How to Install the Konica Minolta Printers

Using the Konica Minolta printers involves two main steps. First, installing the drivers and printer. Then setting it up to use your lab's tracking code.

> The department uses tracking codes for prints and copies in order to fairly charge printer expenses in excess of $150 a year to the appropriate labs.

> If you do not complete the tracking code step, you will not be able to print!

This guide is split into a Windows section and Mac Section.

1. North Tower: 140.226.99.12
   South Tower: 10.35.106.164

Windows Guide

Start by downloading the Windows Drivers files by clicking **here**.

Run the Installer

1. Once the download is completed, right-click the zip file File Explorer and select "Extract All," then press the "Extract" button on the pop-up. This will give you a folder named Windows11. Open the folder and double-click on "Setup64.exe"
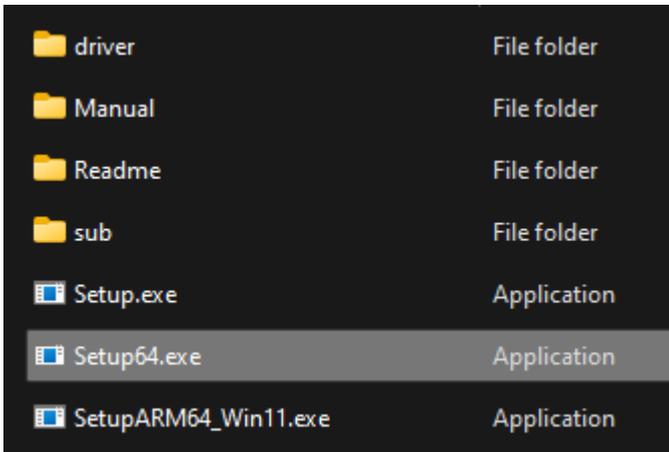
2. Check the "Agree" box and click Next when the program opens. Then click "Install (Manual Setting)":
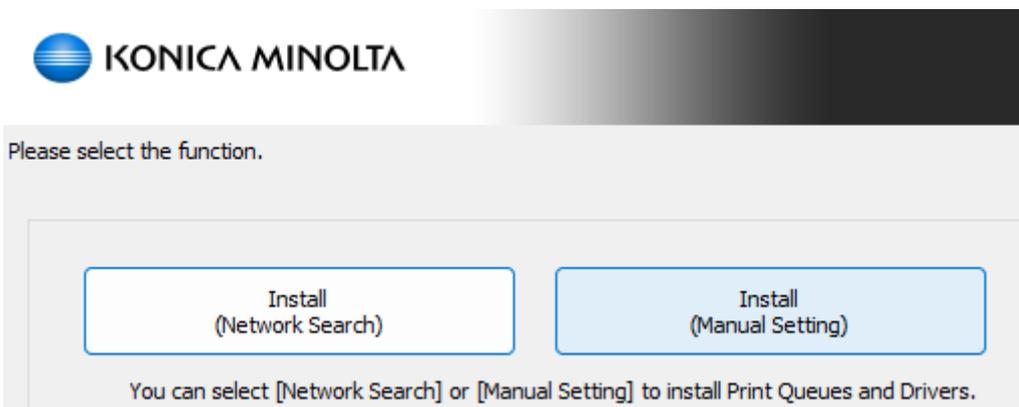
3. The program will attempt to automatically find the printer, but won't succeed. You need to click "Specify manually" choose the third option (IPv4,IPv6 Address), and type in the IP Address manually (see top of this document), then click "Next."
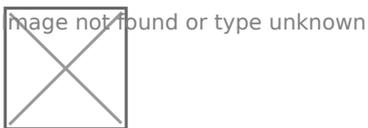

4. Follow the rest of the prompts to finish adding the Konica Minolta printer. Note that you can rename the printer to anything that helps you remember which printer it is.

> Before you can print on Windows, there are a few more settings to change. Go back to "Printers & Scanners" and click "Manage" for your printer.

