DHCP IP Address Assignment Quick Install Card
Xerox Document Centre 240/255/265 LP/ST

Before You Start

If your printer is equipped with a Token Ring interface, prior to connecting your printer to your network, use the **Token Ring Quick Install Card** supplied to set the Ring Speed and Source Routing settings for your environment. Then return to this card and follow the instructions.

DHCP servers vary in the information that they return to the host computer requesting service. Your Document Centre can retrieve the following values from a DHCP server:

TCP/IP Address
Host Name
Subnet Mask
Gateway TCP/IP Address
Broadcast Address

Consult the documentation supplied with your DHCP server software to verify what TCP/IP information it is capable of supplying.

Go to the DHCP server and...

1. Configure the DHCP server with the TCP/IP information you want assigned to your printer. Use the documentation supplied with your server software for this task.

Go to the printer and...

2. Connect your Document Centre to the network with the appropriate cabling.

3. Enter the *Tools* pathway

  a) Press the **Access** (*A*)button.

  b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. If your printer is an ST model press the **Go to Tools** button, otherwise skip to the next step.

  c) The Touch Screen will be used for the remainder of the data entry.

4. Enter the Network Setup menus.

  a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.

  b) Wait for the screen to refresh and press the **Network Setup** button.

  c) Press the **TCP/IP Options** button.

5. Enable TCP/IP printing.

  a) Press the **TCP/IP Settings** button.

  b) Press the **Protocol and Media** button.

  c) Press the **Enable** button. Once pressed the Physical Media buttons will appear. Select **Ethernet** or **Token Ring**. Press **Save** to retain the settings and continue.

6. Set the Host Name (skip steps 6a-6c if your DHCP server supplies this information).

  a) Press the **Name and Address** button.

  b) Press the **Host Name** button.

  c) When the soft keypad appears, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button to record the changes and exit to the **TCP/IP Settings** Screen.

7. Set the Subnet Mask and Gateway (skip steps 7a-7b if your DHCP server supplies this information). The Document Centre will only accept one Gateway address from the DHCP server.

  a) Press the **Subnet and Gateway** button.

  b) Press the soft buttons on the Touch Screen one at a time for each octet of the Subnet Mask and enter the numbers from the keypad. Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** Screen.

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8. Press the **Close** button.

   a) Press the **Dynamic Addressing** button. At the next screen select **DHCP** and press **Save**.

9. Press the **Exit Tools** button.

10. **Wait a MINIMUM of 7 minutes** for the printer to reset.

   a) Review the **Configuration Report** page. Verify the Document Centre printer TCP/IP information was assigned correctly by the DHCP server.

   b) Repeat Steps 3a-4c. Then go to step 11.

11. Enable **lp** and **lpr** printing (Skip steps 11a-11b if you **DO NOT** wish to print to your Document Centre using lp or lpr.

   a) Press the **TCP/IP - LP** button. At the next screen press **Enable** then press **Save**.

   b) Press the **Close** button.

12. Enable HTTP protocol (skip steps 12a-12c if you **DO NOT** wish to monitor your Document Centre using Internet Services).

   a) Press the **HTTP** button.

   b) At the next screen press **Enable**.

   c) Press **Save**.

13. Press the **Exit Tools** button.

14. **Wait a MINIMUM of 7 minutes** for the printer to reset.

   a) Obtain a **Configuration Report** page from your printer. Verify the TCP/IP information was assigned correctly.

NOTE: It is recommended to permanently assign a TCP/IP address to your Document Centre.

   b) Update the lease time (if necessary) at the DHCP server depending on your printer usage patterns. Consult your DHCP server documentation for details.

Where to go from here

After you have verified that the TCP/IP information you have assigned to your Document Centre is correct, retrieve the Quick Install Card that applies to your network operating system or protocol and perform the procedures indicated.