

How to Install a Canon Printer on a Mac

1. Downloading the Driver

- a. Click on the following link to download the latest driver:
https://downloads.canon.com/bicg2023/drivers/UFR11_V10.19.14_Mac.zip
- b. When the file is finished downloading, double-click on the .dmg file to open it, and then double-click on the UFR11 package to install.
- c. 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.
 - ii. For “Protocol”, select “Line Printer Daemon (LPD)”.
 - iii. Leave “Queue” blank.
 - iv. For “Name”, enter a name that the user will use to identify the printer.
 - 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.
- e. After everything is filled out, click “Add” in the lower right of the window; this will add the printer to your Mac.

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 it’s own once you do this, so then close the window normally).

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