Xerox® WorkCentre® 3615
Black and White Multifunction Printer
Imprimante multifonctions noir et blanc
System Administrator Guide
Guide de l'administrateur système

Español Guía del administrador del sistema
Português Guia de Administração do Sistema

Contents

Contents

Introduction

1

This chapter includes:

Overview

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

Use this guide to help you configure and manage your printer on a network.

Notes:

- Network features are not available when you are connected over USB.
- Not all options listed are supported on all printers. Some options apply only to specific printer models or configurations.

Configuration Steps

To configure the printer for the first time, complete the following tasks:

1. Ensure that your printer is connected physically to your network, and to the fax line as needed.
2. Confirm that your printer is recognized on your network. By default, the printer is configured to receive an IP address from a DHCP server over a TCP/IP network. For details, see Network Connectivity on page 31. To assign a static IP address, see Assigning the IP Address of the Printer on page 121.
3. Configure basic printer settings such as your location, time zone, and date and time preferences. For details, see Configuring General Settings on page 19.
4. Print a Configuration Report that lists the current printer configuration. Review the report to locate the printer IPv4 or IPv6 address. For details, see Configuration Report on page 14, on page 125.
5. To access CentreWare Internet Services, open a Web browser, then type the IP address for your printer. CentreWare Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser. For details, see Logging In to CentreWare Internet Services on page 13.

   Note: You can access most configuration settings in CentreWare Internet Services on the Properties tab.
6. Configure network connections, such as wireless connections, as needed. For details, see Configuring Network Settings on page 32.
7. Configure security features as needed. For details, see Security on page 63.
8. Configure copy, scan, and fax features. For details about Copy features, see Copying on page 83. For details about Scan features, see Scanning on page 89. For details about Fax features, see Faxing on page 103.

   Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.

More Information

You can obtain more information about your printer from these sources:

Resource	Location
Installation Guide	Packaged with the printer.
Other documentation for your printer	www.xerox.com/office/WC3615docs
Recommended Media List	United States: www.xerox.com/paper European Union: www.xerox.com/europaper
Technical support information for your printer; including online technical support, Online Support Assistant, and driver downloads.	www.xerox.com/office/WC3615support
Information Pages	Print from the control panel, or from CentreWare Internet Services, click **Status**>**Information Pages**.
CentreWare Internet Services documentation	In CentreWare Internet Services, click **Help**.
Order supplies for your printer	www.xerox.com/office/WC3615supplies
A resource for tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox® Direct online store	www.direct.xerox.com/

Initial Setup

2

This chapter includes:

Finding the IP Address of the Printer

You can view the IP address of your printer on the Configuration Report. IPv4 and IPv6 address information is located in the Network Setup section of the Configuration Report under IPv4 and IPv6.

Note: After the printer has been on for two minutes, print the Configuration Report. The TCP/IP address appears in the Network section of the page. If the IP address listed on the page is 0.0.0.0, the printer needs more time to acquire an IP address from the DHCP server. Wait two minutes, then print the Configuration Report again.

Accessing the Printer

The system administrator can set access rights on the printer to ensure that unauthorized users cannot access the printer. If the system administrator configures authentication and authorization, users require a login and password to access some or all of the features of the printer. The administrator can also configure accounting to require an accounting code to access tracked features.

Logging In

Logging in is the process by which you identify yourself to the printer for authentication. If authentication is set, to access printer features, you log in with your user credentials. The system administrator user name is **admin** and the default password is **1111**.

Logging In at the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Type the passcode using the keypad.
4. Touch **OK**.

    Note: Repeat steps 3 and 4 of the procedure to access each service that is password protected.

Logging In to CentreWare Internet Services

When Administrator Mode is enabled, the Jobs, Address Book, Properties, and Support tabs are locked until you enter the administrator user name and password.

To log in to CentreWare Internet Services as the administrator:

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click the **Jobs**, **Address Book**, **Properties**, or **Support** tab.
3. Type the administrator user name.
4. Type the password, then type the password again to verify.

Initial Setup at the Control Panel

Information Pages

Your printer has a printable set of information pages. These include configuration and font information, demonstration pages, and more.

Configuration Report

The Configuration Report lists printer information such as default settings, installed options, network settings including IP address, and font settings. Use the information on this page to help you configure network settings for your printer, and to view page counts and system settings.

Printing a Configuration Report

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Information>Information Pages**.
3. Touch **Configuration**, then touch **Print**.

Changing the Passcode at the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. At the prompt, enter a four-digit passcode, then touch **OK**.
4. To navigate, use the **Up** or **Down** arrows, then touch **Secure Settings**.
5. Touch **Panel Lock**, then touch **Change Passcode**.

    Note: This feature is available only when Panel Lock is enabled.

6. At the prompt, enter a four-digit passcode, then touch **OK**.
7. At the prompt, enter the new passcode, then touch **OK**.
8. At the prompt, reenter the passcode, then touch **OK**.
9. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Configuring General Setup Using the Control Panel

This section includes:

Accessing Information About the Printer Using the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Information Pages**.
3. To scroll through the lists of information pages, use the **Up** or **Down** arrows on the touch screen.
4. To print a specific information page, touch the page, then touch **Print**.

Using the Power On Wizard

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. To navigate to the Power On Wizard, use the **Up** or **Down** arrows, then select **Power On Wizard**.
5. At the prompt, touch **Start**.
6. At the message for Restart is Required, touch **Yes, Restart**.
7. To select your language, use the **Up** or **Down** arrows to navigate, touch your language, then touch **Next**.
8. To select your time zone:
    a. Touch **Time Zone**.
    b. Use the **Up** or **Down** arrows to navigate, select your geographic region and time zone, then touch **OK**.
9. To set the date:
    a. Touch **Date**.
    b. Touch **Format**, then touch the date format that you want to use.
    c. To enter the month, touch **Month**, then use the keypad.
    d. To enter the date, touch **Day**, then use the keypad.
    e. To enter the year, touch **Year**, then use the keypad.
    f. Touch **OK**.
10. To set the time:
    a. Touch **Time**.
    b. To select the format, touch **12 Hour** or **24 Hour**.
    c. To enter the hour, touch **Hours**, then use the keypad.
    d. To enter the minutes, touch **Minutes**, then use the keypad.
    e. Touch **OK**.
11. Touch **Next**.
12. At the fax setup message, select an option.
13. To set up the fax:
    a. To enter the fax number, use the keypad.
    b. Touch **Country**.
    c. To navigate, use the **Up** or **Down** arrows, then touch the name of your country.
    d. Touch **Next**.
14. At the email setup message, select an option.
15. To select how to find an outgoing mail server, select **Find It For Me** or **I Know My SMTP**.
16. If you selected Find It For Me:
    a. Touch **Next**.
    b. From the list, select a server.
    c. Touch **Next**.
        The printer runs a test on the SMTP mail server.

17. If you selected I Know My SMTP:
    a. Touch **Next**.
    b. To enter the SMTP server name, use the keypad.
    c. Touch **Next**.
    d. Enter the port number for the SMTP server.
    e. Touch **Next**.
    f. If you selected Server Requires Login, enter the SMTP login name.
    g. Touch **OK**.
    h. Enter the password.
    i. Touch **OK**.
    j. Touch **Next**.
       The printer runs a test on the SMTP mail server.
18. To enter the "From" email address, use the keypad.
19. Touch **Next**.
20. Enter the "From" display name.
21. Touch **Next**.
22. At the prompt for changing the email address when scanning to email, select an option.
23. Touch **Done**.

Configuring General Settings

This section includes:

Use this menu to configure general settings of the printer. For example, time to Energy Saver mode, alarm settings, and so on.

Accessing the General Settings Menu

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.

Configuring the Energy Saver Timers

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. Touch **Energy Saver**.
5. To set the delay before the printer enters Low Power mode, use the keypad to enter the time, then touch **OK**.

