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Hendrix Business Systems, Inc.

Document Solutions

# Installing Your Canon Printers on a PC

## Downloading the Driver

Use the following link to download the Canon print driver installer:

<u>http://downloads.canon.com/bisg2018/drivers/win/Generic Plus UFRII v1.21 Set-up x64.exe</u>

### Once you have downloaded the driver, double-click it to run it.



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	100 Southcenter Court	Suite 500	Morrisville,	North Carolina	27560	919.462.3000
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### **Installing the Printer**

1. You will now have a File Folder That says "Generic\_Plus\_UFRII". Open the folder, and double-click on the "Setup" application.

Name	Status	Date modified
Driver	$\odot$	9/26/2018 2:51 PM
etc	$\odot$	9/26/2018 2:51 PM
	$\odot$	9/26/2018 2:51 PM
	$\odot$	9/26/2018 2:51 PM
📓 Release Notes - Package-aware.pdf	$\odot$	12/27/2016 12:06
🕞 Setup.exe	$\odot$	7/15/2018 11:00 AM
🗟 Setup.ini	$\odot$	7/15/2018 11:00 AM

**Double-click to run** 

2. If your PC has User Access Control (UAC) enabled, a window will pop up that asks "Do you want to allow the following program to make changes to this computer?". Click on "Yes".

0	User Account Control					
Do y char	you want to allow the following program to make nges to this computer?					
٩	Program name: Canon Driver Installer Verified publisher: CANON INC. File origin: Hard drive on this computer					
Show de	tails Yes No Change when these notifications appear					

3. Accept the EULA



#### 4. Select the "Custom" option for Printer Setup, and then click on "Next".



5. Skip the page asking about Canon Driver Information Assist Service; it is unnecessary for your installation.



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6. Once you click "Next", you will be asked for information on your printers. Click on "Add Port" to add a new printer port.

Printer Information Set the port to be used for the self	ected printer.	
Also, you can specify a name for the	he printer.	~~~
elected Printer:	Canon Generic Plus UFR I	I
Jse Driver:	Canon Generic Plus UFR I	I Printer Driver Ver. 1.21
Port:	Not Set	×
		Add Port
Printer Name:	Canon Generic Plus UFR	П
Configuration Profile:	Auto Select	Change
Set as Default		
Use as Shared Printer		
Shared Name:		
Devices: 1 (1 to 200)		Current Printer:
		Number of Printers to Set:

7. Once you click "Add Port", it will open a Windows Wizard to make this change. Click "Next", and then enter the IP address of the printer, which is **192.168.1.200**.

### Add Standard TCP/IP Printer Port Wizard

	<section-header><section-header><text><text><list-item><list-item></list-item></list-item></text></text></section-header></section-header>
	To continue, click Next.
	< Back Next > Cancel
Add Standard TCP/IP Printer Po Add port For which device do you wa	ant to add a port?
Enter the Printer Name	or IP address, and a port name for the desired device.
Printer Name or IP Add	ress: 192.168.1.200
Port Name:	192.168.1.200
	< Back Next > Cancel

8. Once you've added the new port, change the printer name if you wish. In this example, we're using the name "Canon Printer".

Generic Plus PS3 Printer Driver - \	/er. 1.21	×
Printer Information Set the port to be used for the select Also, you can specify a name for the	ted printer. printer.	
Selected Printer:	Canon Generic Plus PS3	
Use Driver:	Canon Generic Plus PS3 Printer	Driver Ver. 1.21
Port:	192.168.1.200	~
	-	Add Port
Printer Name:	Canon Printer	
Configuration Profile:	Auto Select	Change
Set as Default		
Shared Name:		]
Devices: 1 (1 to 200)	Numb	Current Printer: 1 er of Printers to Set: 1
	< Back N	ext > Cancel

9. Once you hit "Next", you will see a window listing your printer name, and showing the IP address of **192.168.1.200**. If all of that is correct, click "Start" to install the printer. You will

then see a green taskbar that shows you the inst
--

neric Plus PS3 I	Printer Driver - Ver. 1.	21			×
tup program wil tallation cannot	l install the drivers with be canceled once star	the following set ted.	tings.		<b>G</b>
List for Driver I	installation:				
Printer Name Canon Printer	Configuration Profile Auto Select	Port 192.168.1.200	Shared	Additional Driver	(Alternate D
					>
			art I	Start	Cancel
	eric Plus PS3 I tup program wil stallation cannot List for Driver I Printer Name Canon Printer	heric Plus PS3 Printer Driver - Ver. 1. tup program will install the drivers with stallation cannot be canceled once star List for Driver Installation: Printer Name Configuration Profile Canon Printer Auto Select	heric Plus PS3 Printer Driver - Ver. 1.21 tup program will install the drivers with the following sette italiation cannot be canceled once started. List for Driver Installation: Printer Name Configuration Profile Port Canon Printer Auto Select 192.168.1.200	heric Plus PS3 Printer Driver - Ver. 1.21 tup program will install the drivers with the following settings. Itallation cannot be canceled once started. List for Driver Installation: Printer Name Configuration Profile Port Shared Canon Printer Auto Select 192.168.1.200	heric Plus PS3 Printer Driver - Ver. 1.21 tup program will install the drivers with the following settings. Itallation cannot be canceled once started. List for Driver Installation: Printer Name Configuration Profile Port Shared Additional Driver Canon Printer Auto Select 192. 168. 1.200

10. Once the green bar has moved all the way to the right, the installation is finished. <u>Do Not</u> click the box to restart your computer; it is unnecessary to restart your computer after a

printer installation. Click "Exit" to close the installer.



