

WorkCentre Pro[®] 65/75/90

604S14200

Network Installation Instructions

Read this
before
installing

Distribute Materials

Xerox installation personnel deliver, unpack, and install the printer. They identify the documentation needed to support your printer. Materials may vary depending on model and options installed. Locate and distribute the following materials as instructed below.

This document - For the System Administrator.

Page

- 4 - Connect the Printer to a Network
- 5 - Enable Scanning and E-mail Options
- 6 - Enable the Fax Option
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Other Documentation:

CD Pack

- Getting Started Leaflet – For the Machine Administrator/Operator. It provides steps to install the Customer Documentation CD on a PC and the Environment, Health, and Safety information. Read and keep for reference.
- Information CD – For the Machine Administrator/Operator. Install the contents of this training CD on a public server on your local area network for all users to access.
- Customer Documentation CD (x2) – Both CDs are the same. They contain PDFs of the user documentation that are suitable for on-screen viewing or hard copy printing. It is recommended that you copy the User Guide and the Features at a Glance files to a public server on your local area network to provide your users easy access.

CentreWare - Give these to the System Administrator

- Network Scanning Services
- Scan to PC Desktop Standard
- Scan to PC Desktop Deluxe

Connect the Printer to a Network

1.
 - See page titled 100BaseT Ethernet. Consult the System Administration Guide (PDF file) located on the Customer Documentation CD, in the Customer Information Pack for a more in-depth explanation.
 - For Wireless connection see System Administration Guide Supplement for more information.
 - Select the appropriate Network or Protocol page in this document to finish the Network connection.
2.
 - Locate the CentreWare® Print & Fax Drivers CD located in the CentreWare Network Services Pack. Refer to the Getting Started With Network Services guide. Load the drivers, test the system and distribute the print drivers to users.

Note:

In addition to print and fax drivers, the CentreWare Network Services Pack contains a number of useful tools such as:

CentreWare Print & Fax Drivers CD

- TIFF/PDF Submission Tool
- Font Management Utility
- Xerox Printer Configuration Utility
- Xerox Printer Installation Utility

CentreWare Printer Management CD

- Links to download Device Admin Wizard and Device Discovery
- Additional tools are available on this CD

Refer to the Getting Started with Network Services guide for more details.

Enable Scanning and E-mail Options

If you only received Basic Network Scanning plus E-mail, follow the instructions in step 1.

If you also received CentreWare Network Scanning (Standard or Deluxe), follow the instructions in steps 1 and 2.

When these options are enabled, you can convert paper documents into digital images. The scanned images can be sent directly to network repositories or attached to an e-mail message sent directly from the printer. The printer offers a range of walk-up e-mail features. You can search and select addresses using an existing company network e-mail address book or an address list downloaded to the machine. Or type an e-mail address using the standard keyboard provided on the touch screen. You can also activate Authentication (security) which requires users to complete a valid network or optional guest login sequence before accessing optional features such as e-mail, scanning and fax.

1. Enable E-mail, Authentication and Basic Network Scanning

- To enable and configure servers for the E-mail and Authentication features, follow the instructions on the E-mail page included in this document.
- To enable Basic Network Scanning, use the printers Internet Services (embedded web server). Consult the System Administration Guide (pdf file) located on the Customer Documentation CD, in the Customer Information Pack for a more in-depth explanation.

2. Enable CentreWare Network Scanning

- Locate the CentreWare Network Scanning Services Pack. Refer to the Getting Started With Network Scanning Services Guide and the System Administration Guide for help to install, configure, and use the scanning features.
- To install Scan to PC Desktop (Standard or Deluxe) or other Image Management applications, follow the installation instructions included with your Image Management application.
- If using CentreWare software, you can also configure your printer to scan to e-mail destinations via a CentreWare Network Scanning Services distribution server or Microsoft Exchange Public Folders. You can also create a scanning template repository for use by multiple printers rather than recreate them for each machine. Locate the CentreWare Network Scanning Services Pack to obtain the software and installation instructions for these options. Refer to the Getting Started with Network Scanning Services Guide.

Enable the Fax Option

Follow the steps below to make the printer a more complete part of your business process.

- 1.** Install the Network Fax software and any hardware on a network server using the vendor's documentation that accompanied the Network Fax components.
- 2.** Establish the Fax repository. Refer to your vendor's Network Fax documentation for more information
- 3.** Set up the printers Fax Repository Settings. Use the System Administration Guide (pdf file) located on the Customer Documentation CD in the CD Pack to assist you.
- 4.** If necessary, deploy client software, such as drivers, to enable faxing from the PC desktop. These drivers should be supplied as part of the network fax software.

Enable the Network Accounting Option

Follow the steps below to make the printer a more complete part of your business process.

- 1.** Set up the Network Accounting feature on your printer. Refer to the System Administration Guide (pdf file) located on the Customer Documentation CD in the CD Pack for details.
- 2.** Install and configure the Network Accounting software using your vendor's documentation. This will allow you to connect the printer on your network, create user accounts, and set up reporting.
- 3.** Enable the Network Accounting option in the CentreWare print drivers.

The print drivers are part of CentreWare software. Instructions for print driver setup are found in the CentreWare Print & Fax Drivers Guide (for Windows and Macintosh) (pdf file) located on the CentreWare Print & Fax Drivers CD, in the CentreWare Network Services Pack.

The drivers are distributed without the Network Accounting option enabled. Users will need to enable the accounting option.

Enable Universal Serial Bus Printing

Follow the steps below to make the printer a more complete part of your business process.

- 1.** Verify the USB Print Kit has been installed and the USB Printer Port has been enabled by printing a Configuration Report. See System Administration Guide Supplement for details on enabling the USB port.
- 2.** Connect your printer to a PC with a standard USB peripheral cable. The PC will detect the USB device. If drivers are already installed, select the proper print driver.

If the drivers are not installed, the system will ask to install printer drivers. Use the Printer Driver CD to install the proper print driver.

Enable Image Overwrite Security

Follow the steps below to make the printer a more complete part of your business process.

- 1.** Image Overwrite Security enables On Demand Overwrite and Immediate Job Overwrite. to protect your classified or private information.
 - To enable and configure this security feature, follow the instructions on the Image Overwrite Security page included in this document.

Notes:

100BaseT Ethernet

Before You Connect to a 100BaseT Ethernet Network

The printer Ethernet Interface has speed settings of 10Mbps (10 Megabits per second), 100Mbps (100 Megabits per second) and Auto (AutoSensing).

If your network has hubs or concentrators that have Auto-Sensing enabled, it is possible that if the printer is set to Auto, the hub/concentrator will not arbitrate to the correct speed.

Before you connect the printer to your network, perform the procedure in the next column on this page entitled **Go to the printer and...**

Go to the printer and...

1. Enter the *Tools* pathway
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
2. Set or Change the Ethernet speed.
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Physical Media** button.

NOTE: Auto-Sensing hubs may not arbitrate correctly with the printer when Auto is selected. If your hubs/concentrators support the 100BaseT speed it is recommended you select 100Mbps in Step d below. (Please be sure your Ethernet cable is Category 5)

- c) Select the desired Speed (**10Mbps**, **100Mbps**, or **Auto**).
 - d) When finished with your changes press **Save**.
 3. Exit the Tools menu
 - a) Press the **Exit Tools** button.
- NOTE: At this point the Network Controller is being reset and initializing with the new setup. When complete a Configuration Report will print.**
- b) Obtain the **Configuration Report** page from your printer and verify that your settings have been retained.
 4. Connect your printer to the network with the appropriate cabling.
 5. Select the appropriate Network or Protocol Quick Install Card and continue with the configuration.

Notes

Static (Manual) TCP/IP Addressing

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

NOTE: By default, DHCP is enabled on the printer. This card will show you how to disable DHCP and manually set your TCP/IP information.

Your printer supports printing from a variety of operating systems that support TCP/IP.

