

Copy Machine Printing Setup

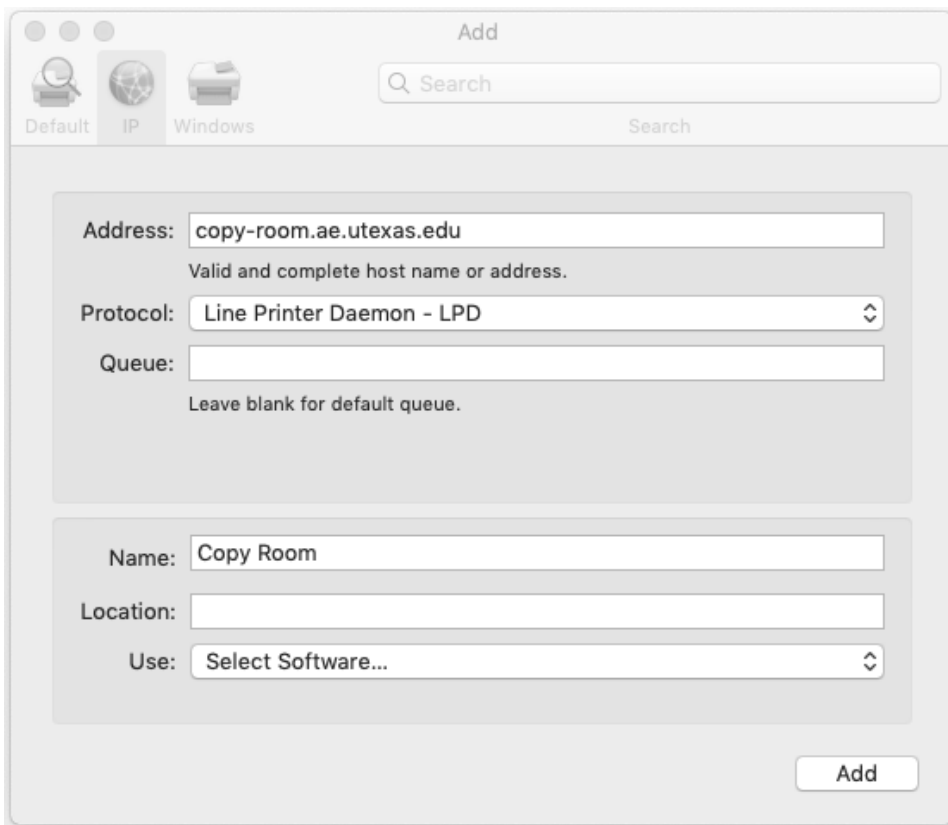
macOS - Adding the Copy Machine as a Printer

NOTE: If exists, remove of Copy Room printer before setting up new printer

- Open Printers & Scanners in the System Preferences
- Select Copy Room and select the minus button



1. Download driver for [Canon imageRUNNER C7570i](#)
2. Install downloaded driver
3. Open the Mac OS System Preferences and select Printers & Scanners
4. Select add a printer and configure as below:
 - Type IP
 - Address: [copy-room.ae.utexas.edu](#)
 - Protocol: Line Printer Daemon - LPD
 - Name: Copy Room
 - Use: Select Software...



Add

Default IP Windows Search

Address:
Valid and complete host name or address.

Protocol:

Queue:
Leave blank for default queue.

