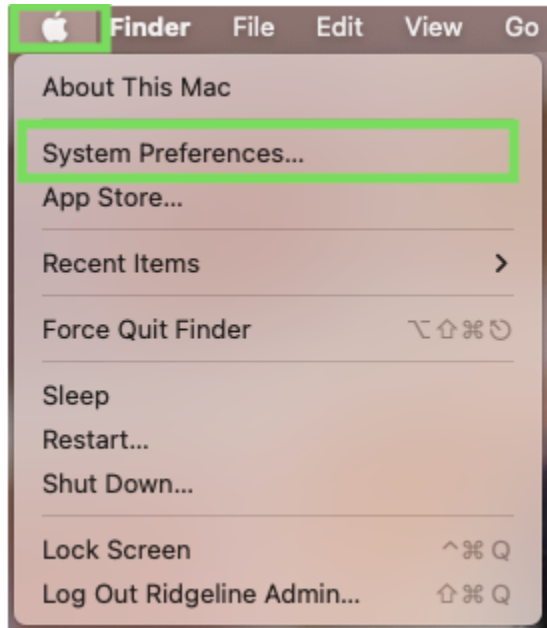


How to add production room and building B printers

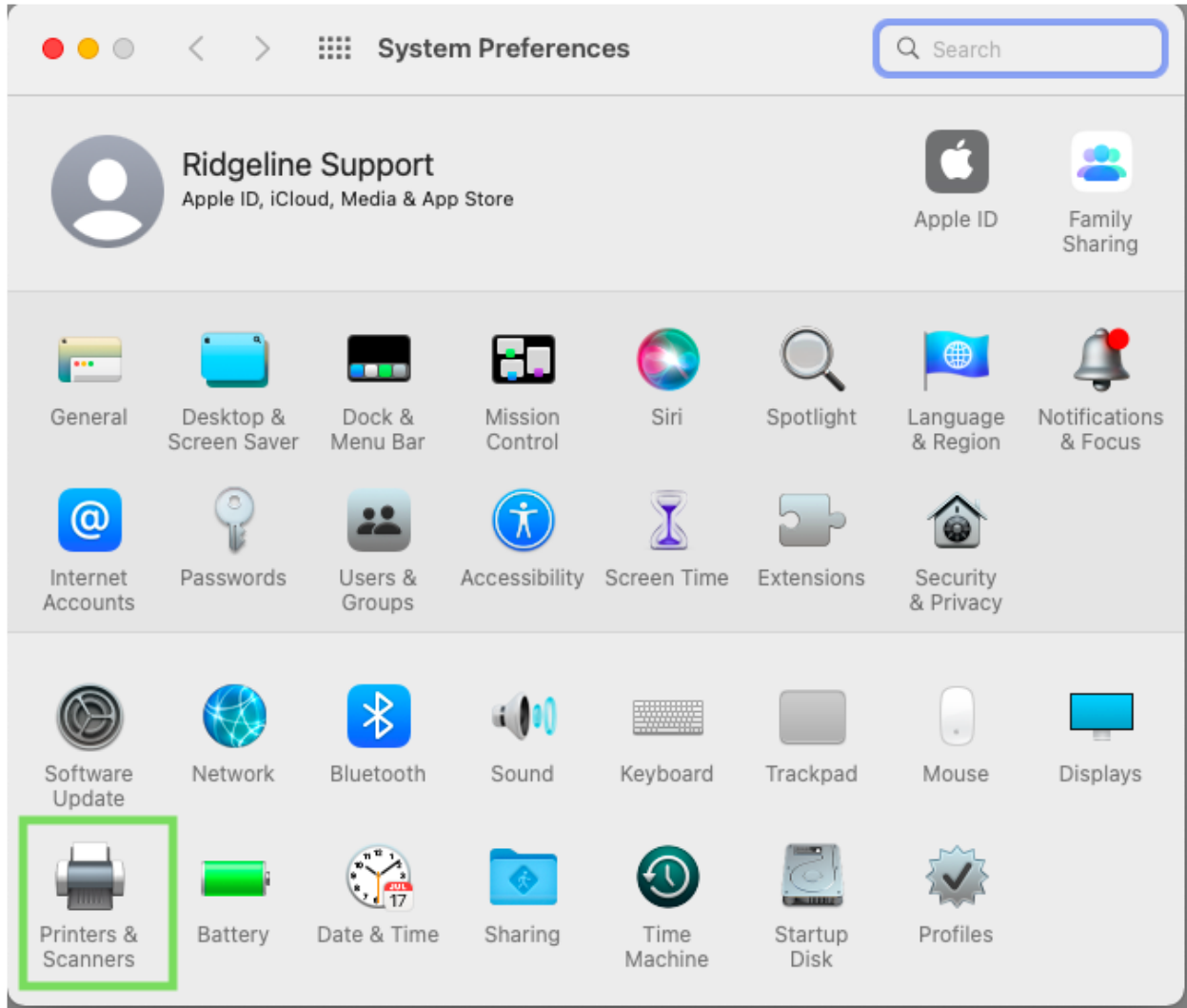
Note* We are using two system versions if your computer doesn't show the first one scroll past it and the second version will be displayed.

1. Open System Preferences

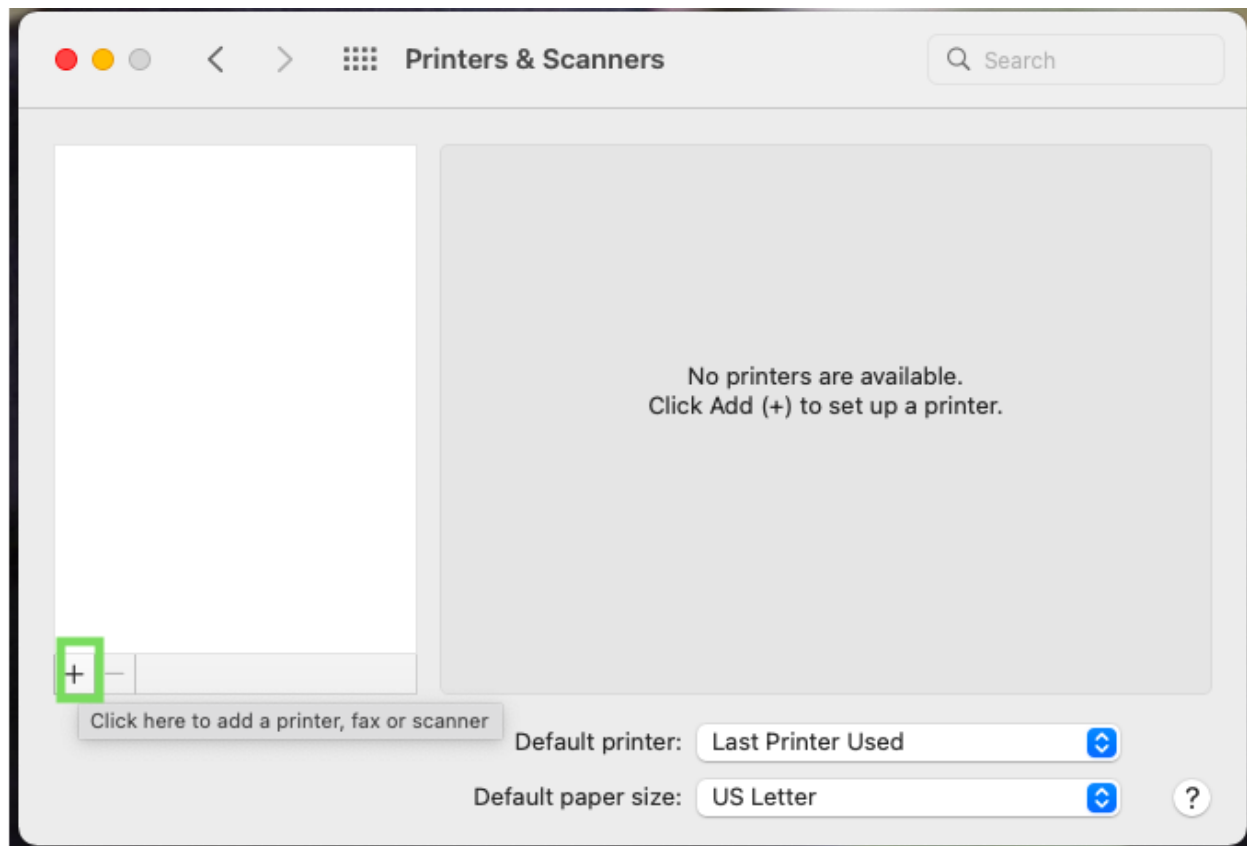
- a. Click on the apple icon in the upper right corner and the System Preferences



