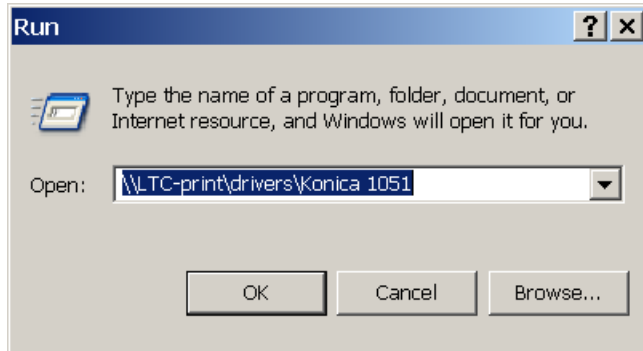


LIVELY PRINTER SETUP PROCEDURES

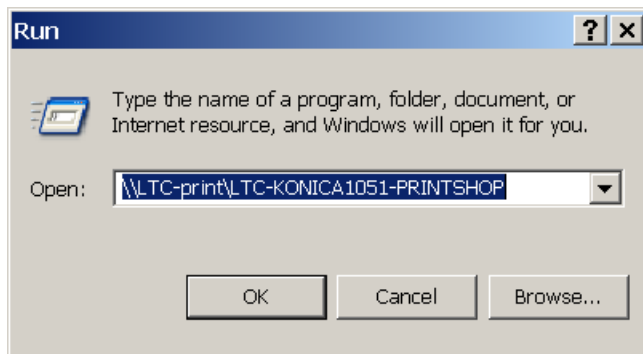
1. Install 1051 Konica Minolta Print drivers- [bizhub PRO 1200/1200P/1051](#).

To install drivers, click RUN from the START button. Then enter the path [\\ltc-print\drivers\Konica 1051](#) in the [open window](#).



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

To check the printer, run [\\ltc-print\LTC-KONICA1051-PRINTSHOP](#)



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.

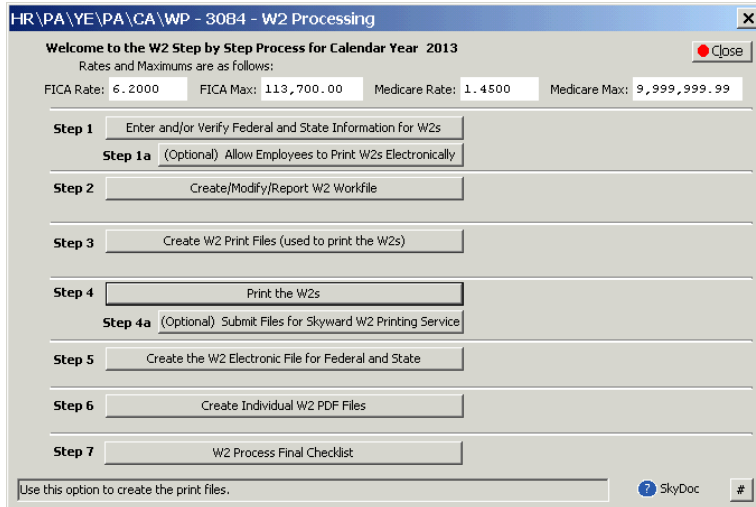
3. TIS has access to the following Shared Folder setup by Lively
[\\LTC-FP\Shared\District Print](#) . Enter into the RUN or CMD line will take you to the shared folder.

You can drag and drop print files to this location.

