Wireless Printing Installation Guide for macOS (KM C558)

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 C558** printers for HKMU Wireless Printing Service (Service) on campus.

Campus	Printer Location	Printer Name	Printer Installed Options	B&W / Colour
Main Campus	Stanley Ho Library, 2/F	Lib-SH6-Colour	• Function Version: **Version4.0 or more** • Paper source unit: **PC-215** • Finisher: **None**	Colour
Jockey Club Campus	Ho Sik Yee Library, 5/F	Lib-HSY4-Colour	• Punch Unit: **None** • Z-Fold Unit: **None** • Post Inserter: **None**	
The HKMU Jockey Club Institute of Healthcare	Common Corridor, 8/F	F08A-Colour	• Security Document Setting: **Do Not Release Security Print**	
	Lift Lobby, 5/F	F05A-Colour	• **Tick** Hard Disk • **Tick** Secure Print Only	
	Learning Common Area, 1/F	F01A-Colour	• **Untick** "Allow Public User" • **Untick** "Paper Settings for Each Tray"	

2. Hong Kong Metropolitan University (HKMU) is unable to guarantee this Service is available as individual 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. Enable the WiFi Connection to "HKMU"

### C. Download and install the printer driver for Konica Minolta bizhub C558

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/C759_C658_C368_C287_C3851.zip

3. Double-click on the downloaded file, then double-click on the .pkg file inside to install printer driver.   The printer driver is for the Konica Minolta bizhub C759/C658/C368/C287/C3851 series.
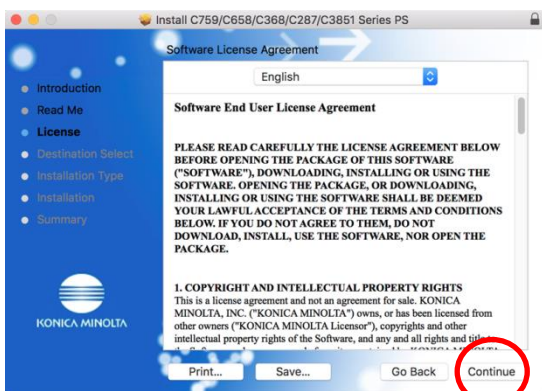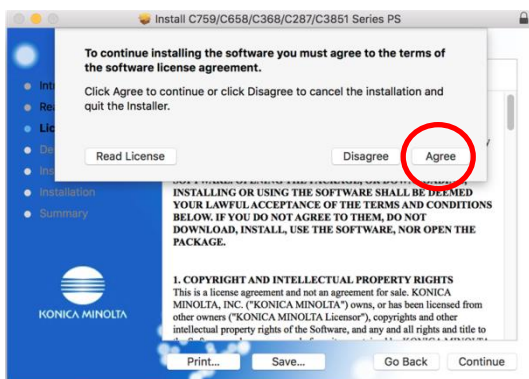
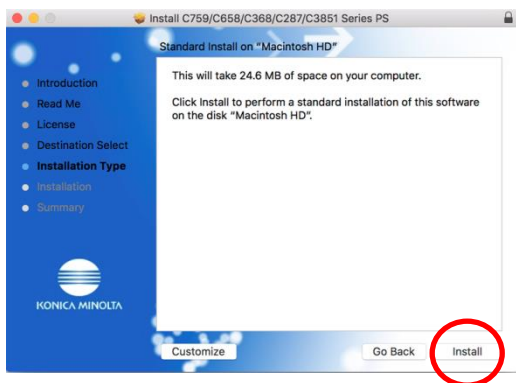4. Follow the installer, click "**Continue**"
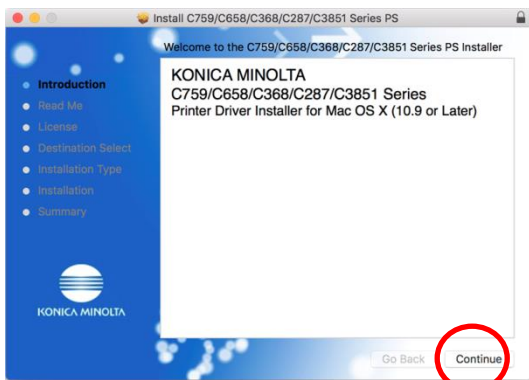
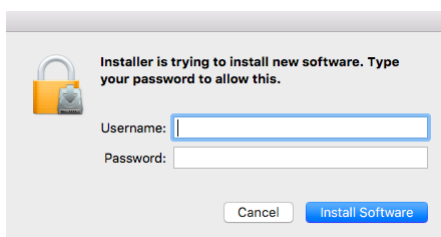5. Click "**Continue**"
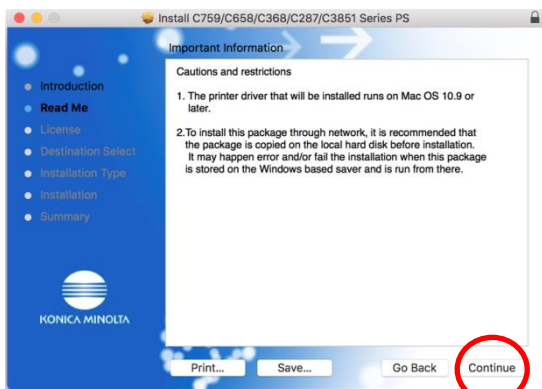
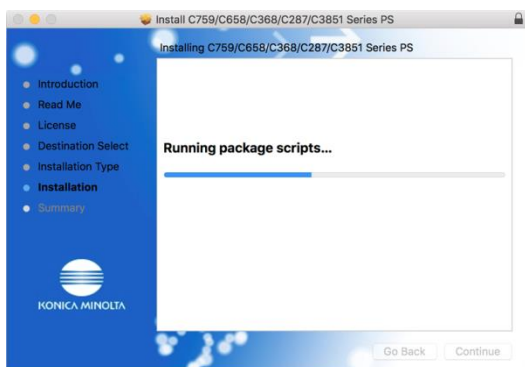6. Click "**Continue**"

