


## Installing Print Services on MBB Konica BizHub C360 (SSB8166)

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 .

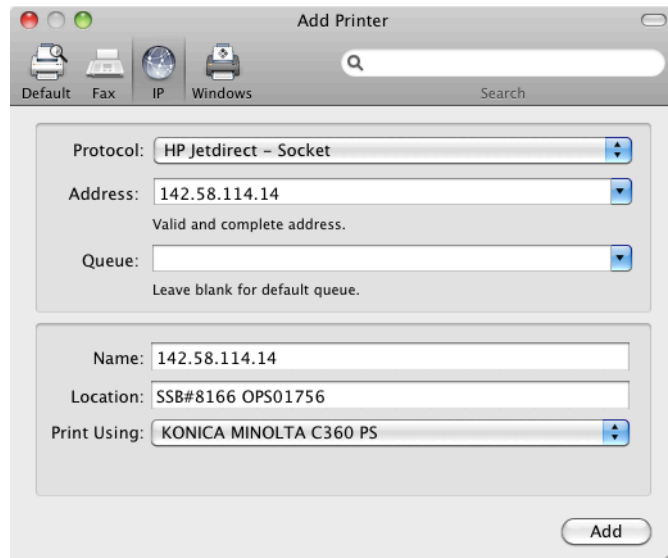
You will see the following agreement page:



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"

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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 C360 (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 C360 PS in the list.

Give the machine a name under “Name:” that you recognize (eg SSB8166 Printer).



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

The printer should now be accessible.

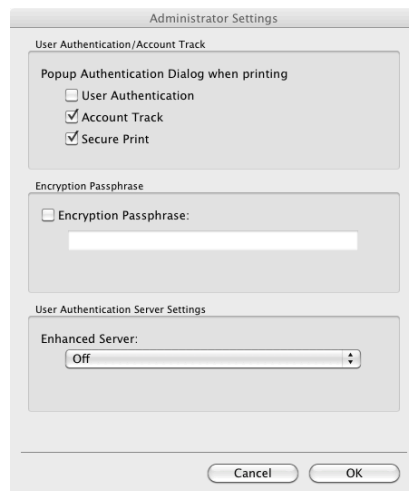
## Setting up your Print Account using your Copy Code.

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”.



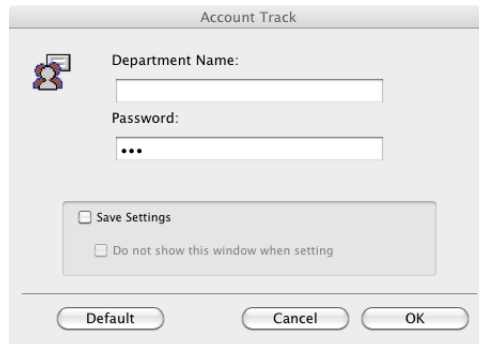
4a. If you are on a shared computer, set up the machine to prompt user to enter a copy code and Secure ID and password. (The copy code bills the print job to your account, and the Secure ID and password are used to release your print job). **If the machine is not shared (you are the only user) and you 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”:

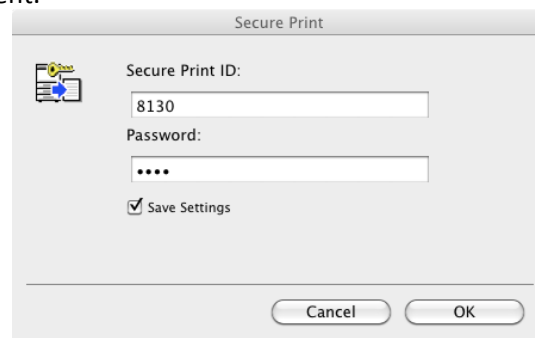


And check the boxes “Account Track” and “Secure Print” and press “OK”.

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.


A dialog box titled "Account Track". It contains a "Department Name:" label followed by an empty text input field. Below that is a "Password:" label followed by a text input field filled with three asterisks. At the bottom, there are two checkboxes: "Save Settings" and "Do not show this window when setting". At the very bottom are three buttons: "Default", "Cancel", and "OK".

