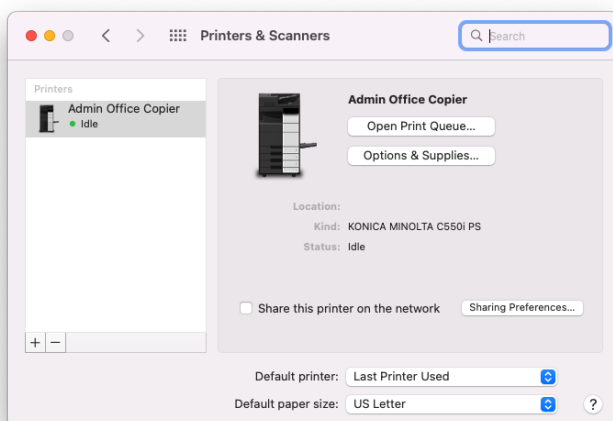
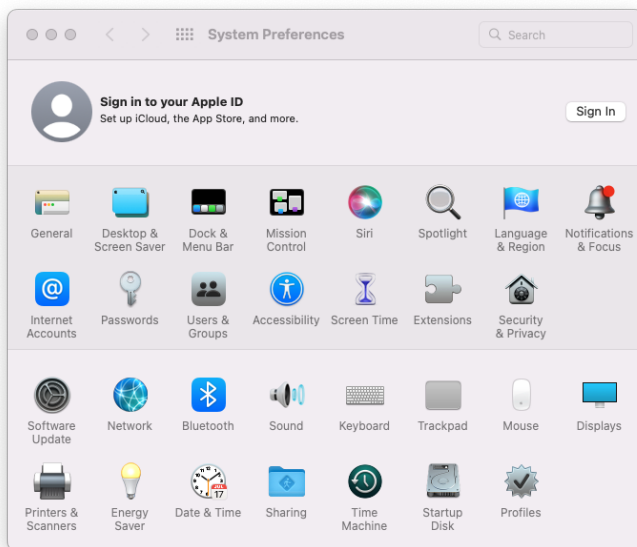


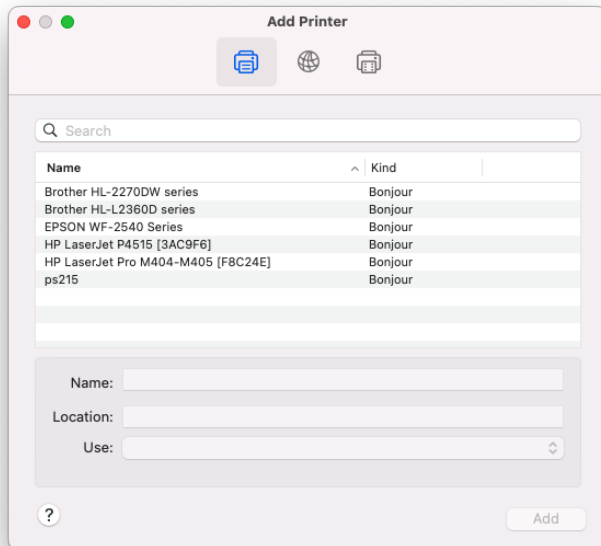
# How to Install a Network Printer

## macOS:

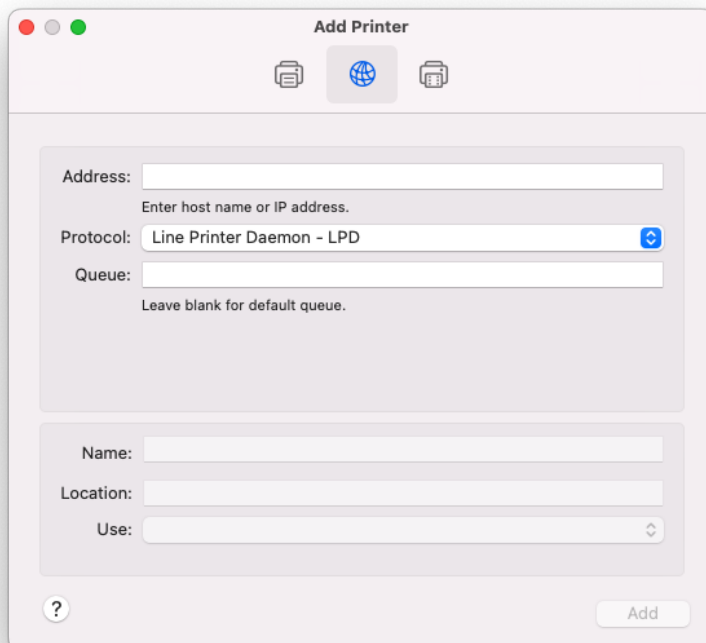
*NOTE: Refer to [this post](#) if you want to print to a Konica Minolta (admin/library) copier on macOS.*

