Mac: Printing

This Quick Reference gets you started with using a Canon printer from your Mac. We also discuss some popular settings and explain how to re-use these by storing them in a preset.

Getting Canon printer driver

NOTE: This step is only needed if you self-manage your Mac. On a standard Mac workplace that is managed by the ISSC the printer driver is already present. In that case you may start with the next step: Adding a printer to the Mac. Otherwise get the driver first:
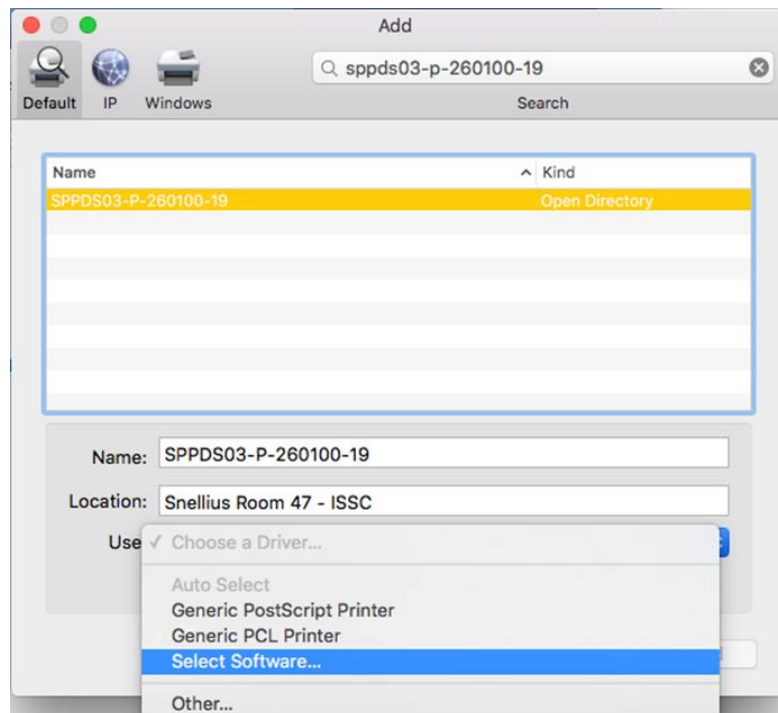
1. Go to the website below and download the drivers

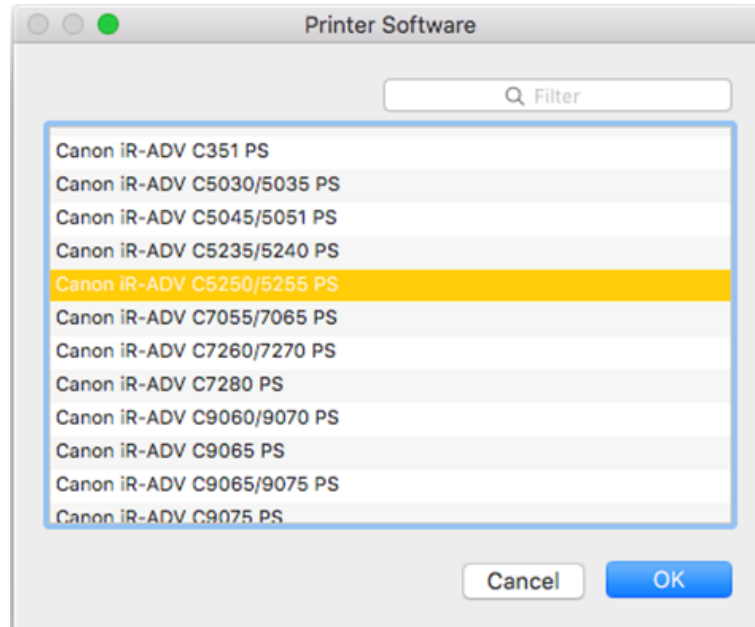http://software.canon-europe.com/software/0046644_0011100.asp?model

2. Install the drivers.

Adding a printer to the Mac

1. Go to System Preferences, Printers & Scanners

2. Click on the +-key to add a printer

3. Select the right printer (SPPDS03-P-260100-19 in my example))

4. Click on Use , Select Software to select the right printer-driver, most used printers are either the iR-ADV C5250 (Color) or iRAdV 4245i (Black/White). Tip: You can type 5250 or 4251 in the Filter-box

