

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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