

Xerox® WorkCentre™ 3315DN/3325DN/3325DNI System Administrator Guide



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Document version 1.0: January 2012

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Introduction

Welcome to the Xerox WorkCentre 3315DN/3325DN/3325DNI System Administrator Guide. This chapter includes:

- [Who should use this Guide?](#) on page 10
- [Machine Overview](#) on page 11
- [Control Panel Overview](#) on page 12

Who should use this Guide?

This guide is intended for System Administrators who need to install, setup and manage printers and other services on their network.

To use the procedures in this guide effectively, System Administrators must have previous experience working in a network environment and must possess Supervisor, Administrator, Account Operator, or equivalent rights to the network. They must also have prior knowledge of how to create and manage network user accounts.

Machine Overview

The Xerox WorkCentre 3315DN/3325DN/3325DNI are multi-function machines which are capable of being used for copying, printing, faxing, scanning and e-mailing. The features and functions available on your machine depend on the model you have purchased.

Product Configurations









Component	WorkCentre 3325DNI	WorkCentre 3325DN	WorkCentre 3315DN
Duplex Automatic Document Feeder (50 sheets)	Standard	Standard	Not Applicable
Automatic Document Feeder (50 sheets)	Not Applicable	Not Applicable	Standard
Paper Tray 1 (250 sheets)	Standard	Standard	Standard
Bypass Tray (50 sheets)	Standard	Standard	Standard
Paper Tray 2 (520 sheets)	Optional	Optional	Optional
Copy	Standard	Standard	Standard
Scan to SMB and FTP	Standard	Standard	Not Applicable
Network Printing	Standard	Standard	Standard
E-mail	Standard	Standard	Standard
Scan	Standard	Standard	Standard
Scan To and Print From USB	Standard	Standard	Standard
Fax	Standard	Standard	Standard
USB Memory Device Port	Standard	Standard	Standard
Memory Expansion (Option)	512MB	512MB	256MB
Mass Storage Device (HDD)	2GB	2GB	Not applicable
Wireless Enabled	Standard	Not Applicable	Not Applicable

Note The internal Mass Storage Device (HDD) is used on the WorkCentre 3325DN/3325DNI models to support Secure Print, Delayed Print, Proof Print, Spooling of Scan to FTP/SMB jobs and Stored Jobs, and to provide an increased capacity for downloaded fonts.

Control Panel Overview



1		Copy: Activates Copy mode.
2		Scan: Activates Scan mode.
3		E-mail: Activates E-mail mode.
4		Fax: Activates Fax mode.
5		Display Screen: Displays all the available programming features, plus general machine information.
6		Status / Wireless LED: The color of the LEDs indicates the machine's current status. For more information refer to the User Guide . (Wireless is supported on the 3325DNI only).
7		Paper Supply: Used to select a paper tray for the copy job.
8		2 Sided: Used to select whether your originals are 1 sided or 2 sided, or to produce 1 or 2 sided output.
9		Job Status: Displays job options for active and saved jobs. You can print or delete active jobs or saved jobs:
10		Machine Status: Accesses machine information, status information, the machine serial number and various reports to print.
11		Menu: Enters Menu Mode and enables you to access options and settings.
12		Arrows: The up/down and left/right arrows are used to scroll through the options available in the selected menu, and to increase or decrease values.
13		OK: Confirms the selection on the screen.

14		Back: Used to go back one level in the menu.
15		Address Book: Used to search for stored fax numbers or e-mail addresses.
16	 .com	Manual Dial + .com: In Fax mode opens the fax line. In E-mail mode provides access to commonly used e-mail address text, for example .com or .org. The text available can be customized using CentreWare Internet Services.
17		Keypad: Used to enter alphanumeric characters.
18		Pause / Redial: In standby mode redials the last number. In edit mode inserts a pause into a fax number.
19		'C' Cancel Entry: Cancels the previous entry made on the keypad.
20		Interrupt Printing: Interrupts the current job to run a more urgent job. (Not applicable to the 3315DN)
21	CA	Clear All: Clears the last selections made.
22		Power Saver: Sends the machine into power saver mode or power down. Press the button again to restart a powered off machine.
23		Stop: Pressing the Stop button stops the job in progress. Pressing Stop also exits the Menu Mode. If you have logged in to use the machine, pressing Stop will bring up the Log Out option.
24		Start: Activates a job.

Machine Connection

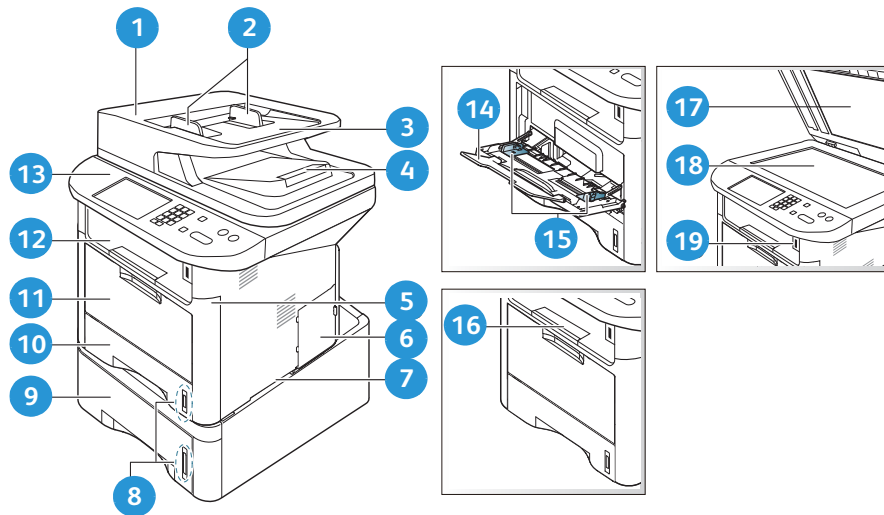
2

This chapter shows you how to connect your machine to a network and configure the Ethernet settings and includes:

- [Machine Parts and Connection Ports](#) on page 16
- [CentreWare Internet Services](#) on page 23

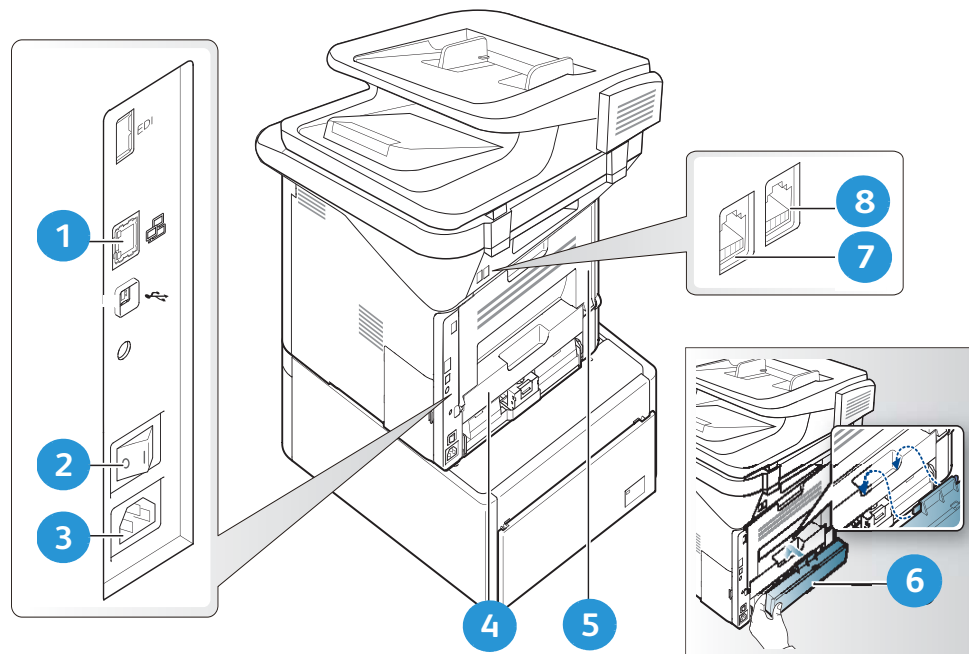
Machine Parts and Connection Ports

Front View



1	Automatic Document Feeder Cover	11	Bypass Tray
2	Automatic Document Feeder Width Guides	12	Output Tray
3	Automatic Document Feeder Input Tray	13	Control Panel
4	Automatic Document Feeder Output Tray	14	Bypass Tray Extension
5	Front Cover	15	Bypass Tray Width Guides
6	Control Board Cover	16	Output Tray Support
7	Handle	17	Document Glass Cover
8	Paper level Indicator	18	Document Glass
9	Paper Tray 2 (Optional)	19	USB Memory Device Port
10	Paper Tray 1		

Rear View



1	Network Port	5	Rear Door
2	Power Switch	6	Paper Tray Rear Cover
3	Power Receptacles	7	Telephone Line Socket
4	Duplex Unit	8	Extension Telephone Socket

Interface Ports

Front

USB Port

This port is provided for connection to a USB flash drive and is used as an input port for printing jobs, storing jobs and performing a software upgrade.

Rear

Network Port

This port is used to connect the machine to the network.

Telephone Line Socket

This port is used to connect the machine to a telephone or fax line.

Extension Telephone Socket (Ext. Port)

This port is used to allow a handset to be connected to the machine.

Initial Connection

The On/Off switch and the power outlet are at the rear of the machine. Follow these steps to physically connect your machine to the network:

1. Connect the power cord to the machine and a suitable power supply outlet. The power cord must be plugged into a grounded power socket.
2. The WorkCentre 3325DNI will connect to a wireless network, if available, when powered on.
Note The machine will not connect to the wireless network while the network cable is attached.
3. Connect the network cable if required.
4. To allow faxing, connect the telephone line to the LINE Connector.

Installation Wizard

1. On initial power on the *Installation Wizard* runs. The **Language** menu displays.
2. Press the **Up/Down** arrow buttons to highlight the required language and press **OK**.
3. The **Format Date** menu displays. Press the **Up/Down** arrow buttons to highlight one of the following and press **OK**:
 - **MM/DD/YYYY**
 - **DD/MM/YYYY**
 - **YYYY/MM/DD**
4. The **Set Date** menu displays.
 - a. Press the buttons on the keypad to enter the date or press the **Up/Down** arrow buttons to increase or decrease the value shown on the screen.
 - b. Press the **Left/Right** arrow buttons to move from one section of the date to another.
 - c. When you have entered the date press **OK**.
5. The **Format Time** menu displays. Press the **Up/Down** arrow buttons to highlight one of the following and press **OK**:
 - **12 Hour**
 - **24 Hour**
6. The **Set Time** menu displays. Press the buttons on the control panel to enter the time and press **OK**.
7. The **Metric Defaults** menu displays. Press the **Up/Down** arrow buttons to select one of the following and press **OK**:
 - **Inches**
 - **mm**
8. The **Default Paper Size** menu displays. Press the **Up/Down** arrow buttons to select one of the following and press **OK**:

- **Letter**
 - **A4**
9. The **Customer Support** menu displays.
 - a. Press the **Up/Down** arrow buttons to select **Enter Cust. Support #**.
 - b. The **Enter Cust. Support #** screen displays. Enter the telephone number of your customer support centre.
 - c. Press **OK**.
 - d. The **Enter Supplies Order #** screen displays.
 - e. Enter the telephone number to order supplies.
 - f. Press **OK**.
 10. The **Optional Fax Setup** menu displays. Press the **Up/Down** arrow buttons to select one of the following and press **OK**:
 - **Continue with Fax Setup**
 - **Skip Fax Setup** - go to step 14.
 11. The **1/3 Fax Phone Num** menu displays. Enter the fax number of the machine and press **OK**.
 12. The **2/3 Fax ID** menu displays. Enter the fax id of the machine and press **OK**.
 13. The **3/3 Country** menu displays. Press the **Up/Down** arrow buttons to select the required country and press **OK**.
 14. The machine reboots and the **Initializing** screen displays.

Administrator Access

Certain features accessed at the machine may require Administrator access to change the settings.

Access to the **Feature Defaults**, **System Setup** and **Network Settings** areas are usually password protected.

1. Press the **Machine Status** button on the *control panel*.
2. Press the **Up/Down** arrow buttons to highlight the required option.
3. Press **OK**.
4. If required, enter the *Administrator Password* using the alphanumeric keypad. The default is **1111**.

Note After entering a character press the Right arrow button to enable the next character to be entered.

5. Press **OK**. Once the password is verified, the selected option menu displays.

Wireless Connectivity (WorkCentre 3325DNI)

The WorkCentre 3325DNI is compatible with 802.11 (Wi-Fi®) wireless networks, when used with an external wireless adapter 802.11 Ethernet Bridge. The location where the machine is installed must be covered by an 802.11 wireless network. This is typically provided by a nearby wireless access point or router, which is physically connected to the wired Ethernet that serves the building.

The machine supports connectivity via a wireless only connection if required. The machine will automatically configure wireless networking when powered on.

Note The machine will not connect to the wireless network while the network cable is attached.

There are several ways to configure Wireless Connectivity:

- At the Machine. For instructions refer to [Configure Wireless Connectivity at the Machine](#): on page 20.
- Using **Internet Services**. For instructions refer to [Configure Wireless Connectivity Using Internet Services \(WorkCentre 3325DNI\)](#) on page 24.
- With the **Wireless Setting Program**. For instructions refer to [Wireless Setup \(WorkCentre 3325DNI\)](#) on page 44.

Configure Wireless Connectivity at the Machine:

1. Press the **Machine Status** button.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings** and press **OK**.
3. Enter the *Administrator Password* using the alphanumeric keypad. The default is **1111**. Refer to [Administrator Access](#) on page 19.
4. Press the **Up/Down** arrow buttons to highlight **Wireless** and press **OK**. The options are:
 - **Wi-Fi ON/OFF** - allows you to enable or disable wireless connectivity.
 - **WPS Settings** - allows you to select the Wi-Fi Protected Setup - the options are **PBC** or **PIN**.
 - **WLAN Settings** - allows you to use a *Wizard* to find the wireless network name automatically, or use the *Custom* feature to enter the SSID (Service Set Identifier) information manually.
 - **WLAN Default** - allows you to restore the default wireless settings.
 - **WLAN Signal** - allows you view the strength of the wireless connection.
4. At the **Wireless** menu, press the **Up/Down** arrow buttons to select **Wi-Fi ON/OFF** and press **OK**. Ensure that **On** is selected and press **OK**.
5. Press the **Up/Down** arrow buttons to select **WLAN Settings** and press **OK**. The options are:
 - a. Select **Wizard** - to have the machine find the WPS Settings automatically. If you select this, the **Searching WLAN** screen displays and the machine searches the wireless network.
 - Select your wireless network and click **OK**.
 - Enter the wireless security information if requested and click **OK**.
 - Select **Yes** to apply the changes.
 - b. Select **Custom** - to edit the SSID information manually. If you select this option the **Edit SSID** screen displays.
 - Enter the **SSID** using the keypad and click **OK**.
 - Select the **Operation Mode** and click **OK**.
 - Select the **Channel** and click **OK**.
 - Select the **Channel MHz** and click **OK**.
 - Select the **WLAN Security** if required and click **OK**.
 - Select the **Authentication** if required and click **OK**.
 - Enter the **WEP Key** if required and click **OK**.
 - Select **Yes** to apply the changes.

Configure Ethernet Settings

The Ethernet interface will automatically detect the speed of your network. The machine supports hub/switch speeds of:

- Automatic
- 10 Mbps Full-Duplex
- 100 Mbps Full-Duplex
- 10 Mbps Half-Duplex
- 100 Mbps Half-Duplex
- 1 Gbps Full

Set the Ethernet speed on the machine to match the speed set on your hub or switch:

Setting the Ethernet Speed at the Machine

1. Press the **Machine Status** button.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings** and press **OK**.
3. Enter the *Administrator Password* using the alphanumeric keypad. The default is **1111**. Refer to [Administrator Access](#) on page 19.
4. Press the **Up/Down** arrow buttons to highlight **Ethernet Speed** and press **OK**.
5. Press the **Up/Down** arrow buttons to highlight one of the following speeds:
 - Automatic
 - 10 Mbps Half
 - 10 Mbps Full
 - 100 Mbps Half
 - 100 Mbps Full
 - 1 Gbps Full
6. Press **OK**. The **Saved** screen displays followed by the **Reboot Required** message.
To reboot the machine, press the *power switch* off, wait two seconds and press the *power switch* back on.

To set the *Ethernet Speed* using *Internet Services*, refer to [Setting the Ethernet Speed Using Internet Services](#) on page 26.

Print a Configuration Report

The *Configuration Report* details the machine software versions and network settings configured for the machine.

Print a Configuration Report at the Machine

1. Press the **Machine Status** button.
2. Press the **Up/Down** arrow buttons to highlight **Information Pages** and press **OK**.
3. Press the **Up/Down** arrow buttons to highlight **Configuration Page** and press **OK**.

Press the **Left/Right** arrow buttons to highlight **Yes** and press **OK**. The **Printing** screen displays and the *configuration report* will print.

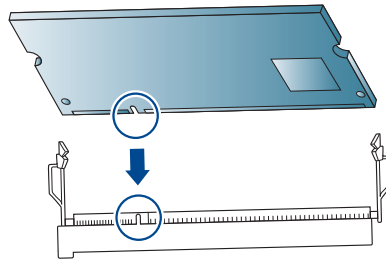
You can also print the *Configuration Report* using *Internet Services*. Refer to [Status](#) on page 139.

Install the Additional Memory Card

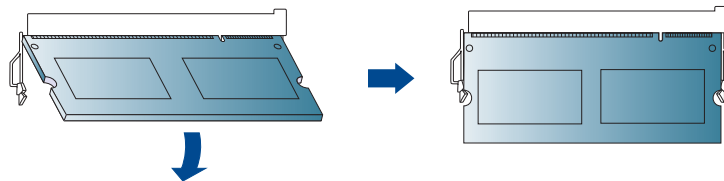
The machine supports memory expansion through the installation of an additional memory card. Memory expansion is an option for the machine.

The machine has a dual in-line memory module (DIMM). Use this memory module slot to install additional memory.

1. Turn the machine off and unplug all cables from the machine.
2. Grasp the control board cover and remove it.
3. Remove the new memory module from its bag.



4. Holding the memory module by the edges, align the memory module on the slot at about a 30-degree tilt. Make sure that the notches of the module and the grooves on the slot fit each other.
5. The notches and grooves illustrated above may not match those on an actual memory module and its slot.



6. Press the memory module into the slot with care until you hear a 'click'.
7. Do not press the memory module strongly or the module may be damaged. If the module does not seem to fit into the slot properly, carefully try the previous procedure again.
8. Replace the control board cover.
9. Reconnect the power cord and machine cable and turn the machine on.

CentreWare Internet Services

CentreWare Internet Services (Internet Services) is the embedded HTTP server application that resides in the machine. *Internet Services* allows an administrator to change network and system settings on the machine from the convenience of their workstation.

Many features available on your machine will need to be set via the machine and *CentreWare Internet Services*.

System Configuration

To use *CentreWare Internet Services*, you need to enable both TCP/IP and HTTP on the machine. See [Configure Static IPv4 Addressing using the Machine User Interface](#) on page 28, or [Configure Dynamic IPv4 Addressing using the Machine User Interface](#) on page 29.

To enable HTTP at the machine:

Note HTTP is enabled by default.

1. Press the **Machine Status** button.
2. Use the up/down arrows to select **Network Settings**.
3. Enter the *Administrator password*.
4. Use the up/down arrows to select **HTTP Activate**.
5. Select **On**.
6. Press **OK**. The **Saved** screen will appear and then the **Reboot Required** screen will appear.
7. Press the *power switch* off, wait two seconds and press the *power switch* back on.

Administrator User Name and Password

Many of the features available within *CentreWare Internet Services* will require an *Administrator user name* and *password*. The default user name is **admin** and the default password is **1111**.

Internet Services Administrator Access

To access *Internet Services Properties* and change settings you will need to login as Administrator.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**. The **Home** page appears.
There are two ways to access **Internet Services** with the administrator login:
 - Select **Login** at the top of the screen
 - Select the **Properties** icon
3. Enter the *Administrator User Name* (**admin**) and *Password* (**1111**).
4. Click **Login**. Click **Properties**.

Change the Administrator Password

It is recommended that you change the default administrator password to a more secure password, so this Xerox machine is not compromised.

To change the Administrator password:

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the Administrator *User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side, select **System Security**.
6. Select the **System Administrator** link.
7. In the **Access Control** area:
 - a. Ensure **Web UI Access Control Enable** checkbox is selected.
 - b. In the **Login ID** field, enter a new login name.
 - c. Select the **Change password** box to change the password. In the **Password** field, enter a new numeric password.
 - d. Enter the password again in the **Confirm Password** field.



CAUTION: Do not forget the password or you could be completely locked out of the system, requiring a service call.

8. Select **Apply** to save the changes.
9. Select **OK** when the acknowledgement message displays.
10. Select the **Advanced** button. The **Advanced Access Control** screen appears.
11. Select the number of days for the **Password Expires In:** option.
12. Select **Protect Login IPv4 Address** to enable this feature if required, and enter an **IPv4 Address** in the box.
13. Select the required option for the **Login Failure Policy**, for users who fail to login several times. The options are: **Off**, **3 times** or **5 times**.
14. Select the required option for **Auto Logout**. The options are **5**, **10**, **15** or **30 minutes**.
15. Select **Security Settings Reset** if required.
16. Select **Save** to save your changes.

For further information, refer to [Administrator Accounts](#) on page 114.

Configure Wireless Connectivity Using Internet Services (WorkCentre 3325DNI)

Note The machine will not connect to the wireless network while the network cable is attached.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.

3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Network Settings** link, select the **Wireless** link.
6. The **Connection Status** shows the Link Status of the wireless connection.
7. The Wireless Settings area provides options to configure wireless connectivity. The options are **Easy Wireless Settings** and **Advanced Settings**, and are explained below.

Use the Easy Wireless Settings Wizard

1. Select the **Easy Wireless Settings Wizard** button to have the machine find the WPS Settings automatically. The SSID screen appears with a list of available wireless networks.
2. Select the required **Network Name SSID** and click **Next**.
3. If encryption is required,
 - a. Enter the **WPA Shared Key**.
 - b. Enter the **Confirm Network Key** and click **Next**.
4. The **Wireless Setup Confirmation** screen appears. Click **Apply**.

Configure Advanced Wireless Settings

1. Select the **Advanced Settings Custom** button. The **Advanced Wireless Setup** screen appears.
2. To enable **Wireless Radio**, select **On** from the Wireless Radio menu.
3. Select the required option for **SSID**:
 - Select **Search List** and select the required network from the drop-down menu. Click the **Refresh** button to update the list of networks available.
 - Select **Insert New SSID** to enter a new wireless network name.
4. Select the required **Operation Mode**:
 - Select **Ad Hoc** to communicate on the wireless network without a wireless access point. Select the required channel from the **Ad-Hoc Channel** menu.
 - Select **Infrastructure** to connect to a wireless access point.
5. In the **Security Setup** area:
 - a. Select the required method of **Authentication**.
 - b. Select the required method of **Encryption**.
6. Depending on your selections you may be required to enter some or all of the following information for the **Network Key Setup**.
 - a. Select the required option for **Using Key**.
 - b. The **Hexadecimal** option may be enabled. Click the **Hexadecimal** checkbox to deselect if required.
 - c. Enter the required **Network Key** and **Confirm Network Key**.
7. Select **Apply** to save the changes.

Setting the Ethernet Speed Using Internet Services

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Network Settings** link select the **General** link.
6. Select one of the following speeds from the **Ethernet Speed** drop-down menu:
 - **Automatic**
 - **10 Mbps (Half Duplex)**
 - **10 Mbps (Full Duplex)**
 - **100 Mbps (Half Duplex)**
 - **100 Mbps (Full Duplex)**
 - **1 Gbps (Full Duplex)**
7. Select on **Apply** to save the changes.
The change to Ethernet Speed rate will take effect after System Reboot screen appears.
8. Select **OK**.
9. When the **Acknowledgement** screen displays, select **OK**.
10. Reboot the machine.

