

Installing Admin/Library Konica Minolta Copiers (Windows)

IMPORTANT:

- There are three parts to this process:
 1. Downloading the [Konica Minolta driver](#)
 2. Installing the printer on your device
 3. Configuring the printer properly
- All three parts are outlined below
- **Please complete all three and follow these instructions completely. Otherwise, you will be unable to print successfully.**
- If you encounter any problems, please come by the IT Help Desk in the main office or [submit a Help Desk ticket](#).

Windows 10

These are instructions for setting up the new Konica Minolta copiers that were installed in December 2021 on Windows machines. If you find something that is out of date, please [submit a Help Desk ticket](#).

1. Download the printer driver

- Click [this link](#) to be taken to the Konica Minolta driver website for this printer (C550i).
- Click on the category for your operating system (most likely Windows 10 64-bit)

- The page has multiple files available for download. Download the newest version of the full printer driver (.zip), as shown below. There may be a newer version than what is shown in this screenshot.

Windows_10_64 Bit (27)

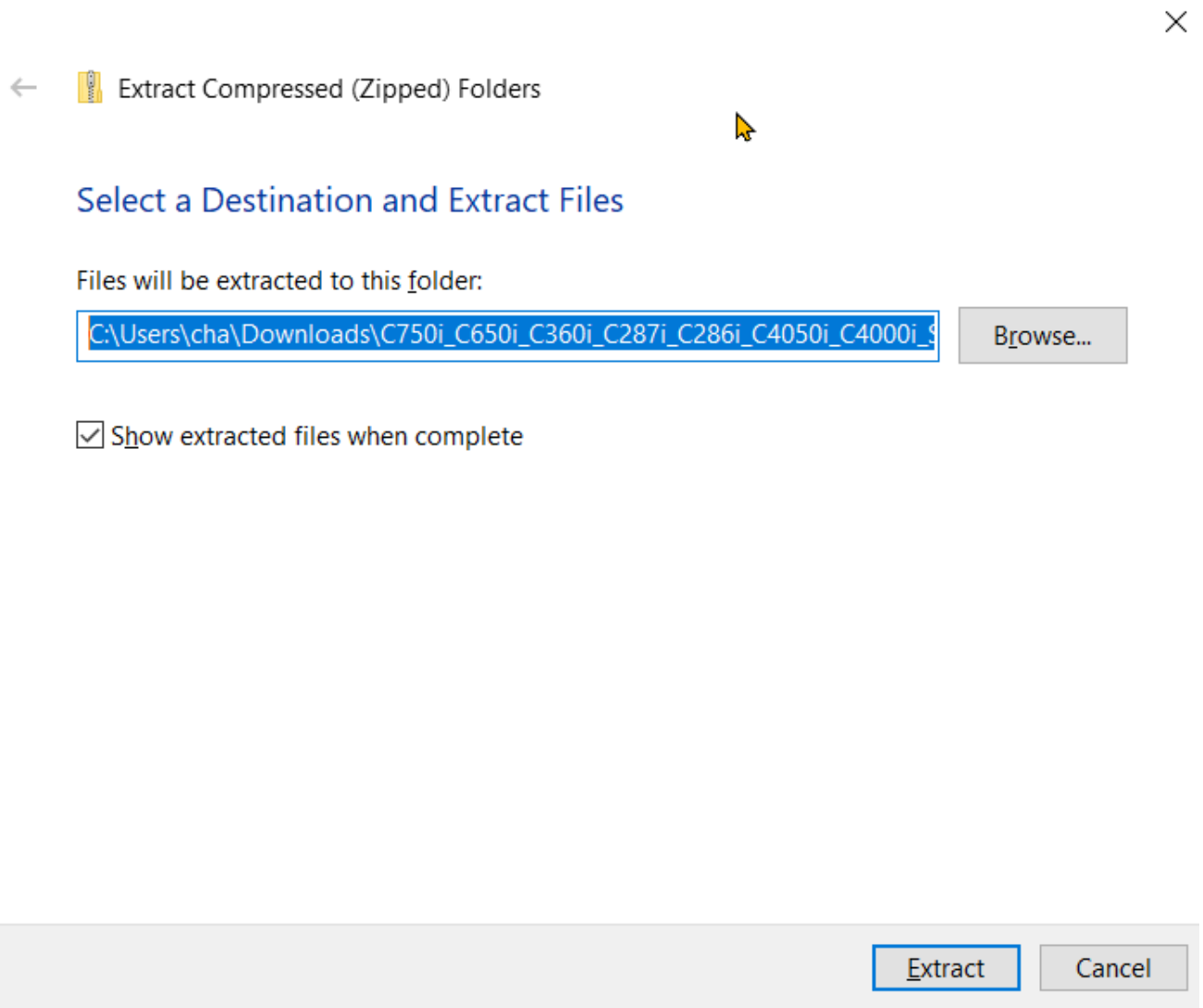
PCL (6) Postscript (6) Postscript PPD (2) FAX (5) XPS (3) Mono (5)

