Xerox® Versant® 2100 Press

System Administration Guide

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System Administrator Overview

This guide is a reference for system administrators and describes the functionality available to the administrator only.

Enter the System Administrator mode to configure the system network and proxy server information, change press settings such as feature defaults, and manage accounts.

Entering the System Administrator Mode

Once you are in Admin mode, you can change the system settings for the press by selecting the Tools button.

1. Press the **Log In/Out** button.
2. Enter the System Administrator Login ID with the numeric keypad, and select **Enter**.

   Note

   The default Login ID value is **admin**. When using the Authentication feature, a password is also required. The default password is **1111**. It is recommended that you change the default password as soon as possible after installing the press to prevent unauthorized access to the administrator mode.

   Note

   By default, the password prompt is not enabled.

3. To access system functions, press the **Tools** button on the Control Panel.
4. To change settings, press the **Tools** icon on the screen.
5. Select the appropriate Mode, Group, and Feature.

Exiting the System Administrator Mode

To log out, you must be at one of the top level menu screens.
1. Press the **Log In/Out** button.
2. When the Logout screen appears, Press **Yes**.

System Administrator Options

At the press Control Panel, the System Administrator mode allows setting and changing the following system features:

- Default Language used
- Administrator password
- Paper tray priority settings
- Screen display options
- Date and time on the press
- Connectivity and network settings
- Power saver settings
- Attention sounds
- Reporting output
- Output Devices
- Image quality options
- Security settings
- Setting up Remote Services
- DFA (third-party) Finishing Profiles

The following functions are set at the print server only through the Stock Library Manager. Refer to the Stock Library Manager Online Help for more information.

- Paper Tray settings such as stock size and type
- Paper Curl Correction
- Running test prints
- Profiles functions, including:
  - Alignment (such as skew)
  - Fold Adjustment; this feature is displayed if the optional finisher is attached
  - Finishing Devices: This option is available only if an optional, third-party, Document Finishing Architecture (DFA) device is attached to your system. This feature allows you to choose specific settings for that attached DFA device.

Locating the Press IP Address

The IP Address of the press is found on the Configuration Report and can be obtained from the press touch screen. This address, however, is only used to enable communication/network connectivity between the press and the print server.

To obtain the IP Address of the press:

1. At the press Control Panel, select the **Machine Status** button.
2. Select the **Machine Information** tab. The IP Address is listed.

To Access the Press through CentreWare Internet Services:

You will need the print server IP Address to access and use CentreWare Internet Services. The IP Address assigned at the print server allows you to access the press features and settings from any computer workstation.

Customizing the Press Screen

The administrator may customize the following features:

- Whether certain screens will display or not on the press touch screen.
- Specify when screens may be displayed such as after the press is switched on or when it exits the **Power Saver** mode.
- The brightness of the screens as they are displayed on the press touch screen
- The speed of the scroll buttons alongside the screen
- The default language to be used

Assigning a Feature to the Screens

1. Log in as the administrator.
2. Press the **Tools** button on the press Control Panel.
3. Select the **Tools** icon on the screen that displays.
4. Select **System Settings > Common Service Settings**.
5. Select **Screen Settings**. From the list, select the feature you want to set or change.
6. Select **Change Settings**.
7. Select the desired setting for the feature.
8. Select **Save**.

   The previous screen displays.

9. Select **Close**.

   The main Tools screen displays.

10. Exit the administrator mode.

Energy / Power Saver

The Power Saver (or Energy Saver) feature allows you to set the time that lapses until the press enters a reduced power consumption state. When print jobs have completed and the press is inactive, the Energy Saver feature initiates. There are two Power Saver modes:

- Low Power: After remaining inactive for a preset time period, the press enters the Low Power mode.
- Sleep: After entering Low Power mode and remaining inactive for another preset time period, the press enters the Sleep mode.

Here are two examples:

- If the Low Power Mode is set to 15 minutes and the Sleep Mode is set to 60 minutes, the Sleep Mode activates after 60 minutes of total inactivity and not 60 minutes after the Low Power Mode begins.
- If the Low Power Mode is set to 15 minutes and the Sleep mode is set to 20 minutes, the Sleep Mode activates 5 minutes after the Low Power Mode begins.

Note

Refer to Set/Change the Power Saver Time Intervals for complete information on how to set time intervals and other setting options for the Power Saver feature.

Low Power Mode

In this mode, the power to the press and Control Panel is lowered to save power. The touch screen goes out and the **Power Saver** button on the Control Panel lights. To use the press, select the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

Sleep Mode

In this mode, the power is lowered more than in the Low Power mode. The press touch screen goes out and the **Power Saver** button on the press Control Panel lights. To use the press, select the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

Exiting Power Saver Mode

The press exits power saver mode either by pressing the **Power Saver** button on the Control Panel or when it receives print data for an incoming print job.

2

Tools (Administrator Mode)

The following summarizes the various options from the **Tools** button on the press Control Panel that can be set or used while logged in as administrator.

Note

The actual procedures for performing the Full Width Array tasks are referenced in the press User Guide.

When you press the **Tools** button in Administrator mode, the following features are available for selection:

- **Full Width Array (FWA) Density Uniformity Adjustment** - This procedure is used to correct and adjust density nonuniformity on prints
- **Clean Fuser Assembly** - If needed, run this image quality procedure to clean and remove dry ink/toner debris that may appear on the back side of prints
- **DFA Finisher Profile** - If the press includes third-party, Document Finishing Architecture (DFA) inline finishing devices, this feature is enabled to create a profile of the finisher and add/edit/delete its attributes
- **Tools** - Select the Tools icon on the screen to access other areas where you can set system function and security settings:

  - **System Settings** (Common Service Settings and Connectivity/Network Setup)
  - **Setup** (for Billing Impression mode)
  - **Accounting** (Local and Standard Accounting with Auditron is supported)
  - **Authentication / Security Settings**

Note

Use the up / down scroll buttons on the screens to view the entire list of options.

Full Width Array (FWA) Features

The Full Width Array features are used to optimize image quality on the press and can be performed by the operator or the administrator. Refer to the User Guide on when and how to use the FWA adjustment procedures.

Clean Fuser Assembly Routine

If you see dry ink / toner debris on the back of the printout, select and run the Clean Fuser Assembly routine from the press touch screen to automatically clean the fuser component. This process addresses image quality issues caused by contaminants in the fuser.

Note

If you still notice contaminants on the back of the prints after running this procedure, contact Xerox Service. Dry ink / toner debris can originate from either one of two areas in the press: the Transfer Roll or the Fuser Assembly Roll.

Note

While this cleaning procedure can be performed by the operator in Guest mode, only the Administrator mode can select from two methods of cleaning. In Guest mode, cleaning the fuser is restricted to running blank sheets only.

1. Log in as Administrator.
2. Select the **Tools** button on the press Control Panel.
3. Select the **Clean Fuser Assembly** icon.
4. From the screen that displays, select the method the routine will use to remove the unfused dry ink/toner:

    - **Clean with Paper** - press prints blank sheets to remove the dry ink / toner from the fuser
    - **Clean with Felt** - press removes the dry ink / toner from the fuser by applying the felt against the pressure roll (no paper is used)

5. If you selected the **Clean with Paper** option:

    - From **Paper Supply**, select the paper tray to use.

        Note

        Any type of paper and size can be used. However, the smooth surface of coated paper does offer more contact area to the pressure roll.

    - From **Number of Sheets**, select the number of blank sheets to run (1 to 5).

> **Note**
>
> For best results, run a minimum of 5 sheets.

6. Select **Save**.
7. Press the **Start** button. The system begins the cleaning process and displays a "successfully completed" message when finished. Select **OK**.

> **Note**
>
> The process with 5 sheets of paper will take approximately one minute.

DFA Finisher Profile (for Third-Party Finishing Devices)

If the press is installed with third-party inline finishers (Document Finishing Architecture devices that follow the Standard Finisher Plus and Interface Module), DFA Finisher profiling will have been enabled during installation. As a result, the DFA Finisher Profile feature will be viewable from the Tools area of the press touch screen for the system administrator to make any further changes or additions to the DFA profiling of the devices on the system.

Use the DFA Finisher Profile feature to create a profile for the specified DFA device and add, edit or delete attributes for the device, such as timing values.

> **Note**
>
> For information about the DFA settings to enter for the device, refer to the third-party DFA Finisher documentation.

> **Note**
>
> To set up the job workflow for third-party DFA finishers, always enter the DFA profiles on the press first and then enter those attributes through the Profile tab in the Stock Library Manager application on the print server.

1. Log in as the administrator.
2. Press the **Tools** button on the press Control Panel.
3. Select the **Tools** icon.
4. From the screen that displays, select **Maintenance**.
5. Scroll down the list to locate and select **Finisher Adjustment** and **DFA Finisher Profiles**.
6. From the DFA Finisher Profile screen:
   a) If adding a new third-party finisher, select an available row and select **Create/Edit**. Enter the name and other attributes for that device.
   b) If changing information about an existing device, select that finisher's row and select **Create/Edit** to edit the profile.

     c) If removing a third-party finishing device, select that finisher's row and select **Delete**.

7. Select **Save**.

8. Select **Close**.

Tools: System Settings / Setup & Calibration

System Settings

Under System Settings, you can access and configure:

- Common Service Settings
- Network Controller Settings
- Connectivity & Network Setup

Note

Refer to those chapters of this guide on how and when to set these features.

Setup and Calibration

Under Setup, you can access Billing Impression Mode and view billing information on the press. This information is also available from the **Machine Status** button under the **Billing Information** tab.

3

Common Service Settings

In Common Service Settings, you select default settings that affect accessing or using basic features and functions of the press by the operator. To adjust these settings:

Note

Assigning paper attributes such as Type, Weight and Color are performed at the print server's Stock Library Manager application.

1. At the press Control Panel, log in as the Administrator.
2. Press the **Tools** button.
3. From the Tools screen, select the **Tools** icon.
4. Select **System Settings > Common Service Settings**.

Related Topics:

System settings procedure

Common Service Settings

Machine Clock/Timers	Date
	Time
	NTP Time Synchronization
	Connection Interval
	Time Server Address
	Auto Clear
	Auto Job Release
	Auto Print
	Printer Lockout Duration
	Time Zone
	Daylight Savings
Power Saver Settings	Power Saver Timers
	Enter Power Saver After Printing Ends
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Audio Tones	Control Panel Select Tone Control Panel Alert Tone Base Tone Machine Ready Tone Job Complete Tone Fault Tone Auto Clear Alert Tone Alert Tone Out of Paper Warning Tone Low Toner Alert Tone
Screen Settings	Auto Display of Login Screen Default Language Screen Brightness Customize Keyboard Button Display Consumables Screen Keyboard Input Restriction Operation of Up/Down Buttons
Paper Tray Settings	Paper Tray Priority Auto Tray Switching Control Manual Tray Switching
Image Quality (Refer to *Calibrating the Press* in the User Guide)	Full Width Array
Reports	Print Reports Button Job History Report 2 Sided Report Report Output tray
Maintenance	Quick Setup Home Billing Impression Mode USB Key Initialize Hard Disk NVM Read/Write Supplies Activation Code Software Options Power On Self Test Finisher Adjustment Tray 5 Option Tray 5 Guide Adjustment Delete All Certifications/Initialize Settings Register Paper Feeding Position Technical Key Operator (for resetting HFSIs) SMart eSolutions Setup
Plug-In Settings	Embedded Plug-ins List of Embedded Plug-ins

Other Settings	Offset Stacking
	Unload High Capacity Stacker
	Default Print Paper Size
	Paper Size Settings
	Millimeters/Inches
	Data Encryption
	Encryption Key Confidential Data
	Service Representative Restricted Operation
	Software Download
	Data Indicator
	Resume Job After Print Error

Machine Clock/Timers

Use the Machine Clock/Timers feature to set the press clock time and time intervals for various options.

Setting the Machine Clock/Timers

1. Log in as the administrator.
2. Press the Tools button on the press Control Panel.
3. From the Tools screen, select the Setup icon.
4. Select **System Settings > Common Service Settings**.
5. Select **MachineClock/Timers**.
6. Select the item to be set or changed. Options include:

   - Date
   - Time
   - Auto Clear
   - Auto Print
   - Power Saver/Energy Saver Timers
   - Printer Lockout Duration
   - Time Zone
   - Daylight Savings Time

7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.
   The previous screen displays.
10. Select another option to set or change and repeat the previous steps as needed.
11. Select **Close**.
   The main Tools tab screen displays.
12. Exit the administrator mode.

Date and Time

Use **Date** to set the month, day and year of the press clock. The date set here prints on lists and reports and can be in the format:

- Year/Month/Day
- Month/Day/Year
- Day/Month/Year

Use **Time** to set the time of the press clock. The time set here prints on lists and reports. Select either a 12-hour or 24-hour representation.

To set up the date and time on the press:

1. Select **Machine Clock/Timers**.
2. Select **Date** and select **Change Settings**. Enter the **Date Format** and then the day, month and year.
3. Select **Save**.
4. Select **Time** and select **Change Settings**. Select either **12 Hour Clock** or **24 Hour Clock**. Then select the hours and select **Save**.
5. Select **Close** and, if needed, log off the Administrator mode.

NTP Time Synchronization

Set the press to synch with the network time protocol (NTP) server on the network. When you enable this feature (on), the press time will be in synch and show the same time as the time on the NTP server. When you change the time, any devices on the network will also be updated.

1. Select **Machine Clock/Timers**.
2. From the Machine Clock/Timers screen, select **NTP Time Synchronization**, and select **Change Settings**.
3. Select **On** to synchronize the times, or **Off**.
4. Select **Save** to save the setting and return to the previous window.
5. Select **Close** and, if needed, log off the Administrator mode.

Connection Interval

Select the time interval at which a connection is made to the time server.

Select an interval from 1 through 500 hours, in steps of one hour.

1. Select **Machine Clock/Timers**.
2. From the Machine Clock/Timers screen, select **Connection Interval**, and select **Change Settings**.
3. Enter the Connection Interval using the numeric keypad.
4. Select **Save** to save the settings and return to the previous window.
5. Select **Close** and, if needed, log off the Administrator mode.

Time Server IP Address

To use the NTP Time Synchronization feature, make sure to activate the feature by setting it to on, and then follow the steps below to enter the IP address of the time server.

Note

Your network adminstrator can supply the IP Address of the time server for you to enter.

1. Select **Machine Clock/Timers**.
2. From the Machine Clock/Timers screen, select **Time Server Address** and press **Change Settings**.
3. Enter the IP address:

   - IP Address: Set the IP address of the time server from which the time is obtained, using values 0 to 255.
   - Addresses 244 to 255.XXX.XXX.XXX and 127.XXX.XXX.XXX cannot be set.
   - Select **Next** to enter the next part of the IP address if the address between dots is less than 3 digits.

4. Select **Save** to save the settings and return to the previous window.
5. Select **Close** and, if needed, log off the Administrator mode.

Auto Clear

If a given time period elapses with no press activity, the press touch screen automatically returns to the initial (default) screen. Set this option to **On** and select a time period between 1 through 4 minutes, in intervals of 1 minute, after which the press will return to its default screen.

Note

Even if **Off** is selected, any currently pending jobs continue processing after one minute of inactivity on the press.

1. Select **Machine Clock/Timers**.
2. From the Machine Clock/Timers screen, select **Auto Clear** and select **Change Settings**.
3. Select **Off** or **On**.
4. If you selected **On**, select the time by using the arrows or the numeric keypad to enter a numeric time.
5. Select **Save** to save the settings and return to the previous window.
6. Select **Close** and, if needed, log off Administrator mode.

Auto Job Release

If an error occurs during a copy or scan job, you can set the time that elapses until the current job is automatically cleared, and thereby enabling the completion of the next job. Errors that may occur include a paper feed, a jammed original, a copy jam, running out of hard disk space, etc. Once the current job is cleared, jobs that can be continued are limited to those that only use parts of the machine not affected by the error. Set the value in the range 4 to 99 minutes, in 1 minute increments. Select Off if you do not want to use this feature.