7. Click "**Agree**"
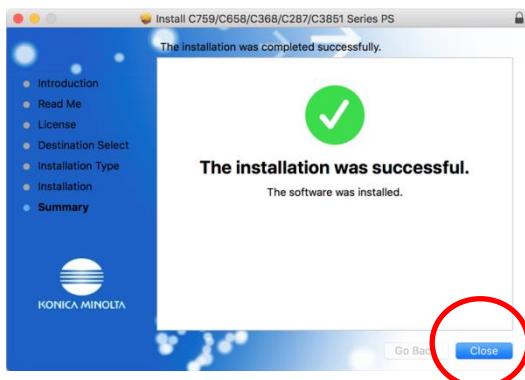
8. Click "**Install**"

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

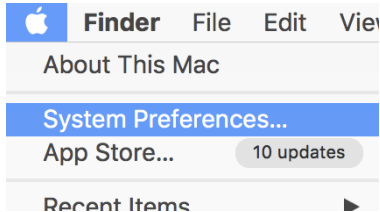10. The driver installation is in progress.
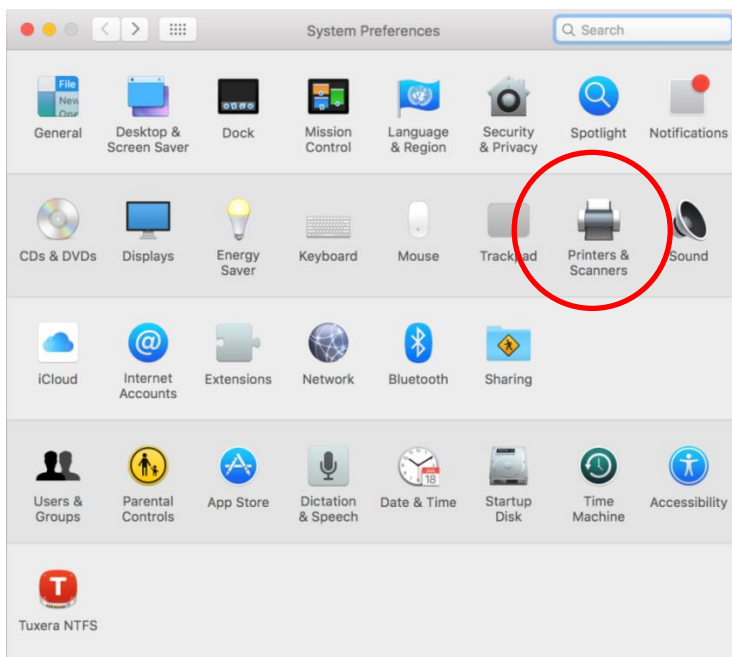

