



WorkCentre 4118 and FaxCentre 2218 System Administration Guide

705N00020B



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Changes, technical inaccuracies and typographical errors will be corrected in subsequent editions

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1 Welcome

Thank you for choosing the *WorkCentre 4118 / FaxCentre 2218*. These products have been designed for ease of use, but to use your machine to its fullest potential take some time to read the *User Guide*.

- Introduction 1-2
- About This Guide 1-3
- Related Information Sources 1-4
- Customer Support 1-5

Introduction

The *WorkCentre 4118 / FaxCentre 2218* are digital devices capable of being used for faxing, copying, printing and scanning. The features and functions available on your machine depend on the model purchased.

WorkCentre 4118 Series

2 in 1

This model provides digital copying and direct printing at 17 pages per minute A4 or 18 pages per minute letter as standard.

Options available include an additional Paper Tray, Document Feeder, Foreign Interface, Stand and the Network Kit. The Network Kit enables network printing, including a driver compatible with PostScript®3™. The kit also includes Macintosh and Linux print and scan drivers.

4 in 1

The 4 in 1 model provides digital copying, direct printing, fax and direct scanning at 17/18 pages per minute.

Options include an additional Paper Tray, Foreign Interface, Stand and the Network Kit. The Network Kit enables network printing, including a driver compatible with PostScript®3™. The kit also includes Macintosh and Linux print and scan drivers.

FaxCentre 2218

Provides faxing, digital copying, direct printing and scanning at 17 pages per minute A4 or 18 pages per minute letter as standard.

Options include an additional Paper Tray, Foreign Interface, Stand and the Network Kit. The Network Kit enables network printing, including a driver compatible with PostScript®3™. The kit also includes Macintosh and Linux print and scan drivers.

About This Guide

Throughout this *System Administration Guide* some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- Page is synonymous with sheet.
- *WorkCentre 4118 / FaxCentre 2218* is synonymous with the machine.

The following table offers further information about the conventions used within this Guide.

CONVENTION	DESCRIPTION	EXAMPLE
Italic Typeface	Used to emphasize a word or phrase. In addition, references to other publications are displayed in Italic typeface.	<i>WorkCentre 4118 / FaxCentre 2218.</i>
Bracket Text Typeface	Used to emphasize the selection of a feature mode or button.	➤ Select the paper supply source required by pressing [Paper Supply].
Notes	Located in the margins and used to provide additional or useful information about a function or feature.	<ul style="list-style-type: none"> • <i>For instructions on loading media, refer to “Loading Paper” in the User Guide.</i>
Specification Note	Provides more in-depth specification information relating to the machine.	<i>For full media specifications refer to “Media Specifications” in the User Guide</i>
Caution	Cautions are statements that suggest <i>mechanical</i> damage as a result of an action.	CAUTION: DO NOT use organic or strong chemical solvents or aerosol cleaners or pour fluids directly onto any area.
Warning	Used to alert users to the possibility of <i>personal</i> injury.	WARNING: This product must be connected to a protective grounded circuit.

Related Information Sources

Information available for the products consists of:

- This *System Administration Guide*
- The *Quick Use Guide*
- The *Quick Install Sheets*
- The *User Guide*
- The Xerox website www.xerox.com
- The *Network Quick Setup Guide*
- The *Reference Poster*

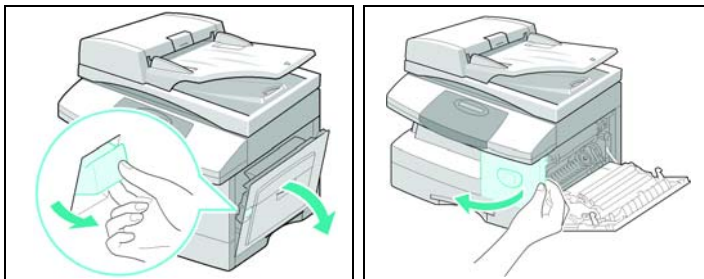
Customer Support

If you need assistance during or after product installation, please visit the Xerox website for online solutions and support:

<http://www.xerox.com>

If you require further assistance, call our experts at the *Xerox Welcome Center*, or contact your local representative. When telephoning please quote the machine serial number. Use the space below to make a note of the machine serial number:

To access the serial number open the side cover using the release latch and then open the front door. The serial number is located on the panel above the *Toner Cartridge*.



The *Xerox Welcome Center* or local representative telephone number is provided when the machine is installed. For convenience and future reference, please record the telephone number in the space below:

Xerox US Welcome Center:

1-800-821-2797

Xerox Canada Welcome Center:

1-800-93-XEROX (1-800-939-3769)

2 Basic Network Installation

Introduction

This chapter explains how to make the basic settings to install the *WorkCentre 4118 / FaxCentre 2218* on a network. The physical connection is Ethernet and the addressing protocols are provided by TCP/IP. The following information is provided:

- Information Checklist 2-2
- Ethernet Port 2-3
- Basic TCP/IP Settings 2-5

Information Checklist

Before starting the basic network installation procedures, please ensure the following items are available or have been performed:

Item	By
An existing operational network utilizing TCP/IP is required, these procedures are not designed to install a network.	Customer
A suitable network cable.	Customer
<p>If you are going to configure TCP/IP manually, you need to obtain and record the following information:</p> <ul style="list-style-type: none"> • TCP/IP Address: • Gateway Address: • Subnet Mask Address: • Primary DNS Server Address: <p><i>Refer to the Glossary for additional information on the Gateway Address, Subnet Mask Address and Primary DNS, if needed.</i></p>	Customer
Test the <i>WorkCentre 4118 / FaxCentre 2218</i> to ensure it is installed fully and functioning correctly.	Customer
<i>WorkCentre 4118 / FaxCentre 2218</i> print drivers.	Xerox

If problems are encountered during the WorkCentre 4118 / FaxCentre 2218 installation, refer to the Problem Solving chapter for assistance.

CAUTION: Do not connect the network cable to the *WorkCentre 4118 / FaxCentre 2218* until instructed to do so.

Ethernet Port

The Ethernet port is the default interface used on the *WorkCentre 4118 / FaxCentre 2218*.

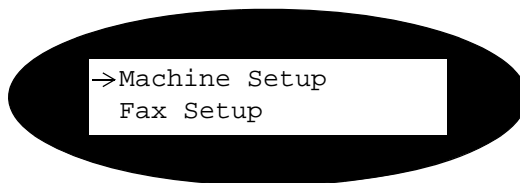
NOTE: The Ethernet port cannot be disabled.

Ethernet Port Setup

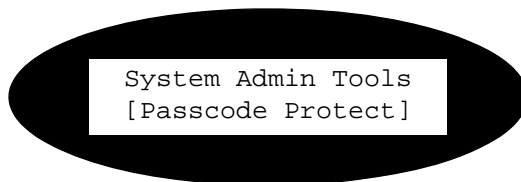
If the speed setting of the Ethernet port needs to be changed perform the following steps:

- Connect the device to the network outlet or cable.

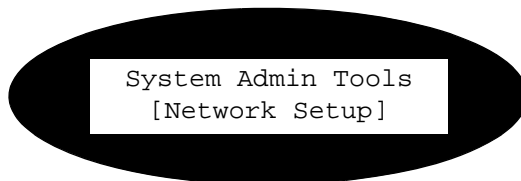
- Press the [Machine Status] button.




- Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
➤ If the *System Admin Tools* have been passcode protected, type in the password and press [Enter].



- Press ◀ or ▶ until *Network Setup* displays and press [Enter].

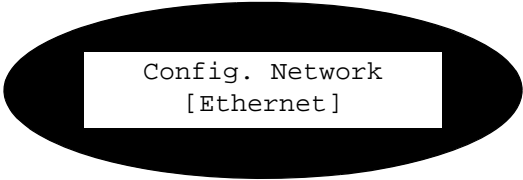


- 5** ➤ Press ◀ or ▶ until *Configure Network* displays and press [Enter].

A black oval background containing a white rectangular box with the text "Network Setup" on the first line and "[Config. Network]" on the second line.

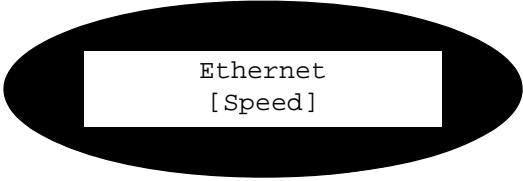
Network Setup
[Config. Network]

- 6** ➤ Press ◀ or ▶ until *Ethernet* displays and press [Enter].

A black oval background containing a white rectangular box with the text "Config. Network" on the first line and "[Ethernet]" on the second line.

Config. Network
[Ethernet]

- 7** ➤ Press [Enter] to set the speed.

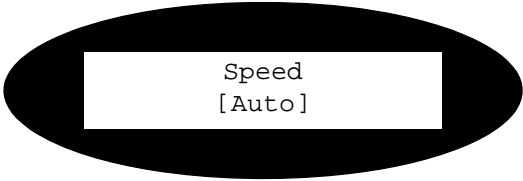
A black oval background containing a white rectangular box with the text "Ethernet" on the first line and "[Speed]" on the second line.

Ethernet
[Speed]

- 8** ➤ Press ◀ or ▶ to display the appropriate speed and press [Enter].

The choices are:

Auto
10M Half
10M Full
100M Half
100M Full

A black oval background containing a white rectangular box with the text "Speed" on the first line and "[Auto]" on the second line.

Speed
[Auto]

- 9** ➤ Setup the TCP/IP addresses (see "*Basic TCP/IP Settings*" on page 2-5).

Basic TCP/IP Settings

Before the printer can be used on the network, the TCP/IP addresses need to be entered. These can be entered automatically using Dynamic Host Configuration Protocol (DHCP) or Bootstrap Protocol (BOOTP) or entered manually. To enter the addresses manually, you need to obtain the following:

- TCP/IP Address
- Gateway Address
- Subnet Mask Address
- Primary DNS Server Address

Installation Procedure

There are three stages required to install the *WorkCentre 4118 / FaxCentre 2218* in a TCP/IP networking environment:

- Network Communication Setup

This requires the *WorkCentre 4118 / FaxCentre 2218* to be setup for TCP/IP.

- Workstation Setup

This requires the workstations in the networking environment to be configured to communicate with the *WorkCentre 4118 / FaxCentre 2218*.

- Test Print

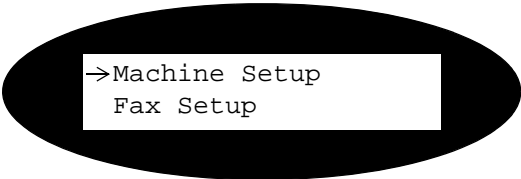
A print job should be submitted to ensure the *WorkCentre 4118 / FaxCentre 2218* has been installed and configured correctly.

Enabling or Disabling TCP/IP

At the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

1

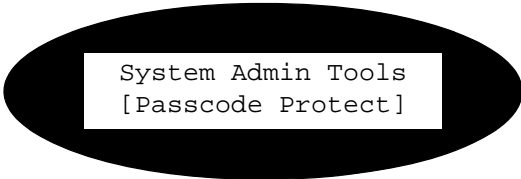
- Press the [Machine Status] button.



→Machine Setup
Fax Setup

2

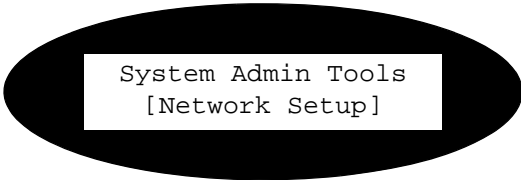
- Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
- If the *System Admin Tools* have been passcode protected, type in the password and press [Enter].



System Admin Tools
[Passcode Protect]

3

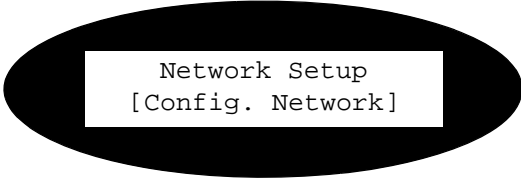
- Press ◀ or ▶ until *Network Setup* displays and press [Enter].



System Admin Tools
[Network Setup]

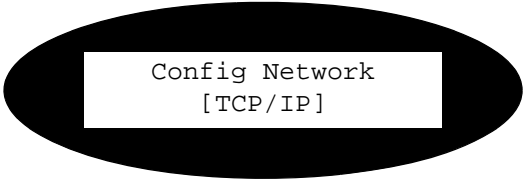
4

- Press ◀ or ▶ until *Configure Network* displays and press [Enter].




Network Setup
[Config. Network]

- 5** ➤ Press ◀ or ▶ until *TCP/IP* displays and press [Enter].



Config Network
[TCP/IP]

- 6** ➤ Press ◀ or ▶ until *Setup* displays and press [Enter].
- To enable TCP/IP, press ◀ or ▶ until *Enable* displays and press [Enter]. Otherwise select *Disable* and press [Enter].



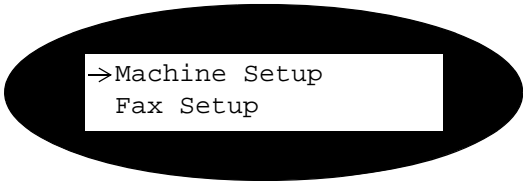
TCP/IP
[Setup]

Network Communication Setup

Automatically setting TCP/IP Addresses

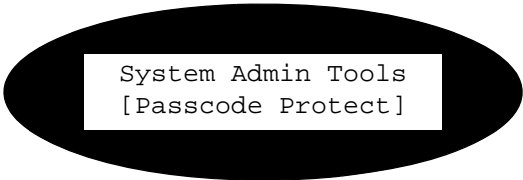
At the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

- 1** ➤ Ensure the Ethernet Port has been configured (see “*Ethernet Port*” on page 2-3).
- 2** ➤ Press the [Machine Status] button.




→Machine Setup
Fax Setup

- 3** ➤ Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
- If the System Admin Tools have been passcode protected, type in the password and press [Enter].



