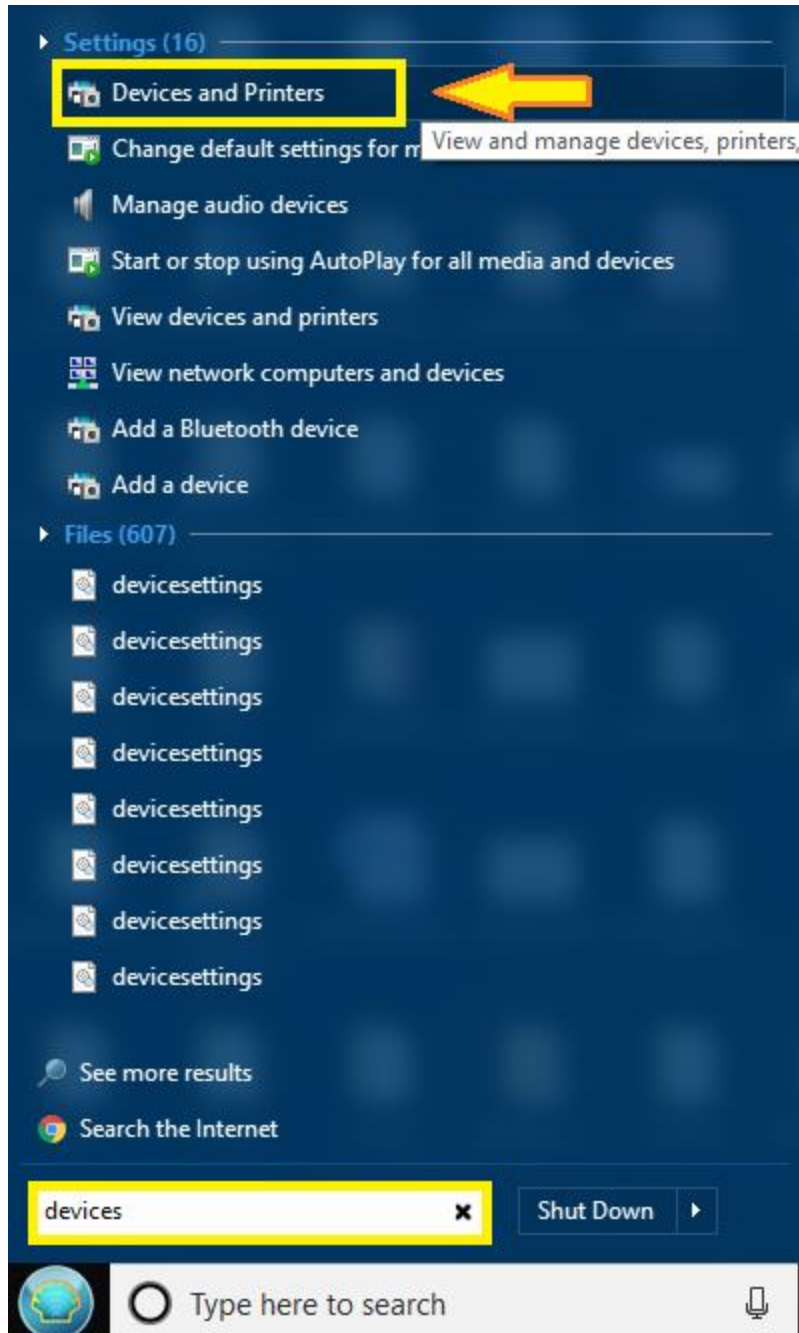
