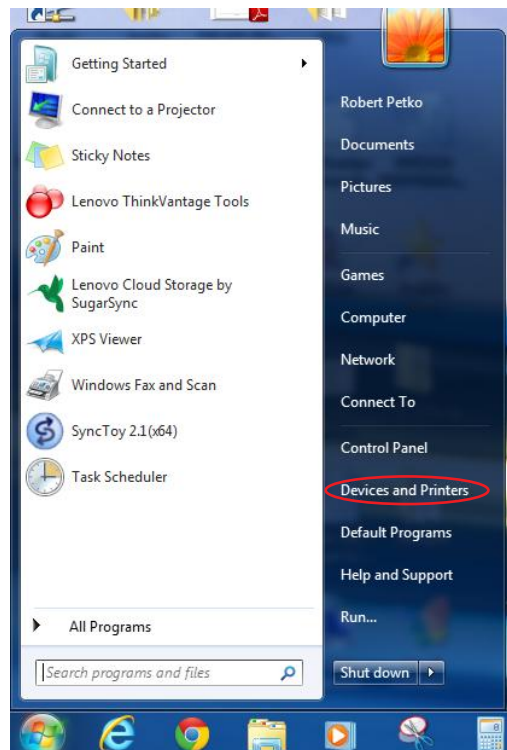


Changing the Printer Ports on Windows Systems

To begin with, Go To: [START]

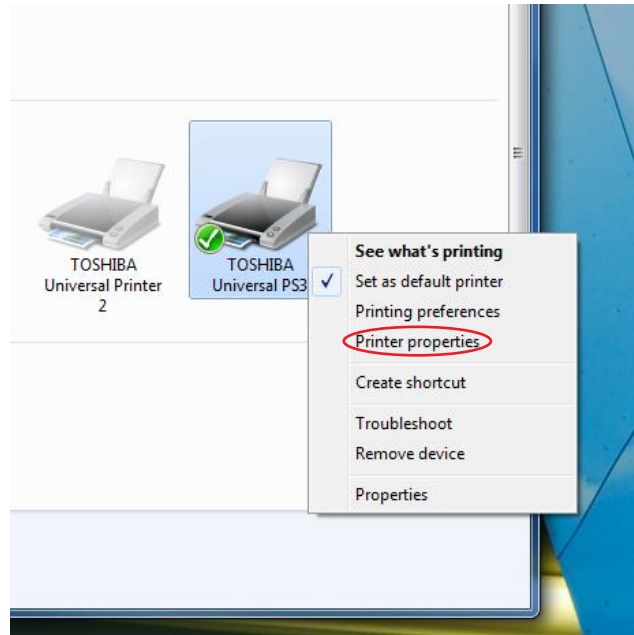


Go To: [Devices and Printers]



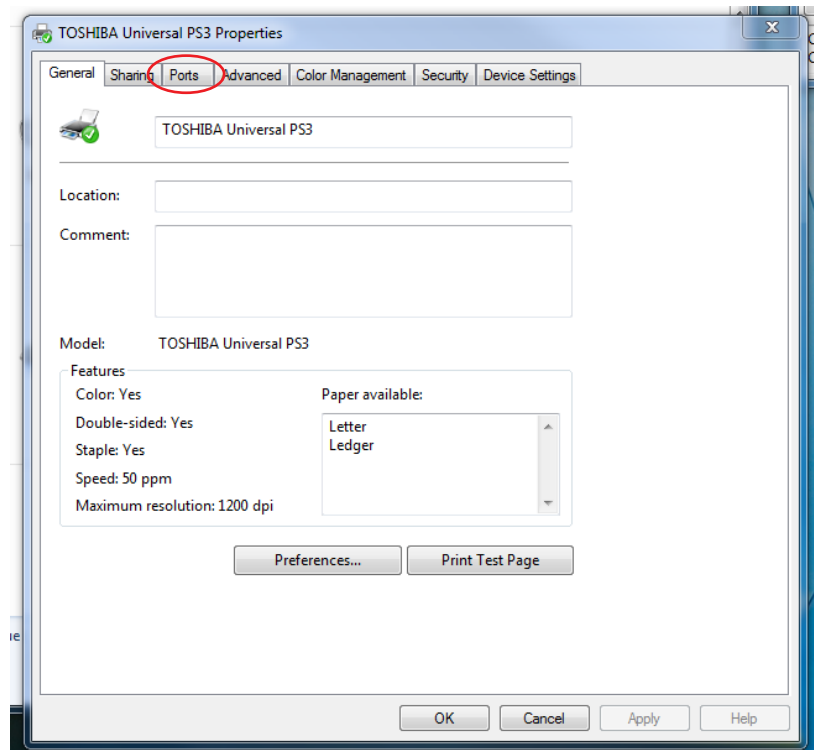
This will populate the folder of your printers and devices