Network Installation

3

This chapter covers the following topics:

- [TCP/IP](#) on page 28
- [Unix](#) on page 33

TCP/IP

These instructions show you how to configure the following via *Internet Services*:

- **TCP/IP v4 and v6**
- **Domain Name**
- **DNS**
- **Zero Configuration Networking**

The machine supports TCP/IP versions 4 and 6. IPv6 can be used instead of or in addition to IPv4.

IPv4 and IPv6 settings can be configured directly at the machine user interface, or remotely, via a web browser using *Internet Services*. To configure TCP/IP settings using *Internet Services*, refer to [Configure TCP/IP Settings using Internet Services](#) on page 30.

Configure Static IPv4 Addressing using the Machine User Interface

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilizing the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

Enter a Static IP Address:

1. Press the **Machine Status** button on the *control panel*.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings**; press **OK**.
3. Enter the *Administrator Password* using the alphanumerical keypad. The default is **1111**. Refer to [Administrator Access](#) on page 19.
4. Press the **OK** button; the **Network Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **TCP/IP(IPv4)**; press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **Static**; press **OK**.
7. Press the **Up/Down** arrow buttons to highlight **IPv4 Address**; press **OK**.
8. Enter the **IP Address** using the alphanumerical keypad; press **OK**.
9. Enter details for **Subnet Mask** using the alphanumerical keypad; press **OK**.
10. Enter details for **Gateway** using the alphanumerical keypad; press **OK**.
11. The **Saved** screen will display and return to the **Network Settings** menu.

DNS Configuration:

12. From the **Network Settings** menu, press the **Up/Down** arrow buttons to highlight **TCP/IP(IPv4)**; press **OK**.
13. Press the **Up/Down** arrow buttons to highlight **Static**; press **OK**.
14. Press the **Up/Down** arrow buttons to highlight **Primary DNS**; press **OK**.
15. Enter details for **Primary DNS** using the alphanumerical keypad; press **OK**. The **Saved** screen will display and return to the **Static** menu.
16. Press the **Up/Down** arrow buttons to highlight **Secondary DNS**; press **OK**.
17. Enter details for **Secondary DNS** using the alphanumerical keypad; press **OK**. The **Saved** screen will display and return to the **Network Settings** menu.

Configure Dynamic IPv4 Addressing using the Machine User Interface

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilizing the TCP/IP protocol.
- DHCP or BOOTP Server should be available on the network.
- Ensure that the machine is connected to the network.

Procedure

Installation via DHCP (Dynamic Host Configuration Protocol)

DHCP is enabled on the machine by default. If the machine is connected to the network, the TCP/IP information will be configured when the machine is powered on and no further configuration is required.

1. **Print a Configuration Report** to verify that the information was assigned correctly. Refer to [Print a Configuration Report](#) on page 21.

Installation via BOOTP or DHCP

Ensure your machine is connected to the network with Ethernet cabling.

1. Press the **Machine Status** button on the *control panel*.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings**; press **OK**.
3. Enter the *Administrator Password* using the alphanumerical keypad. The default is **1111**. Refer to [Administrator Access](#) on page 19.
4. Press the **OK** button, the **Network Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **TCP/IP(IPv4)**; press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **DHCP**; press **OK**.
7. The **Saved** screen will display and return to the **Network Settings** menu.

Configure TCP/IP Settings using Internet Services

IPv4

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Network Settings** link select **TCP/IPv4** from the directory tree. The **TCP/IPv4** page displays.
6. In the **Assign IPv4 Address** menu, select **Automatically** or **Manually**.
7. If **Manually** is selected, in the **TCP/IP Settings** area enter details of the machine in the following fields:
 - a. **IPv4 Address**
 - b. **Subnet Mask**
 - c. **Gateway Address**
 If **Automatically** is selected, select BOOTP or DHCP.

Notes:

- If **BOOTP** or **DHCP** mode is selected, you cannot change the **IP Address**, **Network Mask**, or **Router/Gateway Address**. Select **Auto IP** if required.
 - New settings will not be applied until the machine is rebooted. Changing the machine's **TCP/IP** setting may cause you to lose your connection to the machine.
8. In the **Domain Name** area:
 - a. Enter a domain name in the **Domain Name** field.
 - b. Enter an IP address in the **Primary DNS Server** and **Secondary DNS Server** fields.
 - c. Select the **Enabled** box to enable **Dynamic DNS Registration** if required.

Note: If your DNS Server does not support dynamic updates there is no need to select **Enabled**.
 9. In the **WINS** area select the box to enable **WINS** and enter details in the following fields:
 - a. **Primary WINS Server**
 - b. **Secondary WINS Server**
 10. Select **Apply** to save the changes.
 11. Select **OK** when the acknowledgement message displays.

IPv6

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.

5. In the **Network Settings** link select **TCP/IPv6** from the directory tree.
6. Select the **Enabled** checkbox to enable IPv6 protocol.
7. To set a manual address, select **Enable Manual Address** and enter the address and prefix in the **Address/Prefix** area. Information in the **Assigned IPv6 Addresses** box is automatically populated.
8. The machine performs auto-address DHCPv6 configuration every time it powers up. This is used for neighbor discovery and address resolution on the local IPv6 subnet. However, you can choose to use manual configuration, automatic configuration or a combination of automatic and manual configuration.

In the **Default Dynamic Host Configuration Protocol Version 6 (DHCPv6)** area, select one of the following options:

- **Use DHCP as directed by a router** - this option is fully automatic. The DHCPv6 Address will be obtained and displayed on the screen.
 - **Always Enable DHCP** - this option is fully automatic. The DHCPv6 Address will be obtained and displayed on the screen.
 - **Never use DHCP** - when this option is selected, you must configure the Manual Address Options and DNS separately.
9. In the **Domain Name System Version 6 (DNSv6)** area:
 - a. Enter valid details in the **IPv6 Domain Name** field.
 - b. Enter an IP addresses for the **Primary DNSv6 Server Address** and **Secondary DNSv6 Server Address**.
 - c. Check the **Dynamic DNSv6 Registration** checkbox to enable this option.

Note: If your DNS Server does not support dynamic updates there is no need to enable DDNS.

10. Select **Apply** to save the changes.
11. Select **OK** when the acknowledgement message displays.

Note: Enabling or disabling the TCP/IPv6 protocol will take effect after the system is rebooted. Enabling or disabling TCP/IPv6 will impact other protocols, for example LPR/LPD, SNMP, Raw TCP/IP Printing and DHCPv6 over TCP/IPv6.

Test Access

1. At your workstation, open the Web browser and enter the TCP/IP Address of the machine in the Address bar. Press **Enter**.

If you use the domain name to specify the machine, use the following format.

http://myhost.example.com

If you use the IP address to specify the machine, use one of the following formats depending on your machine configuration. An IPv6 address needs to be enclosed in square brackets.

IPv4: http://xxx.xxx.xxx.xxx

IPv6: http://[xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx]

Note: If you have changed the port number from the default port number “80”, append the number to the Internet address as follows. In the following examples, the port number is 8080.

Domain name: *http://myhost.example.com:8080*

IPv4: *http://xxx.xxx.xxx.xxx:8080*

IPv6: `http://[xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx]:8080`

2. Verify that the home page of Internet Services is displayed.

The Internet Services installation process is now completed.

Note: When your access to *Internet Services* is encrypted, enter “https://” followed by the Internet address, instead of “http://”.

Unix

HP-UX Client (Version 10.x)

HP-UX workstations require specific installation steps to communicate with the machine. The machine is a BSD-style UNIX printer, whereas HP-UX is a System V-style UNIX.

IMPORTANT: All UNIX commands are case sensitive, so enter the commands exactly as they are written.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilizing the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

1. Follow the steps in [Configure Static IPv4 Addressing using the Machine User Interface](#) on page 28, then return to this page.

Configure the Client

1. Add the machine *Host Name* to the **etc/hosts** file on the HP-UX workstation.
2. Ensure that you can ping the machine from the HP-UX workstation.
3. Use either the **GUI** method or the **tty** methods as detailed below:

GUI Method

1. Open a **Command** window from the desktop.
2. Enter **su** to access **Super User** mode.
3. Enter **sam** to start the **System Administrator Manager (SAM)**.
4. Select the **Printers and Plotters** icon.
5. Select **lp** spooler.
6. Select **Printers and Plotters**.
7. Select **Actions: Add Remote Printer/Plotter....**
8. Enter the following information into the **Add Remote Printer/Plotter** form:
 - a. Printer Name: ***printer name***.
Where ***printer name*** is the name of the queue being created.

- b. Remote System Name: **hostname**.
Where **hostname** is the machine hostname from the **/etc/hosts** file.
- c. Select **Remote Printer is on a BSD System**.
- d. Select **OK** to complete the form.
9. Select **Yes** at the **Configure HP UX Printers Subpanel** screen. This screen may be obscured by the **Add Remote Printer/Plotter** form.
10. Select **File: Exit**.
11. Select **File: Exit Sam**.
12. Enter **Exit** to exit **Super User** mode.
13. Test the queue created, by entering the command:
lp -d queueName /etc/hosts.
14. Verify that the job prints at the machine.

tty Method

1. Enter **su** to access **Super User** mode.
2. Enter **sh** to run the **Bourne shell**.
3. Enter **lpshut** to stop the print service.
4. Create the print queue by typing (on the same command line):
lpadmin -pqueueName -v/dev/null -mrmmodel -ocmrcmodel -osmrmodel -ob3 -orc -ormhostname -orlp

Where **queueName** is the name of the queue being created and **hostname** is the machine hostname.

5. Enter **lpsched** to start the print service.
6. Enter **enable queueName** to enable the queue to print to the machine.
7. Enter **accept queueName** to the queue accepting jobs from the HP-UX workstation.
8. Enter **Exit** to exit the **Bourne shell**.
9. Enter **Exit** to exit **Super User** mode.
10. Test the queue created, by entering the command:
lp -d queueName /etc/hosts.
11. Verify that the job prints at the machine.

Solaris 2.x

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilizing the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.

- Gateway Address for the machine.
- Host Name for the machine.

Procedure

Follow the steps in [Configure Static IPv4 Addressing using the Machine User Interface](#) on page 28 then return to this page.

Configure the Client

1. Add the machine printer *Host Name* to the **etc/hosts** file.
2. Ensure that you can ping the machine.
3. Use either the **GUI method** or the **tty method** as detailed below:

GUI Method

1. Open a **Command** window from the desktop.
2. Enter **su** to access **Super User** mode.
3. Enter **admintool** to run the **System Administrator Tool**.
4. Select **Browse:Printers**.
5. Select **Edit:Add:Access to Printer...**
6. Enter the following information into the **Access to Remote Printer** form:
 - a. Printer Name: **queuename**.
Where **queuename** is the name of the queue being created.
 - b. Print Server: **hostname**.
Where **hostname** is the machine hostname from the **/etc/hosts** file.
 - c. Select **OK** to complete the form.
7. Enter **sh** to run the **Bourne shell**.
8. Enter the command: **lpadmin -p queuename -s hostname llp** to modify the remote queuename.
9. Enter **Exit** to exit the **Bourne shell**.
10. Enter **Exit** to exit **Super User mode**.
11. Test the queue created, by entering the command:
lp -d queuename /etc/hosts.
12. Verify that the job prints at the machine.

tty Method

1. Enter **su** to access **Super User** mode.
2. Enter **sh** to run the **Bourne shell**.
3. Define the machine as a *BSD style* printer, by entering the command:
lpsystem -t bsd hostname
Where **hostname** is the machine hostname from the **/etc/hosts** file.
4. Create the queue, by entering the command:
lpadmin -p queuename -s hostname -T unknown -I any
where **queuename** is the name of the queue being created.
5. Enter **Exit** to exit the **Bourne shell**.

6. Enter **Exit** to exit **Super User** mode.
7. Test the queue created, by entering the command:
lp -d queue_name /etc/hosts.
8. Verify that the job prints at the machine.

SCO

SCO UNIX workstations require specific installation steps to communicate with the machine. The machines are BSD-style UNIX printers, whereas SCO is a System V-style UNIX.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilizing the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

Follow the steps in [Configure Static IPv4 Addressing using the Machine User Interface](#) on page 28, then return to this page.

Configure the Client

1. Add the machine printer *Host name* to the **etc/hosts** file on the SCO workstation.
2. Ensure that you can ping the machine from the SCO workstation.
Perform the following steps to create a machine print queue on a SCO UNIX workstation using either the GUI or the TTY method.

GUI Method

1. Log in as root.
2. From the main desktop, select the icons **System Administration: Printers: Printer Manager**.
3. Select **Printer: Add Remote: UNIX....**
4. Enter the following information into the **Add Remote UNIX Printer** form:
 - a. Host: **hostname**.
Where **hostname** is the machine Host Name from the **/etc/hosts** file.
 - b. Printer: **name of the queue being created**.
For example: dc xxxq.
 - c. Select **OK** to complete the form.
5. Select **OK** in the **Message** window.
6. Select **Host:Exit**.

7. Select **File: Close this directory**.
8. Select **File: Close this directory**.
9. Select **Save** in the **Warning Confirmation** window.
10. Enter **Exit** to log out of root account.
11. Open Unix Window.

tty Method

1. Enter **su** to access **Super User** mode.
2. Enter **rlpconf** to create a printer.
3. Enter the following information:
 - a. Printer Name: **queuename**
 - b. Remote Printer: **r**
 - c. Hostname: **hostname**
 - d. If the information has been entered correctly, enter **y**
4. Select **Enter** to accept the default for a non-SCO remote printer.
5. Select **Enter** to accept the default for non-default printer.
6. Select **Enter** to start the process for adding a queue.
7. Enter **q** to quit the **rlconf** program.

Linux CUPS

Static Addressing

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Linux operating system that supports printtool.

Procedure

Follow the steps in [Configure Static IPv4 Addressing using the Machine User Interface](#) on page 28, then return to this page.

Create the Print Queue

1. Ensure that the *Common UNIX Printing System (CUPS)* is installed and started on your client.
The latest version of CUPS is available at cups.org.
2. Open the web browser from your workstation.
3. For example, enter **http://127.0.0.1:631/printers** in the Address Bar.
4. Press **Enter**.
5. Select **Add Printer**.
6. The **Authorization** dialog box will appear.
7. Enter the **root** and the **root password**.

8. In the **Add New Printer** screen enter a name for the printer.
9. Enter a location and description for the printer (optional).
10. Select **Continue**.
11. In the **Machine** menu, select **Internet Printing Protocol**.
12. Select **Continue**.
13. Enter **ipp://hostname/ipp/printername**.
Where **hostname** is the hostname of the Xerox machine and **printername** is the printer name of the Xerox machine.
14. Select **Continue**.
15. Select **Xerox** in the **Make** menu.
16. Select **Continue**.
17. Select the correct driver in the **Driver** menu.
18. Select **Continue**.
19. The **Printer Added Successfully** message will appear.

Dynamic Addressing

Procedure

Follow the steps in [Configure Dynamic IPv4 Addressing using the Machine User Interface](#) on page 29, then return to this page.

IMPORTANT: Highlight **BOOTP** in step 6.

Create the Print Queue

Follow the steps to [Create the Print Queue](#) on page 37.

Linux LPR via PrintTool

Static Addressing

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Linux operating system that supports PrintTool.

Procedure

1. Follow the steps in [Configure Static IPv4 Addressing using the Machine User Interface](#) on page 28, then return to this page.

Create the Print Queue

2. Log in, at the Linux Client, as **root** in a terminal.
3. Enter **printtool**.

4. The **Red Hat Linux Print System Manager** will launch.
5. Select **Add**.
6. The **Add a Printer Entry** window will appear.
7. Select **Remote Unix (lpd) Queue**.
8. Select **OK**.
9. The **Edit Remote Unix (lpd) Queue Entry** window will appear.
10. Enter the name of your **Print Queue** in the **Names** area.
11. The **Spool directory** is the directory where print jobs are stored and is a subdirectory of **/var/spool/lpd**. Add the name of the print queue to the end of the subdirectory path.
12. Ensure that the **File Limit** reads **0**.
13. In the **Remote Host** area, enter the *IP Address* of the Xerox machine.
14. In the **Remote Queue** area, enter the **Print Queue Name** from step 9.
15. **DO NOT** select the **Input Filter** option.
16. Leave the default **Suppress Headers** selected.
17. Select **OK**.
18. The printer should now be listed in the **Red Hat Linux Print System Manager** window. Select the **lpd** menu.
19. Select **Restart lpd**.
20. Select the **PrintTool** menu.
21. Select **Exit** to close the program.
22. To allow access to the printer, edit the **/etc/hosts** table to list the client system.
23. Edit and create the **/etc/hosts.lpd** file to list the client system.

Dynamic Addressing

Procedure

Follow the steps in [Configure Dynamic IPv4 Addressing using the Machine User Interface](#) on page 29, then return to this page.

IMPORTANT: Highlight **BOOTP** in step 6.

Create the Print Queue

Follow the steps to [Create the Print Queue](#) on page 37.

Linux LPRng

Static Addressing

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Linux operating system that supports PrintTool.

Procedure

Follow the steps in [Configure Static IPv4 Addressing using the Machine User Interface](#) on page 28, then return to this page.

Create the Print Queue

1. Open the **LPRngTool** from the Linux Client.
2. Select **Add**.
3. In the **Names** area, enter a name for your print queue.
4. The *spool directory* is the directory where print jobs are stored and is a subdirectory of **/var/spool/lpd**. Add the name of the print queue to the end of the subdirectory path.
5. In the **Hostname/IP of Printer** area, enter the **hostname** or **IP Address** of the Xerox machine.
6. Select **OK**.
7. Select **Exit** to close the program.
8. To allow access to the printer, edit the **/etc/hosts** table to list the client system.
9. Edit and create the **/etc/hosts.lpd** file to list the client system.

Dynamic Addressing

Procedure

Follow the steps in [Configure Dynamic IPv4 Addressing using the Machine User Interface](#) on page 29, then return to this page.

IMPORTANT: Highlight **BOOTP** in step 6.

- Follow the steps to [Create the Print Queue](#) on page 37.

Printer Drivers

This chapter explains how to install the printer drivers on your computer and covers the following topics:

- [Overview](#) on page 42
- [Windows - Installing Driver](#) on page 43
- [Macintosh - Installing Driver](#) on page 45
- [Linux - Installing Drivers](#) on page 47
- [Unix - Installing Drivers](#) on page 49
- [Sharing your Machine Locally](#) on page 51
- [Windows Printing](#) on page 53
- [Configure the Windows Printer Driver](#) on page 60
- [Apple Mac](#) on page 62

Overview

The *Software and Documentation CD* is supplied with your machine. The machine supports the following operating systems:

- **Windows**
 - Windows 2000
 - Windows XP
 - Windows Server 2003
 - Windows Vista
 - Windows Server 2008
 - Windows 7
 - Windows 2008 Server R2
- **Macintosh**
 - Mac OS X 10.3 ~ 10.4
 - Mac OS X 10.5
 - Mac OS X 10.6
- **Linux**
- **Unix**

Windows - Installing Driver

You can install the printer software using the *typical* or the *custom* method.

The steps below are recommended for most users who use a machine that is directly connected to a workstation. All components necessary for machine operation will be installed.

Information Checklist

Before starting, please ensure that the following items are available and/or the tasks have been performed:

- Make sure that the machine is connected to your computer and powered on.
- If the **New Hardware Wizard** window appears during the installation procedure, select in the upper right corner of the box to close the window, or select **Cancel**.

Procedure

1. Insert the supplied *Software and Documentation CD* into your CD-ROM drive.
The *Software and Documentation CD* runs automatically and the installation window displays.
 - a. If the installation window does not appear:
 - Select **Start** and then **Run**.
 - Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive. Select **OK**.
 - If you use **Windows Vista**, **Windows 7** or **Windows 2008 Server R2** select **Start > All programs > Accessories > Run**.
Type **X:\Setup.exe** replacing “X” with the letter which represents your drive and select **OK**.
 - b. If the **AutoPlay** window appears in **Windows Vista**, **Windows 7** or **Windows 2008 Server R2**, select **Run Setup.exe** in the **Install or run program** field.
 - c. In the **User Account Control** window, select **Continue** or **Yes**.
2. If necessary, from the **Select a language from the list below** drop-down menu, select a preferred language and select **Next**.
3. In the **Select Installation Type** window, select **Typical installation for a network printer** and select **Next**. The program will search the network for your machine.

Note If your machine is not already connected to the computer, the **Connect Device** window will appear.

- Select the **Printer Port** for your machine.
 - Select your machine in the **Printer Name** list and click **Next**.
 - The program will install the printer driver files. The **Setup Completed** message displays with the **I'd like to print a test page** checkbox. If you choose to print a test page, select the checkbox.
 - Select **Finish**.
4. Verify the test page prints at your machine.

If the Printer Driver does not Work

If the printer driver does not work properly, uninstall the driver and reinstall it.

For windows follow the steps below to uninstall the driver.

1. Make sure that the machine is connected to your computer and powered on.
2. From the **Start** menu, select **Programs** or **All Programs** > **Xerox Printers** > **your printer driver name** > **Maintenance**.
3. Select **Remove** and select **Next**.
You will see a component list so that you can remove any item individually.
4. Select the components you want to remove and then select **Next**.
5. When your computer asks you to confirm your selection, select **Yes**.
The selected driver and all of its components are removed from your computer.
6. After the software is removed, select **Finish**.

If you want to reinstall the driver over the currently installed driver via the provided *Software and Documentation CD*, insert the CD; the window with an **overwriting confirmation** message appears. Simply confirm it to proceed to the next step. Next steps are same as the first installation you have made.

Also, it provides you with the TWAIN driver for scanning on a Macintosh computer.

Wireless Setup (WorkCentre 3325DNI)

Note The machine will not connect to the wireless network while the network cable is attached.

1. Ensure your printer is powered on.
2. Insert the supplied *Software and Documentation CD* into your CD-ROM drive.
The CD should run automatically and the installation window appear.
 - If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter which represents your drive and select **OK**.
 - If you use *Windows Vista*, select **Start** > **All programs** > **Accessories** > **Run**, and type **X:\Setup.exe**. If the *AutoPlay* window appears in *Windows Vista*, select **Run Setup.exe** in the **Install or run program** field, and select **Continue** in the **User Account Control** window.
3. Select **Install Software**.
4. Select **Wireless Setup** and follow the wizard instruction to select and install the printer.
If your printer is not already connected to the computer, the *Connect Device* screen will appear. After connecting the printer, select **Next** and follow the wizard instruction to install the printer.
5. After the installation is finished, select **Finish**. If your printer is connected to the network, a *Test Print* page will be printed.

Macintosh - Installing Driver

The *Software and Documentation CD* that came with your machine provides you with the Driver files that allows you to use the *CUPS driver* or *PostScript driver* (only available when you use a machine which supports the *PostScript driver*) for printing on a Macintosh computer.

Also, it provides you with the TWAIN driver for scanning on a Macintosh computer.

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Make sure that the machine is connected to your computer and powered on.

Procedure

1. Insert the supplied *Software and Documentation CD* into your CD-ROM drive.
2. Select the **CD-ROM icon** that appears on your Macintosh desktop.
3. Select the **MAC_Installer** folder.
4. Select the **Installer** icon.
5. Enter the password and select **OK**.
6. The **Xerox Installer** window opens. Select **Continue**.
7. Select **Easy Install** and select **Install**.
Easy Install is recommended for most users. All components necessary for machine operations will be installed.
 If you select **Custom Install**, you can choose individual components to install.
8. When the message which warns that all applications will close on your computer appears, select **Continue**.
9. After the installation is finished, select **Quit**.
Note If you have installed the *scan driver*, select **Restart**.
10. Open the **Applications** folder > **Utilities** > **Print Setup Utility**.
 - For **Mac OS X 10.5~10.6**, open the **Applications** folder > **System Preferences** and select **Print & Fax**.
11. Select **Add** on the **Printer List**.
 - For **Mac OS X 10.5~10.6**, press the “+” icon; a display window will pop up.
12. For **Mac OS X 10.3**, select the **USB** tab.
 - For **Mac OS X 10.4**, select **Default Browser** and find the USB connection.
 - For **Mac OS X 10.5~10.6**, select **Default** and find the USB connection.
13. For **Mac OS X 10.3**, if **Auto Select** does not work properly, select **Xerox** in **Printer Model** and your machine name in **Model Name**.
 - For **Mac OS X 10.4**, if **Auto Select** does not work properly, select **Xerox** in **Print Using** and your machine name in **Model**.