5. Click OK.

6. Select Add to add the printer.

Printer settings examples

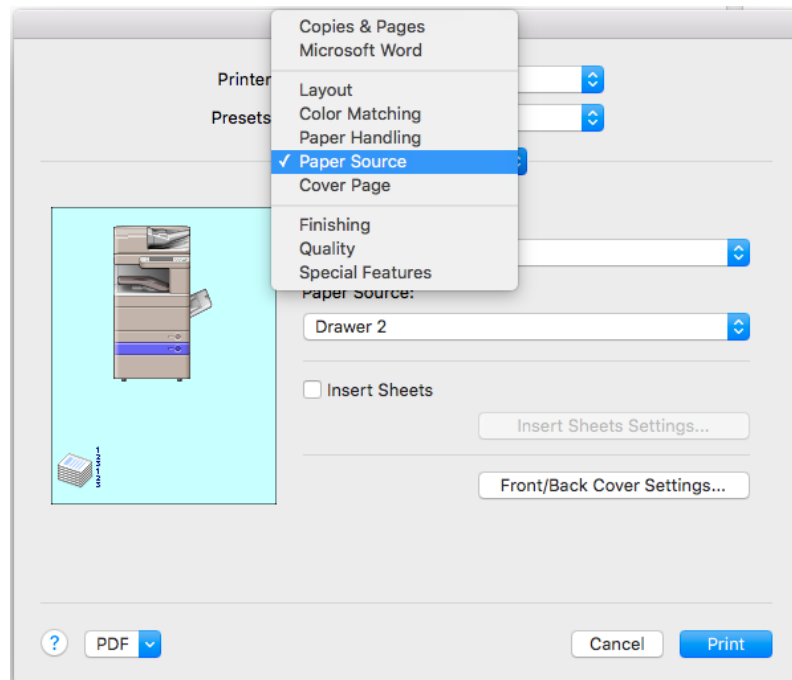In the printing dialog you can choose all kinds of settings, some examples below.

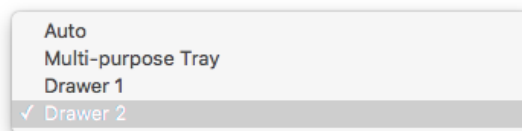1. Select Print from the application you want to print from.

2. If necessary, select Show Details.

Paper source

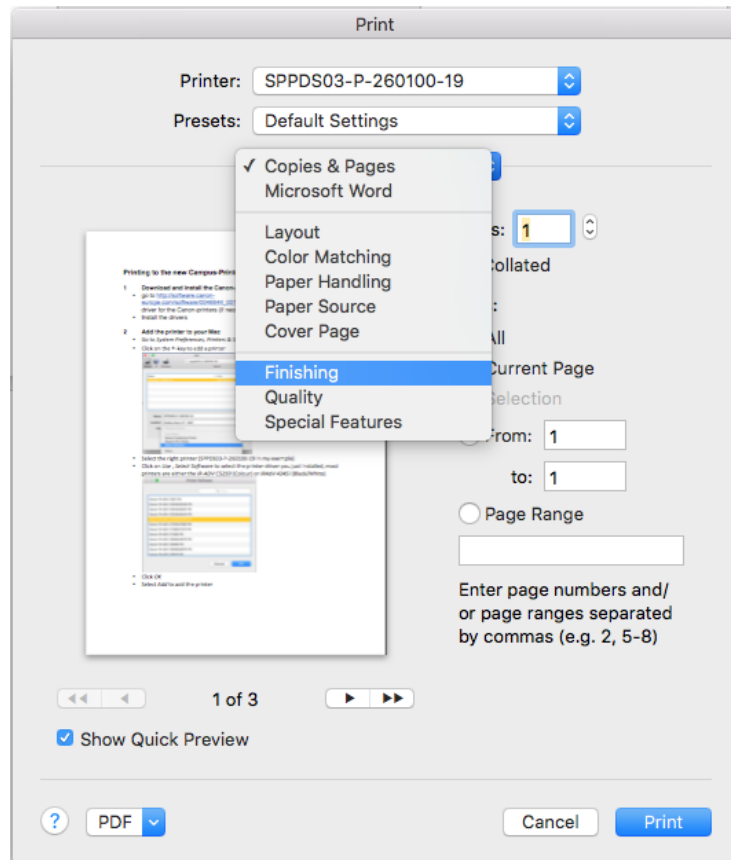1. Select Paper Source from the Copies & Pages menu

