



Instruction Sheet

What to do if your IP Scheme Changes


Computer networks rely on an IP address to name devices on the network and for location addressing. The IPv4 address is a series of four groups of numbers separated by dots. A typical example may be 192.168.1.1. The first three groups of numbers are the same in your Private Network or subnet. 192.168.1.1 may indicate the router. 192.168.1.5 and 192.168.1.6 may indicate computers on the network. 192.168.1.100 may indicate a printer.

IP addresses could be dynamic or static. Oftentimes, computers are set dynamically, that is, it may change from day to day. Devices such as networked copiers will have a static address. The reason you will not want the copier IP address to change is that the computer relies on the copier IP address for location addressing. If the copier address is changed, then no computer will know where to send their print jobs.

Network scanning may rely on stable IP addresses for the locations of the scanning destinations. This may be a problem with dynamically set IP addresses.

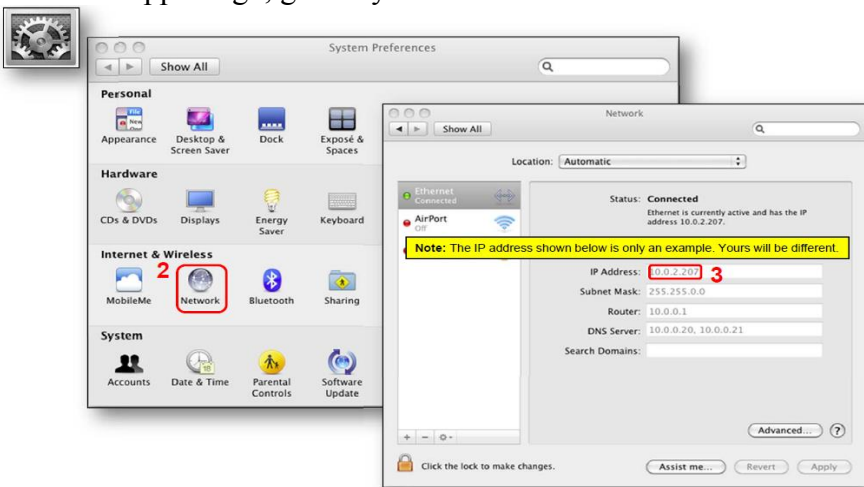
It is the customer responsibility to maintain the status quo in the network structure. Maunakea Integrated Solutions, LLC's responsibility is limited to the copier machine. In any case, sometimes, due to a router replacement or a power surge that affects a router, the network scheme itself may change. If that happens, then the copier's static IP address will no longer be connected to the network. In that case, you will need to determine what the new IP scheme is, change the copier's IP address to conform to the new scheme, and change the address in each workstation's print driver.

Determine the new IP address scheme (Windows)

Go to the search bar  and type in "cmd". Windows will find the Command Prompt application "cmd.exe". Run it and you will see a terminal window. Type in "ipconfig /all". Look for the line with IPv4 and write down the IP address. It may be something like 10.10.1.13. The copier will have to get an IP address in the new scheme. In the example of a previous address such as 192.168.1.100, a possible new address may be 10.10.1.100. It just needs to be something that the other devices aren't using. Also write down the DNS Server.


Determine the new IP address scheme (Mac OS)

From the Apple logo, go to System Preferences. Select Network. Your computer's IP address will appear.



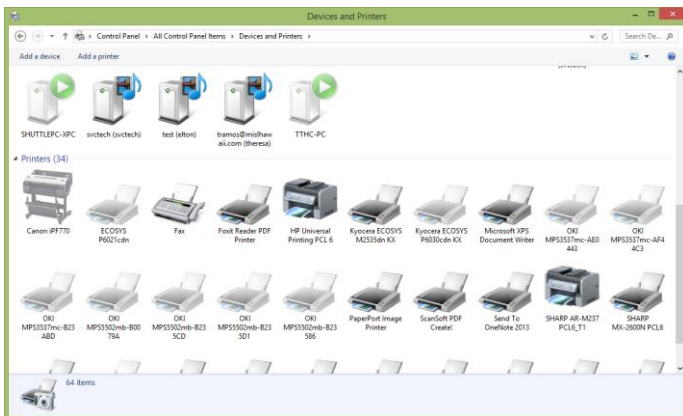
In the case of the previous example of 192.168.1.100, you may want a new IP address of 10.0.2.100. It just needs to be something no other devices are using.

