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Xerox® Color C75 Press

System Administration Guide

BR4002

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Administrator overview

Enter/exit administrator mode

1. Press the **Log In/Out** button on the control panel.

   The UI displays a keypad.
2. Enter the system administrator ID.

   The default ID is **admin**, and the default password is **1111**.
3. Select **Enter**.
4. Press the **Machine Status** button on the control panel.
5. Select the **Tools** tab on the UI.

   The UI displays the System Settings screen.
6. Select the desired Mode, Group, and Feature (such as: **System Settings > Common Service Settings > Machine Clock/Timers**).
7. To exit the administrator mode, press the **Log In/Out** button on the control panel.

   The UI displays the Logout screen.
8. Select **Logout**.

Customizing the UI buttons/screens

The administrator may customize specific buttons and screens:

- The user may switch to a specific feature without having to return to the **All Services** screen. This is accomplished by assigning specific features to the three custom control panel buttons. By default from manufacturing, the **Copy** feature is assigned to the first custom button, **Review** is assigned to the third custom button, and the second custom button is not assigned to anything (Not in Use).

- Specific screens may be displayed after the machine is switched on, when it exits the **Power Saver** mode, and/or after **Auto Clear** is selected.

Assigning a feature to the screens and buttons

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings** > **Common Service Settings**.
4. Select **Screen/Button Settings**.
    - To set or change the default screen, select **Screen Default**.
    - To set or change a button on the UI, select the desired option (**Services**, **Job Status**, **Machine Status)**.
5. Select **Change Settings**.
6. Select the desired setting for the feature.

    Choices are shown on the displayed list.
7. If desired, select another feature to set or change and repeat the previous steps.
8. Select **Save**.

    The previous screen is displayed.
9. Select **Close**.

    The main Tools tab screen is displayed.
10. Exit administrator mode.

Enabling Stored Programming

The Stored Programming feature allows you to store the settings of a commonly used job. If this feature is not on your Services Home menu, you can add it to that menu.

1. Log in as a system administrator.
2. From the Tools tab, select **System Settings** > **Common Services Settings**.
3. Select **Screen/Button Settings**.
4. Select **Services Home**, and then select **Change Settings**.
5. Select **Add**, scroll to **Stored Programming**, and select **Save**.
6. Log out as the administrator for the changes to take effect.

Energy Saver mode

The Energy Saver feature sets the time that lapses until the machine enters a reduced power consumption mode. There are two energy saver modes: Low Power and Sleep. The modes are activated when all copy and/or print jobs have been completed and there are no jobs currently processing.

The machine automatically enters the Low Power mode after 15 minutes of inactivity; this is the manufacturing default time. After 60 minutes of inactivity, the machine then enters Sleep mode; this is the manufacturing default time. The time intervals for both the Low Power and Sleep modes may be changed to reflect a value of 1-240 minutes for each mode.

Here are two examples:

- If Low Power Mode is set to 15 minutes and Sleep Mode is set to 60 minutes, Sleep Mode activates after 60 minutes of total inactivity, not 60 minutes after Low Power Mode begins.
- If Low Power Mode is set to 15 minutes and Sleep mode is set to 20 minutes, Sleep Mode activates 5 minutes after Low Power Mode begins.

Low Power mode

In this mode, the power to the UI and fuser unit is lowered to save power. The display goes out, and the **Energy Saver** button on the UI control panel lights. To use the machine, press the **Energy Saver** button. The **Energy Saver** button goes out to indicate that the Energy Saver feature is canceled.

Sleep mode

In this mode, the power is lowered more than in the Low Power mode. The display goes out, and the **Energy Saver** button on the UI control panel lights. To use the machine, press the **Energy Saver** button. The **Energy Saver** button goes out to indicate that the Energy Saver feature is canceled.

Set/change the energy saver mode time intervals

Note

The time intervals for both the Low Power and Sleep modes may be changed to reflect a value of 1-240 minutes for each mode.

1. Login as administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.

   The UI displays the System Settings screen.
4. Select **System Settings > Common Service Settings**.
5. Select **Energy Saver Settings**.
6. Select **Energy Saver Timers**.
7. Select **Change Settings**.
8. Select the desired time interval for both the Low Power and Sleep modes.

Note

The default time for Low Power mode is 15 minutes. The default time for Sleep mode is 60 minutes. Ensure that the Sleep mode interval is configured with a longer amount of time than the Low Power mode time interval.

9. Select **Save**.

   The previous screen is displayed.
10. Select **Close**.

    The main Tools tab screen is displayed.
11. Exit administrator mode.

Exiting power saver mode

The machine exits power saver mode either by pressing the **Power Saver** button on the control panel or when it receives print data for an incoming print job.

2

Configuration

NetWare

Preparations

Note

A NetWare server is required when using NetWare network.

Tip

Refer to the Using CentreWare Internet Services chapter of this guide for detailed instructions on configuring NetWare.

The machine supports PServer mode for both the NetWare Directory Service and Bindery Service. PServer mode enables the machine to function as a print server and to capture print jobs in the print queue to output. The printer created for the machine consumes one file server license.

Note

The machine does not support Remote Printer (RPrinter) Mode.

Supported interfaces:

- 100Base-TX
- 10Base-T

Supported frame types:

- Ethernet II specification
- IEEE802.3 specification
- IEEE802.3/IEEE802.2 specification
- IEEE802.3/IEEE802.2/SNAP specification

Note

The machine will send packets of each frame type on the network, and will initialize for the same frame type as the first reply packet received. However, if there are multiple protocols running on the same network, use Ethernet II specification.

Microsoft® Network (SMB)

Preparations

A network environment where either TCP/IP or NetBEUI is required when using a Microsoft Network (SMB).

Configuration procedure

The machine can be connected to computers using Microsoft Networks (SMB).

Depending on the network environment, the machine may need to be configured with an IP address, subnet mask and gateway address. Confirm with the network administrator and set up the necessary items.

The following is the procedure to connect the machine to a Microsoft Network (SMB):

- Configuration on the Machine: Enable the SMB port on the machine.
- Configuration on the Computer: Install the print driver.

Configuration on the machine (SMB)

This section describes the configuration procedure to connect the machine to Microsoft Networks (SMB). First enable the SMB port, then set the IP address.

- The configuration can also be performed using the IP configuration tools included in CentreWare Internet Services or CentreWare Utilities. Refer to Using CentreWare Internet Services.
- Enable the SOAP port and the SNMP port in most cases.

1. Enter the System Administrator Mode.
2. Enable the SMB port.
   a) Select **System Settings**.
   b) Select **Connectivity & Network Setup**.
   c) Select **Port Settings**.
   d) Select **SMB** and then select **Change Settings**.
   e) Select **Port Status** and select **Change Settings**.
   f) Select **Enable** and then select **Save**.
3. If necessary, set the IP Address.
4. Exit the System Administrator Mode.

5. After the machine is restarted, print out the Printer Settings List to confirm that the SMB port is enabled.

Note

If using the NetBEUI protocol, select NetBEUI as the protocol used by SMB for the port configuration using CentreWare Internet Services.

Note

Configure the SMB as necessary. Refer to for the SMB configuration.

3

Using CentreWare Internet Services

CentreWare Internet Services enables you to display, configure, and change settings of the machine by using a web browser instead of the machine's control panel.

Preparations

The following items are needed to use CentreWare Internet Services:

- A computer which can use TCP/IP as the network protocol.
- The configuration of the machine which includes:
  - IP address
  - Subnet mask
  - Gateway address

Configuration procedure

CentreWare Internet Services provides a variety of services, including job and printer status, and the ability to alter configurations using a web browser in a TCP/IP environment.

For setting as a printer, the properties screen of the services in CentreWare allow the users to configure the system settings and port settings for each network that are otherwise set using the touch screen on the machine.

Follow the procedure below to use CentreWare Internet Services.

- Configuration on the Machine: Configure the machine to be able to use CentreWare Internet Services. First enable the Internet service port, then set the IP address.
- Confirmation of the Configuration: Confirm whether the machine is set to use CentreWare Internet Services.

Configuration on the machine

This section describes the configuration procedure for using CentreWare Internet Services on the machine.

First enable the Internet service port, then set the IP address.

1. Enter the System Administrator Mode.
2. Enable either the LPD port or the Port 9100 port as appropriate. In this example, the LPD port is enabled.
   a) Select **System Settings**.
   b) Select **Connectivity & Network Setup**.
   c) Select **Port Settings**.
   d) Select **Internet Services (HTTP)** and then select **Change Settings**.
   e) Select **Port Status** and select **Change Settings**.
   f) Select **Enabled** and then select **Save**.
   g) Select **Close** repeatedly until the Connectivity & Network Setup screen is displayed
3. If necessary, set the IP Address.
4. Exit the System Administrator Mode.
5. After the machine is restarted, print out the Printer Settings List to confirm that the Internet service port is enabled.

Connect to CentreWare Internet Services from a computer

1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the Enter key.
   - Example of the IP address (when the machine IP address is 192.168.1.1): **http://192.168.1.1**
   - Example of the Internet URL (when the machine Internet address is in the form of xxx.yyy.zz.vvv): **http://xxx.yyy.zz.vvv**
   - If your network uses DNS (Domain Name System) and host name for the machine is registered with the domain name server, you can access the device using a combination of the host name and the domain name as the Internet address. For example, if the host name is dcf1100, and the domain name is mycompany.com, then the Internet address becomes **.dcf1100.mycompany.com**
   - When specifying a port number, add a colon (:) and a port number to the end of the Internet address.

- If the Login Setup feature is enabled on the machine, enter the UserID and password in User ID and Password. The default user name is **admin** and the default password is **1111**. To change the default, access **Properties > Security System > Administrator Settings**.
- Enter an address beginning with https rather than http into the address bar in the browser if encrypted communication is employed.
  - Example of the IP address entry: **https://192.168.1.1/**
  - Example of the Internet address entry: **https://xxx.yyyy.zz.vvv/**

Network setting items for CentreWare Internet Services

CentreWare Internet Services enable you to alter various settings on the machine from a computer.

- Confirm that the ports are enabled, if an item that you want to set is not displayed.
- When a setting is changed from CentreWare Internet Services while operating the control panel, the setting items changed on the screen of the control panel do not display. Power-cycle the printer in this case.

The following network settings are discussed in this section:

- Ethernet
- EtherTalk
- SMB
- NetWare
- TCP/IP
- LPD
- SNMP
- IPP
- Port 9100
- LDAP
- E-mail
- HTTP

The following browsers have been confirmed to operate with CentreWare Internet Services:

For Windows®

- Microsoft Internet Explorer® ver.6.0 Service Pack 1 (SP1) or later.
- Netscape® 7.0 or later.

For MacOS® 10.2 or later

- Microsoft Internet Explorer 5.2 or later.
- Netscape 7.0 or later.

Ethernet

This section describes the settings for the Ethernet interface.

1. Connect to CentreWare.
2. Click the **Properties** tab.
3. Click on **Connectivity** and on **Physical Connections** to display the items in the folder.
4. Click **Ethernet**.
5. Set the communication speed for the Ethernet interface using the **Ethernet Settings** pull-down menu.
6. Select **Apply**.

EtherTalk

This section describes the settings for EtherTalk.

1. Perform the following to access the network protocol settings.
   a. Connect to CentreWare.
   b. Click the **Properties** tab.
   c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.
2. Click the **EtherTalk**.
3. Set the **Printer Name**.
4. Set **Zone Name**.
5. Select **Apply**.

Microsoft Networking (SMB)

This section describes how to configure settings for Microsoft Networking.

1. Perform the following to access the network protocol settings.
   a. Connect to CentreWare.
   b. Click the **Properties** tab.
   c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.
2. Select a transport protocol from the Transport drop down list.
3. Click **Microsoft Networking**.
4. Select a transport protocol from the Transport drop down list.

5. Type the workgroup name in the **Workgroup** field.
6. Type the host name in the **SMB Host Name** field.
7. Set the **Maximum Connections**. Default is 5.
8. Select the **Enabled** check box to enable Unicode Support.
9. Select the **Enabled** check box when using Automatic Master Mode.
10. Select the **Enabled** check box when using Password Encryption to encrypt user passwords for remote authentication using SMB.
11. To configure primary and secondary WINS servers:
    a) To allow your DHCP server to provide your WINS server address to the printer, select **DHCP** next to Obtain WINS Server Address Automatically.
    b) If you want to provide the WINS server address manually, type it in the Primary Server IP Address field and if needed, the Secondary Server IP Address field.
12. Select **Apply**.

NetWare

NetWare is a network operating system developed by Novell to run various services using cooperative multitasking. This section describes the settings for NetWare.

Before you begin:

1. Ensure an existing operational NetWare network is available.
2. Verify that you have administrator rights to log into a NetWare file server/tree.
3. Ensure the printer is connected to the network.
4. Set up a print server object using the appropriate Novell utility. Refer to the Novell system documentation for help.

1. Perform the following to access the network protocol settings.
    a. Connect to CentreWare.
    b. Click the **Properties** tab.
    c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.
2. Click **NetWare**.
3. Select a frame type from the **Frame Type** pull-down menu.

    Note

    Set this item only when the operation mode is in Directory Service.
4. Type a polling rate between 1 and 240 seconds for the print server in the **Queue Poll Interval**.
    The default is 5.
5. Set the **Printer Server Name**.
6. Type the server password in the **New Print Server Password**.
    a) Enter the Password.
    b) Re-enter the same password in the Re-enter Password field.

7. Select an operation mode from the Active Mode type: **PServer Mode** for Directory and Bindery
8. Type the name of your primary file servers for the printer in the **File Server** field.

   Note

   Set this item only when the operation mode is in Bindery Service.

9. Type 1-100 in the **Number of Searches**.
   Type 0 for no limit.
10. Select **Enabled** to enable the TBCP Filter.

    Note

    The TBCP Filter checkbox will have a checkmark in it indicating that the TBCP Filter is enabled.

11. Type a name for the NDS tree in the **NDS Tree** field.
    The default entry for this field is Xerox_DS_Tree. If you are using Bindery mode, leave this field blank.
12. Type a context in the **NDS Context** field.
    The default entry for this field is Xerox_DS_Context. If you are using Bindery mode, leave this field blank.

    Note

    Set this item only when the operation mode is in Directory Service.

13. For the Service Location Protocol, select **Enabled** to enable SLP - Active Discovery.
14. Select **Enabled** next to Use SLP for Name Resolution.
15. Type the scope name in the Scope field.
16. Type the SLP server address in the SLP Server field.
17. Select **Apply**.

TCP/IP

Transmission Control Protocol (TCP) and Internet Protocol (IP) are two protocols within the Internet Protocol Suite. IP manages the transmission of messages from computer to computer while TCP manages the actual end-to-end connections. This section describes the how to configure settings for TCP/IP.

You can configure IPv4 settings at the printer control panel or through CentreWare IS. You can only configure IPv6 through CentreWare IS. By default, TCP/IP is enabled. It must be enabled at the printer control before you can access CentreWare.

IPv6 is optional and may be used in addition to or in place of IPv4. IPv6 hosts can automatically configure themselves when connected to a routed IPv6 network using the Internet Control Message Protocol Version 6 (ICMPv6). ICMPv6 performs error reporting for IP along with other diagnostic functions. When first connected to a network, a host sends a link-local multicast router solicitation request for its configuration parameters. Routers respond to this request with a router advertisement packet containing network-layer configuration parameters.

1. Perform the following to access the network protocol settings.

a. Connect to CentreWare.
b. Click the **Properties** tab.
c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.

2. Click **TCP/IP**.
3. To enable both IPv4 and IPv6, touch **IP Mode** and select **IPv6** or **Dual Stack**.
4. Type a unique **Host Name** for your printer.
   The host name is the same for IPv4 and IPv6.
5. Select the desired method for obtaining a dynamic IP address from the **IP Address Resolution** pull-down menu.
   Or select **Static** to define a static IP address.
6. If you select **Static**, type the **IP Address**, **Subnet Mask** and **Gateway Address** in the appropriate fields.

   Note

   This item is not necessary if either DHCP, BOOTP, RARP, or DHCP/Autonet has been selected from the Get IP Address pull-down menu.

7. Set the **Subnet Mask** and **Gateway Address**.

   Note

   This item is not necessary if either DHCP, BOOTP, RARP, or DHCP/Autonet has been selected.

8. Next to Get IP Address from DHCP, select **Enabled** to allow your DHCP server to assign an IP address to the printer.
9. Type a valid **Domain Name**.
10. Set the DNS configuration information.
    a) Select **Enabled** next to **Obtain DNS Server Address Automatically** to allow the DHCP server to provide the DNS server address.
    b) Clear the checkbox to manually provide the DNS server address in the appropriate fields.

       Note

       This item is not necessary if DHCP has been specified.

    c) Type an IP address for the **Preferred DNS Server**, **Alternate DNS Server 1** and **Alternate DNS Server 2**.
    d) Next to Dynamic DNS Registration (DDNS), select **Enabled** to register the printer's host name in the DNS server. Select **Overwrite** to overwrite existing entries in the DNS server.
    e) Next to Generate Domain Search List Automatically, select **Enabled** if you want the printer to generate a list of search domains. Type the domain names if the option is disabled.
    f) Type **Domain Name** 1, 2 and 3.
    g) Type the time allowed until the printer stops attempting to connect to the server for the **Connection Timeout**.

h) Next to Release IP Address, select **Enabled** if you want the printer to release its IP address when it restarts.

11. Select **Apply**.

LPD

The Line Printer Daemon (LPD) protocol is used to provide printer spooling and network print server functionality for operating systems such as HP-UX®, Linux®, and MAC OS X. This section describes the settings available for the LPD feature.

For information on setting up print queues on your client system, refer to your client system's documentation.

1. Perform the following to access the network protocol settings.
   a. Connect to CentreWare.
   b. Click the **Properties** tab.
   c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.
2. Click **LPD**.
3. Type an LPD port number in the **Port Number** field or use the default of 515.
4. Select the **Enable** check box to enable the TBCP Filter.
5. Set the **Connection Time-Out**.
6. Set the **Maximum Number of Sessions**.
7. Next to **TCP-MSS Mode**, select **Enabled** if needed. This setting is common for LPD and Port 9100.
8. If TCP-MSS Mode is enabled, under **IPv4**, type the IP Addresses for Subnet 1, 2 and 3.
9. Reflect the values as the machine's setting values.
   a) Click **Apply**. A screen to enter the user name and password may display.

   Note

   The default User ID value is **admin** and password is **1111**.

   b) The right frame on the web browser will change to the machine reboot display.
   c) Click **Reboot**. The machine will reboot and the setting value will be reflected.

SNMP

Simple Network Management Protocol (SNMP) is used in network management systems to monitor network-attached devices for conditions that require administrative attention. It consists of a set of standards for network management including an application layer, a database schema, and a set of data objects. Agents, or software modules, reside in the printer's SNMPv3 engine. A manager is an SNMPv3 management application such as Open View that is used to monitor and configure devices on the network. The agent responds to read (GET) and write (SET) requests from the manager and can also generate alert messages, or Traps, based on certain events.

This section describes how to configure settings for SNMP.

Note

When using the CentreWare software to manage the machine by remote control, enable the SNMP port.

SNMP settings can be configured in CentreWare IS. You can also enable or disable Authentication Failure Generic Traps on the printer. SNMPv3 can be enabled to create an encrypted channel for secure printer management.

1. Perform the following to access the network protocol settings.
   a. Connect to CentreWare.
   b. Click the **Properties** tab.
   c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.
2. Click **SNMP Configuration**.

   Note

   Another option exists called Enable SNMP v3 Properties. If using this option, configure HTTPS before configuring SNMP v3. Configuring this feature requires secure web page communications. Also, SSL must be enabled.
3. Under SNMP Properties, select **Enable SNMP v1/v2c or v3) Protocols**.
4. Select **Apply**.
5. Under Authentication Failure Generic Traps, select **Enabled** for the printer to generate a trap for every SNMP request that is received by the printer that contains an invalid community name.
6. Select **Apply**.
7. To change the SNMP public and private community names from the default values:
   a) type a name up to 256 characters for the **Community Name (Read only)**, **Community Name (Read/Write)**, and **Trap Community Name (Trap Notification)**.
   b) Set the System Administrator's Login ID.
   c) Reflect the values as the machine's setting values.
   d) Click **Apply**. A screen to enter the user name and password may display.
   e) The right frame on the web browser will change to the machine reboot display.

      Note

      The default User ID value is **admin** and password is **1111**.
   f) Click **Reboot**. The machine will reboot and the setting value will be reflected.

   Note

   Xerox recommends you change the SNMP v1/v2c public and private community names for security purposes.
8. To edit SNMP v3 settings:
   a) Under SNMP Properties, select **Edit SNMP v3 Properties**.

b) Under Administrator Account, select **Account Enabled** to create the administrator account.
c) Type an Authentication Password and confirm it. This password is used to generate a key used for authentication.
d) Type a Privacy Password and confirm it. This password is used for encryption of SNMPv3 data. The pass phrase used to encrypt the data needs to match with the server.

The password must be at least eight characters in length and can include any characters except control characters.

a) Under Print Drivers/Remote Clients Account, select **Account Enabled**.
b) Select **Apply**.

9. To add IP Trap Destination Addresses:
   a) Select **Advanced** at the bottom of the page.
   b) Under Trap Destination Addresses, select **Add UDP IPv4 Address** or **Add UDP IPv6 Address**.
   c) Type the IP address of the host running the SNMP manager application to be used to receive traps.

      Port 162/UDP is the default port for traps. You can select **v1** or **v2c** based on what the trap receiving system supports.
   d) Under Traps, select the type of Traps to be Received by the SNMP manager.
   e) Select **Apply**.
10. To add the Internetwork Packet eXchange (IPX routing protocol used by Novell NetWare) Trap Destination Addresses:
   a) Select **Advanced** at the bottom of the page.
   b) Under Trap Destination Addresses, select **Add IPX Address**.
   c) Type the 8-digit hexadecimal number that identifies the **IPX External Network** host configured to receive the trap.
   d) Type the 48-bit **Physical MAC Address** of the computer running the SNMP manager application that is to receive the trap.
   e) Type the **IPX Socket Number** of the computer running the SNMP manager application configured to receive the packets.
   f) Select the SNMP version, **SNMP v1** or **SNMP v2c** based on the trap receiving system.
   g) Under Traps, select the type of **Traps to be Received** by the SNMP manager.

FTP

File Transport Protocol (FTP) is a standard network protocol used to pass and manipulate files over a TCP/IP network. Several services running on your printer, including Network Scanning, Saved Jobs Backup and Software Upgrade can use FTP as a filing service.

This section describes how to enable and configure FTP.

1. In CentreWare, select **Properties > Connectivity > Protocols > FTP**.

2. Next to FTP client Port Status, select Enabled.
3. Next to Transfer Mode, select either Passive Mode to transfer data over a random port number specified by the FPT server from a connection made at the printer, or select Active Mode to transfer data over a fixed, known port from a connection made at the server.
4. Select **Apply**.

POP3

Post Office Protocol, version 3 (POP3) allows email clients to retrieve e-mail from remote servers over TCP/IP on network port 110.

1. In CentreWare, select **Properties** > **Connectivity** > **Protocols**
2. Select **POP3 Setup**.
3. Type the appropriately formatted address and port number. The default port number is 110.
4. Next to POP Receive Password Encryption, select **APOP Authentication** if needed.
5. Type the **Login Name** assigned to the printer that will be used to log into the POP3 server.
6. Type a password. Retype the password to confirm.
7. Type a **Polling Interval** value between 1 and 120 minutes. The default value is 10 minutes.
8. Select **Apply**.

Proxy Server

A proxy server acts as a go-between for clients seeking services and servers that provide them. The proxy server filters client requests and if the requests conform to the proxy server's filtering rules, grants the request and allows the connection.

A proxy server keeps any devices behind it anonymous and it decreases the amount of time needed to access a resource by caching content such as Web pages from a Web server.

1. In CentreWare, select **Properties** > **Connectivity** > **Protocols**
2. Select **Proxy Server**.
3. Under General, next to Use Proxy Server, select **Enabled**.
4. Next to Proxy Setup, select **Same Proxy for All Protocols** to use the same proxy settings for HTTP and HTTPs, or **Different Proxy for each Protocol**.
5. Under Addresses to Bypass Proxy Server, type any web addresses or domains that you want to bypass the proxy server, such as your company's intranet site.
6. Under HTTP Server, type the **Server Name** and **Port Number**. The default port number is 8080.
7. Next to Authentication, select **Enabled** if your proxy server is configured to require authentication, then type a **Login name** and **Password**. Retype the password to confirm.
8. Under HTTPS Server, enter the HTTPS proxy server information if needed.
9. Select **Apply**.

SMTP

Simple Mail Transfer Protocol (SMTP) is used by the printer's email feature to deliver scanned images. After you enable SMTP, the Email button is enabled on the Control Panel.

This section describes how to configure SMTP server settings.

1. In CentreWare, select **Properties > Connectivity > Protocols**.
2. Select **SMTP Server**.
3. Under Required Information, select the method to use to locate an SMTP server: **Static** or **From DNS**.
4. Type the SMTP server IP address or host name.
5. Enter the port numbers for sending and receiving email. The default is 25.
6. Type the specific email address assigned to this printer by the SMTP server in the Machine's Email Address field.
7. Select **Apply**.

WSD

Web Services for Devices (WSD) is technology from Microsoft that provides a standard method for discovering and using network connected devices. It is supported in Windows operating systems since Windows Vista and Windows Server 2008. WSD is one of several supported communication protocols.

Ensure that the printer and client computers are on the same IP subnet. This section describes how to configure the WSD print server.

1. In CentreWare, select **Properties > Connectivity > Protocols**
2. Select WSD.
3. Edit the following settings if needed.
   a) Set the **Port Number**. The default is 80.
   b) Set the **Data Receive Time Out** in seconds. The default is 30.
   c) Set the **Notification Delivery Time Out** in seconds. The default is 8.
   d) Set the **Maximum TTL**. The default is 1.
   e) Set the **Maximum Number of Subscribers**. The default is 50.
4. Select **Apply**.

IPP

Internet Printing Protocol (IPP) is used for remote printing and managing print jobs. This section describes the settings for the IPP port.

1. Perform the following to access the network protocol settings.
   a. Connect to CentreWare.
   b. Click the **Properties** tab.

c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.

2. Click **IPP**.
3. Type the port number you want the printer to use in the **Add Port Number**.
4. For Administrator Mode, select **Enabled** to allow only one specific user to control or delete any print job.
5. Select the **Enable** check box to enable DNS.
6. Set the **Connection Time-Out**.
   Default is 60 seconds.
7. Select **Apply**.

Port 9100 - Raw TCP/IP Printing

Raw TCP/IP is a printing method used to open a TCP socket-level connection over Port 9100, to stream a print-ready file to the printer's input buffer. It then closes the connection either after sensing an End of Job character in the PDL or after expiration of a preset time-out value. Port 9100 does not require an LPR request from the computer or the use of an LPD running on the printer. Port 9100 is selected in Windows as the Standard TCP/IP port. This section describes how to configure the settings for Port 9100.

Note

Enable the Port 9100 port when using HP-UX.

1. Perform the following to access the network protocol settings.
   a. Connect to CentreWare.
   b. Click the **Properties** tab.
   c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.
2. Click **Port 9100**.
3. Next to TCP-MSS Mode, select **Enabled** if needed.

   TCP-MSS settings are common for LPD and Port 9100.
4. If TCP-MSS mode is enabled, under IPv4, type the IP addresses for **Subnet 1, 2** and **3**.
5. Ensure that the **TCP Port Number** is set to 9100.
6. Set the **End of Job Timeout** to the desired number of seconds between 0 and 1800 before processing a job with an End of Job character. The default time is 300 seconds.
7. Select **Apply**.

LDAP

Lightweight Directory Access Protocol (LDAP) is a protocol used to process queries and updates to an information directory, also known as an LDAP directory, stored on an external server. LDAP directories are heavily optimized for read performance. Use this page to define how the printer retrieves user information from an LDAP directory. This section describes how to configure the server settings for the LDAP/LDAPS port.

1. Perform the following to access the network protocol settings.
   a. Connect to CentreWare.
   b. Click the **Properties** tab.
   c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.
2. Click **LDAP Server**.
3. Set the **IP Address/Host Name & Port**.
4. Set the **Backup IP Address/Host Name & Port**.
5. Set the **Optional Information**.
   a) Type the search directory root path in the **Search Directory Root** field using Base DN format.
   b) Specify the login credentials required to access the LDAP directory. Options are: **Remotely Authenticated User** and **System**.
   c) Type the Login Name and Password, if needed. Retype the password to confirm.
   d) Under Maximum Number of Search Results, type a number between 5 and 100 for the maximum number of addresses that can be returned matching the search criteria entered. The default number is 25.
   e) Under Search Timeout select **Use LDAP Server Timeout** to allow the printer to time out based on the LDAP server settings, or select Wait and type in the number of seconds between 5 and 120 that the printer will wait before timing out. The default is 30 seconds.
   f) If your primary LDAP server is connected to additional servers, select **LDAP Referrals** to include those LDAP servers in your searches.
   g) Type the maximum number of consecutive LDAP referrals in the LDAP Referral Hop Limit field.
   h) Under the Perform Query on heading, select **Mapped Name Field** to specify how the name fields are mapped or **Surname and Given Name Fields** to search for the user's last name and first name.
   i) Select **Apply**.
6. Define user mappings which allow you to fine-tune server search results:
   a) Select **LDAP > LDAP User Mappings**.
   b) To send a test query, under Search, type the name of the user you want to search for in the User Name field and select **Search**. If a match occurs, the user's information displays.
   c) Use the drop down menus under Imported Heading to remap fields as needed.
7. To configure filters for LDAP:
   a) Select **LDAP > Custom Filters**.
   b) In the User ID Query Filter field, type the LDAP search string or filter that you want to apply. Format the search string as LDAP objects inside of parentheses.
   c) Under Email Address Book Filter, select **Enable Filter**.
   d) In the Email Address Book Filter field, type the LDAP search string or filter you want to apply. Format the search string as LDAP objects inside of parentheses.
8. Select **Apply**.

HTTP

Hypertext Transfer Protocol (HTTP) is a request-response standard protocol between clients and servers. Clients making HTTP requests are referred to a User Agents (UAs) while servers responding to these requests for resources such as HTML pages, are referred to as origin servers. There can be any number of intermediaries such as tunnels, proxies, or gateways between UAs and origin servers. This section describes how to configure the settings for the HTTP port.

1. Perform the following to access the network protocol settings.
   a. Connect to CentreWare.
   b. Click the **Properties** tab.
   c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.
2. Click **HTTP**.
3. Set the **Maximum Session Number**.
   The default is 5.
4. Set the **Port Number**.
   The default is 80.
5. Next to Secure HTTP (SSL) select **Enabled** to encrypt HTTP communication between the printer and client computers (using CentreWare iS). This includes data sent using IPSec, SNMP and Audit Log. A digital certificate must also be installed on the printer.
6. Type the Secure HTTP Port Number if needed. HTTP traffic will be routed to this port when SSL is enabled. The default is 443.
7. Set the **Connection Time-Out**.
8. Select **Apply**.

Encrypting HTTP communication

Note

Refer to the CentreWare Internet Services online help for how to import the certificate.

This section describes the procedure to generate the certificate using CentreWare Internet Services and how to establish encrypted communication.

1. Perform the following to access the property settings.
   a. Connect to CentreWare.
   b. Click the **Properties** tab.
2. Click the plus sign **+** on the left of **Security** to display the items in the folder.
3. Click **Machine Digital Certificate Management**.

   If necessary, enter the System Administrator UserID and password into User Name and Password, and then click **OK**.

   #### Note

   The default User ID value is admin and password is 1111.

4. Generate the Certificate.
   a) Click the **Create New Self Signed Certificate** button.
   b) Set the **Size** of the Public Key.
   c) Set the **Issuer**.
   d) Click the **Apply** button. A screen to enter the user name and password will be displayed.
5. Refresh the web browser.
6. Click **SSL/TLS Settings**.
7. Select the **Enable** check box for HTTP - SSL/TLS Communication. Display the items in the folder.
8. Set the **HTTP - SSL/TLS Communication Port Number**.
9. Reflect the values as the machine's setting values.
   a) Click the **Apply New Settings**.
   b) The right frame on the web browser will change to the machine reboot display.
   c) Click **Reboot**. The machine will reboot and the setting value will be reflected.

Additional HTTP information

Type an address beginning with "https" rather than "http" into the address bar in the browser when accessing CentreWare Internet Services if encrypted communication is enabled.

Example of the Internet address entry and the IP address entry:

- http://xxx.yyyy.zz.vvv/
- http://192.168.1.1/

Encrypting HTTP communication additional information

- The communication data between the machine and networked computers can be encrypted using HTTP.
- The SOAP port, Internet service port, and IPP port use HTTP.
- The SSL and TLS protocols are used to encrypt the communication data. Also, a public key and certificate are used to decrypt the data.
- The public key and certificate can be generated using CentreWare Internet Services. The certificate is valid for a year. Also, an existing certificate can be imported into the machine.
- When performing SSL communication using the self-certificate generated by the machine, or the certificate with which the character code is indicated by UTF-8, the following phenomena occur.
- If Internet Explorer is used in the OS environment Windows 98E or earlier, the publisher/publishing place of the certificate will not be displayed correctly.
- SSL connection will not be made if Internet Explorer is used in the OS environment of Mac OS X 10.2 because the OS cannot recognize the character code (UFT-8) of the certificate. Use Netscape7 in the preceding OS environment.

- By enciphering HTTP communication, communication data can be enciphered at the time of printing (SSL encrypted communication). For how to encrypt, refer to the CentreWare Internet Services online help.

WebDAV

Web based Distributed Authoring and Versioning (WebDAV) is a set of extensions to HTTP that allow users to edit and manage files collaboratively on remote web servers. WebDAV must be enabled to use Network Scan Utility 3. This section describes how to configure the settings for the WebDAV port.

Note

WebDAV is used to access a mailbox on the machine from a computer connected to a network using CentreWare Internet Services.

1. Perform the following to access the network protocol settings.
    a. Connect to CentreWare.
    b. Click the **Properties** tab.
    c. Click on the left of Connectivity and on the left of **Protocols** to display the items in the folder.
2. Click **WebDAV**.
3. Set **Port Number**.
4. Set **Connection Time-Out**. The default is 30 seconds.
5. Select **Apply**.

E-mail

The product is capable of exchanging e-mails. The following features are available with the e-mail feature:

- Mail print
- Mail notice
- Job completion notice
- Scanner (mail transmission)

Note

This feature does not appear for some models. An optional package is necessary. For more information, contact the Customer Support Center.

Setting the E-mail items

This section describes the setting items for the E-mail feature.

1. Connect to CentreWare.
2. Click the **Properties** tab.

3. Click **Description** from the Properties area of the web browser page.
4. Set the e-mail address for the machine and administrator.
   a) Set the **Administrator E-Mail Address**.
   b) Set the **Machine E-Mail Address**.
5. Click **Configuration Overview** and then the **E-Mail Settings** button.
6. Set the print method using the **Print Delivery Confirmation Mail** pull-down menu.

   Note

   Set this item when using the mail print feature.

7. Select the **Enable** checkbox to enable the Print Error.
8. Select the **Enable** checkbox to enable the Response to Read Status (MDN).

   Note

   Set this item when using the mail print feature.

9. Click on the left of **Connectivity** and on the left of **Protocols** to display the items in the folder.
10. Click **POP3 Setup**.
11. Set the POP3 server information.

    Note

    Set this item when using the mail print feature and POP3 is specified for the Receive Protocol.

    a) Set the **POP3 Server Address**, **POP3 Port Number**, and **POP Receiving Authentication**.
    b) Set the **POP3 Server Check Interval**.
    c) Set the **POP User Name**.
    d) Enter the **POP User Password**.
12. Set the mail exchange restrictions.

    Note

    Set this item when using the mail print feature.

    a) From the Domain Filtering drop-down menu, select either **Off**, **Allow Domains**, or **Block Domains**.
    b) Click **Edit** button.
    c) If you selected **Allow Domains**, specify the domain names that will be allowed by the machine.

       Note

       If you selected Block Domains, specify the domain names that will be blocked by the machine.

    d) Click **Apply**.
    e) Click the **Back** button until the E-Mail Settings screen is displayed.

13. Click SMTP Server.
14. Set the SMTP Server Address, Host Name and Port.

    Note

    Set this item when using the scanner (mail transmission), mail notice, or job completion notice feature.

15. Set the WorkCentre E-mail Address.
16. Set the Optional Information as necessary.
17. Reflect the values as the machine's setting values.
    a) Click **Apply**.
    b) Click **Reboot**. The machine will reboot and the setting value will be reflected.

Network Scanning

The scanned document is stored on the machine's hard drive and then transmitted automatically to a networked computer (server), using a Job Template. You can access the Network Scanning feature by the selecting Network Scanning button from the All Services screen. A list of all the Job Templates created are displayed on the Network Scanning screen.

Creating Job Templates

The job template is a configuration file that defines conditions, information about the transfer destination server, and other information for the scanned file.

A job template can be created using CentreWare or remotely using a Network Scanning server application such as the EFI Controller. According to the settings in the template, documents are automatically scanned, saved in TIFF/JPEG or PDF format, and then sent to a specified server.

Adding a new Template

This section describes the procedure to create Job Templates for network scanning.

1. Connect to CentreWare.
2. Click the **Scan** tab and ensure that **Job Templates** is selected.
3. Enter **Template Name**, **Description (Optional)**, and **Owner (Optional)** and click **Add**.
4. The added template Screen appears. Click the **Edit** button in the File area.
5. Set the **Filing Policy** and **File Destination** parameters and click **Apply**.
6. Click **Add** or **Edit** in the Document Management Fields (Optional) area. Enter the field as required for your Document Management software and click **Apply**.
7. Click **Edit** in the Network Scanning area. Set the **Color Scanning**, **2 Side Scanning**, and **Original Type** parameters and click **Apply**.
8. Click **Edit** in the Advanced Settings area. Set the **Image Options**, **Image Enhancement**, and **Resolution** parameters and click **Apply**.

9. Click **Edit** in the Layout Adjustment area. Set the **Original Orientation**, **Original Size**, **Reduce/Enlarge**, **Output Size**, and **Edge Erase** parameters and click **Apply**.
10. Click **Edit** in the Filing Options area. Set the **Document Name**, and **Document Format** parameters and click **Apply**.
11. Click **Edit** in the Report Options area. Click to enable the **Confirmation Sheet** and/or **Job Log** and click **Apply**.
12. Click **Edit** in the Network Scanning Image Settings area. Set the **Viewing and Search** option and click **Apply**.
13. Click **Edit** in the Compression Capability area. Click to enable the desired compressions and click **Apply**.

Adding a Job Template File Destination

This section describes the procedure to add a file destination to be used by the Job Templates for storing scanned documents.

1. Connect to CentreWare.
2. Click the **Properties** tab and ensure that **Configuration Overview** is selected. Click the **Network Scanning Settings** button.
3. Click the **File Repository Setup Configure** button.
4. Click the **Default File Destination Edit** button.
5. The File Destination screen appears.
6. Set the File Destination parameters.
   a) Set the **Friendly Name** for the file destination.
   b) Set the **Protocol** (FTP or SMB).
   c) Set the **Host Name/IP Address & Port**.
   d) Set the **Login Credentials** to **Access the Destination**.
   e) Set the **File Path** (if necessary).
   f) Enter the **Login Name** and **Password** of the destination server.
   g) Click **Apply**.

4

Software applications and options

Additional software applications are available with the machine, such as Remote Services and Xerox® Extensible Interface Platform® (XEIP); both of these applications are standard with the machine. The customer may purchase other software options at an additional cost per option/application.

Note

Some applications, including XEIP, may not be available for your product or for certain regional areas. For more information about which software applications/options are available for your product, contact the Xerox Customer Support Center.

Installing software applications/options

When the machine is initially installed, an Installation Wizard is used to install software optional kits, such as Secure Watermark.

Note

Secure Watermark is provided as an example only. It may or may not be available for your product and region.

If this wizard is bypassed at installation, the administrator can add pin codes included on each optional kit. These steps should be performed right after the installation.

1. Login as administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings** > **Common Service Settings**.
5. Select **Maintenance**.
6. Select **Software Options**.
7. Select **Select Keyboard**.

8. Enter the Key/Password from the kit in the space provided.

   The Key/Password is found on the label included in each kit. Use the upper and lower case letters in this step.
9. Select **Save**.
10. Repeat steps 8 - 10 for each software application/option kit entered.
11. Select **Reboot**.

SIQA software installation

The Simple Image Quality Adjustment (SIQA) software is used to perform the Auto Alignment Adjustment and Density Uniformity Adjustment procedures.