- For **Mac OS X 10.5~10.6**, if **Auto Select** does not work properly, select **Select a driver to use...** and your machine name in **Print Using**.

Your machine appears and is set as the default machine.

14. Select **Add**.

If the printer driver does not work properly uninstall the driver and reinstall it. Follow the steps below to uninstall the driver for Macintosh.

1. Make sure that the machine is connected to your computer and powered on.
2. Insert the supplied *Software and Documentation CD* into your CD-ROM drive.
3. Select the **CD-ROM** icon that appears on your Macintosh desktop.
4. Select the **MAC_Installer** folder.
5. Select the **Installer** icon.
6. Enter the *password* and select **OK**.
7. The **Xerox Installer** window opens. Select **Continue**.
8. Select **Uninstall** and click **Uninstall**.
9. When the message which warns that all applications will close on your computer appears, select **Continue**.
10. When the uninstall is done, select **Quit**.

Linux - Installing Drivers

You need to download the Linux software package from the Xerox website to install the printer software.

Procedure for Installing the Linux Unified Driver

1. Make sure that the machine is connected to your computer and powered on.
You must log in as a *super user* (root) to install the machine software. If you are not a *super user*, ask your system administrator.
2. When the **Administrator Login** window appears, type in **root** in the **Login** field and enter the *system password*.
3. From the Xerox website, download the **Unified Linux Driver** package to your computer.
4. Select the **Unified Linux Driver** package and extract the package.
5. Select **cdroot > autorun**.
6. When the **Welcome** screen appears, select **Next**.
7. When the installation is complete, select **Finish**.

The installation program has added the *Unified Driver Configuration* desktop icon and the *Unified Driver* group to the system menu for your convenience. If you have any difficulties, consult the on-screen help that is available through your system menu or called from the driver package Windows applications, such as **Unified Driver Configurator** or **Image Manager**.

Installing the SmartPanel

1. Make sure that the machine is connected to your computer and powered on.
2. When the **Administrator Login** window appears, type in **root** in the **Login** field and enter the *system password*.
Note You must log in as a *super user* (root) to install the machine software. If you are not a *super user*, ask your system administrator.
3. From the Xerox website, download the **Smart Panel** package to your computer.
4. Select the **Smart Panel** package and extract the package.
5. Select **cdroot > Linux > smartpanel > install.sh**.

Installing the Printer Setting Utility

1. Make sure that the machine is connected to your computer and powered on.
2. When the **Administrator Login** window appears, type in **root** in the **Login** field and enter the *system password*.
Note You must log in as a *super user* (root) to install the machine software. If you are not a *super user*, ask your system administrator.
3. From the Xerox website, download the **Printer Setting Utility** package to your computer.

4. Select the **Printer Setting Utility** package and extract the package.
5. Select **cdroot > Linux > psu > install.sh**.

If the Printer Driver does not Work Properly uninstall the driver and reinstall it. Follow the steps below to uninstall the driver for Linux.

1. Make sure that the machine is connected to your computer and powered on.
2. When the **Administrator Login** window appears, type in **root** in the **Login** field and enter the *system password*.
You must log in as a *super user* (root) to uninstall the printer driver. If you are not a *super user*, ask your system administrator.
3. Select the icon at the bottom of the desktop. When the **Terminal** screen appears, type in:
**root@localhost root#cd /opt/Xerox/mfp/uninstall/
root@localhost uninstall#./uninstall.sh**
4. Select **Uninstall**.
5. Select **Next**.
6. Select **Finish**.

Unix - Installing Drivers

Unix printer drivers are located on the *Software and Documentation CD* delivered with your machine. To use the Unix printer driver, you need to install the Unix printer driver package first, then set up the printer. The installation procedure is common for all variants of Unix OS mentioned.

Procedure for Installing the Unix Driver Package

1. Make sure that the machine is connected to your computer and powered on.
 2. Acquire root privileges.
su -
 3. Copy the appropriate driver archive to the target Unix computer.
 4. Unpack the Unix printer driver package name.
For example, on IBM AIX, use the following command:
gzip -d < "package archive name" | tar xf -
The "**binaries**" folder consists of **binz**, **install**, **share** files and folders.
 5. Change to the driver's "**binaries**" directory.
For example, on IBM AIX,
cd aix_power/binaries
 6. Run the install script.
./install
Install is the installer script file which is used to install or uninstall the Unix Printer Driver package.
Use "**chmod 755 install**" command to give the permission to the installer script.
 7. Execute the "**./install-c**" command to verify installation results.
 8. Run "**installprinter**" from the command line. This will bring up the Add Printer Wizard window. Follow the procedures in [Setting up the printer](#) on page 49 to setup the printer.
- Note** On some Unix OS, for example on Solaris 10, printers recently installed may not be enabled and/or may not accept jobs. In this case run the following two commands on the root terminal:
- accept <printer_name>**
enable <printer_name>

Setting up the printer

To add the printer to your Unix system, run "installprinter" from the command line. This will bring up the Add Printer Wizard window. Setup the printer in this window according to the following steps.

1. Type the name of the printer.
2. Select the appropriate printer model from the model list.
3. Enter any description corresponding to the type of printer in the **Type** field. This is optional.
4. Specify any printer description in the **Description** field. This is optional.
5. Specify the printer location in the **Location** field.

6. Type the IP address or DNS name of the printer in the **Device** textbox for network connected printers. On IBM AIX with **jetdirect Queue type**, only the DNS name is possible. It is not possible to enter a numeric IP address.
7. Queue type shows the connection as **lpd** or **jetdirect** in the corresponding list box. Additionally **usb** type is available on Sun Solaris OS.
8. Select **Copies** to set the number of copies.
9. Check the **Collate** option to receive copies already sorted.
10. Check the **Reverse Order** option to receive copies in the reverse order.
11. Check the **Make Default** option to set this printer as default.
12. Click **OK** to add the printer.

Uninstalling the printer driver package

Note The utility should be used if you need to delete a printer installed on the system.

1. Run the “**uninstallprinter**” command from the terminal. It will open the Uninstall Printer Wizard. The installed printers are listed in the drop-down list.
2. Select the printer to be deleted.
3. Click **Delete** to delete the printer from the system.
4. Execute the “**./install-d**” command to uninstall the whole package.
5. To verify removal results, execute the “**./install-c**” command.
6. To re-install it, use the command “**./install**” to reinstall the binaries.

Sharing your Machine Locally

If a Host computer is directly connected to the machine with a USB cable and is also connected to the local network environment, the client computer connected to the local network can use the shared machine through the host computer to print.

Follow the steps below to set up the computers to share your machine locally.

Windows

Host Computer Setup

1. Install your printer driver. Refer to [Windows - Installing Driver](#) on page 43.
2. From the Windows **Start** menu:
 - For **Windows 2000**, select **Settings > Printers**.
 - For **Windows XP/2003**, select **Printers and Faxes**.
 - For **Windows 2008/Vista**, select **Control Panel > Hardware and Sound > Printers**.
 - For **Windows 7**, select **Devices and Printers**.
 - For **Windows Server 2008 R2**, select **Control Panel > Hardware > Devices and Printers**.
3. Select your printer icon.
 - For **Windows XP/2003/2008/Vista/7**, select **Printer Properties**.
 - For **Windows Server 2008 R2**, from the **Context** menus, select the **Printer properties**.

Note If the **Printer properties** item has ?, you can select other printer drivers connected with the selected printer.
4. Select the **Sharing** tab.
5. Check the **Change Sharing Options** checkbox.
6. Check the **Share this printer** checkbox.
7. Enter details in the **Share Name** field.
8. Select **OK** or **Next**.

Client Computer Setup

1. Install your printer driver. Refer to [Windows - Installing Driver](#) on page 43.
2. From the Windows **Start** menu select **All programs > Accessories > Windows Explorer**.
3. Enter the **IP address** of the host computer and press **Enter**.
4. If the host computer requires a *User name* and *Password*, enter details in the **User ID** and **password** field of the host computer account.
5. Select the printer icon you want to share and select **Connect**.
If a *set up complete* message appears, select **OK**.
6. Open the file you want to print and start printing.

Macintosh

The following steps are for Mac OS X 10.5~10.6. Refer to Mac Help for other OS versions.

Host Computer Setup

1. Install your printer driver. Refer to [Macintosh - Installing Driver](#) on page 45.
2. Open the **Applications** folder > **System Preferences** and select **Print & Fax**.
3. Select the printer to share in the **Printers list**.
4. Select **“Share this printer”**.

Client Computer Setup

1. Install your printer driver. Refer to [Macintosh - Installing Driver](#) on page 45.
2. Open the **Applications** folder, select **System Preferences** and select **Print & Fax**.
3. Press the “+” icon.
A display window showing the name of your shared printer appears.
4. Select your machine and select **Add**.

Windows Printing

LPR Printing

Ensure Print Services for Unix is enabled

Follow the relevant steps below that are specific to your operating system:

Windows XP

1. From your workstation, load the *Software and Documentation CD* into your CD drive. If the CD autoruns, select **Exit**.
2. Verify that *Print Services for Unix* is loaded.
3. Select **Start**.
4. Select **Control Panel**.
5. Select **Add or Remove Programs**.
6. Select **Add/Remove Windows Components** in the left hand column.
7. Scroll down to **Other Network File and Print Services** and check on the checkbox to select it.
8. Select **Details**.
9. If it is not selected, check on the **Print Services for Unix** checkbox.
10. Select the **OK** button.
11. Select the **Next** button.
If *Print Services for Unix* is not installed, refer to instructions from Microsoft to install this service. When you are finished, return to this page.
12. Select the **Finish** button.

Windows 2000/2003

1. From the desktop, select the **My Network Places** icon and select **Properties**.
2. Select the **Local Area Connection** icon and select **Properties**.
3. Verify that the **Internet Protocol (TCP/IP)** protocol has been loaded. If this software is not present, install it using the documentation provided by Microsoft. When you are finished, return to this page.
4. Verify that **Print Services for Unix** is loaded:
 - a. Select **Start, Settings** then **Control Panel**.
 - b. Select the **Add/Remove Programs** icon.
 - c. Select **Add/Remove Win Components** in the far left column.
 - d. Select **Other Network File and Print Services**.
 - e. Select **Details**.
 - f. Check the **Print Services for Unix** checkbox. If *Print Services for Unix* is not installed, refer to instructions from Microsoft to install this service. When you are finished, return to this page.
5. Select the **OK** button.

6. Select the **Next** button.
7. Select the **Finish** button.
8. Close the **Add/Remove Programs** window.

Windows Vista

1. Select **Start > Control Panel > Program** and select **Programs and Features**.
2. Select **Turn Windows Features on and off**.
3. In the **Windows Features** window, expand the **Print Services** menu.
4. Check the **LPR Port Monitor** checkbox to enable the service.
5. Select the **OK** button. Your computer may need to restart.

Windows 7

1. Select **Start**, select **Control Panel**.
2. Select **Hardware and Sound**, select **Programs**.
3. Select **Programs and Features**.
4. Select **Turn Windows Features on and off** from the menu on the left.
5. A Windows Features dialog displays. Select the '+' sign for **Printer and Document Services**.
6. Check the box for **LPR Port Monitor** to enable the service.
7. Select the **OK** button. Your computer may need to restart.

Windows 2008

1. Select **Start**, select **Administrative Tools**.
2. Select **Print Management**.
3. Select the '+' sign for **Print Servers**. Select the print server to which you want to add the printer and select **Add Printer**.
4. Check the box for **LPR Port Monitor** to enable the service.
5. Select the **OK** button. Your computer may need to restart.

Install Printer Driver

1. From the Windows **Start** menu
 - For **Windows 2000/2003** - select **Settings** then **Printers**.
 - For **Windows XP** - select **Printers and Faxes**. If you cannot see this option in the **Start** menu, then select **Start**, followed by **Control Panel** first.
 - For **Windows Vista** - select **Control Panel** then **Printers**.
 - For **Windows 7** - select **Hardware and Sound** then select **Devices and Printers**.
 - For **Windows 2008** - select **Control Panel** then select **Printers**. From the **File** drop-down menu select **Run as administrator**.
2. For:
Windows XP/2000/2003:
 - a. Select **Add Printer** in the far left column.
 - b. Select the **Next** button.

Windows Vista:

- a. Select **Add Printer**.

Windows 7:

- a. Select **Add a Printer**.

Windows 2008:

- a. Select **Add Printer**.

3. For:

- **Windows 2000** - select **Local Printer**.
- **Windows XP/2003/2008** - select **Local Printer attached to this computer**.

If already selected, select **Automatically detect and install my Plug and Play printer** to deselect it.

- **Windows Vista** - select **A printer attached to my computer**.
- **Windows 7** - select **Add a Local Printer**.

4. Select the **Next** button.5. Select **Create a new port**.6. Select the following option from the **Type of Port** pull down menu:

- For **Windows 2000/2003** select **LPR**.
- For **Windows XP/Vista/7** select **LPR Port**.

7. Select the **Next** button.8. Enter the *IP Address* of the printer.

9. Enter details in:

- *Printer name* for **Windows XP/2000/2003/2008**.
- *Print Queue name* for **Windows Vista**.
- *Port name* for **Windows 7**.

10. Select the **OK** button.11. You will be prompted for a *Printer Driver*. Select **Have Disk**.12. Select the **Browse** button.13. Locate the **Drivers** folder on the CD and select the required *Printer Driver file .inf*.14. Select the **Open** button.15. Select the **OK** button.16. Select the **Printer Model** from the list.17. Select the **Next** button.18. The **Name your Printer** screen appears.

19. To configure the settings:

- a. Enter details in the **Printer Name** field.
- b. If you want to set this printer as your default printer, select **Set as default**. For Windows Vista users, go to step 25.

20. Select the **Next** button.21. The **Printer Sharing Screen** appears.

If you will be sharing this printer with other clients, then:

- a. Select:

- **Share As:** - for Windows 2000.
 - **Share Name** - for Windows XP/2003/Vista/7.
- b. Enter details in the **Share Name** field.
22. Select the **Next** button.
 23. Enter a *Location* name and *Comment* if required.
 24. Select the **Next** button.
 25. Select **Yes** or **Print Test Page** to print a test page.
 26. Select the **Next** button to close the **Test Page** window.
 27. Select the **Finish** button. The printer driver will install.
 28. Verify that the test page is printed at the machine.

Internet Printing Protocol (IPP) Port

The Internet Printing Protocol (IPP) defines a standard protocol for printing as well as managing print jobs, media size, resolution, and so forth. IPP can be used locally or over the Internet, and also supports access control, authentication, and encryption, making it a much more capable and secure printing solution than older ones.

Note IPP Printing is enabled by default.

How to Enable the IPP Port

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Select **Properties**.
3. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
4. In the **Network Settings** link select **Raw TCP/IP, LPR, IPP** in the directory tree.
5. In the **Internet Printing Protocol (IPP)** area:
 - a. For **IPP Protocol**, select **Enable** from the drop-down menu. The **Printer URI** displays the `http:// IP address of the machine and the ipp:// IP address of the machine`. Enter the required printer name in the **Printer Name** area.
 - b. Select the **Advanced** button. Enter the required information for **IPP Attribute**. Select the **IPP Security** tab. From **Authentication Type** drop-down menu, select one of the following types of authentication scheme to use when printing with **IPP**. These schemes are only used if the printer has both a *user name* and *password* entered for **IPP**:
 - **None**
 - **Basic** - this scheme requires the printer to authenticate the person sending the print job. The printer only services the request if the name and password provided by the user match the values stored in the printer.
 - **Digest** - this scheme requires the printer to authenticate the person sending the print job using a single checksum password scheme. The printer only services the request if the name and password provided by the user match the values stored in the printer.
 - c. If you have selected **Basic** or **Digest**, select the **Add** button. Enter the user name for the printer in the **User Name** field.

- d. Enter the password in the **Password** and **Confirm Password** fields.
6. Select **Apply** to save the changes.

Install Printer Driver

1. Follow the steps below that are specific to your operating system:

Windows XP

From your workstation:

- a. Select **Start**.
- b. Select **Network Connections**.

Windows 2000/2003

From your workstation:

- a. Select the **My Network Places** icon.
- b. Select **Properties**.

Windows 7

From your workstation:

- a. Select **Start**.
- b. Select **Network and Internet**.
- c. Select **Network and Sharing Centre**. *Go to step 4.*

Windows 2008

From your workstation:

- a. Select **Start**, select **Control Panel**.
- b. Select **Printers**.
- c. Select **File**, select **Run as administrator**. *Go to step 6.*

2. Select the **Local Area Connection** icon.
3. Select **Properties**.
4. Ensure that the **Internet Protocol (TCP/IP)** protocol has been loaded and ensure the checkbox is checked.
5. For:
 - **Windows 2000/2003** - select **Settings** then **Printers**.
 - **Windows XP** - select **Printers and Faxes**. If you cannot see this option in the **Start** menu, then select **Start**, followed by **Control Panel** first.
 - **Windows Vista** - select **Add a Local Printer**.
 - **Windows 7** - select **Start**, select **Control Panel**, select **Hardware and Sound**, then **Devices and Printers**.
6. Select **Add Printer** in the far left column.
For **Windows 7** select **Add a network, wireless or Bluetooth printer**.
7. The **Add Printer Wizard** window will appear. Select the **Next** button.
8. In the **Local or Network Printer**, ensure that **A network printer**, or a printer attached to another computer is selected and select the **Next** button.
9. The following screen will appear:
 - **Locate Your Printer** for Windows 2000/2003.

- **Specify a Printer** for Windows XP.
10. To create an *IPP printer*, select **Connect to a printer on the Internet....**
 11. Type **HTTP://** followed by the printer's fully qualified Domain name or IP Address in the **URL** field. The *Printer Name* can be either the *Host Name* or the *SMB Host Name* as shown on the machine Configuration Report, depending on the name resolution used by your network (WINS or DNS).
 12. Select the **Next** button.
 13. Select the **OK** button to install the printer driver.
 14. Select the **Have Disk** button and browse to the location of the printer driver and select the **OK** button.
 15. Select the **Printer Model** and Select the **OK** button.
 16. Select **Yes** if you wish to make this the default printer.
 17. Select the **Next** button.
 18. Select the **Finish** button.

Raw TCP/IP Printing (Port 9100)

Raw TCP/IP is a printing protocol that is similar to LPR printing. Also known as a direct TCP/IP connection or sockets interface, it sends information directly to the machine and does not require a Line Printer Daemon (LPD). The advantages are that connections stay open for multiple print files and spooling is not needed, therefore, printing is faster and more reliable than LPD printing. Raw TCP/IP printing is contained in Windows 2000 and other third-party applications and operating systems.

Note Raw TCP/IP Printing is enabled by default for port 9100.

Information Checklist

See the [Information Checklist](#) in [Configure Static IPv4 Addressing using the Machine User Interface](#) on page 28.

How to Configure Port 9100

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Select **Properties**.
3. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
4. In the **Network Settings** link select **Raw TCP/IP, LPR, IPP** in the directory tree.
5. In the **Raw TCP/IP Printing** area:
 - a. Select **Enable**.
 - b. For **Port Number**, enter the required port number (1 - 65535).
6. Select **Apply** to save the changes or **Undo** to return the settings to their previous values.

Note The settings are not applied until you restart the machine.

Install Printer Driver

Refer to [Windows - Installing Driver](#) on page 43.

USB Printing

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- A standard USB peripheral cable.
- A workstation or laptop that supports USB connectivity.

Procedure

1. Connect the USB cable from your computer to the USB port at the back of the machine.
2. Insert the supplied *Software and Documentation CD* into your CD-ROM drive.
The *Software and Documentation CD* runs automatically and the installation window displays.
 - a. If the installation window does not appear:
 - Select **Start** and then **Run**.
 - Type **X:\Setup.exe**, replacing “X” with the letter which represents your drive. Select **OK**.
 - If you use **Windows Vista**, **Windows 7** or **Windows 2008 Server R2** select **Start > All programs > Accessories > Run**.
Type **X:\Setup.exe** replacing “X” with the letter which represents your drive and select **OK**.
 - b. If the **AutoPlay** window appears in **Windows Vista**, **Windows 7** or **Windows 2008 Server R2**, select **Run Setup.exe** in the **Install or run program** field.
 - c. In the **User Account Control** window, select **Continue** or **Yes**.
3. If necessary, from the **Select a language from the list below** drop-down menu, select a preferred language and select **Next**.
4. In the **Select Installation Type** window, select **Typical installation for a local printer** and select **Next**. The program will search the network for your machine.
 - Select your machine in the **Printer Name** list and click **Next**.
 - The program will install the printer driver files. The **Setup Completed** message displays with the **I'd like to print a test page** checkbox. If you choose to print a test page, select the checkbox.
 - Select **Finish**.
5. Verify the test page prints at your machine.

Configure the Windows Printer Driver

Manual Print Driver Configuration

To configure the printer driver without using Bi-Directional communication:

Follow the steps below that are specific to your operating system:

1. Select the Windows **Start** menu.
2. Select one of the following for your Operating System:
3. For:
 - **Windows 2000**, select **Settings > Printers**.
 - **Windows XP/2003**, select **Printers and Faxes**.
 - **Windows 2008/Vista**, select **Control Panel > Hardware and Sound > Printers**.
 - **Windows 7**, select **Control Panel > Hardware and Sound > Devices and Printers**.
 - **Windows Server 2008 R2**, select **Control Panel > Hardware > Devices and Printers**.
 - **Windows 7 and Server 2008 R2**, from context menus, select the **Printer properties**.
4. Select the **printer icon** and then select **Preference**.
For **Windows XP/2003/2008/Vista**, select **Preference**.
5. Select each tab and change any default printer settings as required.
6. Select **Apply**.
7. Select **OK**.

For further printing options refer to the [WorkCentre 3315DN/3325DN/3325DNI User Guide](#).

Bi-Directional Support

Follow the steps below that are specific to your operating system:

1. Select the Windows **Start** menu.
2. Select one of the following for your Operating System:
3. For:
 - **Windows 2000/2003**, select **Settings > Printers**.
 - **Windows XP/2008**, select **Printers and Faxes**.
 - **Windows Vista**, select **Control Panel > Hardware and Sound > Printers**.
 - **Windows 7**, select **Control Panel > Hardware and Sound > Devices and Printers**.
 - **Windows Server 2008 R2**, select **Control Panel > Hardware > Devices and Printers**.
4. For **Windows XP/2003/2008/Vista**, select the printer icon and select **Properties**.
For **Windows 7** select **Printer Properties**.
5. Select the **Port** tab.

6. Check the **Enable bidirectional support** checkbox.

Bi-directional communication automatically updates the printer driver with the printer's installed options. The driver's *Printing Preferences* will report information about the printer's operational status, active jobs, completed jobs and paper status.

7. Select **Apply**, then **OK**.

Apple Mac

TCP/IP Printing (OSX)

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- The TCP/IP settings must be correctly configured on the machine.
- Locate the *Software and Documentation CD* delivered with your machine.