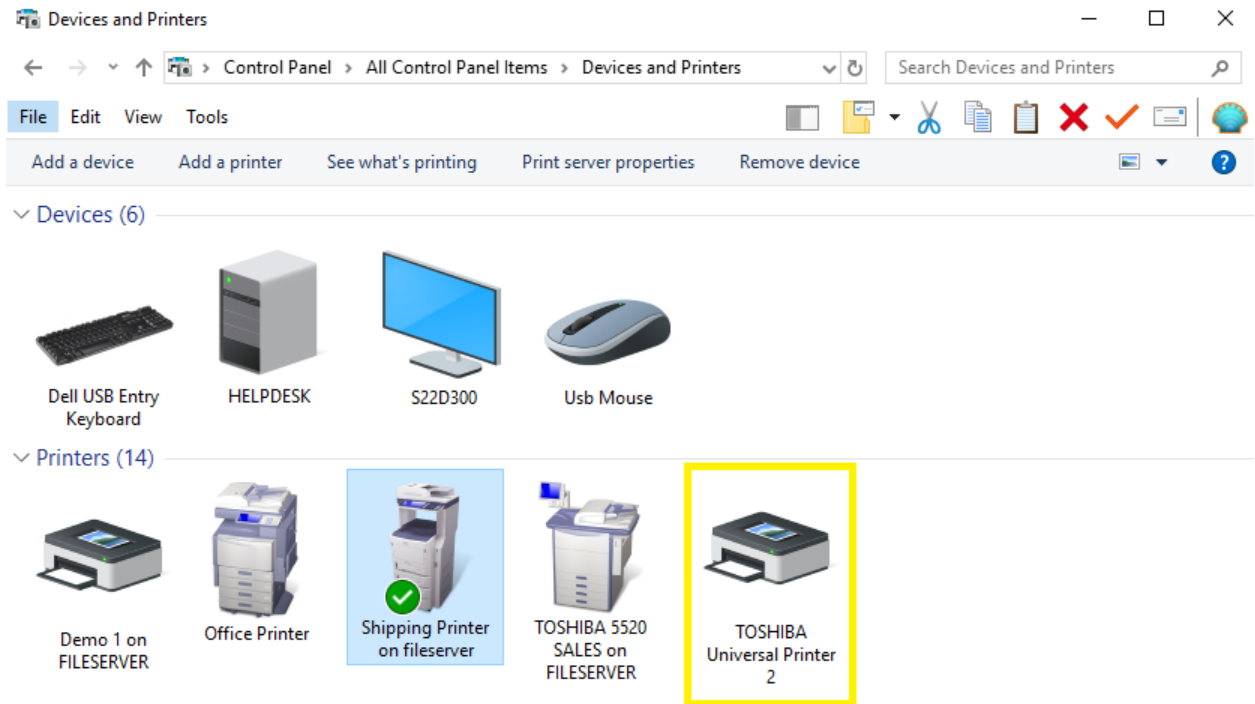


