

Xerox[®] WorkCentre 3550

System Administrator Guide



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1 INTRODUCTION

Welcome to the Xerox WorkCentre 3550 System Administrator Guide.

Who should use this Guide?

This guide is intended for System Administrators who need to install, setup and manage printers and other services on their network.

To use the procedures in this guide effectively, System Administrators must have previous experience working in a network environment and must possess Supervisor, Administrator, Account Operator, or equivalent rights to the network. They must also have prior knowledge of how to create and manage network user accounts.

Machine Models

The Xerox WorkCentre 3550 is a multi-function machine which is capable of being used for copying, printing, faxing, scanning and e-mailing. The features and functions available on your machine depend on the model you have purchased.

Xerox WorkCentre 3550

The machine supports scanning to and printing from a USB flash drive.

It copies and prints at 35 pages per minute.

A duplex Document Feeder, Paper Tray and Bypass Tray are also provided and 2-sided copying and printing are supported.

Features	Xerox WorkCentre 3550
Document Feeder (60 sheets)	Standard
Paper Tray 1 (500 sheets)	Standard
Bypass Tray (50 sheets)	Standard
Digital Copying	Standard
Network Printing	Standard
Network Scanning and E-mail	Standard
Embedded Fax	Standard
USB Memory Device Drive	Standard
256 MB Memory Configuration	Standard
256 MB Memory (Max. 512)	Optional
Paper Tray 2 (500 sheets)	Optional
Stand	Optional
Foreign Interface Device	Optional

NOTE: The type of stand available depends on the configuration.

Control Panel Overview



1	Copy: Activates Copy mode.
2	E-mail: Activates E-mail mode.
3	Fax: Activates Fax mode.
4	Scan: Activates Scan mode.
5	Paper Supply: Use to select a paper tray for the copy job.
6	2 Sided: Use to select whether your originals are 1 sided or 2 sided or to produce 1 or 2 sided output.
7	Job Status: Displays job progress information.
8	Machine Status: Use to access machine information, status information, the machine serial number and to print reports.
9	Display Screen: Displays and selects all the available programming features, plus general machine information.
10	Menu: Enters Menu Mode and enables you to access options and settings.
11	Arrows: Use to up/down and left/right arrows to scroll through the options available in the selected menu, and increase or decrease values.
12	OK: Confirms the selection on the screen.
13	Back: Sends you back one level in the menu.
14	Address Book: Allows you to search for stored fax numbers or e-mail addresses.
15	Manual Dial + .com: In Fax mode this button opens the fax line. In E-mail mode this button provides access to commonly used e-mail address text, for example .com or .org. The text available can be customized using CentreWare Internet Services.
16	Pause/Redial: In standby mode it is used to redial the last number. In edit mode it is used to insert a pause into a fax number.
17	'C' Cancel Entry: Cancels the previous entry made on the keypad.
18	Keypad: Use to enter alphanumeric characters.
19	Interrupt Printing: Use to interrupt the current job to run a more urgent job.
20	Clear All: Press to clear the last selections made.
21	Power Saver: Sends the machine into power saver mode or power mode. Press the button again to restart a powered off machine.

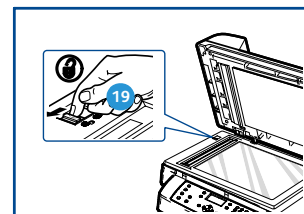
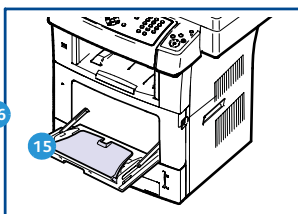
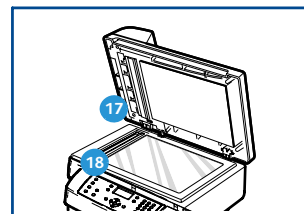
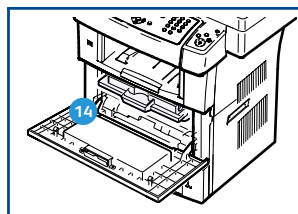
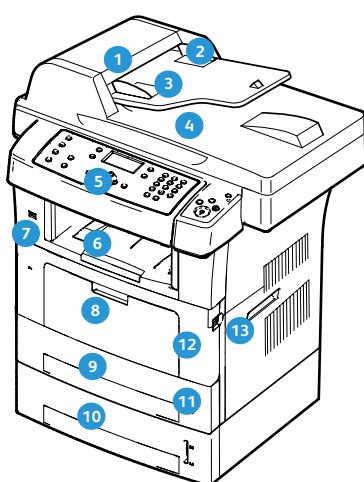
22	Stop: Pressing the stop button once displays a confirmation message but does not stop the machine. Press Stop again to stop the job in progress. Pressing Stop also exits the Menu Mode. If you have logged in to use the machine, pressing Stop will bring up the Log Out option.
23	Start: Use to activate a job.

2 MACHINE CONNECTION

This chapter shows you how to connect your machine to a network and configure Ethernet settings.

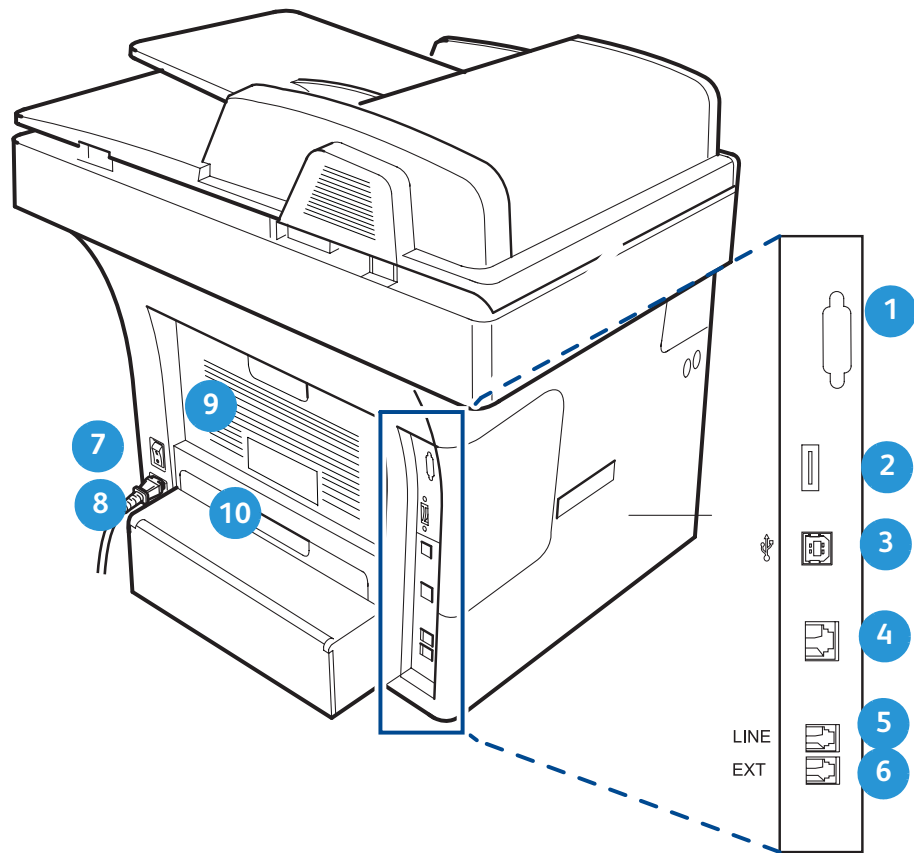
Connection Ports

Front View



1	Document Feeder Cover	11	Paper Level Indicator
2	Document Feeder Width Guides	12	Front Door
3	Document Feeder Input Tray	13	Handle
4	Document Feeder Output Tray	14	Print Cartridge
5	Control Panel	15	Bypass Tray Extension
6	Output Tray	16	Bypass Tray Paper Width Guides
7	USB Memory Port	17	Document Glass Cover
8	Bypass Tray	18	Document Glass
9	Tray 1	19	Scanner Lock Switch
10	Tray 2 (Optional)		

Rear View



1	Foreign Device Interface Port	6	Extension Telephone Socket (EXT)
2	PEK (Product Enablement Key) Reader Slot	7	Power-Switch
3	USB Port	8	Power Receptacle
4	Network Port	9	Rear Door
5	Telephone Line Socket	10	Duplex Unit

Interface Ports

Front

USB Memory Port

This port is provided for connection to a USB flash drive and is used as an input port for printing jobs, storing jobs and performing a software upgrade.

Rear

Network Port

This port is used to connect the machine to the network.

USB Port

This port is used to allow direct printing and for diagnostic purposes by the Service Engineer.

PEK Reader Slot

This port is used to insert the Product Enablement Key which allows certain features or services to be fully installed.

Foreign Device Interface Port

This port allows a third party FDI (Foreign Device Interface) device to be attached to the machine. FDIs are access and accounting devices, such as counters, card readers or coin-operated devices.

Telephone Line Socket

This port is used to connect the machine to a telephone or fax line.

Extension Telephone Socket (Ext. Port)

This port is used to allow a handset to be connected to the machine.

Initial Connection

Follow these steps to physically connect your machine to the network:

The On/Off switch and the power outlet are at the rear of the machine.

1. Connect the Power Cord to the machine and a suitable power supply outlet. The power cord must be plugged into a grounded power socket.
2. Connect the Network Cable.
3. To allow faxing, connect the telephone line to the LINE Connector.
4. Insert the Product Enablement Key (PEK):
 - a) Unpack the PEK card from the tube.
 - b) Remove the PEK from the card.
 - a) Insert PEK in the PEK Reader Slot.
5. Press the **ON/OFF** switch to the ON (I) position.
Indicator lights on the Product Enablement Key card reader slot will highlight (first red, blinking green and then solid green).

6. **Complete the steps shown by the Installation Wizard**

If this is the first time the machine has been powered on, the Installation Wizard will run.

Installation Wizard

1. On initial power on the Installation Wizard runs. **Choose Language** menu displays.
2. Press the **Up/Down** arrow buttons to highlight the required language and press **<OK>**.
3. Press **<OK>** to step through the setup of the device. The **1/6 Product Key** menu displays.
4. Press the **Up/Down** arrow buttons to highlight one of the following and press **<OK>**:
 - **Key Available**
 - **Key Not Available** - go to step 8
5. If **Key Available** is selected:
 - a) Unpack the Product Enablement Key (PEK) card from the tube.
 - b) Remove the PEK from the card.
 - c) Insert PEK in the PEK Reader Slot.
Indicator lights on the PEK Reader Slot will highlight (first red, blinking green and then solid green).
 - d) Remove the PEK when the indicator light stops blinking and is solid green.
 - e) Press **<OK>**.
6. The **2/6 PagePack Code** menu displays, press the **Up/Down** arrow buttons to highlight one of the following and press **<OK>**:

Enter PagePack Code

- Postpone for up to 50 impressions - go to step 8
7. If **Enter PagePack Code** is selected, enter the PagePack code and press **<OK>**.
 8. The **3/6 Set Date Format** menu displays. Press the **Up/Down** arrow buttons to highlight one of the following and press **<OK>**:
 - **MM/DD/YYYY**
 - **DD/MM/YYYY**
 - **YYYY/MM/DD**
 - a) The **Set Date** menu displays. Press the **Up/Down** arrow buttons to increase or decrease value, press the **Left/Right** arrow buttons to move from one section of the date to another. Press **<OK>**.
 - b) The **Set Time 12/24 Hour** menu displays. Press the **Up/Down** arrow buttons to increase or decrease value, press the **Left/Right** arrow buttons to move from one section to another. Press **<OK>**.
 9. The **5/6 Default Paper** menu displays. Press the **Up/Down** arrow buttons to select one of the following and press **<OK>**:

- 8.5 x 11
 - A4
10. The **6/6 Metric Default** menu displays. Press the **Up/Down** arrow buttons to select one of the following and press **<OK>**:
 - Inches
 - mm
 11. The **Optional Fax Setup** menu displays. Press the **Up/Down** arrow buttons to select one of the following and press **<OK>**.
 - Continue with Fax Setup
 - Skip Fax Setup - go to 15.
 12. The **1/3 Fax Phone Num** menu displays. Enter fax number of the machine using the alphanumerical keypad, press **<OK>**.
 13. The **2/3 Fax ID** menu displays. Enter fax id of the machine using the alphanumerical keypad, press **<OK>**.
 14. The **3/3 Country** menu displays. Press the **Up/Down** arrow buttons to select one of the required country, press **<OK>**.
 15. The **Installation Complete** screen displays, press **<OK>**.

Administrator Access

Certain features accessed at the machine will require Administrator access to change settings.

Access to the **Copy Defaults**, **E-mail Defaults**, **Scan Defaults**, **System Setup** and **Network Settings** areas is password protected.

1. Press the **<Machine Status>** button on the Control Panel.
2. Press the **Up/Down** arrow buttons to highlight the required option.
3. Press **<OK>**.
4. Enter the Administrator's Password using the alphanumerical keypad. The default is **1111**.

NOTE: You may have to press the **1** key several times to enter the '1'.

After entering a character press the **Right** arrow button to enable the next character to be entered or wait 2 seconds between presses.

Continue entering characters until the full password has been entered.

5. Press the **<OK>** button on the Control Panel. Once password is verified the selected option menu displays.

Configure Ethernet Settings

The Ethernet interface will automatically detect the speed of your network. The machine supports hub/switch speeds of:

- **Auto**
- **10 Mbps Full-Duplex**
- **100 Mbps Full-Duplex**
- **10 Mbps Half-Duplex**
- **100 Mbps Half-Duplex**

Set the Ethernet speed on the machine to match the speed set on your hub or switch:

Setting the Ethernet Speed at the Machine

1. Press the **<Machine Status>** button.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings** and press **<OK>**.
3. Enter the Administrator's Password using the alphanumerical keypad. The default is **1111**. Refer to *Administrator Access* on page 9.
4. Press the **Up/Down** arrow buttons to highlight **Ethernet Speed** and press **<OK>**.
5. Press the **Up/Down** arrow buttons to highlight one of the following speed:
 - **Auto**
 - **10 Mbps Half**
 - **10 Mbps Full**
 - **100 Mbps Half**
 - **100 Mbps Full**
6. Press **<OK>**. The **Save** screen displays followed by the '**Reboot required**' message.

To set the Ethernet Speed using the Internet Services, refer to *Setting the Ethernet Speed Using the Internet Services* on page 12.

CentreWare Internet Services

CentreWare Internet Services (Internet Services) is the embedded HTTP server application that resides in the device. Internet Services allows Administrators to change network and system settings on the device from the convenience of their desktops.

Many features available on your machine will need to be set via the machine and the CentreWare Internet Service.

Many of the features available within CentreWare Internet Services will require an Administrator Username and Password. The default Username is **admin** and the default Password is **1111**.

System Configuration

To use CentreWare Internet Services, you need to enable both TCP/IP and HTTP on the machine. See *Configure Static IPv4 Addressing using the Machine User Interface* on page 16, or *Configure Dynamic IPv4 Addressing using the Machine User Interface* on page 17.

Access Internet Services

To view the **[Internet Services Home]** screen follow these steps.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.

Setup HTTP

The Internet Services **HTTP** screen enables the System Administrator to specify the **Keep Alive Timeout**, **Maximum Connections**, **Port Number** and **Secure HTTP (SSL)** settings.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on **[Properties]**.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Click on the **[HTTP]** link from the directory tree. The **HTTP** page displays.
7. In the **HTTP Settings** area:
 - a) For **Protocol** check the **[Enable]** checkbox to enable the protocol.
 - b) Enter the amount of time in seconds (1 - 60) in the **[Keep Alive Timeout]** field.
 - c) Enter details of the maximum connection in the **[Maximum Connection]** field.
8. Enter the HTTP port in the **[Port Number]** field if required. The default is 80.
9. Select the **[Require SSL]** option from the **[HTTP Security Mode]** drop-down menu.
10. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
NOTE: The machine must have a Machine Digital Certificate configured to enable Secure HTTP - see *Machine Digital Certificate Management* on page 125.
11. Click on **[Save Changes]** to save the changes.
12. Click on **[OK]** when the acknowledgement message displays.

Change the Administrator Password

It is recommended that you change the default administrator password to a more secure password, so this Xerox machine is not compromised.

To change the Administrator password setting:

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Click on the **[Security Settings]** link, the **Security Settings** page will display.
7. In the **Administrator Settings** area:
 - a) In the **[Host Access List]** field enter IP Address for the machine.
 - b) In the **[Login Name]** field, enter a new login name.
 - c) In the **[Password]** field, enter a new numeric password.
 - d) Enter the password again in the **[Verify Password]** field.
8. Click on **[Save Changes]** to save the changes.
9. Click on **[OK]** when the acknowledgement message displays.

IMPORTANT: Do not forget the password or you could be completely locked out of the system, requiring a Service call.

For further information, refer to *Chapter 13, Security Settings, Administrator Accounts on page 109*.

Setting the Ethernet Speed Using the Internet Services

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Interfaces]** link. The **Interfaces** page displays.
6. In the **Ethernet Interface Settings** area:
 - a) From the **Speed** drop-down menu, select one of the following speed:
 - **Automatic**
 - **10 Mbps (Half Duplex)**
 - **10 Mbps (Full Duplex)**
 - **100 Mbps (Half Duplex)**

- **100 Mbps (Full Duplex)**
- b) The following information displays:
 - **Actual Speed** - displays the actual speed of the device.
 - **Machine Address** - displays the IP address.
 - **Connector** - displays the type of connector.
- 7. Click on **[Save Changes]** to save the changes.
- 8. Click on **[OK]** when the acknowledgement message displays.

Print a Configuration Report

You can print a Configuration Report. The Configuration Report details the device software versions and network settings configured for the device.

Print a Configuration Report at the Device

1. Press the **<Machine Status>** button.
2. Press the **Up/Down** arrow buttons to highlight **Information Pages** and press **<OK>**.
3. Press the **Up/Down** arrow buttons to highlight **Configuration Page** and press **<OK>**.
4. Press the **Left/Right** arrow buttons to highlight **Yes** and press **<OK>**.
The **Printing** screen displays and the configuration page will print.

You can also print the Configuration Report using the Internet Services. Refer to *Chapter 14, Supplies, Print Configuration Pages on page 136*.

3 NETWORK INSTALLATION

This chapter covers the following topics:

- *Network PING Test on page 15*
- *TCP/IP on page 15*
- *AppleTalk on page 21*
- *Netware on page 22*
- *Unix on page 24*
- *Cloning on page 32*

Network PING Test

Ping is a computer network administration utility used to test whether a particular host is reachable across an Internet Protocol (IP) network and to measure the round-trip time for packets sent from the local host to a destination computer, including the local host's own interfaces.

Procedure

1. Press the **<Machine Status>** button on the control panel.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings**, press **<OK>**.
3. Enter the Administrator Passcode using the alphanumerical keypad. The default is **1111**. Refer to *Administrator Access on page 9*.
4. Press the **<OK>** button, the **Network Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **Network Ping Test**, press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight either **IPv4 Address**, **IPv6 Address** or **Host Name**, press **<OK>**.
7. Enter the Address to ping using the alphanumerical keypad, press **<OK>**.
8. The screen displays **Pinging**. Once the test is done the screen will display the **Ping Statistic**.

TCP/IP

These instructions show you how to configure the following via Internet Services:

- **TCP/IP v4 and v6**
- **Domain Name**
- **DNS**
- **Zero Configuration Networking**

The machine supports TCP/IP versions 4 and 6. IPv6 can be used instead of or in addition to IPv4.

IPv4 Settings can be configured directly at the machine user interface, or remotely, via a web browser using Internet Services. IPv6 can only be configured using Internet Services. To configure TCP/IP Settings using Internet Services, refer to *Configure TCP/IP Settings using Internet Services* on page 18.

Configure Static IPv4 Addressing using the Machine User Interface

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilising the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

Enter a Static IP Address

1. Press the **<Machine Status>** button on the control panel.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings**, press **<OK>**.
3. Enter the Administrator Passcode using the alphanumerical keypad. The default is **1111**. Refer to *Administrator Access* on page 9.
4. Press the **<OK>** button, the **Network Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **TCP/IPv4**, press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **Static**, press **<OK>**.
7. Press the **Up/Down** arrow buttons to highlight **IP Address**, press **<OK>**.

8. Enter the **IP Address** using the alphanumerical keypad, press **<OK>**.
9. Enter details for **Subnet Mask** using the alphanumerical keypad, press **<OK>**.
10. Enter details for **Gateway** using the alphanumerical keypad, press **<OK>**.
11. The **Save** screen will display and return to the **Network Settings** menu.

DNS Configuration

12. From the **Network Settings** menu, press the **<Up/Down>** arrow buttons to highlight **TCP/IP4**, press **<OK>**.
13. Press the **Up/Down** arrow buttons to highlight **Static**, press **<OK>**.
14. Press the **Up/Down** arrow buttons to highlight **Primary DNS**, press **<OK>**.
15. Enter details for **Primary DNS** using the numerical keypad, press **<OK>**. The **Save** screen will display and return to the **Network Settings** menu.
16. From the **Network Settings** menu, press the **<Up/Down>** arrow buttons to highlight **TCP/IP4**, press **<OK>**.
17. Press the **Up/Down** arrow buttons to highlight **Static**, press **<OK>**.
18. Press the **Up/Down** arrow buttons to highlight **Secondary DNS**, press **<OK>**.
19. Enter details for **Secondary DNS** using the numerical keypad, press **<OK>**. The **Save** screen will display and return to the **Network Settings** menu.

Configure Dynamic IPv4 Addressing using the Machine User Interface

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilising the TCP/IP protocol.
- DHCP or BOOTP Server should be available on the network.
- Ensure that the machine is connected to the network.

Procedure

Installation via DHCP (Dynamic Host Configuration Protocol)

DHCP is enabled on the machine by default. If the machine is connected to the network, the TCP/IP information will be configured when the machine is powered on and no further configuration is required.

1. **Print a Configuration Report** to verify that the information was assigned correctly. Refer to *Print a Configuration Report at the Device in the Machine Connection* chapter on page 13.

Installation via BOOTP or DHCP

Ensure your machine is connected to the network with Ethernet cabling.

1. Press the **<Machine Status>** button on the control panel.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings**, press **<OK>**.
3. Enter the Administrator Passcode using the alphanumerical keypad. The default is **1111**. Refer to *Administrator Access* on page 9.
4. Press the **<OK>** button, the **Network Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **TCP/IPv4**, press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **DHCP**, press **<OK>**.
7. The **Save** screen will display and return to the **Network Settings** menu.

Configure TCP/IP Settings using Internet Services

IPv4

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Select **[TCP/IP]** from the directory tree. The **TCP/IP** page displays.
7. In the **BOOTP/DHCP Settings** area for **[BOOTP/DHCP]** select one of the following option from the drop-down menu.
 - **Off** - this allows you to adjust the settings in the TCP/IP Settings area manually.
 - **BOOTP**
 - **DHCP**

NOTE: Changing the machine's BOOTP/DHCP setting may cause you to lose your connection to the printer.

8. If **[Off]** is selected, in the **TCP/IP Settings** area enter details of the machine in the following fields:
 - a) **IP Address**
 - b) **Network Mask**
 - c) **Router/Gateway Address**

NOTE: If BOOTP or DHCP mode is selected, you cannot change the IP address, Network Mask, or Router/Gateway Address.

New setting will not be applied until the machine is rebooted. Changing the machine's TCP/IP setting may cause you to lose your connection to the machine.

9. In the **DNS/DDNS Settings** area:
 - a) Enter a domain name in the **[Domain Name]** field.

- b) Enter an IP address for the **[Primary Name Server IP Address]** and **[Secondary Name Server IP Address]** field.
 - c) Select either **[On]** or **[Off]** from the **[DDNS]** drop-down menu.
- NOTE:** If your DNS Server does not support dynamic updates there is no need to select **[On]** from the **DDNS** drop-down menu.
10. In the **WINS Settings** area enter details in the following fields:
 - a) **Primary WINS Server**
 - b) **Secondary WINS Server**
 11. In the **Universal Plug and Play (UPnP) Settings** area:
 - a) For **Auto IP Enable**, select **[On]** from the drop-down menu to allow the machine to assign itself an IP address of 169.254.x.x. This is useful in situations where the machine cannot connect to the DHCP server to obtain an IP address.
 - b) For **Multicast DNS Enable**, select **[On]** from the drop-down menu if you want to enable the machine to perform DNS queries over IP Multicast. This is essential for the Apple Bonjour protocol to map a host name to an IP address, used to advertise the services of the machine.
 12. Scroll down the page and click on **[Save Changes]** to save the changes.
 13. Click on **[OK]** when the acknowledgement message displays.

IPv6

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Select **[TCP/IP]** from the directory tree.
7. Scroll down the page to **TCP/IPv6** area. In the **General Settings** area, for **Protocol** check the **[Enabled]** checkbox.
The **Link-Local Address** in the **Stateless Addresses** is automatically populated.
8. The machine performs auto-address DHCPv6 configuration every time it powers up. This is used for neighbour discovery and address resolution on the local IPv6 subnet. However, you can choose to use manual configuration, automatic configuration or a combination of automatic and manual configuration.
In the **Default Dynamic Host Configuration Protocol** area, select one of the following options:
 - **Use DHCP as directed by a router** - this option is fully automatic. The DHCPv6 Address will be obtained and displayed on the screen.
 - **Always Enable DHCP** - this option is fully automatic. The DHCPv6 Address will be obtained and displayed on the screen.

- **Never use DHCP** - when this option is selected, you must configure the Manual Address Options and DNS separately.
9. The machine can be configured with up to 4 manual IPv6 addresses. In the **Manual Address Options** area:
 - a) Check the **[Enabled]** checkbox for **Manual Address** if required.
 - b) The **Router Prefix** is derived from router advertisements. Select a router address prefix from the list supplied in the **[Router Prefix]** drop-down menu.
 - c) Click **[Add]** to populate the prefix for manual entry address.
 - d) Enter the manual IPv6 address (interfaceID) to append to the Router prefix.
 10. In the **DNSv6** area:
 - a) Enter valid details in the **[IPv6 Domain Name]** field.
 - b) Enter an IP addresses for the **[Primary DNSv6 Server Address]** and **[Secondary DNSv6 Server Address]**.
 - c) Check the **[Dynamic DNSv6 Registration]** checkbox to enable option.
 11. Scroll down the page and click on **[Save Changes]** to save the changes.
 12. Click on **[OK]** when the acknowledgement message displays.