Install the Print Driver

1. Load the *Software and Documentation CD* into your CD drive.
2. Open the CD and select the required language, if necessary.
3. Select the **Drivers** folder.
4. Select the **Mac** folder.
5. Select the folder containing the drivers for your Mac OS version.
6. Select the *machine model.dmg* file.
7. Select the *machine model.pkg* file.
8. The **Welcome to the Installer** dialog box appears.
9. Select **Continue**.
10. Select **Continue** and then **Agree** to accept the License Agreement.
11. Select the **Volume** (if necessary) where you want to install the printer. Select **Continue**.
12. Select the **Install** button.
13. Select the **Close** button.
14. Select the **Printer Setup Utility** on the Dock.
15. Select the Hard Drive icon on the Desktop.
16. Select **Applications**.
17. Select **Utilities**.
18. Select **Printer Setup Utility**.
19. To add a new printer, select:
 - **Add**.
 - or
 - **Printers** menu then **Add Printer**.
20. Select **IP Printing** from the top menu.
21. Select **Internet Protocol Printing** or **LPD/LPR Printing** from the next menu.
22. Enter the *IP Address* of the printer.
23. Enter the *Print Queue Name*. (You may leave this blank).
24. Select **Xerox** from the **Printer Model** list.

25. Select your **Printer Model** from the list.
26. Select **Add**. The machine will appear in the **Printer List**.
27. Select the **Printer** and select **Show Info**.
28. Select **Installable Options**.
29. Select the options as installed on your machine.
If you want to use the *Save Job for Reprint* feature, then make sure that **Job Storage** is set to **Installed**.
30. Select **Apply Changes**.
31. Close the **Printer Info** box.
32. Print a document to verify that the printer is installed correctly.

Configure your Apple Mac Print Driver

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- The printer driver is installed on your Macintosh operating system.

Procedure - Changing Printer Settings

You can use advanced printing features provided by your machine.

Open an application and select **Print** from the **File** menu. The machine name, which appears in the printer properties window may differ depending on the machine in use. Except for the name, the composition of the printer properties window is similar to the following.

Note The setting options may differ depending on printers and Macintosh OS version.

Layout

The **Layout** tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper. Select **Layout** from the **Orientation** drop-down menu to access the following features:

- **Pages per Sheet** - this option determines how many pages are printed on one page.
- **Layout Direction** - this option allows you to select the printing direction on a page similar to the examples on the display.
- **Border** - this option allows you to create a border around each page on the sheet.
- **Two-Sided** - this option allows you to print on both sides of the paper.
- **Reverse Page Orientation** - this option allows you to rotate the page 180 degrees.

Graphics

The **Graphics** tab provides options for selecting **Resolution**. Select **Graphics** from the **Orientation** drop-down menu to access the graphic features:

- **Resolution** - this option allows you to select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Paper

Set **Paper Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding *paper type*.

Printer Features

The **Printer Features** tab provides **Reverse Duplex Printing** and **Fit to Page** options. Select **Printer Features** from the **Orientation** drop-down menu to access the following features:

- **Reverse Duplex Printing** - this option allows you to select general print order compared to duplex print order. If this option does not appear, your machine does not have this feature.
- **Fit to Page** - this option allows you to scale your print job to any selected paper size regardless of the document size. This can be useful when you want to check fine details on a small document.

Toner Save Mode

Selecting this option extends the life of your toner cartridge and reduces your cost per page without a significant reduction in print quality.

Printer Setting - select this option to allow toner settings to be determined by the setting you have made on the *control panel* of the printer.

- **On** - select this option to allow the printer to use less toner on each page.
- **Off** - if you do not need to save toner when printing a document, select this option.

Printing multiple pages on one sheet of paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

- Select **Layout** from the **Orientation** drop-down menu. In the **Pages per Sheet** drop-down menu, select the number of pages you want to print on one sheet of paper.

Printing on both sides of paper

You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are, as follows:

- **Long-Edge Binding** - this option is the conventional layout used in book binding.
- **Short-Edge Binding** - this option is the type often used with calendars.
- Select **Layout** from the **Orientation** drop-down menu. Select a binding orientation from **Two Sided Printing** option.

Scan to Server (WorkCentre 3325DN/3325DNI)

This chapter explains how to configure the machine to enable scanning to FTP or SMB servers.

Scan to Server enables users to convert their hard copy documents to electronic files and retrieve them from a server or workstation on the network.

For information on how to use the *Scan to Server* features, refer to the [WorkCentre 3315DN/3325DN/3325DNI User Guide](#) delivered with your machine.

The following topics are covered in this chapter:

- [Overview](#) on page 66
- [Configure Scan to FTP](#) on page 67
- [Configure Scan to SMB](#) on page 70
- [Configure Scan Security](#) on page 72
- [Enable Scan to Server](#) on page 73

Overview

The user scans a document at the machine and it is stored on a file server or workstation on the network. The user can manually retrieve their document from the file server or workstation, or an application can be used to retrieve the scanned documents automatically.

The instructions on the following pages describe how to setup *Scan to Server* using *Internet Services*.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the machine is fully functioning on the network.
- TCP/IP and HTTP protocols must be enabled on the machine so that the machine's web browser can be accessed.

Scan Transfer Methods

Scan to Server is accomplished through the use of a folder on a server or workstation, which the machine can access. When a user scans a document, the machine puts the image into the folder. To configure *Scan to Server* you must configure the machine with the path to the folder.

The machine can use two different ways to transfer a scanned image to the folder:

- **FTP (File Transfer Protocol)** - refer to [Configure Scan to FTP](#) on page 67.
This is used to scan to a computer that is configured with FTP services.
- **SMB (Server Message Block)** - refer to [Configure Scan to SMB](#) on page 70.
This is used to scan to a computer that supports the SMB protocol.

Configure Scan to FTP

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure that **File Transfer Protocol (FTP)** services are running on the server or workstation where images scanned by the machine will be stored.
Write down the *IP Address* or *Host Name*.
- Create a folder within the FTP root.
Write down the directory path structure.
- Create a **User account** and **password** which has read and write access to the folder within the FTP root.
Write down the *Login Name* and *Login Password* details.
- Test the FTP connection by logging into the folder from a PC with the *User account* and *password*:
 - a. Create a new folder within the folder to check that the user account has appropriate access rights.
 - b. Delete the folder that you created.

Note If you cannot do the steps above, check the access rights for the user account.

Procedure

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Address Book** icon.
4. Select **Individual** in the left hand menu. The **Individual Address Book** appears.
5. Select **Add**. The **Add** menu appears.
6. Enter a name for your address book entry in the **General** area.
7. Select the required **Speed No.** for this entry.
8. Scroll down to the **FTP** section.
9. Select the **Add FTP** checkbox.
10. In the **FTP Server Address** area:
 - a. Enter the details of the FTP location in the **FTP Server Address** field.
 - b. Enter the *FTP Server Port* (default is 21).

Note It is recommended that the default port setting is used.
11. In the **Login ID** area:
 - a. Check the **Anonymous** checkbox to use an anonymous login.
 - b. If you require security, enter the FTP server login details in the **Login ID** field.
 - c. Enter the FTP server password in the **Password** and **Confirm Password** fields.

- d. Enter the directory path structure of the folder on your FTP server in the **Path** field.
12. In the **Scan folder creating policy** area select the required method for folder creation. The options are:
 - Create new folder using login name.
 - Create new folder every Day, Month, Year.
 - Create new folder only if scan output consists of several files.
13. Select the required **Filing Policy** from the drop down menu.
14. Enter the required **File Name** for your scanned documents.
15. Select **Apply** to save the changes.

Configure Scan to FTP Server Default Settings

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Scan** link.
6. Select **Change Default**.
7. In the **Scan to FTP** area:
 - a. From the **Original Type** drop-down menu, select one of the following options to define the content type being scanned:
 - **Text**
 - **Text/Photo**
 - **Photo**
 - b. From the **Resolution** drop-down menu, select one of the following resolutions for the content being scanned:
 - **100 dpi**
 - **200 dpi**
 - **300 dpi**
 - c. From the **Output Scan Color** drop-down menu, select one of the following options:
 - **Color**
 - **Black and White**
 - **Grayscale**
 - d. From the **File Format** drop-down menu, select one of the following formats for scanned image:
 - **Single-Page TIFF**
 - **Multi-Page TIFF**
 - **PDF**
 - **JPEG** (only available when **Color** or **Grayscale** is selected)
8. Select the required settings for **Lighten/Darken** and **Contrast**.

9. Select **Apply** to save the changes.

Configure Scan to SMB

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Create a **shared folder** to be used as a *Scan to Server* location for scanned documents.
Write down the name of the *Share folder*, the *IP Address* or *Hostname* and the *Domain*.
- Create a **User account** and **password** for the machine to have read/write access to the scan directory.
Write down the User Account and Password details.
- **Test your settings** by logging in to the scan directory from a PC with the *user account* and *password*:
 - a. Create a new folder within the directory to check that the user account has appropriate access rights.
 - b. Delete the folder.

Note If you cannot do the steps above, check the access rights for the user account.

Procedure

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
 2. Press **Enter**.
 3. Select the **Address Book** icon.
 4. Select **Individual** in the left hand menu. The **Individual Address Book** appears.
 5. Select **Add**. The **Add** menu appears.
 6. Enter a name for your address book entry in the **General** area.
 7. Select the required **Speed No.** for this entry.
 8. Scroll down to the **SMB** section.
 9. Select the **Add SMB** checkbox.
 10. In the **SMB Server Address** area:
 - a. Enter the details of the SMB location in the **SMB Server Address** field.
 - b. Enter the *SMB Server Port* (default is 139).
- Note** It is recommended that the default port setting is used.
11. In the **Login ID** area:
 - a. Check the **Anonymous** checkbox to use an anonymous login.
 - b. If you require security, enter the SMB server login details in the **Login ID** field.
 - c. Enter the SMB server password in the **Password** and **Confirm Password** fields.
 - d. Enter the Domain in the **Domain** field.
 - e. Enter the directory path structure of the folder on your SMB server in the **Path** field.

12. In the **Scan folder creating policy** area:
 - a. Select the required method for folder creation. The options are:
 - Create new folder using login name.
 - Create new folder every Day, Month, Year.
 - Create new folder only if scan output consists of several files.
13. Select the required **Filing Policy** from the drop down menu.
14. Enter the required **File Name** for your scanned documents.
15. Select **Apply** to save the changes.

Configure Scan to SMB Server Default Settings

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Scan** link.
6. Select **Change Default**.
7. In the **Scan to SMB** area:
 - a. From the **Original Type** drop-down menu, select one of the following options to define the content type being scanned:
 - **Text**
 - **Text/Photo**
 - **Photo**
 - b. From the **Resolution** drop-down menu, select one of the following resolutions for the content being scanned:
 - **100 dpi**
 - **200 dpi**
 - **300 dpi**
 - c. From the **Output Scan Color** drop-down menu, select one of the following options:
 - **Color**
 - **Black and White**
 - **Grayscale**
 - d. From the **File Format** drop-down menu, select one of the following formats for scanned image:
 - **Single-Page TIFF**
 - **Multi-Page TIFF**
 - **PDF**
 - **JPEG** (only available when **Color** or **Grayscale** is selected)
8. Select the required settings for **Lighten/Darken** and **Contrast**.
9. Select **Apply** to save the changes.

Configure Scan Security

Scan Security allows you to enable the PC Scan Security option and select a digital signature for use with the *Scan to Server* feature.

Note A Digital Certificate must be configured on the machine to use this feature. For instructions, refer to [Machine Digital Certificate Management](#) on page 116.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Scan** link.
6. Select the **Scan Security** link.
7. Select the **Enable** checkbox to enable **PC Scan Security**.
8. To select a certificate, click the **Select Certificate** button.
9. Select the required certificate to use with the Scan to Server feature and click the **Select** button.
10. Select the **Enable** checkbox to enable a **Digital Signature in PDF**.
11. Select **Apply** to save the changes.

Enable Scan to Server

The Internet Services *Scan to Server* page allows you to enable the **Scan to FTP** and **Scan to SMB** protocols required for the *Scan to Server* feature, and set the **Server Connection Timeout**.

Note Scan to FTP and Scan to SMB protocols are enabled by default.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Scan** link.
6. Select the **Scan to Server** link.
7. To enable **Scan to FTP**:
 - a. Select the **Enable** checkbox next to **FTP Protocol**.
 - b. Enter the required **Server Connection Timeout** (the default is 5 seconds).
8. To enable **Scan to SMB**:
 - a. Select the **Enable** checkbox next to **SMB Protocol**.
 - b. Enter the required **Server Connection Timeout** (the default is 5 seconds).
9. Select **Apply** to save the changes.

Scan to Network/Local PC

This chapter explains how to configure the Scan to Network and Scan to Local PC features. The following topics are covered:

- [Overview](#) on page 76
- [Scan to Network PC](#) on page 77
- [Scan to Local PC](#) on page 78

Overview

The Scan to Network PC feature allows you to scan from your machine to a computer over the network. The Scan to Local PC feature allows you to scan from your machine to a computer connected with a USB cable.

Information Checklist

Ensure the *Xerox Easy Printer Manager* application is installed. For instructions refer to the [Xerox WorkCentre 3315DN/3325DN/3325DNI Utilities Guide](#) available on Xerox.com.

Note The *Xerox Easy Printer Manager* program can only be used in the Windows system.

Through the *Xerox Easy Printer Manager*, you can change scan settings and add or delete the folders where scanned documents are saved in your computer.

Note To use the Scan to Local PC feature it is important to select **Typical installation for a local printer** when you install the *Xerox Easy Printer Manager* program.

Scan to Network PC

1. Open the **Xerox Easy Printer Manager** application. Select **Start, Programs** or **All Programs, Xerox Printers, Xerox Easy Printer Manager** and select **Easy Printer Manager**.
2. Select the **Switch to Advanced Mode** button at the top of the window.
3. Select your machine in the **Printer List** if required.
4. Select the **Scan to PC Settings** button. The **Scan to PC Settings** screen appears.
5. Select **Enable Scan from Device Panel**.
6. Select your required settings for **Scan Settings**:
 - Image Type
 - Resolution
 - Scan Size
 - ADF Duplex
7. Select your required settings for **File Settings**:
 - Save To
 - Format
8. Select the required option in the **Actions after Saving** area:
 - Notify me when complete
 - Open with Default Application
 - E-mail
 - None
9. Select **Save**.
10. At the machine, load originals face up into the document feeder, or place a single original face down on the scanner glass.
11. At the control panel, press the **Scan** button. The **Scan To:** screen appears.
12. Press the **Up/Down arrow** buttons to highlight **Network PC** and select **OK**.
13. Enter the required **Login ID** and **Password**.
14. The Scan Destination screen displays, press the Up/Down arrow buttons until the setting you want highlights and press **OK**.
15. Retrieve your scanned document.

Scan to Local PC

This is a basic scanning method for USB connected machines.

1. Make sure that the machine is connected to your computer with a USB cable, and powered on.
2. Install the *Xerox Easy Printer Manager* application. For instructions refer to the [Xerox WorkCentre 3315DN/3325DN/3325DNI Utilities Guide](#) available on Xerox.com.

Note To use the Scan to Local PC feature it is important to select **Typical installation for a local printer** when you install the *Xerox Easy Printer Manager* program.

3. Open the **Xerox Easy Printer Manager** application. Select **Start, Programs** or **All Programs, Xerox Printers, Xerox Easy Printer Manager** and select **Easy Printer Manager**.
4. Select the **Switch to Advanced Mode** button at the top of the window.
5. Select your machine in the **Printer List** if required.
6. Select the **Scan to PC Settings** button. The **Scan to PC Settings** screen appears.
7. Select **Enable Scan from Device Panel**.
8. Select your required settings for **Scan Settings**:
 - Image Type
 - Resolution
 - Scan Size
 - ADF Duplex
9. Select your required settings for **File Settings**:
 - Save To
 - Format
10. Select the required option in the **Actions after Saving** area:
 - Notify me when complete
 - Open with Default Application
 - E-mail
 - None
11. Select **Save**.
12. At the machine, load originals face up into the document feeder, or place a single original face down on the scanner glass.
13. At the control panel, press the **Scan** button. The **Scan To:** screen appears.
14. Press the **Up/Down arrow** buttons to highlight **Local PC** and select **OK**.
15. Enter the required **Login ID** and **Password**.
16. The Scan Destination screen displays, press the Up/Down arrow buttons until the setting you want highlights and press **OK**.
17. Retrieve your scanned document.

Fax

7

This chapter explains how to set up the Fax feature of the machine.

The following topics are covered in this chapter:

- [Overview](#) on page 80
- [Enable Fax from the Machine](#) on page 81
- [Fax Address Book](#) on page 84
- [Fax Forward](#) on page 85

Overview

The Fax feature enables Users to send hard copy documents to another fax machine (or multiple fax machines) via a dedicated phone line connection.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the machine is fully functioning in its existing configuration.
- Ensure that the machine has access to a telephone connection.
- Obtain the telephone number that you will configure as the machine's fax number.
- Connect your telephone cable(s) to the fax port(s) on the machine.

Enable Fax from the Machine

1. Press the **Machine Status** button.
2. Press the **Up/Down** arrow buttons to highlight **Fax Setup**; press **OK**.
3. If prompted, enter the *Administrator Password (1111)*.
4. Press the **Up/Down** arrow buttons to highlight **Enable/Disable**.
5. Press **OK**. The **1/3 Fax Phone Num.** screen will appear.
6. Enter the fax phone number and press **OK**. The **2/3 Fax ID** screen appears.
7. Enter the name for the fax and press **OK**. The **Select Country** screen appears.
8. Select the required country and select **OK**. The **Rebooting Machine** screen appears. The machine will reboot.
9. The **Saved** screen will display and return to the **Fax Setup** menu.

Test the Fax

1. At the Machine, press the **Fax** button on the *control panel*.
2. Enter the number of a nearby fax machine using the alphanumerical keypad.
3. Place your documents in the document handler and press the **Start** button.
4. Verify that your documents are received at the other fax machine.

Fax Defaults using Internet Services

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name (admin)* and *Password (1111)*, and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Fax** link.
6. Select the **General** link.
7. Ensure **Fax** is **Enabled** by selecting the checkbox.
8. In the **Machine ID & Fax Number** area:
 - a. Enter an ID in the **Machine ID** field.
 - b. Enter the fax number in the **Fax Number** field.
9. In the **Change Default** area:
 - a. From the **Resolution** drop-down menu select one of the following options:
 - **Standard** - this method is best for standard office documents and images.
 - **Fine** - this method produces a better image quality than Standard for documents and images.
 - **Superfine** - this method is best for high quality images.
 - **Photo Fax** - this method is best for photographic images.

- **Color Fax** - this method is best for colored documents.
 - b. From the **Lighten/Darken** drop-down menu select one of the available options
 - **Lighten settings +1 to +5**
 - **Normal** (default)
 - **Darken settings +1 to +5**
 - c. Select the required option for **Contrast**.
 - d. Check the **Auto Report** checkbox to enable automatic report.
 - e. From the **Secure Receive** drop-down menu select one of the following options to allow the machine to hold received faxes in the job queue as 'Secure Receive' fax jobs. The held faxes shall remain in the queue and will only be released from the queue when the user enters the release password:
 - **Off**
 - **On** - this option will require you to enter a Secure Receive passcode and click **Apply**
 - **Print fax in secure receive mode** - this option is only available when **On** is selected from the Secure Receive menu. Select the **Print** button and enter the Secure Receive passcode. Click **Apply**.
10. In the **Sending** area:
- a. From the **Redial Times** drop-down menu select the amount of times you want the machine to re-dial.
 - b. From the **Redial Term** drop-down menu select the minutes for the term of each redial.
 - c. If your telephone system requires you to enter a prefix in front of fax numbers, enter a prefix dial details in the **Prefix Dial** field.
 - d. Check the **ECM Mode** checkbox to enable Error Correction Mode.
 - e. From the **Fax Send Report** drop-down menu select one of the send report option.
 - **Off**
 - **On** - prints a report when a fax has been sent.
 - **On-Error** - prints a report when an error occurs.
 - f. Check the **Toll Save** checkbox to allow users to send faxes during a low rate period. If you have selected **Toll Save**, enter the start and end time of the Toll period in the following fields:
 - **Toll Save Start Time**
 - **Toll Save End Time**
11. In the **Receiving** area:
- a. From the **Receive Mode** drop-down menu select the required option for the line:
 - **Tel** - receives a fax by picking up the handset.
 - **Fax** - answers an incoming fax call and immediately goes into the fax reception mode.
 - **Ans/Fax** - select when an answering machine is attached to the machine.
 - b. From the **Ring to Answer** drop-down menu select the number of time the machine should ring before answering.
 - c. Check the **Stamp Receive Name** checkbox to enable the machine to print a page number and the date and time of receipt on the bottom of each page of a received fax.

- d. Check the **Receive Start Code** checkbox to initiate fax reception from an extension phone plugged into the socket on the back of the machine. Select the required start code from the menu (the default is 9).
- e. Check the **Auto Reduction** checkbox to automatically reduce large documents received to fit on the fax paper size of your machine.
- f. In the **Discard Size** field, enter details of the fax size that can be discarded.

Note Discard Size is not available with Auto Reduction.

- g. From the **2-Sided** drop-down menu select one of the following options for printing on both sides of the page:
 - **Off**
 - **Long Edge** - prints on both sides along the long edges of the page.
 - **Short Edge** - prints on both sides along the short edges of the page
12. Select **Apply** to save the changes.
13. Select **OK** when the acknowledgement message displays.

Adjusting Fax Document Settings at the Machine

Before starting a fax, change the settings for the **Fax Options** according to your original document to get the best quality.

1. Press the **Fax** button on the *control panel*.
2. Press the **Menu** button on the *control panel*. The **Fax Features** menu displays.
3. Press the **Up/Down** arrow buttons to highlight the feature required and press **OK**.
4. Press the **Up/Down** arrow buttons until the setting you want highlights and press **OK**.
5. When you have finished making your selections, press the **Stop** button to return to ready mode.

For further information on the options available, refer to the [WorkCentre 3315DN/3325DN/3325DNI User Guide](#) delivered with your machine.

Fax Address Book

Refer to [LDAP Configuration and Address Books](#) on page 105.

Fax Forward

Overview

This option allows incoming or outgoing faxes to be automatically forwarded to an anonymous fax recipient for auditing purposes.

You can choose to forward faxes to one of the following destinations:

- **E-mail**
- **Server**
- **PC**
- **Fax**

Fax Forward to E-mail

This option allows incoming or outgoing faxes to be forwarded to an E-mail recipient. *Fax Forward to E-mail* can be configured using *Internet Services* or at the machine.

Procedure - Using Internet Services

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Fax** link.
6. Select the **Fax Forward** link.
7. In the **General** area:
 - a. Select the required option from the **Fax Forwarding** menu.
 - b. Select the required option from the **Print Confirmation Sheet** menu.
 - c. From the **Default Attachment Type** menu select the attachment type.
 - d. Select **Forward and Print** if required. This feature allows the forwarded fax to be printed at the machine as a local copy.
8. In the **Fax Forward To** area, select **E-mail**.

Note **Fax Forward To** is not available when you select **Off** from the **Fax Forwarding** menu.
9. In the **Default From: Address:** field enter the from e-mail address.
 - e. In the **Recipient Address** field, enter one or more e-mail addresses as required. Select the **Load Address Book** button to select an address from the local address book.
10. Select **Apply** to save the changes.
11. Select **OK** when the acknowledgement message displays.

Procedure - At the Machine

Forwarding a sent fax to other destination by an e-mail

1. Press the **Fax** button on the *control panel*.
2. Press the **Menu** button on the *control panel*. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **OK**.
4. Press the **Up/Down** arrow buttons to highlight **E-mail** and press **OK**.
5. Press the **Up/Down** arrow buttons to highlight **Send Forward** and press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **On** and press **OK**.
7. The **Enter From Address** screen displays. Enter your e-mail address using the alphanumerical keypad and press **OK**.
8. The **Enter To Address** screen displays. Enter the e-mail address to where faxes are to be sent using the alphanumerical keypad and press **OK**.
9. The **Another Address** screen displays.
 - To enter another address, press the **Left/Right** arrow button to highlight **Yes** and press **OK**. Repeat step 8.
 - If another address is not required, press the **Left/Right** arrow button to highlight **No** and press **OK**.
10. The **Saved** screen displays and returns to the e-mail menu.
11. Press the **Stop** button to return to ready mode.
Subsequent sent faxes will be forwarded to the specified e-mail address or addresses.

