WorkCentre Pro® 65/75/90

System Administration Guide Supplement

May 2003   604Pxxxxx

Xerox Model _____

Serial Number _____

The Document Centre ST model includes software provided by the Internet Software Consortium.

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European Union Declaration of Conformity

Approvals and Certifications

CE

The CE marking applied to this product symbolises XEROX Limited Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995:

Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996:

Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999:

Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant directives and referenced standards can be obtained from your XEROX Limited representative or by contacting:

Environment, Health and Safety,
XEROX Limited,
PO Box 17,
Bessemer Road,
Welwyn Garden City,
Hertfordshire
AL7 1HE
ENGLAND.
Tel Number +44 (0) 1707 353434

WARNING
This product is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorised alteration which, includes the addition of new functions or the connection of external devices, may impact this certification. Please contact your local XEROX Limited representative for a list of approved accessories.

WARNING
In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

WARNING
Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC.

The Electricity at Work Regulation (in England and Wales) UK ONLY

Electricity at Work Regulations:
The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical system in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practical, danger. This includes ensuring all electrical equipment connected to such electrical systems are safely constructed, maintained and operated.

All Xerox equipment have been designed to exacting safety standards. They have all undergone a variety of stringent safety tests including earth bond, insulation resistance and electrical strength tests. Xerox manufacturing plants have been awarded ISO 9000 quality certification and are subject to regular audits by the British Standards Institution or equivalent national standards body.

Xerox equipment which has been properly and regularly serviced and maintained should not have to undergo additional specific safety tests pursuant to the 1989 Regulation. Customers wishing to complete safety testing should contact Xerox (see page 1) for advice prior to any test implementation.

Xerox equipment should, however, be properly and regularly serviced and maintained at all times.

QUESTION:What is the Electricity at Work Regulation?
ANSWER:The Electricity at Work Regulation 1989 came into force in England and Wales on the 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical systems in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practicable, danger. This includes ensuring all electrical products connected to such electrical systems are safely constructed, maintained and operated.

QUESTION:Does Xerox comply with the Electricity at Work Regulation?
ANSWER:The regulation places a duty on all employers and self-employed persons to ensure the electrical systems in their premises are, effectively safe.

The regulation does not impose on, amongst others, manufacturers or suppliers of such electrical systems.

However, rest assured that all Xerox equipment which Xerox and its authorised distributors supplies to customers, conform with all the relevant safety legislation and standards.

QUESTION:Is Xerox equipment safe?

ANSWER:All Xerox equipment supplied by Xerox and their authorised distributors conform to all relevant safety legislation and standards.

QUESTION:Is the Xerox equipment in my premises safe?

ANSWER:All Xerox equipment supplied by Xerox and its authorised distributors conform to all relevant safety legislation and standards. However, like all electrical equipment, they have to be regularly serviced and maintained by competent persons.

Xerox Customer Service Engineers ensure Xerox equipment is serviced and maintained to exacting Xerox safety standards. If you would like your Xerox equipment to be serviced and maintained to such high standards, please contact your local Xerox Customer Service Organisation. They will be pleased to assist you.

QUESTION:Does the Xerox equipment in my premises comply with the Electricity at Work Regulations?

ANSWER:All employers and self-employed persons must ensure that the electrical systems in their premises are safe. This will include ensuring Xerox equipment in such premises is safe.

Xerox Product Safety function has prepared a guide which contains a list of tests which may be completed by your Xerox Customer Service Organisation. THESE TESTS MUST BE CARRIED OUT ONLY BY PERSONS WHO POSSESS THE RELEVANT SKILL, KNOWLEDGE AND EXPERIENCE TO CARRY OUT SUCH TESTS.

Please contact the Xerox Customer Service Organisation for further information.

THE USE OF INAPPROPRIATE TEST PROCEDURES AND TEST EQUIPMENT MAY PROVIDE MISLEADING RESULTS AND MAY CAUSE DEATH, PERSONAL INJURY AND/OR DAMAGE TO PROPERTY.

QUESTION:I would like to carry out my own safety tests on the Xerox equipment in my premises.

ANSWER:You may, of course, request such tests as you deem necessary to satisfy yourself that your Xerox equipment is safe. Your Xerox Customer Support will be pleased to advise you on such testing.

QUESTION:I require records of all tests

ANSWER:After safety testing, your Xerox Customer Service Engineer will provide you with a certificate which details the results of all tests completed.

