

Changing the IP address of the copier

Bizhub e and 8 series

When there is a change to your network (new modem, router etc), printing and scanning can be affected. These changes may change the IP structure of your network (IE: 192.168.0.x to 192.168.100.x).

When this happens, print jobs are unable to find the printer.

To correct this issue, we must first set the printer to “auto obtain” an IP address (which will configure all network information on the machine) and then assign it an IP address.

If you do not know what IP address to use, ask your network administrator. If you do not have one, we recommend either a very high number (x.x.x.250) or low number (x.x.x.5). Do NOT use 1 or 254 as these are often used by routers and modems.

NOTE: We cannot guarantee that an IP number you choose will work. If you receive an “IP Already In Use” message on your copier, then you will need to pick a different number.

- [Step 1: Set copier IP address](#)
- [Step 2: configure drivers](#)
 - [Windows 10](#)
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 - [Option 1: Change the IP address \(recommended\)](#)
 - [Option 2: Add a new printer](#)
 - [Downloading and installing the driver package](#)
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Bridgeport Office Solutions

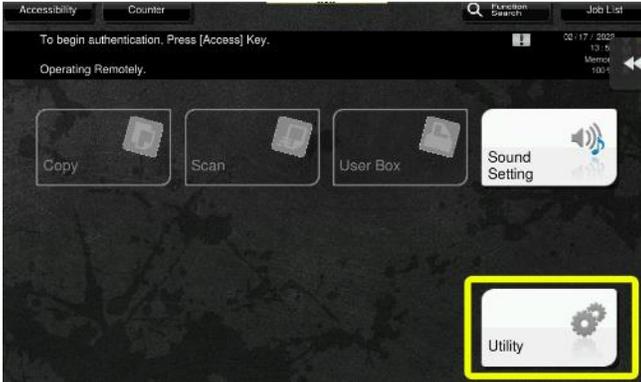
43 Speers Road

Winnipeg, Manitoba R2J 1M2

(204) 953-0540 (P) | (204) 953-0549 (F) | bpadmin@bpos.ca (E) | www.bpos.ca

Step 1: Set the copier IP address

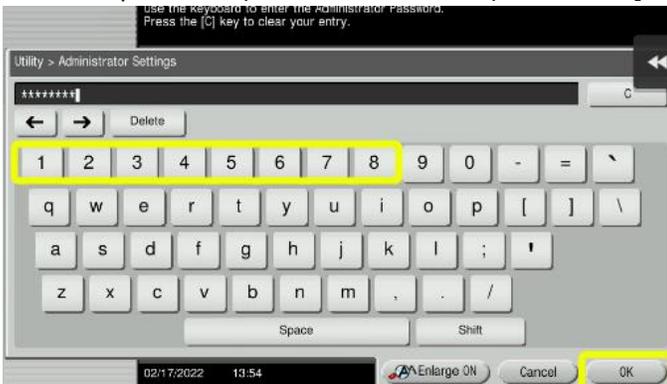
1. On the machine press **[MENU]**
2. Touch **[UTILITY]**



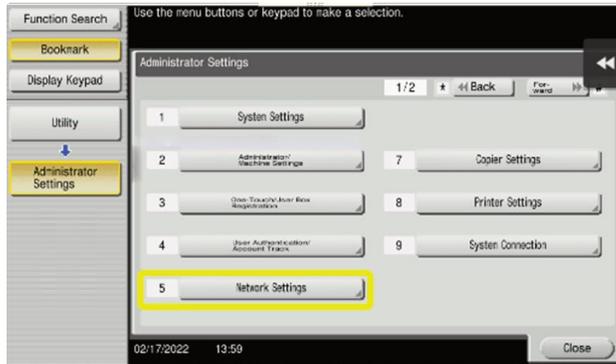
3. Touch **[ADMINISTRATOR SETTINGS]**



4. Enter the password (default is: 12345678) and touch **[OK]**



5. Select **[NETWORK SETTINGS]**



6. Select **[TCP/IP SETTING]**

7. Select **[IPV4 Settings]**

8. Select **[AUTO INPUT]**



9.

