

Install print driver from the manufacturer

Install the print driver for the photocopier that you use the most.

Library – Konica Minolta Bizhub C308

Computer Room – Konica Minolta Bizhub 300i

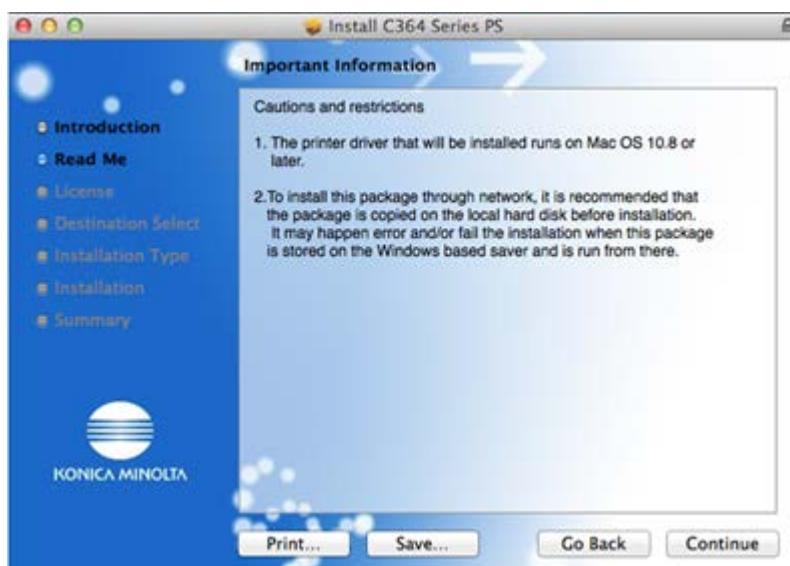
Click [here](#) for the Konica Drivers

Run the file in the downloads folder, it will create a package file on the Desktop