In the event of any defect being noted, the Xerox equipment will be switched off and disconnected from the supply until the defect has been corrected. You will be advised of such action to enable such defects to be corrected.

PLEASE NOTE: YOU MUST ENSURE THAT YOUR XEROX EQUIPMENT IS SAFE AT ALL TIMES

Please contact us if you have any queries regarding the information provided in this document.

Xerox Product Safety,
Bessemer Road,
Welwyn Garden City,
Herts AL7 1HE, England

Radio Equipment & Telecommunications Terminal Equipment Directive 99/5/EC

The Xerox WorkCentre Pro/Copy Centre RDT modem option has been self-certified by Xerox (Europe) Limited in accordance with Directive 99/5/EC and has been designed to work with the national analogue public switched telephone networks (PSTN) and compatible PBXs of the following countries:

AustriaGermanyLuxembourgSweden
BelgiumGreeceNetherlandsSwitzerland
DenmarkIcelandNorwayUnited Kingdom
FranceIrelandPortugal
FinlandItalySpain

In the event of problems, you should contact your local Xerox representative in the first instance.

The modem may be configured to be compatible with other country networks. Please contact your Xerox representative if the modem needs to be reconnected to another country's network. There are no user-adjustable settings in the modem.

NOTE: Although the modem can use either loop disconnect (pulse) or DTMF (tone) signalling it is recommended that it is set to use DTMF signalling. DTMF signalling provides reliable and faster call set-up.

Modification, connection to external control software or to external control apparatus not authorised by Xerox, will invalidate the product's certification.

Table of Contents

System Administration Guide Supplement

This document is a supplement to the System Administration Guide.

Requirements

This document assumes you have purchased your printer with the integrated network interface.

In general, the requirements needed for connection and setup include:

- A working knowledge of your network.
- Appropriate cabling to connect your printer to your network.
- A workstation with the appropriate operating system software installed for that station connected to the same network as the printer.
- CentreWare Printer Management CD-ROM.
- CentreWare Print and Fax Drivers CD-ROM.

How to Use this Document

1. Before connecting network cabling to the WorkCentre Pro, perform the procedure contained in the System Administration Guide entitled **How to Connect to Ethernet.**

2. For Dynamic TCP/IP addressing refer to the section entitled **Dynamic/Static IP Addresses and WINS,** contained in the System Administration Guide.

3. Review the Table of Contents in the System Administration Guide. Find the network operating system (NOS) or protocol, which pertains to your network.

4. Go to the page for your network and perform the procedure(s).

5. Once you are finished installing the system it is recommended you print a test page.

6. Check the print job for print quality. If print quality problems exist, use the **Problem Solving** section of the **Reference Guide** to correct the problem.

7. If your print job **DID NOT** print, see the Troubleshooting section for your operating system in the System Administration Guide to correct the problem.

8. Once your WorkCentre Pro is installed and printing, you can repeat these steps to enable your printer to print with additional protocols or network operating systems.

NOTE   For detailed safety information about this product refer to the **WorkCentre Pro Reference Guide**.

WorkCentre Pro Options

The WorkCentre Pro can be used as a high speed scan device. You can use Xerox CentreWare Scanning Admin Wizard to configure your WorkCentre Pro as a network scanner if you have a workstation on your network that has a 32 bit version of Windows. Details on this are available in the document supplied with your WorkCentre Pro entitled **CentreWare Network Scanning Services Guide**.

For installation instructions on connecting your WorkCentre Pro as a scanner without the use of CentreWare, refer to the section in the System Administration Guide entitled **Scan Setup without CentreWare**.

The WorkCentre Pro also supports Network Accounting software. For installation instructions on connecting to an OfficeTrac server, refer to the section in the System Administration Guide entitled **Network Accounting**.

The WorkCentre Pro supports Network Fax Solutions that allow it to be used as a high speed fax device. For installation instructions on connecting to a hardware or software solution, refer to the section in the System Administration Guide entitled **Network Fax Solutions**.

Other Sources of Information

Setup and Copy / Scan / Fax features information:

- The **Reference Guide** provides detailed information about all features and settings as well as maintenance.
- The **User Guide** provides information and instructions about using the features of the machine to perform copy/scan/fax tasks.
- The **Help** system provides you point-of-need information.

