

# Public Printer Installation in GRC

2023-06-15

Step by step installation :

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## I. Select a desired public printer: The Public Printers List

### a. HP Printers

Location	IP	Product Model	Color
1F - General Affairs Office	192.168.11.39	1F - General Affairs Office HP Color LaserJet M553	Color
2F - Public Zone	192.168.12.22	2F - Public Zone HP Color LaserJet M652	Color
3F - Public Zone	192.168.13.26	3F - Public Zone HP Color LaserJet M652	Color
4F - Public Zone	192.168.14.19	4F - Public Zone HP Color LaserJet M652	Color
5F - Public Zone	192.168.15.33	5F - Public Zone HP Color LaserJet M750	Color
6F - Public Zone	192.168.16.25	6F - Public Zone HP Color M651dn	Color
7F - Public Zone	192.168.17.27	7F - Public Zone HP Color LaserJet M651	Color

### b. Canon Multi-Function Printers (photocopy, scanning & printing)

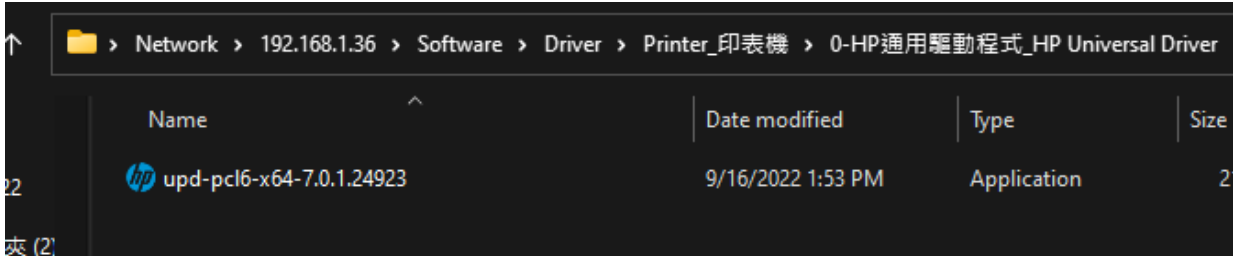
Location	IP	Product Model	Color
1F - General Affairs Office	192.168.11.21	1F - General Affairs Canon iR-ADV C5560	Color
2F - Public Zone	192.168.12.26	2F - Public Zone Canon iR-ADV C5560F	Color
3F - Public Zone	192.168.13.24	3F - Public Zone Canon iRA-4535i	B&W
4F - Public Zone	192.168.14.4	4F - Public Zone Canon iRA-4535i	B&W
5F - Public Zone	192.168.15.23	5F - Public Zone Canon C5560i	Color
7F - Public Zone	192.168.17.24	7F - Public Zone Canon iRA-4535i	B&W

Note: ID & PIN code for color printing, please contact General Affairs Office

## II. HP Printer installation

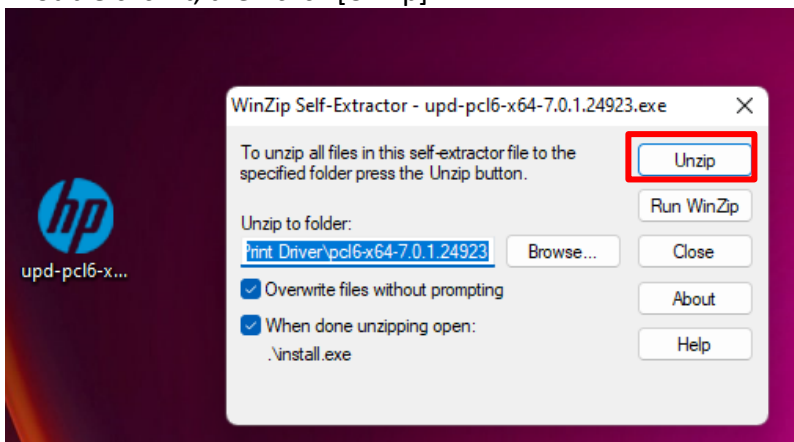
### a. Windows OS:

1. Go to [//192.168.1.36/Software/Driver/Printer\_印表機/0-HP通用驅動程式\_HP Universal Driver], copy the file “upd-pcl6-x64-7.0.1.24923” to desktop.

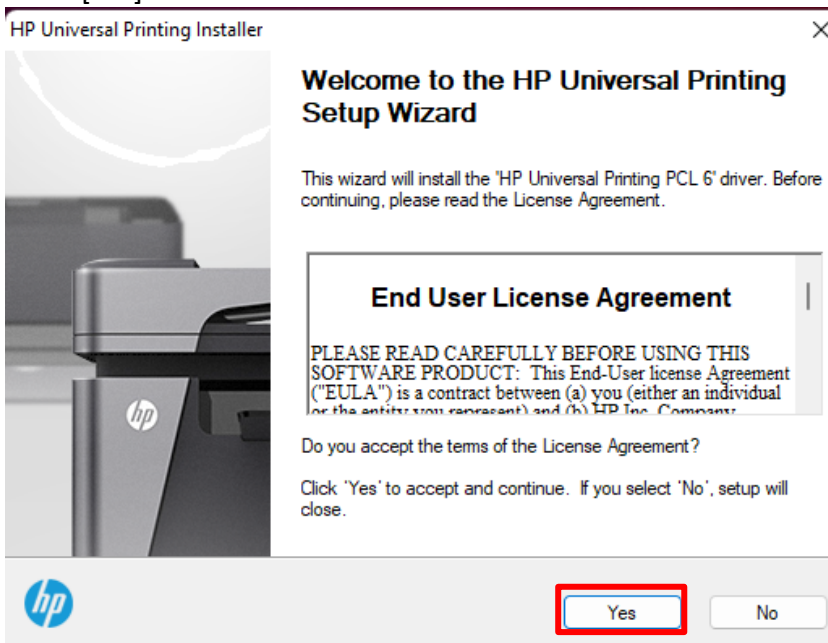


Note: Login with “public” (ID/PW) to access this folder.

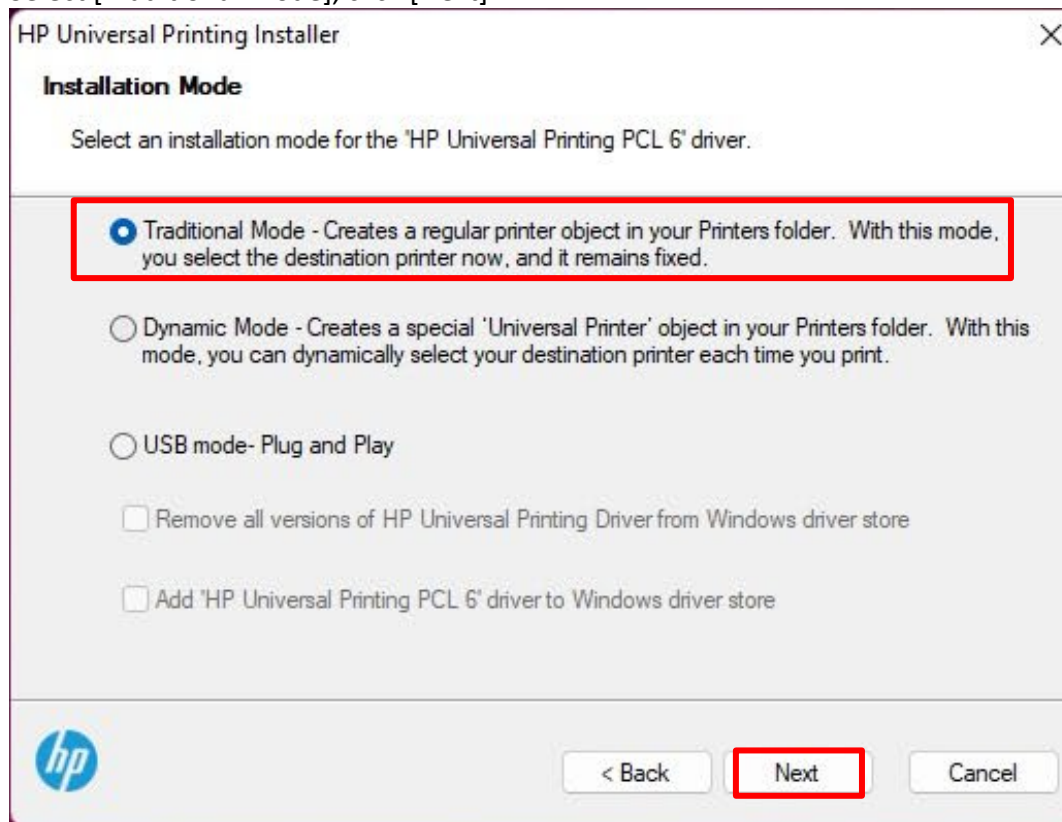
2. Double click it, then click [Unzip].



