How to add a printer driver for The Bert's Canon to a computer

If you need to print to The Bert's Canon ImageRunner color printer, you will need to add a printer driver to your computer. Here's how:

From a browser window on the computer that needs the printer driver, go to The Bert's website: https://bertholdbuilding.com/downloads/

On the next screen, you will see "Useful Drivers and Other Downloads" and a listing for the Canon printer (Canon iR-ADV C5235/5240). Select the link for Printer Driver Download:

For a PC:

[This was originally prepared using a Windows 7 PC, and updated using a Windows 10 PC.]

Follow the directions on Page 1 above for accessing the correct printer driver via The Bert's website > Downloads.

Clicking on the link **Printer Driver Download** takes you to the Canon website. The site should auto-detect the operating system on your computer and provide a Recommended Download section. If it does, click the link for all recommended downloads.

Alternatively, you may see this screen, captioned "Get Product Support - 1. Choose a Support Category:"

Make sure "Drivers & Downloads" is highlighted in red.
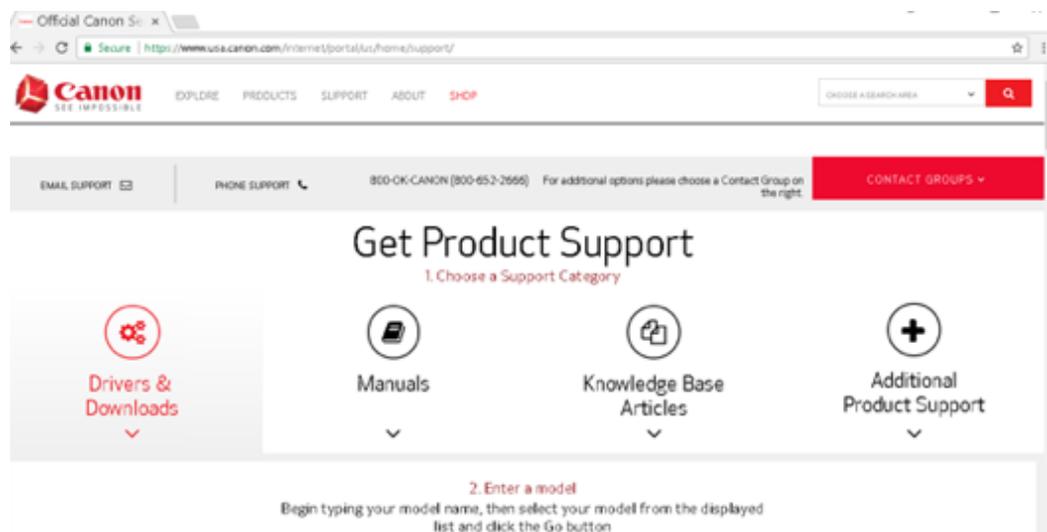
Below this section you will see "2. Enter a model." Type in **imageRUNNER ADVANCE C5235A** and click **GO**.

You should see under "Drivers & Downloads" heading, "Operating System" with your computer's operating system detected. Assuming this operating system is correct, look at the list of Recommended files and select the first one.
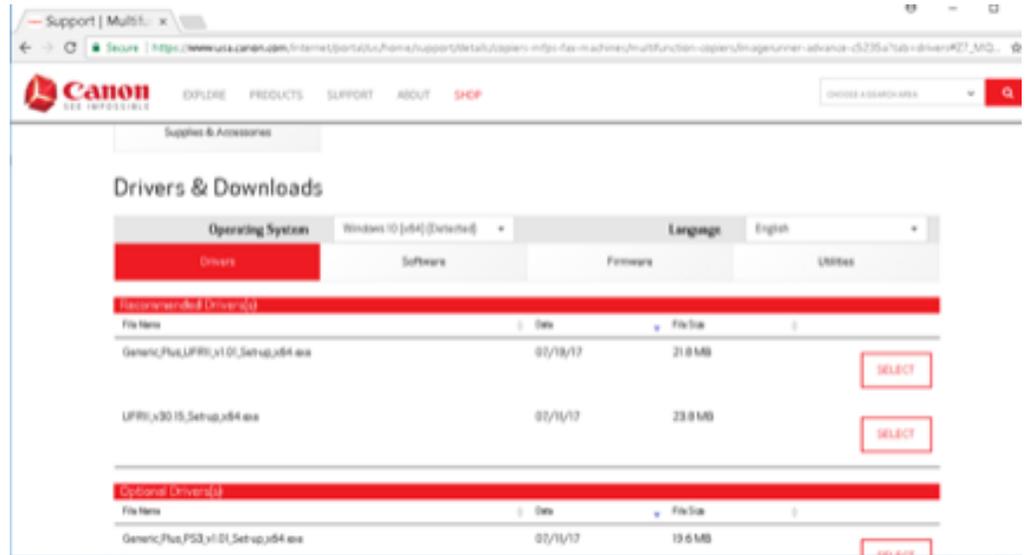