CentreWare information:

- **CentreWare Network Services Guide** (hard copy). This document contains information about installation procedures for Xerox CentreWare print and fax drivers and installation and use of the features of the Xerox CentreWare Network Services software.
- **CentreWare Help Centre and Context-Sensitive Help Systems** (Electronic Help). This electronic documentation is supplied with the CentreWare software and can be viewed on the client workstation.

Xerox on the Web

- For more information about this and other Xerox products visit the Xerox Corporation main page at:

http://www.xerox.com

- Download the latest CentreWare drivers at

http://www.centreware.com

Universal Serial Bus Printing

USB Printer Port

The USB Printer Port can be used for printing directly from a PC connected via a USB cable. USB printing from Windows 98/Me/XP and 2000 is supported. The USB port for printing is located on the network controller at the back of the machine on the bottom left hand side, next to the Ethernet port.

Go to the WorkCentre Pro and...

1. Enter the Tools pathway.
   a) Press the **Access** (*A* or ☞) button.
   b) On the keypad enter **1111** or the current password. Press **Enter.** The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.

2. Press **More**.
3. Press **Connectivity and Network Setup**.
4. Press **Physical Media**.
5. Press **USB Printer Port**.
6. Press **Enable**.
7. Use the up and down scroll arrows to select the setting required for the Printer Port Timeout.

NOTE: The default Timeout value is 5 seconds. If you are using an older PC and experience any print problems, you may need to increase this value.

8. Press **Save**.
9. Press **Exit Tools**.
10. Verify the USB Print Kit has been installed and the USB Printer Port has been enabled by printing a Configuration Report. (For instructions click the Network Connectivity tab and select Configuration Report from the menu list.) On the Configuration Report, under Device Profile, USB Printer Port should read Installed and the USB Printer Port Settings: USB Port Enabled should read Enabled.

11. Connect your WorkCentre Pro to the PC with a Standard USB Peripheral Cable. The PC will detect the USB device and will ask to install printer drivers.
12. Install Printer Drivers.

Bi-Directional Drivers

Microsoft Operating Systems:

Windows 95, Windows 98, Windows Me, Windows NT 4.0 (Workstation, Server, Enterprise Server), Windows 2000 (Professional, Server, Advanced Server), Windows XP (Home, Professional, Server, Advanced Server)

Using the Simple Network Management Protocol (SNMP), bi-directional drivers communicate with the printer to provide information on the availability and status of installed hardware options, to monitor the print queue, and to provide a history of the last 25 completed jobs.

In support of TCP/IP or IPX/SPX communications, bi-directional drivers display the IP address and device name.

If the IP address or device name is not available, or the SNMP community name is not recognised, you can enter this information into the driver.

From the Printers folder in Windows NT 4.0 and Windows 2000, or the Printers and Faxes folder in Windows XP, right mouse click the printer's icon and select Properties. Select the **Configuration tab** and click **Bi-Directional Communication Setup**. Use the Device Name or TCP/IP Address text box to make your entry. Click **SNMP Community Name**, if required. To enable bi-directional communications check the **Enable Bi-Directional Communication checkbox**.

When first opened or refreshed by the user, the driver updates its configuration, settings and status information and stores a copy of this information in the workstation's system registry. In the event that the driver cannot communicate with the printer, this backup copy will be presented along with a warning that the device is not responding to communication.

In support of device configuration:

- Availability of Tray 1, and other installed trays, including high capacity tray
- Network Fax availability
- Finisher availability

In support of device status:

- Current device status and alerts

In support of device settings:

- Media type, size, and color for Tray 1, and other installed trays, including high capacity tray
- Finisher options

In support of job monitoring:

- Job Name
- Owner
- Status
- Type
- Copies
- Job Submission Time

In support of job history, for the last 25 completed jobs:

- Job Name
- Owner
- Final Status
- Completion Time
- Type

Apple bi-directional drivers will recognise and acknowledge the following PPD-defined features:

- Trays 5 and 6 (high capacity) - Installed or Not Installed.
- Finisher/Output Tray - Catch Tray, Offsetting Tray, 2000 Sheet Stapler/Stacker, 3000 Sheet Stapler/Stacker, Stapler/Stacker/Booklet Maker.

Configuration Cloning

Configuration Cloning enables you to conveniently copy the configuration settings and web-generated templates of one WorkCentre Pro device and transfer them to other WorkCentre Pro devices operating with the same version of Controller software.

