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Installing Print Services on MBB Konica BizHub 501 (SSB7115)

All related documents and software links can be found here.
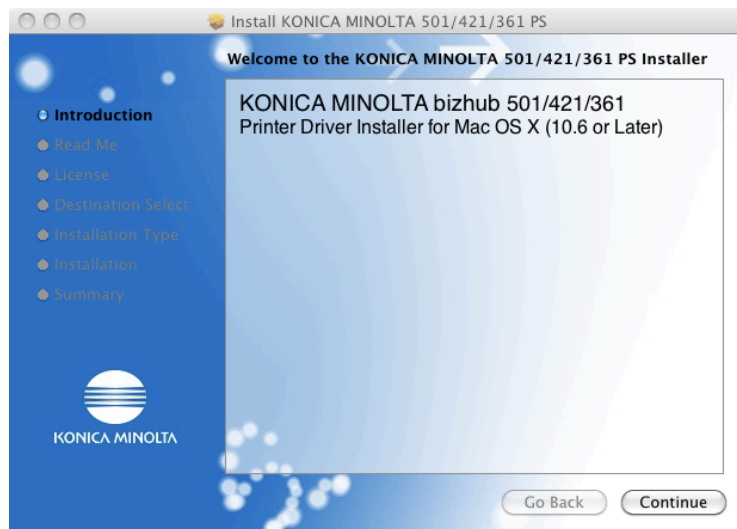
Determine the version of OSX you are running. To do this, go to the Apple menu (top left hand side of screen), choose "About this Mac"

Check the Version and download the driver for your version of OSX from here.

Download the .zip file, double-clicking on it and install the appropriate .pkg file. Click on folder corresponding to your operating system and if required, choose the installer for "Letter" format .
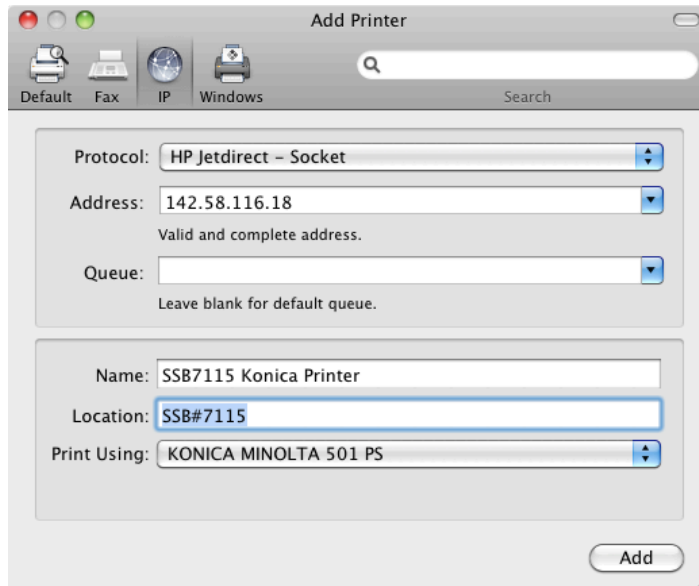
You will see the following agreement page:

1. Click on "Continue". Check on this screen that you have the correct version for your OS X and press "Continue".
2. Agree to the license and press "Install".
3. If the installation was successful, press "OK".
4. Go to the Apple pull-down menu and choose "System Preferences …"
5. Choose "Print and Fax"

6. Add a new printer
7. Set up the "Protocol" and "Address" as follows

If you entered the address correctly, it should automatically detect it as a Konica Minolta 501 (see "Print Using"). For older versions of OS X, you may have to go to the "Print Using:" pull down menu and find the Konica Minolta 501 PS in the list.

Give the machine a name under "Name:" that you recognize (eg SSB7115 Printer).

Make sure the boxes for "Hard Disk" and "Secure Print Only" are checked. Press Continue.