Each user will also be prompted for a Secure Print ID and Password, which will be used to release the document.

A dialog box titled "Secure Print". It contains a "Secure Print ID:" label followed by a text input field containing the number "8130". Below that is a "Password:" label followed by a text input field filled with four asterisks. At the bottom, there is a checked checkbox labeled "Save Settings". At the very bottom are two buttons: "Cancel" and "OK".

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.

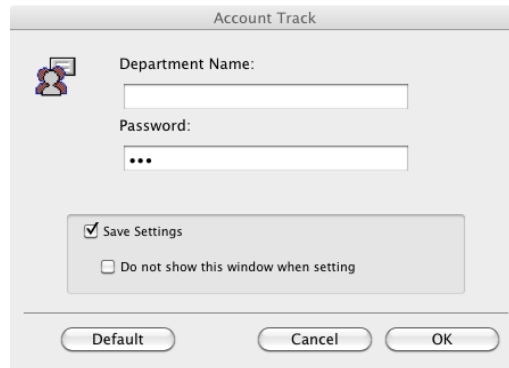
**4b. Use this setup for an unshared machine or in any case where you only want one code or secure ID/password to be used at all times. Choose “Output Method”, check the box “Account Track”**

A "Print" dialog box. At the top, it shows "Printer: SSB7115 Konica Printer" and "Presets: Standard". Below these is a section for "Output Method" with a dropdown menu. To the left of this section is a preview area showing a document page with the text "8 1/2x11" and a small icon of a printer. Below the preview is a "Printer Information..." button. To the right of the preview, there are checkboxes for "Collate" (checked) and "Offset" (unchecked). Below these is another "Output Method:" label with a dropdown menu showing "Secure Print". Further down are checkboxes for "User Authentication" and "Account Track". At the bottom right is a "Detail Settings..." button. At the very bottom are buttons for "Default", "Cancel", and "Print".



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



The "Account Track" dialog box is a small window with a title bar. It contains a "Department Name:" label followed by a text input field. Below it is a "Password:" label followed by a password input field with three dots. There is a checkbox labeled "Save Settings" which is checked, and another checkbox labeled "Do not show this window when setting" which is unchecked. At the bottom are three buttons: "Default", "Cancel", and "OK".

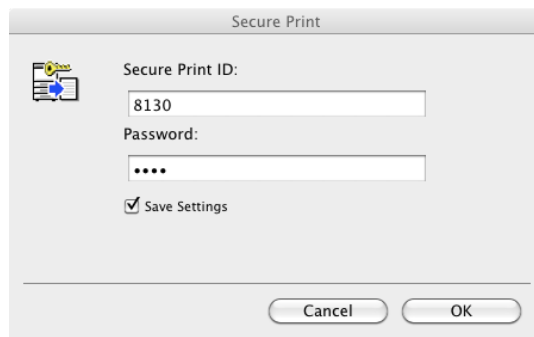
Enter your numeric copy code into the “Password:” box. **Leave “Department Name:” empty.** Save settings if the machine is not shared or you don’t want to enter your copy code everytime you print and press “OK”.

Press the “Detailed Settings Button”.



The "Print" dialog box is a larger window with a title bar. It has a "Printer:" dropdown menu set to "SS87115 Konica Printer" and a "Presets:" dropdown menu set to "Standard". Below these is an "Output Method" dropdown menu. On the left, there are radio buttons for "Paper View" (selected) and "Detailed Information". Below the radio buttons is a preview of a document page. On the right, there are checkboxes for "Collate" (checked) and "Offset" (unchecked). Below these is an "Output Method:" dropdown menu set to "Secure Print". There are also checkboxes for "User Authentication" and "Account Track", both of which are unchecked. At the bottom are buttons for "Printer Information...", "Detail Settings...", "Default", "PDF", "Preview", "Cancel", and "Print".

