

How to change Canon IP Address after router change

These instructions are for Windows 10. Notes for Windows 7 in (parentheses)

On your Computer

1. Right Click on the Windows icon in the lower left corner (Windows 7 left click icon)
2. Select Run (Windows 7 use search bar that appears)
3. In the window that opens type **CMD** and hit okay (Windows 7 type CMD in search bar)
4. In the window that opens type **ipconfig** and then enter

Write down the numbers for

IPv4 Address:

Subnet Mask:

Default Gateway:

On the Copier

1. Press Settings/Registration hard button
 2. Press Login on touch panel
- System Manager ID: **7654321**
System Pin: Leave Blank, if that does not work also enter 7654321 in here
3. Press Login
 4. Press Preferences
 5. Press Network
 6. Press TCP/IP Settings
 7. Press IPv4 Settings
 8. Press IP Address Settings **Tip:** Write down the old IP Address

Everything here should match what you wrote down above, **EXCEPT** the last 3 digits of the IPv4 address this should be a unique number to the copier, this is the network identification. **TIP:** If you are changing the IP address due to a router change make note of the last 3 digits of the IP address in the machine and use the same last 3 digits in the new address you put in. Example if your old scheme is 10.0.1.145 in the copier, the new one could be 192.168.1.145 Last three digits the same.

9. Press OK to save
10. Exit out using Reset button
11. Reboot Machine

On the Computer – Do this for all computers that print to the machine.

1. Right Click the Windows icon in the lower left (Windows 7 left click Windows Icon skip to number 4)
2. Select Settings
3. Select Devices
4. On the left select Printers & Scanners (Windows 7 on the right select devices and printers)
If this is a new install you would select Add a printer or scanner and follow those instructions, to change the printer address go to step 5
5. Click on your printer and select Manage (Windows 7 right click printer)
6. On the left select Printer Properties (Windows 7 scroll down and select Printer Properties)
7. On the tabs across the top select Ports
8. Click Add Port
9. Highlight Standard TCP/IP Port and Click New Port...
10. Click Next and then enter the IP Address you put into the copier above (example 192.168.1.145) into the Printer Name or IP Address window.
11. Click Next and finish, close the small windows and click apply
12. The tabs across the top select general and print test page. You should get a page to print at this point.
13. Close all windows.