



## Instructions: Setup new Canon Printers

### Step 1: Install new printer drivers

1. Open *Managed Software Center* from Applications folder or Spotlight
2. *Categories > Printers >* find your Printer(s) and click *Install* on each and wait for the download to complete
  - a. *A warning might appear; you can ignore it*
3. After downloads complete, navigate to *Updates* and click *Update All*

Your printer(s) are now installed

### Step 2: Setup new printers with ID and PIN

This step must be done individually for all newly installed printers.

1. Navigate to *System Settings > Printers & Scanners*
2. Click on the newly installed printer and open *Options & Supplies...*
3. Navigate to *Utility > Open Printer Utility*
4. Change the option *User Management* to *Department ID Management*
5. Your Department-ID and PIN can now be entered

*For the Department-ID and PIN please contact your administration*

6. **! Save Settings !**

Your printer should now function.