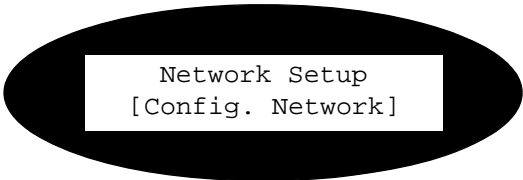
System Admin Tools
[Passcode Protect]

- 4** ➤ Press ◀ or ▶ until *Network Setup* displays and press [Enter].

A black oval containing a white rectangular box with the text "System Admin Tools" on the first line and "[Network Setup]" on the second line.

System Admin Tools
[Network Setup]

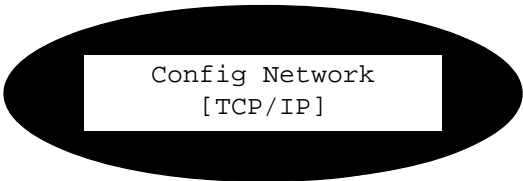
- 5** ➤ Press ◀ or ▶ until *Configure Network* displays and press [Enter].

A black oval containing a white rectangular box with the text "Network Setup" on the first line and "[Config. Network]" on the second line.

Network Setup
[Config. Network]

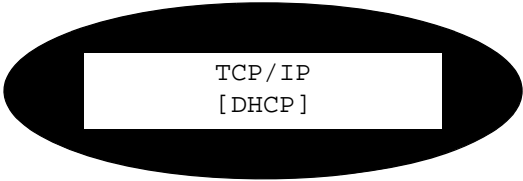
- 6** ➤ Press ◀ or ▶ until *TCP/IP* displays and press [Enter].

You can use DHCP or BOOTP to automatically configure TCP/IP on the machine.

A black oval containing a white rectangular box with the text "Config Network" on the first line and "[TCP/IP]" on the second line.

Config Network
[TCP/IP]

- 7** ➤ Press ◀ or ▶ until the required setting method displays and press [Enter].

A black oval containing a white rectangular box with the text "TCP/IP" on the first line and "[DHCP]" on the second line.

TCP/IP
[DHCP]

After a short period of time, the network will allocate the required addresses.

- 8** Print a System Data sheet to check the addresses (see the *User Guide* for printing reports).

Manually setting TCP/IP Addresses

At the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

HINT: *Xerox CentreWare Internet Services* can also be used to configure the *WorkCentre 4118 / FaxCentre 2218*, refer to the *CentreWare Internet Services* chapter for instructions.


When manually making the TCP/IP settings, you will need to know the following information:

- The IP address.
 - The subnet mask, if required.
 - The Gateway address, if required
 - The primary and Secondary DNS address, if required.
- Ensure the Ethernet Port has been configured (see “*Ethernet Port*” on page 2-3).

1

2

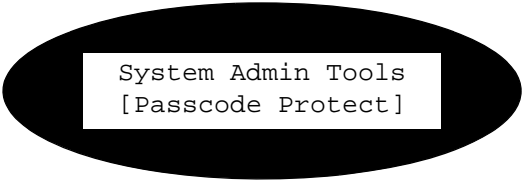
- Press the [Machine Status] button.



→Machine Setup
Fax Setup

3


- Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
- If the System Admin Tools have been passcode protected, type in the password and press [Enter].



System Admin Tools
[Passcode Protect]


4

- Press ◀ or ▶ until *Network Setup* displays and press [Enter].



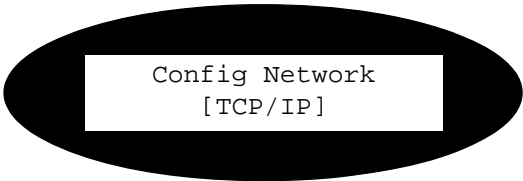
System Admin Tools
[Network Setup]

- 5** ➤ Press ◀ or ▶ until *Configure Network* displays and press [Enter].

A black oval background containing a white rectangular box with the text "Network Setup" on the top line and "[Config. Network]" on the bottom line.

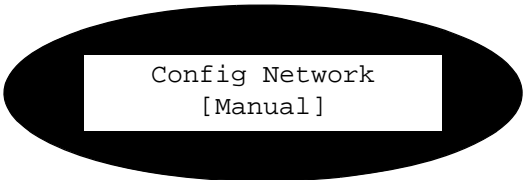
Network Setup
[Config. Network]

- 6** ➤ Press ◀ or ▶ until *TCP/IP* displays and press [Enter].

A black oval background containing a white rectangular box with the text "Config Network" on the top line and "[TCP/IP]" on the bottom line.


Config Network
[TCP/IP]

- 7** ➤ Press ◀ or ▶ until *Manual* displays and press [Enter].

A black oval background containing a white rectangular box with the text "Config Network" on the top line and "[Manual]" on the bottom line.

Config Network
[Manual]

- 8** ➤ For each address, press ◀ or ▶ until the required setting displays and press [Enter].

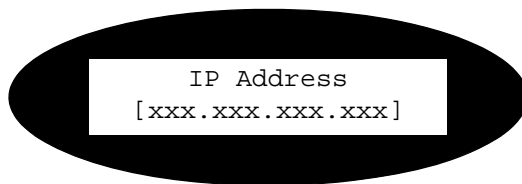
A black oval background containing a white rectangular box with the text "Manual" on the top line and "[IP Address]" on the bottom line.

Manual
[IP Address]

9

- Enter the address using the keypad and press [Enter].

Press the ➤ to move between fields, use ◀ to correct mistakes.



NOTE: If required, subnet mask, Gateway address and DNS address can be set up using the same steps.

10

- Continue with *Workstation Setup* on page 2-12.

Workstation Setup

To enable the workstation environment to communicate with the *WorkCentre 4118* / *FaxCentre 2218* perform the following steps:

- 1** ➤ At the client workstation, install print drivers and map to the printer (see *Workstation Setup* 4-3).
- 2** ➤ Continue with *Test Print*, see Test Print 8-16.

3 NetWare

Introduction

This chapter explains how to install the *WorkCentre 4118 / FaxCentre 2218* on the various NetWare networks. The following information is provided:

- Information Checklist 3-2
- NetWare Environments 3-3
- IP NDPS Printing 3-4

Information Checklist

Before starting the NetWare installation procedures, please ensure the following items are available or have been performed:

Item	By
An existing operational NetWare network is required, these procedures are not designed to install a NetWare network.	Customer
NetWare client, server and operating system software version 4.x, 5.x and 6.x.	Customer
Install the printer drivers on each workstation that will use the printer.	Customer
Ensure LPR is enabled on the <i>WorkCentre 4118 / FaxCentre 2218</i> . <i>Refer to "Enabling/Disabling LPR/LPD" on page 6-3 for configuration instructions.</i>	Customer
Test the <i>WorkCentre 4118 / FaxCentre 2218</i> to ensure it is installed fully and functioning correctly.	Customer
<i>WorkCentre 4118 / FaxCentre 2218</i> print and fax drivers.	Xerox
Xerox NDPS Gateway.	Xerox

If problems are encountered during the WorkCentre 4118 / FaxCentre 2218 installation, refer to the Problem Solving chapter for assistance.

NetWare Environments

Novell NetWare is supported by installing Novell Distributed Printing System (NDPS) over IP networks using the LPR protocol.

The NetWare versions and protocols supported in this chapter are as follows:

➤ NetWare Versions supported:

NetWare 4.x, 5.x and 6.x

➤ Network Protocols supported:

IP (IP printing is supported via LPR/LPD only)

IP NDPS Printing

- Ensure server(s) and NDS are patched to the correct level.
- Ensure NDPS 2.0 is installed.
- Ensure the latest version of the Xerox NDPS Gateway is installed on the relevant server.
- Ensure you have an NDS login with sufficient rights to create objects in the required container.

NDPS Printing to the *WorkCentre 4118 / FaxCentre 2218* uses IP and LPR printing therefore the Line Printer Daemon must be configured. See “*Enabling/Disabling LPR/LPD*” on page 6-3.

1

- Create NDPS Printer object:

In NDS create a new NDPS Printer object in the appropriate container.

- Enter a name and select [Create].
- Choose the appropriate NDPS Manager and select the Novell Printer Gateway. Select [OK].
- You can choose a printer type at this stage if required. Otherwise leave as *None*. Select [OK].
- On the *Configure Port Handler* screen select [LPR on IP] and then select [Next].
- Enter the IP Address (or host name if appropriate) of the *WorkCentre 4118 / FaxCentre 2218*.

NOTE: The *Printer Name* can be left at the default.

- Select [Finish]. The new *Printer Agent* will load on the relevant server.
- You can select print drivers at this point if you wish. Select [Continue] and then [OK] to finish.

NOTE: The two configurations described above can coexist.

2

- Install the print driver on each workstation (see “*Workstation Setup*” on page 4-3).

4 Print Driver Installation for Networked Printers

Introduction

This chapter explains how to install the print drivers for networked printers. The following information is provided:

- Information Checklist 4-2
- Workstation Setup 4-3

Information Checklist

Before starting the driver installation procedures, please ensure the following items are available or have been performed:

Item	By
The printer has been installed on the network.	Customer
WorkCentre 4118 / FaxCentre 2218 print drivers are available on CD.	Xerox

If problems are encountered during the WorkCentre 4118 / FaxCentre 2218 installation, refer to the Problem Solving chapter for assistance.

Workstation Setup

This section includes the setup procedures for the various workstation environments.

1

Locate and perform the workstation setup procedures for the workstation environment. Choose from:

- Windows XP (TCP/IP) (see 4-4).
- Windows 2000 (TCP/IP) (see 4-5).
- Windows NT V4.0 (TCP/IP) (see 4-7).
- Windows 98/Millennium Edition (TCP/IP) (see 4-8).
- Windows XP (IPP) (see 4-9).
- Windows 2000 (IPP) (see 4-10).
- Apple Mac OSX with Bonjour (see 4-11).
- Apple Mac OSX with AppleTalk (see 4-12).
- Apple Mac OSX with IPP (see 4-13).
- Linux

NOTE: Ensure you have the correct drivers CD (part number 705N00017 for PCL or 705N00021 for the driver compatible with PostScript®3™) prior to starting the above procedures.

2

- Continue with *Test Print*, see Test Print 8-16.

Windows XP (TCP/IP)

NOTE: Windows XP supports printing via TCP/IP as standard when TCP/IP is installed on a Windows XP Workstation.

Ensure you have the correct drivers CD (part number 705N00017 for PCL or 705N00021 for the driver compatible with PostScript®3™) prior to starting this procedure.

Use the *Add Printer Wizard* to add the *WorkCentre 4118 / FaxCentre 2218* to the network.

1

- Select [Start], select [Printers and Faxes].

Double-click on the [Add Printer] icon to display the *Add Printer Wizard* and select [Next].

2

- Select [Local Printer attached to this computer], uncheck the box labelled [Automatically detect and install my Plug and Play printer] and then select [Next] to display the dialog box listing available ports.

3

- Select [Create a new port].

Select [Standard TCP/IP Port] and select [Next] to display the *Add Standard TCP/IP Printer Port* dialog box and select [Next].

Enter the *IP Address* of the printer in the [Name or address of printer] field (you can optionally enter a friendly name for the printer port you are creating or use the default name created). Then select [Next] to continue.

If the network printer settings are not automatically detected, click on the [Custom] button to setup the network printer port settings, then select [Finish].

It is recommended that you select [RAW] as the *Print Protocol*.

If you prefer to use LPR:

Select [LPR] as the Print Protocol.

Enter [lp] (in lower case) in the [LPR queue name] field.

Uncheck the box labeled [LPR Byte Counting Enabled].

Check the box labeled [SNMP Status Enabled].

The [Community Name] should normally be set to *public* (unless you have configured the device to have a custom SNMP community name) and the [SNMP Device Index] should be set to 1.

Select [OK].

4

- The *Add Printer Wizard* will then request that you select the driver to be used for this printer.

Insert the CD containing the *WorkCentre 4118 / FaxCentre 2218* drivers and select [Have Disk].

Browse to the required Windows XP driver on the CD and select [OK].

NOTE: The driver will be found in the *Drivers>Print* folder on the CD in the appropriate PCL or PostScript®3™ (PS) folder. The driver is identified by the file extension *.inf*.

Select [Next], and select [Next] again and the *WorkCentre 4118 / FaxCentre 2218* driver will be loaded onto the workstation.

Enter the *Printer Name* and select [Next].

5

- If you wish to share the printer over the network select [Shared]. You may also wish to install printer drivers for other operating systems that will access the printer.

A dialog box displays with a message regarding the printing of a test page.

Select [Finish] to accept the Yes choice.

6

- Continue with *Test Print*, see Test Print 8-16.

Windows 2000 (TCP/IP)

NOTE: Windows 2000 supports printing via TCP/IP as standard when TCP/IP is installed on a Windows 2000 Workstation.

Use the *Add Printer Wizard* to add the *WorkCentre 4118 / FaxCentre 2218* to the network.

1

- Select [Start], select [Settings], and then select [Printers].

Double-click on the [Add Printer] icon to display the *Add Printer Wizard*.

2

- Select [Local Printer], uncheck the box labelled [Automatically detect and install my Plug and Play printer.] and then select [Next] to display the dialog box listing available ports.

3

- Select [Create a new port] to display the *Printer Ports* dialog box.

Select [Standard TCP/IP Port] and select [Next] to display the *Add Standard TCP/IP Port* dialog box.

Enter the *IP Address* of the printer in the [Name or address of printer] field (you can optionally enter a friendly name for the printer port you are creating or use the default name created). Then select [Next] to continue.

If the network printer settings are not automatically detected, click on the [Custom] button to setup the network printer port settings.

It is recommended that you select [RAW] as the *Print Protocol*.

If you prefer to use LPR:

Select [LPR] as the Print Protocol.

Enter *lp* (in lower case) in the [LPR print queue] field.

Uncheck the box labelled [LPR Byte Counting Enabled].

Check the box labelled [SNMP Status Enabled].

The [Community Name] should normally be set to *public* (unless you have configured the device to have a custom SNMP community name) and the [SNMP Device Index] should be set to *1*.

Select [OK].

4

- The *Add Printer Wizard* will then request that you select the driver to be used for this printer.

Insert the CD containing the *WorkCentre 4118 / FaxCentre 2218* drivers and select [Have Disk].