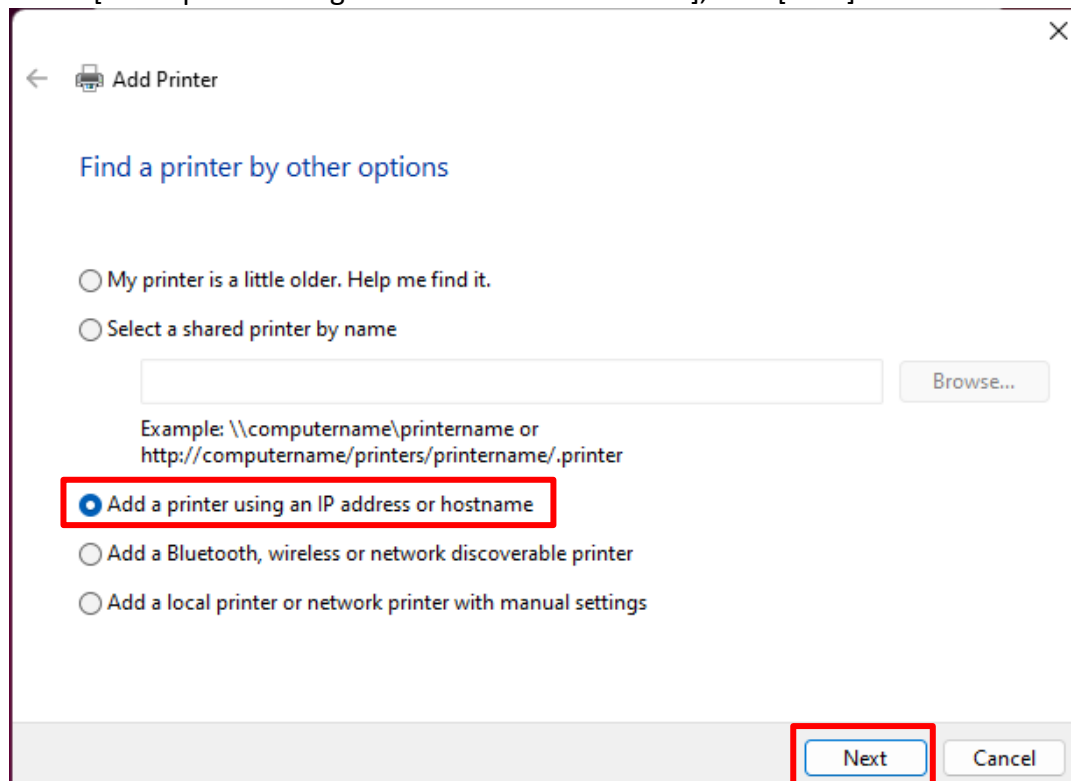
3. Click [Yes].



4. Select [Traditional Mode], click [Next].



5. Select [Add a printer using an IP address or hostname], click [Next].



6. Here, takes the **HP printer in 4th floor as an example** to demo.  
Other HP printers: [Public Printers List](#)

Select [TCP/IP Device], then type in the printer's IP address, click [Next]

← Add Printer

Type a printer hostname or IP address

Device type: TCP/IP Device

Hostname or IP address: 192.168.14.19

Port name: 192.168.14.19

Query the printer and automatically select the driver to use

Autodetect detects WSD and TCP/IP printers.  
To search for IPP printers, please select IPP from the drop down box

Next Cancel

7. Select [HP Universal Printing PCL6], click [Next].

← Add Printer

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.  
To install the driver from an installation CD, click Have Disk.

Printers

- HP Universal Printing PCL 6
- HP Universal Printing PCL 6 (v7.0.1)


This driver is digitally signed.  
[Tell me why driver signing is important](#)

Windows Update Have Disk...

Next Cancel

Note: If you've installed a HP printer before, the following message would pop up, select [Use the driver that is currently installed(recommended)], click [Next].

✕

←  Add Printer

Which version of the driver do you want to use?


Windows detected that a driver is already installed for this printer.

Use the driver that is currently installed (recommended)

Replace the current driver

8. Copy and paste the text in "product model" field from the [public printer list](#), then click [Next].

✕

←  Add Printer

Type a printer name

Printer name:

This printer will be installed with the HP Universal Printing PCL 6 driver.

9. Select [Do not share this printer], click [Next].



←  Add Printer

### Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer

Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:

Next

Cancel

10. Click [Printer a test page] to check the printer is working properly. Click [Finish] to end up the installation.



←  Add Printer

You've successfully added 4F - Public Zone HP Color LaserJet M652

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

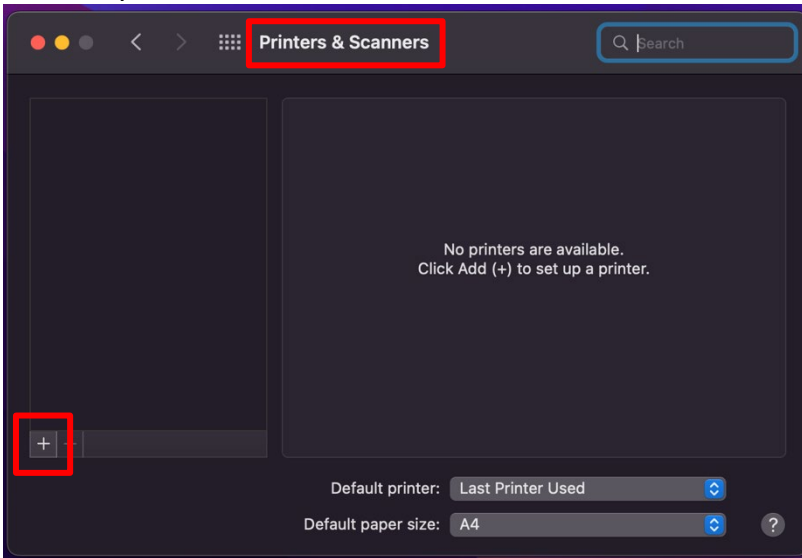
Print a test page

Finish

Cancel

b. macOS

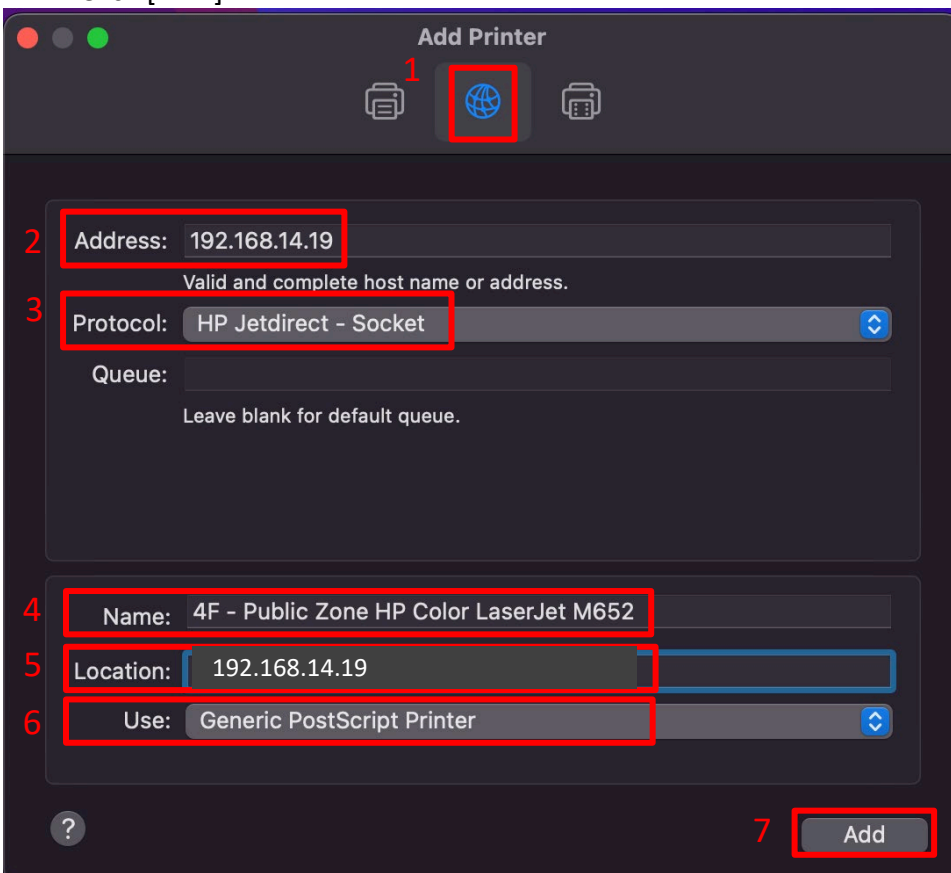
1. Go to [System Reference - Printers & Scanners], click [add button].



2. Here, takes the **HP printer in 4<sup>th</sup> floor as an example** to demo.

Other HP printers: [Public Printers List](#)

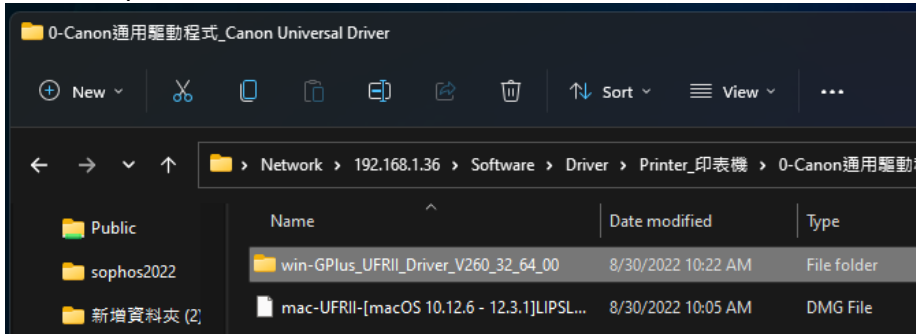
- 2-1. Select [IP] (global icon)
- 2-2. [Address]: 192.168.14.19
- 2-3. [Protocol]: HP Jetdirect -Socket
- 2-4. [Name]: 4F - Public Zone HP Color LaserJet M652
- 2-5. [Location]: same as the IP address
- 2-6. [Use]: Generic PostScript Printer
- 2-7. Click [ADD]



### III. Canon Multi-Function Printer installation

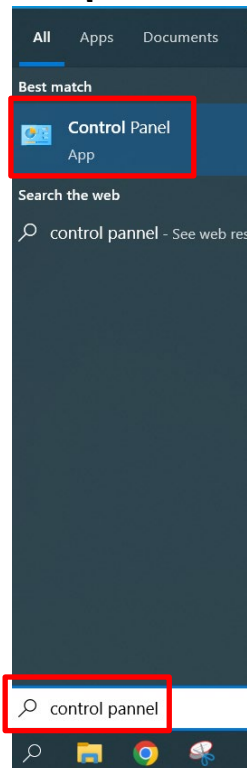
#### a. Windows OS

1. Go to [ //192.168.1.36/Software/Driver/Printer\_印表機/0-Canon通用驅動程式\_Canon Universal Driver], copy the entire folder named “win-GPlus\_UFRIL\_Driver\_V260\_32\_64\_00” to desktop.