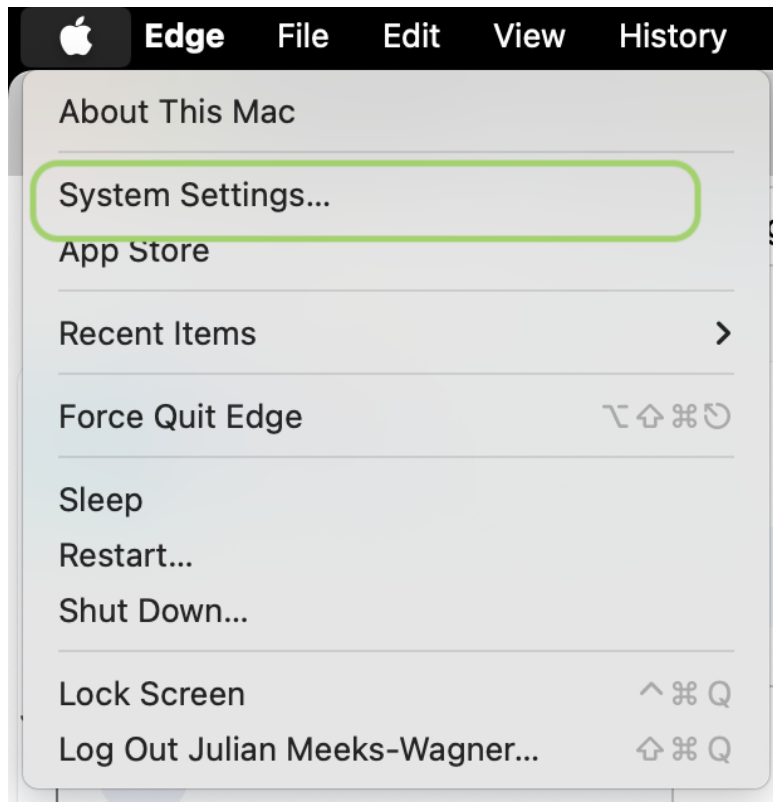
2. In the System Preferences window click Printers & Scanners



3. Click the + button to add a printer



1. If you are newer mac you will want to click on the apple menu and go to system settings



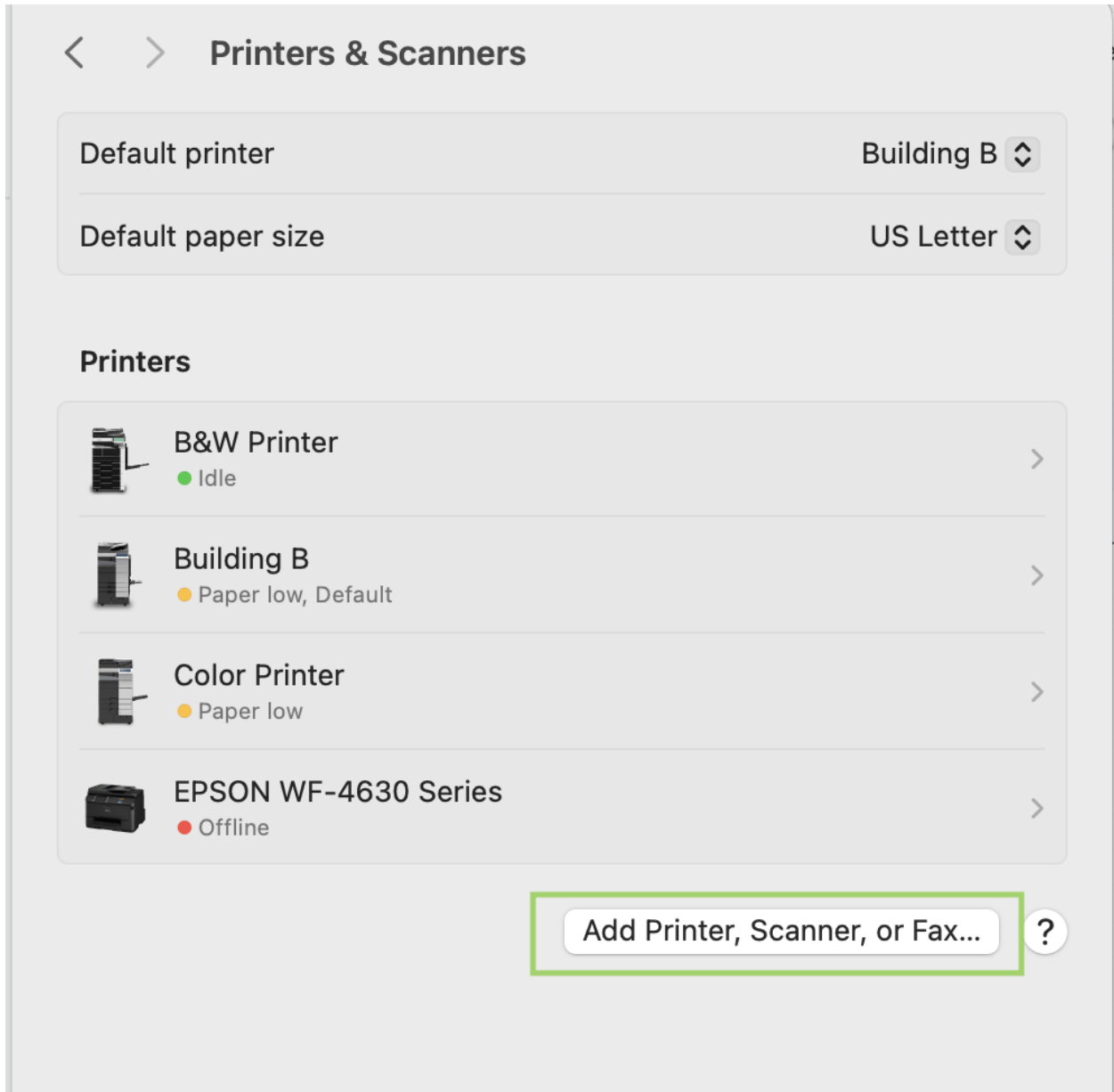
2. On the left hand side scroll down and click on Printers & Scanners it is very likely at the very bottom.