11. Click "**Close**" to continue

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.
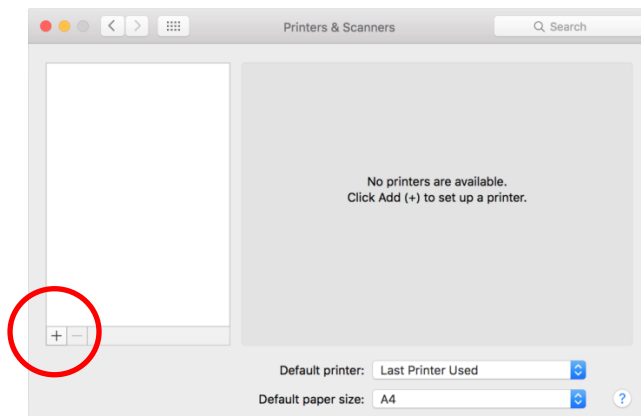

2. In System Preferences, click "**Printers & Scanners**"
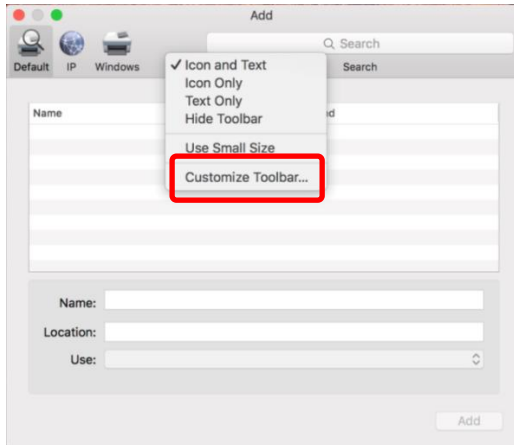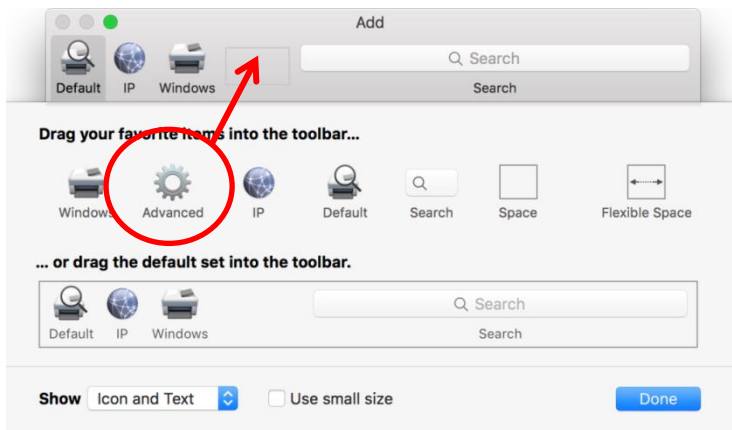

3. Click "**+**" to add a printer
   Note: You may need to enter your administrator username and password of your Mac.

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.
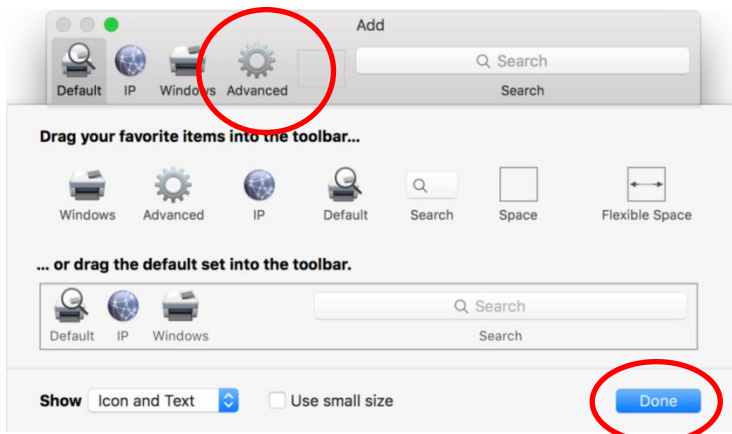
6. Click the new added "**Advanced**" icon to begin add the printer
   - Type: **Windows printer via spoolss**
   - Device: **Another Device**
   - URL: **smb://{name of printer server}/{name of printer}**
   - Name: **{name of printer}**
   - Location: **{the location of printer}**