10. Touch **[OK]**

11. Select **[IPV4 SETTINGS]** again

12. Select **[MANUAL INPUT]**

13. Select **[IP ADDRESS]**



14. Change the **Last set (3) of numbers to your new IP address**

15. Touch **[OK]**

16. Exit Administrator Mode

17. Turn the machine off for 10 second then back on

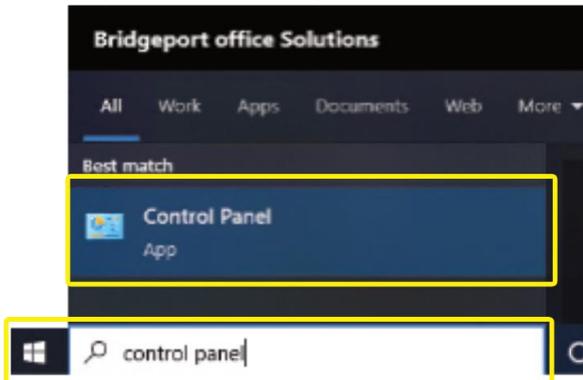
Your copier is now set to the new IP address

Step 2: Configure Computers

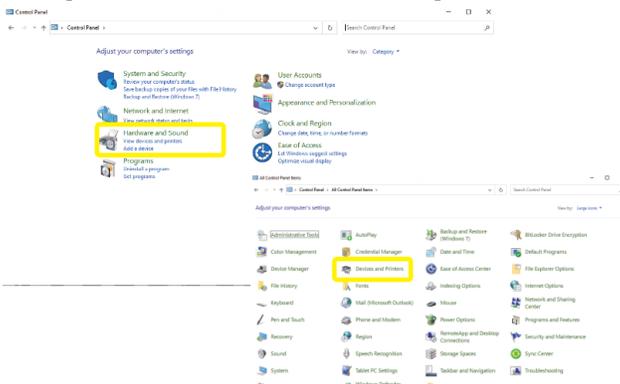
Once the IP address has been changed on the machine, the computers will need to be reconfigured to print to the new IP address

Windows 10

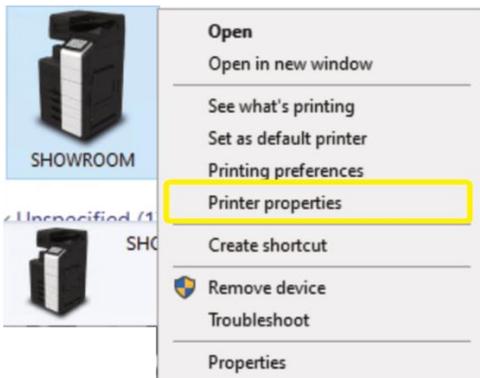
1. Click **[START]**
2. In the search box, type **Control Panel**
3. Click on **[CONTROL PANEL]**



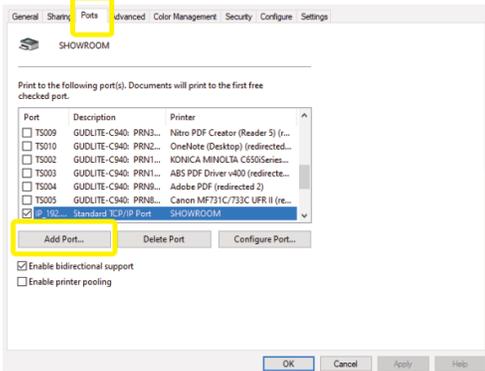
4. Click **[VIEW DEVICES AND PRINTERS]**



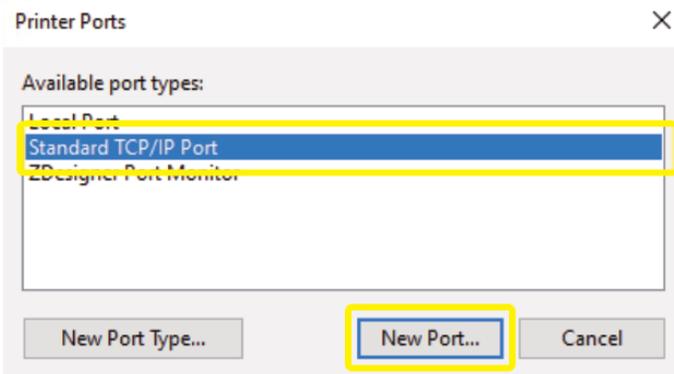
5. Right click your printer and select **[PRINTER PROPERTIES]**



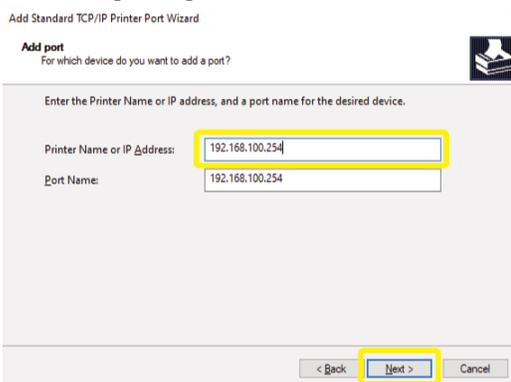
6. Select the **[PORTS]** tab and click **[ADD PORT...]**



