# Wireless Printing Installation Guide for macOS (KM BH658e)

## A. Introduction

1. This guide outlines the steps required to connect **Apple OS X / macOS (10.9 or later)** to following designated **Konica Minolta bizhub 658e** printers for HKMU Wireless Printing service (Service) on campus.

| Campus | Printer Location | Printer Name | Printer Installed Options | B&W / Colour |
|---|---|---|---|---|
| Main Campus | At the rear of corridor, Block C, 9/F | C09A-BW | • Paper source unit: **PC-415**<br>• Finisher: **None**<br>• Punch Unit: **None**<br>• Z-Fold Unit: **None**<br>• Post Inserter: **None**<br>• Security Document Setting: **Do Not Release Security Print**<br>• **Tick** Hard Disk<br>• **Tick** Secure Print Only<br>• **Untick** "Allow Public User"<br>• **Untick** "Paper Settings for Each Tray" | B&W |
| | At the rear of corridor, Block C, 8/F | C08A-BW | | |
| | At the rear of corridor, Block C, 7/F | C07A-BW | | |
| | At the rear of corridor, Block C, 6/F | C06A-BW | | |
| | At the rear of corridor, Block C, 5/F | C05A-BW | | |
| | Stanley Ho Library, 2/F | Lib-SH3 | | |
| | B-128 & B-129 Corner, Block B, -1/F | BLGA-BW | | |
| Jockey Club Campus | Near Stair ST1, Block D, 8/F | D08A-BW | | |
| | Ho Sik Yee Library, 5/F | Lib-HSY1 Lib-HSY3 | | |
| Institute of Healthcare | Lift Lobby, 4/F | F04A-BW | | |
| | Lift Lobby, 3/F | F03A-BW | | |
| | Lift Lobby, 2/F | F02A-BW | | |

2. Hong Kong Metropolitan University (HKMU) is unable to guarantee this Service is available as individual portable computer may have restrictions/issues preventing it from printing in this manner.

3. Since slight variations may occur with difference OS X / macOS versions, you are advised to study this guide and refer to their user manuals whenever necessary.

**B. Conect to HKMU campus WiFi network "HKMU"**


**C. Download and install the printer driver for Konica Minolta bizhub 658e (one-time process)**

Before printing, you are required to perform a one-time driver installation

1. Your login account at your Mac must be with administrator privileges for the installation.


2. Download the printer driver file by entering the following URL into your browser:
   http://www.hkmu.edu.hk/~ituwww/wlan/wprint/958_658e_558_368_367_109.zip


3. Double-click on the downloaded file, then double-click on the .pkg file inside and follow the prompts to install printer driver which is for Konica Minolta 958/658e/558/368/367 Series.


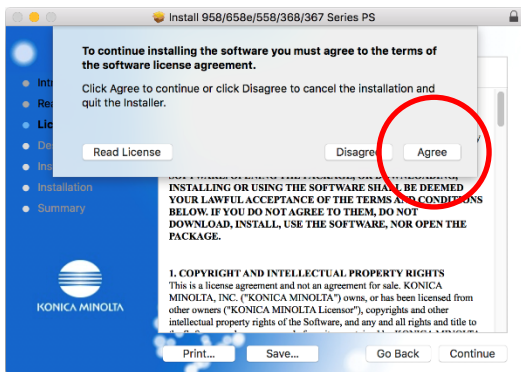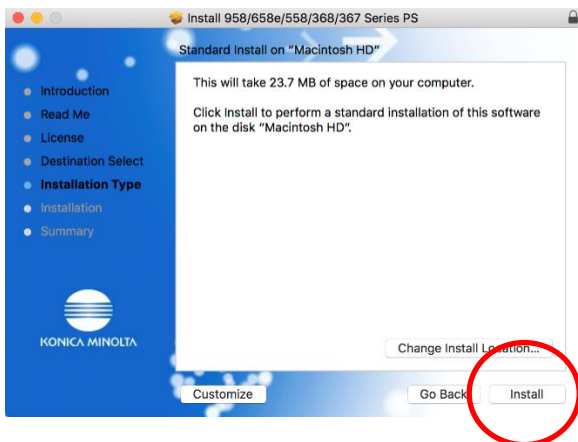4. Follow the installer, click "**Continue**"
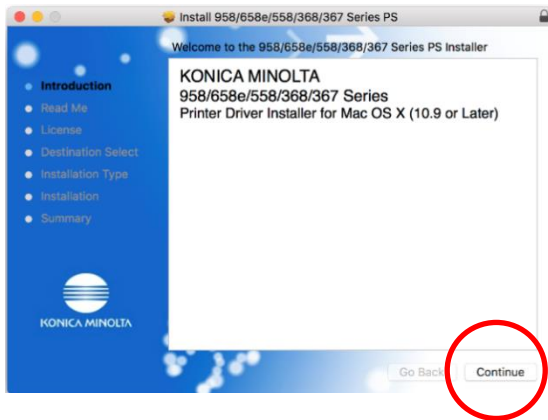



