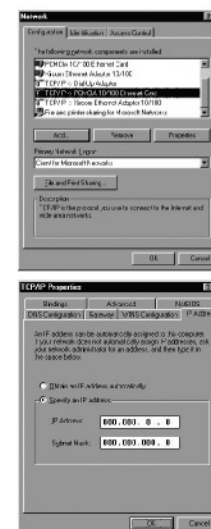


## II. Fixed IP Address Configuration Procedure

During the course of fixed IP assignment, IP address has to be assigned manually. The details of **IP address, Subnet Mask, Gateway and DNS** is enclosed in the Welcome Letter given to you prior to commencement of configuration. Please follow the steps below for fixed IP configuration.

### 1. Windows 98 or Me

- 1.1 Click "Start" button → "Setting" → "Control Panel". "Control Panel" window will display.
- 1.2 Double click: "Network" icon. "Network" window will display.
- 1.3 At the "Configuration" tab, choose "TCP/ IP -> Your Network Card". Then click "Properties"
- 1.4 At the "TCP/ IP Properties" window:
  - 1.4.1 Select the "IP Address" Tab.
    - i. Choose "Specify an IP Address"
    - ii. Enter the "IP Address" & "Subnet Mask" which are stated in HGC's Welcome Letter.



Windows 98 / Me

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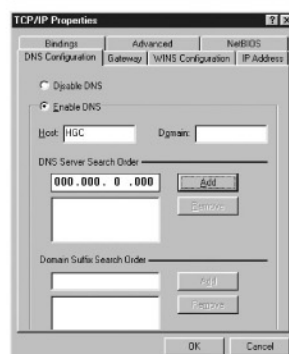
- 1.4.2 Select the "Gateway" tab. Enter the "Gateway" number which is stated in HGC's Welcome Letter and click "Add".



- 1.4.3 Select the "DNS Configuration" tab

- i. Choose "Enable DNS". Enter host name at "Host".
- ii. At "DNS Server Search Order", enter DNS provided by HGC. Then click "Add".

Note: "Host" name can be chosen as pleased. In most cases, "host name" = "computer name".  
"Domain" will be required if office network is operating under a Domain environment.



- 1.5 Click "OK". Restart your computer.

### 2. Windows 2000 or XP

- 2.1 Click "Start" button → "Setting" → "Control Panel" → "Control Panel" window will display.



- 2.2 Double click "Network Connections" icon. "Network Connections" window will display.



2.3 Double click "Local Area Connection" icon and press "Properties". Then "Local Area Connection" windows will display.

2.4 At the "General" tab, choose "Internet Protocol (TCP/IP)" and press "Properties".



2.5 At the "TCP/IP" "Properties" window, choose "Use the following IP address" and enter the "IP address", "Subnet Mask" & "Gateway" which are stated in HGC's Welcome Letter.



2.6 Click "OK"