1. From the Machine Clock/Timers window, select **Auto Job Release**, and select **Change Settings**.
2. Select **Off** or **On**.
3. If you selected **On**, set the time using the arrows or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Auto Print

Use this option to set the time between when the press returns to a Ready state and when the press begins printing. When set for **On**, select a time period between 1-240 seconds, in one second intervals. If you select **Off**, printing starts immediately, once the press is ready.

1. Select **Machine Clock/Timers**.
2. From the Machine Clock/Timers window, select **Auto Print**, and then select **Change Settings**.
3. Select **Off** or **On**.
4. If you selected **On**, set the time by using the arrows, or the numeric keypad to enter a numeric time.
5. Select **Save** to save the settings and return to the previous window.
6. Select **Close** and, if needed, log off Administrator mode.

Printer Lockout Duration

Use this option to prohibit the press from printing jobs temporarily or for a set period of time. When this Lockout feature is **On**, define the time from the start to the end of the printing lockout. Set the values from 0 to 23 hours and to 59 minutes. If you select **Off,** no printing lockout occurs and printing is not disabled.

1. Select **Machine Clock/Timers**.
2. From the Machine Clock/Timers window, select **Printer Lockout Duration**, and then select **Change Settings**.
3. Select **Off** or **On**.
4. If you selected **On**, set the Start and End time by using the arrows, or the numeric keypad to enter a numeric quantity.
5. Select **Save** to save the settings and return to the previous window.
6. Select **Close** and, if needed, log off Administrator mode.

Time Zone

Use this option to set the time difference from Greenwhich Mean Time (GMT).

1. Select **Machine Clock/Timers**.
2. From the Machine Clock/Timers screen, select **Time Zone** and then select **Change Settings**.
3. Use the arrows to set the time difference from Greenwich Mean Time (GMT).
4. Select **Save** to save the settings and return to the previous window.
5. Select **Close** and, if needed, log off Administrator mode.

Daylight Savings

With this feature enabled, the press automatically adjusts the current time when daylight savings time starts and ends.

From the Machine Clock/Timers screen, select one of the following:

- **Adjust off**: Select this feature if you do not want to use the Daylight Savings feature.
- **Adjust by Month, Day & Time**: Select this feature to specify the start of the daylight savings feature, by month, day and time.
- **Adjust by Month, Week, Day of Week & Time**: Select this feature to specify the start of the daylight savings feature, by month, week, day of the week and time.

Power Saver Timers

In Power Saving mode, there is a low-power mode and a sleep mode. When a set time has elapsed (from the last operation on the press), the press goes to low-power mode, then to sleep mode.

The Power Saver Timers feature allows you to specify the amount of time to elapse before the press enters these modes.

Note

Set the Sleep Mode time for a longer time interval than the Low Power Mode time.

Set/Change the Power Saver Time Intervals

Note

The time intervals for both the Low Power and Sleep modes may be changed to reflect a value of 1-240 minutes for each mode. Through System Settings, you can also change or set other options such as deactivating the feature or saving power after printing completes.

1. Log in as the administrator.
2. Press the **Tools** button on the press Control Panel.

3. Select the **Tools** icon on the screen.

   The System Settings screen displays.

4. Select **System Settings > Common Service Settings**.

5. Select **Power Saver Settings**.

6. Select **Power Saver Timers**.

7. Select **Change Settings**.

8. Specify the time interval for both low-power mode and sleep mode:

   a) **From Last Operation to Low Power Mode**: The default time is 15 minutes. Specify the amount of time between the last operation and when entering low-power mode. Select from 1 through 240 minutes, in 1 minute increments.

      The time From Last Operation to Low Power mode must not exceed the time From Last Operation to Sleep Mode.

   b) **From Last Operation to Sleep Mode**: The default time is 60 minutes. Specify the amount of time between the last operation and when entering into the Sleep mode. Select from 1 through 240 minutes, in 1 minute increments.

      Ensure that the Sleep mode interval is set with a longer amount of time than Low Power mode.

9. Select **Save**.

10. Select **Close**.

    The main Tools screen displays.

11. Exit the administrator mode.

Enter Power Saver after Printing Ends

From the Power Saver Settings window, select **To Save Power After Printing Ends** and define the exact time to apply power saving after a job has automatically printed.

Select **Change Settings** and one of the following options:

- **15 Seconds after** (default) - Power Saver mode will initiate automatically 15 seconds after the end of the print job.
- **According to Power Saver Timer Settings** - Power Save mode will initiate based on the settings already established on the Power Saver Timers screen.

Power Saver Deactivation

From the Power Saver Settings window, select **Power Saver Deactivation** and **Change Settings**. Select whether to deactivate (turn off) the Power Saver feature completely. When a print job is submitted, the Power Saver feature will not be in effect. Select **Save** to save the setting and return to the previous window.

Audio Tones

Use the **Audio Tones** feature to select whether or not to sound an alarm for various press functions; for example an alarm can be set to sound when a job ends or there is a fault. Options include:

Control Panel Select Tone

Select the volume level that sounds when a button on the press Control Panel is correctly selected. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Control Panel Alert Tone

Select the volume level that sounds when a non-functioning (or grayed-out) button is selected or when an error occurs. Select from **Loud**, **Normal**, and **Soft**. To disable the sounds, select **Off**.

Base Tone

For a button that toggles (the setting changes each time it is pressed), select the volume level that sounds when the button is in its initial (first) position. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Machine Ready Tone

Set the volume level that sounds when the press is ready to print or after the press powers on. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Job Complete Tone

Select the volume level that sounds when the press successfully completes the specific cycle, such as a print job. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**. The default setting is Soft.

Fault Tone

Select the volume level that sounds when there is an error termination. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Auto Clear Alert Tone

Select the volume level that sounds when the automatic clear feature is enabled. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Alert Tone

Select the volume level that sounds when a fault, such as a paper jam occurs, and the fault is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Out of Paper Warning Tone

Select the volume level that sounds when there is no paper in the paper tray and the job is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Low Toner Alert Tone

Select the volume level that sounds when it is time to replace the drum toner cartridge. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Setting Audio Tones

1. Log in as administrator.
2. Press the Tools button on the press Control Panel.
3. Select **System Settings > Common Service Settings**.
4. Select **Audio Tones**.
5. Select the features below to be set or changed:

   - Control Panel Select Tone
   - Control Panel Alert Tone
   - Base Tone
   - Machine Ready Tone
   - Job Complete Tone
   - Fault Tone
   - Auto Clear Alert Tone
   - Alert Tone
   - Out of Paper Warning Tone
   - Low Toner Alert Tone

6. Select **Change Settings**.
7. Select the desired setting for the option.
8. Select **Save**.
9. Select another option to set or change and repeat the previous steps as needed.
10. Select Close.

    The main Tools screen displays.

11. Exit the administrator mode.

Screen Settings

Use the Screen Settings feature to set specific screens that are displayed when the power is turned on, when exiting Power Saver, and more. Options include:

Auto Display of Login Screen

When the Authentication feature is used, select whether or not to automatically display the login screen after turning the press on or after canceling the Power Saver/Energy Saver mode.

Default Language

Set the default language for the press touch screen.

Screen Brightness

Adjust the level of brightness or darkness displayed on the press touch screen.

Customize Keyboard Button

Use this option to enter and save frequently used information and to create a customized button on the keyboard screen. Frequently used information may be a domain name, an IP address, or other related data; for example: www.xerox.com. Only one keyboard button may be customized.

Display Consumables Screen

Use this option to indicate whether or not to display the Consumables screen at initial startup (after turning the press on) or when Auto Clear is activated.

Keyboard Input Restriction

Use this option and select **On** to restrict the keyboard input to ASCII characters only. This prevents illegible characters from displaying when one character set is switched to another character set.

Operation of Up/Down Buttons

Use this option to enable or disable the ability to scroll up or down continuously when the scroll buttons are held down.

Assigning Screen Settings

1. Log on as the administrator.
2. Press the **Tools** button on the press Control Panel.
3. Select **System Settings > Common Service Settings**.
4. Select **Screen Settings**.
5. Select the feature to set or be changed such as:

   - Auto Display of Login Screen
   - Default Language
   - Customize Keyboard Button

6. Select **Change Settings**.
7. Select the desired setting for the option.
8. Select Save.

   The previous screen displays.

9. Select Close.

The main Tools screen displays.

10. Exit the administrator mode.

Customize Keyboard Button

Select this option for frequently used information (e.g. domain names, IP addresses, or other related data) to create a customized button on the keyboard screen.

Note

You can customize one button only.

1. From the Screen Settings screen, select **Customize Keyboard Button**.
2. From the Customize Keyboard Button screen, select **Change Settings**.
3. Enter your desired information that will appear on the customized button (e.g., .com or john.doe@xerox.com).
4. Press the **Preview** button to see the selection displayed on the customized button, located in the lower, right corner of the keyboard screen.
5. Select **Save**.

Display Consumables Screen

Use this setting to indicate whether or not to display the Consumables screen and the consumables status when a replacement is required.

- **Off**: Does not display the consumables status screen.
- **When power is switched on**: Displays the consumables status screen at startup.
- **When Auto Clear is activated**: Displays the consumables status screen when **Auto Clear** is executed.

1. From the Screen Settings screen, select **Display Consumables Screen**.
2. Select **Change Settings**.
3. Select one of the options listed.
4. Select **Save**.

Keyboard Input Restriction

Select whether or not to restrict the display of the virtual keyboard on the press touch screen. To prevent characters from being garbled when switching character sets, you can limit input to ASCII characters. If you select **On (ASCII Only)**, the keyboard displayed shows ASCII characters only.

1. From the Screen Settings screen, select **Keyboard Input Restriction**.
2. Select **Change Settings**.
3. Select either **On** or **Off** and then **Save**.

Operation of Up/Down Scroll Buttons

Select whether or not to enable continuous scrolling when pressing the up/down scroll buttons.

1. From the Screen Settings screen, select **Operation of Up/Down Scroll Buttons**.
2. Select **Change Settings**.
3. Select **Enable** or **Disable** to allow or not allow continuous scrolling.

Paper Tray Settings

At the press, use the **Paper Tray Settings** area to access and enable Auto Tray Switching and set the Paper Tray Priority for automatic tray selection.

With the Auto Tray Switching feature enabled, use the Paper Tray Priority setting to indicate which tray in the system (1, 2, 3, 6 and 7) to use first, second, third and so on when a tray with the same paper type becomes empty.

Setting the Paper Tray Priority

Assign a priority number to trays 1, 2, 3, 6 and 7 that instructs the system to use them in the order you want.

1. Press the **Tools** button on the press Control Panel.
2. Select the **Tools** icon on the screen.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**.
5. Select **Paper Tray Priority**.
6. With this item highlighted, select **Change Settings**.
7. Select the tray and then assign a priority. Select a priority setting and assign a specific tray to that priority setting.

   Note

   Only one tray may be set to each priority.

8. Repeat the previous step until all available trays are assigned to priority settings.
9. Select **Save**.
10. Select **Close** twice.

    The main Tools screen displays.

11. Exit the administrator mode.

Setting Auto Tray Switching Control

The Auto Tray Switching feature is enabled by default for all trays. If this feature is disabled, enable it before setting the Paper Tray Priority.

1. Press the **Tools** button on the press Control Panel.
2. Select the **Tools** icon on the screen.
3. Select **System Settings > Common Service Settings**.
4. Select **Paper Tray Settings**. Use the down scroll button to view the second page of the screen.
5. Select **Auto Tray Switching Control**.
6. Select the tray listed that you want to enable or disable for automatic tray switching (Tray 1, for example) and **Change Settings**.
7. Select **Enable** or **Disable**.
8. Repeat the previous step for each tray you want using or not using this feature.
9. Select **Save**.
10. Select **Close** twice to return to the main Tools screen.

Reports

As the system administrator, use this Reports feature from the Tools area to control and configure reporting such as how reports will print and whether to allow the operator to print reports. Options include:

Print Reports Button

When this option is enabled, the **Print Reports** button appears on the Machine Information tab.

Job History Report

Select On or Off. When On, and you select **Print Report**, the press automatically prints a Job History Report of the highlighted job.

2 Sided Report

Select this option to automatically have a report print 1-sided or 2-sided.

Report Output Tray

Select this option to set the output tray to automatically use for the printed report.

Note

Reports that both the operator and system administrator can produce and print are available from the Machine Status area of the press and are described in the Press User Guide.

Setting the Reports options

1. Log in as the administrator.
2. Press the Tools button on the press Control Panel.
3. Select the **Tools** icon.
4. Select **System Settings > Common Service Settings**.
5. Select **Reports**.

6. Select the feature to be set or changed.
7. Select **Change Settings** and the desired setting for the option.
8. Select **Save**.

   The Reports screen displays.

9. Select another option to set or change and save those settings.
10. When completed, select **Close**.

    The main Tools screen displays.

11. Exit the administrator mode.

Maintenance

Use this feature to further customize the press settings for the following options:

Quick Home Setup

Use this option to quickly define network settings and create a self-signed digital certificate for the press.

Initialize Hard Disk

Use this option to initialize the press hard disk. This erases any current data on the hard disk.

Software Options

This feature is for service representatives only. It may be used when installing optional software applications. For more information, contact the Xerox Customer Support Center.

USB Key

This feature is not currently available. When enabled, it provides the capability to load software kit options using a USB device connected to the system instead of a pin code.

Power On Self Test

Select whether or not to perform a self test when the press is switched on/started. If any abnormal conditions are found, such as intentional program modification, the press stops and records the information in the audit log. If the press does not start, contact the Xerox Customer Support Center.

NVM Read Write

The Xerox Service Representative uses this feature to change certain system settings. It also may be used by the system administrator for updating the fuser width NVM setting after it is replaced.

Billing Impression Mode

Identifies the billing capability used on the press and how to track impressions made on large size sheets such as A3 paper. There are two setting selections. The default setting is A3 Impression Mode that counts all print impressions equally. Or the system may be set to A4 Impression Mode that counts large impressions (depending on the customer and market region). It allows normal impression meters to increment by two when a large impression is made.

Supplies Activation Code

Supports converting the press from Meters to Sold billing.

Finisher Adjustment

This feature is available only if the optional Standard/Booklet Maker Finisher is connected to the press. Use this feature to adjust the fold position of the printed output. If the C/Z Folder is also connected, more folding options are available.

Delete All Certifications/Initialize Settings

Do not use this feature unless you have checked with your Network Administrator. All certificates stored in the press will be deleted and security settings associated with the certificates will be initialized.

Tray 5 Option

Tray 5 is not automatically detected by the system. When Tray 5 is installed, use this feature to show (enable) or hide (disable) Tray 5 in the system configuration graphic that is displayed on the press touch screen and on the Stock Library Manager.

Tray 5 Guide Adjustment

Calibrates the paper guides of Tray 5 to their minimum and maximum widths. Use this routine when the tray size sensor is replaced to calibrate the paper size detection for Tray 5.

Technical Key Operator

Access this area to reset the HFSI counter for a newly-replaced CRU (customer replaceable unit) such as the Suction Air Filter at the rear of the press. The HFSI counter of the selected replaceable part will be reset to 0. This tracks when the consumable needs to be replaced next.

Setting the Tray 5 Guide Adjustment

If the Bypass Tray is installed and a paper size detection error occurs, use this procedure to calibrate the paper guide positions.

1. Log on as Administrator.
2. Select the **Tools** button on the press Control Panel.
3. From the Tools screen, select **System Settings > Common Service Settings**.
4. Under Features, scroll to and select **Maintenance**.
5. From the Maintenance screen, select **Tray 5 Guide Adjustment**.

6. Push the paper guides to their minimum width.
7. Select **Minimum Position** and press the **Start** button on the Control Panel.

   If the sensor output value is within the specified range, **OK** displays in the Result box. If the value is out of the specified range, **NG** displays. Check the guide position and retry.

8. Push the paper guides to their maximum width.
9. Select **Maximum Position** and press the **Start** button on the Control Panel.

   If the sensor output value is within the specified range, **OK** displays in the Result box. If the value is out of the specified range, **NG** displays. Check the guide position and retry.

Billing Impression Mode

The Billing Impression Mode defines how the press tracks impressions made on large sheets, such as A3 or tabloid size stock. There are two modes:

- A3 Impression Mode counts all impressions equally
- A4 Impression Mode counts large impressions as their A4 equivalent

A Xerox Sales Representative can confirm the Billing Impression Mode used by your press.