7. Select **[STANDARD TCP/IP PORT]** and click **[NEW PORT...]**



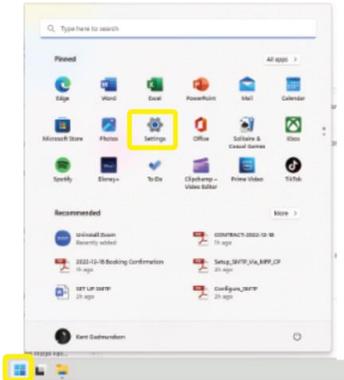
8. Click **[NEXT]**
9. Enter the new IP address you created in [step 1](#) into the **[PRINTER NAME OR IP ADDRESS]** input and click **[NEXT]**



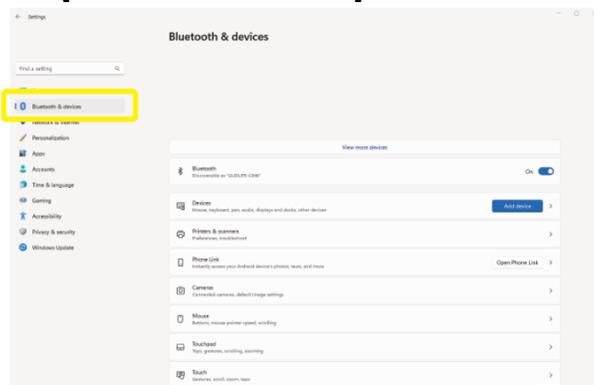
10. Click **[FINISH]**
11. Click **[CLOSE]**
12. Click **[APPLY]**
13. Click **[OK]**

Windows 11

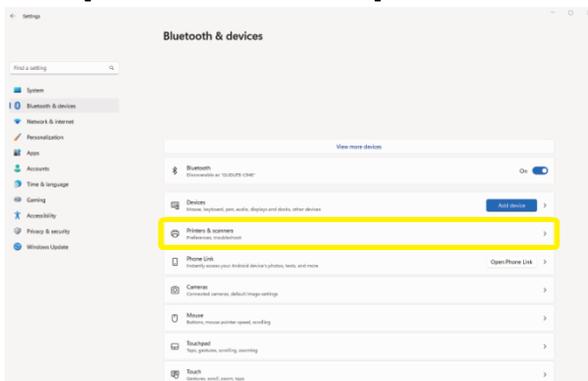
1. Click **[START]** and then click **[SETTINGS]**



2. Click **[BLUETOOTH & DEVICES]**



3. Select **[PRINTERS & SCANNERS]**



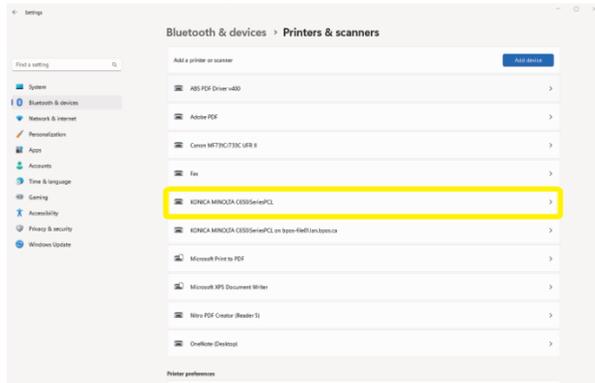
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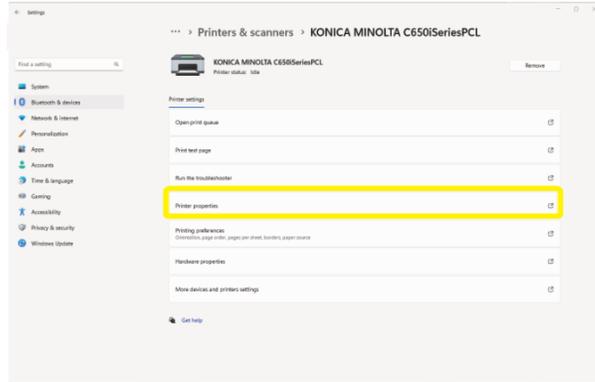
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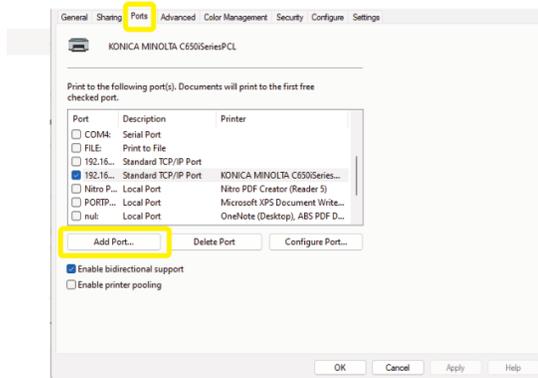
4. Select the desired printer



