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# Xerox® VersaLink® Series Multifunction and Single Function Printers

System Administrator Guide

**xerox**<sup>™</sup>

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# Contents

1 Introduction.....	11
Overview.....	12
Configuring the Printer .....	13
More Information.....	14
2 Initial Setup .....	15
Physically Connecting the Printer.....	16
Using the Installation Wizard .....	17
Configuration Report.....	18
Printing the Configuration Report .....	18
Downloading the Configuration Report from the Embedded Web Server.....	18
Remote Control Panel.....	19
Accessing Administration and Configuration Settings.....	20
Accessing the Control Panel as a System Administrator.....	20
Accessing the Embedded Web Server as a System Administrator.....	20
Changing the System Administrator Password.....	21
Initial Setup at the Control Panel.....	22
Setting the Measurement Units.....	22
Setting the Date and Time .....	22
Setting the Sounds at the Control Panel.....	22
Installing a Software Feature at the Control Panel .....	23
Initial Setup in the Embedded Web Server .....	24
Assigning a Name and Location to the Printer.....	24
Displaying the IPv4 Address on the Home Screen .....	24
Restricting Access to the Printer.....	24
Selecting Apps to Appear on the Control Panel.....	25
Setting the Date and Time .....	26
Setting the Sounds Using the Embedded Web Server .....	26
Supplies Plan Activation Code .....	27
Configuring Ethernet Options.....	27
Configuring USB Settings .....	28
Connecting the Printer to Wireless Networks.....	29
Connecting to a Wireless Network from the Control Panel.....	29
Connecting to a Wireless Network Using the Embedded Web Server .....	29
Setting Up the Printer for Wireless LAN WPA Enterprise Encryption .....	32
Connecting to Wi-Fi Direct .....	32
Disabling Wireless Networking from the Control Panel.....	33
Assigning a Network Address .....	33
3 Network Connectivity.....	35
Connecting to a Wireless Network .....	36
Configuring Wi-Fi from the Embedded Web Server.....	36
Connecting to a Wi-Fi Network at the Control Panel.....	37

Configuring the Primary Network at the Control Panel .....	38
Configuring the Primary Network From the Embedded Web Server .....	39
Configuring Wi-Fi Using a Direct Connection to the Printer .....	39
Disabling Wireless Networking .....	40
Wi-Fi Direct .....	41
USB .....	43
NFC .....	44
Bluetooth .....	45
Enabling I-Beacon for Printers .....	45
AirPrint .....	47
Enabling AirPrint .....	47
Configuring AirPrint for IPP Authentication .....	47
Managing Security Certificates in AirPrint .....	48
Checking for Device Software Updates in AirPrint .....	48
Checking Printer Supplies in AirPrint .....	48
Mopria .....	49
Multicast DNS (Bonjour) .....	50
FTP .....	51
SFTP .....	52
HTTP .....	53
Configuring HTTP Settings in the Embedded Web Server .....	53
Wi-Fi Direct .....	54
Enabling HTTPS at the Control Panel .....	55
Enabling HTTPS Using the Embedded Web Server .....	55
IP .....	56
Configuring IP Settings at the Control Panel .....	56
Configuring IP Settings in the Embedded Web Server .....	57
IPP .....	61
LDAP .....	62
Adding LDAP Server Information .....	62
Confirming LDAP User Mappings .....	63
Configuring LDAP Authentication .....	63
LDAP Custom Filters .....	64
Configuring LDAP to Access Address Book Information .....	65
LPD .....	66
Raw TCP/IP Printing .....	67
Configuring Raw TCP/IP Settings .....	67
S/MIME .....	68
SMTP .....	69
SMB .....	71
SNMP .....	72
Configuring SNMPv1/v2c .....	72
Configuring SNMPv3 .....	73
SNTP .....	75
SOAP .....	76

WSD .....	77
Enabling WSD .....	77
4 Security .....	79
Setting Access Rights .....	80
Authentication .....	80
Authorization .....	80
Personalization .....	80
Configuring Authentication Settings .....	82
Setting the Login Method .....	82
Setting Parameters for Login, Logout, and Password .....	86
Configuring Authorization Settings .....	89
Roles and Levels of Access .....	89
Adding a New Device User Role .....	89
Creating a Custom Printing User Role .....	90
Copying an Existing Device User Role .....	90
Copying an Existing Printing User Role .....	91
Editing a Device User Role .....	92
Editing a Printing User Role .....	92
Adding Members to a Role .....	92
Removing Members from a Role .....	92
Deleting a Device User Role .....	92
Deleting a Printing User Role .....	92
Editing Guest Access .....	93
Configuring LDAP Permissions Groups .....	93
Enabling Firmware Verification .....	94
Configuring Feature Enablement .....	95
Enabling a Software Option .....	96
McAfee Embedded Control .....	97
Setting the Security Level .....	97
Alert Notifications and the Audit Log .....	97
Configuring Email Notifications .....	98
Sending a Test Notification .....	98
Remote Management Servers for McAfee Security Web Services .....	98
Security Certificates .....	102
Certificates for the Embedded Web Server .....	102
Installing Certificates .....	104
Selecting a Certificate .....	104
Importing a Certificate .....	105
Creating and Installing a Xerox Device Certificate .....	105
Creating a Certificate Signing Request .....	106
Deleting a Certificate .....	106
Enabling Automatic Self-Signed Certificates .....	106
Enabling Certificate Path Validation .....	107
Configuring Settings for Certificate Revocation .....	107
Configuring the Printer for Smart Cards .....	107
Managing Disk Drives .....	108

Managing Disk Overwrite .....	108
Managing Network Security Settings .....	109
FIPS 140 .....	109
802.1X .....	109
IPsec .....	109
Managing Settings for SSL/TLS .....	110
Managing Port Settings .....	111
Configuring Filters for IP Addresses .....	112
Configuring Filters for Domains .....	112
Network Logs .....	112
Setting System Timeouts .....	114
USB Port Security .....	115
Enabling or Disabling USB Ports .....	115
5 Printing .....	117
Setting System Defaults and Policies for Printing .....	118
Optimizing the First Page .....	118
Setting the Default Print Paper Size .....	118
Optimizing Color Printing .....	118
Configuring Color Adjustments Manually .....	119
Optimizing the Printing of Graphic Files .....	119
General Printer Settings .....	120
Changing the Tray Settings .....	120
Configuring Policies for Print Jobs .....	121
Enabling Print From USB .....	121
Setting Paper Size Preferences .....	121
Enabling an Automatic Startup Page .....	122
Configuring Settings for Custom Paper .....	122
Configuring Settings for Memory and Print Job Types .....	122
Enabling the Policy for Paper Size Substitution .....	123
Configuring a Bypass Tray Confirmation .....	123
Specifying Behavior After an Error .....	123
Managing Banner Pages .....	124
Submitting Print Jobs from the Embedded Web Server .....	125
UNIX, Linux, and AS/400 Printing .....	126
Xerox® Printer Manager .....	126
AS/400 .....	127
Configuring Defaults for Printer Reports .....	128
6 Copying .....	129
Setting System Defaults and Policies for Copying .....	130
Configuring Auto Detection for Legal Size Originals .....	130
Confirming the Position of Document Guides .....	130
Setting a Default Image Gradation Mode .....	131
Resolving the Original Size Detection Error .....	131
Modifying the Default Settings for the Copy App .....	132

- Setting Defaults for Paper Management ..... 132
- Setting Defaults for Image Quality..... 132
- Setting Defaults for Image Placement ..... 133
- Setting Defaults for Annotations..... 133
- Configuring General Settings and Policies for the Copy App..... 134
  - Setting Policies for Paper Management..... 134
  - Setting Policies for Image Management ..... 134
  - Setting Policies for Annotations ..... 134
- Configuring Presets for Original Page Sizes ..... 136
- Configuring the ID Card Copy App ..... 137
- 7 Scanning ..... 139
  - Scanning Setup Overview..... 140
  - Setting System Defaults and Policies for Scanning ..... 141
  - Setting Up Scanning to an FTP Server ..... 142
  - Setting Up Scanning to an SFTP Server ..... 143
  - Setting Up Scanning to an Email Address ..... 144
  - Configuring the Email App ..... 145
  - Setting Up Scanning to an Email Address That Uses a Third-Party Provider ..... 146
  - Configuring the Scan To App ..... 148
  - Enabling WSD Scan Services..... 149
  - Scanning to USB ..... 150
  - Scanning to My Folder on the Printer ..... 151
  - Configuring Scan To Desktop..... 152
  - Setting Up Scanning to a Shared Windows Folder Using SMB..... 153
    - Obtaining the IP Address and Host Name of your Windows Computer ..... 153
    - Disabling the Sharing Wizard on Your Windows Computer ..... 154
- 8 Faxing ..... 155
  - Fax Overview ..... 156
  - Enabling the Fax or Server Fax Apps..... 157
  - Fax ..... 158
    - Setting System Defaults and Policies for Faxing ..... 158
    - Modifying the Default Settings in the Fax App ..... 158
    - Creating Predefined Comments for a Fax Cover Sheet ..... 159
    - Configuring General Settings and Policies..... 160
    - Configuring Fax Over IP ..... 163
    - Printing Fax Reports ..... 164
    - Configuring Presets for Original Page Sizes ..... 165
    - Editing the Address Book..... 165
    - Configuring Basic Fax Line Settings..... 168
  - Server Fax ..... 170
    - Configuring a Server Fax Filing Repository ..... 170
    - Configuring a Fax Repository Using FTP or SFTP..... 170
    - Configuring a Fax Repository Using SMB..... 171

Configuring a Fax Repository Using SMTP .....	172
Configuring Server Fax Defaults and Settings .....	173
9 Accounting.....	175
Xerox® Standard Accounting .....	176
Enabling Xerox Standard Accounting.....	176
Creating a User Account .....	176
Editing the Account Settings for Individual Users.....	177
Changing a User Password .....	178
Deleting an Account.....	178
Generating and Downloading a Xerox Standard Accounting Report .....	178
Resetting Usage Limits .....	178
Creating a General Account.....	179
Network Accounting .....	180
Accounting Using an Auxiliary Device .....	182
10 Administrator Tools.....	183
Monitoring Alerts and Status .....	184
Alert Notification .....	184
Fault History .....	185
Energy Saving Settings.....	187
Configuring Power Saver Using the Embedded Web Server.....	187
Entry Screen Defaults .....	188
Remote Services and Billing Information.....	189
Remote Services .....	189
View Usage and Billing Information.....	189
Billing Impression Mode .....	191
Cloning .....	192
Creating a Clone File.....	192
Installing a Clone File .....	192
Xerox® Device Manager Cloning Feature.....	192
Address Books .....	193
Device Address Book .....	193
Network Address Book.....	193
Font Management Utility.....	194
Network Logs.....	195
Downloading a Log File .....	195
Customer Support .....	196
Xerox Online Support.....	196
Resetting and Restarting the Printer.....	197
Restarting the Printer at the Control Panel.....	197
Updating the Printer Software .....	198
Checking the Software Version.....	198
Enabling Upgrades .....	198
Installing and Configuring Software Updates Using the Embedded Web Server .....	198



Installing and Configuring Software Updates from the Control Panel ..... 199

Installing Software after a Software Update Notification..... 199

Installing Software Manually ..... 200

Resetting the Printer Settings..... 201

Restarting the Printer at the Control Panel..... 201

Adjusting Color, Image, and Text Detection Settings..... 202

    Configuring the Color Calibration at the Control Panel..... 202

    Performing an Automatic Color Registration at the Control Panel..... 202

    Configuring the Scan Color Consistency at the Control Panel ..... 203

    Configuring the Image Position at the Control Panel..... 203

11 Customization and Expansion..... 207

    Xerox Extensible Interface Platform®..... 208

        Configuring Extensible Services ..... 208

        Configuring Proxy Settings ..... 208

        Setting Up a File Repository..... 209

        Configuring Template Pool Repository Settings..... 209

    Displaying or Hiding Apps on the Printer Control Panel..... 211

    Enabling the Plug-in Feature..... 212

    External Keyboard ..... 213



# Introduction

This chapter contains:

Overview .....	12
Configuring the Printer .....	13
More Information .....	14

## 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.



Note:

- Network features are not available when the printer is connected using USB.
- Embedded fax features are not available for all printer models.

## Configuring the Printer

1. Ensure that your printer is connected to power, to your network, and to the fax line, as needed.
2. Confirm that your printer is recognized on your network.  
By default, the printer is assigned an IP address automatically from a DHCP server over a TCP/IP network. If you have another type of network, or want to assign a static IP address, refer to [IP](#).



Note: Xerox recommends using DHCP reservations to assign IP addresses to your printers. DHCP reservations provide the most consistent IP addresses and the ability to connect with the Host Name.

3. Complete the installation wizards. These wizards help you configure basic printer settings such as your location, time zone, and date and time preferences.
4. To view the current printer configuration, print a Configuration Report.
  - a. To print a Configuration Report, on the printer control panel, touch **Device > About > Information Pages > Configuration Report**.
  - b. Review the report and locate the printer IPv4 address.
5. To access the Embedded Web Server for the printer:
  - a. From your computer or network-connected device, open a Web browser.
  - b. In the Web browser address field, enter the IP address for your printer.
6. In the Embedded Web Server, create a host name for the printer. For details, refer to [Configuring DNS Settings](#).



Note: To allow users to connect to the printer and print, provide users with the IP address or host name.

7. To send billing meter and diagnostic information to Xerox, in the Embedded Web Server, configure remote services. For details, refer to [Remote Services and Billing Information](#).
8. As needed, in the Embedded Web Server, configure the following printer settings.
  - a. Configure Authentication. For details, refer to [Configuring Authentication Settings](#).
  - b. Configure Security. For details, refer to [Security](#).
  - c. Configure the services that you want to appear on the printer control panel. For details, refer to [Selecting Apps to Appear on the Control Panel](#).
  - d. Configure features for Copy, Print, Scan, and Fax. For details, refer to [Copying, Printing, Scanning, and Faxing](#).
  - e. Configure Accounting. For details, refer to [Accounting](#).

## 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	Go to <a href="http://www.xerox.com/office/docs">www.xerox.com/office/docs</a> , then select your specific printer model.
Recommended Media List	United States: <a href="http://www.xerox.com/rmlna">www.xerox.com/rmlna</a> Europe: <a href="http://www.xerox.com/rmleu">www.xerox.com/rmleu</a>
Technical support information for your printer, including online technical support, Online Support Assistant, and print driver downloads.	Go to <a href="http://www.xerox.com/office/support">www.xerox.com/office/support</a> , then select your specific printer model.
Information about menus or error messages	View the Status region of the control panel touch screen.
Information Pages	To print from the control panel, touch <b>Device &gt; Information Pages</b> or <b>Device &gt; Support &gt; Support Pages</b> . To print from the Embedded Web Server, click <b>Home &gt; Information Pages</b> .
Embedded Web Server documentation	In the Embedded Web Server, click <b>Help</b> .
Order supplies for your printer	Go to <a href="http://www.xerox.com/office/supplies">www.xerox.com/office/supplies</a> , then select your specific printer model.
A resource for tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	<a href="http://www.xerox.com/office/businessresourcecenter">www.xerox.com/office/businessresourcecenter</a>
Local sales and Technical Customer Support Local sales and customer support	<a href="http://www.xerox.com/office/worldcontacts">www.xerox.com/office/worldcontacts</a>
Printer registration	<a href="http://www.xerox.com/office/register">www.xerox.com/office/register</a>
Xerox® Direct online store	<a href="http://www.direct.xerox.com">www.direct.xerox.com</a>
Third party and open source software	To locate third party and open source software disclosure notices and the terms and conditions, go to <a href="http://www.xerox.com/office/support">www.xerox.com/office/support</a> , then select your specific printer model.

## Initial Setup

This chapter contains:

Physically Connecting the Printer .....	16
Using the Installation Wizard .....	17
Configuration Report .....	18
Remote Control Panel .....	19
Accessing Administration and Configuration Settings .....	20
Initial Setup at the Control Panel .....	22
Initial Setup in the Embedded Web Server .....	24
Connecting the Printer to Wireless Networks .....	29

## Physically Connecting the Printer

1. Connect the power cord to the printer, then plug the cord 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. If your printer has fax installed and is intended to send or receive faxes, connect it to a telephone that is configured for fax.
5. Power on the printer.



## Using the Installation Wizard

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

The wizard helps you configure the following settings:

- Language
- Network Connection
  - Ethernet
  - Wi-Fi
- Proxy Server
- Date and Time
- Measurements
- LDAP
- Set Up Apps
  - SMTP
    - Fax Number
    - Fax Line
- Security Settings
  - Software Update
  - Security Options
  - Device Management



Note: Device Management prompts the installer to set a new password for the Administrator account. The installer has the option to change the password or to skip the password change.

For software versions earlier than PL6 (XX.5X.XX), the default administrator password is **1111**. For software versions PL7 (XX.5X.XX) or later, the default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server.



Note: Upgrading to PL6 (XX.5X.XX) does not change the administrator password. If you reset the device to factory defaults, the administrator password changes to the device serial number for versions PL6 (XX.5X.XX) or later of the software.

For Device Management, if the installer selects to skip the password change, the default administrator password continues to be the device serial number. The password is case-sensitive. You can use features available to a Guest user only. If you do not change the password, you cannot perform administrative actions. You are prompted to change the password at the next login at the device control panel or in the Embedded Web Server.

When the installation wizard appears, follow the onscreen instructions.



Note: If your clone file contains an administrator password, the password in the clone file replaces the default administrator password.

## Configuration Report

The Configuration Report provides product information including installed options, network settings, port setup, tray information, and more.

### PRINTING THE CONFIGURATION REPORT

1. At the printer control panel, press the **Home** button.
2. Touch **Device > About > Information Pages**.
3. Touch **Configuration Report**.
4. To return to the Home screen, press the **Home** button.

### DOWNLOADING THE CONFIGURATION REPORT FROM THE EMBEDDED WEB SERVER

From the Embedded Web Server, you can download and save a copy of the Configuration Report to your computer hard drive. You can use Configuration Reports from multiple printers to compare software versions, configurations, and compliance information.

To download a copy of the Configuration Report from the Embedded Web Server:

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



Note: The Configuration Report contains the IP address for the printer. For details, refer to [Printing the Configuration Report](#).

2. To download the Configuration Report, scroll to the bottom of the page. In the Quick Links section, click **Download Configuration Report**.



Note: If this feature does not appear, log in as a system administrator.

The document is saved automatically as an XML file in the default download location on your computer hard drive. To open the Configuration Report, use an XML viewer.

## Remote Control Panel

The Remote Control Panel allows you to access the control panel of the printer from a Web browser. By default, for closed systems, only system administrators can enable the Remote Control Panel feature. For open systems with software versions earlier than PL6 (XX.5X.XX), all users can enable and access the Remote Control Panel feature. For software versions PL6 (XX.5X.XX) or later, the open system option is not available.



Note:

- To use the Remote Control Panel, ensure that HTTPS is enabled on the device. For details, refer to [Enabling HTTPS Using the Embedded Web Server](#).
- After the Remote Control Panel is enabled by a system administrator, all users can access the feature.
- If the device is being used by a local user when a remote user request is sent, the local user is required to accept the remote user request at the device.
- Only one Remote Control Panel session can be active at a time.
- If a system administrator sends a remote user request, the system administrator can override the local user.
- System administrators have the ability to override and stop an existing general user remote session.

To configure the Remote Control Panel feature to allow user access, use the Permissions option.

1. In the Embedded Web Server, log in as administrator, then click **Home**.
2. In the Quick Links area, click **Remote Control Panel**.
3. To enable the Remote Control Panel, touch the **Enable** toggle button, then click **Close**.
4. To configure user access to the Remote Control Panel, click **Permissions > Roles > Device User Roles**, then select the following:
  - a. For the user role for which you want to configure permissions, click **Edit**.
  - b. For Device Website Permissions, click **Custom Permissions**.
  - c. Click **Setup**.
  - d. Click **Remote Control**.
  - e. For Access Remote Control, click **Allow**.
  - f. Click **OK**.
  - g. Click **Close**, then click **OK**.
5. To return to the Home screen, click the **Home** button.

## Accessing Administration and Configuration Settings

The control panel consists of a touch screen and buttons you press to control the functions available on the printer.

The Embedded Web Server is the administration and configuration software installed on the printer. It allows you to configure and administer the printer from a Web browser.

- To access the administration and configuration settings at the control panel, log in as administrator, then touch the **Device** button.
- To access the administration and configuration settings in the Embedded Web Server, open a Web browser, then in the address field, type the IP address of the printer. On the Home screen, click **Log In**, then log in as administrator.

### ACCESSING THE CONTROL PANEL AS A SYSTEM ADMINISTRATOR

For software versions earlier than PL6 (XX.5X.XX), the default administrator password is **1111**. For software versions PL7 (XX.5X.XX) or later, the default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. The password is case-sensitive.



Note: Upgrading to PL7 (XX.5X.XX) does not change the administrator password. If you reset the device to factory defaults, the administrator password changes to the device serial number for versions PL6 (XX.5X.XX) or later of the software.

1. At the printer control panel, press the **Log In** button.
2. Touch or type **admin**.
3. Type the administrator password, then touch **OK**.

### ACCESSING THE EMBEDDED WEB SERVER AS A SYSTEM ADMINISTRATOR

Before you begin:

- Ensure that your printer is connected to a network.
- Use the Configuration Report to locate your printer IP address. For details, refer to [Configuration Report](#).

To log in to the Embedded Web Server as the administrator:

1. At your computer, open a Web browser.
2. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
3. In the top right area of the page, click **Log In**.
4. For User Accounts, click or type **admin**.
5. For Password, type the administrator password. For software versions earlier than PL6 (XX.5X.XX), the default administrator password is **1111**. For software versions PL6 (XX.5X.XX) or later, the default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. The password is case-sensitive.



Note: Upgrading to PL6 (XX.5X.XX) does not change the administrator password. If you reset the device to factory defaults, the administrator password changes to the device serial number for versions PL6 (XX.5X.XX) or later of the software.

6. Click **Log In**.

## CHANGING THE SYSTEM ADMINISTRATOR PASSWORD

The user name for the administrator account is admin. For software versions earlier than PL6 (XX.5X.XX), the default administrator password is **1111**. For software versions PL6 (XX.5X.XX) or later, the default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. The password is case-sensitive.



Note:

- Upgrading to PL7 (XX.5X.XX) does not change the administrator password. If you reset the device to factory defaults, the administrator password changes to the device serial number for versions PL7 (XX.5X.XX) or later of the software.
- If you change the administrator password, ensure that you store the password in a secure location.
- For software versions earlier than PL6 (XX.5X.XX), if you change the administrator password to return the device to an open system, reset the device to factory defaults. Any settings that you configured are lost when you reset the device to factory defaults. For details refer to [Resetting the Printer Settings](#).
- For software versions PL7 (XX.5X.XX) or later, the open system option is not available.

To change the administrator password:

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.
2. For User Accounts, click **admin**.
3. Click **Change Password**.
4. Type the old password. All passwords are case-sensitive.
5. Type the new password, then retype the password to verify it.
6. Click **OK**.

## Initial Setup at the Control Panel

You can configure selected settings at the control panel, outside of the Installation Wizard.

### SETTING THE MEASUREMENT UNITS

1. At the printer control panel, press the **Home** button, then touch the **Device** button.
2. Touch **General > Measurements > Units**, then select to show dimensions in metric or imperial units.
3. Touch **Paper Size Preference**, then select to show dimensions in metric or imperial units.
4. Touch **OK**.

### SETTING THE DATE AND TIME

1. At the printer control panel, press the **Home** button, then touch the **Device** button.
2. Touch **General > Date & Time**.
3. To allow an SNTP service to set the time automatically, enable the **Set Automatically** toggle button.
4. Touch **Time Server (SNTP)**, then type the IP Address or host name of your SNTP server, then touch **OK**.
5. To set the time zone, touch **Time Zone**, then touch your region.
6. To adjust daylight saving time automatically, enable the **Daylight Saving Time** toggle button.
7. To set the format for dates, touch **Date Format**, then touch a date format.
8. To use a 24-hour time format, enable the **Use 24 hr clock** toggle button.
9. Touch **OK**.



Note: The date and time are set in the Embedded Web Server. To modify these settings, in the Embedded Web Server, select **System > Date & Time**.

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

### SETTING THE SOUNDS AT THE CONTROL PANEL

You can configure the device to play sounds to alert users to various device conditions or events. You can set the volume for each sound independently of each other.

1. At the printer control panel, press the **Home** button, then touch **Device**.
2. Touch **General > Sounds**.
3. To enable sounds, touch the **Enable Sounds** toggle button.

4. To adjust the sound volume for an event, touch an event, then move the appropriate volume slider control, as needed.
  - **Touch:** A sound plays when a user interacts with the control panel touch screen.
  - **Job Completion:** A sound plays when a print job, copy job, or receive-fax job completes.
  - **Log In:** A sound plays when a user swipes an authentication card.
  - **Error/Fault:** A sound plays when the device issues an alert or when the device requires user attention.
  - **Power:** A sound plays when the device is powering down.
  - **Mobile Device Connected:** A sound plays when a connection to a mobile device is detected.
  - **Fax Processing Tones:** A sound plays when a fax is sending or receiving.
  - **Fax Ring Tones:** The fax line ring tones are audible when the device receives an incoming fax call.
5. Touch **OK**.

#### INSTALLING A SOFTWARE FEATURE AT THE CONTROL PANEL

Before you begin, ensure that the required feature kit is installed.

1. At the printer control panel, press the **Home** button, then touch the **Device** button.
2. Touch **General > Feature Installation**.
3. Touch **Enter Feature Installation Key**, then type the key.
4. Touch **OK**.

## Initial Setup in the Embedded Web Server

### ASSIGNING A NAME AND LOCATION TO THE PRINTER

The Device Details page displays the printer model information and product code or serial number. On the Device Details page, you can assign a name and location to the printer. Asset tags let you enter unique identifiers for inventory management.

1. In the Embedded Web Server, log in as administrator, then click **Home**.
2. In the top right part of the window, click **Details**.
3. For Device Name, type a name for the printer.
4. For Xerox® Asset Tag and Customer Asset Tag, type unique identifiers as needed.
5. For Location, type the location of the printer.
6. To enter a geographical location for the printer, in the Latitude and Longitude fields, enter the geographic latitude and longitude coordinates in decimal form. For example, use coordinates such as 45.325026, -122.766831 for a location.
7. In the System Administrator area, type contact information for your administrator, including name, email, phone number, and location.
8. Click **OK**.

### DISPLAYING THE IPV4 ADDRESS ON THE HOME SCREEN

You can set the IPv4 address on the device Home screen.

1. In the Embedded Web Server, log in as administrator, then click **Home**.
2. In the top-right part of the window, click **Details**.
3. In the Network area, click **Display Network on Home**.
4. Click **Display IPv4 Address**.
5. Click **OK**.

The IPv4 address appears on the device Home screen.

### RESTRICTING ACCESS TO THE PRINTER

To restrict access to the printer, you can configure the Printing User Roles. You can edit an existing role or create a custom Printing User Role.



Note: To edit or create a Printing User Role, the printer requires that you change the administrator password from its default value. For details, refer to [Changing the System Administrator Password](#).

To create a custom Printing User Role, refer to [Creating a Custom Printing User Role](#).

To edit an existing Printing User Role:

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.



2. Click **Roles > Printing User Roles**.
3. For the role that you want to edit, in the Printing User Roles area, click **Edit**.
4. In the Printing Permissions area, select the restrictions that you want to apply, then click **OK**.

With Custom Permissions, you can configure the printer to restrict the types of print jobs allowed. You can select the applications that can send jobs to the printer. You can set which paper trays are accessible and set the times of day that the printer is available.

To enable Custom Permissions:

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.
2. Click **Roles > Printing User Roles**.
3. For the role that you want to edit, in the Printing User Roles area, click **Edit**.
4. In the Printing Permissions area, select **Custom Permissions**.
5. More options appear.

To restrict the time of day for printing:

1. In the Print Time Permissions area, click **Setup**.
2. For Black & White Printing Time and Color Printing Time, select the time restrictions.
3. Click **OK**.

To restrict job types and paper usage:

1. To restrict a job type, in the Allowed Job Types area, click the toggle button for the job type.
2. To restrict printing to 2-sided only, in the 1-Sided Output area, select **2-Sided Only**.
3. To restrict printing from a paper tray, in the Allowed Paper Trays area, click the toggle button for the paper tray.

To select applications that can access the printer:

1. In the Application Permissions area, click **Setup**.
2. To restrict access to the printer for any of the applications listed, click that application.
3. Select the restrictions for the application, then click **Close**.
4. Click **OK**.

## SELECTING APPS TO APPEAR ON THE CONTROL PANEL

Apps are services that are available on your printer. Some apps must be enabled and configured before they can be accessed on the control panel touch screen. 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.



Note:

- When you make an app visible, the app becomes part of the default view on the control panel.
- If you use personalization to create a custom view, your personalized view takes precedence over the default view.

To specify the apps that appear on the control panel:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. Click the required app.
3. Click **Show**.

To select the default screen that appears when users first access the control panel:

1. In the Embedded Web Server, click **Apps > Preferences**.
2. In the Walkup Screen area, click the menu, then select the default screen that you want to appear when users first access the control panel.

## SETTING THE DATE AND TIME

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Date & Time**.
3. For Date Format, select a format for the date.
4. In the Date field, click the calendar, then select a date.
5. For Time, select **12-Hour Clock** or **24-Hour Clock**.
6. In the Time field, type the correct time.
7. To set the time zone, click **Time Zone**, then select the following:
  - Click **Region**, then select an appropriate region.
  - Select a time zone.
  - Click **OK**.
8. To enable daylight saving time, enable the **Daylight Savings Time** toggle button.
9. To allow an SNTP service to set the time automatically, for SNTP Settings, click **Edit**. If an SNTP server is detected, the Time Server Address and Time Synchronization Interval are set automatically. To change or enter SNTP settings manually:
  - For **Time Server Synchronization**, enable the toggle button.
  - For Time Server Address, for the SNTP server, type the IP address or host name.
  - For Time Synchronization Interval, type the number of hours at which the printer synchronizes with the SNTP server.
  - Click **OK**.
10. Click **OK**.



