Set up printing on your personal device

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).

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

![Start screen with Settings tile highlighted]

2. Click **Control Panel**.

![PC settings with Control Panel highlighted]

3. Choose **Hardware and Sound**.

![Control Panel settings with Hardware and Sound highlighted]

4. Click **Advanced printer setup**.
5. Choose The printer I want isn’t listed.

6. Click Next.

7. Click Select a shared printer by name.

8. 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

9. 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)**

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**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.

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

4. Click **Download**.

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`

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**Choose Printer**

1. In the name box, type the printer name (e.g. `lancs-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**.
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 `lancs\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.