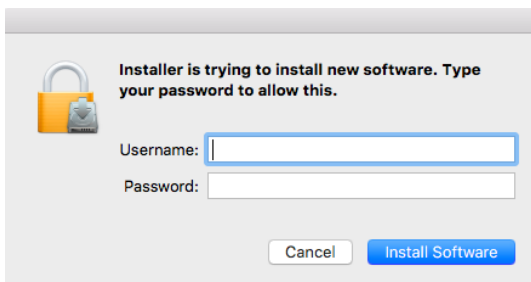5. Click "**Continue**"
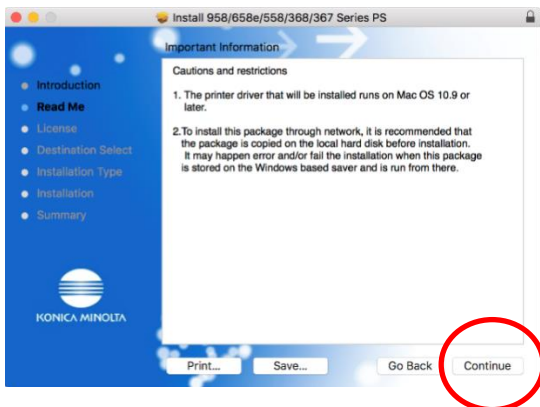
6. Click "**Continue**"
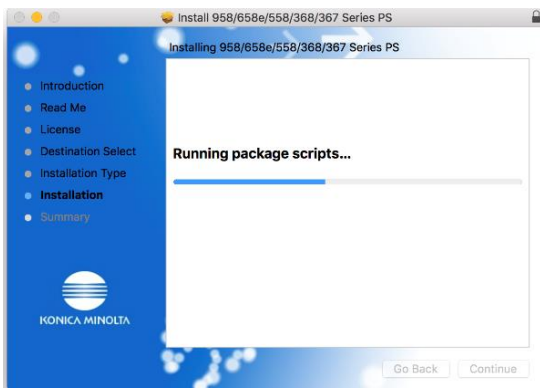


7. Click "**Agree**"



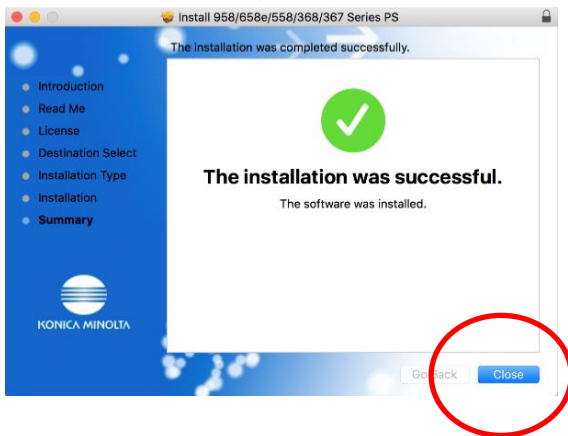8. Select the location to install, and then click "**Install**"



