



## Setting up and using Release2Me with Dispatcher Stratus

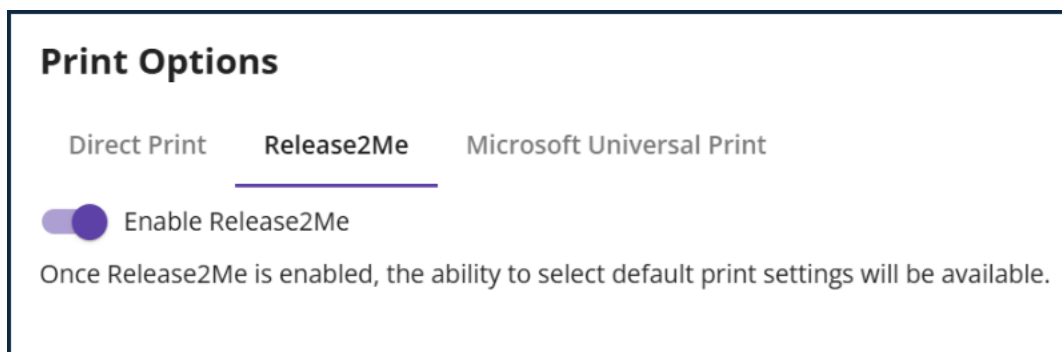
Setting up and using Release2Me on your MFPs is a fast and easy process. Release2Me securely stores all print jobs in a user specific or shared queue until the authorized individual releases them at the MFP using a PIN, network password, or ID badge. This ensures that documents are only printed when the user is physically present, reducing unnecessary printing and minimizing the risk of sensitive or confidential materials being left unattended or retrieved by an unintended recipient.

**NOTE:** Licenses are required before Release2Me can be enabled. Please contact your Konica Minolta sales representative with questions or help obtaining a license.

### 1. Release2Me Toggle

Release2Me is automatically enabled when your purchase code is redeemed. To view this, or turn Release2Me off, follow the steps below:

- Go to **Settings** in the Stratus admin portal.
- Scroll to **Printing Features**.
- Chose **Release2Me** in the options.
- Toggle **Enable Release2Me** to **Off** or **On**.



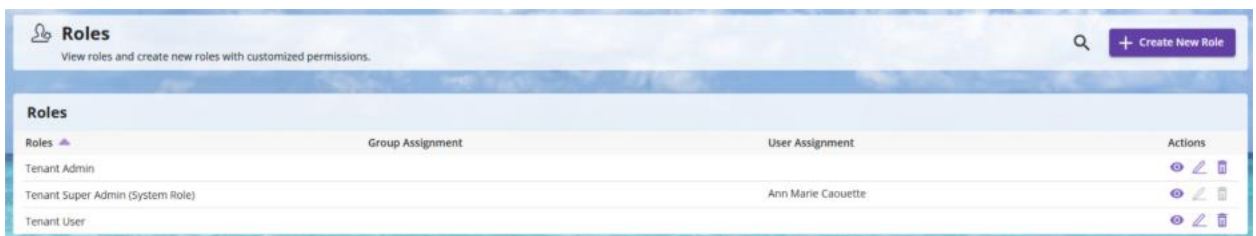
- The standard queues included as default upon enable are the **My Print Queue** and the **Delegated To Me Queue**. Other queues such as **Shared Queues** and **Guest Queues** can be added by admins for use by assigned users.

## 2. Verify Admin & Role Permissions

**Super Admins** automatically receive all new permissions. Other roles (Admin, Manager, Help Desk, etc.) may not have Release2Me permissions by default.

To confirm or update:

- Go to **Advanced** → **Roles** → select the role.



- Under **Permissions**, confirm that users have View permissions for the various queue types, and admins have the create/edit/delete permissions.

