

Adding a Canon Printer (Windows 10)

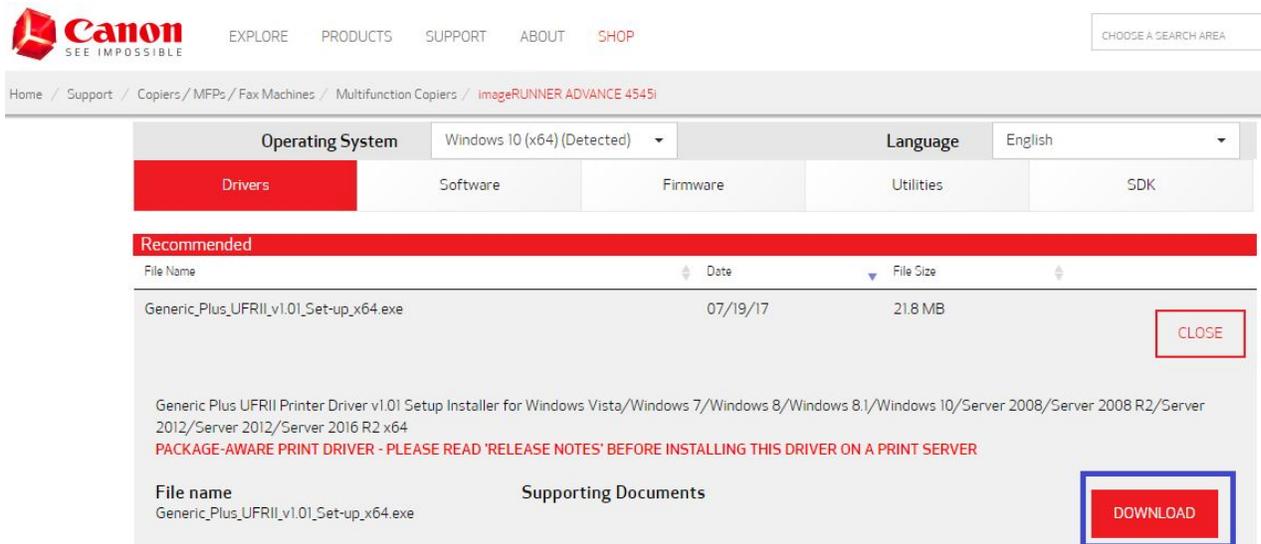
[Click here if you'd like to view a video of the process \(https://youtu.be/jWDiztTP01o\)](https://youtu.be/jWDiztTP01o).

1. Make sure your Active Directory user account has been elevated to be a local administrator for the Windows 10 computer on which you're adding a printer. If you are not yet a local administrator, you will need the assistance of someone in the technology department to elevate your account. [Please enter a ManageEngine ticket](#), then [complete the steps in this document](#) before returning here to add a printer.
2. Find the Canon printer(s) you would like to use on this spreadsheet: <https://goo.gl/ReSF5N>. You will need the information from that/those line(s) to add and configure the printer(s).
3. In your browser, visit this link: <https://goo.gl/FfNRRb> then click SELECT on the most up-to-date recommended Generic_Plus_UFR II driver.

The screenshot shows the Canon website's 'Drivers & Downloads' page. At the top, there is a navigation menu with 'EXPLORE', 'PRODUCTS', 'SUPPORT', 'ABOUT', and 'SHOP'. A search bar is located on the right. Below the navigation, the 'Operating System' is set to 'Windows 10 (x64) (Detected)' and the 'Language' is 'English'. The 'Drivers' tab is selected in the navigation bar. Below this, there is a 'Recommended' section with a table of drivers. The table has columns for 'File Name', 'Date', and 'File Size'. Two rows are visible: 'Generic_Plus_UFR II_v1.01_Set-up_x64.exe' (21.8 MB, dated 07/19/17) and 'UFR II_v30.15_Set-up_x64.exe' (23.8 MB, dated 07/11/17). Each row has a 'SELECT' button to its right, which is highlighted with a red box in the image.

