PEPPERDINE UNIVERSITY
Information Technology

INSTALLING A CANON PRINT DRIVER ON A WINDOWS COMPUTER

Installing a Canon Print Driver on a Windows Computer

1. Locate the Canon copier/printer to which you want to print and make note of the 4-digit number on its label.
2. On your Windows computer, click the "START" button. Then click "Devices and Printers" (for Windows 7 operating system) or "Printers and Faxes" (for Windows XP operating system).
3. If you are replacing the driver for an existing printer, right click the existing printer's icon and choose the option to delete or remove the printer.
4. Select "Add Printer" to start the Add Printer Wizard.
5. Select to add a "Network Printer."
6. If you do not see the device in the list, select "The printer that I want isn't listed."
7. Select "Find a printer in the directory;" then click "Next."
8. On the Find Printers window:
   a. in the In: box, make sure "Entire Directory" (for Windows 7 operating system) or "Pepperdine" (for Windows XP operating system) appears
   b. in the Name: box, type the 4-digit copier/printer number; and click "Find Now"
9. Click to highlight the Canon copier/printer that appears at the bottom of the window; then click "OK."
10. Answer any questions to allow the driver to be installed.
11. Decide whether or not to make that your default printer.
12. Click "Finish."

Entering Your Copy Code into a Print Driver on a Windows Computer

1. On your Windows computer, click the "START" button. Then click "Devices and Printers" (for Windows 7 operating system) or "Printers and Faxes" (for Windows XP operating system).
2. Right click on the installed Canon copier/printer, then select "Printer Properties" (for Windows 7 operating system) or "Properties" (for Windows XP operating system).
3. On the next window, select the "Device Settings" tab.
4. On the Device Settings window, click to place a check in front of "Job Accounting," then click the "Settings" button.
5. On the ID/Password Settings window:
   a. Make sure there is a check in the "Allow Password Setting" box
   b. Enter your department's copy code into the ID field
   c. Leave the password field blank
   d. Uncheck the box in front of "Confirm ID/Password When Printing"
   e. Click "OK"
6. From this point on, you will be able to print to this copier/printer without entering your copy code.

For help with this process, please call the Help Desk at 310-506-HELP (4357).