

Printer Instructions - PC

BEFORE STARTING ENSURE FIREWALL IS TURNED OFF AND YOU ARE CONNECTED TO CICADA PORTFOLIO WIFI

Download printer driver:

1. Open www.canon.com.au
2. **Support** → **Printer drivers**
3. Under **Multifunction printers**, search for **c5840i** and view. Alternatively, click <https://www.canon.com.au/multifunction-devices/imagerunner-advance-dx-c5840i/support?option=drivers>
4. Click 'I agree'
5. Download
6. Go into your download folder:
 - a. **Double click on the printer- Do you want to make changes to your device? Click yes**
7. Go to your 'CONTROL PANEL', then 'Hardware and sound' and then 'Printers and Scanners'
8. Select 'Add device or printer'
9. Printer wasn't listed- click add manually
10. Select add printer and use IP address:
192.168.100.102
11. Select Next
12. Select 'Have disc'
13. Click browse
14. Go to your downloads and select the driver
15. Double click to Open
16. Double click on the driver folder
17. Open
18. Then click OK
19. Next
20. Click 'Do not share this printer'
21. Select FINISH
22. On the new printer icon click and select 'printer properties'- device settings- User management- Department ID Management
23. Tick Allow PIN Setting
24. Add in company PIN number in the Department ID
25. Ensure Authenticate Department ID/PIN at Device is ticked (as seen below)
26. Click verify
27. Click OK
28. Click Apply
29. Click OK

