Hub Printer Set-up Guide

V.2 May 2022

Contents

Overview

There is a shared Copier/Printer in the Hub Area. The printer is a Canon Image Runner Advance C3525i and is capable of:

- Scan to email (Scan and Send)
- Photocopying
- Printing
- A3
- Colour
- Duplex printer (2-sided)

Each company has a unique "department ID" (no PINs are set for these IDs). Printing is charged back per A4 impression (i.e. 2x for dual-sided A4, 2x for single-sided A3 etc.) at:

- Colour: 7p per impression
- Black and White: 1p per impression

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Department ID Codes

Please see reception or Pete for your company's code.

The code is entered into the printer driver to allow printing and also can be used whilst standing at the device to either copy or "scan and send" (email a PDF scan of a document).

Secured Print

For confidential documents it is possible to hold a print job at the printer and only release the job when the Department ID code and then a job-specific code is entered. Please see this PDF for details. Note the Secure Print icon is similar on the BioEscalator printer but is in a different location. It is the fourth icon (far right) and is only visible after your Departmental ID code is entered.

Mac Printer Drivers

Drivers

Download the Mac Drivers:

mac-ps-v4175-01.dmg (latest)

mac-ps-v4174-00.dmg (previous version)

mac-ps-v4172-07.dmg (previous version)

(use the previous version if the latest is not compatible)

Process

1. Install the driver .pkg file

2. Go to Settings -> Printers

3. Click the add button

4. Add an LPD printer, default (blank) queue name, with address 10.9.61.1 and chose the driver (rather than the default Postscript driver)

5. If required, select the iR-ADV C3525 driver from the list (type "3525" in the search box at the top to find it quickly - our exact printer is an "imagerunner ADVANCE C3525i II") and follow the install to the end

6. Back at the printers list select the printer and open the properties

7. In the second 🌐 tab turn on (tick) Department ID management

8. In the last tab open the printer tool

9. Select Department ID management and enter the correct ID number and PIN

10. Press save/close as required.

11. Restart your device

12. Return to Department ID management and 'Verify'

13. Test print a page

Windows Printer Drivers

Windows Driver

Download the Windows printer driver:

Gplus_UFRII_Driver_V210_32_64_00.exe (previous version)

GPlus_UFRII_Driver_V221_32_64_00.exe (latest version)

When install the drivers there are two important steps to note during the install process:

1. **Select the option to install the Canon Information Assist Service** this provides the Department ID management service

2. **Select the custom option** instead of searching for the printer, select the ir-ADV C3525 driver and add a Standard TCP/IP port pointing to 10.9.61.1

Extracting the Software

Wen downloading click the S**ave** open not the Run option. This will save the software to your **Downloads** folder.

Go to your Downloads folder in windows explorer, locate the file starting Gplus_UFRII_Driver and double click. It will extract into the downloads folder creating a new folder with a similar name. Once extracted, open the new folder, open the x64 folder and run setup.exe (it might display as just "setup" and it will be the one with an icon of a CD rather than a document with a cog.
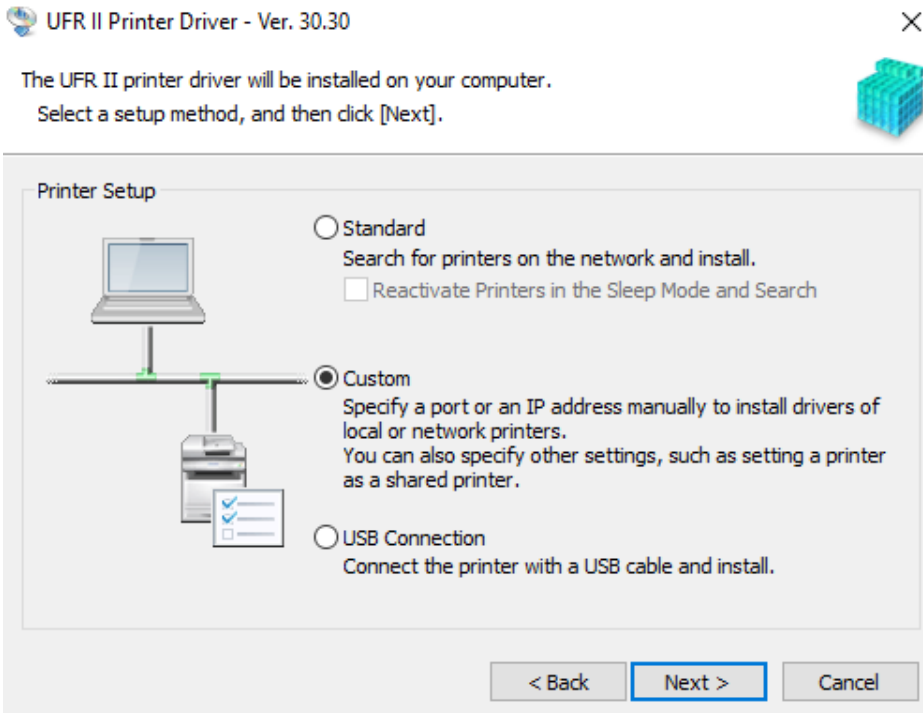
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Install screenshots

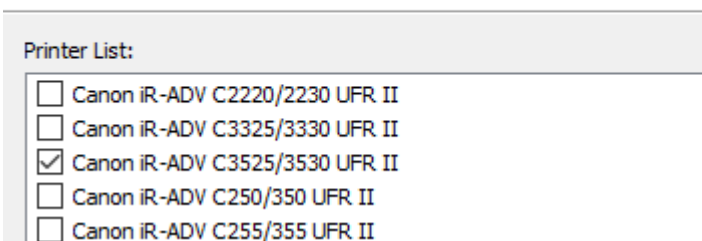Select Custom at the printer setup screen:

Tick the box to install the Cannon Information Assist Service and Press Yes to allow it through the Windows Firewall. This is very important - the printer will not work without this option.

