



KONICA MINOLTA

bizhub Evolution USER

▮ User's Guide
▮ Version: 1.3



bizhub Evolution

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Introduction

What is bizhub Evolution?

Konica Minolta's smart service platform bizhub Evolution works almost exactly like your smartphone's app store. It offers you direct access to a wide range of services making your day-to-day work easier, while only paying for the services you actually use.

Technical requirements

In order to make full use of bizhub Evolution, the following technical requirements must be met:

Supported web browsers	Internet Explorer 11 or higher, Google Chrome, Firefox (JavaScript support must be enabled in Safari)
Internet connection	6 Mbit/s download speed and 1 Mbit/s upload
Multi-functional system	The multi-functional system must be optimized for Internet access and the web browser must be enabled. The IP can be set as static or dynamic. When the system is connected via a proxy, standard authentication is supported.
Supported mobile devices	The mobile device has to be connected to the Internet and you need a browser.

You can find further information about the technical requirements and the supported systems at <https://evolution.konicaminolta.de/support>.

NOTE

Where necessary, speak to your Evolution administrator or IT administrator to clarify the technical requirements.

Data security

High security, encryption and the anonymization of personal user data are the basis of our system and you can rest assured that you are working in accordance with the latest security standard. The bizhub Evolution platform and all services are stored in our data center in Germany which is certified in accordance with ISO 27001. Data can also be encrypted in your local network in order to ensure that your user data cannot be accessed by third parties.

The dashboard (Home)

Whether you've just booked a service, finished or failed a job – the dashboard will always keep you up to date! It presents you with the latest information about your bizhub Evolution in a compact format.

The screenshot shows the bizhub Evolution dashboard with the following sections:

- Latest services:** Four service icons: Announcements, Translate, Markomi, and Convert to Word.
- Finished jobs:** A table with columns: Service, Created, State, Last change, Files, and Progress. It lists five completed jobs.
- Failed jobs:** A table with the same columns as Finished jobs, listing five failed jobs.
- My Print:** A section for uploading files to print, with a list of eligible file types and a Print button.

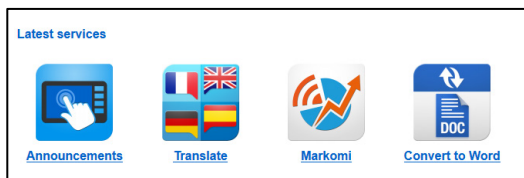
Service	Created	State	Last change	Files	Progress
Convert to Word	08-10-2017 09:26	Finished	08-10-2017 09:38	1	100.00%
Convert to Excel	08-10-2017 09:24	Finished	08-10-2017 09:29	1	100.00%
Translate	08-10-2017 09:23	Finished	08-10-2017 09:24	1	100.00%
Convert to PDF	08-10-2017 09:23	Finished	08-10-2017 09:28	1	100.00%
Convert to Word	08-10-2017 09:23	Finished	08-10-2017 09:23	1	100.00%

Service	Created	State	Last change	Files	Progress
Convert to Excel	08-10-2017 09:25	Error	08-10-2017 09:36	1	0.00%
Convert to Excel	08-10-2017 09:25	Error	08-10-2017 09:33	1	0.00%
Convert to Excel	08-10-2017 09:25	Error	08-10-2017 09:29	1	0.00%
Convert to PDF	08-10-2017 09:23	Error	08-10-2017 09:24	1	0.00%
Convert to Word	08-10-2017 09:23	Error	08-10-2017 09:23	1	0.00%

Starting your newest applications

Start your four newest services quickly and easily via the dashboard.

The dashboard will display the four services that your administrator most recently assigned to you. If your administrator assigns another service to you, this will appear on the far left, while the last one on the right will disappear.



NOTE

Here you can see an overview of all services assigned to you:
Menu bar → [MY SERVICES] → [Overview]

Checking finished/failed jobs

Using a service, e.g. "Convert to Word" or "Translate", always creates a new job. Check whether your most recent jobs were finished successfully at a glance.

Finished jobs						
Service	Created	State	Last change	Files	Progress	
> Convert to Word	08-10-2017 09:26	Finished	08-10-2017 09:38	1	100.00%	
> Convert to Excel	08-10-2017 09:24	Finished	08-10-2017 09:29	1	100.00%	
> Translate	08-10-2017 09:23	Finished	08-10-2017 09:24	1	100.00%	
> Convert to PDF	08-10-2017 09:23	Finished	08-10-2017 09:28	1	100.00%	
> Convert to Word	08-10-2017 09:23	Finished	08-10-2017 09:23	1	100.00%	

Showing 1 to 5 - Total: 12 entries

Failed jobs						
Service	Created	State	Last change	Files	Progress	
> Convert to Excel	08-10-2017 09:25	Error	08-10-2017 09:36	1	0.00%	
> Convert to Excel	08-10-2017 09:25	Error	08-10-2017 09:33	1	0.00%	
> Convert to Excel	08-10-2017 09:25	Error	08-10-2017 09:29	1	0.00%	
> Convert to PDF	08-10-2017 09:23	Error	08-10-2017 09:24	1	0.00%	
> Convert to Word	08-10-2017 09:23	Error	08-10-2017 09:23	1	0.00%	

Showing 1 to 5 - Total: 9 entries

The five most recently finished or failed jobs will be displayed directly on the dashboard. If you want to look at older jobs, click back through the list using the page numbers.

The search window allows you to filter your jobs according to which services they used. If, for example, you write "Word" in the search window, it will show you all the finished and/or failed jobs which were processed using "Convert to Word".