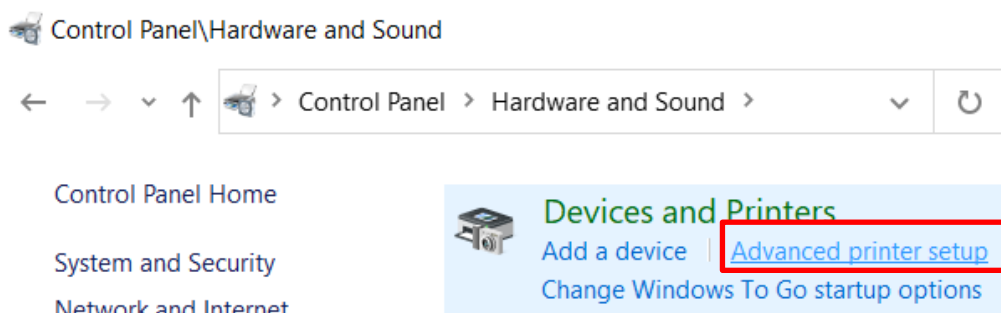


Note: Login with “public” (ID/PW) to access this folder.

2. Go to [Control Panel]

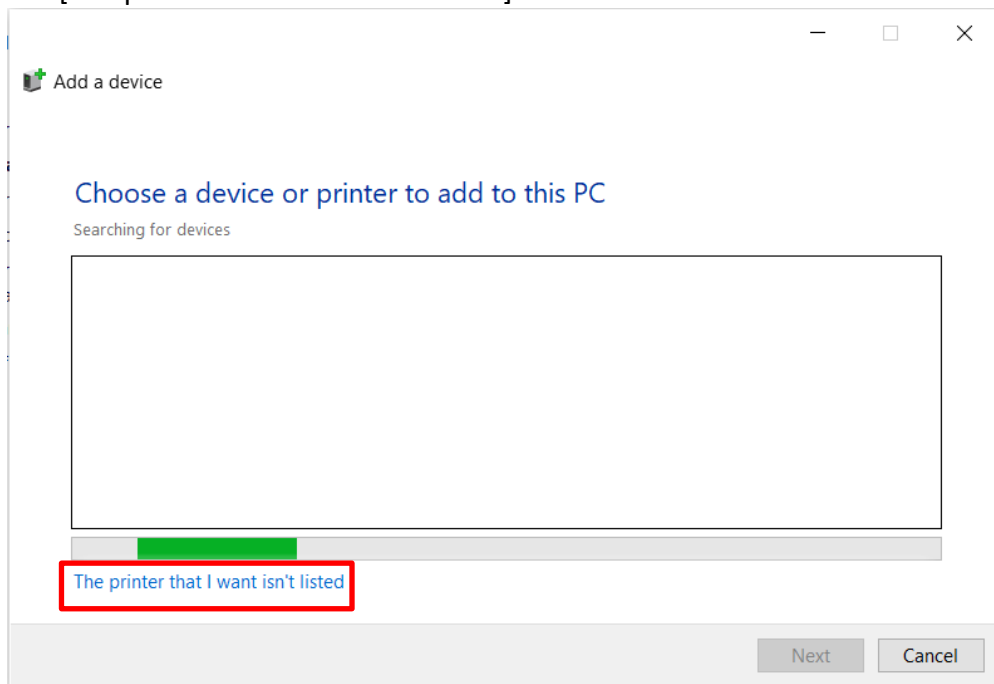


3. Select [Devices and Printers], click [Advanced printer setup].

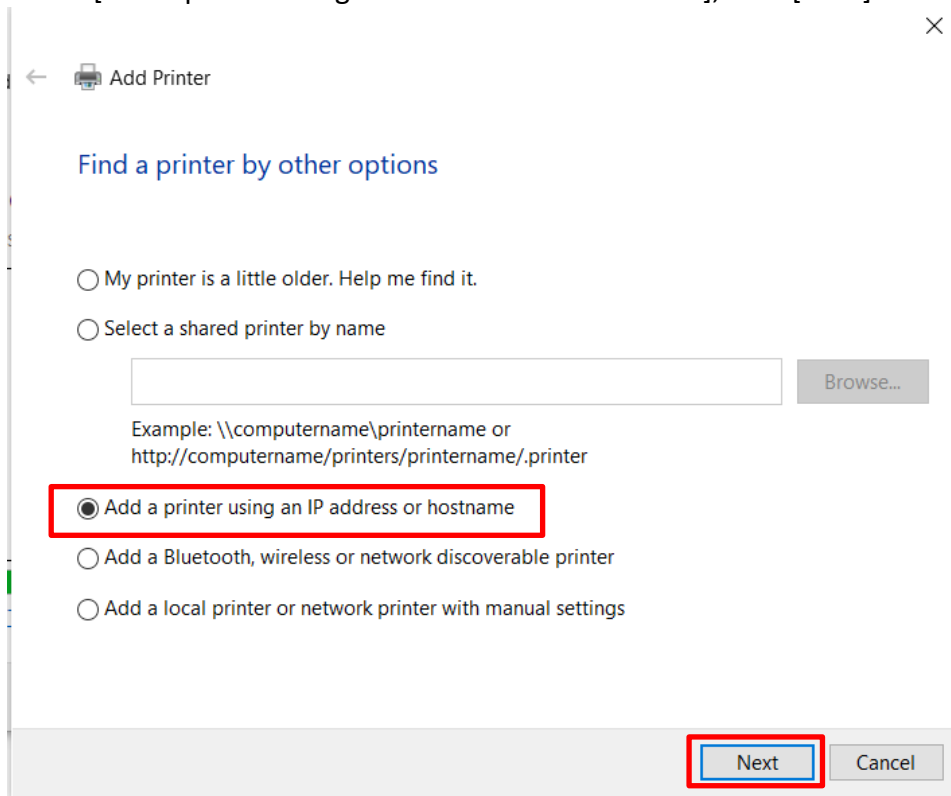




4. Click [The printer that I want isn't listed].

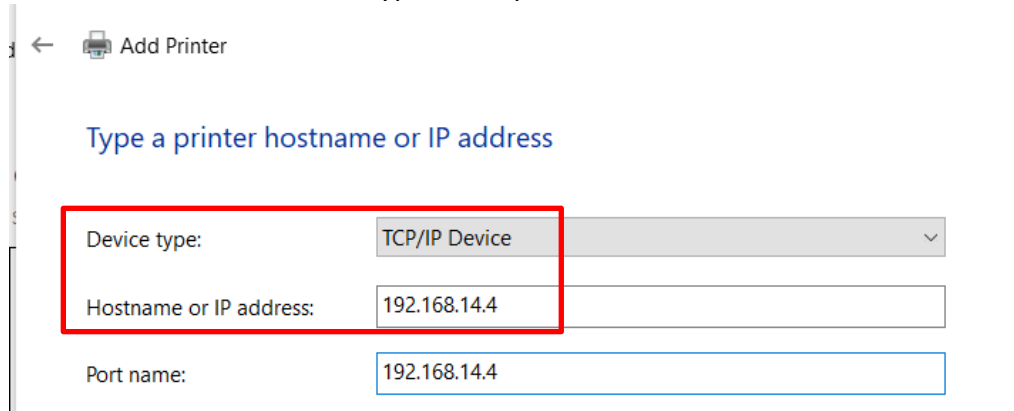


5. Select [Add a printer using an IP address or hostname], click [Next].

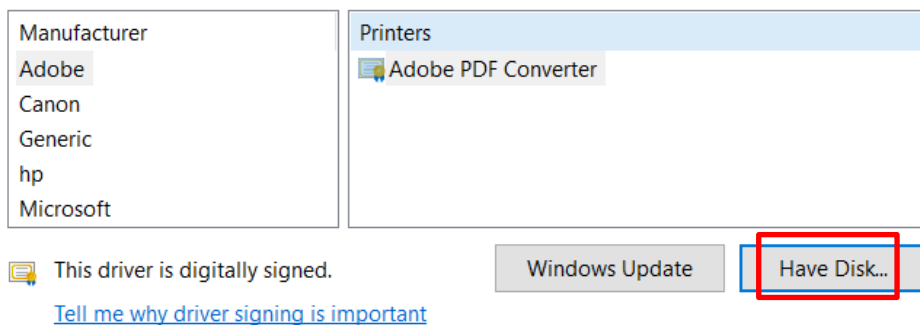


6. Here, takes the **Canon printer in 4th floor as an example** to demo.  
Other Canon printers: [Public Printers List](#)

