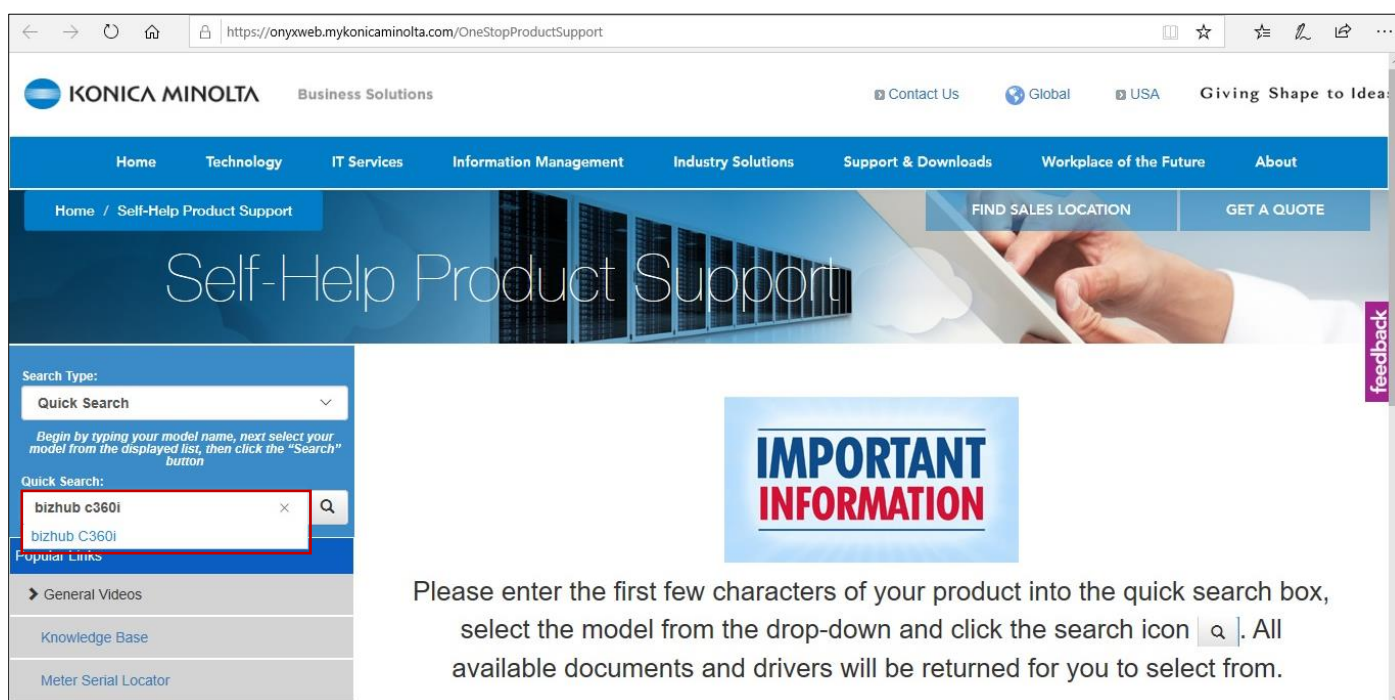# Installation/User Manual for Research Bldg.

Copy Room Printer (Windows 10)

<KONICA MINOLTA bizhub C360i> copy machine in the Research Building Copy Room can be used as a printer (as of November 2020). This manual is an example of printer installation on a Windows 10 machine. Your screen may look different from this manual, depending on OS version, environment etc. Please connect your computer to the Research Building network before starting the procedure below.

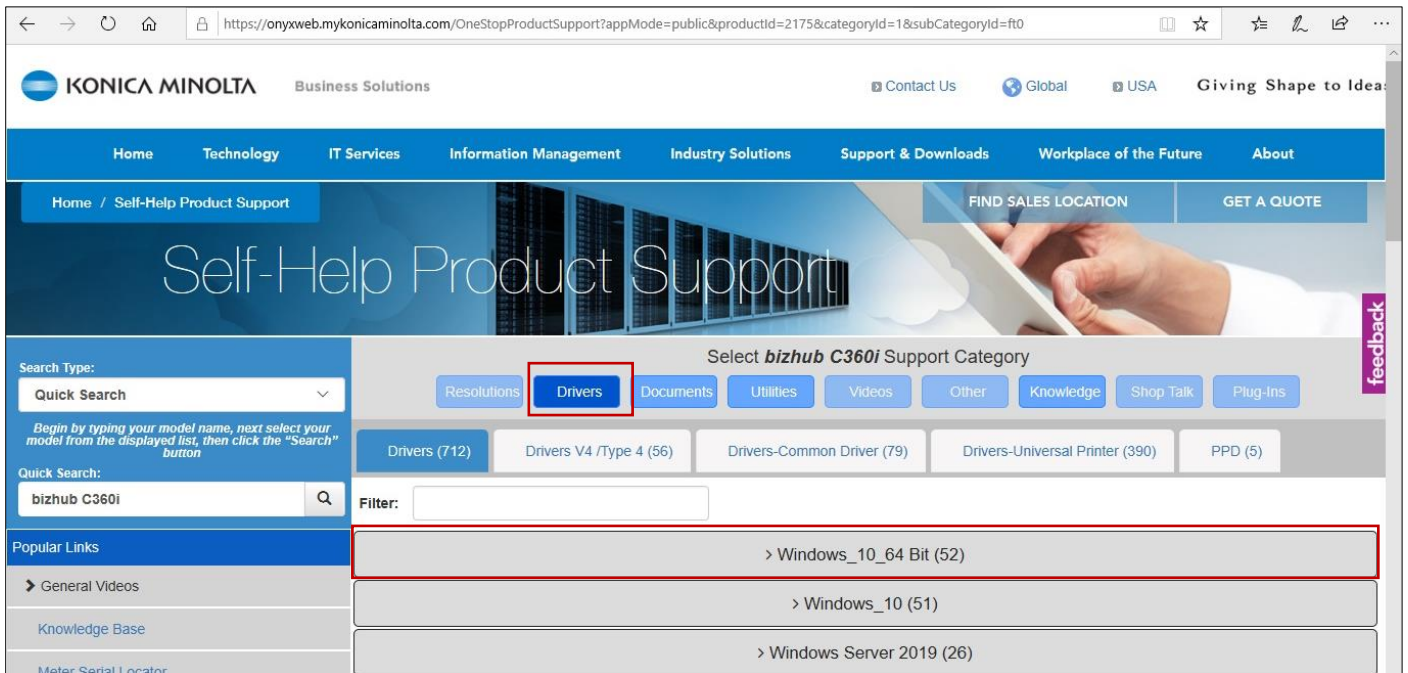*A copy card is required to use the copy machine as a printer.

