# How to add the Canon printers to your MacBook Pro (updated 9/27/16)

You need to collect some information about the printer before you start.

- You need to know the model number of the printer.
- You need to know the IP address of the printer. (Sticker on printer)
- You need to know your department ID number & pin number (Building secretary)
- This can't be done from home! You must be in the same building as the printer!

To find the printer model number, look on the printer's number panel. This printer is a C5250. Each building has a few different models. Make sure you have the right one.
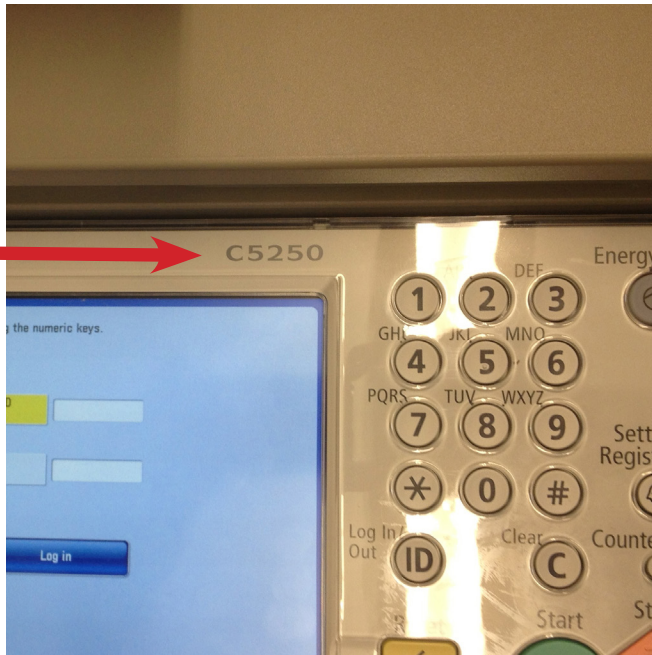
You also need to find the IP address. This should be printed on a sticker close to the model number. An IP address consists of four numbers, each of which contains one to three digits with a single dot (.) separating each number or set of digits.
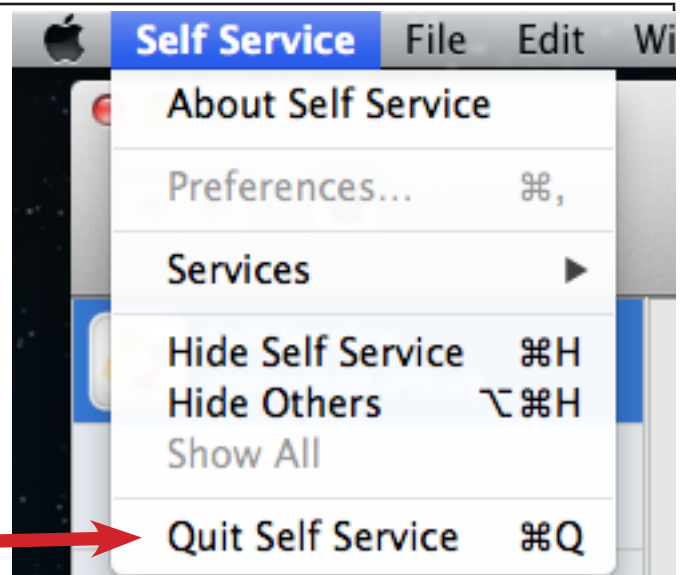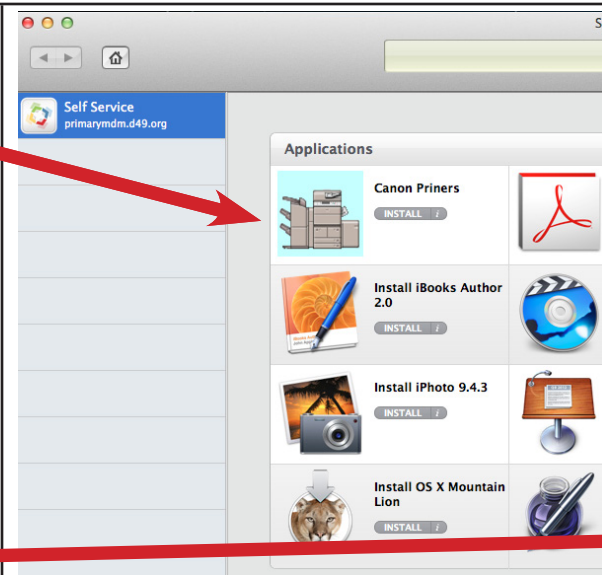
The IP address will start with 10. like this:

10.____.____.____

Now that you have the printer model number, the IP address of the printer, and your department ID and pin number, let's get started on your MacBook. Open Self Service. Click on the finder, then applications in the left column to open the application.