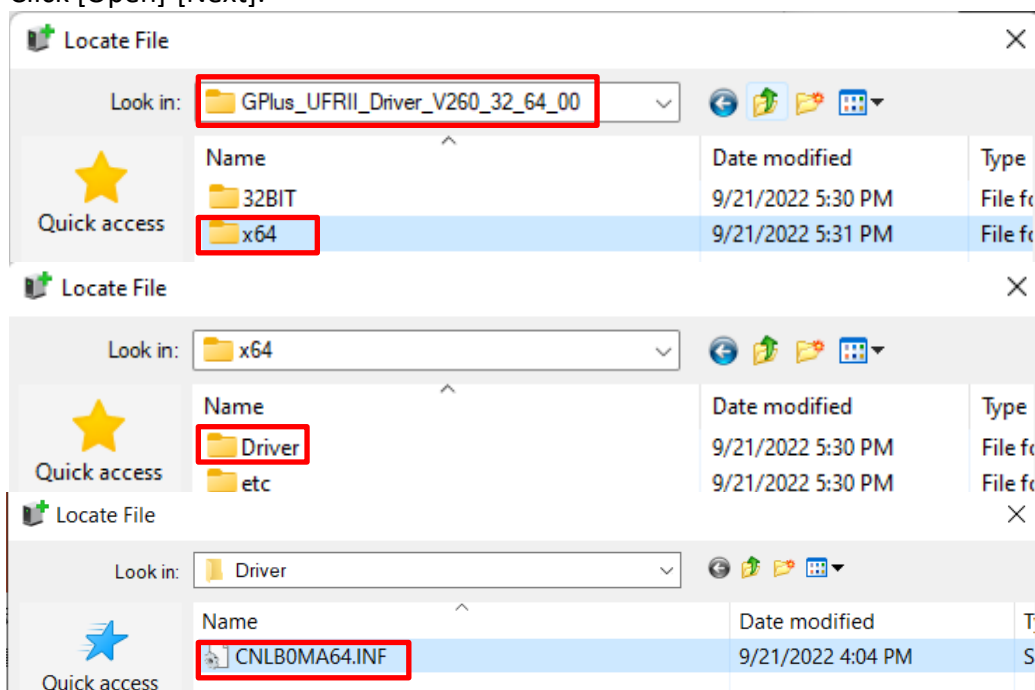
Select [TCP/IP Device], then type in the printer's IP address, click [Next]



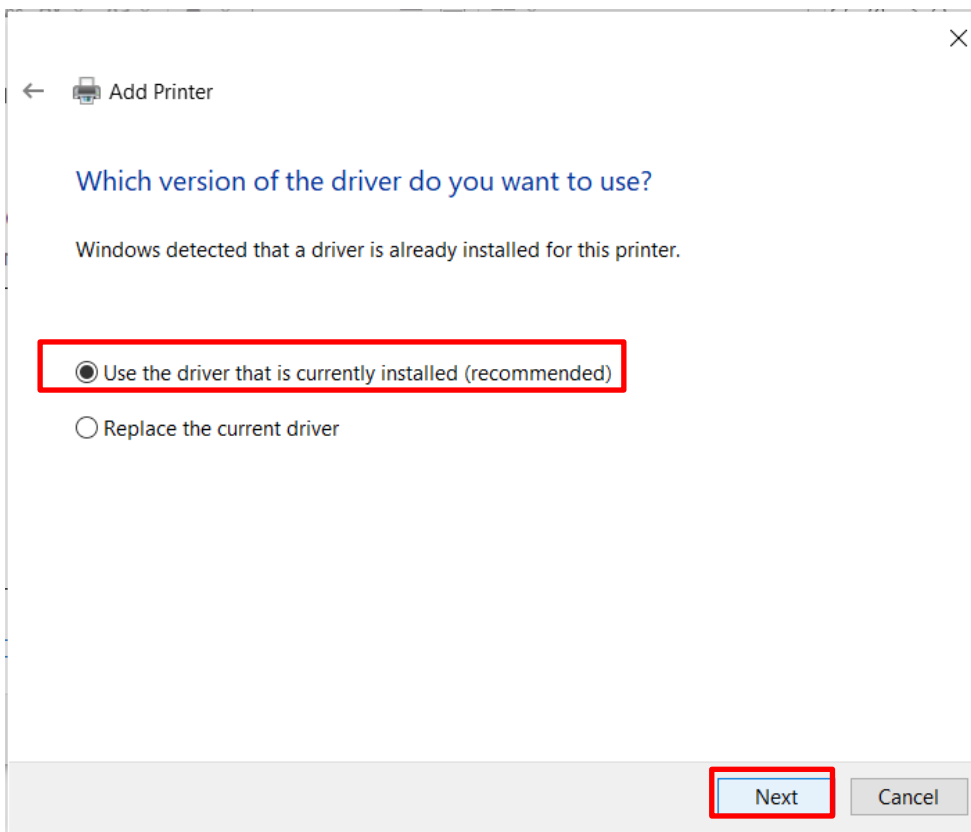
7. Click [Have Disk...].



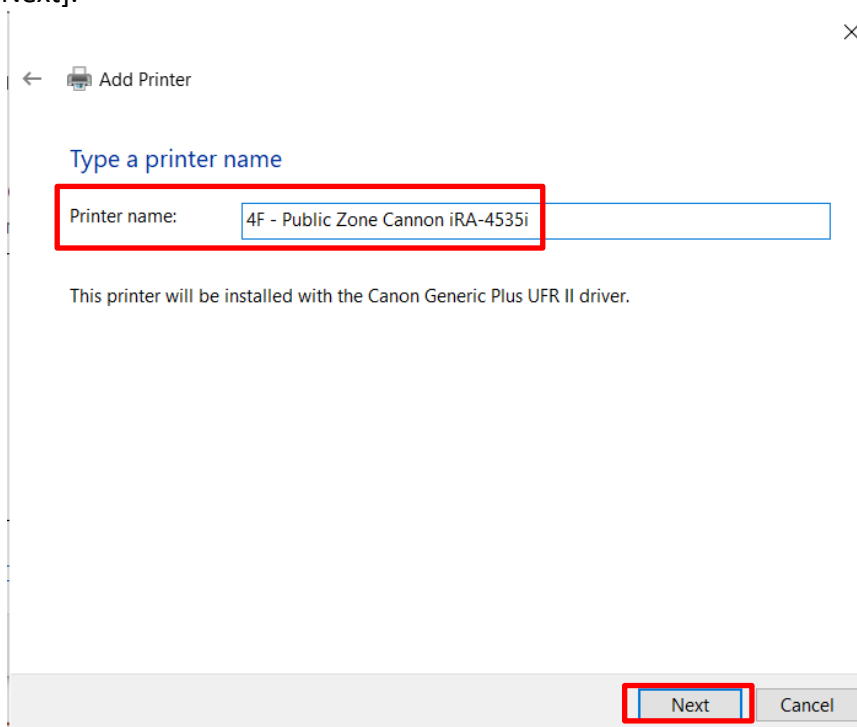
8. Go to the folder that just downloaded, select 32 or 64 bit according to your PC. Then, a "INF" file will be found in a folder named "Driver".  
Click [Open]-[Next].



Note: If you've installed a Canon printer before, the following message would pop up, select [Use the driver that is currently installed(recommended)], click [Next].



9. Copy and paste the text in “product model” field from the [public printer list](#), then click [Next].

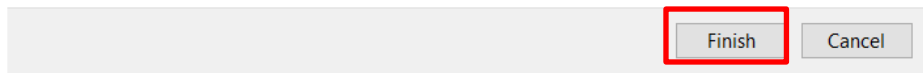
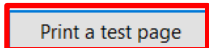


10. Click [Printer a test page] to check the printer is working properly. Click [Finish] to end up the installation.



You've successfully added 4F - Public Zone Cannon iRA-4535i

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.



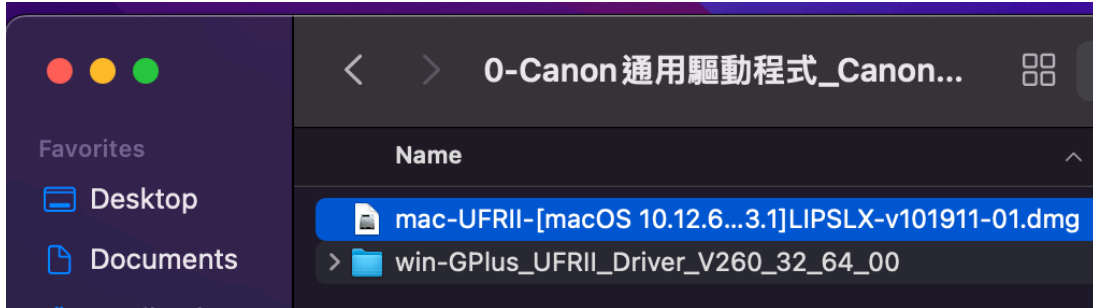
11. **Notes:**

- I. Double-sided printing is the default setting on the machine;
- II. The machine automatically switches to color printing, when it provides color printing mode;
- III. No need ID/PIN code when B&W printing;

If you want to know how to modify these common settings, please refer to [\[c. Advanced printing settings for Windows OS\]](#).

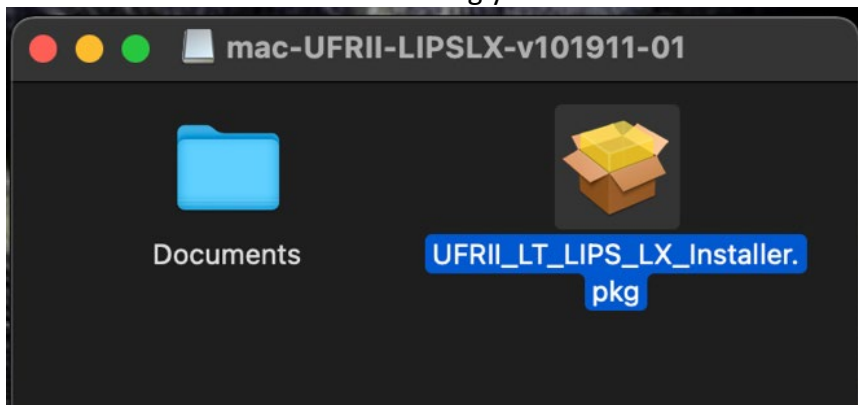
## b. macOS

1. Go to [ //192.168.1.36/Software/Driver/Printer\_印表機/0-Canon通用驅動程式\_Canon Universal Driver], copy the “dmg” file to desktop.