9. If prompted, enter your Mac's administrator username and password.    If you are the only person using the Mac, it is the username and password you use to log in to the Mac.    Then, click **Install Software** to begin the installation.
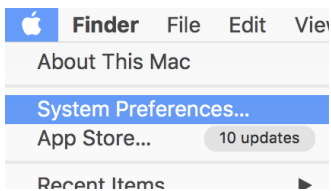
10. The driver installation is in progress.
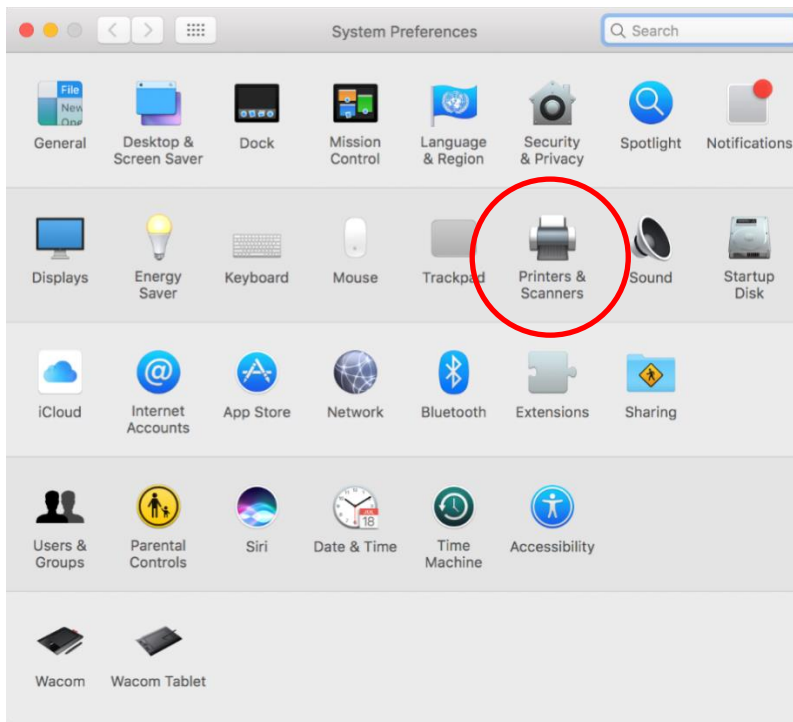


11. Click "**Close**" to continue



**D.** **Set up the printer on your Mac**

1. Click the **System Preferences** icon  in the Dock (the bar of icons that sits at the bottom or side of your screen), or;

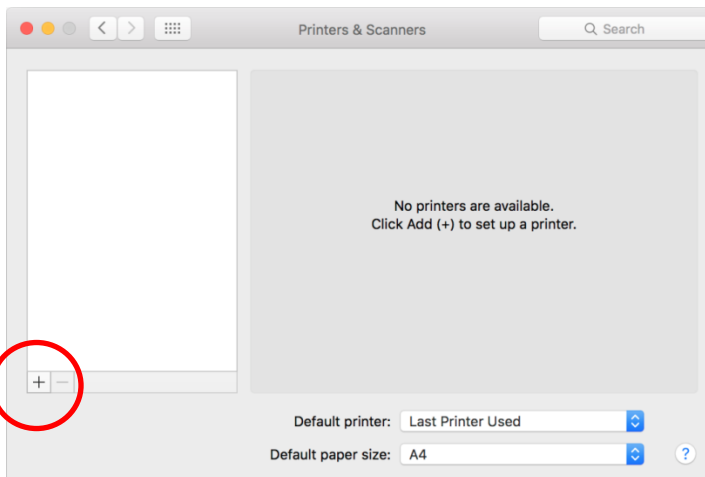    Choose Apple menu at the top-left of the screen (click the Apple logo) > System Preferences.



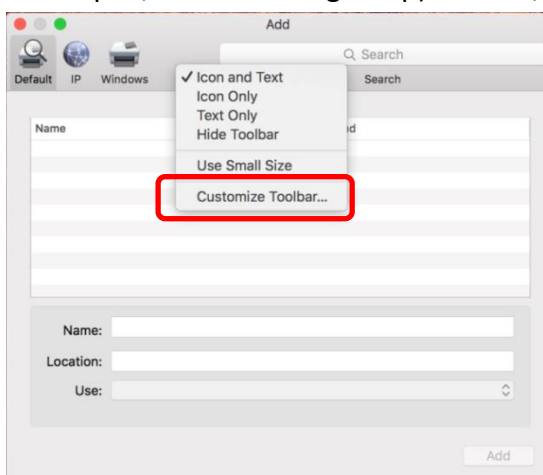2. In System Preferences, click "**Printers & Scanners**"
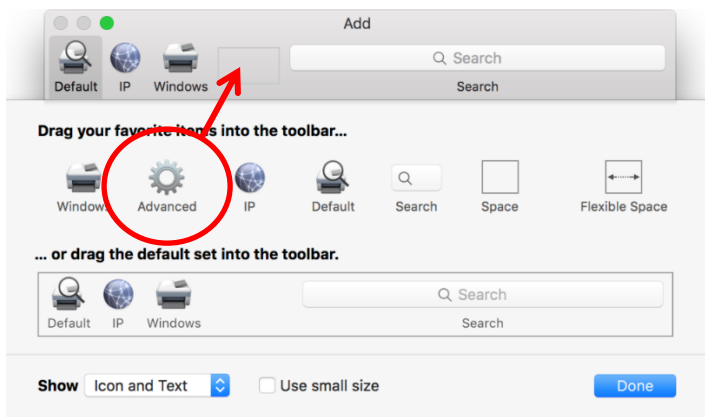
3. Click "**+**" to add a printer