Changing the copier's IP address

Go up to the copier machine. Newer devices have an icon on the main screen . Older machines may have a button labeled “System Settings” or a gear symbol. It may also be inside the “Special Function” button. Press it and login as an administrator. Machines newer than 7 years will have a password of “admin”. Select Network Settings, look for the IP address and type over the IP address shown to one of the new scheme. Change the default gateway to the new default gateway. Click “Submit” to save the new address. Scroll down to the DNS Setting and change it to the new DNS Server

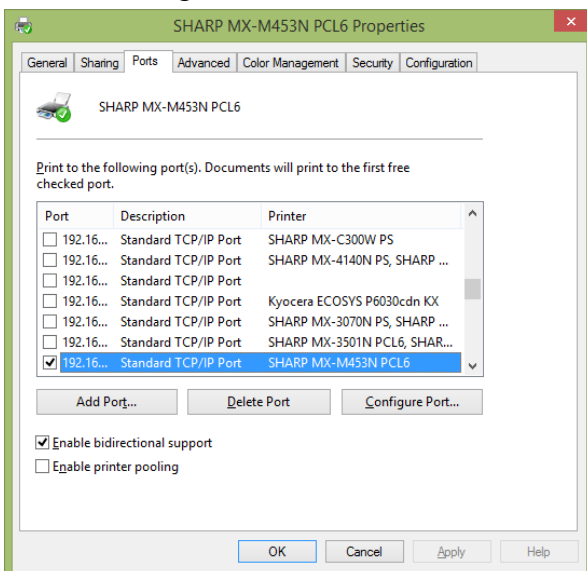
Change the copier IP address on each workstation (Windows)

For Windows 7 and earlier, left click on the Windows icon and look for the “Devices and Printers” or “Scanners and Printers” line item and left click on it. For Windows 8, right click on the Windows icon and select “Control Panel”, then select “Devices and Printers”. For Windows 10, type in “Control Panel” in the search bar, run it, then select “Devices and Printers.

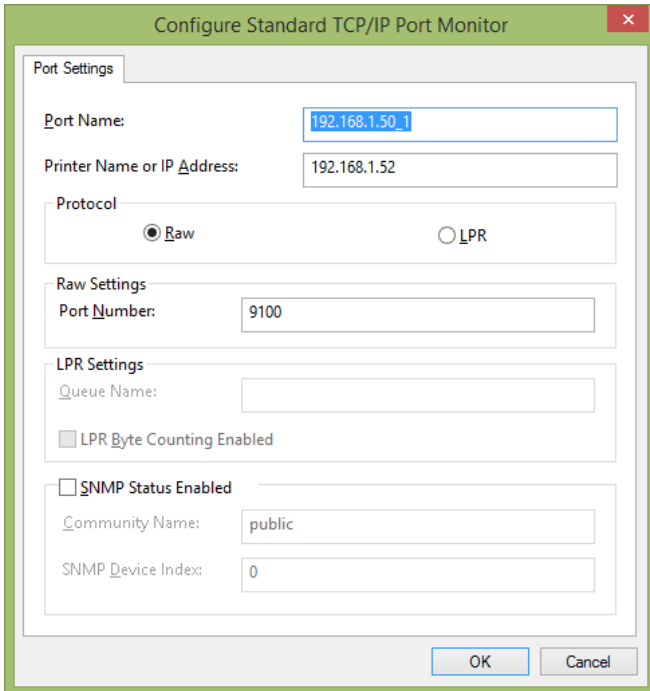


Right click on your copier and select “Printer Properties”. Go to the “Ports” tab.

Select “Configure Port”.



Change the “Printer Name or IP Address” to the new address.

