

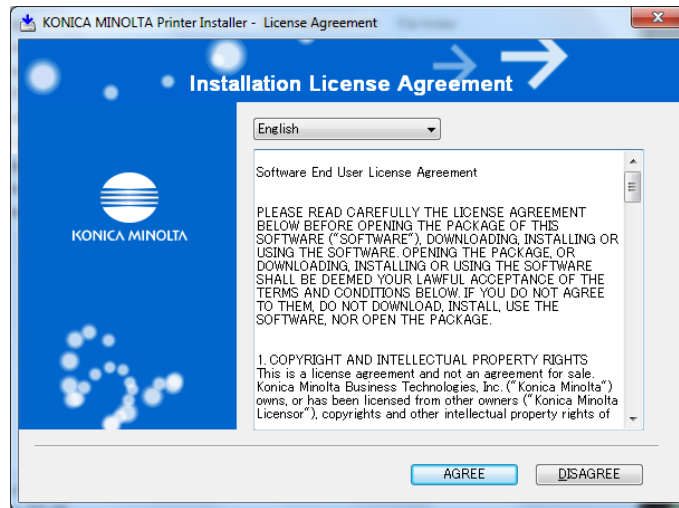
Installing Print Services on MBB Konica BizHub C360 SSB8166

1. Download the driver from [here](#).

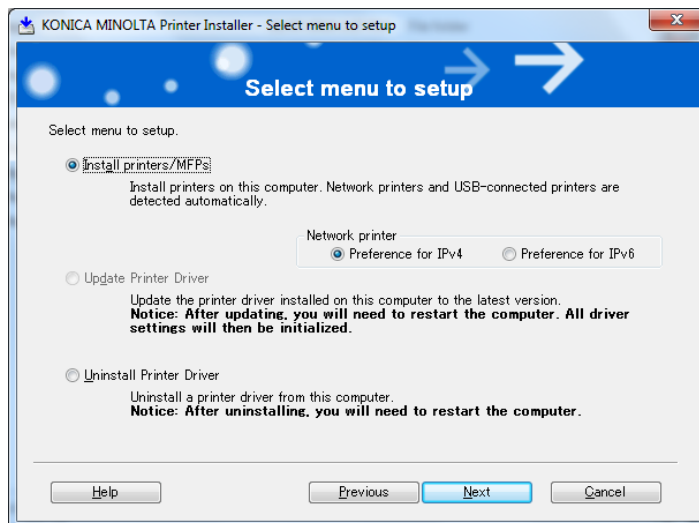
Unzip and extract the drivers to a convenient location (eg your desktop, in a folder called Bizhub501).

Click on the “Setup” icon in the un-zipped folder .

You will see the following agreement page:



2. Click on “Agree”.

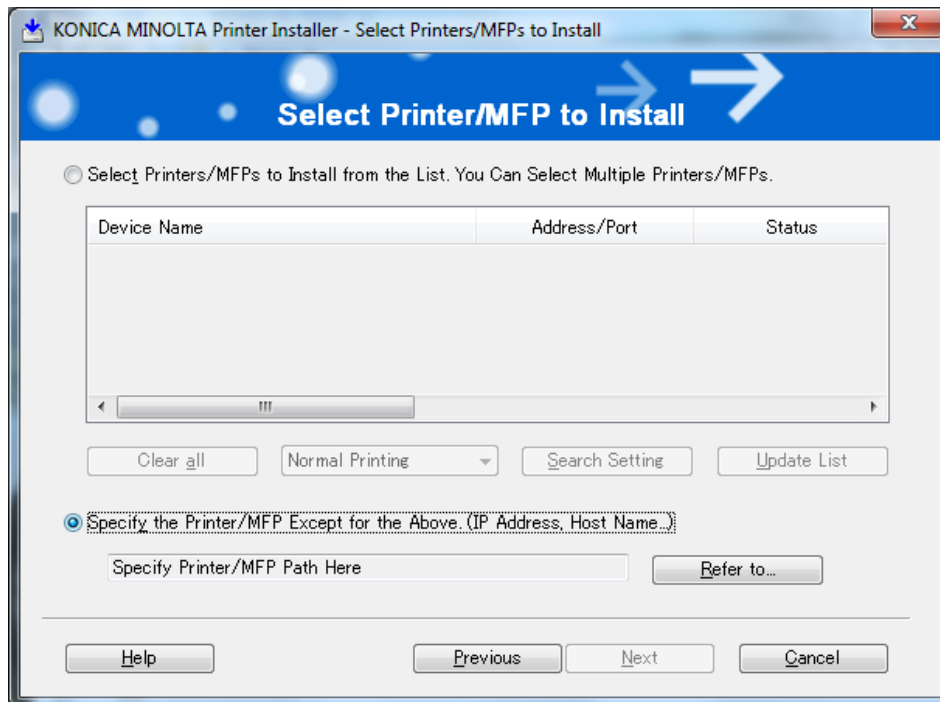


3. The default (Install, Network Printer, IPv4) should be pre-selected. Press “Next” .

The installer will search for copiers.