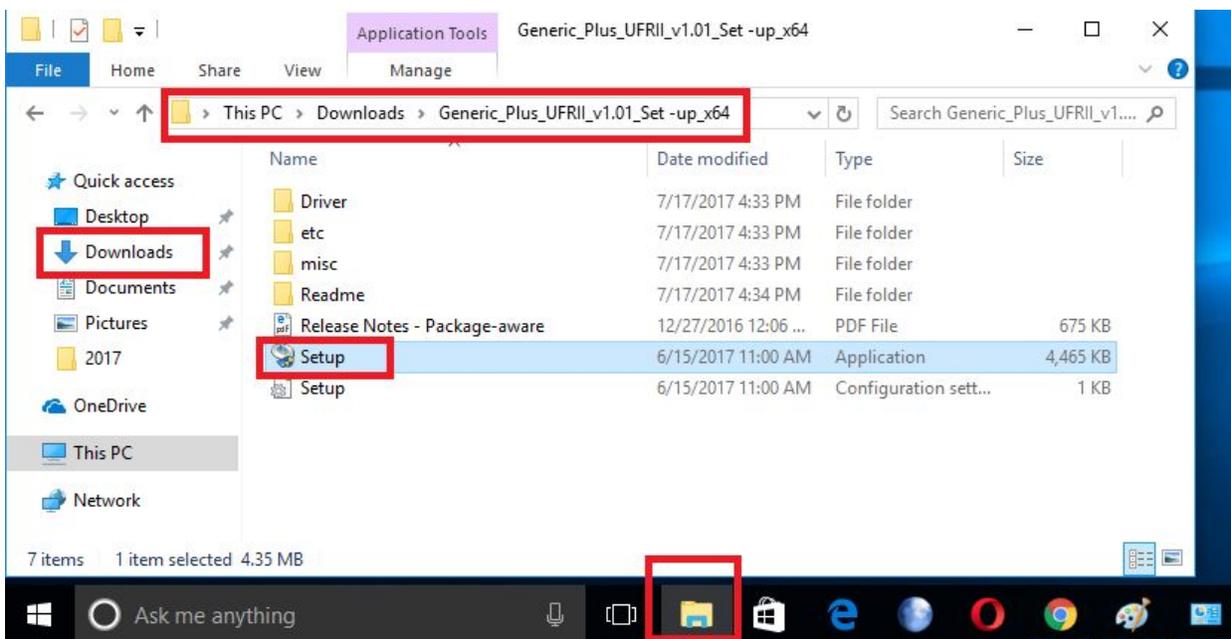
File Name	Date	File Size	
Generic_Plus_UFR II_v1.01_Set-up_x64.exe	07/19/17	21.8 MB	<input type="button" value="SELECT"/>
UFR II_v30.15_Set-up_x64.exe	07/11/17	23.8 MB	<input type="button" value="SELECT"/>