Find your printer and right click and go to: [Printer Properties]

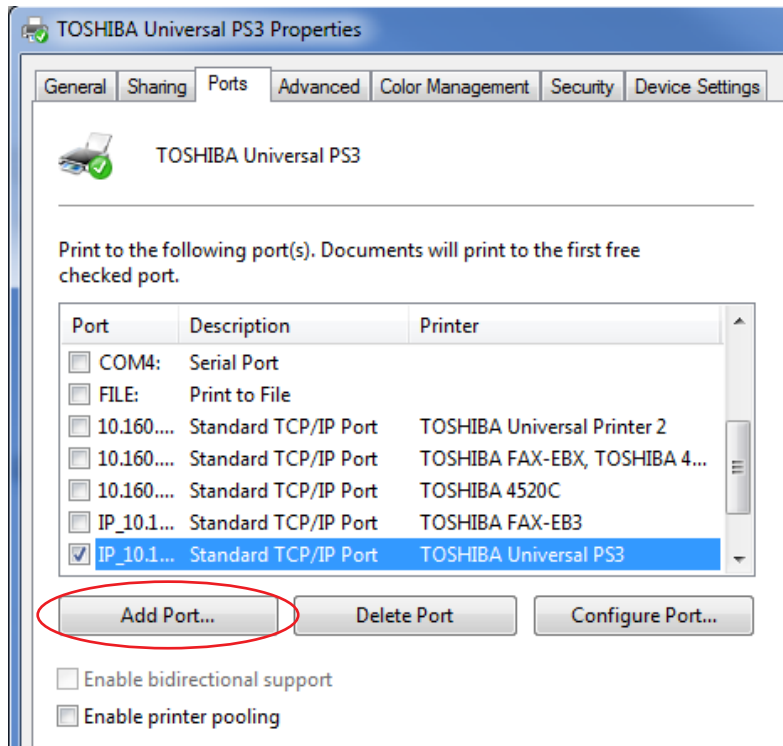


Across the top of the next page are “tabs”