Important

Without the installation of the SIQA software, the aforementioned procedures cannot be performed.

The SIQA software installation process consists of the following:

1. Installing the SIQA software on a PC.
2. Setting up communication between the SIQA software application and the print engine. This varies depending on the print server attached to your machine and whether or not a third-party PC is being used.

Installing the SIQA software on a PC

The following requirements must be met before installing the SIQA software:

- A client PC with an operating system (OS) of Windows Vista®, Windows® XP, or Windows 7.
  - If using a Xerox® EX Print Server, Powered by Fiery® (standalone), the SIQA software may be installed on it.
  - If using a Xerox® Integrated Fiery® Color Server, the SIQA software must be installed on a separate Windows-based PC.
  - If using a Xerox® FreeFlow® Print Server, a separate Windows-based PC must be used for installing the SIQA software.
- The SIQA software either on a USB drive or a DVD.
- The SIQA background PDF file which resides either on the USB drive or the DVD.

1. Connect the USB drive or insert the DVD into the targeted PC.
2. On the removable media, locate and open the **SIQA install files** folder.
3. Copy the **SIQA_Software files** folder onto the PC or server desktop.
4. Open the **SIQA_Software files** folder on the desktop.
5. Locate and double-click on the **setup.exe** file.

The PC may display a message stating: It is strongly recommended that you exit all programs before running this installer. Applications that run in the background, such as virus-scanning utilities, might cause the installer to take longer than average to complete.

a) Select **Next** to continue the installation process.
b) Select **Next** to continue.

   The License Agreement message is displayed.

6. Select the **I accept the License Agreement(s)** radio button.
7. Select **Next** to continue.

   The Start Installation window is displayed.
8. Select **Next** to continue.

   A progress window is displayed as the software continues the installation process.
9. At the Installation Complete window, select **Next**.
10. Select **OK** when the Message window is displayed.
11. If prompted, select **Restart** to reboot the PC and complete the installation process. If not prompted, go to step 13.
12. Upon completion of the PC reboot, enter a user name and password, if required.
13. If necessary, close the any open folders.
14. Create a SIQA shortcut onto the PC desktop:
    a) Click the **Start** button and select **Program > Simple Image Quality Adjustment > SIQA**.
    b) Left-click the **SIQA** icon and drag it to the desktop.

Setting up communication between the SIQA application and the print engine

Setting up communication between the SIQA software application and the print engine varies depending on the print server that is attached to the machine and whether or not a third-party PC is being used. The procedures provided here include:

- Setting up and running SIQA software on an EX Print Server (Fiery standalone)
- Setting up and running SIQA software on a third-party PC via an EX Print Server or an Integrated Fiery Color Server
- Setting up and running SIQA software on a third-party PC when a FreeFlow Print Server is installed

Setting up and running SIQA software on an EX Print Server

1. Ensure that the cross-over Ethernet cable is installed and connected between the EX Print Server and the print engine.
2. From the EX Print Server locate the print server IP address by selecting **Command Workstation > Device Center > General Info**.
3. Record the print server IP address.
4. From the print server desktop, double-click the **SIQA** icon.

An Input_Address window is displayed.

5. Enter the print server IP address and select **OK**.

   An Input_Key_Operator_ID window is displayed.

6. Enter the key operator ID as **admin** and select **OK**.

   A folder will be created on the print engine hard drive saying: A folder has been created in the machine. Scan the calibration chart to this folder at the machine before proceeding.

7. Select **OK**.

The main SIQA window is displayed. The Auto Alignment Adjustment and/or Density Uniformity Adjustment procedures may now be performed.

Setting up and running SIQA software on a PC via an EX Print Server or Integrated Fiery Color Server

1. Ensure that the cross-over Ethernet cable is installed and connected between the print server and the print engine.
2. From the print server, access and record the IP address of the EFI server.
3. From the PC desktop, double-click the **SIQA** icon.

   An Input_Address window is displayed.

4. Enter the print server IP address and select **OK**.

   An Input_Key_Operator_ID window is displayed.

5. Enter the key operator ID as **admin** and select **OK**.

   A folder will be created on the print engine hard drive saying: A folder has been created in the machine. Scan the calibration chart to this folder at the machine before proceeding.

6. Select **OK**.

The main SIQA window is displayed. The Auto Alignment Adjustment and/or Density Uniformity Adjustment procedures may now be performed.

Setting up and running SIQA software on a PC when a FreeFlow Print Server is installed

1. Ensure that the hub is installed and that the three Ethernet cables are connected to the following:

   - One cable from the wall drop to the hub
   - One cable from the hub to the FreeFlow Print Server
   - One cable from the hub to the print engine

2. At the print engine UI record the machine's IP address by selecting **Machine Status > Machine Information**.
3. From the PC desktop, double-click the **SIQA** icon.

   An Input_Address window is displayed.

4. Enter the print server IP address and select **OK**.

An Input_Key_Operator_ID window is displayed.

5. Enter the key operator ID as **admin** and select **OK**.

   A folder will be created on the print engine hard drive saying: A folder has been created in the machine. Scan the calibration chart to this folder at the machine before proceeding.

6. Select **OK**.

The main SIQA window is displayed. The Auto Alignment Adjustment and/or Density Uniformity Adjustment procedures may now be performed.

Xerox Extensible Interface Platform (XEIP)

Note

Xerox Extensible Interface Platform (XEIP) may not be available for your product or in your region. For more information, contact the Customer Support Center.

Xerox Extensible Interface Platform (XEIP) enables independent software vendors and partners to develop customized document management solutions that can be integrated and accessed directly from the machine's control panel. These solutions can leverage existing printer infrastructure and databases. Examples of applications include the following, but are not limited to the ones listed here:

- ScanFlowStore®
- Xerox® Scan to PC Desktop®
- Equitrac Office®
- Xerox® Mobile Print
- EFI PrintMe® and
- Many others

For more information on EIP applications for your product, contact your Xerox Service Representative or see www.office.xerox.com/eip/enus.html on the Xerox website.

Important preliminary information

Before you begin:

- Ensure that a digital certificate is installed on the printer.
- Xerox recommends that you enable HTTP (SSL).

  Note

  After installing a certificate and enabling HTTP (SSL), restart your Web browser. If you do not restart your browser, a certificate error message prevents you from accessing the Properties tab in CentreWare IS.

Enabling extensible service registration

1. In CentreWare IS, click **Properties** > **General Setup** > **Extensible Service Setup**.

   If Extensible Service Setup does not display, the custom services software file was not installed correctly or the installation failed.
2. Under Setup, select **Configure**.
3. Select **Extensible Services** and click **Apply**.

   Other services are enabled by default.
4. Click **OK**.
5. Under Browser Settings, select **Enable the Extensible Services Browser**, if necessary.
6. Some EIP applications require a password. If you use one of these applications, under Enable Extensible Services, select **Export password to Extensible Services**.
7. Select **Verify server certificates**, if necessary.
8. If the EIP application that you use is on a server outside the firewall of your company, configure proxy server settings. To configure proxy settings, under Proxy Server, select **Use Proxy Server**.
   a) Next to Proxy Setup, select Some Proxy for All Protocols to use the same settings for HTTP and HTTPS. **Select Different Proxy for Each Protocol** to enter separate server addresses for HTTP and HTTPS.
   b) Type your HTTP and HTTPS server address and port number.
9. Select **Apply**.

Digital Certificate

To enable a digital certificate (if needed):
1. Click the **Properties** tab.
2. Enter the username and password. The default username is **admin** and password is **1111**.
3. Click the **Security** folder, then the **Machine Digital Certificate Management** link.
4. Click **Create New Certificate**. The Machine Digital Certificate Management page refreshes and displays the Self-Signed Certificate area.
5. Select **Continue**. The **Public Key Size**, **Issuer**, and **Days of Validity** display.
6. Select **Apply**.

SSL

To enable SSL:
1. Click the **Properties** tab.
2. Enter the username and password. The default username is **admin** and password is **1111**.
3. Click the **Security** folder, then the **SSL/TLS Settings** link.
4. In the SSL/TLS Settings area, on the HTTP - SSL/TLS Communication line, click **Enabled**.
5. Click **Apply**.

If changes are made to the SSL settings you may need to:

- Reboot the system.
- Close and reopen the client browser.

Ports

To enable the ports:

1. Click the **Properties** tab.
2. Click the **Connectivity** folder, then **Port Settings**.
3. On the SNMP line, click **Enabled**.
4. On the SMB line, click **Enabled**.
5. On the FTP Client line, click **Enabled**.
6. On the SOAP line, click **Enabled**.
7. Click **Apply**.

If changes were made to the SSL settings you may need to reboot the system.

IPv4 Default Enablement

To ensure that IPv4 is enabled by default:

1. Click the **Properties** tab.
2. Click the **Connectivity** folder, then the **Protocols** folder.
3. In the Protocols folder, click **TCP/IP**.
4. In the IP Mode area, on the IP Mode line, click or verify **IPv4**.
5. If you clicked IPv4, click **Apply**. EIP applications can now register to the device.

You may need to map buttons to Custom Services at the local User Interface in order to see the new applications.

Optional software kits

Note

Some of the listed options may not be available with your product. Furthermore, some available options may not be listed here. For information on what options are available with your product, contact the Customer Support Center.

The following Software Option kits may be purchased for the machine:

- Scan Kit, which includes:
  - Searchable PDF/XPS Kit
  - Job Flow Editor
  - High Compression Image Kit (SW)
- Job Based Accounting (JBA)/Network Accounting Kit

- Secure Hybrid Watermark Kit
- USB Enablement Kit

5

Remote services

The remote services program is offered for your machine. Remote services provides Xerox with up-to-the-minute information about your machine's current state, including:

- A secure internet connection between the machine and Xerox using Secure Socket Layer (SSL) protocols and 128-bit encryption; only machine performance information is sent to Xerox through this connection
- Quick identification of potential problems
- Quick and accurate diagnoses of problems
- Faster resolution of issues, often occurring in less time than sending a service person
- Automatically generating and sending current meter reads directly to Xerox
- Scheduling maintenance calls that are convenient to your schedule and allow you to maximize your production time

Note

Remote services may not be available in your area or some customers may wish to decline program. For more information on this program, contact the Xerox Customer Support Center or go to www.xerox.com.

Remote services includes:

- MeterAssistant®: This feature automates the process of collecting and submitting meter reads for tracking and billing of Xerox device usage. It eliminates the need for time-consuming end-user involvement and ensures that your meter reads are submitted to Xerox on time.
    - Increases productivity: Once installed, MeterAssistant handles the entire meter read process, freeing employees for other work.
    - Improves accuracy: Since MeterAssistant is reading directly from the equipment, not estimating usage, you pay for what you actually use.
    - Ensures security: MeterAssistant uses industry-standard Secure Socket Layer (SSL) technology, making sure that your information is protected.

- SuppliesAssistant®: Available free from Xerox, SuppliesAssistant automatically orders certain supplies for your Xerox output devices based on your actual usage, eliminating the need to manually manage supplies inventory.
  - Eliminate ordering hassles; because ordering is usage-based, there will always be fresh supplies available when you need them.
  - Save time by eliminating the need to manage supplies manually.
- Maintenance Assistant: This feature offers a fast (and free) way to resolve potential issues and receive assistance, enhancing the troubleshooting/repair process. It is automatically enabled at the time of installation on your machine.
  - Superior support: The diagnostic routines combine with device information to troubleshoot and resolve a problem quickly.
  - Fast transmission of diagnostics data: Maintenance Assistant securely transmits diagnostic information to Xerox, making problem solving more efficient.
  - Faster resolution for service calls: When you need to schedule a service call, technicians will already have the diagnostic information which helps them resolve the problem more quickly.

Setting up remote services

The following information describes how to set up the communication between a networked Xerox machine and the Xerox communication server for purposes of administering Remote Services.

This machine (print engine) is designed to connect automatically to the Xerox communication server. However, if an internet proxy server is in use, you may need to set up the proxy server on the device in order to allow communication to Xerox.

How to Set Up Your Device

Network Access

Verify the device is connected to your network and is allowed internet access. If the equipment is not network connected, contact the customer's System Administrator to provide connectivity.

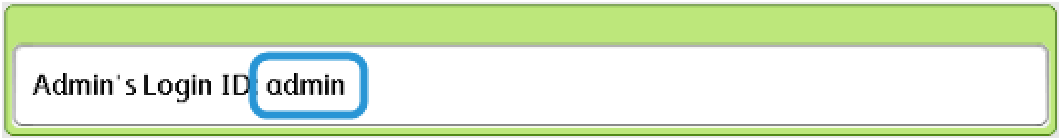
Set Up the Proxy Server

Proxy Settings updates can be done through the User Interface (UI) or via CentreWare® Internet Services (CWIS). Follow the steps below for the desired method.

Update Proxy Server Through UI

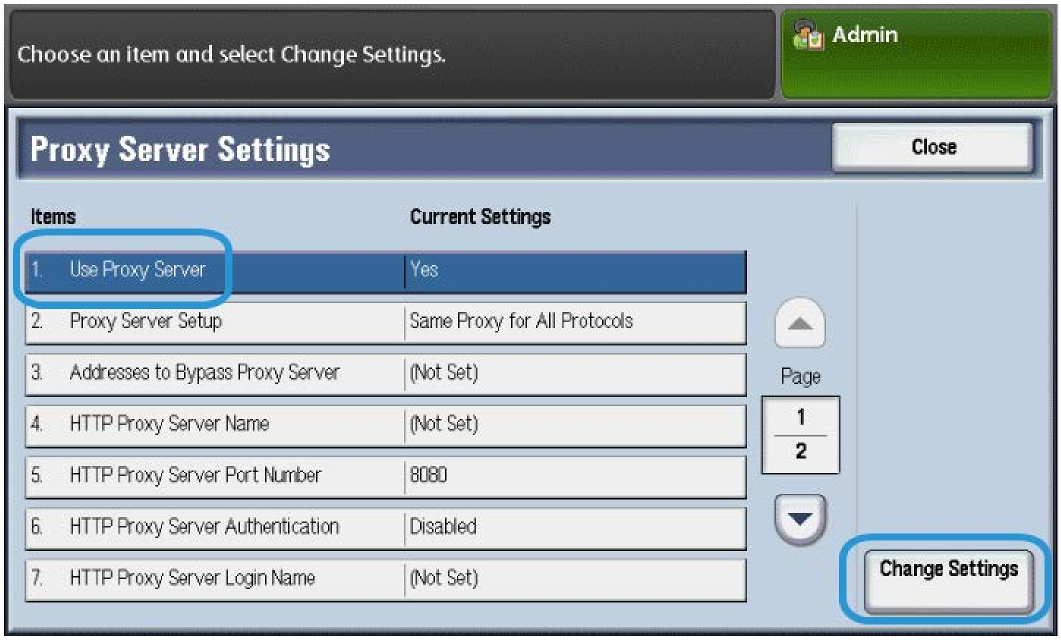
1. Log in as a system administrator:
   a) At the printer control panel, press **Log In/Out**.

b) Type the administrator password (**admin** is the default) and tap **Enter**.

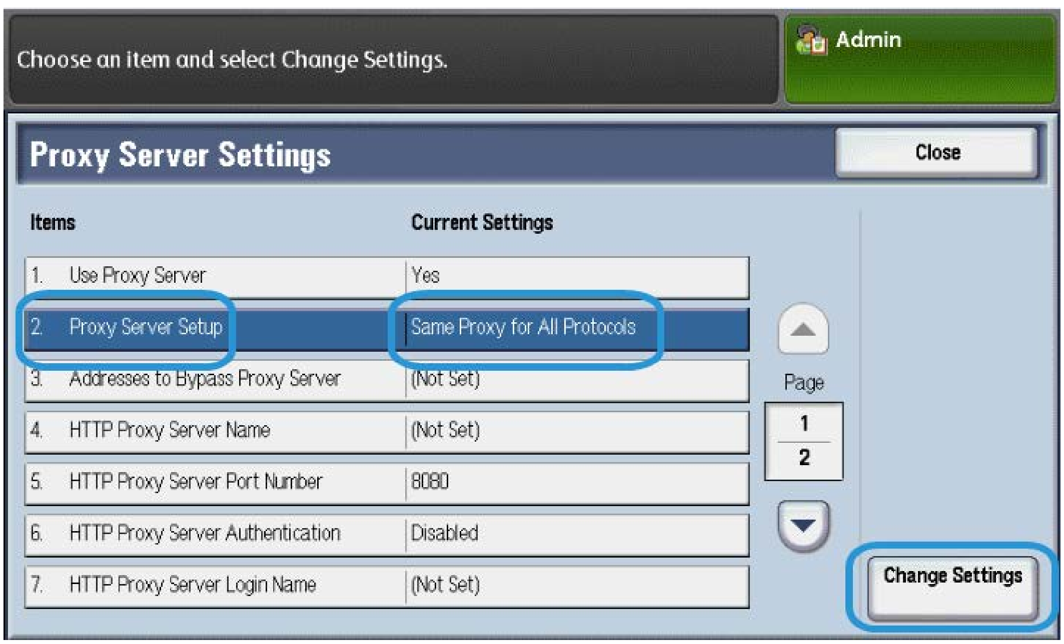


2. Press **Machine Status**.
3. Tap **Tools** > **Connectivity & Network Setup** > **Proxy Server Settings**.

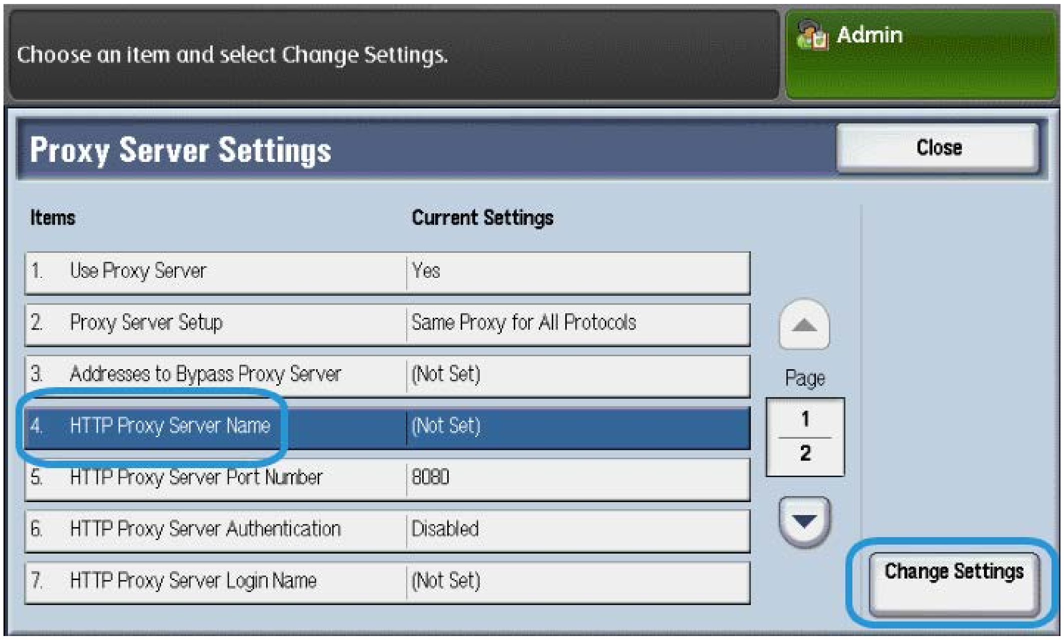
4. Tap **Use Proxy Server** > **Change Settings** > **Yes** > **Save**.



5. Tap **Proxy Server Setup** > **Change Settings** > **Same Proxy for All Protocols** > **Save**.



6. Tap **HTTP Proxy Server Name > Change Settings**.



7. Enter the HTTP proxy server name.

8. Under **HTTPS Server**, type the HTTPS proxy server information, if required.
9. Tap **Save > Close > Admin > Log Out > Log Out**.
10. Power off/Power on the machine.

Verifying Xerox Server Connection

1. Log in as a system administrator:
   a) At the printer control panel, press **Log In/Out**.
   b) Type the administrator password (**admin** is the default) and tap **Enter**.
2. Press **Machine Status**.

3. Under Machine Information, tap **Maintenance Assistant**.

4. Tap **Send Diagnostic Information to Xerox**.

   The Printer prints a sheet stating Success or Failed.

Update Proxy Server Through CentreWare Internet Services (CWIS)

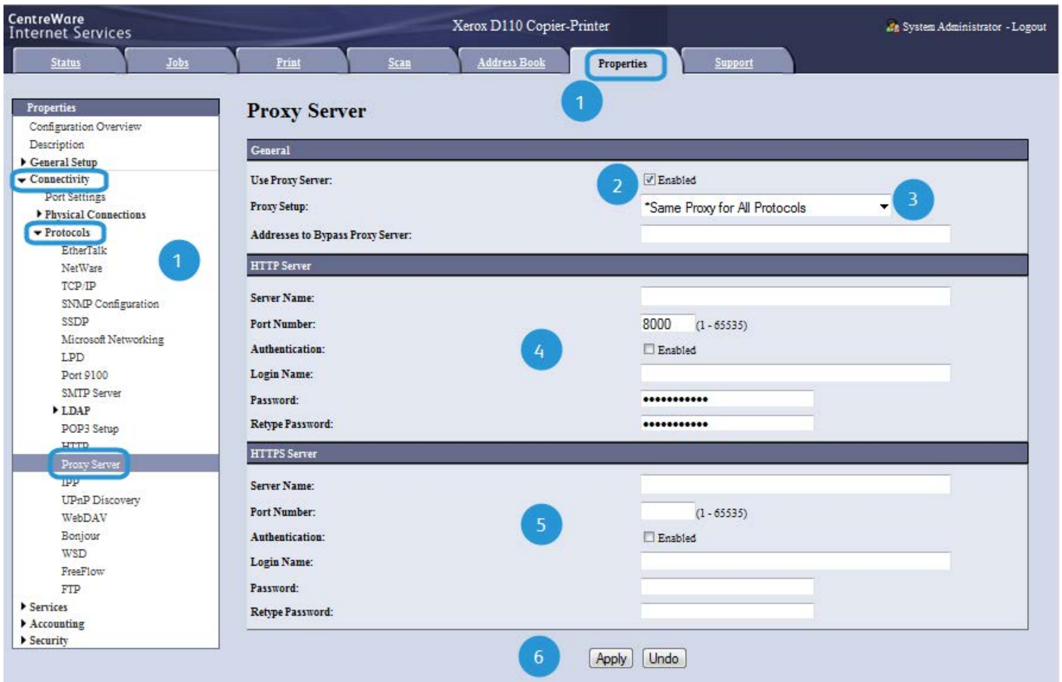
Connect to the Device

From a networked computer:

1. Open a web browser and enter the IP address of the machine in the Location or Address field.
2. Press **Enter**. The CWIS web pages of the machine open and the Welcome page is displayed.

Update Proxy Server

1. In CWIS, click **Properties > Connectivity > Protocols > Proxy Server**. If prompted, type the user name and password. The defaults are **admin** and **1111**.



2. Under General, next to Use Proxy Server, select **Enabled**.
3. Next to Proxy Setup, select ***Same Proxy for All Protocols** to use the same proxy settings for HTTP and HTTPS, or **Different Proxy for each Protocol**.
4. Under HTTP Server, perform the following steps:
    a) Type the Server Name.
    b) Type the Port Number. The default port number is 8000.
    c) Next to Authentication, select **Enabled** if your proxy server is configured to require authentication.
    d) Type the Login Name and Password. Retype the password to confirm.
5. Under HTTPS Server, type the HTTPS proxy server information, if required.
    a) Type the Server Name.
    b) Type the Port Number. The default port number is 8000.
    c) Next to Authentication, select **Enabled** if your proxy server is configured to require authentication.
    d) Type the Login Name and Password. Retype the password to confirm.
6. Click **Apply**.
7. Power off/Power on machine.

Verifying Xerox Server Connection

In CWIS under **Properties > General Setup**, the Communication Server Status should show Registered.

Troubleshooting Connection Problems

Problem

The UI displays the following message:

```
Communication error with the Xerox Smart eSolutions server.  Check
 your network settings.
```

Solutions

Internet Cable Problem

If the Internet connection (cable) between the machine and the customer's network is missing, broken, or disconnected, perform the following steps:

1. Check for a good connection to the internet.
2. Swap the cable with a known good one.

Dead Internet Connection

If the internet is dead, ask your IT department check the internet drop

Network Changes: Blocked or Disabled Service

A blocked or disabled device may be the result of a change made by the network administrator. Contact your IT department for assistance.

Firewall Problems

If a firewall is blocking or disabling the device, check with your IT department for resolution.

TCP/IP

Ensure that TCP/IP is enabled.

DNS Server

Ensure that the machine recognizes your DNS server.

Persistent Problems

If the problem persists, contact Support for additional assistance.

6

E-mail

The product is capable of exchanging e-mails. The following features are available with the e-mail feature:

- Mail print
- Mail notice
- Job completion notice
- Scanner (mail transmission)

Note

This feature does not appear for some models. An optional package is necessary. For more information, contact the Customer Support Center.

Mail notice

When the machine is configured with the rejected IP addresses notice or rejected mail domains notice, a mail notice can be sent to a specified recipient.

Job completion notice

When a computer has submitted a job to the machine, notification of the completion of the job can be done by e-mail.

Scanner (mail transmission)

Documents can be scanned and transmitted via e-mail.

Preparations

The following items are required in order to use the e-mail feature. (Required items differ by the feature.)

Item	Description	Scanner Mail Transmission	E-mail Print	E-mail notice	Job completion notice
TCP/IP address	The TCP/IP address for the machine. E-mail is exchanged using TCP/IP.	X	X	X	X
Subnet mask	Necessary when the network is divided into subnets.	O	O	O	O
Gateway address	Necessary when multiple networks are connected by gateways.	O	O	O	O
Administrator e-mail address	Set the e-mail address for the machine administrator.	X	X	X	X
Main mail address	Used as the sender address when the machine is transmitting e-mail.	X	X	X	X
DNS server address	Required when the addresses for a POP3 server and a SMTP server are set with a domain name format rather than their IP addresses.	O	O	O	O
SMTP server address	The machine uses a SMTP server to transmit e-mail. The SMTP server can also be used for receiving e-mail.	X	X	X	X

Item	Description	Scanner Mail Transmission	E-mail Print	E-mail notice	Job completion notice
SMTP authentication user	If the SMTP server requires authentication, specify the authentication user name.	O	O	O	O
POP3 server	If a POP3 server is used to receive e-mails, register the e-mail address of the machine and user to the POP3 server. Also, it is necessary to set the POP3 server address on the machine.	O	O	O	O
POP user name	Set the POP receiving user address.	O	O	O	O

X: A required setting O: May set as needed for your individual environment

Register a Mail Account

In order to use e-mail on the machine, a mail account for the machine needs to be registered.

Configuring the E-mail Environment

Enable the port and configure the machine e-mail address, TCP/IP environment, and e-mail server from the machine.

Note

The configuration can also be performed using CentreWare Internet Services.

Configuration procedure

This section describes the configuration procedure to use the e-mail feature on the machine.

The following two steps are necessary to use the e-mail feature:

- Enabling the port and setting TCP/IP: Set the machine to be able to use TCP/IP
- Configuring the e-mail feature: Set the e-mail function items on the machine.

Enabling the ports and setting the IP addresses

This section describes the configuration procedure to follow for using TCP/IP on the machine.

First enable the e-mail port, then set the IP address.

Note

The configuration can also be performed using CentreWare Internet Services. Refer to "Using CentreWare Internet Services."

Note

Enable the SOAP port and the SNMP port in most cases.

1. Enter the System Administrator Mode.
2. Enable the ports that are used for the e-mail feature.
    a) Select **Machine Status** on the Control Panel.
    b) Select **Tools** tab.
    c) Select **System Settings**.
    d) Select **Connectivity & Network Setup**.
    e) Select **Port Settings**.
    f) Select **Send E-mail** and then select **Change Settings**.
    g) Select **Port Status** and select **Change Settings**.
    h) Select **Enabled** and then select **Save**.
    i) Select **Change Settings**.
    j) Select **Close**.
3. If necessary, set the IP Address.
4. Exit the System Administrator Mode.
5. When the Reboot message displays, select **Reboot Now**. After the machine is restarted, print out the Printer Settings List to confirm that the ports are enabled and TCP/IP is configured.

Configuring the E-mail environment

This section describes the configuration procedure to use the e-mail feature.

- The configuration can also be performed using CentreWare Internet Services. Refer to "Using CentreWare Internet Services."
- Enable the SOAP port and the SNMP port in most cases.

1. Enter the System Administrator Mode.
2. Set the e-mail address, host name, and domain name.
    a) Select **Machine Status** on the Control Panel.
    b) Select **Tools** tab.
    c) Select **System Settings**.
    d) Select **Connectivity & Network Setup**.

e) Select **Machine E-mail Address/Host Name**.
f) Select **E-mail Address** and then select **Change Settings**.
g) Enter the E-mail Address using the keyboard displayed.
h) Select **Save**.
i) Set the **Host Name** and **Domain Name** as above.
j) Select **Save** and then **Close**.

If SMTP has been selected for the E-mail Receiving Protocol

If SMTP has been selected for the E-mail receiving protocol, the alias cannot be configured. The user can decide the account (the left side of @ mark). The address (the right side of @ mark) is a combination of host name and domain name. Example:

- mymail@mycompany.com
- Account name: mymail
- Host name: host
- Domain name: mycompany.com

Configuring Email Settings

1. At the Control Panel, select the **Machine Status** button and then the **Tools** tab.
2. Select **System Settings > Email Service Settings > Email Control**
3. Change the following settings as necessary.
   a) Maximum Address Entries - Select the maximum number of email addresses that a scanned document can be sent to. This includes To:, CC:, and Bcc: fields.
   b) Incoming Email Print Options - Select the parts of the email you want to print: Print Attachment Only, Attachment, Full Headers and Message, Attachment, Basic Headers and Message.
   c) Print Error Notification Email - Select **On** to print an error report when an email transmission error occurs.
   d) Response to Read Receipts - Select **On** to allow the printer to respond to a request for a read receipt (MDN) after an email is received.
   e) Read Receipts - Select **On** to allow the printer to request a read receipt (MDN) when an email is sent.
   f) Print Delivery Confirmation Mail - Select **On** to print a confirmation report (DSN response or MDN response) for every transmission. Select **Print When Delivery Fails** to print a report when a transmission fails.
   g) Split Send Method - Select **Split into Pages** or **Split by Data Size** to split a large email into multiple email messages.
   h) Maximum Data Size per Email - Specify the maximum size of an email that will be split when using the Split by Data Size method.
   i) Maximum Total Data Size - Specify the maximum size of an email that can be sent.
   j) Maximum Split Count - Specify the maximum number of splits.
   k) Allow Casual Users to Edit From Field - Select **Yes** to allow any user to edit the From field of an email.

l) Allow Guest Users to Edit From Field - Select **Yes** to allow users authenticated as a guest to edit the From field of an email.
m) Allow to edit From if Search Found - Select **Yes** to allow users to edit the From field of an email if the user's search for an email address in the address book is successful.
n) Allow to edit From if Search Failed - Select **Yes** to allow users to edit the From field of an email if the user's search for an email address in the address book fails.
o) Email Sending When Search Failed - Select **Enabled** to disable the Email service if the user's search for an email address in the address book fails.
p) Add Me to "To" Field - Select **Yes** to automatically add the authenticate users email address to the To field of an email.
q) Edit Email Recipients - Select **Yes** to allow users to edit the To, Cc, and Bcc fields of an email.

   If you select **No**, set Add Me to "To" Field and Add Me to "CC" Field to **Yes** or users will not be able to edit the To and CC fields.

Editing Default Email Settings

1. In CentreWare Internet Services, select **Properties > Services > Email > General**
2. Select **Edit**.
3. For Receiving Protocol, select **POP3** or **SMTP**.
4. At From Address, type the text you want to appear in the From field of email.
5. At From Name, type the text that you want to appear in the Name field of email.
6. At Incoming Email Print Options, select the parts of the email that you want to print.
7. At Output Destination for Incoming Email, select the tray you want to print to.
8. At Print Delivery Confirmation Email, select **On** to always print a confirmation report or select Print When Delivery Fails to print a confirmation message when a transmission fails.
9. At Print Error Notification Email, select **Enabled** to print an error report when an email transmission error occurs.
10. At Response to Read Receipts, select **Enabled** to allow the printer to respond to a request for a read receipt (MDN) after an email is received.
11. To block or allow email transmissions to or from specific domains, for Domain Filtering, select **Allow Domains** or **Block Domains**, then select **Edit**. Type the domain names on the Domain Filter Settings pages and select **Apply** at the bottom of the page.
12. For Allow Authenticated Users to Edit "From" Field When, select **Address Book (LDAP) Search Successful** or **Address Book (LDAP) Search Failure**.
13. For Allow Guest Users to Edit "From" Field, select **Yes** to allow users authenticated as a guest to edit the From field of an email.
14. For Edit "From" Field when Authorization is not Required, select **Yes** to allow users to edit the From field of an email if the user's search for an email address in the address book is successful.

15. For Allow Authenticated Users to send Email despite LDAP Search Failure, select **Yes** to allow authenticated users to send an email if the user's search in the address book fails.
16. In Subject, type the text that you want to appear in the Subject field or an email.
17. In Message, type the text that you want to appear in the body of an email.
18. Under User, Attachment or Device Information, select additional information that you want to be added to the body of the email.
19. In Signature, type the text that you want to be added to the end of the body of the email.
20. For Add Me to "To" Field, select **Enabled** to automatically add the authenticated users email address to the To field of an email.
21. For Add Me to "Cc" Field, select **Enabled** to automatically add the authenticated users email address to the Cc field of an email.
22. For Edit Email Recipients, select **Enabled** to allow users to edit the To, Cc, and Bcc fields of an email.
23. Select **Apply**.

7

Using the Scan Service

Tip

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

Scan Service overview

The following functions are available by using scan services:

- Email
- Store to Folder
- Scan to PC
- Network Scanning
- Store to USB
- Job Flow Scanning
- Store and Send Link
- Store to WSD

Note

An optional package is necessary for this feature to function. For more information, contact the Customer Support Center.

Note

The optional color scanner kit will allow scanning in color or black and white. Scans from Scan Service cannot be printed unless retrieved at the client and resubmitted as a print job.

E-mail

Scanned documents can be converted into electronic data and sent via e-mail.

Store to Folder

You can scan a document you want to retrieve as electronic data, and store it in a folder. The document can then be accessed later from any computers on the network.

Scan to PC

When the machine is connected to a network, you can store the scanned data on network computers using the FTP or SMB protocol. You can scan a document you want to retrieve as electronic data, and store it on a computer connected to a network.

Store to USB

You can store the scanned data to a USB memory device when you insert the USB 2.0 memory device into the USB memory slot of the control panel of the machine. You can also select data stored in the USB memory device and print the data directly.

Job Flow Scanning

Using EasyOperator, you can scan a document with a job flow process from a computer on a network.

Store and Send Link

The machine can convert a scanned document into electronic form, store it on the hard disk, and send a URL that indicates the location of the document.

Store to Web Services for Devices (WSD)

You can remotely scan the document and store the image on the computer. Using the operator panel of the machine, you can also select a destination computer on a network to store the scanned data.

Setting up Access Rights

You can control access to the printer's services and features by setting up authentication, authorization, and personalization.

Authentication

Authentication is the process of confirming a user's identity by comparing information provided by the user, such as their user name and password, against another source of user information, such as an LDAP directory. Users can be authenticated when accessing the control panel or when accessing CentreWare IS.

There are several ways to authenticate a user:

- **Local**: If you have a limited number of users, or do not have access to an LDAP network directory, you can add user information, such as user names and passwords, to the printer's internal database. You can then specify tools and feature access for all users. Users are authenticated and authorized when they log in at the control panel.
- **Network**: The printer retrieves user information from a network directory to authenticate and authorize users when they log in at the control panel. The printer can use one of the following three protocols to communicate with your authentication server:
    1. Kerberos™ (Solaris®, or Windows 2000/2003)
    2. SMB (Windows 2000/2003)
    3. LDAP
- **Card Reader**: You must purchase and install a magnetic or proximity card reading system, such as Xerox Secure Access. To access the printer, users must swipe a pre-programmed identification card.

Authorization

Authorization is the process of defining the services and features that users are allowed to access. For example, you can configure the printer to allow a user to copy, scan, and fax, but not email. These are two types of authorization:

- **Locally on Device (Internal Database)**: User login information is stored locally in the printer's internal User Information Database.
- **Remotely on the Network**: User login information is stored externally in a network database such as an LDAP directory.

Personalization

Personalization is a process of customizing services for a specific user. If your network is connected to an LDAP server, the printer can look up a user's home directory and email address when using the E-mail scanning feature.

Note

Personalization is only available when the printer is configured to use network authentication.

Local Authentication

Setting up Local Authentication

To configure local authentication:

1. In CentreWare IS, select **Properties** > **Security** > **Authentication Configuration**.
2. On the Authentication Configuration screen, next to **Login Type**, select **Login to Local Accounts**.
3. Select **Enabled** next to **Print Stored File from Folder**, or **Enabled** next to **Folder to PC/Server** to enable these services.
4. Select **Enabled** next to **Non-account Print** to allow users without accounts to access the printer.
5. Select **Apply**, then select **Reboot Machine**.

User Information

Before you can define access rights for users, user information must be defined. You can add or edit the printer's internal User Information Database with user information, or you can specify a network database or LDAP server containing user information.

Adding User Information to the Local Database

1. In CentreWare IS, select **Properties** > **Security** > **Authentication Configuration**.
2. At the bottom of the page, click Next.
3. On the Authentication Configuration > Step 2 of 2 page, under **Authentication Configuration**, type the number of the account that you want to edit, and click **Edit**.
4. Type the user's **Name**, **ID**, and **Passcode**. Retype the passcode to verify.
5. Under **Feature Access**, select the features that the user is allowed to access.
6. Under **User Role**, select one of the following:
   - **System Administrator**: The authenticated user in this role is allowed to access all services and settings.
   - **Account Administrator**: The authenticated user in this role is allowed to access accounting settings and other services and settings that are locked.
   - **User**: The authenticated user in this role is allowed to access services and features defined by the system administrator.

   Note

   Users who are not authenticated cannot access features that are locked.
7. To add the user to an Authorization Group, select the group from the drop-down list.
8. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Specifying Login Requirements

You can specify password requirements, if desired.

1. In CentreWare IS, click **Properties > Security > User Details Setup**.
2. If you want the printer control panel to display text other than **UserID**, type the text in the **Alternative Name for User ID** field.
3. Next to **Mask User ID**, select **Hide** if you want user ID characters to be displayed as asterisks at the control panel.
4. Next to **Failed Access Log**, type the number of allowed login attempts (1-600). Type 0 to allow an unlimited number of login attempts. If the maximum number of allowed attempts is exceeded, the printer is locked and must be restarted.
5. To allow users to log in without case sensitivity, select **Non-Case Sensitive** next to **User ID for Login**.
6. To specify the **Minimum Passcode Length**, type the number of digits (4 to 12). Type 0 if you do not want to specify a minimum passcode length.
7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Network Authentication

If you have an LDAP server connected to your network, you can configure the printer to retrieve user information from the LDAP directory when authenticating a user at the control panel.

Setting up Network Authentication

1. In CentreWare IS, click **Properties > Security > Authentication Configuration**.
2. On the Authentication Configuration page, next to **Login Type**, select **Login to Remote Accounts**.
3. Select **Enabled** next to **Print Stored File from Folder**, and **Enabled** next to **Folder to PC/Server** to enable these services.
4. Select **Enabled** next to **Non-account Print** to allow users without accounts to access the printer.
5. To allow a guest user to access the printer, select **On** next to **Guest User**. Type the **Guest Password**, then retype the password to verify.
6. Click **Apply**, then click **Reboot Machine**.
7. After the printer restarts, refresh your browser and navigate back to the **Authentication Configuration > Step 1of 2** page, and click **Next** at the bottom of the page.
8. Next to **Authentication System**, click **Configure**.
9. On the **Authentication System** page select your **Authentication System** from the drop-down list.
10. Type the **Server Response Time-Out**, and the **Search Time-Out**.
11. Select **Enabled** next to **Assign UPN (User Principal Name)** if desired.

12. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
13. Click **Reboot Machine**.

