New Canon Printers @ IBW

How to: Scan / Copy / Print

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Intro

As of Monday October 7th 2019, there are eight Canon **M**ulti **F**unction **P**rinters (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 | Zahlentasten eingeben. | |
|----------------------------|------------------------|-----------------------|
| Ť | | fit Startseite |
| | Abt. ID 1234 | Коріе |
| | PIN **** | Scannen und Senden |
| | | Druck |
| | Login | Anleitung |
| | | |
| 🖻 💖 2 Papier nad | chlegen. | 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)

| 🖶 Canon_PLM_F_118a on ORION Propertie | 25 | | | × |
|---|-------------------------------------|--------------------|-------------------------------|------------------|
| General Sharing Ports Advanced Colou | r Management Security Dem | vice Settings* | Profile Encrypted-P | -1 |
| Device Information: 🐼 Auto (iR-ADV C555 | 50/5560 III] Config. Pro | file: iR-A | NDV (Type 011) | Change |
| Device Type(8): A3 | ∼ Color | \sim |] | |
| Finishing Settings | Paper Source Settings | | | |
| 2-sided Printing | Paper Source Options: | 2-Cassette | Feeding Unit + Paper Deck Uni | t |
| ☑ Offset | Inserter(7): | None | | |
| ☑ Stapl <u>e</u> | Form to Tray Assignm | ient | Paper Size Settings(X) | Paper Source(Q) |
| Eco (Staple-Free)(<u>1</u>) | Output Settings | | | |
| Saddle S <u>t</u> itch | Finisher: | Booklet Fini | sher | |
| Punch(3): | | L | | |
| 2/4 Holes \sim | | | Paper Qu | tout Settings(6) |
| Professional Puncher | | | 1 april 0 a | |
| Fold: | Other Settings Spooling at Host: | | Auto | ~ |
| C/Z 🗸 | Set User Information(L) | | | Settings(W) |
| | User Management(J): | | Department ID Management | ~ |
| Trim [Fore] | | | | Settings |
| | Secure Printing Function | of De <u>v</u> ice | 2 | |
| About Language Settings(Z). | Function | | | Details(5) |
| | | | OK Cancel | Apply Help |

- 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

| Department ID/PIN Settings | × |
|---|---|
| 🗹 Allow PIN Setting 🔶 1 | |
| Department ID: | |
| PIN: 2 | |
| 4 5 <u>V</u> erify | |
| Confirm Department ID/PIN When Printing | |
| Do Not Use Department ID Management When B&W Printing | g |
| Authenticate Department ID/PIN at Device | |
| OK Cancel <u>H</u> elp | |

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

Click on OK to close the dialog

| 🖶 Canon_PLM_F_118a on ORION Propertie | s | × |
|---|-------------------------------------|---|
| General Sharing Ports Advanced Colou | r Management Security Dev | vice Settings Profile Encrypted-P |
| Device Information: 🐼 Auto (iR-ADV C555 | 60/5560 III] Config. Prof | ofile: IR-ADV (Type 011) |
| Device Type(8): A3 | ~ Color | ~ |
| Finishing Settings | Paper Source Settings | |
| 2-sided Printing | Paper Source Options: | 2-Cassette Feeding Unit + Paper Deck Unit |
| ⊡ Offset | Inserter(7): | None |
| Staple_ | Form to Tray Assignme | nent Paper Size Settings(X) Paper Source(Q) |
| Eco (Staple-Free)(1) | Output Settings | |
| ⊠ Saddle S <u>t</u> itch | Finisher: | Booklet Finisher |
| Punch(3): | | |
| 2/4 Holes 🗸 🗸 | | Paper Output Settings(6) |
| Professional Puncher | 01 0 | |
| Fold: | Other Settings Spooling at Host: | Auto |
| C/Z \lor | Set User Information(L) | Settings(<u>W</u>) |
| | User Management(J): | Department ID Management \sim |
| Tri <u>m</u> [Fore] | | Settings |
| | Secure Printing Function of | of De <u>v</u> ice |
| About Language Settings(Z) | F <u>u</u> nction | Details(5) |
| | | OK Cancel Apply Help |

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:

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

- Your operating system Select:
 a. macOS according to what is installed on your computer
- 2. On the webpage locate: UFR II/UFRII 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 UFRII_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)