Setting the Date and Time

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. Touch **Date and Time**.
5. To select your time zone:
   a. Touch **Time Zone**.
   b. Use the **Up** or **Down** arrows to navigate, select your geographic region and time zone, then touch **OK**.
6. To set the date:
   a. Touch **Date**.
   b. Touch **Format**, then touch the date format that you want to use.
   c. To enter the month, touch **Month**, then use the keypad.
   d. To enter the date, touch **Day**, then use the keypad.
   e. To enter the year, touch **Year**, then use the keypad.
   f. Touch **OK**.
7. To set the time:
   a. Touch **Time**.
   b. To select the format, touch **12 Hour** or **24 Hour**.
   c. To enter the hour, touch **Hour**, then use the keypad.
   d. To enter the minutes, touch **Minute**, then use the keypad.
8. Touch **OK**.
9. To return to the General menu, touch the **Back** arrow.

Setting the Measurement Units

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. Touch **Measurement**.
5. To select an option for units, touch **millimeter (mm)** or **inches (")**.
6. Touch **OK**.

Setting the Display Brightness

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. Touch **Display Brightness**.
5. Touch **-** or **+** on the display or use the keypad to enter a number from 1 through 10.
6. Touch **OK**.

Configuring Audio Tones

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. Touch **Audio**.
5. Select the tone to change, then select an option.
6. Touch **OK**.
7. Repeat for each tone that you want to set.
8. To return to the General menu, touch the **Back** arrow.

Configuring the RAM Disk

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. Touch **RAM Disk**, then touch **On**.

   Note: The RAM Disk feature is not available when the Device Memory option is installed.
5. To specify the amount of memory to allocate to the RAM Disk file system, touch Plus (**+**) or Minus (**-**).
6. Touch **OK**.

Setting the Startup Page

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. Touch **Startup Page**.
5. To print a Startup Page when the printer is turned on, touch **On**.
6. Touch **OK**.

Configuring the Low Toner Alert Message

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. Touch **Low Toner Alert Message**.
5. To display an alert message when the toner is low, touch **On**.
6. Touch **OK**.

Setting the OffHook Wake Up

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. Touch **OffHook Wake Up**.
5. To have the printer leave Energy Saver mode when you pick up the handset of the external telephone, touch **On**.
6. Touch **OK**.

Setting the Auto Log Print

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**, then touch **General**.
4. To print a job history log after every 20 print jobs automatically, touch **Auto Log Print**.
5. Touch **On**.
6. Touch **OK**.
7. At the Restart System prompt, touch **Close**.

Configuring the Timers

Use the Timers menu to set the timeouts for the control panel touch screen, for faults, and for jobs being sent to the printer.

To configure the timers:
1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Touch **System Settings**>**Timers**.
4. To set the delay before the control panel times out, touch **Control Panel**, touch the delay that you want, then touch **OK**.
5. To set how long the printer waits before canceling a print job that stops abnormally:
   a. Touch **Fault Timeout**>**On**.
   b. To enter a delay time, use the keypad. The range is 3–300 seconds.
   c. Touch **OK**.
6. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Configuring Output Settings

Use this menu to configure settings concerning the output of the printer.

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. Touch **System Settings**, then touch **Output Settings**.
4. To set the default paper size, touch **Default Paper Size**, touch an option, then touch **OK**.

   Note: The default for Default Paper Size varies, depending on the country-specific default setting.
5. To print the user ID on the output page, touch **Print ID**, touch a position where the ID is printed, then touch **OK**.
6. To have the printer output PDL data as text, touch **Print Text>On>OK**. The printer does not support printing in PDL.
7. To specify if a banner page is printed:
   a. Touch **Banner Page>Insert Position**.
   b. Touch an option:
      - **Off**: Directs the printer not to print a banner page.
      - **Front**: Directs the printer to insert a banner page before the first page of each copy.
      - **Back**: Directs the printer to insert a banner page after the last page of every copy.
      - **Front and Back**: Directs the printer to insert a banner page before the first page and after the last page of every copy.
   c. Touch **OK**.
   d. To select the tray used to print the banner page, touch **Specify Tray**, then touch an option.
   e. Touch **OK**.
   f. To return to the Output Settings menu, touch the **Back** arrow.
8. To select what action the printer takes when a paper size mismatch occurs:
   a. Touch **Size Mismatch**, then select an option.
      - **Off**: Directs the printer to print with no further action.
      - **Crop to Size**: Directs the printer to trim the print to fit the printable area of the page.
      - **Scale to Size**: Directs the printer to reduce or enlarge the print image to fit the printable area of the page.
      - **Use Size in Bypass Tray**: Directs the printer to use the paper size in the Bypass Tray.
   b. Touch **OK**.
9. To have letterhead print on both sides of the paper, touch **Letterhead 2-Sided>Enable>OK**.
10. To have information pages print on both sides of the paper, touch **Report 2-Sided Print>2-Sided>OK**.
11. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Configuring Tray Settings

Use this menu to configure the paper trays for the paper size and type, set custom sizes, and turn the display prompts on and off.

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Tray Management>Tray Settings**.
3. To configure the bypass tray settings:
   a. Touch **Bypass Tray**.
   b. To have the printer prompt you to set the paper type and size when paper is loaded, select **Display Tray Prompt**.
   c. To use the paper size and type from the print driver, select **Use Driver Settings for Print Job**.
   d. To dedicate the bypass tray for a paper size and type, clear **Display Tray Prompt** and **Use Driver Settings for Print Job**.
      - To select a paper or envelope size, touch **Size**, touch the **Up** or **Down** arrows to navigate, then touch a size.
      - To select a paper type, touch **Type**, touch the **Up** or **Down** arrows to navigate, then touch a paper type.
   e. Touch **OK**.
4. To configure a paper tray:
   a. Touch **Tray 1–4**.
   b. To have the printer prompt you to set the paper type and size when paper is loaded, select **Display Tray Prompt**.
      - To select a paper or envelope size, touch **Size**, touch the **Up** or **Down** arrows to navigate, then touch a size.
      - To select a paper type, touch **Type**, touch the **Up** or **Down** arrows to navigate, then touch a paper type.
   c. Touch **OK**.
5. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Configuring General Setup Using CentreWare Internet Services

This section includes:

General Setup in CentreWare Internet Services allows you to configure printer settings onscreen using your Web browser.

Opening General Setup Settings

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. To expand the menu, in the Properties pane, next to the General Setup folder, click the plus symbol (**+**).

Viewing Printer Information

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. To expand the menu, in the Properties pane, next to the General Setup folder, click the plus symbol (**+**).
4. Click **About Printer**.
5. Under Version Information, view the following:
   - **Printer Model**: The specific printer model configuration.
   - **Printer Serial Number**: The unique factory-assigned serial number for the printer.
   - **Controller**: Version information for the firmware installed on your printer.
   - **Boot**: Version information for the boot code installed on your printer.
   - **Engine**: Version information for the engine software installed on your printer.
   - **Network**: Version information for the networking software installed on your printer.
6. Under Page Description Language, view the version information for the PCL, PostScript, and PDF software installed on your printer.
7. Under Memory, view the RAM size and RAM disk of the printer. The RAM Disk function is available only on printers without an optional SD memory card installed.

Cloning Printer Settings

You can use cloning to copy configuration settings from one printer to another printer on the same network. To use the clone feature, both the source printer and the destination printer must be the same model and have the same version of firmware.

Note: Before you copy the address book, verify that the address book of the target printer is empty.

To clone the printer settings:
1. From the General Setup menu, click **Cloning**.
2. Select the parameters to clone from this printer:
   a. To clone the settings from this printer, select **Printer Settings**.
   b. To clone the contact information from the address book, select **Address Book**.
3. To use the password for the destination printer, under Enter IP Address of Destination Printer, select **Use the printer's password**.
4. In the IP Address field, enter the IP address of the destination printer.
5. If you selected Use the printer's password, in the Password field, enter the password for the destination printer.
6. Click **Clone Selected Settings**.