Finished jobs						
Service	Created	State	Last change	Files	Progress	
> Convert to Word	08-10-2017 09:26	Finished	08-10-2017 09:38	1	100.00%	
> Convert to Word	08-10-2017 09:23	Finished	08-10-2017 09:23	1	100.00%	
> Convert to Word	08-03-2017 10:42	Finished	08-03-2017 10:42	1	100.00%	

Showing 1 to 3 - Total: 3 entries (without filter: 12)

NOTE

A complete list of jobs with further search and filter options can be found here:
Menu bar → [JOBS].

You can call up detailed information about a job by clicking on the arrow to the left of each line.

Finished jobs						
Service	Created	State	Last change	Files	Progress	
> Convert to Word	08-10-2017 09:26	Finished	08-10-2017 09:38	1	100.00%	
> Convert to Excel	08-10-2017 09:24	Finished	08-10-2017 09:29	1	100.00%	
∨ Translate	08-10-2017 09:23	Finished	08-10-2017 09:24	1	100.00%	
ID: 18717 Result files: Eahler_de.docx Eahler_en.docx Input files: Show...						
> Convert to PDF	08-10-2017 09:23	Finished	08-10-2017 09:28	1	100.00%	
> Convert to Word	08-10-2017 09:23	Finished	08-10-2017 09:23	1	100.00%	

Showing 1 to 5 - Total: 12 entries

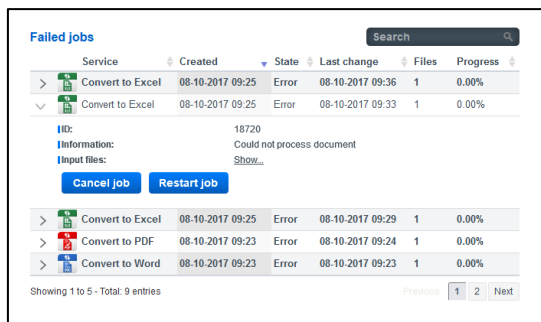
This will, for example, show you the names of the files you uploaded for processing, as well as the result file that you were then provided with. From this view, you can open or download the job attachments with a single click.

NOTE

How long your data is stored for is set by your administrator. This can be between zero minutes and five days. Once the job attachments are deleted, they can no longer be opened or downloaded via the job details. If necessary, ask your administrator how long your job attachments will be stored for.

Restarting/canceling a failed job

A poor Internet connection, for example, could prevent a job from being processed properly. This job would then be displayed in the list of failed jobs. From this list, you will have the option to restart the job or cancel it.



You can restart or cancel a job as follows:

1. Click on the arrow at the start of the line to show the job details.
2. Click on [Cancel job] to terminate the job permanently.
or
Click on [Restart job] to trigger the job to start again from the beginning.
3. Confirm the security prompt with [OK].
The process will be executed.

NOTE

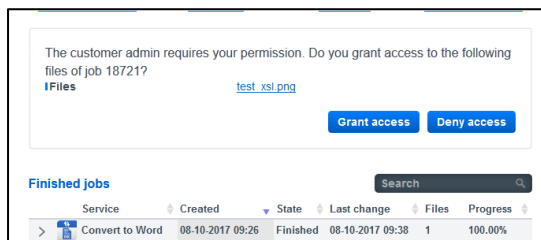
Should the job fail again, please contact your administrator for advice.

Your administrator's contact details can be found here:

Quick access tool bar → [?] → [Contact administrator].

Granting access to data

If the administrator requires access to data in one of your jobs in order to fix a problem, they might ask you to grant them access. The administrator's request will appear directly on your dashboard.

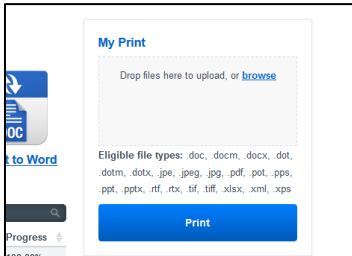


To allow/deny access:

- Click on [Grant access] to allow your administrator access.
or
Click on [Deny access] if you do not want the administrator to access your data.

Using the My Print service (optional)

The "My Print" service is the only service that can be started directly via the dashboard. The relevant dialog box will only appear if your administrator has already assigned you this service.



