

# Roundabout Wireless Printing Instructions

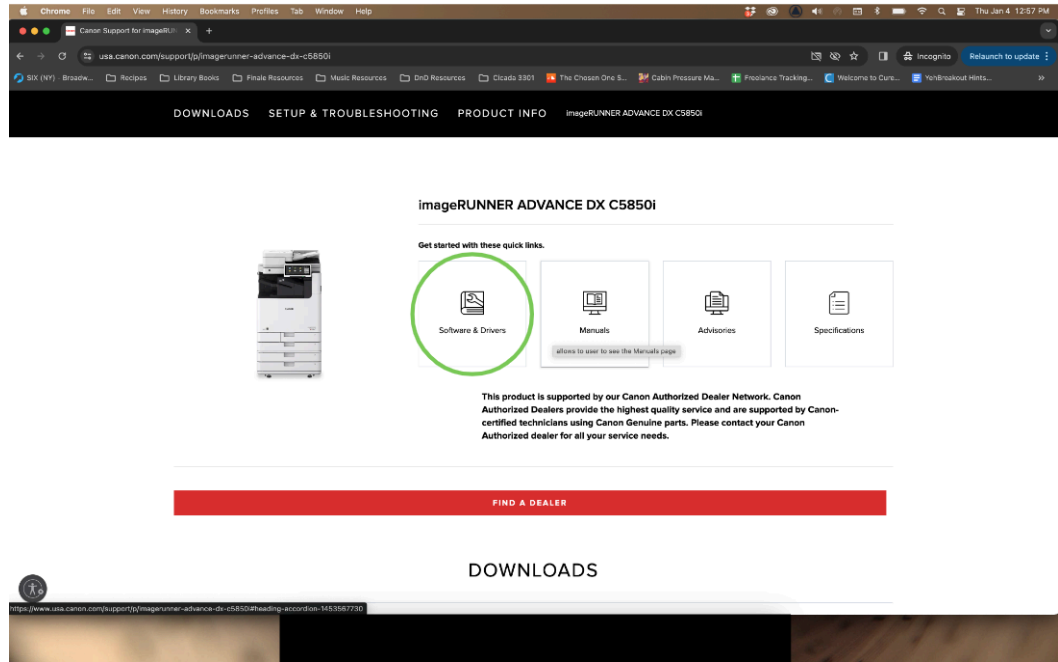
Wireless printing is accepted at the following printers:

- 39th Street Copier
- Education Copier
- Steinberg Center Copier
- American Airlines/Todd Haimes Theatre Copier
- Sondheim Theatre Copier
- Studio 54 Copier
- Rehearsal Hall Copiers

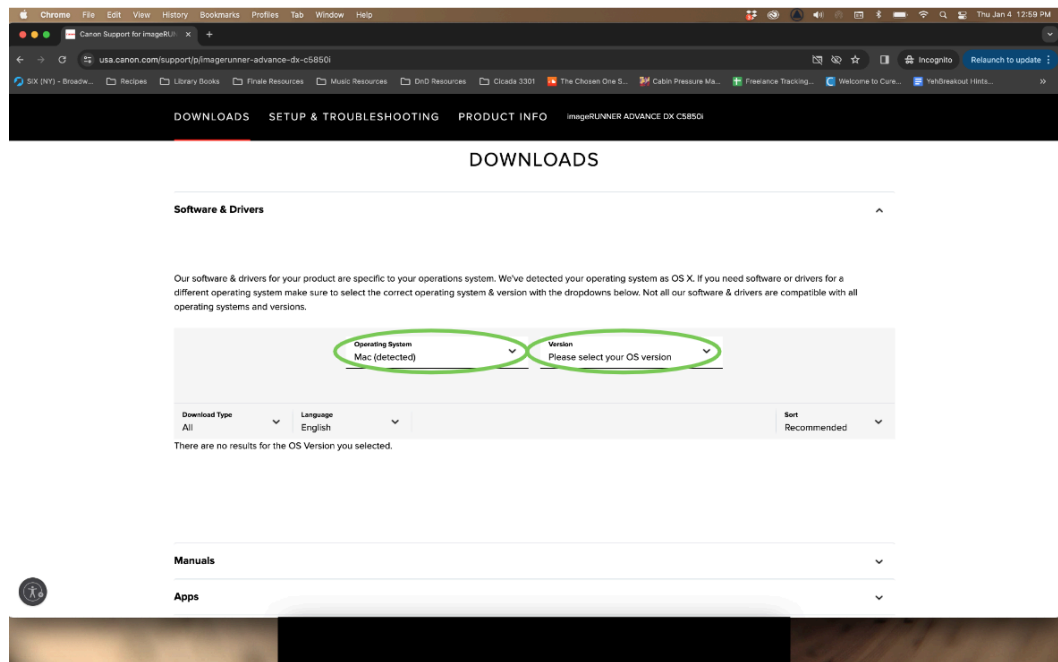
[Mac Wireless Printing Instructions](#).....page 1  
[Windows Wireless Printing Instructions](#).....page 8

# Mac Wireless Printing Instructions

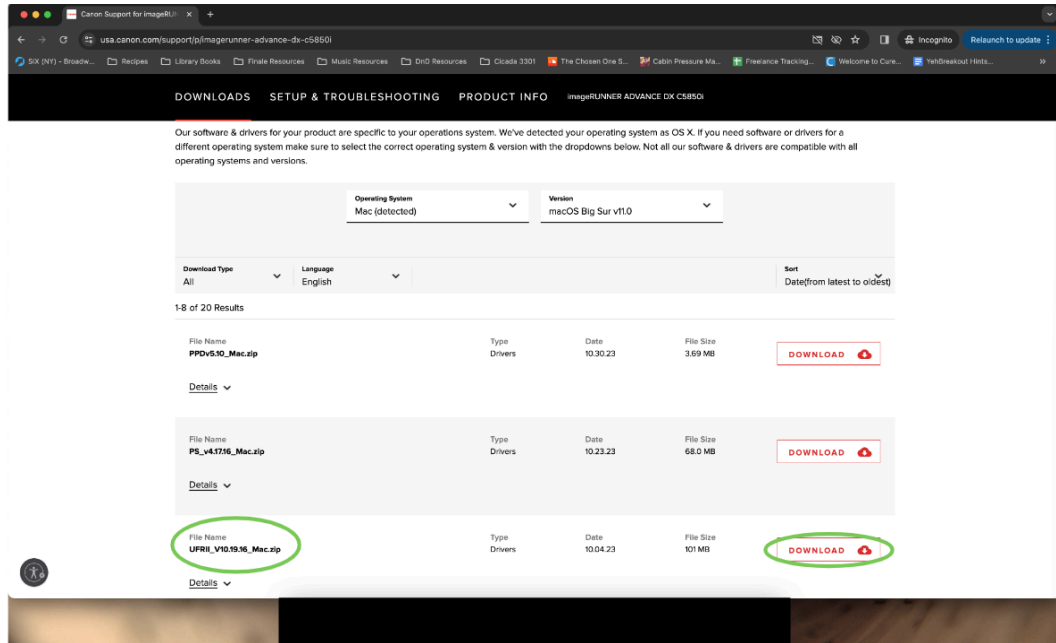
1. Make sure you are connected to the Roundabout Wi-Fi.
2. Install the [Canon print driver](#).
  - a. Click on **Software & Drivers**.



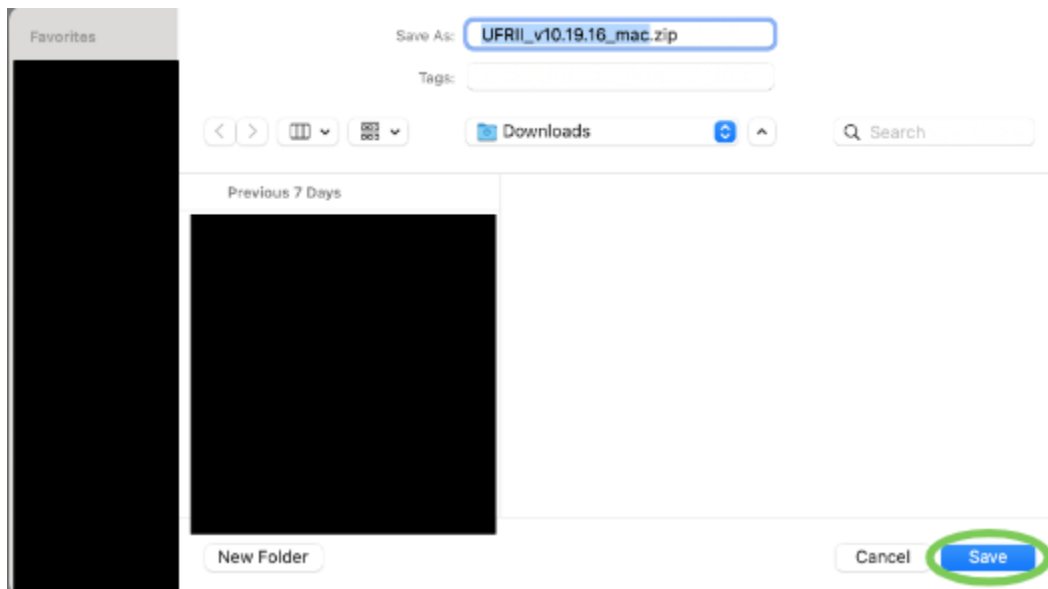
- b. Select your **Operating System** (Mac) and **Version** (can be found under “Apple Menu/About This Mac”).



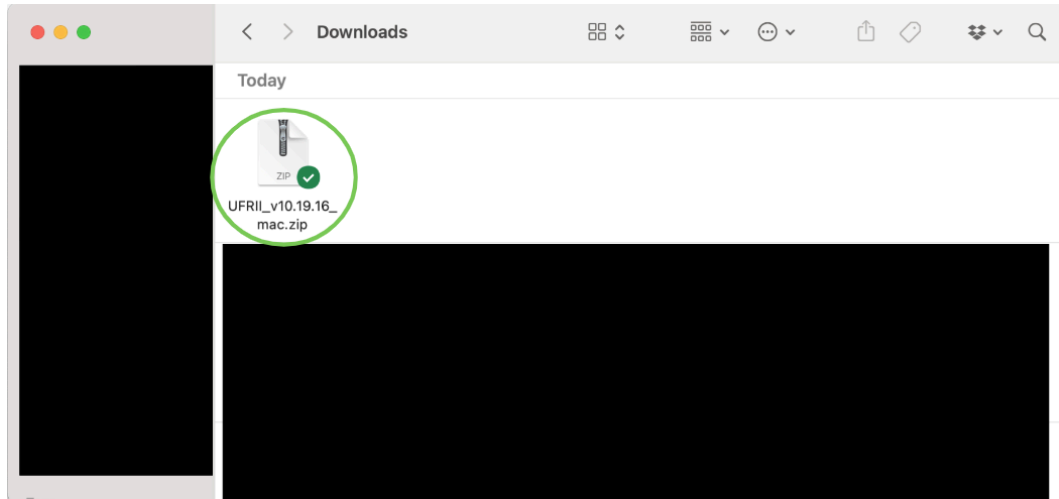
c. Find the **UFR11 Mac Driver** and click **Download**.



