

Setting Up Your Network Printer for DNS

Complete these simple steps to change your printer settings to the OIT-preferred DNS name method.

Step 1: Open Printers Dialog



For Windows XP

Click the Start button and select the Printers and Faxes menu item in the right column.

For Windows 98/ME/NT/2000

Click the Start button, select Settings, and choose the Printers menu item in the submenu.

For Mac OS X

From Finder, click Go, then select Applications. Scroll to Utilities, expand it, and run Print Center.

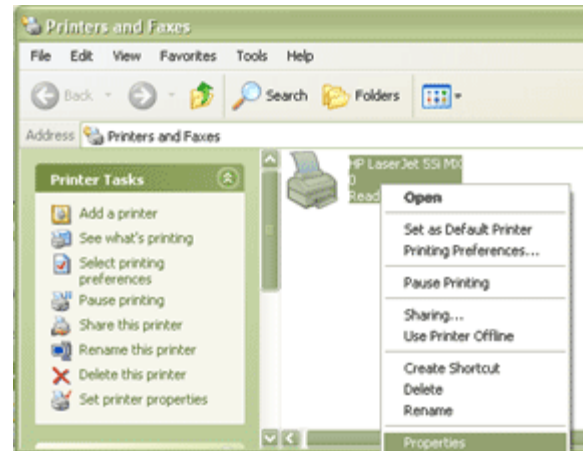
Step 2: Open Printer Dialog

For Windows XP/2000/98/ME/NT

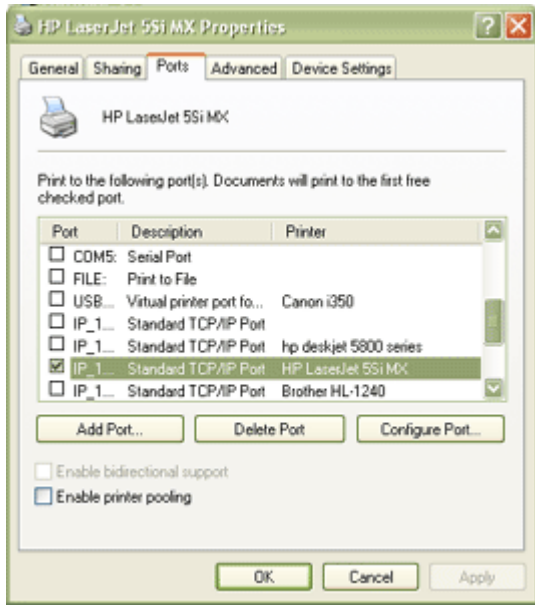
Right click the network printer and select Properties.

For Mac OS X

Select the network printer and click the Show Info icon on the toolbar.



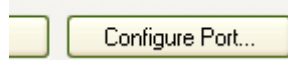
Step 3: Enter the Ports Dialog



For Windows XP/98/ME/NT/2000

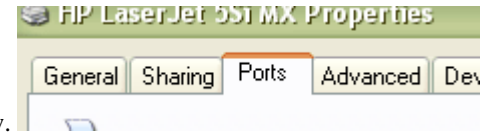
Click on the Ports tab as shown below.

Leave the port at its existing setting and selection, and click Configure Port...



For Mac OS X

Continue to the next step.



Step 4: Configure Port

For Windows XP/2000/98/ME/NT

Do not change the Port Name. In the Printer Name text box, type in the FQDN (Fully Qualified Domain Name) of the printer, including the suffix (i.e. [domain].nd.edu).

Printer Name or IP Address:

For example, a printer named "netprint1" in the "cc" domain would be entered as

"netprint1.cc.nd.edu". Click the button when finished.

For Mac OS X

In the Printer address field, type in the FQDN (Fully Qualified Domain Name) of the printer, including the suffix (i.e. [domain].nd.edu). For example, a printer named "netprint1" in the "cc" domain would be entered as "netprint1.cc.nd.edu". Confirm changes by closing the dialog.

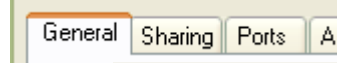


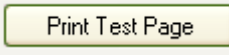
Step 5: Verify New Settings



For Windows

In the Printer dialog box, select the General tab.



Click the  button. A test page should be printed to the network printer if configured correctly.

Step 6: Configure Printer for DHCP

Once these steps have been completed for all printer users, you may then configure your network printer to obtain its IP Address via DHCP. Then, restart the network printer. We recognize that some older printers do not support DHCP and will need to retain their static IPs; however, most newer network printers can be configured for DHCP with no issue.

Further questions? Call the OIT Helpdesk at 1-8111.

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