Filter:

Version 3.1.12.0		WHQL
8/17/2021	260 KB	DLKM BT2114697EN.pdf
Release Notes: C450i/C550i/C650i_MFX C4595i/C5595i/C6595i Series FW ver. G00-J9 Function Version 2.1 SEE DLKM_BT2114697EN		
8/17/2021	709.15 MB	C750i C650i_C360i_C287i_C286i_C4050i_C4000i_Series_C3320i_PS_PCL_FAX_v3.1.12.0.zip
Release Notes: C450i/C550i/C650i_MFX C4595i/C5595i/C6595i Series FW ver. G00-J9 Function Version 2.1 SEE DLKM_BT2114697EN		
Version 2.1.13.0		WHQL
8/24/2020	608.54 MB	C750i C650i_C360i_C4050i_C4000i_Series_C3320i_PS_PCL_FAX_v2.1.13.0.zip
Release Notes: C750i, C650i/C360i/C4050i/C4000i Series, C3320i 2.1.13.0 Driver Initial Release Function Version 2.0 SEE DLKM_BT2014661EN		
8/24/2020	135 KB	DLKM BT2014661EN_01.pdf
Release Notes: C750i, C650i/C360i/C4050i/C4000i Series, C3320i 2.1.13.0 Driver Initial Release Function Version 2.0 SEE DLKM_BT2014661EN		

- Save the .zip file to your computer, and open it when the download is complete.

- Extract the files to a folder:



- Most of the time, it will offer to extract the contents to same location where the zip file is saved (ex: Downloads folder)

2. Add the printer

1. Open the Windows Start Menu and find the **Settings** app:

START

Internet Browsers



Google Chrome



Microsoft Edge

Office



Word



PowerPoint



Excel

Adobe



Adobe Creative Cloud



Adobe Acrobat



Utilities



Company Por...