Browse to the required Windows 2000 driver on the CD and select [OK].

NOTE: The driver will be found on the appropriate PCL or PS CD, in the *Drivers>Print>ADDPrint folder*. You will need to select the required language and operating system. The driver is identified by the file extension *.inf*.

Select [Next], and select [Next] again and the *WorkCentre 4118 / FaxCentre 2218* driver will be loaded onto the workstation.

Enter the *Printer Name* and select [Next].

5

- If you wish to share the printer over the network select [Shared]. You may also wish to install printer drivers for other operating systems that will access the printer.

A dialog box displays with a message regarding the printing of a test page.

Select [Finish] to accept the Yes choice.

6

- Continue with *Test Print*, see Test Print 8-16.

NOTE: TCP/IP Print Services must be installed and running on the workstation.

Use the *Add Printer Wizard* to add the *WorkCentre 4118 / FaxCentre 2218* to the network.

1

- At the Windows NT workstation, select [Start], select [Settings], and then select [Control Panel].

Double-click on the [Network] icon and then select [Services].

Ensure *Microsoft TCP/IP Print Service* is running and select [Start], select [Settings], and then select [Printers].

Double-click on the [Add Printer] icon to display the *Add Printer Wizard*.

2

- Select [My Computer] and then select [Next] to display the dialog box listing available ports.

Select [Add Port] to display the *Printer Ports* dialog box.

Select [LPR Port] and select [New Port] to display the *Add LPR compatible printer* dialog box.

3

- Enter the *IP Address* of the printer in the [Name or address of server providing lpd] field.

Enter *lp* (in lower case) in the [Name of printer or print queue on that server] field.

NOTE: *lp* must be entered regardless of the name of the printer or print queue. *lp* is the name of the remote printer/server on the *WorkCentre 4118 / FaxCentre 2218*. This name does not change.

Select [OK].

Select [Close].

4

- With the *New Port* selected, select [Next].

Insert the CD containing the *WorkCentre 4118 / FaxCentre 2218* drivers and select [Have Disk].

Browse to the required Windows NT driver on the CD and select [OK].

NOTE: The driver will be found on the appropriate PCL or PS CD, in the *Drivers>Print>ADDPrint* folder. You will need to select the required language and operating system. The driver is identified by the file extension *.inf*.

Select [Next], and select [Next] again and the *WorkCentre 4118 / FaxCentre 2218* driver will be loaded onto the workstation.

5

- Enter the Printer Name and select [Next].

Select [Shared], select all the Windows NT V4.0 choices for the operating systems that require access to the printer, and then select [Next].

A dialog box displays with a message regarding the printing of a test page.

Select [Finish] to accept the Yes choice.

6

- Continue with *Test Print*, see Test Print 8-16.

Windows 98/Me

NOTE: Prior to starting the setup procedure, download and install Xerox TCP/IP port monitor driver from www.xerox.com.

1

- Access the Xerox website (www.xerox.com) and type *WorkCentre 4118 / FaxCentre 2218* into the search box. Press [Enter].
- Select the *download drivers* link.
- Choose [Windows 98/Me] and select [Go].
- Scroll down and select [Xerox TCP/IP port monitor].
- When the file download screen appears, select [Run].

2

- Continue with *Test Print*, see Test Print 8-16.

Windows XP (Internet Printing Protocol)

NOTE: Windows XP supports printing via IPP as standard when TCP/IP is installed on a Windows XP Workstation.

Use the *Add Printer Wizard* to add the *WorkCentre 4118 / FaxCentre 2218* to the network.

- **1** Select [Start] and then select [Printers and Faxes].
Double-click on the [Add Printer] icon to display the *Add Printer Wizard*.
- **2** Verify that the [Network Printer] is selected and click [Next].
The [Locate Your Printer] screen displays.
- **3** Select [Connect to a printer on the Internet or on a home or office network].
The [Specify a Printer] screen displays.

In the *URL* field enter the IP address or hostname of the printer in the following format:
<http://aaa.bbb.ccc.ddd> or <http://printer-host-name>, where *aaa.bbb.ccc.ddd* is the IP address of the *WorkCentre 4118 / FaxCentre 2218* and *printer-host-name* is the host name of the *WorkCentre 4118 / FaxCentre 2218* registered with a DNS server.

The *Add Printer Wizard* will then ask if you wish to install a local driver for this printer. You should click [OK] to install the driver.

- **4** Insert the CD containing the *WorkCentre 4118 / FaxCentre 2218* drivers and select [Have Disk].
Browse to the required Windows XP driver on the CD and select [OK].

NOTE: The driver will be found in the *Drivers>Print* folder on the CD in the appropriate PCL or PostScript®3™ folder. The driver is identified by the file extension *.inf*.

Select [Next], and select [Next] again and the *WorkCentre 4118 / FaxCentre 2218* driver will be loaded onto the workstation.

A dialog box displays with a message regarding the printing of a test page.

Select [Finish] to accept the Yes choice.

- **5** Continue with *Test Print*, see Test Print 8-16.

Windows 2000 (Internet Printing Protocol)

NOTE: Windows 2000 supports printing via IPP as standard when TCP/IP is installed on a Windows 2000 Workstation.

Use the *Add Printer Wizard* to add the *WorkCentre 4118 / FaxCentre 2218* to the network.

- 1** ➤ Select [Start], select [Settings], and then select [Printers].
Double-click on the [Add Printer] icon to display the *Add Printer Wizard*.
- 2** ➤ Verify that the [Network Printer] is selected and click [Next].
The [Locate Your Printer] screen displays.
- 3** ➤ Select [Connect to a printer on the Internet or on your intranet].
In the [URL] field enter the *IP Address* or hostname of the printer in the following format:
http://aaa.bbb.ccc.ddd or *http://printer-host-name*, where *aaa.bbb.ccc.ddd* is the IP address of the *WorkCentre 4118 / FaxCentre 2218* and *printer-host-name* is the host name of the *WorkCentre 4118 / FaxCentre 2218* registered with a DNS server.
The *Add Printer Wizard* will then ask if you wish to install a local driver for this printer. You should click [OK] to install the driver.
- 4** ➤ Insert the CD containing the *WorkCentre 4118 / FaxCentre 2218* drivers and select [Have Disk].
Browse to the required Windows 2000 driver on the CD and select [OK].

NOTE: The driver will be found in the *Drivers>Print* folder on the CD in the appropriate PCL or PostScript®3™ folder. The driver is identified by the file extension *.inf*.

Select [Next], and select [Next] again and the *WorkCentre 4118 / FaxCentre 2218* driver will be loaded onto the workstation.

A dialog box displays with a message regarding the printing of a test page.

Select [Finish] to accept the Yes choice.

- 5** ➤ Continue with *Test Print*, see Test Print 8-16.

Apple Mac OSX with Bonjour

- 1 Ensure LPR/LPD is enabled on the *WorkCentre 4118 / FaxCentre 2218*.
- 2 Insert the Drivers CD (compatible with PostScript®3™ , Macintosh, Linux) part number 705N00021.
- 3 Double click on [Mac Installer] and follow the instructions.
- 4 Go to [Printer Setup Utility] and click [Add]. Select [Default Browser] and select the desired Bonjour printer from the list
All IP printers on the subnet will be listed.
- 5 If not automatically selected, choose [Xerox] from the *Print Using* drop-down menu.
➤ Select [Xerox WorkCentre 4118 PS] or [Xerox FaxCentre 2218 PS] from the model list.
- 6 Click the [Add] button.
If you have a Tray 2 option, then select [Tray 2] and click [continue].
- 7 The Xerox *WorkCentre 4118 / FaxCentre 2218* will now appear in the *Printer List*.
- 8 Continue with *Test Print*, see Test Print 8-16.

Apple Mac OSX with AppleTalk

NOTE: These instructions assume the print driver is already installed.

To use *AppleTalk*, it must be enabled on your workstation and on the *WorkCentre 4118 / FaxCentre 2218*. For instructions on enabling *AppleTalk* on the *WorkCentre 4118 / FaxCentre 2218*, refer to “*Network Communication Setup*” on page 5-3.

Use the instructions below to add a printer with *AppleTalk*.

- **1** Select *Go*.
- **2** Select [Utilities].
- **3** Select [Printer Setup Utility] and click [Add].
- **4** Select [Default Browser] and select the desired *AppleTalk* printer from the list.
- **5** If not automatically selected, choose [Xerox] from the *Print Using* drop-down menu.
➤ Select [Xerox WorkCentre 4118 PS] or [Xerox FaxCentre 2218 PS] from the model list.
- **6** Click [Add].
➤ If prompted, ensure the *Installable Options* are correct and click [Continue].
- **7** Continue with *Test Print*, see Test Print 8-16.

Apple Mac OSX with IPP

- 1 Select *Go*.
- 2 Select [Utilities].
- 3 Select [Printer Setup Utility] and click [Add].
- 4 Select *IP Printer*.
- 5 Select *Internet Printing Protocol* from the Protocol drop-down menu.
- 6 Enter the *IP Address* of the *WorkCentre 4118 / FaxCentre 2218* in *Address*.
- 7 Select [Xerox] from the *Print Using* drop-down menu.
 - Select [Xerox WorkCentre 4118 PS] or [Xerox FaxCentre 2218 PS] from the model list.
- 8 Click [Add].
 - If prompted, ensure the *Installable Options* are correct and click [Continue].
- 9 Continue with *Test Print*, see Test Print 8-16.

5 AppleTalk

Introduction

This chapter explains how to install the *WorkCentre 4118 / FaxCentre 2218* on an AppleTalk network. The following information is provided:

- Information Checklist 5-2
- AppleTalk Installation 5-3
- Printer Driver Installation 5-6

Information Checklist

Before starting the AppleTalk installation procedures, please ensure the following items are available or have been performed:

Item	By
An existing operational AppleTalk network with Macintosh workstation computers equipped with Ethernet network interface cards are required. These procedures are not designed to install an AppleTalk network.	Customer
Macintosh System version 10.3+	Customer
Test the <i>WorkCentre 4118 / FaxCentre 2218</i> to ensure it is installed fully and functioning correctly.	Customer
<i>WorkCentre 4118 / FaxCentre 2218</i> Macintosh print and fax driver or PPD.	Xerox

If problems are encountered during the WorkCentre 4118 / FaxCentre 2218 installation, refer to the Problem Solving chapter for assistance.

AppleTalk Installation

Installation Procedure

There are three stages required to install the *WorkCentre 4118 / FaxCentre 2218* on an AppleTalk network:

➤ Network Communication Setup

This requires the *WorkCentre 4118 / FaxCentre 2218* to be setup for AppleTalk.

➤ Print Driver Installation

➤ Test Print

A test print should be submitted to ensure the *WorkCentre 4118 / FaxCentre 2218* has been installed and configured correctly.

Network Communication Setup

This procedure is used to setup the network communication parameters of the *WorkCentre 4118 / FaxCentre 2218*.

At the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

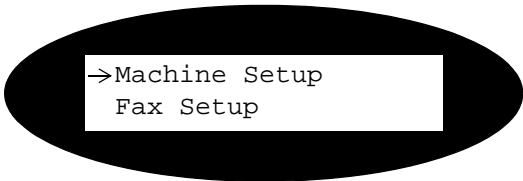
HINT: *Xerox CentreWare Internet Services* can also be used to configure the *WorkCentre 4118 / FaxCentre 2218*, refer to the *CentreWare Internet Services* chapter for instructions.

1

- Connect the device to the network outlet or cable.

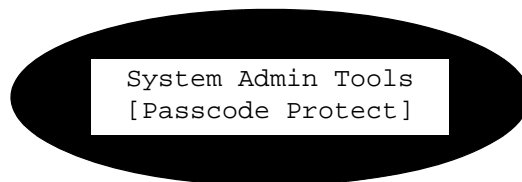
2

- Press the [Machine Status] button.

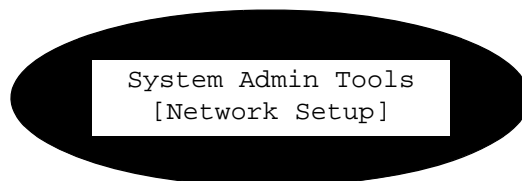


→Machine Setup
Fax Setup

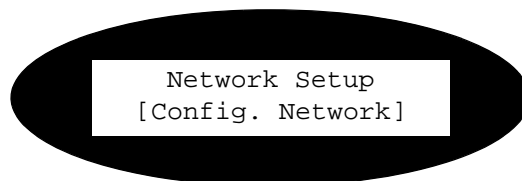
- 3** ➤ Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
- If the *System Admin Tools* have been passcode protected, type in the password and press [Enter].



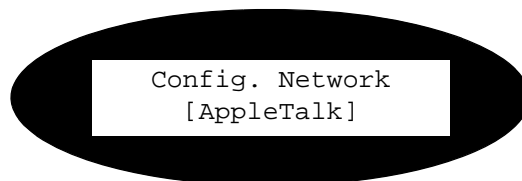
- 4** ➤ Press ◀ or ▶ until *Network Setup* displays and press [Enter].



- 5** ➤ Press ◀ or ▶ until *Configure Network* displays and press [Enter].



- 6** ➤ Press ◀ or ▶ until *AppleTalk* displays and press [Enter].



- 7** ➤ To enable or disable *AppleTalk*, press ◀ or ▶ until the required setting, [On] or [Off] displays and press [Enter].



NOTE: The *WorkCentre 4118 / FaxCentre 2218* will attach itself to the default zone of the local segment where it is connected.

8

- Install the Printer Driver (see “*Printer Driver Installation*” on page 5-6).

Printer Driver Installation

This section describes how to install the printer driver for the Mac OSX using the AppleTalk protocol.

Installation Procedure

This section describes the procedures for installing the Mac print driver.

- **1** Ensure the printer is on and that AppleTalk has been enabled (see “*Network Communication Setup*” on page 5-3).
- **2** Select [Printer Setup Utility] and click the [Add] button.
- **3** Choose the WorkCentre/FaxCentre with the *AppleTalk* connection from the drop-down menu.
All printers on the subnet will be listed.
- **4** Choose *Xerox WorkCentre 4118 PS* or *Xerox FaxCentre 2218 PS* as the printer driver.
- **5** Click the [Add] button.
- **6** Continue with *Test Print*, see Test Print 8-16.