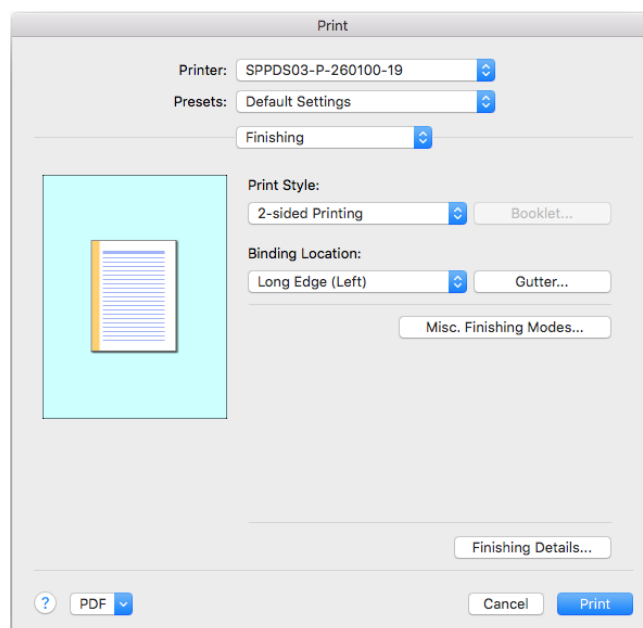2. Select the Paper source you want to use: Drawer 2 in our example:

Two sided printing

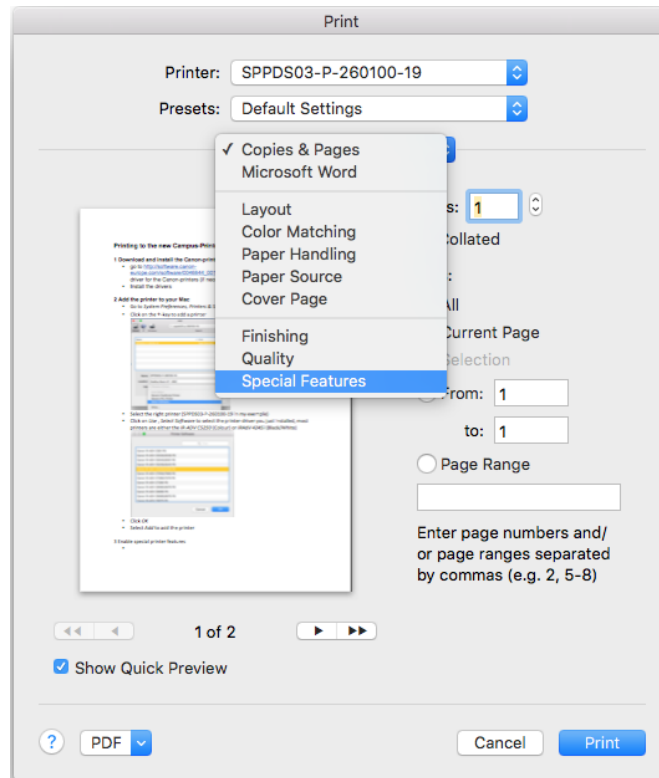1. Select Finishing from the Copies & Pages menu

2. Select Print Style and Binding en select the settings you want.
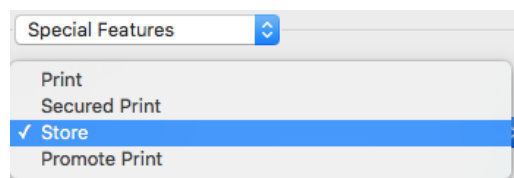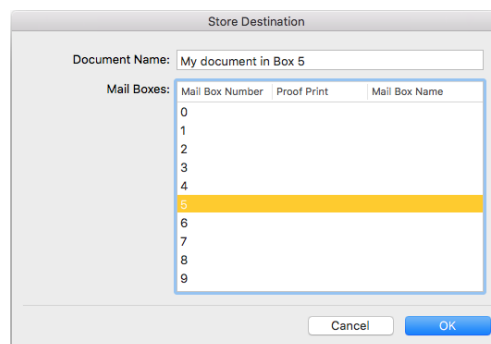
Printing to a Store/Mailbox