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

## SETTING THE SOUNDS USING THE EMBEDDED WEB SERVER

You can configure the device to play sounds to alert users to various device conditions or events. You can set the volume for each sound independently of each other.

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Sounds**.

3. To enable sounds, select **Enable Sounds**.
4. To adjust the sound volume for an event, select an event, then move the appropriate volume slider control, as needed.
  - **Touch:** A sound plays when a user interacts with the control panel touch screen.
  - **Job Completion:** A sound plays when a print job, copy job, or receive-fax job completes.
  - **Log In:** A sound plays when a user swipes an authentication card.
  - **Error/Fault:** A sound plays when the device issues an alert or when the device requires user attention.
  - **Power:** A sound plays when the device is powering down.
  - **Mobile Device Connected:** A sound plays when a connection to a mobile device is detected.
  - **Fax Processing Tones:** A sound plays when a fax is sending or receiving.
  - **Fax Ring Tones:** The fax line ring tones are audible when the device receives an incoming fax call.
5. To confirm the volume setting, click **OK**.
6. Click **OK**.

#### SUPPLIES PLAN ACTIVATION CODE

Your Xerox® equipment supplier offers supplies and service plans such as PagePack® and eClick®.

PagePack® and eClick® are cost-per-page-based programs that include all service and supplies for your printer in one contract. If you have enrolled in a supplies program, you must activate the supplies plan at regular intervals. To enable your printer for your purchased plan, contact your Xerox® equipment supplier to get a Supplies Activation Code.

To enter your Supplies Activation Code:

1. In the Embedded Web Server, log in as administrator.
2. For Supplies, click **Details**.
3. For Options, click **Supplies Plan**.
4. Click **Supplies Plan Activation**.
5. Type the code, then click **Apply**.
6. Click **Close**.

For more information about Xerox® supplies and service plans, contact your Xerox representative.

#### CONFIGURING ETHERNET OPTIONS

The Ethernet interface on the printer automatically detects the speed of your network. Any auto-sensing devices connected to the network, such as a hub, do not always detect the correct speed. Refer to the Configuration Report to ensure that the printer detects the correct network speed.

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. For Connections, click **Ethernet**.
3. For **Rated Speed**, click the **Down** arrow, then select a connection speed.



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

### CONFIGURING USB SETTINGS

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Connections area, click **USB**.
3. Enable a port.
  - To enable USB communication on all USB ports, click the **Enable** toggle button.
  - To enable the target USB port on the back of the printer, click the **USB Port** toggle button.



Note: To use the target USB port on the back of the printer, click both the **Enable** toggle button and the **USB Port** toggle button.

1. To enable Printer Job Language, click the **PJL** toggle button.
2. Click **Print Mode**, then select a mode.
3. For Auto Job Timeout, type the amount of time in seconds that the printer waits inactive before canceling the print job.
4. Click **Adobe Communication Protocol**, then select a protocol.
5. To enable PostScript® Wait Timeout (RAW Mode), click the toggle button.
6. Click **OK**.

## Connecting the Printer to Wireless Networks

To connect the printer to a wireless network that does not include a WPS-compliant router, ensure that you set up and configure the printer manually. Before you start, obtain the router setup and configuration information, such as name and passcode.



Note:

- Wireless networking is available only on printers that have the optional Wireless Network Adapter installed.
- To access and use the Embedded Web Server on a wireless network, connect the printer to a wired Ethernet network, then configure the printer to use a wireless network.

### CONNECTING TO A WIRELESS NETWORK FROM THE CONTROL PANEL

To enable Wi-Fi:

1. At the printer control panel, press the **Home** button.
2. Touch **Device > Connectivity > Wi-Fi**.
3. If Wi-Fi is Off, turn it on.
  - To toggle Wi-Fi from Off to On, touch the **Wi-Fi** toggle button.
  - To activate your Wi-Fi setting changes, press the **Home** button.
  - At the prompt, touch **Restart Now**.
  - After the printer restarts, touch **Device > Connectivity > Wi-Fi**.
4. To connect to a network:
  - a. Touch the name of the network, enter the password for the selected network, then touch **OK**.
  - b. If the desired network does not appear, touch **Manual Setup**, then configure the wireless network settings.
    - For Enter the Network Name (SSID), type the name (SSID) of your network, then press **OK**.
    - Touch **Security**, then select the security method that your wireless network uses.
    - Touch **Enter Password**, then enter the password for your wireless network.
    - Touch **OK**.
5. To activate your Wi-Fi setting changes, press the **Home** button.
6. At the prompt, touch **Restart Now**.
7. After the printer restarts, wait two minutes, then to get the network information that includes the IP address, print a Configuration Report. For details, refer to [Printing the Configuration Report](#).

### CONNECTING TO A WIRELESS NETWORK USING THE EMBEDDED WEB SERVER

To enable Wi-Fi:

1. Connect the printer to a wired Ethernet network.

## Initial Setup

2. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
3. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
4. For Connections, click **Wi-Fi**.
5. To enable Wi-Fi, for Wi-Fi, select the toggle button.
6. Click **Wi-Fi Band**, then select an option.
7. For SSID, type the network SSID name.
8. Click **Network Type**, then select **Infrastructure** or **Ad hoc**.



Note: The Infrastructure network type provides the greatest selection of security options. Ad hoc provides only WEP encryption in most networks.

To configure the TCP/IP common settings:

1. In the TCP/IP Settings area, click **Common**.
2. For Host Name, type the DNS host name of the printer.
3. Click **Primary Network**, then select **Wi-Fi**.
4. Click **IP Mode**, then select an option.
5. To prioritize IPv6 over IPv4, for IPv6 Priority over IPv4 at Domain Name Resolution, select the toggle button.
6. Click **OK**.

To configure the TCP/IP IP settings:

1. Click **IPv4**:
  - For Mode, select an option.
    - If you select Static for Mode, for IP Address, Subnet Mask, and Gateway Address, type the IP addresses.
    - If you select DHCP with Auto IP or DCHP for Mode, the Release current IP when the Device is powered off option is available. To use this feature, select the toggle button.
  - Click **OK**.
2. Click **IPv6**:
  - Click **Purpose**, then select an option.
  - To allow a manual address for IPv6, for Manual Address, select the toggle button.
  - If you enabled Manual Address, for Manual Address and Gateway Address, type the IP addresses.
  - Click **OK**.

To configure the TCP/IP DNS settings:

1. Click **DNS**.
2. For Domain Name, type the name of the domain for the printer.
3. For Connection Timeout, type the number of seconds that the printer waits to receive a response from the DNS server.

4. To enable DHCP to assign the IP address, in the IPv4 DNS Servers area, for Use DHCP to Assign Address, select the toggle button.
5. If you did not enable DHCP, type the IP addresses for the primary and alternate servers.
6. To enable DHCPv6-lite to assign the IP address, in the IPv6 DNS Servers area, for Use DHCPv6-lite to Assign Address, select the toggle button.
7. If you did not enable DHCPv6-lite, type the IP addresses for the primary and alternate servers.
8. To generate a domain search list automatically, in the DNS Search Domains area, for Generate Domain Search List Automatically, select the toggle button.
9. If you did not enable DHCP, type the IP addresses for the primary and alternate servers.
10. Click **OK**.

To configure the security settings:

1. In the Security Settings area, click **Encryption**, then select the appropriate security option. For the mode of encryption that you selected, configure the security settings.
2. For WEP:
  - To set a transmit key to active, click **Transmit Key**, then select an option.
  - For each Transmit Key, type values into the corresponding fields.
3. For WPA2 Personal and Mixed Mode Personal, in the Passcode and Retype Passcode fields, type the network passcode.
4. For WPA2 Enterprise and Mixed Mode Enterprise:
  - Click **Authentication Method**, then select an option.
  - If your system uses root certificates, click **Root Certificate**, then select an option.
  - Type values for EAP Identity, Login Name, and Password.
5. Click **OK**.

To finish the Wi-Fi setup:

1. To activate your changes, at the prompt, click **Restart Now**.
2. Disconnect the Ethernet cable from the printer.
3. After the printer restarts, wait 2 minutes, then print a Configuration Report.



Note: The Configuration Report contains the IP address for the printer. For details, refer to [Printing the Configuration Report](#).

If the printer does not successfully connect with the wireless network, check your network information and repeat this procedure.

## SETTING UP THE PRINTER FOR WIRELESS LAN WPA ENTERPRISE ENCRYPTION

WPA-Enterprise Encryption is supported only when Infrastructure is selected as the Network Type in the Wi-Fi settings section.



Note:

- To manage digital certificates, enable HTTPS communication.
- WPA-Enterprise settings are unique for each network. For details on your settings, contact your network administrator.

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Connections area, click **Wi-Fi**.
3. For **SSID**, type the SSID.
4. Click **Network Type**, then select an option.
5. In the TCP/IP area, verify the settings.
6. In the Security Settings area, click **Encryption**. Select an option, then enter the details as required.
7. Click **OK**.

## CONNECTING TO 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. Wi-Fi Direct is disabled by default.



Note: Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

1. In the Embedded Web Server, log in as a system administrator, then click **Connectivity**.
2. In the Connections area, click **Wi-Fi Direct**.
3. To enable Wi-Fi Direct, click the **Enable** toggle button.
4. Click **Group Role**, then select an option. Options include Group Owner and Auto.

### Setting Group Owner as Group Role

1. Click **Group Role**, then select **Group Owner**.
2. In the DHCP Server area, for IP Address, type the IP address.
3. If you are not using the default values for subnet mask, for Subnet Mask, type the subnet mask value.
4. To specify the amount of time that the printer retains the IP address, for IP Address Lease Time, type a value in minutes.
5. In the Group Owner area, for SSID, type a name to appear in a list of available wireless networks and devices.
6. For Passcode, type the network passcode.
7. Click **OK**.



### Setting Auto as Group Role

1. Click **Group Role**, then select **Auto**.
2. For Device Name, type a name to appear in a list of available wireless networks and devices.
3. In the DHCP Server area, for IP Address, type the IP address.
4. If you are not using the default values for subnet mask, for Subnet Mask, type the subnet mask value.
5. To specify the amount of time that the printer retains the IP address, for IP Address Lease Time, type a value in minutes.
6. Click **OK**.

### DISABLING WIRELESS NETWORKING FROM THE CONTROL PANEL

You can disable the wireless network from the printer control panel.



Note: Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

To disable wireless networking from the Control Panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to [Accessing the Control Panel as a System Administrator](#).
3. To open the Wi-Fi menu, touch **Device > Connectivity > Wi-Fi**.
4. To toggle Wi-Fi from On to Off, touch the **Wi-Fi** toggle button.
5. Touch **OK**.
6. Press the **Home** button.
7. For the setting to take effect, at the prompt, touch **Restart Now**.

### ASSIGNING A NETWORK ADDRESS

The printer automatically acquires a network address from a DHCP server by default. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings, see [IP](#).

#### Assigning the IP Address Manually

You can assign a static IP address to your printer from the printer control panel. After an IP address is assigned, you can change it in the Embedded Web Server.

To assign a static IP address to the printer, ensure that you have the following information:

- An IP address that is configured properly for your network
- The Network Mask address
- The default Router/Gateway address

If you are on a network managed by a network administrator, contact your network administrator to obtain the network information.

For a home network using routers or other devices to connect the printer to the network, refer to the device

instructions on assigning network addresses. The router or device documentation can give you a range of acceptable address numbers you can use. It is important that the addresses be similar to the IP addresses used by other printers and computers on the network, but not the same. Only the last digit must be different. For example, your printer can have the IPv4 address 192.168.1.2 while your computer has the IP address 192.168.1.3. Another device can have the IP address 192.168.1.4.

The router can assign the static IP address of the printer to another computer that obtains its IP address dynamically. To avoid having the IP address reassigned, provide the printer an address at the higher end of the range allowed by the device. For example, if your computer has IP address 192.168.1.2, and your device allows IP addresses to 192.168.1.255, select an address between 192.168.1.200 and 192.168.1.254. If your computer has an IP address of 192.168.1.100 or higher, select an address between 192.168.1.2 and 192.168.1.50.



Note: It is recommended when setting a static IP address, that at the same time, you set a DHCP reservation. For details, refer to your router documentation.

In IPv6 network configurations, the IPv6 address is assigned automatically.

For reference:

Online Support Assistant at: [www.xerox.com/office/support](http://www.xerox.com/office/support), then select your specific printer model.

## Network Connectivity

This chapter contains:

Connecting to a Wireless Network.....	36
Wi-Fi Direct.....	41
USB.....	43
NFC.....	44
Bluetooth.....	45
AirPrint.....	47
Mopria.....	49
Multicast DNS (Bonjour).....	50
FTP.....	51
SFTP.....	52
HTTP.....	53
IP.....	56
IPP.....	61
LDAP.....	62
LPD.....	66
Raw TCP/IP Printing.....	67
S/MIME.....	68
SMTP.....	69
SMB.....	71
SNMP.....	72
SNTP.....	75
SOAP.....	76
WSD.....	77

## Connecting to a Wireless Network

 Note:

- If the printer is connected to your wired network, you can configure wireless settings in the Embedded Web Server.
- Before you begin, purchase and install the Xerox® Wireless Network Adapter. For information on installing the Wireless Network Adapter, refer to the User Guide for your printer model.

To verify the wireless status and locate the wireless IP address, print a Configuration Report. For details, refer to [Printing the Configuration Report](#). Examine the Connectivity Physical Connections, Connectivity Protocols, and TCP/IPv4 sections of the report.

 Note:


- The printer uses separate IP settings for wired and wireless connections. For more information, refer to [IP](#).
- When you switch from a wired connection to a wireless connection, the IP address of the printer changes. The connection to the Embedded Web Server through your Web browser closes. To reconnect to the Embedded Web Server, in your Web browser address field, type the new IP address or host name of your printer.

### CONFIGURING WI-FI FROM THE EMBEDDED WEB SERVER

1. Connect the printer to a wired network.
2. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
3. In the Connections area, click **Wi-Fi**.

 Note: Wi-Fi is available after you install the Xerox® Wireless Network Adapter.

1. To enable Wi-Fi, click the **Enable** toggle button.
2. Click **Wi-Fi Band**, then select an option.
3. For SSID, type the SSID for the network to which you want to connect.
4. Click **Network Type**, then select **Infrastructure** or **Ad hoc**, as needed.
5. In the TCP/IP Settings area, configure the settings for IPv4, IPv6, and DNS.

 Note: The printer uses separate IP settings for wired and wireless network connections. For details, refer to [IP](#).

1. In the Security Settings area, click **Encryption**, then select a mode of encryption.
2. For the selected mode of encryption, configure the security settings.
  - For WEP:
    - To activate a transmit key, click **Transmit Key**.
    - For each Transmit Key that you select, type values into the corresponding fields.
  - For both WPA2 Personal and Mixed Mode Personal, type the network passcode in the Passcode field and the Retype Passcode field.
  - For both WPA2 Enterprise and Mixed Mode Enterprise:

- Click **Authentication Method**, then select the authentication method for your wireless network.
- For Root Certificate, upload a Root Certificate.
- Type values for EAP Identity, Login Name, and Password.



Note: For EAP\_TLS Network implementation, the Device Default Certificate cannot be used as a Client Certificate. Generate a Client Certificate, then install the certificate on the printer.

3. Click **OK**.
4. For the new settings to take effect, restart the printer.
5. Disconnect the printer from the wired network.

### CONNECTING TO A WI-FI NETWORK AT THE CONTROL PANEL

To connect to a Wi-Fi network at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to [Accessing the Control Panel as a System Administrator](#).
3. Touch **Device > Connectivity > Wi-Fi**.
4. To enable the Wi-Fi connection feature, touch the enable toggle button.
5. To connect automatically to an existing Wi-Fi network:
  - a. In the list of available Wi-Fi networks, touch the required network.



Note: If the required Wi-Fi network is not listed, or if the required network uses WPS, configure the connection manually.

- b. If needed, to log in to the network, type the password.
- c. To select a Wi-Fi frequency band, touch **Wi-Fi Band**, then select an option.



Note: The Wi-Fi frequency band is set to AUTO by default.

- d. Touch **OK**.
6. To connect manually to a Wi-Fi network:
  - a. Touch **Manual Setup**.
  - b. In the first field, type a name for the Wi-Fi network, then touch **Enter**.
  - c. Touch **Network Type**, then select an option.
  - d. Touch **Security**, then select an option.
  - e. Touch **Wi-Fi Protected Setup (WPS)**, then select an option.



Note: For a WPS setup with a Push Button Connection (PBC), select **PBC**.

- f. Touch **OK**.

## CONFIGURING THE PRIMARY NETWORK AT THE CONTROL PANEL

You can set the primary network connection type at the device control panel.



Note:

- A Primary Network setup is required only if the optional Wi-Fi network connection kit is installed and enabled.
- By default, without a Wi-Fi network connection, the primary network is set to Ethernet. When the kit is installed and enabled, the device acquires two network connections. One network connection is primary, and the other network connection is secondary.
- The following features are available only over the primary network connection:
  - IPsec
  - SMTP
  - SNTF
  - WSD scan
  - Scan to SFTP, Scan to SMB, Scan to Email
  - LDAP
  - UPnP discovery
  - ThinPrint
  - EIP Web Service
- If you remove the Wi-Fi network connection module, the primary network connection is set to Ethernet.

To configure the Primary Network at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator.
3. Touch **Device > Connectivity > Primary Network**.
4. Select the appropriate network connection type for the device.
5. To apply the changes and restart the device, at the prompt, touch **Restart Now**.

## CONFIGURING THE PRIMARY NETWORK FROM THE EMBEDDED WEB SERVER

You can set the primary network connection type in the Embedded Web Server.



Note:

- A Primary Network setup in the Embedded Web Server is possible only if the optional Wi-Fi connection kit is installed and enabled.
  - By default, without a Wi-Fi connection, the primary network is set to Ethernet. When the kit is installed and enabled, the device acquires two network connections. One network connection is primary, and the other network connection is secondary.
  - The following features are available only over the primary network connection:
    - IPsec
    - SMTP
    - SNTTP
    - WSD scan
    - Scan to SFTP, Scan to SMB, Scan to Email
    - LDAP
    - UPnP discovery
    - ThinPrint
    - EIP Web Service
  - If you remove the Wi-Fi connection module, the primary network connection is set to Ethernet.
1. In the Embedded Web Server, log in as a system administrator, then click **Connectivity**.
  2. In the Connections area, click **Ethernet**.
  3. In the Common area, click **Edit**.
  4. Click **Primary Network**, then select the appropriate network connection type for the device.
  5. Click **OK**.
  6. To activate your changes, at the prompt, click **Restart Now**.

## CONFIGURING WI-FI USING A DIRECT CONNECTION TO THE PRINTER

To configure the settings for a wireless network, connect your computer directly to the printer using an Ethernet cable, rather than through a wired network connection.

1. Ensure that the printer is not connected to a wired Ethernet network.
2. Restart the printer.
3. Generate a Configuration Report. For details, refer to [Printing the Configuration Report](#). Note the self-assigned IP address of the printer in the 169.254.x.x range.

4. Use an Ethernet cable and connect a computer directly to the printer.



Note:

- Ensure that wireless connectivity is disabled on your computer.
  - Depending on your computer hardware, use a crossover cable or adapter.
5. Verify the IP address of the computer. Ensure that the computer obtains a private IP address, in the 169.254.x.x range, and is therefore on the same subnet as the printer.
  6. On the computer, access the Embedded Web Server. Log in as administrator, then configure the wireless settings. For details, refer to [Connecting to a Wireless Network](#).
  7. For the new settings to take effect, restart the printer.
  8. Disconnect the Ethernet cable between the printer and the computer.

## DISABLING WIRELESS NETWORKING

### Disabling Wireless Networking from the Control Panel

You can disable the wireless network from the printer control panel.



Note: Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

To disable wireless networking from the Control Panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator. For details, refer to [Accessing the Control Panel as a System Administrator](#).
3. To open the Wi-Fi menu, touch **Device > Connectivity > Wi-Fi**.
4. To toggle Wi-Fi from On to Off, touch the **Wi-Fi** toggle button.
5. Touch **OK**.
6. Press the **Home** button.
7. For the setting to take effect, at the prompt, touch **Restart Now**.

### Disabling Wireless Networking From the Embedded Web Server



Note: Wireless networking is available only on printers with the optional Wireless Network Adapter installed.

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Connections area, click **Wi-Fi**.
3. Click the **Enable** toggle button.
4. Click **OK**.
5. To activate your changes, at the prompt, click **Restart Now**.



## Wi-Fi Direct

A Wi-Fi Direct network connection enables devices to connect with each other without requiring a wireless access point. You can connect to your printer from a Wi-Fi mobile device such as a tablet, computer, or smart phone.

A Wi-Fi Direct connection does not require manual configuration.



Note:

- Wireless networking is available only on printers that have the optional Wireless Network Adapter installed.
- The Wi-Fi Direct connection is disabled by default.

To configure Wi-Fi Direct from the Embedded Web Server:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. For Connections, click **Wi-Fi Direct**.
3. To enable Wi-Fi Direct, click the **Enable** toggle button.
4. Click **Group Role**, then select an option from the menu.
  - To set the printer to configure the Group Role automatically:
    - Select **Auto**.
    - For Device Name, type a name for the printer.
  - To set the printer as Group Owner for a Wi-Fi Direct group, similar to a wireless access point:
    - Select **Group Owner**.
    - In the Group Owner area, type the information for SSID and Passcode.
5. For DHCP Server:
  - Type the IP Address and Subnet Mask.
  - For IP Address Lease Time, type the number of minutes.
6. Click **OK**.

To configure Wi-Fi Direct at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator.
3. Touch **Device > Connectivity > Wi-Fi Direct**.
4. For Wi-Fi Direct, touch the enable toggle button.
5. Touch **Setup**.
6. Touch **Group Role**, then select an option.
7. If needed, touch **SSID Suffix**, then type a suffix.
8. If you selected Group Owner as the Group Role, in the Passcode field, enter an eight-character passcode.
9. Touch **OK**.

## Network Connectivity



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

## USB

The printer provides multiple USB ports. The exact number varies, depending on the printer model. All models have the following two USB ports:

- One host port on the front of the printer
- One target port on the back of the printer

In the Embedded Web Server, the USB configuration window provides two toggle buttons for enabling USB:

- **Enable:** This toggle button enables and disables all the USB ports at the same time.
- **USB Port:** This toggle button enables and disables only the target port on the back of the printer.

To configure USB:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Connections area, click **USB**.
3. Enable a port.
  - To enable USB communication on all USB ports, click the **Enable** toggle button.
  - To enable the target USB port on the back of the printer, click the **USB Port** toggle button.



Note: To use the target USB port on the back of the printer, click both the **Enable** toggle button and the **USB Port** toggle button.

1. To enable Printer Job Language, click the **PJL** toggle button.
2. Click **Print Mode**, then select a mode.
3. For Auto Job Timeout, type the amount of time in seconds that the printer waits inactive before canceling the print job.
4. Click **Adobe Communication Protocol**, then select a protocol.
5. To enable PostScript® Wait Timeout (RAW Mode), click the toggle button.
6. Click **OK**.



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

## NFC

Near field communication (NFC) is a technology that enables devices to communicate when they are within 10 centimeters of each other.

You can use NFC to obtain the network interface to establish a TCP/IP connection between your device and the printer.



Note:

- Currently, Xerox® VersaLink® printers only support NFC with Android-based devices.
- To print wirelessly after you enable NFC, install the Xerox Print Services plug-in on your Android device. The plug-in is available from the Google Play store.
- For NFC to function properly, first enable NFC, then enable Plug-in Features.

To enable NFC:

1. In the Embedded Web Server, log in as a system administrator, then click **Connectivity**.
2. In the Connections area, click **NFC**.
3. To enable NFC, enable the toggle button.
4. Click **OK**.

To configure the device to use plug-ins:

1. Click **System > Plug-in Settings**.
2. For Plug-in Feature, enable the toggle button.
3. Click **Close**.



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

## Bluetooth



Note: Not all printer models support the Bluetooth and iBeacon features. These features are available for Xerox® VersaLink® B71XX and C71XX Multifunction Printer series.

The Bluetooth capability supported is Bluetooth Low Energy (BLE), a power-conserving and low-cost communication implementation. The BLE Broadcast advertises data to unspecified BLE devices around it at a regular frequency.

iBeacon leverages BLE to advertise basic printer discovery information, including a routable IP address, to AirPrint capable clients.

In the Embedded Web Server, the Bluetooth configuration window provides two toggle buttons for enabling Bluetooth:

- **Port (Bluetooth Low Energy):** This toggle button enables and disables the BLE capability.
- **iBeacon for Printers:** This toggle button enables and disables the iBeacon BLE capability.



Note: Bluetooth Low Energy (BLE) must be enabled before enabling iBeacon for Printers.

To configure Bluetooth:

1. In the Embedded Web Server, log in as administrator.
2. Click **Connectivity**.
3. In the Connections area, click **Bluetooth**.  
A window appears to enable the Bluetooth features.
4. To enable BLE, click the toggle button for **Port (Bluetooth Low Energy)**.
5. Click **OK**.



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

### ENABLING I-BEACON FOR PRINTERS

The iBeacon feature simplifies local AirPrint printer discovery and removes the need for AirPrint clients to be on the same subnet as the printer.



Note: Bluetooth Low Energy (BLE) must be enabled before enabling iBeacon for Printers.

When the iBeacon feature is configured, the printer advertises basic printer discovery information that includes a routable IP address using the Bluetooth® Low Energy beacon. To allow client–printer communication, the AirPrint client needs to reach the printer using the IP address that the iBeacon is broadcasting.

The IP address that iBeacon broadcasts is the IPV4 address of the primary network interface of the device.

To configure iBeacon for Printers:

1. In the Embedded Web Server, log in as administrator.
2. Click **Connectivity**.
3. In the Connections area, click **Bluetooth**.

A window appears to enable the Bluetooth features.

4. If Bluetooth Low Energy (BLE) is not enabled already, to enable BLE, click the toggle button for **Port (Bluetooth Low Energy)**.
5. To enable iBeacon, click the toggle button for **iBeacon for Printers**.
6. Click **OK**.



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



Note: If a mobile Apple client is unable to discover the printer using iBeacon, verify that the client can reach the IP address that the iBeacon is broadcasting.

## AirPrint

AirPrint is a software feature that allows you to print from wired or wireless Apple iOS-based mobile devices and Mac OS-based devices without the need to install a print driver. AirPrint-enabled printers allow you to print or fax directly from a Mac, an iPhone, iPad, or iPod touch.



Note:

- AirPrint and all of required protocols are enabled by default.
- 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 all models of iPad, 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.

### ENABLING AIRPRINT

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Mobile Printing area, click **AirPrint**.
3. To enable AirPrint, for Enable, click the toggle button.
4. To enable access to the USB port, for USB Connection, click the toggle button.
5. In the Bonjour area:
  - For Printer Name, type the name of the printer as you want it to appear on the LAN, Wi-Fi, and Wi-Fi Direct networks.
  - For Location, type the physical location of the printer.
  - For Latitude and Longitude, type the geographical coordinates of the printer.
6. Click **OK**.

### CONFIGURING AIRPRINT FOR IPP AUTHENTICATION

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Mobile Printing area, click **AirPrint**.
3. Ensure that the Enable toggle button is selected.
4. In the IPP Authentication area:
  - To enable Basic Authentication, click the toggle button.
  - For User Name, Password, and Retype Password, type the login credentials for the printer.
5. Click **OK**.

## MANAGING SECURITY CERTIFICATES IN AIRPRINT

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Mobile Printing area, click **AirPrint**. Ensure that the Enable toggle button is selected.
3. For Security Certificates area, click **Edit**.
4. Click **Device Certificates**, then select a category of certificates.
5. Select one or more certificates to import, then click **Import**. The Import Certificate window appears.
  - a. Click **Select**, then navigate to the certificate that you want to import. Click **Open**.
  - b. For Password and Retype Password, type the password for the new certificate.
  - c. Click **Import**.
  - d. In the lower part of the Security Certificates window, click to select a certificate from the list. If you want to select all the certificates in the list, click **Select/Clear All**.
  - e. Click **Close**.
  - f. Click **OK**.



Note: The Import function is accessible only if HTTPS SSL is enabled. For details, refer to [HTTP](#).

## CHECKING FOR DEVICE SOFTWARE UPDATES IN AIRPRINT

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. For Mobile Printing, click **AirPrint**.
3. To enable AirPrint, for Enable, click the toggle button.
4. For Software Update, click **Edit and Check Now**.



Note: The Edit and Check Now button takes you to the Software Update feature in the Embedded Web Server. For details, refer to [Updating the Printer Software](#).

## CHECKING PRINTER SUPPLIES IN AIRPRINT

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Mobile Printing area, click **AirPrint**.
3. To enable AirPrint, for Enable, click the toggle button.
4. In the Supplies area, click **Check Status**.



Note: The Check Status button takes you to the Supplies page in the Embedded Web Server. For details, refer to [Configuring Low Supply Warning](#)



## Mopria

Mopria™ is a software feature that enables users to print from mobile devices without requiring a print driver. You can use Mopria™ to print from your mobile device to Mopria™-enabled printers.



Note: To enable printing, install the Mopria™ app or plug-in available from the appropriate app store.

To configure Mopria™:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Mobile Printing area, click **Mopria™**.
3. Click **On** or **Off**, as needed.
4. Click **OK**.



Note: Mopria™ cannot be disabled when both the IPP port and Bonjour ports are enabled.

## Multicast DNS (Bonjour)

When you enable Multicast DNS (Bonjour) on the printer, the printer responds to mDNS calls. Any computer that runs the Apple Macintosh OS Bonjour technology can discover the printer on a network if on the same subnet.

To configure mDNS (Bonjour):

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **Bonjour**.
3. To enable Bonjour, for Port, click the toggle button.
4. For LAN, Wi-Fi, and Wi-Fi Direct, configure the fields that are appropriate to your installation.
5. In the LAN area, for Wide-Area Bonjour, click the toggle button to enable.
6. For all the types of networks:
  - To specify a host server for the printer, for Host Name, type the name of the host server.
  - For Printer Name, type a name for the printer up to 63 characters long. If you leave the field blank, then multicast DNS determines the name.
7. Click **OK**.