Using the Fuser NVM Read/Write Setting

When the fuser is replaced and installed with a different fuser type (width range capability), the System Administrator can update and set the NVM fuser width range for that fuser at the press touch screen, if the settings in Table 1 are not acceptable. This NVM fuser width setting enables those width papers to print. The system will then confirm the correct paper widths are being used to print.

1. Logon as Administrator.
2. Select the **Tools** button on the Control Panel.
3. From the Tools screen, select **System Settings > Common Service Settings**.
4. Under Features, scroll to and select **Maintenance**.
5. From the Maintenance screen, select **NVM Read/Write**.
6. Referring to the table below, type in the corresponding 6-digit Chain Link Number associated with the fuser range to be tracked. The current NVM value displays.
7. Select the **Confirm/Change** button.
8. Using the keyboard, enter the minimum and maximum paper width range of the fuser in millimeters (such as 200mm to 400mm). To set up custom width sizes, add 5 mm to the upper limit and subtract 5 mm to the lower limit.

Table 1: Default Paper Width NVM Settings at Initial Installation

Range Number	NVM Chain Link Number	Media Size	Paper Width (lower / upper limit)	NVM Default Value
Fuser Module 1	501 - 860 (lower limit range)	All widths allowed	98.0 - 330.2 mm	980 - 3302
	501 - 857 (upper limit range)		98.0 - 330.2 mm	980 - 3302
Fuser Module 2	501 - 861 (lower limit range)	A3 SEF / A4 (XE); Letter LEF / 11x17 (XC)	180.0 - 249.9 mm	1800 - 2499
	501 - 858 (upper limit range)		270.4 - 298.0 mm	2704 - 2980
Fuser Module 3	501 - 862 (lower limit range)	SRA3 (XE); 12 / 13 inches (XC)	300.0 - 310.0 mm	3000 - 3100
	501 - 859 (upper limit range)		307.0 - 330.2 mm	3070 - 3302

Note

The following shows typical workflow examples of width sizes you may use and what NVM settings you would select to calibrate the NVMs. Any ranges can be used. Each value is calculated with + / - 5mm.

Table 2: Examples of Custom Paper Width Settings and their NVM Values

Range Number	NVM Chain Link Number	Media Size	Paper Width (lower /upper limit)	NVM Default Value (12in.=304.8mm) (10in.=254mm)
1, 2 or 3 In this example, Range 2	If range 2 is selected: 501 - 861 (lower limit range)	8 x 10 inches (width is 10 in.)	lower > 249 mm	2490
	501 - 858 (upper limit range)		upper > 259 mm	2590
1, 2 or 3 In this example, Range 3	If range 3 is selected: 501 - 862 (lower limit range)	12 x 18 inches (width is 12 in.)	lower > 299.8mm	2998
	501 - 859 (upper limit range)		upper > 309.8mm	3098

9. Select the **Save** button.

   The NVM Read/Write window displays the entered value as the Current Value.

10. Select **Close** to save your new setting and return to the Tools window.

    A "Reboot Machine" message displays.

11. To have the new NVM setting applied to the system, select **Reboot Now**. Otherwise, select **Cancel**.

12. Run your print job.

    Note

    If the paper width in the job conflicts with the NVM width setting of the fuser, a Fuser Type Mismatch error message displays and the job will not print. Either cancel the job or replace the fuser type.

    Note

    After running your print job, switch off the NVM feature; this will ensure that the press runs at maximum efficiency and will prevent paper jams.

Resetting the HFSI Counter

Many of the components of the press should be replaced at set print intervals. Each item that requires regular maintenance or replacement has its own counter and a maximum number of prints recommended between the maintenance task. Once a counter has reached its usage limit, the system displays a message that the component needs to be replaced. The status of the consumable is also shown on the Supplies/Consumables screen from the **Home** button.

After replacing the customer-replaceable unit (CRU), the system administrator will need to record the service by resetting the HFSI counter for the item at the press touch screen.

Note

This manual HFSI reset procedure does not need to be performed after replacing the Drum Cartridges, Dry Ink/Toner Cartridges or Waste Dry Ink/Toner Container. The system will automatically update the HFSI counter for those CRUs.

1. At the press, log on as administrator.
2. Press the **Tools** button on the press Control Panel.
3. From the screen that displays, select the **Tools** icon.
4. Select **System Settings > Common Service Settings > Maintenance**.
5. Use the up/down scroll arrows to access the next few Maintenance screens.
6. Select the **Technical Key Operator** icon.
7. From the screen that displays, select the row with the consumable part name that corresponds with the newly-replaced component.
8. Select **Reset Current Value**.

   The system resets the HFSI to 0 and saves the new value to the record log.

9. Verify that the Consumables screen has been reset and the status of the part is now at 100 %.

Initializing the Hard Disk

1. Log in as the administrator.
2. Press the Tools button on the press Control Panel.
3. From the screen that displays, select the Tools icon.
4. Select **System Settings > Common Service Settings**.
5. Select **Maintenance**.

   The Maintenance screen displays.

6. To initialize the press hard disk, select **Initialize Hard Disk**.

   a) From the Initialize Hard Disk screen, select the partition to be reformatted.
   b) Select **Start**.
   c) Select **Yes**.
      When reformatting completes successfully, a message screen appears.
   d) Select **Confirm**.
   e) Select **Close** to return to the Maintenance screen.

7. To delete the press data, select **Delete All Data**.

   a) From the Delete All Data screen, select **Start**.

      Important

      Do not use this function unless authorized and have checked with the Xerox Service Representative. Selecting **Start** deletes all data recorded in the press. This includes all user settings, and data recorded automatically by the system.

   b) Upon completion, select **Close** to return Maintenance screen.

8. Select **Close**.

   The main Tools screen displays.

9. Exit the administrator mode.

Plug-in Settings

1. Select **Plug-in Settings**.
2. Select either Embedded Plug-ins or select from a List of Embedded Plug-ins.

Other Settings

Use this feature to assign a variety of settings for commonly used features; options include the following:

Offset Stacking (Right Top Tray, Stacker, Stacker Cart)

Select the default offset stacking option for the finisher tray:

- **Off**: If this option is selected, the finishing tray will not offset any output.
- **Offset per set**: If this option is selected, the finishing tray will offset each set of a print job. This option also offsets each job.
- **Offset per job**: If this option is selected, all the sets of a job are delivered on one stack to the output area. When the next job starts, that job is offset from the previous job in the tray. This option does not offset each set of a job.

Unload High Capacity Stacker

Indicate when to unload the stacker; when current set completes or to stop immediately and unload.

Default Print Paper Size

Set the default paper size (A4 or 8.5 × 11 in.) on which to print reports and/or lists.

Paper Size Settings

Specify the size of paper to be automatically detected when you use standard sizes for a document or the press is set to detect sizes of a document. Select one of the following options:

- **A/B Series (8 × 13 in.)**
- **A/B Series**
- **A/B Series (8K/16K)**
- **A/B Series (8 × 13 in./8 × 14 in.)**
- **Inch Series**

Millimeters/Inches

Select the unit of measurement that will be displayed on the screen; select either **Millimeters** or **Inches**.

Data Encryption

If you want the recorded data on the hard disk encrypted, select **On** as the default setting for this feature. By switching on the data encryption, all data written to the hard disk is automatically encrypted. Encryption prevents unauthorized access to the stored data. When encryption is on, an encryption key must be set.

Encryption Key for Confidential Data

This feature sets an encryption key to encrypt confidential information such as the passcode of the system administrator. Encrypting confidential information prevents a network hacking and an unauthorized access to the information. Enter an encryption key of 4 to 12 characters using alphanumeric characters.

Important

If you change the existing encryption key, you may not restore confidential information from a backup. The factory default encryption key is **x-admin**.

Service Rep Restricted Operation

Select whether or not to restrict the operation by the Xerox service representative in order to protect the security settings from being altered by someone impersonating the Xerox service representative; options include the following:

- **Off**: The service representative is not restricted from any operations on the press.
- **On**: The service representative cannot change the following settings: Delete All Data, Data Encryption, Encryption Key for Confidential Data, Service Representative Restricted Operation, System Administrator Settings, Maximum Login Attempts by System Administrator, Overwrite Hard Disk, and Creating/Changing Users with System Administrator Rights.

When **On** is set, set a maintenance passcode of 4 to 12 digits in the Maintenance Passcode screen. Entering the passcode is required when the Xerox service representative performs maintenance.

Important

When **On** is set and if you lose the system administrator's user ID and passcode, the items restricted to the Xerox service representative cannot be changed or reset to their default values.

Software Download

This feature is disabled by default. When enabled, it allows you to download software from CentreWare Internet Services. If this feature is enabled at CentreWare Internet Services, Software Download is automatically set to **Enabled** at the press.

Resume Job After Print Error

Indicate how the press will behave after a print error occurs on the press. Select either **Job Resumes Automatically** to allow the press to resume printing the job automatically once the error is cleared or **Resume by User** to require the operator to press the **Start** button.

Setting options for Encryption Key for Confidential Data

1. Log in as the administrator.
2. Select the Tools button on the Control Panel.
3. From the Tools screen, select **System Settings > Common Service Settings**.
4. Select **Other Settings**.
   The Other Settings screen displays.
5. Select **Encryption Key for Confidential Data**.
6. Select **Change Settings**.
   The Encryption Key for Confidential Data screen displays.
7. Select **Keyboard** and from the Keyboard screen, enter the desired encryption key password.

   Enter a 12-character encryption key; the default encryption key is 12 ones (**111111111111**).

8. Select **Save**.

   The Encryption Key for Confidential Data screen displays.

9. Select **Keyboard** again.

10. From the Keyboard screen reenter the same encryption key one more time.

11. Select **Save** twice.

12. Select **Close**.

    The main Tools screen displays.

13. Exit the administrator mode.

4

Connectivity and Network Setup

The system administrator can configure network connectivity at the press or at the web user interface (CentreWare Internet Services). This section describes the configuration settings available at the local press Control Panel.

Note

More detailed settings are available when using the web user interface at your computer. Refer to *Using CentreWare Internet Services* in this guide.

An Ethernet communication cable is connected from the press to the print server for internet access. Also, a pair of video communication cables are connected from the print server to the press to allow image information and data to transfer between the two devices.

Refer to your network administrator for your specific network guidelines and protocols by which the press is connected and communicates to the print server. The print server looks for these settings when connecting.

Network Controller Settings

Network Controller Settings	Ethernet Settings TCP/IP - IP Address Resolution TCP/IP - IP Address TCP/IP - Subnet Mask TCP/IP - Gateway Address Frame Type
	Note: These settings may not be selectable if the print server is not connected to the press

Change Network Controller Settings

At system installation, the default TCP/IP setting is set to DHCP. This allows the IP Address and other configuration information to be retrieved automatically from the DHCP server. Refer to your network administrator for specific network guidelines and protocols used to connect and communicate with the print server.

To review or change connectivity and network settings for the press, use the following steps.

1. Log in as System Administrator.
2. Select the **Tools** button on the Control Panel.
3. Select the **Tools** icon on the screen.
4. Select **System Settings > Network Controller Settings > Connectivity & Network Setup**.

Connectivity and Network Setup

Port Settings	LPD Port 9100 SNMP E-mail Notification Service Internet Services (HTTP) SOAP
Protocol Settings	Ethernet Settings TCP/IP - Common Settings TCP/IP - Network Settings
Machine E-mail Address/ Host Name	E-mail Address Machine Name Host Name Domain Name

Proxy Server Settings	Use Proxy Server Proxy Server Setup Addresses to Bypass Proxy Server HTTP Proxy Server Name HTTP Proxy Server Port Number HTTP Proxy Server Authentication HTTP Proxy Server Login Name HTTP Proxy Server Password HTTPS Proxy Server Name HTTPS Proxy Server Port Number HTTPS Proxy Server Authentication HTTPS Proxy Server Login Name HTTPS Proxy Server Password
Security Settings	SSL/TLS Settings IPSec Settings IEEE 802.1X Settings
Other Settings	FTP Server Login Name FTP Server Password

Port Settings

Port Settings allow the system administrator to configure the network port services. All port settings are enabled at install.

Note

While Port 9100, LPD, and SOAP may be displayed on the press screen, they are not interpreted by the press and not applicable to the press network. Keep these settings at their default.

Use the default (enable) for the port settings. Manage Print Services and drivers will look to check that all ports are enabled.

Protocol Settings

Select and configure the Protocol parameters required for communications between the press and the print server.

There are two modes available: IPv4 and IPv6. If using IPv4 mode, select the DHCP protocol setting. To use IPv6 mode, keep the IPv4 settings at their default (enabled) and enable the IPv6 addresses. You can only configure IPv6 through CentreWare Internet Services.

Ethernet Settings	Select Auto.

TCP/IP Common Settings	Never disable IPv4 and select IPv6 only. IPv4 mode is used for print server communication with the press.
TCP/IP Network Settings	DHCP is the automatic default used to connect and transfer information between the print server and the press. When using the DHCP protocol, the IP Address, Subnet, Gateway, and DNS Server cannot be changed. These value settings are automatically retrieved from the print server.

Proxy Server Settings

Select the Proxy Server Settings needed, especially for Remote Services connectivity. In Proxy Server Settings, you can set the following items:

Use Proxy Server	Select Yes to access the internet and Remote Services. Retrieve and specify the Proxy Server Name and Port Number values from your network administrator.
Proxy Server Setup	
Addresses to Bypass Proxy Server	
HTTP Proxy Server Name	
HTTP Proxy Server Port Number	
HTTP Proxy Server Authentication	
HTTP Proxy Server Login Name	
HTTP Proxy Server Password	
HTTPS Proxy Server Name	Not necessary to set up HTTPS and change defaults. Only use if your network requires different values.
HTTPS Proxy Server Port Number	
HTTPS Proxy Server Authentication	
HTTPS Proxy Server Login Name	
HTTPS Proxy Server Password	

Machine Email Address

You can change the existing host name, domain name and email notification source of the press.

Host Name	Identifies the press
IP Address	Identifies the press
Email	Identifies the source (this press) of any email notifications sent
Domain Name	Name of the network

Security Settings

SSL/TLS Settings

If this feature is enabled, data between the press and networked computers can be encrypted using HTTP.

Use the following procedure to access and change the SSL/TLS Settings:
1. From the System Settings screen, select **Connectivity & Network Setup** and then select **Security Settings**.
2. Select **SSL/TLS Settings**.
3. Select the item to be set or changed, and select **Change Settings**.
4. Select the desired setting or enter the desired value.
5. Press **Save**.
6. Press **Close** to return to the Security Settings screen.

IPSec Settings

Use the following procedure to access and change the IPSec Settings:
1. From the Security Settings screen, select **IPSec Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

IEEE 802.1X Settings

Use the following procedure to access and change the IEEE 802.1X Settings:

1. From the Security Settings screen, select **IEEE 802.1X Settings**.
2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the Security Settings screen.

5

Using CentreWare® Internet Services

CentreWare® Internet Services is the HTTP server application installed with your system that allows system administrators to manage network and system settings for the press from their computer workstation. Together with the network administrator, the system administrator can configure and manage the press remotely.

From a web browser on any networked computer or the print server, you can view and modify many of the same feature settings found at the press Control Panel.

Configuration of the Press

Most configuration settings are located from the Properties tab in CentreWare Internet Services software.

By default, the press is configured to retrieve the IP Address and other network information automatically from the print server.

Before using CentreWare Internet Services, make sure that the HTTP Protocol and all ports are enabled at the press. The press must be powered on.

1. Enter the System Administrator mode.
2. Ensure that the HTTP Protocol and all ports are enabled at the press.
   a) Select **System Settings**.
   b) Select **Connectivity & Network Setup**.
   c) Select **Port Settings**.
   d) Select **Internet Services (HTTP)** and then select **Change Settings**.
   e) Select **Port Status** and select **Change Settings**.
   f) Select **Enabled** and then select **Save**.
   g) Select **Close** repeatedly until the Connectivity & Network Setup screen is displayed.

3. If necessary, set up the IP Address.
4. Exit the System Administrator mode.
5. After the press is restarted, print out the Configuration/Printer Settings List to confirm that the Internet service port is enabled.

