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# Xerox<sup>®</sup> Color 550/560/570 Printer System Administrator Guide



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# 1

## Introduction

### 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.

#### Note

Network features are not available if you are connected over USB.

#### Note

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:

#### Note

Most configuration settings are located on the Properties tab in CentreWare Internet Services. If your printer is locked, you must log in as the system administrator.

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.
3. Provide basic information such as your location, time zone, and date and time preferences, by completing the Installation Wizard.
4. Print a Configuration Report listing the printer's current configuration. Review the report and locate the printer's IP address.
5. Open a Web browser and type the IP address of your printer to access CentreWare Internet Services (CentreWare Internet Services). CentreWare Internet Services is

administration and configuration software installed on the printer's embedded Web server.

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.
7. Configure Authentication.
8. Configure Security.
9. Enable services in CentreWare Internet Services.
10. Configure Print, Scan, and Fax features.
11. Configure Accounting.

## More Information

Refer to the following sources for more information about your printer and its capabilities.

Information	Source
Quick User Guide	Software and Documenation disk <a href="http://www.xerox.com/support">www.xerox.com/support</a>
User Guide (PDF)	Software and Documentation disk <a href="http://www.xerox.com/support">www.xerox.com/support</a>
Recommended Media List	<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)
Printer Management Tools	<a href="http://www.xerox.com/support">www.xerox.com/support</a>
Online Support Assistant	<a href="http://www.xerox.com/support">www.xerox.com/support</a>
Technical Support	<a href="http://www.xerox.com/support">www.xerox.com/support</a>

# 2

## Initial Setup

This chapter includes:

- Physical Connection
- Initial Setup at the Control Panel
- Initial Setup in CentreWare Internet Services
- Enabling Services and Options

### 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:

- Set the current date and time.

## Initial Setup

- Select your local time zone.
- Configure certification, system access level, SMTP, and LDAP

## 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*.

# 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.
4. 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*.

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

1. Log in as a system administrator.
2. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
3. Touch **System Settings > Connectivity + Network Setup > Protocol Settings**.
4. Touch **Ethernet Rated Speed** and touch **Change Settings**.
5. Select the Speed to match the speed set on your hub or switch.
6. 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. Refer to **TCP/IP**.

# 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 Internet Services.

## Enabling Services and Options at the Control Panel

1. At the printer control panel, press the **Machine Status** button and 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**.
6. Touch **Close**.

## Enabling Services and Options in CentreWare Internet

1. In CentreWare Internet Services, 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**.

## Initial Setup in CentreWare Internet Services

CentreWare Internet Services 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 Internet Services

Before you begin:

- TCP/IP and HTTP must be enabled to access CentreWare Internet Services. If you disable either of these services, you must enable them at the printer before you can access CentreWare Internet Services. For details, see *Accessing CentreWare Internet Services*.
- Refer to the Configuration Report to determine your printer's IP address.

To access CentreWare Internet Services:

1. At your computer, open a Web browser.
2. Type the printer's IP address in the address field. To see the IP address of the printer, press the **Machine Status** button on the control panel.
3. Press **Enter** or **Return**.

#### Note

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**.

# 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 Internet Services, 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 Internet Services, 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**.

# 3

## Paper Tray Settings

In this area of the Control Panel, you can set the items related to the paper and trays, including the type of paper and tray priority.

### Access the Paper Tray Settings

To manage the Paper Tray Settings features available to you at the Control Panel and determine what selections will display on the Paper Tray settings screens, follow these steps.

#### Note

You must log on as Administrator to access Paper Tray settings.

1. At the printer control panel, press the **LogIn/Out** button.
2. Type **admin** and touch **Next**.
3. Type the administrator passcode and touch **Enter**. The default password is **1111**. You are now in Admin mode as displayed in the top right corner of the screen.
4. Press the **Machine Status** button.
5. Touch the **Tools** tab.
6. Under the Group heading, touch **System Settings > Common Service Settings**.
7. Under the Features heading, touch **Paper Tray Settings**.

### Custom Paper Name/Color

From the Paper Tray Settings screen, you can select the Custom Paper Name/Color feature to set a custom name for paper loaded in the machine. A maximum of twelve characters can be entered for each custom paper name.

### Note

Use this feature for plain paper (64 - 105 gsm) only.

1. At the printer control panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. Select the option **Custom Paper Name/Color**.
3. Select the paper type to be renamed and touch **Change Settings**.
4. Enter the desired name for Custom Paper. Select **Save** to save the name and return to the previous screen.

You can name Custom Paper Types 1 to 5, available from the **Paper Type** option, and Custom Paper Colors 1 to 5, available from **Paper Tray Attributes > Paper Color**. You can use up to 23 characters (letters, numbers, and symbols) for each name and color. For example, you can use a name showing its usage, such as "Color" for colored paper, and "Covers" for bond paper.

## Paper Tray Attributes on Setup Screen

You can change and set the paper tray attributes that will display on the Control Panel when the machine first starts up.

1. At the printer control panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. Select **Paper Tray Attributes on Setup** screen.
3. Select **Enabled** or **Disabled**, and **Save**.

## Paper Type Priority

You can define the priority of the trays to use when paper of the same size and the same orientation is set in the multiple trays for automatic tray selection. Auto Paper selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing. The paper type setting is prioritized over the paper tray priority settings. If, however, different paper types appear in the same priority sequence, the paper is determined by paper tray priority sequence. The tray containing paper type set to Auto Paper Off is not selected by automatic tray selection.

### Note

Not all Print Servers (DFEs) will adhere to this feature setting.

### Setting Paper Type Priority

To set paper type Priority:

1. At the printer control panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. Select the option you need. The following table lists the current default settings for the paper type priority:

Item	Current Setting
Plain	First
Plain reloaded	Auto paper Off
Recycled	Second
Custom type 1	Auto paper off
Custom type 2	Auto paper off
Custom type 3	Auto paper off

3. Touch **Change Setting**.
4. Select the feature you want and then touch **Save > Close**.

## Paper Tray Attributes

From the Paper Tray Settings area, you can set the size and type of paper loaded in the trays.

1. At the printer control panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. Select **Paper Tray Attributes**. The following table lists the current default settings.
3. Select the option you want.
4. Touch **Change Settings** for the tray you want.
5. Select the paper type, paper size, paper color. For Auto paper select color by using the up or down scroll arrow.
6. Touch **Save**.

Item	Current Setting
Tray 1	Auto Detect - Plain (64-79 gsm)
Tray 2	Auto Detect - Plain (64-79 gsm)
Tray 3	Auto Detect - Plain (64-79 gsm)
Tray 4	Auto Detect - Plain (64-79 gsm)
Tray 5	11" x 17" - Plain (64-79 gsm)
Tray 6	Auto Detect - Plain (64-79 gsm)
Tray 7	Auto Detect - Plain (64-79 gsm)
Tray 8 inserter	Auto Detect

## Paper Tray Attributes During Loading

From the Paper Tray Settings area, you can set which paper tray attributes will display for selection when paper is loaded.

1. At the printer Control Panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. Select **Paper Tray Attribute During Loading**.
3. Select **Off** or **On**.
4. Touch **Save**.

## Tray 5 - Paper Size Defaults

From the Paper Tray Settings area, select **Tray 5 - Paper Size Defaults** to define up to 20 sizes that will display when Tray 5 (Bypass) is loaded and in what order they will list.

The following table lists the current paper size default settings:

Item	Current Setting
Paper size 1	8.5"x 11" LE
Paper size 2	8.5" x 11 SE
Paper size 3	8.5" x 14" SE
Paper size 4	11"x 17" SE
Paper size 5	12" x 18" SE
Paper size 6	5.5" x 8.5" SE
Paper size 7	8" x 10" LE
Paper size 8	5" x 7" SE
Paper size 9	4"x 6" SE
Paper size 10	13" x 19"SE
Paper size11	A4 LE
Paper size 12	A4 SE
Paper size 13	A3 SE
Paper size 14	SRA3 SE
Paper size 15	A5 LE
Paper size 16	A5 SE

Item	Current Setting
Paper size 17	8.5" x13" SE
Paper size 18	9" X11" LE
Paper size 19	B4 SE
Paper size 20	B5 SE

The following alternate sizes can display for selection when paper is loaded in Tray 5:

- **A/B Series Size** – A3, A4, A4, A5, A5, A6, B4, B5, B5, B6
- **Inch Size** includes – 13x19", 13x18", 12.6X19.2", 12X18", 11X17", 11X15", 8.5X14", 8.5X13", 8.5X11", 8.5X11", 8X10", 8X10", 7.25X10.5", 7.25X10.5", 5.5X8.5", 5X7"
- **Others** – SRA3, A4 Cover, 9x11, 215x315, 8K, 16K, 16K, 100x 148mm, 148x 200mm, 4x6", Env 120x235, Env 240x332, Env 229x324, Env 162x229
- **Custom Size**

## Setting Paper Size Defaults

To define and set the paper sizes that will display when Tray 5 is loaded:

1. At the printer Control Panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. From the Paper Tray Settings area, select **Tray 5 - Paper Size Defaults**
3. Use the up or down arrow to select the option you want to change.
4. Touch **Change Setting**
5. Select the desired feature you want. Select from A/B Series Size, Inch Size, Others, or Custom Size.
6. Touch **Save > Close**.

## Customize Paper Supply Screen

From the Paper Tray Settings area, use this feature to select whether the setting items specified in Paper Size or Auto Paper Select under Paper Tray Attributes will display on the Paper Supply screen.

1. At the printer Control Panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. Select **Customize Paper Supply** screen.
3. Select the desired option:
  - Usage - Displays the setting in **Auto Paper Select**.
  - Disabled - does not display the items specified in **Paper Size**.
  - Size Detection - Displays the setting in **Paper Size**.

4. Select **Auto Paper** and click **Save**.

## Paper Tray Priority

Set the priority of the trays to use when paper of the same size and the same orientation is set in the multiple trays or print data does not include the paper tray information for automatic tray selection.

Auto Paper selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing. This setting applies to Trays 1 to 4 and 6 (optional). You cannot apply this setting to Tray 5.

### Note

Not all Print Servers (DFEs) will adhere to this feature setting.

### Setting Paper Tray Priority

From the Paper Tray Settings area, use this feature to set paper tray priority.

1. At the printer Control Panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. Select **Paper Tray Priority**. The following table lists the current default priority settings.

Item	Current Setting
Paper Tray Priority	6>7>4>3>1>2>5

3. Touch **Change Setting**.
4. Select the option you want. The order of priority for each tray is listed in the following table.
5. Touch **Save** when finished.

### Priority

This table lists the order of tray priority.

Tray 1 Fifth	Tray 6 First	First
Tray 2 Sixth	Tray 7 second	Second
Tray 3 Fourth		Third
Tray 4 Third		Fourth
Tray 5 Seventh		Fifth
		Sixth
		Exclude from Auto tray switching

## Auto Tray Switching Control

From the Paper Tray Settings area, you can set the alternative tray or paper to use when running out of paper loaded in the selected tray.

### Note

Not all Print Servers (DFEs) will adhere to this Auto Tray Switching feature setting.

1. At the printer Control Panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. Use the up or down arrow to select **Auto Tray Switching**.
3. You can select from **Always Enable**, **Enable during Auto Select**, and **Enable for Same Paper Type/Color**. If **Enable during Auto Select** is selected, the machine switches the tray when **Auto Select** is selected in the Copy screen or Paper Select of the print driver.

You can select **Targeted Paper Type (Copy Jobs)** and select paper types. When **According to Priority Assigned** is selected, the paper type is determined according to the settings in Paper Type Priority. When selecting **Selected Paper Type Only**, you can specify the paper type.