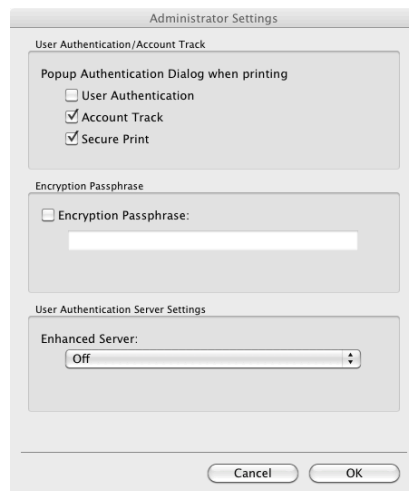The printer should now be accessible.

Setting up your Print Account using your Copy Code.

1. Open up an application that you commonly use (eg Word or Firefox etc).
2. Go to File->Print.
3. Pull down the menu under "Presets", go from "Copies and Pages"-> "Output Method".

4a. If you are on a shared computer, set up the machine to prompt user to enter a copy code and Secure ID and password. (The copy code bills the print job to your account, and the Secure ID and password are used to release your print job). **If the machine is not shared (you are the only user) and you don't want to have to enter your copy code and Secure ID every time you print, skip this step and proceed to the next step, Step 4b.**

Press "Detail Settings.." and double-click on "Administrator Settings":

And check the boxes "Account Track" and "Secure Print" and press "OK".

When each user prints, they will be prompted for your "Account Track" Password which is their numeric copy code. Leave the Department Name" box empty.
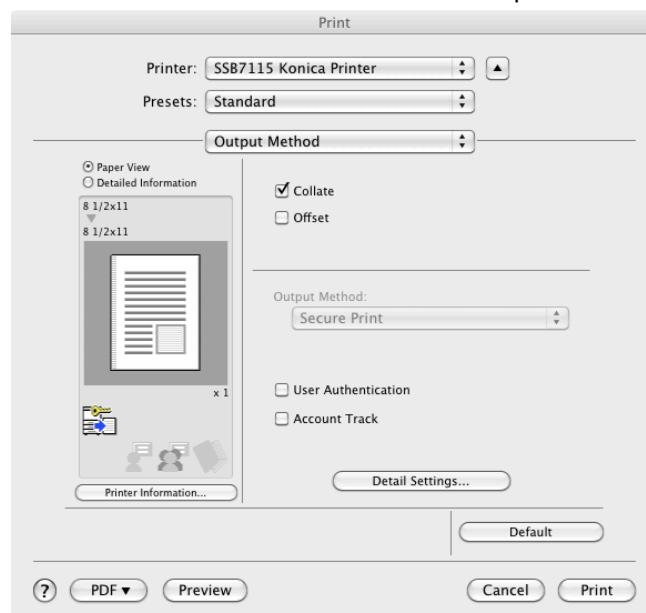
Each user will also be prompted for a Secure Print ID and Password, which will be used to release the document.
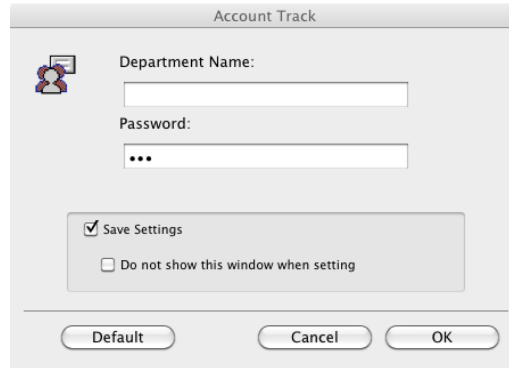
The ID and password is required for you to release your job from the copier when you do walk-up-and-release of the job. Enter in your room location/number as the Secure Print ID and password (eg 8130 if you are in SSB8130 – choose a numeric code that is quick and easy to remember. Check "Save Settings" and make sure all users know the Secure Print ID. 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.