Configuring Authentication Server Settings for Kerberos

1. In CentreWare IS, click **Properties > Security > Remote Authentication Servers > Kerberos Server**.
2. Under **Kerberos Server 1**, type the host name or IP address of your primary server.
3. Type the **Primary Server Port Number**.
4. Type the host name or IP address of your **Secondary Server**.
5. Type the **Secondary Server Port Number**.
6. Type the **Domain Name** (realm name) of your server.
7. Type the server name, port name and domain name of any additional Kerberos servers if desired.
8. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Configuring Authentication Server Settings for SMB

1. In CentreWare IS, click **Properties > Security > Remote Authentication Servers > SMB Server**.
2. Next to **SMB Server Setup**, select **By Domain Name** or **By Server Name /IP Address**.
3. Type the **Domain Name** and **Server Name/IP Address** for each of your servers.
4. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Configuring Authentication Server Settings for LDAP

1. In CentreWare IS, click **Properties > Connectivity > Protocols > LDAP > LDAP Authentication**.
2. Next to **Authentication Method** select **Direct Authentication**, or **Authentication of User Attributes**. Direct Authentication uses the user name and password entered by the user for authentication with the LDAP server. Authentication of User Attributes allows you to specify what is entered by the user (Attribute of Typed User Name) and what is used by the printer (Attribute of the Login User Name) to authenticate the user.
3. Type the **Attribute of Typed User Name**.
4. Type the **Attribute of Login User Name**.
5. Select **Enabled** next to **Use Added Text String**, and type the text string if you want to add text to the user input prior to authentication.

Authentication Using a Card Reader System

Setting Up Authentication for Xerox Secure Access

Before you begin:

- Enable Secure HTTP (SSL)
- Install the Xerox Secure Access authentication server and configure with user accounts. Refer to the authentication server documentation for help.

  Note

  Accounts created on the Xerox Secure Access authentication server must match accounts stored in the printer's local database or in another network authentication server.

- Connect and configure your card reader.
- Install the appropriate plugin for your card reader and printer model. Download the latest plugin files and plugin installation instructions at www.xerox.com.

1. In CentreWare IS, click **Properties** > **Security** > **Authentication Configuration**.
2. On the **Authentication Configuration** page, next to **Login Type**, select **Xerox Secure Access**.
3. Select **Enabled** next to **Print Stored File from Folder**, or **Enabled** next to **Folder to PC/Server** to enable these services.
4. Select **Enabled** next to **Non-account Print** to allow users without accounts to access the printer.
5. Click **Apply**, then click **Reboot Machine**.
6. After the printer restarts, refresh your browser and navigate back to the **Authentication Configuration > Step 1of 2** page, and click **Next** at the bottom of the page.
7. Next to **Authentication System**, click **Configure**.
8. On the **Authentication System** page select **Authentication Agent** from the drop-down list.
9. Type the **Server Response Time-Out**, and the **Search Time-Out**.
10. Select **Enabled** next to **Assign UPN (User Principal Name)** if desired.
11. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
12. Click **Reboot Machine**.

Configuring Xerox Secure Access Login Settings

1. In CentreWare IS, click **Properties** > **Security** > **Remote Authentication Servers Xerox Secure Access Settings**.

2. Type the **Default Prompt** text and **Default Title** text.
3. Select **Enabled** next to **Local Login** to allow users to type their credentials at the control panel.
4. Select **Enabled** next to **Get Accounting Code** to allow the printer to get the user's accounting code from a network accounting server when the user logs in at the control panel. Network authentication and network accounting must be configured. If this setting is not enabled, the user must enter an accounting code when they log in at the control panel.
5. Type the **Connection Time-Out** (1-300 seconds).
6. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Setting up Authentication for a USB Smartcard Reader System

To use the printer with a card reader system other than Xerox Secure Access, you must order and install the Xerox Common Access Card Enablement Kit. The kit includes hardware, software, and instructions for connecting and configuring your card reader system. Before you begin:

- Install the USB Enablement Kit
- Install a Kerberos authentication server and configure with user accounts
- Connect your card reader to the printer

Configure Network Authentication Settings

1. Configure network authentication.
2. Configure Kerberos server settings.

Enable SmartCard Settings

1. At the printer control panel, press the **Machine Status** button and touch the **Tools** tab.
2. Select **Authentication / Security Settings > Authentication > User Details Setup > Use of SmartCard**.
3. Select **Change Settings**.
4. Select **Enabled**.
5. Under **Jobs Validated by Card**, select **Copy**, **Print**, or **Scan**, and select **Save**.

Configure SmartCard Link Mode Settings

1. At the printer control panel, press the Tools button and touch the **Tools** tab.
2. Select **Authentication / Security Settings > Authentication > User Details Setup > SmartCard Link Mode**.
3. Select **Change Settings**.
4. Select **No Passcode Required**, and touch **Save**.

Setting the SmartCard Certificate Verification Mode

For additional security, you can set the printer to validate a user's SmartCard against certificates stored on the printer.

1. At the printer control panel, press the **Machine Status** button and touch the **Tools** tab.
2. Select **Authentication / Security Settings > Authentication > User Details Setup > SmartCard Certificate Verification**.
3. Select **Change Settings**.
4. Select **Enabled**.

Configuring Certificate Revocation Retrieval Settings

Configure Security Certificate Revocation Retrieval settings as necessary.

Note

The root CA and intermediate CA of the user's SmartCard certificate must be stored on the printer. The printer's date and time settings must be correct to validate the certificate.

Configuration of Store to Folder

This section describes configuration procedures to use the Store to Folder service on the machine.

Enabling the Port and Setting up TCP/IP

Using Network Scanner Utility 3 (Scan Driver and Stored File Manager 3), which supports WebDAV protocol, enable the SNMP, SOAP, and WebDAV ports and set up an IP address.

Note

You can configure the settings using CentreWare Internet Services. See the CentreWare online help for details.

1. Enter the System Administrator Mode.
2. Press the **Machine Status** button.
3. Select the **Tools** tab.
4. Enable the SNMP port.
   a) Select **System Settings**.
   b) Select **Connectivity & Network Setup**.
   c) Select **Port Settings**.
   d) Select **SNMP** and then select **Change Settings**.
   e) Select **Port Status** and then select **Change Settings**.
   f) Select **Enabled** and then select **Save**.
   g) Select **Close**.

5. Enable the SOAP port.
    a) Select **SOAP** and then select **Change Settings**.
    b) Select **Port Status** and then select **Change Settings**.
    c) Select **Enabled** and then select **Save**.
    d) Select **Close**.
6. Enable the WebDAV port.
    a) Select **WebDAV** and then select **Change Settings**.
    b) Select **Port Status** and then select **Change Settings**.
    c) Select **Enabled** and then select **Save**.
    d) Select **Close** until you get to the **Tools** tab.
7. If necessary, set the IP Address.
8. Select **Close** until you get to the **Tools** tab.
9. Reboot the machine, if prompted.
10. After the machine is restarted, print out a configuration report to confirm SNMP, SOAP, and WebDAV are enabled and that TCP/IP is set up correctly.

Registering a folder

1. In CentreWare Internet Services, select **Scan > Folder**.
2. Next to a folder number, click **Create**.
3. Type a name for the folder.
4. If required, type a password, then retype the password again to verify.
5. Next to **Check Folder Passcode**, select: **Always**, **Save** (Write), or **Print/Delete**.
6. Next to **Delete Files after Print or Retrieve**, select **Enabled** to delete files after they are printed or retrieved.
7. Next to **Delete Expired Files**, select **Enabled** to delete files after the stored file folder date expires.
8. Click **Apply**.

    To edit or delete a folder, click **Edit** or **Delete** next to the folder number.

Configuring a Computer

To use Network Scanner Utility 3, install Network Scanner Utility 3 on a computer. Network Scanner Utility 3 is included in the Driver CD Kit provided with the machine. For information on how to install the Network Scanner Utility 3, refer to the manual contained in the Driver CD Kit.

Configuration of Scan to PC

This section describes how to configure the machine to use the Scan to PC service.

Preparations

The following items are required to use the Scan to PC feature.

Using Scanning with FTP

When scanning with FTP (File Transfer Protocol), a FTP server and a valid login account are required:

- Microsoft Windows Server 2003, Microsoft Windows Server 2008, Microsoft Windows Server 2008, R2, Microsoft Windows Vista®, or Microsoft Windows 7.

  The FTP service of Microsoft Internet Information Server 6.0.

- Microsoft Windows 2000 Server, Microsoft Windows 2000 Professional, or Microsoft Windows XP®.

  The FTP service of Microsoft Internet Information Server 3.0 or later.

- Novell NetWare

  FTP service of NetWare 5.11 or 5.12.

  Refer to the manual provided with the software for how to configure the FTP service.

- Mac OS X

  FTP service of Mac OS X
  10.2.X/10.3.8/10.3.9/10.4.2/10.4.4/10.4.8/10.4.9/10.4.10/10.4.11/10.5/10.6

Scanning with SMB

When scanning to SMB Share, your computer must have one of the following operating systems installed that support folder sharing:

- Microsoft Windows 2000
- Microsoft Windows Server 2003
- Microsoft Windows Server 2008
- Microsoft Windows Server 2008 R2
- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7
- Mac OS X 10.2x/10.3x/10.4x/10.5/10.6

Enabling the port and setting up TCP/IP

To use Scan to PC service, enable the port (SMB or FTP client) and set the IP address. The following describes the configuration procedures on the machine.

Note

You can configure the settings using CentreWare Internet Services. See the CentreWare online help for details.

1. Enter the System Administrator Mode.
2. Press the **Machine Status** button.
3. Select the **Tools** tab.
4. Enable the SMB or FTP port.
   a) Select **System Settings**.
   b) Select **Connectivity & Network Setup**.
   c) Select **Port Settings**.
   d) Select **SMB** or **FTP** and then select **Change Settings**.
   e) Select **Port Status** and then select **Change Settings**.
   f) Select **Enabled** and then select **Save**.
   g) Select **Close**.
5. If necessary, set the IP Address.
6. Select **Close** until you get to the **Tools** tab.
7. Reboot the machine, if prompted.
8. After the machine is restarted, print out a configuration report to confirm the SMB or FTP client is enabled and that TCP/IP is set up correctly.

Configuration on the Computer

Create a destination folder on your computer.

Using FTP:

Create a destination folder on the server where you login and set write rights on the folder.

Using SMB:

Create a shared folder on your computer and set the write rights on the shared folder.

Note

To use SMB on Mac OS X, set Windows Sharing to On in the Service tab of Sharing under System Preferences.

Configuration of Store to USB

This section describes how to configure the machine to use the Store to USB feature. To use this feature, the optional USB Enablement Kit must be installed on the machine.

USB Memory Devices

The Store to USB feature allows you to directly save the scanned data to a USB 2.0 memory device that is inserted into the USB memory slot on the machine. The following memory devices can be used:

- USB 2.0 memory devices
- USB memory devices with the capacity of up to 128 GB
- USB memory devices that support FAT12, FAT16, FAT32, or VFAT

Note

USB memory devices that are encrypted with software cannot be used with the machine.

Enabling Store to USB

1. Log in as an administrator.

   The default user ID is **admin**. When a passcode is required, the default passcode is **1111**.
2. Press the **Machine Status** button.
3. Select the **Tools** tab.
4. Select **Connectivity and Network Setup**.
5. Select **Port Settings**.
6. Select **USB**.
7. Select **Change Settings**.
8. Select **Port Status**.
9. Select **Enabled** and then select **Save**.
10. Log out as the administrator and select **Reboot Now**.
11. When the machine reboots, log in again as the administrator.
12. Select **Enter**.
13. Repeat steps 2 - 5. then select **Print Mode**, **PJL**, **Auto Eject Time**, or **Adobe Communication Protocol** to change any of these settings.
14. When you finish changing any of these settings, select **Change Settings**, and then select **Save**.
15. Log out as the administrator.

Configuration of Job Flow Sheets

This section describes how to configure the machine to use the Job Flow Sheets service.

Enabling the ports and setting up TCP/IP

In order to use the Job Sheets service, enable the SOAP port, SNMP port, and Internet service port, and set IP addresses. The procedure for setting the machine follows.

Note

The configuration can also be performed using CentreWare Internet Services. Refer to Using CentreWare Internet Services.

1. Enter the System Administrator Mode.
2. Enable the SOAP port.
   a) Select **System Settings**.
   b) Select **Connectivity & Network Setup**.
   c) Select **Port Settings**.
   d) Select **SOAP** and then select **Change Settings**.
   e) Select **Port Status** and select **Change Settings**.
   f) Select **Enable** and then select **Save**.
   g) Select **Close** until the **Port Settings** window displays.
3. Enable the SNMP port.
   a) Select **SNMP** and then select **Change Settings**.
   b) Select **Port Status** and select **Change Settings**.
   c) Select **Enabled** and then select **Save**.
   d) Select **Close** until the **Port Settings** window displays.
4. Enable the Internet service (HTTP) port as above.
5. Select **Close** until the **Tools** window displays.
6. If necessary, set the IP Address.
7. Select **Close** until the System Settings screen displays.
8. Exit the System Administrator Mode.
9. After the machine is restarted, print out the Configuration Reports to confirm that the SOAP, SNMP, and Internet Services (HTTP) ports are enabled and that TCP/IP is set up correctly.

Configuring the SNMP port

Configure the transport protocol for the SNMP port using CentreWare Internet Services.

1. Start a web browser.
2. Enter the machine's IP address or the Internet address to the address entry column on the browser, and press the Enter key.

- Example of the IP address entry: http://192.168.1.1/
- Example of the Internet address entry: http://xxx.yyy.zzz.vvv/

Note

When specifying a port number, add ":" and a port number to the end of the Internet address.

3. Select **Properties**.
4. Select **Connectivity**.
5. Click **Port Settings** from the **Properties** area.
6. Select the **UDP** checkbox to the right of SNMP.
7. Select the values as the setting values of the machine.
8. Select **Apply**.
9. Select **Reboot Machine**.

   The machine reboots and the setting values are reflected.

Configuration on the computer

Create job flows using EasyOperator and Device Setup to use for scanned documents.

Configuration of Store and Send Link

This section describes how to configure the machine to use the Store and Send Link service.

Note

When a user is notified by e-mail of a URL location to retrieve scanned data, the e-mail message is not encrypted, which enables the user to retrieve the data without password authentication. To prevent others from viewing scanned data, select PDF or DocuWorks® in File Format and set a password in PDF Security or DocuWorks Security before scanning a document.

Note

To use the Store & Send Link service, the configuration for authentication is required.

Setting Email Options

You can override the template settings and change the following email settings.

- File Name
- File Format
- Reply To

- Read Receipts

Changing the File Name, Message, or Reply to email options

1. On the printer control panel, press the **Services Home** button.
2. Select **E-mail**, then select the **E-mail Options** tab.
3. Select **File Name**, or **Reply to**. Using the touch screen keyboard, delete or modify the text.
4. Select **Save**.

Changing the File Format

1. On the printer control panel, press the **Services Home** button.
2. Select **Email**, then select the **E-mail Options** tab.
3. Select **File Format**, then select the desired file type. Each file format is described when selected.
4. To accept the file format, select **Save**.

Requesting a Read Receipt

1. On the printer control panel, press the **Services Home** button.
2. Select **E-mail**, then select the **E-mail Options** tab.
3. Select **Read Receipts**, then select **On**.
4. Select **Save**.

Other Settings

Configure the following items, if necessary.

- URL File Expiration
- Generation of URL Link
- Store & Send Link - Maximum File Size
- Print Login Name on PDF Files

CentreWare Internet Service Setting Items

You can configure the following items using CentreWare Internet Services:

- URL File Expiration
- Generation of URL Link
- Subject
- Message
- Attachment
- Device Information

For details on the setting items, click Help at the upper right corner of the CentreWare Internet Services screen.

Configuration of Store to WSD

This section describes how to configure the machine to use the Store to Web Services for Devices (WSD) feature. WSD provides a way for clients to discover the device and the services the device offers.

When a device is discovered, a client can retrieve a description of services hosted on that device and use those services. WSD allows a client to:

- Send messages to and from a web service.
- Dynamically discover a web service.
- Obtain a description of a web service.
- Subscribe to and receive events from a web service.

Preparations

One of the following operating systems must be installed on the destination computer to use the Store to WSD feature:

- Microsoft Windows 7
- Microsoft Windows Vista Service Pack 2

Enabling the WSD Scan Port

To use the Store to WSD service, enable the WSD scan port.

1. Log on as the System Administrator.

   The default user ID is **admin**. When a passcode is required, the default passcode is **1111**.

2. Press the **Machine Status** button.
3. Select the **Tools** tab.
4. Select **Connectivity and Network Setup**.
5. Select **Port Settings**.
6. Select **WSD**, and then select **Change Settings**.

   You may need to use the arrow buttons to find WSD on the list.

7. Select **WSD Scan - Port Status**, and then select **Change Settings**.
8. Select **Enabled**, and then select **Save**.
9. Select **Close** until the **Tools** screen displays.
10. Select **Close**.

A machine reboot may be required, depending on the settings. If prompted, reboot the machine.

Enabling WSD at a workstation

1. Enter the IP address of the machine.
2. From the Properties tab, select **Connectivity**.
3. Select **Protocols**.
4. Select **WSD**.
5. Select the **Enabled** checkboxes to enable the services.
6. Select **Apply** and then select **Reboot Machine**.
7. Select **OK** to confirm the reboot.

Printing a Configuration Report

To confirm that the WSD port is set up correctly, print a configuration report.

1. Log in as the System Administrator.
2. Press the **Machine Status** button
3. Select **Machine Information**.
4. Select **Printer Reports**.
5. Select **Copy Reports**.
6. Select **Configuration Report**.
7. Press the **Start** button.

   The Configuration Report prints.
8. Select **Close** until you get to the Machine Information tab.
9. Log off as the administrator.

Configuring Scan Service Settings

1. Select **System Settings > Scan Service Settings**.
2. Select your preferences from the following options:
   - Screen Defaults
   - Scan Defaults
   - Scan to PC Defaults
   - Original Size Defaults
   - Output Size Defaults
   - Reduce/Enlarge Presets
   - Preset Buttons
   - Other Settings

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Tools (administrator mode)

The machine has many factory default settings which can be customized. The following tables provide a quick reference of the various features/options that can be set or changed while logged in as administrator. The features/options may vary depending on the machine configuration and any optional hardware or software installed.

Tools	System Settings Setup and Calibration Accounting Authentication/Security Settings

System Settings

System Settings	Common Service Settings Copy Service Settings Connectivity & Network Setup Scan Service Settings E-mail Service Settings Address Book Settings Folder Service Settings Job Flow Service Settings Stored File Settings Network Controller Settings

Common Service Settings

Note

Some groups may have features/items on more than one screen. This is indicated by the presence up/down scroll buttons.

Machine Clock/Timers	Date Time NTP Time Synchronization Connection Interval Time Server Address Auto Clear Auto Job Release Auto Print Printer Lockout Duration Time Zone Daylight Savings Print-On-Demand Duration
Energy Saver Settings	Energy Saver Timers
Audio Tones	Control Panel Select Tone Control Panel Alert Tone Base Tone Machine Ready Tone Job Complete Tone 1 Job Complete Tone 2 Fault Tone Auto Clear Alert Tone Alert Tone Out of Paper Warning Tone Low Toner Alert Tone Stored Programming Tone Stored Programming Complete Tone
Screen/Button Settings	Screen Default Service Screen Default Service Screen After Auto Clear Auto Display of Login Screen Services Home Job Type on Job Status screen Screen Brightness Default Language Reconfirm E-mail Recipient Customize Keyboard Button
Paper Tray Settings	Custom Paper Settings Paper Tray Attributes Custom Paper Color Settings Paper Tray Attributes on Setup Change Paper Settings During Loading Paper Tray Priority Tray 5 (Bypass) - Paper Size Defaults Auto Tray Switching Control
Image Quality Adjustment	Image Quality Calibration 2 Sided Color Scanning Calibration

Reports	Print Reports Button Job History Report Scan File Transfer Report 2 Sided Report Job Flow Error Report
Maintenance	Quick Setup Home Initialize Hard Disk NVM Read/Write Delete All Data Software Options Power On Self Test Billing Impression Mode USB Key Density Uniformity Adjustment Finisher Adjustment (optional) Alignment Adjustment Adjust Paper Curl Clean Charge Corotron Delete All Certifications
Watermark	Date Format Default Watermark Effect Default Watermark Font Size Background Pattern Font Color Density Watermark/Background Contrast Force Watermark - Copy Force Watermark - Print Stored File Force Annotation Custom Watermark 1 to 3 Plug-in Settings Other Settings

Other Settings	Offset Stacking (Standard/Booklet Maker Middle Tray) - optional Offset Stacking (High Capacity Stacker - Stacker Cart) - optional Unload High Capacity Stacker - optional Default Print Paper Size Maximum Paper Weight for 2 Sided Printing Paper Size Settings Millimeters/Inches Keyboard Input Restriction Operation of Up/Down Buttons Display Consumables Screen Data Encryption (optional) Encryption Key Confidential Data Service Representative Restricted Operation Software Download Document Feeder Tray Elevation Gloss Level Estimated Job Time Restrict Recipient Selection Method Restrict User to Edit Address Book

Copy Service Settings

Note

Some groups may have features/items on more than one screen. This is indicated by the presence up/down scroll buttons.

Preset Buttons	Paper Supply - Buttons 1-8 Reduce/Enlarge - Button 3 Reduce/Enlarge - Button 4 Reduce/Enlarge - Button 5 Front Cover Tray - Button 1 Front Cover Tray - Button 2 Front Cover Tray - Button 3 Back Cover Tray - Button 1 Back Cover Tray - Button 2 Back Cover Tray - Button 3 Image Shift Preset 1 Image Shift Preset 2 Image Shift Preset 3 Edge Erase Preset 1 Edge Erase Preset 2 Edge Erase Preset 3 Transparency Tray - Button 1 Transparency Tray - Button 2 Transparency Tray - Button 3 Separator and Handout Tray - Button 1 Separator and Handout Tray - Button 2 Separator and Handout Tray - Button 3 Stapling Buttons 4 and 5(optional) Punching Buttons 4 and 5 (optional)

Copy Defaults	

Paper Supply
Reduce/Enlarge
Output Color
Single Color
Dual Color - Source Color
Dual Color - Target Area Color
Dual Color - Non-Target Area Color
Original Type
Original Type - Auto (Non Black & White)
Original Type - Auto (Black & White)
Lighten/Darken
Contrast
Sharpness
Saturation
Background Suppression
Color Balance - Yellow
Color Balance - Magenta
Color Balance - Cyan
Color Balance - Black
Color Shift
2 Sided
Mixed Size Originals
Edge Erase: Top Edge
Edge Erase: Bottom Edge
Edge Erase: Left Edge
Edge Erase: Right Edge
Edge Erase: Side 2
Image Shift (Off/On)
Image Shift - Side 2
Image Rotation
Image Rotation - Rotation Direction
Original Orientation
Copy Output
Uncollated - Default Separators Tray
Output Destination
Face Up/Down Option
Sample Job
Annotations: Comment
Annotations: Apply Comment
Annotations: Stored Comment
Annotations: Comment Position
Annotations: Comment Date
Annotations: Comment Apply Date to
Annotations: Date Position
Annotations: Page Numbers
Annotations: Apply Page Numbers To
Page Numbers: Starting Number
Page Numbers: Position
Annotations: Bates Stamp
Annotations: Apply Bates Stamp To
Bates Stamp: Starting Number
Bates Stamp: Number of Digits
Bates Stamp: Stored Prefix

	Bates Stamp: Position Tab Margin Shift:Shift Value Booklet Creation:Default Cover Tray Covers:Default Front Cover Tray Default Back Cover Tray Separators: Default Separator Tray

Copy Control	

	Memory Full Procedure Maximum Stored Pages Auto Paper Off Mixed Size Originals - 2 Sided Copy Fine-tune 100 % ID Card Copy - Reduce/Enlarge Background Suppression (Photo & Text) Background Suppression (Text) Photo & Text (Printed Original) Original Type - Lightweight (See-Through Paper) Face Up/Down - Reverse Order, Auto (Single Sheet) Default Trim Margin (optional SquareFold Trimmer Module) Auto Image Positioning - Below 105 gsm Auto Image Positioning - Above 106 gsm Annotations - Comment Density Comment Position - Top Left Comment Position - Top Center Comment Position - Top Right Comment Position - Left Center Comment Position - Center Comment Position - Right Center Comment Position - Bottom Left Comment Position - Bottom Center Comment Positions - Bottom Right Date Position - Top Left Date Position - Top Center Date Position - Top Right Date Position - Bottom Left Date Position - Bottom Center Date Position - Bottom Right Page Number Position - Top Left Page Number Position - Top Center Page Number Position - Top Right Page Number Position - Bottom Left Page Number Position - Bottom Center Page Number Position - Bottom Right Bates Stamp - Top Left Bates Stamp - Top Center Bates Stamp - Top Right Bates Stamp - Bottom Left Bates Stamp - Bottom Center Bates Stamp - Bottom Right Bates Stamp - Edit Prefix 1 Bates Stamp - Edit Prefix 2 Bates Stamp - Edit Prefix 3 Bates Stamp - Edit Prefix 4 Bates Stamp - Edit Prefix 5 Bates Stamp - Edit Prefix 6 Bates Stamp - Edit Prefix 7 Bates Stamp - Edit Prefix 8 Annotations - Edit Comment 1 Annotations - Edit Comment 2 Annotations - Edit Comment 3

	Annotations - Edit Comment 4 Annotations - Edit Comment 5 Annotations - Edit Comment 6 Annotations - Edit Comment 7 Annotations - Edit Comment 8 Maximum Number of Sets Sample Output to Stacker - Top Tray (optional Standard/Booklet Maker Finisher) Reading Order Options
Original Size Defaults	A/B Series Inch Series Others Custom Size Original Size 1 Original Size 2 Original Size 3 Original Size 4 Original Size 5 Original Size 6 Original Size 7 Original Size 8 Original Size 9 Original Size 10 Original Size 11 Original Size 12 Original Size 13 Original Size 14
Reduce/Enlarge Presets	Reduce/Enlarge Presets 1-8
Custom Colors	Custom Color Presets 1-6

Connectivity and Network Setup

Note

Some groups may have features/items on more than one screen. This is indicated by the presence up/down scroll buttons.

Port Settings	NetWare SMB Port 9100 SNMP FTP Client Send E-mail E-mail Notification Service WSD Internet Services (HTTP) SOAP WebDAV

Protocol Settings	Ethernet Rated Speed TCP/IP - IP Mode IPv4 - IP Address Resolution IPv4 - IP Address IPv4 - Subnet Mask IPv4 - Gateway Address IPv4 - DNS Server Setup IPv4 - IP Filter IPv6 Address Manual Configuration Manually Configured IPv6 Address Manually Configured IPv6 Address Prefix Manually Configured IPv6 Gateway IPv6 - DNS Server Setup Automatically Configured IPv6 Address IPv6 - IP Filter
Machine E-mail Address/ Host Name	E-mail Address Machine Name Host Name Domain Name
Proxy Server Settings	Use Proxy Server Proxy Server Setup Addresses to Bypass Proxy Server HTTP Proxy Server Name HTTP Proxy Server Port Number HTTP Proxy Server Authentication HTTP Proxy Server Login Name HTTP Proxy Server Password HTTP Proxy Server Name HTTP Proxy Server Port Number HTTP Proxy Server Authentication HTTP Proxy Server Login Name
Outgoing E-mail Settings	POP3 Server Settings SMTP Server Settings
Setting the option for Paper Tray Attibutes During Loading	Enabled Disabled
Remote Authentication Server Settings	Authentication System Setup Kerberos Server Settings SMB Server Settings
Security Settings	S/MIME Settings PDF/DocuWorks/XPS Signature Settings IPSec Settings IEEE 802.1x Settings Certificate Revocation Retrieval Settings
Other Settings	Add Domain Name to User Name Output Destination for E-mail Domain Filtering

Scan Service Settings

Note
Some groups may have features/items on more than one screen. This is indicated by the presence up/down scroll buttons.

First Tab	Feature in 2nd Column Reduce/Enlarge - Buttons 2 to 5
Scan Defaults	Color Scanning Original Type File Format Optimize PDF For Quick Web View Thumbnail - Outgoing E-mail Thumbnail - Scan to PC Lighten/Darken Contrast Sharpness Background Suppression Shadow Suppression Color Space Original Orientation Resolution Mixed Size Originals Edge Erase Edge Erase - Top Edges Edge Erase - Bottom Edges Edge Erase - Right Edges Edge Erase - Left Edges Edge Erase - Side 2 Center Erase/Binding Edge Erase Quality/File Size E-mail Subject Searchable Text Language of the Original Searchable - Text Compression
Scan to PC Defaults	Transfer Protocol Login Credential to Access Destination User Name for FTP Scan

Original Size Defaults	A/B Series Inch Series Others Custom Size Original Size 1 Original Size 2 Original Size 3 Original Size 4 Original Size 5 Original Size 6 Original Size 7 Original Size 8
Output Size Defaults	A/B Series Inch Series Others Custom Size Output Size 1 Output Size 2 Output Size 3 Output Size 4 Output Size 5 Output Size 6 Output Size 7 Output Size 8 Output Size 9 Output Size 10 Output Size 11 Output Size 12 Output Size 13 Output Size 14
Reduce/Enlarge Presets	Preset percentage Variable percentage Reduce/Enlarge Preset 1 Reduce/Enlarge Preset 2 Reduce/Enlarge Preset 3 Reduce/Enlarge Preset 4 Reduce/Enlarge Preset 5 Reduce/Enlarge Preset 6 Reduce/Enlarge Preset 7 Reduce/Enlarge Preset 8 Reduce/Enlarge Preset 9
Other Settings	Memory Full Procedure Maximum Stored Pages Saturation Background Suppression Level Shadow Suppression Level Color Space TIFF Format Image Transfer Screen Searchable Page Orientation Print Login Name on PDF Files

E-mail Service Settings

Note Some groups may have features/items on more than one screen. This is indicated by the presence up/down scroll buttons.

Email Control	Maximum Address Entries Incoming E-mail Print Options Read Receipts Split Send Method Maximum Data Size per E-mail Maximum Total Data Size Maximum Split Count Allow Casual Users to Edit From Field Allow Guest Users to Edit From Field Allow to edit From if Search Found Allow to edit From if Search Failed E-mail Sending When Search Failed Add Me to "To" Field Add Me to "Cc" Field Edit E-mail Recipients

Address Book Settings

Note Some groups may have features/items on more than one screen. This is indicated by the presence up/down scroll buttons.

Address Book Defaults	Public Entries
Address Book Default Scan	Network Entries

Folder Service Settings

Note Some groups may have features/items on more than one screen. This is indicated by the presence up/down scroll buttons.

Folder Service Settings	Files Retrieved By Client File Display Default Print & Delete Confirmation Screen Quality/File Size for Retrieval

Job Flow Service Settings

Note
Some groups may have features/items on more than one screen. This is indicated by the presence up/down scroll buttons.

Job Flow Service Settings	Pool Server Pool Server Login Method Job Flow Sheet List Default

Stored File Settings

Note
Some groups may have features/items on more than one screen. This is indicated by the presence up/down scroll buttons.

Stored File Settings	Expiration Date for Files in Folder

Setup and Calibration

Setup	Create Folder Stored Programming Create Job Flow Sheet Create Job Flow Sheet Keyword Add Address Book Entry Paper Tray Attributes
Calibration	

Accounting

Create/View User Accounts	Create/View User Accounts Reset User Accounts System Administrator's Meter (Copy Jobs) Accounting Type Accounting Login Screen Settings Auto Reset of User Billing Information Accounting/Billing Device Settings Copy Activity Report

Reset User Accounts	All User Accounts All Feature Access Settings All Account Limits Total Impressions All Authorization Groups Meter (Print Jobs) Print Auditron Report
System Administrator Copy Meter	Total Impressions
Accounting Type	Accounting Disabled Local Accounting Network Accounting Xerox Standard Accounting Auditron Mode Verify User Details Customize User Prompts
Accounting Login Screen Settings	Alternative Name for User IDMask User ID Mask User ID Display Billing Information upon Login
Auto Reset of User Billing Information	Off Reset Every Year Reset Every Quarter Reset Every Month
Copy Activity Report	Disabled/Enabled

Authentication/Security Settings

System Administrator Settings	System Administrator's Login ID System Administrator's Passcode
Authentication	Login Type Access Control Create/View User Accounts Reset User Accounts Create Authorization Groups User Details Setup Maximum Login Attempts by System Administrator Passcode Policy
Allow User to Disable Active Settings	Enable or Disable Active Settings
Job Status Default	Active Jobs View Completed Jobs View
Overwrite Hard Disk	Number of Overwrites Schedule Image Overwrite Run Image Overwrite

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Common Service Settings

In Common Service Settings, you select default settings that affect the machine itself.

1. From the System Settings screen, select **Common Service Settings**.
2. Select the item to be set.

Machine Clock/Timers

Use the Machine Clock/Timers feature to set the machine clock time and time intervals for various options:

Date

Sets the date of the machine clock. The date set here prints on lists and reports. Select from three different options when setting the date:

- Year/Month/Day
- Month/Day/Year
- Day/Month/Year

Time

Sets the time of the machine clock. The time set here prints on lists and reports. Select either a 12-hour or 24-hour representation.

Auto Clear

Sets the time period which determines when the machine returns to its default screen; in other words, if a given time period elapses with no operation, the machine automatically returns to the initial (default) screen. When this option is set for **On**, select a time period between 30-900 seconds, in one second intervals.

Note

Even if **Off** is selected, any currently scanned and pending jobs continue processing after one minute of inactivity on the machine.

Auto Job Release

If an error occurs during a copy or scan job, this sets the time that elapses until the current job is automatically cleared, and thereby enables the completion of the next job. When set for **On**, select a time period between 4-99 minutes, in one minute increments. Select **Off** if you do not want to use this feature.

Auto Print

Set the time from the end of print job until the execution of next print job. When set for **On**, select a time period between 1-240 seconds, in one second intervals. If **Off** is selected, printing can start immediately, once the machine is ready.

Printer Lockout Duration

When set for **On**, select the time from the start to the end of printer lockout. Set the values from 0-23 hours and to 59 minutes. If you select **Off** no printer lockout occurs.

Time Zone

Sets the time difference from Greenwich Mean Time (GMT).

Daylight Savings Time

With this feature enabled, the machine automatically adjusts the current time when daylight savings time starts and ends. Options include:

- **Adjust off**: Select this feature if you do not want to use the Daylight Savings feature.
- **Adjust by Month, Day & Time**: Select this feature to specify the start of the daylight savings feature, by month, day and time.
- **Adjust by Month, Week, Day of Week & Time**: Select this feature to specify the start of the daylight savings feature, by month, week, day of the week and time.

Setting the Machine Clock/Timers

1. Login as administrator.
2. Select Machine Status on the Control Panel.
3. Access the Tools tab on the UI.
4. Select **System Settings** > **Common Service Settings**.
5. Select **Machine Clock/Timers**.
6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.

   The previous screen is displayed.
10. If desired, select another option to set or change and repeat the previous steps.
11. Select **Close**.

    The main Tools tab screen is displayed.
12. Exit administrator mode.

Date and Time

Use the following instructions to setup the Date and Time for the printer.

1. Select **Machine Status** from the Control Panel.
2. Select the **Tools** tab, **System Settings** and select **Common Service Settings**.
3. Select **Machine Clock/Timers**.
4. Select **Date** and select **Change Settings**. Enter the **Date Format** and then the day, month and year.
5. Select **Save**.
6. Select **Time** and select **Change Settings**. Select either **12 Hour Clock** or **24 Hour Clock**. Then select the hours and select **Save**.

NTP Time Synchronization

You can get the time from a time server (NTP: Network Time Protocol), to synchronize the machine to the time server time.

1. From the Machine Clock/Timers screen, select **NTP Time Synchronization**, and select **Change Settings**.
2. Select **On** or **Off**.
3. Select **Save** to save the settings and return to the previous window.

Connection Interval

Select the time interval at which a connection is made to the time server.

Select an interval from 1 to 500 hours, in steps of one hour.

1. From the Machine Clock/Timers screen, select **Connection Interval**, and select **Change Settings**.
2. Enter the Connection Interval using the numeric keypad.
3. Select **Save** to save the settings and return to the previous window.

Time Server Address

This is used to enter the IP address for the time server.

Note

Set the NTP Time Synchronization to on.

1. From the Machine Clock/Timers screen, select **Time Server Address** and press **Change Settings**.
2. Enter the IP address:
   - IP Address: Set the IP address of the time server from which the time is obtained, using values 0 to 255.
   - Addresses 244 to 255.XXX.XXX.XXX and 127.XXX.XXX.XXX cannot be set.

- Select **Next** to enter the next part of the IP address if the address between dots is less than 3 digits.

3. Select **Save** to save the settings and return to the previous window.

Auto Clear

If a given time period elapses with no operation, the machine automatically returns to the initial screen.

Set a period from 1 to 4 minutes, in intervals of 1 minute.

Note

Even if **Off** is selected, any currently scanned and pending jobs continue processing after one minute of inactivity on the machine.

1. From the Machine Clock/Timers screen, select **Auto Clear** and select **Change Settings**.
2. Select **Off** or **On**.
3. If you selected **On**, select the time by using the arrows or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Auto Job Release

If an error occurs during a copy or scan job, you can set the time that elapses until the current job is automatically cleared, and thereby enabling the completion of the next job. Errors that may occur include a paper feed, a jammed original, a copy jam, running out of hard disk space, etc. Once the current job is cleared, jobs that can be continued are limited to those that only use parts of the machine not affected by the error. Set the value in the range 4 to 99 minutes, in 1 minute increments. Select Off if you do not want to use this feature.

1. From the Machine Clock/Timers window, select **Auto Job Release**, and select **Change Settings**.
2. Select **Off** or **On**.
3. If you selected **On**, set the time using the arrows or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Auto Print

Set the time from the end of print job until the execution of next print job. Set the value from 1 to 240 seconds, in one second steps. If you select **Off**, printing can start immediately, once the machine is ready.

1. From the Machine Clock/Timers window, select **Auto Print**, and then select **Change Settings**.
2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the arrows, or the numeric keypad to enter a numeric quantity.

4. Select **Save** to save the settings and return to the previous window.

Printer Lockout Duration

Set the time from the start to the end of printer lockout. Set the values from 0 to 23 hours and to 59 minutes. If you select **Off**, no printer lockout occurs.

1. From the Machine Clock/Timers window, select **Printer Lockout Duration**, and then select **Change Settings**.
2. Select **Off** or **On**.
3. If you selected **On**, set the Start and End time by using the arrows, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Time Zone

1. From the Machine and Clock/Timers window, select **Time Zone** and then select Change Settings.
2. Use the arrows to set the time difference from Greenwich Mean Time (GMT).
3. Select **Save** to save the settings and return to the previous window.

Daylight Savings

With this feature enabled, the machine automatically adjusts the current time when daylight savings time starts and ends.

Print-On-Demand Duration

1. From the Machine Clock/Timers section, select Print-On-Demand-Duration.
2. Select the desired minutes.

Energy Saver Timers

In energy saving mode, there is a low-power mode and a sleep mode, and when the set time has elapsed from the last operation on the machine, the machine goes to low-power mode, then to sleep mode

The Energy Saver Timers feature allows the amount of time specified to elapse before the machine enters Low Power Mode or Sleep Mode. Options include:

- From Last Operation to Low Power Mode: Specify a time period between the last operation and entering into the Low Power mode in the range from 1-240 minutes, in one minute increments.
- From Last Operation to Sleep Mode: Specify a time period between the last operation and entering into the Sleep mode from 1-240 minutes, in one minute increments.

Note

Set the Sleep Mode time for a longer time interval than the Low Power Mode time.

1. From the Energy Saver settings window, select **Energy Saver Timers**, and then select **Change Settings**.
2. Set low-power mode and sleep mode.
   a) **From Last Operation to Low Power Mode**: Set the time to go from last operation to low-power mode. Set the time from 1 to 240 minutes, in 1 minute increments.

      The time From Last Operation to Low Power mode must not exceed the time From Last Operation to Sleep Mode.

   b) **From Last Operation to Sleep Mode**: Set the time to go from last operation to sleep mode from 1 to 240 minutes, in 1 minute increments.

Audio Tones

Use the **Audio Tones** feature to select whether or not to sound an alarm for various machine functions; for example an alarm can be set to sound when a job ends or there is a fault. Options include:

Control Panel Select Tone

Select the volume level that sounds when a button on the UI is correctly selected. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Control Panel Alert Tone

Select the volume level that sounds when a non-functioning (or grayed-out) button is selected or when an error occurs. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Base Tone

For a button that toggles (the setting changes each time it is pressed), select the volume level that sounds when the button is in its initial (first) position. This is the sound made when the **Interrupt** button is released. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Machine Ready Tone

Set the volume level that sounds when the machine is ready to copy or print or after the machine powers on. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Job Complete Tone 1

Select the volume level that sounds when the machine successfully completes the specific cycle, such as a copy job. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**. The default setting is Copy.

Job Complete Tone 2

Select the volume level that sounds when the machine successfully completes the specific cycle, such as a copy job. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**. The default setting is Print Report.