The procedure contained on this page will enable you to connect your printer in any TCP/IP environment:

Record the following information:

Host Name _____

IP Address _____

Subnet Mask _____

Default Gateway _____

Go to the printer and...

1. Connect your printer to the network with the appropriate cabling.
2. Enter the Tools pathway.
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
3. Enter the Network Setup menus
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.
4. Enable the network interface and protocol.
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button.
 - d) Press **Save**.

5. Disable Dynamic Addressing
 - a) Press the **Dynamic Addressing** button.
 - b) Press **Disabled** then press **Save** to retain the settings and return to the TCP/IP Settings screen.
6. Set the Host Name and TCP/IP Address
 - a) Press the **Name/Address** button.
 - b) Press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button twice to record the changes and exit to the **TCP/IP Settings** Screen.
7. Set the Subnet Mask and Gateway
 - a) Press the **Subnet and Gateway** button.
 - b) Press the soft buttons on the Touch Screen one at a time for each octet of the Subnet Mask and enter the numbers using the keypad.
 - c) Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** screen.

NOTE: The Broadcast Address will be calculated automatically.

8. Enable Ip or lpr printing (skip steps 8a-8c if you DO NOT want to print using Ip or lpr).
 - a) Press the **Close** button.
 - b) Press the **TCP/IP - Line Printer** button. At the next screen press the **Enable** button.

NOTE: While you can change the port number at which your printer will accept lpr print jobs it is recommended that you do this ONLY with extreme caution as most lpr spoolers are set to send print jobs to the default port.

- c) If you wish to change the lpr port for your printer press the **Port Number** soft button and enter the desired port number at the keypad. Press **Save**.

Static (Manual) TCP/IP Addressing

9. Enable HTTP/IP.
 - a) Press the **HTTP/IPP** button.
 - b) Press **Enable**.
 - c) Press **Save**
10. Print a **Configuration Report**.
 - a) Press the **Close** button three times
 - b) Select **System Settings**.
 - c) Select **Configuration Report**.
 - d) Select **Print Configuration Report Now**.
 - e) Press the **Cancel** button.
11. Exit the Tools menu
 - a) Press the **Exit Tools** button.

NOTE: At this point the Network Controller is being reset and initializing with the new setup. When complete a Configuration Report will print.

- b) Obtain the **Configuration Report** page from your printer and verify that your settings have been retained.
12. Prepare for print driver installation
 - a) From the documentation package supplied with your printer, retrieve the **CentreWare Print and Fax Drivers CD** and the leaflet entitled **Getting Started with Network Services**. Proceed to the next section of this procedure called **Go to a Workstation and...**

1. Create a test job and send it to the printer with an lpr utility or through a queue your operating system may support.
2. Check your test job for quality and use the problem solving section of the **Reference Guide** for resolving print defects.
3. If your job does not print, refer to the troubleshooting section in the **System Administration Guide** (pdf file) located on the **Customer Documentation CD** to correct the problem.
4. Repeat this **Go to a workstation and...** procedure at each workstation that will print to this printer.

Setup DNS (if required)

Go to the printer and...

1. Configure DNS
 - a) Repeat steps 2 through 4a
 - b) Select the **DNS Configuration** button.
 - c) Select the **Domain Name** Button. Again select the **Domain Name** Button. Type in the domain name then select **Save** then select **Close**.
 - d) Select the **Preferred DNS Server** button. Press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad. Select **Save**.
 - e) Select the **Alternate DNS Server** button. For each Alternate Server, Press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad. Select **Save**.
 - f) Press the **Exit Tools** button.

Go to a workstation and...

Dynamic TCP/IP Address Assignment (DHCP/BOOTP/RARP)

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

NOTE: By default, DHCP is enabled on the printer.

DHCP/BOOTP/RARP servers vary in the information that they return to the device requesting service. Consult the documentation supplied with your DHCP or RARP server software to verify what TCP/IP information it can supply. Your printer can retrieve the following values from DHCP, BOOTP and RARP servers:

TCP/IP Address
Host Name (DHCP)
Subnet Mask
Gateway TCP/IP Address
Broadcast Address (DHCP)
Domain Name (DHCP only)
Preferred and Alternate DNS Server (DHCP)
Wins Server (DHCP)

Go to the dynamic server and...

1. Configure the DHCP, BOOTP, or RARP server with the TCP/IP information you want assigned to your printer. Use the documentation supplied with your server for this task.

Go to the printer and...

2. Connect your printer to the network with the appropriate cabling.
3. Enter the Tools pathway
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
4. Enter the Network Setup menus.
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.

5. Enable TCP/IP printing.
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button.
 - d) Press **Save**.
6. Select either DHCP, BOOTP, or RARP as the dynamic address source.
 - a) Press the **Dynamic Addressing** button. By default, DHCP will be selected. To change or disable DHCP, choose another dynamic addressing method (BOOTP, DHCP, DHCP/ AutoNet, RARP) or **Disabled**. Press **Save**.
 - b) Press the **Exit Tools** button. Wait approximately 2 minutes before you continue to Step 7.
7. Print a **Configuration Report** page and verify the TCP/IP information was assigned correctly by the dynamic server.
 - a) Repeat Steps 3a and 3b
 - b) Select **System Setting**.
 - c) Select **Configuration Report**.
 - d) Select **Print Configuration Report Now**.
 - e) Press the **Cancel** button.
 - f) Press the **Exit Tools** button.

To change the host name...

8. Set the Host Name
 - a) Repeat steps 3a-5a.
 - b) Press the **Name/Address** button.
 - c) By default, the printer assigns a default host name. To change the host name, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button twice to record the changes and exit to the **TCP/IP Settings** Screen.

Dynamic TCP/IP Address Assignment (DHCP/BOOTP/RARP)

To enter a Subnet Mask and Gateway Address...

NOTE: The printer will only accept one Gateway address from a DHCP server.

9. Press the **Subnet and Gateway** button.
 - a) Press the soft buttons on the Touch Screen one at a time for each octet of the Subnet Mask and enter the numbers using the keypad.
 - b) Repeat the process for the IP Gateway address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** screen.
 - c) Press the **Close** button.

To enable LP and LPR printing

10. Press the **TCP/IP - Line Printer** button. At the next screen press the **Enable** button.

NOTE: While you can change the port number at which your printer will accept lpr print jobs it is recommended that you do this ONLY with extreme caution as most lpr spoolers are set to send print jobs to the default port.

- a) If you wish to change the lpr port for your printer press the **port number** soft button and enter the desired port number at the keypad. Press **Save**.

NOTE: Your printer will not reboot unless you have changed a physical media setting.

11. Enable HTTP/IPP
 - a) Press the **HTTP/IPP** button. At the next screen press the **Enable** button. Then press **Save**.
 - b) Press the Close button three times.
12. Print a **Configuration Report** page and verify the TCP/IP information was assigned correctly. Repeat steps 7b - 7f

Note: Update the lease time (if necessary) at the DHCP/BOOTP server depending on your printer usage patterns. Consult your DHCP server documentation for details.

Note: If your RARP Server does not dynamically update its /etc/ethers and /etc/hosts fields with a host name, you will need to do this manually. Consult your RARP or BOOTP server documentation for details.

Where to go from here

After you have verified that the TCP/IP information you have assigned to your printer is correct, retrieve the Quick Install Card that applies to your network operating system or protocol and perform the procedures indicated.

Now that the TCP/IP information has been provided, you are able to print via a Web Browser (HTTP), an IPP capable operating system, or to TCP/IP Port 9100. For further information, please reference **Microsoft Windows 2000 LPR and IPP Printing Quick Install and Port 9100 TCP/IP Printing Quick Install Cards**.

Novell NetWare 4.X and 5.X NDS

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

NOTE: If you wish to connect your printer using NDPS, you may download the Xerox Gateway and printer drivers from www.xerox.com.

