



KONICA MINOLTA

# bizhub Evolution ADMINISTRATOR

- ◊ User's Guide
- ◊ Version: 1.0



**bizhub Evolution**  
smart services from Konica Minolta



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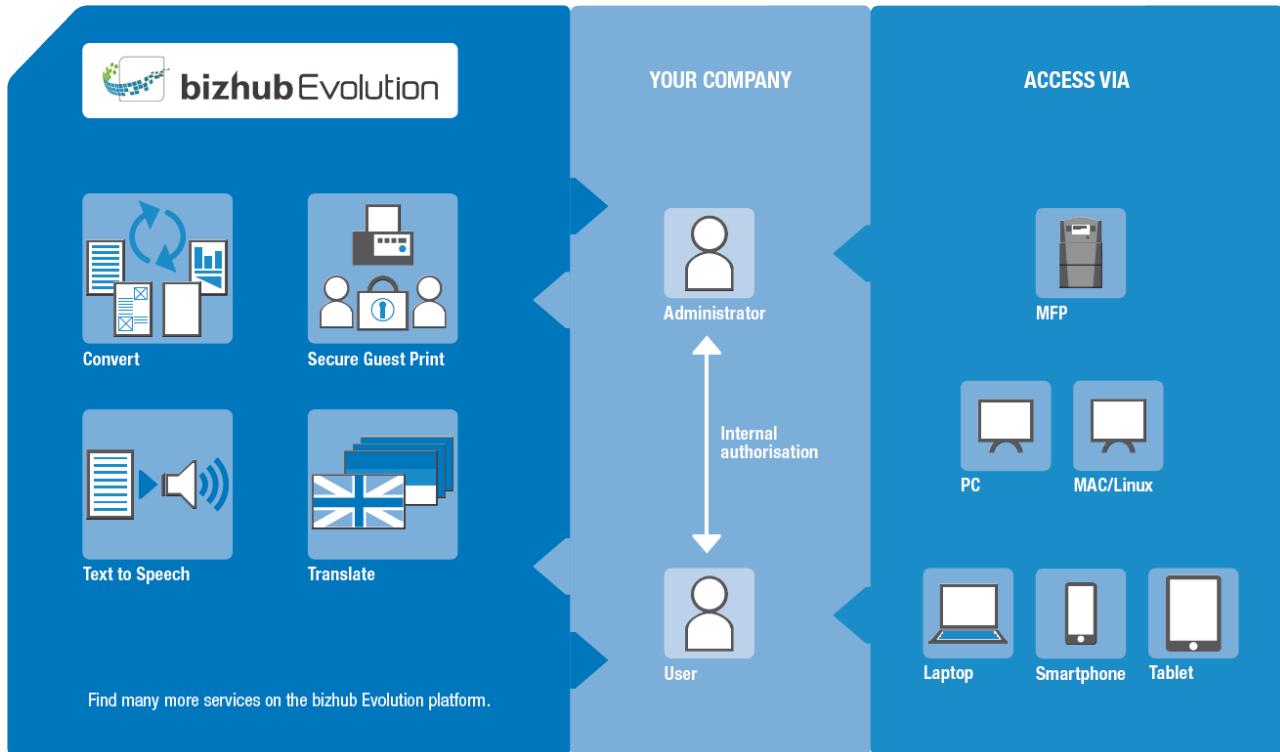
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## >About bizhub Evolution

Konica Minolta's service platform, bizhub Evolution, works in a similar way to an app store. Users can choose between a wide range of cloud services. The administrator makes the booking, assigns each user their applications and enables access from each device or location. Registered persons can access the bizhub Evolution platform via their bizhub system, smartphone, tablet or computer.



## Technical requirements

|                                  |   |
|----------------------------------|---|
| <b>Compatible web browsers</b>   | All major browsers (Chrome, Firefox, Internet Explorer, Safari) in the latest versions.   |
| <b>Internet connection</b>       | Requires an Internet connection with 6 Mbit/s downstream and 1 Mbit/s upstream.<br>We recommend at least 16 Mbit/s downstream and 4 Mbit/s upstream.  |
| <b>Multifunctional system</b>    | The multifunctional system must be optimized for Internet access and the web browser must be enabled.<br><br>The IP can be set as static or dynamic.<br><br>If the system is connected by proxy, basic authentication is supported. |
| <b>Compatible mobile devices</b> | The mobile device must be optimized for Internet access and must have a browser.  |

For more information about technical requirements and compatible systems, please visit  
<https://evolution.konicaminolta.de/en/support/specifications>.

## **Data security**

The bizhub Evolution platform is located in our data center in Germany, which is ISO 27001 certified. The data protection and security concepts implemented in bizhub Evolution provide a high level of system security. Personal user data is encrypted and anonymized according to the latest security standards. Your data can also be encrypted and stored in your local network to prevent unauthorized access to user data.

For more information about the security settings, please refer to the chapter "Security cubes (data security)" on page 26.

## **Role of the administrator**

As the administrator, you can:

- Book cloud services for your company
- Create users and assign these services to them
- Add and manage MFPs
- Manage the jobs of all users
- Report problems, where necessary
- Configure security settings (security cubes)

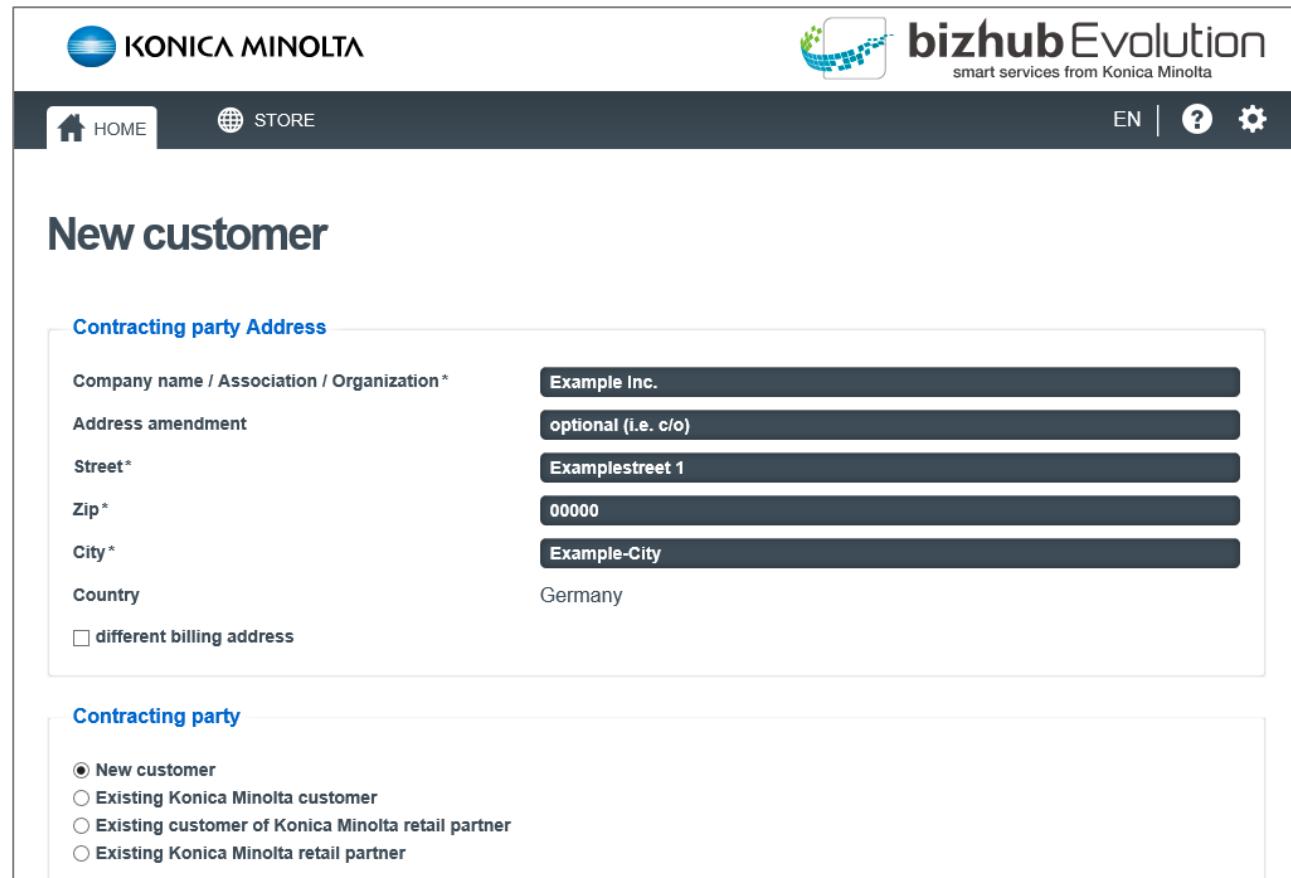
**NOTE**

*As the administrator, you can assign services to yourself and use them without having to register as a user as well. For more information, please refer to the chapter "Your own services and jobs" on page 33.*

## Registering on the bizhub Evolution platform

Call up the home page of the bizhub Evolution platform at the following URL: <https://evolution.konicaminolta.de/en/>. Once there, click on [Sign up].

The registration form opens.



The screenshot shows the Konica Minolta website with the bizhub Evolution logo. The main navigation bar includes 'HOME', 'STORE', 'EN', and a help/gear icon. The page title is 'New customer'. The form fields for 'Contracting party Address' are filled with example data. The 'Contracting party' section shows 'New customer' selected. Below the form, a numbered list of steps is provided.

| Contracting party Address                          |                     |
|--|---------------------|
| Company name / Association / Organization*         | Example Inc.        |
| Address amendment                                  | optional (i.e. c/o) |
| Street*  | Examplestreet 1     |
| Zip*   | 00000               |
| City*  | Example-City        |
| Country  | Germany             |
| <input type="checkbox"/> different billing address |                     |

| Contracting party  |
|--|
| <input checked="" type="radio"/> New customer                            |
| <input type="radio"/> Existing Konica Minolta customer                   |
| <input type="radio"/> Existing customer of Konica Minolta retail partner |
| <input type="radio"/> Existing Konica Minolta retail partner             |

1. Enter the contact details of your company, organization or association.
2. Under "Contracting party", select whether you are registering as a new customer or if you are an existing customer or partner of Konica Minolta:

**Existing Konica Minolta customer:** Enter your customer number

**Existing customer of Konica Minolta retail partner:** Enter the first few letters of the retail partner, then select from the list shown.

**Existing Konica Minolta retail partner:** Enter your retail partner number.

3. Establish who will be given administrator rights and who should be the general contact in your company. If the administrator will also act as the general contact, check the "Admin is also contact person" box.
4. Give your bizhub Evolution domain a name.

### NOTES

The domain name is used as a prefix when your users log in so that they can be clearly assigned to your company. Generally speaking, you should therefore simply enter the name of your company.  
→ Do not use any upper case letters, spaces, umlauts or special characters.

5. Check the box to confirm that you have read, understood and accept the terms of use.
6. Click on [Enter bizhub Evolution] and confirm the message with [OK].

Once you have successfully registered, you will receive an e-mail with your user name and password. Click on the link in the e-mail to log into the bizhub Evolution platform and choose your own password.

## Logging in/out of the bizhub Evolution platform

### Logging in

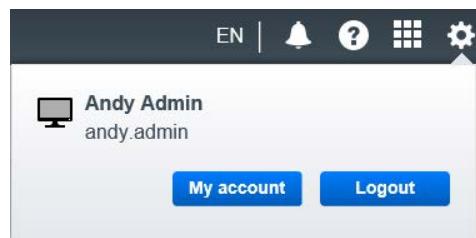
Call up the home page of the bizhub Evolution platform at the following URL: <https://evolution.konicaminolta.de/en/>  
From there, enter your user name and password and click on [Login].

#### **NOTE**

*Forgotten your password? Click on the link, enter your user name or e-mail address and we will send you a new password by e-mail.*

### Logging out

To log out, click on the gear wheel and then [Logout].



## First steps

After logging into the bizhub Evolution platform for the first time, carry out the first steps as shown.

1. Click on [Add User] to create a new user profile.

For more details about this, please refer to the chapter "Creating users" on page 12.

2. Click on [Get services] to book the services you require.

For more details about this, please refer to the chapter "Booking services for your company (Store)" on page 7.

3. Click on [Assign services] to make the subscribed services available to your users.

For more details about this, please refer to the chapter "Assigning services (provisioning)" on page 9.

## >Status overview (home page)

Once you have completed the first steps, a status overview is displayed on the home page.

Here you can see an overview of the latest services you have subscribed to. Your current, recently finished and failed jobs are displayed below this.

From here, you can start your own services, view details about your own personal jobs and search for jobs.

The screenshot shows the bizhub Evolution home page. At the top, there are service icons for 'Convert to Excel', 'Text to Speech', 'Convert to PDF', and 'Announcements'. Below these are sections for 'Latest services' and 'Finished jobs'. The 'Finished jobs' section is expanded, showing a table with columns: Service, Created, State, Last change, Files, and Progress. One row is selected, showing a 'Convert to PDF' job from 09-18-2017 10:24, which is finished with 1 file at 100.00% progress. Below this table is a 'Failed jobs' section, which is currently empty. To the right, there is a 'My Print' section with a 'Drop files here to upload, or browse' area and a 'Print' button. At the bottom, there are 'Quick links' for Security Cubes, Events, and Services, as well as links for Imprint, Cookies Statement, and Data Privacy.

If you need more information about a job, click on the arrow in the job list.

Click on the result file to open or save it.

The screenshot shows the 'Finished jobs' table from the previous screenshot. A red circle highlights the arrow icon next to the 'Convert to PDF' job, which is expanded to show its details: ID: 21381, Result files: IMG\_1695.pdf was removed (with a question mark icon), and Input files: Show... Below this table is another table for 'Failed jobs', which is currently empty.

If a job could not be processed, you can start it again here.

The screenshot shows the 'Failed jobs' table. A red circle highlights the 'Restart job' button next to the 'Translate' job, which has an ID of 20911 and an error message: 'Could not read Word document, please try as PDF'. Below this table is a 'Restart job' button.

For information about the quick links, see page 40.

## Booking and managing cloud services

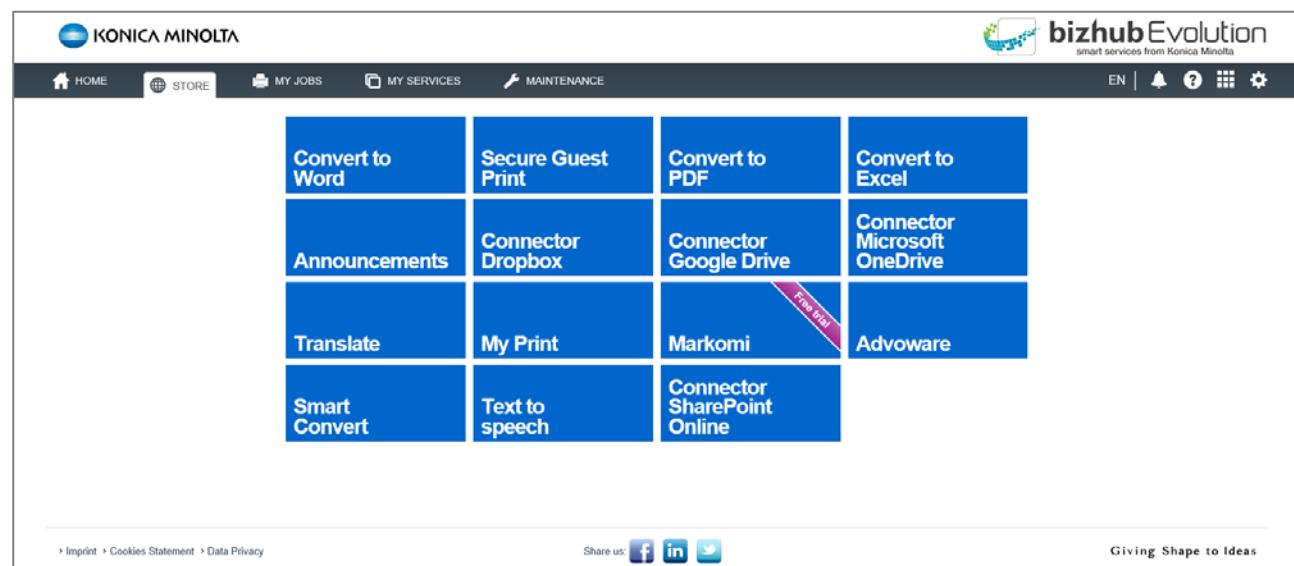
You will find all bizhub Evolution services on the [Store] tab. Users can also see the store, but can only book paid services via you as the administrator.

### NOTE

If a user has requested a service via the store, you will be notified about this by e-mail. You can then assign the desired service to the user (see "Assigning services (provisioning)" on page 9).

### Booking services for your company (Store)

If you are interested in a particular service, click on it to find out more information or to book the service (for a fee).



The screenshot shows the 'bizhub Evolution' interface with a 'STORE' tab selected. The main area displays a grid of service options:

| Convert to Word | Secure Guest Print | Convert to PDF                    | Convert to Excel             |
|-----------------|--------------------|-----------------------------------|------------------------------|
| Announcements   | Connector Dropbox  | Connector Google Drive            | Connector Microsoft OneDrive |
| Translate       | My Print           | Markomi <small>Free trial</small> | Advoware                     |
| Smart Convert   | Text to speech     | Connector SharePoint Online       |                              |

At the bottom of the grid, there is a red diagonal banner with the text 'Free trial'.

Navigation and footer elements include: KONICA MINOLTA logo, 'HOME', 'STORE', 'MY JOBS', 'MY SERVICES', 'MAINTENANCE' buttons; 'EN' language switch, a bell icon, and a gear icon; 'Share us' with social media links (Facebook, LinkedIn, Twitter); and 'Giving Shape to Ideas' tagline.

How to book a service:

1. Click on the service you require, e.g. "Convert to Word".
2. Click on [Subscribe].
3. Read the terms and conditions.  
Click to confirm your acceptance.
4. Click on [Confirm order].  
The order process is triggered.
5. Confirm the message with [OK].

You will be notified by e-mail once the Konica Minolta Team has checked your order and the product is ready. Free trial subscriptions can be used immediately.