NOTE: Enabling or disabling TCP/IPv6 protocol will take effect after system is rebooted. Enabling or disabling TCP/IPv6 will impact other protocols, for example LPR/LPD, SNMP, Raw TCP/IP Printing and DHCPv6 over TCP/IPv6.

Test Access

1. At your Workstation, open the Web browser and enter the TCP/IP Address of the machine in the Address bar. Press **<Enter>**.

If you use the domain name to specify the machine, use the following format.

http://myhost.example.com

If you use the IP address to specify the machine, use one of the following formats depending on your machine configuration. The IPv6 format is supported on Windows Vista only. An IPv6 address needs to be enclosed in square brackets.

IPv4: http://xxx.xxx.xxx.xxx

IPv6: http://[xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx]

NOTE: If you have changed the port number from the default port number “80”, append the number to the Internet address as follows. In the following examples, the port number is 8080.

Domain name: http://myhost.example.com:8080

IPv4: http://xxx.xxx.xxx.xxx:8080

IPv6: http://[xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx]:8080
2. Verify that the home page of Internet Services is displayed.

The Internet Services installation process is now completed.

NOTE: When your access to Internet Services is encrypted, enter “https://” followed by the Internet address, instead of “http://”.

AppleTalk

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational AppleTalk network.
- AppleTalk Name to assign to your printer.
- AppleTalk Zone (if used) where your printer will reside.

Procedure

Setup AppleTalk using Internet Services

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Select **[EtherTalk]** from the directory tree. The **EtherTalk** page displays.
7. In the **EtherTalk** area:
 - a) From the **EtherTalk** drop-down menu select either **[On]** or **[Off]**.
 - b) Enter a name for the machine in the **[Printer Name]** field.
 - c) Enter the type of machine in the **[Printer Type]** field.
 - d) Enter area name in the **[Zone]** field.

NOTE: Enter the desired area name using the on screen keyboard (the printer default is * which means the machine will appear in ALL zones).
8. Click on **[Save Changes]** to save the changes.
9. Click on **[OK]** when the acknowledgement message displays.

Netware

NDPS/NEPS

Novell® Distributed Print Services (NDPS) / Novell® Enterprise Print Services (NEPS) allow Administrators to manage print resources centrally from anywhere on the network.

The Xerox NDPS/NEPS Solution allows you to use Novell NDPS/NEPS with many models of Xerox printers.

Refer to www.xerox.com for installation procedures and to download the Xerox NDPS Solution.

NWAdmin

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational NetWare network.
- Login to a NetWare file server/tree as Supervisor/Administrator or have the equivalent privileges.
- Ensure that the machine is connected to the network.
- Setup a Print Server object using NWADMIN. Refer to the documentation supplied by Novell to complete this task. Record precisely (observe upper and lower case, dot notation etc.) the NDS Tree, NDS Context Name, frame type, Print Server Name and the Print Server password assigned. If your printer services queues on multiple file servers, the Print Server name and password must be the same on all file servers.

Procedure

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Click on **[NetWare]** from the directory tree. The **NetWare** page displays.
7. In the **General** area:
 - a) For **Protocol**, check the **[Enable]** checkbox to enable the option.
 - b) From the **Frame Type** drop-down menu, select one of the following:
 - **Auto**

- Ethernet 802.2
 - Ethernet 802.3
 - Ethernet II
- c) In the **[Queue Poll Interval]** field, type a polling rate between 1 and 240 seconds for the print server. The default value is five seconds.
 - d) Enter name of the print server in the **[Printer Server Name]** field.
 - e) Enter a print server password in the **[New Print Server Password]** and **[Retype New Print Server Password]** fields.
 - f) Check the **[Select to save new password]** checkbox.

NetWare Directory Services (NDS)

NDS is a hierarchical, object-oriented database that represents all of the assets of an organization in a logical tree structure. Assets can include printers, servers, computers, people, organizations, and more.

8. In the **NetWare Directory Services (NDS)** area:
 - a) 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.
 - b) Type a context in the **[NDS Context]** field. The default entry for this field is **O=Xerox_DS_Context**. If you are using Bindery mode, leave this field blank.

Bindery Settings

NetWare can use Bindery services for authentication. Bindery services are a stand-alone database system containing user information and security data.

If you are using NetWare in Bindery mode, under **Bindery Settings**, type the names of up to four primary File Servers for the printer in the **File Server** fields.

NOTE: When the printer uses Bindery mode, the **[NDS Tree]** and **[NDS Context]** fields are blank.

9. In the **Bindery Settings** area, enter details of the server in the **[Primary File Server]** field.

Service Advertising Protocol (SAP)

SAP facilitates dynamic adding and removing of services on an IPX internet work. As servers start up and shut down, they can advertise and remove their services using SAP.

10. In the **Service Advertising Protocol (SAP)** area:
 - a) For **Protocol** check the **[Enable]** checkbox to enable the protocol.
 - b) Type the SAP frequency between 15 and 300 seconds or type 0 for none in the **[SAP Frequency]** field. The default is 60 seconds.
11. Click on **[Save Changes]** to save the changes.
12. Click on **[OK]** when the acknowledgement message displays.

Unix

HP-UX Client (Version 10.x)

HP-UX workstations require specific installation steps to communicate with the machine. The machine is a BSD-style UNIX printer, whereas HP-UX is a System V-style UNIX.

IMPORTANT: All UNIX commands are case sensitive, so enter the commands exactly as they are written.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilising the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

1. Follow the steps in *Chapter 3, Configure Static IPv4 Addressing using the Machine User Interface, Procedure on page 16*, then return to this page.

Configure the Client

1. Add the machine *Host Name* to the **etc/hosts** file on the HP-UX workstation.
2. Ensure that you can ping the machine from the HP-UX workstation.
3. Use either the **GUI** method or the **tty** methods as detailed below:

GUI Method

1. Open a **[Command]** window from the Desktop.
2. Enter **su** to access **Super User mode**.
3. Enter **sam** to start the **System Administrator Manager (SAM)**.
4. Click on the **[Printers and Plotters]** icon.
5. Click on **[lp]** spooler.
6. Click on **[Printers and Plotters]**.
7. Click on **[Actions: Add Remote Printer/Plotter...]**.

8. Enter the following information into the **[Add Remote Printer/Plotter]** form:
 - a) Printer Name: ***printer name***.
Where ***printer name*** is the name of the queue being created.
 - b) Remote System Name: ***hostname***.
Where ***hostname*** is the machine hostname from the **/etc/hosts** file.
 - c) Click on **[Remote Printer is on a BSD System]**.
 - d) Click on **[OK]** to complete the form.
9. Click on **[Yes]** at the **[Configure HP UX Printers Subpanel]** screen. This screen may be obscured by the **[Add Remote Printer/Plotter]** form.
10. Click on **[File: Exit]**.
11. Click on **[File: Exit Sam]**.
12. Enter **Exit** to exit **Super User mode**.
13. Test the queue created, by entering the command:
lp -d *queuename* /etc/hosts.
14. Verify that the job prints at the machine.

tty Method

1. Enter **su** to access **Super User mode**.
2. Enter **sh** to run the **Bourne shell**.
3. Enter **lpshut** to stop the print service.
4. Create the print queue by typing (on the same command line):
lpadmin -p*queuename*> -v/dev/null -mrmmodel -ocmrcmodel -osmrsmodel -ob3 -orc -ormhostname -orlp

Where ***queuename*** is the name of the queue being created and ***hostname*** is the machine hostname.
5. Enter **lpsched** to start the print service.
6. Enter **enable *queuename*** to enable the queue to print to the machine.
7. Enter **accept *queuename*** to the queue accepting jobs from the HP-UX workstation.
8. Enter **Exit** to exit the **Bourne shell**.
9. Enter **Exit** to exit **Super User mode**.
10. Test the queue created, by entering the command:
lp -d *queuename* /etc/hosts.
11. Verify that the job prints at the machine.

Solaris 2.x

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilising the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

Follow the steps in *Chapter 3, Configure Static IPv4 Addressing using the Machine User Interface, Procedure on page 16* then return to this page.

Configure the Client

1. Add the machine printer *Host Name* to the **etc/hosts** file.
2. Ensure that you can ping the machine.
3. Use either the **GUI method** or the **tty method** as detailed below:

GUI Method

1. Open a **[Command]** window from the Desktop.
2. Enter **su** to access **Super User mode**.
3. Enter **admintool** to run the **System Administrator Tool**.
4. Click on **[Browse:Printers]**.
5. Click on **[Edit:Add:Access to Printer...]**.
6. Enter the following information into the **[Access to Remote Printer]** form:
 - a) Printer Name: **queuename**.
Where **queuename** is the name of the queue being created.
 - b) Print Server: **hostname**.
Where **hostname** is the machine hostname from the **/etc/hosts** file.
 - c) Click on **[OK]** to complete the form.
7. Enter **sh** to run the **Bourne shell**.
8. Enter the command: **lpadmin -p queuename -s hostname !lp** to modify the remote queuename.
9. Enter **Exit** to exit the **Bourne shell**.
10. Enter **Exit** to exit **Super User mode**.

11. Test the queue created, by entering the command:

lp -d *queuename* /etc/hosts.

12. Verify that the job prints at the machine.

tty Method

1. Enter **su** to access **Super User mode**.
2. Enter **sh** to run the **Bourne shell**.
3. Define the machine as a BSD style printer, by entering the command:
lpsystem -t bsd hostname
Where **hostname** is the machine hostname from the **/etc/hosts** file.
4. Create the queue, by entering the command:
lpadmin -p queuename -s hostname -T unknown -I any
Where **queuename** is the name of the queue being created.
5. Enter **Exit** to exit the **Bourne shell**
6. Enter **Exit** to exit **Super User mode**.
7. Test the queue created, by entering the command:
lp -d *queuename* /etc/hosts.
8. Verify that the job prints at the machine.

SCO

SCO UNIX workstations require specific installation steps to communicate with the machine. The machines are BSD-style UNIX printers, whereas SCO is a System V-style UNIX.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilising the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

Follow the steps in *Chapter 3, Configure Static IPv4 Addressing using the Machine User Interface, Procedure on page 16*, then return to this page.

Configure the Client

1. Add the machine printer *Host name* to the **etc/hosts** file on the SCO workstation.
2. Ensure that you can ping the machine from the SCO workstation.
Perform the following steps to create a machine print queue on a SCO UNIX workstation using either the GUI or the TTY method.

GUI Method

1. Log in as root.
2. From the main desktop, select the icons **[System Administration: Printers: Printer Manager]**.
3. Click on **[Printer: Add Remote: UNIX...]**.
4. Enter the following information into the **[Add Remote UNIX Printer]** form:
 - a) Host: **hostname**.
Where **hostname** is the machine Host Name from the **/etc/hosts** file.
 - b) Printer: **name of the queue being created**.
For example: dc xxxq.
 - c) Click on **[OK]** to complete the form.
5. Click on **[OK]** in the **[Message]** window.
6. Click on **[Host:Exit]**.
7. Click on **[File: Close this directory]**.
8. Click on **[File: Close this directory]**.
9. Click on **[Save]** in the **[Warning Confirmation]** window.
10. Enter **Exit** to log out of root account.
11. Open Unix Window.

tty Method

1. Enter **su** to access **Super User mode**.
2. Enter **rlpconf** to create a printer.
3. Enter the following information:
 - a) Printer Name: **queuename**
 - b) Remote Printer: **r**
 - c) Hostname: **hostname**
 - d) If the information has been entered correctly, enter **y**
4. Click on **[Enter]** to accept the default for a non-SCO remote printer.
5. Click on **[Enter]** to accept the default for non-default printer.
6. Click on **[Enter]** to start the process for adding a queue.
7. Enter **q** to quit the **rlconf** program.

Linux CUPS

Static Addressing

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Linux operating system that supports printtool.

Procedure

Follow the steps in *Chapter 3, Configure Static IPv4 Addressing using the Machine User Interface, Procedure on page 16*, then return to this page.

Create the Print Queue

1. Ensure that the Common UNIX Printing System (CUPS) is installed and started on your client.
NOTE: The latest version of CUPS is available at cups.org.
2. Open the web browser from your Workstation.
3. For example, enter **http://127.0.0.1:631/printers** in the Address Bar.
4. Press <Enter>.
5. Click on **[Add Printer]**.
6. The **Authorization** dialog box will appear.
7. Enter the **root** and the **root password**.
8. In the **[Add New Printer]** screen enter a name for the printer.
9. Enter a location and description for the printer (optional).
10. Click on **[Continue]**.
11. In the **[Device]** menu, click on **[Internet Printing Protocol]**.
12. Click on **[Continue]**.
13. Enter **ipp://hostname/ipp/printername**.
Where **hostname** is the hostname of the Xerox machine and **printername** is the printer name of the Xerox machine.
14. Click on **[Continue]**.
15. Click on **[Xerox]** in the **[Make]** menu.
16. Click on **[Continue]**.
17. Select the correct driver in the **[Driver]** menu.
18. Click on **[Continue]**.
19. The Printer Added Successfully message will appear.

Dynamic Addressing

Procedure

Follow the steps in *Chapter 3, Configure Dynamic IPv4 Addressing using the Machine User Interface, Information Checklist on page 17*, then return to this page.

IMPORTANT: Highlight **[BOOTP]** in step 6.

Create the Print Queue

Follow the steps to *Create the Print Queue on page 30*.

Linux LPR via PrintTool

Static Addressing

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Linux operating system that supports PrintTool.

Procedure

1. Follow the steps in *Chapter 3, Configure Static IPv4 Addressing using the Machine User Interface, Procedure on page 16*, then return to this page.

Create the Print Queue

2. Log in, at the Linux Client, as root in a terminal.
3. Enter **printtool**.
4. The **Red Hat Linux Print System Manager** will launch.
5. Click on the **[Add]**.
6. The **[Add a Printer Entry]** window will appear.
7. Click on **[Remote Unix (lpd) Queue]**.
8. Click on **[OK]**.
9. The **[Edit Remote Unix (lpd) Queue Entry]** window will appear.
10. Enter the name of your **Print Queue** in the **[Names]** area.
11. The **Spool directory** is the directory where print jobs are stored and is a subdirectory of **[/var/spool/lpd]**. Add the name of the print queue to the end of the subdirectory path.
12. Ensure that the **[File Limit]** reads **0**.
13. In the **[Remote Host]** area, enter the **IP Address** of the Xerox machine.
14. In the **[Remote Queue]** area, enter the **Print Queue Name** from step 9.
15. **DO NOT** click on the **[Input Filter]** option.

16. Leave the default **[Suppress Headers]** selected.
17. Click on **[OK]**.
18. The printer should now be listed in the **Red Hat Linux Print System Manager** window. Click on the **[lpd]** menu.
19. Click on **[Restart lpd]**.
20. Click on the **[PrintTool]** menu.
21. Click on **[Exit]** to close the program.
22. To allow access to the printer, edit the **[/etc/hosts]** table to list the client system.
23. Edit and create the **[/etc/hosts.lpd]** file to list the client system.

Dynamic Addressing

Procedure

Follow the steps in *Chapter 3, Configure Dynamic IPv4 Addressing using the Machine User Interface, Procedure on page 17*, then return to this page.

IMPORTANT: Highlight **[BOOTP]** in step 6.

Create the Print Queue

Follow the steps to *Create the Print Queue on page 30*.

Linux LPRng

Static Addressing

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Linux operating system that supports PrintTool.

Procedure

Follow the steps in *Chapter 3, Configure Static IPv4 Addressing using the Machine User Interface, Procedure on page 16*, then return to this page.

Create the Print Queue

1. Open the **LPRngTool** from the Linux Client.
2. Click on the **[Add]**.
3. In the **[Names]** area, enter a name for your print queue.
4. The spool directory is the directory where print jobs are stored and is a subdirectory of **[/var/spool/lpd]**. Add the name of the print queue to the end of the subdirectory path.

5. In the **[Hostname/IP of Printer]** area, enter the **hostname** or **IP Address** of the Xerox machine.
6. Click on **[OK]**.
7. Click on **[Exit]** to close the program.
8. To allow access to the printer, edit the **/etc/hosts** table to list the client system.
9. Edit and create the **[/etc/hosts.lpd]** file to list the client system.

Dynamic Addressing

Procedure

1. Follow the steps in *Chapter 3, Configure Dynamic IPv4 Addressing using the Machine User Interface, Information Checklist on page 17*, then return to this page.

IMPORTANT: Highlight **[BOOTP]** in step 6.

2. Follow the steps to *Create the Print Queue on page 31*.

Cloning

Cloning enables you to conveniently copy the settings and scan templates of one machine and transfer to another machine with the same system software version. Groups of settings can be cloned, but it is not possible to install a service through the process of cloning.

Procedure

1. **Verify the Software Version** - for all machines involved in cloning.
2. **Clone a Machine** - select and save the features or settings.
A **Configuration Cloning File** is created and saved with the extension **.dlm** (downloadable module).
3. **Install the Clone File onto another Machine** - using Internet Services.
The features and settings are transferred and applied to the recipient machine.
NOTE: All machines involved in the Cloning procedure must contain the same system software version.

Verify the Software Version

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.

4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on **[About Printer]** link.
6. In the **Version Information** area, view the **System Software Version**. Verify that all machines involved in the cloning procedure show the same system software version.

NOTE: Do not close the web browser.

Clone a Machine

1. Click on the **[General]** link.
2. Click on the **[Cloning]** link. The **Cloning** page displays
3. You have one of the following cloning options:
 - a) **All features** - DO NOT deselect any checkboxes.
 - b) **Specific features** - deselect the checkboxes next to the feature(s) that you DO NOT want to clone.
4. Click on **[Clone]**.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]** and click on **[OK]**.
5. A **[Cloning.dlm]** link will appear. Right-click on the link and click on **[Save Target As]**.
6. A dialog box will prompt you to specify the name and location for the cloned file. Ensure that the extension reads **.dlm**.
NOTE: You can save the Clone file onto a laptop or PC.
7. Click on **[Save]**. The **.dlm** file can now be used to clone other machines.

Install Clone File to Another Machine

NOTE: This procedure will cause the machine to reboot. It will be unavailable over the network for several minutes.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[General]** link.
6. Click on the **[Cloning]** link.
7. In the **[Cloning Instructions]** area, click on the **[Browse]** button.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]** and click on **[OK]**.
8. Click on the **.dlm** cloning file located on the laptop or PC.

9. Click on **[Open]**.
10. Click on **[Install]** to submit the file to the machine.

The machine will reboot at the end of the cloning process and will not be available over the network for several minutes.

4 PRINTER DRIVERS

This chapter explains how to install the printer drivers on your computer.

The machine supports the following operating systems:

- **Windows**
 - Windows 2000
 - Windows XP
 - Windows Server 2003
 - Windows Vista
 - Windows Server 2008
 - Windows 7
- **Macintosh**
 - Mac OS X 10.3 ~ 10.4
 - Mac OS X 10.5
 - Mac OS X 10.6
- **Linux**

Windows - Installing Driver

You can install the printer software using the typical or the custom method.

The following steps below are recommended for most users who use a machine directly connected to your workstation. All components necessary for machine operations will be installed.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Make sure that the machine is connected to your computer and powered on.
- If the “**New Hardware Wizard**” window appears during the installation procedure, click in the upper right corner of the box to close the window, or click **Cancel**.

Procedure

1. Insert the supplied Software and Documentation CD into your CD-ROM drive. The Software and Documentation CD will run automatically and an installation window displays.

- a) If the installation window does not appear:
 - Click on **[Start]** and then **[Run]**.
 - Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive. Click on **[OK]**.
 - If you use **Windows Vista, Windows 7** and **Windows 2008 Server R2** click on **[Start] > [All programs] > [Accessories] > [Run]**. Type **X:\Setup.exe** replacing “X” with the letter which represents your drive and click on **[OK]**.
- b) If the **AutoPlay** window appears in **Windows Vista, Windows 7** and **Windows 2008 Server R2**, click on **[Run Setup.exe]** in **Install or run program** field.
- c) In the **User Account Control** windows, click on **[Continue]** or **[Yes]**.
2. If necessary, from the **[Select a language from the list below]** drop-down menu select a preferred language and click on **[Next]**.
3. In the **Select Installation Type** window, select **[Typical installation for a local printer]** and click on **[Next]**.

NOTE: If your machine is not already connected to the computer, the **Connect Device** window will appear.

 - After connecting the machine, click on **[Next]**.
 - If you don't want to connect the machine at this time, click on **[Next]**.
 - Click on **[No]** on the following screen. The installation will then start and a test page will not be printed at the end of the installation.
4. After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, check the checkbox and click on **[Next]**. Otherwise, just click on **[Next]** and skip.
5. If the test page prints out correctly, click on **[Yes]**. If not, click on **[No]** to reprint it.
6. To register as a user of the machine in order to receive information from Xerox, check the checkbox and click on **[Finish]**.

You are now registered to the Xerox web site.
7. Otherwise, click on **[Finish]**.

If the Printer Driver does not Work

If the printer driver does not work properly, uninstall the driver and reinstall it.

For windows follow the steps below to uninstall the driver.

1. Make sure that the machine is connected to your computer and powered on.
2. From the **Start** menu, select **[Programs]** or **[All Programs] > [your printer driver name] > [Maintenance]**.
3. Select **[Remove]** and click on **[Next]**.

You will see a component list so that you can remove any item individually.
4. Select the components you want to remove and then click on **[Next]**.

5. When your computer asks you to confirm your selection, click on **[Yes]**.
The selected driver and all of its components are removed from your computer.
6. After the software is removed, click on **[Finish]**.

If you want to reinstall the driver over the currently installed driver via the provided Software and Documentation CD, insert the CD then, the window with overwriting confirmation message appears. Simply confirm it to proceed to the next step. Next steps are same as the first installation you have made.

Also, it provides you with the TWAIN driver for scanning on a Macintosh computer.

Macintosh - Installing Driver

The Software and Documentation CD that came with your machine provides you with the Driver files that allows you to use the CUPS driver or PostScript driver (only available when you use a machine which supports the PostScript driver) for printing on a Macintosh computer.

Also, it provides you with the TWAIN driver for scanning on a Macintosh computer.

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Make sure that the machine is connected to your computer and powered on.

Procedure

1. Insert the supplied Software and Documentation CD into your CD-ROM drive.
2. Double-click on the CD-ROM icon that appears on your Macintosh desktop.
3. Double-click on the **[MAC_Installer]** folder.
4. Double-click on the **[Installer]** icon.
5. Enter the password and click on **[OK]**.
6. The **Xerox Installer** window opens. Click on **[Continue]**.
7. Select **[Easy Install]** and click on **[Install]**.
Easy Install is recommended for most users. All components necessary for machine operations will be installed.
If you select **[Custom Install]**, you can choose individual components to install.
8. When the message which warns that all applications will close on your computer appears, click on **[Continue]**.
9. After the installation is finished, click on **[Quit]**.

NOTE: If you have installed the scan driver, click on **[Restart]**.

10. Open the **[Applications]** folder > **[Utilities]** > **[Print Setup Utility]**.
 - For **Mac OS X 10.5~10.6**, open the **[Applications]** folder > **[System Preferences]** and click on **[Print & Fax]**.

11. Click on **[Add]** on the **Printer List**.
 - For **Mac OS X 10.5~10.6**, press the “+” icon; a display window will pop up.
12. For **Mac OS X 10.3**, select the **[USB]** tab.
 - For **Mac OS X 10.4**, click on **[Default Browser]** and find the USB connection.
 - For **Mac OS X 10.5~10.6**, click on **[Default]** and find the USB connection.
13. For **Mac OS X 10.3**, if **Auto Select** does not work properly, select **[Xerox]** in **Printer Model** and your machine name in **Model Name**.
 - For **Mac OS X 10.4**, if **Auto Select** does not work properly, select **[Xerox]** in Print Using and your machine name in Model.
 - For **Mac OS X 10.5~10.6**, if **Auto Select** does not work properly, select **[Select a driver to use...]** and your machine name in Print Using.

Your machine appears on the **Printer List**, and is set as the default machine.
14. Click on **[Add]**.

If the Printer Driver does not Work Properly

Uninstall the driver and reinstall it.

Follow steps below to uninstall the driver for Macintosh.

1. Make sure that the machine is connected to your computer and powered on.
2. Insert the supplied Software and Documentation CD into your CD-ROM drive.
3. Double-click on **[CD-ROM]** icon that appears on your Macintosh desktop.
4. Double-click on the **[MAC_Installer]** folder.
5. Double-click on the **[Installer]** icon.
6. Enter the password and click on **[OK]**.
7. The **Xerox Installer** window opens. Click on **[Continue]**.
8. Select **[Uninstall]** and click on **[Uninstall]**.
9. When the message which warns that all applications will close on your computer appears, click on **[Continue]**.
10. When the uninstall is done, click on **[Quit]**.

Linux - Installing Drivers

You need to download Linux software package from the Xerox website to install the printer software.

Procedure for Installing the Linux Unified Driver

1. Make sure that the machine is connected to your computer and powered on.

You must log in as a super user (root) to install the machine software. If you are not a super user, ask your system administrator.

2. When the **Administrator Login** window appears, type in “**root**” in the **Login** field and enter the system password.
3. From the Xerox website, download the **Unified Linux Driver** package to your computer.
4. Right-click the **Unified Linux Driver** package and extract the package.
5. Double-click on **[cdroot > autorun]**.
6. When the **Welcome** screen appears, click on **[Next]**.
7. When the installation is complete, click on **[Finish]**.

The installation program has added the Unified Driver Configurator desktop icon and the Unified Driver group to the system menu for your convenience. If you have any difficulties, consult the on screen help that is available through your system menu or called from the driver package Windows applications, such as **Unified Driver Configurator** or **Image Manager**.

Installing the SmartPanel

1. Make sure that the machine is connected to your computer and powered on.
2. When the **Administrator Login** window appears, type in “**root**” in the **[Login]** field and enter the system password.

NOTE: You must log in as a super user (root) to install the machine software. If you are not a super user, ask your system administrator.

