Setting up network Printing on Konica in Windows XP

1. Click on Start → Printer and Faxes → Add a Printer
2. Follow the below diagrams and clicking NEXT

Click NEXT
Browse to Workgroup ECSE and double click ECSE-CLUSTER
Select the Printer share name according to the location and room of the Konica.
Example print queue \Ecse-cluster\KMC450-B35-218-PCL (KMC - prints COLOUR as well black and white and KM – BLACK and WHITE printing only.
Click Next

Click Yes
You have successfully added a printer if you see a screen like this. Click Finish.

**Configure your printing preferences**

Right click on the installed Konica printer and click properties.

Click on Printing Preferences

This is the page to select your printing options
Settings should be as above for double sided printing

Original Size – Choose A4
Output Size - Choose A4 (as default) or A3

Under Binding
Select Left Binding option
Select Double-Sided
Authenticating yourself to ECSE-Cluster for printing

Click on User Authentication/Account Track

Tick User Authentication
1. Select Recipient User
2. Enter your departmental staff username
3. Password is your staff Monash ID number without leading zeroes
   (if password has been changed from the Konica you will need to modify the passwords under
   this same page instruction so username and password is in sync from Konica and PC)
4. Click OK

Note:
You will not be able to print if your username and password is incorrect/invalid
Black/White and Colour Printing
Under the Printing and Preference page, Select Quality at the top

1. Select Grayscale for black/white printing (should be default)
2. Select Color for colour printing
   (remember colour printing cost 10 times as much as back and white)
3. Original Image Type should be Document as default (select Photo to print nice colour photos)
4. Top right hand corner, Click on Save/Restore Setting
   Click Save Current Setting
Type in your Name
Click OK
5. Top right hand corner, Click on Save/Restore Setting
Click Edit Library
Click on the Save Name
Click on the up Blue arrow so your saved file name is at the very top
Click Close

Konica Printer Trouble shooting

1. A pop up window will appear at the bottom right hand corner if a job has been sent to the Konica.
2. If the job did not print
   Go back and check - Authenticating yourself to ECSE-Cluster for printing

Click on User Authentication/Account Track
Tick User Authentication
   1. Select Recipient User
   2. Enter your departmental staff username
   3. Password is your staff Monash ID number without leading zeroes
      (if password has been changed from the Konica you will need to modify the passwords under this same page instruction so username and password is in sync from Konica and PC)
   4. Click OK
   5. Try printing again

Note:
You will not be able to print if your username and password is incorrect/invalid