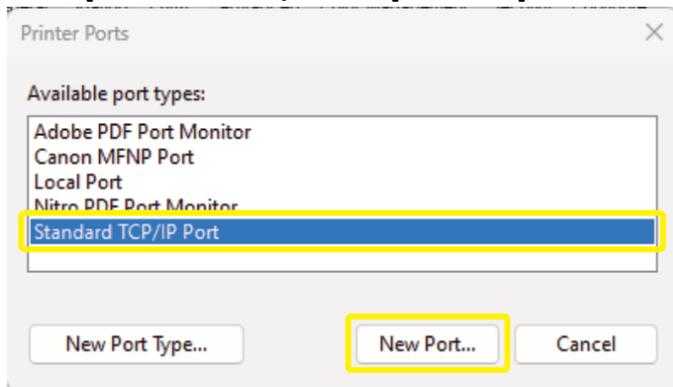
5. Click [PRINTER PROPERTIES]



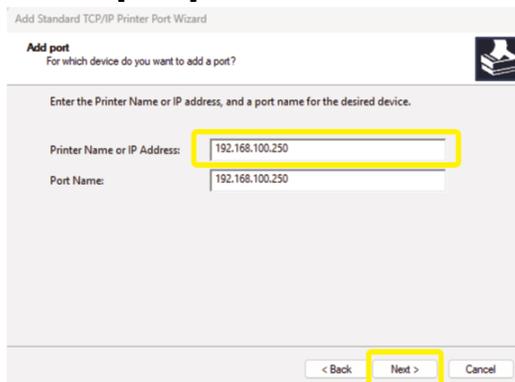
6. Select the [PORTS] tab and click [ADD PORT...]



7. Select **[STANDARD TCP/IP PORT]** and click **[NEW PORT...]**



8. Click **[NEXT]**
9. Enter the new IP address you created in [step 1](#) into the **[PRINTER NAME OR IP ADDRESS]** input and click **[NEXT]**



10. Click **[FINISH]**
11. Click **[CLOSE]**
12. Click **[APPLY]** and then click **[OK]**

Mac OS

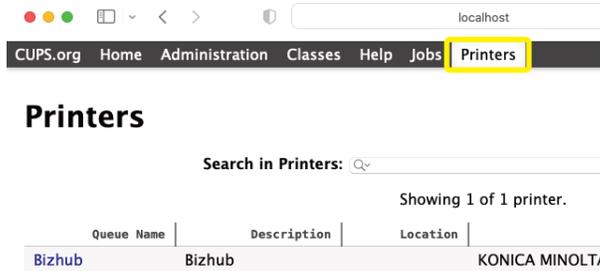
Depending on the version of MAC, you may have to re-install the print driver.

Option 1: Change the IP address

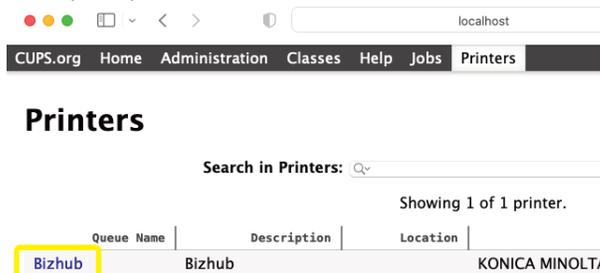
If you have the printer already installed, we can change the IP address via “Cups”

1. Open a web browser and enter **localhost:631** in the address bar
2. Click **[PRINTERS]**

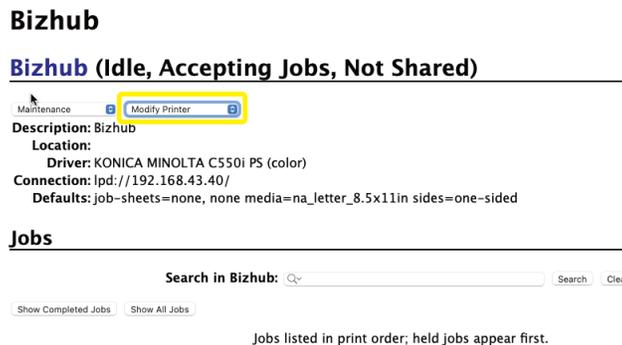
**NOTE* If cups is not enabled, you may have to enter the provided command in terminal*



3. Click your printer



4. Select **[MODIFY PRINTER]**



5. Enter administrator username and password and click **[LOG IN]**

Log in to localhost:631
Your password will be sent unencrypted.