Configuring Mail Alerts

You can define groups to receive email notifications when selected status alerts occur on the printer.

To configure mail alerts:

1. From the General Setup menu, click **Mail Alerts**.
2. To have the printer send email alerts, select **Enable Mail Alerts**.
3. To send email alerts to the printer system administrator, next to SysAdmin Mail Address, enter a valid address for the system administrator.
4. To send email alerts to a service representative, next to Service Mail Address, enter a valid address for the service representative.
5. Under Notification Items, select each of the items to generate an email notification for the system administrator or service representative.
6. Click **Save Changes**.
7. Next to Connection Setup, click **Email Settings**.
    a. Enter the From: Email Address for the printer.
    b. Next to SMTP Server, enter the IP Address or DNS Name of the SMTP server to which the printer is connected.
        If you do not know the IP Address or DNS Name of the SMTP server, click **Auto Detect SMTP Server**.

    Note: Before clicking Auto Detect SMTP Server, to save any entries that you have made, click **Save Changes**.

    c. Next to SMTP Port, enter the port number for the SMTP server.
    d. If the SMTP server requires authentication, select the Authentication Type, then enter the SMTP Login Name and SMTP Password in the appropriate fields.
    e. Click **Save Changes**.

Configuring System Settings

Use this menu to configure general settings of the printer. For example, time to Energy Saver mode, alarm settings, and so on.

1. From the General Setup menu, click **System Settings**.
2. Under General, enter values for the Energy Saver modes, then select values for the other selections from each of their lists.
3. Under Timers, for Panel Timeout, select the time from the list. For the Fault Timeout, enter the time in seconds.
4. Under Output Settings, for each of the items, select a value from the list.
5. Click **Save Changes**.

Configuring Clock Settings

Use this menu to set the date and clock settings of the printer.

To configure the clock settings:

1. From the General Setup menu, click **Clock Settings**.
2. Next to Date Format, Time Format, and Time Zone, select the setting for each from the corresponding list.
3. Using the selected format, next to Set Date, enter the date.
4. Using the selected format, next to Set Time, enter the time.
5. Click **Save Changes**.

Configuring Tray Settings

Use this menu to configure the paper trays for the paper size and type, set custom sizes, and turn the display prompts on and off.

1. From the General Setup menu, click **Tray Management**.
2. Select a bypass tray option.
    –   To allow the print driver settings to specify the bypass tray mode, under Tray Settings, select **Bypass Tray Use Driver Settings For Print Job**.
    –   To allow the control panel settings to specify the bypass tray mode, under Tray Settings, clear **Bypass Tray Use Driver Settings For Print Job**.
3. Under Tray Settings, next to each tray selection, from the lists, select the paper size and paper type.
4. Under Tray Settings, for the paper width (X) and the paper length (Y), enter the custom paper sizes.
5. To have the display prompt you for the paper settings each time the paper tray is loaded, next to Display Popup, select **On**.
6. Under Tray Priority, select the tray priority for paper usage.
7. Click **Save Changes**.

Resetting Service Defaults

Use this menu to restart the printer or to reset the default settings for faxing, scanning, printer, and network settings using CentreWare Internet Services. Restarting the printer can take up to five minutes, during which time CentreWare Internet Services is not available.

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties**.
3. From the General Setup menu, click **Resets**.
4. To reset a service default, next to the default service, click **Power Off/On Printer**.
5. To restart the printer without resetting any of the default settings, next to Power Off/On the Printer, click **Power Off/On Printer**.

Configuring CentreWare Internet Services Display Settings

Internet Services Settings determine how the CentreWare Internet Services page displays in your Internet browser and how often the page refreshes.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties**.
3. Next to Auto Refresh, from the list, select **Enabled**.
4. Next to Auto Refresh Interval, type the time in seconds.
5. For to Web Page Title, from the list, select an option.
6. Click **Save Changes**.

Network Connectivity

3

This chapter includes:

Configuring Network Settings

This section includes:

About TCP/IP and IP Addresses

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Generally, Macintosh computers use either TCP/IP or the Bonjour protocol to communicate with a network printer. For Macintosh OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, Bonjour does not require printers or computers to have IP addresses.

With TCP/IP protocols, each printer and computer must have a unique IP address. Many networks and cable and DSL routers have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically assigns an IP address to every computer and printer on the network that is configured to use DHCP.

If you use a Cable or DSL router, see the documentation for your router for information on IP addressing.

Configuring TCP/IP Settings

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>TCP/IP**.
3. For IP Mode, select an option. The IP Mode determines the available settings on the TCP/IP page.
4. For Host Name, type a name. The host name can include up to 47 alphanumeric characters and can include hyphens (**-**).
5. For IPv4 or Dual Stack modes:
    a. For Get IP Address, select an option.
        *   **Manual**: The addresses specified on this page are used. Ensure that the IPv4 address, network mask, and gateway addresses are valid.
        *   **DHCP**: The addresses are set automatically using DHCP.
        *   **BOOTP**: The addresses are set automatically using BOOTP.
        *   **RARP**: The addresses are set automatically using RARP.
        *   **DHCP/AutoIP**: The addresses are set automatically using DHCP/AutoIP.

        Note: If you select DHCP, BOOTP, RARP, or DHCP/AutoIP, the IP address entered on this page is ignored.

    b. For IPv4 address, type an address. The format is x.x.x.x, where x represents a decimal number from 0 through 255. The value entered must be a valid IP address. It cannot be 0.0.0.0, 255.255.255.255, or any address starting with 127 or a number from 224 through 254.
    c. For Network Mask, type the network mask. The format is x.x.x.x, where x represents a decimal number from 0 through 255.
    d. For Router/Gateway Address, type an address. This address serves as the host that retransmits the packets from the current network segment to another network segment. The format is x.x.x.x, where x represents a decimal number from 0 through 255. Ensure that the value entered is a valid address and does not start with 127 or a number from 224 through 254.
6. For IPv6 or Dual Stack modes:
    a. To enter the IPv6 address manually, select **Enable Manual Address**.
    b. To specify DHCP to assign a dynamic IP address from a pool of available IP addresses, select **Get IP Address from DHCP**.
    c. For IP Address, type an address and prefix length. In the first field, the IPv6 address contains hexadecimal digits delimited by a colon (**:**) character. The address can contain up to 39 characters. In the second field, the prefix length can be a number from 0 through 128.
    d. For Stateless Address 1-3, view the stateless, automatically configured IPv6 addresses. When a router is found that offers one or more prefixes, addresses can be assigned automatically. Automatically assigned addresses can be routed.
    e. For Link-Local Address, ensure that the Link-Local Address that the printer has assigned to itself appears. A Link-Local address cannot be routed.
    f. For Gateway Address, type an address. This address includes hexadecimal digits delimited by the colon (**:**) character, and can be up to 39 characters in length.

7. For DNS Domain Name, type a domain name. The name can include up to 255 alphanumeric characters, and can include periods (**.**) and hyphens (**-**).

8. For IPv4 or Dual Stack modes:

   a. To set the DNS server address using DHCP, select **Obtain DNS Server Address Automatically**. When selected, DNS information entered on this page is ignored.

   b. For DNS Server Address, type an address. The format is x.x.x.x, where x represents a decimal number from 0 through 255. Ensure that the value entered is a valid address and does not start with 127 or a number from 224 through 254.

   c. To enable DDNS, select **Dynamic DNS Registration (IPv4)**.

   d. Select **Obtain IPv6 DNS Server Address Automatically** as needed. When selected, DNS information entered on this page is ignored.

   e. For DNS Server Address, type an address. This address includes hexadecimal digits delimited by the colon (**:**) character, and can be up to 39 characters in length.

   f. To enable DDNSv6, select **Dynamic DNS Registration (IPv6).** Information is sent to the DHCPv6 server so that it can register the printer host name with DNS. If the server prohibits dynamic DNS, this setting is ignored even if the check box is selected.