Setting the Printer Driver

When you finish installing the printer driver, set the *PostScript Printer Description (PPD)* file for this machine to the printer driver.

The printer driver controls the functions of this machine based on the information in the PPD file.

- **1** Ensure the printer is on and that AppleTalk has been enabled (see “*Network Communication Setup*” on page 5-3).

- **2** On the *Apple* menu select [Mac Print Utility].
This automatically searches for the printer.
- **3** Select [Appletalk].
- **4** Choose the *WorkCentre 4118 / FaxCentre 2218* driver.
- **5** Close the *Mac Print Utility*.

6 Advanced TCP/IP Setup

Introduction

This chapter explains how to change TCP/IP settings for your specific network requirements. The following information is provided:

- Information Checklist 6-2
- Enabling/Disabling LPR/LPD 6-3
- Enabling/Disabling Raw TCP/IP Printing 6-6
- Enabling/Disabling HTTP 6-9

Information Checklist

Before starting the TCP/IP installation procedures, please ensure the following items are available or have been performed:


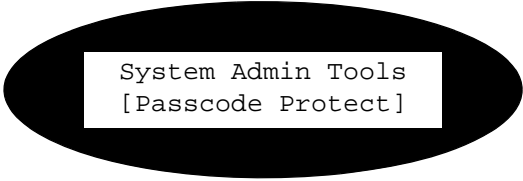

Item	By
An existing operational network utilizing TCP/IP is required, these procedures are not designed to install a network.	Customer
Test the <i>WorkCentre 4118 / FaxCentre 2218</i> to ensure it is installed fully and functioning correctly.	Customer
<i>WorkCentre 4118 / FaxCentre 2218</i> print drivers.	Xerox

If problems are encountered during the WorkCentre 4118 / FaxCentre 2218 installation, refer to the Problem Solving chapter for assistance.


Enabling/Disabling LPR/LPD

This procedure is used to enable or disable *Line Printer Remote/Line Printer Daemon (LPR/LPD)* port on the *WorkCentre 4118 / FaxCentre 2218*. Once the port is enabled, you can change the LPR port number.

To enable the LPR/LPD port, at the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

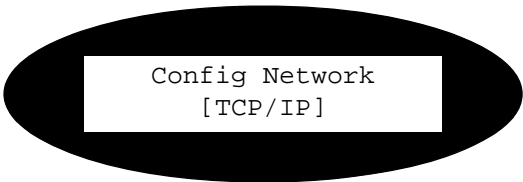
- 1 ➤ Ensure the basic TCP/IP settings have been made (see “*Basic TCP/IP Settings*” on page 2-5).
- 2 ➤ Press the [Machine Status] button.A black oval representing a screen showing a white rectangular box with the text "→Machine Setup" on the top line and "Fax Setup" on the bottom line.
- 3 ➤ Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
➤ If the *System Admin Tools* have been passcode protected, type in the password and press [Enter].A black oval representing a screen showing a white rectangular box with the text "System Admin Tools" on the top line and "[Passcode Protect]" on the bottom line.
- 4 ➤ Press ◀ or ▶ until *Network Setup* displays and press [Enter].A black oval representing a screen showing a white rectangular box with the text "System Admin Tools" on the top line and "[Network Setup]" on the bottom line.

- 5** ➤ Press ◀ or ▶ until *Configure Network* displays and press [Enter].

A black oval representing a screen with a white rectangular box in the center. The box contains the text "Network Setup" on the first line and "[Config. Network]" on the second line.

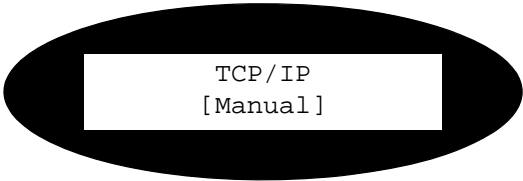
Network Setup
[Config. Network]

- 6** ➤ Press ◀ or ▶ until *TCP/IP* displays and press [Enter].

A black oval representing a screen with a white rectangular box in the center. The box contains the text "Config Network" on the first line and "[TCP/IP]" on the second line.

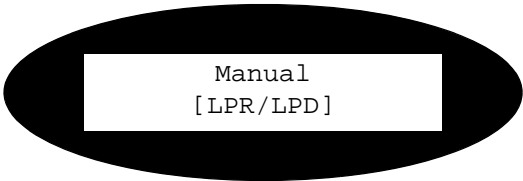
Config Network
[TCP/IP]

- 7** ➤ Press ◀ or ▶ until *Manual* displays and press [Enter].

A black oval representing a screen with a white rectangular box in the center. The box contains the text "TCP/IP" on the first line and "[Manual]" on the second line.

TCP/IP
[Manual]

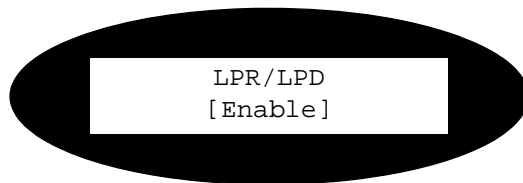
- 8** ➤ Press ◀ or ▶ until *LPR/LPD* displays and press [Enter].

A black oval representing a screen with a white rectangular box in the center. The box contains the text "Manual" on the first line and "[LPR/LPD]" on the second line.

Manual
[LPR/LPD]

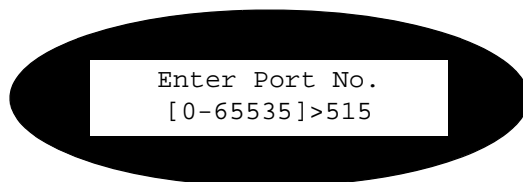
9

- To enable or disable *LPR/LPD*, press ◀ or ▶ until the required setting, [Enable] or [Disable] displays and press [Enter].



10

- If the protocol is enabled, enter the port number using the keypad and press [Enter].




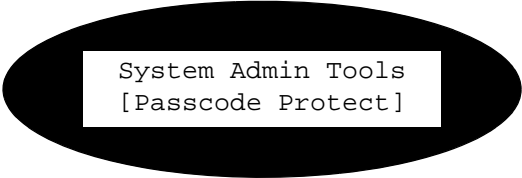
NOTE: While you can change the port number at which the *WorkCentre 4118 / FaxCentre 2218* will accept LPR print jobs, it is recommended that you do this **ONLY** with extreme caution as most LPR spoolers are set to send print jobs to the default port number, 515. To change Port number see “*Using CentreWare Internet Services*” on page 7-3.

Enabling/Disabling Raw TCP/IP Printing


This procedure is used to enable or disable the *Raw Printing* port on the *WorkCentre 4118 / FaxCentre 2218*. Once the port is enabled, you can change the *Raw Printing* port number.

NOTE: While you can change the port number at which the *WorkCentre 4118 / FaxCentre 2218* will accept RAW print jobs, it is recommended that you use the default port, 9100. This is the industry standard. To change Port number see “*Using CentreWare Internet Services*” on page 7-3.

To enable the *Raw Printing* port, at the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

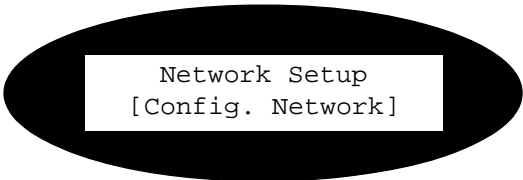
- 1 ➤ Ensure the basic TCP/IP settings have been made (see “*Basic TCP/IP Settings*” on page 2-5).
- 2 ➤ Press the [Machine Status] button.A black oval representing a screen with a white rectangular box in the center. The box contains the text "→Machine Setup" on the first line and "Fax Setup" on the second line.
- 3 ➤ Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
➤ If the *System Admin Tools* have been passcode protected, type in the password and press [Enter].A black oval representing a screen with a white rectangular box in the center. The box contains the text "System Admin Tools" on the first line and "[Passcode Protect]" on the second line.

- 4** ➤ Press ◀ or ▶ until *Network Setup* displays and press [Enter].

A black oval representing a screen. Inside is a white rectangular box containing the text "System Admin Tools" on the first line and "[Network Setup]" on the second line.

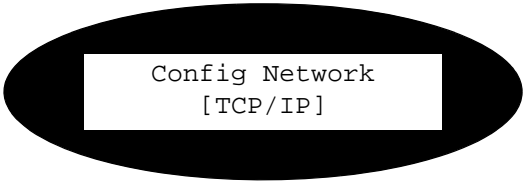
System Admin Tools
[Network Setup]

- 5** ➤ Press ◀ or ▶ until *Configure Network* displays and press [Enter].

A black oval representing a screen. Inside is a white rectangular box containing the text "Network Setup" on the first line and "[Config. Network]" on the second line.

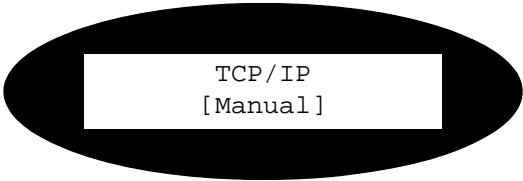
Network Setup
[Config. Network]

- 6** ➤ Press ◀ or ▶ until *TCP/IP* displays and press [Enter].

A black oval representing a screen. Inside is a white rectangular box containing the text "Config Network" on the first line and "[TCP/IP]" on the second line.

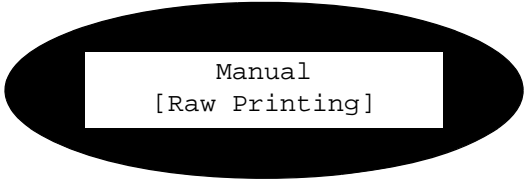
Config Network
[TCP/IP]

- 7** ➤ Press ◀ or ▶ until *Manual* displays and press [Enter].

A black oval representing a screen. Inside is a white rectangular box containing the text "TCP/IP" on the first line and "[Manual]" on the second line.

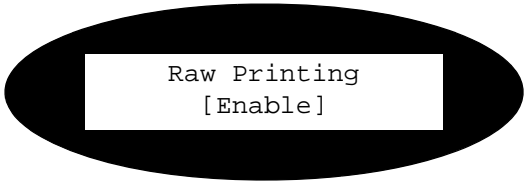
TCP/IP
[Manual]

- 8** ➤ Press ◀ or ▶ until *Raw Printing* displays and press [Enter].



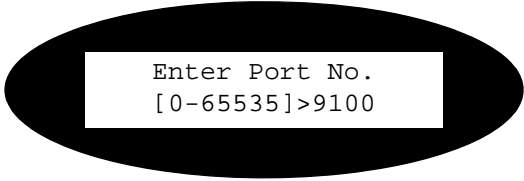
Manual
[Raw Printing]

- 9** ➤ To enable or disable *Raw Printing*, press ◀ or ▶ until the required setting, [Enable] or [Disable] displays and press [Enter].



Raw Printing
[Enable]

- 10** ➤ If the protocol is enabled, enter the port number using the keypad and press [Enter].

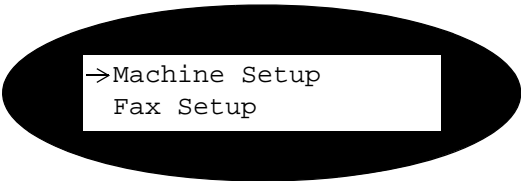
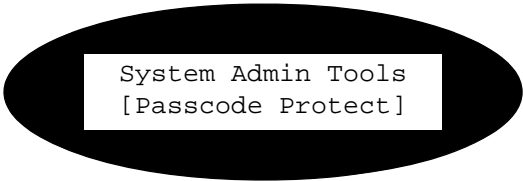



Enter Port No.
[0-65535]>9100


Enabling/Disabling HTTP

This procedure is used to enable or disable *Hypertext Transfer Protocol (HTTP)* on the *WorkCentre 4118 / FaxCentre 2218*.

To enable HTTP, at the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

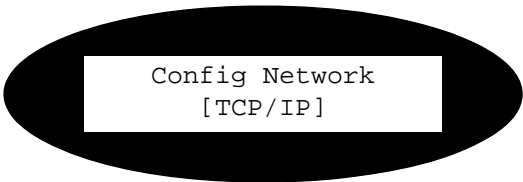
- 1** ➤ Ensure the basic TCP/IP settings have been made (see “*Basic TCP/IP Settings*” on page 2-5).
- 2** ➤ Press the [Machine Status] button.A black oval representing a screen showing a white rectangular box with the text: →Machine Setup
Fax Setup
- 3** ➤ Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
➤ If the *System Admin Tools* have been passcode protected, type in the password and press [Enter].A black oval representing a screen showing a white rectangular box with the text: System Admin Tools
[Passcode Protect]
- 4** ➤ Press ◀ or ▶ until *Network Setup* displays and press [Enter].A black oval representing a screen showing a white rectangular box with the text: System Admin Tools
[Network Setup]

- 5** ➤ Press ◀ or ▶ until *Configure Network* displays and press [Enter].

A black oval representing a screen with a white rectangular box in the center containing the text "Network Setup" and "[Config. Network]".

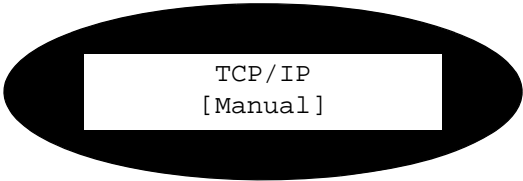
Network Setup
[Config. Network]

- 6** ➤ Press ◀ or ▶ until *TCP/IP* displays and press [Enter].

A black oval representing a screen with a white rectangular box in the center containing the text "Config Network" and "[TCP/IP]".


Config Network
[TCP/IP]

- 7** ➤ Press ◀ or ▶ until *Manual* displays and press [Enter].

A black oval representing a screen with a white rectangular box in the center containing the text "TCP/IP" and "[Manual]".

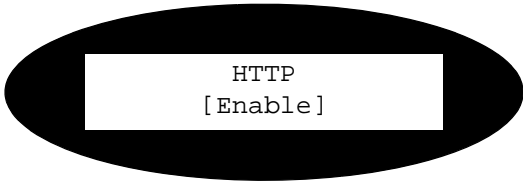
TCP/IP
[Manual]

- 8** ➤ Press ◀ or ▶ until *HTTP* displays and press [Enter].