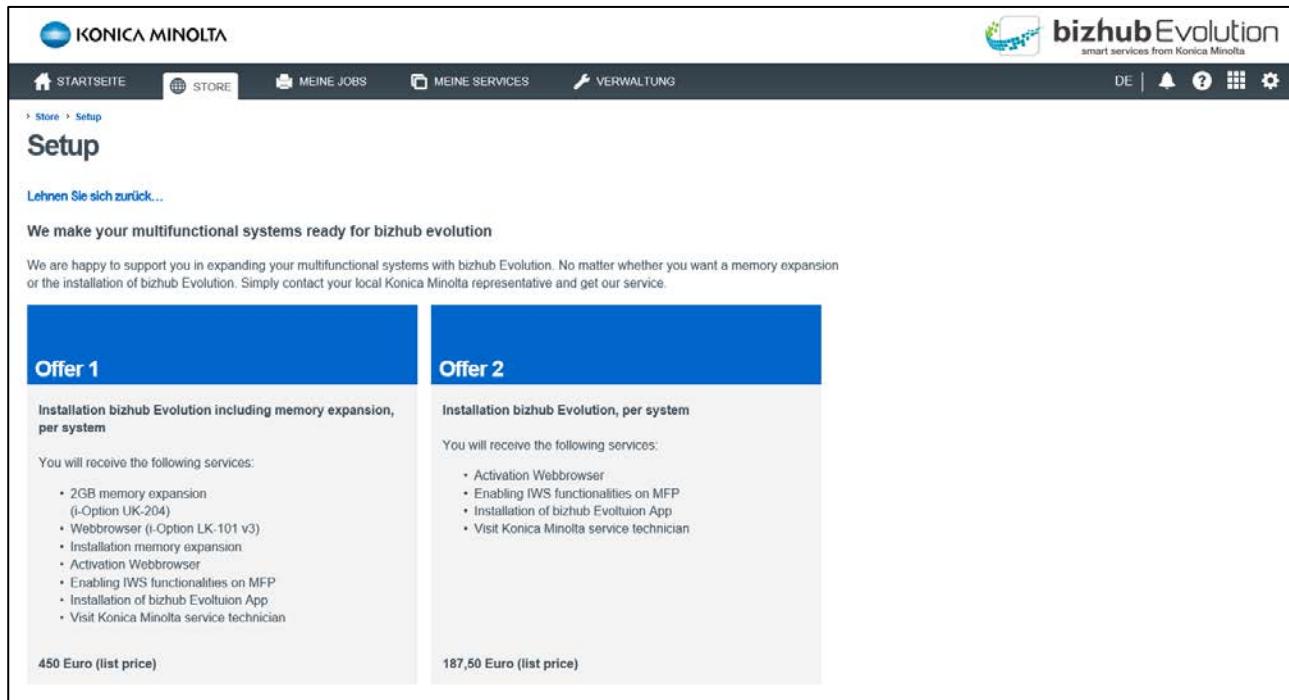
### NOTES

If you are a new customer, your customer account may still need to be enabled in order to book paid-for products and services. Once your account has been successfully enabled, your preordered products will be sent and services enabled immediately.

It may be necessary to take some preparatory steps prior to using some services. In order to use a connector, for example, you have to carry out the connector setup procedure (see "Connector setup/connecting online storage" on page 33).

### Booking MFP setup packages (for direct customers only)

Under [Store] → [Setup], direct customers will find MFP setup packages for the use of bizhub Evolution. Contact your Konica Minolta sales representative to purchase setup packages.



The screenshot shows a web interface for Konica Minolta's bizhub Evolution. At the top, there is a navigation bar with links for 'STARTSEITE', 'STORE', 'MEINE JOBS', 'MEINE SERVICES', and 'VERWALTUNG'. The 'STORE' link is highlighted. On the right side of the header, the 'bizhub Evolution' logo is displayed with the tagline 'smart services from Konica Minolta'. Below the header, a breadcrumb navigation shows 'Store > Setup'. The main content area is titled 'Setup' and contains the following text: 'Lehnen Sie sich zurück...' (Relax), 'We make your multifunctional systems ready for bizhub evolution', and 'We are happy to support you in expanding your multifunctional systems with bizhub Evolution. No matter whether you want a memory expansion or the installation of bizhub Evolution. Simply contact your local Konica Minolta representative and get our service.' The page is divided into two main sections: 'Offer 1' and 'Offer 2'. 'Offer 1' is for 'Installation bizhub Evolution including memory expansion, per system' and costs '450 Euro (list price)'. It includes a list of services: 2GB memory expansion (i-Option UK-204), Webbrowser (i-Option LK-101 v3), Installation memory expansion, Activation Webbrowser, Enabling IWS functionalities on MFP, Installation of bizhub Evolution App, and Visit Konica Minolta service technician. 'Offer 2' is for 'Installation bizhub Evolution, per system' and costs '187,50 Euro (list price)'. It includes a list of services: Activation Webbrowser, Enabling IWS functionalities on MFP, Installation of bizhub Evolution App, and Visit Konica Minolta service technician.

| Offer 1   | Offer 2  |
|---|--|
| Installation bizhub Evolution including memory expansion, per system<br>450 Euro (list price)   | Installation bizhub Evolution, per system<br>187,50 Euro (list price)  |
| You will receive the following services:  | You will receive the following services:   |
| <ul style="list-style-type: none"><li>2GB memory expansion (i-Option UK-204)</li><li>Webbrowser (i-Option LK-101 v3)</li><li>Installation memory expansion</li><li>Activation Webbrowser</li><li>Enabling IWS functionalities on MFP</li><li>Installation of bizhub Evolution App</li><li>Visit Konica Minolta service technician</li></ul> | <ul style="list-style-type: none"><li>Activation Webbrowser</li><li>Enabling IWS functionalities on MFP</li><li>Installation of bizhub Evolution App</li><li>Visit Konica Minolta service technician</li></ul> |

## Assigning services (provisioning)

In order for a service to be used, it must be assigned to a user or MFP.

You can use the search fields to filter users or devices beforehand so that you can assign specific services to specific users.

At the top of the page you will find another filter option, where you can filter systems and persons by department. However, this function is only available if you have maintained the department information in the user data and MFP data.

How to assign a service:

1. Go to [Maintenance] → [Services] and then [Provisioning].
2. On the left-hand page, select the service you wish to assign.
3. Drag and drop the service on to the desired person or on [All] to assign it to all persons on the list.  
**or**  
Drag and drop the service on to an MFP or on [All] to assign it to all MFPs.

### NOTES

If a service has to be assigned to a person, the MFPs are grayed out when you drag and drop.

If a service has to be assigned to an MFP, the persons are grayed out when you drag and drop.

With a connector (e.g. Dropbox), you also have to assign the "Pull Print" service.



4. Click on [Save].

The service has been assigned and can be used by the user.

### Removing services (de-provisioning)

How to remove a user or MFP from a service:

1. Go to [Maintenance], then [Services].
2. Click on the desired user or MFP.
3. Click on the cross on the right to remove the user/MFP from the respective service.



4. Click on [Save].

### Configuring services settings

Some services require special settings, e.g. for "Secure Guest Print".

You will find these settings here:

Menu bar → [Maintenance] → [Services] → [Settings].

#### Secure Guest Print (optional)

If you have booked the "Secure Guest Print" service, you have to apply special settings.

**Secure Guest Print**

E-mails with documents that are sent to this e-mail address generating a print job. The sender of the e-mail will receive a PIN, with which the documents on the MFP can be printed from the Secure Guest Print Service.

E-mail address:  @demo.bizhubrevolution.eu

As an alternative to the above address, you can specify an e-mail address that they can pass on to your employees for printing. It must be established whether to forward them to the actual guest print e-mail address.

Alias e-mail:

**NOTE**  
Please make sure that you have set up the appropriate forwarding service to the actual Secure Guest Print e-mail address.

Set up the e-mail address to which your guests will later be able to send their print jobs.

If you feel this e-mail address is too long, you can set up an alternative e-mail address; the alias e-mail.

#### NOTE

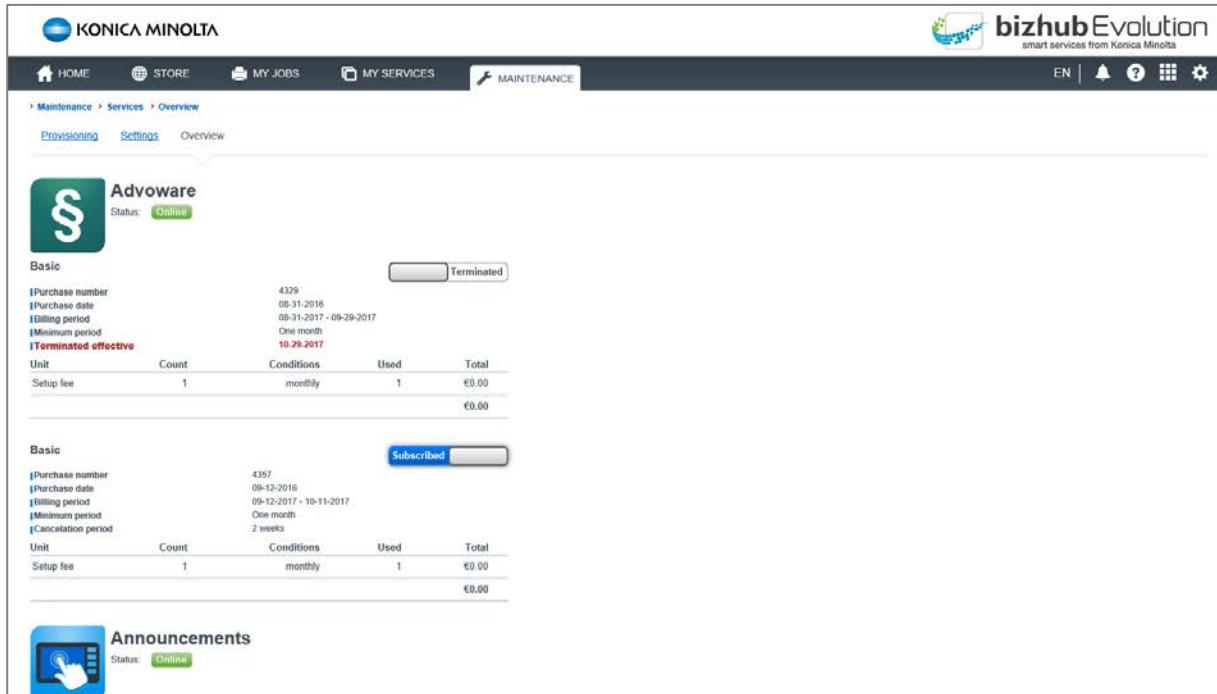
Please make sure that you have set up the appropriate forwarding service to the actual Secure Guest Print e-mail address.

## Calling up the overview of all subscribed services

You can find the overview of all subscribed services here:

Menu bar → [Maintenance] → [Services] → [Overview].

This overview shows you which services you have subscribed your company to and how many licenses you have.



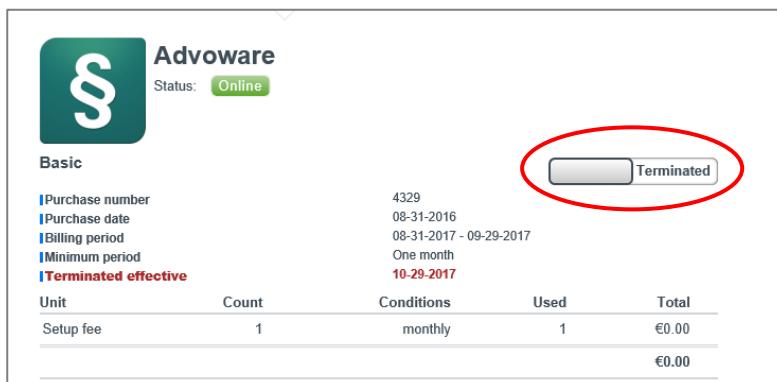
The screenshot shows the 'Services Overview' page. At the top, there are tabs for 'Provisioning', 'Settings', and 'Overview'. The 'Overview' tab is selected. Below the tabs, there are two service entries:

- Advoware**: Status: **Online**. A button labeled **Terminated** is circled in red. Below this are details: Purchase number 4329, Purchase date 08-31-2016, Billing period 08-31-2017 - 09-29-2017, Minimum period One month, and **Terminated effective** 10-29-2017. A table shows a single setup fee of 1 unit, monthly conditions, 1 used, and 0.00 total.
- Announcements**: Status: **Online**. A button labeled **Subscribed** is circled in red. Below this are details: Purchase number 4357, Purchase date 09-12-2016, Billing period 09-12-2017 - 10-11-2017, Minimum period One month, and Cancellation period 2 weeks. A table shows a single setup fee of 1 unit, monthly conditions, 1 used, and 0.00 total.

It allows you to see details such as the order number, billing period, minimum period and cancelation period, as well as cancel subscriptions or withdraw a cancelation.

### Cancelling a subscription

If you wish to cancel a subscription, switch the button to [Terminated].



The screenshot shows the 'Advoware' service details page. The 'Terminated' button is circled in red. Below it are service details: Purchase number 4329, Purchase date 08-31-2016, Billing period 08-31-2017 - 09-29-2017, Minimum period One month, and **Terminated effective** 10-29-2017. A table shows a single setup fee of 1 unit, monthly conditions, 1 used, and 0.00 total.

The date on which the termination is effective is shown.

#### NOTE

If you would like to withdraw the cancelation, switch the button back to [Subscribed].

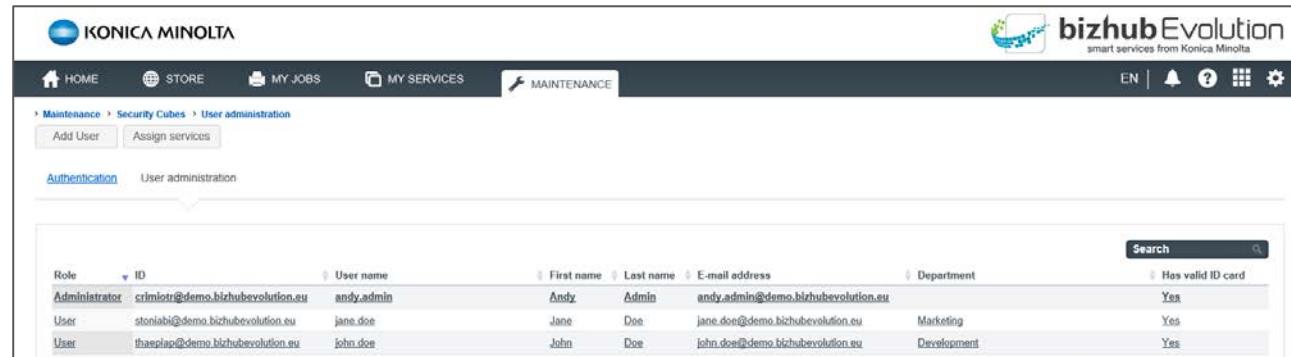
## >User administration

You can use [User administration] to configure settings relating to your users:

Menu bar → [Maintenance] → [User administration]

### Creating users

For a new user, you have to create a user profile.



The screenshot shows the 'User administration' page in the bizhub Evolution interface. At the top, there are navigation links for 'Maintenance', 'Security Cubes', and 'User administration'. Below this, there are buttons for 'Add User' and 'Assign services'. The main area is titled 'User administration' and contains a table of user data. The table has columns for 'Role', 'ID', 'User name', 'First name', 'Last name', 'E-mail address', and 'Department'. There is also a 'Search' bar and a filter for 'Has valid ID card'. The data in the table is as follows:

| Role          | ID                                | User name  | First name | Last name | E-mail address                      | Department  |
|---------------|-----------------------------------|------------|------------|-----------|-------------------------------------|-------------|
| Administrator | crimlotr@demo.bizhubrevolution.eu | andy.admin | Andy       | Admin     | andy.admin@demo.bizhubrevolution.eu |             |
| User          | stonabli@demo.bizhubrevolution.eu | jane.doe   | Jane       | Doe       | jane.doe@demo.bizhubrevolution.eu   | Marketing   |
| User          | thaeplap@demo.bizhubrevolution.eu | john.doe   | John       | Doe       | john.doe@demo.bizhubrevolution.eu   | Development |

How to create a new user:

1. Go to [Maintenance], then [User administration].
2. Click on [Add User].  
A dialog screen appears for entering user data.
3. Enter the user data.

#### NOTES

All fields marked with an asterisk (\*) are mandatory. These details must always be entered in order to create a record that is compatible with the system.

If the user is to be able to use external authentication solutions (e.g. YSoft SafeQ, Pcounter, PageScope Suite) to log into bizhub Evolution on the MFP (Single Sign-on), the user name in bizhub Evolution must be identical to the one used for the external authentication solution (see also "Enabling external user authentication" on page 17).

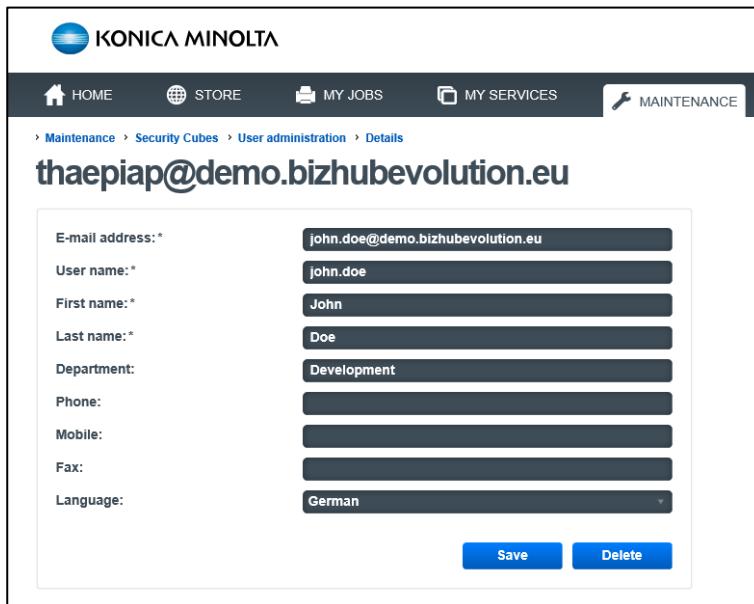
4. Click on [Create].  
The user is created.
5. Confirm the process with [OK].  
The user automatically receives an e-mail with their password for logging into bizhub Evolution

#### NOTE

After the logging in for the first time, the user can change the generated password to one of their own choice in the account settings.

## Deleting a user

If a user no longer works with the system, you can permanently delete them.



The screenshot shows the 'User administration' details page for a user named 'thaepiap@demo.bizhubevolution.eu'. The user's details are listed in a table:

|                  |                                  |
|------------------|----------------------------------|
| E-mail address:* | john.doe@demo.bizhubevolution.eu |
| User name:*      | john.doe                         |
| First name:*     | John                             |
| Last name:*      | Doe                              |
| Department:      | Development                      |
| Phone:           |                                  |
| Mobile:          |                                  |
| Fax:             |                                  |
| Language:        | German                           |

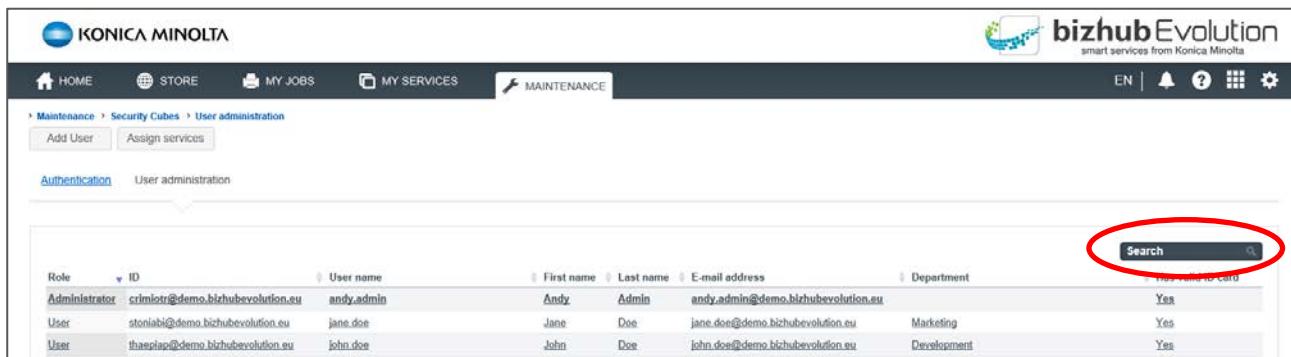
At the bottom of the page are two buttons: 'Save' and 'Delete'.