The CentreWare software supplied with your printer can be used to set up your printer on your Novell network. Refer to the leaflet entitled **Getting Started with Network Services** in the **CentreWare Network Services Pack**. This procedure assumes you ran NWADMIN or PCONSOLE to set up a print server object. Please refer to the documentation supplied by Novell to complete this task. Record precisely (Observe upper and lower case, dot notation etc.) the following:

NDS Tree _____

NDS Context Name _____

Print Server Name _____

Print Server password _____

NOTE: The ethernet component of the printer serves as a Print Server for the device. You may choose to create passwords for your Print Server. When your printer will service queues on multiple file servers, the Print Server name must be the same on all file servers and the Print Server password must be the same on all file servers. If you choose not to use Print Server password, you must leave the password for print server object in the Novell tree blank as well as the password field on the printer.

Go to the printer and...

1. Connect your printer to the network with the appropriate cabling.
2. Enter the Tools pathway.
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.

3. Enable the Network Protocol
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **NetWare** button.
 - d) Wait for the screen to refresh and press the **Protocol and Media** button.
 - e) Press the **Enable** button.
 - f) Press **Save**.
4. Set the Frame Type
 - a) Press the **Frame Type** button.
 - b) Select the frame type desired (or **Auto** for the printer) then press **Save** to retain your changes and exit to the NetWare Options screen.
5. Set the NDS Settings
 - a) Press the **NDS Settings** button.

Novell suggests using typeful names when entering Name Context and Directory Service Tree information.

TYPEFUL NAME EXAMPLE:

cn=contextname.ou=organization.o=company.c=country

- b) At this screen press the **Name Context** button and use the touch panel keyboard to enter the context in which this printer resides. To access numeric characters and punctuation, press the **More Characters or 123** button. When finished press **Save**.
- c) Press the **Directory Service Tree** button and enter the NDS tree name where the Context chosen in the previous step resides. When finished press the **Save** button twice to record the changes and exit the screen.

Novell NetWare 4.X and 5.X NDS

6. Set the Print Server Name and Password.
 - a) Press the **Print Server** button.
 - b) Press the **Print Server Name** button and use the Touch Screen keyboard to enter the name you assigned to your print server (it is recommended you use all UPPER CASE characters). A default name will appear. Use the backspace key (it looks like an arrow pointing to the left) to clear out the default name prior to entering your new name. To include numbers or other characters in the name press the **More Characters or 123** button. When finished press **Save** to retain the changes and return to the Print Server screen.
 - c) Press the **Print Server Password** button and use the touch screen keyboard to enter the print server password in the correct case you recorded when you set up your print server then press **Save**.
 - d) Press **Save** to exit the Print Server screen and save your changes.
7. OPTIONAL STEP: Change the desired SAP rate or Poll Interval for your printer or set the Primary File Server.
 - a) Press the **Rates** button and press **SAP Enable**.
 - b) Press the box under **SAP Rate** or **Poll Interval** and enter the desired number from the keypad. The default values are recommended. When finished, press **Save** to retain your changes and return to the NetWare Options screen
 - c) Press the **Primary File Server** button. At this screen press the **Name Context** button and use the touch panel keyboard to enter the context in which this printer resides. To access numeric characters and punctuation, press the **More Characters or 123** button. When finished press **Save**.
 - d) Press the **Exit Tools** button. Allow approximately 2 minutes for the software to reset with the new settings.
8. Prepare for print driver installation
 - a) From the documentation package supplied with your printer, retrieve the **CentreWare Network Services Pack**. Proceed to the next section of this procedure called **Go to a Workstation and...**

Go to a workstation and...

1. Use the **CentreWare Print and Fax Drivers CD** to install print drivers on a Windows-based workstation. Details for this are found in the leaflet **Getting Started with Network Services**.
2. Connect the print driver you loaded above to the queue you created on the NetWare server.
3. Open an application and print a test job.
4. Check your test job for quality and use the problem solving section of the **Reference Guide** (pdf file) located on the **Customer Documentation CD** for resolving print defects.
5. If your test job does not print, refer to the troubleshooting section in the **System Administration Guide** (pdf file) located on the **Customer Documentation CD** to correct the problem.
6. Repeat this **Go to a workstation and...** procedure at each workstation that will print to this printer.

UNIX / Linux (Solaris/SunOS) (HP-UX) (AIX)

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

NOTE: By default, DHCP is enabled on the printer. This card will show you how to disable DHCP and manually set your TCP/IP information.

You can use BOOTP or RARP servers to assign TCP/IP information to your printer. Refer to the RARP or BOOTP Quick Install Cards for details.

Record the following information on this card for use during the procedure:

Host Name _____

IP Address _____

Subnet Mask _____

Default Gateway _____

Your printer supports printing from a variety of UNIX platforms. Linux users should complete steps 1 through 7 and then skip to step 2 of the **Go to a workstation and...** section to complete installation.

Go to the printer and...

1. Connect your printer to the network with the appropriate cabling.
2. Enter the **Tools** pathway.
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
3. Enter the Network Setup menus.
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.

4. Enable the network interface and protocol.
 - a) Press the **TCP/IP Settings** button.
 - b) Press **Dynamic Addressing**.
 - c) Press **Disabled** then press **Save**.
 - d) Press the **Protocol and Media** button.
 - e) Press the **Enable** button.
 - f) Press **Save**.

NOTE: The Broadcast Address will be calculated automatically.

5. Set the Host Name.
 - a) Press the **Name/Address** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers from the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button twice to record the changes and exit to the **TCP/IP Settings** Screen.
6. Set the Subnet Mask and Gateway
 - a) Press the **Subnet and Gateway** button.
 - b) Press the soft buttons on the Touch Screen one at a time for each octet of the Subnet Mask and enter the numbers using the keypad.
 - c) Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** screen.
 - d) Press the **Close** button.
 - e) Press the **TCP/IP - Line Printer** button. At the next screen press the **Enable** button.

NOTE: While you can change the port number at which your printer will accept lpr print jobs it is recommended that you do this ONLY with extreme caution as most lpr spoolers are set to send print jobs to the default port.

- f) If you wish to change the lpr port for your printer press the **port number** soft button and enter the desired port number at the keypad. Press **Save**.

UNIX / Linux (Solaris/SunOS) (HP-UX) (AIX)

7. Enable HTTP/IP.
 - a) Press the **HTTP/IPP** button.
 - b) Press **Enable**.
 - c) Press **Save**
8. Print a **Configuration Report**.
 - a) Press the **Close** button three times
 - b) Select **System Setting**.
 - c) Select **Configuration Report**.
 - d) Select **Print Configuration Report Now**.
 - e) Press the **Cancel** button.
 - f) Press the **Exit Tools** button.
9. Prepare for print driver installation
 - a) From the documentation package supplied with your printer, retrieve the **CentreWare Network Services Pack**. Proceed to the next section of this procedure called **Go to a Workstation and...**

NOTE: You may establish connectivity to your printer using the print utilities native to the UNIX operating system. CentreWare need not be installed to create a print device on the workstation. The extended device functions offered through CentreWare, however, may not be available as the operating system manufacturer may not provide a Xerox printer model.

Go to a workstation and...

1. Mount the **CentreWare Print and Fax Drivers CD** and load the **DCPR** Tool. Details for these procedures are contained in the leaflet entitled **Getting Started with Network Services**.
2. Add the printers host name, TCP/IP address, hardware address to your **/etc/hosts** file or **NIS database** depending on your UNIX version.
3. Create a queue using the CentreWare tool OR by using the native tools available in your operating system version.
4. Create a print job and send it to the printer.
5. Check your test job for quality and use the problem solving section of the **Reference Guide** (pdf file) located on the **Customer Documentation CD** for resolving print defects.
6. If your test job does not print, refer to the troubleshooting section in the **System Administration Guide** (pdf file) located on the **Customer Documentation CD** to correct the problem.
7. Repeat this **Go to a workstation and...** procedure at each workstation that will print to this printer.