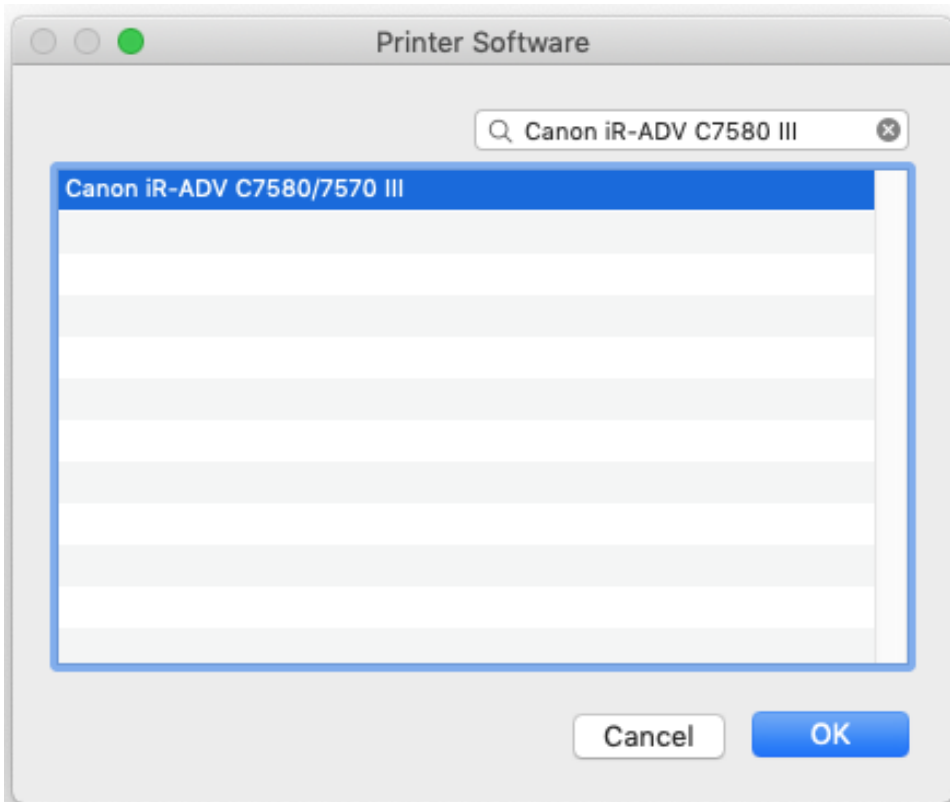
Name:

Location:

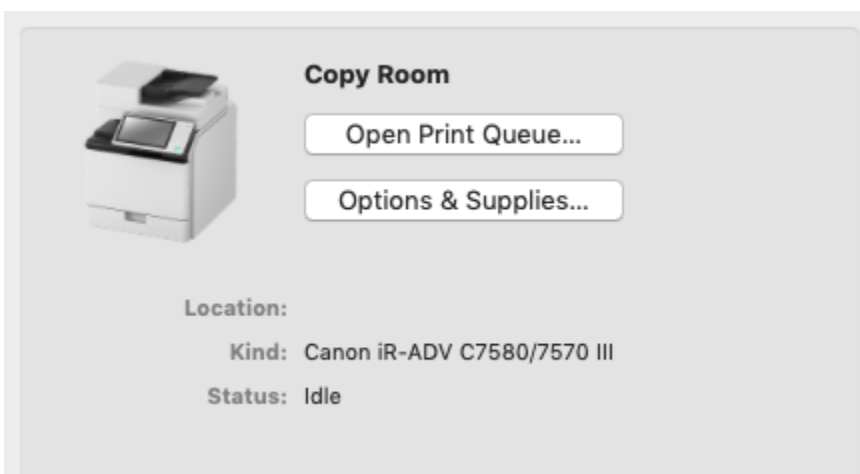
Use:

Add

5. Search for Canon iR-ADV C7580 III



6. Select Options & Supplies...



7. Select Options and set as shown

General Options Supply Levels Utility

To take full advantage of your printer's options, confirm that they are accurately shown here. For information on your printer and its optional hardware, check the printer's documentation.

Paper Source Options: None

Paper Deck Unit: Off

Output Options: Booklet Finisher V2

Inner Booklet Trimmer: Off

Puncher Unit: 2/3 Holes

Professional Puncher: Off

Paper Folding Unit: Off

Insertion Unit: Off

☒ Department ID Management

☐ Prioritize User Authentication

Cancel OK

8. When printing to the copy machine it should prompt for department ID. Enter your copy code as the Department ID and leave the PIN blank.
If the printing does not prompt for copy code, make sure Department ID Management is selected in Step 7

Confirm Department ID/PIN

Confirm the department ID and the PIN.

Department ID:

PIN:

Cancel OK

9. Can also select Department ID Management in the print dialog settings

Printer: Copy Room


Presets: Default Settings

Copies: 1

Pages: ☒ All

☐ From: 1 to: 1

Special Features



Device Preview

Job Processing:

Print

User Management:

Department ID Management

Settings...

Copy Current Setting Values

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