

# 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 If you find something that is out of date, please [submit a Help Desk ticket](#).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](#)

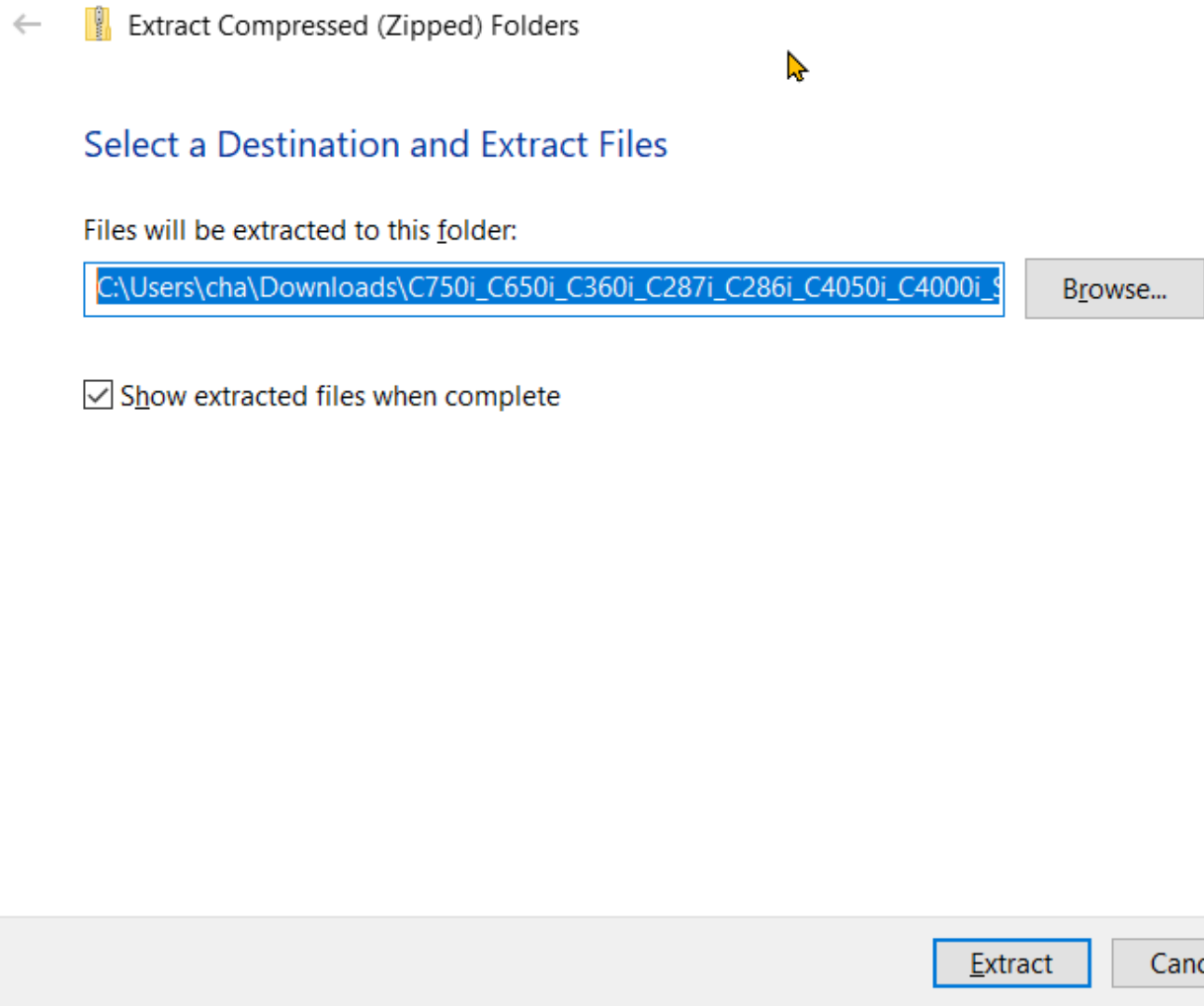
Release Notes: C750i, C650i/C360i/C4050i/C4000i Series, C3320i 2.1.13.0 Driver Initial Release Function Version 2.0 SEE DLKM\_BT2014661EN

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.

