

How to Install a Canon Printer on a Mac

1. Downloading the Driver

- a. Click on the following link to get the Mac Driver:
https://www.usa.canon.com/internet/portal/us/home/support/details/copiers-mfps-fax-machines/multifunction-copiers/imagerunner-advance-c5550i-iii?tab=drivers_downloads
- b. Download "Recommended Driver"
- c. When the file is finished downloading, double-click on the .dmg file to open it, double-click on the "Office" folder, and then double-click on the UFR II package to install.
- d. Follow the on-screen directions for the installer; when it finally gives you the button to "Install", it will ask you for the password to your Mac. Once you enter it, the installer will load the drivers.

2. Installing the Printer

- a. Click on the Apple icon in the top left of the screen. Select "System Preferences".
- b. On the second row, click "Printer and Scanner" (the name may be different based on the OSX version).
- c. Click on the "+" symbol under the column of printers.
- d. From the top icons, select "IP". Then, fill out the fields:
 - i. For "Address", enter the IP address of the printer—**192.168.1.200**
 - ii. For "Protocol", select "Line Printer Daemon (LPD)".
 - iii. Leave "Queue" blank.
 - iv. For "Name", enter a name that you'll recognize.
 - v. "Location" is optional.
 - vi. Click on the dropdown for "Use", and then select "Choose Software". From the new window, select the model of the printer you're installing, which is **Canon iR-ADV C5550/5560 111**.
- e. After everything is filled out, click "Add" in the lower right of the window; this will add the printer to your Mac. Repeat these steps to add the other printer.

How to use Dept IDs with a Mac

1. Click on the Apple symbol in the top left of the screen. Navigate to “System Preferences->Devices and Scanners”
2. On the Printers screen, click on your Canon printer on the left, and then select “Options” in the middle box.
3. In the new screen that opens, select the “Utility” tab on the right, and then click on “Open Printer Utility”.
4. In the new window, under “User Management”, click on the drop-down and select “Department ID Management”. Then, enter your Department ID number in the **Department ID** field. Then, click “Save Settings” in the bottom right. (The window will not close on its own once you do this, so then close the window normally).

How to Change Default Settings on a Mac

Headquarters	2040 Independence Commerce Drive	Suite A	Matthews,	North Carolina	28105	704.574.4800
Founders Hall	100 North Tryon Street	Suite 130	Charlotte,	North Carolina	28202	704.574.4800
Triad	4275 Regency Drive	Suite 200	Greensboro,	North Carolina	27410	336.338.1198
Raleigh (formerly ATS)	100 Southcenter Court	Suite 500	Morrisville,	North Carolina	27560	919.462.3000

1. Navigate to Terminal (this can be done by clicking on the Search icon on the top right of the screen, and typing “terminal”).
2. Type the following into the Terminal prompt, and press enter:
cupswdconf=on
3. Open any web browser, and type into the address bar: **localhost:631**
4. Click on **Printer**, and then select the printer you want to modify.
5. Click on the **Administration** dropdown menu, and choose **Default Settings**
6. Click on the **General** tab. Near the top of the list, you’ll see a selection for “2-Sided Printing”; change it to “1-Sided Printing” if you wish. Then, look through the options for “Color Mode”—it’s generally a third of the way down the list, depending on model. Change it from “Color” to “Black and White”.
7. Click on the **Special Features** tab, and then change the **Job Processing** option from “Print” to “Secure Print.”
8. Scroll all the way to the bottom of the list, and click **Set Defaults**. This will bring up an authentication challenge, where the Mac will ask for user name and password. Enter this information (it’s the Mac’s username and password), and it will then set the defaults.

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