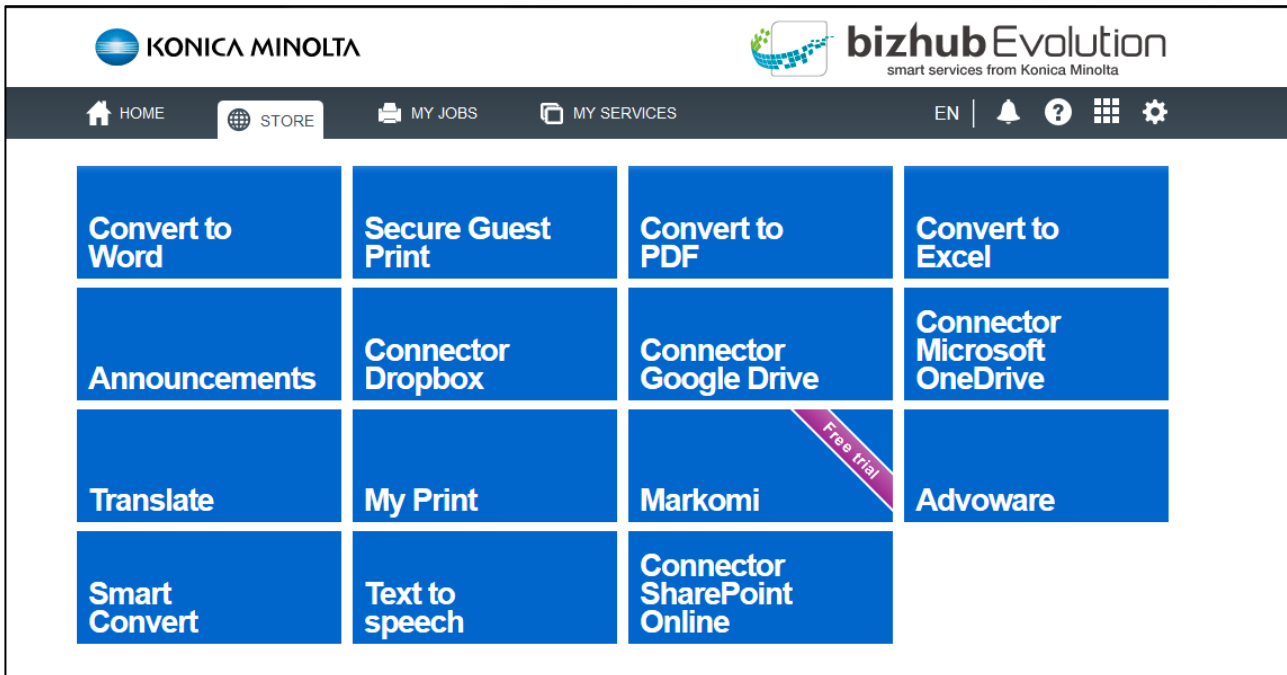
You can find detailed information on how to use this service in the "My Print" User's Guide.

NOTE

*You can find the user's guides for all the services here:
Quick access tool bar → [?] → [Support Information].*

The Store

In the Store, you can discover our wide range of services, each designed to make your day-to-day work easier. Click on a service to find out more about it and to request or book them via your administrator.



Requesting/ booking services

When you want to use a service, you need to request the booking from your bizhub Evolution administrator. Your administrator will then be able to book the service and assign it to you.

Request a service booking from your administrator as follows:

- Click on the service you want, e.g. "Convert to Word".
- Click on [Request service].
- Add a note to your request, e.g. saying why you require the service.

NOTE

By clicking [Cancel], you can end the process without sending a booking request.

- Click on [OK].
You will receive a brief confirmation that you have requested a service from your administrator.
- Click on [OK] to complete the process.
If your administrator accepts your request and books your service, they can assign the service to you as soon as it is available.

Calling up user's guides for services

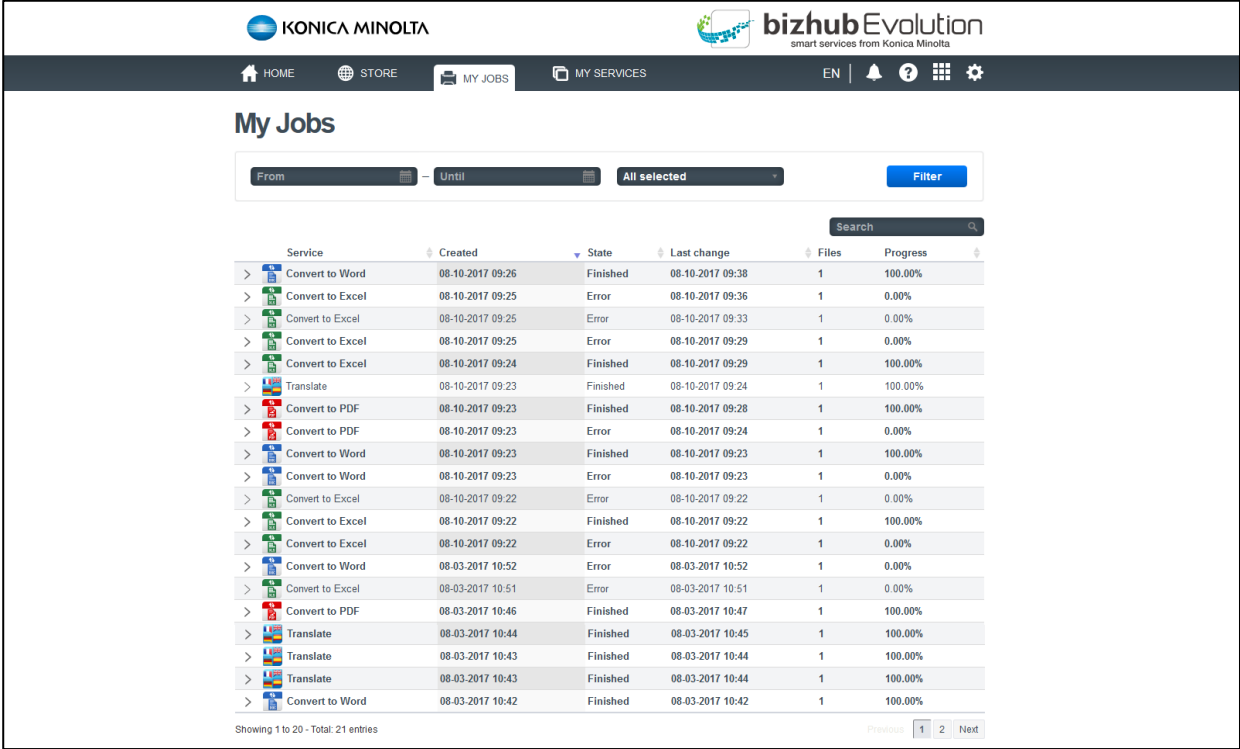
A user's guide is available for every service. They describe how to use each service.