1. Go to System Preferences > Printers & Scanners and click Setup Printers or the + button.





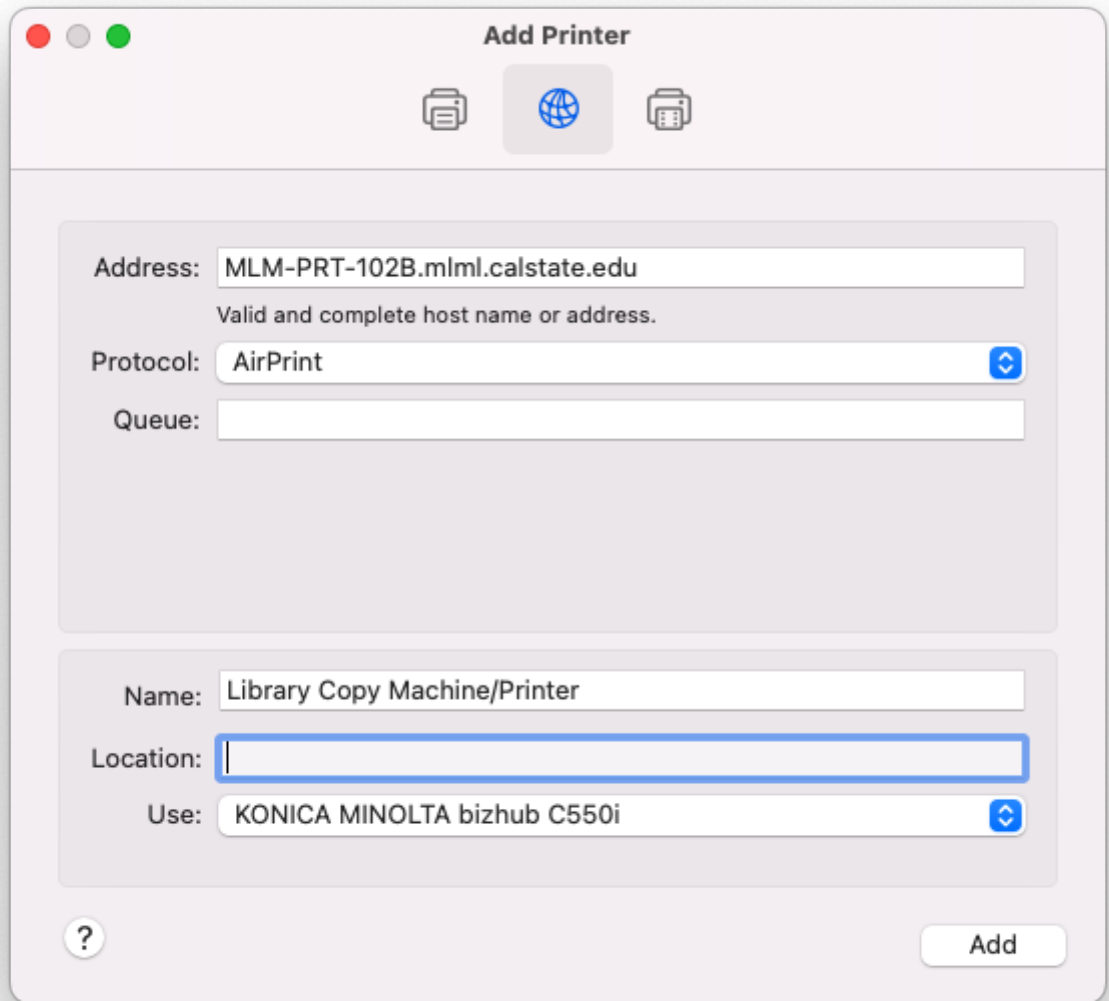
2. Click the IP tab.



