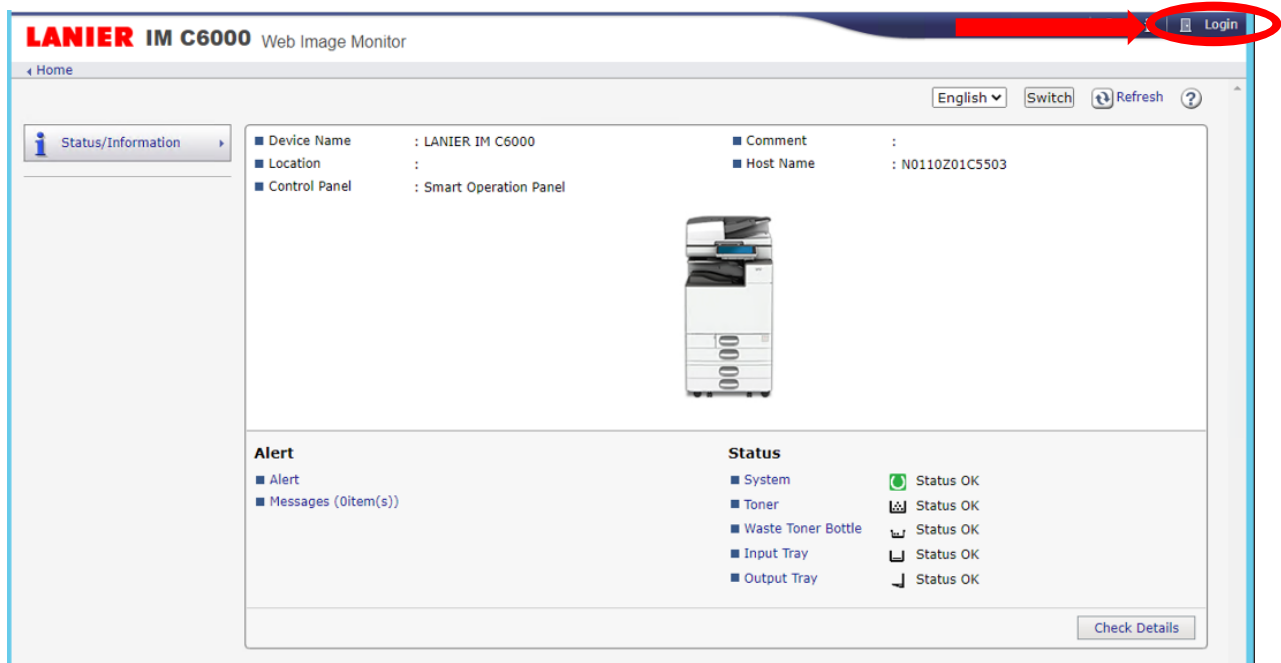


# How To Change the MFP Admin Password

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

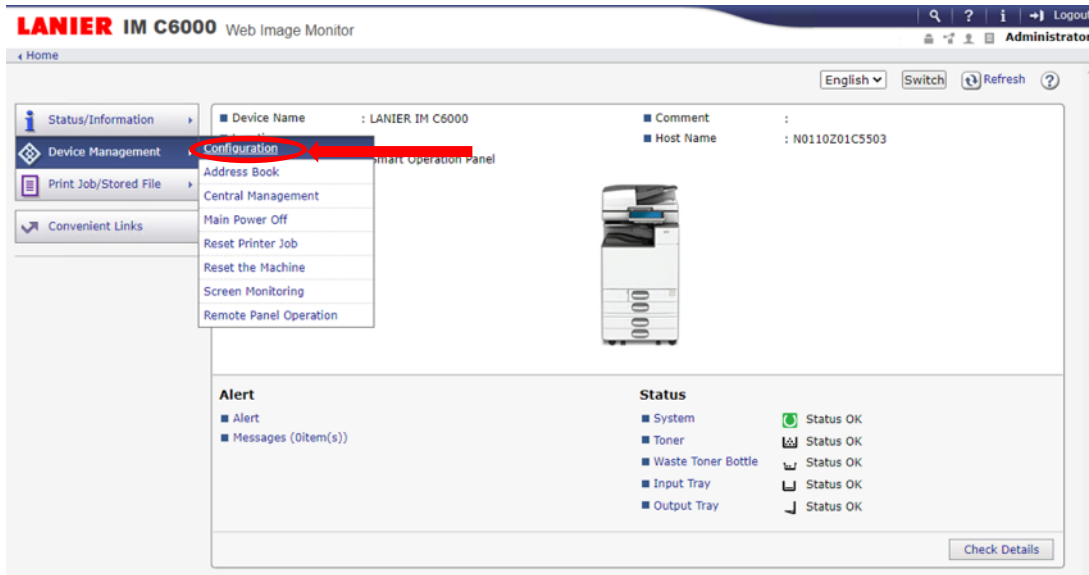


- 2) Click on **Login** at the top right-hand corner of the window. Enter your credentials, then click the **Login** button.