NOTE

*You can find the user's guides for all the services here:
Quick access tool bar → [?] → [Support Information].*

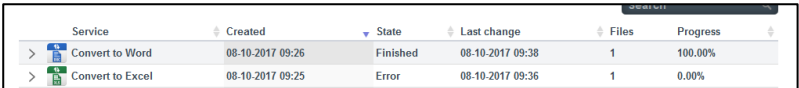
My Jobs

In this view, you can find a clearly arranged list of your bizhub Evolution jobs.

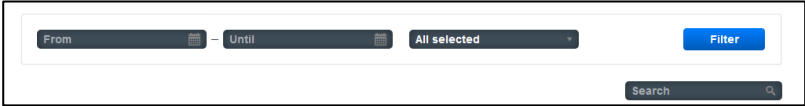


The 20 jobs most recently worked on will be at the top of the list. Use the page numbers at the bottom of the job list to see older jobs.

In front of some of the column headings, e.g. "Created", you will see small arrows. You can use these to reverse the order in which the jobs are displayed, e.g. from the most recent entry to the oldest entry.



At the top of the job list there are additional filter and keyword-search options.



You can filter jobs according to the following criteria:

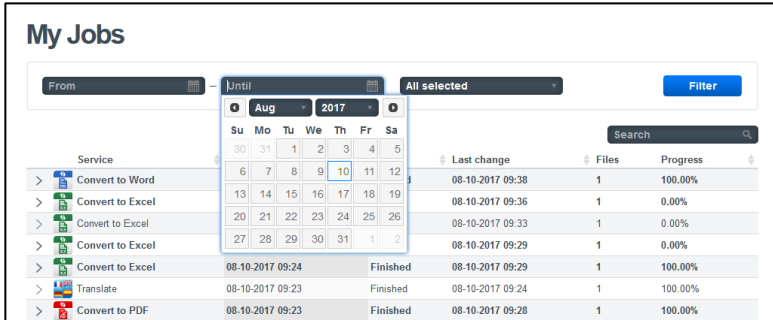
- Time period (start/end date)
- Status
- Keyword-search for services

NOTE

You can also combine the filter and the keyword search.

Filtering jobs by time period

Are you looking for a job which you worked on with a bizhub Evolution service at a particular time?
The fastest way to find the job is to filter the list by time period.



The screenshot shows the 'My Jobs' interface. At the top, there is a filter section with 'From' and 'Until' date pickers, a dropdown menu set to 'All selected', and a 'Filter' button. Below the filter section is a calendar for August 2017. The main area displays a table of jobs with columns for Service, Last change, Files, and Progress.

Service	Last change	Files	Progress		
Convert to Word	08-10-2017 09:38	1	100.00%		
Convert to Excel	08-10-2017 09:36	1	0.00%		
Convert to Excel	08-10-2017 09:33	1	0.00%		
Convert to Excel	08-10-2017 09:29	1	0.00%		
Convert to Excel	08-10-2017 09:24	Finished	08-10-2017 09:29	1	100.00%
Translate	08-10-2017 09:23	Finished	08-10-2017 09:24	1	100.00%
Convert to PDF	08-10-2017 09:23	Finished	08-10-2017 09:28	1	100.00%

Filter jobs by time period as follows:

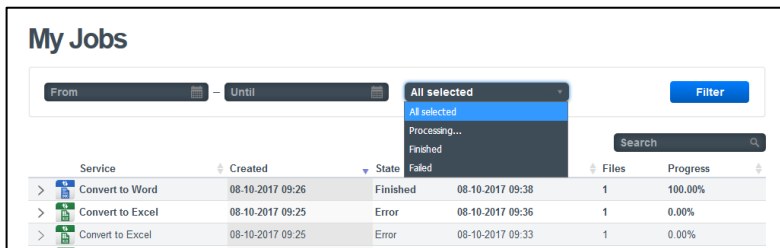
1. In the filter section, click on "From."
2. Select the start date using the calendar.
or
Enter the start date directly in the format "MM.DD.YYYY".
3. In the filter section, click on "Until."
4. Select the end date using the calendar.
or
Enter the end date directly in the format "MM.DD.YYYY".
5. Click on [Filter].
The filtered entries will be displayed in the list.

NOTES

- The number of filtered jobs will be displayed under the job list.
- You can also combine the filter and the keyword search.

Filtering jobs by state

Are you looking for a job that is, e.g. finished or currently being processed? The fastest way to find the job is to filter the job list by job state.



Filter jobs by state as follows:

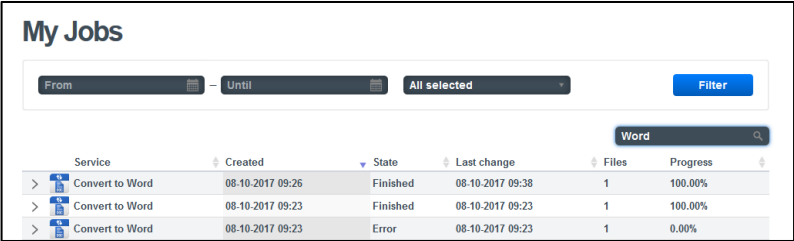
1. In the filter section, click on "All selected".
2. Select the desired option, e.g. "Finished".
3. Click on [Filter].
The filtered entries will be displayed in the list.

NOTES

- The number of filtered jobs will be displayed under the job list.
- You can also combine the filter and the keyword search.

Filtering jobs by keyword

The search window allows you to search for and display your jobs according to which services they used.