Forwarding a received fax to other destination by an e-mail

1. Press the **Fax** button on the *control panel*.
2. Press the **Menu** button on the *control panel*. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **OK**.
4. Press the **Up/Down** arrow buttons to highlight **E-mail** and press **OK**.
5. Press the **Up/Down** arrow buttons to highlight **Receive Forward** and press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **Forward** and press **OK**.
To set the machine to print out a fax when fax forwarding has been completed, select **Forward & Print**.
7. The **Enter From Address** screen displays. Enter your e-mail address using the alphanumerical keypad and press **OK**.
8. The **Enter To Address** screen displays. Enter the e-mail address to where faxes are to be sent using the alphanumerical keypad and press **OK**.
9. The **Another Address** screen displays.
 - To enter another address, press the **Left/Right** arrow button to highlight **Yes** and press **OK**. Repeat step 8.
 - If another address is not required, press the **Left/Right** arrow button to highlight **No** and press **OK**.
10. The **Saved** screen displays and returns to the e-mail menu.

11. Press the **Stop** button to return to ready mode.
Subsequent received faxes will be forwarded to the specified e-mail address.

Fax Forward to Server

This option allows incoming or outgoing faxes to be forwarded to a folder on a FTP or SMB server. You can fax to a total of five servers.

Note *Forward to Server* can be configured using either *Internet Services* or at the machine.

Procedure - Using Internet Services

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Fax** link.
6. Select the **Fax Forward** link.
7. In the **General** area:
 - a. Select the required option from the **Fax Forwarding** menu.
 - b. Select the required option from the **Print Confirmation Sheet** menu.
 - c. From the **Default Attachment Type** menu select the attachment type.
 - d. Select **Forward and Print** if required. This feature allows the forwarded fax to be printed at the machine as a local copy.
8. In the **Fax Forward To** area, select **Server**.

Note **Fax Forward To** is not available when you select **Off** from the **Fax Forwarding** menu.

9. Select **Add**.
10. In the **General** area:
 - a. Select the required **Index** number.
 - b. From the **Protocol** drop-down menu, select **FTP** or **SMB**.
 - c. Enter details of the setup in the **Friendly Name** field.
 - d. Select **Load Address Book** to add a destination already configured in the Address Book.
 - Select the required destination in the Address Book list.
 - Click **Select**.
 - The address will populate the Server Address fields.
11. The **FTP** or **SMB** settings will display depending on the selections made above.
If you selected **FTP** in the protocol menu:
 - a. Enter the details of the server in the **FTP Server address and Port** fields.
 - b. For **Login Name** select **Anonymous** - if anonymous login is required, or enter the Login Name for the server in the **Login Name** field.
 - c. Enter the Login Name password in the **Password** and **Confirm Password** fields.

- d. Enter the directory path structure of the folder on your FTP server in the **Path** field.
If you selected **SMB** in the protocol menu:
 - a. Enter the details of the server in the **SMB Server address and Port** fields.
 - b. For **Login Name** select **Anonymous** - if anonymous login is required, or enter the Login Name for the server in the **Login Name** field.
 - c. Enter the Login Name password in the **Password** and **Confirm Password** fields.
 - d. Enter the Domain in the **Domain** field.
 - e. Enter the directory path structure of the folder on your SMB server in the **Path** field.
12. Select the required option for the **Scan folder creating policy**. The options are:
 - Create new folder using login name
 - Create new folder every: (options are Day, Month, Year)
 - Create new folder only if scan output consists of several folders
13. Select **Apply** to save the changes.
14. Select **OK** when the acknowledgement message displays.

Procedure - At the Machine

Note *Forward to Server* can be configured using either *Internet Services* or at the machine.

Forwarding a sent fax to other destination server

1. Press the **Fax** button on the *control panel*.
2. Press the **Menu** button on the *control panel*. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **OK**.
4. Press the **Up/Down** arrow buttons to highlight **Server** and press **OK**.
5. Press the **Up/Down** arrow buttons to highlight **Send Forward** and press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **On** and press **OK**.
7. Press the **Stop** button to return to ready mode.

Subsequent sent faxes will be forwarded to the specified server.

Forwarding a received fax to other destination server

1. Press the **Fax** button on the *control panel*.
2. Press the **Menu** button on the *control panel*. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **OK**.
4. Press the **Up/Down** arrow buttons to highlight **Server** and press **OK**.
5. Press the **Up/Down** arrow buttons to highlight **Receive Forward** and press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **Forward** and press **OK**.
To set the machine to print out a fax when fax forwarding has been completed, select **Forward & Print**.
7. Press the **Stop** button to return to ready mode.

Subsequent received faxes will be forwarded to the specified server.

Fax Forward to PC

This option allows incoming or outgoing faxes to be forwarded to a computer. Fax to PC is configured using *Internet Services* and the *Xerox Easy Printer Manager* application.

Information Checklist

Ensure the *Xerox Easy Printer Manager* application is installed. For instructions refer to the [Xerox WorkCentre 3315DN/3325DN/3325DNI Utilities Guide](#) available on Xerox.com.

Procedure

Enable Fax Forward to PC

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Fax** link.
6. Select the **Fax Forward** link.
7. In the **General** area:
 - a. Select **Received Faxes Only** from the **Fax Forwarding** menu.
 - b. Select the required option from the **Print Confirmation Sheet** menu.
 - c. From the **Default Attachment Type** menu select the attachment type.
 - d. Select **Forward and Print** if required. This feature allows the forwarded fax to be printed at the machine as a local copy.
8. In the **Fax Forward To** area, select **PC**.

Note Fax Forward To PC is only available when you select **Received Faxes Only** from the **Fax Forwarding** menu.
9. Select **Apply**.

Configure Fax to PC

1. Open the **Xerox Easy Printer Manager** application. Select **Start, Programs** or **All Programs, Xerox Printers, Xerox Easy Printer Manager** and select **Easy Printer Manager**.
2. Select the **Switch to Advanced Mode** button at the top of the Easy Printer Manager screen.
3. Select **Fax to PC Settings**.
4. Select **Enable Fax Receiving from Device**.
5. Select the required **Image Type**.
6. In the **Save Location** area the default path will appear where your fax documents will be stored. To change the location click the **Search** button and browse for a new location, or enter the path into the Save Location field.

7. In the **Prefix** area:
 - a. Enter a **Prefix** for your fax documents.
 - b. Select the required format of the Prefix.
8. Select **Print received fax** if required.
9. Select the required **Action after Fax received**.
10. Select **Save**.

Fax Forward to Fax

This option allows incoming or outgoing faxes to be forwarded to another Fax machine.

Procedure - At the Machine

Forwarding a sent fax to another fax machine

1. Press the **Fax** button on the *control panel*.
2. Press the **Menu** button on the *control panel*. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **OK**.
4. Press the **Up/Down** arrow buttons to highlight **Fax** and press **OK**.
5. Press the **Up/Down** arrow buttons to highlight **Send Forward** and press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **On** and press **OK**.
7. Enter the destination fax number using alphanumerical keypad and press **OK**.
8. Press the **Stop** button to return to ready mode.
Subsequent received faxes will be forwarded to the specified server.

Forwarding a received fax to another fax machine

1. Press the **Fax** button on the *control panel*.
2. Press the **Menu** button on the *control panel*. The **Fax Feature** menu displays.
3. Press the **Up/Down** arrow buttons to highlight **Forward** and press **OK**.
4. Press the **Up/Down** arrow buttons to highlight **Fax** and press **OK**.
5. Press the **Up/Down** arrow buttons to highlight **Receive Forward** and press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **Forward** and press **OK**.
To set the machine to print out a fax when fax forwarding has been completed, select **Forward & Print**. Enter the destination fax number using alphanumerical keypad and press **OK**.
7. Enter the destination fax number using alphanumerical keypad and press **OK**.
8. The **Start Time** screen displays. Enter the starting time using **Up/Down/Left/Right** arrow buttons or alphanumeric keypad and press **OK**.
9. The **End Time** screen displays. Enter the ending time using **Up/Down/Left/Right** arrow buttons or alphanumeric keypad and press **OK**.
10. Press the **Stop** button to return to ready mode.
Subsequent received faxes will be forwarded to the specified server.

You can send a fax from your PC without going to the multi-function printer.

The following topics are covered in this chapter:

- [Overview](#) on page 92
- [Installing PC Fax Software](#) on page 93
- [Configure the Fax Port](#) on page 93
- [To send a PC Fax](#) on page 93

Overview

To send a fax from your PC, you need to install the PC-Fax software and customize the software settings.

Installation Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the machine is fully functioning in its existing configuration.
- The Fax option must be enabled on the machine.
- The *Software and Documentation CD* supplied with your machine must be available. This includes the PC-Fax application.

Installing PC Fax Software

1. Insert the *Software and Documentation CD* into your CD drive.
2. Select **Open Folder to View Files**.
3. Open the **Application** folder.
4. Open the **PCFax** folder.
5. Double-click to run the **Setup.exe** file.
6. The **Welcome to the Xerox MFP PC Fax Setup** screen appears. Click **Install**.
7. The **Completing the Xerox MFP PC Fax Setup** screen appears. Click **Finish**.

Configure the Fax Port

1. From the **Start** menu:
 - Select **Printers and Faxes** (Windows XP)
 - Select **Devices and Printers** (Windows 7)
2. Right-click **Xerox MFP PC Fax**:
 - Select **Properties** (Windows XP)
 - Select **Printer Properties** (Windows 7)
3. Select the **Xerox MFP PC Fax Port** and select **Configure Port**.
4. The **Setup Port** window opens. In the **Select Fax Machine** area select the required option to connect to your machine:
 - Select **Local** if the machine is connected with a USB cable.
 - Select **Network** if the machine is connected with a network cable.
 - If you select **Network**, enter the IP address of the machine, or select **Browse** to search for the machine on the network.
 - When you have connected to the machine, select **OK**.
5. Click **OK** to close the Setup Port window.
6. Click **Close** to close the Printer Properties window.

To send a PC Fax

1. Open the document you want to send.
2. Select **Print** from the **File** menu.
The Print window displays.
3. Select the **Xerox MFP PC-Fax** from your printer list.
4. Select **Properties** or **Printer Properties**. The **Xerox MFP PC-Fax Properties** screen appears.
5. Select the required option from the **Fax Recipients** screen:
 - **Specify fax options before sending** allows you to view the **Fax Options** screen and configure additional fax features, including a cover sheet.
 - **Automatically send to** allows you to add fax recipients and fax your document immediately.

Specify fax options before sending

- a. Select **Specify fax options before sending**.
- b. Select **OK**.
- c. Select **OK**. The **Fax Options** screen appears.
- d. In the **Phonebook** area click **Add** to add a new fax recipient to your address book or select **Office Outlook Address Book** to add a name from your Office Outlook Address Book.
- e. Enter the **New Recipient** name and **Fax Number** if required.
- f. Click the arrow button to add the name to your **Recipients** list.
- g. You can also click **Add** in the Recipients area to enter a fax number without saving it to the address book.
- h. Select the required **Fax Quality**.
- i. Select **Use cover page** to add a cover page if required.
- j. Enter details in the **To:** and **From:** fields.
- k. Select **Advanced** to configure the **Fax Cover Page Style** if required.
- l. Select **Notify me on delivery**.
- m. Click **Preview** to see an image of your fax document.
- n. Click **Send** to send the fax.

Your PC begins to send the fax data to the printer which then sends the fax.

Automatically send to

- a. Select **Automatically send to** on the **Xerox MFP PC-Fax Properties** screen.
- b. Enter the required fax number in the **Automatically send to** box.
- c. Click **Add** to add an additional fax recipient if required, and click **Add Selected**.
- d. Click **OK**.
- e. Click **OK** to send the fax.

Your PC begins to send the fax data to the printer which then sends the fax.

USB Port

9

This chapter explains how to set up the *USB Port*, which provides for connection to a USB flash drive and is used as an input port for printing jobs, storing jobs and performing a software upgrade.

The following topics are covered in this chapter:

- [Overview](#) on page 96
- [Enable USB Memory Device Port](#) on page 97

Overview

USB memory devices are available with a variety of memory capacities to give you more room for storing documents, presentations, music and videos, high resolution photographs, or whatever other files you want to store or move. You can do the following on your machine using a *USB memory device*:

- Scan documents and save them on a USB memory device.
- Print data stored on a USB memory device.
- Manage files stored on a USB memory device (delete and format).
- View available space on a USB memory device.

Your machine supports USB memory devices with FAT16/FAT32 and sector size of 512 bytes. Check your USB memory device's file system from your dealer. You must use only an authorized USB memory device with an A plug type connector.

Use only a USB memory device with metal-shielded connector.

For further information refer to the [WorkCentre 3315DN/3325DN/3325DNI User Guide](#) delivered with your machine.

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Ensure that the machine is fully functioning in its existing configuration.

Enable USB Memory Device Port

Note USB Port is enabled on the machine by default.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **System Security** link.
6. Select **Feature Management**.
7. In the **Feature Management** area, within **Physical Ports**:
 - a. Select **USB Port** to enable the port.
 - b. Select **USB Host** to enable the host.

Note If **USB Host Port** is disabled then your service provider will not be able to upgrade machine software.

8. Select **Apply** to save the changes.
9. Select **OK** when the acknowledgement message displays.

For further information refer to the [WorkCentre 3315DN/3325DN/3325DNI User Guide](#) delivered with your machine.

Enable USB Memory Device Port

This chapter explains how to set up the E-mail feature of the machine.

The following topics are covered in this chapter:

- [Overview](#) on page 100
- [E-mail Addressing](#) on page 101
- [Address Books](#) on page 104

Overview

The E-mail feature enables a User to scan paper documents into an electronic format and send those documents to one or more e-mail recipients.

Authentication (Service Access Control) can be enabled on the machine to prevent unauthorized access to the network options. If Authentication is enabled a user will be prompted to enter user account details, before they can access the E-mail feature. Authentication prevents a user from sending an anonymous e-mail from the machine.

E-mail Addressing

Recipient addresses can be added using any one of the three methods listed below:

- Enter a recipient address manually at the e-mail keyboard screen. i.e. *name@company.com*.
- Look up a recipient address using LDAP (Lightweight Directory Access Protocol), and/or perform a look up using the Local Address book. LDAP provides access to the global, or corporate address book. Refer to [LDAP Configuration and Address Books](#) on page 105.
- Enter a recipient using the **.com** key (Smart Key). The Smart Key can be programmed to enter full e-mail address i.e. *name@company.com*, or the Smart Key can be programmed to append a domain address, i.e. *@company.com*. The end user can then enter part of an e-mail address and hit the **.com** key to append the domain address to his entry.

Information Checklist

Before starting, please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the machine is fully functioning on the network.
- TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed. Ensure that the DNS settings are configured correctly.
- Obtain the address of a functional SMTP (Simple Mail Transfer Protocol) mail server that accepts inbound mail traffic.
- Create an e-mail account which the machine will use as the default **From** address.
- Test the e-mail account by sending an e-mail to the machine's account. This task should be completed at a mail client on your network that supports SMTP and POP3 (Post Office Protocol 3).

Configure SMTP

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Network Settings** link select the **Outgoing Mail Server (SMTP)** link.
6. In the **Simple Mail Transfer Protocol (SMTP)** area:
 - a. Enter the **IP** or **host name** of the **SMTP Server**.
 - b. Enter the **Port Number**. The Port field can have a value from 1 to 65535. The default **Port Number** is 25.
 - c. Check the **SMTP Requires Authentication** checkbox if your mail server requires the machine to log in.
 - d. Enter details in the **Login ID** and **Password** fields required for the machine to authenticate at the mail server.
 - e. Enter a password in the **Confirm Password** field.

- f. Select **POP3 Authentication** to enable this option and enter the required settings.
 - g. In the **Advanced** area, select **Secure E-mail Connection with SSL/TLS** if this option is required.
 - h. Enter a value for server connection timeout in the **SMTP Server Connection Timeout** field. The range is 30 - 120 seconds, and the default is 30 seconds.
 - i. Enter the required details for the **Default From Address**.
 - j. From the **Maximum Message Size** drop-down menu, select a value between 1MB - 10MB. Larger scans will be sent as multiple e-mail messages, divided at page breaks.
 - k. Select the **SMTP Configuration Test** button to test your settings.
7. Select **Apply** to save the changes.
 8. Select **OK** when the acknowledgement message displays.

Configure the Feature

This feature allows you to configure the default settings for e-mail jobs

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator *User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Scan** link.
6. Select **Change Default**.
7. In the **Scan to E-mail** area:
 - a. Select one of the following e-mail types from the **Original Type** drop-down menu:
 - Text
 - Text / Photo
 - Photo
 - b. Select one of the following scanning resolutions from the **Resolution** drop-down menu:
 - 100 dpi
 - 200 dpi
 - 300 dpi
 - c. Select one of the following scan color types from the **Output Color** drop-down menu:
 - Black and White
 - Grayscale
 - Color
 - d. Select one of the following e-mail attachment format types from the **File Format** drop-down menu:
 - PDF
 - Multi-Page TIFF
 - Single Page TIFF

- e. Select the required options for **Lighten/Darken** and **Contrast**.
8. Select **Scan to E-mail** in the left hand menu.
 - a. Ensure **Scan to E-mail** is enabled.
 - b. Enter a valid e-mail address in the **Default From: Address** field.
 - c. Enter required information in the **Default Subject** field.
 - d. Check the **Use default message in scan to email** checkbox to change default mail text.
 - e. In the **Default Message** field, enter text that you want to appear in the body of e-mails sent from the machine.
 - f. For the **Smart Key Address #1 - Smart Key Address #6** fields enter details of default fixed details for each numerical key. The default settings for commonly used addresses are already configured for .com, .org, .net, .gov and .tv.
 - g. Select the checkboxes to enable **Edit From Address** and **Replace From Address** if required.
 - h. Check the **Auto Sent To Self** checkbox to automatically add the senders **From:** address to the recipient list.
 - i. Select an option from the **Print Confirmation Sheet** drop-down menu:
 - **On Errors Only** - This setting will produce a Confirmation Sheet only when error information is indicated.
 - **Always** - This setting will produce a Confirmation Sheet that will provide error information and indication that the job has reached the recipient(s).
 - **Never** - this setting will not produce a Confirmation Sheet.
9. Select **E-mail Text Attachment** if this option is required.
10. Select **Apply** to save the changes.
11. Select **OK** when the acknowledgement message displays.

Address Books

Follow the steps in [LDAP Configuration and Address Books](#) on page 105.

LDAP Configuration and Address Books

11

This chapter explains how to install and setup Address Books.

The following topics are covered in this chapter:

- [Overview](#) on page 106
- [LDAP Configuration](#) on page 107
- [Address Book](#) on page 109
- [Import/Export Address Book](#) on page 109
- [Create an Individual Address Book Entry](#) on page 110
- [Create an E-mail Group Address Book](#) on page 111
- [Create a Fax Group Address Book](#) on page 112

Overview

The machine supports two types of address book:

- **Global**
A global address book provided by Lightweight Directory Access Protocol (LDAP) services stored on a remote server.
- **Local**
An address book created from a list of addresses saved in a .csv file (Comma Separated by Values) format stored locally on the machine.

Both address book types can be configured for use on the machine at the same time.

LDAP is used to access the Corporate Address Book to locate e-mail addresses and other information for use with many of the services.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure your network supports LDAP services.
- Obtain the IP Address or Host Name of your LDAP Server. The machine may also need a login name and password if the LDAP server is not configured to allow Anonymous connection.
- Use an LDAP client to validate your settings before inputting them into the Internet Services menus. LDAP clients include Microsoft Outlook Express, Microsoft Outlook and Lotus Notes and other e-mail clients.
- To use host names, DNS must be configured on the machine.

LDAP Configuration

General Settings

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name (admin)* and *Password (1111)*, and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.
6. Select **External Authentication**.
7. Select **LDAP Server**.
8. In the **LDAP Server** area enter the **IP address** or **host name** and **Port Number** of the LDAP server.
9. Select the required option for **Match Users Login ID to the following LDAP attribute**.
10. In the **Secure LDAP Connection** area, check the **Enable** checkbox to enable **Secure LDAP via SSL**.
11. Enter the required information in the **LDAP User Search** field:

- **Search Root Directory** - allows you to limit the LDAP search by entering the location on the server where the users information is stored.
- **Authentication Methods** - select either **Anonymous** or **Simple** to access the LDAP server.

If you selected **Simple** for **Authentication Methods**, enter the required **Login ID** and **Password**. You can check the **Enable** checkbox for **Append Root to Base DN**.

When enabled the bind will append the **Root to Append** string to the **authenticate users login ID**. This should be enabled whenever the Windows Login attribute is *UserPrincipalName*. A typical Root to Append may look like “@yourcompany.com”.

Note Many Unix/Linux LDAP servers require this attribute to be set and it is used frequently when **Authentication Methods** is set to **Simple**.

12. Enter the required option for **Maximum Number of Search Results**. For Maximum Number of Search Results, enter amount between 0, 5-300. This is the maximum number of addresses that will appear which match the search criteria selected by the user. Set the search results to one less than the server will allow. For example, if the LDAP server limit is 75, set the search results to 74 or less. A zero value will attempt to return all searches.
13. For **Search Timeout**, enter the required setting for the search timeout (0-5-100 seconds).
14. Select **LDAP Referral** if this option is required.
15. The **Search By** option offers 4 ways to search the address list depending on the name syntax used in your environment. Select one of the following search type:
 - **Common Name** - names are listed by the Common Name LDAP attribute. **Common Name** is the default option.
 - **Email Address** - names are listed by E-mail address.
 - **Surname/Given Name** - names are listed by Surname (Last Name) then Given Name (First Name).

- **Custom** - Select **Custom** to enter the required search information in the **Custom Search** box.

The **Search Name Order** option will help control the returns by allowing the LDAP query to be on **Common Name** or **Surname**. Lotus Domino will typically require a setting of **Surname** to allow returns of "lastname, firstname".

16. Select the **LDAP Configuration Test** button to test your LDAP settings.
17. Select **Apply** to save the changes.
18. Select **OK** when the acknowledgement message displays.

Verify the LDAP Settings

1. At the machine, press the **E-mail** button on the *control panel*.
2. If *Authentication* is enabled, enter your **Login ID** and **Password** (if required).
3. The **Enter From Address** screen displays. Enter the sender's e-mail address and press **OK**.
4. If **Send to Myself?** appears, press the left/right arrows to highlight **Yes** or **No** and press **OK**.
5. The **Enter Destination Addresses** screen appears.
6. Enter a few letters of a name in the LDAP Address Book. The machine will return matching names.
7. Press the up/down arrows until the name you want highlights and press **OK**.
8. If **File Format** appears, highlight the required file format and press **OK**.
9. Enter an e-mail subject and press **OK**.
10. Place a document in the document handler and press the **Start** button.
11. Verify that the recipient receives the scanned document in their e-mail inbox.

Address Book

The *Internet Services* Address Book tab allows you to create individual and group address lists to use with the E-mail and Fax features. You can also use the Address Book to create FTP and SMB destinations, used with the *Scan to Server* feature (WorkCentre 3325DN/3325DNI).

Import/Export Address Book

The *Internet Services* **Address Book** page allows you to export and import a list of destinations in a .csv (Comma Separated Values) format. The majority of word processing or spreadsheet packages will allow you to create, open and edit a .csv file.

Note You must be logged in to *Internet Services* as *Administrator* to Export and Import the Address Book.

Procedure

Export the Address Book

The **Export Address Book** feature allows you to download the current Address Book from the machine, even if there are no entries in the Address Book. The Address Book file provides a format which you can use to create and **Import** a new Address Book to the machine.

