Microsoft Windows NT 4.0 Server (TCP/IP) Quick Install Card
Xerox Document Centre 240/255/265 LP/ST

Before You Start

If your printer is equipped with a Token Ring interface, use the **Token Ring Quick Install Card** supplied in this Quick Install Card set to set the Ring Speed and Source Routing settings for your environment.

You can use DHCP or RARP servers to assign TCP/IP information to your Document Centre. Refer to the DHCP and RARP Quick Install cards for details.

Record the following information

IP Address _____

Subnet Mask _____

Default Gateway _____

You will compute your Broadcast Address as part of this procedure.

Go to the printer and...

1. Connect your Document Centre to the network with the appropriate cabling.

2. Enter the *Tools* pathway.

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

b) On the keypad enter **1111** or the current password. Press the **Enter**

button when finished. If your printer is an ST model press the **Go to Tools** button, otherwise skip to the next step.

c) The Touch Screen will be used for the remainder of the data entry.

3. Enter the Network Setup menus.

a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.

b) Wait for the screen to refresh and press the **Network Setup** button.

c) Press the **TCP/IP Options** button.

4. Enable the Protocol and Media.

a) Press the **TCP/IP Settings** button.

b) Press the **Protocol and Media** button.

c) Press the **Enable** button. Once pressed the Physical Media buttons will appear. Select Ethernet or Token Ring. Press **Save** to retain the settings and continue.

5. Set the Broadcast Address.

a) Press the **Broadcast Address** button.

b) The broadcast address can be calculated this way: Perform a logical OR of the IP address and the complement of the Subnet Mask.

Example of logical OR method:

IP Address = 13.175.109.146
Subnet Mask = 255.255.252.0
IP Address
00001101.10101111.01101101.10010010
Complement of Subnet Mask
00000000.00000000.00000011.11111111
The result
00001101.10101111.01101111.11111111
Broadcast Address = 13 . 175 . 111 . 255

c) One at a time press the soft buttons on the Touch Screen for each octet of the broadcast address and enter the numbers from the keypad. When finished press the **Save** button on the touch screen and you will be returned to the **TCP/IP Settings** Screen.

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6. Set the Host Name.

a) Press the **Host Name and Address** button.

b) One at a time press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers from the keypad.

c) Press the **Host Name** button.

d) When the soft keypad appears, type the host name EXACTLY as you want it to appear with proper case. When finished press the **Save** button to record the changes and exit to the TCP/IP Settings Screen.

7. Set the Subnet Mask and Gateway.

a) Press the **Subnet and Gateway** button.

b) One at a time press the soft buttons on the Touch Screen for each octet of the Subnet Mask and enter the numbers from the keypad. Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the TCP/IP Settings screen.

c) Press the **TCP/IP - LP** button. At the next screen press **Enable** then press **Save**.

d) Press the **Exit Tools** button.

8. Wait a MINIMUM of 7 minutes for the printer to reset.

a) From the documentation package supplied with your printer, retrieve the **CentreWare Network Services CD-ROM** (CD-ROM 2) and the document entitled **Getting Started with Print and Fax Services**. Proceed to the next section of this procedure called **Go to the server and...**

Go to the server and...

1. Verify the correct software is loaded.

a) At the Desktop, right mouse click the **Network Neighborhood** icon and select **Properties**. Click on the **Protocols** TAB and verify that the **TCP/IP** protocol has been loaded.

b) Select the **Services TAB** and verify that **Microsoft TCP/IP Printing** is loaded. If this software is not present, install it using the documentation provided by Microsoft. Then return to the next step in this document.

2. Add the printer

a) Open the **Control Panel** and double-click **Printers** icon. Double-click **Add Printer**. The Add printer Wizard starts.

b) Verify that **My Computer** is selected and click **Next>**.

c) Click **Add Port**. From the list that appears select **LPR Port**. Click **New Port**.

d) This will open up the A**dd LPR compatible printer** window. Type in the IP address of the Document Centre printer and **lp** for the printer name and select **OK**. Note that the printer name is case sensitive.

e) The Wizard will return you to the previous dialog. Verify the new IP address you entered is in the list and correct. The check box to the left of the address must be checked if it is not, check it then select **Next>**.

f) Insert **CentreWare Networks Services CD-ROM** (CD-ROM 2) and click **Have Disk**.

g) Click the **Browse** button and select the directory containing the Windows NT drivers. Details for this are contained in the document entitled **Getting Started with Print and Fax Service.** Select the **PRINTER.INF** file then click **Open**.

h) The Wizard will return you to the previous dialog. Verify the path and file name are correct and click **OK**.

i) At the next dialog, enter a name for the printer and select whether you want that printer to be the default then click **Next>**.

j) If the printer will not be shared, click **Next>**. To share the printer, check the **share** checkbox, enter a Share Name, then click **Next>**.

k) At the next dialog it is recommended that you print a test page. Click **Finish**.

l) Wait for the Test Print to print. A new dialog will ask for confirmation of the test print. If the page printed, click **Yes. I**f it did not print; run the printing troubleshooter in NT.

3. Send a test job to the printer.

a) Check your test job for quality and use the problem solving section of the **Document Centre 240/255/265 Reference Guide** for resolving print defects.

b) If your print job does not print, refer to the troubleshooting section in the document entitled **Network Installation and Troubleshooting Guide** to correct the problem.

Go to the workstation and...

1. Verify that the TCP/IP protocol stack is loaded.

2. Use the **CentreWare Network Services CD-ROM** (CD-ROM 2) to install print drivers. Details for this are found in the document supplied with your printer entitled **Getting Started with Print and Fax Services**.

3. Connect the printer that you just created to the shared resource on the server.

4. Open an application on the workstation and print a test page to verify operation.

5. Check your test job for quality and use the problem solving section of the **Document Centre 240/255/265 Reference Guide** for resolving print defects.

6. Repeat this **Go to the workstation and...** procedure for each workstation on the network that will print to the printer.