xerox ®

Xerox® WorkCentre® 4265
Multifunction Printer
Imprimante multifonction
System Administrator Guide
Guide de l'administrateur système

Español Guía del administrador del sistema
Português Guia de Administração do Sistema

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Introduction 1

This chapter includes:

Overview

This guide is designed for a system administrator with network administrator rights who understands networking concepts and has experience creating and managing network user accounts.

Use this guide to help you install, configure, and manage your printer on a network.

Notes:

- Network features are not available when you are connected over USB.
- Embedded fax features are not available for all printer models.

Configuration Steps

When you configure the printer for the first time, complete the following tasks.

1. Connect your printer to a network with an Ethernet cable.
2. Confirm that your network recognizes your printer. By default, the printer receives an IP address from a DHCP server over a TCP/IP network. If you have a different type of network or want to assign a static IP address, see TCP/IP on page 22.
3. Complete the installation wizard that launches automatically the first time the printer powers on. The installation wizard helps you configure basic printer settings such as your location, time zone, and date and time preferences.
4. To view the new IP address and ensure that the connection is successful, print a Configuration Report. For details, see Configuration Report on page 18.
5. To access CentreWare Internet Services, open a Web browser, then type the IP address for your printer. CentreWare Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser. For details, see Accessing CentreWare Internet Services on page 16.

   Note: You can access most configuration settings in CentreWare Internet Services on the Properties tab.

6. Print the Configuration Checklist. The Configuration Checklist provides space for you to write down important information as you go through the configuration process. Use it to record information about your network settings, including passwords, network paths, and server addresses.
7. Configure authentication. For details, see Setting Up Access Rights on page 50.
8. Configure Security. For details, see Security on page 49.
9. Enable services in CentreWare Internet Services. For details, see User Permissions on page 58.
10. Configure Print, Copy, Scan, and Fax features. For details, see Printing on page 75, Copying on page 87, Scanning on page 95, and Faxing on page 117.
11. Configure Accounting. For details, see Accounting on page 129.

    Note: Not all printer models support these features.

More Information

You can obtain more information about your printer from these sources:

Resource	Location
Installation Guide	Packaged with the printer.
Other documentation for your printer	www.xerox.com/office/WC4265docs
Technical support information for your printer; including online technical support, Online Support Assistant, and driver downloads.	www.xerox.com/office/WC4265support
Information about menus or error messages	Press the control panel Help (**?**) button.
Information Pages	Print from the control panel, or from CentreWare Internet Services, click **Status > Information Pages**.
CentreWare Internet Services documentation	In CentreWare Internet Services, click **Help**.
Order supplies for your printer	www.xerox.com/office/WC4265supplies
A resource for tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox® Direct online store	www.direct.xerox.com/

Initial Setup

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This chapter includes:

Physically Connecting the Printer

1. Connect the power cord to the printer, and plug it into an electrical outlet.
2. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port on the back of the printer. Connect the other end of the cable to a correctly configured network port.
3. If your printer has fax installed, connect it to a correctly configured telephone line.
4. Turn on the printer.

Assigning a Network Address

The printer acquires a network address automatically from a DHCP server by default. To assign a static IP address, configure DNS server settings. To configure other TCP/IP settings, see TCP/IP on page 22.

Accessing Administration and Configuration Settings

You can access the administration and configuration settings from the Tools tab on the control panel or from the Properties tab in CentreWare Internet Services. The control panel consists of a touch screen and buttons you press to control the functions available on the printer. CentreWare Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser.

The administrator password is required when accessing locked settings in CentreWare Internet Services or at the control panel. Most printer models have a default configuration that restricts access to some settings. Access is restricted for settings on the Properties tab in CentreWare Internet Services, and settings on the Tools tab on the control panel touch screen.

Accessing the Control Panel as a System Administrator

1. At the printer control panel, press the **Log In/Out** button.
2. Type **admin** and touch **Next**.
3. Type the administrator password, then touch **Done**. The default password is **1111**.

Accessing CentreWare Internet Services as a System Administrator

Before you begin:
• Locate your printer IP address using the Configuration Report. For details, see Printing the Configuration Report on page 18.
• Ensure that TCP/IP and HTTP are enabled. If you disabled either of these protocols, enable them at the control panel before accessing CentreWare Internet Services.
• Many features in CentreWare Internet Services require an administrator user name and password. The system administrator user name is **admin** and the default password is **1111**.

Accessing CentreWare Internet Services

At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

Initial Setup at the Control Panel

Installation Wizard

The Installation wizard starts the first time you turn on the printer. The wizard prompts you with a series of questions to help you configure basic printer settings.

Note: You can change these settings at any time.

For details, see the *User Guide* for your printer.

Setting Altitude Adjustment

Atmospheric pressure, determined by altitude, can affect print quality. If the printer is located at an elevation greater than 8000 feet or 2436 meters, to improve print quality, you can use Altitude Adjustment.

To set Altitude Adjustment:
1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools** > **Device Settings** > **General** > **Altitude Adjustment**.
3. Touch **On**, then touch **OK**.

Initial Setup in CentreWare Internet Services

CentreWare Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser.

Before you begin:

- TCP/IP and HTTP must be enabled to access CentreWare Internet Services. If you disable either of these services, enable them at the printer before accessing CentreWare Internet Services.

- Locate your printer IP address using the Configuration Report.

  Note: If your printer is locked, type the system administrator user name and password to access the Properties tab. The administrator user name is **admin** and the default password is **1111**.

Accessing CentreWare Internet Services

At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

Assigning a Printer Name and Location

The Description page displays the printer model information and product code or serial number. It also provides a place to assign a name and location to the printer. Asset tags let you enter unique identifiers for inventory management.

1. In CentreWare Internet Services, click **Properties** > **Description**.
2. For Machine Name, type a name for the printer.
3. For Location, type the location of the printer.
4. For Customer Asset Tag Number and Xerox® Asset Tag Number, type unique identifiers as needed.
5. To enter a physical location or address for the printer, in the Geo-Location field, enter the geographic latitude and longitude coordinates in decimal form.
6. Click **Apply**.

Printing the Configuration Report

The Configuration Report lists all current settings of the printer. A configuration report prints at startup by default.

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Printing** > **Reports**.
3. For Configuration Report, click **Print**.

Restricting Access to the Printer

You can lock or unlock the printer by selecting preset services and tools permissions for non-logged-in users.

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **User Permissions**.
3. To configure Guest User roles, click the Pencil icon.
4. To define Access Rights to Services, Pathways, and Tools for Guest User, for Service/Pathway options, select the radio button.
5. Click **Save**.

Using the Configuration Page

The Configuration page displays the current configuration. Use the Configuration page to help you install your printer successfully.

1. In CentreWare Internet Services, click **Properties** > **General Setup** > **Configuration**.
2. To print the configuration report, click **Print System Data List**.

Selecting Services to Appear on the Touch Screen

Services must be enabled before they can be managed through the Tools and Feature Access page. A standard service is a service that comes standard with the printer. An extensible service is an optional, third-party service installed on the printer.

To specify the services to display on the touch screen:

1. In CentreWare Internet Services, click **Properties** > **Services** > **Display**.
2. To select all of the services in the list to appear on the touch screen, click **Show All**.
3. To hide all of the services in the list so that none appear on the touch screen, click **Hide All**.
4. To select individual services to appear on the touch screen, for Displayed, select the services that you want to display.
5. Click **Apply**.

To rearrange the services on the touch screen, select the service, then click the **Move Up** or **Move Down** arrow.

Changing the System Administrator Password

Xerox recommends that you change the default system administrator password after you configure the printer. Be sure to store the password in a secure location. The default password is **1111**.

1. In CentreWare Internet Services, click **Properties**.
2. Click **Maintenance > Administrator Password**.
3. Type the password, then type the password again to verify.
4. To save the new password, for **Select to save new password**, select the check box.
5. Click **Save**.

Network Connectivity

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This chapter includes:

TCP/IP

This section includes:

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Generally, Macintosh computers use either TCP/IP or the Bonjour protocol to communicate with a network printer. For Macintosh OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, Bonjour does not require printers or computers to have IP addresses.

With TCP/IP protocols, each printer and computer must have a unique IP address. Many networks and cable and DSL routers have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically assigns an IP address to every computer and printer on the network that is configured to use DHCP.

If you use a Cable or DSL router, see the documentation for your router for information on IP addressing.

Enabling TCP/IP

1. At the printer control panel, press the **Machine Status** button.
2. To access this feature at the control panel, log in as an administrator.
3. Touch **Tools** > **Network Settings** > **TCP/IP Settings**.
4. Touch **TCP/IP Enablement**.
5. For IPv4 or IPv6, touch **Enable**, then touch **OK**.

   Note: By default, TCP/IP is enabled. If you disable TCP/IP, enable it at the printer control panel before you access CentreWare Internet Services.

Configuring the Network Address Manually at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings** > **TCP/IP Settings**.
3. Touch **Dynamic Addressing**.
4. Touch **Disabled**, then touch **OK**.
5. Touch **IPv4**, then type the IPv4 address, gateway address, and network mask. After each address, touch **OK**.
6. When finished, touch **OK**.

Configuring DNS Settings at the Control Panel

Domain Name System (DNS) is a system that maps host names to IP addresses.

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools** > **Network Settings** > **TCP/IP Settings**.
3. Touch **DNS Configuration**.
   a. Touch **Host Name**.
   b. Type a host name.
   c. Touch **OK**.
   d. To close the screen, touch **X**.

   Note: If DHCP is enabled, your DHCP server can provide the following information.

   e. Touch **Domain Name**, then touch the **Requested Domain Name** field. To type the domain name, use the touch screen keypad.
   f. Touch **OK**.
   g. To close the screen, touch **X**.
4. Touch **DNS Servers**.
   a. Touch **Primary DNS Server**, then type the server address. Touch **OK**.
   b. Touch **Alternate DNS Server #1**, then type the server address. Touch **OK**.
   c. Touch **Alternate DNS Server #2**, then type the server address. Touch **OK**.
   d. To close the screen, touch **X**.

Configuring IP Settings in CentreWare Internet Services

If your printer has a valid network address, you can configure TCP/IP settings in CentreWare Internet Services. For details, see Assigning a Network Address on page 15.

Configuring IPv4

You can use IPv4 or IPv6 in addition to or in place of the other.

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **TCP/IP**.
3. For Protocol, select **Enabled**.
4. For Host Name, type a unique name for your printer.
5. For IP Address Resolution, select an option. Fields that appear depend on the option that you select.
   - **STATIC** disables dynamic addressing and allows you to type a static IP address. Type the Machine IP Address, Subnet Mask, and Gateway Address.
   - **BOOTP** allows the printer to obtain an IP address from a BOOTP server that does not respond to DHCP requests.
   - **DHCP** allows your DHCP server to assign an IP address to the printer. Dynamic DNS Registration is enabled.

6.   For Domain Name, type the domain name of your authentication server.

7.   For DNS Configuration, type the IP address for up to three servers.

8.   To send a release request to the DHCP and DNS servers, for Dynamic DNS Registration, select
      Enabled. If the servers grant the request, when the printer is turned off, the current IP address and
      dynamic DNS name are released.

9.   For Zero-Configuration Networking, perform the following steps.

      −   To configure the printer to assign itself an address if a DHCP server does not provide one, for
           Self Assigned Address, select **Enabled**.

      −   To allow users to see and connect to the printer using Bonjour, for Multicast DNS, select
           Enabled.

10.   Click **Apply**.

Configuring IPv6

IPv6 hosts can automatically configure themselves when connected to a routed IPv6 network using the
Internet Control Message Protocol Version 6 (ICMPv6). ICMPv6 performs error reporting for IP along
with other diagnostic functions. When first connected to a network, a host sends a link-local multicast
router solicitation request for configuration parameters. If suitably configured, routers respond to this
request with a router advertisement packet containing network-layer configuration parameters.

1.   In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.

2.   Click **TCP/IP**.

3.   To enable TCP/IPv6, for Protocol, select **Enabled**.

4.   Under Default Dynamic Host Configuration Protocol (DHCP) Settings, select how DHCP operates for
      IPv6.

5.   To specify an address manually, perform the following steps.

      −   For Manual Address, select **Enabled**.

      −   Select a Router Prefix from the menu, or to populate the prefix for manual entry address, click
           Add.

6.   To configure DNSv6, perform the following steps.

      −   Enter a valid IPv6 Domain Name.

      −   For Primary DNSv6 Server Address, enter an IP address.

      −   For Secondary DNSv6 Server Address, enter an IP address.

      −   To enable Dynamic DNSv6 Registration, select **Enable**.

7.   Click **Apply**.

SLP

Printers use Service Location Protocol (SLP) to announce and look up services on a local network without prior configuration. When SLP is enabled, the printer becomes a Service Agent (SA) and announces its services to User Agents (UA) on the network using SLP.

Directory Agents (DA) are components that cache services. They are used in larger networks to reduce the amount of traffic. DAs are optional. If a DA is present, then User Agents (UAs) and System Agents (SAs) are required to use it instead of communicating directly with the printer.

Configuring SLP

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **SLP**.
3. For Protocol, select **Enable**.
4. For Directory Agent, type the IP address for the Directory Agent (DA) as needed.
   - To group services, under Scope 1, 2, and 3, type a name as needed. Printers cannot recognize services that are in different scopes.
   - For Message Type, select an option.
     - **Multicast**: This option routes multicast packets between subnets for service discovery.
     - **Broadcast**: If your network does not support multicast routing, select this option.
5. Under Multicast Radius, type a value from 0 through 255.
6. For Maximum Transmission Unit (MTU), type a value from 484 through 32768.
7. For Registration Lifetime, type a value in hours.
8. Click **Apply**.

SNMP

Simple Network Management Protocol (SNMP) is a set of network protocols designed to allow you to manage and monitor devices on your network.

You can use the SNMP configuration pages in CentreWare Internet Services to:

- Enable or disable Authentication Failure Generic Traps.
- Enable SNMPv3 to create an encrypted channel for secure printer management.
- Assign privacy, authentication protocols, and keys to Administrative and key user accounts.
- Assign read and write access to User accounts.
- Limit SNMP access to the printer using hosts.

Enabling SNMP

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **SNMP**.
3. For Protocol, select **Enable**.
4. Click **Apply**.

Configuring SNMP Advanced Settings

You can add, edit, or delete IP and IPX addresses for Network Management workstations that receive traps from the printer.

Configuring SNMP Advanced Settings

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **SNMP**.
3. Click **Add IP Address**.
4. For IP Trap Destination Address, type the IP address of the host running the SNMP manager that receives traps.
5. Type the UDP Port Number.
6. To add the traps, perform the following steps.
   - Under TRAP Community Name, type a name.
   - Select the type of traps that the SNMP manager receives under Traps to be Received.
7. Click **Apply**.

Configuring SNMPv3

SNMPv3 is the current standard version of SNMP defined by the Internet Engineering Task Force (IETF). It provides three important security features:

- Message integrity to ensure that a packet has not been tampered with in transit
- Authentication to verify that the message is from a valid source
- Encryption of packets to prevent unauthorized access

Configuring SNMPv1/v2c with SNMPv3

SNMP version 1 (SNMPv1) is the initial implementation of the SNMP protocol. SNMPv1 operates over protocols such as User Datagram Protocol (UDP), IP, and Novell Internet Packet Exchange (IPX).

SNMPv2c includes improvements in performance, confidentiality, and manager-to-manager communications over SNMPv1, however it uses the simple-community based security scheme of SNMPv1.

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **SNMPv3**.
3. For Allow SNMPv3 with SNMPv1/v2c, select **Enable**.
4. For SNMPv3, select **Enable**.

   Note: Some options become editable after you enable SNMPv3.

5. For User Name, type the administrative user name for SNMPv3 authentication.
6. For Authentication Password, type a password. The Authentication Password is used to generate a key used for authentication.
7. For Algorithm, select an encryption checksum algorithm.
8. For Privacy Password, type a password. The Privacy Password is used for encryption of SNMPv3 data. The passphrase used to encrypt the data must match the passphrase on the Server.

   Note: Ensure that the passwords are at least eight characters in length. You can include any characters except control characters.

9. Click **Apply**.

Configuring SSDP

Simple Service Discovery Protocol (SSDP) provides processes to allow network clients with little or no static configuration to discover network services. SSDP provides multicast discovery, server-based notification, and discovery routing options.

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols**.
2. Click **SSDP**.
3. For Protocol, select **Enable**.
4. For Time to Live, type a value for router hops for discovery advertisement.
5. Click **Apply**.

WINS

When running WINS, the printer registers its IP address and NetBIOS Host Name with a WINS server. WINS allows the printer to communicate using host name only. Using Microsoft Networking removes significant overhead for systems administrators.