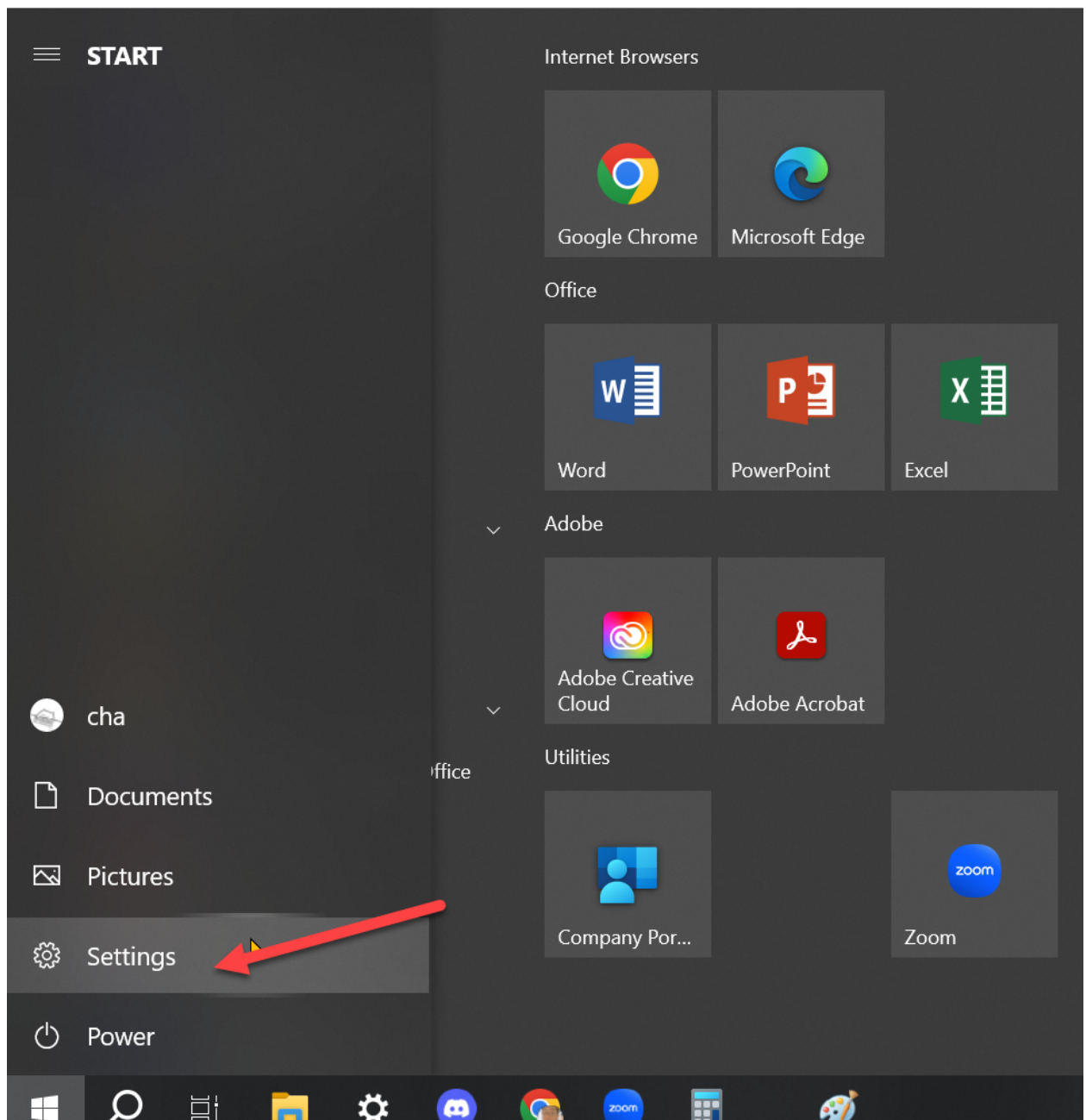
- Extract the files to a folder:



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

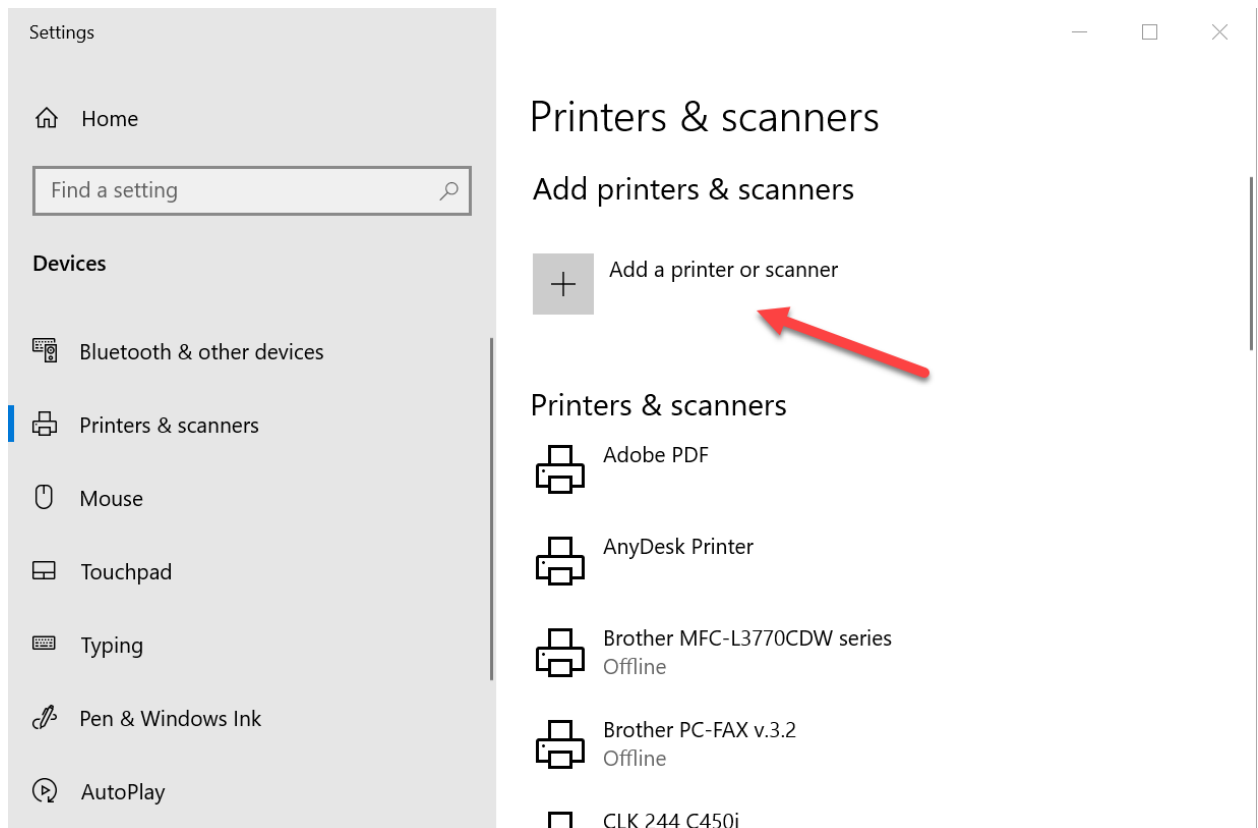
## 2. Add the printer

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

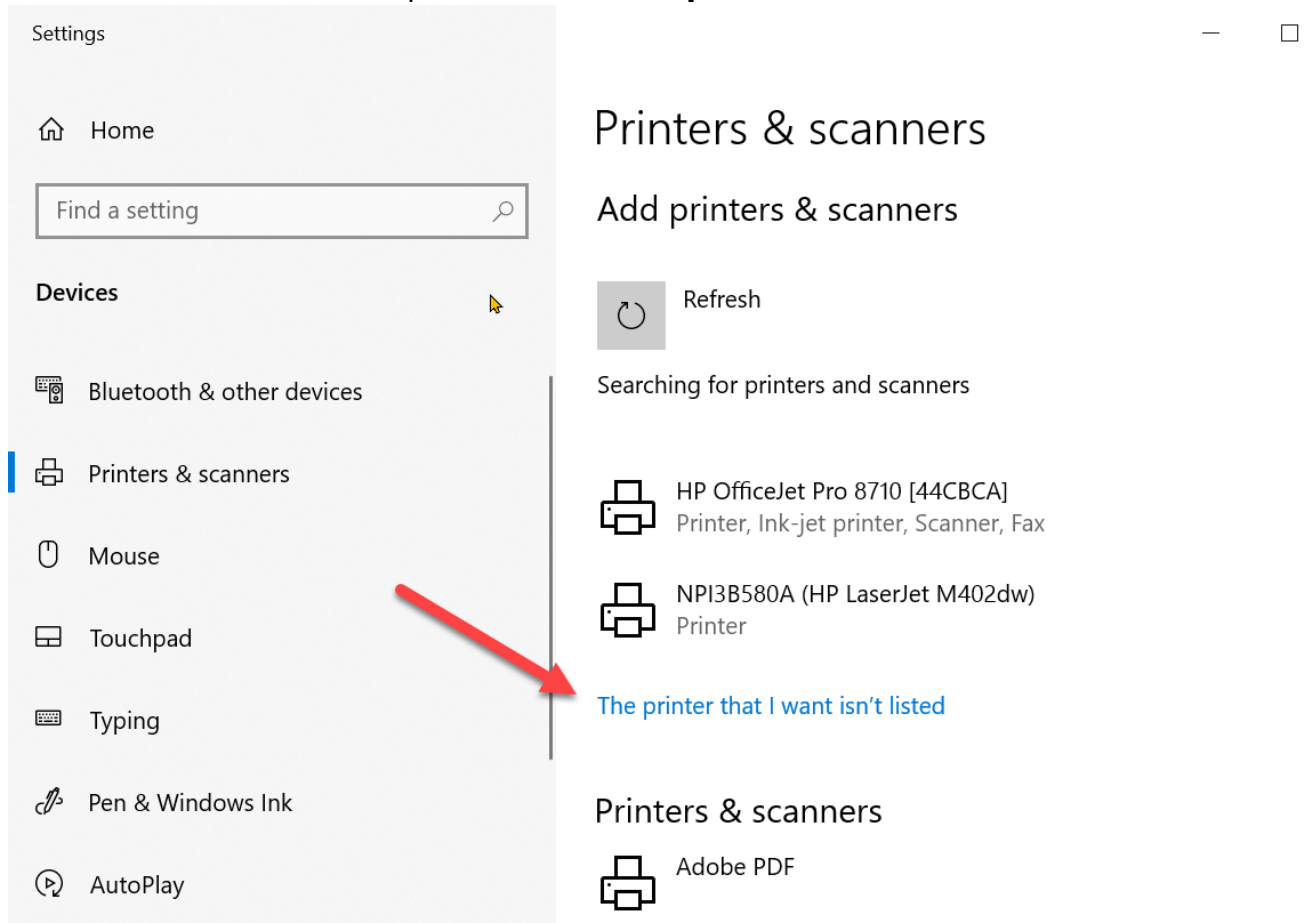


2. It should be the **Gear Icon** above the **Power Icon** Start Menu Button or you can search **Settings** in the Search box.

- 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-PRT-102B.mlml.calstate.edu**
    - Admin Office copier: **MLM-PRT-205.mlml.calstate.edu**
  - Port name: this will auto-fill based on the hostname entered, you don't need to change it.

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

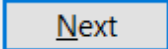
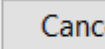
←  Add Printer

### 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

	
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- Click **Next**.
- 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




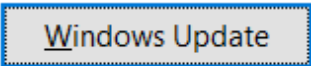
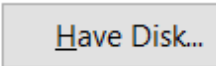
Choose your printer from the list. Click Windows Update to see more models.

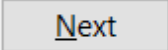

To install the driver from an installation CD, click Have Disk.