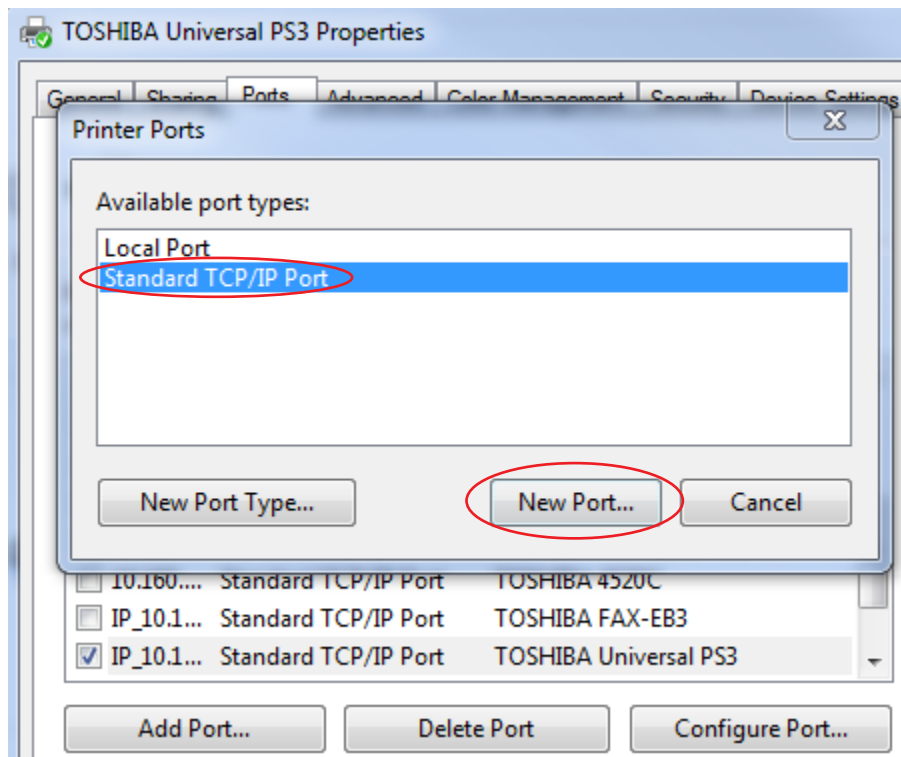
Please go to: [Ports]



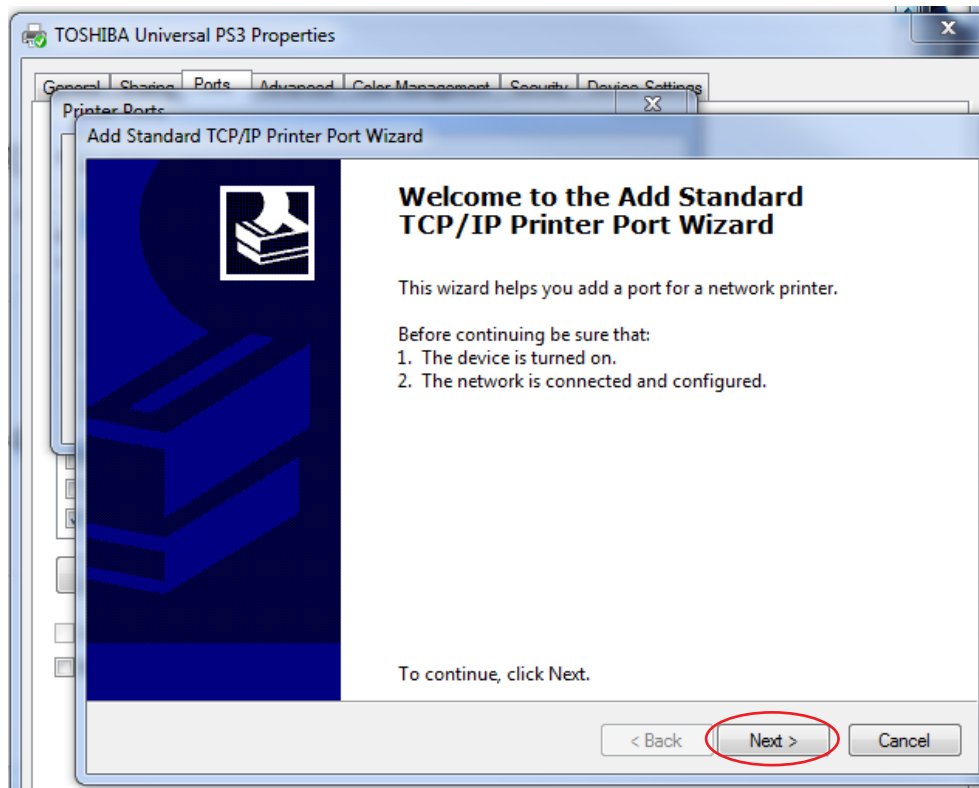
Go To: [Add Port]



