

PEPPERDINE UNIVERSITY
Information Technology

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_V3.51_Mac.zip** file to your desktop. (As of September 2011, this is the same 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 “Driver for mac OSX.dmg.”
5. Open “us_eng” and open “Canon PS Installer.pkg.”
6. Click through the process keeps continuing to install the printer. Agree to the terms of the software use. At the end you should see “Installation Successful,” then click “close.”
7. At this point you have installed the driver. You must now setup your printer using the driver.
8. Under the Apple, choose System Preferences.
9. On the System Preferences screen, in the Hardware section, choose “Print & Fax” or “Print & Scan.”
10. 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.
11. Click the plus (+) sign under Printers to add the new printer.
12. Choose the IP tab.
13. Enter into the Address field the IP address you got from the copier’s label. The Location field should auto-populate.
14. In the Queue field, type “print” (without the quotes).
15. You may change the Name field to anything (for instance “Canon Copier1051”)
16. Change the Print Using field to “Select Printer Software.”

17. Enter the copier model number into the Search field or scroll to find your copier model. If that model has multiple copiers, select the PS (postscript) model. Then click "OK."
18. Click "Add."
19. On the Installable Options screen, check the box in front of Department ID Management; then click Continue.
20. In the Communications Setting field, choose "Bidirectional;" then close the Print & Fax window.
21. Double click on newly added copier to open printer setup window.

ENTERING YOUR DEPARTMENT'S COPY CODE

1. Double click "Printer Set Up" tab.
2. Choose "Utility" tab. (Open Printer Utility)
3. Click "Printer Information" to ensure that the Printer is connected to your Mac. (Click OK to close Printer Configuration Box.)
4. Check mark "Department ID Management." Enter your copy code in the ID field. Leave the "Password Pin" field blank.
5. Click "Verify" to confirm ID and Pin are correct then click the OK button.
6. Save Settings.
7. Quit program. Move the cursor up top left screen and click to "Canon CUPS PS Printer Utility"
8. Drop down to choose "Quit Canon CUPS PS Printer Utility windows."

If you have any questions, please call the IT Help Desk at 310-506-HELP (4357).