Download drivers

1. Open the link below in your web browser
    https://onyxweb.mykonicaminolta.com/OneStopProductSupport

2. In <Quick Search> type [bizhub C360i] and press Enter

3. Select [Drivers] tab, then select your operating system (64bit Windows 10 is used in this manual)
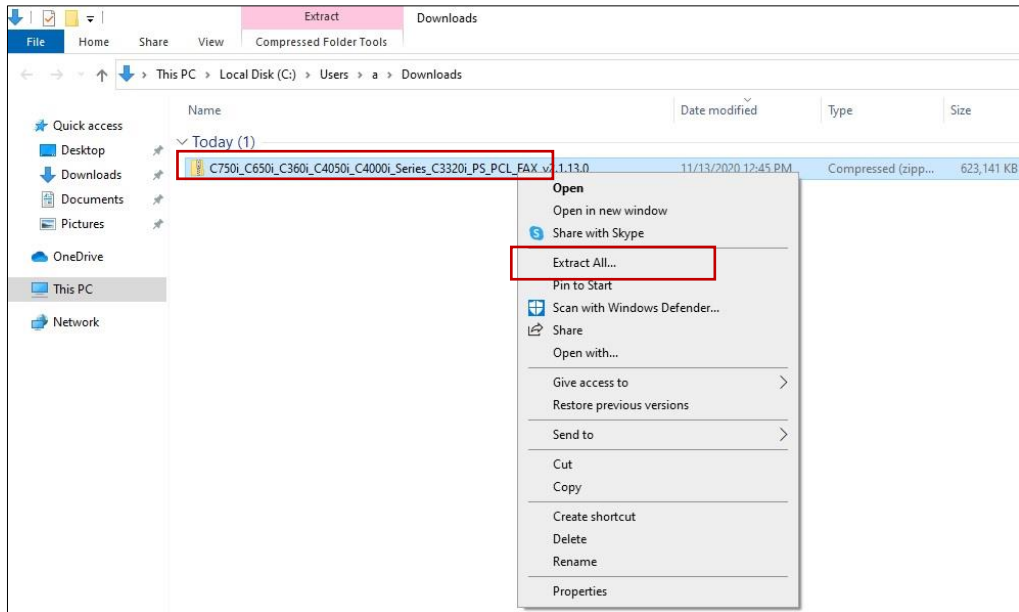