4. You can disregard any discovered printers (if any).

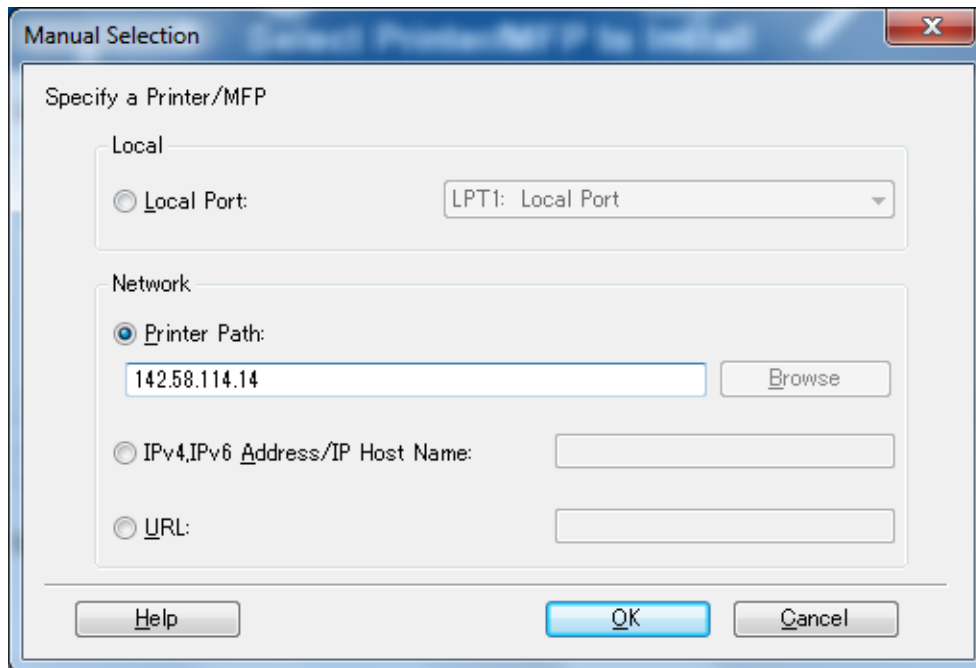


5. We will choose

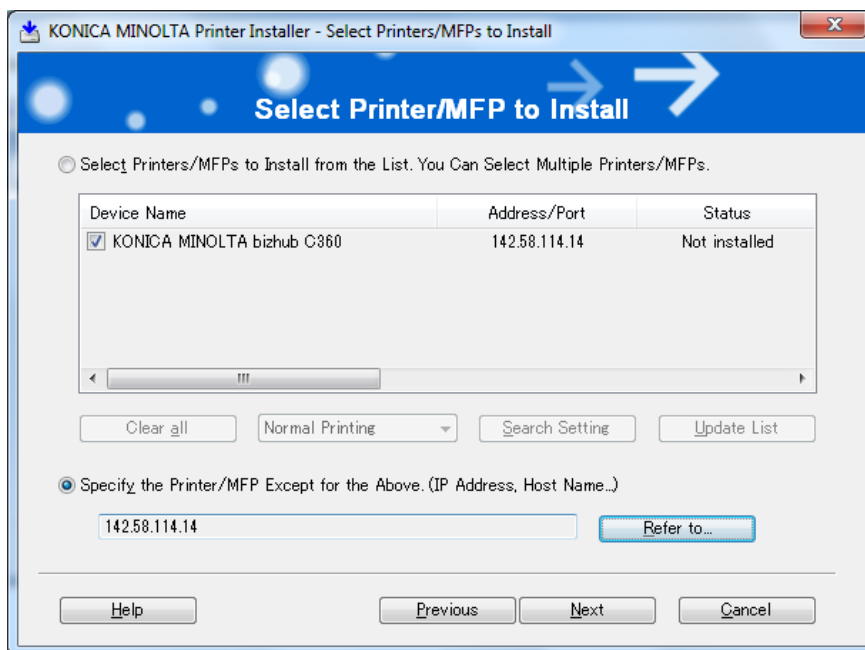
"Specify the Printer/MFP Except for the Above" (translation : *"Specify your own printer"*)