1. Click Copies & Pages and select Special Features

2. In the Special Features Menu, select Store

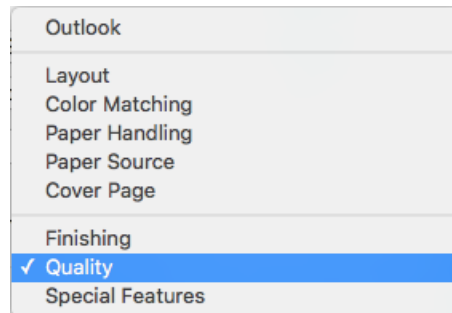3. Select Print to print to a Store/Mailbox

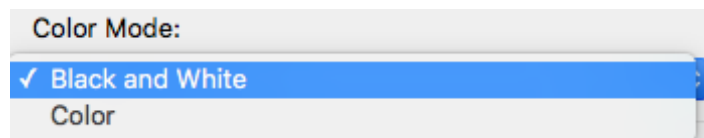4. Type a Document Name and select a Mailbox-number.

5. Click OK, now you can walk to the printer and print from mailbox 5.

Color mode

1. From the Layout menu select Quality

2. Fromthe Color Mode menu select Black and White

Save printer settings as preset

All Settings can be made into a Preset, Presets are handy if you use settings more than once. The next time you print you can select one of your presets

Create a preset

When you have made the settings you want, it is easy to save these settings into a preset. We use Black & White printing to Mailbox 5 as an example.
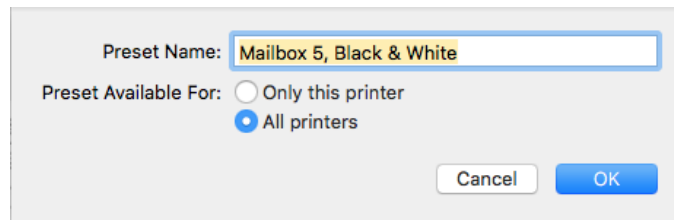
1. Select Printing to a Mailbox/Store like instructed on the previous page

2. Set Color Mode to Black & White, like instructed on the previous page

3. Click Default Settings next to Presets
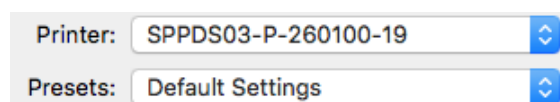
4. Select Save Current Settings as Preset…
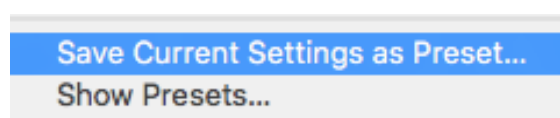
5. Choose a convenient Preset Name. You can save presets for a single printer or for all printers.

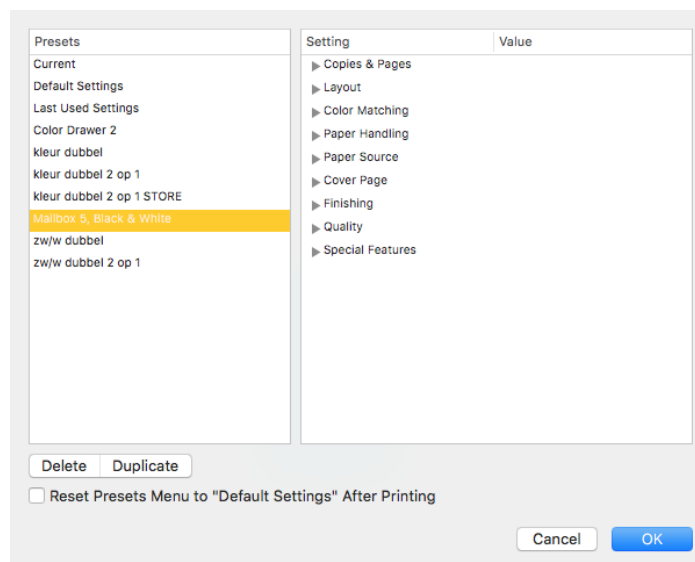6. Click OK to save the preset.

Using presets

Every time you select Print from your Application, you can select one of your presets. If you want to Duplicate or Remove a Preset:

1. Select Show Presets… next to Presets.

2. Select the preset that you want to Delete or Duplicate and Click the appropriate button.

By default the last Preset you used is selected. If you do not want that, check the Reset-box.