Configuring WINS

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **WINS**.
3. For Protocol, select **Enable**.
4. For Primary Server IP Address, type the IP address for your primary server.
5. For Secondary Server IP Address, enter the IP Address as needed.

   Note: If DHCP is configured, WINS IP addresses are overridden.

6. Click **Apply**.

Configuring LPR/LPD

The Line Printer Daemon (LPD) and Line Printer Remote (LPR) protocols provide printer spooling and network print server functionality for UNIX-based systems, such as HP-UX, Linux, and Macintosh.

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols**.
2. Click **LPR/LPD**.
3. For Protocol, select **Enable**.
4. Type an LPR/LPD Port Number or use the default port number of 515.
5. Click **Apply**.

Raw TCP/IP Printing

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

Configuring Raw TCP/IP Settings

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols**.
2. Click **Raw TCP/IP Printing**.
3. For Protocol, select **Enable**.
4. Ensure that Port Number is set to 9100.
5. Click **Apply**.

Enabling Raw TCP/IP Printing at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings > Advanced Settings**.
3. Touch **Raw TCP/IP-Printing**.
4. Touch **Enable**, then touch **OK**.

Configuring IPP

Internet Printing Protocol (IPP) is a standard network protocol that allows you to print and manage jobs remotely.

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols**.
2. Click **IPP**.
3. For Protocol, select **Enable**.
4. Enter additional information as needed.
5. For Secure IPP Connection with SSL/TLS, select **Enable**.
6. Click **Apply**.

LDAP Server

This section includes:

Lightweight Directory Access Protocol (LDAP) is a protocol used to process queries and updates to an LDAP information directory, on an external server. LDAP can also be used for network authentication and authorization.

The LDAP Server page displays the current LDAP servers configured for your printer. You can configure a maximum of nine LDAP servers for your printer.

> Note: Before you configure an LDAP server, ensure that Network Authentication is enabled. For details, see Setting the Login Method on page 51.

Editing LDAP Server Information

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **LDAP Directory**.
3. For the Default LDAP Server, click **Edit**.
4. To configure server information, perform the following steps.
   a. Type a Friendly Name. The Friendly Name appears as the default description for the template when a user scans a job at the control panel.
   b. Select the Name or IP Address type. Fields update based on the options that you select.
   c. Type the LDAP IP address or host name and port number.
   d. Type the appropriately formatted address or host name of your backup server and change the default port number as needed.
5. To configure LDAP Access, perform the following steps.
   a. Enter the Search Directory Root.

   Notes:

   - It is not necessary to include 'DC=Users' in the Search Directory Root.
   - For details on Base DN formatting, see the *RFC 2849 - LDAP Data Interchange Format (LDIF) Technical Specification* on the IETF website.

   b. For Login Credentials to Access LDAP Server, select an option.
      - **System**: This setting instructs the printer to use specific credentials when the printer accesses the server.
      - **Authenticated User**: The printer uses the user name and password of the authenticated user to access the server.

6. To configure LDAP Bind, perform the following steps.
   a. To specify the Bind Method to connect to the directory server, select an option.
      - **Simple**: This method uses a DN-password combination to authenticate to the directory server.
      - **Anonymous**: This method does not require authentication to connect to the directory server.
   b. Enter the Login Name.
   c. Type the password, then type the password again to verify.
   d. To save the new password, click **Select to save new password**.
   e. To append a base DN to the bind, for Append Base DN, select **Enable**.
   f. For Root to append, enter the root directory of the database.
7. To configure Secure LDAP Connection, for Secure LDAP via SSL, select **Enable**.
8. To configure LDAP Mappings, for each field, select an option.
9. To configure Search Criteria, perform the following steps.
   a. For Search Name Order, select an option.
   b. Under Maximum Number of Search Results, to define the maximum number of addresses returned that match search criteria, type a number from 5–100.
   c. Select the amount of time that the printer can search before it times out.
   d. To enable LDAP Referrals, select **Enable**.
10. To append an email domain to login credentials, click **Enable**.
11. For Domain Name, type the domain name for your server.
12. Click **Save**.

Adding or Editing an LDAP Server

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols**.
2. Click **LDAP Directory**.
3. To edit the default LDAP server settings, for LDAP (Default), click **Edit**.
4. To configure another LDAP server, for Additional LDAP Servers, click **Add** or **Edit**.
5. To configure server information, perform the following steps.
   a. Type a Friendly Name. The Friendly Name appears as the default description for the template when a user scans a job at the control panel.
   b. Select the Name or IP Address type. Fields update based on the options that you select.
   c. Type the LDAP IP address or host name and port number.
   d. Type the appropriately formatted address or host name of your backup server and change the default port number as needed.
6. To configure LDAP Access, perform the following steps.
   a. Enter the Search Directory Root.

   Notes:

   - It is not necessary to include 'DC=Users' in the Search Directory Root.
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      - **System**: This setting instructs the printer to use specific credentials when the printer accesses the server.
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7. To configure LDAP Bind, perform the following steps.
   a. To specify the Bind Method to connect to the directory server, select an option.
      - **Simple**: This method uses a DN-password combination to authenticate to the directory server.
      - **Anonymous**: This method does not require authentication to connect to the directory server.
   b. Enter the Login Name.
   c. Type the password, then type the password again to verify.
   d. To save the new password, click **Select to save new password**.
   e. To append a base DN to the bind, for Append Base DN, select **Enable**.
   f. For Root to append, enter the root directory of the database.

8. To configure Secure LDAP Connection, for Secure LDAP via SSL, select **Enable**.
9. To configure LDAP Mappings, for each field, select an option.
10. To configure Search Criteria, perform the following steps.
    a. For Search Name Order, select an option.
    b. Under Maximum Number of Search Results, to define the maximum number of addresses returned that match search criteria, type a number from 5–100.
    c. Select the amount of time that the printer can search before it times out.
    d. To enable LDAP Referrals, select **Enable**.
11. To append an email domain to login credentials, click **Enable**.
12. For Domain Name, type the domain name for your server.
13. Click **Save**.

HTTP

Hypertext Transfer Protocol (HTTP) is a request-response standard protocol between clients and servers. Clients that make HTTP requests are called User Agents (UAs). Servers that respond to these requests for resources, such as HTML pages, are called Origin Servers. There can be any number of intermediaries, such as tunnels, proxies, or gateways between User Agents and Origin Servers.

Enabling HTTP at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings** > **Advanced Settings**.
3. Touch **HTTP Setting**.
4. Touch **Enable**, then touch **OK**.

Configuring HTTP Settings in CentreWare Internet Services

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **HTTP**.
3. To enable the protocol, for Protocol, select **Enabled**.
4. For Keep Alive Timeout, enter the time that the printer waits for a response from a connected user before it terminates the connection. Increasing the Keep Alive Timeout can cause slow connections.
5. Change the Port Number as needed.

    Note: If a machine digital certificate is configured, you can edit the following fields.

6. For HTTP Security Mode, select an SSL security option.
7. To allow connections to the device using SSL v3 only, for Require SSL v3, select **Enable**.
8. Click **Apply**.

Enabling or Disabling HTTP Web Services

You can enable or disable Web Services on the Web Services page. This page provides a list of all available Web services on your printer, and displays the configuration status of each service.

To enable or disable Web Services:

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Web Services**.
3. To enable or disable individual services, select the check box next to one or more services. To enable or disable all services at one time, click **Enable All** or **Disable All**.
4. If additional settings are required for a selected service, the status column indicates the required update and a **Settings** button appears. Click **Settings** to configure the service.
5. Click **Apply** to save the new settings or **Undo** to retain the previous settings.

For more information about Xerox Extensible Interface Platform® and Web services, see the documentation included in the Xerox Extensible Interface Platform®Software Development Kit (SDK). The Xerox Extensible Interface Platform® SDK is available on the Xerox Extensible Interface Platform® website.

Proxy Server

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

A proxy server has two main purposes:

- To keep any devices behind it anonymous for security purposes.
- To cache content from resources, such as Web pages from a Web server, to increase resource access time.

Configuring the Proxy Server

1. In CentreWare Internet Services, click **Properties** > **Connectivity > Protocols**.
2. Click **Proxy Server**.
3. To configure the printer to detect proxy settings automatically, for Auto Detect Proxy Settings, select **Enabled**.

    Note: If Auto Detect Proxy Settings is enabled, you cannot edit the fields for HTTP Proxy Server, Name or IP Address, and IPV4 Address and Port.

4. For HTTP Proxy Server, select **Enabled**.
5. Select the Name or IP Address type.
6. Type the appropriately formatted address and port number.
7. If your proxy server requires authentication, next to Authentication, select **Enabled**.
8. If authentication is enabled, next to Login Name, type the login name for the proxy server.
9. Type the password, then type the password again to verify.
10. To save the new password, click **Select to save new password**.
11. To add a proxy exception list, for Exception List, type the URL.
12. To use the configured default proxy settings script, for Use Automatic Configuration script, type the URL.
13. Click **Apply**.

WSD

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

Enabling WSD

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols**.
2. Click **WSD**.
3. For Protocol, select **Enable**.
4. Click **Apply**.

Configuring AirPrint

Use AirPrint to print directly from a wired or wireless device without using a print driver. AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devices and Mac OS-based devices. AirPrint-enabled printers let you print directly from a Mac or from an iPhone, iPad, or iPod touch.

If you specify the geographical latitude and longitude of the printer, use decimal form. For latitude, type a coordinate value from –90 through 90. For longitude, type a coordinate value from –180 through 180. For example, use coordinates such as 45.325026, -122.766831.

Notes:

- When HTTP, IPP, and Bonjour mDNS protocols are enabled, AirPrint is enabled by default. If you disable HTTP, IPP, or Bonjour, AirPrint is disabled.
- Not all iOS applications support printing using AirPrint.
- Wireless devices must join the same wireless network as the printer. A system administrator can connect the printer by its wired network interface.
- The device that submits the AirPrint job must be on the same subnet as the printer. To allow devices to print from different subnets, configure your network to pass multicast DNS traffic across subnets.
- AirPrint-enabled printers work with iPad (all models), iPhone (3GS or later), and iPod touch (3rd generation or later), running the latest version of iOS.
- The Mac OS device must be Mac OS 10.7 or later.

To configure AirPrint:
1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **AirPrint**.
3. Configure HTTP, IPP, and Multicast DNS Registration as required.
4. To enable software upgrades, for Software Upgrades, click **Details**.
5. To create a certificate, for Machine Digital Certificate, click **Details**.
6. For Protocol, select **Enabled**.
7. To edit the name and location for your printer that appears in the list of AirPrint-enabled printers on connected devices, next to Device Name, click **Edit**.
8. Click **Apply**.

Configuring SNTP

Simple Network Time Protocol (SNTP) synchronizes the internal clocks of computers over a network connection.

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **SNTP**.
3. For Name or IP Address, select an option.
4. Type the appropriately formatted IP address.
5. For Enable SNTP Broadcast, select the check box.
6. Click **Apply**.

Wireless Network Connection

A wireless local area network (WLAN) provides the means to connect two or more devices in a LAN without a physical connection. The printer can connect to a wireless LAN that includes a wireless router or wireless access point. Before connecting the printer to a wireless network, the wireless router must be configured with a service set identifier (SSID), a passphrase, and security protocols.

Notes:

- Wireless networking is available only on printers with the optional Wireless Network Adapter installed.
- Before you connect to the wireless network, ensure the Ethernet cable is not attached to the printer.

Connecting to a Wireless Network Using the Wireless Install Wizard

Before you begin, ensure that you have the wireless network Service Set Identifier (SSID), encryption type, and passphrase. For details, see Connecting to a Wireless Network Manually on page 45.

1. Plug the Wireless Network Adapter into the USB port on the left side of the printer, then disconnect the Ethernet cable.
2. At the printer control panel, press the **Machine Status** button.
3. Touch **Tools** > **Network Settings** > **Network Connectivity** > **Wireless**.

   Note: To access this feature at the control panel, log in as an administrator.

4. To connect to a network, touch **Pick Another Network**.
5. From the list of available networks, select a network.
6. Touch **Continue**.
7. Touch **Network Login**.
8. To access the network, enter the passcode for the selected network, then touch **Next**.
9. On the Network Confirmation screen, note the IP Address, then touch **Done**.

   Note: For the new settings to take effect, restart your printer.

Connecting to a Wireless Network Manually

When connecting to a wireless network that does not include a WPS-compliant router, set up and configure the printer manually. Before starting, you must get the setup and configuration information, such as name and passphrase, from the router. After you collect the network information, you can set up the printer from the control panel or from CentreWare Internet Services. For the easiest manual connection, use CentreWare Internet Services.

Before you begin:

- The wireless router must be connected and properly configured for the network before you install the printer. For details, see your router documentation.
- Use the instructions provided with your wireless router or access point to record the following information:
    - Name (SSID)
    - Security Options (Encryption Type)
    - Passphrase

    Note: The network name and passphrase are case sensitive.

Configuring the Printer for Wireless LAN WPA-Enterprise

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **Wireless Setup**.
3. Click **Edit Settings**.
4. For Network Name SSID, select an option.
5. To refresh the list of available networks, click **Refresh**.
6. For Security Type, select **WPA/WPA2-Enterprise**.
7. For 802.1x Authentication, select an authentication protocol.
    - If you select **EAP-TTLS**, select an Inner Authentication Protocol, then type an Identity Name, User Name, and User Password.
    - If you select **PEAP**, type a User Name and Password.
8. For Root Certificate Setup, upload a Root Certificate.
9. For Client Certificate Setup, upload a Client Certificate, then enter the Private Key Password.
10. For Address Acquisition, select a protocol option.
11. Click **Apply**.

Configuring the Printer for Open System

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **Wireless Setup**.
3. Click **Edit Settings**.
4. For Network Name SSID, select an option.
5. To refresh the list of available networks, click **Refresh**.
6. For Security Type, select **Open System**.
7. For Encryption Type, select an option.
8. For Security Key or Passphrase, type the passphrase.
9. For Address Acquisition, select a protocol option.
10. Click **Apply**.

Configuring the Printer for Shared Key or WPA/WPA2-Personal

1. Click **Wireless Setup**.
2. Click **Edit Settings**.
3. For Network Name SSID, select an option.
4. To refresh the list of available networks, click **Refresh**.
5. For Security Type, select **Shared Key** or **WPA/WPA2-Personal**.
6. For Encryption Type, select an option.
7. For Security Key or Passphrase, type the passphrase.
8. For Address Acquisition, select a protocol option.
9. Click **Apply**.

Configuring Wi-Fi Direct

You can connect to your printer from a Wi-Fi mobile device, such as a tablet, computer, or smart phone, using Wi-Fi Direct.

> Note: Wi-Fi Direct is disabled by default.

To configure Wi-Fi Direct:
1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **Wi-Fi Direct**.
3. For Wi-Fi Direct, select **On**.
4. For Device Name, type a name to appear in a list of available wireless networks and devices.
5. For IP Address, use the default or type a new IP Address.
6. To set the printer as Group Owner for a Wi-Fi Direct group, similar to a wireless access point, select **Activate**.
7. Enter a Network Key or use the default value.
8. To hide the Network Key, select the check box.
9. Click **Apply**.

Security

4

This chapter includes:

See also:

www.xerox.com/security

Setting Access Rights

You can control access to services and features by setting up authentication and authorization. Personalization allows the printer to retrieve user information to customize features.

Authentication

Authentication is the process of confirming your identity. When the system administrator enables authentication, the printer compares the information that you provide to another source of information, such as an LDAP directory. The information can be a user name and password, or the information stored on a magnetic, proximity, or smart card. If the information is valid, you are considered an authenticated user.

There are several ways to authenticate a user:

- **User Name / Password - Validate on the Device** enables local authentication. Users prove their identity by typing a user name and password at the control panel or in CentreWare Internet Services. The printer compares the user credentials to the information stored in the user database. If you have a limited number of users, or do not have access to an authentication server, use this authentication method.

- **User Name / Password - Validate on the Network** enables network authentication. Users prove their identity by typing a user name and password at the control panel or in CentreWare Internet Services. The printer compares the user credentials to the information stored on an authentication server.

  Note: The printer can use one of the following authentication server types: Kerberos (Solaris or Windows), NDS, SMB (Windows 2000/2003), or LDAP.

- **Convenience Authentication** enables authentication for a proximity card reader. Users swipe a pre-programmed identification card at the control panel. To use this method, purchase and install a USB card reader and an authentication server that supports the Xerox® Convenience Authentication API.

- **Xerox Secure Access Unified ID System** enables authentication for the Xerox Secure Access Unified ID System. Users present a pre-programmed identification card to a card reader at the control panel. The printer compares the user credentials to the information stored on the Xerox® Secure Access server. To use this method, purchase and install the Xerox Secure Access Unified ID System.