Configuring the Printer with your Lab Code

1. Search the start menu for "Printers & Scanners" and go to those settings:
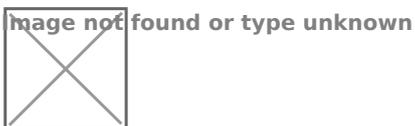
2. Click on your printer and select "Manage"
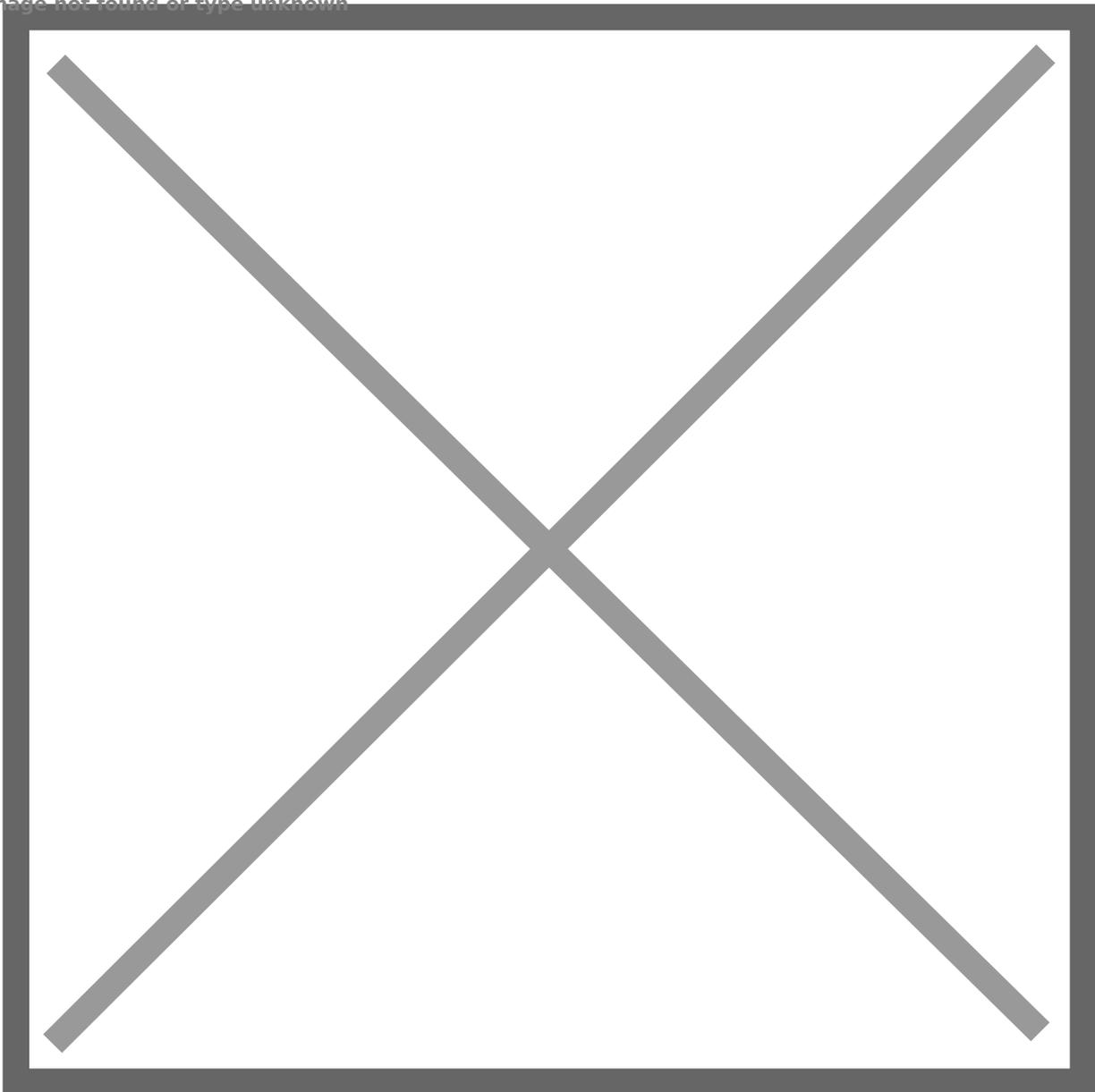
3. Select "Printer Properties"
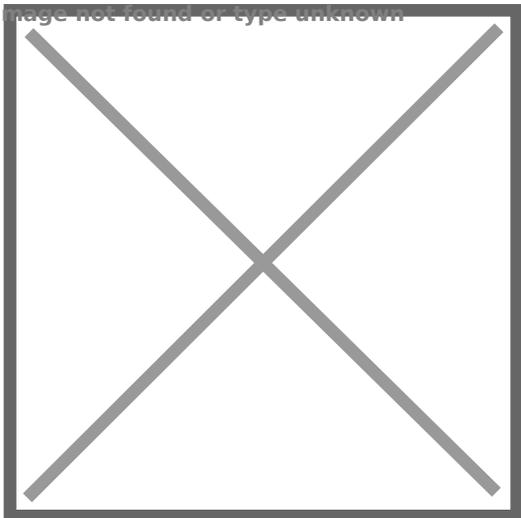
4. On this screen, click the "Configure" tab, then the "Obtain Settings…" button in the lower left. Uncheck the "Auto" box and click OK.
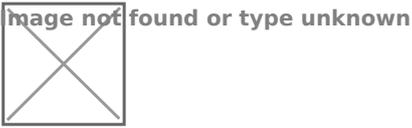
5. Click the Settings tab and then "Authentication Settings…"
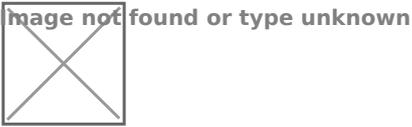
6. Check the fourth box for "Popup Authentication Dialog when printing"
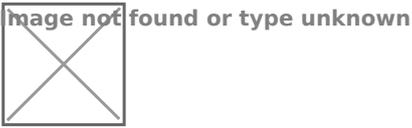
7. Click OK twice, this time go to "Printing preferences"
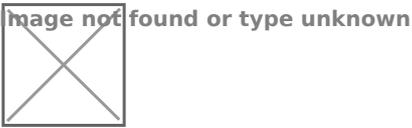
8. Click the "Basic" tab, and then the "Authentication/Account Track…" button on the right side:
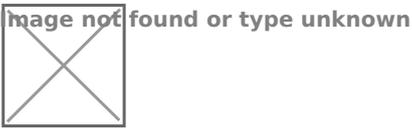
9. Enter your lab's copier code in the password field and click OK.
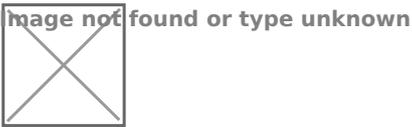
10. Click OK once more and the printer should now be ready to use!