Click on “Secure Print”



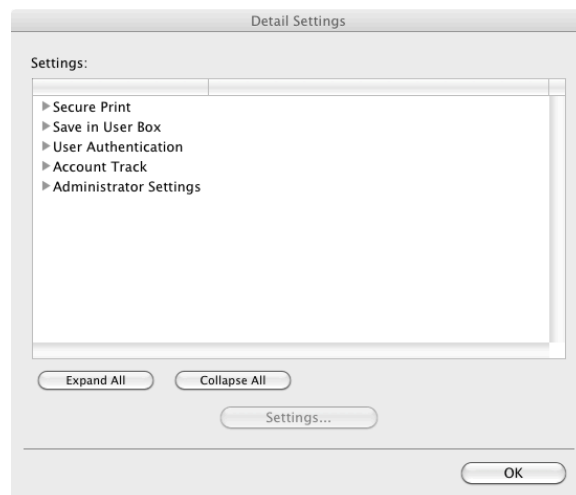
The "Secure Print" dialog box is a small window with a title bar. It contains a "Secure Print ID:" label followed by a text input field with the value "8130". Below it is a "Password:" label followed by a password input field with four dots. There is a checkbox labeled "Save Settings" which is checked. At the bottom are two buttons: "Cancel" and "OK".

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.



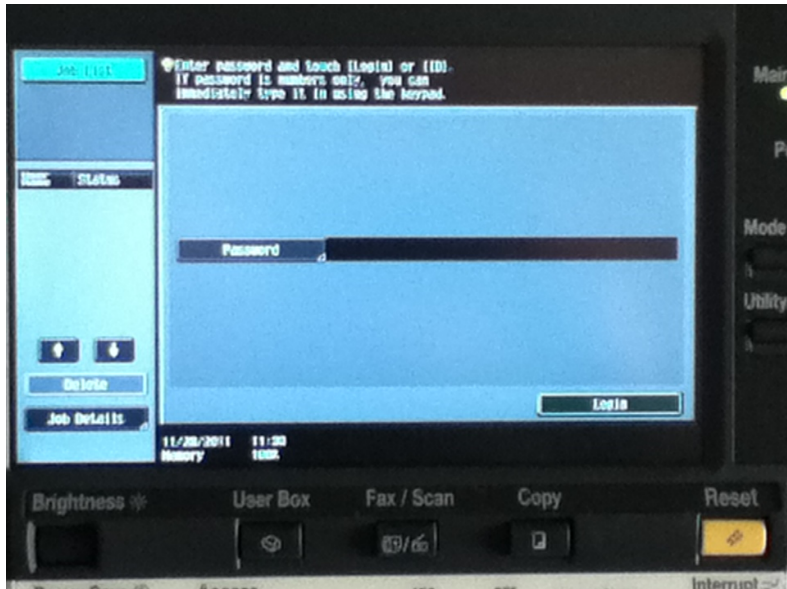
6. If you ever need to change the way account tracking is done or to change pre-saved copy codes, Secure IDs, Passwords etc, go to File->Print, choose “Output Method” in the pulldown menu
7. Press “Detailed Settings” and edit “Secure Print”, “Account Track” and/or “Administrator Settings”