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 | | |
|-------------|-------------------------------------|--------------------------|--------------------|------------|
| | - | Q Suchen | | |
| Standard IP | Windows | | Suchen | |
| | 1 | 2 | /3 | |
| Adresse: | 130.60.243.165 | 1 | | |
| | Hostname oder Ad | Iresse gültig und volls | tändig. | |
| Protokoll | Line Printer Da | aemon - LPD | | |
| Warteliste: | | | | |
| | Für Standardwarte | eliste bitte leer lassen | _ | - |
| | | 4 | 5 | 6 |
| | | _// | | |
| Name | e: Canon_PLM_F | _118a | | |
| Standor | t: PLM F 118a 🖌 | | | |
| Verwender | n: Allgemeiner F | PostScript-Drucker | | |
| | Die ausgewählte Möglicherweise s | Druckersoftware stam | mt nicht vom Herst | teller. |
| | Woglicher Weise 3 | | | Jour. |
| | | | | Hinzufügen |
| | | | | |
| | | | | |
| Autom | atisch | | | |
| ✓ Allgem | einer PostScri | pt-Drucker | | |
| Allgem | einer PCL-Dru | cker | | |

Andere ...

Software auswählen ...

| Druck | kersoftware | |
|-----------------------------|-------------|----|
| | 0.5560 | 0 |
| | Q 5560 | |
| Canon iR-ADV C5550/5560 | | |
| Canon iR-ADV C5550/5560 III | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Abbrochon | OK |
| | Abbrechen | |
| | | |

... and press OK

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

| | Drucker & Scanner | Q Suchen |
|---|--|--|
| Drucker Canon_PLM_F_118a • Inaktiv, Zuletzt benutzt | Canon_PLM_F Drucker-War Optionen 8 Ort: PLM F 118a Art: Canon iR-ADV C5 Status: Inaktiv Diesen Drucker im Netzwerk teilen | _118a teliste öffnen & Füllstände \$5550/5560 III Systemeinstellung "Freigaben" |
| | Standarddrucker: | Zuletzt verwendeter Drucker |
| | Standard-Papierformat: | DIN A4 ? |

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

| | Drucker & Scanner | Q Suchen |
|-------------------------------|---------------------------------------|--|
| Drucker Canon, • Inakti | Allgemein Optionen Füllstände Sonstig | 2 |
| + - | Abbrech | eigaben" eigaben" eigaben" eigaben" |

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.

| ٦ | Druckername: Ca Art: Ca | non_PLM_F_118a | a 550/5560 III |
|--|----------------------------|----------------|-------------------|
| | | Drucker | information |
| | | Ren | note UI |
| Authentisierungsfunktion | Benutzerdaten | Speicherziel | |
| Anwenderverwaltung: | | | |
| Anwenderauthentisierung | | | |
| Benut | tzername: | | |
| | Passwort: | | |
| | | Überpri | üfen |
| Beim Drucken Authentisierungsinformationen | bestäigen | | |
| | | Einstellung | gen speichern |

| Druckerinformation Canon iR-ADV C5550/5560 III | | | | |
|---|--|--|--|--|
| Kon | figuration Papierzufuhr | | | |
| | Element | Inhalt | | |
| | Vom Druckerrufener Name Kommunikationsmethode Abteilungs-ID-Verwaltung Duplexeinheit Hefter Locher Sattelhefter Sattelhefter Sattelfalz Funktion Identische Kopie | iR-ADV C50/5560 III Bidirektional Ein Verfügbar Verfügbar Verfügbar Verfügbar Verfügbar Verfügbar Verfügbar | | |
| | | ОК | | |

Click on: OK

- 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 entered5) Click on: Save Settings VERY IMPORTANT

| 0 | |
|--|--|
| | Druckername: Canon_PLM_F_118a |
| | Art: Canon iR-ADV C5550/5560 III |
| | Druckerinformation |
| | Remote UI |
| Authentisierungsf | nktion Benutzerdaten Speicherziel |
| Anwenderverwaltung: | 2 |
| Abteilungs-ID-Verwaltung | |
| | Abteilungs-ID: 1234 |
| 1 | PIN: •••• |
| | 3 Überprüfen |
| Abteilungs-ID/PIN beim Drucken be Verwenden Sie bei Schwarzweiß-D | stätigen 4 uck nicht die Abteilungs-ID-Verwaltung |
| | 5 Einstellungen speichern |

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

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