Mac Guide

Start by downloading the Mac Drivers files by clicking **here**. (Or here if you are on MacOS Catalina or earlier)

> You may not need to install these files if you have previously connected to one of the Konica Minolta 360i machines.

> If your Mac has stopped printing after a MacOS update, you may need to reset the printing system and then follow the rest of the steps below. To reset the printing system, right click anywhere inside of the Printers & Scanners window and select "Reset Printing System" and confirm. Please note that this will remove ALL your current printers.
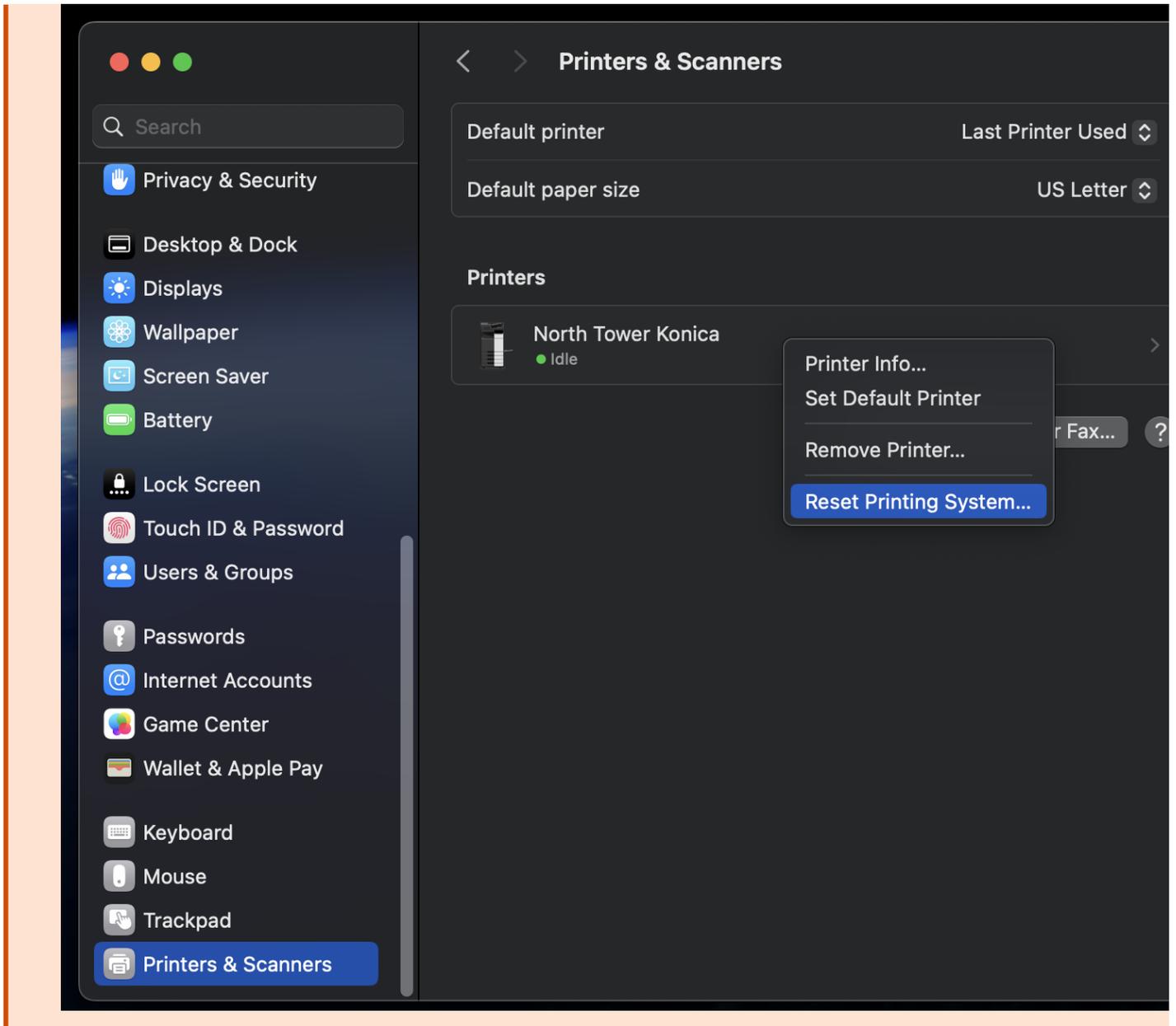
Installing the Drivers