Microsoft Windows 2000 LPR and IPP Printing

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

Your printer now has DHCP, LPR, and NetBIOS over the IP protocol enabled by default. If your DHCP server will provide host name, IP address, Gateway address, and Subnet Mask, the printer TCP/IP information will be configured on initial boot.

This means that if you have configured your DHCP server with the desired information, you may connect your printer to your network and go right to the section on this card entitled **Go to the Server/Workstation and....**

You can use BOOTP or RARP servers to assign TCP/IP information to your printer. Refer to the **Dynamic TCP/IP Address Assignment (DHCP/BOOTP/RARP) Quick Install Card** for details.

If you are not using Dynamic Addressing, record the following TCP/IP information:

Host Name _____

IP Address _____

Subnet Mask _____

Default Gateway _____

Go to the printer and...

1. Connect your printer to the network with the appropriate cabling
2. Enter the Tools pathway
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
3. Enter the Network Setup menus
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.

4. Enable the Protocol and Media
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button.
 - d) Press **Save**.
- NOTE: The Broadcast Address will be calculated automatically.**
5. Set the Host Name
 - a) Press the **Name/Address** button.
 - b) Press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button twice to record the changes and exit to the TCP/IP Settings Screen.
 6. Set the Subnet Mask and Gateway
 - a) Press the **Subnet and Gateway** button.
 - b) Press the soft buttons on the Touch Screen for each octet of the Subnet Mask and enter the numbers using the keypad.
 - c) Repeat this process for the IP Gateway address. When finished press **Save** and then **Close** to record the changes and exit to the TCP/IP screen.
 - d) Press the **TCP/IP - Line Printer** button. At the next screen press **Enable** then press **Save**.

NOTE: Other options available are Domain Name, Preferred and Alternate DNS Servers.

NOTE: While you can change the port number at which your printer will accept lpr print jobs do this ONLY with extreme caution as most lpr spoolers are set to send print jobs to the default port.

- e) If you wish to change the lpr port for your printer press the port soft button and enter the desired port number at the keypad. Press **Save**.
 - f) Press the **Close** button.
7. Exit the Tools Menu
 - a) Press the **Exit Tools** button.

Microsoft Windows 2000 LPR and IPP Printing

8. Prepare for printer installation
 - a) Proceed to the next section of this procedure called **Go to the server and...**

Go to the Server/Workstation and...

1. Verify the correct software is loaded
 - a) At the Desktop, right mouse click the **My Network Places** icon and select **Properties**. Right mouse click on the **Local Area Connection** icon and verify that the **Internet Protocol (TCP/IP)** protocol has been loaded.
2. Add the printer
 - a) Open the **Control Panel** and double-click **Printers** icon. Double-click **Add Printer**. The Add printer Wizard starts.
 - b) Verify that **Network Printer** is selected and click **Next>**.
 - c) The **Locate your Printer** screen will appear.
 - d) Follow the steps to Create a LPR printer below **OR** Create an IPP printer in the right column.

To create a LPR Printer

- a) Select **Local Printer**; deselect **Automatically detect and install my Plug and Play printer**. Click **Next**.
- b) Select **Create a new port** and choose **Standard TCP/IP port** from the pull-down menu. Click **Next** twice.
- c) Enter the **Printer Name** or its **IP address**. The Printer Name can be either the Host Name or the SMB Host Name as shown on the configuration report, depending on the name resolution used (WINS or DNS). The **Port Name** is automatically filled in for you but you can change it if you want to. Click **Next**.
- d) The Wizard will automatically detect the Printer Model for you. If that does not happen select **Standard** and choose your Printer Model from the pull-down menu.
- e) Click **Finish**. Go to Step 3.

Create an IPP printer

- a) Select **Network Printer**. Click **Next**.
 - b) Select **Connect to a printer on the Internet or on your intranet**. Type **http://** followed by the printer's name or IP address in the URL field. The Printer Name can be either the Host Name or the SMB Host Name as shown on the configuration report, depending on the name resolution used (WINS or DNS). Click **Next**, then click **OK**.
3. Insert **CentreWare Print and Fax Drivers CD** located in the **CentreWare Network Services Pack** in the CD drive click **Have Disk**. Choose CD drive letter.
 - a) Click the **Browse** button and select the **Drivers** directory. Locate the correct driver for your configuration. Details for this are contained in the leaflet entitled **Getting Started with Network Services**. Select the **.INF** file then click **Open**, then click **OK**. Select the desired print driver from the **Printers:** and click **OK**. The driver will be installed.
 - b) The **Default Printer** window will open. Select **Yes** to make this the default printer, otherwise click the **Next>** button. At the **Completing the Add Printer Wizard** screen, click the **Finish** button.
 - c) **Print a Test Page**. Verify that it prints. Repeat for each Workstation on the network that will print to the printer.

Microsoft Windows NT 4.0 Server (TCP/IP)

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

Your printer has DHCP enabled by default. If you have configured a DHCP server with TCP/IP information, you can connect your printer to your network and it will retrieve its TCP/IP information from the DHCP server when it is turned on.

You can manually assign or use BOOTP or RARP servers to assign TCP/IP information to your printer. Refer to the **Dynamic TCP/IP Address Assignment (DHCP/BOOTP/RARP) Quick Install Card** for details.

If you are using DHCP, perform **Steps 1 through 6c** but **DO NOT** change any values. Then read the note before step 6d and determine if you wish to change the lpr port number. After choosing, complete the remainder of the procedure.

Record the following information:

Host Name _____

IP Address _____

Subnet Mask _____

Default Gateway _____

Go to the printer and...

1. Connect your printer to the network with the appropriate cabling
2. Enter the Tools pathway
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
3. Enter the Network Setup menus
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.

4. Enable the Protocol and Media
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button.
 - d) Press **Save**.

NOTE: The Broadcast Address will be calculated automatically.

5. Set the Host Name
 - a) Press the **Name/Address** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name **EXACTLY** as you want it to appear with correct case. When finished press the **Save** button twice to record the changes and exit to the TCP/IP Settings Screen.
6. Set the Subnet Mask and Gateway
 - a) Press the **Subnet and Gateway** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the Subnet Mask and enter the numbers using the keypad.
 - c) Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and press **Close** to exit to the TCP/IP Settings screen.
 - d) Press the **TCP/IP - Line Printer** button. At the next screen press the **Enable** button.

NOTE: While you can change the port number at which your printer will accept lpr print jobs it is recommended that you do this ONLY with extreme caution as most lpr spoolers are set to send print jobs to the default port.

- e) If you wish to change the lpr port for your printer press the port soft button and enter the desired port number at the keypad. Press **Save**.
7. Exit the Tools Menu
 - a) Press the **Exit Tools** button.

Microsoft Windows NT 4.0 Server (TCP/IP)

8. Prepare for print driver installation
 - a) From the documentation package supplied with your printer, retrieve the **CentreWare Network Services Pack**. Proceed to the next section of this procedure called **Go to the server and...**

Go to the server and...

1. Verify the correct software is loaded
 - a) At the Desktop, right mouse click the **Network Neighborhood** icon and select **Properties**. Click on the **Protocols** TAB and verify that the **TCP/IP** protocol has been loaded.
 - b) Select the **Services** TAB and verify that **Microsoft TCP/IP Printing** is loaded. If this software is not present, install it using the documentation provided by Microsoft. Then return to the next step in this document.
2. Add the printer
 - a) Open the **Control Panel** and double-click **Printers** icon. Double-click **Add Printer**. The Add Printer Wizard starts.
 - b) Verify that **My Computer** is selected and click **Next>**.
 - c) Click **Add Port**. From the list that appears select **LPR Port**. Click **New Port**.
 - d) This will open up the **Add LPR compatible printer** window. Type in the IP address of the printer and the printer name and select **OK**.
 - e) The Wizard will return you to the previous dialog. Verify the new IP address you entered is in the list and correct.
 - f) The check box to the left of the address must be checked if it is not, check it then select **Next>**.
 - g) Insert **CentreWare Print and Fax Drivers CD** in the CD drive and click **Have Disk**.
 - h) Click the **Browse** button and select the directory containing the Windows NT drivers. Details for this are contained in the leaflet entitled **Getting Started with Network Services**. Select the **.INF** file then click **Open**.
 - i) The Wizard will return you to the previous dialog. Verify the path and file name are correct and click **OK**.