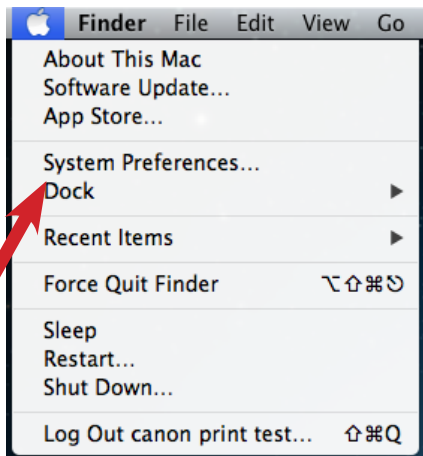I am on the far left side of your dock on the bottom of the screen!
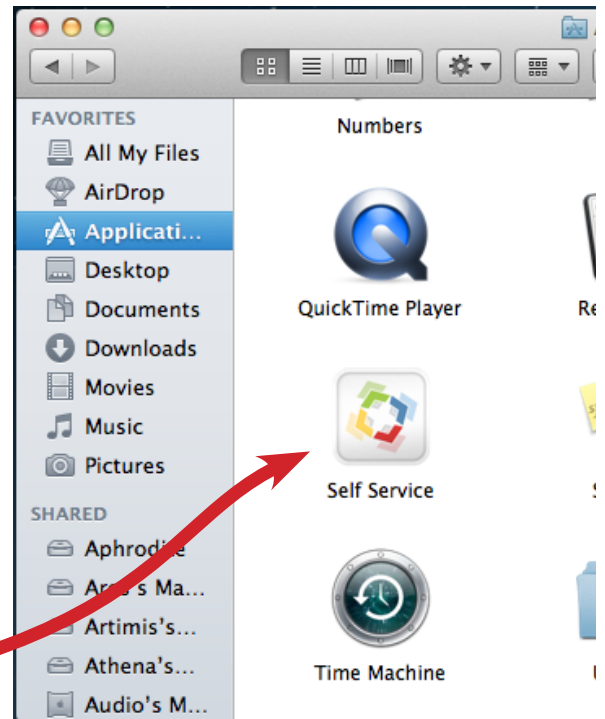
Click on the install button next to the Canon Printers button. Let the installation finish.	
Now quit self service.	