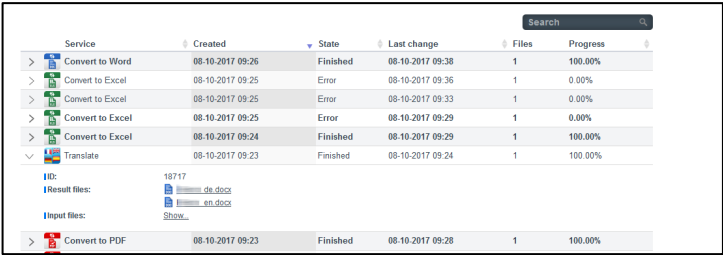
If, for example, you write "Word" in the search window, it will show you all the jobs which were processed with "Convert to Word".

NOTES

- The number of filtered jobs will be displayed under the job list.
- You can also combine the filter and the keyword search.

Displaying job details

You can call up detailed information about a job by clicking on the arrow to the left of each line.



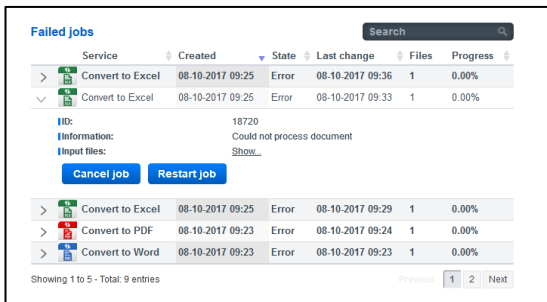
This will, for example, show you the names of the files you uploaded for processing, as well as the result file that you were then provided with. From this view, you can open or download the job attachments with a single click.

NOTE

How long your data is stored for is set by your administrator. This can be between zero minutes and five days. Once the job attachments are deleted, they can no longer be opened or downloaded via the job details. If necessary, ask your administrator how long your job attachments will be stored for.

Restarting/canceling a failed job

A poor Internet connection, for example, could prevent a job from being processed properly. This job would then be displayed in the list of failed jobs. From this list, you will have the option to restart the job or cancel it.



The screenshot shows a web interface titled "Failed jobs" with a search bar. Below the search bar is a table with columns: Service, Created, State, Last change, Files, and Progress. The table lists three failed jobs: "Convert to Excel", "Convert to PDF", and "Convert to Word". The first job is expanded to show details: ID: 18720, Information: Could not process document, and Input files: Show... Below the details are two buttons: "Cancel job" and "Restart job".

Service	Created	State	Last change	Files	Progress
> Convert to Excel	08-10-2017 09:25	Error	08-10-2017 09:36	1	0.00%
▼ Convert to Excel	08-10-2017 09:25	Error	08-10-2017 09:33	1	0.00%
ID: 18720					
Information: Could not process document					
Input files: Show...					
Cancel job Restart job					
> Convert to Excel	08-10-2017 09:25	Error	08-10-2017 09:29	1	0.00%
> Convert to PDF	08-10-2017 09:23	Error	08-10-2017 09:24	1	0.00%
> Convert to Word	08-10-2017 09:23	Error	08-10-2017 09:23	1	0.00%

Showing 1 to 5 - Total: 9 entries Previous 1 2 Next

You can restart or cancel a job as follows:

1. Click on the arrow at the start of the line to show the job details.
2. Click on [Cancel job] to terminate the job permanently.
or
Click on [Restart job] to trigger the job to start again from the beginning.
3. Confirm the security prompt with [OK].
The process will be executed.

NOTE

Should the job fail again, please contact your administrator for advice.

Your administrator's contact details can be found here:

Quick access tool bar → [?] → [Contact administrator].

My Services

Overview

Here, you will see the services that your administrator has assigned to you. These are the services available to you.

KONICA MINOLTA

bizhub Evolution
smart services from Konica Minolta

HOME STORE MY JOBS MY SERVICES EN ? [Grid Icon] [Gear Icon]

My services

[Announcements](#) [Convert to Excel](#) [Convert to PDF](#) [Convert to Word](#)

[Markomi](#) [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, .pptx, .rtf, .rtx, .tif, .tiff, .xlsx, .xml, .xps

Print

› Imprint › Cookies Statement › Data Privacy

Share us: [f](#) [in](#) [t](#)

Giving Shape to Ideas

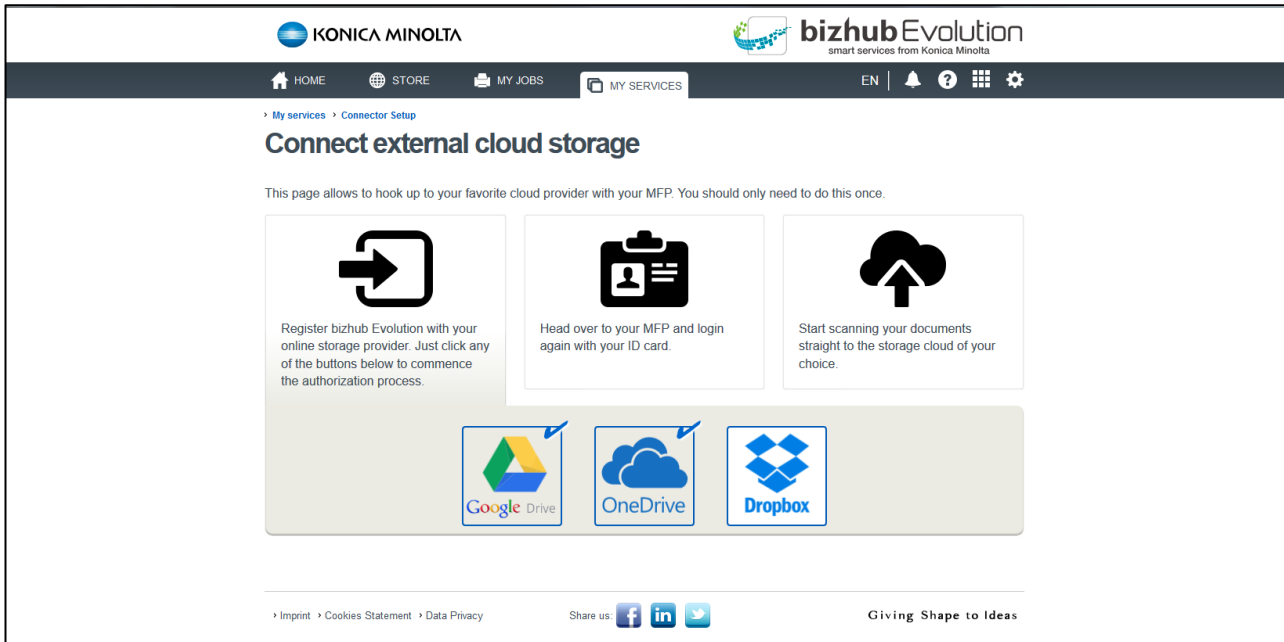
Click on a service to start it.

