- 1. Setup the Printer and attach the ethernet to your <u>off-network</u> laptop. You may be able to connect to a network laptop but will need admin rights and may run into additional IT roadblocks.
- 2. Turn on the printer
- 3. Go to the computer's Control Panel- Network and Internet- Network and Sharing Center. Note that depending on which version of Windows you are running, the pictures below may not match your version, however the steps to change the IP Address are roughly the same.
- 4. Click Change Adapter Settings



Right Click on Local Area Connection and choose Properties. This will require admin rights.



Click Internet Protocol Version 4, then click Properties

Local Area Connection Properties
Networking Authentication Sharing
Connect using:
Intel(R) Ethemet Connection I219-LM
Configure
This connection uses the following items:
☑ QoS Packet Scheduler
File and Printer Sharing for Microsoft Networks
Internet Protocol Version 6 (TCP/IPv6)
Internet Protocol Version 4 (TCP/IPv4)
Link-Layer Topology Discovery Mapper 1/0 Driver
<u>Install</u> <u>Uninstall</u> Properties
Description
Allows your computer to access resources on a Microsoft network.
OK Cancel

Click "Use the following IP address." Change the IP Address and Subnet mask to the following

The IP Address should be: 192.193.194.1

And the Subnet Mask should be: 255.255.255.0

- 5. Your computer may or may not have a firewall for the local area connection. If it does, go to the Control Panel System & Security section and disable the firewall.
- 6. Install the GUI software by inserting the USB drive that came with the computer and opening the files. Run the GUI Install application. Answer in the positive and **DO NOT** run a clean

installation. Save the GUI icon to your desktop when prompted. Don't open the GUI software yet.

- 7. In the USB drive, find the Import GUI Settings application, open and run it. It finishes by prompting "press any key"
- 8. After Opening the GUI software, make sure to input the settings from the Factory Settings sheet that comes with the printer.