# Public Printer Installation in GRC

## 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	102 169 11 20	1F - General Affairs Office HP Color	Color
Affairs Office	192.108.11.39	LaserJet M553	COIOI
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 M652	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- DX4935i	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-DX4935i	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].

l	Traditional Mode - Creates a regular printer object in your Printers folder. With this mode, you select the destination printer now, and it remains fixed.
	O Dynamic Mode - Creates a special 'Universal Printer' object in your Printers folder. With this mode, you can dynamically select your destination printer each time you print.
	O USB mode- Plug and Play
	Remove all versions of HP Universal Printing Driver from Windows driver store
	Add 'HP Universal Printing PCL 6' driver to Windows driver store

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

		×	
~	🖶 Add Printer		
	Find a printer by other options		
	○ My printer is a little older. Help me find it.		
	Select a shared printer by name		
		Browse	
	Example: \\computername\printername or http://computername/printers/printername/.printer		
	<ul> <li>Add a printer using an IP address or hostname</li> </ul>		
	O Add a Bluetooth, wireless or network discoverable printer		
	O Add a local printer or network printer with manual settings		
		_	
	Next	Cancel	

6. Here, takes the HP printer in 4th floor as an example to demo. Other HP printers: <u>Public Printers List</u>

#### 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

×
nodels.
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].

		×
$\leftarrow$	Add Printer	
	Which version of the driver do you want to use?	
	Windows detected that a driver is already installed for this printer.	
	·····	
_		
L	<ul> <li>Use the driver that is currently installed (recommended)</li> </ul>	
	○ Replace the current driver	

Ne	xt Cancel

 Copy and paste the text in "product model" field from the <u>public printer list</u>, then click [Next].

←	🖶 Add Printer		
	Type a printer na	ne	
ſ	Printer name:	4F - Public Zone HP Color LaserJet M652	

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

Next

Cancel

🔶 🖶 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: <u>Public Printers List</u>
  - 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]

	••	Add Printer	
	Address: Protocol: Queue:	192.168.14.19         Valid and complete host name or address.         HP Jetdirect - Socket         Leave blank for default queue.	
4 5 6	Name: Location: Use:	4F - Public Zone HP Color LaserJet M652         192.168.14.19         Generic PostScript Printer	
	?	7 Add	

## III. Canon Multi-Function Printer installation

### a. Windows OS

 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\_UFRII\_Driver\_V260\_32\_64\_00" to desktop.

	Canon Universal I	Driver				
🕂 New 🗸 👗	0 6	€) 🖄	Ŵ	1 Sort ∽	≡ View ~	
← → < ↑	> Network >	192.168.1.36 >	Software >	Driver > Print	er_印表機 > 0	-Canon通用驅動稍
🚞 Public	Name			Date mo	dified	Туре
sophos2022	🚞 win-GPlu	s_UFRII_Driver_V	260_32_64_00	8/30/202	2 10:22 AM	File folder
💼 新増資料夾 (2)	mac-UFR	ll-[macOS 10.12.	6 - 12.3.1]LIP	SL 8/30/202	2 10:05 AM	DMG File

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

#### 2. Go to [Control Panel]



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

Sound Sound Year and Sound



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

		—		$\times$
U	Add a device			
	Choose a device or printer to add to this PC			
	Searching for devices			
				1
		 		1
	The printer that I want isn't listed			
		Nevt	Can	ol
		INEXL	Canc	.01

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

		×
-	🖶 Add Printer	
	Find a printer by other options	
	O My printer is a little older. Help me find it.	
	○ Select a shared printer by name	
	Browse	
	Example: \\computername\printername or http://computername/printers/printername/.printer	
l ſ	Add a printer using an IP address or hostname	
"	O Add a Bluetooth, wireless or network discoverable printer	
	O Add a local printer or network printer with manual settings	
	Next Cance	I

6. Here, takes the Canon printer in 4th floor as an example to demo. Other Canon printers: <u>Public Printers List</u>

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

+ ←	Add Printer					
	Type a printer hostname or IP address					
e.	Device type:	TCP/IP Device	~			
	Hostname or IP address:	192.168.14.4				
	Port name:	192.168.14.4				

7. Click [Have Disk...].

Manufacturer	Printers		
Adobe	Adobe PDF Converter		
Canon			
Generic			
hp			
Microsoft			
This driver is digitally signed. Windows Update Have Disk			

 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].