## FTP

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

To configure FTP settings:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **FTP**.
3. To enable FTP, for FTP Client Port, enable the toggle button.
4. To select a transfer mode, click **Transfer Mode**, then select an option.
  - **Passive Mode:** This option transfers data over a random port specified by the FTP server from a connection made from the printer.
  - **Active Mode:** This option transfers data over a fixed, known port from a connection made from the server.
5. Click **OK**.

## SFTP

Secure File Transport Protocol (SFTP) is a standard network protocol used to pass and manipulate files over a TCP/IP network. SFTP works with Secure Socket Shell (SSH) to ensure that data is encrypted and transferred securely.

To configure SFTP settings:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **SFTP**.
3. To enable or disable SFTP, click the **SFTP Client Port** toggle button.
4. Click **OK**.

## 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.



Note: For more information about SSL/TLS settings, refer to [Managing Settings for SSL/TLS](#).

### CONFIGURING HTTP SETTINGS IN THE EMBEDDED WEB SERVER

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **HTTP**.
3. To change the HTTP port number, for Port Number, type a value in the field. The default is 80.
4. To enable HTTPS (SSL) communication, for Enable HTTPS, select the toggle button.



Note: Some features require HTTPS. When HTTPS is disabled, the features that require HTTPS do not appear.

5. To change the HTTPS port number, for HTTPS Port Number, type a value in the field. The default is 443.
6. For Maximum Connections, type a value in the field. The range is 1–8 connections.
7. For Connection Timeout, type a value in the field. The range is 1–255 seconds.
8. For Device Certificate, click **Device Certificate**, then select a value.
9. To enable CSRF Protection, select the toggle button.
10. To enable a proxy server, for Proxy Server, select the toggle button.

If you enabled a proxy server, in the Proxy Server area, click **Setup**, then select an option:

- To have the printer locate the proxy server using WAPD, select **Automatic**.
- To use the configured default proxy settings script, select **Configuration Script**, then type the URL for the script.
- To enter an IP address for the proxy server, select **Manual**, then configure the following settings:
  - For Type, select the address type.
  - For IP Address and Port, type the IP address and port number.
  - To specify a password, for Password Required, select the toggle button.
  - If you enabled a password, type the login information into the Login Name, Password, and Retype Password fields.
  - To specify IP addresses that do not go to the proxy server, for Exception List, type the IP address or range of addresses.

11. Click **OK**.

## WI-FI DIRECT

A Wi-Fi Direct network connection enables devices to connect with each other without requiring a wireless access point. You can connect to your printer from a Wi-Fi mobile device such as a tablet, computer, or smart phone.

A Wi-Fi Direct connection does not require manual configuration.



Note:

- Wireless networking is available only on printers that have the optional Wireless Network Adapter installed.
- The Wi-Fi Direct connection is disabled by default.

To configure Wi-Fi Direct from the Embedded Web Server:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. For Connections, click **Wi-Fi Direct**.
3. To enable Wi-Fi Direct, click the **Enable** toggle button.
4. Click **Group Role**, then select an option from the menu.
  - To set the printer to configure the Group Role automatically:
    - Select **Auto**.
    - For Device Name, type a name for the printer.
  - To set the printer as Group Owner for a Wi-Fi Direct group, similar to a wireless access point:
    - Select **Group Owner**.
    - In the Group Owner area, type the information for SSID and Passcode.
5. For DHCP Server:
  - Type the IP Address and Subnet Mask.
  - For IP Address Lease Time, type the number of minutes.
6. Click **OK**.

To configure Wi-Fi Direct at the control panel:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator.
3. Touch **Device > Connectivity > Wi-Fi Direct**.
4. For Wi-Fi Direct, touch the enable toggle button.
5. Touch **Setup**.
6. Touch **Group Role**, then select an option.
7. If needed, touch **SSID Suffix**, then type a suffix.
8. If you selected Group Owner as the Group Role, in the Passcode field, enter an eight-character passcode.
9. Touch **OK**.



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

### ENABLING HTTPS AT THE CONTROL PANEL

1. At the printer control panel, log in as administrator, then press the **Home** button.
2. Touch **Device > Connectivity**.
3. Touch **HTTPS**.
4. Touch **Enabled**.



Note: When Secure HTTP is enabled, all pages in the Embedded Web Server contain **https://** in the URL for the webpage.

### ENABLING HTTPS USING THE EMBEDDED WEB SERVER

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, log in as a system administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
3. Click **Connectivity > HTTP**.
4. To enable HTTPS, click the **HTTPS (SSL)** toggle button.



Note: A check mark on the toggle button indicates that the setting is enabled.

5. Click **OK**.
6. To activate your changes, at the prompt, click **Restart Now**.

## IP

Internet Protocol (IP) is a protocol within the Internet Protocol Suite that manages the transmission of messages from computer to computer.

### CONFIGURING IP SETTINGS AT THE CONTROL PANEL

#### Assigning the IP Address Manually

You can use the printer control panel to assign a static IP address to your printer. After you assign an IP address, you can change it in the Embedded Web Server.

To assign a static IP address to the printer, ensure that you have the following information:

- An IP address that is configured properly for your network
- The Network Mask address
- The default router or gateway address

If your printer is on a network managed by a network administrator, contact your network administrator to obtain the network information.

For a home network using routers or other devices to connect the printer to the network, refer to the device instructions on assigning network addresses. The router or device documentation can give you a range of acceptable address numbers you can use. It is important that the addresses are similar, but not the same as, the IP addresses used by other printers and computers on the network. Only the last digit of the IP address must be different. For example, your printer can have the IPv4 address 192.168.1.2 while your computer has the IP address 192.168.1.3. Another device can have the IP address 192.168.1.4.

The router can assign the static IP address of the printer to another computer that obtains its IP address dynamically. To avoid having the IP address reassigned, provide the printer an address at the higher end of the range allowed by the device. For example, if your computer has the IP address 192.168.1.2, and your device allows IP addresses to 192.168.1.255, select an address between 192.168.1.200 and 192.168.1.254. If your computer has an IP address of 192.168.1.100 or higher, select an address between 192.168.1.2 and 192.168.1.50.



Note:

- When you set a static IP address, Xerox recommends that you set a DHCP reservation at the same time. For details, refer to your router documentation.
- In IPv6 network configurations, the IPv6 address is assigned automatically.

#### Configuring the Network Address Manually at the Control Panel

1. At the printer control panel, log in as administrator, then press the **Home** button.
2. Touch **Device > Connectivity > Ethernet > IPv4**.
3. For Enable IPv4, select the toggle button.
4. Touch **Mode**, then touch **Static**.



- When prompted with an acknowledgement message about the printer restarting, touch **Continue**.



Note: The printer restarts later in the procedure.

- One at a time, touch the fields for IPv4 Address, IP Gateway Address, and Network Mask Address, then type the IP addresses into the fields. After each address, touch **Enter**.
- Touch **Restart**.  
The printer restarts.

## CONFIGURING IP SETTINGS IN THE EMBEDDED WEB SERVER

If your printer has a valid network address, you can configure TCP/IP settings in the Embedded Web Server. For details, refer to [Assigning a Network Address](#).

### Selecting Between IPv4 and IPv6 Protocols

You can configure the printer to communicate with networks that use IPv4, IPv6, or both.

- In the Embedded Web Server, log in as administrator, then click **Connectivity**.
- In the Connections area, click **Ethernet**.
- In the Common area, click **Edit**.
- For Host Name, type the name to appear for the printer.
- Click **IP Mode**, then select an option.



Note: The Dual Stack setting allows the router to assign IPv4 and IPv6 IP addresses, as needed.

- When in Dual Stack mode, you can give priority to the IPv6 address for resources. For IPv6 Priority over IPv4 at Domain Name Resolution, enable the toggle button.
- Click **OK**.

### Configuring IPv4 Settings

- In the Embedded Web Server, log in as administrator, then click **Connectivity**.
- In the Connections area, click **Ethernet**.
- In the IPv4 area, click **Edit**.
- For Mode, select an option:
  - DHCP with Auto IP:** This option allows the printer to assign an IP address when a DHCP server is not on the network or is not responding. The printer sends a request for an IP address to a DHCP server. If the printer does not receive a response, then the printer automatically assigns an IP address.
  - Static:** This option disables dynamic addressing and allows you to type a static IP address. Type an IP Address, Subnet Mask, and Gateway Address.
  - BOOTP:** This option permits the printer to obtain an IP address from a BOOTP server that is not configured to accept DHCP requests.

- **DHCP:** This option permits the printer to obtain an IP address from a DHCP server or from a BOOTP server that is configured to accept DHCP requests. The printer requests that the server register the IP address and hostname of the printer with the DNS server.
5. To release the DHCP address when the printer is powered off, for Release current IP when the Device is powered off, select the toggle button.
  6. Click **OK**.



Note:

- For the new settings to take effect, restart the printer.
- Changing the IP address disconnects the Embedded Web Server.
- To reconnect to the Embedded Web Server, in the address field of the Web browser, type the new IP address of the printer.

### Configuring IPv6 Settings

IPv6 hosts can configure themselves automatically 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 the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Connections area, click **Ethernet**.
3. In the IPv6 area, click **Edit**.
4. To select how DHCP operates for IPv6, click **Purpose**, then select an option.
5. If you have enabled Manual Address, type values for Manual Address and Gateway Address.
6. Click **OK**.



Note: For the new settings to take effect, restart the printer. Changing the IP address disconnects the Embedded Web Server.

7. To reconnect to the Embedded Web Server, in the address field of the Web browser, type the new IP address of the printer.

### Configuring DNS Settings

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

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Connections area, click **Ethernet**.
3. In the DNS area, click **Edit**.
4. For Domain Name, type a unique name for your printer. If the host name registers to the DNS server successfully, the host name appears as a Verified Host Name. The default host name is XRXxxx, where xxx is the MAC address of the printer.



Note: If no host name appears on the network, the host name did not register to the DNS server successfully. Configure your DHCP server to perform updates on behalf of the DHCP clients.

1. For Connection Timeout, type the amount of time to wait before the connection times out.
2. For IPv4 DNS Servers, to let DHCP assign address, for Use DHCP to Assign Address, enable the toggle button. If you do not use DHCP, enter the following information:
  - For Primary Server, type the IP address for the primary DNS server.
  - For Alternate Server 1, type the IP address for the first alternate DNS server.
  - For Alternate Server 2, type the IP address for the second alternate DNS server.
3. For IPv4 DNS Servers, to let DHCP assign the address, for Use DHCPv6-lite to Assign Address, enable the toggle button. If you do not use DHCP, enter the following information:
  - For Primary Server, type the IP address for the primary DNS server.
  - For Alternate Server 1, type the IP address for the first alternate DNS server.
  - For Alternate Server 2, type the IP address for the second alternate DNS server.
4. For DNS Search Domains, select **Generate Search Domain List Automatically**. Alternatively, you can define up to three DNS Search domains.
  - For Primary Domain, type the IP address for the primary DNS server.
  - For Alternate Domain 1, type the IP address for the first alternate DNS server.
  - For Alternate Domain 2, type the IP address for the second alternate DNS server.
5. Click **OK**.

### Configuring DNS Settings

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

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Connections area, click **Ethernet**.
3. In the DNS area, click **Edit**.
4. For Domain Name, type a unique name for your printer. If the host name registers to the DNS server successfully, the host name appears as a Verified Host Name. The default host name is XRxxxx, where xxx is the MAC address of the printer.



Note: If no host name appears on the network, the host name did not register to the DNS server successfully. Configure your DHCP server to perform updates on behalf of the DHCP clients.

1. For Connection Timeout, type the amount of time to wait before the connection times out.
2. For IPv4 DNS Servers, to have DHCP assign address, for Use DHCP to Assign Address, enable the toggle button. If you do not use DHCP, enter the following information:
  - For Primary Server, type the IP address for the primary DNS server.
  - For Alternate Server 1, type the IP address for the first alternate DNS server.
  - For Alternate Server 2, type the IP address for the second alternate DNS server.

3. For IPv6 DNS Servers, to have DHCP assign the address, for Use DHCPv6-lite to Assign Address, enable the toggle button. If you do not use DHCP, enter the following information:
  - For Primary Server, type the IP address for the primary DNS server.
  - For Alternate Server 1, type the IP address for the first alternate DNS server.
  - For Alternate Server 2, type the IP address for the second alternate DNS server.
4. For DNS Search Domains, select **Generate Search Domain List Automatically**. Alternatively, you can define up to three DNS Search domains.
  - For Primary Domain, type the IP address for the primary DNS server.
  - For Alternate Domain 1, type the IP address for the first alternate DNS server.
  - For Alternate Domain 2, type the IP address for the second alternate DNS server.
5. Click **OK**.

### **Configuring 802.1X Settings**

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Connections area, click **Ethernet**.
3. In the 802.1X area, click **Setup**.
4. For Enable 802.1X, click the toggle button.
5. Click **Authentication Method**, then select an option.
6. For Certificate Verification, click the toggle button.
7. For the login credentials, type values for User Name (Device Name), Password, and Retype Password.
8. Click **OK**.

## IPP

Internet Printing Protocol (IPP) is a standard network protocol that allows you to print and manage jobs remotely. When IPP is configured, IPP authentication allows users to authenticate their identities using IPP through HTTP authentication methods. An IPP client can pass user credentials to the printer to use for authentication.

To configure IPP:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. For Protocols, click **IPP**.
3. For Port, enable the toggle button.
4. For PjL, enable the toggle button.
5. For print mode, click **Print Mode**, then select an option. The default value is Auto.
6. For Alternate Port (IPP), enable the toggle button.
7. If you enabled Alternate Port (IPP), for Alternate Port Number (IPP), type a port number in the field, or use the default port number of 80.
8. For Alternate Port (IPPS), enable the toggle button.
9. If you enabled Alternate Port (IPPS), for Alternate Port Number (IPPS), type a port number in the field, or use the default port number of 443.
10. For TBCP Filter, enable the toggle button.
11. For Password Required, enable the toggle button.
12. For Connection Timeout, enable the toggle button.
13. If you enabled Connection Timeout, for Timeout, type the number of seconds in the field.
14. Click **OK**.



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

## LDAP

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. LDAP directories are optimized heavily for read performance. Use this page to define how the printer retrieves user information from an LDAP directory.

### ADDING LDAP SERVER INFORMATION

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.

#### Configuring LDAP Server Basic Information

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **LDAP**.
3. Click **LDAP Servers/Directory Services**.
4. In the Server Information area:
  - For IP Address/Host Name : Port, type an IP address or host name for the LDAP server and, if needed, a port number.
  - For Backup IP Address/Host Name : Port, type an IP address or host name for the backup LDAP server and, if needed, a port number.
  - Click **LDAP Server**, then select a server type.

For more settings, continue with [Configuring LDAP Server Additional Information](#).

#### Configuring LDAP Server Additional Information

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **LDAP**.
3. Click **LDAP Servers/Directory Services**.


In the Advanced Settings area:

4. For Search Directory Root, in Base DN format, type the root path of the search directory.



Note: For details on Base DN, refer to the *RFC 2849 - LDAP Data Interchange Format Technical Specification* on the Internet Engineering Task Force website.


5. To specify the login credentials to access the LDAP directory, click **Login Credentials for Database Search**, then select an option.
  - **Logged-in User:** This option instructs the printer to log in to the LDAP server with the credentials of the user that is logged in to the device.
  - **Predefined:** This option instructs the printer to use specific credentials when the printer accesses the LDAP server. If you select Predefined, for Login Name and Password, type the credentials.
6. For Login, Password, and Retype Password, type the login credentials for the LDAP server.

7. For Maximum Number of Search Results, type a number. The default is 50.
8. To define a timeout, click **Search Timeout**, then select an option:
  - **Use LDAP Server Timeout:** This option uses the current settings for the LDAP server.
  - **Specify Timeout:** This option sets a specific duration before the LDAP search times out.
-  Note: If you experience trouble retrieving results from your LDAP server, use the Specify Timeout option.
9. If you selected Specify Timeout, for Timeout, type the number of seconds that the printer waits before it stops the LDAP search.
10. To include more LDAP servers in your searches, for LDAP Referrals, select the toggle button.
11. If you enabled LDAP Referrals, for Maximum Number of LDAP Referral Hops, type the maximum number of hops.
12. Click **OK**.

### CONFIRMING LDAP USER MAPPINGS

LDAP servers display various results, depending on how they implement mappings. You can map LDAP fields to fields on your printer, and edit current map settings for fine-tuned server search results.

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **LDAP**.
3. Click **LDAP User Mappings**.
4. In the Search area, for User Name, type a user name, then click **Search**.
5. For Search Conditions, click the menu for each field, then remap the field as needed. The schema on the LDAP server defines the headings.
6. Click **OK**.

 Note: If the user mapping is incorrect, an LDAP search in the Embedded Web Server can work properly, but authentication at the printer still fails.

### CONFIGURING LDAP AUTHENTICATION

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **LDAP**.
3. Click **LDAP Authentication**.
4. Click **Authentication Method**, then select an option.
5. To specify a user name as a search parameter, for Common Name, type the user name for the authorized user.
6. To specify a login name as a search parameter, for Login User Name, type the login name for the authorized user.
7. To add a text string to a user name, for Use Added Text String, click the toggle button.
8. If you enabled Use Added Text String, for Added Text String, type the text string to add for authentication.
9. Click **OK**.

Type the LDAP search string or filter where LDAP represents the string provided for the query. The filter defines a series of conditions that the LDAP search must fulfill to return the desired information. For example, to ensure that only a person is returned rather than equipment or conference rooms, type `(objectClass=user)`  
`(sAMAccountName=LDAP).`

## LDAP CUSTOM FILTERS

You can edit custom filters so that text strings typed at the control panel are changed to match the format that the LDAP server requires.

There are three types of filters that you can customize:

- **User ID Query Filter:** This option allows you to customize the standard filter that the printer uses when searching for the name of the logged-in user. For example, when remote authorization is configured, and a user logs in at the control panel, the printer searches the authorization server using this filter. The standard filter looks in the field mapped as the Login Name field. If you are using an ADS LDAP server, this field is typically sAMAccountName. If you want a search for a specific person to return an exact match, do not use wildcard characters.
- **Email Address Book Filter:** This option allows you to customize the standard filter when a user performs a search in the Network Address Book.
- **Fax Address Book Filter:** This option allows you to customize the standard filter when a user performs a search in the Fax Address Book.

## Configuring LDAP Custom Filters


1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **LDAP**.
3. Click **Custom Filters**.
4. For User ID Query Filter, type the LDAP search string or filter where LDAP represents the string provided for the query. The filter defines a series of conditions that the LDAP search must fulfill to return the needed information. For example, to ensure that only a user name is returned, rather than equipment names or conference room names, type `(objectClass=user) (sAMAccountName=LDAP).`
5. To add a custom filter for email address returns, for Email Address Book Filter, click the toggle button.
6. Type the LDAP search string or filter as needed, where LDAP represents the string provided for the query. The filter defines a series of conditions that the LDAP search must fulfill to return the needed information. For example, to find users only, type `(ObjectClass=Person) & (cn=LDAP*).`
7. To add a custom filter for fax address returns, for Fax Address Book Filter, click the toggle button.
8. Type the LDAP search string or filter as needed, where LDAP represents the string provided for the query. The filter defines a series of conditions that the LDAP search must fulfill to return the needed information. For example, to find users only, type `(ObjectClass=Person) & (cn=LDAP*).`
9. Click **OK**.




## CONFIGURING LDAP TO ACCESS ADDRESS BOOK INFORMATION

You can configure the printer to allow the logged-in user to access address book information that is stored on an LDAP server. The logged-in user can access address book contact information based on the permissions set for the user on the LDAP server.

1. In the Embedded Web Server, log in as administrator.
2. Check the date and time on the printer. For details, refer to [Setting the Date and Time](#).

 Note: Ensure that the date and time on the printer is within 5 minutes of the date and time on the authenticating server. Xerox recommends that you assign the printer to the same time server that the LDAP server uses. For configuration details, refer to [SNTP](#).

3. Configure LDAP. To configure the LDAP Server, click **Connectivity > LDAP > LDAP Servers/Directory Services**. For details, refer to [Adding LDAP Server Information](#).
4. Configure authentication to use the Network login method for LDAP or Kerberos, depending on your server. For details, refer to [Setting the Network Login Method](#).

 Note: If you do not know your server type, contact your network administrator.

5. Set Guest Access to **No Access**. This setting requires that all users log in to access printer functions. For details, refer to [Editing Guest Access](#).

## LPD

The Line Printer Daemon (LPD) protocol provides printer spooling and network print server functionality for UNIX-based systems, such as HP-UX, Linux, and Macintosh®. Windows® uses LPD for LPR print protocol.

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **LPD**.
3. For Port, enable the toggle button.
4. For Port Number, type a value.
5. For PJI, enable the toggle button.
6. Click Print Mode, then select an option.
7. For TBCP Filter, enable the toggle button.
8. For Timeout, type the number of seconds that the printer waits when a job is interrupted and data stops arriving.
9. For Maximum Number of Sessions, type the maximum number of simultaneous jobs that the printer can accept.
10. Click **Parameter Text String Encoding**, then select an option.
11. To use TCP-MSS, enable the toggle button, then for IPv4 Subnet 1, IPv4 Subnet 2, and IPv4 Subnet 3, type the IP addresses and port numbers.
12. Click **OK**.

## 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.



Note: Enable TCP/IP before enabling Raw TCP/IP printing.

### CONFIGURING RAW TCP/IP SETTINGS

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **Port 9100**.
3. For Port, enable toggle button.
4. For Port Number, ensure that the Port is set to 9100.
5. For PJI, enable the toggle button.
6. Click **Print Mode**, then select an option.
7. For Timeout, type the number of seconds.
8. For TBCP Filter, enable the toggle button.
9. To use TCP-MSS, enable the toggle button, then for IPv4 Subnet 1, IPv4 Subnet 2, and IPv4 Subnet 3, type the IP addresses and ports.
10. Click **OK**.

## S/MIME

Secure/Multipurpose Internet Mail Extensions (S/MIME) is a standard for public key encryption and signing of MIME data.

To configure S/MIME:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity > S/MIME**.
2. For Enable, click the toggle button.
3. In the S/MIME Setting area:
  - Click **Message Digest Algorithm**, then select an option.
  - Click **Message Encryption Algorithm**, then select an option.
4. In the Email area, to hide recipient addresses, for **Send to Each Address but Hide Recipients Addresses**, click the enable toggle button.
5. Click **OK**.

## SMTP

Simple Mail Transfer Protocol (SMTP) is an Internet standard used to transmit email across IP networks. Your printer uses SMTP to transmit scanned images, Internet fax jobs, and alerts through email.

To configure SMTP Server settings:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **SMTP**.
3. For Email Submission, click the toggle button.
4. To have the printer send email alerts, for Email Notification, click the toggle button.
5. For Device Email, type the email address assigned to the printer.
6. In the SMTP Server area:
  - Click **Server Address**.
  - Enter the name of the SMTP server in one of the following ways:
    - In the Server Address field, type the name of the SMTP server.
    - To search for the server, click **Select Server from List**, click **Search**, select an SMTP server, then click **OK**.
  - For Outgoing SMTP Port Number, type the port number of the server that sends email. The default port number is 25.
7. In the Connection Security area, select a security protocol. If no protocol is used by your SMTP server, select **Off**.



Note:

- If you do not know the encryption method that your server supports, select **STARTTLS (If available)**. If you select STARTTLS (If available), the printer attempts to use STARTTLS. If your server does not support STARTTLS, SMTP communication is not encrypted.
  - If your email server requires encryption but does not offer a STARTTLS command to the printer, the email process fails.
1. In the Outgoing SMTP Authentication area:
    - To enable SMTP authentication, click **SMTP Authentication**, then from the menu, select **SMTP AUTH**.
    - If you enabled SMTP authentication, then for SMTP AUTH User Name, SMTP AUTH Password, and Retype Password, type the login credentials.
    - If you enabled SMTP authentication, click **Validation Type**, then select an option.
      - **On Device:** The printer uses the values for SMTP AUTH User Name and SMTP AUTH Password to submit to the SMTP server.
      - **On Network:** The printer uses the network login credentials for the user to send an email to the SMTP server.

## Network Connectivity

- If you selected On Network, click **If Unsuccessful**, then select an option.
    - **Cancel Sending**: This option cancels the email submission.
    - **Retry on Device**: This option makes a second attempt to send the email using the On Device authentication.
2. Click **OK**.

## SMB

Server Message Block (SMB) is a client server, request-response protocol that provides shared access to files, printers, ports, and miscellaneous communications between nodes on a network.



Note: For details on how to set up scanning to a shared folder, refer to [Scanning Setup Overview](#).

To configure SMB:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **SMB**.
3. For Port, enable the toggle button.
4. If needed, for WINS Server Address Acquisition by DHCP, enable the toggle button.
5. If you did not enable WINS Server Address Acquisition by DHCP:
  - For Primary WINS Server Address, type the IP address for your primary WINS server.
  - For Secondary WINS Server Address, type the IP address for your secondary WINS server.



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

6. Click **OK**.

## 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 the Embedded Web Server 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.

### CONFIGURING SNMPV1/V2C

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.

SNMPv1/v2c uses the following community names:

- **Community Name Read Only:** The Community Name Read Only returns the password for the SNMP GET requests to the printer. Applications that obtain information from the printer using SNMP, such as the Embedded Web Server, use this password. The default value is **public**.
- **Community Name Read/Write:** The Community Name Read/Write returns the password for the SNMP SET requests to the printer. Applications that set information on the printer using SNMP use this password. The default value is **private**.
- **Default TRAP Community Name:** The Default TRAP Community Name specifies the default community name for all traps that the printer generates. Individual Trap Community Names that are specified for each trap destination address can override the community name. Ensure that you make each Trap Community Name unique. The default value is **SNMP\_trap**.



Note: Changes made to the community names for this printer require corresponding changes to GET or SET community name applications using SNMP.

To configure SNMPv1/v2c:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **SNMP**.
3. For Port, click the toggle button.
4. For Send Authentication Error Traps, click the toggle button.
5. Click **SNMPv1/v2**.
6. If needed, for Community Name Read Only, type an SNMP GET name.
7. If needed, for Community Name Read/Write, type an SNMP SET name.
8. If needed, for Default Trap Community Name, type an SNMP trap name.



9. In the System Administrator Login ID area, type the login ID for the administrator.
10. You can set Trap Destinations for LAN1 and Wi-Fi. For Trap Destination:
  - Click an available field.
  - Select the address type. Options include IPv4, IPv6, or Host Name.
  - For IP Address/Host Name and Port, type the IP address or the network host name for the Trap Destination, then type the port number.
  - For Trap Community Name, type a name.
  - For Traps to Be Received, select the traps that the SNMP manager receives. For each item, enable the toggle button.
  - Click **OK**.
11. Click **OK**.

### CONFIGURING SNMPV3

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

- Message integrity to ensure that tampering with a packet does not occur during transit
- Authentication to verify that the message is from a valid source
- Encryption of packets to prevent unauthorized access

 Note:

- Ensure that HTTPS SSL communication is enabled. For details, refer to [HTTP](#).
- To use SNMPv3 in FIPS mode, enable FIPS 140 mode. For details, refer to [FIPS 140](#).

### Editing SNMPv3 Properties

 Note:

- To change the settings for SNMPv3, first enable HTTPS (SSL) communication. For details, refer to [Configuring HTTP Settings in the Embedded Web Server](#).
  - To use SNMPv3 in FIPS mode, first enable FIPS 140 mode. For details, refer to [FIPS 140](#).
1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
  2. In the Protocols area, click **SNMP**.
  3. For Port, select the toggle button.
  4. Click **SNMPv3**.
  5. For Enable (Read), select the toggle button.
  6. To enable write access, for Write, select the toggle button.
  7. To enable the system administrator account, for System Administrator Account, select the toggle button.



Note: When using SNMPv3 in FIPS mode, Message Digest Algorithm is set to SHA-1 and Message Encryption Algorithm is set to AES-128 automatically. To change these options, first disable FIPS mode. For details, refer to [FIPS 140](#).

- a. For Message Digest Algorithm, select **MD5** or **SHA-1**.
  - b. Type the authentication password, then retype the password.
  - c. For Message Encryption Algorithm, select **DES** or **AES-128**.
  - d. Type the encryption password, then retype the password.
8. To enable the print drivers account, for Print Drivers Account, select the toggle button.



Note: When using SNMPv3 in FIPS mode, the Message Digest Algorithm and Message Encryption Algorithm options are set automatically. To change these options, first disable FIPS mode. For details, refer to [FIPS 140](#).

9. To configure trap destinations, click any available trap destination field, then configure as needed.
- For Type, click **IPv4**, **IPv6**, or **Host Name**.
  - For IP Address: Port or Host Name: Port, type the IP address or host name.
  - Click **User Name**, then select an option.
  - For Traps to Be Received, to enable specific traps, for each trap, select the toggle button.
  - Click **OK**.
10. Click **OK**.

## SNTP

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

To configure SNTP:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **SNTP**.
3. For Time Server Synchronization, click the toggle button to enable.
4. Click **OK**.
5. For Time Server Address, type the IP address or host name for the time server.
6. For Time Synchronization Interval, type the synchronization interval in hours.
7. Click **OK**.



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

## SOAP

SOAP is an open-standard, platform-independent, XML-based messaging protocol that allows computers and networks using different operating systems to exchange information.

To enable SOAP:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity > SOAP**.
2. For Port, click the enable toggle button.
3. Click **OK**.

## 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.



Note: To use WSD Scan services, ensure that your computer is set up to receive scans using WSD Scan services.

### ENABLING WSD

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **WSD (Web Services on Devices)**.
3. To enable WSD for scanning services, for WSD Scan, enable the toggle button.
4. To enable WSD for printing services, for WSD Print, enable the toggle button.
5. For Port Number, type a port number or TCP/IP socket number.
6. For PJJ, enable the toggle button.
7. Click **Print Mode**, then select an option.
8. Click **TBCP Filter**, then select **Enabled** or **Disabled**.
9. For Data Reception Timeout, type the amount of time to wait before the data receiving connection times out. The default is 30 seconds.
10. For Notification Delivery Timeout, type the amount of time to wait before the delivery notification connection times out. The default is 8 seconds.
11. For Maximum IP Packet TTL, type a value for the maximum number of hops.
12. To load balance the number of subscribers, for Maximum Number of Subscribers, type a number. The default is 50.
13. Click **OK**.