Admin

••••

Remember this password

Cancel Log In

6. Select **[LPD/LPR HOST OR PRINTER]** and click **[CONTINUE]**

Modify Printer

Modify Bizhub

Current Connection: lpd://192.168.43.40/
Local Printers:

Discovered Network Printers:

Other Network Printers: Internet Printing Protocol (https)
 Internet Printing Protocol (ipps)
 Internet Printing Protocol (http)
 Internet Printing Protocol (ipp)
 LPD/LPR Host or Printer
 windows printer via spoolss
 AppSocket/HP JetDirect

Continue

7. Enter lpd:// and the new IP address created in [step 1](#) and click **[CONTINUE]**
IE: lpd://192.168.100.250

Modify Printer

Modify Bizhub

Connector: lpd://192.168.100.250

Examples:

```
http://hostname:631/ipp/
http://hostname:631/ipp/port1
ipp://hostname/ipp/
ipp://hostname/ipp/port1
lpd://hostname/queue
socket://hostname
socket://hostname:9100
```

See "Network Printers" for the correct URI to use with your printer.

Continue

8. If desired, change the *description* and/or *location* and click [CONTINUE]

Modify Printer

Modify Bizhub

Description: Bizhub
(Human-readable description such as "HP Laserjet with Duplexer")

Location: _____
(Human-readable location such as "Lab 1")

Connection: lpd://192.168.100.250/
Sharing: Share This Printer

Continue

9. Click [MODIFY PRINTER]

Modify Printer

Modify Bizhub

Description: Bizhub
Location: _____
Connection: lpd://192.168.100.250/
Sharing: Do Not Share This Printer
Make: KONICA MINOLTA Select Another Make/Manufacturer

Model: Current Driver - KONICA MINOLTA C550I PS
KONICA MINOLTA C550I PS (en, de, es, fr, it, ja, ko, zh_CN, zh_TW)
KONICA MINOLTA C226I PS (en, de, es, fr, it, ja, ko, zh_CN, zh_TW)
KONICA MINOLTA C227 PS (en, de, es, fr, it, ja, ko, zh_CN, zh_TW)
KONICA MINOLTA C227I PS (en, de, es, fr, it, ja, ko, zh_CN, zh_TW)
KONICA MINOLTA C250I PS (en, de, es, fr, it, ja, ko, zh_CN, zh_TW)
KONICA MINOLTA C257I PS (en, de, es, fr, it, ja, ko, zh_CN, zh_TW)
KONICA MINOLTA C258 PS (en, de, es, fr, it, ja, ko, zh_CN, zh_TW)
KONICA MINOLTA C268I PS (en, de, es, fr, it, ja, ko, zh_CN, zh_TW)
KONICA MINOLTA C288I PS (en, de, es, fr, it, ja, ko, zh_CN, zh_TW)

Or Provide a PPD File: Choose File no file selected
Modify Printer

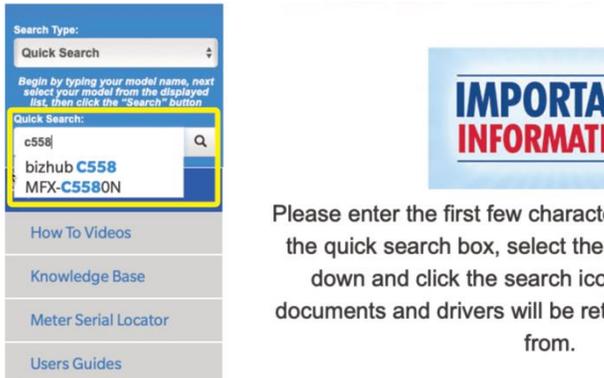
The printer is now configured to print to the new IP address.

