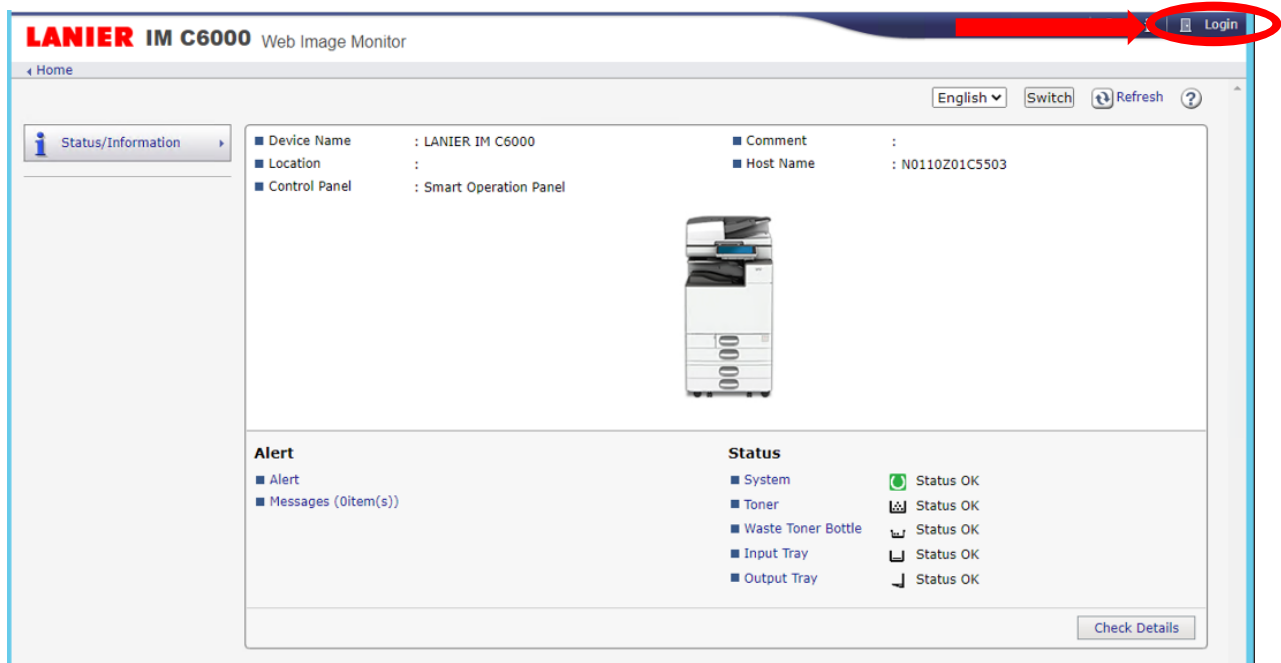# How To
Change the MFP Admin Password

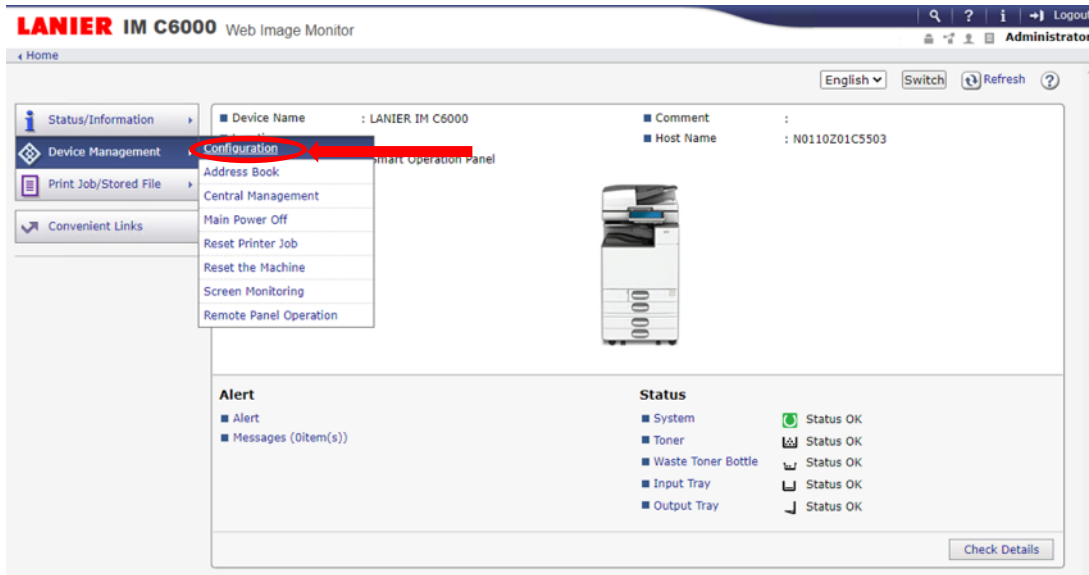1) Start by connecting to the printer by IP with a web browser.