4b. **Use this setup for an unshared machine or in any case where you only want one code or sercure ID/password to be used at all times.** Choose "Output Method", check the box "Account Track"

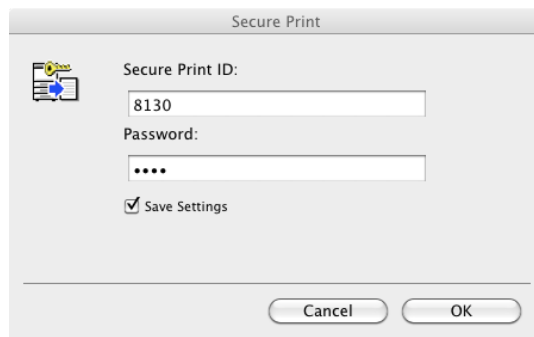You will see a popup box (or else press "Detailed Settings" and choose "Account Track"):

Enter your numeric copy code into the "Password:" box. **Leave "Department Name:" empty.** Save settings if the machine is not shared or you don't want to enter your copy code everytime you print and press "OK".

 Press the "Detailed Settings Button".

Click on "Secure Print"

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. Check the "Save" box if you don't want to type anything each time you print.

5. When you have finished setting things up, go to the print page and save your settings by
   - Pull down the "Presets" menu, and change from "Standard" to "Save As…"
   - Save as a new preset ("Standard-1", the default will work fine)
   - Do a test print and that should make the new Preset, "Standard-1" the default
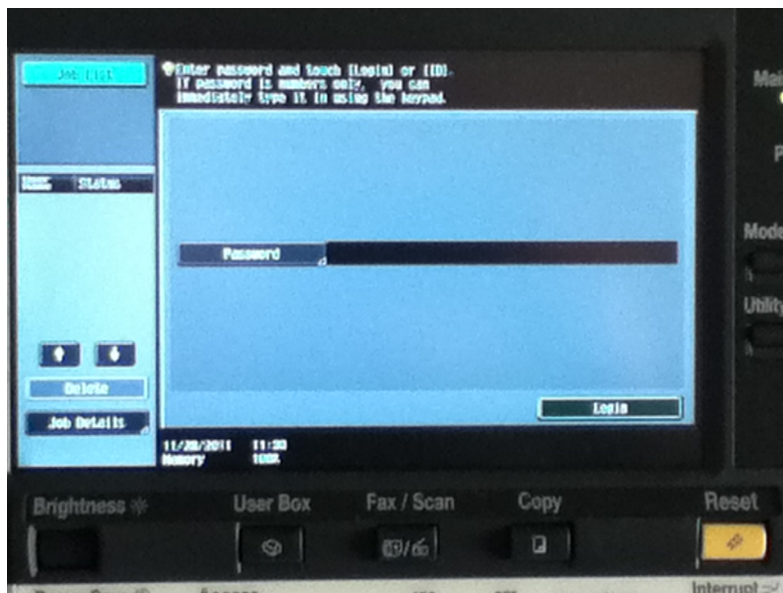   - Check that "Standard-1" is the default for all applications.

6. If you ever need to change the way account tracking is done or to change pre-saved copy codes, Secure IDs, Passwords etc, go to File->Print, choose "Output Method" in the pulldown menu
7. Press "Detailed Settings" and edit "Secure Print", "Account Track" and/or "Administrator Settings"

Collecting your printout.