A black oval representing a screen with a white rectangular box in the center containing the text "Manual" and "[HTTP]".

Manual
[HTTP]

- 9** ➤ To enable or disable *HTTP*, press ◀ or ▶ until the required setting, [Enable] or [Disable] displays and press [Enter].

A black oval representing a screen with a white rectangular box in the center containing the text "HTTP" and "[Enable]".

HTTP
[Enable]

7 Network Installation Using CentreWare Internet Services

Introduction

This chapter explains how to enable and use the *CentreWare Internet Services* to install the *WorkCentre 4118 / FaxCentre 2218* on the network. The following information is provided:

- Information Checklist 7-2
- Using CentreWare Internet Services 7-3
- Accessing CentreWare Internet Services 7-4
- Configuring the Network 7-5

Information Checklist

Before starting the procedure for enabling the *CentreWare Internet Services* feature, please ensure the following items are available or have been performed:

Item	By
An existing operational workstation with TCP/IP Internet or Intranet accessibility is required. These procedures are not intended to install the TCP/IP stack itself.	Customer
Obtain and record the following information: <ul style="list-style-type: none"> • A Unique IP Address: • Gateway Address: • Subnet Mask: Refer to the <i>Glossary</i> for additional information on the Gateway Address and Subnet Mask, if needed.	Customer
Test the <i>WorkCentre 4118 / FaxCentre 2218</i> to ensure it is installed fully and functioning correctly.	Customer
Xerox <i>CentreWare Internet Services</i> .	Xerox

If problems are encountered during the WorkCentre 4118 / FaxCentre 2218 installation, refer to the Problem Solving chapter for assistance.

Using CentreWare Internet Services

Introduction

CentreWare Internet Services uses the embedded HTTP Server on the *WorkCentre 4118 / FaxCentre 2218* to allow communication with the *WorkCentre 4118 / FaxCentre 2218* if you have a Web Browser with access to the Internet or Intranet. By entering the IP Address of the *WorkCentre 4118 / FaxCentre 2218* as the URL (*Universal Resource Locator*) in the Browser, direct access to the *WorkCentre 4118 / FaxCentre 2218* is available.

NOTE: Microsoft Internet Explorer version 4.x or later should be used. Other browsers may work, but could produce unexpected results.

Many of the selections and settings needed to install *WorkCentre 4118 / FaxCentre 2218* on a network can be made using *CentreWare Internet Services*, eliminating steps that would otherwise need to be performed at the *WorkCentre 4118 / FaxCentre 2218* Control Panel.

Many of the features available within *CentreWare Internet Services* will require an admin user name and password. A user will only be prompted for an admin name and password once in a single browser session.

Before the *CentreWare Internet Services* feature can be used for installing *WorkCentre 4118 / FaxCentre 2218* on a network it must be enabled. There are three stages required to enable *CentreWare Internet Services*:

- *WorkCentre 4118 / FaxCentre 2218* is connected to the network.
- Enable HTTP on the *WorkCentre 4118 / FaxCentre 2218*.
- A valid IP Address is defined for the *WorkCentre 4118 / FaxCentre 2218*.

NOTE: When making more than one configuration change please complete all the changes in one go and then carry out a reboot.

Accessing CentreWare Internet Services

1

- At a client workstation on the network, launch the *Internet Browser*.

2

- In the URL field, enter `http://` followed by the IP Address of the *WorkCentre 4118 / FaxCentre 2218*. Then select the [Enter] key.

Example: If the IP Address is 192.168.100.100, enter the following in the URL field:

`http://192.168.100.100`

Configuring the Network

CentreWare Internet Services provides an alternative method of configuring the device settings in order to successfully complete installation on a network.

Instructions are provided for configuring the device for the following network environments.

Refer to the appropriate instructions for the network being used:

- Ethernet - page 7-6
- AppleTalk - page 7-7
- TCP/IP - page 7-9
- SNMP - page 7-11
- SSDP - page 7-13
- LPR/LPD - page 7-14
- Raw TCP/IP Printing - page 7-16
- IPP - page 7-18
- HTTP - page 7-19

Ethernet

Use these instructions to set the rated speed for Ethernet using *CentreWare Internet Services*:

To complete the installation of the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

- 1 Open CentreWare Internet Services (see *Accessing CentreWare Internet Services on page 7-4*).
 - 2 At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
 - 3 Select the plus symbol [+] to the left of the *Connectivity* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Physical Connections* folder.
 - 4 In the *Properties* frame, within the *Physical Connections* folder, select [Ethernet].
 - 5 Choose the appropriate [Rated Speed].
 - 6 Click the [Apply] button to implement any changes.
-
- NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.
-
- 7 Select the [Status] tab and then select [Reboot Machine] to enable the selection to take effect.

Use these instructions to install the *WorkCentre 4118 / FaxCentre 2218* on an AppleTalk network using *CentreWare Internet Services*.

Installation Procedure

There are two stages required to install the device on an AppleTalk network using *CentreWare Internet Services*:

- Configure the *WorkCentre 4118 / FaxCentre 2218*

This procedure explains how to use *CentreWare Internet Services* to configure the device.

- Test Print

A print job should be submitted to ensure the device has been installed and configured correctly.

Configure the WorkCentre 4118 / FaxCentre 2218

To complete the installation of the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

- Open *CentreWare Internet Services* (see *Accessing CentreWare Internet Services* on page 7-4).
- At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- Select the plus symbol [+] to the left of the *Connectivity* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Protocols* folder.
- In the *Properties* frame, within the *Protocols* folder, select [AppleTalk].
- Make the following selections and settings in the *AppleTalk Physical Configuration* section of the *Protocols* frame:
 - Select the checkbox to enable *AppleTalk*.
 - Enter the [Printer Name]. Use a meaningful name, such as the location of the device.
 - Choose the *Zone* where the printer resides from the drop-down menu.
- Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

8

- Select the [Status] tab and then select [Reboot Machine] to enable the selections to take effect.

9

- Continue with *Test Print*, see Test Print 8-16.

Use these instructions to install the device on a TCP/IP network using *CentreWare Internet Services*.

Installation Procedure

There are two stages required to install the device on a TCP/IP network using *CentreWare Internet Services*:

- Configure the *WorkCentre 4118 / FaxCentre 2218*

This procedure explains how to use *CentreWare Internet Services* to configure the device.

- Test Print

A print job should be submitted to ensure the device has been installed and configured correctly.

Configure the WorkCentre 4118 / FaxCentre 2218

NOTE: The TCP/IP settings for the device will have been setup when completing the *Open CentreWare Internet Services* section.

To complete the installation of the device, perform these steps:

- Open *CentreWare Internet Services* (see *Accessing CentreWare Internet Services* on page 7-4).
- At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- Select the plus symbol [+] to the left of the *Connectivity* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Protocols* folder.
- Select [TCP/IP] and check the *Protocol Configuration* details are correct. If any of the details are incorrect then enter the correct information.
- In the *Physical Connection* field, *Ethernet* will be the default setting.
Enter the [Host Name].
Choose the [IP Address Resolution] required.

NOTE: DHCP automatically assigns IP addresses and is the default setting. If the *IP Address* needs to be edited but is unavailable, select *IP Address Resolution* and then *Static* to continue.

Enter the [Subnet Mask].

Enter the [Gateway Address].

6

- Check the *DNS Settings* details and if necessary enter the correct information required.

7

- Scroll down the screen and check the *SLP Configuration* details and if necessary enter the correct information required.

8

- Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

9

- Select the [Status] tab and then select [Reboot Machine] to enable the selections to take effect.

10

- Continue with *Test Print*, see Test Print 8-16.

Use these instructions to configure the *Simple Network Management Protocol (SNMP)* using *CentreWare Internet Services*.

Configure SNMP

To configure SNMP, perform these steps:

- 1 Open CentreWare Internet Services (see Open CentreWare Internet Services (see *Accessing CentreWare Internet Services* on page 7-4).
- 2 At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the **[Properties]** link.
- 3 Select the plus symbol [+] to the left of the *Connectivity* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Protocols* folder.
- 4 Select [SNMP] and check the *Protocol Configuration* details are correct. If any of the details are incorrect then enter the correct information.
- 5 Make the following selections and settings in the *SNMP Properties* section of the frame:
Select the checkbox to enable the *SNMP Protocol*.
Click the [Edit] button to configure SNMP.
You can change the *GET* and *SET* Community Names.

NOTE: Changes made to the *GET* and *SET* Community Names will require corresponding changes for each application that uses the protocol.

You can set the *Default TRAP* Community Name.

NOTE: This specifies the default trap community name for all traps generated by the machine and can be overridden by the trap community name specified for each TRAP destination address. It may not have the same trap community name as that specified for another address.

You can *Enable Authentication Failure Generic Traps* to generate a trap for every SNMP request received by the machine that contains an invalid community name.

- Click the [Apply] button to implement any changes and return to the first screen.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

6

- You can Add or Edit a Trap Destination Address by making the following selections and settings in the Trap Destination Addresses section of the frame:

Click the [Add IP Address] button or the [Edit] button to add a new address or amend an existing address.

In the *IP Address Destination* section, enter or amend the *IP Address* and *UDP Port Number*.

In the *Traps* section, enter the *Trap Community Name* and check the boxes corresponding to the required *Traps to be Received*.

- Click the [Apply] button to implement any changes and return to the first screen.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

7

- You can *Delete* a Trap Destination Address from the *Trap Destination Addresses* section of the frame:

Highlight the required *Address/Socket or Port* and click the [Delete] button.

8

- Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

9

- Select the [Status] tab and then select [Reboot Machine] to enable the selections to take effect.

Use these instructions to configure the Simple Service Discovery Protocol (SSDP) using *CentreWare Internet Services*.

Configure SSDP

To configure SSDP, perform these steps:

- 1 Open CentreWare Internet Services (see *Accessing CentreWare Internet Services on page 7-4*).
 - 2 At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] link.
 - 3 Select the plus symbol [+] to the left of the *Connectivity* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Protocols* folder.
 - 4 Select [SSDP] and check the *Protocol Configuration* details are correct. If any of the details are incorrect then enter the correct information.
 - 5 Make the following selections and settings in the *General* section of the *Protocols* frame:
Select the checkbox to enable SSDP.
Enter the [Time to Live] (1 to 255 hops).
 - 6 Click the [Apply] button to implement any changes.
-
- NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.
-
- 7 Select the [Status] tab and then select [Reboot Machine] to enable the selections to take effect.

LPR/LPD

Use these instructions to enable or disable LPR/LPD using *CentreWare Internet Services*.

Installation Procedure

There are two stages required to install the device on a LPR/LPD network using *CentreWare Internet Services*:

- Configure the *WorkCentre 4118 / FaxCentre 2218*

This procedure explains how to use *CentreWare Internet Services* to configure the device.

- Test Print

A print job should be submitted to ensure the device has been installed and configured correctly.

Configure the WorkCentre 4118 / FaxCentre 2218

To complete the installation of the device, perform these steps:

- Open CentreWare Internet Services (see *Accessing CentreWare Internet Services on page 7-4*).
- At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- Select the plus symbol [+] to the left of the *Connectivity* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Protocols* folder.
- In the *Properties* frame, within the *Protocols* folder, select [LPR/LPD].
- Select the checkbox to enable LPR/LPD.
Enter the [Port Number].

NOTE: While you can change the port number at which the *WorkCentre 4118 / FaxCentre 2218* will accept LPR print jobs, it is recommended that you do this ONLY with extreme caution as most LPR spoolers are set to send print jobs to the default port number, 515.

- Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

- 7** ➤ Select the [Status] tab and then select [Reboot Machine] to enable the selections to take effect.
- 8** ➤ Using the procedure located in Section 4, Print Driver Installation for Networked Printers, install the driver for the workstation.
- 9** ➤ Continue with *Test Print*, see Test Print 8-16.

Raw TCP/IP Printing

Use these instructions to enable or disable Raw Printing using *CentreWare Internet Services*.

Installation Procedure

There are two stages required to install the device on an Raw TCP/IP printing network using *CentreWare Internet Services*:

- Configure the *WorkCentre 4118 / FaxCentre 2218*

This procedure explains how to use *CentreWare Internet Services* to configure the device.

- Test Print

A print job should be submitted to ensure the device has been installed and configured correctly.

Configure the WorkCentre 4118 / FaxCentre 2218

To complete the installation of the *WorkCentre 4118 / FaxCentre 2218*, perform these steps:

- 1 ➤ Open CentreWare Internet Services (see *Accessing CentreWare Internet Services on page 7-4*).
- 2 ➤ At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- 3 ➤ Select the plus symbol [+] to the left of the *Connectivity* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Protocols* folder.
- 4 ➤ Select [Raw TCP/IP Printing].
Select the checkbox to enable Raw TCP/IP Printing.
Enter the required port number.

NOTE: While you can change the port number at which the *WorkCentre 4118 / FaxCentre 2218* will accept RAW print jobs, it is recommended that you use the default port, 9100. this is the industry standard

- 5 ➤ Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

6

- Select the [Status] tab and then select [Reboot Machine] to enable the selections to take effect.

7

- Continue with *Test Print*, see Test Print 8-16.

Use these instructions to setup IPP using *CentreWare Internet Services*.

NOTE: The HTTP settings for the device will have been setup when completing the *Enabling CentreWare Internet Services* section.

To complete the installation of the device, perform these steps:

- **1** Open CentreWare Internet Services (see *Accessing CentreWare Internet Services on page 7-4*).
 - **2** At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
 - **3** Select the plus symbol [+] to the left of the *Connectivity* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Protocols* folder.
 - **4** Select [IPP].
Select the checkbox to enable IPP.
Check the IPP Configuration details are correct. If any of the details are incorrect then enter the required configuration details in the appropriate boxes.
 - **5** Click the [Apply] button to implement any changes.
-
- NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.
-
- **6** Select the [Status] tab and then select [Reboot Machine] to enable the selections to take effect.
 - **7** Continue with *Test Print*, see Test Print 8-16.