NOTES

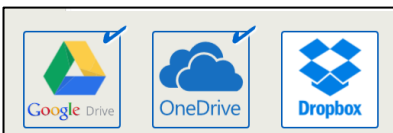
- Some services, such as, e.g. „Secure Guest Print“, are not assigned to persons but to Konica Minolta's multi-functional system. These services are not displayed in this overview.
- The connectors will only be displayed under Connector Setup.
- You can find the user's guides for all the services here:
Quick access tool bar → [?] → [Support Information].

Setting up connector access

With the help of the connectors, you can save finished files directly to your cloud storage. To do this, you need to connect your cloud storage to bizhub Evolution. If one or more connectors have been assigned to you, they will be displayed here.



The cloud storage icons will only become visible when your administrator has assigned you the appropriate connector. A small tick by the cloud storage icon indicates that bizhub Evolution is currently connected to your cloud storage.



Connect a connector to your cloud storage as follows:

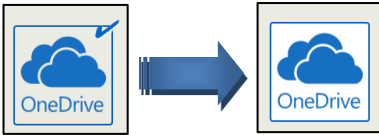
1. Click on the cloud storage service that you want to connect to bizhub Evolution, e.g. [Dropbox].
2. Log into your cloud storage service.
You will receive a confirmation message.
3. Confirm the prompt by clicking [OK].
The cloud storage service is now connected to bizhub Evolution.

NOTE

The process may vary slightly depending on the cloud storage service.

Canceling connector access

You have the option of disconnecting the cloud storage connection at any time.



Disconnect the connector and your cloud storage as follows:

1. Click on the cloud storage service you want to disconnect, e.g. [OneDrive].
2. Click on [OK], to cancel the connection.
You will receive a confirmation message.
3. Confirm the prompt by clicking [OK].
The cloud storage service is now no longer connected to bizhub Evolution.

NOTE

The process may vary slightly depending on the cloud storage service.

Contacts („Fax“ and “E-POST” service)

In this area you will find your contacts that are accessed when sending faxes or E-POST. You can create new contacts, change contacts, and search or filter contacts.

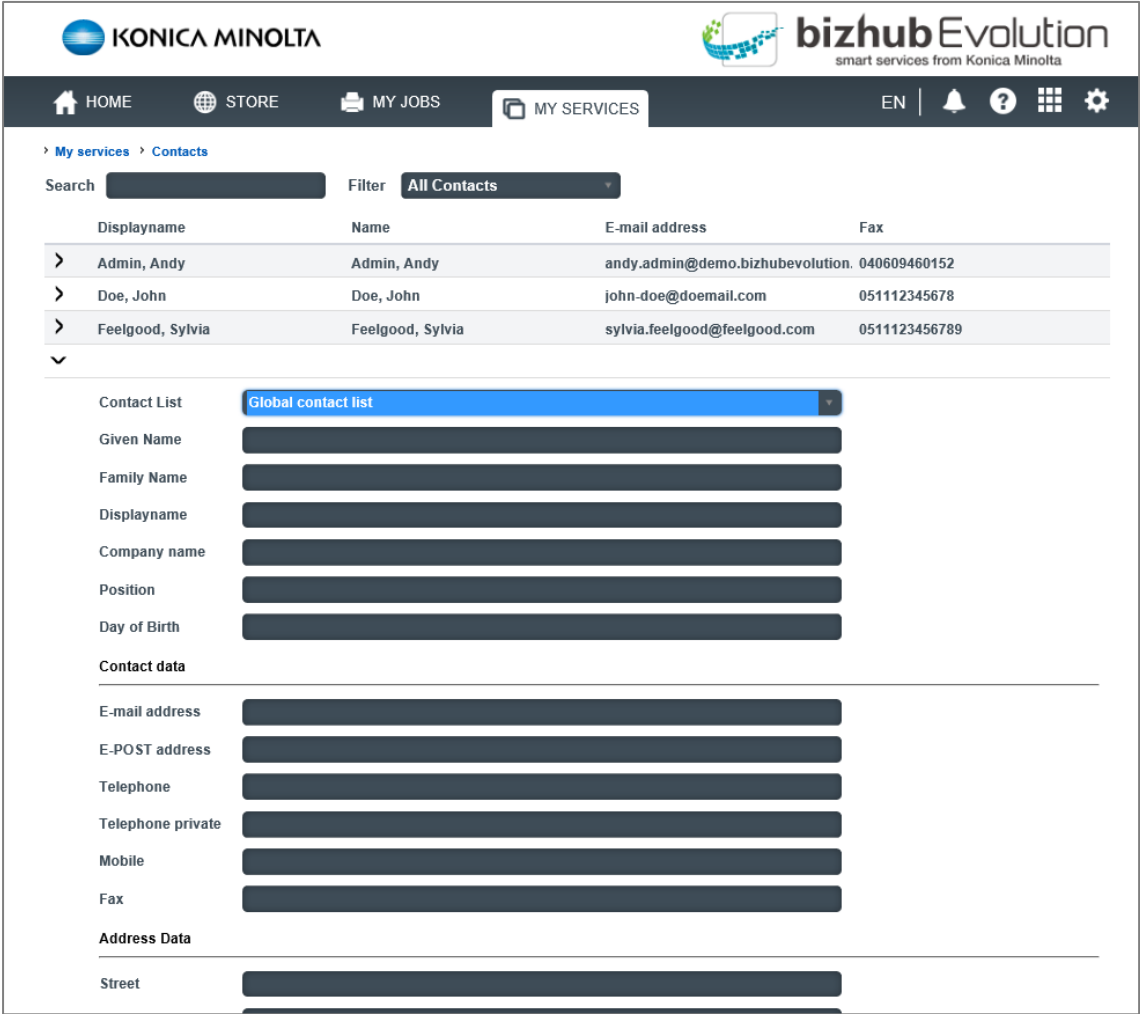
Displayname	Name	E-mail address	Fax
> Admin, Andy	Admin, Andy	andy.admin@demo.bizhubevolution.	040609460152
> Doe, John	Doe, John	john-doe@doemail.com	051112345678
> Feelgood, Sylvia	Feelgood, Sylvia	sylvia.feelgood@feelgood.com	0511123456789