3. From the Xerox website, download the **Smart Panel** package to your computer.
4. Right-click on the **[Smart Panel]** package and extract the package.
5. Double-click on **[cdroot] > [Linux] > [smartpanel] > [install.sh]**.

Installing the Printer Setting Utility

1. Make sure that the machine is connected to your computer and powered on.
2. When the **Administrator Login** window appears, type in “**root**” in the **[Login]** field and enter the system password.

NOTE: You must log in as a super user (root) to install the machine software. If you are not a super user, ask your system administrator.

3. From the Xerox website, download the **Printer Setting Utility** package to your computer.
4. Right-click on the **[Printer Setting Utility]** package and extract the package.
5. Double-click on **[cdroot] > [Linux] > [psu] > [install.sh]**.

If the Printer Driver does not Work Properly

Uninstall the driver and reinstall it.

Follow the steps below to uninstall the driver for Linux.

1. Make sure that the machine is connected to your computer and powered on.
2. When the **Administrator Login** window appears, type in “**root**” in the **Login** field and enter the system password.
You must log in as a super user (root) to uninstall the printer driver. If you are not a super user, ask your system administrator.
3. Click on the icon at the bottom of the desktop. When the **Terminal** screen appears, type in:
`[root@localhost root]#cd /opt/Xerox/mfp/uninstall/
[root@localhost uninstall]#./uninstall.sh`
4. Click on **[Uninstall]**.
5. Click on **[Next]**.
6. Click on **[Finish]**.

Sharing your Machine Locally

Follow the steps below to set up the computers to share your machine locally.

If the Host computer is directly connected to the machine with USB cable and is also connected to the local network environment, the client computer connected to the local network can use the shared machine through the host computer to print.

Windows

Host Computer Setup

1. Install your printer driver. (See *Windows - Installing Driver* on page 35.)
2. From the Windows **Start** menu.
 - For **Windows 2000**, select **[Settings] > [Printers]**.
 - For **Windows XP/2003**, select **[Printers and Faxes]**.
 - For **Windows 2008/Vista**, select **[Control Panel] > [Hardware and Sound] > [Printers]**.
 - For **Windows 7**, select **[Control Panel] > [Hardware and Sound] > [Devices and Printers]**.
 - For **Windows Server 2008 R2**, select **[Control Panel] > [Hardware] > [Devices and Printers]**.
3. Right-click on your printer icon.
 - For **Windows XP/2003/2008/Vista/7**, click on **[Properties]**.
 - For **Windows Server 2008 R2**, from the **Context** menus, select the **[Printer properties]**.

NOTE: If **Printer properties** item has ?, you can select other printer drivers connected with selected printer.

4. Click on the **[Sharing]** tab.
5. Check the **[Change Sharing Options]** checkbox.
6. Check the **[Share this printer]** checkbox.
7. Enter details in the **[Share Name]** field.
8. Click on **[OK]** or **[Next]**.

Client Computer Setup

1. Install your printer driver. (See *Windows - Installing Driver* on page 35.)
2. From the Windows **Start** menu.
3. Select **[All programs] > [Accessories] > [Window Explorer]**.
4. Enter in **IP address** of the host computer and press **<Enter>**.
5. In case host computer requires **User name** and **Password**, enter details in the **[User ID]** and **[password]** field of the host computer account.
6. Right-click the printer icon you want to share and select **[Connect]**.
If a set up complete message appears, click on **[OK]**.
7. Open the file you want to print and start printing.

Macintosh

The following steps are for Mac OS X 10.5~10.6. Refer to Mac Help for other OS versions.

Host Computer Setup

1. Install your printer driver. (See *Macintosh - Installing Driver* on page 37.)
2. Open the **Applications** folder > **[System Preferences]** and click on **[Print & Fax]**.
3. Select the printer to share in the **Printers list**.
4. Select **["Share this printer"]**.

Client Computer Setup

1. Install your printer driver. (See *Macintosh - Installing Driver* on page 37.)
2. Open the **Applications** folder, select **[System Preferences]** and click on **[Print & Fax]**.
3. Press the **“+”** icon.
A display window showing the name of your shared printer appears.
4. Select your machine and click on **[Add]**.

Windows Printing

LPR Printing

Ensure Print Services for Unix is enabled

Follow the relevant steps below that are specific to your operating system:

Windows XP

1. From your Workstation, load the *Software and Documentation CD* into your CD drive. If the CD autoruns, click on **[Exit]**.
2. Verify that *Print Services for Unix* is loaded
3. Click on **[Start]**.
4. Click on **[Control Panel]**.
5. Double-click on **[Add or Remove Programs]**.
6. Click on **[Add/Remove Windows Components]** in the left hand column.
7. Scroll down to **[Other Network File and Print Services]** and check on the checkbox to select it.
8. Click on **[Details]**.
9. If it is not selected, check on the **[Print Services for Unix]** checkbox.
10. Click on the **[OK]** button.
11. Click on the **[Next]** button.

NOTE: If Print Services for Unix is not installed, refer to instructions from Microsoft to install this service. When you are finished, return to this page.

12. Click on the **[Finish]** button.

Windows 2000/2003

1. From the Desktop, right-click the **[My Network Places]** icon and click on **[Properties]**.
2. Right-click on the **[Local Area Connection]** icon and click on **[Properties]**.
3. Verify that the **[Internet Protocol (TCP/IP)]** protocol has been loaded. If this software is not present, install it using the documentation provided by Microsoft. When you are finished, return to this page.
4. Verify that **Print Services for Unix** is loaded:
 - a) Click on **[Start]**, **[Settings]** then **[Control Panel]**.
 - b) Double-click on the **[Add/Remove Programs]** icon.
 - c) Click on **[Add/Remove Win Components]** in the far left column.
 - d) Click on **[Other Network File and Print Services]**.
 - e) Click on **[Details]**.

- f) Check on the **[Print Services for Unix]** checkbox. If Print Services for Unix is not installed, refer to instructions from Microsoft to install this service. When you are finished, return to this page.
5. Click on the **[OK]** button.
6. Click on the **[Next]** button.
7. Click on the **[Finish]** button.
8. Close the **[Add/Remove Programs]** window.

Windows Vista

1. Click on **[Start]**, **[Control Panel]**, **[Program]** and click on **[Programs and Features]**.
2. Click on **[Turn Windows Features on and off]**.
3. In the **[Windows Features]** window, expand the **[Print Services]** menu.
4. Check the **[LPR Port Monitor]** checkbox to enable the service.
5. Click on the **[OK]** button. Your computer may need to restart.

Windows 7

1. Click on **[Start]**, click on **[Control Panel]**.
2. Click on **[Hardware and Sound]**, click on **[Programs]**.
3. Click on **[Programs and Features]**.
4. Select **[Turn Windows Features on and off]** from the menu on the left.
5. A Windows Features dialog displays. Click on the '+' sign for **[Printer and Document Services]**.
6. Check the box for **[LPR Port Monitor]** to enable the service.
7. Click on the **[OK]** button. Your computer may need to restart.

Windows 2008

1. Click on **[Start]**, click on **[Administrative Tools]**.
2. Double-click on **[Print Management]**.
3. Click on the '+' sign for **[Print Servers]**. Right-click the print server to which you want to add the printer and select **[Add Printer]**.
4. Check the box for **[LPR Port Monitor]** to enable the service.
5. Click on the **[OK]** button. Your computer may need to restart.

Install Printer Driver

1. From the Windows **[Start]** menu
 - For **Windows 2000/2003** - click on **[Settings]** then **[Printers]**.
 - For **Windows XP** - click on **[Printers and Faxes]**. If you cannot see this option in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]** first.
 - For **Windows Vista** - click on **[Control Panel]** then **[Printers]**.

- For **Windows 7** - click on **[Hardware and Sound]** then click on **[Devices and Printers]**.
 - For **Windows 2008** - click on **[Control Panel]** then click on **[Printers]**. From the **[File]** drop-down menu select **[Run as administrator]**.
2. For:
- Windows XP/2000/2003:**
- a) Click on **[Add Printer]** in the far left column.
 - b) Click on the **[Next]** button.
- Windows Vista:**
- a) Click on **[Add Printer]**.
- Windows 7:**
- a) Click on **[Add a Printer]**.
- Windows 2008:**
- a) Select **[Add Printer]**.
3. For:
- **Windows 2000** - click on **[Local Printer]**.
 - **Windows XP/2003/2008** - click on **[Local Printer attached to this computer]**.
NOTE: If already selected, click on **[Automatically detect and install my Plug and Play printer]** to deselect it.
 - **Windows Vista** - click on **[A printer attached to my computer]**.
 - **Windows 7** - click on **[Add a Local Printer]**.
4. Click on the **[Next]** button.
5. Click on **[Create a new port]**.
6. Select the following option from the **Type of Port** pull down menu:
- For **Windows 2000/2003** select **[LPR]**.
 - For **Windows XP/Vista/7** select **[LPR Port]**.
7. Click on the **[Next]** button.
8. Enter the *IP Address* of the printer.
9. Enter details in:
- *Printer name* for **Windows XP/2000/2003/2008**.
 - *Print Queue name* for **Windows Vista**.
 - *Port name* for **Windows 7**.
10. Click on the **[OK]** button.
11. You will be prompted for a Printer Driver. Click on **[Have Disk]**.
12. Click on the **[Browse]** button.
13. Locate the **Drivers** folder on the CD and select the required Printer Driver file **[.inf]**.
14. Click on the **[Open]** button.

15. Click on the **[OK]** button.
16. Click on the **Printer Model** from the list.
17. Click on the **[Next]** button.
18. The **[Name your Printer]** screen appears.
19. To configure the settings:
 - a) Enter details in the **[Printer Name]** field.
 - b) If you want to set this printer as your default printer, click on **[Set as default]**. For Windows Vista users, go to step 25.
20. Click on the **[Next]** button.
21. The **[Printer Sharing Screen]** appears.

If you will be sharing this printer with other clients, then:

 - a) Select:
 - **[Share As:]** - for Windows 2000.
 - **[Share Name]** - for Windows XP/2003/Vista/7.
 - b) Enter details in the **[Share Name]** field.
22. Click on the **[Next]** button.
23. Enter a *Location* name (and *Comment* if required.)
24. Click on the **[Next]** button.
25. Click on **[Yes]** or **[Print Test Page]** to print a test page.
26. Click on the **[Next]** button to close the **[Test Page]** window.
27. Click on the **[Finish]** button. The printer driver will install.
28. Verify that the test page is printed at the machine.

Internet Printing Protocol (IPP) Port

The Internet Printing Protocol (IPP) defines a standard protocol for printing as well as managing print jobs, media size, resolution, and so forth. IPP can be used locally or over the Internet, and also supports access control, authentication, and encryption, making it a much more capable and secure printing solution than older ones.

IPP Printing is enabled by default.

How to Enable the IPP Port

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.

6. Select **[IPP]** in the directory tree.
7. In the **IPP Settings** area:
 - a) For **Protocol**, select **[On]** from the drop-down menu. The **Network Path** displays the http:// IP address of the machine and the ipp:// IP address of the machine.
 - b) From **Authentication Scheme** drop-down menu, select one of the following type of authentication scheme to use when printing with **IPP**. These schemes are only used if the printer has both a user name and password entered for **IPP**:
 - **None**
 - **Basic** - this scheme requires the printer to authenticate the person sending the print job. The printer only services the request if the name and password provided by the user match the values stored in the printer.
 - **Digest** - this scheme requires the printer to authenticate the person sending the print job using a single checksum password scheme. The printer only services the request if the name and password provided by the user match the values stored in the printer.
 - c) Enter the user name for the printer in the **[User Name]** field.
 - d) Enter the password in the **[Password]** and **[Verify Password]** fields.
8. Click on **[Save Changes]** to save the changes.

Install Printer Driver

1. Follow the steps below that are specific to your operating system:

Windows XP

From your Workstation:

- a) Click on **[Start]**.
- b) Click on **[Network Connections]**.

Windows 2000/2003

From your Workstation:

- a) Right-click on the **[My Network Places]** icon.
- b) Click on **[Properties]**.

Windows 7

From your Workstation:

- a) Click on **[Start]**.
- b) Click on **[Network and Internet]**.
- c) Click on **[Network and Sharing Centre]**. *Go to step 4.*

Windows 2008

From your Workstation:

- a) Click on **[Start]**, click on **[Control Panel]**.
- b) Click on **[Printers]**.

- c) Select **[File]**, click on **[Run as administrator]**. *Go to step 6.*
2. Right-click on the **[Local Area Connection]** icon.
3. Click on **[Properties]**.
4. Ensure that the **[Internet Protocol (TCP/IP)]** protocol has been loaded and ensure the checkbox is checked.
5. For:
 - **Windows 2000/2003** - click on **[Settings]** then **[Printers]**.
 - **Windows XP** - click on **[Printers and Faxes]**. If you cannot see this option in the **[Start]** menu, then click on **[Start]**, followed by **[Control Panel]** first.
 - **Windows Vista** - click on **[Add a Local Printer]**.
 - **Windows 7** - click on **[Start]**, click on **[Control Panel]**, click on **[Hardware and Sound]**, then **[Devices and Printers]**.
6. Click on **[Add Printer]** in the far left column.
For **Windows 7** click on **[Add a network, wireless or Bluetooth printer]**.
7. The **[Add Printer Wizard]** window will appear. Click on the **[Next]** button.
8. In the **Local or Network Printer**, ensure that **[A network printer, or a printer attached to another computer]** is selected and click on the **[Next]** button.
9. The following screen will appear:
 - **Locate Your Printer** for Windows 2000/2003.
 - **Specify a Printer** for Windows XP.
10. To create an IPP printer, click on **[Connect to a printer on the Internet...]**.
11. Type **[HTTP:// followed by the printer's fully qualified Domain name or IP Address]** in the URL field. The Printer Name can be either the Host Name or the SMB Host Name as shown on the machine Configuration Report, depending on the name resolution used by your network (WINS or DNS).
12. Click on the **[Next]** button.
13. Click on the **[OK]** button to install the printer driver.
14. Click on the **[Have Disk]** button and browse to the location of the printer driver and click on the **[OK]** button.
15. Select the **Printer Model** and Click on the **[OK]** button.
16. Click on **[Yes]** if you wish to make this the default printer.
17. Click on the **[Next]** button.
18. Click on the **[Finish]** button.

Raw TCP/IP Printing (Port 9100)

Raw TCP/IP is a printing protocol that is similar to LPR printing. Also known as a direct TCP/IP connection or sockets interface, it sends information directly to the machine and does not require a Line Printer Daemon (LPD). The advantages are that connections stay open for multiple print files and spooling is not needed, therefore, printing is faster and more reliable

than LPD printing. Raw TCP/IP printing is contained in Windows 2000 and other third-party applications and operating systems.

Raw TCP/IP Printing is enabled by default for port 9100.

Information Checklist

See *Chapter 3, Configure Static IPv4 Addressing using the Machine User Interface, Information Checklist* on page 16.

How to Configure Port 9100

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Select **[Raw TCP/IP Printing]** in the directory tree.
7. In the **Raw TCP/IP Printing Settings** area:
 - a) Select **[On]** from the **Protocol** drop-down menu to enable the Protocol.
 - b) For **[Port Number]**, enter the required port number (1 - 65535).
8. Click on **[Save Changes]** to save the changes or **[Undo]** to return the settings to their previous values.

NOTE: The settings are not applied until you restart the machine.

Install Printer Driver

Refer to *Windows - Installing Driver* on page 35.

AppleTalk Printing

The Internet Services AppleTalk[®] page allows you to configure the machine to support AppleTalk[®].

Information Checklist

Before starting please ensure that the following items are available and/or tasks have been performed:

- The AppleTalk settings must be correctly configured on the machine.
- Locate the Software and Documentation CD delivered with your machine.

Configure AppleTalk

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.

2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Select **[EtherTalk]** in the directory tree.
7. In the **EtherTalk** area:
 - a) From the **Ethernet** drop-down menu, select **[On]** to enable the protocol.
 - b) Enter a name for the machine in the **[Printer Name]** field.
 - c) Enter the type of printer in the **[Printer Type]** field.
 - d) In the **[Zone]** field, enter the printer's AppleTalk zone. The zone must be **32** characters or less. Null characters cannot be used. The zone entered must be a zone that the printer is on.
8. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[Login]**.

NOTE: The settings are not applied until you reboot the machine.

Install the Printer Driver

1. Follow the steps below that are specific to your operating system:
Windows 2000/2003
From the Desktop:
 - a) Right-click on the **[My Network Places]** icon.
 - b) Click on **[Properties]**.
2. Right-click on the network connection you want to configure AppleTalk on, and then click on **[Properties]**.
3. The **[Connection Properties]** dialog box opens.
4. On the **[General]** tab, if the AppleTalk Protocol is in the list of installed protocols, make sure that it is selected. If the AppleTalk protocol is not listed, install it using the documentation provided by Microsoft, then return to this page.
5. Follow the steps below that are specific to your operating system:
Windows 2000/2003
 - a) Click on **[Start]**, **[Settings]**.
 - b) Click on **[Printers]**.
 - c) Double-click on **[Add Printer]**.
6. The **Add Printer Wizard** opens. Click on the **[Next]** button.
7. Click the appropriate option:
 - For **Windows 2000**, click on **[Local Printer]**.

- For **Windows 2003**, click on **[Local Printer attached to this computer]**.

If already selected, click on **[Automatically detect and install my Plug and Play]** to deselect it.

8. Click on the **[Next]** button.
9. Click on **[Create a New Port]**.
10. Click on **[AppleTalk Printing Devices]**.
11. Click on the **[Next]** button.
12. In the **[Available AppleTalk Printing Devices]** box, click on the printer you want to connect to. It may be necessary to double-click on the required **Zone** to locate the printer. Click on the **[OK]** button.

NOTE: You may be asked whether you want to capture the AppleTalk print machine. If you are prompted to do this and you are unsure how to respond, click on **[Help]** and read the help file for an explanation.

IMPORTANT: Capturing the printer may prevent other computers from printing to this printer. For more information refer to Microsoft Support.

13. Click on **[Have Disk]**. Load the **Software and Documentation CD** into your CD drive.
14. Click on **[Browse]** and locate the CD drive.
15. Locate the folder containing the printer drivers on the CD and select the required Windows printer driver.
16. Click on **[Open]** (and **[Open]** again, if necessary).
17. Click on the **[OK]** button.
18. Select your **Printer Model** from the list and click on the **[Next]** button.
19. Enter name in the **[Printer Name]** field.
20. Click on the **[Next]** button.
21. If you want this to be your default printer, click on **[Yes]**.
22. Click on the **[Next]** button.
23. The **[Printer Sharing]** screen appears.

If you will be sharing this printer with other clients, then:

a) Select:

- **[Share As:]** - Windows 2000.
- **[Share Name]** - Windows 2003.

b) Enter details in the **[Share Name]** field.

c) Click on the **[Next]** button.

24. Enter details in the **[Location]** field. (Add a Comment if necessary).
25. Click on the **[Next]** button.
26. Click on **[Yes]** to print a test page. Close the **[Test Page]** window if necessary.
27. Click on the **[Next]** button.
28. Click on the **[Finish]** button. The printer driver will install.

29. Verify that the test page is printed at the machine.

USB Printing (Windows XP/2000/2003)

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- A standard USB peripheral cable.
- A workstation or laptop that supports USB connectivity.
- A print driver has been installed and is correct for your Xerox WorkCentre 3550 printer model.

Procedure

1. Connect the USB cable to the machine and the other end to your Workstation or laptop.
2. Windows will automatically detect the new hardware and install the appropriate driver.
3. Click on **[Next]**.
4. Ensure that the radio button is selected next to **[Search for suitable driver]**.
5. Click on the **[Next]** button.
6. Check the checkbox next to **[Specify a Location]**.
7. Click on the **[Next]** button.
8. Click on **[Browse]** to browse for the location of the printer drivers.
9. Insert the **Print Drivers CD** into your CD drive.
10. Select the required USB printer driver, select the correct printer model from the list.
11. Click on the **[Next]** button. The printer driver will install.
12. Click on the **[Finish]** button.

Configure the Windows Printer Driver

Manual Print Driver Configuration

To configure the printer driver without using Bi-Directional communication:

Follow the steps below that are specific to your operating system:

1. Click the Windows **Start** menu.
2. Select the one of the following for your Operating System:
3. For:
 - **Windows 2000**, select **[Settings] > [Printers]**.
 - **Windows XP/2003**, select **[Printers and Faxes]**.
 - **Windows 2008/Vista**, select **[Control Panel] > [Hardware and Sound] > [Printers]**.
 - **Windows 7**, select **[Control Panel] > [Hardware and Sound] > [Devices and Printers]**.
 - **Windows Server 2008 R2**, select **[Control Panel] > [Hardware] > [Devices and Printers]**.
 - **Windows 7 and Server 2008 R2**, from context menus, select the **[Printer properties]**.
4. Right-click on the printer icon and select **[Preference]**.
For **Windows XP/2003/2008/Vista**, click on **[Preference]**.
5. Click on the each tab, change any default printer settings, as required.
6. Click on **[Apply]**.
7. Click on **[OK]**.

For further printing options refer to the User Guide.

Bi-Directional Support

Follow the steps below that are specific to your operating system:

1. Click the Windows **Start** menu.
2. Select the one of the following for your Operating System:
3. For:
 - **Windows 2000/2003**, select **[Settings] > [Printers]**.
 - **Windows XP/2008**, select **[Printers and Faxes]**.
 - **Windows Vista**, select **[Control Panel] > [Hardware and Sound] > [Printers]**.
 - **Windows 7**, select **[Control Panel] > [Hardware and Sound] > [Devices and Printers]**.

- **Windows Server 2008 R2**, select **[Control Panel] > [Hardware] > [Devices and Printers]**.
- 4. For **Windows XP/2003/2008/Vista**, right-click on the printer icon and select **[Properties]**.
For **Windows 7** select **[Printer Properties]**.
- 5. Click on the **[Port]** tab.
- 6. Check the **[Enable bidirectional support]** checkbox.
Bi-directional communication automatically updates the printer driver with the printer's installed options. The driver's Printing Preferences will report information about the printer's operational status, active jobs, completed jobs and paper status.
- 7. Click on **[Apply]**, then **[OK]**.

Apple Mac

TCP/IP Printing (OSX)

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- The TCP/IP settings must be correctly configured on the machine.
- Locate the Print and Fax Drivers CD delivered with your machine.

Install the Print Driver

1. Load the **Print and Fax Drivers CD** into your CD drive.
2. Open the CD and select the required language, if necessary.
3. Double-click on the **[Drivers]** folder.
4. Double-click on the **[Mac]** folder.
5. Double-click on the folder containing the drivers for your Mac OS version.
6. Double-click on the **[*machine model.dmg*]** file.
7. Double-click to open the **[*machine model.pkg*]** file.
8. The **[Welcome to the Installer]** dialog box appears.
9. Click on **[Continue]**.
10. Click on **[Continue]** and then **[Agree]** to accept the License Agreement.
11. Select the **Volume** (if necessary) where you want to install the printer. Click on **[Continue]**.
12. Click on the **[Install]** button.
13. Click on the **[Close]** button.
14. Click on the **[Printer Setup Utility]** on the Dock.

15. Double-click on the Hard Drive icon on the Desktop.
16. Double-click to open **[Applications]**.
17. Double-click to open **[Utilities]**.
18. Double-click to open **[Printer Setup Utility]**.
19. To add a new print, click on:
 - **[Add]**.
or
 - **[Printers]** menu then **[Add Printer]**.
20. Click on **[IP Printing]** from the top menu.
21. Click on **[Internet Protocol Printing]** or **[LPD/LPR Printing]** from the next menu.
22. Enter the *IP Address* of the printer.
23. Enter the *Print Queue Name*. (You may leave this blank).
24. Click on **[Xerox]** from the **Printer Model** list.
25. Select your **Printer Model** from the list.
26. Click on **[Add]**. The machine will appear in the **Printer List**.
27. Select the Printer and click on **[Show Info]**.
28. Click on **[Installable Options]**.
29. Select the options as installed on your machine.

NOTE: If you want to use the Save Job for Reprint feature, then make sure that **Job Storage** is set to **[Installed]**.
30. Click on **[Apply Changes]**.
31. Close the **[Printer Info]** box.
32. Print a document to verify that the printer is installed correctly.

Configure your Apple Mac Print Driver

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- The printer driver is installed on your Macintosh operating system.

Procedure - Changing Printer Settings

You can use advanced printing features provided by your machine.

Open an application and select **[Print]** from the **[File]** menu. The machine name, which appears in the printer properties window may differ depending on the machine in use. Except for the name, the composition of the printer properties window is similar to the following.

NOTE: The setting options may differ depending on printers and Macintosh OS version.

Layout

The **Layout** tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper. Select **[Layout]** from the **Orientation** drop-down menu to access the following features:

- **Pages per Sheet** - this option determines how many pages are printed on one page.
- **Layout Direction** - this option allows you to select the printing direction on a page similar to the examples on UI.
- **Border** - this option allows you to print a border around each page on the sheet.
- **Two-Sided** - this option allows you to print on both sides of a paper.
- **Reverse Page Orientation** - this option allows you to rotate paper 180 degrees.

Graphics

The **Graphics** tab provides options for selecting **Resolution**. Select **[Graphics]** from the **Orientation** drop-down menu to access the graphic features:

- **Resolution** - this option allows you to select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Paper

Set **Paper Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding paper type.

Printer Features

Printer Features tab provides **Reverse Duplex Printing** and **Fit to Page** options. Select **[Printer Features]** from the **Orientation** drop-down menu to access the following features:

- **Reverse Duplex Printing** - this option allows you to select general print order compared to duplex print order. If this option does not appear, your machine does not have this feature.
- **Fit to Page** - this option allows you to scale your print job to any selected paper size regardless of the document size. This can be useful when you want to check fine details on a small document.

Toner Save Mode

Selecting this option extends the life of your toner cartridge and reduces your cost per page without a significant reduction in print quality.

Printer Setting - select this option to allow toner settings to be determined by the setting you have made on the control panel of the printer.

On - select this option to allow the printer to use less toner on each page.

Off - if you do not need to save toner when printing a document, select this option.

Printing multiple pages on one sheet of paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

- Select **[Layout]** from the **Orientation** drop-down menu. In the **Pages per Sheet** drop-down menu, select the number of pages you want to print on one sheet of paper.