## Security

This chapter contains:

Setting Access Rights.....	80
Configuring Authentication Settings.....	82
Configuring Authorization Settings.....	89
Enabling Firmware Verification.....	94
Configuring Feature Enablement.....	95
Enabling a Software Option.....	96
McAfee Embedded Control.....	97
Security Certificates.....	102
Managing Disk Drives.....	108
Managing Network Security Settings.....	109
Setting System Timeouts.....	114
USB Port Security.....	115

For reference:

[www.xerox.com/security](http://www.xerox.com/security)

Certain printer models are certified at high-level Common Criteria Certification (CCC) standards. For more information, refer to [Common Criteria Certification Reports \(xerox.com\)](#).

## Setting Access Rights

### 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. Personalization allows the printer to retrieve user information to customize features.

### AUTHORIZATION

Authorization is the function of specifying the features that users are allowed to access, and the process of approving or disapproving access. You can configure the printer to allow users to access the printer, but restrict access to certain features, tools, and apps. For example, you can allow users to access copying but restrict access to scanning. You can also control access to features at specific times of the day. For example, you can restrict a group of users from printing during peak business hours.

There are two types of authorization:

- **Local Authorization** verifies user information on the printer to approve access.
- **Network Authorization** verifies user information stored externally in a network database, such as an LDAP directory, to approve access.

### PERSONALIZATION

Personalization is the process of customizing services for a specific user. The printer searches an LDAP directory for the home directory and email address of a user when using Scan to Home, or Email Scanning features.

### Configuring Permissions for Personal Favorites

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Device User Roles**.



Note: Before you can edit or create a Device User Role, the printer requires that you change the administrator password from its default value. If you have already changed the administrator password, you do not need to change it again. For details, refer to [Changing the System Administrator Password](#).

2. For the user role for which you want to configure permissions, click **Edit**.
3. For Control Panel Permissions, select **Custom Permissions**.
4. Click **Setup**.  
The Custom Permissions Setup page opens.
5. Click **Address Book**.
6. For Access Address Book, select **Allow**.
7. Click **OK**.
8. On the Custom Permissions Setup page, click **Personalization**.



9. For Customize Features Within Apps, click **Allow**.
10. Click **OK**.
11. Click **Close**.
12. Click **OK**.

## Configuring Authentication Settings

### SETTING THE LOGIN METHOD

Login methods provide different levels of authentication and allow different ways to access the printer. You can choose from the following login methods:

- **Simple:** For the Simple level, users type their user name or select it from a list at the control panel or in the Embedded Web Server. The printer uses no other levels of authentication. If you do not need secure access to the printer, use this method.
- **Local:** For the Local level, to prove their identity, users type their user name and password at the control panel or in the Embedded Web Server. The printer compares the user credentials to the information the user database stored in the printer. If you have a limited number of users, or do not have access to an authentication server, use this authentication method.
- **Network:** For the Network level, to prove their identity, users type their user name and password at the control panel or in the Embedded Web Server. 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 (Windows ADS), SMB (Windows ADS), or LDAP.

- **Convenience:** For the Convenience level, users swipe a pre-programmed identification card at the control panel. To use this method, purchase and install a USB card reader and use an authentication server that supports the Xerox® Convenience Authentication API.
- **Smart Card:** For the Smart Card level, users insert a pre-programmed identification card in a card reader at the control panel. Users also type their user name and password. To use this method, purchase and install a Smart Card reader system.



Note: When you open the Login Method page, the page indicates the current login method by a check mark and an Edit button. Any unselected methods display a Select button. To edit the current method, click **Edit**. To select a different method, click **Select**.

#### Setting the Simple Login Method

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Login/Logout Settings**.
2. For Simple, click **Select**.
3. Select the method for users to identify themselves.
4. Click **OK**.
5. If a confirmation message appears that prompts you to restart the printer, click **Change**.

#### Setting the Local Login Method

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Login/Logout Settings**.
2. For Local, click **Select**.
3. Select the method for users to identify themselves.

4. Click **OK**.
5. If a confirmation message appears that prompts you to restart the printer, click **Change**.

### 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

To add user information to the user database, refer to [Creating a User Account](#) and [Editing the Account Settings for Individual Users](#).

### Setting the Network Login Method

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Login/Logout Settings**.
2. For Network, click **Select**.
3. Select an authentication protocol, then click **Next**.
4. Configure the authentication protocol, then click **Done**.
  - For details on configuring the Kerberos (Windows ADS) protocol, refer to [Configuring Authentication settings for Kerberos](#).
  - For details on configuring the SMB (Windows ADS) protocol, refer to [Configuring Authentication settings for SMB](#).
  - For details on configuring the LDAP protocol, refer to [Configuring Authentication settings for LDAP](#).
5. If a confirmation message appears that prompts you to restart the printer, click **Change**.

### Configuring Authentication Server Settings for Kerberos

1. On the Network Login window, select **Kerberos (Windows ADS)**, then click **Next**.
2. In the Default Server area, for Realm, type the domain or realm for your authentication server.
3. In the Default Server area, for Server Address, type the IP address and port number for your authentication server.
4. For each alternate server, as needed, type the domain or realm and the server address.
5. To remove an alternate server from the list, click the **Trash** icon.
6. When you have entered information for all servers, click **Done**.

### Configuring Authentication Server Settings for SMB

1. On the Network Login window, select **SMB (Windows ADS)**, then click **Next**.
2. In the Default Server area, for Domain, type the domain for your authentication server.
3. In the Default Server area, for Server Address, type the IP address for your authentication server.

4. For each alternate server, as needed, type the domain and server address.
5. To remove an alternate server from the list, click the **Trash** icon.
6. When you have entered information for all servers, click **Done**.

### 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 the Embedded Web Server. 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.

For details on configuring the authentication servers settings for LDAP, refer to [Adding LDAP Server Information](#).

### Setting the Convenience Login Method

For Convenience Authentication, the card uses either a magnetic strip or an RFID. A convenience authentication card is different from a Smart Card, which uses an embedded chip. Smart Card use typically requires login and password credentials.

To set the Convenience login method:

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Login/Logout Settings**.
2. For Convenience, click **Select**.



Note: The Convenience login method requires that HTTP SSL-TLS is set to On. For details, refer to [Configuring HTTP Settings in the Embedded Web Server](#).

3. In the Server area, type the IP address and path for the server.
4. To allow users to log in without a card, in the Alternate Login area, select **Yes**.
5. In the Accounting Codes area, select a source for the accounting code.



Note: The Accounting Codes area appears only if you have enabled Accounting.

6. To configure a local login method, in the Device Website Login Method area:
  - a. If Local is not currently selected, click **Select**.
  - b. When Local is selected, click **Edit**.
  - c. Select a method for users to identify themselves, then click **OK**.
7. If you are prompted to restart the printer, click **Restart Later**.
8. To configure a network login method, in the Device Website Login Method area:
  - a. If Network is not currently selected, for Network, click **Select**.
  - b. Select and configure an authentication protocol.
    - For details on configuring the Kerberos (Windows ADS) protocol, refer to [Configuring Authentication settings for Kerberos](#).
    - For details on configuring the SMB (Windows ADS) protocol, refer to [Configuring Authentication settings for SMB](#).

- For details on configuring the LDAP protocol, refer to [Configuring Authentication settings for LDAP](#).

### Installing a USB Card Reader Plug-in

The Convenience login method uses a USB card reader. To use the USB card reader, ensure that you install the cardreader\_sig.jar plug-in. To obtain the plug-in, follow these steps:

1. Open a Web browser and navigate to [www.xerox.com/support](http://www.xerox.com/support).
2. In the search field, type the name of your printer model.
3. In the search results, click the printer name.
4. Click **Drivers & Downloads**.
5. In the Utilities & Applications area, click **USB Card Reader Plug-In**.
6. Follow the instructions to download the file **Cardreader\_plugin\_with\_signature.zip**.

The Cardreader\_plugin\_with\_signature.zip file contains the cardreader\_sig.jar file and instructions for how to install the plug-in. To install the cardreader\_sig.jar file, follow the instructions.

### Setting the Smart Card Login Method

For Smart Card authentication, the card uses an embedded chip and typically requires login and password credentials. A Smart Card is different from a convenience authentication card, which uses a magnetic strip or RFID. Convenience authentication card use typically does not require a login.



Note: You cannot use Xerox® Standard Accounting with Smart Card authentication.

### Configuring Smart Card Server Authentication

1. In the Embedded Web Server, click **Permissions > Login/Logout Settings**.
2. In the Login Method area, for Smart Card, click **Select**.

### Adding a Domain Controller

1. To add a domain controller, in the Domain Controller area:
  - Click **Add** or the **Plus** icon (+).
  - For Type, select the desired protocol.
  - For Address or Host Name, type the IP address or host name for the domain controller.
  - For Domain, type the domain name for the domain controller.
  - Click **OK**.
2. To validate the certificate returned by the domain controller, in the Validate area, click the **Enable** toggle button.

### Setting a Timeout and Synchronizing with a Time Server

1. To set a timeout for the Smart Card reader, in the Options area, locate Timeout.
2. For Timeout, type the number of seconds that the printer waits for a response from the domain controller.

3. To synchronize the Smart Card reader with a time server:
  - In the Options area, click **SNTP**.
  - For Time Server Synchronization, click the **Enable** toggle button.
  - For Time Server Address, type the IP address for the time server.
  - For Time Synchronization Interval, type the number of hours when the Smart Card reader synchronizes with the server.
  - Click **OK**.

### Configuring a Login Method

1. To configure a local login method, in the Device Website Login Method area:
  - If Local is not currently selected, click **Select**.
  - When Local is selected, click **Edit**.
  - Select a method for users to identify themselves, then click **OK**.
2. If you are prompted to restart the printer, click **Restart Later**.
3. To configure a network login method, in the Device Website Login Method area:
  - If Network is not currently selected, for Network, click **Select**.
  - Select and configure an authentication protocol.
    - For details on configuring the Kerberos (Windows ADS) protocol, refer to [Configuring Authentication settings for Kerberos](#).
    - For details on configuring the SMB (Windows ADS) protocol, refer to [Configuring Authentication settings for SMB](#).
    - For details on configuring the LDAP protocol, refer to [Configuring Authentication settings for LDAP](#).

### Completing the Smart Card Configuration

1. When finished, click **OK**.
2. If prompted to restart the printer, click **Restart Now**.

## SETTING PARAMETERS FOR LOGIN, LOGOUT, AND PASSWORD

### Setting Login Parameters

You can adjust the settings for user logins from the printer control panel, including:

- Login name case-sensitivity
- Number of failed login attempts that are allowed
- If the login name appears on the user interface

To select login parameters:

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Login/Logout Settings**.
2. In the Advanced Settings area, click **Edit**.

3. To require a case-sensitive login name, in the Input Settings area, click **Case Sensitive User Name**, then select **Case Sensitive**.
4. To set a limit on the number of failed login attempts for users:
  - In the Authentication Settings area, click **Log Failed Login Attempts**.
  - To enable tracking of failed login attempts, for Log Failed Login Attempts, click the **Enable** toggle button.
  - If you enabled Log Failed Login Attempts, for Failed Login Attempt Limit, type a number.
  - Click **OK**.
5. To set a limit on the number of failed login attempts for system administrators:
  - In the Authentication Settings area, click **Limit Failed Login Attempts of System Administrators**.
  - To enable tracking of failed login attempts, for Limit Login Attempts of System Administrators, click the **Enable** toggle button.
  - If you enabled Limit Login Attempts of System Administrators, for Failed Login Attempt Limit, type a number.
  - Click **OK**.
6. To set the visibility of a user name when logging in, click **Display User Name**, then select an option.
7. Click **OK**.

### Setting Logout Parameters

You can set the parameters for user account logouts on the printer. You can set an immediate log out, or you can set the printer to display a confirmation message before logging out users.

To select a logout parameter:

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Login/Logout Settings**.
2. In the Logout Confirmation area, select an option.

### Configuring Password Rules

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Password Rules**.
2. For Minimum Length, type the minimum number of characters allowed for passwords to access the printer.
3. For Maximum Length, type the maximum number of characters allowed for passwords to access the printer.
4. To specify if a password can contain a user name, click **Password Contains User Name**, then select an option.
5. To specify if passwords require numbers or non-alphanumeric characters, click **Password Complexity**, then select an option.
6. Click **OK**.

## Local Authentication Settings for NIST 800-171 Related Functions

To improve critical cybersecurity infrastructure for organizations, the National Institute of Standards and Technology (NIST) in the United States created the Cybersecurity Framework (CSF). The system administrator can change the NIST 800-171r2 compatible settings through the Embedded Web Server. The NIST 800-171r2 related functions include the following features:

- Prevent reuse of user ID
- Auto disablement of user ID
- Password complexity
- Reuse of password
- Temporary password
- User account lock-out

For more information, refer to the User Guide for your printer model.

To configure the local authentication settings, do the following:

1. In the Embedded Web Server, click **Permissions > Login/Logout Settings**.

2. Click **Authentication Settings**.

The Authentication Settings page appears.

3. Configure the settings for NIST functions from the following options, as needed:

- **Use Same User ID:** To prevent the reuse of a previous user ID, select **Don't Allow**. For **Allow After**, you can specify the number of days after a user ID can be reused, from 1–999 days. The default setting for this feature is **Allow**.
- **Suspend Inactive Accounts:** For the printer to disable the user accounts that have not logged in to the printer for a specified period, select **On**. For Period Until Account Suspension, you can specify the number of days from 1–999 days. The default setting for this feature is **Off**.

4. To save the settings, click **OK**.

5. For the new settings to take effect, at the prompt, click **Restart Now**.

6. Select **Permissions > Login/Logout Settings**, then click **Password Rules**.

The Passwords Rules page appears.

7. From the Rules When Changing Passwords, configure the following settings for NIST functions as needed:

- **Reuse Characters from Previous Passwords:** To restrict the printer from reusing characters from the previous password, select **Restrict**. For Minimum Number of Characters to Restrict, you can specify the minimum number of characters that can be reused, from 1–63. The default setting for this feature is **Don't Restrict**.
- **Reuse Previous Password:** To prohibit the reuse of recent passwords, select **Don't Allow**. For Number of Previous Passwords that Cannot be Reused, you can specify the interval before a user can reuse a password, from 1–10. The default setting for this feature is **Allow**.

8. To save the settings, click **OK**.

9. For the new settings to take effect, at the prompt, click **Restart Now**.



## Configuring Authorization Settings

### ROLES AND LEVELS OF ACCESS


The printer recognizes two levels of access.

- **Guest Access:** This access level applies to anyone using the printer without authentication, such as in a login or authenticated network access.
- **User Accounts:** This access level applies to anyone who has a login account with the printer. The login account can be on the printer, or through a network server connected to the printer.

User Accounts are divided further into Roles. Roles assign privileges to perform tasks with the device. By default, the device defines two roles.


- **Basic User:** This role can be configured to have full privileges or a subset of privileges.
- **System Administrator:** This Role has full privileges.

You can edit the privileges assigned to the Basic User Role and create Roles with custom privileges.

 Note: Users can belong to only one role.

The device provides two types of Roles.

- **Device User Role:** This role type defines the general functionality that is available to a user, such as copy, scan, and configuration functions.
- **Printing User Role:** This role type defines the printing functionality that is available to a user. You can specify times of day that printing is allowed, restrict color printing, or restrict which applications have access to the printer.

 Note: More roles are available, depending on the printer settings for Authentication.

### ADDING A NEW DEVICE USER ROLE

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Device User Roles**.
2. For Device User Roles, click the **Plus** icon (+).
3. To create a role, select **Add New Role**.
4. For Role Name, type a name for the new Role.
5. For What makes this role unique?, type a short description of the new Role.
6. In the Control Panel Permissions area, select the level of functionality that you want to assign to the Role.
7. If you clicked Custom Permissions:
  - Click **Setup**.
  - For each application that you want to edit, click the application, select the needed access, then click **OK**.
  - When finished, click **Close**.
8. In the Device Website Permissions area, select the level of functionality that you want to assign to the Role.

9. If you clicked Custom Permissions:
  - Click **Setup**.
  - For each function that you want to edit, click the function, select the needed access, then click **OK**.
  - When finished, click **Close**.
10. Click **OK**.

### CREATING A CUSTOM PRINTING USER ROLE

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Printing User Roles**.
2. For Printing User Roles, click the **Plus** icon (+).
3. To create a role, select **Create New Role**.
4. For Role Name, type a name for the new Role.
5. For What makes this role unique?, type a short description of the new Role.
6. In the Printing Permissions area, select the level of functionality that you want to assign to the Role.
7. If you clicked Custom Permissions:
  - In the Print Time Permissions area, click **Setup**. Select the appropriate options, then click **OK**.
  - In the Allowed Job Types area, click the toggle buttons to disable any job types that you want to restrict.
  - In the 1-sided Output area, select an option.
  - In the Allowed Paper Trays area, to select an option, click the toggle button.
  - In the Application Permissions area, click **Setup**.
  - For each application that you want to edit, click the application, select the needed access, then click **OK**. When finished, click **Close**.
8. Click **OK**.

### COPYING AN EXISTING DEVICE USER ROLE

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Device User Roles**.
2. For Device User Roles, click the **Plus** icon (+).
3. Click **Add New Role from Existing**.
4. Click the menu, then select the role that you want to copy.
5. To add members to the role, click **Yes**.
6. Click **OK**.
7. If you clicked Yes to add members:
  - Select the members that you want to add.
  - Click **Done**.
8. For Role Name, type a name for the new Role.
9. For What makes this role unique?, type a short description of the new Role.

10. In the Control Panel Permissions area, select the level of functionality that you want to assign to the Role.
11. If you clicked Custom Permissions:
  - Click **Setup**.
  - For each application that you want to edit, click the application, select the needed access, then click **OK**.
  - When finished, click **Close**.
12. In the Device Website Permissions area, select the level of functionality that you want to assign to the Role.
13. If you clicked Custom Permissions:
  - Click **Setup**.
  - For each function that you want to edit, click the function, select the needed access, then click **OK**.
  - When finished, click **Close**.
14. Click **OK**.

#### COPYING AN EXISTING PRINTING USER ROLE

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Printing User Roles**.
2. For Printing User Roles, click the **Plus** icon (+).
3. Click **Add New Role from Existing**.
4. Click the menu, then select the role that you want to copy.
5. To add members to the role, click **Yes**.
6. If you clicked Yes to add members:
  - Select the members that you want to add.
  - Click **Done**.
7. For Role Name, type a name for the new Role.
8. For What makes this role unique?, type a short description of the new Role.
9. In the Printing Permissions area, select the level of functionality that you want to assign to the Role.
10. If you clicked Custom Permissions:
  - In the Print Time Permissions area, click **Setup**. Select the appropriate options, then click **OK**.
  - In the Allowed Job Types area, click the toggle buttons to disable any job types that you want to restrict.
  - In the 1-sided Output area, select an option.
  - In the Allowed Paper Trays area, to select an option, click the toggle button.
  - In the Application Permissions area, click **Setup**.
  - For each application that you want to edit, click the application, select the needed access, then click **OK**.  
When finished, click **Close**.
11. Click **OK**.

### EDITING A DEVICE USER ROLE

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Device User Roles**.
2. For the Role that you want to edit, click **Edit**.
3. Edit the settings as needed, then click **OK**.

### EDITING A PRINTING USER ROLE

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Printing User Roles**.
2. For the Role that you want to edit, click **Edit**.
3. Edit the settings as needed, then click **OK**.

### ADDING MEMBERS TO A ROLE

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.
2. In the User Accounts area, click the user to add to the Role.
3. To add the user to a Device User Role, in the Roles area, click **Device User Role**.
4. Select the Role where you want to add the user, then click **OK**.
5. To add the user to a Printing User Role, in the Roles area, click **Printing User Role**.
6. Select the Role where you want to add the user, then click **OK**.

### REMOVING MEMBERS FROM A ROLE

To remove a member from a Role, use the steps for adding a member to a Role, then move the user to a different role. For details, refer to [Adding Members to a Role](#).

### DELETING A DEVICE USER ROLE



Note: You cannot delete the Basic User Role and System Administrator Role.

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Device User Roles**.
2. For the Role that you want to delete, click **Edit**.
3. Click **Delete**.
4. At the confirmation prompt, click **Delete**.

### DELETING A PRINTING USER ROLE



Note: You cannot delete the Basic Printing User Role.

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Printing User Roles**.
2. For the Role that you want to delete, click **Edit**.
3. Click **Delete**.

4. At the confirmation prompt, click **Delete**.

### EDITING GUEST ACCESS

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles**.
2. For Guest Access, click **Edit**.
3. To edit the Device User Role functions:
  - Click **Device User Role**
  - Configure the settings as needed, then click **OK**.
4. To edit the Printing User Role functions:
  - Click **Printing User Role**.
  - Configure the settings as needed, then click **OK**.

### CONFIGURING LDAP PERMISSIONS GROUPS

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Roles > Setup LDAP Permissions Groups**.
2. Select **New LDAP Server**, then click **OK**.

For details on settings for LDAP, refer to [Adding LDAP Server Information](#).

## Enabling Firmware Verification

Firmware verification ensures that the Xerox device firmware is certified for your printer.

To enable firmware verification:

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Security area, click **Firmware Verification**.
3. Select **On**, then click **OK**.

## Configuring Feature Enablement

You can use Feature Enablement to enable new features installed on your printer. To configure Feature Enablement:

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Security area, click **Feature Enablement**.
3. For Unique Function Code, enter the function code.
4. Click **OK**.

## Enabling a Software Option

You can use the Software Option feature to enable optional, purchased software features on your device.

To enable a Software Option:

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.



Note: The Software Option feature is visible only when HTTPS is enabled. For details, refer to [Configuring HTTP Settings in the Embedded Web Server](#).

2. In the Security area, click **Software Option**.
3. For Software Option, type the authorization key that was provided with your purchased software kit.
4. Click **OK**.



## McAfee Embedded Control



Note: Not all printer models support the McAfee Embedded Control feature. McAfee Embedded Control is available for the Xerox® VersaLink® B71XX and C71XX Multifunction Printer series.

McAfee Embedded Control consists of two security features:

- **Enhanced Security:** To maintain the integrity of the printer software, this feature monitors the system files and alerts you when an unauthorized change is made to a system file. Enhanced Security prevents general attacks, such as unauthorized read or write of protected files and directories. This feature prevents unauthorized files from being added to designated protected directories.
- **Integrity Control:** An optional software feature that combines enhanced security features with the ability to monitor and prevent unauthorized executable files from running. You can enable this feature according to the instructions provided in the kit. For more information, contact your Xerox representative.

You can access the McAfee Embedded Control features in the Embedded Web Server from **System > Security > McAfee Embedded Control**.

You can configure the printer to send email alerts when a security event occurs. Email alerts can be sent to your registered email address. For more information, refer to [Configuring Email Notifications](#).

For more information about McAfee Embedded Control, visit [www.mcafee.com](http://www.mcafee.com).

### SETTING THE SECURITY LEVEL

McAfee Embedded Control has two security levels:

- Enhanced Security, which is enabled by default
- Integrity Control, which is an optional feature

To set the security level for McAfee Embedded Control in the Embedded Web Server, do the following:

1. In the Embedded Web Server, click **System > Security**.
2. Click **McAfee Embedded Control**.
3. To enable different McAfee Embedded Control features, click **Security Level**.
4. To set the security level, select **Enhanced Security** or **Integrity Control**.



Note: It is not possible to disable McAfee Embedded Control.

5. To save the security level configuration, click **OK**.



Note: When you change the security level setting, the printer restarts. The process takes several minutes.

### ALERT NOTIFICATIONS AND THE AUDIT LOG

To set up Warning Notifications, enable the Audit Log. For more information, refer to [Downloading a Log File](#).

If the audit log is disabled, then warnings are not logged in the audit log.



Note: By default, the McAfee Embedded Control feature is enabled.

## CONFIGURING EMAIL NOTIFICATIONS

You can configure the printer to send an alert to your registered email address to notify you when a security event occurs.

To configure email alerts, do the following:

1. In the Embedded Web Server, click **System > Security**.
2. Click **McAfee Embedded Control**.

The McAfee Embedded Control page opens.

3. To enable email alerts, click the toggle button for **Email Notifications**.
4. To configure the printer to send email alerts, in the Enter Email Address field, type one or more valid email addresses. You can register up to five email addresses.
5. To save the settings, click **OK**.
6. For the new settings to take effect, at the prompt, click **Restart Now**.

## SENDING A TEST NOTIFICATION

The McAfee feature provides security that allows the device to identify and prevent attempts to read, write, or execute files that are stored on the printer. Based on the device configuration, the test generates alerts that are saved in the audit log. If you have configured the feature with an email address, alerts can be sent to the email address. The system administrator can use the audit log to confirm that the feedback method is configured properly.

1. In the Embedded Web Server, click **System > Security**.
2. Click **McAfee Embedded Control**.

The McAfee Embedded Control page opens.

3. Ensure that the **Email Notifications** option is enabled and that you have configured the feature with an email address. To test your alert configuration by generating a test security event, click **Send Test Notification**.
4. At the prompt, click **Send**.
5. To save the settings, click **OK**.
6. For the new settings to take effect, at the prompt, click **Restart Now**.

## REMOTE MANAGEMENT SERVERS FOR MCAFEE SECURITY WEB SERVICES

The remote management servers can be Xerox CentreWare® Web, Xerox Device Manager, or other Xerox partner servers. The remote management servers allow the printer to detect and communicate with one or more remote management servers in the network. To configure your device to send security alerts to Xerox CentreWare® Web or Xerox Device Manager servers, either register the device or create a Security Monitoring Policy.



Note: Not all printer models support the McAfee Embedded Control feature. McAfee Embedded Control is available for the Xerox® VersaLink® B71XX and C71XX Multifunction Printer series.

## Feedback Method Test Results

When the McAfee feature is enabled, it provides security that allows the device to identify and prevent attempts to read, write, or execute files that are stored on the printer. Based on the device configuration, the test generates alerts that are saved in the Audit Log as well as reports using other configured feedback methods. The system administrator can use the Audit Log to confirm whether the feedback methods are configured properly.

## Configuring an Alert Feedback Method

The three feedback methods that are supported include Email Alerts, Xerox Device Manager, and Xerox CentreWare® Web.

To configure your alert feedback method, do the following:

1. If you use the Embedded Web Server to manage your devices, configure security alerts on the Embedded Web Server.
2. If Xerox manages your devices with CentreWare® Web, use Xerox® CentreWare® Web to send security alerts from the registered devices.
3. If Xerox manages your devices with Xerox® Device Manager, use Xerox® Device Manager to send security alerts from the registered printers.

## Registering the Printer with Xerox Device Manager or Xerox CentreWare® Web

To register your printer with the Xerox Device Manager server or Xerox CentreWare® Web server, do the following:

1. In Xerox Device Manager, select **Devices > Printers > All**.  
In Xerox CentreWare® Web, select **Printers > All**.
2. Type the IP address of the printer in the `find` field, then click **GO**.
3. Click on the device link to connect to the printer.
4. Click **Actions > Edit properties**.
5. Click **Security**.
6. Click **McAfee Embedded Control**.
7. Select the server in the Registered Server section.
8. Click **Apply**, then click **Save**.

## Setting Up Email Notifications for Xerox Device Manager or Xerox CenterWare® Web

1. In Xerox Device Manager or Xerox CenterWare® Web, click **Administration > Advanced > McAfee Embedded Control**.
2. To set up Security Event E-Mail Notification, click the check-box for **Send E-Mail Notification**.
3. To add E-Mail Recipients, in the New Recipient field, type the e-mail address, then click **Add**.
4. Select from the Notification Format options, as needed.
5. Click **Save**.

### Viewing the McAfee Embedded Control Report Events or Alerts

To view the McAfee Embedded Control Report events or alerts, do the following:

1. Select **Reports > Standard Tabular Reports > McAfee Embedded Control Report**.
2. Click the **Eye** icon to view the report, or click the **Letter** icon to email the report.

### Creating a Security Monitoring Policy Method for Xerox Device Manager

To create a Security Monitoring Policy Method, do the following:

1. Log in to Xerox Device Manager.
2. Click **Policies > Security Monitoring > Security Monitoring Policies**.
3. In the **Action** menu, select **New**, then click **Apply**.
4. Complete the following fields in the **General** tab as needed, then click **Next**.
  - **General:** This section gives an option to enter the policy name, description, and the contact information of the owner.
  - **Enable McAfee Security Monitoring Policy:** Toggle the button to enable or disable the policy.
  - **Security Level:** Select **Enhanced Security** or **Integrity Control**. The list of Alerts Monitored changes to reflect your selection.
5. On the **Devices** tab, select the groups or individual devices to which you will apply the policy. By default, the **All Groups** option is selected.



Note: You must assign printers by Group in order for those devices to report on the Dashboard. The Groups must already contain devices.

- **Assign:** Choose either the Device Expressions or Device Groups.
  - **Group:** From the drop-down list, choose the groups to which you will apply the policy.
  - **Assign Printers:** If the policy is not linked to a group, select the required printers.
  - **Device Admin Password:** Choose **Auto** to use the default password, or select **Specified**, then type the Administrator user name and password.
6. The **Notification** tab indicates the email recipients and the Notification Format for the policy status. Enable **Send E-Mail Notification** to turn on the notifications and open the fields for updates. By default, you can configure the level of McAfee or other security audit alerts that you receive.
  7. On the **Status** tab, view the following:
    - **Last Security Audit Run Status:** This section shows the start and end dates.
    - **Last McAfee Security Event Reported:** This section shows the event date.
  8. Click **Save**.

After a policy runs, to view the compliance dashboards, click **Dashboards**. For more information, refer to [Security Monitoring Dashboard](#).

### **Security Monitoring Dashboard**

The Security Monitoring feature monitors the printers discovered by Xerox Device Manager that have McAfee Embedded Control enabled. If any security breaches happen on a device, the printers are registered to communicate with Xerox Device Manager. These charts are displayed by count only.

