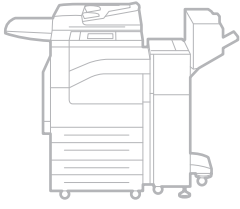


**Xerox WorkCentre 7120/7125**  
Multifunction Printer



# Xerox® WorkCentre® 7120/7125

## System Administrator Guide

## Guide de l'administrateur système

**Español** Guía del administrador del sistema

**Português** Guia de Administração do Sistema



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# Introduction

This chapter includes:

- [Overview](#) on page 10
- [More Information](#) on page 11

# Overview

This guide is designed for a system administrator with network administrator rights who has knowledge of networking concepts as well as experience creating and managing network user accounts.

This guide will help you install, configure, and manage the printer on a network.

## Notes:

- Network features are not available if you are connected over USB.
- Embedded fax features are not available for all printer models.

## Configuration Steps

When configuring the printer for the first time, Xerox suggests that you follow these steps in this order:

1. Connect an Ethernet cable from your printer to the network.
2. Confirm that your printer is recognized on your network. By default, the printer is configured to receive an IP address from a DHCP server over a TCP/IP network. If you have another type of network, or want to assign a static IP address, see [Enabling TCP/IP](#) on page 22.
3. Provide basic information such as your location, time zone, and date and time preferences, by completing the Installation Wizard. For details, see [The Installation Wizard](#) on page 15.
4. Print a Configuration Report listing the printer's current configuration. Review the report and locate the printer's IP address. For details, see [Configuration Report](#) on page 15.
5. Open a Web browser and type the IP address of your printer to access CentreWare Internet Services (CentreWare IS). CentreWare IS is administration and configuration software installed on the printer's embedded Web server. For more information see [Accessing CentreWare IS](#) on page 17.

**Note:** Most configuration settings are located on the Properties tab in CentreWare IS. If your printer is locked, you must log in as the system administrator. For details, see [Accessing CentreWare IS](#) on page 17.

6. Print the configuration checklist. The Configuration Checklist lists provides space for you to write down important information as you go through the configuration process. Use it to record information about your network settings, including passwords, network paths, and server addresses. For details, see [Accessing the Configuration Report](#) on page 18.
7. Configure Authentication. For details, see [Setting up Access Rights](#) on page 48.
8. Configure Security. For details, see [Security](#) on page 47.
9. Enable services in CentreWare IS. For details, see [Enabling Services and Options](#) on page 19.
10. Configure Print, Scan, and Fax features. For details, see [Printing](#) on page 75, [Scanning](#) on page 93, and [Faxing](#) on page 113.
11. Configure Accounting. For details, see [Accounting](#) on page 127.

## More Information

See the following links for more information about your printer.

Information	Source
<i>Installation Guide</i>	Packaged with printer and <a href="http://www.xerox.com/office/WC7120/7125docs">www.xerox.com/office/WC7120/7125docs</a>
<i>Quick Use Guide</i>	Packaged with printer and <a href="http://www.xerox.com/office/WC7120/7125docs">www.xerox.com/office/WC7120/7125docs</a>
<i>User Guide (PDF)</i>	<i>Software and Documentation Disc</i> <a href="http://www.xerox.com/office/WC7120/7125docs">www.xerox.com/office/WC7120/7125docs</a>
<i>Recommended Media List</i>	<a href="http://www.xerox.com/paper">www.xerox.com/paper</a> (United States) <a href="http://www.xerox.com/europaper">www.xerox.com/europaper</a> (Europe)
<i>Online Support Assistant</i>	<a href="http://www.xerox.com/office/WC7120/7125support">www.xerox.com/office/WC7120/7125support</a>
Technical Support	<a href="http://www.xerox.com/office/WC7120/7125support">www.xerox.com/office/WC7120/7125support</a>
Information pages	At the control panel, press the Machine Status button, then touch the <b>Machine Information</b> tab. Touch <b>Print Reports</b> , then touch <b>Printer Reports</b> .



# Initial Setup

# 2

This chapter includes:

- [Physical Connection](#) on page 14
- [Initial Setup at the Control Panel](#) on page 15
- [Initial Setup in CentreWare IS](#) on page 17
- [Enabling Services and Options](#) on page 19

## Physical Connection

To connect your printer:

1. Connect the power cable to the printer, and plug it into an electrical outlet.
2. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port in the back of the printer. Connect the other end of the cable to a correctly configured network port.
3. If you have purchased and installed the Fax Hardware Kit, connect the printer to a correctly configured telephone line.
4. Turn the printer on.

# Initial Setup at the Control Panel

## The Installation Wizard

The first time the printer is turned on, the Installation Wizard starts. The wizard prompts you with a series of questions to help you configure basic settings for your printer. You are prompted to:

- Select tools access setting.
- Select units of measurement.
- Select your local time zone.
- Select NTP Settings (optional).
- Set the current date and time.
- Configure Security, Email, LDAP and FAX (optional).

## Configuration Report

After you complete the installation wizard, you can print a Configuration Report. The Configuration Report lists the printer's current settings. For details, see [Accessing the Configuration Report](#) on page 18.

## System Administrator Access at the Control Panel

To configure the printer from the control panel, press the **Machine Status** button, then touch the **Tools** tab. If the printer is locked, log in as the system administrator.

To log in as a system administrator:

1. At the printer control panel, press the **Log In/Out** button.
2. Type **admin** and touch **Next**.
3. Type the administrator passcode and touch **Enter**. The default password is **1111**.

## Locking or Unlocking the Printer

To lock or unlock the printer:

1. At the printer control panel, press **Machine Status** and touch the **Tools** tab
2. Touch **Authentication / Security Settings > System Administrator Settings > System Administrators Login ID**.
3. Touch **On** to lock the printer or **Off** to unlock, then touch **Save**.

## Manually Setting the Printer's Ethernet Interface Speed

The printer's Ethernet interface automatically detects the speed of your network. If your network is connected to another auto-sensing device, such as a hub, the hub may not detect the correct speed. Refer to the configuration page to make sure the printer has detected the correct speed of your network. To view the configuration page, see [Accessing the Configuration Report](#) on page 18.

To manually set the speed of the printer's Ethernet interface:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.
3. Touch **Ethernet Rated Speed** and touch **Change Settings**.
4. Select the **Speed** to match the speed set on your hub or switch.
5. Touch **Save**, then touch **Close**.

## Assigning a Network Address

By default, the printer automatically acquires a network address from a DHCP server. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings, see [TCP/IP](#) on page 22.



# Initial Setup in CentreWare IS

CentreWare IS is an application on the printer's embedded Web server that allows you to configure and administer the printer from a Web browser on any computer.

## Accessing CentreWare IS

Before you begin:

- TCP/IP and HTTP must be enabled to access CentreWare IS. If you disable either of these services, you must enable them at the printer before you can access CentreWare IS. For details, see [Accessing CentreWare IS](#) on page 17.
- Refer to the Configuration Report to determine your printer's IP address.

To access CentreWare IS:

At your computer, open a Web browser, type the printer's IP address in the address field, then press **Enter** or **Return**.

### Notes:

- If your printer is locked, type the system administrator user name and password to access the Properties tab. The administrator user name is **admin** and the default password is **1111**.
- To see the IP address of the printer, press the **Machine Status** button on the control panel.

## Locking or Unlocking the Printer

To lock or unlock the printer:

1. At the printer control panel, press **Machine Status** and touch the **Tools** tab
2. Touch **Authentication / Security Settings > System Administrator Settings > System Administrators Login ID**.
3. Touch **On** to lock the printer or **Off** to unlock, then touch **Save**.

## Changing the System Administrator Password

Xerox recommends that you change the default system administrator password after you configure the printer for security. Be sure to store the password in a secure location.

To change the administrator password:

1. In CentreWare IS, click **Properties > Security > System Administrator Settings**.
2. Next to **Administrator's Passcode**, type the new password
3. Retype the password to verify.
4. Change the **Administrator's Login ID** or the allowed maximum number of login attempts if desired.
5. Click **Apply**.

## Accessing the Configuration Report

The Configuration Report lists the printer's current settings. By default, a Configuration Report prints at startup.

### Printing the Configuration Report.

1. At the printer control panel, press the **Machine Status** button and touch the **Machine Information** tab.
2. Touch **Print Reports**.
3. Touch **Printer Reports**.
4. Touch **Configuration Report** and press the **Start** button.

## Using the Configuration Overview Page

The Configuration Overview page provides shortcuts to commonly accessed pages under the Properties tab.

To access the Configuration Overview page, click **Properties > Configuration Overview**.

## Assigning a Name and Location to the Printer

The Description page provides a place to assign a name and location to the printer for future reference.

To assign a name and location:

1. In CentreWare IS, click **Properties > Description**.
2. Next to **Machine Name**, type a name for the printer.
3. Next to **Location**, type the location of the printer.
4. Type the printer's email address and administrator contact information in the provided fields if desired.
5. Click **Apply**.

# Enabling Services and Options

Some services and options must be enabled before they can be used. To enable these special services and options, use either the control panel or CentreWare IS.

## Enabling Services and Options at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab
2. Touch **System Settings > Common Service Settings > Maintenance**.
3. Touch **Software Options**.
4. Touch **Keyboard**.
5. Type the code and touch **Save**.

## Enabling Services and Options in CentreWare IS

1. In CentreWare IS, click **Properties > Security > Feature Enablement**.
2. Type the **Unique Function Code**.
3. Click **Apply**.
4. Touch **Reboot**.

## Viewing Services and Options

To see which services and options are enabled or installed:

1. At the printer control panel, press the **Machine Status** button, then touch the **Machine Information** tab.
2. Touch **Machine Configuration**.

## Initialization USB Flash Drive

When installing your printer, a Xerox Representative initializes the printer using a USB Flash drive that contains configuration software. After installation, the representative stores the drive in a holder inside of Tray 1.



# Network Configuration

# 3

This chapter includes:

- [TCP/IP](#) on page 22
- [SNMP](#) on page 26
- [LPD](#) on page 29
- [Raw TCP/IP Printing](#) on page 30
- [SMTP](#) on page 31
- [LDAP](#) on page 33
- [POP3](#) on page 36
- [HTTP](#) on page 37
- [Proxy Server](#) on page 38
- [NetWare](#) on page 39
- [Microsoft Networking](#) on page 41
- [IPP](#) on page 42
- [WebDAV](#) on page 43
- [WSD](#) on page 44
- [FTP](#) on page 45

# TCP/IP

Transmission Control Protocol (TCP) and Internet Protocol (IP) are a 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.

**Note:** You can configure IPv4 settings at the printer control panel or through CentreWare IS. You can only configure IPv6 through CentreWare IS.

## Enabling TCP/IP

**Note:** By default, TCP/IP is enabled. If you disable TCP/IP, you must enable it at the printer control panel before you can access CentreWare IS.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Connectivity and Network Setup > Protocol Settings**.
3. Touch **TCP/IP - IP Mode**, then touch **Change Settings**.
4. Touch **IPv4 Mode**, **IPv6**, or **Dual Stack** to enable both IPv4 and IPv6.
5. Touch **Save**.

## Configuring TCP/IP Settings at the Control Panel

### Manually Configuring an IPv4 Network Address

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Connectivity and Network Setup > Protocol Settings**.
3. Touch **IPv4 - IP Address Resolution**, and touch **Change Settings**.
4. Touch **Static**, then touch **Save**.
5. Touch **IPv4 - IP Address**, and touch **Change Settings**.
6. Type the static IP address using the touch-screen keypad, and touch **Save**.
7. Touch **IPv4 - Subnet Mask**, and touch **Change Settings**.
8. Type the subnet mask using the touch-screen keypad, and touch **Save**.
9. Touch **IPv4 - Gateway Mask**, and touch **Change Settings**.
10. Type the gateway mask using the touch-screen keypad, and touch **Save**.

### Manually Configuring an IPv6 Network Address

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Connectivity and Network Setup > Protocol Settings**.
3. Touch **IPv6 Address Manual Configuration**, then touch **Change Settings**.
4. Touch **Enabled**, then touch **Save**.
5. Touch **Manually Configured IPv6 Address**, then touch **Change Settings**.
6. Type the static IP address using the touch-screen keypad, and touch **Save**.
7. Touch **Manually Configured IPv6 Address Prefix**, and touch **Change Settings**.

8. Type the prefix using the touch-screen keypad, and touch **Save**.
9. Touch **Manually Configured IPv6 Address Gateway**, and touch **Change Settings**.
10. Type the gateway using the touch-screen keypad, and touch **Save**.

### Configuring IPv4 Dynamic Address Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Connectivity and Network Setup > Protocol Settings**.
3. Touch **IPv4 - IP Address Resolution**, and touch **Change Settings**.
4. Touch **DHCP**, **DHCP/Autonet**, **BOOTP**, or **RARP**, then touch **Save**.

### Configuring IPv6 Dynamic Address Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Connectivity and Network Setup > Protocol Settings**.
3. Touch **IPv6 Address Manual Configuration**, and touch **Change Settings**.
4. Touch **Disabled**, then touch **Save**.
5. Touch **Automatically Configured IPv6 Address**, then touch **Change Settings** to see the acquired IPv6 address information.

### Configuring DNS/DDNS Settings

Domain Name System (DNS) and Dynamic Domain Name System (DDNS) is a system that maps host names to IP addresses.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Connectivity and Network Setup > Protocol Settings**.
3. Touch **IPv4 DNS Server Settings**, or **IPv6 DNS Server Settings**, then touch **Change Settings**.
4. To allow your DHCP server to provide the DNS server address, touch **Get IP Address from DHCP**. Touch **Enabled**, then touch **Save**.
5. To manually provide the DNS server address, touch **DNS Server IP Address**. Type the DNS server address, then touch **Save**.

### Configuring TCP/IP Settings in CentreWare IS

If your printer has a valid network address, you can configure TCP/IP settings in CentreWare IS.

## Configuring Settings for IPv4

IPv4 can be used in addition to or in place of IPv6. If both protocols are disabled, you cannot access CentreWare IS.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > TCP/IP**.
2. IPv4 is enabled by default.



**CAUTION:** If both IPv4 and IPv6 are disabled, you cannot access CentreWare IS. You must re-enable TCP/IP at the printer control panel before you can access CentreWare IS. Disabling TCP/IP or changing the IP address also disables any dependant protocols.

3. Type a unique **Host Name** for your printer.
4. Select the desired method for obtaining a dynamic IP address from the **IP Address Resolution** drop-down menu, or select **Static** to define a static IP address.
5. If you select **Static**, type the **IP Address**, **Subnet Mask**, and **Gateway Address** in the appropriate fields.

### Notes:

- If you select BOOTP or DHCP, you cannot change the IP address, Subnet Mask, or default gateway.
  - If RARP address resolution mode is selected, you cannot change the IP address.
6. Type a valid **Domain Name**.

## DNS Configuration for IPv4

1. Next to **Obtain DNS Server Address Automatically**, select the **Enabled** check box to allow your DHCP server to provide the DNS server address. Clear the check box to manually provide the DNS server address, and type an IP address for the **Preferred DNS Server**, **Alternate DNS Server 1**, and **Alternate DNS Server 2** in the appropriate fields.

**Note:** If DHCP or BOOTP is the IP Address Resolution setting, you cannot change the Domain Name, Primary DNS Server, Alternate DNS Server 1, and Alternate DNS Server 2 settings.

2. Next to **Dynamic DNS Registration (DDNS)**, select **Enabled** to register the printer's host name in the DNS server. Select **Overwrite** if you want to overwrite existing entries in the DNS server.

**Note:** If your DNS Server does not support dynamic updates, you do not need to enable DDNS.

3. Next to **Generate Domain Search List Automatically**, select **Enabled** if you want the printer to generate a list of search domains. Type the domain names if the option is disabled.
4. Next to **Connection Time-Out**, type the time allowed until the printer stops attempting to connect to the server.
5. Next to **Release IP Address**, select **Enabled** if you want the printer to release its IP address when it restarts.

## Zero-Configuration Networking

1. If the printer cannot connect to a DHCP server to obtain an IP address, select **Self Assigned Address** to allow the printer to assign itself a Link-Local address. Link-Local addresses are between 169.254.0.0 and 169.254.255.255.
2. Click **Apply**.



## Configuring Settings for IPv6

IPv6 hosts can automatically configure themselves when connected to a routed IPv6 network using the 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. If suitably configured, routers respond to this request with a router advertisement packet containing network-layer configuration parameters.

**Note:** IPv6 is optional and may be used in addition to or in place of IPv4. If both protocols are disabled, you cannot access CentreWare IS.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > TCP/IP**.
2. Under **IP Mode**, select **IPv6**, or select **Dual Stack** to use both IPv4 and IPv6. By default, IPv6 is disabled.



**CAUTION:** If both IPv4 and IPv6 are disabled, you cannot access CentreWare IS. You must re-enable TCP/IP at the printer control panel before you can access CentreWare IS. Disabling TCP/IP or changing the IP address also disables any dependant protocols.

### Notes:

- The host name is the same for IPv4 and IPv6. If you change the host name for IPv6, the host name changes for IPv4 as well.
  - Enabling or disabling IPv6 will restart the printer when you click **Apply**.
3. Next to **Enable Manual Address**, select **Enabled** if you want to manually assign an address. Type the **IP Address** and **Gateway Address**.
  4. Next to **Get IP Address from DHCP**, select **Enabled** to allow your DHCP server to assign an IP address to the printer.
  5. Type the required **Domain Name**.

### DNS Configuration for IPv6

1. Next to **Obtain IPv6 DNS Server Address Automatically**, select **Enabled** to allow the DHCP server to provide the DNS server address.
2. Type an IP address for the **Preferred DNS Server**, **Alternate DNS Server 1**, and **Alternate DNS Server 2**.
3. Next to **Dynamic DNS Registration**, select **Enabled** to enable, select **Overwrite** to replace the existing DNS entry.
4. Next to **Generate Domain Search List Automatically**, select **Enabled** to enable.
5. Type **Domain Name** 1, 2 and 3.
6. Enter the number of seconds until **Connection Time-Out**.

# SNMP

Simple Network Management Protocol (SNMP) is used in network management systems to monitor network-attached devices for conditions that require administrative attention. It consists of a set of standards for network management including an application layer, a database schema, and a set of data objects. Agents, or software modules, reside in the printer's SNMPv3 engine. A manager is an SNMPv3 management application such as OpenView, that is used to monitor and configure devices on the network. The agent responds to read (GET) and write (SET) requests from the manager and can also generate alert messages, or Traps, based on certain events.

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

## Enabling SNMP

1. In CentreWare IS, click **Properties > Connectivity > Port Settings**.
2. Next to **SNMP**, select Enabled.
3. Select **UDP** and **IPX** to enable these transport protocols if necessary.

## Configuring SNMP

1. In CentreWare IS, click **Properties > Connectivity > Protocols > SNMP Configuration**.
2. Under **SNMP Properties**, select **Enable SNMP v1/v2c Protocols**, or **Enable SNMP v3 Protocol**, then click **Apply**.

**Note:** You must click **Apply** to save your settings or the protocol will remain disabled.

3. Under **Authentication Failure Generic Traps**, select **Enabled** if you want the printer to generate a trap for every SNMP request that is received by the printer that contains an invalid community name.
4. Click **Apply**. For details, see [SNMP Advanced Settings](#) on page 27.

## Editing SNMP v1/v2c Properties

**Note:** Xerox recommends that you change the SNMP v1/v2c public and private community names from the default values for security purposes.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > SNMP Configuration**.
2. Under **SNMP Properties**, click **Edit SNMP v1/v2c Properties**.
3. Type a name up to 256 characters for the **Community Name (Read Only)** or use the default value of **public**. GET returns the password for the SNMP GET requests to the printer. Applications obtaining information from the printer using SNMP, such as CentreWare IS, use this password.

4. Type a name up to 256 characters for the **Community Name (Read / Write)** or use the default value of private. SET returns the password for the SNMP SET requests to the printer. Applications that set information on the printer using SNMP, use this password



**CAUTION:** Any changes made to the GET or SET community names for this printer require corresponding changes to GET or SET community names for each application that uses SNMP to communicate with this printer.

5. Type a name up to 256 characters for the default **Trap Community Name** or use the default value of **SNMP TRAP**.

**Note:** The Default Trap Community Name is used to specify the default community name for all traps generated by this printer. The Default Trap Community Name can be overridden by the Trap Community Name specified for each individual trap destination address. The Trap Community Name for one address may not be the same Trap Community Name specified for another address.