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 "**Lib-SH6-Colour**" at Main Campus is going to be added.
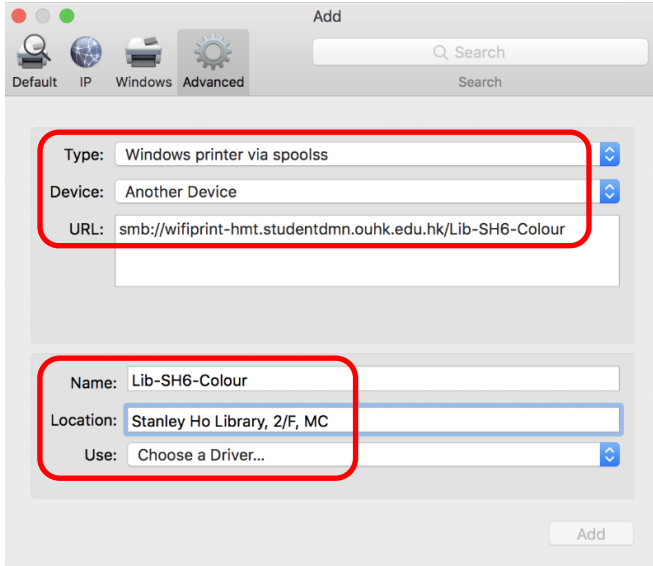
7.   At "**Use:**", click dropdown button and then select "**Select Software…**" as shown below:

8.   Select the entry name "**KONICA MINOLTA C558 PS**", and then click "**OK**" to continue.

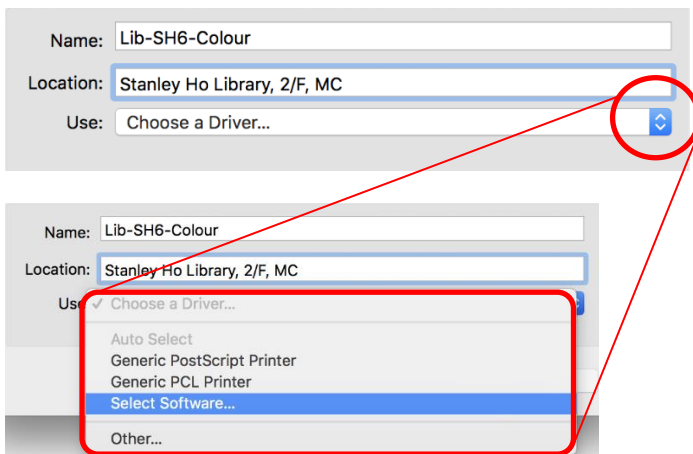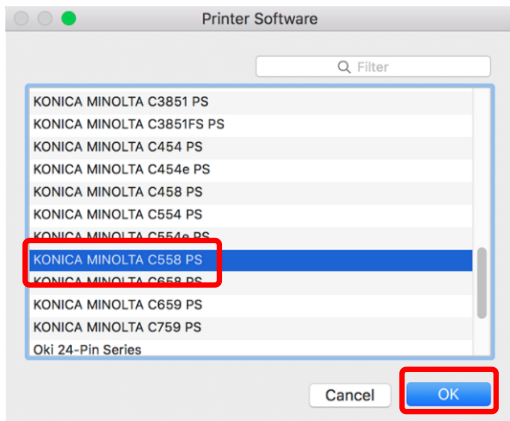9. Click "**Add**" to add the printer
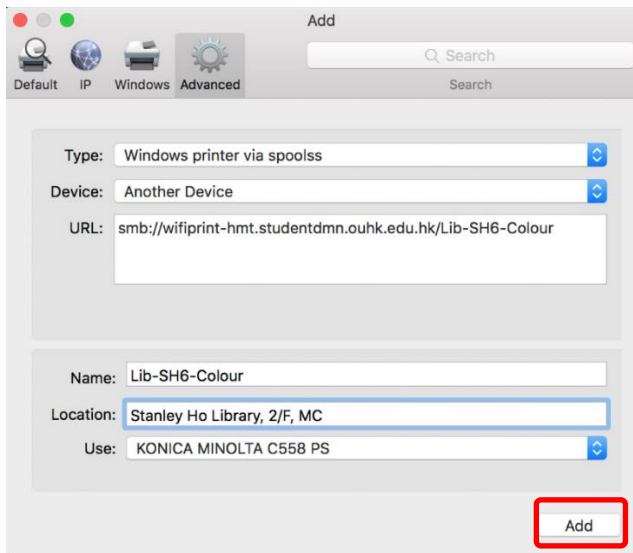
10. Select the features:
    - Function Version: **Version4.0 or more**
    - Paper source unit: **PC-215**
    - Finisher: **None**
    - Punch Unit: **None**
    - Z-Fold Unit: **None**
    - Post Inserter: **None**
    - Security Document Setting: **Do Not Release Secure Print**
    - **Tick** Hard Disk
    - **Tick** Secure Print Only
    - **Untick** Allow Public User
    - **Untick** Paper Settings for Each Tray

