Printing, Print, Printers, Scanning, Copiers

Information about MLML's Printers and Scanners

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How to Install a Network Printer

The Admin Printer and Library Printer are now being deployed automatically to managed devices through both Jamf Apple MDM and Intune Windows MDM. If your computer is properly enrolled, the printer drivers and printer setup should install quietly in the background with no action needed from you.
(For all other printers, proceed with the manual installation guide below)

MLML Admin and Library Printers on a MacOS

MLML Admin and Library printers should normally be installed automatically on managed Mac computers. If your printer is missing or you are unable to print, you can install the printer manually using the **Self Service** app. (Managed devices ONLY)

SelfServe.png

Available Printers

The following printers are available through Self Service:

- **MLM Library Printer - mlm-library-printer.sjsu.edu**
- **MLM Admin Printer - mlm-admin-printer.sjsu.edu**

Both printers use the Konica Minolta bizhub C550i driver.

Install a Printer from Self Service

1. Open the **Self Service** app on your Mac

- You can find it in the **Applications** folder.
- You can also search for it using **Spotlight** by pressing Command + Space and typing **Self Service.**

SelfServe1.png

2. In Self Service, under **Catalog** look for the **Printers.**

SelfServe2.png

3. Select the printer you need:

- **Install MLM Library Printer**
- **Install MLM Admin Printer**
- Click **Install**

4. Wait for the installation to complete. This may take a few minutes.

5. After the install finishes, go to:
System Settings > Printers & Scanners

6. Confirm the printer appears in your printer list.

MLML Admin and Library Printers on a Windows

For Windows devices enrolled in **Intune**, the printer driver and printers are **mapped automatically.**

The printers should appear under **Settings** > **Bluetooth & devices** > **Printers & scanners**. If they do not show up, open the **Company Portal app** and sync your device.

1. Find the **Company Portal app.**

Screenshot 2026-06-09 133938.png

2. Click on the **Settings** wheel and select **Sync** machine with MDM.

Screenshot 2026-06-09 134202.png

3. Wait for the installation to complete. The printers will be mapped **automatically.**

Screenshot 2026-06-09 135006.png

Confirm the printers appear in your printer list.

Manual macOS Printer Install:

NOTE: Refer to this post if you want to print to a Konica Minolta (admin/library) copier on macOS.

1. Go to System Preferences > Printers & Scanners and click Setup Printers or the **+** button. 1.png2.png3.png
2. Click the IP tab. 4.png
3. Enter the following information:
   - Protocol: **AirPrint** (if possible) or **Line Printer Daemon - LPD**
   - Address: **ps...** or use the IP address. A list of printers and their hostnames can be found here. (e.g. **mlm-library-printer.sjsu.edu**)
   - Queue: leave blank
   - Name: ***Your printer name - ps...***
   - Print using:
     - ***Your printer model***

       - or -
     - Select a driver to use... > *Your printer model**QJm5.png*
4. Click the Add button.
5. Click Continue

Manual Windows Printer Install:

NOTE: Refer to this post if you want to print to a Kyocera (admin/library) copier on Windows.

1. Go to **Printers & Scanners**. You can find this by clicking the Start/Windows logo button and typing *Printers & Scanners* into the search bar.1.png
2. Click **Add a printer**.2.PNG
   - On Windows Vista/7 only: Click **Add a network, wireless or Bluetooth printer**.
3. Click **The printer I want isn't listed****3.PNG**
4. Select **Add a printer using a TCP/IP address or hostname** and click **Next**.4.PNG
5. Enter the following information:
   - Device Type: TCP/IP Device
   - Hostname or IP address: **ps...** or use the IP address. A list of printers and their hostnames can be found here. (e.g. **mlm-library-printer.sjsu.edu**)
   - Port Name: this will be auto-filled.
   - **Un-check** the Query the printer and automatically select the driver to use checkbox. 5.PNG
6. You may be told that additional port information is required. Click **Next**.
7. Select ***Your printer model*** and click the **Next** button. 7.png
   - If you can't find the printer model, click the **Windows Update** button. In a few minutes the available selection of printer models will be much larger.