2) Click on **Login** at the top right-hand corner of the window. Enter your credentials, then click the **Login** button.
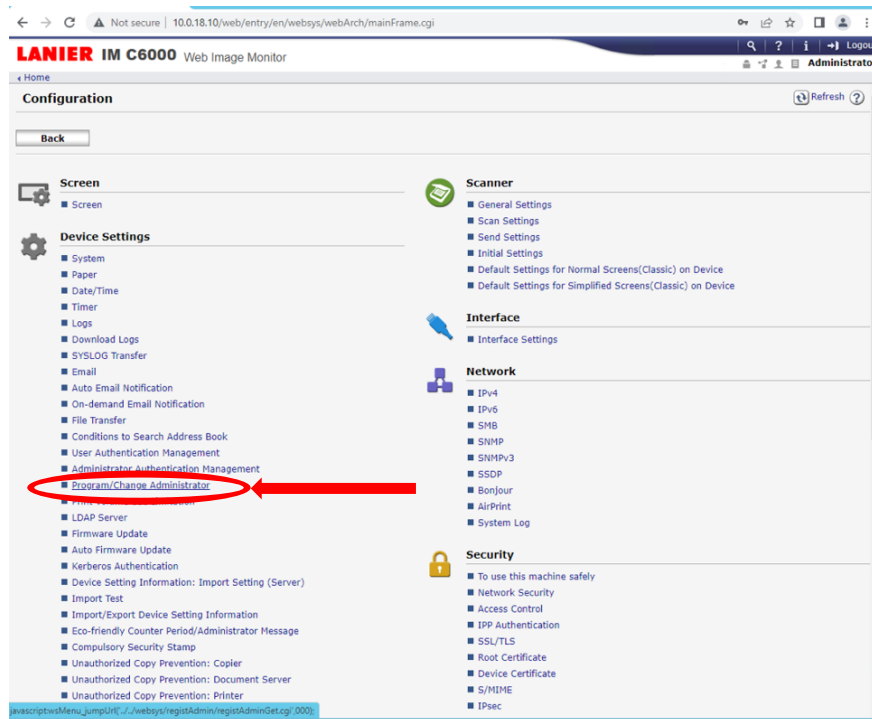
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3) Click on the **Device Management** button on the left-hand side of the home screen, then click on **Configuration**.

4) Under **Device Settings** on the left-hand side of the lists, click on **Program/Change Administrator**.

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5) Under the **Administrator 1** banner click on the **Change** button next to **Login Password**.

6) Fill out the **New Password** and the **Confirm Password** fields, then click the **OK** button.

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7) Back at the home screen, click **Device Management** again, but this time choose **Reset the Machine**.
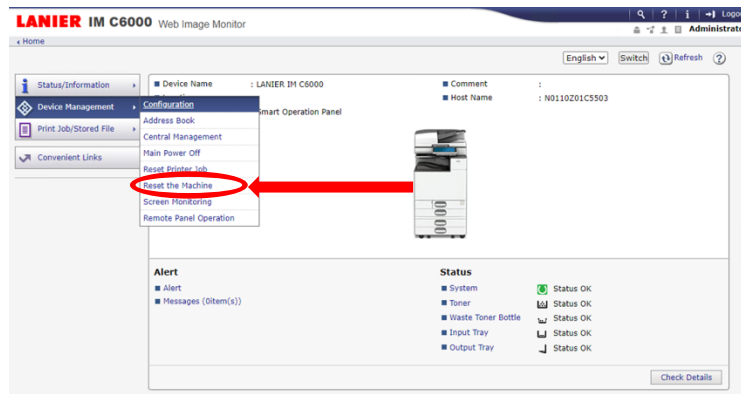
This will reboot the MFP, stopping any printing and logging you off. If you need to do any more work you will need to wait util the MFP resets and you login again.