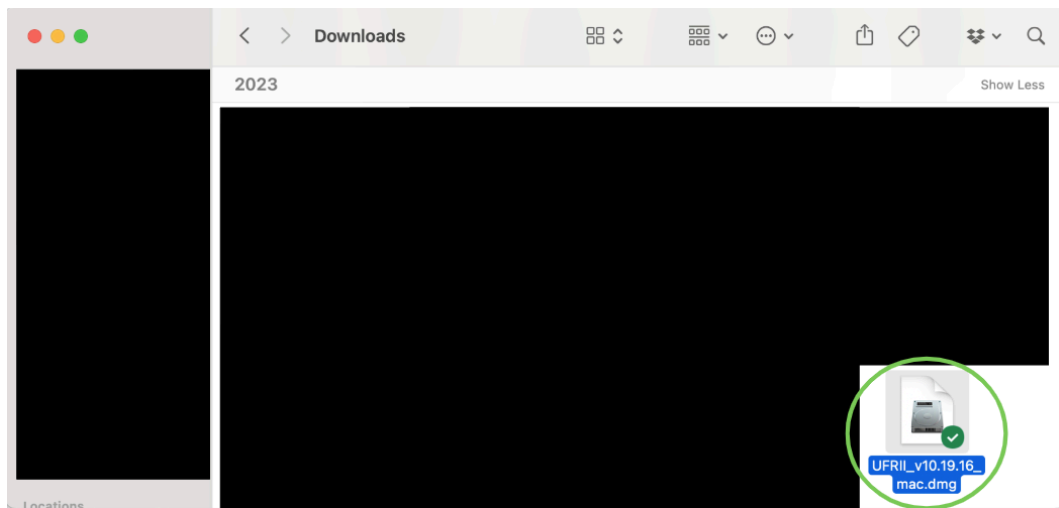
d. Save the .zip file to your Downloads folder.



e. Double-click on the downloaded .zip file to unzip it.



f. Find the unzipped .dmg file and double-click it (it may be a ways back).

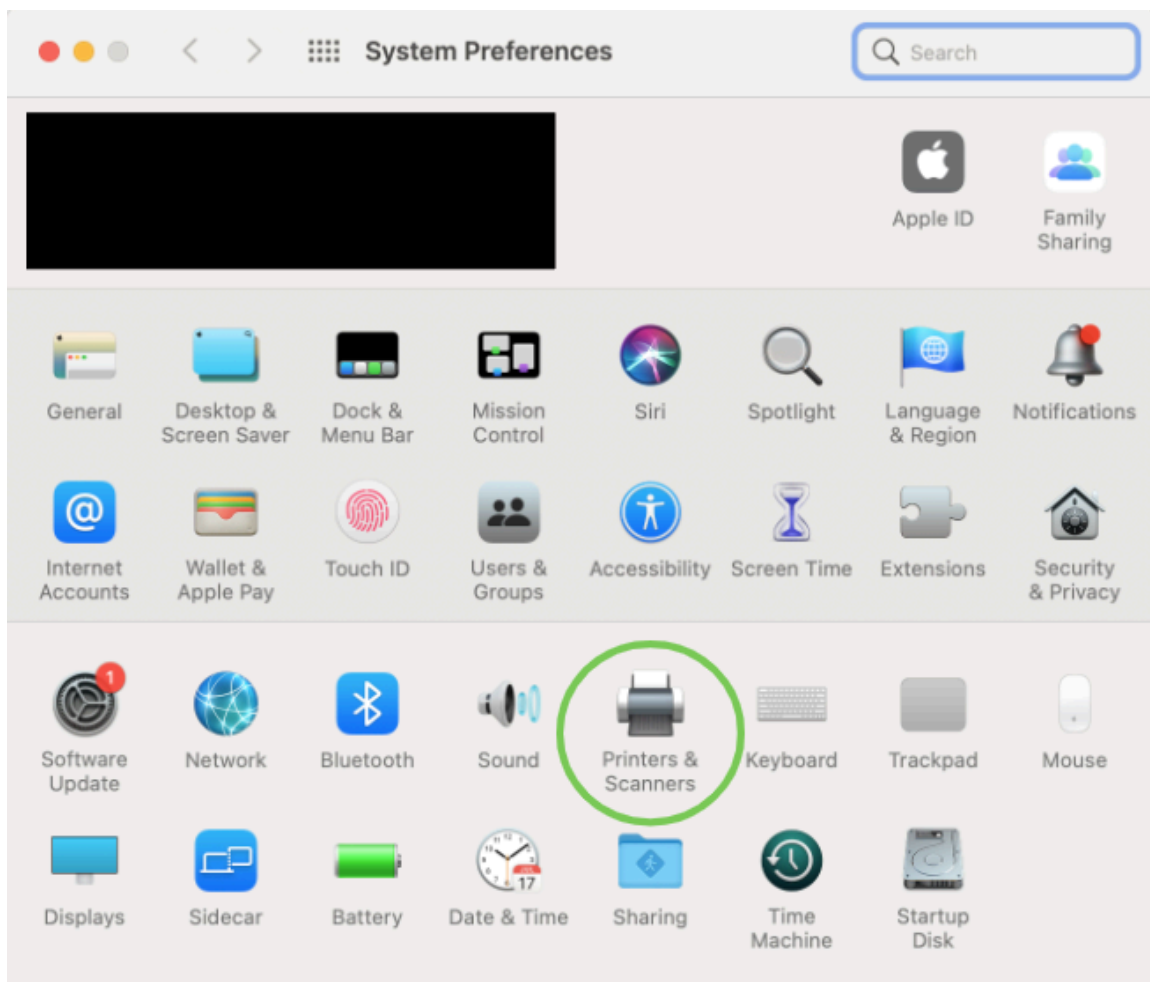


g. Double-click on the .pkg file.



h. Follow the instructions onscreen to install the driver.

3. Go to **System Preferences** and click on **Printers and Scanners**.



4. Click on the **Network symbol**. Then add the **IP Address** (listed below) and **name the printer**.

39th Street Copier: 10.39.2.32

Education Copier: 10.46.2.2

Steinberg Copier: 10.46.2.5

American Airlines/Todd Haimes Theatre Copier: 10.42.2.4

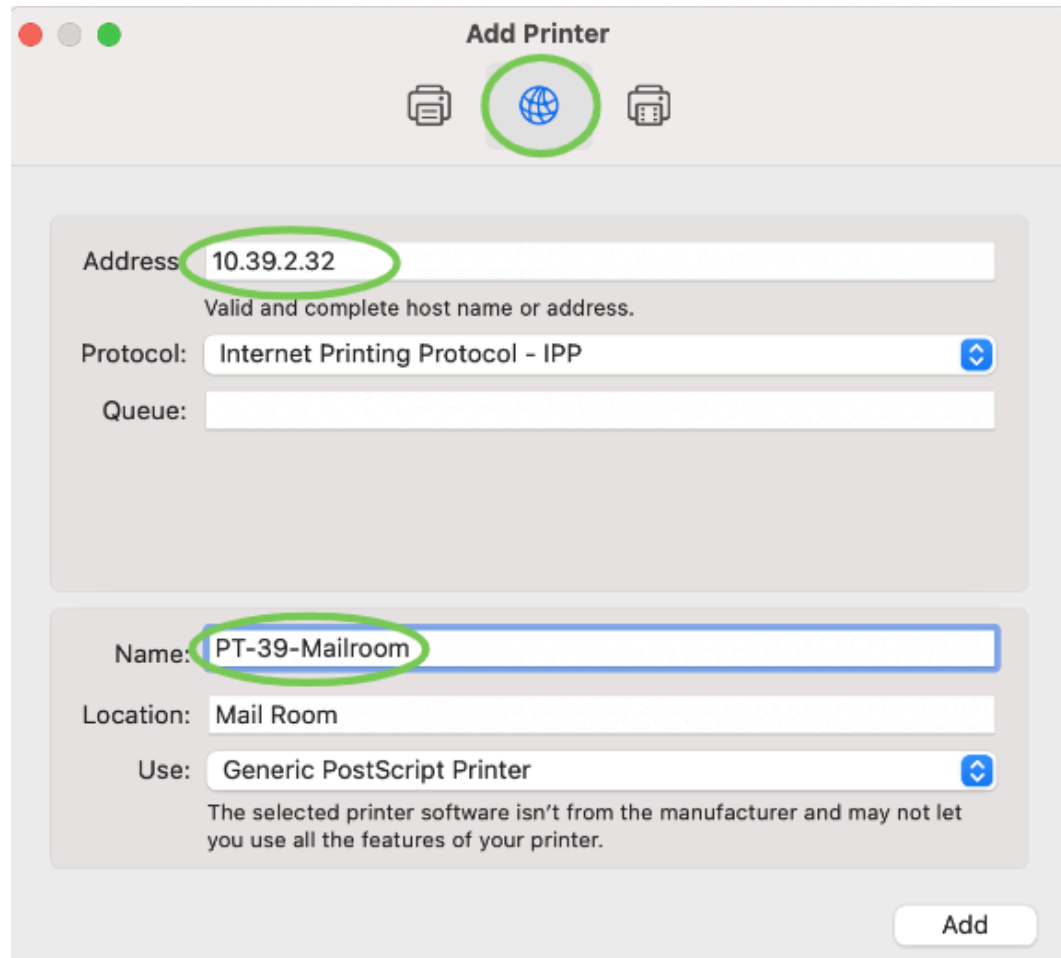
Sondheim Theatre Copier: 10.43.2.9

Studio 54 Copier: 10.54.2.4

Rehearsal Hall, 10th floor: 10.45.2.10

Rehearsal Hall, 11th floor: 10.45.2.11

Rehearsal Hall, 12th floor: 10.45.2.12



The screenshot shows the 'Add Printer' window with the following fields and values:

- Address:** 10.39.2.32 (circled in green)
- Protocol:** Internet Printing Protocol - IPP
- Queue:** (empty)
- Name:** PT-39-Mailroom (circled in green)
- Location:** Mail Room
- Use:** Generic PostScript Printer

The 'Add' button is located at the bottom right of the window.

5. Click on the **Use** dropdown.

The screenshot shows the 'Add Printer' window with the following fields:

- Address: 10.39.2.32 (with a note: Valid and complete host name or address.)
- Protocol: Internet Printing Protocol - IPP
- Queue: (empty)
- Name: PT-39-Mailroom
- Location: Mail Room
- Use: Generic PostScript Printer (highlighted with a green oval)

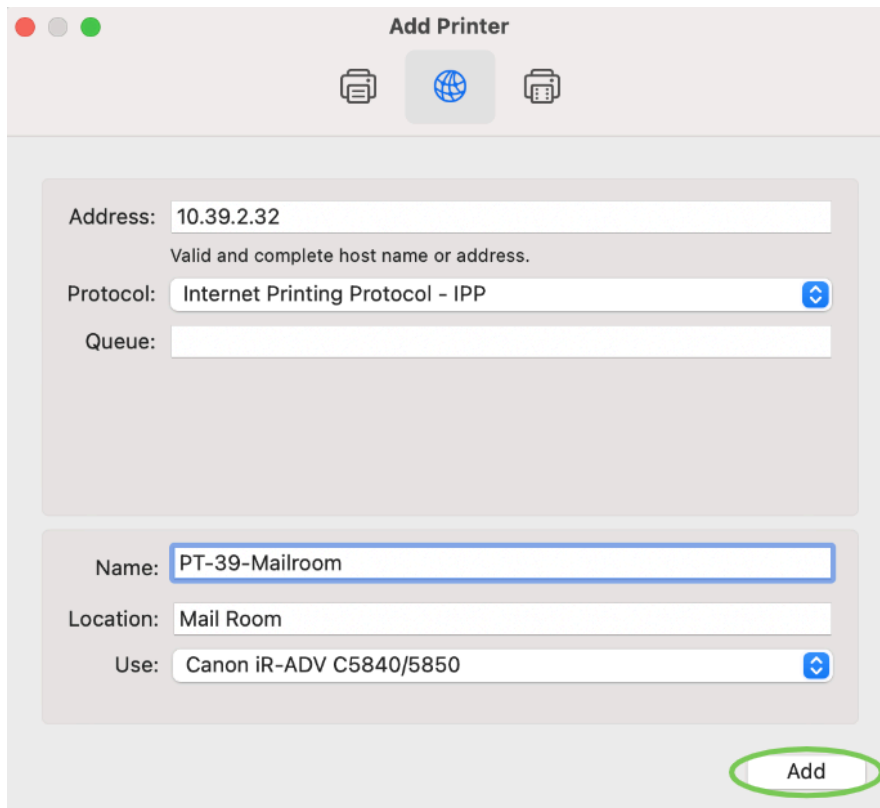
A note below the 'Use' dropdown states: "The selected printer software isn't from the manufacturer and may not let you use all the features of your printer." An 'Add' button is located at the bottom right.