The McAfee Security Monitoring dashboard chart shows the security threats that occurred during the last 30 days. The threat detected can be verified by clicking on the chart. The detailed threat message is displayed on the device, and the user can audit the individual threat with an appropriate audit determination.

## Security Certificates

A digital certificate is a file that contains data used to verify the identity of the client or server in an encrypted network transaction. A certificate contains a public key used to create and verify digital signatures. To prove identity to another device, a device presents a certificate trusted by the other device. The device can present a certificate signed by a trusted third party and a digital signature proving that the device owns 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 four categories 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 the identity of the printer.
- A Trusted Root CA Certificate is a certificate with authority to sign other certificates. These certificates usually are self-signed certificates that come from another device or service that you want to trust.
- An Intermediate CA Certificate is a certificate that links a certificate to a Trusted Root CA Certificate in certain network environments.
- Other Certificates are certificates that are installed on the printer for solution-specific uses.

You can import Certificate Revocation Lists (CRL) directly into the printer. For details on how to use remote Certificate Revocation Lists automatically, refer to [Configuring Settings for Certificate Revocation](#).

 Note: When a ConnectKey® App includes a security certificate, the certificate installs onto the printer with the ConnectKey® App.

### CERTIFICATES FOR THE EMBEDDED WEB SERVER


Your device includes a self-signed HTTPS certificate. The device generates the certificate automatically during device installation. The certificate is used to encrypt communications between your computer and the Xerox device.

 Note:


- The Embedded Web Server page for your Xerox device can display an error message that the security certificate is not trusted. This configuration does not lessen the security of the communications between your computer and the Xerox device.
- To eliminate the connection warning in your Web browser, you can replace the self-signed certificate with a signed certificate from a Certificate Authority. For information on obtaining a certificate from a Certificate Authority, contact your Internet Service Provider.

### Obtaining a Device Server Certificate from a Certificate Authority


1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **System > Security**.
3. In the Certificates area, click **Security Certificates**.
4. Click **Create**, then select **Create Certificate Signing Request (CSR)**.
5. In each of the fields, enter values that are correct for your implementation.

 Note: For information on the correct values for your implementation, refer to <https://tools.ietf.org/html/rfc2511>.

6. To save the details and generate the CSR file, click **Create**.
7. To download the CSR file, click **Download**. Save the downloaded file to a selected location.

 Note: The CSR file is named default.pem.

8. To obtain the Device Server certificate file for your device, locate the file named default.pem, then exchange it with your Certificate Authority.

 Note: For information on exchanging the CSR default.pem file for a Device Server certificate, contact your local Certificate Authority.

9. Save the certificate file in a local folder on your computer hard drive.

### Installing and Selecting a Device Server Certificate Using the Embedded Web Server

Before installing a Device Server Certificate, ensure that the certificate is in the correct format. Supported certificate encodings and typical file extensions include:

- Distinguished Encoding Rules (DER): **.cer**, **.crt**, **.der**
- PKCS#7: **.p7b**

 Note: For information on obtaining a Device Server Certificate in the correct format, contact your Certificate Authority.

To install and select a Device Server Certificate for a Xerox device using the Embedded Web Server:

1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **System > Security**.
3. In the Certificates area, click **Security Certificates**.
4. Click **Import**.
5. In the Import Certificates window, click **Select**.
6. Navigate to the certificate file, select the file, then click **Open**.
7. Type the password for the certificate, then retype the password.
8. To install the certificate, click **Import**.

9. To select the certificate as the Device Server Certificate for the Xerox device, in the Network Security area, click **SSL/TLS Settings > Device Certificate — Server**. Select the appropriate certificate.
10. To save the changes, click **OK**.

## INSTALLING CERTIFICATES

To ensure that the printer can communicate with other devices over a secure trusted connection, both devices must have specific certificates installed.

For protocols such as HTTPS, the printer is the server, and must prove its identity to the client Web browser. For protocols such as 802.1X, the printer is the client, and must prove its identity to the authentication server, typically a RADIUS server.

For features that use these protocols, perform the following tasks:

- Install a device certificate on the printer.



Note: When the printer uses HTTPS, a Xerox® Device Certificate is created and installed on the printer automatically.

- Install a copy of the CA certificate that was used to sign the device certificate of the printer on the other device.

Protocols such as LDAP and IPsec require both devices to prove their identity to each other.

For features that use these protocols, perform the tasks listed under one of the following options:

To install certificates, option 1:

- Install a device certificate on the printer.
- Install a copy of the CA certificate that was used to sign the device certificate of the printer on the other device.
- Install a copy of the CA certificate that was used to sign the certificate of the other device on the printer.

To install certificates, option 2:

If the other device is using a self-signed certificate, install a copy of the trusted certificate of the other device on the printer.

## SELECTING A CERTIFICATE

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Certificates area, click **Security Certificates**.
3. Click **Device Certificates**, then select a category of certificates.
4. In the lower part of the Security Certificates window, click to select a certificate from the list. If you want to select all the certificates in the list, click **Select/Clear All**.
5. Click **Close**.



## IMPORTING A CERTIFICATE

You can install the certificates for the root certificate authority and any intermediate certificate authorities for your company. You can install the self-signed certificates from any other devices on your network.

Supported certificate encodings and typical file extensions include:

- Distinguished Encoding Rules (.cer, .crt, .der)
- Privacy Enhanced Mode/Base64 (.pem)
- PKCS#7 (.p7b)
- PKCS#12 (.pfx, .p12)



Note: The Import function is accessible only if HTTPS SSL is enabled. For details, refer to [HTTP](#).

To install a root certificate:

1. In the Embedded Web Server, click **Properties > Security**.
2. Click **Certificates**.
3. Click **Security Certificates**.
4. Click the **Root/Intermediate Trusted Certificates** tab.
5. Click **Install Certificate**.
6. Click **Browse** or **Choose File**, then navigate to a signed certificate file.
7. Click **Open** or **Choose**.
8. Click **Next**.
9. To help identify the certificate in the future, type a **Friendly Name**.
10. Click **Next**.

The digital certificate appears in the list of Installed certificates.

## CREATING AND INSTALLING A XEROX DEVICE CERTIFICATE

If you do not have a server functioning as a certificate authority, install a Xerox® Device Certificate on the printer. When you create a Xerox® Device Certificate, the printer generates a certificate, signs it, and creates a public key used in SSL encryption. After you install a Xerox® Device Certificate on the printer, install the Device Root Certificate Authority in any device that communicates with the printer. Examples of other devices include client Web browsers for HTTPS or a RADIUS authentication server for 802.1X.

When the Device Root Certificate Authority is installed:

- Users can access the printer using the Embedded Web Server
- Certificate warning messages do not appear



Note: Creating a Xerox® Device Certificate is less secure than creating a certificate signed by a trusted certificate authority.

1. In the Embedded Web Server, log in as administration, then click **System > Security**.
2. In the Certificates area, click **Security Certificates**.

3. Click **Create**.
4. Click **Create Self-Signed Certificate**.
5. Click **Hash Algorithm**, then select an option.
6. Click **Public Key Length**, then select an option.
7. For Issuer, type the host name for the printer.
8. For Validity Period, type the number of days that the new certificate is valid.
9. Click **Close**.

#### CREATING A CERTIFICATE SIGNING REQUEST

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Certificates area, click **Security Certificates**.
3. Click **Create**.
4. Click **Create Certificate Signing Request (CSR)**.
5. Click **Hash Algorithm**, then select an option.
6. Click **Public Key Length**, then select an option.
7. For 2-Letter Country Code, type the 2-letter ISO code for the location of the organization.
8. For State/Province Name, type the full name, not the abbreviation, for the state or province.
9. For Locality Name, type the city or town.
10. For Organization Name, type the legal incorporated name of the company, including any suffixes such as Inc., Ltd., or Corp.
11. For Organizational Unit, type the department name within the company.
12. Click **Create**.
13. Click **Close**.

#### DELETING A CERTIFICATE

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Certificates area, click **Security Certificates**.
3. In the lower part of the Security Certificates window, click to select a certificate from the list. If you want to select all certificates in the list, click **Select/Clear All**.
4. Click **Delete**.
5. Click **Close**.

#### ENABLING AUTOMATIC SELF-SIGNED CERTIFICATES

When no Device Certificate is available, this feature creates a self-signed certificate, automatically.

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.

2. In the Certificates area, click **Automatic Self-Signed Certificate Creation**.
3. Select **On**, then click **OK**.

#### ENABLING CERTIFICATE PATH VALIDATION

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Certificates area, click **Certificate Path Validation**.
3. Select **On**, then click **OK**.

#### CONFIGURING SETTINGS FOR CERTIFICATE REVOCATION

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Certificates area, click **Certificate Revocation Settings**.
3. Click **Level of Certificate Verification**, then select an option.
4. Click **Certificate Revocation Check**, then select an option.
5. If using OCSP to obtain status of revocations:
  - To specify a URL for the query, click **Send Query to Responder With**, then select an option.
  - For Communication Timeout, type the number of seconds that the printer waits for a response to the query.
6. If using CRL to obtain status of revocations:
  - To enable automatic retrieval of CRL, for Auto Retrieval of CRL, click the **Enable** toggle button.
  - For Communication Timeout, type the number of seconds that the printer waits for a response to the query.
7. Click **OK**.

#### CONFIGURING THE PRINTER FOR SMART CARDS

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Certificates area, click **Smart Card**.
3. Select **On – PKI Only**, then click **OK**.
4. In the Certificates area, click **Smart Card Certificate Verification**.
5. Select **On**, then click **OK**.

For more information about configuring a Common Access Card system on your device, refer to the *Xerox® VersaLink® Common Access Card System Configuration Guide*. Go to [www.support.xerox.com](http://www.support.xerox.com), enter your printer name, then click **Documentation**. Select and download the documentation required.

## Managing Disk Drives

### MANAGING DISK OVERWRITE

For printers that have a hard drive installed, Disk Overwrite removes all remnants of any print, copy, and fax jobs from the image disk. You can configure Disk Overwrite to occur after all print, copy, and fax jobs finish. You can schedule a Disk Overwrite to occur at a recurring time, or you can start a Disk Overwrite manually.



Note:

- The Disk Overwrite operation can take an hour or more to complete, depending on the size of the drive and the number of files.
- When the job starts, it cannot be canceled.
- The first time you that you run Disk Overwrite, the button is labeled Edit. After the first use, the button is labeled Edit and Overwrite Now.

To enable Disk Overwrite:

1. In the Embedded Web Server, click **System > Security**.
2. In the Disk Overwrite area, click **Edit and Overwrite Now**.
3. In the Common area, for Data Overwrite After Job Completion, click the **Enable** toggle button.
4. To select when a report prints, click **Print Report**, then select an option.
5. Click **OK**.

To schedule a Disk Overwrite:

1. In the Embedded Web Server, click **System > Security**.
2. In the Disk Overwrite area, click **Edit and Overwrite Now**.
3. For Schedule Overwrite, to enable the feature, click the **Enable** toggle button.
4. At the confirmation message, click **Enable**.
5. Configure the frequency, day, and time for the Disk Overwrite.
6. Click **OK**.

To start a Disk Overwrite manually:

1. In the Embedded Web Server, click **System > Security**.
2. In the Disk Overwrite area, click **Edit and Overwrite Now**.
3. In the Manual Overwrite area, click **Overwrite Now**.
4. At the confirmation message, click **Overwrite Now**.
5. Click **OK**.

## Managing Network Security Settings

### FIPS 140

FIPS 140 is a security standard for validating cryptographic solutions for hardware, software, and firmware solutions.

If FIPS 140 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 (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.

To enable FIPS 140:

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Network Security area, click **FIPS 140**.
3. Select **On**, then click **OK**.

### 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, a central authority, typically a RADIUS server, authenticates the printer before it accesses the secure network.

To configure 802.1X:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Connections area, click **Ethernet**.
3. In the 802.1X area, click **Setup**.
4. For Enable 802.1X, click the toggle button.
5. Click **Authentication Method**, then select an option.
6. For Certificate Verification, click the toggle button.
7. For the login credentials, type values for User Name (Device Name), Password, and Retype Password.
8. Click **OK**.

### 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.

To configure IPsec:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity > IPsec**.
2. To enable IPsec, click the **Enable** toggle button.
3. To select a method of authentication, click **IKE Authentication Method**, then select an option.
  - If you selected Digital Signature, click **Device Certificate**, then select an option.
  - If you selected Preshared Key, for Preshared Key and Retype Preshared Key, type the key.
4. For IKE SA Lifetime, type the number of minutes that the printer waits before it terminates the security association.



Note: The value for IKE SA Lifetime must be greater than or equal to the value for IPsec SA.

1. For IPsec SA Lifetime, type the number of seconds that the printer waits before terminating the security association.



Note: The value for IPsec SA must be less than or equal to the value for IKE SA Lifetime.

1. To select a Diffie-Hellman group, click **DH Group**, then select an option.
2. To enable Perfect Forward Secrecy, for PFS, click the enable toggle button.
3. To specify an IPv4 address for the IPsec endpoint, for Specify Destination IPv4 Address, type the IPv4 address.
4. To specify an IPv6 address for the IPsec endpoint, for Specify Destination IPv6 Address, type the IPv6 address.
5. To allow communication with devices that do not use IPsec, click **Communicate with Non-IPsec Devices**, then select **Enabled**.
6. Click **OK**.

## MANAGING SETTINGS FOR SSL/TLS

### Enabling HTTPS at the Control Panel

1. At the printer control panel, log in as administrator, then press the **Home** button.
2. Touch **Device > Connectivity**.
3. Touch **HTTPS**.
4. Touch **Enabled**.



Note: When Secure HTTP is enabled, all pages in the Embedded Web Server contain **https://** in the URL for the webpage.

### Enabling HTTPS in the Embedded Web Server

1. In the Embedded Web Server, log in as administrator, then click **Connectivity > HTTP**.
2. To enable HTTPS, in the HTTPS (SSL) area, click the enable toggle button.
3. If needed, edit the settings for HTTPS Port Number, Maximum Connections, and Connection Timeout.
4. To change the device certificate, click **Device Certificate**, then select an option.
5. Click **OK**.

## Configuring Settings for SSL/TLS

After configuration, the latest version of software supports TLS 1.3. Changes to the TLS version require a device restart.



Note: The older TLS versions are available for interoperability with older products and environments, but are less secure. Xerox recommends that you choose the most secure option that is interoperable with your environment.

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Network Security area, click **SSL/TLS Settings**.
3. Select at least one SSL/TLS protocol.
4. To specify a device certificate for the server, click **Device Certificate – Server**, then select a certificate.
5. To enable SSL/TLS communication with HTTP, for HTTP – SSL/TLS Communication, click the **Enable** toggle button.
6. If needed, for HTTP – SSL/TLS Port Number, type a port number.
7. To enable SSL/TLS communication with LDAP, for LDAP – SSL/TLS Communication, click the **Enable** toggle button.
8. To enable SSL/TLS communication with SMTP, click **SMTP – SSL/TLS Communication**, then select an option.
9. To specify a device certificate for the client, click **Device Certificate – Client**, then select a certificate.
10. To verify certificates on a remote server, for Verify Remote Server Certificate, click the **Enable** toggle button.
11. Click **OK**.

## MANAGING PORT SETTINGS

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Network Security area, click **Port Settings**.
3. To add port settings for a LAN, in the LAN area:
  - Click **Add**.
  - For Port Number, type the port number.
  - Click **Port Type**, then select an option.
  - Click **Protocol**, then select an option.
  - Click **OK**.
4. To add port settings for a Wi-Fi, in the Wi-Fi area:
  - Click **Add**.
  - For Port Number, type the port number.
  - Click **Port Type**, then select an option.
  - Click **Protocol**, then select an option.
  - Click **OK**.
5. Click **Close**.

### CONFIGURING FILTERS FOR IP ADDRESSES

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Network Security area, click **IP Address Filtering**.
3. For IPv4 (LAN), IPv4 (Wi-Fi), IPv6 (LAN), IPv6 (Wi-Fi), to enable a protocol, click the toggle button.
4. To configure filtering for each protocol selected, for Allowed IP Address/Subnet Mask, click **Add**.
5. For Enter IP Address, type the IP address to filter.
6. For Enter IP Mask, type the number for the mask.
7. Click **OK**.
8. When finished, click **OK**.

### CONFIGURING FILTERS FOR DOMAINS

You can specify up to 50 domains to allow or block.

To configure domain filtering:

1. In the Embedded Web Server, log in as administrator, then click **System > Security**.
2. In the Network Security area, click **Domain Filtering**.
3. To allow specific domains, click **Allow Specific Domains**.
  - Enter up to 50 domains to allow.
  - To delete domains from the list, click the **Trash** icon.
4. To block specific domains, click **Block Specific Domains**.
  - Enter up to 50 domains to block.
  - To delete domains from the list, click the **Trash** icon.
5. To disable domain filtering, select **Off**.
6. When finished, click **OK**.

### NETWORK LOGS

Log files are text files of recent printer activity that are created and stored in the printer. Log files are used to monitor network activity or troubleshoot network problems. A Xerox customer support representative can interpret the encrypted format log files.

#### Downloading a Log File

1. In the Embedded Web Server, click **System > Logs**.
2. Click **Audit Log**.
  - Click the **Enable** toggle button.
  - In the Export Audit Log area, click **Export**. This action generates an audit log file and downloads it to your computer.



- Click **OK**.
3. Click **Device Log**.
    - In the Download Device Log area, read the text, then click **Accept**. This action generates a device log file and downloads it to your computer.
    - When the Device Log window returns, click **OK**.

## Setting System Timeouts

1. In the Embedded Web Server, log in as administrator, then click **System > Timeouts**.
2. In the Reset Device Control Panel area, for System Timeout, type the number of seconds that the printer remains idle before the control panel goes into Standby mode.
3. In the Reset Device Website area, for Device Website Timeout, type the number of minutes that the printer remains idle before the Embedded Web Server goes into Standby mode.
4. Click **OK**.

## USB Port Security

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

### ENABLING OR DISABLING USB PORTS

1. In the Embedded Web Server, log in as administrator, then click **Connectivity > USB**.
2. To enable or disable a USB port, for USB Port, click the toggle button.
3. Click **OK**.



Note: Disabling a USB port also disables a USB card reader connected to the port.



## Printing

This chapter contains:

Setting System Defaults and Policies for Printing.....	118
General Printer Settings.....	120
Submitting Print Jobs from the Embedded Web Server.....	125
UNIX, Linux, and AS/400 Printing.....	126
Configuring Defaults for Printer Reports.....	128

## Setting System Defaults and Policies for Printing



Note: This document describes a superset of all features available on the Xerox® VersaLink® Series platform of printers. Not all features described in this document are available on all printers.

### OPTIMIZING THE FIRST PAGE

If a printer is optimized for color, then receives a black-and-white print job, the printer switches to the black toner. In the same way, if a printer is optimized for black and white, then receives a color print job, the printer switches to color toners. Anytime a printer switches from its optimized setting, the printer requires extra time to print the first page. You can select which mode is optimized by default on your printer.

To set the default optimization:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Common area, click **First Page Printing Optimization**.
3. Select an option, then click **OK**.

### SETTING THE DEFAULT PRINT PAPER SIZE

The Default Print Paper Size setting specifies the paper size if any of the following circumstances occur:

- The print job specifies a paper tray that either does not exist or that has failed.
- The print job specifies a paper size that is unknown or that is not supported.
- The print job does not specify any paper size.

You can specify the default paper size for Letter or A4.

To configure the default paper size:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Common area, click **Default Print Paper Size**.
3. Select an option, then click **OK**.

### OPTIMIZING COLOR PRINTING

Color printers can use the color toner for black-and-white print jobs and color print jobs. You can optimize the printer for the most efficient use of toner supplies.

The Color Printing Optimization setting provides the following options.

- **Color:** This setting uses color toners for all jobs. If you print many jobs in black and white, this setting is less efficient for toner consumption.
- **Economy:** This setting switches between color and black and white for each page of a print job. This setting conserves the color toners.
- **Black & White:** This setting optimizes for black-and-white jobs. If all your print jobs are black and white, use this setting.

To optimize color printing:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Common area, click **Color Printing Optimization**.
3. Select an option, then click **OK**.

### CONFIGURING COLOR ADJUSTMENTS MANUALLY

The printer allows you to adjust the CMYK proportions manually in the output. For highlight, midtone, and shadow, you can increase or decrease each color by up to six increments.

To perform color adjustments:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Common area, click **Manual Color Adjustment**.
3. For Highlight, Midtone, and Shadow, adjust the colors as needed.
4. After you have set all the colors, click **OK**.

### OPTIMIZING THE PRINTING OF GRAPHIC FILES

For some graphic files, such as .jpg, .png, and .tif, the printer directly interprets the files. For these file types, you can optimize the printer for either fine detail or for gradation of image shading. The Direct Printing Quality Optimization setting provides the following options.

- **Thin Lines:** This setting optimizes the fine details in the image file but makes the gradation of shading less smooth.
- **Image Shading:** This setting optimizes the gradation of shading in the image file but makes the fine lines less distinct.

To select an optimization for directly interpreted images:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Printer Settings area, click **Direct Printing Quality Optimization**.
3. Select an option, then click **OK**.

## General Printer Settings

### CHANGING THE TRAY SETTINGS

The tray settings determine how the printer manages the paper trays.

- **Tray Mode:** This option determines if users are prompted to confirm or modify paper settings when they insert a paper tray into the printer. There are three modes: Fully Adjustable, Dedicated, and Bypass.
  - In Fully Adjustable mode, users can change the paper settings at the control panel each time they insert a paper tray into the printer, or insert paper into the Bypass Tray.
  - In Dedicated mode, only a system administrator can use the Embedded Web Server or control panel to change the settings for paper features. When a printer tray is set to Dedicated mode, users cannot change the tray settings.
  - In Bypass mode, the printer prompts users to confirm or modify paper settings when paper is loaded into the Bypass Tray. If the Bypass Tray contains paper, Bypass mode sets the Bypass Tray as the default tray for all print jobs without a specified tray.
- **Auto Select:** This option designates a tray as available for all jobs that use the type of paper in the tray, and for print jobs that do not specify a tray.
- **Priority:** This option sets a hierarchy for the paper trays. When more than one tray has Auto Select enabled and contains paper that matches the job, the printer uses the highest priority tray. When the Priority 1 tray is empty, the printer uses the Priority 2 tray, and so on, until all trays are empty or refilled.

To change the tray settings from the printer control panel:

1. At the printer control panel, log in as administrator, then press the **Home** button.
2. Touch **Device > Paper Trays**.
3. Select a tray.
4. To set the level of restriction on the paper tray, touch **Tray Mode** and select an option.
5. If you selected Dedicated for Tray Mode, configure the paper size, type, and color.
6. To allow the printer to select which paper tray to use, for Auto Select, enable the toggle button.
7. To select a priority level for this paper tray, for Priority, to increment priority, touch the **Plus** icon (+) or to decrement the priority, touch the **Minus** icon (–).
8. Touch **OK**.

To change the tray settings from the Embedded Web Server:

1. In the Embedded Web Server, log in as administrator, then click **Home**.
2. In the Trays area, click a tray icon.
3. To set the level of restriction on the paper tray, click **Tray Mode**, then select an option.
4. If you selected Dedicated for Tray Mode, configure the paper size, type, and color.
5. To allow the printer to select which paper tray to use, for Auto Select, click the Enable toggle button.
6. To select a priority level for the paper tray, click **Priority**, then select an option.
7. Click **OK**.



## CONFIGURING POLICIES FOR PRINT JOBS

The printer provides the following policies for print jobs:

- **Print Around:** This policy manages jobs that cannot start because the needed paper is not available. When Print Around is off, the printer blocks all print jobs until the resource is available. When Print Around is on, a print job is held for resources, and other jobs that do not need the same resource are allowed to print.
- **Conceal Job Names:** This policy allows you to block the names of jobs from appearing in job listings.
- **Stored Print Jobs:** This policy allows you to set a minimum length of for passcodes that are assigned to stored jobs, and to delete stored jobs after a specified period.

To configure general policies for print jobs:

1. In the Embedded Web Server, log in as the system administrator, then click **Jobs > Policies**.
2. In the Print Around area:
  - To enable Print Around, click the **Enable** toggle button.
  - To delete held jobs, select **Delete Held Jobs After**, then click **On**.
  - Specify the amount of time that the printer holds a job for attention before it deletes the job from the queue.
3. To show or hide job names, in the Conceal Job Names area, select an option.
4. In the Stored Print Job Settings area:
  - To set a minimum length for passcodes assigned to stored jobs, for Minimum Number of Passcode Digits, type a number.
  - To delete Secure, Personal, and Sample Set stored jobs after a specified period, click **Delete Stored Jobs After**, then select an option.
  - Configure the time period that the printer waits before it deletes the stored jobs.
5. Click **OK**.

## ENABLING PRINT FROM USB

The Print From USB feature allows you to print a file that is stored on a USB flash drive from the USB port on the printer control panel.



Note: Before you begin, ensure that the USB port is enabled. For details, refer to [USB](#).

To enable Print From USB:

1. In the Embedded Web Server, log in as administrator, then click **Apps > USB**.
2. Click the Print From toggle button.
3. To activate the changes, at the prompt, click **Restart Now**.

## SETTING PAPER SIZE PREFERENCES

1. In the Embedded Web Server, log in as administrator, then click **System > Measurements**.
2. Click **Units**, then select **Inches** or **Millimeters**.

3. Click **Paper Size Preference**, then select **Inch** or **Metric**.
4. Click **OK**.

### ENABLING AN AUTOMATIC STARTUP PAGE

By default, the printer prints a Startup page every time the printer is powered on or restarts. To change the setting:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Common area, click **Startup Page**.
3. Select an option, then click **OK**.
4. Click **Close**.

### CONFIGURING SETTINGS FOR CUSTOM PAPER

You can configure the printer for specific types of paper.

- **Adjust Paper Type:** This setting allows you to map the media type list with the IOT media type. For example, you can designate a different type of paper as Plain. This setting allows the printer to compensate for different weights and properties of the media.
- **Custom Paper Names:** This setting allows you to designate names to custom media types.

To map the media type list:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Paper Supply area, click **Adjust Paper Type**.
3. To change the paper designation, click a paper type, then select an option.
4. When finished, click **OK**.

To assign names to custom media:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Paper Supply area, click **Custom Paper Names**.
3. Type the names that you want to appear in the Adjust Paper Type window.
4. When finished, click **OK**.

### CONFIGURING SETTINGS FOR MEMORY AND PRINT JOB TYPES

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. If your printer has PostScript® enabled, to set the size for PostScript® memory, in the Printer Settings area:
  - Click **Memory Settings**.
  - Type a value for the memory size.
  - Click **OK**.

3. To limit the types of jobs to personal, secure, or saved, in the Printer Settings area:
  - Click **Allowed Print Job Types**.
  - Select an option, then click **OK**.

#### ENABLING THE POLICY FOR PAPER SIZE SUBSTITUTION

You can configure the printer to substitute paper sizes, or you can configure the printer to prompt users to load paper in the tray.

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Defaults and Policies**.
3. In the Printer Settings area, click **Specified Paper is Unavailable**, then select an option.
4. Click **OK**.

#### CONFIGURING A BYPASS TRAY CONFIRMATION

You can configure the printer to hold a job until the user confirms the paper size in the bypass tray. When this setting is on, and a user submits a job that uses the bypass tray, an indicator flashes on the control panel. At the control panel, the user confirms that the correct paper is loaded in the bypass tray to print the job.

To configure a bypass tray confirmation:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Printer Settings area, click **Bypass Tray Paper Type and Size Confirmation**.
3. Select **On**, then click **OK**.
4. Click **Close**.

#### SPECIFYING BEHAVIOR AFTER AN ERROR

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Defaults and Policies**.
3. In the Printer Settings area:
  - Click **Resume Print After Error** and select an option.
    - To restart printing automatically, select **Auto Resume**.
    - To restart manually, select **Manual Resume**.
  - Click **When Paper Jam Occurs**, then select an option.
    - To resume printing, select **Resume Print After Jam Clearance**.
    - To delete the print job, select **Cancel Printing**.
4. Click **Close**.

## MANAGING BANNER PAGES

You can configure 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 and in the Embedded Web Server.



Note: Enable Banner page printing in the print driver and at the control panel or the Embedded Web Server, otherwise a banner page does not print.

To manage Banner pages:

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Defaults & Policies**.
3. In the Printer Settings area, click **Print Banner Pages**.
4. Click **Printer Banner Pages**, then select an option.
5. If your printer is equipped with multiple paper trays, click **Paper Tray**, then select a tray to supply the banner pages.
6. To enable the print driver to override the setting for banner pages, for Allow Print Driver to Override, enable the toggle button.
7. To enable the printer to detect when the client provides a banner page, for Detect Client Banner Pages, enable the toggle button.
8. Click **OK**.

## Submitting Print Jobs from the Embedded Web Server

You can print .pdf, .ps, .pcl, .prn, .xps, .jpg, .tif, or .txt files from the Embedded Web Server.

1. In the Embedded Web Server, click **Home**.
2. In the Quick Links area, click **Submit File**.  
The Submit File dialog box appears.
3. To select a file from your computer hard drive, click **Select**.
4. Locate the file that you want to print, then click **Open**.
5. To submit the job to the printer queue, click **Submit**.

