

New Canon Printers @ IBW

How to: Scan / Copy / Print

Contents

Intro.....	2
Login / Logout.....	4
Example: Copy / Scan	4
Printing on Windows	6
Printing on Mac	9

Intro

As of Monday October 7th 2019, there are eight Canon **Multi Function Printers** (MFPs) installed at our institute.

All of them are of type: **Canon iR-ADV C5560 III**

All of them are able to print in **color** and, of course, in **black & white** which is the default setup.

The naming convention is as follows:

Canon_<Building>_<Floor>_<Room>

Therefore:

Printer Name	Building / Floor / Room	IP-Address (for Mac users)
Canon_AND_J	AND J	10.65.238.3
Canon_PLM_F_118a	PLM F 118a	10.65.238.10
Canon_PLM_G_210a	PLM G 210a	10.65.238.8
Canon_PLM_G_218a	PLM G 218a	10.65.238.9
Canon_PLM_J_406	PLM J 406	10.65.238.7
Canon_PLR_F	PLR F	10.65.238.6
Canon_PLR_G	PLR G	10.65.238.5
Canon_PLR_J	PLR J	10.65.238.4

Please note that all MFPs in building AND + PLM do have an external finisher (1) which is able to hold much more output paper than the internal finisher, as well as a high capacity input paper tray (2) that holds 2700 sheets of A4 paper.



Canon MFPs in PLM

Please also note, that due to the too small niche in the furniture the MFPs in building PLR do have neither an external finisher nor a high capacity input paper tray.



Canon MFPs in PLR

Login / Logout

Because the institute records activities such as printing, copying, scanning, you are required to **enter your Department-ID and PIN for any action you take on the MFP.**

For security reasons you receive your Department-ID and PIN in a separate email message, or, for new employees, during the IT Introduction session.

After finishing copying or scanning: **please logout.**

Example: Copy / Scan

Login

Abt. ID und PIN über die Zählentasten eingeben.

