



Canon Network Configuration Guide

This guide will walk you through connecting your Canon MFP to the network and locking in its IP address. Follow Step 1a for a wired connection or Step 1b for a wireless connection, then complete Step 2 to lock in the IP address.

Step 1a — Wired Connection

A wired connection is the simplest and most reliable option. All you need is an ethernet cable.

1. Locate the ethernet port on the back of the copier and plug in the ethernet cable.
2. **Settings/Registration** on the copier touchscreen.
3. Log in using the default admin password '7654321' when prompted.
4. Tap **Preferences** → **Network** → **TCP/IP Settings** → **IPv4 Settings** → **IP Address Settings**.
5. Confirm **DHCP** is enabled. If not, turn it on now.
6. Apply these settings when exiting the Settings screen



Important: When you are ready to exit the Settings screen, tap Apply Settings before leaving or your changes will not be saved.

7. Press the power button to restart the machine. Wait 30 seconds, then power back on.
8. Once restarted, check the home screen for an IP address. If one is showing, the machine is connected.

Once you confirm an IP address is showing (check by pressing the '123' button on the homepage), proceed to Step 2 to lock it in.

Step 1b — Wireless Connection

Use this section if your copier will connect to the network over Wi-Fi instead of an ethernet cable.

1. On the copier touchscreen, tap **Settings/Registration**.
2. Log in using the default admin password '7654321' when prompted.

3. Tap **Preferences** → **Network** → **Select Interface** → **Wireless LAN**.
4. Go back to **Network** and tap **Wireless LAN** → **Wireless LAN Settings** → **Other (Set Manually)**.
5. Tap **Select Access Point**.
6. Select your Wi-Fi network name from the list.
7. Enter your Wi-Fi password.
8. Navigate back to **Network** → **TCP/IP Settings** → **IPv4 Settings** → **IP Address Settings**.
9. Confirm **DHCP** is enabled.
10. Apply these settings when exiting the Settings screen



Important: When you are ready to exit the Settings screen, tap Apply Settings before leaving or your changes will not be saved.

11. Press the power button to restart the machine. Wait 30 seconds, then power back on.

Once you confirm an IP address is showing on the home screen (check by pressing the '123' button on the homepage), proceed to Step 2 to lock it in.

Step 2 — Lock In the IP Address

After the machine has fully rebooted, follow these steps to disable DHCP and lock in the new IP address. This prevents another device on the network from taking the same address.

1. On the copier touchscreen, tap **Settings/Registration**.
2. Log in using the admin password when prompted.
3. Tap **Preferences** → **Network** → **TCP/IP Settings** → **IPv4 Settings** → **IP Address Settings**.
4. Turn **DHCP off**.
5. You should now see the new IP address of the copier in the IP Address field. Make a note of this address.



Important: Apply settings before exiting the Settings screen or your changes will not be saved.

Your Canon copier is now connected to the network with a locked IP address. If you continue to experience issues, please contact AOM support.