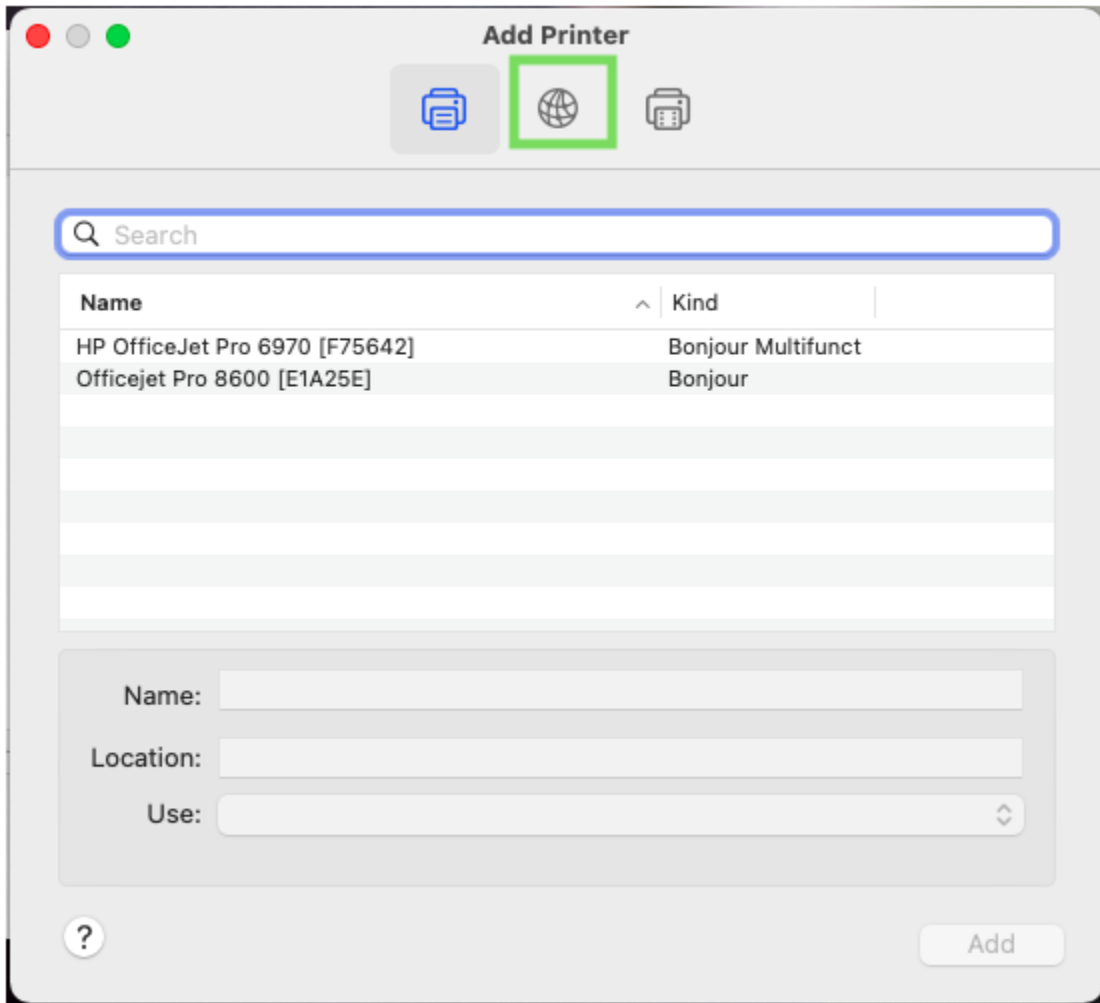
Search

-  Accessibility
-  Appearance
-  Apple Intelligence & Siri
-  Control Center
-  Desktop & Dock
-  Displays
-  Screen Saver
-  Spotlight
-  Wallpaper
-  Notifications
-  Sound
-  Focus
-  Screen Time
-  Lock Screen
-  Privacy & Security
-  Touch ID & Password
-  Users & Groups
-  Internet Accounts
-  Game Center
-  iCloud
-  Wallet & Apple Pay
-  Keyboard
-  Trackpad
-  Printers & Scanners

3. Click on add printer it may require you to enter your password (use the one to log into your computer not your email.)



4. Click on the Globe



Adding the Color Printer

1. In the Address bar type 192.168.50.63

For Protocol choose AirPrint

You can name whatever you want I chose Color Printer

You can leave the location blank or put whatever you want

Add Printer







Address: 192.168.50.63

Valid and complete host name or address.

Protocol: AirPrint

Queue:

Name: Color Printer

Location:

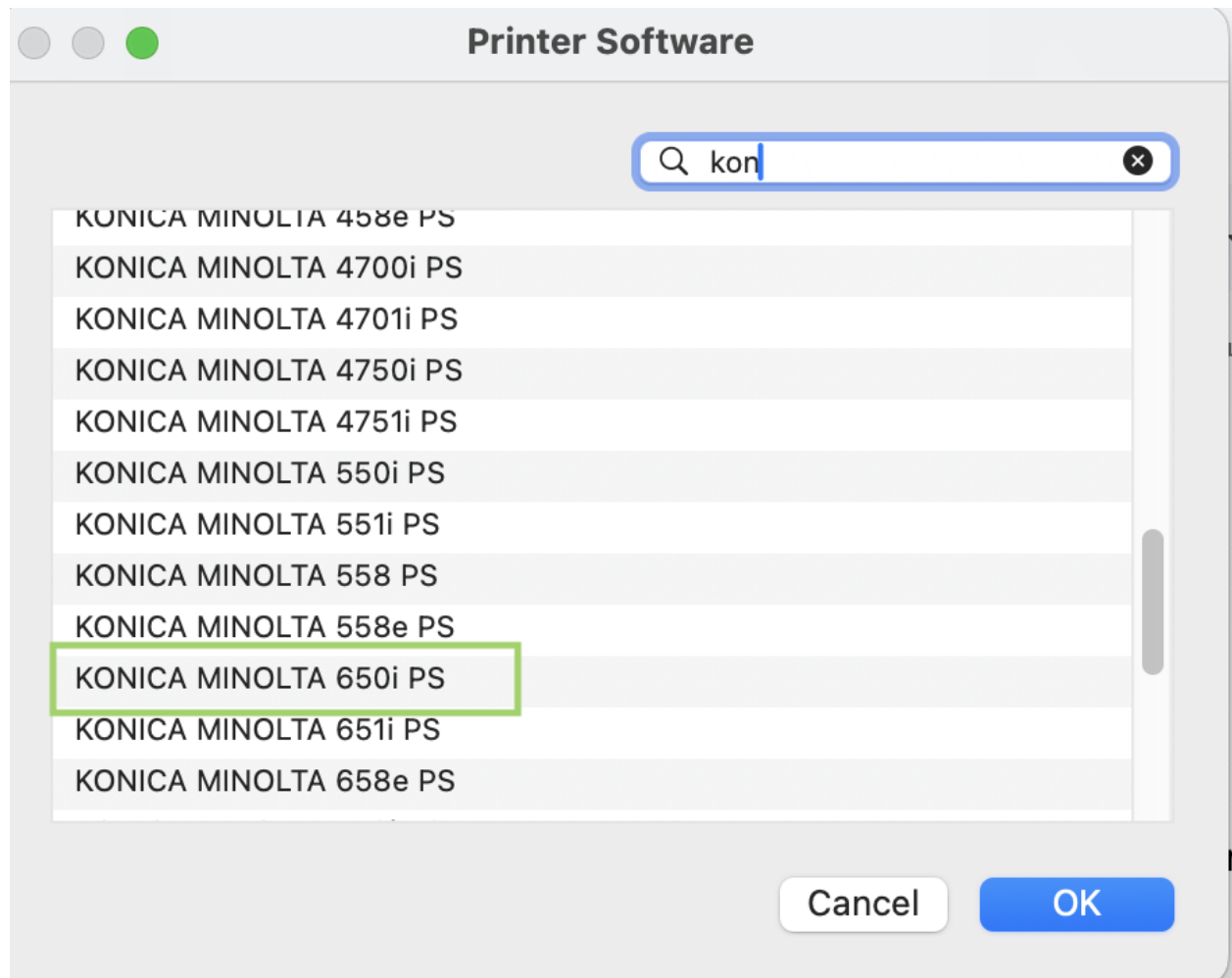
Use: KONICA MINOLTA bizhub C650i

?

Add

2. On the line that says Use: Should auto populate with KONICA MINOLTA bizhub C650i. If it does skip to step 4. If not Click Generic PostScript Printer and change to select software

3. You may need to scroll down a bit but select KONICA MINOLTA 650i PS then click OK



Note: If you don't have that software available please contact the IT department as they can assist you with getting it installed.

4. Click Add

Add Printer

Address:

Valid and complete host name or address.

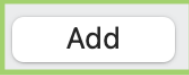
Protocol: 

Queue:

Name:

Location:

Use: 

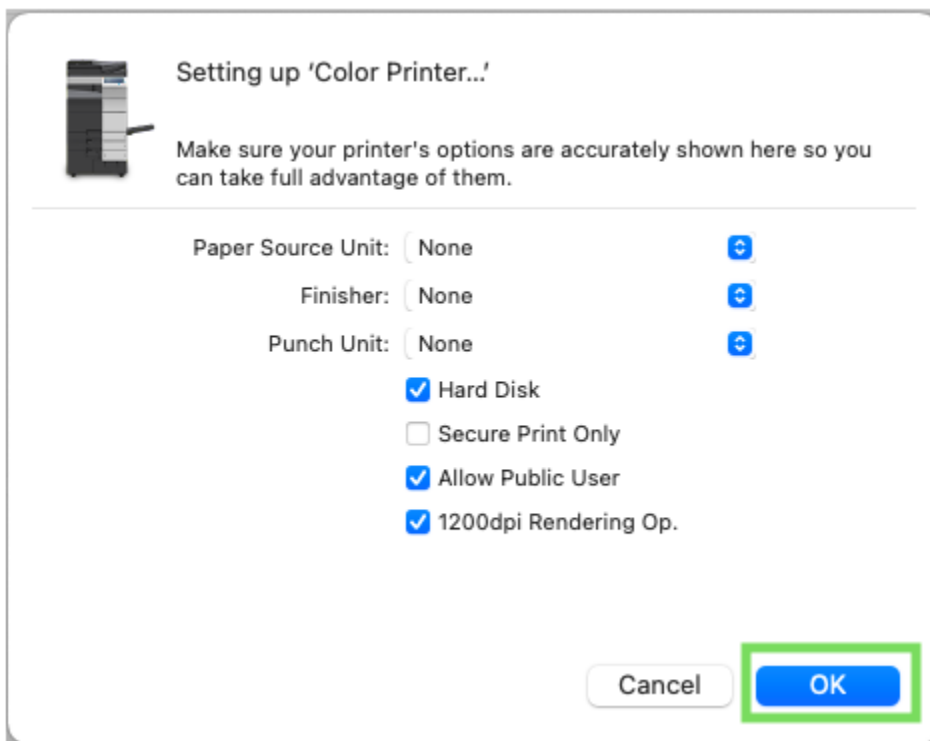
 

5. If you get this:



Click Add Fax Printer.

6 . On the next screen that pops up Click OK



Adding the Building B Printer

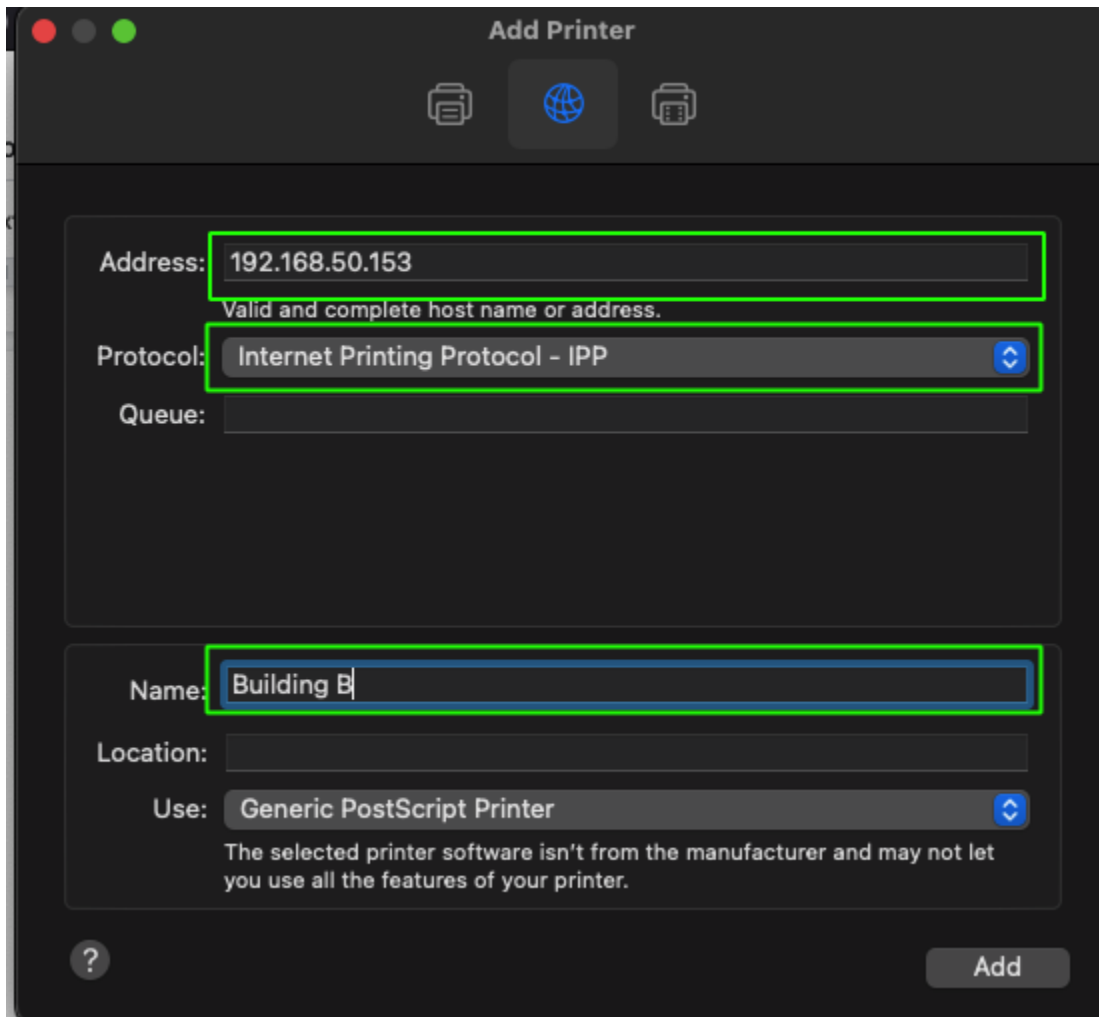
Go to step 4 the first section.