6. Search for the **"Canon iR-ADV C5840/5850"** driver. Select it, then click **OK**.

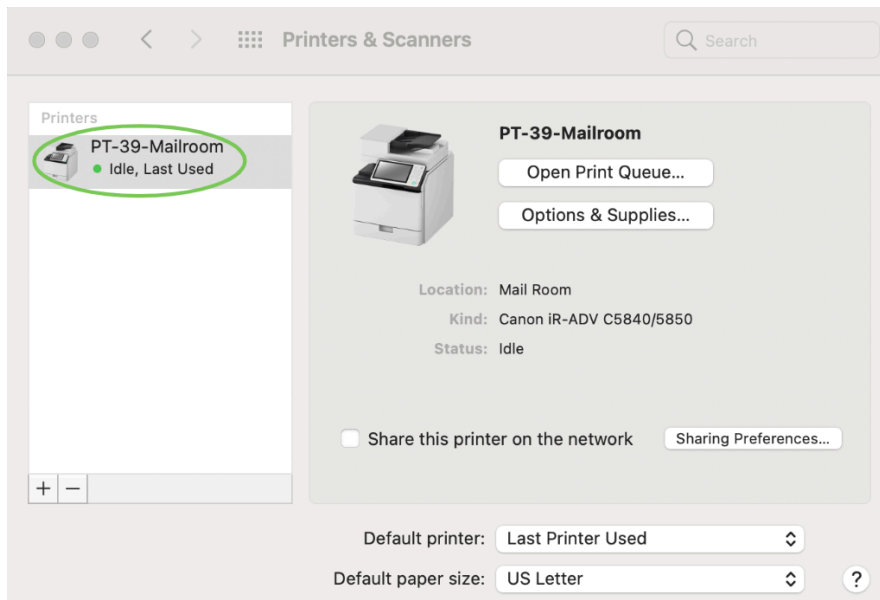
The screenshot shows the 'Printer Software' window with the following elements:

- Search bar: 5850 (highlighted with a green oval)
- Search results list: Canon iR-ADV C5840/5850 (highlighted with a blue bar and a green oval)
- Buttons: Cancel and OK (the OK button is highlighted with a green oval)

7. Click **Add**.



8. The printer should appear in your printers list. From here, you can print as normal.



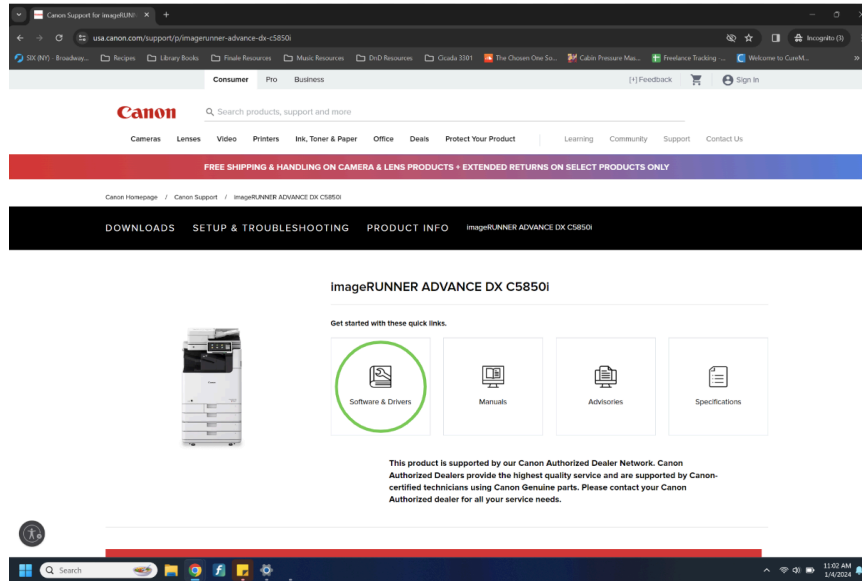


# Windows Wireless Printing Instructions

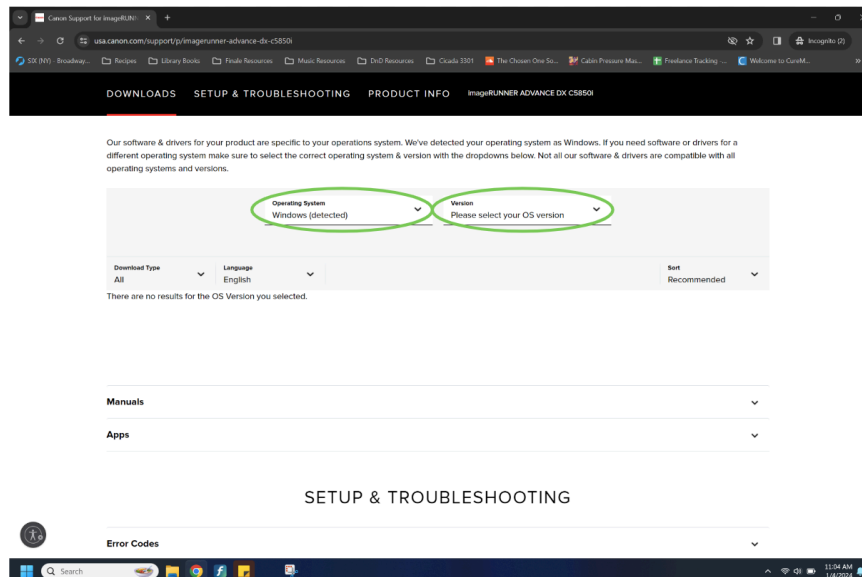
This installation will require a restart.

This process is rather long. Feel free to call IT at (212) 719-9393 x4357 or email [support@roundabouttheatre.org](mailto:support@roundabouttheatre.org) for assistance.

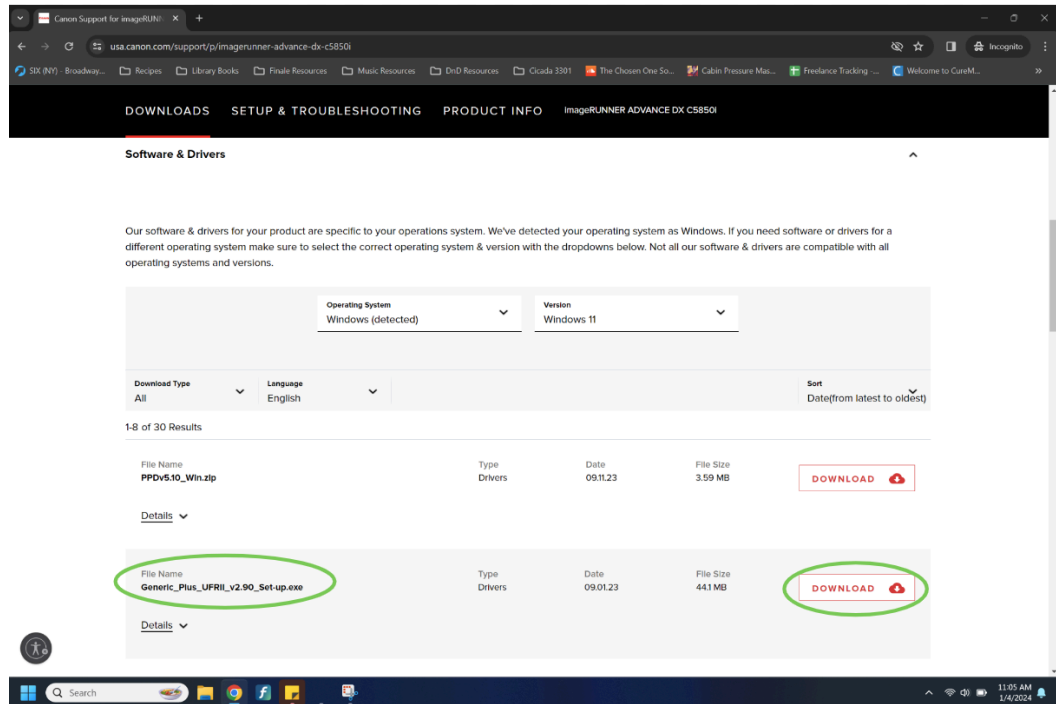
1. Make sure you are connected to the Roundabout Wi-Fi.
2. Go to the [Canon website](#) to install the print driver
  - a. Click on **Software & Drivers**.



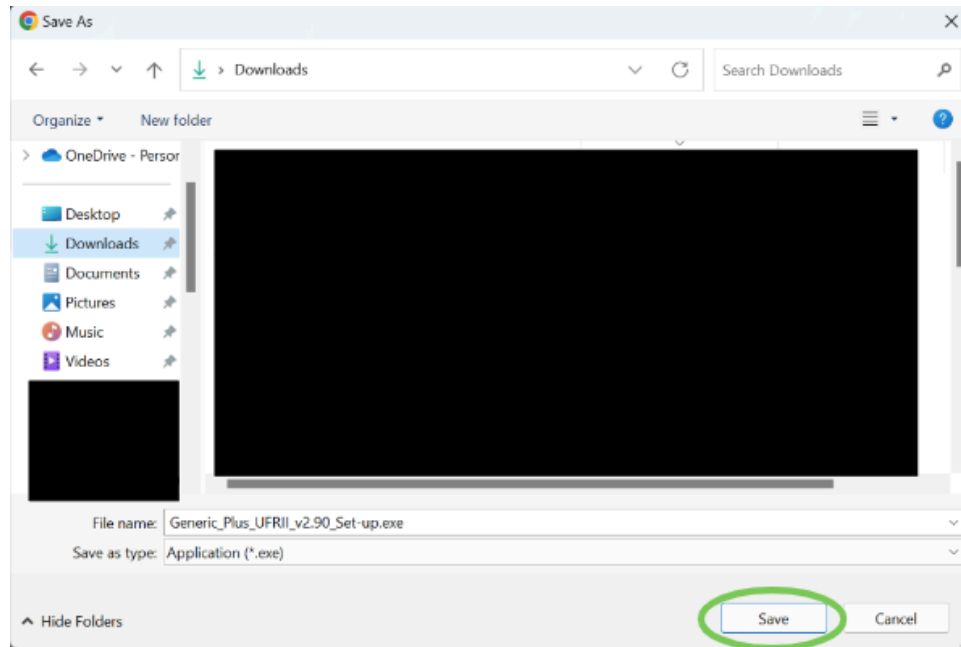
- b. Select your **Operating System** (Windows) and **Version** (can be found by searching "About Your PC")



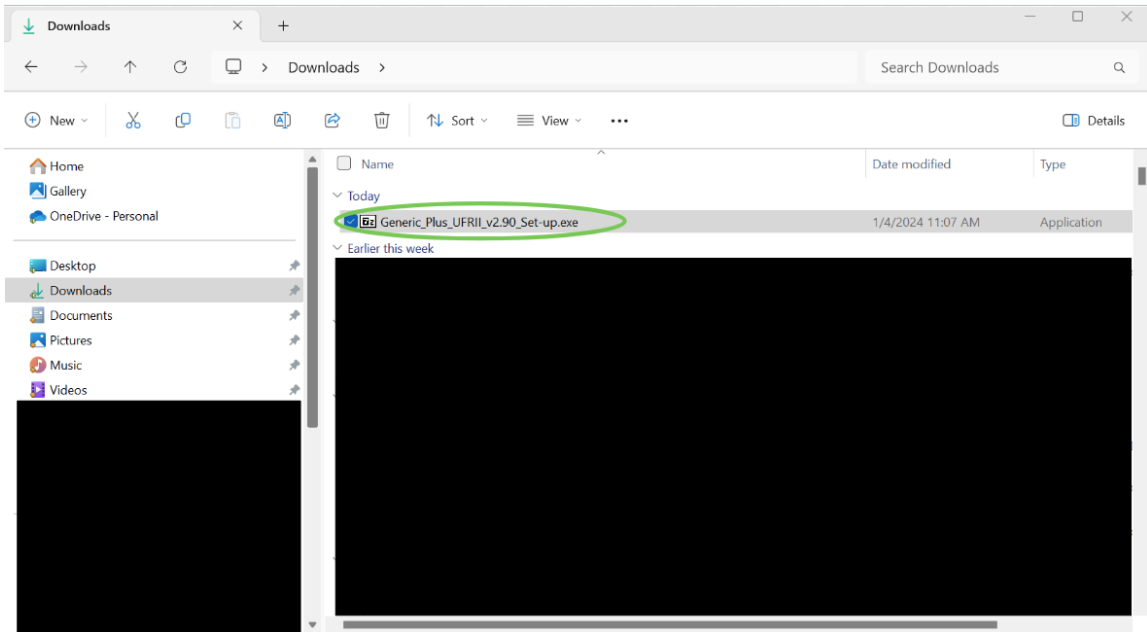
c. Find the **Generic\_Plus\_UFR11** driver and click **Download**.



