Xerox® Versant® 280 Press System Administrator Guide

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Administrator Overview

This chapter contains:

Entering and Exiting the System Administrator Mode

1. At the press user interface, press the **Log In/Out** button.

2. Enter the system administrator Login ID with the numeric keypad, then select **Next**.
   The default login ID is **admin**.

3. Enter the system administrator password or Passcode with the numeric keypad, then select **Enter**.
   The default administrator password is the press serial number.

   > ✎ **Note:** If the password prompt is enabled, the default administrator password is the press serial number. It is recommended that, after the press is installed, to prevent unauthorized access to the administrator mode, you change the administrator password as soon as possible.

4. To access system functions, press the **Machine Status** button.

5. To change settings, touch the **Tools** tab.

6. Select the appropriate **Mode**, **Group**, and **Feature**.

7. To log out, press the **Log In/Out** button.

8. When the Logout screen appears, select **Logout**.

Locating the Press Serial Number

You can access the press serial number from the user interface or from the serial number plate on the inside frame of the press near Tray 1.

1. At the user interface, press the **Machine Status** button.

2. On the Machine Status screen, ensure that the **Device Information** tab appears.

   The press serial number is displayed in the Device Serial Number area at the bottom of the screen.

3. If there is a loss of power and it is not possible to access the **Machine Status** screen, you can find the press serial number on the inside frame of the press near Tray 1:

   a. At the press, fully open Tray 1.

   b. At the left of the tray, on the press frame, locate the plate with the serial number (SER#).
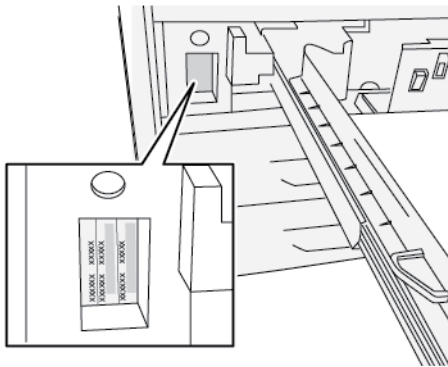
Locating the Press IP Address

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

To obtain the IP Address of the press:

1. At the press UI, press the **Machine Status** button.

2. Select the **Device Information** tab. The IP Address is shown.

Customizing the User Interface (UI)

The administrator may customize the following features:

- Whether certain screens will display or not on the press UI

- Specify when screens are displayed such as after the press is switched on or when it exits the **Power Saver** mode

- The brightness of the screens as shown on the press UI

- The speed of the scroll buttons alongside the screen

- The default language to be used

Assigning a Feature

1. Log in as the administrator.

2. To access system functions, press the **Machine Status** button on the UI.

3. To change settings, select the **Tools** tab.

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

5. Select **Screen / Button 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.

Changing the Default Home Screen

Use this procedure to change the screen that will be displayed when the machine is switched on or when the Power Saver mode is deactivated.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Screen / Button Settings**.

6. Select **Screen Default** from the displayed list.

7. Select **Change Settings**.

8. Select the desired setting for the default home screen.
   The default setting is **Services Home**.

9. Select **Save**.

   The previous screen displays.

10. Select **Close**.

   The main Tools screen displays.

11. Exit the administrator mode.

Assigning the Screen After Auto Clear

Use this procedure to assign which screen will be displayed after the **Auto Clear** button is pressed.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Screen / Button Settings**.

6. Select **Screen After Auto Clear** from the displayed list.

7. Select **Change Settings**.

8. Select **Last Selection Screen** or**Services Home**.
   The default setting is **Services Home**.

9. Select **Save**.

   The previous screen displays.

10. Select **Close**.

   The main Tools screen displays.

11. Exit the administrator mode.

Customizing the Button Layout on the Home Screen

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Screen / Button Settings**.

6. Select **Services Home** from the list.

7. Select **Change Settings**.

8. From the list, select the position where you want to assign a service.
   The layout of the buttons on this screen correspond with the layout of the buttons on the Home screen.

9. From the Main Feature Selection screen, select a service to display on the Home screen.

10. Select **Save**.

    The previous screen displays.

11. Select **Save** again.

    The Screen / Button Settings window displays.

12. Select **Close**.

    The main Tools screen displays.

13. Exit the administrator mode.

Adding Stored Programming to the Home Screen

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings**.
5. Select **Screen / Button Settings**.
6. Select **Services Home** from the list.
7. Select **Change Settings**.
8. From the displayed list, select the position for the Stored Programming service.
9. From the Main Feature Selection screen, select the Stored Programming service.
10. Select **Save**.

    The previous screen displays.

11. Select **Save** again.

    The Screen / Button Settings window displays.

12. Select **Close**.

    The main Tools screen displays.

13. Exit the administrator mode.

Power Saver Mode

The Power Saver feature allows the press to enter a reduced power consumption mode when all print jobs have completed and there are no jobs currently processing. There are two power saving modes: Low Power and Sleep.

- 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.

By default, the press automatically enters the Low Power mode after 1 minute of inactivity. After 1 minute of inactivity, the press enters Sleep mode. The system administrator can change the time intervals for both modes.

Refer to the following example:

- Low Power Mode is set to 1 minute.

- Sleep Mode is set to 10 minutes.

- Sleep Mode activates after 10 minutes of total inactivity and not 10 minutes after the Low Power Mode begins.

For information on changing the time intervals, refer to Setting / Changing the Power Saver Time Intervals.

Low Power Mode

In this mode, the power to the User Interface (UI) and fuser unit is lowered to save power. The display goes out and the Power Saver button on the UI lights. To use the press, press the **Power Saver** button. The Power Saver button is no longer lit, indicating that the Power Saver feature is canceled.

Sleep Mode

In this mode, the power is lowered more than in the Low Power mode. The display goes out and the Power Saver button on the UI lights. To use the press, press the **Power Saver** button. The Power Saver button is no longer lit, indicating that the Power Saver feature is canceled.

Exiting Power Saver Mode

Any of the following events cancels Power Saver mode:

- Pressing the **Power Saver** button on the press UI

- Receiving print data for an incoming job to be printed

- Programming and performing a copy or scan job

Administrator Tools Mode

The following summary describes the various options that you can set while logged in as administrator. You can set these options from the **Machine Status→Tools** tab on the press User Interface (UI).

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

- **Cleaning the 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 a third-party, DFA inline finishing devices, this feature is enabled to create a profile of the finisher and add, edit, and delete attributes.

- **Simple Image Quality Adjustment** (SIQA) Tools - This is a set of procedures used to correct and adjust alignment, density uniformity, and image quality transfer on prints. For detailed information and procedures, refer to the SIQA chapter.

- **Tools** - Select the Tools tab on the UI to access other areas where you can set system functions and security settings, including the following:

  - **System Settings**: For details, refer to System Settings.

  - **Setup & Adjustment**: For details, refer to Setup & Calibration.

  - **Accounting**: For details, refer to Accounting.

  - **Authentication/Security Settings**: For details, refer to Authentication/Security Settings.

> **Note:** Use the scroll buttons on the screens to view the entire list of options.

Essential Tools Procedures

The following is a list of some of the essential Tools procedures:

- Cleaning the Fuser Assembly

- Calibrating the Press for Copy and Scan Jobs

- For HFSI counters, refer to Resetting a High Frequency Service Item (HFSI) Counter

- For correcting / adjusting the paper curl, refer to Adjust Paper Curl

- For **Auto Alignment**, **Density Uniformity**, and **Image Transfer**, refer to the Simple Image Quality Adjustment (SIQA) section of this guide

- For **Finisher Adjustment→Adjust Fold Position**, refer to Adjust Fold Position

- For **Finisher Adjustment→DFA Finisher Profiles**, refer to Using DFA Finisher Profiles

Clean Fuser Assembly Routine

When you have an image quality issue caused by contaminants in the fuser, run the **Clean Fuser Assembly** routine from the Tools menu. For example, use this feature when you see dry ink/toner debris on the back side of prints.

The press automatically runs this routine periodically. However, if you see image quality problems with dry ink/toner on the back of prints, you can initiate this procedure manually.

🖉 **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 of two areas in the press: the Transfer Roll or the Fuser Assembly Roll.

Clean Fuser Assembly Methods

The **Clean Fuser Assembly** feature provides two methods for running the routine:

- **Clean with Paper**: This method runs blank sheets through the press to remove any residual dry ink/toner from the fuser.

  🖉 **Note:** Any press operator can use the **Clean with Paper** method. This cleaning method does not require administrator login.

- **Clean with Felt**: This method uses felt that is equipped inside the press to remove any dry ink/toner from the fuser. Simply apply the felt against the pressure roll. Any residual dry ink/toner is removed. This method does not use paper.

  🖉 **Note:** You must log in as an administrator to use the **Clean with Felt** method.

Cleaning the Fuser Assembly with Paper

1. Log in as Administrator.

2. Press the **Machine Status** button on the press User Interface.

3. Select the **Tools** tab.

4. Select **Clean Fuser Assembly**.

5. From the window that displays, select **Clean with Paper**.

6. For **Paper Supply**, select the paper tray to use.

   🖉 **Note:** Although you can use any type and size of paper, the smooth surface of coated paper has more contact area to the pressure roll.

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

   🖉 **Note:** For best results, run fewer sheets for more times. It is more effective to run one or two sheets for multiple times than to run five sheets for one time only. This is especially important when running larger sheets, in the short-edge-feed (SEF) direction, such as 11 x 17 in. or A4 paper.

8. Select **Save**.

9. Press the **Start** button.

   🖉 **Note:** When running five sheets of paper, the process takes approximately one minute.

   The system begins the cleaning process. When the cleaning process finishes, a `Completed Successfully` message displays.

Cleaning the Fuser Assembly with Felt

1. Log in as Administrator.

2. Press the **Machine Status** button on the User Interface.

3. Select the **Tools** tab.

4. Select **Clean Fuser Assembly**.

5. From the window that displays, select **Clean with Felt**.

    🖉 **Note:** The **Paper Supply** and **Number of Sheets** selections are not available.

6. Press the **Start** button.

    The system begins the cleaning process and displays a

`Completed Successfully`
     message when finished.

7. Select **OK**.

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System Settings

This chapter contains:

System Settings Procedure

1. Log in as the Administrator.
2. Press the **Machine Status** button on the UI control panel.
3. Select the **Tools** tab on the UI.
4. Select **System Settings**.
5. Select a Mode, Group, and Feature.
6. Set or change the feature options, as desired.
7. Select **Save**.
8. Exit the System Administration Mode.

Common Service Settings

Use the Common Service Settings to select the default settings that affect the press itself. Common Service Settings include the following features:

System Clock / Timers

Use this feature to set the press clock time and the time intervals for various timers.

Power Saver Settings

You can change the time intervals for both the Low Power and Sleep modes to reflect a value of 1-30 minutes for each mode.

Audio Tones

Use this 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.

Screen / Button Settings

Use this feature to set specific screens and buttons that will be displayed when the power is turned on or when the press exits power saver.

Paper Tray Settings

Use this feature to set items relating to the paper and trays.

Image Quality Adjustment

Use this feature to set the image quality processing method that is used when the press is scanning an original.

Reports

Use this feature to set the options which affect printable reports. For example, by selecting a specific option, the press will automatically print out a report after processing a specified number of jobs.

Maintenance

Use this feature to further customize the press settings, such as creating an alignment adjustment for a specific stock, to initialize the press hard disk or to delete data.

Watermark

Use this feature to configure default settings for commonly used watermarks.

Forced Annotation

Use this feature to create and save annotation templates that can be used with copy, scan, and print jobs.

Print Universal Unique ID

Use this feature to select whether or not Universal Unique IDs are printed each job. Universal Unique IDs can be used with certain applications as a search key to retrieve print log information.

Notify Job Completion by E-mail

Use this feature to set whether or not a user receives an e-mail notification with the copy, scan, or

print job results that were performed by the press.

Plug-in Settings

Use this feature to select and set any plug-in options, as applicable.

Other Settings

Use this feature to assign a variety of settings for commonly used features, such as default paper sizes.

System Clock and Timers

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

Date

Sets the date of the press clock. The date set here prints on lists and reports. Select from three different options when setting the date:

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

Time

Sets the time of the press clock. The time set here prints on lists and reports. Select a 12-hour or a 24-hour representation.

Auto Clear

Sets the time period which determines when the press returns to its default screen; in other words, if a given time period elapses with no operation, the press automatically returns to the initial (default) screen. When this option is set for **On**, select a time period between 10-900 seconds, in one second intervals.

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

Auto Job Release

If an error occurs during a copy or scan job, this sets the time that elapses until the current job is automatically cleared, thereby enabling the completion of the next job. When set for **On**, select a time period between 4-99 minutes in one-minute increments. Select **Off** if you do not want to use this feature.

Auto Print

Set the time from the end of print job until the execution of next print job. When set for **On**, select a time period between 1-240 seconds, in one second intervals. If **Off** is selected, printing can start immediately, once the press is ready.

Printer Lockout Duration

When set for **On**, select the time from the start to the end of printer lockout. Set the values from 0-23 hours and to 59 minutes. If you select **Off** no printer lockout occurs.

Time Zone

Sets the time difference from Greenwich Mean Time (GMT).

Daylight Savings Time

With this feature enabled, the press automatically adjusts the current time when the summer time starts and ends. Options include:

- **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.

Setting the System Clock / Timers

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings**.
5. Select **System Clock / Timers**.
6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.
10. Select another item to set or change and repeat the previous steps, as needed.
11. Select **Close**.

    The main Tools screen displays.
12. Exit the administrator mode.

Power Saver Settings

Setting and Changing the Power Saver Time Intervals

> Note: You can change the time intervals for the Low Power mode and the Sleep mode to reflect a value of **1-30** minutes for each mode. In 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 **Machine Status** button on the UI.
3. Select the **Tools** tab.
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 Low Power mode and for Sleep mode:

   a. **From Last Operation to Low Power Mode**: The default time is 1 minute. Specify the amount of time between the last operation and when entering low-power mode. Select from **1** through **30** 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 1 minute. Specify the amount of time between the last operation and when entering into the Sleep mode. Select from **1** through **30** 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.

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 when there is a fault.

Note: All options include volume selections of **Loud**, **Normal**, and **Soft**. To disable the sound for any option, select**Off**.

Options include:

Control Panel Select Tone

Select the volume level that sounds when a button on the UI is selected correctly.

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.

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. This is the sound made when you release the **Interrupt** button.

Machine Ready Tone

Set the volume level that sounds when the press is ready to copy or print or after the press powers on.

Job Complete Tone 1

Select the volume level that sounds when the press successfully completes the specific cycle, such as a copy job. The default setting is Copy.

Job Complete Tone 2

Select the volume level that sounds when the press successfully completes the specific cycle, such as a copy job. The default setting is Print Report.

Fault Tone

Select the volume level that sounds when there is an error termination.

Auto Clear Alert Tone

Select the volume level that sounds when the automatic clear feature is enabled.

Alert Tone

Select the volume level that sounds when a fault, such as a paper jam, occurs and the fault is left unattended.

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.

Low Toner Alert Tone

Select the volume level that sounds when it is time to replace the drum toner cartridge.

Stored Programming

Select the volume level that sounds when the Stored Programming feature is enabled.

Setting the Audio Tones

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings**.
5. Select **Audio Tones**.
6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.
10. Select another item to set or change and repeat the previous steps as needed.
11. Select **Close**.

    The main Tools screen displays.
12. Exit the administrator mode.

Screen and Button Settings

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

Screen Default

Assign a default screen that displays when the press powers on; selections include **Services**, **Copy**, **Job Status**, or **Machine Status**.

Service Screen Default

Assign a default to the service screen; selections include **Services Home**, **Copy**, or **Stored Programming**.

Service Screen After Auto Clear

Assign a default service screen that displays after Auto Clear occurs; select **Services Home** or **Last Selection Screen**.

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 mode.

All Services

Set the layout of service buttons that appear on the Services Home screen when pressing the **Services Home** button on the control panel.

Services Home Screen Default

Select whether or not the Services Home screen displays a functional description of a button when it is selected.

Job Type on Job Status screen

Select the job types that to display on the Completed Jobs tab of the Job Status screen when the **Job Status** button on the control panel is pressed.

Custom Buttons 1-3

Assign features to the three custom buttons on the control panel. For example, one button may be assigned to the Copy feature and the other two buttons assigned to Stored Programming and Language.

Default Language

Set the default language for the press; this language appears on the UI.

Customize Keyboard Button

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

Assigning Screen and Button Settings

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5.   Select **Screen / Button Settings**.

6.   Select the item to be set or changed.

7.   Select **Change Settings**.

8.   Select the desired setting for the option.

9.   Select **Save**.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

     The main Tools screen displays.

12. Exit the administrator mode.

Paper Tray Settings

Use the **Paper Tray Settings** feature to set items relating to the paper and trays, including the following components:

Custom Paper Settings

Use this feature to assign and set specific paper attributes to a custom paper. For more information, refer to Custom Paper Settings.

Paper Tray Attributes

Use this feature to configure settings for specific paper characteristics for the paper that is loaded in each tray; options include:

- Paper Size

- Paper Type (such as plain, uncoated, or uncoated stock)

- Paper Weight

- Paper Color

- Alignment Adjustment: Use this feature to make adjustments to the image based on the alignment output of a document. Adjustments can be modified such as: registration, perpendicularity, skew, and magnification.

- Adjust Paper Curl: Use this feature when the output contains too much paper curl.

- Auto Air Assist Values: Use this feature to switch on/off fans in a paper tray in order to eliminate misfeeds, multifeeds, paper jams, or other possible tray feeding problems.

- Adjust Fold Position: Use this feature to adjust the fold position for various paper types, as well as set adjustment values to various default types. This option is available only if the press is equipped with the optional Standard Finisher, Booklet Maker Finisher, or Standard Finisher Plus.

Custom Paper Color Settings

Use this feature to assign a custom name for the color paper loaded in the press. A maximum of twelve characters can be entered for each custom color paper name.

Paper Tray Attributes on Setup Screen

The selection made on this screen determines whether or not the **Paper Tray Attributes** option is displayed on the **Tools** tab.

Paper Tray Attributes During Loading

This features determines whether or not the Paper Tray Attributes option is displayed on the User Interface when a paper tray is opened and closed.

Paper Tray Priority

Use this feature to set the paper tray priority sequence for automatic tray selection. Automatic tray selection occurs when a tray containing the appropriate paper is automatically selected by the press for copying or printing.

Tray 5 (Bypass) Paper Size

Use this feature to assign specific paper sizes to Tray 5 (Bypass). This will facilitate easier copying when using Tray 5 (Bypass). A maximum of twenty paper sizes can be assigned to the Tray 5 (Bypass) size selections.

Auto Tray Switching Control

Use this feature to choose the auto tray switching method and how to copy mixed size documents.

Selecting or Changing the Paper Tray Settings

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings**.
5. Select **Paper Tray Settings**.
6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.
10. Select another item to set or change and repeat the previous steps as needed.
11. Select **Close**.

    The main Tools screen displays.
12. Exit the administrator mode.

Custom Paper Settings

Use this feature to assign and set specific paper attributes to a custom paper. You can create a maximum of 40 custom paper settings. Custom paper settings include the following options.

Name

Assign a name to the new custom paper setting. When creating a name, use alphanumeric characters and symbols. Each name can have a maximum of 60 characters.

Paper Type and Paper Weight

For the custom paper, select the desired paper type, such as plain, coated, or uncoated stock and the paper weight.

Alignment Adjustment

Use this feature to make adjustments to the image based on the alignment output of a document. Adjustments can be modified such as: registration, perpendicularity, skew, and magnification. For more information, refer to Manual Alignment Adjustment.

> 🖊 **Note:** Before creating and/or performing any manual alignment, always perform an automatic alignment; for more information, refer to Auto Alignment Adjustment.

Adjust Paper Curl

Use this feature when the output contains too much paper curl. Select from **Default Value**, **Type A**, **Type B**, and **Type C**, or **Type 1 – Type 10**.

Default Value, **Type A**, **Type B**, and **Type C** are the preregistered adjustment types that match the characteristics of the standard paper types for the press.

Type 1 – Type 10 are custom options with which you can select an appropriate adjustment type in accordance with the characteristics of paper selected and the output format.

> 🖊 **Note:** For more information, refer to Adjust Paper Curl.

Auto Air Assist Values

Use this feature to switch on/off fans in a paper tray in order to eliminate misfeeds, multifeeds, paper jams, or other possible tray feeding problems.

The air-assist function forces air between sheets to eliminate the issue of multifeeds and paper jams. You can use this option to adjust the air-assist volume (amount of air to be fed) for individual custom paper types.

Select one of the following options:

- **Auto**: This is the default selection. When **Auto** is selected, the press adjusts the air-assist volume in accordance with the type and weight of the selected paper.

- **Standard Table**: This selection sets the air-assist volume in accordance with system settings that are optimized for Xerox papers.

- **Multifeed Support Table**: Select this option when you have a multifeed condition. This changes the air assist function to lower the air volume so it does not fluff or pick up as many sheets of paper. This is a preset lower volume that is already stored in the press NVM (Nonvolatile Memory).

- **Misfeed Support Table**: Select this option when you have a misfeed condition. This changes the air assist function to lower the air volume so that it may reduce paper jams. This is also a preset lower air volume that is stored in the press NVM.

- **Force Off**: Select this option when neither of the above options produce a change in the output. This option switches off all air assist functions.

- **Custom 1-4**: By default, these are blank NVM storage settings. If necessary, these options are set only by the service representative.

Adjust Image Transfer

When a toner image that was transferred onto paper is not optimal, you can use this option to set an optimal transfer voltage for custom paper. Select from **Auto**, **Enter Percentage**, and **Select Sample Number**.

- **Auto**: When **Auto** is selected, transfer voltage is automatically adjusted.

- **Enter Percentage**: When **Enter Percentage** is selected, set the applied voltage amount in the relative percentage to the reference voltage value between 10 and 300 %. Different values can be configured for Side 1 and Side 2. Also, you can adjust transfer voltage by scanning a sample printout for adjustment printed in **Select Sample Number**.

- **Select Sample Number**: When [Select Sample Number this is selected, select from the preset adjustment values, between -5 and 10.

Adjust Regi-Loop

Use this option to adjust and correct skew that may be occurring in the lead direction of the sheet as it is being fed through the paper path. Adjusting the loop varies the amount of paper buckle that occurs against the registration gate, thereby optimizing the correction of lead skew.

For the pre-registration feed, set the adjustment value between -9 and 9 mm in 0.3 mm increments.

Adjust Regi-Loop during Side Shifting

If side-to-side shifting often occurs during paper feeding, you can use this option to correct side shifting and feed skew. Select from **Auto**, **Side Shifting & Feed Skew Correction**, **Side Shifting Only**, **Feed Skew Correction Only**, and **Off**.

Select **Auto** to apply auto correction for side shifting and feed skew. Select **Off** for no auto correction.

Adjust Fold Position

Use this feature to adjust the fold position for various paper types, as well as set adjustment values to various default types. For more information, refer to Adjust Fold Position.

> Note: This option is available only if the press is equipped with one of these optional finishing devices: PR Finisher, PR Booklet Maker Finisher, or PR Finisher Plus.

Adjust Image Transfer for Trail Edge

This option raises or lowers the transfer voltage timing to the Second (2nd) Bias Transfer Roll, which in turn reduces trail edge deletions on the output.

> Note: This adjustment should not be used for trail edge flip problems which are caused by heavyweight stock.

When an irregular color occurs only at the trail edge when using heavyweight paper, adjust the voltage ratio at the second transfer roll in the transfer module. This is where the image transfers from the belt to the paper. Adjusting the voltage may improve the output and eliminate the problem. Set

the adjustment settings between 0 and 100 % in 1 % increments.

✏️ **Note:** When the voltage ratio at the second transfer roll is too high or too low for the paper to use, the transfer failure occurs. If the failure occurs, adjust the ratio accordingly.

Adjust Paper Speed at Transfer Module

This option is used very infrequently. In the press, the distance between the Second Transfer and Fuser is very small. When feeding large paper sizes, the paper is nipped (gripped) simultaneously by both the Second Transfer and Fuser. Occasionally, the paper is pulled between the Second Transfer and Fuser, which may cause paper damage and / or image defect on the output. When this happens, this option allows you to make very small adjustments in order to successfully feed paper through the Second Transfer and Fuser areas without damage or defects. The adjustment amounts range from **-0.5%** to a maximum of **0.5%**. The default is **0** (zero).

Primary Transfer Current Adjustment Yellow/Magenta/Cyan/Black (Y/M/C/K)

The purpose of this adjustment is to specific image quality issues on the printed output, such as:

- Black (K) line smears at lead edge area of the print output; these smears occur at approximately 10 mm from the lead edge. Black (K) line smears can be corrected by increasing the primary (first) transfer current. This smear occurs primarily with black (K).

- Ghosting: The image blurs, white lines, or ghosts by transfer defect occur. Adjusting the other colors, Cyan (C), Magenta (M), and Yellow (Y), may also be adjusted to correct these problems.

Increase the voltage ratio when image blurs occur in the front portion of the paper (the area within the first 10 mm).

Decrease the voltage ratio when white lines or ghosts occur in the halftone area.

✏️ **Note:** If the voltage ratio is increased too much, color defects may occur. If the voltage ratio is decreased too much, low toner density or blurs may occur.

Adjust Fusing Temperature

This option allows the user to adjust the fuser temperature for specific media types. Under most conditions, the fuser temperature is adjusted automatically by the press at point of need. However, on infrequent occasions the user may need to minimally adjust the fuser temperature for specific stock weights or a specific job flow.

- Example: The printed output shows signs of offset or flaking dry ink/toner. This may be caused by:
  - Specific media/stock, such as coated or silk media
  - The fuser temperature being too low or too high

- The temperature of the fuser may be adjusted within a range of **-10˚ to +10˚ Celsius** (14˚ - 50˚ Fahrenheit).

- The default setting is **0** (zero). It is recommended that you leave this option at its default setting until you run test prints and evaluate the output of the prints.

- Changing the default setting should be considered a temporary solution because environmental conditions vary from day to day. It is recommended that upon completion of the print job, you return the option to its default setting.

Adjust Fusing Speed

This option allows the user to adjust the fuser speed for specific media types. Under most conditions, the fuser speed is adjusted automatically by the press at point of need. However, on infrequent occasions the user may need to minimally adjust the fuser speed for specific stock weights or a specific job flow.

This adjustment is a countermeasure for the smear that occurs on the output print at 208 mm from the lead edge. This smear is caused by a speed mismatch between the paper lead edge in the fuser nip and the middle of the paper in the Second Transfer nip.

If this smear occurs on the output print (at 208 mm from lead edge), the fuser speed can be increased (up to +2 or 3 %). This will help correct this defect.

Tray Heater

Use this feature to maintain the appropriate internal temperature of the paper tray by providing the required air to the paper stack, thereby preventing multifeeds or misfeeds from occurring. Depending on the external temperature and humidity, the heater sends information to the tray blowers. The paper tray blowers then switch on and provide the required air to the paper stack, thereby preventing multifeeds or misfeeds from occurring. This option works in conjunction with the **Auto Air Assist Values** option.

Multifeed Detection

> Note: Use this option only with the Trays 6, 7, 8 and 9. It does not function with Trays 1-3.

Use this feature to detect and prevent multiple sheets from being pulled simultaneously from the tray.

Select **On** or **Off**. When this option is **On**, the press detects and prevents multiple sheets from being pulled simultaneously from the tray.

When this option is **Off**, the press ignores any multiple sheets that may feed through the paper path.

Disable this option only as a temporary measure to continue the workflow until the service representative resolves the problem.

Selecting or Changing the Custom Paper Settings

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings**.
5. Select **Paper Tray Settings**.
6. Select **Custom Paper Settings**.
7. Select the desire option to set or change.
8. Select **Change Settings**.
9. Select the desired setting for the option.
10. Select **Save**.

11. Select another item to set or change and repeat the previous steps as needed.

12. Select **Close**.
     If necessary, select **Close** repeatedly until the main Tools screen displays.

13. Exit the administrator mode.

Image Quality Adjustment

Select the image quality processing method that is used when the press is scanning an original. Image quality options include the following:

Photo and Text Recognition

Use this option set the default level for all photo and text copy jobs. **Photo and Text** is used with Original Type when copying jobs.

Output Color Recognition

Use this option to change the recognition settings used when **Auto Detect** is selected on the Output Color area of the Copy tab.
Choose between **More Black and White**,**Black and White**, **Normal**, **Color**, and **More Color**.

Photo Reproduction Level

Use this option to change the reproduction setting used when **Auto** is selected on the Original Type screen. Choose between **More Text**, **Normal**, and **More Photo**.

Background Suppression (Color Copy)

Use this option to change the background suppression setting used when **Auto Suppression** is selected on the Image Enhancement screen. Choose between**High Quality** and **High Speed**.

Background Suppression (Black Copy)

Use this option to change the background suppression setting used when **Auto Suppression** is selected on the Image Enhancement screen. Choose between**High Quality** and **High Speed**.

Background Suppression (Scan Jobs)

Use this option to change the background suppression setting used when **Auto Suppression** is selected on the Image Enhancement screen. Choose between**High Quality** and **High Speed**.

Image Enhancement

Use this option to select whether or not to carry out image enhancement. If **On** is selected, copy data is smoothed, to give a smoother appearance. If **Off** is selected, the press does not perform any image enhancement.

Selecting Image Quality Adjustment Settings

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Image Quality Adjustment**.

6. Select the item to be set or changed.

7. Select **Change Settings**.

8. Select the desired setting for the option.

9. Select **Save**.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Reports

Use this feature to set the options which affect printable reports; options include:

Print Reports Button

When enabled, the **Print Reports** button appears on the Machine Information tab. No system administrator login ID is required for printing the reports.

Job History Report

Select **Print Report** to automatically print a Job History Report after a total of fifty jobs is processed.

Scan File Transfer Report

Select whether or not to print the report for data transmission results when the scanned data is transferred to a computer on the network or is sent via e-mail. You can select**Off**, **On**, or **Print When Delivery Fails**.