4. Click [PCL] tab, download latest version of the driver (zip file) and save to your PC
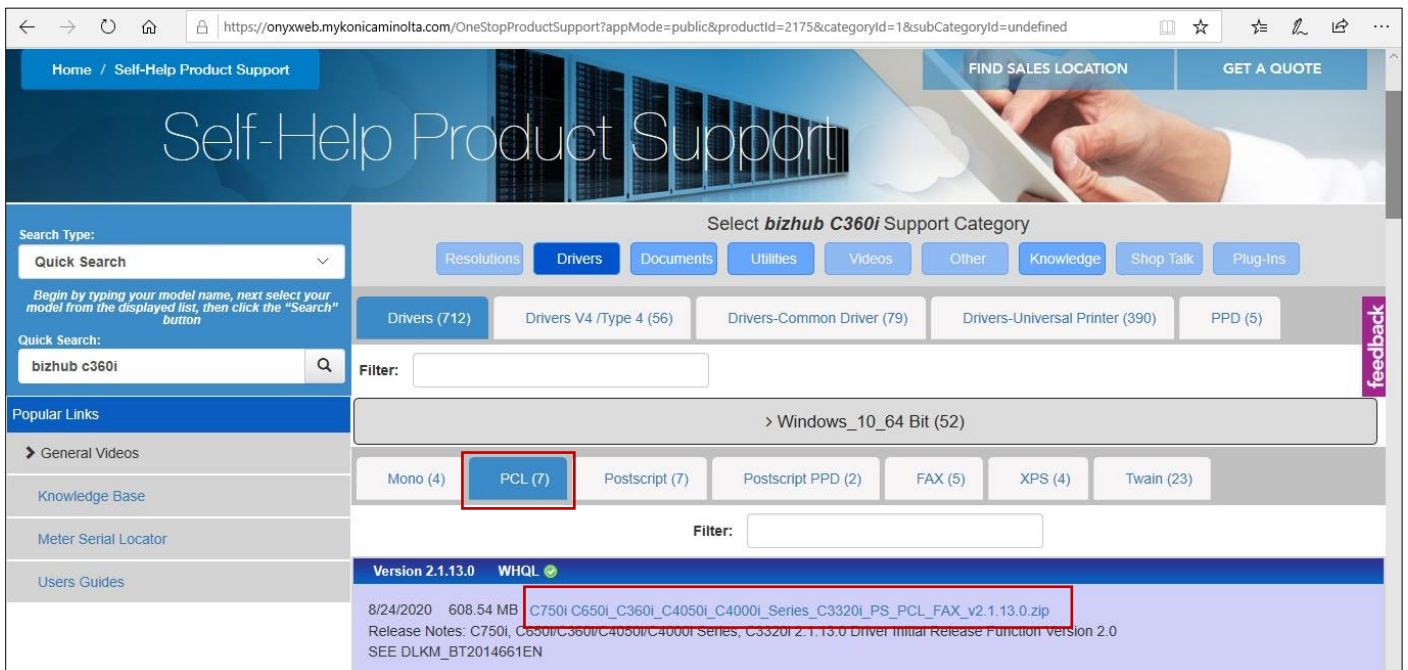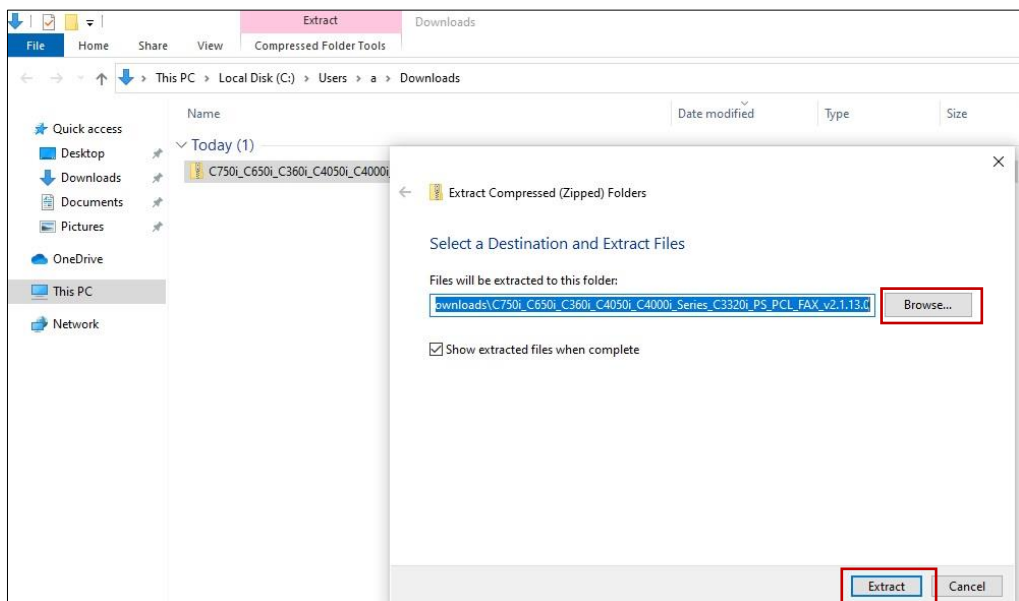
Install drivers

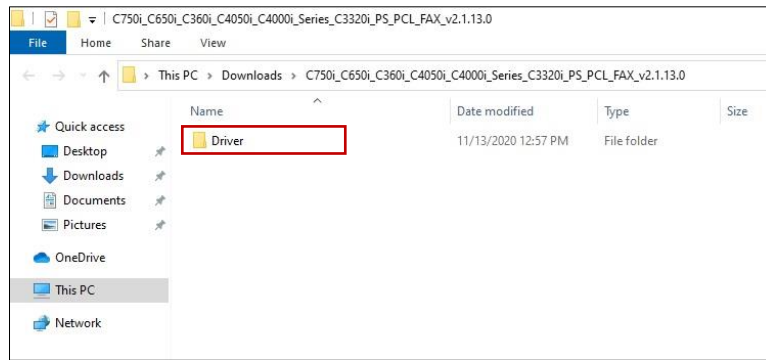1. Right-click the downloaded zip file and select [Extract all…]