9. Select **Auto Generation of Search List** as needed.

10. Select **Search Domain Name** as needed. The name can include up to 255 alphanumeric characters, and can include periods (**.**) and hyphens (**-**).

11. For Connection Timeout, type the amount of time to wait before the connection times out.

12. To prefer IPv6 addresses when both IPv6 and IPv4 addresses are available, select **DNS Resolution via IPv6 First**. This field is available when you select Dual Stack IP mode.

13. Under WINS Server, for IPv4 and Dual Stack modes:

   a. To set the WINS server address using DHCP, select **Get WINS Server Address**. When enabled, WINS Server information entered on this page is ignored.

   b. For Primary WINS Server Address, type an address. The format is x.x.x.x, where x represents a decimal number from 0 through 255. Ensure that the value entered is a valid address and does not start with 127 or a number from 224 through 254. A value of all zeros indicates that no server is configured. If both primary and secondary name servers are undefined, the printer broadcasts (peer-to-peer) name recognition.

   c. For Secondary WINS Server Address, type an address. The format is x.x.x.x, where x represents a decimal number from 0 through 255. Ensure that the value entered is a valid address and does not start with 127 or a number from 224 through 254. A value of all zeros indicates that no server is configured. If both primary and secondary name servers are undefined, the printer broadcasts (peer-to-peer) name recognition.

14. Click **Save Changes**.

15. For the new settings to take effect, restart your printer.

Connecting to a Wireless Network

A wireless local area network (WLAN) provides the means to connect two or more devices in a LAN without a physical connection. The printer can connect to a wireless LAN that includes a wireless router or wireless access point. Before connecting the printer to a wireless network, the wireless router must be configured with a service set identifier (SSID), a passphrase, and security protocols.

Notes:

- Wireless networking is available only on printers with the optional Wireless Network Adapter installed.
- Some features are available only if you install the optional Data Memory Drive.

Resetting Wireless Settings

If the printer was previously installed in a wireless network environment, it could retain setup and configuration information.

To prevent the printer from trying to connect to the previous network, perform the following steps:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Admin Setting>Network>Wi-Fi**.
4. Touch the **Down** arrow to navigate to the next screen.
5. Touch **Reset Wi-Fi>Reset>Yes, Reset**.

Connecting to a Wireless Network Using the Control Panel Wi-Fi Setup Wizard

Before you begin, ensure that you have the wireless network Service Set Identifier (SSID), encryption type, and passphrase. For details, see Collecting Wireless Network Information for Connecting to a Wireless Network Manually on page 36.

To connect to a wireless network using the Wi-Fi Setup Wizard:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Admin Setting>Network>Wi-Fi**.
4. Touch **Wi-Fi Setup Wizard**.
5. Select the desired network.

   Note: If the wireless network does not appear in the list, see Connecting to a Wireless Network Manually on page 37.

6. Touch **Next**.
7. Enter the passcode for the selected network, then touch **OK**.
8. To view the new IP address and ensure that the connection is successful, print a Configuration Report.

   Note: For the new settings to take effect, restart your printer.

Collecting Wireless Network Information for Connecting to a Wireless Network Manually

When connecting to a wireless network that does not include a WPS-compliant router, set up and configure the printer manually. Before starting, you must get the setup and configuration information, such as name and passphrase, from the router. After you collect the network information, you can set up the printer from the control panel or from CentreWare Internet Services. For the easiest manual connection, use CentreWare Internet Services.

To record the network information from the wireless router or access point:

1. On your computer, use your Web browser to open the control panel for the wireless router.
2. Click **Wireless Settings**.
3. Record the following information. The network name and passphrase are case sensitive. Ensure that you record them exactly as they appear in the wireless router control panel.
   – **Name (SSID)**
   – **Security Options (Encryption Type)**
   – **Passphrase**

   Note: The wireless router must be connected and properly configured for the network before you install the printer. For details, see your router documentation.

Connecting to a Wireless Network Using the Control Panel Wi-Fi Setup Wizard

Before you begin, ensure that you have the wireless network Service Set Identifier (SSID), encryption type, and passphrase. For details, see Collecting Wireless Network Information for Connecting to a Wireless Network Manually on page 36.

To connect to a wireless network using the Wi-Fi Setup Wizard:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Admin Setting>Network>Wi-Fi**.
4. Touch **Wi-Fi Setup Wizard**.
5. Select the desired network.

   Note: If the wireless network does not appear in the list, see Connecting to a Wireless Network Manually on page 37.

6. Touch **Next**.
7. Enter the passcode for the selected network, then touch **OK**.
8. To view the new IP address and ensure that the connection is successful, print a Configuration Report.

Connecting to a Wireless Network Manually

Before you begin, ensure that you have the wireless network Service Set Identifier (SSID), encryption type, and passphrase. For details, see Collecting Wireless Network Information for Connecting to a Wireless Network Manually on page 36.

To connect to a wireless network manually:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Admin Setting>Network>Wi-Fi**.
4. Touch **Wi-Fi Setup Wizard**.
5. Select **Manual SSID Setup**, then touch **Next**.
6. Enter the network SSID, then touch **Next**.
7. Select the Infrastructure type, then touch **Next**.
8. Enter the passcode for the selected network, then touch **OK**.
9. To exit the menu, touch **OK**.
10. Restart the printer, then wait two minutes for the printer to connect.
11. To view the new IP address and ensure that the connection is successful, print a Configuration Report.

Connecting to a Wireless Network Using CentreWare Internet Services

Before you begin, ensure that you have the wireless network Service Set Identifier (SSID), encryption type, and passphrase. For details, see Collecting Wireless Network Information for Connecting to a Wireless Network Manually on page 36.

> Note: To use CentreWare Internet Services to set up the printer on a wireless network, connect the printer to your computer through an Ethernet wired network.

To connect to a wireless network manually using the CentreWare Internet Services:

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

   > Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties**.
3. In the Properties pane at the left of the window, under Physical Connection, click **Wi-Fi**.
4. In the **SSID** field, enter the SSID.
5. To select the **Network Type**, from the drop-down menu, select **Infrastructure** or **AdHoc**.

   > Note: Infrastructure provides the greatest selection of security options. AdHoc provides only WEP encryption in most networks.

6. To select **Encryption**, under Security Settings, select the appropriate security option for your router.
7. To remove the dots in the Passphrase field, select them, then press **Backspace**.
8. In the Passphrase field, enter the network passphrase. To remove the dots in the Re-enter Passphrase field, select them, then press **Backspace**.
9. In the Re-enter Passphrase field, re-enter the network passphrase.
10. Click **Save Changes**.
11. Disconnect the Ethernet cable from the printer.
12. Turn off the printer, then turn it on again.

    When the printer restarts, it uses the information from CentreWare Internet Services to connect with the wireless router.

Wait about two minutes, then print a Configuration Report to check the connection. If the printer does not successfully connect with the wireless network, check your network information and try again.

Connecting to a Wireless Network Using the Printer Setup Utility

Before you begin, ensure that you have the wireless network Service Set Identifier (SSID), encryption type, and passphrase. For details, see Collecting Wireless Network Information for Connecting to a Wireless Network Manually on page 36.

> Note: To use the Printer Setup Utility for setting up on a wireless network, connect your printer to your computer through the Ethernet wired network. You can also use the Printer Setup Utility to set up the printer connected with a USB cable.