2 Sided Report

When printing a report, select whether to print a 1-sided or 2-sided report.

Job Flow Error Report

Select whether or not to automatically print a Job Flow Error Report. Select**On** or **Off**.

Setting the Reports Options

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Reports**.

6. Select the item to be set or changed.

7. Select **Change Settings**.

8. Select the desired setting for the option.

9. Select **Save**.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Maintenance

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

Quick Home Setup

Use this option to create a quick page to be used as the Home screen.

Initialize Hard Disk

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

USB Key

When enabled, this feature provides the capability to load software kit options using a USB device connected to the system instead of a pin code.

Delete All Data

Use this option to select **Delete Job** or **Run Job** when the press memory is full.

Delete Certificates / Initialize Settings

Deletes all certificates stored on the press and initializes the security settings associated with certificates. This feature is designed to use when you cannot use a certificate data on the press because of an abnormality of the certificate file even when the certificate is set to enabled for **SSL/TLS Settings** under **Connectivity & Network Setup→Security Settings**.

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 Customer Support Center. Refer to Performing a Power On Self Test.

Software Options

This feature is for service representatives only. For more information, contact the Xerox Customer Support Center.

NVM Read Write

The Xerox Service Representative uses this feature to change certain system settings.

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.

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. Refer to Setting the Tray 5 Guide Adjustment.

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. Refer to Resetting a HFSI Counter.

Density Uniformity Adjustment

Refer to the Simple Image Quality Adjustment (SIQA) chapter for detailed information and procedures.

Alignment Adjustment

Choose Auto Alignment Adjustment (SIQA chapter) or Manual Alignment Adjustment.

Adjust Paper Curl

Use this feature to change the paper curl settings at point of need or to create individual paper curl profiles for specific paper types, weights, and trays. Refer to Correcting the Paper Curl for detailed information and procedures.

Finisher Adjustment (optional)

This feature is available only if the one of the following finishers is attached to the press:

- Standard Finisher
- Booklet Maker Finisher
- Standard Finisher Plus

Use the Finisher Adjustment feature to select the settings for the following options:

- Adjust Fold Position
- Using DFA Finisher Profiles (for Third-Party Finishing Devices)

Productivity Mode

Refer to Setting the Productivity Mode Option.

Clean Fuser Assembly

Refer to Clean Fuser Assembly Routine.

Clean Toner

Refer to Clean Toner Procedure.

Basic Maintenance Procedure

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings**.
5. Select **Maintenance**.
6. Select the Maintenance item to be set or changed.
7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.
10. Select another item to set or change and repeat the previous steps as needed.
11. Select **Close**.

    The main Tools screen displays.
12. Exit the administrator mode.

Initializing the Hard Disk

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings**.
5. Select **Maintenance**.
6. To initialize the machine 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 machine 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 your Xerox service representative. Selecting **Start** deletes all data recorded in the machine. 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.

Performing a Power On Self-Test

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Maintenance**.

6. Select **Power On Self Test**.

7. Select **On** or **Off** to determine if a self-test will be printed when the printer is powered on.

8. Select **Close**.

   The main Tools screen displays.

9. Exit the administrator mode.

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. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Maintenance**.

6. From the Maintenance screen, select **Tray 5 Guide Adjustment**.

7. Push the paper guides to their minimum width.

8. 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.

9. Push the paper guides to their maximum width.

10. 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.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Resetting a High Frequency Service Item (HFSI) Counter

Many press components require periodic maintenance and replacement. These components have their own HFSI counter and a maximum number of prints recommended between the maintenance task. After a counter reaches its usage limit, the press displays a message to replace the component. To display the consumable status from the press UI, press **Machine Status→Supplies**.

After replacing the consumable, the system administrator resets the HFSI counter.

> 🖉 **Note:** You do not have to reset any HFSI counters after you replace the Drum Cartridges, Dry Ink/Toner Cartridges, or Dry Ink/Toner Waste Container. The system automatically updates the HFSI counter for these consumables.

1. From the press UI, press the **Home** button.

2. Log in as the administrator.

3. Press **Machine Status**.

4. Select **System Settings→Common Service Settings→Maintenance**.

5. To access the Maintenance features, use the arrow buttons.

6. Select the **Technical Key Operator** icon.

7. To enter TKO mode:

   > 🖉 **Note:** To shut down the press from a `Ready-to-print` mode, enter the Technical Key Operator (TKO) mode. While in TKO mode, you cannot run print jobs from the control panel or through a print server.

   a. From the Ready-to-print window, select **Logon**.

   b. From the Logon window, select **Technical Key Operator**.

   c. Enter the **TKO password**, then select **OK**.

   You are now in Technical Key Operator mode.

   Attention

   If you cannot log in as TKO, or do not have the TKO password, call your Customer Service Engineer.

8. From the window that displays, select the row that corresponds with the consumable-part name of the newly replaced component.

9. Select **Reset Current Value**.

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

10. To exit TKO mode, select **Log off**.

11. From the Supplies window, verify that the component status is `100%`.
    If the status displays less than 100 %, contact your Customer Service Engineer.

12. Exit the administrator mode.

Manual Alignment Adjustment

> 💡 **Tip:** Always perform the Auto Alignment Adjustment (SIQA chapter) procedure before doing any manual adjustments. The majority of the time, the automatic alignment procedure will correct/fix most alignment issues.

Adjustments can be made to the image based on the alignment output of a document. Various adjustments can be modified such as: image position, scale, and skew. This can be achieved through the use of the twenty default adjustment types. In addition, a specific paper tray can be assigned to a specific adjustment type.

Adjustments can be made when the position of the output image is misaligned or skewed. This may be a result of paper expansion or contraction, cutting inaccuracy, or paper storage conditions. To compensate for this scenario, the Manual Alignment Adjustment feature can be used to adjust the image alignment.

The following adjustments can be made to the position of the output image.

- Squareness Adjustment (Skew): Adjust a skewed image

- Scale Adjustment: Adjust this when the size (scale) of the printed image is offset

- Print Position Adjustment: Use this option when making adjustments to the lead edge of the image (X direction) and side edge of the image (Y direction). For example, use this when the images on sides 1 and 2 are misaligned.

Manual Alignment Adjustment Procedure

Always perform the Auto Alignment Adjustment (SIQA chapter) procedure before doing any manual adjustments.

1. Load paper in a tray.

2. Log in as the administrator.

3. Press the **Machine Status** button on the UI.

4. Select the **Tools** tab.

5. Select **System Settings→Common Service Settings**.

6. Select **Maintenance**.

7. Select **Alignment Adjustment**.

8. Select **Manual Alignment Adjustment**.

9. Select **Alignment Adjustment Type Setup**, then touch **Change Settings**.

10. Select the alignment adjustment type you want to set or adjust, then touch **Change Settings**.

11. Select **Name**, then touch **Change Settings**.

12. Assign a type name, then touch **Save**.

    ✎ **Note:** We recommend using a name such as "A4 Plain" that allows you to know what the content of the paper type is.

13. Press **Sample Printout**.

14. Select the paper tray in which you loaded paper in Step 1, then select **1-Sided** or **2-Sided** followed by the desired number of sheets via the Number of Sheets option.

    ✎ **Note:** When using the Squareness Adjustment option, select the A3 paper size. When using the Number of Sheets option, we recommend printing about 10 sheets in order to calculate the average value of the variations.

15. Press the **Start** button.

    The current sample output is printed.

    If the position of the sample output is correct, a line is printed at a position 10 mm from the edge of the paper. If the position of the line on the sample output is misaligned, make adjustments accordingly.

    🖉 **Note:** Two lines are printed on the image of side 1 and one line is printed on the image of side 2 of the sample that is printed with Sample Printout to indicate the paper feed direction.

16. Press **Save**.

17. Check the sample output. If misalignment has occurred, adjust the position.

18. After you finish making adjustments, print another output sample by pressing the **Sample Printout** and verify the adjustment results.

19. Make adjustments again if necessary and press **Save**.

20. Press **Save**.

21. Press **Close**.

22. Select the tray to assign the set type (the tray in which you loaded the paper in Step 1), then touch **Change Settings**.

23. Select the adjusted type, then touch **Save**.

24. Select **Close**.

    The main Tools screen displays.

25. Exit the administrator mode.

Adjust Paper Curl

Paper Curl Correction Overview

This feature allows you to select the desired paper curl setting in order to prevent your output from curling.

When paper is exposed to heat, the paper loses moisture and curls toward the heat source. High dry ink/toner coverage jobs tend to curl more due to the dry ink/toner plasticization effect on the paper surface.

Paper curl is caused by many variables, including:

- The weight of the paper and whether it is coated or uncoated

- The amount of dry ink/toner and the area being covered on a sheet: the heavier the coverage, the greater the tendency to curl

- How the paper is loaded in the tray; load the paper as instructed on the ream wrapper

- The atmospheric conditions of the room where the paper is stored, especially those related to humidity and temperature

- The heat generated during the fusing processes

💡 **Tip:** Successful paper curl correction varies from day to day. A successful setting used on one day may not be successful on another day. This is especially relevant if the room in which press is located experiences changes in temperature and humidity.

Automatic Paper Curl Correction

Your press is designed with an automated setting to control curl; this automated setting does not require the user to make any **Adjust Paper Curl** selections. The press automatically sends paper through the proper decurler and automatically determines the amount of pressure needed at the different decurlers in order to reduce the output curl of the paper.

However, with some print jobs, the output prints may be curled more than you desire even with the automated control setting of the press. There may be other ways to correct curl before using the **Adjust Paper Curl** option, depending on your press and any optional devices attached to it, such as the Interface Decurler Module.

✏️ **Note:** For information on correcting paper curl with the Interface Decurler Module, refer to the User Guide section entitled *Interface Decurler Module*.

Correcting Paper Curl from Adjust Paper Curl

If neither the press nor the Interface Decurler Module (if applicable) corrects the paper curl, then use the **Adjust Paper Curl** option to compensate for paper curl. **Adjust Paper Curl** options are based on the job type and image density ratio.

✏️ **Note:** Always refer to the latest Recommended Media List (RML) for the press for the recommended paper types and weights and the default paper curl (decurler) settings to use with them. The RML can be downloaded from www.xerox.com.

Paper Curl Adjustment Types

There are three types of predefined adjustment configurations on the press. Select **Type B** to check the printed results first, then select **Type A** or **Type C** accordingly.

Adjustment Type	Description
Type A	Use this setting when the printed output contains upward curl.
Type B	This is the press default setting and is also the standard type for paper curl adjustment.
Type C	Use this setting when the printed output contains downward curl.

If a predefined option (**Type A**, **Type B**, or **Type C**) does not result in proper adjustment, select an appropriate adjustment type that reflects the characteristics of the selected paper and output format. You can create a maximum of ten (10) configurations for paper curl correction.

The following is an example of a manual paper curl adjustment type.
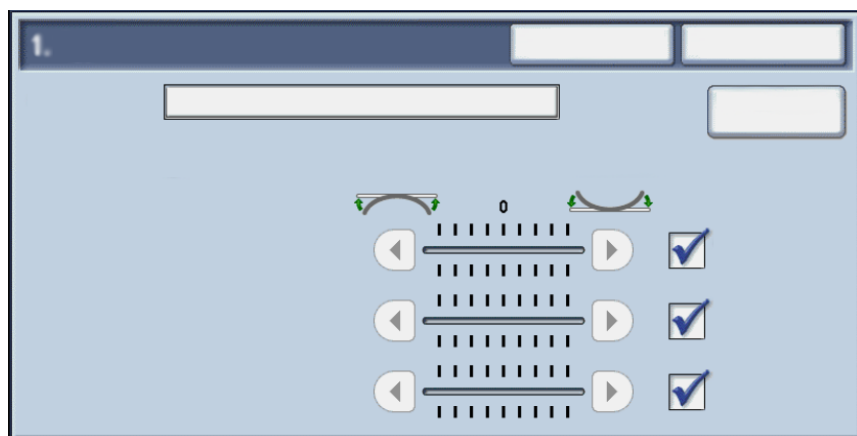
Refer to the following table for items that appear on this manual paper curl adjustment screen.

Item	Description	
Name	Enter the desired name for the paper-curl adjustment type.	
1 Sided Printing	Printed Side Face Up	When set to face up for 1-sided printing, the press sets the printing surface facing upwards, then sets the curl adjustment.
	Printed Side Face Down	When set to face down for 1-sided printing, the press sets the printing surface facing upwards, then sets the curl adjustment.
2 Sided Printing	For 2-sided printing, the press puts the rear-side face up to determine the curl status and sets the curl adjustment.	
Auto	• To adjust paper curl automatically to fit paper characteristics, select this check box. • To enable the adjustment scale on the left, clear this check box.	
Scale Adjustment Values	• Select an adjustment value depending on the degree of curl on the output paper. To enable the scale, remove the check mark from the **Auto** check box. • To adjust upward curl, move the bar one point at a time to the right, then check the curl of the paper. • To adjust downward curl, move the bar one point at a time to the left, then check the curl of the paper. • When **0** is selected, no curl adjustment is applied. • For both upward and downward curls, the curl adjustment is directly proportional to the value selected on the adjustment bar.	

Adjusting the Paper Curl

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Maintenance**.

6. Select **Adjust Paper Curl**.

7. Select one of the **Type 1-10** items.

8. Select **Change Settings**.

9. Assign the desired parameters to the paper curl Type (1-10) option.

    a. Select the **Name** field.

    b. Use the keyboard to enter a name.

    c. Select the appropriate settings for 1 Sided-Face Up, 1 Sided-Face Down, and 2 Sided output.

    d. Use the arrow buttons to select the correct amount of curl.
        Selecting **Auto** lets the system automatically adjust the paper curl.

    e. Select **Sample Printout**.

    f. Review the sample for paper curl.
        If the sample printout still continues too much curl, further adjust the paper curl parameters and print another sample printout.

10. Do one of the following:
    *   If necessary, continue adjusting the paper curl parameters until satisfied with the printouts.
    *   A satisfactory printout is achieved; select **Save**.

11. Select **Close** twice.

    The main Tools tab screen displays.

12. Exit the administrator mode.

Finisher Adjustment

The Finisher Adjustment feature is available when optional finishing devices are attached to the press, such as the following:

*   Standard Finisher (with or without C/Z Folder)

*   Booklet Maker Finisher (with or with C/Z Folder)

*   Standard Finisher Plus (with or without C/Z Folder) plus a Third-party, DFA finishing device (attached to the Standard Finisher Plus)

One or both of the following options will be available:

*   **Adjust Fold Position**: Use this option for adjusting the fold position of the output. You can adjust the fold position for various paper types, as well as set adjustment values for a maximum of 10 default types. Furthermore, a set type can be assigned to each tray. Fold position adjustments can be set for single fold and booklet. In addition, if the optional C/Z Folder is connected, fold positions can be set for C fold, Z fold, and Z fold half sheet.

*   **DFA Finisher Profiles** (for Third-Party Finishing Devices): Use this option to create a new or make changes/additions to an existing DFA profile for the attached third-party device.

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

Adjust Fold Position

Use this option for adjusting the fold position of the output. You can adjust the fold position for various paper types, as well as set adjustment values for a maximum of 10 default types. Furthermore, a set type can be assigned to each tray. Fold position adjustments can be set for single fold and booklet. In addition, if the optional C/Z Folder is connected, fold positions can be set for C fold, Z fold, and Z fold half sheet.

Adjusting the Fold Position

1. Load paper in the desired tray.
2. Log in as the administrator.
3. Press the **Machine Status** button on the UI.
4. Select the **Tools** tab.
5. Select **System Settings→Common Service Settings**.
6. Select **Maintenance→Finisher Adjustment**
7. Select **Adjust Fold Position**.
8. Select **Fold Position Type Setup**, then select **Change Settings**.
9. Select the paper fold position type you want to set or adjust, then select **Change Settings**.
10. Select **Name**, then select **Change Settings**.
11. Enter the desired type name, then select **Save**.

   🖉 **Note:** The recommendation is to use a name such as Single Fold Plain that allows you to recall what the content of that fold type is.

12. Select the fold type, then select **Change Settings**.

   🖉 **Note:** For details on making each fold adjustment, refer to that specific fold procedure.

13. Select the desired settings, then select **Sample Printout**.
14. Select the tray in which you loaded paper in step 1, then press the **Start** button.
15. Measure the fold position on the output sample and adjust the fold position accordingly.
16. Make adjustments to the items, as needed.
17. After you finish making adjustments, print another output sample with **Sample Printout** and check the adjustment results.
18. Make adjustments accordingly by repeating the previous steps.
19. Select **Save**.
20. Select **Close** until the Adjust Fold Position screen appears.
21. Select the tray in which you loaded paper in step 1, then press the **Start** button.
22. Select the adjusted fold position type, then select **Save**.
23. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
24. Exit the administrator mode.

Adjusting the Single Fold Position

1. Load paper in the desired tray.
2. Log in as the administrator.
3. Press the **Machine Status** button on the UI.
4. Select the **Tools** tab.
5. Select **System Settings→Common Service Settings**.
6. Select **Maintenance→Finisher Adjustment**
7. Select **Adjust Fold Position**.
8. Select **Fold Position Type Setup**, then select **Change Settings**.
9. Select **Single Fold**, then select **Change Settings**.
10. Specify Sheets to be folded, then select **Sample Printout**.
11. Select the tray in which you loaded paper, then press the **Start** button.

    An output sample is printed.
12. Select **Close**.
13. Check the output sample printout and measure the offset amount.
14. Select **Long at Left** or **Long at Right**.
15. Enter the measurement value you obtained previously in Values A Before Adjustment field by touching the up/down arrow buttons.
16. Select **Adjust**.
17. Select **Sample Printout** again to print an output sample printout and check the adjustment results.
18. Make adjustments again, if necessary.
19. Select **Save**.
20. Select **Close** until the Adjust Fold Position screen appears.
21. Select the tray in which you loaded paper in step 1, then press the **Start** button.
22. Select the adjusted fold position type, then select **Save**.
23. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.
24. Exit the administrator mode.

Adjusting the Booklet Fold Position

1. Load paper in the desired tray.
2. Log in as the administrator.
3. Press the **Machine Status** button on the UI.
4. Select the **Tools** tab.
5. Select **System Settings→Common Service Settings**.
6. Select **Maintenance→Finisher Adjustment**
7. Select **Adjust Fold Position**.

8. Select **Fold Position Type Setup**, then select **Change Settings**.

9. Select **Booklet**, then select **Change Settings**.

10. Press **Sample Printout**.

11. Select the tray in which you loaded paper, select **2-Sheet Stack**, then press the **Start** button.

    An output sample is printed.

12. Select the tray in which you loaded paper, select **15-Sheet Stack**, then press the **Start** button.

    An output sample is printed.

13. Select **Close**.

14. Check the output sample and measure the position offset amount for 2-sheet stack and 15-sheet stack.

15. Press **Booklet Fold State (2 Sheets)**.

16. Select the state of the fold and staple position of the output paper and enter the 2-sheet stack offset amount you measured in previously in Values A & B Before Adjustment field.

17. Select **Save**.

18. Set **Booklet Fold State (15 Sheets)** in the same way.

    🖉 Note: The values between 2-sheet stack and 15-sheet stack are adjusted automatically.

    🖉 Note: When you want to specify the number of sheets separately, use the set Variable-Sheet Booklet option to make the proper selections.

19. Press **Sample Printout** again to print an output sample and check the adjustment results.

20. Make adjustments again, if necessary.

21. Select **Save**.

22. Select **Close** until the Adjust Fold Position screen appears.

23. Select the tray in which you loaded paper in step 1, then press the **Start** button.

24. Select the adjusted fold position type, then select **Save**.

25. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.

26. Exit the administrator mode.

Adjusting the C Fold Position

1. Load paper in the desired tray.

2. Log in as the administrator.

3. Press the **Machine Status** button on the UI.

4. Select the **Tools** tab.

5. Select **System Settings→Common Service Settings**.

6. Select **Maintenance→Finisher Adjustment**

7. Select **Adjust Fold Position**.

8. Select **Fold Position Type Setup**, then select **Change Settings**.

9. Select **C Fold-A4** or **C Fold-8.5x11"**, then select **Change Settings**.

10. Press **Sample Printout**.

11. Select the tray in which you loaded paper, then press the **Start** button.

    An output sample is printed.

12. Select **Close**.

13. Check the output sample and measure the A and B fold position movement amounts.

14. Enter the measurement value you obtained previously in Values A & B Before Adjustment. Enter the final value you want after adjustment in Desired Values A & B.

    💡 **Tip:** Set value A and value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

15. Select **Sample Printout** again to print an output sample and check the adjustment results.

16. Make adjustments again if necessary.

17. Select **Save**.

18. Select **Close** until the Adjust Fold Position screen appears.

19. Select the tray in which you loaded paper in step 1, then press the **Start** button.

20. Select the adjusted fold position type, then select **Save**.

21. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.

22. Exit the administrator mode.

Adjusting the Z Fold Position

1. Load paper in the desired tray.

2. Log in as the administrator.

3. Press the **Machine Status** button on the UI.

4. Select the **Tools** tab.

5. Select **System Settings→Common Service Settings**.

6. Select **Maintenance→Finisher Adjustment**

7. Select **Adjust Fold Position**.

8. Select **Fold Position Type Setup**, then select **Change Settings**.

9. Select **Z Fold-A4** or **Z Fold-8.5x11"**, then select **Change Settings**.

10. Select **Sample Printout**.

11. Select the tray in which you loaded paper, then press the **Start** button.

    An output sample is printed.

12. Select **Save**.

13. Check the output sample and measure the A and B fold position movement amounts.

14. Enter the measurement value you obtained in the previous step in Values A & B Before Adjustment. Enter the final value you want after adjustment in Desired Values A & B.

   💡 **Tip:** Set value A and value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

15. Select **Sample Printout** again to print an output sample and check the adjustment results.

16. Make adjustments again, if necessary.

17. Select **Save**.

18. Select **Close** until the Adjust Fold Position screen appears.

19. Select the tray in which you loaded paper in step 1, then press the **Start** button.

20. Select the adjusted fold position type, then select **Save**.

21. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.

22. Exit the administrator mode.

Adjusting the Z Fold Half Sheet Position

1. Load paper in the desired tray.

2. Log in as the administrator.

3. Press the **Machine Status** button on the UI.

4. Select the **Tools** tab.

5. Select **System Settings→Common Service Settings**.

6. Select **Maintenance→Finisher Adjustment**

7. Select **Adjust Fold Position**.

8. Select **Fold Position Type Setup**, then select **Change Settings**.

9. Select **Z Fold Half Sheet- A3**, **Z Fold Half Sheet- B4**, **Z Fold Half Sheet-11x17"**, or **Z Fold Half Sheet - 8K**, then select **Change Settings**.

10. Select **Sample Printout**.

11. Select the tray in which you loaded paper, then press the **Start** button.

   An output sample is printed.

12. Select **Save**.

13. Check the output sample and measure the A and B fold position movement amounts.

14. Enter the measurement value you obtained in the previous step in Values A & B Before Adjustment. Enter the final value you want after adjustment in Desired Values A & B.

   💡 **Tip:** Set value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

15. Select **Sample Printout** again to print an output sample and check the adjustment results.

16. Make adjustments again, if necessary.

17. Select **Save**.

18. Select **Close** until the Adjust Fold Position screen appears.

19. Select the tray in which you loaded paper in step 1, then press the **Start** button.

20. Select the adjusted fold position type, then select **Save**.

21. Continue to select **Save** or **Close** until you are returned to the main Tools tab display.

22. Exit the administrator mode.

Using DFA Finisher Profiles (for Third-Party Finishing Devices)

Use the DFA Finisher Profiles 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.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Maintenance**.

6. Scroll down the list to locate and select **Finisher Adjustment** and **DFA Finisher Profiles**.

7. From the DFA Finisher Profiles 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 the row for that finisher and select **Create/Edit** to edit the profile.

   c. If removing a third-party finishing device, select the row for that finisher and select **Delete**.

8. Select **Save**.

9. Select **Close**.

10. Select **Close** again.

    The main Tools screen displays.

11. Exit Administrator mode.

Setting the Productivity Mode Option

Use this feature to set the press productivity mode. Choose one of two options:

- **Optimize for Image Quality**:

  When this option is selected, the press adjusts the fuser settings for each stock used in the job.

- **Optimize for Speed**:

  When this option is selected, the press slows down only to warm or cool the fuser depending on the media ranges.

  Note: These productivity mode options are also available on the print server. If an option is selected from the print server, it will override any selections made on the press.

1. Log in as the administrator.
2. Press the **Machine Status** button on the press User Interface (UI).
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings→Maintenance**.
5. Page down and select **Productivity Mode**.
6. Select the desired option.
   - **Optimize for Image Quality**
   - **Optimize for Speed**
7. Select **Save**.
8. Select **Close**.

   The main Tools screen displays.
9. Exit the administrator mode.

Clean Toner Procedure

Use the Clean Toner Procedure after running a low area coverage job that was followed by large area coverage job, resulting in toner agglomerates and clumps on the output prints. The press runs a full-page halftone to purge the debris and any residual dry ink/toner from the system.

Note: It is recommended that you run a few test prints before performing the cleaning procedure. After the Start Cleaning button is selected, the system automatically generates a test print. This allows you to compare the before and after prints for image quality.

1. Log in as the administrator.
2. Press the **Machine Status** button on the press User Interface (UI).
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings→Maintenance**.
5. Page down and select **Clean Toner**.
6. Select the desired dry ink/toner colors to clean.
   You can select all the toner colors, if desired.
7. Press **Start**.

   After the purge page prints, a Successfully Completed message displays.

8. To ensure that the problem is resolved, select **Sample Print**.

9. Select **Close** repeatedly until the main Tools screen displays.

10. Exit the administrator mode.

Watermark

Use this feature to configure default settings for commonly used watermarks. Options include the following:

Date Format

Set the default date format as it appears on the Annotation and Watermark screens in the **Output Format** tab (Copy feature). When selected, the default date format is printed on the copy output when **On** is selected for the Annotation/Date feature or when the Date option in the Watermark feature is selected.

- Choose from the following Date Format options: 20yy/mm/dd, mm/dd/20yy, dd/mm/20yy, and 20yy-mm-dd.

- The option selected here becomes the default setting for both the Annotation and Watermark features.

Default Watermark Effect

Select the default setting for Text Effect. This default value appears on the Watermark screen in the Output Format tab (Copy feature). This setting determines how the background text (watermark) appears on the printed output. Text Effect selections include: **Off**, **Embossed**, and **Outline**.

Default Watermark

Select the default watermark from a displayed list.

Font Size

Select from four possibilities: 48 point, 64 point, 80 point, or a custom size of 24 to 80 point.

Background Pattern

Select the background pattern to be used for the watermark option (on the Output Format tab/ Copy feature). Select from eight patterns: **wave**, **circle**, **stripes**, **chain**, **beam**, **rhombic**, **sunflower**, and **fan**.

Font Color

Select the font color for printing the background watermark text. You can choose between **Black**, **Magenta**, or **Cyan**.

Density

Select the density for printing the background watermark text. You can select from three levels: **Lighter**, **Normal**, or **Darker**.

Watermark/Background Contrast

Select the text/background contrast for printing watermark information. You can select from contrast levels 1 to 9.

Force Watermark Copy

Select **On** to force all copy jobs to print with a watermark. Select **Off** if you do not want all copy jobs printed with a watermark.

Custom Watermark 1-3

Create your own watermark.

Selecting the Watermark Options

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings**.
5. Select **Watermark**.

   The Watermark screen displays.

6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select the desired option for the Watermark feature.
9. Select **Save**.
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.

Force Annotations

Using Force Annotations

Use this feature to create and save annotation templates that can be used with copy, scan, and print jobs.

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Common Service Settings**.
5. Select **Force Annotations**.
6. Select one of the following:
   - Apply Layout Template to Copy
   - Delete Layout Template
   - Create Text String.
7. Select **Save**.

8. Select **Close**.

   The main Tools screen displays.

9. Exit the administrator mode.

Print Universal Unique ID

Using Print Universal Unique ID

Use this feature to select whether or not Universal Unique IDs will be printed each job. Universal Unique IDs can be used with certain applications as a search key to retrieve print log information.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Print Universal Unique ID**.

6. Select the desired setting for the Print Universal Unique ID feature.

7. Select **Save**; you are returned to the Print Universal Unique ID screen.

8. Select **Close**.

   The main Tools screen displays.

9. Exit the administrator mode.

Notify Job Completion by E-mail

Using Notify Job Completion by Email

Use this feature to set whether or not a user will receive an e-mail notification with the job results (copy, scan, print) that were performed by the press.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. In the Features column, select **Notify Job Completion by E-mail**.

6. Select **Targeted Jobs** from the Items list.

7. Select **Change Settings**.

8. Select the **Copy**, **Scan**, **Print** or **Report** service for which you wish to receive job results by an e-mail notification.

9. Select the notification timing from **Notify at the End of Job** or **Notify when Error only**.

10. Select **Save**.

11. Select an e-mail address from the Items list.

12. Select **Change Settings**.

13. Enter an e-mail address on the keypad.

14. Select **Save**.

15. Select **Close**.

    The main Tools screen displays.

16. Exit the administrator mode.

Plug-in Settings

Using Plug-in Settings

Use this feature to select and set any plug-in options, as applicable.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Plug-in Settings**.

6. Select **Embedded Plug-ins** or select from a **List of Embedded Plug-ins**.

7. Select **Save**.

8. Select **Close**.

    The main Tools screen displays.

9. Exit the administrator mode.

Other Settings (Common Service Settings)

To assign various settings for commonly used features only, use the Other Settings (Common Service Settings) feature, which includes the following:

Offset Stacking (Right Middle Tray)

This feature is available when the Standard Finisher or Booklet Maker Finisher is connected to the press. For the finisher tray, select the **Default Offset Stacking** option:

- **None**: If this option is selected, the finishing tray does not offset any output.

