## LIVELY PRINTER SETUP PROCEDURES

1. Install 1051 Konica Minolta Print drivers- bizhub PRO 1200/1200P/1051.

To install drivers, click RUN from the START button. Then enter the path <u>\\ltc-print\drivers\Konica 1051 in the</u> open window.

Run	? ×			
-	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.			
Open:	\\LTC-print\drivers\Konica 1051			
	OK Cancel Browse			

Select **AutoRun.exe** then follow the prompts: Printer Install  $\rightarrow$  PS-Postscript  $\rightarrow$  PS Plugin Driver  $\rightarrow$  EN-English Enter the Network printer name or IP Address (10.34.0.129).

To check the printer, run <u>\\ltc-print\LTC-KONICA1051-PRINTSHOP</u>

Run	? ×				
-	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.				
Open:					
	OK Cancel Browse				

2. Add network Printer for Lively Milnolta Printer. Use IP address 10.34.0.129 (Black and White). Print TEST PAGE

NOTE: Fiery Control manage print jobs and setup through Workflow option. Put print on hold. However, PaC prints directly to the printer therefore bypassing any Fiery Control settings.

TIS has access to the following Shared Folder setup by Lively
 <u>\\LTC-FP\Shared\District Print</u>. Enter into the RUN or CMD line will take you to the shared folder.

You can drag and drop print files to this location. Then fill out a Lively Print Shop Request Form from Liquid Office.

## Pac - Printing W2/1099.

- 1. Be sure the above 1051 Konica Minolta Printer is setup on your desktop.
- 2. From PaC navigate to Year End process HR\PA\YE\PA\CA\WP.
- 3. Run Step 1 3.
- 4. To test W2 Print, click on STEP 4 Print the W2s.



5. STEP 4 – Print the W2s options

HR\PA\YE\PA\CA\WP - 3084 - Print the W2s	<
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Install Fonts Employee W2s Employee W2s Standard Print Employee FICA/Medicare W2s on the 11" Perforated Universal Form (#84PERF) Print Employee Medicare Only W2s on the 11" Perforated Universal Form (#80650) Print Employee FICA/Medicare W2s on the 14" Perforated Universal form (#80650) Print Employee Medicare Only W2s on the 14" Perforated Universal form (#80650) Print Employee Medicare Only W2s on the 14" Perforated Universal form (#80650) Print Employee Medicare Only W2s on the 14" Perforated Universal form (#80650) Print Employee Medicare Only W2s on the 14" Perforated Universal form (#80650) Print Employee Medicare Only W2s on the 14" Perforated form (#80640) Print State FICA/Medicare W2s (on blank paper) Print State Medicare Only W2s (on blank paper) Print Employer FICA/Medicare W2s (on blank paper) Print Employer FICA/Medicare W2s (on blank paper) Print Employer Medicare Only W2s (on blank paper)	
Select this option to install the fonts that are required for printing the W2 files.	Ī

- 6. Print both the Standard options.
  - Print Employee FICA/Medicare W2s on the 11"Perforated Universal Form (#B4PERF)
  - Print Employee Medicare Only W2s on the 11"Perforated Universal Form (#B4PERF)

NOTE: Notification to load 11" Perforated Universal forms (#B4PERF) then click YES to process.

Print Em	ployee FICA/Medicare W2s on the 11" Perforated Universal Form (#B4PERF)	×			
2	This process creates a Print Engine Package File that will be used to print the W2s. This process will take approximately 1 minute.				
	Please load your 11" Perforated Universal forms (#B4PERF) into the printer.				
	Continue with the W2 Print Process?				
	Yes No				

Processing Please Wait.

7. **Remember** before printing W2 each time you have to "Select the Printer" by doing the following steps:

HR\PA\YE\PA\CA\WP - 3084 - Print Er	igine Package Viev	ver		×
Print ?Options	Page: 1	▼ ▶ <u>N</u> ext Zoo	om: Page Width 💌	● C <u>l</u> ose
- Click on ?Option – Select Printer -	- Konica Minolta	1200/1051 print	er	
Select Printer		×		
LTC-KONICA1051-PRINTSHOP on ltc-print (from	Properties.	· _ ]		
0	K Cancel			

- Select **Properties Basic** to change the Paper Tray. For example, **Tray 4** is where the perforated forms can be loaded.
- Print a few test pages on the Perforated W2 form.
- To change alignment, click ?Options Adjust Print Alignment make changes and click OK.



8. Click Print then you can either check **Print ALL** or **Print Page Range**.

HR\PA\YE\PA\CA\WP - 3084 - F	Print Engine Package View	wer		×
Print ?Options	Rrev Page: 1	💌 🕨 <u>N</u> ext	Zoom: Page Width 💌	● C <u>l</u> ose
Form Print Options				
✓ Print Page Range: 1 – 15 Number of Copies 1				
OK Cancel				