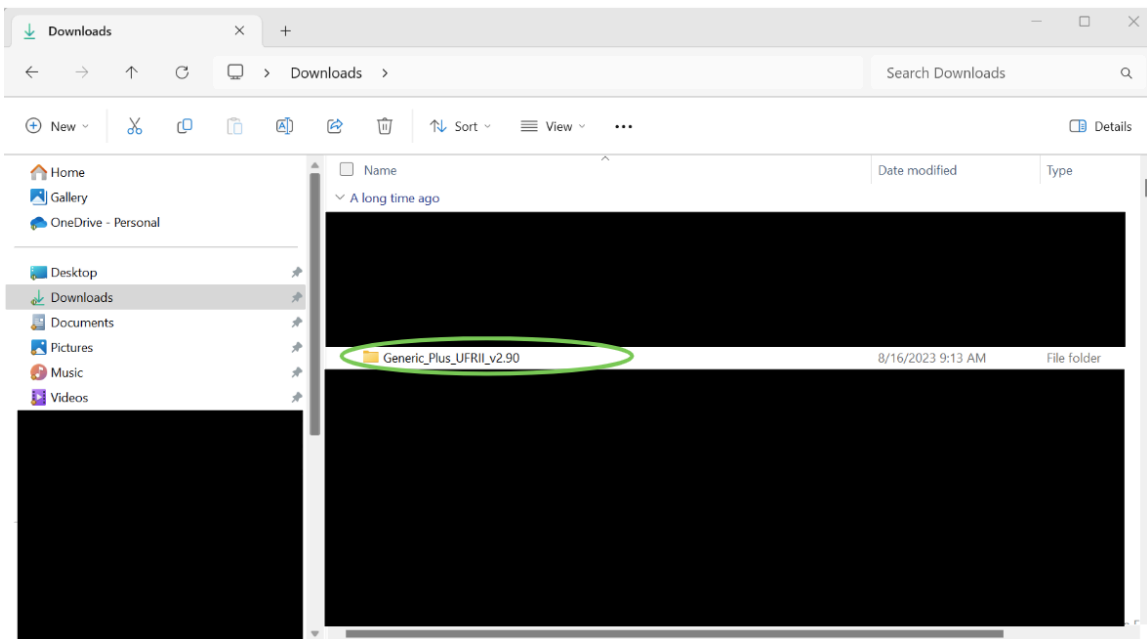
i. **Save** the .exe file to your Downloads folder.



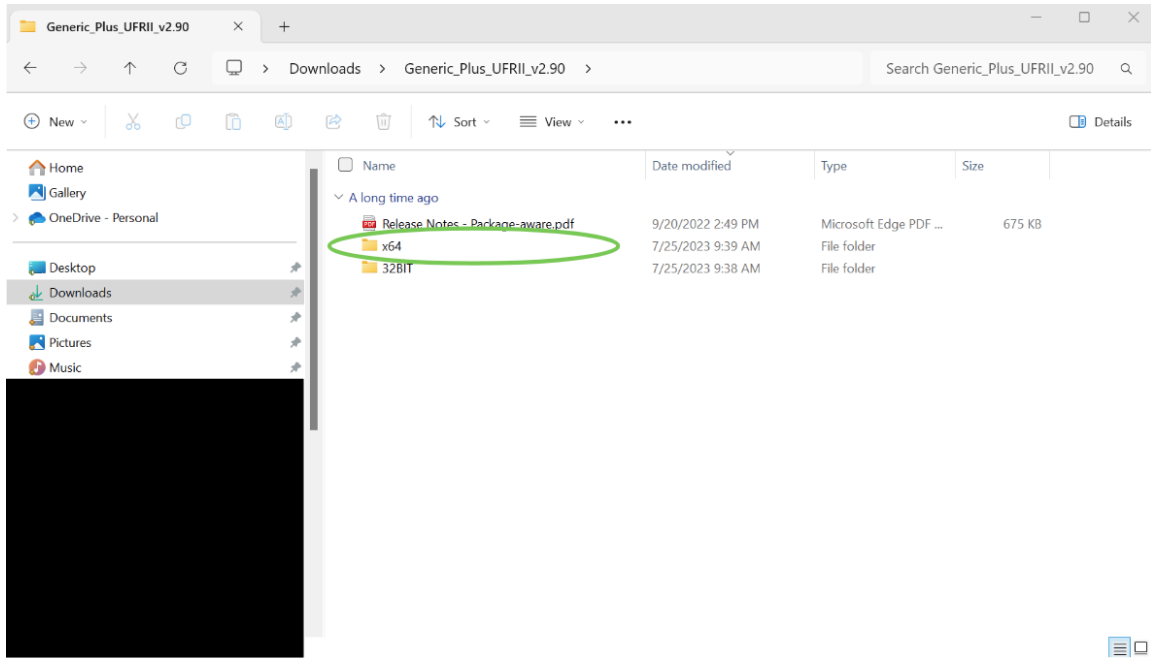
3. Double-click on the downloaded .exe file.



4. Find the unzipped **Generic\_Plus\_UFR1I** folder and double-click to open it (it may be under “A long time ago” in your Downloads folder).

