Setting Up a New Printer or Copier for Network Access

- 1. Connect the printer to a network jack.
- 2. Print a configuration page.
- 3. From the configuration page, note the IP address and MAC address of the printer.
 - a. The MAC address is sometimes shown as the Hardware address or simply HW address on the configuration page. Examples:
 - i. BC:B1:81:EE:96:C1
 - ii. 48-2C-6A-13-5F-3B
 - iii. a445.36df.cc72
 - b. If the IP address begins with 169.254, the printer has not properly connected to the network.
 - i. Ensure that **DHCP** is **Enabled** on the printer's network settings. This will be shown on the configuration page. (DHCP is usually enabled by default)
 - 1. If you are unsure how to enable DHCP on your printer or copier, contact the CNS Helpdesk for assistance.
 - ii. Ensure that the network cable is connected at both ends. When it is physically connected, the network jack on the printer will have glowing lights.
 - iii. Power cycle the printer by turning it off and on again.
- 4. Open a ticket with the UT support team with the following information:
 - a. Department
 - b. Room#
 - c. Printer Model
 - d. Printer Serial Number
 - e. Current IP Address
 - f. MAC Address

When UT has completed the network configuration of the printer, you will receive instructions on installing it on the department computers.

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