   *Note: You may need to enter your administrator username and password of your Mac.*
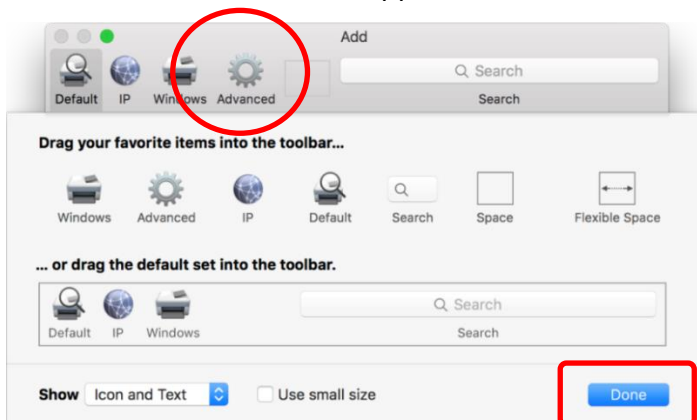


4. Position the mouse cursor in the empty space to the right of the *Windows* icon, and right click (on a trackpad, use a two-finger tap).    Then, select "**Customize Toolbar…**".

5. Drag the "**Advanced**" icon to the toolbar as shown.



When the "Advanced" icon appears at the toolbar, click "**Done**" to continue.