Zoom

cha

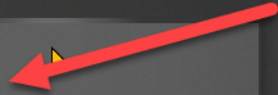
Documents

Pictures

Settings

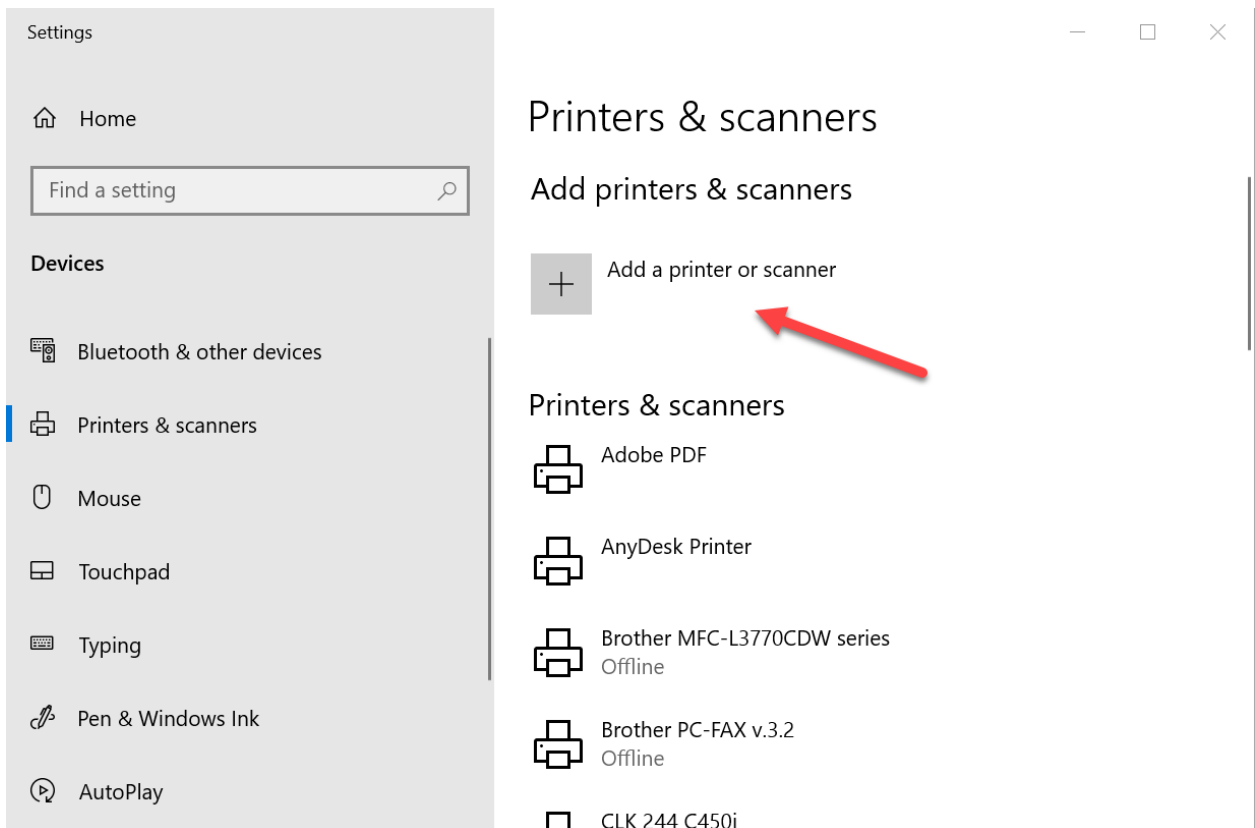
Power

office

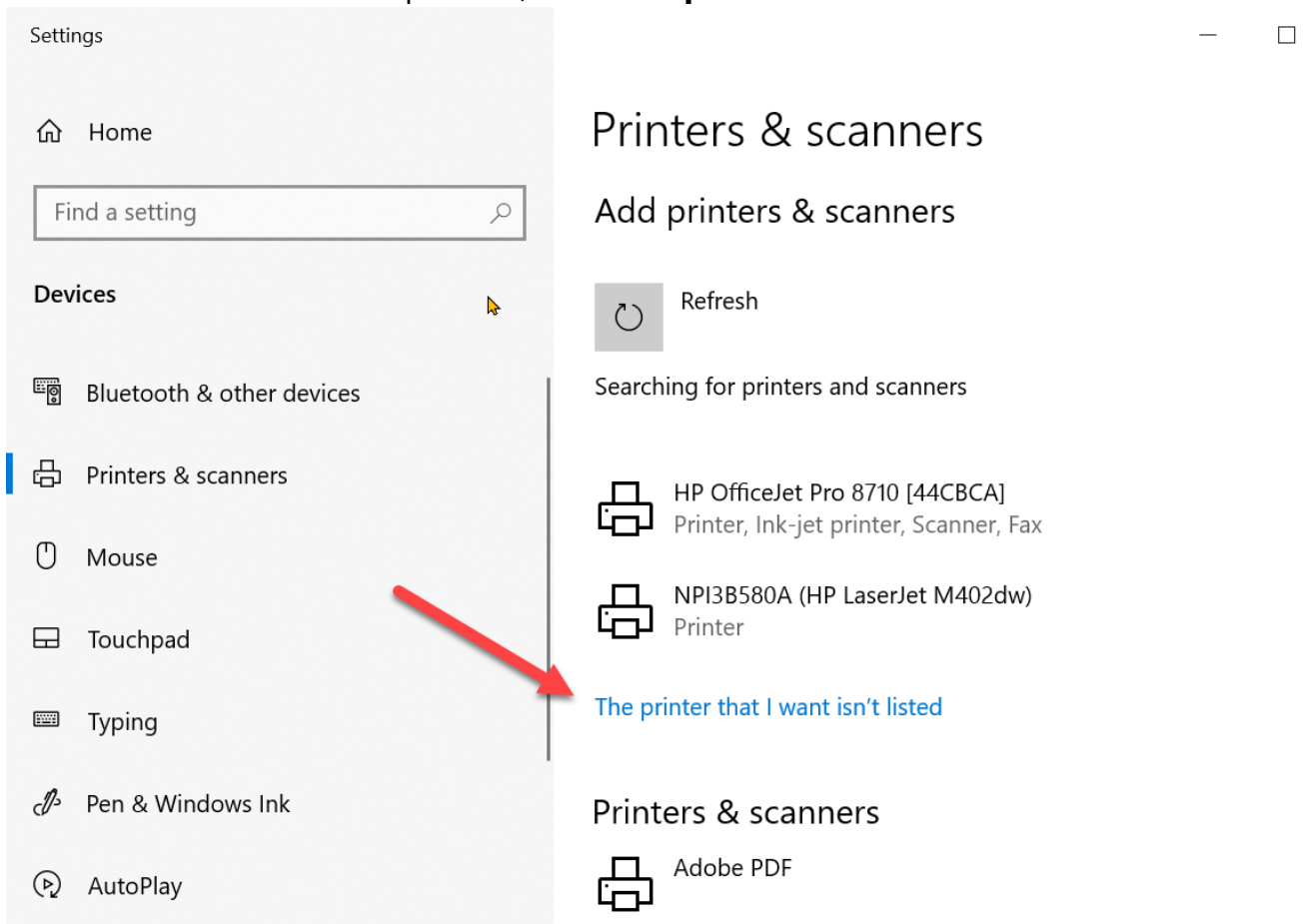


2. It should be the **Gear Icon** above the **Power Icon** Start Menu Button or you can search **Settings** in the Search box.

- In Settings, click **Devices > Printers & scanners**
- Click **Add a printer or scanner**.



- o At the bottom of the list of printers, click **The printer I want isn't listed.**



- Select **Add a printer using an 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

Browse..

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

- Enter the following information:
 - Device type: **TCP/IP Device**
 - Hostname or IP Address:
 - **Library Copier: mlm-library-printer.sjsu.edu**
 - **Admin Office copier: mlm-admin-printer.sjsu.edu**
 - Port name: this will auto-fill based on the hostname entered, you don't need to change it.

- o UNCHECK **Query the printer and automatically select the driver to use.**

←  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
<input type="checkbox"/> 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

- o Click **Next**.
- o You may be told that additional port information is required. Leave **Generic Network Card** selected and click **Next**.

- Click **Have disk**.