- j) At the next dialog, enter a name for the printer and select whether you want that printer to be the default then click **Next>**.
- k) If the printer will not be shared, click **Next>**. To share the printer, check the **share** checkbox, enter a Share Name, then click **Next>**.

NOTE: You may choose to share driver files for other operating systems from the NT 4.0 server. Choose from the share list all operating systems for which you to choose share print drivers. The wizard will ask you to provide the installation disks for those operating systems in order to complete the printer driver install.

- l) At the next dialog it is recommended that you print a test page. Click **Finish**.
- m) Wait for the Test Print to print. A new dialog will ask for confirmation of the test print. If the page printed, click **Yes**. If it did not print; run the Printing Troubleshooter in NT to solve the problem.

3. Send a test job to the printer

- a) Check your test job for quality and use the problem solving section of the **Reference Guide** (pdf file) located on the **Customer Documentation CD** for resolving print defects.
- b) If your print job does not print, refer to the troubleshooting section in the document entitled **System Administration Guide** (pdf file) located on the **Customer Documentation CD** to correct the problem.

Go to the server and...

1. Verify that the TCP/IP protocol stack is loaded.
2. Use the **CentreWare Print and Fax Drivers CD** to install print drivers. Details for these procedures are contained in the leaflet entitled **Getting Started with Network Service**.
3. Connect the printer that you just created to the shared resource on the server.
4. Open an application on the workstation and print a test page to verify operation.
5. Check your test job for quality and use the problem solving section of the **Reference Guide** (pdf file) located on the **Customer Documentation CD** for resolving print defects.
6. Repeat this **Go to the workstation and...** procedure for each workstation on the network that will print to the printer.

Microsoft Windows (NetBEUI) Peer-to-Peer Networks

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

Record the following information:

Network Interface Type _____

Workgroup Name _____

SMB Host Name _____

Printer Name _____

OPTIONAL INFORMATION:

SMB Host Description _____

Printer Description _____

Go to the printer and...

1. Connect your printer to the network with the appropriate cabling.
2. Enter the Tools pathway
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
3. Enable Microsoft Network printing.
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
4. Enable the Protocol and Media.
 - a) At the next screen, press the **Microsoft Networks** button.
 - b) At the next screen, press the **Transport and Media** button.
 - c) Press the **Enable** button. If Physical Media buttons appear, select **NetBEUI/Ethernet**. Then press **Save**.

5. Assign the Workgroup and Host Names
 - a) Press the **Workgroup and Host** button.
 - b) At the next screen, press the **Workgroup Name** button. Using the Touch Screen keys, enter the name of the workgroup in which you want the printer to appear then press **Save**.
 - c) You will be returned to the previous screen. Press the **SMB Host Name** button. Using the touch panel keys, enter the desired text for this item then press **Save**.
 - d) OPTIONAL STEP: Press the **SMB Host Description** button, enter the desired text then press **Save**. You will be returned to the previous screen.
 - e) Press **Save** to return to the previous screen.
6. Assign a Printer Name and Description
 - a) Press the **Printer Description** button.
 - b) Press the **Printer Name** button, using the touch panel keys, enter the desired text for this item then press **Save** twice to record the changes and exit to the previous screen.
 - c) OPTIONAL STEP: Press the **Printer Description** button, using the Touch Screen keys, enter the desired text for this item then press **Save**.
7. Set Maximum Connections and Timeout
 - a) Press the **Connections** button.
 - b) Touch the **Maximum Connections** soft button on the Touch Screen and using the keypad enter the desired maximum connection number between 10 and 30. It is recommended that this value should be set at the default.
 - c) Touch the **Connection Timeout** soft button on the Touch Screen. On the keypad enter the desired number of second between 1 and 32,767. Press **Save** to exit the Connections Screen.
8. Exit the Tools Menu
 - a) Press the **Exit Tools** button.

Microsoft Windows (NetBEUI) Peer-to-Peer Networks

9. Prepare for print driver installation
 - a) Print a **Configuration Report** to use in the remainder of the installation.
 - b) Repeat Steps 2a and 2b
 - c) Select **System Settings**.
 - d) Select **Configuration Report**.
 - e) Select **Print Configuration Report Now**.
 - f) Press **Cancel**.
10. From the documentation package supplied with your printer, retrieve the **CentreWare Network Services Pack**. Proceed to the next section of this procedure called **Go to a Workstation and...**

Go to the workstations and...

1. Verify that the **NetBEUI** protocol is loaded (ALL Windows 3.11 or greater versions).
2. Use the **CentreWare Print and Fax Drivers CD** to install print drivers on a Windows-based workstation. Details for these procedures are contained in the leaflet entitled **Getting Started with Network Service**.
3. On the Configuration Report review the **NetBIOS:** area and note the **Workgroup, Host Name, and Printer Name**.

Windows 95, Windows 98 and Windows NT 4.X Workstation Users

- Click the **Start** button and select **Settings**.
 - From the cascade menu select **Printers**.
 - Select a printer with the right mouse button.
 - Select the **Properties** entry in the cascade menu.
 - Select the **Details** tab on the Properties dialog.
 - Click the **Add Port** button and browse to the Workgroup.
 - Double-click the name of the WorkGroup for the printer as shown on the **Configuration Report**.
 - Double-click the Host Name of the printer as shown on the **Configuration Report**.
 - Click once on the Printer Name then click **OK**.
4. Open an application and print a test page to verify operation.
 5. If your print job does not print, refer to the Troubleshooting section of the **System Administration Guide** (pdf file) located on the **Customer Documentation CD** to solve the problem.

WINS (Windows Internet Name Service)

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

Your printer now has DHCP, LPR, and NetBIOS over the IP protocol enabled by default. If your DHCP server will provide host name, IP address, Gateway address, and Subnet Mask, the printer TCP/IP information will be configured on initial boot.

This means that if you have configured your DHCP server with the desired information, you may connect your printer to your network and it will boot and register with the WINS server automatically.

In this mode the default host name for the device will be the letters **XRX** followed by the MAC address of the network interface. Example:

XRX08003E313E0A

If this host name is acceptable you can go right to the section on this card entitled **Go to the NT Workstation and....** and complete those steps.

Go to the printer and...

1. Connect your printer to the network with the appropriate cabling
2. Enter the Tools pathway
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
3. Enter the Network Setup menus
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **Microsoft Networks** button.
4. Enable the Transport and Media
 - a) Press the **Transport and Media** button.
 - b) Press the **Enable** button. Select either **NetBEUI/Ethernet** or **IP/Ethernet**.
 - c) Press **Save**.

5. Set the NetBIOS Host Name
 - a) Press the **Workgroup and Host** button.
 - b) Press the **SMB Host Name** button.
 - c) When the soft keypad appears, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button twice to record the changes.
 - d) Press the **Exit Tools** button.
 - e) The printer will reconfigure itself with the new settings and automatically register its TCP/IP address and NetBIOS host name with your WINS server.

Go to the NT workstation and...

1. Create a new lpr printer.

Note: Microsoft does not provide a native LPR spooler for Windows 95/98 operating systems. You may use third-party LPR spooler software to provide this service. Consult the software documentation for printer installation instructions.

- a) With an LPR port as the desired destination, enter the Microsoft Networking host name.
- b) Enter a queue name to identify the printer.
- c) When prompted, select the desired PostScript or PCL driver from the **CentreWare Print and Fax Drivers CD** located in the **CentreWare Network Services Pack** or a directory where drivers are stored.

Notes

Apple Macintosh (AppleTalk)

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

The information on this card will enable you to print with the AppleTalk protocol from your Macintosh Computer.