4. Touch **Change Setting** and make the selection. Touch **Save**.

The machine does not switch the tray automatically in the following cases:

- Tray 5 is selected.
- The tray containing paper other than plain paper, recycled paper, plain reload paper, or
- The tray containing paper that is set as **Auto Paper Off** in **Paper Type Priority** is selected.

## Image Quality

The Image Quality feature provides a way to fine-tune the machine for paper weight.

You can specify the image quality processing method for: Plain, Recycled, Plain Reload, Punched, Heavyweight, Heavyweight Reload, Hole Punched Heavyweight 1, Gloss, Gloss Reload, HW Gloss, HW Gloss Reload, XHW Gloss, XHW Gloss Reload, Labels, X-HW Labels, Tab Stock, Postcards, and Custom Paper 1 to 5.

When copying or printing a document, the machine applies the image quality settings defined in the **Paper Tray Attributes** area of the Control Panel. The type of paper set in **Paper Tray Attributes**, and the image quality processing method specified for that type of paper, control the amount of ink transfer, speed, and fuser temperature applied.

**Note**

The image quality setting for these paper types will change the weight range displayed for each paper type.

## Specifying Image Quality Settings

You can select the media weight range to apply to a print or copy job that will optimize the image quality of the machine output. The following table shows the available default settings you can select and apply.

1. At the printer Control Panel, make sure to log in as Administrator, press the **Machine Status** button and touch the **Tools** tab.
2. Use the scroll down arrow to advance and select **Image Quality**.
3. Select the option you want.

Item	Current Setting	Options Available for Display
Plain	Plain A (64-79 gsm)	Plain A (64-79 gsm) Plain B (80-90 gsm) Plain C (91-105 gsm)
Plain RL	Plain A Reloaded (64-79 gsm)	Plain A Reloaded (64-79 gsm) Plain B Reloaded (80-90 gsm) Plain C Reloaded (91-105 gsm)
Recycled	Recycled A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (80-90 gsm) Recycled C (91-105 gsm)
Hole Punched	Plain A (64-79 gsm)	Plain A (64-79 gsm) Plain B (80-90 gsm) Plain C (91-105 gsm)
HW 1	Heavyweight 1A (151-176 gsm) 106-128	Heavyweight 1A (106-128 gsm) Heavyweight 1B (129-150 gsm) Heavyweight 1C (151-176 gsm)
HW 1 RL	HW 1A Reloaded (106-128 gsm)	HW 1A Reloaded (106-128 gsm) HW 1B Reloaded (129-150 gsm) HW 1C Reloaded (151-176 gsm)
Punched HW 1	Punched HW 1A (106-128 gsm)	Punched HW 1A (106-128 gsm) Punched HW 1B (129-150 gsm) Punched HW 1C (151-176 gsm)
Coated 1	Coated 1A (129-150 gsm)	Coated 1A (106-128 gsm) Coated 1B (129-150 gsm)
Coated 1 RL	Coated 1A RL ( 106-128 gsm)	Coated 1A Reloaded (106-128 gsm) Coated 1B Reloaded (129-150 gsm)
Coated 2	Coated 2A ( 177 – 220 gsm)	Coated 2A (151-176 gsm) Coated 2B (177-220 gsm)
Coated 2 RL	Coated 2A ( 221-256 gsm)	Coated 2A Reloaded (151-176 gsm) Coated 2B Reloaded (177-220 gsm)

Item	Current Setting	Options Available for Display
Coated 3	Coated 3A (221-256 gsm)	Coated 3A (151-176 gsm) Coated 3B (177-220 gsm)
Coated 3 RL	Coated 3A RL (221-256 gsm)	Coated 3A Reloaded (221-256 gsm) Coated 3B Reloaded (257-300 gsm)
Labels	Labels 1A ( 106-128 gsm)	Labels 1A (106 -128 gsm) Labels 1B (129 - 150 gsm) Labels 1C (151 - 176 gsm)
X-HW Labels	Labels 3A (221-256 gsm)	Labels 3A (221 -256 gsm) Labels 3B (257 -300 gsm)
Tab Stock	Tab Stock 1A (106-128 gsm)	Tab Stock 1A (106-128 gsm) Tab Stock 1B (129-150 gsm) Tab Stock 1C (151-176 gsm)
Transfer	Transfer B (129-150 gsm)	Transfer B (129-150 gsm) Transfer C (151-176 gsm)
Custom 1	Plain A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)
Custom 2	Plain A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)
Custom 3	Plain A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)
Custom 4	Plain (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)
Custom 5	Plain A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)

#### Note

For all Custom paper types, the options available for display include Plain A, Plain B, and Plain C paper.

4. Select **Change Settings**.
5. Select **Save > Close**.

## Changing an Image Quality Setting for Paper Type

From the Tools tab, you can select the Image Quality feature and change the Image Quality setting to match a different media type and weight.

1. At the printer Control Panel, make sure to log in as Administrator, press the **Machine Status** button and touch the **Tools** tab.

## Paper Tray Settings

2. Use the scroll down arrow to advance and select **Image Quality**.
3. Select the paper type name you need to change.
4. Select **Change Settings**. You will see different Image Quality settings (usually 2 or 3 selections) for the paper type you selected. These represent the media weight range.
5. Change the IQ setting to a different setting from the default setting.
6. Touch **Save**.

# 4

## Setting Image Quality for the Scanner

When copying, you can select the image quality processing method and parameters the scanner will use and apply to the copy job. For example, you can enhance color reproduction when copying photos.

### Note

Refer to the Paper Tray Settings chapter on how to associate a media type and weight with a particular image quality setting.

1. At the printer Control Panel, make sure to log in as Administrator and then [Access the Paper Tray Settings](#) screen.
2. Select **Common Service Setting > Image Quality Adjustment > Image Quality**.
3. Select one of the options from the following table.

<b>Photo and text Recognition</b> -Allows you to change a level with which the machine determines a document as text or photos. This setting is when you select <b>Photo and Text for Original Type</b> on the Image Quality screen. Selecting <b>More Text</b> enables the machine to easily recognize very fine print as text. Selecting <b>More Photo</b> enables the machine to easily recognize halftone images from newspapers and advertisements as photos.	Normal
<b>Output Color Recognition</b> – Allows you to change a level from the five levels with which the machine determines a document as monochrome or color. This setting is used when you select <b>Auto Detect</b> for <b>Output Color</b> on the <b>Copy</b> screen. Selecting <b>More Black and White</b> enables the machine to easily recognize monochrome documents. Selecting <b>More Color</b> enables the machine to easily recognize color documents.	Normal
<b>Photo Reproduction level</b> – When copying with <b>Original Type</b> in the <b>Image Quality</b> screen set to <b>Photo and Text</b> , you can adjust the color reproduction level in the areas determined by the machine as photos. Selecting <b>More Text</b> yields a bold copy effect, emphasizing the dense parts of an image. Selecting <b>More Photo</b> softens the image gradation of an image, enhancing the reproductivity of subtle colors.	Normal

<p><b>Background Suppression (color copy)</b> - 1 Set the method of background suppression to be used when making color copies. Background suppression is the function to detect the density of colors and suppress the scan of background colors when a document has background colors on colored paper. Select <b>High Speed</b> to sample a section of the document and detect the background color. Select <b>High Quality</b> to conduct a pre-scan, and sample the whole document to detect the background color.</p>	<p>High Quality</p>
<p><b>Background Suppression (black copy)</b> -Background suppression is the function to detect the density of colors and suppress the scan of background colors when a document has background colors on colored paper. Select <b>High Speed</b> to sample a section of the document and detect the background color. Select <b>High Quality</b> to conduct a pre-scan, and sample the whole document to detect the background color. Important: When you select <b>High Quality</b>, and <b>Corner Shift</b> is selected in <b>Image Shift</b> with a ratio of 60 or less is specified in <b>Reduce/Enlarge</b>, a part of the image may not be printed or blank paper may be output.</p>	<p>High Quality</p>
<p><b>Background Suppression (scan jobs)</b> - Set the method of background High Quality suppression to be used for scan operations. Set how the machine detects density and deletes the background color.</p>	<p>High Quality</p>
<p><b>Image Enhancement</b>– Allows you to select whether to carry out image On enhancement. If you select <b>On</b>, the machine gives the image a smoother appearance when printed.</p>	<p>High Quality</p>

4. Touch **Change Settings**.
5. Touch **Save**.

## Calibrating Image Color

### Note

Performing this calibration process affects only those jobs printed at the internal controller. It will not apply to jobs coming from the DFEs.

When color gradation of a printed image shifts, you can use the Calibration feature at the Control Panel to calibrate the color of the image and maintain quality of the output at a certain level:

1. At the printer Control Panel, make sure to log in as Administrator, press the **Machine Status** button and touch the **Tools** tab.
2. Select **Common Service Settings > Image Quality Adjustment > Calibration**. Read the directions on the Control Panel screen and follow the steps.
3. From the Calibration screen that displays, select the Screen Type to calibrate.

### Note

It is recommended that you calibrate all four screen types.

4. Load A3, A4, 11" x 17" or 8.5" x 11" and select **Start** on the screen to print the calibration chart for the color correction.
5. Continue following the steps on the Control Panel screen.
6. To perform calibration, place the calibration chart face down with both magenta patches against the left edge of the document glass.
7. Place 5 sheets or more of blank and white paper over the chart to prevent light from bleeding through the sheet.
8. Lower the document glass and select **Start** on the screen.
9. Select **Confirm**.
10. Select **Target**. This can affect copy, DMP print or both.

## Setting Image Quality for the Scanner

# 5

## Network Configuration

### TCP/IP

Transmission Control Protocol (TCP) and Internet Protocol (IP) are two protocols within the Internet Protocol Suite. IP manages the transmission of messages from computer to computer while TCP manages the actual end-to-end connections.

#### Note

You can configure IPv4 settings at the printer control panel or through CentreWare Internet Services. You can only configure IPv6 through CentreWare Internet Services.

### 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 Internet Services.

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 Internet Services

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

### 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 Internet Services.

#### **Caution**

If both IPv4 and IPv6 are disabled, you cannot access CentreWare Internet Services. You must reenable TCP/IP at the printer control panel before you can access CentreWare Internet Services. Disabling TCP/IP or changing the IP address also disables any dependant protocols.

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

#### **Note**

If you select BOOTP or DHCP, you cannot change the IP address, Subnet Mask, or default gateway.

#### **Note**

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 Internet Services. 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.

**⚠ Caution**

If both IPv4 and IPv6 are disabled, you cannot access CentreWare IS. You must reenable TCP/IP at the printer control panel before you can access CentreWare IS. Disabling TCP/IP or changing the IP address also disables any dependent protocols.

1. In CentreWare Internet Services, 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.
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**.

**Note**

Enabling or disabling IPv6 will restart the printer when you click Apply.

**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 Internet Services. 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 Internet Services, 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 Internet Services, click **Properties > Connectivity > Protocols > SNMP Configuration**.
2. Under **SNMP Properties**, select **Enable SNMP v1/v2c Protocols**, or **Enable SNMP v3 Protocol**, then click **Apply**.
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**.

#### Note

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

### 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.

### **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.

1. In CentreWare Internet Services, 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 Internet Services, 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.
5. Type a name up to 256 characters for the default Trap Community Name or use the default value of SNMP\_TRAP.
6. Type the **System Administrator's Login ID**.
7. Click **Apply**.

### 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.

## Editing SNMP v3 Settings

### Note

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

1. In CentreWare Internet Services, 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. The password must be at least eight characters in length and can include any characters except control characters. This password is used to generate a key used for authentication.
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 Internet Services, 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.
5. Under **Traps**, select the type of Traps to be Received by the SNMP manager.
6. Click **Apply**.