Run the package file on the Desktop to install the Driver



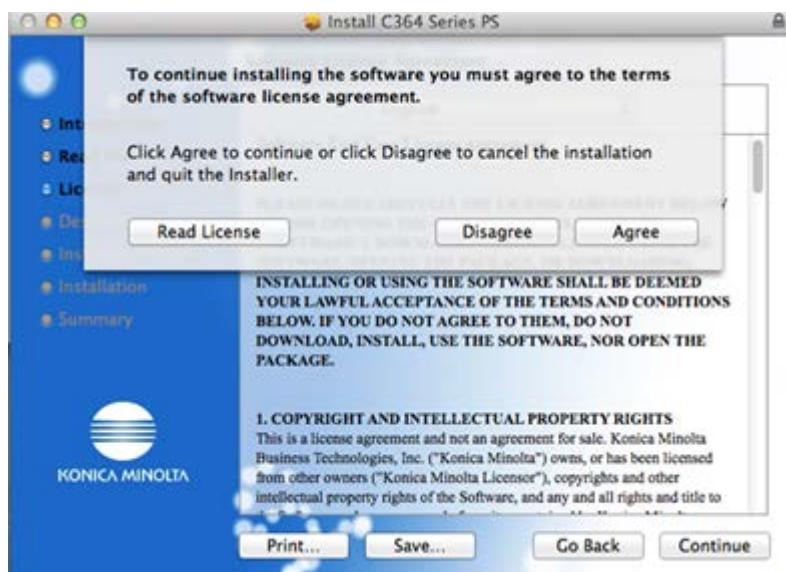
Click on **Continue**



Click on **Continue**



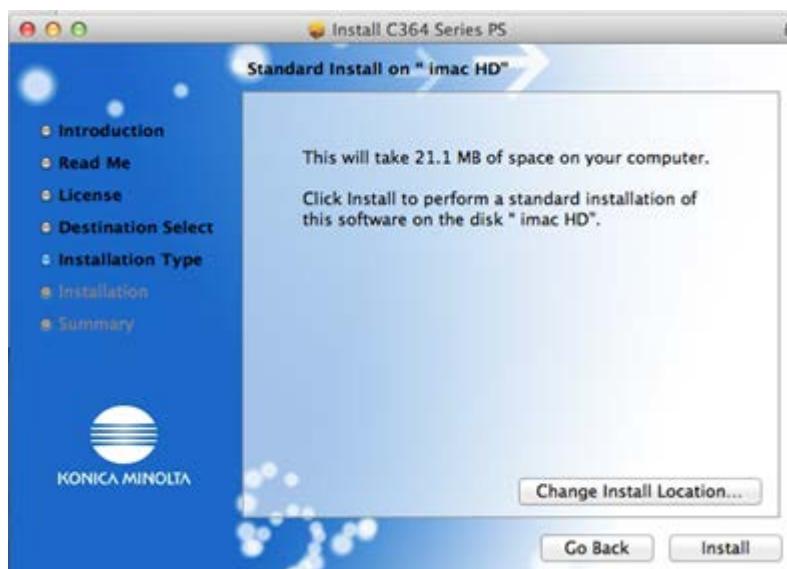
Click on **Continue** and Agree to the software agreement



Click on **Continue**



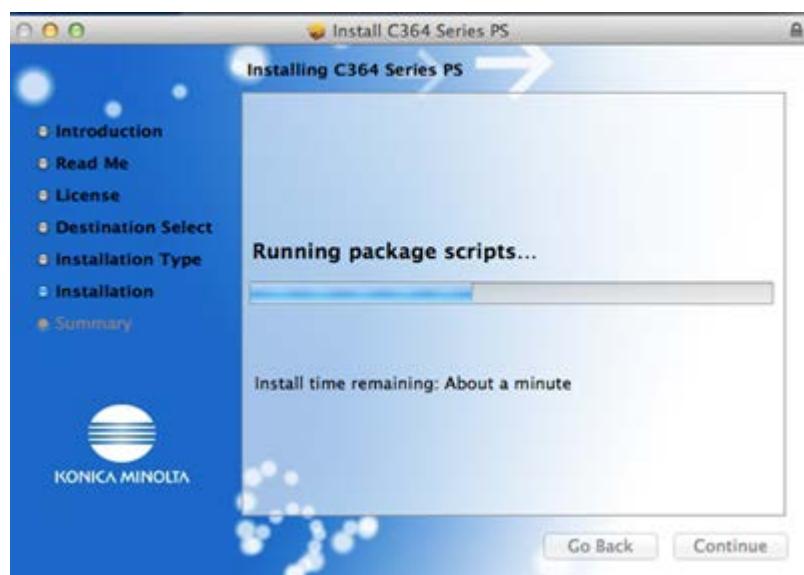
Click on **Install**



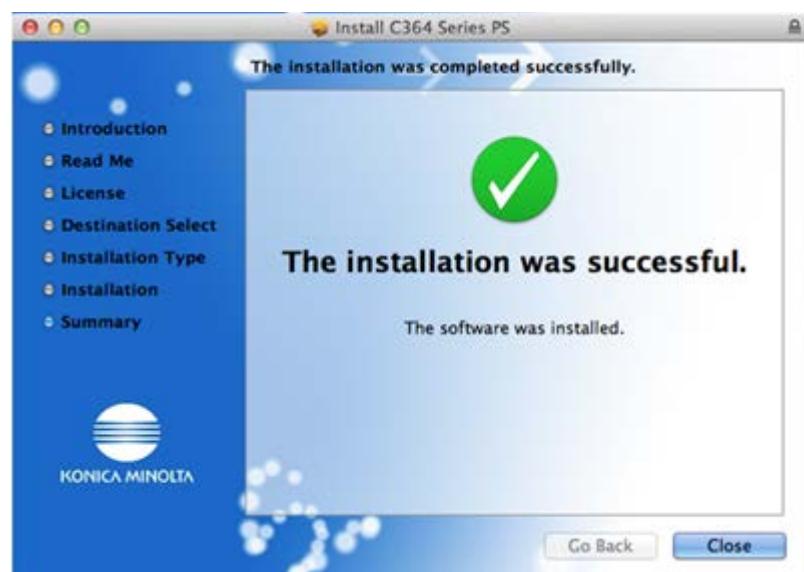
Enter the password, for the Super User, and click on **Install Software**



Click on Continue



Click on close to finish the installation.