Press *"Refer to..."*

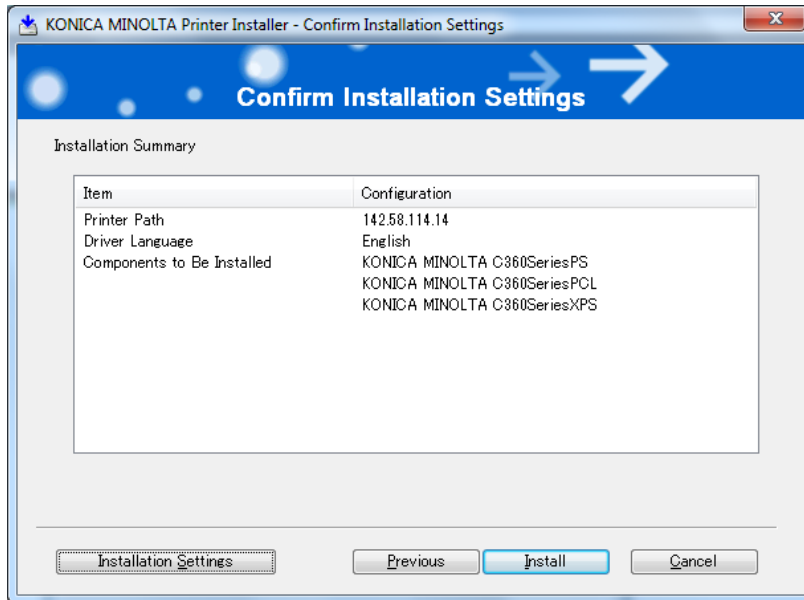
And selecting the box *"Printer Path"*



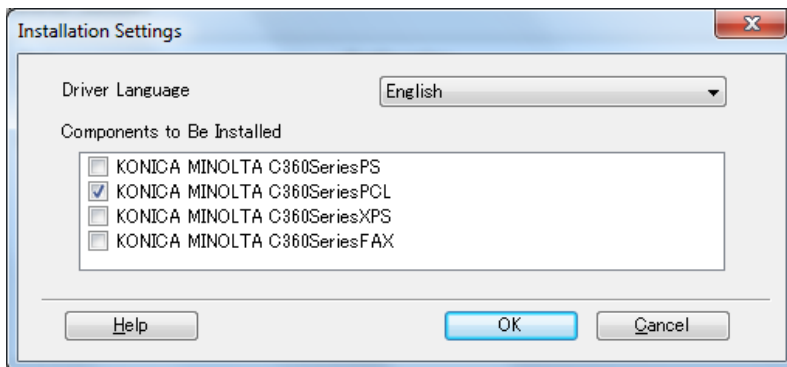
6. Enter the address of the machine 142.58.114.14.
7. Press "OK".



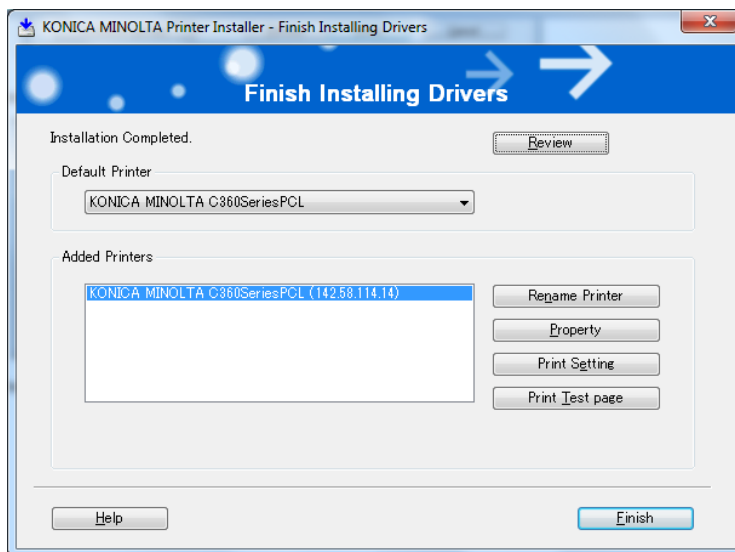
8. Press "Next".