#### Note

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

### Adding IPX Trap Destination Addresses

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

1. In CentreWare Internet Services, 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 SMNP 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 Internet Services, 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 Internet Services, 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.
6. If TCP-MSS mode is enabled, under **IPv4**, type the IP addresses for Subnet 1, 2, and 3.
7. Click **Apply**.

**Note**

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

# 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.

**Note**

Raw TCP/IP printing is selected in Windows 2000 as the Standard TCP/IP port.

1. In CentreWare Internet Services, click **Connectivity > Port Settings**.

2. Next to **Port 9100**, select **Enabled**.

## Configuring Port 9100

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

### Note

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

## 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 Internet Services, 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.

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. Next to **Port 9100**, select **Enabled**.

## 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 emails** 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 Internet Services, 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.

## 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 Internet Services, 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 Internet Services, 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 Internet Services, 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 Internet Services.

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 Internet Services, 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 CentreWare Internet Services). This includes data sent using IPSec, SNMP, and Audit Log. A digital certificate must also be installed on the printer.
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 Internet Services, 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 Internet Services, 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 Internet Services, 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 Internet Services, 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 Internet Services, 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 Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to **IPP**, select **Enabled**.
3. Click **Apply**.

## Configuring IPP

1. In CentreWare Internet Services, 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.

### Enabling WebDAV

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

### Configuring WebDAV

1. In CentreWare Internet Services, 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 Vista and Windows Server 2008 operating systems. WSD is one of several supported communication protocols.

### Enabling WSD

1. In CentreWare Internet Services, 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 Internet Services, 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**.



# 6

## 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 Internet Services.

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 an LDAP network directory to authenticate and authorize users when they log in at the control panel. You must configure LDAP server settings first. The printer can use of the following four protocols to communicate with your authentication server:
  - Kerberos (Solaris, or Windows 2000/2003)
  - SMB (Windows 2000/2003)
  - LDAP

## Security

- **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 Internet Services, click **Properties > Security > Authentication Configuration**.
2. On the **Authentication Configuration** page, next to **Login Type**, select **Login to Local Accounts**.
3. Select **Enabled** next to **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**.

## 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 Internet Services, 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.

#### Note

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

6. Under **User Role**, select one of the following:
  - a. **System Administrator**: The authenticated user in this role is allowed to access all services and settings.
  - b. **Account Administrator**: The authenticated user in this role is allowed to access accounting settings and other services and settings that are locked.
  - c. **User**: The authenticated user in this role is allowed to access services and features defined by the system administrator.
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 Internet Services, 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.

### Setting up Network Authentication

1. In CentreWare Internet Services, 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. To have the printer cache remote account information, select **Enabled** next to **Save remote accounts in this machine**. Specify if you want to have the cached information deleted (click **Delete Remote Accounts**), and specify how often you want to delete cached information by selecting a deletion day, month and time.
7. Click **Apply**, then click **Reboot Machine**.
8. 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.
9. Next to **Authentication System**, click **Configure**.
10. On the **Authentication System** page, select your **Authentication System** from the drop-down list.
11. Type the **Server Response Time-Out**, and the **Search Time-Out**.
12. Select **Enabled** next to **Assign UPN (User Principal Name)** if desired.
13. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
14. Click **Reboot Machine**.

### Configuring Authentication Server Settings for Kerberos

1. In CentreWare Internet Services, 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 Internet Services, 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 Internet Services, 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).

- Install the Xerox Secure Access Unified ID System® (authentication server) and configure with user accounts. Refer to the authentication server documentation for help.
- 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/WC53XXdrivers](http://www.xerox.com/office/WC53XXdrivers).

### 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.

To configure authentication using Xerox Secure Access:

1. In CentreWare Internet Services, 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 Internet Services, 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. 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.
2. Configure Kerberos server settings. For details, see Configuring Authentication Server Settings for Kerberos.

## 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.

## Security

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.

#### Note

The root CA and intermediate CA of the user's smartcard certificate must be stored on the printer.

#### Note

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 Internet Services, 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 Internet Services, 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 lookup 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
- Device Access Setup
- Service Access Setup
- Feature Access Setup

Before you begin:

- Configure Network Authentication.
- Configure LDAP server settings.

## 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.

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.

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.

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. A Self-Signed Certificate is the result when the printer creates its own certificate, signs it, and creates a public key for the certificate to be used in SSL 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 trusted root certificate created by a CA.

### Note

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

## Creating a Self-Signed Certificate

1. Enable S/MIME capability for the self-signed certificate if necessary. For details, see *Assigning a Name and Location to the Printer*.
2. In CentreWare Internet Services, 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 Internet Services, 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.

### Note

If you want to use SSL/TLS for SMTP communication, next to SMTP - SSL/TLS Communication, select a method that your server supports.

## 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 Internet Services, 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 Internet Services, 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 Internet Services, click **Properties > Security > Certificate Revocation Settings**.
  - 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.
2. Under **General**, select the **Retrieval of Certificate Status**.
  3. 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**.
  4. Type the URL of **OCSP Responder**.
  5. Type the **OCSP Communication Time-Out**(5-60 seconds).
  6. If you selected CRL as the retrieval method, under **CRL**, next to **Auto Retrieval of CRL**, select **Enabled** if desired.
  7. Type the **CRL Retrieval Time-Out** (5-60 seconds).
  8. 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 Internet Services
- Printing from CentreWare Internet Services
- Printing using IPP
- Managing scan templates
- Network scanning
- Network accounting

Before you begin:

- Install a digital certificate.
- 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 (SSL/TLS)

#### Note

A digital certificate must be installed on the printer before you can enable Secure HTTP.

#### Note

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

1. In CentreWare Internet Services, click **Properties > Security > SSL/TLS Settings**.

2. Next to **HTTP - SSL/TLS Communication**, select **Enabled**.
3. Type the port number you want to use for HTTP SSL/TLS.
4. If you want to use SSL/TLS for SMTP communication, next to SMTP - SSL/TLS Communication, select a method that your server supports.
5. If you want to use Secure E-mail, select the appropriate option next to SMTP - SSL/TLS Communication. You can choose either STARTTLS (if available), STARTTLS, or SSL/TLS.
6. If you want to use S/MIME communication, select **Enabled** next to **S/MIME - SSL/TLS Communication**.
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.

### 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.

## 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.
- 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.
- Enable S/MIME Communication on the SSL/TLS Settings page.

### Configuring S/MIME Settings

1. In CentreWare Internet Services, 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.

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 Internet Services, click **Properties > Security > IPsec**.
2. Next to **Protocol**, select **Enabled**.
3. Select the **IKE Authentication Method**, **Preshared Key** or **Digital Signature**.
4. If you select **Preshared Key**, type the **Shared Key** and retype the key to verify.
5. Type the **IKE SA Life Time** (5-28800 minutes).
6. Type the **IPsec SA Life Time** (300-172800 minutes).
7. Select the **DH Group** type.
8. Enable **PFS** if necessary.
9. Type the **Specific Destination IPv4 Address**.
10. Type the **Specific Destination IPv6 Address**.
11. To restrict the 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
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.

#### Note

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*.

## 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 Internet Services, 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.

## 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**.
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 filesFax documents
  - Any temporary files

### **Caution**

All image data will be deleted.

### **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**.
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.

### **Caution**

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

# Audit Log

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 Secure HTTP (SSL).

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

## Saving an Audit Log

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

## Interpreting the Audit Log

The Audit Log is formatted into columns:

- **Log ID:** A unique value that identifies the event.
- **Date:** The date that the event happened in mm/dd/yy format.
- **ime:** 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.
- **User Name:** User Name, Job Name, Computer Name, Printer Name, Folder Name, or Accounting Account ID (when Network Accounting is enabled).
- **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.

### Note

One audit log entry is recorded for each network destination within a Network Scanning scan job.

### Note

For Server Fax jobs: One audit log entry is recorded for each Server Fax job.

### Note

For Email jobs: One audit log entry is recorded for each SMTP recipient within the job.

### Note

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

## 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 an S/MIME digital certificate.

Before you begin:

- Install an S/MIME digital certificate.
- Enable secure HTTP (SSL) and S/MIME communication.

To set digital signatures:

1. In CentreWare Internet Services, click **Properties > Security > PDF / XPS Security Settings**.
2. Select the device Scan File certificate. For details, see Managing Certificates.
3. Next to **PDF Signature**, select when you want the signature to be added.
4. Click **Apply**.

## Address Book Security

### Controlling CentreWare Internet Services Address Book Access

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

1. In CentreWare Internet Services, 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. You can create an Authorization Group to restrict users from using or editing the address book at the control panel.

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

### Hiding Active Job Information

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

## 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 Internet Services, 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**.

# 7

## Printing

This chapter includes:

- Selecting Print Mode Options
- Managing Banner Sheet Printing Options
- Print Service Settings
- UNIX, Linux, and AS/400 Printing

### Selecting Print Mode Options

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

1. In CentreWare Internet Services, 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 Internet Services, 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 Internet Services or a banner sheet will not print.

## Enabling Banner Sheet Printing in CentreWare Internet Services

1. In CentreWare Internet Services, 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 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**.
7. Click **OK**.

### Note

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

# 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.
4.
  - **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**.
3.
  - **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 such as Display a Message, Use Larger Size, Use Closest Size or Select Tray 5.
  - **Paper Type Mismatch:** Specify what happens when the paper type loaded in the tray does not match the paper type specified such as Print, Display a Confirmation Screen, or Display a 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**.

### Note

The Media Print - Text feature allows users to print PDF, JPG, TIFF, and XPS files directly from a USB Flash Drive.

The Media Print - Photos feature allows users to print DCIM (Digital Camera Image Management) formatted images directly from a Media Card Reader. The Media Print - Photos feature also provides a Thumbnail Preview option so users can preview their images before printing.

## 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.

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.
  - XeroxLinux386PXX\_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.

Printing

### Note

The expansion steps must be done for both .tgz files.

## Perform the Installation Procedure

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

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**.

## 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, 2sided (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.

### Note

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.

### Note

You must have IOSYSCFG permissions to create a device description or a remote queue.

### Note

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.



# 8

## Image Registration Setups

### Adjusting Image Alignment

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

Adjustments can be made when the position of the output image is misaligned or skewed. This may be a result of paper expansion or contraction, cutting inaccuracy, or paper storage conditions. Use Alignment Adjustment Setting features to compensate for misalignment and skew.

The following alignment adjustments can be made to the position of the output image. These are described in more detail in the following pages.

- **Perpendicularity Adjustment:** Adjust an image to be straight up or down.
- **Skew Adjustment:** Adjust a skewed image.
- **Magnification Adjustment:** Adjust this when the size (scale) of the printed image is offset.
- **Print Position Adjustment:** Use this option when making adjustments to the lead edge of the image (X direction) and side edge of the image (Y direction). For example, use this when the images on sides 1 and 2 are misaligned.

#### Note

When making adjustments to multiple items, adjust the image in the following order: Perpendicular, Skew, Scale, and finally Print Position Adjustment.

#### Note

Select an adjustment and then **Change Settings** to view the effect the settings will have on the image.

## Alignment Adjustment Procedure

### Note

It is recommended to adjust Side 1 first and then match Side 2 to Side 1. When accounting for paper size tolerances, the most accurate image alignment results are from folding the sheets in half instead of using the 10mm from edge.

1. Press the **Log In/Out** button, and enter the system administrator mode.
2. Select the **Tools** tab followed by the **System Settings** tab.
3. Select the **Common Service Settings** followed by the **Maintenance Settings**.
4. Use arrows to scroll down the page of selections.
5. Select **Alignment Adjustment**.
6. Select **Alignment Adjustment Type Setup**, and press **Change Settings**.
7. Select **Type**.
8. Touch **Change Settings** to assign a type name.
9. Press **Save**.

### Note

It is recommended you use a name such as “A4 Plain” to indicate the paper type in the tray.

