



CITY UNIVERSITY LONDON

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)

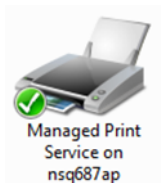
MFDs allow you to photocopy, scan, to print in colour or mono, using A3 or A4 paper. They may also have stapling features and will look similar to either of the models below:



- 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  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)



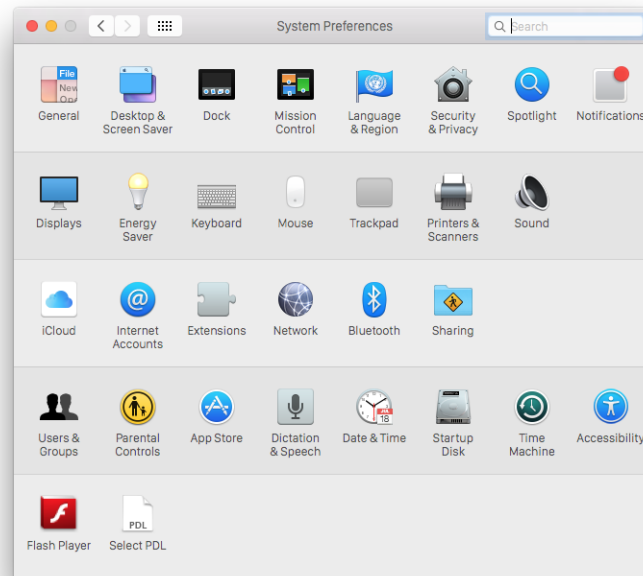
- 2 You need to register your University ID card at any of the new MFD
Swipe your ID card through the printer's swipe reader and enter your usual Windows username and password. (You will only need to do this once)

How to retrieve your prints from the MFD

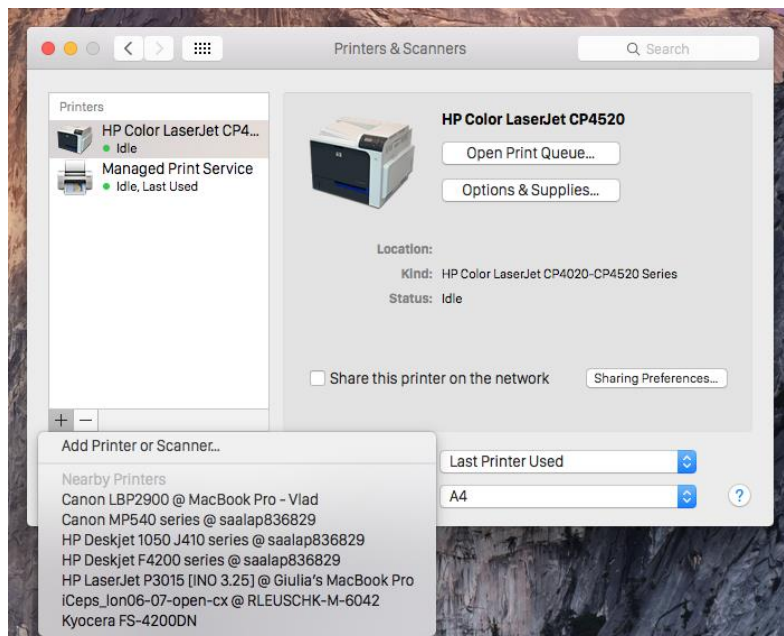
- You are able to retrieve your prints from any new MFD
- Swipe your ID card through a MFD's swipe reader to retrieve your prints. You will need to collect your prints within 24 hours or they cannot be printed