Related Topics:

Entering the System Administrator Mode

Setting the IP address

Exiting the System Administrator Mode

Connect to CentreWare Internet Services from a Computer

Connect to CentreWare Internet Services from your computer workstation or from the print server. To access CentreWare Internet Services, the press must be powered on and not in Administrator Mode.

You will need the print server IP Address from your network administrator. Simply open a web browser and enter the IP Address of the print server in the URL Address field.

1. At your computer or the print server, open a web browser.
2. Type the IP Address or the Internet address of the print server in the URL Address field on the browser, and press **Enter**:

   - From the print server, type the actual IP Address in the format **http://xxx.xxx.xxx.xxx**

   - If encrypted communication is employed, enter an address beginning with https rather than http into the Address bar in the web browser.

   - When specifying a port number, add a colon (:) and a port number at the end of the Internet address. For example:

     From a remote computer, if the IP Address of an EFI Print Server is 192.168.1.1, type **http://192.168.1.1:8080**

     From a remote computer, if the IP Address of a FreeFlow Print Server is 100.100.100.1, type **http://100.100.100.1:8082**

   - If your network uses DNS (Domain Name System) and host name for the system is registered with the domain name server, you can access the system using a combination of the host name and the domain name as the Internet address. For example, if the host name is dcf1100, and the domain name is mycompany.com, then the Internet address becomes .**dcf1100.mycompany.com**

   Note

   If you entered an IP Address that took you to the EFI Print Server web page, select the **Xerox Versant 2100 Press** link located in the lower right corner.

3. If requested, enter the Login ID and password. The default user name is **admin** and the default password is **1111**. To change the default, access **Properties > Security System > Administrator Settings**.

The CentreWare Internet Services screen displays.

The Properties Tab

From the CentreWare Internet Services main screen, there are four tabs. Most of the configuration settings you need to use in CentreWare Internet Services are located within the **Properties** tab.

The Properties tab has five main categories:

- **General Setup**
- **Connectivity**
- **Services**
- **Accounting**
- **Security**

Configuration Overview

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **Configuration Overview**.

Configuration Overview provides access to some of the frequently-used Properties categories and options, such as Protocol Settings and Email Settings. Information here varies depending on your press.

Description

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **Description** to see machine specific information, such as Machine Model, Serial Number, Machine Name, and more.

General Setup

General Setup Overview

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **General Setup**.

The General Setup area allows you to make many of the same settings changes you can make at the press. Additional features unique to CentreWare Internet Services include cloning, email notification, job management, and Smart eSolutions setup.

Configuration

Select **General Setup > Configuration** to view the amount of RAM / Memory on the press, the current system software installed, the amount of free space on the hard disk, and the ready state of the ethernet port and hard disk.

Job Management

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **General Setup** and **Job Management**. The features you can select are:

- **Job Deletion**

  Select either **All Users** or **Administrators Only** to restrict permissions on whether system administrator only logins can delete jobs on the press

  Select **Apply** to save settings.

- **Export Job History**

  Select the start and end times and dates in which to capture the job status details for the Job History Report. Select the Export file in .csv format link to save or open this csv file.

- **Printer Lockout**

  Use this option to prohibit the press from printing jobs temporarily or for a set period of time. When this Lockout feature is **Enabled**, define the time from the start to the end of the printing lockout. Set the values from 0 to 23 hours and to 59 minutes. Also, select the day or days of the week that you want to lockout the press.

  Note

  This setting may not be available with your system configuration.

Paper Tray Attributes

Paper Tray Attributes allows you to select the tray switching order. Select one of the following:

- **Always Switch to First Priority Tray**
- **Switch to Next Priority Tray**

The default setting is **Always Switch to First Priority Tray**.

Note

This setting may not be available with your system configuration.

Power Saver Settings

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **General Setup** and **Power Saver Settings**.

The Power Saver mode settings you define here, as well as whether to deactivate the Power Saver feature, can also be made at the press touch screen.

- **Time to Low Power Mode**

  In Low Power mode, the power to the touch screen and press is lowered to save power. Specify in this field the amount of time between the last operation on the press and when to enter Low Power mode. The default is 20 minutes. Type from 1 through 240 minutes.

- **Time to Sleep Mode**

  In Time to Sleep Mode, the power is lowered even more than Low Power mode. Specify in this field the amount of time between the last operation and when to enter Sleep Mode. The default is 60 minutes. Type from 1 through 240 minutes.

  Note

  The default settings for both modes ensure Energy Star compliance. If you change these modes to a higher setting than the default, Energy Star certification may no longer be valid.

- **Power Saver Deactivation**

  You can partially or completely deactivate the use of the Power Saver feature.

  If you select **Deactivate Partially when Printing**, the feature will not be initiated after a job completes printing.

Select **Apply** to save settings.

Internet Services Settings

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **General Setup** and **Internet Services Settings**.

Specify and enter the amount of time to pass before the job and status pages are automatically refreshed. Select **Apply** to save settings.

Extensible Service Setup

Note

This feature may not be available with your system / press.

Extensible service enables independent software vendors and partners to develop customized document management solutions that can be integrated and accessed directly from the machine's control panel. These solutions can leverage existing printer infrastructure and databases.

Before you begin:

- Ensure that a digital certificate is installed on the press.
- Xerox recommends that you enable HTTP (SSL).

   Note

   After installing a certificate and enabling HTTP (SSL), restart your Web browswer. If you do not restart your browser, a certificate error message prevents you from accessing the Properties tab in CentreWare Internet Services.

Extensible Service Procedures

Perform the following procedures in the order they are shown.

Enabling Extensible Service Registration

1. In CentreWare Internet Services, click **Properties > General Setup > Extensible Service Setup**.

   If Extensible Service Setup does not display, the custom services software file was not installed correctly or the installation failed.

2. Under Setup, select **Configure**.
3. Select **Extensible Services** and click **Apply**.

   Other services are enabled by default.

4. Click **OK**.
5. Under Browser Settings, select **Enable the Extensible Services Browser**, if necessary.
6. Some extensible service applications require a password. If you use one of these applications, under Enable Extensible Services, select **Export password to Extensible Services**.
7. Select **Verify server certificates**, if necessary.
8. If the extensible service application that you use is on a server outside the firewall of your company, configure proxy server settings. To configure proxy settings, under Proxy Server, select **Use Proxy Server**.

   a) Next to Proxy Setup, select **Some Proxy for All Protocols** to use the same settings for HTTP and HTTPS. **Select Different Proxy for Each Protocol** to enter separate server addresses for HTTP and HTTPS.

   b) Type your HTTP and HTTPS server address and port number.

9. Select **Apply**.

Digital Certificate

1. Click the **Properties** tab.
2. Enter the username and password.

   The default username is **admin** and password is **1111**.

3. Click the **Security** folder, then the **Machine Digital Certificate Management** link.
4. Click **Create New Certificate**. The Machine Digital Certificate Management page refreshes and displays the Self-Signed Certificate area.
5. Select **Continue**. The **Public Key Size**, **Issuer**, and **Days of Validity** display.
6. Select **Apply**.

SSL

1. Click the **Properties** tab.
2. If necessary, enter the username and password.
   The default username is **admin** and password is **1111**.
3. Click the **Security** folder, then the **SSL / TLS Settings** link.
4. In the SSL / TLS Settings area, on the HTTP - SSL / TLS Communication line, click **Enabled**.
5. Click **Apply**.

If changes are made to the SSL settings you may need to:

- Reboot the system.
- Close and reopen the client browser.

Ports

1. Click the **Properties** tab.
2. Click the **Connectivity** folder, then **Port Settings**.
3. On the SNMP line, click **Enabled**.
4. On the SMB line, click **Enabled**.
5. On the FTP Client line, click **Enabled**.
6. On the SOAP line, click **Enabled**.
7. Click **Apply**.

If changes were made to the SSL settings you may need to reboot the system.

IPv4 Default Enablement

1. Click the **Properties** tab.
2. Click the **Connectivity** folder, then the **Protocols** folder.
3. In the Protocols folder, click **TCP / IP**.
4. In the IP Mode area, on the IP Mode line, click or verify **IPv4**.
5. If you clicked IPv4, click **Apply**. EIP applications can now register to the device.

You may need to map buttons to Custom Services at the local User Interface in order to see the new applications.

Billing Impression Mode

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **General Setup** and **Billing Impression Mode**.

The Billing Impression Mode defines how the press tracks impressions made on large sheets, such as A3 or tabloid size stock. There are two modes:

- A3 Impression Mode counts all impressions equally
- A4 Impression Mode counts large impressions as their A4 equivalent

A Xerox Sales Representative can confirm the Billing Impression Mode used by your press.

Cloning

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **General Setup** and **Cloning**.

Note
Use the scroll bar and down arrow to view all of the options not currently visible.

Create a clone file containing all of the features you want cloned from this press to a .dat file that can be loaded onto another press. The cloned press system will have the exact same settings that are on the original press.

Note
The software versions on each press must be the same.

Create and Install a Clone File

1. From the Cloning window, all features are selected. Create a clone file by selecting or deselecting those feature checkboxes you want or do not want captured.
2. Click the **Clone** button.

   The settings are copied to a .dat file.
3. Scroll down the window to the Install Clone File area. Select **Browse** to locate and select the exported clone file.
4. Select **Install** to import the file.

Alert / Email Notification

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **General Setup** and **Alert Notification**. The Email Notification for Machine Status screen displays.

Use this feature to identify the email recipients you want to be notified of certain statuses that occur on the press such as consumable status, paper tray status, faults and jams. An email alert will be sent at the frequency you specify.

Note
Use the scroll bar and down arrow to view all of the options not currently visible.

Specify Email Recipients and Status Alerts

1. In the Recipient's Email Address fields, you can enter the email address of up to three different recipients to receive notifications. In the Send Notice field, enable the notification to be immediate or at a regular interval. To disable notification, select Off.

2. In the Mail Notice Status Settings area, for each Recipient column you have an email address, check the status on which you want a notification to be sent.

3. For Notice Frequency Settings, select how often (the regular interval) you want the notification sent such as daily or monthly, the day of the week or month, and the exact time of the day.

4. Select **Apply** to save the settings.

SMart eSolutions Setup (Remote Services)

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **General Setup** and **SMart eSolutions Setup**.

Use this area for configuring or enabling the proxy server setup for Remote Services. You can also set up email notification addresses and view the meter read and supplies data that was last sent to Xerox.

Note

You can disable or enable Xerox Remote Print Services through the CentreWare Internet Services web page only; not at the press Control Panel / User Interface. The settings you select will apply and be visible on the press.

Meter Assistant

This feature automates the process of collecting and submitting meter reads for tracking and billing of actual Xerox press usage (not estimating usage). It generates and sends current meter reads directly to Xerox, eliminating this time-consuming activity from the operator.

Supplies Assistant

This feature automatically orders certain supplies for your press based on your actual usage. It saves time by eliminating the need for you to manually place an order and manage your supplies inventory.

Maintenance Assistant

This feature provides a quick identification of potential problems. It sends specific service data to the Xerox Service representative for accurate diagnosis of problems. It also offers faster resolution of issues (less time than sending a Service representative).

Select the **Push Data to Xerox Now** button to immediately transmit data to Xerox for diagnostic support.

Configure the Proxy Server for Remote Services

1. From Smart eSolutions Setup, select **Proxy Server**.
2. In the General area of the Proxy Server window, make sure the **Use Proxy Server Enabled** checkbox is selected.
3. Contact your network administrator for the correct Proxy Setup option to select, the Addresses to Bypass Proxy Server, the HTTP (or HTTPS) Server port number and name, and whether Authentication should be enabled.
4. Select **Apply** to save the settings.

Communication Status

From SMart eSolutions Setup, select **Communication Status**.

The Configuration Mode for SMart eSolutions (Remote Services) is **Enabled** as the default for the press and the last transmission date of meter reads or supplies data is shown.

Email Notification

From SMart eSolutions Setup, select **E-mail Notification**.

In the Email Addresses text field, enter the email addresses of the system administrators who need to receive notification of when data was transmitted through SMart eSolutions. Select when you want notification emails to be sent and select **Apply** to save the settings.

Connectivity

Connectivity Overview

CentreWare Internet Services enable you to alter various settings for the press from any computer.

- If an item that you want to set is not displayed, confirm that the ports are enabled.
- When a setting is changed from CentreWare Internet Services while operating the press Control Panel, the setting items changed on the screen of the control panel do not display. Power-cycle the press in this case.

The following network settings and protocols are discussed in this section:

- Port Settings
- Ethernet
- TCP/IP
- SNMP Configuration

- LPD
- Port 9100
- SMTP Server
- POP3 Setup
- HTTP
- Proxy Server

The following browsers have been confirmed to operate with CentreWare Internet Services:

For Windows®

- Microsoft Internet Explorer® ver.9.x or later
- Firefox®

For MacOS® 10.5 or later

- Safari 5.x or later
- Firefox 20.x or later

Port Settings

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **Connectivity > Port Settings**. The Port Settings screen displays.

Port Settings shows a listing of the ports and whether or not they are **Enabled**. You can quickly disable a port by unchecking the box to the left of the desired port.

Ethernet (Physical Connections)

Use the following procedure to set the data transmission speed of the Ethernet interface connection from CentreWare Internet Services. The default speed is **Automatic**, which indicates the connection will go as fast as the other end.

1. From your computer workstation, open a web browser and enter the IP Address of the print server in the Address bar to connect to CentreWare Internet Services.
2. Click the **Properties** tab.
3. Click **Connectivity**, then click **Physical Connections** to display the items in the folder.
4. Click **Ethernet**.
5. Set the communication speed for the Ethernet interface using the **Rated Speed** pull-down menu.
6. Select **Apply**.

Protocols

TCP/IP

Transmission Control Protocol (TCP) and Internet Protocol (IP) are two protocols within the Internet Protocol Suite. IP manages the transmission of messages from computer to computer while TCP manages the actual end-to-end connections. If the press has a valid network address, you can configure TCP/IP settings in CentreWare Internet Services.

You can configure IPv4 settings at the press Control Panel or through CentreWare Internet Services. You can only configure IPv6 through CentreWare Internet Services. TCP/IP must be enabled at the press before you can access CentreWare Internet Services.

IPv6 is optional and may be used in addition to or in place of IPv4. IPv6 hosts can automatically configure themselves when connected to a routed IPv6 network using Internet Control Message Protocol Version 6 (ICMPv6). ICMPv6 performs error reporting for IP along with other diagnostic functions. When first connected to a network, a host sends a link-local multicast router solicitation request for its configuration parameters. Routers respond to this request with a router advertisement packet containing network-layer configuration parameters.

To configure TCP/IP settings in CentreWare Internet Services:

1. In CentreWare Internet Services, select the **Properties** tab.
2. Select **Connectivity > Protocols > TCP/IP**.
3. To enable both IPv4 and IPv6, touch **IP Mode** and select **IPv6** or **Dual Stack**.
4. Type a unique **Host Name** for your press. The host name is the same for IPv4 and IPv6.
5. Select the appropriate method for obtaining a dynamic IP address from the **IP Address Resolution** pull-down menu, or, select **Static** to define a static IP address.
6. If you select **Static**, type the **IP Address**, **Subnet Mask** and **Gateway Address** in the appropriate fields.

   #### Note

   This item is not necessary if either DHCP, BOOTP, RARP, or DHCP/Autonet has been selected from the Get IP Address pull-down menu.

7. Set the **Subnet Mask** and **Gateway Address**.

   #### Note

   This item is not necessary if either DHCP, BOOTP, RARP, or DHCP/Autonet has been selected.

8. Type a valid **Domain Name**.
9. Set the DNS configuration information.
   a) Select **Enabled** next to **Obtain DNS Server Address Automatically** to allow the DHCP server to provide the DNS server address.
   b) Clear the checkbox to manually provide the DNS server address in the appropriate fields.

Note

This item is not necessary if DHCP has been specified.

c) Type an IP address for the **Preferred DNS Server**, **Alternate DNS Server 1** and **Alternate DNS Server 2**.

d) Next to Dynamic DNS Registration (DDNS), select **Enabled** to register the host name of the press in the DNS server. Select **Overwrite** to overwrite existing entries in the DNS server.

e) Next to **Generate Domain Search List Automatically**, select **Enabled** if you want the press to generate a list of search domains. Type the domain names if the option is disabled.

f) Type **Domain Name** 1, 2 and 3.

g) Type the time allowed until the press stops attempting to connect to the server for the **Connection Timeout**.

h) Next to Release IP Address, select **Enabled** if you want the press to release its IP address when it restarts.