Abt. ID 1234

PIN ****

Login

Startseite

Kopie

Scannen und Senden

Druck

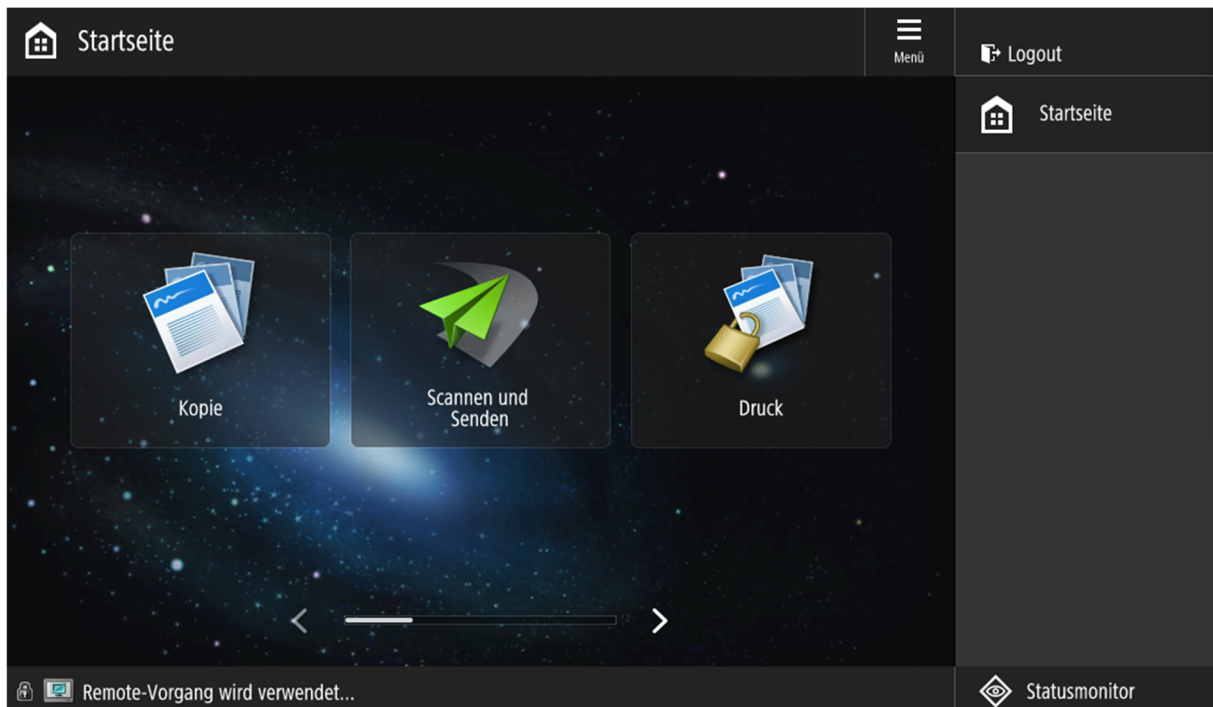
Anleitung

Papier nachlegen.

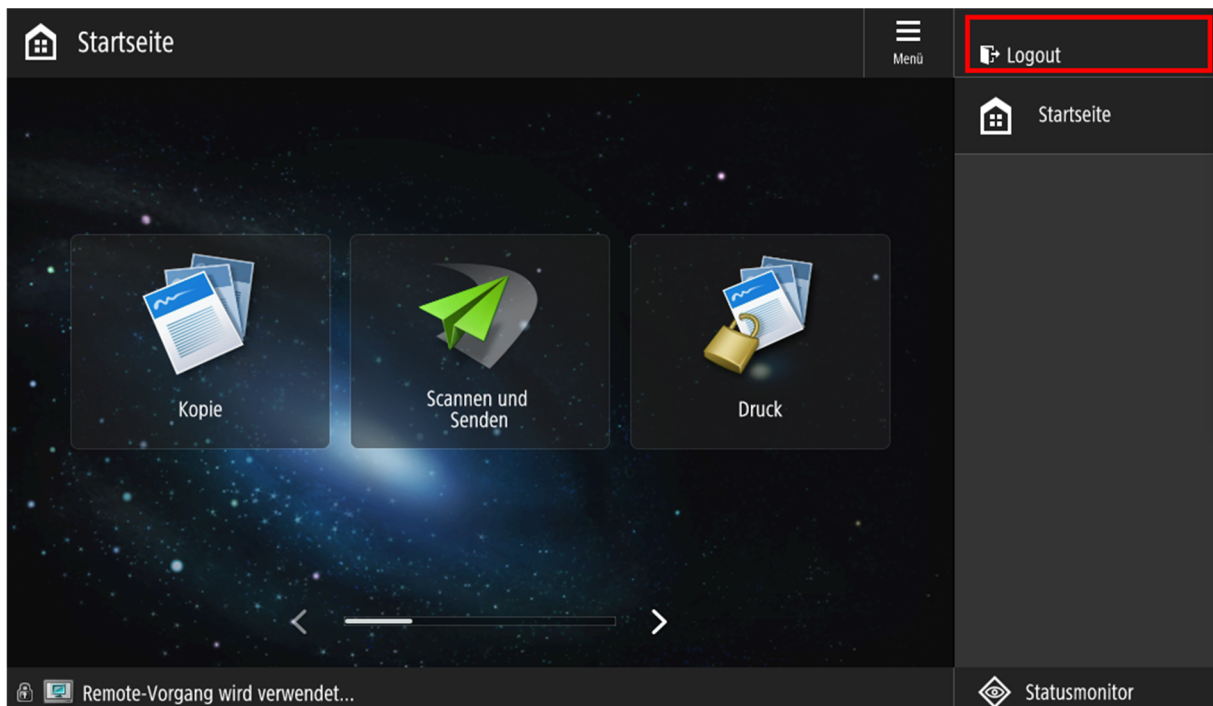
Statusmonitor

Please note: The Department-ID 1234 does not exist. It's just an example.