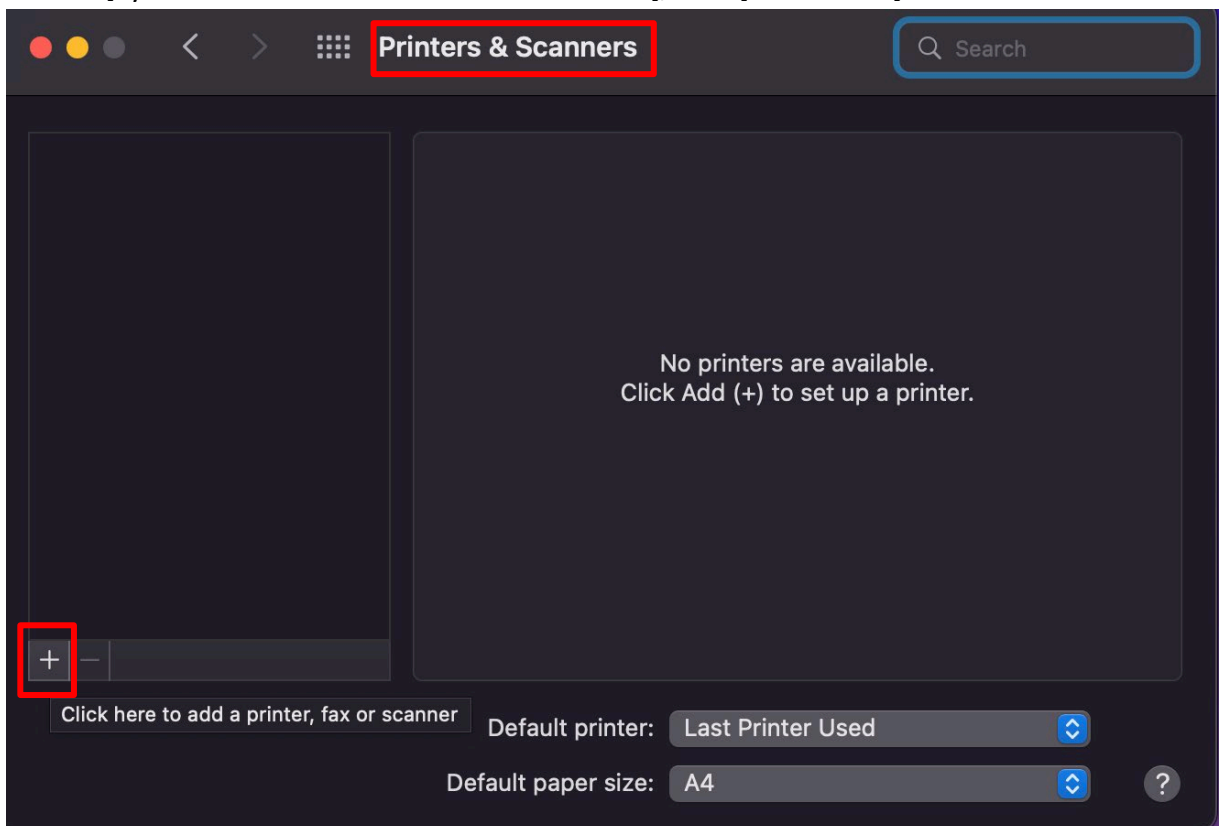


Note: Login with “public” (ID/PW) to access this folder.

2. Double click it and install accordingly.



3. Go to [System Preferences - Printers & Scanners], click [add button].



3. Here, takes the **Canon printer in 5<sup>th</sup> floor as an example** to demo.

Other Canon printers: [Public Printers List](#)

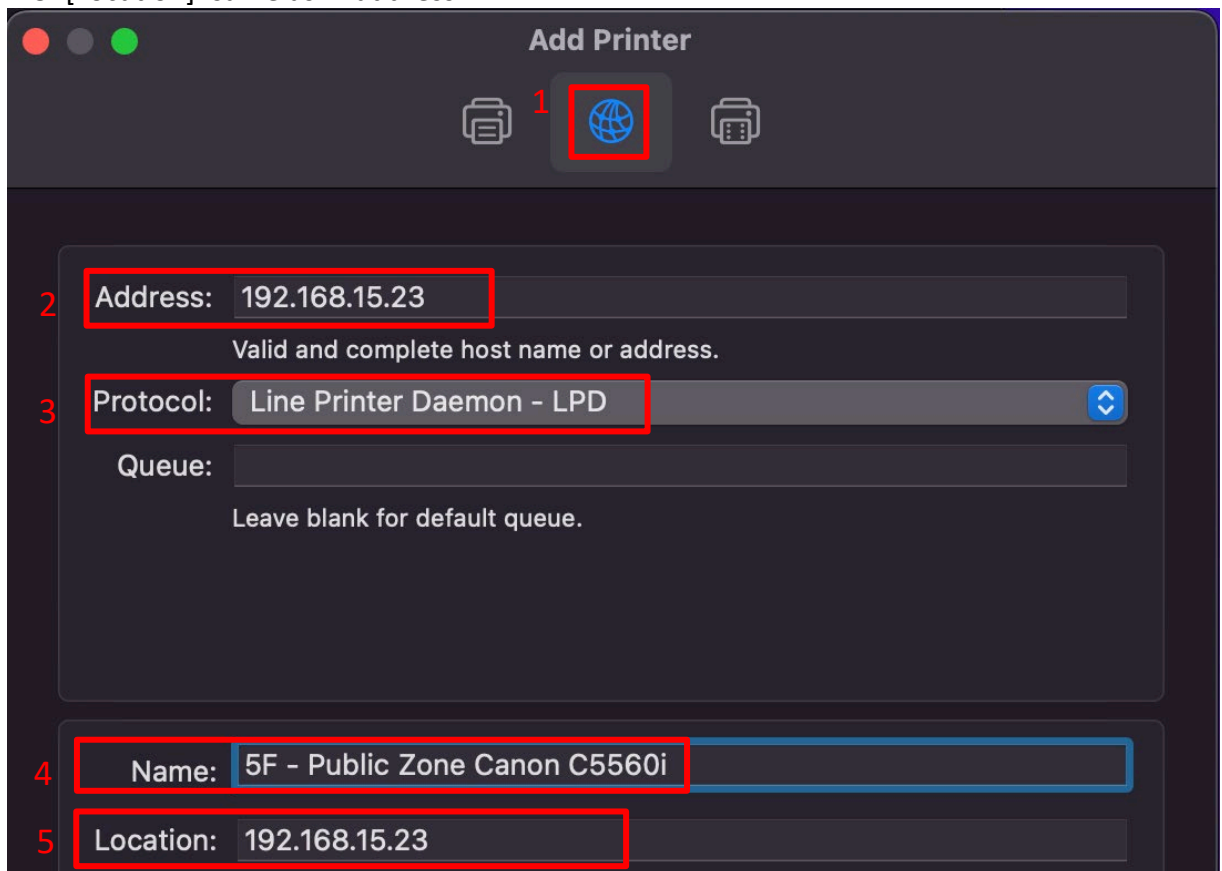
2-1. Select [IP] (global icon)

2-2. [Address]: 192.168.14.19

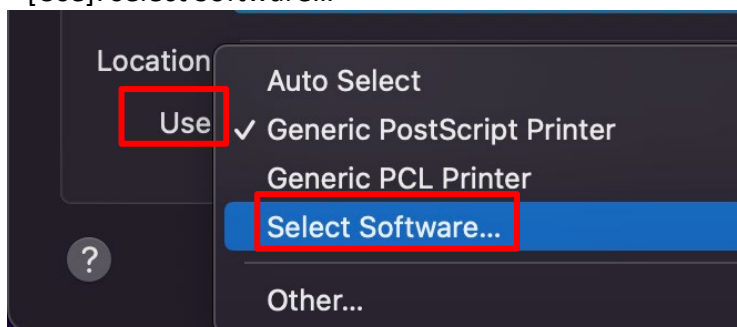
2-3. [Protocol]: Line Printer Daemon - LPD