6. Click the new added "**Advanced**" icon to begin add the printer.　Click and select options from list
   - Type: **Windows printer via spoolss**
   - Device: **Another Device**
   - URL: **smb://{name of printer server}/{name of printer}**
   - Name: **{name of printer}**
   - Location: **{the location of printer}**
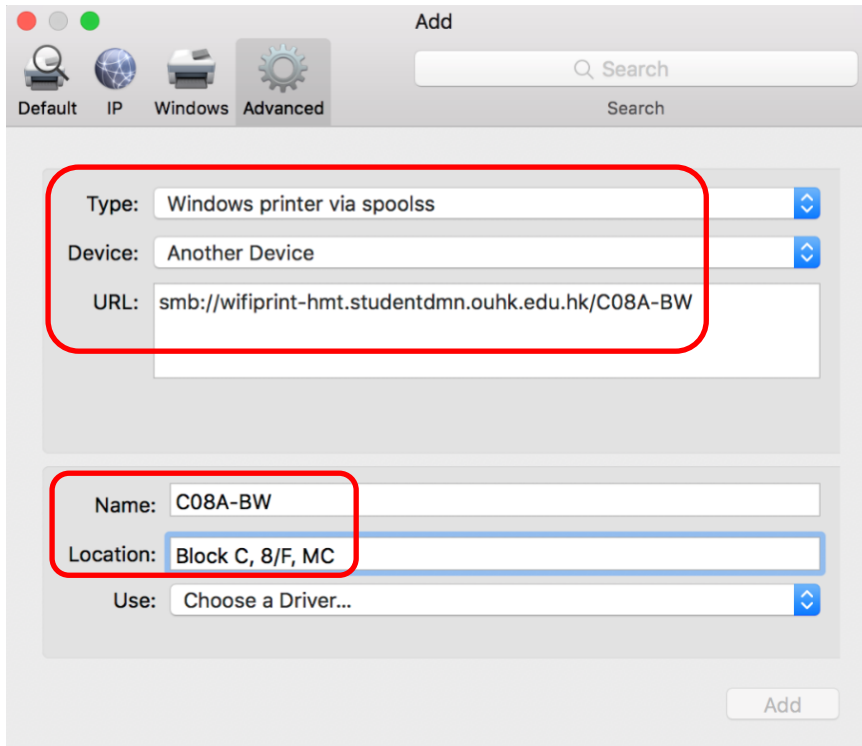
   Names of printer servers for individual campus
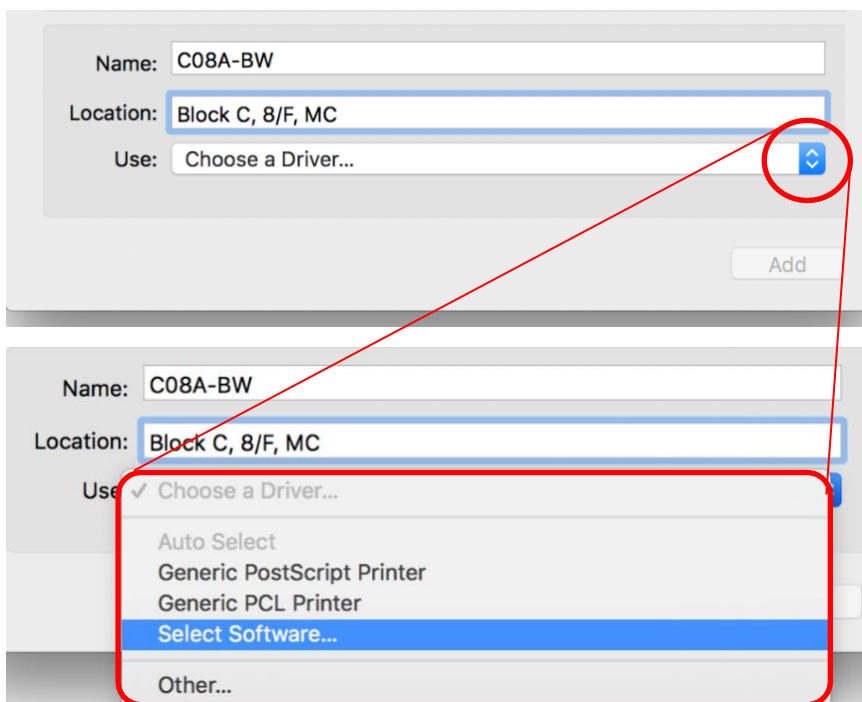   Main Campus: **wifiprint-hmt.studentdmn.ouhk.edu.hk**