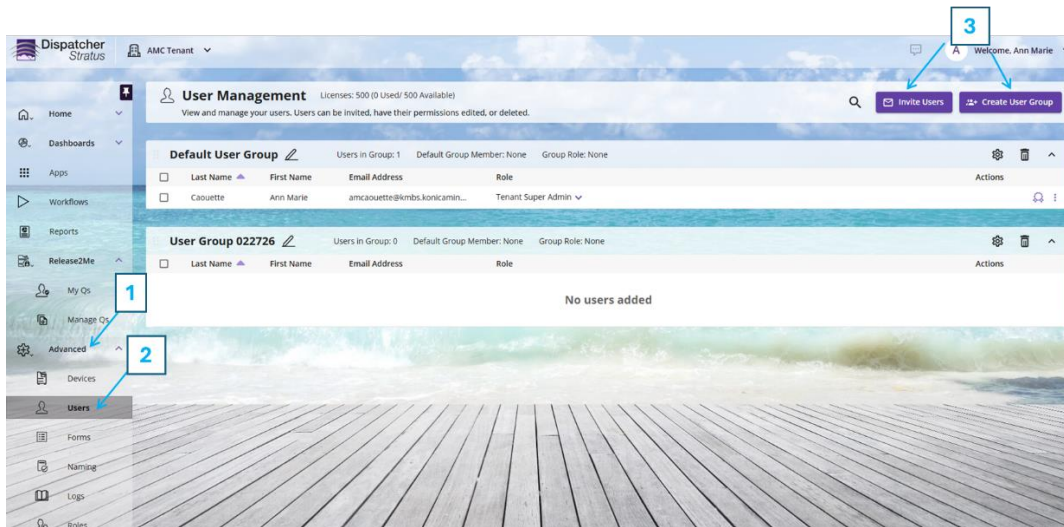


- **Save** any updates.

### 3. Add Print Users

Users must be added to Stratus to receive print access. To add users:

- Go to the **Add Users** tab.
- Click **Invite User**.



- Assign each user to the appropriate groups (optional, but recommended).



**Tip:** Groups streamline queue access, especially for departments.

### 4. Add a New Device

Any Konica Minolta i-Series MFP can be licensed to use **Release2Me**, but the devices need to be added and configured before the program can be used. To have on hand:

- ID or Serial Number of the device
- Admin password for the device

**Adding a new device:**

- Go to **Advanced** → **Devices**
- Select **Device Configuration** → **Add Devices**

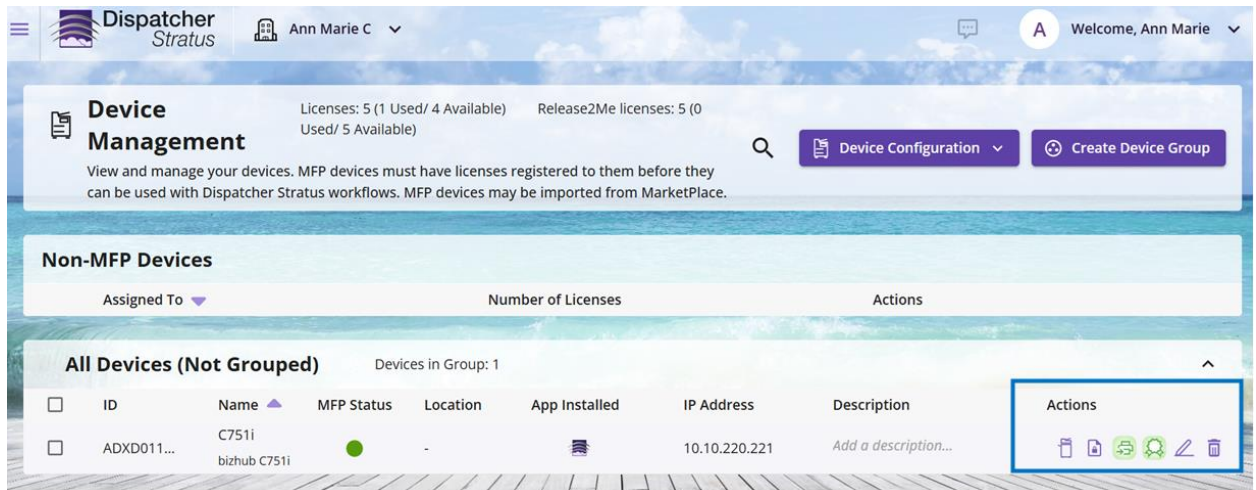
- Choose the **Device Type** and add the following under **Device Info**:
  - Create a name for the device that will differentiate it from other devices
  - The ID or Serial Number
  - Type in the Admin password for the MFP under Device Connection

## 5. Configure Your New Device

Your newly added printer will be listed under **Device Management**. To use Release2Me on the device, you will need to add a license and enable Release2Me for the device.

- Under **Actions**, click on the **License** icon.
- When asked if you'd like to register one of your available licenses to the device, click **yes**.
- The License icon will now be green.
- Under **Actions**, click on the **Add to Release2Me** icon.
- The **Add to Release2Me** icon will now be purple.

