



Copying from your Konica Minolta C458



1. **Log In** using your User Name and Password
2. **Select** Device Functions
3. **Select** Black or Auto Color/1-Sided or 2 Sided/Zoom (To reduce or enlarge)/Use Keypad for number of Copies
4. **Place** documents in the **Auto Feeder** or on the **Copy Glass**
5. **Press Start**

Printing from your USB Drive

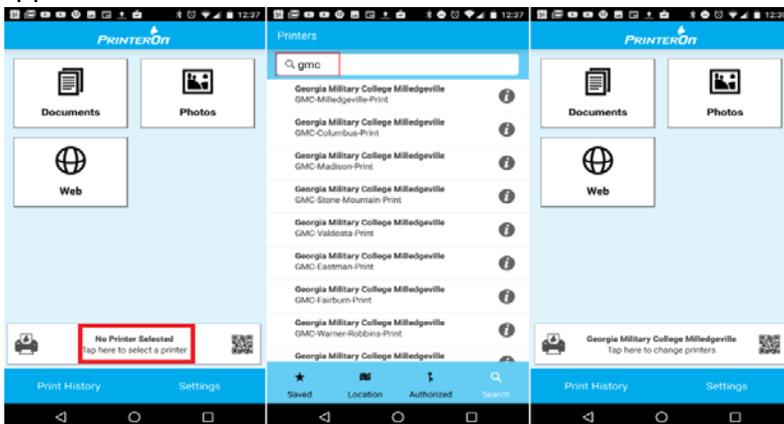
1. **Log in** using your User Name and Password
 2. **Select** Device Functions
 3. **Insert USB Drive** on the **right side of the copier.**
 4. **Select Print a Document** from External Memory
 5. **Select** your document and Color/Black-Simplex/Duplex
 6. **Use keypad** to select number of desired sets then press Start
- NOTE: All Black Copies/Prints are .09 ea./Color=.49 ea.**

Mobile Printing through PrinterOn App

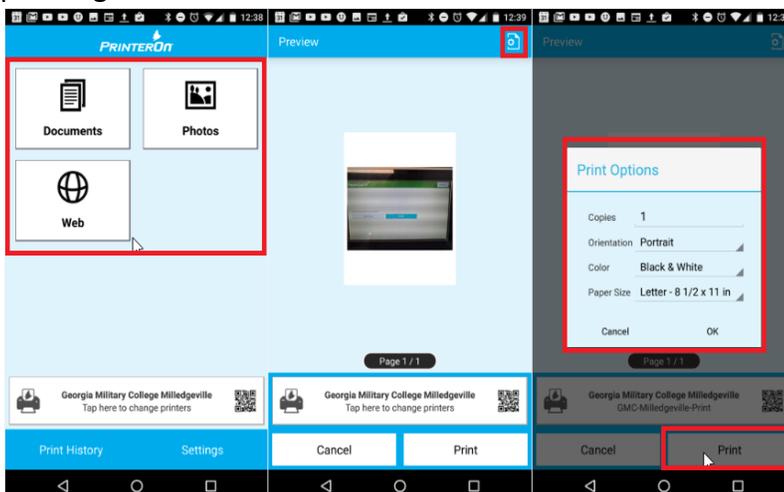
1. Open the App Store (iOS) or Google Play Store (Android) , search for **Printer On**, then open application.



2. Tap the **“No Printer Selected”** button. On the next screen **type gmc** and select the appropriate printer for your campus. Once the printer is selected you will be brought back to the main PrinterOn app screen.



3. **Select** a print option. Once you have selected what you want to print, a print preview page will appear. From here you can change **Print Options** or continue printing with the default settings by pressing **Print**.



4. Once you select **Print**, a pop-up box will appear. Type in your username. Your job will be processed and held for release. To **release**, **login** at the nearest Copier with your Username and Password



Mobile Printing through PrinterOn Web Print

1. From your **workstation**, open any browser and type in:
<http://www.printeron.net/gmc/bulldogprinting>
2. You will be presented the following web print screen

GMC Georgia Military College Web Print

Welcome to our PrintSpot Printing service. Print virtually any document or web page from your Internet connected PC to one of our corporate printers.

201 E Greene St
Milledgeville, GA 31061
UNITED STATES

There is no additional software required. Simply follow these steps:

Printer

GMC-Augusta-Print

Details

User Info

Your user information is used to uniquely identify your print jobs.

Use this information to obtain your document in the Corporate printing facility.

Select Document

File or URL:

Browse your computer files to select the document you wish to print.

You may also enter the URL of a web page you want printed.