## UNIX, Linux, and AS/400 Printing

UNIX-based printing uses LPD/LPR port 515 or lp to port 9100 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, go to [www.xerox.com/office/drivers](http://www.xerox.com/office/drivers). The available files are:
  - Xeroxv5Pkg-AIXpowerpc-x.xx.xxx.xxxx.rpm for the IBM PowerPC family.
  - Xeroxv5Pkg-HPUXia64-x.xx.xxx.xxxx.depot.gz to support HP Itanium workstations.
  - Xeroxv5Pkg-LinuxI686-x.xx.xxx.xxxx.rpm to support RPM-based 32-bit Linux environments.
  - Xeroxv5Pkg-LinuxI686-x.xx.xxx.xxxx.deb to support Debian-based 32-bit Linux environments.
  - Xeroxv5Pkg-Linuxx86\_64-x.xx.xxx.xxxx.rpm to support RPM-based 64-bit Linux environments.
  - Xeroxv5Pkg-Linuxx86\_64-x.xx.xxx.xxxx.deb to support Debian-based 64-bit Linux environments.
  - Xeroxv5Pkg-SunOSi386-x.xx.xxx.xxxx.pkg.gz for Sun Solaris x86 systems.
  - Xeroxv5Pkg-SunOSsparc-x.xx.xxx.xxxx.pkg.gz for Sun Solaris SPARC systems.
2. To install the custom driver, log in as root then type the following command:
  - AIX: `rpm -U Xeroxv5Pkg-AIXpowerpc-x.xx.xxx.xxxx.rpm`
  - HPUX: `swinstall -s Xeroxv5Pkg-HPUXia64-x.xx.xxx.xxxx.depot.gz *`
  - Linux (RPM based): `rpm -U Xeroxv5Pkg-LinuxI686-x.xx.xxx.xxxx.rpm`
  - Linux (Debian based): `dpkg -i Xeroxv5Pkg-LinuxI686-x.xx.xxx.xxxx.deb`
  - Solaris (x86 based): `pkgadd -d Xeroxv5Pkg-SunOSi386-x.xx.xxx.xxxx.pkg`
  - Solaris (SPARC based): `pkgadd -d Xeroxv5Pkg-SunOSsparc-x.xx.xxx.xxxx.pkg`

The installation creates a Xerox directory in `/opt/Xerox/prtsys`.

## Launching Xerox® Printer Manager

To launch Xerox® Printer Manager from a terminal window prompt as root, type `xeroxprtmgr`, then press **Enter** or **Return**.

### AS/400

Xerox provides Work Station Customization Object (WSCO) files to support AS/400 or Iseries, V5R2 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.



Note: 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.

## 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.

## Configuring Defaults for Printer Reports

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Report Settings area:
  - To configure the printer to use a specific tray for report printing, click **Report Output Tray**. Select an option, then click **OK**.
  - To configure the printer to print a job deletion report when a job is deleted, click **Job Deletion Report**. Select **On**, then click **OK**.
3. Click **Close**.



## Copying

This chapter contains:

Setting System Defaults and Policies for Copying .....	130
Modifying the Default Settings for the Copy App .....	132
Configuring General Settings and Policies for the Copy App .....	134
Configuring Presets for Original Page Sizes.....	136
Configuring the ID Card Copy App .....	137

## Setting System Defaults and Policies for Copying



Note: This document describes a superset of all features available on the Xerox® VersaLink® Series platform of printers. Not all features described in this document are available on all printers.

- To select which mode your device is optimized for when it receives a color print job or black and white job, refer to [Optimizing the First Page](#).
- To configure how the device manages circumstances when there is a paper-size mismatch, refer to [Setting the Default Print Paper Size](#).
- To configure how the printer uses color toner for print jobs, refer to [Optimizing Color Printing](#).
- To adjust highlights, midtones, and shadows for your print jobs, refer to [Configuring Color Adjustments Manually](#).

### CONFIGURING AUTO DETECTION FOR LEGAL SIZE ORIGINALS

You can configure the printer to detect a Legal-size original document. You can select between two page lengths for Legal-size documents.

To configure automatic detection of Legal-size original documents:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Common area, click **Legal Original Size Auto Detection**.
3. To enable detection, click the **Enable** toggle button.
4. Click **Legal Original Size Option**, then select an option.
5. Click **OK**.

### CONFIRMING THE POSITION OF DOCUMENT GUIDES

Document Guides Position Confirmation provides a confirmation message when you change the position of the paper guides to Letter width. If enabled, when you change the guides to Letter, then start a scan, copy, or fax job, a confirmation message appears on the printer control panel. When you change the paper-width guides to A4 or other settings, a confirmation message does not appear.

To enable the Document Guides Position Confirmation:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Common area, click **Document Guides Position Confirmation**.
3. Select **On**.
4. Click **OK**.

## SETTING A DEFAULT IMAGE GRADATION MODE

The printer provides two methods of optimizing gradient shades in images. The Photo Image Pseudo Gradation Mode setting provides the following options.

- **Error Diffusion:** This option is a method of halftoning used to smooth the gradients in an image. Use this method for images that are printed.
- **Dither:** This option is a method of randomizing pixels to smooth the gradients in an image. Use this method for images that are displayed on a screen.

To select a method of optimizing gradients in images:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Common area, click **Photo Image Pseudo Gradation Mode**.
3. Click **All Except Copy Job**, then select an option.
4. Click **OK**.

## RESOLVING THE ORIGINAL SIZE DETECTION ERROR

For Copy, Fax, and Scan functions, the Resolve Original Size Detection Error setting allows you to set the default size for an original document. This setting provides the following options.

- **Prompt to Enter Size:** This option displays a prompt at the printer control panel to enter the size of the original document for the current job.
- **Use Default Scan Size:** This option uses the default original document size for the current job.



Note: You specify the default original size in this same configuration window.

To configure a response to Resolve Original Size Detection Error:

1. In the Embedded Web Server, log in as administrator, then click **System > Defaults and Policies**.
2. In the Common area, click **Resolve Original Size Detection Error**.
3. Click **Copy, Fax, or Scan**, then select an option.
4. In the Default Scan Size area, select an option.
5. Click **OK**.

## Modifying the Default Settings for the Copy App

### SETTING DEFAULTS FOR PAPER MANAGEMENT

1. In the Embedded Web Server, log in as administrator, then click **Apps > Copy**.
2. To change the default setting for size of original documents, in the Defaults area, click **Original Size**. Enter the new setting for default original size, then click **OK**.



Note: You can edit the sizes for the presets. For details, refer to [Configuring Presets for Original Page Sizes](#).

3. To change the default orientation of portrait or landscape original documents, in the Defaults area, click **Original Orientation**. Select an option, then click **OK**.
4. For color devices, to change the default print color, in the Defaults area, click **Output Color**. Select an option, then click **OK**.
5. To change the default behavior for 2-sided copying, in the Defaults area, click **2-Sided Copying**. Select an option, then click **OK**.
6. To change the default paper tray, in the Defaults area, click **Paper Supply**. Select an option, then click **OK**.
7. To specify the printer output as collated or uncollated, in the Defaults area, click **Output**. Select an option, then click **OK**.
8. To print a sample of a copy job for inspection before beginning the job, in the Defaults area, click **Sample Copy**. Select **On**, then click **OK**.
9. To specify a paper tray for cover paper for a print job, in the Defaults area, click **Covers Tray**. Select an option, then click **OK**.



Note: The Covers Tray setting is only available on printers that have a hard drive installed.

10. To specify a paper tray for cover paper for booklets, in the Defaults area, click **Booklet Covers Tray**. Select an option, then click **OK**.



Note: The Booklet Covers Tray setting is available only on printers that have a hard drive installed.

### SETTING DEFAULTS FOR IMAGE QUALITY

1. In the Embedded Web Server, log in as administrator, then click **Apps > Copy**.
2. To change the default for basic image quality, in the Defaults area, click **Original Type**. Select an option, then click **OK**.



Note: The setting Original Type Presets provides more adjustments to the Original Type setting. For details, refer to [Setting Polices for Image Management](#).

3. To change the default level to lighten or darken an image, in the Defaults area, click **Lighten/Darken**. Select an option, then click **OK**.
4. To change the default level to sharpen or soften the contours of images, in the Defaults area, click **Sharpness**. Select an option, then click **OK**.
5. For color devices, to change the default level for vividness of color, in the Defaults area, click **Saturation**. Select an option, then click **OK**.

6. For color devices, to change the default settings for background suppression and contrast, in the Defaults area, click **Image Enhancement**. Select the needed options, then click **OK**.
7. For black and white devices, to change the default settings for background suppression, in the Defaults area, click **Background Suppression**. Select the needed options, then click **OK**.



Note: The Image Enhancement and Background Suppression settings only allow you to turn background suppression on or off. To specify the settings for background suppression, refer to [Setting Policies for Image Management](#).

8. For color devices, to change the default balance of CMYK colors individually, in the Defaults area, click **Color Balance**. Select the needed options, then click **OK**.

### SETTING DEFAULTS FOR IMAGE PLACEMENT

1. In the Embedded Web Server, log in as administrator, then click **Apps > Copy**.
2. To set a default reduction or enlargement of images, in the Defaults area, click **Reduce/Enlarge**. Select an option, then click **OK**.
3. To set the margins around the page edges where printing is not allowed, in the Defaults area, click **Edge Erase**. Type values for the required margins, then click **OK**.
4. To set a margin on the binding edge of the page where printing is not allowed, in the Defaults area, click **Binding Edge Erase**. Type a value for the required margin, then click **OK**.
5. To specify multiple images to print per sheet by default, in the Defaults area, click **Page Layout**. Select an option, then click **OK**.
6. To specify that images appear in a certain place on a page, in the Defaults area, click **Image Shift**. Select an option, then click **OK**.

### SETTING DEFAULTS FOR ANNOTATIONS

If your printer has a disk drive installed, the printer can insert annotations on the output pages. You can embed text, such as comments, date stamps, and watermarks. You can enable or disable annotations and specify the location on pages. The settings in General Settings and Policies provide more refined control on the placement of annotations.

1. In the Embedded Web Server, log in as administrator, then click **Apps > Copy**.
2. To specify the font size and color for annotations, in the Defaults area, click **Annotations – Format & Style**. Select the desired options, then click **OK**.
3. To insert a comment on the copy output, in the Defaults area, click **Annotations – Comment**. Configure the desired options, then click **OK**.
4. To insert page numbers on the copy output, in the Defaults area, click **Annotations – Page Numbers**. Configure the desired options, then click **OK**.
5. To insert a date stamp on the copy output, in the Defaults area, click **Annotations – Date Stamp**. Configure the desired options, then click **OK**.
6. To insert a Bates stamp on the copy output, in the Defaults area, click **Bates Stamp**. Configure the desired options, then click **OK**.

## Configuring General Settings and Policies for the Copy App

### SETTING POLICIES FOR PAPER MANAGEMENT

1. In the Embedded Web Server, log in as administrator, then click **Apps > Copy**.
2. To define the policy to use when a job overflows the memory in the printer, in the General Settings and Policies area, click **Memory Full Policy**. Select an option, then click **OK**.
3. To specify a default paper tray to use when the auto tray is not available, in the General Settings and Policies area, click **Default Tray When Auto Tray Select Unavailable**. Select an option, then click **OK**.
4. To specify the behavior to occur when original documents are of different sizes, in the General Settings and Policies area, click **Mixed Size Originals – 2nd Side Copy Options**. Select an option, then click **OK**.
5. To specify a maximum number of copies allowed, in the General Settings and Policies area, click **Maximum Copy Quantity**. Type a number for the maximum number of copies, then click **OK**.

### SETTING POLICIES FOR IMAGE MANAGEMENT

1. In the Embedded Web Server, log in as administrator, then click **Apps > Copy**.
2. To make precise adjustments on the size of the image, in the General Settings and Policies area, click **Fine Scale Adjustment**. Type numbers for **Length** and **Width**, then click **OK**.
3. For color devices, to enhance the automatic detection of color in original documents, in the General Settings and Policies area, click **Auto Color Detect Threshold Value Adjustment**. Select an option, then click **OK**.
4. To select between higher speed and higher quality for photo images, in the General Settings and Policies area, click **Photo Image Processing**. Select an option, then click **OK**.
5. To adjust the details for background suppression, in the General Settings and Policies area, click **Background Suppression**. Select the desired options, then click **OK**.



Note: To turn background suppression on or off, use the Image Enhancement setting or the Background Suppression setting in the Defaults area. For details, refer to [Setting Defaults for Image Quality](#).

6. To make fine adjustments in basic image quality, in the General Settings and Policies area, click **Original Type Presets**. Select the desired options, then click **OK**.



Note: The settings in Original Type Presets provide more adjustments to the Original Type setting in the Defaults area.

### SETTING POLICIES FOR ANNOTATIONS

If your printer has a disk drive installed, the printer can insert annotations on the output pages. You can embed text, such as comments, date stamps, and watermarks. You can enable or disable annotations and specify the location on pages. The settings in General Settings and Policies provide more refined control on the placement of annotations.

1. In the Embedded Web Server, log in as administrator, then click **Apps > Copy**.
2. To allow editing and repositioning of comments on the output pages, in the General Settings and Policies area, click **Annotations – Comments**. Select the desired options, then click **OK**.

3. To fine-tune the position of page numbers on the output, in the General Settings and Policies area, click **Annotations – Page Numbers**. Select the desired options, then click **OK**.
4. To fine-tune the position of a date stamp on the output, in the General Settings and Policies area, click **Annotations – Date Stamp**. Select the desired options, then click **OK**.
5. To allow editing and repositioning of a Bates stamp on the output, in the General Settings and Policies area, click **Annotations – Bates Stamp**. Select the desired options, then click **OK**.

## Configuring Presets for Original Page Sizes

You can define up to 14 presets for the size of original pages.

To configure the preset sizes for original pages:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Copy**.
2. In the Presets area, click a preset size.
3. Select a unit of measure.
4. Select a page dimension.
5. Click **OK**.



## Configuring the ID Card Copy App

To configure the ID Card Copy app:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **ID Card Copy**.
3. For Display on Device, click **Show**.
4. In the Defaults area, configure the settings as needed.



## Scanning

This chapter contains:

Scanning Setup Overview .....	140
Setting System Defaults and Policies for Scanning.....	141
Setting Up Scanning to an FTP Server.....	142
Setting Up Scanning to an SFTP Server .....	143
Setting Up Scanning to an Email Address .....	144
Configuring the Email App.....	145
Setting Up Scanning to an Email Address That Uses a Third-Party Provider.....	146
Configuring the Scan To App.....	148
Enabling WSD Scan Services .....	149
Scanning to USB.....	150
Scanning to My Folder on the Printer .....	151
Configuring Scan To Desktop .....	152
Setting Up Scanning to a Shared Windows Folder Using SMB .....	153

## Scanning Setup Overview

If the printer is connected to a network, the printer is enabled for scanning. Before you can scan, do the following:

- If you are scanning to a shared folder on your computer, share the folder, then set the correct permissions. In the Embedded Web Server, add a Network (SMB) destination to your Address Book entry.
- If you are scanning to an FTP server, in the Embedded Web Server, add the FTP server to your Address Book entry.
- If you are scanning to an SFTP server, in the Embedded Web Server, add the SFTP server to your Address Book entry.
- If you are scanning to an email address, in the Embedded Web Server, configure the email server.

## Setting System Defaults and Policies for Scanning



Note: This document describes a superset of all features available on the Xerox® VersaLink® Series platform of printers. Not all features described in this document are available on all printers.

- To configure the printer to detect a Legal-size original document, then select options for paper lengths, refer to [Configuring Auto-Detection for Legal-Size Original Documents](#).
- To configure the device to display a confirmation message on the control panel when you change the paper guide width to Letter size, refer to [Confirming the Position of the Document Guides](#).
- To set the default mode for optimizing gradient shades in images, refer to [Setting a Default Image Gradation Mode](#).
- To configure how the device resolves the original size of a document detected, refer to [Original-Size Detection Error](#).

## Setting Up Scanning to an FTP Server

Before you set up scanning to an FTP Server, ensure that the server has the proper software installed and configured.

1. In the Embedded Web Server, log in as administrator, then click **Address Book**.
2. To associate the FTP server with a contact, click a contact name.
3. For FTP, click the **Plus** icon (+), then enter the following information:
  - **Nickname:** Enter the name that you want to appear in the Address Book.
  - **Type:** Select the network connection type.
  - **IP Address/Host Name: Port:** Enter the IP address or host name of your FTP server, then enter the default port number. In the next field, enter the default port number for FTP. Use the default port number 21, or select a number from the range provided.
  - **Document Path:** Enter the path of the folder on the FTP server. For example, to save the scanned files to a folder named `colorscans` inside the scans folder, type `scans/colorscans`.
  - **Login Name:** Enter a user name corresponding to a user account on the FTP server.
  - **Password:** Enter the password corresponding to the user account on the FTP server.
  - **Retype Password:** Enter your login password again.



Note: After you complete the process, scanning to the FTP server is enabled.

## Setting Up Scanning to an SFTP Server

Before you set up scanning to an SFTP Server, ensure that the server has the proper software installed and configured.

1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **Address Book**.
3. To associate the SFTP server with a contact, click a contact name.
4. For SFTP, click the **Plus** icon (+), then enter the following information:
  - **Nickname:** Enter the name that you want to appear in the Address Book.
  - **Type:** Select the network connection type.
  - **IP Address/Host Name: Port:** Enter the IP address or host name of your SFTP server, then enter the default port number. In the next field, enter the default port number for SFTP. Use the default port number 22, or select a number from the range provided.
  - **Document Path:** Enter the path of the folder on the SFTP server. For example, to save the scanned files to a folder named `colorscans` inside the `scans` folder, type `scans/colorscans`.
  - **Login Name:** Enter a user name corresponding to a user account on the SFTP server.
  - **Password:** Enter the password corresponding to the user account on the SFTP server.
  - **Retype Password:** Enter your login password again.



Note: After you complete the process, scanning to the SFTP server is enabled.

5. Click **OK**.

## Setting Up Scanning to an Email Address

Before you can scan to an email address, configure the printer to communicate with your SMTP email server.

To configure the SMTP server settings:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Email**.
3. In the SMTP area, click **Setup**.
4. To enable Email Submission, enable the toggle button.
5. Enter or select the following information.
  - In the Device Email area, type an email address to appear in the From field of emails from the printer.
  - In the SMTP Server area, click **Server Address**, then type the IP address or DNS name of the SMTP server.  
If you do not know the IP Address or DNS Name of the SMTP server, click **Select Server from List**.



Note: This feature requires that specific configurations are made to your network. For details, contact your network administrator.

- For Outgoing SMTP Port Number, type the default port number required for the SMTP server, or select a number from the range provided. Common default port numbers for SMTP include 25, 465, and 587.



Note: Ensure that the authentication type is compatible with your SMTP server.

6. Click **OK**.



## Configuring the Email App

The Email App allows you to scan images and attach the images to emails.

To configure the Email App:

1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **Apps**.
3. In the Installed Apps area, click **Email**.
4. For Display on Device, click **Show**.
5. Configure the settings for the following areas, as needed:
  - Defaults
  - General Settings and Policies
  - Scan To Apps General Settings
  - Presets



Note: To configure default settings within the Email App, use one of the following methods:

- At the printer, use the device control panel.
  - From the Embedded Web Server home screen, in the Quick Links area, access the Remote Control Panel feature. For instructions on using the Remote Control Panel feature, see the User Guide for your printer model.
6. When finished, close the configuration window.

The configuration settings are saved automatically.

## Setting Up Scanning to an Email Address That Uses a Third-Party Provider

You can use the Email App to set up a scanning to a recipient that uses a third-party SMTP email service provider.

Before you begin:

- Configure the printer to communicate with your SMTP email server.
- Obtain the following:
  - An existing email account, either through a local server or other service provider.
  - Connection information for the email service provider.
  - The password for the email account.
  - Security information for the email service provider.
  - The IP address of the printer.



Note: To obtain the printer IP address, print a Configuration Report. For details, refer to [Printing the Configuration Report](#).



Note: Ensure that the primary network is configured for the network type for your device. For details, refer to [Configuring the Primary Network at the Control Panel](#).

To configure scanning to an email recipient that uses a third-party provider:

1. In the Embedded Web Server, log in as administrator. For details, refer to [Accessing the Embedded Web Server as a System Administrator](#).
2. Click **Connectivity > SMTP**.
3. Ensure that the Email Submission feature is set to enabled.
4. To enable or disable email alerts, click **Email Alerts**.



Note: By default, email alerts are enabled.

5. For Device Email, enter the email address assigned to the printer.
6. In the SMTP Server area, click **Server Address**, then do one of the following:
  - To enter a server address manually, in the Server Address field, type the name of the SMTP server, then click **OK**.
  - To search for an SMTP server, click **Select Server from**, then click **Search**. Select the required server, then click **OK**.



Note: To use the search feature, configure your DNS server with the proper mail exchange records.

7. In the Outgoing SMTP Port Number field, type the port number of the server that sends email.



Note: The default port number is 25.

8. In the Connection Security area, select the appropriate security protocol. If no security protocol is used, select **Off**.



Note: If you do not know the security protocol supported by your server, select **STARTTLS (if available)**. This option prompts the device to attempt to use STARTTLS. If your server does not support STARTTLS, SMTP communication is not encrypted.

9. If your email server requires encryption but does not offer a STARTTLS command to the printer, perform the following steps:
  - a. In the Outgoing SMTP Authentication area, click **SMTP Authentication**, then select **SMTP AUTH**.
  - b. In the SMTP AUTH User Name field, enter the user name or email address for the server.
  - c. Type the password for the email address, then retype the password.
10. To save the settings, click **OK**.

## Configuring the Scan To App

The Scan To app allows you to associate scan destinations with address book contacts.

To configure the Scan To app:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Scan To**.
3. For Display on Device, click **Show**.
4. Configure the settings as needed for the following areas:
  - Defaults
  - General Settings and Policies
  - Scan To Apps General Settings
  - Presets
5. When finished, close the configuration window.

## Enabling WSD Scan Services

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.



Note: To use WSD Scan services, ensure that your computer is set up to receive scans using WSD Scan services.

To enable WSD scan services:

1. In the Embedded Web Server, log in as administrator, then click **Connectivity**.
2. In the Protocols area, click **WSD (Web Services on Devices)**.
3. To enable WSD scan services, click the **WSD Scan** toggle button.
4. Click **OK**.
5. At the prompt, click **Restart Now**.

## Scanning to USB

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



Note: The USB port does not support scanning directly to a PC.

Before you begin, enable USB ports. For details, refer to [USB](#).

To enable scanning to USB:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **USB**.
3. For Display on Device, click **Show**.
4. To enable Scan To USB, enable the **Scan To** toggle button.
5. Configure the settings as needed for the following categories:
  - Defaults
  - General Settings and Policies
  - Scan To Apps General Settings
  - Presets
6. For the new settings to take effect, restart your printer.

## Scanning to My Folder on the Printer

You can use the My Folder feature to scan a job and store a print job in a folder on the printer. To access your folder, log in with your user credentials. If network authentication is enabled on the printer, log in with your network credentials as well.

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

To use the My Folder app, ensure that LDAP is enabled and functioning properly. For details, refer to [LDAP](#).

After you have set up LDAP, set the login method to one of the following options:

- Network
- Convenience
- Smart Card

For information on how to set the login method, refer to [Setting the Login Method](#).

To configure scanning to My Folder:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. Click **My Folder**.
3. For Display on Device, click **Show**.
4. To enable scanning to My Folder, enable the **My Folder** toggle button.
5. Configure the settings as needed for the following categories:
  - Login/Logout Settings
  - Defaults
  - General Settings and Policies
  - Scan To Apps General Settings
  - Presets
6. When you are finished, close the configuration window.

## Configuring Scan To Desktop

The Scan To Desktop feature allows you to scan documents at the printer and send them to your computer. Scan to Desktop uses Web Services on Devices (WSD). WSD services include a group of Web services that allow devices to discover the printer and to print and transfer files remotely. Use WSD to access scanned images at your computer.

Before you configure Scan To Desktop, configure Web Services on Devices (WSD).

To enable Scan to Desktop:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Scan to Desktop**.
3. For Display on Device, click **Show**.
4. For Web Services on Devices (WSD), click **Settings**.
5. To enable **WSD Scan**, click the toggle button.
6. Edit other default settings as needed.
7. Click **OK**.



Note: The PJI settings, Print Mode settings, and TBCP Filter settings only pertain to WSD Print. The remaining settings apply to both WSD Print and WSD Scan.



## Setting Up Scanning to a Shared Windows Folder Using SMB

You can use the Scan To App to scan to a folder on your Windows PC using the Address Book.

Before you begin:

- From a configuration report, obtain the IP address of the printer. For details, refer to [Printing the Configuration Report](#).
- Ensure that HTTPS is enabled. For details, refer to [Enabling HTTPS Using the Embedded Web Server](#).
- Ensure that the primary network is configured for the network type for your device. For details, refer to [Configuring the Primary Network at the Control Panel](#).
- Locate and record the IP address and host name of your PC. For details, refer to [Obtaining the IP Address and Host Name of your Windows Computer](#).
- On your PC, disable the Sharing Wizard. For details, refer to [Disabling the Sharing Wizard on Your Windows Computer](#).
- On your PC, set up a shared folder as a repository for your scanned images.

To configure scanning to a folder on your desktop using the Address Book:

1. In the Embedded Web Server, click **Address Book > Add Contact**.
2. Type the first name and last name of the new contact.
3. If necessary, type the company name of the new contact.
4. For Network (SMB), click the **Plus** icon (+), then enter the following information:
  - **Nickname:** Enter the name that you want to appear in the Address Book.
  - **Type:** Select the network connection type.



Note: It is recommended that you select Host Name as the connection type. If the IP address changes, a connection to the server is maintained typically through the host name.

- **IP Address/Host Name: Port:** Based on the network type selected, in the first field, enter the IP address or host name of your PC. In the second field, enter the default port number.
5. In the Share field, enter the name of the shared folder to use as the repository for your scanned images.
  6. In the Login Name field, enter your PC user name.
  7. In the Password field, type your PC password, then retype the password.



Note: The user name and password required in steps 6 and 7 are the same credentials that are used to log in to the PC where the designated shared folder resides.

8. To save the SMB information, click **OK**.
9. To add the contact to the Address Book and close the Add Contact window, click **OK**.

### OBTAINING THE IP ADDRESS AND HOST NAME OF YOUR WINDOWS COMPUTER

1. At your computer, open a command prompt:
  - a. From the desktop, to open the Run dialog, on your keyboard, press and hold the Windows key, then press **R**.

- b. In the text field, type `cmd`, then press **Enter** or **Return**.

The command prompt screen appears.

2. In the command prompt screen, type `ipconfig`, then press **Enter** or **Return**. Locate and record the IPv4 address of your Windows computer.
3. In the command prompt screen, type `hostname`, then press **Enter** or **Return**. Locate and record the host name of your Windows computer.

#### DISABLING THE SHARING WIZARD ON YOUR WINDOWS COMPUTER

1. At your computer, access the File Explorer Options screen:
  - a. From the desktop, to open the Run dialog, on your keyboard, press and hold the Windows key, then press **R**.
  - b. In the text field, type `control folders`, then press **Enter** or **Return**.

The File Explorer Options screen appears.
2. Click the **View** tab.
3. In the Advanced Settings area, clear the check box for **User Sharing Wizard (Recommended)**.
4. Click **Apply**, then click **OK**.

## Faxing

This chapter contains:

Fax Overview .....	156
Enabling the Fax or Server Fax Apps .....	157
Fax .....	158
Server Fax .....	170

The Fax app scans a document then transmits it to a fax machine using a dedicated phone line. To use the Fax app, ensure that your printer has access to a functioning phone line with an assigned telephone number.

## Fax Overview

You can send a fax in one of three ways:

- **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, refer to 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 print driver type.

## Enabling the Fax or Server Fax Apps

Only one fax app at a time is active on the device: the Fax App or the Server Fax App. If fax hardware is installed on your device, to enable the Fax App or the Server Fax App, use the Fax Policies feature.



Note: The Server Fax App does not require fax hardware installed on the device.

To configure the fax apps and fax hardware:

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Fax Policies**, then select an option:
  - To enable the Fax App, in the Fax App Enablement area, select **Fax** or **Fax / Fax Over IP App**.
  - To enable the Server Fax App, in the Fax App Enablement area, select **Server Fax App**.
  - If the Server Fax App is enabled, to disable the fax hardware, in the Fax Hardware Enablement area, select **Disable**.
3. Click **OK**.
4. If prompted to restart the printer, click **Restart Now**.

## Fax

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.



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

### SETTING SYSTEM DEFAULTS AND POLICIES FOR FAXING



Note: This document describes a superset of all features available on the Xerox® VersaLink® Series platform of printers. Not all features described in this document are available on all printers.

- To configure how the device manages circumstances when there is a paper-size mismatch, refer to [Setting the Default Print Paper Size](#).
- To configure the printer to detect a Legal-size original document, then select options for paper lengths, refer to [Configuring Auto-Detection for Legal-Size Original Documents](#).
- To configure the device to display a confirmation message on the control panel when you change the paper guide width to Letter size, refer to [Confirming the Position of the Document Guides](#).
- To set the default mode for optimizing gradient shades in images, refer to [Setting a Default Image Gradation Mode](#).
- To configure how the device resolves the original size of a document detected, refer to [Original-Size Detection Error](#).

### MODIFYING THE DEFAULT SETTINGS IN THE FAX APP

#### Modifying the Default Fax Settings at the Control Panel

To modify the default Fax Settings at the control panel:

1. At the printer control panel, press the **Home** button.
2. Touch **Fax**.
3. Touch the options that you want to change.
4. Scroll to the bottom of the screen, then touch **Save**.
5. To save your changes as new defaults, touch **Save Defaults**.
6. Touch **Save**.

#### Modifying the Default Fax Settings in the Embedded Web Server

To modify the default Fax Settings in the Embedded Web Server:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. To enable a preview image to appear on the control panel, in the Defaults area, click **Preview**. Select **On**, then click **OK**.

3. To define quality adjustments to the scanned image:
  - To optimize the image quality, click **Original Type**. Select an option, then click **OK**.
  - To lighten or darken the image, click **Lighten/Darken**. Select a range, then click **OK**.
  - To adjust the contrast of the image, click **Sharpness**. Select a range, then click **OK**.
  - To adjust the resolution of the image, click **Resolution**. Select a level, then click **OK**.
4. To specify the default size of the original documents, click **Original Size**.
  - To set the printer to detect the size of the original document and automatically adjust the settings, click **Auto Detect**, then click **OK**.
  - To set the printer to use the default scan size, click **Use Default Size**, then click **OK**.
  - To set the printer to detect multiple original documents that are different sizes, click **Mixed Size Originals**, then click **OK**.
  - To specify a fixed image size, click **Presets**, select a size, then click **OK**.



