

Before you can print to this printer, you will need to be added to the printer's Address Book. Please contact matsci@northwestern.edu, and provide the last 4 digits of your student/employee ID (not netID) for this.

Installing the Konica Bizhub 308e Mono Printer Software – Cook 3rd Floor by Elevator

Go to the Konica Minolta <http://onyxweb.mykonicaminolta.com/OneStopProductSupport> web site. Search for **bizhub 308e** and select **Drivers** and then your operating system.

- Download the latest PCL driver. (Note the location where the file is saved)
- Run the .zip file and extract all files (note the location where the extracted files are saved).
- Close the windows just opened and proceed to install per instructions below.

Step 1: FOR WINDOWS 7 and newer OPERATING SYSTEMS:

- From the **Start** menu, search for and select **Control Panel**
- Select **Devices and Printers**
- In the taskbar, click **Add a printer**
- Click **Add a network, wireless or Bluetooth printer**
- Click **The printer that I want isn't listed**
- Select the **Add a printer using a TCP/IP address or hostname** radio button
- Click **Next**
- For Hostname or IP address, type: **129.105.102.77**
- Click **Next**
- Click the **Have Disk...** button.
- Click **Browse...**
- Navigate to the location where you extracted the printer driver files. Click on the folders in sequence, 958 658e_558_368_367_Series... → Driver → Drivers → PCL → EN and then **Win_64** and select the **KOAXOJ__.INF** file
- Click **Open**
- Click **OK**
- Select the **KONICA MINOLTA 658eSeriesPCL**
- Click **Next**
- Modify the printer name to: **MSE 3rd Flr KONICA MINOLTA 308e PS Mono**
- Click **Next**
- Select the **Do not share this printer** radio button
- Click **Next**
- Optionally, select/check **Set as the default printer** if this will be your default printer. Uncheck this box if you have another default printer!
- Do not print a test page at this point; you will do this at a later time.
- Click **Finish**.

Step 2: Configure the printer:

- From the **Start** menu, go to **Devices and Printers**
- Right click on **MSE 3rd Flr KONICA MINOLTA 308e PCL Mono** and select **Printer properties**
- Click the **Configure** tab, then click **Obtain Device Information** to update the device information.
- Click **General** tab, then select **Preferences...**
- Click on the **Basic** tab
- On the right hand side, click on the **Authentication/Account Track...** button
- Under User Authentication click on **Recipient User**
- Under User Name enter (case sensitive): Last name First name
- Enter the last 4 digits of your student/employee ID in the **Password** field Click **OK**
- Click **Verify** to make sure it succeeds
- Click **OK**
- Click **Close** on the pop-up window
- Click **OK**
- Click on the **Other** tab
- **Uncheck** the boxes for **Excel Job Control** and **Remove White Background**
- Click **Apply**, then **OK**

Step 3: To print a test page:

- Right click on **MSE 3rd Flr KONICA MINOLTA 308e PS Mono** and select **Printer Properties**
- Click **Print Test Page**
- Confirm that your test page printed to the KONICA MINOLTA 308e printer, Cook 3rd floor by the elevator.
 - **At the machine:** Click User Name or User Name List
 - Enter User Name (case sensitive) the same way you entered in Printing preferences
 - Click **OK**
 - Enter **Password** (your 4 digit #)
 - Click **OK**
 - If followed correctly your job should begin printing.

--End of WINDOWS 7 and newer OPERATING SYSTEMS --

Step 1: FOR MAC OS X

- Go to the Konica Minolta <http://onyxweb.mykonicaminolta.com/OneStopProductSupport> web site. Under "Quick Search:" type in **bizhub 308e** and select **Drivers**
- Select your Mac operating system
- Download the driver ZIP file and open the "Letter" folder, run the installation file to add the driver to the Mac

Add the printer:

- Open System Preferences (Printers & Scanners)
- Click "+" under Printers list
- In the Add Printer window click **IP**
- For Protocol: select the **HP JetDirect** option
- For Address: **129.105.102.77**
- For Name: **MSE 3rd Flr KONICA MINOLTA 308e PS Mono**
- For Use: **Select Software** from the pulldown menu and search for the Konica Minolta driver you downloaded, which is: Konica Minolta 308e PS
- Click Add
- Next, configure these settings:

Function Version: Version 6/7/8/9 (this should be automatically selected)

Paper Source Unit: select **PC-215**

Finisher: select **FS-533**

Punch Unit: leave as None

Hard Disk: should be automatically **checked**

Public User: should be automatically **checked**

- Click **OK**
- When install completes, the Add Printer window will close
- This printer is now included in the printer list

Step 2: Configure the printer:

To enter User Authentication and/or Account Track information on a Mac, you must first open **Firefox**:

- Go to **File->Print**
- Select **Show Details**
- Locate a dropdown menu that says **Firefox**
- Select **Output Method**
- You will see the options to setup User Authentication and Account Track.
- Click **User Authentication**
- Select **Recipient User**
- For User Name enter (case sensitive): Last name First name
- For Password enter: the last 4 digits of your student/employee ID
- **Check** the box to **Save Settings**
- Click **OK** to close the pop-up window
- Save as a Preset – For **Presets**: select Save Current Settings as Preset...
- For Preset Name, enter the same as the Printer name, and select **Only this printer**
- Click **OK**

- Confirm that your test page printed to the KONICA MINOLTA 308e printer, Cook 3rd floor by the elevator:
 - **At the machine:** Click User Name or User Name List
 - Enter User Name (case sensitive) the same way you entered in Printing preferences
 - Click **OK**
 - Enter **Password** (your 4 digit #)
 - Click **OK**
 - If followed correctly your job should begin printing.

—End of MAC OS X —