- **Smart Cards** enables authentication for a smart card reader. Users insert a pre-programmed identification card in a carder reader at the control panel. To use this method, purchase and install a smart card reader system.

Setting the Login Method

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. To set the authentication method used to log in to the control panel, select an option.
    −   **Passcode**: Panel lock requires users to enter a passcode.
    −   **Local**: User login information is stored on the printer in the User Information Database.
    −   **Network**: User login information is stored externally in a network database, such as an LDAP directory.
    −   **Convenience**: This method requires users to swipe a pre-programed identification card through a proximity card reader at the control panel. This method requires a USB card reader and an authentication server that supports the Xerox® Convenience Authentication API.
    −   **Smart Card**: This authentication method requires users to swipe a pre-programed identification card at the control panel. This method requires a Smart Card reading system.
4. If you select Convenience or Smart Card as the authentication method, you can configure the printer to allow users to log in at the control panel. For Alternate AlternateTouch UI Method, select **User can login at device if card is not available**. This option is useful if a user loses their smart card but must access the printer.
5. If you select Passcode, click **Apply**.

Configuring Authentication Settings

Configuring Local Authentication Settings

When you configure local authentication, users prove their identity by typing a user name and password at the control panel or in CentreWare Internet Services. The printer compares the user credentials to the information stored in the user database. If you have a limited number of users, or do not have access to an authentication server, use this authentication method.

To configure access rights using local authentication:

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. To store user login information on the printer in the User Information Database, select **Local Authentication**.
4. To retrieve profile information from LDAP, select **Retrieve Profile Information for Authenticated User from LDAP**.
5. To configure the Device User Database, click the Pencil icon.
6. To configure the LDAP Server, click the Pencil icon.
7. To configure the Log Out Confirmation Screen, select an option.

User Database

The user database stores user credential information. The printer uses this information for local authentication and authorization, and for Xerox® Standard Accounting. When you configure local authentication, the printer checks the credentials that a user provides against the information in the user database. When you configure local authorization, the printer checks the user database to determine which features the user is allowed to access.

> Note: User names and passwords stored in the user database are not transmitted over the network.

Adding User Information to the User Database

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Device User Database**.
3. Click **Add New**.
4. Type a User Name and Friendly Name for the user.
5. Type a Password for the user, then retype it to verify.
6. Click **Save**.

> Notes:
> - The Password field only appears if the selected authentication method is local authentication.
> - If you have configured local authorization, you can add the user to a role.

Configuring Network Authentication Settings

When you configure network authentication, users prove their identity by typing a user name and password at the control panel or in CentreWare Internet Services. The printer compares the user credentials to the information stored on an authentication server.

To configure access rights using network authentication:

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. To store user login information in an external network database, such as an LDAP directory, select **Network Authentication**.
4. To retrieve profile information from LDAP, select **Retrieve Profile Information for Authenticated User from LDAP**.
5. To configure the Authentication Server, click the Pencil icon.
6. To configure the LDAP Server, click the Pencil icon.

Configuring Authentication Server Settings for Kerberos

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. For Authentication Server, click the Pencil icon.
4. For Authentication Protocol, select the authentication protocol for your network.
5. Select your AutoLookup preferences.
6. For Default Server information, type the domain or realm for your authentication server.
7. Select the desired address type.
8. Type the appropriately formatted address and port numbers for both the primary and backup addresses.
9. To use an LDAP server for network authorization or personalization, select the LDAP server from the list.
10. For Alternate Server, enter your alternate server authentication settings.
11. Click **Save**.

Configuring Authentication Server Settings for SMB

1. For Authentication Server, click the Pencil icon.
2. For Authentication Protocol, select **SMB (Windows ADS)**.
3. For Domain Name, type the domain name of your authentication server.
4. Select the address type.
5. Type the appropriately formatted address and port number.
6. For Alternate Server, enter your alternate server authentication settings.
7. Click **Save**.

Configuring Authentication Server Settings for LDAP

The printer uses the primary LDAP server for authentication, authorization, and personalization. The primary LDAP server is the server that appears at the top of the LDAP server list on the LDAP Server page in CentreWare Internet Services. If you already have configured LDAP server settings, the printer uses this server automatically when you select LDAP as the network authentication or authorization method. The printer only uses alternate LDAP servers for authorization and personalization when primary LDAP server communication fails.

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. For Authentication Server, click the Pencil icon.
4. For Authentication Protocol, select **LDAP**.
5. To configure the LDAP Server, click the Pencil icon.
6. Click **Save**.

Configuring Convenience Authentication Settings

When Convenience Authentication is enabled, users swipe a pre-programmed identification card through a proximity card reader at the control panel. To use this method, purchase and install a USB card reader and an authentication server that supports the Xerox® Convenience Authentication API.

To configure access rights using Convenience Authentication:

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. To require users to swipe a pre-programmed identification card through a proximity card reader at the control panel, select **Convenience**. To use Convenience login, purchase and install a USB card reader and an authentication server that supports the Xerox® Convenience Authentication API.
4. To allow an alternate login method, select **User can login at device if card is not available**.
5. To configure each feature, click the Pencil icon.
6. To configure the Log Out Confirmation Screen, select an option.

Configuring an Authentication Server for Convenience Authentication

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. Set the login method to **Convenience** authentication.
4. For Convenience Authorization Setup, click the Pencil icon.
5. For Accounting Code Access, select an option.
6. Under Server Communication, select an address type. Type the appropriately formatted address or host name of your server and change the default port number as needed.
7. For Path, type the HTTP path that your authentication server provides.
8. When Network Accounting is configured, the printer can obtain user accounting information from the authentication server. To reduce the number of screens that appear when a user logs in at the control panel, select **Automatically apply Accounting Codes from the server**.
9. Click **Save**.

Configuring Smart Card Authentication Settings

When Smart Card authentication is configured, users swipe a pre-programmed identification card at the control panel. Purchase and install a Smart Card reading system before configuring Smart Card authentication.

To configure access rights using Smart Card authentication:

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. To require users to swipe a pre-programmed identification card at the control panel, select **Smart Card (CAC/PV)**.
4. To configure each feature, click the Pencil icon.
5. To configure the Log Out Confirmation Screen, select an option.

The Login Methods page in CentreWare Internet Services provides links to authentication and personalization configuration settings.

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.

See also:

Configuring LDAP Servers

Setting Up Authentication for a Smart Card System

Adding a Domain Controller

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. For Domain Controllers, click the Pencil icon. The domain controller server must validate the domain certificate on the smart card of the user before the user can access the printer.
4. For PIV Auth Mode, select an option.
5. Click **Add New CAC Server**.
6. For Domain Controller Type, select an option.
7. Type the domain controller server address information.
8. Click **Save**.

Security

Configuring OCSP Validation Server Settings

If you have an OCSP server, or an OCSP certificate validation service, you can configure the printer to validate certificates installed on the domain controller.

Before you begin:

Add a domain controller.

To configure OCSP validation server settings:

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. For Certificate Validation, click the Pencil icon.
4. For Certificate validation using OCSP, select the check box.
5. For OCSP URL, type the URL of the OCSP server.
6. To ensure that the printer can communicate with the OCSP server and the domain controller, configure your proxy server settings as needed.
7. For Validate the EKU Extended Key Usage and Host Name in KDC certificate, select the check box.
8. For Permitted Hostname in KDC Certificate, type the host name.
9. For KDC Certificate EKU, select an option.
10. Click **Apply**.

Setting the Inactive Time Limit

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. For Smart Card Inactivity Timer, click the Pencil icon.
4. Specify the maximum amount of time before a user is logged out automatically. Type the time in minutes.
5. Click **Save**.

Displaying Your Company Logo on the Blocking Screen

You can customize the blocking screen to display your company logo. The blocking screen appears on the printer touch screen when card reader authentication or an auxiliary accounting device is configured. The screen displays a message when a user attempts to access a restricted feature, reminding users to swipe an identification card to access the feature.

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. For Import Customer Logo, click the Pencil icon.
4. Click **Browse** or **Choose File**.
5. Select a **.png** file that is not larger than 300 x 200 pixels, and click **Open**.
6. Click **Import**.
7. Click **Reboot Machine**.

Creating a Passcode

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. Click **Passcode**.
4. In the Passcode field, type a passcode.
5. For Save Password, select the check box.
6. Click **Apply**.

About User Permissions

You can control access to service and tools, and printing times and methods for a group of users.

Print permissions are rules that allow you to control printing methods for a group of users. For example:
- Restrict 1-sided printing, requiring users to print 2-sided.
- Restrict a Job Type, such as Secure Print.

Services and Tools permissions are rules that allow you to control access to features or configuration settings for a group of users. Configure Services and Tools Permissions to:
- Restrict access to specific services, such as Copy, Email, or Fax.
- Restrict access to settings managed on the Tools menu at the control panel.
- Restrict access to settings managed on the Properties tab in CentreWare Internet Services.

  Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.

Configuring User Roles

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **User Permissions**.
3. To configure Guest User roles, click the Pencil icon.
4. To define Access Rights to Services, Pathways, and Tools for Guest User, for Service/Pathway options, select the radio button.
5. Click **Save**.

Enabling Xerox® Standard Accounting

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. Click **Edit**.
4. For Current Accounting Method, select **Xerox Standard Accounting**.
5. Click **Save**.

Configuring the Log Out Confirmation Screen

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Login Methods**.
3. To enable the log out confirmation screen, select **Show at Log Out**.
4. To show the log out confirmation screen after every job, select **Show After Every Job**.
5. To disable the log out confirmation screen, select **Don't Show**.

Secure HTTP (SSL)

You can establish an HTTP Secure(HTTPS) connection to the printer by encrypting data sent over HTTP using SSL.

You can also enable SSL encryption for the following features.

- Configuring the printer in CentreWare Internet Services
- Printing from CentreWare Internet Services
- Printing using IPP
- Managing scan templates
- Workflow scanning
- Network accounting

    Note: SSL encryption is protocol-independent. You can turn on or off SSL for each protocol or scan destination as needed

Before you begin:

- Ensure that the printer has an established Machine Digital Certificate.
- Ensure DNS is enabled and configured.
- Ensure that the date and time configured on the printer is correct. The time that is set on the printer is used to set the start time for the Xerox® Device Certificate. A Xerox® Device Certificate is installed when you enable HTTP (SSL).

Enabling HTTPS (SSL)

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Protocols**.
2. Click **HTTP**.
3. To enable the protocol, for Protocol, select **Enabled**.
4. For Keep Alive Timeout, enter the time that the printer waits for a response from a connected user before it terminates the connection. Increasing the Keep Alive Timeout can cause slow connections.
5. Change the Port Number as needed.

    Note: If a machine digital certificate is configured, you can edit the following fields.

6. For HTTP Security Mode, select an SSL security option.
7. To allow connections to the device using SSL v3 only, for Require SSL v3, select **Enable**.
8. Click **Apply**.

FIPS 140-2

If FIPS 140-2 encryption is required, all computers, servers, browser software, security certificates, and applications must comply with the standard or operate in FIPS-compliant mode. Transmitted and stored data must be encrypted as specified in United States Federal Information Processing Standard (FIPS) 140-2 (Level 1). You can enable the printer to check that the current configuration ensures the specified encryption.

Enabling FIPS 140 Mode can prevent the printer from communicating with network devices that communicate using protocols that do not use FIPS-compliant encryption algorithms. To allow non-FIPS compliant protocols or features when FIPS 140 mode is enabled, acknowledge the notification of non-compliance during the validation process.

When non-FIPS compliant protocols are enabled after FIPS mode is enabled, a message appears indicating the protocols use non-FIPS compliant encryption algorithms. Examples of non-FIPS compliant protocols include SNMPv3 or NetWare.

When you enable FIPS-140 mode, the printer validates the current configuration by performing the following checks:

- Validates certificates for features where the printer is the server in the client-server relationship. An SSL certificate for HTTPS is an example.
- Validates certificates for features where the printer is the client in the client-server relationship. CA certificates for LDAP, Xerox Extensible Interface Platform, and Smart eSolutions are examples.
- Validates certificates that are installed on the printer, but not used. Certificates for HTTPS, LDAP, or SNMPv3 are examples.
- Checks features and protocols for non-compliant encryption algorithms. For example, NetWare and SNMPv3 use encryption algorithms that are not FIPS-compliant.

When validation is complete, information and links appear in a table at the bottom of the page.

- Click the appropriate link to disable a non-compliant feature, or protocol.
- Click the appropriate link to replace any non-compliant certificates.
- Click the appropriate link to acknowledge that you allow the printer to use non-compliant features and protocols.

Enabling FIPS 140 Mode and Checking for Compliance

1. In CentreWare Internet Services, click **Properties** > **Security** > **Encryption**.
2. Click **FIPS 140-2**.
3. To enable FIPS140 Validation Mode, select **Enabled**.
4. Click **Apply**.
5. If the configuration check passes, a Reboot Machine prompt appears. At the prompt, click **OK**.
6. If the configuration check fails, to disable the protocol, click the appropriate link, replace the certificate, or allow the printer to use the non-compliant protocol.

IP Filtering

You can prevent unauthorized network access by creating an IP Filter to block or allow data sent from particular IP addresses.

Enabling IP Filtering

1. In CentreWare Internet Services, click **Properties** > **Security**.
2. Click **IP Filtering**.
3. To enable IP filtering, select IPv4 Filtering Enabled, IPv6 Filtering Enabled, or both.
4. To permit access to the device, type the IP Address and Port or Prefix as needed.
5. Click **Apply**.

Managing the Audit Log

The Audit Log feature records events that occur on the printer. You can then download the log as a tab-delimited text file to review for potential problems or security issues.

To enable the audit log:
1. In CentreWare Internet Services, click **Properties > Security**.
2. Click **Audit Log**.
3. To enable the audit log, select the check box.
4. Click **Apply**.

To save the audit log:
1. To save the audit log file, click **Save as Text File**.
2. Right-click the **Download Log** link to save the auditfile.txt file to your computer.

IPsec

Internet Protocol Security (IPsec) is a group of protocols used to secure Internet Protocol (IP) communications by authenticating and encrypting each IP data packet. It allows you to control IP communication by creating protocol groups, policies, and actions.

You can control IP communication on the printer for the following:

- DHCP v4/v6 (TCP and UDP)
- DNS (TCP and UDP)
- FTP (TCP)
- HTTP (Scan Out, TCP port 80)
- HTTPS (Scan Out, TCP port 443)
- HTTPS (Web Server, TCP port 443)
- ICMP v4/v6
- IPP (TCP port 631)

- LPR Print (TCP port 515)
- Port 9100 Print (TCP port 9100)
- SMTP (TCP/UDP port 25)
- SNMP (TCP/UDP port 161)
- SNMP Traps (TCP/UDP port 162)
- WS-Discovery (UDP port 3702)
- Up to 10 additional services

Configuring IPsec

1. In CentreWare Internet Services, click **Properties** > **Security**.
2. Click **IPsec**.
3. To enable the protocol, for Protocol, select **Enabled**.
4. To remove IPsec connections, click **Flush All IP Sec Connections**.
5. For Shared Secret, enter the shared key value.
6. For Verify Shared Secret, reenter the shared key value.
7. Click **Apply**.

802.1X

802.1X is an Institute for Electrical and Electronics Engineers (IEEE) standard that defines a method for port-based network access control or authentication. In an 802.1X secured network, the printer must be authenticated by a central authority, typically a RADIUS server, before it can access the physical network.

You can enable and configure the printer to be used in an 802.1X secured network from the printer control panel or in CentreWare Internet Services.

Before you begin:
- Ensure that your 802.1X authentication server and authentication switch are available on the network.
- Determine the supported authentication method.
- Create a user name and password on your authentication server.

    Note: This procedure causes the printer to restart and be unavailable over the network for several minutes.

Configuring 802.1X in CentreWare Internet Services

1. In CentreWare Internet Services, click **Properties** > **Security**.
2. Click **802.1X**.
3. For 802.1X, select **Enabled**.
4. For Authentication Method, select an option.
5. For Credentials, type the user name and password.
6. To upload a root certificate, do the following steps.
    a. For Upload Root Certificate, to locate and select the file, click **Browse** or **Choose File**.
    b. Click **Upload**.
7. To upload a client certificate, do the following steps.
    a. To locate and select the Client Certificate, for Upload Client Certificate, click **Browse** or **Choose File**.
    b. To assign a private password, for Private Key Password, type a password.
    c. Click **Upload**.
8. Click **Apply**.

Enabling and Configuring 802.1X at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings** > **Advanced Settings**.
3. Touch **802.1X**.
4. Touch **Enable**.
5. Touch **Authentication Method**, then select the method used on your network.

   Notes:

   - When the printer is in FIPS 140 mode, EAP-TLS authentication is required.
   - To configure 802.1X settings for EAP-TLS, use CentreWare Internet Services.