6. Type the **System Administrator's Login ID**.
7. Click **Apply**.

## Editing SNMP v3 Settings

**Note:** Before SNMPv3 can be enabled, a digital certificate must be installed on the printer and SSL must be enabled. For more details, see [Installing a Digital Certificate](#) on page 56.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > SNMP**.
2. Under **SNMP Properties**, click **Edit SNMP v3 Properties**.
3. Under **Administrator Account**, click **Account Enabled** to create the administrator account.
4. Type an **Authentication Password** then confirm it. This password is used to generate a key used for authentication.

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

5. Type a **Privacy Password** and confirm it. The Privacy password is used for encryption of SNMPv3 data. The passphrase used to encrypt the data needs to match with the Server.
6. Under **Print Drivers/Remote Clients Account**, click **Account Enabled**.
7. Click **Apply**.

## SNMP Advanced Settings

### Adding IP Trap Destination Addresses

1. In CentreWare IS, click **Properties > Connectivity > Protocols > SNMP**.
2. Click **Advanced** at the bottom of the page.
3. Under **Trap Destination Addresses**, click **Add UDP IPv4 Address**, or **Add UDP IPv6 Address**.
4. Type the IP address of the host running the SNMP manager application to be used to receive traps.

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

5. Under **Traps**, select the type of **Traps to be Received** by the SNMP manager.
6. Click **Apply**.

## Adding IPX Trap Destination Addresses

Internetwork Packet eXchange (IPX) is a routing protocol used by Novell NetWare environments.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > SNMP**.
2. Click **Advanced** at the bottom of the page.
3. Under **Trap Destination Addresses**, click **Add IPX Address**.
4. Type the 8-digit hexadecimal number that identifies the **IPX External Network** host configured to receive the trap.
5. Type the 48-bit **Physical MAC Address** of the computer running the SNMP manager application that is to receive the trap.
6. Type the **IPX Socket Number** of the computer running the SNMP manager application configured to receive the packets.
7. Select the SNMP version, **SNMP v1** or **SNMP v2c** based on the trap receiving system.
8. Under **Traps**, select the type of **Traps to be Received** by the SNMP manager.

# LPD

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

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

## Enabling LPD

1. In CentreWare IS, click **Properties > Connectivity > Port Settings**.
2. Next to **LPD**, select the **Enabled** check box.

**Note:** Disabling LPD will affect clients printing to the printer over TCP/IP using the LPR printing port.

## Configuring LPD

1. In CentreWare IS, click **Properties > Connectivity > Protocols > LPD**.
2. Type an LPD **Port Number** or use the default port number of 515.
3. Enter the **Connection Time-Out**.
4. Enter the **Maximum Number of Sessions**.
5. Next to **TCP-MSS Mode**, select **Enabled** if necessary.  
**Note:** 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. Click **Apply**.

## Raw TCP/IP Printing

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

### Enabling Port 9100

**Note:** TCP/IP must be enabled before Port 9100 is enabled.

1. In CentreWare IS, click **Connectivity > Port Settings**.
2. Next to **Port 9100**, select **Enabled**.

### Configuring Port 9100

1. In CentreWare IS, click **Properties > Connectivity > Protocols > Port 9100**.
2. Next to **TCP-MSS Mode**, select **Enabled** if necessary.

**Note:** TCP-MSS settings are common for LPD and Port 9100.

3. If TCP-MSS mode is enabled, under **IPv4**, type the IP addresses for **Subnet 1, 2, and 3**.
4. Ensure that the **TCP Port Number** is set to 9100.
5. 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.
6. Click **Apply**.

# SMTP

Simple Mail Transfer Protocol (SMTP) is used by the printer's email feature to deliver scanned images and Internet Fax jobs through email. After you enable SMTP, the Email button is enabled on the printer's control panel.

## Configuring SMTP Server Settings

1. In CentreWare IS, click **Properties > Connectivity > Protocols > SMTP Server**.
2. Under **Required Information**, select the method to use to locate an SMTP server.
  - To allow DNS to automatically find an SMTP server on the network, select **From DNS**.
  - To map to a specific SMTP server, select **STATIC**.

**Note:** If you select **From DNS**, you must ensure that DNS is configured for either IPv4 or IPv6 before you can define the SMTP server. For details, see [Configuring DNS/DDNS Settings](#) on page 23.
3. Type the SMTP server IP address or host name.
4. Enter the port numbers for sending email and Internet Fax, and for receiving email. The default port number is 25.
5. Type the specific email address assigned to this printer by the SMTP server in the **Machine's E-mail Address** field.

## Optional Information

1. To improve transmission speed, you can set messages to be fragmented between 2 and 500 times. Select **Enabled** next to **Split Send** and enter the number of fragments in the **Maximum Split Count** field.
2. If you enable Split Send, you can select how the email jobs should be split. Under **Split Send Method**, select one of the following:
  - **Split into Pages:** If you select this option, the mail client will not reassemble the job on receipt.
  - **Split by Data Size:** If you select this option, the mail client is required to reassemble the job on receipt.
3. To define a maximum message size for messages with attachments, type a value between 512 KB and 20480 KB next to **Maximum Data Size per E-mail**. The default size is 10240 KB.
4. To set a maximum job size, type a value between 512 KB and 2000000 KB next to **Maximum Total Data Size**.
5. Under **Login Credentials for the Machine to Access the SMTP Server to send automated e-mails** select **POP before SMTP**, or **SMTP AUTH** to have the printer authenticate itself using the Login Name and Password set up on this page. If you select **None**, the printer will not provide authentication credentials to SMTP server.

6. If you select **System** for **Login Credentials for the Machine to Access the SMTP Server to send automated e-mails**, type in the **Login Name** and **Password**. Retype the password to confirm.
7. If authentication is enabled, and the printer is configured to require users to log in before they can access email, select **Remotely Authenticated User** under **Login Credentials for Sending E-mails** to use the credentials of the user to access the SMTP server. Select **System** to allow this field to default to the same setting you selected for sending automated email messages.
8. Click **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.

## Configuring LDAP/LDAPS Server Settings

1. In CentreWare IS, click **Properties > Connectivity > Protocols > LDAP > LDAP Server**.
2. Under **Server Information**, type the appropriately formatted main and backup LDAP server addresses and port numbers. The default port number is 389.
3. Select the LDAP server type from the **LDAP Server** drop-down menu.

## Optional Information

1. Type the search directory root path in the **Search Directory Root** field using Base DN format.  
**Note:** For details on Base DN formatting, refer to the *RFC 2849 - LDAP Data Interchange Format (LDIF) Technical Specification* on the IETF website.
2. Specify the login credentials required to access the LDAP directory. Options are:
  - **Remotely Authenticated User:** The user's credentials, upon logging in, are used to access the LDAP server.  
**Note:** Authentication must be enabled and tool and feature access must be configured to require the user to log in before accessing email. For details, see [Setting up Access Rights](#) on page 48 and [Controlling Access to Tools and Features](#) on page 54.
  - **System:** The printer logs into the LDAP directory and is authenticated using its own login credentials.
3. After you select the Login Credential type, type the **Login Name** and **Password**, if required. Retype the password to confirm.
4. 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.
5. 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.  
**Note:** If you are having trouble retrieving results from your LDAP server, use the Wait option.
6. If your primary LDAP server is connected to additional servers, select **LDAP Referrals** to include those LDAP servers in your searches.
7. Type the maximum number of consecutive LDAP referrals in the **LDAP Referral Hop Limit** field.

8. Under the **Perform Query on** heading, select:
  - **Mapped Name Field:** This option allows you to specify how the name fields are mapped. After you apply this setting, you can define the field mappings. For details, see [Defining User Mappings](#) below.
  - **Surname and Given Name Fields:** This option allows you to search for the user's last name and first name.
9. Click **Apply**.

## Defining User Mappings

LDAP servers provide different results to search queries depending on how user data is mapped. Editing the mapping allows you to fine-tune server search results.

**Note:** If you are using Internet Fax, ensure that the Internet Fax field is not set to **No attribute type that can be used** in the drop-down menu. This setting prevents the LDAP Address Book from displaying on the Internet Fax screen on the printer's control panel. Select **mail** as the Internet Fax setting.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > LDAP > LDAP User Mappings**.
2. To send a test query, under **Search**, type the name of the user you want to search for in the **User Name** field, then click **Search**.  
If a match occurs, the user's information displays.
3. Use the drop-down menus under **Imported Heading** to remap fields as needed.

**Note:** Headings are defined by your LDAP server's schema.

## Configuring Filters for LDAP

1. In CentreWare IS, click **Properties > Connectivity > Protocols > LDAP > Custom Filters**.
2. In the **User ID Query Filter** field, type the LDAP search string or filter that you wish to apply. The filter defines a series of conditions that the LDAP search must fulfill in order to return the information you want.

**Note:** The search string should be formatted as LDAP objects inside of parentheses. For example, to find the user with a sAMAccountName of Bob, type **(objectClass=user) (sAMAccountName=Bob)**.

3. Under **Email Address Book Filter**, select **Enable Filter**.
4. In the **Email Address Book Filter** field, type the LDAP search string or filter that you want to apply. The filter defines a series of conditions that the LDAP search must fulfill in order to return the information you want.

**Note:** Format the search string as LDAP objects placed inside parentheses. For example, to find all users that have an email attribute (**mail enabled**), type **(objectClass=user) (mail=\*)**.

5. Under **Fax Address Book Filter**, select **Enable Filter**.
6. In the **Fax Address Book Filter** field, type the LDAP search string or filter that you want to apply. The filter defines a series of conditions that the LDAP search must fulfill in order to return the information you want.
7. Under **Internet Fax Address Book Filter**, select **Enable Filter**.

8. In the **Internet Fax Address Book Filter** field, type the LDAP search string or filter that you want to apply. The filter defines a series of conditions that the LDAP search must fulfill in order to return the information you want.
9. Click **Apply**.

## POP3

Post Office Protocol, version 3 (POP3) allows email clients to retrieve email from remote servers over TCP/IP on network port 110. This printer uses POP3 for the Internet Fax service.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > POP3 Setup**.
2. Type the appropriately formatted address and port number. The default port number is 110.
3. Next to **POP Receive Password Encryption**, select **APOP Authentication** if required.
4. Type the **Login Name** assigned to the printer that will be used to log in to the POP3 server.
5. Type a password. Retype the password to confirm.
6. Type a **Polling Interval** value between 1 and 120 minutes. The default value is 10 minutes.
7. Click **Apply**.

# HTTP

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

## Enabling HTTP

By default HTTP is enabled. If you disable HTTP, you will need to enable it at the printer before you can access CentreWare IS.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Connectivity & Network Setup > Port Settings**.
3. Touch **Internet Services (HTTP)**, then touch **Change Settings**.
4. Touch **Enabled**, then touch **Save**.

## Configuring HTTP Settings

1. In CentreWare IS, click **Properties > Connectivity > Protocols > HTTP**.
2. Change the maximum number of connections if required. The default is 5.
3. Type the **Port Number** if required. The default is 80.
4. Next to **Secure HTTP (SSL)**, select **Enabled** to encrypt HTTP communication between the printer and client computers (using CenterWare IS). This includes data sent using IPSec, SNMP, and Audit Log. A digital certificate must also be installed on the printer. For details, see [Installing a Digital Certificate](#) on page 56.
5. Type the **Secure HTTP Port Number** if required. HTTP traffic will be routed to this port when SSL is enabled. The default is 443.
6. Type the time until **Connection Time-Out** if required.
7. Click **Apply**.

## Proxy Server

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

A proxy server has two main purposes:

- Keeps any devices behind it anonymous for security purposes.
  - Decreases the amount of time needed to access a resource by caching content, such as Web pages from a Web server.
1. In CentreWare IS, click **Properties > Connectivity > Protocols > Proxy Server**.
  2. Under **General**, next to **Use Proxy Server**, select **Enabled**.
  3. Next to **Proxy Setup**, select **Same Proxy for All Protocols** to use the same proxy settings for HTTP and HTTPS, or **Different Proxy for each Protocol**.
  4. Under **Addresses to Bypass Proxy Server**, type any web addresses or domains that you want to bypass the proxy server, such as your company's intranet site.
  5. Under **HTTP Server**, type the **Server Name** and **Port Number**. The default port number is 8080.
  6. 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.
  7. Under **HTTPS Server**, enter the HTTPS proxy server information if required.
  8. Click **Apply**.

**Note:** Proxy server settings are also used for SMart eSolutions.

# NetWare

NetWare is a network operating system developed by Novell to run various services using cooperative multitasking.

Before you begin:

1. Ensure an existing operational NetWare network is available
2. Verify that you have administrator rights to log in to a NetWare file server/tree.
3. Ensure the printer is connected to the network.
4. Set up a print server object using the appropriate Novell utility. Refer to the Novell system documentation for help.

## Enabling NetWare

1. In CentreWare IS, click **Properties > Connectivity > Port Settings**.
2. Next to **NetWare**, select **Enabled**.
3. Select **IPX/SPX** or **TCP/IP** if you want to enable these protocols.
4. Click **Apply**.

## Configuring NetWare Settings

1. In CentreWare IS, click **Properties > Connectivity > Protocols > NetWare**.
2. Select the **Frame Type** from the drop-down menu. Options are:
  - **Auto**
  - **Ethernet II**
  - **Ethernet 802.2**
  - **Ethernet 802.3**
  - **Ethernet SNAP**
3. Type a polling rate between 1 and 240 seconds for the print server in **Queue Poll Interval**. The default value is 5 seconds.
4. Type the **Printer Server Name**.
5. Type the server password in the **New Print Server Password** field. Retype to confirm.
6. Select the **Active Mode** type from the drop-down menu. Options are:
  - **Directory: PServer Mode**
  - **Bindery: PServer Mode**
7. Type the **Number of Searches**, from 1-100. Type 0 for no limit.

## Bindery Settings

NetWare can use Bindery services for authentication. Bindery services are a stand-alone database system containing user information and security data.

If you are using NetWare in Bindery mode, under **Bindery Settings**, type the name of your primary File Servers for the printer in the **File Server** field.

**Note:** When the printer uses Bindery mode, the **NDS Tree** and **NDS Context** fields are blank.

## NetWare Directory Services (NDS)

NDS is a hierarchical, object-oriented database that represents all of the assets of an organization in a logical tree structure. Assets can include printers, servers, computers, people, organizations, and more.

1. Under **NetWare Directory Services (NDS)**, type the appropriately formatted **NDS Tree** and **NDS Context**.
2. Type a name for the NDS tree in the **NDS Tree** field. The default entry for this field is **Xerox\_DS\_Tree**. If you are using Bindery mode, leave this field blank.
3. Type a context in the **NDS Context** field. The default entry for this field is **Xerox\_DS\_Context**. If you are using Bindery mode, leave this field blank.

## Service Location Protocol (SLP)

SLP is a service discovery protocol that allows computers and other devices to find services in a local area network without prior configuration.

1. Under **SLP**, next to **Active Discovery**, select **Enabled**.
2. Next to **Use SLP for Name Resolution**, select **Enabled**.
3. Type the scope name in the **Scope** field.
4. Type the SLP server address in the **SLP Server** field.
5. Click **Apply**.



# Microsoft Networking

## Enabling Microsoft Networking

1. In CentreWare IS, click **Properties > Connectivity > Port Settings**.
2. Next to **SMB**, select **Enabled**.
3. Select **TCP/IP** or **NetBEUI** if you want to enable these protocols.
4. Click **Apply**.

## Configuring Microsoft Networking

1. In CentreWare IS, click **Properties > Connectivity > Protocols > Microsoft Networking**.
2. Select a transport protocol from the **Transport** drop-down list.
3. Set the maximum number of connections. Default is 5.
4. Type the workgroup name in the **Workgroup** field.
5. Type the host name in the **SMB Host Name** field.
6. Next to **Unicode Support**, select **Enabled** if your SMB sever supports unicode.
7. Next to **Auto Master Mode**, select **Enabled** if your SMB sever supports it.
8. Next to **Password Encryption**, select **Enabled** to encrypt user passwords for remote authentication using SMB.

## Configuring WINS

When running WINS, the printer registers its IP address and NetBIOS host name with a WINS server. WINS allows users to communicate with the printer using host name only, removing a significant overhead from the systems administrators.

To configure primary and secondary WINS servers:

1. In CentreWare IS, click **Properties > Connectivity > Protocols > Microsoft Networking**.
2. To allow your DHCP server to provide your WINS server address to the printer, select **DHCP** next to **Obtain WINS Server Address Automatically**.
3. If you want to provide the WINS server address manually, type it in the **Primary Server IP Address field**.
4. If desired, type the secondary WINS server address in the **Secondary Server IP Address field**.
5. Click **Apply**.

# IPP

Internet Printing Protocol (IPP) is used for remote printing and managing print jobs.

## Enabling IPP

1. In CentreWare IS, click **Properties > Connectivity > Port Settings**.
2. Next to **IPP**, select **Enabled**.
3. Click **Apply**.

## Configuring IPP

1. In CentreWare IS, click **Properties > Connectivity > Protocols > IPP**.
2. Next to **Add Port Number**, type the port number that you want the printer to use.
3. Next to **Administrator Mode** select **Enabled** to allow only one specific user to control or delete any print job.
4. Type the **Connection Time-Out**. Default is 60 seconds.
5. Click **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. For details, see [Configuring the Printer for the Scan Utility](#) on page 112.

## Enabling WebDAV

1. In CentreWare IS, click **Properties > Connectivity > Port Settings**.
2. Next to **WebDAV**, select **Enabled**.
3. Click **Apply**.

## Configuring WebDAV

1. In CentreWare IS, click **Properties > Connectivity > Protocols > WebDAV**.
2. Type the **Port Number**.
3. Type the **Connection Time-Out**. Default is 30 seconds.

## WSD

Web Services for Devices (WSD) is technology from Microsoft that provides a standard method for discovering and using network connected devices. It is supported in Windows operating systems since Windows Vista and Windows Server 2008. WSD is one of several supported communication protocols.

Before you begin, ensure that the printer and client computers are on the same IP subnet.

### Enabling WSD

1. In CentreWare IS, click **Properties > Connectivity > Port Settings**.
2. Next to **WSD Print** select **Enabled** to enable the WSD print service.
3. Next to **WSD Scan** select **Enabled** to enable the WSD scan service.
4. Click **Apply**.

### Configuring WSD

1. In CentreWare IS, click **Properties > Connectivity > Protocols > WSD**.
2. Edit the following settings if required:
  - **Port Number**. Default is 80.
  - **Data Receive Time-Out** in seconds. Default is 30
  - **Notification Delivery Time-Out** in seconds. Default is 8.
  - **Maximum TTL**. Default is 1.
  - **Maximum Number of Subscribers**. Default is 50.
3. Click **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.

## Enabling and Configuring FTP

1. In CentreWare IS, click **Properties > Protocols > FTP**.
2. Next to **FTP client Port Status** select **Enabled**.
3. Next to Transfer Mode, select an option:
  - **Passive Mode:** Data transfers over a random port number specified by the FTP server from a connection made from the printer.
  - **Active Mode:** Data transfers over a fixed, known port from a connection made from the server.
4. Click **Apply**.



# Security

# 4

This chapter includes:

- [Setting up Access Rights](#) on page 48
- [Controlling Access to Tools and Features](#) on page 54
- [Digital Certificates](#) on page 56
- [Secure HTTP and SSL/TLS](#) on page 59
- [S/MIME](#) on page 60
- [IPsec](#) on page 61
- [802.1X](#) on page 62
- [FIPS140-2 Data Encryption](#) on page 64
- [Overwriting Image Data](#) on page 65
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- [PDF and XPS Signatures](#) on page 70
- [Address Book Security](#) on page 71
- [Restricting Access to Job Information](#) on page 72
- [Hiding or Displaying Network Settings](#) on page 73

See also: [www.xerox.com/security](http://www.xerox.com/security)

# Setting up Access Rights

## Overview

You can control access to the printer's services and features by setting up authentication, authorization, and personalization.

## Authentication

Authentication is the process of confirming a user's identity by comparing information provided by the user, such as their user name and password, against another source of user information such as an LDAP directory. Users can be authenticated when accessing the control panel or when accessing CentreWare IS.

