

Quick Network Setup Guide

XE3023EN0-2

This guide includes instructions for:

- Quick Network Setup (DHCP) on page 1
- Quick Network Setup (Static IP) on page 3

Note

For more detailed instructions, see the *System Administration Guide*.

Quick Network Setup (DHCP)

The System Administration Guide contains detailed information about network setups.

Prerequisites for Quick Network Setup Using TCP/IP

1. Confirm that an existing operational network utilizing TCP/IP is available.
2. Confirm that the Ethernet cable is plugged into the multifunction machine and into an operational Ethernet port on the network.

Note

The Ethernet cable is an RJ45 type and is not supplied by Xerox.

Configuring an IP Address via DHCP

On startup, the multifunction machine defaults to DHCP to obtain its network configurations. A DHCP server delivers an IP address, as well as other configuration settings to the machine. If you use a DHCP server to allocate an IP address to the machine, then proceed as follows:

Procedure for Quick Network Setup Using TCP/IP

1. Power on the machine.
2. Wait a minute or so while the machine negotiates an IP address.
3. Print the Configuration Report:
 - a. Press the <Machine Status> button on the machine.
 - b. On the [Machine Information] screen, select [Print Reports].
 - c. Select [Printer Reports].
 - d. Select [Configuration Report].
 - e. Press the <Start> button on the machine.

4. Read the Configuration Report to confirm that an IP address has been allocated and that it is a valid IP address on your network.

Note

If the IP address starts with 169.xxx.xxx.xxx, then the DHCP server has not properly allocated an address or DHCP is not enabled on your network.

5. Record the IP address allocated.
6. From a workstation, open a web browser (such as Internet Explorer), and then enter the machine's IP address. If connected properly, you should see the CentreWare Internet Services web page for your machine.

Note

CentreWare Internet Services is a powerful tool for configuring the machine remotely. The default user name is "11111" and the passcode is "x-admin". The user name and passcode are case sensitive and should be changed after install.

7. Load the print drivers on the computers that will be accessing the machine.

Quick Network Setup (Static IP)

Prerequisites for Manual Setup of Network Using Static IP Address

Note

On startup, the WorkCentre multifunction machine defaults to DHCP to obtain its network configurations, so DHCP must be turned off by manually entering a static IP address.

Before installing, record the following information for use during setup:

TCP/IP Address:

Gateway Address:

Subnet Mask (for IPv4) / Prefix (for IPv6):

DNS Server Address:

Note

To obtain this information, contact your System Administrator.

Procedure for Manual Setup of Network Using Static IP Address

1. Power on the machine.
2. Press the <Log In/Out> button on the control panel, and then type the System Administrator login ID to enter the System Administration mode.

Note

The passcode may also be required depending on the machine configuration.

3. Press the <Machine Status> button on the control panel, and then select the [Tools] tab on the screen.
4. Select [System Settings] in the menu at the left side of the screen.
5. Select [Connectivity & Network Setup] in the [Group] menu.
6. Select [Protocol Settings] in the [Features] menu.
7. Under [TCP/IP - IP Mode], select [IPv4 Mode], [IPv6 Mode], or [Dual Stack].

When IPv4 Mode or Dual Stack is selected in step 7.

- a. Select [IP Address Resolution], and then [Change Settings].
- b. Select [STATIC], and then select [Save].
- c. Select [IPv4 - IP Address], and then [Change Settings].

- d. Use the keypad on the screen to enter the IP Address for the machine in the format "xxx.xxx.xxx.xxx". Select [Save].
- e. Select [IPv4 - Subnet Mask], and then [Change Settings].
- f. Using the same method as in step d., enter the Subnet Mask.
- g. Select [IPv4 - Gateway Address], and then [Change Settings].
- h. Using the same method as in step d., enter the Gateway Address.

Note

If you do not wish to set the gateway address, leave this field blank.

- i. Select [IPv4 - IP Filter], and then [Change Settings].
- j. Select [Enabled] to filter access to the machine.

Note

If you do not wish to use the IP filter feature, select [Disabled].

- k. When you have finished establishing TCP/IP, select [Close] on the [Protocol Settings] screen.

When IPv6 Mode or Dual Stack is selected in step 7.

- a. Set [IPv6 Address Manual Configuration] to [Enabled].
- b. Select [Manually Configured IPv6 Address], and then [Change Settings].
- c. Use the keypad on the screen to enter an IP Address for the machine in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx". Select [Save].
- d. Select [Manually Configured IPv6 Prefix], and then [Change Settings].
- e. Enter an IP address prefix, and then select [Save].
- f. Select [Manually Configured IPv6 Gateway], and then [Change Settings].
- g. Using the same method as in step c., enter a Gateway Address.
- h. Select [IPv6 - IP Filter], and then select [Enabled] or [Disabled].

Note

If you do not wish to use the IP filter feature, select [Disabled].

- i. When you have finished establishing TCP/IP, select [Close] on the [Protocol Settings] screen.