10. Press **Sample Printout**.
11. Select the applicable paper tray (from which you are running) and select 1-Sided. Using the Number of Sheets option, it is recommended that you run at least 3 sheets.
12. Press the **Start** button.

The current sample output is printed.

### Note

If the position of the sample output is correct, a line is printed at a position 10 mm from the edge of the paper. If the position of the line on the sample output is misaligned, make adjustments accordingly. Two lines are printed on the image of side 1 and one line is printed on the image of side 2 of the sample that is printed with Sample Printout to indicate the paper feed direction.

13. Make adjustments to the image in this order: Perpendicular, Skew, Magnification and Print Position.
14. Select **Save**.
15. Repeat steps 12 through 14 until Side 1 reaches the desired state.
16. Select 2-Sided print and align Side 2 to match Side 1.

### Note

Hold the sheet up to a light source where you can see through the sheet. This will help you match the images on both sides.

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

18. Make adjustments again if necessary.
19. Press **Close**.
20. Select the tray to assign the set type and press **Change Settings**.
21. Select the adjusted type, and press **Save**.

## Adjusting Fold Position

This section describes the procedure for adjusting the fold position. You can adjust the fold position for various paper types, as well as set adjustment values to any of 10 default types. You can assign a set type to each tray.

### Fold Position Adjustment

1. Load the paper tray.
2. Press the **Log In/Out** button, and enter the system administrator mode.
3. Select the **Tools** tab followed by the **System Settings** tab.
4. Select the **Common Service Settings** followed by the **Maintenance Settings**.
5. Select **Finisher Adjustment**.
6. Select **Adjust Fold Position**.
7. Select **Fold Position Type Setup**, and press **Change Settings**.
8. Select the paper fold position type you want to set or adjust, and press **Change Settings**.
9. Select **Name**, and press **Change Settings**.
10. Enter the desired type name, and press **Save**.

#### Note

We recommend using a name such as “Single Fold Plain” that indicates the fold type.

11. Select the fold type, and press **Change Settings**.

#### Note

For details on making each fold adjustment, refer to the screen instructions.

12. Select the desired settings, and press **Sample Printout**.
13. Select the tray and then press the **Start** button.
14. Measure the fold position via the output sample, and adjust the fold position accordingly.
15. Make adjustments to the items if necessary.
16. After you finish making adjustments, print another output sample with **Sample Printout** and check the adjustment results.
17. Press **Save**.
18. Make adjustments accordingly. If necessary, repeat Steps 12 - 14.

19. Press **Close** until the **Adjust Fold Position** screen appears.
20. Select the tray to assign the set type (the tray in which you loaded the paper in Step 1), and press **Change Settings**.
21. Select the adjusted fold position type, and press **Save**.

## Single Fold Position Adjustment

1. Select **Single Fold**, and press **Change Settings**.
2. Specify **Sheets to be folded**, and press **Sample Printout**.
3. Select the tray and press the **Start** button.
4. Press **Close**.
5. Check the output sample printout, and measure the offset amount.
6. Select **Long at Left** or **Long at Right**.
7. Enter the measurement value you obtained in Step 5 in **Values A Before Adjustment** field by touching the up/down arrow buttons; refer to the screen above.
8. Press **Adjust**.
9. Press **Sample Printout** again to print an output sample printout, and check the adjustment results.
10. Make adjustments again if necessary. (Steps 6 - 8.)
11. Press **Save**.

## Booklet Position Adjustment

1. Select **Booklet**, and press **Change Settings**.
2. Press **Sample Printout**.
3. Select the tray, select **2-Sheet Stack**, and press the **Start** button.
4. An output sample is printed.
5. Select the tray, select **15-Sheet Stack**, and press the **Start** button.
6. Press **Close**.
7. Check the output sample, and measure the position offset amount for 2-sheet stack and 15-sheet stack.
8. Press **Booklet Fold State (2 Sheets)**.
9. Select the state of the fold and staple position of the output paper, and enter the 2-sheet stack offset amount you measured in Step 6 in **Values A**.
10. Press **Save**.

### Note

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

### Note

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

11. Press **Sample Printout** again to print an output sample, and check the adjustment results.
12. Make adjustments again if necessary. (Steps 7 - 10)
13. Press **Save**.

## C Fold Position Adjustment

Adjust the C fold position.

1. Select **C Fold-A4** or **C Fold-8.5x11"**, and press **Change Settings**.
2. Press **Sample Printout**.
3. Select the tray and press the **Start** button.
4. Press **Close**.
5. Check the output sample, and measure the A and B fold position movement amounts.
6. Enter the measurement value you obtained in Step 5 in **Values A**

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

7. Press **Sample Printout** again to print an output sample, and check the adjustment results.
8. Make adjustments again if necessary. (Step 6)
9. Press **Save**.

## Z Fold Position Adjustment

Adjust the Z fold position.

1. Select **Z Fold-A4** or **Z Fold-8.5x11**, and press **Change Settings**.
2. Press **Sample Printout**.
3. Select the tray and press the **Start** button.
4. Press **Save**.
5. Check the output sample, and measure the A and B fold position movement amounts.
6. Enter the measurement value you obtained in the previous step in **Values A**.

### Note

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

7. Press **Sample Printout** again to print an output sample, and check the adjustment results.
8. Make adjustments again if necessary (Step 6).
9. Press **Save**.

## Z Fold Half Sheet Position Adjustment

Adjust the A fold position.

1. Select **Z Fold Half Sheet- A3, Z Fold Half Sheet- B4, Z Fold Half Sheet-11x17"**, or **Z Fold Half Sheet - 8K**, and press **Change Settings**.
2. Press **Sample Printout**.
3. Select the tray and press the **Start** button.
4. Press **Save**.
5. Check the output sample, and measure the A and B fold position movement amounts.
6. Enter the measurement value you obtained in the previous step in **Values A**.

### Note

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

7. Press **Sample Printout** again to print an output sample, and check the adjustment results.
8. Make adjustments again if necessary (Step 6).
9. Press **Save**.

# Copying

## 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**.



# 10

## Scanning

This chapter includes:

- Configuring General Scan Service Settings
- Scanning to a Folder on the Printer
- Scanning to an Email Address
- Network Scanning
- Scanning to a User's Home Folder
- Scanning to a USB Drive

## 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/550\\_560\\_570\\_DCPdocs](http://www.xerox.com/office/550_560_570_DCPdocs).

### 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 Internet Services. This feature provides network scanning capability without the need to configure a separate server.

1. To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.
2. For instructions explaining how to use this feature, see the User Guide at [www.xerox.com/office/550\\_560\\_570\\_DCPdocs](http://www.xerox.com/office/550_560_570_DCPdocs).

## Managing Folders and Scanned Files

### Creating and Editing a Folder

To create a folder:

1. In CentreWare Internet Services, 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.
8. Click **Apply**.
9. 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 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 Email:** 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

Scanning to an email address sends scanned documents as attachments to email.

### Note

This feature must be enabled by your system administrator.

To send a scanned image to an email address:

1. Load the original on the document glass or in the document feeder.
2. On the control panel, press the **Services Home** button.
3. Touch **E-Mail**.
4. Specify the recipient using one of these methods:
  - Touch **New Recipient**: using the touch screen keyboard, enter the complete email address, touch **Add**, then touch **Close**.
  - Touch **Address Book**: touch the desired recipient, then touch **To**.
5. Repeat Step 4 to add additional recipients to the list. When all recipients have been added to the list, touch **Close**.
6. A default subject is provided for the email. To change the subject, touch **Subject**. Using the touch screen keyboard, enter the new subject, then touch **Save**.
7. To change any of the scan settings, touch the four menus at the bottom of the control panel: **Color Scanning**, **2-Sided Scanning**, **Original Type** and **Scan Presets**. For details, see Setting Scan Options.
8. Press the green **Start** button.

## 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 Split Count:** Specify the maximum number of splits.
- **Maximum Total Data Size:** Specify the maximum size of an email that can be sent.
- **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 Internet Services, 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 authenticated 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**.

# 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.

## Note

To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.

## Note

For instructions explaining how to use this feature, see the User Guide at [www.xerox.com/office/550\\_560\\_570\\_DCPdocs](http://www.xerox.com/office/550_560_570_DCPdocs).

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.

## Enabling Network Scanning

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

## Configuring Network Scanning

1. In CentreWare Internet Services, 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 (00:0023:59) 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.

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

Before you begin:

1. 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.
2. 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.
3. Create a folder within the FTP root. Note the directory path, user name, and password. This is your file repository.
4. 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.

## 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 Internet Services, 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.
- 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.

## Scanning

To configure file repository settings:

1. In CentreWare Internet Services, 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.
- 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.
- 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.
- 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.

To configure file repository settings:

1. In CentreWare Internet Services, 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 the **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. 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.

## Scanning

- 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 Internet Services, click **Properties > Services > Network Scanning > File Repository Setup**.
2. Click **Add**.
3. Next to **Friendly Name**, type a name for the repository.
4. Next to **Secure HTTP (SSL)**, select **Enabled** to encrypt HTTP communication between the printer and client computers (using CentreWare Internet Services). This includes data sent using IPsec, SNMP, and Audit Log. A
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 Internet Services, 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 Internet Services, 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.

### 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 Internet Services, 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.
- Configure Network Authentication. The authentication server and the server that you are scanning to must have the same domain.

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

- LDAP server settings must be configured.
- Each user's home folder location must be defined in the LDAP directory.

## Scanning

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 Internet Services, 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 name.
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.

#### Note

To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.

#### Note

For instructions explaining how to use this feature, see the User Guide at [www.xerox.com/office/550\\_560\\_570\\_DCPdocs](http://www.xerox.com/office/550_560_570_DCPdocs).

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 Internet Services, 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

### Note

To use scanning with this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.

### Note

To use fax with this feature, you must purchase and install the Fax Hardware Kit. See the instructions included with the kit for details.

### Note

For instructions explaining how to use this feature, see the User Guide at [www.xerox.com/office/550\\_560\\_570\\_DCPdocs](http://www.xerox.com/office/550_560_570_DCPdocs).

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*.

## Create a Job Flow Sheet

1. In CentreWare Internet Services, 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.
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.

## Job Flow Sheet Restrictions

Actions available for use in a Job Flow Sheet are listed below.

- Print
- Fax
- Internet Fax
- Mail
- FTP
- SMB

There are restrictions on the combination of actions that can be used in a Job Flow Sheet. The table shown here illustrates the availability of various actions.

Action	Print	Fax	Internet Fax	Mail	FTP	SMB
Fax Documents for Secure Polling	■	■	■	■	■	■
Scanning	■	■	■	■	■	■
Fax to Folder	■	■	■	■	■	■
Internet Fax Received	■	■	●	●	■	■
Print Stored	△	△	△	△	△	△



Always Available



Never Available



Available depending on System Administrator Settings

## Link the Folder to a Job Flow Sheet

1. In CentreWare Internet Services, click **Scan > Folder**.
2. Next to the folder that you want to link to, click **Edit**.
3. Under **Link Job Flow Sheet to Folder**, next to **Sheet Type**, select the type of Job Flow Sheet that you want to link to.
4. Click **Display Job Flow Sheets List**.
5. 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/550\\_560\\_570\\_DCPdocs](http://www.xerox.com/office/550_560_570_DCPdocs).

### Note

Secure HTTP (SSL) must be enabled, and a certificate must be installed on the printer before you can scan using XSU.

### Note

SMB must be enabled on your computer. SMB is not enabled by default on Macintosh computers.

### Note

Templates created in XSU can not be deleted from the printer using CentreWare Internet Services. Templates must be deleted in XSU by the user who created the template.

### Note

For instructions explaining how to use this feature, see the User Guide at [www.xerox.com/office/550\\_560\\_570\\_DCPdocs](http://www.xerox.com/office/550_560_570_DCPdocs) 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 Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to **SNMP, SOAP, and WebDAV**, select **Enabled**.

