

Adding a Canon copier UM OSX

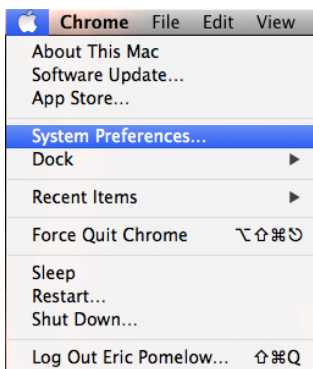
- This documentation is to assist UTSC and others in adding a copier to their machine. Please refer to [UM Canon information](#) for a list of the copier names, or ask the end user for the name on the orange card on the front of the device. This name matches the hostname and will be in the 'printers.um.maine.edu' domain in NM. (All new devices will be hostname.printers.um.maine.edu format).
- Printers are usually set up to print directly to, only a few departments use print servers, and I have not identified them.
- **Downloads are available at [Google Drive](#)**

Adding a printer with OSX: Scripted method

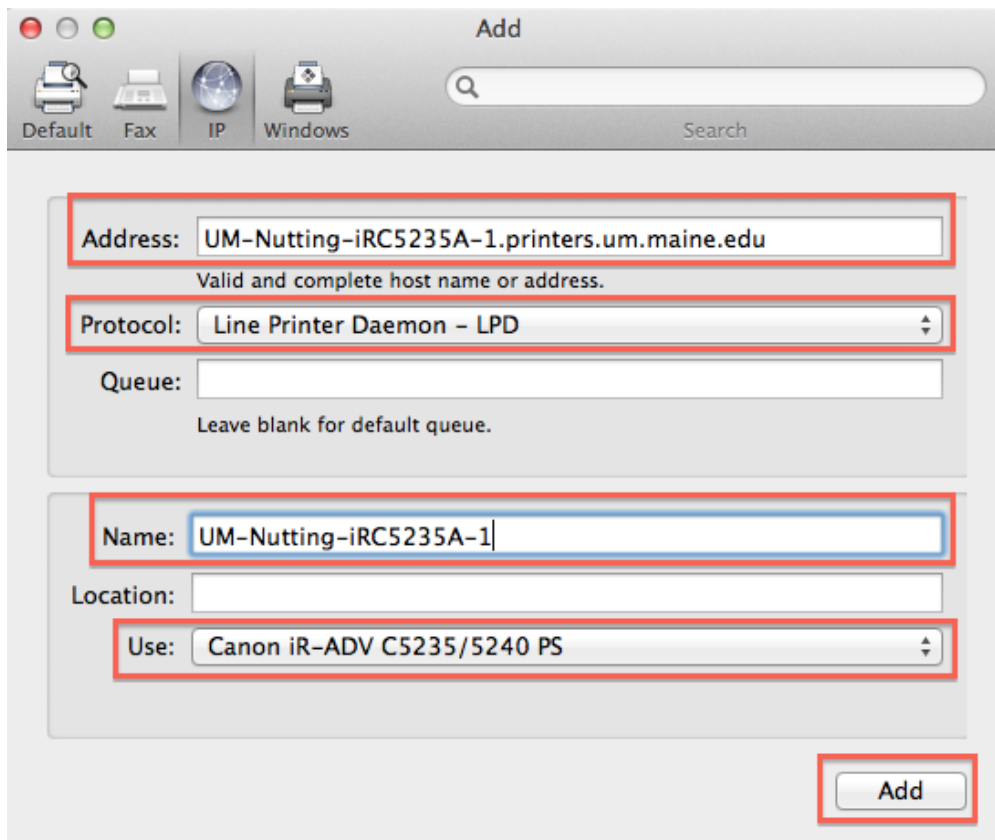
- Download the package from my [Google Drive](#) labeled "UM-Canon-install.dmg"
- Open the dmg file and it will contain an Applescript, double click this.
- If you have not already installed the drivers, it will do so now.
- If you have already installed the drivers, you will be prompted to search for a printer, you may either search by serial number, building name, or hostname found on the front of the device (orange sticker).
- If you are using Department IDs, please visit the help page to learn how to enable that function.

Adding a printer with OSX: Manual method

- Download the drivers from my [Google Drive](#) (no sign-on required) or from Canon's website directly. Please use Postscript (PS) for all models except the tabletop models iR1025. For the tabletop models, please use the UFRii driver. Both packages will install all the canon drivers for a searchable list while adding.
- Make sure the user is an admin, or as administrative rights. Install the driver by double-clicking the package and follow on-screen instructions.
- Click on the Apple in the upper left corner and go to System Preferences.



- Select Print & Scan
- Click the lock at the bottom corner if it is locked, then click the + sign.
- Click 'IP' or 'IP Printing' at the top of the next window and select 'Line Printer Daemon - LPD' as the protocol.
- In the address field, type the hostname of the printer. Do not use the IP address of the device. As above, the hostname will match the orange card on the front of the device, and will be **'UM-Building-Dept-model-1.printers.um.maine.edu** ex: UM-Nutting-iRC5235A-1.printers.um.maine.edu.
- The name will automatically be filled in matching the hostname, just delete the printers.um.maine.edu from the end.
- Fill in a location such as a room if necessary, this part is not required.
- In the 'Use' field, select the driver from the list. Typing in C523 will show you the C5235 driver, use the PS driver.
- Click Add. And the Printer is done. Continue on if the user has Department IDs in use.



To enable your computer to take advantage of added functionality of the copier/printer, change the following settings from the default. Also, if your printer requires printer codes, [click here to configure Department ID Management](#), or you will be unable to print!

To get to these settings, go to:

(OS X 10.10 - Yosemite) - Apple Menu > System Preferences > Printers & Scanners > (double-click on the desired printer on the left) > Settings

(OS X 10.9 - Mavericks) - Apple Menu > System Preferences > Printers & Scanners > (double-click on the desired printer on the left) > Settings

(OS X 10.8 - Mountain Lion) - Apple Menu > System Preferences > Print & Scan > (double-click on the desired printer on the left) > Settings

(OS X 10.7 - Lion) - Apple Menu > System Preferences > Print & Scan > (double-click on the desired printer on the left) > Printer Setup

(OS X 10.6 - Snow Leopard) - Apple Menu > System Preferences > Print & Fax > (double-click on the desired printer on the left) > Printer Setup

From Printer Setup/Settings, go to Driver/Options to make sure the following settings are configured /checked on your model:

1025 model

Paper Source Options: 500 Sheet Drawer
Department ID Management box should be checked ONLY IF your printer requires codes.

4225/4235 models

Cassette Feeding Unit: On
Output Options: Inner Finisher D1
Department ID Management box should be checked ONLY IF your printer requires codes.

C5235/5240 models

Cassette Feeding Unit: On (not shown here, is further up the screen above paper deck unit)
Output Options: Inner Finisher E1
Department ID Management box should be checked ONLY IF your printer requires codes. Department ID Management should be CHECKED

6255/6265 models

Output Options: Staple Finisher P1
External Puncher: 2/3 Holes
Department ID Management box should be checked ONLY IF your printer requires codes.