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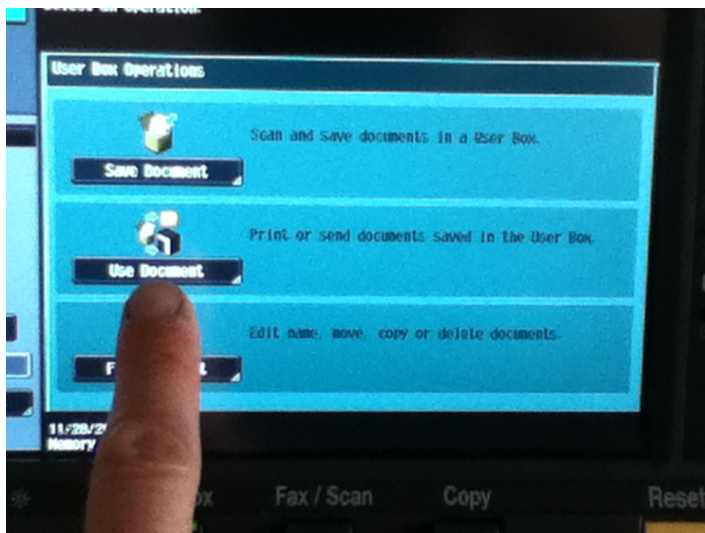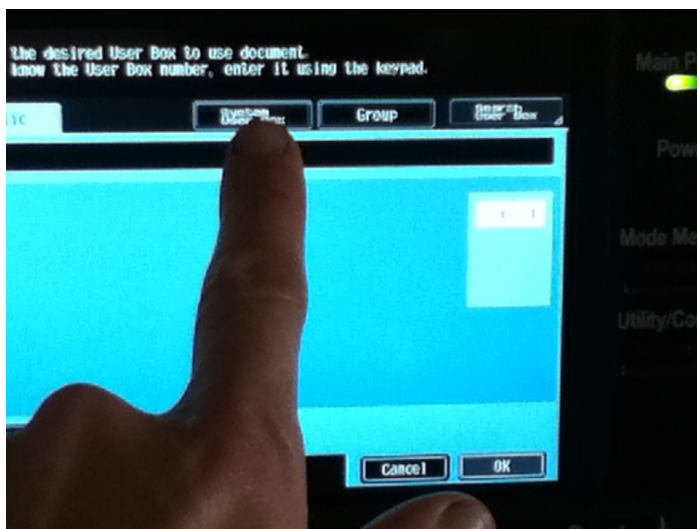