    Then, click "**OK**" to continue.
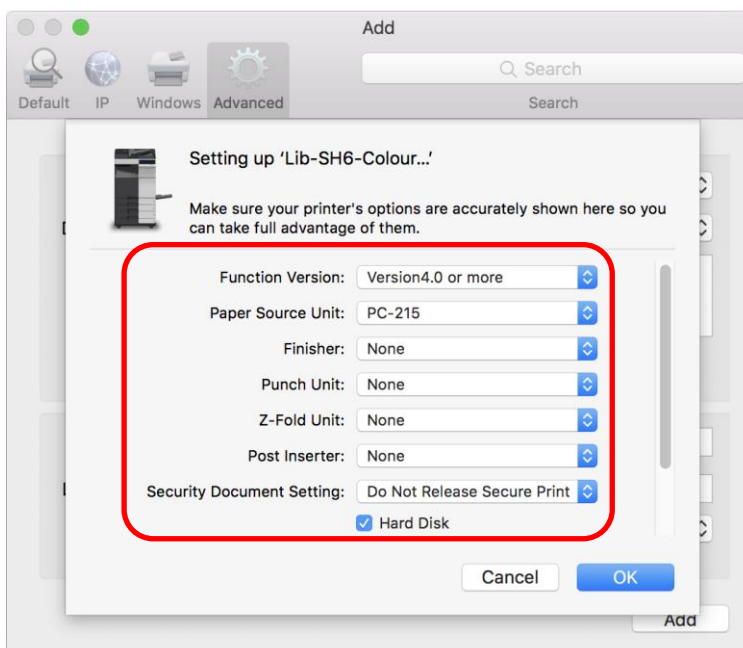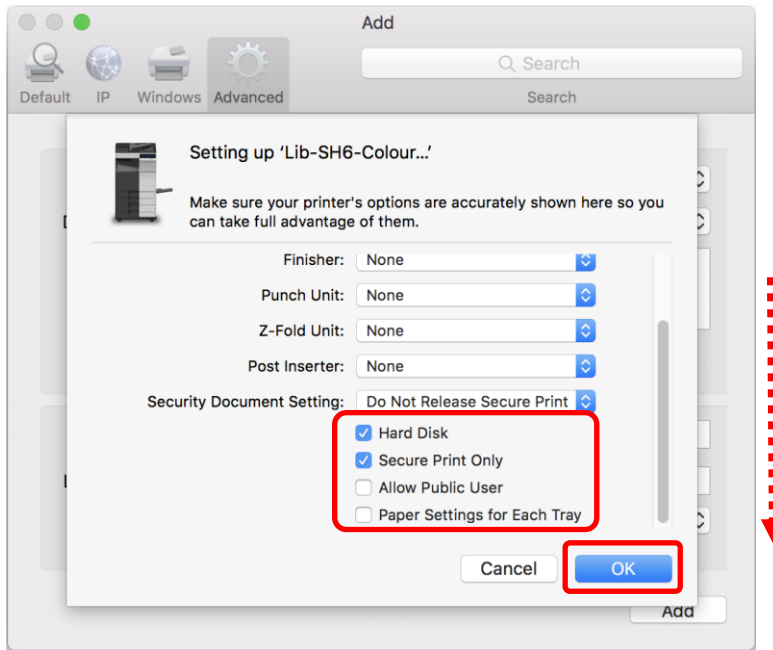
11. The printer now appears in the **Printers & Scanners** panel and is ready to use.
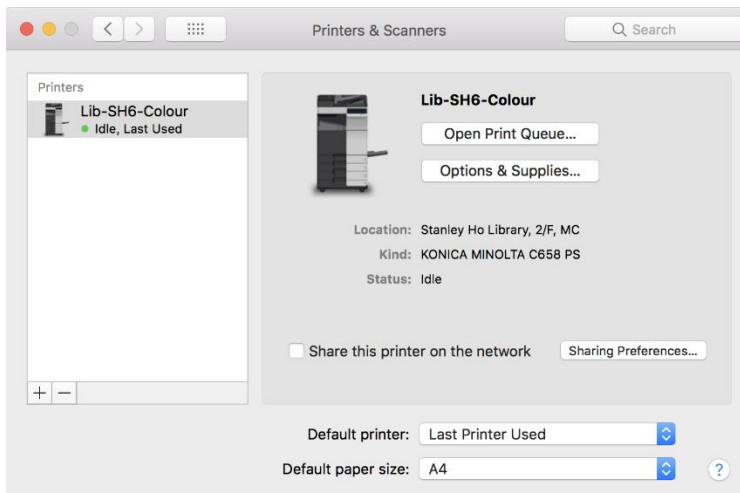
E.   Print your document