There are several ways to authenticate a user:

- **Local:** If you have a limited number of users, or do not have access to an LDAP network directory, you can add user information, such as user names and passwords, to the printer's internal database. You can then specify tools and feature access for all users. Users are authenticated and authorized when they log in at the control panel.
- **Network:** The printer retrieves user information from a network directory to authenticate and authorize users when they log in at the control panel. The printer can use of the following three protocols to communicate with your authentication server:
  - Kerberos (Solaris, or Windows 2000/2003)
  - SMB (Windows 2000/2003)
  - LDAP
- **Card Reader:** You must purchase and install a magnetic or proximity card reading system, such as Xerox Secure Access. To access the printer, users must swipe a pre-programmed identification card.

## Authorization

Authorization is the process of defining the services and features that users are allowed to access. For example, you can configure the printer to allow a user to copy, scan, and fax, but not email. There are two types of authorization:

- **Locally on the Device (Internal Database):** User login information is stored locally in the printer's internal User Information Database.
- **Remotely on the Network:** User login information is stored externally in a network database such as an LDAP directory.



## Personalization

Personalization is the process of customizing services for a specific user. If your network is connected to an LDAP server, the printer can look up a user's home directory and email address when using the Scan to Home, or Email scanning features.

**Note:** Personalization is only available when the printer is configured to use network authentication.

## Local Authentication

### Setting Up Local Authentication

To configure local authentication:

1. In CentreWare IS, 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 **Print Stored File from Folder**, or **Enabled** next to **Folder to PC/Server** **Enabled** to enable these services.
4. Select **Enabled** next to **Non-account Print** to allow users without accounts to access the printer.
5. Click **Apply**, then click **Reboot Machine**.

To restrict or allow access to tools and features, see [Controlling Access to Tools and Features](#) on page 54.

## User Information

Before you can define access rights for users, user information must be defined. You can add or edit the printer's internal User Information Database with user information, or you can specify a network database or LDAP server containing user information.

### Adding User Information to the Local Database

1. In CentreWare IS, click **Properties > Security > Authentication Configuration**.
2. At the bottom of the page, click **Next**.
3. On the **Authentication Configuration > Step 2 of 2** page, under **Authentication Configuration**, type the number of the account that you want to edit, and click **Edit**.
4. Type the user's **Name**, **ID**, and **Passcode**. Retype the passcode to verify.
5. Under **Feature Access**, select the features that the user is allowed to access.
6. 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.

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

## Specifying Login Requirements

You can specify password requirements if desired.

1. In CentreWare IS, click **Properties > Security > User Details Setup**.
2. If you want the printer control panel to display text other than **UserID**, type the text in the **Alternative Name for User ID** field.
3. Next to **Mask User ID**, select **Hide** if you want user ID characters to be displayed as asterisks at the control panel.
4. 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 printer is locked and must be restarted.
5. To allow users to log in without case sensitivity, select **Non-Case Sensitive** next to **User ID for Login**.
6. 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.
7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

## Network Authentication

If you have an LDAP server connected to your network, you can configure the printer to retrieve user information from the LDAP directory when authenticating a user at the control panel. For details on configuring LDAP settings, see [LDAP](#) on page 33.

## Setting up Network Authentication

1. In CentreWare IS, click **Properties > Security > Authentication Configuration**.
2. On the **Authentication Configuration** page, next to **Login Type**, select **Login to Remote Accounts**.
3. Select **Enabled** next to **Print Stored File from Folder**, or **Enabled** next to **Folder to PC/Server** **Enabled** to enable these services.
4. Select **Enabled** next to **Non-account Print** to allow users without accounts to access the printer.
5. To allow a guest user to access the printer, select **On** next to **Guest User**. Type the **Guest Password**, then retype the password to verify.
6. Click **Apply**, then click **Reboot Machine**.
7. After the printer restarts, refresh your browser and navigate back to the **Authentication Configuration > Step 1 of 2** page, and click **Next** at the bottom of the page.
8. Next to **Authentication System**, click **Configure**.
9. On the **Authentication System** page select your **Authentication System** from the drop-down list.
10. Type the **Server Response Time-Out**, and the **Search Time-Out**.
11. Select **Enabled** next to **Assign UPN (User Principal Name)** if desired.
12. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
13. Click **Reboot Machine**.

## Configuring Authentication Server Settings for Kerberos

1. In CentreWare IS, click **Properties > Security > Remote Authentication Servers > Kerberos Server**.
2. Under **Kerberos Server 1**, type the host name or IP address of your primary server.
3. Type the **Primary Server Port Number**.
4. Type the host name or IP address of your secondary server.
5. Type the **Secondary Server Port Number**.
6. Type the **Domain Name** (realm name) of your server.
7. Type the server name, port name and domain name of any additional Kerberos servers if desired.
8. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

## Configuring Authentication Server Settings for SMB

1. In CentreWare IS, click **Properties > Security > Remote Authentication Servers > SMB Server**.
2. Next to **SMB Server Setup**, select **By Domain Name** or **By Server Name /IP Address**.
3. Type the **Domain Name** and **Server Name/IP Address** for each of your servers.
4. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

## Configuring Authentication Server Settings for LDAP

1. In CentreWare IS, click **Properties > Connectivity > Protocols > LDAP > LDAP Authentication**.
2. Next to **Authentication Method** select **Direct Authentication**, or **Authentication of User Attributes**. Direct Authentication uses the user name and password entered by the user for authentication with the LDAP server. Authentication of User Attributes allows you to specify the what is entered by the user (Attribute of Typed User Name) and what is used by the printer (Attribute of the Login User Name) to authenticate the user.
3. Type the **Attribute of Typed User Name**.
4. Type the **Attribute of Login User Name**.
5. Select **Enabled** next to **Use Added Text String**, and type the text string if you want to add text to the user input prior to authentication.

## Authentication Using a Card Reader System

### Setting Up Authentication for Xerox Secure Access

Before you begin:

- Enable Secure HTTP (SSL). For details, see [Secure HTTP and SSL/TLS](#) on page 59.
- Install the Xerox Secure Access authentication server and configure with user accounts. Refer to the authentication server documentation for help.

**Note:** Accounts created on the Xerox Secure Access authentication server must match accounts stored in the printer's local database or in another network authentication server.

- Connect and configure your card reader.
- Install the appropriate plugin for your card reader and printer model. Download the latest plugin files and plugin installation instructions at [www.xerox.com/office/WC7120/7125drivers](http://www.xerox.com/office/WC7120/7125drivers).

To configure authentication using Xerox Secure Access:

1. In CentreWare IS, click **Properties > Security > Authentication Configuration**.
2. On the **Authentication Configuration** page, next to **Login Type**, select **Xerox Secure Access**.
3. Select **Enabled** next to **Print Stored File from Folder**, or **Enabled** next to **Folder to PC/Server Enabled** to enable these services.
4. Select **Enabled** next to **Non-account Print** to allow users without accounts to access the printer.
5. Click **Apply**, then click **Reboot Machine**.
6. After the printer restarts, refresh your browser and navigate back to the **Authentication Configuration > Step 1 of 2** page, and click **Next** at the bottom of the page.
7. Next to **Authentication System**, click **Configure**.
8. On the **Authentication System** page select **Authentication Agent** from the drop-down list.
9. Type the **Server Response Time-Out**, and the **Search Time-Out**.
10. Select **Enabled** next to **Assign UPN (User Principal Name)** if desired.
11. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
12. Click **Reboot Machine**.

## Configuring Xerox Secure Access Login Settings

1. In CentreWare IS, click **Properties > Security > Remote Authentication Servers Xerox Secure Access Settings**.
2. Type the **Default Prompt** text and **Default Title** text.
3. Select **Enabled** next to **Local Login** to allow users to type their credentials at the control panel.
4. Select **Enabled** next to **Get Accounting Code** to allow the printer to get the user's accounting code from a network accounting server when the user logs in at the control panel. Network authentication and network accounting must be configured. For details, see [Network Authentication](#) on page 50, and [Network Accounting](#) on page 133. If this setting is not enabled, the user must enter an accounting code when they log in at the control panel.
5. Type the **Connection Time-Out** (1-300 seconds).
6. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

## Setting Up Authentication for a USB Smartcard Reader System

To use the printer with a card reader system other than Xerox Secure Access, you must order and install the Xerox Common Access Card Enablement Kit. The kit includes hardware, software, and instructions for connecting and configuring your card reader system.

Before you begin:

- Install the USB Enablement Kit
- Install a Kerberos authentication server and configure with user accounts.
- Connect your card reader to the printer.

### Configure Network Authentication Settings

1. Configure network authentication. For details, see [Network Authentication](#) on page 50.
2. Configure Kerberos server settings. For details, see [Configuring Authentication Server Settings for Kerberos](#) on page 51.

### Enable SmartCard Settings

1. At the printer control panel, press the **Machine Status** button and touch the **Machine Information** tab.
2. Touch **Authentication / Security Settings > Authentication > User Details Setup > Use of SmartCard**.
3. Touch **Change Settings**.
4. Touch **Enabled**.
5. Under **Jobs Validated by Card** select **Copy, Print, or Fax/Scan**, and touch **Save**.

### Configure SmartCard Link Mode Settings

1. At the printer control panel, press the **Machine Status** button and touch the **Machine Information** tab.
2. Touch **Authentication / Security Settings > Authentication > User Details Setup > SmartCard Link Mode**.
3. Touch **Change Settings**.
4. Touch **No Passcode Required**, and touch **Save**.

### Set the SmartCard Certificate Verification Mode

For additional security, you can set the printer to validate a user's SmartCard against certificates stored on the printer.

1. At the printer control panel, press the **Machine Status** button and touch the **Machine Information** tab.
2. Touch **Authentication / Security Settings > Authentication > User Details Setup > SmartCard Certificate Verification**.
3. Touch **Change Settings**.
4. Touch **Enabled**.

### Configure Certificate Revocation Retrieval Settings

Configure Certificate Revocation Retrieval settings as necessary. For details, see [Certificate Revocation Retrieval Settings](#) on page 58.

#### Notes:

- The root CA and intermediate CA of the user's smartcard certificate must be stored on the printer. For details, see [Managing Certificates](#) on page 57.
- The printer's date and time settings must be correct to validate the certificate.

# Controlling Access to Tools and Features

## Controlling Access for All Users

To lock or unlock tools and features for all users:

1. In CentreWare IS, click **Properties > Security > Authentication Configuration**.
2. Click **Next**.
3. Under **Device Default State Configuration**, next to **Device Access**, click **Configure**.
4. Select **Locked** to require authentication for all services at the control panel (**Services Pathway**), Job Status button (**Job Status Pathway**), or the Machine Status button (**Machine Status Pathway**).
5. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

To lock, unlock or hide individual services for all users:

1. In CentreWare IS, click **Properties > Security > Authentication Configuration**.
2. Click **Next**.
3. Under **Device Default State Configuration**, next to **Service Access**, click **Configure**.
4. Select **Locked** to require authentication for individual services at the control panel, or select **Locked (Hide Icon)** to hide the service.
5. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

## Controlling Access for a Group of Users

If your network is connected to an LDAP server, you can configure network authentication and control individual user or group access to services and features.

LDAP server user groups can be used to control access to services and features of the printer. For example, the LDAP server may contain a group of users called Admin. You can configure the Admin group on the printer so that only members of this group have administrator access to the printer. When a user belonging to the group Admin logs onto the printer, the printer performs an LDAP directory look-up to verify the user. Once authenticated, the user is allowed administrative rights to the printer.

You can set up and control access to your printer in four ways:

- [User Roles Access Setup](#) on page 55
- [Device Access Setup](#) on page 55
- [Service Access Setup](#) on page 55
- [Feature Access Setup](#) on page 55

Before you begin:

- Configure Network Authentication. For details, see [Network Authentication](#) on page 50.
- Configure LDAP server settings. For details, see [Configuring LDAP/LDAPS Server Settings](#) on page 33.

To set up LDAP authorization access, in CentreWare IS, click **Properties > Connectivity > Protocols > LDAP > LDAP Authorization Access**.

## User Roles Access Setup

You can assign users to specific roles groups to allow them types of access.

1. Under **User Roles**, in the **System Administrator Access** field, type the name of the group, defined in the LDAP server database, that you want to use to grant system administrator access to the printer.
2. In the **Accounting Administrator Access** field, type the name of the group, defined in the LDAP server database, that you want to use to grant accounting administrator access to the printer.
3. Click **Apply**.

## Device Access Setup

**Note:** Device Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access pathways. For details on these topics, see [Setting up Access Rights](#) on page 48 and [Controlling Access to Tools and Features](#) on page 54.

1. Under **Device Access**, in the **Services Pathway** field, type the name of a group, defined at the LDAP server, that you want to use to provide access to the Services features on the printer.
2. Repeat for **Job Status Pathway** and **Machine Status Pathway**.
3. Click **Apply**.

## Service Access Setup

**Note:** Service Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access services. For details on these topics, see [Setting up Access Rights](#) on page 48 and [Controlling Access to Tools and Features](#) on page 54.

You can specify access to the services of the printer under Service Access. Type the names of the LDAP groups for any of the services listed.

1. Under **Service Access**, under **Access Group**, type the names of the LDAP groups allowed to access each of the individual printer services.
2. Click **Apply**.

## Feature Access Setup

**Note:** Feature Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access features. For details on these topics, see [Setting up Access Rights](#) on page 48 and [Controlling Access to Tools and Features](#) on page 54.

You can set specific access to the color copying feature of the printer listed on the Feature Access page.

1. Under **Feature Access**, under **Access Group**, type the names of the LDAP groups allowed to access each individual feature.
2. Click **Apply**.

# Digital Certificates

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

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

## Installing a Digital Certificate

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

- Create a Self-Signed Certificate. The printer 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 printer. 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.. For details, see [Managing Certificates](#) on page 57.

**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. For details, see [S/MIME](#) on page 60.
2. In CentreWare IS, click **Properties > Security > Machine Digital Certificate Management**.
3. Click **Create New Certificate**.
4. Select **Self Signed Certificate**.
5. Click **Continue**.
6. Select the **Public Key Size** and type the name of the **Issuer**.
7. Next to **Days of Validity**, type the number of days (1-9999) until the certificate expires.
8. Click **Apply**.

## Creating a Request

1. In CentreWare IS, click **Properties > Security > Machine Digital Certificate Management**.
2. Click **Create New Certificate**.



3. Select **Certificate Signing Request (CSR)**.
4. Fill out the form with your 2-Letter Country Code, State/Province Name, Locality Name, Organization Name, Organization Unit, and Email Address.
5. Click **Apply**.
6. Values from the form are used to generate a Certificate Signing Request.
7. When the process is complete, you are prompted to save the Certificate Signing Request. Right-click the link and save the **csr.pem** file to your computer.
8. Email the file to a trusted certificate authority to be signed.

## Uploading a Certificate

When a signed certificate is received back from a trusted certificate authority, you can upload the certificate to the printer. You can also upload certificates, root certificates, and intermediate CA certificates to establish a complete chain of trust.

1. In CentreWare IS, click **Properties > Security > Machine Digital Certificate Management**.
2. Click **Upload Signed Certificate**.
3. If the certificate is password protected, type the **Password** and retype to verify.
4. Click **Browse** or **Choose File**, navigate to the signed certificate in **.crt** format, and click **Open** or **Choose**.
5. Click **Import**.

**Note:** The signed certificate must match the CSR created by the printer.

## Managing Certificates

To see information about the certificates installed on the printer, or specify the certificate to use for S/MIME, SSL, and IPSEC:

1. In CentreWare IS, click **Properties > Security > Certificate Management**.
2. Select a certificate **Category**, **Certificate Purpose**, and **Certificate Order**.
3. Click **Display the list**.
4. Select a certificate from the list and click **Certificate Details**.
5. To set the certificate as the primary certificate, click **Use this certificate**. If **Use this certificate** is not available, then the selected certificate has expired, or is not valid. All certificates in the certification path (chain of trust) must be installed on the printer and be valid.
6. Click **Delete** to remove the certificate, or **Export** to save the certificate to your computer.

## Certificate Revocation Retrieval Settings

1. In CentreWare IS, click **Properties > Security > Certificate Revocation Settings**.
2. Under **General**, select the **Level of Certificate Verification**.
  - **Low:** The revocation status of certificates is not checked. The printer verifies that the certificate has not expired, and the certificate issuer and signature are valid.
  - **Medium:** The revocation status of certificates is checked. If the certificate status cannot be obtained due to a network error, the certificate is still considered valid.
  - **High:** The revocation status of certificates is checked. The certificate is only considered valid after successfully verifying that the certificate has not been revoked.
3. Under **General**, select the **Retrieval of Certificate Status**.
4. If you selected OCSP as the retrieval method, under **OCSP**, next to **Send Query to OCSP Responder With**, select URL as Specified in Certificate or URL as Specified by Administrator.
5. Type the **URL of OCSP Responder**
6. Type the **OCSP Communication Time-Out** (5-60 seconds).
7. If you selected CRL as the retrieval method, under **CRL**, next to **Auto Retrieval of CRL**, select **Enabled** if desired.
8. Type the **CRL Retrieval Time-Out** (5-60 seconds).
9. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

# Secure HTTP and SSL/TLS

You can encrypt all data sent over HTTP by establishing an encrypted SSL connection. You can enable SSL encryption for the following services:

- Configuring the printer in CentreWare IS
- Printing from CentreWare IS
- Printing using IPP
- Managing scan templates
- Network scanning
- Network accounting

Before you begin:

- Install a digital certificate. For details, see [Installing a Digital Certificate](#) on page 56.
- Ensure that the date and time configured on the printer is correct. This is used to set the start time for self signed certificates.

## Configuring Secure HTTP and SSL/TLS Settings

### Notes:

- A digital certificate must be installed on the printer before you can enable Secure HTTP. For details, see [Installing a Digital Certificate](#) on page 56.
  - If Secure HTTP is enabled, to access CentreWare IS, all pages will contain **https://** in the URL for the Web page.
1. In CentreWare IS, 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 LDAP communication, select **Enabled** next to **LDAP - SSL/TLS Communication**.
  5. If you want to use S/MIME communication, select **Enabled** next to **S/MIME - SSL/TLS Communication**. For more information about S/MIME configuration, see [S/MIME](#) on page 60.
  6. 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 printer attempts to use STARTTLS. If your server does not support STARTTLS, SMTP communication is not encrypted.

7. Select **Enabled** next to **Verify Remote Server Certificate** if necessary.
8. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

# S/MIME

Secure/Multipurpose Internet Mail Extensions (S/MIME) is a standard for public key encryption and signing of email encapsulated in MIME.

Before you begin:

- Enable SSL/TLS. For details, see [Secure HTTP and SSL/TLS](#) on page 59.
- If an S/MIME-capable self-signed certificate is not available, install an S/MIME certificate and all certificates in the certification path (chain of trust) for the S/MIME certificate. The S/MIME certificate must be in PKCS #12 format, and the email address in the certificate must be the same as the printer's email address. For details, see [Managing Certificates](#) on page 57.
- Enable S/MIME Communication on the SSL/TLS Settings page. For details, see [Secure HTTP and SSL/TLS](#) on page 59.

## Configuring S/MIME Settings

1. In CentreWare IS, click **Properties > Security > S/MIME Settings**.
2. Under **S/MIME Settings**, next to **Message Digest Algorithm**, select **SHA1**, or **MD5**.
3. Next to **Message Encryption Method**, select **3DES**, **RC2-40**, **RC2-64**, or **RC2-128**.
4. Next to **Certificate Auto Store**, select **Enabled** to allow the printer to automatically store a user's digital certificate when the printer receives a digitally signed email.
5. Under **E-mail**, next to **Receive Untrusted E-mail**, select **Enabled** to allow the printer to receive an email from a user whose digital certificate is not in the printer's chain of trust, or from a user that does not have a digital certificate.
6. Next to **Digital Signature - Outgoing E-mail**, select **Select during send**, to allow users to manually choose to sign an outgoing email using the user's digital signature, or the printer's digital signature. Select **Always add signature** to use the setting specified at the control panel, or select **Do not add signature**.

**Note:** To specify the certificate at the control panel, press the **Machine Status** button, and touch the **Tools** tab. Touch **System Settings > Connectivity & Network Setup > Security Settings > S/MIME Settings**. Touch **Signing Certificate for E-mail Attachments**, and touch **Change Settings**. Touch **Device Certificate** or **Smart Card Certificate**, and touch **Save**.

7. Next to **Split Encrypted E-mail for Each Recipient**, select **Enabled** to split an encrypted email addressed to multiple recipients into individual encrypted emails addressed to each of the recipients.