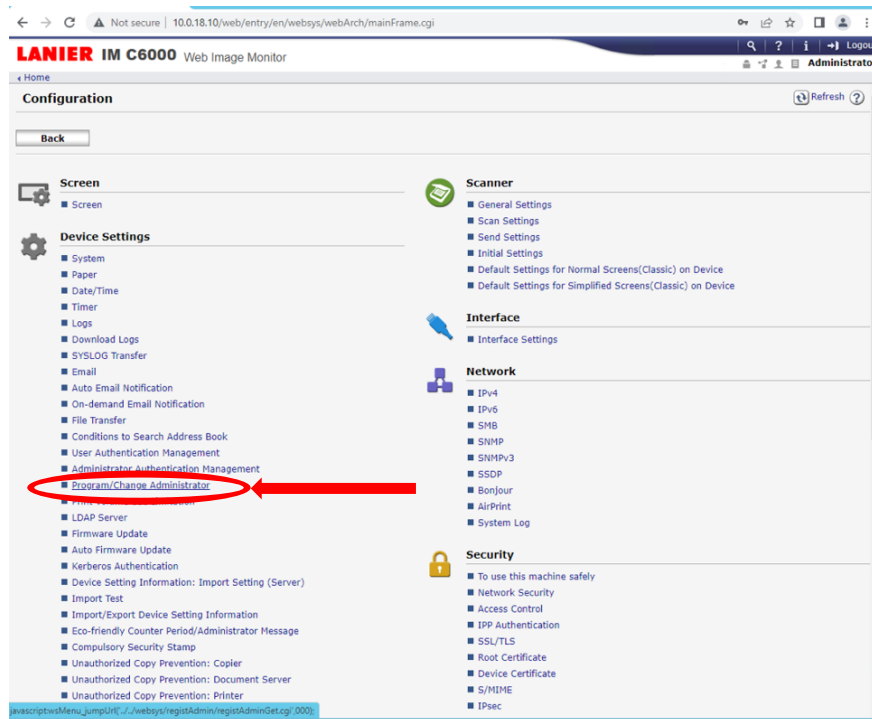


# How To Change the MFP Admin Password

- 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**.



## How To Change the MFP Admin Password

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

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**Program/Change Administrator**

OK Cancel

■ User Administrator : ☒ Administrator 1 ☐ Administrator 2 ☐ Administrator 3 ☐ Administrator 4

■ Machine Administrator : ☒ Administrator 1 ☐ Administrator 2 ☐ Administrator 3 ☐ Administrator 4

■ Network Administrator : ☒ Administrator 1 ☐ Administrator 2 ☐ Administrator 3 ☐ Administrator 4

■ File Administrator : ☒ Administrator 1 ☐ Administrator 2 ☐ Administrator 3 ☐ Administrator 4

**Administrator 1**

■ Login User Name : admin

■ Login Password : **Change** ←

■ Encryption Password : Change

**Administrator 2**

■ Login User Name :

■ Login Password : Change

■ Encryption Password : Change

**Administrator 3**

■ Login User Name :

■ Login Password : Change

■ Encryption Password : Change

**Administrator 4**

■ Login User Name :

■ Login Password : Change

■ Encryption Password : Change

OK Cancel

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

← → ↻ ⚠ Not secure | 10.0.18.10/web/entry/en/websys/webArch/mainFrame.cgi

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**Change Password**

[Note] SSL communication is currently unavailable. The following items will be transmitted without being encrypted.

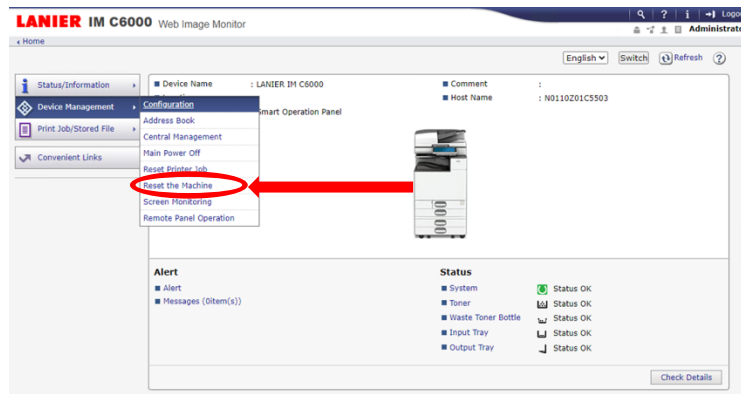
■ New Password : .....

■ Confirm Password : .....

OK Cancel

## How To Change the MFP Admin Password

- 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 until the MFP resets and you login again.