- **Offset per set**: If this option is selected, the finishing tray offsets each set of copy or print job. Also, this option offsets each job.

- **Offset per job**: If this option is selected, all the sets of a job are delivered in 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.

Offset Stacking (Stacker - Stacker Cart)

This feature is available only when the High Capacity Stacker (HCS) is connected to the press. Offsetting means that each copy set is delivered to the center tray and shifted slightly to separate it from the previous job. After a copy set is delivered to the front of the tray, the next set is

delivered to the rear of the tray. Options for the offset function for the High Capacity Stacker include the following:

- **None**: If this option is selected, the finishing tray does not offset any output.

- **Offset per set**: If this option is selected, the finishing tray does offset each set of a copy or print job. Also, this option offsets each job.

- **Offset per job**: If this option is selected, all the sets of a job are delivered in one stack to the output area. After 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.

When **Offset per Set** or **Offset per Job** is selected, the press slightly shifts the output position for each set or print job respectively.

Unload High Capacity Stacker

This feature is available when the High Capacity Stacker (HCS) is connected to the press. The feature allows you to determine the timing to stop the press when the **Unload Output** button is pressed. Select **Stop When Current Set Completes** or **Stop Immediately**.

Auto Job Promotion

If the press is unable to start a prior job, this option allows you to set the press to promote a job automatically for printing or copying. For example, when the press is unable to start an operation because there is no paper in the tray. If this feature is enabled, the press can bypass the current job and allow other jobs to start.

> Tip: The jobs to be promoted cannot have the same copy or print requirements as the faulted job. If other jobs have different requirements, they can be promoted and processed.

> Note: Stored documents such as secure prints and sample prints are excluded and cannot be automatically promoted.

Default Print Paper Size

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

Paper Size Settings

Specify the size of paper to be detected automatically when you use standard sizes for a document or when 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 is displayed on the screen. Select **Millimeters** or **Inches**.

Keyboard Input Restriction

Select whether to restrict the display of the virtual keyboard on the press user interface. To prevent characters from not displaying correctly when you switch character sets, you can limit input to ASCII characters. If you select **On (ASCII Only)**, the keyboard displayed shows ASCII characters

only.

Operation of Up/Down Buttons

Select whether to enable continuous scrolling when you press the scroll buttons.

Display of Consumables Screen

Select whether to display the consumable status when a replacement is required. Options include the following:

- **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.

Data Encryption

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

🖉 Note: This is an optional feature that is part of the optional Data Security Kit. For more information, contact Xerox Technical Customer Support.

For more information, refer to Setting the Data Encryption Options.

Encryption Key for Confidential Data

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

🛈 Important: If you change the existing encryption key, you cannot restore confidential information from a backup. The factory default encryption key is x-admin.

🖉 Note: This is an optional feature that is part of the optional Data Security Kit. For more information, contact Xerox Technical Customer Support. A service representative can block changes to the settings of this feature.

For more information, refer to Setting the Encryption Key for Confidential Data.

Service Representative Restricted Operation

To protect security settings from being changed by someone impersonating a service representative, you can restrict the operations that the service representative can do. You can select from the following options:

- **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**, **Secure Watermark**, **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 or changing users with system administrator rights.

When the feature is enabled, in the Maintenance Passcode screen, set a maintenance passcode of 4–12 digits. The passcode is required when the service representative performs maintenance

procedures.

> ⓘ **Important:** If you do not remember the system administrator user ID and passcode while the feature is enabled, you cannot reset or change the service representative restrictions.

Software Download

This feature is not supported, however it is still accessible. This feature is for service representative use only, but sometimes can be still accessible to users. Select **Disabled** as the default setting. For software downloads, contact Xerox Technical Customer Support.

Document Feeder Tray Elevation

When a document is loaded in the document feeder, specify when you want the document feeder tray raise. Select **When loading originals** or **When pressing Start**.

- **When loading originals**: Select this option if you want the elevator tray to raise when you load documents in the document feeder.

- **When pressing Start**: Select this option if you want the document feeder elevator tray to raise when you press the Start button on the control panel.

Estimated Job Time

Select the default setting that is displayed for the estimated job completion time.

Restrict Recipient Selection Method

Select the default setting that is displayed for the recipient selection. Select **Yes** or **No**.

Restrict User to Edit Address Book

This feature enables you to specify if the user is allowed to edit Address Book information. Select **Yes** or **No**.

Ink Setoff Prevention

Refer to Setting the Ink Setoff Prevention Option.

Setting and Changing Other Settings

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

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

5. Select **Other Settings**.

6. Select the item to be set or changed.

7. Select **Change Settings**.

8. Select the desired setting for the option.

9. Select **Save**.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Setting the Data Encryption Options

1. Log in as an administrator.

2. At the user interface, press the **Machine Status** button.

3. Select the **Tools** tab.

4. Select **System Settings→Common Service Settings→Other Settings→Data Encryption→Change Settings**.

5. Select **On**.

    The Data Encryption screen appears.

6. Select **Keyboard**, then enter the encryption key password.
   Enter a 12-character encryption key. The default encryption key is 111111111111 (twelve ones).

7. Select **Save**.

    The Data Encryption screen appears.

8. Select **Keyboard**.

9. From the Keyboard screen, re-enter the same encryption key one more time.

10. Select **Save**.

    The Data Encryption screen appears.

11. Select **Save**.

    The Other Settings screen appears.

12. Select **Close**.

    The main Tools tab screen appears.

13. Exit the administrator mode.

Setting the Encryption Key for Confidential Data

 Important: Do not forget the encryption key! The data cannot be restored if you forget the encryption key.

 Tip: A service representative can block changes to the feature settings. For more information about settings, refer to *Service Representative Restricted Operation*.

If the optional Data Encryption feature is available for your press, to create an encryption key, follow these steps:

1. Log in as an administrator.

2. At the Xerox device control panel, press the **Machine Status** button.

3. Touch the **Tools** tab.

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

5. Select **Other Settings**.

6. Select **Encryption Key for Confidential Data**.

7. Select **Keyboard**, then enter a 12-character encryption key.

   📝 **Note:** The default value for the encryption key is 111111111111 (twelve ones).

8. Select **Save**.

9. Select **Next**.

10. At the device control panel, re-enter the encryption key.

11. Select **Save**.

12. Select another feature to set or change. Repeat the procedure as needed.

13. Select **Close**.

    The main Tools screen appears.

14. Exit the administrator mode.

Data Restoration: The encrypted key data cannot be restored if any of the following occur:

- When there is a physical hard disk error

- When you cannot remember the encryption key

- When attempting to access the Service Representative Restricted Operation feature, but you cannot remember the System Administrator user ID and password

Setting the Ink Setoff Prevention Option

When printing at high speeds, "blocking" can sometimes occur in document stacks. This refers to paper sticking together in the output stack because the ink is not yet dry. The Ink Setoff Prevention option manages this issue by essentially slowing down the print engine so that the ink has a chance to dry.

The Ink Setoff Prevention option is generally not needed; however, it may be used for the following conditions:

- In high temperature / high humidity environments

- With specific stocks such as 140 g/m², Coated

- When using the Business Ready (BR) Finisher or the Offset Catch Tray (OCT) and printing stacks at high speed

When the option is **On**, the press skips pitches allowing the paper to cool down more between sheets stacking up. The default setting is **Off**.

1. Log in as the administrator.

2. Press the **Machine Status** button on the I.

3. Select the **Tools** tab.

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

5. Select **Other Settings**.

6. Select **Ink Setoff Prevention**.

7. Select **Change Settings**.

8. Choose of the following options:
    - **Off** (this is the default setting)
    - **Always On**
    - **On for Required Paper Only**

9. Select **Save**.

10. Select **Close**.

    The main Tools screen displays.

11. Exit the administrator mode.

Copy Service Settings

Use the Copy Service Settings to select the default settings that affect the Copy feature. Copy Service Settings includes the following features:

Preset Buttons

Use this feature to set the default settings for items such as the most commonly used paper tray and magnification percentage.

Copy Defaults

Use this feature to select the default settings for the various copy features.

Copy Control

Use this feature to set the default settings that relate to the copy operation such as auto job release and mixed size originals.

Original Size Defaults

Use this feature to set the original sizes displayed in **Layout Adjustment→Original Size**.

Reduce/Enlarge Presets

Use this feature to set a maximum of 12 default magnification levels.

Custom Colors

Use this feature to set a maximum of six custom colors.

Basic Copy Service Settings Procedure

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Copy Service Settings**.
5. Select the item to be set.
6. Select **Change Settings**.
7. Select the desired setting for the option.
8. Select **Save**.
9. Select another item to set or change and repeat the previous steps as needed.
10. Select **Close**.

    The main Tools screen displays.
11. Exit the administrator mode.

Preset Buttons

Select the default settings for the Preset Buttons including the most commonly used paper tray and magnification percentage. By assigning default values to these buttons, you reduce the number of selections when choosing features for the copy process. Options include the following:

Paper Supply Buttons 2-5

Select the default tray setting for the **Paper Supply Buttons** 2, 3, 4, and 5. These buttons appear in the Paper Supply column on the basic Copy tab (Copy feature).

Reduce/Enlarge Buttons 3, 4, 5

Select the default magnification setting for the **Reduce/Enlarge Buttons** 3, 4, and 5. These buttons appear in the Reduce/Enlarge column on the basic Copy tab (Copy feature).

Image Shift Preset Buttons 1, 2, 3

Select the default setting for the **Image Shift Preset Buttons** 1, 2 and 3. These buttons appear on the Image Shift screen, which can be found by accessing the Copy feature, Layout Adjustment tab.

Front Cover Tray - Buttons 1-3

Set the default setting of the tray displayed in Paper Supply when the option **Front Cover** option is selected from **Output Format→Covers**.

Back Cover Tray - Buttons 1-3

Set the default setting of the tray displayed in Paper Supply when the option **Back Cover** option is selected from **Output Format→Covers**.

Transparency Tray - Buttons 1-3

Set the default setting of the transparency tray displayed in **Output Format→Transparency Options**.

Separator & Handout Tray - Buttons 1-3

Set the default setting of the separator and handout tray displayed in **Output Format→Transparency Options**.

Selecting the Preset Buttons

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Copy Service Settings**.
5. Select **Preset Buttons**.
6. Select the item to be set.
7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.
10. Select another item to set or change and repeat the previous steps as needed.
11. Select **Close**.

    The main Tools screen displays.
12. Exit the administrator mode.

Copy Defaults

Use this feature to select the default settings for the various copy features. Selections made here are displayed on the Copy screen. When the power is switched on, when the machine exits the power saving mode, or when the **Clear All** button is pressed, these default settings are displayed. By assigning default values to commonly used features, you reduce the number of selections when choosing features for the copy process. Copy Defaults settings can be made for the following options:

- Paper Supply
- Reduce/Enlarge
- Output Color
- Original Type
- Lighten/Darken
- Sharpness
- Background Suppression
- 2 Sided Copying
- Mixed Size Originals
- Edge Erase: Top Edge, Bottom Edge, Left Edge, Right Edge, Center Erase/Binding Edge Erase, and 2 Sided Original - Side
- Image Shift: Side 1 and Side 2
- Image Rotation and Image Rotation - Rotation Direction
- Original Orientation
- Pages per Side
- Copy Output
- Uncollated - Default Separator Tray
- Output Destination
- Face Up/Down Option
- Sample Job
- Annotations: Stored Comment, Comment on Side 1 and Side 2, Comment - Font Size, Comment - Font Color
- Date: Position on Side 1 and Side 2, Font Size
- Page Numbers: Style, Position on Side 1 and Side 2, Font Size
- Bates Stamp: Number of Digits, Position on Side 1 and Side 2, Font Size
- Tab Shift Margin - Shift Value
- Booklet Creation - Default Cover Tray
- Covers - Default Front Cover Tray, Default Back Cover Tray
- Separators - Default Separator Tray

Setting the Copy Defaults

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **System Settings→Copy Service Settings**.

5. Select **Copy Defaults**.

6. Select the item to be set.

7. Select **Change Settings**.

8. Select the desired setting for the option.

9. Select **Save**.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Copy Control

The options here allow you to select the default settings that relate to the copy operation, including the following:

Memory Full Procedure

While scanning/copying an original, if there is insufficient space on the device hard disk, a screen appears. This screen asks the user how to handle the partially stored data.
If the user does not respond to this screen and a predetermined amount of time elapses, then the machine will either cancel the job or run the partially scanned-in/copied job. The setting selected here determines how the machine will handle that partially scanned-in/copied job. Select one of two choices:

- **Delete Job**: The stored data is deleted from the device hard disk.

- **Run Job**: The scanned-in/copied data is treated as valid and complete and the job printed as-is.

The amount of time that elapses between an error occurring and the way the machine handles the partially scanned-in/copied job can be set for a specific amount with **Auto Job Release** option (Machine Clock/Timers).

Maximum Stored Pages

Set the maximum number of pages stored for a copy document. You can set from 1 to 2000 pages.

Auto Paper Off

Select the default tray that will be used when **Auto** (**Copy→Paper Supply**) is canceled because either **Auto%** or the **Independent X-Y%** (**Copy→Reduce/ Enlarge**) is selected.

Mixed Size Originals

Select the default setting that affects the 2-sided originals. Select **Copy to New Sheet** or **Copy to**

Side 2.

Fine-tune 100%

The fine-tune value is applied to documents that are placed on the document glass for copying and either **Copy**→**Reduce/Enlarge**→**100%** or **Reduce/Enlarge**→**Preset%** is selected. Set the value in the X/Y direction within the range 98 to 102 % in 0.1 % increments.

ID Card Copy - Reduce/Enlarge

Set the default copy magnification ratio when copying ID cards. Selecting **Allow to Change** lets you specify the ratio between 25-400 percent in 1 percent increments.

Background Suppression (Photo and Text)

Specify whether the Background Suppression level is **Normal** or **Higher** for the Photo and Text feature.

Background Suppression Level (Text)

Specify whether the Background Suppression level is **Normal** or **Higher** for the Text feature.

Photo and Text/Printed Original

Specify whether the **Printed Original** option is for **Normal**, **Inkjet**, or **Highlighted** for the Photo and Text feature.

Original Type - See Through Paper

Select the default setting for See - Through Paper. The selection made here is displayed on **Image Quality**→**Original Type**. Select **Enabled** or **Disabled**.

Face Up/Down Output

Specify whether the Face Up/Down feature should be set to **Reverse Order**.

Annotations - Edit Comment 1-8

Select **Allow** or **Do Not Allow**.

Bates Stamp - Edit Prefix 1-8

Select **Allow** or **Do Not Allow**.

Bates Stamp - Position

Select the desired Bates Stamp position.

Auto Image Positioning - Above/Below 105 g/m^2

Select a value for the image position.

Comment Position

Select a value for the image position.

Date Position

Select the desired date position.

Maximum Number of Sets

Select 1-9,999.

Reading Order Options

Select **Hide Reading Order** or **Show Reading Order**.

Selecting the Copy Control Options

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings**→**Copy Service Settings**.
5. Select **Copy Control**.
6. Select the item to be set.
7. Select **Change Settings**.
8. Select the desired setting for the option.
9. Select **Save**.
10. Select another item to set or change and repeat the previous steps as needed.
11. Select **Close**.

    The main Tools screen displays.
12. Exit the administrator mode.

Original Size Defaults

Set the original sizes displayed in **Layout Adjustment**→**Original Size**. You can assign original sizes to the buttons (except the **Auto Detect** button).

If you frequently make non-standard size copies, setting default non-standard sizes can avoid extra operations required during the use of the machine. Original Size Default options include the following:

A/B Series Size

Select a size from A and B series sizes.

Inch Size

Select a size from inch series sizes.

Others

Select a size from other sizes.

Custom Size

Enter any size. Set the width (X) from 15 to 432 mm, and the height (Y) from 15 to 297 mm in 1 mm increments.

Selecting Original Size Defaults

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **System Settings→Copy Service Settings**.

5. Select **Original Size Defaults**.

   The Original Size Defaults screen displays.

6. Select the item to be set.

7. Select **Change Settings**.

8. Select the desired setting for the option.

9. Select **Save**.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Reduce and Enlarge Presets

Selecting the Reduce and Enlarge Presets

Select a maximum of 12 default magnification levels. The selections made here appear on **Copy→Reduce/Enlarge→More→Preset%**.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **System Settings→Copy Service Settings**.

5. Select **Reduce / Enlarge Presets**.

6. Select the item to be set.

7. Select **Change Settings**.

8. Select the desired setting for the option.

9. Select **Save**.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Custom Colors

Selecting the Custom Colors

Select a maximum of six custom colors. The selections made here appear on**Copy→Output Color**.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **System Settings→Copy Service Settings**.

5. Select **Custom Colors**.

6. Select the item to be set.

7. Select **Change Settings**.

8. Select the desired setting for the option.

9. Select **Save**.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Connectivity & Network Setup

In Connectivity & Network Setup, you select the default network settings by which the press is connected to and communicates with the client computers and the parameters required for the communications between the press and its networked clients.

✎ **Note:** More detailed settings are available when using CentreWare Internet Services.

The Connectivity & Network Setup features include the following:

Port Settings

Select the interface by which the press is connected to the client. In Port Settings, you can set the following items:

- USB
- SMB
- Port9100
- SNMP
- FTP Client
- Send E-mail
- E-mail Notification Service
- Web Services on Devices (WSD)
- Internet Services (HTTP)
- SOAP
- WebDAV

Protocol Settings

Select the parameters required for communications between the press and client workstations. In Protocol Settings, you can set the following items:

- Ethernet Rated Speed
- TCP/IP - IP Mode
- IPv4 - IP Address Resolution
- IPv4 - IP Address
- IPv4 - Subnet Mask
- IPv4 - Gateway Address
- IPv4 - DNS Server Setup
- IPv4 - IP Filter
- IPv6 Address Manual Configuration
- Manually Configured IPv6 Address
- Manually Configured IPv6 Address Prefix
- Manually Configured IPv6 Gateway
- IPv6 - DNS Server Setup

- Automatically Configured IPv6 Address
- IPv6 - IP Filter

Device E-mail Address / Host Name

Select the e-mail address and host name for this device. For Machine E-mail Address/Host Name, you can set the following items:

- E-mail Address
- Device Name
- Host Name
- Domain Name

Proxy Server Settings

You can set the following items:

- 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

Remote Authentication Server Settings

Set the following items:

- SMB Server Settings
- Kerberos Server Settings

Security Settings

Set the following items:

- SSL/TLS Settings
- IPsec Settings
- S/MIME Settings
- IEEE 802.1x Settings
- PDF/XPS Signature Settings
- Certificate Revocation Retrieval Settings
- Other Security Settings: FIPS140 Validation Mode

Other Settings

Set the following items:

- Add Domain Name to User Name

- FTP Server Login Name

- Output Destination for Email

- Domain Filtering

Basic Connectivity & Network Setup Procedure

1. Log in as the Administrator.

2. Press the **Machine Status** button on the UI control panel.

3. Select the **Tools** tab on the UI.

4. Select **System Settings**.

5. Select **Connectivity & Network Setup**.

6. Select the feature to be set or changed.
   - Port Settings
   - Protocol Settings
   - Device E-mail Address / Host Name
   - Proxy Server Settings
   - Remote Authentication Server Settings
   - Security Settings
   - Other Settings

7. Select the item to be set or changed.

8. Select **Change Settings**.

9. Select the desired setting for the option.

10. Select **Save**.

11. Select another item to set or change and repeat the previous steps, as needed.

12. Select **Close**.

    The main Tools screen displays.

13. Exit the administrator mode.

Ping Connection Test

Use this feature to check that the Ethernet connection from the press is working.

1. Log in as the Administrator.

2. Press the **Machine Status** button on the press User Interface (UI) control panel.

3. Select the **Tools** tab on the UI.

4. Select **System Settings→Connectivity & Network Setup→Protocol Settings**.

5. Select the **Ping Connection Test** button.

6. From the Ping Connection Test window, enter the press IP address or Host Name

7. Select **Start**.

   When completed, a message displays that the test completed successfully. If the test completed successfully, then Ethernet connection is working. If the test did not complete successfully, contact your Information Technology (IT) personnel.

8. Select **Close** repeatedly until the main Tools screen displays.

9. Exit the administrator mode.

Selecting the Remote Authentication Server Settings

1. Log in as the Administrator.

2. Press the **Machine Status** button on the UI control panel.

3. Select the **Tools** tab on the UI.

4. Select **System Settings**.

5. Select **Connectivity & Network Setup**.

6. Select **Remote Authentication Server Settings**.

7. Select **Authentication System**.

8. Select **Setup**.

9. Select **Change Settings**.

10. Select one of the following:
    • **Kerberos Server Settings**; go to the Step 11.
    • **SMB Server Settings**; go to Step 12.

11. For **Kerberos Server Settings**, perform the following:

    a. Select a Kerberos Server.

    b. Select **Change Settings**.

    c. In Kerberos Server Settings, you can set the following items:

       • Primary Server Name/Address

       • Primary Server Port Number

       • Secondary Server Name/Address

       • Secondary Server Port Number

       • Domain Name

    d. Repeat the previous steps for any additional Kerberos servers.

    e. Go to Step 13.

12. For **SMB Server Settings**, perform the following:

    a. Select **SMB Server Setup**.

    b. Select **By Domain Name** or **By Domain & Server Names/IP Address**.

    c. Select **Save**.

    d. Select an SMB Server.

    e. Select **Change Settings**.

     f.   In SMB Server Settings, set the Domain Name and the Server Name/IP Address.

     g.   Repeat the previous steps for any additional SMB servers.

     h.   Go to Step 13.

13. Select **Save**, if necessary.

14. Select **Close** until the main Tools screen displays.

15. Exit the administrator mode.

Selecting the Security Settings

1. Log in as the Administrator.

2. Press the **Machine Status** button on the UI control panel.

3. Select the **Tools** tab on the UI.

4. Select **System Settings**.

5. Select **Connectivity & Network Setup**.

6. Select **Security Settings**.

7. Select one of the following items and then proceed to the next step:
   - **SSL/TLS Settings**
   - **IPSec Settings**
   - **S/MIME Settings**
   - **IEEE 802.1x Settings**
   - **PDF/XPS Signature Settings**
   - **Certificate Revocation Retrieval Settings**
   - **Other Settings: FIPS140 Validation Mode**

8. Select the item to be set or changed.

9. Select **Change Settings**.

10. Select the desired setting or enter the desired value.

11. Select **Save**.

12. Select **Close** to return to the Security Settings screen.

13. Select another Security Settings item to set or change and repeat the previous steps as needed.

14. Select **Close** until the main Tools screen displays.

15. Exit the administrator mode.

Selecting Other Settings Options for Connectivity & Network Setup

1. Log in as the Administrator.

2. Press the **Machine Status** button on the UI control panel.

3. Select the **Tools** tab on the UI.

4. Select **System Settings**.

5. Select **Connectivity & Network Setup**.

6. Select **Other Settings**.

7. Select one of the following items:
   - **Add Domain Name to User Name**: Perform the following:

     1. Select **Off** (to disable) or **On** (to enable).

     2. If **On** is selected, enter the **Domain Name** and**User Name**.

   - **FTP Server Login Name**: If selected, enter the **FTP Server Name** via the UI keyboard.
   - **Output Destination for E-mail**: Perform the following:

     1. Select

   - **Domain Filtering**

8.

9. Select the item to be set or changed, then select **Change Settings**.

10. Select the item to be changed.

11. Select **Save**.

12. Select another item to set or change and repeat the previous steps as needed.

13. Select **Close**.

    The main Tools screen displays.

14. Exit the administrator mode.

Scan Service Settings

Use the Scan Service Settings to select the default settings that affect the various scan services. Scan Service Settings includes the following options:

- Screen Defaults
- Scan Defaults
- Scan to PC Defaults
- Original Size Defaults
- Output Size Defaults
- Reduce / Enlarge Presets
- Preset Buttons
- Other Settings

Screen Defaults

Use the Screen Defaults to set the main screen (first tab) that is displayed when selecting any of the following Scan Services:

- E-mail
- Network Scanning
- Scan to PC
- Store to Folder
- Store to USB
- Store & Send Link (Send to Folder)

Select the features that appear in the second column of the lower part of the first tab; options include:

- 2 Sided Scanning
- Resolution
- Lighten / Darken
- Reduce / Enlarge: If this option is selected, then the magnification ratios may be set for the various Reduce / Enlarge Presets.

Selecting the Screen Defaults

1. Log in as the Administrator.
2. Press the **Machine Status** button on the UI control panel.
3. Select the **Tools** tab on the UI.
4. Select **System Settings**.
5. Select **Scan Service Settings**.
6. Select **Screen Defaults**.

7. Select the item to be set or changed, then select **Change Settings**.

8. Select the desired default setting for that item.

9. Select **Save**.

    The previous screen is displayed.

10. Select **Close**.

    The main Tools screen displays.

11. Exit the administrator mode.

Scan Defaults

Use Scan Defaults to select the default settings for the various Scan Services. These default settings are displayed whenever any of the following occurs:

*   The press power is switched on

*   The press exits power saver mode

*   The **Clear All** button is pressed

Options include the following:

*   Color Scanning: Select the default value for Color Scanning. Select one of the following: **Auto Detect**, **Color**,**Grayscale**, or **Black and White**.

*   Original Type: Select the default value for **Original Type** that displays on the first tab of the scan screen. Select one of the following: **Text & Photo**, **Text**, or **Photo**.

*   File Format: Select the default file format. Select one of the following:**TIFF/JPEG Auto Select**, **TIFF**, **PDF**, **PDF/A** or **XPS**.

*   Optimize PDF for Quick Web View: The **Optimize PDF for Quick Web View** feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file size. Quick Web View restructures an Adobe® PDF® document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.

*   Thumbnail - Outgoing E-mail: Select **Off** or **On**.

*   Thumbnail - Scan to PC: Select **Off** or **On**.

*   Lighten / Darken: Select one of the following items as your default Lighten / Darken option: **Lighter (+3)**, **Lighter (+2)**, **Lighter (+1)**, **Normal**, **Darker (+1)**, **Darker (+2)**, or**Darker (+3)**.

*   Contrast: Select one: **Higher**, **High**, **Normal**, **Low**, or **Lower**.

*   Sharpness: Select one of the following: **Sharpen +2**, **Sharpen +1**, **Normal**, **Soften +1**, or **Soften +2**.

*   Background Suppression: Select **Off** or **Auto Suppression**.

*   Shadow Suppression: Select **Off** or **On**.

*   Color Space: Select **sRGB** or **Device Color Space**.

*   Original Orientation: Select **Upright Images** or **Sideways Images (Top to Left)**.

*   Resolution: Select one of the following: **200 dpi**, **300 dpi**, **400 dpi**, or **600 dpi**.

- Mixed Size Originals: Select **Off** or **On**.

- Edge Erase: Select **All Edges** or **Individual Edges**.

- Edge Erase - Top & Bottom Edges: Select the default value for the amount of edge erased from the original in the top and bottom directions in **Edge Erase** (as displayed on the Scan Defaults screen). Select a value between 0-50 mm, 1 mm increments.

- Edge Erase - Left & Right Edges: Select the default value for the amount of edge erased from the original in the left and right directions in **Edge Erase** (as displayed on the Scan Defaults screen). Select a value between 0-50 mm, in 1 mm increments.

- Center Erase / Binding Edge Erase: Select a default value between 0-50 mm, in 1 mm increments.

- Quality / File Size: Select the quality and file size from four options ranging from **Quality: Normal, File Size: Small** to **Quality: Maximum, File Size: Largest**.

- E-mail Subject: A maximum of 128 characters may be used.

- Store & Send Link - E-mail Subject: A maximum of 128 characters may be used.

- Searchable Text: Select **Image Only** or **Searchable**.

- Language of Original: Select **Auto** or, if applicable, select a specific language (if available).

- Searchable - Text Compression: Select **Disabled** or **Enabled (Flat Compression)**.

Selecting Scan Defaults

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **System Settings**→**Scan Service Settings**.

5. Select **Scan Defaults**.

6. Select the item to be set or changed.

7. Select **Change Settings**.

8. Select the default settings for the selected item.

9. Select **Save**.

   The Scan Defaults screen is displayed.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Scan to PC Defaults

Use Scan to PC Defaults to select the defaults for the Scan to PC feature. Options include:

- Transfer Protocol: Select one of three protocols - **FTP**, **SMB**, or **SMB (UNC Format)**.

- Login Credential to Access Destination: Select the default value for the login credentials. Select **None** or**Remotely Authenticated User**.

- User Name for FTP Scan: Select **None** or **Remotely Authenticated User**.

Selecting Scan to PC Defaults

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Scan Service Settings**.
5. Select **Scan to PC Defaults**.
6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select the default settings for the selected item.
9. Select **Save**.

    The Scan to PC Defaults screen is displayed.
10. Select another item to set or change and repeat the previous steps as needed.
11. Select **Close**.

    The main Tools screen displays.
12. Exit the administrator mode.

Original Size Defaults

Use Original Size Defaults to select default original size settings (as displayed on the Original Size option on the Layout Adjustment tab). Assign an original size to each of the fourteen buttons. If you frequently scan nonstandard size originals, presetting a nonstandard size eliminates the need to enter the original size each time a scan is made.

Original Size Defaults includes the following options:

- A / B Series: Select from 10 different A and B series sizes.
- Inch Size: If you select this option, you can then select from 11 different inch-series sizes.
- Others: Select from fourteen other sizes.
- Custom Size: Enter any size. Set the width between 15-432 mm and set the height between 15-297 mm, in 1 mm increments.

Selecting Original Size Defaults

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Scan Service Settings**.
5. Select **Original Size Defaults**.
6. Select the item to be set or changed.

7. Select **Change Settings**.

8. Select the default settings for the selected item.

9. Select **Save**.

   The Original Size Defaults screen is displayed.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

   The main Tools screen displays.

12. Exit the administrator mode.

Output Size Defaults

Select the sizes that will be displayed as the Output Size when selecting Auto % for scanning documents. Any output sizes can be assigned to output size buttons 1-14. By selecting commonly used sizes, you can reduce the number of selection operations required for a scan job.