Click the **Select** button on the right side of the driver listing.

If prompted, check the disclaimer statement and choose **Download**.

Locate the downloaded printer driver on your PC. (There may be a link in the task bar at the bottom of the page, or check your Downloads folder.)

Select the downloaded file and click **Extract** if prompted. Locate the extracted files and within those files the "SETUP" executable file. Double-click on **SETUP** executable, and follow the prompts.
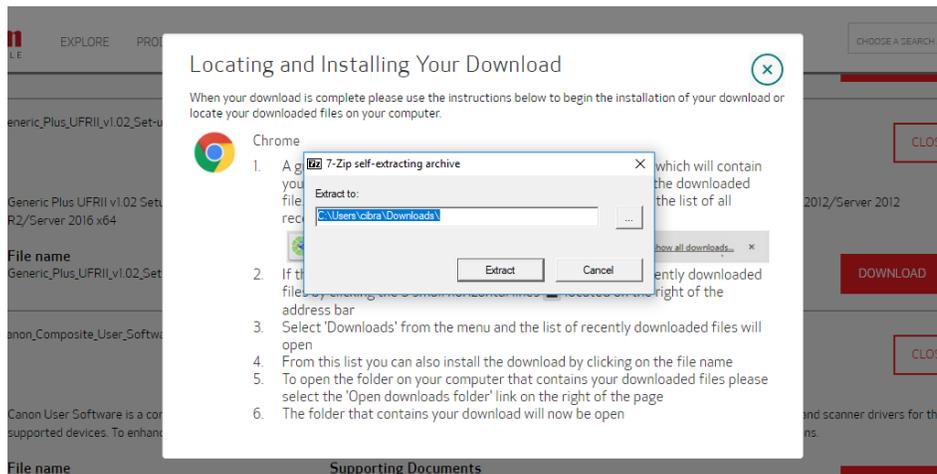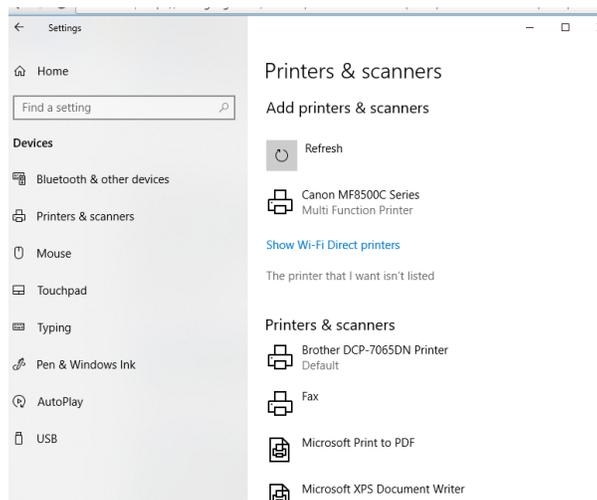
Click **Yes** or **Run** as needed. Repeat for all of the recommended printer driver downloads.
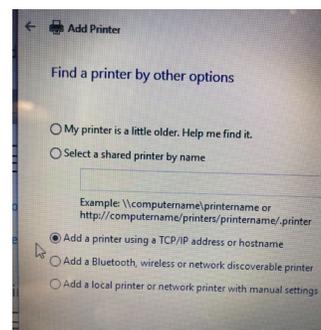
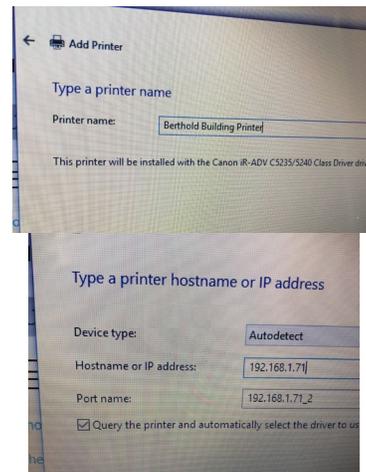Locate the setup for **Printers and Scanners** on your computer:
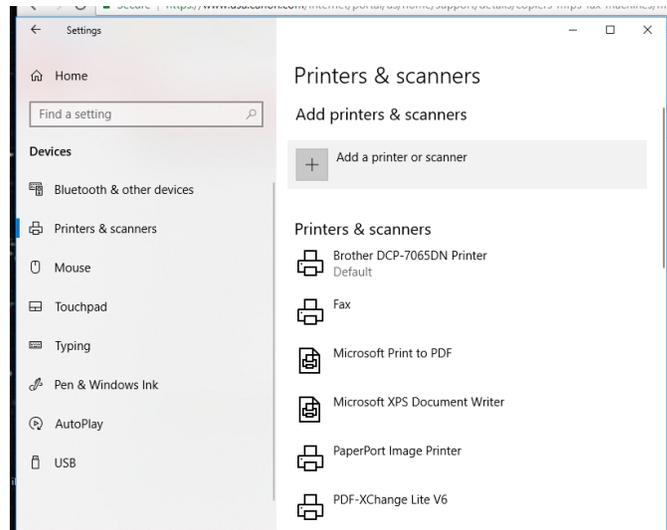
Click **Add a printer or scanner.** It won't be able to search for the printer, so click **the printer that I want isn't listed.**
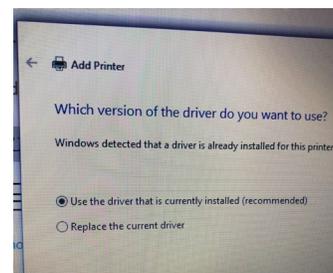