HTTP

Use these instructions to setup HTTP using *CentreWare Internet Services*.

NOTE: The HTTP settings for the device will have been setup when completing the *Enabling CentreWare Internet Services* section.

To complete the installation of the device, perform these steps:

- **1** Open CentreWare Internet Services (see *Accessing CentreWare Internet Services on page 7-4*).
- **3** At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- **4** Select the plus symbol [+] to the left of the *Connectivity* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Protocol* folder.
- **5** Check the *HTTP Configuration* details are correct.
Enter the [Keep Alive Timeout] in seconds from 5 to 99.
Enter the [Maximum Connections] from 5 to 32.
- **6** Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

- **7** Select the [Status] tab and then select [Reboot Machine] to enable the selections to take effect.
- **8** Continue with *Test Print*, see Test Print 8-16.

8 Local Connection

Introduction

This chapter explains how to install the workstation drivers for local connection of the *WorkCentre 4118 / FaxCentre 2218*. The following information is provided:

- Information Checklist 8-2
- Installation Procedure 8-3
- Installing Macintosh Drivers 8-4
- Installing Windows Drivers 8-7
- Installing the Linux Print Driver 8-17

Information Checklist

Before starting the installation procedures, please ensure the following items are available or have been performed:

Item	By
IEEE 1284C Parallel Port Cable	Customer
USB cable	Xerox
Test the <i>WorkCentre 4118 / FaxCentre 2218</i> to ensure it is installed fully and functioning correctly.	Customer
<i>WorkCentre 4118 / FaxCentre 2218</i> drivers.	Xerox

If problems are encountered during the WorkCentre 4118 / FaxCentre 2218 installation, refer to the Problem Solving chapter for assistance.

NOTE: The installation procedures will install the *WorkCentre 4118 / FaxCentre 2218* on the host workstation. The procedure is not intended to connect the host workstation to other workstations.

Installation Procedure

The following drivers are provided PCL6, PostScript®3™ compatible, Macintosh PPD, Linux, Scan and ControlCentre. You can install many of the drivers that you require at the same time.

NOTE: The drivers will be installed to the local port. For network connections, it is recommended that you use the instructions relevant to the specific network requirements.

The *WorkCentre 4118 / FaxCentre 2218* can be connected directly to the parallel port or USB of a host workstation. A document file can be sent or received from the host workstation via the appropriate port to the *WorkCentre 4118 / FaxCentre 2218*.

There are three stages required to install the *WorkCentre 4118 / FaxCentre 2218* on a port on a local workstation:

- Install the driver.

This requires the appropriate printer driver to be installed on the workstation.

- Workstation Setup

This requires the workstation to be configured to print to the *WorkCentre 4118 / FaxCentre 2218*.

- Test Print or Scan

A print job should be submitted to ensure the *WorkCentre 4118 / FaxCentre 2218* has been installed and configured correctly.

Installing Macintosh Drivers

Install the Print Driver

- 1** ➤ Ensure the printer is connected to the computer.
➤ Switch on the workstation and the printer.
- 2** ➤ Insert the driver CD supplied with your PostScript®3™/Network kit.
- 3** ➤ Double-click the CD icon that appears on the Macintosh desktop.
- 4** ➤ Double-click the *MAC_Installer* folder.
- 5** ➤ Double-click the *MAC_Printer* folder.
➤ The driver will be located automatically. If it is not, choose the *WorkCentre 4118 / FaxCentre 2218* driver from the [Print Using] list. Select [Add].
- 6** ➤ Double-click the *Xerox WorkCentre 4118_OSX* or *Xerox FaxCentre 2218_OSX* icon.
➤ A window displays. Click [Continue].
- 7** ➤ Select [install] to do *Easy Install*.
- 8** ➤ Click [Quit] to finish.

To add a Printer

- 1** ➤ Select *Go*.
- 2** ➤ Select [Utilities].
- 3** ➤ Select [Printer Setup Utility] and select [Add].

4

➤ Select *Xerox WorkCentre 4118 series* or *FaxCentre 2218 Series*.

5

➤ The driver will be located automatically. If it is not, choose the *WorkCentre 4118* or *FaxCentre 2218* driver from the [Print Using] list. Select [Add].

Install the TWAIN Driver (scan)

- 1 Ensure the printer is connected to the computer.
- 2 Switch on the workstation and the printer.
- 3 Insert the driver CD supplied with your PostScript®3™/Network kit.
- 4 Double-click the CD icon that appears on the Macintosh desktop.
- 5 Double-click the *MAC_Installer* folder.
- 6 Double-click *MAC_Twain* folder.
- 7 Double-click *Xerox ScanThru* installer.
- 8 Enter the password and click [OK].
- 9 Xerox ScanThru Installer window opens. Click [Continue].
- 10 Select [Install] to install the driver.
- 11 Click [Quit] to finish.
- 12 Select your preferred image editing program.
- 13 Select the *WorkCentre 4118 / FaxCentre 2218* for importing documents.

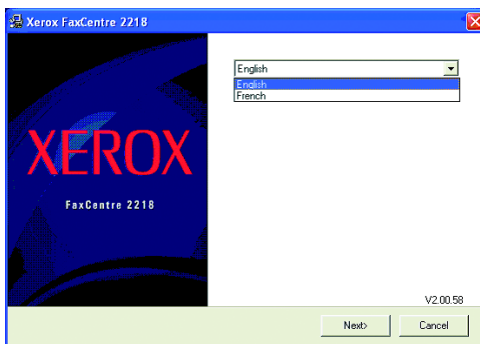
Installing Windows Drivers

Before printing, scanning or using ControlCentre with the *WorkCentre 4118 / FaxCentre 2218*, you will need to install a driver.

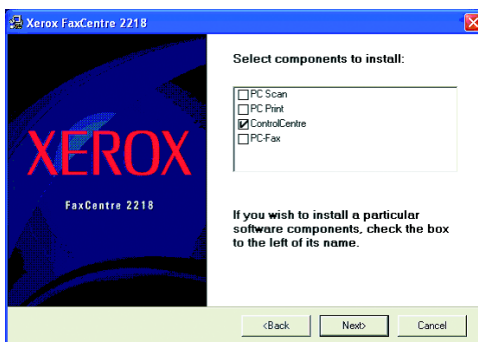
The procedure will install the driver and configure it for the local port.

FaxCentre 2218

- 1** ➤ Insert the *Xerox Drivers CD* into the CD drive.
Within a few seconds, the CD should start automatically and present you with the opening screen. If this does not happen, go to the [Start] menu, choose [Run] and browse to the CD drive. Select *setup.exe* and click [Open]. Click [OK] to start the installation procedure.
- 2** ➤ When the language selection window appears, select the appropriate language and click [Next].



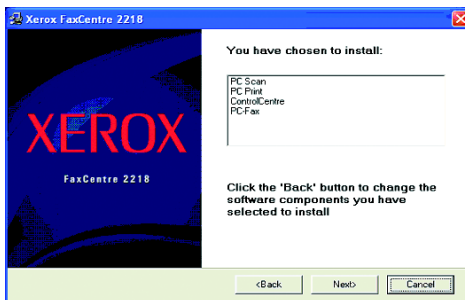
- 3** ➤ Choose the components you want to install and then click [Next]..



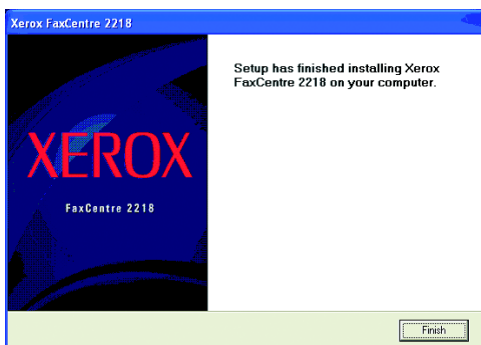
NOTE: You can choose to install as many drivers as you want by checking the appropriate boxes.

4

- The confirmation screen summarizes your selections. Either click [Back] to reselect or click [Next] to install your selections.

**5**

- When the setup has completed click [Finish]..

**6**

- Switch off the printer and connect the Parallel or USB cable between the workstation and the printer.

7

- Switch on the printer.

8

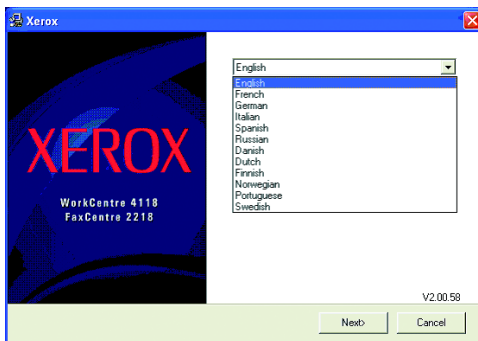
- Windows will automatically detect new hardware and install the appropriate driver.

9

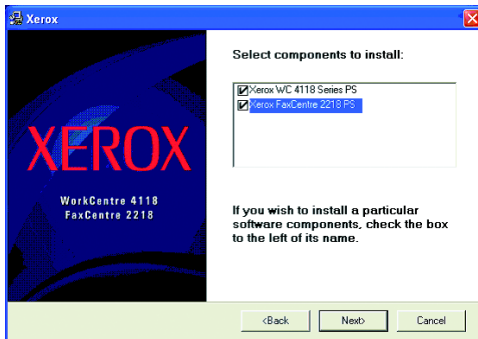
- Continue with *Workstation Setup*.

FaxCentre 2218/WorkCentre 4118 Series PS

- 1 ➤ Insert the *Xerox Drivers CD* into the CD drive.
Within a few seconds, the CD should start automatically and present you with the opening screen. If this does not happen, go to the [Start] menu, choose [Run] and browse to the CD drive. Select *setup.exe* and click [Open]. Click [OK] to start the installation procedure.
- 2 ➤ When the language selection window appears, select the appropriate language and click [Next].

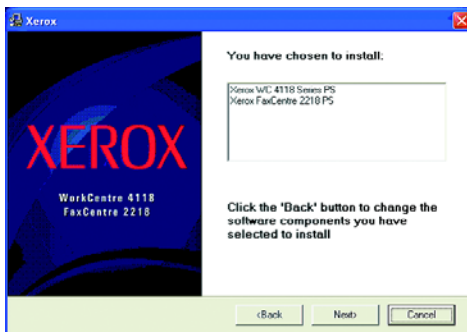


- 3 ➤ Choose the components you want to install and then click [Next]..



NOTE: You can choose to install as many drivers as you want by checking the appropriate boxes.

- 4** ➤ The confirmation screen summarizes your selections. Either click [Back] to reselect or click [Next] to install your selections.



- 5** ➤ When the setup has completed click [Finish]..



- 6** ➤ Switch off the printer and connect the Parallel or USB cable between the workstation and the printer.
- 7** ➤ Switch on the printer.
- 8** ➤ Windows will automatically detect new hardware and install the appropriate driver.
- 9** ➤ Continue with *Workstation Setup*.

WorkCentre 4118 Series

- 1** ➤ Insert the *Xerox Drivers CD* into the CD drive.

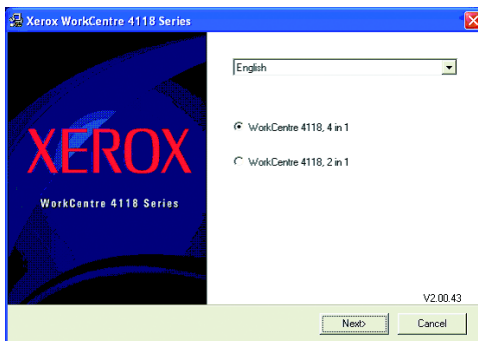
Within a few seconds, the CD should start automatically and present you with the opening screen. If this does not happen, go to the [Start] menu, choose [Run] and browse to the CD drive. Select *setup.exe* and click [Open]. Click [OK] to start the installation procedure.

2

- When the language selection window appears, select the appropriate language.

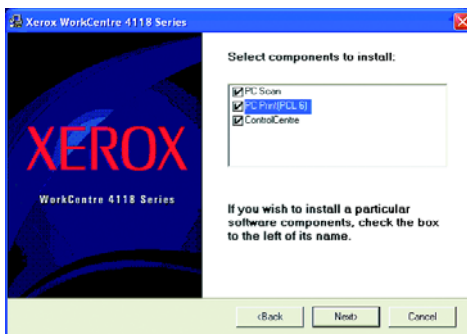
3

- Choose the appropriate radio button for the hardware purchased and then click [Next]..



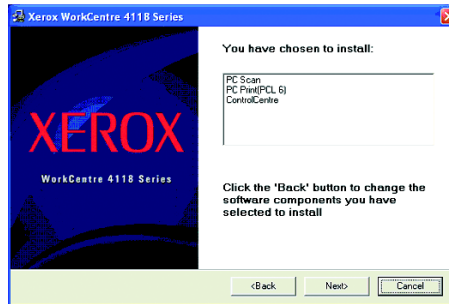
4

- Choose the components you want to install and then click [Next]..

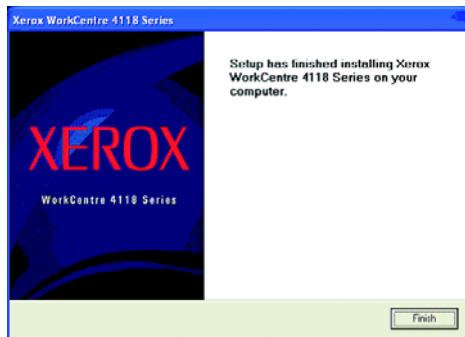


NOTE: You can choose to install as many drivers as you want by checking the appropriate boxes.

- The confirmation screen summarizes your selections. Either click [Back] to reselect or click [Next] to install your selections..



- When the setup has completed click [Finish]..



- Switch off the printer and connect the Parallel or USB cable between the workstation and the printer.
- Switch on the printer.
- Windows will automatically detect new hardware and install the appropriate driver.
- Continue with *Workstation Setup*.