Setting Your Default Printer on Mac

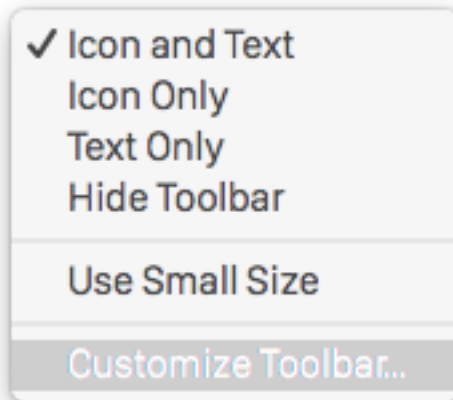
1. Install the Kyocera Driver for Mac [here](#) and follow the screen prompts to install the driver.
2. Open 'System Preferences' -> Click on 'Printers & Scanners'



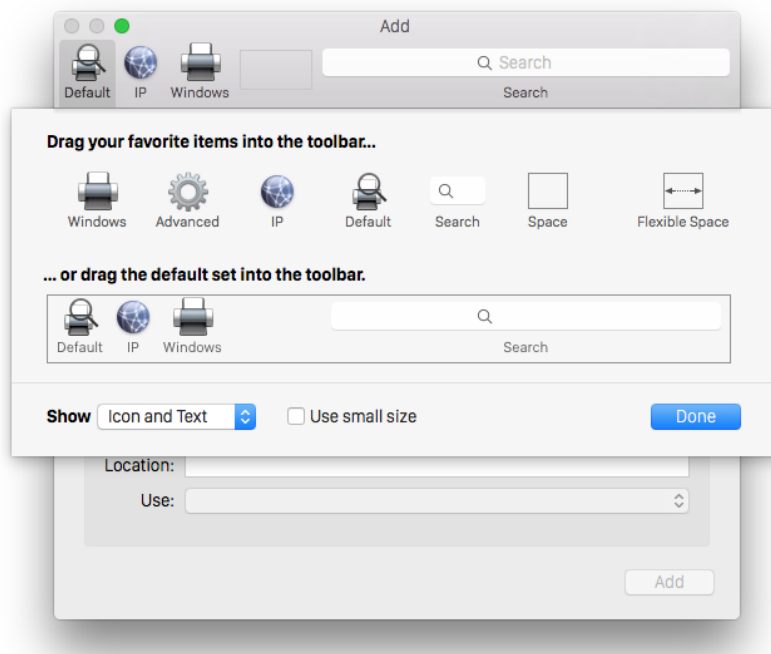
3. Click on the '+' and then 'Add Printer or Scanner'



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



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



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

Device: **Another Device**

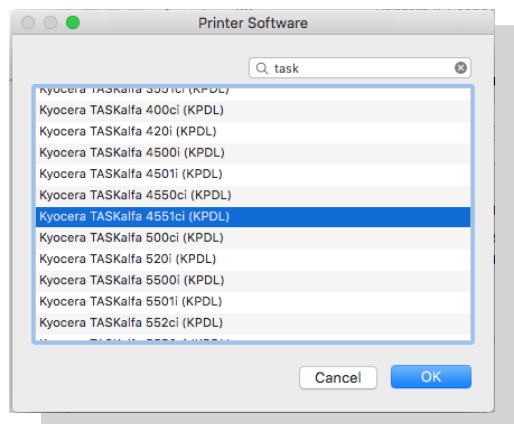
URL: **smb://10.200.40.57/Managed%20Print%20Service**

