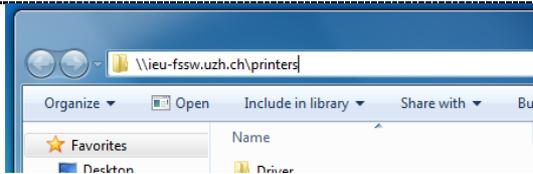
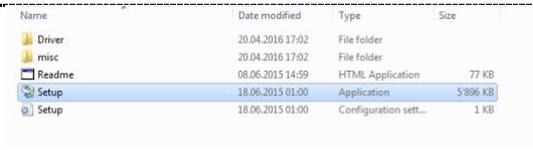


➔ **You need to log in as an administrator for this task!**

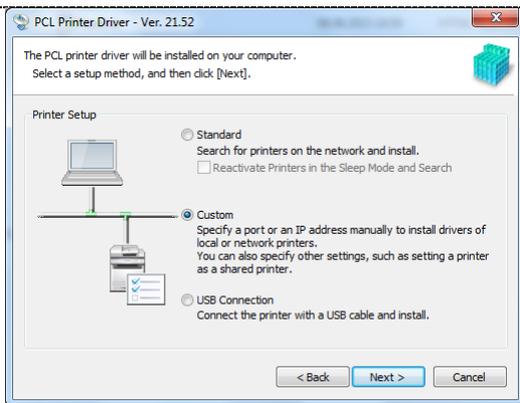


Connect to the software server to get the driver.
In a windows explorer window, type the following into the path window:
\\ieu-fssw.uzh.ch\printers
then press „Enter“.
Log in with user name = Charles, password = Darwin

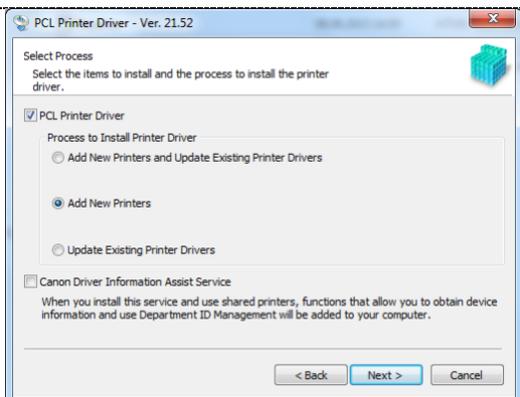
After the connection to the server has been established (may take some time), open the folder **Canon_ C5235i**, then the folder **Win_PCL_ xxxx**.
Depending on your operating system (32bit or 64bit) copy the appropriate folder (**Win32** or **Win64**) to your Desktop.



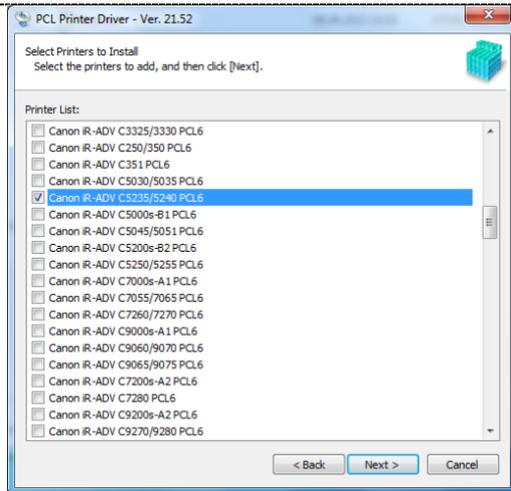
Locate „Setup“ (Application) in the folder and double-click it.



Click „Yes“ and „Agree“ etc. until you arrive at the window shown on the left side.
Select „Custom“, then click „Next“.



Select „Add New Printers“, then click „Next“.

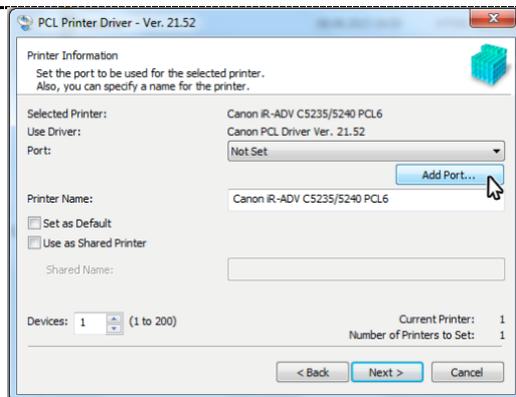


Select the printer driver:
Canon iR-ADV C5235/5240 PCL6

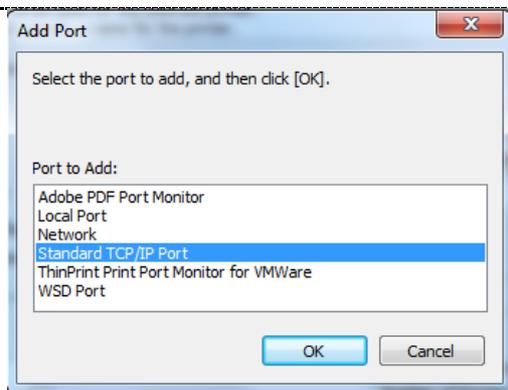
Make sure that you select the correct driver, there are many with very similar names.