Perform your task: Copy / Scan

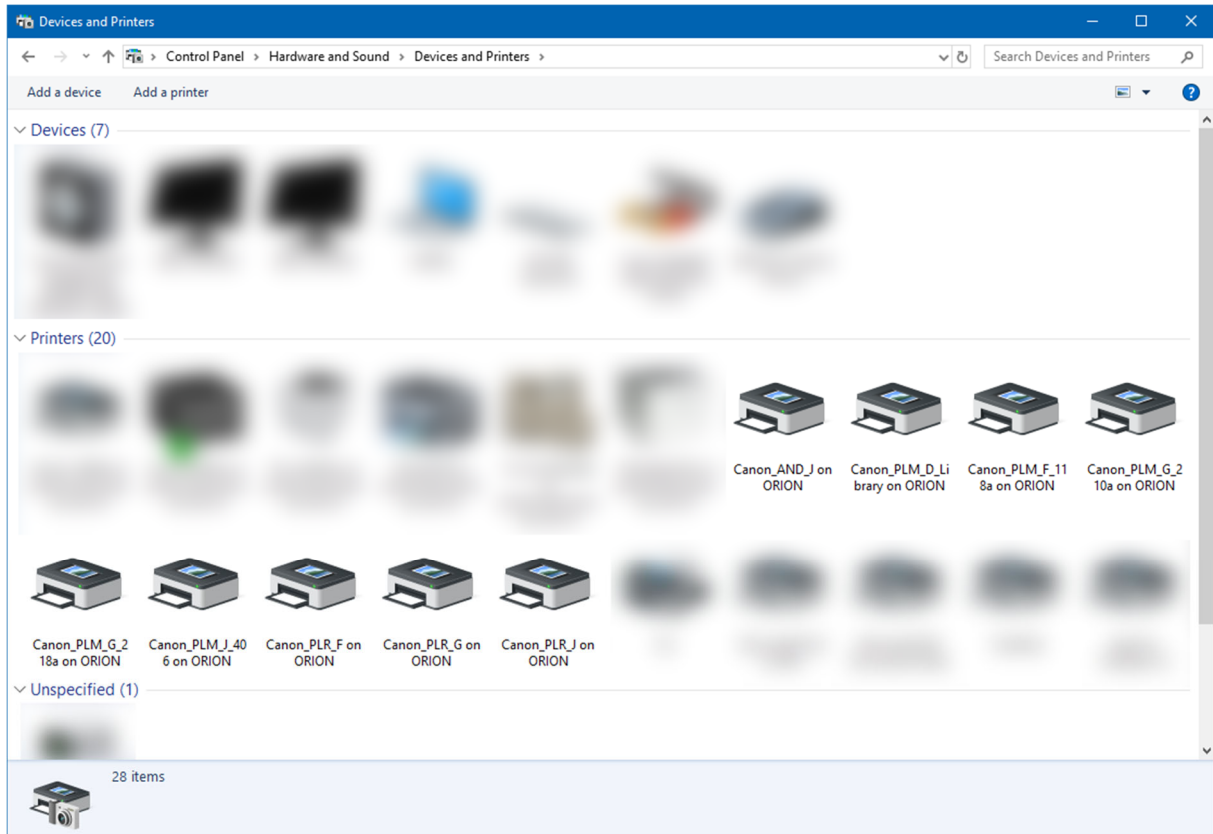


Please do not forget to logout, after finishing your tasks



Printing on Windows

You may have noticed many new printers after login to Windows, all of them starting with the name **Canon_**



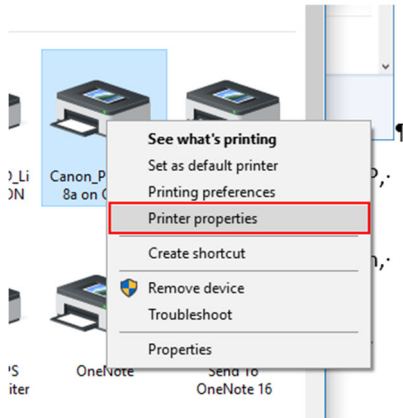
Because each Canon_ MFP accepts all IBW Department-IDs, you are able to print to each MFP whichever is closest to your current location.

Before the print job starts, the printer asks for the Department-ID and PIN.