1. In the Address bar type 192.168.50.153

For Protocol choose Internet Printing Protocol - IPP

You can name whatever you want I chose Building B Printer

You can leave the location blank or put whatever you want



The image shows a Mac OS 'Add Printer' window. At the top, there are three icons: a printer, a globe (selected), and another printer. Below the icons, the window is divided into two main sections. The top section contains fields for 'Address:', 'Protocol:', and 'Queue:'. The 'Address:' field is filled with '192.168.50.153' and has a green box around it. Below it is a hint: 'Valid and complete host name or address.' The 'Protocol:' dropdown menu is set to 'Internet Printing Protocol - IPP' and also has a green box around it. The 'Queue:' field is empty. The bottom section contains fields for 'Name:', 'Location:', and 'Use:'. The 'Name:' field is filled with 'Building B' and has a green box around it. The 'Location:' field is empty. The 'Use:' dropdown menu is set to 'Generic PostScript Printer' and has a green box around it. Below the 'Use:' field is a warning: 'The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.' At the bottom left is a help icon (question mark), and at the bottom right is an 'Add' button.

Add Printer

Address: 192.168.50.153
Valid and complete host name or address.

Protocol: Internet Printing Protocol - IPP

Queue:

Name: Building B

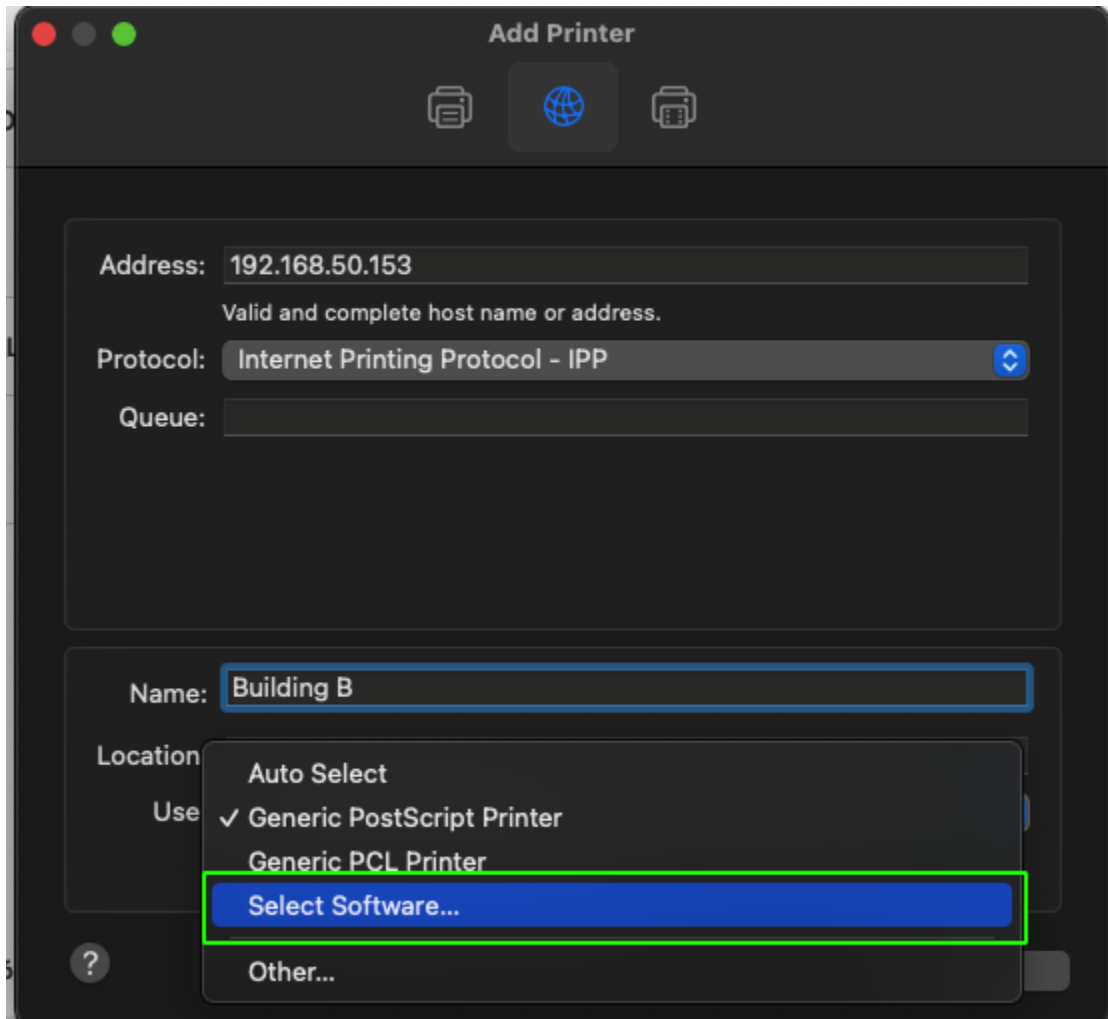
Location:

Use: Generic PostScript Printer
The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.

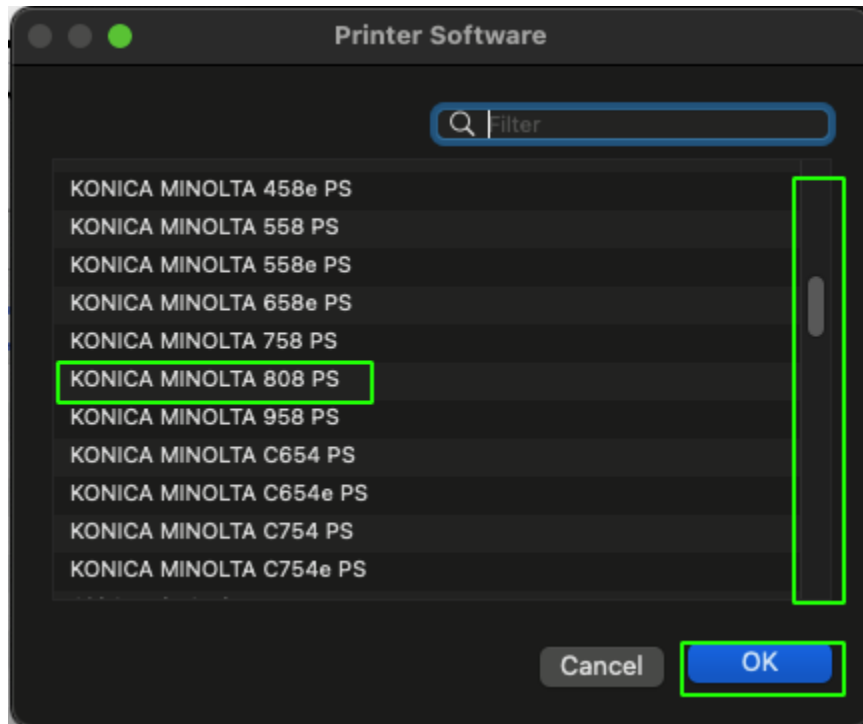
?

