

A new way of printing has arrived

Managed Print

A Sustainable City initiative

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Setting Your Default Printer on PC

How to set up to use the new Multi-Function Device (MFD)

MFDs allow you to photocopy, scan, to print in colour or mono, using A3 or A4 paper. They may also have stapling features and will look similar to either of the models below:



1 You will need to change the default printer on your computer to Managed Print Service

Open Devices and Printers by clicking the **Start** button ¹⁰ and then, on the Start menu, clicking **Devices and Printers**

Right click the Managed Print Service icon, shown below, and then click **Set as default printer**. (You will see a check mark on the printer's icon signifying that it is now your default printer)



You need to register your University ID card at any of the new MFD Swipe your ID card through the printer's swipe reader and enter your usual Windows username and password. (You will only need to do this once)

How to retrieve your prints from the MFD

- You are able to retrieve your prints from any new MFD
- Swipe your ID card through a MFD's swipe reader to retrieve your prints. You will need to collect your prints within 24 hours or they cannot be printed



Setting Your Default Printer on Mac

- 1. Install the Kyocera Driver for Mac <u>here</u> and follow the screen prompts to install the driver.
- 2. Open 'System Preferences' -> Click on 'Printers & Scanners'

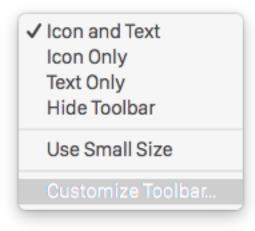


3. Click on the '+' and then 'Add Printer or Scanner'

Printers HP Color LaserJet CP4 Idle	HP Color LaserJ	
Managed Print Service Idle, Last Used	Options & Su	pplies
	Location: Kind: HP Color LaserJet C Status: Idle	P4020-CP4520 Series
F	Share this printer on the network	Sharing Preferences
Add Printer or Scanner	Last Printer Use	ed 😒
Nearby Printers Canon LBP2900 @ MacBook Pro - Canon MP540 series @ saalap836		



4. Right click next to 'Windows' on the toolbar and select 'Customise Toolbar'



5. Drag the 'Advanced' icon to the toolbar and press 'Done'

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Default IP Windows	Search			
Drag your favorite items into th	Drag your favorite items into the toolbar			
Windows Advanced IP	Default Search Space	Flexible Space		
or drag the default set into th	e toolbar.			
Default IP Windows	Q			
Show Icon and Text	Use small size	Done		
Location: Use:		٥		
		Add		



6. Click on 'Advanced' from the toolbar and change the settings to the following: Type: **Windows printer via spools**

Device: Another Device

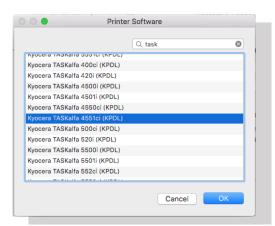
URL: smb://10.200.40.57/Managed%20Print%20Service

Name: Managed Print Service

Location:

Use: Select Software

Select Kyocera TASKalfa 4551ci (KPDL), click on OK



7. Click on 'Add'

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🔒 🌚	=		Q Search	
Default IP	Windows	Advanced	Search	
Type:	Windows printe	er via spoolss		0
Device:	Another Device	9		0
URL:	smb://10.200.40	0.57/Managed%	20Print%20Service	
Name:	Managed Prin	t Service		
Location:				_
Use:				
Use:	Kyocera TASP	Kalfa 4551ci (K		<u> </u>
				Add
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8. Change the settings to the following:



Paper Feeders: Not Installed

Document Finisher: 4000-Sheet finisher

Check, Punch Unit and Folding Unit

Optional Disk: Hard Disk

9. The first time you print to 'Managed Print Server' you will need to login with your enterprise account and check the 'Remember this password' option.

	Enter your na "Managed Pri	me and password for the printer int Service".
	Connect as:	 Registered User Using an Apple ID
	Name:	UserID
	Password:	••••
	Rememb	per this password in my keychain
		Cancel



Printing In Colour/Black and White on Mac

1. To print in colour or black and white Click on *File > Print*

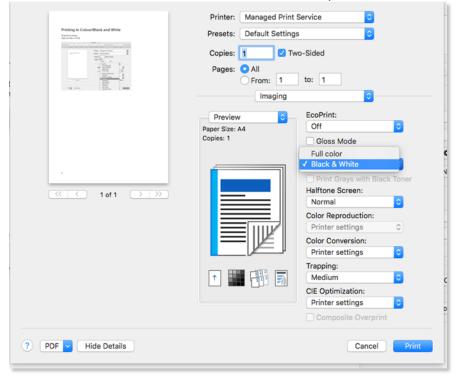
Copies:	1 C Two-Sided
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- 2. Click on **Show Details** to show more options.
- 3. From the third dropdown list select *Imaging*.
 - a. If you do not find this on the dropdown list, follow the instructions <u>here</u> to readd the printer.

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4. Under Color Mode select Full Color/Black & White to print in color or black & white.





Setting Your Default Printer on Linux

Please find the steps to get the printing working on a Linux computer:

1. Make sure your samba file (smb.conf) has correct entries, see sample smb.conf file that works with a city setup <u>here</u>.

2. Get a PPD file for your printer. You can find it here: https://www.openprinting.org/download/PPD/Kyocera/en/

3. Execute these commands:

/usr/sbin/lpadmin -p YourChosenPrinterName -v smb://NSQ687AP.ENTERPRISE.INTERNAL.CITY.AC.UK/ -P Correct_PPD_File.PPD /usr/sbin/cupsenable YourChosenPrinterName /usr/sbin/cupsaccept YourChosenPrinterName /usr/bin/lpoptions -p YourChosenPrinterName -o auth-info-required=username,password /usr/bin/lpoptions -p YourChosenPrinterName -o media=A4

4. Open printers.conf file (/etc/cups/printers.conf) and add a printer queue at the end of DeviceURI name as below:

DeviceURI smb://NSQ687AP.ENTERPRISE.INTERNAL.CITY.AC.UK/Managed Print Service

5. Restart cups service