- If you still can’t find the printer model, you will have to browse your computer to find it manually:
  - Click **Have Disk**
  - Click the **Browse** button
  - Navigate to the folder you saved your driver in (if you chose the automatic destination, it should be in a folder with the printer manufacturer name, such as **Xerox**)
  - Click on the **driver file** and click **open**
  - Click **OK**
  - Now you should see the printer model. Select it and click **Next**.
- If this manual process is unsuccessful, you may have installed your driver incorrectly. Be sure to restart your computer after install, as this is important to complete the process. Also try a manual install of the driver itself if the automatic install does not seem to work (follow the instructions above to do so).

8. If the installer detects that the driver is already installed, select **Replace the current driver** and click **Next**.8.PNG
9. Name the printer *Your printer name* and click **Next**. 9.PNG
10. If the option exists, select **Do not share this printer** and click **Next**.10.PNG
11. Rather than clicking the Print a test page button, complete the printer installation procedure and print a document you need as not to waste paper.
12. Click **Finish.** **11.png**

Create a Scan to Email Account on the Konica Minolta Copiers

1. Tap the touch screen to wake-up the copier
2. If needed, tap the **HOME** button in the lower left corner of the touchscreen.
3. Tap **Address Book**.
4. Tap **New** at the bottom of the touchscreen
5. For **Address Type**, select **E-mail**
6. Use the on-screen keyboard to enter your **name** and your **@sjsu.edu** email address
7. If you scan to email frequently, tap to select **Favorites** under the name section
8. Click **Register**

You are now entered into the address book.

Scan a Document Using the Konica Minolta Copiers

The Konica Minolta copiers in the Library and the Admin Copy room can scan documents directly to your SJSU email address. All of these instructions are posted for your convenience on the board next to the admin and library copiers.

Scan your document:

1. Tap the touch screen to wake-up the copier
2. If needed, tap the **HOME** button in the lower left corner of the touchscreen.
3. Tap Scan to **E-mail**
4. Insert the document into the document feeder (adjusting for size, as necessary) or place it onto the glass.
5. Browse the address book entry for the desired recipient and tap the checkbox next to their name.
    1. If the desired recipient is not listed in the address book:
        1. If you plan to scan items regularly: You can add the email address as described in this KB post: Create a scan to email account on the Konica Minolta copiers
        2. If you do not plan to scan items regularly: Tap **sample@test.local** at the top of the screen and enter the email address manually
6. Configure the scanner settings on the right side of the touch screen (if necessary): (Below are the settings that you may want to change, otherwise leave as default)
    - **Resolution** - Change the resolution of the scan (higher res provides more detail, lower res means smaller file sizes).
    - **File Type** - PDF/Compact PDF (default), TIFF, JPG (PDF is best for documents, images should be TIFF or JPG)
    - **Duplex Settings** - Select whether your document is one-sided or two-sided
    - **Density** - Lighten or darken the scan.
7. Press the **Start** button
8. Once the scan is complete, tap the **Home** button in the lower left corner of the touchscreen.

IMPORTANT NOTE: If the copier beeps and/or displays an error code, it is likely that your address book entry in the scanner is not correct. If so, please verify that the email address in your address book entry is correct.

Retrieve your scanned document:

1. Simply login to your SJSU Gmail account to download your scanned document: https://mail.google.com/

MLML Network Printer DNS Names

STUDENT PRINTERS

Library Copy Machine/Printer - Konica Minolta bizhub C550i: **mlm-library-printer.sjsu.edu**

NOTE: *The printers below are restricted, please do not use them unless you have approval.*

LAB PRINTERS

Mammal Lab Printer - HP M401dne: **ps215**

Benthic Lab Printer - Brother HL-5250DN: **ps216**

ChemOce Printer - HP LaserJet 2300dn: **ps507**

Phyc Lab Printer - HP LaserJet P4014n: **ps218**

GeoOce Printer - HP LaserJet 2300dn: **ps511c**

Invert Lab Printer - **NONE**

PhysOce Lab Printer - **NONE**

Ich Lab Printer - **NONE**

BioOce Lab Printer - **NONE**

FRONT OFFICE PRINTERS

Admin Copy Machine/Printer - Konica Minolta bizhub C550i: **mlm-admin-printer.sjsu.edu**