You can now install and use the scan utility.

# Faxing

This chapter includes:

- Embedded Fax
- Server Fax
- Internet Fax
- LAN Fax
- Session Initiation Protocol Fax (SIP Fax)

## 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 Internet Services, click **Properties** > **Services** > **Fax** > **Fax Settings**.
2. Next to **Fax Service**, select **Scan to Fax**.
3. Click **Apply**.

## Configuring Embedded 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 **G3 Line 1 - Dial Type**, then touch **Change Settings**.
6. Touch the dial type, then touch **Save**.
7. Touch **G3 Line 1 - Line Type**, then touch **Change Settings**.
8. Touch the line type, then touch **Save**.
9. Repeat for lines 2-3 if you have installed the 3 line fax hardware kit.
10. 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**.
11. Type a password, then touch **Save**.
12. Touch **Local Name** and type the name of the printer if desired.
13. 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 Internet Services 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**.

## Faxing

- **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.

### Note

The Fax option is available in **Single Line** and **Three Line** configurations only.

- **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**.

## 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 Internet Services, 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**.

## Faxing

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 Internet Services, 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 Internet Services, 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 Internet Services, 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.
- In CentreWare Internet Services, click **Properties > Services > Fax > Fax Repository Setup**.

## Faxing

1. Select **SMB** from the **Protocol** drop-down menu.
2. 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.
3. Next to **Share**, type the share name.
4. Type the **File Path**, relative to the share, where the fax repository is located. For example: If the path is sharename\wc\fax, type \wc\fax in File Path.
5. Type the **Login Name** and **Password**.
6. Retype the password to confirm.
7. Click **Apply**.

## Configure a Fax Repository using SMTP

1. In CentreWare Internet Services, 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 Internet Services, 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.

- Configure SMTP settings.
- Install the Fax Hardware Kit.

#### Note

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

#### Note

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**.

### 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

Print Attachment Only Attachment, Full Headers and Message

Print Attachment Only Attachment, Basic Headers and 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 Internet Services, 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 Internet Services, 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 Internet Services, click **Properties > Services > Internet Fax > Defaults**.
2. Next to **Confirmation Sheet**, select **Errors Only** if 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.

## 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 (SIP 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.

To enable 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**.

### Enabling SIP Fax

Before you begin, purchase and install the SIP Fax Kit.

To enable SIP Fax at CentreWare Internet Services:

1. In CentreWare Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to **SIP**, select **Enabled**.
3. In CentreWare Internet Services, enable TCP/IP (no special settings are required).

## Faxing

4. In CentreWare Internet Services, click **Properties > Protocols > SIP**.
5. Enter the **SIP User ID**, which consists of a SIP user name and IP address, such as 1111@192.168.1.1. (This corresponds to the Fax Number of the printer for G3 FAX). The IP address is that of the SIP server. If no SIP server is in the environment, use the printer IP address.
6. Select the appropriate **SIP Transfer Protocol**.
7. Next to **Enable SIP Server**, select **Yes**.
8. Next to **SIP Server IP Address Resolution**, select **DHCP** or **Manual**.
9. Enter the required data in the **Primary SIP Proxy Server Setup** fields.
10. Enter the required data in the **Primary SIP Registrar Server Setup** fields.
11. Next to **Domain Filtering**, select **Off**, **Allow**, or **Block**.
12. Click **Apply**.

## Configuring SIP Gateway Registration

Up to 50 SIP Gateways can be registered. Each entry consists of an ID and a Gateway Address (IP).

1. In CentreWare Internet Services, click **Properties > Protocols > SIP Gateway**.
2. Click **Create** to add a new SIP Gateway ID. Click **Edit** to revise an existing SIP Gateway ID.
3. Click **Apply**.

## Configuring T.38 Settings

T.38 settings should only be changed if network policy does not allow the default settings.

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > T.38**.
2. Select a **T.38 Transport Protocol**.
3. Enter the appropriate Port Numbers in the fields provided.
4. Click **Apply**.

## Configuring SIP Settings at the User Interface

Commonly used SIP Fax settings can be changed on the **Fax Options** tab of the User interface. Additionally, the following SIP Fax settings can be viewed and edited by accessing the **Tools** tab in System Administrator mode:

- **Fax Screen Default Settings:** includes options for setting the Default Fax Screen Tab, Address Book Speed Dial Numbers, and Transmission Screen.
- **Fax Default Settings:** includes options for setting the Resolution, Original Type, Starting Rate, etc.
- **Fax Control Settings:** includes options for setting the Re-entering of Recipient Data, Transmission Header Text, Rotation, etc.

- **Fax Received Options Settings:** includes options for setting up Folders for received faxes.
- **Output Destination Settings:** includes options for setting the appropriate tray for received faxes.
- **Local Terminal Information:** includes options for setting the Local Name, Company Logo, G3 SIP Line ID, etc.

Faxing

# Accounting

This chapter includes:

- Local Accounting
- Xerox® Standard Accounting
- Network Accounting
- Configuring Accounting Login Screen Settings
- Accounting and Billing Device Settings
- Enabling Accounting in Print Drivers

## 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 Internet Services, click **Properties > Accounting > Accounting Configuration**.
2. Next to **Accounting Type**, select **Local Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to **Verify User Details**, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
5. Next to **Verify User Details for Printer / Direct Fax Jobs**, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
6. Next to **Customize User Prompts**, select how you want to prompt users for their credentials.
7. Next to **Color Tracking Only**, select **Enabled** if you only want to track color impressions.

8. Click **Apply**.
9. Click **Reboot Machine**.
10. Refresh your browser and navigate back to the **Accounting Configuration** page.
11. Click **Next**.
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.

**Note**

Cover sheets and banner sheets are counted as impressions.

**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.

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 Internet Services, click **Properties > Accounting > Accounting Configuration**.
2. Click **Next**.
3. Next to **All User Accounts** click **Edit**.
4. Select **Reset** next to **Reset All Feature Access**, **Reset Total Impressions**, or **Reset All Account Limits** as necessary.
5. Click **Apply**.

# 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 backup settings using the Cloning feature. If XSA settings are lost or deleted, you can restore them using the cloning backup file.

Before you begin:

- Install Print and Fax Drivers on all user computers.
- Configure Network Authentication.

## Configuring Xerox® Standard Accounting

1. In CentreWare Internet Services, click **Properties > Accounting > Accounting Configuration**.
2. Next to **Accounting Type**, select **Xerox® Standard Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to **Verify User Details**, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
5. Next to **Verify User Details for Printer / Direct Fax Jobs**, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
6. Next to **Customize User Prompts**, select how you want to prompt users for their credentials.

7. Next to **Color Tracking Only**, select **Enabled** if you only want to track color impressions.
8. Click **Apply**.
9. Click **Reboot Machine**.
10. Refresh your browser and navigate back to the **Accounting Configuration** page.
11. Click **Next**.
12. Configure Network Authentication if it is not configured.

## Creating a Group Account

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

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

### Note

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

4. Under **Usage Limits**, type the maximum number of impressions or sent images that the user can produce. The maximum number of impressions or images sent is 16,000,000.
  - **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 Internet Services, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.
2. To reset all usage data to 0, click **Reset Usage Data**.
3. Click **OK** to acknowledge the confirmation message.

#### **Caution**

The following step will delete all the 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 Internet Services, 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 click **Enter**. The printer's CentreWare Internet Services 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 Internet Services, click **Properties > Accounting > Accounting Configuration**.
2. Next to **Accounting Type**, select **Network Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to **Verify User Details**, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
5. Next to **Verify User Details for Printer / Direct Fax Jobs**, select **Yes** to authenticate users at the control panel. Local authentication must be configured.
6. Next to **Customize User Prompts**, select how you want to prompt users for their credentials.
7. Next to **Color Tracking Only**, select **Enabled** if you only want to track color impressions.
8. Click **Apply**.
9. Click **Reboot Machine**.
10. Refresh your browser and navigate back to the **Accounting Configuration** page.
11. Click **Next**.
12. Configure Network Authentication if it is not configured.

## Configuring Accounting Login Screen Settings

1. In CentreWare Internet Services, click **Properties > Accounting > Accounting Login Screen Settings**.
2. Next to **Alternative Name for User ID**, type the text that will appear on the control panel to prompt a user for their user name.
3. Next to **Mask User ID**, select **Hide** to display user ID characters as asterisks.
4. If you have configured Network Accounting, next to **Alternative Name for Account ID**, type the text that will appear on the control panel to prompt a user for their user name.
5. If you have configured Network Accounting, next to **Mask Account ID**, select **Hide** to display user ID characters as asterisks.
6. Click **Apply**.

## Accounting and Billing Device Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Accounting > Accounting / Billing Device Settings**.
3. Change the following settings as necessary:
  - **Connect with Account / Billing Device:** Touch **Connected** to enable an accounting or billing device that is connected to the printer.
  - **Account / Billing Device:** Touch the type of device.
  - **Track Copy Jobs:** Touch **Track with Accounting/Billing Device** to track copy pages.
  - **Track Print Jobs:** Touch **Track with Accounting/Billing Device** to track print pages.
  - **Track Scan/ 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** for Windows XP, or **Settings > Printers for Windows 2000/2003**.
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.



# 13

## Administrator Tools

This chapter includes:

- Monitoring Alerts and Status
- Configuring Stored File Settings
- Energy Saving Settings
- Touch Screen Settings
- Taking the Printer Offline
- SMart eSolutions and Billing Information
- Cloning
- Address Books
- Font Management Utility
- Customizing Printer Contact Information
- Updating the Printer Software
- Date and Time Settings

## 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 Internet Services, 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 the **Targeted Jobs**, select the types of jobs recipients will receive when a job is completed.
4. Under the **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 Internet Services, 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 Internet Services, 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 Internet Services, 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 Internet Services, 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 **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 Internet Services

1. In CentreWare Internet Services, 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**.

**Note**

Using Software Resets to restart the printer is faster and wastes less consumables than turning the printer on and off.

**Note**

Restarting the printer can take up to five minutes. You can not access CentreWare Internet Services 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/centrawareweb](http://www.xerox.com/centrawareweb).

### Note

Once you install the software, MeterAssistant is automatically enabled.

### Note

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.
- Configure Supplies Data Sent Alerts.

## Enabling SMart eSolutions

1. In CentreWare Internet Services, click **General Setup > SMart eSolutions > Registration**.
2. If the HTTP Proxy Server is not configured, click **Enable Proxy Server**.
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 Internet Services, click **Status > SMart eSolutions**.
2. Click **Meter Assistant**.

## SuppliesAssistant

To view the current status of supplies:

1. In CentreWare Internet Services, click **Status > SMart eSolutions**.
2. Click **Supplies Assistant**.
3. Printer supplies list with their current % Life Remaining.

## MaintenanceAssistant

1. In CentreWare Internet Services, 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](http://www.xerox.com)**.

### Note

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 Internet Services, 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 Internet Services, 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 Internet Services, click **Properties > General Setup > Configuration Report**.
2. Scroll down to **Software Versions**.

## Saving Your Printer Settings to a Clone File

1. In CentreWare Internet Services, 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 Internet Services, 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. 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.

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	7899877754	faxmachine.three@corp.com

Example: To download a sample .csv file:

1. In CentreWare Internet Services, 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 Internet Services, 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 Internet Services, 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.
8. Click **Apply**.

## Adding and Editing Address Book Entries

To add a new name:

1. In CentreWare Internet Services, 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/550\\_560\\_570\\_DCPdrivers](http://www.xerox.com/office/550_560_570_DCPdrivers).

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 Internet Services 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 Internet Services, click the **Support** tab.
2. Click **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 Internet Services, click **Properties > General Setup > Configuration**.
2. Scroll down to **Software** to verify the software version.