10. Select **Apply**.

SNMP Configuration

SNMP settings can be configured in CentreWare Internet Services. You can also enable or disable Authentication Failure Generic Traps on the press. SNMPv3 can be enabled to create an encrypted channel for secure printer management.

This section describes how to configure settings for SNMP. The SNMP port is enabled by default.

1. In CentreWare Internet Services, select the Properties tab.
2. Select **Connectivity > Port Settings**.
3. To enable the SNMP port, select **Enabled** next to SNMP.
4. From **Connectivity > Protocols**, select **SNMP Configuration**.

Note

Another option that exists is called Enable SNMP v3 Properties. If using this option, configure HTTPS before configuring SNMP v3. Configuring this feature requires secure web page communications. Also, SSL must be enabled.

5. Under **SNMP Properties**, select **Enable SNMP v1/v2c or v3 Protocols**.
6. Select **Apply**.
7. Under **Authentication Failure Generic Traps**, select **Enabled** for the system to generate a trap for every SNMP request that is received by the press that contains an invalid community name.
8. Select **Apply**.
9. To change the SNMP public and private community names from the default values:

   a) Under **SNMP Properties**, select **Edit SNMP v1/v2c Properties**.

   b) Type a name up to 256 characters for the **Community Name (Read only)**, **Community Name (Read/Write)**, and **Trap Community Name (Trap Notification)**.

c) Set the **System Administrator's Login ID**.

d) Reflect the values for the press setting values.

e) Click **Apply**. A screen to enter the user name and password may display.

f) The right frame on the web browser will change to the reboot display.

> **Note**
>
> The default Login ID value is **admin** and password is **1111**.

g) Click **Reboot**. The press will reboot and the setting value will be reflected.

Note

Xerox recommends you change the SNMP v1/v2c public and private community names for security purposes.

Note

Before SNMPv3 can be enabled, a digital certificate must be installed on the press and SSL/TLS must be enabled.

10. To edit SNMP v3 settings:

a) Under **SNMP Properties**, select **Edit SNMP v3 Properties**.

b) Under **Administrator Account**, select **Account Enabled** to create the administrator account.

c) Type an Authentication Password and confirm it. This password is used to generate a key used for authentication.

d) Type a Privacy Password and confirm it. This password is used for encryption of SNMPv3 data. The passphrase used to encrypt the data needs to match with the server.

The password must be at least eight characters in length and can include any characters except control characters.

a) Under **Print Drivers/Remote Clients Account**, select **Account Enabled**.

b) Select **Apply**.

11. To add IP Trap Destination Addresses:

a) Select **Advanced** at the bottom of the page.

b) Under **Trap Destination Addresses**, select **Add UDP IPv4 Address** or **Add UDP IPv6 Address**.

c) Type the IP address of the host running the SNMP manager application to be used to receive traps.

Port 162/UDP is the default port for traps. You can select **v1** or **v2c** based on what the trap receiving system supports.

d) Under **Traps**, select the type of Traps to be Received by the SNMP manager.

e) Select **Apply**.

12. To add the Internetwork Packet eXchange (IPX routing protocol used by Novell NetWare) Trap Destination Addresses:

a) Select **Advanced** at the bottom of the page.

b) Under **Trap Destination Addresses**, select **Add IPX Address**.

   c) Type the 8-digit hexadecimal number that identifies the **IPX External Network** host configured to receive the trap.

   d) Type the 48-bit **Physical MAC Address** of the computer running the SNMP manager application that is to receive the trap.

   e) Type the **IPX Socket Number** of the computer running the SNMP manager application configured to receive the packets.

   f) Select the SNMP version, **SNMP v1** or **SNMP v2c** based on the trap receiving system.

   g) Under **Traps**, select the type of **Traps to be Received** by the SNMP manager.

LPD

The Line Printer Daemon (LPD) protocol is used to provide printer spooling and network print server functionality for operating systems such as HP-UX®, Linux®, and MAC OS X.

For information on setting up print queues on your client system, refer to your client system's documentation.

1. Connect to CentreWare Internet Services by using a web browser.
2. Click the **Properties** tab.
3. Click to the left of Connectivity and to the left of **Protocols** to display the items in the folder.
4. Click **LPD**.
5. Type an LPD port number in the **Port Number** field or use the default of 515.
6. Select the **Enable** check box to enable the TBCP Filter.
7. Set the **Connection Time-Out**.
8. Set the **Maximum Number of Sessions**.
9. Next to **TCP-MSS Mode**, select **Enabled** if needed. This setting is common for LPD and Port 9100.
10. If TCP-MSS Mode is enabled, under **IPv4**, type the IP Addresses for Subnet 1, 2 and 3.
11. Reflect the values as the machine's setting values.

   a) Click **Apply**. A screen to enter the user name and password may display.

      Note

      The default User ID value is **admin** and password is **1111**.

   b) The right frame on the web browser will change to the machine reboot display.

   c) Click **Reboot**. The machine will reboot and the setting value will be reflected.

Port 9100

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

Note

Enable the Port 9100 port when using HP-UX.

1. Connect to CentreWare Internet Services by using a web browser.
2. Click the **Properties** tab.
3. Click to the left of Connectivity and to the left of **Protocols** to display the items in the folder.
4. Click **Port 9100**.
5. Next to TCP-MSS Mode, select **Enabled** if needed.

   TCP-MSS settings are common for LPD and Port 9100.
6. If TCP-MSS mode is enabled, under IPv4, type the IP addresses for **Subnet 1, 2** and **3**.
7. Ensure that the **TCP Port Number** is set to 9100.
8. Set the **End of Job Timeout** to the desired number of seconds between 0 and 1800 before processing a job with an End of Job character. The default time is 300 seconds.
9. Select **Apply**.

SMTP Server

Simple Mail Transfer Protocol (SMTP) is used by the printer's email feature to deliver scanned images. After you enable SMTP, the Email button is enabled on the press Control Panel / User Interface.

This section describes how to configure SMTP server settings.
1. Connect to CentreWare Internet Services by using a web browser.
2. Click the **Properties** tab.
3. Click to the left of Connectivity and to the left of **Protocols** to display the items in the folder.
4. Select **SMTP Server**.
5. Under Required Information, select the method to use to locate an SMTP server: **Static** or **From DNS**.
6. Type the SMTP server IP address or host name.
7. Enter the port numbers for sending and receiving email. The default is 25.
8. Type the specific email address assigned to this printer by the SMTP server in the Machine's Email Address field.
9. Select **Apply**.

POP3 Settings

Post Office Protocol, version 3 (POP3) allows email clients to retrieve e-mail from remote servers over TCP/IP on network port 110.
1. Connect to CentreWare Internet Services by using a web browser.
2. Click the **Properties** tab.
3. Click to the left of Connectivity and to the left of **Protocols** to display the items in the folder.

4. Select **POP3 Setup**.
5. Type the appropriately formatted address and port number. The default port number is 110.
6. Next to POP Receive Password Encryption, select **APOP Authentication** if needed.
7. Type the **Login Name** assigned to the printer that will be used to log into the POP3 server.
8. Type a password. Retype the password to confirm.
9. Type a **Polling Interval** value between 1 and 120 minutes. The default value is 10 minutes.
10. Select **Apply**.

HTTP

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

This section describes how to configure the settings for the HTTP port. If HTTP is disabled, you will need to enable it at the press before you can access CentreWare Internet Services.

1. In CentreWare Internet Services, select the **Properties** tab.
2. Select **Connectivity > Protocols > HTTP**.
3. Set the **Maximum Session Number**. The default number is 5.
4. Set the **Port Number**. The default number is 80.
5. To encrypt HTTP communication between the press and client computers (using CentreWare Internet Services), next to **Secure HTTP (SSL)**, select **Enabled**. This includes data sent using IPsec, SNMP and Audit Log. A digital certificate must also be installed on the press.
6. Type the **Secure HTTP Port Number** as needed. The HTTP traffic will be routed to this port when SSL is enabled. The default is 443.
7. Set the **Connection Time-Out**.
8. Select **Apply**.

Additional HTTP Information

Type an address beginning with "https" rather than "http" into the Address bar in the web browser when accessing CentreWare Internet Services if encrypted communication is enabled.

Example of the Internet address entry and the IP address entry:

- http://xxx.yyyy.zz.vvv/
- http://192.168.1.1/

Encrypting HTTP communication additional information:

- The communication data between the press and networked computers can be encrypted using HTTP.

- The Internet service port and IPP port use HTTP.
- The SSL and TLS protocols are used to encrypt the communication data. Also, a public key and certificate are used to decrypt the data.
- The public key and certificate can be generated using CentreWare Internet Services. The certificate is valid for a year. Also, an existing certificate can be imported into the press.

Encrypting HTTP Communication

Note

Refer to the CentreWare Internet Services online help for how to import the certificate.

This section describes the procedure to generate the certificate using CentreWare Internet Services and how to establish encrypted communication.

1. Perform the following to access the network protocol settings.
   a. Connect to CentreWare Internet Services.
   b. Click the **Properties** tab.
   c. Click to the left of Connectivity and to the left of **Protocols** to display the items in the folder.
2. Click the symbol on the left of **Security** to display the items in the folder.
3. Click **Machine Digital Certificate Management**.

   If necessary, enter the System Administrator Login ID and password into User Name and Password, then click **OK**.

   Note

   The default Login ID is **admin** and password is **1111**.

4. Generate the Certificate.
   a) Click **Create New Self Signed Certificate**.
   b) Set the **Size** of the Public Key.
   c) Set the **Issuer**.
   d) Click **Apply**. A screen to enter the user name and password displays.
5. Refresh the web browser.
6. Click **SSL/TLS Settings**.
7. Select the **Enabled** check box for HTTP - SSL/TLS Communication. Display the items in the folder.
8. Set the **HTTP - SSL/TLS Communication Port Number**.
9. Reflect the values as the press setting values.
   a) Click **Apply**.
   b) The right frame on the web browser will change to the reboot display.
   c) Click **Reboot**. The press will reboot and the setting value will be reflected.

Proxy Server

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

A proxy server keeps any devices behind it anonymous and it decreases the amount of time needed to access a resource by caching content such as Web pages from a Web server.

1. In CentreWare Internet Services, select **Properties > Connectivity > Protocols**
2. Select **Proxy Server**.
3. Under General, next to Use Proxy Server, select **Enabled**.
4. Next to Proxy Setup, select **Same Proxy for All Protocols** to use the same proxy settings for HTTP and HTTPs, or **Different Proxy for each Protocol**.
5. Under Addresses to Bypass Proxy Server, type any web addresses or domains that you want to bypass the proxy server, such as your company's intranet site.
6. Under HTTP Server, type the **Server Name** and **Port Number**. The default port number is 8080.
7. Next to Authentication, select **Enabled** if your proxy server is configured to require authentication, then type a **Login name** and **Password**. Retype the password to confirm.
8. Under HTTPS Server, enter the HTTPS proxy server information if needed.
9. Select **Apply**.

Services

Services Overview

From the CentreWare Internet Services main screen, select the **Properties** tab. In the Properties panel shown at the left of the screen, select **Services**. The Services features you can select are:

Note

Use the scroll bar and down arrow to view all of the options not currently visible.

- **E-mail**

  Select **E-mail > General** and **Edit**

  To receive notification of certain events that occur on the press such as faults or errors, enter the press IP Address in the **From Address** field. The name of the press is automatically shown. Make sure the **Enabled** checkboxes are checked. Keep Domain Filtering off or select its Edit button to define domains. Select **Apply** to save settings. Print errors that occur will be shown on the press touch screen.

- **USB**

Do not change these settings. This feature is not applicable to the system.

- **Machine Software**

  Select one of the two upgrade options:

  Select **Upgrades** to enable or disable software downloads for the press automatically as available. Select **Apply** to save the setting.

  Select **Manual Upgrade** if you want to Browse to the location of a software download file and select it specifically. With the selected file in the Browse field, select **Install Software**.

Services General Procedure

1. From the CentreWare Internet Services main screen, select the **Properties** tab.
2. In the Properties panel shown at the left of the screen, select **Services**.
3. Select the desired Services features:

   Note

   Use the scroll bar and down arrow to view all of the options not currently visible.

   - **E-mail**:

     1. Select **E-mail > General** and **Edit**
     2. To receive notification of certain events that occur on the press such as faults or errors, enter the press IP Address in the **From Address** field. The name of the press is automatically shown.
     3. Make sure the **Enabled** checkboxes are checked.
     4. Keep Domain Filtering off or select its Edit button to define domains.
     5. Select **Apply** to save settings. Print errors that occur will be shown on the press Touch Screen / User Interface.

   - **USB**:

     1. For Plugin Settings, select **Enabled**.
     2. For Smart Card, select **Enabled**.
     3. Select **Apply** to save settings.

Upgrade Machine Software

Use the following instructions to upgrade and download the system software remotely through CentreWare Internet Services.

Note

The print server IP Address and customer password (if different than the default "admin") are required. This procedure can also be used at the press.

1. At the press Control Panel, press the **Clear All** button twice. The Confirm button displays, ensuring that the press is ready for download activity at CentreWare Internet Services.
2. At the print server, open a browser window.
3. If the press is connected to a Fiery print server, type the print server address in the Address Bar followed by :8080 (for example, http://123.456.789.123:8080). Press **Enter**.
4. If the press is connected to a FreeFlow print server, type the print server address in the Address Bar followed by :8082 (for example, http://123.456.789.123:8082). Press **Enter**.
5. From the CentreWare Internet Services screen that displays, select the **Properties** tab. A screen may open with prompt for a user name and password.
6. Select **Services** from the Properties menu in the left panel of the window.
7. Select **Machine Software** from the Services menu and **Upgrades**.
8. Select the **Enabled** checkbox and select **Apply**.
9. Select **Manual Upgrade** from the Services menu.
10. Select the **Browse** button and locate the media (CD or other device) to which the software was saved. Select the desired software file to download. If reinstalling, load files individually.

    Before pressing the **Install Software** button, make sure the press Control Panel / User Interface indicator is in a Ready to Print state for at least one minute.
11. Select **Install Software**.

    The press enters Download Mode and loads the software. After the download is complete, the press automatically reboots and prints a Configuration sheet. Make sure the Configuration reflects the new software.
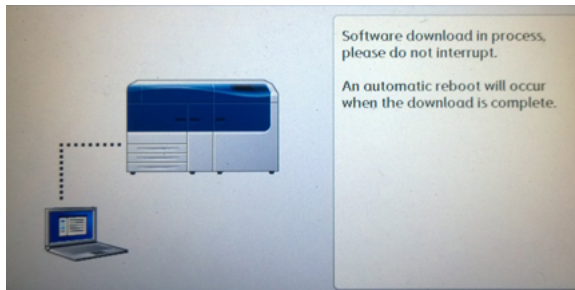
Accounting

Local Accounting

Local Accounting tracks the number of print jobs for each user who logs in to the press. You can then generate reports listing usage data for individual users and groups.

Setting Up and Configuring Local Accounting

Configuring Local Accounting

1. In CentreWare Internet Services, click **Properties > Accounting > Accounting Configuration**.
2. Next to Accounting Type, select **Local Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to Verify User Details, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
5. Next to Verify User Details for Printer Jobs, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
6. Next to Customize User Prompts, select how you want to prompt users for their credentials.
7. Next to Color Tracking Only, select **Enabled** if you only want to track color impressions.
8. Click **Apply**.
9. From the screen that displays, select **Reboot Machine**.
10. Refresh your browser and navigate back to the Accounting Configuration page.
11. Click **Next**.
12. To set up an account, next to Account Number, type the number of the account you want to edit (1-1000), and click **Edit**.
13. Type a User ID and a Name for the new user.

    ### Note

    Each User ID and Name must be unique.

14. Under Feature Access, select the features that the user is allowed to access.
15. Under Impressions / Limits, type the maximum number of impressions or sent images that the user can produce. The maximum number of impressions or images sent is 16,000,000.