## Setting Your Department ID

Keller Williams uses Department IDs to monitor copying and printing. Any time you print, you will get a popup asking for your ID Code. However, you can also embed your code in your print driver so that you won't get that popup when you print. To do that, follow these steps:

1. Go to "Control Panel" on your PC. On Windows 10, click on the "Start" button in the bottom left corner, and start typing Control Panel. On Windows 7, "Control Panel" will be one of your options on the Start button menu.



#### 2. In Control Panel, find "Devices and Printers"

#### Adjust your computer's settings

View by: Category -



3. Find your printer, and right click



### 4. Select "Printer Properties"

Devices and Pr	inters	Hardware and So	ind > Devices and	Printers			
Add a device ~ Printers (25)	Add a printer	See what's printing	Print server proper	ties Remove dev	vice		
Canon iR-ADV C5030 UFR II V4	Canon iR-ADV C7200s-A2 PSV1.0US	Foxit Reader PDF Printer	HBS_Secure on uniflow-vm	HBS-Print on uniflow-vm	HBS-Print-PCL on uniflow-vm	Home Printer	KW,
MAT_Test	Microsoft Print to PDF	Microsoft XPS Document Writer	PCI NOC	Realty_One_Test	Secure_Edge on 10.0.171.100	Send To OneNote 2016	Servi
			-		See what's print	ting	
Test_Sales	testFiery	Testing_Printer	Uptown v4	Canon Printer	Set as default pri Printing preferen	nter	
<b>S</b>	anon Printer Mo Catego Stat	del: Canon Generic Pl ory: Printer cus: 0 document(s) in	us UFR II 🛛 🗕		Printer properties	5	
					Remove device		

### 5. Navigate to the "Device Settings" tab.

Canon Printe	r Propert	ies					
General Sharing	Ports	Advanced	Color Management	Security	Device Settings	Profile	
3	Canon	Printer					
Location:							
Comment:	-						
Model:	Canon G	Seneric Plus	UFR II				
Color: Yes			Paper available	e:			
Double-side	d: Yes		A4		^		
Staple: No	0.00						
Maximum re	esolution	: 600 dpi			~		
		Pr	eferences	Print	Test Dane		
			creacine carried and a second carried an		learnage		
					Г	OK Cancel Apply	Help

### 6. Click on the "Settings" button under "Department ID Management"

meral Sharing Ports Advanced Color	Management Security Dev	vice Settings	Profile			
evice Information: 💋 Manual Settings	Config. Pr	rofile: iR-A	ADV	Change		
evice Type(8): A3	~ Color	~	]			
Finishing Settings	Paper Source Settings					
2-sided Printing	Paper Source Options:	Drawer x 2				
☑ Offset	Inserter(7):	None				
☑ Staple	Form to Tray Assign	ment	Paper Size Settings(X)	Paper Source(Q)		
Eco (Staple-Free)(1)	Output Settings					
Saddle Stitch	Finisher:	Finisher: Staple Finisher				
Punch(3):		1				
2 Holes 🗸			Paper Outr	out Settings(6)		
Professional Puncher						
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	n of Device				
About Language Settings(7)	1000	Functio	on	Details(5)		

- 7. In the Department ID/PIN Settings:
  - 7.1. Check the box for "Allow PIN Settings"
  - 7.2. Enter your ID code in the box for "Department ID" (Leave the PIN box blank).
  - 7.3. Uncheck "Confirm Department ID/PIN When Printing". Then, Click "OK".

Department ID/PIN Settings	×	, Device Settings	Profile
🖂 Allow PIN Setting 🔶 1.		nfig. Profile: if	R-ADV
PIN: 2.		15	~
Conceperatment ID/PIN When Printing	Verify	s: Drawer x 2 None	
Authenticate Department ID/PIN at Device	, in the second s	Assignment	Paper Size Settings(
OK Cancel	Help	Staple Fi	nisher
2 Holes $\lor$			
Professional Puncher			-
Fold:	Other Settings		A. 4-
C/Z 🗸	Spooling at Host.	tion(1)	Auto
Trim [Fore]	User Management(J):		Department ID Manag
	Secure Printing Function of Device		
About Language Cottings(7)		Euro	ation

8. Click "Apply" to save those settings to your driver, and then click "OK". You can now perform these same steps on the other copier as well.

eneral Sharing Ports Advanced Colo	r Management Security De	vice Settings	Profile	
evice Information: 💋 Manual Settings	Config. Pr	rofile: iR-	ADV	Change
evice Type(8): A3	~ Color	~	e.	
Finishing Settings	Paper Source Settings			
2-sided Printing	Paper Source Options:	Drawer x 2		
☑ Offset	Inserter(7):	None		
☑ Staple	Form to Tray Assign	ment	Paper Size Settings(X)	Paper Source(Q)
Eco (Staple-Free)(1)	Output Settings			
Saddle Stitch	Finisher:	Staple Finisher		
Punch(3):				
2 Holes 🗸			Paper Out	tout Settings(6)
Professional Puncher				
Fold:	Other Settings Spooling at Host:		Auto	~
C/Z 🗸	Set User Information(L)		Clear Co	Settings(W)
Trim [Fore]	User Management(J):		Department ID Management	~
			Г	Settings
	Secure Printing Function of Device			
About Language Settings(Z)		Functi	ion	Details(5)

Congratulations! You have now installed your Canon printer. If you had any difficulties during the installation or if you still have trouble printing, please contact us in one of the following ways:

- o Email: <a href="mailto:support@hendrixbusiness.com">support@hendrixbusiness.com</a>
- o Website: <u>www.hendrixbusiness.com/support</u>
- o Phone: 919-462-3000