Workstation Setup

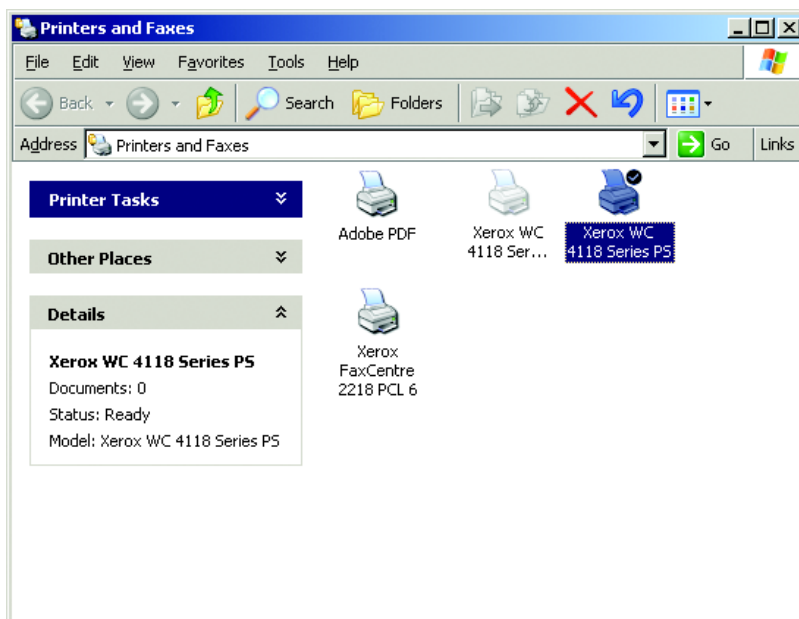
You will need to configure the printer drivers.

1

- Choose *Printers and Faxes* from *Control Panel*.

The location of this window will vary according to the operating system: from the *Start>Settings* menu or directly from the *Start* menu.

The *Printers and Faxes* window displays.

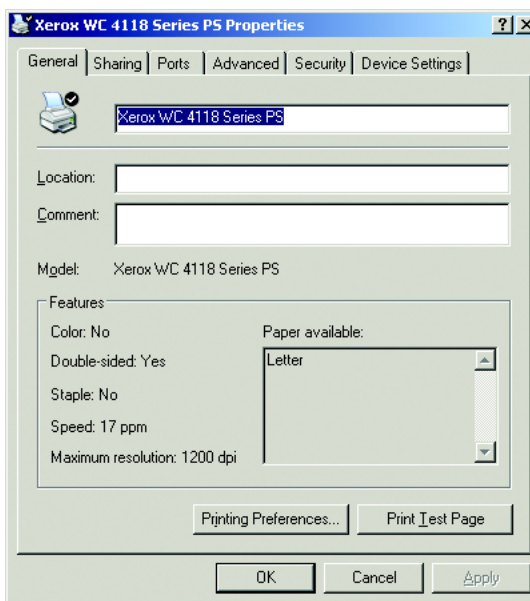


NOTE: This window will have a different appearance according to the operating system of the workstation. The window shown is from a Windows XP operating system.

2

- Click on the printer and choose *Properties* from the *File* menu or the right mouse menu.

A properties window displays.

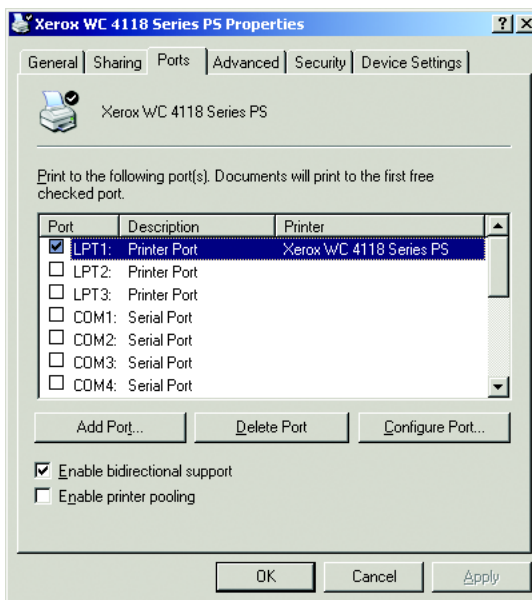


NOTE: This window will have a different appearance according to the operating system of the workstation *and* the type of driver installed. The window shown is from a Windows XP operating system.

3

➤ Click on the [Ports] tab.

The *Ports* tab displays.



4

- Check the box appropriate to the connection.

For a parallel connection, check LPT1, LPT2 or LPT3 depending on the configuration of the workstation. This is usually LPT1.

For a USB connection, check the USB box.

5

- Click [OK].

6

- Continue with *Test Print* or *Scan*.

Test Print or Scan

To ensure the *WorkCentre 4118 / FaxCentre 2218* has been installed correctly a test print or scan should be submitted from the workstation.

Test Print

Perform the following steps:

- 1 Open a document on a client workstation.
 - 2 Select the device as the printer to which the selected document will be sent.
 - 3 Print the document on the device and verify that it prints correctly.
 - 4 Ensure the driver is installed on every workstation that will be sending jobs to the device.
 - 5 Repeat the test for all workstations that will be sending jobs to the device.
 - 6 The installation process is now complete.
- If the test print fails, refer to the Problem Solving chapter for trouble-shooting procedures.*

Test Scan

- 1 Open the TWAIN compliant application used to scan documents.
- 2 Place a document in the *WorkCentre 4118 / FaxCentre 2218*.
- 3 Follow the instructions supplied by the scanning application and verify the job scans correctly.

If the test scan fails, refer to the Problem Solving chapter for trouble-shooting procedures.

Installing the Linux Print Driver

Ensure you are logged in as "root" prior to starting the installation.

- 1** ➤ Open the *Unified Driver Configurator* and click [Add Printer].
The *Add Printer Wizard* displays.
- 2** ➤ Click [Next] to continue.
- 3** ➤ Select the *Manual Select* radio button and click [Next].
- 4** ➤ Select the appropriate protocol and click [Next].
- 5** ➤ Scroll to *Xerox WorkCentre 4118 series (PS)* or *FaxCentre 2218* and click [Next].
- 6** ➤ Choose a name for the printer and provide the device location and description.
➤ Click [Next].
- 7** ➤ Choose *Test Printer* to verify the install.
- 8** ➤ Select [Finish] when complete.
A 2218 or 4118 series icon should now display in the *Unified Driver Configurator*.

9 Fax

Introduction

This chapter explains how to setup the Fax option. The following information is provided:

- Information Checklist9-2
- Fax Setup using CentreWare Internet Services9-3
- Testing9-5

Information Checklist

Before starting the installation procedures, please ensure the following items are available or have been performed: Configuration can also be performed using Xerox CentreWare (Refer to *"Network Installation Using CentreWare Internet Services"* on page 7-1).

Item	By
Ensure the <i>WorkCentre 4118 / FaxCentre 2218</i> is fully functioning prior to installation.	Customer
Ensure the <i>WorkCentre 4118 / FaxCentre 2218</i> is connected to the telephone line.	Customer

If problems are encountered during the WorkCentre 4118 / FaxCentre 2218 installation, refer to the Problem Solving chapter for assistance.

Fax Setup using CentreWare Internet Services

Accessing CentreWare Internet Services

- 1 At a client workstation on the network, launch the Internet Browser.
- 2 In the URL field, enter `http://` followed by the IP Address of the *WorkCentre 4118 / FaxCentre 2218*. Then select the [Enter] key.

Example: If the IP Address is 192.168.100.100, enter the following in the URL field:

`http://192.168.100.100`

Fax General Setup

Use these instructions to set up fax using *CentreWare Internet Services*.

- 1 Open CentreWare Internet Services (see "Accessing CentreWare Internet Services" on page 9-3).
- 2 At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- 3 Select the plus symbol [+] to the left of the *Services* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Fax Settings* folder.
- 4 Select [General] and verify the details. Update any incorrect information.
- 5 Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

Use these instructions to set up the fax phonebook using *CentreWare Internet Services*.

- 1** ➤ Open CentreWare Internet Services (see "Accessing CentreWare Internet Services" on page 9-3).
- 2** ➤ At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- 3** ➤ Select the plus symbol [+] to the left of the *Services* folder in the *Properties* frame, and then select the [+] symbol to the left of the *Fax Settings* folder.
- 4** ➤ Select [Fax Phone Book] and verify the details. Update any incorrect information.
- 5** ➤ You can add fax numbers individually; import these numbers from a comma delimited, .CSV file; and export the number data from the *WorkCentre 4118 / FaxCentre 2218* to a comma delimited, .CSV file. You can also delete all numbers from the Fax Phone Book.

To Add a Number, choose either the Speed Dial or One-Touch Dial radio button; click the [Add] button; choose the sequence [No.] and [Type] from the drop-down lists; enter the [Name] and [Phone Number] including a [Charge Code] if required; and click the [Apply] button.

To Import from a .CSV file, click the [Import from File] button and enter or Browse to the location of the file.

To Export to a .CSV file, click the [Export to File] button and save the file to the required location.

NOTE: For security purposes, charge codes (numbers entered after the '+' character) will not be exported or imported, they will have to be re-entered manually.

To Delete all of the entries in the Phone Book, click the [Delete All] button and confirm the deletions

- 6** ➤ Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

To ensure Fax has been setup successfully, perform the following steps:

Refer to the User Guide for full details of sending Faxes.

- **1** Place a document in the Document Feeder, or on the Document Glass.
- **2** Select the [Fax] key and set any features required.
- **3** Enter Fax Number using keypad.
- **4** Press the [Start] button to scan the original.
If you loaded an original on the Document Glass, you will be asked if you want to scan another page.

If the test job fails, refer to the Problem Solving chapter for trouble-shooting procedures.

10 Administration Tools

Introduction

This chapter explains how to configure or use the various administration tools found in the *WorkCentre 4118 / FaxCentre 2218*. The following information is provided:

- Network Tools 10-2
- Maintenance using CentreWare Internet Services10-6

Network Tools

Three tools are provided for the network:

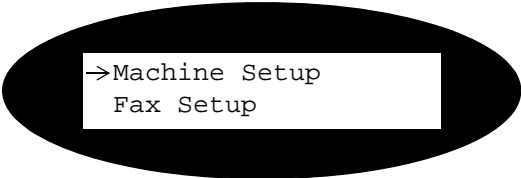
- Reset NIC - resets the network card after changes have been implemented.
- Factory Defaults- restores all settings to their factory state.
- Configure Network - provides walk-up configuration of network settings.

Reset NIC

To reset the network card:

1

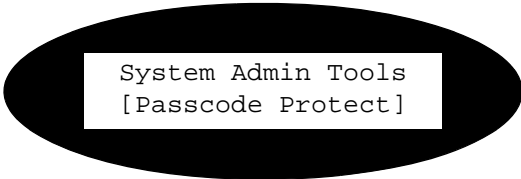
- Press the [Machine Status] button.

A black oval representing a screen with a white rectangular box containing the text "→Machine Setup" and "Fax Setup".

→Machine Setup
Fax Setup

2


- Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
- If the *System Admin Tools* has already been passcode protected, type in the password and press [Enter].

A black oval representing a screen with a white rectangular box containing the text "System Admin Tools" and "[Passcode Protect]".

System Admin Tools
[Passcode Protect]

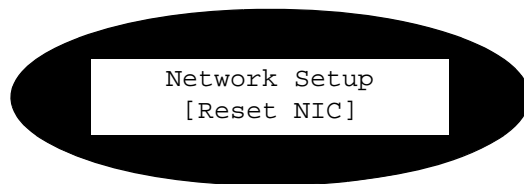
3

- Press ◀ or ▶ until *Network Setup* displays and press [Enter].

A black oval representing a screen with a white rectangular box containing the text "System Admin Tools" and "[Network Setup]".

System Admin Tools
[Network Setup]

- 4 ➤ Press ◀ or ▶ until *Reset NIC* displays and press [Enter].
- Choose *Yes* to reset the network card.



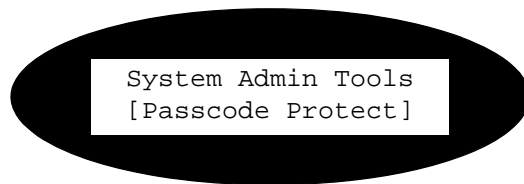
Config Network

To configure the network:

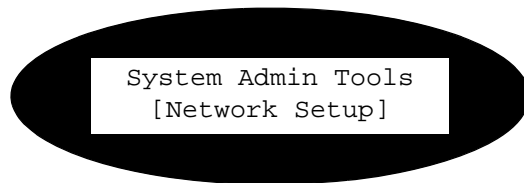
- 1 ➤ Press the [Machine Status] button.



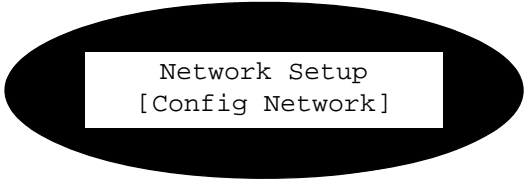
- 2 ➤ Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
- If the *System Admin Tools* has already been passcode protected, type in the password and press [Enter].



- 3 ➤ Press ◀ or ▶ until *Network Setup* displays and press [Enter].



- 4** ➤ Press ◀ or ▶ until *Config Network* displays and press [Enter].



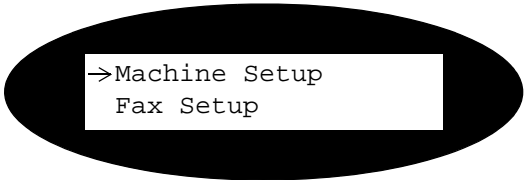
Network Setup
[Config Network]

NOTE: Refer to *Section 2 Basic Network Installation* and *Section 6 Advanced TCP/IP Setup* for details on network configuration settings at the device.

Set Factory Defaults

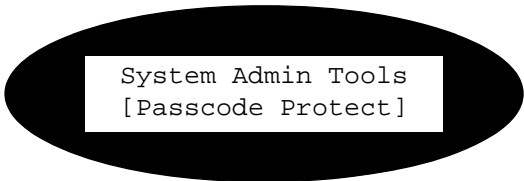
To reset the factory defaults:

- 1** ➤ Press the [Machine Status] button.



