

## Printer Instructions - PC

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

## Download printer driver:

- 1. Open <u>www.canon.com.au</u>
- 2. Support  $\rightarrow$  Printer drivers
- 3. Under **Multifunction printers**, search for **c5840i** and view. Alternatively, click <u>https://www.canon.com.au/multifunction-devices/imagerunner-advance-dx-</u> <u>c5840i/support?option=drivers</u>
- 4. Click 'l 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



eneral Sharing Ports A	dvanced   Color Management   Secur	Ity Device Settings Profile	
evice Settings: Manual		Department ID/PIN Settings	
	Paper Source Options:	Allow PIN Setting	
		Department ID:	
	Output Options:	PIN:	
		Verify	
	External Puncher:	Confirm Department ID/PIN When Printing Confirm Department ID Management When B&W Printing	
	Authenticate Department ID/PIN at Device		
	Secure Printing Function of D	of Dr OK Cancel Help	
	Spooling at Host:		
	🔽 Use Department ID Mana	agement(J) Settings	
	Set User Information(L)	Settings(W).	
	Specify Mail Box Number	When Storing	
		Details(Q) Form to Tray Assignment	