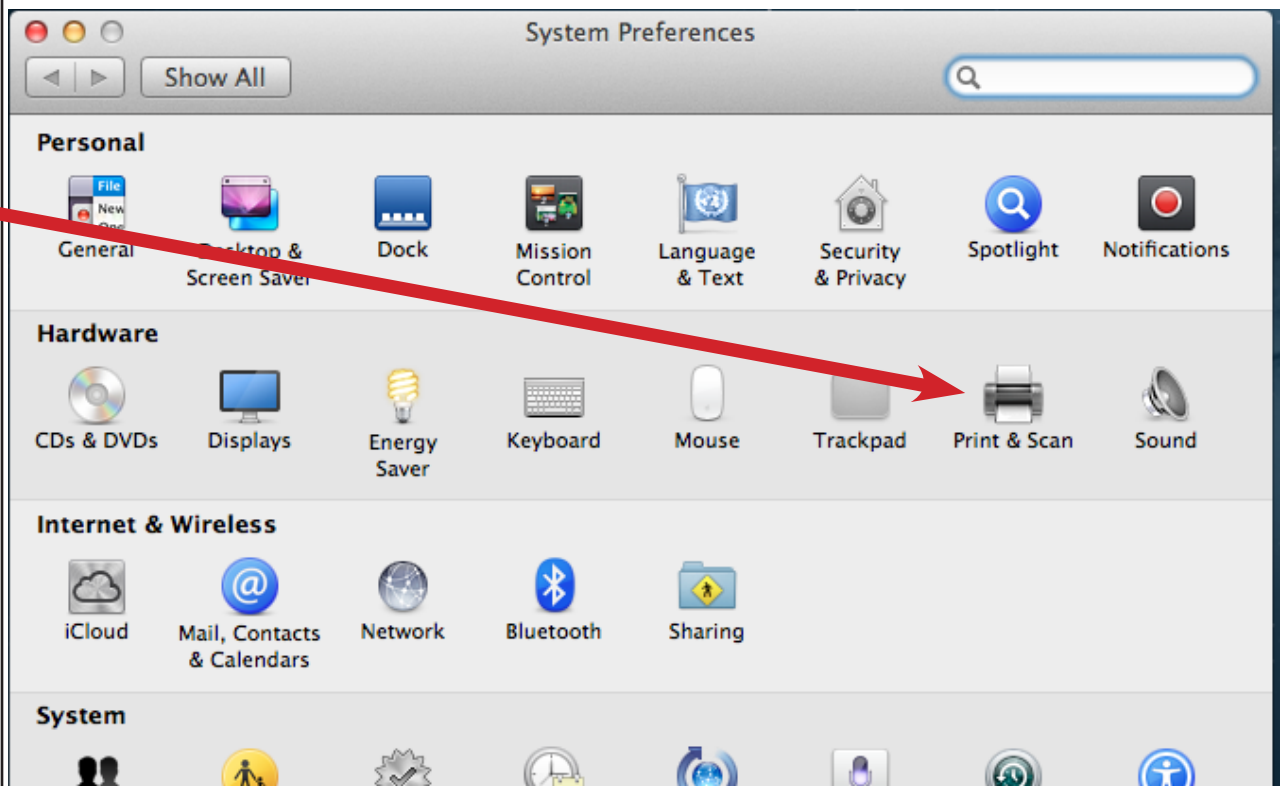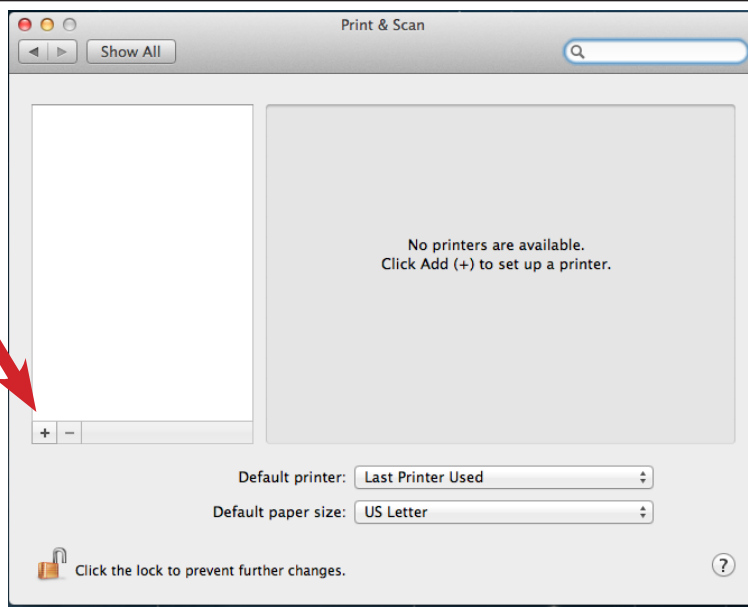|	
Open System Preferences. The are a few ways to do this. One way is to click on the apple in the upper left hand corner and select System Preferences...	