Printing on both sides of paper

You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are, as follows:

- **Long-Edge Binding** - this option is the conventional layout used in book binding.
- **Short-Edge Binding** - this option is the type often used with calendars.
- Select **[Layout]** from the **Orientation** drop-down menu. Select a binding orientation from **Two Sided Printing** option.

UNIX

Unix printer drivers are located on the Print and Fax Drivers CD delivered with your machine. Refer to the documentation contained on the CD for further instructions.

Enable/Disable the Banner Sheet

From the Machine

1. Press the **<Machine Status>** button on the control panel.
2. Press the **Up/Down** arrow buttons to highlight **System Setup**, press **<OK>**.
3. Enter the Administrator Passcode using the alphanumerical keypad. The default is **1111**. Refer to *Administrator Access* on page 9.
4. Press the **<OK>** button, the **System Setup** menu displays.
5. Press the **<Up/Down>** arrow buttons to highlight **Machine Settings**, press **<OK>**.
6. Press the **<Up/Down>** arrow buttons to highlight **Banner Sheet**, press **<OK>**.
7. Press the **<Up/Down>** arrow buttons to highlight either **Enable** or **Disable**, press **<OK>**.
8. The **Save** screen will display and return to the **Machine Settings** menu.
9. Press the **<Stop>** button.

5 SCAN TO SERVER

This chapter explains how to configure a Server to enable scanning to FTP or SMB servers. Scan to Server enables Users to convert their hard copy documents to electronic files and retrieve them from a Server or Workstation on the network.

For information on how to use the Scan to Server features, refer to the **User Guide** delivered with your machine.

The following topics are covered in this chapter:

- *Overview on page 59*
- *Information Checklist on page 59*
- *Configure a Repository on page 59*
- *File Transfer Protocol (FTP) on page 60*
- *Server Message Block (SMB) on page 62*
- *Import/Export Server List on page 64*

Overview

The User scans a document at the machine and it is stored on a File Server or Workstation on the network, called the **Scan Repository**. The User can manually retrieve their document from the Scan Repository or an application can be used to retrieve the scanned documents automatically. The instructions on the following pages describe how to setup Scan to Server using the Internet Services.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the machine is fully functioning on the network.
- TCP/IP and HTTP protocols must be enabled on the machine so that the machine's web browser can be accessed.

Configure a Repository

Scan to Server with the machine is accomplished through the use of a network repository. The repository is a folder on a Server or Workstation, which the machine can access. When

a User scans a document, the machine puts the image into the repository. To configure Scan to Server you must configure the machine with the path to the repository.

The machine can use 2 different ways to transfer a scanned image to the repository:

- **FTP (File Transfer Protocol)** - see *File Transfer Protocol (FTP)* on page 60.
This is used to scan to a computer that is configured with FTP services.
- **SMB (Server Message Block)** - see *Server Message Block (SMB)* on page 62.
This is used to scan to a computer that supports the SMB protocol.

File Transfer Protocol (FTP)

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- **Ensure that File Transfer Protocol (FTP) services are running** on the Server or Workstation where images scanned by the machine will be stored.
Write down the IP Address or Host Name.
- **Create a folder within the FTP root.** This is the *Scan Repository*.
Write down the Directory Path Structure.
- **Create a User account and password** which has read and write access to the folder within the FTP root.
Write down the Login Name and Login Password details.
- **Test the FTP connection** by logging into the Scan Repository directory from a PC with the User account and password:
 - a) Create a new folder within the directory
 - b) Delete the folder.**NOTE:** If you cannot do the steps above, check the access rights for the User account.

Procedure

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. Click on the **[FTP]** link.
5. Click on **[Server List]** in the directory tree, the **FTP Setup** page displays.
6. In the **FTP Server List** area, click on the **[Add]** button.
7. In the **FTP Server List Entry** area:
 - a) From the **[Index]** drop-down menu select the position in the list you want the destination to be at.

- b) Enter a name to describe the **Filing Destination** in the **[Alias for the Setup]** field.
8. In the **FTP Server Setup** area:
 - a) Click on either **[IP Address]** or **[Host Name]**.
 - b) Enter the details of the FTP location in the **[Server address and Port]** field.
 - c) Enter the *FTP Port Number*. (Default is 21).

NOTE: It is recommended that the default port setting is used.
9. In the **Login** area:
 - a) Check the **[Anonymous]** checkbox to stay anonymous.
 - b) If you want security, enter details in the **[Login Name]** field.
 - c) Enter password in the **[Login Password]** and **[Verify Password]** fields.
 - d) Check the **[Select to save new password]** checkbox.
10. In the **Scan File Details** area, enter details in the following fields if you require the FTP Server to scan files with certain details:
 - **Scan File Folder**
 - **Scan Filename**
 - **Filing Method** - select from the drop-down menu either **[Change Name]**, **[Overwrite]** or **[Cancel]**.
11. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.

General Setup

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. Click on the **[FTP]** link.
5. Click on **[General Setup]** in the directory tree, the **FTP Setup** page displays.
6. In the **FTP General Setup** area:
 - a) Check the **[FTP Protocol]** checkbox to enable the protocol.
 - b) Enter a time in seconds in the **[Server Connection Timeout]** field.
 - c) From the **Default Original Type** drop-down menu, select one of the following options to define the content type being scanned:
 - **Text**
 - **Photo and Text**
 - **Photo**
 - d) From the **Default Scan Resolution** drop-down menu, select one of the following resolutions for the content being scanned:

- 100 dpi
 - 200 dpi
 - 300 dpi
- e) From the **Default Scan Color** drop-down menu, select one of the following options:
- Color
 - Black and White
 - Grayscale
- f) From the **Default Image Format** drop-down menu, select one of the following formats for scanned image:
- PDF
 - TIFF
 - Multi-Page TIFF
 - JPEG
7. Click on **[Save Changes]** to save the changes.
8. Click on **[OK]** when the acknowledgement message displays.

Server Message Block (SMB)

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- **Create a shared folder** to be used as a Scan to Server location (Repository) for scanned documents.
Write down the name of the Share folder, the IP Address or Hostname and the Domain.
- **Create a User account and password** for the machine to have read/write access to the scan directory.
Write down the User Account and Password details.
- **Test your settings** by logging in to the scan directory from a PC with the User account and password:
 - a) Create a new folder within the directory.
 - b) Delete the folder.

NOTE: If you cannot do the steps above, check the access rights for the User account.

Procedure

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. Click on the **[SMB]** link.
5. Click on **[Server List]** in the directory tree, the **SMB Setup** page displays.
6. In the **SMB Server List** area, click on the **[Add]** button.
7. In the **SMB Server List Entry** area:
 - a) From the **[Index]** drop-down menu select the position in the list you want the destination to be at.
 - b) Enter a name to describe the **Filing Destination** in the **[Alias for the Setup]** field.
8. In the **SMB Server Setup** area:
 - a) Select either **[IP Address]** or **[Host Name]**.
 - b) Enter the details of the SMB location in the **[Server address and Port]** field.
 - c) Enter the *SMB Port Number*. (Default is 139).

NOTE: It is recommended that the default port setting is used.

 - d) Enter details in the **[Share Name]** field.
9. In the **User Account** area:
 - a) Check the **[Anonymous]** checkbox to stay anonymous.
 - b) If you want security, enter details in the **[User Name]** field.
 - c) Enter password in the **[User Password]** and **[Verify Password]** fields.
 - d) Check the **[Select to save new password]** checkbox.
 - e) Enter the domain in the **[User Domain]** field.
10. In the **Scan File Details** area, enter details in the following fields if you require the SMB Server to scan files with certain details:
 - **Scan File Folder**
 - **Scan Filename**
 - **Filing Method** - select from the drop-down menu either **[Change Name]**, **[Overwrite]** or **[Cancel]**.
11. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.

General Setup

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press <Enter>.
3. Click on the **[Properties]** icon.
4. Click on the **[SMB]** link.
5. Click on **[General Setup]** in the directory tree, the **SMB Setup** page displays.
6. In the **SMB General Setup** area:
 - a) Check the **[SMB Protocol]** checkbox to enable the protocol.
 - b) Enter a time in seconds in the **[Server Connection Timeout]** field.
 - c) From the **Default Original Type** drop-down menu, select one of the following options to define the content type being scanned:
 - **Text**
 - **Photo and Text**
 - **Photo**
 - d) From the **Default Scan Resolution** drop-down menu, select one of the following resolutions for the content being scanned:
 - **100 dpi**
 - **200 dpi**
 - **300 dpi**
 - e) From the **Default Scan Color** drop-down menu, select one of the following options:
 - **Color**
 - **Black and White**
 - **Grayscale**
 - f) From the **Default Image Format** drop-down menu, select one of the following formats for scanned image:
 - **PDF**
 - **TIFF**
 - **Multi-Page TIFF**
 - **JPEG**
7. Click on **[Save Changes]** to save the changes.
8. Click on **[OK]** when the acknowledgement message displays.

Import/Export Server List

The Internet Services FTP or SMB Setup screen allows you to import a list of servers which can be added to the list of servers at the machine.

The Server List consists of a text file .CSV (Comma Separated Values) format. The majority of word processing or spreadsheet packages will allow you to create a .CSV file.

Procedure

1. Open an application that supports .CSV files, for example, Microsoft Excel.
2. Create a list of destinations with the following information: alias, server address, port and login information.
3. For example:

Alias	IP Type	Server Address	Port Number	Anonymous	Login Name	Login Password	Scan File Folder	Scan Filename	Filing Method
Ser_1	1	14.200.21.7	21	1			DOC		3
ID	1	12.111.12.71	21	1			DOC		2

4. The order in which entries are displayed in the server (FTP or SMB) Setup screen at the machine will depend on how the entries are sorted in the .CSV file.
5. Save the file as a *.CSV file.
NOTE: It is recommended that you keep a copy of the .CSV file once it is created.
6. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
7. Press **<Enter>**.
8. Click on the **[Properties]** icon.
9. Click on either **[FTP]** or **[SMB]** link.
10. Click on the **[Server List]** in the directory tree. The **FTP Setup** or **SMB Setup** page displays.
11. In the **FTP Server List** or **SMB Server List** area, click on the **[Import]** button.
12. In the **Load FTP Server List** or **Load SMB Server List** area, click on **[Browse]** to the location of your Server List *.CSV.
13. Highlight your *.CSV file and click on **[Open]** in the **[Choose File]** window.
14. Click on **[Save Changes]** to save the changes.
15. Click on **[OK]** when the message 'Do you really want to import the server list?' displays.
16. Click on **[OK]**.

Delete a Destination

1. In the **FTP Server List** or **SMB Server List** area, check the checkbox for the destination you want to delete.
2. Click on the **[Delete]** button.
3. Click on the **[OK]** button for the '**Do you want to delete selected items?**' message.

Export List of Server

1. In the **FTP Server List** or **SMB Server List** area, click on the **[Export]** button.
2. Click on the **[Save]** button.
3. Enter a filename for the Server List.
4. Click on the **[Save]** button.
5. The Server List will be copied to your computer.

6 SCAN TO NETWORK PC

This chapter explains how to scan originals and send to your computer known as Scan to PC.

If you have installed the printer driver, refer to *Printer Drivers* on page 35, the **Xerox Network Scan Manager** program has been automatically installed too. Through this program, you can change scan settings and add or delete the folders where scanned documents are saved in your computer.

NOTE: The Xerox Network Scan Manager program can only be used in the Windows system.

To Add Printer to Your PC

1. At your workstation, from the **Start** menu, select **All Programs > Xerox > Network Scan > Network Scan**.
2. **Xerox Network Scan Manager** screen displays. Select the appropriate machine or to add a printer click on **[Add Device]**.
3. The **Add Device Wizard** screen displays. Click on **[Next]**.
4. **Specify a network scanner** screen displays:
 - a) Select **[Connect to this scanner]** option.
 - b) Enter details in the **[IP Address]** field.
 - c) Click on **[Next]**.
5. **Browse for scanner** screen displays, the detected printer will display in the **Detected device list**, highlight the preferred printer:
 - a) Enter details in the following field:
 - **Network Scanner Name**
 - **ID (max 8 character)** - this helps you identify your computer when network scanning.
 - **PIN (4 digits, 0-9)**
 - **Confirm PIN**
 - b) Click on **[Next]**.
6. Click on **[Finish]**.
7. The **Xerox Network Scan Manager** screen displays. Click on **[Close]**.

To Edit Scanner Details

You can edit the printer details from the **Preferences** tab.

1. From the **Xerox Network Scan Manager** screen select the printer and click on **[Preferences]**. This allows you to change the saving destination and scan settings, add or delete application program, and format files.
2. The **Network Scan Properties** screen displays with the **Preferences** tab.
3. In the **Scan Destination list** area, the following options are shown:
 - **Available Destination List** - shows the list of applications currently linked to scanned images in the PC's registry. Select the program you want to use and click the right arrow and add to Front Panel Destination List.
 - **Front Panel Destination List** - shows the list of applications that can be used to open the scanned documents.
 - **Add Application** - allows you to add application you want to use to Available Destination List.
 - **Remove Application** - allows you to remove an item added by the user in the Available Destination List.
4. In the **Scan Property** area, the following option is available:
 - **Save Location** - allows you to choose the location of the default saving folder.
 - **Scan Size** - allows you to choose the scan size.
 - **Scan Color** - allows you to choose the scan color.
 - **Resolution** - allows you to choose the scan resolution.
 - **File Type** - allows you to save file as JPEG, TIFF or PDF format.
 - **Default** - allows you to go back to the default options.
5. Select the required settings and click on **[Apply]**.
6. Click on **[OK]** to return to the **Xerox Network Scan Manager** screen.
7. Click on **[Close]**.

Scanning Originals and Sending to Your Workstation (Scan to PC)

For USB connected machine

Make sure the printer driver is installed on your workstation using the Software and Documentation CD, refer to *Printer Drivers* on page 35.

This is a basic scanning method for USB connected machine.

1. Make sure that the machine is connected to your computer and powered on.
2. Load originals face up into the document feeder, or place a single original face down on the scanner glass.
3. Press **<Scan>** on the control panel.
4. Press the **Up/Down** arrow buttons to highlight **Local PC** and press **<OK>**.

-
5. The **Scan Destination** screen displays, press the **Up/Down** arrow buttons to highlights the preferred destination and press **<OK>**. Default setting is **My Documents**.
 6. For the following menu, press the **Up/Down** arrow buttons until the setting you want highlights and press **<OK>**.
The following options can be set:
 - **Resolution** - sets the image resolution.
 - **Scan Color** - sets the color mode.
 - **Scan Format** - sets the file format in which the image is to be saved.**NOTE:** Scan Format appears only when you select the Scan destination to be **My Documents**.
 7. If you want to scan from the default setting, press **<Start>**.
 8. Scanning begins.
Scanned image is saved in the computer's **My Documents** folder.

For Network Connected Machine

You can scan an image on the machine using the **Xerox Network Scan Manager** program that is installed in your networked computer.

Make sure the printer driver is installed on your workstation using the software CD, since the printer driver includes the Xerox Network Scan Manager program, refer to *Printer Drivers* on page 35.

1. Make sure that your machine and the computer are connected to a network and Xerox Network Scan Manager is installed on the computer.
2. Load originals face up into the document feeder, or place a single original face down on the scanner glass.
3. Press **<Scan>** on the control panel.
4. Press the **Up/Down** arrow buttons to highlight **Network PC**, press **<OK>**.
NOTE: If you see **Not Available** message, check the port connection.
5. The **Login ID** screen displays, press the **Up/Down** arrow buttons to select your registered computer **ID**, press **<OK>**.
6. Enter the **Password** if necessary, press **<OK>**.
NOTE: **ID** is the same ID as the registered **Computer ID** for **Xerox Network Scan Manager**.
Password is the 4 digit number registered **Password** for **Xerox Network Scan Manager**.
7. The **Scan Destination** screen displays, press the **Up/Down** arrow buttons highlights your preferred folder and press **<OK>**.
Default setting is **My Documents**.
NOTE: To add or delete the folder where the scanned file is saved, add or delete the application program in **Xerox Network Scan Manager > Properties > Set Scan Button**.

8. For the following menu, press the **Up/Down** arrow buttons until the setting you want highlights and press **<OK>**.
The following options can be set:
 - **Resolution** - sets the image resolution.
 - **Scan Color** - sets the color mode.
 - **Scan Format** - sets the file format in which the image is to be saved.

NOTE: **Scan Format** appears only when you selected the Scan destination is set to **My Documents**.
9. If you want to scan from the default setting, press **<Start>**.
10. Scanning begins. Scanned image is saved in the workstation's **My Documents** folder.

7 EMBEDDED FAX

This chapter explains how to set up the Embedded Fax feature of the machine.

The following topics are covered in this chapter:

- *Overview on page 71*
- *Information Checklist on page 71*
- *Enable Embedded Fax from the Machine on page 71*
- *Fax Defaults using Internet Services on page 72*
- *Adjusting Document Settings at the Machine on page 74*
- *Fax Phone Book on page 74*
- *Additional Features on page 75*

Overview

Embedded Fax enables Users to send hard copy documents to another fax machine (or multiple fax machines) via a dedicated phone line connection.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the machine is fully functioning in its existing configuration.
- Ensure that the machine has access to a telephone connection.
- Obtain the telephone number that you will configure as the machine's fax number.
- Verify the Embedded Fax feature installed on your machine.
- Connect your telephone cable(s) to the fax port(s) on the machine.

Enable Embedded Fax from the Machine

1. Press the **<Machine Status>** button.
2. Press the **Up/Down** arrow buttons to highlight **Fax Setup**, press **<OK>**.
3. Press the **Up/Down** arrow buttons to highlight **Enabled**, press **<OK>**.
The **Save** screen will display and return to the **Fax Setup** menu.

Test the Embedded Fax

1. At the Machine, press the **<Fax>** button on the control panel.
2. Enter the number of a nearby fax machine using the alphanumerical keypad.
3. Place your documents in the document handler and press the **<Start>** button.
4. Verify that your documents are received at the other fax machine.

Fax Defaults using Internet Services

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Fax]** link.
6. Click on the **[Fax Default]** link. The **Fax Defaults** page displays.
7. In the **Machine ID & Fax Number** area:
 - a) Enter an ID details in the **[Machine ID]** field.
 - b) Enter fax number in the **[Machine Fax Number]** field.
8. In the **Change Default** area:
 - a) From the **[Resolution]** drop-down menu select one of the following options:
 - **Standard** - this method is best for standard office documents and images.
 - **Fine** - this method produces a better image quality for documents and photographic images.
 - **Superfine** - this method is best for high quality photographic images.
 - b) From the **[Lighten/Darken]** drop-down menu select one of the following options:
 - **Lightest**
 - **Lighten**
 - **Normal** (default)

- **Darken**
 - **Darkest**
- c) Check the **[Auto Report]** checkbox to enable automatic report.
- d) From the **[Secure Receive]** drop-down menu select one of the following options to allow the machine to hold received Embedded Fax in the job queue as 'Secure Receive' fax job. The held faxes shall remain in the queue and will only be released from the queue when the user enters the release password:
- **Off**
 - **On** - this option will require you to enter a 'Secure Receive' password.
 - **Print**
9. In the **Sending** area:
- a) From the **[Redials]** drop-down menu select the amount of times you want the machine to re-dial.
- b) From the **[Redial Term]** drop-down menu select the minutes for the term of each redial.
- c) If your telephone system requires you to enter a prefix in front of fax numbers, enter a prefix dial details in the **[Prefix Dial]** field.
- d) Check the **[ECM Mode]** checkbox to enable Error Correction Mode.
- e) From the **[Fax Send Report]** drop-down menu select one of the send report option.
- **Off**
 - **On** - prints a report when a fax has been sent.
 - **On-Error** - prints a report when an error occurs.
10. In the **Receiving** area:
- a) From the **[Receive Mode]** drop-down menu select the required option for the line:
- **Tel** - receives a fax by picking up the handset.
 - **Fax** - answers an incoming fax call and immediately goes into the fax reception mode.
 - **Ans/Fax** - select when an answering machine is attached to the machine.
- b) From the **[Ring to Answer]** drop-down menu select the number of time the machine should ring before answering.
- c) Check the **[Stamp Receive Name]** checkbox to enable the machine to print a name on the fax.
- d) Check the **[Auto Reduction]** checkbox to automatically reduce large document received to fit on the fax paper size of your machine.
- e) In the **[Discard Size]** field, enter details of the fax size that can be discarded.
- f) Check the **[Toll Save]** checkbox to allow user to send faxes at a low rate period.
- g) If you have selected **Toll Save**, enter the start and end time of the Toll period in the following fields:

- **Toll Save Start Time**
 - **Toll Save End Time**
- h) From the **[Fax Duplex]** drop-down menu select one of the following options for printing on both sides of the page:
- **Off**
 - **Long Edge** - prints on both sides along the long edges of the page.
 - **Short Edge** - prints on both sides along the short edges of the page
11. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
12. Click on **[OK]** when the acknowledgement message displays.

Adjusting Document Settings at the Machine

Before starting a fax, change the following settings according to your original's status to get the best quality.

Resolution

The default document settings produces good results when using typical text-based originals. However, if you send originals that are of poor quality, or contain photographs, you can adjust the resolution to produce a higher quality fax.

1. Press the **<Fax>** button on the control panel.
2. Press the **<Menu>** button on the control panel.
3. Press the **Up/Down** arrow buttons to highlight **Fax Feature** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Resolution** and press **<OK>**.
5. Press the **Up/Down** arrow buttons until the option you want highlights and press **<OK>**.
The following options are available:
 - **Standard** - originals with normal sized characters
 - **Fine** - originals containing small characters or thin lines or originals printed using a dot-matrix printer.
 - **Super Fine** - Originals containing extremely fine detail. **Super Fine** mode is enabled only if the machine with which you are communicating also supports the Super Fine resolution.
 - When your machine is set to **Super Fine** resolution and the fax machine with which you are communicating does not support **Super Fine** resolution, the machine transmits using the highest resolution mode supported by the other fax machine
6. Press the **<Stop>** button to return to ready mode.

Fax Phone Book

Refer to *LDAP Configuration and Address Books* on page 91.

Additional Features

Fax Forward

This option allows incoming or outgoing faxes to be automatically forwarded to an anonymous fax recipient for auditing purposes.

You can choose to forward the following:

- **Sent faxes only**
- **Received faxes only**
- **All**

Procedure

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Services]** link.
6. Click on the **[Fax Forward]** link.
7. Click on the **[General Setup]** link in the directory tree. The **Fax Forward Setup** page displays.
8. In the **Fax Forward Setup** area:
 - a) From the **[Fax Forwarding]** drop-down menu select one of the following options:
 - **Off**
 - **Sent Faxes Only**
 - **Received Faxes Only**
 - **All**
 - b) For **Fax Forward To** select where the forwarded fax is to be sent:
 - **E-mail** - configure **Fax to Email** settings.
 - **Server** - configure **Fax to Server** settings.
 - c) From the **[Default Attachment Type]** drop-down menu select the attachment type:

- **PDF** - Portable Document Format
 - **TIFF** - Tagged Image File Format
- d) From the **Print Local Copy** drop-down menu select either **[On]** or **[Off]** option.
- NOTE:** This feature allows the forwarded fax to be printed at the machine as a local copy.
- e) From the **[Print Confirmation Sheet]** drop-down menu select one of the following options.
- **On-Error** - prints a confirmation report when an error occurs.
 - **Always** - prints a confirmation report when a fax has been forwarded.
 - **Never.**
9. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[Login]**.
10. Click on **[OK]** when the acknowledgement message displays.

Fax to E-mail

This option allows incoming or outgoing faxes to be forwarded to an e-mail recipient. You can choose to forward the following:

- **Sent faxes only**
- **Received faxes only**
- **All**

When forwarding to an e-mail recipient, you can select one of these output formats:

- **Portable Document Format - PDF**
- **Tagged Image File Format - TIFF**

Procedure - Using Internet Services

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Services]** link.
6. Click on the **[Fax Forward]** link.
7. Click on the **[Fax to Email]** link in the directory tree. The **Fax To Email** page displays.
8. In the **Fax To Email** area:
 - a) In the **[Default [From:] Address:]** field enter e-mail address.

- b) In the **[Recipient Address]** field, enter multiple recipient addresses.
9. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's **User Name [admin]** and **Password [1111]**, and click on **[Login]**.
10. Click on **[OK]** when the acknowledgement message displays.

Procedure - At the Machine

Forwarding a sent fax to other destination by an e-mail

1. Press the **<Fax>** button on the control panel.
2. Press the **<Menu>** button on the control panel. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Email** and press **<OK>**.
5. Press the **Up/Down** arrow buttons to highlight **Send Forward** and press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **On** and press **<OK>**.
7. The **Enter From Address** screen displays. Enter your e-mail address using the alphanumerical keypad and press **<OK>**.
8. The **Enter To Address** screen displays. Enter the e-mail address to where faxes are to be sent using the alphanumerical keypad and press **<OK>**.
9. The **Another Address** screen displays.
 - To enter another address, press the **Left/Right** arrow button to highlight **[Yes]** and press **<OK>**. Repeat step 8.
 - If another address is not required, press the **Left/Right** arrow button to highlight **[No]** and press **<OK>**.
10. The **Saved** screen displays and returns to the e-mail menu.
11. Press the **<Stop>** button to return to ready mode.
Subsequent sent faxes will be forwarded to the specified e-mail address or addresses.

Forwarding a received fax to other destination by an e-mail

1. Press the **<Fax>** button on the control panel.
2. Press the **<Menu>** button on the control panel. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Email** and press **<OK>**.
5. Press the **Up/Down** arrow buttons to highlight **Receive Forward** and press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **Forward** and press **<OK>**.
To set the machine to print out a fax when fax forwarding has been completed, select **[Forward & Print]**.
7. The **Enter From Address** screen displays. Enter your e-mail address using the alphanumerical keypad and press **<OK>**.

8. The **Enter To Address** screen displays. Enter the e-mail address to where faxes are to be sent using the alphanumerical keypad and press **<OK>**.
9. The **Another Address** screen displays.
 - To enter another address, press the **Left/Right** arrow button to highlight **[Yes]** and press **<OK>**. Repeat step 8.
 - If another address is not required, press the **Left/Right** arrow button to highlight **[No]** and press **<OK>**.
10. The **Saved** screen displays and returns to the e-mail menu.
11. Press the **<Stop>** button to return to ready mode.
Subsequent received faxes will be forwarded to the specified e-mail address.