Option 2: Adding new printer

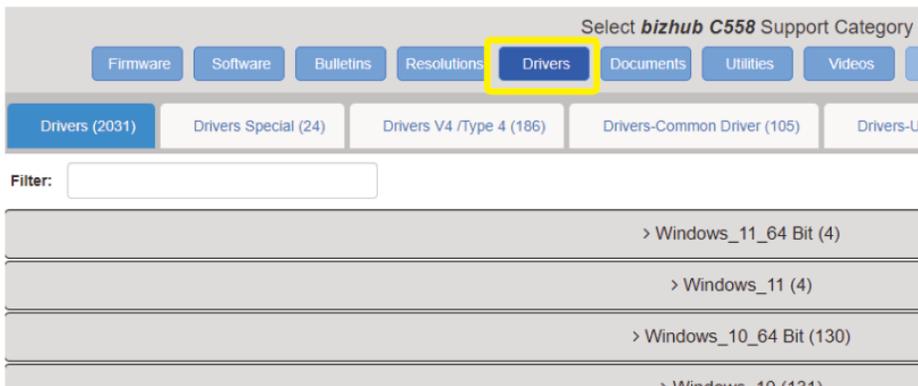
Downloading and installing the print driver package

NOTE If you were able to print, you likely can skip this step and go to [installing the printer](#)

1. Open a web browser and go to km.bpos.ca
2. In the **Quick Search** box, type the model of your printer and select it from the list



3. Select **Drivers**



4. In the list of operating systems, find your version of MAC OS (or the newest version if yours is not listed), click to expand and download the latest version for the *letter* driver



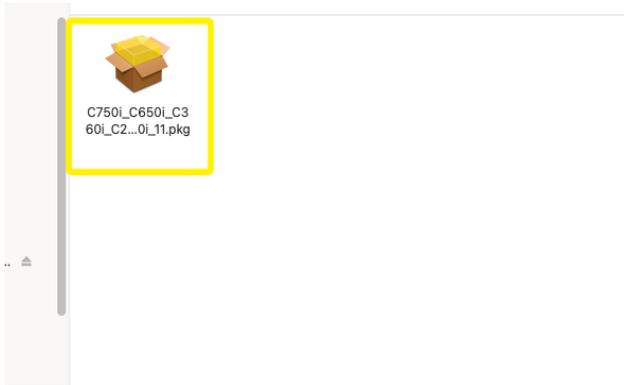
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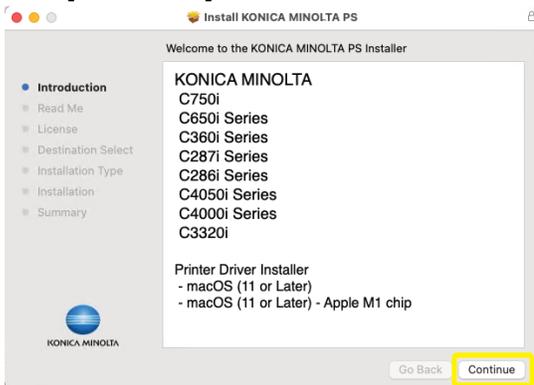
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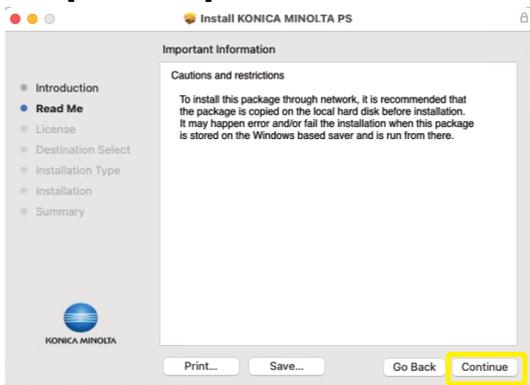
5. Once downloaded, open the file location, and double click the installer