Name: **Managed Print Service**

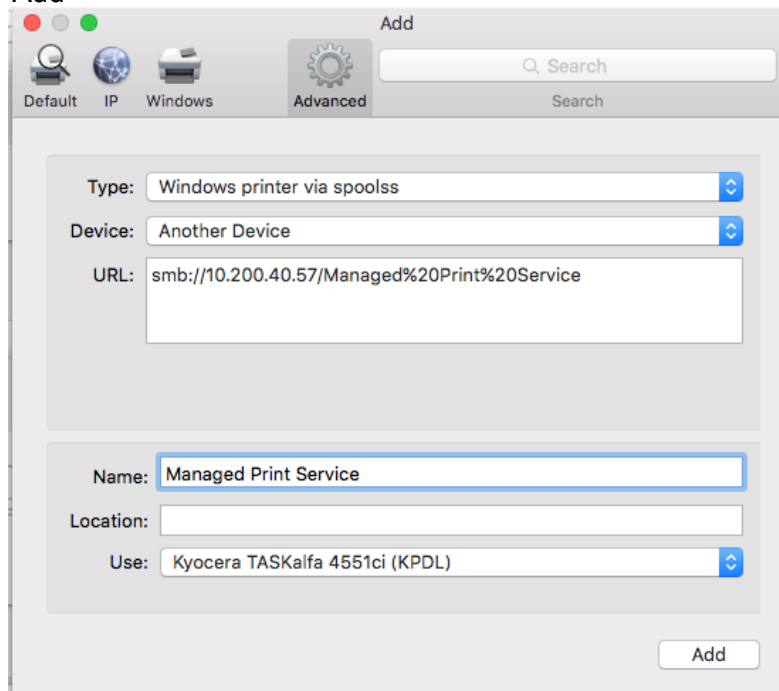
Location:

Use: **Select Software**

*Select Kyocera TASKalfa 4551ci (KPD), click on **OK***



7. Click on 'Add'



8. Change the settings to the following:

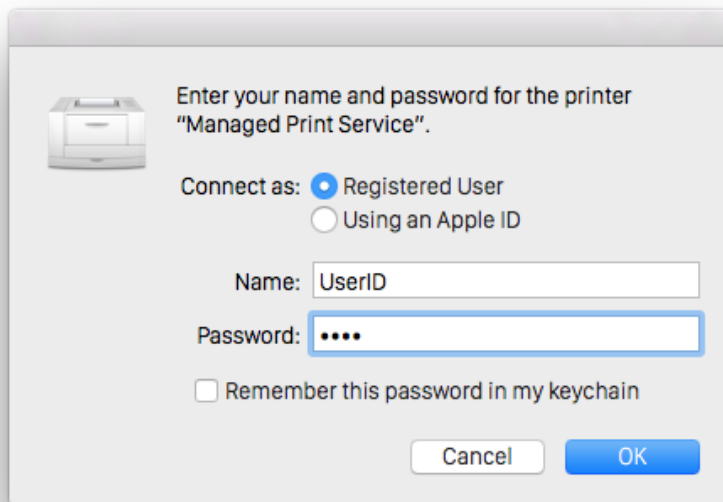
Paper Feeders: **Not Installed**

Document Finisher: **4000-Sheet finisher**

*Check, **Punch Unit and Folding Unit***

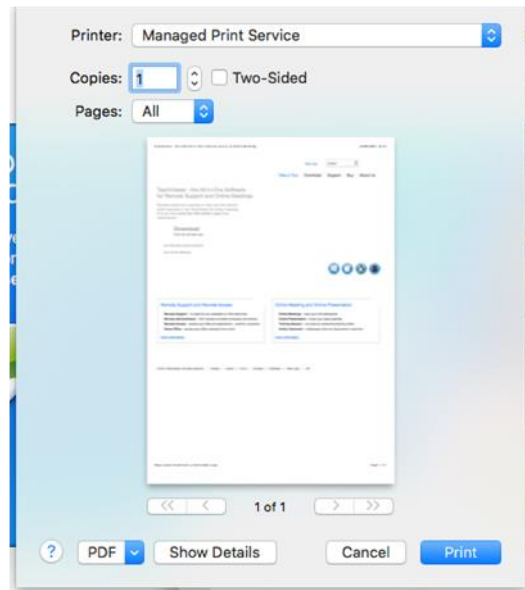
Optional Disk: **Hard Disk**

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.