Fault Tone

Select the volume level that sounds when there is an error termination. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Auto Clear Alert Tone

Select the volume level that sounds when the automatic clear feature is enabled. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Alert Tone

Select the volume level that sounds when a fault, such as a paper jam occurs, and the fault is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Out of Paper Warning Tone

Select the volume level that sounds when there is no paper in the paper tray and the job is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Low Toner Alert Tone

Select the volume level that sounds when it is time to replace the drum toner cartridge. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Stored Programming

Select the volume level that sounds when the Stored Programming feature is enabled. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Stored Programming Complete Tone

Select the volume level that sounds when the Stored Programming feature is enabled. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Setting Audio Tones

1. Login as administrator.
2. Select the Machine Status button on the Control Panel.
3. Access the Tools tab on the UI.
4. Select **System Settings** > **Common Service Settings**.
5. Select **Audio Tones**.
6. Select the item to be set or changed. Options include:
   - Control Panel Select Tone
   - Control Panel Alert Tone
   - Base Tone

- Machine Ready Tone
- Job Complete Tone 1, 2
- Fault Tone
- Auto Clear Alert Tone
- Alert Tone
- Out of Paper Warning Tone
- Low Toner Alert Tone
- Stored Programming
- Stored Programming Complete Tone

7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.

   The previous screen is displayed.
10. If desired, select another option to set or change and repeat the previous steps.
11. Select **Close**.

    The main Tools tab screen is displayed.
12. Exit administrator mode.

Stored Programming Tone

Select the volume level that sounds while the machine records a job into the job memory.

Note

It is not possible to disable this sound.

Stored Programming Complete Tone

Select the volume that sounds when the Stored Programming is completed. Select **Loud**, **Normal**, or **Soft**. To disable the sound, select **Off**.

Screen/Button Settings

Use the Screen/Button Settings feature to set specific screens and buttons that display when the power is turned on, when exiting Power Saver, and more. Options include:

Screen Default

Assign a default screen that displays when the machine powers on; selections include **Services**, **Copy**, **Job Status**, or **Machine Status**.

Service Screen Default

Assign a default to the service screen; selections include **Services Home**, **Copy**, or **Stored Programming**.

Service Screen After Auto Clear

Assign a default service screen that displays after Auto Clear occurs; select either **Services Home** or **Last Selection Screen**.

Auto Display of Login Screen

When the Authentication feature is used, select whether or not to automatically display the login screen after turning the machine on or after canceling the Power Saver/Energy Saver mode.

Services Home

Set the layout of service buttons that appear on the Services Home screen when pressing the **Services Home** button on the control panel.

Job Type on Job Status screen

Select the job types that to display on the Completed Jobs tab of the Job Status screen when the **Job Status** button on the control panel is pressed.

Default Language

Set the default language for the machine; this language appears on the UI.

Screen Brightness

Use this option to increase or decrease the brightness of the screen.

Reconfirm E-Mail Reconciliation

Use this option to decide if an email will be sent when a job is reconciled.

Customize Keyboard Button

Use this option to enter and save frequently used information and to create a customized button on the UI keyboard screen. Frequently used information may be a domain name, an IP address, or other related data; for example: www.xerox.com. Only one UI keyboard button may be customized.

Screen after inserting USB

Use this option to determine which screen will display once a USB is inserted.

Service Screen After Auto Clear

You can assign the Service Screen after auto clear.

1. From the Screen/Button Settings window, select **Service Screen After Auto Clear**, and select **Change Settings**.
2. Select the desired screen default.
3. Select **Save**.

Assigning Screen/Button Settings

1. Login as administrator.

2. Press the Machine Status button on the Control Panel.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select **Screen/Button Settings**.
6. Select the item to be set or changed. Options include:
   - Screen Default
   - Service Screen Default
   - Service Screen After Auto Clear
   - Auto Display of Login Screen
   - Services Home
   - Job Type on Job Status screen
   - Default Language
   - Customize Keyboard Button
   - Screen Brightness
   - Reconfirm E-Mail Recipient
   - Customize Keyboard Button
   - Screen After Inserting USB
7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.

   The previous screen is displayed.
10. If desired, select another option to set or change and repeat the previous steps.
11. Select **Close**.

    The main Tools tab screen is displayed.
12. Exit administrator mode.

Reconfirm E-mail Recipient screen

Select whether, and when an email recipient reconfirmation is to occur from the Reconfirm E-mail Recipient screen.

1. From the Screen/Button Settings window, select **Reconfirm E-mail Recipient** and select **Change Settings**.
2. Select from **Confirmation not Required**, **Always Reconfirm Recipient**, and **Reconfirm if Multiple Recipients**.
3. Select **Save**.

Customize Keyboard Button

Select this option for frequently used information (e.g. domain names, IP addresses, or other related data) to create a customized button on the UI keyboard screen.

Note

You can customize one button only.

1. From the Customize Keyboard Button screen, select **Change Settings**.
2. Enter in your desired information that will appear on the customized button (e.g., .com or john.doe@xerox.com).
3. Press the **Preview** button to see the selection displayed on the customized button, located in the lower, right corner of the keyboard screen.
4. Select **Save**.

Custom Paper and Custom Paper Color Settings

You can set a custom name for paper 1-5 (refer to the screen in Step 1 of the following procedure). A maximum of twelve characters can be entered for each custom paper name. For example, use the name “Color” for colored paper.

1. From the Paper Tray Settings screen, select **Custom Paper Settings and Custom Paper Color Settings** feature.

   The Custom Paper Name/Color screen opens.
2. Select the item to be set or changed, and select **Change Settings**.
   The Keyboard screen opens.
3. Enter the desired name for Custom Paper 1.
4. Select **Save** to save the name and return to the previous screen.
5. If desired, repeat Steps 1-5 for the other custom paper types and custom paper colors.
6. Select **Close** to return to the Paper Tray Settings screen.

Paper Tray Settings

The Paper Tray Settings is available by selecting the Machine Status button from the Control Panel. Select the Tools tab, System Settings, Common Service Settings, then Paper Tray Settings. Use the **Paper Tray Settings** feature to set items relating to the paper and trays, including the following components:

Custom Paper Name/Color Settings

Use this feature to assign a custom name for the color paper loaded in the machine. A maximum of twelve characters can be entered for each custom color paper name.

Paper Tray Attributes

Use this feature to configure settings for specific paper characteristics for the paper that is loaded in each tray; options include:

- Paper Size
- Paper Type (such as plain, uncoated, or uncoated stock)
- Paper Weight
- Paper Color
- Alignment Adjustment: Use this feature to make adjustments to the image based on the alignment output of a document. Adjustments can be modified such as: registration, perpendicularity, skew, and magnification.
- Adjust Paper Curl: Use this feature when the output contains too much paper curl.
- Auto Air Assist Values: Use this feature to switch on/off fans in a paper tray in order to eliminate misfeeds, multifeeds, paper jams, or other possible tray feeding problems.
- Adjust Fold Position: Use this feature to adjust the fold position for various paper types, as well as set adjustment values to various default types. This option is available only if the machine is equipped with either the optional Standard Finisher or Booklet Maker Finisher.

Custom Paper Supply Screen

Use this feature to assign and set specific paper attributes to a custom paper. Attributes include:

- Name
- Paper Type (such as plain, coated, or uncoated stock)
- Paper Weight
- Alignment Adjustment: Use this feature to make adjustments to the image based on the alignment output of a document. Adjustments can be modified such as: registration, perpendicularity, skew, and magnification.
- Adjust Paper Curl: Use this feature when the output contains too much paper curl.
- Auto Air Assist Values: Use this feature to switch on/off fans in a paper tray in order to eliminate misfeeds, multifeeds, paper jams, or other possible tray feeding problems.
- Adjust Fold Position: Use this feature to adjust the fold position for various paper types, as well as set adjustment values to various default types. This option is available only if the machine is equipped with either the optional Standard Finisher or Booklet Maker Finisher.

Paper Tray Attributes on Setup Screen

The selection made on this screen determines whether or not the **Paper Tray Attributes** option is displayed on the **Tools** tab.

Paper Tray Attributes During Loading

This features determines whether or not the Paper Tray Attributes option is displayed on the User Interface when a paper tray is opened and closed.

Paper Tray Priority

Use this feature to set the paper tray priority sequence for automatic tray selection. Automatic tray selection occurs when a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

Tray 5 (Bypass) Paper Size

Use this feature to assign specific paper sizes to Tray 5 (Bypass). This will facilitate easier copying when using Tray 5 (Bypass). A maximum of twenty paper sizes can be assigned to the Tray 5 (Bypass) size selections.

Auto Tray Switching Control

Use this feature to choose the auto tray switching method and how to copy mixed size documents.

Custom Paper and Custom Paper Color Settings

You can set a custom name for paper 1-5 (refer to the screen in Step 1 of the following procedure). A maximum of twelve characters can be entered for each custom paper name. For example, use the name “Color” for colored paper.

1. From the Paper Tray Settings screen, select **Custom Paper Settings and Custom Paper Color Settings** feature.

   The Custom Paper Name/Color screen opens.
2. Select the item to be set or changed, and select **Change Settings**.
   The Keyboard screen opens.
3. Enter the desired name for Custom Paper 1.
4. Select **Save** to save the name and return to the previous screen.
5. If desired, repeat Steps 1-5 for the other custom paper types and custom paper colors.
6. Select **Close** to return to the Paper Tray Settings screen.

Paper Tray Attributes

Select the paper size and paper type that will be loaded in trays 1-4, tray 5 (bypass), and optional trays 6 and 7.

1. Select **Setup** > **Paper Tray Attributes**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select **Change Settings**.

Customize Paper Settings

Select the features that are displayed about a paper in the Paper Supply screen (Copy feature).

1. From the Paper Tray Settings select **Customize Paper Supply** screen.
2. Select an item.
3. Select **Save** to close this screen and return to the Paper Tray Settings screen.

Change Paper Settings During Loading

The selection made on this screen determines whether or not the **Paper Tray Attributes** feature displays on the Setup menu. Select **Disabled** or **Enabled**.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.
5. Select **Paper Tray Attributes During Loading**.
6. Select one of two choices:
    - **Disabled**: When selected, the paper tray attributes option does NOT display on the Tools tab.
    - **Enabled**: When selected, the paper tray attributes option DOES display on the Tools tab.
7. Select **Save**.

    The Paper Tray Settings screen displays.
8. Select **Close**.

    The main Tools tab screen is displayed.
9. Exit administrator mode.

Paper Tray Priority

1. From the Custom Settings window, select **Paper Tray Priority**.
2. Select the item to be set or changed.
    - Make the appropriate selections or changes to that item.
    - Select **Save** to return to the Paper Tray Priority screen.
3. Repeat step 2 for each Paper Tray Priority feature.
4. Select **Close** to return to the Common Settings screen.

Paper Type Priority

1. Select **Paper Type Priority**.
2. Select a paper type from the list of items.
3. Select **Change Settings**.
4. Select the **Priority Number** from a list of **Auto**, **First** through **Eighth**.

Tray 5 (Bypass) - Paper Size Defaults

This feature allows you to assign specific paper sizes to Tray 5. This will facilitate easier copying when using Tray 5 (Bypass).

You can assign a maximum of twenty paper sizes to the Tray 5 (Bypass) size selections, which are listed 1-20.

To assign paper sizes to the Tray 5 buttons, perform the following steps.

Note

If a nonstandard size paper is frequently used for copying, set this feature to accommodate that paper size. This avoids repeatedly selecting the paper dimensions each time you use that nonstandard paper for copying. This feature also allows you to set commonly used paper sizes in the descending order shown on the screen below; this provides ease and quickness in selecting the desired paper size when copying jobs. For example, if you frequently use 12 x 18 in. (304.8 x 457.2 mm) paper, you can set Item 1 for that paper size.

1. From the Paper Tray Settings screen, select **Tray 5 (Bypass) Paper Size Defaults**.
2. Select the item to be set or changed, and select **Change Settings**.

   Note

   Use arrow buttons to display the next screen.

3. Select the paper series.
   If Custom Size is selected, go to step 1
4. Select a specific paper size.
5. If **Custom Size** is selected, set the numeric values using arrow buttons.
6. Select **Save** to save your selections and return to the previous screen.
7. Repeat steps 1-6, as required, for Tray 5 paper sizes.
8. Select **Close** to return to the Paper Tray Settings screen.

Auto Tray Switching

Set the method of auto tray switching.

Enable during Auto Select

When the paper selection is Auto Select, the machine automatically selects a tray containing appropriate paper.

Enable for Same Paper Weight and Color

When the paper selection is Auto Select, the machine automatically selects a tray containing the same paper type and color.

1. When completed, select **Save**.
2. Select **Targeted Paper Type and Weight**.
3. Select **Targeted Paper Color**.
4. Select **Targeted Paper Type and Weight**.
5. Select **Targeted Paper Color**.
6. Select **Close**.

Image Quality Adjustment

The Image Quality Adjustment Settings are available by selecting the Machine Status button from the Control Panel. Select the Tools tab, System Settings, and Common Service Settings and then select Image Quality Adjustment. You can select the image quality processing method that is used when the machine is scanning an original.

1. From the System Common Service Settings, **Features** menu, select **Image Quality Adjustment**.
2. Select **Image Quality Adjustment**.
3. Select the item to be set or changed, and select **Change Settings**.

Photo and Text Recognition

This feature allows the System Administrator to set the default level for Photo & Text Recognition. (The Photo & Text function is used with the Original Type (Image Quality) feature when copying jobs.) The setting selected here enables the machine to accurately distinguish text from photos when it scans the original document.

Select **Photo & Text Recognition** and then select the **Change Settings** button. Photo & Text Recognition options include the following:

- Select **Normal** to enable optimum image quality during copy jobs.
- Select **More Text** if the majority of the copy jobs contain mostly fine print; this enables the machine to recognize the fine print as text.
- Select **More Photo** if the majority of copy jobs contain more photographs than text. This enables the machine to recognize newspaper and advertisement halftone images as photos.

Note

If a copy job requires a setting other than "**Normal**," the System Administrator may change the default level for that job. However, at the completion of the job, ensure that the default level is reset to "**Normal**" in order to provide optimum image quality on your output.

Background Suppression (Black copy)

Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through.

- Select **High Quality** to enhance the quality of the black copy.
- Select **High Speed** to increase the rate of speed of data transmission

Background Suppression (Scan Jobs)

Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through

1. Select **High Quality** to enhance the quality of the black copy.
2. Select **High Speed** to increase the rate of speed of data transmission.

Image Enhancement

You can select whether or not to carry out image enhancement. If you select On, copy data is smoothed, to give a smoother appearance. If **Off** is selected, the machine will not perform image enhancement.

Reports

The Reports option is available by selecting the Machine Status button from the Control Panel. Select the Tools tab, System Settings, and Common Service Settings then select Reports. These settings relate to printing reports.

1. From the Common Settings screen, select **Reports**.

   The Reports screen is displayed.

   Note

   The reports actually listed on your Reports screen may vary according to the enablement or disablement of related features or options.

2. Select the item to be set or changed, and select **Change Settings**.
3. Select the appropriate option for the specific Reports feature.
4. Select **Save** to save the selection.

Print Reports Button

When enabled, the **Print Reports** button appears on the **Machine Information** Tab without entering the SA passcode.

Job History Report

You can select whether or not to automatically print a Job History Report after a total of fifty jobs have been processed.

Scan File Transfer Report

You can select **Off**, **On**, or **Print When Delivery Fails**.

2 Sided Report

When printing a report/list, select whether to print 1 sided or 2 sided.

Job Flow Error Report

You can select **Off** or **On**.

Other reports you can select include Activity Report, Transmission Report - Job Undelivered, Transmission Report - Job deleted, Mailbox Report, Broadcast/Multi-Poll Report, and Relay Broadcast Report.

1. Select **Save**.
2. Select **Close**.

   You are returned to the Common Settings screen.

Maintenance

Use this feature to further customize the machine settings for the following options:

Quick Home Setup

Use this option to create a quick page to be used as the Home screen.

Initialize Hard Disk

Use this option to initialize the machine hard disk. This erases any current data on the hard disk.

Delete All Data

Use this option to select **Delete Job** or **Run Job** when the machine memory is full.

Delete Certificates/Initialize Settings

Use this option to select **Delete Job** or **Run Job** when the machine memory is full.

Software Options

This feature is for service representatives only. For more information, contact the Xerox Customer Support Center.

Power On Self Test

Select whether or not to perform a self test when the machine is switched on/started. If any abnormal conditions are found, such as intentional program modification, the machine stops and records the information in the audit log. If the machine does not start, contact the Customer Support Center.

NVM Read Write

The Xerox service representative uses this feature to change certain system settings. It also may occasionally be used by system administrators.

Density Uniformity Adjustment

Use this feature to correct image quality on the output when that image quality is not consistent throughout the entire output; for example, the image quality is lighter (faded) or heavier (thicker) on the left/right sides of the output (inboard/outboard). This feature uses a new application called Simple Image Quality Adjustment (SIQA), and it allows the user to easily and quickly make adjustments and correct these image quality issues.

Alignment Adjustment

Use this feature to adjust the output image (such as skew or perpendicular angle) and assign the alignment type to a specific tray. A total of 50 alignment types can be created/configured.

Adjust Paper Curl

Use this feature to change the paper curl settings either at point of need or to create individual paper curl profiles for specific paper types, weights, and trays.

Adjust Fold Position (Finisher Adjustment) - optional

This feature is available only if the optional Standard/Booklet Maker Finisher is connected to the machine. Use this feature to adjust the fold position on the printed output. If the optional C/Z Folder is also connected, more folding options are available.

Initialize Hard Disk Drive

This procedure initializes the hard disk. The data erased by formatting includes additional fonts, ESC/P, HP-GL/2, and SMB folder.

Tip

The secure print document log is not erased.

1. From the Maintenance screen, select **Initialize Hard Disk Drive**.
2. Select the partition to be reformatted and select **Start**.
3. Select **Yes**.
4. When reformatting completes successfully, the message screen appears, select **Confirm**.
5. Select **Close** to return to the Maintenance screen.
6. Select **Close** to return to the Common Settings screen.

Software Options

Use the Keyboard to type passcodes for the Software Options and select **Reboot**. Up to 5 passcodes can be typed.

Delete Certificates/Initialize Settings

Tip

Do not use this function unless you are authorized and have checked with your Xerox Service Representative.

This deletes all data recorded in the machine. This includes all user settings, and data recorded automatically by the system.

Alignment Adjustment

The Alignment **Adjustment** feature allows you to create and store specific alignment adjustment procedures. These procedures allow you to accommodate different media types and how the image is registered, aligned, or magnified for side 1 and side 2 output. These procedures may be used at point of need in order to ensure optimum output quality of your prints.

Alignment adjustments can be made when the position of the output image is misaligned or skewed. This may be a result of paper expansion or contraction, cutting inaccuracy, or paper storage conditions.

You can create and save a maximum of 50 alignment procedures.

When creating an Alignment Adjustment profile, select one of the following:

- **Auto Alignment Adjustment**: This option provides a quick and easy way to create and save alignment adjustment profiles by using the Simple Image Quality Adjustment (SIQA) application which is loaded on a Windows PC. By selecting this option, the user scans two test patterns. The system then reviews, analyzes, a calculates the test patterns and automatically provides an alignment adjustment profile that can be saved to the system's memory. This profile can be recalled quickly and easily by the user at point of need.
- **Manual Alignment Adjustment**: This option is more labor intensive and many modifications may need to be made to the alignment adjustment profile before a satisfactory one is obtained. The recommendation is to use **Auto Alignment Adjustment** option before selecting this option.

Note

It is recommended that you read through the entire Alignment Adjustment section before creating/editing or performing any actual alignment adjustments.

Alignment Adjustment information

When printing duplex jobs and using different media types (including paper type, weight, and coating/uncoating), the output may require specific handling by the machine as it is moving through the paper path. With certain media types and duplex jobs, the images on side 1 and/or side 2 may be misregistered, skewed, perpendicularly misaligned, or stretched; this is where alignment procedures can be used to eliminate these type of issues.

Alignment adjustment procedures allow you to:

- Make adjustments to the image based on the alignment output of a document. Various adjustments can be modified such as: print position (registration), perpendicularity, skew, and magnification.
- Make adjustments when the position of the output image is misaligned or skewed. This may be a result of paper expansion or contraction, cutting inaccuracy, or paper storage conditions. To compensate for this scenario, the alignment adjustment feature can be used to adjust the image alignment.

Things to consider when creating/using an alignment procedures

When creating alignment procedures for side 1 and/or side 2 prints, be aware of the following:

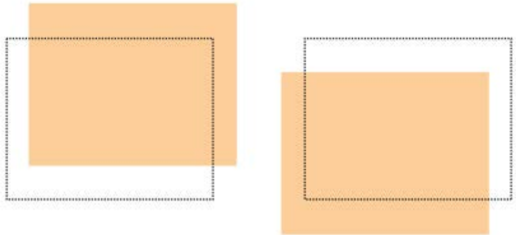
- Side 1/side 2 images may be misregistered because the paper is not the exact same size. It may vary slightly, with differences of +/- 1 mm, causing the image to be misregistered. To reduce the possibility of size differences, it is recommended that you use paper from the same lot when running duplex jobs.
- During the fusing process, the heat and pressure applied to the paper causes the paper to stretch. If the images on sides 1 and 2 are the same size, the stretching of the paper may cause the image on side 1 to be slightly larger than the image on side 2.

Creating an alignment adjustment procedure for these types of jobs allows you to reduce or eliminate the images being larger on side1 than on side 2 prints.

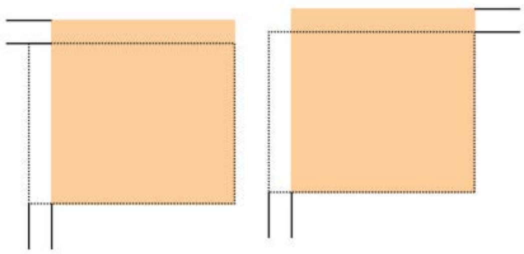
Alignment Adjustment options

Alignment Adjustment includes the following options:

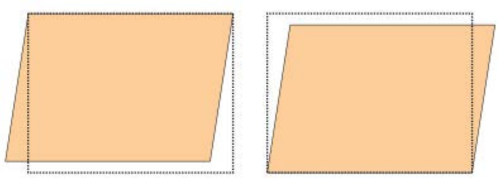
- **Name**: Provide a name specific so that later recall is not an issue.
- **X and Y Print Positions**: Adjust the position of the image in lead edge/paper feed direction (X position) or in the side edge/vertical direction (Y position). The X/Y Print Position often is referred to as registration.



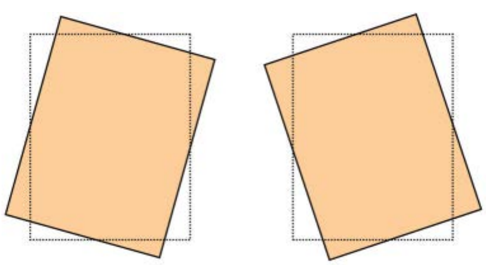
- **X/Y% Magnification** (Width/Length): Use this feature to correct for image stretch from side 1 to side 2. The image may be enlarged or reduced as necessary.



- **Perpendicularity**: Use this when the image is straight on the page, but the corners are slanted, not at right (90 degree) angles to each other. This feature adjusts the image digitally on the drum so that it will align with the paper for both side 1 and side 2.



- **Skew**: Use this when the entire image on the page is slanted and not straight. This feature adjusts the paper so that the image for side 1 and/or side 2 are not skewed but aligned with each other.



When selecting/editing the various Alignment options, consider these tips:

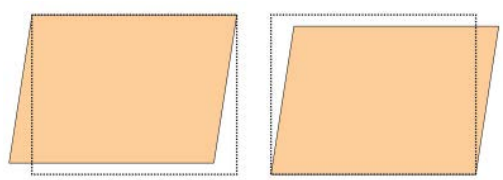
- The arrows above the paper illustration as shown on the UI indicate the feed direction.
- Use the up/down arrow buttons to make the desired selections.
- As you click the up/down arrow buttons, the illustration moves indicating the direction that the image will move or increase/decrease on the paper.

Note

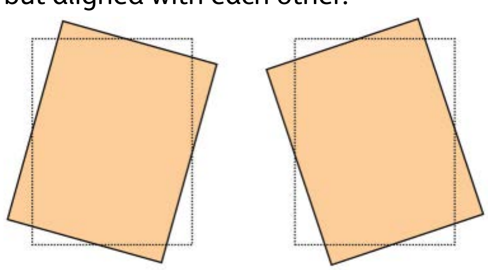
The factory default setting for all the Alignment options is zero.

The following adjustments can be made to the position of the output image:

- Perpendicularity: Use this when the image is straight on the page, but the corners are slanted, not at right (90 degree) angles to each other. This feature adjusts the image digitally on the drum so that it will align with the paper for both side 1 and side 2.



- Skew: Use this when the entire image on the page is slanted and not straight. This feature adjusts the paper so that the image for side 1 and/or side 2 are not skewed but aligned with each other.



- Magnification: Use this feature to correct for image stretch from side 1 to side 2. The image may be enlarged or reduced as necessary.

Note

When making adjustments to multiple items, perform the adjustments in the following order: Perpendicularity, Skew, X/Y % (width/length) Magnification, and finally X/Y Print Positions.

Auto Alignment Adjustment

Use this procedure to correct misalignment of the printed output. The Auto Alignment Adjustment uses a new application called Simple Image Quality Adjustment (SIQA), and it allows the user to easily and quickly make adjustments and correct any misalignment on the output.

The procedure requires the installation of the SIQA (Simple Image Quality Adjustment) application on a Windows® PC.

Note

If your print server is a Windows-based PC, the SIQA application may be installed on it; otherwise a third-party PC is required. Contact the Customer Support Center for more information.

This procedure also requires the black background pattern file which can be found in the SIQA install folder.

1. Record the IP address; this will be used later in the procedure.
   a) If connected to a FreeFlow Print Server, obtain the IP address from the print engine UI by selecting **Machine Status** > **Machine Information**. Record the IPv4 IP address.
   b) If connected to a standalone EX Print Server, obtain the print server IP address either from the configuration sheet or by selecting **Command Workstation** > **Device Center** > **General**.
   c) If connected to an Integrated Fiery Color Server, obtain the print server IP address from the configuration sheet.
2. Print the SIQA Doc Background test pattern, which will be used during the registration adjustments.

   This pattern is a PDF file called SIQA Doc Background and is located in the SIQA install folder.

   Print the file with the following information:

   - For the Xerox North America (XNA) market, print the file on 11 x 17 in. media, 2-sided. The gsm is not important, but a higher gsm results in longer tool life.
   - For the Xerox European (XE) market, print the file on A3 media, 2-sided. The gsm is not important, but a higher gsm results in longer tool life.
3. From the print engine (machine) UI, login as administrator.
   a) Press the **Log In/Out** button on the control panel.
   b) Enter the system administrator ID.

   The default ID is **admin**, and the default password is **1111**.

   c) Select **Enter**.
4. Press the **Machine Status** button on the UI.
5. Select the **Tools** tab.
6. Select **System Settings** > **Common Service Settings** > **Maintenance**.

The Maintenance screen is displayed.

7. Using the **down** button, scroll to the next Maintenance page/screen.
8. Select **Alignment Adjustment**.

   The Alignment Adjustment screen displays.
9. Select **Auto Alignment Adjustment**.

   The Auto Alignment Adjustment screen displays.
10. Select the desired target tray for the adjustment.
11. If necessary, select the area coverage.

    Area coverage can be one of the factors that changes the alignment. By adjusting a specific area coverage level, you set the value from **1** to **10**. As the value goes higher, the area coverage will be higher accordingly. However for most cases, setting value **1** is fine. Furthermore, you can select a different setting for side 1 and side 2 of the print.
12. Select the number of sample sheets.

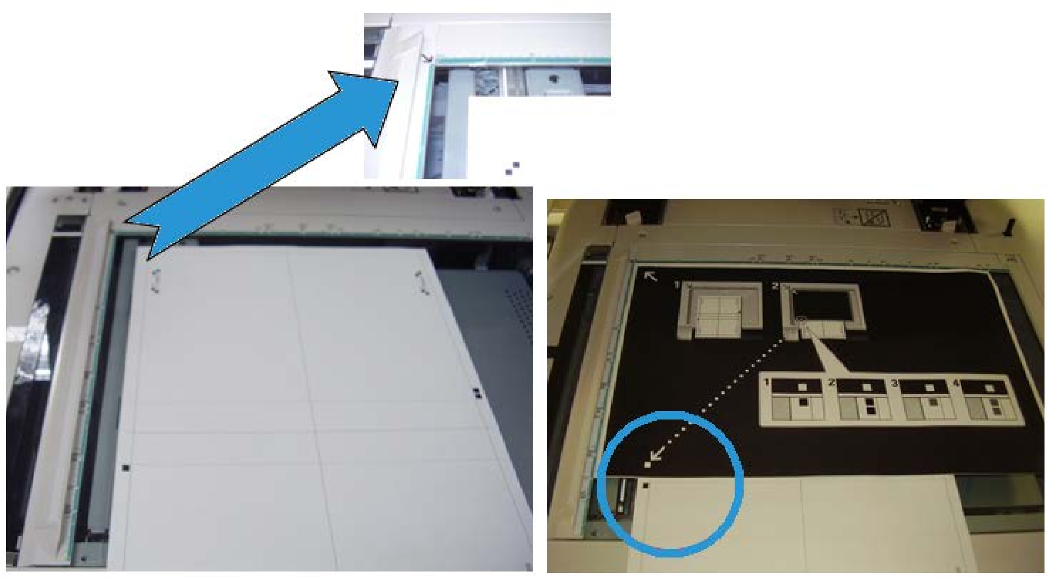
    With multiple samples, the software uses the average values for the adjustment; this means the variation between the sheets is reduced.

    For 8.5 x 11 (A4), the paper needs to be in the SEF direction.
13. Select **Print**.

    The sample chart is printed.
14. To correct the misalignment, scan the 4 sides of sample chart, lead edge and trail edge for each front and back side. Follow the instructions on the UI.

    a) The test pattern must NOT be placed against the registration edge (minimum of 20mm) and not skewed more than 15 degrees.

       Ensure there is space between the document glass edge and the test pattern.



b) Cover the pattern with a black background paper for contrast.

Cover with black paper and align the white mark with the test print mark.

The order of scanning in not mandatory; the color coded side helps the user know which side to scan.

15. Scan each of the four sides as per the UI instructions.
16. If using multiple samples, repeat the scanning process.
17. After scanning four times, an **Exit** button appears on the UI. Select **Exit** and the scanning process completes.
18. Remove the test print and the black background paper from the document glass.
19. On the machine UI, select **Confirm** to send the data to the print engine's folder.
20. Go to the Windows PC where the SIQA application was installed.
21. From the Windows PC desktop, start the SIQA application by double-clicking it.

    The Input_Key_Operator_ID screen is displayed.

    Note

    If the SIQA application fails to launch/open, go to the Problem Solving chapter in the System Administration Guide for information and instructions on resolving the problem.

22. Enter the key operator ID.

    The ID password is **admin**.

23. Select **OK** (Start).
    The Simple Image Quality Adjustment screen is displayed.
24. From the pull-down menu, select **Auto Alignment Adjustment**, and then select **Start**. If the Input Address screen is displayed, confirm or enter the IP Address of the machine.

    Note

    If the SIQA application is communicating to the machine that is connected to either a FreeFlow Print Server or a Fiery EFI Integrated Print Server, enter the IP address that appears on the **Machine Status > Machine Information** screen.

25. Select **OK** (Start).

    The scanned image data from the printer folder/Mail Box is accessed and read by the SIQA application. The SIQA application analyzes the data and automatically calculates the adjustment values.

26. From the TypeSelect window, perform the following:
    a) Select the line you want to save as a profile. There are 50 profiles available.
    b) Select where to save the calculated adjustment values. In the example, **Type 1** was selected, and then using the **Edit** button, it was renamed to **Example > Tray 3 11"x17"**.

27. Select **OK**.

If you saved the calculated values to the new Type, enter the TypeName first. It is recommended to include the tray name, paper size, or paper type, so you can see that the adjustment is for a specific tray and paper.

28. Select **OK** (at the TypeName window).

    The Select screen displays the message: Do you want to save the new adjustment values to the machine?

29. Select **Yes** to apply the new adjustment values/parameters.

    The values are written into the machine's NVM. The machine's UI displays the message: The machine is currently connected to an external equipment. Do not power off the machine.

    Upon completion, the SIQA application displays the Message screen: Adjustment has been successfully completed.

30. Select **OK** to close the message.

    Note

    The remaining steps in this procedure are to verify the profile adjustment.

31. From the print engine (machine) UI, login as administrator.
    a) Press the **Log In/Out** button on the control panel.
    b) Enter the system administrator ID.

       The default ID is **admin**, and the default password is **1111**.
    c) Select **Enter**.
32. Press the **Machine Status** button on the UI.
33. Select the **Tools** tab.
34. Select **System Settings** > **Common Service Settings** > **Maintenance**.
    The Maintenance screen is displayed.
35. Using the **down** button, scroll to the next Maintenance page/screen.
36. Select **Alignment Adjustment**.

    The Alignment Adjustment screen displays.
37. Select **Manual Alignment Adjustment**.

    Selecting **Manual Alignment Adjustment** allows you to test the result by printing the corrected sample.
38. Select the saved profile that was created earlier in this procedure.
39. Select **Change Settings**.
40. Select **Sample Printout**.

    This prints the corrected sample chart.
41. Select the specific tray that contains the media which matches the profile you created earlier in this procedure.
42. Ensure **2 Sided** is selected.
43. Press **Start** on the control panel.
44. Retrieve the printed sample chart and check it for alignment.

- If the alignment if okay, you are done and you can exit Administrator mode.
- If the alignment is not okay, repeat the steps in this procedure.

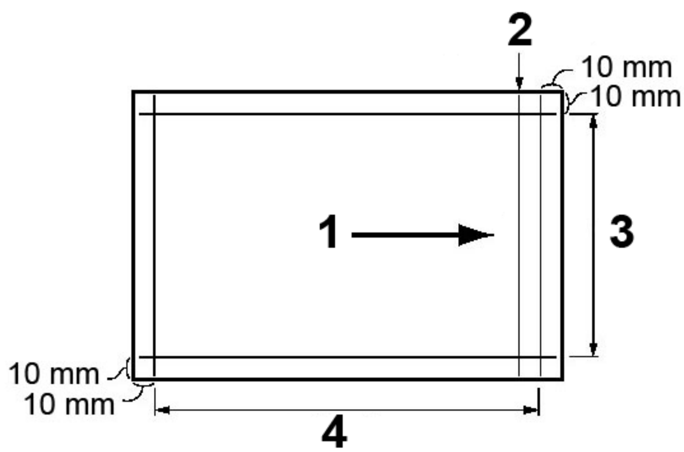
Manual Alignment Adjustment procedure

1. Load paper in the desired tray.
2. Login as administrator.
   a) Press the **Log In/Out** button on the control panel.
   b) Enter the system administrator ID.
      The default ID is **admin**, and the default password is **1111**.
   c) Select **Enter**.
3. Press the **Machine Status** button on the UI.
4. Select the **Tools** tab.
5. Select **System Settings** > **Common Service Settings** > **Maintenance**.
   The Maintenance screen is displayed.
6. Using the **down** button, scroll to the next Maintenance page/screen.
7. Select **Alignment Adjustment**.
8. Select **Manual Alignment Adjustment**.
9. Select one of the available items (one that does not already have a profile created and saved to it.)
10. Select **Change Settings**.
    The Alignment Adjustment Setup screen displays.
11. Select **Alignment Adjustment Type Setup**.
12. Select **Change Settings**.
    The Alignment Adjustment Type Setup screen displays.
13. Select an alignment item (**Type 1-50**) to set (create) or adjust (revise).

    For the purposes of this procedure Type X represents Type 1-50.
14. Select **Change Settings**.
    The Type X screen displays (for example Type 1).
15. Make the following selections:
    a) Select **Name** and then **Change Settings**.
    b) Enter a recognizable name (such Letter Size or A4).
    c) Select **Save** to return to the Type X screen.
16. Select **Sample Printout**.
    The Type X - Sample Printout screen displays.
17. Select the tray in which you loaded paper, and then select either 2 Sided or 1 Sided, and the number of sheets.
18. Press **Start** on the control panel.
19. Retrieve and review the sample printout.
    a) If the position of the sample output is correct, a line is printed at a position 10 mm from the edge of the paper.

Note

Two lines are printed on the image of side 1 and one line is printed on the image of side 2 of the sample that is printed with Sample Printout to indicate the paper feed direction.



1	Paper feed direction
2	Line that appears only on Side 1
3	Y direction
4	X direction

b) Select **Save** or Close to return to the Type X screen.

c) If the position of the line on the sample output is misaligned, make adjustments accordingly; proceed to the next step.

20. If the image needs adjustment, select one of the alignment items.

- **X Print Position**
- **Y Print Position**
- **X% - Magnification Width**
- **Y% - Magnification Length**
- **Perpendicularity**
- **Skew**

21. Select **Change Settings**.

The selected alignment item screen displays.

22. Enter the desired changes and select **Save**.

The Type X screen displays (for example Type 1).

23. Print another sample printout, review the sample, and if necessary continue to make adjustments as required.

24. After you complete adjustment, print a final sample printout with **Sample Printout** and check the adjustment results.

25. Select **Save**.

    The Alignment Adjustment Type Setup screen displays.
26. Select **Close**.

    The Alignment Adjustment Setup screen displays.
27. Select the tray where the paper is loaded; this tray will be assigned to the current Type X.
28. Select **Change Settings**.

    The Alignment Adjustment Setup Tray window displays.
29. Select the type to which you made the adjustments (for example **Type 1**), and then select **Save**.

    The Alignment Adjustment Setup screen displays.
30. Select **Close**.
    The Maintenance screen displays.
31. Select **Close**.
    The main Tools tab screen is displayed.
32. Exit administrator mode.

Adjust Paper Curl

Use the Adjust Paper Curl feature when the printed output contains too much curl. This feature allows the user to select the desired paper curl setting in order to prevent your output from curling.

When paper is exposed to heat, the paper loses moisture and curls toward the heat source. High dry ink/toner coverage jobs tend to curl more due to the dryink/toner plastification effect on the paper surface. The system tries to reduce this by using mechanical devices within the paper path called decurlers.

Paper curl is caused by many variables, including:

- The weight of the paper and whether it is coated or uncoated.
- The amount of dry ink/toner and the area being covered on a sheet; the heavier the coverage, the greater the tendency to curl.
- How the paper is loaded in the tray. Make sure you load the paper as instructed on the ream wrapper.
- The atmospheric conditions of the room where the paper is stored, especially those related to humidity and temperature.
- The heat generated during the fusing processes.

Your system is designed with an automated setting to control curl. When using the system Default, the machine automatically sends paper through the proper decurler. The system Default automatically determines the amount of pressure needed at the different decurlers in order to reduce the output curl of the paper.

With some print jobs, the output prints still may be curled more than you desire even after using the system default. In those cases, use the Adjust Paper Curl feature to compensate for paper curl in the prints. Adjust Paper Curl settings are based on the job type and image density ratio. These settings are manually entered through one of three ways, and must be logged in as the administrator. Adjust Paper Curl can be accessed from the Tools tab on the UI by selecting:

- **System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **System Settings > Common Service Settings > Maintenance**

Note

It is important to remember that a successful paper curl correction setting used today may not be the same setting that you would use on another day. This is especially relevant if the room in which machine is located experiences changes in temperature and humidity.

Adjust Paper Curl options

While paper curl is caused by many variables, it is important to understand that the Adjust Paper Curl options, both the preset and custom options, use lookup tables for curl control that are based on the job's percentage of toner area coverage and the humidity values in the room where the machine sits. The Adjust Paper Curl feature includes the following options:

Types A, B, and C

Types A, B, and C are system default settings. These preset options offer an alternative to creating and using a customized setting. Always use these settings first before using a customized setting. However, if the output is still curling more than desired, use one of the customized Types 1-10 settings.

Types 1-10

Types 1-10 are customized by settings which are saved to the machine memory and can be recalled and used at point of need.

Adjust Paper Curl Types A, B, C

If paper curl is a problem, using one of the preset Types A, B, or C settings usually eliminates the problem. However, due to the broad range of paper variables, image coverage, and environmental factors, these default settings may not result in satisfactory performance. Always refer to the latest Recommended Materials List (RML) for your machine for the recommended paper types and weights and the default paper curl (decurler) settings to use with them. This RML can be downloaded from www.xerox.com.

