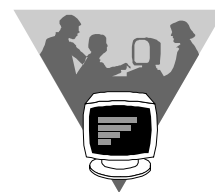




# University of Edinburgh



## Library Systems Department

### *Setting up DHCP*

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Document Type	<b><i>Systems Training</i></b>
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Author	<b><i>Lisa McDonald</i></b>
Tested by	

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# 1 Document Control

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## 1.1 Amendment History

Version	Date	Description	Initials
1.0	19/3/01	Current and Initial Version (awaiting testing)	LMc

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## 1.2 Filename Path

Document can be found at the following path:

\\lib-srv1\apps\systems\training\train0055.doc

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## **2      Introduction**

This document explains how to set up and check DHCP details for a PC.

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### **3      Pre-Requisites**

Details of the machine that you want to check. Login and password for EUCS lab machines. Access to Call management system.

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## 4 Step by Step Instructions

All Library PCs have to be registered for DHCP prior to installation. DHCP allows the PC to operate properly & to be able to see Internet and email facilities.

1. You need to collect the following details from the PC that you are working on:

Ethernet address e.g. **00-00-E8-50-45-46**

PC name e.g. **lib-pc-0918**

IP address e.g. **129.215.253.120**

It is important that the IP number is not in use by another PC. To check this you first need to ping the number, then check it on the DHCP table.

2. To ping an IP click on start\programs\systems support\dos shell. A DOS window will open with the prompt c:\Windows

Type in the following string

Ping 129.215.253.120 (replacing 253.120 with the IP number for your PC) If the IP number is in use it will come back with a reply as follows:

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If the IP number has a reply you must get a different number. If the IP number is not in use you will get the following result:

3. You now need to check the DHCP registry to ensure that another PC isn't using the IP number (it could just be switched off)

To do this you need to log on to the LRC PC in the test bay area.

At the first login and password boxes you enter your lib-srv4 login and password then click on the **advanced** button, then the **Windows/NT** tab.

Enter your local user name, this is your login name for EUCS services. If you are unsure, go to the following URL and enter your details. You will then be given your login and password.

<http://www.ucs.ed.ac.uk/fmd/mft/accounts.html>

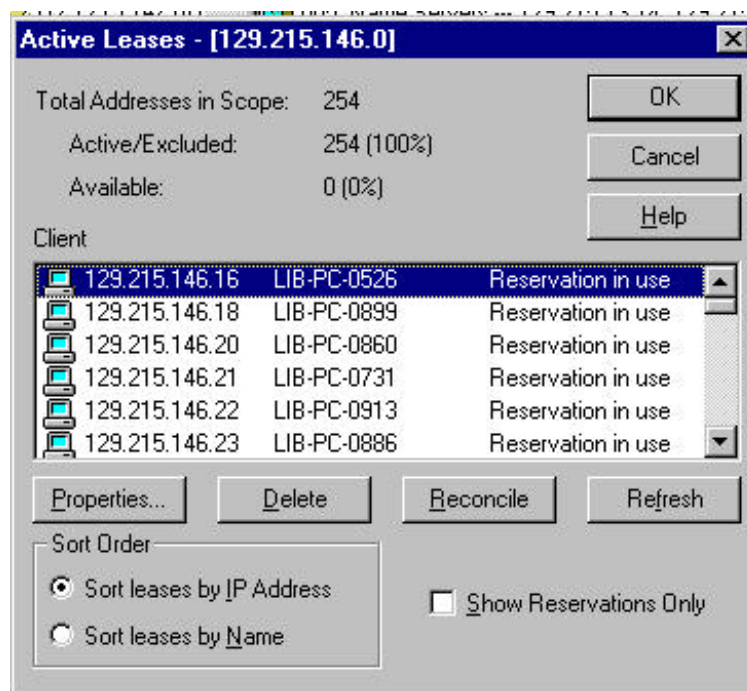
Once you have done this click on okay, then enter your EUCS password and click on okay again.



4. Once the login screens have cleared click on the icon  
This will open up a table. Double click on 129.215.13.14 and the table below will come up.

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From the list of subnets above, select the appropriate one and double click on it – the following window will appear.



Go to the IP number that you are looking for and check that there is no reservation next to it. If there is, choose another number and repeat the process. Once you have a free IP, log off the NT box and on your own PC open Remedy call logging system.

Open a new call with yourself as customer and in the 'Short description, type "DHCP please"

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In the main body of the text type your request making sure that you list the IP number followed by the Ethernet address and the PC name. It is vital that you enter them in the order and format below:

129.215.146.76 0001020BC541 lib-pc0837

When you done this, click on the 'Administration' tab and change the resolving team to 'MFT' then click on save.

This call will now be passed to the Micro Facilities Team who will register the details and then pass the call back to you. The calls are usually processed on around 2 hours but can take up to one day.

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