

BioEscalator Hub Printer Set-up Guide v.2



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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

Department ID Codes

Please email it@bioescalator.co.uk 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, you can hold a print job and it will only be released when the Department ID code and then a job-specific code is entered at the printer. 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.

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Mac Printer Drivers

Drivers

[Download the Mac Drivers](#)

(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

Drivers

[Download the Windows printer driver](#)

When installing the drivers, there are two important steps to note during the installation 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

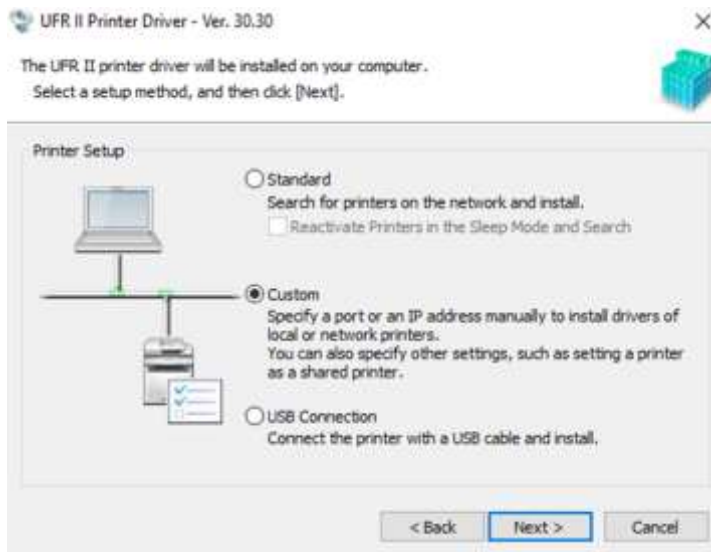
Extracting the software

1. When downloading, click the **save** option. This will save the software to your 'downloads' folder.
2. Go to your 'downloads' folder in windows explorer.
3. Locate the file starting **Gplus_UFR11_Driver** and double-click.
4. The file will extract into the 'downloads' folder creating a new folder with a similar name.
5. Once extracted, open the new folder.
6. Open the **x64 folder** and double-click **setup.exe** (it might display as just "setup". It will be the one with an icon of a CD rather than a document with a cog.)

Installing the driver

1. Select 'Custom' at the printer setup screen:

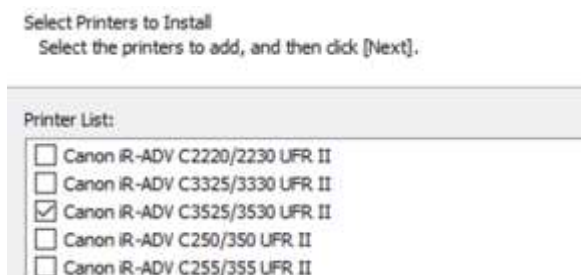
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2. Tick the box to install the 'Canon Information Assist Service' and click 'Yes' to allow it through the Windows Firewall. **This is very important - the printer will not work without this option.**

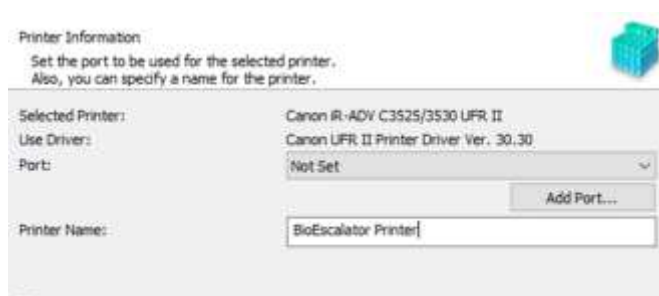
3. Select the correct driver for the iR-ADV C3525 UFR II.

Note: it may present a pre-ticked auto-select option if so just leave it on auto-select:

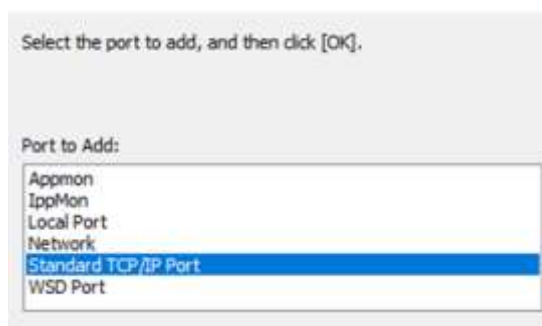


4. Rename the printer to 'BioEscalator Printer' and then click the 'Add Port...' button:

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5. Select 'Standard TCP/IP Port':



6. Enter the printer IP address of 10.9.61.1. The port name will fill in automatically:



7. Follow the rest of the prompts, and the printer will be installed.

8. The printer must be set up with your departmental ID before use.

To do this, open the Settings (Little Cog) in the start (Windows) menu, then choose Printers.

Select the printer with the name you set up earlier and click manage:

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Click 'Printer Properties':

Canon iR-ADV C3525/3530 UFR II

Manage your device

Printer status: Idle

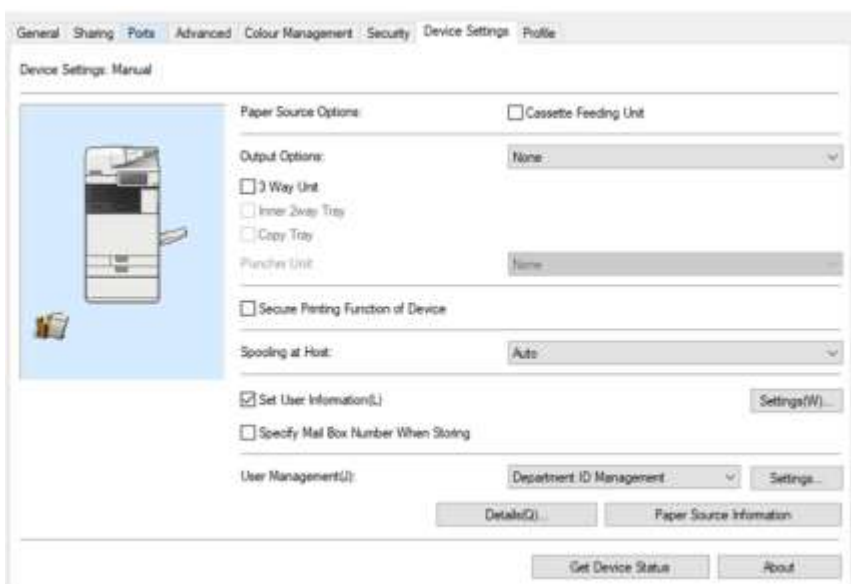
Open print queue

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 to this:

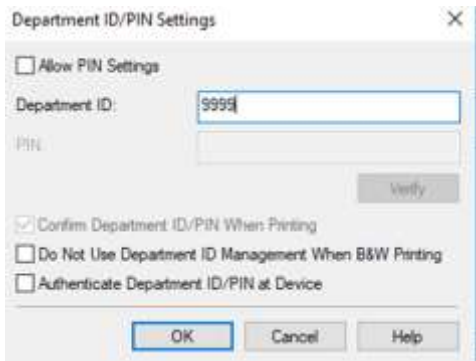


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Enter your department ID in the box and leave the PIN blank.

Click OK on this window and the printer properties window: (9999 is an example, not your code)



9. Check the printer is working by printing a test page