The administrator password is required to create a copy of the Configuration Cloning settings on the source device.

Groups of settings are available for cloning selection, depending upon the optional features installed on the source device. For example, Scan Settings will be available for selection only if the Scan to File optional feature is installed on the source device.

After selecting the settings to be cloned, the configuration cloning file is created (in .dlm format) by clicking the Clone button and following additional on-screen instructions.

The configuration cloning file is then submitted to other WorkCentre Pro devices as a print job, effectively transferring and applying the selected source device settings to the recipient devices.

NOTE: The cloning of option settings on the source device does not install optionally-purchased features on the recipient device. In other words, it is not possible to install optionally-purchased features, such as Image Overwrite Security or E-Mail, through cloning.

Depending upon the optional features installed on the source device, some or all of the following Groups of settings will be available for cloning.

Settings

Connectivity Settings

- Physical Connections, AppleTalk, NetWare, TCP/IP, SLP, SSDP, Microsoft Networking, LPR/LPD, RAW TCP/IP, and HTTP.

Scan Settings (requires Scan to File option)

- Scanning Repository Setup, Default Repository Settings, Alternate 1, 2, 3, 4 Repository Settings, and Template Pool.

Device Upgrade Setting

- Auto Upgrade Settings.

E-Mail Settings (requires Scan to E-Mail option)

- SMTP, E-Mail Settings, and LDAP Directory Settings.

Authentication Settings (requires Scan to File, Scan to E-Mail, Internet Fax, or LAN (Server) Fax option)

- Authentication Type, SMB Authentication, NDS Authentication, and Kerberos.

Administration Settings

- E-Mail Alerts, SMTP, and SNMP.

Internet Fax Settings (requires Internet Fax option)

- POP3 Settings, SMTP Settings, LDAP Directory
- Settings, and Internet Fax Settings.

Fax Settings (requires LAN (Server) Fax option)

- Fax Repository Settings and Fax Setup.

Job Management Settings.

• Templates (requires Scan to File option) This includes: distribution templates.

To select the configuration settings to be copied and transferred to other WorkCentre Pro devices, perform the following steps.

Go to a workstation and...

1. Launch an Internet Browser.
2. Enter the TCP/IP Address of your WorkCentre Pro in the Address or Location field and press **Enter**.
3. At the CentreWare Internet Services Home Page, Click the **Properties** tab or click **Properties** in the directory tree.
4. Click the plus symbol to the left of **General Setup**.
5. Click **Cloning** in the directory tree.
6. Follow the Cloning Instructions displayed on screen.
7. Click **Clone**.
8. Provide the administrator password, when prompted.
9. Specify a file type (.dlm format) and a folder to save the file in, follow all displayed instructions.
10. Click **Save**.
11. Using a job submission method such as LPR on the command line or Internet Services, send the (.dlm format) file as a print job to the recipient device to initiate the cloning process.

Wireless Networking (802.11)

Interoperability

Wireless networks use radio signals to connect devices throughout businesses and homes. Wireless networks can be instituted as a fully functional local area network, but without the cables.

The WorkCentre Pro is compatible with Ethernet 802.11b wireless networks.

Attaching the WorkCentre Pro to your Ethernet 802.11b wireless network can improve productivity by giving employees access to printing capabilities and all other optional network features anywhere within range of an access point including conference rooms, colleagues offices, training rooms and branch offices. Wireless networking allows increased mobility of the WorkCentre Pro devices by allowing you to place them anywhere you need to. You could use the WorkCentre Pro in non wired locations such as plaster walled structures and older, solid walled buildings. The WorkCentre Pro can communicate fully with all devices on the wireless network as well as those connected to the wired Ethernet network.

To Communicate with the WorkCentre Pro over your Wireless Network

1. Purchase a compatible Ethernet 802.11b wireless Ethernet bridge.

2. Connect your WorkCentre Pro Ethernet port to the wireless Ethernet bridge.

3. Click the Network Connectivity tab and select Printer Installation from the menu list for instructions on how to configure the WorkCentre Pro for network printing.