Output Size Defaults includes the following options:

- A / B Series: Select from 10 different A and B series sizes.

- Inch Size: If you select this option, you can then select from 11 different inch-series sizes.

- Others: Select from fourteen other sizes.

Selecting Output Size Defaults

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **System Settings→Scan Service Settings**.

5. Select **Output Size Defaults**.

6. Select the item to be set or changed.

7. Select **Change Settings**.

8. Select the default settings for the selected item.

9. Select **Save**.

   The previous screen displays.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

   The main Tools screen displays.

12. Exit the administrator mode.

Reduce and Enlarge Presets

Select the magnification levels as shown in the Preset % option (as displayed on the Reduce/Enlarge feature on the Scan Options screen). Assign any magnification to the Reduce/Enlarge Preset buttons 1-9; you cannot select 100 %.

Options include:

- Preset %: Select from 25 standard magnification ratios.

- Variable %: Select any magnification level. Specify a value from 25 % to 400 %, in 1 % increments.

Selecting Reduce and Enlarge Presets

1. Log in as the administrator.
2. Press the **Machine Status** button on the user interface.
3. Select the **Tools** tab.
4. Select **System Settings→Scan Service Settings**.
5. Select **Reduce / Enlarge Presets**.
6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select the default settings for the selected item.
9. Select **Save**.

   The previous screen appears.
10. Select another item to set or change and repeat the previous steps as needed.
11. Select **Close**.

   The main Tools screen appears.
12. Exit the administrator mode.

Preset Buttons

Selecting Preset Buttons

Select the default settings for the Preset Buttons including the most commonly used paper tray and magnification percentage. By assigning default values to these buttons, you reduce the number of selections when choosing features for the scanning process.

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Scan Service Settings**.
5. Select **Preset Buttons**.
6. Select the item to be set or changed.

7. Select **Change Settings**.

8. Select the desired setting for that item.

9. Select **Save**.

   The previous screen displays.

10. Select another item to set or change and repeat the previous steps as needed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Other Settings (Scan Service Settings)

Options include:

- Memory Full Procedure: Select either **Delete Job** or **Run Job** as the default setting. This default setting appears while scanning an original if there is insufficient hard disk space for the scanner. If an insufficient amount of hard disk space is determined, a confirmation screen appears asking how the partially stored data should be handled (cancel job or run job). Additional options include:

  - Delete Job: The stored data is discarded.

  - Run Job: The partially stored data is treated as valid and complete, the job is run.

- Maximum Stored Pages: Select the maximum number of stored pages of a scan original. Select a number from 1 through 999 pages.

- Saturation: Select **Pastel +2**, **Pastel +1**, **Normal**, **Vivid +1**, or **Vivid +2**.

- Background Suppression: Select **Off** or **Auto Suppression**.

- Shadow Suppression: Select **Off** or **On**.

- Color Space: Select whether or not to display the Color Space feature.

- TIFF Format: Select the TIFF format for scanned data. Select **TIFF V6** or **TTN2**.

- Image Transfer Screen: Select whether or not to display a message when the scan process completes.

  - **Disabled**: Do not show message.

  - **Display Message at End of Scanning**: Show scan completion message.

  - **Display Scan and Transfer Screens**: Show a screen while scanning an original and upon completion of the scan process.

  - **Display Message at End of Transfer**

- Searchable Page Orientation: Select **Auto Upright Orientation** or **According to Original Orientation**.

- URL File Expiration: Set the retention period for files stored with the Store & Send Link feature. You can specify a value from 1 to 168 hours in 1-hour increments. The default value is 3 hours.

- Generation of URL Link: Set the format of URLs generated with the Store & Send Link feature. Select **Use IP Address** or **Use FQDN**.

- Store & Send Link - Maximum File Size: Set the maximum data size of files that can be stored for the Store & Send Link feature. You can specify the value from 1 to 200 MB in 1 MB increments. The default value is 200 MB.

- Print Login Name on PDF Files: Select **No** or **Yes**.

Selecting Other Settings (Scan Service Settings)

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Scan Service Settings**.
5. Select **Other Settings**.
6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select the desired setting for that item.
9. Select **Save**.

    The previous screen displays.
10. Select another item to set or change and repeat the previous steps as needed.
11. Select **Close**.

    The main Tools screen displays.
12. Exit the administrator mode.

Email Service Settings

Use **E-mail Service Settings** to configure settings that are related to the e-mail service. **E-mail Service Settings** consists of the **E-mail Control** feature.

E-mail Control consists of the following options:

Maximum Address Entries

Set the maximum number of addressees that can be specified when sending an e-mail. The number of addressees is the total number in the To:,Cc:, and Bcc: fields. Set the maximum number of addressees in the range from 1-100. If the maximum number of addressees is exceeded, the email transmission is aborted.

Incoming E-mail Print Options

When the machine receives an e-mail, you can select the type of print operation:

- **Print Attachment Only**: Only the attached document is printed.

- **Full Headers and Message**: The e-mail headers and body of the e-mail are printed.

- **Attachment, Basic Headers and Message**: This prints the attachment, e-mail headers (From, To, Subject, and Date) and the e-mail body.

Read Receipts

When an e-mail is sent from the machine, select whether or not a dialog box should open requesting the recipient to return the read status:

- **Off**: The read receipts feature cannot be used.

- **On**: All users are permitted to use the read receipts feature.

Split Send Method

Select **Split into Pages** or **Split by Data Size**.

Maximum Data Size per Email

Select a size between 512 and 20,480 kilobytes (KB).

Maximum Total Data Size

Select a size between 512 and 200,000 KB.

Maximum Split Count

Select **No Splitting** or Specify **Split Count**.

Allow Casual Users to Edit From Field

Select whether or not to Allow Casual Users to Edit From Field; select **Yes** or **No**.

Allow Guest Users to Edit From Field

Select whether or not to Allow Guest Users to Edit From Field; select **Yes** or **No**.

Allow to edit From if Search Found

Select whether or not to Allow Edit From if Search Found; select **Yes** or **No**.

Allow to edit From if Search Failed

Select whether or not to Allow Edit From if Search Failed; select **Yes** or **No**.

E-mail Sending When Search Failed

Select whether or not to automatically send an E-mail if Search Failed; select **Yes** or **No**.

Add Me to [To] Field

Select whether or not to automatically add yourself to the To field; select **Yes** or **No**.

Add Me to [CC] Field

Select whether or not to automatically add yourself to the To CC field; select **Yes** or **No**.

Edit E-Mail Recipients

Select whether or not to allow the editing of E-mail recipients; select **Yes** or **No**.

Selecting Email Service Settings

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→E-mail Service Settings**.
5. Select **E-Mail Control**.
6. Select the item to be set or changed.
7. Select **Change Settings**.
8. Select the desired setting for that item.
9. Select **Save**.

   The previous screen displays.
10. Select another item to set or change and repeat the previous steps as needed.
11. Select **Close**.

   The main Tools screen displays.
12. Exit the administrator mode.

Address Book Settings

Selecting Address Book Settings

Use **Address Book Settings** to configure the press address book.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **System Settings→Address Book Settings**.

5. Select **Address Book Default - Scan**.

6. Select **Change Settings**.

7. Select **Public Entries** or**Network Entries**.
   Public Entries is the system default.

8. Select **Save**.

   The previous screen displays.

9. Select **Close**.

   The main Tools screen displays.

10. Exit the administrator mode.

Folder Service Settings

Use **Folder Service Settings**, to configure the press for handing documents stored in folders. **Folder Service Settings** includes the following features:

Send From Folder

Select **Copy & Print Jobs** or**Scan & Other Jobs**.

File Display Default

Select **List** or **Thumbnail** for displaying files in folders.

Orientation for Stored Print Jobs

Select **Portrait** or **Landscape** orientation for stored print jobs with custom size page setting.

Files Retrieved By Client

Select whether or not to delete a file stored in the mailbox when it is retrieved by the client.

Print & Delete Confirmation Screen

Select whether or not to print and delete a document stored in the mailbox by selecting**Enabled** or **Disabled**.

Quality / File Size for Retrieval

Select the quality and file size from four options ranging from **Quality: Normal, File Size: Small** to **Quality: Maximum, File Size: Largest**.

Selecting Folder Service Settings

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Folder Service Settings**.
5. Select the item to be set or changed.
6. Select **Change Settings**.
7. Select the desired setting for that item.
8. Select **Save**.

    The previous screen displays.
9. Select another item to set or change and repeat the previous steps as needed.
10. Select **Close**.

    The main Tools screen displays.
11. Exit the administrator mode.

Job Flow Service Settings

Selecting Job Flow Service Settings

Use **Job Flow Service Settings** to configure the default settings for the Job Flow Service. Options include:

- **Pool Server**: Select whether or not to enable the Pool Server.
- **Pool Server Login Method**: Select **Show login screen** or **Automatically log in**.
- **Job Flow Sheet List Default**: Select **Local Machine** or **Pool Server**.

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings→Job Flow Service Settings**.
5. Select the item to be set or changed.
6. Select **Change Settings**.
7. Select the desired setting for that item.
8. Select **Save**.

   The previous screen displays.

9. Select another item to set or change and repeat the previous steps as needed.
10. Select **Close**.

    The main Tools screen displays.

11. Exit the administrator mode.

Stored File Settings

Use **Stored File Settings** to configure the default settings for handling of files stored in folders. **Stored File Settings** includes the following options:

Expiration Date for Files in Folder

Select **Off** or **On**.

- If **On** is selected, set the storage period and the time of deletion using the numeric keypad on the press UI.

- In the Files Kept field, set the document storage period from 1 through 14 days.

- In the Files deleted at field, set the time for the document to be deleted after the storage period has expired in the Files deleted at field; select a time period between 0 and 23 hours and between 00 and 59 minutes.

  > 🖉 **Note:** When a storage period is set, ensure that the folder feature Delete Documents with Expiry Date is **Enabled**.

Stored Job Expiration Date

Options:

- **Off**

- **On**: If **On** is selected, set the storage period and the time of deletion using the numeric keypad on the press UI. Set the document storage period between 4 and 23 hours in the Files kept for field.

- **Same Date as Files in Folder**: When this option is selected, files stored on the press are deleted in accordance with the setting in**Expiration Date for Files in Folder**.

Power Off Deletes Jobs: This option allows you to set whether or not to delete stored files when the press is switched off and then on. When you select**Yes**, all stored files are deleted. When you select **No**, the press deletes only the expired stored files.

Print Job Confirmation Screen

Select whether or not to display a confirmation screen before deleting the stored files (after they are printed). When **Enabled** is selected, the confirmation message appears. When **Disabled** is selected, stored files are automatically deleted after printing and no confirmation message is displayed.

Minimum Passcode Length for Stored Jobs

Select the minimum passcode length from 1 to 12 digits.

Print Order for All Selected Files

Select one of the following:

- Date and Time: Oldest First

- Date and Time: Newest First

- File Name: Ascending

- File Name: Descending

Selecting Stored File Settings

1. Log in as the administrator.
2. Press the **Machine Status** button on the UI.
3. Select the **Tools** tab.
4. Select **System Settings**→**Stored File Settings**.
5. Select the item to be set or changed.
6. Select **Change Settings**.
7. Select the desired setting for that item.
8. Select **Save**.

   The previous screen displays.
9. Select another item to set or change and repeat the previous steps as needed.
10. Select **Close**.

    The main Tools screen displays.
11. Exit the administrator mode.

3

Simple Image Quality Adjustment (SIQA)

This chapter contains:

Simple Image Quality Adjustment (SIQA) is a set of maintenance tools that adjust the quality of the printed images generated by the press. SIQA performs three types of adjustments:

- **Alignment**: The Alignment procedure generates an individual alignment profile for each stock/tray combination selected when performing the procedure. These profiles ensure that images are placed correctly on the media. You can create a maximum of 50 profiles. Each created profile is then automatically used each time the associated stock is used, ensuring optimal print quality.

- **Density Uniformity**: The Density Uniformity procedure adjusts print engine tables to ensure that ink is deposited uniformly and consistently across the entire surface of a page for each print.

- **Image Transfer**: This tool corrects for uneven toner and color shift by creating an Image Transfer Adjustment to the Bias Transfer Roll in the press. The adjustment is created and saved for specific stocks and can be selected for any tray when printing on those stocks.

These are the three sets of steps that are performed when calibrating the press with the SIQA tools:

1. Print the SIQA targets.

2. Scan the targets using either the Document Feeder or the Platen Glass.

3. Save the adjustment data to a file on the press providing the file with a unique name.

The adjustment profile is then complete and can be selected by users for print runs, as needed.

Auto Alignment Adjustment

The Auto Alignment procedure generates an individual alignment profile for each stock/tray combination selected when performing the procedure. These profiles ensure that images are placed correctly on the media. You can create up to 50 profiles. Each created profile will then be automatically used each time the associated stock is used, ensuring optimal print quality.

Printing the SIQA Targets

1. If not done already, print a pattern that is used during this procedure. Print the PDF file called `Black Background Sheet`, which is on www.xerox.com under the Versant Press Documentation.

   The Black Background Sheet is needed when you create profiles for media over 220 g/m^2 or larger than A3 (11x17 in.).

2. Depending on your region, print the file 2-sided on either A3 or 11x17 in. media.

   The weight in g/m^2 is not important, but a higher g/m^2 results in a longer sheet life. After the sheet prints, you can reuse it and do not have to print it again until it gets worn with use.

3. At the press user interface, press the **Log In/Out** button.

4. Enter the system administrator login ID and password using the numeric keypad, then select **Enter**.
   The default user name is admin, and the default administrator password is the press serial number.

   ✏ **Note:** By default, the password prompt is not enabled.

5. Press the **Machine Status** button.

6. Select the **Tools** tab.

7. From the main Tools screen, select **Setup & Adjustment→Alignment Adjustment Setup**. Alternatively, you can access Alignment Adjustment settings from **System Settings→Common Service Settings→Maintenance→Alignment Adjustment**.

8. Select **Auto Alignment Adjustment**.

9. Select **Print Calibration Chart**.

10. Select **Paper Supply**.

11. For the adjustment or profile, select the **Paper Supply tray**.

12. Select the **Save** button.

13. If needed, set the area coverage. Coverage is the amount of toner that covers the page.

Coverage 1 is for side 1 of the page, and **Coverage 2** is for side 2. You can leave the coverage set to 1 as standard. However, if you experience alignment problems repeatedly on print jobs with high area coverage, you can increase this value incrementally up to 10.

14. Set the number of sheets to print.
    With multiple sheets, the software uses the average values from all sheets to make adjustments. Therefore, it is best to set the **Number of Sheets** to at least 5, so that the variation between the sheets is reduced.

15. Select **Print**.

16. After the prints are output, touch**Confirm**.

17. Collect the printed targets from the output area of the press.

Continue to .

Scanning the Targets

After collecting the printed targets from the press output area, you must review them and choose which scanning option is the best to use for scanning the targets: the Document Feeder or the Document Glass

- **Document Glass**: Select this option if the targeted media is larger than 11 x 17 in. (A3) or heavier than 220 g/m².

- **Document Feeder**: This option provides a faster and easier scan process; however, the Document Glass is more accurate. The accuracy of the Document Feeder is within 0.2 mm, while the accuracy of the Platen Glass is within 0.1 mm.

Scanning the Targets with the Duplex Automatic Document Feeder (DADF)

1. Place all of the target sheets in the Document Feeder. The orientation of a target sheet is not important when using the DADF.

2. Select the **Scan Chart with Document Feeder** button on the UI.

3. Select **Scan**.

4. After the scanning completes, select **Start**.

5. To continue, go to Saving the Profile.

Scanning the Targets with the Document Glass

1. Select the **Scan Chart with Document Glass** button on the UI.
    In the next steps, you will scan the Calibration Chart 4 times; 2 times per side. For each scan you will reposition the chart.

    For each scan, do not place the target against the registration edge, but leave at least 20 mm to the edge of the glass. Also ensure that the target is not skewed more than 15 degrees.

2. Open the cover of the Automatic Document Feeder (ADF). Notice that the Control Panel now displays the Auto Alignment Adjustment screen. The instructions on this screen will assist you in performing the next several steps. Notice that the bottom right of the screen displays: Scan Page (s): 0.

    The next series of steps will be performed 4 times; twice for each side of the Alignment Adjustment Calibration Chart that you printed.

3. To position the Calibration Chart and the Background Plate onto the glass, perform the following:

    a. Place the Background Plate on the document glass and align it to the rear left corner, as shown on the UI.
        The all-black side of the document should be placed face down on the document glass. The side of the document with the instructional icons should face up. Note that these icons are identical to those displayed on the UI.

    b. Select one of the five Calibration Charts that you printed.

    c. Inspect the Calibration Chart to find the side of the document that contains a **single black square** printed in the left-hand margin.

    d. Orient the document so that this **single black square** is in the lower left-hand quadrant of the page as you hold the document.

e. Slide the chart under the Background Plate that you previously placed on the document glass.

> �💡 **Tip:** It is important to preserve a black margin around the Alignment Adjustment Calibration Chart.

f. Align the chart laterally (left to right) so that it is at least 20 mm to the right of the left-hand edge of the glass and not skewed more than 15 degrees.

g. Align the chart vertically (forward and back) so that the horizontal line is just above the black square and aligned with the bottom edge of the Background Plate.
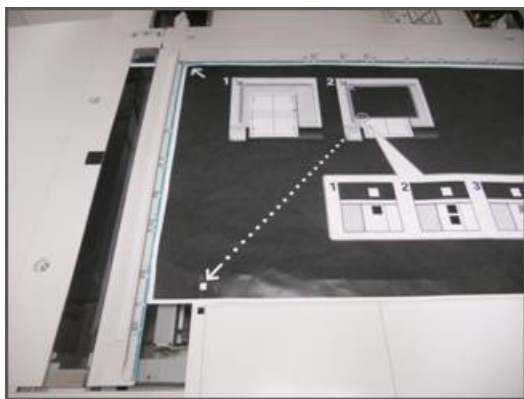
4. Close the document cover and select **Scan**.
   This will generate a scanned image that is stored on the press for later use. While the scan is in progress, the UI displays a status screen.

   The Auto Alignment Adjustment screen displays again when the scan is complete. Notice that the bottom left of the UI displays: **Scan Page(s): 1**, indicating that one scan is complete.

5. Slide the Alignment Adjustment Calibration Chart out from under the Background Plate and rotate it 180 degrees.
   Notice that the lower left-hand quadrant of the document now contains **two black squares** in the margin.

6. Reposition the chart under the Background Plate as you did in Step 3, except that 2 black squares should be showing.
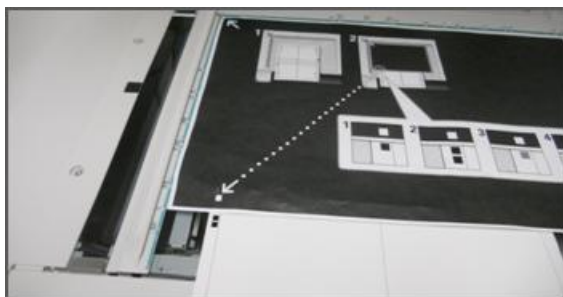
7. Close the document cover and select **Scan**.

   Notice that the bottom left of the screen displays: **Scan Page(s): 2**, indicating that two scans are complete.

8. Slide the Alignment Adjustment Calibration Chart out from under the Background Plate and flip it over.
   Notice that the lower left-hand quadrant of the document now contains **one gray square** in the margin. Reposition the chart under the Background Plate as you did in Step 3, except that one gray square should be showing.
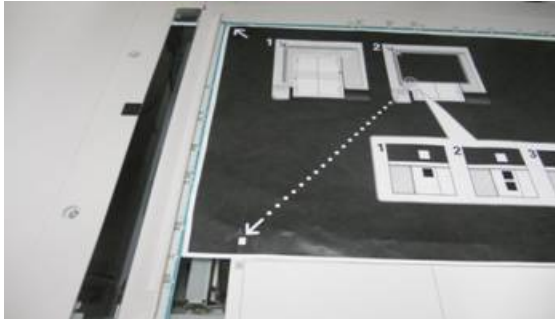
9. Close the document cover and touch **Scan**.

10. Notice that the bottom left of the screen displays: Scan Page(s): 3, indicating that three scans are complete.

11. Slide the Alignment Adjustment Calibration Chart out from under the Background Plate and rotate it clockwise 180 degrees. Notice that the lower left-hand quadrant of the document now contains **two gray squares** in the margin. Reposition the chart under the Background Plate as you did in Step 3, except that two gray square should be showing.

12. Close the document cover and select **Scan**.
    Notice that the bottom left of the screen displays: **Scan Page(s): 4**, indicating that four scans are complete. Note also that the **Start** button is now visible.

13. Select **Start**.

14. Remove the chart and black background sheet from the scanner.

15. Select **Confirm**.

    This completes the scanning of the Alignment Adjustment Calibration Chart. To continue, go to Saving the Profile.

Saving the Profile

1. Choose one of the following:
   - If the Document Feeder was used, select the line shown next to the blue checkmark on the UI.
   - If Document Glass was used, select an **Available line** (for example Type 1, as shown). This will be the location for the saved adjustments.

2. Select **Change Settings**.

   The profile opens for you to enter information.

3. Select the **Name line**.

4. Select **Change Settings**.

5. Using the UI keyboard, enter a **profile name**, so that users can select the profile for print jobs. Name the profile with the tray number, paper size, and weight. For example, **tray 2_11x17_90 g/m²**.

6. Select **Save**.

7. To see the results of the adjustment, select **Sample Printout**.

8. For **2 Sided Printing**, select**1 Sided** if the profile was built for only one side of the paper, or select **2 Sided** if the profile was built for both sides of the paper.

9. Press the green **Start button** on the Control Panel.

10. Press **Confirm** when the printing is complete.

11. Examine the print that was made using the new Adjustment Alignment Profile that you created. If you are satisfied with the results, touch **Close** and then**Save**. If you are not satisfied, touch **Close** and then**Cancel**. Restart the procedure at Step 1.

12. Select **Close** until the main Tools screen displays.

13. Log out of Admin mode by selecting the Admin icon on the top right of the screen and touching**Logout**.

Using the Profile

The new profile is automatically assigned to the tray selected when performing the procedure. When a user selects this tray for a job, the profile will always be used unless the operator changes the setting.

To confirm the profile that a tray is using, or to instruct the press not to use a profile, use this procedure:

1. Open and close the tray to be used for the printing. Load the paper if needed. The tray properties window opens on the Touch Screen.
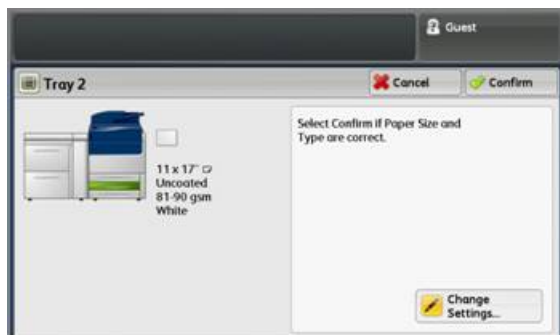
2. Select **Change Settings**.

3. Touch **Alignment Adjustment.**

4. Select a new profile to use or select **Default Value** if you do not want to use a created profile.

5. Touch **Save**.

6. Touch **Save**.

7. Touch **Confirm**.

Density Uniformity Adjustment

The purpose of this adjustment is to correct inboard-to-outboard density uniformity. This means the thickness of the toner across the page from one side of the paper to the other. At the press, you will print two Density Uniformity Adjustment targets and then scan them. One target consists of CMYK colors and the other is made up of RGB colors.

Performing Density Uniformity Adjustment

To perform a Simple Image Quality Adjustment (SIQA) for density uniformity, do the following:

1. At the press user interface, press the **Log In/Out** button.

2. Enter the system administrator login ID and password using the numeric keypad, then select **Enter**.
   The default user name is admin, and the default administrator password is the press serial number.

   > 🖉 **Note:** By default, the password prompt is not enabled.

3. Press the **Machine Status** button.

4. Touch the **Tools** tab.

5. From the main Tools screen, select **Setup & Adjustment→Density Uniformity Adjustment**. Alternatively, you can access Alignment Adjustment settings from **System Settings→Common Service Settings→Maintenance→Density Uniformity Adjustment**.

6. Select **Semi-Auto Process Using Scanner**.

7. Select **Print Calibration Chart**.

8. For the procedure, select **Paper Supply**, then select the paper supply tray and paper. Select the type of stock that you most commonly use and use a paper of this type with the widest width available.

9. Select **Save**.

10. Select **Print**. Two charts print: one with CMYK colors and one with RGB colors.

11. When the printing is complete, select **Confirm**.

12. Select **Scan Calibration Chart**.
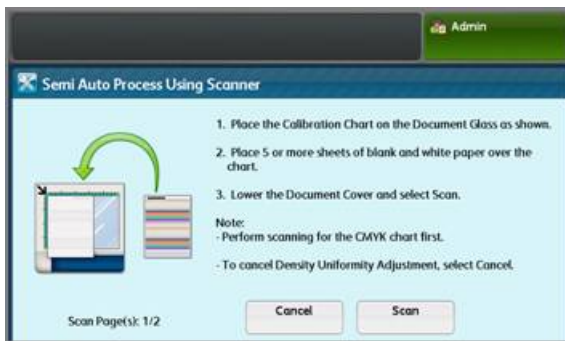
13. Place the CMYK calibration chart on the document glass.
    Identify the CMYK chart by the yellow color on the chart.

    a. Place the top of the chart against the top side of the document glass as shown on the user interface.

    b. Follow the directions that appear on the user interface.

    c. Cover the charts with four or five blank white sheets of paper.
       The four or five blank white sheets of paper are to maintain the correct color measurement.

14. When the chart and blank sheets are in place, lower the cover, then select **Scan**.

15. After the sheets are scanned, remove the CMYK calibration chart. Place the RGB chart on the document glass, then follow the directions that appear on the user interface. Ensure that you cover the charts with four or five blank white sheets of paper to maintain correct color measurements.

16. When the chart and blank sheets are in place, lower the cover, then select **Scan**.

17. After the sheets are scanned, select **Start**. The adjustments are calculated.

18. When adjustments are complete, select **Confirm**.

19. To view the results of the adjustment procedure, do the following:

a. On the open window of the user interface, for **Paper Supply**, select the tray for which you created the adjustment.
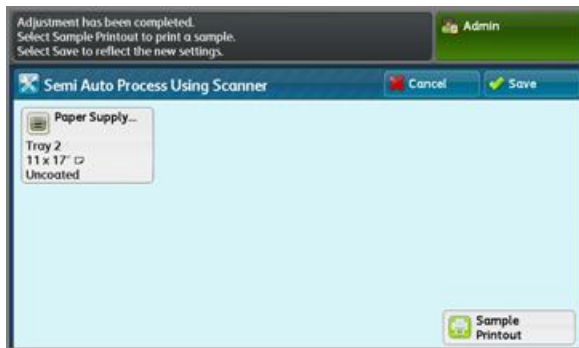
b. Select **Sample Printout**.

c. After the sample prints, select **Confirm**.

d. Examine the print.

- If you are satisfied with the results, touch **Save.**.
- From the beginning, if you are not satisfied, touch **Cancel**, then repeat the procedure from Step 1.

20. Select **Close** repeatedly until the main Tools screen appears.

21. To log out of Administrator mode, at the top right of the screen, select the Admin icon, then select **Logout**.

Image Transfer

The purpose of this adjustment is to correct for mottle (uneven toner coverage) and color shift (inconsistent color). These IQ issues may occur on heavy-weight stocks. This procedure creates and saves an Image Transfer Adjustment to the Bias Transfer Roll in the press. The Bias Transfer Roll is where the image is transferred from the belt to the paper. Once created for a stock, the adjustment is saved and can be selected for that stock for any tray. SIQA automates the creation of the adjustment and eliminates the need for you to interpret printed targets and manually enter adjustment values. This saves time and avoids errors.

Performing Image Transfer

Follow these steps to perform a Simple Image Quality Adjustment (SIQA) for image transfer:

1. At the press UI, press the **Log In/Out** button.

2. Log in as an administrator.

3. Press the **Machine Status** button on the UI control panel.

4. Touch the **Tools** tab.

5. In the Features column, touch **Paper Tray Settings**.
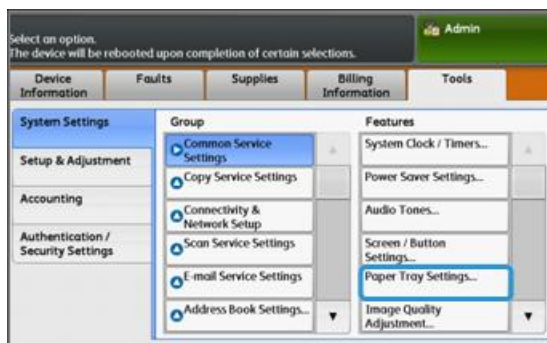
6. Select **Custom Paper Settings**.

7. Select the first line with **Available** under Current Settings.

8. Touch **Change Settings**.

9. Touch the **Name** line.

10. Touch **Change Settings**.

11. Enter a name for this adjustment. For applying the adjustment later when printing, it is useful to name the adjustment with the paper size and weight. For example, **11x17_220**

12. Touch **Save**.

13. Touch **Adjust Image Transfer**.

14. Touch **Change Settings**.

15. Touch **Select Sample Number**.

16. Touch **Sample Printout**.

17. Touch **Paper Supply** and select the Paper Supply **tray and paper** for this procedure. Select the type of stock on which you are seeing uneven color. If you are seeing the problem on an 8.5 x 11 (A4) paper with a weight of 220 g/m², then if possible use an 11 x 17 (A3) size with the same weight 220 g/m². You need to match the weight. It is best to use a large size paper so that more target patches will be printed and scanned.

18. Touch **Save**.

19. Under 2 Sided, select **1 Sided** or **2 Sided**. Select 1 Sided if you are printing Simplex pages. Select 2 Sided if you are printing Duplex pages.