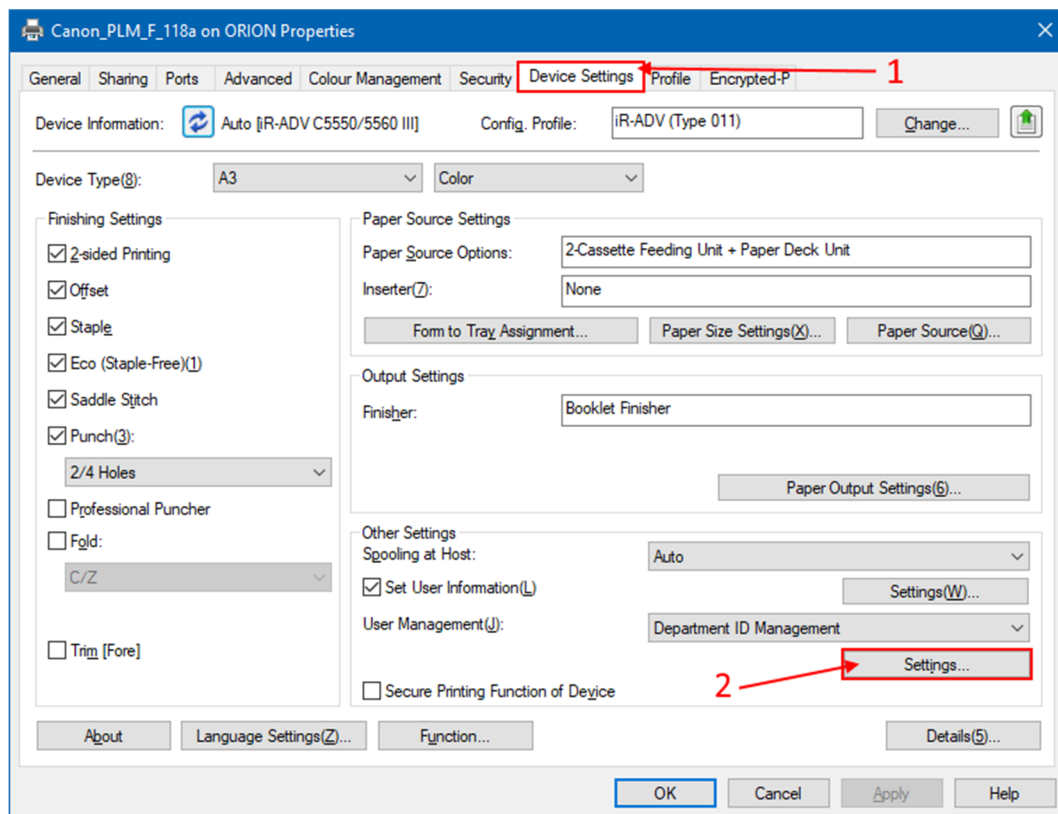
For your convenience, it is possible to pre-define your Department-ID and PIN so you do not have to enter it for each print job.

How to pre-define your Department-ID and PIN:

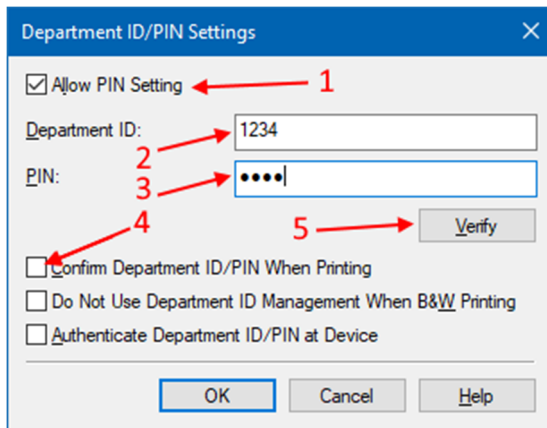
1. Select the printer for which you want to pre-define your Department-ID, right-click with the mouse to bring up the context menu, and then select Printer properties.