2-4. [Name]: 5F - Public Zone Canon C5560i

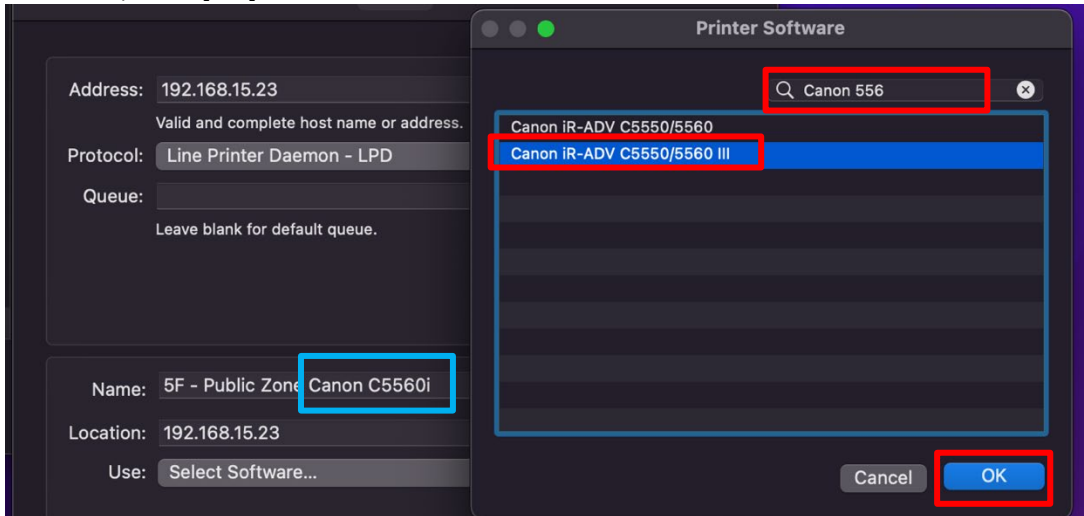
2-5. [Location]: same as IP address



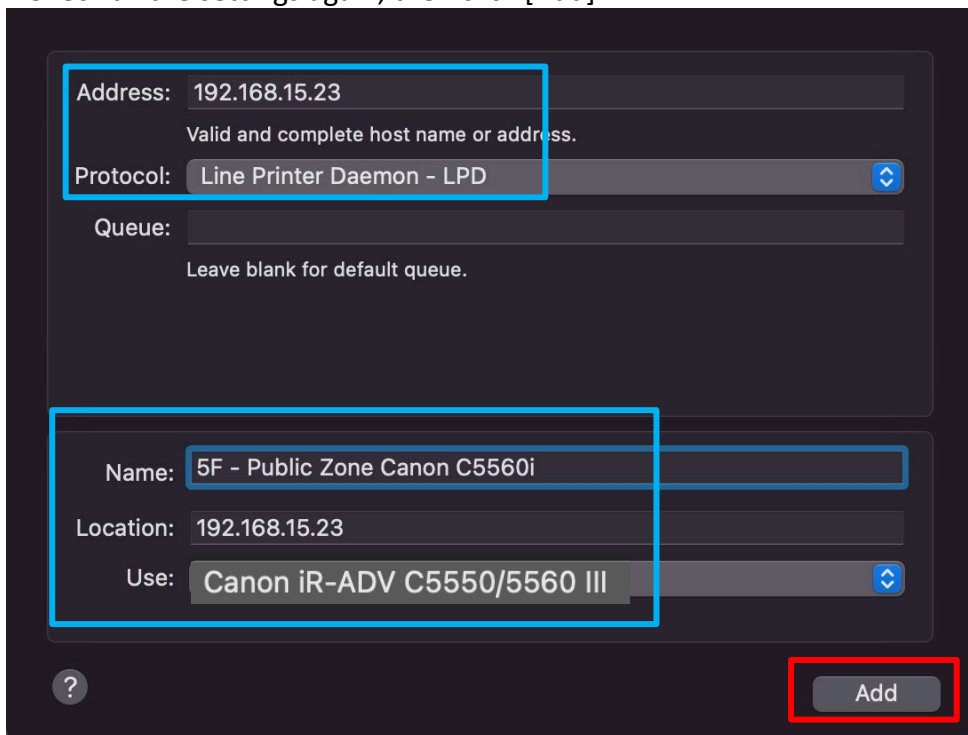
4. [Use]: select Software...



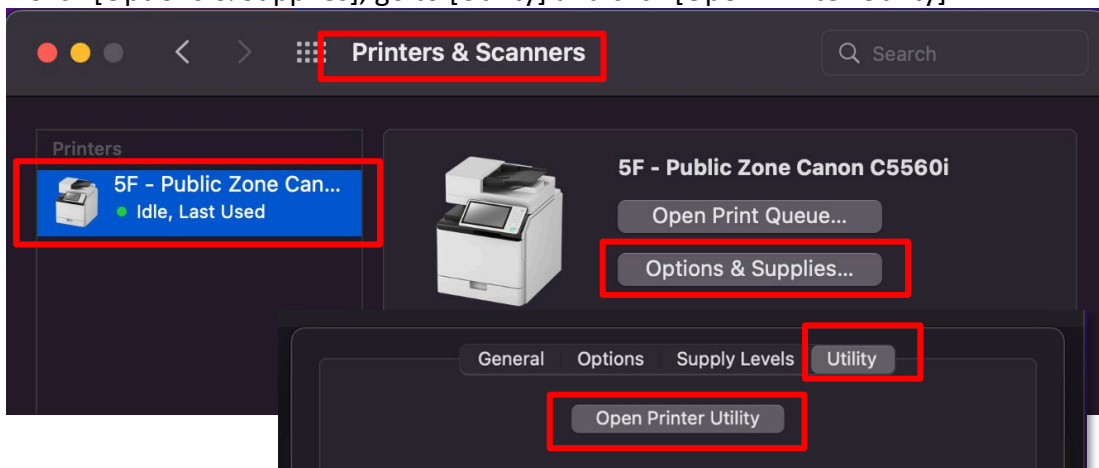
5. Type in the product model to search for the printer software, then choose the model with “III”, click [OK].



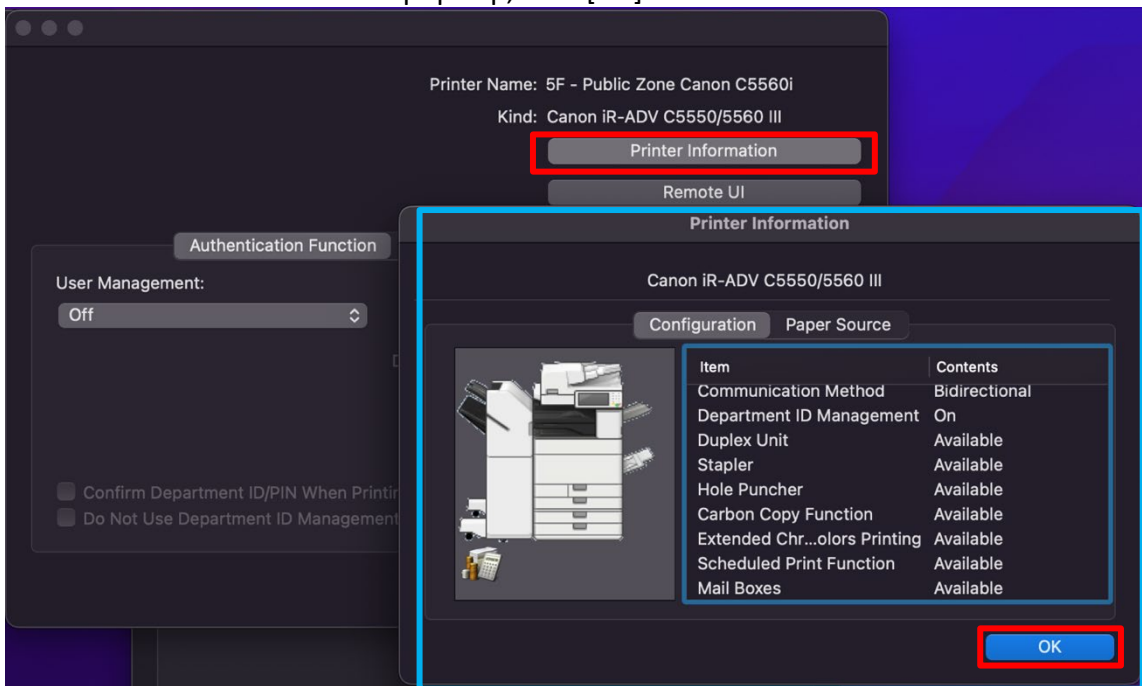
6. Check all the settings again, then click [Add].



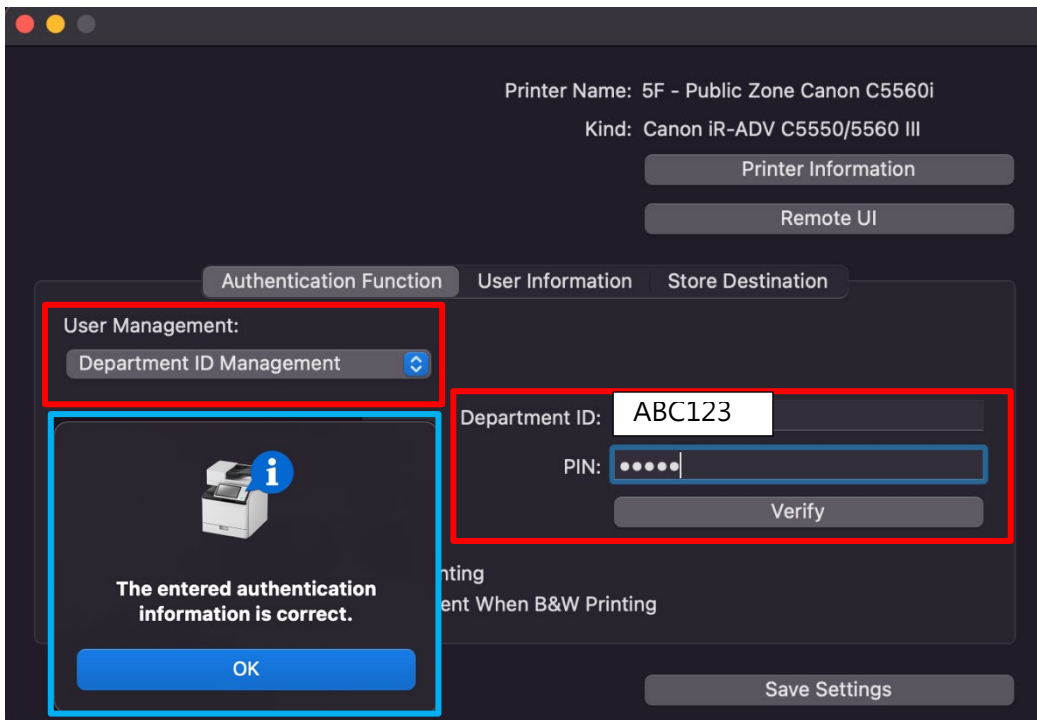
7. Back to [Printers & Scanners], select the Canon printer that just added. Click [Options & Supplies], go to [Utility] and click [Open Printer Utility].