1. Open the dmg file that you downloaded (Monterey link above) earlier, it should mount a drive called IT6:
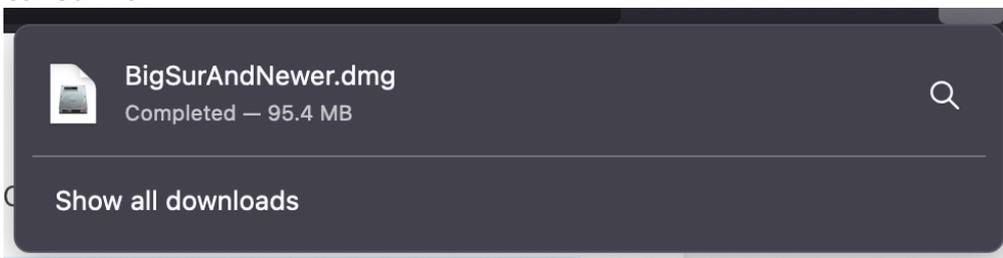
2. Drag the pkg file to your desktop and double-click it:
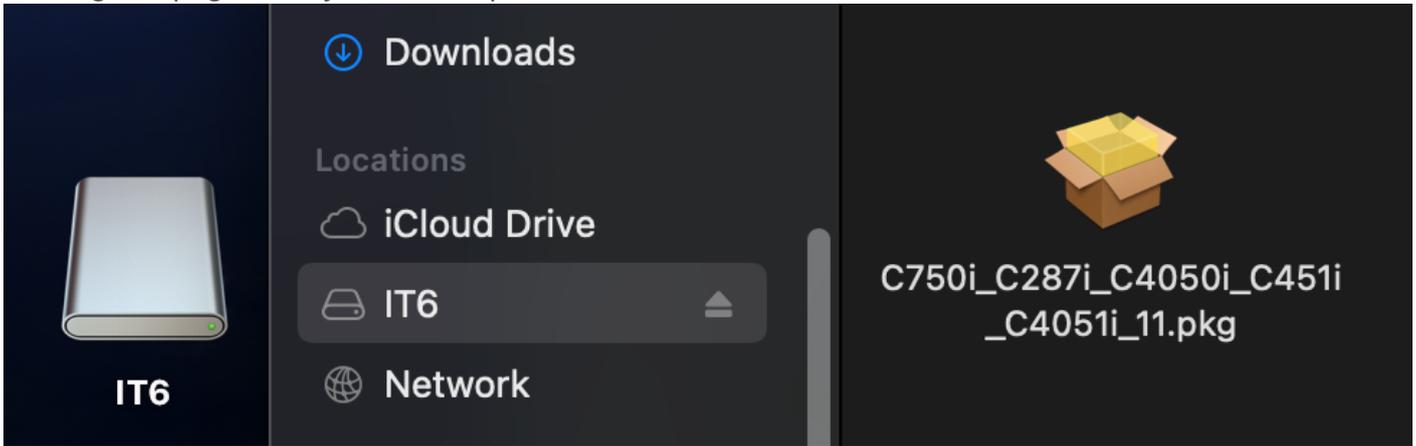
3. Leave all the default settings as you click through the prompts:
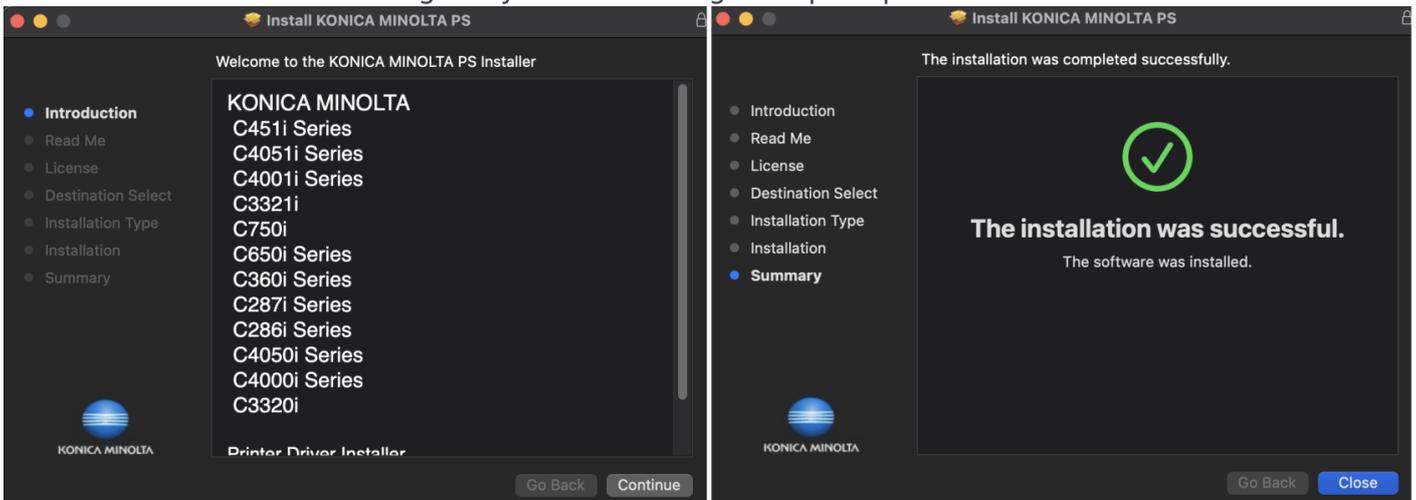
> You may now close the installer and eject the IT6 drive.