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

2. Select the new added printer, "**Lib-SH6-Colour**" is in this example, then click **Print** button. *The default settings will print the document on double-sided paper in "Auto Color".*
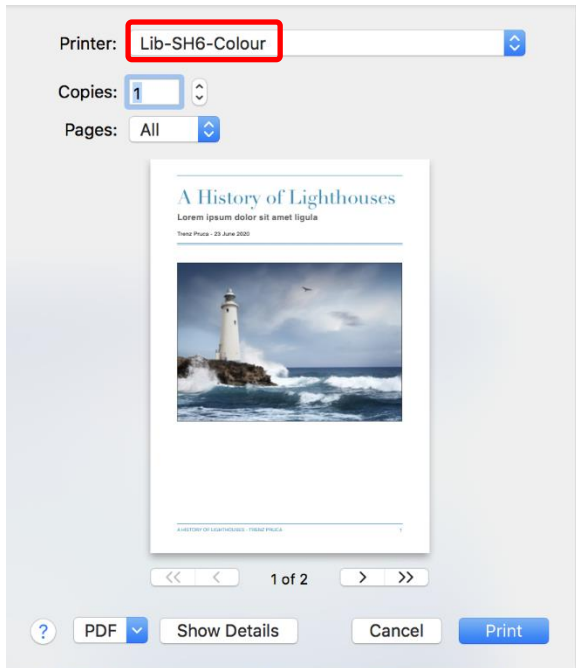
3. When prompt, input your self-defined **Secure Print ID** and **Password** which are used to retrieve your print job at printer.

Click "**OK**" to continue.

Note:

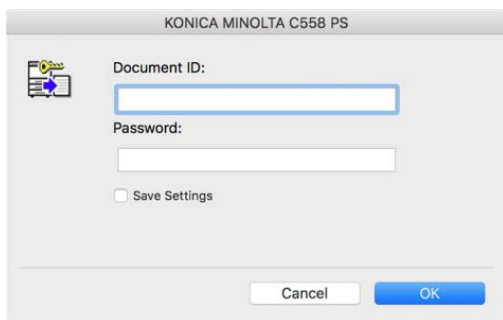a) The set of self-defined Secure Print ID and Password is not related to your HKMU username and password.

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 print job 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**" button to continue.