8. Click [Printer Information] to check the printer is connecting properly. When the “Printer Information” window pops up, click [OK].



9. When the machine provides color printing mode, make sure to verify the ID and PIN code.



Note: ID & PIN code for color printing, please contact General Affairs Office

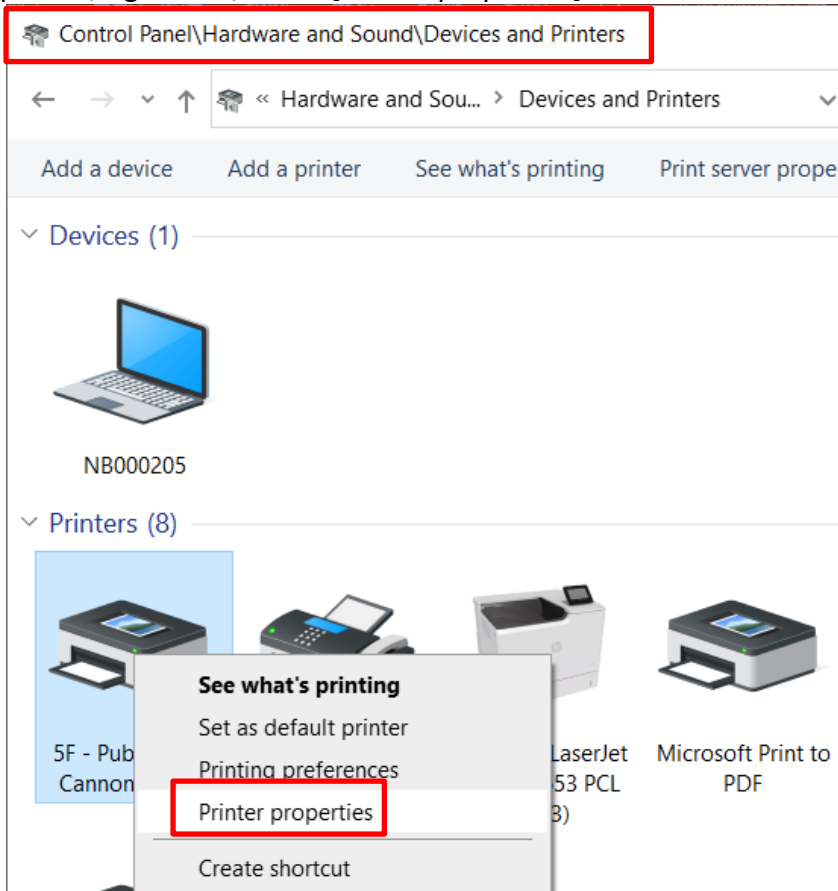
10. **Notes:**
- I. Double-sided printing is the default setting on the machine;
  - II. The machine automatically switches to color printing, when it provides color mode;
- If you want to know how to modify these common settings, please refer to [d.Canon](#)



[Advanced printing settings \(macOS\)\].](#)

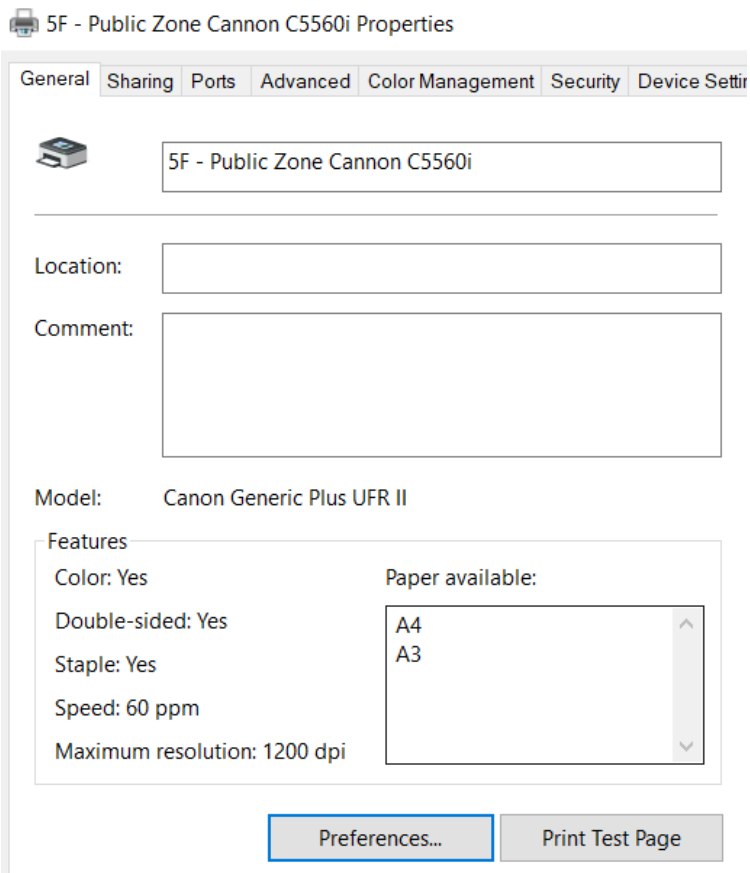
c. **Advanced printing settings: Windows OS**

1. Go to [Control Panel - Hardware and Sound - Devices and Printers], select the Canon printer, right-click, select [Printer properties].

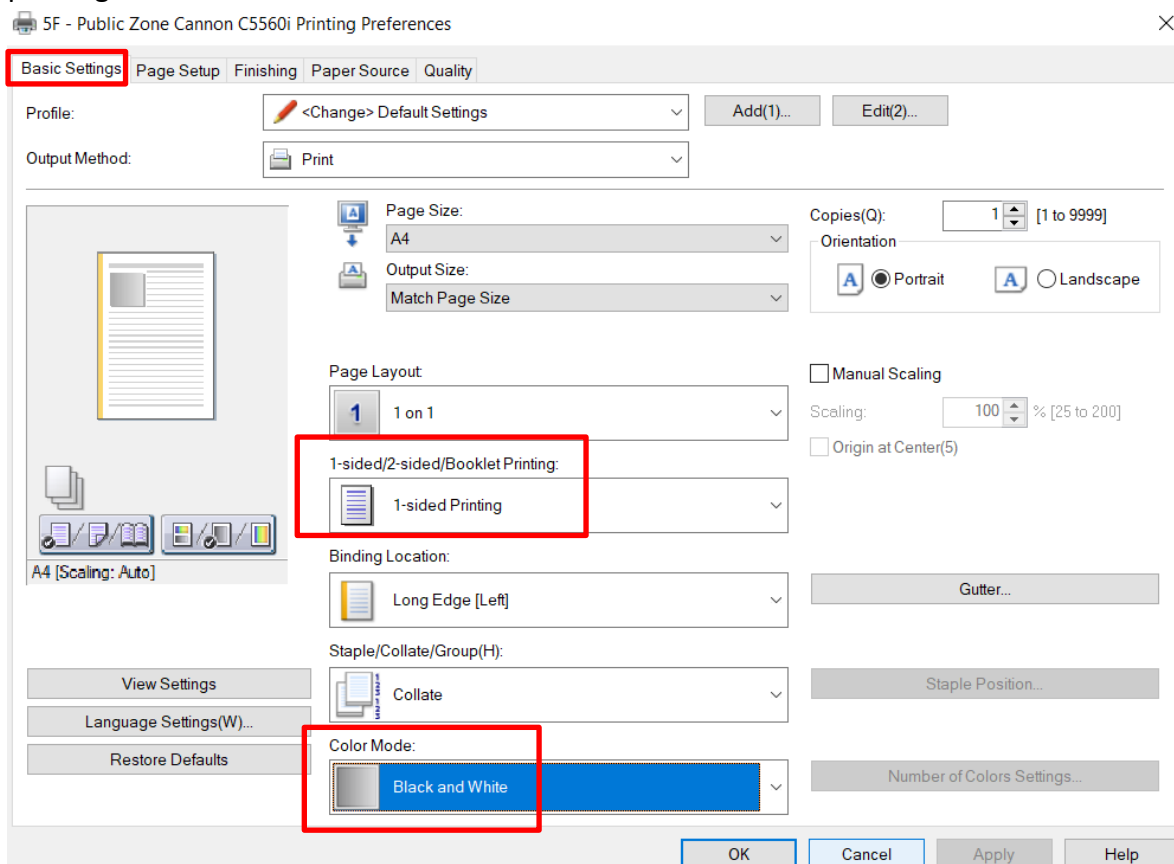


2. Go to [General], click [Preference...].

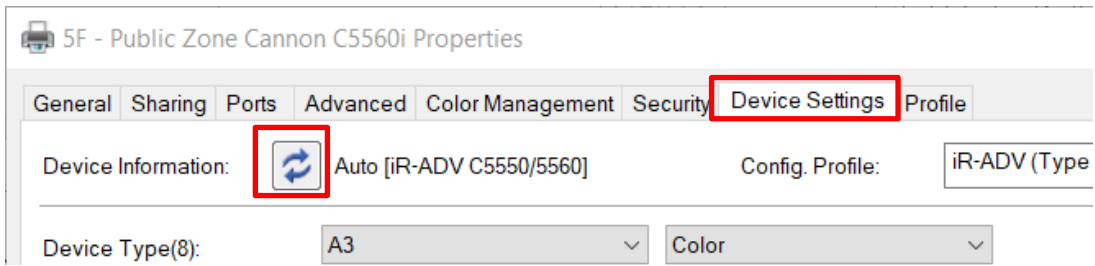




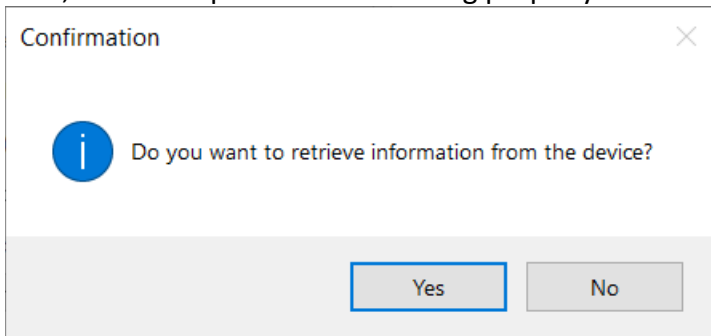
3. In [Basic Settings] tab enables you to specify whether color mode or 1-sided/2-sided printing.