9. Press "Installation Settings" to not install redundant drivers.

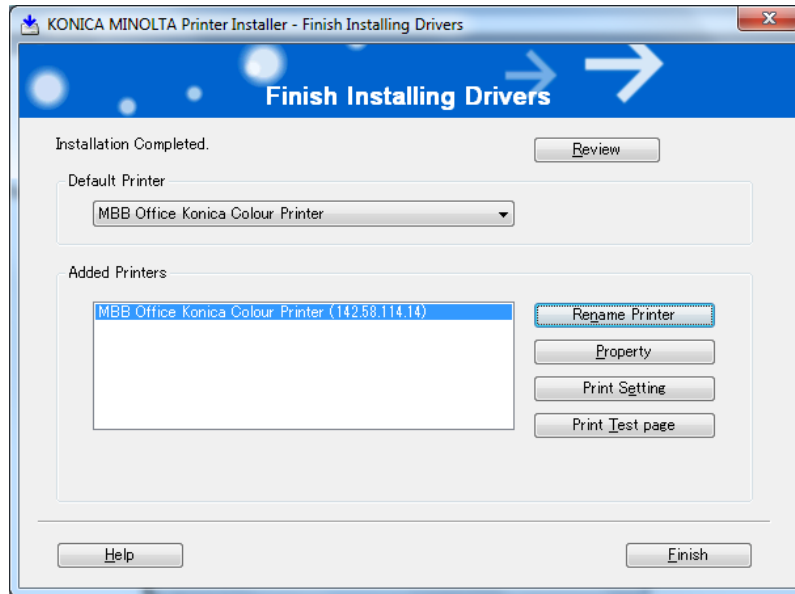


10. Check only the "PCL" driver box and press OK. Next, press "Install"



11. After the install, choose “Rename Printer”

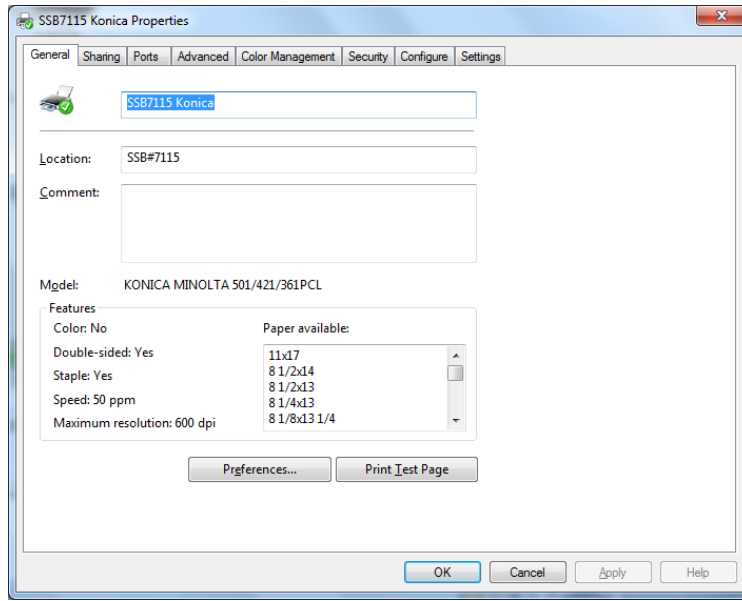
Rename the Printer something easy to identify, eg “MBB Main Office Konica Colour Printer”.



12. Press “Finish”. You should see the new printer in your “Printers and Faxes” folder. Make sure the correct printer is set to default printer.

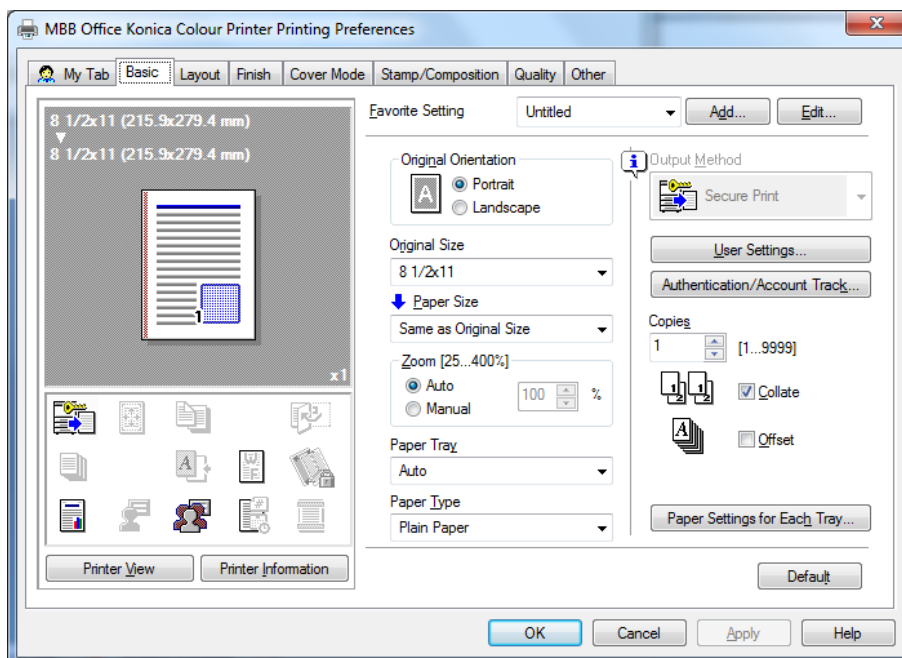
Setting up your Print Account using your Copy Code.

