



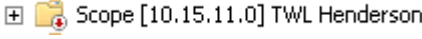
14 July 2022

---

# Printer setup DHCP

**Terra Industrial New Zealand Ltd**

PO Box 16 168  
16 Branston Street, Hornby  
Christchurch 8441, New Zealand  
03 983 2333 Tel  
[www.TerraCat.co.nz](http://www.TerraCat.co.nz)

1. Find an unused IP for the branch in the IP Register (currently "G:\IS\Documentation\Network\Internal\Documentation\IP Register.xlsx")
2. Find the MAC address of the printer. This is usually either next to the network port or on one of the stickers on the back of the printer (looks like 01:23:45:67:89:ab)
3. Open DHCP on CHCMGT02 and add GGHADC02 and CHCDHCP to the server list in the console.
4. Find the subnet for the branch on GGHADC02 if it has a red down arrow next to it like this:  
 then look for it on CHCDHCP instead.
5. Expand out the subnet and then click Reservations. Right click the Reservations folder and click New Reservation
6. Under Reservation Name, type the name of the printer (eg, GCHCC02). For IP, enter the IP address you found in Step 1 and under MAC address enter the MAC address of the printer you found in step 2, but without any colons ":". Click OK
7. When you plug the printer in at the branch, it will now pick up that IP address.