Select the correct driver for the iR-ADV C3525 UFR II. Note, it may present a pre-ticked auto-select option if so just leave it on auto select:

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Rename the printer and the click the "Add Port..." button:

Select "Standard TCP/IP Port":

Enter the printer IP address of "10.9.61.1", the port name will fill in automatically:

Follow the rest of the prompts and the printer will be installed. Before use it must be setup with your departmental ID. Open the Settings (Little Cog) in the start (Windows) menu then choose Printers. Select the printer with the name you setup earlier and click manage:

Click "Printer Properties":

⌂ Canon iR-ADV C3525/3530 UFR II

Manage your device

Printer status: Idle
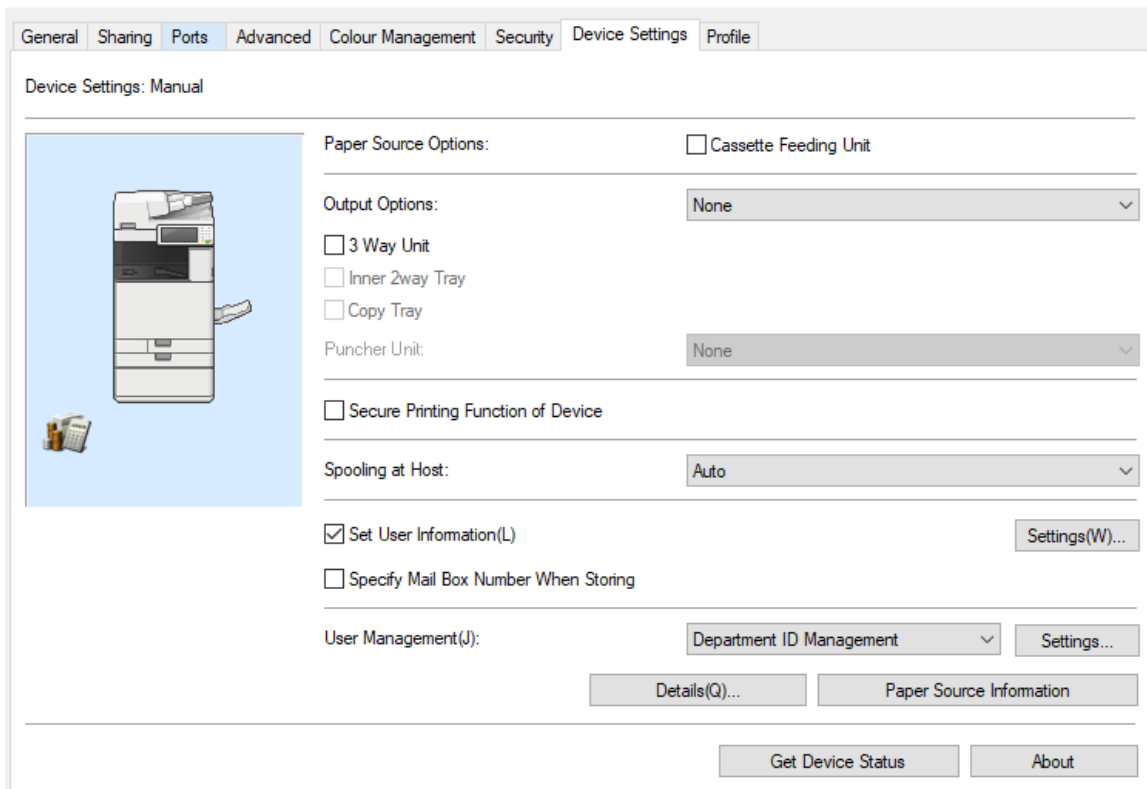
Open print queue

Print a test page

Run the troubleshooter

Printer properties

When the properties appear select the "Device Settings" tab, change the user management to "Departmental ID Management" and click the settings button next door:

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Enter your department ID in the box and leave the PIN blank. Click OK on this window and printer properties window:

Department ID/PIN Settings ✕

☐ Allow PIN Settings

Department ID: `9999`

PIN: [ ]

[Verify]

☑ Confirm Department ID/PIN When Printing
☐ Do Not Use Department ID Management When B&W Printing
☐ Authenticate Department ID/PIN at Device

[OK] [Cancel] [Help]

It is worthwhile printing a test page to check everything is working:

⌂ Canon iR-ADV C3525/3530 UFR II

Manage your device

Printer status: Idle

[Open print queue]

Print a test page

Run the troubleshooter

Printer properties