Installing the Canon copier
on Windows computers

1. First, determine what kind of copier you have… Image Runner or Image Runner ADVANCE. You can find that by looking at the name on the front of the copier.
2. Determine the operating system – 32-bit or 64-bit Windows. It is different getting to it in each different version of the operating system.
    a. Windows 10 and Windows 8.x, right-click on the start button, and select System.
    b. Windows 7, click Start, then right-click on Computer or My Computer, then select Properties.
    c. You should be able to find it somewhere in the middle of the page that comes up.
3. Download the appropriate driver from http://encompass.tcmflorida.com/downloads/
    a. Click on the appropriate link to download the driver. If prompted, select Save.
4. After the download is complete, run the file that you downloaded. It is a self-extracting file with the setup files in it. Accept the default settings and allow it to extract the files.
5. It will create a folder in the download location with the same name as the file you downloaded. Open that folder and run the Setup.exe program.
6. If you are installing the older driver for the regular Image Runner copiers (not the ADVANCE models), please go to the OLD Image Runner installation instructions below. There are slight differences in the following steps.
7. Accept the defaults all the way through until you get to the page where it has searched for (and hopefully found) the copier on the network.
8. Next, select the copier, then down below, check the box to Change printer settings, then click Next.
9. Here you will want to give the copier a meaningful name. This is handy if you have multiple copiers, or if you travel to different offices and install the copiers there as well.
10. Click Next or OK through to the end.

Installing the OLD Image Runner drivers

1. Follow steps 1 through 5 above, then continue here.
2. When you run the setup program, you will have to tell it to search the network for your copier. It most likely will not be necessary to check the box to activate devices in sleep mode. Click Next through to the page where it has found your copier on the network.
3. Select your copier, then click the arrow between the two windows to add it to the list at the bottom. Check the box to change printer settings, then click Next.
4. Here you will want to give the copier a meaningful name. This is handy if you have multiple copiers, or if you travel to different offices and install the copiers there as well.
5. Click Next or OK through to the end.

Adjusting the printer settings to properly handle department ID's

1. In Devices and Printers, right-click on the copier and select Printer Properties.
2. Go to the Device Settings tab.
3. If your office requires entering your code to print, check the box to use Department ID's.
4. If you use codes, click the settings button to the right after checking the previous checkbox.
5. Here there is a checkbox to "Do not require department ID's when B&W printing". If you are not required to put in a code to print or copy in B&W, then check this box and click OK. This will keep you from having to enter your code for every print job.
6. Click Apply to save your settings.
7. Go to the General tab and click the button for Printing Preferences.
8. On the left side there are 2 toggle buttons. Each time you click them, they toggle to the next setting. The left button is for single or double-sided printing. Click that to change to single-sided printing.
9. The right button is for Auto-color, B&W, and Color. Toggle it to the middle selection for B&W. This will make all of your print jobs force B&W. When you need to print something in color, you would just select it during the print job. That way it will go back to B&W again.
10. Click Apply and OK, then OK again to get out of the printer properties.