**Note:** When an encrypted email is split for each recipient, it will only be sent to recipients with a valid email address. Print a transmission report to see delivery status. For details see [Secure HTTP and SSL/TLS](#) on page 59

8. Click **Apply**.

# 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)
- HTTP (Scan Out, TCP port 80)
- HTTPS (Scan Out, TCP port 443)
- HTTPS (Web Server, TCP port 443)
- ICMP v4/v6
- IPP (TCP port 631)
- LPR Print (TCP port 515)
- Port 9100 Print (TCP port 9100)
- SMTP (TCP/UDP port 25)
- SNMP (TCP/UDP port 161)
- SNMP Traps (TCP/UDP port 162)
- WS-Discovery (UDP port 3702)
- Up to 10 additional services

## Configuring IPsec

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

1. In CentreWare IS, 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 printer 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

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 printer must be authenticated by a central authority, typically a RADIUS server, before it can access the physical network.

You can enable and configure the printer 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 printer to restart. Ensure that the printer can be offline for several minutes.

## Configuring 802.1X

1. Click **Properties > Security > IEEE 802.1X**.
2. Next to **Enable IEEE 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**
  - **EAP-TLS**: This method is available if the printer is configured to use EAP-TLS. For details, see [Configuring the Printer for 802.1X using EAP-TLS Authentication](#) on page 62.
4. Type the **Login Name (Device Name)** required by your authentication switch and server.
5. Type the **Password**, then retype to verify.
6. Select **Enabled** next to **Certificate Validation** if necessary.
7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

## Configuring the Printer for 802.1X using EAP-TLS Authentication

1. Create a self-signed certificate. For details, see [Creating a Self-Signed Certificate](#) on page 56.
2. Enable SSL. For details, see [Secure HTTP and SSL/TLS](#) on page 59.
3. Click **Properties > Security > Machine Digital Certificate Management**.
4. Upload a PKI client certificate from a trusted CA. For details, see [Uploading a Certificate](#) on page 57.
5. Click **Properties > Security > Certification Management**.
6. Next to Certificate Purpose, select **SSL Client**.
7. Click **Display List**.
8. Select the check box next to the certificate you want to use.
9. Click **Certificate Details**.

10. Click **Use this Certificate**.
11. Click **Reboot Machine**. You can now select EAP-TLS as the 802.1X authentication method. For details, see [Configuring 802.1X](#) on page 62.

## FIPS140-2 Data Encryption

All data stored on and transmitted by the printer is encrypted. Some services and protocols, such as SMB, NetWare, SNMPv3, and the PDF Direct Print service do not use an encryption method that complies with government standard FIPS140-2.

You can warn users with a control panel message when data is about to be transmitted that is not encrypted to FIPS140-2 standard.

For more information, see the printer's Security White Paper on the Xerox website.

To enable the warning message:

1. In CentreWare IS, click **Properties > Security > FIPS140 Validation Mode**.
2. Next to **FIPS140 Validation Mode**, select **Enabled**.

**Note:** FIPS 140-2 encryption does not apply to the following services and protocols: SMB, NetWare, SNMPv3, PDF Direct Print Service.



# Overwriting Image Data

To ensure that image data on the printer's hard drive cannot be accessed, you can delete and overwrite image data. Image data is any and all in-process or temporary user data on the hard drive, such as current jobs, queued jobs, temporary scan files, but not saved jobs or folders. To use this feature, you must purchase and install the Data Security Kit.

**Note:** By default, the printer deletes and overwrites each job three times after it finishes processing.

## Manually Deleting Image Data

To manually delete image data on the printer's hard drive:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Authentication/Security Settings > Overwrite Hard Disk**.
3. Touch **Number of Overwrites**, then touch **1 Overwrite**, or **3 Overwrites**.
4. Touch **Save**.
5. Touch **Run Image Overwrite**.



**CAUTION:** All image data will be deleted.

6. Touch **Start**.
7. Touch **Yes** to confirm. The following will be deleted:
  - Secure, Sample, and Delay print jobs
  - Images stored in folders
  - PDL spool files
  - Fax documents
  - Any temporary files

**Note:** While data is being deleted, the printer will be offline. The printer will restart when the process is complete.

## Scheduling Routine Deletion of Image Data

To schedule a regular time when image data on the printer's hard drive will be deleted:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Authentication/Security Settings > Overwrite Hard Disk**.
3. Touch **Number of Overwrites**, then touch **1 Overwrite**, or **3 Overwrites**.
4. Touch **Save**.
5. Touch **Run Image Overwrite**.



**CAUTION:** All image data will be deleted.

6. Touch **Scheduled Image Overwrite**.
7. Touch **Daily**, **Weekly**, or **Monthly** and touch the arrow icons to specify when you want image data to be deleted.

# 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 IS, click **Properties > Security > IP Filtering**.
2. Under **IPv4 Filtering**, or **IPv6 Filtering** select **Enabled**.
3. Click **Add** under **IPv4 Filtering**, or **IPv6 Filtering**.
4. Type the **Source IP Address**. This is the IP address of the computer or device that you want to allow.
5. Type a number for the **Source IP Mask** that will use this rule. The allowable range of 0 to 32 corresponds to the 32-bit binary number comprising IP addresses. A number of 8, for example, represents a Class A address (mask of 255.0.0.0). The number 16 represents a Class B address (mask of 255.255.0.0). The number 24 represents a Class C address (mask of 255.255.255.0).
6. Refresh your browser and navigate back to the IP Filtering page. Under **IP Filter Rule List**, select the rule that you just created.
7. Select your rule in the list, and click **Apply**.
8. Click **Edit** or **Delete** to edit or delete an existing rule.

# Audit Log

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

## Enabling Audit Log

**Note:** Secure HTTP (SSL) must be enabled before you can enable Audit Log. For details, see [Configuring Secure HTTP and SSL/TLS Settings](#) on page 59.

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

## Saving an Audit Log

1. In CentreWare IS, 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.

### Notes:

- One audit log entry is recorded for each network destination within a Network Scanning scan job.
- For Server Fax jobs: One audit log entry is recorded for each Server Fax job.
- For Email jobs: One audit log entry is recorded for each SMTP recipient within the job.
- **User Name:** User Name, Job Name, Computer Name, Printer Name, Folder Name, or Accounting Account ID (when Network Accounting is enabled).

**Note:** Network Authentication must be configured to record the user's name in the Audit Log.

- **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.

## PDF and XPS Signatures

You can add a digital signature to PDF or XPS documents that are created by the printer scan feature. The signature uses the information in the device Scan File certificate, or a smart card S/MIME digital certificate.

Before you begin:

- Select the device Scan File certificate. For details, see [Managing Certificates](#) on page 57
- Install an S/MIME digital certificate. For details, see [Digital Certificates](#) on page 56.
- Enable secure HTTP (SSL) and S/MIME communication. for details, see [Secure HTTP and SSL/TLS](#) on page 59.

To set digital signatures:

1. In CentreWare IS, click **Properties > Security > PDF / XPS Security Settings**.
2. Next to **PDF Signature**, select when you want the signature to be added.
3. Click **Apply**.

# Address Book Security

## Controlling CentreWare IS Address Book Access

You can allow all users to edit the public address book in CentreWare IS, or restrict access to system administrators only.

1. In CentreWare IS, click the **Address Book** tab.
2. Under **Security**, click **Access Rights**.
3. Select **System Administrators Only**, or **Open to All Users**.

## Controlling Control Panel Address Book Access

Before you begin, configure Local Authentication. For details, see [Local Authentication](#) on page 49.

You can create an Authorization Group to restrict users from using or editing the address book at the control panel.

1. In CentreWare IS, click **Properties > Security > Create Authentication Groups**.
2. Click **Edit** next to one of the group numbers.
3. Type the **Group Name**.
4. Next to **Restrict Recipient Selection Method**, select **No Restriction** to allow access for the group, or **Always Apply Restriction** to require authentication for the group.
5. Next to **Restrict User to Edit Address Book**, select **No Restriction**, or **Always Apply Restriction**.
6. Next to **Allow User to Disable Active Settings**, select **Allow** or **Do Not Allow**.
7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

# Restricting Access to Job Information

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

## Hiding or Password Protecting Completed Job Information

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

## Hiding Active Job Information

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



# Hiding or Displaying Network Settings

You can show or hide the IPv4 address or host name of the printer on the control panel touch screen.

1. In CentreWare IS, click **Properties > Security**.
2. Click **Display Network Settings**.
3. Select **Show IPv4 Address** or **Show Host Name**. To hide network information, select **Hide Network Information**.
4. Click **Apply**.



# Printing

# 5

This chapter includes:

- [Selecting Print Mode Options](#) on page 76
- [Managing Banner Sheet Printing Options](#) on page 77
- [Print Service Settings](#) on page 78
- [UNIX, Linux, and AS/400 Printing](#) on page 80

## Selecting Print Mode Options

You can specify the print mode that you want the printer to use for individual protocol types.

1. In CentreWare IS, click **Properties > Services > Printing > Print Mode**.
2. Under **Print Mode**, select **Auto**, **HP-GL/2**, **PLCL 6/5e**, or **TIFF/JPEG** from the drop-down list.
3. Select **PJL** if necessary.

# Managing Banner Sheet Printing Options

You can set the printer to print a Banner Sheet with each print job. The banner sheet contains information identifying the user and job name. This option can be set in the print driver, in CentreWare IS, or at the printer control panel.

**Note:** Banner sheet printing must be enabled in the print driver. It must also be enabled at the control panel, or in CentreWare IS or a banner sheet will not print.

## Enabling Banner Sheet Printing in CentreWare IS

1. In CentreWare IS, click **Properties > Services > Printing > Print Mode**.
2. Under **Banner Sheet**, next to **Sensing Separator Page**, select **Enable**.
3. Next to Banner Sheet select **Start Sheet**, **End Sheet**, or **Start Sheet and End Sheet**.
4. Select the tray that you want the sheet to be printed to.
5. To allow banner sheet printing to be to be enabled or disabled from the print driver, select **Enabled** next to **Allow Print Driver to Override**.
6. Click **Apply**.

## Enabling Banner Sheet Printing at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch **Tools**.
2. Touch **Print Service Settings > Other Settings**.
3. Touch **Banner Sheet**.
4. Touch **Change Settings**.
5. Touch **Start Sheet**, **End Sheet**, or **Start Sheet and End Sheet**.
6. Touch **Allow Print Driver to Override** to allow banner sheet printing to be to be enabled or disabled from the print driver.
7. Touch **Save**.

## Enabling Banner Sheet Printing in the Printer Driver

1. With your file open, from your application's File menu, click **Print**. The application **Print** window displays.
2. Select your printer from the **Printer Name** drop-down menu.
3. Click **Properties** to access the print settings for the job.
4. Click the **Advanced** tab.
5. Click to expand the **Paper/Output** option.
6. Click **Banner Sheets**, then click the down arrow and select **Enabled** or **Disabled**.

**Note:** If banner page printing is disabled through CentreWare IS or the at the printer control panel, setting the print driver to print banner pages will have no effect.

7. Click **OK**.

# Print Service Settings

## Configuring Print Service Settings

To allocate memory for print settings:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Print Service Settings > Allocate Memory**.
3. Specify the amount of memory allocated to the following print settings as necessary.
  - **HP-GL/2 Auto Layout Memory**
  - **Job Ticket Memory**
  - **Receiving Buffer USB, LPD, Netware, SMB, IPP, Port 9100**

To set memory for other types of print settings:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Print Service Settings > Other Settings**.
  - **Print Area:** Touch **Extended** to print beyond the standard page margins.
  - **Substitute Tray:** Specify what happens when the printer runs out of a specific size paper:
    - **Display Message**
    - **User Larger Size**
    - **User Closest Size**
    - **Select Tray 5**
  - **Paper Type Mismatch:** Specify what happens when the paper type loaded in the tray does not match the paper type specified.
    - **Print**
    - **Display Confirmation Screen**
    - **Display Paper Supply Screen**
  - **Unregistered Forms:** Set whether or not to print a job if a form specified for printing in a form data file (overlay printing) is not registered on the printer. If you touch **Print**, only the data is printed because the specified form is not present. The setting is added to the print settings menu when there is a print specification from the host computer.
  - **Resume Job After Print Error:** Touch **Job Resumes Automatically** to automatically cancel a print job when an error occurs. Touch **Resume by User** to display a control panel prompt requiring a user to cancel the job manually.
  - **When Paper Jam Occurs:** Touch **Resume Job after Jam Clearance** to continue printing a job after clearing a paper jam, or **Delete Job** to cancel the print job.
  - **Printer User ID:** You can print a user's User ID on the page. Touch **Top Left**, **Top Right**, **Bottom Left**, or **Bottom Right**. The User ID must be specified in the user's print driver.
  - **Banner Sheet:** Touch **Start Sheet** to print an identifying page before each print job, **End Sheet** to print an identifying page after each print job, or **Start Sheet and End Sheet** to print both.
  - **Banner Sheet Offset:** Set whether or not to offset when banner sheets are output.
  - **Banner Sheet Tray:** Select the tray to use for printing banner sheets.

- **XPS Print Ticket Processing:** Specify how the printer processes print tickets in XPS documents. Select **Standard Mode**, or **Compatible Mode** to use the Microsoft-compliant mode.
- **LPD Print Queue:** Touch **Data Processing Order**, or **Job Submission Order** to specify the LPD print sequence.

## Configuring Media Print Service Settings

To configure media print settings:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Media Print Service Settings**.
3. Select the paper supply preset from the list, and associate the paper tray to the paper supply selection.
4. Click **Apply**.

## Configuring the Envelope Tray

To Configure the envelope tray:

1. Remove Tray 1 from the printer.
2. Insert the envelope tray in the Tray 1 position in the printer.
3. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab
4. Using the touch screen keyboard, enter **admin**, touch **Next**, enter **1111**, then touch **Enter**.
5. Touch **Tools** tab > **System Settings**.
6. Touch **Common Service Settings**.
7. Under **Features**, scroll down, then touch **Other Settings**.
8. Under **Page**, touch the down arrow to display page 2 of 3.
9. Touch **Tray 1 Configuration**, then touch **Change Settings**.
10. Touch **Coupled as Envelope Feeder**, touch **Save**, then touch **Close**.
11. Under **Features**, scroll up, then touch **Paper Tray Settings**.
12. Touch **Paper Tray Attributes**, then touch **Tray 1**.
13. Touch the check box for **Envelope Feeder**, then touch **Change Settings**.
14. Ensure that **Paper Type** is set to **Envelope**.
15. Under **Paper Size**, touch the desired envelope size.
16. Touch **Save**, touch **Confirm**, then touch **Close** twice.
17. The envelope tray is now ready for use.

# UNIX, Linux, and AS/400 Printing

UNIX-based printing uses LPD/LPR port 515 or port 9100 to provide printer spooling and network print server functionality. Xerox printers can communicate using either protocol.

## Xerox Services for UNIX Systems (XSUS)

XSUS is an application that allows you to manage and print to multiple printers in UNIX and Linux environments. With XSUS you can:

- Configure and check the status of network connected printers.
- Set up a printer on your network as well as monitor the operation of the printer once installed.
- Perform maintenance checks and view supplies status at any time.
- Provide a common look-and-feel across the many different suppliers of UNIX and Linux operating systems.

## Supported Printing Models

- **Workstation-to-printer (Peer-to-Peer):** Print jobs are processed and spooled locally on your computer, then sent directly to the printer. XSUS must be installed on each computer.
- **Workstation-to-Server (Client-Server):** Print jobs are processed and spooled on your computer and then sent to the printer to be printed. This model requires XSUS to be installed on both the server and on the computer.
- **Server Based:** Print jobs are sent unprocessed from your computer and are spooled on the server and then sent to the printer. This model requires XSUS to be installed on the server only. Individual computers can print to the printer by setting up a generic lp or lpr queue pointing to the queue on the print server.
- **Network Information Service (NIS) Based:** NIS uses a printer configuration map on the server. When new printer queues are added to a print server, only the configuration file in the master NIS server must be updated. NIS clients can then print to any of the queues listed on the server map without setting up local queues.

**Note:** Consult your UNIX or Linux operating system manual for more information on how to set up NIS-based printing.



## Installing XSUS

Before you begin:

**Note:** You must have root or superuser privileges to install XSUS.

1. Download the latest Unix, Linux, or Sun Solaris software from the Support page of the Xerox website. This includes the following two .tgz files:
  - **Printer Model Package** file which contains ppd files for all printer models. The file name is **PrinterPkgXPXX\_20xx\_xx\_xx.tgz**.
  - **Printer Driver** for your operating system. The available files are:
    - XeroxAIXpowerpcpxx\_x.xx.xx.tgz for the IBM RS6000 family.
    - XeroxHPUXXPXX\_x.xx.xx.tgz to support HP workstations.
    - XeroxLinux386XPXX\_x.xx.xx.tgz to support Linux environments.
    - XeroxSolarisXPXX\_x.xx.xx.tgz for Sun Solaris systems.

### Download the Files

1. Set up a temporary directory to download the files.
2. Download the printer driver and Printer Model Package .tgz files to the temporary directory.
3. At the UNIX command line, type **gzip -dfv {filename.tgz}** then press **Return** or **Enter**. The **{filename}** must include a .tgz extension.
4. Type **tar -xvf {filename.tgz}** then press **Return** or **Enter**.
5. The files are expanded and two directories are created with names that match the printer driver and Printer Model Package .tgz file names.

**Note:** The expansion steps must be done for both .tgz files.

### Perform the Installation Procedure

1. Change to the directory created by the expansion of the Code .tgz file.
2. On the command line, type **./setup** then press **Return** or **Enter**.
3. Change to the directory created by the expansion of the Printer Definition .tgz file.
4. Type **./setup** then press **Return** or **Enter**.

The installation creates a Xerox directory in **/usr** or **/opt** depending on your operating system.

### Launch XSUS

To launch XSUS from a terminal window prompt as root, type **xpadmin**, then press **Enter** or **Return**.

**Note:** XSUS automatically detects if your system's X server is able to run in graphical mode or not and starts accordingly.

For more information on managing printers and queues through XSUS, see the XSUS Administrator Online Help.

## Printing from a Linux Workstation

Ensure that CUPS is installed and running on your workstation. The instructions for installing and building CUPS are contained in the CUPS Software Administrators Manual, written and copyrighted by Easy Software Products.

**Note:** For complete information on CUPS printing capabilities, see the CUPS Software Users Manual available from [www.cups.org/documentation.php](http://www.cups.org/documentation.php).

### Installing the Xerox PPD on the workstation

The Xerox PPD for CUPS is available on the Xerox website. Download the file and follow the instructions that come with it.

1. Download the latest Unix PPD from the Support page of the Xerox website.
2. Copy the PPD into your CUPS `ppd/Xerox` folder on your workstation. If you are unsure of the folder's location, use the **Find** command to locate the `ppd's`.

### Adding the Xerox Printer

1. Verify that the CUPS daemon is running.
2. Open a Web browser and type **`http://localhost:631/admin`**, then click **Enter** or **Return**.
3. In **User ID**, type **root**. For password, type the root **password**.
4. Click **Add Printer** and follow the on screen prompts to add the printer to the CUPS printer list.

### Printing with CUPS

CUPS supports the use of both the System V (`lp`) and Berkeley (`lpr`) printing commands.

1. To print to a specific printer in System V, type: **`lp -dprinter filename`**, then click **Enter**.
2. To print to a specific printer in Berkeley, type: **`lpr -Pprinter filename`**, then click **Enter**.

## AS/400

Xerox provides Work Station Customization Object (WSCO) files to support AS/400 or Iseries, V5R2 or later. The WSCO is a file that provides printer-specific PCL codes that the host print transform uses to select the correct tray, 2-sided (duplex) option, font size and type, and orientation.

The `XTOOLSxxxx` library provides a source WSCO for each supported Xerox printer or device. You only need to download and install the library once.

#### Notes:

- The host print transform only works on files that are of the type AFPDS and SCS. PIDS formatted printer files must be recreated as type AFPDS to use the WSCO for printing.
- You must have IOSYSCFG permissions to create a device description or a remote queue.
- For details on AS/400, refer to the *IBM AS/400 Printing V, (Red Book)*, available on the IBM website.

## Installing the WSCO and Setting up Print Queues

For detailed instructions on installing the library and setting up print queues, refer to the installation instructions that are included with the library.