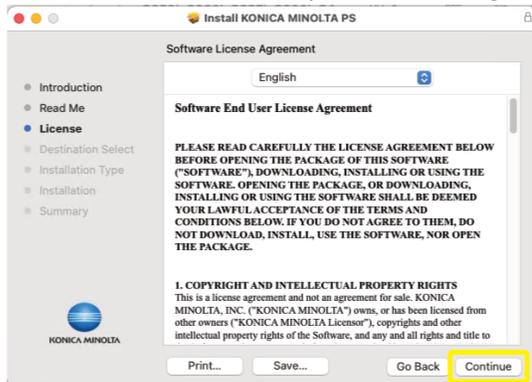
6. Click **[CONTINUE]**



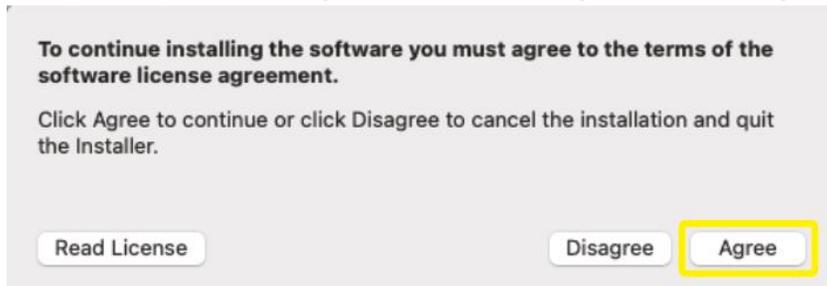
7. Click **[CONTINUE]**



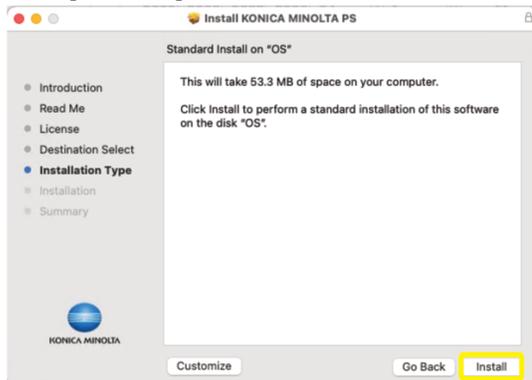
8. Click **[CONTINUE]** to accept the license agreement and continue



9. Click **[AGREE]** to confirm agreement of licence agreement or *disagree* to cancel installation



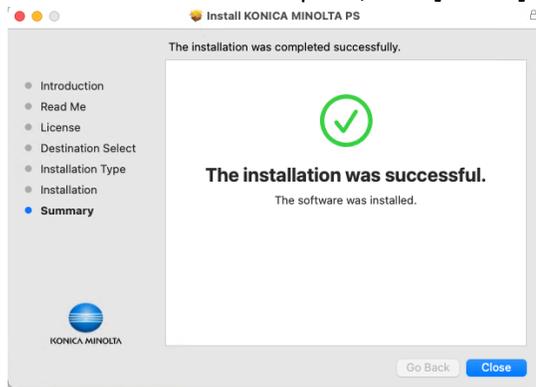
10. Click **[INSTALL]**



11. Enter administrator username and password, then click **[INSTALL SOFTWARE]**



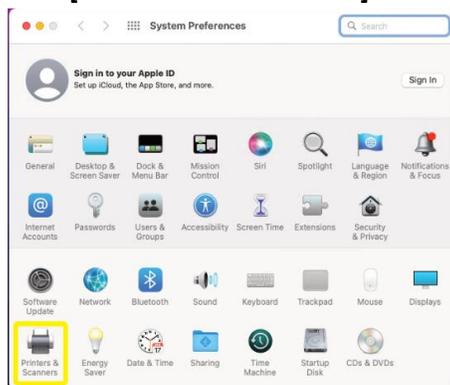
12. When installation is complete, click **[CLOSE]**



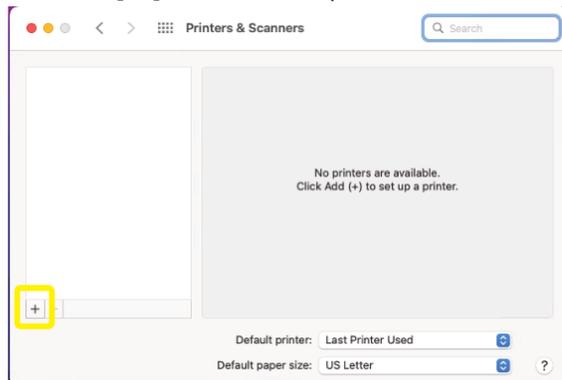
Installing the printer

Once you have the driver package downloaded and installed, you can now add the printer to your computer.

1. Open **[SYSTEM PREFERENCES]**
2. Click **[PRINTERS & SCANNERS]**

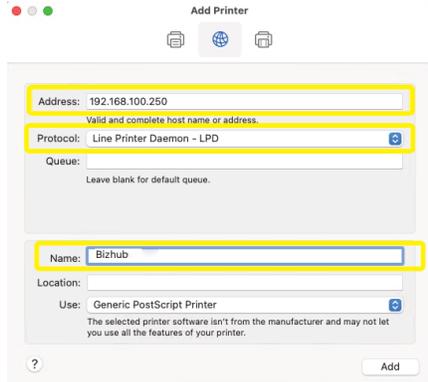


3. Click the **[+]** to add a new printer



4. Click the round globe in the top center and enter the printer settings:
 - a. The IP address you set on the copier in the **Address** field
 - b. Select **Line Printer Daemon – LDP** for **Protocol**

- c. Leave the **Queue** blank
- d. Enter a descriptive name in the **Name** field



Address: 192.168.100.250
Valid and complete host name or address.