We are here to add a printer so click on the Print & Scan icon in the second row.	

Click on the plus button to add a new printer.	
Click on the grey IP globe at the top of the window. Here is where you need that IP address from the first steps.	
Type in the IP address in the box. Make sure you separate each group of numbers with a period. Check the protocol is "Line Printer Daemon -LPD" Click the Use: button at the bottom and choose "select Printer Software"	
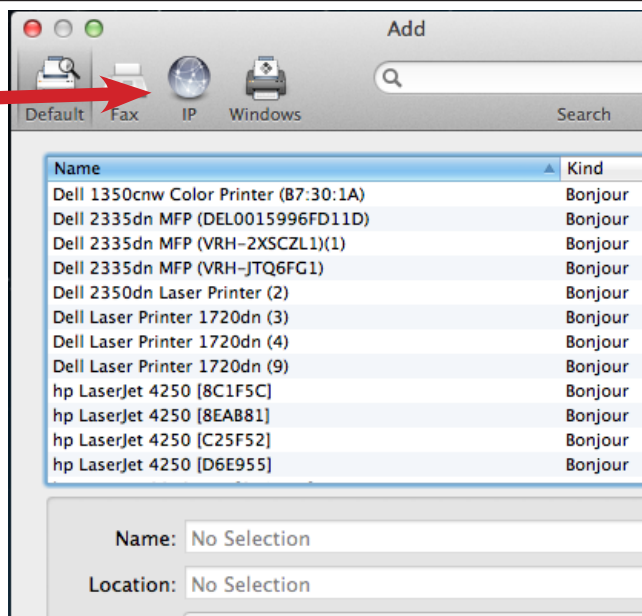
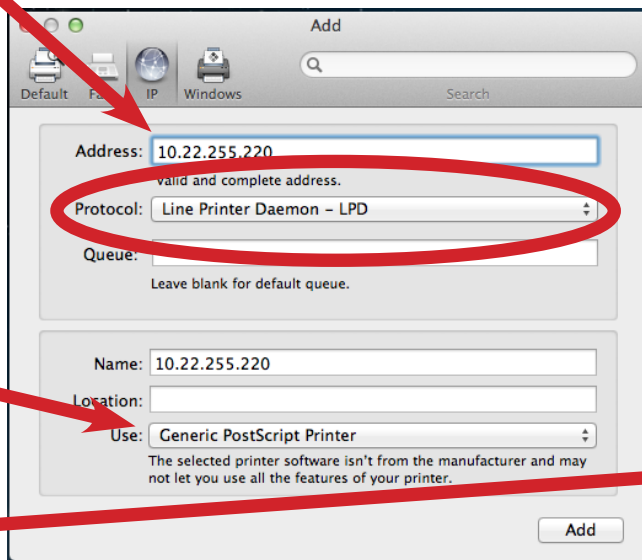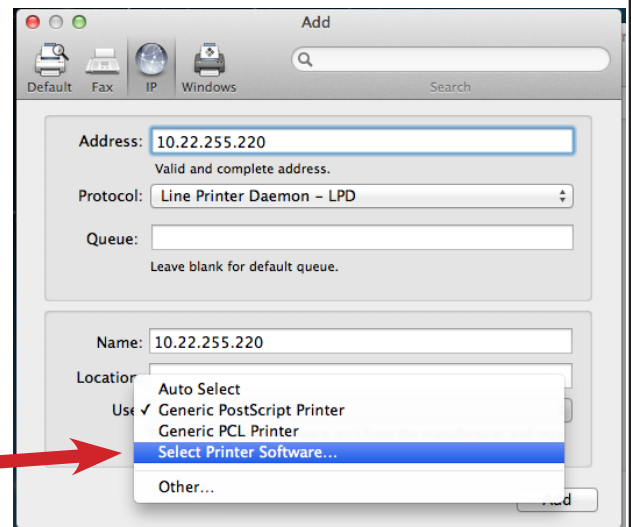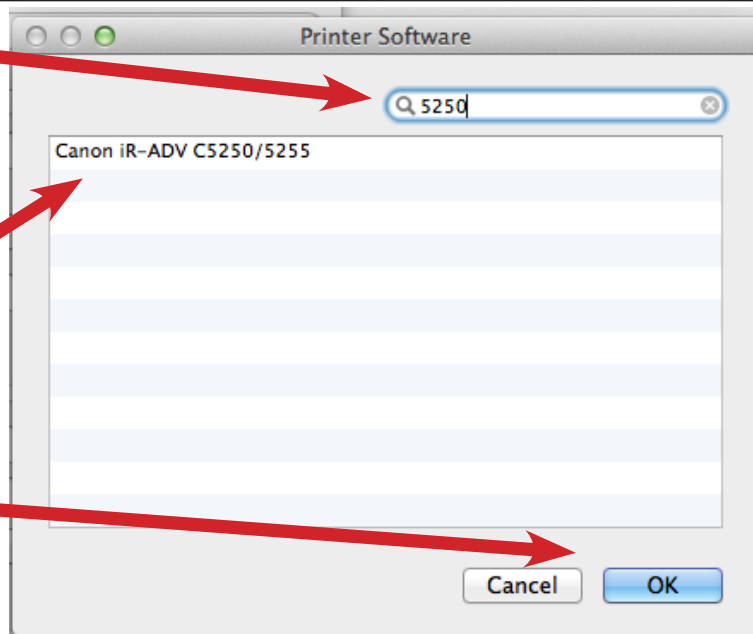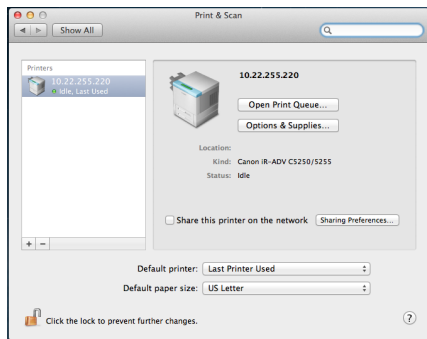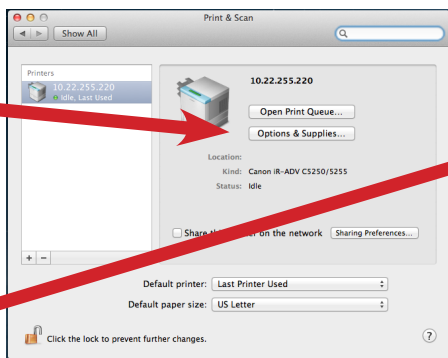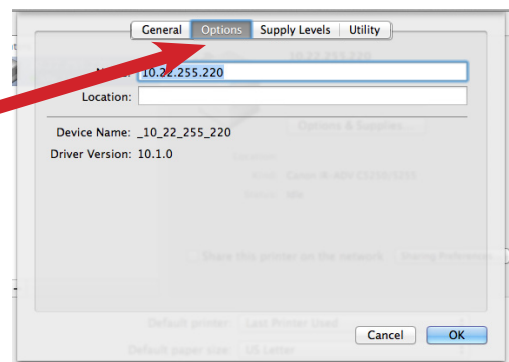|	
Type the model of the printer into the search bar to narrow down your choices. Only type the numbers. Choose the Canon driver that has your model number and click ok.	Printer Software Q 5250 Canon iR-ADV C5250/5255 Cancel OK
The printer will now show up in your list. NEVER check this share printer box for any printer!	Print & Scan Show All Printers 10.22.255.220 Idle, Last Used 10.22.255.220 Open Print Queue... Options & Supplies... Location: Kind: Canon iR-ADV C5250/5255 Status: Idle Share this printer on the network Sharing Preferences... Default printer: Last Printer Used Default paper size: US Letter Click the lock to prevent further changes.