Adding the Printer

1. Open "Printers & Scanners" in the Settings and click "Add Printer, Scanner, or Fax..."
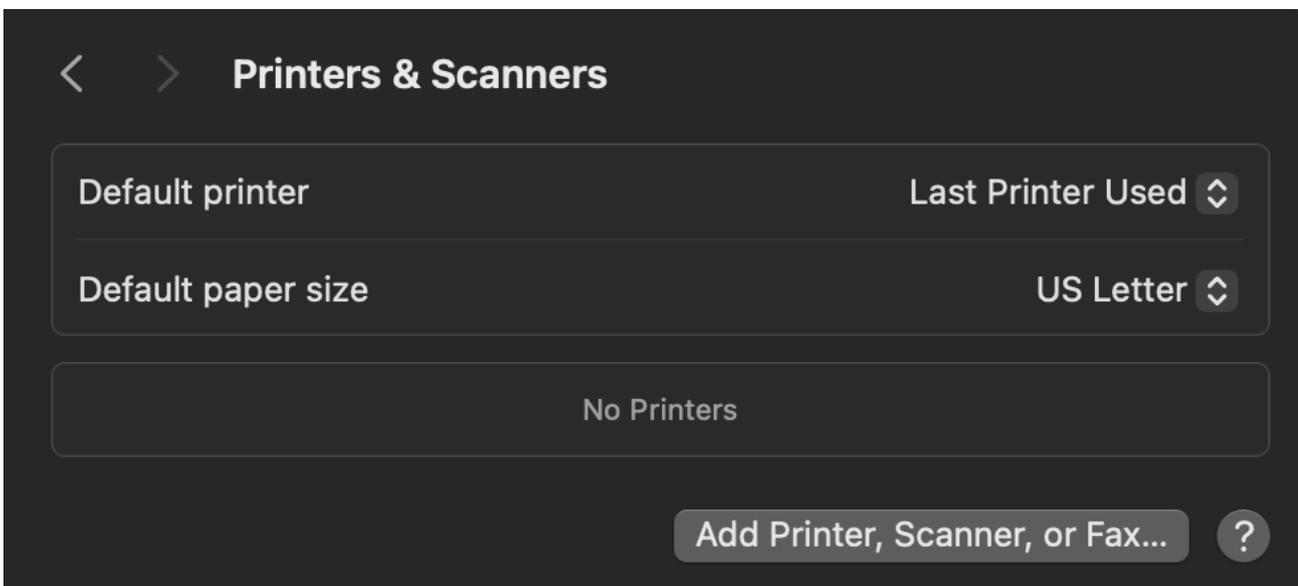
2. On this next window you will:

1. Click the Globe IP icon in the center at the top
2. Type in the IP address of the printer you want to install (140.226.99.12 for North tower or 10.35.106.164 for South Tower)
3. Name the Printer (optional)
4. Click the "Use" dropdown menu and select "Select Software"
5. Find and select "KONICA MINOLTA C360i PS" from the list of options that appear.
6. Click OK
7. Click Add
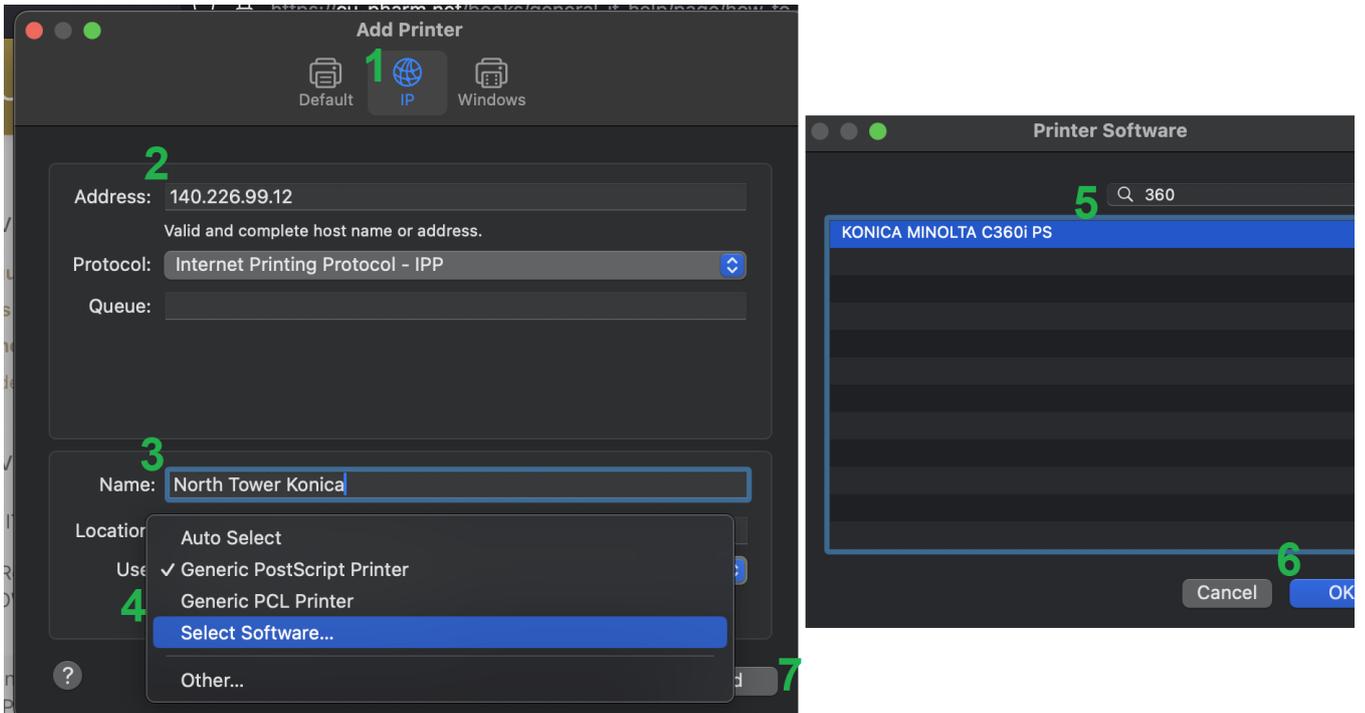
3. On the next window that pops up, turn off "Allow Public User" and click OK:
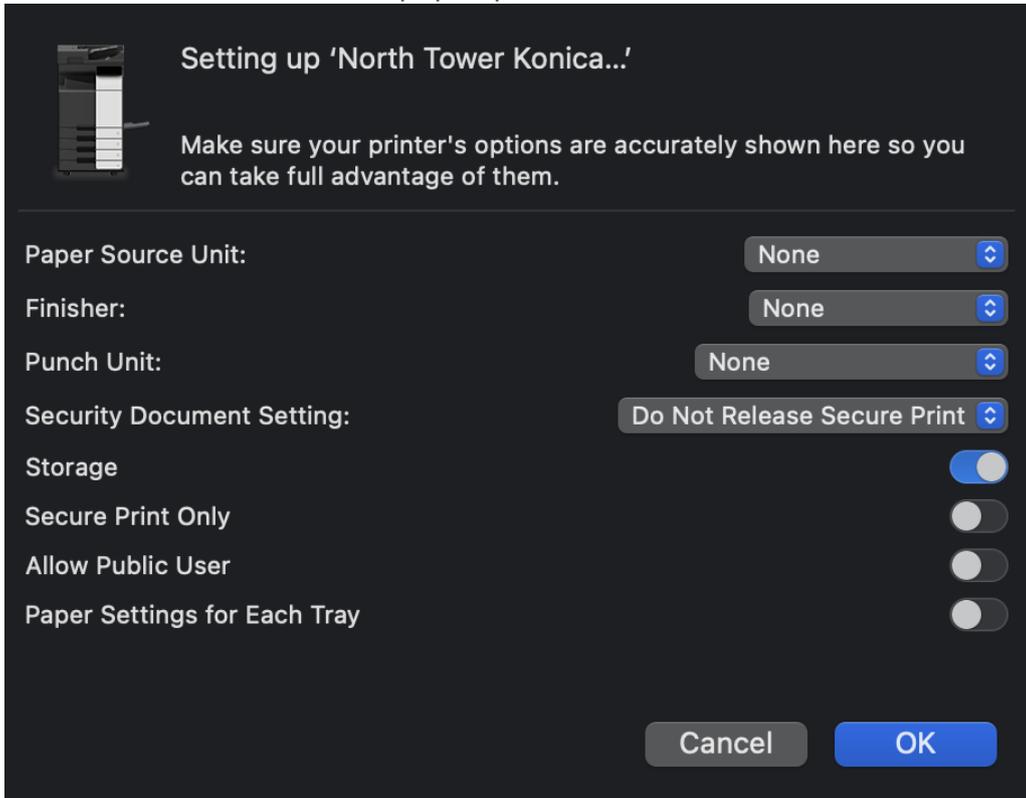
Configuring the Printer with your Lab Code