2. Press the "User Box" button

3. Touch "Use Document"
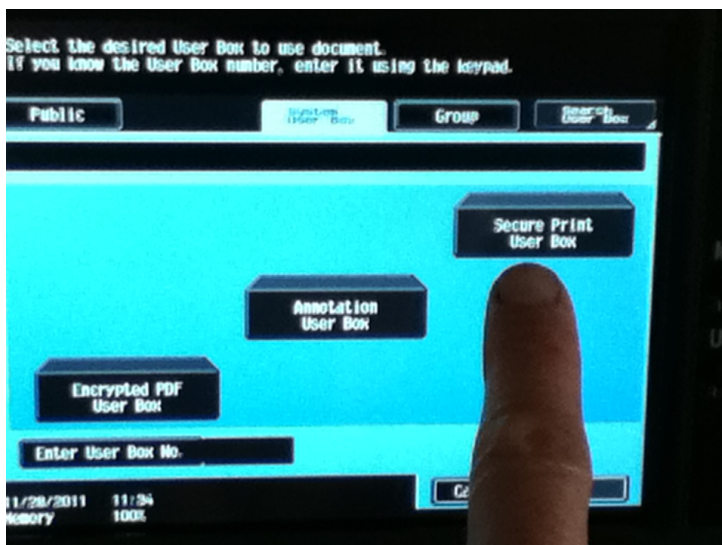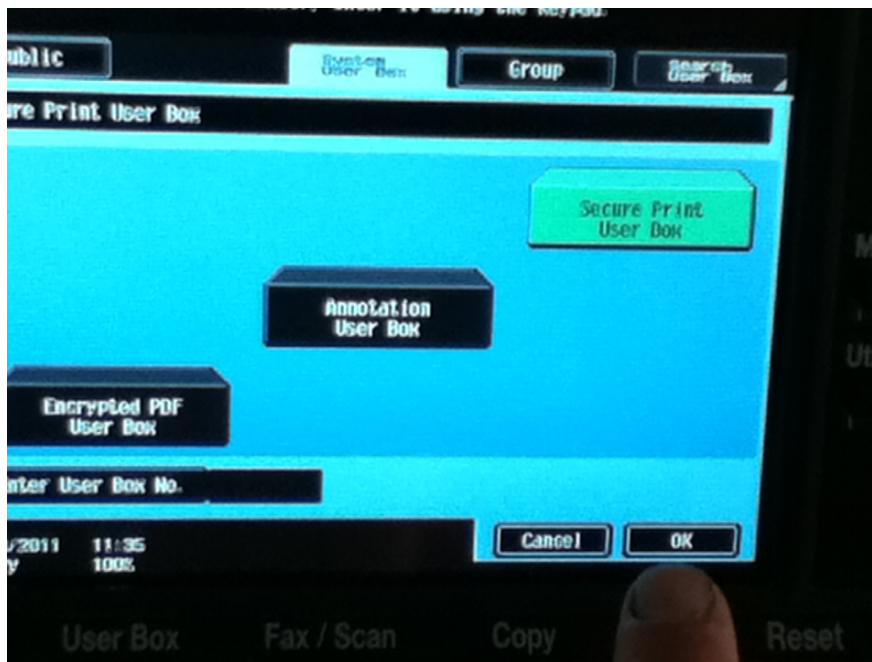

4. Touch "System Dropbox"
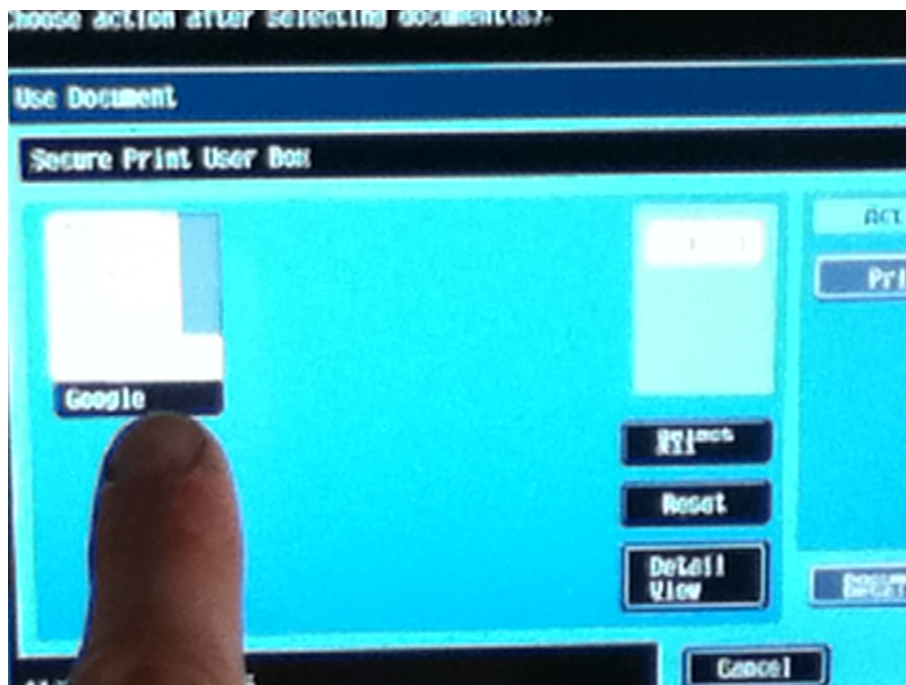

5. Touch "Secure Print User Box"

6. Press "OK"

7. Enter your "Secure Print ID" (the one that is entered on the computer), See step 3 of "Setting up your Print Account using your Copy Code", above.