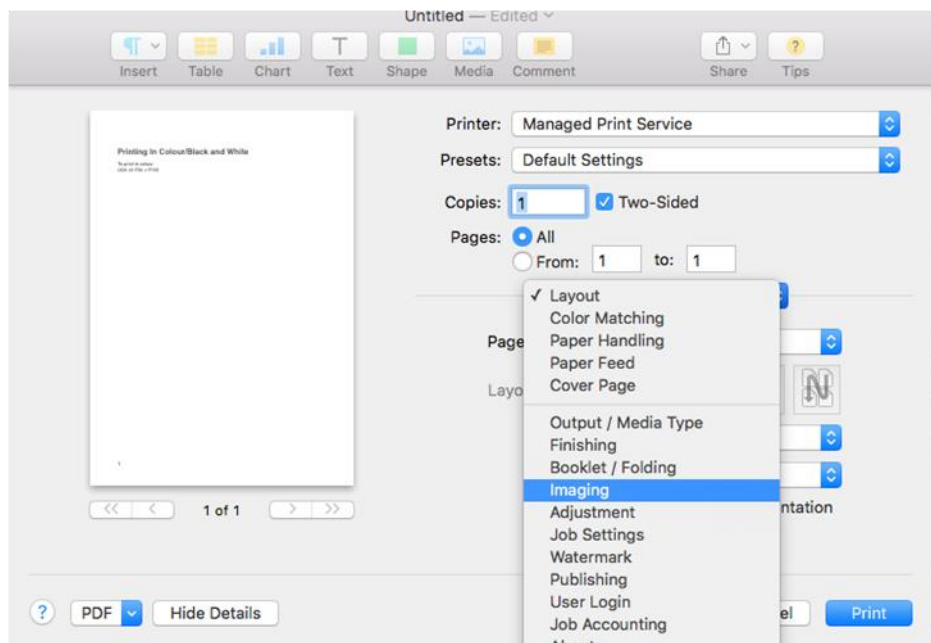


Printing In Colour/Black and White on Mac

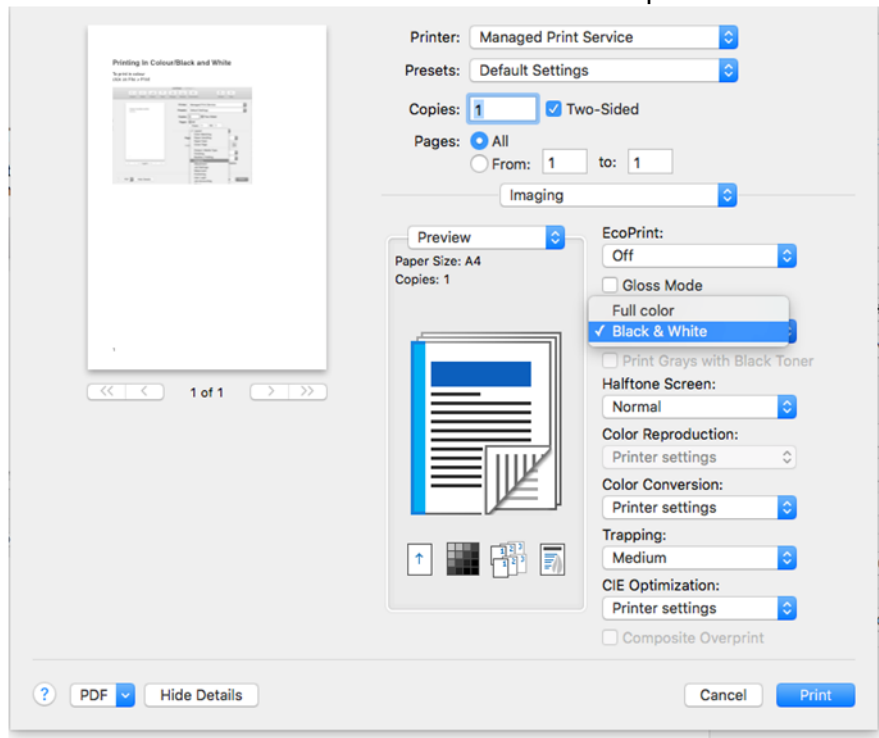
1. To print in colour or black and white Click on **File > Print**



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 [here](#) to re-add the printer.



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 [here](#).

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