Configure a print queue

1. From "System Preferences" choose "Print & Scan". If required click the locked padlock and authenticate.

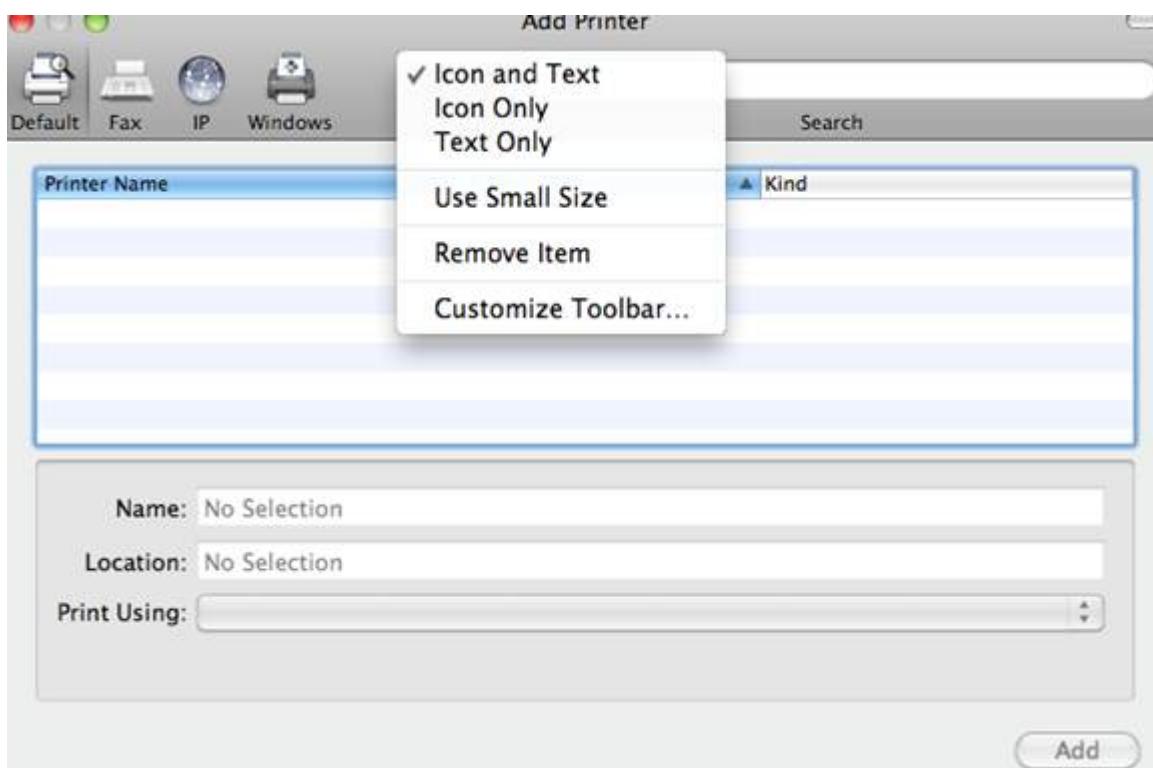


2. Click + to add a printer.



3. Click on the 'Advanced' icon. Set the Type drop down to "Windows printer via spoolers".

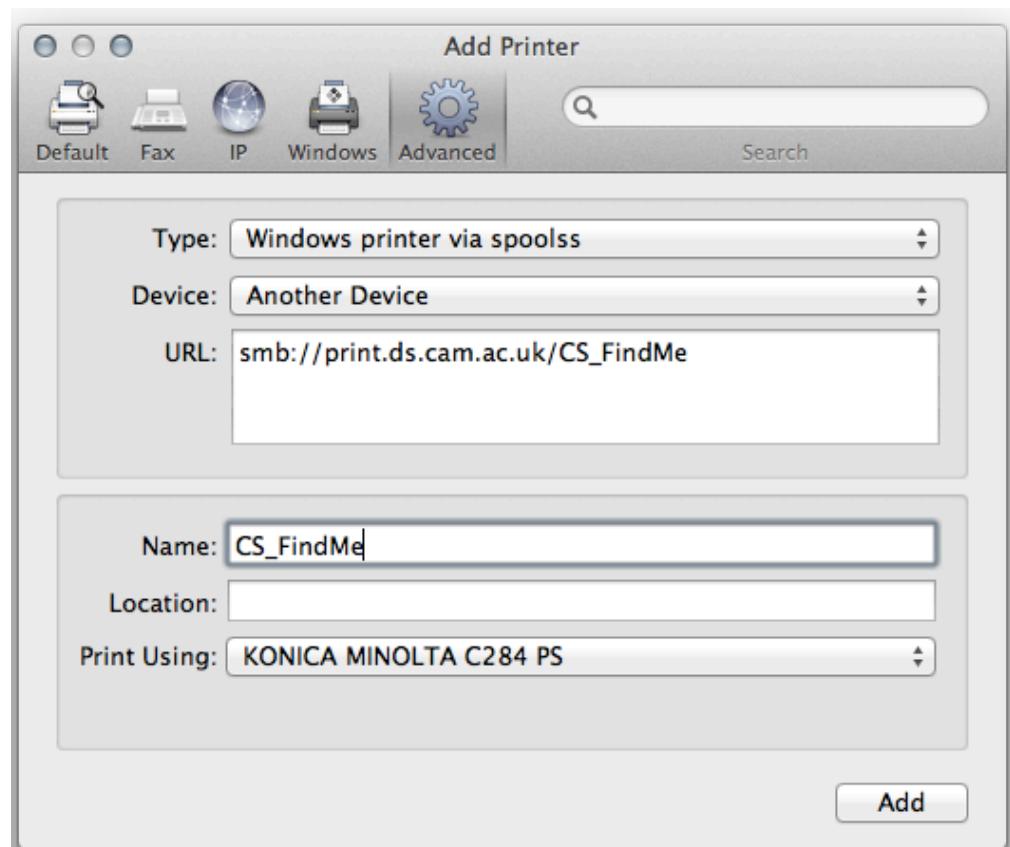
If the Advanced button does not exist on the tool bar, you will need to add it. In order to add the Advanced button, move the mouse over to the tool bar and press the Control key while pressing the mouse button/track pad. This should bring up a menu, please select the option for Customize Toolbar.



Adding the Advanced button is a simple matter of dragging the Advanced gear icon, from the selection menu, to the tool bar.