4. Click on the DOWNLOAD icon, and if asked, keep the file



5. Click the self-extracting archive file to extract it in your Downloads folder

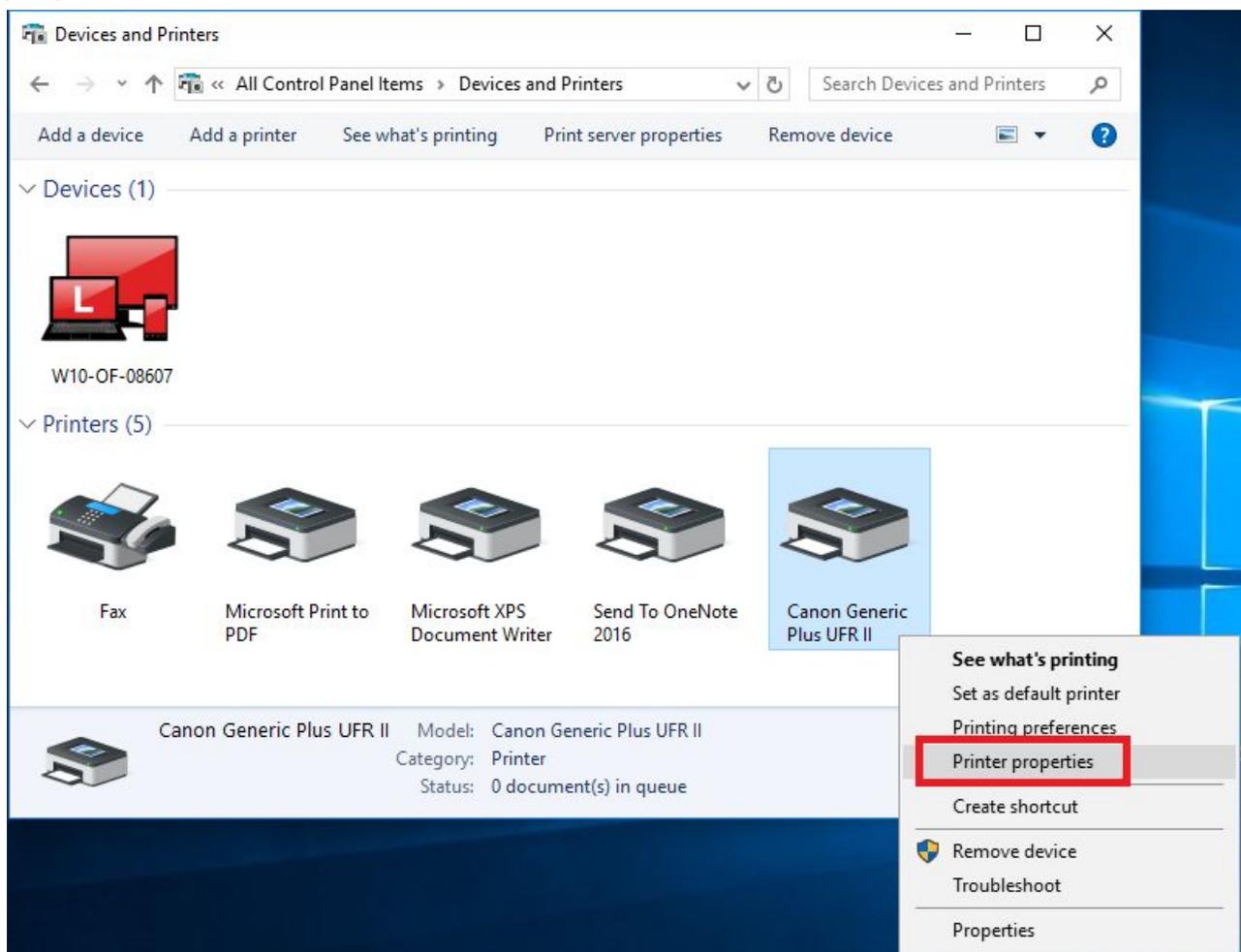
6. Click on the folder icon in the Windows taskbar, then Downloads, then the Generic_Plus_UFR_II driver folder, then the Setup Application



7. Follow the first few driver installation prompts, most likely Next >, Yes, then choose the Custom radio button, then make sure the Canon Driver Information Assist Service box is checked, then Next >, Next >.

8. At the Printer Information prompt, click Add Port... and Standard TCP/IP Port, then OK.

9. Follow the first few installation prompts, most likely Next >, and type in the IP address ([column H from this spreadsheet](#)) for your printer of choice, and click Next >, then Finish. This should bring you back to the driver installation prompts.
10. In the driver installation prompts, Click Next >, Start, and let it install the printer driver.
11. When the installation finishes, make sure the box next to Restart My Computer Now is unchecked, then click Exit.
12. Back in the Devices and Printers Control Panel window, right click on the new Canon printer (probably called Canon Generic Plus UFR II), and choose Printer properties.



13. Under the General tab, rename the printer as something that you will be able to recognize (suggested name is the Network Name in the spreadsheet (column N)), and click OK.

14. In the Devices and Printers Control Panel window, right click on the new Canon printer, and choose Set as default printer.



This file is available at <https://goo.gl/KDjFfa>