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. Select the **Address Book** icon. The **Individual Address Book** screen displays.
6. Select the **Task** drop-down menu and select **Export**. The '**Do you really want to export address book**' window appears. Select **Yes**.
7. Select the **Save** button.
8. Select a location on your computer to save the *AddressBook.csv* file.
9. Select the **Save** button.
10. The *AddressBook.csv* file will be copied to your computer.
11. Select **Close**.

Note It is recommended that you make a copy of the *Address.Book.csv* file if you want to keep any of the current entries in the Address Book.

Edit the Address Book

1. Open an application that supports .csv format, for example Microsoft Excel.
2. Open the *AddressBook.csv* file that was saved to your computer.

3. Add your new address destinations to the table following the format in the *AddressBook.csv* file. To create a new Individual address:
 - a. Enter a Speed Dial number in the **Speed No** column.
 - b. Enter the address name in the **User Name** column.
 - c. Enter a Fax number if required in the **Fax** column.
 - d. Enter an E-mail address if required in the **Email** column.
 - e. To create a SMB scan destination, enter the SMB server details as required in the **SMB** columns.
 - f. To create a FTP scan destination, enter the FTP server details as required in the **FTP** columns.
4. To create a new Fax Group, enter the details in the **Fax Group** area.
5. To create a new E-mail Group, enter the details in the **Email Group** area.
6. Save the file as a *.CSV file.

Note It is recommended that you keep a copy of the new .CSV file once it is created.

Import the Address Book

Note When you import a new Address Book you will overwrite and remove all entries in the current Address Book.

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. Select the **Address Book** icon. The **Individual Address Book** screen displays.
6. Select the **Task** drop-down menu and select **Import**. The **Task** window appears.
7. In the **Import File** area select **Browse** to the location of your *AddressBook.csv* file.
8. Highlight your *.csv file and select **Open** in the **Choose File** window. Select the **Import** button.
9. The **Importing Address Book. Please wait.** message appears. When the message disappears, click **Close**.
10. Select the **Individual**, **Fax Groups** and **E-mail Groups** links in the left hand menu to confirm your entries appear in the Address Book.

Create an Individual Address Book Entry

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Address Book**.
4. Ensure **Individual** is selected in the left hand menu and select **Add**.
5. Enter the required information for the Address Book destination:
 - a. Enter the **Name** for your individual address

- b. Select a **Speed No.** if required, to use this address with the Speed Dial feature at the machine.
6. To configure an E-mail destination enter an **E-mail Address**.
7. To configure a fax address entry, enter **Fax Number**.
8. To configure a **SMB** scan destination:
 - a. Select **Add SMB** and enter the **SMB Server Address**, **SMB Server Port** and login information to scan documents to a SMB Server.
 - b. In the **Scan Folder creating policy** area select the required options for:
 - Create new folder using login name
 - Create new folder every (Day, Month, Year)
 - Create new folder only if scan output consists of several files
 - c. Select the required **Filing Policy** from the drop-down menu.
 - d. Enter the required **File Name**.
9. To configure a **FTP** scan destination:
 - a. Select **Add FTP** and enter the **FTP Server Address**, **FTP Server Port**, login information and path to the FTP folder to scan documents to a FTP Server.
 - b. In the **Scan Folder creating policy** area select the required options for:
 - Create new folder using login name
 - Create new folder every (Day, Month, Year)
 - Create new folder only if scan output consists of several files
 - c. Select the required **Filing Policy** from the drop-down menu.
 - d. Enter the required **File Name**.
10. Select **Apply** to save your changes. The new entry appears in the **Individual Address Book** list.

Create an E-mail Group Address Book

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Address Book** icon.
4. Select the **E-mail Groups** link.
5. Select **Add Group**.
6. Enter a name in the **Group Name** field.
7. Select the required **Speed Dial** number.
8. Select the **Add individual(s) after this group is created** box to add individuals to the group in the next step, or leave it blank to add individuals at a later date.
 - a. If you select **Add individual(s) after this group is created** the **Add** box will appear.
 - b. Select the entries in the Individual Address Book list to add to the Group and click the arrow button. The individual(s) will appear in the Group list.
9. Click **Apply** and your group will appear in the **E-mail Groups** list in the left hand menu.

Note To Add entries to the Group, click the **Individual** link in the left hand menu and click-drag the Individual entry to the required group in the **E-mail Groups** link in the left hand menu.

Edit or Delete an Address Book Entry

1. In the *Internet Services* **Address Book** page, select the checkbox next to the address you want to edit or delete.
2. To edit the address:
 - a. Click the **Edit** button.
 - b. Make the required changes to the address book entry.
 - c. Click **Apply**
3. To delete the address:
 - a. Select the **Delete** button.
 - b. The **Do you want to delete selected items?** message appears. Select **OK**.

Create a Fax Group Address Book

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Address Book** icon.
4. Select the **Fax Groups** link.
5. Select **Add Group**.
6. Enter a name in the **Group Name** field.
7. Select the required **Speed Dial** number.
8. Select the **Add individual(s) after this group is created** box to add individuals to the group in the next step, or leave it blank to add individuals at a later date.
 - a. If you select **Add individual(s) after this group is created** the **Add** box will appear.
 - b. Select the entries in the Individual Address Book list to add to the Group and click the arrow button. The individual(s) will appear in the Group list.
9. Click **Apply** and your group will appear in the **Fax Groups** list in the left hand menu.

Note To Add entries to the Group, click the **Individual** link in the left hand menu and click-drag the Individual entry to the required group in the **Fax Groups** link in the left hand menu.

Delete a Group

1. In the **Fax Groups Address Book** area, check the checkbox for the group you want to delete.
2. Select the **Delete Group** button.
3. Select the **OK** button for the '**Do you really want to delete selected items?**' message.

Create Speed Dial Numbers at the Machine

You can set **Speed Dial Numbers** with the fax numbers you use most frequently. For further information refer to the [WorkCentre 3315DN/3325DN/3325DNI User Guide](#) delivered with your machine.

This chapter describes how to configure the Security features for the machine.

The following topics are mentioned in this chapter:

- [Security Settings](#) on page 114
- [Machine Digital Certificate Management](#) on page 116
- [SNMP](#) on page 121
- [SNMPv3](#) on page 123
- [IP Sec](#) on page 124
- [IP Filtering](#) on page 125
- [802.1X Authentication](#) on page 127
- [Authentication](#) on page 129
- [Display Network Settings](#) on page 135

Security @ Xerox

For the latest information on securely installing, setting up and operating your machine see the Xerox Security Information web site located at www.xerox.com/security.

Security Settings

To prevent unauthorized changes to printer settings, ensure a *login ID* and *password* is entered in the **System Administrator** area.

Administrator Accounts

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **System Security** link.
6. Select **System Administrator**.
7. If required, enter **Administrator** details for:
 - **Name**
 - **Phone Number**
 - **Location**
 - **E-mail Address**
8. The **WebUI Access Control** checkbox controls access to the **Internet Services** screen.
9. To change the *Administrator Password*, select the **Change Password** box and enter the required **Login ID** and **password**. The default is **admin** and **1111** respectively.
10. Select the **Advanced** button for **Advanced Access Control**.
11. Select the required options in the **Password Expires in** drop down menu.
12. Select **Protect Login IPv4 Address** if required, and enter the required login IP address that you want to protect in the IPv4 Address box.
13. Select the required option for **Login Failure Policy**. The options are: Off, 3 times and 5 times.
14. Select the required number of minutes from the **Auto Logout** menu.
15. Select **Security Settings Reset** to enable this option if required.
16. Select **Save**.
17. To control access to the machine control panel, select the **Enable** box to enable **LUI Access Control**.
18. Select **Apply** to save the changes.
19. Select **OK** when the acknowledgement message displays.

Feature Management

The Feature Management screen allows you to control the **Services**, **Physical Ports**, **PC Scan Security** and **Network Protocols** that are available on the machine.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **System Security** link.
6. Select the **Feature Management** link in the directory tree.
7. To enable or disable a feature, select the required **Enable** box or **Disable** link in the **Services**, **Physical Ports**, **PC Application Security** and **Network Protocols** areas.
 - For the **LPR/LPD Protocol**, enter the required port number. (The default is 515).
 - For **Raw TCP/IP Printing Protocol**, enter the required port number (The default is 9100).
8. Click **Apply** to save the changes.

Restart Device

The **Restart Device** screen allows you to reboot the machine remotely from your desktop.

Note When the machine is restarted, the Network Controller will take some time to restart. The network connectivity will be unavailable during this time.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **System Security** link.
6. Select the **Restart Device** link in the directory tree.
7. To reboot the machine select the required **Restart Now** button
8. The **Do you really want to restart the device** screen appears. Click **Yes**. The machine will reboot. Internet Services may be unavailable for several minutes while the machine reboots.

Machine Digital Certificate Management

The following topics are covered in this section:

- [Overview](#) on page 116
- [Information Checklist](#) on page 116
- [Access the Machine Digital Certificate Management Screen](#) on page 116
- [Create a Self Signed Certificate](#) on page 117
- [Install a CA Signed Device Certificate](#) on page 117
- [Enable Secure Connection](#) on page 119

Overview

The machine can be configured for secure access with the SSL (Secure Socket Layer) protocol via Digital Certificates. SSL enables secure access to the machine.

To enable SSL on a machine, it needs to have its own digital certificate. When clients make a request to the machine, it exports the certificate to provide an encrypted channel.

There are two options available to obtain a server certificate for the machine:

- Have the machine create a Self Signed Certificate
- Create a request to have a Certificate Authority sign a certificate that can be uploaded to the machine.

A self-signed certificate means that the machine signs its own certificate as trusted and creates the public key for the certificate to be used in SSL encryption.

A certificate from a Certificate Authority or a server functioning as a Certificate Authority (for example Windows 2000 running Certificate Services) can be uploaded to the machine.

Note A separate request is required for each Xerox machine.

Information Checklist

Ensure that the machine is configured with the following items:

- An IP Address or Host Name must be configured on the machine.
- DNS must be enabled and configured on the machine.

Note This is used to set the start time for self signed certificates.

Access the Machine Digital Certificate Management Screen

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.

4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.
6. Select the **Digital Certificate** link. The **Certificate Management** page displays.
7. Select **Add**.

Select one of the following options:

- **Install/Create Device Certificate or CSR.** The following options are available:
 - **Create a Self-signed Device Certificate**
 - **Install CA signed Device Certificate**
 - **Create Certificate Signing Request (CSR)**
- **Install Root Certificate**

Create a Self Signed Certificate

1. In the **Install/Create New Certificate** area select **Create a Self Signed Device Certificate**.
2. Select **Next**.
3. In the **Self Signed Certificate** area:
 - a. Enter a friendly name:
 - b. In the **2 Letter Country Code** field enter the *Country Code* that represents the country in which the machine is located. The country code must be entered as a two-character ISO 3166 country code.
 - c. If required, enter details in the following fields:
 - **State/Province Name**
 - **Locality Name**
 - **Organization Name**
 - **Organization Unit**

Information entered for these options should describe the machine as per the X500 directory scheme but can be any value which is meaningful to the customer to identify the machine.

Note The Common Name is taken from the machine's IP Address/Host Name and Domain Name.

 - d. In the **Valid Period** box, enter the number of days that the certificate should be valid. Once the specified time is reached, the certificate will expire. The start time is based on the current machine system time so it is important that the time is set correctly on the machine.
 - e. Enter the **E-mail Address** of the Administrator who is responsible for the secure management of the machine.
4. Select the **Next** button. A message displays to show the success of the certificate creation.
5. Click the **Close** button. The certificate displays in the **Certificate Management** area.
6. Follow the steps in [Enable Secure Connection](#) on page 119.

Install a CA Signed Device Certificate

1. In the **Install/Create New Certificate** area, select **Install CA Signed Device Certificate**.
2. Select **Next**.

3. In the **Certificate Information** area:
 - a. Enter a **Friendly Name** to identify the certificate
 - b. Enter the required **Private Password** and **Confirm Password**.
 - c. In the **CA Signed Certificate** area click **Browse** to find the certificate file on your computer. Select the file and click **OK**.
 - d. Click **Next**.
4. Select the **Apply** button to accept the changes.
If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **OK**.
5. If successful, the **Current Status** area will display the message, “**A CA Signed Certificate is established on this machine.**”
6. Follow the steps in [Enable Secure Connection](#) on page 119.

Create a Certificate Signing Request

1. In the **Install/Create New Certificate** area select **Create Certificate Signing Request**.
2. Select **Next**.
3. In the **Certificate Signing Request (CSR)** area:
 - a. Enter a **Friendly Name** to identify the request.
 - b. In the **2 Letter Country Code** field enter the *Country Code* that represents the country in which the machine is located. The country code must be entered as a two-character ISO 3166 country code.
 - c. If required, enter details in the following fields:
 - **State/Province Name**
 - **Locality Name**
 - **Organization Name**
 - **Organization Unit**Information entered for these options should describe the machine as per the X500 directory scheme but can be any value which is meaningful to the customer to identify the machine.

Note The Common Name is taken from the machine’s IP Address/Host Name and Domain Name.

 - d. Enter the **E-mail Address** of the Administrator who is responsible for the secure management of the machine.
4. Click **Next**.
5. Select the **Apply** button to accept the changes.
If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**.
6. The **Certificate Signing Request (CSR)** form will appear. In the **Certificate Signing Request (CSR)** area:
 - a. Select the **Save As...** button.
 - b. In the **Save As** area, select either **X.509** or **DER**.
 - c. Select **Save**.
7. Select **Save** and save the file to your computer. The file is saved as a simple text file, named csr.pem (Privacy Enhanced Mail).
8. Send the file to your Certificate Authority for digital signing.

9. When you receive the signed certificate back from the Certificate Authority, upload the certificate to the machine:
 - a. Return to the **Digital Certificate** screen in the Internet Services Network Security menu.
 - b. Select **Upload Signed Certificate**.
 - c. In the **Upload Machine Digital Certificate** area select **Browse**.
 - d. Browse to the signed certificate file on your PC and select the **Open** button.
 - e. Select the **Upload Certificate** button.
 - f. If successful, the Current Status will display the message “**A Signed Certificate is established on this machine.**”

Note For the upload to be successful, the signed certificate must match the CSR created by the machine and must be in a format that the machine supports.

Install Root Certificate

1. In the **Install Root Certificate** area select **Install New Root Certificate**.
2. Select **Next**.
3. In the **Self Signed Certificate** area:
 - a. Enter a **Friendly Name** to identify the certificate.
 - b. In the **Root Certificate** area click **Browse** to find the certificate file on your computer. Select the file and click **OK**.
 - c. Click **Next**.
4. Select the **Apply** button to accept the changes.
If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**.
5. If successful, the **Current Status** area will display the message, “**A Root Certificate is established on this machine.**”
6. Follow the steps in [Enable Secure Connection](#) on page 119.

Enable Secure Connection

Once the machine has a machine Server Certificate, you can enable Secure Connection.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.
6. Select the **Secure Connection** link.
7. Click the **Select Certificate** button and select the required certificate. Click **Select**. The certificate displays in the **Certificate for Secure Connection** area.
8. In the **Secure HTTP** area, select the required option in the **HTTPs** menu. Select **Both HTTP and HTTPs** to enable Secure IPP or select **HTTPs Only**.
 - a. Select **Document Folder** if required.

- b. Select **Import and Export Functions** if required.
9. If you selected **Both HTTP and HTTPS**, select **On** from the **IPPs** menu if required.
10. Select **Apply** to save the changes.
11. Close your web browser and then access the Internet Services screen again. The Security warning will display. Self-signed certificates cause browsers to display messages which question the trust of the certificate. Select the **OK** button to continue.

Edit or Delete a Certificate

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.
6. Select the **Digital Certificate** link. The **Certificate Management** page displays with a list of the certificates installed on this machine.
7. Select the box next to the **Friendly Name** of the certificate that you want to edit or delete.
 - Select the **Edit** button to edit the certificate. Make the required changes and click **Apply**.
 - Select the **Delete** button to delete the certificate, and click **Yes** to confirm.

SNMP

SNMP (Simple Network Management Protocol) settings can be configured via Internet Services.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Network Settings** link select the **SNMP** link.
6. Select **SNMPv1/v2**.
 - a. Select the **Enable** checkbox to enable **SNMPv1/v2 Protocol**.
 - b. Select the required **Community Name** from the list, or click **Add** to add a new SNMP Community. The **Add** pop up menu appears.
 - Enter the required **Name** for the **SNMP Community**.
 - Select the required **Access Permission**.
7. Select **Apply** to save the changes.
8. Select **OK** when the acknowledgement message displays.

SNMP Traps

You can specify IPv4 Trap Destination Addresses.

1. From the **SNMP** page, in the **SNMP Traps** area select **Add**.
2. In the **Trap Destination Address** area, enter details in the **IPv4 Address** and **Port Number** fields.
3. In the **Traps** area, enter the name in the **TRAP Community Name** field.
4. For **Traps to be received** check the boxes to select the following Traps:
 - **Printer Traps.**
 - **Cold Start Generic Traps.**
 - **Warm Start Generic Traps.**
 - **Authentic Failure Traps.**

Note When **Authentication Failure Traps** is enabled, the machine will generate a trap for every SNMP request that is received by the machine which contains an invalid community name.

5. Select **Apply** to save the changes.
6. Select **OK** when the acknowledgement message displays.

To Edit Community Names or SNMP Traps

1. From the **SNMP** page, in the **Community Names** or **SNMP Traps** area select the name or address you want to edit.
2. Select **Edit**.
3. Change the required options and select **Apply** to save the changes.

To Delete Community Names or SNMP Traps

1. From the **SNMP** page, in the **Community Names** or **SNMP Traps** area select the name or address you want to delete.
2. Select **Delete**.
3. Select **OK**.

Note Changes made to the GET or SET community names for this machine will require corresponding GET or SET community name changes for each application which uses the SNMP protocol to communicate with this machine (e.g. Xerox CentreWare Web, any third party network management applications, etc.).

SNMPv3

SNMPv3 can be enabled to create an encrypted channel for secure machine management.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Network Settings** link select the **SNMP** link.
6. Select the **SNMPv3** link. The **SNMPv3** page displays.
7. In the **Setup** area:
 - a. Click the **Enable** box to enable **SNMPv3 Protocol**.
 - b. In the **Authentication** area, enter the required **User Name**.
 - c. Enter a password in the **Authentication Password** field.
 - d. Enter the password again in the **Confirm Password** field.
 - e. For **Authentication Algorithm**, select either **MD5** or **SHA**.
 - f. Enter a password in the **Privacy Password** field.
 - g. Enter the password in the **Confirm Password** field.
 - h. The **Privacy Algorithm** displays.
8. Select **Apply** to save the changes.
9. Select **OK** when the acknowledgement message displays.

IP Sec

IP Sec (IP Security) is comprised of the IP Authentication Header and IP Encapsulating Security Payload protocols, that secure IP communications at the network layer of the protocol stack, using both authentication and data encryption techniques. The ability to send IP Sec encrypted data to the printer is provided by the use of a public cryptographic key, following a network negotiating session between the initiator (client workstation) and the responder (printer or server). To send encrypted data to the printer, the workstation and the printer have to establish a Security Association with each other by verifying a matching password (shared secret) to each other. If this authentication is successful, a session public key will be used to send IP Sec encrypted data over the TCP/IP network to the printer. Providing additional security in the negotiating process, SSL (Secure Sockets Layer protocols) are used to assure the identities of the communicating parties with digital signatures (individualized checksums verifying data integrity), precluding password guessing by network sniffers.

Enable IP Sec

This procedure requires that you have a Shared Secret available.

IP Sec cannot be enabled until Secure Connection is enabled on the machine. For instructions, refer to [Enable Secure Connection](#) on page 119.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.
6. Select the **IP Security** link. The **IP Security** page displays.
7. Click **Enable** to enable the **IP Sec** protocol.
8. Enter the **Shared Secret** and **Confirm Shared Secret**.
9. Select **Apply** to save the settings. Select **OK** when the acknowledgement message displays.
10. The **IP Sec Current Status** confirms the status of the IP Sec protocol.
11. To change the Shared Secret, click the **Change Shared Secret** button and enter the new Shared Secret information.
12. Click **Apply** to save the changes.

IP Filtering

Overview

The IP Filtering is a security feature that allows you to control access to Internet Services. IP Filtering allows you to prevent unauthorized access by TCP/IP (Transmission Control Protocol/Internet Protocol).

The IP Filtering feature provides security to the machine, by allowing you to register the IP addresses permitted to communicate with the machine. This feature is used to prevent Raw TCP/IP Printing, LPR/LPD, HTTP, Fax to PC, IPP, SNMP and Scan Manager for Network from unauthorized users.

Enable IP Filtering

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.

For IPv4 Filtering

6. Select the **IPv4 Filtering Enabled** checkbox.
7. In the **IP Filtering Rules** area select the **Add** button.
8. In the **IPv4 Address Range** enter the **Start IPv4 Address** and the **End IPv4 Address** that you want to allow access to the device.
9. Select the options that you want to allow access to in **Services to Accept**.
10. Select the required **Priority**.
11. Select **Apply** to save the changes.
12. Select **OK** when the acknowledgement message displays.

For IPv6 Filtering

13. Select the **IPv6 Filtering Enable** checkbox.
14. In the IP Filtering Rules area select **Add**.
15. Enter the **IPv6 Address/Prefix** that you want to allow access to the device. in the form of the CIDR convention. The prefix indicates the number of leftmost bits to be referenced.
16. Select the options that you want to allow access to in **Services to Accept**.
17. Select the required **Priority**.
18. Select **Apply** to save the changes.
19. Select **OK** when the acknowledgement message displays.

Enable MAC Filtering

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.
6. Select **MAC Filtering** in the directory tree. The **MAC Filtering** page displays.
7. Select the **MAC Filtering Enable** box.
8. In the **MAC Address to Filter Out** area select the **Add** button.
9. Enter the **MAC address** that you want to filter out.
10. Select **Apply** to save the changes.
11. Select **OK** when the acknowledgement message displays.

802.1X Authentication

This is the procedure to follow to install and setup 802.1X Authentication:

- [Overview](#) on page 127
- [Information Checklist](#) on page 127
- [Enable 802.1X at the machine](#) on page 127

Overview

The Xerox machine supports IEEE 802.1X Authentication via Extensible Authentication Protocol (EAP). IEEE 802.1X ensures all machines on the network are authenticated and authorized to use the network. 802.1X can be enabled for machines connected through wired Ethernet networks.

The Administrator can configure the machine to use one EAP type. EAP types supported on the machine are:

- **EAP-MD5**
- **PEAP**
- **EAP-MSCHAPv2**
- **TLS**

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- 802.1X authentication must be supported on the network where the machine is connected.
- Ensure that your 802.1X Authentication Server and authentication switch are available on the network.
- Create a *User Name* and *Password* on your Authentication Server which will be used to authenticate the machine.

Note Write down the *User Name* and *Password* and keep in a safe place.

Enable 802.1X at the machine

1. Press the **Machine Status** button on the *control panel*.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings** and press **OK**.
3. Enter the **Administrator Password** using the alphanumerical keypad. The default is **1111**. Refer to [Administrator Access](#) on page 19.
4. Press the **OK** button, the **Network Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **802.1x** and press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **On**; press **OK**.
7. Press the **Up/Down** arrow buttons to highlight one of the following for the **Authentication Method**:

- **TLS**
 - **EAP-MSCHAPv2**
 - **PEAP**
 - **EAP-MD**
8. Press **OK**.
 9. Enter the **User Name** using the alphanumeric keypad and press **OK**.
 10. Enter the **password** using the alphanumeric keypad and press **OK**.
 11. The screen will display **Saved** and the machine will reboot.

Enable 802.1X using Internet Services

Authentication via TLS requires a Device Certificate to be configured or uploaded to the machine. For instructions refer to [Access the Machine Digital Certificate Management Screen](#) on page 116.