Add

2. On the line that says Use: Click Generic PostScript Printer and change to select software

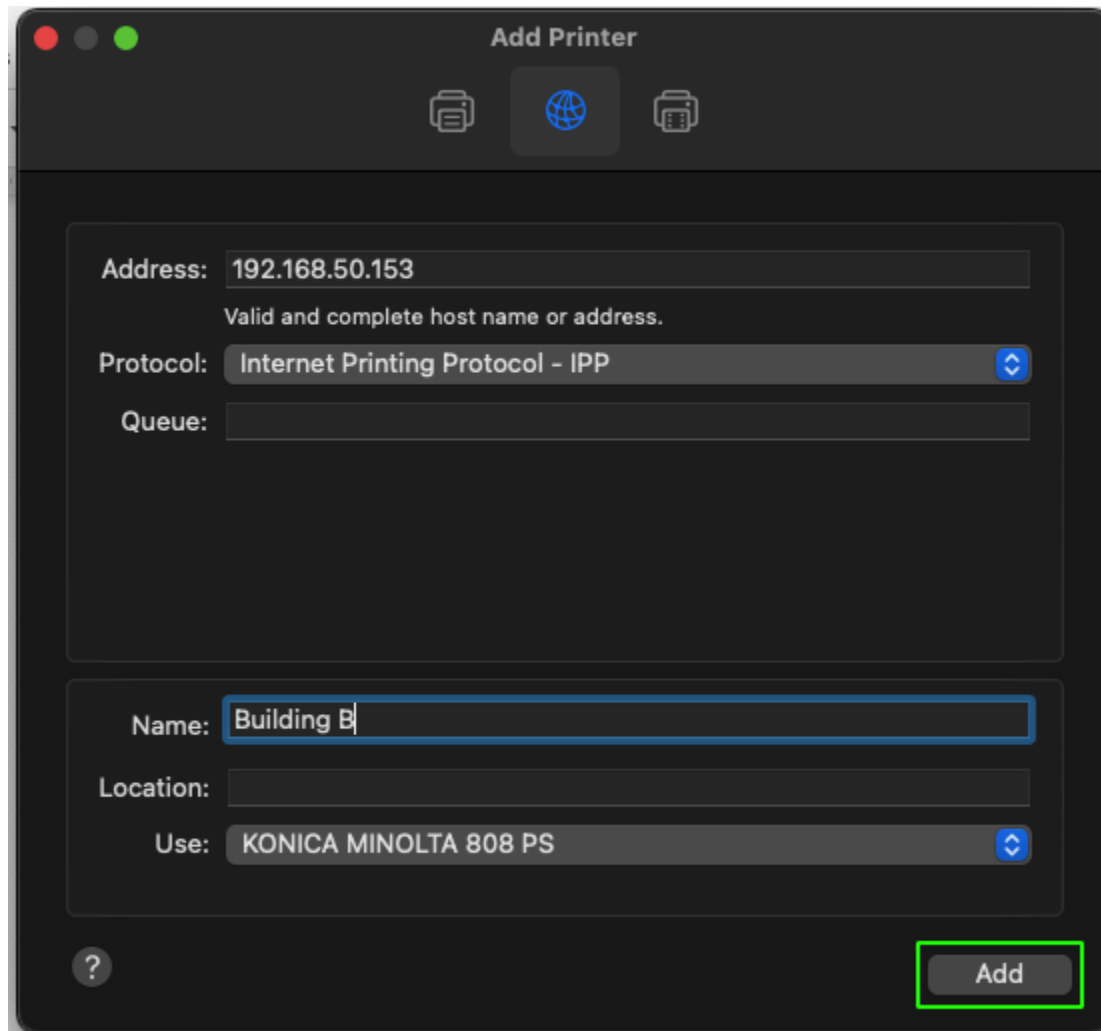


3. You may need to scroll down a bit but select KONICA MINOLTA 808 PS then click OK



Note: If you don't have that software available please contact the IT department as they can assist you with getting it installed.

4. Click Add



The image shows a Mac OS 'Add Printer' window. At the top, there are three window control buttons (red, yellow, green) and the title 'Add Printer'. Below the title bar, there are three icons: a printer, a globe (selected), and another printer. The main area is divided into two sections. The top section contains the 'Address' field with the value '192.168.50.153', a subtext 'Valid and complete host name or address.', the 'Protocol' dropdown menu set to 'Internet Printing Protocol - IPP', and an empty 'Queue' field. The bottom section contains the 'Name' field with the value 'Building B', an empty 'Location' field, and the 'Use' dropdown menu set to 'KONICA MINOLTA 808 PS'. At the bottom left is a help icon (question mark), and at the bottom right is an 'Add' button, which is highlighted with a green rectangle.

Add Printer

Address: 192.168.50.153
Valid and complete host name or address.

Protocol: Internet Printing Protocol - IPP

Queue:

Name: Building B

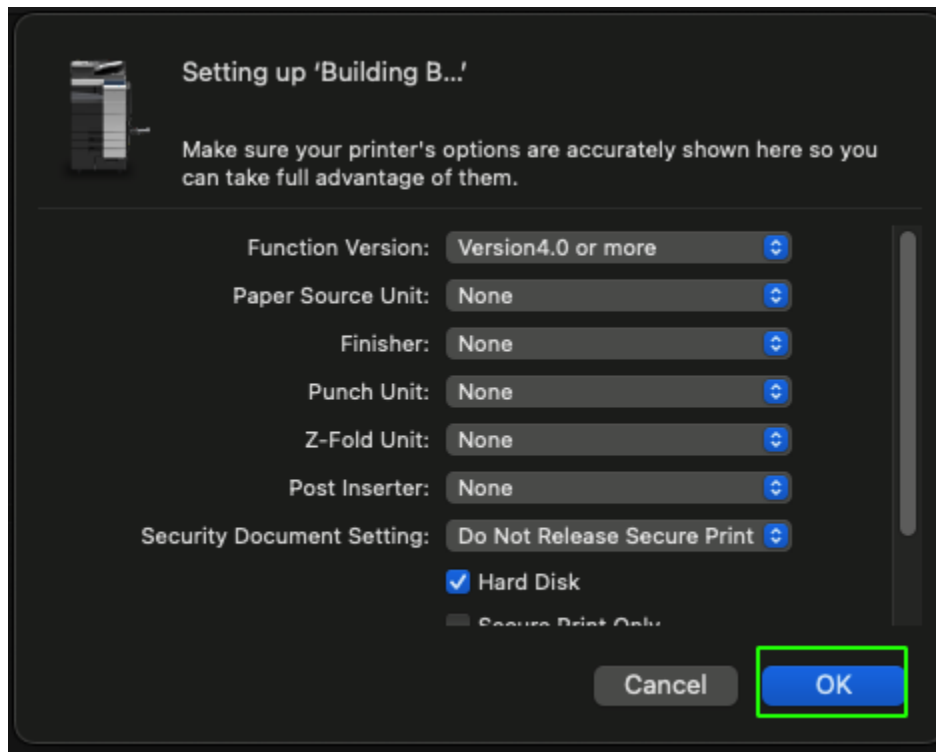
Location:

Use: KONICA MINOLTA 808 PS

?