How to delete a user:

1. Go to [Maintenance], then [User administration].
2. Select the desired user from the list.
3. Click on the user's ID or e-mail address.  
This takes you to the user information.
4. Click on [Delete] under the user details.
5. Confirm the process with [OK].  
The user is deleted from the system.

## Searching for a user

The search field allows you to search through your user list.



The screenshot shows the 'User administration' search results page. The search bar at the top right is circled in red. The results table displays the following data:

| Role          | ID                               | User name  | First name | Last name | E-mail address                     | Department  | Yes/No |
|---------------|----------------------------------|------------|------------|-----------|------------------------------------|-------------|--------|
| Administrator | crimot@demo.bizhubevolution.eu   | andy.admin | Andy       | Admin     | andy.admin@demo.bizhubevolution.eu |             | Yes    |
| User          | stonlab@demo.bizhubevolution.eu  | jane.doe   | Jane       | Doe       | jane.doe@demo.bizhubevolution.eu   | Marketing   | Yes    |
| User          | thaepiap@demo.bizhubevolution.eu | john.doe   | John       | Doe       | john.doe@demo.bizhubevolution.eu   | Development | Yes    |

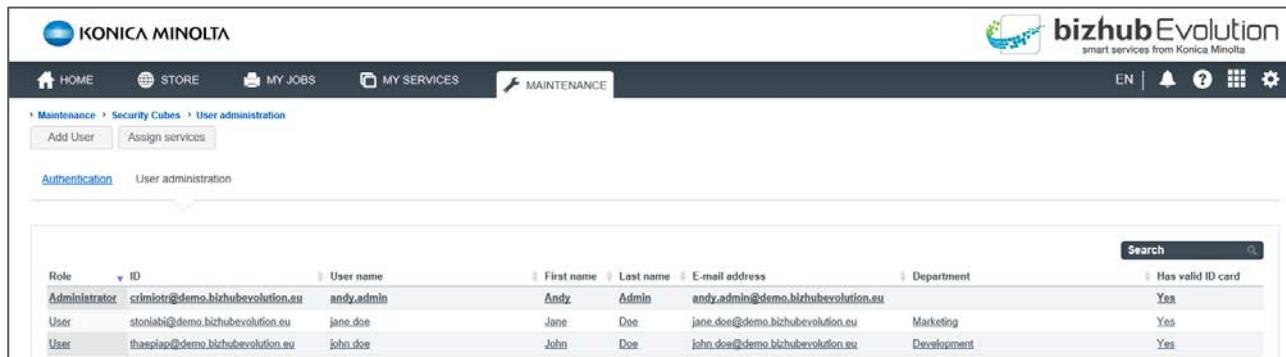
For example, enter the surname of a user in the search field to display the data relating to this person.

### NOTE

The number of filtered users is displayed under the search results

## Displaying user information

User information can be called up directly via the user list.



The screenshot shows the 'User administration' section of the bizhub Evolution web interface. At the top, there are navigation links for 'HOME', 'STORE', 'MY JOBS', 'MY SERVICES', and 'MAINTENANCE'. The 'MAINTENANCE' tab is active. Below the navigation, a breadcrumb trail shows 'Maintenance > Security Cubes > User administration'. There are two buttons: 'Add User' and 'Assign services'. The main area is titled 'Authentication' and 'User administration'. A table lists users with columns: Role, ID, User name, First name, Last name, E-mail address, Department, and Has valid ID card. The data is as follows:

| Role          | ID                                | User name  | First name | Last name | E-mail address                      | Department  | Has valid ID card |
|---------------|-----------------------------------|------------|------------|-----------|-------------------------------------|-------------|-------------------|
| Administrator | crimotr@demo.bizhubrevolution.eu  | andy.admin | Andy       | Admin     | andy.admin@demo.bizhubrevolution.eu |             | Yes               |
| User          | stoniabi@demo.bizhubrevolution.eu | jane.doe   | Jane       | Doe       | jane.doe@demo.bizhubrevolution.eu   | Marketing   | Yes               |
| User          | thaepiap@demo.bizhubrevolution.eu | john.doe   | John       | Doe       | john.doe@demo.bizhubrevolution.eu   | Development | Yes               |

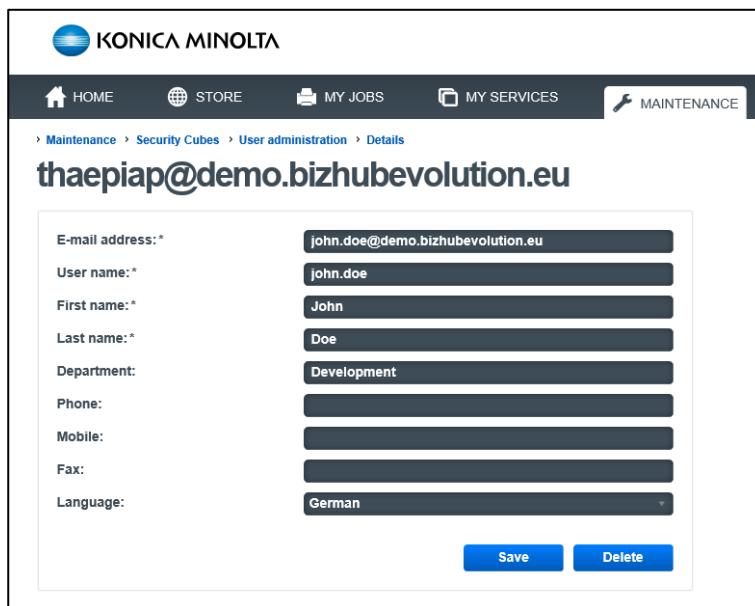
Click on the ID or e-mail address to view the user information for a particular person.

**NOTE**

The user's personal data can be seen only by the administrator and the user themselves. External users, e.g. bizhub Evolution service staff, see only the pseudonymized e-mail address (User ID).

## Adding/changing user information

You can add or change user data at a later date, if necessary. All fields marked with an asterisk (\*) are mandatory. These details must always be entered in order to create a record that is compatible with the system.



The screenshot shows the 'Details' page for the user 'thaepiap@demo.bizhubrevolution.eu'. The top navigation is identical to the previous screenshot. The page title is 'thaepiap@demo.bizhubrevolution.eu'. The left sidebar lists fields: E-mail address, User name, First name, Last name, Department, Phone, Mobile, Fax, and Language. The right side shows the current values: john.doe@demo.bizhubrevolution.eu, john.doe, John, Doe, Development, and German. At the bottom are 'Save' and 'Delete' buttons.

How to add/change user information:

1. Go to [Maintenance], then [User administration].
2. Select the desired user from the list.
3. Click on the user's ID or e-mail address. This takes you to the user information.

4. Change the user details.
5. Under the user details, click on [Save].  
The changes to the data are saved.

## Handing out an ID card

An ID card gives users access to the MFPs.

**ID card**

Deliver an ID card to your employee for fast and secure authentication on the MFP.

**Hand out ID card**

How to issue an ID card:

1. Go to [Maintenance], then [User administration].
2. Select the desired user from the list.
3. Click on the user's ID or e-mail address.  
This takes you to the user information.
4. Under "ID card", click on [Hand out ID card].
5. Confirm the process with [OK].  
The card PIN is displayed.

The user automatically receives an e-mail with their personal card PIN.  
Once the ID card has been issued, the user can use the card PIN to enable the card at the MFP.

## Disabling an ID card

You can disable an ID card so that the user can no longer log into the MFP.

**ID card**

Has valid ID card Yes

**Disable**

How do disable an ID card:

1. Go to [Maintenance], then [User administration].
2. Select the desired user from the list.
3. Click on the user's ID or e-mail address.  
This takes you to the user information.
4. Under "ID card", click on [Disable].
5. Confirm the process with [OK].  
The ID card is disabled.

## Resetting the password

If a user has forgotten their password, you can reset the user's password. The user then automatically receives an e-mail with a new password.

**Reset password**

The user lost his password? Reset the password of the user now. The user will receive a new password via e-mail.

**Reset password**

How to reset a user's password:

1. Go to [Maintenance], then [User administration].
2. Select the desired user from the list.
3. Click on the user's ID or e-mail address.  
This takes you to the user information.
4. Under "Reset password", click on [Reset password].
5. Confirm the process with [OK].  
The password is reset and the e-mail with the new password is automatically sent to the user.

**NOTE**

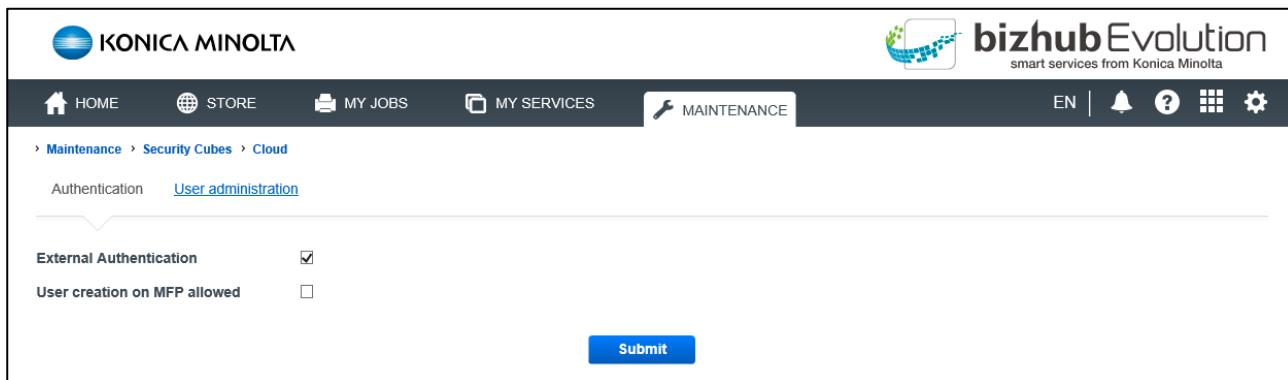
*After the logging in for the first time, the user can change the generated password to one of their own choice in the account settings.*

## Enabling external user authentication

Enable the [External Authentication] function if you already use an external authentication solution (e.g. YSoft, SafeQ, Pcounter, PageScope Suite, etc.). This allows your users to log into bizhub Evolution via the MFP through automated authentication, as with "single sign-on".

### NOTE

Having an internal cost center login on the MFP is generally not possible with bizhub Evolution.



The screenshot shows the Konica Minolta bizhub Evolution user administration interface. At the top, there are navigation links for HOME, STORE, MY JOBS, MY SERVICES, and MAINTENANCE. On the right, there are language and notification icons. The main menu shows 'Maintenance > Security Cubes > Cloud'. Under 'Authentication', the 'User administration' link is selected. In the configuration section, there are two checkboxes: 'External Authentication' (checked) and 'User creation on MFP allowed' (unchecked). A 'Submit' button is at the bottom.

How to enable external user authentication:

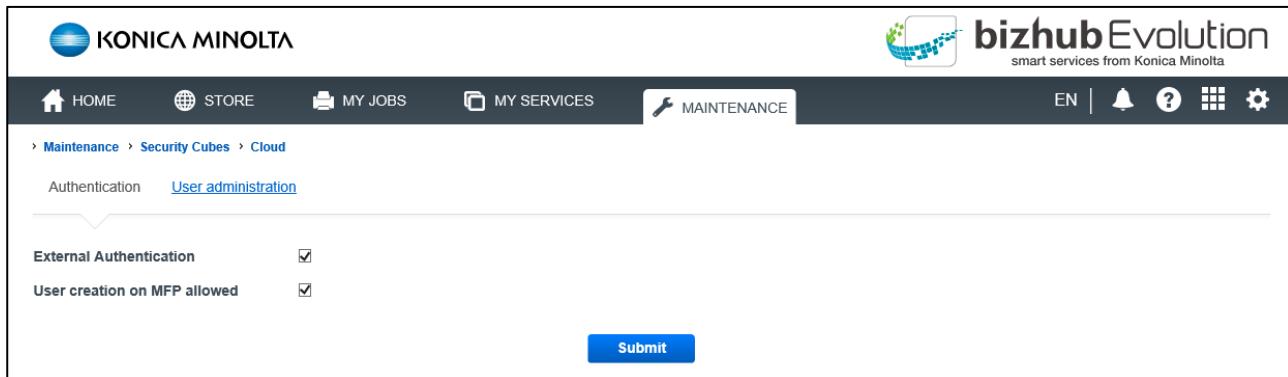
1. Go to [Maintenance], then [User administration].
2. Click on [Authentication].
3. Check the box if you wish to enable external authentication.
4. Check the box if you wish to allow user creation on the MFP. (see "Enabling user creation on the MFP")
5. Click on [Submit].
6. Confirm the settings with [OK].

### NOTES

- The user name for the external authentication solution must be identical to the user name in bizhub Evolution, e.g. SAM-Account-Name. It is not strictly necessary for the bizhub Evolution platform to be connected to your directory service, but it is advisable to have it connected to an external/existing authentication service. This simplifies user administration (see also "Security cubes (data security)" on page 26).
- External authentication via your Active Directory is only possible if you have a self-hosted security cube installed (see "Security cubes (data security)" on page 26).
- If you require help with external authentication for bizhub Evolution, please contact your Konica Minolta sales representative.

### Enabling user creation on the MFP

Enable the [User creation on MFP allowed] function if you wish to use external authentication and to allow users to register on bizhub Evolution directly via the MFP (not in connection with a self-hosted security cube).



How to register as a user on the MFP:

1. The user logs into the MFP or the authentication solution.
2. The user opens the bizhub Evolution application. The system checks whether this user has already been created in bizhub Evolution. If not, a registration dialog window appears on the MFP.



The user name from your authentication solution is automatically applied.

3. The user completes the details in the registration dialog window and presses the [Register] button. Registration is complete.

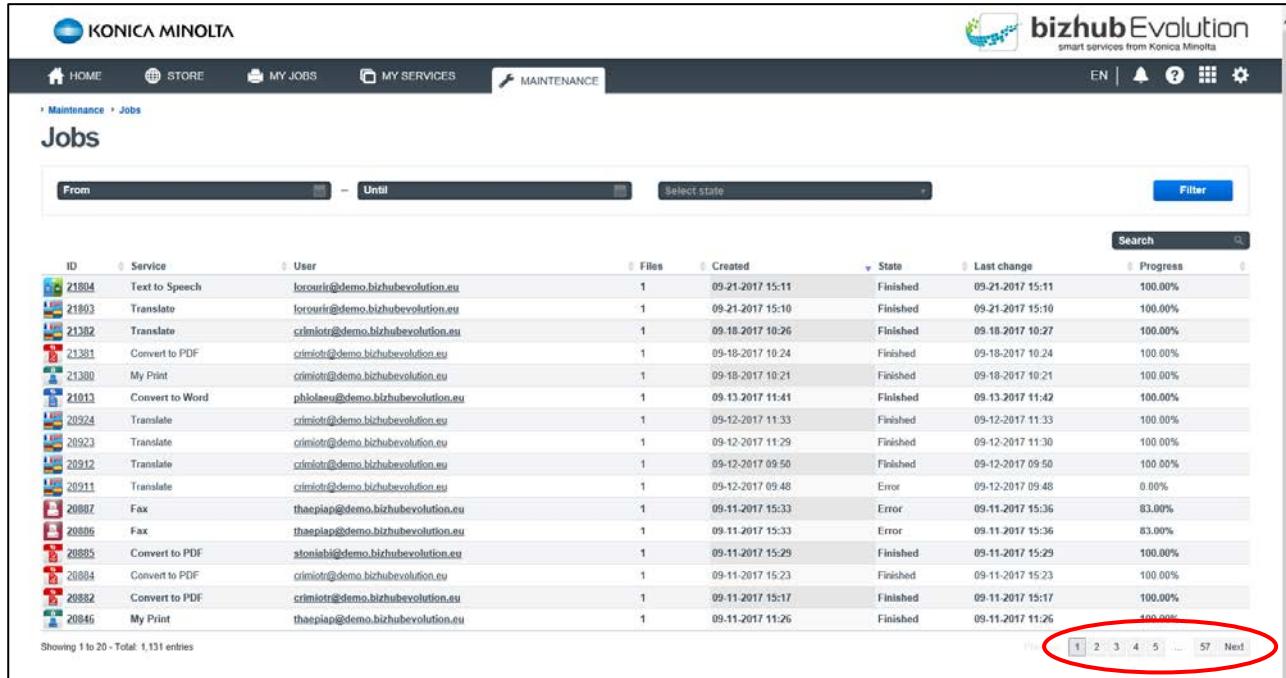
#### NOTES

- *The administrator must assign any booked services to users who have registered directly via the MFP so that they can access the services on the MFP and the bizhub Evolution platform.*
- *The user automatically receives an e-mail with a password for the bizhub Evolution platform so that they can also use the services via a web browser.*  
*After the user has logged in for the first time, they can change their password in bizhub Evolution.*

## Managing users' jobs

A clear list of the bizhub Evolution jobs of all users can be found here:

Menu bar → [Maintenance] → [Jobs].



The screenshot shows the 'Jobs' page of the bizhub Evolution interface. At the top, there are navigation links: HOME, STORE, MY JOBS, MY SERVICES, MAINTENANCE, and a user icon. The MAINTENANCE link is highlighted. On the right, there are language (EN), notification, help, and settings icons. The main title is 'Jobs'. Below the title, there are filters for 'From' and 'Until', a 'Select state' dropdown, and a 'Filter' button. A search bar with a magnifying glass icon is also present. The main content area displays a table of 20 jobs. The columns are: ID, Service, User, Files, Created, State, Last change, and Progress. The data includes various job types like Text to Speech, Translate, and Convert to PDF, with users like lourur@demo.bizhubrevolution.eu and grimiotr@demo.bizhubrevolution.eu. The last page indicator at the bottom is circled in red, showing page 57 of 1,131 entries.

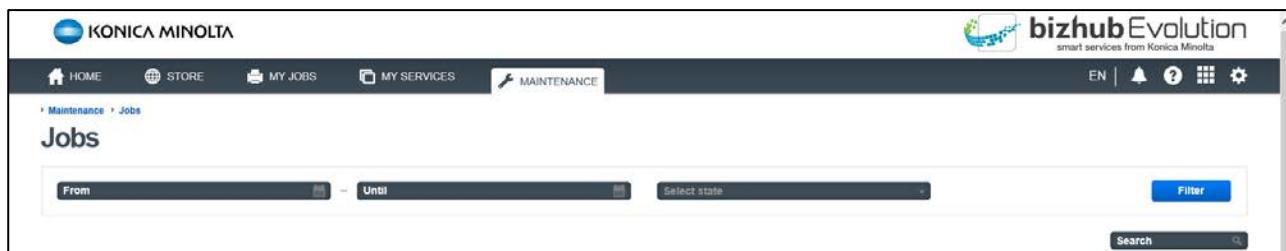
The 20 most recent jobs are shown first. Use the page indicator at the bottom of the job list to view older jobs.