2. Select the tab Device Settings (1), and then click on Settings (2)

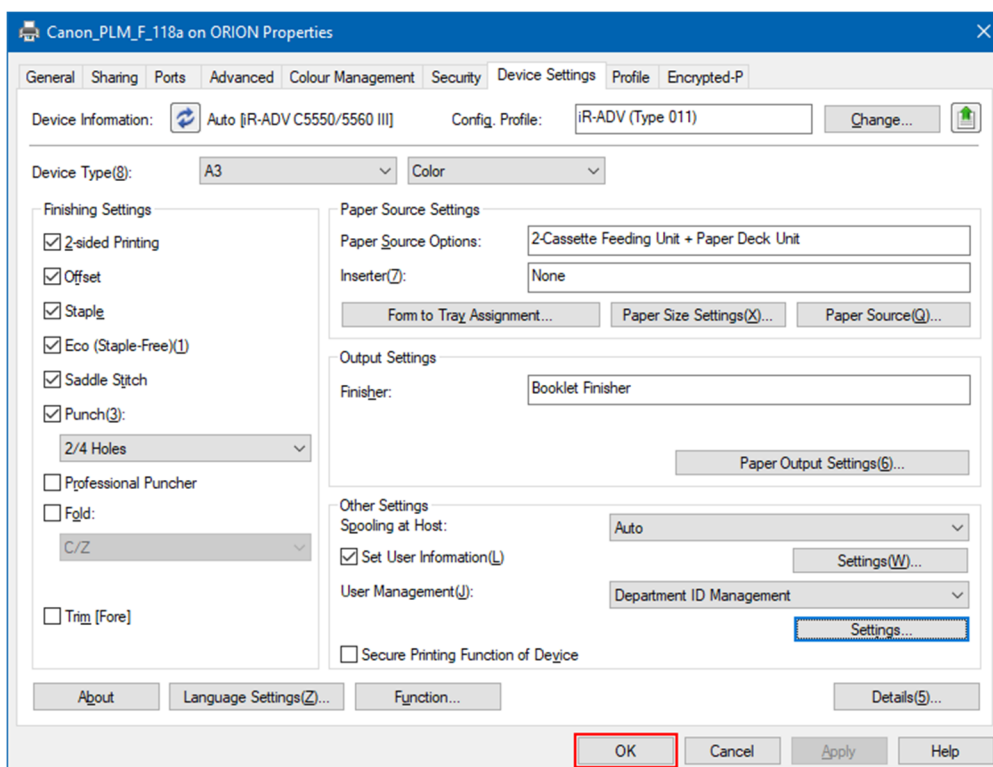


3. Setup: Department-ID / PIN Settings
 - 1) Check: Allow PIN Setting
 - 2) Enter your Department-ID
 - 3) Enter your PIN
 - 4) Un-check: Confirm Department-ID / PIN When Printing
 - 5) Click on Verify, to check that your Department-ID / PIN was correct entered



Please note: The Department-ID 1234 does not exist. It's just an example.

Click on OK to close the dialog



Click on OK on the main dialog to store the settings

From now on, it is no longer required to enter your Department-ID and PIN when you print to that printer.

Printing on Mac

Please download and install the latest Canon UFR II driver from URL:

<https://www.canon-europe.com/support/business/products/office-printers/imagerunner/advance/imagerunner-advance-c5560i-iii.html>

1. Your operating system Select:
 - a. macOS according to what is installed on your computer
2. On the webpage locate:
UFR II/UFR II LT Printer Driver & Utilities for Mac
3. Click on: DOWNLOAD
4. Save the file
5. In Finder: Go to your Downloads folder, and locate the file you just have downloaded
6. Double-click the file
7. Then, double-click UFR II_LT_LIPS_LX_Installer.pkg
8. Follow the instructions of the installation wizard, accepting all default values
9. Open: System Settings
10. Click on: Printers & Scanners (Drucker & Scanner)



Click on + to add a new printer

11. Fill the Add (Hinzufügen) dialog as follows:

- 1) Specify IP
- 2) Enter the IP Address of the printer (see 1st page of this document)
- 3) IMPORTANT: Select “Line Printer Daemon – LPD”
- 4) Name the printer (preferably the name from the 1st page of this document)
- 5) Optionally, specify a location
- 6) Select the printer software ...