Follow the steps as shown. The AppleTalk name for your Xerox printer is set at the factory as the network interface address of the printer. If you prefer not to set the AppleTalk Name manually, you may use the PUtility program found on the CentreWare Network Services CD. Refer to the document supplied with your printer entitled Getting Started with Network Services leaflet, for details on how to install PUtility.

Record the following information:

AppleTalk Name _____

AppleTalk Zone _____

Go to the printer and...

1. Connect your printer to the network with the appropriate cabling.
2. Enter the **Tools** pathway
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
3. Enable the AppleTalk protocol
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **AppleTalk** button.
 - d) Press the **Protocol and Media** button.
 - e) Press the **Enable** button.
 - f) Press **Save**.

4. Assign a Name and Zone to your printer.
 - a) You will be returned to the previous screen. Press the **Name and Zone** button.
 - b) At the next screen, press the **Printer Name** button and enter the name you want for the printer (this is the name that will appear in the Chooser on your workstations) using the touch panel keys. Press the **Save** button.
 - c) Press the **Zone Name** button, enter the desired text for this item using the touch panel keys, then press **Save** (the printer default is * which means the printer will appear in default zone). Press the **Save** button again to return to the **AppleTalk Settings** screen.
5. Exit the Tools Menu
 - a) Press the **Exit Tools** button.

Prepare for print driver installation

6. Print a **Configuration Report**. Repeat Steps 2a and 2b.
 - a) Select **System Setting**.
 - b) Select **Configuration Report**.
 - c) Select **Print Configuration Report Now**.
 - d) Press the **Cancel** button.
 - e) Press the **Exit Tools** button.
7. Review the **AppleTalk Settings:** area of the **Configuration Report** page and verify that **AppleTalk** is enabled, the **AppleTalk Name** is correct, and the **AppleTalk Zone** is correct (if used).
 - a) From the documentation package supplied with your printer, retrieve the **CentreWare Network Services Pack** Proceed to the next section of this procedure called **Go to a Workstation and...**

Apple Macintosh (AppleTalk)

Go to the workstation and...

1. Use the **CentreWare Print and Fax Drivers CD** to install print drivers and the Macintosh PUtility on the workstation. Details for these procedures are contained in the leaflet entitled **Getting Started with Network Service**.
2. Send a test job to the printer from an application program.
3. Check your test job for quality and use the problem solving section of the **Reference Guide** (pdf file) located on the **Customer Documentation CD** to resolve print defects.
4. If your job did not print see the Troubleshooting section of the **System Administration Guide** (pdf file) located on the **Customer Documentation CD**.

Port 9100 TCP/IP Printing

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

Your printer has DHCP enabled by default. If your DHCP server is configured with the TCP/IP information for the printer, you should skip Steps 5 and 6 on this card and go to Step 7 to enable Port 9100 printing.

If you use RARP or BOOTP to configure your TCP/IP information, use the **Dynamic TCP/IP Address Assignment (DHCP/BOOTP/RARP) Quick Install Card** and then return to this card and complete Steps 2 through 7.

If you wish to configure your TCP/IP information statically, complete ALL Steps on this card.

Record the following information:

Host Name _____

Subnet Mask _____

Default Gateway _____

Note: Your printer supports printing from a variety of operating systems that support TCP/IP and now supports Port 9100 (RAW) printing.

Go to the printer and...

1. Connect your printer to the network with the appropriate cabling.
2. Enter the **Tools** pathway.
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
3. Enter the Network Setup menus
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.

4. Enable the network interface and protocol.
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button.
 - d) Press **Save**.
5. Set the Host Name.
 - a) Press the **Name/Address** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button twice to record the changes and exit to the **TCP/IP Settings** Screen.
6. Set the Subnet Mask and Gateway.
 - a) Press the **Subnet and Gateway** button.
 - b) Press the soft buttons on the Touch Screen one at a time for each octet of the Subnet Mask and enter the numbers using the keypad.
 - c) Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** screen.
 - d) Press **Close**.
 - e) If you need to lp or lpr print press the **TCP/IP - Line Printer** button. Press **Enable** then press **Save**.

NOTE: The Broadcast Address will be calculated automatically.

7. Enable **Port 9100** printing.
 - a) Press the **RAW TCP/IP printing** button.
 - b) Press the **Enable** button.
 - c) Press **Save**.
8. Exit the Tools Menu
 - a) Press the **Exit Tools** button.

Port 9100 TCP/IP Printing

Go to a workstation and...

1. Create a test job and send it to the printer with a workstation utility or through a queue on your operating system that supports Port 9100 printing.
2. Check your test job for quality and use the problem solving section of the **Reference Guide** (pdf file) located on the **Customer Documentation CD** for resolving print defects.
3. If your print job does not print, refer to the troubleshooting section in the **System Administration Guide** (pdf file) located on the **Customer Documentation CD** to correct the problem.
4. Repeat this **Go to a workstation and...** procedure at each workstation that will print to this printer or at other servers where a queue has been created.

E-mail

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

In order for Scan to E-mail to work your printer must have:

- E-mail and Network Scanning Installed
- Network Access
- TCP/IP Enabled
- System (TCP/IP) Domain Name
- Access to a functional SMTP Server
- Internet Services (HTTP) Enabled

SMTP Server IP Address or Host Name:

LDAP Server IP Address or Host Name:

Default Domain Name:

For SMB: IP address or Host Name of the Primary Domain Controller:

printer E-mail Address:

(see note on page 34 step 7)

Note: Internet Services (HTTP/IPP) and Scan to E-mail must be enabled; if they are not enabled, perform the following steps. If they are enabled, skip to step 15.

At the printer (for HTTP).

1. Enter the Tools pathway.
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
2. Enter the Network Setup menus
 - a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
3. Press the **TCP/IP Options** button.

4. Press the **HTTP/IPP** button.
5. Press the **Enable** button.
6. Press the **Save** button.
7. Press the **Close** button - 3 times.

Enable Scan to E-mail

8. Select **More**.
9. Select **Configuration Setup**.
10. At the Warning Screen Select **Close**.
11. Select **Optional Services**.
12. Select **E-mail**.
13. Select **Enable**.
14. Select **Save**.

E-mail Authentication

15. Select Authentication Mode

Note: The default for Network Authentication is: Enabled. To deselect or to add Guest Authentication, follow these steps.

From the Tools pathway (Step 1, a and b):

- a) Select **More**. (up to 2 times)
- b) Select **Service Access Control**.
- c) Select or deselect these items: **Network Authenticated Access** and **Guest Access**. Then, add Guest Passcode if needed.
- d) Select **Next**.
- e) Select **Save**.
- f) Select **Exit Tools**.

Note: If Network Authentication is deselected in this step, you will not be able to select it again until you complete the "Network Authentication Server" steps.

At the workstation.

1. Launch an Internet Browser
2. Enter http:// followed by the IP Address of the **printer** (e.g. http://xxx.xxx.xxx.xxx) Then select the **Enter** key.
3. At the CentreWare Internet Services Home Page Select the **Properties** tab.
4. Select the plus symbol (+) to the left of the **Connectivity** folder.

E-mail

5. Select the plus symbol (+) to the left of the **Protocols** folder.
6. Select **SMTP Server**.
7. Enter the **Host Name** (requires DNS) or the **IP Address** of the SMTP Server and a valid **E-mail Domain Name** in the E-mail Address field. (e.g., x@mail.company.com).

Note: In the example x@mail.company.com x can be any character or characters, however @mail.company.com must be a valid E-mail domain name. Although the domain name must be expressed in the form of an E-mail address, it does not need to be a valid E-mail address. A valid e-mail account may be setup to purge or read any replies that may be sent back to the printer.

8. Click **Apply** button to implement any changes.
9. When prompted, enter **admin** (lower case) into the User Name field and **1111** or the current password into the Password field and select **OK**.