Authentication via PEAP and TLS require a Root Certificate to be uploaded to the machine. For instructions refer to [Install Root Certificate](#) on page 119.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.
6. Select **802.1X** in the directory tree. The **802.1x Security** page displays.
 - a. For **802.1x Security**, check the **Enable** checkbox to enable.
 - b. From the **Authentication Methods** area select one of the following methods:
 - **EAP-MD5**
 - **EAP-MSCHAPv2**
 - **PEAP**
 - **TLS**
7. If you select **EAP-MD5**, **EAP-MSCHAPv2** or **PEAP**, the **Credentials** option appears. Enter the required details in the **Username** and **Password** fields.
8. If you select **PEAP** or **TLS**, the **Server Validation** option appears. Click the **Select Certificate** button and select the required root certificate to provide server validation.
9. If you select **TLS**, the **Device Validation** option appears. Click the **Select Certificate** button and select the required certificate to provide device validation.
10. Select the **Apply** button to accept the changes.
11. Select **OK** when the acknowledgement message displays.

Authentication

Overview

Administrators can configure the machine so that users must be authenticated via the network before they can access Scan to E-mail, Scan to FTP and Scan to SMB features.

The following authentication options can be configured on the machine:

No Authentication

When **No Authentication** is enabled users can access features without restriction. **No Authentication** is the default configuration for the machine.

Authentication

Authentication can be configured to verify that a user accessing the machine is a valid user. The user's authentication details are verified either remotely by an external network server, or locally by an internal database stored in the machine.

The Administrator can select one of these environments to provide authentication:

- **Local Authentication**
- **External Authentication:**
 - **Kerberos (Unix, Linux)**
 - **Kerberos (Windows ADS)**
 - **SMB (Windows NT 4)**
 - **SMB (Windows ADS)**
 - **LDAP**

Users are required to enter at least a user name and password to access the machine, based on the authentication environment.

Configure Local Authentication

The System Administrator can set up a list of user accounts that are defined locally on the machine.

Procedure

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.

5. In the **Security** link on the left hand side select the **Authentication** link.
6. Select the **Authentication** link. The **Authentication** page displays.
7. In the **Authentication Method** list, select **Local Authentication**. Ensure **User Profile** is enabled in the **Options** area.
8. Select **Apply** to save the changes.
9. Select **OK** when the acknowledgement message displays.

Create User Accounts

1. Ensure the **Authentication** menu on the left hand side of the Internet Services screen is selected and click the **User Profile** link in the directory tree.
2. Select the **Add** button.
 - a. Select the required **Index** number for this user.
 - a. Enter a name to identify the User in the **User Name** field.
 - b. Enter the login name for the User in the **Login ID** field.
 - c. Enter the password for the User in the **Password** field.
 - d. Re-type the password in the **Retype Password** field.
 - e. Enter the user's **Fax Number**, if required.
 - f. Enter the user's e-mail address in the **E-mail Address** field. Select the **Automatically add your information to Address Book** if you require this feature.
3. Select **Apply** to add the new User and return to the **User Profile** page.

To Edit User Information

1. In the **User Profile** area, select the user and then select the **Edit** button for the user you want to edit. The **Edit User** page displays.
2. In the **Edit User** area change the relevant details and select **Apply** to save the changes and return to the **User Profile** page.

To Remove User

1. In the **User Profile** area, select the user and then select the **Delete** button for the user you want to remove from the list.
2. Select **OK** when the message '**Are you sure you want to remove this user?**' displays.

Verify Authentication is Enabled at the Machine:

1. Press the **E-mail** button.
2. The **Login ID** screen appears.
3. Enter a valid user name and press **OK**.
4. Enter a valid password and press **OK**. You will have access to the feature.

Configure External Authentication

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Ensure that the external network server to provide authentication is functional on your network. Refer to your manufacturer's documentation for instructions to complete this task.

Configure Kerberos (Unix/Linux)

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Authentication** link.
6. Select the **Authentication** link. The **Authentication Method** page displays.
7. For **Authentication Method** select **Kerberos (Unix, Linux)**.
8. Select **Apply**.
9. In the **Network Security** link select **External Authentication**.
10. Select **Kerberos Server**.
11. Select the **Add** button.
12. In the **Required Information** area:
 - a. Enter the **Realm**
 - b. Enter the **Server Address** and **Port Number**
 - c. Select **Make To Default Server** if required.
13. In the **Additional Information** area enter details in the **Backup Server** field. Enter the server name and port number.
14. Select **Apply** to save the changes.
15. Select **OK** when the acknowledgement message displays.
16. Follow the steps in [Verify Authentication is Enabled at the Machine](#): on page 130 to check that you have setup authentication correctly.

Configure Kerberos (Windows ADS)

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.

5. In the **Security** link on the left hand side select the **Authentication** link.
6. Select the **Authentication** link. The **Authentication Method** page displays.
7. For **Authentication Method** select **Kerberos (Windows ADS)**.
8. Select **Apply** to accept the changes.
9. In the **Network Security** link select **External Authentication**.
10. Select **Kerberos Server**.
11. Select the **Add** button.
12. In the **Required Information** area:
 - a. Enter the **Realm**.
 - b. Enter the **Server Address** and **Port Number**.
 - c. Select **Make To Default Server** if required.
13. In the **Additional Information** area enter details in the **Backup Server** field. Enter the server name and port number.
14. Select **Apply** to save the changes.
15. Select **OK** when the acknowledgement message displays.
16. Follow the steps in [Verify Authentication is Enabled at the Machine](#): on page 130 to check that you have setup authentication correctly.

Configure SMB (Windows NT 4)

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Authentication** link.
6. Select the **Authentication** link. The **Authentication** page displays.
7. Select **SMB (Windows NT 4)**.
8. Select **Apply** to accept the changes.
9. In the **Network Security** link select **External Authentication**.
10. Select **SMB Server**.
11. Select the **Add** button.
12. In the **Required Information** area:
 - a. Enter the **Domain**.
 - b. Enter the **Server Address** and **Port Number**.
 - c. Select **Make To Default Server** if required.
13. In the **Additional Information** area enter the **Backup Server** and **Port Number**.
14. Select **Apply** to save the changes.
15. Select **OK** when the acknowledgement message displays.
16. Follow the steps in [Verify Authentication is Enabled at the Machine](#): on page 130 to check that you have setup authentication correctly.

Configure SMB (Windows ADS)

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Authentication** link.
6. Select the **Authentication** link. The **Authentication** page displays.
7. Select **SMB (Windows ADS)**.
8. Select **Apply** to accept the changes.
9. In the **Network Security** link select **External Authentication**.
10. Select **SMB Server**.
11. Select the **Add** button.
12. In the **Required Information** area:
 - a. Enter the **Domain**.
 - b. Enter the **Server Address** and **Port Number**.
 - c. Select **Make To Default Server** if required.
13. In the **Additional Information** area enter the **Backup Server** and **Port Number**.
14. Select **Apply** to save the changes.
15. Select **OK** when the acknowledgement message displays.
16. Follow the steps in [Verify Authentication is Enabled at the Machine:](#) on page 130 to check that you have setup authentication correctly.

Configure LDAP

Enable LDAP Authentication

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Authentication** link.
6. Select the **Authentication** link. The **Authentication Method** screen displays.
7. Select **LDAP**.
8. Select **Apply** to accept the changes.
9. Select **OK** when the acknowledgement message displays.

Configure LDAP Settings

Configure LDAP server information on the machine. For instructions, see [LDAP Configuration](#) on page 107.

When you have configured LDAP settings, follow the steps in [Verify Authentication is Enabled at the Machine](#): on page 130 to check that you have setup authentication correctly.

Display Network Settings

The **Display Network Settings** feature allows you to control the network information that displays on the machine control panel.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.
6. Select **Display Network Settings** in the directory tree. The **Display Network Settings** page displays.
7. In the **Options** area, select one of the following options:
 - **Hide Network Information**
 - **Show IPV4 Address**
 - **Show HostName**
8. Select **Apply** to save the changes.
9. Select **OK** when the acknowledgement message displays.

CentreWare Internet Services

13

This chapter explains how to enable and use the CentreWare Internet Services (Internet Services) feature of the machine.

The following topics are covered in this chapter:

- [Overview](#) on page 138
- [Status](#) on page 139
- [Jobs](#) on page 140
- [Print](#) on page 142
- [Address Book](#) on page 143
- [Properties](#) on page 144
- [Support](#) on page 158

Overview

Internet Services uses the embedded HTTP Server on the machine. This allows you to connect to the machine through a web browser, to configure or change machine settings.

Enter the IP Address of the machine in the URL (Universal Resource Locator) field of a browser to access the *Internet Services* home page.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- The machine should be connected to the network with TCP/IP enabled and configured.
- An existing operational workstation with TCP/IP Internet or Intranet accessibility is required.
- HTTP (Hyper Text Transfer Protocol) should be enabled on the machine. HTTP is enabled by default. If you need to enable HTTP, see [Enable HTTP Using the LUI](#) on page 138.

Enable HTTP Using the LUI

Hyper Text Transfer Protocol (HTTP) must be enabled on the machine in order to access the embedded web pages.

Note HTTP is enabled by default on the machine.

1. Press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrow buttons to highlight **Network Settings**; press **OK**.
3. If required, enter the *Administrator Password* using the alphanumeric keypad. The default is **1111**. Refer to [Administrator Access](#) on page 19.
4. Press the **OK** button, the **Network Settings** menu displays.
5. Press the **Up/Down** arrow buttons to highlight **HTTP Activate**. Press **OK**.
6. Press the **Up/Down** arrow buttons to highlight **On**; press **OK**.
The **Save** screen will display and return to the **Network Settings** menu.

Access Internet Services

1. Open a web browser from your workstation.
2. In the URL field, enter **http://** followed by the IP Address of the machine. For example: If the IP Address is 192.168.100.100, enter the following into the URL field: **http://192.168.100.100**.
3. Press **Enter** to view the **Home page**.
4. Select an icon to access the desired page, or select the **Index** icon at the top of the machine web page to access the index list.

Status

The **Status** page allows you to view any **Active Alerts** displayed by the machine, and see the status of the print cartridge. The **Usage Counters** page allows you to view the number of impressions, faxes and scans sent by the machine. Information about the machine setup and network information can also be viewed. The **Print Information** page allows you to print the **Configuration Report**, **Address Book**, **Completed Jobs** list and other documents about the machine usage.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Status** icon.
4. Select the option in the menu on the left side of the page to view the required information:
 - **Active Alerts**: shows current issues reported by the machine and the skill level required to fix them.
 - **Supplies**: shows the status of the Xerox Black Print Cartridge.
 - **Usage Counters**: shows the Machine Serial Number and the number of impressions completed by the machine.
 - **Current Settings**: which contains **Machine Information** and **Network Information**. **Machine Information** displays information about the **System**, **Printer**, **Copy**, **Fax** and **Scan** features. **Network Information** displays information about the Protocols configured on the machine.
 - **Print Information**: allows you to print System, Scan, Authentication, Fonts and Address Book information configured on the machine.

Print Information

1. In the **Status** page, select **Print Information**.
2. Select the required report in the **Print Information** screen by selecting the checkbox next to the report that you want to print.
3. Select the **Print** button.
4. Select **OK** when the acknowledgement message displays.

Jobs

The **Jobs** tab enables you to setup and manage Local Drive *Folders* and provides access to the Job Management folders.

The **Jobs** tab is not present on the WorkCentre 3315DN unless the optional memory is installed and the RAM Disk enabled. When the **Jobs** tab is enabled the only options available are **Active Jobs**, **Stored Print** and **Secure Print**.

Folders

The **Local Drive** feature (WorkCentre 3325DN/3325DNI), allows you to scan documents to the device hard drive and store them in folders. Folders are created and managed using Internet Services. Once a folder has been created, it is available for storing documents when the **Local Drive** option is selected at the device.

Create a Folder

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Click **Login** to login as the administrator. Enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**.
4. Select the **Jobs** icon. The **Folders** page displays. By default, the **Default Public** folder is available to store scanned images.
5. To create a new folder, ensure the **Folders** option is selected in the left hand menu and select the **Add Folder** button.
6. Enter the name of your folder in the **Folder Name** area
7. Enter the owner of your folder in the **Owner** area.
8. To create a private folder, select the **Private Folder** checkbox. A private folder requires you to enter a password to access the folder. Enter a password for your private folder in the **Password** and **Confirm Password** areas.
9. Select **Apply**. The new folder will appear in the **Folders** list.
10. Your new folder will be available to select in the **Local Drive** feature at the machine.

Scan a document to the Local Drive

1. At the machine, press the **Machine Status** button.
2. Select the up/down arrows to highlight the **Local Drive** option and press **OK**.
3. Select the up/down arrows to highlight **Local Drive Feature** and press **OK**.
4. Select the up/down arrows to highlight the **Scan to Local Drive** option and press **OK**.
5. The **Default Public** folder appears and any other folders that you created within the Internet Services Jobs tab. Select the required folder.

6. Select the required options for **Original Size**, **Resolution**, **Output Color**, **2-Sided**, **Lighten/Darken** and **Contrast**.
7. Place your originals on the device *document glass* or in the *automatic document feeder*.
8. Press the green **Start** button to store your document on the local drive.

Print a document from the Local Drive using Internet Services

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Click **Login** to login as the administrator. Enter the *Administrator User Name (admin)* and *Password (1111)*, and select **Login**.
4. Select the **Jobs** icon. The **Folders** page displays.
5. Double-click the folder which contains the document you want to print.
6. Enter the folder password if the **Private Folder Authentication** screen appears, and click **Apply**.
7. Select the document you want to print.
8. In the **Task** menu, select **Print**.
9. Enter the required **Print Options** for **No. of Copies**, **Auto Fit** and **2-Sided**.
10. Click **Print**.
11. Retrieve your printed document from the machine.

For further information refer to the [WorkCentre 3315DN/3325DN/3325DNI User Guide](#) delivered with your machine.

Job Management

The **Job Management** page allows you to view **Active Jobs**, **Completed Jobs**, **Stored Print**, **Secure Print** and **Secure Fax Received Jobs**, where these options are available on the machine.

To view the **Job Management** page

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Job Management** link.
4. To view the status of current jobs at the machine select the **Active Jobs** link. To delete an active job, select the required job and press the **Delete** button.
5. To view the details of finished jobs at the machine, select the **Completed Jobs** link.
6. To view the status of stored print jobs select the **Stored Print** link.
7. To view the status of secure print jobs select the **Secure Print** link.
8. To view the status of secure received faxes select the **Secure Received Fax** link.

For further information refer to the [WorkCentre 3315DN/3325DN/3325DNI User Guide](#) delivered with your machine.

Print

File Download

Print-ready documents can be quickly and easily submitted for printing using the File Download page.

A print-ready document is a file that has been formatted and saved for printing from the application that created it, or the **Print to File** check box was checked in the printer driver screen.

The following file formats can be printed from the Job Submission page:

- PDF
- PCL
- PostScript®
- Plain Text
- PRN files

Large print jobs need adequate space on your hard drive when printing through Internet Services.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Print** icon. The **Print Options** page displays.
4. Select the number of copies required in the **Quantity** menu.
5. Select the required orientation of your print from the **Orientation** menu.
6. Select the required option for **2-Sided** printing.
7. In the **Print-Ready File** area, select the **Browse** button. The **File Download** page displays.
8. Select the print-ready document and select **OK**.
9. Select **Apply** to print the document.

Address Book

The **Address Book** page allows you to create individual and group address lists to use with the Fax and E-mail features. For instructions on how to create address book entries, refer to [Address Book](#) on page 109.

Properties

The **Properties** tab allows you to configure **Machine Settings**, **Network Settings** and **Security** information. You must be logged in as the *Administrator* to view the **Properties** pages.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.

Machine Settings

The **Machine Settings** menu contains the following features:

- **Firmware Version**
- **System**
- **Printer**
- **Copy**
- **Fax**
- **Scan**
- **E-mail Notification**

Firmware Version

1. Access the **Properties** tab.
2. In the **Machine Settings** link select the **Firmware** link. The **Version Information** area displays the following information:
 - **System version**
 - **Main Controller**
 - **Network**
 - **IP Core software version**
 - **Image Output Terminal**
 - **PCL5X**
 - **PCLXL**
 - **PS**
 - **PDF**
 - **TIFF**
 - **IBM/EPSON**
 - **Tray 2 Firmware Version**
 - **XPS** (WorkCentre 3325DN/3325DNI)

System

The **System** page allows the user to change the following preferences:

- **Setup** - includes General machine information such as date and time and clock mode.
- **Earth Smart** - allows you to set features to save energy and paper on the machine, and view a report.
- **Input Tray** - allows you to set the input tray information.
- **Sound/Volume** - allows you to set options for the **Key Sound**, **Alarm Sound**, **Speaker** and **Ringer**.

Setup

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name (admin)* and *Password (1111)*, and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **System** link.
6. Select **Setup**. The **General** page displays.
7. In the **Host Name**, **Location**, **Contact**, **Xerox Asset Tag Number** and **Customer Asset Tag Number** areas enter the required information for the device.
8. From the **Clock Mode** drop-down menu select either **12 hour(s)** or **24 hour(s)**.
9. Enter the date and time in the **Date & Time** fields.
10. Select the required language from the **Language** drop-down menu.
11. Select the required emulation from the **Emulation** drop-down menu.
12. From the **Power Save** drop-down menu select the required time for the machine to enter power save mode.
13. Select the required options for the **Power Save Wakeup Event**.
14. From the **System Timeout** drop-down menu select the required timeout.
15. Select the required options for:
 - **Auto Continue**
 - **Altitude Adjustment**
 - **Toner Low Alert**
 - **Toner Save**
 - **Line Termination**
 - **Job Timeout**
16. Select **Apply** to save the changes.
17. Select **OK** when the acknowledgement message displays.

Earth Smart

The Earth Smart feature allows you to configure options to decrease the amount of energy and paper used in the printing process and displays a visual representation of savings made.

Configure Earth Smart Settings

1. In the **Machine Settings** link select the **System** link.
2. Select **Earth Smart**.
3. Select **Settings**. The **Default Mode** page displays.
4. Select the required option:
 - Select **On** to enable Earth Smart,
 - Select **On-forced** to enter a 4 - 8 digit password.
5. In the **Features Configuration** area:
 - a. Select **Factory Default** if you want to retain the default Earth Smart settings.
 - b. To change the Earth Smart settings, select **Custom Settings**.
 - Select **Edit and Preview Simulator**.
 - Select the required **Copy Settings** for **2-Sided, N-Up** and **Toner Save**. The simulator shows estimates for the CO2, Energy and Paper savings.
 - Select the required **Folder Print Settings** for **2-Sided** and **Toner Save**.
 - Select the required **PC Driver Print Settings** for **2-Sided, N-Up, Skip the Blank Pages**, and **Toner Save**.
 - c. Click **OK** to save your changes.

View the Earth Smart Report

The Earth Smart Report shows you the Total CO2 Emission, Total Saved Energy and Total Saved Paper of an Earth Smart job in a specific period, compared with a normal job.

1. In the Earth Smart menu select **Report**.
2. Select the time frame for your report from the **Period** menu. The information will display in the **Earth Smart Information Report** area.

Input Tray

To access the Input Tray settings

1. In the **Machine Settings** link select the **System** link.
2. Select the **Input Tray** link. The **Input Tray** page displays.
3. In the **Paper Size** area, from the following drop-down menus select the required paper size settings:
 - **Tray 1**
 - **Tray 2**

Note Tray 2 is only available with the Optional Tray installed.

 - **Bypass Tray**
4. In the **Paper Type** area, from the following drop-down menus select the required paper type settings:
 - **Tray 1**
 - **Tray 2**

- **Bypass Tray**
5. To enable **Bypass Mode**, select the **Enable** checkbox in the **Tray Mode** area if required.
 6. Select **Apply** to save the changes.

Sound / Volume

To access the **Sound/Volume** settings:

1. In the **Machine Settings** link select the **System** link.
2. Select **Sound/Volume**.
3. In the **Sound** area:
 - a. Check the **Key Sound** checkbox to enable sound when pressing a key on the control panel.
 - b. Check the **Alarm Sound** checkbox to enable the alarm sound.
 - c. From the **Speaker** drop-down menu select either **On**, **Off** or **Comm**.
 - d. From the **Ringer** drop-down menu select the required level of the ring.

Printer

The **Printer** screens allow you to set the options for:

- **Graphic**
- **Layout**
- **PCL**
- **PostScript**
- **PDF**
- **XPS** (WorkCentre 3325DN/3325DNI)
- **EPSON/IBM**
- **Form Overlay** (WorkCentre 3325DN/3325DNI)
- **Font and Macro Download** (WorkCentre 3315DN)

Graphic

To access the **Graphic** settings:

1. In the **Machine Settings** link select the **Printer** link.
2. Select **Graphic**.
3. In the **Graphic** area, from the following drop-down menus select the required settings:
 - **Resolution**
 - **Darken Text**
4. Select **Apply** to save the settings.

Layout

To access the **Layout** settings:

1. In the **Machine Settings** link select the **Printer** link.
2. Select **Layout**.
3. In the **Layout** area, from the following drop-down menus select the required options:
 - **Layout**
 - **Common Margin**
 - **Advanced Margin** - select the **Setting** buttons to change the options for **Tray 1**, **Tray 2**, **Bypass Tray** and **Emulation Margin**.
4. Select **Apply** to save the settings.

PCL

To access the **PCL** settings:

1. In the **Machine Settings** link select the **Printer** link.
2. Select **PCL**.
3. In the **PCL** area, from the following drop-down menus select the required options for the PCL font:
 - **Typeface**
 - **Symbol Set**
 - **Lines**
 - **Pitch**
 - **Courier**
4. Select **Apply** to save the settings.

PostScript

To access the PostScript settings:

1. In the **Machine Settings** link select the **Printer** link.
2. Select **PostScript**.
3. In the **PostScript** area, select **Enable** to select **Print PostScript Error**.
4. Select **Apply** to save the settings.

PDF

To access the PDF settings:

1. In the **Machine Settings** link select the **Printer** link.
2. Select **PDF**.
3. In the **PDF** area, select the required settings:
 - **Print PDF Error**
 - **Transparency**

- **Auto Fit**
4. Select **Apply** to save the settings.

XPS (WorkCentre 3325DN/3325DNI)

To access the XPS settings:

1. In the **Machine Settings** link select the **Printer** link.
2. Select **XPS**.
3. In the **XPS** area, select **Enable** to select **Print XPS Error**.
4. Select **Apply** to save the settings.

EPSON/IBM

To access the EPSON/IBM settings:

1. In the **Machine Settings** link select the **Printer** link.
2. Select **EPSON/IBM**.
3. In the **EPSON/IBM** area, select the required settings:
 - **Font**
 - **Auto Wrap**
 - **Character Set**
 - **Character Table**
 - **LPI**
 - **Pitch**
4. Select **Apply** to save the settings.

Form Overlay (WorkCentre 3325DN/3325DNI)

To access the Form Overlay settings:

1. In the **Machine Settings** link select the **Printer** link.
2. Select **Form Overlay**.

Note You must add at least one form overlay to change the Form Overlay **Mode** from **Off**.
3. In the **Form Overlay** area select the **Add** button to add a form overlay.
4. Select the **Browse** button to select the required file.
5. Enter a description in the **Description** box.
6. Select the **Apply** button.
7. In the **General** area, select the required option for the Form Overlay from the **Mode** menu.

Font and Macro Download (WorkCentre 3315DN)

The Font and Macro Download page allows you to add the following to the machine:

- **PCL Font**

- **PCL Macro**
- **PS Font**

Note Ensure the required font or macro file is available on your computer.

1. In the **Machine Settings** link select the **Printer** link.
2. Select **Font and Macro Download**.
3. Select the **PCL Font**, **PCL Macro** or **PS Font** tabs as required.
4. Select **Add**.
5. In the **File** area:
 - a. Select the **Browse** button.
 - b. Select the required font or macro file on your computer.
 - c. Select **Open**.
6. If you selected PCL Font or PCL Macro, enter the required **ID**.
7. Select the **Apply** button.
8. Select the **Print List** button to view the font or macro list.