🗊 Locate File			×
Look in:	GPlus_UFRII_Driver_V260_32_64_00 ~	G 🝺 📂 💷 -	
-	Name	Date modified	Туре
<b>—</b>	22BIT	9/21/2022 5:30 PM	File fc
Quick access	<mark>=</mark> x64	9/21/2022 5:31 PM	File fo
🗊 Locate File			×
Look in:	🔁 x64 🗸 🗸	G 🦻 📂 🛄 -	
	Name	Date modified	Туре
	Driver	9/21/2022 5:30 PM	File fr
Quick access		0/21/2022 5:30 PM	THE I
and a second	etc	9/21/2022 5:30 PIVI	FileTC
UCCATE File			×
Look in:	Driver V	G 🌶 🖻 🛄 🕶	
=1_	Name	Date modified	T)
	CNLB0MA64.INF	9/21/2022 4:04 PM	S
Quick access			

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].

		×
←	Add Printer	
	Which version of the driver do you want to use?	
	Windows detected that a driver is already installed for this printer.	
C	Ouse the driver that is currently installed (recommended)	
	O Replace the current driver	
	Next	Cancel

9. Copy and paste the text in "product model" field from the <u>public printer list</u>, then click [Next].

~	🖶 Add Printer				×
	Type a printer	name			
	Printer name:	4F - Public Zone Cannon iRA-4535i			
	This printer will be	installed with the Canon Generic Plus U	FR II driver.		
			Nex	kt Cance	l -

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 Cannon iRA-4	535i		
	To check if your printer is working properly, or to see troubleshooting inform printer, print a test page. Print a test page	nation fo	or the	
	Fi	inish	Cancel	]

### 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.

•••	< > 0-Canon通用驅動程式_Canon	
Favorites	Name	^
📃 Desktop	mac-UFRII-[macOS 10.12.63.1]LIPSLX-v101911	-01.dmg
🕒 Documents	> 🚞 win-GPlus_UFRII_Driver_V260_32_64_00	

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: <u>Public Printers List</u>
  - 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

• •	Add Printer
Address:	192.168.15.23
	Valid and complete host name or address.
Protocol:	Line Printer Daemon - LPD
Queue:	
	Leave blank for default queue.
Name:	5F - Public Zone Canon C5560i
Location:	192.168.15.23

4. [Use]: select Software...



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

					Printer	Softwar	е	
Address: Protocol: Queue:	192.168.15.23 Valid and complete host name or address. Line Printer Daemon – LPD Leave blank for default queue.	Cano Cano	n iR-ADV n iR-ADV	C5550/55 C5550/55	i60 i60 III	Q Can	on 556	0
Name: Location: Use:	5F - Public Zone Canon C5560i 192.168.15.23 Select Software						Cancel	DK

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

Address:	192.168.15.23	
	Valid and complete host name or address.	
Protocol:	Line Printer Daemon - LPD	$\bigcirc$
Queue:		
	Leave blank for default queue.	
		_
		<b></b>
Name:	5F - Public Zone Canon C5560i	
Name: Location:	5F - Public Zone Canon C5560i 192.168.15.23	
Name: Location: Use:	5F - Public Zone Canon C5560i 192.168.15.23	
Name: Location: Use:	5F - Public Zone Canon C5560i 192.168.15.23 Canon iR-ADV C5550/5560 III	
Name: Location: Use:	5F - Public Zone Canon C5560i 192.168.15.23 Canon iR-ADV C5550/5560 III	

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

••• < > # P	rinters & Scanners	Q Search
Printers 5F - Public Zone Can Idle, Last Used	5F - Public Zon Open Print ( Options & Si	ne Canon C5560i Queue upplies
	General Options Supply Lev Open Printer Utility	rels 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.