    - Cover sheets and banner sheets are counted as impressions.
    - If the press is set to print a confirmation report these documents are counted towards the user's limit.
    - Color Print Limit includes all color documents printed.
    - Black and White Print Limit includes all black and white documents printed.

16. Click **Apply**.

Resetting Access and Usage Limits for All Users

1. In CentreWare Internet Services, click **Properties > Accounting > Accounting Configuration**.
2. Click **Next**.
3. Next to All User Accounts click **Edit**.

4. Select **Reset** next to Reset All Feature Access, Reset Total Impressions, or Reset All Account Limits as necessary.

5. Click **Apply**.

Setting Up and Configuring Xerox Standard Accounting

Xerox Standard Accounting

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

When Xerox Standard Accounting is enabled, users must log in to the press before accessing services. They must also provide their account details in the print driver before printing documents from a computer.

Note

If Xerox Standard Accounting is enabled, you cannot enable other accounting modes.

You can create a maximum of:

- 2499 unique Xerox Standard Accounting user IDs
- 500 General Accounts
- 499 Group Accounts

All user IDs must be assigned to one or more group accounts.

Note

Xerox Standard Accounting settings and account data are stored in the press. Xerox recommends that you back up settings using the Cloning feature. If settings are lost or deleted, you can restore them using the cloning backup file.

Configuring Xerox Standard Accounting

1. In CentreWare Internet Services, click **Properties > Accounting > Accounting Configuration**.
2. Next to Accounting Type, select **Xerox Standard Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to Verify User Details, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
5. Next to Verify User Details for Printer Jobs, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
6. Next to Customize User Prompts, select how you want to prompt users for their credentials.
7. Next to Color Tracking Only, select **Enabled** if you only want to track color impressions.
8. Select **Apply**.
9. From the screen that displays, select **Reboot Machine**.
10. Refresh your browser and navigate back to the Accounting Configuration page.

11. Select **Next**.

Creating a Group Account

You must create a group account before creating new user accounts.

Note

This feature may not be available with your system.

1. In CentreWare Internet Services, click **Properties > Accounting Configuration > Xerox Standard Accounting > Group Accounts**.
2. Under Group Accounts, type an Account ID using up to 12 digits, then type an Account Name using up to 32 alphanumeric characters for the new group account.

   ### Note

   Each Account ID and Account Name must be unique.

3. Click **Add Account**, then click **OK**.

Creating a New User Account and Setting Usage Limits

You must create a group account before you can create and add user accounts.

Note

This feature may not be available with your system.

1. In CentreWare Internet Services, click **Properties > Accounting > Xerox Standard Accounting > Manage Accounting**.
2. Click **Add New User**.
3. Type a User ID and a Name using up to 32 alphanumeric characters, for the new user.

   ### Note

   Each User ID and Name must be unique.

4. Under Usage Limits, type the maximum number of impressions or sent images that the user can produce. The maximum number of impressions or images sent is 16,000,000.

   - Cover sheets and banner sheets are counted as impressions.
   - Black Printed Impressions includes all black and white documents printed.
   - Color Printed Impressions includes all color documents printed.

   ### Note

   If the press is set to print a confirmation report, these documents are counted towards the user's limit.

5. Click **Apply**.

Maximum Usage Limits

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

If the user exceeds their limit while a job is in process, the press tracks the number of impressions generated over their limit and subtracts them from the user's limit once it is reset.

If the user's limit is reached before a print job is completed, an error report prints notifying the user that their limit has been reached. The job is deleted from the print queue, and any sheets remaining in the paper path will finish printing.

Resetting Usage Limits

1. In CentreWare Internet Services, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.
2. To reset all usage data to 0, click **Reset Usage Data**.
3. Click **OK** to acknowledge the confirmation message.

⚠️ **Caution**

The following step will delete all the Xerox Standard Accounting accounts on the press.

4. Click **Reset to Default** if you want to delete all user, group, and general accounts.
5. Click **OK** to acknowledge the warning message.

Printing a Report

You can print a report that lists the numbers of impressions recorded for each user and each account.

To print a report:
1. In CentreWare Internet Services, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.
2. Click **Generate Report**.
3. Right-click to download link and save the .csv file to your computer.

Security

Authentication and Security

Authentication is the process of confirming a user's identity by comparing information provided by the user, such as their user name and password, against another source of user information. Users can be authenticated when accessing the press User Interface / Control Panel or when accessing CentreWare Internet Services.

The press maintains Security through local Authentication. The Authentication feature is associated with a Security Account that when compared to user data allows only authorized users to access the system, its print services, and features.

Local Authentication

Setting Up Local Authentication

1. In CentreWare Internet Services, click **Properties > Security > Authentication Configuration**.
2. On the Authentication Configuration page, next to Login Type, select **Login to Local Accounts**.
3. Select **Enabled** next to Non-account Print to allow users without accounts to access the press.
4. Click **Apply**, then click **Reboot Machine**.

To restrict or allow access to tools and features, see Controlling Access to Tools and Features.

User Information

Before you can define access rights for users, user information must be defined. You can add or edit the internal User Information Database of the press with user information.

Note
This feature may not be available with your system.

Adding User Information to the Local Database:
1. In CentreWare Internet Services, click **Properties > Security > Authentication Configuration**.
2. Select **Login to Local Accounts**.
3. At the bottom of the page, click **Next**.
4. On the **Authentication Configuration > Step 2 of 2** page, under Authentication Configuration, type the number of the account that you want to edit, and click **Edit**.
5. Type the user's **Name**, **ID**, and **Passcode**. Retype the passcode to verify.

Passcode is only an option if the Passcode Policy is set to **On**. (To change the Passcode Policy, go to **Tools > Authentication/Security > Authentication > Password Policy**. The default setting is **Off**.)

6. Under Feature Access, select the features that the user is allowed to access.
7. Under User Role, select one of the following:

- **System Administrator**: The authenticated user in this role is allowed to access all services and settings.
- **Account Administrator**: The authenticated user in this role is allowed to access accounting settings and other services and settings that are locked.
- **User**: The authenticated user in this role is allowed to access services and features defined by the system administrator.

Note

Users who are not authenticated cannot access features that are locked.

8. To add the user to an Authorization Group, select the group from the drop-down list.
9. Click **Apply** to accept the changes or Undo to retain the previous settings.

Specifying Login Requirements

You can specify password requirements if desired.

1. In CentreWare Internet Services, click **Properties > Security > User Details Setup**.
2. Next to Failed Access Log, type the number of allowed login attempts (1-600). Type 0 to allow an unlimited number of login attempts. If the maximum number of allowed attempts is exceeded, the press is locked and must be restarted.
3. To allow users to log in without case sensitivity, select **Non-Case Sensitive** next to User ID for Login.
4. To specify the Minimum Passcode Length type the number of digits (4 to 12). Type 0 if you do not want to specify a minimum passcode length.
5. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Controlling Access for All Users

1. To lock or unlock tools and features for all users:
   a) In CentreWare Internet Services, click **Properties > Security > Authentication Configuration**.
   b) Click **Next**.
   c) Under Access Control, next to Device Access, click **Configure**.
   d) Select **Locked** to require authentication for local press User Interface / Control Panel tools and CentreWare Internet Services Properties tab.
   e) Click **Apply** to accept the changes or **Undo** to retain the previous settings.
2. To lock, unlock or hide individual services for all users:
   a) In CentreWare Internet Services, click **Properties > Security > Authentication Configuration**.
   b) Click **Next**.
   c) Under Access Control, next to Service Access, click **Configure**.

    d) Select **Locked** to require authentication for individual services at the press Control Panel, or select **Locked (Hide Icon)** to hide the service.

    e) Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Digital Certificates

Digital Certificates Overview

A digital certificate must be installed on the press before you can enable secure HTTP (SSL). A digital certificate is a set of data used to verify the identity of the holder or sender of the certificate. A certificate includes the following data:

- Information about the person, organization, or computer that the certificate is issued to, including the name, location, email address and other contact information.
- Serial number of the certificate
- Expiration date of the certificate
- Name of the certificate authority (CA) that issued the certificate
- A public key
- A certificate authority's digital signature

Installing a Digital Certificate

There are three ways to install a certificate on the press:

- Create a Self-Signed Certificate. The press creates its own certificate, signs it, and creates a public key to be used for encryption.
- Create a request to have a certificate authority, or a server functioning as a certificate authority sign a certificate and then upload the certificate to the press. An example of a server functioning as a CA is Windows Server running Certificate Services.
- Install a certificate created by a trusted intermediate or root CA.

Note

Installing a self-signed certificate is less secure than installing a certificate signed by a trusted CA. However, if you do not have a server functioning as a certificate authority this is your only option.

Creating a Self-Signed Certificate

1. Enable S/MIME capability for the self-signed certificate if necessary.
2. In CentreWare Internet Services, click **Properties > Security > Machine Digital Certificate Management**.
3. Click **Create New Self-Signed Certificate**.
4. Select the **Public Key Size** and type the name of the Issuer.
5. Next to Days of Validity, type the number of days (1-9999) until the certificate expires.
6. Click **Apply**.

Secure HTTP and SSL / TLS

Information about Secure HTTP and SSL / TLS

You can encrypt all data sent over HTTP by establishing an encrypted SSL/TLS connection. You can enable SSL/TLS encryption for configuring the press in CentreWare Internet Services.

Before you begin:

- Install a digital certificate.
- Ensure that the date and time configured on the press is correct. This is used to set the start time for self signed certificates.

Configuring Secure HTTP and SSL / TLS Settings

Note

A digital certificate must be installed on the press before you can enable Secure HTTP. For details, see Installing a Digital Certificate.

Note

If Secure HTTP is enabled, to access CentreWare Internet Services, all pages will contain **https://** in the URL for the Web page.

1. In CentreWare Internet Services, click **Properties > Security > SSL/TLS Settings**.
2. Next to HTTP - SSL/TLS Communication, select **Enabled**.
3. Type the port number you want to use for HTTP SSL/TLS.
4. If you want to use SSL/TLS for SMTP communication, next to SMTP - SSL/TLS Communication, select a method that your server supports.

   ### Note

   If you are unsure what method your server supports, select STARTTLS (if available). If you select STARTTLS (if available), the press attempts to use STARTTLS. If your SMTP server does not support STARTTLS, SMTP communication is not encrypted.

5. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Internet Protocol Security (IPsec)

IPsec

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

- DHCP v4/v6 (TCP and UDP)

- DNS (TCP and UDP)
- FTP (TCP)
- SMTP (TCP/UDP port 25)
- HTTP (Scan Out, TCP port 80)
- SNMP (TCP/UDP port 161)
- HTTPS (Scan Out, TCP port 443)
- SNMP Traps (TCP/UDP port 162)
- HTTPS (Web Server, TCP port 443)
- IPP (TCP port 631)

Configuring IPSec

Note

Secure HTTP (SSL) must be enabled with an installed digital certificate before you can enable IPsec.

1. In CentreWare Internet Services, click **Properties > Security > IPSec**.
2. Next to Protocol, select **Enabled**.
3. Select the **IKE Authentication Method**, **Preshared Key** or **Digital Signature**.
4. If you select Preshared Key, type the Shared Key and retype the key to verify.
5. Type the IKE SA Life Time (5-28800 minutes).
6. Type the IPSec SA Life Time (300-172800 minutes).
7. Select the **DH Group** type.
8. Enable PFS if necessary.
9. Type the Specific Destination IPv4 Address.
10. Type the Specific Destination IPv6 Address.
11. To restrict the press from communicating with devices that are not using IPSec, select **Disabled** next to Communicate with Non-IP Sec Device.
12. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

802.1X Information

802.1X

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

You can enable and configure the press to be used in an 802.1X secured network.

Before you begin:

- Ensure your 802.1X authentication server and authentication switch are available on the network.
- Determine the supported authentication method.

- Create a user name and password on your authentication server.
- Changing and applying 802.1X settings causes the press to restart. Ensure that the press can be offline for several minutes.

Configuring 802.1X

1. In CentreWare Internet Services, click **Properties > Security > IEEE 802.1X**.
2. Next to Enable IEE E 802.1x select **Enabled**.
3. Under Authentication Method, select the method used on your network. Options are:

    - **EAP-MD5**
    - **EAP-MS-CHAPv2**
    - **PEAP/MS-CHAPv2**

4. Type the Login Name (Device Name) required by your authentication switch and server.
5. Type the Password, then retype to verify.
6. Select **Enabled** next to Certificate Validation if necessary.
7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

IP Filtering Information

IP Filtering

You can prevent unauthorized network access by only allowing data to be transmitted to and from specific IP addresses and ports.

Creating an IP Filter Rule

1. In CentreWare Internet Services, click **Properties > Security > IP Filtering**.
2. Under IPv4 Filtering, or IPv6 Filtering select **Enabled**.
3. Click **Add** under IPv4 Filtering, or IPv6 Filtering.
4. Type the Source IP Address. This is the IP address of the computer or device that you want to allow.
5. Type a number for the Source IP Mask that will use this rule.

    The allowable range of 0 to 32 corresponds to the 32-bit binary number comprising IP addresses. A number of 8, for example, represents a Class A address (mask of 255.0.0.0). The number 16 represents a Class B address (mask of 255.255.0.0). The number 24 represents a Class C address (mask of 255.255.255.0).

6. Refresh your browser and navigate back to the IP Filtering page. Under IP Filter Rule List, select the rule that you just created.
7. Select your rule in the list, and click **Apply**.
8. Click **Edit** or **Delete** to edit or delete an existing rule.

Audit Log

Audit Log Overview

When the Audit Log feature is enabled, the system begins recording events that happen on the press. You can download the Audit Log as a tab-delimited text file, and review it to find security breaches and assess press security.

Enabling Audit Log

Note
Secure HTTP (SSL) must be enabled before you can enable Audit Log.

1. In CentreWare Internet Services, click **Properties > Security > Audit Log**.
2. Next to Audit Log, select **Enabled**.
3. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Saving an Audit Log

1. In CentreWare Internet Services, click **Properties > Security > Audit Log**.
2. Under Export Audit Log, right-click the Export as text file link and save the compressed auditfile.txt file to your computer.
3. Open the file in an application that can read a tab-delimited text file.

Interpreting the Audit Log

The Audit Log is formatted into columns

- Log ID: A unique value that identifies the event.
- Date: The date that the event happened in mm/dd/yy format.
- Time: The time that the event happened in hh:mm:ss format.
- Audit Event ID: The type of event. The number corresponds to a unique description.
- Logged Events: An abbreviated description of the type of event.
- Description: More information about the Logged Event. When the Logged Event is System Status for example, one of the following may be displayed:
    - Started normally (cold boot)
    - Started normally (warm boot)
    - Shutdown requested
    - Image Overwriting started
- Completion Status: The status of the event.
- Optionally Logged Items: Other information recorded when the event occurs, such as log in and authentication access method.

Job Information

Restricting Access to Job Information

You can control how job information is displayed at the press screen when users press the Job Status button.

Hiding or Password Protecting Completed Job Information

1. In CentreWare Internet Services, click **Properties > Security > Job Status Default > Completed Jobs View**.
2. Next to Completed Jobs View, select **Require Login to View Jobs**, or **No Job Viewing** to keep users from seeing completed job information.
3. If you selected Require Login to View Jobs, next to Access To, select **All Jobs** or **Jobs Run By Login User Only**.
4. Next to Hide Job Details, select **Yes** or **No**.
5. Click **Apply**.

Hiding Active Job Information

1. In CentreWare Internet Services, click **Properties > Security > Job Status Default > Active Jobs View**.
2. Next to Hide Job Details, select **Yes** or **No**.
3. Click **Apply**.

6

Xerox Remote Print Services

Your press is automatically installed and configured with Xerox Remote Print Services (also referred to as SMart eSolutions). These services automate several activities associated with managing Xerox print devices on a network. They include:

- A secure internet connection between the press and Xerox using Secure Socket Layer (SSL) protocols and 256-bit encryption. This ensures your information is protected. Only press performance information is sent to Xerox through this connection.
- **Maintenance Assistant**: This feature provides a quick identification of potential problems. It sends specific service data to the Xerox Service representative for accurate diagnosis of problems. It also offers faster resolution of issues (less time than sending a Service representative).
- **MeterAssistant® (Automated Meter Reads)**: This feature automates the process of collecting and submitting meter reads for tracking and billing of actual Xerox press usage (not estimating usage). It generates and sends current meter reads directly to Xerox, eliminating this time-consuming activity from the operator.
- **SuppliesAssistant® (Automatic Supplies Replenishment)**: This feature automatically orders certain supplies for your press based on your actual usage. It saves time by eliminating the need for you to manually place an order and manage your supplies inventory.