2. Click [Browse…] to select destination, then click [Extract]
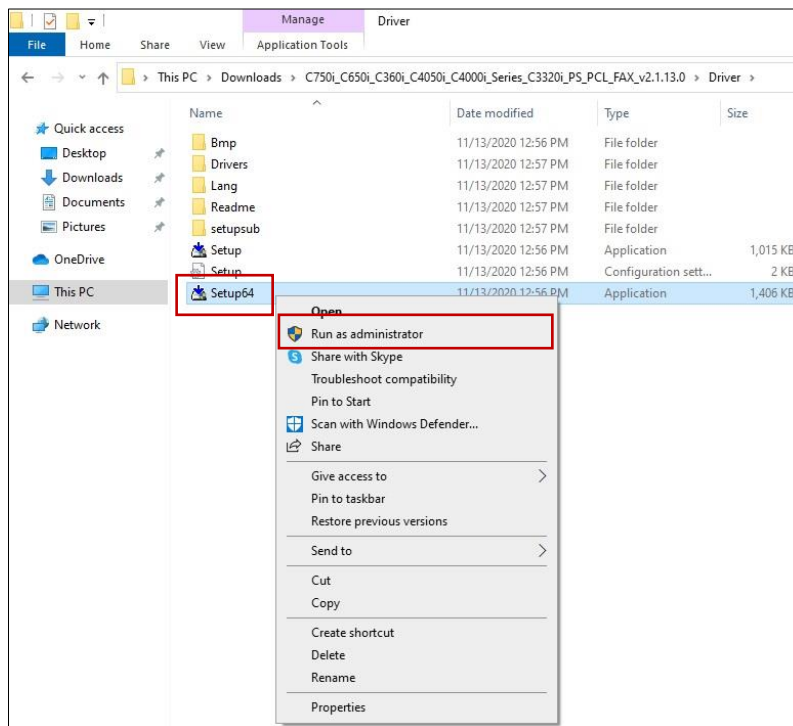

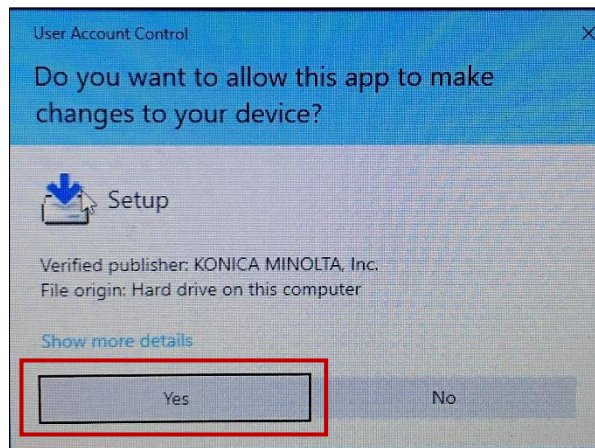3. （wait till extraction is complete）

4. Open [Driver] folder

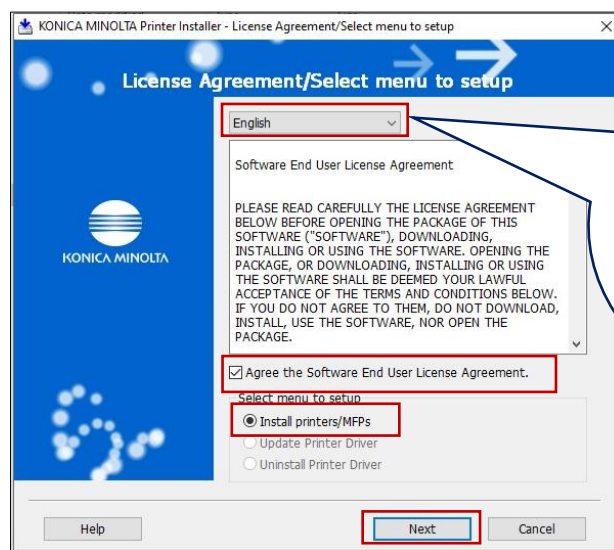5. Right-click [Setup64.exe] and select [Run as administrator]
    *If your operating system is 32bit, use [Setup.exe] instead.

6. If a pop up <Do you want to allow this app to make changes to your device?> is shown, select [Yes]

7. On <License Agreement/Select menu to setup> screen read the License Agreement
   Tick [Agree the Software End User License Agreement]
   Select [Install printers/MFPs]
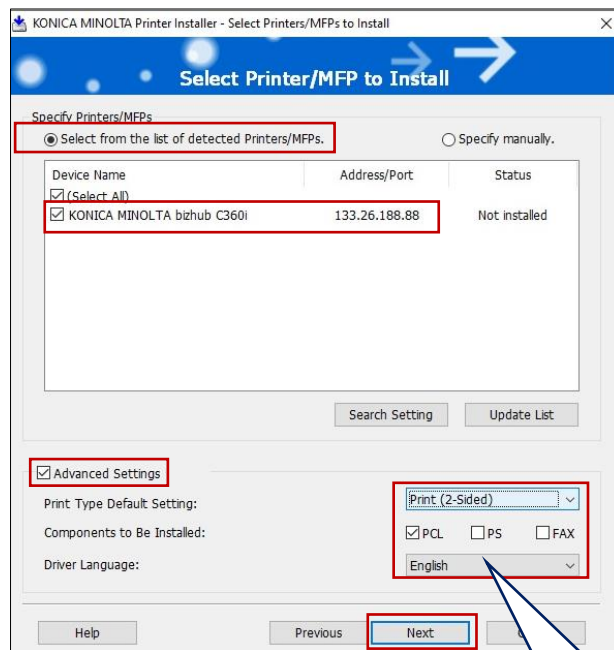   Click [Next]

The License Agreement, installation window, print setting etc. are available in some other languages.

8. In <Specify Printers/MFPs> select [Select from the list of detected Printers/MFPs]
   Tick [KONICA MINOLTA bizhub C360i (Address/ Port 133.26.188.88)]
   Tick [Advanced settings]

   <Print type default settings>: select [2-Sided] or [1-Sided]

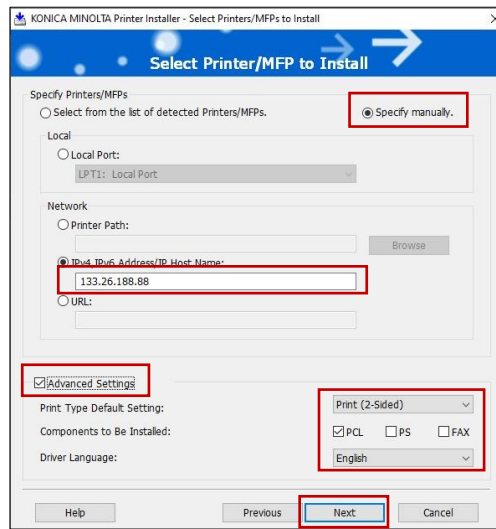   <Components to be installed>: [PCL]

   <Driver language>: English

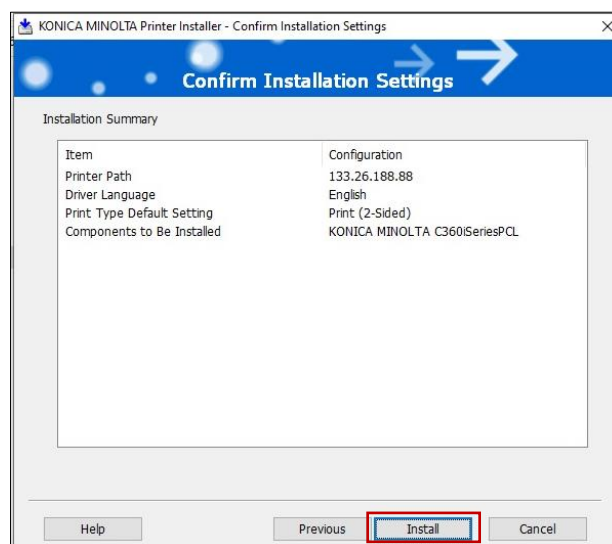   Click [Next]

Installation window, print setting etc. are available in some other languages.

