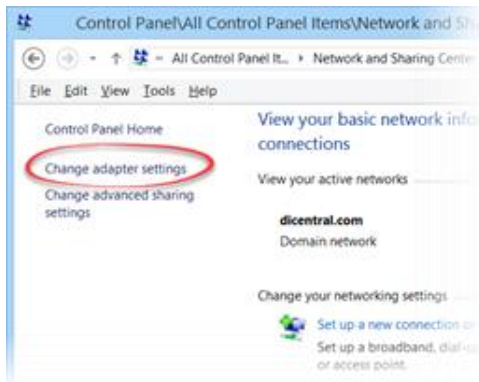


## Static IP Address Setup

**NOTE** Please contact your IT department to request a static IP address, a subnet mask, and a gateway. You must also have administrative privileges to set up a static IP address.

### Step 1

Go to **Control Panel > Network and Sharing Center**, and then click **Change adapter settings** in the left-side menu.



### Step 2

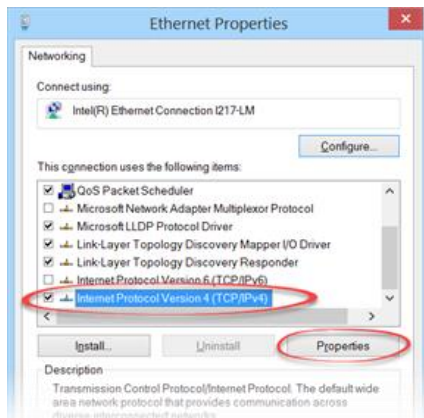
Right-click on your network icon, and then select **Properties**.

**NOTE** The name of your network will be different.



### Step 3

Scroll down and click **Internet Protocol Version 4 (TCP/IPv4) > Properties**.



### Step 4

Click the **Use the following IP address** radio button, type the IP address, Subnet mask, and Default gateway numbers. Click **OK**.

