

## How to Change IP Address with Sodexo Box?

[Note: this document is only for Sodexo computer with Windows XP and 32bit Windows 7]

IP address is a prerequisite for us to access the company or internet resources. By default, it will be obtaining IP address from a DHCP server. But for some special scenario, you may have to change that to a static IP address when you on business trip. We would like to do a brief introduction on that at this time.

## Change to a static IP address

1. Open *Sodexo Box* on your desktop, click the *IP Address Edit* under *Evection Tools* tab. *\*You can also find the Sodexo Box under path "D:\Data\Sodexo\_Box"* 

Sodexo Box	IP Address Modify Toolkit General You can get IP settings assigned this capability. Otherwise, you nee the appropridate IP settings.	automatically if your network supports ed to ask your network administrator for
Sodexo Box v1.8	1 : Intel 21140-Based PCI Fast Eth	nemet Adapter (Emulated) 🔹
Favorite Tools Evection Tools Favorite Link Mail F 1	Display Current Settings	- Automatic by DHCP
	IP Address:	10 . 137 . 39 . 41
	Subnet Mask:	255 . 255 . 252 . 0
VPN External Dial-in Remote Assistance	Default Gateway:	10 . 137 . 36 . 1
	DNS	
* -	Preferred DNS Server:	10 . 137 . 0 . 23
	Alternate DNS Server:	10 . 137 . 0 . 19
Temporary Admin IP Address Edit	Change to Manual	Exit

2. Select your network adapter, wired or wireless one, click **Display Current Settings**, then click the **Change to Manual**.

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General You can get IP settings assigned a this capability. Otherwise, you nee the appropridate IP settings.	automatically if your network supports d to ask your network administrator for	General You can get IP settings assigned automatically if your network support this capability. Otherwise, you need to ask your network administrator f the appropridate IP settings.
1 : Intel 21140-Based PCI Fast Eth	ernet Adapter (Emulated) 🔹	1 : Intel 21140-Based PCI Fast Ethemet Adapter (Emulated)
Display Current Settings	- Manual IP Setting	Display Current Settings - Manual IP Setting
IP		- IP
IP Address:	192 . 168 . 0 . 101	IP Addres
Subnet Mask:	255 . 255 . 255 . 0	Subnet M
Default Gateway:	192 . 168 . 0 . 1	Default G Successfully to set manual IP address.
DNS		DNS
Preferred DNS Server:	202 . 96 . 209 . 133	Preferred
Alternate DNS Server:		Alternate DNS Server:
ſ	Save Exit	Change to Automatic Save Exit

3. Enter the specific IP address and DNS server information you have.

-Enter IP address -

- Done –

4. Click **Save** button, you will get the successful message after it done.



## Change it back to DHCP

When you want to change it back to DHCP, just click the button named *Change to Automatic* 

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See you next week.