*If <KONICA MINOLTA bizhub C360i>（133.26.188.88）is not detected automatically:

In <Specify Printers/MFPs> select [Specify manually]

In <Network> select [IPv4, IPv6 Address/IP Host Name] and type [133.26.188.88]

Tick [Advanced settings]

<Print type default settings>: select [2-Sided] or [1-Sided]

<Components to be installed>: [PCL]
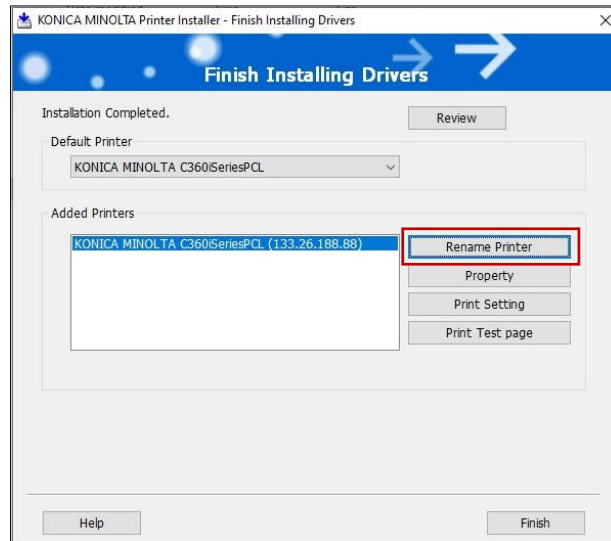
<Driver language>: English
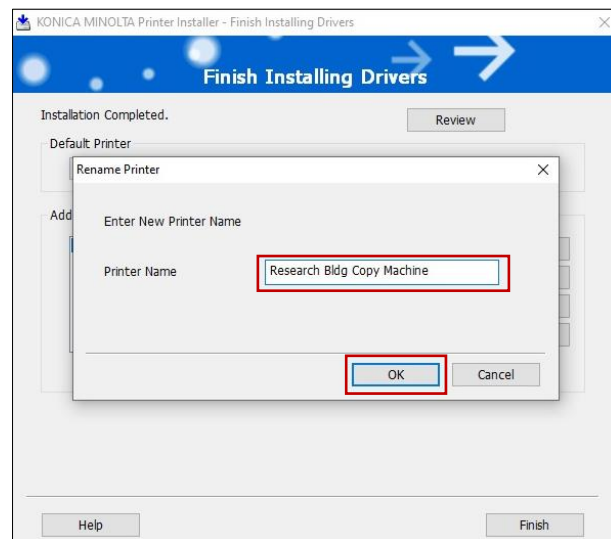
Click [Next]

9. Confirm <Installation Summary> and click [Install]

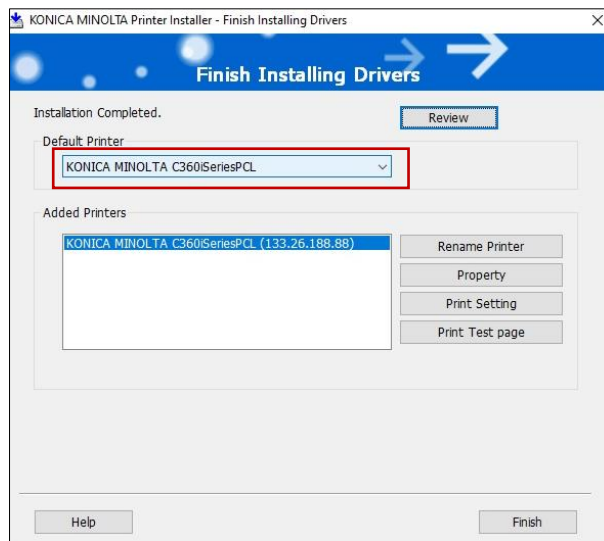10. （wait till the installation is complete）

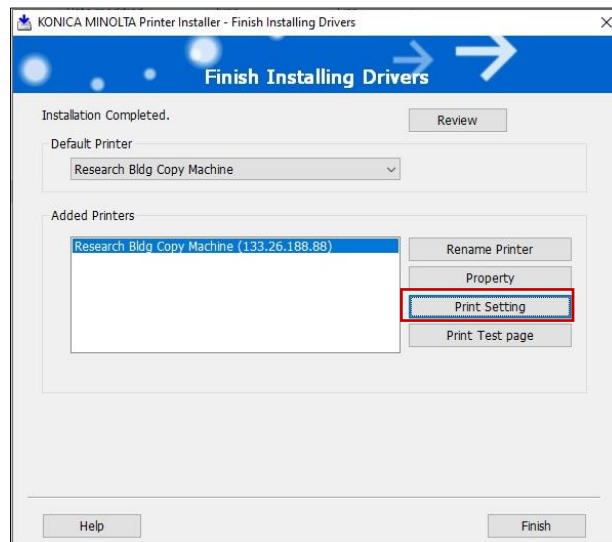11. Click [Rename Printer]