Note

The settings recommended in the RML were developed from testing a wide range of paper samples, percentage of toner area coverage, and environments. The outcome of this testing is the preset parameters shown in the list, and these parameters refer to how particular papers interact with the digital press decurling system.

As previously stated, to correct paper curl, always uses Types A, B, and C before using a customized paper curl setting. For example, if paper curl is a problem, do the following:

1. Select and use Type A; copy/print some samples and review the output.
2. If paper curl is still a problem, select and use Type B; copy/print some samples and review the output.
3. If paper curl is still a problem, select and use Type C; copy/print some samples and review the output.
4. If paper curl is still a problem, select and use one of the customized Types 1-10; copy/print some samples and review the output.

Adjust Paper Curl Types 1-10

If the system default Types A, B, C did not successfully eliminate curl from the output, use one of the customized Types 1-10. These customized types allow the user to create and saved a paper curl profile based on paper type and weight, a specific paper tray, and upward or downward curl adjustments to the output. This customized paper profile is saved to the machine memory and can be recalled and used at point of need.

Paper Curl Types 1-10 include the following selections:

- Name: Enter a name specific so that later recall is not an issue.
- Paper type and weight: If accessing the **Adjust Paper Curl** feature from **Common Service Settings > Paper Tray Settings > Custom Paper Settings**, selecting a specific paper type and weight is available. This paper type and weight is assigned to the selected paper curl type (for example Type 1) and associated with the name entered and saved for that type.
- Paper tray: If accessing the **Adjust Paper Curl** feature from **Common Service Settings > Paper Tray Settings > Paper Tray Attributes**, selecting a specific paper tray is available. This paper tray is assigned to the selected paper curl type (for example Type 1) and associated with the name entered and saved for that type.

Paper curl selections also include the following:

- 1 Sided-Face Up: This option allows you to set specific paper curl information for one-sided only printed output which exits the machine in the face up position.
- 1 Sided-Face Down: This option allows you to set specific paper curl information for one-sided only printed output which exits the machine in the face down position.
- 2 Sided: This option allows you to set specific paper curl information for two-sided printed output.

These 1-sided/2-sided selections allow you to adjust upward or downward curl as required, and based on these settings helps reduce or eliminate the curl in the printed output. **Auto** may also be selected; this setting allows the machine system to automatically adjust the upward or downward curl based on the 1-sided or 2-sided selection.

If accessing the **Adjust Paper Curl** feature from **Common Service Settings > Maintenance**, the customized paper curl type becomes available for selection from either **Common Service Settings > Paper Tray Settings > Custom Paper Settings** or **Common Service Settings > Paper Tray Settings > Paper Tray Attributes**.

Note

Paper curl types created from **Maintenance** are NOT associated with a specific paper type/weight nor with a specific paper tray.

Adjusting the paper curl

1. Login as administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings > Common Service Settings**.
5. Select **Maintenance**.
   The Maintenance screen displays.
6. Select **Adjust Paper Curl**.
7. Select one of the **Type 1-10** items.
8. Select **Change Settings**.
9. Assign the desired parameters to the paper curl Type (1-10) option.
   a) Select the **Name** field.
   b) Use the keyboard to enter a name.
   c) Select the appropriate settings for 1 Sided-Face Up, 1 Sided-Face Down, and 2 Sided output.

      Use the arrow buttons to select the correct amount of curl.

      Note

      Selecting **Auto** lets the system automatically adjust the paper curl.

   d) Select **Sample Printout**.
      Review the sample for paper curl. If the sample printout still continues too much curl, further adjust the paper curl parameters and print another sample printout.
10. Continue adjusting the paper curl parameters until satisfied with the printouts. Once a satisfactory printout is achieved, select **Save**.

    The Adjust Paper Curl screen is displayed.
11. Select **Close**.

    The Maintenance screen displays.
12. Select **Close**.
    The main Tools tab screen is displayed.
13. Exit administrator mode.

Adjust Fold Position (Finisher Adjustment)

Note

The **Adjust Fold Position** (**Finisher Adjustment**) is available only when the Standard/Booklet Maker Finisher is connected to the machine. If the finisher is equipped with the optional C/Z Folder, additional fold position options become available with the **Adjust Fold Position** feature.

Use the **Adjust Fold Position** (**Finisher Adjustment**) for adjusting the fold position of the output. You can adjust the fold position for various paper types, as well as set adjustment values for a maximum of 10 default types. Furthermore, a set type can be assigned to each tray. Fold position adjustments can be set for single fold and booklet. In addition, if the optional C/Z Folder is connected, fold positions can be set for C fold, Z fold, and Z fold half sheet.

Adjusting the fold position

Note

Adjust Fold Position can be accessed from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance > Finisher Adjustment**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
   - **Paper Tray Settings > Custom Paper Settings**
   - **Paper Tray Settings > Paper Tray Attributes**
   - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select the paper fold position type you want to set or adjust, and select **Change Settings**.
9. Select **Name** and select **Change Settings**.
10. Enter the desired type name, and select **Save**.

    Note

    The recommendation is to use a name such as Single Fold Plain that allows you to recall what the content of that fold type is.

11. Select the fold type, and select **Change Settings**.

    Note

    For details on making each fold adjustment, refer to that specific fold procedure.

12. Select the desired settings, and select **Sample Printout**.
13. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
14. Measure the fold position on the output sample, and adjust the fold position accordingly.
15. Make adjustments to the items if necessary.
16. After you finish making adjustments, print another output sample with **Sample Printout** and check the adjustment results.
17. Make adjustments accordingly by repeating the previous steps.
18. Select **Save**.
19. Select **Close** until the Adjust Fold Position screen appears.
20. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
21. Select the adjusted fold position type, and select **Save**.
22. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
23. Exit administrator mode.

Adjusting the Single Fold position

Note

Adjust Fold Position can be accessed from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance > Finisher Adjustment**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
    - **Paper Tray Settings > Custom Paper Settings**
    - **Paper Tray Settings > Paper Tray Attributes**
    - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select **Single Fold**, and select **Change Settings**.
9. Specify Sheets to be folded, and select **Sample Printout**.
10. Select the tray in which you loaded paper, and press the **Start** button.

An output sample is printed.

11. Select **Close**.
12. Check the output sample printout, and measure the offset amount.
13. Select **Long at Left** or **Long at Right**.
14. Enter the measurement value you obtained previously in Values A Before Adjustment field by touching the up/down arrow buttons.
15. Select **Adjust**.
16. Select **Sample Printout** again to print an output sample printout, and check the adjustment results.
17. Make adjustments again if necessary.
18. Select **Save**.
19. Select **Close** until the Adjust Fold Position screen appears.
20. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
21. Select the adjusted fold position type, and select **Save**.
22. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
23. Exit administrator mode.

Adjusting the Booklet Fold position

Note

Adjust Fold Position can be accessed from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance > Finisher Adjustment**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
    - **Paper Tray Settings > Custom Paper Settings**
    - **Paper Tray Settings > Paper Tray Attributes**
    - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select **Booklet** and select **Change Settings**.
9. Press **Sample Printout**.
10. Select the tray in which you loaded paper, select **2-Sheet Stack**, and press the **Start** button.
    An output sample is printed.

11. Select the tray in which you loaded paper, select **15-Sheet Stack**, and press the **Start** button.
    An output sample is printed.
12. Select **Close**.
13. Check the output sample, and measure the position offset amount for 2-sheet stack and 15-sheet stack.
14. Press **Booklet Fold State (2 Sheets)**.
15. Select the state of the fold and staple position of the output paper, and enter the 2-sheet stack offset amount you measured in previously in Values A & B Before Adjustment field.
16. Select **Save**.
17. Set **Booklet Fold State (15 Sheets)** in the same way.

    Note

    The values between 2-sheet stack and 15-sheet stack are adjusted automatically.

    Note

    When you want to specify the number of sheets separately, use the set Variable-Sheet Booklet option to make the proper selections.

18. Press **Sample Printout** again to print an output sample, and check the adjustment results.
19. Make adjustments again if necessary.
20. Select **Save**.
21. Select **Close** until the Adjust Fold Position screen appears.
22. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
23. Select the adjusted fold position type, and select **Save**.
24. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
25. Exit administrator mode.

Adjusting the C Fold position

Tip

The **C Fold**, **Z Fold**, and **Z Fold Half Sheet Fold Positions** are available only when the Standard/Booklet Maker Finisher AND optional C/Z Folder is connected.

Note

Adjust Fold Position can be accessed from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance > Finisher Adjustment**

1. Load paper in the desired tray.
2. Login as administrator.

3. Access the Tools tab on the UI.
4. Select **System Settings** > **Common Service Settings**.
5. Select one of the following:
   - **Paper Tray Settings** > **Custom Paper Settings**
   - **Paper Tray Settings** > **Paper Tray Attributes**
   - **Maintenance** > **Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select **C Fold-A4** or **C Fold-8.5x11"**, and select **Change Settings**.
9. Press **Sample Printout**.
10. Select the tray in which you loaded paper, and press the **Start** button.
    An output sample is printed.
11. Select **Close**.
12. Check the output sample, and measure the A and B fold position movement amounts.
13. Enter the measurement value you obtained previously in Values A & B Before Adjustment, and the final value you want after adjustment in Desired Values A & B.

    Tip

    Set value A and value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.
14. Select **Sample Printout** again to print an output sample, and check the adjustment results.
15. Make adjustments again if necessary.
16. Select **Save**.
17. Select **Close** until the Adjust Fold Position screen appears.
18. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
19. Select the adjusted fold position type, and select **Save**.
20. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
21. Exit administrator mode.

Adjusting the Z Fold position

Tip

The **C Fold**, **Z Fold**, and **Z Fold Half Sheet Fold Positions** are available only when the Standard/Booklet Maker Finisher AND optional C/Z Folder is connected.

Note

Adjust Fold Position can be accessed from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance > Finisher Adjustment**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
    - **Paper Tray Settings > Custom Paper Settings**
    - **Paper Tray Settings > Paper Tray Attributes**
    - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select **Z Fold-A4** or **Z Fold-8.5x11"**, and select **Change Settings**.
9. Select **Sample Printout**.
10. Select the tray in which you loaded paper, and press the **Start** button.

    An output sample is printed.
11. Select **Save**.
12. Check the output sample, and measure the A and B fold position movement amounts.
13. Enter the measurement value you obtained in the previous step in Values A & B Before Adjustment, and the final value you want after adjustment in Desired Values A & B.

    Tip

    Set value A and value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.
14. Select **Sample Printout** again to print an output sample, and check the adjustment results.
15. Make adjustments again if necessary.
16. Select **Save**.
17. Select **Close** until the Adjust Fold Position screen appears.
18. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
19. Select the adjusted fold position type, and select **Save**.
20. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
21. Exit administrator mode.

Adjusting the Z Fold Half Sheet position

Tip

The **C Fold**, **Z Fold**, and **Z Fold Half Sheet Fold Positions** are available only when the Standard/Booklet Maker Finisher AND optional C/Z Folder is connected.

Note

Adjust Fold Position can be accessed from three separate areas in Common Service Settings (Tools/administrator mode):

- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Custom Paper Settings**
- **Tools > System Settings > Common Service Settings > Paper Tray Settings > Paper Tray Attributes**
- **Tools > System Settings > Common Service Settings > Maintenance > Finisher Adjustment**

1. Load paper in the desired tray.
2. Login as administrator.
3. Access the Tools tab on the UI.
4. Select **System Settings > Common Service Settings**.
5. Select one of the following:
    - **Paper Tray Settings > Custom Paper Settings**
    - **Paper Tray Settings > Paper Tray Attributes**
    - **Maintenance > Finisher Adjustment**
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and select **Change Settings**.
8. Select **Z Fold Half Sheet- A3**, **Z Fold Half Sheet- B4**, **Z Fold Half Sheet-11x17"**, or **Z Fold Half Sheet - 8K**, and select **Change Settings**.
9. Select **Sample Printout**.
10. Select the tray in which you loaded paper, and press the **Start** button.

    An output sample is printed.
11. Select **Save**.
12. Check the output sample, and measure the A and B fold position movement amounts.
13. Enter the measurement value you obtained in the previous step in Values A & B Before Adjustment, and the final value you want after adjustment in Desired Values A & B.

    ### Tip

    Set value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.
14. Select **Sample Printout** again to print an output sample, and check the adjustment results.
15. Make adjustments again if necessary.

16. Select **Save**.
17. Select **Close** until the Adjust Fold Position screen appears.
18. Select the tray in which you loaded paper in step 1, and then press the **Start** button.
19. Select the adjusted fold position type, and select **Save**.
20. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
21. Exit administrator mode.

Density Uniformity Adjustment

Use this feature to correct image quality on the output when that image quality is not consistent throughout the entire output; for example, the image quality is lighter (faded) or heavier (thicker) on the left/right sides of the output (inboard/outboard). This feature uses a new application called Simple Image Quality Adjustment (SIQA), and it allows the user to easily and quickly make adjustments and correct these image quality issues.

The procedure requires the installation of the SIQA (Simple Image Quality Adjustment) application on a Windows® PC.

Note

If your print server is a Windows-based PC, the SIQA application may be installed on it; otherwise a third-party PC is required. Contact the Customer Support Center for more information.

1. Record the IP address; this will be used later in the procedure.
   a) If connected to a FreeFlow Print Server, obtain the IP address from the print engine UI by selecting **Machine Status** > **Machine Information**. Record the IPv4 IP address.
   b) If connected to a standalone EX Print Server, obtain the print server IP address either from the configuration sheet or by selecting **Command Workstation** > **Device Center** > **General**.
   c) If connected to an Integrated Fiery Color Server, obtain the print server IP address from the configuration sheet.
2. From the print engine (machine) UI, login as administrator.
   a) Press the **Log In/Out** button on the control panel.
   b) Enter the system administrator ID.

      The default ID is **admin**, and the default password is **1111**.
   c) Select **Enter**.
3. Press the **Machine Status** button on the UI.
4. Select the **Tools** tab.
5. Select **System Settings** > **Common Service Settings** > **Maintenance**.
   The Maintenance screen is displayed.
6. Using the **down** button, scroll to the next Maintenance page/screen.
7. Select **Density Uniformity Adjustment**.

   The Density Uniformity Adjustment screen is displayed.
8. Select **Semi Auto Process Using Scanner**.

9. From the Semi Auto Process Using Scanner screen, select the desired target tray that will be used for the adjustment.
10. Select **Print**.

    Two test patterns are printed; one is printed using CMYK mode, and the other is printed using RGB mode.
11. Retrieve the two printed test patterns and return to the machine's UI.

    The Semi Auto Process Using Scanner screen displays instructions starting the adjustment process.
12. Follow the instructions on the UI to scan the first test pattern.

    Important

    Always scan the CMYK test pattern first.

    a) Place the CMYK test on the document glass, as shown in the illustration on the UI.
    b) Place five or more sheets of blank, white paper over the text pattern.

       These blank sheets of paper ensure that there is not any "see-through" effect on the printed output.
    c) Lower the document cover.
    d) Select **Start** from the UI.
    e) Retrieve the CMYK copies from the output tray.
13. Scan the second, RGB test pattern.
    a) Place the RGB test on the document glass, as shown in the illustration on the UI.
    b) Place five or more sheets of blank, white paper over the text pattern.

       These blank sheets of paper ensure that there is not any "see-through" effect on the printed output.
    c) Lower the document cover.
    d) Retrieve the RGB copies from the output tray.
14. Follow the instructions shown on the machine's UI.
    a) Remove the chart (test pattern) from the document glass.
    b) Lower the document cover.
    c) Select **Confirm**.

       The scanned data is sent to the machine's folder (Mail Box). The SIQA application (Image Quality Tool) will read and analyze this data in order to calculate the adjustment value and perform the adjustment.
15. Go to the Windows PC where the SIQA application was installed.
16. From the Windows PC desktop, start the SIQA application by double-clicking it.

    The Input_Key_Operator_ID screen is displayed.

    Note

    If the SIQA application fails to launch/open, go to the Problem Solving chapter in the System Administration Guide for information and instructions on resolving the problem.

17. Enter the key operator ID.

    The ID password is **admin**.
18. Select **OK** (Start).
    The Simple Image Quality Adjustment screen is displayed.
19. From the pull-down menu, select **Density Uniformity Adjustment**, and then select **Start**.
    If the Input Address screen is displayed, confirm or enter the IP Address of the machine.

    Note

    If the SIQA application is communicating to the machine that is connected to either a FreeFlow Print Server or a Fiery EFI Integrated Print Server, enter the IP address that appears on the **Machine Status > Machine Information** screen.

20. Select **OK** (Start).

    The scanned image data from the printer folder/Mail Box is accessed and read by the SIQA application. The SIQA application analyzes the data and automatically calculates the required adjustment values.

    Note

    Several screens are displayed while the analysis and calculation processes occur. Be patient.

21. Review the information provided on the Correction Results screen.

    This screen is displayed after the analysis and calculation processes finish.

    The Correction Results information displays the possible improvement to correct inboard-to-outboard density variation.
22. Select **Details** to review the information on the Correction Parameters screen.
23. Select **Close** two times to exit the Correction Parameters and Correction Results screens.

    The Select screen displays the message: Do you want to write the new parameters into the machine?
24. Select **Yes** to apply the new adjustment values/parameters.

    The values are written into the machine's NVM. The machine cycles up and down 4 to 8 times to allow each ROS to initialize to the new values. The machine's UI displays the message: The machine is currently connected to an external equipment. Do not power off the machine.

    Upon completion, the SIQA application displays the Message screen: Adjustment completed.
25. Select **OK** to close and exit the SIQA application.

    The adjustment may be verified by rerunning the test patterns and performing all the previous steps in this procedure.

Adjusting Values

Adjust the size (scale) of the image with respect to the lead edge direction and the side edge direction according to the paper feed direction by 0.025 % increments for each of sides (side 1 and 2). You can adjust up to 0.400 %. Specify a positive value when you want to increase the scale, and a negative value when you want to reduce it.

1. Check the sample output, and measure the scale offset amount that occurred.

   Paper feed direction: X direction scale

   X direction scale offset amount = image reference length in the X direction - image actual measurement length in the X direction

   Vertical direction in relation to the paper feed direction: Y direction scale

   Y direction scale offset amount = image reference length in the Y direction - image actual measurement length in the Y direction

   The reference lengths for a sample output of A3 or A4 size printed with Sample Printout are as follows.

Paper Size	Image Reference Length in X Direction	Image Reference Length in Y Direction
A3	400 mm	277 mm
A4	190 mm	277 mm

2. Select **X%** or **Y%**, and press **Change Settings**.
3. Enter the offset amount of the X direction scale you measured in Step 1 for Side 1 and Side 2 of X %.
4. Enter the offset amount of the Y direction scale you measured in Step 1 for Side 1 and Side 2 of Y %.

   Note

   If the scale offset amount is positive, enter a negative value in the adjustment value field. If negative, enter a positive value.

5. Press **Save**.

Power On Self Test

1. Select **Maintenance**.
2. Select **Power On Self Test**.
3. Select either **On** or **Off** to determine if a self test will be printed when the printer is powered on.

USB Key

1. The USB key feature must be enabled.

2. From **Maintenance**, select **USB Key**.
3. Connect the USB and select **Start**.

Watermark

The Watermark Settings are available by selecting the Machine Status button from the Control Panel. Select the Tools tab, System Settings, Common Service Settings and then select Watermark. Options selected here define what the default settings will be for the Annotation and Watermark features on the **Output Format** tab of the Copy feature. Use the following procedure for configuring the default settings for each of the Watermark options.

1. From the Common Settings screen, select **Watermark**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired option for the Watermark feature.
4. Select **Save**; you are returned to the Watermark screen.
5. Repeat Steps 1-4, if necessary, for other Watermark options.
6. Select **Close** from the Watermark screen to return to the Common Settings screen.

Date Format

- Set the default date format as it appears on the Annotation and Watermark screens in the **Output Format** tab (Copy feature). When selected, the default date format is printed on the copy output when **On** is selected for the Annotation/Date feature or when the Date option in the Watermark feature is selected.
- Choose from the following Date Format options: 20yy/mm/dd, mm/dd/20yy, dd/mm/20yy, and 20yy-mm-dd.
- The option selected here becomes the default setting for both the Annotation and Watermark features.

Default Watermark Effect

Select the default setting for Text Effect; this default value appears on the Watermark screen in the Output Format tab (Copy feature). This setting determines how the background text (watermark) appears on the printed output. Text Effect selections include: **Off**, **Embossed**, and **Outline**.

Default Watermark

You can select the default watermark from the defined list.

Font Size

You can select from four possibilities: 48 point, 64 point, 80 point or a custom size of 24 to 80 point.

Background Pattern

Select the background pattern to be used for the set numbering (watermark), Text Effect option (on the Output Format tab/Copy feature). Select from eight patterns: **wave**, **circle**, **stripes**, **chain**, **beam**, **rhombic**, **sunflower**, and **fan**.

Density

Select the density for printing the background text (watermark). You can select from three levels: **Lighter**, **Normal**, or **Darker**.

Watermark/Background Contrast

Select the text/background contrast for printing the set numbering (watermark) information. You can select from contrast levels 1 to 9. Set the text/background contrast after checking the results of printing a Text Effect Sample List.

Note

For information about sample printing, refer to the section entitled "Text Effect Sample List" in Chapter 10 of the User Guide.

Force Watermark - Copy

Select whether or not to force set numbering (watermark) printing for copy jobs. Select **On** to force all copy jobs to print with set numbering (watermark). Select **Off** if you do not want all copy jobs printed with set numbering (watermark).

Force Watermark - Client

Select whether or not to force set numbering (watermark) printing for Client related material. Select **On** to force all client jobs to print with set numbering (watermark). Select **Off** if you do not want all client jobs printed with set numbering (watermark).

Force Watermark - Print Stored File

Select whether or not to force set numbering (watermark) printing when printing from the mailbox. Select **Off** or **On** (this forces all jobs that are printed from a mailbox to print a watermark on the output).

Force Watermark - Media Print

Select whether or not to force set numbering (watermark) printing when printing to media. Select **Off** or **On** (this forces all jobs that are printed on media to print a watermark on the output).

Custom Watermarks - 1 through 3

Create your own watermark.

Secure Watermark

If this option is greyed out on your system, then this option is not available.

Secure Watermark Control

Select whether or not to set Secure Watermark Detection. Selections are **Off** or **On**.

Digital Codes Settings

Set a Decoding Passcode and a Custom Digital Watermark.

Force Secure Watermark

Select whether or not to force a Secure Watermark for Copy, Client Print, Print Stored File, Media Print, and Report. Selections are **Off** or **On**.

Secure Watermark Defaults

Set the Protection Code setting. The selections are **Off** or **Prevent Duplication**.

Secure Watermark Effect

Set Default Secure Watermark, Background Pattern, Secure Watermark/Background Contrast, and Custom Secure Watermarks 1,2, and 3.

Force Annotations

Force Annotations

1. Select **Machine Status** from the **Control Panel**.
2. Select **System Settings** and select **Force Annotatio**ns.
3. Select one of the following
   - Apply Layout Template to Copy
   - Delete Layout Template
   - Create Text String.
4. Select **Save**.

Print Universal Unique ID

1. From the Common Settings screen, select **Print Universal Unique ID**.
2. Select the desired setting for the Print Universal Unique ID feature.
3. Select **Save**; you are returned to the Secure Watermark screen.
4. Repeat Steps 1-4, if necessary, for other Image Log Control features.
5. Select **Close** from the Image Log Control screen to return to the Common Settings screen.

Print Universal Unique ID

Select whether or not to set Print Universal Unique ID. Selections are **Yes** or **No**.

Notify Job Completion by E-mail

You can receive the results of jobs performed by an e-mail notification.

1. Press the **Machine Status** button.
2. Select the **Tools** tab.
3. In the Features column, select **Notify Job Completion by E-mail**.
4. Select **Targeted Jobs** from the Items list.
5. Select **Change Settings**.
6. Select the **Copy**, **Scan**, **Print** or **Report** service for which you wish to receive job results by an e-mail notification.

7. Select the notification timing from **Notify at the End of Job** or **Notify when Error only**.
8. Select **Save**.
9. Select an e-mail address from the Items list.
10. Select **Change Settings**.
11. Enter an e-mail address on the keypad.
12. Select **Save** twice to return to the **Tools** tab.

Plug-in-Settings

Plug-in Settings

1. Select **Plug-in Settings**.
2. Select either Embedded Plug-ins or select from a List of Embedded Plug-ins.

Other Settings

This feature allows you to select the default settings for miscellaneous other options that relate to the machine.

Offset Stacking (Middle Right Tray)

Select the default offset stacking option for the finisher tray:

- **None**: If this option is selected, the finishing tray will not offset any output.
- **Offset per set**: If this option is selected, the finishing tray will offset each set of a copy/print job. This option also offsets each job.
- **Offset per job**: If this option is selected, all the sets of a job are delivered on one stack to the output area. When the next job starts, that job is offset from the previous job in the tray. This option does not offset each set of a job.

Auto Job Promotion

This Other Settings option allows you set the machine to automatically promote a job for printing/copying if the machine is unable to start a prior job. For example, the machine is unable to start an operation because there is no paper in the tray (at the start of a copy or print operation). If this feature is enabled, then the machine can bypass the current job and allows other jobs to start.

Tip

The other jobs must not have the same copy/print requirements as the faulted job. If other jobs have different copy/print requirements, then these other jobs can be promoted and copied/printed.

Note

Stored documents such as secure prints and sample prints are excluded and cannot be automatically promoted.

Default Print Paper Size

Select the default paper size that will be used when printing a report/list. Select between **A4**, or **8.5 × 11 inch**.

Paper Size Settings

Select the default paper sizes for standard size originals and for automatic paper detection. Select from five possibilities: **A/B series (8 × 13")**, **A/B series**, **A/B series (8K/16K)**, **A/B series (8×13”/8×14”)**, and **Inch series**.

Keyboard Input Restriction

Select whether to restrict the display of the virtual keyboard on the UI. To prevent illegible characters from occurring when one character set is switched to another character set, restrict the input to ASCII characters only. If you select **On** (Standard ASCII only), the displayed keyboard shows ASCII characters only.

Operation of Up/Down Buttons

Select whether or not there is a continuous scrolling effect when the scroll buttons are held down.

- **Disable Fast Scrolling**: Scrolling does not occur when the scroll buttons are held down.
- **Enable Fast Scrolling**: Scrolling occurs when the scroll buttons are held down.

Data Encryption

Tip

This is an optional accessory and may be purchased at an additional cost to the customer. For more information, contact the Customer Support Center.

If you want the recorded data on the hard disk encrypted, select **On** as the default setting for this feature. By switching on the data encryption, all data written to the hard disk is automatically encrypted. Encryption prevents unauthorized access to the stored data. When encryption is on, an encryption key must be set.

Encryption Key for Confidential Data

Tip

Do not forget the encryption key! The data cannot be restored if you forget the encryption key.

Tip

A service representative can block changes to the settings of this feature. For more information about settings, refer to Service Representative Operation Limit .

If the optional Data Encryption feature is available for your machine, use the following procedure for creating an encryption key.

1. Select **Encryption Key for Confidential Data**.
2. Select Keyboard and enter a 12-character encryption key.

   Note

   The default value for the encryption key is 111111111111 (twelve ones).

3. Select **Save**.
4. Select **Next**.
5. Using the same procedure, enter the same encryption key once more.

Data Restoration: The enciphered data cannot be restored if any of the following occur:

- When there is a physical hard disk error
- When you cannot remember the encryption key
- When attempting to access the Service Representative Operation Limit feature, but you cannot remember the System Administrator User ID and password.

Service Rep. Restricted Operation

This feature restricts the Service Representative from accessing certain security features and changing the System Administrator settings. Select either **On** or **Off**. When **On** is selected, the machine passcode can be set.

Software Download

This feature is not supported; however, it may still be accessible. This feature is only for service representative use. Contact the Customer Support Center. Select Disabled as the default setting.

Document Feeder Tray Elevation

This feature allows specification of when the Document Tray elevation in the Document Handler is raised to the operating position. Select either **When loading originals** or **When pressing Start**.

When loading originals

Select this option if you want the elevator tray to raise when you load documents in the document feeder.

When pressing Start

Select this option if you want the document feeder elevator tray to raise when you press the **Start** button on the control panel.

Estimated Job Time

Select the default setting that is displayed for the estimated job completion time.

Cumulative time for all jobs

Select this option if you want the machine to display the total time for all jobs.

Time required for a single job

Select this option if you want the machine to display the time required for a single job.

Restrict Recipient Selection Method

Select the default setting that is displayed for the recipient selection. Select **Yes** or **No**.

Restrict User to Edit Address Book

This feature allows you to specify if the user is allowed to edit Address Book information. Select **Yes** or **No**.

Paper Tray Attributes During Loading

When a paper tray is removed from the machine and then replaced, selecting **Disabled** or **Enabled** determines whether or not the tray change is displayed on the UI.

1. From the Paper Tray Settings select **Paper Tray Attributes During Loading**.
2. Select one of the following:
    - **Off**: If this feature is selected, then the UI does not display the paper tray attributes while you are loading paper in the tray.
    - **On**: If this feature is selected, the UI displays the paper tray attributes as you are loading paper into the tray
3. From the Paper Tray Settings screen, select **Paper Tray Priorit**y.

    Paper Tray Priority

Set the paper tray priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

You can select paper trays 1-4 and optional 6 and 7. Tray 5 (Bypass) cannot be selected.

4. Select the item to be set or changed, and select **Change Settings**.
5. Select a Priority setting (First-Sixth) and assign a specific tray to that priority setting.

   Note

   Only one tray can be set to each priority.

6. Select **Save** to save the selections and return to the Paper Tray Priority screen.
7. Select **Close** to return to the Paper Tray Settings screen.

Paper Size

Standard-sized paper that is loaded into trays 3, 4, and optional trays 6 and 7 is automatically detected. However, when a nonstandard size is loaded, it is necessary to specify the width and height.

Tip

Depending on the paper size, the guide lever may not fit, and this may cause paper jams or other errors. Tray detection may also not be possible. In such cases, use tray 5 (Bypass Tray).

Note

Trays 1 and 2 are preset at manufacturing at size 8.5 x 11 in. (A4); therefore, the paper size for these two trays cannot be changed on this screen.

Paper Type Priority

1. Select **Paper Type Priority**.
2. Select a paper type from the list of items.
3. Select **Change Settings**.
4. Select the **Priority Number** from a list of **Auto**, **First** through **Eighth**.

Auto Size Detect

Standard-sized paper loaded in trays 3, 4, and optional 6 and 7 is automatically detected.

Customize Paper Settings

Select the features that are displayed about a paper in the Paper Supply screen (Copy feature).

1. From the Paper Tray Settings select **Customize Paper Supply** screen.
2. Select an item.
3. Select **Save** to close this screen and return to the Paper Tray Settings screen.

Paper Type Priority

Set the paper type priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

You can select from a variety of paper types including bond paper, plain paper, recycled paper, side 2 paper, etc.

Note

The paper type selections for this feature will vary depending on your machine and your work environment requirements (such as the types of paper you use most frequently).

Note

The paper type setting takes precedence over the tray priority sequence. If different paper types appear in the same priority sequence, the paper selection is determined by tray priority sequence.

1. From the Paper Tray Settings screen, select **Paper Type Priority**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the priority sequence for this paper type.
4. Select **Save** to save the setting and to return to the Paper Type Priority screen.
5. Select **Close** to return to the Paper Tray Settings screen.

Auto Tray Switching Control

Choose the auto tray switching method and how to copy mixed size documents.

1. From the Paper Tray Settings screen, select **Auto Tray Switching**.
2. Select the item to be set or changed, and select **Change Settings**.

Gloss mode

The gloss mode feature can be used with either copy or print jobs. When it is enabled, this feature produces an output with a glossy luster.

The administrator must enable this feature before it is available for selection for copy or print jobs.

Note

This feature reduces the productivity of the machine by approximately 40-50 %.

To enable this feature, perform the following steps.

1. Login as administrator.
2. Select **Machine Status** on the UI.
3. Access the Tools tab on the UI.
4. Select **System Settings** > **Common Service Settings**.
5. Select **Other Settings** > **Gloss Mode**.

6. Select **Enable**.

   This switches on the feature and Gloss Mode appears on the **Machine Status > Tools** tab. The machine will reboot with Gloss Mode enabled.

10

Copy Service Settings

In Copy Service Settings, you select default settings that relate to the copy feature.

1. From the System Settings screen, select **Copy Service Settings**.
2. Select the item to be set.
   - Preset Buttons
   - Copy Defaults
   - Copy Control
   - Original Size Defaults
   - Reduce/Enlarge Presets
   - Custom Colors

Preset Buttons

Select the default settings for the Preset Buttons including the most commonly used paper tray and magnification percentage. By assigning default values to these buttons, you reduce the number of selections when choosing features for the copy process.

1. From the Copy Service Settings screen, select **Preset Buttons**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting for that item.
4. Press **Save**; you are returned to the Preset Buttons screen.
5. Repeat Steps 1-4 until you have selected the desired setting for each Preset Buttons item.
6. Select **Close** to return to the Copy Service Settings screen.

Copy Defaults

From this screen, you can select the default settings for the various copy features. Selections made here are displayed on the Copy screen.

When the power is switched on, when the machine exits the power-saving mode, or when the **Clear All** button is pressed, these default settings are displayed. By assigning default values to commonly used features, you reduce the number of selections when choosing features for the copy process.

Use the following procedure for selecting the various Copy Defaults.

1. From the Copy Service Settings screen, select **Copy Defaults**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the item to be changed such as Paper Supply (as shown below).
4. Press **Save**; you are returned to the Copy Defaults screen.
5. Repeat Steps 1-4 until you have selected the desired setting for each Copy Defaults item.
6. Select **Close** to return to the Copy Service Settings screen.

Paper Supply

Select the default setting for the Paper Supply feature on the Basic Copying screen.

Tip

If the default value for the Reduce/Enlarge feature is set to Auto %, then you cannot select the Auto option as the default setting for Paper Supply.

Reduce/Enlarge

Select the default setting for Reduce/Enlarge feature on the Basic Copying screen. Select one of the following magnification levels as your default R/E option.

Tip

If the default value for the Reduce/Enlarge feature is set to Auto %, then you cannot select the Auto option as the default setting for Paper Supply.

Original Type

Select the default value for Original Type in the Basic Scanning Tab screen. Select one of the following: **Text & Photo**, **Text**, or **Photo**.

Lighten/Darken

Select the default value for Lighten/Darken/Contrast (as displayed on the Lighten/Darken feature on the Image Quality screen). Select one of the following: **Lighter (+3)**, **Lighter (+2)**, **Lighter (+1)**, **Normal**, **Darker (+1)**, **Darker (+2)**, or **Darker (+3)**.

Sharpness

Select the default setting for the Sharpness feature on the Image Quality screen. Select one of the following items as your default Sharpness option.

Background Suppression

Select the default setting for the Background Suppression feature on the Image Quality screen. Select one of the following items as your default Auto Exposure option.

Note

Background Suppression is valid when Original Type is set to Text & Photo, Text, or Pencil Text.

2 Sided

Select the default value for 2 Sided copying. Selections include **1-1 Sided**, **1-2 Sided**, **2-2 Sided**, and **2-1 Sided**.

Mixed Size Originals

Select the default setting for Mixed Size Originals. You can select either **On** or **Off**.

Edge Erase - Top Edge

Select the default setting for the amount of edge that is erased from the original in the top direction.

Edge Erase - Bottom Edge

Select the default setting for the amount of edge that is erased from the original in the bottom direction.

Edge Erase - Left Edge

Select the default setting for the amount of edge that is erased from the original in the left direction.

Edge Erase- Right Edge

Select the default setting for the amount of edge that is erased from the original in the right direction.

Edge Erase- Side 2

Select the default setting for Independent Shift or Mirror Side 1.

Image Shift

Select the default setting for Side 1 output. Select from the following options: **No Shift** or **Auto Center**.

Image Shift - Side 2

Select the default setting for Independent Shift or Mirror Side 1.

Image Rotation

Select the default setting for Image Rotation. Select from **Always On**, **On during Auto**, or **Off**.

Original Orientation

Select the default setting from either **Upright Images** or **Sideways Images (Top to Left)**.

Copy Output

Select the default setting for the Collation on the Copy Output Format screen. Select one of the following items as your default option: **Collated**, **Uncollated**, or **Uncollated with Separators**.

Uncollated - Separator Tray

Select the default setting for the Separator Tray feature on the Copy Output screen. Select one of the following as your default option.

Sample Job

Select the default setting for the Sample Job feature on the Job Assembly screen. Select one of the following as your default option.

Annotations - Font Size

Select Annotation Font Size default.

Annotations - Position on Side 2

Select **Same as Side 1** or **Mirror Side 1** for the default.

Annotations - Comment

Select **Off** or **On** for the default.

Annotations - Apply Comment To

Select **First Page Only**, **All Pages**, or **All Pages Except First** for the default.

Annotations - Stored Comment

Select a comment, such as **draft** or **confidential**.

Annotations - Comment Position

Select the default position.

Annotations - Date

Select **Off** or **On** for the default.

Annotations - Apply Date Stamp To

Select **First Page Only**, **All Pages**, or **All Pages Except First** for the default.

Annotations - Page Numbers

Select **Off** or **On** for the default.

Annotations - Apply Page Numbers To

Select **All Pages** or **All Pages but First** for the default.

Page Number Starting Number

Select the default setting for the page number Starting Number. Select a starting page number as your default option.

The selection made here appears as the default setting on the Page Number screen (after you select **Annotation**, P**age Number On**; Annotation appears on the **Output Format** tab, Copy feature).

Page Numbers - Position

Select the default setting for the page number Position. Select a page number position as your default option.

The selection made here appears as the default setting on the Page Number screen (after you select **Annotation**, **Page Number On**; Annotation appears on the **Output Format** tab, Copy feature).

Annotations - Bates Stamp

Select **Off** or **On** for the default.

Annotations - Apply Bates Stamp To

Select **All Pages** or **All Pages but First** for the default.

Bates Stamp - Starting Number

Select the default starting number.

Bates Stamp - Number of Digits

Select **Auto Assign** or **Manual Assign** for the default.

Bates Stamp

Set the Bates Stamp position.

Tab Margin Shift

Set the default value for Margin Shift for Tabs. Select one of the following items as your default option.

The selection made here appears as the default setting on the Tab Margin Shift screen (Output Format tab, Copy feature).

Booklet Creation

Select the default cover tray.

Covers - Default Front Cover Tray

Select the desired tray number.

Covers - Default Back Cover

Select the desired default back cover tray.

Separators - Default Separator Tray

Select the desired default tray for separators.

Copy Control

The options here allow you to select the default settings that relate to the copy operation, such as Auto Paper, Original Type, Output Orientation, and many more. To select the default settings for the various Copy Control options, perform the following steps:

1. From the Copy Service Settings screen, select **Copy Control**.
2. Select a Copy Control item to be set or changed, and select **Change Settings**.
3. Select the desired setting for that item.
4. Select **Save**; you are returned to the Copy Control screen.
5. Repeat Steps 1-4 until you have selected the desired setting for each Copy Control item.
6. Select **Close** to return to the Copy Service Settings screen.

Memory Full Procedure

While scanning/copying an original, if there is insufficient space on the machine's hard disk, a screen appears. This screen asks the user how to handle the partially stored data. If the user does not respond to this screen and a predetermined amount of time elapses, then the machine will either cancel the job or run the partially scanned-in/copied job. The setting selected here determines how the machine will handle that partially scanned-in/copied job.

- **Delete Job**: The stored data is deleted from the machine's hard disk.
- **Run Job**: The scanned-in/copied data is treated as valid and complete, and the job printed as is.

Maximum Stored Pages

Set the default maximum number of pages stored for a copy original. You can set a number between 1-2000 pages.

Auto Paper Off

Select the default tray that will be used when the Auto feature (on the Paper Supply, Basic Copying screen) is canceled because the Auto % or the Independent X-Y % feature (on the Reduce/ Enlarge, Basic Copying screen) is selected. Select from Trays 1-4 or optional Trays 6-7.

Mixed Size Originals - 2 Sided Copy

Select the default setting that affects the 2-sided originals. Select either **Copy to new sheet** or **Copy to Side 2**.

Fine-tune 100 %

The fine-tune value is applied to documents that are placed on the Document Glass for copying and the either 100 % for Basic Copying (Reduce/Enlarge) or Preset % , 100 % is selected. Set the value in the X/Y direction within the range 98 to 102 % in 0.1 % increments.

Tip

This feature is not applied if any other Reduce/Enlarge percentage is selected.

Use the following procedure to select a default fine tune setting.

1. Select **Fine-tune 100%**, and select **Change Settings**.
2. Enter the desired fine-tune value by using the arrows.
3. Select **Save** to save the changes and return to the Copy Control screen.