3. Enter the following information:

- Protocol: **AirPrint** (if possible) or **Line Printer Daemon - LPD**
- Address: **ps...** or use the IP address. A list of printers and their hostnames can be found [here](#). (e.g. **MLM-PRT-102B.mlml.calstate.edu**)
- Queue: leave blank
- Name: ***Your printer name - ps...***
- Print using:
  - ***Your printer model***
  - or -

- Select a driver to use... > *Your printer model*



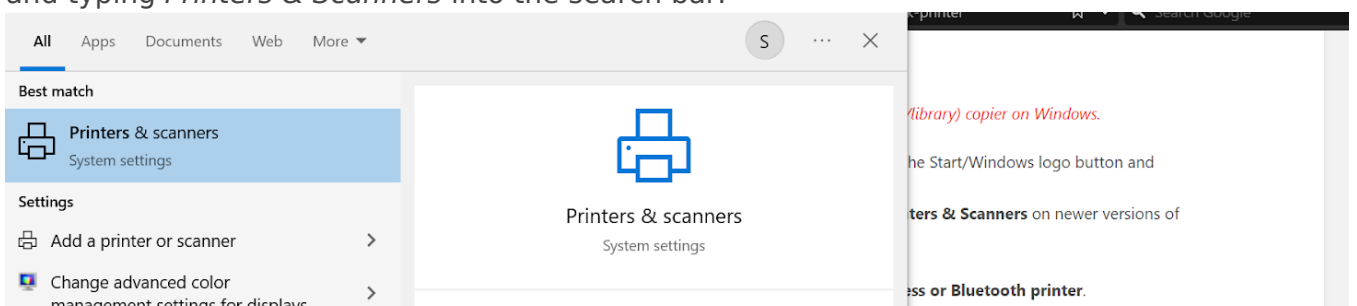
The image shows a macOS 'Add Printer' window. At the top, there are three printer icons: a standard printer, a globe (AirPrint), and a network printer. The 'Address' field contains 'MLM-PRT-102B.mlml.calstate.edu' with a note below it saying 'Valid and complete host name or address.' The 'Protocol' dropdown is set to 'AirPrint'. The 'Queue' field is empty. The 'Name' field contains 'Library Copy Machine/Printer'. The 'Location' field is empty and highlighted with a blue border. The 'Use' dropdown is set to 'KONICA MINOLTA bizhub C550i'. At the bottom left is a help icon (question mark), and at the bottom right is an 'Add' button.

4. Click the Add button.
5. Click Continue

## Windows:

**NOTE:** Refer to [this post](#) if you want to print to a Kyocera (admin/library) copier on Windows.

1. Go to **Printers & Scanners**. You can find this by clicking the Start/Windows logo button and typing *Printers & Scanners* into the search bar.



## 2. Click **Add a printer.**

Settings

Home

Find a setting

Devices

- Bluetooth & other devices
- Printers & scanners**
- Mouse
- Touchpad
- Typing
- Pen & Windows Ink
- AutoPlay
- USB

### Printers & scanners

#### Add printers & scanners

+ Add a printer or scanner

### Printers & scanners

- Admin Copier - Front office
- Brother MFC-J995DW Printer
- Fax
- Microsoft Print to PDF
- Microsoft XPS Document Writer
- OneNote (Desktop)
- OneNote for Windows 10

**Troubleshoot your printer**  
If you can't get your printer to work, try running the printer troubleshooter.  
[Open troubleshooter settings](#)

**Related settings**  
[Print server properties](#)  
[Run the troubleshooter](#)

**Help from the web**  
[Adding Printer or Scanner in Windows](#)  
[Downloading print drivers](#)  
[Changing printer status](#)  
[Scanning documents](#)

[Get help](#)  
[Give feedback](#)

- On Windows Vista/7 only: Click **Add a network, wireless or Bluetooth printer.**

## 3. Click **The printer I want isn't listed**

Settings

Home

Find a setting

Devices

- Bluetooth & other devices
- Printers & scanners**
- Mouse
- Touchpad
- Typing
- Pen & Windows Ink
- AutoPlay
- USB

### Printers & scanners

#### Add printers & scanners

Refresh

You're signed in. Search for work or school devices.

