
Canon Network Change Guide

Updating the IP Address After an ISP Change

Follow the steps below to update your Canon copier's IP address after switching to a new internet service provider (ISP). This process enables DHCP so the copier can receive a new IP from your network, then locks it in by disabling DHCP afterward.

Part 1: Confirm the Current IP Address

1. Press the **123** button on the side of the display panel.
2. Note the IP address shown — this should reflect the old network's IP scheme, confirming the copier has not yet received a new address.

Part 2: Enable DHCP to Obtain a New IP Address

1. Confirm you have plugged your ethernet cable into the copier.
2. On the copier's screen, open **Settings/Registration**.
3. Log in as Administrator using the password: 7654321
4. Navigate to: **Device Settings** → **Preferences** → **Network** → **TCP/IP Settings** → **IPv4 Settings** → **IP Address Settings**.
5. A pop-up will appear displaying the current IP address and settings.
6. Tap the button to turn DHCP ON. This allows the copier to automatically pick up a new IP address from your new network.
7. Press **OK**, then close out of Settings.
8. A pop-up will appear asking if you want to apply settings. Tap **Apply Settings**.
9. Turn the copier **OFF**, wait **30 seconds**, then turn it back **ON**.
10. Once the copier has fully restarted, press the **123** button again and verify that the IP address has changed to a new address from the new network.

⚠ If the old IP address is still showing:

1. Check that the ethernet cable is securely connected to the copier.
2. Confirm the other end of the cable is plugged into your new network (router or switch).
3. If the cable is connected, run through Part 2 again and make sure to tap Apply Settings before rebooting the copier.

Part 3: Disable DHCP to Lock In the New IP Address

1. Open **Settings/Registration** again on the copier's touch screen.
2. Log in as Administrator using the password: **7654321**.
3. Navigate to: **Device Settings** → **Preferences** → **Network** → **TCP/IP Settings** → **IPv4 Settings** → **IP Address Settings**.
4. Tap the button to turn **DHCP OFF**. This locks the new IP address in place so it does not change.
5. Press **OK** and close out of Settings.
6. When prompted, tap **Apply Settings**.

Copier setup complete — continue below to update computers on the network

On each computer that prints to this copier, you can either reinstall the print drivers or update the port on the existing driver to point to the new IP address. Updating the port is typically faster and does not require reinstalling software.

Part 4: Update the Printer Port on Your Computer (Windows)

1. Open the **Start menu** and go to **Settings**.
2. Navigate to **Bluetooth & devices** → **Printers & scanners**.
3. Find the Canon copier in the list and click on it.
4. Click **Printer properties** (not just "Properties").
5. Go to the **Ports** tab.
6. Click **Add Port...**, select **Standard TCP/IP Port**, then click **New Port...**
7. Enter the new IP address of the copier (confirmed in Part 2, Step 10) and follow the prompts to complete the port setup.
8. Once the new port is created, make sure it is selected (checked) in the Ports list, then click **Apply** and **OK**.
9. Print a test page to confirm the computer is communicating with the copier on the new IP address.