    Note:

    The username field must be input in the format **studentdmn\\{username}**, where *studentdmn* is the domain name, and the username is same as your username to login MyHKMU.

    At below example, the username is "*s1234567*".
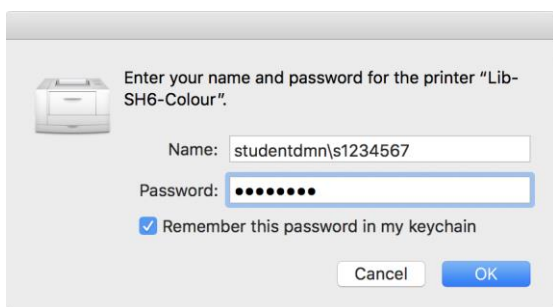
5. After submitted print job, a Konica Minolta printer icon will appear at the Dock with the number of print jobs in the printer queue.   The printer icon will disappear once the job was received by your selected printer.

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 job out.
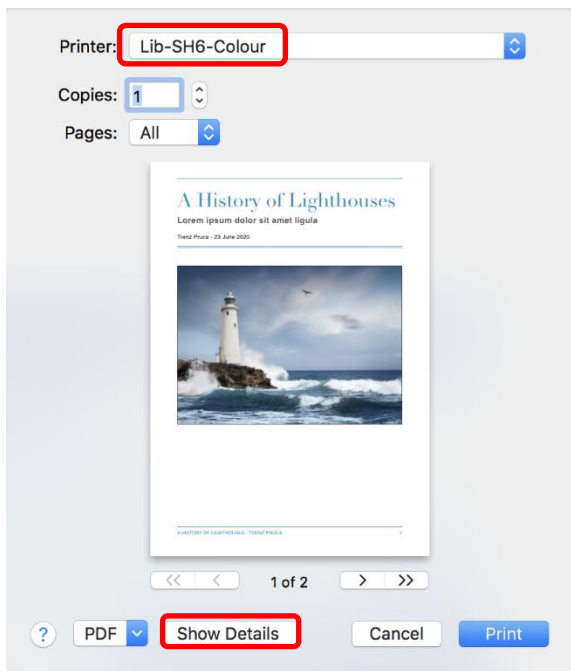
F. Colour printing

1. Colour printing service is available at this model printer (refer their locations in Section A) with below output modes on macOS:

| Mode	Output printing	Remarks
Auto Color	Colour / Black & white	Document is printed according to original colour. It should be charged as colour printing if colour is detected in the document. Otherwise, it should be charged as black & white.
Full Color	Colour	Document is printed in colour and charged as colour printing regardless of whether the original is in colour or in black & white.
Gray Scale	Black & white	Document is printed and charged as black & white regardless of whether the original is in colour or in black & white.

2. To change the colour output mode:

   a) press **command + P** to bring up application's print dialog box,

   b) select your desired printer with colour printing service (its name is ending with "Colour"), and then click on **Show Details**.