	Printer Name: 5F - Public Zone Canon C5560i Kind: Canon iR-ADV C5550/5560 III Printer Information Remote UI
Authentication Function	n User Information Store Destination
User Management:	
Department ID Management 📀	
	Department ID: ABC123
<b>~</b> 1	PIN: •••••
	Verify
The entered authentication information is correct.	nting ent When B&W Printing
ОК	Save Settings

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...].





🖶 5F - Public Zone Cannon C5560i Properties

General Sha	aring Ports	Advanced	Color Management	Security	Device Setti
	5F - Pub	lic Zone Car	nnon C5560i		
Location:					
Comment:					
Model:	Canon G	eneric Plus l	JFR II		
Features	25		Paper available:		
Double	sidadı Vas				
Double-	,		A4 A3		
Staple: Y	es		10		
Speed: 6	i0 ppm				
Maximu	m resolutior	n: 1200 dpi			$\sim$
		Pref	erences	Print Test	: Page

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

📾 5F - Public Zone Cannon C5560i Printing Preferences							
Basic Settings Page Setup Finishing Paper Source Quality							
Profile:	Change> Default Settings						
Output Method:	Print ~						
	Page Size:     Copies(Q):     1 (1 tr)       A4     V     Orientation       Output Size:     A     V       Match Page Size     V     A	o 9999] Landscape					
	Page Layout     Manual Scaling       1 on 1     V	25 to 200]					
	1-sided/2-sided/Booklet Printing: 1-sided Printing ~						
A4 [Scaling: Auto]	Binding Location:  Long Edge [Left]   Gutter						
View Settings	Staple/Collate/Group(H):           Staple/Collate/Group(H):           Staple Position						
Restore Defaults	Color Mode: Black and White Vumber of Colors Setting	gs					
	OK Cancel Apply	Help					

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

5F - Public Zone Cannon C5560i Properties

General	Sharing	Ports	Advanced	Color Management	Security	Device Settings	Profile
Device	Informatio	n:	ᅌ Auto [iR	-ADV C5550/5560]		Config. Profile:	iR-ADV (Type
Device	Туре(8):		A3		~ Colo	r	$\sim$

First, check the printer is connecting properly. 5.

Confirmation		×
Do you want to retrie	ve information fro	m the device?
	Yes	No

Click [Settings] under User Management. Check [Allow PIN Setting] & [Do Not Use 6. Department ID Management When B&W Printing].

Remember	to save	all the	setting	and exit	t setup.

🖶 5F - Public Zone C	annon C5560i Properties		×
General Sharing Po	ts Advanced Color Management Security De	vice Settings Profile	īle
Device Information:	2 Auto [iR-ADV C5550/5560] Co	onfig. Profile:	iR-ADV (Type 005) Change
Device Type(8):	A3 ~ Color		~
Finishing Settings	Paper Source Setting	5	
2-sided Printing	Department ID/PIN Settings	×	× Feeding Unit
✓ Offset	Allow PIN Setting		
✓ Staple	Department ID:		Paper Size Settings(X) Paper Source(Q)
🗹 Eco (Staple-Fre	PIN:		
Saddle Stitch			her
Punch(3):		veniy	
2/3 Holes	Confirm Department ID/PIN When Printing	DOM Drinking	
Professional Pu	Do Not Use Department ID Management When		Paper Output Settings(6)
Fold:			_
7	OK Cancel	Help	Auto
-			Settings(W)
Trim [Fore]	User Management(J)	nction of Device	Department ID Management
About	Language Settings(Z) Function	ì	Details(5)
			OK Cancel Apply Help

## 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.

Printe	r: 5F - Public Zone Canon C5560	Di 📀
Preset	s: Default Settings	$\bigcirc$
	Quality	
	Quality:	
	1200 dpi	$\bigcirc$
		Quality Settings
	Color Mode:	
	Black and White	
	Number	of Colors Settings
		Color Settings

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.