How to Change IP port on a Toshiba Driver for PC.

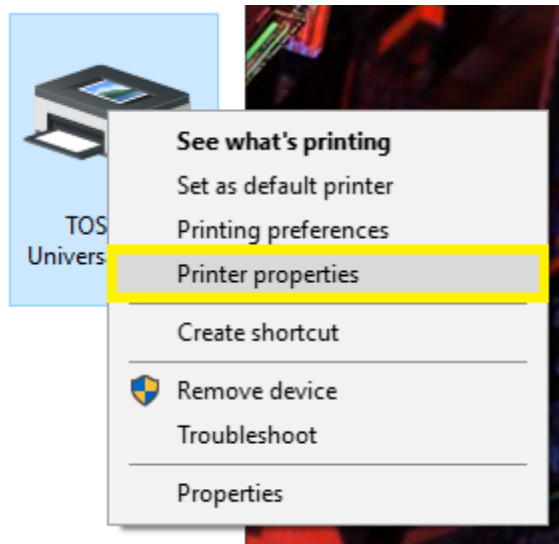
1. The first thing to do is get to where your print drivers are. Use the windows icon in the bottom left of the screen and search for **Devices and Printers**.



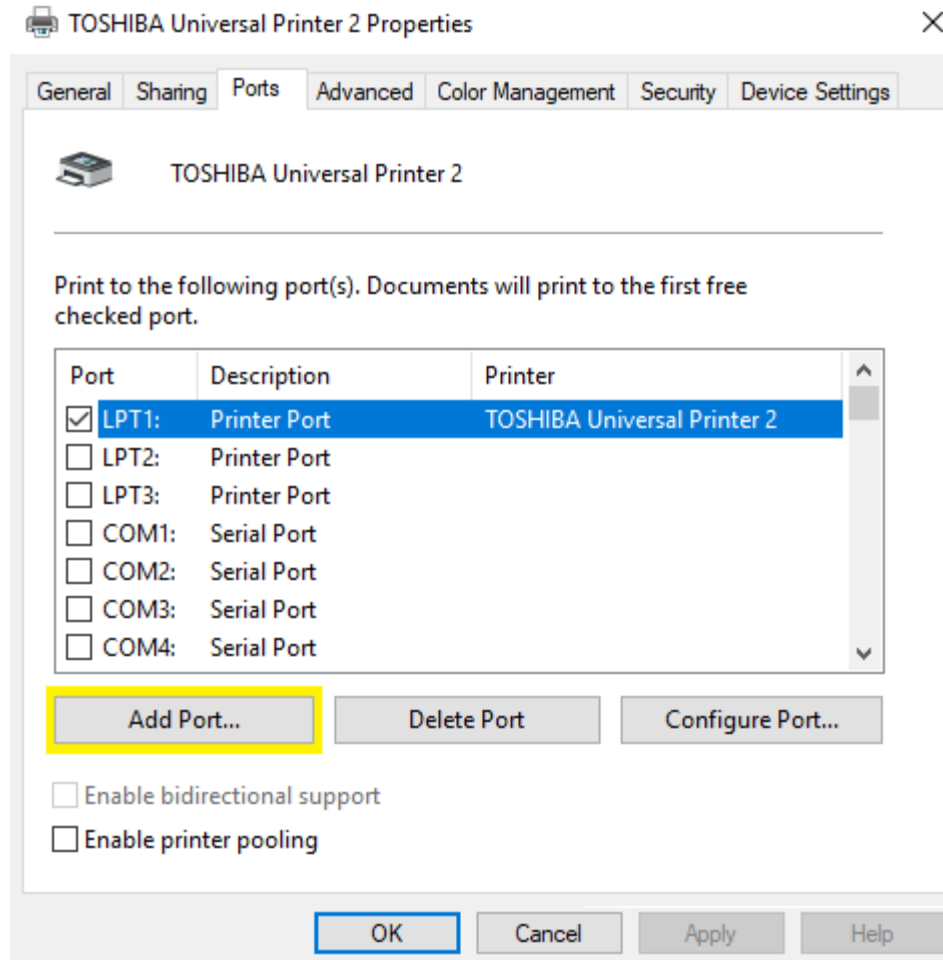
2. Open up **Devices and Printers** and find the driver you want to change the port on.



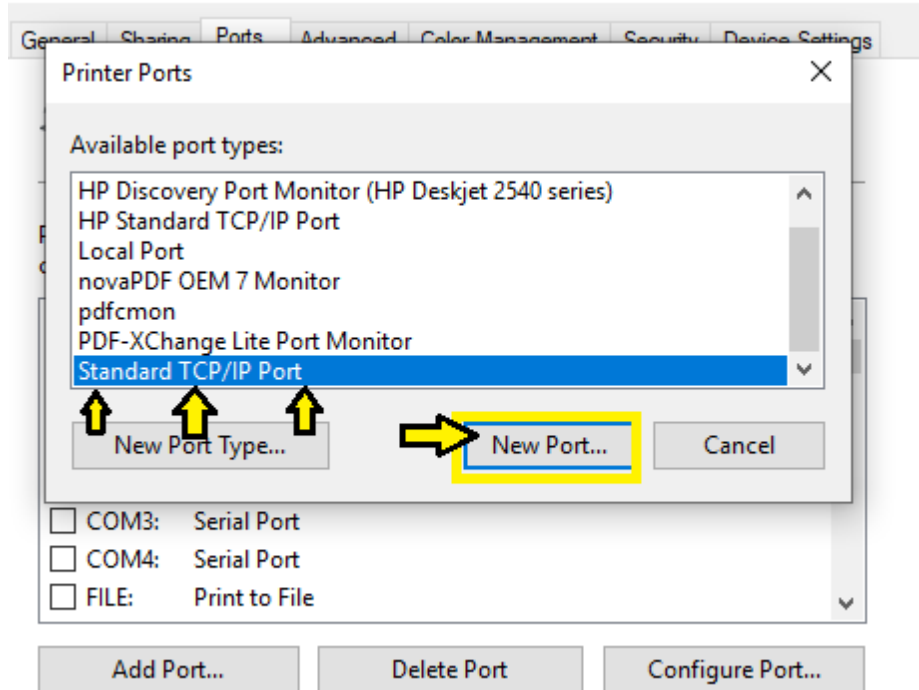
3. Right click the driver and go to **Printer Properties**.