Tested third party Equipment:

Ethernet Bridge

- Lucent/Orinoco Ethernet Converter
- Breezecom Ethernet Bridge
- 3Com Ethernet Client Bridge

PC Card

- Lucent/Orinoco 11Mbps Wireless Lan PC Card
- Breezecom 11Mbps Wireless Lan PC Card
- 3Com AirConnect 11Mbps Wireless Lan PC Card
- LinkSys 11Mbps Wireless Lan PC Card
- Compaq 11 Mbps Wireless Lan PC Card
- Proxim 802.11b Wireless Lan PC Card

Access Point

- Lucent/Orinoco Access Point
- Breezecom Access Point
- Compaq Access Point
- Cisco Access Point
- Proxim 802.11b Access Point

Security

Image Overwrite is available upon request. When available, the overwrite components are enabled by the Machine Administrator.

Immediate Image Overwrite ensures that all information related to a job is immediately overwritten after the successful completion of each job. You can view job overwrite status at the machine using the Job Status pathway button located on the User Interface. The system will display a fault message and instructions if the overwrite was unsuccessful.

On Demand Image Overwrite irretrieveably overwrites all of the physical areas of the disks that hold data. All jobs in the active queue will be deleted and overwritten. Jobs sent during the overwrite process are held and released after the overwrite process has finished.

NOTE: Before you Start - Verify the Ethernet connection is complete, the desired speed is set and all faults, messages and jams are cleared.

Immediate Image Overwrite...

Go to the WorkCentre Pro and...

1. Enter the Tools pathway.
    a) Press the **Access** (*A* or ☞) button.

    b) On the keypad enter **1111** or the current password. Press **Enter.** The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.

2. Enter setup menus
    a) Press **More**

    b) Press **Configuration and Setup**.

    c) Press **Optional Service**s.

    d) Press **Overwrite Security**.

3. When the Overwrite Security screen displays, note which of the two selection buttons is highlighted as the current setting. The available settings are Enable and Disable.

   a) To change settings, press **Enable** or **Disable**, then press **Save**. To exit the settings screen, without making any changes, press **Cancel**.

   b) Press **Exit Tools**. If changes were made, the machine will reboot automatically.

On Demand Overwrite from a WorkCentre Pro

Go to the WorkCentre Pro and...

1. Enter the Tools pathway.

   a) Press the **Access** (*A* or ☞) button.

   b) On the keypad enter **1111** or the current password. Press **Enter**. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.

2. Enter Overwrite menu

   a) Press **More**. (up to 2 times)

   b) Press **On Demand Overwrite**.

   c) Press **Start**.

NOTE: A screen will appear to confirm that this procedure will delete image data from the hard disks. Any existing jobs in the queue will be deleted. The machine will be taken offline and will be unable to receive any incoming jobs. Internet Services will not be available until the machine reboots and comes back online.

The On Demand Overwrite will overwrite all image data on the hard disks. The process takes up to 20 minutes.

To cancel the overwrite procedure press **Abort**. Enter the current administrator password. The overwrite procedure may have already started at this stage. Press **Back** to continue with the overwrite.

Following completion of the On Demand Overwrite the Network Controller will reboot. A confirmation sheet will print. To verify the overwrite has completed view the Confirmation Sheet, under Confirmation Details. The Job Information: Status ESS Disk should read 'SUCCESS'. The Status Image Disk should read 'SUCCESS'.

On Demand Overwrite from a workstation...

1. Launch an Internet Browser.
2. Enter the TCP/IP Address of your WorkCentre Pro in the Address or Location field and press **Enter**.
3. At the CentreWare Internet Services Home Page, Click the **Properties tab** or click **Properties** in the directory tree.
4. Click **Disk Overwrite** in the directory tree.
5. Enter the administration id and password.
6. Click **OK**.
7. Click **Start**.

NOTE: A screen will appear to confirm that this procedure will delete image data from the hard disks. Any existing jobs in the queue will be deleted and overwritten. The machine will be taken offline and will be unable to receive any incoming jobs. Internet Services will not be available until the machine reboots and comes back online.

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To cancel the overwrite procedure press **Abort**. Enter the current administrator password. The overwrite procedure may have already started at this stage. Press **Back** to continue with the overwrite.

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E-mail

As the instructions for installing E-mail are slightly different for the WorkCentre Pro products please be sure to use the procedure in the Work Centre Pro Network Installation Instructions for setting up E-mail on these products. The Instructions in the System Administrator Guide are for setting up on the Document Center 490/480/470/460 ST products.