[How do I print from a mobile device?](#)

[What types of files can I print?](#)

Powered By **PRINTEROn**

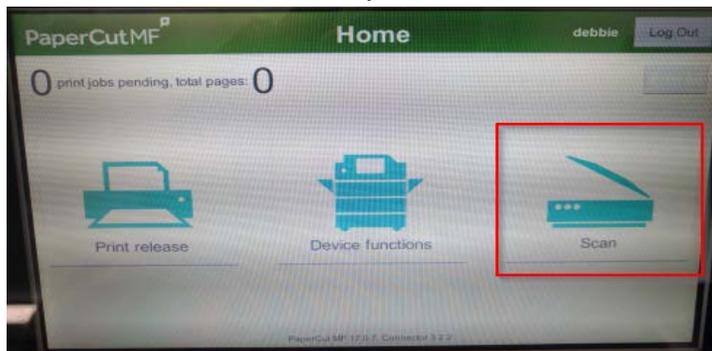
[Terms](#) | [Privacy](#)

3. **Under the Printer heading**, select the appropriate printer for your campus, then under **Select Document**, browse to the file or paste in a URL for a webpage you would like to print. When done, click the Play button to continue.
4. From the **Printing options** screen, **type in your Username**, and click the **Green Print** Icon
5. Once the job has processed, it will be held in a release queue. **Login** to the nearest copier with your username and password to release your print job.

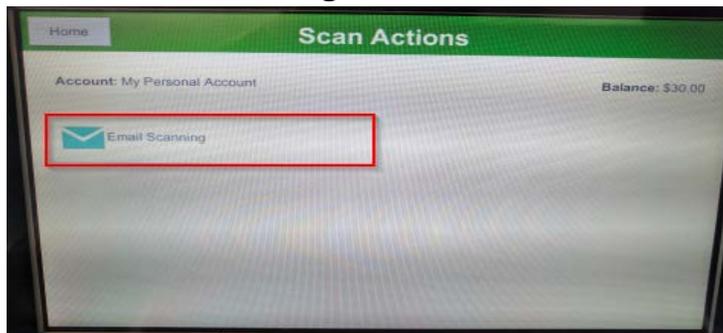


Scanning to email from the Konica Minolta C458

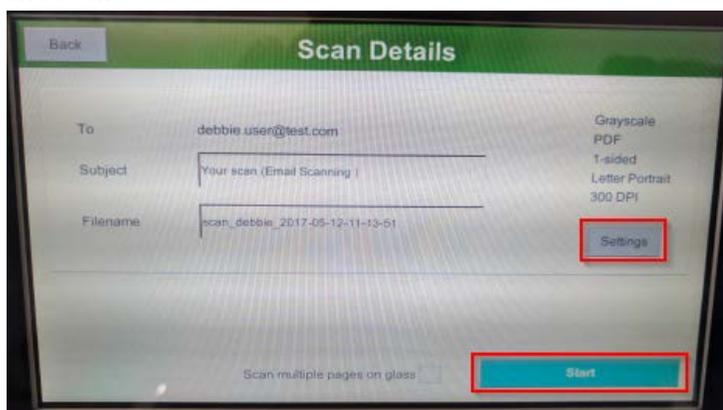
1. **Login** to the panel with your network username and password
2. **Select Scan** from the PaperCut Home screen



3. **Select Email Scanning** from the Scan Actions screen



4. From the Scan Details screen you are able to select **Settings** to change the attributes of the scan job or you can simply accept the default settings and hit **Start**



5. After the scan is performed you will be presented an option to continue scanning, if you are finished, hit **Send**

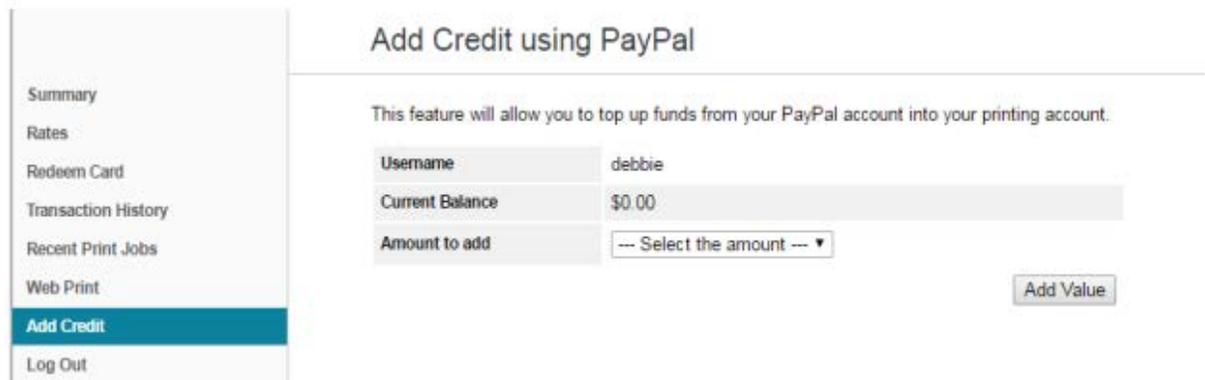


Adding Print Credit to your Print Account

1. Open the PaperCut MF user web interface at <http://papercut.gmc.edu/user>
2. Login using your username and password



3. On navigation bar on the left, click Add Credit



4. From the Amount to add drop down menu, select the amount and click Add Value
5. You will be redirected to a PayPal payment page
 - a. If you already have a PayPal account you may login and make a payment with your saved payment information.
 - b. If you do not have a PayPal account or you want to make a one-time payment you may fill out the required payment information and proceed adding funds to your account
6. Once the payment is complete you will be redirected back to the PaperCut user page, the funding should be credited to your account shortly
7. To check that the funding has been added, on the navigation bar to the left select Transaction History, your payment history will be listed here