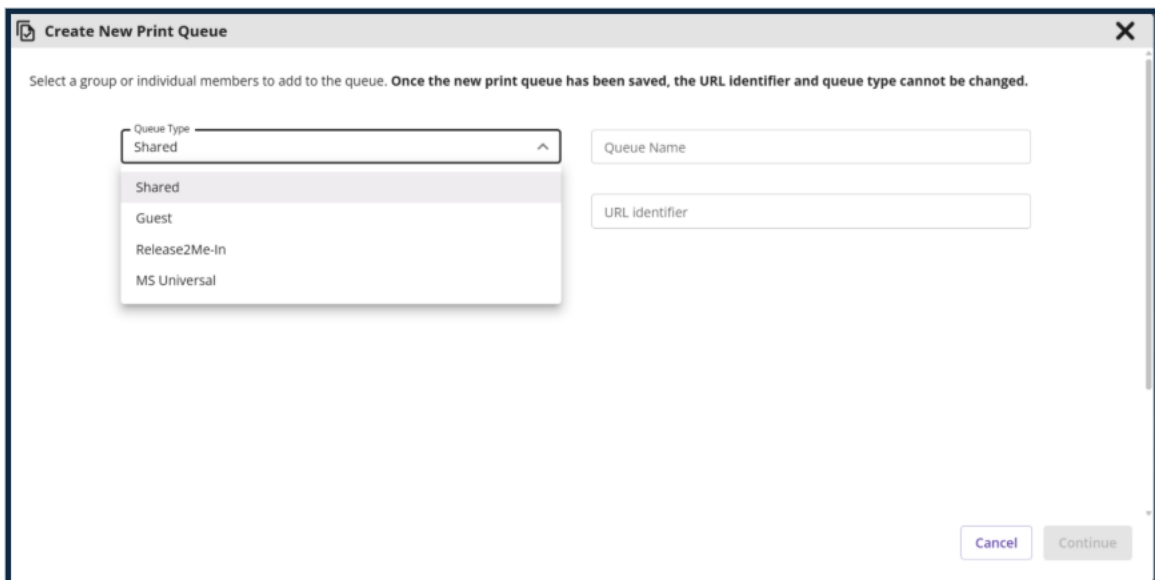
Assigned To	Number of Licenses	Actions
All Devices (Not Grouped) Devices in Group: 1		
<input type="checkbox"/>	ID	Name
<input type="checkbox"/>		MFP Status
		Location
		App Installed
		IP Address
		Description
		Actions



## 6. Add Print Queues

Release2Me allows you to create multiple print queues tailored to the needs of individual users or entire teams. This helps standardize common print jobs and saves time at the device.

- Go to **Release2Me → Manage Qs.**
- Select **Add Print Queue.**
- Choose from the different queue options



- Create a **Queue Name** that will help the Queue stand out within a list your department may be using

- Create a **URL identifier**
- Click **Continue** when finished.
- Assign **User Access and Print Preferences** to the Queue

**Team Direct Queue** Type: Shared

Inactive  Active

Select a default for how long unreleased files should stay in the queue. Delete files after  Days  
Max: 7 days

**Users** | Print Preferences

Select a group or individual members to add to the queue.

**Users**

User Groups

Search and select users

**Team Direct Queue** Type: Shared

Inactive  Active

Select a default for how long unreleased files should stay in the queue. Delete files after  Days  
Max: 7 days

**Users** | **Print Preferences**

Select the default print preferences using the drop down menus and click the checkboxes for items you would like to allow the user to edit.

Basic	Allow User To Edit	Layout	Allow User To Edit	Finisher	Allow User To Edit
Color <input type="text" value="Color"/>	<input checked="" type="checkbox"/>	Sides <input type="text" value="1-Sided"/>	<input checked="" type="checkbox"/>	Staple <input type="text" value="None"/>	<input checked="" type="checkbox"/>
Coflate <input type="text" value="On"/>	<input checked="" type="checkbox"/>	Binding Position <input type="text" value="Left Bind"/>	<input checked="" type="checkbox"/>	Fold <input type="text" value="None"/>	<input checked="" type="checkbox"/>
Other <input type="text" value="Off"/>	<input checked="" type="checkbox"/>			Punch <input type="text" value="None"/>	<input checked="" type="checkbox"/>

Click on the plus icon to start adding Default PjL headers.

Header	Value	
No headers added		

- Save changes.

### Release2Me Printing Setup Complete!

Users can now print directly to designated devices with fast, driverless output.