1. Now open Microsoft Word and press CMD+P as if to print a blank page. Scroll down and expand "Printer Options" and select the 'i' next to "Output Method."
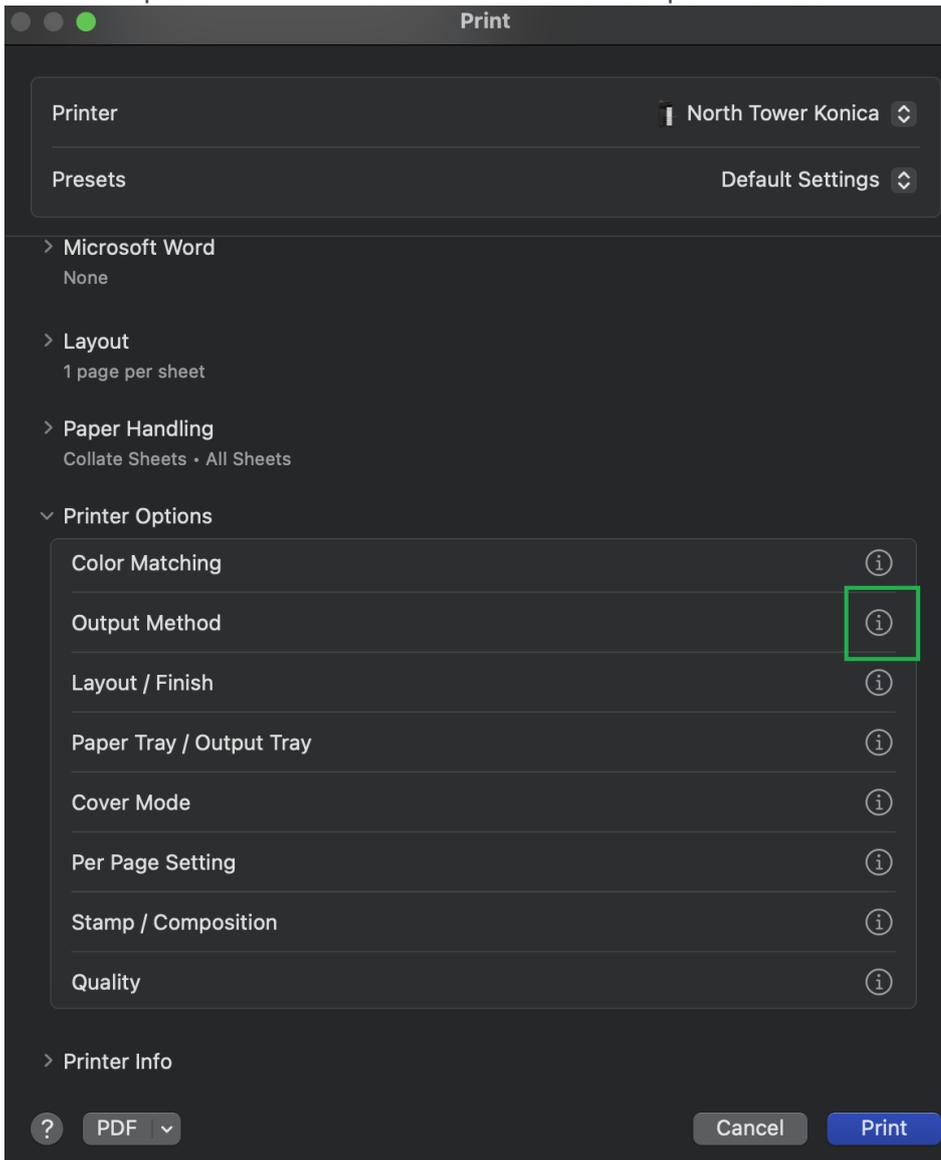
If you do NOT see "Printer Options" or "Output Method" here, you will need to use a different program. It is simplest to go to google.com in a browser and press CMD+P. Then select "Print using the system dialog..." You should then see the same settings as the screenshot above for "Output Method." If you still don't see "Output Method," you will need to reset the printing system and reinstall the drivers.


2. On the next pop-up screen, check the box for "Account Track." Then put in your lab's copier code for the password and check the box for "Save Settings" before pressing OK twice.

If the "Save Settings" checkbox is greyed out, you will need to reset the printing system and reinstall the drivers.

