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# Common Procedures

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## How to set IP Address Manually: *(turns "OFF" DHCP)*

- 1) Press **Menu**, arrow down using the right arrow keys to "**Host Interface**", press **OK**
- 2) Menu to "**Network**", press **OK**
- 3) Menu to "**Machine IPv4 Address**", press **OK**
- 4) Menu to "**Specify**" (highlighted)
- 5) Select the down arrow key under "*Specify*" = "**IP Add.**"
- 6) Use the arrows on the right to go through the address to change accordingly, then press **OK**
- 7) "**Programmed**" will appear
- 8) Press the "**Escape**" button when done

## How to print Config Page:

- 1) Press **Menu**, arrow down using the right arrow keys to "**List / test Print**", press **OK**
- 2) Menu to "**Config. Page**", press **OK**

## How to print Supply Information Page:

- 1) Press **Menu**, arrow down using the right arrow keys to "**List / test Print**", press **OK**
- 2) Menu to "**Supply Info List**", press **OK**

## How to print Color Demo Page:

- 1) Press **Menu**, arrow down using the right arrow keys to "**List / test Print**", press **OK**
- 2) Menu to "**Color Demo Page**", press **OK**

## How to change Paper Weight:

- 1) Press **Menu**, arrow down using the right arrow keys to "**Paper Input**", press **OK**
- 2) Menu to desired tray - *ie: Paper Type : Tray 1*, press **OK**
- 3) Menu to desired settings - *ie: No Display (Plain Paper)*, press **OK**
- 4) Press the "**Escape**" button when done

## How to Shutdown:

- 1) Press **Menu**, arrow down using the right arrow keys to "**Shutdown**", press **OK**
- 2) The display will ask "**Are you sure you want to shut down?**", press **Yes**  
The display will show the printer status and will indicate when ready to switch off.
- 3) Turn the printer **OFF** by using the power switch on the front of the printer.

## Preventative Maintenance:

- 1) Replacing / Cleaning the Vent Filters on the exit side of the printer over the Optics Fans.
- 2) Cleaning the Dustproof Glass using the printers cleaning stick in the lens slots.
- 3) Cleaning / Emptying the Paper Dust Container on the lower inside right area of the printer.
- 4) Clean any loose toner debris from the printer when seen.