

Instructions for Windows 7/10 installation of the Konica Minolta BizHub C258 series Copiers in SEEC

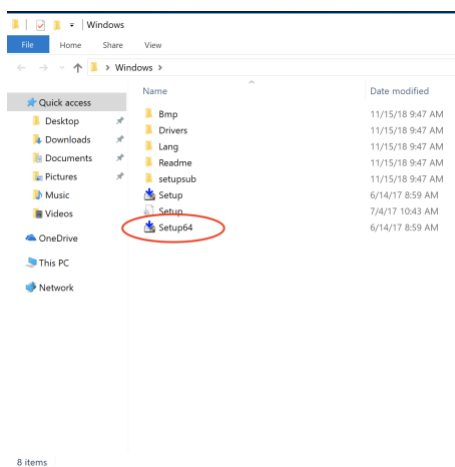
Updated **09/27/2023** by INSTAAR IT

**Pre-Installation: You need to uninstall/delete the OLD SEEC printer from the system, then start:**

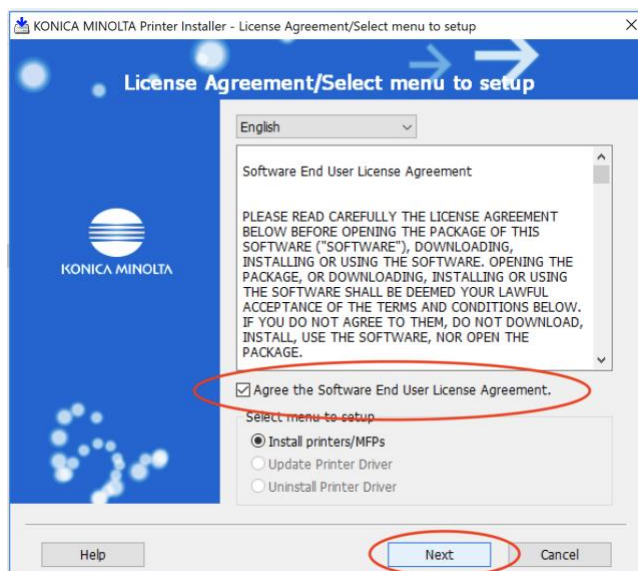
## PART 1: INSTALLING THE PRINTER

Step 1: Download the Windows Konica Minolta driver, Google "Konica Minolta Drivers" to locate the KM website, search for "bizhib C300i" once there to obtain the correct driver zip file

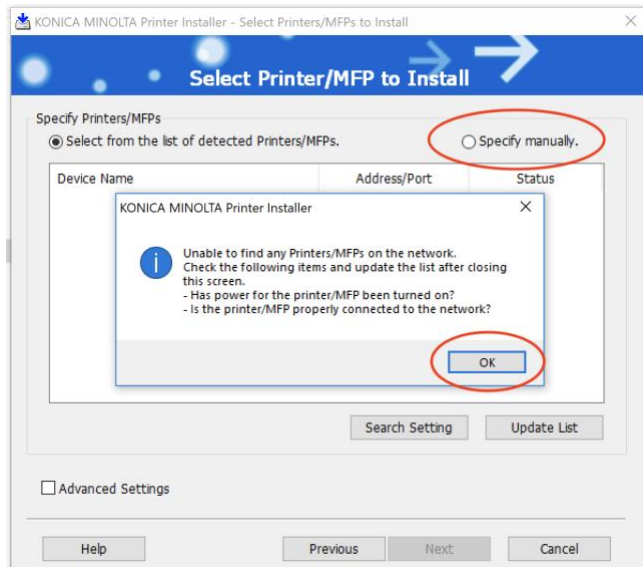
Step 2: You must extract the Windows folder from within the .Zip file, otherwise the .exe file will not install properly, so first step is to extract the .Zip file to a folder inside your Downloads folder. One you're inside the Windows folder you will see a "Setup64" executable file, double-click that:



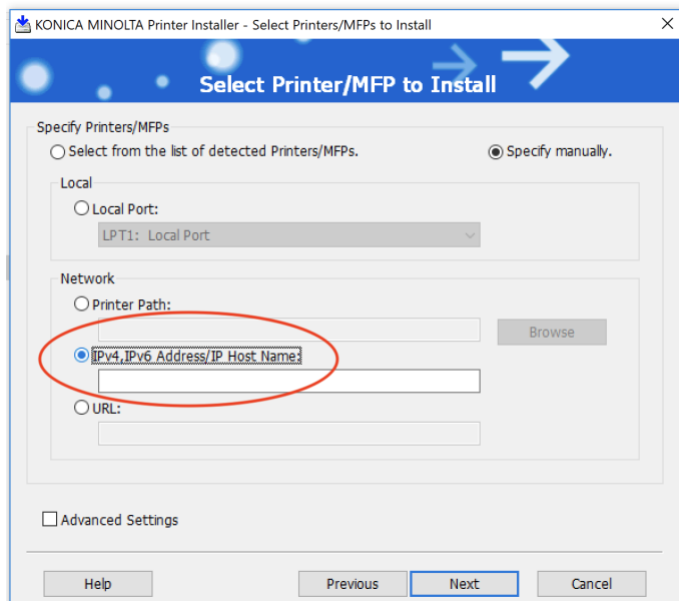
Step 3: Check the box to "Agree" and then click next:



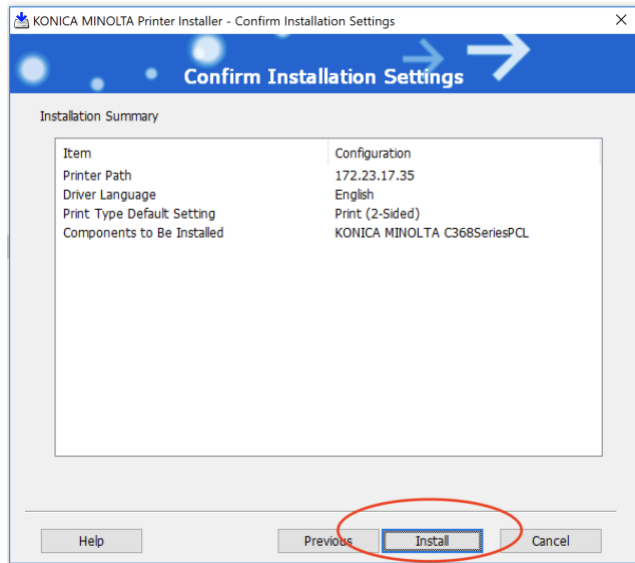
Step 4A: In this next step, it will search the network for the copier, if you are using a Wireless network it will not find the copiers, you must click “Ok” on the warning dialog and then click on the radio button that says “Specify Manually”, if you ARE on the wired network for the floor, then you will see a list of machines and their respective IPs, for SEEC South select the IP 172.23.16.40, SEEC North choose 172.23.16.17:



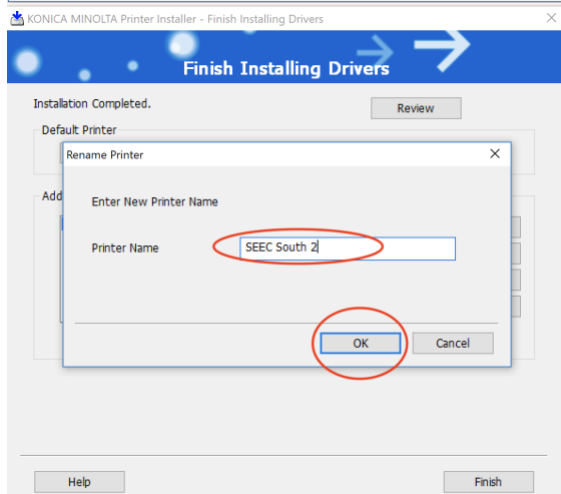
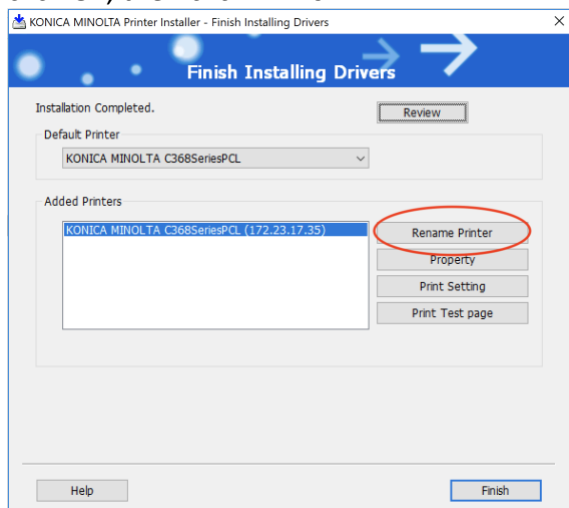
Step 4B: If you need to add it manually, after clicking on “Specify Manually”, you will click on middle radio button under the “Network” options that says “IPv4, IPv6 address/Local Host Name”, then enter the IP for the system you want to install, see IPs in Step 4A above:

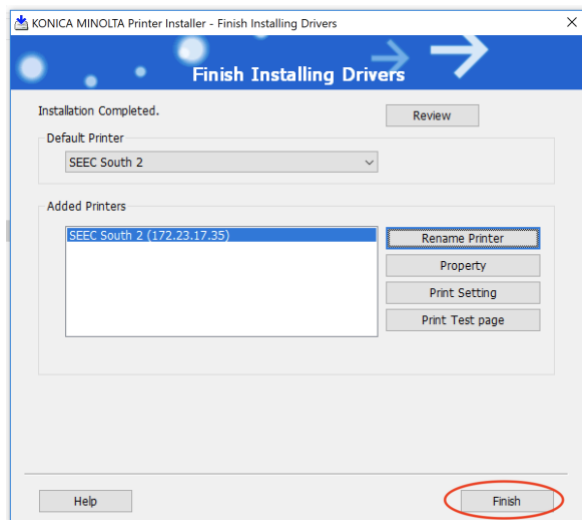


Step 5: The next screen should show the appropriate IP and you just click on “Install”:



Step 6: When the installation is finished, you will see the screen below, click on “Rename Printer” and enter “SEEC South” or “SEEC North” depending on which one you’re installing and click Ok, then click “Finish”:

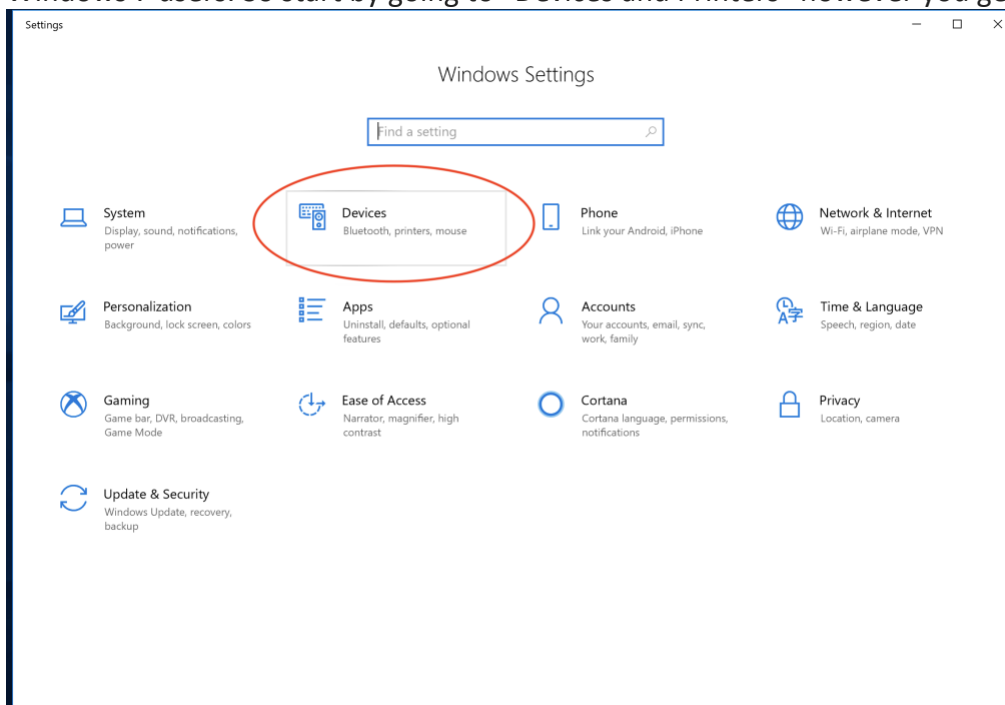




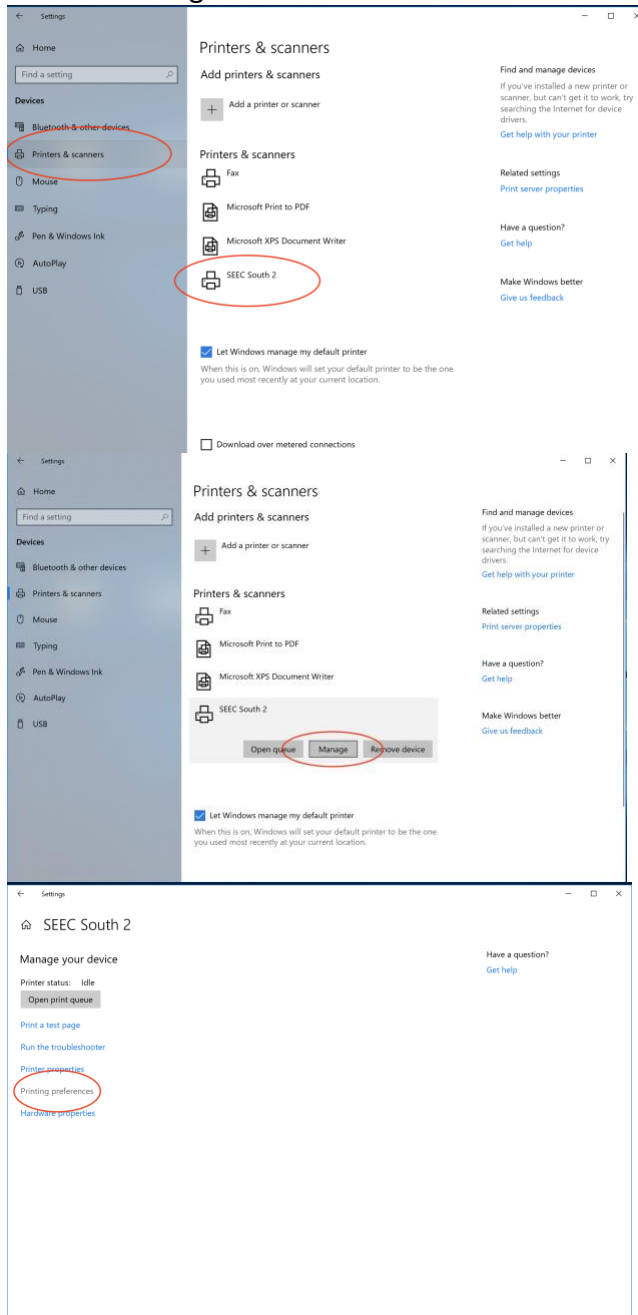
That is the end of adding the printer, now we need to create the Black and White (and Color for non-Grad Students) Presets in the Print dialog box on an application. I use Microsoft Office Word for these steps as it usually works best.....if you try to use Safari, or Mac Preview, or Chrome, etc, your experience may be difficult or unsuccessful.....

