RSMAS Undergrad Printer Address Update
Windows 7/10

January 2019
Printer Addresses

- Ungar (in Earika’s Office): cg-cesp-ung-210arm-8169.tel.miami.edu
- Cox Science Basement: CG-GS-COX-46CRM-1.pr.miami.edu
Adding the new printer port

Search for the control panel using the Windows search.
Choose **Devices and Printers** from the menu.

Choose the network printer you need to change the address for.
Right click on the printer and select **Printer Properties**
This menu should pop up and you can click on the **Ports** tab at the top.
Click on the **Add Port...** button
Choose "Standard TCP/IP Port"
This wizard should appear and you can click **Next**

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Add Standard TCP/IP Printer Port Wizard

**Welcome to the Add Standard TCP/IP Printer Port Wizard**

This wizard helps you add a port for a network printer.

Before continuing be sure that:
1. The device is turned on.
2. The network is connected and configured.

To continue, click **Next**.
Type the hostname of the printer as listed above for the printer you want to add.

**Add Standard TCP/IP Printer Port Wizard**

**Add port**

For which device do you want to add a port?

Enter the Printer Name or IP address, and a port name for the desired device.

**Printer Name or IP Address:**

**Port Name:**
It will give an error that it cannot be found. Click **Next** and the wizard should show a confirmation window.

The device is not found on the network. Be sure that:

1. The device is turned on.
2. The network is connected.
3. The device is properly configured.
4. The address on the previous page is correct.

If you think the address is not correct, click **Back** to return to the previous page. Then correct the address and perform another search on the network. If you are sure the address is correct, select the device type below.
Add Standard TCP/IP Printer Port Wizard

Completing the Add Standard TCP/IP Printer Port Wizard

You have selected a port with the following characteristics.

SNMP: No  Protocol: RAW, Port 9100  Device: fefefef  Port Name: fefefef  Adapter Type: Generic Network Card

To complete this wizard, click Finish.

Click Finish and try printing.