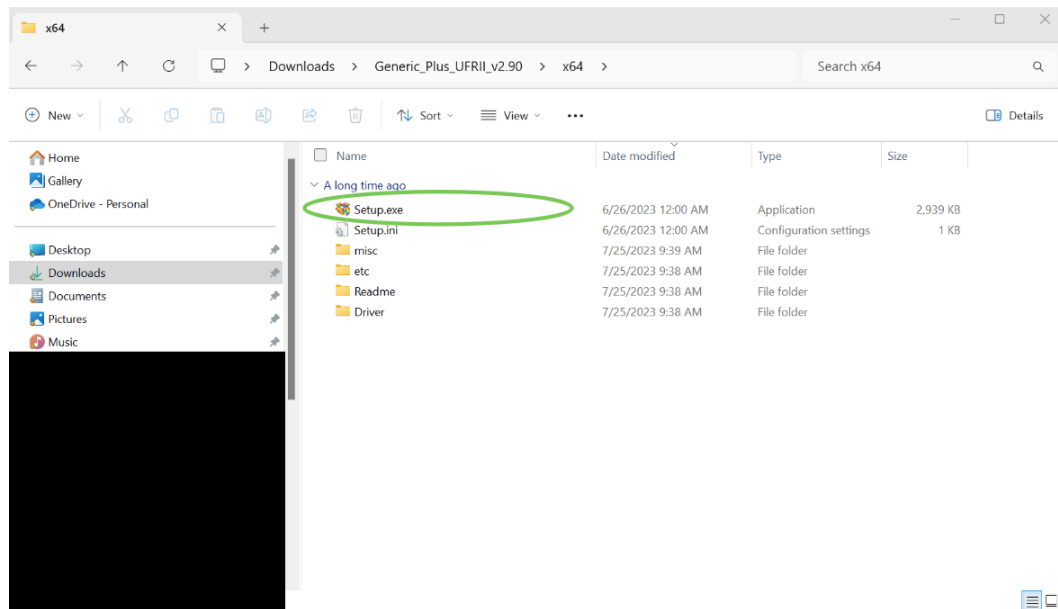


5. Double click on **x64** or **32BIT** as appropriate (if you do not know, it is likely x64).

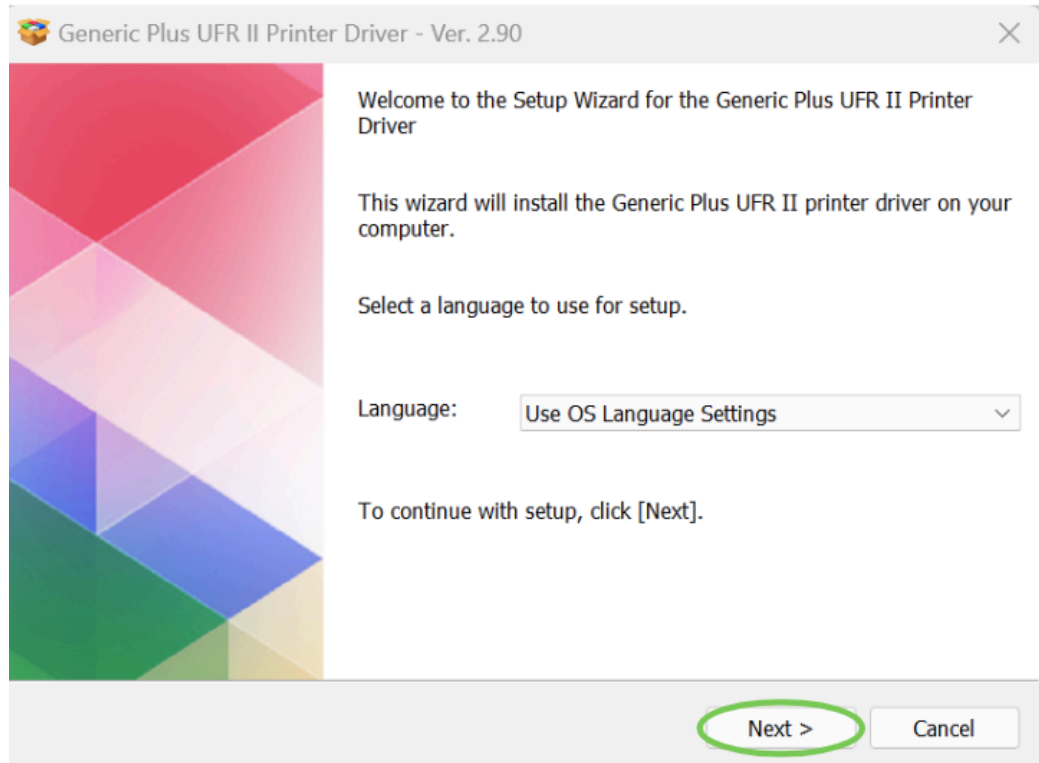


6. Run the Setup Wizard.

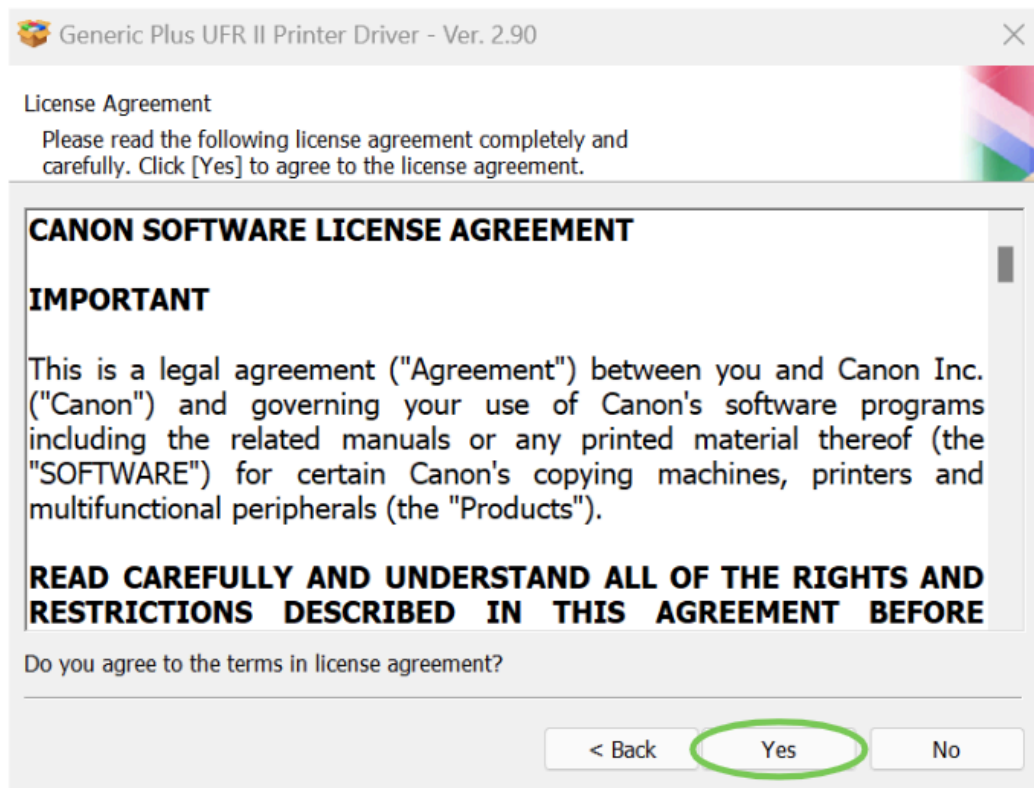
a. Double click on the **Setup.exe** file to run the setup wizard.



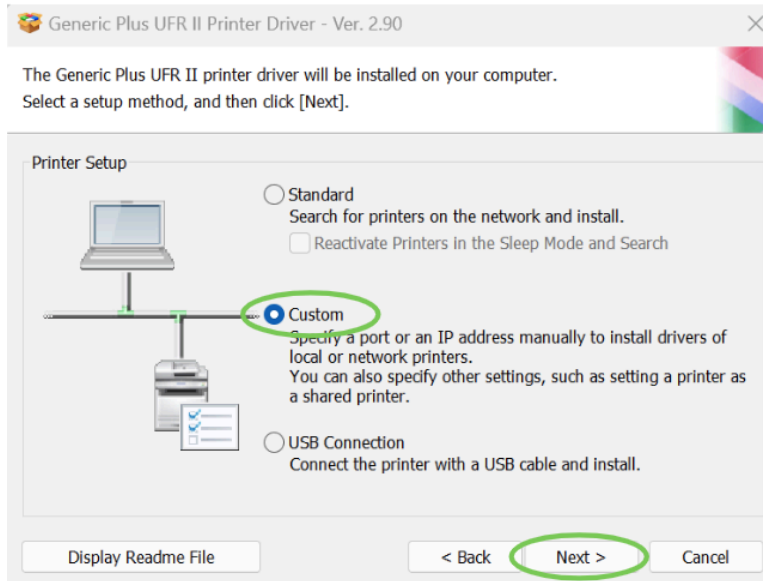
b. Select your language, then click **Next**.



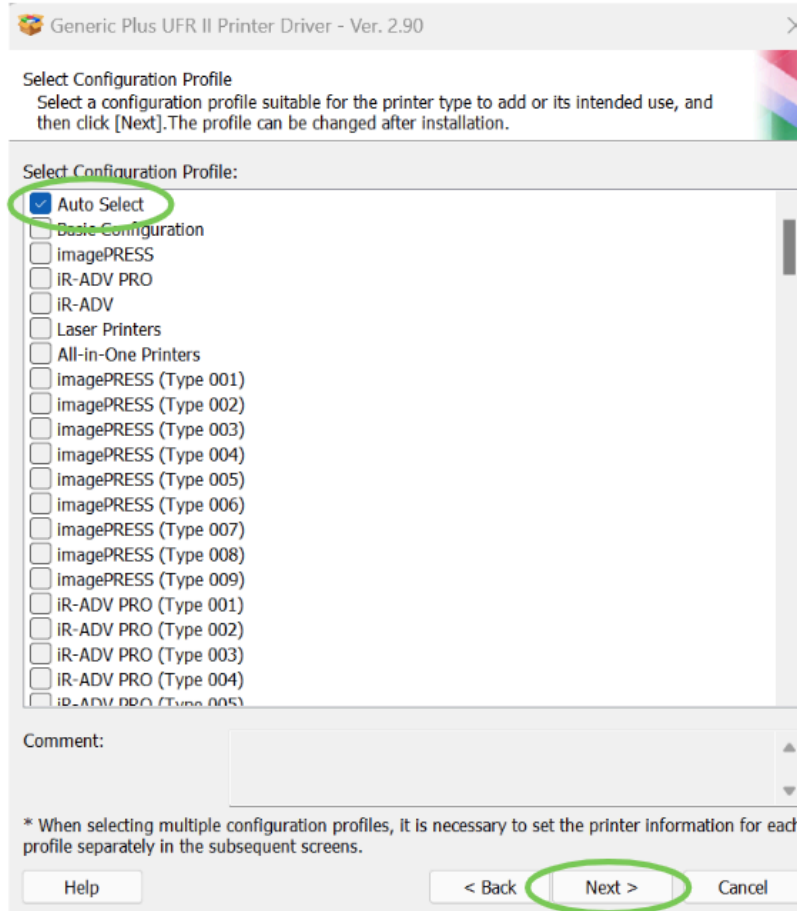
c. Read the agreement, then click **Yes**.



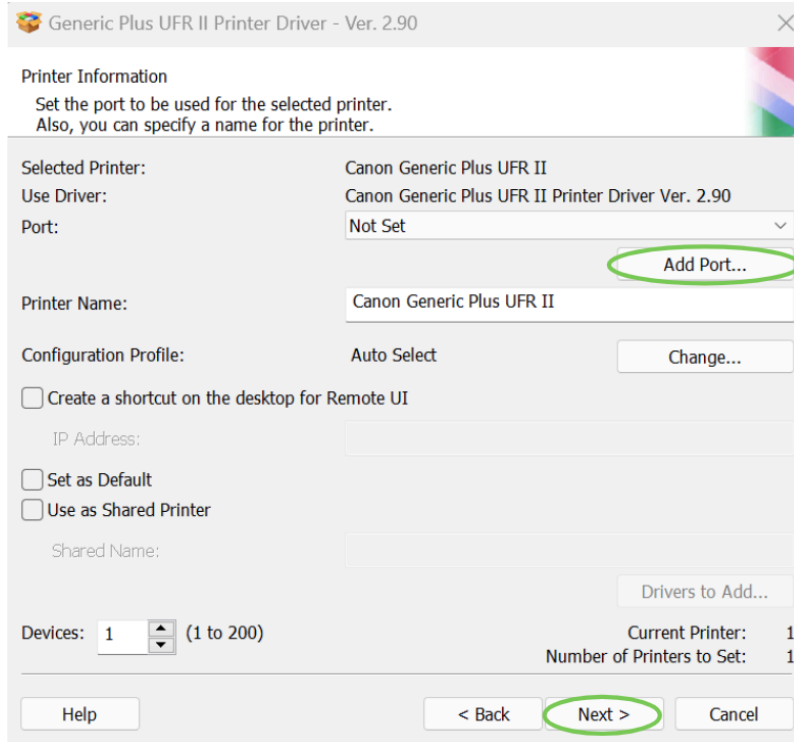
d. Select the **Custom Printer Setup** option, then click **Next**.



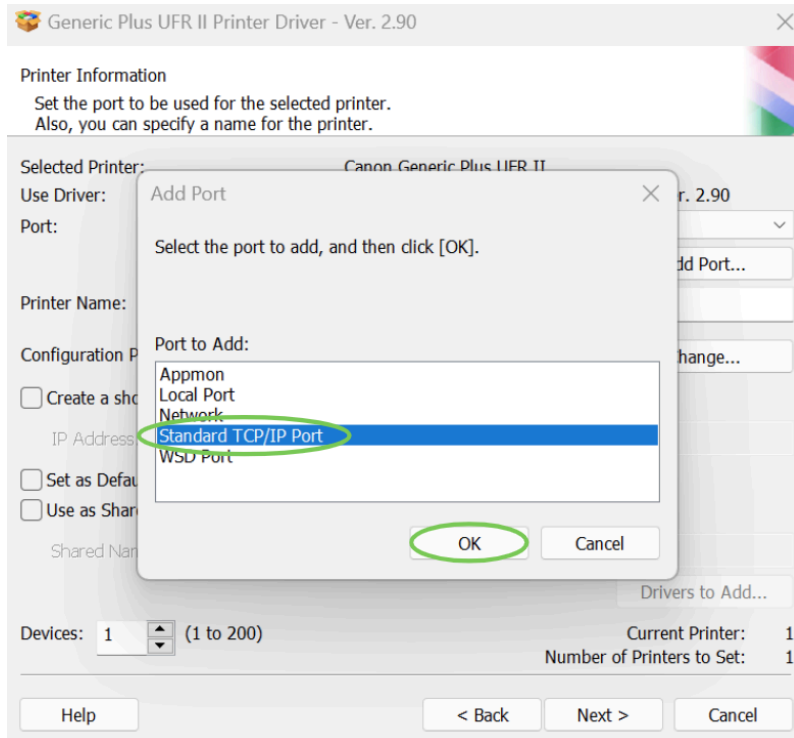
e. Make sure that **Auto Select** is checked, then click **Next**.



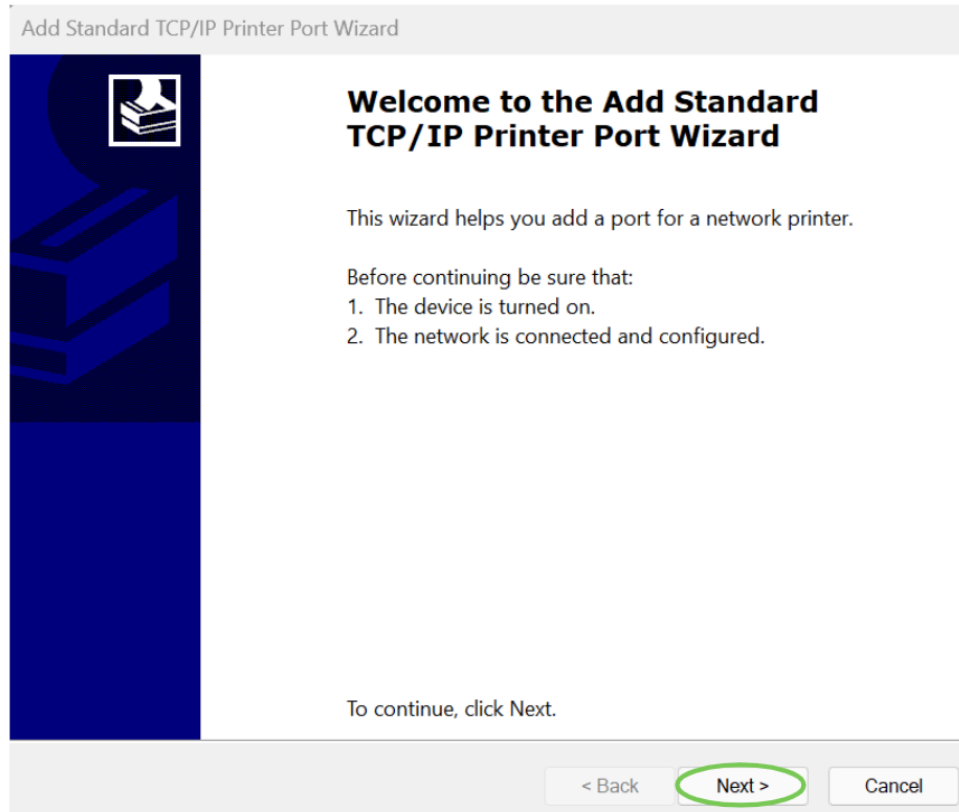
f. Click on the **Add Port...** button, then click **Next**.



g. Select **Standard TCP/IP Port**, then click **OK**.