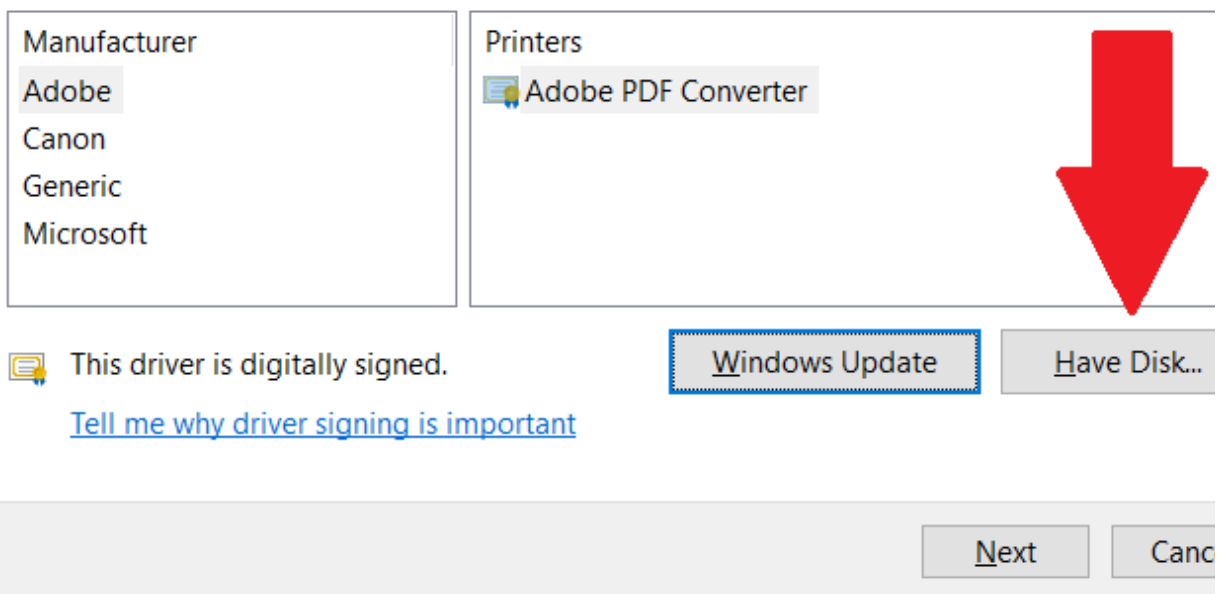
←  Add Printer

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

- Adobe
- Canon
- Generic
- Microsoft

Printers

-  Adobe PDF Converter

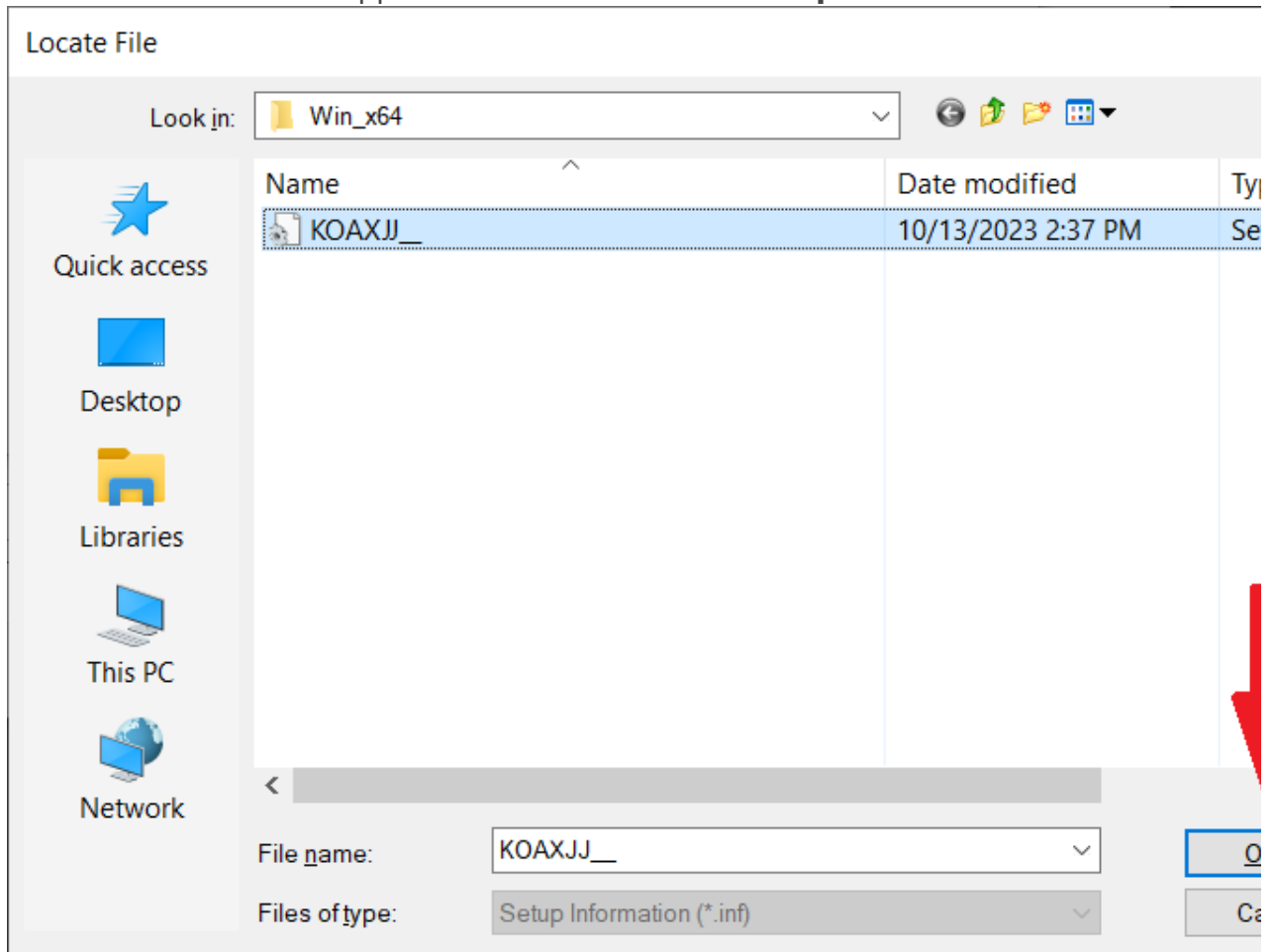
 This driver is digitally signed.
[Tell me why driver signing is important](#)