Original Type - See - Through Paper

Select the default setting for See - Through Paper. The selection made here is displayed on the Image Quality screen, Original Type feature. Select either **Enabled** or **Disabled**.

Face Up/Down Output - Reverse Order

Select **Enable** or **Disable**.

Face Up / Down - Auto (Single Sheet)

Select **Face Up** or **Face Down**.

Auto Image Positioning - below 105 gsm

Select a value for image position.

Auto Image Positioning - Above 106 gsm

Select a value for image position.

Comment Position

Select the desired comment position.

Date Position

Select the desired date position.

Bates Stamp - Position

Select the desired Bates Stamp position.

Annotations - Edit Comment

Select **Allow** or **Do Not Allow**.

Bates Stamp - Edit Prefix 1 through 8

Select **Allow** or **Do Not Allow**.

Maximum Number of Sets

Select 1 through 9999.

Reading Order Options

Select **Hide Reading Order** or **Show Reading Order**.

Original Size Defaults

Select the original size shown (as displayed on the Original Size option on the Layout Adjustment tab). Assign an original size to each of the fourteen buttons. If you frequently scan nonstandard size originals, presetting a nonstandard size eliminates the need to enter the original size each time a scan is made.

1. From the Scan Service Settings screen, select **Original Size Defaults**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting.
4. Select **Save**.
5. Repeat Steps 1-4 for each Original Size Defaults option.
6. Select **Close** from the Original Size Defaults screen to return to the Copy Service Settings screen.

Original Size Defaults options

For each of the buttons you can select one of the following options:

A/B Series Size

If you select this option, you can then select from ten different A/B- series sizes.

Inch Size

Select from eleven different inch-series sizes.

Others

If you select this option, you can then select from fourteen other sizes.

Custom Size

If you select this option, you can enter any size. Set the width between 15-432 mm, and the height between 15-297 mm, in 1 mm increments.

Reduce/Enlarge Buttons

Select the default magnification setting for the Reduce/Enlarge (R/E) Buttons 3, 4, and 5:

These three buttons appear in the Reduce/Enlarge column on the **Basic Copying** tab (Copy feature). You can select a specific magnification setting for buttons 3, 4, and 5.

Reduce/Enlarge Presets

From this screen you can select the default magnification levels. The selections made here appear on the Preset % feature on the Reduce/Enlarge section (**More** button) on the Copy screen.

Use the following procedure to assign default magnification levels to the Reduce/Enlarge buttons.

1. From the Copy Service Settings screen, select **Reduce/Enlarge Presets**.
2. Select the item to be set or changed, and select **Change Settings**.

   Note

   Select the up and down arrows to display the previous screen and the next screen.

3. Select the desired setting for that R/E Preset.
4. Select **Save** to return to the Reduce/Enlarge Presets screen.
5. Repeat Steps 1-4 until you have assigned a magnification level to each of the R/E Presets.
6. Select **Close** to return to the Copy Service Settings screen.

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Connectivity & Network Setup

In Connectivity & Network Setup, you select the default network settings by which the machine is connected and communicates to the client PCs and the parameters required for the communications between the machine and its networked clients.

Note

More detailed settings are available when using CentreWare Internet Services.

1. From the System Settings screen, select **Connectivity & Network Setup**.
2. Select the item to be set or changed.

Port Settings

Select the interface by which the machine is connected to the client. In Port Settings, you can set the following items:

LPD	Send E-mail
NetWare	E-mail Notification Service
SMB	UPnP Discovery
IPP	WSD
EtherTalk	Internet Services (HTTP)
Bonjour	SOAP
Port9100	WebDAV
SNMP	
FTP Client	

Protocol Settings

Select the parameters that are required for communications between the machine and client workstations. In Protocol Settings, you can set the following items.

Ethernet Rated Speed	IPv6 Address Manual Configuration
TCP/IP - IP Mode	Manually Configured IPv6 Address
IPv4 - IP Address Resolution	Manually Configured IPv6 Address Prefix
IPv4 - IP Address	Manually Configured IPv6 Gateway
IPv4 - Subnet Mask	IPv6 - DNS Server Setup
IPv4 - Gateway Address	Automatically Configured IPv6 Address
IPv4 - DNS Server Setup	IPv6 - IP Filter
IPv4 - IP Filter	

Machine E-mail Address/Host Name

Select the e-mail address and host name for this machine. In Machine E-mail Address/Host Name, you can set the following items:

- E-mail Address
- Machine Name
- Host Name
- Domain Name

Proxy Server Settings

Select the Proxy Server Settings. In Proxy Server Settings, you can set the following items:

Use Proxy Server	HTTP Proxy Server Password
Proxy Server Setup	HTTPS Proxy Server Name
Addresses to Bypass Proxy Server	HTTPS Proxy Server Port Number
HTTP Proxy Server Name	HTTPS Proxy Server Authentication
HTTP Proxy Server Port Number	HTTPS Proxy Server Login Name

HTTP Proxy Server Authentication	HTTPS Proxy Server Password
HTTP Proxy Server Login Name	

Outgoing/E-mail Settings

POP3 Server Settings

Select the POP3 server. In POP3 Server Settings, you can set the following items:

1. Server Name/IP Address	4. Login Name
2. Port Number	5. Password
3. Polling Interval	6. POP Password Encryption

SMTP Server Settings

Select the SMTP server. In SMTP Server Settings, you can set the following items:

SMTP Server Setup	Login Credentials for Sending E-mails
SMTP Server Name/IP Address	SMTP Login Name
SMTP Port Number	SMTP AUTH Password
E-mail Send Authentication	

Remote Authentication Server Settings

Select Authentication	SMB Server Settings
System Setup	Kerberos Server Settings

Security Settings

SSL/TLS Settings	IEEE 802.1x Settings
IPsec Settings	PDF/XPS Signature Settings
S/MIME Settings	Certificate Revocation Retrieval Settings

Other Settings

Add Domain Name to User Name	Domain Filtering
Output Destination for Email	

Remote Authentication Server Settings

This feature sets the remote authentication server; a maximum of five servers can be set.

Note

This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

1. Select **Connectivity & Network Setup > Remote Authentication Server Settings**.
2. Select **Remote Authentication Server Settings**.
3. Select **Authentication System Setup** and then **Change Settings**.
4. Select **Authentication System**.
5. You can select the system for authentication from **Kerberos (Windows2000)** or **Kerberos (Solaris)**, **LDAP**, **SMB**, or **Authentication Agent**.

Kerberos Server Settings

1. Select **Kerberos Server Settings**.
2. Select a Kerberos Server.
3. Select **Change Settings**.
4. In Kerberos Server Settings, you can set the following items:
    - 1. Primary Server Name/Address
    - 2. Primary Server Port Number
    - 3. Secondary Server Name/Address
    - 4. Secondary Server Port Number
    - 5. Domain Name
5. Repeat steps 1 through 4 for any additional servers.

SMB Server Settings

1. Select **SMB Server Settings**.
2. Select **SMB Server Setup**.
3. Select **By Domain Name** or **By Domain & Server Names/IP Address** and press **Save**.
4. Select an SMB Server.
5. Select **Change Settings**.
6. In SMB Server Settings, you can set the Domain Name and the Server Name/IP Address.
7. Repeat steps 1 - 6 for any additional servers.

Security Settings

SSL/TLS Settings

If this feature is enabled, data between the machine and networked computers can be encrypted using HTTP.

Use the following procedure to access and change the SSL/TLS Settings:

1. From the System Settings screen, select **Connectivity & Network Setup** and then select **Security Settings**.
2. Select **SSL/TLS Settings**.
3. Select the item to be set or changed, and select **Change Settings**.
4. Select the desired setting or enter the desired value.
5. Press **Save**.
6. Press **Close** to return to the Security Settings screen.

S/MIME Settings

Use the following procedure to access and change the S/MIME Settings:

1. From the Security Settings screen, select **S/MIME Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

PDF/XPS Signature Settings

Use the following procedure to access and change the PDF/XPS Signature Settings:

1. From the Security Settings screen, select **PDF/XPS Signature Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

IPSec Settings

Use the following procedure to access and change the IPSec Settings:

1. From the Security Settings screen, select **IPSec Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

IEEE 802.1x Settings

Use the following procedure to access and change the IEEE 802.1x Settings:

1. From the Security Settings screen, select **IEEE 802.1x Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

Certificate Revocation Retrieval Settings

Use the following procedure to access and change the Certificate Revocation Retrieval Settings:

1. From the Security Settings screen, select **Certificate Revocation Retrieval Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

Other Settings

Select specific settings relating to the paper used in the machine.

1. Select **Other Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the item to be changed.
4. Select **Save**.

Add Domain Name to User Name

The Add Domain Name to User Name feature allows you to add your user name onto the domain name associated. For example, if your domain name was: na.xerox.net and your user name is: joe, then the following example would be: joe.na.xerox.net

Choose from the following options:

- **Off**: Selecting this option disables this feature.
- **On**: Selecting this feature enables this feature and allows you to add your Domain name to the User name.

FTP Server Login Name

The FTP Server Login Name feature allows you to enter in your FTP Server name via the keyboard on the machine UI screen.

FTP Server Password

The FTP Server Password feature allows you to enter in your FTP server password via the keyboard on the machine UI screen.

Mailbox Backup Tool - IP Address

The Mailbox Backup Tool - IP Address feature allows you to enter in the IP address of the server where Mailbox Backup Tool resides. This is done by using the keyboard on the machine UI screen. This feature, when enabled, allows you to backup all mailbox information including files that reside on the machine to a remote PC client.

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Scan Service Settings

This feature allows you to select settings that relate to the scanner feature.

Note

When using CentreWare Internet Services, more detailed settings are possible.

From the System Settings screen, select **Scan Service Settings** select the item to be set or changed.

Scan Defaults

In Scan Defaults, you select the default values for the scanner feature. When one of the following occurs, the machine returns to its preset scan defaults:

- The machine power is switched on,
- The machine returns from a power-saving mode, or
- The **Clear All** button is pressed.

The settings selected for Scan Defaults are valid after switching off and switching on the machine's power.

1. From the Scan Mode Settings screen, select Scan Defaults.
2. Select the item to be set or changed, and select Change Settings.
3. Select the default setting for that item.
4. Select **Save**; you are returned to the Scan Defaults screen.
5. Select **Save**; you are returned to the Scan Defaults screen.
6. Upon completion, select Close; you are returned to the Scan Mode Settings screen.

Original Type

Select the default value for **Original Type** in the Basic Scanning Tab screen. Select one of the following: **Text & Photo**, **Text**, or **Photo**.

File Format

Select the default value for File Format feature (as displayed on the Basic Scanning Tab screen). With the optional color scanner, select one of the following: **TIFF/JPEG Auto Select**, **TIFF**, **PDF**, **PDF/A** or **XPS**.

Optimize PDF for Quick Web View

If you select one of the PDF file format options, the **Optimize PDF for Quick Web View** option is available for selection.

Note

The Optimize PDF for Quick Web View feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file size. Quick Web View restructures an Adobe® PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.

Note

Check with your web master to make sure that the web server software you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names--or URLs--to the files at less than 256 characters.

Thumbnail - Outgoing Email

Select **Off** or **On**.

Thumbnail - Scan to PC

Select **Off** or **On**.

Lighten/Darken

Select the default setting for the Lighten/Darken feature on the Image Quality screen. Select one of the following items as your default Lighten/Darken option: **Lighter (+3)**, **Lighter (+2)**, **Lighter (+1)**, **Normal**, **Darker (+1)**, **Darker (+2)**, or **Darker (+3)**.

Contrast

Select the default value for Contrast (as displayed on the Image Quality screen). Select one: **Higher**, **High**, **Normal**, **Low**, or **Lower**.

Sharpness

Select the default value for Sharpness (as displayed on the Image Quality screen). Select one of the following: **Sharpen +2**, **Sharpen +1**, **Normal**, **Soften +1**, or **Soften +2**.

Background Suppression

Select the default value for Background Suppression (as displayed on the Image Quality screen). Select either **Off** or **Auto Suppression**.

Shadow Suppression

Select the default value: either **Off** or **On**.

Color Space

Select the default value for Color Space. Select either **sRGB** or **Device Color Space**.

Original Orientation

Select the default value for Original Orientation position of originals when scanning. Select **Upright Images** or **Sideways Images (Top to Left)**.

Resolution

Select the default value for Scan Resolution in the Scan Defaults screen. Select one of the following: **200 dpi**, **300 dpi**, **400 dpi**, or **600 dpi**.

Mixed Size Originals

Select the default value for Mixed Size Originals (as displayed on the Scan Defaults screen). Select either **Off** or **On**.

Edge Erase

Select the default value for Edge Erase (as displayed on the Scan Defaults screen). Select either **All Edges** or **Individual Edges**.

Edge Erase - Top and Bottom Edges

Select the default value for the amount of edge erased from the original in the top and bottom directions in **Edge Erase** (as displayed on the Scan Defaults screen). Select a value between 0-50 mm, 1 mm increments.

Edge Erase - Left and Right

Select the default value for the amount of edge erased from the original in the left and right directions in **Edge Erase** (as displayed on the Scan Defaults screen). Select a value between 0-50 mm, in 1 mm increments.

Quality/File Size

Select the Quality and file size from four options ranging from Quality: Normal, File Size: Small to Quality: Maximum, File Size: Largest.

E-mail Subject

Type in E-mail Subject

Searchable Text

Select **Image Only** or **Searchable**.

Language of the Original

Select either **Auto**, **English**, **Spanish**, or **French**.

Searchable - Text Compression

Select **Disabled** or **Enabled (Flate Compression)**.

Scan-to PC Defaults

You can select the default protocol that is used for file transfer from FTP, SMB, and SMB (UNC format).

1. Select **System Settings** > **Scan Service Settings** > **Scan to PC Defaults**.
2. Select the item to be set or changed.
3. Select **Change Settings**.
4. Select the default settings for the selected item.
5. Select **Save**; you are returned to the Scan-to PC Defaults screen.
6. Select **Close** to return to the Scan Service Settings screen.

Transfer Protocol

Select the default value for the transfer protocol. Select either **FTP**, **SMB**, or **SMB (UNC Format)**

Login Credential to Access Destination

Select the default value for the login credentials. Select either **None** or **Remotely Authenticated User**.

User Name for FTP Scan

Select the default value for the User Name for FTP Scan.

Original Size Defaults

Select the original size shown (as displayed on the Original Size option on the Layout Adjustment tab). Assign an original size to each of the fourteen buttons. If you frequently scan nonstandard size originals, presetting a nonstandard size eliminates the need to enter the original size each time a scan is made.

1. From the Scan Service Settings screen, select **Original Size Defaults**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting.
4. Select **Save**.
5. Repeat Steps 1-4 for each Original Size Defaults option.
6. Select **Close** from the Original Size Defaults screen to return to the Copy Service Settings screen.

A/B Series Size

Select from ten different A and B series sizes.

Inch Size

If you select this option, you can then select from eleven different inch-series sizes.

Others

Select from fourteen other sizes.

Custom Size

Enter any size. Set the width between 15-432 mm, and the height between 15-297 mm, in 1 mm increments.

Output Size Defaults

Select the sizes that will be displayed as the **Output Size** when selecting **Auto%** for scanning documents (as displayed on **Reduce/Enlarge** feature on the Scan Options screen). Any output sizes can be assigned to output size buttons 1-14. By selecting commonly used sizes, you can reduce the number of selection operations required for a scan job.

1. Select **System Settings** > **Scan Service Settings** > **Output Size Defaults**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting.
4. Select **Save**. You are returned to the Output Size Defaults screen.
5. Repeat Steps 1-4 for the remaining Output Size Defaults items.
6. Select **Close** from the Output Size Defaults screen; you are returned to the Service Mode Settings screen.

A/B Series Size

Select from ten different A and B series sizes.

Inch Size

If you select this option, you can then select from eleven different inch-series sizes.

Others

If you select this option, you can then select from fourteen other sizes.

Reduce/Enlarge Presets

Select the magnification levels as shown in the Preset % option (as displayed on the Reduce/Enlarge feature on the Scan Options screen). Assign any magnification to the Reduce/Enlarge Preset buttons 1-9; you cannot select 100 %.

1. Select **System Settings** > **Scan Service Settings**, then select **Reduce/Enlarge Presets**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select **Preset%** or **Variable%**.
4. Select the desired setting.
5. Select **Save**.
6. Repeat Steps 1-5 for each of the R/E Presets items.
7. From the Reduce/Enlarge Presets screen, select **Close** to return to the Scan Service Settings screen.

Preset %

Select from twenty-five standard magnification ratios.

Variable %

Select any magnification level. Specify a value from 25 % to 400 %, in 1 % increments.

Preset Buttons - Edge Erase

Select an **Edge Erase** preset button and select your preferred edge erase settings.

Other Settings

These settings relate to the scanner feature specification.

1. From the Service Service Settings screen, select **Other Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting for that item and select **Save**.
4. Repeat steps for the remaining Other Settings items.
5. From the Other Settings screen, select **Close** to return to the Service Service Settings screen.

Memory Full Procedure

Select either Delete Job or Run Job as the default setting. This default setting appears while scanning an original if there is insufficient hard disk space for the scanner. If an insufficient amount of hard disk space is determined, a confirmation screen appears asking how the partially stored data should be handled (cancel job or run job).

- Delete Job: The stored data is discarded.
- Run Job: The partially stored data is treated as valid and complete, the job is run.

If the user does not respond to the confirmation screen and a predetermined amount of time elapses, the machine automatically processes the partially-stored data according to the default setting selected here.

Maximum Stored Pages

Select the maximum number of stored pages of a scan original. Select between 1-999 pages.

Saturation

Select **Pastel +2**, **Pastel +1**, **Normal**, **Vivid +1**, or **Vivid +2**.

Background Suppression Level

Select the amount of background suppression for scanned data. Select from **Higher +1**, **Higher +2**, **Normal**, **Lower -1**, or **Lower -2**.

Shadow Suppression Level

Select **Higher +2**, **Higher +1**, **Normal**, **Vivid +1**, or **Vivid +2**.

TIFF Format

Select the TIFF format for scanned data. Select either **TIFF V6** or **TTN2**.

Image Transfer Screen

Select whether or not to display a message when the scan process completes.

- **Disabled**: Do not show message.
- **Display Message at End of Scanning**: Show scan completion message.
- **Display Scan and Transfer Screens**: Show a screen while scanning an original and upon completion of the scan process.
- **Display Message at End of Transfer**

Searchable Page Orientation

Select **Auto Upright Orientation** or **According to Original Orientation**.

Print Login Name on PDF Files

Select **No** or **Yes**.

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E-mail Service Settings

1. From the System Settings screen, select **E-mail Service Settings**, then select **E-Mail Control**.
2. From the E-mail Control screen, select the item to be set or changed, and select Change Settings.
3. Select the desired setting.
4. Select **Save**.
5. Repeat Steps 1-4 for the remaining items.
6. Select **Close** to return to the E-mail Settings screen.

Maximum Address Entries

Set the maximum number of addressees that can be specified when sending an e-mail. The number of addressees is the total number in the To:/Cc:/Bcc: field. Set the maximum number of addressees in the range of 1-100. If the maximum number of addressees is exceeded, the e-mail transmission is aborted.

Response to Read Receipts

Select whether or not to respond when the machine receives a read receipt request from a client workstation:

- **Off**: Do not respond.
- **On**: Automatically notify that the e-mail has been opened.

Read Receipts

When an e-mail is sent from the machine, select whether or not a dialog box should open requesting the recipient to return the read status:

- **Off**: The read receipts feature cannot be used.
- **On**: All users are permitted to use the read receipts feature.

Print Delivery Confirmation Mail

Select whether or not to automatically print e-mail transmission results (DSN response/MDN response):

- **Off**: E-mail transmission results are not automatically printed.
- **On**: E-mail transmission results are automatically printed.
- **Print when delivery fails**: Prints only when the transmission fails.

Split Send Method

Select **Split into Pages** or **Split by Data Size**.

Maximum Data Size per Email

Select a size between 512 and 20,480 KB.

Maximum Total Data Size

Select a size between 512 and 200,000 KB.

Maximum Split Count

Select **No Splitting** or Specify **Split Count**.

Allow Casual Users to Edit From Field

Select whether or not to Allow Casual Users to Edit From Field:

- **Yes**
- **No**

Allow Guest Users to Edit From Field

Select whether or not to Allow Guest Users to Edit From Field:

- **Yes**
- **No**

Allow to Edit From if Search Found

Select whether or not to Allow Edit From if Search Found:

- **Yes**
- **No**

Allow to Edit From if Search Failed

Select whether or not to Allow Edit From if Search Failed:

- **Yes**
- **No**

E-Mail Sending When Search Failed

Select whether or not to automatically send an E-mail if Search Failed:

- **Enabled**
- **Disabled**

Add Me to To Field

Select whether or not to automatically add yourself to the To field:

- **Yes**
- **No**

Add Me to CC Field

Select whether or not to automatically add yourself to the To CC field:

- **Yes**
- **No**

Edit E-Mail Receipts

Select whether or not to allow the editing of E-mail receipts:

- **Yes**
- **No**

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Folder Service Settings

In Folder Settings, make the settings for handing documents stored in folders.

1. From the System Settings screen, select **Folder Service Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting.
4. Select **Save** to return to the Folder Settings screen.

Files Retrieved By Client

Select whether or not to delete a file stored in the mailbox when it is retrieved by the client.

Note

This feature does not appear on some models. An optional package is necessary. For more information, contact the Customer Support Center.

Print & Delete Confirmation Screen

Select whether or not to print and delete a document stored in the mailbox by selecting **Enabled** or **Disabled**.

Quantity/File Size for Retrieval

Select **File Size Small**, **File Size Larger**, or **File Size Largest**.

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Job Flow Service Settings

In Job Flow Service Settings, make the settings for the Pool Server or Local Machine.

1. From the System Settings screen, select **Job Flow Service Settings**.
2. Select the item to be set or changed, and select **Change Settings**.

Pool Server

Select whether or not to enable the Pool Server.

Pool Server Login Method

Select **Show login screen** or **Automatically log in**.

Job Flow Sheet List Default

Select **Local Machine** or **Pool Server**.

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Stored File Settings

In Stored File Settings, make the settings for handling of documents stored in mailboxes.

1. From the System Settings screen, select **Stored File Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting.
4. Press **Save**.

Expiration Date for Files in Folder

In Stored File Settings, make the settings for handling of documents stored in mailboxes.

1. From the Stored File Settings screen, select **Expiration Date for Files in Folder**, and select **Change Settings**.
2. Select **Off** or **On**.
   If you selected **On**, set the storage period, and the time of deletion using the numeric keypad.
3. Set the document storage period in the range of 1 to 14 days in the Files Kept for area.
4. Set the time for the document to be deleted after the storage period has expired in the Files deleted at area; select from 0 to 23 hours and 00 to 59 minutes.

   Note

   When a storage period is set, ensure that the mailbox feature “Delete Documents with Expiry Date” is Enabled.
5. Select **Save**; you are returned to the Stored Files Settings screen.

Stored Job Expiration Date

In Stored Document Settings, make the settings for handling of documents stored in mailboxes.

1. From the Stored Document Settings screen, select **Stored Job Expiration Date**, and select **Change Settings**.
2. Select **Off**, **On** or **Same Date as Mailbox Document**.
   If you selected **On**, set the storage period, and the time of deletion using the numeric keypad.
3. Set the document storage period in the range of 4 to 23 hours in the Documents kept for area.

Minimum Passcode Length for Stored Jobs

In Stored Document Settings, make the settings for handling of documents stored in mailboxes.

1. From the Stored Document Settings screen, select **Minimum Passcode Length for Stored Jobs**, and select **Change Settings**.
2. Set the Minimum Passcode Length for Stored Jobs up to 12 digits.

Print Order for All Selected Files

Select one of the following:

- Date and Time: Oldest First
- Date and Time: Newest First
- File Name: Ascending
- File Name: Descending

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Network Controller Settings (System Settings)

Port Settings

Select the interface by which the machine is connected to the client. In Port Settings, you can set the following items:

LPD	Send E-mail
NetWare	E-mail Notification Service
SMB	UPnP Discovery
IPP	WSD
EtherTalk	Internet Services (HTTP)
Bonjour	SOAP
Port9100	WebDAV
SNMP	
FTP Client	

Protocol Settings

Select the parameters that are required for communications between the machine and client workstations. In Protocol Settings, you can set the following items.

Ethernet Rated Speed	IPv6 Address Manual Configuration
TCP/IP - IP Mode	Manually Configured IPv6 Address

IPv4 - IP Address Resolution	Manually Configured IPv6 Address Prefix
IPv4 - IP Address	Manually Configured IPv6 Gateway
IPv4 - Subnet Mask	IPv6 - DNS Server Setup
IPv4 - Gateway Address	Automatically Configured IPv6 Address
IPv4 - DNS Server Setup	IPv6 - IP Filter
IPv4 - IP Filter	

Machine E-mail Address/Host Name

Select the e-mail address and host name for this machine. In Machine E-mail Address/Host Name, you can set the following items:

- E-mail Address
- Machine Name
- Host Name
- Domain Name

Proxy Server Settings

Select the Proxy Server Settings. In Proxy Server Settings, you can set the following items:

Use Proxy Server	HTTP Proxy Server Password
Proxy Server Setup	HTTPS Proxy Server Name
Addresses to Bypass Proxy Server	HTTPS Proxy Server Port Number
HTTP Proxy Server Name	HTTPS Proxy Server Authentication
HTTP Proxy Server Port Number	HTTPS Proxy Server Login Name
HTTP Proxy Server Authentication	HTTPS Proxy Server Password
HTTP Proxy Server Login Name	

Remote Authentication Server Settings

Select Authentication	SMB Server Settings
System Setup	Kerberos Server Settings

Security Settings

SSL/TLS Settings

If this feature is enabled, data between the machine and networked computers can be encrypted using HTTP.

Use the following procedure to access and change the SSL/TLS Settings:

1. From the System Settings screen, select **Connectivity & Network Setup** and then select **Security Settings**.
2. Select **SSL/TLS Settings**.
3. Select the item to be set or changed, and select **Change Settings**.
4. Select the desired setting or enter the desired value.
5. Press **Save**.
6. Press **Close** to return to the Security Settings screen.

S/MIME Settings

Use the following procedure to access and change the S/MIME Settings:

1. From the Security Settings screen, select **S/MIME Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

PDF/XPS Signature Settings

Use the following procedure to access and change the PDF/XPS Signature Settings:

1. From the Security Settings screen, select **PDF/XPS Signature Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

IPSec Settings

Use the following procedure to access and change the IPSec Settings:

1. From the Security Settings screen, select **IPSec Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

IEEE 802.1x Settings

Use the following procedure to access and change the IEEE 802.1x Settings:

1. From the Security Settings screen, select **IEEE 802.1x Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

Certificate Revocation Retrieval Settings

Use the following procedure to access and change the Certificate Revocation Retrieval Settings:

1. From the Security Settings screen, select **Certificate Revocation Retrieval Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

Other Settings

Select specific settings relating to the paper used in the machine.

1. Select **Other Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the item to be changed.
4. Select **Save**.

E-mail Receive Protocol

The E-mail Receive Protocol setting allows you to select between the following options:

- **SMTP**: Simple Mail Transfer Protocol (or SMTP) is a networking protocol used for sending e-mail messages between servers. Most e-mail systems that send e-mail over the Internet use SMTP to send messages from one server to another; the messages then can be received with an e-mail client using either POP or IMAP.
- **POP3**: Post Office Protocol (or POP) is used to receive e-mail from a mail server. POP3 is a newer version of the protocol, and can be used with or without SMTP.

Add Domain Name to User Name

The Add Domain Name to User Name feature allows you to add your user name onto the domain name associated. For example, if your domain name was: na.xerox.net and your user name is: joe, then the following example would be: joe.na.xerox.net

Choose from the following options:

- **Off**: Selecting this option disables this feature.
- **On**: Selecting this feature enables this feature and allows you to add your Domain name to the User name.

FTP Server Login Name

The FTP Server Login Name feature allows you to enter in your FTP Server name via the keyboard on the machine UI screen.

FTP Server Password

The FTP Server Password feature allows you to enter in your FTP server password via the keyboard on the machine UI screen.

Mailbox Backup Tool - IP Address

The Mailbox Backup Tool - IP Address feature allows you to enter in the IP address of the server where Mailbox Backup Tool resides. This is done by using the keyboard on the machine UI screen. This feature, when enabled, allows you to backup all mailbox information including files that reside on the machine to a remote PC client.

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Setup and Calibration

Setup

Note

Do not use Folder number 190. This folder is reserved for the Simple Image Quality Adjustment (SIQA) application. If SIQA is installed, folder 190 is used when transferring the scanning information from the print engine to the third-party PC (which calculates the adjustments needed for correct alignment).

Create Folder

Register mailboxes to store copied and scanned documents. A maximum of 500 boxes can be registered. For convenience purposes, you may want to make separate boxes for copied documents and for scanned documents.

Use the following procedure for registering mailboxes.

1. From the Setup Menu screen, select **Create Folder**.
2. Select an existing folder and make the desired changes, or select a folder and select folder options.
3. Select **Save**.

Delete Folder button

This deletes the selected folder. If there are documents in the folder, they are also deleted.

Tip

Deleted documents cannot be recovered.

Folder Name

Set the box name by using the keyboard and the numeric keypad. A maximum of 20 characters may be used.

Check Mailbox Passcode

Set the mailbox password. Enter up to 20 numeric digits (0 to 9).

Note

The password setting is optional.

Delete Files After Retrieval

Specify whether or not to enable the feature to delete documents stored in the selected mailbox at a specified time after a storage period has expired.

- **No**: The document is stored.
- **Yes**: After the document is printed or retrieved by an external action, it is automatically deleted.

Delete Expired Files

Specify whether or not to enable the feature to delete stored files in a folder after a specified storage time period has expired.

- **No**: Does not delete documents even if a specified time period is set.
- **Yes**: Documents are deleted at a specified time after the storage period has expired.

Tip

The File Expired Date option (System Settings/System Settings/Stored Document Settings) must be enabled and a specified date and time must be set in order for the above mailbox option to function. If the File Expired Date option is not enabled, then an Enabled setting for the Delete File with Expiry Date is ignored and the documents are not deleted.

Link Job Flow Sheet to Folder

You can associate a job flow sheet with a folder. By associating a job flow sheet with a previously registered folder, you can determine how documents stored in a folder are processed.

To link a job flow sheet to a registered folder, perform the following:

1. From the Mailbox Create/Delete screen, select **Link Flow Sheet to Mailbox**, and select **Change Settings**.
2. Select one of the following options:
   - **Cut Link**: Disassociate the job flow from the folder.

- **Create/Change Link**: A screen for job flow association appears. You can select from the existing job flows or create a new job flow.
- **Auto Start**: If you select the Auto Start check box, when a document is stored in the mailbox, the procedure registered in the job flow is automatically is started.

When the Delete Folder button is selected

This deletes the selected folder. If there are documents in the box, they are all deleted.

Tip

The deleted documents cannot be retrieved. When deleting a folder with more than 200 stored documents, delete the documents from the folder before deleting the folder. If multiple documents are deleted at once, it may take a while for them to be deleted (depending on size).

Stored Programming

Frequently used features and job settings can be saved as Stored Programming, which can be accessed using a shortcut button.

Stored Programming not only remembers feature settings, but it can record a series of operations. This enables you to record the hierarchy of displayed screens for each step. For example, you could use Stored Programming to record the following actions: press the Machine Status button, and display the screen the Print Reports screen to print reports.

- You can record up to 100 consecutive operations in each stored program
- Up to 40 programs can be stored.
- Build Job cannot be used with Stored Programming.
- There are situations where a stored program will become invalid:
    - When default values or paper tray settings are changed in the system setting
    - When buttons are added or removed from the touch screen, since stored programming only remembers the location of a button on the screen, not the name of the button. For example, button positions can change when a job flow or job template is added or deleted
    - Changing the values of the Watermark feature when it is used in a stored program
    - Changing the password to the mailbox used in the stored program after it is stored.
    - System Settings, Job Flow Sheets, Network Scanning, Address Book and the Browse feature for the Scan to PC cannot be used with Stored Programming.

Storing a Program

1. Press the **Machine Status** button.

The following actions terminate the storing process:

- Pressing the **Interrupt** button on the control panel
- The Auto Reset feature causes a time-out
- A popup window (paper jam, for example) displays

Note

Do not perform the following while storing a program, or the program may not be stored or it may not function as programmed:

- Remove or insert a paper tray
- Load or reload paper in Tray 5 (Bypass)

2. From the **Setup and Calibration, Setup, Tools** section, select **Stored Programming**.
3. Select the following:
   a) **Store**
   b) Select a Stored Programming button from the numbered list. (Select the up and down arrows to display the previous or next screen.)

   Tips when storing a program:

   - When storing a program for Tray 5, store both the paper size and the paper type or the stored program may not be successfully called.
   - Once a job is stored to a button it cannot be edited, it must be saved again.
4. Set the additional features. Features that are not available to use with Stored Programming will be grayed out, such as Network Scanning and Job Flow Sheets. Continue to select the **Copy** button and **OK**.
   - Feature and OK button availability will depend on what buttons were enabled by the System Administrator.
   - A tone is generated while registering to job memory. To change the tone volume, refer to "Stored Programming Tone" in the System Administration Guide.
5. From the Copy window, select **1 ->2 Sided** copying.
6. From the Output window, select the **Watermar**k button.
7. From the Watermark screen:
   a) Select **On**
   b) Mark the **Date & Time** box
   c) Select **Save**
8. Press the **Start** button to end registration and store the programming. Once you call the copy job programming, all the screens that you programmed will display prior to job submission.
   - One-touch buttons M01 to M40 are provided for Stored Programs 1 to 40.

Deleting Stored Programs

1. Press the **Machine Status** button.
2. From the Tools section, select **Stored Programming**.

3. Select
   a) **Delete**
   b) Select the Stored Program number you want to delete
4. Select **Yes** to confirm Stored Programming deletion.
5. Select **Close**.

   Note

   Deleted Stored Programs cannot be restored.

Naming/Renaming a Stored Program

Up to 18 characters are allowed in a Stored Program name.

1. Press the **Machine Status** button.
2. From the Tools section, select **Stored Programming**.
3. Select:
   a) **Enter/Change Name**
   b) Select the stored program that you want to rename. Select to display the previous or next screen
4. Enter the name, and select **Save**.
5. Confirm the name change.
6. Select **Close** to save your changes.

Stored Program icons

You can add or change a stored program icon.

1. Press the **Machine Status** button.
2. From the Tools section, select **Stored Programming**.
3. Select:
   a) **Assign/Change Icon**
   b) Select the stored program to add or change the icon. Select to display the previous or next screen
4. Select an icon and then select **Save**.

   The icon is added to the listed stored program.

Calling a Stored Program

When you call a specified stored program, the last screen shown when you registered the stored program appears.

1. Press the **Services Home** button.
2. Select **Stored Programming**.
3. Select a number of a stored program containing the features you want to use. You can only select registered numbers.
4. After the stored program is called, select other features if necessary.

5. Press the **Start** button.

   To use a Stored Program for a Build Job, continue.
6. Select **Change Settings**.
7. Select **Job Assembly**.
8. Select **Stored Programming**.
9. Select a number of a stored program containing the features you want to use. You can only select registered numbers.

Create Job Flow Sheet

The Job Flow feature executes a series of registered actions and works in conjunction with documents that are stored in a mailbox. A Job Flow is started in the following ways: 1) manually or automatically when a document is stored to a mailbox, or 2) by selecting a Job Flow to act on documents stored in the mailbox.

To start a Job Flow, you must first link a mailbox with a specific Job Flow Sheet. When a job flow sheet is set to start automatically, documents are automatically processed by the Job Flow when they appear in the mailbox.

Features that can be registered are listed below:

- Forwarding specification (FTP, SMB, E-mail)
- Multiple forwarding specifications, multiple processing execution
- Document deletion

Restrictions on using Job Flow

A job flow may be used by an individual, for shared users, or used only when linked with a particular mailbox. The authentication feature can be used to control access to job flow features.

1. From the Setup Menu screen, select **Create Job Flow Sheets**.
2. Carry out the job flow operation.
   a) Select Keyword: Select a keyword from an already-existing list by touching the **Select Keyword** button, or select the **Create** button to create a new keyword.
   b) **Sheet Filtering**: you can filter the job flow display. The screen display depends on the user authentication feature settings.
   c) Select the filtering conditions; select one of the following: **No Filtering**, **System Administrator**, **Non-System Administrator**.
   d) Select a Sheet Filtering Target, such as **Mailbox**, **Scan Jobs**, **External Applications** or **Copy Jobs**.
   e) Select **Save**.
   f) **Create**: The Create New Job Flow screen appears.
   g) **Edit/Delete**: The Details screen appears.

Create New Job Flow Sheet

Use the following procedure to create a new job flow.

1. From the Job Flow Sheets screen, select **Create**.
   The Create New Job Flow Sheet screen opens.
2. Select the item to be changed and select **Change Settings**.
   - **Delete Settings**: This deletes the setting values of all selected items.
   - **Change Settings**: With this you can confirm or change the setting values of the selected items.
3. Select **Change Settings**.

Name

Set the name for the job flow, of up to 128 characters.

Description

Set the description of the job flow, of up to 256 characters.

Keyword

- Set a keyword of the job flow, of up to 12 characters.
- Create and/or set 15 keywords.

Send as E-mail

Specify the recipients for the e-mail. You can specify a total of up to 100 addresses. Select from the address book numbers or by direct input by using the keypad.

- Address Book: The recipients can be specified from address book. The specified recipient appears in Recipient Name/E-mail Address in the Send E-mail screen.
- Search for recipients

Note

For information about the operation, refer to the section entitled "Address Book" in Chapter 4 of the User Guide.

- New Recipient: Specify a new recipient. The specified recipient appears in Recipient Name/E-mail Address in the Mail Send screen.
- Select the item you want to change, and select **Change Settings** to set.
- Subject: If desired, set a specific subject.
- Delete: This deletes all information for the selected recipients.
- Change Settings: Confirm or change the selected recipients.
- File Format: Specify the output file format.

- Resend Attempts: Select the number of e-mail resend attempts (1 - 5) and interval (30 - 300 seconds).

Transfer via FTP (1) Transfer via FTP (2)

- Specify where to store forwarded FTP files.
- Address Book: When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the FTP Transfer screen.
- Keyboard: Select one of Name, Server, Save in, User Name, or Password and press the Enter Details button to display an input screen.

The numbers of characters you can input are as follows.

- Name: 18 bytes maximum
- Server: 64 bytes maximum
- Save in: 128 bytes maximum
- User Name: 32 bytes maximum
- Password: 32 bytes maximum
- Clear: This deletes all information for the selected addresses.
- Enter Details: Confirm or change the selected recipients.
- File Format: Specify the output file format.
- Resend Attempts: Select the number of e-mail resend attempts (1 - 5) and interval (30 - 300 seconds).

Transfer via SMB (1) Transfer via SMB (2)

- Specify where to store forwarded SMB files.
- Address Book: When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the SMB Transfer screen.
- Keyboard: Select one of Name, Server, Shared Name, Save in, User Name, or Password and press the button to display an input screen.

The numbers of characters you can input are as follows.

- Name: 18 bytes maximum
- Server: 64 bytes maximum
- Shared Name: 18 bytes maximum
- Save in: 128 bytes maximum
- User Name: 32 bytes maximum
- Password: 32 bytes maximum
- Clear: This deletes all information for the selected addresses.
- Enter Details: You can confirm or change the selected recipients.

- File Format: Specify the output file format.
- Resend Attempts: Select the number of e-mail resend attempts (1 - 5) and interval (30 - 300 seconds).

Details

Use the following procedure to check the content of a job flow and modify/copy/delete the content.

1. Select a job flow, and select **Edit/Delete**.
2. Check the content.
3. Press the desired button.
    - **Delete**: Deletes the selected job flow.
    - **Copy**: This makes a copy of the selected job flow. From the copy of the job flow you can create a new job flow.

      The method of creation is the same as when creating a new job flow.
    - **Edit**: Modify the selected job flow settings.

      The method of modification is the same as when creating a new job flow.
    - **Full Description**: Displays the description of Job Flow.

Create Job Flow Sheet Keyword

This feature is used to create up to 15 Job Flow Sheet Keywords.

1. Select **Create Job Flow Sheet Keyword**.
2. Select an available button.
3. Select **Create/Delete** and create a keyword and press **Save**.

Add Address Book Entry

Store frequently used addresses in the address book. Select the type of address stored from e-mail and server (FTP/SMB). When an address is registered, you can search for it with the Address Book in the E-mail screen. Store a total of 999 addresses, including e-mail addresses and server (FTP/SMB) addresses.