Forward to Server

This option allows incoming or outgoing faxes to be forwarded to an server, up to five server can be set.

Procedure - Using Internet Services

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Services]** link.
6. Click on the **[Fax Forward]** link.
7. Click on the **[Fax to Server]** link in the directory tree. The **Fax to Server** page displays.
8. Click on **[Add]**. The **Fax Forward Setup** page displays.
9. In the **Server List Entry** area:
 - a) From the **[Protocol]** drop-down menu, select the protocol type. Select either **[FTP]** or **[SMB]**.
 - b) Enter details of the setup in the **[Alias for the Setup]** field.
10. In the **Server setup** area:
 - a) For **IP Address or Host Name** select either **[IP Address]** or **[Host Name]**.
 - b) Enter the details of the server in the **[Server address and Port]** fields.
11. In the **Login** area:
 - a) For **Login Type**, select one of the following:
 - **Anonymous** - if no authentication is required.
 - **System credentials** - select this option to have the machine authenticate itself using the login details provided.

- b) Enter details in the **[Login Name]** field.
- c) Enter password in the **[Login Password]** field.
- 12. In the **Scan File Details** area, enter details in the **[Scan File Folder]** field.
- 13. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
- 14. Click on **[OK]** when the acknowledgement message displays.
- 15. The **Fax to Server** page displays, click on **[Apply]**.

Procedure - At the Machine

Forwarding a sent fax to other destination server

1. Press the **<Fax>** button on the control panel.
2. Press the **<Menu>** button on the control panel. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Server** and press **<OK>**.
5. Press the **Up/Down** arrow buttons to highlight **Send Forward** and press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **On** and press **<OK>**.
7. Press the **<Stop>** button to return to ready mode.
Subsequent sent faxes will be forwarded to the specified server.

Forwarding a received fax to other destination server

1. Press the **<Fax>** button on the control panel.
2. Press the **<Menu>** button on the control panel. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Server** and press **<OK>**.
5. Press the **Up/Down** arrow buttons to highlight **Receive Forward** and press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **Forward** and press **<OK>**.
To set the machine to print out a fax when fax forwarding has been completed, select **Forward & Print**.
7. Press the **<Stop>** button to return to ready mode.
Subsequent received faxes will be forwarded to the specified server.

Forward to Fax

This option allows incoming or outgoing faxes to be forwarded to another Fax machine.

Procedure - At the Machine

Forwarding a sent fax to another fax machine

1. Press the **<Fax>** button on the control panel.
2. Press the **<Menu>** button on the control panel. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Fax** and press **<OK>**.
5. Press the **Up/Down** arrow buttons to highlight **Send Forward** and press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **On** and press **<OK>**.
7. Enter the destination fax number using alphanumerical keypad and press **<OK>**.
8. Press the **<Stop>** button to return to ready mode.
Subsequent received faxes will be forwarded to the specified server.

Forwarding a received fax to another fax machine

1. Press the **<Fax>** button on the control panel.
2. Press the **<Menu>** button on the control panel. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Fax** and press **<OK>**.
5. Press the **Up/Down** arrow buttons to highlight **Receive Forward** and press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **Forward** and press **<OK>**.
To set the machine to print out a fax when fax forwarding has been completed, select **Forward & Print**. Enter the destination fax number using alphanumerical keypad and press **<OK>**.
7. Enter the destination fax number using alphanumerical keypad and press **<OK>**.
8. The **Start Time** screen displays. Enter the starting time using **Up/Down/Left/Right** arrow buttons or alphanumeric keypad and press **<OK>**.
9. The **End Time** screen displays. Enter the ending time using **Up/Down/Left/Right** arrow buttons or alphanumeric keypad and press **<OK>**.
10. Press the **<Stop>** button to return to ready mode.
Subsequent received faxes will be forwarded to the specified server.

8 PC FAX

You can send a fax from your PC without going to the multi-function printer.

To send a fax from your PC, you need to install the PC-fax software and customize the software setting's.

The following topics are covered in this chapter:

- *Information Checklist on page 81*
- *Installing PC-Fax Software on page 81*
- *Configuring PC Fax on page 82*
- *To send a PC Fax on page 82*

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the machine is fully functioning in its existing configuration.
- The Embedded Fax option must be enabled on the machine.
- The WorkCentre 3550 printer driver must be installed on your Workstation. For full instructions, see *Chapter 4, Printer Drivers on page 35*.

Installing PC-Fax Software

1. To install the PC-Fax, insert the supplied Software and Documentation CD.
2. The CD-ROM will run automatically, and the installation window appears.
3. When the language selection window appears, select the appropriate language and then click **Install Software**. The **Select Installation Type** screen displays.
4. Select **[Custom Installation]** and click on **[Next]**. The **Select Printer Port** screen displays.
5. Make the required selection and click on **[Next]**. The **Connect Device** screen displays.
 - a) Connect the machine to your computer.
 - b) Turn on the power of the machine.
 - c) If **New Hardware Wizard** displays, close it.
 - d) Click on **[Next]**.
6. Click on **[Next]**. The **Select components that you would like to install** screen displays.

7. If not already checked, check the **[PC-Fax]** checkbox and click on **[Next]**.
8. The **Setup Completed** screen displays, click on **Finish**.
PC-Fax is now installed.

Configuring PC Fax

1. From the **Start** menu, select **Programs** or **All Program > your printer driver name > Configure PC Fax**.
2. Enter your name and fax number.
3. Select the address book you will use.
4. Select the multi-function printer you will use by choosing **Local** or **Network**.
5. If you select **[Network]**, click on **[Browse]** and search the multi-function printer you will use.
6. Click on **[OK]**.

To send a PC Fax

1. Open the document you want to send.
2. Select **[Print]** from the **File** menu.
The **Print** window displays. It may look slightly different depending on your application.
3. Select **[Xerox PC-Fax]** from the **Name** drop-down menu. Click on **[Properties]**.
4. The **Fax Options** screen displays.
 - a) Check the **[Use cover page]** checkbox to add a cover page.
 - b) Enter details in the **[To:]** and **[From:]** fields.
 - c) Click on the **[Add]** button to enter the recipient's name and numbers.
 - d) Click on **[Preview]** to view the fax to be sent.
5. Click on **[Send]** to send the fax.
Your PC begins to send the fax data to the multi-function printer which then sends the fax.

9 USB MEMORY DEVICE

This chapter explains how to use a USB memory device, which allow users to store documents on a USB flash drive.

The following topics are covered in this chapter:

- *Overview on page 83*
- *Enable USB Port Settings on page 84*
- *Managing USB Memory on page 84*

Overview

USB memory devices are available with a variety of memory capacities to give you more room for storing documents, presentations, music and videos, high resolution photographs, or whatever other files you want to store or move. You can do the following on your machine using an USB memory device:

- Scan documents and save them on an USB memory device.
- Print data stored on an USB memory device.
- Format the USB memory device.

Your machine supports USB memory devices with FAT16/FAT32 and sector size of 512 bytes. Check your USB memory device's file system from your dealer. You must use only an authorized USB memory device with an A plug type connector.

Use only an USB memory device with metal-shielded connector.

NOTE: For instructions on how to use these features, refer to the **User Guide** delivered with your machine.

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Ensure that the machine is fully functioning in its existing configuration.

Enable USB Port Settings

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press <Enter>.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Interfaces]** link. The **Interfaces** page displays.
6. In the **USB Port Settings** area:
 - a) From the **Front Port** drop-down menu select **[On]** to enable the front usb port.
 - b) From the **Rear Port** drop-down menu select **[On]** to enable the rear usb port.

NOTE: If USB Host Ports are disabled then your service provider will not be able to upgrade machine software.
7. Scroll down the page and click on **[Save Changes]** to save the changes.
8. Click on **[OK]** when the acknowledgement message displays.

Managing USB Memory

You can delete image files stored on a USB memory device one by one or all at once by reformatting the device.

CAUTION: After deleting files or reformatting a USB memory device, files cannot be restored. Therefore, confirm that you no longer need the data before deleting it.

Deleting an Image File

1. Insert a USB memory device into the USB memory port on your machine.
2. Press the **Up/Down** arrow buttons to highlight **Manage Files** and press <OK>.
3. Press the **Up/Down** arrow buttons to highlight **Delete** and press <OK>.
4. Press the **Up/Down** arrow buttons until the folder or file you want highlights and press <OK>.

If you see **+** in the front of a folder name, there are one or more files or folders in the selected folder.

If you selected a file, the display shows the size of the file for about 2 seconds.

If you selected a folder, press the **Up/Down** arrow buttons until the file you want to delete highlights and press <OK>.

5. To delete file, press the **Up/Down** arrow buttons to highlight **Yes** and press **<OK>**.
6. Press **<Stop>** to return to ready mode.

Formatting a USB Memory Device

1. Insert a USB memory device into the USB memory port on your machine.
2. Press the **Up/Down** arrow buttons to highlight **Manage Files** and press **<OK>**.
3. Press the **Up/Down** arrow buttons to highlight **Format** and press **<OK>**.
4. To format USB memory device, press the **Up/Down** arrow buttons to highlight **Yes** and press **<OK>**.
5. Press **<Stop>** to return to ready mode.

Viewing the USB Memory Status

1. Insert a USB memory device into the USB memory port on your machine.
2. Press the **Up/Down** arrow buttons to highlight **Available Space** and press **<OK>**.
The available memory space appears on the display.

CAUTION: Press **<Stop>** to return to ready mode.

10 E-MAIL

This chapter explains how to set up the E-mail feature of the machine.

The following topics are covered in this chapter:

- *Overview on page 87*
- *Information Checklist on page 88*
- *Configure SMTP on page 88*
- *Configure the Feature on page 89*
- *Address Books on page 90*

Overview

The E-mail feature enables a User to scan paper documents into an electronic format and send those documents to one or more e-mail recipients.

Authentication (Service Access Control) can be enabled on the machine to prevent unauthorised access to the network options. If Authentication is enabled a user will be prompted to enter user account details, before they can access the E-mail feature. Authentication prevents a user from sending an anonymous e-mail from the machine.

E-mail Addressing

Recipient addresses can be added using any one of the three methods listed below:

- Enter a recipient address manually at the e-mail keyboard screen. i.e. *name@company.com*.
- Look up a recipient address using LDAP (Lightweight Directory Access Protocol), and/or perform a look up using the Local Address book. LDAP provides access to the global, or corporate address book. *See LDAP Configuration and Address Books on page 91.*
- Enter a recipient using the **.com** key (Smart Key). The Smart Key can be programmed to enter full e-mail address i.e. *name@company.com*, or the Smart Key can be programmed to append a domain address, i.e. *@company.com*. The end user can then enter part of an e-mail address and hit the **.com** key to append the domain address to his entry.

Information Checklist

Before starting, please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the machine is fully functioning on the network prior to enabling E-mail.
- TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed. Ensure that the DNS settings are configured correctly.
- Obtain the address of a functional SMTP (Simple Mail Transfer Protocol) mail server that accepts inbound mail traffic.
- Create an e-mail account which the machine will use as the default "From" address.
- Test the e-mail account by sending an e-mail to the machine's account. This task should be completed at a mail client on your network that supports SMTP and POP3 (Post Office Protocol 3).

Configure SMTP

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Click on the **[SMTP Server]** link, the **SMTP Server** page displays.
7. In the **SMTP Server Setup** area:
 - a) Check the **[Enable]** checkbox to enable **Auto Discover SMTP Server**.
The machine will attempt to discover the SMTP mail server. If it is successful the **Host Name** field will be with the discovered mail server. Go to step 8.
If unsuccessful an error message will display.
8. If an error message displays, in **SMTP Server Setup** area:
 - a) Enter domain name in the **[Domain Name]** field.
 - b) For **IP Address or Host Name** select either **[IP Address]** or **[Host Name]**.
 - c) Enter the server details in the **[SMTP Server and Port]** field. The Port field can have a value from 1 to 65535. The default Port is 25.
 - d) Check the **[SMTP Requires Authentication]** checkbox if your mail server requires the machine to log in.
 - e) Enter details in the **[SMTP Server Login Name]** and **[SMTP Server Password]** fields required for the machine to authenticate at the mail server.
 - f) Enter password in the **[Verify Password]** field.

- g) Enter a value for server connection timeout in the **[SMTP Server Connection Timeout]** field. The range is 30 - 120 seconds, and the default is 30 seconds.
- h) From the **[Maximum Message Size]** drop-down menu, select a value between 1MB - 10MB.

NOTE: Larger scans will be sent as multiple e-mail message, divided at page breaks.

- 9. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
- 10. Click on **[OK]** when the acknowledgement message displays.

Configure the Feature

This feature allows you to configure the default settings for e-mail jobs

- 1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
- 2. Press **<Enter>**.
- 3. Click on the **[Properties]** icon.
- 4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
- 5. Click on the **[E-mail]** link.
- 6. Click on the **[E-mail Setup]** link. The **E-mail Setup** page displays.
- 7. In the **SMTP Client Setup** area:
 - a) Select one of the following e-mail type from the **[Default Original Type]** drop-down menu:
 - **Text**
 - **Photo and Text**
 - **Photo**
 - b) Select one of the following required scanning resolution from the **[Default Scan Resolution]** drop-down menu:
 - **100 dpi**
 - **200 dpi**
 - **300 dpi**
 - c) Select one of the following e-mail attachment format type from the **[Default Attachment Type]** drop-down menu:
 - **PDF**
 - **Multi-Page TIFF**
 - **TIFF**
 - **JPEG**

- d) Select one of the following scan color type from the **[Default Scan Color]** drop-down menu:
 - **Black and White**
 - **Grayscale**
 - **Color**
 - e) For **File Format Setup Prompt** check the **[Always prompt for file format setup before scanning?]** checkbox.
 - f) Enter a valid e-mail address in the **[Default [From:] Address]** field.

NOTE: This recommended when User Authentication is not enabled but required when Guest Access is enabled.
 - g) Select one of the following security option for “To:” **Field Security Options**:
 - **No Restriction**
 - **Restrict Recipients to Address Books**
 - **Restrict to Sender only**
 - h) Check the **[Auto Sent To Self]** checkbox to automatically add the senders [From:] address to the recipient list.
 - i) Enter related information in the **[Default Subject]** field.
 - j) Check the **[Enable default mail text]** checkbox to enable default mail text.
 - k) Enter required text that you want to appear in the body of e-mails sent from the machine in the **[Default Body Text]** field.
 - l) For the **[Smart Key Address #1]** - **[Smart Key Address #6]** fields enter details of default fixed details for each numerical key.
 - m) Select an option from the **[Confirmation Sheet]** drop-down menu:
 - **Off** - this setting will not produce a Confirmation Sheet.
 - **Always** - This setting will produce a Confirmation Sheet that will provide error information and indication that the job has reached the recipient(s).
 - **On Errors Only** - This setting will produce a Confirmation Sheet only when error information is indicated.
8. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
9. Click on **[OK]** when the acknowledgement message displays.

Address Books

Follow the steps in *Chapter 11, LDAP Configuration and Address Books* on page 91.

11 LDAP CONFIGURATION AND ADDRESS BOOKS

This chapter explains how to install and setup Address Books.

The following topics are covered in this chapter:

- *Overview on page 91.*
- *Information Checklist on page 91*
- *LDAP Configuration on page 92*
- *Create a Local Address Book using Internet Services on page 94*
- *Create a Group Address Book using Internet Services on page 96*
- *Create a Group Dial using Internet Services on page 97*

Overview

The machine supports 2 types of address book:

- **Global**
A global address book provided by Lightweight Directory Access Protocol (LDAP) services stored on a remote server.
- **Local**
An address book created from a list of addresses saved in a .CSV file (Comma Separated by Values) format stored locally on the machine.

Both address book types can be configured for use on the machine at the same time.

The Internet Services LDAP page enables you to configure LDAP information.

LDAP is used to access the Corporate Address Book to locate e-mail addresses and other information for use with many of the services.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure your network supports LDAP services.
- Obtain the IP Address or Host Name of your LDAP Server. The machine may also need a login name and password if the LDAP server is not configured to allow Anonymous connection.

- Use an LDAP client to validate your settings before inputting them into the Internet Services menus. LDAP clients include Microsoft Outlook Express, Microsoft Outlook and Lotus Notes and other e-mail clients.
- To use host names, DNS must be configured on the machine.

LDAP Configuration

General Settings

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Click on **[LDAP Directory]** from the directory tree. The **LDAP Directory** page displays.
7. In the **Server Information** area:
 - a) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
 - b) Enter details in the **[IP Address and Port]** or the **[Host Name and Port]** field of the LDAP Server.
 - c) Enter details of a backup LDAP server, if required, in the **[Backup IP Address and Port]** or **[Backup Host Name and Port]** area.
8. Enter the required information in the **[LDAP Access]** field:
 - **Search Directory Root** - allows you to limit the LDAP search by entering the location on the server where the users information is stored.
 - **Login Credentials to Access LDAP Server** - select either **[System]** or **[Authenticated User]** to access the LDAP server.
9. In the **[LDAP Bind]** area:
 - a) for **Bind Method** select either:
 - **Anonymous** - bind method does not require a valid Login and Password to access the LDAP directories to perform look ups.
 - **Simple** - bind method requires a valid Login and Password to access the LDAP directories to perform lookups.
 - b) If **Simple Bind** is selected, enter details in the **[Login Name]**, **[Password]** and **[Retype Password]** fields.
 - c) Check the **[Select to save new password]** checkbox.
 - d) If you selected **Authenticated User** for **Login Credentials to Access LDAP Server**, you can check the **[Enable]** checkbox for **Append base DN**. When enabled the bind will append the **Root to Append** string to the

authenticate users login ID. This should be enabled whenever the Windows Login attribute is UserPrincipalName. A typical Root to Append may look like “@yourcompany.com”.

NOTE: Many Unix/Linux LDAP servers require this attribute to be set and is used frequently when **Login Credentials to Access LDAP Server** is set to **[Authenticated User]**.

10. In the **Secure LDAP Connection** area, check the **[Enable]** checkbox to enable **Secure LDAP via SSL**.
11. In the **Search Criteria** area:
 - a) The **Search Name Order** offers 3 ways to search the address list depending on the name syntax used in your environment. Select one of the following search type:
 - **Surname Given Name** - names are listed by Surname (Last Name) then Given Name (First Name).
 - **Email Address** - names are listed by E-mail address.
 - **Common Name** - names are listed by the Common Name LDAP attribute.

NOTE: **Surname Given Name** is the default.

The **Search Name Order** option will help control the returns by allowing the LDAP query to be on **Common Name** or **Surname**. Lotus Domino will typically require a setting of Surname to allow returns of "lastname, firstname".

- b) For **Maximum Number of Search Results**, enter amount between 0, 5-100. This is the maximum number of addresses that will appear which match the search criteria selected by the user. Set the search results to one less than the server will allow. For example, if the LDAP server limit is 75, set the search results to 74 or less. A zero value will attempt to return all searches.
 - c) For **Search Timeout**, there are two options. You can let the server use its timeout limit by selecting the **[Wait LDAP Server Limit]**, or specify how many seconds the search should last (between 5 and 100). If the search takes longer than the time specified in the **[Wait... seconds]** box the user will be notified that the search failed.
 - d) If the primary LDAP server is connected to additional servers, check the **[LDAP Referrals]** checkbox to have the search include those servers.
12. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
13. Click on **[OK]** when the acknowledgement message displays.

Verify the LDAP Settings

1. Touch the **<E-mail>** button on control panel.
2. The **Enter From Address** screen displays. Enter senders e-mail address using the alphanumerical keypad.
3. Press **<OK>**.

4. The **Enter To Address** screen displays. Press the **<Address Book>** button.
5. Using the **Up/Down** arrow buttons to highlight **Global Email Book**.
6. Using the **Up/Down** arrow buttons, select the required name.
7. Press **<OK>**. The address will display in the recipient list.
8. Place a document in the document handler and press the **<Start>** button.
9. Verify that the recipient receives the scanned document in their e-mail inbox.

Create a Local Address Book using Internet Services

Overview

The Internet Services Local Address Book screen allows you to upload a list of names and e-mail addresses which can be accessed via the Local Address Book at the machine.

The Local Address Book consists of a text file .CSV (Comma Separated Values) format. The majority of word processing or spreadsheet packages will allow you to create a .CSV file. A selection of e-mail applications will also allow you to export a list of Users in the .CSV file format. There are also several conversion packages available on the web.

The E-mail service must be enabled at the machine to access the Local Address Book.

Procedure

1. Open an application that supports .CSV files, for example, Microsoft Excel.
2. Create a list of addresses with the following headings:
 - For **E-mail**: First Name and E-mail Address.
 - For **Fax**: Name and Tel Number or Group Number.
3. For example:
 - a) For E-mail:

First Name	E-mail Address
name1	firstname.lastname@company1.com
name2	firstname.lastname@company2.com
name3	firstname.lastname@company3.com

- b) For Fax:

Index	Name	Tel Number/Group Number
S000	name1	T01234567890
S001	name2	T01231231230

Index	Name	Tel Number/Group Number
S002	name3	T01234123412

4. The order in which entries are displayed in the Local Address Book at the machine will depend on how the entries are sorted in the .CSV file.
5. Save the file as a *.CSV file.
NOTE: It is recommended that you keep a copy of the .CSV file once it is created.
6. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
7. Press <Enter>.
8. Click on the **[Properties]** icon.
9. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
10. Click on the **[Fax]** or **[E-mail]** link.
11. For **Fax**, click on the **[Fax Phone Book]** link or for **E-mail**, click on the **[Local Address Book]**.
12. In the **Local Address Book** or **Fax Phone Book** area, click on the **[Import]** button.
13. In the **Load Address Book** or **Load Phone Book** area, click on **[Browse]**.
14. Highlight your *.CSV file and click on **[Open]** in the **Choose File** window.
15. Click on **[Save Changes]** to save the changes.
16. Click on **[OK]** when the message '**Do you really want to load address book?**' displays.
17. Click on **[OK]**.
If an address book or phone book is already established, you may be warned that duplicate entries exist and the new entries will be ignored.

Add a New Address or Number

For E-mail

1. In the **Local Address Book** area, click on the **[Add]** button.
2. In the **Add E-mail** area:
 - a) From the **[Index]** drop-down menu select the position you want the new addressee to be at.
 - b) Enter the name in the **[User Name]** field.
 - c) Enter the e-mail address of the user in the **[E-mail Address]** field.
3. Click on **[Save Changes]** to save the changes and return to the **Local Address Book** page.

For Fax

1. In the **Fax Phone Book** area, click on the **[Add]** button.
2. In the **Add Speed Dial Phone Number** area:
 - a) From the **[Index]** drop-down menu select the position you want the new addressee to be at.
 - b) Enter the name in the **[Name]** field.
 - c) Enter the fax phone number in the **[Phone Number]** field.
3. Click on **[Save Changes]** to save the changes and return to the **Fax Phone Book** page.

Delete a Address or Number

1. In the **Local Address Book** or **Fax Phone Book** area, check the checkbox for the address you want to delete.
2. Click on the **[Delete]** button.
3. Click on **[OK]** when the 'Do you want to delete selected items?' message.

Export Local Address Book or Fax Phone Book

1. In the **Local Address Book** or **Fax Phone Book** area, click on the **[Export]** button.
2. Click on the **[Save]** button.
3. Enter a filename for the Address Book or Fax Phone Book entries.
4. Click on the **[Save]** button.
5. The Local Address Book or Fax Phone Book will be copied to your computer.

Create a Group Address Book using Internet Services

A list of addresses can be compiled into a Group Address Book.

NOTE: Make sure you have configured a Local Address Book before compiling a Group Address Book.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[E-mail]** link.
6. Click on the **[Group Address Book]** link.
7. In the **Group Address Book** area, click on the **[Add]** button.

8. From the **[Group #]** drop-down menu select the position the group to be at.
9. In the **Add Group** area, enter a name in the **[Group Name]** field.
10. In the **Select Members** area, check individual address checkboxes you want to add to the group.
11. Click on **[Save Changes]** to save the changes and return to the **Group Address Book** page.
If an address book is already established, you may be warned that duplicate entries exist and the new entries will be ignored.

Delete a Address

1. In the **Group Address Book** area, check the checkbox for the group you want to delete.
2. Click on the **[Delete]** button.
3. Click on the **[OK]** button when the **'Do you want to delete selected items?'** message displays.

Create a Group Dial using Internet Services

A list of addresses can be compiled into a Group Dial.

NOTE: Make sure you have configured a Fax Phone Book before compiling a Group Dial.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Fax]** link.
6. Click on the **[Fax Phone Book]** link.
7. In the **Phone Book Setup** area, select **[Group Dial]**.
8. Click on **[Add]**.
9. In the **Add Group Dial Phone Number** area:
 - a) From the **[Index]** drop-down menu select the position the Group Dial to be at.
 - b) Enter a name in the **[Name]** field.
10. In the **Select Members** area, check individual members checkboxes you want to add to the group.
11. Click on **[Save Changes]** to save the changes and return to the **Fax Phone Book** page.
If an address book is already established, you may be warned that duplicate entries exist and the new entries will be ignored.

Delete a Address

1. In the **Fax Phone Book** area, check the checkbox for the group you want to delete.
2. Click on the **[Delete]** button.
3. Click on the **[OK]** button for the **'Do you want to delete selected items?'** message.

Creating a Address Book at the Machine

You can set up Address Book with the fax numbers you use most frequently. Your machine provides you with the following features for setting up Address Book.

Before beginning to store fax numbers, make sure that your machine is in **Fax** mode.

Speed Dial Number

You can store up to 200 frequently-used fax numbers in speed dial numbers.

Registering a Speed Dial Number

1. Press the **<Fax>** button on the control panel.
2. Press the **<Address Book>** button on the control panel.
3. Press the **Up/Down** arrow buttons to highlight **[New & Edit]** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **[Speed Dial]** and press **<OK>**.
5. Enter a speed dial number between 0 and 199 using the alphanumerical keypad and press **<OK>**.
If an entry is already stored in the number you chose, the display shows the message to allow you to change it. To start over with another speed dial number, press the **<Back>** button.
6. Enter the name you want using the alphanumerical keypad and press **<OK>**.
7. Enter the fax number you want using alphanumerical keypad and press **<OK>**.
8. Press **<Stop>** button to return to ready mode.