Some of the column names, such as "Created", have little arrows in front of them. You can use these to change the sort order, e.g. from the oldest entry to the most recent.



This screenshot shows the same 'Jobs' page as the previous one, but with a red arrow pointing to the 'Created' column header. The 'Created' column has a downward-pointing arrow, indicating it can be sorted. The rest of the page structure is identical to the first screenshot.

At the top of the job list you can also find filters and a keyword search feature.



This screenshot shows the top navigation bar of the 'Jobs' page. It includes the KONICA MINOLTA logo, a user icon, and navigation links for HOME, STORE, MY JOBS, MY SERVICES, and MAINTENANCE. The MAINTENANCE link is highlighted. On the right, there are language (EN), notification, help, and settings icons. Below the navigation, there is a 'Maintenance > Jobs' breadcrumb, the 'Jobs' title, and a search bar with a magnifying glass icon. The top of the main content area shows the same job list structure as the previous screenshots.

You can filter the job list according to the following criteria:

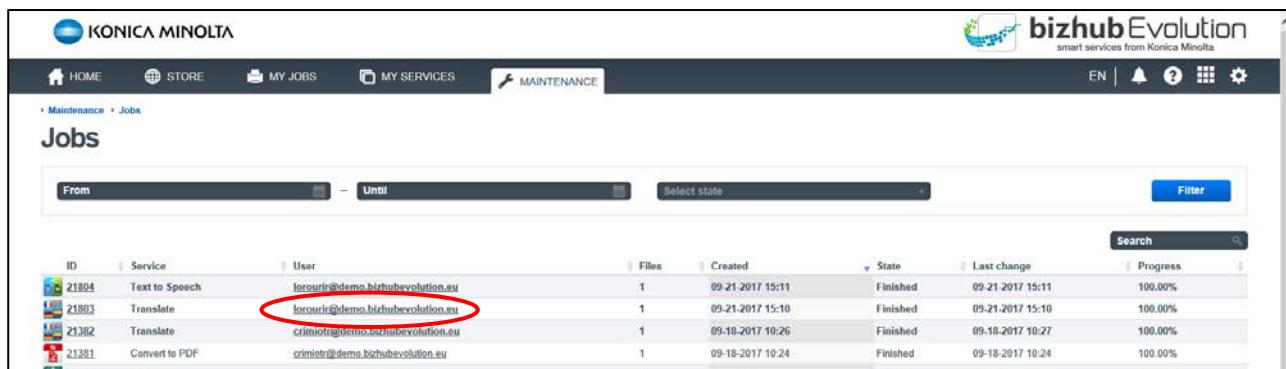
- Time period (start date/end date)
- State
- Keyword search

### NOTE

The filters and keyword search can be combined:

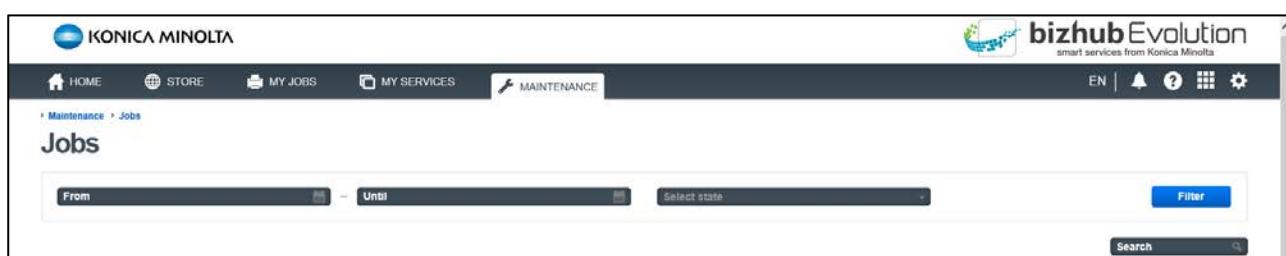
## Viewing all the jobs of one user

Clicking on the name of a user in the job list displays all the jobs that this user has set up.



| ID    | Service        | User                              | Files | Created          | State    | Last change      | Progress |
|-------|----------------|-----------------------------------|-------|------------------|----------|------------------|----------|
| 21804 | Text to Speech | lourur@demo.bizhubrevolution.eu   | 1     | 09-21-2017 15:11 | Finished | 09-21-2017 15:11 | 100.00%  |
| 21803 | Translate      | lourur@demo.bizhubrevolution.eu   | 1     | 09-21-2017 15:10 | Finished | 09-21-2017 15:10 | 100.00%  |
| 21382 | Translate      | grimiott@demo.bizhubrevolution.eu | 1     | 09-18-2017 10:26 | Finished | 09-18-2017 10:27 | 100.00%  |
| 21381 | Convert to PDF | grimiott@demo.bizhubrevolution.eu | 1     | 09-18-2017 10:24 | Finished | 09-18-2017 10:24 | 100.00%  |

To find a specific job, the jobs can be filtered by time period or state. The keyword search is also helpful for finding specific jobs.



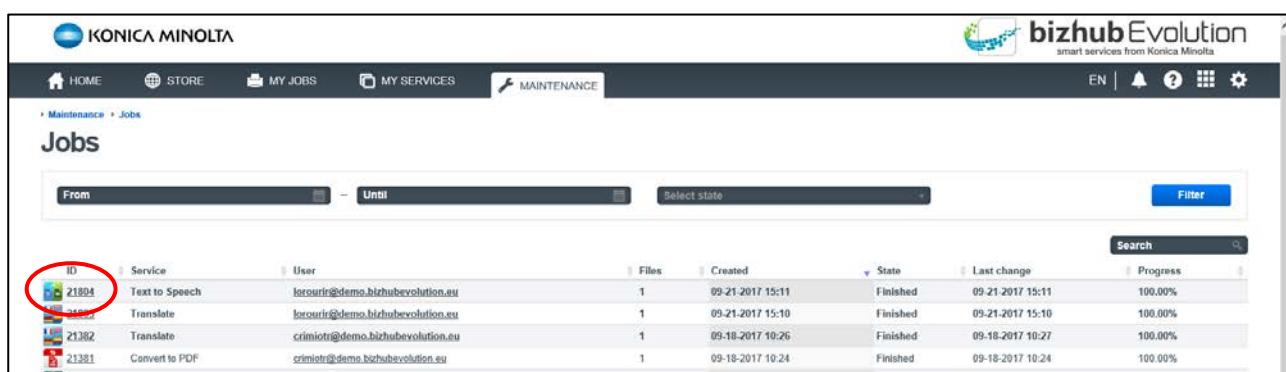
| ID    | Service        | User                              | Files | Created          | State    | Last change      | Progress |
|-------|----------------|-----------------------------------|-------|------------------|----------|------------------|----------|
| 21804 | Text to Speech | lourur@demo.bizhubrevolution.eu   | 1     | 09-21-2017 15:11 | Finished | 09-21-2017 15:11 | 100.00%  |
| 21803 | Translate      | lourur@demo.bizhubrevolution.eu   | 1     | 09-21-2017 15:10 | Finished | 09-21-2017 15:10 | 100.00%  |
| 21382 | Translate      | grimiott@demo.bizhubrevolution.eu | 1     | 09-18-2017 10:26 | Finished | 09-18-2017 10:27 | 100.00%  |
| 21381 | Convert to PDF | grimiott@demo.bizhubrevolution.eu | 1     | 09-18-2017 10:24 | Finished | 09-18-2017 10:24 | 100.00%  |

### NOTE

If a user reports a problem with a particular job, request the job ID and search for that in the keyword search.

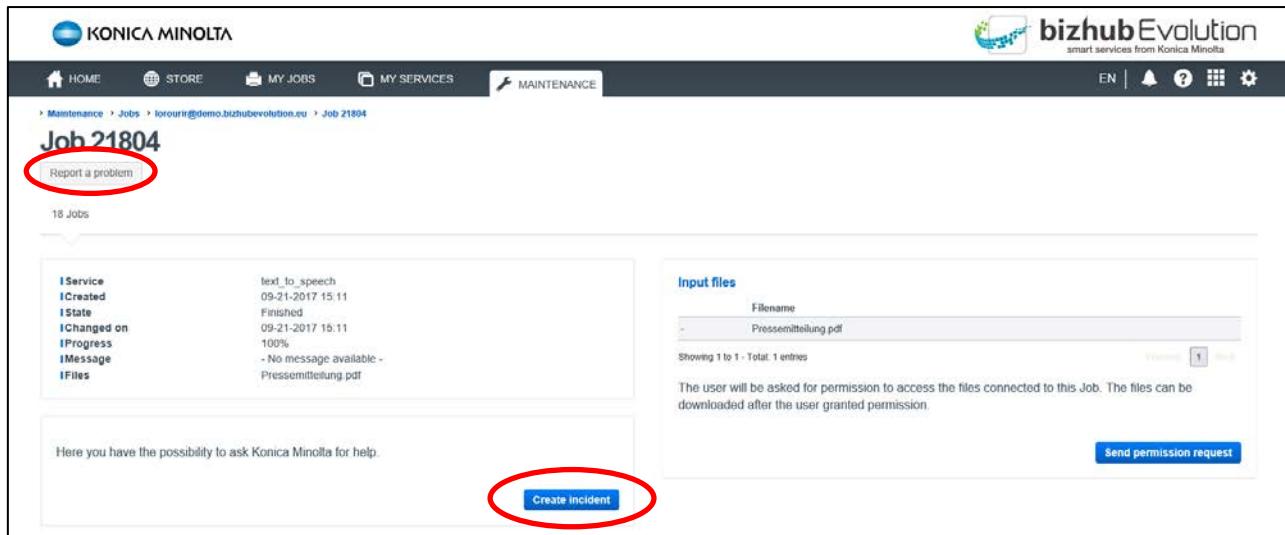
## Viewing job details

If you need more information about a job, click on the ID in the job list.



| ID    | Service        | User                              | Files | Created          | State    | Last change      | Progress |
|-------|----------------|-----------------------------------|-------|------------------|----------|------------------|----------|
| 21804 | Text to Speech | lourur@demo.bizhubrevolution.eu   | 1     | 09-21-2017 15:11 | Finished | 09-21-2017 15:11 | 100.00%  |
| 21803 | Translate      | lourur@demo.bizhubrevolution.eu   | 1     | 09-21-2017 15:10 | Finished | 09-21-2017 15:10 | 100.00%  |
| 21382 | Translate      | grimiott@demo.bizhubrevolution.eu | 1     | 09-18-2017 10:26 | Finished | 09-18-2017 10:27 | 100.00%  |
| 21381 | Convert to PDF | grimiott@demo.bizhubrevolution.eu | 1     | 09-18-2017 10:24 | Finished | 09-18-2017 10:24 | 100.00%  |

A summary of the job details will be clearly displayed. To access the input or output file, you must request permission from your user. For more details about this, please refer to the chapter "Sending a permission request" on page 21.

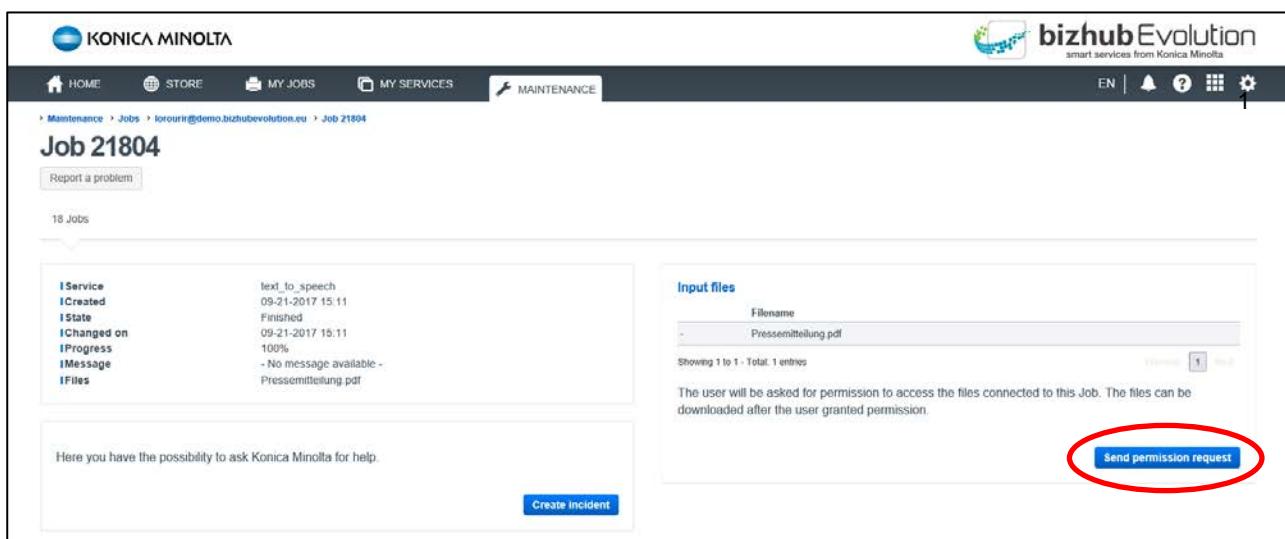


The screenshot shows the 'Job 21804' details page. At the top left is the Konica Minolta logo, and at the top right is the bizhub Evolution logo. The page header includes 'HOME', 'STORE', 'MY JOBS', 'MY SERVICES', 'MAINTENANCE', 'EN', a notification icon, and a gear icon. The main content area shows the job ID 'Job 21804' and a 'Report a problem' button, which is circled in red. Below this is a table with job details: Service (text\_to\_speech), Created (09-21-2017 15:11), State (Finished), Changed on (09-21-2017 15:11), Progress (100%), Message (- No message available -), and Files (Pressemeldung.pdf). To the right is an 'Input files' section with a table showing one entry: Pressemeldung.pdf. A note below states: 'The user will be asked for permission to access the files connected to this Job. The files can be downloaded after the user granted permission.' At the bottom left is a 'Create incident' button, which is also circled in red. At the bottom right is a 'Send permission request' button.

If you wish to report a problem with the job, click on [Report a problem] or [Create incident]. For more information about this, please refer to the chapter "Support" on page 27.

## Sending a permission request

For reasons of data protection not even administrators have access to users' files. Should it be necessary to analyze the input and output files, however, you can ask a user to release their data.



The screenshot is identical to the one above, showing the 'Job 21804' details page. The 'Send permission request' button, located at the bottom right of the 'Input files' section, is circled in red.

How to request data release:

1. Go to [Maintenance] → [Jobs].
2. Click on the ID of the job for which you need the data release.  
The job details are displayed.
3. Click on [Send permission request].  
The user is notified of your permission request.

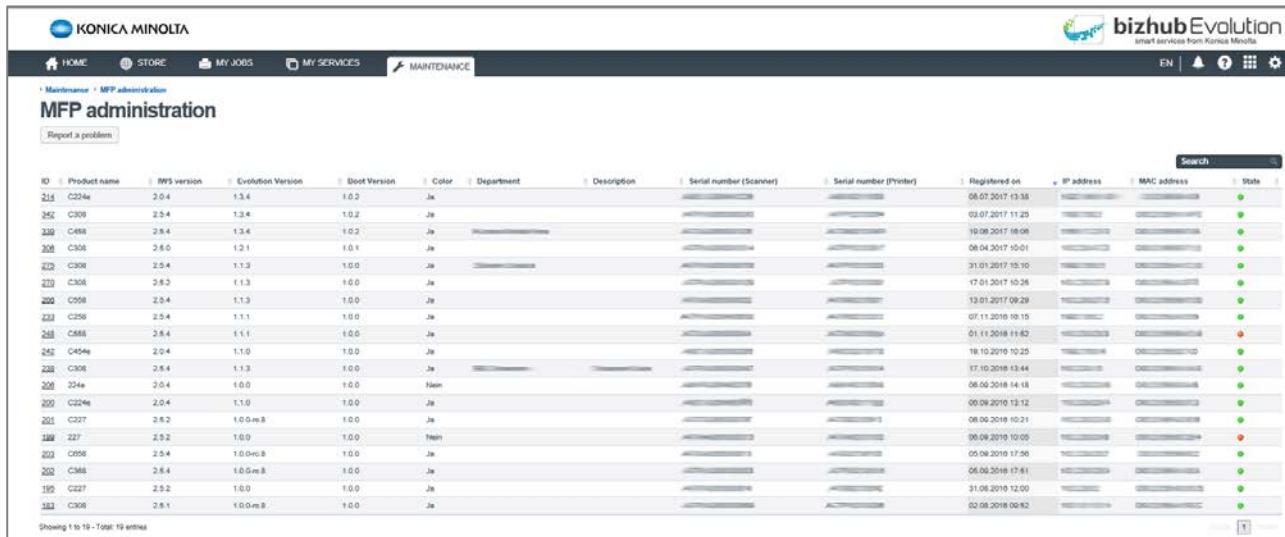
The user automatically receives a permission request via e-mail. The permission request is also displayed on the user's bizhub Evolution home page. You will be notified by e-mail once the user has granted or refused permission.

## ◀ MFP administration

You can find the overview of all MFPs here:

Menu bar → [Maintenance] → [MFP administration].