Note

If the optional Address Book Extension Kit is installed, you can register a maximum of 999 locations. The address book of Scan to Mailbox displays email addresses, and Network Scanning displays server addresses.

1. From the **Setup** screen, select **Add Address Book Entry**.
2. Press the number you want to register.
3. Select the address type, and select **Save**.
4. When the settings are completed, select **Save**.

- Selecting Mail as the Address Type displays the following items:

Address Type	Business Phone
E-mail Address	Office
Name	Business Address
Surname	
Given Name	

- Selecting Server as the Address Type displays the following items:

Address Type	Save in
Name	User Name
Transfer Protocol	Password
Server Name/IP Address	Port Number
Shared Name (SMB Only)	

Address Type

Change the address type with this option.

E-mail Address

Enter the e-mail address. There is a limit of 128 characters for an address.

Name

Enter the recipient. There is a limit of 18 characters.

Surname

Enter the last name of the recipient. There is a limit of 32 characters.

Given Name

Enter the first name of the recipient. There is a limit of 32 characters.

Business Phone

Enter the phone number. There is a limit of 32 characters.

Office

The attribute name set as Office is shown as the item name. Input any information as an auxiliary item, but only with a maximum of forty characters.

Business Address

The attribute name set as Business Address is shown as the item name. Input any information as an auxiliary item, but only with a maximum of sixty characters.

Transfer Protocol

Select the default value for the transfer protocol. Select either **FTP**, **SMB**, or **SMB (UNC Format)**

Server Name/IP address

Enter the recipient server name or IP address for transmission destination.

Shared Name (SMB Only)

Enter the shared name set for the SMB folder. Enter with the UNC format.

Tip

Do not start shared names with a backslash (/). If they start with a backslash (/), the machine will not identify them when processing job flows.

Save in

Enter the directory for storing documents.

- Forwarding via FTP

Example: To save the aaa directory located in the root directory when you log in into the bbb directory (aaa/bbb).

- Forwarding via SMB

Example: To save the aaa directory with a specified volume (UNC format) in to the bbb directory (aaa\bbb).

User Name

When a login name is required to be input by the forwarding destination server, set the login name. For the login name, you can enter a maximum of 32 characters.

Password

When a password is required to be input by the forwarding destination server, set the password. For the password, you can enter a maximum of 32 characters.

Port Number

Set the forwarding destination port number. Input a number in the range 1 to 65535.

When the Delete Entry button is selected

This deletes all registered information for the selected address book entry. To delete all registered information for the selected address book entry, select **Delete**.

Tip

Deleted information cannot be recovered.

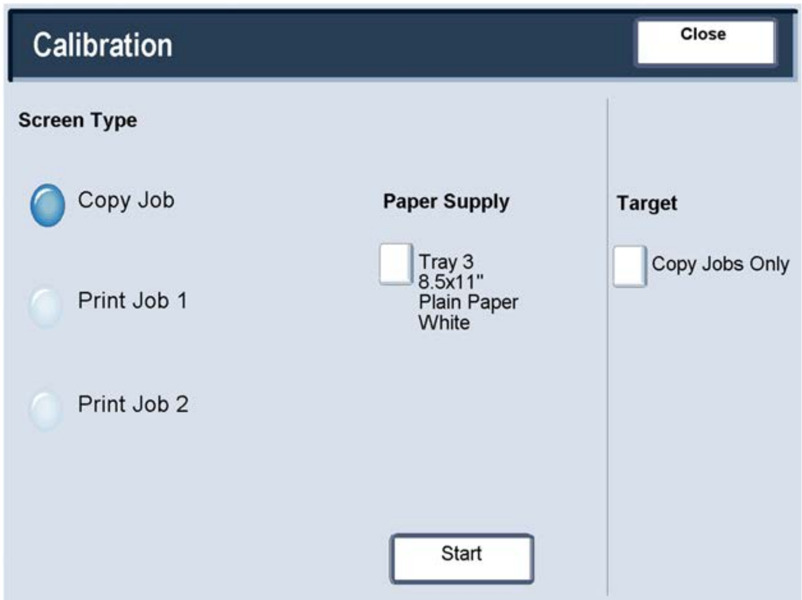
Paper Tray Attributes

Select the paper size and paper type that will be loaded in trays 1-4, tray 5 (bypass), and optional trays 6 and 7.

1. Select **Setup** > **Paper Tray Attributes**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select **Change Settings**.

Calibration

When you select Calibration, you will have the opportunity to move through a series of steps to optimize the quality of copied jobs. The machine will print a calibration pattern for you to place on the platen glass. The machine will scan the calibration pattern, and automatically make adjustments as required.



1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Setup and Calibration**.
4. Select **Calibration**.
5. Select the appropriate **Screen Type**, **Paper Supply**, and **Target**.
6. Select **Start**.
7. Follow the screen instructions.
8. Upon completion, select **Close** to return to Setup and Calibration.
9. Exit administrator mode.

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Overview of Accounting and Authentication/Security Settings

The machine has Accounting and Authentication/Security Settings features that are used for numerous security measures.

While the Accounting feature restricts access to the copy, scan, and print features, the Authentication/Security Settings restricts access to the Services area, which includes All Services, Job Status, and/or Machine Status pathways.

The Accounting and Authentication/Security Settings features generally work independently of each other, but there are instances when a change in one will affect the other. As an example, if you set the **Authentication** feature to **Login to Local Accounts**, **Local Accounting** is automatically set in the **Accounting** menu.

Only the administrator can set and control Accounting and Authentication/Security Settings.

Accounting overview

The accounting feature allows you to:

- Restrict access to some or all of the print, copy and scan features. You may want certain departments or individuals to have access only to certain machine features.
- Prevent unauthorized users from using the machine. Only users with a valid User ID can access the machine. This allows you to determine which individuals are allowed to access the machine.

- Track the number of copies, scanned pages, and printed pages for any user account. This can be useful when machine expenses are shared among various departments. As an example, the human resources and maintenance departments can each be invoiced separately for their machine usage.
- Impose restrictions on individual accounts, such as limiting the number of copy, scan, and prints jobs that are allowed a user. As an example, you can allow the maintenance department to have unlimited access to the copy and print features, but limit scanning.

Note

When used with Accounting, the Authentication/Security Settings features provide additional security options.

The type of information that users are prompted to enter when accessing machine features depends on the selected options for both the Accounting and Authentication/Security Settings features.

When the **Authentication/Security Settings > Authentication > Login Type** feature is enabled, each user of the machine must enter a UserID and password, thus providing administrative control and for the machine.

Authentication/Security Settings overview

While the Accounting feature restricts access to copy, scan and print features, Authentication/Security Settings restricts access to the Services area, which includes All Services, Job Status and/or Machine Status pathways.

- Authentication cannot be used unless Accounting is enabled in the Accounting Type menu.
- The Accounting settings determine which features are available in Authentication/Security Settings.
- Authentication/Security Settings are available only to System Administrator accounts.

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Accounting

Accounting is a security feature that is designed to prevent unauthorized use of the machine.

Accounting > Create/View User Accounts

Creating user accounts allows you to register user account information, such as User IDs, user names, and passcodes, and to impose restrictions:

- On the number of copy, scan and print pages allowed each user using the Accounting menu.
- On the Services pathways allowed using the Authentication/Security Settings menu.

Note

A maximum of 1000 users can be registered.

Tip

User IDs, and user names must be registered in Accounting before you can register users for Authentication.

Each user account includes the following options:

User ID

Assign a user identification number to a specific account number. User IDs may have a maximum of 32 characters.

User Name

Assign a user name to correspond with the user ID and its related account number. User names may have a maximum of 32 characters.

User Role

Select a user role for the user.

- **User**: No special privileges are given to the user.
- **System Administrator**: This user has most system administrator privileges except they cannot change the administrator passcode.
- **Account Administrator**: This user can view, register, delete, and change user account information; however, they cannot change passcodes. This user may also print an auditron report for each user.

Account Limit

For a specific account, assign a maximum number of pages that can be used for copying and printing. Each account can be set for 1-9,999,999 pages in 1 sheet increments.

Feature Access

Set the type of access that the account user will be allowed to use. Selections include copy, scan, and print.

Create/view/edit a user account

Note

The following procedure is presented using the Accounting menu screens, but this same process is also performed using the Authentication/Security Settings menu screens.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting**.
4. Select **Create/View User Accounts**.
5. From the Create/View User Accounts screen, perform one of the following to select a user account:
   - To create a new account, select an Available account (one that is not in use), or
   - To edit a previously created account, select the desired one from the displayed list.
6. Select the **Create/Delete** button.
   - If creating a new account, use the numeric keypad, enter a four-digit number from 0001 to 1000, which corresponds to an Available account. The entered number displays in the Go To field. Select the Create/Delete button; the User ID screen is displayed.
   - If editing a previously created account, continue to the next step.
7. Select **Ok**.
8. Using the keypad, enter a User ID of up to 32 characters and select **Save**.

   The Account Create/Delete screen is displayed.
9. Select the **User Name** button.

The User Name screen appears.

10. Using the keypad, enter a User Name of up to 32 characters and select **Save**.

    The Account Create/Delete screen is displayed.

11. Select **Account Limit**.

    The Account Limit screen is displayed.

12. Select the **Copy**, **Scan** or **Print Service** button to set account limits.
13. Select **Change Account Limit**.
14. Enter the maximum number of pages using numeric keypad and select **Save**.

    The Account Limit screen is displayed.

15. Select **Feature Access**.
16. Select the type of feature access you want to allow the user.
17. Select **Save**.

    The Account Limit screen is displayed.

18. Select **Close**.

    The Account Create/Delete screen is displayed.

19. Review the user account information and modify if required.
20. Select **Close**.

    The Create/View User Accounts screen is displayed.

21. Select **Close**.

    The main Tools tab screen is displayed.

22. Exit administrator mode.

Resetting an individual user account

Use this procedure to delete an existing user account.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting** or **Authentication/Security Settings**.
4. Select **Create/View User Accounts**.
5. From the Create/View User Accounts screen, select the desired user account.
6. Select **Reset**.

   A screen is displayed and prompts Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

7. Select **Reset** or **Cancel**.

   Selecting **Reset** allows you to select **Yes** to delete/reset the user account. Once the account is deleted, the Create/View User Accounts screen is displayed.

8. Select **Close**.

   The main Tools tab screen is displayed.

9. Exit administrator mode.

Accounting > Reset User Accounts

The **Reset User Accounts** feature allows administrators to reset all account data for all user accounts or to reset specific options for all user accounts.

All User Accounts

This deletes all registered information for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, color mode restrictions, printer statistics, and so forth.

All Feature Access Settings

This resets the feature access limit for all users.

All Account Limits

This resets the maximum number of pages for all users to the default value, 9999999.

Total Impressions

This resets all auditron administration data for all users including the system administrator. The number of pages is also reset to 0.

All Authorization Groups

This resets or unlinks users from authorization groups, and links those users to the default authorization group.

Print the Auditron Report button

This prints a report about the account information that will be deleted/reset. Depending on the option selected, the report contains either user account content data or administration data. The report is available for confirmation before resetting.

Resetting all user accounts (Accounting)

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting** > **Reset User Accounts**.
4. Select the desired option.

   Choices are shown on the displayed list.
5. Select **Reset**.

   A screen is displayed and prompts Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.
6. Select **Reset** or **Cancel**.

Selecting **Reset** displays confirmation screen asking Are you sure? Select Yes to delete or reset as applicable to the Reset User Accounts option selected.

7. Select **Close**.

   The main Tools tab screen is displayed.

8. Exit administrator mode.

System Administrator Meter (Copy Jobs)

You can check/reset the cumulative number of pages copied using the System Administration mode on the screen. The cumulative number of page is counted up to 9,999,999 pages.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting > System Administrator's Meter (Copy Jobs)**.

   The System Administrator's Meter (Copy Jobs) screen is displayed and the meter totals may be viewed and/or reset to zero.

4. To reset the meters, select **Reset**.

   A second reset screen is not provided when resetting System Administrator's Meter (Copy Jobs). Once you select **Reset**, the Total Impressions meter is immediately reset to 0 (zero).

5. Select **Close**.

   The main Tools tab screen is displayed.

6. Exit administrator mode.

Accounting > Accounting Type

Accounting Type allows the administrator to enable or disable the **Accounting** feature and specify the types of jobs that require account management.

Tip

The available Accounting Type selections depend on the Login Type setting used in **Authentication/Security Settings > Authentication**. As an example, if you select a Login Type of Login to Local Accounts in Authentication, then Local Accounting will automatically be selected in **Accounting > Accounting Type** and **Accounting Disabled** will be unavailable for selection.

Accounting Disabled

The machine does not require a user login ID and password in order to operate it.

Local Accounting

Enables the Accounting feature.

Once an **Accounting Type** is selected, additional choices are displayed:

Auditron Mode

Specify whether to perform account management for copy, print and scan services.

Verify User Details

Specifies whether to verify user details. Select **No** to allow access without verifying the User ID and Account ID. The entered information is logged on the machine. Select **Yes** to verify user information and then select a For Printer Jobs option.

Customize User Prompt

Specifies the type of user information used for the account administration feature. Select from the following options: **Display User ID** and **Account ID Prompts**, **Display User ID Prompt Only**, **Display Account ID Prompt Only**, or **Display No Prompts**.

Selecting an Accounting Type

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting > Accounting Type**.
4. Select an **Accounting Type**:
   - **Accounting Disabled**
   - **Local Accounting**
5. Select the desired Accounting Type options, if applicable.
   - Auditron Mode
   - Verify User Details
   - Customize User Prompt
6. Select **Save**.
7. Select **Close**.
   The main Tools tab screen is displayed.
8. Exit administrator mode.

Accounting > Auto Reset of User Billing Information

This feature allows you to reset Billing Information on particular dates.

1. Login as administrator.

2. Access the Tools tab on the UI.
3. Select **Accounting > Auto Reset of User Billing Information**.
4. Select the desired setting: **Off**, **Reset Every Year**, **Reset Every Quarter** or **Reset Every Month**.

   If you select **Reset Every Year**, **Reset Every Quarter** or **Reset Every Month**, you can then select the date the reset will occur.
5. Select **Save**.
6. If required, select **Close**.
7. Exit administrator mode.

Copy Activity Report

Enabling this feature will automatically generate a printed usage report of an individual's completed copy service session.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting > Copy Activity Report**.
4. Select **Disabled** or **Enabled**.

   If you select **Enabled**, you have the option of adding the company name or other designation to the printed report.
5. Touch the Company Name text bar to access the keyboard and type in the information that you want to display.
6. Select **Save**.
7. Exit administrator mode.

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Authentication/Security Settings

Use the Authentication/Security Settings menu options to setup the login, access control and user accounts.

Authentication/Security Settings works in conjunction with the Accounting feature to provide additional security for your system.

Types of users

Authentication/Security Settings controls how users access features. User information can be registered with the machine. The **Authentication/Security Settings > Authentication** feature restricts operations according to the user type. Users are classified into the following types:

- System administrators: These are users who can enter System Administrator mode and change the machine settings. A system administrator uses a special user ID called a System Administrator ID.
- Authenticated users: These are users who are registered on the machine. When using a restricted service, an authenticated user is prompted to type the user ID and passcode on the authentication screen. There are three types of authenticated users:
    - Authenticated users (with system administrator privileges): These are users who have System Administrator privileges.
    - Authenticated users (with account administrator privileges): These are users who are have Account Administrator privileges.
    - Authenticated users: Users with no system administrator or account administrator privileges.
- Unauthenticated users: Users who are not registered with the machine. An unauthenticated user cannot use restricted services.

- General users: Users other than system administrators in non-authentication mode.

Types of authentication

Three types of authentication are used depending on where user information is stored:

- Local Machine Authentication: Uses the user information registered for the Account Administration feature to manage authentication. You need, therefore, to enable the Account Administration feature when you use Local Machine Authentication. The print data sent directly from a computer can be received on the machine after being authenticated by cross-checking the authentication information pre-configured on a client's print driver with the one registered on the machine.
- Remote Authentication: Uses a remote authentication server to manage authentication. User information is not registered on the machine.

Note

A registered user ID on the remote authentication server can be a maximum of 32 characters, and the password a maximum of 128 characters. For SMB authentication, however, the password can be a maximum of 32 characters.

- Xerox Secure Access: A system that uses a magnetic-card, IC-card, and biometrics systems for authentication. If prompted, users must enter their user information on the machine's control panel.

System Administrator Settings

The System Administrator Settings menu is used to set the system administrator ID and passcode. A new login ID and passcode is recommended to prevent users from making unauthorized changes and to ensure system security.

System Administrator Login ID

The System Administrator's Login ID can be from 1 to 32 characters.

Note

The default system administrator Login ID is **admin**, and the default passcode is **1111**.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > System Administrator Settings > System Administrator Login ID**.

   The System Administrator Login ID screen is displayed.
4. Select **On**.

5. Select **Keyboard**, then in the New System Administrator Login ID entry field, type a system administrator ID.
6. Select **Save**.

   You must reenter the login ID information a second time.
7. Select **Keyboard** once more, and in the Re-enter System Administrator Login ID field, type the same system administrator ID.
8. Select **Save**.
9. Exit administrator mode.

System Administrator Passcode

Set the passcode for the system administration mode. The passcode is used to access the control panel when Passcode Entry from Control Panel is set to On. A passcode must be entered for local account login. However, a passcode must always be entered when accessing either remotely or from the network.

Tip

This is recommended for stronger security.

Note

The default setting of the system administrator passcode is **1111**.

Set the password AFTER setting the system administrator UserID. The passcode must be 4-12 characters.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > System Administrator Settings > System Administrator Passcode**.
4. Select **Keyboard**.
5. Type the new password from 4-12 numeric digits in the New Passcode field.
6. Select **Save**.

   Note

   To set no passcode, leave the passcode blank, and select Save.
7. In the **Re-enter Passcode** field, retype the same password.
8. Select **Save**.
9. Exit administrator mode.

Authentication

Use the **Authentication** menu options to setup the login, access control and user accounts.

Login Type

When a **Login Type** is selected, users are required to login to their accounts before accessing the copy, scan and/or print services. The availability of these services is determined by machine configuration and system administrator settings. The **Login Type** can be changed at any time to fit your needs.

The following options are available:

No Login Required

The user does not require a login to access services.

Login to Local Accounts

This is the direct operation of the machine from the UI. The system administrator sets the **Login Type**, and the users are thereafter required to login to their accounts before copy, scan, and/or print services can be accessed. Furthermore, the print data sent from a computer is received on the machine after being authenticated by cross-checking the authentication information that was pre-configured on a client's print driver with the one registered on the machine. The availability of the copy/scan/print services is determined by the machine configuration and the system administrator settings.

Selecting the Login Type

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication > Login Type**.

   The Login Type screen is displayed.
4. Select the desired Login Type option.
5. Select **Save**.
6. Exit administrator mode.

Access Control

The **Access Control** feature allows the system administrator to lock or unlock user access to various machine features. The following options are available with **Access Control**:

Device Access

This option allows the administrator to lock or unlock user access to the **All Services**, **Job Status**, and/or **Machine Status** pathways. These pathways are accessed from the UI.

Service Access

This option allows the administrator to lock or unlock user access to the copy, network scanning, and stored programming services.

Feature Access

This option allows the administrator to lock or unlock user access to color copying.

Selecting the Access Control options

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication > Access Control**.
4. Select **Device Access**.
   a) Select **Unlocked** or **Locked** for each of the three pathway selections.
   b) Select **Save**.

      The previous screen is displayed.
5. Select **Service Access**.
   a) Select the desired service (such as **Copy**).
   b) Select **Change Settings**.
   c) Select **Unlocked** or **Locked**.
   d) Select **Save**.

      The previous screen is displayed.

   e) Repeat the previous steps for other desired services.
   f) Select **Close** to return to the Access Control screen.
6. Select **Feature Access**.
   a) Select the desired service.
   b) Select **Change Settings**.
   c) Select **Unlocked** or **Locked**.
   d) Select **Save**.

      The previous screen is displayed.

   e) Repeat the previous steps for other desired services.
   f) Select **Close** to return to the Access Control screen.
7. Select **Save**.

   The main Tools tab screen is displayed.
8. Exit administrator mode.

Authentication > Create/View User Accounts

Note

Creating and viewing user accounts within Authentication is a similar procedure to creating and viewing user accounts in Accounting.

Create/view/edit a user account

1. Login as administrator.
2. Access the Tools tab on the UI.

3. Select **Authentication/Security Settings > Authentication**.
4. Select **Create/View User Accounts**.
5. From the Create/View User Accounts screen, perform one of the following to select a user account:
   - To create a new account, select an Available account (one that is not in use), or
   - To edit a previously created account, select the desired one from the displayed list.
6. Select the **Create/Delete** button.
   - If creating a new account, use the numeric keypad, enter a four-digit number from 0001 to 1000, which corresponds to an Available account. The entered number displays in the Go To field. Select the Create/Delete button; the User ID screen is displayed.
   - If editing a previously created account, continue to the next step.
7. Select **Ok**.
8. Using the keypad, enter a User ID of up to 32 characters and select **Save**.

   The Account Create/Delete screen is displayed.
9. Select the **User Name** button.

   The User Name screen appears.
10. Using the keypad, enter a User Name of up to 32 characters and select **Save**.

    The Account Create/Delete screen is displayed.
11. Select **Account Limit**.

    The Account Limit screen is displayed.
12. Select the **Copy**, **Scan** or **Print Service** button to set account limits.
13. Select **Change Account Limit**.
14. Enter the maximum number of pages using numeric keypad and select **Save**.

    The Account Limit screen is displayed.
15. Select **Feature Access**.
16. Select the type of feature access you want to allow the user.
17. Select **Save**.

    The Account Limit screen is displayed.
18. Select **Close**.

    The Account Create/Delete screen is displayed.
19. Review the user account information and modify if required.
20. Select **Close**.

    The Create/View User Accounts screen is displayed.
21. Select **Close**.

    The main Tools tab screen is displayed.
22. Exit administrator mode.

Resetting an individual user account

Use this procedure to delete an existing user account.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Accounting** or **Authentication/Security Settings**.
4. Select **Create/View User Accounts**.
5. From the Create/View User Accounts screen, select the desired user account.
6. Select **Reset**.

   A screen is displayed and prompts Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.
7. Select **Reset** or **Cancel**.

   Selecting **Reset** allows you to select **Yes** to delete/reset the user account. Once the account is deleted, the Create/View User Accounts screen is displayed.
8. Select **Close**.

   The main Tools tab screen is displayed.
9. Exit administrator mode.

Authentication > Reset User Accounts

Note

Resetting user accounts within Authentication is a similar same procedure to resetting user accounts in Accounting.

Resetting all user accounts (Authentication)

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication > Reset User Accounts**.
4. Select the desired option.

   Choices are shown on the displayed list.
5. Select **Reset**.

   A screen is displayed and prompts Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.
6. Select **Reset** or **Cancel**.

   Selecting **Reset** displays confirmation screen asking Are you sure? Select Yes to delete or reset as applicable to the Reset User Accounts option selected.
7. Select **Close**.

The main Tools tab screen is displayed.

8. Exit administrator mode.

Create Authorization Groups

Assign specific groups with privileges to access and use some features that are restricted under normal conditions. These users then can be divided into different authorization groups. A maximum twenty groups can be registered.

Group Name

Enter a group name as necessary. The group name may contain a maximum 32 characters.

Restrict Recipient Selection Method

Select either **Always Apply Restriction** or **No Restriction**. This option may not be available on some configurations.

Restrict User to Edit Address Book

Select either **Always Apply Restriction** or **No Restriction**. This option may not be available on some configurations.

Allow User to Disable Active Settings

Select either **Allow** or **Do Not Allow**. The **Allow** selection permits the group members to disable the certain features during their user sessions (for example Watermark). This option may not be available on some configurations.

When Protection Code is Detected

Select either **Delete Job Automatically** or **Allow Job to Resume**. The **Allow Job to Resume** selection temporarily allows the machine to process a job even if the machine detects a protection code on the original document. This option may not be available on some configurations.

Creating/editing an authorization group

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication > Create Authorization Groups**.

   The Create Authorization Groups screen is displayed.
4. Select an item from the Group Name area (either an already-existing group or a **(Not In Use)** group to create a new one).
5. Select **Create/Delete**.

   The Authorization Group screen is displayed.
6. Select the **Group Name** item.
   a) Select **Change Settings**.

b) Enter a group name (either a new one or edit an existing name).
c) Select **Save**.

The Authorization Group screen is displayed.

7. Select the next item to be set or changed.
   a) Select **Change Settings**.
   b) Make the appropriate selection for the group.
   c) Select **Save**.

   The Authorization Group screen is displayed.
8. Repeat the previous steps for any other desired group options and when finished, select **Close**.

   The Create Authorization Groups screen is displayed.
9. Repeat the previous steps to create or edit more groups.
10. When finished, select **Close**.

    The main Tools tab screen is displayed.
11. Exit administrator mode.

User Details Setup

This feature allows you to configure the settings for user ID authentication. The available settings depend on the authentication type selected at **Tools > Authentication/Security Settings > Authentication > Login Type**. Possible options include the following:

- Mask User ID
- Failed Access Log
- Display Login Status
- Logout Confirmation
- UserID for Login

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication**.
4. Select **User Details Setup**.

   The options that display depend on the type of authentication that is enforced; available options depend on the Login Type selected.
5. Select the item to be set or changed.
6. Select **Change Settings**.
7. Follow the instructions on the UI to change the settings.
8. Select **Save**.
   The previous screen is displayed.
9. If desired, select another option to set or change and repeat the previous steps.
10. Select **Close**.
    The main Tools tab screen is displayed.
11. Exit administrator mode.

Maximum Login Attempts

You can set the number of attempts a person is allowed to enter the same system administrator's login ID after which access to the system is disabled. Set the number of authentication attempts allowed between 1-10.

Note

The count is reset when the machine is restarted. To cancel the access rejection, shut down the machine by switching off the power and switching it on again.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication**.
4. Select **Maximum Login Attempts**.
5. Select either:
    - **Unlimited Attempts**
    - **Limit Attempts**: Enter a number from 1-10 using the up and down arrow buttons.
6. Select **Save**.
   The main Tools tab screen is displayed.
7. Exit administrator mode.

Passcode Policy

Select the policy for accessing accounts. Select either **On** or **Off**. When **On** is selected, a passcode must be entered for local account login; however, a passcode must always be entered when accessing either remotely or from the network.

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings > Authentication**.
4. Select **Passcode Policy**.
5. Select **Change Settings**.
6. Select **Off** or **On**.
    - Off: A password is not required even if the password is set by System Administrator's Passcode of Creating/Viewing User Accounts.
    - On: Setting of System Administrator's Passcode of Creating/Viewing User Accounts becomes enabled and functional. Use a password when the control panel asks for it.
7. Select **Save**.
   The previous screen is displayed.
8. Select **Close**.
   The main Tools tab screen is displayed.
9. Exit administrator mode.

Allow User to Disable Active Settings

This feature allows privileged users to temporarily disable certain active settings such as Force Watermark and Universal Unique ID that have been enabled by the system administrator to be applied to all jobs.

Select Disable Active Settings to temporarily disable the active settings before running a job.

Return to this screen and select Enable Active Settings at the end of your job. Otherwise the settings automatically become active when a job session is ended and logged out.

- Enable Active Settings
- Disable Active Settings

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Allow User to Disable Active Settings**.
5. Select either **Disable Active Settings** or **Enable Active Settings**:

   Select **Disable Active Settings** to temporarily disable the active settings before running a job.

   Important

   Always return to this screen and select **Enable Active Settings** at the end of your job. Otherwise the settings automatically stay active when a job session is ended and logged out.

6. Select **Save**.
   The main Tools tab screen is displayed.
7. Exit administrator mode.

Job Status Default

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Job Status Default**.
5. Select **Completed Jobs View**.
6. Select the desired setting for the following options:

   - **Allow Job Viewing at All Times**: Select either **Require Login to View Jobs** or **No Job Viewing**.

- **Hide Job Details**: Select either **Yes** or **No**.

7. Select **Save**.
   The main Tools tab screen is displayed.
8. Exit administrator mode.

Active Jobs View

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Job Status Default**.
5. Select **Active Jobs View**.
6. Select **Yes** or **No** to hide the details.
7. Select **Save**.
   The main Tools tab screen is displayed.
8. Exit administrator mode.

Overwrite Hard Disk (optional)

Tip

This is an optional accessory and may be purchased at an additional cost to the customer. For more information, contact the Customer Support Center.

To ensure that image data on the machine's hard drive cannot be accessed, you can delete and overwrite the image data. Image data is all user data that is currently in process or temporary user data on the hard drive; this includes current jobs, queued jobs, temporary scan jobs, and completed jobs. Select whether or not to perform a hard disk overwrite process. Options include:

Number of Overwrites

Select the number of times to overwrite the hard disk data. Select between 1-3 times.

After deleting data from the hard disk, the area on the hard disk where the data was stored is overwritten. This prevents unauthorized retrieval or restoration of the previously recorded data. This applies to files and other information stored temporarily by the system.

Tip

Carefully read the following information:

- If the machine is powered off during the overwriting process, some files may remain on the hard disk.
- The data on the hard disk is erased by overwriting it one time. However, overwriting the data three times ensures that the data cannot be recovered. The three times overwrite process does take a longer amount of time to perform than the one time overwrite process.
- During the overwriting process, normal operations may run slower than normally.

Schedule Image Overwrite

Select a schedule, recurring time to overwrite the hard disk data. Selections include:

- **Disable**
- **Daily**
- **Weekly**
- **Monthly**

Run Image Overwrite

Select this option to immediately run a hard disk overwrite.

Overwrite Hard Disk > Number of Overwrites

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Overwrite Hard Disk**.
5. Select **Number of Overwrites**.
6. Select one of the following choices:
   - **Off**
   - **1 Overwrite**
   - **3 Overwrites**
7. Select **Save**.
   The main Tools tab screen is displayed.
8. Exit administrator mode.

Overwrite Hard Disk > Schedule Image Overwrite

1. Login as administrator.
2. Access the Tools tab on the UI.
3. Select **Authentication/Security Settings**.
4. Select **Overwrite Hard Disk**.
5. Select **Schedule Image Overwrite**.
6. Select one of the following choices:
    - **Disable**
    - **Daily**
    - **Weekly**
    - **Monthly**
7. Select **Save**.
   The main Tools tab screen is displayed.
8. Exit administrator mode.

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Using CentreWare Internet Services for Accounting and Authentication / Security

CentreWare Internet Services enables you to display, configure and change settings of the machine by using a web browser instead of the machine's control panel.

A System Administrator can manage how users access the machine by selecting from similar accounting and authentication accounting that are available through the control panel.

Accounting with CentreWare

Local Accounting

Local Accounting tracks the number of copy, print, and scan, jobs for each user that logs in to the printer. You can then generate reports listing usage data for individual users and groups.

Configuring Local Accounting

1. In CentreWare IS, click **Properties** > **Accounting** > **Accounting Configuration**.
2. Next to Accounting Type, select **Local Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to Verify User Details, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
5. Next to Verify User Details for Printer Jobs, select **Yes** to authenticate users at the control panel. Local authentication must be configured.

6. Next to Customize User Prompts, select how you want to prompt users for their credentials.
7. Next to Color Tracking Only, select **Enabled** if you only want to track color impressions.
8. Click **Apply**.
9. Click **Reboot Machine**.
10. Refresh your browser and navigate back to the Accounting Configuration page.
11. Click **Next**.
12. To set up an account, next to Account Number, type the number of the account you want to edit (1-1000), and click **Edit**.
13. Type a User ID and a Name for the new user.

    Note

    Each User ID and Name must be unique.

14. Under Feature Access, select the features that the user is allowed to access.
15. Under Impressions / Limits, type the maximum number of impressions or sent images that the user can produce. The maximum number of impressions or images sent is 16,000,000.
    - Color Copied Impressions includes all color copies.
    - Black Copied Impressions includes all black and white copies.
    - Color Scanned Images includes all color scanned images.
    - Black Scanned Images includes all black scanned images.
    - Color Printed Impressions includes all color documents printed from a computer using the print driver.
    - Black Printed Impressions includes all black and white documents printed from a computer using the print driver.

    Note

    - Cover sheets and banner sheets are counted as impressions.
    - If the printer is set to print a scan confirmation report these documents are counted towards the user's limit.

16. Under User Role, select **System Administrator**, **Account Administrator**, or **User**.
17. To add the user to a group, next to Add This User to Authorization Group, select the group.
18. Click **Apply**.

Resetting Access and Usage Limits for All Users

1. In CentreWare IS, click **Properties > Accounting > Accounting Configuration**.
2. Click **Next**.
3. Next to All User Accounts click **Edit**.
4. Select **Reset** next to Reset All Feature Access, Reset Total Impressions, or Reset All Account Limits as necessary.
5. Click **Apply**.

Xerox Standard Accounting

Xerox Standard Accounting (XSA) tracks the number of copy, print, and scan jobs for each user. You can set limits to restrict the total number of jobs by type that a user can produce. You can then generate reports listing usage data for individual users and groups.

When XSA is enabled, users must log in to the printer before accessing services. They must also provide their account details in the print driver before printing documents from a computer.

Note

If XSA is enabled, you cannot enable other accounting modes.

You can create a maximum of:

- 2499 unique XSA user IDs
- 500 General Accounts
- 499 Group Accounts

All user IDs must be assigned to one or more group accounts.

Note

XSA settings and account data are stored in the printer. Xerox recommends that you backup settings using the Cloning feature. If XSA settings are lost or deleted, you can restore them using the cloning backup file.

Before you begin, install Print Drivers on all client computers.

Configuring Xerox Standard Accounting

1. In CentreWare IS, click **Properties > Accounting > Accounting Configuration**.
2. Next to Accounting Type, select **Xerox Standard Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to Verify User Details, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
5. Next to Verify User Details for Printer Jobs, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
6. Next to Customize User Prompts, select how you want to prompt users for their credentials.
7. Next to Color Tracking Only, select **Enabled** if you only want to track color impressions.
8. Click **Apply**.
9. Click **Reboot Machine**.
10. Refresh your browser and navigate back to the Accounting Configuration page.
11. Click Next.

Creating a Group Account

You must create a group account before creating new user accounts.

1. In CentreWare IS, click **Properties** > **Accounting Configuration** > **Xerox Standard Accounting** > **Group Accounts**.
2. Under Group Accounts, type an Account ID using up to 12 digits, then type an Account Name using up to 32 alphanumeric characters for the new group account.

   Note

   Each Account ID and Account Name must be unique.
3. Click **Add Account**, then click **OK**.

Creating a New User Account and Setting Usage Limits

Note: You must create a group account before you can create and add user accounts.

1. In CentreWare IS, click **Properties** > **Accounting** > **Xerox Standard Accounting** > **Manage Accounting**.
2. Click **Add New User**.
3. Type a User ID and a Name using up to 32 alphanumeric characters, for the new user.

   Note

   Each User ID and Name must be unique.
4. Under Usage Limits, type the maximum number of impressions or sent images that the user can produce. The maximum number of impressions or images sent is 16,000,000.

   - Black Printed Impressions includes all black and white documents printed from a computer using the print driver.

     Note

     Cover sheets and banner sheets are counted as impressions.
   - Black Copied Impressions includes all black and white copies.
   - Color Printed Impressions includes all color documents printed from a computer using the print driver.
   - Color Copied Impressions includes all color copies.
   - Network Images Sent includes documents sent over the network, including network scans, and scans to email.

     Note

     If the printer is set to print a scan confirmation report these documents are counted towards the user's limit.
5. Click **Apply**.

Maximum Usage Limits

Once a user reaches the maximum usage limit set for them, they are no longer able to use that feature until you reset their limit. When they log in to the printer, they are presented with a notification message that their limit has been reached for that feature.

If the user exceeds their limit while a job is in process, the printer tracks the number of impressions generated over their limit and subtracts them from the user's limit once it is reset.

If the user's limit is reached before a print job is completed, an error report prints notifying the user that their limit has been reached. The job is deleted from the print queue, and any sheets remaining in the paper path will finish printing.

Resetting Usage Limits

1. In CentreWare IS, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.
2. To reset all usage data to 0, click **Reset Usage Data**.
3. Click **OK** to acknowledge the confirmation message.

   Caution

   The following step will delete all the XSA accounts on the printer.

4. Click **Reset to Default** if you want to delete all user, group, and general accounts.
5. Click **OK** to acknowledge the warning message.

Printing a Report

You can print a report that lists the numbers of impressions recorded for each user and each account.

To print a report:

1. In CentreWare IS, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.
2. Click **Generate Report**.
3. Right-click the Right-click to download link and save the .csv file to your computer.

Network Accounting (Job Based Accounting)

Network Accounting (also known as Job Based Accounting) allows you to manage printer usage with detailed cost analysis capabilities. Print, Scan, and Copy jobs are tracked at the printer and stored in a job log. All jobs require authentication of User ID and Account ID, which are logged with the job details in the job log. The user is prompted for accounting information when submitting a job to the printer.

The job log information can be compiled at the accounting server and formatted into reports.

Before you begin:

- Install and configure Xerox certified network accounting software on your network. Refer to the manufacturer's instructions for help.
- Test communication between the accounting server and the printer. To do this, open a Web browser, type the IP Address of the printer in the address bar, then press Enter. The printer's CentreWare IS home page should display.
- Install print drivers on all user computers if you want to track print jobs.

Enabling and Configuring Network Accounting

1. In CentreWare IS, click **Properties > Accounting > Accounting Configuration**.
2. Next to Accounting Type, select **Network Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to Verify User Details, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
5. Next to Verify User Details for Printer Jobs, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
6. Next to Customize User Prompts, select how you want to prompt users for their credentials.
7. Next to Color Tracking Only, select Enabled if you only want to track color impressions.
8. Click **Apply**.
9. Click **Reboot Machine**.
10. Refresh your browser and navigate back to the Accounting Configuration page.
11. Click **Next**.

Configure Network Authentication if it is not configured. For details, see Network Authentication.

Configuring Accounting Login Screen Settings

1. In CentreWare IS, click **Properties > Accounting > Accounting Login Screen Settings**.
2. Next to Alternative Name for User ID, type the text that will appear on the control panel to prompt a user for their user name.
3. Next to Mask User ID, select **Hide** to display user ID characters as asterisks.
4. If you have configured Network Accounting, next to Alternative Name for Account ID, type the text that will appear on the control panel to prompt a user for their user name.
5. If you have configured Network Accounting, next to Mask Account ID, select **Hide** to display user ID characters as asterisks.
6. Click **Apply**.

Accounting and Billing Device Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Accounting > Accounting / Billing Device Settings**.
3. Change the following settings as necessary:
   - Connect with Account / Billing Device: Touch **Connected** to enable an accounting or billing device that is connected to the printer.
   - Account / Billing Device: Touch the type of device.
   - Track Copy Jobs: Touch **Track with Accounting/Billing Device** to track copy pages.
   - Track Print Jobs: Touch **Track with Accounting/Billing Device** to track print pages.
   - Track Scan Jobs: Touch **Track with Accounting/Billing Device** to track scanned pages.
   - Interrupt Mode: Touch **Enabled** to enable the interrupt mode.
   - Job with Insufficient Credit: Touch to delete, hold, or delete on timeout on a job with insufficient credit.
   - Charge Print Jobs: Touch **Charge by Card Number** to track charges by card number.
   - Track with Cumulative Device: Touch the type of device.
   - Scan Ahead for Copy Job: Touch **Enabled** to scan ahead for a copy job.

Enabling Accounting in Print Drivers

Jobs sent from a user's computer can only be counted if accounting is enabled in the print driver.

Enabling Accounting in a Windows Print Driver

1. From the Start menu select **Printers and Faxes**.
2. Right-click the printer in the list, and select **Properties > Configuration > Accounting**.
3. From the Accounting System drop-down menu, select **Xerox Standard Accounting or Auditron**, or **Xerox Network Accounting**.
4. Select **Always Prompt** if you want users to type their User ID and Account ID each time they print. If you do not want users to log in, select **Do Not Prompt** and type the user's information in the Default User ID and Default Account ID fields.
5. Select **Mask User ID** and **Mask Account ID** to show characters as asterisks when an ID is entered.
6. Select **Remember Last Entered Codes** to show the last entered code when a user is prompted for their Account ID.
7. Select **Auxiliary Accounting Interface** if you are using XSA with an external accounting device.
8. If you want to specify the default User ID and Account ID, type them in the Default User ID, and Default Account ID fields, then select the default account type.
9. Click **OK**.
10. Click **OK** to exit.