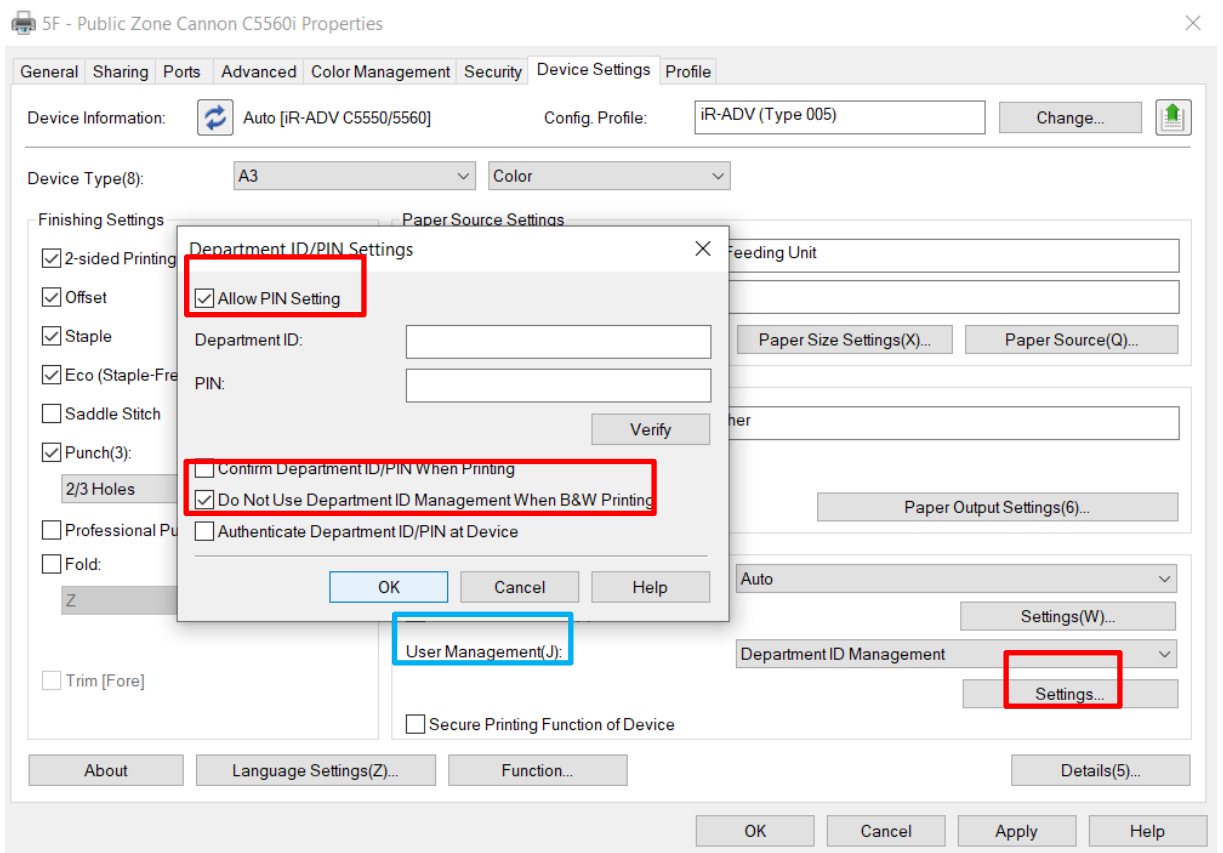
4. To cancel ID/PIN code when B&W printing, go to [Device Settings], then click the icon next to Device Information.



5. First, check the printer is connecting properly.

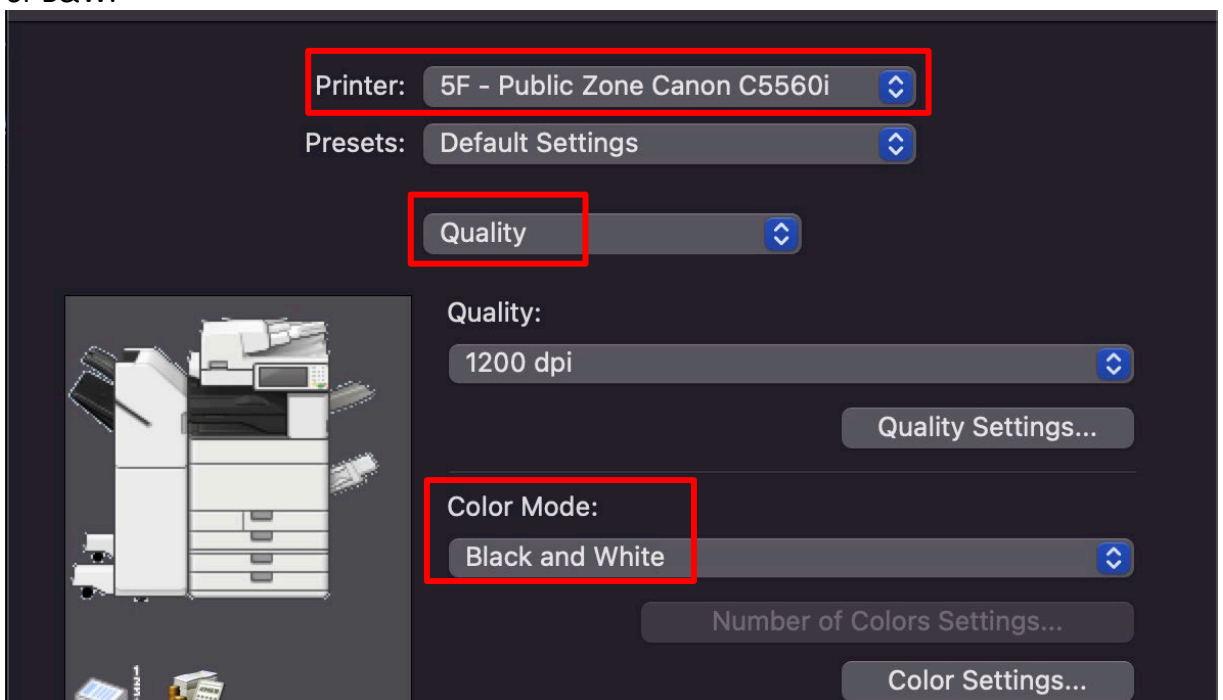


6. Click [Settings] under User Management. Check [Allow PIN Setting] & [Do Not Use Department ID Management When B&W Printing]. Remember to save all the setting and exit setup.

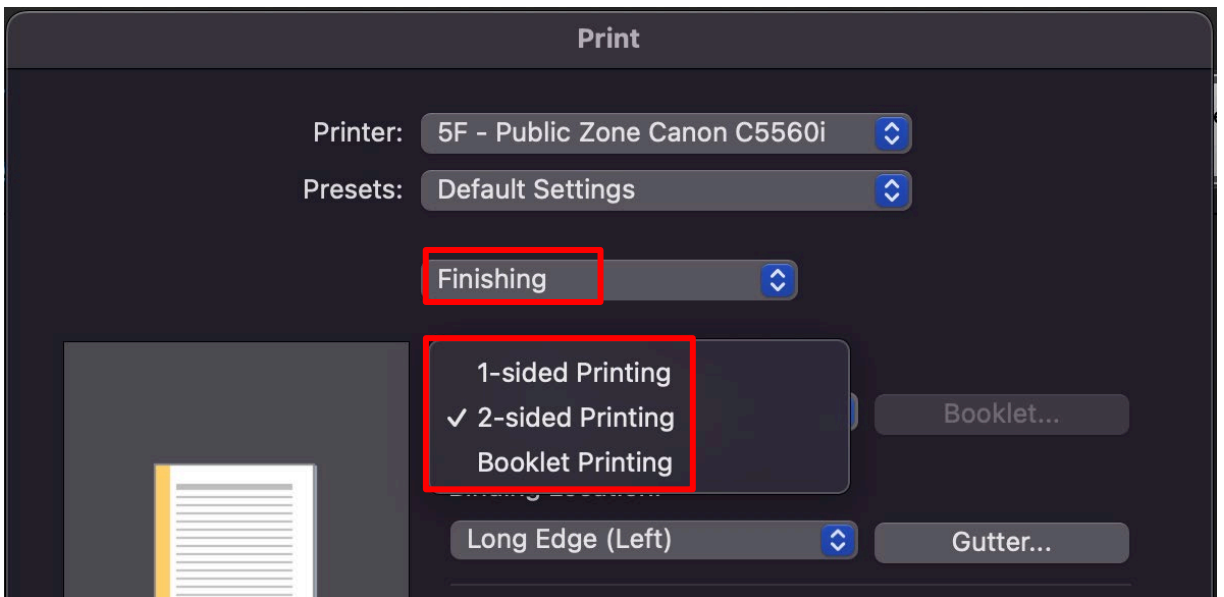


d. Advanced printing settings: macOS

1. Open an App like “Microsoft Word”, go to [File-Print].
2. Select a Canon printer, select [Quality]. In color mode, you could modify whether color or B&W.



3. Select [Finishing], here could setup whether 1-sided or 2-sided printing.



4. It's helpful to create your own custom presets to save time. Setup your presets accordingly.