1. Go into the “Printers and Faxes” in Start Menu (or through Control Panel). Right-mouse click the printer you want to set up, and choose “Printer Properties”. You will see the window below. You can also change/edit the name of the printer at this time:

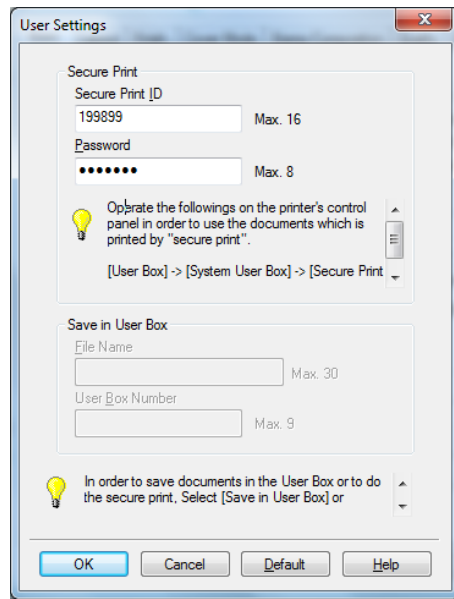


- 2A. **CARRY OUT THE NEXT STEP ONLY IF THIS PRINTER IS ON A COMPUTER THAT YOU ALONE USE, IF THE COMPUTER IS SHARED, SKIP THIS STEP AND GO TO STEP 2B [Note: do either step 2A or 2B]:**

Press the “Preferences” button. If you see a “User Settings” Window, press cancel and the window below should appear. choose the “Basic” tab:



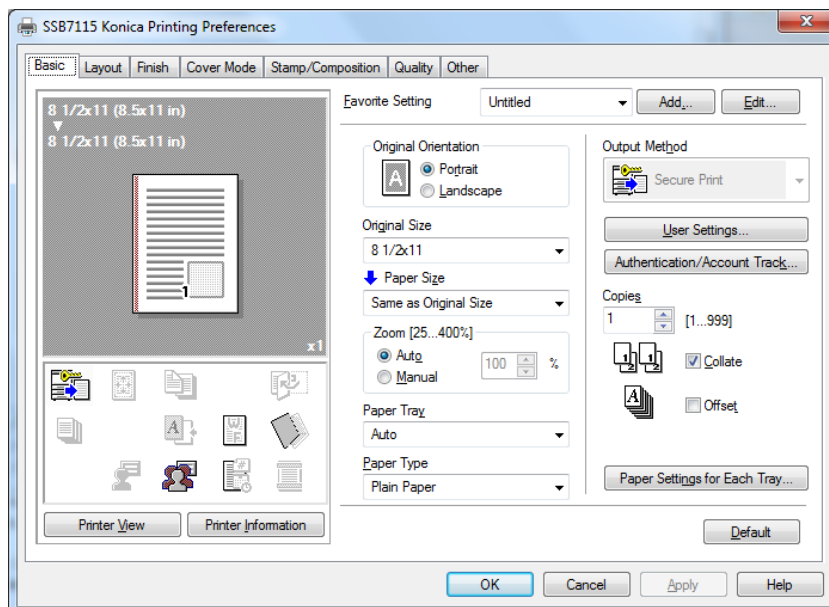
Press the “User Settings” button:



Enter a Secure print ID and password. The ID and password is required for you to release your job from the copier when you do walk-up-and-release of the job. Use your numeric copy code as the Secure Print ID. Your password can be anything quick and easy to enter. You can also re-enter a new ID/ code at any time before you print and then use it to release the job. The choice is yours.