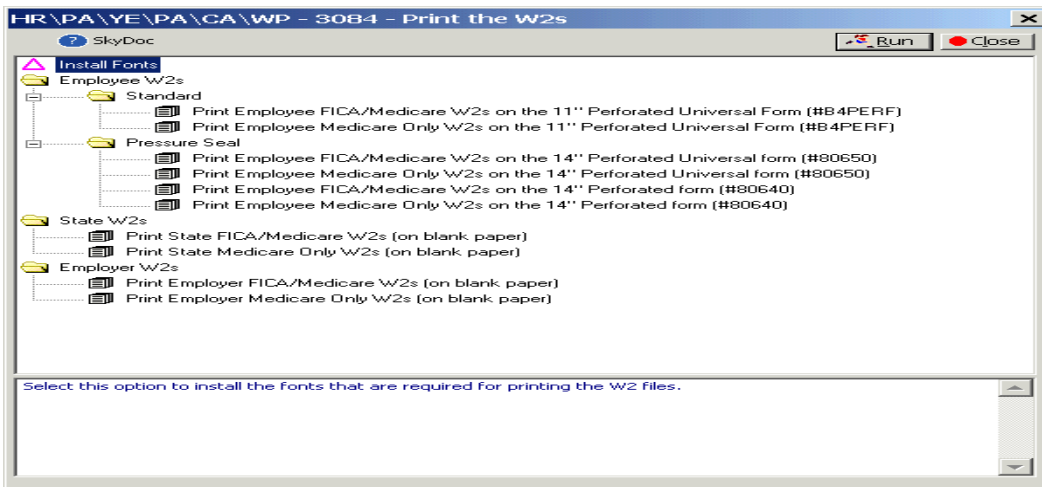
Then fill out a Lively Print Shop Request Form from Liquid Office.

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.

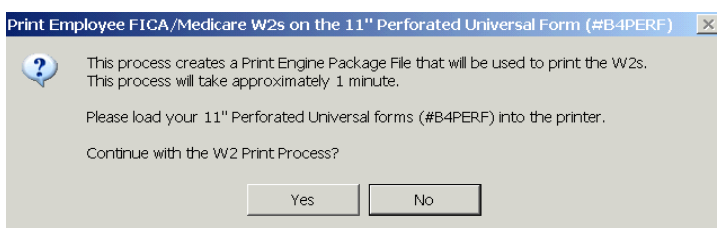


5. STEP 4 – Print the W2s options



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.

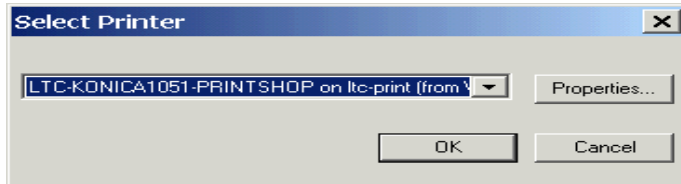


Processing Please Wait.

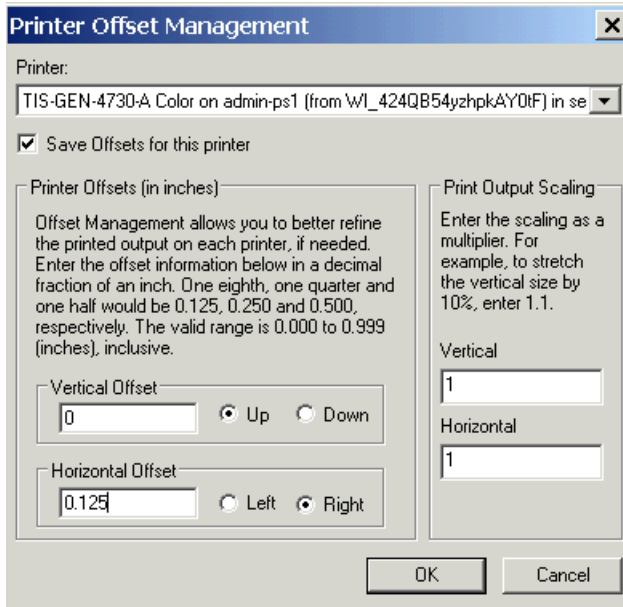
- Remember before printing W2 each time you have to “Select the Printer” by doing the following steps:



- Click on ?Option – Select Printer – [Konica Minolta 1200/1051](#) printer



- 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.



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