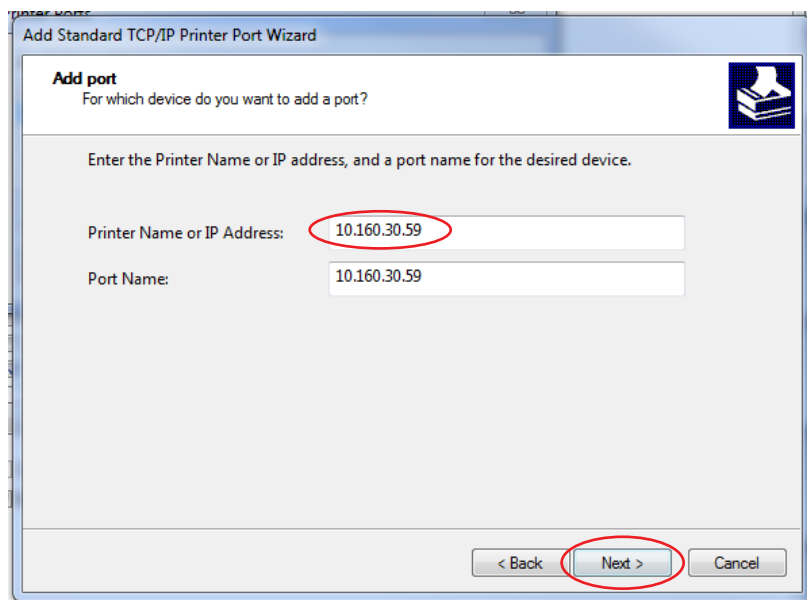
A pop up window appears, go to: [Standard TCP/IP Port] and select [New Port]



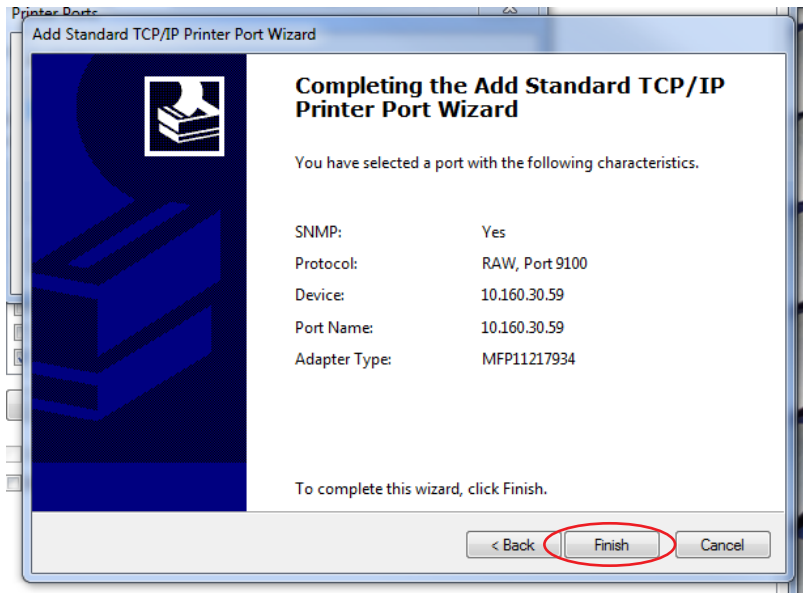
The “Welcome to the Add Standard TCP/IP Printer Port Wizard” appears, Press: [Next]