Note:

- Not all options for Original Size appear on all printers.
  - For details on setting the default scan size, refer to [Resolving the Original Size Detection Error](#).
  - You can edit the sizes of the preset. For details, refer to [Configuring Presets for Original Page Sizes](#).
5. To remove blank pages from the fax, click **Remove Blank Pages**. Select **On**, then click **OK**.
  6. To change the default rate of data transmission, click **Starting Rate**. Select an option, then click **OK**.
  7. To include the transmission header text with each fax, click **Transmission Header Text**. Select **On**, then click **OK**.



Note: The Force Addition of Header Text setting overrides the setting for Transmission Header Text. For more details about the Force Addition of Header setting, refer to [Configuring Settings for Fax Send in the Embedded Web Server](#).

## CREATING PREDEFINED COMMENTS FOR A FAX COVER SHEET

The Fax app provides an optional cover sheet for faxes. You can populate a cover sheet with predefined comments. The Fax app supports up to 50 predefined comments.


To define the content of the predefined comments:

1. At the printer control panel, log in as administrator, then touch **Home**.
2. Touch **Device > Apps > Fax > Cover Sheet Comments**.
3. To select a comment, touch a numbered line.
4. Type the text for the comment, then touch **OK**.

## CONFIGURING GENERAL SETTINGS AND POLICIES


### Configuring the Fax Settings at the Control Panel

1. At the printer control panel, press the **Home** button.
2. Touch **Device > Apps > Fax**.
3. To configure Secure Receive:
  - Touch **Secure Fax Receive**.
  - To toggle Secure Fax Receive from Off to On, touch the **Secure Fax Receive** toggle button.
  - Enter a 4-digit passcode, then touch **OK**.
4. To set incoming call handling, select one of the following:
  - To set the printer to receive all incoming calls as faxes, touch **Receive Mode > Immediately Auto Answer Fax**, then touch **OK**.
  - To answer calls manually, touch **Receive Mode > Manually > Answer > Fax**, then touch **OK**.
5. To configure how faxes are forwarded:
  - Touch **Fax Forwarding > Fax Forwarding**.
  - Select **Receive Only**, **Send Only**, or **Send & Receive**.
  - Touch **Add Email**, then use the touch screen keypad to enter an email address, or select a contact from the **AddressBook**.
  - To add a subject line, touch **Subject**, enter your subject line text, then touch **OK**.
  - To add a filename for attachments, touch **Attachment**, then enter a file name.
6. To change the file format for attachments, touch the current format extension, then select a new format.
 

 Note: The default file format is .pdf.
7. To save the settings, touch **OK**.

### Configuring Settings for Fax Send in the Embedded Web Server

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. To display a list of recipients for confirmation on the control panel, in the General Settings and Policies area, click **Show Recipient Confirmation List at Send**. Select an option, then click **OK**.
3. To override any local settings and force the fax header text to appear on an outgoing fax, click **Force Addition of Header Text**. Select **On**, then click **OK**.
 

 Note: The Force Addition of Header Text setting overrides the default setting Transmission Header Text.
1. To include the sender fax number on outgoing faxes, click **Notify of Sender Fax Number**. Select **On**, then click **OK**.
2. To send multiple faxes as a batch, click **Batch Send**. Select **On**, then click **OK**.



### Configuring Settings for Fax Receive in the Embedded Web Server

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. To configure how the printer answers fax calls, in the General Settings and Policies area, click **Fax Receive Mode**.
3. Select an option.
  - To configure the printer to answer calls automatically, select **Auto Answer Fax**.
  - To configure the printer to wait for manual intervention, select **Manually Answer Fax**.
4. Click **OK**.
5. To filter incoming fax calls, click **Incoming Fax Filtering**.
  - To block incoming callers that are not listed in the fax address book, for Block Excluded Fax Numbers and Addresses, click the toggle button.
  - To block incoming callers that do not contain a phone number, for Block Unknown Connections, click the toggle button.
  - To create a list of blocked callers, in the Excluded Numbers and Addresses area, type the phone number to be blocked.
  - Click **OK**.
6. To enable secure fax, click **Secure Fax Receive**.
  - To enable, click the **Enable** toggle button.
  - For Passcode, type a passcode.
7. To view the header text in received faxes, click **Received Fax Header Text**. Select **On**, then click **OK**.

### Configuring Settings for Fax Dialing in the Embedded Web Server

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. To specify a prefix for an outgoing phone number, in the General Settings and Policies area, click **Prefix Dial Number**. Type the prefix number, then click **OK**.
3. If an outgoing phone connection does not connect, to define the behavior for redial attempts, click **Redial Settings**.
  - For Redial Attempts, type the maximum number of times to attempt a redial.
  - For Redial Interval, type the number of minutes between attempts.
  - Click **OK**.
4. For batch dialing with multiple faxes, to define the time interval between calls, click **Transmission Interval**. Type the number of seconds to wait between the end of one call and the beginning of the next call, then click **OK**.

### Configuring Settings for Fax Paper Output in the Embedded Web Server

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.

2. For printers with multiple paper trays, to set rules for switching between trays, in the General Settings and Policies area, click **Auto Tray Switching**. Select an option, then click **OK**.
3. To set the printer to reduce oversized pages to fit on the paper in the printer, click **Auto Reduce on Receipt**. Select **On**, then click **OK**.
4. To specify which paper tray to use for faxes, click **Fax Receive Tray**. Select a tray, then click **OK**.
5. To configure the printer to print two fax pages per sheet, click **2 Pages per Sheet on Receipt**. Select **On**, then click **OK**.
6. To enable 2-Sided printing, click **2-Sided Printing**. Select **On**, then click **OK**.
7. To adjust the page border on received faxes, click **Page Border Size**. Type a value for the page border, then click **OK**. The Page Border Size option defines the threshold when the printer either decreases the image size of an incoming fax by the specified amount or it splits the image onto two pages. This capability is useful when an incoming fax has a larger page size than the paper in the tray.



Note: Before you configure the Page Border Size setting, ensure that the Auto Reduce on Receipt feature is enabled.

### Configuring Settings for Fax Performance in the Embedded Web Server

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. To enable error correction, in the General Settings and Policies area, click **Error Correction Mode (ECM)**. Click **Enabled**, then click **OK**.
3. To enable faster performance when available, click **Super G3**. Click **Enabled**, then click **OK**.
4. To configure how the fax app behaves if a job fills the available printer memory, click **Memory Full Policy**. Select an option, then click **OK**.
5. To specify the maximum number of stored pages, click **Maximum Number of Stored Pages**. Type a value, then click **OK**.

### Enabling Use of a Native Fax App in the Embedded Web Server

Many computers have their own fax applications provided by the operating system. To enable the native fax application on your computer to function with the printer:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. In the General Settings and Policies area, click **Direct Fax**.
3. Click **Allow**, then click **OK**.



Note: Direct Fax is Fax over IP, directly from one IP to another IP. Direct Fax does not use SIP.

### Enabling the Remove Blank Pages Option

The printer control panel displays a list of Fax options. One of the Fax options is Remove Blank Pages. You can configure the control panel to show or hide the Remove Blank Pages option.

To allow the Remove Blank Pages option to appear on the control panel:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.

2. In the General Settings and Policies area, click **Display Remove Blank Pages**.
3. Click **On**, then click **OK**.

## CONFIGURING FAX OVER IP

Some printer models allow for fax over IP (FoIP) using Session Initiation Protocol (SIP) and T.38. SIP is a communication protocol used for voice and video calls. T.38 is a recommendation from the International Telecommunication Union (ITU) for use of fax over IP networks.

### Enabling SIP Settings

For printers equipped with fax over IP, to enable SIP:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. In the SIP Settings area, click **SIP**.
3. For Enable SIP Port, click the enable toggle button.
4. If needed, type a new port number.
5. For Device SIP Address, type the SIP address for the printer.
6. Click **SIP Transport Protocol**, then select an option.
7. To enable or disable the SIP server, click **SIP Server**, then select an option.
8. Click **OK**.

To register the VoIP gateways:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. In the SIP Settings area, click **SIP**.
3. Ensure that the Enable SIP Port toggle button is enabled.
4. In the VoIP Gateways area, click **Edit**.
5. Click the first available gateway.
6. For ID Number, type an ID number for the gateway.
7. For Address, type the IP address for the gateway.
8. Click **OK**.
9. If you use multiple VoIP gateways, for each gateway, repeat the steps to register the gateway.
10. When finished, click **Close**.
11. Click **OK**.

To configure domain filtering:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. In the SIP Settings area, click **SIP**.
3. Ensure that the Enable SIP Port toggle button is enabled.
4. In the Domain Filtering area, click **Edit**.

5. To allow specific domains, click **Allow Specific Domains**.
  - Enter up to 50 domains to allow.
  - To delete domains from the list, click the **Trash** icon.
6. To block specific domains, click **Block Specific Domains**.
  - Enter up to 50 domains to block.
  - To delete domains from the list, click the **Trash** icon.
7. To disable domain filtering, select **Off**.
8. When finished, click **OK**.



Note: For domain filtering, you can either allow domains or block domains. The configuration window does not let you list both domains to allow and domains to block at the same time.

9. Ensure that all SIP settings are completed.
10. Click **OK**.

### Configuring T.38 Settings

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. In the SIP Settings area, click **T.38**.
3. Click **T.38 Transport Protocol**, then select an option.
4. If needed, for UDPTL Listening Port Number, type a new port number.
5. If needed, for TCP Listening Port Number, type a new port number.
6. If needed, for RTP Listening Port Number, type a new port number.
7. Click **OK**.

## PRINTING FAX REPORTS

### Configuring Reports

The Embedded Web Server allows you to configure three types of reports:

- **Activity Report:** This report provides a summary of faxes sent and received. You can generate this report from the printer control panel. By default, this report prints automatically after 100 fax transmissions and receptions. You can also generate this report manually.
- **Confirmation Report:** This report acknowledges the transmission of a fax sent to a single recipient. The Fax app generates this report automatically.
- **Broadcast Report:** This report acknowledges the transmission of a fax sent to multiple recipients. The Fax app generates this report automatically.

To configure these reports:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.

2. In the General Settings and Policies area, click **Activity Report**.
  - To enable activity reports, click **Print Activity Report**, then select **On**.
  - Configure the remaining settings as needed.
  - Click **OK**.
3. In the General Settings and Policies area, click **Confirmation Report**.
  - To enable confirmation reports, select the desired condition.
  - Click **OK**.
4. In the General Settings and Policies area, click **Broadcast Report**.
  - To enable confirmation reports, select the desired condition.
  - Click **OK**.

### Printing a Fax Activity Report

1. At the printer control panel, press the **Home** button.
2. Touch **Device > Apps > Fax**.
3. Touch **Activity Report**.
4. To return to the Home screen, press the **Home** button.

### CONFIGURING PRESETS FOR ORIGINAL PAGE SIZES

You can define up to 14 presets for the size of original pages that appear on the control panel for users to select. To configure the preset sizes for original pages:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. In the Presets area, click a preset.
3. Select a unit of measure.
4. Select a page dimension.
5. Click **OK**.

### EDITING THE ADDRESS BOOK

#### Adding or Editing Fax Contacts in the Address Book in the Embedded Web Server

To add contacts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. Click **Add Contact**.
4. To enter a name, click the **First Name**, **Last Name**, or **Company** field, then enter the details.

5. To add an email address, in the Email field, enter an email address.
6. To add a fax number, for Fax, click the **Plus** icon (+), then enter a number.
7. To save the contact, click **OK**.

To edit contacts:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. From the Address Book, select a contact.
4. To edit contact information, perform the following steps.
  - Click the contact name or contact information, then edit as needed.
  - To clear contact information, for the specific contact information, click the **Trash** icon.
  - To save the changes, click **OK**.
5. To remove the selected contact from the Address Book, click **Delete**. At the prompt, click **Delete**.

### **Adding or Editing Groups in the Address Book at the Control Panel**

To add groups:

1. At the printer control panel, press the **Home** button, then touch **Address Book**.
2. Touch the **Plus** icon (+), then select **Add Group**.
3. Select the group type, enter a name for the group, then touch **Enter**.
4. To add group members, touch **Add Member**.
5. To add a contact name, from the Favorites or Contacts menu, select a contact.
6. To add more group members, touch **Add Member**, then select a contact.
7. To save the group, touch **OK**.
8. To return to the Home screen, press the **Home** button.

To edit groups:

1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. From the address book, select a group, then touch **Edit**.
4. To add group members, touch **Add Member**.
5. To add a contact, from the Favorites or Contacts menu, select a contact.
6. To add more group members, touch **Add Member** and select a contact.
7. To remove group members, for each contact, touch the **Trash** icon. At the prompt, touch **Delete**.
8. To save the changes, touch **OK**.
9. To return to the Home screen, press the **Home** button.

### Adding or Editing Groups in the Address Book in the Embedded Web Server

To add groups:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. Click **Add Group**.
4. For **Enter Group Name**, enter a name for the group.
5. From the menu, select the group type.
6. To add group members, for Members, click the **Plus** icon (+).
7. To add contacts to the group, in the Add Members window, for each contact, select the check box. When you are finished, click **OK**.
8. To save the group, click **OK**.

To edit groups:

1. At your computer, open a Web browser. In the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In the Embedded Web Server, click **Address Book**.
3. Within the address book, select a group.
4. To add group members:
  - For Members, click the **Plus** icon (+).
  - In the Add Members window, click the check box for each desired member.
  - To save the changes, click **OK**.
5. To remove group members:
  - For the desired member, click the **Trash** icon.
  - At the prompt, click **Delete**.
  - Repeat the previous two steps for each member.
  - To save the changes, click **OK**.
6. To remove the selected group from the Address Book, click **Delete**. At the prompt, click **Delete**.

### Managing Favorites

To manage Favorites at the Control Panel:

1. At the printer control panel, press the **Home** button, then touch **Address Book**.
2. Select a contact, then touch **Edit**.
3. To make the contact a Global Favorite, for the contact name, touch the **Star** icon.

4. To mark a contact as a Favorite for email, fax, or a scan-to destination:
  - For each desired feature, touch the **Star** icon.
  - To save changes, touch **OK**.
5. To clear a contact marked as a Favorite:
  - To remove the contact as a Global Favorite, for the contact name, touch the **Star** icon.
  - To remove the contact from the Favorite list for a selected feature, for the selected feature, touch the **Star** icon.
  - To save changes, touch **OK**.
6. To return to the Home screen, press the **Home** button.

To manage Favorites in the Embedded Web Server:

1. In the Embedded Web Server, click **Address Book**.
2. Select a contact.
3. To make the contact a Global Favorite, click the Global Favorite **Star** icon.
4. To mark a contact as a Favorite for email, fax, or a scan-to destination, for each feature, click the **Star** icon.
5. To remove a contact marked as a Favorite, for Global Favorite or the selected feature, touch the **Star** icon. The contact is removed from the Global Favorite list, or the Favorite list for the selected feature.
6. To save changes, click **OK**.

## CONFIGURING BASIC FAX LINE SETTINGS



Note: To set the fax country value, use the printer control panel.

To configure Fax Line Settings at the Control Panel:

1. At the printer control panel, press the **Home** button.
2. Touch **Device > Apps > Fax**.
3. Touch **Fax Line**.
4. Touch **Fax Number**, enter the fax line number, then touch **OK**.
5. Touch **Country**, then select your country from the list.
6. To select a dialing type for outgoing faxes, touch **Dialing Mode**, then select an option.
  - **Tone**: This option sets tone dialing as the dialing method.
  - **Pulse 10 pps**: This option sets 10 pulse-per-second dialing pulses as the dialing method.
  - **Pulse 20 pps**: This option sets 20 pulse-per-second dialing pulses as the dialing method.
7. Touch **Line Type**, then select **PSTN** or **PBX**.
8. Touch **Fax Name**, enter a name, such as your company name, then touch **OK**.
9. To save the setting, touch **OK**.
10. To return to the Home screen, press the **Home** button.



To configure Fax Settings in the Embedded Web Server:

1. In the Embedded Web Server, log in as administrator, then click **Apps > Fax**.
2. To configure the basic fax line settings, in the Fax Line area, click **Edit**.
  - For Fax Number, type the fax phone number.
  - To select a dialing type for outgoing faxes, click **Dialing Mode**, then select an option.
    - **Tone**: This option sets tone dialing as the dialing method.
    - **Pulse 10 pps**: This option sets 10 pulse-per-second dialing pulses as the dialing method.
    - **Pulse 20 pps**: This option sets 20 pulse-per-second dialing pulses as the dialing method.
  - Click **Line Type**, then select **PSTN** or **PBX**.
  - Click **Fax Name**, then type a name for the printer fax.
3. Click **OK**.

## Server Fax

Server fax allows you to send a fax over a network to a fax server. The fax server sends the fax to a fax machine over a phone line.

Before you can send a server fax, configure a fax filing repository or filing location. The fax server retrieves the documents from the filing location, then transmits the files over the telephone network. You can print a confirmation report.

### CONFIGURING A SERVER FAX FILING REPOSITORY

Before you can send a server fax, configure fax repository settings. When configured, the printer transfers faxed images to the repository. The fax server sends the fax to the destination over a phone line.

You can set up a repository that uses one of the following protocols:

- FTP
- SFTP
- SMB
- SMTP

### CONFIGURING A FAX REPOSITORY USING FTP OR SFTP

Before you begin:

- Ensure that FTP or SFTP services are running on the server or computer where images faxed by the printer are stored. Note the IP address or host name.
- Create a user account and password for the printer. When you use the server fax feature, the printer logs in using the account, transfers the file to the server or computer, then logs out. Note the user account and password.
- In the FTP or SFTP root directly, create a directory to use as a fax repository. Note the directory path.

To configure a fax repository using FTP or SFTP:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Server Fax**.
3. For Display on Device, click **Show**.
4. For Server and Protocol, click **Edit**. From the list, select **FTP** or **SFTP**.
5. To enable FTP or SFTP, for **Client Port**, click the toggle button.
6. To select a transfer mode for FTP, click **Transfer Mode**, then select an option.
  - **Passive Mode**: This option transfers data over a random port specified by the FTP server from a connection made from the printer.
  - **Active Mode**: This option transfers data over a fixed, known port from a connection made from the server.
7. Click **OK**.

8. To configure the FTP or SFTP Fax Server settings, click **Setup**, then enter the following information:
  - **IP Address: Port:** Enter the IP address of your fax server, then enter the port number.
  - **Document Path:** Enter the directory path of the folder, beginning at the root of FTP or SFTP services. For example, `//directoryname/foldername`.
  - **Login Name:** Enter a user name corresponding to a user account login name on the server.
  - **Password:** Enter the password corresponding to a user account password on the server.
  - **Retype Password:** Enter the login password again.
9. Click **OK**.

### CONFIGURING A FAX REPOSITORY USING SMB

Before you begin:

- Create a shared folder for a fax repository. Note the share name of the folder and the computer name or server name.
- Create a user account and password for the printer with full access rights to the fax repository. Note the user account and password.

To configure a fax repository using SMB:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Server Fax**.
3. For Display on Device, click **Show**.
4. For Server and Protocol, click **Edit**. From the list, select **SMB**.
5. To enable SMB, for **Port**, click the toggle button.
6. If needed, for **WINS Server Address Acquisition by DHCP**, click the toggle button.
7. If you did not enable WINS Server Address Acquisition by DHCP:
  - For Primary WINS Server Address, type the IP address for your primary WINS server.
  - For Secondary WINS Server Address, type the IP address for your secondary WINS server.



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

8. Click **OK**.
9. To configure the SMB Fax Server settings, click **Setup**, then enter the following information:
  - **IP Address: Port:** Enter the IP address of your fax server, then enter the port number.
  - **Share:** Enter the share name.
  - **Document Path:** Enter the directory path of the folder, starting at the root of the shared folder. For example, if you have a folder named `serverfax` in the shared folder, type `\serverfax`.
  - **Login Name:** Enter a user name corresponding to a user account login name on the server.
  - **Password:** Enter the password corresponding to the user account password on the server.
  - **Retype Password:** Enter the login password again.

10. Click **OK**.

### CONFIGURING A FAX REPOSITORY USING SMTP

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Server Fax**.
3. For Display on Device, click **Show**.
4. For Server and Protocol, click **Edit**. From the list, select **SMTP**.
5. To enable the printer to submit emails, for **Email Submission**, click the toggle button.
6. To enable the printer to send email alerts, for **Email Notification**, click the toggle button.
7. For Device Email, type the email address assigned to the printer.
8. In the SMTP Server area:
  - a. Click **Server Address**.
  - b. Enter the name of the SMTP server in one of the following ways:
    - In the Server Address field, type the name of the SMTP server.
    - To search for the server, click **Select Server from List**, click **Search**, select an SMTP server, then click **OK**.
  - c. For Outgoing SMTP Port Number, type the port number of the server that sends email. The default port number is 25.
9. In the Connection Security area, select a security protocol. If no protocol is used by your SMTP server, select **Off**.



Note:

- If you do not know the encryption method that your server supports, select **STARTTLS (If available)**. If you select STARTTLS (If available), the printer attempts to use STARTTLS. If your server does not support STARTTLS, SMTP communication is not encrypted.
  - If your email server requires encryption but does not offer a STARTTLS command to the printer, the email process fails.
10. In the Outgoing SMTP Authentication area:
    - a. To enable SMTP authentication, click **SMTP Authentication**. From the menu, select **SMTP AUTH**.
    - b. Type the login credentials for SMTP AUTH User Name, SMTP AUTH Password, and Retype Password.
    - c. Click **Login Credentials For Email Submission**, then select an option.
      - **Predefined**: To submit to the SMTP server, the printer uses the values for SMTP AUTH User Name and SMTP AUTH Password.
      - **Logged-In User**: To send an email to the SMTP server, the printer uses the network login credentials.

- If you selected Logged-In User, click **When Authentication Fails**, then select an option.
    - **Cancel Sending**: This option cancels the email submission.
    - **Authenticate with Predefined Credentials**: This option makes a second attempt to send the email using the predefined authentication credentials.
11. Click **OK**.
  12. To configure the SMTP Fax Server settings, click **Setup**.
  13. In the Domain Name field, enter the domain name of your SMTP fax server.
  14. For identification purposes, to prepend the word Fax to the email address, click **Email Address Format**, then select **Prepend "Fax="**.
  15. Click **OK**.
  16. If prompted to restart the printer, click **Restart Now**.

### CONFIGURING SERVER FAX DEFAULTS AND SETTINGS

A Server Fax allows you to send a fax over a network to a fax server. The fax server sends the fax to a fax machine over a phone line.

To configure the Server Fax App general settings and default settings:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. In the Installed Apps area, click **Server Fax**.
3. For Display on Device, click **Show**.
4. Configure the settings as needed for the following areas:
  - Defaults
  - General Settings and Policies
  - Scan To Apps General Settings
  - Presets
5. When you are finished, close the configuration window.



## Accounting

This chapter contains:

Xerox® Standard Accounting .....	176
Network Accounting .....	180
Accounting Using an Auxiliary Device .....	182

## 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.



Note:

- If the login method is set to Smart Card, you cannot enable Xerox® Standard Accounting.
- If Xerox® Standard Accounting is enabled, you cannot enable other accounting modes.
- Install device drivers, then enable accounting in those drivers for all user computers.

You can create a maximum of:

- 9999 unique Xerox® Standard Accounting user IDs with HDD installed, or 1000 user IDs with SDCard/eMMC installed
- 500 General Accounts

All user IDs must be assigned to one or more general 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, refer to [Cloning](#).

### ENABLING XEROX STANDARD ACCOUNTING

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Accounting Method**.



Note: If you previously set up an accounting method, click **Permissions > Accounting > Accounting Method**.

2. In the Accounting Method area, for Xerox® Standard Accounting, click **Select**.
3. In the What to Track window, select a tracking option.
  - **Track All:** This option records all scan, copy, and print activity.
  - **Only Track Color Copies and Prints:** This option records the number of color copies or prints only.
  - **Custom Tracking:** This option allows you to customize the functions to record. Select **Setup** and choose the functions to track, then click **OK**.
4. To block login information from displaying on the screen, for Mask Input, click **Enable**. Click **OK**.
5. When prompted to restart the printer, click **Change**.
6. After the printer restarts, log in as an administrator.

### CREATING A USER ACCOUNT

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.



2. For User Accounts, click **Add**.
3. For User Name, type the user name.
4. If the Login/Logout setting is configured to require user passwords, type the password for the user account, then retype the password.
5. Click **Add**.

## EDITING THE ACCOUNT SETTINGS FOR INDIVIDUAL USERS

You can configure the following parameters for an individual user:

- Set the type of user for the device. You can select a basic user or an administrator.
- Set the type of user for printing. You can select a basic user or a custom role.
- Reset any personal changes to the home screen on the printer control panel.
- Link the printer to a PC user name to receive status messages.
- Set and reset limits on jobs sent to the printer.
- Designate a From email address for the Scan to Email app.

To edit the account settings for a user:

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.
2. In the User Accounts area, click a user name.
3. In the Roles area:
  - To select between a basic user and an administrator, click **Device User Role**, select an option, then click **OK**.
  - To select the role for printing, click **Printing User Role**, select an option, then click **OK**.
4. To reset any personal changes to the home screen on the printer control panel, in the Personalizations area:
  - a. Click **Reset**.
  - b. When prompted to confirm, click **Reset**.
5. To link the user account to a personal computer for status messages, in the PC User Names area:
  - a. Click **Link Account**.
  - b. For PC User Name, type the user name to identify the computer for the user, then click **OK**.
6. To set limits on the printer functions for the user, in the Accounting area:
  - a. Click **Edit**.
  - b. For each area, type the limits that you want to enforce. The maximum allowable value is 16,000,000.
    - To reset all the limits to their original values, for Limits, click **Reset All**.
    - To reset to zero the number of units used for an individual category, click the circular arrow icon.
7. When finished, click **OK**.
8. To designate an email address for the From line in the Scan to Email app, in the Email "From" Address area:
  - a. Click **Edit**.

- b. In the Email Address field, type an email address, then click **OK**.

### CHANGING A USER PASSWORD

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.
2. Click the user name that you want to change.
3. Click **Change Password**, then type in the new password.
4. Retype the new password.
5. Click **OK**.

### DELETING AN ACCOUNT

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.
2. Click the user name that you want to delete.
3. Click **Delete User**.
4. At the confirmation prompt, click **Delete**.

### GENERATING AND DOWNLOADING A XEROX STANDARD ACCOUNTING REPORT

The usage report lists the number of impressions recorded for each user and each account. You can download a usage report as a .csv file.

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Accounting > Accounting Methods**.
2. Click **Report**.
3. On the Download Report window, to include user names select the checkbox.
4. Click **Download**.

The document is saved automatically as a .csv file in the default download location on your computer hard drive.

5. Click **Cancel**.

### RESETTING USAGE LIMITS

When users reach their maximum usage limit, they cannot use that feature until the administrator resets their limit. You can use the Reset option to reset all the usage data to zero.

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Accounting > Accounting Methods**.
2. Click **Reset**.
3. To reset all usage data to zero, click **Reset Usage Data**. To confirm, click **Reset**.

## CREATING A GENERAL ACCOUNT

General accounts define functions for groups of users. You can set limits on printer usage for an entire group. When a user belongs to a group, printer supplies usage is credited toward the group limits, not to the limits set for the individual user.

To create a general account:

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Accounting > General Accounts**.
2. In the General Accounts area, click the **Plus** icon (+).
3. For Name, type a name for the group.
4. For ID, type another string to identify the group.



Note: After you create the general account, you can edit the Name string, but not the ID string. To change the ID string, delete the General Account, then recreate it.

5. Click **Add**.

To add or remove a user in a general account:

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.
2. In the User Accounts area, click a user name.
3. In the Accounting area, click **Edit**.
4. In the General Accounts area, click the Enable toggle button to select or clear a general account.
5. Click **OK**.

## Network Accounting

To enable accounting through a network server:

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Accounting Method**.



Note: If you previously set up an accounting method, click **Permissions > Accounting > Accounting Method**.

2. In the Accounting Method area, for Network, click **Select**.

To specify a network server to monitor the accounting:

1. In the Limits area, click **Setup**.
2. In the Limits Server area:
  - For Server URL, type a URL for the network server that manages accounting.
  - For Timeout, type the number of seconds that the printer waits idle before it disconnects from the server.
3. In the What to Limit area:
  - To select functions to monitor, click the **Enable** toggle buttons.
  - If you selected Prints as a function to monitor, in the Job Limit Communication Error Handling section, select an action to perform in response to an error.
4. Click **OK**.

You can configure aspects of the login screen on the control panel. To configure this information:

1. In the Tracking Information area, click **Edit**.
2. To display information for a user, in the User ID area:
  - For Default Label, type the label that appears above the login field on the control panel.
  - For Default Value, type the default login string that appears in the login field on the control panel.
  - To require users to log in to the printer to retrieve usage information, for Ask Users, click the **Enable** toggle button.
  - To prevent login information from appearing on the control panel, for Mask Input, click the **Enable** toggle button.
3. To display information for a General Account, in the Account ID area:
  - For Default Label, type the label that appears above the login field on the control panel.
  - For Default Value, type the default login string that appears in the login field on the control panel.
  - To require users to log in to the printer to retrieve usage information, for Ask Users, click the **Enable** toggle button.
  - To prevent login information from appearing on the control panel, for Mask Input, click the **Enable** toggle button.
4. In the When to Prompt area, click each type of service, then select an option.
5. Click **OK**.

To require a login to retrieve accounting information:

1. In the Information Verification area, for **Enable**, click the toggle button.
2. Click **Verify All Jobs Including Network Print and Direct Fax Jobs**, then select an option.
3. If you select On with Exceptions, click **Exceptions**.
4. For Exceptions, select the required exceptions, then click **OK**.
5. Click **OK**.

## Accounting Using an Auxiliary Device



Note: If the login method is set to Simple or Local, you cannot configure the printer to perform accounting functions with an auxiliary device.

To set up accounting with an auxiliary device:

1. In the Embedded Web Server, log in as administrator, then click **Permissions > Accounting Method**.



Note: If you previously set up an accounting method, click **Permissions > Accounting > Accounting Method**.

2. In the Accounting Method area, for Auxiliary Device, click **Select**.
3. In the Device Type area, select a device to use for payment.
4. In the What To Track area, click the toggle buttons to select the activities to track.
5. In the Options area:
  - To configure the screen that is visible when users log in, click **Blocking Screens**. Configure as needed, then click **OK**.
  - To establish a time limit when the printer remains idle, for Time Out, click the **Enable** toggle button.
  - If you enabled a timeout, type the number of seconds that the printer waits for user activity before it goes into standby mode.
6. Click **OK**.