Xerox Remote Print Services can be deployed using several methods. This section describes the Direct Connect model on the press, which provides a secure transmission of press status information back to Xerox for support.

Note

For more information, contact your Xerox Representative or go to www.xerox.com.

Direct Connect Overview

Depending on your network, you may need to change the HTTP Proxy server setting for Remote Print Services. By default, the HTTP Proxy server is set to off. The settings can be configured and set up in one of two ways:

- Directly at the press, through the Network and Connectivity tool
- Through the CentreWare Internet Services

When Remote Print Services is enabled, CentreWare Internet Services can be accessed from any computer on the network that has a web browser, including the print server, using the print server IP Address. You can use the CentreWare Internet Services interface to define the site's HTTP proxy server settings and data transfer information.

The remaining information in this section describes how you set up the communication between the networked Xerox press and the Xerox communication print server for purpose of administering the Remote Services.

Network Access

Verify the press is physically connected to your network and is allowed internet access. This press is designed to connect automatically through the print server and retrieve its network information. However, if an internet proxy server is in use, you may need to set up the proxy server on the press in order to allow communication to Xerox.

Proxy Server Information

Your site's network may require all internet access to pass through a proxy server. Verify and obtain the IP Address (or host name) and port for the proxy server, and ensure the proxy server is configured to allow outgoing HTTP (or secure HTTPS) protocol connections. If the proxy server uses authentication, obtain the user name and password of an account that provides access.

Xerox Remote Print Services is enabled by configuring the proxy server settings. This registers the device with the Xerox Communication Server and sets the time for the transmission of data.

Proxy Server Worksheet

Use the worksheet table below to record the network information that you will need when updating the proxy server settings. Enter your site-specific values in the Customer Setting column.

Item Number / Name	Customer Setting
1. Use Proxy Server	
2. Proxy Server Setup	
3. Addresses to Bypass Proxy Server	
4. HTTP Proxy Server Name	
5. HTTP Proxy Server Port Number	
6. HTTP Proxy Server Authentication	
7. HTTP Proxy Server Login Name	
8. HTTP Proxy Server Password	
9. HTTPS Proxy Server Name	
10. HTTPS Proxy Server Port Number	
11. HTTPS Proxy Server Authentication	
12. HTTPS Proxy Server Login Name	
13. HTTPS Proxy Server Password	

Update and Verify the Proxy Server at the Press

Updating the Proxy Server at the Press

1. Log in as a system administrator:

    a) At the press Control Panel, press **Log In/Out**.

    b) Type the administrator password (**admin** is the default) and tap **Enter**.

2. Press the **Tools** button on the press Control Panel.
3. Select the **Tools** icon on the screen.
4. Select **System Settings > Connectivity & Network Setup > Proxy Server Settings**.

    From the Proxy Server Settings screen, review the current settings and select each item to update as needed. If the settings were updated at CentreWare Internet Services, the new values will be shown on this screen.

5. Select the item row from the screen and then **Change Settings**. Use the information from your worksheet and enter the new value.
6. Select **Save > Close**.
7. Log out of Admin mode.
8. Power off / Power on the press.

Verify that the server connection is working; refer to Verifying the Xerox Server Connection at the Press.

Verifying the Xerox Server Connection at the Press

1. Log in as system administrator.
2. Press the **Machine Status** button on the press Control Panel.
3. Under Machine Information, select **Maintenance Assistant**.
4. Select **Send SMart eSolutions Data to Xerox**.
   The press begins to push diagnostic data to Xerox Support and prints a sheet stating Success or Failed.

Update and Verify the Proxy Server through CentreWare Internet Services

Updating the Proxy Server through CentreWare Internet Services

If prompted, type in the user ID name and the password. The defaults are **admin** and **1111**.

1. In CentreWare Internet Services, select **Properties > Smart eSolutions Setup > Proxy Server**.
2. Under General, next to Use Proxy Server, select **Enabled**.
3. Next to Proxy Setup, select **Same Proxy for All Protocols** to use the same proxy settings for both HTTP and HTTPS. To enter different HTTP and HTTPS values, select **Different Proxy for each Protocol**.
4. Under HTTP Server, perform the following steps:
   a) Type the Server Name.
   b) Type the Port Number. The default port number is 8080.

    c) If your network administrator concurs that the proxy server is configured to require authentication, next to Authentication, select **Enabled**.

    d) Type the Login Name and Password. Retype the password to confirm.

5. Under HTTPS Server, type the HTTPS proxy server information, if you selected **Different Proxy for each Protocol** for Proxy Setup.

    a) Type the Server Name.

    b) Type the Port Number. The default port number is 8080.

    c) Next to Authentication, select **Enabled** if your proxy server is configured to require authentication.

    d) Type the Login Name and Password. Retype the password to confirm.

6. Click **Apply**.

7. From the Status tab, under General, scroll down to locate and select **Reboot Machine**.

Verify that the server connection is working; refer to Verifying the Xerox Server Connection through CentreWare Internet Services.

Verifying the Xerox Server Connection through CentreWare Internet Services

In CentreWare Internet Services, under **Properties > General Setup > SMart eSolutions Setup > Maintenance Assistant**, select the **Push Data to Xerox Now** button. Communication Server Status should show as Registered.

Troubleshooting

Further information on Xerox Remote Print Services is available at: http://www.xerox.com/smartesolutions.

A Xerox Remote Print Services Security White Paper is available at: http://www.xerox.com/about-xerox/account-management/ smart-meter/enus.html.

Problem	Description
Failed Xerox Communication Server Transmitted Data message	• Confirm the network connection by checking the network cable from the print server to the network. • Confirm access to the Internet. At the print server web browser attempt to access the xerox web page. The HTTP proxy server must be configured correctly to allow the press access to the Internet, and the proxy server address must be configured correctly on the device. • Check the DNS settings are correctly configured to ensure the press can resolve the IP address of the proxy server host name. • Verify the date and time set on the press (time zone). The incorrect date or time may cause server synchronization issues with the Xerox Communication Server. • Check the Xerox Communication Server is online. Contact technical support if you cannot resolve the issue. There may be problems with the Xerox Communication Server.
Automatic registration has failed when the press is first installed	If the automatic registration with the Xerox Communication Server has failed, the automatic proxy detection may be incorrectly configured. Automatic proxy detection is required for Remote Services to register automatically with the Xerox Communication Server. • Check that the WPAD Option 252 is enabled on the proxy server and verify the settings. WPAD is a method used by clients on the network to locate a URL of a configuration file using DHCP and / or DNS discovery methods. • If WPAD is not an option, enter the proxy server IP address manually in the web browser. • Verify the user name and password required for proxy authentication and enter this information into the web browser. • Check the IP address exclusion on the network configuration.

Problem	Description
The press cannot access the Internet. A proxy server or firewall may be used to control Internet access	• Verify connectivity with the proxy server. Ping the proxy server address from another computer with same subnet as the press. If no reply, verify the default router (default gateway) and proxy server IP and address details entered on the press. Verify that the HTTP (80) and HTTPS (443) ports are not blocked at the proxy server. Check if the proxy server requires authentication. • Verify with the network administrator that the firewall is not blocking access to the Internet. Ask if the firewall rules are set to allow the press access to the Internet and a user name and pasword are not required for outbound access. Check that the standard HTTP and HTTPS ports are not blocked by the firewall. • Typically, the firewall, proxy server and a DNS server will not be the same host. If the same IP address is given for more than one of these functions, verify with the network administrator that the information is correct. **Note** A host name can only be used for the proxy server if the site is also running a name service such as DNS. Otherwise an IP address must be supplied for the proxy server.
Proxy server settings are incorrect	Check with your network administrator for the proxy server details required and make sure they are entered in the Network Connectivity Setup area of the press.

Problem	Description
The DNS settings are incorrect	1. On a PC running Windows, on a network using the same subnet as the press, open a command prompt (**Start > Run** and enter **cmd**). 2. Type the command **ipconfig/all** to display the IP configuration information. 3. Write down the **Connection-specific DNS Suffix** (domain name) and the **DNS Servers** IP address. 4. Type **ping** and the **IP address of the DNS server** to verify connectivity. There should be a reply. 5. Type **ping** and the **IP address of the default gateway** to verify connectivity with the default router. There should be a reply. 6. Check the DNS Server and Default Gateway is set correctly on the press.
Transmission errors using the EFI Print Server configuration	Ensure the DNS Server Information is configured. Configure the print server with a DNS server name even if you have to test with a false name. Configure Dynamic DNS on the press.
The press screen displays the message: "Communication error with the Xerox SMart eSolutions server. Check your network settings."	If the internet cable between the press and the print server is missing, broken or disconnected, check for a good connection by replacing and using a new cable. Check the internet drop.

7

Accounting

Accounting is a security feature that is designed to prevent unauthorized use of the press.

Accounting > Create/View User Accounts

Creating user accounts allows you to register user account information, such as User IDs, user names, and passcodes, and to impose restrictions:

- On the number of print pages allowed each user using the Accounting menu.
- On the Services pathways allowed using the Authentication/Security Settings menu.

Note

A maximum of 1000 users can be registered.

Tip

User IDs, and user names must be registered in Accounting before you can register users for Authentication.

Each user account includes the following options:

User ID

Assign a user identification number to a specific account number. User IDs may have a maximum of 32 characters.

User Name

Assign a user name to correspond with the user ID and its related account number. User names may have a maximum of 32 characters.

User Role

Select a user role for the user.

- **User**: No special privileges are given to the user.
- **System Administrator**: This user has most system administrator privileges except they cannot change the administrator passcode.

Account Limit

For a specific account, assign a maximum number of pages that can be used for printing. Each account can be set for 1-9,999,999 pages in 1 sheet increments.

Feature Access

Set the type of access that the account user will be allowed to use.

Create/View/Edit a User Account

Note

The following procedure is presented using the Accounting menu screens, but this same process is also performed using the Authentication/Security Settings menu screens.

1. Log in as the administrator.
2. Press the Tools button on the press Control Panel.
3. Press the Tools icon on the screen.
4. Select **Accounting**.
5. Select **Create/View User Accounts**.
6. From the Create/View User Accounts screen, perform one of the following to select a user account:

   - To create a new account, select an Available account (one that is not in use), or
   - To edit a previously created account, select the desired one from the displayed list.

7. Select the **Create/Delete** button.

   - If creating a new account, use the numeric keypad, enter a four-digit number from 0001 to 1000, which corresponds to an Available account. The entered number displays in the Go To field. Select the Create/Delete button; the User ID screen is displayed.
   - If editing a previously created account, continue to the next step.

8. Select **Ok**.
9. Using the keypad, enter a User ID of up to 32 characters and select **Save**.

   The Account Create/Delete screen is displayed.

10. Select the **User Name** button.

    The User Name screen appears.

11. Using the keypad, enter a User Name of up to 32 characters and select **Save**.

    The Account Create/Delete screen is displayed.

12. Select **Account Limit**.

    The Account Limit screen is displayed.

13. Select the **Print Service** button to set account limits.

14. Select **Change Account Limit**.

15. Enter the maximum number of pages using numeric keypad and select **Save**.

    The Account Limit screen is displayed.

16. Select **Feature Access**.

17. Select the type of feature access you want to allow the user.

18. Select **Save**.

    The Account Limit screen is displayed.

19. Select **Close**.

    The Account Create/Delete screen is displayed.

20. Review the user account information and modify if required.

21. Select **Close**.

    The Create/View User Accounts screen is displayed.

22. Select **Close**.

23. Exit the administrator mode.

Resetting an Individual User Account

Use this procedure to delete an existing user account.

1. Log in as the administrator.

2. Press the Tools button on the press Control Panel.

3. Press the Tools icon on the screen.

4. Select **Accounting** or **Authentication/Security Settings**.

5. Select **Create/View User Accounts**.

6. From the Create/View User Accounts screen, select the desired user account.

7. Select **Reset**.

    A screen is displayed and prompts Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

8. Select **Reset** or **Cancel**.

    Selecting **Reset** allows you to select **Yes** to delete/reset the user account. Once the account is deleted, the Create/View User Accounts screen is displayed.

9. Select Close.

    The main Tools screen displays.

10. Exit the administrator mode.

Accounting > Reset User Accounts

The **Reset User Accounts** feature allows administrators to reset all account data for all user accounts or to reset specific options for all user accounts.

All User Accounts

This deletes all registered information for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, color mode restrictions, printer statistics, and so forth.

All Feature Access Settings

This resets the feature access limit for all users.

All Account Limits

This resets the maximum number of pages for all users to the default value, 9999999.

Total Impressions

This resets all auditron administration data for all users including the system administrator. The number of pages is also reset to 0.

All Authorization Groups

This resets or unlinks users from authorization groups, and links those users to the default authorization group.

Print the Auditron Report button

This prints a report about the account information that will be deleted/reset. Depending on the option selected, the report contains either user account content data or administration data. The report is available for confirmation before resetting.

Resetting all user accounts (Accounting)

1. Log in as the administrator.
2. Press the Tools button on the press Control Panel.
3. Press the Tools icon on the screen.
4. Select **Accounting > Reset User Accounts**.
5. Select the desired option.

   The choices are shown on the displayed list.

6. Select **Reset**.

   A screen is displayed and prompts Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

7. Select **Reset** or **Cancel**.

Selecting **Reset** displays confirmation screen asking Are you sure? Select Yes to delete or reset as applicable to the Reset User Accounts option selected.

8. Select **Close**.

The main Tools screen displays.

9. Exit the administrator mode.

Accounting > Accounting Type

Accounting Type allows the administrator to enable or disable the **Accounting** feature and specify the types of jobs that require account management.

Tip

The available Accounting Type selections depend on the Login Type setting used in **Authentication/Security Settings > Authentication**. As an example, if you select a Login Type of Login to Local Accounts in Authentication, then Local Accounting will automatically be selected in **Accounting > Accounting Type** and **Accounting Disabled** will be unavailable for selection.

Accounting Disabled

The press does not require a user login ID and password in order to operate it.

Local Accounting

Enables the Accounting feature on the press. When selected, Auditron Mode is available.

Auditron Mode

Enable Accounting to perform account management for print services.

Selecting an Accounting Type

1. Log in as the administrator.
2. Press the Tools button on the press Control Panel.
3. Press the Tools icon on the screen.
4. Select **Accounting > Accounting Type**.
5. Select an **Accounting Type**:

   - **Accounting Disabled**
   - **Local Accounting**
   - **Xerox Standard Accounting**

6. Select the Auditron Mode to track accounting usage of the press.
7. Select **Save** and then **Close**.
8. Exit the administrator mode.

Accounting > Auto Reset of User Billing Information

This feature allows you to reset Billing Information on particular dates.

1. Log in as the administrator.
2. Press the Tools button on the press Control Panel.
3. Press the Tools icon on the screen.
4. Select **Accounting > Auto Reset of User Billing Information**.
5. Select the desired setting: **Off**, **Reset Every Year**, **Reset Every Quarter** or **Reset Every Month**.

   If you select **Reset Every Year**, **Reset Every Quarter** or **Reset Every Month**, you can then select the date the reset will occur.

6. Select **Save**.
7. If required, select **Close**.
8. Exit the administrator mode.

Accounting and Billing Device Settings

To configure accounting settings on the press:

1. At the press Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Select **Accounting > Accounting / Billing Device Settings**.
3. Change the following settings as necessary:

   - **Connect with Account / Billing Device**: Touch **Connected** to enable an accounting or billing device that is connected to the press.
   - **Account / Billing Device**: Touch the type of device.
   - **Track Print Jobs**: Touch **Track with Accounting/Billing Device** to track print pages.
   - **Job with Insufficient Credit**: Touch to delete, hold, or delete after a timeout for jobs with insufficient credit.
   - **Charge Print Jobs**: Touch **Charge by Card Number** to track charges by card number.
   - **Track with Cumulative Device**: Touch the type of device.