<b>Manufacturer</b> Adobe Canon Generic Microsoft	<b>Printers</b>  Adobe PDF Converter
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 This driver is digitally signed.  
[Tell me why driver signing is important](#)

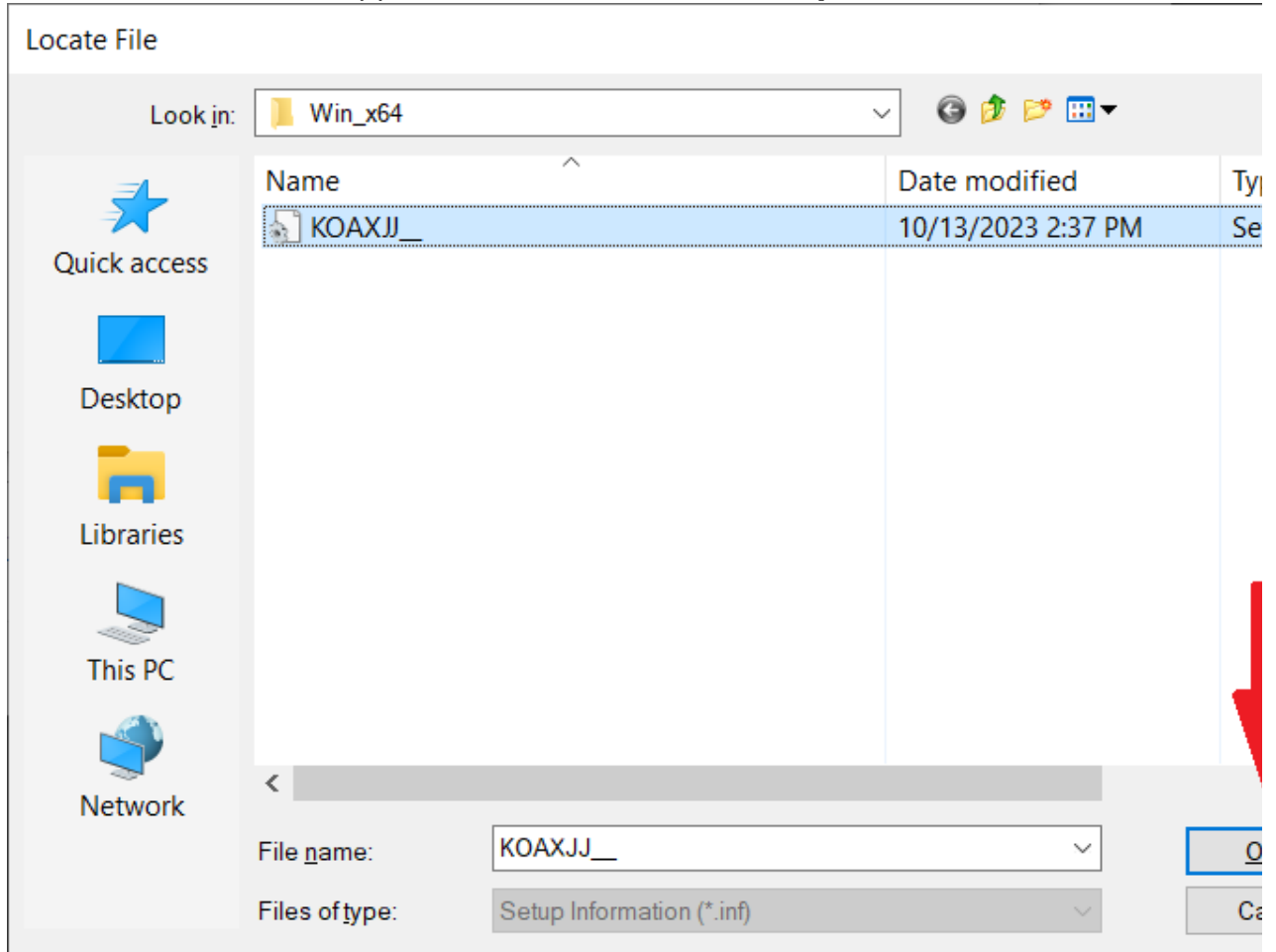


- Click **Browse** and locate the folder that you extracted containing the driver files in Step 1.
  - Inside the folder, navigate to **Drivers/PCL/EN/Win\_x64/**