6. Touch **Username**.
7. Using the touch screen keyboard, type the user name and server that your authentication switch requires. Touch **OK**.
8. Touch **Password**, then type the password using the touch screen keyboard. Touch **OK**.
9. Touch **OK** again.

System Timeout

You can specify how long the printer waits to log out an inactive user.

Setting System Timeout Values

1. In CentreWare Internet Services, click **Properties** > **Security**.
2. Click **System Timeout**.
3. For Touch User Interface System Timer, type the time that the printer waits before it logs a user out of the touch screen.
4. To instruct the printer to display a warning message before it logs a user out of the touch screen, under Warning Screen, touch **Enabled**.
5. For Web System Timer, type the amount of time the system waits before it logs an inactive user out of CentreWare Internet Services.
6. Click **Apply**.

Setting the System Timeout Values at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings** > **Timers** > **System Timeout**.
3. Specify the time the printer waits to log out an inactive user at the control panel. Next to Timeout (Mins), and Timeout (Secs), touch the arrows.
4. To instruct the printer to display a warning message before it logs a user out of the touch screen, under Warning Screen, touch **Enabled**.
5. Touch **OK**.

Overwriting Image Data

Image data is any in-process or temporary user data on the hard drive, such as current jobs, queued jobs, temporary files, saved jobs, and saved folders. To ensure that image data on the printer hard drive cannot be accessed, you can delete and overwrite image data.

Standard Image Overwrite deletes all image data from the printer memory and hard drive, except:
• Jobs and folders stored in the Reprint Saved Jobs feature
• Jobs stored in the Scan to Mailbox feature
• Fax Dial Directories
• Fax Mailbox contents

Note: Standard image overwrite takes approximately 20 minutes to complete.

Full Image Overwrite deletes all image data from the printer memory and hard drive, including:
• Jobs and folders stored in the Reprint Saved Jobs feature
• Jobs stored in the Scan to Mailbox feature
• Fax Dial Directories
• Fax Mailbox contents

Note: Full image overwrite takes approximately 60 minutes to complete.

Immediate Job Overwrite prompts the printer to overwrite each job immediately after it finishes processing.

Manually Deleting Image Data

1. In CentreWare Internet Services, click **Properties > Security**.
2. Click **Image Overwrite Security > On Demand Image Overwrite**.
3. For Standard or Full, click **Start**.
4. To delete image data, click **OK**.

   Note: If the number of files to delete is large, during the deletion process, the printer can be offline for up to 120 minutes.

Scheduling Routine Deletion of Image Data

1. In CentreWare Internet Services, click **Properties** > **Security**.
2. Click **Image Overwrite Security** > **Scheduled**.
3. To enable image overwrite, select an option.
4. For Frequency, select an option.
5. Select the time for the overwrite in hours and minutes
6. Click **Apply**.

Immediate Job Overwrite

Immediate Job Overwrite prompts the printer to overwrite each job immediately after it finishes processing.

Enabling Immediate Image Overwrite

1. In CentreWare Internet Services, click **Properties** > **Security**.
2. Click **Image Overwrite Security** > **Immediate Image Overwrite**.
3. For Immediate Image Overwrite, select **Enable**.
4. Click **Apply**.

USB Port Security

You can prevent unauthorized access to the printer through USB ports by disabling the ports.

Note: If USB ports are disabled, you cannot use a USB card reader for authentication, update the software, or print from a USB Flash drive.

Enabling or Disabling USB Ports

1. In CentreWare Internet Services, click **Properties > Security**.
2. Click **USB Port Security**.
3. To enable a port, next to a port, select **Enabled**.
4. To disable the ports, clear the check box.
5. Click **Apply**.

Displaying or Hiding Network Settings

You can show or hide the IPv4 address or host name of the printer on the control panel touch screen.

1. In CentreWare Internet Services, click **Properties** > **Security**.
2. Click **Display Network Settings**.
3. Select **Show IPv4 Address** or **Show Host Name**. To hide network information, select **Hide Network Information**.
4. Click **Apply**.

Security Certificates

A digital certificate is a file that contains data used to verify the identity of the client or server in a network transaction. A certificate also contains a public key used to create and verify digital signatures. One device proves its identity to another by presenting a certificate trusted by the other device. Or, the device can present a certificate signed by a trusted third party and a digital signature proving its ownership of the certificate.

A digital certificate includes the following data:

- Information about the owner of the certificate
- The certificate serial number and expiration date
- The name and digital signature of the certificate authority (CA) that issued the certificate
- A public key
- A purpose defining how the certificate and public key can be used

There are three types of certificates:

- A Device Certificate is a certificate for which the printer has a private key. The purpose specified in the certificate allows it to be used to prove identity.
- A CA Certificate is a certificate with authority to sign other certificates.
- A Trusted Certificate is a self-signed certificate from another device that you want to trust.

Machine Digital Certificate

A digital certificate is a file that contains data used to verify the identity of the client or server in a network transaction. A certificate also contains a public key used to create and verify digital signatures. One device proves its identity to another by presenting a certificate trusted by the other device. Or, the device can present a certificate signed by a trusted third party and a digital signature proving its ownership of the certificate.

Creating a Certificate

1. In CentreWare Internet Services, click **Properties > Security**.
2. Click **Machine Digital Certificate**.
3. Click **Create New Certificate**, then select an option.
4. Click **Continue**.
5. For the selected certificate type, complete the fields.
6. Click **Apply**.

Security

Installing a Trusted CA Certificate

If the printer uses the Xerox® Device Certificate, and a user attempts to access the printer using CentreWare Internet Services, an error message can appear in their Web browser. To avoid error messages, install a Trusted CA Certificate in the Web browsers of all users.

1. In CentreWare Internet Services, click **Properties** > **Security**.
2. Click **Trusted Certificate Authorities**.
3. To add a certificate, click **Add**.
   a. Click **Browse** or **Choose File**, navigate to the signed certificate in **.pem** or **PKCS#12** format, then click **Open** or **Choose File**.
   b. Click **Apply**, then click **OK**.
4. For Installed Certificates, perform the following steps.
   − To delete a certificate, select the certificate, then click **Delete**.
   − To delete all certificates, click **Reset**.

Printing 5

This chapter includes:

Managing Banner Page Printing Options

You can set the printer to print a banner page with each print job. The banner page contains information identifying the user and job name. You can set this option in the print driver, in CentreWare Internet Services, or at the control panel.

> Note: Enable Banner page printing in the print driver and at the control panel or in CentreWare Internet Services or a banner page does not print.

Enabling Banner Page Printing in CentreWare Internet Services

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Printing** > **Banner Page**.
3. For Banner Page Settings, select **Enabled**.
4. Click **Apply**.

Printing an Error Page

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Printing** > **Error Page**.
3. To print an error page when a print job fails, for Error Page Settings, select **Enable**.
4. Click **Apply**.

Configuring Default Print Settings

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Printing** > **General**.
3. Configure as needed.
4. Click **Apply**.

Enabling Print Spooling Settings

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Printing** > **Print Spooling**.
3. To enable print spooling, for Print Spooling Settings, select **Enabled**.
4. Click **Apply**.

Printing Reports

Your printer has a printable set of reports. These include configuration and font information, demonstration pages, and more.

1. In CentreWare Internet Services, click **Properties** > **Services**.

2. Click **Printing** > **Reports**.

3. To print a report, next to the report name, click **Print**.

Configuring Secure Print Settings

You can configure Secure Print settings to specify how the printer behaves when a user sends a Secure Print job to the printer.

Configuring Secure Print

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Printing** > **Secure Print**.
3. Enter a value for the minimum passcode length.
4. Click **Apply**.

UNIX, Linux, and AS/400 Printing

UNIX-based printing uses LPD/LPR port 515 to provide printer spooling and network print server functionality. Xerox® printers can communicate using either protocol.

Xerox® Printer Manager

Xerox® Printer Manager is an application that allows you to manage and print to multiple printers in UNIX and Linux environments.

Xerox® Printer Manager allows you to:
- Configure and check the status of network connected printers.
- Set up a printer on your network as well as monitor the operation of the printer once installed.
- Perform maintenance checks and view supplies status at any time.
- Provide a common look and feel across the many different suppliers of UNIX and Linux operating systems.

Installing Xerox® Printer Manager

Before you begin:

Ensure that you have root or superuser privileges to install Xerox® Printer Manager.
1. Download the appropriate package for your operating system. To locate drivers for your printer, see www.xerox.com/office/drivers.
2. To install the custom driver, expand the file, then install the package.
   The installation creates a Xerox directory in /opt/Xerox/prtsys.

Launching Xerox® Printer Manager

To launch Xerox® Printer Manager, do one of the following tasks.
- For UNIX, log in as root. From a terminal window, type **xosdprtmgr**, then press **Enter** or **Return**.
- For Linux, type **sudo xeroxprtmgr**, then press **Enter** or **Return**.

Printing from a Linux Workstation

To print from a Linux workstation, install either a Xerox® print driver for Linux or a CUPS print driver. You do not need both drivers.

Xerox recommends that you install one of the full-featured custom print drivers for Linux. To locate drivers for your printer, see www.xerox.com/office/drivers.

If you use CUPS, ensure that CUPS is installed and running on your workstation. The instructions for installing and building CUPS are contained in the *CUPS Software Administrators Manual*, written and copyrighted by Easy Software Products. For complete information on CUPS printing capabilities, refer to the *CUPS Software Users Manual* available from www.cups.org/documentation.php.

Installing the PPD on the Workstation

1. Download the Xerox® PPD for CUPS from the Drivers and Downloads page on the Xerox® Support website.
2. Copy the PPD into the CUPS ppd/Xerox folder on your workstation. If you are unsure of the location of the folder, use the Find command to locate the PPD files.
3. Follow the instructions that are included with the PPD.

Adding the Printer

1. Verify that the CUPS daemon is running.
2. Open a Web browser and type **http://localhost:631/admin**, then click **Enter** or **Return**.
3. For User ID, type **root**. For password, type the root password.
4. Click **Add Printer** and follow the onscreen prompts to add the printer to the CUPS printer list.

Printing with CUPS

CUPS supports the use of both the System V (lp) and Berkeley (lpr) printing commands.
1. To print to a specific printer in System V, type: **lp -dprinter filename**, then click **Enter**.
2. To print to a specific printer in Berkeley, type: **lpr -Pprinter filename**, then click **Enter**.

AS/400

Xerox provides Work Station Customization Object (WSCO) files to support AS/400 or Iseries, V6 or later systems. The WSCO file provides printer-specific PCL codes. The host print transform uses these codes to select the correct tray, 2-sided printing option, font size and type, and orientation. The XTOOLSxxxx library provides a source WSCO for each supported Xerox® printer. You only download and install the library once.

> Notes:

- The host print transform only works on AFPDS and SCS files. Convert IPDS formatted printer files to AFPDS files to use the WSCO for printing.
- You must have IOSYSCFG permissions to create a device description or a remote queue.
- For details on AS/400, refer to the *IBM AS/400 Printing V, (Red Book)*, available on the IBM website.

Installing the WSCO and Setting up Print Queues

For detailed instructions on installing the library and setting up print queues, refer to the installation instructions that are included with the library.

Print from USB

This feature allows you to print a file that is stored on a USB Flash Drive from the USB port on the printer control panel.

Before you begin:

Enable USB ports. For details, see USB Port Security on page 71.

Enabling Print from USB

1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **USB**.
3. For Enable Print from USB, select **Enable**.
4. Click **Save**.

Setting the Delete Held Job After Timer

When the Delete Held Job After timer expires, jobs held in the Active Jobs and Personal & Secure Job tabs are deleted.

1. At the control panel, press **Log In/Out**.
2. Type **admin**, then touch **Next**.
3. Type your password, then touch **Done**.
   Note: The system administrator user name is **admin** and the default password is **1111**.
4. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
5. Touch **Device Settings > Timers**.
6. Touch **Delete Held Job After**.
7. To enable the Delete Held Job After timer, touch **Enabled**.
8. To select the desired time, press the arrow buttons, or enter a value using the numeric keypad.
9. Touch **OK**.

Copying

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This chapter includes:

Changing the Default Copy Settings

The printer uses the default copy settings on all copy jobs unless you change them for an individual job. You can modify the default copy settings.

Specifying Default Copy Settings in CentreWare Internet Services

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Copy**.
3. For Defaults, click the Pencil icon.
4. To modify copy settings, click **Copy Settings**, then click **Edit**.
5. To modify the input settings, click **Input Settings**, then click **Edit**.
6. To modify the output settings, click **Output Settings**, then click **Edit**.

Setting Defaults for Covers at the Control Panel

Note: If Booklet Creation is turned off or the paper supply is set to Auto Select, Covers Options are unavailable.

To set covers defaults:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.

   Note: To access this feature at the control panel, log in as an administrator.

2. Touch **Service Settings** > **Copy** > **Feature Defaults**.
3. Touch **More Features** > **Covers**.
4. Touch an option, then touch **OK**.

Setting Defaults for Transparency Separators at the Control Panel

Note: The default option for transparency separators is available only when you set the paper supply for transparencies.

To set defaults for Transparency Separators:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.

   Note: To access this feature at the control panel, log in as an administrator. administrator.

2. Touch **Service Settings** > **Copy** > **Feature Defaults**.
3. Touch **More Features** > **Transparency Separators**.
4. Touch an option, then touch **OK**.

Changing the Feature Order on the Control Panel

You can change the order that copy features appear on the control panel touch screen.

To change the feature order:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.

   Note: To access this feature at the control panel, log in as an administrator. administrator.

2. Touch **Service Settings** > **Copy** > **Feature Order**.
3. For First Tab Layout, select the number of features to include on the first tab. Features not included on the First Tab Layout are included on the More Features tab.
4. To change the position of a feature, select the feature, then use the arrows.
5. When finished, touch **OK**.

Showing, Locking, and Hiding Copy Features on the Control Panel

You can select the features to appear on the control panel and lock settings to prevent change.

To set controls for copy features:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.

   Note: To access this feature at the control panel, log in as an administrator. administrator.

2. Touch **Service Settings** > **Copy** > **Show/Lock/Hide Features**.
3. Touch a feature, then for Feature Status, select an option.
4. When finished, touch **OK**.

Managing User Presets at the Control Panel

You can manage user presets for copy features at the control panel.

To manage user presets:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.

   Note: To access this feature at the control panel, log in as an administrator. administrator.

2. Touch **Service Settings** > **Copy** > **Preset Management**.
3. Select a preset, then choose an option.
   - To edit the preset, touch the Pencil icon.
   - To delete the preset, touch **X**.
   - To delete all presets, touch **XX**.
4. When finished, touch **OK**.

Changing the Paper Supply Auto Select Policy at the Control Panel

If Paper Supply Auto Select is set to On, the printer selects the most appropriate size paper tray when there is no exact match for the copy job. If Paper Supply Auto Select is set to Off, the printer hides the Auto Select option, and the default paper selection is set to Tray 1.

To set the Paper Supply Auto Select policy:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.

    Note: To access this feature at the control panel, log in as an administrator. administrator.

2. Touch **Service Settings** > **Copy** > **Paper Supply Auto Detect Policy**.
3. Select **On** or **Off**, then touch **OK**.

Reducing or Enlarging Presets on the Control Panel

To set the Reduce/Enlarge Presets:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.

    Note: To access this feature at the control panel, log in as an administrator. administrator.

2. Touch **Service Settings** > **Copy** > **Reduce/Enlarge Presets**.
3. To reduce or enlarge a preset, touch an existing preset, then touch **-** or **+**.
4. To restore the original values, touch **Reset All**.
5. After you have changed your presets, touch **OK**.

Limiting Access to Copying

The Copy Lock options limit access to copying by requiring a password to use the Copy function. You can also turn off copying.

To view or modify user permissions:
1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Copy**.
3. To edit security settings, for Security, click the Pencil icon.
4. To modify User Permissions, for Feature, click **Edit**.
5. To configure Guest User roles, click the Pencil icon.
6. For Manage Permissions, select the required options.
7. Click **Save**.

Managing Access to 1-Touch Services and Presets

You can use 1-Touch Services and Presets to save settings for Copy, Email, Fax, Scan To, and Workflow Scanning services. You can set access to these features for all users or for administrators only. You can also turn off access to specific 1-Touch Services and presets for individual users.

Note: Not all features are available for all services.

To set permission to save 1-Touch Services and presets:
1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools** > **Service Settings** > **1-Touch/Presets**.

   Note: To access this feature at the control panel, log in as an administrator.For Permission to Save 1-Touch, select an option.

3. For Permission to Save Preset, select an option.
4. Touch **OK**.

To limit access to 1-Touch Services:
1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **User Permissions**.
3. To configure Guest User roles, click the Pencil icon.
4. To limit access to a specific 1-Touch Service, select Not Allowed.
5. Click **Save**.