Click on Options and Supplies. In the box that appears choose driver.	Print & Scan Show All Printers 10.22.255.220 Idle, Last Used 10.22.255.220 Open Print Queue... Options & Supplies... Location: Kind: Canon iR-ADV C5250/5255 Status: Idle Share this printer on the network Sharing Preferences... Default printer: Last Printer Used Default paper size: US Letter Click the lock to prevent further changes. General Options Supply Levels Utility 10.22.255.220 Location: Device Name: _10_22_255_220 Driver Version: 10.1.0 Cancel OK
Check the box "Department ID Management" Now choose the option for utility	General Options Supply Levels Utility To take full advantage of your printer's options, confirm that they are accurately shown here. For information on your printer and its optional hardware, check the printer's documentation. Cassette Feeding Unit: Off Paper Deck Unit: Off Output Options: None Copy Tray: Off Inner Finisher Additional Tray: Off External Feeder: None ☑ Department ID Management ☐ Secure Printing Function of Device ☐ CMS Special Settings Function Version: 1.0 or later Cancel OK
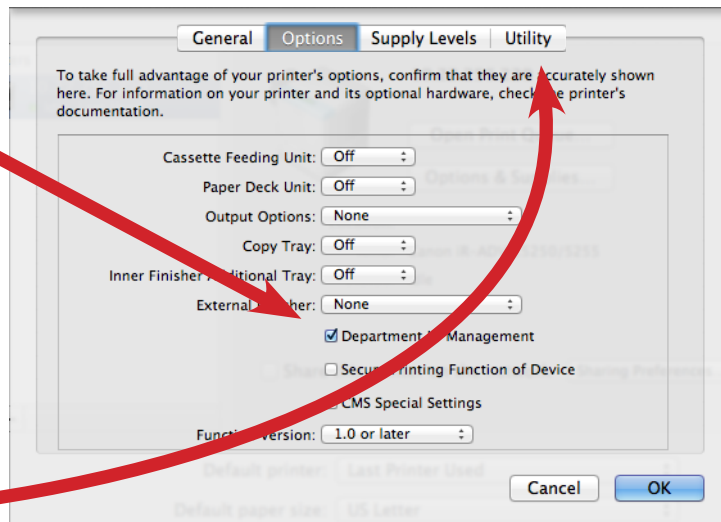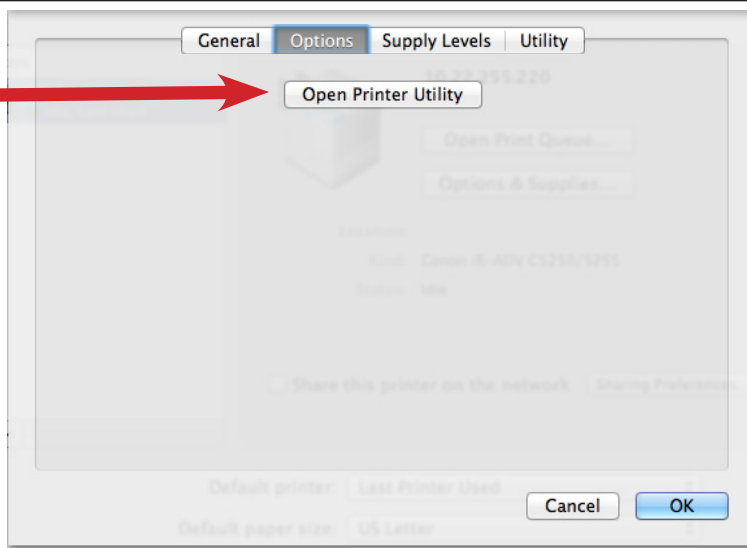
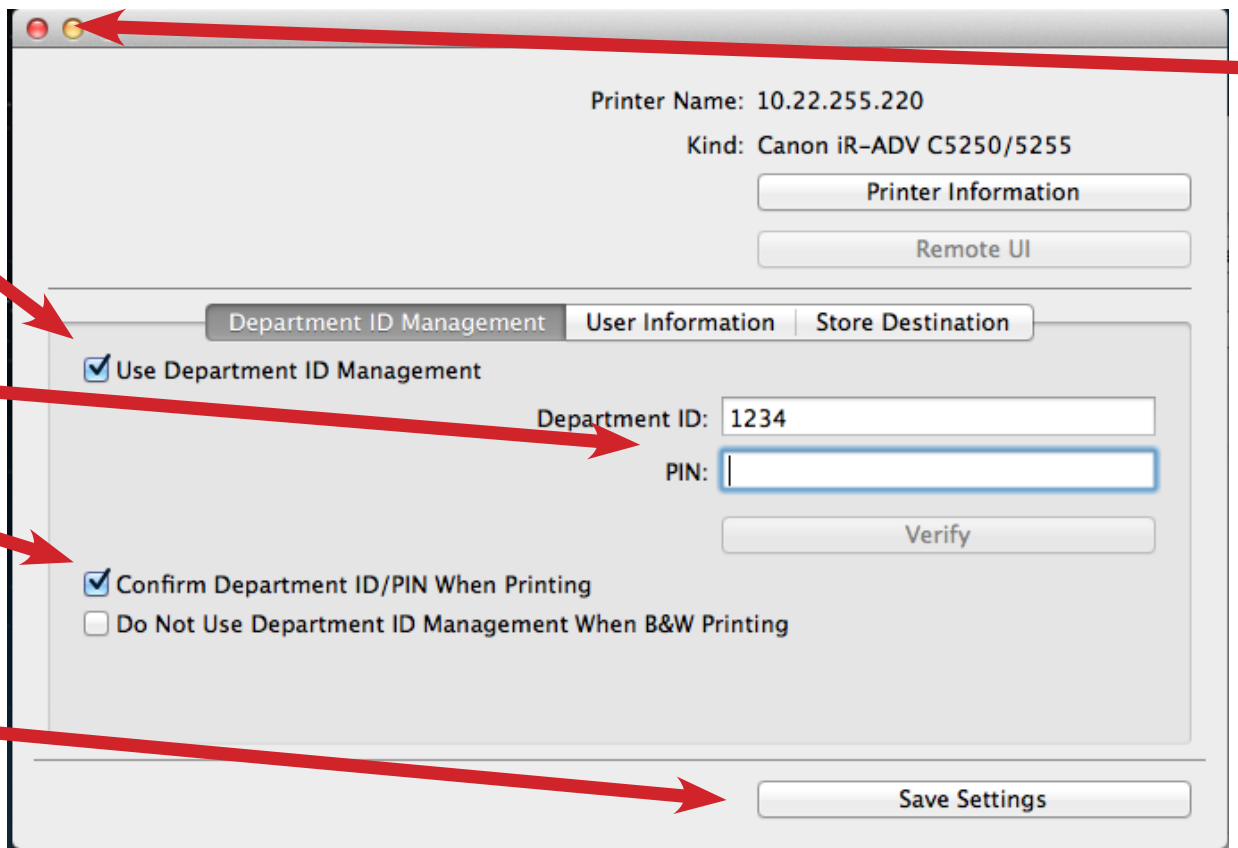|	
Click on the Open Printer Utility button	
1. Under the Department ID management tab, check the Use Department ID Management box. 2. Enter your Department ID and PIN 3. Check the Confirm Department ID/PIN When Printing button 4. Click the Save Setting button 5. Close the window by clicking the red dot in the top left corner.	
Quit System Preferences.	CONGRATULATIONS! THAT'S IT! Each time you go to print, a pop up will prompt you to confirm your department ID and PIN.