The filter function allows you to display all contacts, shared contacts or your own contacts.

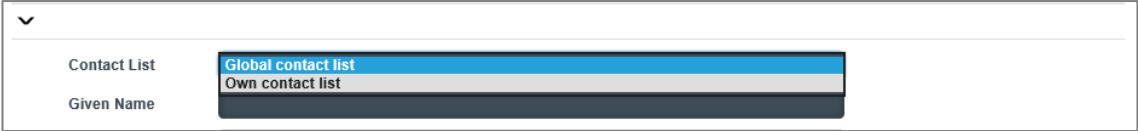
For detailed information about a contact, click on the arrow that is displayed in front of each line.

Creating a new contact

- 1. Click [MY SERVICES], then [Contacts].
- 2. Click [Add].
A new contact form is opened.



- 3. Specify whether the contact is to be visible in the global contact list or only in your own contact list..



- 4. Enter the contact data and click [Save].
- 5. Confirm the prompt by clicking [OK].
The new contact is created.

Changing/deleting a contact

1. Click [MY SERVICES], then [Contacts].
2. Click the arrow in front of the contact to expand the details.
3. Enter the desired changes and click [Save].
or
Click [Delete], if you want to delete the contact.
4. Confirm the prompt by clicking [OK].

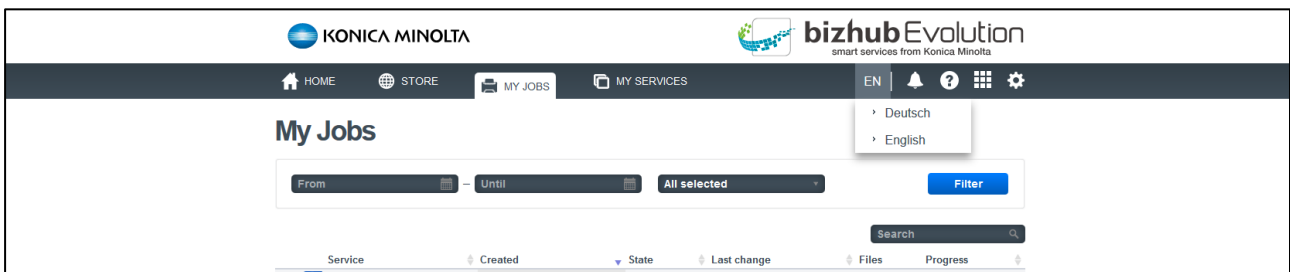
The quick access tool bar

The quick access tool bar can be accessed at any time. Use it to access further services.



Changing the display language (language code)

You can change the display language via the language settings.



This is how you change the language for all currently active bizhub Evolution sessions:

1. Click on the language code.
2. Choose a different language.
The display language will change.

NOTE

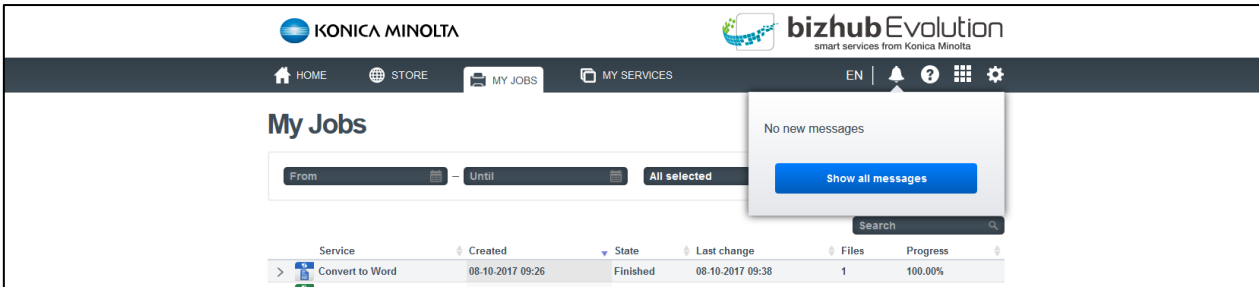
You can also change the language settings in your account details.