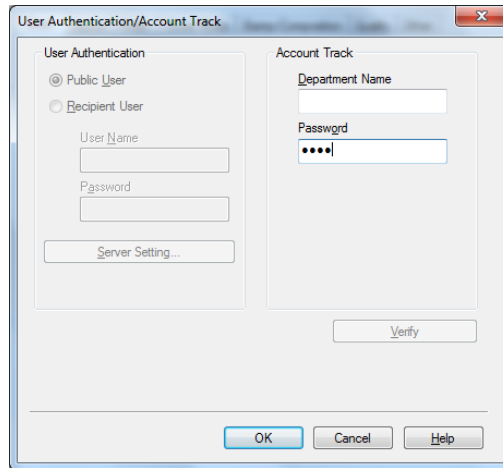
Even if you share the release ID/password, for someone else to release your job still requires they also know your copy code (which should be confidential) in addition to the release ID/password.

On the “Preferences Screen”



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Press the button that says “Authentication/ Account Tracking” and you will see the Account Track box:

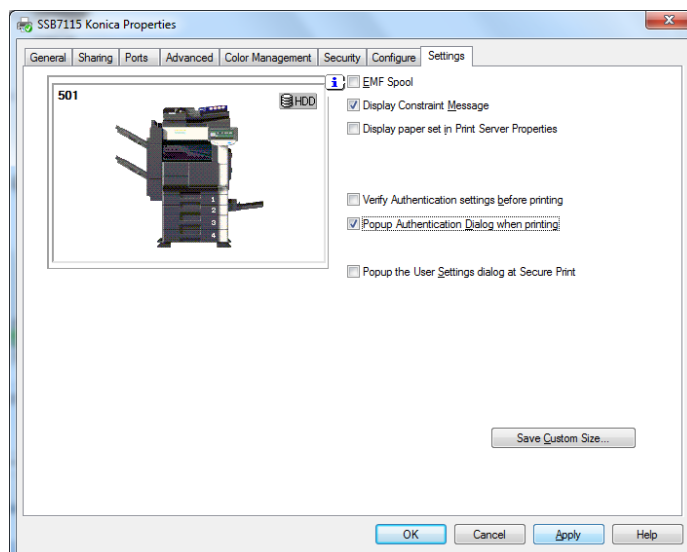


Enter your copy code in the box that says “Password”. Leave the box above it empty. The printer software will now remember your code each time you print.

Click “OK” and return to the “Properties” page.

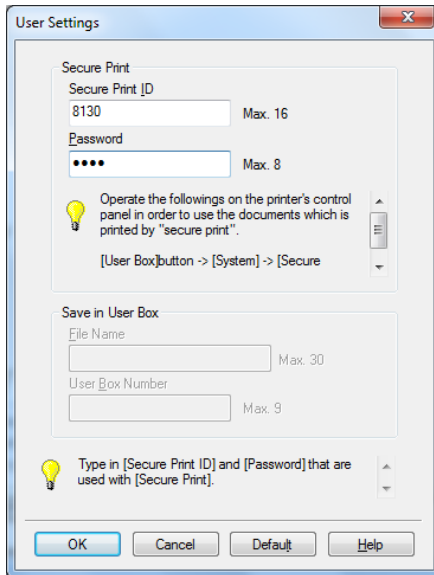
2B CARRY OUT THE NEXT STEP ONLY IF THIS PRINTER IS ON A SHARED COMPUTER AND YOU SKIPPED STEP 2A [Note do either step 2A or 2B but not both]:

Click on the “Settings” tab (far right, window above). The following window appears:

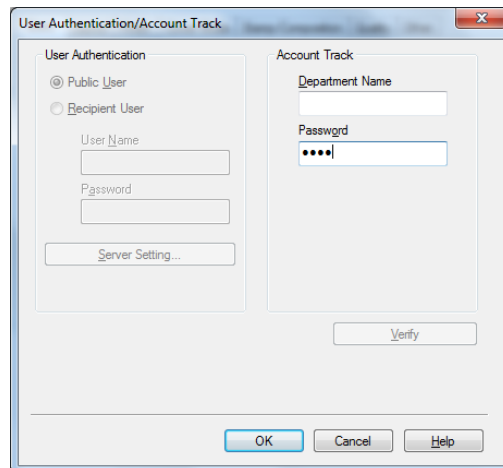


Click on the boxes beside “Pop Authentication Dialog when printing”. This will ask you for your numeric copy code each time you print. At this time (ie while printing), enter your copy code in the lower “Password” box of the popup only. You can ignore “Department Name”.

Press “User Settings”. The ID and password is required for you to release your job from the copier when you do walk-up-and-release of the job Enter in your room location/number as the Secure Print ID and Password (eg 8130 if you are in SSB8130 – choose a numeric code so it is quick and easy to enter). Make sure all printer users know the Secure Print ID/Password. It can be changed or re-set at any time by users.