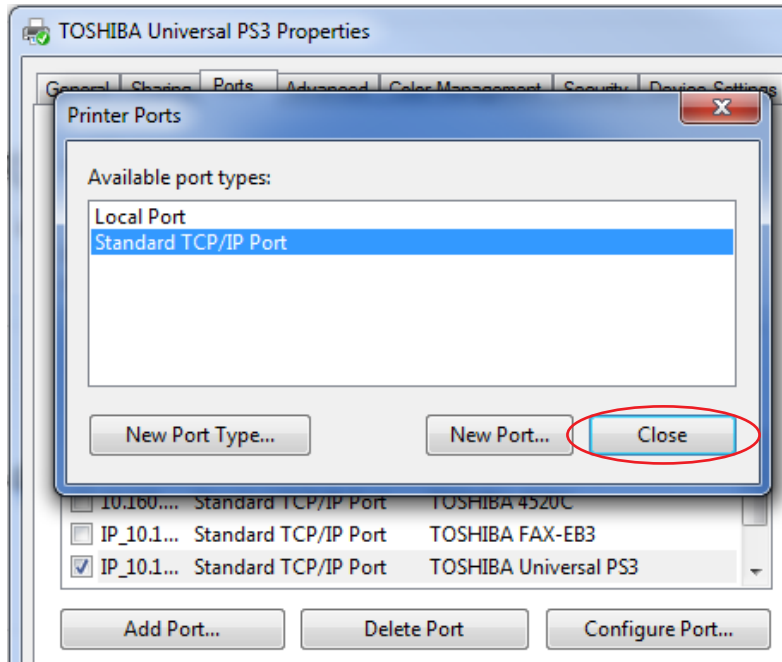
Enter the IP Address of the printer and press: [Next]



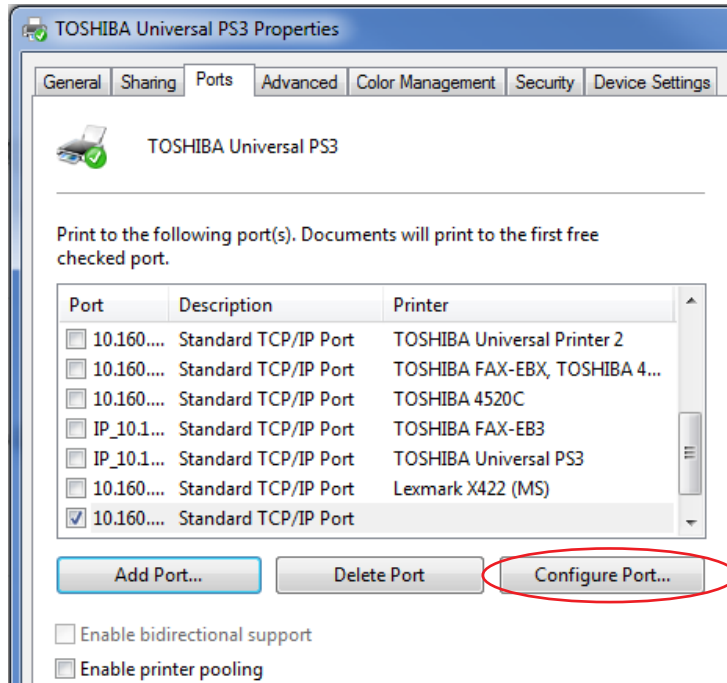
When this window appears, Press: [Finish]



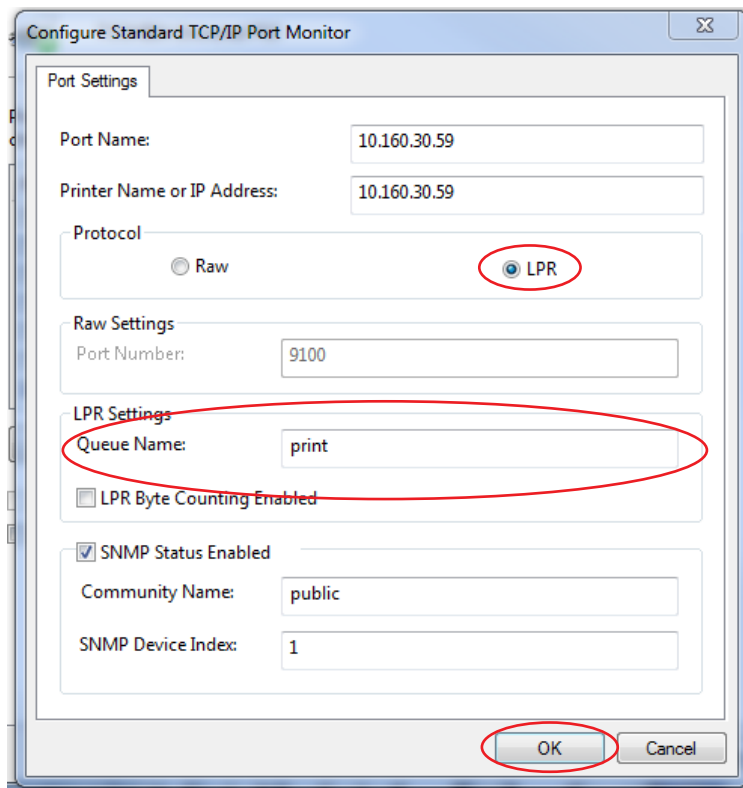
Press: [Close] or [Cancel] depending on your system