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## Collecting your printout

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

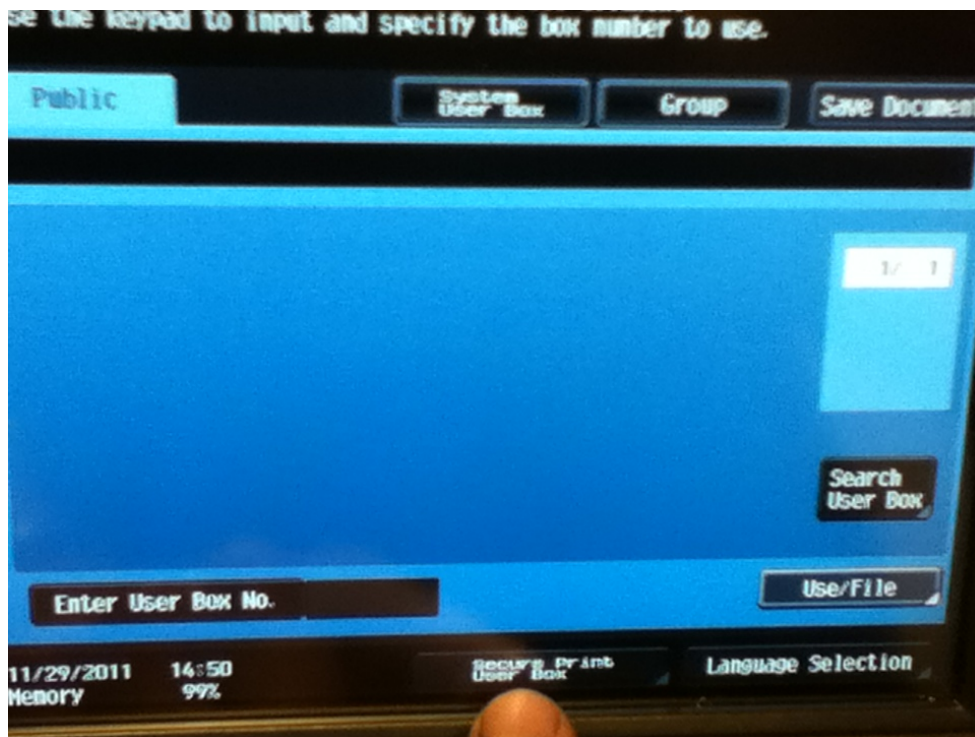


2. Press the "User Box" button



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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 of "Setting up your Print Account using your Copy Code", above.

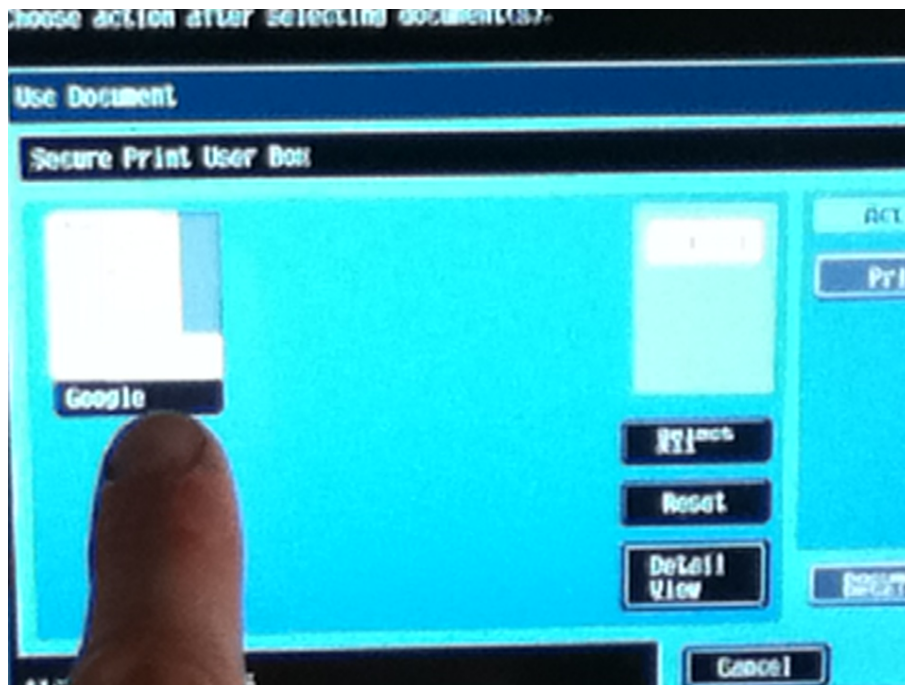




5. Enter your "Secure Print Password" (the one that is entered on the computer), See step 3 of "Setting up your Print Account using your Copy Code", above.