1. Open the Printer Setup Utility.
2. At the Select Configuration screen, select **Wi-Fi Configuration**, then click **Next**.
3. At Select the current connection to printer screen, select the connection type the printer is currently using.
4. Click **Next**.
5. From the Access Point list, select the SSID for the network to which you wish to connect.
6. IIf the desired network does not appear in the list, select **Input the SSID directly**, then enter the network name in the SSID field.
7. Click **Next**.
8. In the Password field, enter the password for the selected network.
9. Click **Next**.
10. On the IP Address Settings screen, select the IP Mode to use for the connection:
    − **Dual Stack**: Allows the router to assign IPv4 and IPv6 IP addresses, as needed.
    − **IPv4**: Directs the router to assign an appropriate IPv4 address only.
    − **IPv6**: Directs the router to assign an appropriate IPv6 address only.
11. Select the type of method of assigning the IP address:
    − **DHCP** allows your DHCP server to assign an IP address to the printer. This option enables Dynamic DNS Registration.
    − **Auto IP** allows the printer to assign an IP address to itself, in the absence of a DHCP-capable router or access point.
    − **Static IP** enables the system administrator to assign an IP address to the printer.
        • If you selected Static IP, enter an IP Address that is in the range of the IP address of the access point or router.
        • Enter the Network Mask, and Gateway Address.
        • If you need a specific IPv6 address, under IPv6 Settings, select **Use Manual Address**, then enter the IP Address and Gateway Address.

    > Note: If the network and wireless router are IPv6 compatible, the router assigns an IPv6 address as appropriate. Do not use Manual Address unless you are experienced assigning and using IPv6 addresses.

12. Click **Next**.
13. At Confirm the Settings, select your Panel Language, then click **Apply**.

    If any of the settings are incorrect, click the **Back** button to return to the previous screen.

14. To print a record of the IP settings, click **Print Printer Settings**.

15. Click **Finish**.

    When the printer restarts, it uses the information from Printer Setup Utility to connect with the wireless router.

16. If the Ethernet cable is connected to the printer, disconnect it.

17. Wait approximately two minutes, then print a Configuration Report to check the connection.

    If the printer does not successfully connect with the wireless network, check your network information and try again.

Setting Up the Printer for Wireless LAN WPA-Enterprise

WPA-Enterprise Encryption is supported only when Infrastructure is selected as the Network Type in the Wi-Fi settings section.

Note: To manage digital certificates, enable the Device Memory Data Encryption and HTTPS communication.

1. Import the certificate to use with the wireless LAN. For details, see Importing a Digital Certificate on page 80.

   Note: Use Internet Explorer to import the certificate from Windows. Use Safari to import certificates from Macintosh.

2. Configure the digital certificate Purpose for wireless LAN (server or root certificate). For details, see Configuring the Digital Certificate Purpose on page 81.

3. Verify the **Certificate Authorities** within the Category. For details, see Verifying the Digital Certificate Purpose on page 81.

4. Configure WPA-Enterprise for PEAPVO-MS-CHAPV2, EAP-TLS, EAP-TTLS PAP, or EAP-TTLS CHAP.

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

   b. Click **Properties**.

   c. In the left navigation panel, scroll down to Physical Connection, then select **Wi-Fi**.

   d. Configure the **SSID**.

   e. At Network Type, select **Infrastructure**.

   f. In the Security Settings section, select one of the following:
      - WPA-Enterprise-AES/WPA2-Enterprise-AES
      - WPA-Enterprise-TKIP

   g. In the WPA-Enterprise section, configure the EAP Identity, Login Name, and Password.

   h. From the Authentication Method list, select one of the following:
      - PEAPVO-MS-CHAPV2
      - EAP-TLS
      - EAP-TTLS PAP
      - EAP-TTLS CHAP

   i. Click **Save Changes**.

LPR

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>LPR**.
3. Select **Enable LPR**.
4. For Connection Timeout, type the amount of time to wait before the connection times out.
5. To edit the Host Access list, click the link.
6. Click **Save Changes**.

Port 9100

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>Port 9100**.
3. Select **Enable Port 9100**.
4. For Port Number, type a port number or TCP/IP socket number.
5. For Connection Timeout, type the amount of time to wait before the connection times out.
6. To specify the hosts that can access the printer, click **Host Access List**.
7. Click **Save Changes**.
8. For the new settings to take effect, restart your printer.

IPP

Internet Printing Protocol (IPP) is a standard network protocol that allows you to print and manage jobs remotely.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>IPP**.
3. Select **Enable IPP**.
4. To verify the URL of the printer, for Network Path, view the path.
5. For Connection Timeout, type the amount of time to wait before the connection times out.
6. For Port Number, verify the TCP/IP port number used by IPP.
7. For Maximum Number of Sessions, verify the maximum number of connections.
8. Click **Save Changes**.

WSD

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

Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>WSD**.
3. Select **Enable WSD Print** or **Enable WSD Scan**.
4. For Port Number, type a port number or TCP/IP socket number.
5. For Data Receive Timeout, type the amount of time to wait before the data receiving connection times out.
6. For Notification Delivery Timeout, type the amount of time to wait before the delivery notification connection times out.
7. To specify the maximum TTL (Time to Live) of the WSD packet, for Maximum TTL, type a numeric value.
8. To load balance the number of subscribers, for Maximum Number of Subscribers, type a numeric value. When the WSD server reaches the subscriber limit, it can assign users to a server at a greater distance and some information becomes unavailable. The larger the number of subscribers, information becomes more readily available but turns come less frequently.
9. Click **Save Changes**.

Network Twain

Network Twain allows you to import a scanned image directly into an application.

Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.

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

Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>Network Twain**.
3. Select **Enable Network Twain**.
4. For Connection Timeout, type the amount of time to wait before the connection times out.
5. Click **Save Changes**.

FTP

File Transport Protocol (FTP) is a standard network protocol used to pass and manipulate files over a TCP/IP network. Several services running on your printer, including Network Scanning, Saved Jobs Backup, and Software upgrade can use FTP as a filing service.

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>FTP**.
3. Select **Enable FTP**.
4. For Connection Timeout, type the amount of time to wait before the connection times out.
5. Type and retype a password as needed. The password can include up to 7 characters.
6. Click **Save Changes**.

Configuring SMB

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>SMB**.
3. Select **Enable SMB**.
4. Select **TCP/IP** and **NetBEUI** as needed.
5. For Host Name, type a name. The name can be up to 15 characters in length.
6. For Workgroup, type a name. The name can be up to 15 characters in length. The workgroup name can include alphanumeric characters and the following special characters: ! # $ @ & \ ( ) - . ^ _ { } ~
7. For Maximum Number of Sessions, verify the maximum number of connections.
8. To send the host name and workgroup name in unicode characters during SMB transmission, for Unicode Support, select **Enabled**.
9. To manage device host names in a workgroup, for Auto Master Mode, select **Enabled**. When there is no master browser in the workgroup, Auto Master Mode allows the printer to become the domain master browser at startup.
10. To encrypt the password during SMB transmission, for Password Encryption, select **Enabled**.
11. For Print Timeout, type the amount of time allowed in seconds before print data times out.
12. For Non-print Timeout, type the amount of time in seconds before non-print data times out.
13. Click **Save Changes**.

Configuring Bonjour

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>Bonjour**.
3. To enable Bonjour, select **Enable Bonjour**.
4. For Host Name, type a name. The host name can include up to 63 alphanumeric characters and can include hyphens (**-**). If blank, multicast DNS determines the name.
5. To specify a printer service name, for Printer Name, type a name. The printer name can include up to 63 characters. If blank, multicast DNS determines the name.
6. To enable wide area service discovery using an appropriately configured DNS server, select **EnableWide-Area Bonjour**.
7. Click **Save Changes**.

SNMP

Simple Network Management Protocol (SNMP) is a set of network protocols designed to allow you to manage and monitor devices on your network.

Enabling SNMP

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>SNMP**.
3. Select **Enable SNMP**.
4. Select **Enable SNMPv1/v2c Protocols** or **Enable SNMPv3 Protocol**.
5. To edit the SNMP properties, click **Edit SNMPv1/v2c Properties** or **Edit SNMPv3 Properties**.
6. Click **Save Changes**.