7. Run the Standard TCP/IP Printer Port Wizard.
  - a. Click **Next**.





b. Enter the **IP address** of your printer (listed below), then click **Next**.

39th Street Copier: 10.39.2.32

Education Copier: 10.46.2.2

Steinberg Copier: 10.46.2.5

American Airlines/Todd Haimes Theatre Copier: 10.42.2.4

Sondheim Theatre Copier: 10.43.2.9


Studio 54 Copier: 10.54.2.4

Rehearsal Hall, 10th floor: 10.45.2.10

Rehearsal Hall, 11th floor: 10.45.2.11

Rehearsal Hall, 12th floor: 10.45.2.12

Add Standard TCP/IP Printer Port Wizard

**Add port**  
For which device do you want to add a port? 

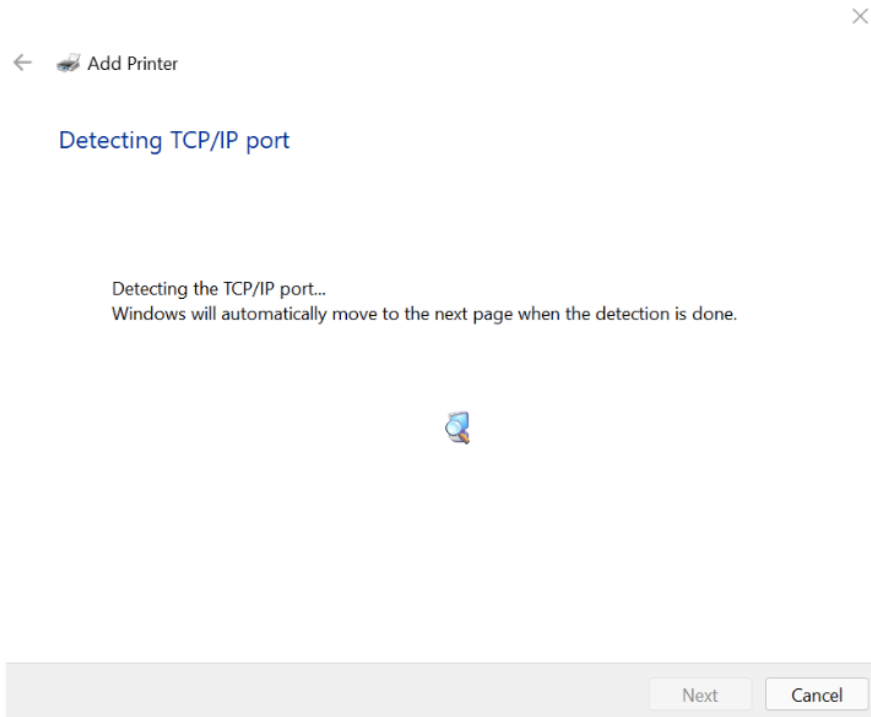
Enter the Printer Name or IP address, and a port name for the desired device.

Printer Name or IP Address:

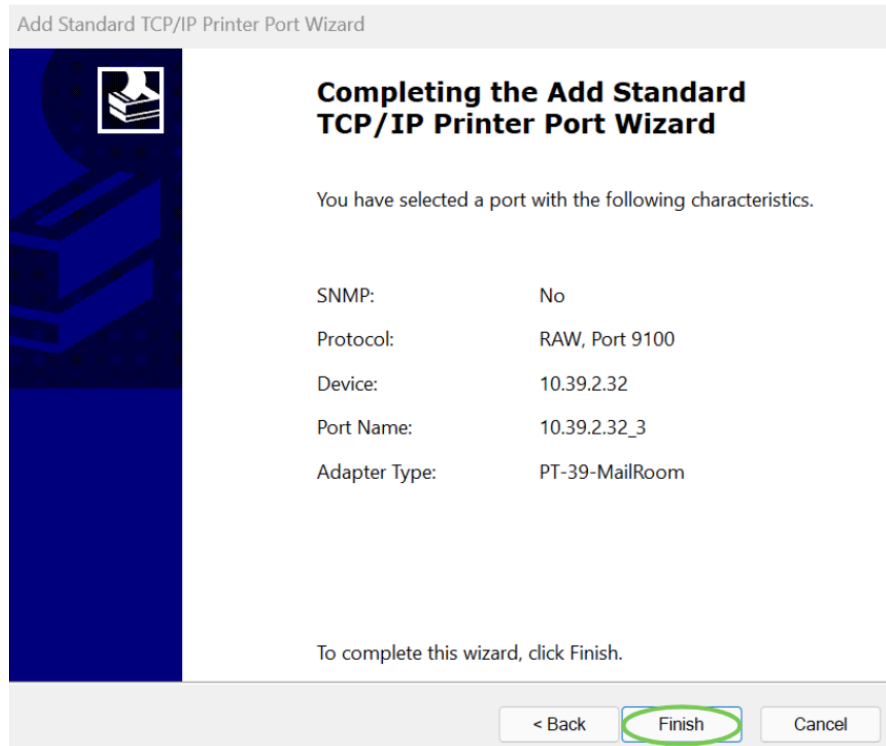
Port Name:

< Back **Next >** Cancel

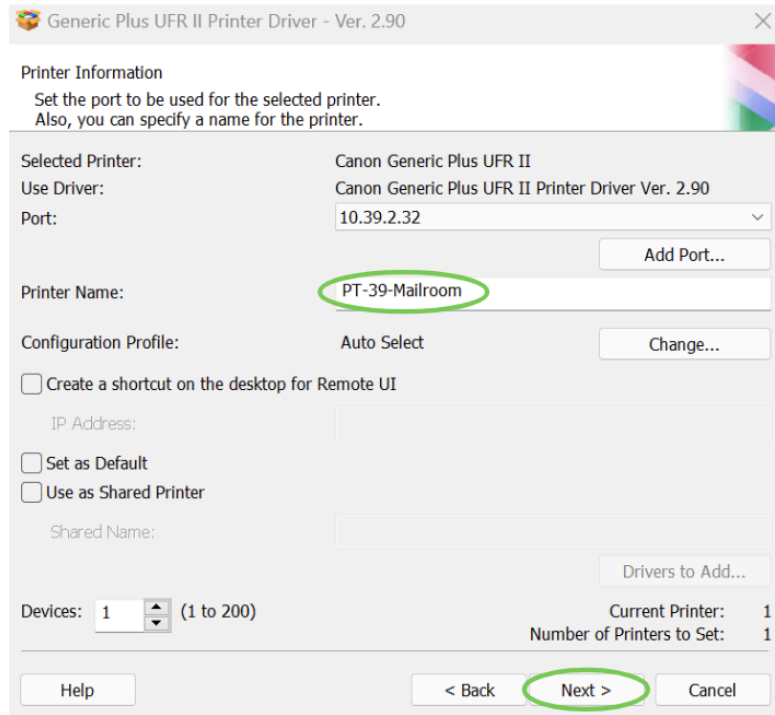
c. Let the wizard detect the port.



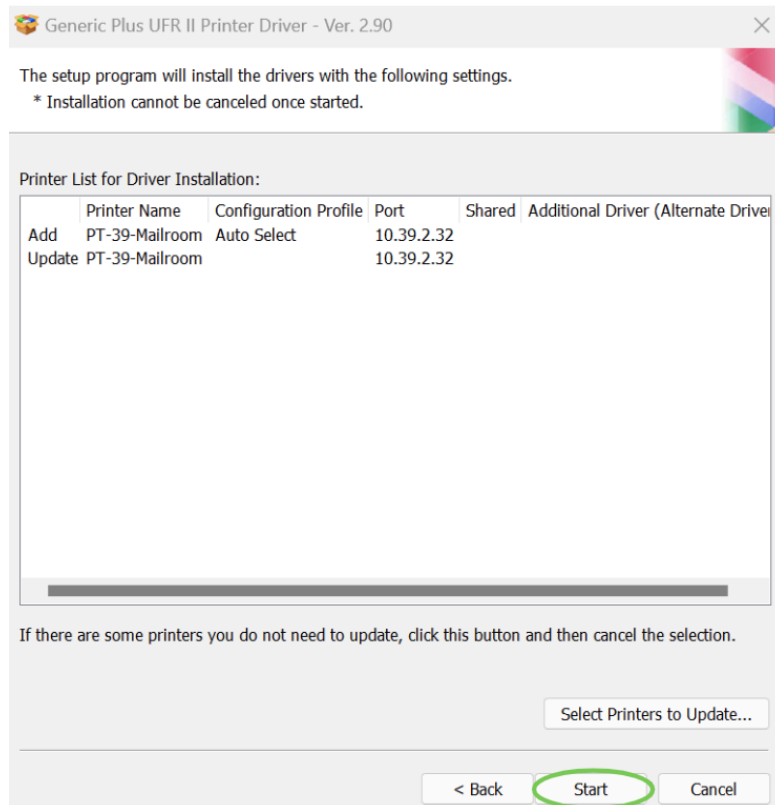
d. Click **Finish**.



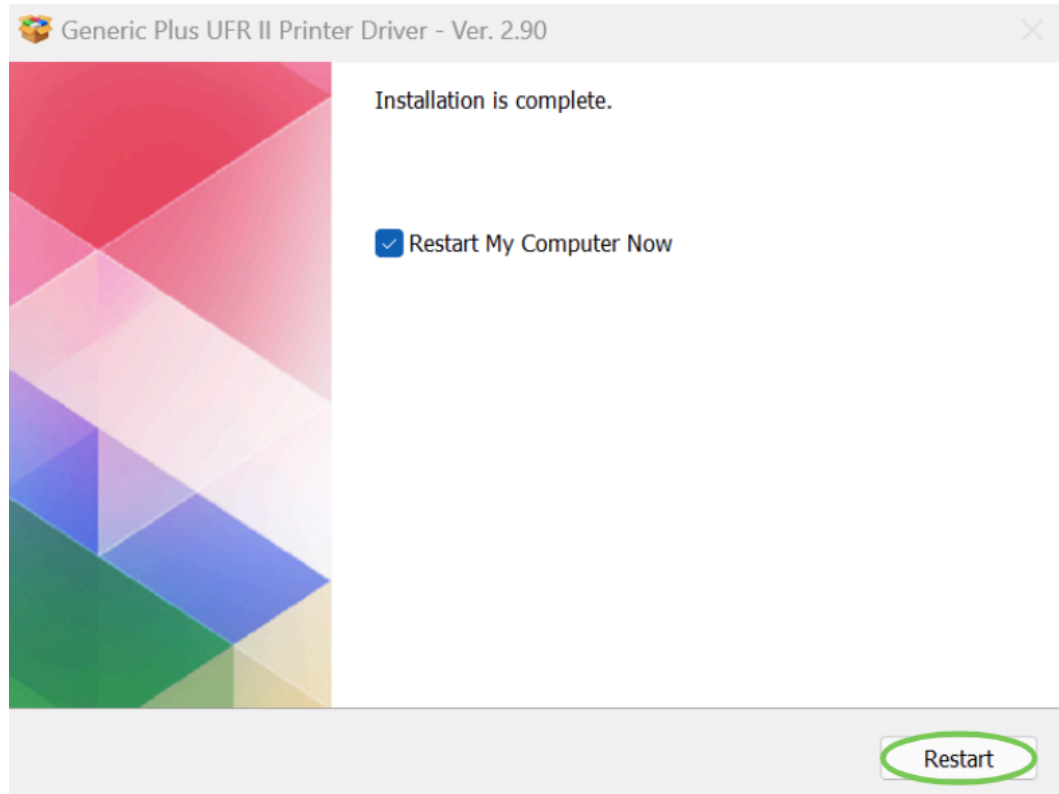
8. Go back to the Driver Setup Wizard.
  - a. Name your printer, then click Next.



