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**

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