Editing speed dial numbers

1. Press the **<Fax>** button on the control panel.
2. Press the **<Address Book>** button on the control panel.
3. Press the **Up/Down** arrow buttons to highlight **New & Edit** and press **<OK>**.
4. Press the **Up/Down** arrow to highlight **Speed Dial** and press **<OK>**.
5. Enter the speed dial number you want to edit using the alphanumerical keypad and press **<OK>**.
6. Change the name you want using the alphanumerical keypad and press **<OK>**.
7. Change the fax number you want using alphanumerical keypad and press **<OK>**.
8. Change the name and press **<OK>**.
9. Press **<Stop>** button to return to ready mode.

Using speed dial numbers

When you are prompted to enter a destination number while sending a fax, enter the speed dial number at which you stored the number.

- For a one-digit (0-9) speed dial number, press and hold the corresponding digit button on the number keypad.
- For a two- or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button.

You can also search through memory for an entry by pressing the **<Address Book>** button.

Group dial numbers

If you frequently send the same document to several destinations, you can group these destinations and set them under a group dial number. You can then use a group dial number to send a document to all of the destinations within the group. You can set up to 100 (0 - 99) group dial numbers using the destination's existing speed dial numbers.

Registering a group dial number

1. Press the **<Fax>** button on the control panel.
2. Press the **<Address Book>** button on the control panel.
3. Press the **Up/Down** arrow buttons to highlight **New & Edit** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Group Dial** and press **<OK>**.
5. Enter a group dial number between 0 and 99 using the alphanumerical keypad and press **<OK>**.
If an entry is already stored in the number you choose, the display shows the message to allow you to change it.
6. Enter the name you want using the alphanumerical keypad and press **<OK>**.
7. Enter the first few letters of the speed dial's name you want using the alphanumerical keypad.
8. Press the **Up/Down** arrow buttons until the name and number you want highlights and press **<OK>**.
9. Press **<OK>** when **[Yes]** highlights at the **Add Another?** prompt.
10. Repeat step 7 to 9 to include other speed dial numbers into the group.
11. When you have finished, press the **Left/Right** arrow buttons to select **[No]** at the **Add Another?** prompt and press **<OK>**.
12. Press the **<Stop>** button to return to ready mode.

Editing a group dial number

1. Press the **<Fax>** button on the control panel.
2. Press the **<Address Book>** button on the control panel.
3. Press the **Up/Down** arrow buttons to highlight **New & Edit** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Group Dial** and press **<OK>**.

5. Enter the group dial number you want to edit using the alphanumeric keypad and press **<OK>**.
6. Enter the name you want to edit using the alphanumeric keypad and press **<OK>**.
7. Enter the first few letters using the alphanumeric keypad of the speed dial's name you want to add or delete.
8. Press the **Up/Down** arrow buttons until the name and number you want highlights and press **<OK>**.
If you entered a new speed dial number using the alphanumeric keypad, **Add?** appears.
If you enter a speed dial number stored in the group, **Delete?** appears.
9. Press **<OK>** to add or delete the number.
10. Press **<OK>** when **[Yes]** highlights to add or delete more numbers and repeat steps 7 and 8.
11. When you have finished, press the **Left/Right** arrow buttons to select **[No]** at the **Another Number?** and press **<OK>**.
12. Press **<Stop>** to return to ready mode.

Using group dial numbers

To use a group dial entry, you need to search for it and select it from the memory. When you are prompted to enter a fax number while sending a fax, press **Address Book**. See below.

Searching Address Book for an entry

There are two ways to search for a number in memory. You can either scan from A to Z sequentially, or you can search by entering the first letters of the name associated with the number.

Searching sequentially through the memory

1. Press the **<Fax>** button on the control panel.
2. Press the **<Address Book>** button on the control panel.
3. Press the **Up/Down** arrow buttons to highlight **Search & Dial** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Group Dial** and press **<OK>**.
5. Press the **Up/Down** arrow buttons to highlight **All** and press **<OK>**.
6. Press the **Up/Down** arrow buttons until the name and number you want highlights. You can search upwards or downwards through the entire memory in alphabetical order.

Searching through the memory using Search ID

1. Press the **<Fax>** button on the control panel.
2. Press the **<Address Book>** button on the control panel.
3. Press the **Up/Down** arrow buttons to highlight **Search & Dial** and press **<OK>**.
4. Press the **Up/Down** arrow buttons to highlight **Group Dial** and press **<OK>**.

5. Press the **Up/Down** arrow buttons to highlight **Search ID** and press **<OK>**.
6. Enter the first few letters of the name you want using the alphanumerical keypad.
7. Press the **Up/Down** arrow buttons until the group dial's name and number you want highlights.

Deleting a Address Book for entry

1. Press the **<Fax>** button on the control panel.
2. Press the **<Address Book>** button on the control panel.
3. Press the **Up/Down** arrow buttons to highlight **Delete** and press **<OK>**.
4. Press the **Up/Down** arrow buttons until the deleting option you want highlights and press **<OK>**.
5. Press the **Up/Down** arrow buttons until the searching method you want highlights and press **<OK>**.
6. Select **Search All** to search for an entry by scanning through all entries in **Address Book**.
7. Select **Search ID** to search for an entry by the first few letters of the name.
8. Press the **Up/Down** arrow buttons until the name you want highlights and press **<OK>**.
Or, enter the first letters using the alphanumerical keypad. Press the **Up/Down** arrow until the name you want highlights and press **<OK>**.
9. Press **<OK>** when **[Yes]** highlights to confirm the deletion.
10. Press the **<Stop>** button to return to ready mode.

12 SMART ESOLUTIONS

This chapter explains how to set up the SMart eSolutions of the machine.

The following information is provided in this chapter:

- *Overview on page 103*
- *Information Checklist on page 103*
- *SMart eSolutions on page 104*
- *Meter Assistant™ on page 105*
- *Supplies Assistant™ on page 107*

Overview

SMart eSolutions provides the ability to automatically send data to Xerox to be used for billing (Meter Assistant™) and toner replenishment (Supplies Assistant™).

SMart eSolutions provides the following features:

- **Meter Assistant™** - automatically submits meter reads to Xerox from network machines. This ends the need to collect and report meter read information manually.
- **Supplies Assistant™** - manages toner supplies for network equipment, and also monitor actual usage.

There are three ways to register a machine for SMart eSolutions:

- **Client Direct registration (Default)**
- **SMart eSolutions Windows Client**
- **CentreWare Web.**

For a full description of SMart eSolutions and to download the applications (SMart eSolutions Windows Client or CentreWare Web), refer to www.xerox.com/smartesolutions.

Information Checklist

Before registering machines for Meter Assistant™, please ensure that the following tasks have been performed:

- Ensure the machine is fully functioning on the network.
- TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed. (Device Direct).

- Enable SNMP (SMart eSolutions Client and CentreWare Web). If you want to use SMart eSolutions Windows Client or CentreWare Web, visit www.xerox.com/smartesolutions.

SMart eSolutions

Device Communication Status

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press <Enter>.
3. Click the **[Status]** icon.
4. Click on **[SMart eSolutions]**.
5. The **Device Communication Status** section indicates if your machine is successfully communicating with Xerox. One of the following message will display:
 - **Communication Failure**
 - **Customer Not Enrolled**
 - **Fully Configured & Communicating with Xerox**
6. If there is an error in communication, the section displays '**Communication Failure**', click on the **[Settings]** button. The **SMart eSolutions Setup** page displays.

SMart eSolution Setup - Enrollment

1. In the **Enrollment** area:
 - a) For **SMart eSolutions Enrollment**, there are two options:
 - **Enrolled** — Communication with Xerox is enabled. This is the default state for the printer.
 - **Not Enrolled** — Communication with Xerox is disabled. Select this option to stop communications with Xerox. When you select **[Not Enrolled]** a window appears to confirm that you want to deactivate SMart eSolutions enrollment.

Select **[Enrolled]**, then click on **[Save Changes]** to save the changes.

Machine Serial Number displays the serial number of the printer.
- b) Click on **[OK]** when the acknowledgement message displays.

SMart eSolution Setup - Communication Setup

1. In the **Communications Setup** area:
 - a) For **Daily Transaction Time** specify the start time (hour and minute) when SMart eSolutions communication occurs with Xerox.
 - b) **HTTP Proxy Server** displays one of the following:
 - **Fully Configured**

- **Not Configured**

If **'Not Configured'** is displayed or you want to edit the current configuration, click on **[Configure]** and refer to *Proxy Server on page 105*.

2. To test communication, click on the **[Test Communication Now]** button. **'Please Wait'** will display while the printer tests the communication and displays one of the following:
 - **Test Communication Pass**
 - **Test Communication Fail**
3. Click on **[OK]**.
4. Click on **[Save Changes]** to save the changes.

Proxy Server

NOTE: The **Proxy Server** page displays when you click on the **[Configure]** button for **HTTP Proxy Server** from the **Communications Setup** area.

1. In the **HTTP** area on the **Proxy Server** page:
 - a) To automatically detect HTTP Proxy Server, check the **[Enabled]** checkbox for **Auto Detect Proxy Settings**.

NOTE: Automatically detecting proxy settings may overwrite manual settings. Disable Auto Detect Proxy Settings to ensure use of manual settings. The Auto Detect process will first use the manual settings to access the Internet. If this fails it will then use WPAD to auto detect proxy settings. If WPAD fails it will then try a direct connection.
2. Check the **[Enable]** checkbox for **HTTP Proxy Server** to designate a server.
 - a) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
 - b) Enter details in the **[IP Address and Port]** or **[Host Name and Port]** fields.
 - c) Enter details in the **[Exception List]** field.
3. Click on **[Save Changes]** to save the changes.
4. Click on **[OK]** when the acknowledgement message displays.

Meter Assistant™

The Meter Assistant™ is a component of SMart eSolutions. The **[Meter Assistant™]** tab on the **SMart eSolutions** page provides detailed information, including dates, times, and counts of impressions sent in the last billing meter transmission.

The meter data is recorded in the Xerox service management system. It is used for the invoicing of metered service agreements, and also for evaluating consumable usage against printer performance. The automatic collection of the meter reads will ensure quality and reliability of the data we use to manage your service agreements.

To Enable Meter Assistant™ - Meter E-mail Alerts

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press <Enter>.
3. Click the **[Status]** icon.
4. Click **[SMart eSolutions]**. The **SMart eSolutions** page displays.
5. Click on the **[Meter Assistant]** tab.
6. The **Meter Assistant** area displays the following:
 - **Last communication date**
 - **Billing meter information sent in last transmission**
7. For **Meter E-mail Alerts** one of the following displays:
 - **Not Configured**
 - **Fully Configured**
8. Click on **[Settings]** to configure **Meter E-mail Alerts**.
 - a) The **Alert Notification** page displays. In the **Recipient List** area enter the e-mail address in the following fields to receive E-mail alert notifications:
 - **SysAdmin Email Address**
 - **Key User E-mail Address**
 - **Service E-mail Address**
 - NOTE:** To receive the alert notifications, ensure System Administrator information has been added in the **[Contact Information]** field on the **Support** page.
 - b) In the **Recipient Conditions** area check the specific alert checkbox you want each recipient to receive.
 - c) In the **Alert Notifications** area, for **SMart eSolutions Alert** select the following required alerts:
 - **Billing meter reads reported** - an alert is generated when billing meter readings have taken place. You can set up your machine so that it will automatically offer meter readings when requested by the Xerox Communication Server.
 - **Smart eSolutions enrollment is cancelled** - an alert is generated when the state is changed from "Enrolled" to "Not Enrolled."
 - **Smart eSolutions communication error has occurred** - an alert is generated when there is a communication error.
9. Click on **[Save Changes]** to save the changes.
10. Click on **[OK]** when the acknowledgement message displays.

Supplies Assistant™

Eligible machines will automatically be enabled for the Supplies Assistant™ when the machine is registered with Xerox. The Supplies Assistant™ manages supply order to ensure the right supplies are supplied on the right time.

To set up Supplies Assistant™, go to www.xerox.com/smartesolutions

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press <Enter>.
3. Click the **[Status]** icon.
4. Click **[SMart eSolutions]**. The **SMart eSolutions** page displays.
5. Click on the **[Supplies Assistant]** tab.
6. In the **Supplies Assistant** area, the following informations are displayed:
 - **Last communication date (date and time)**
 - **Supply data information sent in last transmission**

13 SECURITY

This chapter describes how to configure the Security features for the machine.

The following topics are mentioned in this chapter:

- *Security @ Xerox on page 109*
- *Security Settings on page 109*
- *Standard Authentication on page 111*
- *802.1X Authentication on page 120*
- *IP Filtering on page 122*
- *IP Sec on page 124*
- *Machine Digital Certificate Management on page 125*
- *SNMP on page 128*
- *SNMPv3 on page 130*
- *Display Network Settings on page 131*

Security @ Xerox

For the latest information on securely installing, setting up and operating your machine see the Xerox Security Information web site located at www.xerox.com/security.

Security Settings

To prevent unauthorized changes to printer settings, enter a login name and password and/or host list in the Administrator Settings area. After configuring Administrator Settings you can change the Key User Settings and the Feature Authorization Settings (Access Rights).

Administrator Accounts

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.

6. Click on the **[Security Settings]** link in the directory tree. The **Security Settings** page displays.
7. Click on the **[Administrator Accounts]** tab. In the **Administrator Settings** area:
 - a) In the **[Host Access List]** field enter details of the IP addresses of all host machines that Administrator and/or Key User Accounts can use to access and use Internet Services.
Acceptable entries is an individual IP address or a range of IP addresses.
Enter in the IP address or a IP address range by using an asterisk (*) as a wild-card character, for example:
 - 192.246.238.* is used to reference a subnet of host address.
 - 192.246.* is used to reference a wider subnet of host address.
 - 192.* is used to reference the widest subnet of host address
 - b) Enter details in the **[Login Name]** field. The default is 'Admin'.
 - c) Enter details in the **[Password]** field. The default is '1111'.
 - d) Retype the password in the **[Verify Password]** field.
8. In the **Key User Settings** area:
 - a) Enter details in the **[Host Access List]** field.
 - b) Enter details in the **[Login Name]** field. The default is 'KeyUser'.
 - c) Enter details in the **[Password]** field. The default is '1234'.
 - d) Retype the password in the **[Verify Password]** field.
9. Click on **[Save Changes]** to save the changes.
10. Click on **[OK]** when the acknowledgment message displays.

Access Rights

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Click on the **[Security Settings]** link, the **Security Settings** page displays.
7. Click on the **[Access Rights]** tab. In the **WebUI Access Rights** area, check the specific access checkbox for **Key User** and **Any User**. The access options are:
 - **Prompt Any User for Login to WebUI Pages**
 - **Allow Factory Reset and Reboot**
 - **View Properties Page**
 - **Modify (General and Print Emulations section)**
 - **Modify (All)**

- **Access Print Submission Page**
 - **Allow Firmware Downloads**
8. In the **LUI Access Rights** area, check the specific access checkbox for **Key User** and **Any User**. The access options are:
- **Access to LUI Defaults/Setup Menus**
 - **Access to the Network Setup**
 - **Allow Print of Information pages menu**
 - **Access to About this Printer menu**
 - **Access to Scan/Print from USB menu**
 - **Access to Active Jobs menu**
- NOTE:** System Administrator (Admin) has access to all menu.
9. Click on **[Save Changes]** to save the changes.
10. Click on **[OK]** when the acknowledgement message displays.

Standard Authentication

Overview

Administrators can configure the machine so that users must be authenticated and authorized before they can access specific services or areas. When LDAP is configured, the machine can automatically retrieve the authenticated User 's e-mail address.

Open Authentication

When no authentication services are enabled users can access features without restriction. Open Authentication is the default configuration for the machine.

Network Authentication

Authentication is used to verify that a User accessing the machine is a valid User. The User's authentication details are verified either remotely by a network authentication server, locally by an internal database stored in the machine, or by a card reader or authentication solution with the Xerox Secure Access feature.

The Administrator can select one of these environments to provide network authentication:

- **Kerberos (Unix, Linux)**
- **Kerberos (Windows ADS)**
- **SMB (Windows NT 4)**
- **SMB (Windows ADS)**
- **LDAP**

User's are required to enter at least a user name and password based on the authentication environment.

Local Authentication

The System Administrator can set up a list of user accounts that are defined locally on the machine.

Guest Access

The System Administrator can define a passcode which users enter at the machine to gain access. Guest Access can be enabled with Network Authentication.

Foreign Device Interface (FDI)

A third party access and accounting device such a coin-operated or a card reader can be attached to the machine. To enable this option, the Foreign Device Interface kit must be installed. Follow the installation instructions which are supplied with the kit.

Once the FDI kit is installed, the Administrator must enable the FDI at the Control Panel (Local User Interface).

Procedure

1. Press the **<Machine Status>** button on the machines control panel.
2. Press the **Up/Down** arrow buttons to highlight **System Setup** and press **<OK>**.
3. Enter the Administrator Passcode using the alphanumerical keypad. The default is **1111**. Refer to *Administrator Access* on page 9.
4. Press the **<OK>** button, the **System Setup** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **Machine Settings** and press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **FDI Settings** and press **<OK>**.
7. Press the **Up/Down** arrow buttons to highlight **FDI Enable** and press **<OK>**.
8. Press the **Up/Down** arrow buttons to highlight **Enable** and press **<OK>**.
9. Press the **<Stop>** button to return to ready mode.

Authentication and Accounting

Authentication works independently of any accounting access that is enabled on the machine. If an accounting feature requires a user to enter account details, this will be required in addition to the authentication service that has been enabled.

Authentication Type

This menu specifies the method that you will use to authenticate Users. The 2 options are:

- **Require Network Authentication.**
- **Require Local Authentication.**

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the Xerox machine is fully functional on the network. TCP/IP and HTTP protocols must be configured so that Internet Services can be accessed.
- Ensure that the Authentication Server to be used is functional on your network. Refer to your manufacturer's documentation for instructions to complete this task.

There are 3 steps to the Network Authentication set up:

1. Enable Network Authentication or Network Authentication with Guest Access.
2. Configure the machine with the server details that you will use for authentication.
3. For further instructions, go to the relevant page to select the server environment you will be using:
 - Kerberos (Unix, Linux) on *page 113*
 - Kerberos (Windows ADS) on *page 114*
 - SMB (Windows NT 4) on *page 116*
 - SMB (Windows ADS) on *page 115*
 - LDAP (Lightweight Directory Application Protocol) on *page 117*

Configure Network Authentication - Kerberos (Unix/Linux)

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Click on the **[Authentication]** link.
7. Click on the **[Authentication]** link. The **Authentication** page displays.
8. In the **Setup** area, select **[Require Network Authentication]**.
9. To allow guests to access the machine, in the **Guest Access** area check the **[Allow Guest Access]** checkbox and enter the required **[Passcode]** for the guest account.
NOTE: You cannot leave the Passcode blank.
10. In the **General** area, for **Authentication Type** select **[Kerberos (Unix, Linux)]**.
11. Click on the **[OK]** button, if an alert message appears.
12. In the **Required Information** area:
 - a) Enter details in the **[Default Realm]** field.

- b) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
- c) Enter details in the **[IP Address and Port]** or **[Host Name and Port]** fields.
- 13. In the **Additional Information** area:
 - a) Enter details in the **[Backup Realm]** field.
 - b) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
 - c) Enter details in the **[IP Address and Port]** or **[Host Name and Port]** fields.
- 14. If the **[Alternates...]** button is available, enter the details of additional alternate realms the system should use for authentication.
- 15. In the **Logoff Reminder** area, if you want to enable this service, check the **[Always prompt for logoff after each Scan job]** checkbox.
- 16. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
- 17. Click on **[OK]** when the acknowledgement message displays.
- 18. Follow the steps in *Verify that LDAP Authentication is enabled at the machine on page 118* to check that you have setup authentication correctly.

Configure Network Authentication - Kerberos (Windows ADS)

- 1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
- 2. Press **<Enter>**.
- 3. Click on the **[Properties]** icon.
- 4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
- 5. Click on the **[Security]** link.
- 6. Click on the **[Authentication]** link.
- 7. Click on the **[Authentication]** link. The **Authentication** page displays.
- 8. In the **Setup** area, select **[Require Network Authentication]**.
- 9. To allow guests to access the machine, in the **Guest Access** area check the **[Allow Guest Access]** checkbox and enter the required **[Passcode]** for the guest account.
NOTE: You cannot leave the Passcode blank.
- 10. In the **General** area, for **Authentication Type** select **[Kerberos (Windows ADS)]**.
- 11. Click on the **[OK]** button, if an alert message appears.
- 12. In the **Required Information** area:
 - a) Enter details in the **[Default Realm]** field.
 - b) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
 - c) Enter details in the **[IP Address and Port]** or **[Host Name and Port]** fields.

13. In the **Additional Information** area:
 - a) Enter details in the **[Backup Realm]** field.
 - b) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
 - c) Enter details in the **[IP Address and Port]** or **[Host Name and Port]** fields.
14. If the **[Alternates...]** button is available, enter the details of additional alternate realms the system should use for authentication.
15. In the **Logoff Reminder** area, if you want to enable this service, check the **[Always prompt for logoff after each Scan job]** checkbox.
16. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
17. Click on **[OK]** when the acknowledgement message displays.
18. Follow the steps in *Verify that LDAP Authentication is enabled at the machine on page 118* to check that you have setup authentication correctly.

Configure Network Authentication - SMB (Windows NT 4)

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Click on the **[Authentication]** link.
7. Click on the **[Authentication]** link. The **Authentication** page displays.
8. In the **Setup** area, select **[Require Network Authentication]**.
9. To allow guests to access the machine, in the **Guest Access** area check the **[Allow Guest Access]** checkbox and enter the required **[Passcode]** for the guest account.
NOTE: You cannot leave the Passcode blank.
10. In the **General** area, for **Authentication Type** select **[SMB (Windows NT 4)]**.
11. Click on the **[OK]** button, if an alert message appears.
12. In the **Required Information** area:
 - a) Enter details in the **[Default Domain]** field.**NOTE:** If the Primary Domain Controller to which the users are to be authenticated resides on a different subnet from the machine, select the **Optional Information** checkbox and enter the IP address or Host Name of the Primary Domain Controller. This is done because the SMB broadcast cannot get through a router unless the router is configured to allow it. Entering the IP address or Host Name will allow the authentication request through the router.

- b) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
- c) Enter details in the **[IP Address and Port]** or **[Host Name and Port]** fields.
- 13. In the **Additional Information** area:
 - a) Enter details in the **[Backup Domain]** field.
 - b) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
 - c) Enter details in the **[IP Address and Port]** or **[Host Name and Port]** fields.
- 14. Select the **[Always prompt for logoff after each Scan job]** option, in the **Logoff Reminder** area, if you want to enable this feature.
- 15. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
- 16. Click on **[OK]** when the acknowledgement message displays.
- 17. Follow the steps in *Verify that LDAP Authentication is enabled at the machine on page 118* to check that you have setup authentication correctly.

Configure Network Authentication - SMB (Windows ADS)

- 1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
- 2. Press **<Enter>**.
- 3. Click on the **[Properties]** icon.
- 4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
- 5. Click on the **[Security]** link.
- 6. Click on the **[Authentication]** link.
- 7. Click on the **[Authentication]** link. The **Authentication** page displays.
- 8. In the **Setup** area, select **[Require Network Authentication]**.
- 9. To allow guests to access the machine, in the **Guest Access** area check the **[Allow Guest Access]** checkbox and enter the required **[Passcode]** for the guest account.

NOTE: You cannot leave the Passcode blank.

- 10. In the **General** area, for **Authentication Type** select **[SMB (Windows ADS)]**.
- 11. Click on the **[OK]** button, if an alert message appears.
- 12. In the **Required Information** area:

- a) Enter details in the **[Default Domain]** field.

NOTE: If the Primary Domain Controller to which the users are to be authenticated resides on a different subnet from the machine, select the **Optional Information** checkbox and enter the IP address or Host Name of the Primary Domain Controller. This is done because the SMB broadcast cannot get through a router unless the router is configured to allow it. Entering the IP address or Host Name will allow the authentication request through the router.

- b) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
- c) Enter details in the **[IP Address and Port]** or **[Host Name and Port]** fields.
- 13. In the **Additional Information** area:
 - a) Enter details in the **[Backup Domain]** field.
 - b) For **Name or IP Address** select either **[IP Address]** or **[Host Name]**.
 - c) Enter details in the **[IP Address and Port]** or **[Host Name and Port]** fields.
- 14. Select the **[Always prompt for logoff after each Scan job]** option, in the **Logoff Reminder** area, if you want to enable this feature.
- 15. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
- 16. Click on **[OK]** when the acknowledgement message displays.
- 17. Follow the steps in *Verify that LDAP Authentication is enabled at the machine* on page 118 to check that you have setup authentication correctly.

Configure Network Authentication - LDAP

Authentication for LDAP requires the LDAP server information to be configured on the machine. For instructions, see *Chapter 11, Create a Local Address Book using Internet Services* on page 94.

Procedure

- 1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
- 2. Press **<Enter>**.
- 3. Click on the **[Properties]** icon.
- 4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
- 5. Click on the **[Security]** link.
- 6. Click on the **[Authentication]** link.
- 7. Click on the **[Authentication]** link.
- 8. In the **Setup** area, select **[Require Network Authentication]**.
- 9. To allow guests to access the machine, in the **Guest Access** area check the **[Allow Guest Access]** checkbox and enter the required **[Passcode]** for the guest account.
NOTE: You cannot leave the Passcode blank.
- 10. In the **General** area, for **Authentication Type** select **[LDAP]**.
- 11. Select the **[Always prompt for logoff after each Scan job]** option, in the **Logoff Reminder** area, if you want to enable this service.

12. Click on the **[Apply]** button to accept the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
13. Click on **[OK]** when the acknowledgement message displays.

Verify that LDAP Authentication is enabled at the machine

1. Press the **<E-mail>** button.
2. You will be prompted to enter your username and password. Enter a password using the alphanumerical keypad that is valid on the Authentication Server.
3. Press **<OK>**. The E-mail feature should become accessible.