# Copying

# 6

This section includes:

- [Specifying Default Copy Settings](#) on page 86
- [Creating Copy Feature Presets](#) on page 87
- [Copy Control](#) on page 88
- [Original Size Defaults](#) on page 89
- [Reduce and Enlarge Presets](#) on page 90
- [Defining Custom Colors](#) on page 91

## Specifying Default Copy Settings

You can specify the default copy settings that users see at the control panel.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Copy Defaults**.
4. Touch the desired setting. For copy setting details, see the *User Guide*.
5. Touch **Change Settings**.
6. Make the desired changes to the setting, then touch **Save**.

## Creating Copy Feature Presets

You can define a preset for commonly used copy settings:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Preset Buttons**.
4. Touch a preset in the list, then touch **Change Settings**.
5. Make the desired changes to the preset, then touch **Save**.

## Copy Control

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Copy Control**.
4. Touch a setting in the list.
5. Touch **Change Settings**.
6. Make the desired changes, then touch **Save**.



## Original Size Defaults

You can change the default size specifications for originals:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Original Size Defaults**.
4. Touch an original size in the list.
5. Touch **Change Settings**.
6. Make the desired changes to the preset, then touch **Save**.

## Reduce and Enlarge Presets

To change the presets for reducing or enlarging images:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Reduce/Enlarge Presets**.
4. Touch a preset in the list, then touch **Change Settings**.
5. Make the desired changes to the preset, then touch **Save**.

## Defining Custom Colors

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Defining Custom Colors**.
4. Touch a custom color in the list, then touch **Change Settings**.
5. Touch the arrows to increase or decrease the values for Yellow, Magenta, or Cyan, then touch **Save**.



# Scanning

# 7

This chapter includes:

- [Configuring General Scan Service Settings](#) on page 94
- [Scanning to a Folder on the Printer](#) on page 95
- [Scanning to an Email Address](#) on page 97
- [Network Scanning](#) on page 100
- [Scanning to a User's Home Folder](#) on page 108
- [Scanning to a USB Drive](#) on page 109
- [Job Flow Sheets](#) on page 110
- [Configuring the Printer for the Scan Utility](#) on page 112

# Configuring General Scan Service Settings

## Setting Scan Defaults

To define scanning default settings for all users:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Scan Service Settings > Scan Defaults**.
3. Touch a default setting in the list, then touch **Change Settings**.
4. Make the desired changes to the default setting, then touch **Save**. For details about scan settings, see the *User Guide* at [www.xerox.com/office/WC7120/7125docs](http://www.xerox.com/office/WC7120/7125docs).

## Setting Scan to PC Defaults

To define default Scan to PC settings for all users:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Scan Service Settings > Scan to PC Defaults**.
3. Touch a default setting in the list, then touch **Change Settings**.
4. Change the following settings as necessary:
  - **Transfer Protocol:** Touch **FTP**, **SMB**, or **SMB (UNC Format)**.
  - **Login Credential to Access Destination:** Touch **Remotely Authenticated User** to use the user name and password of the remotely authenticated user for login.
  - **User Name for FTP Scan:** If you selected Remotely Authenticated User for the Login Credential to Access Destination setting, touch **User Name Only**, to only use the User Name for login, or **Add Domain Name** to use the user's full login credential name, including the domain name.

# Scanning to a Folder on the Printer

The Store to Folder feature allows users to scan files to folders created on the printer's hard drive. These files can then be retrieved through CentreWare IS. This feature provides network scanning capability without the need to configure a separate server.

## Notes:

- To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.
- For instructions explaining how to use this feature, see the *User Guide* at [www.xerox.com/office/WC7120/7125docs](http://www.xerox.com/office/WC7120/7125docs).

## Managing Folders and Scanned Files

### Creating and Editing a Folder

To create a folder:

1. In CentreWare IS, click **Scan > Folder**.
2. Next to a folder number, click **Create**.
3. Type a name for the folder.
4. If required, type a password, then retype the password again to verify.
5. Next to **Check Folder Passcode**, select: **Always**, **Save (Write)**, or **Print/Delete**.
6. Next to **Delete Files after Print or Retrieve**, select **Enabled** to delete files after they are printed or retrieved.
7. Next to **Delete Expired Files**, select **Enabled** to delete files after the stored file folder date expires. To set the expiration date in the stored file folders, see [Configuring Stored File Settings](#) on page 140.
8. Click **Apply**.

To edit or delete a folder, click **Edit** or **Delete** next to the folder number.

### Scheduling Deletion of Files Stored in Folders

To minimize disk space consumed by stored files, the printer can delete files after a specified time period.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Stored File Settings**.
3. Touch **Expiration Date for Files Stored in Folder**.
4. Touch **On** and select the number of days that files are kept before deletion, and the time that they are deleted on the last day.
5. Touch **Save**.

## Configuring Folder Service Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Folder Service Settings**.
3. Change the following fax settings as necessary:
  - **Files Retrieved By Client:** Specify when to delete files that have been retrieved from a folder. Touch **Delete According to Folder Settings** to use the folder settings, or touch **Force Delete** to ignore the folder settings and delete files from folders after they are retrieved.
  - **Print and Delete Confirmation Screen:** Touch **Enabled** to display a confirmation message on the touch screen when a file is printed and deleted from a folder.
  - **Convert Custom Size to Standard Size:** Touch **Yes** to convert files in folders to a standard size when transferring a fax or Internet fax for secure polling.
  - **Standard Size Threshold Value:** Specify the standard size for the Convert Custom Size to Standard Size setting.
  - **Internet Fax to Internet Fax:** Touch **Enabled** to allow users to forward files stored in folders using the Internet fax service.
  - **Internet Fax to E-mail:** Touch **Enabled** to allow users to forward files stored in folders using the email service.
  - **Quality/File Size for Retrieval:** Select the quality and size that files will be compressed to when retrieved from a folder.



# Scanning to an Email Address

The Email feature allows users to scan a document and send it as an Email attachment to one or more Email addresses.

## Notes:

- To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.
- For instructions explaining how to use this feature, see the *User Guide* at [www.xerox.com/office/WC7120/7125docs](http://www.xerox.com/office/WC7120/7125docs).

Before you begin:

- Purchase and install the Scan Kit. See the instructions included with the kit for details.
- Configure SMTP settings. For details, see [Configuring SMTP Server Settings](#) on page 31. Note the IP Address or host name of your SMTP server.
- Create an email account for the printer. The printer uses this address as the default text in the **From:** field of the email.

## Configuring Email Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > E-mail / Internet Fax Service Settings > E-mail Control**.
3. Change the following settings as necessary:
  - **Maximum Address Entries:** Select the maximum number of email addresses that a scanned document can be sent to. This includes To:, Cc:, and Bcc: fields.
  - **Incoming E-Mail Print Options:** Select the parts of the email that you want to print.
    - **Print Attachment Only:**
    - **Attachment, Full Headers & Message:**
    - **Attachment, Basic Headers & Message:**
  - **Print Error Notification E-mail:** Touch **On** to print an error report when an email transmission error occurs.
  - **Response to Read Receipts:** Touch **On** to allow the printer to respond to a request for a read receipt (MDN) after an email is received.
  - **Read Receipts:** Touch **On** to allow the printer to request a read receipt (MDN) when an email is sent.

**Note:** This does not apply to the Internet Fax service. For Internet Fax, read receipt settings, go to Tools > Fax Service Settings > Internet Fax Control > Delivery Confirmation Method.

- **Print Delivery Confirmation Mail:** Touch **On** to print a confirmation report (DSN response or MDN response) for every transmission. Touch **Print when delivery fails** to print a report when a transmission fails.
- **Split Send Method:** Touch **Split into Pages**, or **Split by Data Size** to split a large email into multiple email messages.
- **Maximum Data Size per E-Mail:** Specify the maximum size of an email that will be split when using the Split by Data Size method.

- **Maximum Total Data Size:** Specify the maximum size of an email that can be sent.
- **Maximum Split Count:** Specify the maximum number of splits.
- **Allow Casual Users to Edit From Field:** Touch **Yes** to allow any user to edit the From field of an email.
- **Allow Guest Users to Edit From Field:** Touch **Yes** to allow users authenticated as a guest to edit the From field of an email.
- **Allow to edit From if Search Found:** Touch **Yes** to allow users to edit the From field of an email if the user's search for an email address in the address book is successful.
- **Allow to edit From if Search Failed:** Touch **Yes** to allow users to edit the From field of an email if the user's search for an email address in the address book fails.
- **Email Sending When Search Failed:** Touch **Enabled** to disable the Email service if the user's search for an email address in the address book fails.
- **Add Me to "To" Field:** Touch **Yes** to automatically add the authenticate users email address to the To field of an email.
- **Add Me to "Cc" Field:** Touch **Yes** to automatically add the authenticate users email address to the Cc field of an email.
- **Edit E-mail Recipients:** Touch **Yes** to allow users to edit the To, Cc, and Bcc fields of an email.

**Note:** If you select **No**, set **Add Me to "To" Field**, and **Add Me to "Cc" Field** to **Yes**, or users will not be able to edit the To and Cc fields.

## Editing Default Email Settings

1. In CentreWare IS, click **Properties > Services > E-mail > Defaults**.
2. Click **Edit**.
3. Next to **Receiving Protocol**, select **POP3** or **SMTP**.
4. Next to **From Address**, type the text that you want to appear in the From field of email.
5. Next to **From Name**, type the text that you want to appear in the Name field of email.
6. Next to **Incoming E-mail Print Options**, select the parts of the email that you want to print.
7. Next to **Output Destination for Incoming E-mail**, select the tray that you want to print to.
8. Next to **Print Delivery Confirmation E-mail**, select **On** to always print a confirmation report or select **Print when delivery fails** to print a confirmation message when a transmission fails.
9. Next to **Print Error Notification E-mail**, select **Enabled** to print an error report when an email transmission error occurs.
10. Next to **Response to Read Receipts**, select **Enabled** to allow the printer to respond to a request for a read receipt (MDN) after an email is received.
11. To block or allow email transmissions to or from specific domains, next to **Domain Filtering**, select **Allow Domains** or **Block Domains**, then click **Edit**. Type the domain names on the **Domain Filter Settings** page click **Apply** at the bottom of the page.
12. Next to **Allow Authenticated Users to Edit "From:" Field when**, select: **Address Book (LDAP) Search Successful** or **Address Book (LDAP) Search Failure**.
13. Next to **Allow Guest Users to Edit "From:" Field**, select **Yes** to allow users authenticated as a guest to edit the From field of an email.

14. Next to **Edit "From:" Field when Authorization is not Required**, select **Yes** to allow users to edit the From field of an email if the user's search for an email address in the address book is successful.
15. Next to **Allow Authenticated Users to send E-mail despite LDAP Search Failure**, select **Yes** to allow authenticated users to send an email if the user's search in the address book fails.
16. Next to **Subject**, type the text that you want to appear in the Subject field of an email.
17. Next to **Message**, type the text that you want to appear in the body of an email.
18. Under **User**, **Attachment**, or **Device Information**, select additional information that you want to be added to the body of the email.
19. Next to **Signature**, type the text that you want to be added to the end of the body of the email.
20. Next to **Add Me to "To" Field**, select **Enabled** to automatically add the authenticate users email address to the To field of an email.
21. Next to **Add Me to "Cc" Field**, select **Enabled** to automatically add the authenticate users email address to the Cc field of an email.
22. Next to **Edit E-mail Recipients**, select **Enabled** to allow users to edit the To, Cc, and Bcc fields of an email.
23. Click **Apply**.

## Managing the Email Address Book

To manage the email address book, see [Public Address Book](#) on page 148.

# Network Scanning

Network Scanning allows you to scan an original document and distribute and archive the scanned image file. The Network Scanning feature is designed to simplify the task of scanning many multi-page documents and saving the scanned image files in one or more file locations.

To specify how and where scanned images are stored, you must create a template. You can create, manage, and store multiple templates in a template pool repository on a network server. Xerox software, such as SMARTsend and ScanFlowStore, is designed to help you create and manage Network Scanning templates.

## Notes:

- To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.
- For instructions explaining how to use this feature, see the *User Guide* at [www.xerox.com/office/WC7120/7125docs](http://www.xerox.com/office/WC7120/7125docs).

Before you begin:

- Purchase and install the Scan Kit. See the instructions included with the kit for details.
- Verify that a digital certificate is installed on the printer, and Secure HTTP (SSL) is enabled. For details, see [Digital Certificates](#) on page 56, and [Secure HTTP and SSL/TLS](#) on page 59.

## Enabling Network Scanning

1. In CentreWare IS, click **Properties** > **Services** > **Network Scanning** > **Scan Template Management**.
2. Next to **Status**, click **Enabled**.

## Configuring Network Scanning

1. In CentreWare IS, click **Properties** > **Services** > **Network Scanning** > **General**.
2. Next to **Confirmation Sheet**, click **On** to print a confirmation sheet for every scan, or select **Errors Only** to only print a confirmation sheet if an error occurs.
3. If you are using a remote template pool server, next to **Refresh Start Time**, select the time of day (00:00-23:59) when the list of templates will be refreshed.
4. If you are using a template pool repository, the printer must access the repository to access the network templates. Next to **Login Source**, select **None** to allow the printer to access the repository without authenticating, or select one of the following:
  - **Authenticated User:** The authentication server controls access to the template pool.
  - **Prompt at User Interface:** Select this if you do not have an authentication server. Users are prompted to type in a user name and password at the printer's control panel when they attempt to access a network template.

- **Prompt if Authenticated User Does Not Match Template Owner:** Users are prompted to authenticate when their credentials do not match the template owner.
  - Under **Job Log**, select **User Name** or **Domain** if you want these to display in the Job Log. The Job Log is filed with scanned image files if you have added Document Management Fields to a template. For details, see [Adding Document Management Fields](#) on page 105.
5. Click **Apply**.

## Configuring File Repository Settings

A file repository is a network location where scanned images are stored. You must configure the file repository settings before you can create a template.

The printer supports the following transfer protocols:

- **FTP**
- **NetWare NCP**
- **SMB**
- **HTTP/HTTPS**

**Note:** HTTP/HTTPS scans to a Web server using a CGI script.

### FTP

Before you begin:

- Ensure that FTP services are running on the server or computer to be used to store scanned image files. Note the IP address or host name.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
- Create a folder within the FTP root. Note the directory path, user name, and password. This is your file repository.
- Test the connection. Log into the file repository from a computer with the user name and password. Create a new folder in the directory, then delete it. If you cannot do this, check the user account access rights.

### Configuring Repository Settings for FTP

1. In CentreWare IS, click **Properties > Services > Network Scanning > File Repository Setup**.
2. Click **Add**.
3. Next to **Friendly Name**, type a name for the repository.
4. Select **FTP** from the **Protocol** drop-down menu.
5. Next to **Host Name / IP Address & Port**, type the appropriately formatted address and port number of your FTP server.
6. Next to **File Path**, type the directory path of the folder beginning at the root of FTP services. Example: **/directoryname/foldername**.

7. Under **Login Credentials to Access the Destination**, select one of the following:
  - **Authenticated User and Domain:** The authentication server validates the user credentials prepended by the domain name against the LDAP server.
  - **Authenticated User:** The authentication server validates the user credentials against the LDAP server.
  - **Prompt at User Interface:** Users type their credentials at the control panel.
  - **System:** Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.
8. Type the **Login Name** and **Password** if the system will be directly accessing the file server.
9. Click **Apply**.

## NetWare

Before you begin:

- Enable and configure Netware protocol settings. For details, see [NetWare](#) on page 39.
- On the NetWare server, create a folder. This is your file repository. Note the server name, server volume, directory path, the NDS Context and Tree, if applicable.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
- Test the connection by logging into the file repository from a computer with the user name and password. Create a new folder in the directory, then delete it. If you cannot do this, check the user account access rights.

To configure file repository settings:

1. In CentreWare IS, click **Properties > Services > Network Scanning > File Repository Setup**.
2. Click **Add**.
3. Next to **Friendly Name**, type a name for the repository.
4. Select **NetWare** from the **Protocol** drop-down menu.
5. Next to **Server Name**, type the server name.
6. Next to **Server Volume**, type the server volume.
7. For NetWare 4.x, 5.x, 6x, and IPX only, type the tree and context in the **NDS Tree** and **NDS Context** fields.
8. In the **File Path** field, type the directory path of the folder.
9. Under **Login Credentials to Access the Destination**, select one of the following:
  - **Authenticated User and Domain:** The authentication server validates the user credentials prepended by the domain name against the LDAP server.
  - **Authenticated User:** The authentication server validates the user credentials against the LDAP server.
  - **Prompt at User Interface:** Users type their credentials at the control panel.
  - **System:** Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.
10. Type the **Login Name** and **Password** if the system will be directly accessing the file server.
11. Click **Apply**.

## SMB

Before you begin:

- Ensure that SMB services are running on the server or computer where you want to store scanned image files. Note the IP address or host name.
- On the SMB server, create a shared folder. This is your file repository. Note the directory path, Share Name of the folder, and the Computer Name or Server Name.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
- Test the connection by logging into the file repository from a computer with the user name and password. Create a new folder in the directory, then delete it. If you cannot do this, check the user account access rights.

To configure file repository settings:

1. In CentreWare IS, click **Properties > Services > Network Scanning > File Repository Setup**.
2. Click **Add**.
3. Next to **Friendly Name**, type a name for the repository.
4. Select **SMB** from the **Protocol** drop-down menu.
5. Select the address type. Options are **IPv4** or **Host Name**.
6. Next to **Host Name / IP Address & Port**, type the appropriately formatted address and port number for the server where the file repository is located. The default port number is 139.
7. Next to **Share**, type the share name.
8. Next to **File Path** field, type the directory path of the folder starting at the root of the shared folder. Example: If you have a folder named **scans** in the shared folder, type **\scans**.
9. Under **Login Credentials to Access the Destination**, select one of the following:
  - **Authenticated User and Domain:** The authentication server validates the user credentials prepended by the domain name against the LDAP server.
  - **Authenticated User:** The authentication server validates the user credentials against the LDAP server.
  - **Prompt at User Interface:** Users type their credentials at the control panel.
  - **System:** Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.
10. Type the **Login Name** and **Password** if the system will be directly accessing the file server.
11. Click **Apply**.

## HTTP/HTTPS

Before you begin:

- Enable HTTP or Secure HTTP (SSL). Ensure that a certificate is installed on the printer if you are using SSL.
- Configure your web server, and ensure that HTTP/HTTPS services are running. POST requests and scanned data will be sent to the server to be processed by a CGI script. Note the IP address or host name of the web server.

- Create a user account and password for the printer on the Web server. Note the user name and password.
  - Create a home directory for the printer.
  - Create a bin directory in the home directory
  - Copy an executable CGI script in the bin directory. You can create your own script, or download a sample script. For details, see [CGI Scripts](#) on page 104. Note the path to the script. The script can be defined with script\_name.extension or by path/script\_name.extension.
- Create a folder with read and write permissions on the Web server, or alternate server. Note the directory path, user name, and password. This is your file repository.
- Test the connection by logging in to the printer's home directory on the Web server. Send a POST request and file to the Web server. Check to see if the file is in the repository.

### CGI Scripts

A CGI (Common Gateway Interface) script is a program on a Web server that is executed when the server receives a request from a browser. A CGI script is required to allow files to be transferred to your HTTP server from your printer.

When a document is scanned, the printer logs into the Web server, sends a POST request along with the scanned file, then logs out. The CGI script handles the remaining details of file transfer.

### Configuring HTTP/HTTPS File Repository Settings

1. In CentreWare IS, click **Properties > Services > Network Scanning > File Repository Setup**.
2. Click **Add**.
3. Next to **Friendly Name**, type a name for the repository.
4. Select **HTTP** or **HTTPS** from the **Protocol** drop-down menu.
5. Next to **Host Name / IP Address & Port**, type the appropriately formatted address and port number of your HTTP or HTTPS server.
6. Click **View HTTP Proxy Server Settings** to verify that your proxy settings allow the printer to access your web server.
7. For **HTTPS**, click **View Trusted SSL Certificates** to verify that a digital certificate is installed on the printer.
8. Select **Validate Repository SSL Certificate** to have the server's SSL certificate validated for the correct host name and checked for a signature of a trusted certificate authority.
9. Next to **Script path and filename**, type the path to the CGI script starting at the root. Example: **/directoryname/foldername**.
10. Next to **File Path**, type the directory path of the folder starting at the root. For Web server directories, type in the path starting at the root. Example: **\\directoryname\\foldername**.
11. Under **Login Credentials to Access the Destination**, select one of the following:
  - **Authenticated User and Domain**: The authentication server validates the user credentials prepended by the domain name against the LDAP server.
  - **Authenticated User**: The authentication server validates the user credentials against the LDAP server.



