

**How to get your printer back online after a network change:**

**On your Lanier/Ricoh/Savin/Gestetner copier/printer:**

Press User Tools button

Select System Settings

Interface Settings Tab

Select Machine IPv4 Address

Select Auto Obtain

OK

Exit

User Tools (This will exit out of the previous screen and take you back to the copy screen)

Press User Tools again

Printer Features

Configuration (This will automatically print)

Exit

*The IPv4 Address and IPv4 Gateway Address are located in the Host Interface Section, Columns 3 and 4*

System Settings

Interface Settings

Specify

Change (Press the “clear” button and start typing the new IPv4 address. The old address will show but as you type it will change)

OK

Enter the new Gateway Address if it is different

OK

Exit

Exit

**On each Windows computer that prints/scans to copier:**

Select the Start button in the lower left corner

Select Devices and Printers

Right click on your copier/printer

Select PRINTER PROPERTIES (not just Properties)

Select the Port tab

Add Port

Standard TCP/IP Port

New Port

Opens a Wizard window

Next

Type new IPv4 address that you entered on the copier

Finish

On the ports tab make sure the correct IPv4 address has a check mark next to it

Apply