

Rockefeller Group Business Centers™

In Your Mac Computer Go to Printers and Scanners

1. **Click on the apple on the top left of your screen**
 1. **Go to "System Preferences"**
 2. **Go to "Printers and Scanners"**
 3. **Click the "+" to add the printers**
2. **Enter IP Addresses here**
 1. **The *IP Addresses* are:**
 1. ***10.5.50.20 (Main Printer/Copier 2)***
 2. ***10.5.50.30 (For The Subcopier/ Copier 1)***
3. **Protocol: Select LPD, use: Select Software**
 1. **(choose C3525/3530 (copier 1) OR**
 2. **C5235/5240 (copier 2)) -**
 3. **click "ADD" then "CONTINUE"**
4. **Click on "Open Printer Queue", then "Settings"**
5. **Change Name To "Canon 20th Floor Main Printer" Or "Subcopier"**
6. **Select "Utility", then "Open Printer Utility"**
7. **Go To "Department ID Management"**
8. **Select "Use Dept ID"**
 1. **Enter your Dept ID and PIN**
 2. **Select Confirm Dept ID/Pin**
9. **Click on "Printer Information" (You should see communication method as Bidirectional)**
10. **Click "OK"**
11. **Then "Verify" (You should see a message that the pin entered is correct)**
12. **Save Settings**
13. **Click "OK"**
14. **Close Window**