Windows Update Have Disk...

Next Cancel

- Click **Browse** and locate the folder that you extracted containing the driver files in Step 1.
 - Inside the folder, navigate to **Drivers/PCL/EN/Win_x64/**

- Select the .inf file that appears in the folder and click **Open**.



- Click **OK** and then **Next**.

- Select **KONICA MINOLTA C650iSeriesPCL** from the list of drivers (The 550i and 650i use the same software):

←  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.

Printers

-  KONICA MINOLTA C360iSeriesPCL
-  KONICA MINOLTA C4000iSeriesPCL
-  KONICA MINOLTA C4050iSeriesPCL
-  **KONICA MINOLTA C650iSeriesPCL**
-  KONICA MINOLTA C750i PCL



 This driver is digitally signed.

[Tell me why driver signing is important](#)

[Windows Update](#)

[Have Disk...](#)

[Next](#)

[Cancel](#)

- Name the printer (E.g. “Library Copier - Room 102B” or “Admin Copier - Front office”)

←  Add Printer

Type a printer name

Printer name:

Library Copier - Room 102B or Admin Copier - Front office

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

 Next

 Cancel

- Click **Next**.

- You will be asked if you want to share the printer on the network. Select **Do not share this printer** and click **Next**.

←  Add Printer

Type a printer name

Printer name:

Library Copier - Room 102B or Admin Copier - Front office

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

 Next

 Cancel

- Click **Finish**. Do not print a test page. Uncheck the box for "Print a test page" if applicable.

3. Set Default Printing Settings

- Find the copier in your list of printers and click on it, then click **Manage**:

Find a setting

Devices

Bluetooth & other devices

Printers & scanners

Mouse

Touchpad

Typing

Pen & Windows Ink

AutoPlay

USB

Printers & scanners

Adobe PDF

Canon iPF8400S
Default, Offline

Fax

Library Copier - Room 102B

Open queue

Manage

Remove device

Microsoft Print to PDF

Microsoft XPS Document Writer

OneNote for Windows 10

Let Windows manage my default printer

- o Click **Printing preferences:**

The screenshot shows the Windows Settings application for a printer named 'Library Copier - Room 102B'. The printer status is 'Idle'. There are two buttons: 'Open print queue' and 'Set as default'. A list of options is shown: 'Print a test page', 'Run the troubleshooter', 'Printer properties', 'Printing preferences', and 'Hardware properties'. A red arrow points to 'Printing preferences'. At the bottom, there is a 'Get help' link with a speech bubble icon.