Specifying ID Card Copy Settings

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **ID Card Copy**.
3. For Defaults, click the Pencil icon.
4. Configure settings as needed, then click **Save**.
5. To edit security settings, for Security, click the Pencil icon.
6. To modify user permissions roles, click the Pencil icon.
7. To configure Guest User roles, click the Pencil icon.
8. For Manage Permissions, select the required options.
9. Click **Save**.

Scanning

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This chapter includes:

Scanning to an Email Address

The email feature allows you to scan a document and send it to an email address as an attachment.

Before you begin:
* Configure SMTP settings. For details, see Configuring SMTP Server Settings on page 97.
* Note the IP address or host name of the server.

For instructions on using this feature, see the *User Guide* for your printer model.

Email

Configure email settings on the Email Setup page in CentreWare Internet Services. Email settings apply to all services that use SMTP, including Internet Fax and Scan to Email.

Accessing the Email Setup Page

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Email**.

Configuring SMTP Server Settings

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Email**.
3. To access SMTP server settings, for Server to Send Emails (SMTP), click the Pencil icon.
4. To set auto discovery, for Auto Discover SMTP Server, select the check box or enter the SMTP server domain.
5. Select the Name or IP Address type.
6. Type the appropriately formatted address or host name of your server and change the default port number as needed.
7. Under Device Email Address, type the email address of the printer.
8. If the SMTP server requires authentication, for SMTP Authentication, complete the following steps.
    a. For Server Requires SMTP Authentication, select the check box.
    b. For Login Credentials, select an option.
        •   **System**: The printer authenticates itself using the Login Name and Password that you configure on this page.
        •   **Authenticated User**: This option is available only when Network Authentication is enabled.
    c. If you select System, type the Login Name and Password used to access the server. Enable **Select to save new password** to update the password for an existing Login Name.
9. For Connection Encryption, select a protocol that your server supports, then for Validate Server Certificate, select **Enable**.
10. To define a maximum message size for emails with attachments, for Maximum Email Size (Message and Attachment), select a size.
11. Click **Apply**.
12. If prompted, enter your password, then click **OK**.

Editing Optional Email Settings

You can use optional email settings to configure common features that apply to all emails sent from the printer. Common features include email receipts, message body and signature, and From field editing.

To edit optional email settings:

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Email**.
3. To edit a setting, click the Pencil icon.

Configuring Address Book Policies

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Email**.
3. To configure the Address Book settings stored in the printer, for Device Address Book, click **Edit**.
4. To allow users to locate email addresses in the Device Address Book, for Use Device Address Book, select **Yes**. To hide the address book from users, select **No**.
5. To configure favorite email contacts to appear first when you access the email service, select **View Favorites on Scan To Service Entry**.
6. To use a network address book and configure LDAP server settings, for Network Address Book (LDAP), click **Edit**.
7. If an LDAP network address book is configured, to allow users to locate email addresses in the Network Address Book, select **Yes**. To hide the address book from users, select **No**.
8. To allow users to create or edit contacts in the Device Address Book from the printer control panel, select **All Users**.
9. Click **Save**.

Configuring Email Security Settings

Configuring Email Security

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Email**.
3. To edit security settings, for Security, click the Pencil icon.
4. For Security Settings, configure the settings.
   a. For Email Encryption Enablement, select an option.
      - **Off**: Use this option to disable email encryption.
      - **Always On; Not editable by user**: Use this option to restrict users from turning Email Encryption on or off at the control panel.
      - **On; Editable by user**: Use this option to allow users to turn Email Encryption on or off at the control panel.
   b. If you select Editable by user, select the default setting for users at the control panel. For Email Encryption Default, select **On** or **Off**.
   c. For Encryption Algorithm, select the algorithm used by your email server.
   d. To enable email signing, for Email Signing Enablement, select an option.
      - **Off**: Use this option to disable email signing.
      - **Always On; Not editable by user** restricts users from turning Email Signing off at the control panel.
      - **On; Editable by user**: Use this option to allow users to turn Email Signing on or off at the control panel.
   e. If you select Editable by user, select the default setting for users at the control panel. Under Email Signing Default, select **On** or **Off**.
5. For From Field Display, select an option.
6. For User Policies, configure settings as needed.
   a. For "To:" Field Security Options, select a restriction policy.
   b. For Restrict to Defined Domains, to configure a list of acceptable domains, click **Add Domains**.
   c. To restrict authenticated users from sending emails to others, next to Auto Send to Self, select **Enable**.
7. To clear the Recipient List after an emailed scan job completes, for Global Policies: Shared Scan Policy, select an option.
8. To import a certificate, for Certificate Management, click **Import**.
9. To export a certificate, for Certificate Management, click **Export**.
10. To delete a certificate, select the certificate, then click **Delete**.
11. Click **Save**.

Workflow Scanning

Workflow Scanning allows you to scan an original document, distribute, and archive the scanned image file. The Workflow Scanning feature simplifies the task of scanning many multi-page documents and saving the scanned image files in one or more file locations.

To specify how and where scanned images are stored, create a template. You can create, manage, and store multiple templates in a template pool repository on a network server. For instructions on using this feature, see the *User Guide* for your printer model.

Creating a Local Template for Workflow Scanning

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. To configure a template, for Manage Template Collection, click the Pencil icon.
4. To create a local template, click **Create Template (Local)**.
5. Enter the Template Name and, as needed, information for Description and Owner.
6. Click **Add**.
7. Configure as needed.

Configuring a Remote Template Pool for Workflow Scanning

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. To configure a template, for Manage Template Collection, click the Pencil icon.
4. To configure a Template Pool, click **Setup Template Pool (Remote)**.
5. Select a Default Repository Protocol.
6. Select the destination address, then enter the host and port information.
7. Type the path and filename required by the protocol.
8. To save files to a destination, type the login and password for that destination.
9. Click **Save**.

Configuring File Repository Settings

A file repository is a network location where scanned images are stored. Configure the file repository settings before you create a template. Your printer supports three transfer protocols.

To set up workflow scanning to a local template, configure a repository location for files.

To configure HTTP/HTTPS filing:

1. Click **Add New**.
2. In the Friendly Name field, type a name for the repository.
3. From the Protocol menu, select **HTTP** or **HTTPS**.
4. Select the address type. Options are **IPv4 Address**, **IPv6 Address**, or **Host Name**.
5. Type the appropriately formatted address and port number of your server.
6. To verify that a digital certificate is installed on the printer, for HTTPS, click **View Trusted SSL Certificates**.
7. To validate the SSL certificate used for HTTPS, select **Validate Repository SSL Certificate**.
8. In the Script path and filename field, type the path to the CGI script starting at the root. For example, //directoryname/foldername. To download working example scripts, click **Get Example Scripts**.
9. In the Document Path field, type the directory path of the folder. For Web server directories, type the path starting at root. For example, //directoryname/foldername.
10. If you want the printer to create .XSM subfolders for single page format files, select **Sub-folder (.XSM) for 1 File Per Page, File Format jobs**.
11. Under **Login Credentials to Access the Destination**, select the method that the printer uses to access the repository.
    - **Authenticated User and Domain** instructs the printer to use the user name and domain of the logged-in user when accessing the repository.
    - **Authenticated User** instructs the printer to use the user name of the logged in user when accessing the repository.
    - **Prompt at User Interface** instructs the printer to prompt users at the control panel for the repository credentials.
    - **System** instructs the printer to use specific credentials when accessing the repository. If you select System, type the credentials in the User Name and Password fields. To update an existing password, select **Select to save new password**.
    - **None** instructs the printer to access the repository without providing credentials.
12. Click **Save** to apply the new settings or **Undo** to retain the previous settings.

    Note: HTTP/HTTPS scans to a Web server using a CGI script.

To set up workflow scanning to a local template, configure a repository location for files.

Workflow Scanning for FTP or SFTP

Before you begin:

- Ensure that FTP or SFTP services are running on the server or computer being used to store scanned image files. Note the IP address or host name.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
- Create a folder within the FTP or SFTP root. Note the directory path, user name, and password. This folder is your file repository.
- Test the connection. Log in to the file repository from a computer with the user name and password. Create a folder in the directory, then delete it. If you cannot create and delete the folder, check the user account access rights.

To configure file repository settings for FTP or SFTP:

1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **Workflow Scanning**.
3. For File Repository Setup, click the Pencil icon.
4. Click **Add New**.
5. In the Friendly Name field, type a name for the repository.
6. From the Protocol menu, select **FTP** or **SFTP**.
7. Select an address type.
8. Type the appropriately formatted address and port number.
9. In the Document Path field, type the directory path of the folder beginning at the root of FTP or SFTP services. For example, //directoryname/foldername.
10. If you want the printer to create .XSM subfolders for single page format files, select **Sub-folder (.XSM) for 1 File Per Page, File Format jobs**.
11. Under Default Repository Login Credentials, select an option:
    - **Authenticated User and Domain** instructs the printer to use the user name and domain of the logged-in user when accessing the repository.
    - **Logged-in User** instructs the printer to log in to the repository using the credentials of the logged-in user.
    - **Prompt at User Interface** instructs the printer to prompt users at the control panel for the repository credentials.
    - **System** instructs the printer to use specific credentials when accessing the repository. If you select System, type the credentials in the User Name and Password fields. To update an existing password, select **Select to save new password**.
12. Click **Save**.

Workflow Scanning for SMB

Before you begin:

- Ensure that SMB services are running on the server or computer where you want to store scanned image files. Note the IP address or host name.
- On the SMB server, create a shared folder. This folder is your file repository. Note the directory path, Share Name of the folder, and the Computer Name or Server Name.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
- Test the connection by logging in to the file repository from a computer with the user name and password. Create a folder in the directory, then delete it. If you cannot do this test, check the user account access rights.

To configure file repository settings for SMB:

1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **Workflow Scanning**.
3. For File Repository Setup, click the Pencil icon.
4. Click **Add New**.
5. In the Friendly Name field, type a name for the repository.
6. From the Protocol menu, select **SMB**.
7. Select the address type.
8. Type the appropriately formatted address and port number of your server.
9. In the Share field, type the share name.
10. In the Document Path field, type the directory path of the folder starting at the root of the shared folder. For example, if you have a folder named scans in the shared folder, type **\scans**.
11. If you want the printer to create .XSM subfolders for single page format files, select **Sub-folder (.XSM) for 1 File Per Page, File Format jobs**.
12. For Default Repository Login Credentials, select an option.
    - **Authenticated User and Domain** instructs the printer to use the user name and domain of the logged-in user when accessing the repository.
    - **Logged-in User** instructs the printer to log in to the repository using the credentials of the logged-in user.
    - **Prompt at User Interface** instructs the printer to prompt users at the control panel for the repository credentials.
    - **System** instructs the printer to use specific credentials when accessing the repository. If you select System, type the credentials in the User Name and Password fields. To update an existing password, select **Select to save new password**.
13. Click **Save**.

Workflow Scanning for HTTP and HTTPS

Before you begin:

- Enable HTTP or Secure HTTP (SSL). Ensure that a certificate is installed on the printer if you are using SSL.
- Configure your Web server, and ensure that HTTP/HTTPS services are running. POST requests and scanned data are sent to the server and processed by a CGI script. Note the IP address or host name of the Web server.
- Create a user account and password for the printer on the Web server. Note the user name and password.
  - Create a /home directory for the printer.
  - Create a /bin directory in the home directory.
  - Copy an executable CGI script into the /bin directory. You can create your own script, or download a sample script. For details, see CGI Scripts on page 105. Note the path to the script. The script can be defined with script_name.extension or by path/script_name.extension.
- Create a folder with read and write permissions on the Web server, or alternate server. Note the directory path, user name, and password. This folder is your file repository.
- Test the connection by logging in to the home directory of the printer on the Web server. Send a POST request and file to the Web server. Check to see if the file is in the repository.

To configure file repository settings for HTTP or HTTPS:

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For File Repository Setup, click the Pencil icon.
4. Click **Add New**.
5. In the Friendly Name field, type a name for the repository.
6. From the Protocol menu, select **HTTP** or **HTTPS**.
7. Select the address type.
8. Type the appropriately formatted address and port number of your server.
9. In the Script path and filename field, type the path to the CGI script starting at the root. For example, //directoryname/foldername. To download working example scripts, click **Get Example Scripts**.
10. In the Document Path field, type the directory path of the folder. For Web server directories, type the path starting at root. For example, //directoryname/foldername.

11. If you want the printer to create .XSM subfolders for single page format files, select **Sub-folder (.XSM) for 1 File Per Page, File Format jobs**.

12. For Default Repository Login Credentials, select an option.
    – **None** instructs the printer to access the repository without providing credentials.
    – **Authenticated User and Domain** instructs the printer to use the user name and domain of the logged-in user when accessing the repository.
    – **Logged-in User** instructs the printer to log in to the repository using the credentials of the logged-in user.
    – **Prompt at User Interface** instructs the printer to prompt users at the control panel for the repository credentials.
    – **System** instructs the printer to use specific credentials when accessing the repository. If you select System, type the credentials in the User Name and Password fields. To update an existing password, select **Select to save new password**.

13. Click **Save**.

CGI Scripts

A CGI (Common Gateway Interface) script is a program on a Web server that is executed when the server receives a request from a browser. A CGI script is required to allow files to be transferred to your HTTP server from your printer.

When a document is scanned, the printer logs in to the Web server, sends a POST request along with the scanned file, then logs out. The CGI script handles the remaining details of file transfer.

To download a sample CGI script:
1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning** > **File Repository Setup**.
3. Click **Add New**.
4. Select **HTTP** or **HTTPS** from the Protocol menu.
5. Under Script path and filename, click **Get Example Scripts**.
6. Select a script language supported by your Web server. Right-click and save the appropriate **.zip** or **.tgz** file to your computer.
7. Extract the downloaded file to the root of the Web services home directory.

Configuring Template Pool Refresh

A template pool repository stores templates on the network and updates the list of available templates on the printer. You can set the update frequency for the list.
1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Template Pool Refresh, click the Pencil icon.
4. To update the template list immediately, click **Refresh Template List Now**.
5. To set the time for the template pool to refresh, enter the time.
6. Click **Save**.

Adding Document Management Fields

You can add fields to the template to help you manage scanned image files. The fields display when you select the template at the control panel. You can type in details about the document you are scanning. This information is filed with each scanned image file in the Job Log. Third-party software uses the Job Log to access and retrieve information associated with scanned files.

1. Under Document Management Fields, click **Add**.
2. Type a name for Field Name using up to **128** characters. The Field Name text is not shown at the control panel. Third-party software uses the name to access the Document Management information. This field is required.
3. To allow users to modify the Field Label field, select **Editable** next to User Editable. The Field Label identifies the purpose of this field to the user. Select **Not Editable** to prevent users from changing the value. The field does not appear on the control panel, and the text typed for the Default Value field is used.
4. If you selected Not Editable, type a Default Value. The Default Value is optional if you selected Editable.
5. Select **Require User Input** to prompt the user to type data for this document management field before scanning.
6. Select **Mask User Input** to prevent typed input from appearing at the control panel. Select **Record User Input in Job Log** to write any masked data to the Job Log file. Consider data security issues before selecting this option.
7. Validate Data Before Scanning options can be available if validation servers are configured for the printer.
8. Click **Apply** to save the new settings or **Cancel** to return to the previous screen.

Configuring a Validation Server

You can use a validation server to verify scan metadata entered at the printer control panel against a list of valid values. You can add up to six validation servers.

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Tag Validation Server, click the Pencil icon.
4. Click **Add New**.
5. From the Protocol menu, select **HTTP** or **HTTPS**.
6. For IP Address/Host Name and Port, type the IP address or the network host name for the Kerberos server, then enter the port number.
7. In the Document Path field, type the path for the server. The format for a directory path for FTP is /directory/directory, while the format for a directory path for SMB is \directory\directory.
8. Type a response timeout.
9. Click **Save**.

Enabling Job Log

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Job Log, click the Pencil icon.
4. To create a job log in the scan repository, for Enable Job Log, select **On**.
5. To have user or domain names appear in the job log, for Append Optional Information to Job Log, select an option.
6. Click **Save**.

Setting Scanned Image File Naming Conventions

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Custom File Name Override, click the Pencil icon.
4. For File Name Additions, select an option.
5. For Auto, type a prefix for the scanned image file name.
6. For Custom Naming, configure as needed.
   a. To build the file name, for Pre-defined Text, select the elements you that want to use. When you select a Pre-defined text element, it appears in the field for Position in Name String.
   b. For Custom Text, type the custom text that you want to appear in the file name. For example, select the first Custom Text field, then type an underscore (_).
   c. Click an element in the Position field, then use the arrow buttons to move the element into the correct position for the file name. The file name that generates uses all of the elements in the Position field, in order from top to bottom.
7. For Advanced, type a string using variables to create the file name.
8. To allow users to change the name, select **Allow users to change the file name**, then for File Name, type the name.
9. Click **Save**.