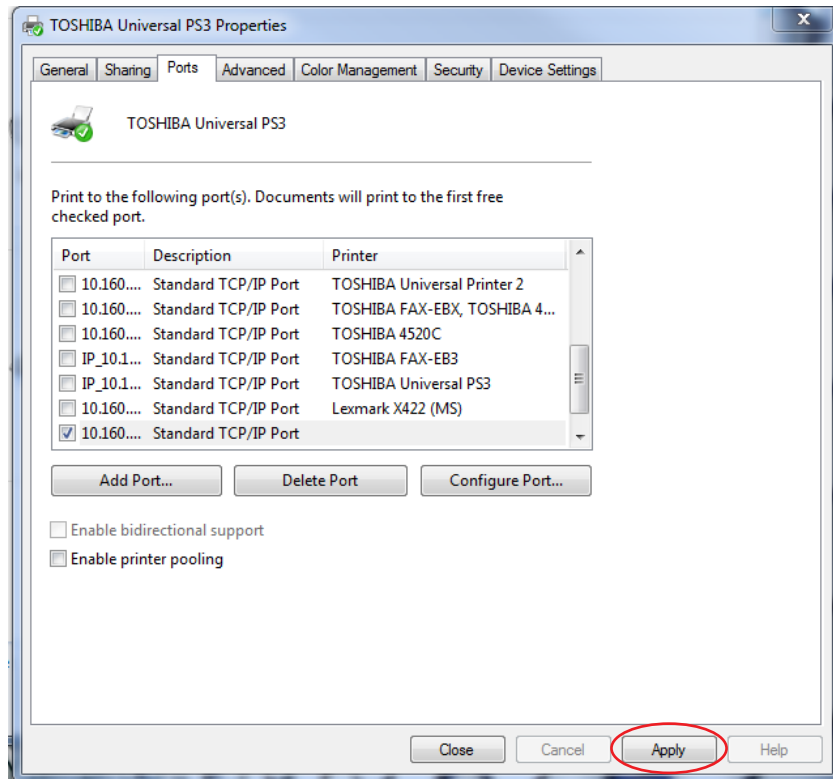
Press: [Configure Port]



Perform these steps:

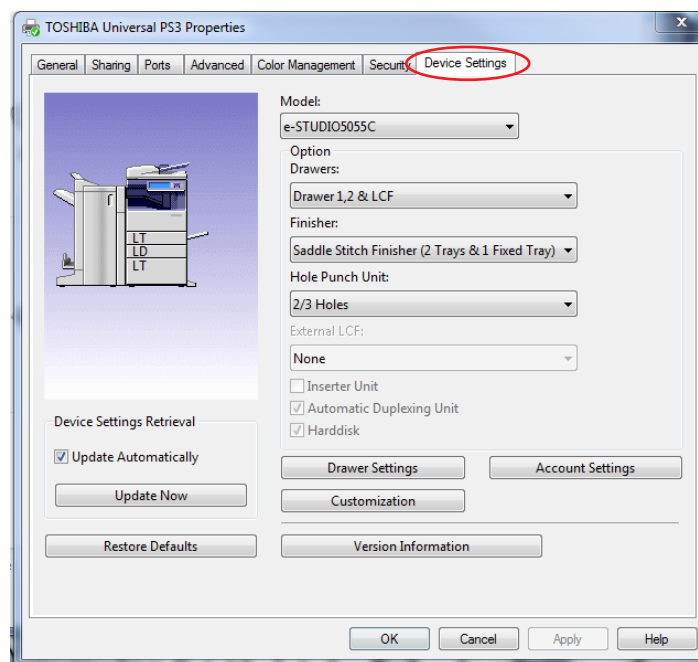


Press: [Apply]