## PART 2: CREATING THE NECESSARY PRESETS FOR PRINTING

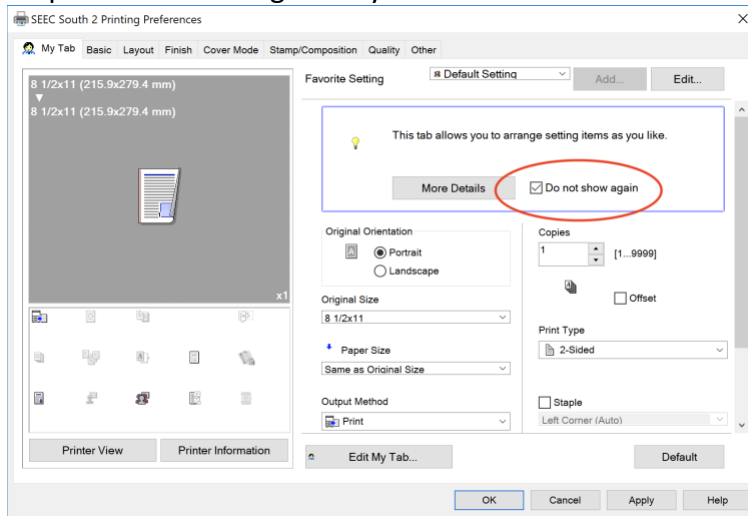
Step 1: These steps will look different for Windows 7 and 10 versions, I have pulled the screenshots from Windows 10, but I will try to write out as much description as I can for the Windows 7 users. So start by going to “Devices and Printers” however you get there:



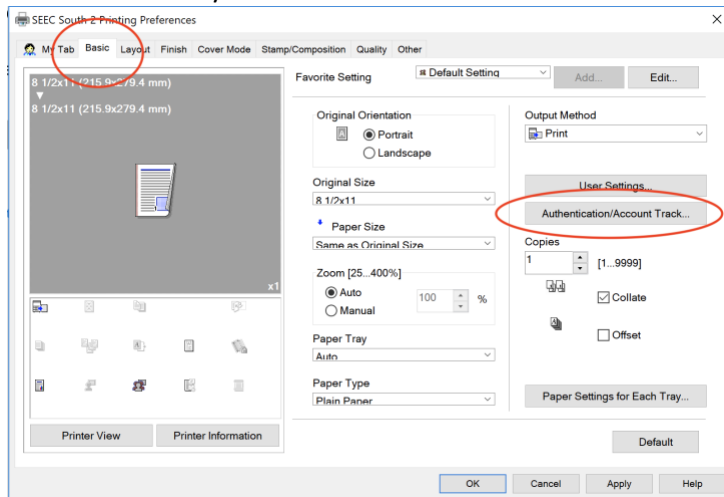
Step 2: Click on “Printers and Scanners” on the lefthand sidebar, then click on the copier and click on “Manage” then “Printing Preferences”, or for Windows 7: just find the copier under Devices and right-click on it and choose “Printer Preferences”



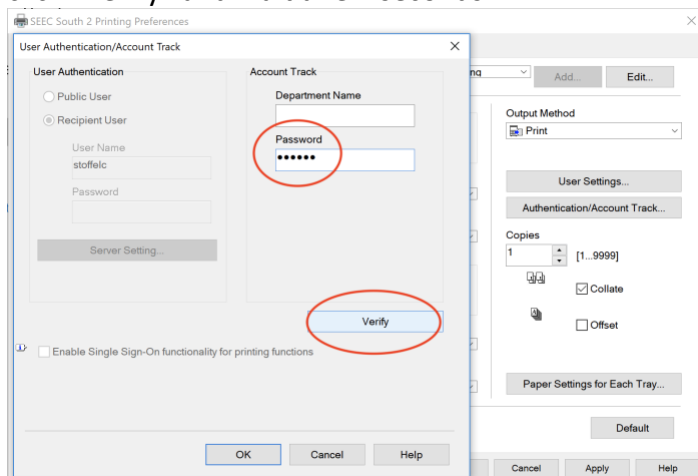
Step 3: The first thing I always do here is check the box that says “Do not show again”