Configuring SNMPv1/v2c

SNMP is a network management protocol. SNMP version 1 (SNMPv1) is the first implementation of the SNMP protocol. It operates over protocols including UDP, IP, and IPX.

SNMP version 2 (SNMPv2c) includes improvements in performance, confidentiality, and manager-to-manager communications over SNMPv1, however it uses the simple-community based security scheme of SNMPv1.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>SNMP>Edit SNMPv1/v2c Properties**.
3. For GET Community Name, type a name.
4. To allow a host with this community name to perform SNMP SETS on the printer, for SET Community Name, type a name.
5. To allow a host with this community name to receive traps from printer, for Trap Community Name, type a name.
6. For up to four configurations, do the following:
   a. For Trap Address Type, select an option.
   b. For Trap Destination Address, type an IP address. IPv4 address format is x.x.x.x, where x represents a decimal number from 0 through 255. Ensure that the value entered is a valid address and does not start with 127 or a number from 224 through 254. IPv6 addresses contain hexadecimal digits delimited by the colon (:) character, and can be up to 39 characters in length.
   c. For Port Number, type a number from 0 through 65535.
   d. To send notifications to specified addresses, for Notify, select the trap types.
7. To enable authentication traps, for Authentication Error Trap, select **Enabled**.
8. Click **Save Changes**.

Configuring SNMPv3

SNMPv3 is the current standard version of SNMP defined by the Internet Engineering Task Force (IETF). It provides three important security features:

- Message integrity to ensure that a packet has not been tampered with in transit
- Authentication to verify that the message is from a valid source
- Encryption of packets to prevent unauthorized access

Editing SNMPv3 Properties

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties**>**Protocols**>**Edit SNMPv3 Properties**.
3. To create the SNMP administrator account, for Account Enabled, select **Enabled**. An administrator account can provide more extensive access to the objects on the printer.
4. For Authentication Password, type and retype the SNMP administrator account password. The authentication password is used when sending authenticated SNMPv3 messages.
5. For Privacy Password, type and retype a password. The privacy password is used when sending private, encrypted SNMPv3 messages.
6. Under Print Drivers/Remote Client Account, for Account Enabled, select **Enabled**. Account Enabled creates an account for bi-directional printer drivers and Xerox remote clients. When this feature is enabled, it allows applications using SNMPv3, such as such as Xerox printer drivers, to communicate with the printer.
7. Under Print Drivers/Remote Client Account, for Reset to default password, click **Reset** as needed.
8. Click **Save Changes**.

Updating the Address Book

You can allow users to edit the address book.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>Update Address Book**.
3. Select **Enable Update Address Book**.
4. For Connection Timeout, type the amount of time to wait before the connection times out.
5. Click **Save Changes**.

LDAP Server

Lightweight Directory Access Protocol (LDAP) is a protocol used to process queries and updates to an LDAP information directory, on an external server. LDAP can also be used for network authentication and authorization. LDAP directories are heavily optimized for read performance. Use this page to define how the printer retrieves user information from an LDAP directory.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>LDAP Server**.
3. Type the LDAP IP address or host name and port number.

   Notes:

   - The settings for the LDAP-SSL/TLS appear only if the optional Device Memory Data is installed and Device Memory Data encryption is enabled under Secure Settings.
   - Before you click the SSL link, save any changes on the LDAP Server page.

4. To enable LDAP-SSL/TLS, click **SSL**.
5. Configure the optional LDAP server information as needed.

   a. Type the root path of the search directory in the Search Directory Root field using Base DN format. For example, DC=xerox, DC=net.

   b. If you select System, type the Login Name and Password used to access the server. **None** instructs the printer to access the server without providing credentials.

   c. For Search Timeout, specify the type of timeout to use for the server. You can set the LDAP server to limit the time or you can set the time limit manually in the seconds field.

   d. For Search Name Order, specify the method to search names.

   e. To enable the Network Address Book for the Scan to Email service, for Server Email Address Book, select **On**.

   f. To enable the Network Address Book for the fax service, for Server Fax Address Book, select **On**.

6. Click **Save Changes**.

LDAP User Mappings

LDAP servers display different results depending on how they implement mappings. Use this page to map LDAP fields to fields on your printer. Editing current map settings allows you to fine-tune server search results.

To define LDAP user mappings:

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>LDAP User Mappings**.
3. In the User Mapping fields, type the information. For example, the Surname and Given Name fields allow you to search for the last and first name of the user.
4. Click **Save Changes**.

FTP Client

You can configure the FTP Client settings to specify the connection timeout and to select FTP Passive instead of FTP Active mode.

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>FTP Client**.
3. For Connection Timeout, type the amount of time to wait before the connection times out.
4. Select **FTP Passive** as needed. FTP Passive mode transfers data over a random port specified by the FTP server from a connection made from the printer.
5. Click **Save Changes**.

SMB Client

Server Message Block (SMB) is a client server, request-response protocol that provides shared access to files, printers, ports, and miscellaneous communications between nodes on a network.

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>SMB Client**.
3. For Connection Timeout, type the amount of time to wait before the connection times out.
4. Click **Save Changes**.

Email Settings

Configure email settings to perform tasks such as sending alerts or faxes to an email address.

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>Email Settings**.

3. For Enter the From: Email Address, type the email address that you want to use to send emails from the printer.

    Note: Before you click Auto Detect SMTP Server, to save your entries, click **Save Changes**.

4. For SMTP Server, enter the IP Address or DNS Name of the SMTP server. If you do not know the IP Address or DNS Name of the SMTP server, click **Auto Detect SMTP Server**.

5. For SMTP Port, enter the port number for the SMTP server.

6. If the SMTP server requires authentication, select the Authentication Type, then enter the SMTP Login Name and SMTP Password. If the login feature is not used, select **No Authentication**.

    Note: When you select SMTP AUTH (Auto), the printer automatically supports Plain/Login/CRAM-MD5. SMTP AUTH (Auto) works for most SMTP servers.

7. To verify the status of the SMTP Server Connection, click **Refresh Status**.

8. Click **Save Changes**.

HTTP

Hypertext Transfer Protocol (HTTP) is a request-response standard protocol between clients and servers.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>HTTP**.
3. For Port Number, type the TCP/IP port number used by CentreWare Internet Services.
4. For the new settings to take effect, restart your printer.
5. For Connection Timeout, type the amount of time to wait for a response from the Web browser.
6. Click **Save Changes**.

Proxy Server

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

A proxy server has two main purposes:

- To keep any devices behind it anonymous for security purposes.
- To cache content from resources, such as Web pages from a Web server, to increase resource access time.

Configuring the Proxy Server

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>Proxy Server**.
3. If your network uses a proxy server, next to Use Proxy Server, select **Enabled**.
4. To specify an address for the proxy server to bypass, next to Address to Bypass Proxy Server, type an address or addresses. If you have several addresses to bypass, separate each entry with a semicolon.
5. Next to Server Name, type the name for the proxy server.
6. Next to Port Number, type the port number of the proxy server.
7. If your proxy server requires authentication, next to Authentication, select **Enabled**.
8. If authentication is enabled, next to Login Name, type the login name for the proxy server.
9. Type and retype a password as needed.
10. Click **Save Changes**.

SNTP

Simple Network Time Protocol (SNTP) synchronizes the internal clocks of computers over a network connection.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>SNTP**.
3. Select **Enable SNTP**.
4. For IP Address/Host Name, type the appropriately formatted IP address or host name for the time server.
5. For Connection Timeout, type the time in seconds that the printer waits before disconnecting from the time server.
6. For Time Synchronization Interval, type the synchronization interval in hours.

   Notes:

   - Last Connection Time indicates when the printer last synchronized the time.
   - Connection Status indicates if the printer is connected to the time server.

7. Click **Save Changes**.

AirPrint

AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devices and Mac OS-based devices. AirPrint-enabled printers let you print directly from a Mac or from an iPhone, iPad, or iPod touch.