At the time of printing, you will see the following dialog box. Enter your numeric copy code in the lower “Password” box of the popup only. You can ignore “Department Name”.



Collecting your printout.

1. Use the plastic keyboard to log in to the copier with your numeric code. Touch login :

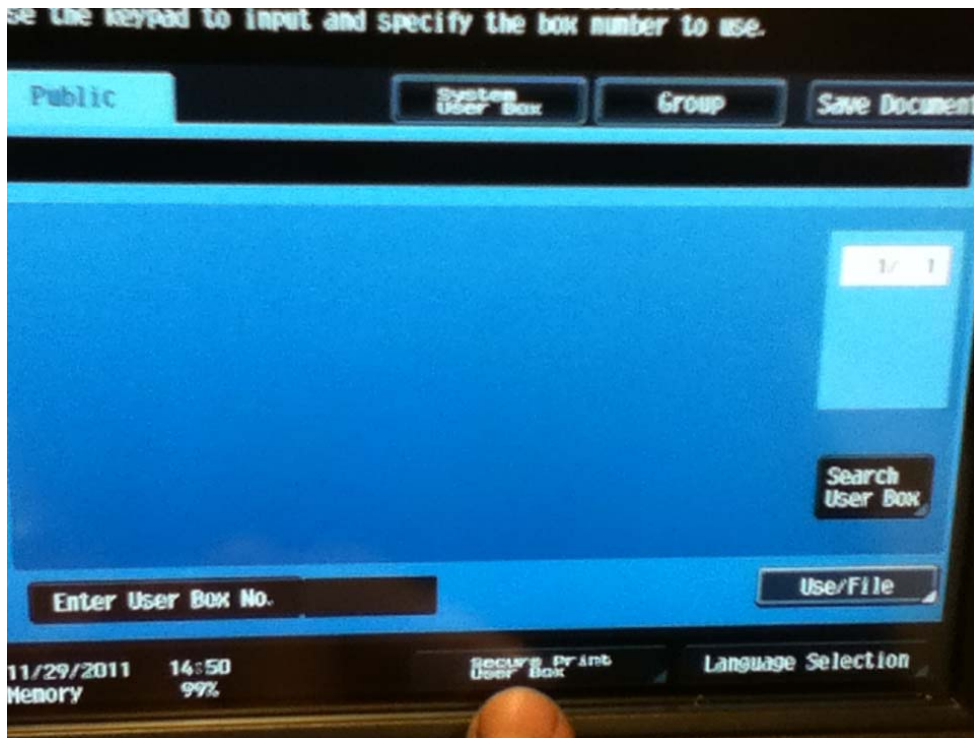


2. Press the "User Box" button



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3. Touch "Secure Print User Box"



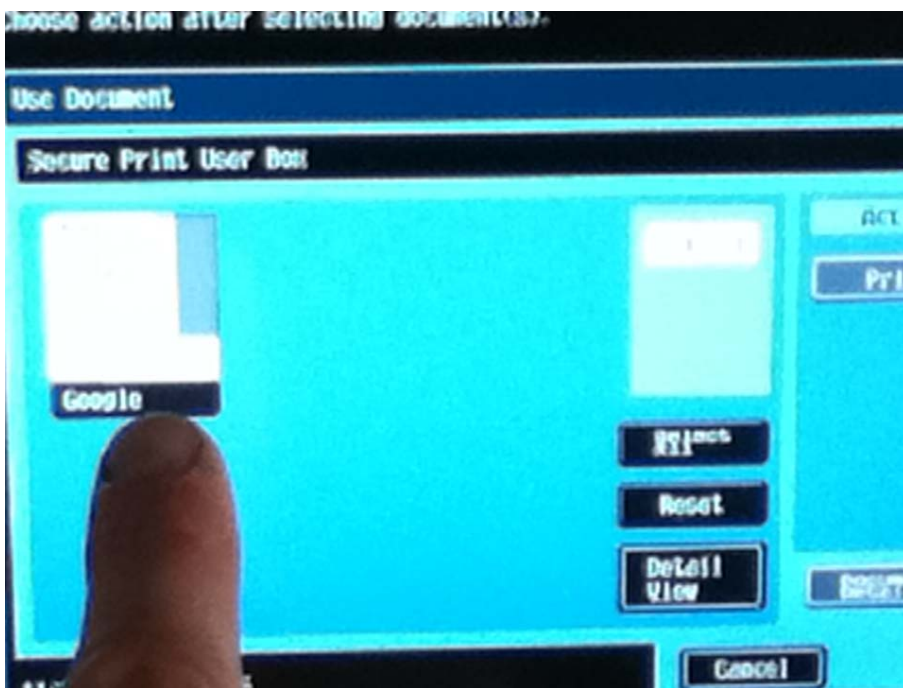
4. Enter your "Secure Print ID" (the one that is entered on the computer), See step 3