Protocol: Line Printer Daemon - LPD

Queue:
Leave blank for default queue.

Name: Bizhub

Location:

Use: Generic PostScript Printer
The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.

?

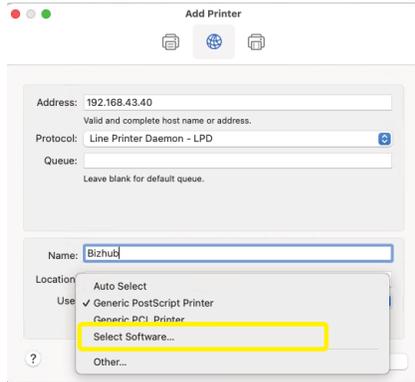
Add

- e. Click the **[USE]** dropdown



Use: Generic PostScript Printer

- f. Choose **[SELECT SOFTWARE]**



Address: 192.168.43.40
Valid and complete host name or address.

Protocol: Line Printer Daemon - LPD

Queue:
Leave blank for default queue.

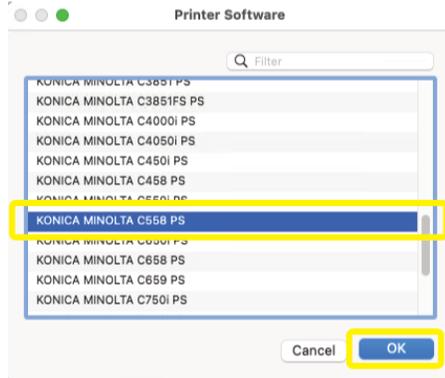
Name: Bizhub

Location: Auto Select

Use:
Generic PostScript Printer
Generic PCL Printer
Select Software...
Other...

?

- g. Find your printer model in the list, select it and click **[OK]**



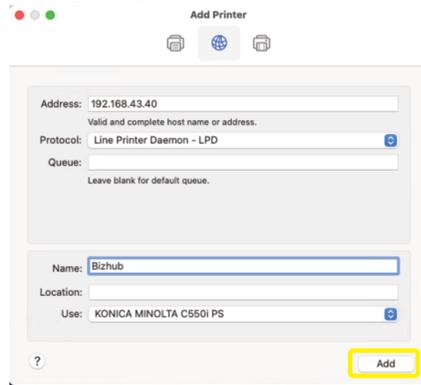
Printer Software

Filter

- KONICA MINOLTA C3851 PS
- KONICA MINOLTA C3851FS PS
- KONICA MINOLTA C4000I PS
- KONICA MINOLTA C4050I PS
- KONICA MINOLTA C450I PS
- KONICA MINOLTA C458 PS
- KONICA MINOLTA C550I PS
- KONICA MINOLTA C558 PS**
- KONICA MINOLTA C650I PS
- KONICA MINOLTA C658 PS
- KONICA MINOLTA C659 PS
- KONICA MINOLTA C750I PS

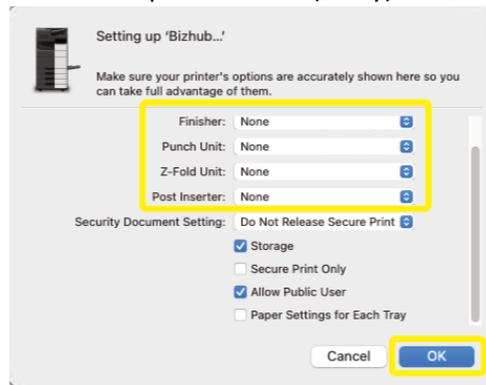
Cancel OK

h. Click **[ADD]**



Address: 192.168.43.40
Valid and complete host name or address.
Protocol: Line Printer Daemon - LPD
Queue:
Leave blank for default queue.
Name: Bizhub
Location:
Use: KONICA MINOLTA C550I PS
Add

i. Select the option models (if any) and then click **OK**



Setting up 'Bizhub...!
Make sure your printer's options are accurately shown here so you can take full advantage of them.
Finisher: None
Punch Unit: None
Z-Fold Unit: None
Post Inserter: None
Security Document Setting: Do Not Release Secure Print
 Storage
 Secure Print Only
 Allow Public User
 Paper Settings for Each Tray
Cancel OK

Printer is now installed