12. Type printer name (for example, Research Bldg Copy Machine) and click [OK]
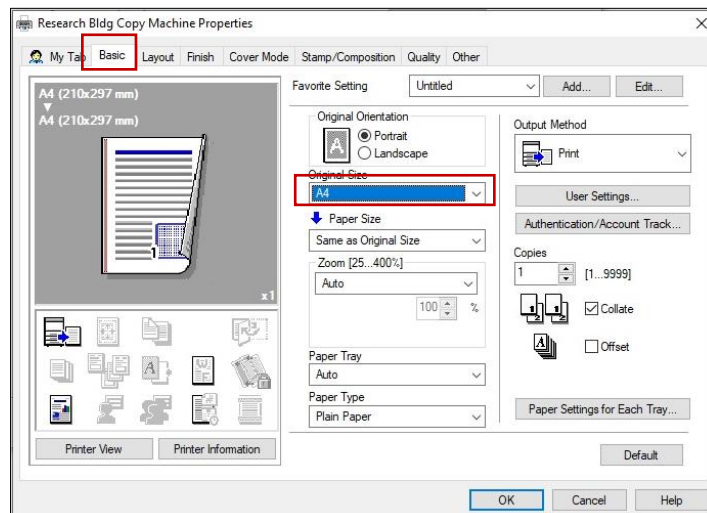
13. Select [Default Printer]

14. Click [Print Setting]

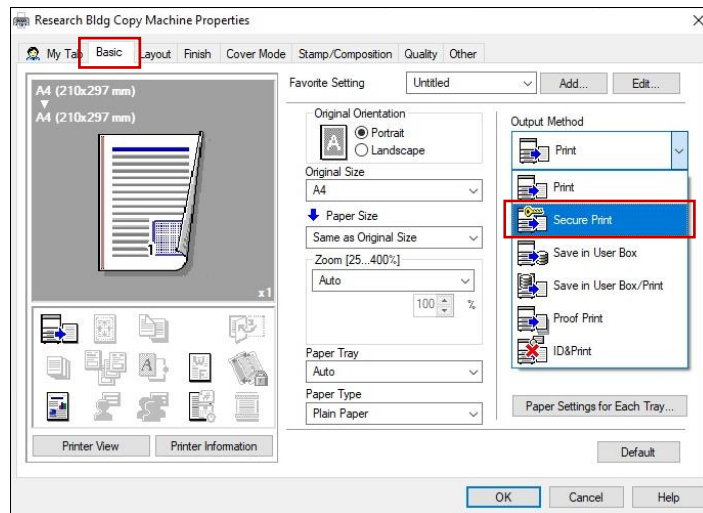
15. Open [Basic] tab, then set <Original Size> to [A4]
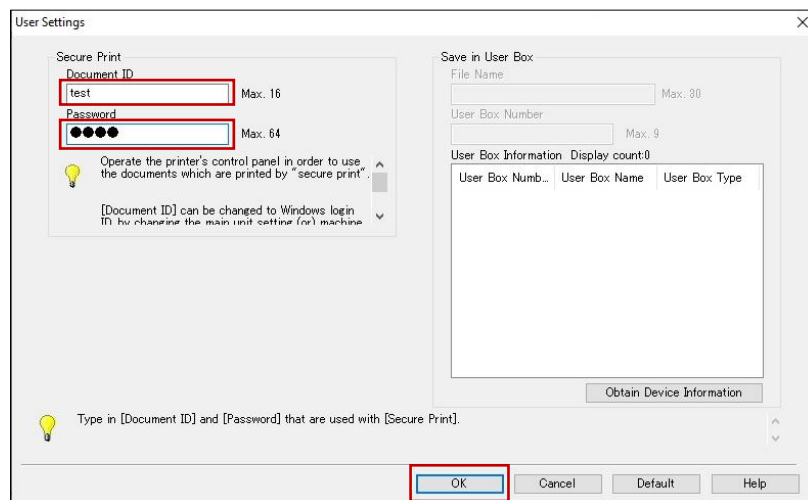
16. Set <Output Method> to [Secure Print]
*Secure Print is required to use the Research Building Copy Machine.
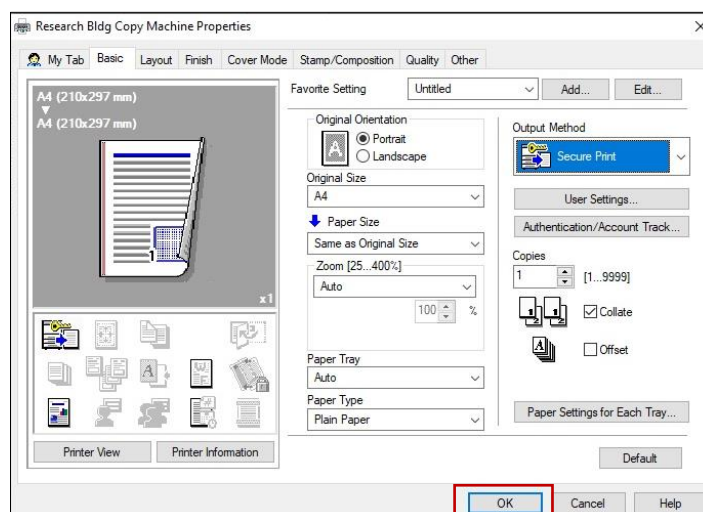

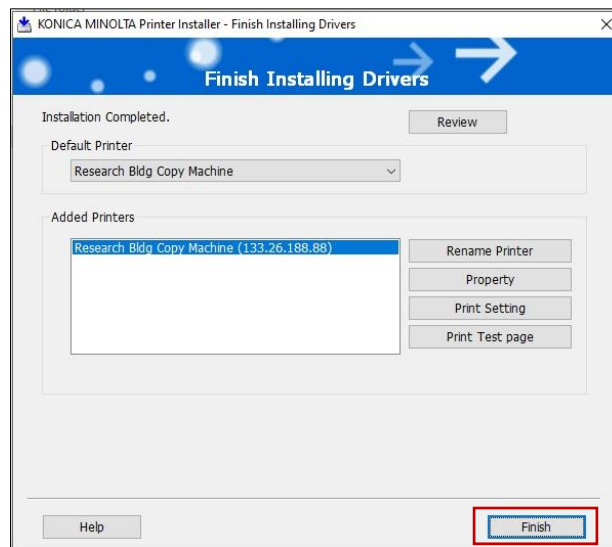17. Type <Document ID> and <Password>, then press [OK]
*You will need to input Document ID and Password when using the copy machine, so please remember them.