You can configure the settings relating to your MFPs here. The end of each row shows the state of the system. If the state indicator is green, the system is ready for operation.



| ID  | Product name | IWS version | Evolution Version | Boot Version | Color | Department | Description | Serial number (Scanner) | Serial number (Printer) | Registered on    | IP address | MAC address | State |
|-----|--------------|-------------|-------------------|--------------|-------|------------|-------------|-------------------------|-------------------------|------------------|------------|-------------|-------|
| 218 | C224e        | 2.0.4       | 1.3.4             | 1.0.0        | Ja    |            |             |                         |                         | 06.07.2017 13:38 |            |             | ●     |
| 352 | C308         | 2.5.4       | 1.3.4             | 1.0.2        | Ja    |            |             |                         |                         | 03.07.2017 11:25 |            |             | ●     |
| 322 | C488         | 2.5.4       | 1.3.4             | 1.0.2        | Ja    |            |             |                         |                         | 19.08.2017 18:08 |            |             | ●     |
| 308 | C308         | 2.5.0       | 1.2.1             | 1.0.1        | Ja    |            |             |                         |                         | 08.04.2017 10:01 |            |             | ●     |
| 222 | C308         | 2.5.4       | 1.1.3             | 1.0.0        | Ja    |            |             |                         |                         | 31.01.2017 15:10 |            |             | ●     |
| 223 | C308         | 2.5.2       | 1.1.3             | 1.0.0        | Ja    |            |             |                         |                         | 17.01.2017 10:28 |            |             | ●     |
| 200 | C508         | 2.5.4       | 1.1.3             | 1.0.0        | Ja    |            |             |                         |                         | 13.01.2017 09:29 |            |             | ●     |
| 233 | C258         | 2.5.4       | 1.1.1             | 1.0.0        | Ja    |            |             |                         |                         | 07.11.2016 18:15 |            |             | ●     |
| 218 | C488         | 2.5.4       | 1.1.1             | 1.0.0        | Ja    |            |             |                         |                         | 01.11.2016 11:42 |            |             | ●     |
| 242 | C454e        | 2.0.4       | 1.1.0             | 1.0.0        | Ja    |            |             |                         |                         | 18.10.2016 10:25 |            |             | ●     |
| 228 | C308         | 2.5.4       | 1.1.3             | 1.0.0        | Ja    |            |             |                         |                         | 17.10.2016 13:44 |            |             | ●     |
| 208 | C244e        | 2.0.4       | 1.0.0             | 1.0.0        | Nein  |            |             |                         |                         | 06.09.2016 14:18 |            |             | ●     |
| 200 | C224e        | 2.0.4       | 1.1.0             | 1.0.0        | Ja    |            |             |                         |                         | 09.09.2016 13:12 |            |             | ●     |
| 201 | C227         | 2.6.2       | 1.0.0-m.8         | 1.0.0        | Ja    |            |             |                         |                         | 08.06.2016 10:21 |            |             | ●     |
| 188 | C27          | 2.5.2       | 1.0.0             | 1.0.0        | Nein  |            |             |                         |                         | 06.09.2016 10:09 |            |             | ●     |
| 203 | C508         | 2.5.4       | 1.0.0-m.8         | 1.0.0        | Ja    |            |             |                         |                         | 05.08.2016 17:56 |            |             | ●     |
| 202 | C488         | 2.5.4       | 1.0.0-m.8         | 1.0.0        | Ja    |            |             |                         |                         | 06.08.2016 17:51 |            |             | ●     |
| 195 | C227         | 2.5.2       | 1.0.0             | 1.0.0        | Ja    |            |             |                         |                         | 31.08.2016 12:00 |            |             | ●     |
| 183 | C308         | 2.5.1       | 1.0.0-m.8         | 1.0.0        | Ja    |            |             |                         |                         | 02.08.2016 09:42 |            |             | ●     |

## Registering an MFP on bizhub Evolution

To register an MFP, you must take various steps:

**Add MFPs**

Please download the IWS installation tool first. Start this program and follow the instructions. Then add the bizhub Evolution app and install the app on every machine that is intended to run bizhub Evolution.

[Download IWS install tool](#)

[Download bizhub Evolution app](#)

[Register MFP](#)

- Download and install the IWS installation tool
- Download and install the bizhub Evolution app
- Generate the registration code
- Register the MFP

For more details about this, please refer to the separate bizhub Evolution installation manual.

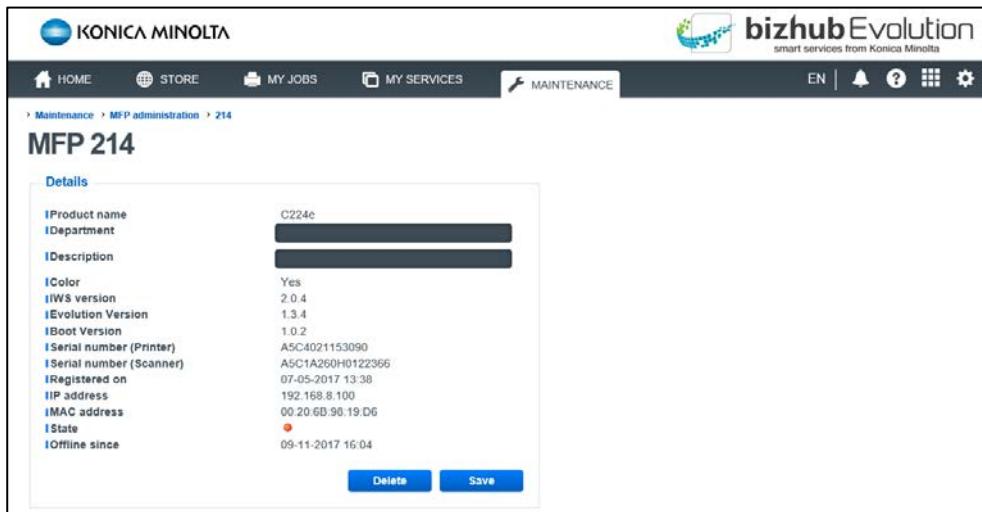
### NOTE

You can call up the installation manual here:

Quick access toolbar → [?] → [Support Information] → [Manuals]

## Deleting an MFP

If an MFP is no longer available, you can delete it from the list of MFPs.



**MFP 214**

**Details**

|                         |                   |
|-------------------------|-------------------|
| Product name            | C224e             |
| Department              | [REDACTED]        |
| Description             | [REDACTED]        |
| Color                   | Yes               |
| IWS version             | 2.0.4             |
| Evolution Version       | 1.3.4             |
| Boot Version            | 1.0.2             |
| Serial number (Printer) | A5C4021153090     |
| Serial number (Scanner) | A5C1A260H0122366  |
| Registered on           | 07-05-2017 13:38  |
| IP address              | 192.168.8.100     |
| MAC address             | 00:20:6B:98:19:D6 |
| State                   | ●                 |
| Offline since           | 09-11-2017 16:04  |

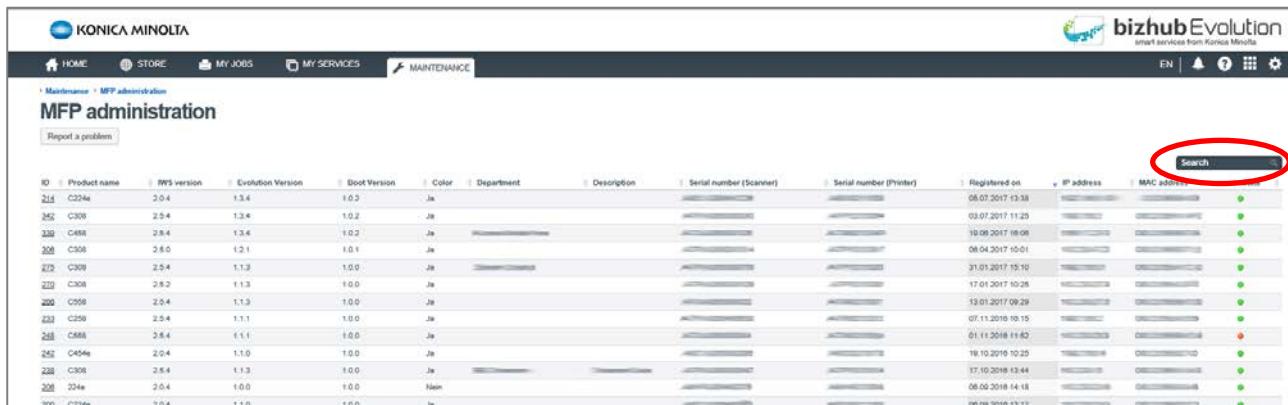
**Buttons:** Delete, Save

How to delete an MFP:

1. Go to [Maintenance], then [MFP Administration].
2. Select the desired MFP from the list.
3. To view the details, click on the ID.  
This takes you to the MFP details.
4. Click on [Delete].
5. Confirm the process with [OK].  
The MFP is permanently deleted.

## Searching for an MFP

The search field allows you to search through your MFP list.



| ID  | Product name | IWS version | Evolution Version | Boot Version | Color | Department | Description | Serial number (Scanner) | Serial number (Printer) | Registered on    | IP address | MAC address |
|-----|--------------|-------------|-------------------|--------------|-------|------------|-------------|-------------------------|-------------------------|------------------|------------|-------------|
| 214 | C224e        | 2.0.4       | 1.3.4             | 1.0.2        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 06.07.2017 13:38 | [REDACTED] | [REDACTED]  |
| 262 | C300         | 2.5.4       | 1.3.4             | 1.0.2        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 03.07.2017 11:23 | [REDACTED] | [REDACTED]  |
| 229 | C450         | 2.5.4       | 1.3.4             | 1.0.2        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 10.09.2017 16:08 | [REDACTED] | [REDACTED]  |
| 308 | C508         | 2.6.0       | 1.2.1             | 1.0.1        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 08.04.2017 10:01 | [REDACTED] | [REDACTED]  |
| 223 | C100         | 2.5.4       | 1.1.3             | 1.0.0        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 31.01.2017 15:10 | [REDACTED] | [REDACTED]  |
| 222 | C300         | 2.5.4       | 1.1.3             | 1.0.0        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 17.01.2017 10:26 | [REDACTED] | [REDACTED]  |
| 220 | C508         | 2.5.4       | 1.1.3             | 1.0.0        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 13.01.2017 09:29 | [REDACTED] | [REDACTED]  |
| 221 | C250         | 2.5.4       | 1.1.1             | 1.0.0        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 07.11.2016 10:15 | [REDACTED] | [REDACTED]  |
| 228 | C450i        | 2.5.4       | 1.1.1             | 1.0.0        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 01.11.2016 11:42 | [REDACTED] | [REDACTED]  |
| 252 | C454e        | 2.0.4       | 1.1.0             | 1.0.0        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 18.10.2016 10:23 | [REDACTED] | [REDACTED]  |
| 228 | C508         | 2.5.4       | 1.1.3             | 1.0.0        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 17.10.2016 13:44 | [REDACTED] | [REDACTED]  |
| 226 | C224e        | 2.0.4       | 1.0.0             | 1.0.0        | Nein  | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 06.02.2016 14:18 | [REDACTED] | [REDACTED]  |
| 100 | C703e        | 2.0.4       | 1.1.0             | 1.0.0        | Ja    | [REDACTED] | [REDACTED]  | [REDACTED]              | [REDACTED]              | 08.08.2016 13:13 | [REDACTED] | [REDACTED]  |

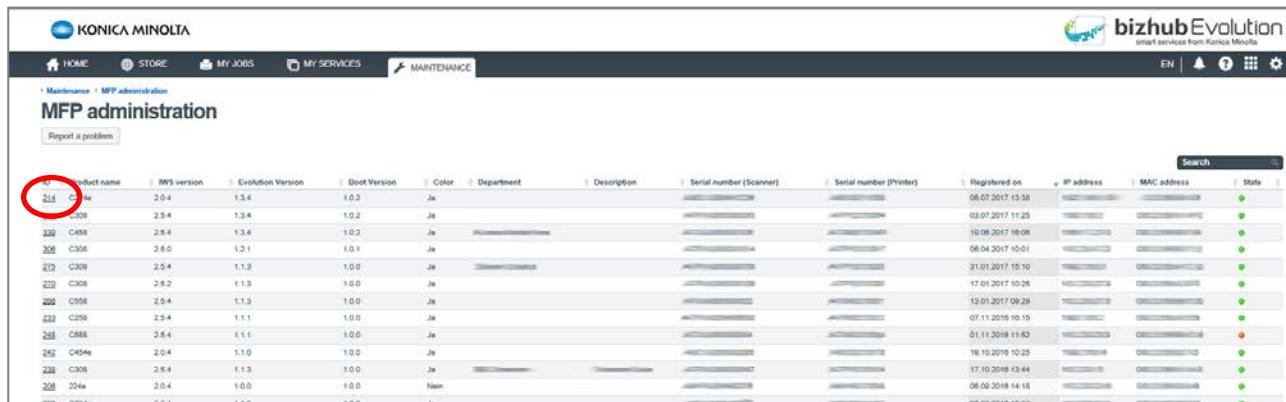
For example, enter the designation of an MFP in the search field to display the system you require.

### NOTE

The number of filtered MFPs is displayed under the search results.

## Viewing MFP information

The MFP information can be called up directly from the MFP list.

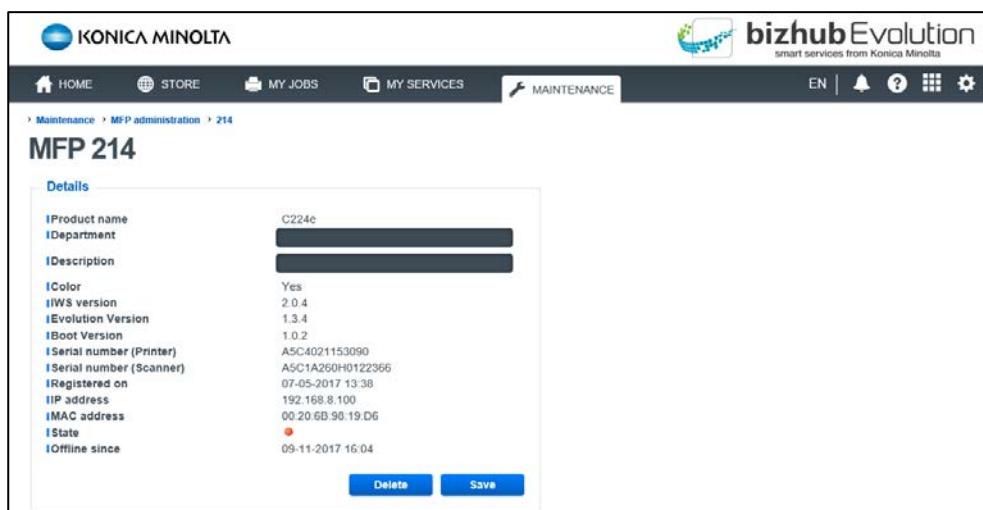


| ID  | Product name | IWS version | Evolution Version | Boot Version | Color | Department | Description | Serial number (Scanner) | Serial number (Printer) | Registered on    | IP address | MAC address | State |
|-----|--------------|-------------|-------------------|--------------|-------|------------|-------------|-------------------------|-------------------------|------------------|------------|-------------|-------|
| 214 | C224c        | 2.0.4       | 1.3.4             | 1.0.2        | Ja    |            |             |                         |                         | 06.07.2017 13:38 |            |             | ●     |
| 208 | C224c        | 2.0.4       | 1.3.4             | 1.0.2        | Ja    |            |             |                         |                         | 03.07.2017 11:23 |            |             | ●     |
| 220 | C224c        | 2.0.4       | 1.3.4             | 1.0.2        | Ja    |            |             |                         |                         | 19.08.2017 18:08 |            |             | ●     |
| 208 | C224c        | 2.0.4       | 1.3.4             | 1.0.1        | Ja    |            |             |                         |                         | 06.04.2017 10:01 |            |             | ●     |
| 212 | C224c        | 2.0.4       | 1.1.3             | 1.0.0        | Ja    |            |             |                         |                         | 31.01.2017 15:10 |            |             | ●     |
| 222 | C224c        | 2.0.2       | 1.1.3             | 1.0.0        | Ja    |            |             |                         |                         | 17.01.2017 10:26 |            |             | ●     |
| 200 | C224c        | 2.0.4       | 1.1.3             | 1.0.0        | Ja    |            |             |                         |                         | 13.01.2017 09:29 |            |             | ●     |
| 222 | C224c        | 2.0.4       | 1.1.1             | 1.0.0        | Ja    |            |             |                         |                         | 07.11.2016 18:15 |            |             | ●     |
| 218 | C224c        | 2.0.4       | 1.1.1             | 1.0.0        | Ja    |            |             |                         |                         | 01.11.2016 11:02 |            |             | ●     |
| 252 | C224c        | 2.0.4       | 1.1.0             | 1.0.0        | Ja    |            |             |                         |                         | 18.10.2016 10:25 |            |             | ●     |
| 228 | C224c        | 2.0.4       | 1.1.3             | 1.0.0        | Ja    |            |             |                         |                         | 17.10.2016 13:44 |            |             | ●     |
| 208 | C224c        | 2.0.4       | 1.0.0             | 1.0.0        | Nain  |            |             |                         |                         | 06.09.2016 14:18 |            |             | ●     |
| 100 | C224c        | 2.0.4       | 1.1.0             | 1.0.0        | Ja    |            |             |                         |                         | 26.08.2016 13:12 |            |             | ●     |

Click on the ID of an MFP to view the information for that MFP.

## Adding MFP information

You can add MFP information, e.g. department ID marking or a short description. This makes it easier to assign the systems to a location.



|                         |                   |
|-------------------------|-------------------|
| <b>MFP 214</b>          |                   |
| <b>Details</b>          |                   |
| Product name            | C224c             |
| Department              |                   |
| Description             |                   |
| Color                   | Yes               |
| IWS version             | 2.0.4             |
| Evolution Version       | 1.3.4             |
| Boot Version            | 1.0.2             |
| Serial number (Printer) | A5C4021153090     |
| Serial number (Scanner) | A5C1A260H0122366  |
| Registered on           | 07-05-2017 13:38  |
| IP address              | 192.168.8.100     |
| MAC address             | 00:20:6B:98:19:D6 |
| State                   | ●                 |
| Offline since           | 09-11-2017 16:04  |

How to add MFP information:

1. Go to [Maintenance], then [MFP Administration].
2. Select the desired MFP from the list.
3. To view the details, click on the ID. This takes you to the MFP details.
4. Add the details.
5. Click on [Save].  
The data is saved.

## Viewing MFP events

You can view any events that have been registered to an MFP.

| Events  |                 |                  |            |   |
|---------|-----------------|------------------|------------|---|
| ID      | Ticket          | Occurred         | Error code | Message   |
| 1622240 | INC000002822260 | 07-06-2017 12:34 | 20037      | Onedrive Client Error: Authentication failed        |
| 1622407 |                 | 07-06-2017 13:38 |            | Could not send document                             |
| 1618869 |                 | 07-05-2017 12:09 |            | Could not send document                             |
| 1621788 |                 | 07-06-2017 10:04 | 81020      | ConnectionError                                     |
| 1622246 | INC000002822417 | 07-06-2017 12:35 | 20037      | Onedrive Client Error: Authentication failed        |
| 1623046 | INC000002822523 | 07-06-2017 17:24 | 20037      | Onedrive Client Error: Authentication failed        |
| 1622403 |                 | 07-06-2017 13:37 |            | Could not send document                             |
| 1611990 |                 | 07-03-2017 11:28 | 81030      | Could not connect to KM-Box                         |
| 1618847 | INC000002819359 | 07-05-2017 12:01 | 20200      | Error processing job: Invalid number ('4060960464') |

Showing 1 to 9 - Total: 9 entries

Previous 1 Next

How to view events for an MFP:

1. Go to [Maintenance], then [MFP Administration].
2. Select the desired MFP from the list.
3. Click on the ID to view the details.  
This takes you to the MFP details. The events for an MFP are shown at the bottom of the page.
4. Click on the ID to view the details of the event.

### NOTE

You can find a list of all bizhub Evolution events under [Maintenance] → [Support] → [Events]. For more information about this, please refer to the chapter "Events" on page 27.

## Security cubes (data security)

Security cubes anonymize user master data (names and e-mail addresses).

By default, your data is stored on the bizhub Evolution platform, where it is encrypted and anonymized (cloud version). If you wish to have your data stored in your local network, however, you can set up a self-hosted security cube.

