



KONICA MINOLTA

# **bizhub Evolution** **ANNOUNCEMENTS**

- ▮ User's Guide
- ▮ Version: 1.2



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## "Announcements" supports you

Use your Konica Minolta multifunctional printers as information boards with the help of bizhub Evolution.

"Announcements" lets you keep your colleagues up to date using short messages that you share centrally on the bizhub Evolution interface of your Konica Minolta multifunctional printer.

## Requirements

To use "Announcements", please ensure that:

- You have access to bizhub Evolution.
- You are registered on bizhub Evolution.
- You have a Konica Minolta multifunctional printer available in your bizhub Evolution environment.
- The "Announcements" service has been assigned to you.
- You are connected to the Internet.

## How to use "Announcements"

### Create announcement

1. Start up your bizhub Evolution, e.g. on your PC.
2. In the menu bar, select [MY SERVICES] and then [Overview].
3. Start up the "Announcements" service.
4. Click on [Create announcement].
5. Enter the text for your announcement.

#### **NOTE**

For a short message, we recommend using no more than two lines of text.

6. Click on the floppy disk symbol to save your announcement.  
The announcement is created.

### Change announcement

1. Start up your bizhub Evolution, e.g. on your PC.
2. In the menu bar, select [MY SERVICES] and then [Overview].
3. Start up the "Announcements" service.
4. Click on the pen symbol next to the relevant announcement.  
You can now edit the announcement.
5. Change the text of your announcement.
6. Then click on the floppy disk symbol to save your changes.  
The announcement is changed.

### Delete announcement

1. Start up your bizhub Evolution, e.g. on your PC.
2. In the menu bar, select [MY SERVICES] and then [Overview].
3. Start up the "Announcements" service.
4. Click on the cross symbol next to the relevant announcement.
5. Confirm the security prompt with [OK].  
The announcement is deleted.

### Distribute announcement to multifunctional printers

1. Start up your bizhub Evolution, e.g. on your PC.
2. In the menu bar, select [MY SERVICES] and then [Overview].
3. Start up the "Announcements" service.
4. Create a new announcement, if required.
5. Drag and drop your announcement into the relevant Konica Minolta multifunctional printers displayed in the list.  
**or**  
To assign your announcement to all Konica Minolta multifunctional printers displayed in the list, drag and drop your announcement to [All].

#### **NOTE**

The list shows the printers that are currently integrated in the bizhub Evolution environment. If a printer has already been assigned an announcement by another person, this announcement will also be displayed to you here.

6. Then press [Save].  
The announcement will be displayed in the bizhub Evolution interface of the relevant Konica Minolta multifunctional printers.

## Have any questions?

If you have any questions about how to use this service or if you encounter any problems, please contact the system administrator in your company. If your system administrator is not able to answer your questions or resolve your problem, they can contact Konica Minolta Support for further assistance.



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