KONICA MINOLTA

RETHINK WHAT'S POSSIBLE

HOW TRAINING CAN HELP YOUR ORGANISATION AND WHAT TRAINING IS AVAILABLE

Giving Shape to Ideas

CUSTOMER TRAINING

"The training team's approach was excellent. Staff have fed back about how knowledgeable and professional they were, and how they adapted the pace of the training to suit the needs of the staff."

NHS Wales

WHY TRAINING IS WORTH IT

As with any technology investment, you want to make sure you get the best return on your Konica Minolta devices. That's where our Training Services can help.

- **Return On Investment, Productivity, Efficiency**
Make sure your people know how to use all the capabilities the devices provide, to help them be as productive and efficient as possible in their day-to-day work. You don't want everyone to rely on one or two 'super-users', any more than you want great features like sorting, stapling and scanning to go unused.

- **Tailored to your needs**
Our training consultants offer a variety of training packages to meet different requirements. The packages are designed to give everyone the time and support to learn how to get the best from your devices.

- **Delivered to suit**
We deliver training at your own offices, so that your users stay in a familiar environment and can quickly apply what they've learned. The training sessions are interactive and hands-on; we keep the groups small so that everyone can join in and get confident using all the capabilities available with your Konica Minolta devices.

HOW IT WORKS

1 ASSESS

Our training consultants will work with you to agree the right training package to meet your needs.

2 PLAN

You'll receive a training plan that sets out clear objectives for the session, what will be covered, and the benefits to the participants and your organisation.

3 DELIVER

Our training consultant will deliver the agreed training session on the planned date. The training resources provided will include a short guide for each participant and a quick reference poster for display near the device.

4 FEEDBACK

You'll receive feedback from our training consultant on the outcomes from the session; participants will also be invited to give their views on the session.

FIND OUT MORE

To find out more, contact our Training Service Team or your Account Manager to book a free training assessment:

Customer-Training-Calls@konicaminolta.co.uk

CHOOSING THE RIGHT TRAINING PACKAGE

A Konica Minolta training consultant will work with you to choose the right package for your organisation. Below is an overview of what's covered by our standard packages.

FOUNDATION PACKAGE

This package, for up to five people, is ideal for smaller organisations looking to get the best from their Konica Minolta devices. By the end of the session, participants will be proficient at:

- Loading documents

- Working with paper trays

- Replacing toner and staples

- Online ordering registration

- Logging service calls

- Basic printing, copying and scanning

- Basic finishing, including grouping, sorting and stapling documents, and using booklet mode

- Securing print jobs

- Storing documents for future printing in user boxes

- Basic customisation — adding shortcuts and one-touch buttons for common tasks
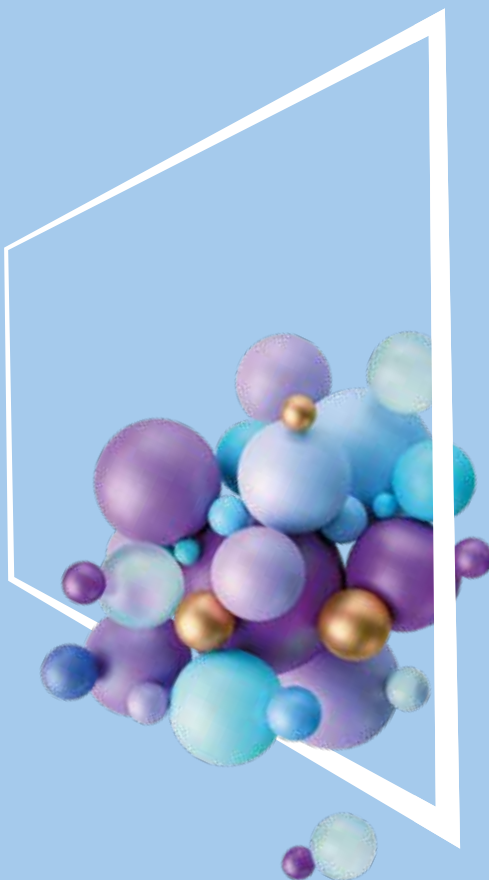
PROFESSIONAL PACKAGE

This package, for up to five people, is designed for larger organisations, in particular those that use:

- Print management software with their Konica Minolta devices

- Our Code Systems for account and user management

In addition to all the topics covered by the Foundation package, you'll learn how to:

- Use advanced print, copy and scan features, including encrypted PDF scanning

- Print from mobile devices

- Print from, and scan to and from, USB sticks

- Use advanced customisation options

- Use the print management solution, including PIN code creation and sending and releasing jobs

- Carry out advanced tracking, reporting and user management using Code Systems

BESPOKE TRAINING

Bespoke training is suitable for larger organisations with lots of devices and users. We'll carry out a training needs analysis with you to create a structured training session that draws on both the Foundation and Professional packages to meet your exact requirements.

Between four and six users can join a bespoke training session, which will generally be scheduled as a one-day event, and can include floor-walking support to answer users' follow-up questions.

ONLINE TRAINING

Our free online training, iTraining, provides step-by-step video guides to the main features and functions of your Konica Minolta devices.

It helps new users get started, and acts as a useful refresher once they've attended a training session.

iTraining is available at any time at: itraining.konicaminolta.eu

For quick access to device-specific iTraining, scan the QR code on the device.

PACKAGE CONTENTS

The details given below are for 2019/2020.

	Foundation	Professional
No. of participants	up to 5, 1 device	up to 5, 1 device
What's covered		
Advanced scanning Advanced scanning features Encrypted PDF scanning		✓
Printing Setting quantity Setting colour / black & white Choosing paper tray / size Setting single- / double-sided Finishing: group, sort, corner staple, 2 staple Booklet mode Finishing centre staple / fold	✓	✓
Secure printing Demonstrate feature Send task Release task	✓	✓
Advanced printing Advanced print property options		✓
Mobile printing Printing from mobile devices		✓
USB stick usage Printing from USB Saving to USB Scanning to and from USB		✓
User box Overview and creation Sending, releasing and deleting documents	✓	✓

	Foundation	Professional
Basic customisation Adding 1-touch button for email Adding shortcut for secure print	✔	✔
Advanced customisation Customised shortcuts		✔
Print management solution Card registration Logging in and out PIN code creation Sending and releasing follow-me prints Deleting unwanted print jobs		✔
Account tracking and user authentication (via device and web browser) Adding / deleting users Setting permissions ID and print Counter reports Card / PIN registration Full system management		✔

Bespoke package	
Duration: 1 day	**Participants:** 4–6, 1 device

What's covered

A Bespoke session will cover the topics agreed between you and our training consultant. It's likely to incorporate elements from both the Foundation and Professional packages, and may also include floor-walking support.

FREE TRAINING ASSESSMENT

Contact our Training Service team or your Account Manager for more info or to book a free training assessment.

You can email the Training team on:

Customer-Training-Calls@konicaminolta.co.uk

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