To update the software:

1. In CentreWare Internet Services, click **Properties > Services > Machine Software > Upgrades**.
2. Under **Upgrades** select **Enabled**.
3. Click **Apply**.
4. Refresh you 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.
  - **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.

## Fax Speed Dial Setup Settings

Perform the following steps to set up and administer the Fax Speed Dial feature.

1. At the printer Control Panel, press the **Log In/Out** button. The Log in as System Administrator window displays.
2. Type your System Administrator User ID and touch **Enter**.
3. If a passcode is required, type your System Administrator Passcode and touch **Enter**.
4. Select **Machine Status**. The Machine Status window opens and displays the Machine Information tab.
5. Select the Tools tab.
6. On the Tools tab, select **Setup** and then from the Group area, select **Add Address Book Entry**.
7. From the Speed Dial Recipient list, select the first "Available" entry.
8. Select **Address Type**. The Address Type window displays.
9. Select **Fax**.
10. Type the required information on this page and select **Save**.

11. Repeat steps 7 through 10 for each Address Book entry.
12. Exit the Tools window.
13. Select **Services Home** to return to the Services Home menu.

## 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 Internet Services, click **Properties > Security > Watermark >Watermark**.
2. Under **Watermark**, specify the following:
3. Select the date format and watermark appearance.
4. Enable the forced watermark by job type, if necessary.
5. Click **Apply**.

### Universal Unique ID

To print the Universal Unique ID number in the watermark:

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



# Secure Access

This section describes how to configure Xerox Secure Access using the USB card reader. The USB card reader is connected directly to the USB port on this device. When the USB card reader is connected to the device, the traditional Type A USB card reading device is no longer required.

## Pre-requisites

- Xerox Secure Access Unified ID System®
- Device software
- Equitrac Provider and Libraries for USB Card Reader

### Note

Plug-Ins can be downloaded from the Xerox website ([www.xerox.com](http://www.xerox.com)).

- Support Card and Cards Readers. Please see Xerox Secure Access documentation on supported Card and Card Readers
- Configuration - SSL (Secure Socket Layer) has to be enabled

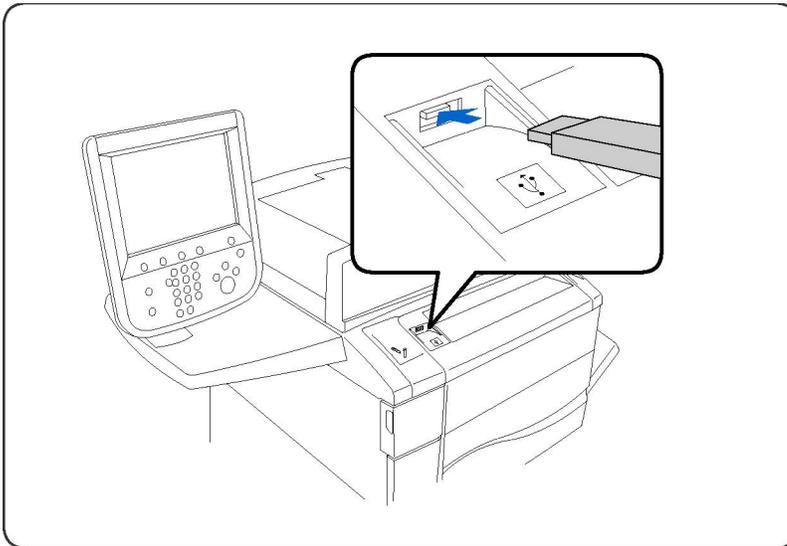
### Note

Extensible Service Setup has to be enabled if the Xerox Extensible Interface Platform® application is used.

## Installation

### Connecting the USB Card Reader

Connect the USB Card Reader to the USB port on the device.



## Configuring the USB Card Reader

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator's **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.
6. Select the **Security** link.
7. Select the **Plug-in Settings** link.
8. Select **Plug-in Settings** in the directory tree.
9. In the **Plug-in Settings** area:
10. Check the **Enabled** checkbox for Plug-in Settings.
11. Click on **Apply**.
12. Click on **Reboot Machine** when the reboot message is displayed on the screen for the new settings to take effect.
13. Click on **OK** when the **Do you want to reboot?** message displays.

## Upload the Equitrac Provider and Libraries

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator's **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.

6. Select the **Security** link.
7. Select the **Plug-in Settings** link.
8. Select **List of Embedded Plug-ins** in the directory tree.
9. Click on the **Upload** button.
10. The **Upload Plug-in** page displays:
11. Click on the **Browse** button.
12. Select **Equitrac XCP Provider** file and click the **Open** button.
13. Click on the **Upload** button.
14. Select the **Security** link.
15. Select the **Plug-in Settings** link.
16. Select **List of Embedded Plug-ins** in the directory tree.
17. Click on the **Upload** button.
18. The **Upload Plug-in** page displays:
19. Click on the **Browse** button.
20. Select **Libraries for Equitrac XCP Provider** file and click on the **Open** button.
21. Click on the **Upload** button.
22. Click on the **Status** tab.
23. Click on the **Reboot Machine** button.
24. Click on **OK** when the **Do you want to reboot?** message displays.

### Check the Status of the Plug-Ins

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator's **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.
6. Select the **Security** link.
7. Select the **Plug-in Settings** link.
8. Select **List of Embedded Plug-ins** in the directory tree.
9. Check the status of both Plug-Ins under the **Status** heading. Both Plug-Ins should display "Activated".
10. If the Status does not display "Activated", click on the **Start** button to activate the Plug-In.

11. Check that the status for each Plug-Ins displays “Activated”.

## Update Plug-In Feature

### De-activate Plug-In

#### Note

De-activate a Plug-in if an older version of the Plug-in has already been installed.

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator’s **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.
6. Select the **Security** link.
7. Select the **Plug-in Settings** link.
8. Select **List of Embedded Plug-ins** in the directory tree.
9. Select the plug-in to de-activate.
10. Click on the **Stop** button
11. Click on the **OK** button when the “Do you want to deactivate the selected plug-in” message displays.

#### Note

The above steps should only be used if an older version of the Plug-ins has already been installed.

12. Reboot the machine to deactivate the current plug-in:
13. Click on the **Status** tab.
14. Click on the **Reboot Machine** button.
15. Click on **OK** when the **Do you want to reboot?** message displays.

## Activate Plug-In

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator’s **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.
6. Select the **Security** link.
7. Select the **Plug-in Settings** link.
8. Select **List of Embedded Plug-ins** in the directory tree.

9. Check the status of both Plug-Ins under the **Status** heading. Both Plug-Ins should display “Activated”.
10. If the Status displays “Deactivated”, select the Plug-in.
11. Click on the **Update** button.
12. The **Update Plug-in** screen displays:
  - Click on the **Browse** button.
  - Select the Plug-in file and click on the **Open** button.
  - Click on the **Update** button.
13. If the Status displays “Deactivated”, select the Plug-in and click on the **Start** button.
14. Click **OK** when the message displays.
15. Check the status for the Plug-Ins. The Status will display “Reboot to Activate”.
16. Reboot the machine to activate the plug-in:
  - Click on the **Status** tab.
  - Click on the **Reboot Machine** button.
  - Click on **OK** when the **Do you want to reboot?** message displays.
17. Once device has rebooted the Status will displays “Activated”.

#### Note

Select the plug-in and click on **Details** to view and ensure the correct version was uploaded. Click on the **Close** button to return to the List of Embedded Plug-Ins page.

## Configuring Xerox Secure Access for Authentication

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator’s **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.
6. Select the **Security** link.
7. Select **Authentication Configuration** in the directory tree.
8. The **Authentication Configuration > Step 1 of 2** page displays:
  - Select **Xerox Secure Access** from the **Login Type** drop-down menu.
  - Click on **Apply** then click on the **OK** button when message displays.
9. Reboot the machine.
  - Click on the **Status** tab.
  - Click on the **Reboot Machine** button.
  - Click on **OK** when the **Do you want to reboot?** message displays.

10. Repeat steps 1 to 7. The **Authentication Configuration > Step 1 of 2** page displays, click on the **Next** button.
11. The **Authentication Configuration > Step 2 of 2** page displays. Click on the **Configure** button for **Authentication System**.

## Optional Steps: Access Control

To set service access:

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator's **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.
6. Select the **Security** link.
7. Select **Authentication Configuration** in the directory tree. The **Authentication Configuration > Step 1 of 2** page displays, click on the **Next** button.
8. The **Authentication Configuration > Step 2 of 2** page displays. In the **Device Default State Configuration** area, click on the **Configure** button for **Service Access**.
9. In the: **Authentication required for** area, select one of the following settings from the drop-down menu for each service:
  - **Unlocked** - allows unrestricted access.
  - **Locked (Show Icon)** - requires login for access. The Services icon is available to all users in the all services screen.
  - **Locked (Hide Icon)** - requires login for access. The Services icon is hidden until an authorized user logs in.
10. Click on **Apply**. If prompted, enter the system administrator's User Name and Password. The default is **admin** and **1111**.
11. Click on **OK**.
12. Click on **Reboot Machine** when the reboot message is displayed on the screen for the new settings to take effect.
13. Click on **OK** when the **Do you want to reboot?** message displays.

## Enable Xerox Secure Access Settings

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator's **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.

6. Select the **Security** link.
7. Select the **Remote Authentication Servers** link.
8. Select **Xerox Secure Access Settings** in the directory tree.
9. In the **Xerox Secure Access Server** area:
  - Enter details in the **Default Prompt** and **Default Title** fields to create prompt information that is displayed on the device user interface, informing users how to authenticate.

**Note**

If the **Default Prompt** and **Default Title** have been configured on the **Secure Access Server** page, that prompt information will override the information entered here.

  - Select the **Enabled** checkbox for **Local Login** to allow users to log in locally at the device.
  - Select the **Enabled** checkbox for **Get Accounting Code** to enable access to users accounting data as stored on a networked accounting server.
10. Click on **Apply**.

## Disable the USB Card Reader

Use the following instructions to disable the USB Card Reader for any of the following circumstances:

- The USB Card Reader is being replaced with the traditional Type A USB card reading device.
- Xerox Secure Access is no longer used for authentication on the device.

### Note

The USB Card Reader and Traditional Type A USB Card Reader should not be used simultaneously.

## Deactivate Equitrac Provider and Libraries for USB Card Reader

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator's **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.
6. Select the **Security** link.
7. Select the **Plug-in Settings** link.
8. Select **List of Embedded Plug-ins** in the directory tree.
9. Select **Equitrac XCP Provider**.

10. Click on the **Stop** button.
11. Click on the **OK** button when the "Do you want to deactivate the selected plug-in" message displays.
12. Select **Libraries for Equitrac XCP Provider**.
13. Click on the **Stop** button.
14. Reboot the machine to deactivate the current plug-in:
  - Click on the **Status** tab.
  - Click on the **Reboot Machine** button.
  - Click on **OK** when the **Do you want to reboot?** message displays.

## Disable Plug-in Feature

1. At your workstation, open the web browser and enter the IP address of the device in the address bar.
2. Press **Enter**.
3. Click on the **Properties** tab.
4. If prompted, enter the system administrator's **User Name** and **Password**. The default is **admin** and **1111**.
5. Click on **OK**.
6. Select the **Security** link.
7. Select the **Plug-in Settings** link.
8. Select **Plug-in Settings** in the directory tree.
9. Uncheck the **Enable** checkbox.
10. Click on **Apply**.
11. Reboot the machine to deactivate the current plug-in:
  - Click on the **Status** tab.
  - Click on the **Reboot Machine** button.
  - Click on **OK** when the **Do you want to reboot?** message displays.