Admin Printer- Faculty offices wing - HP LaserJet M610: **faculty-printer.mlml.calstate.edu**

GROUP PRINTERS

Faculty Printer - HP LaserJet p4515d: **ps416**

MOBY Printer - Xerox ColorQube 8570DN: **ps509c**

PSRC Printer - HP LaserJet 4250N: **ps5141**

Starr Lab Printer - HP LaserJet 1320n - **ps514**

Marine OPs Copier - Xerox WorkCentre 3615: **psmarineops**

Marine OPs Printer - Xerox Phaser 6180: **psmarineops2**

Hab Center Printer - Minolta QMS MC2350: **pshabc**

Small Boats Printer - HP K60: **HP K60**

Norte Printer - Xerox Phaser 3610: **psnorte**

Norte Printer - Xerox WorkCentre 3615: **psnorte2**

Norte MPSL Field Crew Printer - Brother HL-5100DN - **psnorte47**

CCWG Printer - HP Laser Jet Pro M402dw: **pssandholdt1**

CCWG Printer - HP OfficeJet Pro 8715: **pssandholdt2**

Aquaculture Center Printer - Lexmark C746: **psaquaculture**

Installing Admin/Library Konica Minolta Copiers (Windows)

IMPORTANT:

- There are three parts to this process:
  1. Downloading the Konica Minolta driver
  2. Installing the printer on your device
  3. Configuring the printer properly
- All three parts are outlined below
- **Please complete all three and follow these instructions completely. Otherwise, you will be unable to print successfully.**
- If you encounter any problems, please come by the IT Help Desk in the main office or submit a Help Desk ticket.

Windows 10

> These are instructions for setting up the new Konica Minolta copiers that were installed in December 2021 on Windows machines. If you find something that is out of date, please submit a Help Desk ticket.

1. Download the printer driver

- Click this link to be taken to the Konica Minolta driver website for this printer (C550i).
- Click on the category for your operating system (most likely Windows 10 64-bit)
- The page has multiple files available for download. Download the newest version of the full printer driver (.zip), as shown below. There may be a newer version than what is shown in this screenshot.
  c550i_newest_version.PNG
- Save the .zip file to your computer, and open it when the download is complete.
- Extract the files to a folder:
  extract_to_folder.png

- Most of the time, it will offer to extract the contents to same location where the zip file is saved (ex: Downloads folder)

2. Add the printer

1. Open the Windows Start Menu and find the **Settings** app:
   Settings_start.png

2. It should be the **Gear Icon** above the **Power Icon** Start Menu Button or you can search **Settings** in the Search box.

   - In Settings, click **Devices** > **Printers & scanners**

- Click **Add a printer or scanner**.
  add_a_printer.png

- At the bottom of the list of printers, click **The printer I want isn't listed.**
  add_a_printer_notlisted.png
- Select **Add a printer using an IP address or hostname** and click **Next.**
  add_printer_by_ip.png

- Enter the following information:
  - Device type: **TCP/IP Device**
  - Hostname or IP Address:
    - Library Copier: **mlm-library-printer.sjsu.edu**
    - Admin Office copier: **mlm-admin-printer.sjsu.edu**
  - Port name: this will auto-fill based on the hostname entered, you don't need to change it.
  - UNCHECK **Query the printer and automatically select the driver to use**.
    tcpip_setup.png
  - Click **Next**.
  - You may be told that additional port information is required. Leave **Generic Network Card** selected and click **Next**.
  - Click **Have disk**.
    havedisk_setup.png
  - Click **Browse** and locate the folder that you extracted containing the driver files in Step 1.
    - Inside the folder, navigate to **Drivers/PCL/EN/Win_x64/**
    - Select the .inf file that appears in the folder and click **Open.**
      havedisk_setup2.png
    - Click **OK** and then **Next**.

- Select **KONICA MINOLTA C650iSeriesPCL** from the list of drivers (The 550i and 650i use the same software):
  install_printerdriver.png
- Name the printer (E.g. “Library Copier - Room 102B” or “Admin Copier - Front office”)
  naming_printer.png
- Click **Next**.
- You will be asked if you want to share the printer on the network. Select **Do not share this printer** and click **Next**.
  naming_printer.png
- Click **Finish**. Do not print a test page. Uncheck the box for "Print a test page" if applicable.