- **Prompt at User Interface:** Users type their credentials at the control panel.
  - **System:** Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials go log into the file server.
12. Type the **Login Name** and **Password** if the system will be directly accessing the file server.
  13. Click **Apply**.

## Configuring the Default Template

Before you can use the Network Scanning feature, you must create and edit a template. A template contains scan settings, and at least one destination for the scanned image files.

You must configure the default template before you can create a new template. After the default template is configured, all new templates created inherit the default template settings and should then be edited as required.

The default template cannot be deleted.

1. In CentreWare IS, click **Properties > Services > Network Scanning > Default Template**.
2. Under **Destination Services**, select **File** to add File Destinations, and **Fax** to add Fax Destinations.
3. Add File Destinations, Fax Destinations, Document Management Fields, and configure other scanning options.

## Editing File Destination Settings

1. Under **File Destination**, select the template and click **Edit**.
2. Select the required **Filing Policy** from the drop-down menu.
3. Click **Apply**.

## Adding Document Management Fields

You can add fields to the template to help you manage scanned image files. The fields will display when a user selects the template at the control panel. The user can type information about the document they are scanning. The information is filed with each scanned image file in the Job Log.

The Job Log can be accessed by third-party software and the information can be retrieved and associated with the scanned files.

To add Document Management Fields:

1. Under **Document Management Fields**, click **Add**.
2. Type a name for **Field Name**. This text is not shown at the control panel and is used by third party software to access the Document Management information. This field cannot be empty.
3. Next to **User Editable**, select **Editable** if you want to allow users to modify the field. Under **Field Label**, type a label that identifies the purpose of the field to the user.  
Select **Not Editable** if you do not want the user to change the value. The field will not display on the control panel, and the text typed in the Default Value field will be used.
4. Type a **Default Value** if the field is not editable. The Default Value is optional if the user may edit the field.

5. If the field is Editable, select **Require User Input** to prompt the user to type data for this document management field before scanning.
6. If the field is Editable, select **Mask User Input** to display typed characters as asterisks (\*\*\*\*) at the control panel. Select **Record User Input in Job Log** to also write any masked data to the Job Log file. Consider data security issues before selecting this.
7. **Validate Data Before Scanning** options may also be available if there are validation servers configured for the printer.

## Configuring Other Default Template Scanning Options

Click **Edit** to edit the following settings. Many of these settings are described in the *User Guide*.

- Network Scanning
- Advanced Settings
- Layout Adjustment
- Filing Options
- Report Options
- Network Scanning Image Settings
- Compression Capability

To restore the Default Template to its original settings click **Apply Factory Default Settings**. This will delete any custom settings applied to the Default Template.

## Configuring Template Pool Repository Settings

If you want to store Network Scanning templates on your network, or if you are using a scanning management application such as SMARTsend, or ScanFlowStore, you must provide information about the server that will host the templates.

1. In CentreWare IS, click **Properties > Services > Network Scanning > Advanced > Template Pool Setup**.
2. Your template pool repository can be configured to transfer files using FTP, SMB, HTTP, or HTTPS. Configure the settings by following the same instructions as you did when setting up the file repository. Refer to the following:
  - FTP: [FTP](#) on page 101.
  - NetWare: [NetWare](#) on page 102.
  - SMB: [SMB](#) on page 103
  - HTTP or HTTPS: [HTTP/HTTPS](#) on page 103.

**Note:** The format for a directory path for FTP is **/directory/directory**, for SMB, the format is **\\directory\\directory**.

## Updating the List of Templates at the Control Panel

If you are storing templates on your network in a template pool repository, when you make any changes to the templates in the repository, you can update the list of templates that displays at the control panel.

1. Press the **Services Home** button on the control panel, then touch the **Network Scanning** icon.
2. Touch **Update Templates**.

## Configuring a Validation Server

Scan metadata entered at the printer control panel can be verified against a list of valid values by a validation server.

1. In CentreWare IS, click **Properties > Services > Network Scanning > Validation Servers**.
2. Click **Add**.
3. Next to Host Name / IP Address & Port, type the appropriately formatted address and port number of the server. The default port number is **443** for HTTPS.
4. Next to **Path**, type the path on the server.  
**Note:** The format for a directory path for FTP is **/directory/directory**, while the format for a directory path for SMB is **\\directory\\directory**.
5. Type a **Response Timeout** between 5 and 100 seconds.
6. Click **Apply**.

## Scanning to a User's Home Folder

The Scan to Home feature allows users to scan to their home folder as defined in your LDAP directory, or to a shared folder on the network.

Before you begin:

- Enable and configure Network Scanning. For details, see [Network Scanning](#) on page 100.
- Configure Network Authentication. The authentication server and the server that you are scanning to must have the same domain. For details, see [Network Authentication](#) on page 50.

If you want to scan to the home folder defined in an LDAP directory:

- LDAP server settings must be configured. For details, see [LDAP](#) on page 33.
- Each user's home folder location must be defined in the LDAP directory.

If you want to scan to a shared folder on the network, create a shared folder on your network with read and write access privileges.

### Configuring Scan to Home

1. In CentreWare IS, click **Properties > Services > Scan to Home > General**.
2. Next to **Status**, click **Enabled**.
3. Type a **Friendly Name** up to 127 characters in length. This is the default description of the template that displays for users when scanning at the control panel.
4. Type a **Template Name** up to 127 characters. This is the default name that displays for users when scanning at the control panel. If you leave this field blank, the template will be named **@S2HOME**.
5. Specify the home directory:
  - To scan to a user's home directory defined in the LDAP directory, next to **Determine Home Directory**, select **LDAP Query**.
  - To scan to a user's home directory defined on a specific computer, next to **Determine Home Directory**, select **NO LDAP Query**. Next to **Network Home Path**, type the IP address of the computer.
6. To create a subdirectory that will contain the scanned files, select **Automatically Create Subdirectory**, and type the Subdirectory.
7. Select **Append "User Name" to Path** to create a folder for each user in the directory.
8. Select **Automatically Create "User Name" directory if one does not exist** to create a folder for each user in the directory if it does not already exist.
9. Select the directory structure that you want to use.
10. Next to **Use Domain for Authenticated User** select **Enabled** to use the user's full login credential name, including the domain name.

## Scanning to a USB Drive

The Store to USB feature allows users to scan a document to a USB flash drive using the USB port on the printer control panel.

### Notes:

- To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.
- For instructions explaining how to use this feature, see the *User Guide* at [www.xerox.com/office/WC7120/7125docs](http://www.xerox.com/office/WC7120/7125docs).

Before you begin:

- Purchase and install the Scan Kit. See the instructions included with the kit for details.
- Purchase and install the USB Enablement Kit. See the instructions included with the kit for details.

### Enabling Store to USB

1. In CentreWare IS, click **Properties > Services > Store to USB > General**.
2. Next to **Store to USB**, select **Enabled**.
3. Click **Apply**.

## Job Flow Sheets

You can create a Job Flow to execute a series of actions on a scanned document that is stored in a folder. The actions are defined in a Job Flow Sheet.

To configure a Job Flow, you must:

- Create a Folder
- Create a Job Flow Sheet
- Link the Job Flow Sheet to the Folder

### Notes:

- To use scanning with this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.
- To use fax with this feature, you must purchase and install the Fax Hardware Kit. See the instructions included with the kit for details.
- For instructions explaining how to use this feature, see the *User Guide* at [www.xerox.com/office/WC7120/7125docs](http://www.xerox.com/office/WC7120/7125docs).

Before you begin:

- Purchase and install the Scan Kit. See the instructions included with the kit for details.
- Enable ports for SNMP, SOAP, and UDP.

## Create a Folder

Create a folder. For details, see [Creating and Editing a Folder](#) on page 95.

## Create a Job Flow Sheet

1. In CentreWare IS, click **Scan > Job Flow Sheets**.
2. Next to **Sheet Type**, select **Unknown**.
3. Next to **Sheet Order**, select the order in which you want to have sheets displayed.
4. Click **Display Job Flow Sheets List**.
5. Click **Create Job Flow Sheet**.
6. Next to **Job Flow Sheet Name**, type a name for the sheet.
7. Next to **Description**, type a description for the sheet.
8. Next to **Keyword**, type keywords that will help users find the sheet when searching at the control panel.
9. Click **Apply**.
10. Refresh your browser and navigate back to the **Job Flow Sheets** page.
11. Click **Display Job Flow Sheets List**.
12. Select the sheet you just created and click **Edit Job Flow Sheet**.

13. Under **Edit Job Flow Sheet**, next to **Edit Destination**, select an action that you want to take on the documents in your folder (Print, Fax, Internet Fax, Email, FTP, SMB, and Email Notification). Make sure the service that you select is configured correctly as specified in this guide, and the required scan or fax kit is installed on the printer.

**Note:** If files are stored in the folder using the Internet Fax Received feature, you can not use the Internet Fax or Email actions.

14. Click **Edit Job Flow Sheet**.

15. Select file handling options:

- If you selected email or Internet fax, type the recipients names and email addresses, and select the **File Format**. For email, enable thumbnail previews if desired. You must purchase and install the Thumbnail Preview Kit to use this option. Select **MRC High Compression** options, and enable **Searchable Text** options if desired. You must purchase and install the Searchable PDF Kit to use this option.
- If you selected print, select the **Paper Supply** tray, **Output Destination** tray, **Quantity**, and **2 Sided Printing** options as necessary.
- If you selected fax, type the recipient's name and address (fax phone number), and select the **Starting Rate**. Type the **Folder Number** of the folder and the **Folder Passcode**. Select **Send Relay Broadcast**, or **Print at Relay Station** if necessary. Type the **Relay Station ID / Broadcast Recipients**, **F Code** and **Password** if necessary.
- If you selected FTP or SMB, type the **Name** and the **Server Name**. Next to **Save in**, type the directory path of the folder where you want to send scanned documents. Type the **Login Name** and **Password** of the folder. Select the **File Format**, and enable thumbnail previews if desired. You must purchase and install the Thumbnail Preview Kit to use this option. Select **MRC High Compression** options, and enable **Searchable Text** options if desired. You must purchase and install the Searchable PDF Kit to use this option.
- If you selected **Email Notification**, type the recipient email addresses and select **When to Notify** options. Type a message that will be included in the body of the email.

16. Click **Apply**.

17. Add other destinations as necessary. Destinations appear on the **Job Flow Sheet Common Attributes** page after they are added to the Job Flow Sheet.

## Link the Folder to a Job Flow Sheet

1. In CentreWare IS, click **Scan > Folder**.
1. Next to the folder that you want to link to, click **Edit**.
2. Under **Link Job Flow Sheet to Folder**, next to **Sheet Type**, select the type of Job Flow Sheet hat you want to link to.
3. Click **Display Job Flow Sheets** List.
4. Select your Job Flow Sheet from the list, and click **Link Job Flow Sheet to Folder**.

# Configuring the Printer for the Scan Utility

## Xerox Scan Utility

The Xerox Scan Utility (XSU) allows you to scan directly to your computer and helps you manage and distribute scanned image files. Before you can scan, you must create a template in the utility. The template is saved on the printer.

The scan utility is installed when you install scan drivers. For instructions explaining how to use this feature, see the *User Guide* at [www.xerox.com/office/WC7120/7125docs](http://www.xerox.com/office/WC7120/7125docs).

### Notes:

- Secure HTTP (SSL) must be enabled, and a certificate must be installed on the printer before you can scan using XSU.
- SMB must be enabled on your computer. SMB is not enabled by default on Macintosh computers.
- Templates created in XSU can not be deleted from the printer using CentreWare IS. Templates must be deleted in XSU by the user who created the template.
- For instructions explaining how to use this feature, see the *User Guide* at [www.xerox.com/office/WC7120/7125docs](http://www.xerox.com/office/WC7120/7125docs) or the Xerox Scan Utility help.

## Network Scan Utility 3

Network Scan Utility 3 allows you to scan directly to your computer and helps you manage and distribute scanned image files. Before you can use the utility, you must enable SNMP, SOAP, and WebDAV.

1. In CentreWare IS, click **Properties > Connectivity > Port Settings**.
2. Next to **SNMP**, **SOAP**, and **WebDAV**, select **Enabled**.

You can now install and use the scan utility.



# Faxing

# 8

This chapter includes:

- [Embedded Fax](#) on page 114
- [Server Fax](#) on page 119
- [Internet Fax](#) on page 121
- [LAN Fax](#) on page 123
- [Session Initiation Protocol Fax](#) on page 124

## Embedded Fax

When you send a fax from the printer control panel, the document is scanned and transmitted to a fax machine using a dedicated telephone line.

Before you begin:

- Verify that the printer has access to a functioning telephone line and has a telephone number assigned to it.
- Install the Fax Hardware Kit and set the country code. For details, see the instructions provided with the kit.

### Enabling Embedded Fax

**Note:** The Embedded Fax and Server Fax Services can not both be enabled at the same time.

1. In CentreWare IS, click **Properties > Services > Fax > Fax Settings**.
2. Next to **Fax Service**, select **Scan to Fax**.
3. Click **Apply**.

### Configuring Fax Settings

#### Configure Local Terminal Information Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Local Terminal Information Settings**.
3. Touch **G3 Line 1 - FaxID**, and touch **Change Settings**.
4. Type the fax number, then touch **Save**.
5. Touch **SIP Line**, and touch **Change Settings**.
6. Type a name for the line, then touch **Save**.
7. Touch **G3 SIP Line ID**, and touch **Change Settings**.
8. Type a name for the line, then touch **Save**.
9. Touch **G3 Line 1 - Dial Type**, then touch **Change Settings**.
10. Touch the dial type, then touch **Save**.
11. Touch **G3 Line 1 - Line Type**, then touch **Change Settings**.
12. Touch the line type, then touch **Save**.
13. Repeat for lines 2-3 if you have installed the 3 line fax hardware kit.
14. You can set a password to prevent your printer from receiving faxes or being polled by other machines that are not F-Code compatible. Touch **Machine Password**, then touch **Change Settings**.
15. Type a password, then touch **Save**.
16. Touch **Local Name** and type the name of the printer if desired.
17. Touch **Company Logo** and type the name of your company if desired.

### Configure Fax Control Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Fax Control**.
3. Change the following fax settings as necessary:
  - **Re-enter Recipients:** Touch **Enter Twice** to require users to enter the recipient address twice, ensuring that the fax is sent to the correct address.
  - **Re-enter Broadcast Recipients:** Touch **Enter Once Only** to allow the broadcast send, or **Enter Twice** to require users to enter the recipient twice before allowing the broadcast send.
  - **Re-enter Speed Dial Recipients:** Touch **Enter Twice** to require users to enter the speed dial recipient twice. Touch **Re-enter Fax Number of E-mail** to require users to type the fax number or email address after entering the speed dial recipient.
  - **Re-enter Group Recipients:** Touch **Enter Twice** to require users to enter the group recipient twice.
  - **Transmission Header Text - Polling:** Touch **Display Header** to attach a transmission header to a polling file.
  - **Polled Files - Auto Delete:** Touch **Yes** to automatically delete polled faxes.
  - **Rotate 90 Degrees:** Touch **Yes** to rotate scanned faxes 90 degrees.
  - **Sender ID:** Touch **On** to notify G3-ID to recipients.
  - **Save Undelivered Faxes:** Touch **Yes** to save undelivered faxes. You can access saved undelivered faxes on the Job Status screen.
  - **Save Deleted Faxes:** Touch **Yes** to save deleted faxes. You can access saved deleted faxes on the Job Status screen.
  - **Saved Faxes - Auto Delete:** Touch **Delete after 24 Hours** to automatically delete saved faxes after 24 hours.
  - **Transmission Interval:** Specify how often faxes are transmitted (3-155 seconds). A longer transmission interval increases the total time required to send a broadcast transmission, but allows faxes to be received during that time.
  - **Batch Send:** Touch **Yes** to allow multiple faxes addressed to a single destination to be sent in a single fax transmission whenever possible. This will reduce transmission costs.
  - **Manual Send / Receive Default:** Touch **Manual Receive** or **Manual Send** to specify the default on-hook manual setting when a fax line is shared with a telephone.
  - **Fax Receiving Mode:** Touch **Auto Receive** or **Manual Receive** to set the default fax receiving mode that appears when you press the Machine Status button.
  - **Border Limit:** If a received fax document is longer than a page, specify the border size around the document to force a page break (0-177mm).
  - **Auto Reduce On Receipt:** Touch **Yes** to fit a long received fax document on a single page if the document is within the range specified in the Border Limit setting,
  - **Tray for Printing Incoming Faxes:** Select the tray that you want to use for received faxes.
  - **2 Pages Up On Receipt:** Touch **Yes** to print two pages on a single sheet of paper
  - **2 Sided Printing:** Touch **Yes** to print on both sides of a single sheet of paper.
  - **Edge Erase:** Set top, bottom, left, and right edge erase margins.
  - **Reduce 8.5 x 11" Original to A4:** Touch **Yes** to resize letter size documents to A4 when the Reduce/Enlarge setting is set to Auto % on the Layout Adjustment screen.
  - **Pseudo-Photo Gradation Mode:** Touch **Error Diffusion** or **Dither**.

- **Folder Selector Setup:** Touch **Enabled** to classify received faxes by line type and store them in folders as specified in CentreWare IS at **Properties > Services > Fax > Fax Received Options**.
- **Memory Full Procedure:** If the printer's hard disk becomes full while scanning a document, the current job can be aborted and deleted or the partially stored job can be sent. Touch **Delete Job** or **Run Job**.
- **Maximum Stored Pages:** Set the maximum number of pages stored for a fax document.
- **Mixed Size Originals Scan Mode:** Touch **Standard** if all the documents to be scanned are standard size or touch **Custom** to allow multiple media sizes to be scanned from the document feeder.
- **Fax Data in Folder Priority 1, 2, 3:** Select F Code, Remote Terminal ID, or Remote Terminal Name to classify received faxes and store them in folders.
- **Direct Fax:** Select **Enabled** to allow the printer to receive a LAN fax sent from a print driver. For details about LAN fax, see the print driver help.
- **Line 2, 3 - Line Selection:** Specify if you want to use each fax line to **Send, Receive, or Send and Receive** faxes.
- **Block Inbound Faxes:** Type up to 50 fax numbers that you want to block.
- **Block Unknown Fax Numbers:** Touch **Yes** to block unknown fax numbers.

## Setting Fax Defaults

To define defaults for incoming faxes for all users:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Fax Defaults**.
3. Touch a default setting in the list, then touch **Change Settings**.
4. Make the desired changes to the default setting, then touch **Save**. For details about fax settings, see the *User Guide* at [www.xerox.com/office/WC7120/7125docs](http://www.xerox.com/office/WC7120/7125docs).

## Setting Incoming Fax Options

### Fax Forwarding

For each fax line, you can configure incoming faxes to be automatically routed to an internal folder. faxes that have been routed to one of these folders can then be sent to a destination using one or more of the following methods:

- **Print:** Print a hardcopy output of the received fax.
- **Send as Fax:** Forward the fax to another fax number
- **Send as Internet Fax:** Forward the fax to an Internet fax address
- **Send as Email:** Forward the fax to an email recipient as an attachment
- **FTP transfer:** File the fax to an FTP repository
- **SMB transfer:** File the fax to an SMB repository

To set up fax folder options:

1. In CentreWare IS, click **Properties > Services > Fax > Fax Received Options**.
2. Next to the **Folder Selector Setup**, click **Enabled**.
3. Click **Apply**. After the printer restarts, navigate back to the Fax Received Options page.
4. Under **Folder Selector Setup**, select a line and click **Change Settings**.
5. Next to **Save Incoming Fax in Designated Folder**, select **Enabled**.
6. Type a three-digit folder number and click **Apply**. Navigate back to the Faxed Received Options page.
7. Click **File Transfer Settings**.
8. Select the destination options you would like faxes for this line to be forwarded to and click **Next**.
9. Enter appropriate settings for all selected destinations.
10. Click **Apply**.