Enabling Accounting in an Apple Macintosh Print Driver

1. Open a document and select **File**, then select **Print**.
2. Select the Xerox printer.
3. Select **Accounting** from the drop-down menu.
4. Under Accounting System, select **Xerox Standard Accounting or Auditron**, or **Xerox Network Accounting**.
5. Select **Prompt for Every Job** if you want users to type their User ID and Account ID every time they print.
6. Select **Mask User ID** and **Mask Account ID** to show characters as asterisks when an ID is typed.
7. If you want to specify the default User ID and Account ID, select **Use Default Accounting Codes**, type them in the Default User ID, and Default Account ID fields, then select the default account type.
8. Select **Auxiliary Accounting Interface** if you are using XSA with an external accounting device.
9. To save your settings, click the **Presets** menu and select **Save As**.
10. Type a name for the preset.
11. Click **OK**.

    Note

    Users must select this preset each time they print using the print driver.

Authentication / Security with CentreWare

Setting up Access Rights

Overview

You can control access to the printer's services and features by setting up authentication, authorization, and personalization.

Authentication

Authentication is the process of confirming a user's identity by comparing information provided by the user, such as their user name and password, against another source of user information such as an LDAP directory. Users can be authenticated when accessing the control panel or when accessing CentreWare IS.

There are several ways to authenticate a user:

- Local: If you have a limited number of users, or do not have access to an LDAP network directory, you can add user information, such as user names and passwords, to the printer's internal database. You can then specify tools and feature access for all users. Users are authenticated and authorized when they log in at the control panel.

- Network: The printer retrieves user information from a network directory to authenticate and authorize users when they log in at the control panel. The printer can use of the following three protocols to communicate with your authentication server:
    - Kerberos (Solaris, or Windows 2000/2003)
    - SMB (Windows 2000/2003)
    - LDAP
- Card Reader: You must purchase and install a magnetic or proximity card reading system, such as Xerox Secure Access. To access the printer, users must swipe a pre-programmed identification card.

Authorization

Authorization is the process of defining the services and features that users are allowed to access. For example, you can configure the printer to allow a user to copy, and scan, but not email. There are two types of authorization:

- Locally on the Device (Internal Database): User login information is stored locally in the printer's internal User Information Database.
- Remotely on the Network: User login information is stored externally in a network database such as an LDAP directory.

Personalization

Personalization is the process of customizing services for a specific user. If your network is connected to an LDAP server, the printer can look up a user's home directory and email address when using the Scan to Home, or Email scanning features.

Note

Personalization is only available when the printer is configured to use network authentication.

Local Authentication

Setting Up Local Authentication

To configure local authentication:

1. In CentreWare IS, click **Properties > Security > Authentication Configuration**.
2. On the Authentication Configuration page, next to Login Type, select **Login to Local Accounts**.
3. Select **Enabled** next to Print Stored File from Folder, or **Enabled** next to Folder to PC/Server Enabled to enable these services.
4. Select **Enabled** next to Non-account Print to allow users without accounts to access the printer.
5. Click **Apply**, then click **Reboot Machine**.

To restrict or allow access to tools and features, see Controlling Access to Tools and Features.

User Information

Before you can define access rights for users, user information must be defined. You can add or edit the printer's internal User Information Database with user information, or you can specify a network database or LDAP server containing user information.

Adding User Information to the Local Database

1. In CentreWare Internet Services, click **Properties** > **Security** > **Authentication Configuration**.
2. At the bottom of the page, click **Next**.
3. On the **Authentication Configuration** > **Step 2 of 2** page, under Authentication Configuration, type the number of the account that you want to edit, and click **Edit**.
4. Type the user's **Name**, **ID**, and **Passcode**. Retype the passcode to verify.

   Passcode is only an option if the Passcode Policy is set to **On**. (To change the Passcode Policy, go to **Tools > Authentication/Security** > **Authentication > Password Policy**. The default setting is **Off**.)
5. Under Feature Access, select the features that the user is allowed to access.
6. Under User Role, select one of the following:

   - **System Administrator**: The authenticated user in this role is allowed to access all services and settings.
   - **Account Administrator**: The authenticated user in this role is allowed to access accounting settings and other services and settings that are locked.
   - **User**: The authenticated user in this role is allowed to access services and features defined by the system administrator.

   Note

   Users who are not authenticated cannot access features that are locked.
7. To add the user to an Authorization Group, select the group from the drop-down list.
8. Click **Apply** to accept the changes or Undo to retain the previous settings.

Specifying Login Requirements

You can specify password requirements if desired.

1. In CentreWare IS, click **Properties** > **Security > User Details Setup**.
2. If you want the printer control panel to display text other than UserID, type the text in the Alternative Name for User ID field.
3. Next to Mask User ID, select **Hide** if you want user ID characters to be displayed as asterisks at the control panel.
4. Next to Failed Access Log, type the number of allowed login attempts (1-600). Type 0 to allow an unlimited number of login attempts. If the maximum number of allowed attempts is exceeded, the printer is locked and must be restarted.
5. To allow users to log in without case sensitivity, select **Non-Case Sensitive** next to User ID for Login.

6. To specify the Minimum Passcode Length type the number of digits (4 to 12). Type 0 if you do not want to specify a minimum passcode length.
7. Click **Apply** to accept the changes or Undo to retain the previous settings.

Network Authentication

If you have an LDAP server connected to your network, you can configure the printer to retrieve user information from the LDAP directory when authenticating a user at the control panel.

Setting up Network Authentication

1. In CentreWare IS, click **Properties > Security > Authentication Configuration**.
2. On the Authentication Configuration page, next to Login Type, select **Login to Remote Accounts**.
3. Select **Enabled** next to Print Stored File from Folder, or **Enabled** next to Folder to PC/Server Enabled to enable these services.
4. Select **Enabled** next to Non-account Print to allow users without accounts to access the printer.
5. To allow a guest user to access the printer, select **On** next to Guest User. Type the Guest Password, then retype the password to verify.
6. Click **Apply**, then click **Reboot Machine**.
7. After the printer restarts, refresh your browser and navigate back to the **Authentication Configuration > Step 1of 2** page, and click **Next** at the bottom of the page.
8. Next to Authentication System, click **Configure**.
9. On the Authentication System page select your Authentication System from the drop-down list.
10. Type the Server Response Time-Out, and the Search Time-Out.
11. Select **Enabled** next to Assign UPN (User Principal Name) if desired.
12. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
13. Click **Reboot Machine**.

Configuring Authentication Server Settings for Kerberos

1. In CentreWare IS, click **Properties > Security > Remote Authentication Servers > Kerberos Server**.
2. Under Kerberos Server 1, type the host name or IP address of your primary server.
3. Type the Primary Server Port Number.
4. Type the host name or IP address of your secondary server.
5. Type the Secondary Server Port Number.
6. Type the Domain Name (realm name) of your server.
7. Type the server name, port name and domain name of any additional Kerberos servers if desired.
8. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Configuring Authentication Server Settings for SMB

1. In CentreWare IS, click **Properties > Security > Remote Authentication Servers > SMB Server**.
2. Next to SMB Server Setup, select **By Domain Name** or **By Server Name /IP Address**.
3. Type the Domain Name and Server Name/IP Address for each of your servers.
4. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Configuring Authentication Server Settings for LDAP

1. In CentreWare IS, click **Properties > Connectivity > Protocols > LDAP > LDAP Authentication**.
2. Next to Authentication Method select **Direct Authentication**, or **Authentication of User Attributes**.

   Direct Authentication uses the user name and password entered by the user for authentication with the LDAP server. Authentication of User Attributes allows you to specify the what is entered by the user (Attribute of Typed User Name) and what is used by the printer (Attribute of the Login User Name) to authenticate the user.
3. Type the Attribute of Typed User Name.
4. Type the Attribute of Login User Name.
5. Select **Enabled** next to Use Added Text String, and type the text string if you want to add text to the user input prior to authentication.

Authentication Using a Card Reader System

Setting Up Authentication for Xerox Secure Access

Before you begin:

- Enable Secure HTTP (SSL). For details, see Enabling HTTP.
- Install the Xerox Secure Access authentication server and configure with user accounts. Refer to the authentication server documentation for help.

  Note

  Accounts created on the Xerox Secure Access authentication server must match accounts stored in the printer's local database or in another network authentication server.
- Connect and configure your card reader.
- Install the appropriate plugin for your card reader and printer model. Download the latest plugin files and plugin installation instructions at www.xerox.com/office/WC53XXdrivers.

  Note

  Although the name of the plugin is specific to one product, the plugin instructions provided here are used with many different Xerox products.

To configure authentication using Xerox Secure Access:

1. In CentreWare IS, click **Properties > Security > Authentication Configuration**.
2. On the Authentication Configuration page, next to Login Type, select **Xerox Secure Access**.
3. Select **Enabled** next to Print Stored File from Folder, or **Enabled** next to Folder to PC/Server Enabled to enable these services.
4. Select **Enabled** next to Non-account Print to allow users without accounts to access the printer.
5. Click **Apply**, then click **Reboot Machine**.
6. After the printer restarts, refresh your browser and navigate back to the **Authentication Configuration > Step 1of 2** page, and click **Next** at the bottom of the page.
7. Next to Authentication System, click **Configure**.
8. On the Authentication System page select **Authentication Agent** from the drop-down list.
9. Type the Server Response Time-Out, and the Search Time-Out.
10. Select **Enabled** next to Assign UPN (User Principal Name) if desired.
11. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
12. Click **Reboot Machine**.

Configuring Xerox Secure Access Login Settings

1. In CentreWare IS, click **Properties > Security > Remote Authentication Servers Xerox Secure Access Settings.**
2. Type the Default Prompt text and Default Title text.
3. Select **Enabled** next to Local Login to allow users to type their credentials at the control panel.
4. Select **Enabled** next to Get Accounting Code to allow the printer to get the user's accounting code from a network accounting server when the user logs in at the control panel.

   Network authentication and network accounting must be configured. If this setting is not enabled, the user must enter an accounting code when they log in at the control panel.
5. Type the Connection Time-Out (1-300 seconds).
6. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Setting Up Authentication for a USB Smartcard Reader System

To use the printer with a card reader system other than Xerox Secure Access, you must order and install the Xerox Common Access Card Enablement Kit. The kit includes hardware, software, and instructions for connecting and configuring your card reader system.

Before you begin:

- Install the USB Enablement Kit
- Install a Kerberos authentication server and configure with user accounts.
- Connect your card reader to the printer.

Configure Network Authentication Settings

1. Configure network authentication.
2. Configure Kerberos server settings.

Enable SmartCard Settings

1. At the printer control panel, press the **Machine Status** button and touch the **Machine Information** tab.
2. Touch **Authentication / Security Settings > Authentication > User Details Setup > Use of SmartCard**.
3. Touch **Change Settings**.
4. Touch **Enabled**.
5. Under Jobs Validated by Card select **Copy**, **Print**, or **Scan**, and touch **Save**.

Configure SmartCard Link Mode Settings

1. At the printer control panel, press the **Machine Status** button and touch the **Machine Information** tab.
2. Touch **Authentication / Security Settings > Authentication > User Details Setup > SmartCard Link Mode**.
3. Touch **Change Settings**.
4. Touch **No Passcode Required**, and touch **Save**.

Set the SmartCard Certificate Verification Mode

For additional security, you can set the printer to validate a user's SmartCard against certificates stored on the printer.

1. At the printer control panel, press the **Machine Status** button and touch the **Machine Information** tab.
2. Touch **Authentication / Security Settings > Authentication > User Details Setup > SmartCard Certificate Verification**.
3. Touch **Change Settings**.
4. Touch **Enabled**.

Configure Certificate Revocation Retrieval Settings

Configure Certificate Revocation Retrieval settings as necessary.

Note

- The root CA and intermediate CA of the user's smartcard certificate must be stored on the printer.
- The printer's date and time settings must be correct to validate the certificate.

Controlling Access to Tools and Features

Controlling Access for All Users

- To lock or unlock tools and features for all users:
  a) In CentreWare IS, click **Properties > Security > Authentication Configuration**.
  b) Click **Next**.
  c) Under Device Default State Configuration, next to Device Access, click **Configure**.
  d) Select **Locked** to require authentication for all services at the control panel (Services Pathway), **Job Status** button (Job Status Pathway), or the **Machine Status** button (Machine Status Pathway).
  e) Click **Apply** to accept the changes or **Undo** to retain the previous settings.
- To lock, unlock or hide individual services for all users:
  a) In CentreWare IS, click **Properties > Security > Authentication Configuration**.
  b) Click **Next**.
  c) Under Device Default State Configuration, next to Service Access, click **Configure**.
  d) Select **Locked** to require authentication for individual services at the control panel, or select **Locked (Hide Icon)** to hide the service.
  e) Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Controlling Access for a Group of Users

If your network is connected to an LDAP server, you can configure network authentication and control individual user or group access to services and features.

LDAP server user groups can be used to control access to services and features of the printer. For example, the LDAP server may contain a group of users called Admin. You can configure the Admin group on the printer so that only members of this group have administrator access to the printer. When a user belonging to the group Admin logs onto the printer, the printer performs an LDAP directory lookup to verify the user. Once authenticated, the user is allowed administrative rights to the printer.

You can set up and control access to your printer in four ways:

- User Roles Access Setup
- Device Access Setup
- Service Access Setup
- Feature Access Setup

Before you begin:

- Configure Network Authentication.
- Configure LDAP server settings.

To set up LDAP authorization access. in CentreWare IS, click **Properties > Connectivity > Protocols > LDAP > LDAP Authorization Access**.

User Roles Access Setup

You can assign users to specific roles groups to allow them types of access.

1. Under User Roles, in the **System Administrator Access** field, type the name of the group, defined in the LDAP server database, that you want to use to grant system administrator access to the printer.
2. In the **Accounting Administrator Access** field, type the name of the group, defined in the LDAP server database, that you want to use to grant accounting administrator access to the printer.
3. Click **Apply**.

Device Access Setup

Note

Device Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access pathways.

1. Under Device Access, in the **Services Pathway** field, type the name of a group, defined at the LDAP server, that you want to use to provide access to the Services features on the printer.
2. Repeat for Job Status Pathway and Machine Status Pathway.
3. Click **Apply**.

Service Access Setup

Note

Service Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access services.

You can specify access to the services of the printer under Service Access. Type the names of the LDAP groups for any of the services listed.

1. Under Service Access, under **Access Group**, type the names of the LDAP groups allowed to access each of the individual printer services.
2. Click **Apply**.

Feature Access Setup

Note

Feature Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access features.

You can set specific access to the color copying feature of the printer listed on the Feature Access page.

1. Under Feature Access, under **Access Group**, type the names of the LDAP groups allowed to access each individual feature.
2. Click **Apply**.

Digital Certificates

A digital certificate must be installed on the printer before you can enable secure HTTP (SSL). A digital certificate is a set of data used to verify the identity of the holder or sender of the certificate. A certificate includes the following data:

- Information about the person, organization, or computer that the certificate is issued to, including the name, location, email address and other contact information.
- Serial number of the certificate
- Expiration date of the certificate
- Name of the certificate authority (CA) that issued the certificate
- A public key
- A certificate authority's digital signature

Installing a Digital Certificate

There are three ways to install a certificate on the printer:

- Create a Self-Signed Certificate. The printer creates its own certificate, signs it, and creates a public key to be used for encryption.
- Create a request to have a certificate authority, or a server functioning as a certificate authority sign a certificate and then upload the certificate to the printer. An example of a server functioning as a CA is Windows Server running Certificate Services.
- Install a certificate created by a trusted intermediate or root CA.

Note

Installing a self-signed certificate is less secure than installing a certificate signed by a trusted CA. However, if you do not have a server functioning as a certificate authority this is your only option.

Creating a Self-Signed Certificate

1. Enable S/MIME capability for the self-signed certificate if necessary.
2. In CentreWare IS, click **Properties > Security > Machine Digital Certificate Management**.
3. Click **Create New Certificate**.
4. Select **Self Signed Certificate**.
5. Click **Continue**.
6. Select the **Public Key Size** and type the name of the Issuer.
7. Next to Days of Validity, type the number of days (1-9999) until the certificate expires.
8. Click **Apply**.

Creating a Request

1. In CentreWare IS, click **Properties > Security > Machine Digital Certificate Management**.
2. Click **Create New Certificate**.

3. Select **Certificate Signing Request (CSR)**.
4. Fill out the form with your 2-Letter Country Code, State/Province Name, Locality Name, Organization Name, Organization Unit, and Email Address.
5. Click **Apply**.
6. Values from the form are used to generate a Certificate Signing Request.
7. When the process is complete, you are prompted to save the Certificate Signing Request. Right-click the link and save the csr.pem file to your computer.
8. Email the file to a trusted certificate authority to be signed.

Uploading a Certificate

When a signed certificate is received back from a trusted certificate authority, you can upload the certificate to the printer. You can also upload certificates, root certificates, and intermediate CA certificates to establish a complete chain of trust.

1. In CentreWare IS, click **Properties > Security > Machine Digital Certificate Management**.
2. Click **Upload Signed Certificate**.
3. If the certificate is password protected, type the Password and retype to verify.
4. Click **Browse** or **Choose File**, navigate to the signed certificate in .crt format, and click **Open** or **Choose**.
5. Click **Import**.

   Note

   The signed certificate must match the CSR created by the printer.

Managing Certificates

To see information about the certificates installed on the printer, or specify the certificate to use for S/MIME, SSL, and IPSEC:

1. In CentreWare IS, click **Properties > Security > Certificate Management**.
2. Select a certificate **Category**, **Certificate Purpose**, and **Certificate Order**.
3. Click **Display the list**.
4. Select a certificate from the list and click **Certificate Details**.
5. To set the certificate as the primary certificate, click **Use this certificate**. If Use this certificate is not available, then the selected certificate has expired, or is not valid. All certificates in the certification path (chain of trust) must be installed on the printer and be valid.
6. Click **Delete** to remove the certificate, or **Export** to save the certificate to your computer.

Certificate Revocation Retrieval Settings

1. In CentreWare IS, click **Properties > Security > Certificate Revocation Settings**.
2. Under General, select the Level of Certificate Verification.

   - **Low**: The revocation status of certificates is not checked. The printer verifies that the certificate has not expired, and the certificate issuer and signature are valid.

- **Medium**: The revocation status of certificates is checked. If the certificate status cannot be obtained due to a network error, the certificate is still considered valid.
- **High**: The revocation status of certificates is checked. The certificate is only considered valid after successfully verifying that the certificate has not been revoked.

3. Under General, select the **Retrieval of Certificate Status**.
4. If you selected OCSP as the retrieval method, under OCSP, next to Send Query to OCSP Responder With, select **URL as Specified in Certificate** or **URL as Specified by Administrator**.
5. Type the URL of OCSP Responder
6. Type the OCSP Communication Time-Out (5-60 seconds).
7. If you selected CRL as the retrieval method, under CRL, next to Auto Retrieval of CRL, select **Enabled** if desired.
8. Type the CRL Retrieval Time-Out (5-60 seconds).
9. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Secure HTTP and SSL/TLS

You can encrypt all data sent over HTTP by establishing an encrypted SSL connection. You can enable SSL encryption for the following services:

- Configuring the printer in CentreWare IS
- Printing from CentreWare IS
- Printing using IPP
- Managing scan templates
- Network scanning
- Network accounting

Before you begin:

- Install a digital certificate.
- Ensure that the date and time configured on the printer is correct. This is used to set the start time for self signed certificates.

Configuring Secure HTTP and SSL/TLS Settings

- A digital certificate must be installed on the printer before you can enable Secure HTTP. For details, see Installing a Digital Certificate.
- If Secure HTTP is enabled, to access CentreWare IS, all pages will contain https:// in the URL for the Web page.

1. In CentreWare IS, click **Properties > Security > SSL/TLS Settings**.
2. Next to HTTP - SSL/TLS Communication, select **Enabled**.
3. Type the port number you want to use for HTTP SSL/TLS.
4. If you want to use SSL/TLS for LDAP communication, select **Enabled** next to LDAP - SSL/TLS Communication.

5. If you want to use S/MIME communication, select **Enabled** next to S/MIME - SSL/TLS Communication.
6. If you want to use SSL/TLS for SMTP communication, next to SMTP - SSL/TLS Communication, select a method that your server supports.

   Note

   If you are unsure what method your server supports, select STARTTTLS (if available). If you select STARTTLS (if available), the printer attempts to use STARTTLS. If your server does not support STARTTLS, SMTP communication is not encrypted.
7. Select **Enabled** next to Verify Remote Server Certificate if necessary.
8. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

S/MIME

Secure/Multipurpose Internet Mail Extensions (S/MIME) is a standard for public key encryption and signing of email encapsulated in MIME.

Before you begin:

- Enable SSL/TLS.
- If an S/MIME-capable self-signed certificate is not available, install an S/MIME certificate and all certificates in the certification path (chain of trust) for the S/MIME certificate. The S/MIME certificate must be in PKCS #12 format, and the email address in the certificate must be the same as the printer's email address.
- Enable S/MIME Communication on the SSL/TLS Settings page.

Configuring S/MIME Settings

1. In CentreWare IS, click **Properties > Security > S/MIME Settings**.
2. Under S/MIME Settings, next to Message Digest Algorithm, select **SHA1**, or **MD5**.
3. Next to Message Encryption Method, select **3DES**, **RC2-40**, **RC2-64**, or **RC2-128**.
4. Next to Certificate Auto Store, select **Enabled** to allow the printer to automatically store a user's digital certificate when the printer receives a digitally signed email.
5. Under E-mail, next to Receive Untrusted E-mail, select **Enabled** to allow the printer to receive an email from a user whose digital certificate is not in the printer's chain of trust, or from a user that does not have a digital certificate.
6. Next to Digital Signature - Outgoing E-mail, select **Select** during send, to allow users to manually choose to sign an outgoing email using the user's digital signature, or the printer's digital signature. Select **Always add signature** to use the setting specified at the control panel, or select **Do not add signature**.

   Note

   To specify the certificate at the control panel, press the Machine Status button, and touch the Tools tab. Touch **System Settings > Connectivity & Network Setup > Security Settings > S/MIME Settings**. Touch **Signing Certificate for E-mail Attachments**, and touch **Change Settings**. Touch **Device Certificate** or **Smart Card Certificate**, and touch **Save**.

7. Next to Split Encrypted E-mail for Each Recipient, select **Enabled** to split an encrypted email addressed to multiple recipients into individual encrypted emails addressed to each of the recipients.

   Note

   When an encrypted email is split for each recipient, it will only be sent to recipients with a valid email address. Print a transmission report to see delivery status.

8. Click **Apply**.

IPsec

Internet Protocol Security (IPsec) is a group of protocols used to secure Internet Protocol communications by authenticating and encrypting each IP data packet. It allows you to control IP communication by creating protocol groups, policies, and actions for the following:

- DHCP v4/v6 (TCP and UDP)
- LPR Print (TCP port 515)
- DNS (TCP and UDP)
- Port 9100 Print (TCP port 9100)
- FTP (TCP)
- SMTP (TCP/UDP port 25)
- HTTP (Scan Out, TCP port 80)
- SNMP (TCP/UDP port 161)
- HTTPS (Scan Out, TCP port 443)
- SNMP Traps (TCP/UDP port 162)
- HTTPS (Web Server, TCP port 443)
- WS-Discovery (UDP port 3702)
- ICMP v4/v6
- Up to 10 additional services
- IPP (TCP port 631)

Configuring IPSec

Note

Secure HTTP (SSL) must be enabled with an installed digital certificate before you can enable IPsec.

1. In CentreWare IS, click **Properties > Security > IPSec**.
2. Next to Protocol, select **Enabled**.
3. Select the **IKE Authentication Method**, **Preshared Key** or **Digital Signature**.
4. If you select Preshared Key, type the Shared Key and retype the key to verify.
5. Type the IKE SA Life Time (5-28800 minutes).
6. Type the IPSec SA Life Time (300-172800 minutes).
7. Select the **DH Group** type.

8. Enable PFS if necessary.
9. Type the Specific Destination IPv4 Address.
10. Type the Specific Destination IPv6 Address.
11. To restrict the printer from communicating with devices that are not using IPSec, select **Disabled** next to Communicate with Non-IP Sec Device.
12. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

802.1X

802.1X is an Institute for Electrical and Electronics Engineers (IEEE) standard that defines a method for port-based network access control or authentication. In an 802.1X secured network, the printer must be authenticated by a central authority, typically a RADIUS server, before it can access the physical network.

You can enable and configure the printer to be used in an 802.1X secured network.

Before you begin:

- Ensure your 802.1X authentication server and authentication switch are available on the network.
- Determine the supported authentication method.
- Create a user name and password on your authentication server.
- Changing and applying 802.1X settings causes the printer to restart. Ensure that the printer can be offline for several minutes.

Configuring 802.1X

1. Click **Properties** > **Security** > **IEEE 802.1X**.
2. Next to Enable IEE E 802.1x select **Enabled**.
3. Under Authentication Method, select the method used on your network. Options are:
   - **EAP-MD5**
   - **EAP-MS-CHAPv2**
   - **PEAP/MS-CHAPv2**
   - **EAP-TLS**: This method is available if the printer is configured to use EAP-TLS.
4. Type the Login Name (Device Name) required by your authentication switch and server.
5. Type the Password, then retype to verify.
6. Select **Enabled** next to Certificate Validation if necessary.
7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Configuring the Printer for 802.1X using EAP-TLS Authentication

1. Create a self-signed certificate.
2. Enable SSL.
3. Click **Properties** > **Security** > **Machine Digital Certificate Management**.
4. Upload a PKI client certificate from a trusted CA.

5. Click **Properties > Security > Certification Management**.
6. Next to Certificate Purpose, select **SSL Client**.
7. Click **Display List**.
8. Select the check box next to the certificate you want to use.
9. Click **Certificate Details**.
10. Click **Use this Certificate**.
11. Click **Reboot Machine**.

You can now select EAP-TLS as the 802.1X authentication method.

FIPS140-2 Data Encryption

All data stored on and transmitted by the printer is encrypted. Some services and protocols, such as SMB, NetWare, SNMPv3, and the PDF Direct Print service do not use an encryption method that complies with government standard FIPS140-2.

You can warn users with a control panel message when data is about to be transmitted that is not encrypted to FIPS140-2 standard.

For more information, see the printer's Security White Paper on the Xerox website.

To enable the warning message:

1. In CentreWare IS, click **Properties > Security > FIPS140 Validation Mode**.
2. Next to FIPS140 Validation Mode, select **Enabled**.

Note

FIPS 140-2 encryption does not apply to the following services and protocols: SMB, NetWare, SNMPv3, PDF Direct Print Service.

IP Filtering

You can prevent unauthorized network access by only allowing data to be transmitted to and from specific IP addresses and ports.

Creating an IP Filter Rule

1. In CentreWare IS, click **Properties > Security > IP Filtering**.
2. Under IPv4 Filtering, or IPv6 Filtering select **Enabled**.
3. Click **Add** under IPv4 Filtering, or IPv6 Filtering.
4. Type the Source IP Address. This is the IP address of the computer or device that you want to allow.
5. Type a number for the Source IP Mask that will use this rule.

   The allowable range of 0 to 32 corresponds to the 32-bit binary number comprising IP addresses. A number of 8, for example, represents a Class A address (mask of 255.0.0.0). The number 16 represents a Class B address (mask of 255.255.0.0). The number 24 represents a Class C address (mask of 255.255.255.0).

6. Refresh your browser and navigate back to the IP Filtering page. Under IP Filter Rule List, select the rule that you just created.
7. Select your rule in the list, and click **Apply**.
8. Click **Edit** or **Delete** to edit or delete an existing rule.

Audit Log

When the Audit Log feature is enabled, the printer begins recording events that happen on the printer. You can download the Audit Log as a tab-delimited text file, and review it to find security breaches and assess the printer's security.

Enabling Audit Log

Note

Secure HTTP (SSL) must be enabled before you can enable Audit Log.

1. In CentreWare IS, click **Properties > Security > Audit Log**.
2. Next to Audit Log, select **Enabled**.
3. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Saving an Audit Log

1. In CentreWare IS, click **Properties > Security > Audit Log**.
2. Under Export Audit Log, right-click the Export as text file link and save the compressed auditfile.txt file to your computer.
3. Open the file in an application that can read a tab-delimited text file.

Interpreting the Audit Log

The Audit Log is formatted into columns

- Log ID: A unique value that identifies the event.
- Date: The date that the event happened in mm/dd/yy format.
- Time: The time that the event happened in hh:mm:ss format.
- Audit Event ID: The type of event. The number corresponds to a unique description.
- Logged Events: An abbreviated description of the type of event.

  #### Note

  - One audit log entry is recorded for each network destination within a Network Scanning scan job.
  - For Server jobs: One audit log entry is recorded for each Server job.
  - For Email jobs: One audit log entry is recorded for each SMTP recipient within the job.

- User Name: User Name, Job Name, Computer Name, Printer Name, Folder Name, or Accounting Account ID (when Network Accounting is enabled).

Note

Network Authentication must be configured to record the user's name in the Audit Log.

- Description: More information about the Logged Event. When the Logged Event is System Status for example, one of the following may be displayed:
- - Started normally (cold boot)
  - Started normally (warm boot)
  - Shutdown requested
  - Image Overwriting started
- Completion Status: The status of the event.
- Optionally Logged Items: Other information recorded when the event occurs, such as log in and authentication access method.

PDF and XPS Signatures

You can add a digital signature to PDF or XPS documents that are created by the printer scan feature. The signature uses the information in the device Scan File certificate, or a smart card S/MIME digital certificate.

Before you begin:

- Select the device Scan File certificate.
- Install an S/MIME digital certificate.
- Enable secure HTTP (SSL) and S/MIME communication.

To set digital signatures:
1. In CentreWare IS, click **Properties > Security > PDF / XPS Security Settings**.
2. Next to PDF Signature, select when you want the signature to be added.
3. Click **Apply**.

Address Book Security

Controlling CentreWare IS Address Book Access

You can allow all users to edit the public address book in CentreWare IS, or restrict access to system administrators only.
1. In CentreWare IS, click the **Address Book** tab.
2. Under Security, click **Access Rights**.
3. Select **System Administrators Only**, or **Open to All Users**.

Controlling Control Panel Address Book Access

Before you begin, configure Local Authentication.

You can create an Authorization Group to restrict users from using or editing the address book at the control panel.

1. In CentreWare IS, click **Properties > Security > Create Authentication Groups**.
2. Click **Edit** next to one of the group numbers.
3. Type the Group Name.
4. Next to Restrict Recipient Selection Method, select **No Restriction** to allow access for the group, or **Always Apply Restriction** to require authentication for the group.
5. Next to Restrict User to Edit Address Book, select **No Restriction**, or **Always Apply Restriction**.
6. Next to Allow User to Disable Active Settings, select **Allow** or **Do Not Allow**.
7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Restricting Access to Job Information

You can control how job information is displayed at the control panel when users press the Job Status button.

Hiding or Password Protecting Completed Job Information

1. In CentreWare IS, click **Properties > Security > Job Status Default > Completed Jobs View**.
2. Next to Completed Jobs View, select **Require Login to View Jobs**, or **No Job Viewing** to keep users from seeing completed job information.
3. If you selected Require Login to View Jobs, next to Access To, select **All Jobs** or **Jobs Run By Login User Only**.
4. Next to Hide Job Details, select **Yes** or **No**.
5. Click **Apply**.

Hiding Active Job Information

1. In CentreWare IS, click **Properties > Security > Job Status Default > Active Jobs View**.
2. Next to Hide Job Details, select **Yes** or **No**.
3. Click **Apply**.

Hiding or Displaying Network Settings

You can show or hide the IPv4 address or host name of the printer on the control panel touch screen.

1. In CentreWare IS, click **Properties > Security**.
2. Click **Display Network Settings**.
3. Select **Show IPv4 Address** or **Show Host Name**. To hide network information, select **Hide Network Information**.
4. Click **Apply**.

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Problem Solving

Density Uniformity Adjustment/SIQA problems

If there are problems running or using the Density Uniformity Adjustment feature or the SIQA application, review the following information and perform the relevant solutions.

The Simple Image Quality Application (SIQA) application on the Windows PC does not open

Cause: Connection/communication issues between the SIQA application and the machine.

Remedy: Check the connection between the Windows PC, where the SIQA is installed, and the machine, and reconnect if necessary.

IP address not found or incorrect

Cause: The system could not locate the IP address or the one found was incorrect.

Remedy: Ensure that the correct machine IP address is entered in the SIQA application?

"See through" affect on test prints

Cause: Blank sheets of paper were not placed over the test print before scanning it.

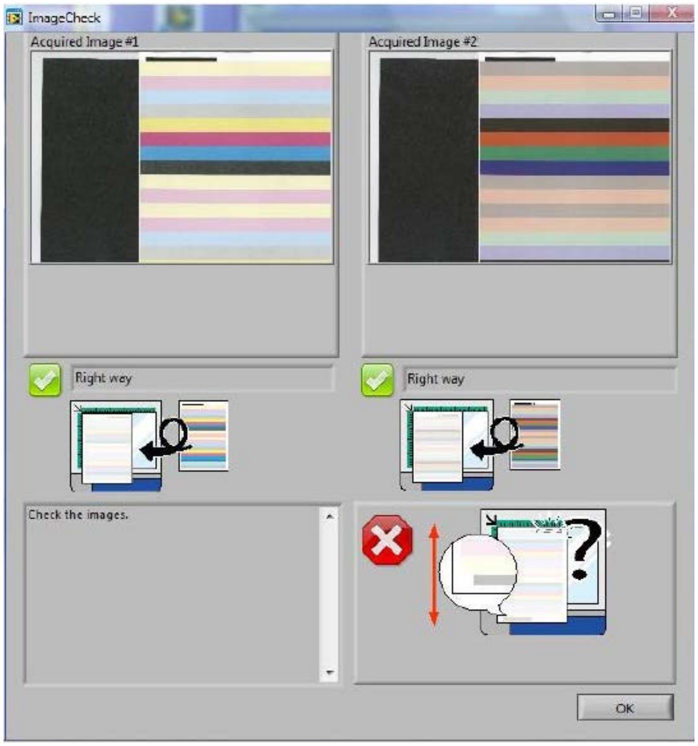
Remedy: Place 4-5 sheets of blank, white paper over the test print on the document glass, then perform the scanning process of the test print.

A Parameter with error message occurs while writing the parameters to the machine.

Cause: Problems with the controller software versions 0.223 and 0.224.

Remedy: From the machine's UI, press the **Clear All** button twice; this should reestablish communication between the machine and the Windows PC where the SIQA application is installed. Press **Yes** on the SIQA application to retry and continue writing the parameters to the machine.

An Image Check message/screen is displayed while the SIQA application is analyzing the scanned data



Cause: Using a black ground during the scanning process

Remedy: Ensure that blank, WHITE sheets are placed on the CMYK or RGB test prints before scanning them.

SMB

This section describes the troubleshooting, notes and restrictions when using SMB.

Troubleshooting

The possible causes, check points, and remedies for problems when using SMB are as follows:

When you cannot communicate with the printer

Cause	Check point	Remedy
The computer and the machine are using different protocols.	From Windows Start, Search and while searching for other computers, Windows cannot find Network Computer or the copier/printer.	Configure the machine and each computer to use the same SMB operational protocol.

Cause	Check point	Remedy
The machine and the computers belong to different networks (subnets).	From Windows Start, Search and while searching for other computers, Windows cannot find Network Computer or the copier/printer.	When the machine and the computers are on different networks, consult your network administrator.
The host name for the machine is already in use.	Print out the Printer Settings List to confirm if "Duplicate Host Name" is printed in the SMB status information.	Use the CentreWare Internet Services to change the host name to a unique name, or initialize the machine settings to the default settings.

When you cannot print

Cause	Check point	Remedy
The machine is processing a request from a different computer. (Only when the machine is set to the Non-Spool mode)	Confirm the machine is processing a print job. (A write error dialog should be displayed to indicate that there is no room for the print queue available.)	Wait until the machine finishes processing the print job, or change the machine setting to Spool mode.
The number of connections to the machine exceeded the maximum connections allowed.	Confirm if the machine is processing simultaneous processing requests (print requests, status queries, etc.) from multiple computers. A write error dialog should be displayed to indicate that no more remote computers can be connected.	Wait for a while and retry printing.

You cannot delete documents from the Printer window.

Cause	Check point	Remedy
You are trying to delete all print data displayed in the Printer window. (Only the system administrator is allowed to do this task.)	Confirm whether you are trying to delete the print data from the Printer menu. (In Windows OS: Clear Print Jobs menu.)	Select the print data to be deleted, and delete from the Document menu in the Printer window. (Cancel Printing menu.)
The print data has a different owner.	Confirm if the name displayed as the Owner for the selected print data and the login name for the user to Windows are the same.	Login to Windows using the name of the document owner and delete the print data.

CentreWare Internet Services

This section describes how to troubleshoot CentreWare.

Troubleshooting

This section describes the causes and recommended remedies for errors that may occur while using CentreWare Internet Services.

Symptom	Remedy
CentreWare Internet Connecting with Services is impossible.	Is the machine working properly? Check if the machine is powered on.
	Is CentreWare Internet Service activated? Print out the Printer Settings List to confirm.
	Is the Internet address correctly entered? Confirm the Internet address again. If the problem persists, enter an IP address to make a connection.
	Is a proxy server being used? Depending on the proxy server, connections may not be possible. Set the browser not to “Use proxy server” or set that particular address not to use a proxy server.
The “Please wait” message is displayed throughout.	Wait for a while as instructed. If the status does not change, click the Refresh button. If this does not have any effect, confirm the machine is working properly.
The Refresh button is not working.	Are you using a specified browser? Refer to to confirm if your browser is supported.
Selecting the menu on the left frame does not update the right frame contents.	
The screen display is distorted.	Change the window size for the browser.
The latest information is not displayed.	Click the Refresh button.
The Apply New Settings button does not reflect the new settings.	Are all entered values correct? If a value outside of the permitted range is entered, the update will automatically be made within the range.

Symptom	Remedy
Clicking the Apply New Settings button causes the browser to display "The server has returned an invalid or unrecognizable response" or "No data" message.	Has a correct password been supplied? The entries for Password and Confirm Password do not match. Enter the correct password.
	Is it during operation or after operation by the control panel on the machine? When the automatic reset function is configured, any setting by CentreWare Internet Services is not applied until setting time passes. Wait for a while.
Cannot delete jobs.	Wait for a while and click the Refresh button.

Scanner Features

Notes and Restrictions

The following are the notes and restrictions for using the scanner features.

When retrieving documents from mailbox

- When Delete/Save Documents is set to Save, the same document can be accessed by multiple clients.
- When Delete/Save Documents is set to Delete, only one client can access any given document. The document which is being saved or imported by a client cannot be seen by other clients.

In both cases, documents can be added to a mailbox while it is accessed.

- When documents are retrieved from CentreWare Internet Services, the documents will not be deleted regardless of the setting of Delete Documents After Retrieval.

Display

When a multi-colored document is scanned, the image cannot be displayed in the correct colors if the display mode is set to fewer colors. Use a display mode which supports more colors than the image contains.

When printing documents saved in the mailbox

If printing a saved document by selecting Mailbox from the touch screen on the machine, scan documents cannot be printed.

When using TIFF files

The TIFF files created by Mailbox Viewer 2 are compressed either into the MMR, MH, JBIG, or JPEG format. When opening TIFF files, use the appropriate application software which supports the format.

Note

Mailbox Viewer 2 cannot create a TIFF file compressed by JBIG format.

Restriction on scanning capacity

The maximum scanning capacity for one page is 297 x 432 mm. For standard sizes, A3 or 11 x 17 inches.

Number of sheets for scanning (for Mailbox)

A maximum of 999 pages can be scanned in at once for mailboxes. The number of pages may differ depending on the document size and resolution.

E-Mail Features

Troubleshooting

This section describes causes and recommended remedies for errors that may occur while using the mail notice service, mail print and scanner (mail transmission).

Symptom	Remedy
Cannot receive e-mail (mail print)	Is the e-mail address for the machine configured?
	Is the Receive E-Mail set to Enable?
	Are IP addresses for the SMTP server and POP3 server (if POP3 is selected for the incoming mail protocol) configured correctly?
	Are the POP3 user name and password entered correctly?
	Is the Domain Filter imposed? Confirm if your own domain is included in the permitted domain using CentreWare Internet Services.
	Are the SMTP server and/or POP server operating properly? Check with your network administrator.

Symptom	Remedy
Cannot transmit e-mail (mail print and scanner (mail transmission)	Is the e-mail address for the machine configured?
	Is the Mail Notice Service set to Enable? (In the case of mail notice.)
	Is the Send E-Mail set to Enable?
	Is the IP address for the SMTP server configured correctly?
	Are the notification items for transmission set correctly? (In the case of mail notice.) Confirm the settings on the property screen using CentreWare Internet Services.
	Is the destination address entered correctly?
	Is the SMTP server operating properly? Check with your network administrator.

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