Adding Canon Copiers on a Mac

1. Make sure the computer is connected to the Fac/Staff wireless Network

2. Install the driver for the Sharp Copiers

   a. Download the driver by navigating to **www.usa.canon.com**

   b. Click on **Support & Drivers** on the bottom left bar

   c. Under the Product Type menu, select **Office Equipment**

   d. Under the Product Family menu, select the printer model **Color imageRunner Advance**

   e. Under the Product Series menu, select the machine (either imageRunner ADVANCE C5240 or imageRunner Advance C5250)

   f. You will be taken to the Drivers & Software page. Under the Operating System dropdown menu, select your current operating system

   g. Download the latest UFR II driver and install it by opening the downloaded folder and starting the install file. Use all of the default options

      NOTE: You may be asked administrator credentials

3. Once the driver is installed, you can set up the printer by navigating to **System Preferences** (In Lion, you will need to click on the **IP Tab**) **>>> Print & Fax >>> +**

   NOTE: In Lion, you will need to click on the IP Tab

Adding Canon Copiers on a Mac (Continued)

4. Enter the following printer information

    a. In the Address input box, enter the Printer server IP address: **10.1.1.69**

    b. In the Queue input box, enter the share name, (Wismer Copier)

    c. In the Name input box, enter the same location as above.

    d. In the Print Using drop down menu, select **Select Printer Software**

    e. In the Print Software window that pops up, select the software that you downloaded. This should be named as the model of the printer

    f. Click **Add**

5. You will need to set up the Job Handling for your Canon Copier

    g. You can do this by opening the printer and selecting **Options & Supplies**

    h. Select **Utility**

    i. Select **Open Printer Utility**

    j. Select **Use Department ID Management** and enter 0 + your department number (e.g. 01234)

    k. Select **Save Settings**