Copy

The **Copy** page allows you to set default copying settings.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **Copy** link.
6. In the **General** area, ensure the **Enable** checkbox is selected to enable the Copy feature.
7. In the **Change Default** area:
 - a. From the **Reduce/Enlarge** drop-down menu select the required size.
If you select **Variable** enter custom details in the **Custom Reduce/Enlarge** field.
 - b. From the **Lighten/Darken** drop-down menu, select the required darkness option.
 - c. From the **Contrast** drop-down menu, select the required contrast.
 - d. From the **Original Type** drop-down menu, select one of the following:
 - **Text**
 - **Text/Photo**
 - **Photo**
8. Select **Apply** to save the changes.
9. Select **OK** when the acknowledgement message displays.

Fax

The **Fax** page allows you to set default fax settings and fax forward setting. For instructions to set default fax settings, refer to [Fax Defaults using Internet Services](#) on page 81. For instructions to set fax forward settings, refer to [Fax Forward](#) on page 85.

Scan

The **Scan** page allows you to set default scan settings and configure the Scan to E-mail, Scan to Server (WorkCentre 3325/3325DNI) and Scan Security settings.

For instructions to set default scan settings, refer to [Scan to Server \(WorkCentre 3325DN/3325DNI\)](#) on page 65 and [Scan to Network/Local PC](#) on page 75.

For instructions to configure Scan Security, refer to [Configure Scan Security](#) on page 72.

For instructions to configure Scan to E-mail refer to [E-mail](#) on page 99.

E-mail Notification

The **E-mail Notification** page allows you to set up e-mail alerts to notify users or operators of problems as they occur on the machine.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the **E-mail Notification** link.
6. Select the **Enable** checkbox to enable **E-mail Notification**.
7. To create a new e-mail notification, in the **Recipients & Conditions** area, select **Add**. The **Add** screen appears.
8. Enter the name of your recipient in the **Name** box.
9. Enter the E-mail address(es) for the people that you want to be notified of the machine problems. Multiple e-mail addresses can be entered; the e-mail addresses must be separated by semi-colons.
10. In the **Notification** area, click the box next to Notification to be notified of all events, or select the specific events that you want to be notified of:
 - **Consumable Shortage Warning**
 - **System Errors**
 - **Device Status**
 - **Firmware Upgrade Notification**
 - **Warn me when Admin Password is expired**
 - **Warn me when Admin Password has been changed**
 - **Security Settings Reset**

11. Some notifications require additional settings:
 - a. If you select **Consumable Shortage Warning**, select **Setting...** and enter the required setting for the **Toner Level**. Select **Apply**.
 - b. If you select **Device Status**, select **Setting...** and enter the required information for **Notification Schedule** and **Reports to be attached in E-mail**. Select **Apply**.
12. Select **Apply** to save the changes.

Network Settings

The Network Settings screens allow you to set the properties for the following options:

- **General**, which includes Ethernet Speed
 - **TCP/IPv4**
 - **TCP/IPv6**
 - **Raw TCP/IP, LPR, IPP**
 - **Telnet**
 - **WSD**
 - **SLP**
 - **UPnP**
 - **mDNS**
 - **CIFS**
 - **SNMP**
 - **Outgoing Mail Server (SMTP)**
 - **Wireless**
 - **Restore Default**
1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
 2. Press **Enter**.
 3. Select the **Properties** icon.
 4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
 5. In the **Network Settings** link select the **General** link.

General

The General page allows you to set the Ethernet Speed and view the device MAC address. For instructions on how to set the Ethernet Speed, refer to [Setting the Ethernet Speed Using Internet Services](#) on page 26.

TCP/IP

The TCP/IPv4 and TCP/IPv6 pages allow you to configure the TCP/IP settings on the device. For instructions refer to [Network Installation](#) on page 27.

Raw TCP/IP, LPR, IPP

The Raw TCP/IP, LPR IPP page allows you to configure the Raw TCP/IP (Port 9100), LPR (Line Printer Remote) and IPP (Internet Printing Protocol) settings on the device. For instructions, refer to [Windows Printing](#) on page 53.

Telnet

The Telnet page allows you to configure Telnet settings on the device.

1. In the **Network Settings** link select the **Telnet** link.
2. Select **Enable** to enable the **Telnet Protocol**.
3. Enter the required information to configure the following settings:
 - **Port Number**
 - **Login ID**
 - **Password**
4. Select **Apply** to save the settings.

WSD

The WSD page allows you to enable the WSD protocol on the device.

1. In the **Network Settings** link select the **WSD** link.
2. Select **Enable** to enable the **WSD Protocol**.
3. Select **Apply** to save the settings.

SLP

The SLP page allows you to configure the SLP protocol (Service Location Protocol) on the device.

1. In the **Network Settings** link select the **SLP** link.
2. Select **Enable** to enable the **SLP Protocol**.
3. Enter the required information to configure the following settings:
 - **Scope 1, 2 and 3**
 - **Message Type**
 - **Multicast Radius**
 - **Registration Lifetime**
4. Select **Apply** to save the settings.

UPnP

The UPnP page allows you to configure the SSDP protocol (Simple Service Discovery Protocol) on the device.

1. In the **Network Settings** link select the **UPnP** link.
2. Select **Enable** to enable the **SSDP Protocol**.
3. Enter the required information for **SSDP TTL**.
4. Select **Apply** to save the settings.

mDNS

The **mDNS** page allows you to enable the MDNS protocol (Multicast DNS) on the device. This protocol is used in Bonjour (formerly Rendezvous) from Apple.

1. In the **Network Settings** link select the **mDNS** link.
2. Select **Enable** to enable the **mDNS Protocol**.
3. Select **Apply** to save the settings.

CIFS

The CIFS page allows you to configure the CIFS Shared Folder settings on the device.

1. In the **Network Settings** link select the **CIFS** link.
2. Select **Enable** to enable the **CIFS Server**.
3. Enter the required information to configure the following settings:
 - **Max Connection**
 - **Anonymous**
 - **Login ID**
 - **Password**
4. Select **Apply** to save the settings.

SNMP

The SNMP page allows you to configure the SNMP (Simple Network Management Protocol) v1, v2 and v3 settings on the device. For instructions, refer to [SNMP](#) on page 121.

Outgoing Mail Server (SMTP)

The Outgoing Mail Server (SMTP) page allows you to configure the SMTP (Simple Mail Transfer Protocol) settings on the device. For instructions, refer to [Configure SMTP](#) on page 101.

Wireless (WorkCentre 3325DNI)

The Wireless page allows you to view the wireless connection status and configure the wireless settings on the device. For instructions refer to [Configure Wireless Connectivity Using Internet Services \(WorkCentre 3325DNI\)](#) on page 24.

Restore Default

The **Restore Default** page allows you to clear the machine's network settings.

1. In the **Network Settings** link select the **Restore Default** link.
2. Select the **Clear** button.
3. The **Do you really want to restore network settings** message appears. Click **Yes**.
4. Reboot the machine for changes to take effect.

Security

The Security screens allow you to view and set the properties for the following options:

- **Security Summary**
- **System Security**
- **Network Security**
- **Authentication**

Security Summary

The **Security Summary** page allows you to view the settings for:

- **System Security**
- **Network Security**
- **Authentication**

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**. Click **Properties**.
5. In the **Security** link on the left hand side, select the **Security Summary** link.
The **System Security** screen displays information about **Access Control**, **Advanced Access Control** and **Mass Storage Device Security**.
6. In the **Security Summary** page, select the **Network Security** tab. The Network Security tab displays the settings configured on the device for:
 - **Secure Connection (HTTPs)**
 - **Simple Network Management Protocol v3**
 - **IP Security**

- **IP and MAC Address Filter**
 - **802.1x Security**
7. In the **Security Summary** page, select the **Authentication** tab. Information about the **Authentication Method** and **User Profile** displays.

System Security

The **System Security** pages allow you to configure security settings on the device for:

- **System Administrator**
- **Feature Management**
- **Restart Device**

System Administrator

The **System Administrator** page allows you to change the administrator password and control access to Internet Services (the Web UI) and the device control panel (the LUI or Local User Interface). For instructions, refer to [Administrator Accounts](#) on page 114.

Feature Management

The **Feature Management** page allows you to control access to the machine services, physical ports and network protocols used on the device. For instructions, refer to [Feature Management](#) on page 115.

Restart Device

The **Restart Device** screen allows you to reboot the machine remotely from your desktop. For instructions, refer to [Restart Device](#) on page 115.

Network Security

The **Network Security** pages allow you to configure security settings on the device for:

- **Digital Certificate**
- **Secure Connection**
- **SNMPv3**
- **IP Security**
- **IPv4 Filtering**
- **IPv6 Filtering**
- **MAC Filtering**
- **802.1x**
- **External Authentication Server**
- **Display Network Settings**

For instructions on how to configure the Network Security settings, refer to [Security Settings](#) on page 114.

External Authentication

The **External Authentication** screen allows you to configure the server information used to validate machine users and is used with the Authentication feature. For information on how to configure Authentication, refer to [Authentication](#) on page 129.

Display Network Settings

The **Display Network Settings** screen allows you to control the network information that displays on the machine control panel. For further information, refer to [Display Network Settings](#) on page 135.

Authentication

The **Authentication** pages allow you to enable the **Authentication Method** to validate machine users, and configure the User Profile information. For information on how to configure Authentication, refer to [Authentication](#) on page 129.

Support

The Support tab provides details of the machine **Version Information** and allows you to perform a **Firmware Upgrade**. You can also configure **Contact Information** for the System Administrator and Xerox support information. The Support tab provides **Support Links** to pages on www.xerox.com that provide helpful information, for example drivers and documentation.

Note You must be logged in as the *Administrator* to perform a Firmware Upgrade.

Version Information

The Version Information area displays the machine's firmware versions.

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Support** icon. The **Version Information** page displays.

Firmware Upgrade

For information on how to upgrade the machine firmware, refer to [Upgrade using Internet Services](#) on page 163.

To Edit Contact Information Details

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Support** icon. The **Support** page displays.
4. In the **Contact Information: System Administrator** area, select the links to enter or edit details in the following fields:
 - **Name**
 - **Phone Number**
 - **Location**
 - **E-mail Address**
5. In the Xerox Support area, enter information for the following fields:
 - **Customer Support Phone Number**
 - **Services Phone Number**
 - **Supply Phone Number**
6. Select **Apply** to save the changes.
7. Select **OK** when the acknowledgement message displays.

Support Links

To view **Support Links** or to register your device on **www.xerox.com**:

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Support** icon.
4. Select **Support Links** within the **Support** tab.
5. Select the required link to access information.

Software Upgrade

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This chapter explains how to upgrade the machine software when requested by a Xerox Customer Support Centre Representative and includes the following topics.

- [Overview](#) on page 162
- [Upgrade using Internet Services](#) on page 163
- [Upgrade using a USB flash drive](#) on page 165

Overview

The Software Upgrade feature allows the customer to upgrade the machine software as requested by a Xerox Customer Support Centre Representative, without needing a Customer Service Representative to be present.

IMPORTANT: Any jobs in the queue must be allowed to complete or be deleted before initiating a software upgrade.

When should I upgrade the software?

Xerox is continually seeking to improve its products and a software revision may become available to improve the functionality of the machine. Your Customer Support Centre Representative will instruct you to upgrade your machine when it is necessary.

How do I upgrade the software?

There are two methods for upgrading the software on the machine:

- Upgrade over a network connection using CentreWare Internet Services (via a print submission). Refer to [Upgrade using Internet Services](#) on page 163.
- Upgrade directly at the machine with a USB flash drive connected to the USB port on the front of the machine. Refer to [Upgrade using a USB flash drive](#) on page 165.

Upgrade using Internet Services

Note Any jobs in the queue must be allowed to complete or be deleted before initiating a software upgrade. This procedure will prevent further jobs from being received until the upgrade has completed. All configured network settings and installed options will be retained by the machine after the Software Upgrade process.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Obtain the new software upgrade file for your machine from the www.xerox.com web site or from your Xerox Customer Support Representative. The upgrade file will have an extension of **.hd**. Download the upgrade file to a local or network drive. You will be able to delete the file after the upgrade procedure.
It is important to obtain the correct upgrade file for your particular model of machine.
For instructions to determine which model of machine you have, refer to [Properties](#) on page 144.
- TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed.

Procedure

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Login** link at the top of the screen. Enter the *Administrator User Name (admin)* and *Password (1111)*, and select **Login**.
4. Select **Properties**.
5. In the **Security** link on the left hand side select the **System Security** link.
6. Select the **Feature Management** link in the directory tree.
7. Select the **Firmware Upgrade Enable** box.
8. Click **Apply** to save the changes.
9. Select the **Support** tab.
10. In the **Firmware Upgrade** link select the **Upgrade Wizard** button.
11. The **Firmware Upgrade Wizard** screen appears. In the **Firmware File** area:
 - a. Select **Browse**.
 - b. Locate and select the software upgrade **.hd** file obtained earlier.
 - c. Select **Open**.
12. Select **Apply** to send the file to the machine.
13. The file will be sent to the printer and will disable the printing functionality. The web browser will become inactive and you will not be able to access the machine via this method until the upgrade has completed and the machine has rebooted. The upgrade should take no longer than 30 minutes.

14. Once the machine has completed the upgrade it will reboot automatically. The configuration report will print (if enabled). Check the configuration report to verify that the software level has changed.

Upgrade using a USB flash drive

This section provides instructions to upgrade machine software via a Software Upgrade file stored on a USB flash drive.

Note The print queue will be used for this procedure, so further jobs will not be printed until the upgrade has finished.

All configured network settings and installed options will be retained by the machine after the Software Upgrade process.

Information Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Obtain the Software Upgrade file from www.xerox.com or your Customer Service Representative. The file will have an **.hd** extension.
IMPORTANT: It is important to obtain the correct upgrade file for your particular model of machine. Xerox recommends that the file is stored in a subdirectory on the USB flash drive so that it is easier to locate from the machine's User Interface.
- If you are performing the upgrade on a networked (connected printer) machine, ensure that the machine is online before continuing.

Procedure

1. At your workstation, open the web browser and enter the *IP Address* of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Login** link at the top of the screen. Enter the *Administrator User Name* (**admin**) and *Password* (**1111**), and select **Login**.
4. Select **Properties**.
5. In the **Security** link on the left hand side select the **System Security** link.
6. Select the **Feature Management** link in the directory tree.
7. Select the **Firmware Upgrade Enable** box.
8. Click **Apply** to save the changes.
9. At your printer, insert a USB memory device into the USB port at the front of your machine. The **USB Menu** displays automatically on the *control panel*.
10. Select **Print from USB** and press **OK**. Your machine automatically detects the device and reads data stored on it.
11. Press the **Up/Down** arrow buttons until the Upgrade **.hd** file you want is highlighted and press **OK**. If you see **+** in the front of a folder name, there are one or more files or folders in the selected folder. If you selected a folder, press the **Up/Down** arrow buttons until the file you want is highlighted and press **OK**.
12. Press the green **Start** button to send the file to the machine and start the upgrade process.

13. The *control panel* will indicate the status of the upgrade and the machine will reboot once it is complete.

Troubleshooting

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This chapter contains problem solving procedures and how to further assistance. For more information, refer to the following sections.

- [Problem Solving Procedure](#) on page 166
- [Scan to Server \(WorkCentre 3325DN/3325DNI\)](#) on page 167
- [LDAP](#) on page 169
- [Fax](#) on page 170
- [Printing](#) on page 171
- [Connectivity](#) on page 172

Problem Solving Procedure

This section enables you to identify the network-related machine problems. Use the following steps to identify and solve the problem. If the problem is not network related, refer to the User Guide for corrective action.

1. Resolve any local copier or fax problems first. Perform the corrective action that is recommended by the User Guide. Do not attempt to resolve a network problem if the local copier and fax functions are not operating correctly.
2. Check that the machine has power and it is switched on.
3. Check that the network cable is connected to the machine.
4. Check that the network cable is connected to the workstation.
5. Check that the correct print driver for the machine is selected at the workstation.
6. Check that the software application being used to send print jobs is set up correctly.
7. If printing and faxing documents are not available from a workstation, re-install a print driver on the workstation.
8. Call the local Xerox Welcome Center, where a representative will assist in the diagnosis and solution of the problem.

Scan to Server (WorkCentre 3325DN/3325DNI)

I cannot scan on the machine.	<ol style="list-style-type: none">1. Ensure that the FTP or SMB scan filing location, user account and password are correctly configured on the machine.2. Ensure that the user account has read and write access to the scan filing location.3. At a workstation on your network, login to the scan filing location with the user account and copy a file into the location. If you cannot do this, the Xerox machine will not be able to scan to this location.

<p>I cannot scan to a FTP server (WorkCentre 3325DN/3325DNI).</p>	<p>Check that the FTP service is configured correctly:</p> <ol style="list-style-type: none"> 1. Open a command prompt window from your workstation: <ol style="list-style-type: none"> a. Select Start. b. Select Run. c. Enter cmd. d. Select the OK button. 2. In the Command Prompt window, enter ftp then enter a space, then enter the IP Address of your FTP Server. For example: C:\ftp 192.221.13.4 (where the IP Address of your FTP server is 192.221.13.4). 3. Press Enter on your keyboard. 4. At the 'User' prompt enter the <i>username</i> for the account you created for the machine scanner. For example: User <192.221.13.4:<none>>: xerox (where the Username is xerox). 5. At the 'Password' prompt enter the <i>password</i> for the account you created for the machine scanner. For example: Password: machine (where the password for the account is 'machine'). 6. A response of 'User <i>Username</i> logged in' will appear if the FTP server is correctly configured. If you cannot log in, open your FTP server settings and check that the Read and Write boxes are enabled, if applicable. If you have a 'Read Only' box - ensure that this is not enabled. 7. Check the User account and password are correctly configured. 8. Check the User account has the appropriate rights to access the directory where scans are filed. <p>If you are able to log in to the FTP server, try creating a directory in the scan directory to check write access. To do this:</p> <ol style="list-style-type: none"> 1. Within the Command Prompt screen, log in to your FTP server using the steps above. 2. Type mkdir xerox to create a directory called xerox. 3. A response of 'MKD Command Successful' will appear if the directory has been created. If 'Permission denied' appears, ensure that the User account has full read and write access rights to the scanning directory (repository). 4. Type rm xerox to delete the directory called xerox. 5. Type quit to end the FTP session. 6. Type exit to close the command prompt window.

LDAP

I cannot access the LDAP Address Book.	Ensure that the LDAP Server information is configured correctly within Internet Services.
The time taken to perform a search exceeds the maximum limit.	<p>The machine contacted the LDAP Server, but the time to perform the search exceeds the maximum search time defined by the Administrator.</p> <ol style="list-style-type: none"> 1. Enter a more specific name at the machine to refine the search. 2. Increase the number in the Search Timeout box to increase the time of the search. This is located within the Internet Services LDAP Server screen. 3. Verify there are no communication problems with the LDAP server.
The number of search results exceeds the limit set on the LDAP server.	<p>The number of search results exceeds the limit set on the LDAP server.</p> <ol style="list-style-type: none"> 1. Enter a more specific name at the machine to refine the search. 2. Increase the number in the Maximum Number of Search Results. This is the maximum number of addresses that will appear which match the search criteria selected by the User. Set the Maximum Number to one less than the LDAP server will allow. For example, if the LDAP server limit is 75, set the search results to 74 or less. This setting is located within the Internet Services LDAP Server screen.
No LDAP entries fit the search criteria entered by the User.	Verify the Search By is set to match the name syntax used in your environment. This setting is located within the Internet Services LDAP Server screen.

Fax

I cannot use this feature on the machine.	<p>Ensure the fax line is connected to an operational telephone line.</p> <p>Ensure that the fax settings are correctly configured.</p> <ol style="list-style-type: none">1. Press the Machine Status button.2. Press the Up/Down arrow buttons to highlight Fax Setup; press OK.3. Press the Up/Down arrow buttons to highlight Enable; press OK.4. Verify that the Fax Setups has been correctly configured. Further information about the configuration of the Fax Setups can be found in Enable Fax from the Machine on page 81.

Printing

I cannot print to the machine.	<ol style="list-style-type: none">1. Ensure that there are no network connectivity problems with the Xerox machine.2. Print a Test Page from the Xerox print driver to the machine to verify connectivity.3. Ensure that the print server is functional.4. Print a Configuration Report at the Xerox machine to Ensure that the network address information is correctly configured.5. Ensure that the correct print driver is installed on the User's workstation.
The machine is printing slowly.	<ol style="list-style-type: none">1. Configure the Xerox machine with an Ethernet speed that matches the speed set on your hub or switch.2. Ensure that the correct print driver is installed on the User's workstation.

Connectivity

The machine is not available on the network.	Network Connectivity <ol style="list-style-type: none"> 1. Print a Configuration Report at the machine to ensure that the network address information is correctly configured. 2. Connect to the machine's IP address from a web browser to check connectivity. 3. Ensure that the machine is configured with an Ethernet speed that matches your hub or switch. 4. Ensure that the machine's Ethernet cable is correctly patched in at the hub/switch. 5. Ensure that the machine's Ethernet cable is functioning. 6. Ensure that other computers on your network can communicate.
The machine has an incorrect IP Address.	Test TCP/IP Connectivity <ol style="list-style-type: none"> 1. Ping the address of the machine from a command prompt window. 2. If you receive a reply, the machine may be configured with a duplicate IP Address. Unplug the Ethernet cable from the machine and ping the IP Address again. If you still receive a reply, re-connect the Ethernet cable. 3. If you do not receive a reply when you ping the machine's IP Address, check the network cables at the machine and the computer that you are using to ping the machine. 4. Configure the Xerox machine with an Ethernet speed that matches the speed set on your hub or switch. 5. Ensure that the Ethernet cable is correctly patched in at the hub/switch. 6. Try a different Ethernet cable at the machine. 7. Check that other machines/computers can communicate over the network.

	<p>Incorrect IP Address</p> <p>In certain situations you may find the machine is configured with an incorrect IP Address or displays a network error. There are several possible causes of this:</p> <ol style="list-style-type: none"> 1. When the machine boots up it discovers that it has been configured with an IP Address that is owned by another machine. <p>Solution - Configure the machine with a unique IP Address.</p> <ol style="list-style-type: none"> 2. The machine cannot connect to the DHCP or BootP server. The machine will use AutoIP to establish an address. <p>Solution - Check the DHCP or BootP server works correctly. Configure the printer with a static IP Address.</p> <ol style="list-style-type: none"> 3. The printer has an IP Address of 169.254.x.x. <p>Solution - The machine cannot connect to the DHCP or BootP server. The printer has used AutoIP to establish an address. Check the DHCP or BootP server works correctly. Configure the printer with a static IP Address.</p> <p>Note AutoIP (AutoNetting) When DHCP or BootP are enabled on the machine, AutoIP is automatically enabled. If a DHCP or BootP server does not respond with an IP Address, the machine will use AutoIP to configure its own IP Address in the 169.254.0.0 range. When the machine connects to the DHCP or BootP server it will obtain a dynamic IP Address as normal. If the machine is configured with a static IP Address, it will not use AutoIP.</p>
I cannot access Internet Services.	<ol style="list-style-type: none"> 1. Ensure that the Xerox machine is configured with a valid IP Address. 2. Ensure HTTP Activate is enabled within the Machine Status > Network Settings area at the User interface (UI) screen. 3. Within your web browser, set the option to bypass the proxy server for local addresses.

Appendix A

Management Information Base (MIB)

A MIB (Management Information Base) is a database of objects that can be accessed by a network management system.

Xerox public MIBs are located at: <http://origin-download.support.xerox.com/pub/drivers/MIBs/>

Customers can download the MIBs and use their SNMP tool to obtain the required information.

Note All information presented on the Local UI display is also presented in the MIB and CentreWare Internet Services. This includes e-mail addresses, phone numbers and passwords as they are being entered. If this presents a security concern, Xerox recommends enabling the SNMPv3 and the IP Filtering security feature in order to control remote access to the device. For SNMPv3, refer to [SNMPv3](#) on page 123 and for IP Filtering, refer to [IP Filtering](#) on page 125.

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