Configuring E-mail

10. Select the plus symbol (+) to the left of the **Services** folder.
11. Select the plus symbol (+) to the left of the **Internet Messaging** folder.
12. Select **E-mail Settings**.
13. Enter any **Optional Information** required.
 - a) Image Attachment.
 - b) Field Security Options.
 - c) Auto Send to Self.
 - d) Subject, Default.
 - e) Signature.
 - f) Confirmation Sheet.
14. Click **Apply** button to implement any changes.
15. When prompted, enter **admin** (lower case) into the User Name field and **1111** or the current password into the Password field. Select **OK**.

LDAP Directory Setup (Internal Address Book) (Optional)

16. Select the plus symbol (+) to the left of the **Connectivity** folder.
17. Select the plus symbol (+) to the left of the **Protocols** folder.
18. Select **LDAP Directory**.
19. Enter the **Server IP Address** or **Host Name** and **optional Port**.
20. Enter any **Optional Information** required.
 - a) Search Directory Root.
 - b) The LDAP server Login Name and Password if required.
 - c) Maximum Number of Search Results.
 - d) Search Timeout.
 - e) LDAP Referrals.
21. Select **Common Name** or **Surname and Given Name**.

Note: Common name searches are matched against a field such as alias in Microsoft Exchange. Surname and Given name searches will initially look for a person's surname and given name's field. If no surname match is found (e.g. a distribution list) the search will be based on the common name field.

22. Click the **Apply** button to implement any changes.
23. When prompted, enter **admin** (lower case) into the User Name field and **1111** into the Password field and select **OK**.

LDAP Mappings (Optional)

Note: Fields contained within LDAP structures are not standardized. Fields that are used for display are allowed to be mapped to the fields used on the LDAP environment.

24. Select **Edit LDAP Mappings**.
25. Enter a user name contained within your LDAP directory. (e.g. lastname, firstname)
26. Choose the type of LDAP server being used.
27. Select **Search**.
28. When properties have been modified, select **OK** then select **Apply**.

E-mail

Public Address Book (Optional)

29. Select the plus symbol (+) to the left of the **Services** folder.
30. Select the plus symbol (+) to the left of the **Internet Messaging** folder.
31. Select **Public Address Book**.
32. Browse to the location where you will find the **Address Book File (*.CSV)**.
33. Highlight the .CSV file that you require. Click the **Open** button.
34. Click the **Import Now** button. Click the **OK** button to import the Address Book.
35. When prompted, enter **admin** (lower case) into the User Name field and **1111** into the Password field and select **OK**.
36. Click the **OK** button to import the Address Book.

Note: If an address book is already in existence, you will be warned that the new import will overwrite the existing address book.

37. Select **Map Existing Address Book**.
38. Map the address book by choosing the appropriate **Imported Heading** for each label.
39. Click the **Apply** button to implement any changes.
40. When prompted, enter **admin** (lower case) into the User Name field and **1111** into the Password field and select **OK**.

Network Authentication Server (When Network Authentication is active.)

Note: Complete details are available in the System Administration Guide Chapter 16 in the Services section for setting up Kerberos (Solaris), Kerberos (Windows 2000), NDS (Novell 4,5), SMB (Windows NT 4), and SMB (Windows 2000).

1. Select the plus symbol (+) to the left of the **Services** folder.
2. Select the plus symbol (+) to the left of the **Authentication Server** folder.
3. Select **General**.
4. Select **Authentication Type**.
5. Fill in the appropriate data.

Note: For SMB Authentication: If the Primary Domain Controller is located on a different subnet, you must enter the IP Address or Host Name for that Controller:

- a) Select **Optional Information** within **Required Information**.
 - b) Select **IP Address** or **Host Name**.
 - c) Fill in the appropriate data.
6. Click the **Apply** button to implement any changes.
 7. When prompted, enter **admin** (lower case) into the User Name field and **1111** into the Password field and select **OK**.

Notes

Image Overwrite Security

Before You Start

Verify the Ethernet connection is complete and the desired speed is set. Then return to this page.

NOTE: Clear all faults, messages and jams before continuing.

Immediate Image Overwrite...

Ensures that all information related to a job is immediately overwritten after the successful completion of each job.

After installation by a Xerox Customer Service Engineer, the feature should be set to On (enabled) by default. To view or change this setting, perform the following steps.

Go to the printer and...

1. Enter the Tools pathway.
 - a) Press the Access (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press **Enter**. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
2. Enter setup menus
 - a) Press **More**
 - b) Press **Configuration and Setup**.
 - c) Press **Optional Services**.
 - d) Press **Overwrite Security**.
3. When the Overwrite Security screen displays, note which of the two selection buttons is highlighted as the current setting. The available settings are Enable and Disable.
 - a) To change settings, press **Enable** or **Disable**, then press **Save**. To exit the settings screen, without making any changes, press **Cancel**.
 - b) Press **Exit Tools**. If changes were made, the machine will reboot automatically.

On Demand Overwrite from the printer...

Irretrievably overwrites all of the physical areas of the disks that hold data. All jobs in the active queue will be deleted and overwritten. Jobs sent during the overwrite process are held and released after the overwrite process has finished.

After installation by a Xerox Customer Service Engineer, the feature should be set to On (enabled) by default. To view or change this setting, perform the following steps.

Go to the printer and...

1. Enter the Tools pathway.
 - a) Press the **Access** (A or ) button.
 - b) On the keypad enter **1111** or the current password. Press **Enter**. The Touch Screen will be used for the remainder of the data entry, unless instructed otherwise.
2. Enter Overwrite menu
 - a) Press **More**. (up to 2 times)
 - b) Press **On Demand Overwrite**.
 - c) Press **Start**.

NOTE: A screen will appear to confirm that this procedure will delete image data from the hard disks. Any existing jobs in the queue will be deleted. The machine will be taken offline and will be unable to receive any incoming jobs. Internet Services will not be available until the machine reboots and comes back online.

The On Demand Overwrite will overwrite all image data on the hard disks. The process takes up to 20 minutes.

To cancel the overwrite procedure press Abort. Enter the current administrator password. The overwrite procedure may have already started at this stage. Press **Back** to continue with the overwrite.

Following completion of the On Demand Overwrite the Network Controller will reboot. A confirmation sheet will print. To verify the overwrite has completed view the Confirmation Sheet, under Confirmation Details. The Job Information: Status ESS Disk should read 'SUCCESS'. The Status Image Disk should read 'SUCCESS'.

Image Overwrite Security

On Demand Overwrite from a workstation...

1. Launch an Internet Browser.
2. Enter the TCP/IP Address of your printer in the Address or Location field and press Enter.
3. At the CentreWare Internet Services Home Page, Click the Properties tab or click Properties in the directory tree.
4. Click **On Demand Overwrite** in the directory tree.
5. Enter the administration id and password.
6. Click **OK**.
7. Click **Start**.

NOTE: A screen will appear to confirm that this procedure will delete image data from the hard disks. Any existing jobs in the queue will be deleted. The machine will be taken offline and will be unable to receive any incoming jobs. Internet Services will not be available until the machine reboots and comes back online.

The On Demand Overwrite will overwrite all image data on the hard disks. The process takes up to 20 minutes.

To cancel the overwrite procedure press Abort. Enter the current administrator password. The overwrite procedure may have already started at this stage. Press Back to continue with the overwrite.

Following completion of the On Demand Overwrite the Network Controller will reboot. A confirmation sheet will print. To verify the overwrite has completed view the Confirmation Sheet, under Confirmation Details. The Job Information: Status ESS Disk should read 'SUCCESS'. The Status Image Disk should read 'SUCCESS'.

E-mail at a Glance

E-mail Overview

What is E-mail?

The E-mail feature enables you to convert a hardcopy document into a PDF (Portable Document Format), single or multi-page TIFF (Tagged Image File Format) attachment and send it to an e-mail server to be distributed to individual or multiple e-mail addresses.