3. Set Default Printing Settings

- Find the copier in your list of printers and click on it, then click **Manage**:
  manage_print.png
- Click **Printing preferences:**
  print_pref.png
- Select the “Favorite Setting” dropdown and click **Gray Scale**:
  fav_setting.png
- Click **OK.**
- This means that when you print, it will default to grayscale (black and white). If you need to print in color, you can select a color preset, but you should leave the default/favorite setting as grayscale.
- If you need to change other printing settings, the **Printing preferences** menu is where you access them. Remember to leave the default set to grayscale.
- The printer is now ready to be used.

Installing Admin/Library Konica Minolta Copiers (macOS)

IMPORTANT:

- There are three parts to this process:
  1. Downloading the Konica Minolta driver
  2. Installing the printer on your device
  3. Configuring the printer properly
- All three parts are outlined below
- **Please complete all three and follow these instructions completely. Otherwise, you will be unable to print successfully.**
- If you encounter any problems, please come by the IT Help Desk in the main office or submit a Help Desk ticket.

> These instructions are for the NEW Konica Minolta copiers that were installed in December 2021 for use with newer versions of macOS. Older versions of macOS will have similar instructions, but certain fields may be named slightly different. If you find something that is out of date, please submit a Help Desk ticket.

1. Download the printer driver

- Click this link to be taken to the Konica Minolta driver website for this printer (C550i)
- Find your operating system and select it
  - If you do not know your operating system, click on the Apple icon in the top left corner of your screen and select “About This Mac”
- Download the newest version of the full printer driver (.zip), as shown below. There may be a newer version than what is shown in this screenshot.
  - There may be multiple versions of the print driver. If so, make sure you are selecting the driver for Letter paper, as shown below.

  1.png
- Once the download is complete, open the .zip file to extract the .pkg file and run it

2.png

- When the installer launches, click continue/agree when prompted and complete the driver installation. If a pop-up comes up saying "Installer" would like to access files in your Downloads folder click **OK**. Move the Installer to Trash.

2. Add the printer

- Access your **System Preferences** (in the drop-down menu from clicking on the Apple logo in the top left corner of the desktop).
- Go to **Printers & Scanners**. Click on the **+** button to add a printer.
  *NOTE: If you have the old library or admin printer installed, remove it first by highlighting it, then clicking on the **-** symbol.*
  plus.png
- Click the **globe icon/IP tab** at the top of the window
  globe.png
  OR
  IP.png
- Enter the following for the printer you wish to add into the **Address** text box
  - Library Copier: **mlm-library-printer.sjsu.edu**
  - Admin Office copier: **mlm-admin-printer.sjsu.edu**
- Select **Line Printer Daemon - LPD** from the **Protocol** drop-down menu.
- Leave the **Queue** field blank.
- Change the name of the printer to something that helps you easily identify the printer (eg. "Library Printer" or "Admin Copier"). You may do the same for the **Location** field if you desire.
- Select the **Select Software…** option from the **Use** drop-down menu. Search for the model # of the printer
  - Library and Admin office copiers: **KONICA MINOLTA C550i PS**
- Highlight the correct print driver and click **OK** without changing any fields, then click the **Add** button
- Admin Copier Example:
  example.png
- Select the following options in the printer setup window then click **OK**:
  - Paper Source Unit: **PC-416**
  - Finisher: **FS-539**
  - Leave all other settings as default, click **OK**
    settings.png
- The printer is now installed, follow the next steps in order to print successfully.

3. Configure Printing Presets

- Open a blank Word document or text file.
- Select **Print…** from the **File** menu

- From the drop down list in the middle of the print dialogue box select **Quality**
  quality.png
- Under **Select Color** choose **Gray Scale**
  gray scale.png
- Go to the **Presets** drop-down menu and select **Save Current Settings as a Preset…** Name this preset something easy to distinguish, such as “MLML B&W” and **apply only to this printer**. Click **OK**.
  preset.png
- Repeat these steps to create a preset for color printing by selecting **Auto Color**.
- Click **Cancel** to exit the print dialog.
- Ensure that you are selecting the correct preset when printing B&W vs. color documents.