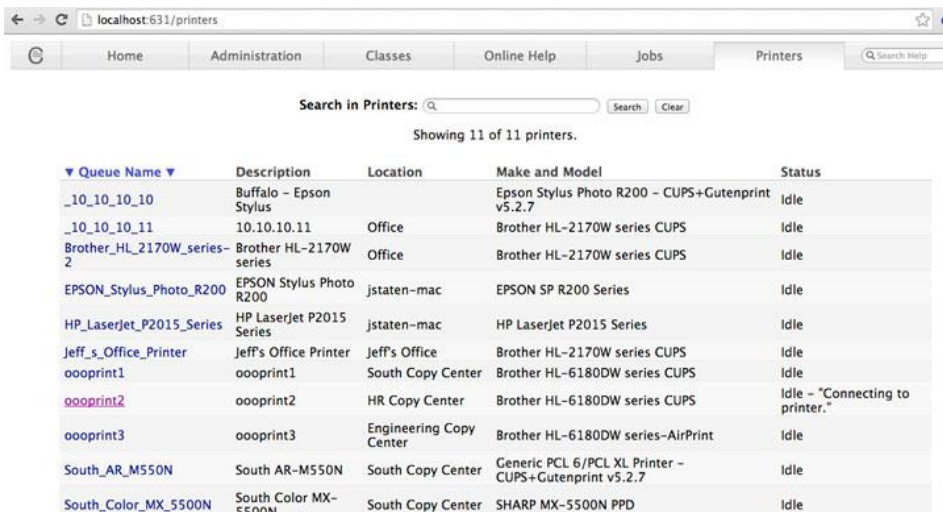


If the button is grayed out, it may be necessary to “Change Properties” or login as Administrator.

You will need to do this for all the computers that need to print.

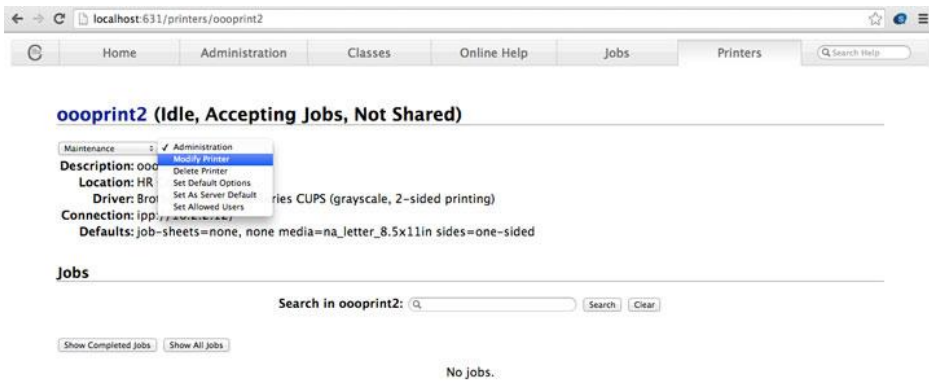
Change the copier IP address on each workstation (Mac OS)

Open up your web browser and type in “localhost:631/printers” in the address bar. If you don’t have rights, just follow the prompts.



Click on the copier you need to change. In this case, it is named “oooprint2”

Select Modify Printer



Select “Internet Printing Protocol” and Continue.

Modify oooprint1

Current Connection: ipp://10.2.2.11/
Local Printers: Fax Printer (fax)
 Bluetooth-Modem
 EPSON FireWire

Discovered Network Printers: Brother HL-6180DW series
 Brother HL-6180DW series [001ba9a6bb33]
 Brother HL-6180DW series [001ba9e77cbb] (2)

Other Network Printers: Internet Printing Protocol (http)
 Internet Printing Protocol (https)
 Internet Printing Protocol (ipp)
 Internet Printing Protocol (ipps)
 LPD/LPR Host or Printer
 Windows printer via spoolss
 AppSocket/HP JetDirect

Type in the new address and Continue. In the example below, it is “ipp://10.2.4.25”

Modify oooprint1

Connection:

Examples:

```
http://hostname:631/ipp/  
http://hostname:631/ipp/port1
```

```
ipp://hostname/ipp/  
ipp://hostname/ipp/port1
```

```
lpd://hostname/queue
```

```
socket://hostname  
socket://hostname:9100
```

See "[Network Printers](#)" for the correct URI to use with your printer.

Keep pressing “Continue” until the screen that shows “Modify Printer” appears and click that button.

Do this for all the computers that need to print.