### NOTE

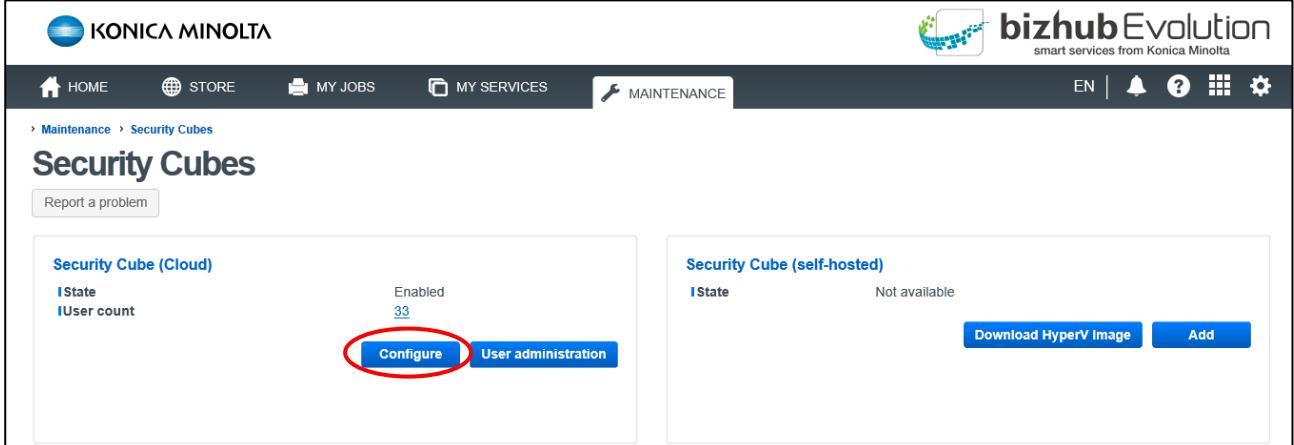
Both types of security cube allow integration of external authentication solutions such as YSoft SafeQ, Pcounter, PageScope Suite, etc.

You can configure the settings for your security cubes here:

Menu bar → [Maintenance] → [Security Cubes].

### Security cube (cloud)

Your personal user data is stored on the bizhub Evolution platform, encrypted and anonymized.



The screenshot shows the 'Maintenance' section of the bizhub Evolution interface. Under 'Security Cubes', there are two main sections: 'Security Cube (Cloud)' and 'Security Cube (self-hosted)'. The 'Cloud' section shows 'Enabled' status with a count of 33, and a 'Configure' button is circled in red. The 'self-hosted' section shows 'Not available' status and has 'Download HyperV Image' and 'Add' buttons.

You can configure the external user authentication settings under [Configure].

For more details about this, please refer to the chapter "Enabling external user authentication" on page 17.

### Security cube (self-hosted)

If you wish to have your user data stored and encrypted in your local network, add a self-hosted security cube.

To add a security cube, you must take various steps:

- Download and install HyperV-Image
- Set up a security cube

We have created a separate installation manual for this purpose.

### NOTE

You can call up the installation manual here:

Quick access toolbar → [?] → [Support Information] → [Manuals].

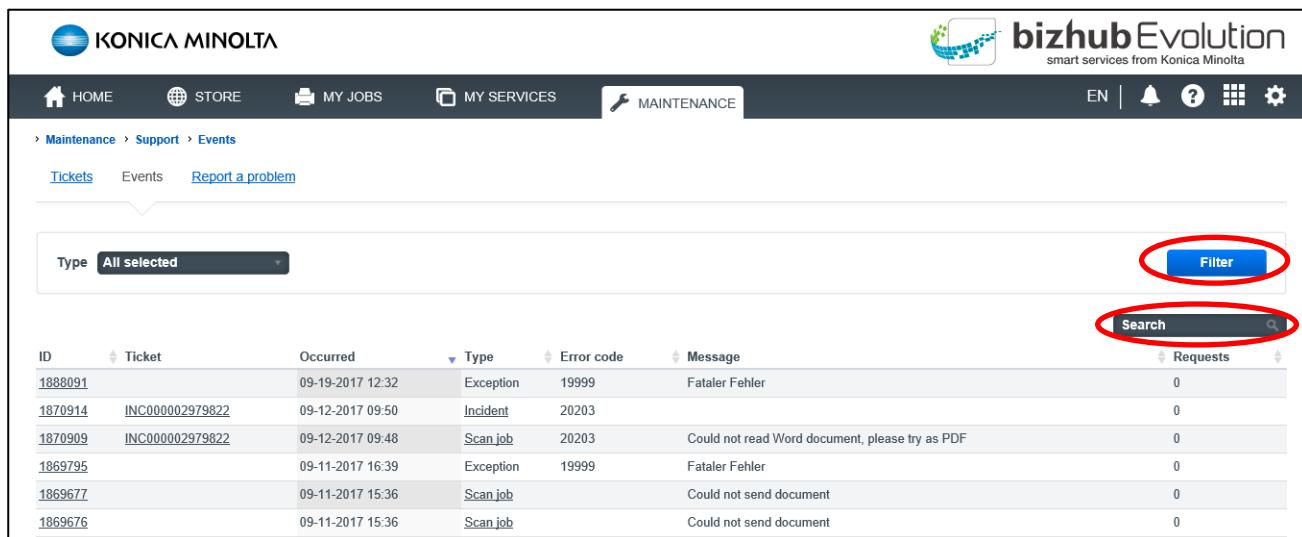
## Support

The bizhub Evolution platform offers you various ways to contact the Konica Minolta support team. You can view all the events linked to jobs and MFPs and report any problems relating to an event. You can report general problems with the bizhub Evolution platform or problems with a specific job. For each problem that is reported, a ticket is created and processed by the support team. Should there be any queries, the support team staff will contact you by e-mail.

### Events

A list of events that have occurred can be found here:

Menu bar → [Maintenance] → [Support] → [Events].



| ID      | Ticket          | Occurred         | Type      | Error code | Message   | Requests |
|---------|-----------------|------------------|-----------|------------|---|----------|
| 1888091 |                 | 09-19-2017 12:32 | Exception | 19999      | Fataler Fehler                                  | 0        |
| 1870914 | INC000002979822 | 09-12-2017 09:50 | Incident  | 20203      |   | 0        |
| 187099  | INC000002979822 | 09-12-2017 09:48 | Scan job  | 20203      | Could not read Word document, please try as PDF | 0        |
| 1869795 |                 | 09-11-2017 16:39 | Exception | 19999      | Fataler Fehler                                  | 0        |
| 1869677 |                 | 09-11-2017 15:36 | Scan job  |            | Could not send document                         | 0        |
| 1869676 |                 | 09-11-2017 15:36 | Scan job  |            | Could not send document                         | 0        |

The search field allows you to search through your events list.

For example, enter the ID or trouble code in the search field to display the event.

You can filter the list of events by type of event:

Select the type of event you are searching for from the drop-down list and click on [Filter].

A list of all events of the selected type is displayed.

Click on the ID of the event to view the event details.

#### NOTE

You can also view events linked to an MFP in the [MFP administration] section. For more information about this, please refer to the chapter "Viewing MFP events" on page 25.

### Reporting a problem/creating an incident

You can report not only general problems with the bizhub Evolution platform to the bizhub Evolution team, but also problems with a specific job or event.

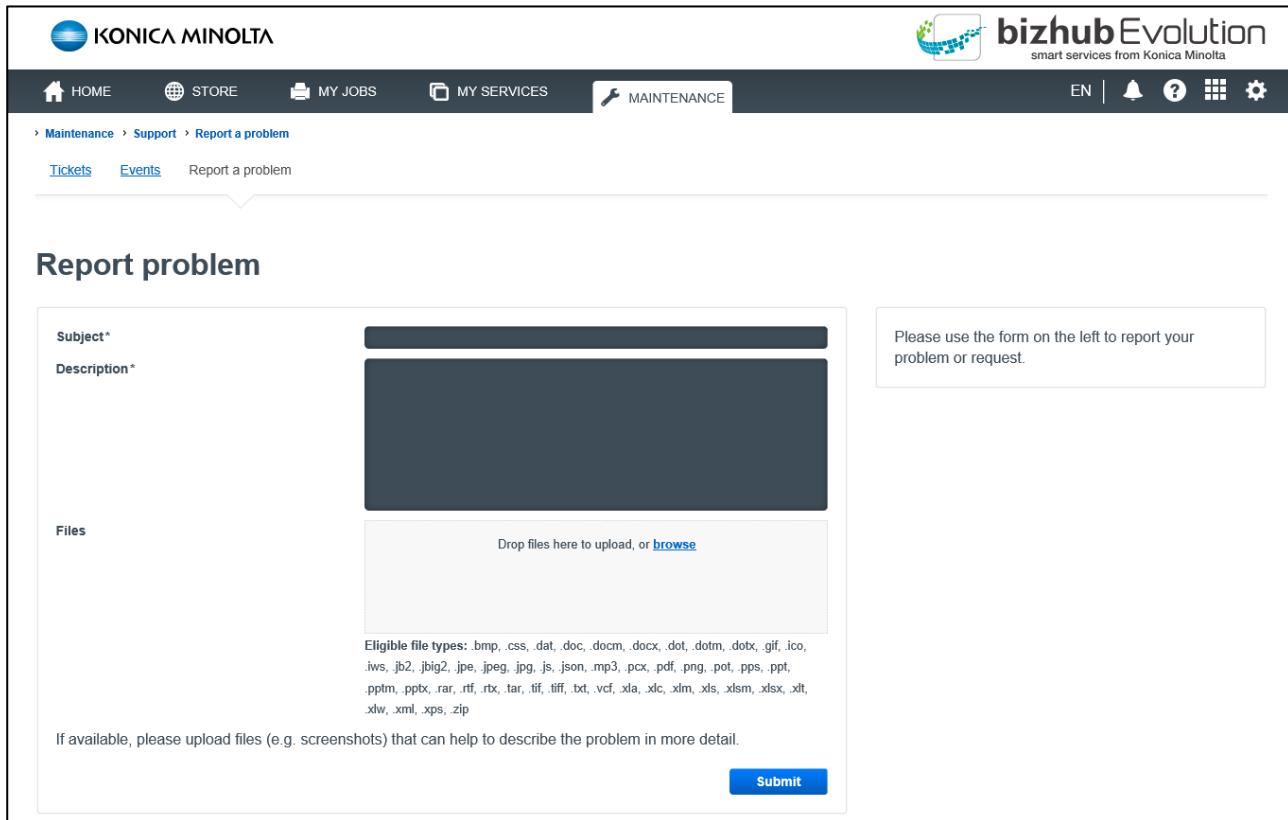
#### Reporting general problems

To report general problems with the bizhub Evolution platform, go to:

Menu bar → [Maintenance] → [Support] → [Report a problem].

#### NOTE

If you wish to report a problem with a job or event, call up the job/event and then click on [Report a problem]/[Create incident]. Your problem description will then be directly assigned to the job or event. For more information about this, please refer to pages 29 and 30.



The screenshot shows the Konica Minolta bizhub Evolution support interface. At the top, there is a navigation bar with links for HOME, STORE, MY JOBS, MY SERVICES, MAINTENANCE, and a language switch to EN. Below the navigation bar, a breadcrumb trail shows the path: Maintenance > Support > Report a problem. Under this, there are three tabs: Tickets (selected), Events, and Report a problem. The main content area is titled "Report problem". It contains fields for "Subject\*" and "Description\*", both marked with a red asterisk indicating they are required. Below these is a large text area for the problem description. A "Files" section allows for file uploads, with a placeholder text "Drop files here to upload, or [browse](#)". Below this, a list of eligible file types is provided. A note at the bottom of the form area says, "If available, please upload files (e.g. screenshots) that can help to describe the problem in more detail." A blue "Submit" button is located at the bottom right of the form area. To the right of the form, a sidebar contains the text: "Please use the form on the left to report your problem or request."

How to report a general problem to the bizhub Evolution service team:

1. Enter the required information. Please describe your problem in as much detail as possible and provide any information that may help with fault analysis and troubleshooting (e.g. details of the browser and operating system used or screenshots).
2. Click on [Submit].
3. Confirm the prompt with [OK].
4. Confirm the message with [OK].

The ticket is now displayed in the following area:

*Menu bar → [Maintenance] → [Support] → [Tickets].*

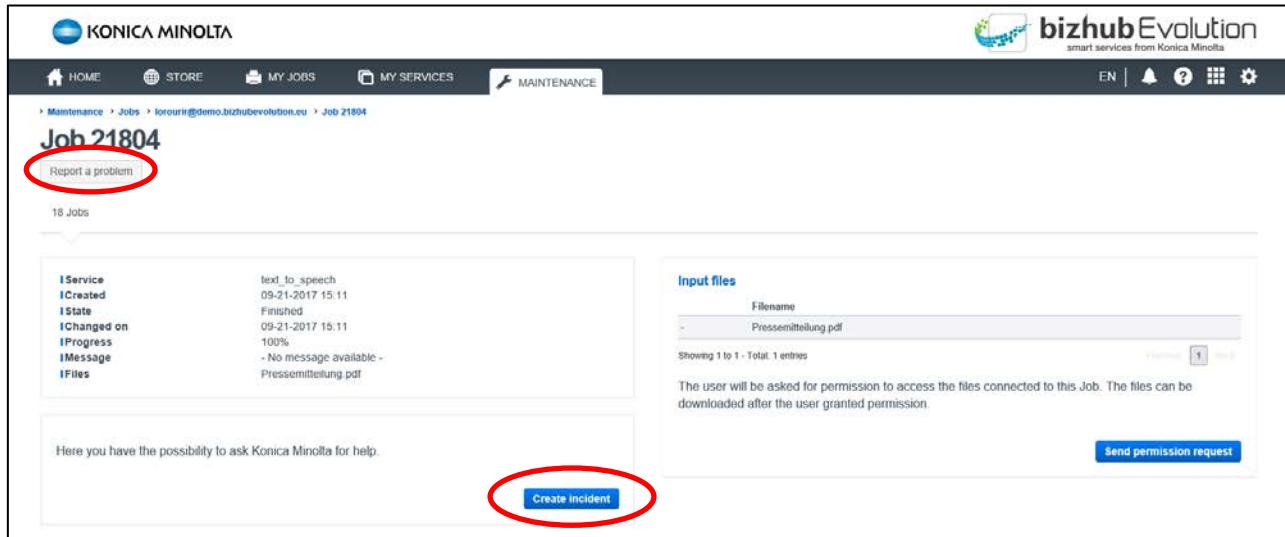
**NOTE**

*For more information about this, please refer to the chapter "Tickets" on page 31.*

## Reporting a problem with a job

To report problems with a job, go to:

Menu bar → [Maintenance] → [Jobs].



The screenshot shows the Konica Minolta bizhub Evolution web interface. At the top, there is a navigation bar with links for HOME, STORE, MY JOBS, MY SERVICES, and MAINTENANCE. The MAINTENANCE tab is selected. On the left, a sidebar shows the job details for Job 21804, including Service (text\_to\_speech), Created (09-21-2017 15:11), State (Finished), Changed on (09-21-2017 15:11), Progress (100%), Message (- No message available -), and Files (Pressemeldung.pdf). The main content area displays the job details. On the right, there is an 'Input files' section showing a single file named 'Pressemeldung.pdf'. Below this, a note states: 'The user will be asked for permission to access the files connected to this Job. The files can be downloaded after the user granted permission.' A 'Send permission request' button is located in this section. At the bottom of the page, there is a 'Create incident' button, which is also circled in red.

How to report a problem with a job to the bizhub Evolution service team:

1. Click on the ID of the job that has a problem you wish to report.  
The job details are displayed.
2. Click on [Report a problem] or [Create incident].  
This opens a form.
3. Enter the required information.
4. Click on [Submit].
5. Confirm the prompt with [OK].
6. Confirm the message with [OK].  
The ticket is now displayed in the following area:

Menu bar → [Maintenance] → [Support] → [Tickets].

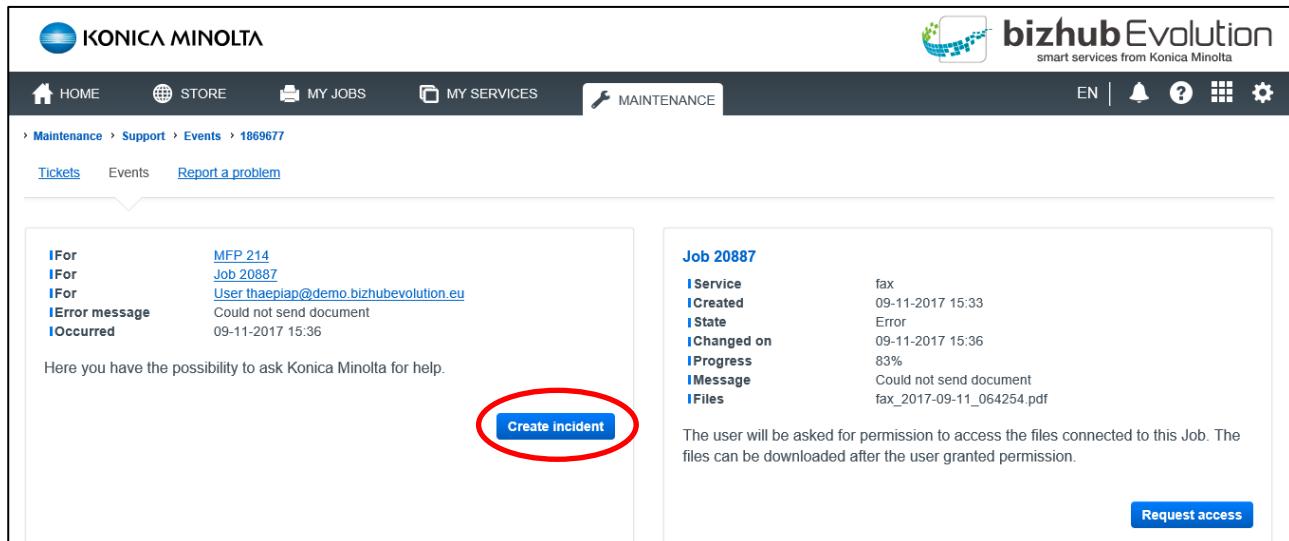
### NOTE

For more information about this, please refer to the chapter "Tickets" on page 31.

### Reporting a problem with an event

To report problems with an event, go to:

Menu bar → [Maintenance] → [Support] → [Events].



The screenshot shows the Konica Minolta bizhub Evolution web interface. At the top, there are navigation links: HOME, STORE, MY JOBS, MY SERVICES, and MAINTENANCE. The MAINTENANCE link is highlighted. On the right, there are language (EN), notification, help, and settings icons. The main content area shows a breadcrumb path: Maintenance > Support > Events > 1869677. Below this, there are three tabs: Tickets, Events, and Report a problem. The Events tab is selected. On the left, there is a list of event details for Job 214 and Job 20887. For Job 214, the details are: For MFP 214, For Job 20887, Error message User thaepiapp@demo.bizhubrevolution.eu, and Occurred Could not send document 09-11-2017 15:36. A red circle highlights the 'Create incident' button. On the right, there is a detailed view of Job 20887 with the following fields: Service fax, Created 09-11-2017 15:33, State Error, Changed on 09-11-2017 15:36, Progress 83%, Message Could not send document, and Files fax\_2017-09-11\_064254.pdf. Below this, a note states: 'The user will be asked for permission to access the files connected to this Job. The files can be downloaded after the user granted permission.' A 'Request access' button is at the bottom right. A note at the bottom of the left panel says: 'Here you have the possibility to ask Konica Minolta for help.'