### Selecting the Folder Where Received Faxes are Stored

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Fax Received Options**.
3. Touch **Folder Selector Setup**.
4. Touch a line, then touch **Change Settings**.
5. Touch **On**, and type the three-digit number of the folder that you want to use for storing received faxes.
6. Touch **Save**.

### Specify the Output Tray

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Fax Received Options**.
3. Touch **Output Destination Setup**.
4. Under **Fax Received - Line 1**, select an output tray, and touch **Save**.
5. Repeat for other lines.
6. Under **Public Folder Printed Files**, select an output tray polling.

### Reduce/Enlarge Presets

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Fax Received Options**.
3. Touch **Reduce/Enlarge Presets**.
4. Change the following settings as necessary:
  - **Preset %**: Specify the preset magnification values to appear in the Layout Adjustment Screen.
  - **Variable %**: Specify the default magnification value to appear in the Layout Adjustment Screen.

## Original Size Defaults

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Fax Received Options**.
3. Touch **Original Size Defaults**.
4. Change the default settings as necessary.

## Fax Confirmation Report

You can configure a confirmation sheet to notify users if a fax transmission was not successful.

1. In CentreWare IS, click **Properties > Services > Fax > Defaults**.
2. Next to **Confirmation Sheet**, select **Errors Only**.
3. Click **Apply**.

## Server Fax

Server Fax allows you to send a fax over a network to a fax server, which then sends the fax to a fax machine over a phone line.

Before you can send a server fax, you must configure a fax filing repository, or filing location. The fax server retrieves the documents from the filing location and transmits them over the telephone network. You can also print a transmission report.

### Enabling Server Fax

Before you begin, purchase and install the optional Server Fax Kit.

To enable Server Fax:

1. In CentreWare IS, click **Properties > Services > Fax > Fax Settings**.
2. Next to **Fax Service**, select **Scan to Fax Server**.
3. Click **Apply**.

### Configure a Server Fax Filing Repository

Before you can send a server fax, you must configure fax repository settings. Once configured, the printer will transfer faxed images to the repository. The fax server will then send the fax to its destination over the phone line.

You can set up a repository that uses one of the following protocols:

- FTP
- SMB
- SMTP

### Configuring a Fax Repository using FTP

Before you begin:

- Ensure that FTP services is running on the server or computer where images to be faxed by the printer will be stored. Note the IP address or host name.
  - Create a user account and password for the printer. When the Server Fax feature is used, the printer logs in using the account, transfers the file to the server or computer and logs out. Note the user account and password details.
  - Create a directory within the FTP root to be used as a fax repository. Note the directory path.
1. In CentreWare IS, click **Properties > Services > Fax > Fax Repository Setup**.
  2. Select **FTP** from the **Protocol** drop-down menu.
  3. Type the appropriately formatted IP address or host name and port number of the FTP server.
  4. Next to **File Path**, type in the full path to the root location of the fax repository. For example: **/(directory name)/(directory name)**.
  5. Type the user account and password in the **Login Name** and **Password** fields.

6. Retype the password to confirm.
7. Click **Apply**.

## Configure a Fax Repository using SMB

Before you begin:

- Create a shared folder to be used as a fax repository. Note the Share Name of the folder and the Computer Name or Server Name.
  - Create a user account and password for the printer with full access rights to the fax repository. Note the user account and password.
1. In CentreWare IS, click **Properties > Services > Fax > Fax Repository Setup**.
  2. Select **SMB** from the **Protocol** drop-down menu.
  3. Type the appropriately formatted address or host name and, if required, port number of the SMB server or workstation where the fax filing repository is located.
  4. Next to **Share**, type the share name.
  5. Type the **File Path**, relative to the share, where the fax repository is located. For example: If the path is *sharenamelwclfax*, type *lwclfax* in **File Path**.
  6. Type the **Login Name** and **Password**.
  7. Retype the password to confirm.
  8. Click **Apply**.

## Configure a Fax Repository using SMTP

1. In CentreWare IS, click **Properties > Services > Fax > Fax Repository Setup**.
2. Select **SMTP** from the **Protocol** drop-down menu.
3. Type the domain name of your SMTP server in the **Domain** field.
4. Next to **E-mail Address Display Format**, select **add "FAX="** if necessary.
5. Click **Apply**.

## Server Fax Confirmation Report and Job Log

You can configure a confirmation sheet to notify users if a fax transmission was not successful.

1. In CentreWare IS, click **Properties > Services > Fax > Defaults**.
2. Next to **Confirmation Sheet**, select **On** to print a confirmation sheet for every transmission, or select **Errors Only** to print only when a fax transmission fails.
3. Next to **Job Log**, select **User Name** or **Domain** if you want this information to display on the Job Log. The Job Log is filed in the fax repository with the fax job.
4. Click **Apply**.



# Internet Fax

Internet Fax allows you to scan a document at the control panel and send it to a destination using an email address, or to receive and print an email with attachments. You can also print a transmission report. A telephone line connection is not required.

## Configuring Internet Fax Settings

Before you begin:

- Create an email address for the printer if you want it to receive Internet faxes.
- Configure POP3 settings. For details, [POP3](#) on page 36.
- Configure SMTP settings. For details, [SMTP](#) on page 31.
- Install the Fax Hardware Kit.

**Note:** A domain name must be entered before you can enable Internet Fax.

The Internet Fax service uses many of the same settings as the Email scanning service.

To configure E-mail / Internet Fax settings:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > E-mail / Internet Fax Service Settings > Email Control**.

For more details, see [Configuring Email Settings](#) on page 97.

## Configure Internet Fax Control Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Internet Fax Control**.
3. Change the following fax settings as necessary:
  - **Internet Fax Path:** Select **Via E-mail Server** to send to an email address using an SMTP server. Select **Direct (P2P)** to send to an email address using a the fully qualified host name or IP address in one of the following formats:
    - Hostname: example.address@device.domain.jp
    - IP Address: example.address@[129.249.123.1]
  - **Profile for Broadcast Job:** Select the profiles to use when sending an Internet Fax broadcast.
    - **TIFF-S:** Documents larger than A4 are automatically reduced to A4.
    - **TIFF-F:** Select this profile when you specify **Superfine** for **Resolution** or when sending A3 or B4 documents.
    - **TIFF-J:** Select this profile to use JBIG compression.
  - **Broadcast Starting Rate:** Select G3 Auto, Forced 4800 bps, or G4 auto as the default communications mode.
  - **Delivery Confirmation Method:** If **Print Delivery Confirmation Mail** (E-mail > Internet Fax Settings > E-Mail Control) is set to **On**, you can select **Delivery Receipts** to print a delivery confirmation report, or select **Read Receipts** to confirm that the Internet fax was received and processed. The destination machine must support DSN or MDN.

- **Incoming Internet Fax Print Options:** Select the parts of the Internet fax that you want to print.
  - **Print Attachment Only:**
  - **Attachment, Full Headers & Message:**
  - **Attachment, Basic Headers & Message:**
- **Internet Fax Output Destination:** Select the output tray where you want Internet faxes to be printed.
- **Fax Transfer from Address Book:** Select **On** to allow users to forward a fax to a number listed in the fax address book.
- **Transmission Header Text - Fax Transfer:** Select **Display Header** to add a transmission header to a received Internet fax when it is forwarded.
- **Fax Transfer Maximum Data Size:** Use the touch screen keypad to specify the maximum size allowed to forward an Internet fax (up to 65535 KB).

## Internet Fax Defaults Settings

### Configuring Incoming Internet Fax Print Options

1. In CentreWare IS, click **Properties > Services > Internet Fax > Defaults**.
2. Next to **Incoming Internet Fax Print Options**, select if you want to print just the faxed attachment, or Basic Headers, Message, and Headers.
3. Click **Apply**, or configure outgoing Internet fax default options.

### Configuring Outgoing Internet Fax Options

1. In CentreWare IS, click **Properties > Services > Internet Fax > Defaults**.
2. Next to **Subject**, type the default text that will appear in the Subject field of outgoing Internet fax email.
3. Next to **Message**, type the default text that will appear in the body of outgoing Internet fax email. Select other information that you want to include in the body of the email.
4. Next to **Signature**, type the text you want to include as a signature.
5. Click **Apply**.

### Printing an Internet Fax Confirmation Report

1. In CentreWare IS, click **Properties > Services > Internet Fax > Defaults**.
2. Next to **Confirmation Sheet**, select **Errors Only** you want to print a confirmation sheet when an Internet fax transmission fails.
3. Click **Apply**.

## Internet Fax Addresses

You can store Internet Fax email addresses in the printer's internal address book or you can configure the printer to reference a network LDAP directory. To configure LDAP settings, see [LDAP](#) on page 33. To add Internet fax addresses to the Address book, see [Public Address Book](#) on page 148.

## LAN Fax

Local Area Network (LAN) Fax allows you to send a fax from the print driver on your computer to a fax machine over a telephone line.

Users select the Fax option from their print driver. For details about using or configuring LAN Fax, see the driver help.

# Session Initiation Protocol Fax

Session Initiation Protocol Fax (SIP Fax or FoIP Fax), allows you to send and receive fax documents over the internet to and from another FoIP fax machine or a standard G3 fax machine.

If you have an SIP server, you can associate the SIP User Name of the printer with a fax number, so that users can type the fax number in a familiar format. If you have a VoIP gateway, the printer can communicate with standard G3 fax machines. Configure SIP server settings, register VoIP gateways, and configure T.38 settings if necessary.

Before you begin, purchase and install the Fax over IP Kit.

## Enabling SIP Fax at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Common Service Settings > Other Settings**.
3. Touch **Fax Service**, then touch **Change Settings**.
4. Touch **Scan to Fax**.
5. Touch **Save**.

## Configuring SIP Settings

1. In CentreWare IS, click **Properties > Protocols > SIP**.
2. Type the SIP protocol port number in the Port Number field.
3. Type an SIP User ID for the printer. An SIP User ID is a combination of an SIP user name and IP address. For example, if the IP address of the printer is 192.168.1.1, and you want to assign the number 1111 as the SIP user name, type 1111@192.168.1.1 in the SIP User ID field.  
If you are using an SIP server, type the SIP UserID is the G3 fax number of the printer followed by the IP address of the SIP server. For example, 5031112222@192.180.1.2.  
If you do not have an SIP server, type the IP address of the printer in the SIP User ID field.
4. Select the appropriate SIP Transfer Protocol.
5. Next to Enable SIP Server, select **Yes**.
6. Next to SIP Server IP Address Resolution, select **DHCP** or **Static**.
7. To filter domains, next to Domain Filtering, select **Allow Domains** or **Block Domains**.
  - Click **Edit**.
  - Type the domains that you want to add to the filter list.
  - Click **Apply**.
8. If you are using an SIP proxy server, under Primary SIP Proxy Server Setup, type the IP address of the server.
9. Type the user name and password used to log in to the server.
10. Next to Server Type, select **Standard** or **Cisco**.
11. Under Secondary SIP Proxy Server Setup, type information about your secondary proxy server.
12. Under Primary SIP Proxy Registrar Server Setup, type information about your secondary proxy server.

13. Under Secondary SIP Proxy Registrar Server Setup, type information about your secondary proxy server.
14. Click **Apply**.

## Registering VoIP Gateways

1. In CentreWare IS, click **Properties > Protocols > VoIP Gateway**.
2. Click **Create** to add a new SIP Gateway ID.
3. Type an ID and IP address of the gateway.  
**Note:** You can register up to 50 Gateways.
4. Click **Apply**.

## Configuring T.38 Settings

1. In CentreWare IS, click **Properties > Connectivity > Protocols > T.38**.
2. Select a T.38 Transport Protocol to prioritize TCP or UDP packets.
3. Edit the default Listening Port Numbers if necessary.
4. Next to Prioritize IP Packets, type a number to set the priority of T.38 packets relative to other IP network activity. A higher number indicates higher priority.
5. Click **Apply**.

## Configuring other SIP Fax Settings

To set SIP fax line names and other fax settings, see:

- [Configuring Fax Settings](#) on page 114
- [Setting Fax Defaults](#) on page 116
- [Setting Incoming Fax Options](#) on page 116



# Accounting

# 9

This chapter includes:

- [Local Accounting](#) on page 128
- [Xerox Standard Accounting](#) on page 130
- [Network Accounting](#) on page 133
- [Configuring Accounting Login Screen Settings](#) on page 134
- [Accounting and Billing Device Settings](#) on page 135
- [Enabling Accounting in Print Drivers](#) on page 136

# Local Accounting

Local Accounting tracks the number of copy, print, scan, and fax jobs for each user that logs in to the printer. You can then generate reports listing usage data for individual users and groups.

## Configuring Local Accounting

1. In CentreWare IS, 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. For details, see [Local Authentication](#) on page 49.
5. Next to **Verify User Details for Printer / Direct Fax Jobs**, select **Yes** to authenticate users at the control panel. Local authentication must be configured. For details, see [Local Authentication](#) on page 49.
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**.
12. To set up an account, next to **Account Number**, type the number of the account you want to edit (1-1000), and click **Edit**.
13. Type a **User ID** and a **Name** for the new user.

**Note:** Each User ID and Name must be unique.

14. Under **Feature Access**, select the features that the user is allowed to access.
15. Under **Impressions / Limits**, type the maximum number of impressions or sent images that the user can produce. The maximum number of impressions or images sent is 16,000,000.
  - **Color Copied Impressions** includes all color copies.
  - **Black Copied Impressions** includes all black and white copies.
  - **Color Scanned Images** includes all color scanned images.
  - **Black Scanned Images** includes all black scanned images.
  - **Color Printed Impressions** includes all color documents printed from a computer using the print driver.
  - **Black Printed Impressions** includes all black and white documents printed from a computer using the print driver.

### Notes:

- Cover sheets and banner sheets are counted as impressions.
  - If the printer is set to print a scan confirmation report or an Internet Fax acknowledgement report, these documents are counted towards the user's limit.
16. Under **User Role**, select **System Administrator**, **Account Administrator**, or **User**.



17. To add the user to a group, next to **Add This User to Authorization Group**, select the group.
18. Click **Apply**.

## Resetting Access and Usage Limits for All Users

1. In CentreWare IS, 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**.

# Xerox Standard Accounting

Xerox Standard Accounting (XSA) tracks the number of copy, print, scan, and fax 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 XSA is enabled, users must log in to the printer before accessing services. They must also provide their account details in the print driver before printing documents from a computer.

**Note:** If XSA is enabled, you cannot enable other accounting modes.

You can create a maximum of:

- 2499 unique XSA user IDs
- 500 General Accounts
- 499 Group Accounts

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

**Note:** XSA settings and account data are stored in the printer. Xerox recommends that you back-up settings using the Cloning feature. If XSA settings are lost or deleted, you can restore them using the cloning backup file. For details, see [Cloning](#) on page 147.

Before you begin:

- Install Print and Fax Drivers on all user computers.

## Configuring Xerox Standard Accounting

1. In CentreWare IS, 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. For details, see [Local Authentication](#) on page 49.
5. Next to **Verify User Details for Printer / Direct Fax Jobs**, select **Yes** to authenticate users at the control panel. Local authentication must be configured. For details, see [Local Authentication](#) on page 49.
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**.

## Creating a Group Account

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

1. In CentreWare IS, click **Properties > Accounting > 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

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

1. In CentreWare IS, 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.

- **Black Printed Impressions** includes all black and white documents printed from a computer using the print driver.

**Note:** Cover sheets and banner sheets are counted as impressions.

- **Black Copied Impressions** includes all black and white copies.
- **Color Printed Impressions** includes all color documents printed from a computer using the print driver.
- **Color Copied Impressions** includes all color copies.
- **Network Images Sent** includes documents sent over the network, including network scans, scans to email, server and Internet faxes.

**Note:** If the printer is set to print a scan confirmation report or an Internet Fax acknowledgement report, these documents are counted towards the user's limit.

- **Fax Images Sent** includes documents faxed to a phone number. The total number of documents is the number of faxed documents, including cover sheets, multiplied by the number of destinations.
  - **Black Faxed Impressions** includes received fax documents that are printed.
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 printer, 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 printer tracks the number of impressions generated over their limit and subtracts them from the user's limit once it is reset.

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

## Resetting Usage Limits

1. In CentreWare IS, 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 XSA accounts on the printer.

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 IS, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.
2. Click **Generate Report**.
3. Right-click the **Right-click to download** link and save the .csv file to your computer.

# Network Accounting

Network Accounting allows you to manage printer usage with detailed cost analysis capabilities. Print, Scan, Fax, 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.

Before you begin:

- Install and configure Xerox certified network accounting software on your network. Refer to the manufacturer's instructions for help.
- Test communication between the accounting server and the printer. To do this, open a Web browser, type the IP Address of the printer in the address bar, then press Enter. The printer's CentreWare IS home page should display.
- Install print drivers on all user computers if you want to track print and LAN Fax jobs.

## Enabling and Configuring Network Accounting

1. In CentreWare IS, 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. For details, see [Local Authentication](#) on page 49.
5. Next to **Verify User Details for Printer / Direct Fax Jobs**, select **Yes** to authenticate users at the control panel. Local authentication must be configured. For details, see [Local Authentication](#) on page 49.
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**.
12. Configure Network Authentication if it is not configured. For details, see [Network Authentication](#) on page 50.

## Configuring Accounting Login Screen Settings

1. In CentreWare IS, 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/ Fax Jobs:** Touch **Track with Accounting/Billing Device** to track scanned or faxed 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 Print Drivers

Jobs sent from a user's computer can only be counted if accounting is enabled in the print driver.

## Enabling Accounting in a Windows Print Driver

1. From the **Start** menu select **Printers and Faxes**.
2. Right-click the printer in the list, and select **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's 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 or send a LAN fax using the print driver.



# Administrator Tools

# 10

This chapter includes:

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- [Configuring Stored File Settings](#) on page 140
- [Energy Saving Settings](#) on page 141
- [Touch Screen Settings](#) on page 142
- [Taking the Printer Offline](#) on page 143
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# Monitoring Alerts and Status

You can configure alert and status notices to be automatically sent as an email message to one or more recipients.

## Setting Up Job Completion Alerts

To set up job completion alerts for email recipients:

1. In CentreWare IS, click **Properties > General Setup > Alert Notification > Notify Job Completion by E-mail**.
2. Under **Recipient Email Address**, type up to five addresses of recipients who are to receive job completion alerts.
3. Under **Targeted Jobs**, select the types of jobs recipients will receive when a job is completed.
4. Under **When to Notify**, select whether recipients will receive notification on all job completions or only after job errors.
5. In the **Message** field, type the text that will appear in the message.
6. Click **Apply**.

## Setting Up Machine Status Alerts

To set up job completion alerts for email recipients:

1. In CentreWare IS, click **Properties > General Setup > Alert Notification > E-mail Notification for Machine Status**.
2. Under **Send Notice**, select the machine status to send immediate notification or at regular intervals.
3. Under the **Mail Notice Status Settings**, set the appropriate mail status notification for each recipient.
4. Under the **Notice Frequency Settings**, select how often the email will be sent.
5. Click **Apply**.

## Setting Up Billing Meter Read Alerts

To set up billing meter read alerts for email recipients:

1. In CentreWare IS, click **Properties > General Setup > Alert Notification > Billing Meter Read Alerts**.
2. Under **Billing Administrator E-mail Addresses**, type in the email addresses of the administrator(s).
3. Under **Send Alert**, set alerts to report billing meter reads and registration cancellation to the Xerox server.
4. Click **Apply**.

## Setting Up Supplies Data Alerts

To set up supplies data alerts for email recipients:

1. In CentreWare IS, click **Properties > General Setup > Alert Notification > Supplies Data Sent Alerts**.
2. Under **Supplies Administrator E-mail Addresses**, type in the email addresses of the email recipients.
3. Under **Send Alert**, set alert to send notification of registration cancellation to the Xerox server.
4. Click **Apply**.

# Configuring Stored File Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Stored File Settings**.
3. Change the following settings as necessary:
  - **Expiration Date for Files Stored in Folder:** To minimize disk space consumed by stored files, the printer can delete files after a specified time period. Touch **On** and select the number of days that files are kept before deletion, and the time that they are deleted on the last day.
  - **Stored Job Expiration Date:** Touch **On** and select how long print files stored on the printer (Charge Print, Private Charge Print, Secure Print, and Sample Print) are kept before being deleted. Touch **Same Date as Files in Folder** to keep files until the date specified in the Expiration Date for Files Stored in Folder setting. Under **Power Off Deletes Jobs**, touch **Yes** to delete jobs every time the printer is turned off.
  - **Minimum Passcode Length for Stored Jobs:** Specify the minimum number of allowed passcode digits (0-12). A passcode is required when Secure Print or Private Charge Print files are stored or printed.
  - **Print Order for All Selected Files:** Specify the order that files will be printed when a user prints all stored files.