The printer functions as an e-mail client like any other SMTP (Simple Mail Transfer Protocol) e-mail client mapped to an e-mail server. In other words, the printer E-mail feature is no different than the MS (MicroSoft) Outlook client on your PC (Personal Computer), which is mapped to an MS Exchange server. The MS Outlook client converts your electronic e-mail messages into a format that the Exchange server can process. The printer E-mail feature performs the same function but with hard copy documents.

What options are enabled with E-mail?

The E-mail feature enables the following options:

- **SMTP e-mail from the printer** - Users have the ability to convert hard copy documents into an e-mail message. The scanned document is placed in the e-mail message as an attachment.
- **Authentication Support** – If enabled, Authentication requires users to log into the machine using their network login name and password in order to gain access to the printer E-mail features.
- **Internal Address Book Support (LDAP - Lightweight Directory Access Protocol)** - The printer can search your internal company address book, if available, saving valuable time and reducing errors associated with key stroking in every address.
- **Public Address Book Support** - Users have the ability to download a CSV (Comma Separated Values) file to the printer's internal hard disk drive. This public address book allows the user to search for an address that would not normally be loaded in their internal company address book.

Benefits of E-mail

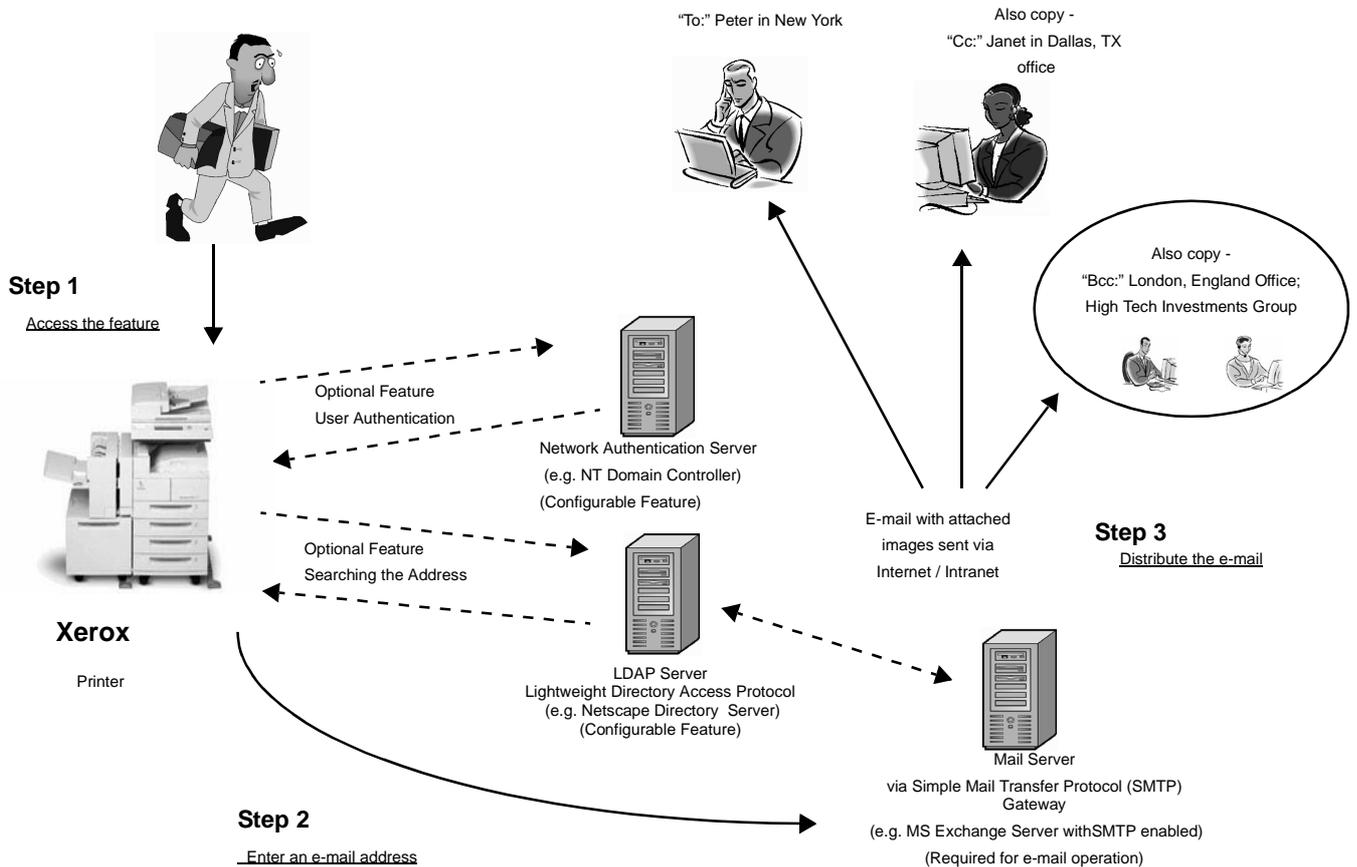
- **Completely integrated with the printer**
- **Does not require e-mail inbox**
- **No external PC or Server to administer, support, or protect from security attacks**
- **No additional software required for PC end users**
- **No additional network connection**
- **Compatible with most existing e-mail systems**
- **Machine status available locally and remotely**
- **E-mail security via Authentication option**
- **Address look-up via LDAP option**
- **Easy to configure and maintain remotely via Embedded Web Server (CentreWare™ Internet Services) delivered with every system product**

Key Enablers for a successful E-mail Installation

- **A person to supply the e-mail, Authentication, and LDAP server address information required by the printer.**
- **A person to configure the network information on the printer via the embedded Web server (CentreWare Internet Services).**

How E-mail works with the Xerox printer

"Hmm.... I need to e-mail these hand-written meeting notes to Peter in New York City and send a copy to Janet in Dallas and perhaps our Investments group in London. Now I need to type these up. What were their e-mail addresses ? "



E-mail with Authentication or Address Book (LDAP)

1. Accessing the feature - Select the E-mail feature on the printer User Interface touch screen.
2. Optional Feature: User Authentication. Log into the printer using your network login name and password. This initiates a query to the Authentication server to verify your network access rights. Once the login is verified you will have access to the e-mail feature.
3. Optional Feature: Searching the Address book via the LDAP server. Entering a search name, via the printer User Interface touch screen, accesses the internal address book on the LDAP server. The server returns a list of names that match the search criteria. The list is displayed on the User Interface.
4. Selecting the address - Select the intended recipient from the list then scan the document(s).
5. Sending the e-mail - Scanning the document sends the document to the e-mail server, which routes the e-mail to the appropriate recipient(s).

NOTE: The User Authentication and Address Book (LDAP) optional features can be enabled independently or together.

E-mail Terms, Definitions

- **E-mail SMTP Server (Required for E-mail Operation):**
SMTP (Simple Mail Transfer Protocol)

A network server that contains the e-mail application and services required to send and receive SMTP e-mail. By default MS Exchange SMTP protocol is not enabled. If you enable SMTP on an MS Exchange server, it can then be used as an e-mail server.

- **LDAP Server (System Administrator Configurable Option with E-mail):**
LDAP (Lightweight Directory Access Protocol).

A server that contains a set of protocols for accessing information directories such as address books. LDAP supports TCP/IP (Transmission Control Protocol/Internet Protocol).

- **Authentication Server (System Administrator Configurable Option with E-mail):**
A network server that controls network access and provides security.

Requirements for Operation

The table below describes the requirements necessary for operating the various E-mail options.

Option	E-mail	Authentication	Address Book (LDAP)	How to Enable
Requirements for Operation				
E-mail must be enabled on the printer	X		X	Via the System Administrator Access menu at the printer
HTTP must be enabled on the printer	X	X	X	Via the System Administrator Access menu at the printer
SMTP Server Address must be configured on the printer	X		X	Via the Embedded Web Server (CentreWare Internet Services)
Authentication Server Address must be configured on the printer		X		Via the Embedded Web Server (CentreWare Internet Services)
LDAP Server Address must be configured on the printer			X	Via the Embedded Web Server (CentreWare Internet Services)

Notes