20. Press the green **Start** button on the UI. A target print is made by the press.

21. Press **Confirm** when the printing is complete and you see a message indicating that the diagnostic routine has completed successfully.

22. Touch **Close**.

23. Touch **Scan Calibration Chart**.

24. Follow the on-screen directions to position the target on the document glass with the code in the top left corner of the glass and Side 1 facing down. of the glass. The code is a square with a black bar beside it on the top left of the page.

25. Place 5 sheets of blank white paper on top of the target.

26. Lower the Document Feeder Cover.

27. Touch **Scan** on the user interface.
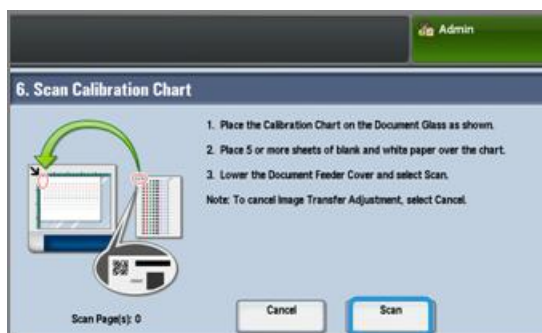
28. When the scanning is complete, **Scan Page(s) 1** appears on the lower left of the screen.

29. If you selected 2 Sided in Step 16, open the Document Feeder Cover and turn the target over so that **Page 2 is now facing down**. As you did for the first scan, position the target on the document glass with the code in the top left corner of the glass. If you are performing the procedure for 1 Sided printing only, skip to Step 34.

30. Place 5 sheets of blank white paper on top of the target.

31. Lower the Document Feeder Cover.

32. Touch **Scan** on the Control Panel.

33. When the scanning is complete, **Scan Page(s) 2** appears on the lower left of the screen.

34. Touch **Start** on the UI.

35. When adjustments are complete, touch **Confirm**.

36. Notice the adjustments that have been made for Side 1 and Side 2. They may range from -5 to +10.

37. You can now print a sample to see the results of the adjustment or you can save the results.
    To print a sample, touch **Sample Printout**, then press the green**Start** button on the Control Panel. Touch **Confirm** after the sample prints, then touch **Close**. To evaluate the sample, check the color patches for the row marked 0.

    To save the results without checking, touch **Save**.

38. Select **Save**.

39. Touch **Close**.

40. Touch **Close**.

41. Log out of administrator mode by selecting the Admin icon on the top right corner of the screen and touching **Logout**.

Assigning the Image Transfer to Media

One an Image Transfer is created and saved, you can assign it to any tray that is feeding the stock for which you created the adjustment. Follow these steps to assign the adjustment:

1. Open and close the paper tray with the media requiring the Image Transfer settings. The Tray Properties window opens on the Touch Screen.

2. Touch **Change Settings**.

3. Select **Paper Type & Paper Weight**.
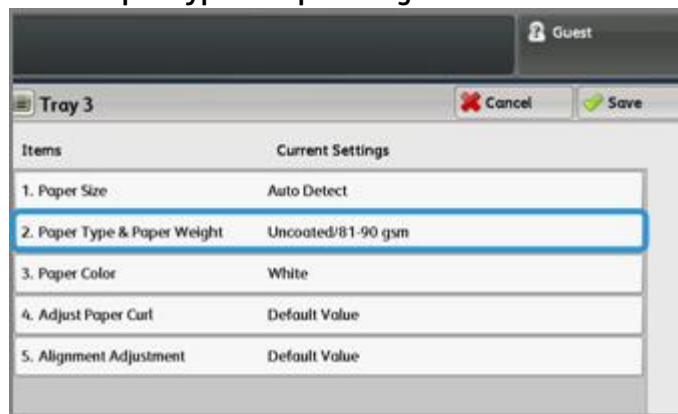
4. Scroll down until you see the **name** of the Image Transfer Adjustment that you created and want to apply. Select this name.

5. Touch **Save**.

6. Touch **Save** two more times to save the assignment and exit the screens.

The selected Image Transfer Adjustment will now appear on the Control Panel display for the Paper Tray that you assigned.

Simple Image Quality Adjustment (SIQA)

4

Setup & Adjustment

This chapter contains:

Use **Setup & Adjustment** to configure and manage the following features:

- **Setup**: Configure and manage features and options for various services such as job flow worksheets and creating folders to store various scan and email jobs.

- **Adjustment**: Adjusting the press for copy and scan jobs.

Setup & Adjustment Procedure

1. Log in as the Administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab on the UI.

4. Select **Setup & Adjustment**.

5. Select a Group and Feature.

6. Set or change the feature options, as desired.

7. Select **Save**.

8. Exit the System Administration Mode.

Setup

Use **Setup** to configure and manage the following features:

- Create Folder
- Stored Programming
- Create Job Flow Sheet
- Creating a Job Flow Sheet Keyword
- Add Address Book Entry
- Paper Tray Attributes
- Billing Impression Mode

Create Folder

✎ **Note:** A maximum of 500 folders can be created and saved.

Use **Create Folder** to create, save, and manage the options:

- **Delete Folder** button: This deletes the selected folder. If there are files in the folder, they are also deleted. Deleted files cannot be recovered.

- **Folder Name**: Set the folder name by using the keyboard and the numeric keypad on the press UI. A maximum of 20 characters may be used.

- **Check Folder Passcode**: Set the folder password. Enter up to 20 numeric digits from 0 through 9. The passcode setting is optional.

- **Delete Files After Retrieval**: Specify whether or not to enable the feature to delete files stored in the selected folder at a specified time after the storage period has expired. Select **Yes** or **No**.

- **Delete Expired Files**: Specify whether or not to enable the feature to delete stored files in a folder after the specified storage time period has expired. Select **Yes** or **No**.

Creating Folders

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **Setup & Adjustment→Setup**.

5. Select **Create Folder**.

6. Select an available folder.
   When you create a folder, the **New Folder Passcode** screen displays. When you select an existing folder (one that was previously created), the **Folder XXX - Create / Delete** screen displays; XXX represents the folder name or number.

7. Perform the following:

   a. Select and enter or change the desired passcode items.

   b. Enter a new passcode or change an existing passcode.

   c. Select **Save**.

      The previous screen is displayed.

8. Select another folder item to set or change and select the desired settings.

9. Repeat the previous steps until all the desired folder options are set or changed.

10. Select **Save**.

    The previous screen is displayed.

11. Select **Close**.

    The main Tools screen displays.

12. Exit the administrator mode.

Linking a Job Flow Sheet with a Folder

1. Log in as Administrator.

2. Press the **Machine Status** button.

3. Select the **Tools** tab on the press User Interface (UI).

4. Select **Setup & Adjustment→Setup→Create Folder**.

5. Select a folder that is not being used (Available).

   The New Folder window displays.

6. On the New folder - Passcode window, choose one of the following:
   - **Off**: If you do not assign a passcode, all users will be allowed access to the folder.
   - **On**:

     1. Enter a passcode with a maximum of 20 digits.

     2. Select a Target Operation option: **Always (All Operations)**, **Save (Write)**, or **Print/Delete (Read)**.

7. Select **Save**.

8. Enter the following information by selecting each line item and selecting **Edit**:
   - **Folder Name** (maximum of 20 characters)
   - **Check Folder Passcode**
   - **Delete Documents After Retrieval**
   - **Delete Expired Files**
   - **Link Job Flow Sheet to Folder**: Select and go to the next step.

9. At the Link Job Flow to Folder window, select**Create/Change Link**.

10. Select the Job Flow Sheet that you want to link and then select **Save**.

11. At the Link Job Flow to Folder window, choose one of the following:
    - **Auto Start**: Select this option if you want the Job Flow Sheet to be automatically executed when a new document is saved to the folder. If you do not select **Auto Start**, you will need to press the**Start** button on the UI to execute the linked Job Flow Sheet.
    - Select **Close**.

    > ✎ **Note:** Selecting Cut Link at any time will remove the link to the specified Job Flow Sheet.

    The Job Flow Sheet is linked to the folder.

12. Select **Close** to exit to the Tools tab.

Stored Programming

> ✎ **Note:** A maximum of 100 consecutive operations can be recorded/saved in each stored program. A maximum of 40 programs can be stored.

Frequently used features and job settings can be saved as Stored Programming, which can be accessed later using a shortcut button.

Stored Programming not only remembers feature settings, but it can record a series of operations. This enables you to record the hierarchy of displayed screens for each step. For example, if you want to use a shortcut button for printing reports, Stored Programming can record the following actions:

- Pressing the**Machine Status** button

- Displaying the Print Reports screen

In addition, while Build Job is running, a stored program can be used for the remaining document stacks. This negates the need to program and select the options for the remaining documents stacks in the Build Job process.

Stored Programming Options

Stored Programming includes the following options:

- **Store**: Use this option to create and save a job as a stored program.

- **Store Build Job**: Use this option to create and save a Build Job as a stored program.

- **Delete**: Use this option to delete a stored program.

- **Enter/Change Name**: Use this option to enter the name for a new stored program or to change the name of an existing program. A maximum of 36 characters is allowed for a stored program name.

- **Assign/Change Icon**: Use this option to assign an icon or change an existing one for a stored program.

Stored Programming Notes and Restrictions

The following notes and restrictions apply when you create and save jobs to Stored Programming.

- The **Build Job** feature cannot be used with Stored Programming. However, segments of a complex job can be saved to a stored program and then recalled at point of need when using **Build Job**. Therefore, while Build Job is running, a stored program can be used for the remaining document

stacks, which then negates the need to program and select the options for the remaining documents stacks in the Build Job process.

- When saving a stored program which includes selecting a paper size or type loaded in the bypass tray, save both the paper size and the paper type. If only the paper size or type is saved, the stored program may not be called properly

- If any of the following operations is performed while a stored program is being saved, the stored program may not be saved or may not work correctly

    - Removing or inserting a paper tray

    - Loading or reloading paper in the bypass tray

- System Settings, Job Flow Sheets, Network Scanning, Address Book, and the Browse feature for the Scan to PC cannot be used with Stored Programming

There are situations where a stored program will become invalid:

- Changing the default values of the Watermark feature when it is used in a stored program

- Changing the password to the folder used in the stored program after it is stored

- Trying to use a stored program with different settings on the UI than the ones that were saved to the stored program

- When buttons are added or removed from the touch screen, since stored programming only remembers the location of a button on the screen, not the name of the button. For example, button positions can change when a job flow or job template is added or deleted

- When stored program that contains a selection from a list of the Address Book or a Job Flow Sheet

- When the settings for an installed optional component (such as a finisher) are changed, then the settings within a stored program for that finisher are no longer valid

- Changing the measurement unit (millimeters or inches)

- When a stored program contains a selected job that is set for secure printing

The following features and operations cannot be saved in Stored Programming:

- The selection of the Store (save) option from Stored Programming

- Selecting the steps to recall and run a stored program

- Any System Settings features or options

- The **Store to USB** button on the Home window

- The **Network Scanning**, **Job Flow Sheets**, and**Web Applications** buttons on the Home window

- The **Custom** button that is assigned to the Network Scanning or Job Flow Sheets service

- Buttons than cannot be selected include the following:

    - The **Language** button on the Home window

    - The **Screen Brightness** button on the Home window

    - Selecting items using the scroll bar

    - Scrolling operation while previewing

    - The **Browse** button for the Scan to PC service

- – Operations to edit e-mail addresses for the E-mail service (such as the pop-up menu Keyboard, **Remove**, and **Edit** which are displayed by selecting Recipient(s) or From)

  – The **Power Saver** button

- An unsaved job (program) will be canceled during the following activities:

  – When the **Interrupt** button is pressed

  – If the Auto Clear feature causes a time-out

  – If a pop-up window occurs (such as a paper jam)

Stored Programming Procedures

Creating and Saving a Job as a Stored Program

🖉 **Note:** For the purpose of this procedure, an example Copy job will be created and stored.

1. Press the **Machine Status** button on the press User Interface (UI).

2. Select the **Tools** tab.

3. Select **Setup & Adjustment→Setup→Stored Programming**.

4. Select **Store**.

5. Select a Stored Programming item from the numbered list.
   If required, select the up and down arrows to display the previous or next screen.

   🖉 **Note:** Once a job is stored to a button (item), it cannot be overwritten.

6. Begin selecting the desired features/options by pressing the **Home** button on the UI.

7. Select **Copy**.

8. From the main Copy window, select **2 Sided Copying**.

   a. Select **1-2 Sided**.

   b. Select **Save**.

9. Select the **Output Format** tab.

10. Select **Watermark**.

    a. Select **Date & Time**.

    b. Select **Add**.

    c. Select **Save**.

11. Press the **Start** button.
    If no name is entered for the newly stored program, the name automatically becomes (No Name).

    This ends the job and saves (store) the programming. When you run this stored program at a later time, the stored program displays all the required screens prior to job submission.

Creating and Saving a Stored Program to Use with Build Job

Use the **Store Build Job** option to create and save a stored program that can be used with a complex Build Job function.

- **Build Job** programs segments of the job as if they were ordinary, independent jobs, then prints all the segments as one complete job.

- **Store Build Job** allows you to program, scan, and store individual job segments of a large or complex job and recall the stored program at point of need when using**Build Job**.

- Therefore, while Build Job is running, a stored program can be used for the remaining document stacks, which then negates the need to program and select the options for the remaining documents stacks in the Build Job process.

  🖉 **Note:** For the purpose of this procedure, an example Copy job will be created and stored.

1. Press the **Machine Status** button on the press User Interface (UI).

2. Select the **Tools** tab.

3. Select **Setup & Adjustment→Setup→Stored Programming**.

4. Select **Store Build Job**.

5. Select a Stored Programming item from the numbered list.
   If required, select the up and down arrows to display the previous or next screen.

   🖉 **Note:** Once a job is stored to a button (item), it cannot be overwritten.

6. Begin selecting the desired features/options by pressing the **Home** button on the UI.

7. Select the first feature/option (for example, **Copy**).

8. Continue to select more features/options (refer to the following steps for examples):

   a. From the main Copy window, select**2 Sided Copying**

   b. Select **1-2 Sided**.

   c. Select **Save**.

9. If desired select additional features/options (refer to the following steps for examples):

   a. Select the **Output Format** tab.

   b. Select **Watermark**.

   c. Select **Date & Time**.

   d. Select **Add**.

   e. Select **Save**.

10. Press the **Start** button.
    If no name is entered for the newly stored program, the name automatically becomes (No Name).

    This ends the job and saves (store) the programming. When you run this stored program at a later time, the stored program displays all the required screens prior to job submission.

Deleting a Stored Program

1. Press the **Machine Status** button on the press User Interface (UI).

2. Select the **Tools** tab.

3. Select **Setup & Adjustment→Setup→Stored Programming**.

4. Select **Delete**.

5. Select the stored program number you want to delete.

   A message displays on the UI asking you to confirm whether or not you want to delete the selected stored settings.

6. Select **Delete** to confirm stored programming deletion.

7. Select **Close** to exit Stored Programming.

   🖉 **Note:** Deleted stored programs cannot be restored.

Naming / Renaming a Stored Program

1. Press the **Machine Status** button on the press User Interface (UI).

2. Select the **Tools** tab.

3. Select **Setup & Adjustment→Setup→Stored Programming**.

4. Select **Enter / Change Name**.

5. Select the stored program that you want to name or rename.

6. Enter the name.
   A maximum of 36 characters is allowed for a stored program name.

7. Select **Save**.

8. Select **Close** to exit Stored Programming.

Assigning or Changing Icons for a Stored Program

1. Press the **Machine Status** button on the press User Interface (UI).

2. Select the **Tools** tab.

3. Select **Setup & Adjustment→Setup→Stored Programming**.

4. Select **Assign / Change Icon**.

5. Select the stored program to add or change the icon.

6. Select an icon.
   There are 12 icons from which to choose.

7. Select **Save**.

8. Select **Close** to exit Stored Programming.

Running a Stored Program

1. Press the **Home** button.

2. Select **Stored Programming**.

3. Select the stored program containing the features you want to use.

4. After the stored program is displayed on the UI, select other features if necessary.

5. If necessary, select additional features/options.

6. If necessary, ensure that the original documents are loaded in either the Document Feeder or on the Document Glass.

7. Select **Start** to run the stored program.

Using a Stored Program while Build Job is Running

💡 **Tip:** This procedure is used only when Build Job is running.

While Build Job is running, a stored program can be used for the remaining document stacks, which then negates the need to program and select the options for the remaining documents stacks in the Build Job process.

1. From the (Build Job) Copy window, select **Change Settings**.
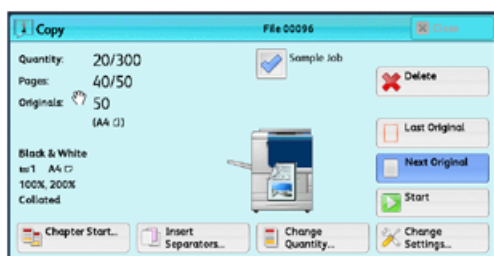
2. Select the **Job Assembly** tab.

3. Select **Stored Programming**.

4. Select the desired stored program which contains the features you want to use.

5. If necessary, select additional features/options.

6. If necessary, ensure that the original documents are loaded in either the Document Feeder or on the Document Glass.

7. Select **Start** to run the stored program.

Create Job Flow Sheet

Job Flow Introduction

Job Flow is a feature that allows you to register transfer settings of scanned data, such as a transfer method and destination; this simplifies data-transfer tasks. Job flow sheets are categorized into two types according to the target:

- Files stored in folders

- Scan files

Automatic/Manual Starting a Job Flow

A Job Flow is started in the following ways:

- Automatically when a document or file is linked to a folder

- Manually selecting a Job Flow to act on the documents or files stored in the folder

To automatically start a job flow, you must create a link with a folder and a job flow sheet in advance. Files are automatically processed with the job flow sheet when they are stored in the linked folder.

Acceptable Features to Register

You can register the following features:

- **Forward**: Multiple forwarding recipients can be configured for each forwarding method.
  - **FTP**: Forwards via FTP. A maximum of two recipients can be specified.
  - **SMB**: Forwards via SMB. A maximum of two recipients can be specified.
  - **Mail**: Forwards via email. A maximum of 100 recipients can be specified.
- **Email Notification**: Job results may be sent by email.
- **Print**: Files in a folder may be printed.

Job Flow Restrictions

A job flow sheet can be used by only one user, can be shared by multiple users, or can be used only for certain folders.

Only the Job Flow Sheets that you have permission to execute are displayed.

Creating a Job Flow Sheet

1. Press the **Machine Status** button.
2. Select the **Tools** tab on the UI.
3. Select **Setup & Calibration→Setup→Create Job Flow Sheet**.
4. Select **Create**.
5. Select one of the line items from the list (**Name**).
   a. Select **Edit**.
   b. Enter the name information using the UI screen keypad.
   c. Select **Save**.
6. Repeat the previous step for other line items (such as**Description**) until all desired information is entered and saved.
7. If **Send as E-mail** is used, ensure all the required information is entered, including the recipient name and e-mail address.
8. If desired, select **Print** to set options to print the linked Job Flow Sheet. Select **Off** to disable this feature.
9. Select **Save** to keep your settings.
10. Review the newly created Job Flow Sheets and select **Exit**.
11. Press **Clear All** to return the press to its default values and settings.

Job Flow Settings and Options

Overview of Job Flow Options

🖉 **Note:** Created Job Flow Sheets can be executed, modified, duplicated, or deleted only from the folder in which it was created.

Job Flow options include the following:

- **Refresh**: Displays updated information.

- **Details**: Displays the Details window. You can confirm the details of a job flow such as the name, last updated date, target, owner, and save location. When you select the information (**i**) button, the entire description of the job flow sheet is displayed.

- **Change Settings**: If available, this option allows you to change the job flow settings.

- **Search by Name**: Searches for job flows that partially match the entry. The press searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters.

- **Search by Keyword**: Searches for job flows that fully match the entry. The press searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters. You can select from preset keywords if they have been registered in the System Administration mode.

- **Select by Keyword**: Displays the Select Keyword window. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The press searches through keywords that were registered upon each job flow creation.

- **Sheet Filtering**: Displays the Sheet Filtering window. Sheet Filtering allows you to filter the job flow sheets that are displayed. Displayed job flow sheets may vary depending on the Authentication feature.

Additional Job Flow Options

Additional job flow options include the following:

- **Name**: Set the name for the job flow using a maximum of 128 characters.

- **Description**: Set the description of the job flow using a maximum of 256 characters.

- **Keyword**: Used to search for a Job Flow Sheet using a maximum of 12 characters. For example, enter Accounting as a keyword to access any Job Flow Sheets that contain Accounting in the Job Flow name.

- **Send as E-mail**: Specify the recipients for the e-mail. You can specify a total of up to 100 addresses. Select from the address book numbers or by direct input by using the keypad.

- **Transfer via FTP (1)**, **Transfer via FTP (2)**: Specify the server where documents are sent using SMB protocols. When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the SMB Transfer window.

- **Transfer via SMB (1)**, **Transfer via SMB (2)**: Specify where SMB forwarding is to be stored.

- **Print**: Configure the print settings. When **On** is selected, you can configure the settings for the Print feature.

- **E-mail Notification**: You can receive an e-mail notification when a file is saved in a folder or a job flow ends.

- **Edit/Delete**: Review the content of the job flow sheet and edit, copy, or delete it. Additional options include: **Edit**, **Delete**, and **Copy**.

Sheet Filtering Options

Sheet Filter options include the following:

- Owner:

- – System Administrator: If this box is checked, only the Job Flow Sheets available to the System Administrator are displayed.
- – Non-System Administrator: If this box is checked, Job Flow Sheets displayed do not include those available to the System Administrator.
- – No Filtering: When both the System Administrator and Non-System Administrator boxes are checked, all the Job Flow Sheets are displayed.

- Target: Place a check in each job type you want displayed.

Send as E-mail Options

The settings available with the **Send as E-mail** option include the following:

- **Address Book**: The recipients can be specified from address book. The specified recipient appears in Recipient Name/E-mail Address in the Send E-mail screen.

- **New Recipient**: Specify a new recipient. The specified recipient appears in Recipient Name/E-mail Address in the **Send as E-mail** screen.

- **Name/E-mail Address**: Displays the recipient name or e-mail address specified.

- **Subject**: If desired, set a specific subject.

- **Delete Recipient**: Deletes all the information for the selected recipient.

- **Edit**: Allows you to check or change the information for the selected recipient.

- **File Format**: Specify the output file format.

- **Resend Attempts**: Set the amount of times you want to resend an E-mail or to switch off the feature. If you select **On**, set the number of resend attempts and time interval:
  - – Resend Attempts: Set the number of times to resend an email between 1-5.
  - – Resend Interval: Set the transmission retry interval from 30-300 seconds.

Transfer via FTP (1)/Transfer via FTP (2) Options

The additional settings available with the **Transfer via FTP (1)** / **Transfer via FTP (2)** option include the following:

- Address Book

- File Format

- Resend Attempts

- Name, Server, Save, User Name, and Password: The maximum number of characters for each item is:
  - – Name: Maximum 18 single-byte characters
  - – Server: Maximum 64 single-byte characters
  - – Save in: Maximum 128 single-byte characters
  - – User Name: Maximum 97 single-byte characters
  - – Password: Maximum 32 single-byte characters

Transfer via SMB (1)/Transfer via SMB (2) Options

The additional settings available with the **Transfer via SMB (1)** / **Transfer via SMB (2)** option include the following:

- Address Book

- File Format

- Resend Attempts

- Name, Server, Save, User Name, and Password: The maximum number of characters for each item is:

  - Name: Maximum 18 single-byte characters

  - Server: Maximum 64 single-byte characters

  - Save in: Maximum 128 single-byte characters

  - User Name: Maximum 97 single-byte characters

  - Password: Maximum 32 single-byte characters

Print Options

The additional settings available for **Print** option include the following:

- Print Quantity

- Paper Supply

- 2-Sided Printing

- Output

E-mail Notification Options

The additional settings available for **E-mail Notification** option include the following:

- Name/E-mail Address

- Message

- When to Notify

- Delete Recipient

- Edit

- Close Menu

Creating a Job Flow Sheet Keyword

Use **Create Job Flow Sheet Keyword** to create and save keywords to use for easy search capabilities with Job Flow functions. The saved keywords are displayed under **Select Keyword** and are used to search for job flow sheets. The keywords are also available from a list under **Keyword** that is displayed when you create a new job flow sheet.

This feature is used to create up to 12 Job Flow Sheet Keywords.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **Setup & Calibration→Setup**.

5. Select **Create Job Flow Sheet Keyword**.

6. Select an available button.

7. Select **Create / Delete** and create a keyword.

8. Select **Save**.

9. Repeat the previous steps to create another keyword.

10. Select **Close**.

    The main Tools screen displays.

11. Exit the administrator mode.

Add Address Book Entry

Store frequently used addresses in the address book. Select the type of address stored from e-mail and server (FTP / SMB). When an address is saved (registered), you can search for it with the Address Book from the E-mail screen. Store a total of 2,000 addresses, including e-mail addresses and server (FTP / SMB) addresses.

When adding a new address entry or changing an existing one, you must choose what type of address it will be. There are two address types:

- **E-mail**
- **Server**

E-mail Address Type

The following additional options are available when **E-mail** is selected as the **Address Type**:

Address Type

This second **Address Type** option allows you to change an existing address the address type; for example, you may change an **E-mail** address type to a**Server** address type.

E-mail Address

Enter an e-mail address with a maximum of 128 single-byte characters.

Name

Enter the recipient. There is a limit of 18 characters.

Surname

Enter the last name of the recipient. There is a limit of 32 characters.

Given Name

Enter the first name of the recipient. There is a limit of 32 characters.

Custom 1 (Telephone Number)

By factory default, this option is set to **Telephone Number**. A maximum of 20 single-byte characters is allowed.
This custom option is suitable for information represented by a shorter character string, such as a telephone number or an employee number.

Custom 2 (Office)

By factory default, the option is set to **Office**. A maximum of 40 single-byte characters can be used.
This custom option is suitable for information represented by a longer character string, such as company name or department name.

Custom 3 (Department)

By factory default, the option is set to **Department**. A maximum of 60 single-byte characters can be used.
This custom option is suitable for information represented by a much longer character string, such as company division name or company address.

Server Address Type

The following additional options are available when **Server** is selected as the **Address Type**:

Address Type

This second **Address Type** option allows you to change an existing address the address type; for example, you may change a **Server** address type to an**E-mail** address type.

Name

Enter the recipient. There is a limit of 18 characters.

Transfer Protocol

Select the default value for the transfer protocol. Select **FTP** or **SMB**.

Server Name / IP Address

Enter the recipient server name or IP address for transmission destination.

Shared Name (SMB Only)

Enter the shared name set for the SMB folder. Do not start shared names with a slash (/). If they start with a slash (/), the machine will not identify them when processing job flows.

Save In

Enter the directory for storing documents. When SMB is selected, use a UNC format.

- **Transferring via FTP**: For example, **aaa/bbb**; this example shows the saving of files in the **bbb** directory, which is under the **aaa** directory, which is in the root directory.

- **Transferring via SMB**: For example: **aaa\bbb**; this example shows the saving files in the **bbb** directory under the **aaa** directory in a specified volume.

User Name

When a login name is required to be input by the forwarding destination server, set the login name. For the login name, you can enter a maximum of 32 characters.

Password

When a password is required to be input by the forwarding destination server, set the password. For the password, you can enter a maximum of 32 characters.

Port Number

Set the forwarding destination port number. Input a number in the range 1 to 65535.

Adding an Address Book Entry

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **Setup & Calibration→Setup**.

5. Select **Add Address Book Entry**.

6. Select an available number from the list displayed; this will be the location to where the address entry is saved.

7. Select the address type: **E-mail** or**Server**.

8. Select **Save**.

9. Select an item to set or change (such as **Name**) and enter the desired information.

10. Select **Save**.

11. Repeat the previous steps until all the settings are completed.

12. Select **Close**.

    The main Tools screen displays.

13. Exit the administrator mode.

Paper Tray Attributes

Selecting or Changing the Paper Tray Attributes

Select the paper size and paper type that will be loaded in Trays 1-3, Tray 5 (Bypass), and any optional Trays (6 and/or 7). For detailed information on the attributes, refer to Paper Tray Settings Overview / Paper Tray Attributes section of this guide.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab, then select **Setup→Paper Tray Attributes**.

4. Select a tray, then select **Change Settings**.

5. Select

6. If the settings are correct, select **Confirm** or select **Change Settings**.

7. If necessary, make the required changes to the tray settings (such as weight, type, and size).

8. Select **Save**, then select **Confirm**.

9. Select another tray to set or change and repeat the previous steps as needed.

10. Select **Close**.

    The main Tools screen displays.

11. Exit the administrator mode.

Billing Impression Mode

The **Billing Impression Mode** feature 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:

- **A3 Impression Mode**: This is the default setting. This mode is for all media sizes (including oversized), counts all impressions equally.

- **A4 Impression Mode**: This mode counts large impressions on media such as A3 and 11 x 17 inches (media that is larger than 8.5 x 14 inches), as their A4 equivalent.

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

Setting or Changing the Billing Impression Mode

1. Log in as the Administrator.
2. Press the **Machine Status** button on the press User Interface.
3. Select the **Tools** tab on the UI.
4. Select **Setup & Calibration→Setup**.
5. Select **Billing Impression Mode**.
6. Select **A3 Impression Mode** or **A4 Impression Mode**.
7. Select **Save**.
8. If necessary, select **Close** to return to the main Tools screen.
9. Exit the System Administration Mode.

Calibration

Calibrating the Press for Copy and Scan Jobs

When you calibrate, you optimize the quality of copied and scanned jobs. The press prints a calibration pattern for you to place on the document platen glass. The press then scans the calibration pattern and automatically makes adjustments as required.

Note: Calibrating the press does not improve the image quality of print jobs; it only improves image quality for copy and scan jobs.