# Energy Saving Settings

1. In CentreWare IS, click **Properties > General Setup > Energy Saver Settings**.
2. Next to **Time to Low Power Mode**, type the number of minutes (1-240) that the printer can be inactive until going into Low Power Mode.
3. Next to **Time to Sleep Mode**, type the number of minutes (1-240) that the printer can be inactive until going into Sleep Mode.
4. Click **Apply**.

# Touch Screen Settings

## Setting Default Touch Screen Settings

1. At the printer control panel, press the **Machine Status**, then touch the **Tools** tab.
2. Touch **System Settings > Common Service Settings > Screen / Button Settings** to set the control panel default screens and buttons.
3. Change the following settings as necessary:
  - **Screen Default:** Set the screen that displays when the printer is first turned on.
  - **Service Screen Default:** Set the screen that displays when the Services button is pressed.
  - **Service Screen After Auto Clear:** Set the service screen that displays when a certain amount of inactive time has passed (Auto Clear). Touch **Last Selection Screen** to revert to the last service screen used, or touch **Services Home** to revert to the main Services screen.
  - **Auto Display of Login Screen:** Set the screen to automatically prompt users to log in when authentication is configured.
  - **Services Home:** Specify the service icons that display when a user presses the Services Home button.
  - **Job Type on Job Status Screen:** Specify the types of jobs that display when the Job Status button is pressed.
  - **Screen Brightness:** Adjust the brightness of the screen.
  - **Reconfirm E-mail Recipient:** Touch **Always Reconfirm Recipient**, or **Always Reconfirm Multiple Recipients** to require users to retype recipient addresses when sending an email.
  - **Reconfirm Fax Recipient:** Touch **Always Reconfirm Recipient**, or **Always Reconfirm Multiple Recipients** to require users to retype recipient addresses when sending a fax.
  - **Reconfirm Internet Fax Recipient:** Touch **Always Reconfirm Recipient**, or **Always Reconfirm Multiple Recipients** to require users to retype recipient addresses when sending an internet fax.
  - **Customize Keyboard Button:** Customize the touchscreen keyboard button in the lower right corner. The default text is .com.
4. Touch **Save**.

# Taking the Printer Offline

To prevent the printer from either sending or receiving jobs over the network at any given time, you can take the printer offline. This allows you to perform printer maintenance without jobs being sent to the printer. When the printer is offline, any services, such as Network Scanning, are unavailable.

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Print Mode**.
3. Touch **Online/Offline**.
4. Touch **Close**.

**Note:** Taking the printer offline does not turn the printer off.

## Restarting the Printer in CentreWare IS

1. In CentreWare IS, click **Status > Description & Alerts**.
2. At the bottom of the page, click **Reboot Machine** then click **OK**.

**Note:** Restarting the printer can take up to five minutes. During this time, network access is not available.

## Restarting the Printer from the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Troubleshooting**.
4. Touch **Resets**.
5. Touch **Software Reset**.
6. Under **Reset Options**, select the type of reset you want:
  - All Software
  - Network Software
  - Copy Software
7. Touch **Reset**.

### Notes:

- Using Software Resets to restart the printer is faster and wastes less consumables than turning the printer on and off.
- Restarting the printer can take up to five minutes. You can not access CentreWare IS during this time.

# SMart eSolutions and Billing Information

## SMart eSolutions

SMart eSolutions is a suite of features that simplifies printer ownership and administration. It provides free services to enable administration of metered billing and supplies replenishment plans for printers on a network. The suite provides the following:

- **MeterAssistant®:** MeterAssistant automatically submits meter reads to Xerox from network printers. This eliminates the need to collect and report meter read information manually.
- **SuppliesAssistant®:** SuppliesAssistant proactively manages ink supplies for network equipment, and monitors actual usage.
- **MaintenanceAssistant®:** MaintenanceAssistant provides options for troubleshooting your printer. You can send detailed diagnostic information to Xerox, start online troubleshooting sessions with Xerox, and download usage information to your computer in .csv format.

**Note:** For more information on SMart eSolutions, see [www.xerox.com/smartesolutions](http://www.xerox.com/smartesolutions).

There are three ways to register the printer for SMart eSolutions:

- **Automatic registration:** Automatic registration is available as a standard feature on many WorkCentre/WorkCentre Pro printers.
- **SMart eSolutions Windows Client:** The windows client is an option for small and medium sized businesses. To download the Windows client, see [www.xerox.com/smartesolutions](http://www.xerox.com/smartesolutions).
- **CentreWare Web:** CentreWare Web is a Web browser-based software tool that installs, configures, manages, monitors, and reports on network printers and multifunction printers on your network regardless of manufacturer. It is well suited for large enterprise businesses. For more information, see [www.xerox.com/centrewareweb](http://www.xerox.com/centrewareweb).

### Notes:

- Once you install the software, MeterAssistant is automatically enabled.
- SMart eSolutions is not available in all countries. Refer to your Xerox Representative for further information.

Before you begin:

- Create an account on Xerox.com to receive your meter read information. To create a new account see [www.xerox.com/meterreads](http://www.xerox.com/meterreads).
- Ensure SNMP and TCP/IP are enabled.
- Ensure the HTTP Proxy Server is configured.
- Configure Billing Meter Read Alerts. For details, see [Setting Up Billing Meter Read Alerts](#) on page 138.
- Configure Supplies Data Sent Alerts. For details, see [Setting Up Supplies Data Alerts](#) on page 139.



## Enabling SMart eSolutions

1. In CentreWare IS, click **General Setup > SMart eSolutions > Registration**.
2. If the HTTP Proxy Server is not configured, click **Enable Proxy Server**. For details, see [Proxy Server](#) on page 38.
3. Click **Register with Xerox Communication Server**.
4. On the **Xerox Communication Server** page, next to **Server Communication**, select **Enabled**.
5. Next to **Transmission Time**, type the time of day that you want the printer to perform its daily communication with Xerox.
6. Click **Apply**.

## MeterAssistant

To view the last transmission of Billing Meter information for your printer:

1. In CentreWare IS, click **Status > SMart eSolutions**.
2. Click **Meter Assistant**.
3. If Meter email alerts are desired, see [Setting Up Billing Meter Read Alerts](#) on page 138.

## SuppliesAssistant

To view the current status of supplies:

1. In CentreWare IS, click **Status > SMart eSolutions**.
2. Click **Supplies Assistant**.
3. Printer supplies list with their current % Life Remaining.
4. If Supplies Assistant email alerts are desired, see [Setting Up Supplies Data Alerts](#) on page 139.

## Maintenance Assistant

1. In CentreWare IS, click **Status > SMart eSolutions > Maintenance Assistant**.
2. To send diagnostic information to Xerox, click **Send Diagnostic Information to Xerox**.  
**Note:** If the button is unavailable, register the printer for SMart eSolutions.
3. To send diagnostic information to Xerox and start an online troubleshooting session, click **Start an Online Troubleshooting Session at www.xerox.com**.
4. If the button is unavailable, register the printer for SMart eSolutions.

## View Usage and Billing Information

### Usage Counters

The Usage Counters page displays the total number of pages printed or generated by the printer.

1. In CentreWare IS, click **Status > Billing and Counters > Usage Counters**.  
The entire detailed list of pages printed or generated by the printer displays.
2. Click **Refresh** to update the page.

## Billing Information

The Billing Information page displays the count of pages printed or generated in black and white or color for billing purposes.

1. In CentreWare IS, click **Status > Billing and Counters > Billing Information**.  
The list of pages printed or generated by printer displays.
2. Click **Refresh** to update the page.

# Cloning

This feature allows you to save your printer settings in a clone file. You can use the clone file to copy your printer settings to another printer, or use it to back up and restore settings on your own printer.

**Note:** If you are using the clone file to copy your printer settings to another printer, both printers must be the same model, and have the same version of software.

To determine the Software Version of your printer:

1. In CentreWare IS, click **Properties > General Setup > Configuration Report**.
2. Scroll down to **Software Versions**.

## Saving Your Printer Settings to a Clone File

1. In CentreWare IS, click **Properties > General Setup > Cloning**.
2. Under **Create Clone File** select the feature settings that you want save. All features are selected by default.
3. To view the specific parameters that can be cloned for any of the features, click **View Feature Details**.
4. Click **Clone**.

The Cloning page displays.

5. On the Cloning page, under Create Clone File, right-click **Cloning.dat** and save the file to your computer.

**Note:** The default name for the file is **Cloning.dat**. If you rename the file, use **.dat** as the file extension.

## Installing a Clone File

**Note:** This procedure will cause the printer to restart and will be unavailable over the network for several minutes.

1. In CentreWare IS, click **Properties > General Setup > Cloning**.
2. Under **Install Clone File**, click **Browse** and navigate to your clone file.
3. Click **Install**.

# Address Books

If your network is connected to an LDAP server you can configure the printer to look up addresses from the LDAP directory. For details, see [LDAP](#) on page 33. If you do not have an LDAP server, you can use the Fax Address Book and the Public Address Book to store fax machine phone numbers and email addresses on the printer.

The printer can be configured to access both an LDAP directory and a Public Address Book. If both are configured, users will be presented with the choice to use either address book.

## Public Address Book

Email addresses, internet fax addresses, and fax numbers are stored in the Public Address book.

**Note:** An Internet Fax Address is the email address of an Internet fax machine.

## Editing the Public Address Book as a .csv File

If you have many addresses to manage, you can create a list of addresses in a spreadsheet application, save it as a .csv file, and upload it to the printer.

### Format

The address book file must be in comma separated format (.csv). The printer recognizes the second row in the .csv file as the first data entry. The first row contains headings for the data in each column. The default column heading names are: Name, Email Address, Internet Fax Address.

Example:

Name	Email Address	Fax Number	Internet Fax Address
Jim Smith	jim.smith@corp.com	1234567898	faxmachine.one@corp.com
Ellen Jones	ellen.jones@corp.com	4566544985	faxmachine.two@corp.com
Richard Allen	richard.allen@corp.com	7899855546	faxmachine.three@corp.com

To download a sample .csv file:

1. In CentreWare IS, click the **Address Book** tab.
2. Under **Management**, click **Download Sample**.
3. Click **Download in CSV format**. Save the file to your computer.

To download a.csv file with headings only (no sample data):

1. In CentreWare IS, click the **Address Book** tab.
2. Under **Management**, click **Export File with Column Heading only**.
3. Click **Download in CSV format**. Save the file to your computer.

## Import

1. In CentreWare IS, click **Address Book > Import**.
2. If you want to import a new address book file, under **Import Public Address Book**, type the path to your file, or click **Browse** to locate your file in .csv format.
3. Under **Management**, click **Import**.
4. Next to **First row of the .CSV file**, select if you the first row of data is **Column headings** or **Recipient data**. If you downloaded and edited a sample .csv file, select **Column headings**.
5. Click **Browse** and navigate to your .csv file.
6. Click **Next**.
7. On the **Import** page, under **Imported Heading**, select the labels from your imported file that you want to map to the labels in the Address Book. Options are:
8. Click **Apply**.

## Adding and Editing Address Book Entries

To add a new name:

1. In CentreWare IS, click the **Address Book** tab.
2. Under **Common Tasks**, click **Add New Name**.
3. Edit the fields under **Common Settings**. Click **Details** to provide more detailed information.
4. Click **Save & Close**.

To edit an existing name:

1. Next to the name, click **Edit**.
2. Edit the fields under **Common Settings**. Click **Details** to provide more detailed information.
3. Click **Save & Close**.

To delete all names

1. Under **Management**, click **Delete All Names**.
2. Click **OK**.

## LAN Fax Address Book

The LAN Fax feature has a separate directory for storing and managing addresses. For details, see the print driver help.

## Font Management Utility

The CentreWare Font Management Utility allows you to manage fonts on one or more printers on your network.

**Note:** The Xerox CentreWare Font Management utility is available on the Xerox website at [www.xerox.com/office/WC7120/7125drivers](http://www.xerox.com/office/WC7120/7125drivers).

You use the utility to download soft fonts to your printer, such as your company's branded fonts or unicode fonts needed to support multiple languages. You then can add, delete or export the fonts to a file. You can add or delete printers in the printer list to display only those printers you want to manage.

# Customizing Printer Contact Information

The support page in CentreWare IS displays contact information for service and supplies as well as for about the system administrator. You can customize this information to display your company's contact information for the users of the printer.

To add your own custom information:

1. In CentreWare IS, click the **Support** tab.
2. Click the **Change Settings**.
3. Update the fields with your desired information and click **Save**.

# Updating the Printer Software

When Xerox releases a new version of printer software or firmware, you can update your printer to incorporate the new fixes and improvements.

## Updating the Software

Before you begin

- Determine the current software version of your printer.
- Download the latest software update file in **.bin** format from the drivers and downloads page for your specific printer.

To determine the currently installed software version:

1. In CentreWare IS, click **Properties > General Setup > Configuration**.
2. Scroll down to **Software** to verify the software version.

To update the software:

1. In CentreWare IS, click **Properties > Services > Machine Software > Upgrades**.
2. Under **Upgrades** select **Enabled**.
3. Click **Apply**.
4. Refresh your browser and navigate to **Properties > Services > Machine Software > Manual Upgrade**.
5. Under **Manual Upgrade**, click **Browse** to locate and select the software upgrade file in **.bin** format.
6. Click **Open**.
7. Click **Install Software**.  
The file is sent to the printer. Once the software is installed, the printer restarts.
8. Check the configuration report to verify that the software has updated.



# Date and Time Settings

When the printer is first set up, you are asked to set the date and time. If you want to change the date and time after the initial setup, use the control panel to change the settings. You can also use date and time settings to enable Network Time Protocol (NTP) synchronization, set energy savings, and set other timing functions for the printer.

To change date and time settings:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Common Service Settings > Machine Clock/Timers**.
3. Change the following settings as necessary:
  - **Date:** Set the date.
  - **Time:** Set the time using a 12-hour or 24-hour format.
  - **NTP Time Synchronization:** Set the printer's clock to synchronize with your Network Time Protocol (NTP) server, if you have one.
  - **Connection Interval:** Specify how often the printer connects to the NTP server.
  - **Time Server Address:** Specify the NTP server address.
  - **AutoClear:** Specify the amount of inactive time before the control panel resets to the default screen. To set the default screen, see [Touch Screen Settings](#) on page 142.
  - **Auto Job Release:** Specify the time elapsed until the printer cancels an active job with an error and starts the next print job.
  - **Auto Print:** Set the time period to start the next print job after you operate the control panel.
  - **Printer Lockout Duration:** Set the printer to disable printing during a set time period or set the machine to disable temporarily.
  - **Energy Saver Timers:** Set the energy saver to low power and sleep mode duration.
  - **Time Zone:** Set the time difference from GMT.
  - **Daylight Savings:** Set the daylight savings time, if necessary. During daylight savings, the printer automatically increments the clock forward by one hour.

# Watermarks and Annotations

A watermark inhibits the replication of a document by adding text or a background pattern to the printed page. You can configure watermarks to print dates, unique IDs, background patterns, or to print default text. Additionally, you can set watermarks to print according to the job type.

Annotations are customizable text strings that are printed on the document, similar to watermarks. If you want to create a custom annotation not found in the default selections, you can set a text string and then apply one of the four preset templates to the text string. When annotations are enabled, they print according to the layout template associated with the job type.

## Watermarks

To set up the watermark appearance and enable a forced watermark:

1. In CentreWare IS, click **Properties > Security > Watermark > Watermark**.
2. Under **Watermark**, specify the following:
  - Select the date format and watermark appearance.
  - Enable the forced watermark by job type, if necessary.
3. Click **Apply**.

## Universal Unique ID

To print the Universal Unique ID number in the watermark:

1. In CentreWare IS, click **Properties > Security > Watermark > Universal Unique ID**.
2. Under **Universal Unique ID**, set where you want the unique ID to print on the page.
3. Click **Apply**.

## Forced Annotations

Forced annotations allow you to create text strings for custom watermarks. You can create up to eight strings with a maximum of 32 characters. Once the string is created, you can apply a layout template to the watermark.

To create text strings:

1. In CentreWare IS, click **Properties > Security > Force Annotation > Create Text String**.
2. Under **Create Text String**, type up to eight watermark text strings.
3. Click **Apply**.

To apply layouts to text strings:

1. In CentreWare IS, click **Properties > Security > Force Annotation > Apply Layout Template to Copy/Print Jobs**.
2. Under **Apply Layout Template to Copy / Print Jobs**, click **Change Settings** to apply the template to the watermark string using one of the available types of print jobs.
3. Next to **Apply Layout Template**, select **Enabled** to apply the layout template.

4. Under **Layout Template List**, select one of the preset templates from the list.
5. Click **Apply**.

## Memory Settings

You can increase performance by allocating memory away from ports that are not being used, or allocate more memory to more heavily used ports.

1. In CentreWare IS, click **Properties > General Setup > Memory Settings**.
2. Under **Memory Settings**, specify memory allocation and spooling behavior.

# Customization and Expansion

This chapter includes:

- [Xerox Extensible Interface Platform \(EIP\)](#) on page 158
- [Auxiliary Interface Kit](#) on page 160

# Xerox Extensible Interface Platform (EIP)

Xerox Extensible Interface Platform (EIP) allows independent software vendors and partners to develop personalized and customized document management solutions that can be integrated and accessed directly from the printer's control panel. These solutions can leverage existing printer infrastructure and databases. Examples of applications include ScanFlow Store™, Xerox Scan to PC Desktop™, Equitrac Office™, and others. For more information on EIP applications for your printer, contact your Xerox Service Representative or see [www.office.xerox.com/eip/enus.html](http://www.office.xerox.com/eip/enus.html) on the Xerox website.

## Enabling Extensible Services

Before you begin:

- Get the customer service installation file from your local Xerox representative, and copy it to your computer. Note the location of the file.
- Ensure that a digital certificate is installed on the printer. For details, see [Installing a Digital Certificate](#) on page 56.
- Xerox recommends that you enable HTTP (SSL). For details, see [Secure HTTP and SSL/TLS](#) on page 59.

**Note:** After installing a certificate and enabling HTTP (SSL), restart your Web browser. If you do not restart your browser, a certificate error message will prevent you from accessing the Properties tab in CentreWare IS

## Installing Custom Services Software

1. In CentreWare IS, click **Properties > Services > Machine Software > Manual Upgrade**.
2. Under **Manual Upgrade**, click **Browse**, then locate the **InstallCustomServices.dlm** file for the custom application you want to install.
3. When you locate the file, click **Open**, then click **Install Software**.

## Enabling Extensible Service Registration

1. In CentreWare IS, click **Properties > General Setup > Extensible Service Setup**.  
**Note:** If Extensible Service Setup does not display, the custom services software file was not installed correctly or the installation failed.
2. Under Setup, click **Configure**.
3. Select **Extensible Services** and click **Apply**.  
**Note:** Other services are enabled by default.
4. Click **OK**.
5. Under Browser Settings, select **Enable the Extensible Services Browser** if necessary.
6. Some EIP applications require a password. If you are using one of these applications, under Enable Extensible Services, select **Export password to Extensible Services**.
7. Select **Verify server certificates** if necessary.

8. If the EIP application that you are using is on a server outside the firewall of your company, configure proxy server settings. To configure proxy settings, under Proxy Server select **Use Proxy Server**.
  - a. Next to Proxy Setup, select **Same Proxy for All Protocols** to use the same settings for HTTP and HTTPS. Select **Different Proxy for Each Protocol** to enter separate server addresses for HTTP and HTTPS.
  - b. Type your HTTP and HTTPS server address and port number.
9. Click **Apply**.

## Auxiliary Interface Kit

An Auxiliary Interface Kit, or a Foreign Device Interface kit, is a third-party access and accounting device such as a coin operated printer accessory or a card reader that can be attached to the printer. Installation instructions are included with the Foreign Device Interface Kit. After the kit is installed, you must enable and configure the device at the control panel.

To configure Accounting/Billing Device settings, see [Accounting and Billing Device Settings](#) on page 135.

To configure accounting, see [Accounting](#) on page 127.

To configure authentication, see [Local Authentication](#) on page 49.