## Disconnect USB Card Reader from the Device USB Port

Unplug the USB card reader from the device USB port.

For instruction on installing and configuring the traditional Type A USB card reading device, please refer to the documentation provided with that device.

# 15

## Authentication (CAC)

The CAC system is part of a Department of Defense initiative to increase the security of its facilities and critical information through the use of smart identification cards. Eventually all department employees will use CAC cards to gain access to computers, networks, and buildings. In many cases the department is requesting that same level of authentication at the printer level, as well. When enabled on this printer, Department of Defense employees will need to use their CAC card to access the machine to scan, fax or copy documents, providing greater security and management of the machines.



Xerox® CAC Enablement software supports a number of card readers and allows users to authenticate at the machine. The card reader is connected to a USB port on the printer.

## Supported Card Types

The CAC solution is compatible with most common CAC card types listed below. Other card types may function with the CAC/PIV ID system but they have not been validated.

- Axalto Pegasus 64K / V2
- Axalto Cyberflex 32K / V1

## Authentication (CAC)

- Axalto Cyberflex 64K / V2
- Gemplus GemXpresso 64K / V2
- Oberthur 72K / V2
- Oberthur CosmopoIIC 32K / V1
- Oberthur D1 72K / V2 (contact-less and PIV)
- Gemalto GCX4 72K DI
- Oberthur ID One 128 v5.5 Dual
- Gemalto TOPDLGX4 144K

## Supported Card Readers

The following card readers are compatible with the CAC ID system:

- Gemplus GemPC USB SL
- Gemplus GemPC Twin
- SCM Micro SCR3310
- Panasonic ZU 9PS

Other USB CCID compliant readers may function with the CAC ID system, but have not been validated.

## Requirements

USB Enablement Kit (software option).

# Customization and Expansion

## Xerox Extensible Interface Platform<sup>®</sup>

Xerox Extensible Interface Platform<sup>®</sup> 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 the following, but are not limited to those listed here:

- ScanFlow Store<sup>®</sup>
- Xerox<sup>®</sup> Scan to PC Desktop<sup>®</sup>
- Equitrac Office<sup>®</sup>

For more information on Xerox Extensible Interface Platform<sup>®</sup> 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.
- Enable HTTP (SSL).

## Installing Custom Services Software

1. In CentreWare Internet Services, 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 Internet Services, 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 **Edit**.
3. Select the services you want to enable and click **Apply**.
4. Under **Enable Extensible Services**, select **Export password to Extensible Services**.
5. Under **Browser Settings**, select **Enable the Extensible Services Browser** if necessary.
6. Select **Verify server certificates** if necessary.
7. To configure proxy settings, under **Proxy Server** select **Use Proxy Server**.
8. 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.
9. Type your HTTP and HTTPS server address and port number.
10. 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.

# Remote services

The remote services program is offered for your machine. Remote services provides Xerox with up-to-the-minute information about your machine's current state, including:

- A secure internet connection between the machine and Xerox using Secure Socket Layer (SSL) protocols and 256-bit encryption; only machine performance information is sent to Xerox through this connection
- Quick identification of potential problems
- Quick and accurate diagnoses of problems
- Faster resolution of issues, often occurring in less time than sending a service person
- Automatically generating and sending current meter reads directly to Xerox as well as Automatic Supplies Replenishment
- Scheduling maintenance calls that are convenient to your schedule and allow you to maximize your production time

## Note

Remote services may not be available in your area or some customers may wish to decline program. For more information on this program, contact the Xerox Customer Support Center or go to [www.xerox.com](http://www.xerox.com).

Remote services includes:

- **MeterAssistant®:** This feature automates the process of collecting and submitting meter reads for tracking and billing of Xerox device usage. It eliminates the need for time-consuming end-user involvement and ensures that your meter reads are submitted to Xerox on time.
  - **Increases productivity:** Once installed, MeterAssistant handles the entire meter read process, freeing employees for other work.
  - **Improves accuracy:** Since MeterAssistant is reading directly from the equipment, not estimating usage, you pay for what you actually use.
  - **Ensures security:** MeterAssistant uses industry-standard Secure Socket Layer (SSL) technology, making sure that your information is protected.

## Remote services

- SuppliesAssistant®: Available free from Xerox, SuppliesAssistant automatically orders certain supplies for your Xerox output devices based on your actual usage, eliminating the need to manually manage supplies inventory.
  - Eliminate ordering hassles; because ordering is usage-based, there will always be fresh supplies available when you need them.
  - Save time by eliminating the need to manage supplies manually.
- Maintenance Assistant: This feature offers a fast (and free) way to resolve potential issues and receive assistance, enhancing the troubleshooting/repair process. It is automatically enabled at the time of installation on your machine.
  - Superior support: The diagnostic routines combine with device information to troubleshoot and resolve a problem quickly.
  - Fast transmission of diagnostics data: Maintenance Assistant securely transmits diagnostic information to Xerox, making problem solving more efficient.
  - Faster resolution for service calls: When you need to schedule a service call, technicians will already have the diagnostic information which helps them resolve the problem more quickly.

## Setting up remote services

The following information describes how to set up the communication between a networked Xerox machine and the Xerox communication server for purposes of administering Remote Services.

This machine (print engine) is designed to connect automatically to the Xerox communication server. However, if an internet proxy server is in use, you may need to set up the proxy server on the device in order to allow communication to Xerox.

### Prerequisites

Make sure the following are configured:

- SNMP, TCP/IP and DNS
- The HTTP Proxy Server
- SSL (when HTTPS is used)

## How to Set Up Your Device

### Network Access

Verify the device is connected to your network and is allowed internet access. If the equipment is not network connected, contact the customer's System Administrator to provide connectivity.

### Set Up the Proxy Server

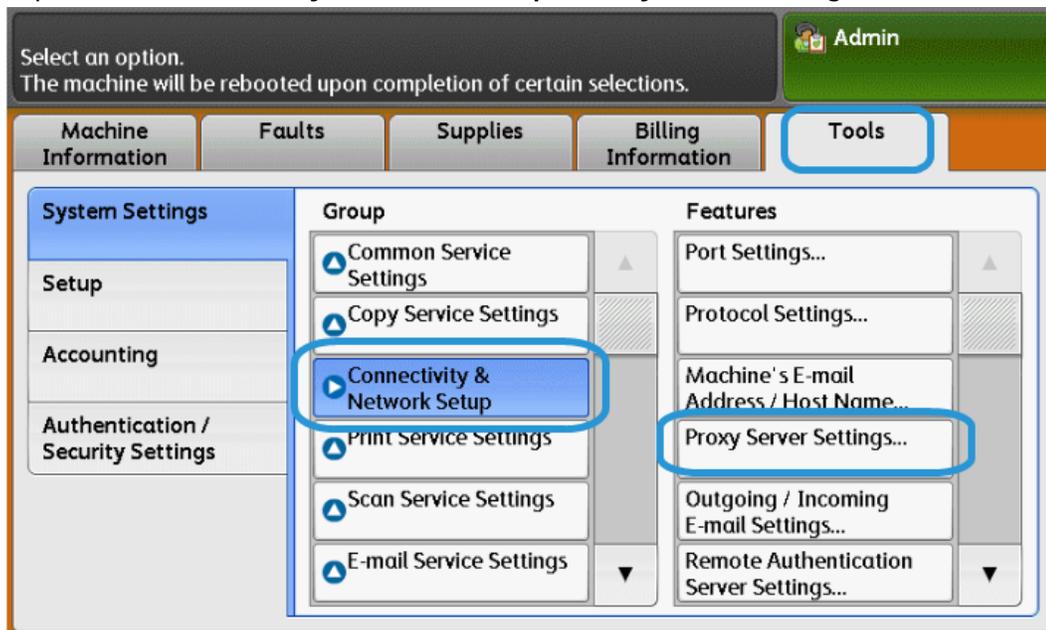
Proxy Settings updates can be done through the User Interface (UI) or via CentreWare® Internet Services (CWIS). Follow the steps below for the desired method.

#### Update Proxy Server Through UI

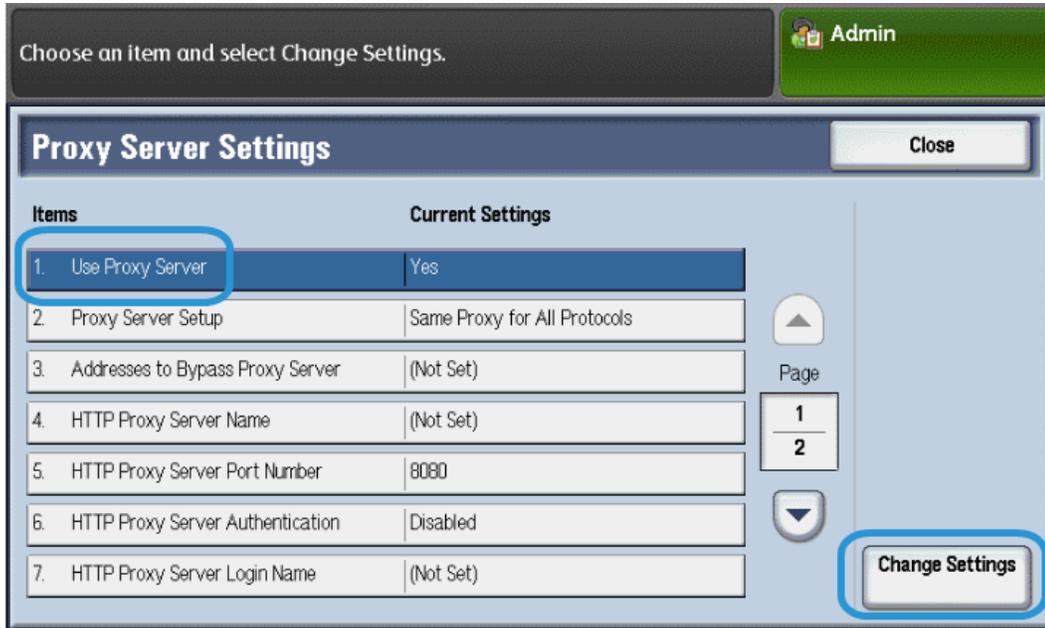
1. Log in as a system administrator:
  - a) At the printer control panel, press **Log In/Out**.
  - b) Type the administrator password (**admin** is the default) and tap **Enter**.



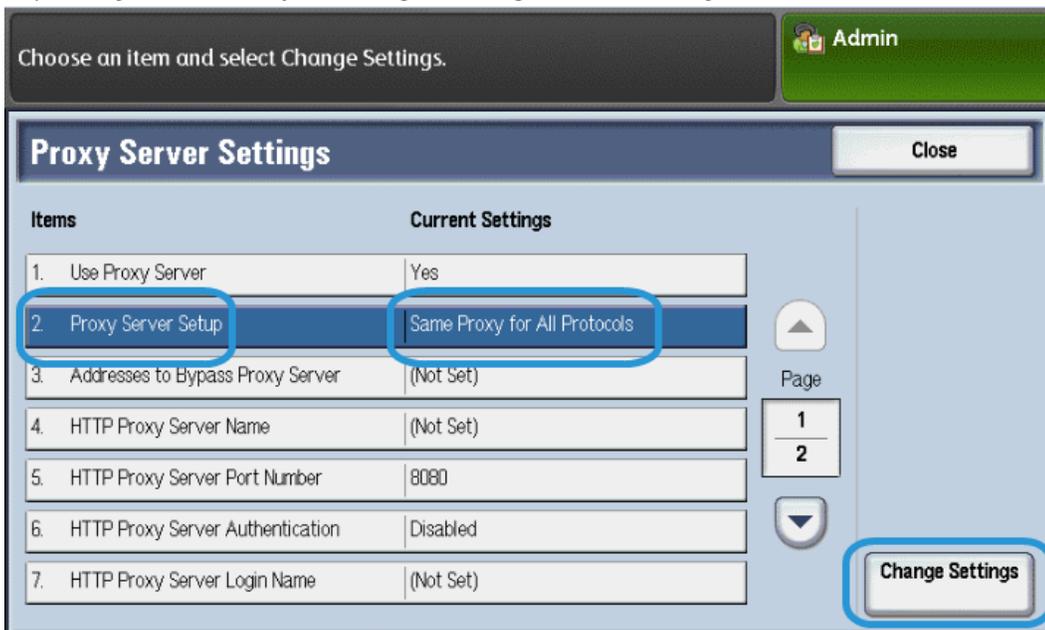
2. Press **Machine Status**.
3. Tap **Tools > Connectivity & Network Setup > Proxy Server Settings**.