   Jockey Club Campus: **wifiprint-oujc.studentdmn.ouhk.edu.hk**
   The HKMU Jockey Club Institute of Healthcare: **wifiprint-ioh.studentdmn.ouhk.edu.hk**
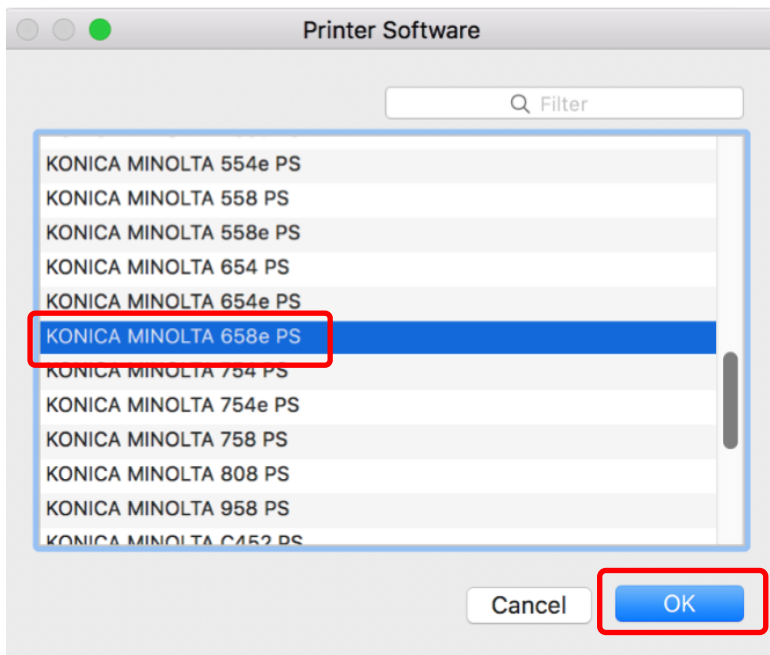
   In the example below, printer "**C08A-BW**" at Main Campus is going to be added.
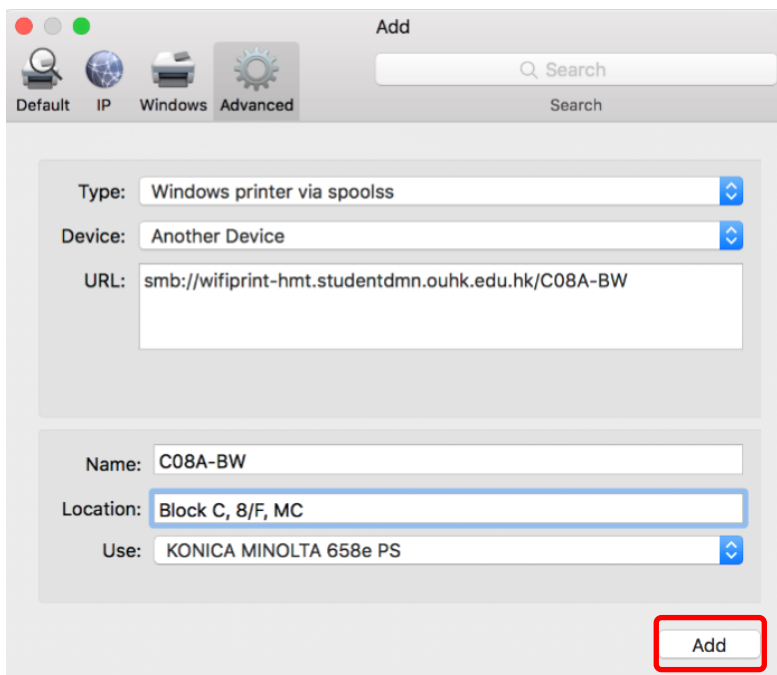
7. At "**Use:**", click dropdown button and then select "**Select Software…**" as shown below:

8. Select the entry name "**KONICA MINOLTA 658e PS**", and then click "**OK**" to continue.



9. Click "**Add**" to add the printer

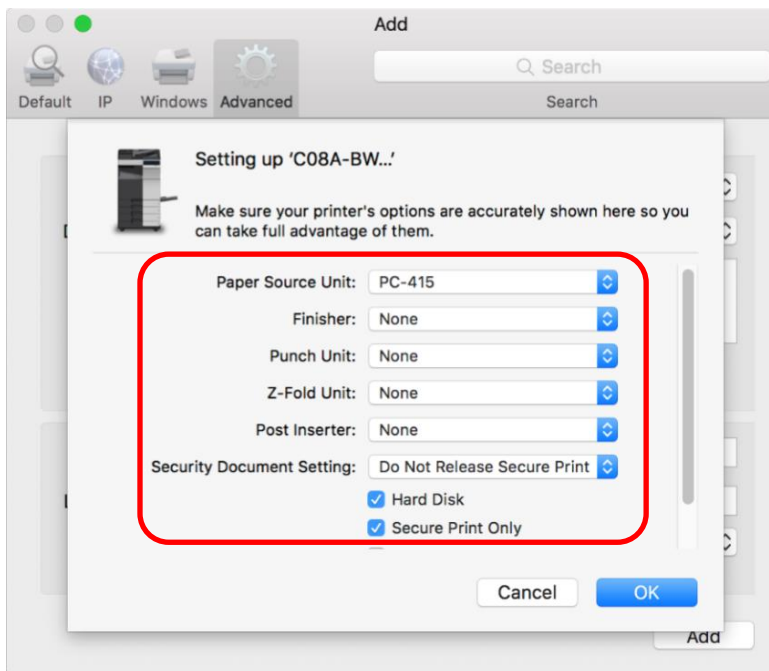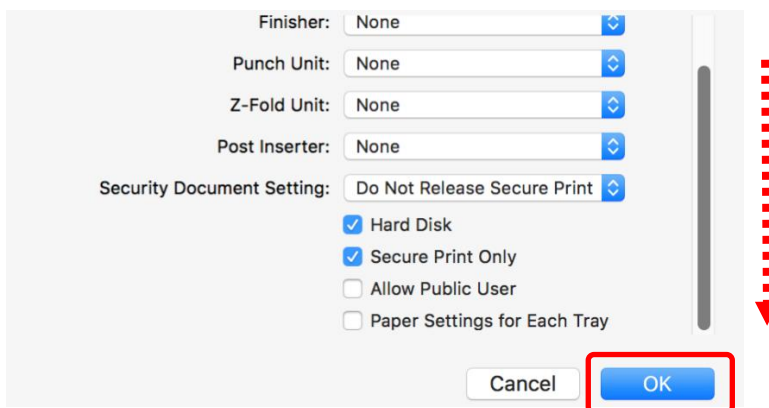

10. Select the features:
- Paper source unit: **PC-415**
- Finisher: **None**
- Punch Unit: **None**
- Z-Fold Unit: **None**
- Post Inserter: **None**
- Security Document Setting: **Do Not Release Security Print**
- Tick **Hard Disk**

- Tick **Secure Print Only**



Scroll down to the bottom:

- Untick "Allow Public User"
- Untick "Paper Settings for Each Tray"



Click "**OK**" to continue.

11. The printer now appears in the **Printers & Scanners** panel and is ready to use.
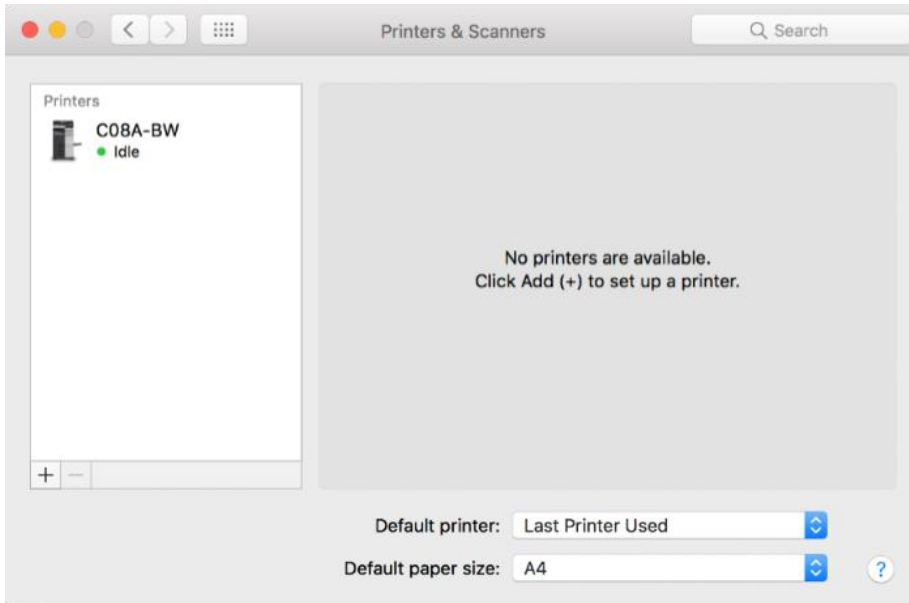


### E. Print Your document

1. Make sure you have connected to WiFi network "HKMU".    To print a document at application, Click "File" -> "Print"

2. Select your desired printer ("**C08A-BW**" is selected in below example) and click **Print** to print it out.
   *The default settings will print the document on double-sided paper.*