18. Click [OK]

19. Click [Finish]


*To confirm or change <Document ID/Password> later, <Print Setting> can be accessed from your computer as follows:

Windows settings>Devices>Printers &scanners> KONICA_MINOLTA_C360iSeriesPCL(Research Bldg Copy Machine)>Manage>Printing preferences>Basic>Output method>Secure print>User settings

Send print job

1. Open the file you need to print out and then open <Print> menu
   In this manual Microsoft Word is used as an example: from [File] menu open [Print]
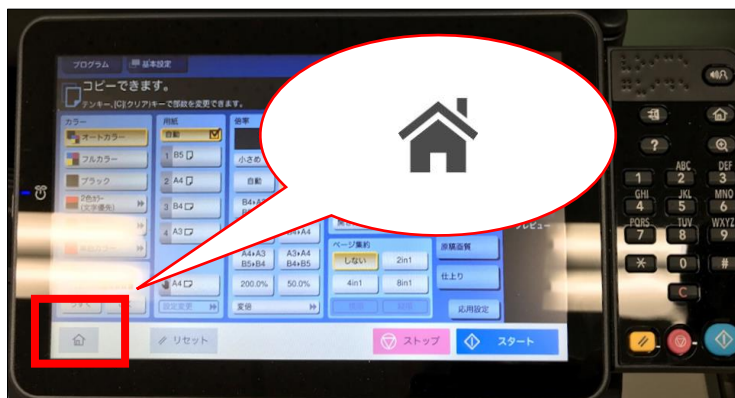   First confirm printer selection, then click [Print]
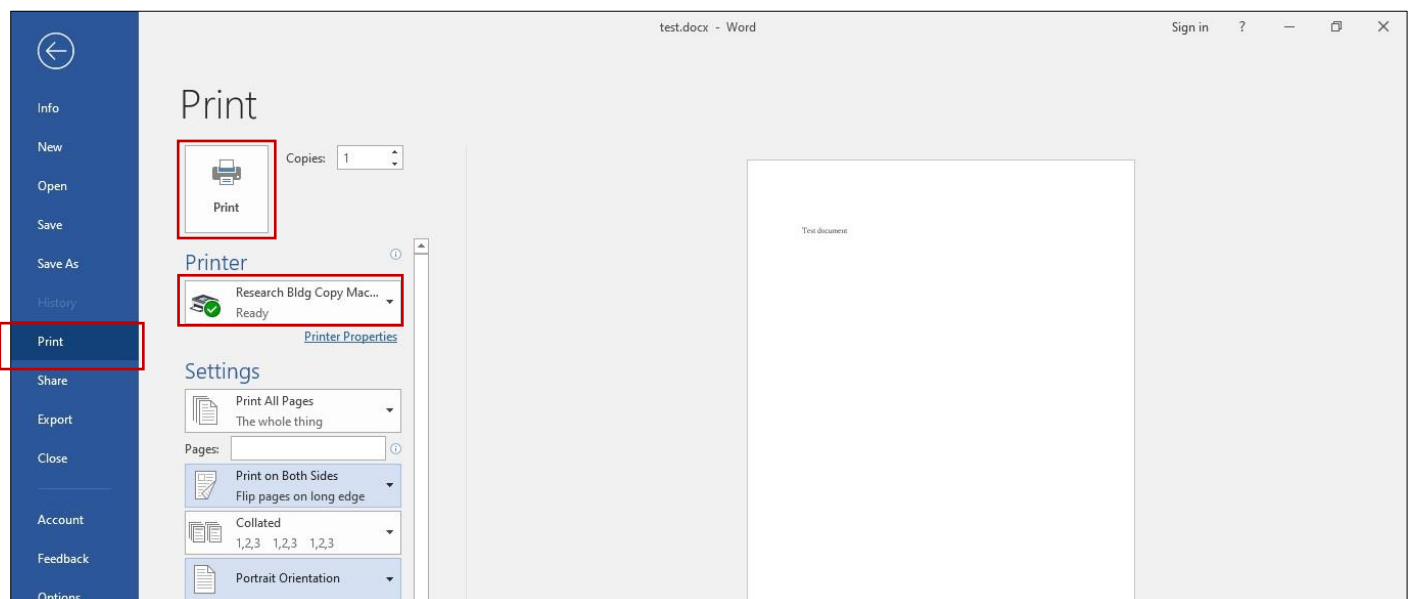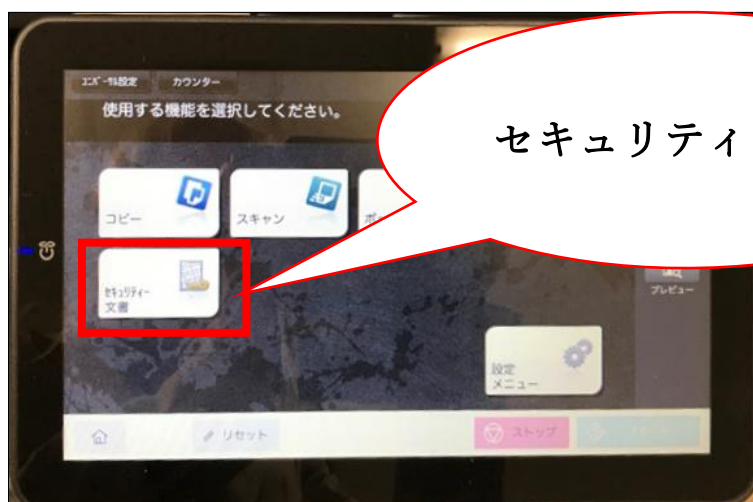
Print out