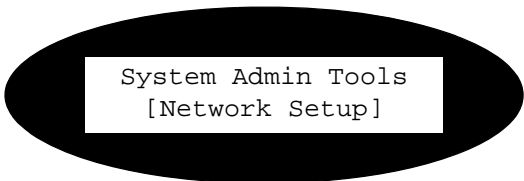
→Machine Setup
Fax Setup

- 2** ➤ Press ▼ or ▲ until *System Admin Tools* displays and press [Enter].
- If the *System Admin Tools* has already been passcode protected, type in the password and press [Enter].



System Admin Tools
[Passcode Protect]


- 3** ➤ Press ◀ or ▶ until *Network Setup* displays and press [Enter].



System Admin Tools
[Network Setup]

4

- Press ◀ or ▶ until *Factory Default* displays and press [Enter].
- Choose [Yes] to return to factory default settings



Network Setup
[Factory Defaults]

Maintenance using CentreWare Internet Services

Accessing CentreWare Internet Services

- 1** ➤ At a client workstation on the network, launch the Internet Browser.
- 2** ➤ In the URL field, enter `http://` followed by the IP Address of the *WorkCentre 4118 / FaxCentre 2218*. Then select the [Enter] key.
Example: If the IP Address is 192.168.100.100, enter the following in the URL field:
`http://192.168.100.100`

Checking Printer Status

Use these instructions to check the status of the *WorkCentre 4118 / FaxCentre 2218*, the paper trays and consumables.

To check the status, perform these steps:

- 1** ➤ Open CentreWare Internet Services (see “Accessing CentreWare Internet Services” on page 10-6).
- 2** ➤ At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Status] tab.
- 3** ➤ Select [General] to view the status of the *WorkCentre 4118 / FaxCentre 2218*.
Click the [Reboot Machine] to apply any changes made within *CentreWare Internet Services* to the *WorkCentre 4118 / FaxCentre 2218*.
Click the [Refresh] button to show the current status.
- 4** ➤ Select [Trays] to view the status of the paper trays in the *WorkCentre 4118 / FaxCentre 2218*.
Click the [Refresh] button to show the current status.
- 5** ➤ Select [Consumables] to view the status of the toner and drum in the *WorkCentre 4118 / FaxCentre 2218*.
Click the [Refresh] button to show the current status.

Printing Reports

Use these instructions to print the printer's reports or to send a test print file to the *WorkCentre 4118 / FaxCentre 2218*.

To print reports, perform these steps:

- 1** ➤ Open CentreWare Internet Services (see “*Accessing CentreWare Internet Services*” on page 10-6).
- 2** ➤ At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Print] tab.
- 3** ➤ Click the appropriate [Print] button to print:
 - System Data List
 - Network Configuration Sheet
 - PCL Font List
 - PS Font List
 - Fax Phone Book
- 4** ➤ To print a test print file, enter the file name or [Browse] to the file location and select the file.
 - Click the [Print] button in the Print-Ready File area.

Defining the Printer

Use these instructions to change the printer's name and location.

To define the printer, perform these steps:

- 1** ➤ Open CentreWare Internet Services (see “*Accessing CentreWare Internet Services*” on page 10-6).
- 2** ➤ At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- 3** ➤ Enter the [Machine Name], but only if necessary.
- 4** ➤ Enter the [Machine Location], if required.

- 5 ➤ Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

- 6 ➤ Select the [Status] tab and then select [Reboot Machine] to enable the selection to take effect.

Checking Configurations

Use these instructions to check the configuration settings of the *WorkCentre 4118 / FaxCentre 2218*.

To check the configuration, perform these steps:

- 1 ➤ Open CentreWare Internet Services (see “Accessing CentreWare Internet Services” on page 10-6).
- 2 ➤ At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- 3 ➤ Select the plus symbol [+] to the left of the *General Setup* folder in the *Properties* frame.
- 4 ➤ In the *Properties* frame, within the *General Setup* folder, select [Configuration].
The lower pane will show the firmware versions.
Click [Print System Data List] to print this report.
- 5 ➤ In the upper pane, click the link for the settings that you want to check.

Checking Billing Counters

Use these instructions to check the billing and other counters of the *WorkCentre 4118 / FaxCentre 2218*.

- 1** ➤ Open CentreWare Internet Services (see “Accessing CentreWare Internet Services” on page 10-6).
- 2** ➤ At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Properties] tab.
- 3** ➤ Select the plus symbol [+] to the left of the *General Setup* folder in the *Properties* frame.
- 4** ➤ In the *Properties* frame, within the *General Setup* folder, select [Billing Counters].
The counters are displayed.
Click the [Refresh Counters] button to show the current status.

Making General Maintenance Settings

Use these instructions to set a number of maintenance items and to change the admin user's name and password.

To make general maintenance settings, perform these steps:

- 1** ➤ Open CentreWare Internet Services (see “Accessing CentreWare Internet Services” on page 10-6).
- 2** ➤ At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Maintenance] tab.
Enter your [Admin User Name] and [Password].
- 3** ➤ In the *Maintenance* frame, select [Maintenance].
- 4** ➤ In the Maintenance area:
Enter the [Service Number] to call for service or advice.
Choose the required USB Mode, UI Language, Power Save time and Clock Mode from the drop-down lists.
Click the [Print] button to print an [Internal Cleaning Sheet].

5

- To change the *admin login credentials*, in the *Change Administrator User Name and Password* area:

Enter the [New User Name] and [Old User Name].

Enter the [New User Password] and [Old User Password].

6

- Click the [Apply] button to implement any changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

7

- Select the [Status] tab and then select [Reboot Machine] to enable the selection to take effect.

Upgrading Firmware

Firmware upgrades may be supplied on a CD or as a download from the internet. Use these instructions to install firmware upgrades in the *WorkCentre 4118 / FaxCentre 2218*.

To upgrade the firmware, perform these steps:

1

- Open CentreWare Internet Services (see “*Accessing CentreWare Internet Services*” on page 10-6).

2

- At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Maintenance] tab.

Enter your [Admin User Name] and [Password].

3

- In the *Maintenance* frame, select [Firmware Upgrade].

4

- Insert the CD or download the upgrade from the internet.

5

- If not already selected, choose [Machine Firmware Download].

6

- Enter the file name and location or [Browse] to the location and select the file.

7

- Click the [Upgrade] button.

Obtaining Assistance

Use these instructions to obtain internet assistance and to record local assistance information for the *WorkCentre 4118 / FaxCentre 2218*.

To obtain assistance and to edit the local settings, perform these steps:

- **1** Open CentreWare Internet Services (see “*Accessing CentreWare Internet Services*” on page 10-6).
- **2** At the *CentreWare Internet Services* Home Page for the *WorkCentre 4118 / FaxCentre 2218*, select the [Assistance] tab.
- **3** To obtain internet assistance for [Software Upgrades] and [Browser Software], click the appropriate link in the *Assistance* frame.
- **4** To edit the settings for local assistance, click the [Edit Settings] button.
Enter the details for the local [System Administrator] and the local [Xerox Support].
Click the [Apply] button to apply the changes.

NOTE: Click the [Undo] button to cancel any changes made and return to the previous values.

If no changes were made, click the [Return] button to return to the *Main Assistance* page.

11 Problem Solving

Introduction

This chapter explains the problem solving procedure and how to seek further assistance.

- Problem Solving Procedure 11-2

Problem Solving Procedure

If a problem occurs with the *WorkCentre 4118 / FaxCentre 2218* network printing or scanning, this chapter is used to identify the steps to solve the problem.

Use the following procedure to identify and solve the problem:

- **1** Resolve any local copier or fax problems first. Perform the corrective action that is recommended by the *User Guide*. Do not attempt to resolve a network problem if the local copier and fax functions are not operating correctly.
- **2** Check that the *WorkCentre 4118 / FaxCentre 2218* has power and it is turned on.
- **3** Check that the network cable is connected to the *WorkCentre 4118 / FaxCentre 2218*.
- **4** Check that the network cable is connected to the workstation.
- **5** Check that the *WorkCentre 4118 / FaxCentre 2218* print driver is selected at the workstation.
- **6** Check that the software application being used to send print jobs is setup correctly.
- **7** If available within the print driver, select the *Print PostScript Error Information* option or the equivalent. If there are any PostScript®3™ errors, the document may not print, but an error sheet will print if this option is selected. This error information can be helpful in resolving the problem.
- **8** Print the *Connect Page* and *System Data List* to check device settings.
- **9** If a specific workstation is not printing then reload the device printer drivers on the workstation.

If all else fails, call the local *Xerox Welcome Center* where a representative will assist in the diagnosis and solution of the problem.

12 Glossary

10BaseT	A cable used for networking. It is also called “twisted-pair” because it is comprised of two insulated wires twisted together. 10BaseT cable can be shielded or unshielded. Shielded cable provides more protection from noise than unshielded cable.
ASCII	An acronym for A merican S tandard C ode for Information Interchange. A coding scheme that assigns numeric values to letters, numbers, punctuation, and certain other characters.
DHCP	An acronym for D ynamic H ost C onfiguration P rotocol. A protocol allowing the principal parameters of network devices (including IP Addresses) to be configured by central DHCP servers.
DHCP AUTOIP	Available with Win98 and Win2000. D ynamic H ost C onfiguration P rotocol AutoIP will automatically assign itself an IP address in the range 169.254.x.x during configuration of the PC.
Driver	Software that is loaded on the client workstation that prepares data to be sent to the <i>WorkCentre 4118 / FaxCentre 2218</i> . It is also called a “print driver” or a “print/fax driver”. The <i>WorkCentre 4118 / FaxCentre 2218</i> drivers are designed specifically for the <i>WorkCentre 4118 / FaxCentre 2218</i> .
CSV	An acronym for C omma S eparated V alue. The CSV file is typically created by a Third Party Email application, for example Microsoft Outlook.
Ethernet	Network transport technology commonly used to send data from one network node to another.
Ethernet Address	<p>The Ethernet Address is a unique address that identifies a device on a network. The Ethernet Address is built into the device when it is manufactured. The Ethernet Address consists of six bytes of information and is expressed as hexadecimal numbers with the bytes separated by colons.</p> <p>(Example: 00:00:08:D4:05:14)</p>
Fax Driver	See Driver.
Client Server	A network environment in which the nodes communicate with a file server, and not directly with other nodes.

Gateway Address	The Gateway Address is the IP Address of the gateway, or router, that the <i>WorkCentre 4118 / FaxCentre 2218</i> will use to access devices on other subnets.
HTTP	An acronym for H yper T ext T ransfer P rotocol. This is the Internet standard that supports the exchange of information on the World Wide Web (WWW). HTTP lays the foundation for transparent access to the Internet.
IEEE	An acronym for Institute of E lectrical and E lectronics E ngineers. This is an organization of engineering and electronics professionals notable for developing the IEEE 802 standards for the physical and data-link layers of local area networks, following the ISO Open Systems Interconnection (OSI) model.
IP	See TCP/IP
IP Address	See TCP/IP
ISO	An acronym for International S tandards O rganization. An international organization that specifies network standards. The ISO developed the Open Systems Interconnection (OSI) model.
LAN	An acronym for L ocal A rea N etwork. This is a network that serves a relatively small area, such as one building, and does not require telecommunications services to reach all of the nodes. See <i>also</i> WAN.
Local Area Network	See LAN.
LPD	An acronym for line p rinter d aemon. This is a print management program that runs on a host.
NetWare	A network operating system from Novell. Clients log onto one or more file servers, which provide services such as mail, printing, and filing.
NetWare Core Protocol	A protocol used by a NetWare client to request services from a NetWare server.
Node	A device on a network that has an address and can send and/or receive data to and from other devices on the network.
PCL	An acronym for P rinter C ontrol L anguage, which is used by Hewlett-Packard. This is a set of commands that tell a printer how to print a document.
PCL5e	A Hewlett-Packard Printer Control Language (PCL) that is the first version of PCL to support bi-directional communication between printer and computer.
PCONSOLE	A NetWare utility that can be used to create, configure, monitor, and manage queues in a NetWare server, and to attach print servers to the queues.
PDL	An acronym for P age- D escription L anguage. This refers to a programming language, such as PostScript® TM , that is used to describe output to a printer or a display device, which then uses the instructions from the PDL to construct text and graphics and create the required page image.

Peer-to-Peer	A network environment in which the nodes communicate directly with other nodes. Windows for Workgroups, NetWare Lite, and Macintosh System 7 are examples of peer-to-peer networking products.
Print driver	See Driver.
Protocol	The rules that control the transmitting and receiving of data.
Queue	A place where jobs are stored temporarily, while they are waiting to be processed. A print queue will hold several print jobs. A printer that is attached to the print queue will print the jobs one at a time.
RJ45	A connector used to connect a 10BaseT cable to a device.
Router	A device that directs network packets to the segment of the network for which the packet is intended, and excludes packets that are not intended for a segment. Routers reduce unnecessary network traffic and control access to segments of the network.
SAP	An acronym for S erver A dvertising P rotocol. Nodes on a NetWare network broadcast "SAP packets" at intervals to advertise their presence to other nodes.
Server Advertising Protocol	See SAP.
Subnet Mask	There are approximately 4.3 billion different addresses in the IP Address range of 000.000.000.000 to 255.255.255.255. These addresses can be divided into smaller, and much more manageable subnetworks, or subnets. The Subnet Mask identifies which part of the IP Address contains the Subnet Address and which part contains the host (or device) address.
TCP/IP	<p>An acronym for Transmission Control Protocol / Internet Protocol. TCP/IP is a set of communications protocols that is supported by a variety of computer platforms. TCP controls the data transfer and IP controls the routing of the data. The IP Address is a unique address that identifies a device in a network. The IP Address has to be set in the <i>WorkCentre 4118 / FaxCentre 2218</i> by the System Administrator. The IP Address consists of four bytes of information and is expressed as decimal numbers with the bytes separated by dots.</p> <p>(Example: 13.1.188.2)</p>
Twisted-pair	See 10BaseT.
WAN	An acronym for W ide A rea N etwork. This is a network that serves a relatively large area, such as buildings in different cities and requires telecommunications services to reach all the nodes. See <i>also</i> LAN.
Wide Area Network	See WAN.

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