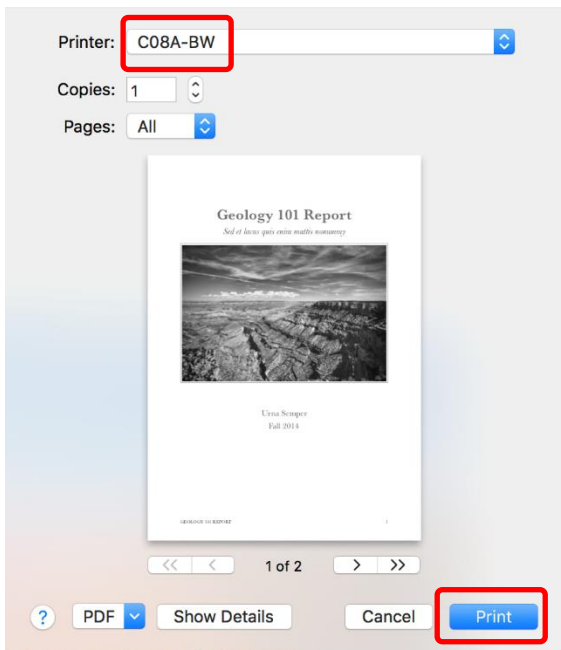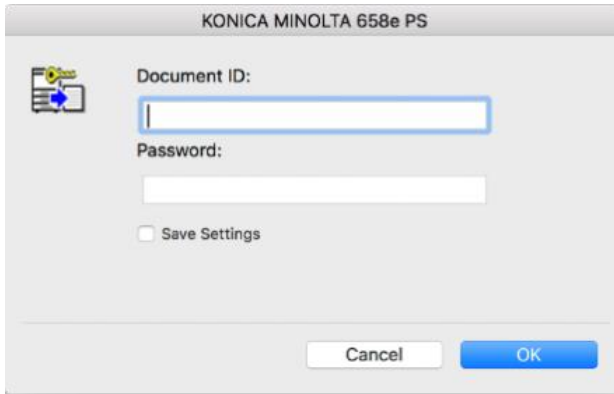3.  When prompt, input your self-defined **Secure Print ID** and **Password** for retrieving your document at the printer.

    

    Click "**OK**" to continue.

    Note:
    a)  *The set of self-defined Secure Print ID and Password is not related to your HKMU username and password.*
    b)  *Do not use "convenient" Secure Print ID and Password for your print job, e.g. 1111 or 1234 etc., to minimize the chance of your document to be viewed by others.*
    c)  *Due to the constraints of operating system and application, some versions of applications, e.g. Pages, Numbers, Keynotes, Preview and Safari, do not ask to input self-defined ID and password when submit a print job, therefore the print job is deleted by printer automatically and unable to be retrieved for printing.    However, it works normally when using most non-macOS native applications such as Microsoft Office suite (Word, Excel, PowerPoint, Outlook), Adobe Acrobat Reader DC, Mozilla Firefox and so on.    The workaround solution is to create a PDF version of the file by using the application's build-in function "save as PDF", and then use the free Adobe Acrobat Reader DC to open and print the PDF file. For details, refer web page Section 7 "Any tips or hints for printing?" about "Download and install Acrobat Reader DC", "Save a document as a PDF on Mac" and "Print from Adobe Acrobat on macOS (PDF)".*

4.  At you first time sending document to the printer, you should be prompted to authenticate with your HKMU account credentials.
    a)  enter your HKMU username (sXXXXXXX for student or tXXXXXX for part-time tutor) and your single password, i.e. the same set to login your MyHKMU.,
    b)  tick the "Remember this password in my keychain" checkbox if you do not want to enter the password next time;
    c)  click "**OK**" to continue.
    Noted: The username field must be input in the format **studentdmn\{username}**, where *studentdmn* is domain name, and the username is same as your username to login MyHKMU.

At below example, the username is "*s1234567*".
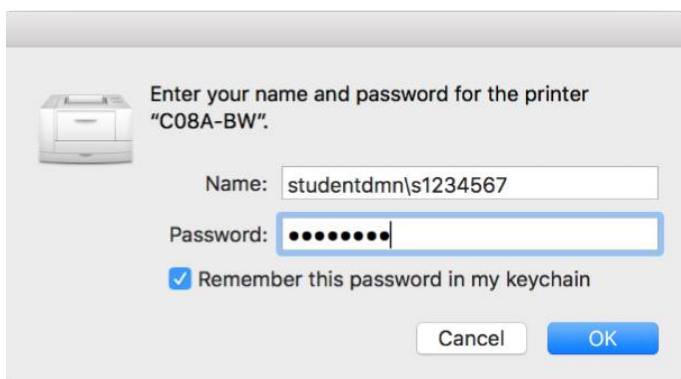


5. After submitted print job, a Konica Minolta printer icon will appear at the Dock with a number to indicate the how many print jobs in print queue.    The printer icon will disappear once the job was received by your selected printer.



6. Go to your selected printer, insert your octopus Card into the Octopus Payment Machine at printer, and then follow the guides posted near printer to print your document out.

For enquiries or assistance, please call 2768 6524 or send email to itohelp@hkmu.edu.hk
如需諮詢或協助，請致電 2768 6524 或發送電郵至 itohelp@hkmu.edu.hk