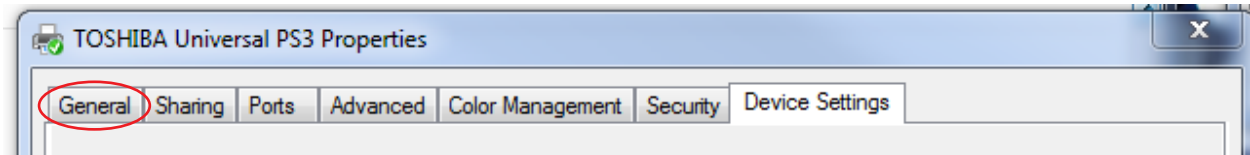


From the tabs across the top, Select: [Device Settings]

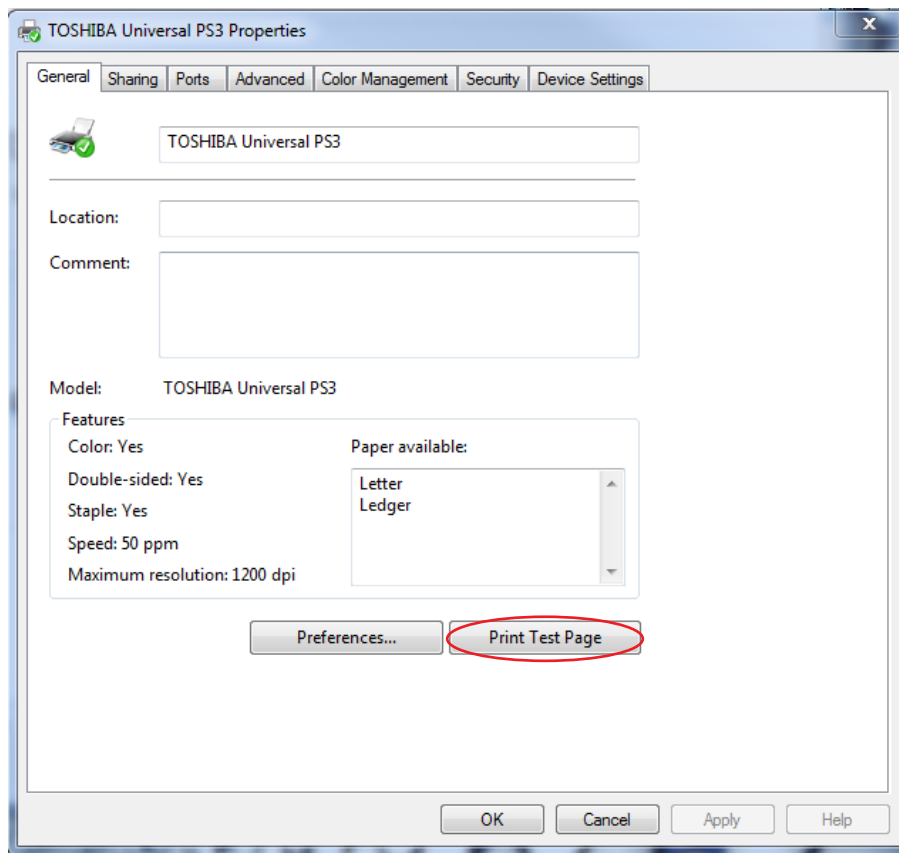
The device configuration will perform and you should see a page similar to your system.



Now, across the top, Choose: [General]



Press: [Print Test Page]



If a test page prints, you have successfully changed the printer port on your computer!