Set the URL to smb://print.ds.cam.ac.uk/Selwyn_FindMe



Select "Select Printer Software..." from the "Print Using" drop down. Choose the correct driver from the list. Using the search box makes it easier to find a specific driver from the long list.

Change the name to Robinson College

Click Add.



Make sure "Secure Print Only" is ticked

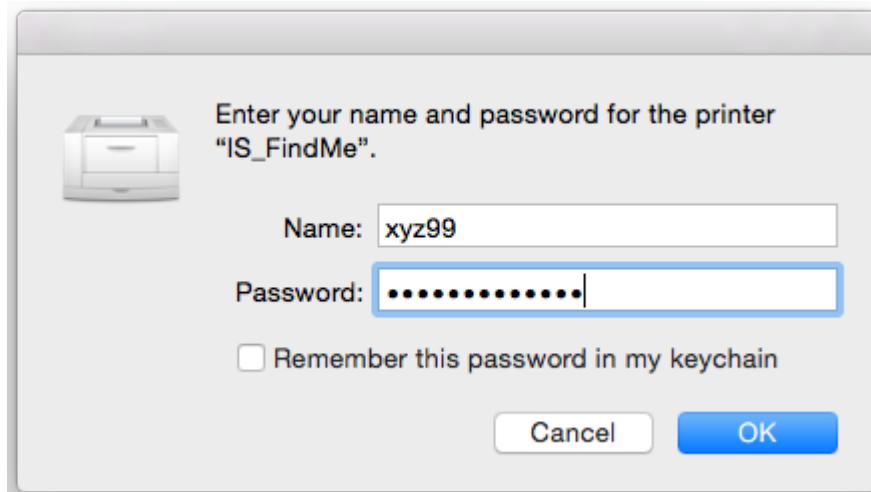
Untick "Hard Disk"

Untick "Allow Public User"

Untick any other options

To print

Print your document using the usual method from within the document's application. You will be prompted for authentication, enter your Desktop Services (also known as MCS) / Raven username and password. Visit "[Check My Password](#)" to test your username and password.



Tick "Remember this password in my keychain"