Add

5. On the next screen that pops up Click OK



Adding the B&W Printer

Go to step 4 the first section.

1. In the Address bar type 192.168.50.61
For Protocol choose Line Printer Daemon - LPD
You can name whatever you want I chose B&W Printer
You can leave the location blank or put whatever you want

Add Printer

Address: 192.168.50.61
Valid and complete host name or address.

Protocol: Line Printer Daemon - LPD

Queue:
Leave blank for default queue.

Name: B&W Printer

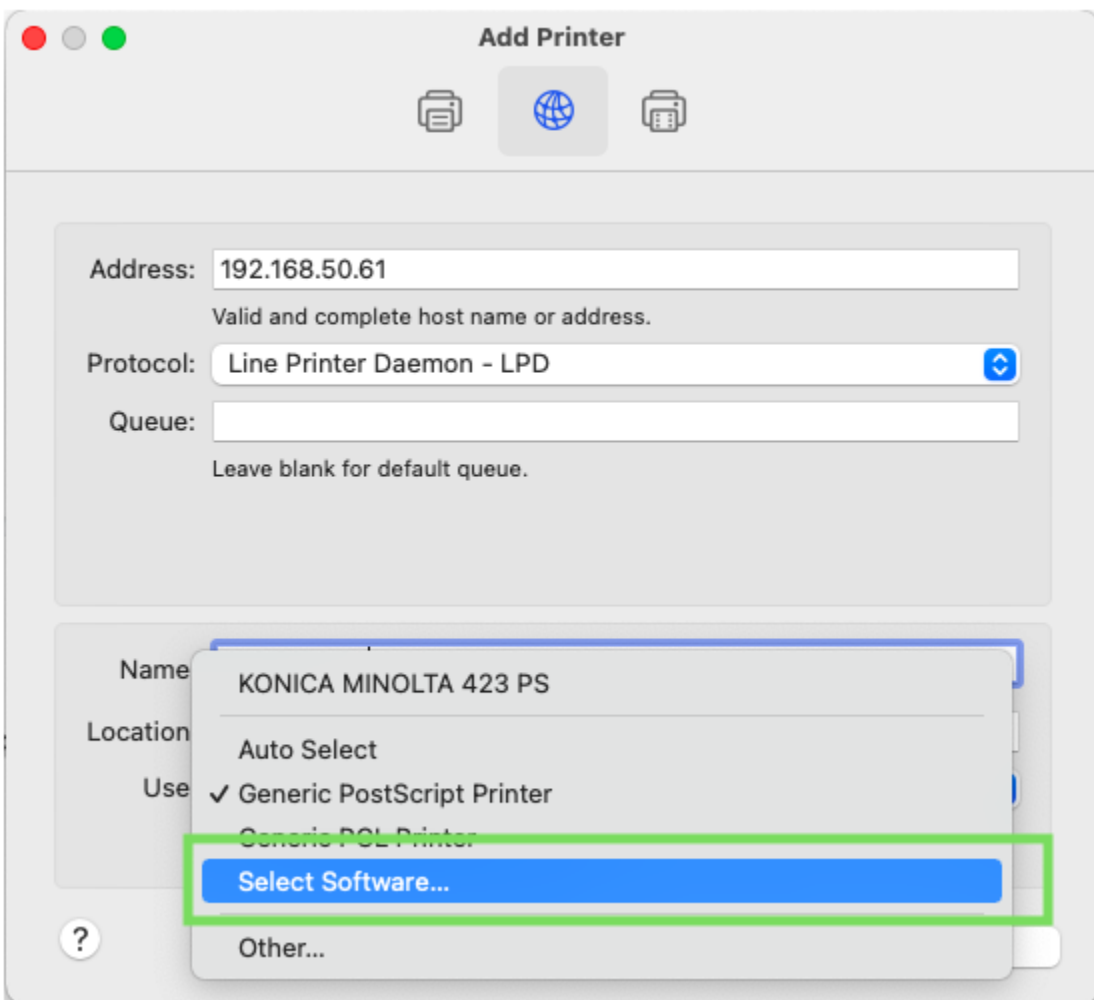
Location:

Use: Generic PostScript Printer
The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.

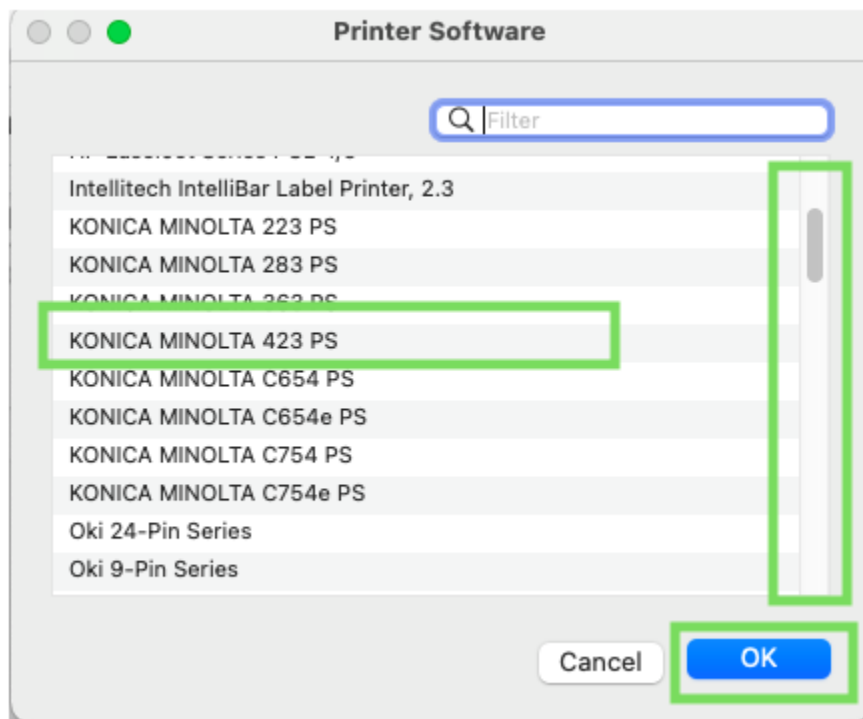
?