4. Tap **Use Proxy Server** > **Change Settings** > **Yes** > **Save**.

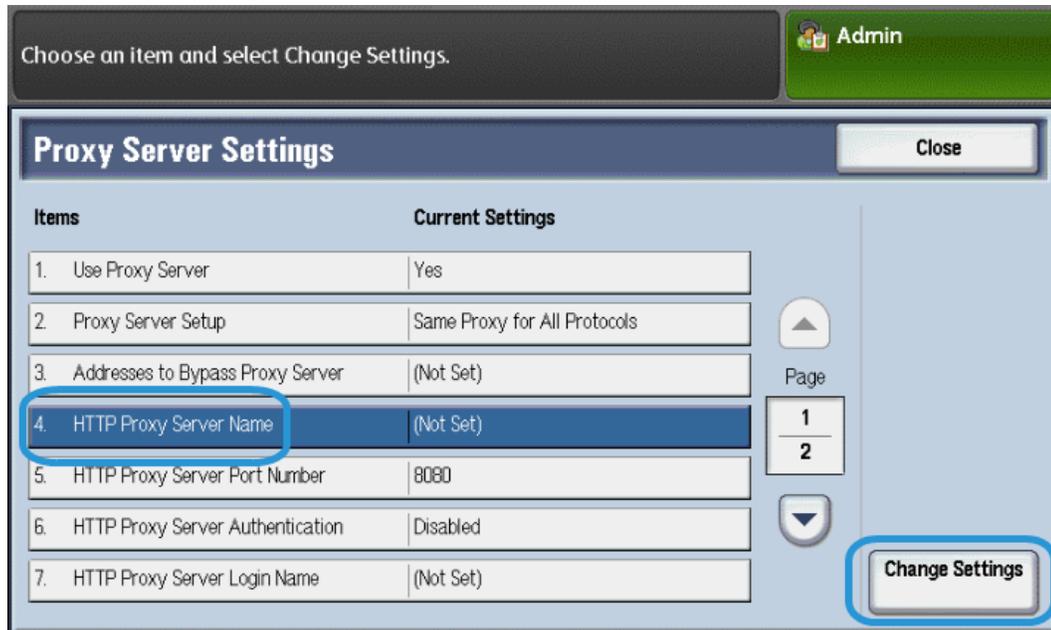


5. Tap **Proxy Server Setup** > **Change Settings** > **Same Proxy for All Protocols** > **Save**.

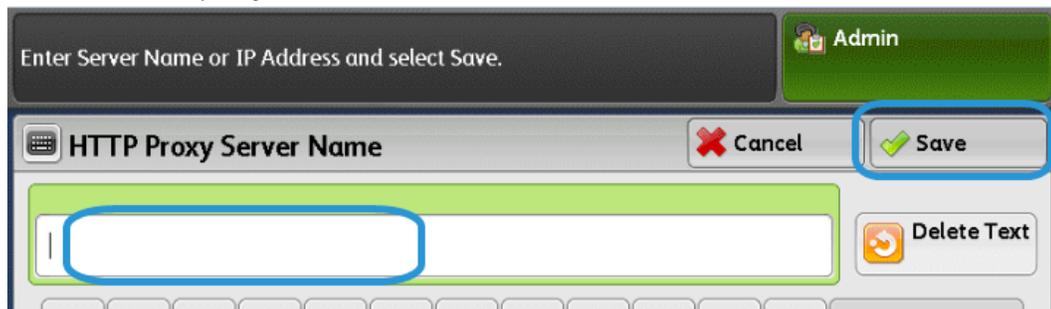


The default HTTP Proxy Port Number is 8080. If your Network Environment is set to use a different port, make sure that the HTTP Proxy Port Number is set correctly.

6. Tap **HTTP Proxy Server Name > Change Settings**.



7. Enter the HTTP proxy server name.

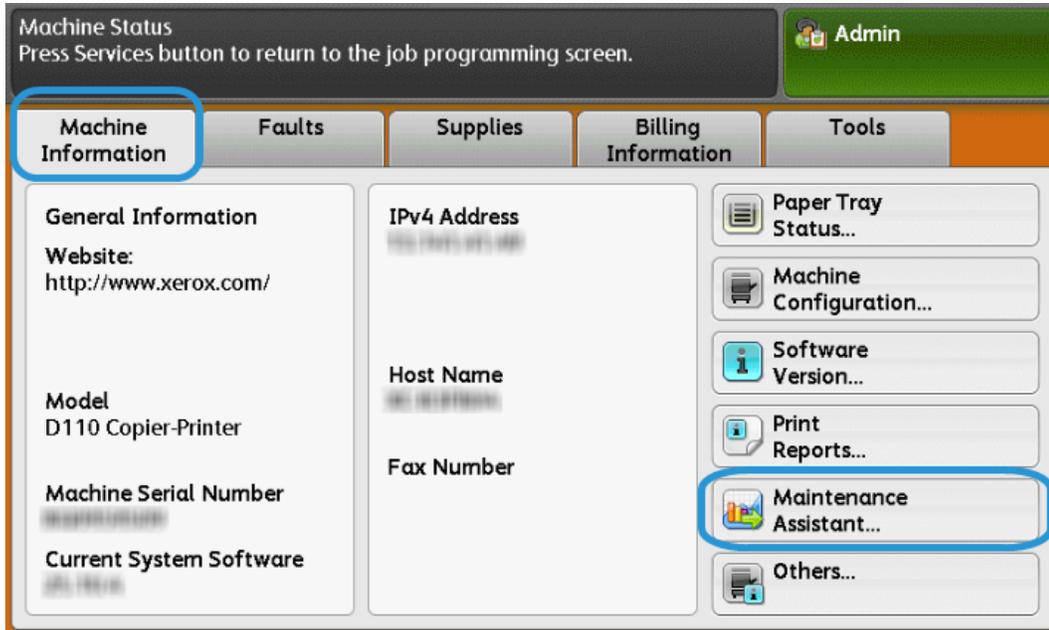


8. Under **HTTPS Server**, type the HTTPS proxy server information, if required.
9. Tap **Save > Close > Admin > Log Out > Log Out**.
10. Power off/Power on the machine.

### *Verifying Xerox Server Connection*

1. Log in as a system administrator:
  - a) At the printer control panel, press **Log In/Out**.
  - b) Type the administrator password (**admin** is the default) and tap **Enter**.
2. Press **Machine Status**.

3. Under Machine Information, tap **Maintenance Assistant**.



4. Tap **Send Diagnostic Information to Xerox**.

The Printer prints a sheet stating Success or Failed.

## Update Proxy Server Through CentreWare Internet Services (CWIS)

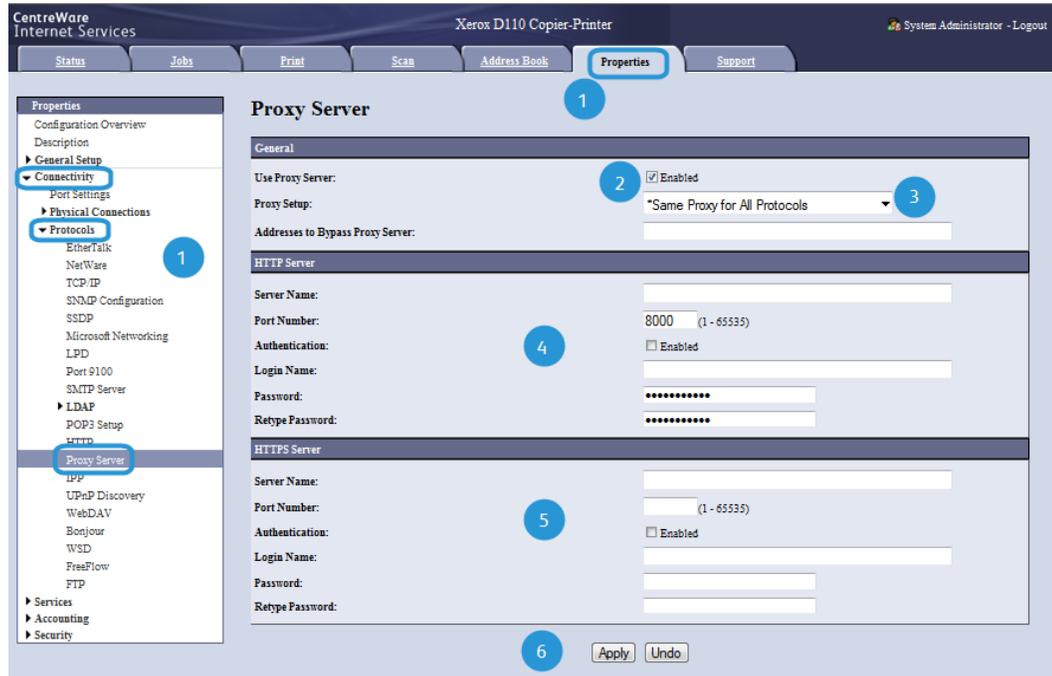
### *Connect to the Device*

From a networked computer:

1. Open a web browser and enter the IP address of the machine in the Location or Address field.
2. Press **Enter**. The CWIS web pages of the machine open and the Welcome page is displayed.

## Update Proxy Server

1. In CWIS, click **Properties** > **Connectivity** > **Protocols** > **Proxy Server**. If prompted, type the user name and password. The defaults are **admin** and **1111**.



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 **HTTP Server**, perform the following steps:
  - a) Type the **Server Name**.
  - b) Type the **Port Number**. The default port number is 8080.
  - c) Next to **Authentication**, select **Enabled** if your proxy server is configured to require authentication.
  - d) Type the **Login Name** and **Password**. Retype the password to confirm.
5. Under **HTTPS Server**, type the HTTPS proxy server information, if required.
  - a) Type the **Server Name**.
  - b) Type the **Port Number**. The default port number is 8080.
  - c) Next to **Authentication**, select **Enabled** if your proxy server is configured to require authentication.
  - d) Type the **Login Name** and **Password**. Retype the password to confirm.
6. Click **Apply**.
7. Click **Reboot Machine**.

## Verifying Xerox Server Connection

In CWIS under **Properties > General Setup**, the Communication Server Status should show Registered.

# Troubleshooting Connection Problems

## Problem

The UI displays the following message:

```
Communication error with the Xerox Smart eSolutions server. Check your network settings.
```

## Solutions

### Internet Cable Problem

If the Internet connection (cable) between the machine and the customer's network is missing, broken, or disconnected, perform the following steps:

1. Check for a good connection to the internet.
2. Swap the cable with a known good one.

### Dead Internet Connection

If the internet is dead, ask your IT department check the internet drop

### Network Changes: Blocked or Disabled Service

A blocked or disabled device may be the result of a change made by the network administrator. Contact your IT department for assistance.

### Firewall Problems

If a firewall is blocking or disabling the device, check with your IT department for resolution.

### TCP/IP

Ensure that TCP/IP is enabled.

### DNS Server

Ensure that the machine recognizes your DNS server.

## Persistent Problems

If the problem persists, contact Support for additional assistance.