Hiding/Showing Default Template

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Hide/Show Policy, click the Pencil icon.
4. Select an option.
5. Click **Save**.

Setting Template Display Settings for the Control Panel

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning** > **Display Settings**.
3. To specify the template that appears at the top of the list, under Templates, select the template and click **Update**.
4. To prevent users from using the Default Workflow Scanning template, under Default Template Display, select **Hide Default Template in the Templates list**.
5. To require users to select a template before they press the Start button, under Template Selection, select **User must select template before pressing Start button**.
6. Click **Apply** to save the new settings or **Undo** to retain the previous settings.

Configuring the Default Template

Before you can use the Workflow Scanning feature, create and edit a template. A template contains scan settings and at least one destination for the scanned image files.

You cannot delete the default template.

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Destination, Input/Output, Tags Settings, click the Pencil icon.
4. For the File Destination, Input/Output, PDF Settings, and Document Management Tags tabs, configure settings as needed.

Editing a File Destination

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Destination, Input/Output, Tags Settings, click the Pencil icon.
4. In the File Destination tab, for the Default template, click the Pencil icon.
5. For Filing Policy, select an option.
6. For Document Path, for Add (Optional), enter the path for the file destination. The format for a directory path for FTP is /directory/directory, and the format for a directory path for SMB is \directory\directory.
7. Click **Apply**.

Adding Document Management Tags

You can add fields to the template to help you manage scanned image files. The fields display when you select the template at the control panel. You can type in details about the document you are scanning. This information is filed with each scanned image file in the Job Log. Third-party software uses the Job Log to access and retrieve information associated with scanned files.

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Destination, Input/Output, Tags Settings, click the Pencil icon.
4. In the Document Management Tags tab, click **Add Field**.
5. Configure as needed.
6. Click **Save**.

Configuring a Template to Create a Password-Protected PDF

You can edit a template to create an encrypted PDF file, and require users to protect the scanned PDF file with a password. When a user selects the scan template at the control panel, the printer prompts the user to create a password, or accept a default password. The password is required to open the PDF file.

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Destination, Input/Output, Tags Settings, click the Pencil icon.
4. In the Document Management Tags tab, click **Add Field**.
5. For Field Name, type **xrx_pdf_pswd**.
6. To set the password, for User Editable, select **Not Editable**. To allow users to modify the Field Label field, select **Editable**.
7. If you select Not Editable, type a Default Value.
8. If you select Editable, do the following:
   a. To suggest a default password, type a password in the Default Value field.
   b. To prompt users to enter a password, type text in the Field Label field. For example, you could type **Type a password to protect your PDF file**.
   c. To require users to provide a password, select **Require User Input**.
   d. To hide characters that a user types at the control panel, select **Mask User Input**. If you do not select this option, the printer saves the password in the Job Log.
   e. To prevent the PDF password from appearing in the job log, ensure that the **Record User Input to Job Log** check box is cleared.
9. Click **Save**.

Hiding/Showing Default Template

1. In CentreWare Internet Services, click **Properties** > **Services**.
2. Click **Workflow Scanning**.
3. For Hide/Show Policy, click the Pencil icon.
4. Select an option.
5. Click **Save**.

Scan to USB

You can insert a USB Flash Drive into the printer, scan a document, and store the scanned file on the USB drive.

Before you begin:

Enable USB ports. For details, see USB Port Security on page 71.

Enabling Scan to USB

1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **USB**.
3. For USB Service Enablement, configure the settings.
   − To allow users to scan to a USB drive, for Scan to USB, select **Enable**.
   − To allow users to print documents from a USB drive, for Print from USB, select **Enable**.
4. To configure Scan To USB Settings, for Defaults, click the Pencil icon.
5. To configure Print From USB Settings, for Defaults, click the Pencil icon.
6. To configure Scan / Print Service Security, for Security, click the Pencil icon.
7. Click **Save**.

Scanning to a User Home Folder

Use the Scan to Home feature to scan to their home folder, as defined in your LDAP directory, or to a shared network folder.

Before you begin:

- Ensure that Network Authentication is enabled. For more information, see Configuring Network Authentication Settings on page 53.
- Ensure that LDAP is enabled. For details, see LDAP on page 33.
- Set Use Network Address Book (LDAP) to **Yes**. For more information, see Configuring Address Book Policies on page 98.

To configure Scan to Home:

1.   In CentreWare Internet Services, click **Properties > Services**.
2.   Click **Scan to Home**.
3.   For Defaults, click the Pencil icon. Configure as needed.
4.   For File Path, click the Pencil icon.
5.   For Home Directory, select a scanning option.
     - **LDAP Query:** This option scans to the home folder defined in an LDAP directory.
     - **No LDAP Query:** This option scans to a shared network folder.
6.   If you select No LDAP Query, for Network Home Path, type the complete network path of the external server. For example, type **\\servername\foldername**.
7.   To create a subdirectory in the network home path, type a network path in the Subdirectory field. For example, type **\subdirectoryfoldername** to scan to \\servername\foldername\subdirectoryfoldername.
8.   For Path Options, select options as needed.
     - **Append Logged In User Name to Path:** This option stores scanned images in folders named according to each user on your network home path. For example, type **\\servername\foldername\username**.
     - **Automatically Create "User Name" directory if one does not exist:** This option creates individual folders for each user if a folder does not exist.
9.   If you want the printer to create .XSM subfolders for single page format files, select **Sub-folder (.XSM) for 1 File Per Page, File Format jobs**.
10. Click **Save**.

11. For Filing Access (Login Credentials), click the Pencil icon.
12. To set access to the scan destination, choose an option.
    – **Logged-In User:** The user logs in and scans the document.
    – **Prompt at User Interface:** The user interface prompts the logged-in user to enter login credentials a second time.
13. Click **Save**.
14. To configure Report Options, click the Pencil icon, configure settings as needed, then click **Save**.
15. To edit security settings, for Security, click the Pencil icon.

Enabling Remote Scanning using TWAIN

Enable Remote Start to allow users to scan images into a TWAIN-compliant application using the TWAIN driver.

Before you begin:

Enable the Scan Extension Web service. For details, see HTTP - Web Services on page 38.

To enable remote scanning using TWAIN:
1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **Remote Start (TWAIN)**.
3. Under Start Job via Remote Program, click **On**.
4. Click **Apply**.

Configuring Scan To Destination

The Scan To Destination feature allows you to associate scan destinations with address book contacts. Users can select these contacts when scanning using the Scan To feature.

Before You Begin

- Add at least one contact to the Device Address Book.
- Add scan destinations to address book contacts.

For details, see Address Books on page 149.

Configuring Default Scan Settings

1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **Scan To**.
3. For Defaults, click the Pencil icon.
4. Change the settings as needed. For details, see the Help in CentreWare Internet Services.

Setting the Default Scan To View to Favorites

1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **Scan To**.
3. To configure Address Book Policies, click the Pencil icon.
4. To configure the Device Address Book settings stored in the printer, click **Edit**.
5. To set the default Scan To view at the control panel as Favorites, under Policies, select **View Favorites on Scan To Service Entry**.
6. Click **Save**.

Faxing 8

This chapter includes:

Fax Overview

You can send using any of the following services.

- **Fax**, or embedded fax, scans the document and sends it directly to a fax machine.
- **Server Fax** scans the document and sends it to a fax server, which transmits the document to a fax machine.
- **LAN Fax** sends the current print job as a fax. For details, see the print driver software.

  Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type. For details, contact your Xerox representative.

Fax

This section includes:

When you send a fax from the printer control panel, the document is scanned and transmitted to a fax machine using a dedicated telephone line. To use the embedded fax feature, ensure that your printer has access to a functioning telephone line with a telephone number assigned to it.

Notes:

- Not all printer models can send faxes. Some printers require an optional fax hardware kit.
- Not all printer models have multiple fax lines.

Configuring Fax Settings from CentreWare Internet Services

If your printer is connected to your computer through a wired or wireless network connection, use CentreWare Internet Services to configure the fax settings.

Configuring Fax Line Settings

1. In CentreWare Internet Services, click **Properties** > **Services** > **Fax**.
2. To configure fax line settings, for Fax Line Setting, click the Pencil icon.
3. For Machine Name, type a name for the printer.
4. For Fax Number, type the fax number of the recipient.
5. For Prefix Dial, type the dialing prefix.
6. For Line Configuration, select an option.
7. Select your country from the list.
8. Click **Save**.

Configuring Address Book Settings

You can associate fax numbers with contacts in the Device Address Book and configure other address book settings related to fax.

Before you begin:

Add at least one contact to the Device Address Book, and associate a fax number with the contact.

1. In CentreWare Internet Services, click **Properties** > **Services** > **Fax**.
2. To configure Address Book Policies, click the Pencil icon.
3. To configure the Device Address Book settings stored in the printer, click **Edit**.
4. To set the default fax view at the control panel to Favorites, under Policies, select **View Favorites on Fax Service Entry**.
5. To allow users to create or edit contacts in the Device Address Book from the printer control panel, select **All Users**.
6. Click **Save**.

Configuring Fax Incoming/Outgoing Policies

1. In CentreWare Internet Services, click **Properties** > **Services** > **Fax**.
2. To configure incoming/outgoing policies, for Incoming/Outgoing Policies, click the Pencil icon.
3. To print a report of the transmission results after sending a fax, for Automatically Print Transmission / Receive Report, select **On**.
4. For Incoming Policies, select the desired options.
   a. To specify the Receive Mode, select an option.
   b. To specify the Ringer Volume, select an option.
   c. To specify how many rings can occur before the fax answers an incoming call, for Rings To Answer, select an option.
   d. To specify how many minutes the printer waits before it redials a busy receiving fax machine, for Redial Term, select an option.
   e. To specify the number of attempts the printer makes to redial a fax number, for Redial Count, select an option.
   f. To set the printer to discard any excess data at the bottom of the page, for Discard Size, select an option.
   g. For Fax Duplex, select an option.
   h. To reduce the data in the document to fit the paper size currently loaded in the machine, next to Rx Reduction, select the check box.
   i. To specify the Stamp Receiver Name, select the check box.
5. For Outgoing Policies, perform the following steps.
   a. To enable Error Correction Mode for errors in the fax transmission, for ECM, select the check box.
   b. For Speaker, select an option.
   c. For Sending Confirmation, select an option.
6. Click **Save**.

Configuring Required Fax Settings at the Control Panel

Before you can send a fax at the control panel:
- Enable the required embedded fax settings.
- Set the fax country.
- Configure the embedded fax settings.

Configuring Fax Wizard Settings at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Service Settings**.
3. Touch **Fax**.
4. Touch **Fax Wizard Settings**.
5. For Fax Country Setting, select your country from the list.
6. Touch **Next**.
7. For Line Fax Number, type the fax number using the touch screen keypad.
8. For Line Name, type a line name for the printer.
9. For Line Configuration, touch an option. If you have a 10-pulse-per-second line, select **Pulse**.
10. Touch **Next**.
11. To restart the printer, touch **Reboot**.

Fax Security

When the Fax Secure Receive feature is enabled, users must type a fax passcode to release a fax. Fax passcodes are also used to secure fax mailboxes. You can specify the required fax passcode length.

Notes:
- Existing passcodes are not changed.
- If you edit an existing passcode after changing the passcode length requirement, the new password must meet the current length requirement.

Configuring Security Settings

1. In CentreWare Internet Services, click **Properties** > **Services** > **Fax**.
2. To configure security settings, for Security, click the Pencil icon.
3. To access user permissions to configure, for User Permission Roles, click **Edit**.
4. To clear the recipient list after printing job completes, select **Yes**.
5. Click **Save**.

Setting Fax Defaults

Setting Incoming Fax Defaults

1. At the printer control panel, press the **Machine Status** button, log in as administrator, then touch the **Tools** tab.
2. Touch **Service Settings**.
3. Touch **Fax**.
4. Touch **Incoming Fax Defaults.**
5. To set the printer to receive all incoming calls as faxes, or to answer manually, touch **Call Receive Mode**, select an option, then touch **OK**.
6. To specify a time for answer delay, touch **Automatic Answer Delay**, use the Up and Down arrows to select a time between 1 and 7 seconds, then touch **OK**.
7. Touch **Receive Footer**, select an option, then touch **OK**.
8. To select an option for incoming dial tone and transmission tone, touch **Fax Card Volume**, select an option, then touch **OK**.
9. To select the trays to use to print faxes, touch **Fax Receive Tray**, make your tray selection, then touch **OK**.
10. To select 2-sided or stapled output, touch **Default Output Options**, select an option for each kind of output, then touch **OK**.
11. To require a passcode for printing incoming faxes, touch **Secure Receive Settings** > **Passcode Protect**, enter a 4-digit password, then touch **OK**.
12. To reject faxes sent from unwanted sources, touch **Junk Fax Prevention**, enter the fax numbers to block, then touch **OK**.

Setting Outgoing Fax Defaults

1. At the printer control panel, press the **Machine Status** button, log in as administrator, then touch the **Tools** tab.
2. Touch **Service Settings**.
3. Touch **Fax**.
4. Touch **Outgoing Fax Defaults**.
5. To select fax transmission speed, touch **Starting Rate**, touch an option, then touch **OK**. Select the highest starting rate unless the destination for the fax you are sending has special requirements.
6. To set the number and time interval between redialing attempts after a failed transmission, touch **Automatic Redial Settings**, set your options, then touch **OK**.
7. To set the prefix dial number, touch **Prefix Dial Number**, select **On**, enter the prefix, then touch **OK**.
8. To set the time of day to begin and end sending fax transmissions, touch **Toll Save**, set the start and stop times, then touch **OK**.
9. To include header text on outgoing faxes, do the following steps.
    a. Touch **Send Header Text**, then select **On**.
    b. Type text in the field provided, then touch **OK**.
10. To send multiple fax jobs to a single destination during one transmission session, touch **Batch Send**, touch **Enabled**, then touch **OK**.
11. To compensate for poor line quality, touch **Error Correction Mode**, touch **Enabled**, then touch **OK**.

Setting Fax Feature Defaults

The printer uses the default fax feature settings on all embedded fax jobs unless you change them for an individual job. You can modify the default fax feature settings.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Service Settings**.
3. Touch **Fax**.
4. Touch **Feature Defaults**.
5. On the Fax tab, adjust the available fax options as needed.
    a. To scan both sides of your original document, touch **2-Sided Scanning**, select an option, then touch **OK**.
    b. To optimize faxing for the type of original document, touch **Original Type**, select an option, then touch **OK**.
    c. To set the scan resolution, touch **Resolution**, select an option, then touch **OK**.

6. For more options, touch the **More Features** tab.

   a. To set the size of the original document, touch **Original Size**, select an option, then touch **OK**.

      • **Auto Detect:** The printer detects the size of the originals and prints from a paper tray that contains that size. Ensure that all originals are the same size.

      • **Preset Scan Area**: You can specify the area to scan when it matches a standard paper size.

      • **Custom Scan Area**: You can specify the height and width of the area to scan.

      • **Mixed-Size Originals:** You can scan original documents of mixed sizes using the document feeder.

   b. To delay transmission of a fax, touch **Delay Send**, set the time, then touch **OK**.

   c. To lighten or darken the fax, touch **Lighten/Darken**, touch the slider to adjust, then touch **OK**.

   d. To fax a group of originals with different settings, touch **Build Job**, touch **On**, touch **Options**, select an option, then touch **OK**.

   e. For clear fax transmissions, touch **Background Suppression**, select **Auto Suppression**, then touch **OK**.

7. To close the screen, touch **X**.

Fax Forwarding

You can configure the printer to forward incoming faxes to email or file destinations by creating a Fax Forward Rule.

Configuring Fax Forward Settings

1. In CentreWare Internet Services, click **Properties** > **Services** > **Fax**.
2. For Forwarding, click the Pencil icon.
3. For Forward To, select an option.
4. For Forward On, select an option.
   − **On Outgoing**: For outgoing faxes, the printer forwards a copy to the fax number or email addresses specified.
   − **On Incoming**: For incoming faxes, the printer forwards a copy to the fax number or email addresses specified.
5. If you select **On Incoming**, to print a local copy, select **Print Local Copy**.
6. For From Field Options, set the defaults.
7. For Subject, type the text that you want to appear in the subject line of emails sent from the printer.
8. For Message, type the text that you want to appear in the body of emails sent from the printer.
9. For Signature, type the text that you want to appear as the default signature in emails sent from the printer.
10. Click **Save**.