Add

2. On the line that says Use: Click Generic PostScript Printer and change to select software

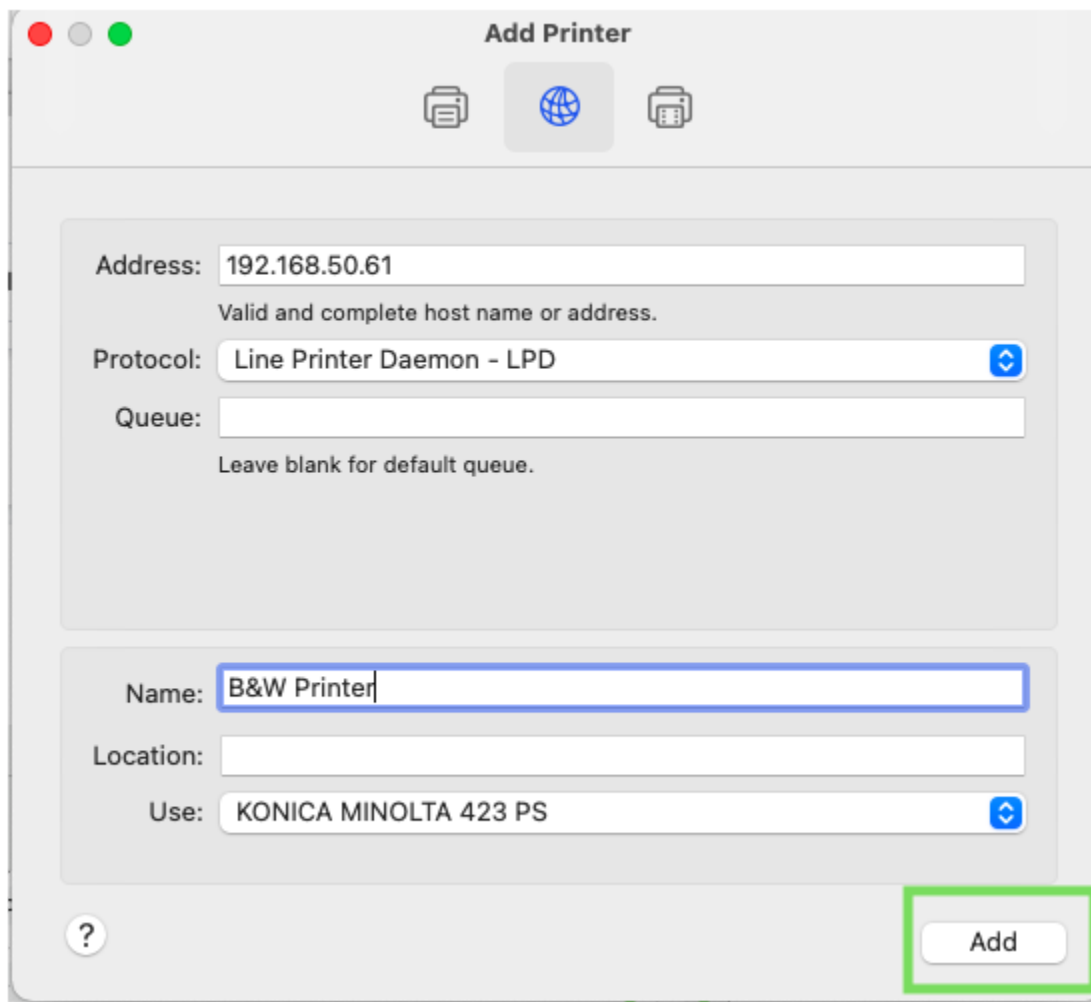


3. You may need to scroll down a bit but select KONICA MINOLTA 423 PS then click OK



Note: If you do not have that option contact the IT department and they can install it for you.

4. Click Add



The image shows a Mac OS 'Add Printer' dialog box. At the top, there are three window control buttons (red, yellow, green) and a title bar that says 'Add Printer'. Below the title bar, there are three icons: a printer, a globe, and another printer. The main area of the dialog is divided into two sections. The top section contains fields for 'Address' (with the value '192.168.50.61'), 'Protocol' (with a dropdown menu showing 'Line Printer Daemon - LPD'), and 'Queue' (which is empty). Below the 'Address' field is a hint: 'Valid and complete host name or address.' Below the 'Queue' field is a hint: 'Leave blank for default queue.' The bottom section contains fields for 'Name' (with the value 'B&W Printer'), 'Location' (which is empty), and 'Use' (with a dropdown menu showing 'KONICA MINOLTA 423 PS'). At the bottom left, there is a help icon (a question mark in a circle). At the bottom right, there is an 'Add' button, which is highlighted with a green rectangular border.

Add Printer

Address: 192.168.50.61
Valid and complete host name or address.

Protocol: Line Printer Daemon - LPD

Queue:
Leave blank for default queue.

Name: B&W Printer

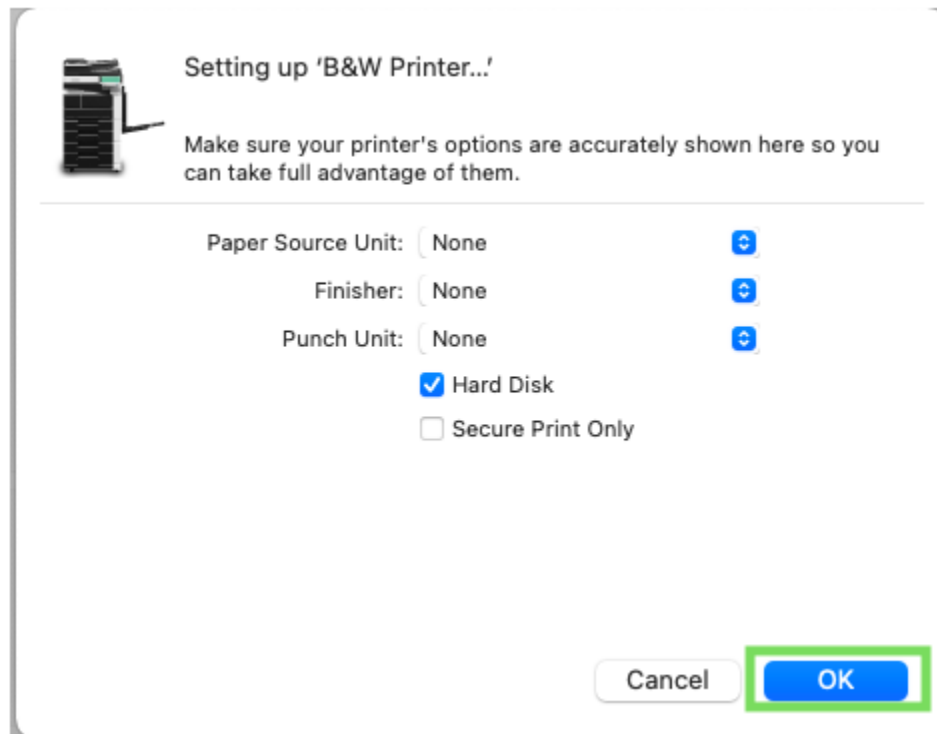
Location:

Use: KONICA MINOLTA 423 PS

?

Add

5. On the next windows click OK



Congratulations you are done!