You will find the setting here:

Quick access tool bar → [Gear] → [My Account].

Displaying notifications (bell)

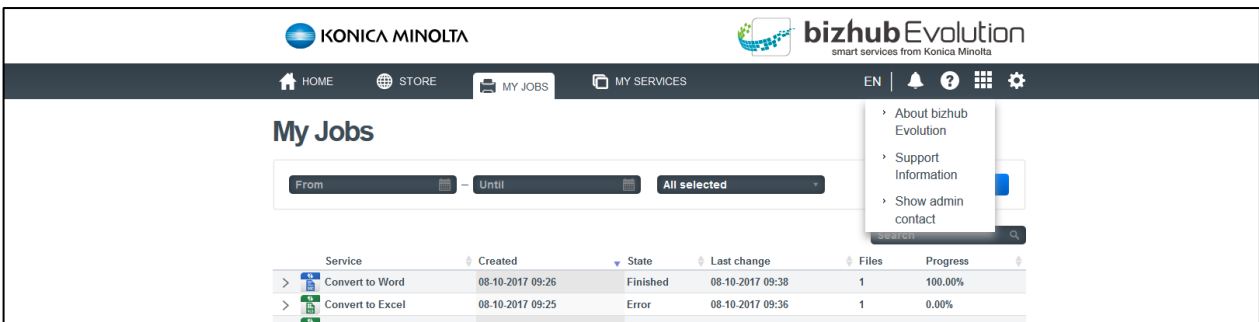
Your administrator can send you messages via bizhub Evolution. You can see if there is a message for you by the "bell" icon on the quick access tool bar. Click on the icon to display the message.



If you want to see all received messages, click on [Show all messages].

Support information (question mark)

Under the question mark, you will find a collection of important support information.

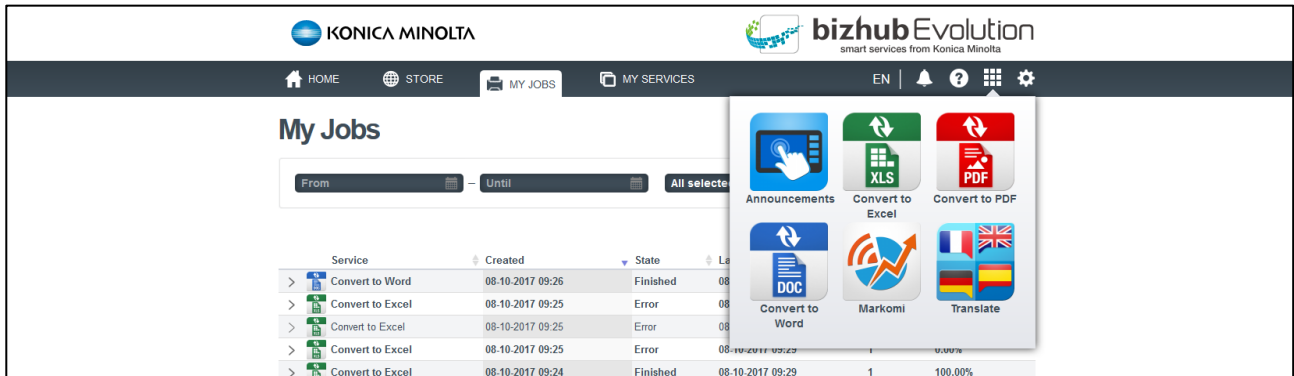


This includes:

- **About bizhub Evolution**
Current versions of bizhub Evolution and a short explanation.
- **Support Information**
 - Help with bizhub Evolution problems
 - Technical requirements
 - Installation guide
 - User's guides
- **Show admin contact**
Name and contact details of your current administrator

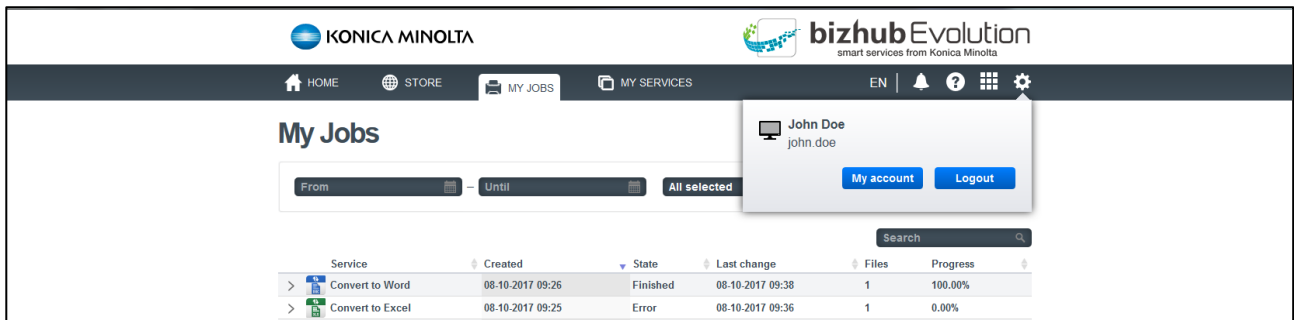
Calling up services directly (grid)

Click on the grid to choose a service.



Changing your account settings (gear)

Click on [My Account] to see your current account settings.



Here, you will have the option to, for example:

- Change your language settings
- Change your password
- Call up your administrator's contact details/contact your administrator

Logging out (gear)

When you want to leave the bizhub Evolution platform, you should log out.

You will find the button to do this here:

Quick access tool bar → [gear] → [My account] → [Logout].

Do you 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 at 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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