Hinzufügen

Suchen

Standard IP Windows

Adresse: 130.60.243.165
Hostname oder Adresse gültig und vollständig.

Protokoll: Line Printer Daemon - LPD

Warteliste:
Für Standardwarteliste bitte leer lassen

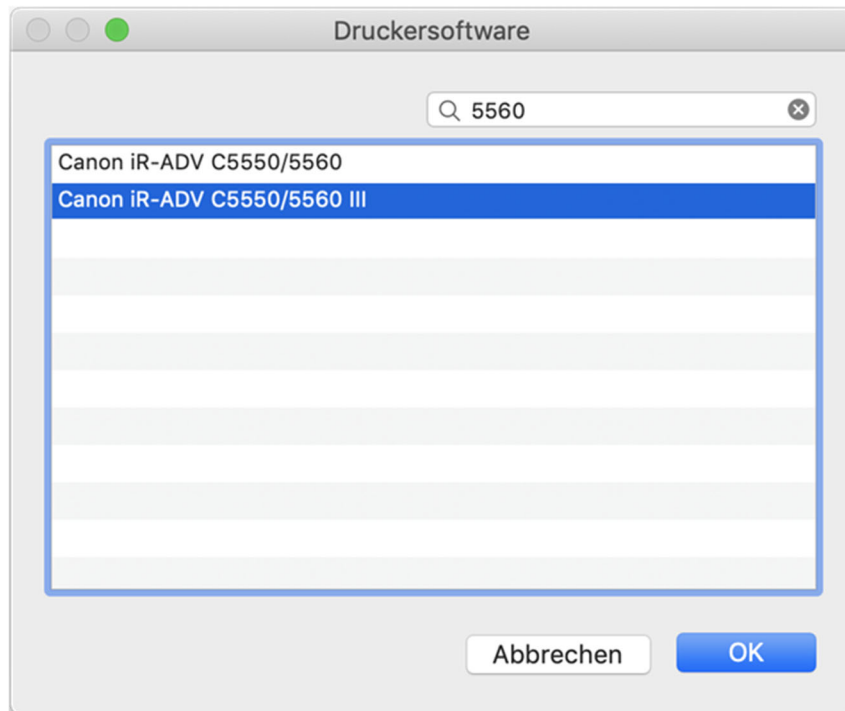
Name: Canon_PLM_F_118a

Standort: PLM F 118a

Verwenden: Allgemeiner PostScript-Drucker
Die ausgewählte Druckersoftware stammt nicht vom Hersteller.
Möglicherweise sind nicht alle Druckerfunktionen verwendbar.

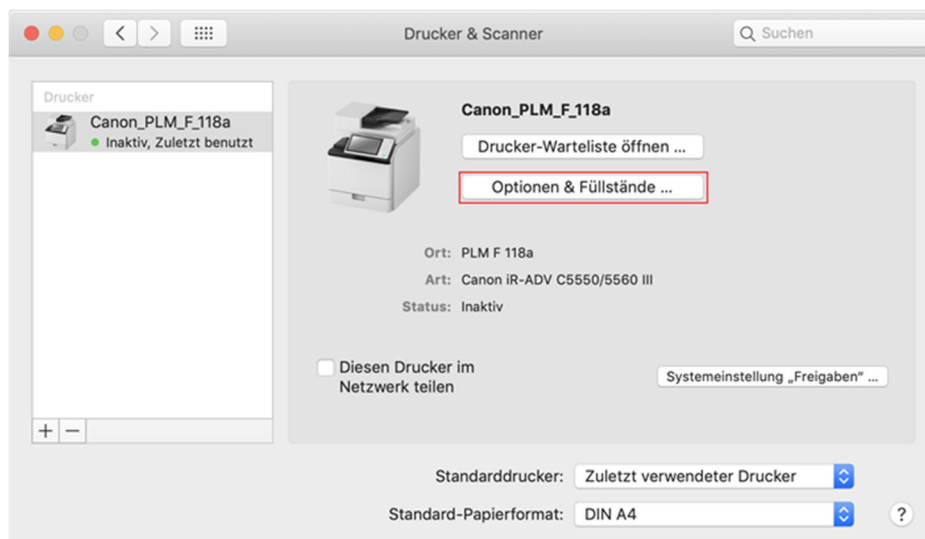
Hinzufügen

- Automatisch
- ✓ Allgemeiner PostScript-Drucker
- Allgemeiner PCL-Drucker
- Software auswählen ...
- Andere ...