Configure Local Authentication

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

1. Ensure that the machine is fully functional on the network.
2. Ensure that the TCP/IP and HTTP protocols are configured on the machine and fully functional. This is required to access Internet Services to configure Network Authentication. The Internet Services function is accessed through the embedded HTTP server on the machine and allows System Administrators to configure Authentication settings by using an Internet browser.

Procedure

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Click on the **[Authentication]** link.
7. Click on the **[Authentication]** link. The **Authentication** page displays.
8. In the **Setup** area select the **[Require Local Authentication]** option.
9. Scroll down the page and click on **[Always prompt for logoff after each Scan job]**, in the **Logoff Reminder** area, if you want to enable this service.
10. Click on **[Save Changes]** to save the changes.
11. Click on **[OK]** when the acknowledgement message displays.

Create User Accounts

1. Within the Authentication menu on the left hand side of the Internet Services screen, click on the **[Local Auth Users]** link in the directory tree. The **Local Authentication** page displays.
2. In the **Local Authentication Users** area, click on **[Add New]** to create a new user account. The **Add Local Authentication User** page displays.
3. In the **Add Local Authentication Users** area:
 - a) From the **[No.]** drop-down menu, select the number of the allocation. Up to 50 users can be added.
 - b) Enter a name to identify the User in the **[User Name]** field.
 - c) Enter the login name for the User in the **[User Login Name]** field.
 - d) Enter the password for the User in the **[Password]** field.
 - e) Re-type the password in the **[Retype Password]** field.
 - f) Enter the user's e-mail address in the **[E-mail Address]** field.
4. Click on **[Save Changes]** to add the new User and return to the **Local Authentication** page.
5. You can export the list of User accounts to your computer and then open and make changes to the file in an application that supports comma separated values .CSV files, for example Microsoft Excel:
 - a) Click on the **[Export to File]** button within the **User Accounts** area.
 - b) Select a location on your computer where you want to save the list. It is recommended that you save the user account list in case of a problem with the machine.
 - c) Click on **[Save]**.
 - d) Open the **[.csv]** file to edit the list of user accounts. Up to 50 user accounts can be created.
6. To upload the amended list back to the machine:
 - a) Click on the **[Import from File]** button within the **User Accounts** area.
 - b) In the **Local Authentication Users** area, click on **[Browse]**. Browse to the location of the file and click on **[Open]**.
 - c) Click on **[Save Changes]** to save the changes. The list will populate in the **Local Authentication Users** area.

To Edit User Information

1. In the **Local Authentication Users** area, click on the **[Edit]** link for the user you want to edit. The **Edit Local Authentication User** page displays.
2. In the **Edit Local Authentication User** area change the relevant details and click on **[Save Changes]** to save the changes and return to the **Local Authentication** page.

To Remove User

1. In the **Local Authentication Users** area, click on the **[Remove]** link for the user you want to remove from the list.
2. Click on **[OK]** when the message 'Are you sure you want to remove this user?' displays.

Verify that Local Authentication is enabled at the machine:

1. Press the **<E-mail>** button.
2. Enter a local user account and password.
3. Press **<OK>**.

802.1X Authentication

This is the procedure to follow to install and setup 802.1X Authentication:

- *Overview on page 120*
- *Information Checklist on page 120*
- *Enable 802.1X on page 121*

Overview

The Xerox machine supports IEEE 802.1X Authentication via Extensible Authentication Protocol (EAP). IEEE 802.1X ensures all machines on the network are authenticated and authorized to use the network. 802.1X can be enabled for machines connected through wired Ethernet networks.

The Administrator can configure the machine to use one EAP type. EAP types supported on the Xerox machine are:

- **EAP-MD5**
- **PEAP**
- **EAP-MSCHAPv2**
- **EAP-TLS**

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- 802.1X authentication must be supported on the network where Xerox machines are connected.
- Ensure that your 802.1X Authentication Server and authentication switch are available on the network.

- Create a Username and Password on your Authentication Server which will be used to authenticate the machine.

NOTE: Write down the Username and Password and keep in a safe place.

Enable 802.1X

1. Press the **<Machine Status>** button on the machines control panel.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings** and press **<OK>**.
3. Enter the Administrator Passcode using the alphanumerical keypad. The default is **1111**. Refer to *Administrator Access* on page 9.
4. Press the **<OK>** button, the **Network Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **802.1x** and press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **On**, press **<OK>**.
7. Press the **Up/Down** arrow buttons to highlight one of the following **Authentication Method**:
 - **EAP/TLS**
 - **EAP-MSCHAPv2**
 - **PEAP**
 - **EAP-MD**
8. Press **<OK>**.
9. Enter **User Name** using the alphanumerical keypad and press **<OK>**.
10. Enter **Passcode** using the alphanumerical keypad and press **<OK>**.
11. The screen will display **Saved** and the machine will reboot.

Enable 802.1X using Internet Service

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Select **[802.1X]** in the directory tree. The **802.1x Configuration** page displays.
7. In the **802.1x** area:
 - a) For **802.1x**, check the **[Enable]** checkbox to enable.
 - b) From the **[Authentication Method]** drop-down menu select one of the following methods:
 - **EAP-MD5**

- PEAP
 - EAP-MSCHAPv2
 - EAP-TLS
8. In the **Credentials** area, enter details in the **[Username]** and **[Password]** fields.
 9. If you select **[EAP-TLS]** from the **Authentication Method** drop-down menu you upload a Root Certificate and Client Certificate. In the **Root Certificate Setup** area:
 - a) For **Upload Root Certificate** click on the **[Browse]** button.
 - b) Select the Root Certificate file (*.cer) and click on **[Open]**.
 - c) Click on **[Download]** to download the Root Certificate.

NOTE: Root certificate that can be installed on print server. The Root certificate must be in the form of Base64 Encoded X.509 with .cer extension and be less than 3072 bytes.
 10. In the **Client Certificate Setup** area:
 - a) For **Upload Client Certificate** click on the **[Browse]** button.
 - b) Select the Client Certificate file (*.pfx) and click on **[Open]**.
 - c) Click on **[Download]** to download the Client Certificate.

NOTE: Client certificate that can be installed on print server must be in the form of PKCS #12 with .pfx (Personal Information Exchange) extension and be less than 3072 bytes.
 11. Click on the **[Apply]** button to accept the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
 12. Click on **[OK]** when the acknowledgement message displays.

IP Filtering

Overview

The IP Filtering is a security feature that allows you to control access to Internet Services. IP Filtering allows you to prevent unauthorized access by TCP/IP (Transmission Control Protocol/Internet Protocol).

The IP Filtering feature provides security to the machine, by allowing you to register the IP addresses permitted to communicate with the machine.

Enable IP Filtering

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.

4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Select **[IP Filtering]** in the directory tree. The **IP Filtering** page displays.

For IPv4 Filtering

7. Check the **[IPv4 Filtering Enabled]** checkbox.
8. Enter the permissible **IP Address(es)** access to the machine in the following IP Address table.
Enter in the IP address or a IP address range by using an asterisk (*) as a wild-card character, for example:
 - 192.246.238.* is used to reference a subnet of host address.
 - 192.246.* is used to reference a wider subnet of host address.
 - 192.* is used to reference the widest subnet of host address
9. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
10. Click on **[OK]** when the acknowledgement message displays.

For IPv6 Filtering

11. Checkmark the **[IPv6 Filtering Enabled]** box.
12. Enter the permissible **IP Address(es)** access to the machine in the following IP Address table.
Enter the IPv6 address in form of CIDR convention. Prefix indicates the number of leftmost bits to be referenced.
For example:
 - 2001:DB8:1234:215:215:99FF:FE04:D345 / 128 is used to reference a complete address.
 - 2001:DB8:1234:215:215:99FF:FE04:D345 / 64 is used to reference prefix address consisted of leftmost 64 bits only.
 - 2001:DB8:1234:215:215:99FF:: / 80 is used to reference prefix address consisted of leftmost 80 bits only.
13. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
14. Click on **[OK]** when the acknowledgement message displays.

NOTE: These settings are used to prevent TCP printing (Raw TCP/IP Printing, LPR and Xerox Printing Protocol) from unauthorized users.

IP Sec

IP Sec (IP Security) is comprised of the IP Authentication Header and IP Encapsulating Security Payload protocols, that secure IP communications at the network layer of the protocol stack, using both authentication and data encryption techniques. The ability to send IP Sec encrypted data to the printer is provided by the use of a public cryptographic key, following a network negotiating session between the initiator (client workstation) and the responder (printer or server). To send encrypted data to the printer, the workstation and the printer have to establish a Security Association with each other by verifying a matching password (shared secret) to each other. If this authentication is successful, a session public key will be used to send IP Sec encrypted data over the TCP/IP network to the printer. Providing additional security in the negotiating process, SSL (Secure Sockets Layer protocols) are used to assure the identities of the communicating parties with digital signatures (individualized checksums verifying data integrity), precluding password guessing by network sniffers.

Enable IP Sec

This procedure requires that you have a Shared Secret available.

IP Sec cannot be enabled until SSL (Secure Sockets Layer) is enabled on the machine.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Select the **[IP Sec]** in the directory tree. The **IP Sec** page displays.
7. In the **Configure IP Sec** area:
 - a) Before enabling the Protocol, the **Shared Secret** must be created.
 - b) For **Protocol** check the **[Enabled]** checkbox to enable the protocol.
8. In the **Shared Secret Setup** area, enter the details in the **[Shared Secret]** and **[Verify Shared Secret]** fields.
9. Check the **[Select to save new Shared Secret]** checkbox.
10. Click on **[Saved Changes]** to save settings.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
11. Click on **[OK]** when the acknowledgement message displays.

Machine Digital Certificate Management

The following topics are covered in this section:

- *Overview on page 125*
- *Information Checklist on page 125*
- *Access the Machine Digital Certificate Management Screen on page 126*
- *Create a Self Signed Certificate on page 126*
- *Create a Request for a Certificate signed by a Trusted Certificate Authority on page 127*
- *Enable Secure HTTP (SSL) on page 128*

Overview

The machine can be configured for secure access with the SSL (Secure Socket Layer) protocol via Digital Certificates. SSL enables secure access to the machine.

SSL requests include:

- Administration of the machine via Internet Services.
- Printing via Internet Services.
- Network Accounting configuration.

To enable SSL on a machine, it needs to have its own digital certificate. When clients make a request to the machine, it exports the certificate to provide an encrypted channel.

There are 2 options available to obtain a server certificate for the machine:

- Have the machine create a Self Signed Certificate
- Create a request to have a Certificate Authority sign a certificate that can be uploaded to the machine.

A self-signed certificate means that the machine signs its own certificate as trusted and creates the public key for the certificate to be used in SSL encryption.

A certificate from a Certificate Authority or a server functioning as a Certificate Authority (for example Windows 2000 running Certificate Services) can be uploaded to the machine.

NOTE: A separate request is required for each Xerox machine.

Information Checklist

Ensure that the machine is configured with the following items:

- An IP Address or Host Name must be configured on the machine.
- DNS must be enabled and configured on the machine.

NOTE: This is used to set the start time for self signed certificates.

Access the Machine Digital Certificate Management Screen

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press <Enter>.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Click on the **[Machine Digital Certificate]** link. The **Machine Digital Certificate Management** page displays.
7. Click on **[Create New Certificate]**.

You have the option to create a Self-signed Certificate for the machine, or download a request for a certificate to be signed by a Certificate Authority.

Create a Self Signed Certificate

1. In the **Create New Certificate** area select **[Self Signed Certificate]**.
2. Click on **[Continue]**.
3. In the **Self Signed Certificate** area:
 - a) In the **[2 Letter Country Code]** field enter the *Country Code* that represents the country in which the machine is located. The country code must be entered as a two-character ISO 3166 country code.
 - b) If required, enter details in the following fields:
 - **State/Province Name**
 - **Locality Name**
 - **Organization Name**
 - **Organization Unit**

Information entered for these options should describe the machine as per the X500 directory scheme but can be any value which is meaningful to the customer to identify the machine.

NOTE: The Common Name is taken from the machine's IP Address/Host Name and Domain Name.

- c) Enter the **[E-mail Address]** of the Administrator who is responsible for the secure management of the machine.
- d) In the **[Days of Validity]** box, enter the number of days that the certificate should be valid. Once the specified time is reached, the certificate will expire.

NOTE: The start time is based on the current machine system time so it is important that the time is set correctly on the machine.

4. Click on the **[Apply]** button to accept the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. If successful, the **Current Status** area will display the message, "**A Self Signed Certificate is established on this machine.**"
6. Follow the steps in *Enable Secure HTTP (SSL)* on page 128.

Create a Request for a Certificate signed by a Trusted Certificate Authority

1. In the **Create New Certificate** area, select **[Certificate Signing Request]**.
2. Click on **[Continue]**.
3. In the **Certificate Signing Request** area:
 - a) In the **[2 Letter Country Code]** field enter the country code that represents the country in which the machine is located. The country code must be entered as a two-character ISO 3166 country code.
 - b) If required, enter details in the following fields:
 - **State/Province Name**
 - **Locality Name**
 - **Organization Name**
 - **Organization Unit**

Information entered for these options should describe the machine as per the X500 directory scheme but can be any value which is meaningful to the customer to identify the machine.

NOTE: The **Common Name** is taken from the machine IP Address/Host Name and Domain Name.
4. Enter the **[E-mail Address]** of the Administrator who is responsible for the secure management of the machine.
5. Click on the **[Apply]** button to accept the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
6. The **Certificate Signing Request (CSR)** form will appear. In the **Certificate Signing Request (CSR)** area:
 - a) Click on the **[Save As...]** button.
 - b) In the **Save As** area, select either **[X.509]** or **[DER]**.
 - c) Click on **[Save]**.
7. Click on **[Save]** and save the file to your computer. The file is saved as a simple text file, named **csr.pem** (Privacy Enhanced Mail).
8. Send the file to your Certificate Authority for digital signing.
9. When you receive the signed certificate back from the Certificate Authority, upload the certificate to the machine:

- a) Return to the **Machine Digital Certificate Management** screen in the Internet Services Security menu.
- b) Click on **[Upload Signed Certificate]**.
- c) In the **Upload Machine Digital Certificate** area click on **[Browse]**.
- d) Browse to the signed certificate file on your PC and click on the **[Open]** button.
- e) Click on the **[Upload Certificate]** button.
- f) If successful, the Current Status will display the message “**A Signed Certificate is established on this machine.**”

NOTE: For the upload to be successful, the signed certificate must match the CSR created by the machine and must be in a format that the machine supports.

Enable Secure HTTP (SSL)

Once the machine has a machine Server Certificate, you can enable secure HTTP.

1. Click on the **[Protocols]** link.
2. Click on the **[HTTP]** link. The **HTTP** page displays.
3. In the **HTTP Settings** area:
 - a) For **Protocol** check the **[Enable]** checkbox to enable the protocol.
 - b) Enter the amount of time in seconds (1 - 60) in the **[Keep Alive Timeout]** field.
 - c) Enter details of the maximum connection in the **[Maximum Connection]** field.
4. Enter the HTTP **[Port Number]** if required. The default is 80.
5. Select the **[Require SSL]** option in the **[HTTP Security Mode]** drop-down menu.
6. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
7. Close your web browser and then access the Internet Services screen again. The Security warning will display. Self-signed certificates causes browsers to display messages which question the trust of the certificate. Click on the **[OK]** button to continue.

SNMP

SNMP (Simple Network Management Protocol) settings can be configured via Internet Services.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.

5. Click on the **[Protocols]** link.
6. Click on the **[SNMP]** link. The **SNMP** page displays.
7. In the **SNMP Properties** area:
 - a) For **Protocol** check the **[Enable]** checkbox to enable the protocol.
 - b) For **Edit SNMP Properties** click on the **[Edit]** button to edit the SNMP Protocol.
 - c) In the **Community Names** area, enter details in the following fields:
 - **GET Community Name** and **Verify Get Community Name**.
 - **SET Community Name** and **Verify Set Community Name**.

NOTE: Changes made to the GET or SET community names for this machine will require corresponding GET or SET community name changes for each application which uses the SNMP protocol to communicate with this machine (e.g. Xerox CentreWare Web, any 3rd party network management applications, etc).
 - d) In the **Default TRAP Community Name** area, enter a name for the default details in the **[TRAP Community Name]**. The default is **SNMP_trap**. The Default TRAP community name is used to specify the default community name for all traps generated by this machine. A trap is a notification of an event.
 - e) Enter the details in the **[Verify TRAP Community Name]** field.
 - f) Click on **[Save Changes]** to save the changes.
 - g) Click on **[OK]** when the acknowledgement message displays.
 - h) Click on **[Return]**.
8. For **Authentication Failure Generic Traps** check the **[Enable]** checkbox to enable the option.
When the **Authentication Failure Generic Traps** is enabled, the machine will generate a trap for every SNMP request that is received by the machine which contains an invalid community name.
9. Click on **[Save Changes]** to save the changes or click on **[Discard Changes]** to return the settings to their previous values and return to the SNMP Properties screen.

Trap Destination Addresses

You can specify Trap Destination Addresses.

1. From the **SNMP** page, in the **Trap Destination Addresses** area click **[Add IP Address]**.
2. In the **IP Trap Destination Address** area, enter details in the **[IP Address]** and **[Port Number]** fields.
3. In the **Traps** area, enter the name in the **[TRAP Community Name]** field.
4. For **Traps to be received** checkmark to select the following Traps:
 - **Printer Traps.**
 - **Cold Start Generic Traps.**
 - **Warm Start Generic Traps.**
 - **Authentic Failure Generic Traps.**

NOTE: When **Authentication Failure Generic Trap** is enabled, the machine will generate a trap for every SNMP request that is received by the machine which contains an invalid community name.

5. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
6. Click on **[Save Changes]** to save the changes.
7. Click on **[OK]** when the acknowledgement message displays.

To Edit Trap Destination Address

1. From the **SNMP** page, in the **Trap Destination Addresses** area select the address you want to edit.
2. Click on **[Edit]**.
3. Change the required options and click on **[Save Changes]** to save the changes.

To Delete Trap Destination Address

1. From the **SNMP** page, in the **Trap Destination Addresses** area select the address you want to delete.
2. Click on **[Delete]**.
3. Click on **[OK]**.

SNMPv3

SNMPv3 can be enabled to create an encrypted channel for secure machine management.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Protocols]** link.
6. Click on the **[SNMPv3]** link. The **SNMPv3** page displays.
7. In the **Setup** area:
 - a) For **Protocol** check the **[Enable]** checkbox to enable the option.
 - b) Enter details in the **[User Name]** field.
 - c) Enter a password in the **[Authentication Password]** field.
 - d) Enter the password again in the **[Verify Password]** field.
 - e) Check the **[Select to save new password]** checkbox.

- f) For **Algorithm**, select either **[MD5]** or **[SHA]**.
 - g) Enter a password in the **[Privacy Password]** field.
 - h) Enter the password in the **[Verify Password]** field.
 - i) Check the **[Select to save new password]** checkbox.
 8. Click on **[Save Changes]** to save the changes.
If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
 9. Click on **[OK]** when the acknowledgement message displays.
- NOTE:** Enabling SNMPv3 will automatically disable SNMPv1/v2C for security purposes.

Display Network Settings

This features allows you to set if you want the network information to display on the machine's display at the top level.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Security]** link.
6. Click on the **[Display Network Settings]** in the directory tree. The **Display Network Settings** page displays.
7. In the **Options** area, select one of the following option:
 - **Hide Network Information**
 - **Show IPV4 Address**
 - **Show HostName**
8. Click on **[Save Changes]** to save the changes.
9. Click on **[OK]** when the acknowledgement message displays.

14 CENTREWARE INTERNET SERVICES (INTERNET SERVICES)

This chapter explains how to enable and use the CentreWare Internet Services (Internet Services) feature of the machine.

The following topics are covered in this chapter:

- *Overview on page 133*
- *Information Checklist on page 133*
- *Enable HTTP Using the LUI on page 134*
- *Access Internet Services on page 134*
- *General Status on page 134*
- *Supplies on page 135*
- *Active Jobs on page 136*
- *Print on page 136*
- *Properties on page 137*
- *Support on page 145*

Overview

Internet Services uses the embedded HTTP Server on the machine. This allows you to communicate with the machine through a web browser and gives you access to the Internet or Intranet.

Entering the IP Address of the machine in the URL (Universal Resource Locator) field of the browser provides direct access to the machine.

Internet Services not only allows you to change basic settings, but also allows you to change more specialised settings for the machine.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- The machine should be physically connected to the network with TCP/IP enabled so that Internet Services can be accessed from a web browser.
- An existing operational workstation with TCP/IP Internet or Intranet accessibility is required.

- HTTP (Hyper Text Transfer Protocol) should be enabled on the machine. HTTP is enabled by default. If you need to enable HTTP, see *Enable HTTP Using the LUI* on page 134.

Enable HTTP Using the LUI

Hyper Text Transfer Protocol (HTTP) must be enabled on the machine in order to access the embedded web pages.

Hyper text transfer protocol, **HTTP** is a protocol (utilizing TCP) to transfer hypertext requests and information between clients and servers.

1. Press the **<Machine Status>** button on the control panel.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings**, press **<OK>**.
3. If required, enter the Admin or KeyUser Passcode using the alphanumerical keypad. The default is **1111**. Refer to *Administrator Access* on page 9.
4. Press the **<OK>** button, the **Network Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **Network Services**, press **<OK>**.
6. Press the **Up/Down** arrow buttons to highlight **HTTP**, press **<OK>**.
7. Press the **Up/Down** arrow buttons to highlight **On**, press **<OK>**.
The **Save** screen will display and return to the **Network Settings** menu.

Access Internet Services

Use these instructions to access Internet Services; the embedded web pages resident in the machine.

1. Open the web browser from your Workstation.
2. In the URL field, enter **http://** followed by the IP Address of the machine. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: **192.168.100.100**.
3. Press **<Enter>** to view the **Home page**.
4. Click a icon to access the desired page, or click on the **Index** icon at the top of the machine web page to access the index and contents list.

General Status

The **General** page allows you to view the Name, IP Address, DNS Address, Contact and Location details of the machine. It also displays information on Paper Tray(s), Page Count and Polling Interval.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Status]** icon. The **General Status** page displays.

-
- On the left side of the page the following information is displayed:

- **Local UI Mimic**
- **Name**
- **DNS Address**
- **IP Address**
- **Contact**
- **Location**

NOTE: All information presented on the Local UI display is also presented in CWIS. This includes e-mail addresses, phone numbers and passwords as they are being entered. If this presents a security concern, Xerox recommends enabling the IP Filtering security feature in order to control remote access to the machine. Refer to *IP Filtering in the Security chapter on page 122*.

- In the **Paper Tray(s)** area, information for the paper trays are displayed, including the Impressions details and the level of paper in the trays.
 - The **Page Count** area displays the Total Impressions.
 - The **Polling Interval** area displays the **CentreWare IS Status Refresh Delay** time set.
4. If you want to change the Internet Services refresh time in the **Polling Interval** area:
 - a) From the **[CentreWare IS Status Refresh Delay]** drop-down menu select the required refresh time in seconds.
 - b) Click on **[Change Refresh Behaviour]**.
 - c) Click on **[OK]** when the acknowledgement message displays.

Supplies

The Consumables page allows you to view the status of the Customer Replaceable Unit (CRU) within the machine.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Status]** icon. The **General Status** page displays.
4. Click on the **[Supplies]** link. The **Supplies Status** page displays.
5. In the **Consumable Life** area the following information is displayed:
 - **Replaceable Unit**
 - **Level**

For each replaceable unit, the **Level** information displays '**% Remaining**'. This describes the current supply level as a percentage.

Active Jobs

The Active Jobs page displays information about the active job list on the machine.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Jobs]** icon. The **Active Jobs** page displays.
4. Click on the **[Refresh]** button to update the information in the table.

The following information is shown:

- **Job Name** - the title of the print job.
 - **Owner** - the person submitting the job.
 - **Status** - the current status of the job.
 - **Type** - displays whether the job is print, scan or fax.
 - **Copy Count** - displays the number of copies requested for the job.
5. Click on the **[Delete]** button to delete an active job.

Print

Print Configuration Pages

You can print configuration pages from the Internet Services **Print** page. The following configuration pages can be printed:

- **Printer Configuration Page**
 - **Network Configuration Page**
1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
 2. Press **<Enter>**.
 3. Click on the **[Print]** icon. The **Print Configuration Pages** page displays.
 4. In the **Print** area on the left side, click on the **[Printer Configuration Page]** link.
 5. In the **Print Configuration Pages** area select either **[Printer Configuration Page]** or **[Network Configuration Page]**.
 6. Click on the blue button to print page.

File Download

Print-ready documents can be quickly and easily submitted for printing using the Job Submission page.

A print-ready document is a file that has been formatted and saved for printing from the application that created it, or the **Print to File** check box was checked in the printer driver screen.

The following file formats can be printed from the Job Submission page:

- PCL
- PostScript®
- Plain Text

Large print jobs need adequate space on your hard drive when printing through Internet Services.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Print]** icon. The **Print Configuration Pages** page displays.
4. In the **Print** area, click on **[File Download]** link. The **File Download** page displays.
5. In the **Secure Print** area:
 - a) Check the **[Secure Print]** checkbox to have the user to be authenticated as the owner of a print job using a passcode.
You will need to enter a 4-10 digit number which you will use at the machine's control panel to release the document for printing.
 - b) In the **[Enter Secure Print ID]** field, enter a 4-10 digit number.
 - c) In the **[Confirm Secure Print ID]** field, enter the code to confirm.
6. In the **File Download** area:
 - a) Click on **[Browse]**.
 - b) Select the print-ready document and click on **[OK]**.
7. Click on the blue button to print document.

Properties

About Printer

The **About Printer** page displays the following information:

- **Version Information**
- **Memory**
- **Options Installed**

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.

4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. The **About Printer** page displays. The **Version Information** area displays the following information:
 - **Printer Model**
 - **Printer Serial Number**
 - **Machine Address (MAC Address)**
 - **System Software Version**
 - **Main Controller**
 - **Networking**
 - **IP Core Software Version**
 - **Image Output Terminal**
 - **PCL5E**
 - **PCL6**
 - **PS3**
 - **PDF**
 - **TIFF**
6. The **Memory** area displays the following information:
 - **RAM Size**
7. The **Options Installed** area displays optional hardware installed on the machine.