Tick the box on the left to select the driver, do not just highlight the line.

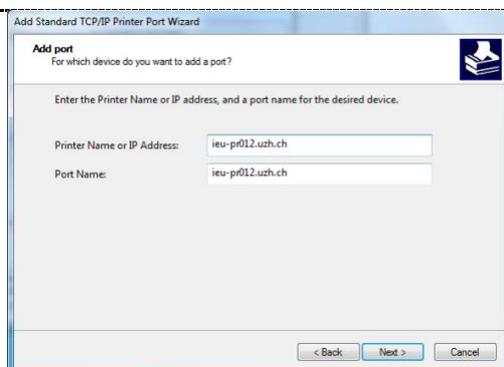
Click „Next“.



Click on „Add Port...“



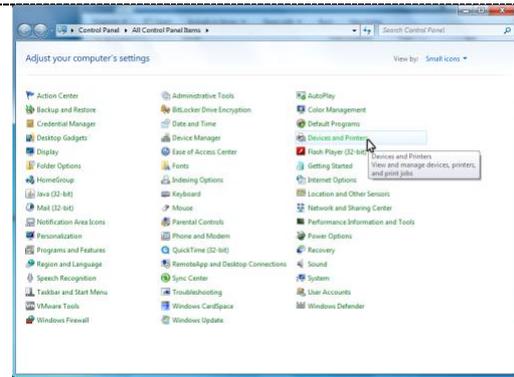
In the new window, select „Standard TCP/IP Port “ and click OK.



Enter the URL of the printer in the „Printer Name“ field:

- ieu-pr001.uzh.ch** (building 34)
- ieu-pr012.uzh.ch** (building 27)
- ieu-pr029.uzh.ch** (building 25)
- ieu-pr030.uzh.ch** (building 13)

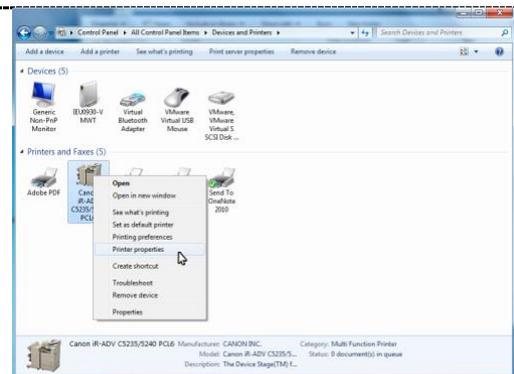
Click „Next“, „Start“, „Finish“ etc. until installation has finished. You may restart your computer afterwards, but it is not necessary.



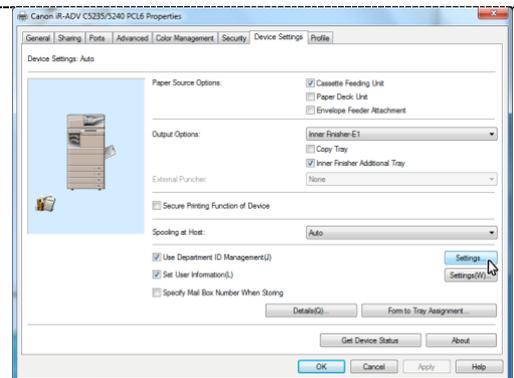
Now, we set up the Department ID Management in the Control Panel „Devices and Printers“:

Go to „Control Panels“ via the Start Menu.
Windows 10: Right-click on the Windows icon in the bottom left corner to access the Control Panels.

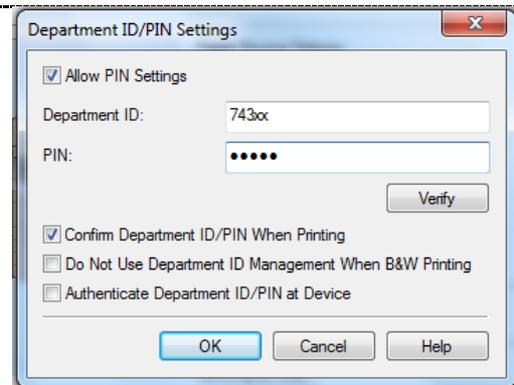
Click on „Devices and Printers“.



Right-click on the newly added printer and select „Printer properties“.



At the top of the new window, select the tab „Device Settings“ and click on the button „Settings“ near „Use Department ID Management“ (tick this box if it isn't already).

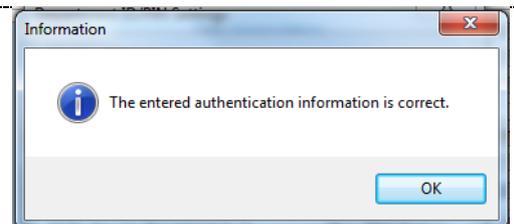


In the new window, enter Department ID and PIN:

Department ID = first 5 digits of your budget number (Kostenstelle), usually starting with 743..

PIN = the same number, but backwards

If the box “Confirm Department ID/PIN When Printing” is ticked, you will have to click OK to confirm the ID each time you print – uncheck it if you don't want this.



Click on the “Verify” button.

If you correctly entered the numbers, you should see this dialog box.

Click OK and close all other windows by clicking OK.

You are now ready to print.