## Administrator Tools

This chapter contains:

Monitoring Alerts and Status.....	184
Energy Saving Settings.....	187
Entry Screen Defaults.....	188
Remote Services and Billing Information .....	189
Billing Impression Mode.....	191
Cloning .....	192
Address Books .....	193
Font Management Utility .....	194
Network Logs .....	195
Customer Support.....	196
Resetting and Restarting the Printer.....	197
Updating the Printer Software.....	198
Adjusting Color, Image, and Text Detection Settings .....	202

## Monitoring Alerts and Status

The Home page displays printer information including printer name, location, and a list of any current notifications. You can view alert information, such as the status code and description of the issue.

To view alerts:

1. In the Embedded Web Server, click **Home**.
2. View the Notifications.

### 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.

#### Email Alerts

You can define an address to receive email notifications when selected status alerts occur on the printer.

1. In the Embedded Web Server, log in as administrator, then click **Home**.
2. For Notifications, click **Settings**.
3. In the Email Notifications area, select the printer status events that trigger email notifications.
4. For Who should be notified, type an email address for the recipient of the alerts.



Note: You can enter up to five email addresses for recipients.

5. Click **OK**.

#### Configuring Low Supply Warning

You can set the printer to send an email alert when supplies reach a low level.

1. In the Embedded Web Server, log in as administrator, then click **Home**.
2. For Supplies, click **Details**.
  - To reorder supplies, in the Reorder Information area, click the link to open a webpage.
  - To change the link for ordering supplies, click **Edit**. Enter a new URL, then click **OK**.
3. To view the status of the supplies in your printer, in the Supplies area, click any of the supplies listed. When finished, click **Close**.
4. In the Options area, click **Alerts Setup**:
  - Ensure that the **Enable Alerts** toggle button is enabled.
  - To select the alerts that you want to receive, in the Enable Alerts area, click the toggle buttons.
  - Click **Toner Level**, then select the level when you want to receive an alert.
  - Click **OK**.



5. In the Options area, click **Email Alerts**.
  - In the **Email Alerts** area, type an email address to receive alerts.
  - To specify another person to receive alerts, type another address in the second field.



Note: You can enter up to five email addresses for recipients.

6. In the Toner Alerts and Other Supply Alerts areas, to select the events for notification, click the toggle buttons.
7. In the Other Supply Alerts area, to select the events for notification, click the toggle buttons.
8. Click **OK**.

### Software Upgrade Notification

You can define an address to receive email notifications when a software update is available for the printer.

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Software Update**.
3. In the Email Notifications area, click **Setup**.
4. Type up to three email addresses to receive email notification for software updates.
5. Click **OK**.

### Configuring Remote Services Notification

You can set the printer to send an email alert when a Remote Services upload has occurred.

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Remote Services Upload**.
3. Click **Settings**.
4. In the Email Notifications area, select the events for notification.
5. For Whom to notify?, type up to five email addresses to receive alerts.
6. To test the communication, click **Test Connection**.
7. Click **OK**.

## FAULT HISTORY

Use Fault History to view the log of recent printing faults. Faults are recorded in the log whenever the printer fails to print a job due to an error like a paper jam. The fault list appears with a code that identifies the type of fault and the date and time the fault occurred.

### Viewing Fault History

1. In the Embedded Web Server, log in as administrator, then click **Home**.
2. For Notifications, click **Settings**.
3. To view a list of recent printer errors, click **Fault History**.

4. Click **Close**.

## Energy Saving Settings

### CONFIGURING POWER SAVER USING THE EMBEDDED WEB SERVER

You can set the time the printer spends idle in ready mode before it automatically transitions to a lower power level.

To configure Power Saver Timeouts:

1. In the Embedded Web Server, click **System**.
2. Click **Power Saver**.
3. To set the delay before the printer enters Low-Power mode, for **Low Power Timeout**, enter the number of minutes.
4. To set the delay before the printer enters Sleep mode, for **Sleep Timeout**, enter the number of minutes.



Note: Set the timeouts so that the sum of both is within 60 minutes.

5. Click **Auto Power Off**, then select an option.
6. Click **OK**.

## Entry Screen Defaults

Use this page to set the default screen that appears on the control panel touch screen when users first access the control panel.

1. In the Embedded Web Server, click **Apps > Preferences**.
2. In the Walkup Screen area, click the menu, then select the default screen that you want to appear when users first access the control panel.

## Remote Services and Billing Information

### REMOTE SERVICES

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

To enable Remote Services:

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Remote Services Upload**.
3. To enable Remote Services Upload, click **Enable**.
4. To send billing and supplies information from the printer, click **Upload Now**.
5. To allow the printer to request data from Xerox, click **Download Data**.
6. Click **Settings**.
7. To synchronize the printer with the Xerox® Remote Services datacenter, in the Schedule Upload area, type the time of day to upload the billing and supplies information. Use 24-hour format.
8. To configure email notifications for remote services, in the Email Notifications area:
  - Select the events when you want to receive notification.
  - Type up to five email addresses to receive the notifications.
9. Click **OK**.

To disable Remote Services:

1. In the Embedded Web Server, click **System**.
2. Click **Remote Services Upload**.
3. In the Remote Services Upload area, click **Disable**.
4. For Who is disabling?, select the desired option.
5. For Why are you disabling Remote Services Upload?, type the reason.
6. Click **Disable**.

### VIEW USAGE AND BILLING INFORMATION

#### 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 the Embedded Web Server, click **Home**.
2. For Billing/Usage, click **Details**.
3. Click **Usage Counters**.
4. When finished viewing the information, click **Close**.

## Billing Information

The Billing/Usage 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, and the total number of impressions. The impression counts shown are used for billing.



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

1. In the Embedded Web Server, click **Home**.
2. For Billing/Usage, click **Details**.
3. Click **Billing Meters**.
4. When finished viewing the information, click **Close**.

## Printing the Billing Summary Report

To print the Billing Summary Report:

1. At the printer control panel, press the **Home** button.
2. Touch **Device > About > Information Pages**.
3. Touch **Billing Summary Report**.  
The Billing Summary Report prints.
4. To return to the Home screen, press the **Home** button.

## Billing Impression Mode

The Billing Impression Mode defines how the printer tracks impressions made on large-size paper, such as A3 or tabloid size paper.

There are two modes:

- A3 Impressions counts all impressions equally.
- A4 Impressions counts large impressions as their A4 equivalent.

A Xerox representative sets the Billing Impression Mode for your printer.

To change the Billing Impression Mode:

1. In the Embedded Web Server, click **Home**.
2. For Billing/Usage, click **Details**.
3. Click **Impression Mode**.



Note: A personal identification number (PIN) is required to change the billing impression mode. To obtain a PIN, contact your Xerox representative and provide the sequence and serial number information that appears on the Impression Mode page.

4. For PIN, type the number that you obtained from your Xerox representative.
5. Click **Apply**.
6. Click **Close**.

## Cloning

Cloning allows you to save your current printer configuration and app 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: Disable FIPS 140 mode before you install a clone file. For details, refer to [FIPS 140](#).

To determine the software version:

1. In the Embedded Web Server, click **System**.
2. Click **Software Update**.
3. In the Software Update area, view the Current Version.

### CREATING A CLONE FILE

1. In the Embedded Web Server, click **Home**.
2. In the Quick Links area, click **Cloning**.
3. Click **Create**.
4. In the Create Clone File area, select the apps and features that you want to include in the clone file.



Note: To include Personal Favorites in the exported clone file, include Address Book, Authentication, Authorization, Accounting, and Personalization among the selected features.

5. Click **Create**.
6. Save the downloaded file to a selected location.
7. Click **Close**.

### INSTALLING A CLONE FILE

1. In the Embedded Web Server, click **Home**.
2. In the Quick Links area, click **Cloning**.
3. Click **Install**.
4. Click **Select**.
5. Navigate to the location of the clone file, select it, then click **Open**.
6. Click **Install**.
7. Click **OK**.

### XEROX® DEVICE MANAGER CLONING FEATURE

These printers support the Xerox® Device Manager cloning feature. The cloning feature allows delivery of a clone file to the device with credentials for authentication. For more information on how to use the cloning feature, refer to *Xerox® Device Manager* documentation.



## Address Books

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. For email, you can configure the printer to use a Network Address Book or the Device 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. If you configure both address books, users are presented with a choice to use either address book at the control panel.

### DEVICE ADDRESS BOOK

The Device Address Book is an address book that is stored on the device locally. You can configure the printer to use the Device Address Book instead of a Network Address Book. You can add contacts manually, import directly from emails that are sent to or from the device, or import them from a .csv file.

#### Configuring Security Settings for the Device Address Book

You can allow users to edit the Device Address Book, or restrict editing to system administrators only.

1. In the Embedded Web Server, log in as administrator, then click **Permissions**.
2. Click **Roles > Device User Roles**.
3. In the Device User Roles area, for Basic User, click **Edit**.
4. In the Control Panel Permissions area:
  - Select **Custom Permissions**, then click **Setup**.
  - Click **Address Book**.
  - Select the permissions that you want to grant for the control panel, then click **OK**.
  - Click **Close**.
5. In the Device Website Permissions area:
  - Select **Custom Permissions**, then click **Setup**.
  - Click **Address Book**.
  - Select the permissions that you want to grant for the printer website, then click **OK**.
  - Click **Close**.
6. Click **OK**.

### 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. For information, refer to [Device Address Book](#).

## Font Management Utility

The Xerox® Font Management Utility is software that allows you to manage fonts for one or more printers on your network. You can use the font management utility to download your company-branded fonts or Unicode fonts to support multiple languages on your printer. You can add, delete, or export fonts. You can select the printers that you want to appear in the utility printer list.



Note:

- Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or print driver type.
- You can load PCL soft fonts without a hard drive. PCL soft fonts remain in the printer memory until you restart the printer.
- You can load PostScript fonts only if your printer has a hard drive.

To download the Xerox® Font Management Utility:

1. Open a Web browser and go to [www.xerox.com/support](http://www.xerox.com/support).
2. For Search by Product, type the product name, then click **Drivers & Downloads**.
3. In the Utilities & Applications area, click **Font Management Utility**.

## Network Logs

Log files are text files of recent printer activity that are created and stored in the printer. Log files are used to monitor network activity or troubleshoot network problems. A Xerox customer support representative can interpret the encrypted format log files.

### DOWNLOADING A LOG FILE

1. In the Embedded Web Server, click **System > Logs**.
2. Click **Audit Log**.
  - Click the **Enable** toggle button.
  - In the Export Audit Log area, click **Export**. This action generates an audit log file and downloads it to your computer.
  - Click **OK**.
3. Click **Device Log**.
  - In the Download Device Log area, read the text, then click **Accept**. This action generates a device log file and downloads it to your computer.
  - When the Device Log window returns, click **OK**.

## Customer Support

The support page in the Embedded Web Server displays contact information for customer service.

To add your own custom information:

1. In the Embedded Web Server, click **Home**.
2. In the Quick Links area, click **Support**.
3. In the Support Information area, for Customer Support, click **Edit**.
4. Update the fields with your information, then click **OK**.

### XEROX ONLINE SUPPORT



Note: 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.

To enable Xerox Online Support:

1. In the Embedded Web Server, click **Home**.
2. In the Quick Links area, click **Support**.
3. In the Options area, click **Online Support**.

## Resetting and Restarting the Printer

### RESTARTING THE PRINTER AT THE CONTROL PANEL

1. Ensure that the printer is in the ready state.
2. Press and release the Power button.
3. Touch **Restart**.
4. On the confirmation screen, touch **Restart**.

## Updating the Printer Software

 Note:

- Software installation begins several minutes after you submit the software to the printer.
- When installation begins, the Embedded Web Server is disabled.
- You can monitor the installation progress from the printer control panel.
- When the installation completes, the printer restarts and prints a Software Upgrade Report.

### CHECKING THE SOFTWARE VERSION



**Caution:** The latest versions of firmware are encrypted and they are not compatible with the earlier versions of firmware. For more information, refer to [www.support.xerox.com](http://www.support.xerox.com). Enter your printer name, then verify the compatible firmware version.

You can update your printer when Xerox releases a new version of printer software or firmware. Before you download and install new software, determine the current software version installed on your printer.

To determine the firmware version from the Embedded Web Server:

1. In the Embedded Web Server, click **System**.
2. Click **Software Update**.
3. In the Software Update area, view the current version.

To determine the firmware version at the printer control panel:

1. At the printer control panel, press the **Home** button.
2. Touch **Device > Software Update**.
3. For Current Version, view the version number.

### ENABLING UPGRADES

1. In the Embedded Web Server, click **System**.
2. Click **Software Update**.
3. In the Software Update area, click **Enable**.

### INSTALLING AND CONFIGURING SOFTWARE UPDATES USING THE EMBEDDED WEB SERVER

You can use the Embedded Web Server to check for software updates manually, or configure the device to check for updates automatically. You can set the frequency of the checks and configure email address notifications.

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Software Update**.
3. In the Software Update area, to enable software updates, click **Enable**.

4. In the Software Update area, click **Check Now**.
  - If there are no updates, click **Close**.
  - If there are updates available, click **Install Software**.
5. In the Check Automatically area, for When should the Device check for updates?, click the menu, then select an option.
6. In the Email Notifications area, for Whom to notify if an update is available?, click **Setup**, then enter an email address. Click **OK**.



Note: You can enter up to three email recipients.

7. In the Update with File Specified area, to install software now, select a file location, then click **Install Now**.

### INSTALLING AND CONFIGURING SOFTWARE UPDATES FROM THE CONTROL PANEL

You can use the printer control panel to check for software updates manually, or configure the device to check for updates automatically. You can set the frequency of the checks. If a software update is available, a notification appears on the control panel.

1. At the printer control panel, press the **Home** button.
2. Log in as administrator.
3. Touch **Device > Software Update**.
4. To configure the device to check for software updates automatically, touch **Check Automatically**, then select an option.

When a software update is detected, a notification appears on the device. The notification includes an option to install the software update.

5. To check for software updates now, touch **Check Now**.
  - If no updates are available, touch **Close**.
  - If updates are available, touch the software that you want to install, then touch **Install Now**.

### INSTALLING SOFTWARE AFTER A SOFTWARE UPDATE NOTIFICATION

When the device is set up to check for software updates automatically, if an update is found, a notification message appears. The software update can be installed from the notification screen.

To install the software after a Software Update Notification:

1. At the printer control panel, press the **Home** button.
2. Log in as administrator.

3. Touch the **Software Update Available** notification banner, then do one of the following:

- If the Install Now option is displayed:
  1. Touch **Install Now**.
  2. To confirm the installation, touch **Continue**.
  3. To agree to the software license agreement, touch **Agree**.
- If only the Clear Notification option is displayed:
  1. Touch **Clear Notification**.
  2. Touch **Device > Software Update**.
  3. Touch **Update Now**.
  4. Touch **Install Now**.
  5. To confirm the installation, touch **Continue**.
  6. To agree to the software license agreement, touch **Agree**.

4. The installation begins, and a status percentage appears.

Do not power off the device. When the installation is complete, the device restarts, and a confirmation report prints.

## INSTALLING SOFTWARE MANUALLY

This method explains the steps for installing software that you have downloaded from the Xerox website.

1. At the device control panel, print the Configuration Report.



Note: For details on how to print the Configuration Report, refer to [Printing the Configuration Report at the Control Panel](#).

2. At your computer, download the software to install.

- a. Open a Web browser, then in the address field, type **www.xerox.com/support**.
- b. In the search field, type the model name of the printer, then click **Drivers & Downloads**.
- c. Click the software that you want to install, then follow the instructions to download the software to your computer.

3. To access the Embedded Web Server for the printer, open a Web browser, then type the IP address for your device.

4. Log in as administrator, then click **System > Software Update**.

5. In the Update with File Specified area, click **Select**.

6. Navigate to the location where you downloaded the file, then select the file.

7. Click **Install Now**.



## RESETTING THE PRINTER SETTINGS



**Caution:** When you reset the printer to factory defaults, this erases all settings and returns the printer to the original factory state. All jobs, presets, apps, and device settings are reset. When the reset completes, the printer restarts, then the Install Wizard starts to guide you through the setup process.

1. At the printer control panel, log in as administrator, then press the **Home** button.
2. Touch **Device > Resets**.
3. To reset the settings for 802.1X and IPsec, touch **Reset 802.1X and IPsec**.
4. At the confirmation message, touch **Reset**.
5. To delete all the downloaded fonts, forms, and macros from the printer memory storage, touch **Reset Fonts, Forms, and Macros**.
6. At the confirmation message, touch **Reset**.
7. To reset the printer to factory defaults, touch **Reset to Factory Defaults**.
8. At the confirmation message, touch **Reset**.

## RESTARTING THE PRINTER AT THE CONTROL PANEL

Using the Software Resets feature to restart the printer is faster and wastes fewer consumables than powering the printer on and off. Restarting the printer can take up to five minutes during which time the Embedded Web Server is not available.

1. Ensure that the printer is in the ready state.
2. Press and release the Power button.
3. Touch **Restart**.
4. On the confirmation screen, touch **Restart**.

## Adjusting Color, Image, and Text Detection Settings

### CONFIGURING THE COLOR CALIBRATION AT THE CONTROL PANEL

Use Color Calibration to adjust colors that appear incorrect, or for composite grays that look neutral.

To perform a Color Calibration:

1. At the printer control panel, log in as administrator.
2. Press the **Home** button.
3. Touch **Device > Support > Color Calibration**.
4. To select a screen to use for your calibration, touch **Screen Type**, then select an option.
  - To optimize color tones for copy jobs, touch **Copy Job**.
  - To optimize color tones for Standard print-quality print jobs, touch **Print Job 1**.
  - To optimize color tones for Enhanced print-quality print jobs, touch **Print Job 2**.
5. To select a target job type for your calibration, touch **Target**, then select the type of output that you want calibrated.
  - To optimize color for copy jobs, print jobs, or both, select the appropriate option.
  - To reset the printer to factory defaults, touch **None**.
6. To select the source paper tray, touch **Paper Supply**, then touch the desired tray.
7. To begin the color calibration, touch **Start**. Follow the onscreen instructions.
8. When finished, touch **Close**.
9. To exit the menu, touch the Back arrow.
10. To return to the Home screen, press the **Home** button.

### PERFORMING AN AUTOMATIC COLOR REGISTRATION AT THE CONTROL PANEL

Color registration ensures that all the color sources align correctly on the page.

A color registration adjustment occurs every time a new toner cartridge is installed. You can run this adjustment at other times as needed.

To perform a color registration adjustment automatically:

1. At the printer control panel, press the **Home** button.
2. Touch **Device > Support > Color Registration - Automatic**.
3. Touch **Start**.
4. At the prompt for successful completion, touch **Close**.
5. To exit the menu, touch **X**.
6. To return to the Home screen, press the **Home** button.

To perform a manual color registration adjustment:

1. At the printer control panel, press the **Home** button.
2. Touch **Device > Support > Color Registration - Manual**.
3. To print a sample page, touch **Print Sample**. Examine the sample page.
4. Enter any adjustments into the control panel, then touch **Adjust**.

Print another sample page to verify the adjustments.

1. Make additional adjustments until the pages print as needed.
2. To exit the menu, touch **X**.
3. To return to the Home screen, press the **Home** button.

### CONFIGURING THE SCAN COLOR CONSISTENCY AT THE CONTROL PANEL

Use the Scan Color Consistency procedure to adjust scanned colors that appear incorrect, or for composite grays that look neutral. This procedure prints a Calibration Chart that you load into the automatic document feeder. The printer scans that page and uses the scanned values to complete the adjustments.

To perform the Scan Color Consistency procedure:

1. At the printer control panel, press the **Home** button.
2. Touch **Device > Support > Scan Color Consistency**.
3. To select the desired procedure, touch **Calibration Type**, then select a procedure.
  - To perform the Scan Color Consistency procedure, touch **Print Calibration Chart**. Follow the onscreen instructions.
  - To restore the color scan settings to the previous settings, touch **Restore Previous Settings**. Follow the onscreen instructions.
  - To reset the color scan settings to factory-default values, touch **Reset to Factory Defaults**. Follow the onscreen instructions.
4. When finished, touch **Close**.
5. To exit the menu, touch the Back arrow.
6. When finished, to return to the Home screen, press the **Home** button.

### CONFIGURING THE IMAGE POSITION AT THE CONTROL PANEL

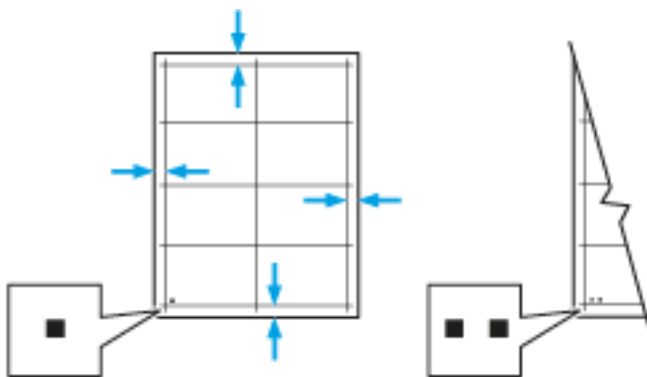
You can use Adjust Paper Registration to adjust the placement of the printed image on the page. The adjustment allows you to place the top, bottom, left, and right margins exactly where you want. You can specify the image position on both the front and back sides of the paper, for each installed paper tray.

#### Verifying the Image Position

1. At the printer control panel, press the **Home** button.
2. Log in as administrator.
3. Touch **Device > Support > Image Position**.

4. Select the source paper tray for the registration print.
  - Touch **Paper Supply**.
  - Touch the desired tray.
5. If your printer has automatic 2-Sided printing, select the sides that you want to optimize.
  - To select a sample registration page for adjusting Side 1, touch **Adjusted Side**, then touch **Side 1**.
  - To select a sample registration page for adjusting both sides, touch **Adjusted Side**, then touch **Side 2**.
6. Specify the consecutive number of sample pages to print.
  - Touch **Print Settings**.
  - To increase or decrease the number of sample pages, for Quantity, touch the **Plus** icon (+) or the **Minus** icon (-), then touch **OK**.
7. To print the sample pages, touch **Print Sample**.
8. When printing is completed, touch **Close**.
9. On the sample pages, for Side 1, use a ruler to measure the distance of the printed image from the top, bottom, left, and right edges.

 Note: For identification, a single dot is printed on Side 1, and two dots are printed on Side 2.



10. For Side 2, measure the distance of the printed image from the top, bottom, left, and right edges.
11. If the image is centered, no adjustment is required. If not centered, adjust the paper registration. For details, refer to [Performing an Image Position Adjustment](#).

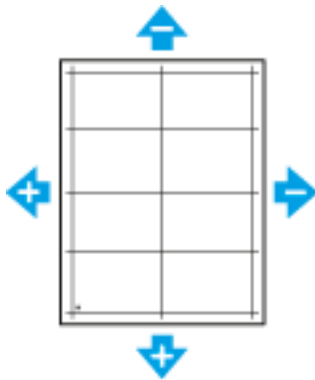
### Performing an Image Position Adjustment

1. At the printer control panel, press the **Home** button.
2. Log in as administrator.
3. Touch **Device > Support > Image Position**.
4. To adjust registration, select the source paper tray.
  - a. Touch **Paper Supply**.
  - b. Touch the required tray.

5. Using the chart printed in Verifying Paper Registration, select the side for registration.
  - For adjusting Side 1, touch **Adjusted Side**, then touch **Side 1**.
  - For adjusting Side 2, touch **Adjusted Side**, then touch **Side 2**.
6. To adjust the registration, touch **Lead/Side Registration**.
  - To adjust the side-to-side registration, for **Side Registration**, touch the **Plus** icon (+) or the **Minus** icon (-).
  - To adjust the top-to-bottom registration, for **Lead Registration**, touch the **Plus** icon (+) or the **Minus** icon (-).

For reference, position the chart so that Side-1 or Side-2 dots are at the bottom of the page.

- For Lead Registration, a positive value shifts the image down the page.
- For Side Registration, a positive value shifts the image to the left.



7. To save your settings, touch **OK**.
8. As needed, repeat steps 4 through 6 to enter more values.
9. Print another sample page, then repeat the process until you complete the registration corrections.
10. To return to the Home screen, press the **Home** button.



## Customization and Expansion

This chapter contains:

Xerox Extensible Interface Platform® .....	208
Displaying or Hiding Apps on the Printer Control Panel.....	211
Enabling the Plug-in Feature .....	212
External Keyboard.....	213

## 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 refer to [www.office.xerox.com/eip/enus.html](http://www.office.xerox.com/eip/enus.html) on the Xerox website.



Note:

- The printer contains a third-party font package, Liberation fonts. For details and license, refer to <https://fedorahosted.org/liberation-fonts/>. These fonts are licensed under GNU General Public License. This font is used only with the Xerox Extensible Interface Platform® Second-Generation browser. For details, contact your Xerox representative.
- When a ConnectKey App includes a security certificate, the certificate installs onto the printer with the ConnectKey App. You can manage security certificates in the Embedded Web Server. For details, refer to [Selecting a Certificate](#).

### CONFIGURING EXTENSIBLE SERVICES

1. In the Embedded Web Server, log in as administrator.
2. Click **Apps**.
3. Click **EIP Settings**.
4. Ensure that the EIP Browser toggle button is selected.
5. To enable installation of ConnectKey Apps on the printer, for Allow ConnectKey App Install, select the toggle button.
6. To enable installation of unencrypted ConnectKey Apps on the printer, for Allow Unencrypted ConnectKey App Install, select the toggle button.
7. To enable verification of server certificates, for Verify Server Certificates, select the toggle button.
8. To set the soft keypad policy, for Soft Keypad Policy, select an option.
  - To show the soft keypad within ConnectKey Apps, select **Show based on individual App setting**.
  - To hide the soft keypad within all ConnectKey Apps, select **Hide within all Apps**.
9. If your Xerox EIP application requires a user password, to enable export of passwords, for Export Password to EIP Apps, select the toggle button.
10. To enable your Xerox EIP application to start using remote scanning, for Start Job Using Remote Program, select the toggle button.
11. To enable EIP Web Services, click **EIP Web Services**. For the services needed, select the toggle buttons, then click **OK**.

### CONFIGURING PROXY SETTINGS

1. In the Embedded Web Server, log in as administrator, then click **Apps**.



2. Click **EIP Settings**.
3. To enable a proxy server, in the Extensible Interface Platform area, click the **Use Device Proxy Server** toggle button.
4. Click the **Proxy Server** link.
5. To enable a proxy server, click the **Proxy Server** toggle button.
6. If your printer has both Wi-Fi and Ethernet enabled, in the Proxy Server area, click **Proxy Setup**, then select an option.
  - To configure a single proxy server for both Wi-Fi and Ethernet, click **Common Proxy**.
  - To configure separate proxy servers for Wi-Fi and Ethernet, click **Different Proxies**.



Note: If your printer does not have both Wi-Fi and Ethernet enabled, the Proxy Setup setting does not appear.

7. Click **Setup**, then select the method for configuring the proxy server.
  - To use automatic settings for the proxy server, click **Automatic**.
  - To use a configured default proxy settings script, click **Configuration Script**, then type the URL to acquire the script.
  - To enter settings manually, click **Manual Address**, then enter the configuration details for the proxy server.
8. If needed, in the HTTP window, edit other configuration settings.
9. Click **OK**.

## SETTING UP A FILE REPOSITORY

A template contains scan settings and at least one destination for the scanned image files. You can associate a scan template with your service or use the default template.

To configure File Repositories:

1. In the Embedded Web Server, log in as administrator, then click **Apps**.
2. Click **EIP Settings**.
3. In the Scan Template Settings area, click **File Repositories**.
4. In the File Repository area, click an item in the list.

If there are no repositories in the list:

1. Click the **Plus** icon (+), then select a protocol.
2. Enter the configuration information.
3. Click **OK**.

## CONFIGURING TEMPLATE POOL REPOSITORY SETTINGS

If you use a scanning management application, such as SMARTsend or ScanFlowStore, provide information about the server that hosts the templates on this page.

1. In the Embedded Web Server, click **Apps**.

2. Click **EIP Settings**.
3. In the Scan Template Settings area, select **Other Settings**.
4. In the Template Pool area, click **Edit**.
5. Click **Server Type**, then select the protocol for the server where the Template Pool is located.
6. Enter the configuration information, then click **OK**.
7. To enable automatic refresh of templates, enable the **Automatic Refresh** toggle button.
8. For Daily Refresh Time, type the time that templates update.
9. To update the template list immediately, click **Refresh Template List Now**.
10. Click **Print Confirmation Sheet**, then select the conditions for when you want a confirmation sheet to print.
11. To include user names in the job log, enable the **User Name in the Job Log** toggle button.

## Displaying or Hiding Apps on the Printer Control Panel

To show or hide apps on the printer control panel:

1. In the Embedded Web Server, click **Apps**.
2. In the Installed Apps area, click the required app.
3. Click **Show/Hide**.

## Enabling the Plug-in Feature

To install and configure USB Card Readers on your device, activate the Plug-in Feature.

1. In the Embedded Web Server, log in as administrator, then click **System**.
2. Click **Plug-in Settings**.
3. To enable the Plug-in Feature, click the **Plug-in Feature** toggle button.
4. Click **Close**.
5. To activate your changes, at the prompt, click **Restart Now**.

For more information about configuring a Common Access Card system on your Xerox device, refer to the *Xerox® VersaLink® Common Access Card System Configuration Guide*. Go to [www.support.xerox.com](http://www.support.xerox.com), enter your printer name, then click **Documentation**. Select and download the documentation required.

## External Keyboard

You can connect the external keyboard directly to your device using the USB ports. Wi-Fi Direct and Bluetooth keyboards are not supported.

You can set up the external keyboard at the control panel touch screen:

1. At the control panel, touch **Device > Language > Keyboard Layout**.
2. Set up the Keyboard Layout as needed. Changes to the keyboard layout take effect after a restart.



Note: The external keyboard does not support the **Esc** key, the **Tab** key, or shortcuts using the **Ctrl** key.