8

Authentication/Security Settings

Use the Authentication/Security Settings menu options to set up the login, access control and user accounts.

Authentication/Security Settings provide additional security for your system.

Authentication/Security Settings

System Administrator Settings	System Administrator's Login ID System Administrator's Passcode
Authentication	Login Type Access Control Create/View User Accounts Reset User Accounts User Details Setup Maximum Login Attempts by System Administrator Passcode Policy
Job Status Default	Active Jobs View Completed Jobs View
Overwrite Hard Disk	Number of Overwrites Schedule Image Overwrite Run Image Overwrite

Authentication/Security Settings overview

Authentication/Security Settings restrict access to the Services area, such as the Job Status and/or Machine Status pathways.

- Authentication cannot be used unless Accounting is enabled in the Accounting Type menu.
- The Accounting settings determine which features are available in Authentication/Security Settings.
- Authentication/Security Settings are available only to System Administrator accounts.

Types of Users

Authentication/Security Settings controls how users access features. User information can be registered with the press. The **Authentication/Security Settings > Authentication** feature restricts operations according to the user type. Users are classified into the following types:

- System administrators: These are users who can enter System Administrator mode and change the press settings. A system administrator uses a special user ID called a System Administrator ID.
- General users: Users other than system administrators in non-authentication mode.

Types of Authentication

Three types of authentication are used depending on where user information is stored:

- Local Machine Authentication: Uses the user information registered for the Account Administration feature to manage authentication. You need, therefore, to enable the Account Administration feature when you use Local Machine Authentication. The print data sent directly from a computer can be received on the press after being authenticated by cross-checking the authentication information pre-configured on a client's print driver with the one registered on the press.
- Remote Authentication: Uses a remote authentication server to manage authentication. User information is not registered on the press.

Note

A registered user ID on the remote authentication server can be a maximum of 32 characters, and the password a maximum of 128 characters.

System Administrator Settings

The System Administrator Settings menu is used to set the system administrator login ID and passcode. A new login ID and passcode is recommended to prevent users from making unauthorized changes and to ensure system security.

System Administrator Login ID

The System Administrator's Login ID can be from 1 to 32 characters.

Note

The default system administrator Login ID is **admin**, and the default passcode is **1111**.

1. Log in as the administrator.
2. Press the Tools button on the Control Panel.
3. Select the Tools icon on the screen.
4. Select **Authentication/Security Settings > System Administrator Settings > System Administrator Login ID**.

   The System Administrator Login ID screen is displayed.
5. Select **On**.
6. Select **Keyboard**, then in the New System Administrator Login ID entry field, type a system administrator login ID.
7. Select **Save**.

   You must reenter the login ID information a second time.
8. Select **Keyboard** once more, and in the Re-enter System Administrator Login ID field, type the same system administrator login ID.
9. Select **Save**.
10. Exit the administrator mode.

System Administrator Passcode

Set the passcode for the system administration mode. The passcode is used to access the control panel when Passcode Entry from Control Panel is set to On. A passcode must be entered for local account login. However, a passcode must always be entered when accessing either remotely or from the network.

Tip

This is recommended for stronger security.

Note

The default setting of the system administrator passcode is **1111**.

Set the password AFTER setting the system administrator login ID. The passcode must be 4-12 characters.

1. Log in as the administrator.
2. Press the **Tools** button on the Control Panel.
3. Select the **Tools** icon on the screen.
4. Select **Authentication/Security Settings > System Administrator Settings > System Administrator's Passcode**.
5. Type the new password from 4-12 numeric digits in the New Passcode field.
6. Select **Save**.

   Note

   To set no passcode, leave the passcode blank, and select Save.

7. In the **Type Passcode** field, retype the same password.
8. Select **Save**.
9. Exit the administrator mode.

Authentication

Use the **Authentication** menu options to setup the login, access control and user accounts.

Login Type

When a **Login Type** is selected, users are required to log into their accounts before accessing the print services. The availability of the service is determined by press configuration and system administrator settings. The **Login Type** can be changed at any time to fit your needs.

The following options are available:

No Login Required

The user does not require a login to access the print services.

Login to Local Accounts

This is the direct operation of the press from the Control Panel. The system administrator sets the **Login Type**, and the users are thereafter required to log into their accounts before print services can be accessed. Also, the print data is received after being authenticated by cross-checking the authentication information that was pre-configured on a client's print driver with the one registered on the press.

Selecting the Login Type

1. Log in as the administrator.
2. Press the **Tools** button on the Control Panel.

3. Select the **Tools** icon on the screen.

4. Select **Authentication/Security Settings > Authentication > Login Type**.

The Login Type screen is displayed.

5. Select the desired Login Type option.

6. Select **Save**.

7. Exit the administrator mode.

Access Control

The **Access Control** feature allows the system administrator to lock or unlock user access to various press features. The following options are available with **Access Control**:

Device Access

This option allows the administrator to lock or unlock user access to the **Job Status** and/or **Machine Status** pathways. These pathways are accessed from the press touch screen.

Service Access

This option allows the administrator to lock or unlock user access to print network service. Recommend to keep unlocked.

Selecting the Access Control options

1. Log in as the administrator.

2. Press the **Tools** button on the Control Panel.

3. Select the **Tools** icon on the screen.

4. Select **Authentication/Security Settings > Authentication > Access Control**.

5. Select **Device Access**.

   a) Select **Unlocked** or **Locked** for each pathway selection.

   b) Select **Save**.

   The previous screen displays.

6. Select **Service Access**.

   a) Select the print service.

   b) Select **Change Settings**.

   c) Select **Unlocked** or **Locked**.

   d) Select **Save**.

   The previous screen displays.

   e) Repeat the previous steps for other desired services.

   f) Select **Close** to return to the Access Control screen.

7. Select **Save**.

The main Tools screen displays.

8. Exit the administrator mode.

Authentication > Create/View User Accounts

Note

Creating and viewing user accounts within Authentication is a similar procedure to creating and viewing user accounts in Accounting.

Create/view/edit a user account

1. Log in as the administrator.
2. Press the Tools button on the Control Panel.
3. Select the Tools icon on the screen.
4. Select **Authentication/Security Settings > Authentication**.
5. Select **Create/View User Accounts**.
6. From the Create/View User Accounts screen, perform one of the following to select a user account:

   - To create a new account, select an Available account (one that is not in use), or
   - To edit a previously created account, select the desired one from the displayed list.

7. Select the **Create/Delete** button.

   - If creating a new account, use the numeric keypad, enter a four-digit number from 0001 to 1000, which corresponds to an Available account. The entered number displays in the Go To field. Select the Create/Delete button; the User ID screen is displayed.
   - If editing a previously created account, continue to the next step.

8. Select **Ok**.
9. Using the keypad, enter a User ID of up to 32 characters and select **Save**.

   The Account Create/Delete screen is displayed.

10. Select the **User Name** button.

    The User Name screen appears.

11. Using the keypad, enter a User Name of up to 32 characters and select **Save**.

    The Account Create/Delete screen is displayed.

12. Select **Account Limit**.

    The Account Limit screen is displayed.

13. Select the **Print Service** button to set account limits.
14. Select **Change Account Limit**.
15. Enter the maximum number of pages using numeric keypad and select **Save**.

    The Account Limit screen is displayed.

16. Select **Feature Access**.
17. Select the type of feature access you want to allow the user.
18. Select **Save**.

The Account Limit screen is displayed.

19. Select **Close**.

The Account Create/Delete screen is displayed.

20. Review the user account information and modify if required.
21. Select **Close**.

The Create/View User Accounts screen is displayed.

22. Select **Close**.
23. Exit the administrator mode.

Resetting an individual user account

Use this procedure to delete an existing user account.

1. Log in as the administrator.
2. Press the Tools button on the Control Panel.
3. Select the Tools icon on the screen.
4. Select **Accounting** or **Authentication/Security Settings**.
5. Select **Create/View User Accounts**.
6. From the Create/View User Accounts screen, select the desired user account.
7. Select **Create/Delete**.

A screen is displayed and prompts Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

8. Select **Reset** or **Cancel**.

Selecting **Reset** allows you to select **Yes** to delete/reset the user account. Once the account is deleted, the Create/View User Accounts screen is displayed.

9. Select **Close**.

The main Tools screen displays.

10. Exit the administrator mode.

Authentication > Reset User Accounts

Note

Resetting user accounts within Authentication is a similar same procedure to resetting user accounts in Accounting.

Resetting All User Accounts (Authentication)

1. Log in as the administrator.
2. Press the Tools button on the Control Panel.
3. Select the Tools icon on the screen.
4. Select **Authentication/Security Settings > Authentication > Reset User Accounts**.
5. Select the desired option.

The choices are shown on the displayed list.

6. Select **Reset**.

   A screen is displayed and prompts Reset or Cancel the reset? Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

7. Select **Reset** or **Cancel**.

   Selecting Reset displays a confirmation screen asking if you are sure? Select Yes to delete or reset as applicable to the Reset User Accounts option selected.

8. Select **Close**.

   The main Tools tab screen displays.

9. Exit the administrator mode.

User Details Setup

This feature allows you to configure the settings for user ID authentication. The available settings depend on the authentication type selected at **Tools > Authentication/Security Settings > Authentication > Login Type**.

1. Log in as the administrator.
2. Press the **Tools** button on the press Control Panel.
3. Select the **Tools** icon on the screen.
4. Select **AuthenticationSecuritySettings > Authentication**.
5. Select **User Details Setup**.

   The options that display depend on the type of authentication that is enforced; available options depend on the Login Type selected.

6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select **Save**.
9. Select **Close**.

Maximum Login Attempts

You can set the number of attempts a person is allowed to enter the same system administrator's login ID after which access to the system is disabled. Set the number of authentication attempts allowed between 1-10.

Note

The count is reset when the press is restarted. To cancel the access rejection, shut down the press by switching off the power and switching it on again.

1. Log in as the administrator.
2. Press the Tools button on the Control Panel.
3. Select the Tools icon on the screen.
4. Select **Authentication/Security Settings > Authentication**.
5. Select **Maximum Login Attempts**.

6. Select either:

   - **Unlimited Attempts**
   - **Limit Attempts**: Enter a number from 1-10 using the up and down arrow buttons.

7. Select **Save**.

   The main Tools screen displays.

8. Exit the administrator mode.

Passcode Policy

Select the policy for accessing accounts. Select either **On** or **Off**. When **On** is selected, a passcode must be entered for local account login; however, a passcode must always be entered when accessing either remotely or from the network.

1. Log in as the administrator.
2. Press the Tools button on the Control Panel.
3. Select the Tools icon on the screen.
4. Select **Authentication/Security Settings > Authentication**.
5. Select **Passcode Policy**.
6. Select **Change Settings**.
7. Select **Off** or **On**.

   - Off: A password is not required even if the password is set by System Administrator's Passcode of Creating/Viewing User Accounts.
   - On: Setting of System Administrator's Passcode of Creating/Viewing User Accounts becomes enabled and functional. Use a password when the control panel asks for it.

8. Select **Save**.

   The previous screen displays.

9. Select **Close**.

   The main Tools screen displays.

10. Exit the administrator mode.

Job Status Default

1. Log in as the administrator.
2. Press the Tools button on the Control Panel.
3. Select the Tools icon on the screen.
4. Select **Authentication/Security Settings**.
5. Select **Job Status Default**.
6. Select **Completed Jobs View**.
7. Select the desired setting for the following options:

- **Allow Job Viewing at All Times**: Select either **Require Login to View Jobs** or **No Job Viewing**.
- **Hide Job Details**: Select either **Yes** or **No**.

8. Select **Save**.

    The main Tools screen displays.

9. Exit the administrator mode.

Active Jobs View/Completed Jobs View

Use this setting to hide or not hide the job details when viewing an active job.

1. Log in as the administrator.
2. Press the **Tools** button on the press control panel.
3. Select the **Tools** icon on the screen.
4. Select **Authentication / Security Settings**.
5. Select **Job Status Default**.
6. Select **Active Jobs View**.
7. Select **Yes** or **No** to hide the details.
8. Under Completed Jobs, select how the details of completed jobs can be viewed: no job viewing, allow viewing at all times, or viewing requires a login.
9. Select **Save**.

    The main Tools screen displays.

10. Exit the administrator mode.

Overwrite Hard Disk

Tip

This is a standard security feature that overwrites and removes all of the job image data residing on the hard drive within the press. It does not affect NVM storage. For more information, contact the Xerox Customer Support Center.

To ensure that job image data on the hard drive cannot be accessed, you can delete and overwrite the job image data. Image data is all user data that is currently in process or temporary user data on the hard drive. This includes current/active jobs, queued jobs, and completed jobs. Select whether or not to perform a hard disk overwrite process. Options include:

Number of Overwrites

Select the number of times to overwrite the hard disk data. Select between 1-3 times.

After deleting data from the hard disk, the area on the hard disk where the data was stored is overwritten. This prevents unauthorized retrieval or restoration of the previously recorded data. This applies to files and other information stored temporarily by the system.

Tip

Carefully read the following information:

- If the press is powered off during the overwriting process, some files may remain on the hard disk.
- The data on the hard disk is erased by overwriting it one time. However, overwriting the data three times ensures that the data cannot be recovered. The three times overwrite process does take a longer amount of time to perform than the one time overwrite process.
- During the overwriting process, normal operations may run slower than normally.

Scheduled Image Overwrite

Select a schedule, recurring time to overwrite the hard disk data. Selections include:

- **Disable**
- **Daily**
- **Weekly**
- **Monthly**

Run Image Overwrite

Select this option and select **Start** to begin and immediately run a hard disk overwrite. This removes the job data as soon as the print job completes.

Overwrite Hard Disk > Number of Overwrites

1. Log in as the administrator.
2. Press the Tools button on the Control Panel.
3. Select the Tools icon on the screen.
4. Select **Authentication/Security Settings**.
5. Select **Overwrite Hard Disk**.
6. Select **Number of Overwrites**.
7. Select one of the following choices:

   - **Off**
   - **1 Overwrite**
   - **3 Overwrites**

8. Select **Save**.

   The main Tools screen displays.

9. Exit the administrator mode.

Overwrite Hard Disk > Scheduled Image Overwrite

1. Log in as the administrator.
2. Press the Tools button on the Control Panel.
3. Select the Tools icon on the screen.
4. Select **Authentication/Security Settings**.
5. Select **Overwrite Hard Disk**.
6. Select **Scheduled Image Overwrite**.
7. Select one of the following choices:

- **Disabled**
- **Daily**
- **Weekly**
- **Monthly**

8. Select **Save**.

The main Tools screen displays.

9. Exit the administrator mode.

9

Problem Solving

CentreWare Internet Services

This section describes how to troubleshoot CentreWare Internet Services.

Troubleshooting

This section describes the causes and recommended remedies for errors that may occur while using CentreWare Internet Services.

Symptom	Remedy
CentreWare Internet Connecting with Services is impossible.	Is the press working properly? Check if the press is powered on.
	Is CentreWare Internet Service activated? Print out the Printer Settings List to confirm.
	Is the Internet address correctly entered? Confirm the Internet address again. If the problem persists, enter an IP address to make a connection.
	Is a proxy server being used? Depending on the proxy server, connections may not be possible. Set the browser not to "Use proxy server" or set that particular address not to use a proxy server.
The "Please wait" message is displayed throughout.	Wait for a while as instructed. If the status does not change, click the Refresh button. If this does not have any effect, confirm the press is working properly.

Symptom	Remedy
The Refresh button is not working.	Are you using a specified browser? Confirm that your browser is supported.
Selecting the menu on the left frame does not update the right frame contents.	
The screen display is distorted.	Change the window size for the browser.
The latest information is not displayed.	Click the Refresh button.
The Apply New Settings button does not reflect the new settings.	Are all entered values correct? If a value outside of the permitted range is entered, the update will automatically be made within the range.
Clicking the Apply New Settings button causes the browser to display "The server has returned an invalid or unrecognizable response" or "No data" message.	Has a correct password been supplied? The entries for Password and Confirm Password do not match. Enter the correct password.
	Is it during operation or after operation by the control panel on the press? When the automatic reset function is configured, any setting by CentreWare Internet Services is not applied until setting time passes. Wait for a while.
Cannot delete jobs.	Wait for a while and click the Refresh button.