Export Settings from Canon MFP

Prerequisites

- You will need your Canon's IP address and be able to access the Canon's web interface using a browser such as Chrome, Edge, or Safari.
  - Please reach out to Fraser or your IT support team if you do not know the IP address.
- You will need the admin password for your Canon.
  - Please reach out to Fraser or your IT support team if you do not have the admin password.

Overview

- The steps on the following pages will explain how to export **Network Information, Address Books** *(stored email addresses, scan folders, and fax numbers)*, & **Department ID (PIN) Codes** *(if applicable)*.
- Exporting of stored documents, such as those located in **Mailbox,** is not possible due to Canon's restrictions. You should prepare to manually recreate those mailboxes and their data in the new Canon after delivery.
- The steps on the following pages will apply to *recent* generations of Canon MFP's (~2020 and newer).
  - Older generations may not have the same steps for creating the exported files. Please reach out to Fraser to review the MFP.
- For exporting data from *other* manufacturers, you will need to consult your operations manuals for exporting the files. You may also manually recreate the data in Excel or CSV format. If you are manually creating, please use the following column structure in your Excel or CSV format:
  - FIRST NAME (can be a company name if desired)
  - LAST NAME (leave blank if using a company name for the FIRST NAME)
  - DEPARTMENT ID (if applicable)
  - EMAIL ADDRESS (if applicable)
  - FAX NUMBER (if applicable)
  - SCAN FOLDER COMPUTER NAME (if applicable)
  - SCAN FOLDER SHARED FOLDER NAME (if applicable)
  - SCAN FOLDER SUBFOLDERS (if applicable)
  - USERNAME (if providing a SCAN FOLDER)
  - PASSWORD (if providing a SCAN FOLDER)
- It is suggested to rename each downloaded file and based it on the location name or IP address of the new MFP/Printer. You will also want to include the type of file in your naming convention. For instance, "*Copy Room.csv*" and "*Warehouse.csv*", etc.

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Export Network Information (*The new Canon MAC address can be provided upon request*)

1. Navigate to **Settings/Registration > Preferences > Network Settings > IPv4 Settings**. **Provide the following in email**:
    a. **IP Address**
    b. **Subnet Mask**
    c. **Gateway**
    d. **Primary DNS Server**
    e. **Secondary DNS Server**
2. If your device scans to email, navigate to **Settings/Registration > Function Settings > Send > Network Settings - E-Mail/I-Fax Settings**. **Provide the following in email**:
    a. **SMTP Server**
    b. **E-Mail Address**
    c. Number listed next to **Specify Port Number for SMTP TX/POP RX > SMTP TX**
    d. Please identify if **Allow TLS (SMTP TX)** is checked
    e. Please identify if **Use SMTP Authentication (SMTP AUTH)** is checked. If **Use SMTP Authentication (SMTP AUTH)** is checked, provide the **User Name** and **Password**. **If providing the authentication creds over email is not desired, it can be entered at time of installation**.
3. Include all applicable information in the reply email.

Export Address Book and/or Department ID's (*This is how to backup all stored settings including email addresses, fax numbers, scan folders, department ID's*)

1. Navigate to **Settings/Registration > Management Settings > Data Management.**
2. **Under Import/Export All,** select **Export.**
3. Check the box for **Address Book and/or Department ID Management Settings**.
4. Under **Encryption Password**, create a password for the file. **IMPORTANT**: You will need to provide that password to Fraser within the email. Otherwise, we will not be able to import the file.
5. Change the **Security Level** to **Level 1.**
    a. **Level 1** is used when exporting to different generation Canon devices.
    b. **Level 2** is used when exporting to same generation Canon devices.
6. Click **Start Exporting**. This will generate the encrypted DCM file in your downloads folder. It may take several seconds to a minute or so to create the DCM file. Click **Check Status** when prompted.
7. Click **Start Downloading** to save the DCM file to your computer.
8. Switch back to **Settings/Registration > Management Settings > Data Management.**
9. Under **Import/Export Individually**, click **Address Lists**.
10. Identify the Address List that contains the Destinations and click Export… to export that address list.
11. Select **CSV** format. You may need to change the **Security Level.**
12. Click **Start Exporting** to download the CSV file. The CSV file is used if the DCM file can't be imported.
13. **Attach the DCM & CSV file to the email reply along with the password**.

Reminder to rename your exported DCM files to a location specific name