   c) click on drop down menu, and go down to select "**Quality**"
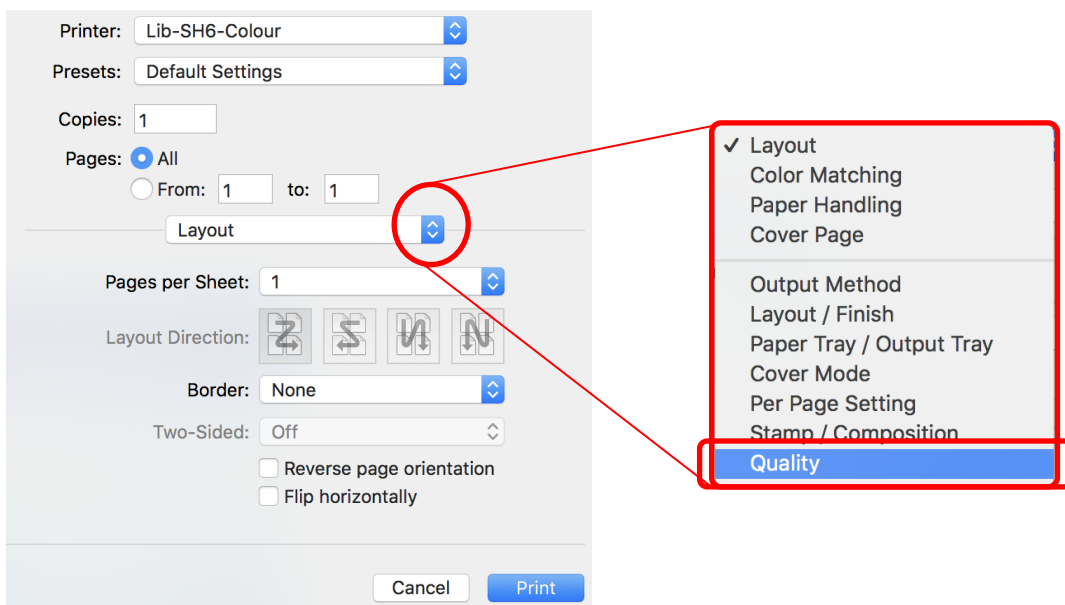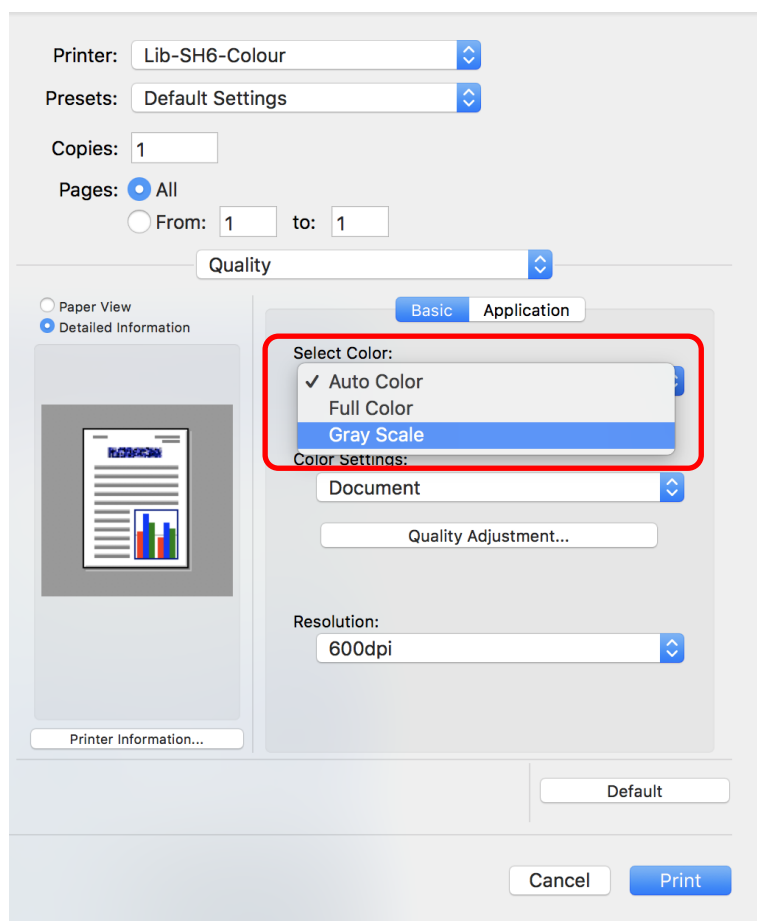

   d) click on **Select Color** drop down menu, select one of the 3 modes.   It is recommended:
      ▪ [Auto Color] or [Full-Color] are selected for colour printing.
      ▪ [Gray Scale] is selected for black & white printing.

   e) Click **Print** button to print.

On below example, [Auto Color] has been selected, and now it is going to change it to "Gray Scale".

3. Note:
   a) *The colour printing is charged at a higher rate than the black & white.   To avoid accidentally overpaying, you are strongly advised to adjust your selected printer's output mode at your notebook to match your desired output before submitting your print job.*

   b) *Printed colours will appear varies slightly on different computer monitors and different printers. The HKMU assumes no responsibility and shall not be liable for slight colour variations between the computer monitor and the printed document.*

   c) *Before printing your document out, select **Print Preview** function at printer to make sure the printout will look the way you expect it to.*

   d) *If needed, make any necessary changes at PC and submit the print job again.*

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