panel



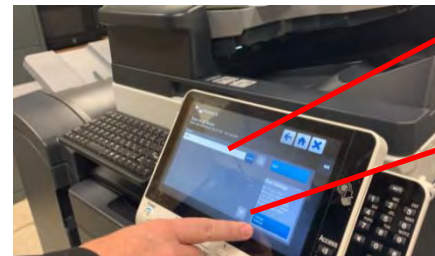
3. Touch your department Network Scan to Shared Folder Workflow or "**Scan to BDM**"

**Note: to have this setup please contact CCSF IT Support**



4. Touch **Start to begin scanning**

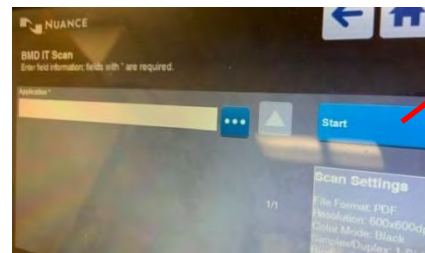
Note: See "Scan Options" or "Scan Settings" to select single/double sided, documents size (if needed), Etc.



Scan Options

Scan Settings

5. Touch **X** to exit the Scan Application



Start

6. Press **Access** button to log out



Exit

**Verify: Check the target repository to ensure your scanned document reached the folder**



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