Click "Add a printer using a TCP/IP address or hostname."

Enter the IP address for the printer, which is **192.168.1.71,** and make sure "Query the printer automatically…" is selected**.**
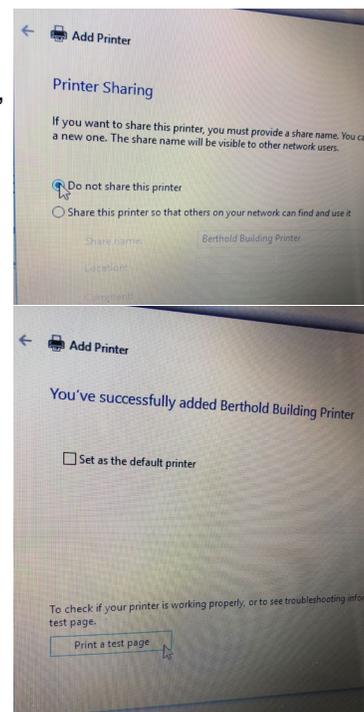

When prompted, select "Use the driver that is currently installed."

Name the printer (it can be whatever you'd like. We suggest something using the name of the building or "canon"):

Under "Printer Sharing", select "Do not share this printer."
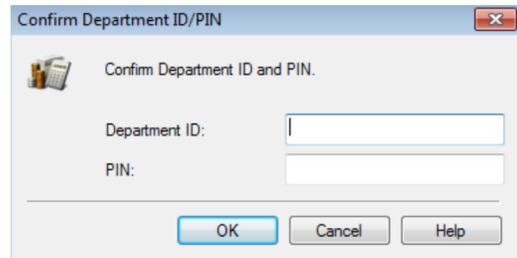

Finally, when prompted, print a test page:

When printing you may be prompted for the Department ID. Insert your Department ID in the Department ID window. (Your Department ID is the last 5 digits of the number on your access card.)

No need to insert a PIN.

Make sure your document has printed.

The printer for your PC should be set up.