1. Insert your copy card into the [KONICA MINOLTA bizhub C360i] copy machine
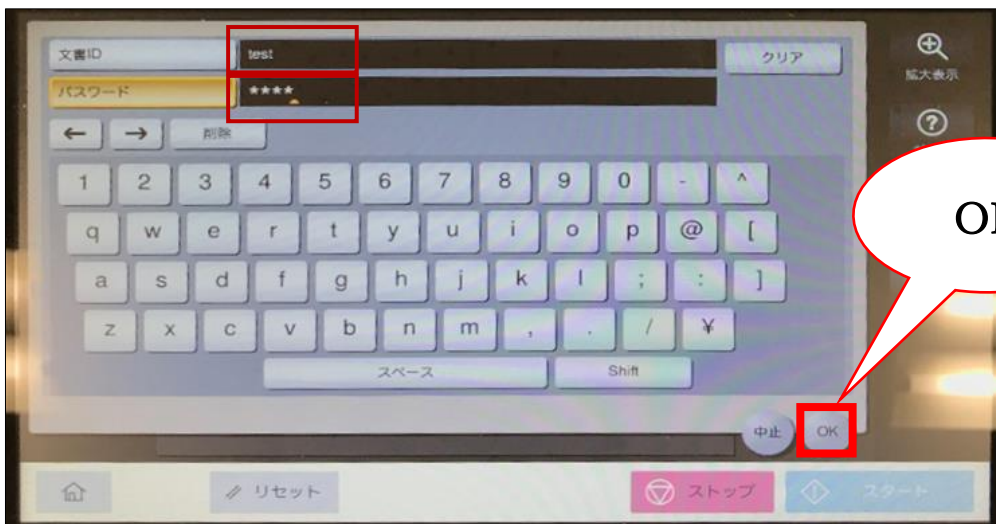   *No English menu available.
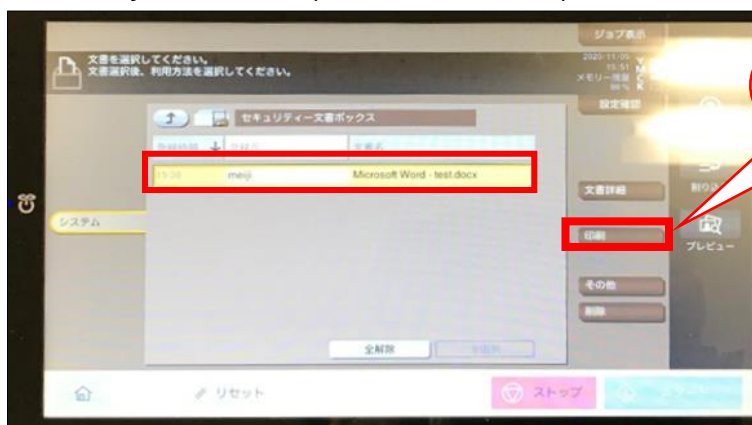

2. Tap [Home] icon on the touch panel

3. Tap [セキュリティー文書(=Secure Print)]

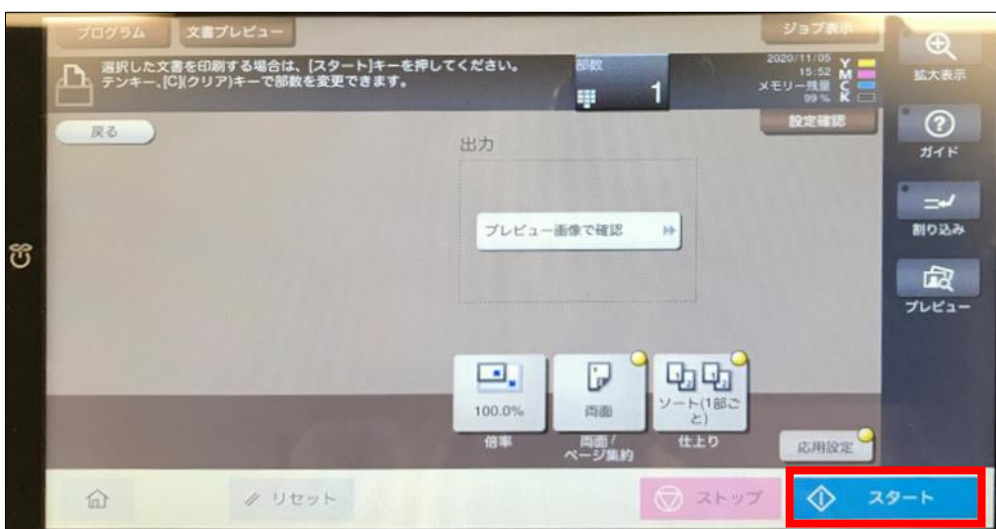セキュリティー文書

4. Type the <Document ID> and <Password> set during printer installation (see p.10), then tap [OK]

5. First select the document you need to print out, then tap [印刷(=Print out)]

6. Tap [スタート(=Start)]

7. When printing out is finished, tap [Home] icon to return to home screen

8. Eject the copy card
   *Once printed out, the document will be deleted from the job list.