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 **IR-PS_V3.31_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 "Canon PS Installer.mpkg."

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 setup 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. The Location field should auto-populate.

13. In the Queue field, type "print" (without the quotes).

14. You may change the Name field to anything (for instance "Copier1051").

15. Change the Print Using field to "Select Printer Software."

16. 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."

17. Click "Add."

18. On the Installable Options screen, check the box in front of "Job Accounting;" then click "Continue."

19. In the Communications Setting field, choose "Bidirectional;" then close the Print & Fax window.

ENTERING YOUR DEPARTMENT'S COPY CODE

1. To print to a copier, you need to enter a copy code. After you have chosen the print option in an application such as Microsoft Word, select "Special Features" from the "Copies & Pages" drop-down list.

2. Click the "Job Accounting" button.

3. Enter your copy code in the ID field. Leave the Password field blank and uncheck "Confirm ID/Password when Printing." Click the "OK" button.

4. To save changes to a print job's configuration (**including the copy code**), click the arrows at the right end of the Presets field and select "Save As."

5. Name the Preset something meaningful to you. Click the "OK" button.

6. Your Preset (**including the copy code**) is available for future use under the Presets menu.

7. Click the "Printer Info" button to make sure your Macintosh can communicate with the copier. Then try to actually print a document to the copier.

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