Fax Polling

Fax Polling allows you to store a fax document on the printer and make it available for other fax machines to poll. You can also retrieve faxes stored on other fax machines.

Note: Both printers must have the Fax Polling feature.

Enabling Secure Polling

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Service Settings**.
3. Touch **Fax**.
4. Touch **Secure Polling**, select **On**, then touch **OK**.

Fax Mailboxes

You can store faxes locally in the printer or on a remote fax machine. You can use Remote Polling to print or access a stored fax. There are 200 available fax mailboxes.

Editing a Fax Mailbox

1. To assign a passcode to the mailbox, touch **Mailbox Passcode**, then **Passcode Protect**.
2. Touch **Service Settings**.
3. Touch **Fax**.
4. Touch **Mailbox Setup**.
5. Touch a mailbox in the mailbox list, then touch **Edit**.
6. Touch **Mailbox Name**, type a name for the mailbox, then touch **Next**.
7. To assign a passcode to the mailbox, touch **Mailbox Passcode**, then **Passcode Protect**.
8. Type a 4-digit passcode, then touch **Next**. Type the passcode when you store faxes in or print faxes from the mailbox.
9. To ensure that the user receives Fax Notifications, touch **Enabled**, then touch **Done**.

Deleting a Fax Mailbox

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Service Settings**.
3. Touch **Fax**.
4. Touch **Mailbox Setup**.
5. Touch the assigned mailbox that you want to delete, then touch **Reset Mailbox/Contents**.

⚠️ **CAUTION:** If you touch **Reset Mailbox/Content**, the mailbox and all documents it contains are deleted.

6. To delete the mailbox, touch **Reset**.

Fax Reports

You can configure three different reports:

- Activity Report
- Confirmation Report
- Broadcast and Multipoll Report

Setting Up Fax Reports at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Service Settings**.
3. Touch **Fax**.
4. Touch **Setup Fax Reports**. Touch the arrows to scroll as needed.
5. Touch **Activity Report**, then touch an option.
6. Touch **OK**.
7. Touch **Confirmation Report**, then touch an option.
8. For Print Options, specify thumbnail image printing options.
    − To print a complete, reduced size image, touch **Show Image**.
    − To print transmission details only, touch **Hide Image**.
9. Touch **OK**.
10. Touch **Broadcast & Multipoll Report**, then touch an option.
11. Touch **OK**.

LAN Fax

Local Area Network (LAN) Fax allows you to send faxes using the print driver on your computer to a fax machine over a telephone line.

For details about using or configuring LAN Fax, see the print driver software help.

Note: Not all printer models support this feature. Some printers require an optional fax hardware kit.

Accounting

9

This chapter includes:

Xerox® Standard Accounting

Xerox® Standard Accounting tracks the numbers of copy, print, scan, and fax jobs for each user. You can set limits to restrict the total number of jobs by type that a user can produce. You can generate reports listing usage data for individual users and groups.

When Xerox® Standard Accounting is enabled, users must log in to the printer before they can access services. Before they can print documents from their computer to the printer, they must provide their account details in the print driver.

Notes:

- If Xerox® Standard Accounting is enabled, you cannot enable other accounting modes.
- Install device drivers and enable accounting in those drivers for all user computers.

The maximum limits for IDs and accounts are as follows:
- 1000 unique Xerox® Standard Accounting user IDs
- 500 General Accounts
- 500 Group Accounts

All user IDs must be assigned to one or more group accounts. Xerox® Standard Accounting settings and account data are stored in the printer. Xerox recommends that you use the Cloning feature to back up settings. If Xerox® Standard Accounting settings are lost or deleted, you can restore them using the cloning backup file. For details, see Cloning on page 148.

Enabling Xerox® Standard Accounting

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. For Accounting Method, click **Edit**.
4. To enable Xerox Standard Accounting, for Current Accounting Method, select **Xerox Standard Accounting**.
5. Click **Save**.

Setting Service Tracking Options

1. Click **Accounting Methods**.
2. For Accounting Workflow, click **Edit**.
3. To turn off tracking of Copies, Prints, Scans, and Faxes, select **Disable**.
4. To configure the printer to track Copies, Prints, Scans, and Faxes, select **Enable**.
5. Click **Save**.

   Notes:

   - For service tracking options to be enabled, ensure that User Accounts are configured.
   - Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.

Adding a User and Setting Usage Limits

Before you can associate users with an accounting group, ensure that user information is added or imported to the user database.

To add a user:
1. Click **Accounting Methods**.
2. For Users & Limits, click **Edit**.
3. To add a new user, click **Add New User**.
4. Type a unique User ID for the new user. The user enters this information at the printer control panel to access services Xerox Standard Accounting tracks.
5. Type a unique user name for the new user. The entry in this field helps you locate the user in the User Information Database of the printer. The user does not need to enter this information at the printer control panel.
6. To give the user accounting management access, select **Grant Accounting Management Access**.
7. Click **Apply**.

To set usage limits for a user:
1. Click **Accounting Methods**.
2. For Users & Limits, click **Edit**.
3. To limit usage for services, click **Limit Access**.
4. For each service, type the maximum number of impressions or sent images allowed for the user.
5. To reset the maximum number allowed to the default setting, click **Reset** for each service, or **Reset All** for all services.
6. Click **Apply**.

   Notes:

   - You can also set usage limits when you create user accounts.
   - Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.

Assigning Users to an Account

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. For Users & Limits, click **Edit**.
4. On the Accounting page, next to Users and Limits, click **Edit**.
5. Select the check box next to the User ID of the user that you want to add to an account.
6. To set limits for the user, click **Limit Access**.
7. For Access Rights, to assign or limit Group Account Access or General Account Access, click **Edit**.
8. Select the check box next to the User ID of the user that you want to add to an account.
9. Click **Save Changes**.

General and Group Accounts

You can create a group account to track and limit the number of copies, prints, scans, and faxes for a group of users. The number of copies, prints, scans, and faxes of each user are tracked against the user account and the group account. You can limit the usage for each user.

You can create a general account to track the total usage for a group of users. The number of copies, prints, scans, and faxes of each user are not tracked against the user account. The usage is only tracked against the general account. You cannot specify usage limits for a general account.

If a user is associated with a group account and a general account, they can access the printer using the accounting code for either account. Individual copies, prints, scans, and faxes, are tracked against the user and group accounts if the user accesses the printer using the group account. If the user accesses the printer using a general account, the usage is only tracked against the general account and not the user account.

Creating a Group Account

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. For Group Accounts, click **Edit**.
4. Type a unique Account ID number and a unique Account Name for the new group.
5. Click **Add Account**.
6. To edit the account name, click **Manage**.
7. To view usage details for an account, click **View Usage**.
8. To make an account the default account for new users, select the radio button next to the account.
9. To delete an account, click **Delete Account**.

Creating a General Account

1. In CentreWare Internet Services, click **Properties > Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. For General Accounts, click **Edit**.
4. Type a unique Account ID number and a unique Account Name for the new group.
5. Click **Add Account**.
6. To edit the account name, click **Manage**.
7. To view usage details for an account, click **View Usage**.
8. To make an account the default account for new users, select the radio button next to the account.
9. To delete an account, click **Delete Account**.

Usage Limits

Once a user reaches their maximum usage limit, they are no longer able to use that feature until the administrator resets their limit. When they log in to the printer, they are presented with a notification message that their limit has been reached for that feature.

Any impressions made after a user reaches their limit are subtracted from their limit once it is reset. If the user limit is reached before a print job is completed, an error report prints notifying the user that their limit has been reached. The job is deleted from the print queue, and any sheets remaining in the paper path finishes printing.

Notes:

- The maximum number of impressions or images sent is 16,000,000.
- Cover sheets, banner pages, fax acknowledgment reports, and scan confirmation reports count as impressions.
- Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.

You can set usage limits for the following options:

- **Black Printed Impressions**: This option includes all black and white print jobs and received server fax documents.
- **Black Copied Impressions**: This option includes all black and white copies.
- **Network Images Sent**: This option includes documents sent over the network, including network scans, scans to email, and server faxes.
- **Embedded Fax Sent**: This option includes faxed documents. The total number of documents is the number of faxed documents, including cover sheets, multiplied by the number of destinations. Documents sent using the Server Fax feature are not included.
- **Embedded Fax Received**: This option includes received fax documents that are printed. Documents sent using the Server Fax feature are not included.

Accounting

Downloading a Usage Report

The usage report lists the number of impressions recorded for each user and each account.

To generate a usage report:
1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. For Report and Reset, click **Edit**.
4. Click **Generate Report**.
5. Right-click the **Right-click to download** link and save the **.csv** file to your computer.

Resetting Usage Limits

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. Click **Report and Reset**.
4. To reset usage data for all users and accounts to zero, click **Reset Usage Data**.
5. To reset to factory defaults, click **Reset to Default**.

Network Accounting

You can use Network Accounting to manage printer usage and to perform detailed cost analysis. Network Accounting tracks print, scan, server fax, and copy jobs and stores them in a job log. All jobs require users to authenticate with their User ID and Account ID. This information is logged with job details in the job log. Users are prompted for accounting information when they submit jobs to the printer.

You can compile job log information from the accounting server and produce formatted reports.

Before you begin:
- Install and configure Xerox® certified network accounting software on your network.
- To test communication between the accounting server and the printer, access CentreWare Internet Services. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
- To track print and LAN Fax jobs, install print drivers on all user computers.

Enabling Network Accounting

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. For Accounting Method, click **Edit**.
4. To enable Network Accounting, for Current Accounting Method, select **Network Accounting**.
5. Click **Save**.

Setting Network Accounting Workflow Options

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. On the Accounting page, under Action, next to Accounting Workflow, click **Edit**.
4. For each job type, select an option.
   - **Capture Usage** only tracks usage.
   - **Pre-Authorization and Capture Usage** requires a job limits server to approve each job that a user attempts to send or print. The job limits server approves a job based on the credentials of the user and the configured job attributes.
5. Click **Save**.
6. If you select Pre-Authorization and Capture Usage, to set job limits for server and Web service, click **Properties** > **Login/Permissions/Accounting** > **Accounting Methods**.
7. To set the path for the accounting server, for Job Limits Server (Pre-Authorization), click **Edit.**
8. Under Server URL, type the URL of your job limits server.
9. Under Timeout, type the time in seconds that the printer waits for the job limits server to respond to job approval requests before it disconnects.
10. Click **Save**.
11. To.set job limits for Web Services.for Job Limits (Web Service), click **Edit**.
12. Configure settings as needed, then click **Apply**.

Configuring Accounting Prompts

An accounting prompt is the text that prompts users to enter accounting information at the control panel. You can enable up to two prompts, as your validation server requires. For example, if your company uses a unique numeric identifier for each department, you can use that number as the accounting code. Then, you can customize the prompt text to ask users for a Department ID Code, rather than a User ID or Account ID.

Notes:

- Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.
- When prompts are turned off, jobs that do not contain an accounting ID are tracked with a generic code.

To configure user accounting prompts:

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. For User Accounting Prompts, click **Edit**.
4. To display prompt 1 or 2, for Display Prompt, select **Yes**. To hide prompts, select **No**.
5. For Label and Default Value, type the text that you want to display on the control panel.
6. To hide text typed at the control panel, for Mask Entries, select **Yes**. To show text typed, select **No**.
7. Click **Save**.

Configuring Validation Policies and Print Job Exceptions

You can set validation policies and configure print job exceptions for unidentified print jobs. Unidentified jobs are jobs that are not associated with a user name. Unidentified jobs originate from a computer that does not require a user to log in. Examples are a job sent from a DOS or UNIX window using LPR, Port 9100, or from the Jobs tab in CentreWare Internet Services.

Validating Accounting Codes

1. In CentreWare Internet Services, click **Properties** > **Login/Permissions/Accounting**.
2. Click **Accounting Methods**.
3. On the Accounting page, under Action, next to Validation Policies / Print Job Exceptions, click **Edit**.
4. To set the printer to validate the accounting code for all jobs through the print driver, select **On**.
5. Click **Save**.

Enabling Accounting in Print Drivers

Enabling Accounting in a Windows Print Driver

1. From the Start menu, select **Printers and Faxes**.
2. Right-click the printer in the list, then select **Properties** > **Configuration** > **Accounting**.
3. From the Accounting System menu, select **Xerox Standard Accounting or Auditron**, or **Xerox Network Accounting**.
4. To prompt users to type their User ID and Account ID each tim they print, select **Always Prompt**. If you do not want users to log in, select **Do Not Prompt** and type the user information in the Default User ID and Default Account ID fields. Select **Mask User ID** and **Mask Account ID** to show characters as asterisks when an ID is entered.
5. Select **Remember Last Entered Codes** to show the last entered code when a user is prompted for their Account ID.
6. If you are using Xerox Standard Accounting with an external accounting device, select **Auxiliary Accounting Interface**.
7. To specify the default User ID and Account ID, type them in the Default User ID and Default Account ID fields, then select the default account type.
8. Click **OK**.
9. Click **OK** to exit.

Enabling Accounting in a Windows Print Driver

1. From the Start menu, access the print driver control panel.
2. Right-click the printer in the list, then select **Printer properties** > **Configuration** > **Accounting**.
3. From the Accounting System menu, select **Xerox Standard Accounting** or **Xerox Network Accounting**.
4. To prompt users to type their User ID and Account ID each time they print, for Print-Time Prompt, select **Always Prompt**. To prevent users from logging in, select **Do Not Prompt**, then type the user information in the Default User ID and Account Type fields.
5. To show characters as asterisks when an ID is entered, for Mask User ID and Mask Account ID, select **Enabled**.
6. To save the User ID and Account ID entries when the job finishes printing, select **Remember Last Entered Codes** > **Enabled**.
7. For Accounting Codes, enter a User ID, select an Account Type, then enter an Account ID as needed.
8. Click **OK**.
9. To save your settings and exit the print driver, click **OK**.

Enabling Accounting in an Apple Macintosh Print Driver

Users must select this preset each time they print or send a LAN fax using the print driver.

1. Open a document and select **File**, then select **Print**.
2. Select the Xerox® printer.
3. From the menu, select **Accounting**.
4. For Accounting System, select **Xerox Standard Accounting**, **Auditron**, or **Xerox Network Accounting**.
5. If you want users to type their User ID and Account ID every time they print, select **Prompt for Every Job**.
6. To show characters as asterisks when the user types an ID, select **Mask User ID** and **Mask Account ID**.
7. To specify the default User ID and Account ID, type them in the Default User ID and Default Account ID fields, then select the default account type.
8. To use Xerox Standard Accounting with an external accounting device, select **Auxiliary Accounting Interface**.
9. To save your settings, click the **Presets** menu, then select **Save As**.
10. Type a name for the preset.
11. Click **OK**.

Administrator Tools

10

This chapter includes:

Monitoring Alerts and Status

The Description and Alerts page displays printer information, such as printer name and location, as well as a list of any current alerts. You can view alert information, such as the status code, description of the issue, and the suggested skill level required to resolve the problem.

To view alerts:

1. In CentreWare Internet Services, click **Status** > **Alerts**.
2. To update the page, click **Refresh**.

Alert Notification

There are several ways to set the printer to send out notifications when alerts occur. Possible alert types include low supply status, paper supply status, and paper jams.

To configure email alerts:

1. In CentreWare Internet Services, click **Properties** > **General Setup**.
2. Click **Alert Notification**.
3. For Alert Preferences, enable options as needed.
4. For Alert Recipient, enter the recipient email addresses.
5. For Toner Cartridge Reorder Notification, enter the percentage of toner life remaining that triggers a reorder alert.
6. To display the reorder message on the control panel, select **Display Low Toner Reorder Message**.
7. For Smart Kit Drum Reorder Notification, enter the percentage of life remaining that triggers an alert.
8. To display the status on the control panel, select **Drum Cartridge Status**.
9. Click **Apply**.

Energy Saving Settings

Setting the Power Saver Mode Timers in CentreWare Internet Services

1. In CentreWare Internet Services, click **Properties** > **General Setup**.
2. Click **Power Management**.
3. For each timer, specify the time that the printer waits before it enters each power saver mode.
4. Click **Apply**.

Setting the Power Saver Mode Timers at the Control Panel

The printer exits Energy Saver mode when it receives a print job, or when you press the Power Saver button. The sum of the two timers cannot exceed 120 minutes.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings** > **General**> **Power Saver Timer**.
3. To select the desired time, press the arrow buttons, or enter a value using the numeric keypad.
   – Specify how long the printer remains idle before it goes from ready mode to low-power mode.
   – Specify how long the printer remains idle before automatically going from low-power mode to sleep mode.
4. To turn off the automatic transition, clear the Enable Energy Saver check box.
5. Touch **OK**.

Entry Screen Defaults

Use this page to set the default screens that appear on the touch screen when you press buttons on the printer control panel.