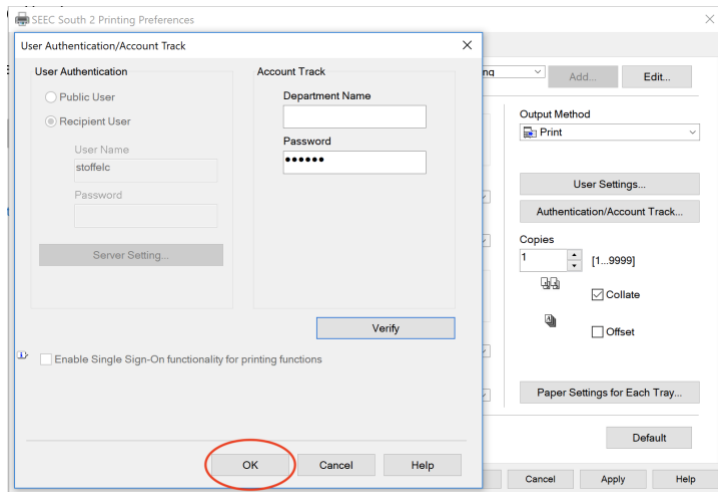
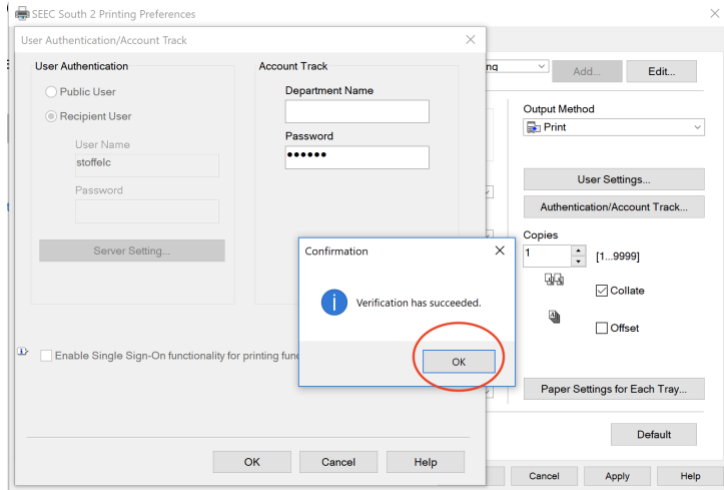
Step 4: Click on the “Basic” tab in the upper left corner and then click on “Authentication/Account Track...”



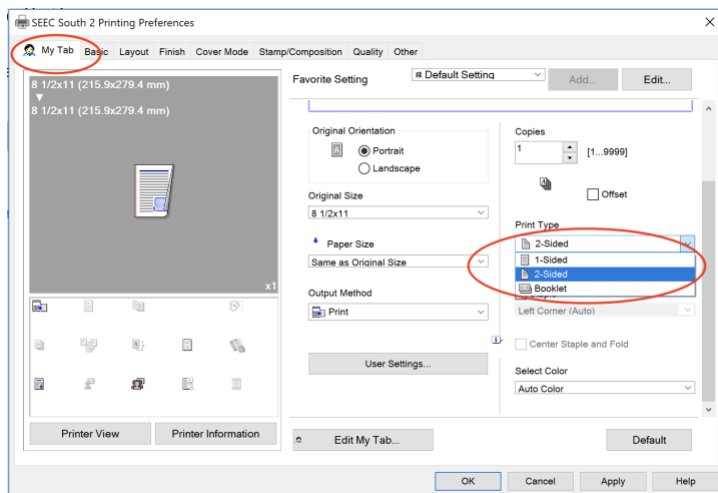
Step 5: In the window that opens, type your Employee ID number in the “Password” field, then click “Verify” and wait a few seconds:



Step 6: If you entered the password properly, you should see a “Verification Succeeded” message, click OK then OK again:

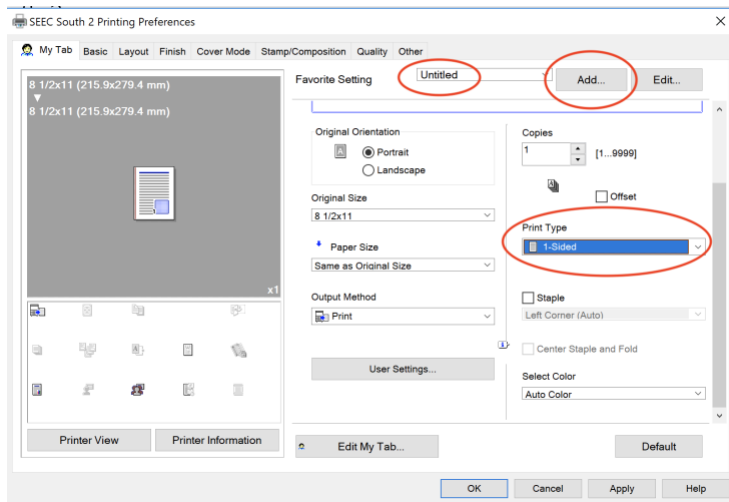


Step 7: Click on the “My Tab” tab in the upper left corner to get back to the original screen and change the ‘2-Sided’ dropdown menu item to ‘1-Sided’:

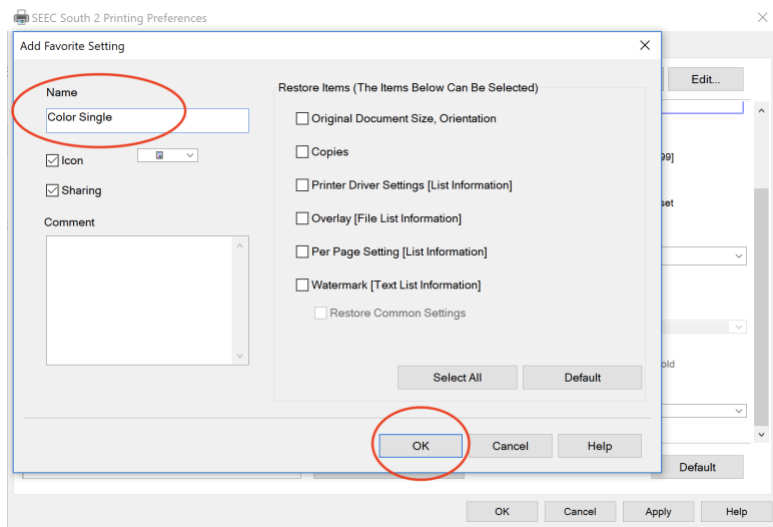


**(If you are a GRAD STUDENT, please skip Steps 8 through 9 and start on Step 10)**

Step 8: You will then see the “Favorite Setting” has changed to Untitled, so click the “Add” button next to that:



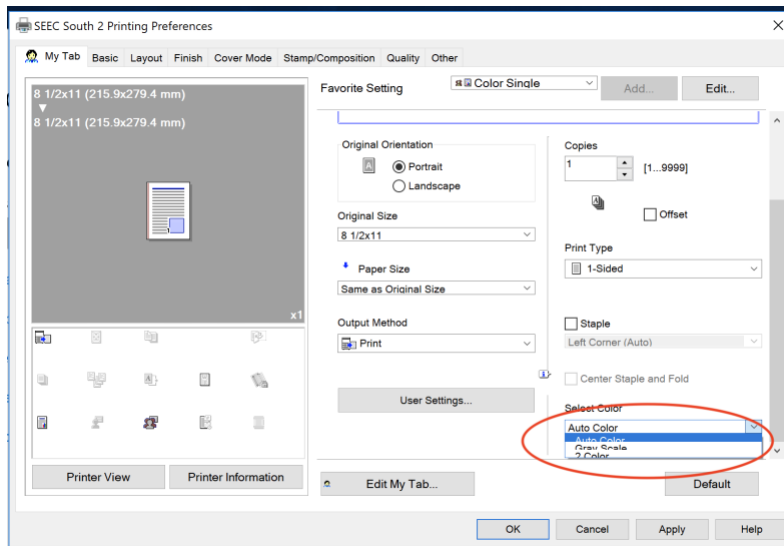
Step 9: Enter the Name field as “Color Single” and click Ok:



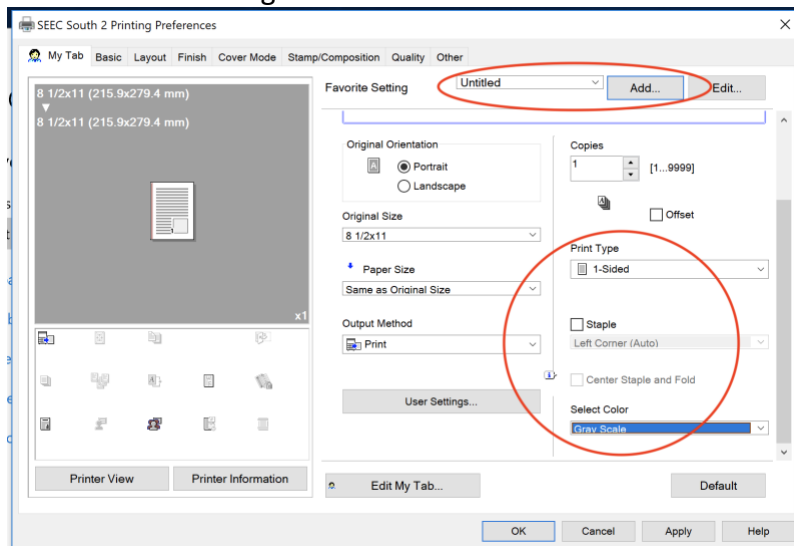


**(GRAD STUDENTS START HERE BY CHANGING the Color to ‘Gray Scale’ and “Print Type” to ‘1-Sided’)**

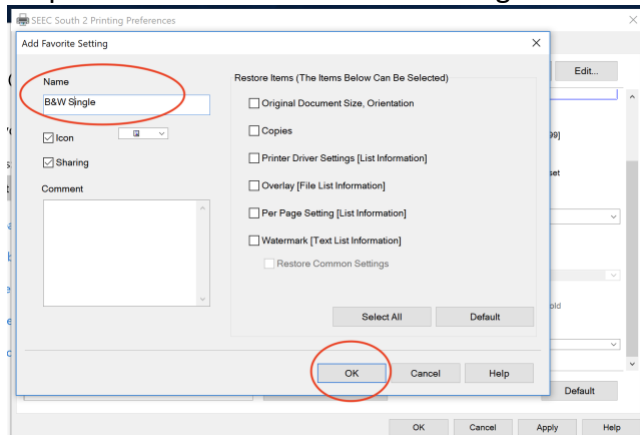
Step 10: Next change the dropdown menu under “Select Color” from ‘Auto Color’ to ‘Gray Scale’:



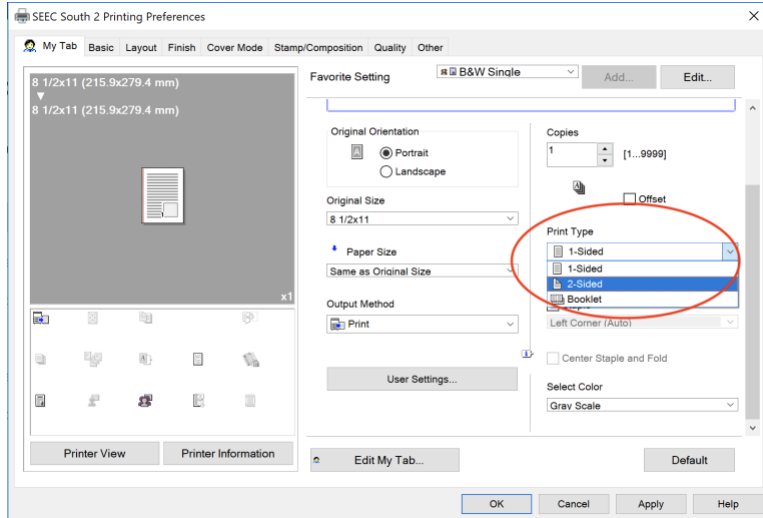
Step 11: Verify that you have “1-Sided” and “Gray Scale” chosen, then click on “Add” next to the “Favorite Setting” that should show ‘Untitled’:



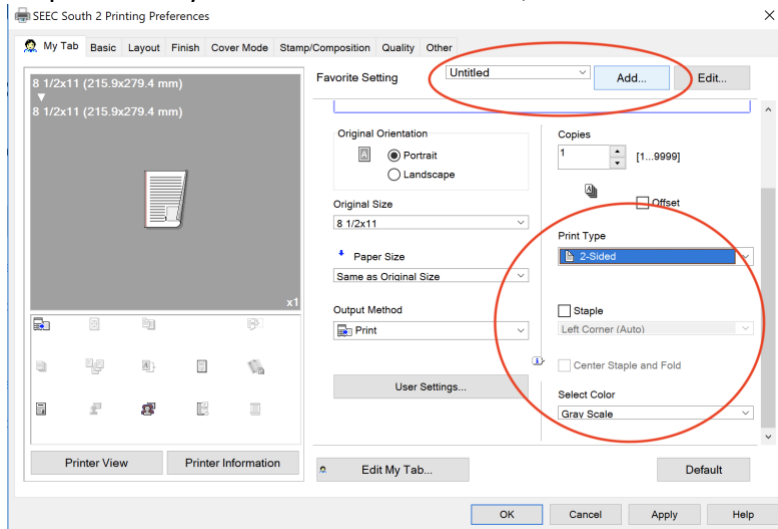
Step 12: Enter the Name as “B&W Single” and click Ok:



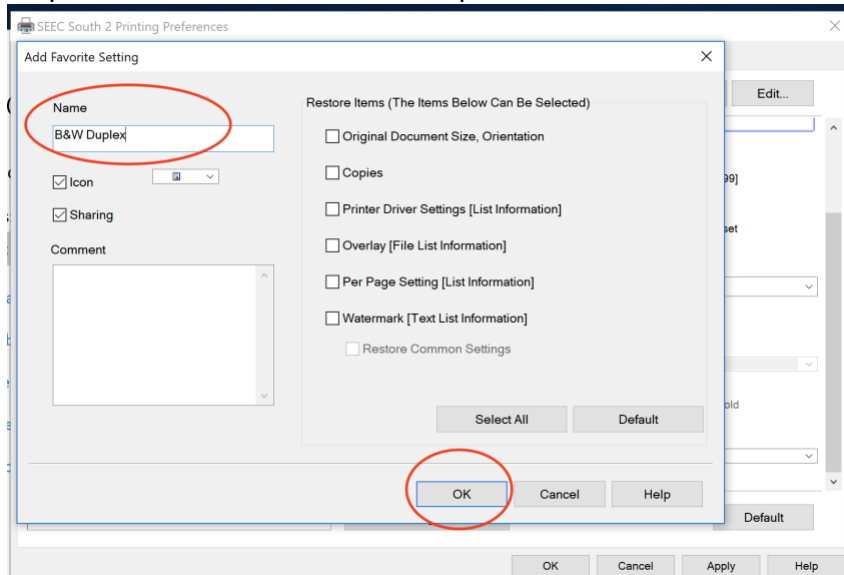
Step 13: Next change the “1-Sided” setting back to “2-Sided” keeping the color at Gray Scale:



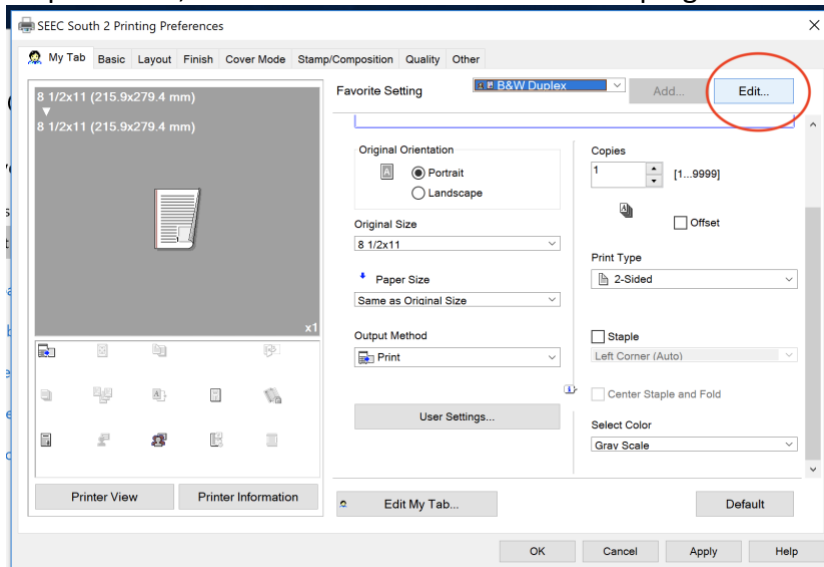
Step 14: Now you should see “Untitled”, “2-Sided” and “Gray Scale”, then click “Add” again:



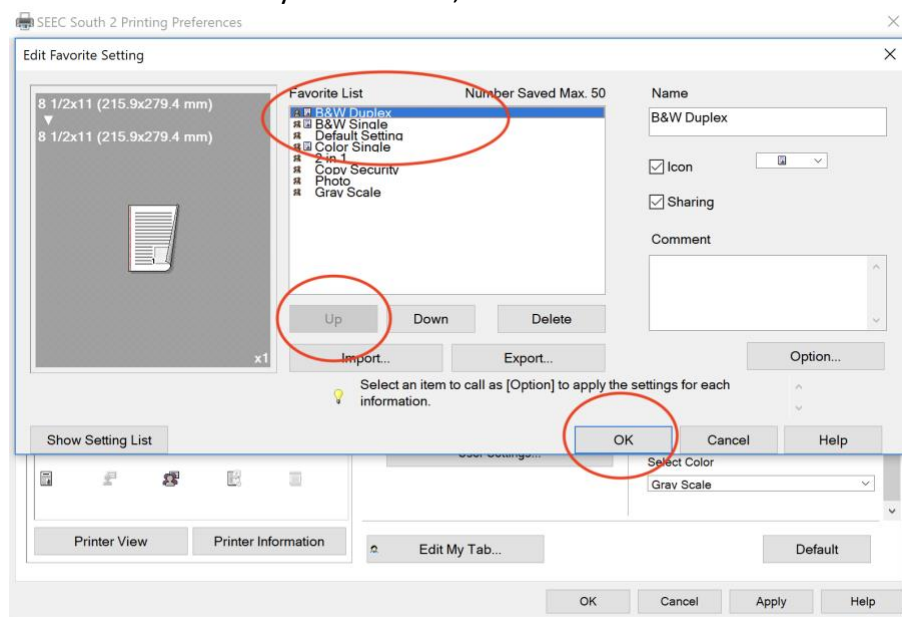
Step 15: Enter the Name “B&W Duplex” and click Ok:



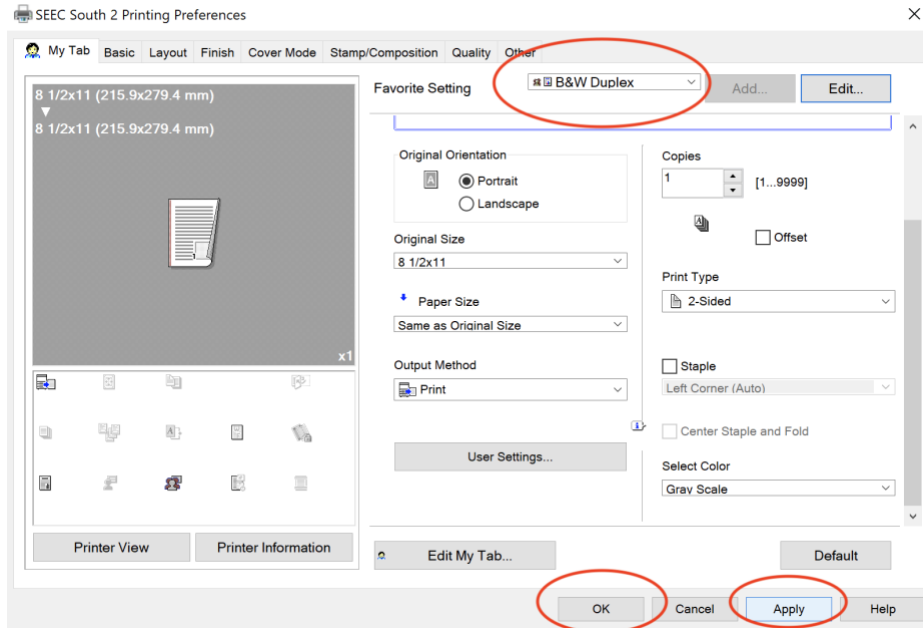
Step 16: Now, click on the “Edit” button in the top righthand corner:



Step 17: Under the “Favorite List” you will see several Presets, some that we made and other system defaults. We want to arrange them from top down as: “B&W Duplex” then “B&W Single” (**GRAD STUDENTS STOP HERE**), then “Default Setting” then “Color Single” (**FOR FACULTY & STAFF with COLOR OPTIONS**) so you will highlight each preset and then click the “UP” button until they are in order, then click Ok:



Step 18: Finally, back at the main screen, you want to verify that 'B&W Duplex' is the "Favorite Setting" listed, click "Apply"(if it's an option, otherwise just click Ok) then "OK"



THAT'S IT!