- 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**:

← Settings

Home

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

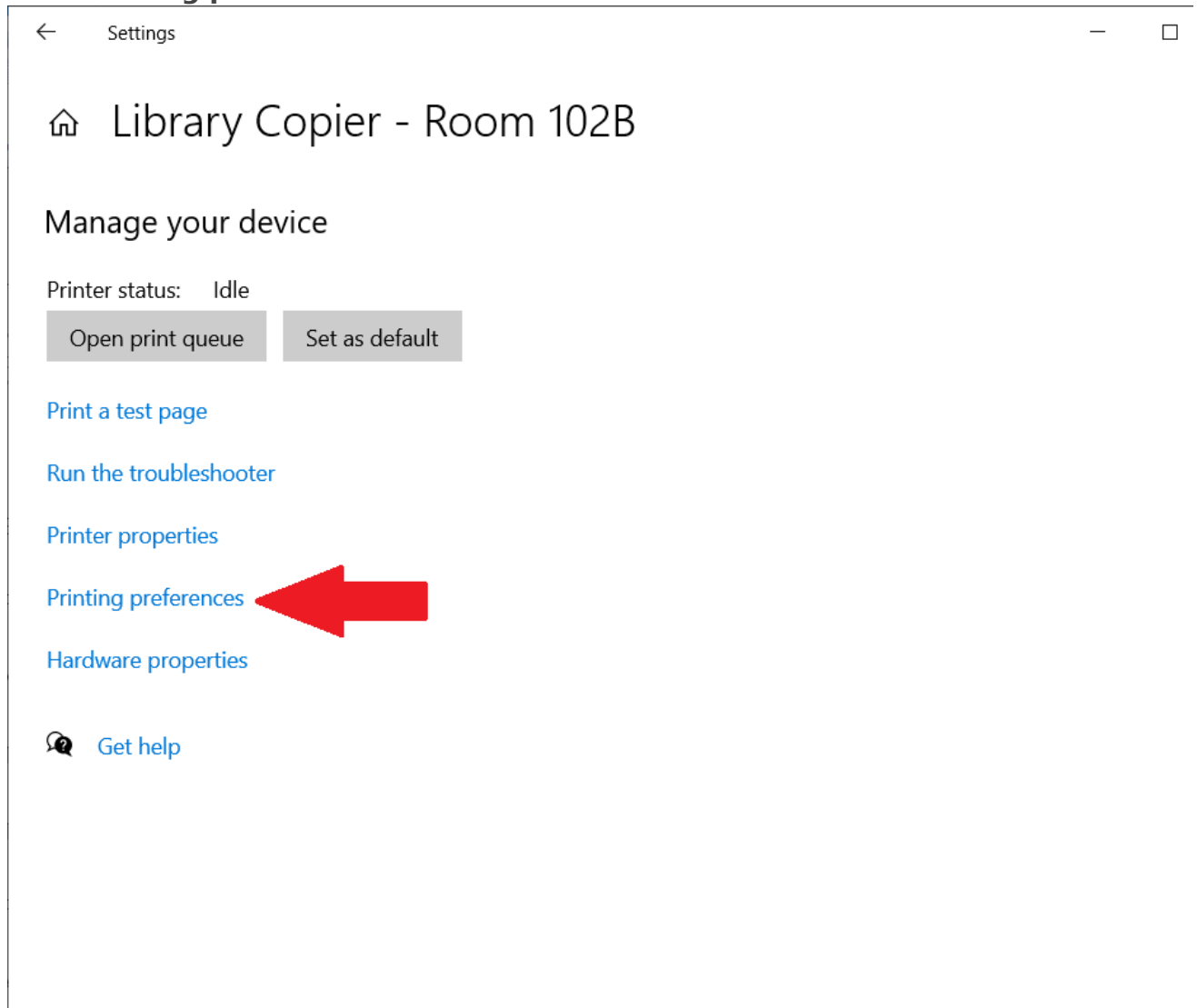
Microsoft Print to PDF

Microsoft XPS Document Writer

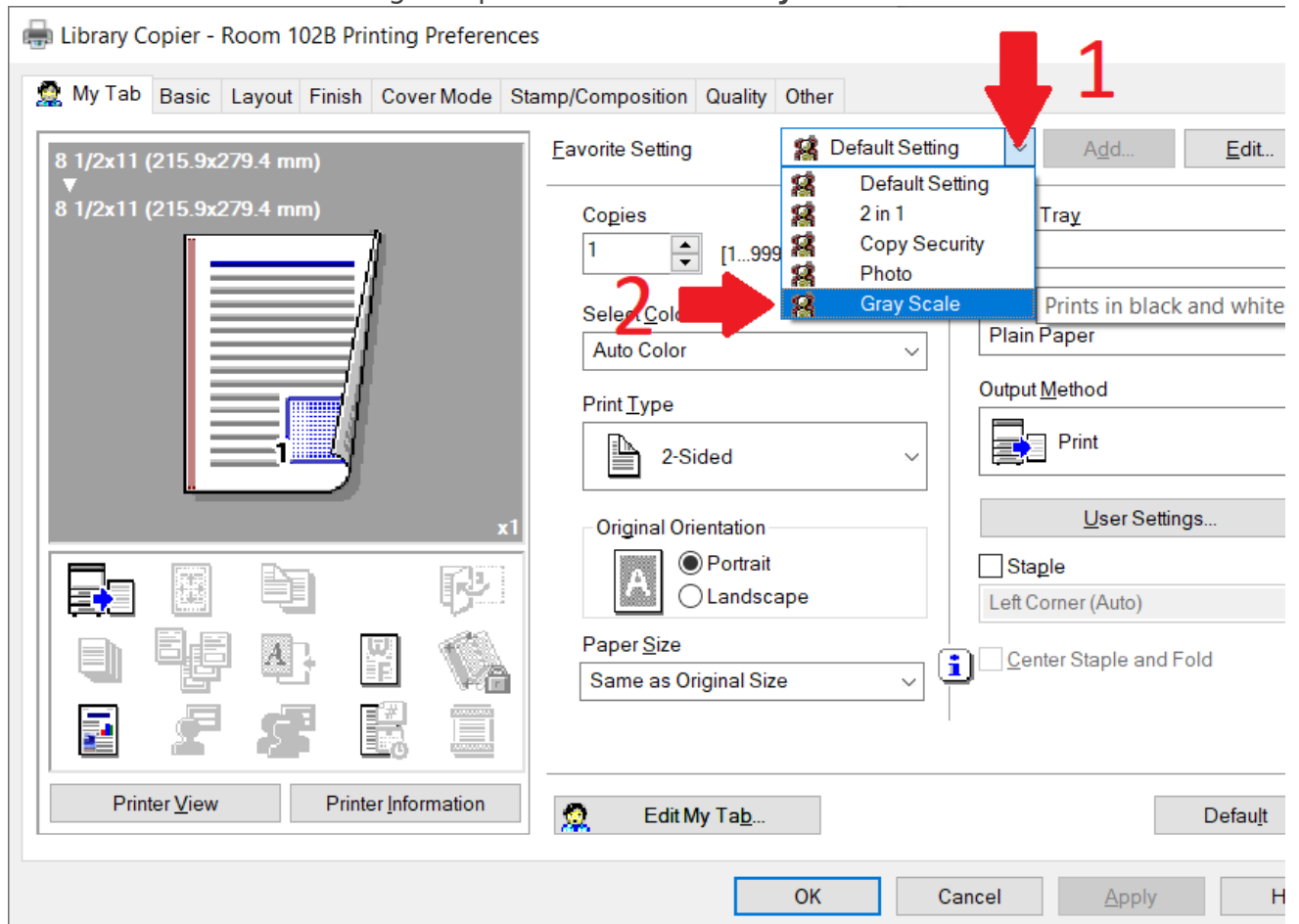
OneNote for Windows 10

☐ Let Windows manage my default printer

- o Click **Printing preferences:**



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



- Click **OK**.
- 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.
- 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.
- The printer is now ready to be used.

Revision #28

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