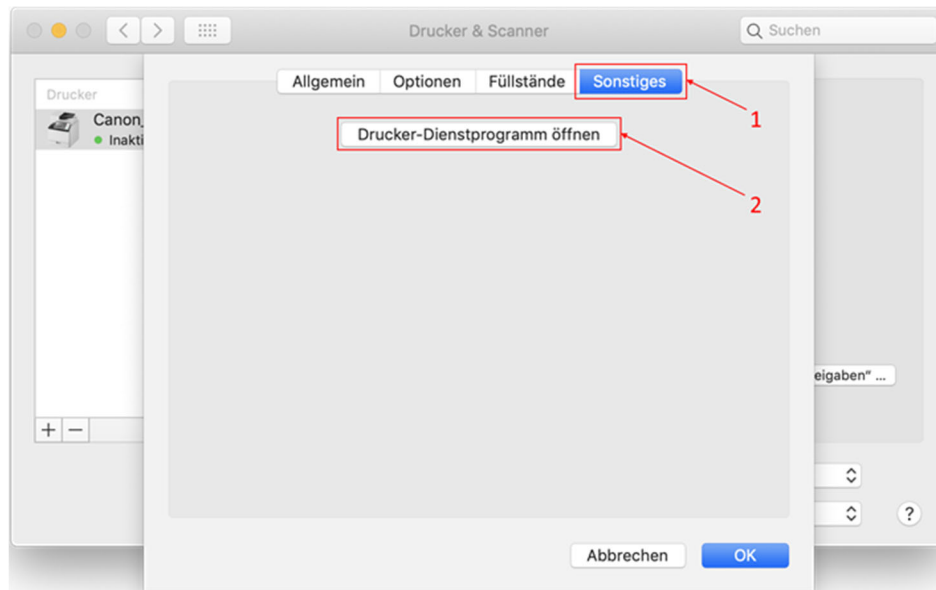


... and press OK

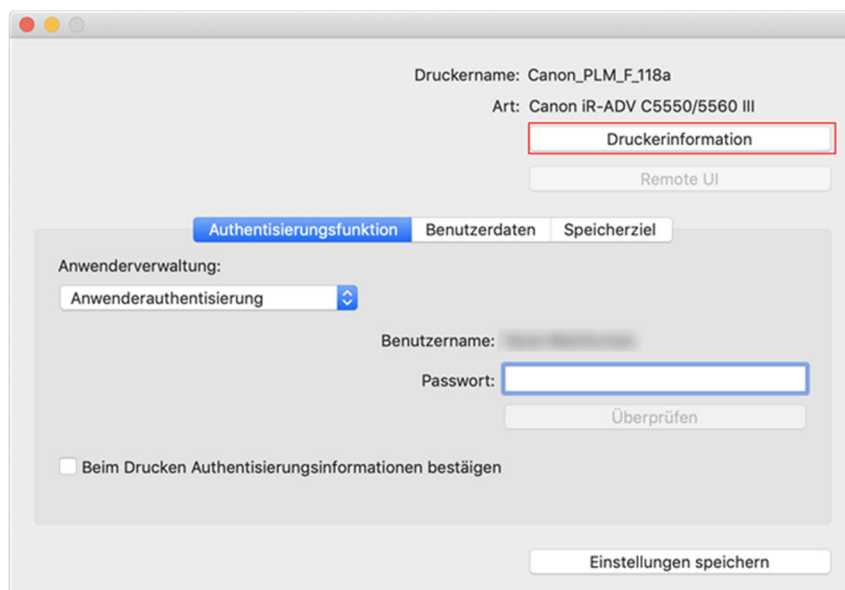
12. The added printer appears in the list of available printers
13. Click on: Options & Supplies (Optionen & Füllstände)