How to report a problem with an event to the bizhub Evolution service team:

1. Click on the ID of the event that has a problem you wish to report.  
The event details are displayed.
2. Click on [Create incident].  
This opens a form.
3. Enter the required information.
4. Click on [Submit].
5. Confirm the prompt with [OK].
6. Confirm the message with [OK].  
The ticket is now displayed in the following area:

Menu bar → [Maintenance] → [Support] → [Tickets].

#### NOTE

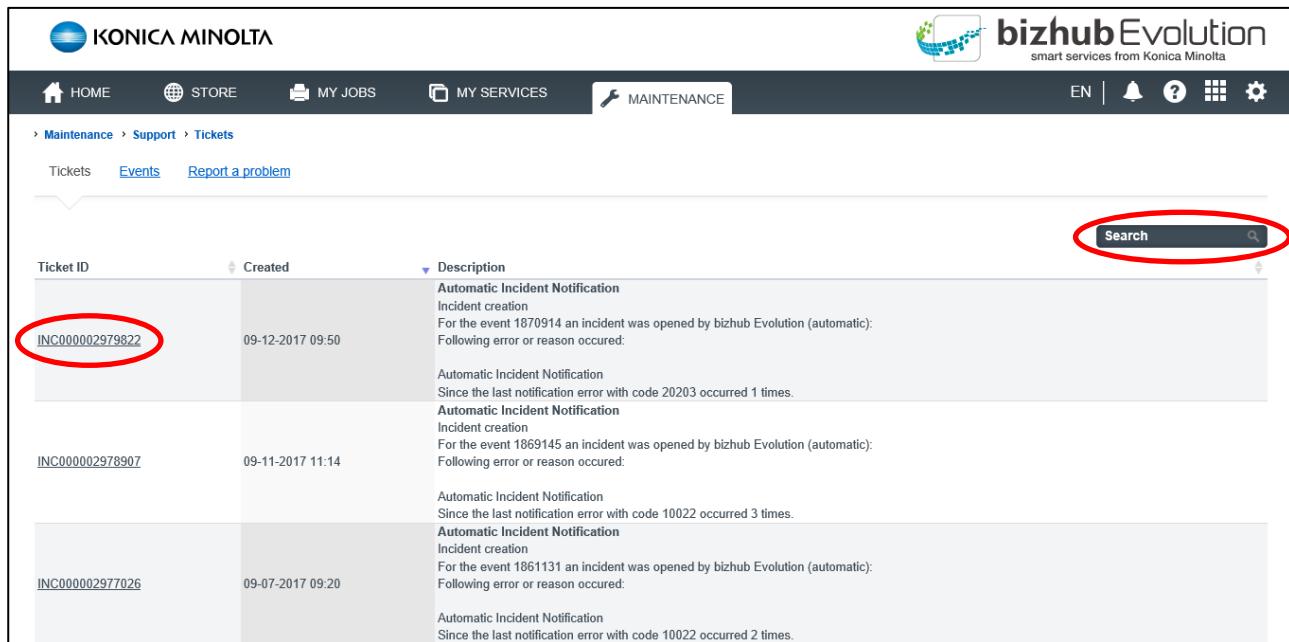
For more information about this, please refer to the chapter "Tickets" on page 31.

## Tickets

To see tickets created under [Create incident] and [Report a problem], go to:

Menu bar → [Maintenance] → [Support] → [Tickets]

The search field allows you to search through your ticket list.



The screenshot shows the Konica Minolta bizhub Evolution support interface. At the top, there are navigation links: HOME, STORE, MY JOBS, MY SERVICES, MAINTENANCE, and a quick access toolbar with icons for EN, notifications, help, and settings. Below this is a breadcrumb trail: Maintenance > Support > Tickets. Under the 'Tickets' heading, there are links for Tickets, Events, and Report a problem. A search bar is located at the top right of the ticket list area. The ticket list table has columns for Ticket ID, Created, and Description. The first ticket in the list, with ID INC000002979822, is circled in red. The search bar is also circled in red. The ticket details show it was created on 09-12-2017 at 09:50. The description indicates it is an automatic incident notification for event 1870914, with a note about a previous error.

| Ticket ID       | Created          | Description  |
|-----------------|------------------|--|
| INC000002979822 | 09-12-2017 09:50 | Automatic Incident Notification<br>Incident creation<br>For the event 1870914 an incident was opened by bizhub Evolution (automatic):<br>Following error or reason occurred:<br><br>Automatic Incident Notification<br>Since the last notification error with code 20203 occurred 1 times. |
| INC000002978907 | 09-11-2017 11:14 | Automatic Incident Notification<br>Incident creation<br>For the event 1869145 an incident was opened by bizhub Evolution (automatic):<br>Following error or reason occurred:<br><br>Automatic Incident Notification<br>Since the last notification error with code 10022 occurred 3 times. |
| INC000002977026 | 09-07-2017 09:20 | Automatic Incident Notification<br>Incident creation<br>For the event 1861131 an incident was opened by bizhub Evolution (automatic):<br>Following error or reason occurred:<br><br>Automatic Incident Notification<br>Since the last notification error with code 10022 occurred 2 times. |

For example, enter the ID or date of creation in the search field to display the ticket.

You can also send a feedback message with a ticket.

1. Click on the appropriate ticket in the "Ticket ID" column.  
The ticket details are displayed.
2. Enter your feedback message.
3. Click on [Reply].
4. Confirm the prompt with [OK].

### NOTE

In case of queries, bizhub Evolution service team staff will contact you by e-mail. You can then reply directly to this e-mail.

## Calling up User's Guides for services

There is a User's Guide for every service. This describes how to make proper use of the services.

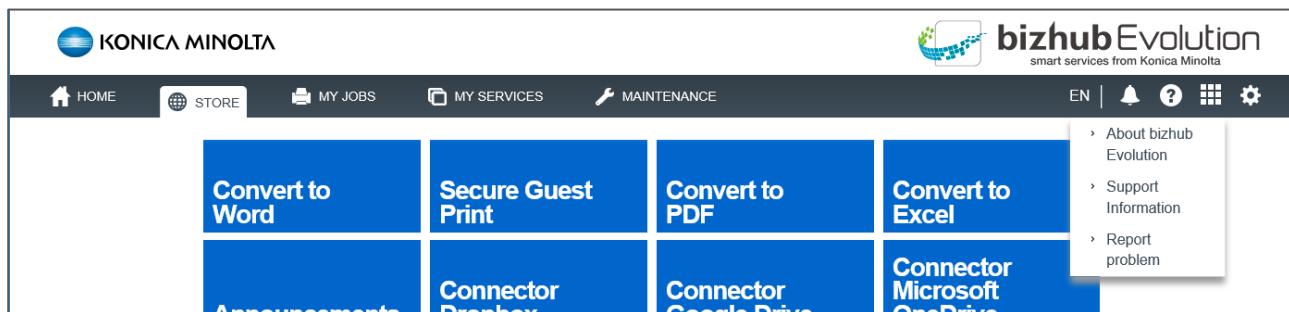
### NOTE

You can call up the User's Guide for the services here:

Quick access toolbar → [?] → [Support Information] → [Manuals].

## Calling up support information (question mark)

Behind the question mark lies a whole range of important support information.



This includes:

- *About bizhub Evolution*  
Current version of bizhub Evolution and short information text.
- *Support Information*
  - Help for problems with bizhub Evolution
  - Installation manuals and User's Guides
  - Specifications/technical requirements
- *Report problem*  
*For more information about this, please refer to the chapter "Reporting general problems" on page 27.*

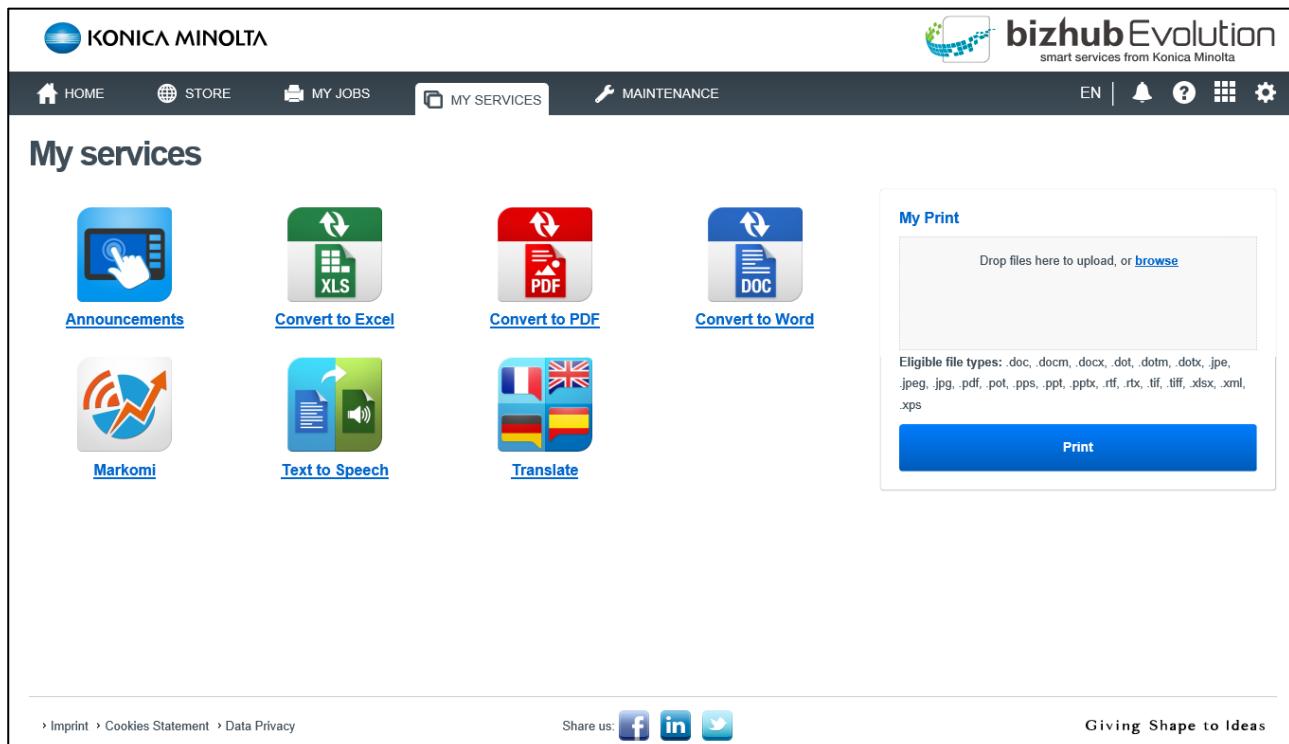
## >Your own services and jobs

If you, as the administrator, wish to use services yourself, you do not need to register again as a user. Simply assign yourself the services you require in "User administration" (see the "Assigning services (provisioning)" chapter on page 9).

### My services

#### Overview

This screen gives you an overview of the services that you been booked for you personally.



Announcements

Convert to Excel

Convert to PDF

Convert to Word

Markomi

Text to Speech

Translate

My Print

Drop files here to upload, or [browse](#)

Eligible file types: .doc, .docm, .docx, .dot, .dotm, .dotx, .jpe, .jpeg, .jpg, .pdf, .pot, .pps, .ppt, .ppbx, .rtf, .rtx, .tif, .tiff, .xlsx, .xml, .xps

Print

Imprint | Cookies Statement | Data Privacy | Share us: [Facebook](#) [LinkedIn](#) [Twitter](#) | Giving Shape to Ideas

Click on an icon to call up the corresponding service. The "My Print" service can be used directly from here.

**NOTE**

*You can also call up your services via the quick access toolbar.*

*For more information about this, please refer to the chapter "Quick access toolbar" on page 38.*

#### Connector setup/connecting online storage

On this page you can connect your online storage service with bizhub Evolution for use in the browser and in your MFP.

**NOTE**

*To link your online storage service, such as Dropbox, Google Drive or Microsoft OneDrive, to your documentation process, you will need to subscribe to the respective bizhub Evolution Connector first.*

**KONICA MINOLTA**

**bizhub Evolution**  
 smart services from Konica Minolta

HOME STORE MY JOBS MY SERVICES MAINTENANCE EN |    

> My services > Connector Setup

## Connect external cloud storage

This page allows to hook up to your favorite cloud provider with your MFP. You should only need to do this once.



Register bizhub Evolution with your online storage provider. Just click any of the buttons below to commence the authorization process.



Head over to your MFP and login again with your ID card.



Start scanning your documents straight to the storage cloud of your choice.





> Imprint > Cookies Statement > Data Privacy

Share us:   

Giving Shape to Ideas

How to connect your Dropbox (for example) to your MFP:

1. Click on the Dropbox icon.
2. Log into your Dropbox to establish a link with bizhub Evolution.

## My Jobs

This screen shows you a clear list of your personal bizhub Evolution jobs.

HOME STORE MY JOBS MY SERVICES MAINTENANCE EN |    

## My Jobs

From  Until  All selected

| Service   | Created          | State    | Last change      | Files | Progress |
|---|------------------|----------|------------------|-------|----------|
| >  Translate       | 09-18-2017 10:26 | Finished | 09-18-2017 10:27 | 1     | 100.00%  |
| >  Convert to PDF  | 09-18-2017 10:24 | Finished | 09-18-2017 10:24 | 1     | 100.00%  |
| >  My Print        | 09-18-2017 10:21 | Finished | 09-18-2017 10:21 | 1     | 100.00%  |
| >  Translate       | 09-12-2017 11:33 | Finished | 09-12-2017 11:33 | 1     | 100.00%  |
| >  Translate       | 09-12-2017 11:29 | Finished | 09-12-2017 11:30 | 1     | 100.00%  |
| >  Translate       | 09-12-2017 09:50 | Finished | 09-12-2017 09:50 | 1     | 100.00%  |
| >  Translate       | 09-12-2017 09:48 | Error    | 09-12-2017 09:48 | 1     | 0.00%    |
| >  Convert to PDF  | 09-11-2017 15:23 | Finished | 09-11-2017 15:23 | 1     | 100.00%  |
| >  Convert to PDF  | 09-11-2017 15:17 | Finished | 09-11-2017 15:17 | 1     | 100.00%  |
| >  My Print        | 09-05-2017 15:28 | Finished | 09-05-2017 15:28 | 1     | 100.00%  |
| >  Translate       | 09-05-2017 15:24 | Finished | 09-05-2017 15:25 | 1     | 100.00%  |
| >  Translate       | 09-05-2017 15:20 | Finished | 09-05-2017 15:21 | 1     | 100.00%  |
| >  My Print        | 09-05-2017 14:55 | Finished | 09-05-2017 14:55 | 1     | 100.00%  |
| >  Convert to Word | 08-23-2017 08:59 | Finished | 08-23-2017 09:00 | 1     | 100.00%  |
| >  My Print        | 07-28-2017 14:28 | Finished | 07-28-2017 14:28 | 1     | 100.00%  |
| >  Convert to Word | 07-20-2017 14:06 | Finished | 07-20-2017 14:06 | 1     | 100.00%  |
| >  Text to Speech  | 07-19-2017 14:50 | Finished | 07-19-2017 14:50 | 1     | 100.00%  |
| >  Translate       | 07-19-2017 14:48 | Finished | 07-19-2017 14:49 | 1     | 100.00%  |
| >  Convert to Word | 06-08-2017 13:18 | Finished | 06-08-2017 13:19 | 1     | 100.00%  |

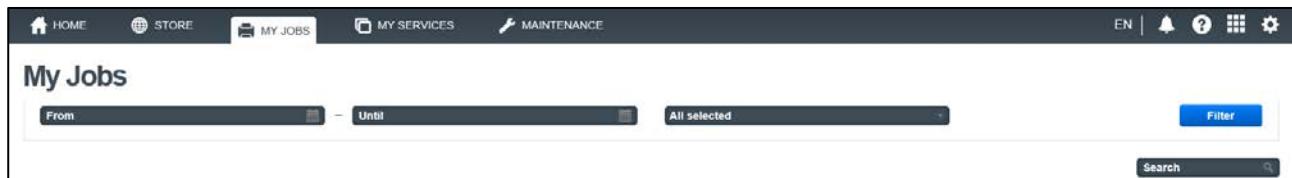
Showing 1 to 19 - Total: 19 entries 1 

The 20 most recently processed jobs are shown first. Use the page indicator at the bottom of the job list to view older jobs.

Some of the column names, such as "Created", have little arrows in front of them. You can use these to change the sort order, e.g. from the oldest entry to the most recent.

| Service  | Created          | State    |
|--|------------------|----------|
| >  Translate      | 09-18-2017 10:26 | Finished |
| >  Convert to PDF | 09-18-2017 10:24 | Finished |
| >  My Print       | 09-18-2017 10:21 | Finished |

At the top of the job list you can also find filters and a keyword search feature.



The screenshot shows the 'My Jobs' page with a search bar and filter buttons. The search bar contains the text 'Search' and a magnifying glass icon. The filter buttons are labeled 'From', 'Until', 'All selected', and 'Filter'.

You can filter the job list according to the following criteria:

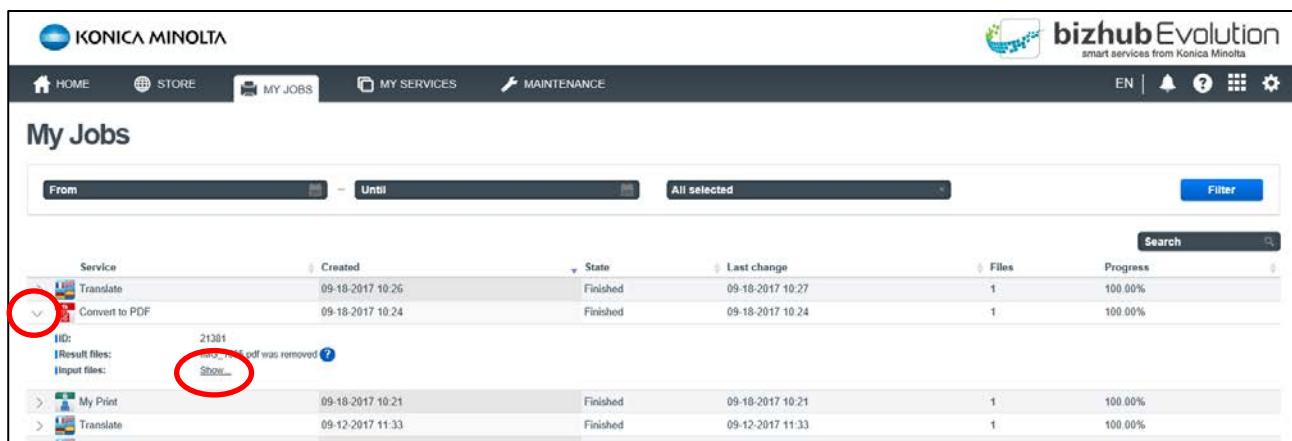
- Time period (start date/end date)
- State
- Keyword search

**NOTE**

You can combine the filters and keyword search.