Notes:

- Not all applications support AirPrint.
- Wireless devices must join the same wireless network as the printer.
- For AirPrint to function, both IPP and Bonjour (mDNS) protocols must be enabled.
- The device that submits the AirPrint job must be on the same subnet as the printer. To allow devices to print from different subnets, configure your network to pass multicast DNS traffic across subnets.
- AirPrint-enabled printers work with iPad (all models), iPhone (3GS or later), and iPod touch (3rd generation or later), running the latest version of iOS.
- The Mac OS device must be Mac OS 10.7 or later.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>AirPrint**.
3. To enable AirPrint, for Enable AirPrint, click **Turn On AirPrint**.

   Note: AirPrint is enabled by default when IPP and Bonjour (mDNS) are both enabled. To disable AirPrint, disable either the IPP or Bonjour (mDNS) protocol.

   – To change the printer name, in the Name field, type a new name.

   – To enter a location for the printer, in the Location field, type the location.

   – To enter a physical location or address for the printer, in the Geo-Location field, enter the geographic latitude and longitude coordinates in decimal form. For example, use coordinates such as 45.325026, -122.766831.

4. Click **Save Changes**.
5. For the new settings to take effect, restart your printer.
6. Note: If you click Restart, the printer takes several minutes to restart and apply the new settings.

Google Cloud Print

Google Cloud Print allows you to print documents that are stored in the cloud without using a print driver. Depending on your security configuration, your firewall might not support Google Cloud Print.

Before you begin:
- Set up a Google email account.
- Configure the printer to use IPv4.
- Configure Proxy Server settings as needed.

To register the printer to Google Cloud Print web printing service:
1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Protocols>Google Cloud Print**.
3. Click **Register This Device to Google Cloud Print**.

   A printer registration page prints.
4. To register the printer, in your Web browser, type the URL provided, or use your mobile phone to scan the barcode.

   Once registered, the word Registered appears in the printer status.
5. To access the Google Cloud Print feature, in your Google account, click **Manage Your Printer**.

   Note: The default printer name appears in this format: Model name (MAC address).

Security 4

This chapter includes:

Configuring Security Settings Using CentreWare Internet Services

This section includes:

Use security settings to configure administrative settings, authentication, user access and privileges, and service access.

Note: If the optional Device Memory Data is installed, and encryption is enabled under Secure Settings, more features appear.

Opening the Security Menu

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. In the Properties pane, to expand the menu, click the plus (**+**) symbol next to the Security folder.

Configuring Administrative Security Settings

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. In the Properties pane, to expand the menu, click the plus (**+**) symbol next to the Security folder.
4. Click **Administrator Security Settings**.
5. To turn on administrator privileges, select **Enable Administrator Mode**.
6. Enter the user name and password, then reenter the password.
7. For Access denial by the authentication failure of the Administrator, enter the number of login attempts allowed before the user is locked out.
8. Click **Save Changes**.

Controlling Access

Panel lock and network authentication allow you to control access to the printer. Panel lock requires a user to enter a passcode at the control panel. Network authentication requires the user to enter a user name and password that is valid for that network.

Note: To enable Network Authentication, see Enabling Network Authentication on page 77.

Accessing Secure Settings

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. In the Properties pane, to expand the menu, click the plus (**+**) symbol next to the Security folder.
4. Click **Secure Settings**.

Security

Configuring Secure Settings

To enable network authentication:
1. For Network Authentication, select **On**.
2. Click **Save Changes**.

To limit access to the control panel menus:
1. For Panel Lock Set, select **Enable**.
2. Type, then retype a passcode.
3. To view service lock setting options, click **Save Changes**.

To set access rights for non-authorized users:
1. For a service name, from the lists, select an access level.
2. To allow users to make copies, for Copy, select **Enabled**.
3. To allow users to scan and email documents, for Email, select **Enabled**.
4. To allow users to fax documents, for Fax, select **Enabled**.
5. To allow faxes to send from the fax driver, for Send via Fax Driver, select **Enable**.
6. To allow users to scan documents and send them to a network server, for Scan to Network, select **Enabled**.
7. To allow users to scan documents and send them to a computer, for Scan to PC, select **Enabled**.
8. To allow users to scan documents using TWAIN or WIA, for PC Scan, select **Enabled**.
9. To allow users to scan to a USB drive, for Scan to USB, select **Enabled**.
10. To allow users to print documents from a USB drive, for Print from USB, select **Enabled**.
11. To enable the printer to copy ID cards front and back, for ID Card Copy, select **Enable**.
12. To set the USB menu to pop up when a USB Flash drive is inserted, for USB Services - Show USB Pop Up Menu, select **Enable**.
13. To select when the USB Memory appears, for USB Services - Display USB Memory Services, select an option.
14. Type, then retype a passcode.
15. Click **Save Changes**.

To prevent unauthorized users from viewing incoming faxes:
1. For Secure Receive Set, select **Enable**.
2. Type, then retype a passcode.
3. Click **Save Changes**.

To allow users to edit the From field in emails sent from the printer:
1. To allow users to edit the From field in emails sent from the printer, for Edit Email From Field, select **Enable**.
2. Click **Save Changes**.

To limit users to selecting recipients from the phonebook or address book only:

1. To allow users to select recipients only from the phonebook or address book, from the list, select **Confirm Recipients**.

2. Click **Save Changes**.

To allow download of firmware updates:

1. To allow download of firmware updates, for Software Downloads, select **Enable**.

2. Click **Save Changes**.

To set the IP address or host name to appear on the control panel screen:

1. To set the IP address or host name to appear on the control panel screen, for Display Network Information, select an option.

2. Click **Save Changes**.

To encrypt the data on the device memory:

1. Click the **Device Memory Data Encryption** link.

2. For Encryption, select **On**.

3. Enter an Encryption Key for the printer, then reenter the key.

    Note: All stored data is deleted after you change the Data Encryption Settings.

4. Click **Save Changes**.

To limit the number of attempts allowed when a user logs in as an administrator:

1. To limit the number of attempts allowed when logging in as an administrator, for Login Attempts, select an option.

2. Click **Save Changes**.

Network Authentication

Network Authentication is a security protocol that requires users to provide their login credentials before they can access the printer. The printer compares the user credentials to the information stored on an authentication server. To prove their identity, users can type their user credentials at the control panel, in CentreWare Internet Services, or they can use a card reader.

To configure access rights using network authentication:

- Provide information about your authentication server and configure authentication server settings.
- Enable Panel Lock. For details, see Managing Panel Lock on page 75.
- Ensure that service locks are set. For details, see Setting Service Locks on page 76.
- Ensure that Network Authentication is enabled. For details, see Configuring Secure Settings on page 78.

To access the authentication system:

1. In CentreWare Internet Services, click **Properties>Security**.
2. Click **Authentication System**.

See also:

- Configuring a Kerberos Authentication System on page 71
- Configuring Xerox Secure Access Settings on page 69
- Configuring LDAP Authentication on page 68

Configuring an LDAP Authentication System

Before using LDAP servers for authentication, configure the settings in CentreWare Internet Services. To use an LDAP server, see **Properties>Protocols** in CentreWare Internet Services.

Configuring Xerox Secure Access Settings

When Xerox Secure Access is enabled, users swipe a pre-programmed identification card through a proximity card reader at the control panel. To use this method, purchase and install a USB card reader and an authentication server that supports the Convenience Authentication API.

For recommended authentication servers and supported USB card readers, see www.xerox.com/office/WC3615support.

To configure Xerox Secure Access Settings:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties>Security**.
3. Click **Xerox Secure Access Settings**.

    Note: When you register the printer, most authentication servers automatically configure the Xerox Secure Access Server setting. If prompted to set these fields manually, you can set the IP Address/Host Name and Path fields as specified in your authentication server documentation.