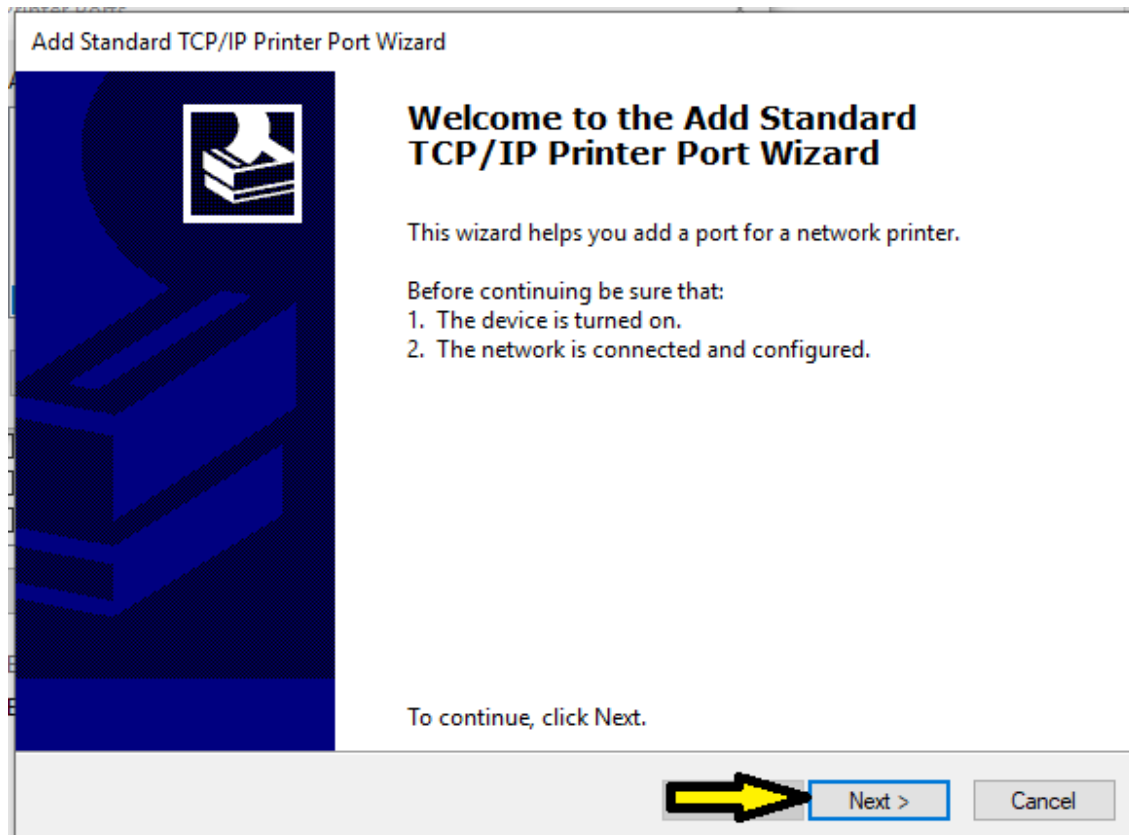
4. You should see a window with tabs at the top and the tap that we want to select is **Ports**. Then you will click **Add Port**.



5. Now highlight **Standard TCP/IP Port** and click **New Port**.



6. On the next screen you'll just click **Next**.



7. On the next screen you will put the IP address in the first field. The second field will auto-fill with the address. You can leave that as it is, then hit **Next**.

Add Standard TCP/IP Printer Port Wizard

Add port

For which device do you want to add a port?



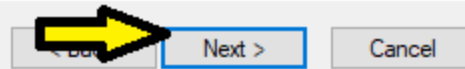
Enter the Printer Name or IP address, and a port name for the desired device.

Printer Name or IP Address:

192.168.1.233

Port Name:

192.168.1.233_1



8. Next, this screen should pop up while it configures the port.

Add Standard TCP/IP Printer Port Wizard

Detecting TCP/IP port

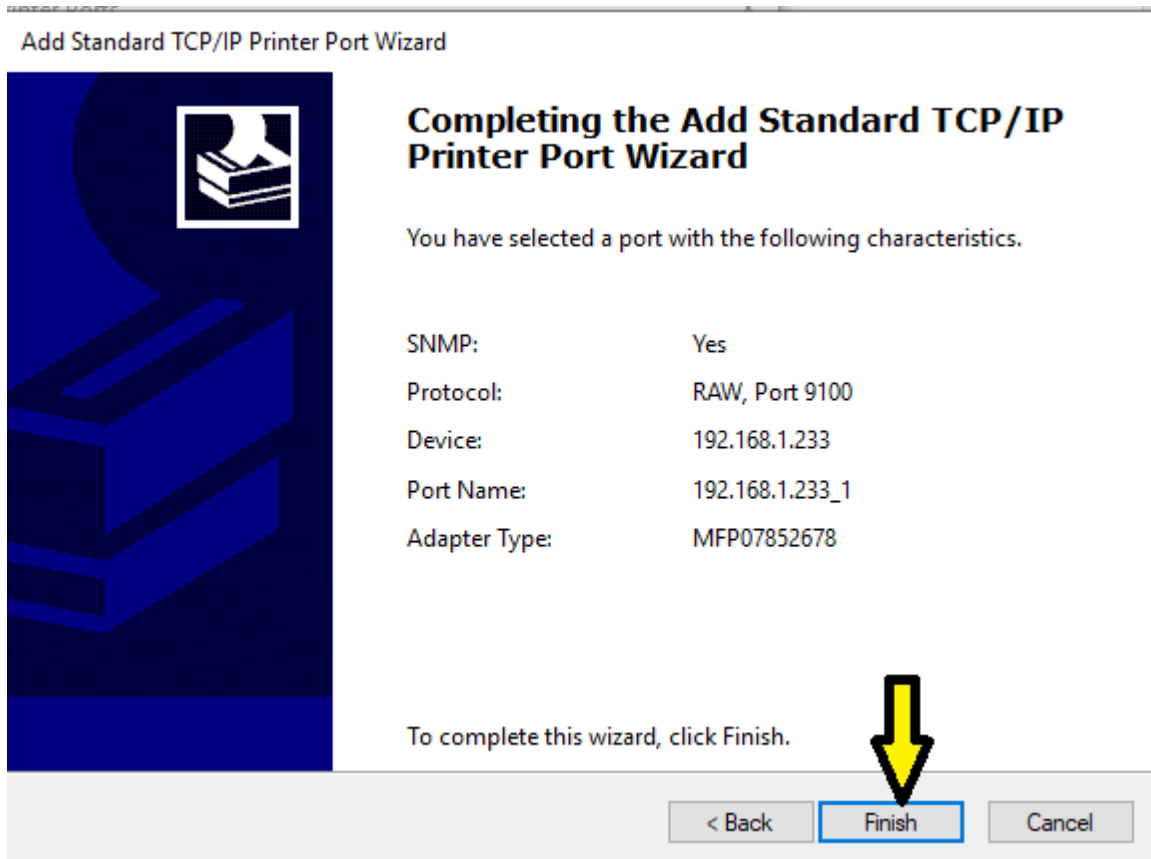
Windows is detecting the TCP/IP port and will move to the next page when finished.

Detecting the TCP/IP port...

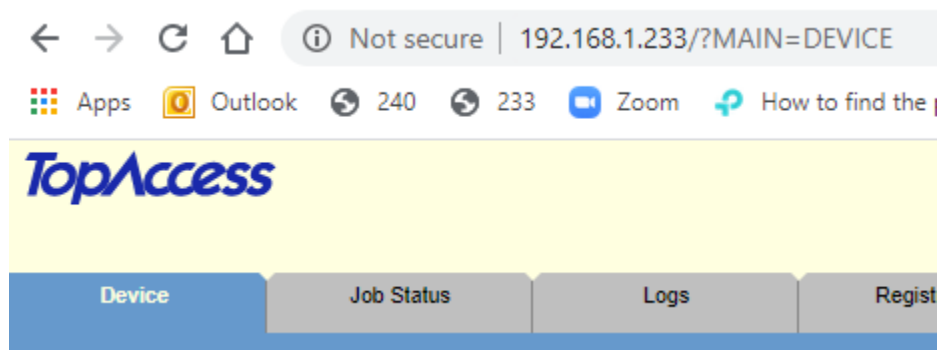
Windows will automatically move to the next page when the detection is done.



9. Then when that is finished, you should see this window. Hit **Finish**.



That should do it. If you put in the correct IP address and you're Toshiba is visible on the network, this should be online and working if you try to print to it. You can test the IP address in a web browser such as Google Chrome or Microsoft Edge/Explorer by simply typing the IP Address into the url field up top. If the Top Access page comes up, then the Copier is visible on the network.



If the Top Access page is not coming up then your Toshiba is not visible on the network from your computer. Sometimes this is due to the wifi network you're connecting to as there are often times multiple networks. It's easy for a laptop to end up on the wrong network such as the guest network.

M  **S T**