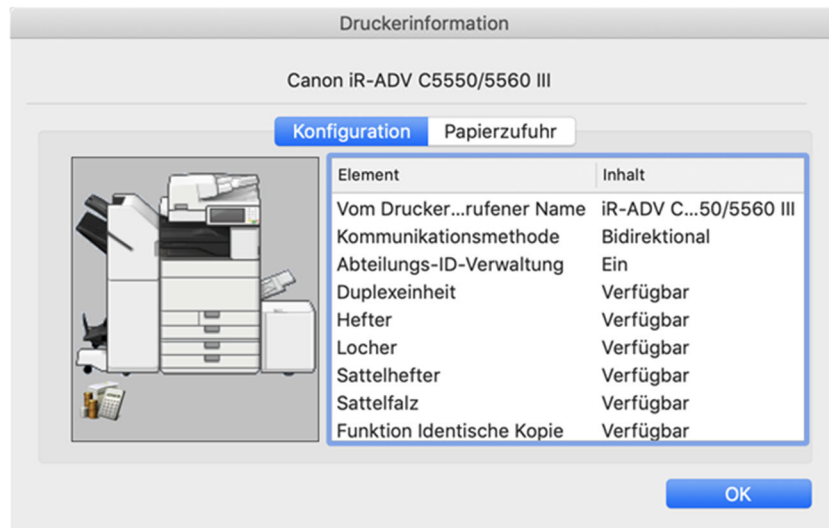


14. Click on: Utility (Sonstiges) (1)
then on Open Printer Utility (Drucker-Dienstprogramm öffnen) (2)



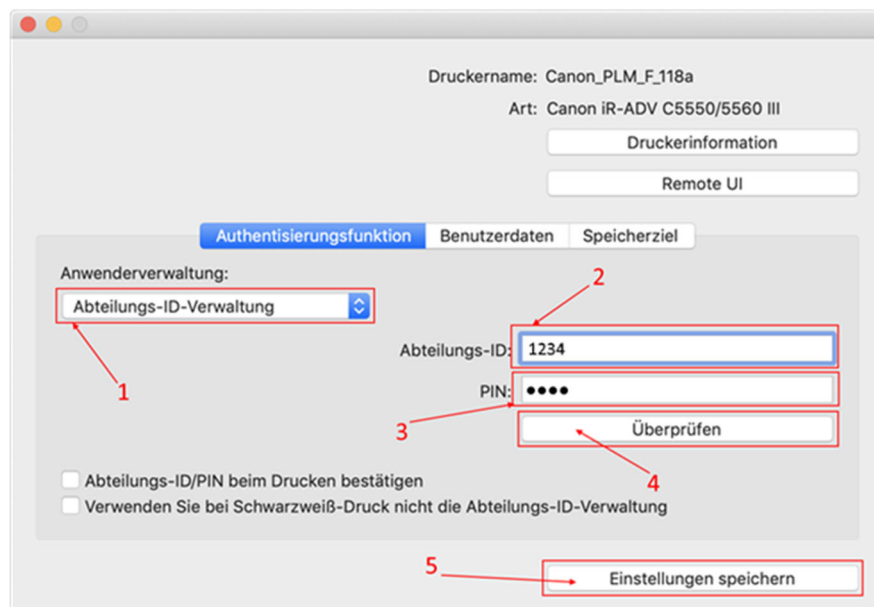
15. Click on: Printer Information (Druckerinformation)
The printer driver reads the printers capabilities directly from the printer hardware itself.
Please note: This step is very important. Do not miss it!
If you miss this step, you cannot use the printer's full capabilities.





Click on: OK

16.
 - 1) Select: Use Department-ID Management (Abteilungs-ID-Verwaltung)
 - 2) Enter your Department-ID
 - 3) Enter your PIN
 - 4) Click on: Check to verify Department-ID and PIN was correctly entered
 - 5) Click on: Save Settings **VERY IMPORTANT**



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From now on, it is no longer required to enter the Department-ID and PIN when you print to that printer.