Search for devices

Searching for printers and scanners

[The printer that I want isn't listed](#)

### Printers & scanners

- Admin Copier - Front office
- Brother MFC-J995DW Printer
- Fax
- Microsoft Print to PDF
- Microsoft XPS Document Writer

**Troubleshoot your printer**  
If you can't get your printer to work, try running the printer troubleshooter.  
[Open troubleshooter settings](#)

**Related settings**  
[Print server properties](#)  
[Run the troubleshooter](#)

**Help from the web**  
[Adding Printer or Scanner in Windows](#)  
[Downloading print drivers](#)  
[Changing printer status](#)  
[Scanning documents](#)

[Get help](#)  
[Give feedback](#)

4. Select **Add a printer using a TCP/IP address or hostname** and click **Next**.

← Add Printer

Find a printer by other options

☐ My printer is a little older. Help me find it.

☐ Select a shared printer by name

Example: \\computername\printername or  
http://computername/printers/printername/printer

☒ Add a printer using an IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

☐ Add a local printer or network printer with manual settings

Next Cancel

5. Enter the following information:

- Device Type: TCP/IP Device
- Hostname or IP address: **ps...** or use the IP address. A list of printers and their hostnames can be found [here](#). (e.g. **MLM-PRT-102B.mlml.calstate.edu**)
- Port Name: this will be auto-filled.
- **Un-check** the Query the printer and automatically select the driver to use checkbox.

← Add Printer

Type a printer hostname or IP address

Device type: TCP/IP Device

Hostname or IP address: MLM-PRT-102B.mlml.calstate.edu

Port name: MLM-PRT-102B.mlml.calstate.edu

☐ Query the printer and automatically select the driver to use

Autodetect detects WSD and TCP/IP printers.  
To search for IPP printers, please select IPP from the drop down box

Next Cancel

6. You may be told that additional port information is required. Click **Next**.

7. Select **Your printer model** and click the **Next** button.

← Add Printer

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.

To install the driver from an installation CD, click Have Disk.

Manufacturer	Printers
Generic	KONICA MINOLTA C360iSeriesPCL
KONICA MINOLTA	KONICA MINOLTA C4000iSeriesPCL
Microsoft	KONICA MINOLTA C4050iSeriesPCL
	<b>KONICA MINOLTA C650iSeriesPCL</b>
	KONICA MINOLTA C750i PCL

This driver is digitally signed. [Tell me why driver signing is important](#)

Windows Update Have Disk...

- If you can't find the printer model, click the **Windows Update** button. In a few minutes the available selection of printer models will be much larger.
- If you still can't find the printer model, you will have to browse your computer to find it manually:
  - Click **Have Disk**
  - Click the **Browse** button
  - Navigate to the folder you saved your driver in (if you chose the automatic destination, it should be in a folder with the printer manufacturer name, such as **Xerox**)
  - Click on the **driver file** and click **open**
  - Click **OK**
  - Now you should see the printer model. Select it and click **Next**.
- If this manual process is unsuccessful, you may have installed your driver incorrectly. Be sure to restart your computer after install, as this is important to complete the process. × : automatic install does not seem to work.

8. If the installer detects that a driver is already installed for this printer, click **the current**

Which version of the driver do you want to use?

Windows detected that a driver is already installed for this printer.

☐ Use the driver that is currently installed (recommended)

☒ Replace the current driver

driver and click **Next**.

Next

Cancel

9. Name the printer *Your printer name* and click **Next**.

×

← Add Printer

Type a printer name

Printer name: Library Copy Machine/Printer

This printer will be installed with the KONICA MINOLTA C650iSeriesPCL driver.

Next

Cancel

10. If the option exists, select **Do not share this printer** and click **Next**.

✕

← Add Printer

### Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

☒ **Do not share this printer**

☐ Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:

11. Rather than clicking the Print a test page button, complete the printer installation procedure and print a document you need as not to waste paper.

12. Click **Finish**.

✕

← Add Printer

### You've successfully added Library Copy Machine/Printer

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

---

Revision #12

Created 12 February 2019 18:51:49

Updated 23 August 2022 21:35:31