8. Enter your "Secure Print Password" (the one that is entered on the computer), See step 3 of "Setting up your Print Account using your Copy Code", above.
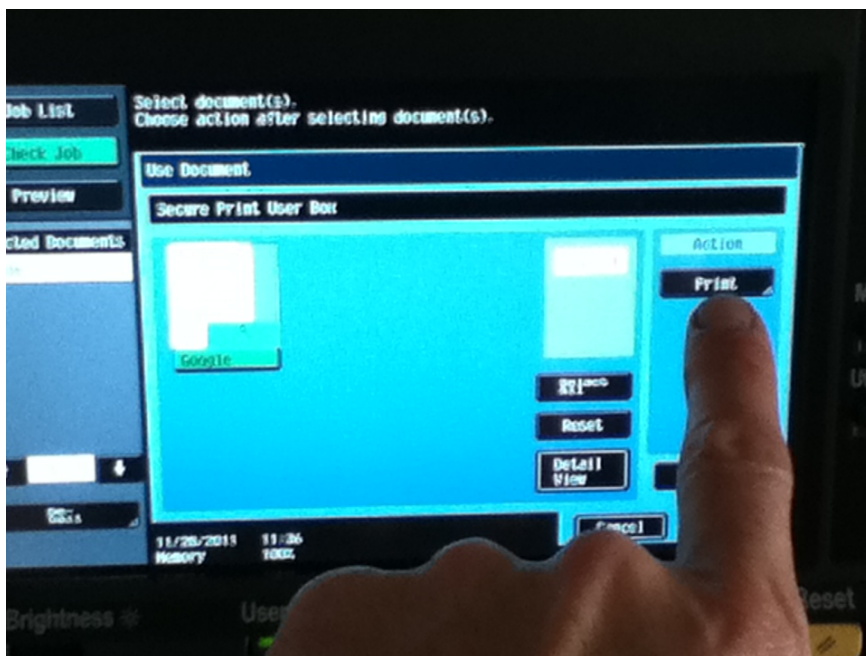

9. Locate or choose the document you want to print by touching it on the screen:
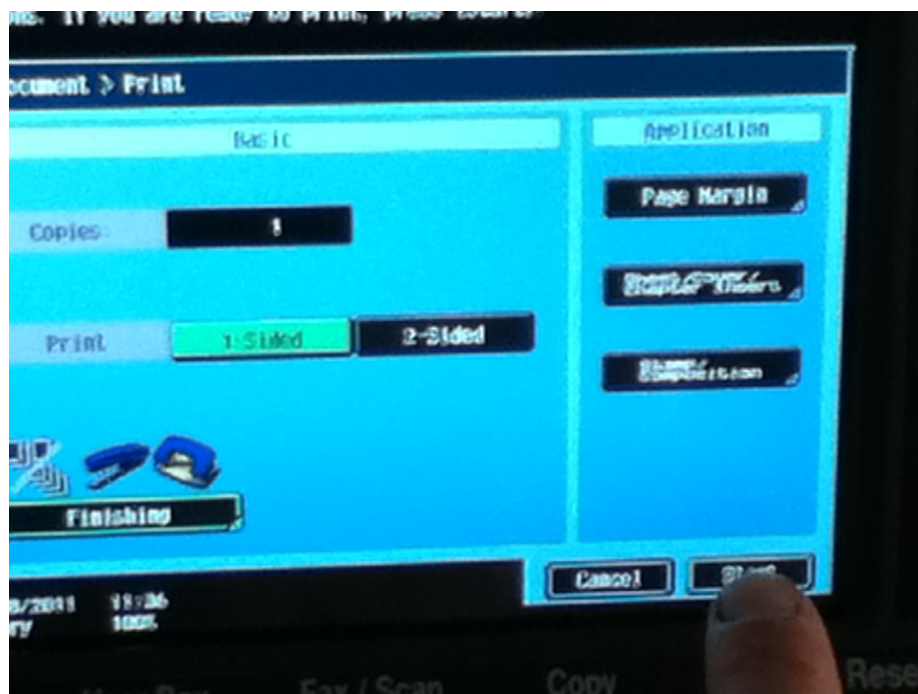
10. Touch "Print" on the screen

11. Touch "Start"

12. Log out quickly by pressing "Access"