Copy of Configuring your Mac for Canon MFP Dept ID Management

Note: I have copied and modified the directions already in Confluence for this process. I wanted to highlight that there are 2 areas in the Mac printer setup that are critical to set and have inserted new screen shots to reflect that as well. Can someone review and confirm that my instructions are correct before I request they replace those already out there?

Thank you,

Niki

To add your department's copy/print code on a Mac you will need to modify multiple settings in the print driver.

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

1. 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
4225/4235 models

Cassette Feeding Unit: On
Output Options: Inner Finisher D1
Department ID Management box should be CHECKED
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 should be CHECKED
6255/6265 models

Output Options: Staple Finisher P1
External Puncher: 2/3 Holes
Department ID Management box should be CHECKED
2. To add the Department copy/print code, click the "Utility" tab/button. Then, click the "Open Printer Utility" button.

1. Make sure "Use Department ID Management" is checked.
2. Enter your department copy code in BOTH the Department ID and PIN fields. (If you don't know your code, contact your supervisor / division chair.)
   a. Check the 'Confirm Department ID' box if the user uses more than one code. This will enable the user to use the default code (set above), or use an alternative code if they track based on projects. This is not typically the norm, but is done in some instances.
3. Click the "Save Settings" button and close the window.
4. Close the Print and Fax window, and you are ready to print!
Alternate Method to add your Department's Copy Code to a Mac

In order to print, you will need to add your department's copy code to the printer settings on your Mac. If you are not able to do this following the instructions above, this method should be available to you.

1. In the program you want to print from, select File > Print and choose the printer from the drop-down menu at the top.
2. In the lower left of the window, if you see a "Show Details" button, click it to expand the print window.
3. There’s a drop-down menu underneath the "portrait/landscape" icons. Select "Special Features."
4. Under Job Processing, select Print. There should also be a check next to "Use Department ID Management." (If you don't see "Use Department ID Management" correct the settings in step ___ above.)
5. Press the "Settings" button and enter the proper entries for "Department ID" and "PIN."
6. Click Ok.
7. Click Print.