Image not found or type unknown
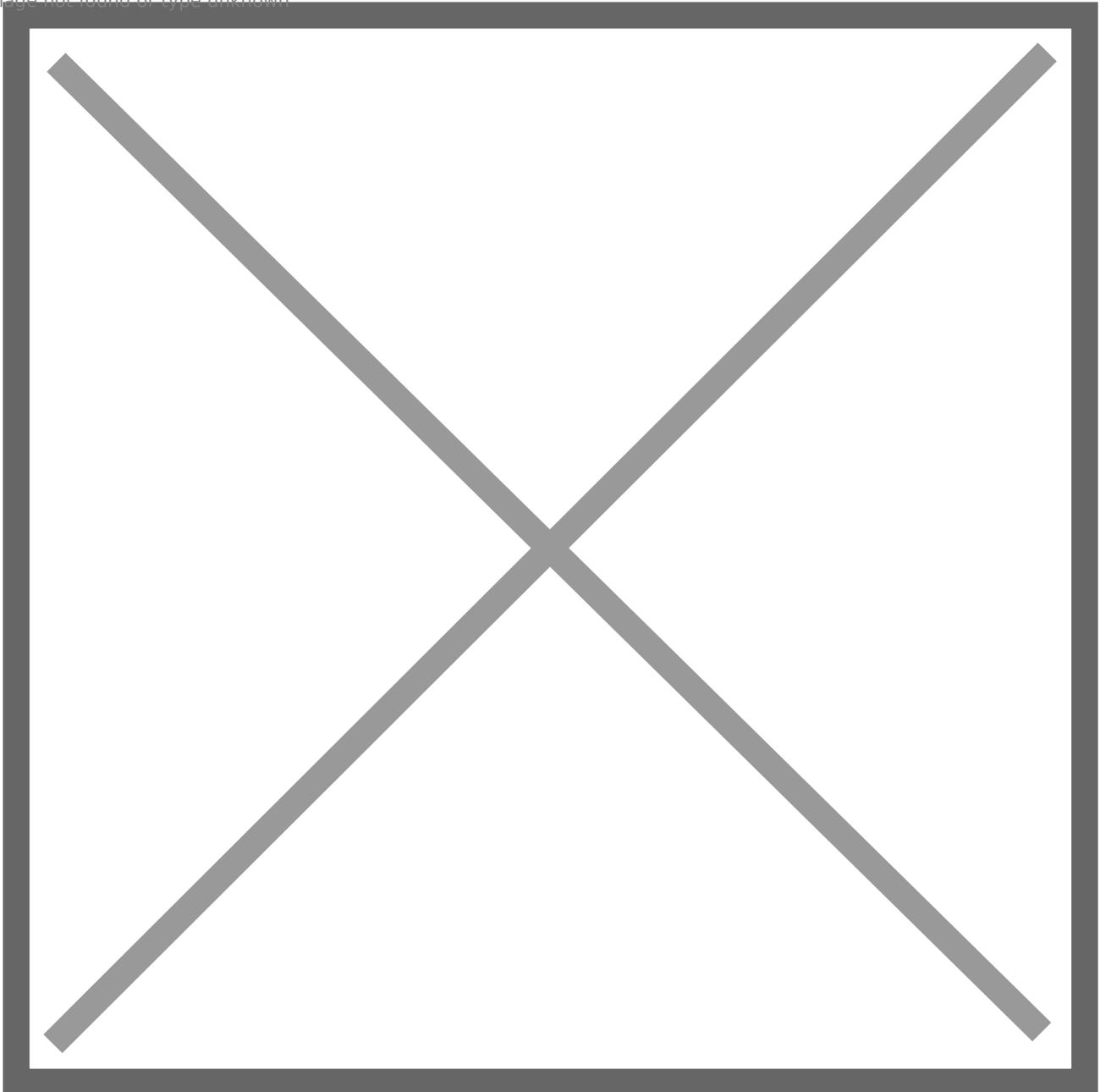
3. Back on the main printing window (Microsoft word or system dialog), change "Default Settings" to "Save Current Settings as Preset..." Name it something easy to remember and use that preset each time you print:
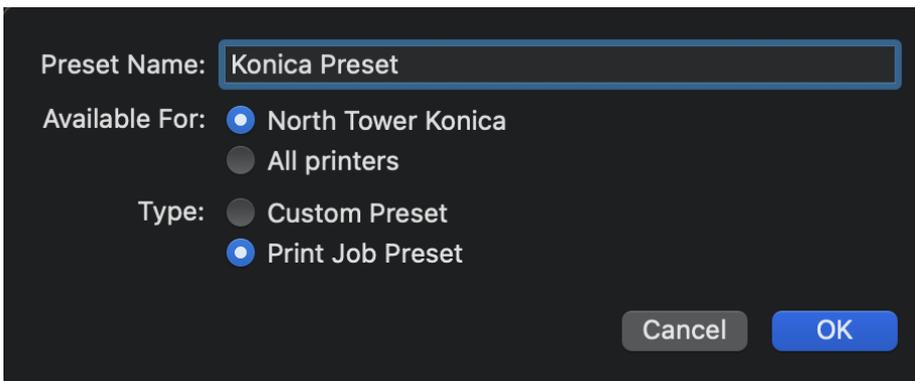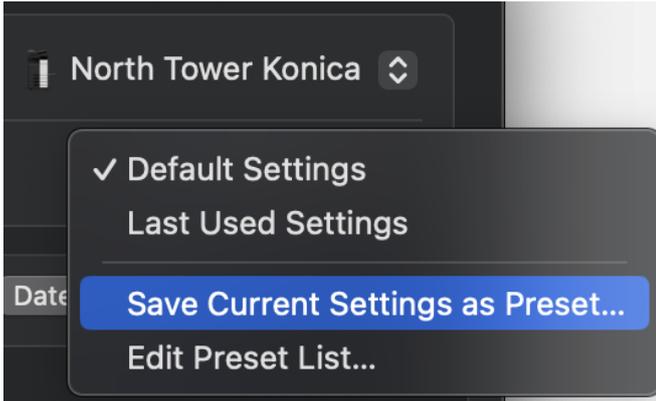
4. You can now close the print window, and the printer should now be ready to use!

> Ensure you select the preset you created whenever you print to the Konica Minolta Printer since it has your lab code password saved.