1. Log in as the administrator.

2. Press the **Machine Status** button on the UI.

3. Select the **Tools** tab.

4. Select **Setup & Calibration→Calibration**.

5. Select **Copy Job 1** or **Copy Job 2** for the Screen Type.

6. Select **Paper Supply** and choose the desired paper tray.

   Note: You should calibrate on your most frequently used paper.

7. Select **Start**.
   By default, the **Target** is set **Copy Jobs Only**, so you do not have to change that setting.

8. Select **Start**.

   The press prints a calibration chart and instructions display on the UI.

9. Collect the print and follow the directions on the UI to position the target onto the Document Glass.

   a. Place the chart face down with the two square Magenta patches against the left edge of the Document Glass.

   b. Place sheets of white paper over the chart.

10. Lower the Document Feeder Cover and select **Start**.

    The UI displays a message indicating that calibration is in process, followed by a message indicating that calibration has completed successfully.

11. When the calibration is complete, touch **Confirm**.

12. Select **Close**.

    The main Tools tab screen displays.

13. Exit the administrator mode.

5

Using CentreWare® Internet Services

This chapter contains:

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 UI.

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. Log in as the administrator.
2. Enable the LPD port or Port 9100 port as required. In this example, the LPD port is enabled.
   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**, then select **Change Settings**.
   f. Select **Enabled**, 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 Printer Settings List to confirm that the Internet service port is enabled.

Connecting to CentreWare® Internet Services From a Computer

1. Open a Web browser.

2. In the address field, type the IP address or the URL for the machine, then press **Enter**.

   - Type the IP address in the format `http://192.168.1.1`, where the machine IP address is 192.168.1.1.

   - Type the URL in the format `http://xxx.yyy.zz.vvv`, where the machine URL is in the form of xxx.yyy.zz.vvv.

   - If your network uses a Domain Name System (DNS) and host name for the machine that is registered with the domain name server, you can access the device using a combination of the host name and the domain name as the URL. For example, if the host name is dcf1100 and the domain name is mycompany.com, the URL becomes `dcf1100.mycompany.com`.

   - When you specify a port number, add a colon (:) and a port number at the end of the URL.

   - If the **Login Setup** feature is enabled on the machine, enter the user ID and password in the User ID and Password fields. The default user name is admin, and the default administrator password is the press serial number. To change the administrator password, click **Properties→Security System Administrator→ Settings**.

   - If an encrypted communication is employed, in the Web browser, enter an address that begins with `https` rather than `http`.

     – Example of the IP address entry format: **https://192.168.1.1/**

     – Example of the URL entry format: **https://xxx.yyyy.zz.vvv/**

3. If requested, enter the Login ID and password. The default user name is admin and the default administrator password is the press serial number. To change the adminstrator password, click **Properties→Security System→Administrator Settings**. To locate the press serial number, refer to Locating the Press Serial Number in CentreWare® Internet Services.

   The CentreWare® Internet Services screen appears.

Locating the Press Serial Number in CentreWare® Internet Services

To locate the press serial number in CentreWare® Internet Services, do the following:

1. Open a Web browser.

2. In the address field, type the IP address or the URL for the machine, then press **Enter**.

   The CentreWare Internet Services screen appears.

3. Select the **Status** tab.

4. Select **Billing & Counters→Billing Information**.

   The Billing Information screen appears.

5. In the Current Billing Information section, you can view the Serial Number of the machine.

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 press specific information, such as Machine Model, Serial Number, Machine Name, and more.

Configuring the Email Settings

1. Connect to CentreWare® Internet Services.
2. Click the **Properties** tab.
3. From the Properties area of the web browser page, click **Description**.
4. Set the e-mail address for the press and the administrator.
   a. Set the **Administrator E-Mail Address**.
   b. Set the **Machine E-Mail Address**.
5. Click **Configuration Overview** and then the **E-Mail Settings** button.
6. Set the print method using the **Print Delivery Confirmation Mail** pull-down menu.
7. Select the **Enable** check box to enable the Print Error.
8. Select the **Enable** check box to enable the Response to Read Status (MDN).

   🖉 **Note:** Set this item when using the mail print feature.

9. Click on the left of **Connectivity** and on the left of **Protocols** to display the items in the folder.
10. Click **POP3 Setup**.
11. Set the POP3 server information.

> ✎ **Note:** Set this item when using the mail print feature and POP3 is specified for the Receive Protocol.

    a.   Set the POP3 Server Address, POP3 Port Number, and POP Receiving Authentication.

    b.   Set the POP3 Polling.

    c.   Set the POP Login Name.

    d.   Enter the POP User Password.

12.   Set the e-mail exchange restrictions.

> ✎ **Note:** Set this item when using the mail print feature.

    a.   From the Domain Filtering drop-down menu, select **Off**, **Allow Domains**, or **Block Domains**.

    b.   Click **Edit**.

    c.   If you selected Allow Domains, specify the domain names allowed by the machine. If you selected Block Domains, specify the domain names blocked by the machine.

    d.   Click **Apply**.

    e.   Click the **Back** button until the E-Mail Settings screen is displayed.

13.   Click **SMTP Server**.

14.   Set the SMTP Server Address, Host Name, and Port.

> ✎ **Note:** Set this item when using the scanner (mail transmission), mail notice, or job completion notice feature.

15.   Set the machine/device E-mail Address.

16.   Set the Optional Information as needed.

17.   Reflect the values as the setting values for the machine.

    a.   Click **Apply**.

    b.   Click **Reboot**. The machine reboots and the setting value is reflected.

General Setup

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 **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 - Priority

Paper Tray Attributes allows you to set the paper tray Priority sequence for automatic tray selection. Automatic tray selection occurs when a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

Assign a priority number to trays that instructs the system to use them in the order you want.

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 1 minute. Type from 1-30 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 1 minute. Type from 1-30 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

Extensible service enables independent software vendors and partners to develop customized document management solutions that can be integrated and accessed directly from the device 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 browser. 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 in which they appear.

Enabling Extensible Service Registration

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

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

2. In Setup, select **Configure**.

3. Select **Extensible Services**, then click **Apply**.

   By default, other services are enabled.

4. Click **OK**.

5. If necessary, in Browser Settings, select **Enable the Extensible Services Browser**.

6. Some extensible service applications require a password. If you use one of these applications, in Enable Extensible Services, select the **Export password to Extensible Services** option.

7. Select **Verify server certificates**.

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, in Proxy Server, select **Use Proxy Server**.

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

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

9. Select **Apply**.

Digital Certificate

1. Select the **Properties** tab.

2. Enter the user name and password.

   The default user name is admin, and the default administrator password is the press serial number.

3. Select the **Security** folder, then select **Machine Digital Certificate Management**.

4. Click **Create New Certificate**. The Machine Digital Certificate Management page refreshes and displays the Self-Signed Certificate area.

5. Click **Continue**. The **Public Key Size**, **Issuer**, and **Days of Validity** fields appear.

6. Click **Apply**.

SSL

1. Select the **Properties** tab.

2. If necessary, enter the user name and password.

   The default user name is admin, and the default administrator password is the press serial number.

3. Click the **Security** folder, then click the **SSL / TLS Settings** link.

4. In the SSL / TLS Settings area, for **HTTP - SSL / TLS Communication**, click **Enabled**.

5. Click **Apply**.

If changes are made to the SSL settings, do the following:

- Restart the system

- Close, then reopen the client Web browser

Ports

1. Select the **Properties** tab.

2. Select the **Connectivity** folder, then click **Port Settings**.

3. For **SNMP**, click **Enabled**.

4. For **SMB**, click **Enabled**.

5. For **FTP Client**, click **Enabled**.

6. For **SOAP**, click **Enabled**.

7. Click **Apply**.

If changes were made to the SSL settings, restart the system.

IPv4 Default Enablement

1. Select the **Properties** tab.

2. Select **Connectivity→Protocols→TCP/IP**.

3. In the IP Mode area, For **IP Mode**, ensure that **IPv4** is selected.

4. If you have selected **IPv4**, click **Apply**. Extensible Interface Platform applications can register to the device.

At the press user interface, to view the new applications, map buttons to Custom Services.

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 check boxes 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 in which 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.

Notify Job Completion by Email

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**→**Alert Notification**→**Notify Job Completion by E-mail**. The Notify Job Completion by E-mail screen displays.

Use **Notify Job Completion by E-mail** to receive an e-mail that provides the results of jobs performed

by the press. To receive e-mail notification, you must set up the following items:

Recipient's E-mail Address

Specify the e-mail addresses to notify the result of the jobs. A maximum of five e-mail addresses can be used.

Targeted Jobs

Select the service or services whose job results you want to receive by an e-mail notification. Selections include **Copy**, **Print**, **Scan**, and **Report**.

When to Notify

Select when notification will be sent to the e-mail recipients; choose **Always** or **Error Only**.

Message field

Enter a message that will be sent with the e-mail.

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** check box 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

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 User Interface (UI), the setting items changed on the screen of the UI 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
- Microsoft Networking (SMB)
- Port 9100
- SMTP Server
- LDAP
- POP3 Setup
- HTTP
- Proxy Server
- WebDAV
- WSD
- FTP

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 clearing the check 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 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 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 check box 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**.

Microsoft Networking (SMB)

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 a transport protocol from the Transport drop-down list.

5. Click **Microsoft Networking**.

6. Select a transport protocol from the Transport drop-down list.

7. Type the workgroup name in the **Workgroup** field.

8. Type the host name in the **SMB Host Name** field.

9. Set **Maximum Connections**. The default value is 5.

10. Select the **Enabled** check box to enable Unicode Support.

11. Select the **Enabled** check box when using Automatic Master Mode.

12. Select the **Enabled** check box when using Password Encryption to encrypt user passwords for remote authentication by using SMB.

13. To configure the primary and secondary WINS servers:

a.   To allow your DHCP server to provide your WINS server address to the printer, next to Obtain WINS Server Address Automatically, select **DHCP**.

b.   If you want to provide the WINS server address manually, type it in the Primary Server IP Address field and, if needed, the Secondary Server IP Address field.

14.   Select **Apply**.

SNMP Configuration

SNMP settings can be configured in CentreWare® Internet Services. Additionally, you can enable or disable Authentication Failure Generic Traps on the press. To create an encrypted channel for secure printer management, SNMPv3 can be enabled.

This section describes how to configure settings for SNMP. By default, the SNMP port is enabled.

1.   In CentreWare® Internet Services, select the **Properties** tab.

2.   Select **Connectivity→Port Settings**.

3.   To enable the SNMP port, for **SNMP**, select **Enabled**.

4.   From **Connectivity→Protocols**, select **SNMP Configuration**.

> Note: Another option that exists is called **Enable SNMP v3** Properties. If you use this option, before you configure SNMP v3, configure HTTPS. Configuring this feature requires a secure Web page.

5.   In **SNMP Properties**, select **Enable SNMP v1/v2c or v3 Protocols**.

6.   Select **Apply**.

7.   In **Authentication Failure Generic Traps**, for the system to generate a trap for every SNMP request that is received by the press that contains an invalid community name, select **Enabled** for the press.

8.   Select **Apply**.

9.   To change the SNMP public and private community names from the default values:

a.   In **SNMP Properties**, select **Edit SNMP v1/v2c Properties**.

b.   Type a name of 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 prompts you to enter the user name and password.

f.   A screen appears with a message `Settings have been done.`

> Note: The default login ID is admin, and the default administrator password is the press serial number.

g.   Click **Reboot**. The press restarts and the setting values are reflected.

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

> Note: Before SNMPv3 can be enabled, ensure that a digital certificate is installed on the press and that SSL/TLS is enabled.

10. To edit SNMPv3 settings:

   a. In **SNMP Properties**, select **Edit SNMP v3 Properties**.

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

   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 passphrase on the server.

   The password is required to 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. Click **Apply**.

11. To add IP Trap Destination Addresses:

   a. At the bottom of the page, select **Advanced**.

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

   c. To receive traps, type the IP address of the host that is running the SNMP manager application to be used.
   Port 162/UDP is the default port for traps. You can select **v1** or **v2c** based on what the trap receiving system supports.

   d. In **Traps**, select the type of traps to be received by the SNMP manager.

   e. Click **Apply**.

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

   a. At the bottom of the page, select **Advanced**.

   b. In **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 that runs the SNMP manager application that is used to receive the trap.

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

   f. Based on the trap receiving system, select the SNMP version, **SNMP v1** or **SNMP v2c**.

   g. In **Traps**, select the type of traps to be received by the SNMP manager.

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 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 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**.

LDAP

Lightweight Directory Access Protocol (LDAP) is a protocol used to process queries and updates to an information directory, also known as an LDAP directory, stored on an external server. LDAP directories are heavily optimized for read performance. Use this page to define how the printer retrieves user information from an LDAP directory. This section describes how to configure the server settings for the LDAP/LDAPS port.

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 **LDAP Server**.
5. Set the **IP Address/Host Name & Port**.
6. Set the **Backup IP Address/Host Name & Port**.
7. Set the **Optional Information**.
   a. Type the search directory root path in the **Search Directory Root** field using Base DN format.
   b. Specify the login credentials required to access the LDAP directory. Options are: **Remotely Authenticated User** and **System**.
   c. Type the Login Name and Password, if needed. Retype the password to confirm.
   d. Under Maximum Number of Search Results, type a number between 5 and 100 for the maximum number of addresses that can be returned matching the search criteria entered. The default number is 25.
   e. Under Search Timeout, select **Use LDAP Server Timeout** to allow the printer to time out based on the LDAP server settings, or select **Wait** and type in the number of seconds between 5 and 120 that the printer will wait before timing out. The default is 30 seconds.
   f. If your primary LDAP server is connected to additional servers, select **LDAP Referrals** to include those LDAP servers in your searches.
   g. Type the maximum number of consecutive LDAP referrals in the LDAP Referral Hop Limit field.
   h. Under the **Perform Query** on heading, select **Mapped Name Field** to specify how the name fields are mapped or **Surname and Given Name Fields** to search for the last name and first name of the user.
   i. Select **Apply**.
8. Define user mappings which allow you to fine-tune server search results:
   a. Select **LDAP→LDAP User Mappings**.
   b. To send a test query, under Search, type the name of the user you want to search for in the User Name field and select **Search**. If a match occurs, the user information displays.
   c. Use the drop-down menus under Imported Heading to remap fields as needed.
9. To configure filters for LDAP:
   a. Select **LDAP→Custom Filters**.
   b. In the User ID Query Filter field, type the LDAP search string or filter that you want to apply. Format the search string as LDAP objects within parentheses.
   c. Under Email Address Book Filter, select **Enable Filter**.

d. In the Email Address Book Filter field, type the LDAP search string or filter you want to apply. Format the search string as LDAP objects within parentheses.

10. 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 Procedures

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: For details on importing the certificate, refer to the *CentreWare Internet Services Online Help*.

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

1. To access the network protocol settings, do the following:
    a. Connect to CentreWare® Internet Services.
    b. Select the **Properties** tab.
    c. Click **Connectivity→Protocols→Security**.
2. Click **Machine Digital Certificate Management**.

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

    > Note: The default login ID is admin, and the default administrator password is the press serial number.

3. 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 appears.
4. Refresh the Web browser.
5. Click **SSL/TLS Settings**.
6. For **HTTP - SSL/TLS Communication**, select the **Enabled** check box. Display the items in the folder.

7. Set the **HTTP - SSL/TLS Communication Port Number**.

8. Reflect the values as the press setting values.

   a. Click **Apply**.

   b. A screen appears with a message `Settings have been done`.

   c. Click **Reboot**. The press restarts and the setting value is 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 filtering rules for the proxy server, 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 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**.

WebDAV

Web-based Distributed Authoring and Versioning (WebDAV) is a set of extensions to HTTP that allow users to edit and manage files collaboratively on remote web servers. WebDAV must be enabled to use Network Scan Utility 3. This section describes how to configure the settings for the WebDAV port.

🖉 **Note:** WebDAV is used to access a mailbox on the machine from a computer connected to a network by using CentreWare® Internet Services.

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 **WebDAV**.

5. Set **Port Number**.

6. Set **Connection Time-Out**. The default is time is 30 seconds.

7. Select **Apply**.

Web Services for Devices (WSD)

Web Services for Devices (WSD) is the technology from Microsoft that provides a standard method for discovering and using network connected devices. The technology is supported on Windows operating systems from Windows Vista and Windows Server 2008 onward. WSD is one of several supported communication protocols.

Ensure that the printer and client computers are on the same IP subnet. This section describes how to configure the WSD print server.

1. Connect to CentreWare® Internet Services using a Web browser.
2. Log in as an administrator.
3. Click the **Properties** tab.
4. Click **Connectivity→Protocols→WSD**.
5. If needed, edit the following settings:
   a. Set the **WSD Port Status**. Select the check box for **Enabled (WSD Scan)**.
   b. Set the **Port Number**. The default is 80.
   c. Set the **Data Receive Time Out** in seconds. The default time is 30 seconds.
   d. Set the **Notification Delivery Time Out** in seconds. The default time is 8 seconds.
   e. Set the **Maximum TTL**. The default value is 1.
   f. Set the **Maximum Number of Subscribers**. The default number is 50 subscribers.
6. Select **Apply**.

FTP

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

This section describes how to enable and configure FTP.

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 **FTP**.
5. Next to FTP client Port Status, select Enabled.
6. Next to Transfer Mode, select **Passive Mode** to transfer data over a random port number specified by the FTP server from a connection made at the printer or select **Active Mode** to transfer data over a fixed, known port from a connection made at the server.
7. Select **Apply**.

Services

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.

Updating the Press Software

You can download and install press software updates without requiring a service representative.

Determining the Press Software Version

Before updating the software for your press, determine the current software version by using one of the following methods:

- From the Xerox website

- From the press

Determining the Software Version from the Xerox Website

1. Open a Web browser and go to www.xerox.com.

2. From the main page of the website, log in to your account.

3. Select **Customer Support**.

4. Select **All Support and Drivers**.

5. In the Search by Product window, enter **Versant 280**, or from the menu, select the required product.

6. Select **Drivers and Downloads** for your print server.

7. Search for the version number at the end of the `Xerox Versant 280 Press System Software Release` and record it.

Determining the Software Version from the Press User Interface (UI)

1. From the press User Interface (UI), press the **Machine Status** button.

2. From the Machine Status window, select **Software Version**.

   The system software version displays.

   🖉 **Note:** If the software version is equal to or greater than the software release version on Xerox website, the press software is up-to-date.

Locating the Print Server IP Address

Xerox® EX 280 and EX–i 280 Print Server, Powered by Fiery®

   The message at the top left corner of the print server screen contains the IP address for the print server.

Obtaining the Latest Available Software

1. Open a Web browser and go to www.xerox.com.

2. Select **Customer Support**.

3. Select **All Support and Drivers**.

4. In the **Search** field, enter `Xerox Versant 280 Press`.

5. Press **Enter**.

6. For the print server associated with your press, select **Drivers and Downloads**.

7. Scroll to the Firmware section, then download the .zip file for the current Xerox Versant 280 Press System Software Release.
   • From the print server, download the file to the print server desktop.
   • From a computer, download the file to a media device.

8. If you download the file to a media device, perform the following:

   a. Connect the media device to the print server.

   b. Navigate to the .zip file location.

9. From the zip file, extract the `xx.bin` file to the print server desktop.

   🖉 **Note:** If installation instructions are contained in the .zip file, use those instructions. If instructions are not in the .zip file, refer to Installing Press Software Upgrades.

Installing Press Software Upgrades

🖉 **Note:** To perform this procedure, you require access to the Internet.

Use the following instructions to upgrade and download the system software remotely through www.xerox.com.

🖉 **Note:** This procedure requires system administrator access. If the administrator password is changed from the default administrator password, ensure you have the correct login details.

1. Power off the press, then power on the press.

    📝 **Note:** Do not touch the user interface during the installation.

2. Wait until the `Select a Service` message appears.

3. At the print server, open a browser window.

4. Enter the print server address in the address bar, followed by `:8080`. For example, `http://123.456.789.123:8080`.

    📝 **Note:** To locate the IP address for the server, refer to Locating the Print Server IP Address.

5. Press **Enter**.

6. From the Xerox® CentreWare® Internet Services window, select the **Properties** tab.
   If a window prompts for a user name and password, enter the information.

7. From the **Properties** menu, select **Services**.

8. From the **Services** menu, select **Machine Software**, then select **Upgrades**.

9. Select the check box for **Enabled**, then select **Apply**.

10. From the **Services** menu, select **Manual Upgrade**.

11. Select the **Browse** button.

12. Locate the media device where the software was saved, then select the required software file to download.

    If you are reinstalling software, load the files individually.

    📝 **Note:** Before you press the **Install Software** button, ensure that the press is in a `Ready to Print` state for a minimum of 1 minute.

13. Select **Install Software**.

    The press enters Download Mode and loads the software. After the download completes, the press automatically restarts and prints a Software Update Report. Ensure that the configuration reflects the new software.

14. If an error occurs, repeat this procedure.

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), then 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 limit for the user.

    - 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 toward the limit for the user.

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 limit for the user once it is reset.

If the limit for the user 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.

Network Accounting (Job Based Accounting)

Network Accounting (Job Based Accounting) Overview

🖉 **Note:** If Network Accounting is not enabled, a Job Based Accounting Enablement Kit is required. Contact your local Authorized Xerox Representative.

Network Accounting (also known as Job Based Accounting) allows you to manage printer usage with detailed cost analysis capabilities. Print, Scan, and Copy jobs are tracked at the printer and stored in a job log. All jobs require authentication of User ID and Account ID, which are logged with the job details in the job log. The user is prompted for accounting information when submitting a job to the printer.

The job log information can be compiled at the accounting server and formatted into reports.

🖉 **Note:** If the device is configured to use Common Access Card authentication, it will need to be disabled in order to use Job Based Accounting.

Enabling and Configuring Network Accounting

1. In CentreWare® Internet Services, click **Properties→Accounting→Accounting Configuration**.

2. Next to Accounting Type, select **Network 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. Click **Reboot Machine**.

10. Refresh your browser and navigate back to the Accounting Configuration page.

11. Click **Next**.

Configure Network Authentication if it is not configured. For details, see Network Authentication.

Configuring Accounting Login Screen Settings

1. In CentreWare® Internet Services, click **Properties→Accounting→Accounting Login Screen Settings**.

2. Next to Alternative Name for User ID, type the text that will appear on the control panel to prompt a user for their user name.

3. Next to Mask User ID, select **Hide** to display user ID characters as asterisks.

4. If you have configured Network Accounting, next to Alternative Name for Account ID, type the text that will appear on the control panel to prompt a user for their user name.

5. If you have configured Network Accounting, next to Mask Account ID, select **Hide** to display user ID characters as asterisks.

6. Click **Apply**.

Accounting and Billing Device Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **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 printer.
   - Account / Billing Device: Touch the type of device.
   - Track Copy Jobs: Touch **Track with Accounting / Billing Device** to track copy pages.
   - Track Print Jobs: Touch **Track with Accounting / Billing Device** to track print pages.
   - Track Scan Jobs: Touch **Track with Accounting / Billing Device** to track scanned pages.
   - Interrupt Mode: Touch **Enabled** to enable the interrupt mode.
   - Job with Insufficient Credit: Touch to delete, hold, or delete on timeout on a job 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.
   - Scan Ahead for Copy Job: Touch **Enabled** to scan ahead for a copy job.

Enabling Accounting in a Windows Print Driver

1. From the Start menu, select **Devoices and Printers**.

2. Right-click the printer in the list and select **Printer Properties→Configuration→Accounting**.

3. From the Accounting System drop-down menu, select **Xerox Standard Accounting or Auditron**or **Xerox Network Accounting**.

4. Select **Always Prompt** if you want users to type their User ID and Account ID each time they print. If you do not want users to log in, select **Do Not Prompt** and type the user information in the Default User ID and Default Account ID fields.

5. Select **Mask User ID** and **Mask Account ID** to show characters as asterisks when an ID is entered.

6. Select **Remember Last Entered Codes** to show the last entered code when a user is prompted for their Account ID.

7. Select **Auxiliary Accounting Interface** if you are using XSA with an external accounting device.

8. If you want to specify the default User ID and Account ID, type them in the Default User ID, and Default Account ID fields, then select the default account type.

9. Click **OK**.

10. Click **OK** to exit.

Enabling Accounting in an Apple Macintosh Print Driver

1. Open a document and select **File**, then select **Print**.

2. Select the Xerox printer.

3. Select **Accounting** from the drop-down menu.

4. Under Accounting System, select **Xerox Standard Accounting or Auditron** or **Xerox Network Accounting**.

5. Select **Prompt for Every Job** if you want users to type their User ID and Account ID every time they print.

6. Select **Mask User ID** and **Mask Account ID** to show characters as asterisks when an ID is typed.

7. If you want to specify the default User ID and Account ID, select **Use Default Accounting Codes**, type them in the Default User ID and Default Account ID fields, then select the default account type.

8. Select **Auxiliary Accounting Interface** if you are using XSA with an external accounting device.

9. To save your settings, click the **Presets** menu and select **Save As**.

10. Type a name for the preset.

11. Click **OK**.

   🖉   **Note:** Users must select this preset each time they print using the print driver.

Security

Authentication and Security

Authentication is the process of confirming the identity of a user 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 its 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, then click **Edit**.

5. Type the **Name**, **ID**, and **Passcode** for the user. 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 click **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 click **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 click **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 click **Undo** to retain the previous settings.

Digital Certificates

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 digital signature for the certificate authority

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

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 click **Undo** to retain the previous settings.

Internet Protocol Security (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 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 click **Undo** to retain the previous settings.

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. Under IPv4 Filtering or IPv6 Filtering, click **Add**.

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, then click **Apply**.

8. Click **Edit** or **Delete** to edit or delete an existing rule.

Audit Log

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 click **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 to keep users from seeing completed job information, select **No Job Viewing**.

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

Configure Environment Settings for Scan Services

This chapter contains:

Scan Services includes the following features and functions:

E-mail

Scanned documents can be converted into electronic data and sent via e-mail.

Network Scanning (Job Template)

This feature scans documents after selecting a specific job template and choosing other scan options such as the forwarding destination server. Scanned data is converted to the format specified in a job template and is automatically sent to a server.

Scan to PC

Store scanned data on network computers using the FTP or SMB protocol. You can scan a document you want to retrieve as electronic data and store it on a computer connected to a network.

Store to Folder

You can scan a document you want to retrieve as electronic data and store it in a folder. The document can then be accessed later from any computer on the network.

Store to USB

You can store the scanned data to a USB memory device when you insert the USB 2.0 memory device into the USB memory slot of the press. You can also select data stored in the USB memory device and print the data directly.

Store & Send Link (Send to Folder)

The press can convert a scanned document into electronic form, store it on the hard disk and send a URL that indicates the location of the document.

Store to Web Services for Devices (WSD)

You can remotely scan the document and store the image on the computer. Using the User Interface on the press, you can also select a destination computer on a network to store the scanned data.

Job Flow Scanning

Scan a document with a job flow process from a computer on a network.

E-mail

Email Overview

Besides scanning and sending e-mails, the following additional services and features are available when using the e-mail service:

Print E-mail

Prints the body of e-mails as well as any e-mail attachments.

E-mail Notification (Press status notifications)

The press notifies a specified user of the status information of press consumables and paper tray status.

Job Completion Notice

Select the appropriate e-mail method for notifying a person of the completion of jobs. The following job completion methods are available:

- **Notify the Completion of Jobs by E-mail**: When a computer submits a print job to the press, its completion can be notified by e-mail.

- **Notify Job Completion by E-mail**: Receive the result of the jobs performed by e-mail.

- **E-mail Notification**: Receive an e-mail notification when a file is saved in a folder or a job flow ends.

Store & Send Link (Send to Folder)

Scans and stores a document electronically in a folder on the press, and then sends a notification to the specified recipient with a URL link which provides the location of the stored document.

Email Requirements

The following items are required in order to use the E-mail feature; required items differ by the feature.

Configuration on the Press

Item	Required? Yes / No / Other	Description and List of Required Services
TCP/IP Address	Yes	The TCP/IP address for the press is required for the following services: • E-mail • Store & Send Link • Print E-mail via SMTP • Print E-mail via POP3 • E-mail Notification • Job Completion Notice
Subnet Mask	Other	The Subnet Mask is required only when the network is divided into subnets. When this is true, the following services must be configured:

Item	Required? Yes / No / Other	Description and List of Required Services
		• E-mail • Store & Send Link • Print E-mail via SMTP • Print E-mail via POP3 • E-mail Notification • Job Completion Notice
Gateway Address	Other	The Gateway Address is required only when multiple networks are connected by gateways. When this is true, the following services must be configured: • E-mail • Store & Send Link • Print E-mail via SMTP • Print E-mail via POP3 • E-mail Notification • Job Completion Notice
Press E-mail Address	Yes	Set the e-mail address of the press, which is required for the following services: • E-mail • Store & Send Link • Print E-mail via SMTP • Print E-mail via POP3 • E-mail Notification • Job Completion Notice
DNS Server Address	Other	The DNS Server Address is required only when the addresses for a POP3 server and a SMTP server are set with a domain name format instead of their IP addresses. (This address can also be acquired from DHCP.) Configure the following services only as required: • E-mail • Store & Send Link • Print E-mail via SMTP • Print E-mail via POP3 • E-mail Notification • Job Completion Notice
SMTP Server Address	Yes and Other	The press uses a SMTP server to send e-mails. The SMTP server can also be used for receiving e-mails. The following services REQUIRE configuration: • E-mail • Store & Send Link • Print E-mail via SMTP • E-mail Notification • Job Completion Notice Set the Print E-mail via POP3 only as required.