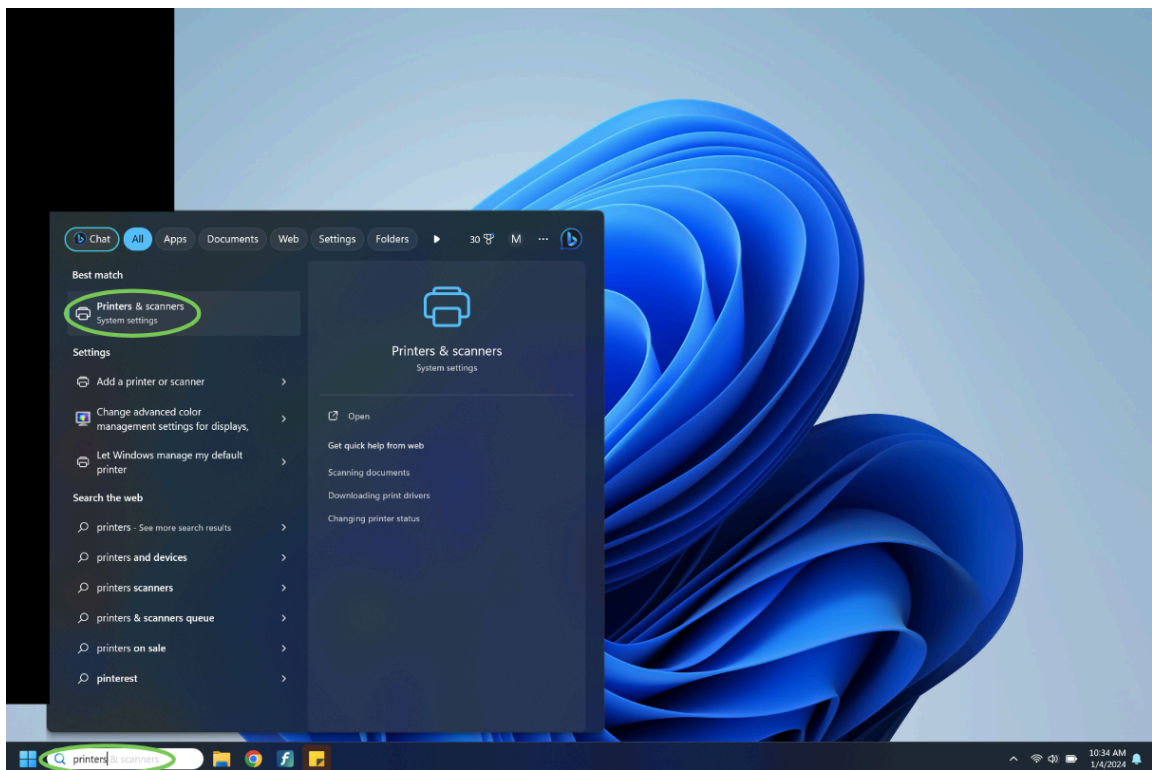
- b. Click Start.



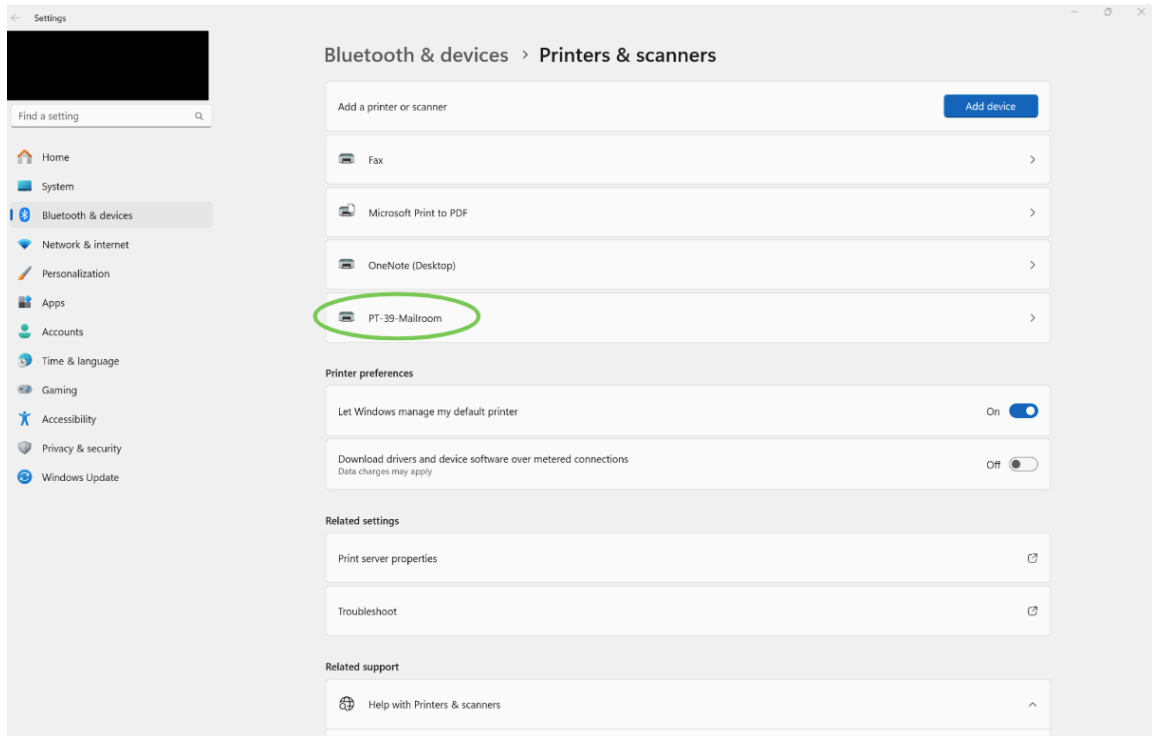
c. Make sure you have saved any files you have open, then click **Restart**.



9. Search for **Printers and Scanners**.

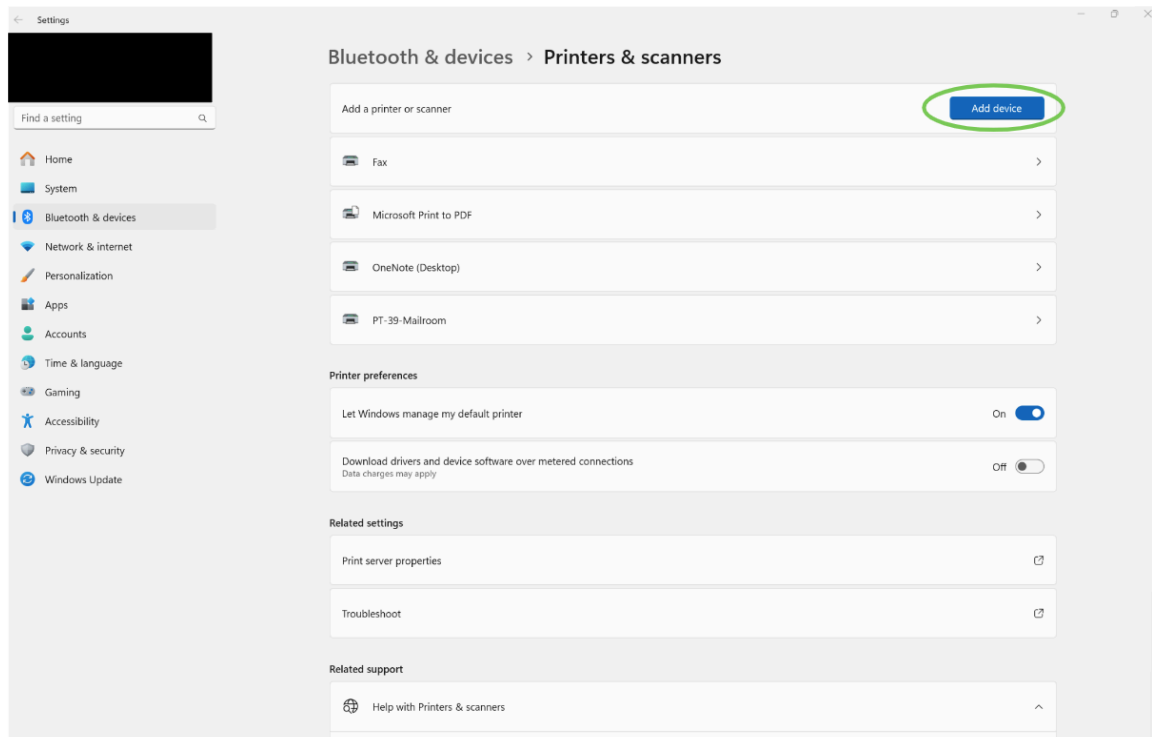


10. The printer should appear in your printers list. From here, you can print as normal.

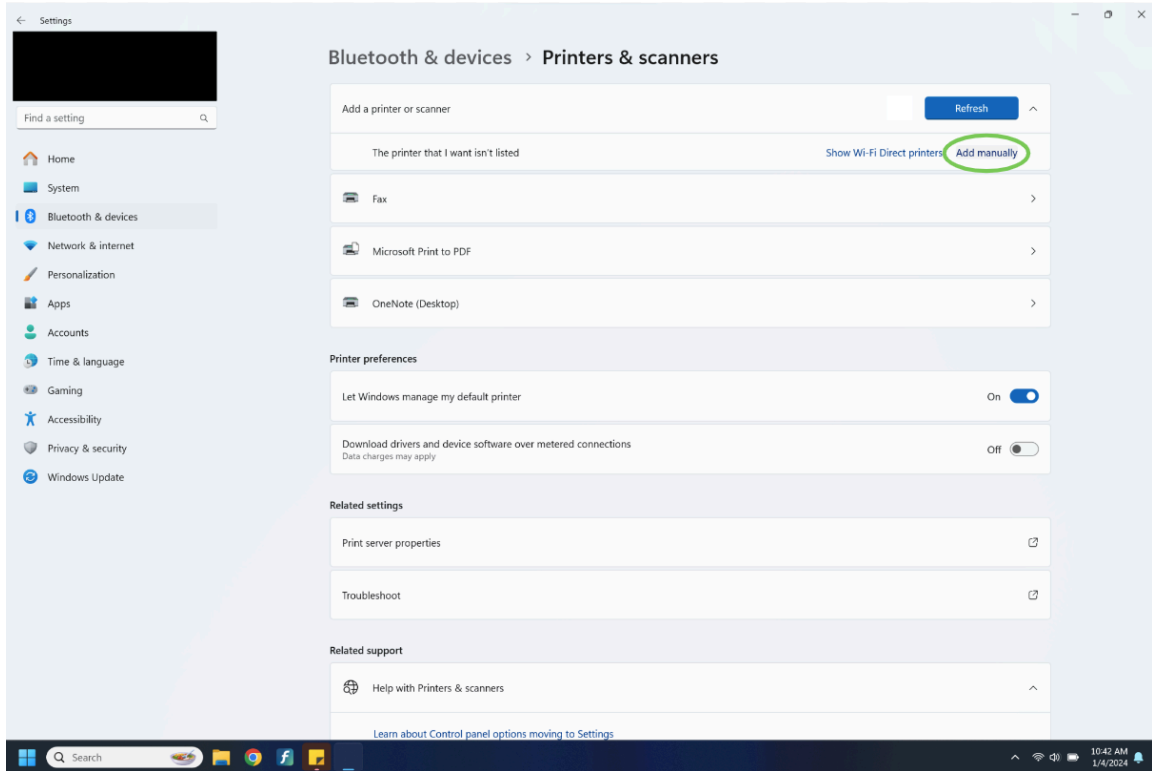


If the printer doesn't appear in your printers list after installing the driver:

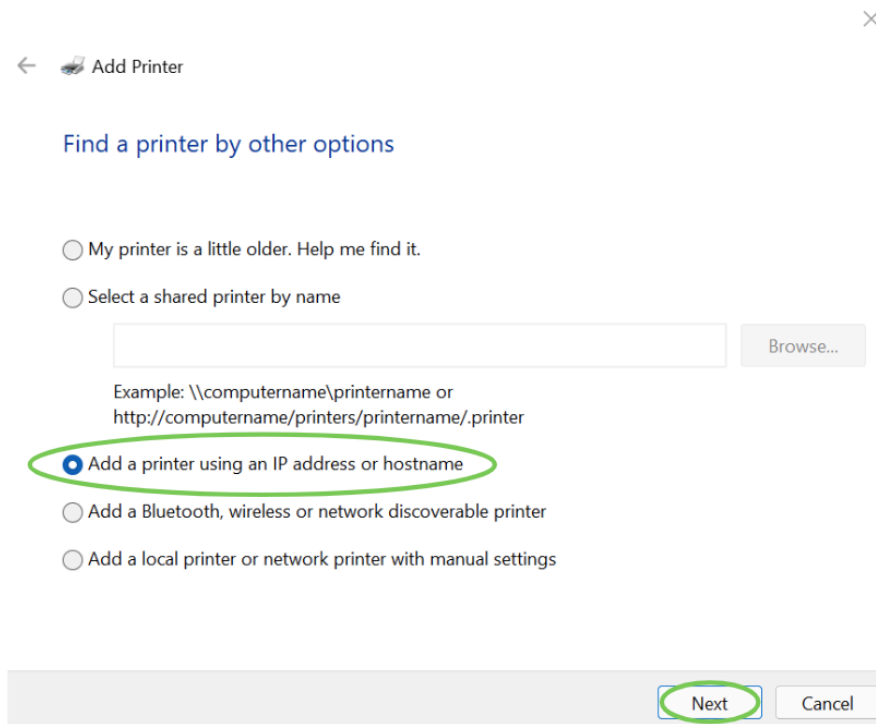
1. Click on **Add Device**.



2. Click on **Add Manually**.



3. Select **Add a printer using an IP address or hostname**, then click **Next**.



4. Select **TCP/IP Device**, then enter the **IP address** as listed above.

✕

← Add Printer

Type a printer hostname or IP address

Device type:

Hostname or IP address:

Port name:

Query the printer and automatically select the driver to use

Autodetect detects WSD and TCP/IP printers.  
To search for an IPP printer, IPP must be selected from the drop down menu.


5. Let the wizard detect the port.

✕

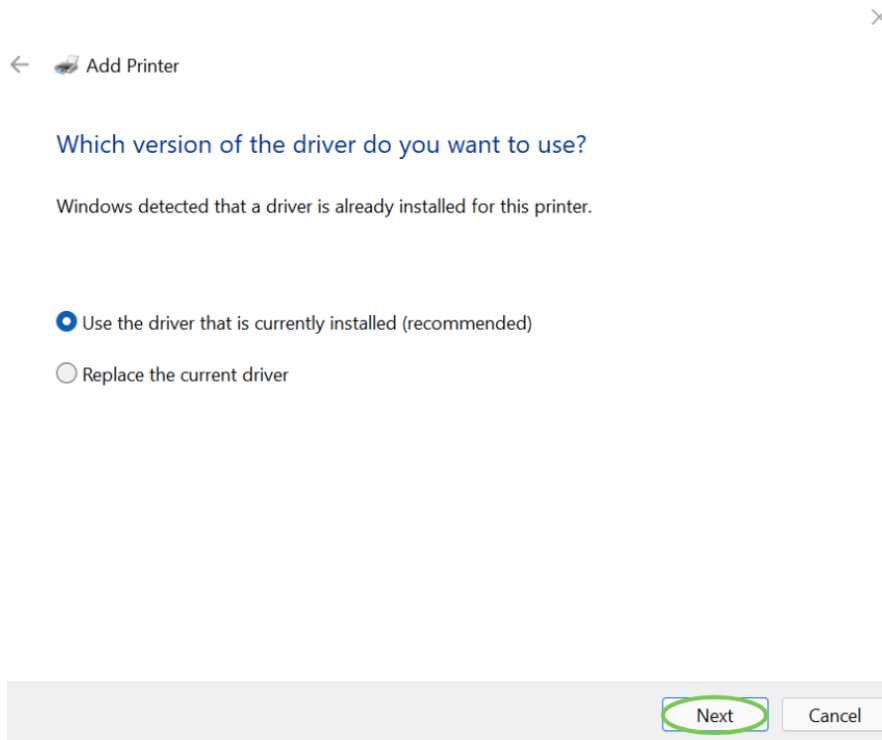
← Add Printer

Detecting TCP/IP port

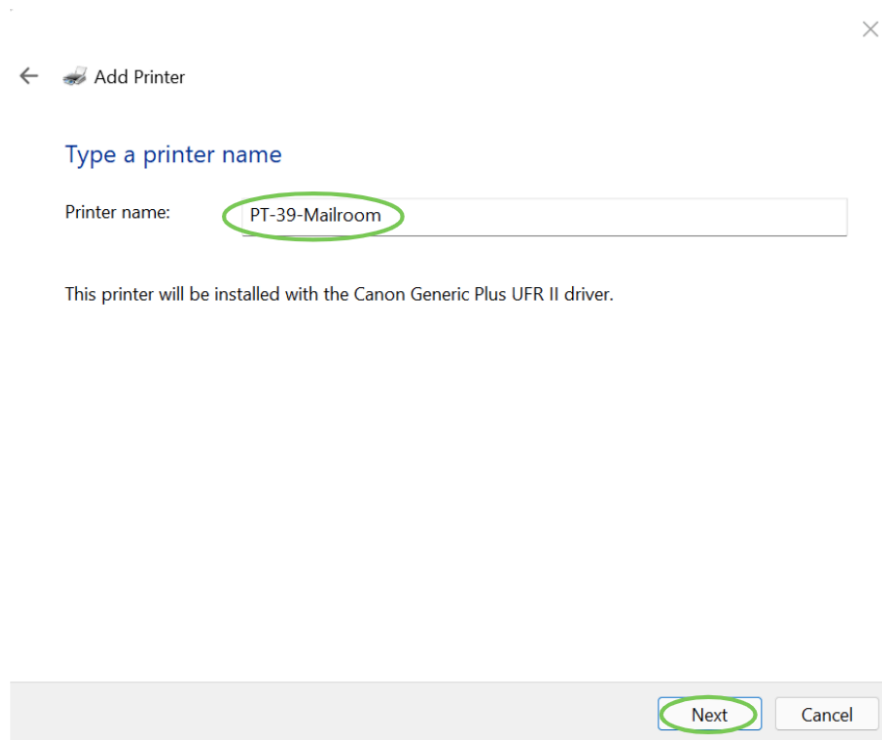
Detecting the TCP/IP port...  
Windows will automatically move to the next page when the detection is done.



6. Select **Use the driver that is currently installed (recommended)**, then click **Next**.

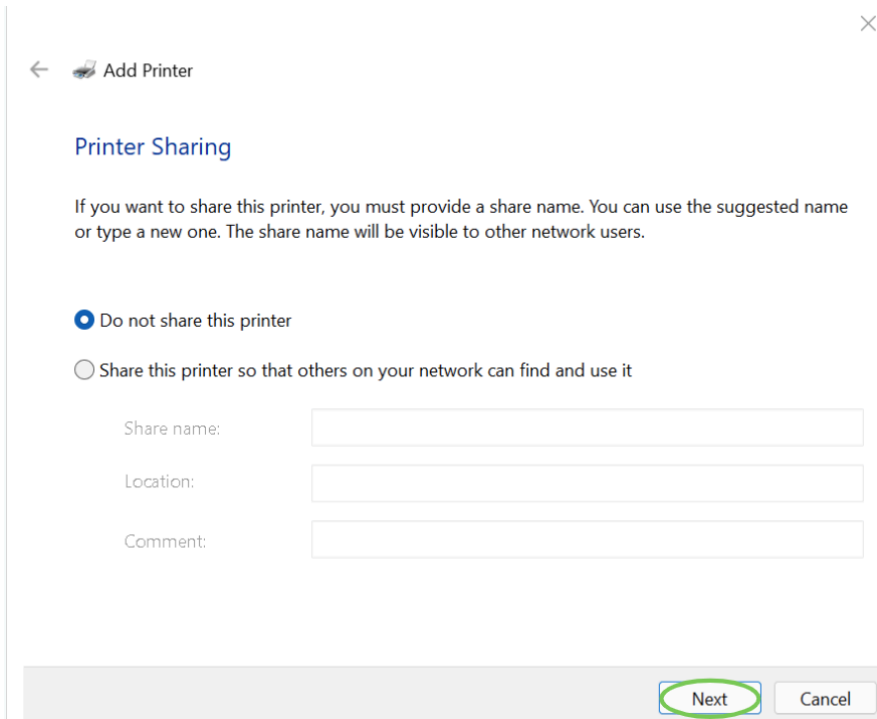


7. Name the printer, then click **Next**.





## 8. Click **Next**.



← Add Printer

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer

Share this printer so that others on your network can find and use it

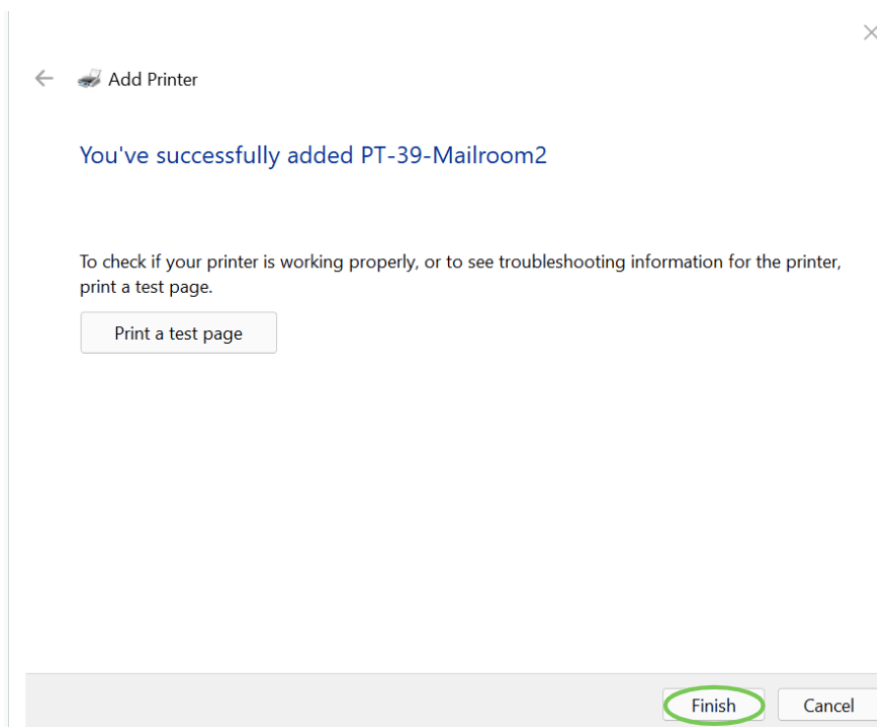
Share name:

Location:

Comment:

Next Cancel

## 9. Click **Finish**.



← Add Printer

You've successfully added PT-39-Mailroom2

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

Finish Cancel

10. The printer should appear in your printers list. From here, you can print as normal.

