

INSTALLING CANON PRINT DRIVER ON A MACINTOSH COMPUTER

Before you start these instructions, you must be an administrator on your Macintosh; and you must be connected to the Pepperdine network.

1. Locate the Canon copier to which you want to print and copy the (a) IP address and (b) model number from the label on the copier.
2. On your Macintosh, press “command” and “K” simultaneously to open a window to connect to the server. Then enter “smb://mal-prog/programs” (without the quotes) into the Server Address field; and press “Connect.” Enter your NTID and Password.
3. In the Canon Mac Drivers folder, drag the **PS_v4.0.0_Mac.zip** file to your desktop. (This is the only driver for all Macintoshes, no matter which operating system or to which Canon copier you want to print.)
4. Double click to unzip the file. Then double click to open the unzipped file, and click to open “Canon_PS_Installer.pkg.”
5. Click through the process to install the printer. Agree to the terms of the software use. At the end you should see “Installation Successful,” then click “close.”
6. At this point you have installed the driver. You must now add your printer using the driver.
7. Under the Apple, choose System Preferences.
8. On the System Preferences screen, in the Hardware section, choose “Print & Fax” or “Print & Scan.”
9. If you are replacing the driver for an existing printer, click to highlight the existing printer; then click the minus (-) sign under Printers to delete the printer from the list.
10. Click the plus (+) sign under Printers to add the new printer.
11. Choose the IP tab.
12. Enter into the Address field the IP address you got from the copier’s label (it should start with 10.120 or 10.121.x.x.) The Location field should auto-populate. If it does not auto-populate, you have either entered the wrong IP address or your computer is not connected to the Pepperdine network. Do not proceed until the Address field contains the copier’s IP address.
13. In the Queue field, type “print” (without the quotes).
14. You may change the Name field to anything (for instance “Canon Copier 1051”).

15. Change the Print Using field to “Select Printer Software.”
16. Enter the copier model number into the Search field (examples: 3235, 5051, 6055, or 8085). If that model shows multiple copiers, please always select the PS (postscript) model (example: Canon IR3235 PS). Then click “OK.”
17. Click “Add.”
18. You will be returned to the “Print & Fax” window.
19. Double click the name of the new Canon copier you just added; and proceed to the next section of these instructions to enter your department’s copy code into the Canon copier driver.

ENTERING YOUR DEPARTMENT’S COPY CODE

1. To print to a copier, you need to enter a copy code these instructions will keep you from having to re-enter the copy code every time you print.
2. Click the Printer Setup icon in the new copier window.
3. Click the Utility tab.
4. Click the Open Printer Utility button.
5. Click the Printer Information button to make sure your computer does talk to the new Canon copier. You know it has successfully talked to the copier when you see a Printer Information window containing copier configuration information, such as Communication Method is Bidirectional. If you do not see this information, please double-check your computer connection to the network; and do not proceed until this step has been successfully completed.
6. Click OK to proceed.
7. Place a check mark in front of “Use Department ID Management.”
8. Enter your copy code in the Department ID field. Leave the Pin field blank. Click Verify button to learn if your copy code is correct. Click the OK button.
9. Click the Save Settings button to save your settings; then close the window.
10. Click the Driver tab on the new copier window to modify printer settings.
 - a. 2 Cassette Feeding Unit: On
 - b. Side Paper Deck: Off
 - c. Output Options: Finisher S1 (for 6000 and 8000 models, select Staple Finisher D1)
 - d. Copy Tray: Off
 - e. Finisher Tray: On

- f. Puncher Unit: None (for 6000 and 8000 models, select 2/3 holes)
- g. Place check mark in front of "Department ID Management"
- h. The rest of the settings can retain their default settings/
- i. Click OK; then close all windows.

11. You are now ready to print to the new copier.

If you have any questions, please call the Canon Copier support number (310-506-4593).