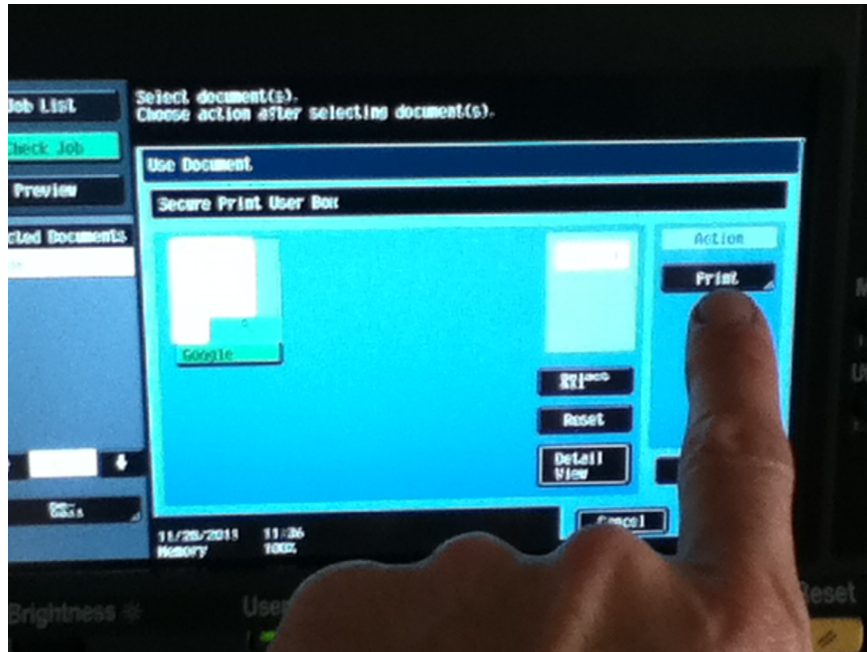


6. Locate or choose the document you want to print by touching it on the screen:

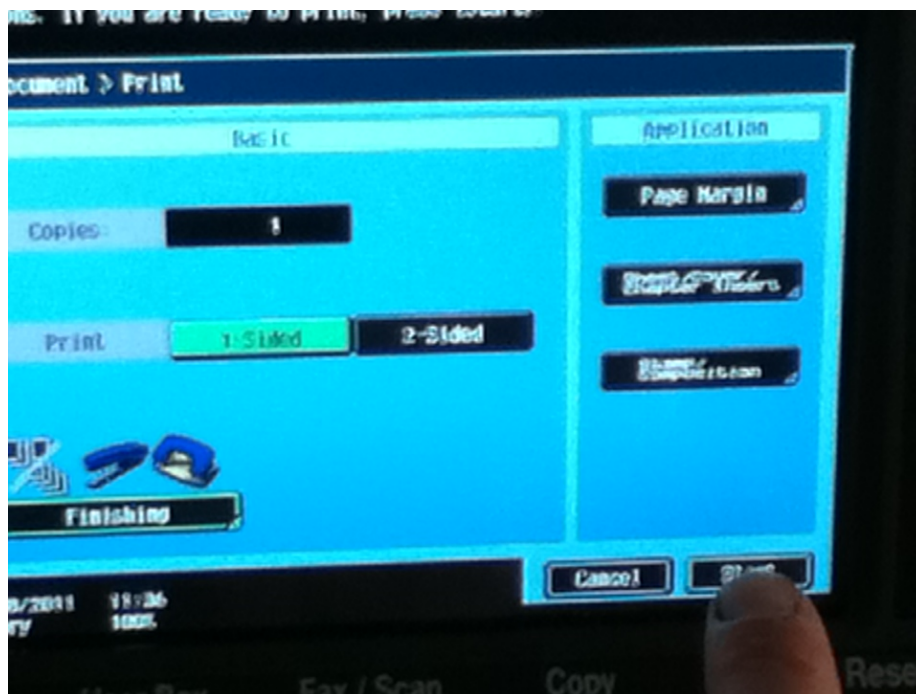


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7. Touch "Print" on the screen



8. Touch "Start"



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9. Log out quickly by pressing "Access"

