Set up printing on your personal device

These instructions apply to non-ISS Supported computers. If you have an **ISS Supported computer**, your device is already connected to LU Print.

To print to LU Print printers (Konica charged printers on campus) using a **non-ISS Supported** Windows computer or using a Mac, you can either **print from the web** or you can install print queues onto your computer. To set up your print queues, you will need to be connected to the campus network (for example, via **VPN**).

**Set up printing on Windows**

This solution is a step by step guide to installing the print queues so you can print to University printers (using a Windows PC).

**Windows 10**

1. Click the **Start button** on the taskbar.
2. Click **Settings**.
3. Click **Devices**.
4. Click **Printers and Scanners**.
5. Click **The printer I want isn't listed** (this may open up a new window).
6. Choose Select a shared printer by name.

7. Add a staff or student print queue from the list below, and then click Next.
   - \lancs-print1\staff-colour
   - \lancs-print1\staff-mono
   - \lancs-print2\colour
   - \lancs-print2\mono

If requested, insert your LU account username and password in the following format:
1. \lancs\username
2. your password
8. You should now see a dialogue box stating: **You’ve successfully added a printer.**

9. Repeat Step 7 to add additional print queues.

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**Windows 8**

1. Click the **Settings** tile on the Start screen.

2. Click **Control Panel**.

3. Choose **Hardware and Sound**.
3. Click Advanced printer setup.

4. Choose The printer I want isn’t listed.

5. Click Next.

6. Click Select a shared printer by name.

7. Add a staff or student print queue from the list below and then click Next:
   - \lancs-print1\staff-colour
   - \lancs-print1\staff-mono
   - \lancs-print2\colour
   - \lancs-print2\mono

8. Click Next.
10. If requested, insert your LU account username and password in the following format:
1. `lancs:username`
2. your password

11. You should see a message box saying: You've successfully added a printer.

12. Click Finish.
13. Repeat previous steps if you want to add additional print queues.

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**Set up printing on a Mac**

Following the instructions below without installing the KM printer drivers will allow you to print colour A4 duplex from your Mac by default.

If you require advanced printing features, for example printing A3, stapling and simplex, then you should first follow the instructions to install the KM printer drivers on a Mac then follow the rest of the instructions.

These instructions apply to the latest version of macOS.

**Install KM printer drivers on a Mac (for advanced printing)**

## Download the Print Driver

These instructions apply to the latest version of Mac OS.

1. Go to the Konica Minolta Download Centre.

2. Enter the model of your printer (e.g. bizhub C554e or bizhub C3850) in product field.

![Search for your product](image)

3. Choose the latest version of Macintosh OS X 10 as the operating system.

4. Click Download.

![Download screen](image)

5. Accept the license agreement.

6. Click on the print driver file (.dmg file).
Run the Package Installer

1. When the download is complete, open the .dmg file – this will mount an image.

2. Browse to the image.

3. Run the package installer.

Add Printer

1. Click on the Apple symbol at the top left of the screen.

2. Select System Preferences.
3. Select **Printers & Scanners**.

4. Select **Add Printer** (+ button) at the bottom left.

5. Select **Advanced**.

   If an Advanced button does not appear in the toolbar as per the image below, you will need to CTRL-click on the toolbar, select **Customise Toolbar...** then drag the **Advanced** button up into the toolbar.

6. In Type **Select Windows printer via spoolss**.

7. In the URL box, type: `smb://(server name)/(printer name)`.
   - `smb://lancs-print1/staff-mono`
   - `smb://lancs-print1/staff-colour`
   - `smb://lancs-print2/mono`
   - `smb://lancs-print2/colour`
Choose Printer

1. In the name box, type the printer name (e.g. lans-print2 colour).

2. From the Use (choose a driver) box, select Generic PostScript Printer.

   If you installed the drivers for advanced features, then you should instead click Select Software... and search for the correct printer model. The model name is displayed on the front of the printer if you are unsure (e.g. KONICA MINOLTA C554e PS).

3. Click Add.

4. Tick Duplex Printing Unit, then click OK.

   If you installed the KM print drivers for advanced features, you will need to configure the options here as per the below.

You should now be able to print from any application.

The first time you print, you may be prompted to log in – enter your Lancaster username in the format lans\username.

If you experience issues printing, or realise afterwards you need to use advanced features such as printing A3, you should remove this printer and follow the guidance below before repeating the instructions above and selecting the correct printer driver.