1. In CentreWare Internet Services, click **Properties > General Setup**.
2. Click **Entry Screen Defaults**.
3. Configure settings as needed, then click **Apply**.

Smart eSolutions and Billing Information

Smart eSolutions

Smart eSolutions is a suite of features that simplifies printer ownership and administration. It provides free services to enable administration of metered billing and supplies replenishment plans for printers on a network.

Before you can use Smart eSolutions, register the printer for Smart eSolutions. There are three ways to register the printer for Smart eSolutions:

- **Automatic registration** is available as a standard feature on many printer models.
- **Xerox® Device Agent-Lite** is an option for small and medium-sized businesses. To download the client, see www.xerox.com/smartesolutions.
- **Xerox® CentreWare® Web** is a browser-based software tool that installs, configures, manages, monitors, and reports on all network printers and multifunction printers, regardless of manufacturer. Xerox® CentreWare® Web is suited for large enterprise businesses. For details, see www.xerox.com/centrewareweb.

Note: Smart eSolutions is not available in all countries. See your Xerox representative for details.

Before You Begin

- If your network uses an HTTP proxy server, provide information about your proxy server on the HTTP Proxy Server page.
- Ensure that the printer recognizes your DNS server. For details, see DNS on page 23.

Enabling Smart eSolutions

To enable Smart eSolutions:

1. In CentreWare Internet Services, click **Status > SMart eSolutions**.
2. For Smart eSolutions, click **Settings**.
3. For Enrollment, select **Enrolled**.
4. For Daily Transaction Time, type the time of day that you want the printer to communicate with Xerox.
5. If your network uses an HTTP proxy server, provide information about your proxy server on the HTTP Proxy Server page. For HTTP Proxy Server, click **Configure**. For details, see Proxy Server on page 39.
6. To test communication, click **Test Communication Now**.
7. Click **Apply**.

MeterAssistant

MeterAssistant automatically submits meter reads to Xerox from network printers. This process eliminates the need to collect and report meter read information manually.

Note: If the count is zero, no data has been transmitted to Xerox.

To view the last transmission of Billing Meter information for your printer:

1. In CentreWare Internet Services, click **Status > SMart eSolutions**.
2. Click **MeterAssistant™**.
3. To configure email alerts, for Meter Email Alerts, click **Settings**.
4. Configure settings as needed, then click **Apply**.

For details on setting up alerts, see Setting up Alert Notification on page 142.

SuppliesAssistant

SuppliesAssistant monitors the remaining life of the toner or ink, and other printer consumables. When Smart eSolutions is configured to communicate with Xerox, SuppliesAssistant also monitors the usage of consumables. The data reported to Xerox is used to replenish supplies.

1. In CentreWare Internet Services, click **Status > SMart eSolutions**.
2. Click **SuppliesAssistant**. The supply list appears with the current % Life Remaining of each supply item.

   Note: If the % Life Remaining is unknown, no data has been transmitted to Xerox.

Maintenance Assistant

Maintenance Assistant provides options for troubleshooting your printer. You can send detailed diagnostic information to Xerox®, start online troubleshooting sessions with Xerox®, and download usage information to your computer in **.csv** format.

1. In CentreWare Internet Services, click **Status > SMart eSolutions**.
2. Click **Maintenance Assistant**.
3. Click one of the following:

   – **Send Diagnostic Information to Xerox**

   – **Start an Online Troubleshooting Session at www.xerox.com**

   – **Download file to your computer**: Right-click and download the **UsageLog.csv** file to your computer.

View Usage and Billing Information

Billing Information

The Billing Information page displays current readings for printer counters that are used for billing. You can view the number of impressions made in color or black and white, as well as the total number of impressions. The impression counts shown are used for billing.

1.   In CentreWare Internet Services, click **Properties** > **General Setup** > **Billing & Counters**.
2.   Click **Billing Information**.
3.   To update the page, click **Refresh**.

Viewing Usage Counters

The Usage Counters page displays the total number of pages printed or generated by the printer. You can see usage amounts for impressions made, sheets, images used, and images printed, copied, and faxed.

1.   In CentreWare Internet Services, click **Properties** > **General Setup** > **Billing & Counters**.
2.   Click **Usage Counters**.
3.   To update the page, click **Refresh**.

Cloning

Cloning allows you to save your current printer settings to a file to use as a backup and restore file for your printer. You can also use a clone file to copy your printer settings to other printers.

Note: If you are using a clone file to copy your printer settings to another printer, ensure that both printers are the same model and have the same version of software installed.

To determine the software version:

1. In CentreWare Internet Services, click **Properties** > **General Setup** > **Configuration**.
2. To verify the software installed on your printer, scroll down to **Printer Setup**.

Creating a Clone File

1. In CentreWare Internet Services, click **Properties** > **General Setup** > **Cloning**.
2. Select the features to clone to other printers. All features are selected by default.
3. To view the specific attributes that can be cloned for individual features, click **View Feature Details**.
4. Click **Clone**.
5. To download the clone file, for Cloning Instructions, click the **Cloning.dlm** file.

Installing a Clone File

1. In CentreWare Internet Services, click **Properties** > **General Setup** > **Cloning**.
2. Under Install Clone File, click **Browse** or **Choose File**.
3. Browse to the clone file to use, then click **Open**.
4. Click **Install**.
5. Click **OK**.

Note: When the process is complete, the printer restarts automatically.

Address Books

This section includes:

An address book is a list of individual contacts, each associated with an email address, fax number, or scan destination. You can configure the printer to use a Network Address Book or the Device Address Book for email or Internet fax. The Network Address Book looks up addresses from an LDAP directory. If you do not have an LDAP server, you can use the Device Address Book. If you configure both address books, users are presented with a choice to use either address book at the control panel.

Device Address Book

Email addresses are stored in the Device Address Book. An Internet fax address is the email address assigned to an Internet fax machine or service.

Manually Editing the Address Book

You can use contacts, groups, or Favorites to edit and organize the address book manually.

Viewing Contacts

A contact is a user with an associated email address, fax number, or scan destination. Contacts can be added to groups or marked as a Favorite.

To view a contact from the Address Book tab:
- To view all contacts in the address book, under Address Book, select **All Contacts**.
- To view a specific type of contact, under Email, Fax, or Scan To Destination, select **Contacts**.
- To view specific contact information, select the contact from the list.

Adding a Contact to the Address Book

1. In CentreWare Internet Services, click **Address Book**.
2. To add a contact to the address book manually, click **Add**.

   Note: If the Add button is unavailable, the address book has reached its limit. The Device Address Book can contain up to 5000 contacts.

3. Type the contact information.
4. To associate a scan destination with the contact, for Scan To Destination, click the Plus button.
5. To mark a contact as a Favorite, for the favorite type, click the star button.
6. Click **Save**, or select **Add Another Contact After Saving**, then click **Save & Add Another**.

Managing Groups

Groups allow you to send a file to multiple address book contacts at the same time. Unknown Groups are unrecognized groups that were created in an address book that you imported from another printer. You can convert unknown groups to a fax group, then add or remove contacts from the group as needed.

1. In CentreWare Internet Services, click **Address Book**.
2. Under Fax, select **Groups**, then click **Add Group**.
3. In Group Name, type a name for the group.
4. To make this group a favorite, next to Add Fax Favorite, click the star.
5. To add a contact to the group, from the list of available contacts on the left, select the contact. Contacts in the group appear in the Group Members list to the right. To add all available contacts, click **Add All**.
6. To remove a contact from the group, from the Group Members list on the right, select the contact. To remove all contacts, click **Delete All**.
7. Click **Save**.

Managing Favorites

You can create Favorites of your frequently used contacts. A star next to a contact in the list indicates a Favorite.

1. In CentreWare Internet Services, click **Address Book**.
2. Select an option.
3. To mark a contact as a Favorite for email, fax, or scan to destination, when adding or editing the contact, click the star next to that field. If you click the star next to Display Name, the contact becomes a Global Favorite.
4. To edit a contact marked as a Favorite, select the contact from the Favorite list for that section, then click **Edit Favorite**.
5. To clear a contact marked as a Favorite, select the contact from the Favorite list for that section, click **Delete Favorite**, then click **OK**.
6. Click **Save**.

Importing Addresses from a File

You can import address book contacts from a **.csv** file.

> Notes:
>
> - The printer recognizes the second row in the **.csv** file as the first address book entry. The first row contains headings for the information in each column.
> - To view an example of the appropriate format for the **.csv** file, download a sample file.

1. In CentreWare Internet Services, click **Address Book**.
2. Under Management, select **Import from File**.
3. Under Select an Address Book file to import, click **Browse** or **Choose** File, select your **.csv** file, then click **Open** or **Choose**.
4. Under Record Delimiter, select an option.
5. Some printer manufacturers allow you to export address book contacts to a **.csv** file, but contact information is enclosed in brackets. To remove brackets when importing this type of **.csv** file, select **Remove brackets from the beginning and end of text fields**.
6. Select an option:
   - **Add new contacts to existing Device Address Book** adds user information from the **.csv** file to the existing user information stored in the database.
   - **Replace existing Device Address Book with new contacts** replaces all user information in the database with user information from your **.csv** file.
7. Click **Upload File**.
8. Click **Import**.
9. To upload a different address book file or revise the settings, click **Change File/Options**.
10. If the current address book fields match exactly the imported file fields, the headings do not appear. To see the mapped fields, click **Show Headings List**.
11. If the current address book fields do not match the imported file fields exactly, the headings appear. The unmapped fields are highlighted. To assign a mapping to the field, select a heading from the list.
12. Click **Import**.

Editing the Device Address Book as a .csv File

To manage many addresses, you can create and edit a list in a spreadsheet application. You can save the list as a **.csv** file and upload it to the printer.

Downloading a Sample .csv File

To back up your current address book, you can export the address book as a **.csv** file. To view an example of the appropriate format for the **.csv** file, download a sample file. You can use the sample file as template and replace the existing values with your own information.

Legacy Mode omits favorites, groups, fax, and Scan To Destination contact information. Display Name is changed to Friendly Name, allowing you to import the file directly to an older Xerox® printer without mapping address book fields.

1. In CentreWare Internet Services, click **Address Book**.
2. Under Management, select **Download Sample**.
3. Under Delimiter, select an option.
4. Select **Export in Legacy Mode** as needed.
5. Click **Download**.

Exporting an Address Book File

To back up your current address book, or to import it to another machine, you can export your current address book contacts as a **.csv** file.

1. In CentreWare Internet Services, click **Address Book**.
2. Under Management, select **Export**.
3. Under Delimiter, select an option.
4. Select **Export in Legacy Mode** as needed. Legacy Mode omits favorites, groups, fax, and Scan To Destination contact information. Display Name is changed to Friendly Name, allowing you to import the file directly to an older Xerox® printer without mapping address book fields.
5. Click **Export**.

Network Address Book

The Network Address Book looks up addresses from an LDAP directory. If you do not have an LDAP server, you can use the Device Address Book.

Configuring the Network Address Book for Email

Before you begin, configure LDAP server settings. For details, see LDAP on page 33.

1. In CentreWare Internet Services click **Properties** > **Services** > **Email**.
2. To configure Address Book Policies, click the Pencil icon.
3. Under Policies, under Use Network Address Book (LDAP) to allow users to access this address book, select **Yes**.
4. To set the default address book that users see at the control panel, under Default Address Book View, select an address book.
5. Click **Save**.

LAN Fax Address Book

The LAN Fax feature has a separate directory for storing and managing addresses. For details about using or configuring the LAN Fax address book, see the driver help.

Font Management Utility

The CentreWare Font Management Utility allows you to manage fonts on one or more printers on your network. You can download the Xerox® CentreWare Font Management Utility on the Xerox® website at www.xerox.com/office/WC4265drivers.

Use the utility to download soft fonts to your printer, such as your company branded fonts or unicode fonts to support multiple languages. You can then add, delete, or export the fonts to a file. You can add or delete printers in the utility printer list to display only those printers you want to manage.

Customizing Printer Contact Information

The support page In CentreWare Internet Services displays contact information for service and supplies as well about the system administrator. You can customize this information to display your company contact information for printer users.

To customize printer contact information:
1. In CentreWare Internet Services, click **Support**.
2. Click **Edit Settings**.
3. Update the fields with your information, then click **Apply**.

Xerox Online Support

Xerox Online Support allows you to access and print help, maintenance, and troubleshooting information by touching an icon on the control panel touch screen.

Before you begin:

If your network uses a proxy server, configure the Proxy Server settings of the printer to ensure that the printer can connect to the Internet.

Displaying Xerox Online Support

1. In CentreWare Internet Services, click **Properties** > **Services** > **Display**.
2. For Xerox Online Support, select the **Displayed** check box.
3. Click **Apply**.

Restarting the Printer in CentreWare Internet Services

1. In CentreWare Internet Services, click **Status > General**.
2. Click **Reboot Machine**, then click **OK**.

Resetting the Printer to Factory Default Settings

1. In CentreWare Internet Services, click **Status** > **General**.
2. To restore the original network default settings, click **Network Factory Default**.

Updating the Printer Software

You can update your printer when Xerox releases a new version of printer software or firmware.

Before you begin:
- Determine the current software version of your printer.
- Download the latest software update file in **.dlm** format from the Xerox Support website at www.xerox.com/office/WC4265support.

Determining the Printer Software Version

1. In CentreWare Internet Services, click **Properties** > **General Setup** > **Configuration**.
2. To verify the software installed on your printer, scroll down to **Software Versions**.

Enabling Upgrades

1. In CentreWare Internet Services, click **Properties** > **Maintenance**.
2. Click **Upgrade Management**.
3. For Software Upgrade, select **Enabled**.

Updating the Software Using a USB Flash Drive

1. Copy the software **.dlm** file to your USB Flash drive.
2. Insert your USB Flash drive in a USB port on the printer.
3. Touch **Print from USB**.
4. Select the file, then touch **OK**.
5. When the process is complete, the printer restarts automatically.
6. To verify that the software has updated, check the configuration report.

Installing Software Upgrades in CentreWare Internet Services

To install software upgrades in CentreWare Internet Services:

1. In CentreWare Internet Services, click **Properties > Maintenance**.
2. Click **Firmware Upgrade**.
3. To locate and select the firmware upgrade file in .dlm format, click **Browse** or **Choose File**.
4. Click **Open**.
5. Click **Install Software**.
6. To verify that the software has updated, check the configuration report.

   Note: Software installation begins several minutes after you submit the software to the printer. CentreWare Internet Services is unavailable while the software is installing.

Customization and Expansion

<div style="text-align: right">11</div>

This chapter includes:

Xerox Extensible Interface Platform

The Xerox Extensible Interface Platform® allows independent software vendors and partners to develop personalized and customized document management solutions. These solutions can be integrated and accessed directly from the printer control panel. These solutions can leverage existing printer infrastructure and databases. Examples of applications include ScanFlow Store, Scan to PC Desktop, Equitrac Office, and others. For more information on Xerox Extensible Interface Platform® applications for your printer, contact your Xerox representative or see www.office.xerox.com/eip/enus.html on the Xerox website.

Note: The printer contains a third-party font package, Liberation fonts. For details, see https://fedorahosted.org/liberation-fonts/. These fonts are licensed under GNU General Public License. For details see https://fedorahosted.org/liberation-fonts/browser/source/License.txt. This font is used only with the Xerox Extensible Interface Platform® Second Generation browser. For details, contact your Xerox representative.

Enabling Extensible Services

1. In CentreWare Internet Services, click **Properties** > **General Setup**.
2. Click **Extensible Service Setup**.
3. To ensure that the Extensible Service Registration service is configured, for Extensible Service Registration, click **Edit**.
4. For Enable Extensible Services, if your Xerox Extensible Interface Platform application requires the user password, select **Export password to Extensible Services**.
5. Select **Enable the Extensible Services Browser**.
6. To check the certificates on the remote server, select **Verify server certificates**.
7. For Proxy Server, to enable this feature, select **Proxy**, or to disable it, select **No Proxy**.
8. To configure the proxy server, for Proxy Server, click **Edit**.
9. Click **Apply**.

Managing Scan Templates

A template contains scan settings and at least one destination for the scanned image files.

To create a new scan template:
1. In CentreWare Internet Services, click **Scan**.
2. For New Template, click the Plus icon.
3. For Template Name, type a name for the new template.
4. Enter additional information as needed.
5. Click **Add**.
6. To edit file destinations, document management fields, and scan settings for a template, click **Edit**.

To modify a scan template:
1. In CentreWare Internet Services, click **Scan**.
2. Select a template from the list.
3. To copy the currently selected template and its settings, at the top of the page, click **Copy**.
4. To delete the currently selected template, at the top of the page, click **Delete**.
5. To edit file destinations, document management fields, and scan settings for a template, click **Edit**.