Item	Required? Yes / No / Other	Description and List of Required Services
SMTP AUTH Login Name and Password	Other	If the SMTP server requires authentication, specify the authentication user name. Also specify a password as required. Configure the following services only as required: • E-mail • Store & Send Link • Print E-mail via SMTP • Print E-mail via POP3 • E-mail Notification • Job Completion Notice
POP3 Server	No and Other	Set POP3 server address only as required for the following services: • E-mail • Store & Send Link • Print E-mail via POP3 • E-mail Notification • Job Completion Notice The Print E-mail via SMTP is not required.
POP Login Name and Password	Yes, No, and Other	Set the POP receiving user name and password (as required). Print E-mail via POP3 is the only service which requires the POP Login Name Address. Configure the following services only as required: • E-mail • Store & Send Link • E-mail Notification • Job Completion Notice Print E-mail via SMTP is not required.

Configuration on a Server

Item	Required? Yes / No / Other	Description and List of Required Services
Press E-Mail Address	Yes	When using the E-mail feature on the press, a press e-mail account must be registered on a mail server in advance. The following services require configuration: • E-mail • Store & Send Link • Print E-mail via SMTP • Print E-mail via POP3 • E-mail Notification • Job Completion Notice
Host Name and Domain Name	Other	Set the host name and domain name of the press along with the TCP/IP address for the press on the DNS server. When this is true, the following services must be configured: • E-mail • Store & Send Link • Print E-mail via SMTP • Print E-mail via POP3 • E-mail Notification • Job Completion Notice

Enabling the Email Port and Setting up TCP/IP

✎ **Note:** The e-mail configuration also can be performed using CentreWare® Internet Services. Refer to Configure CentreWare Internet Services Settings and Configuring the Email Settings.

1. Log in as the Administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab on the UI.

4. Select **System Settings**.

5. Select **Connectivity & Network Setup→Port Settings**.

6. Select **Send E-mail**.

   a. Select **Change Settings**.

   b. Select **Port Status** then select **Change Settings**.

   c. Select **Enabled**, then select **Save**.

   d. Select **Close** until the Port Settings screen is displayed.

7. From the Port Settings screen, select **Receive E-mail**.

   a. Select **Receive E-mail - Port Status**.

   b. Select **Change Settings**.

    c.   Select **Enabled**, then select **Save**.

    d.   Select **Close** until the Port Settings screen is displayed.

8.   From the Port Settings screen, select**E-mail Notification Service**.

    a.   Select **E-mail Notification - Port Status**.

    b.   Select **Change Settings**.

    c.   Select **Enabled**, then select **Save**.

    d.   Select **Close** until the Port Settings screen is displayed.

9.   Select **Close** until the main Tools screen displays.

10.   If necessary, set the IP Address; choose one of the following:
- To set an IP address, refer to Connectivity & Network Setup.
- If an IP address is already set, skip this step.
- If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

11.   Select **Close** repeatedly until the main Tools screen is displayed.

12.   Exit the System Administrator Mode.

13.   When the Reboot message displays, select **Reboot Now**.

14.   After the press is restarted, print out the Printer Settings List to confirm that the ports are enabled and TCP/IP is configured.

Configuring the Email Environment

> **Note:** The email configuration also can be performed using CentreWare® Internet Services. Refer to Configure CentreWare Internet Services Settings and Configuring the Email Settings.

1. Log in as the Administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab on the UI.

4. Select **System Settings**.

5. Select **Connectivity & Network Setup→Device's Email Address / Host Name**.

6. Set the device email address, host name, and domain name.

   a. Select **Email Address** and then select **Change Settings**.

   b. Enter the Email Address using the keyboard displayed.

   c. Select **Save**.

   d. Repeat the previous sub-steps to set the **Host Name** and **Domain Name**.

   e. Select **Save**.

   f. Select **Close** repeatedly until the main Tools screen is displayed.

7. Select **Connectivity & Network Setup→Other Settings**.

8. Configure the server settings for receiving emails.

  a. Select **Protocol to Receive Email**.

  b. Select **Change Settings**.

  c. Select **SMTP** or **POP3** as appropriate for your environment.

  d. Select **Save**.

  e. Select **Close** repeatedly until the main Tools screen is displayed.

9. Exit the System Administrator Mode.

10. Complete the Email environment configuration by continuing to Configuring the E-mail Environment Settings from CentreWare Internet Services.

Configuring the Email Environment Settings from CentreWare® Internet Services

Perform the following procedure to configure the server settings for sending and receiving emails and to configure the domain filtering for receiving emails.

1. Connect to CentreWare® Internet Services.

2. Click on the **Properties** tab.

3. Click on the left of **Connectivity** and on the left of **Protocols** to display the items in the folder.

4. Click **POP3 Setup**.

5. Set the POP3 server information.

   🖉 **Note:** Set this item when using the mail print feature and POP3 is specified for the Receive Protocol.

   a. Set the **POP3 Server Address**, **POP3 Port Number**, and **POP Receiving Authentication**.

   b. Set the **POP3 Polling**.

   c. Set the **POP Login Name**.

   d. Enter the **POP User Password**.

6. Set the email exchange restrictions.

   🖉 **Note:** Set this item when using the mail print feature.

   a. From the Domain Filtering drop-down menu, select **Off**, **Allow Domains**, or **Block Domains**.

   b. Click **Edit**.

   c. If you selected **Allow Domains**, specify the domain names allowed by the device.

      🖉 **Note:** If you selected Block Domains, specify the domain names blocked by the machine.

   d. Click **Apply**.

   e. Click the **Back** button until the E-Mail Settings screen is displayed.

7. Click **SMTP Server**.

8. Set the SMTP Server Address, Host Name, and Port.

   🖉 **Note:** Set this item when using the scanner (mail transmission), mail notice, or job completion notice feature.

9. Set the device Email Address.

10. Set the Optional Information as needed.

11. Reflect the values as the setting values for the machine.

    a. Click **Apply**.

    b. Click **Reboot**. The machine reboots and the setting value is reflected.

12. From the press, print a configuration report to confirm all the email settings.

Network Scanning (Job Template)

Configuring the Network Scanning (Job Template) Environment Settings

Use the following procedures to configure the environment settings for Network Scanning (Job Template).

Enabling Ports and Setting up TCP/IP

> 🖉 **Note:** The ports and TCP/IP configuration also can be performed using CentreWare® Internet Services. Refer to Configure CentreWare Internet Services Settings.

1. Log in as the Administrator.
2. Press the **Machine Status** button on the press User Interface (UI).
3. Select the **Tools** tab on the UI.
4. Select **System Settings**.
5. Select **Connectivity & Network Setup→Port Settings**.
6. Select **SNMP**.

   a. Select **Change Settings**.

   b. Select **Port Status**, then select **Change Settings**.

   c. Select **Enabled**, then select **Save**.

   d. Select **Close** until the Port Settings screen is displayed.

   e. Repeat the previous sub-steps to enable the Port Status for **SMB** or **FTP Client**, as required.

   f. Repeat the previous sub-steps to enable **Internet Services→HTTP** on the Internet Services - Port Status screen.

7. Select **Close** until the main Tools screen displays.
8. If necessary, set the IP Address; choose one of the following:

   - To set an IP address, refer to Connectivity & Network Setup.
   - If an IP address is already set, skip this step.
   - If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

9. Select **Close** repeatedly until the main Tools screen is displayed.
10. Exit the System Administrator Mode.
11. Print a configuration report to confirm that all the ports are enabled and that TCP/IP is set up correctly.

Configuring the SNMP Port

1. Connect to CentreWare® Internet Services.
2. Configure the transport protocol for the SNMP port.

   a. Click on the **Properties** tab.

   b. Click on **Connectivity**.

   c. Click on **Port Settings**.

   d. Select the **UDP** check box under SNMP.

   e. Click **Apply**.

   f. Enter the system administrator user ID and passcode and click **OK**.

      The right frame of the web browser page changes to the machine reboot display.

   g. Click **Reboot Machine**.

      The machine reboots and the settings are enabled.

Scan to PC

Configuring the Scan to PC Environment Settings

This section describes how to configure the machine to use the Scan to PC service.

Requirement Information

The following items are required to use the Scan to PC feature.

Using FTP

To transfer data using FTP, one of the following FTP servers and an account to the FTP server (login name and password) are required:

- Microsoft Windows Server 2003, Microsoft Windows Server 2008, Microsoft Windows Server 2008 R2, Microsoft Windows Vista, Microsoft Windows 7, or Microsoft Windows 10

  FTP service of Microsoft Internet Information Server 6.0

- Microsoft Windows 2000 Server, Microsoft Windows 2000 Professional, or Microsoft Windows XP

  FTP service of Microsoft Internet Information Server 3.0 or later

- Mac OS X

  FTP service of Mac OS X 10.2.X, 10.3.8, 10.3.9, 10.4.2, 10.4.4, 10.4.8, 10.4.9, 10.4.10, 10.4.11, 10.5, or 10.6

  File names, user names, and directory names in double-byte characters cannot be used.

- Novell NetWare

  FTP service of NetWare 5.11 or 5.12

Using SMB

To transfer data using SMB, ensure that your computer is running one of the following operating systems that includes folder sharing.
For Mac OS X, a shared user account is required on the Mac OS X.

- Microsoft Windows 2000
- Microsoft Windows Server 2003
- Microsoft Windows Server 2008
- Microsoft Windows Server 2008 R2
- Microsoft Windows XP
- Microsoft Windows Vista
- Microsoft Windows 7
- Microsoft Windows 10
- Mac OS X 10.2.x, 10.3.x, 10.4.x, 10.5, or 10.6

Enabling Ports and Setting up TCP/IP

✎ **Note:** The ports and TCP/IP configuration also can be performed using CentreWare® Internet Services. Refer to Configure CentreWare Internet Services Settings.

1. Log in as an administrator.

2. At the press user interface, press the **Machine Status** button.

3. Select the **Tools** tab.

4. Select **System Settings**.

5. Select **Connectivity & Network Setup→Port Settings**.

6. Select **SMP**.

   a. Select **Change Settings**.

   b. Select **Port Status**, then select **Change Settings**.

   c. Select **Enabled**, then select **Save**.

   d. Select **Close** repeatedly until the Port Settings screen appears.

7. Select **FTP Client**.

   a. Select **Change Settings**.

   b. Select **Port Status** then select **Change Settings**.

   c. Select **Enabled**, then select **Save**.

   d. Select **Close** repeatedly until the Port Settings screen appears.

8. Select **Close** until the main Tools screen appears.

9. If necessary, set the IP Address. Choose one of the following:

   • To set an IP address, refer to Connectivity & Network Setup.

   • If an IP address is already set, skip this step.

   • If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

10. Select **Close** repeatedly until the main Tools screen appears.

11. Exit the System Administrator Mode.

12. Print a configuration report to confirm that all the ports are enabled and that TCP/IP is set up correctly.

Configuration on a Computer

Create a destination folder on your computer.

1. For FTP, on the server, create a destination folder where you log in, then set the write permissions for the folder.

2. For SMB, on your computer, create a shared folder, then set the write permissions for the shared folder.

Configure Environment Settings for Scan Services

✎ **Note:** To use SMB on Mac OS X, select **System Preferences**, then select **Sharing**. In the **Services** tab, set **Windows Sharing** to **On**.

Store to Folder

Configuring the Store to Folder Environment Settings

This section describes configuration procedures to use the Store to Folder service on the device.

Enabling Ports and Setting up TCP/IP

Using Network Scanner Utility 3 (Scan Driver and Stored File Manager), which supports WebDAV protocol and the EasyOperator application, you can enable the SNMP, SOAP, and WebDAV ports and set up an IP address.

> ✎ **Note:** The ports and TCP/IP configuration also can be performed using CentreWare® Internet Services. Refer to Configure CentreWare Internet Services Settings.

1. Log in as the Administrator.
2. Press the **Machine Status** button on the press User Interface (UI).
3. Select the **Tools** tab on the UI.
4. Select **System Settings**.
5. Select **Connectivity & Network Setup→Port Settings**.
6. Select **SMNP**.

   a. Select **Change Settings**.

   b. Select **Port Status**, then select **Change Settings**.

   c. Select **Enabled**, then select **Save**.

   d. Select **Close** until the Port Settings screen is displayed.

7. Select **SOAP**.

   a. Select **Change Settings**.

   b. Select **Port Status**, then select **Change Settings**.

   c. Select **Enabled**, then select **Save**.

   d. Select **Close** until the Port Settings screen is displayed.

8. Select **WebDAV**.

   a. Select **Change Settings**.

   b. Select **Port Status**, then select **Change Settings**.

   c. Select **Enabled**, then select **Save**.

   d. Select **Close** until the Port Settings screen is displayed.

9. Select **Close** until the main Tools screen displays.

10. If necessary, set the IP Address; choose one of the following:

    - To set an IP address, refer to Connectivity & Network Setup.
    - If an IP address is already set, skip this step.

- If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

11. Select **Close** repeatedly until the main Tools screen is displayed.

12. Exit the System Administrator Mode.

13. Print a configuration report to confirm that all the ports are enabled and that TCP/IP is set up correctly.

Registering a Folder and Configuring a Computer

1. Create a folder where the scanned data will be saved; refer to the Create Folder section for detailed information and instructions.

2. Configure a computer.

- To use Network Scanner Utility 3 on a computer, refer to Driver CD kit that is provided with the press for detailed information and instructions.

- To use the EasyOperator application on a computer, refer to Driver CD kit that is provided with the press for detailed information and instructions.

Store to USB

Configuring the Store to USB Environment Settings

This section describes how to configure the machine to use the Store to USB service.

Available USB Memory Devices

The Store to USB service allows you to directly save the scanned data to a USB memory device after it is inserted into the USB memory slot on the press (near the User Interface).

Supported USB memory devices include the following:

- USB 2.0 memory devices
- USB memory devices with the capability of a maximum of 128 GB
- USB memory devices that support FAT12, FAT16, FAT32, or VFAT (long name)

Note: USB memory devices that are encrypted with software cannot be used with the press.

CentreWare® Internet Services Setting Items

You can enable or disable the Store to USB service using CentreWare® Internet Services. When you disable the service, the Store to USB button is not displayed on the **Home** screen and you cannot use the service.

The Store to USB service is set to enabled by factory default.

Store and Send Link (Send to Folder)

Configuring the Store and Send Link Environment Settings

This section describes how to configure the machine to use the Store and Send Link service.

> **Note:** When a user is notified by e-mail of a URL location to retrieve scanned data, the e-mail message is not encrypted, which enables the user to retrieve the data without password authentication. To prevent others from viewing scanned data, select PDF or DocuWorks® in File Format and set a password in PDF Security or DocuWorks Security.

> **Important:** To use the Store & Send Link service, the configuration for authentication is required.

1. Configure the E-mail Environment Settings as required.

2. Configure Authentication Settings on the press.

3. Configure the following settings, as required.
   - URL File Expiration
   - Generation of URL Link
   - Store & Send Link - Maximum File Size
   - Print Login Name on PDF Files

   For detailed information and instructions, refer to Scan Service Settings / Other Settings.

   > **Note:** These same settings can be configured by using Configure CentreWare Internet Services Settings.

Job Flow Scanning

Configuring the Job Flow Sheets Settings

This section describes how to configure the machine to use Job Flow Sheets.

Enabling Ports and Setting up TCP/IP

To use the Job Flow Sheets service, enable the SOAP, SNMP, and Internet Services (HTTP) ports, and set up an IP address.

> ✎ **Note:** The ports and TCP/IP configuration also can be performed using Configure CentreWare Internet Services Settings.

1. Log n as the Administrator.
2. Press the **Machine Status** button on the press User Interface (UI).
3. Select the **Tools** tab on the UI.
4. Select **System Settings**.
5. Select **Connectivity & Network Setup**→**Port Settings**.
6. Select **SOAP**.

   a. Select **Change Settings**.

   b. Select **Port Status**,then select **Change Settings**.

   c. Select **Enabled**, then select **Save**.

   d. Select **Close** until the Port Settings screen is displayed.

7. Select **SMNP**.

   a. Select **Change Settings**.

   b. Select **Port Status**,then select **Change Settings**.

   c. Select **Enabled**, then select **Save**.

   d. Select **Close** until the Port Settings screen is displayed.

8. Select **Internet Services (HTTP)**.

   a. Select **Change Settings**.

   b. Select **Port Status** then select **Change Settings**.

   c. Select **Enabled**, and then select **Save**.

9. Select **Close** repeatedly until the main Tools screen displays.
10. If necessary, to the IP Address, choose one of the following:

    - To set an IP address, refer to Connectivity & Network Setup.

    - If an IP address is already set, skip this step.

    - If DHCP or BOOTP is available in your environment, configure the method for obtaining the address. If an IP address cannot be obtained automatically or manual configuration is preferred, confirm the settings of an IP address, a subnet mask, and a gateway address.

11. Select **Close** repeatedly until the main Tools screen is displayed.

12. Exit the System Administrator Mode.

13. Print a configuration report to confirm that all the ports are enabled and that TCP/IP is set up correctly.

Configuring the SNMP Port through CentreWare® Internet Services

1. Connect to CentreWare® Internet Services.

2. Configure the transport protocol for the SNMP port.

   a. Click on the **Properties** tab.

   b. Click on **Connectivity**.

   c. Click on **Port Settings**.

   d. Select the **UDP** check box under SNMP.

   e. Click **Apply**.

   f. Enter the system administrator user ID and passcode and click **OK**.

      The right frame of the web browser page changes to the machine reboot display.

   g. Click **Reboot Machine**.

      The machine reboots and the settings are enabled.

Configuration on a Computer

Create job flows by using the EasyOperator application and Device Setup. The created job flows can be used for scanned documents.

🖉 **Note:** To use the EasyOperator application on a computer, refer to Driver CD kit that is provided with the press for detailed information and instructions.

Store to Web Services for Devices (WSD)

Configuring the Store to WSD Environment Settings

This section describes how to configure the machine to use the Store to Web Services for Devices (WSD) feature. WSD provides a way for clients to discover the device and the services the device offers.

When a device is discovered, a client can retrieve a description of services hosted on that device and use those services. WSD allows a client to:

- Send messages to and from a web service
- Dynamically discover a web service
- Obtain a description of a web service
- Subscribe to and receive events from a web service

Preparations

One of the following operating systems must be installed on the destination computer to use the Store to WSD feature:

- Microsoft Windows 7
- Microsoft Windows Vista Service Pack 2

Enabling the WSD Scan Port

1. Log n as the Administrator.
2. Press the **Machine Status** button on the press User Interface (UI).
3. Select the **Tools** tab on the UI.
4. Select **System Settings**.
5. Select **Connectivity & Network Setup→Port Settings**.
6. Select **WSD**.

    a. Select **Change Settings**.

    b. Select **WSD Scan - Port Status**, then select **Change Settings**.

    c. Select **Enabled**, then select **Save**.

7. Select **Close** repeatedly until the main Tools screen displays.
8. Select **Close** repeatedly until the main Tools screen is displayed.
9. Exit the System Administrator Mode.
10. Print a configuration report to confirm that all the port is enabled.

Configuration on a Computer

1. Confirm that the machine name is displayed on the computer as a network device.

2. On the computer do one of the following:

    -   On Windows Vista, select **Control Panel→Hardware and Sound→Scanners and Cameras**

    -   On Windows 7, select **Control Panel→Devices and Printers**

3. Confirm that the machine name is displayed on computer screen.

4. If desired, configure the settings for the machine for items such as color format, file type, and resolution.

7

Xerox Remote Print Services

This chapter contains:

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 HTTP proxy server settings for the site 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

The network for your site 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:

2. Press the **Machine Status** button on the press User Interface.

3. Select the **Tools** tab.

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. Exit administrator mode.

8. Power off / on the press.

Verify that the server connection is working; refer to

Verifying the Xerox Server Connection at the Press

1. Log in as system administrator.

2. Press the **Machine Status** button on the press User Interface.

3. Under Device 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 the user ID name and the password. The default values are admin and the press serial number. To locate the press serial number, refer to Locating the Press Serial Number in CentreWare® Internet Services.

1. In CentreWare® Internet Services, select **Properties→SMart eSolutions Setup→Proxy Server**.

2. In General, for **Use Proxy Server**, select **Enabled**.

3. In Proxy Setup, to use the same proxy settings for both HTTP and HTTPS, select **Same Proxy for All Protocols**. 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. To confirm, retype the password.

5. In HTTPS Server, do the following:
   • If you select**Different Proxy for each Protocol** for **Proxy Setup**, type the HTTPS proxy server information.

   a. Type the Server Name.

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

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

   d. Type the Login Name and Password. To confirm, retype the password.

6. Click **Apply**.

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

Verify that the server connection is working. For details, 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.

8

Accounting

This chapter contains:

The Accounting feature provides metering (billing) of the various press services, including Copy, Scan, and Print. This metering (billing) capability provides proper billing information and limits the usage number for individual users / accounts.

After Accounting is enabled and configured, the user is required to enter a user ID and optionally a password in order to use a metered (billed) service. Whenever a user logs in and accesses one of the metered services, the press tracks the number of metered jobs for that user.

Accounting includes the following options:

- **Create / View User Accounts**: Use this feature to create new accounts or to edit or view existing accounts. Accounts may also be deleted as required.

- **Reset User Accounts**: This feature deletes all registered information for all the registered users simultaneously or resets all the account data (such as account limits and total impressions).

- **System Administrator's Meter (Copy Jobs)**: Use this feature to check or reset the total impressions copied when logged on as System Administrator.

- **Accounting Type**: Use this feature to enable / disable the accounting mode and/or to select the desired accounting method.

- **Auto Reset of User Billing Information**: Use this feature to set a time period when all user accounts will be automatically reset.

- **Account / Billing Device Settings**: Use this feature to configure accounting and billing device settings.

- **Copy Activity Report**: Enabling this feature will automatically generate a printed usage report of completed copy service session for an individual user.

- 💡 **Tip:** To enable the **Accounting** feature, you must set an Accounting Type and then register (create and save) new user accounts.

Create and View User Accounts

> ✏️ **Note:** The settings described in this section are identical with **Authentication / Security Settings→Authentication→Create / View User Accounts**.

Creating user accounts allows you to register (create and save) 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 1,000 users can be registered (created and saved).

> 💡 **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.

Passcode

Create or edit a passcode. For security purposes, it is strongly recommended that a passcode is set for each account. The passcode may be 4-12 digits (numbers only).

E-mail Address

Enter an email address for the account. A maximum of 128 characters is allowed. The e-mail address set here is reflected in the From field when sending an e-mail from the press.

Account Limit

Set restrictions on the account, such as assigning a maximum number of pages that can be used for copying, scanning, and printing. Each account can be set for 1-9,999,999 pages in 1 sheet increments.
Account limits include the following:

- **Feature Access**: Set access restrictions for specific features.

- **Change Account Limit**: Set the maximum number of pages for copy, scan, and print jobs.

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.

Creating, Viewing, or Editing a User Account

> **Note:** The following procedure is presented using the **Accounting** feature, but this same function also can be accessed by selecting **Authentication / Security Settings→Authentication→Create / View User Accounts**.

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Press the **Tools** button on the UI.

4. Select **Accounting**.

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

6. Perform one of the following:
   - To create a new account, select an **Available** account (one that is not in use)
   - 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, perform the following:

     1. Use the numeric keypad and enter a four-digit number from 0001 to 1000; this will correspond to an Available account. The entered number displays in the Go To field.

     2. 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, then select **Save**.

   The Account Create / Delete screen is displayed.

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

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

    The Account Create / Delete screen is displayed.

12. Select **Account Limit**.

13. Select one of the following options: **Copy**, **Scan**, or **Print Service**.

14. Select **Change Account Limit**.

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

16. Select **Feature Access**.

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

18. Select **Save**.

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 **Machine Status** button on the press User Interface (UI).

3. Press the **Tools** button on the UI.

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

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

6. 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.

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, 9,999,999.

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 **Machine Status** button on the press User Interface (UI).
3. Press the **Tools** button on the UI.
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.

Accounting

8. Select **Close**.

   The main Tools screen displays.

9. Exit the administrator mode.

System Administrator's Meter (Copy Jobs)

Viewing and Resetting the System Administrator's Meter (Copy Jobs)

You can check/reset the cumulative number of pages copied using the System Administration mode on the screen. The cumulative number of page is counted up to 9,999,999 pages.

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Press the **Tools** button on the UI.

4. Select **Accounting→System Administrator's Meter (Copy Jobs)**.

   The meter totals may be viewed and / or reset to zero.

5. To reset the meters, select **Reset**.
   A second reset screen is not provided when resetting this meter. Once you select **Reset**, theTotal Impressions meter is immediately reset to 0 (zero).

6. Select **Close**.

   The main Tools screen displays.

7. Exit the administrator mode.

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.

Setting the Accounting Type and Enabling Accounting

1. Log in as the administrator.
2. Press the **Machine Status** button on the press User Interface (UI).
3. Press the **Tools** button on the UI.
4. Select **Accounting**.
5. Select the desired **Accounting Type**; choices include:
   - **Local Accounting**
   - **Network Accounting**
   - **Xerox Standard Accounting**

   Select **Save** to return to the Accounting window.
6. Continue to select other desired Accounting features and options.
7. Select **Close** repeatedly until the main Tools screen is displayed.
8. Exit the administrator mode.

Auto Reset of User Billing Information

Automatically Resetting User Billing Information

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

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Press the **Tools** button on the UI.

4. Select **Accounting→Auto Reset of User Billing Information**.

5. Select the desired setting; choose from the following options:
    * **Off**
    * **Reset Every Year**
    * **Reset Every Quarter**
    * **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 / Billing Device Settings

Selecting Accounting and Billing Device Settings

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Press the **Tools** button on the UI.

4. Select **Accounting→Accounting / Billing Device Settings**.

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

6. Select **Save**, if necessary.

7. Select **Close**.

   The main Tools screen displays.

8. Exit the administrator mode.

Copy Activity Report

Enabling and Disabling the Copy Activity Report

Enabling this feature will automatically generate a printed usage report of the completed copy service session for an individual user.

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Press the **Tools** button on the UI.

4. Select **Accounting→Copy Activity Report**.

5. Select **Disabled** or **Enabled**.
   If you select **Enabled**, you have the option of adding the company name or other designation to the printed report.

6. Select the Company Name text bar to access the keyboard and type in the information that you want to display.

7. Select **Save**.

8. Select **Close**.

   The main Tools screen displays.

9. Exit the administrator mode.

Accounting

9

Authentication and Security Settings

This chapter contains:

The **Authentication/Security Settings** feature restricts access to services on the press, such as **Copy**, **Scan**, and **Print**. In addition, restriction to other services is available, such as **Send from Folder** and more. **Authentication/Security Settings** also restricts access to the control panel buttons on the User Interface (such as Machine Status and Job Status) and to feature pathways (such as Print Files from Folder or Retrieve Files from Folder). By securing the press, only registered users can access the various services and pathways.

After the **Authentication/Security Settings** feature is enabled and configured, the user is required to enter a user ID and password in order to access various services and pathways on the machine.

🖉 **Note:** Authentication/Security Settings works in conjunction with the Accounting feature to provide additional security for your system.

Authentication/Security Settings includes the following features:

System Administrator Settings

Use this feature to set the system administrator login ID and passcode.

Authentication

Use this feature to set up the login, access control, and user accounts.

Allow User to Disable Active Settings

This feature allows privileged users to temporarily disable certain active settings that were enabled by the system administrator.

Job Status Default

Use this feature to hide active jobs, completed jobs, and job logs from unauthenticated users or non-job owners, to protect privacy, and to protect confidential information.

Overwrite Hard Disk

Use this feature to overwrite and remove all of the job image data residing on the hard drive within the press.

System Administrator Settings

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

The **System Administrator Settings** menu includes the following options:

System Administrator Passcode

Set the passcode for the system administrator mode. When the **Passcode Entry** feature is set to **On**. When you log in to a local account, a passcode is required at the user interface always.

> Note: The default administrator passcode is the press serial number.

> Note: A passcode is always required when logging in remotely or from the network.

Changing the Administrator Passcode

System Administrator Passcode tips:

- For stronger security, it is recommended that you create a passcode.
- The default administrator passcode is the press serial number.
- Ensure that the passcode is 4–12 characters.

To change the administrator passcode, do the following:

1. Log in as an administrator.
2. At the user interface, press the **Machine Status** button.
3. Select the **Tools** tab.
4. Select **Authentication / Security Settings→System Administrator Settings**.
5. Select **System Administrator's Passcode**.
   a. In the **New Passcode** field, type the new password from 4–12 numeric digits.

   > Note: To set no passcode, leave the passcode blank, then select **Save**. However, this is not recommended for security purposes.

   b. In the **Type Passcode** field, retype the same passcode.
   c. Select **Save**.

   The System Administrator Settings screen appears.
6. Select **Close**.

   The Tools screen appears.
7. Exit the administrator mode.

Authentication

Use the **Authentication** menu options to set up the login, access control, and user accounts. **Authentication** includes the following features.

Login Type

Choices include **No Login Required**, **Login to Local Accounts**, **Login to Remote Accounts**, and **Xerox Secure Access**.

Access Control

Use this feature to select the desired press restriction options for each service or device. Choices include:

- **Device Access**: Use this option to restrict the operation of the control buttons. Select **Unlocked** or **Locked**.

- **Service Access**: Use this option to restrict access to each of the Services, including Copy, Scan, Print, Send from Folder, Stored Programming, Job Flow Sheets, and Web Applications.

Create / View User Accounts

Use this feature to create new accounts or to edit or view existing accounts. Accounts may also be deleted as required.

> **Note:** For detailed information and step-by-step instructions, refer to **Accounting→Create / View User Accounts**.

Reset User Accounts

This feature deletes all registered information for all the registered users simultaneously or resets all the auditron data (such as account limits and total impressions).

> **Note:** For detailed information and step-by-step instructions, refer to **Accounting→Reset User Accounts**.

Create Authorization Groups

Use this feature to give login users authority to use some features that are they are normally restricted from using. The login users may be divided into different authorization groups. A maximum of twenty groups may be created and registered. Options include:

- **Group Name**: Enter a new or edit an existing group name. A maximum of 32 characters is allowed.

- **Restrict Recipient Selection Method**: Select **Always Apply Restriction** or **No Restriction**. This option may not be available on some configurations.