5. Enter your "Secure Print Password" (the one that is entered on the computer), See step 3

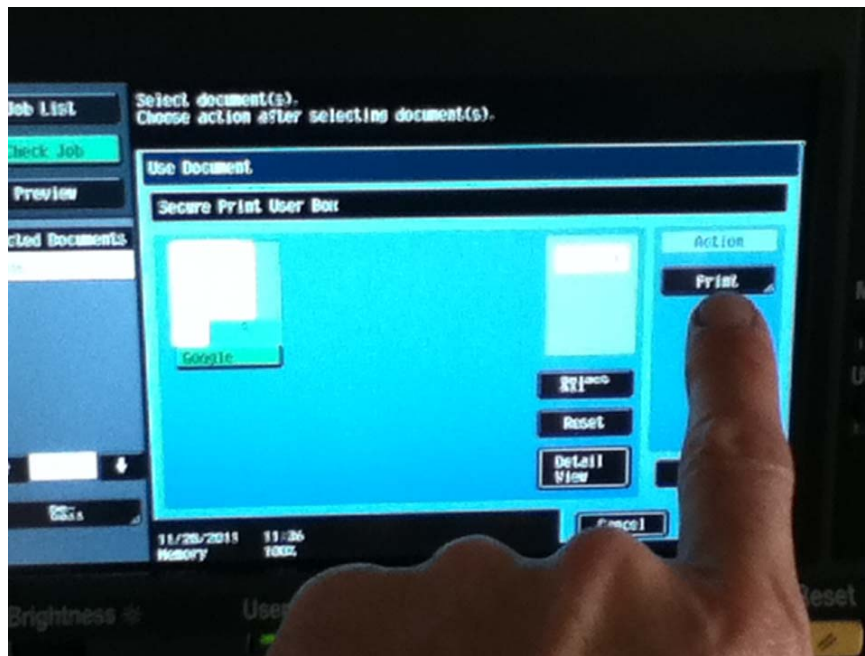


6. Locate or choose the document you want to print by touching it on the screen:

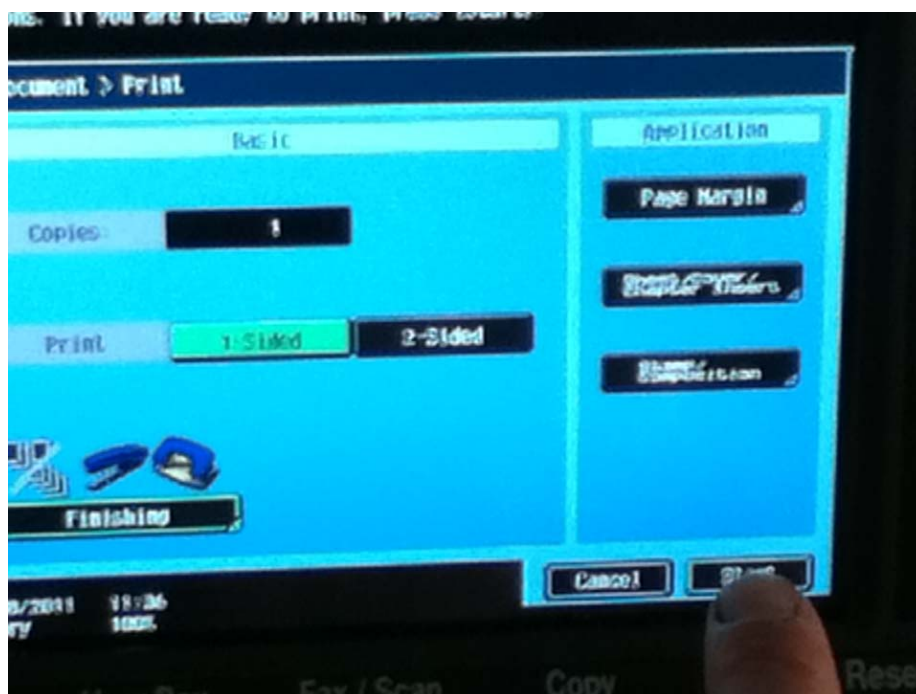


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7. Touch "Print" on the screen



8. Touch "Start"



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9. Log out quickly by pressing "Access"