Printer Defaults

The **Printer Defaults** page allows the user to change the following preferences:

- **Clock Mode**
- **Date & Time**
- **Set Control Panel Language**
- **Power Save**
- **Machine Time Out**
- **Local Printer Information**
- **Sound/Volume Setup**

Procedure

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.

4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[General]** link.
6. Click on the **[Printer Defaults]** link in the directory tree. The **Printer Defaults** page displays.
7. In the **User Preferences** area:
 - a) From the **Clock Mode** drop-down menu select either **[12 hour(s)]** or **[24 hour(s)]**.
 - b) Enter the date and time in the **[Date & Time]** field in the following format **YYYY-MM-DD HH:MM**.
 - c) From the **[Set Control Panel Language]** drop-down menu select the preferred language.
 - d) From the **[Power Save]** drop-down menu select the required time for the machine to enter power save mode.
 - e) From the **[Machine Time Out]** drop-down menu select the required time out.
8. In the **Local Printer Information** area enter details in the following fields:
 - **Printer Name (SNMP System Name)**
 - **Printer Location (SNMP System Location)**
 - **Printer Contact (SNMP System Contact)**
 - **Xerox Asset Number**
 - **Customer Asset Number**
9. In the **Sound/Volume Setup** area:
 - a) Check the **[Key Sound]** checkbox to enable sound when pressing a key on the control panel.
 - b) From the **[Alarm Sound]** drop-down menu select either **[On]** or **[Off]**.
 - c) From the **[Speaker]** drop-down menu select either **[On]** or **[Off]**.
 - d) From the **[Ringer]** drop-down menu select the required level of the ringer sound.
10. Click on **[Save Changes]** to save the changes.
11. Click on **[OK]** when the acknowledgement message displays.

Paper Setup

The **Paper Setup** page allows the user to set the following:

- **Paper Size**
- **Paper Type**
- **Paper Source**

Procedure

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[General]** link.
6. Click on the **[Paper Setup]** link in the directory tree. The **Paper Setup** page displays.
7. In the **Paper Size** area, from the following drop-down menus select the required paper size settings:
 - **Tray 1**
 - **Bypass Tray**
8. In the **Paper Type** area, from the following drop-down menus select the required paper type settings:
 - **Tray 1**
 - **Bypass Tray**
9. In the **Paper Source** area, from the following drop-down menus select the required paper sources:
 - **Copy Tray**
 - **Fax Tray**
10. Click on **[Save Changes]** to save the changes.
11. Click on **[OK]** when the acknowledgement message displays.

Copy Setup

The **Copy Setup** page allows you to set default copying settings.

Procedure

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[General]** link.
6. Click on the **[Copy Setup]** link in the directory tree. The **Copy Setup** page displays.
7. In the **Change Default** area:

- a) From the **[Reduce/Enlarge]** drop-down menu select the required size.
If you select **Custom** enter custom details in the **[Custom]** field.
- b) From the **[Darkness]** drop-down menu, select the required darkness option.
- c) From the **[Original Type]** drop-down menu, select one of the following:
 - **Text**
 - **Text/Photo**
 - **Photo**
8. From the **[Erase Background]** drop-down menu, select **[On]** to prevent the reproduction of an unwanted background image, shading or bleed-through from the reverse side of the original.
9. Click on **[Save Changes]** to save the changes.
10. Click on **[OK]** when the acknowledgement message displays.

Alert Notification

Customers can set the machine to notify users or operators of problems as they occur on the machine. Alert Notification is configured using the Internet Services.

General Device Alerts

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[General]** link.
6. Click on the **[Alert Notification]** link. The **Alert Notification** page displays.
7. In the **Recipient List** area, enter the e-mail address in the following field for the person that you want to be notified of the machine problems:
 - **SysAdmin Email Address**
 - **Key User E-mail Address**
 - **Service E-mail Address**

Multiple e-mail addresses can be entered for each category of user; the e-mail addresses must be separated by semi-colons.
8. In the **Recipient Conditions** area, select the following required options for the relevant User(s):
 - **Consumable Shortage Warning**
 - **Consumable Status Report**
 - **Alert System Error**

9. Depending on the selection made in **Recipient Conditions**, in the **Select Notifications** area:
 - a) From the **[Consumable Shortage Warning]** drop-down menu, select either **[On]** or **[Off]**.
 - b) Enter a amount in the **[Consumable Status Report]** field.
For example if you enter 1000, a report will be generated and sent every 1000 pages.
 - c) For **Alert System Error** check the required system error checkbox.
10. Click on **[Save Changes]** to save the changes.
11. Click on **[OK]** when the acknowledgement message displays.

The Internet Services Support page provides easy access to the Xerox web site.

Resets

The **Resets** page allows you to restart the Printer and restore network defaults.

Restart Machine

It is possible to restart the machine from Internet Services.

NOTE: When the machine is restarted, the Network Controller will take some time to restart.

The network connectivity will be unavailable during this time.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[General]** link.
6. Click on the **[Resets]** link in the directory tree. The **Resets** page displays.
7. In the **Restart Printer** area, click on the **[Restart Printer]** button to restart the printer.
8. Click on **[OK]** when the acknowledgement message displays.

NOTE: It might take about 30 seconds to restart.

Restore Defaults

You can restore default network settings on the machine.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.

4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[General]** link.
6. Click on the **[Resets]** link in the directory tree. The **Resets** page displays.
7. In the **Restore Defaults** area, click on the **[Restore Defaults]** button to restore the network default settings.
8. Click on **[OK]** when the acknowledgement message displays.

NOTE: Network Default will be applied after restarting.

Image Settings

The Image Settings screen allows you to set preferences for compression. The option selected in the Image Settings screen impacts the transmission time and size of files created with the E-mail, Scan to FTP or Scan to SMB features at the machine.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[General Setup]** link.
6. Click on the **[Image Settings]** link. The **Image Settings** page displays.
7. In the **TIFF Settings** area, select either **[TIFF Specification Supplement 2 (New JPEG)]** or **[LZW]**. The default is TIFF Specification Supplement 2 (New JPEG).

NOTE: Some applications cannot read the default TIFF output. If this functionality is required, click on **[LZW]**. LZW is a lossless general purpose compression, used for color and greyscale TIFF images. LZW creates a larger file size than the TIFF Specification Supplement 2 (New JPEG) option.

8. Click on **[Save Changes]** to save the changes.
9. Click on **[OK]** when the acknowledgement message displays.

Interfaces

The **Interfaces** page allows you to enable or disable the USB ports on the printer and change the Ethernet Interface speed.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.

4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Interfaces]** link. The **Interfaces** page displays.
6. In the **USB Port Settings** area from the following drop-down menu select either **[On]** or **[Off]** for:
 - **Front Port**
 - **Rear Port**

NOTE: If USB Host Ports are disabled then your service provider will not be able to upgrade machine software.
7. In the **Ethernet Interface Settings** area:
 - a) From the **Speed** drop-down menu, select one of the following speeds:
 - **Automatic**
 - **10 Mbps (Half Duplex)**
 - **10 Mbps (Full Duplex)**
 - **100 Mbps (Half Duplex)**
 - **100 Mbps (Full Duplex)**
 - b) The following information displays:
 - **Actual Speed** - displays the actual speed of the machine.
 - **Machine Address** - displays the IP address.
 - **Connector** - displays the type of connector.
8. Click on **[Save Changes]** to save the changes.
9. Click on the **[OK]** button when the confirmation message box appears.

Web Server

The **Web Links** page contains special links to Xerox internet sites so that you can easily access printer documentation, software, service and supplies.

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Properties]** icon.
4. If prompted, enter the Administrator's *User Name* **[admin]** and *Password* **[1111]**, and click on **[OK]**.
5. Click on the **[Web Servers]** link.
6. Click on the **[Web Links]** link in the directory. The **Web Links** page displays.
7. In the **Software Links** area click on the **[Printer Drivers]** link to access the software web page.

8. In the **Documentation Links** area, click on **[User Manual]** link to access user manuals web page.
9. In the **Support Links** area click on the **[Supplies]** link to access supplies web page.
10. In the **Home Server** area enter details in the following fields:
 - **Home Server Name**
 - **Home Server URL**
11. Click on **[Save Changes]** to save the changes.
12. Click on **[OK]** when the acknowledgement message displays.

Support

To Edit Contact Information Details

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Support]** icon. The **Support** page displays.
4. In the **Contact Information: System Administrator** area, enter or edit details in the following fields:
 - **Name**
 - **Phone Number**
 - **Location**
 - **E-mail Address**
5. Click on **[Save Changes]** to save the changes.
6. Click on **[OK]** when the acknowledgement message displays.

15 SOFTWARE UPGRADE

Overview

The Software Upgrade feature allows the customer to upgrade the machine software as requested by a Xerox Customer Support Centre Representative, without needing a Customer Service Representative to be present.

When should I upgrade the software?

Xerox is continually seeking to improve its products and a software revision may become available to improve the functionality of the machine. Your Customer Support Centre Representative will instruct you to upgrade your machine when it is necessary.

How do I upgrade the software?

IMPORTANT: Any jobs in the queue must be allowed to complete or be deleted before initiating a software upgrade.

There are 2 methods for upgrading the software on the machine:

- Manual upgrade over a network connection using CentreWare Internet Services (via a Print Submission).
- Manual upgrade directly at the machine with a USB flash drive connected to the USB port on the front of the machine or on the side.

1. Manual Upgrade using CentreWare Internet Services

If your machine is connected to the network, it is possible to upgrade the software through CentreWare Internet Services. The machine will need to be configured for TCP/IP and HTTP.

Determining whether your machine has a network connection

1. Press the **<Machine Status>** button on the control panel.
2. Press the **Up/Down** arrow buttons to highlight **[Information Pages]** and press **<OK>**.
3. Press the **Up/Down** arrow buttons to highlight **[Configuration Page]** and press **<OK>**.
4. The **Print** message displays, press the **Left/Right** arrow buttons to highlight **[Yes]** and press **<OK>**.
5. Press the **<Back>** button.
6. Press the **<Stop>** button to return to ready mode.

For further information on Upgrading using Internet Services, refer to *Manual upgrade using Internet Services on page 148*.

2. Manual Upgrade using a USB flash drive

If your machine does not have a network connection, it is possible to upgrade the software by connecting a USB flash drive to the USB port at the front or on the side of the machine, for more instructions refer to *Manual upgrade using a USB flash drive on page 149*.

Manual upgrade using Internet Services

NOTE: Any jobs in the queue must be allowed to complete or be deleted before initiating a software upgrade. This procedure will prevent further jobs from being received until the upgrade has completed. All configured network settings and installed options will be retained by the machine after the Software Upgrade process.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Obtain the new software upgrade file for your machine from the www.xerox.com web site or from your Xerox Customer Support Representative. The upgrade file will have an extension of **[.hd]**. Download the upgrade file to a local or network drive. You will be able to delete the file after the upgrade procedure.

It is important to obtain the correct upgrade file for your particular model of machine.

For instructions to determine which model of machine you have, refer to *About Printer on page 137*.

- TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed.

Procedure

1. At your Workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **<Enter>**.
3. Click on the **[Print]** icon. The **Print Configuration Pages** page displays.
4. In the **Print** area, click on the **[Printer Configuration Page]** link.
5. Click on the **[Print]** icon. The **Print Configuration Pages** page displays.
6. In the **Print** area, click on the **[File Download]** link. The **File Download** page displays.
7. In the **File Download** area:
 - a) Click **[Browse]**.
 - b) Locate and select the software upgrade **[.hd]** file obtained earlier.
 - c) Click **[Open]**.
8. Click on the blue button to send the file to the machine.
9. The file will be sent to the printer and will disable the printing functionality. The web browser will become inactive and you will not be able to access the machine via this

method until the upgrade has completed and the machine has rebooted. The upgrade should take no longer than 30 minutes.

10. Once the machine has completed the upgrade it will reboot automatically. The configuration report will print (if enabled). Check the configuration report to verify that the software level has changed.

Manual upgrade using a USB flash drive

This section provides instructions to upgrade machine software via a Software Upgrade file stored on a USB flash drive.

NOTE: The print queue will be used for this procedure, so further jobs will not be printed until the upgrade has finished.

All configured network settings and installed options will be retained by the machine after the Software Upgrade process.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Obtain the Software Upgrade file from www.xerox.com or your Customer Service Representative. The file will have an **[.hd]** extension.
IMPORTANT: It is important to obtain the correct upgrade file for your particular model of machine. Xerox recommends that the file is stored in a subdirectory on the USB flash drive so that it is easier to locate from the machine's User Interface.
- If you are performing the upgrade on a networked (connected printer) machine, ensure that the machine is online before continuing.

Procedure

1. Insert a USB memory device into the USB memory port on your machine.
2. Press the **Up/Down** arrow buttons to highlight **Print from USB** and press **<OK>**. Your machine automatically detects the device and reads data stored on it.
3. Press the **Up/Down** arrow buttons until the Upgrade **[.hd]** file you want is highlighted and press **<OK>**.
If you see **+** in the front of a folder name, there are one or more files or folders in the selected folder.
If you selected a folder, press the **Up/Down** arrow buttons until the file you want is highlighted and press **<OK>**.
4. Press the green **<Start>** button to send the file to the machine and start the upgrade process.
5. The User Interface will indicate the status of the upgrade and the machine will reboot once it is complete.

16 TROUBLESHOOTING

This chapter contains problem solving procedures and how to further assistance. For more information, refer to the following sections.

- *Problem Solving Procedure on page 151*
- *Scan to Server on page 152*
- *LDAP on page 154*
- *Embedded Fax on page 155*
- *Printing on page 155*
- *Connectivity on page 156*

Problem Solving Procedure

This section enables you to identify the network-related machine problems. Use the following steps to identify and solve the problem. If the problem is not network related, refer to the User Guide for corrective action.

1. Resolve any local copier or fax problems first. Perform the corrective action that is recommended by the User Guide. Do not attempt to resolve a network problem if the local copier and fax functions are not operating correctly.
2. Check that the machine has power and it is switched on.
3. Check that the network cable is connected to the machine.
4. Check that the network cable is connected to the workstation.
5. Check that the correct print driver for the machine is selected at the workstation.
6. Check that the software application being used to send print jobs is set up correctly.
7. If printing and faxing documents are not available from a workstation, re-install a print driver on the workstation.
8. Call the local Xerox Welcome Center, where a representative will assist in the diagnosis and solution of the problem.

Scan to Server

Problem	Action
I cannot scan on the machine.	<ol style="list-style-type: none">1. If a Scan Confirmation Report is produced check the details.2. Ensure that the scan filing location, User account and password are correctly configured on the machine.3. Ensure that the User account has Read and Write access to the scan filing location.4. At a workstation on your network, login to the scan filing location with the User account and copy a file into the location. If you cannot do this, the Xerox machine will not be able to scan to this location.

Problem	Action
I cannot scan to an FTP site.	<p>If you are using FTP to file scanned images, follow these instructions to check that the service is configured correctly:</p> <ol style="list-style-type: none"> 1. Open a command prompt window from your Workstation: <ol style="list-style-type: none"> a) Click on [Start]. b) Click on [Run]. c) Enter cmd. d) Click on the [OK] button. 2. In the [Command Prompt] window, enter ftp then enter a space, then enter the IP Address of your FTP Server. For example: C:\>ftp 192.221.13.4 (where the IP Address of your FTP server is 192.221.13.4). 3. Press <Enter> on your keyboard. 4. At the 'User' prompt enter the <i>username</i> for the account you created for the machine scanner. For example: User <192.221.13.4:<none>>: xerox (where the Username is xerox). 5. At the 'Password' prompt enter the <i>password</i> for the account you created for the machine scanner. For example: Password: machine (where the password for the account is 'machine'). 6. A response of 'User <i>Username</i> logged in' will appear if the FTP server is correctly configured. If you cannot log in, open your FTP server settings and check that the Read and Write boxes are enabled, if applicable. If you have a 'Read Only' box - ensure that this is not enabled. 7. Check the User account and password are correctly configured. 8. Check the User account has the appropriate rights to access the directory where scans are filed. <p>If you are able to log in to the FTP server, try creating a directory in the scan directory to check write access. To do this:</p> <ol style="list-style-type: none"> 1. Within the Command Prompt screen, log in to your FTP server using the steps above. 2. Type mkdir xerox to create a directory called xerox. 3. A response of 'MKD Command Successful' will appear if the directory has been created. If 'Permission denied' appears, ensure that the User account has full read and write access rights to the scanning directory (repository). 4. Type rm xerox to delete the directory called xerox. 5. Type quit to end the FTP session. 6. Type exit to close the command prompt window.

LDAP

Problem	Action
I cannot access the LDAP Address Book.	Ensure that the LDAP Server information is configured correctly within Internet Services.
The time taken to perform a search exceeds the maximum limit.	<p>The machine contacted the LDAP Server, but the time to perform the search exceeds the maximum search time defined by the Administrator.</p> <ol style="list-style-type: none"> 1. Enter a more specific name at the machine to refine the search. 2. Increase the number in the [Wait... seconds] box to increase the time of the search. This is located within the Internet Services LDAP screen. 3. Verify there are no communication problems with the LDAP server.
The number of search results exceeds the limit set on the LDAP server.	<p>The number of search results exceeds the limit set on the LDAP server.</p> <ol style="list-style-type: none"> 1. Enter a more specific name at the machine to refine the search. 2. Increase the number in the Maximum Number of Search Results. This is the maximum number of addresses that will appear which match the search criteria selected by the User. Set the Maximum Number to one less than the LDAP server will allow. For example, if the LDAP server limit is 75, set the search results to 74 or less. This setting is located within the Internet Services LDAP screen.
No LDAP entries fit the search criteria entered by the User.	Verify the Search Name Order is set to match the name syntax used in your environment. This setting is located within the Internet Services LDAP screen.

Embedded Fax

Problem	Action
I cannot use this feature on the machine.	<p>Ensure that the fax settings are correctly configured.</p> <ol style="list-style-type: none"> 1. Press the <Machine Status> button. 2. Press the Up/Down arrow buttons to highlight Fax Setup, press <OK>. 3. Press the Up/Down arrow buttons to highlight Enable, press <OK>. <p>Verify that the Fax Setups has been correctly configured. Further information about the configuration of the Fax Setups screens can be found in the User Guide delivered with your machine.</p>

Printing

Problem	Action
I cannot print to the machine.	<ol style="list-style-type: none"> 1. Ensure that there are no network connectivity problems with the Xerox machine. 2. Print a Test Page from the Xerox print driver to the machine to verify connectivity. 3. Ensure that the print server is functional. 4. Print a Configuration Report at the Xerox machine to Ensure that the network address information is correctly configured. 5. Ensure that the correct print driver is installed on the User's workstation.
The machine is printing slowly.	<ol style="list-style-type: none"> 1. Configure the Xerox machine with an Ethernet speed that matches the speed set on your hub or switch. 2. Ensure that the correct print driver is installed on the User's workstation.
My jobs are not printing on the correct paper.	<ol style="list-style-type: none"> 1. Ensure your required paper is loaded into the machine and the guides are pushed up to the edge of the paper. 2. Close the paper tray. The paper selection screen will pop up on the User Interface screen. 3. Select the options according to the paper loaded in the tray. 4. In your print driver, select the paper type according to the settings that you programmed the paper tray with.

Connectivity

Problem	Action
The machine is not available on the network.	Network Connectivity <ol style="list-style-type: none"> 1. Print a Configuration Report at the machine to ensure that the network address information is correctly configured. 2. Ensure that the machine is Online. 3. Connect to the machines IP address 4. Ensure that the machine is configured with an Ethernet speed that matches your hub or switch. 5. Ensure that the machine's Ethernet cable is correctly patched in at the hub/switch. 6. Ensure that the machine's Ethernet cable is functioning. 7. Ensure that other computers on your network can communicate.
The machine has an incorrect IP Address.	Test TCP/IP Connectivity <ol style="list-style-type: none"> 1. Ping the address of the machine from a command prompt window. 2. If you receive a reply, the machine may be configured with a duplicate IP Address. Unplug the Ethernet cable from the machine and ping the IP Address again. If you still receive a reply, re-connect the Ethernet cable. 3. If you do not receive a reply when you ping the machine's IP Address, check the network cables at the machine and the computer that you are using to ping the machine. 4. Configure the Xerox machine with an Ethernet speed that matches the speed set on your hub or switch. 5. Ensure that the Ethernet cable is correctly patched in at the hub/switch. 6. Try a different Ethernet cable at the machine. 7. Check that other machines/computers can communicate over the network.

Problem	Action
	<p>Incorrect IP Address</p> <p>In certain situations you may find the machine is configured with an incorrect IP Address or displays a network error. There are several possible causes of this:</p> <ol style="list-style-type: none"> 1. When the machine boots up it discovers that it has been configured with an IP Address that is owned by another machine. Solution - Configure the machine with a unique IP Address. 2. The machine cannot connect to the DHCP or BootP server. The machine will use AutoIP to establish an address. Solution - Check the DHCP or BootP server works correctly. Configure the printer with a static IP Address. 3. The printer has an IP Address of 169.254.x.x. Solution - The machine cannot connect to the DHCP or BootP server. The printer has used AutoIP to establish an address. Check the DHCP or BootP server works correctly. Configure the printer with a static IP Address. <p>NOTE: AutoIP (AutoNetting) When DHCP or BootP are enabled on the machine, AutoIP is automatically enabled. If a DHCP or BootP server does not respond with an IP Address, the machine will use AutoIP to configure its own IP Address in the 169.254.0.0 range. When the machine connects to the DHCP or BootP server it will obtain a dynamic IP Address as normal. If the machine is configured with a static IP Address, it will not use AutoIP.</p>
I cannot access Internet Services.	<ol style="list-style-type: none"> 1. Ensure that the Xerox machine is configured with a valid IP Address. 2. Ensure HTTP is enabled within the Tools area at the User interface (UI) screen. 3. Ensure that the machine is online. 4. Within your web browser, set the option to bypass the proxy server for local addresses.

APPENDIX A

Wireless Connectivity

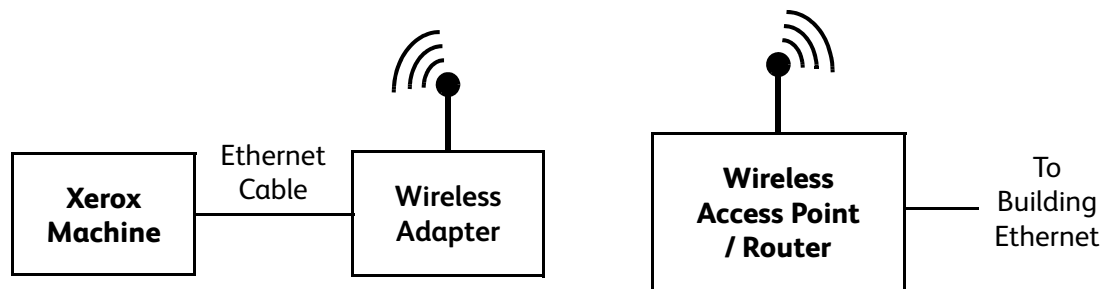
Overview

The Xerox machine is compatible with 802.11 (Wi-Fi®) wireless networks, when used with an external wireless adapter .802.11 Ethernet Bridge.

802.11 Wireless Networking

The location where the machine is installed must be covered by an 802.11 wireless network. This is typically provided by a nearby wireless access point or router, which is physically connected to the wired Ethernet that serves the building.

802.11 Wireless Adapter



The Wireless Adapter (also known as an Ethernet-to-Wireless bridge) is a device that connects into the machine's Ethernet port using an Ethernet cable and acts as a wireless to wired Ethernet converter.

Refer to the manufacturer's documentation for instructions on how to configure and connect the wireless adapter. Once the wireless adapter is connected to the Xerox machine. Follow the steps in *Chapter 3, Network Installation on page 15*, and *Chapter 4, Printer Drivers on page 35* to configure the network connectivity on the Xerox machine.

More information about compatible wireless adapters can be found on www.xerox.com.

Management Information Base (MIB)

A MIB (Management Information Base) is a database of objects that can be accessed by a network management system.

Xerox public MIBs are located at: <http://ftp.xerox.com/pub/drivers/MIBs/>

Customers can download the MIBs and use their SNMP tool to obtain the required information.

NOTE: All information presented on the Local UI display is also presented in the MIB. This includes e-mail addresses, phone numbers and passwords as they are being entered. If this presents a security concern, Xerox recommends enabling the SNMPv3 or the IP Filtering security feature in order to control remote access to the device.

For SNMPv3, refer to *SNMPv3 in the Security chapter on page 130* and for IP Filtering, refer to *IP Filtering in the Security chapter on page 122*.

Machine Timer Values

To enable, disable or edit time for the **Machine Timer Value** for either of the following must be carried out on the machine:

- **Menu Time Out**
- **Held Job Time Out**

At the machine

1. Press the **<Machine Status>** button on the control panel.
2. Press the **Up/Down** arrow buttons to highlight **System Setup**, press **<OK>**.
3. Enter the Administrator Passcode using the alphanumerical keypad. The default is **1111**. Refer to *Administrator Access on page 9*.
4. Press the **<OK>** button, the **System Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **Machine Settings**, press **<OK>**. The **Machine Settings** menu displays.

To change Menu Timeout

6. Press the **Up/Down** arrow buttons to highlight **Menu Timeout**, press **<OK>**.
7. The **Menu Timeout** menu displays. Press the **Up/Down** arrow buttons to highlight the required option (None, 15 Sec, 30 Sec, 60 Sec, 120 Sec or 180 Sec).
8. Press **<OK>** to return to the **Machine Settings** menu.

To enable or disable Held Job Time Out

9. Press the **Up/Down** arrow buttons to highlight **Held Job Timeout**, press **<OK>**.
10. The **Held Job Timeout** menu displays. Press the **Up/Down** arrow buttons to highlight the required option (Enable or Disable), press **<OK>**.

11. If you highlight **Enable**, the **Time-Hours** menu displays. Press the **Up/Down** arrow buttons to select the required value (1-120 Hours), press **<OK>**.
12. The **Time-Minutes** menu displays. Press the **Up/Down** arrow buttons to select the required value (1-59 Minutes), press **<OK>**.
13. Press **<Stop>**.

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