- **Restrict User to Edit Address Book**: Select whether or not to allow a user to edit the address book. Normally the address book is restricted to read access only. Users cannot edit the address book.

- **Allow User to Disable Active Settings**: Select **Allow** or **Do Not Allow**. The **Allow** selection permits the group members to disable the certain features during their user sessions (for example Force Secure Watermark).

- **When Protection Code is Detected**: Select **Delete Job Automatically** or **Allow Job to Resume**. The **Allow Job to Resume** selection temporarily allows the machine to process a job even if the machine detects a protection code on the original document.

User Details Setup

This feature allows you to configure the settings for user ID authentication. Options include the following:

- **Alternative Name for User ID**: If required, use this option to change the alias that appears on the login screen. The default alias is UserID. If desired, it can be changed to User Name or Number. The alias can be 1-15 characters in length. This is a global change for the entire machine.

- **Mask User ID (***)**: When you select **Show**, the characters you enter display on the screen as you enter the User ID. When you select **Hide**, the characters you enter display as asterisks on the screen as you enter the User ID.

- **Failed Access Log**: Set the failure count to detect unauthorized access. An error is logged if authentication fails the number of times specified here within a predetermined time.

- **Logout Confirmation Screen**: Set whether or not to display a logout confirmation screen every time a user session ends.

- **User ID for Login**: Set whether or not to make the User ID entry field on the User Login screen case-sensitive. When you select **Case Sensitive**, authentication is performed using the User ID as registered (including upper and lower cases). When you select **Non Case Sensitive**, authentication is performed with case ignored even if the User ID has both upper and lower cases.

  Note: Do not change the setting while a file is stored for the Private Charge Print. Otherwise, you may encounter problems, such as the inability to print. Change the setting after the machine prints all the stored files.

- **Smart Card Link Mode**: Set whether or not to require a passcode for Smart Card authentication.

- **Smart Card Certificate Verification**: Set whether or not to verify the Smart Card Certificate when a user uses the Smart Card. When **Enabled** is selected, the owner of the Smart Card is verified by a combination of PIN code verification, verification of the Smart Card, and private key match. When **Disabled** is selected, the owner of the Smart Card is verified by PIN code verification.

- **Smart Card Logout Timing**: Select the logout method for Smart Card authentication when a Smart Card that does not require physical contact is used for authentication. When **Log Out when Card is Removed** is selected, you can log out from the machine by removing the Smart Card from the Smart Card Reader. When **Log Out from Control Panel** is selected, you can log out by operating the touch screen or control panel.

- **Save remote accounts in this machine**: Select whether or not to save the registered user information on the machine. This option allows the local machine to authenticate users even when the remote server is offline.

  Note: This option only applies to users who are authenticated by smart cards.

- **Delete Remote Accounts**: Select whether or not to delete remote user information that is saved to the machine.

  Note: This option only applies to users who are authenticated by smart cards.

Maximum Login Attempts

This feature protects the settings from being changed by someone impersonating the system administrator. If the administrator authentication fails for more than a specified number of continuous times, access is denied. Select between 1-10 for the number of maximum login attempts.

Passcode Policy

Select whether or not a passcode is required when a user or the administrator uses the machine. This feature is used for entry through the device's control panel. When using remote devices, such as CentreWare® Internet Services, a passcode must ALWAYS be entered. A passcode must be 4-12 digits.

Related Topics:

Create and View User Accounts

Creating, Viewing, or Editing a User Account

Reset User Accounts

Resetting All User Accounts (Accounting)

Selecting the Authentication Features/Options

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab.

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

5. Select **Authentication**.

6. Select the desired feature to set or change (such as**Login Type** or **Access Control**).

7. Select the item to be set or changed, then select **Change Settings** (if necessary).

8. Select the desired setting for that item.

9. Select **Save**.

   The previous screen is displayed.

10. Repeat the previous steps for any other desired**Authentication** features.

11. When finished, select **Close**.

   The main Tools tab screen displays.

12. Exit the administrator mode.

Selecting the Access Control Options

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab.

4. Select **Authentication / Security Settings**→**Authentication**.

5. Select **Access Control**.

6. Select **Device Access**.

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

   b. Select **Save**.

   The previous screen displays.

7. Select **Service Access**.

   a. Select the desired service (such as Copy or Scan).

   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.

8. Select **Save**.

   The main Tools screen displays.

9. Exit the administrator mode.

Creating and Editing an Authorization Group

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab.

4. Select **Authentication / Security Settings→Authentication**.

5. Select **Create Authorization Groups**.

   The Create Authorization Groups screen is displayed.

6. Select an item from the Group Name list (an existing group or a **(No Name)** item).

7. Select **Create / Delete**.

   The Authorization Group screen is displayed.

8. Select the **Group Name** item.

   a. Select **Change Settings**.

   b. Enter a group name (a new one or edit an existing name).

   c. Select **Save**.

   The Authorization Group screen is displayed.

9. Select the next item to be set or changed.

   a. Select **Change Settings**.

   b. Make the appropriate selection for the group.

    c.   Select **Save**.

       The Authorization Group screen is displayed.

10. Repeat the previous steps for any other desired group options. When finished, select **Close**.

      The Create Authorization Groups screen is displayed.

11. Repeat the previous steps to create or edit more groups.

12. When finished, select **Close**.

      The main Tools tab screen displays.

13. Exit the administrator mode.

Selecting the User Details Setup Options

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 **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab.

4. Select **Authentication / Security Settings→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 the desired setting for that item.

9. Select **Save**.

10. Select **Close**.

      The main Tools tab screen displays.

11. Exit the administrator mode.

Allow User to Disable Active Settings

Selecting the Option for Allow User to Disable Active Settings

This feature allows privileged users to temporarily disable certain active settings such as Force Watermark and Universal Unique ID that have been enabled by the system administrator to be applied to all jobs.

> ⓘ **Important:** Always return to **Authentication / Security Settings**→**Allow User to Disable Active Settings** and select **Enable Active Settings** at the end of your job. Otherwise the settings automatically stay active when a job session is ended and logged out.

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab.

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

5. Select **Allow User to Disable Active Settings**.

6. Select **Disable Active Settings** or **Enable Active Settings**:
   Select **Disable Active Settings** to temporarily disable the active settings before running a job.

   > ⓘ **Important:** Always return to this screen and select **Enable Active Settings** at the end of your job. Otherwise the settings automatically stay active when a job session is ended and logged out.

7. Select **Save**.

   The main Tools screen displays.

8. Exit the administrator mode.

Job Status Default

Selecting Job Status Default Options

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab.

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. Select **Save**.

9. Select **Completed Jobs View**.

10. Select the desired setting for the following options:
    - **Allow Job Viewing at All Times**: Select **Require Login to View Jobs** or **No Job Viewing**.
    - **Hide Job Details**: Select **Yes** or **No**.

11. Select **Save**.

    The main Tools screen displays.

12. 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.

Selecting the Overwrite Hard Disk Options

1. Log in as the administrator.

2. Press the **Machine Status** button on the press User Interface (UI).

3. Select the **Tools** tab.

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**.

9. Select **Scheduled Image Overwrite**.

10. Select the desired option:
    - **Disable**
    - **Daily**
    - **Weekly**
    - **Monthly**

11. Select **Save**.

    The main Tools tab screen displays.

12. Exit the administrator mode.

10

Accounting and Authentication

This chapter contains:

Accounting

The Accounting feature provides metering (billing) of the various press services, including Copy, Scan, and Print. This metering (billing) capability provides proper billing information and / or limits the number of usage for individual users / accounts.
After Accounting is enabled and configured, the user is required to enter a user ID and optionally a password in order to use a metered (billed) service. Whenever a user logs in and accesses one of the metered services, the machine tracks the number of metered jobs for that user.

Authentication

The Authentication / Security Settings feature restricts access to services on the press, such as Copy, Scan, and Print. In addition, restriction to other services is available, such as Send from Folder and more. Authentication / Security Settings also restricts access to the control panel buttons, such as **Services**, **Machine Status**, and **Job Status**. It also restricts access to feature pathways, such as Print Files from Folder. By securing the press, only registered users can access the various services and pathways.
After the Authentication / Security Settings feature is enabled and configured, the user is required to enter a user ID and password in order to access various services and pathways on the press.

Tip: Both the Accounting and Authentication (Security) features may be accessed from the press User Interface (UI) or from CentreWare® Internet Services.

Note: The Accounting and Authentication features generally work independently of each other, but there are instances when a change in one will affect the other. As an example, if you set **Authentication / Security Settings→Authentication→Login Type** to **Login to Local Accounts**, the **Local Accounting** option is automatically set for **Accounting→Accounting Type**. Only the administrator can set and control the Accounting.

Defining the Components of the Authentication Feature

User Types Managed by the Authentication Feature

The following users are managed by **Authentication / Security Settings→Authentication**:

System Administrator

The system administrator can register and change system settings according to the environments being used. A system administrator uses a special user ID.

Login User

A login user is someone who is registered on the press or on a remote server. To use unrestricted services, a user ID and passcode must be entered.

Unregistered User

An unregistered user cannot use any of the restricted press services.

Local User

This is a user who does not log in to the machine.

User Roles and Authorization Groups

When registering a user on the press, the specific user role and an authorization group may be selected. This may be done for each user.

User Roles

Three user roles are available:

- User: No special authority is given to this user.

- Account Administrator: The same authority as a system administrator except this person cannot manage folders or job flow sheets nor can this person change the system administrator passcode.

- System Administrator: This user has authority to create, delete, change (except for passcode), and view most user information; create, delete, change, and view accounting; change the alternative name for an account ID or mask account ID; and finally, print an auditron report for each user.

Authorization Groups

The following four settings can be configured for each authorization group:

- Restrict Recipient Selection Method: Select whether or not to permit the group members to specify recipients when the Restrict Recipient Selection Method is set to Only From Address Book.

- Restrict User to Edit Address Book: Select whether or not to permit group members to edit the address book in the machine when the address book editing function is prohibited.

- Allow User to Disable Active Settings: Select whether or not to permit group members to disable active settings and still perform a job. Settings include Force Watermark, Force Secure

Watermark, and Print Universal Unique ID. This setting enables users belonging to an authorization group to disable active settings from **Home→Tools**.

- When Protection Code is Detected: Select whether or not to temporarily allow the press to process a job even if the machine detects a protection code on the original document.

Authentication Login Type Categories

Two categories of authentication are used depending on where user information is stored:

Login to Local Accounts

This option manages authentication based on the user information that is registered on the machine. This requires that **Authentication / Security Settings→Authentication→Login Type** is set to **Login to Local Accounts** and that **Accounting→Accounting Type** is set to **Local Accounting**. A print job sent directly from a computer can be received on the machine after being authenticated by cross-checking the authentication information on the client print driver with the information that is registered on the machine.

Login to Remote Accounts

Uses a remote authentication server to manage authentication. User information is not registered on the machine.

🖉 **Note:** A registered user ID on the remote authentication server can be a maximum of 32 characters. The password a maximum of 128 characters. For SMB authentication, however, the password can be a maximum of 32 characters.

Authentication Methods

The following authentication methods are available on the machine:

User ID Authentication

This method requires users to enter their user IDs and passcodes with the numeric keypad or the touch screen of the machine UI. Authentication is performed with the user information that is registered on the machine or on a remote server.
The user ID authentication method is available with both **Authentication→Login Type→Login to Local Accounts** and with **Authentication→Login Type→Login to Remote Accounts**.

- **Login to Local Accounts**: Authentication is managed by using the information registered on the machine for each user. A print job sent directly from a computer can be received on the machine after being authenticated by cross-checking the authentication information on the client print driver with the information that is registered on the machine.

- **Login to Remote Accounts**: Authentication is managed by a remote server. User information is not registered locally on the machine.

Smart Card Authentication

Authentication is performed using the smart card (Common Access Card / CAC).

Combination of Smart Card and User ID Authentication

Authentication is performed by obtaining the user ID card information and validating it against the registered card information on the machine or remote server.

Accounting Type Categories

Accounting Type allows the administrator to enable or disable the Accounting feature and to specify the types of jobs that require account management. The following Accounting Type categories are available on the press:

Local Accounting

This option performs account administration locally on the machine and by using the login information for all registered users. Account administration includes maintaining a total of all account limits for each user; this includes copy, scan, and print. The system administrator may print auditron reports for one, multiple, or all users.

Xerox Standard Accounting

This option is similar to Local Accounting in that it performs account administration with the user and account information that is registered on the local machine. Account administration includes maintaining a total of all account limits for each user; this includes copy, scan, and print. The system administrator may print auditron reports for one, multiple, or all users.

Authentication and Accounting Relationship

The following table describes how the **Authentication→Login Type** and **Accounting→Accounting Type** features work with each other and how they can be combined.

Login Type	Accounting Type			
	Accounting Disabled	Local Accounting	Network Accounting	Xerox Standard Accounting
No Login Required	Available 🖉 **Note:** This is the default setting.	Not available	Available	Available
Login to Local Accounts	Not available	Available	Available	Available
Login to Remote Accounts	Available	Not available	Not available	Not available

Services Controlled by Authentication

Overview

The following tables describe the features that are controlled by the Authentication feature. Restricted features vary depending on how the machine is used. Some restrictions may be set for the individual user, while other restrictions can be set for the entire machine.

Services Restricted by User ID Authentication

The User ID Authentication method requires a person to log in with a user ID. The services restricted by authentication and accounting may differ depending on the combination selected for the **Authentication→Login Type** and **Accounting→Accounting Type** features.

Login to Local Accounts / Local Accounting

Refer to the following table when these options are set / enabled: **Authentication / Security Settings→Authentication→Login Type→Login to Local Accounts** and **Accounting→Accounting Type→Local Accounting**.

Services	Authentication required: Yes / No	Restrictions per user		
	User ID	Feature restrictions[1]	Account limit[2]	Usage count (per user)
Copy	Yes	Available	Available	Available
Print	Yes	Available	Available	Available
Charge Print, Private Charge Print	Yes	Available	Available	Available
Scan	Yes	Available	Available	Available

[1]Selecting the features that are available for each user is done when creating/editing a user account.

[2]The machine stops operation when the account limit for the user reaches the maximum limit set for a feature (copy, scan, print).

Login to Local Accounts / Network Accounting

Refer to the following table when these options are set / enabled: **Authentication / Security Settings→Authentication→Login Type→Login to Local Accounts** and **Accounting→Accounting Type→Network Accounting**.

| Services | Authentication required: Yes / No | Restrictions per user | | |
	User ID	Feature restrictions[1]	Account limit	Usage count (per user)
Copy	Yes	Available	Not applicable	Not applicable
Print	Yes	Available	Not applicable	Not applicable
Charge Print, Private Charge Print	Yes	Available	Not applicable	Not applicable
Scan	Yes	Available	Not applicable	Not applicable

[1]Selecting the features that are available for each user is done when creating/editing a user account.

Login Type / Login to Remote Accounts

Refer to the following table when **Authentication / Security Settings→Authentication→Login Type** is set to **Login to Remote Accounts**.

| Services | Authentication required: Yes / No | Restrictions per user | | |
	User ID	Feature restrictions[1]	Account limit	Usage count (per user)
Copy	Yes	Available	Not applicable	Not applicable
Print	Yes[2]	Available	Not applicable	Not applicable
Charge Print, Private Charge Print	Yes	Available	Not applicable	Not applicable
Scan	Yes	Available	Not applicable	Not applicable

[1]Selecting the features that are available for each user is done when creating/editing a user account.

[2]With Login to Remote Accounts set/enabled, the Print service cannot be restricted. To restrict print operations, use Charge Print or Private Charge Print.

Login to Local Accounts / Xerox Standard Accounting

Refer to the following table when these options are set / enabled: **Authentication / Security Settings→Authentication→Login Type→Login to Local Accounts** and **Accounting→Accounting Type→Xerox Standard Accounting**.

Services	Authentication required: Yes / No	Restrictions per user		
	User ID	Feature restrictions[1]	Account limit[2]	Usage count (per user)
Copy	Yes	Available	Available	Available
Print	Yes	Available	Available	Available
Charge Print, Private Charge Print	Yes	Available	Available	Available
Scan	Yes	Available	Available	Available

[1]Selecting the features that are available for each user is done when creating/editing a user account.

[2]The machine stops operation when the account limit for the user reaches the maximum limit set for a feature (copy, scan, print).

Services Restricted by Combining Smart Card and User ID Authentication

The Smart Card (Common Access Card / CAC) and User ID Authentication method requires a person to use their smart card or enter their smart card information before using the press services. The services restricted by authentication and accounting may differ depending on the combination selected for the **Authentication→Login Type** and **Accounting→Accounting Type** features.

Login to Local Accounts / Local Accounting

Refer to the following table when these options are set / enabled: **Authentication / Security Settings→Authentication→Login Type→Login to Local Accounts** and **Accounting→Accounting Type→Local Accounting**.

Services	Authentication		Restrictions per user		
	User ID required: Yes / No	Smart card[1] required: Yes / No	Feature restrictions[2]	Account limit[3]	Usage count (per user)
Copy	Not applicable	Yes	Available	Available	Available
Print	Yes	Not applicable	Available	Available	Available
Charge Print, Private Charge Print	Not applicable	Yes	Available	Available	Available
Scan	Not applicable	Yes	Available	Available	Available

[1]The user ID on the card is checked against the user ID that is registered on the machine and authentication is verified accordingly.

[2]Selecting the features that are available for each user is done when creating/editing a user account.

[3]The machine stops operation when the account limit for the user reaches the maximum limit set for

a feature (copy, scan, print).

Login to Local Accounts / Network Accounting

Refer to the following table when these options are set / enabled: **Authentication / Security Settings→Authentication→Login Type→Login to Local Accounts** and **Accounting→Accounting Type→Network Accounting**.

Services	Authentication		Restrictions per user		
	User ID required: Yes / No	Smart card[1] required: Yes / No	Feature restrictions[2]	Account limit	Usage count (per user)
Copy	Not applicable	Yes	Available	Not applicable	Not applicable
Print	Yes	Not applicable	Available	Not applicable	Not applicable
Charge Print, Private Charge Print	Not applicable	Yes	Available	Not applicable	Not applicable
Scan	Not applicable	Yes	Available	Not applicable	Not applicable

[1]The user ID on the card is checked against the user ID that is registered on the machine and authentication is verified accordingly.

[2]Selecting the features that are available for each user is done when creating/editing a user account.

Login Type / Login to Remote Accounts

Refer to the following table when **Authentication / Security Settings→Authentication→Login Type** is set to **Login to Remote Accounts**.

Services	Authentication		Restrictions per user		
	User ID required: Yes / No	Smart card[1] required: Yes / No	Feature restrictions[2]	Account limit	Usage count (per user)
Copy	Yes	Yes	Available	Not applicable	Not applicable
Print[3]	Yes	Not applicable[3]	Available	Not applicable	Not applicable
Charge Print, Private Charge Print	Yes	Yes	Available	Not applicable	Not applicable
Scan	Yes	Yes	Available	Not applicable	Not applicable

[1]The user ID on the card is checked against the user ID that is registered on the machine and

authentication is verified accordingly.

[2]Selecting the features that are available for each user is done when creating/editing a user account.

[3]With Login to Remote Accounts set / enabled, the Print service cannot be restricted. To restrict print operations, use Charge Print or Private Charge Print.

Common Access Card (CAC)

Common Access Card (CAC) Authentication

The Common Access Card (CAC) Authentication is part of a Department of Defense initiative to increase the security of its facilities and critical information through the use of smart identification cards. Eventually all department employees will use CAC cards to gain access to computers, networks, and buildings. In many cases, the department is requesting that same level of authentication at the printer level as well. When enabled on the printer, Department of Defense employees need to use their CAC card to access the machine to scan or copy documents, providing greater security and management of their machines.

Xerox CAC Enablement software supports a number of card readers and allows users to authenticate at the machine. The card is connected to a USB port on the printer.

Refer to the Xerox Smart Card Installation Guide for a comprehensive explanation of how to install and configure the Smart Card solution.

🖉 **Note:** If the device is configured to use Network Accounting, it will need to be disabled in order to use CAC. For details, see Network Accounting (Job Based Accounting).

Supported Card Types

The Common Access Card (CAC) solution is compatible with most common CAC card types listed below. Other card types may function with the CAC/PIV ID system, but they have not been validated.

- Axalto Pegasus 64K/V2
- Axalto Cyberflex 32K/V1
- Axalto Cyberflex 64K/V2
- Gemplus GemXpresso 64K/V2
- Oberthur 72K/V2
- Oberthur CosmopoIIC 32K/V1
- Oberthur D1 72K / V2 (contact-less and PIV)
- Gemalto 72K PIV ENDPOINT
- Gemalto 128K PIV ENDPOINT
- Gemalto 144K PIV ENDPOINT

Supported Card Readers

The following card readers are compatible with the CAC ID system.

- Gemplus PC USB SL Reader
- Omni 3021/3121
- SCM Micro SCR3310

🖉 **Note:** Other USB CCID compliant readers may function with the CAC ID system, but have not been validated.

Common Access Card (CAC) Requirements

The Common Access Card requires the USB Enablement Kit Software Option.

Disabling the Common Access Card (CAC)

1. In CentreWare® Internet Services, select **Properties→Security→Authentication Configuration**.
2. At Login Type, select *****No Login Required**.
3. Select **Apply**.
4. Select **Reboot Machine**.

11

Troubleshooting

This chapter contains:

Printing Takes Too Long for First Print or First Copy Out

Copy or Print Jobs With a Combination of Color and Black-and-White Output

Problem

For jobs that have areas with a combination of color and black and white, the first copy or print output takes longer than the expected 10 seconds.

Factors that affect the first copy or print output time

The following scenarios affect the extended wait time for the first copy or print output:

- Copy or print jobs that are 1–2 pages only, as opposed to copy or print jobs that are more than 2 pages

- The number of users in the print queue

- Copy or print jobs that use the same type of media, as opposed to copy or print jobs that contain mixed media types

- Copy or print jobs that use a mixture of color and black and white

If you implement the following solution outside of these scenarios, color stability issues can occur.

Solution

To decrease the wait time for first copy or print out, perform the following:

1. Increase the Power Saver time to 30 minutes.

   If the wait time remains too long, continue to the next step.

2. Log in to the press user interface as administrator.

   a. Press the **Machine Status** button.

   b. Select **Tools→Maintenance→NVM Read/Write**.

   c. Change the following NVM values:

   - For **752–175**, enter **0**.

     The default value is 1.

   - For **740–437**, enter **3**.

     The default value is 0.

3. For Copy mode, at the press user interface, set the output color to **Auto Detect**. The default setting is **Auto Detect**.

Color Copy or Color Print Jobs

Problem

For copy or print jobs that are color only, the first copy or print output takes longer than the expected 10 seconds.

Color Job Workflows and First Copy or Print Output Time Factors

The following scenarios affect the extended wait-time for the first color copy or print output:

- Copy or print jobs that are 1–2 pages only as opposed to copy or print jobs that are more than 2 pages

- The number of users in the print queue

- Color copy or print jobs that use the same type of media as opposed to copy or print jobs that contain mixed media types

- Copy or print jobs that use color only

If you implement the following solution outside of these scenarios, color stability issues can occur.

Solution

To decrease the wait-time for first copy or print out, perform the following:

1. Increase the Power Saver time to 30 minutes.

   If the wait time remains too long, continue to the next step.

2. Log in to the press user interface as an administrator.

   a. Press the **Machine Status** button.

   b. Select **Tools→Maintenance→NVM Read/Write**.

   c. Change the following NVM values:

   - For **752–175**, enter **0**.

     The default value is 1.

   - For **740–437**, enter **1**.

     The default value is 0.

3. For Copy mode, at the press user interface, set the output color to **Auto Detect**. The default setting is **Auto Detect**.

SMB Troubleshooting

This section describes the troubleshooting, notes and restrictions when using SMB.

When You Cannot Communicate with the Press

Cause	Check point	Remedy
The computer and the machine are using different protocols.	From Windows Start, Search and while searching for other computers, Windows cannot find Network Computer or the copier/printer.	Configure the machine and each computer to use the same SMB operational protocol.
The machine and the computers belong to different networks (subnets).	From Windows Start, Search and while searching for other computers, Windows cannot find Network Computer or the copier/printer.	When the machine and the computers are on different networks, consult your network administrator.
The host name for the machine is already in use.	Print out the Printer Settings List to confirm if "Duplicate Host Name" is printed in the SMB status information.	Use the CentreWare® Internet Services to change the host name to a unique name or to initialize the machine settings to the default settings.

When You Cannot Print

Cause	Check point	Remedy
The machine is processing a request from a different computer. (Only when the machine is set to the Non-Spool mode)	Confirm the machine is processing a print job. (A write error dialog should be displayed to indicate that there is no room for the print queue available.)	Wait until the machine finishes processing the print job or to change the machine setting to Spool mode.
The number of connections to the machine exceeded the maximum connections allowed.	Confirm if the machine is processing simultaneous processing requests (print requests, status queries, etc.) from multiple computers. A write error dialog should be displayed to indicate that no more remote computers can be connected.	Wait for a while and retry printing.

You Cannot Delete Documents from the Press Window (User Interface)

Cause	Check point	Remedy
You are trying to delete all print data displayed in the Printer window. (Only the system administrator is allowed to do this task.)	Confirm whether you are trying to delete the print data from the Printer menu. (In Windows OS: Clear Print Jobs menu.)	Select the print data to be deleted, then delete from the Document menu in the Printer window. (Cancel Printing menu.)
The print data has a different owner.	Confirm if the name displayed as the Owner for the selected print data and the login name for the user to Windows are the same.	Log in to Windows using the name of the document owner and delete the print data.

CentreWare® Internet Services Troubleshooting

The following table describes the causes and recommended remedies for errors that occur while using CentreWare® Internet Services.

Symptom	Remedy
Connecting with CentreWare® Internet Services is impossible.	Is the press working properly? Check if the machine 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, as instructed. • If the status does not change, click **Refresh**. • If the problem persists, confirm that the press is working properly.
The **Refresh** option is not working.	Are you using a specified Web browser?
Selecting the menu on the left frame does not update the right frame contents.	Confirm that your browser is supported.
The screen display is distorted.	Change the window size for the browser.
The latest information is not displayed.	Click **Refresh**.
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.
When you click **Apply New Settings**, the Web browser displays a message: `The server has returned an invalid or unrecognizable response` or `No data`.	Have you entered a correct password? 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 machine? 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.	Click **Refresh**.

Scanner Troubleshooting

The following are the notes and restrictions for using the scanner features.

When Retrieving Documents from a Folder

- When Delete / Save Documents is set to Save, the same document can be accessed by multiple clients.

- When Delete / Save Documents is set to Delete, only one client can access any given document. The document which is being saved or imported by a client cannot be seen by other clients.

    In both cases, documents can be added to a folder while it is accessed.

- When documents are retrieved from CentreWare® Internet Services, the documents will not be deleted regardless of the setting of Delete Documents After Retrieval.

Display

When a multi-colored document is scanned, the image cannot be displayed in the correct colors if the display mode is set to fewer colors. Use a display mode which supports more colors than the image contains.

When Printing Documents Saved in a Folder

If printing a saved document by selecting Folder from the User Interface on the press, scan documents cannot be printed.

When Using TIFF Files

The TIFF files created by Mailbox Viewer 2 are compressed into the MMR, MH, JBIG, or JPEG format. When opening TIFF files, use the appropriate application software which supports the format.

🖉 **Note:** Mailbox Viewer 2 cannot create a TIFF file compressed by JBIG format.

Restriction on Scanning Capacity

The maximum scanning capacity for one page is 297 x 432 mm. For standard sizes, A3 or 11 x 17 inches.

Number of Sheets for Scanning (for Folder)

A maximum of 999 pages can be scanned in at once for folders. The number of pages may differ depending on the document size and resolution.

Xerox Remote Print Services 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 webpage. To allow the press access to the Internet, ensure that the HTTP proxy server is configured correctly and that the proxy server address is configured correctly on the device. • To ensure that the press can resolve the IP address of the proxy server host name, verify that the DNS settings are configured correctly. • Verify the date and time (Time Zone) set on the press. The incorrect date or time can cause server synchronization issues with the Xerox Communication Server. • Verify that the Xerox Communication Server is online. If you cannot resolve the issue, contact Xerox Technical Customer Support. It is possible that there are problems with the Xerox Communication Server.
Automatic registration fails when the press is installed for the first time	If the automatic registration with the Xerox Communication Server fails, the cause can be that the automatic proxy detection is configured incorrectly. Automatic proxy detection is required for Remote Services to register automatically with the Xerox Communication Server. • Verify that the WPAD Option 252 is enabled on the proxy server and verify the settings. WPAD is a method that clients use on the network to locate a URL of a configuration file using DHCP and 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. • Verify the IP address exclusion from the network configuration.
The press cannot access the Internet. It is possible that a proxy server or firewall is 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 there is 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. Verify whether 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 that a user name and password are not required for outbound

Problem	Description
	access. Verify that the firewall is not blocking the standard HTTP and HTTPS ports. • Typically, the firewall, proxy server, and a DNS server are not 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 be used for the proxy server only if the site is running a name service such as DNS. Otherwise, supply an IP address for the proxy server.
Proxy server settings are incorrect	Ask your network administrator for the proxy server details required, and ensure that they are entered in the Network Connectivity Setup area of the press.
The DNS settings are incorrect	1 On a computer running Windows that is on a network using the same subnet as the press, open a command prompt: **Start→Run**, then type `cmd`. 2 To display the IP configuration information, type the command `ipconfig/all`. 3 Write down the Connection-specific DNS Suffix, which is the domain name, and the DNS Servers IP address. 4 To verify connectivity, type `ping` and the IP address of the DNS server. Verify that a reply is returned. 5 To verify connectivity with the default router, type `ping` and the IP address of the default gateway. Verify that a reply is returned. 6 Verify that the DNS Server and Default Gateway are set correctly on the press.
Transmission errors using the EFI Print Server configuration	Ensure that 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, replace and use a new cable, then check the connection.