### Viewing job details

If you need more information about a job, click on the arrow in the job list.



The screenshot shows the 'My Jobs' page with an expanded row for a job titled 'Convert to PDF'. The expanded row displays the following information:

| Service   | Created          | State    | Last change      | Files | Progress |
|---|------------------|----------|------------------|-------|----------|
| >  Convert to PDF  | 09-18-2017 10:24 | Finished | 09-18-2017 10:24 | 1     | 100.00%  |
| <b>21301</b><br> <b>Result files:</b>  <b>21301.pdf</b> was removed <br> <b>Input files:</b> <br><a href="#">Show...</a> |                  |          |                  |       |          |
| >  My Print  | 09-18-2017 10:21 | Finished | 09-18-2017 10:21 | 1     | 100.00%  |
| >  Translate   | 09-12-2017 11:33 | Finished | 09-12-2017 11:33 | 1     | 100.00%  |

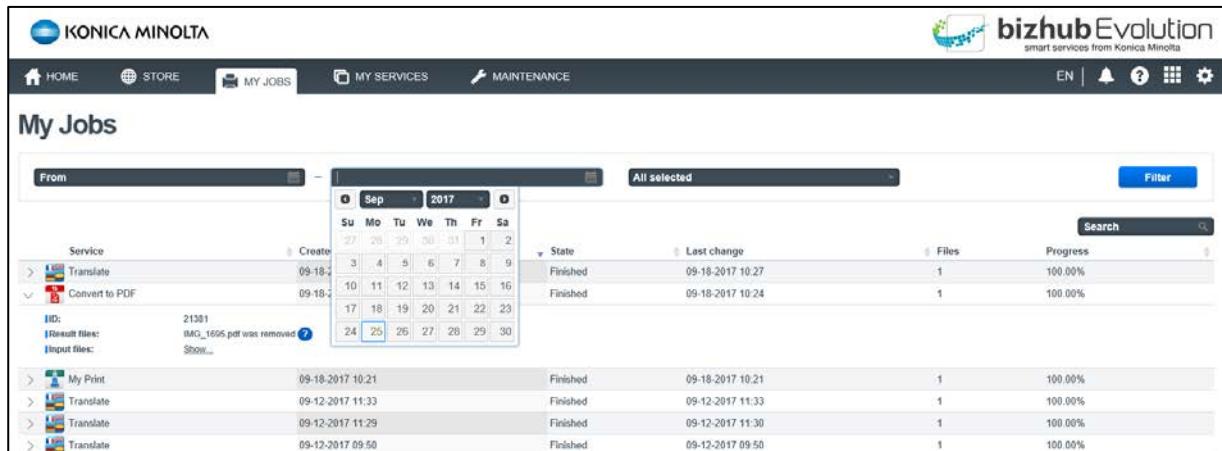
A summary of the job details will be clearly displayed. To access the input files (and, where applicable, the result files), click on "Show...".

**NOTE**

Depending on the document storage period that you, the administrator, have set (see "Specifying the storage period for job attachments" on page 40) the input and result files may already have been deleted. If this is the case, you will see the note "Document XY was removed".

### Filtering jobs by time period

If you are searching for a job that you created with the bizhub Evolution service during a specific time period, you can filter the job list by time period.



The screenshot shows the 'My Jobs' section of the bizhub Evolution interface. At the top, there is a navigation bar with links for HOME, STORE, MY JOBS, MY SERVICES, and MAINTENANCE. The 'MY JOBS' tab is active. On the right side of the header are language and notification icons. The main area is titled 'My Jobs' and features a search bar with a magnifying glass icon and a 'Filter' button. Below the search bar is a date range selector with a 'From' field and a calendar for selecting a date. The calendar shows the month of September 2017. A dropdown menu 'All selected' is open, and a 'Filter' button is visible. The main list displays several job entries, each with a thumbnail, a service name, a creation date, and a status. The first job is a 'Translate' task with ID 21381, created on 09-18-2017, finished on 09-18-2017 at 10:27, with 1 file and 100.00% progress. The second job is a 'Convert to PDF' task with ID 21382, created on 09-18-2017, finished on 09-18-2017 at 10:24, with 1 file and 100.00% progress. The third job is a 'My Print' task with ID 21383, created on 09-18-2017 at 10:21, finished on 09-18-2017 at 10:21, with 1 file and 100.00% progress. The fourth job is a 'Translate' task with ID 21384, created on 09-12-2017 at 11:33, finished on 09-12-2017 at 11:33, with 1 file and 100.00% progress. The fifth job is a 'Translate' task with ID 21385, created on 09-12-2017 at 11:29, finished on 09-12-2017 at 11:30, with 1 file and 100.00% progress. The sixth job is a 'Translate' task with ID 21386, created on 09-12-2017 at 09:50, finished on 09-12-2017 at 09:50, with 1 file and 100.00% progress.

How to filter jobs by time period:

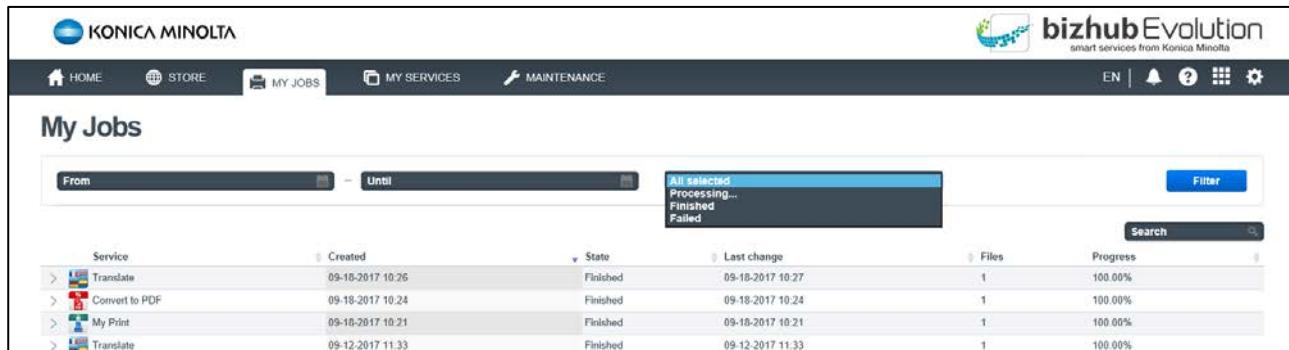
1. In the filter field, click on "From".
2. Select the start date on the calendar.  
**or**  
Enter the start date directly, using the "DD.MM.YYYY" format.
3. In the filter field, click on "To".
4. Select the end date on the calendar.  
**or**  
Enter the end date directly, using the "DD.MM.YYYY" format.
5. Click on [Filter].  
The filtered records are shown in the list.

### NOTES

- *The number of filtered jobs is displayed under the job list.*
- *The filters and keyword search can be combined.*

## Filtering jobs by state

If you are searching for a job that has been completed or is currently being processed, for example, you can filter the job list by state.



The screenshot shows the 'My Jobs' page of the bizhub Evolution interface. At the top, there is a navigation bar with links for HOME, STORE, MY JOBS (which is selected and highlighted in blue), MY SERVICES, and MAINTENANCE. On the right side of the header, there are buttons for EN, a bell icon, a question mark, and a gear icon. The main area is titled 'My Jobs' and contains a table of job entries. Above the table is a filter bar with 'From' and 'Until' date fields, a dropdown menu labeled 'All selected' (which is highlighted in blue), and a 'Filter' button. The table has columns for Service, Created, State, Last change, Files, and Progress. The data in the table is as follows:

| Service        | Created          | State    | Last change      | Files | Progress |
|----------------|------------------|----------|------------------|-------|----------|
| Translate      | 09-18-2017 10:26 | Finished | 09-18-2017 10:27 | 1     | 100.00%  |
| Convert to PDF | 09-18-2017 10:24 | Finished | 09-18-2017 10:24 | 1     | 100.00%  |
| My Print       | 09-18-2017 10:21 | Finished | 09-18-2017 10:21 | 1     | 100.00%  |
| Translate      | 09-12-2017 11:33 | Finished | 09-12-2017 11:33 | 1     | 100.00%  |

How to filter jobs by state:

1. In the filter field, click on "All selected".
2. Mark the setting required, e.g. "Finished".
3. Click on [Filter].

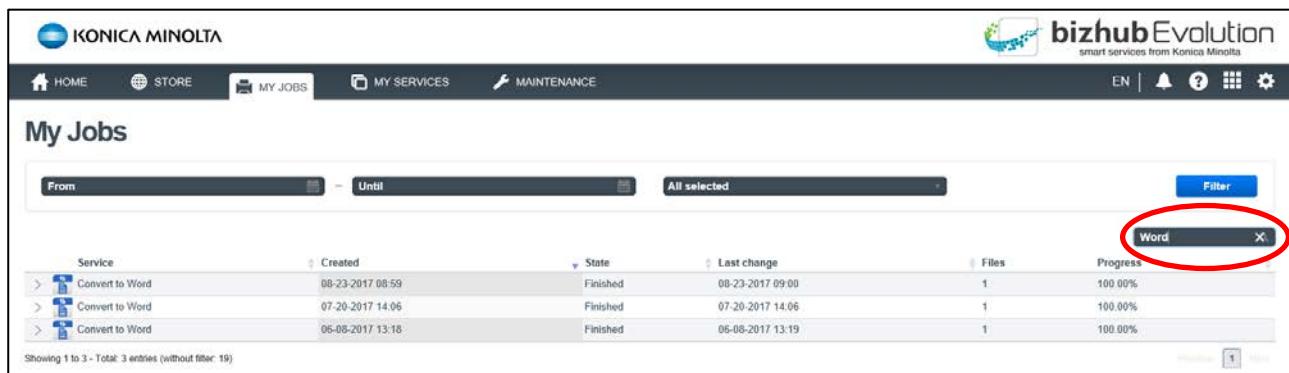
The filtered records are shown in the list.

## NOTES

- The number of filtered jobs is displayed under the job list.
- The filters and keyword search can be combined.

## Searching for jobs by keyword

The search field allows you to search through your job list for the application used, which will then be displayed.



The screenshot shows the 'My Jobs' page of the bizhub Evolution interface. The layout is similar to the previous one, with a navigation bar, a filter bar, and a table of job entries. The filter bar includes a search field with the word 'Word' typed into it, and a red oval highlights this search field. The table data is as follows:

| Service         | Created          | State    | Last change      | Files | Progress |
|-----------------|------------------|----------|------------------|-------|----------|
| Convert to Word | 08-23-2017 08:59 | Finished | 08-23-2017 09:00 | 1     | 100.00%  |
| Convert to Word | 07-20-2017 14:06 | Finished | 07-20-2017 14:06 | 1     | 100.00%  |
| Convert to Word | 06-08-2017 13:18 | Finished | 06-08-2017 13:19 | 1     | 100.00%  |

At the bottom of the table, it says 'Showing 1 to 3 - Total: 3 entries (without filter: 19)'.

For example, enter "Word" in the search field to display all jobs processed with "Convert to Word".

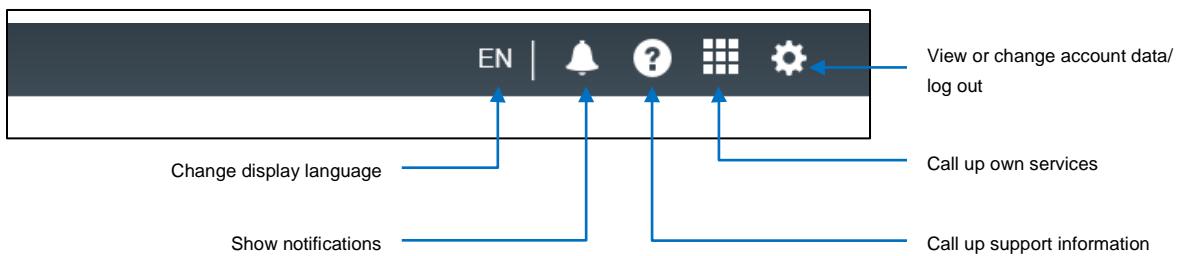
## NOTES

- The number of filtered jobs is displayed under the job list.
- The filters and keyword search can be combined.

## General operation/settings

### Quick access toolbar

The quick access toolbar is available at all times. It allows you to make use of further services.



### Change display language

You can change the display language using the language setting.

How to change the display language for the current bizhub Evolution session:

1. In the quick access toolbar, click on the language code.
2. Select a different display language.  
The display language changes.

#### NOTE

You can change the display language permanently. This means that once you have logged in, bizhub Evolution will be automatically displayed in your desired language.

To configure this setting, go to:

Quick access toolbar → [Gear wheel] → [My account].

### Changing account details

In the quick access toolbar, click on the gear wheel and then [My account] to view your current account settings.

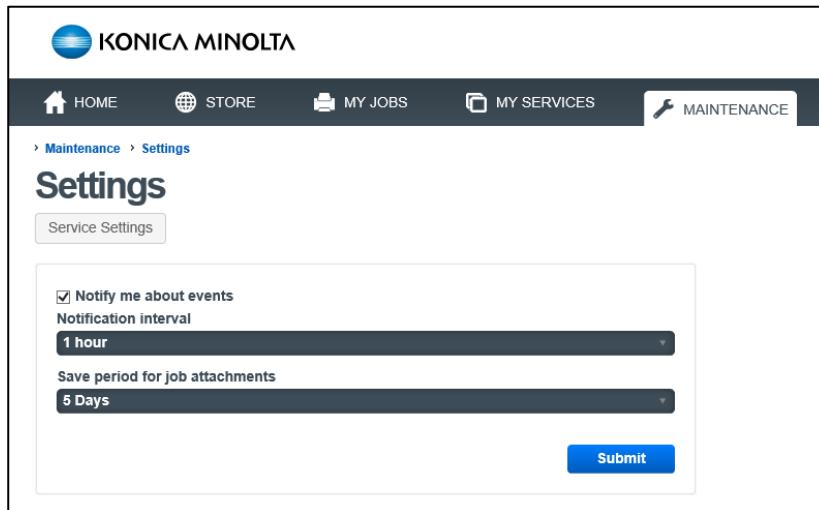
Here you can make the following changes:

- Change language setting
- Change password
- Change contact details

## Service settings

To specify whether and at what intervals you wish to be notified of events, go to:

Menu bar → [Maintenance] → [Settings].

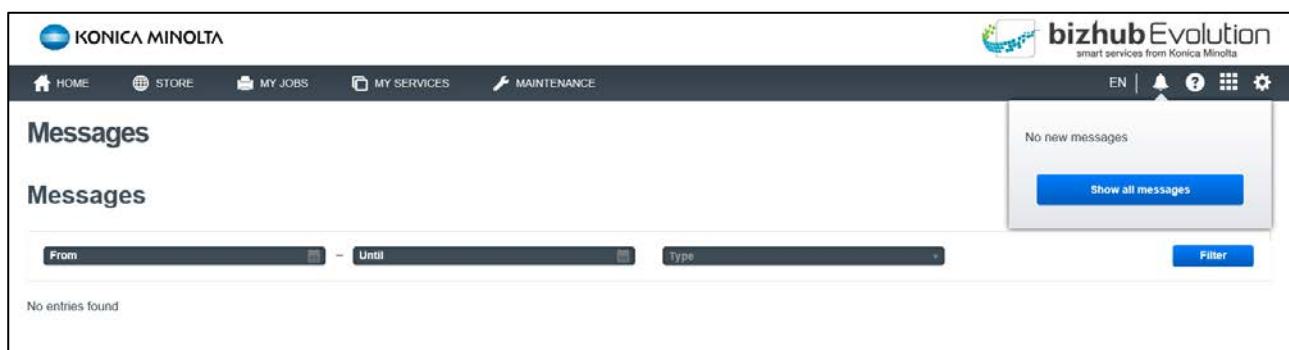


The screenshot shows the 'Service Settings' page. At the top, there is a header with the KONICA MINOLTA logo and navigation links for HOME, STORE, MY JOBS, MY SERVICES, and MAINTENANCE. Below the header, the 'MAINTENANCE' link is highlighted. The main content area is titled 'Settings' and contains a 'Service Settings' sub-section. It includes a checkbox labeled 'Notify me about events' (which is checked), a dropdown menu for 'Notification interval' set to '1 hour', and another dropdown menu for 'Save period for job attachments' set to '5 Days'. At the bottom of the form is a blue 'Submit' button.

1. Specify whether you wish to be notified about events. Check the box to do so.
2. Specify at which regular intervals you wish to receive notifications.
3. Click on [Submit].
4. Confirm with [OK].

## Viewing messages (bell)

If you have a message, you will see the "bell" icon. Click on the icon to view the message.



The screenshot shows the 'Messages' page. At the top, there is a header with the KONICA MINOLTA logo and navigation links for HOME, STORE, MY JOBS, MY SERVICES, and MAINTENANCE. The 'MAINTENANCE' link is highlighted. The main content area is titled 'Messages' and shows a message list. A message box on the right says 'No new messages' and has a 'Show all messages' button. Below the message list, there are filters for 'From', 'Until', and 'Type', and a 'Filter' button. At the bottom, it says 'No entries found'.

If you wish to view all the messages you have already received, click on [Show all messages]. You can filter the message list by time period and/or message type.

Select a time period and/or message type and click on [Filter].

## Specifying the storage period for job attachments

Result files and files that are uploaded/scanned in and attached to a job can be called up for a time via the bizhub Evolution platform.

To specify the storage period for job attachments, go to:

Menu bar → [Maintenance] → [Settings].

The screenshot shows the 'Service Settings' section of the 'Settings' page. It includes a checkbox for 'Notify me about events' and a dropdown menu for 'Save period for job attachments' with '5 Days' selected. A 'Submit' button is at the bottom.

Select the desired storage period from the drop-down menu.

**NOTE**

If you do not wish to store job attachments, select 0 minutes.

## Using quick links

The pages that you call up most often can be found under "Quick links". You can use quick links to jump directly to one of the featured pages.

The screenshot shows the 'Quick links' section. On the left is a table of recent activity with columns for time, job number, and status. On the right is a list of quick links: Security Cubes, Events, and Services.

|       |   |         |
|-------|---|---------|
| 10:27 | 1 | 100.00% |
| 10:24 | 1 | 100.00% |
| 10:21 | 1 | 100.00% |
| 11:33 | 1 | 100.00% |
| 11:30 | 1 | 100.00% |

Quick links

- [Security Cubes](#)
- [Events](#)
- [Services](#)

## Have any questions?

Should you have any questions about how to use bizhub Evolution or about the individual services, please read the respective User's Guides. Should you encounter any problems, please contact the bizhub Evolution service team (see the "Support" chapter on page 27).

**NOTE**

You can call up the User's Guide for the services here:

Quick access toolbar → [?] → [Support Information] → [Manuals].





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