Settings

Library Copier - Room 102B

Manage your device

Printer status: Idle

Open print queue Set as default

[Print a test page](#)

[Run the troubleshooter](#)

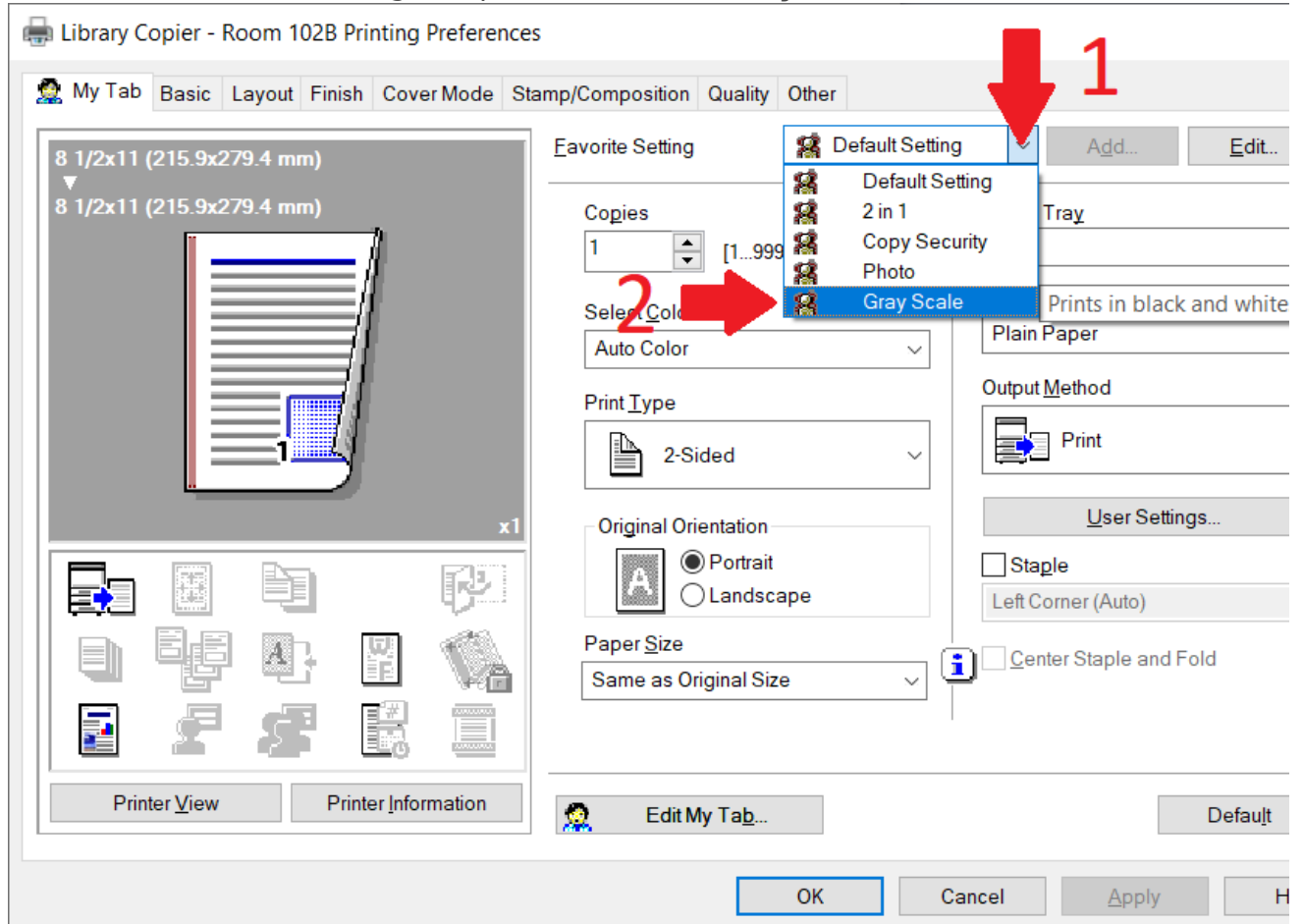
[Printer properties](#)

[Printing preferences](#)

[Hardware properties](#)

[Get help](#)

- o Select the “Favorite Setting” dropdown and click **Gray Scale**:



- o Click **OK**.
- o This means that when you print, it will default to grayscale (black and white). If you need to print in color, you can select a color preset, but you should leave the default/favorite setting as grayscale.
- o If you need to change other printing settings, the **Printing preferences** menu is where you access them. Remember to leave the default set to grayscale.
- o The printer is now ready to be used.

Revision #30

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