4. For IP Address/Host Name and Port, type the appropriately formatted address and port number.
5. For Path, type the HTTP path that your authentication server provides.
6. Enter additional information as needed.
    - **Connection Time-Out**: This option sets the length of time the printer waits for a response from the server before it cancels the operation.
    - **Alternate Login**: When an authentication server enables the feature, this setting provides an option for the user to enter login credentials using a keyboard.
    - **Default Title** and **Default Prompt**: These fields set the instructional text that appears when the user attempts to enter a locked service.
7. For USB Card Reader, choose a detection policy.
8. Click **Save Changes**.

LDAP User Mapping

LDAP servers display different results depending on how they implement mappings. Use this page to map LDAP fields to fields on your printer. Editing current map settings allows you to fine-tune server search results.

Before you begin:

- Ensure that you have configured the LDAP server settings. For details, see LDAP on page 53.
- Ensure that you have set LDAP for authentication. For details, see Configuring LDAP Authentication on page 68.
- Ensure that LDAP is enabled. For details, see Network Authentication on page 68.
- Ensure that Network Authentication is enabled. For details, see Configuring Secure Settings on page 78.

To define LDAP user mappings:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Properties>Protocols>LDAP User Mappings**.
3. In the User Mapping fields, type the information. For example, the Surname and Given Name fields allow you to search for the last and first name of the user.
4. If Network Authentication is enabled, the Home field appears. The Home field indicates the location the personal directory of the user. The system administrator defines the default for homeDirectory when the user account is created.
5. Click **Save Changes**.

Configuring the Authentication System

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. In the Properties pane, to expand the menu, click the plus (**+**) symbol next to the Security folder.
4. Click **Authentication System**.
5. For Authentication Type (for User Authentication), select an authentication system settings option.
6. To configure the Kerberos Server, click **Kerberos Server**.
7. To configure the LDAP Directory settings, click **LDAP Server**.
8. To configure Xerox Secure Access Settings, click **Xerox Secure Access Settings**.
9. For Authentication Type (for Server Address/Phone Book), select an authentication type option.
10. To configure the Kerberos Server, click **Kerberos Server**.
11. To configure the LDAP Directory settings, click **LDAP Server**.
12. Under Option Information, for the Server Response Timeout and Search Timeout, enter the timeout in seconds.
13. Click **Save Changes**.

Configuring a Kerberos Authentication System

Before using Kerberos servers for authentication, configure the settings in CentreWare Internet Services. To use a Kerberos server, see **Properties>Security>Kerberos Server**.

> Note: For Kerberos authentication to be successful, configure the printer with the current time and date. For details, see Setting the Date and Time on page 20. To use a Network Time Server, in CentreWare Internet Services, see **Properties>Protocols>SNTP**.

Configuring Kerberos Server Settings

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. In the Properties pane, to expand the menu, click the plus (**+**) symbol next to the Security folder.
4. Click **Secure Settings**. Ensure that Network Authentication is enabled.
5. Click **Authentication System**.
6. From the Authentication System Settings menu, click **Kerberos (Windows)**.
7. Click **Kerberos Server**.
8. For IP Address/Host Name and Port, type the IP address or the network host name for the Kerberos server, then enter the port number.
9. For Domain Name, type the domain name of your authentication server.
10. For Login Name, type the user name to log in to the server as needed.
11. Type and retype a password as needed.
12. Click **Save Changes**.

Configuring IP Filtering

You can prevent unauthorized network access by creating an IP Filter to block or allow data sent from particular IP addresses.

You can use this page to add, edit, or delete an IP filter rule.

To create or edit an IP filter rule:
1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. In the Properties pane, to expand the menu, click the plus (**+**) symbol next to the Security folder.
4. Click **IP Filtering**.
5. To create an IP filter rule click **Add**.
6. To edit an IP filter rule, select the rule and click **Edit**.

To delete an IP filter rule:
1. Click an IP filter rule.
2. Click **Delete**.
3. Click **OK**.

Configuring SSL Settings

Secure Sockets Layer (SSL) is a protocol that creates an encrypted connection between your printer and a server.

Before you can enable SSL, create a digital certificate.
1. In CentreWare Internet Services, click **Properties >Security>SSL**.
2. For Enable SSL, select the **Enable SSL** check box.
3. For Encryption Strength, select an option.
4. For Port Number, type a valid port number.
5. For LDAP - SSL/TLS Communication, select **Enabled**.

   Note: If you do not select Enabled, queries to the LDAP server are not encrypted. SSL encryption is still used for your connection over HTTP even if LDAP is not encrypted.

6. For SMTP - SSL/TLS Communication, select an option.
   - **STARTTLS (if Available)**: This option scans for STARTTLS compatibility and, if available, uses it.
   - **STARTTLS**: This option is for servers that require STARTTLS.
   - **SSL/TLS**: This option is for servers that require SSL/TLS.
7. To view certificate details, click **Certificate Management**.
8. Click **Save Changes**.

Configuring IPsec Settings

IPsec is a protocol suite that uses authentication or encryption of each IP packet in a datastream to secure Internet Protocol (IP) communications. IPsec also includes protocols for cryptographic key establishment and can be implemented as part of the overall security policy for your company.

To enable IPsec on the printer:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. In the Properties pane, to expand the menu, click the plus (**+**) symbol next to the Security folder.
4. Click **IPsec**.
5. To use the IPsec protocol, next to Protocol, select **Enabled**.
6. For IKE Authentication Method, select an option.
7. For Shared Key, enter the shared key value, up to 255 characters long.
8. For Verify Shared Key, reenter the shared key value.
9. To specify the lifetime of the secure association, for IKE SA Lifetime, enter a number.
10. To set the maximum time that a secure association is linked without activity, for IPsec SA Lifetime, enter a number.
11. To set the level of cryptographic strength, for DH Group, select **G1** for low or **G2** for strong.
12. To turn on Perfect Forward Security, for PFS, select **Enabled**.
13. For Specify Destination IPv4 Address, enter the IP address and port number as X.X. X.X/P, where X is a number from 0 through 255.
14. For Specify Destination IPv6 Address, enter the IP address and port exactly as it appears for the destination server.
15. To specify how the printer treats data from non-IPsec devices, for Communicate with Non-IPsec device, select an option.
    − **Bypass**: The printer bypasses the IPsec security protocol and uses the data.
    − **Discard**: The printer discards the data without using it.
16. Click **Save Changes**.

Configuring 802.1x Settings

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. In the Properties pane, to expand the menu, click the plus (**+**) symbol next to the Security folder.
4. Click **802.1X**.
5. If the printer is connected to a RADIUS server, for Enable IEEE 802.1X, select **Enabled**.
6. For Authentication Method, select an option.
7. For Login Name, type the login name for the printer.
8. Under Password, type and confirm a password.
9. To configure the printer validate certificates, for Certificate Validation, select **Enabled**.
10. Click **Save Changes**.

Configuring SMTP Domain Filtering

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. In CentreWare Internet Services, click **Properties**.
3. In the Properties pane, to expand the menu, click the plus (**+**) symbol next to the Security folder.
4. Click **SMTP Domain Filtering**.
5. To enable domain filtering, next to Domain Filtering, select **Allow Domains**.
6. In the Allow Domain List area, under Destination Domain, enter the names of the domains to allow.
7. Click **Save Changes**.

Configuring Secure Settings Using the Control Panel

This section includes:

Use this menu for controlling access to printer features.

Accessing the Secure Settings Menu

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. Use the **Up** or **Down** arrows to navigate, then touch **Secure Settings**.

Managing Panel Lock

The Panel Lock password limits access to the Admin menu.

To set the Panel Lock password:
1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. Touch **Secure Settings**.
4. At the Secure Settings screen, touch **Panel Lock>Enable>OK**.
5. At the prompt, enter a four-digit passcode, then touch **OK**.
6. At the prompt, re-enter the passcode.
7. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

To change the passcode:

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. At the prompt, enter a four-digit passcode, then touch **OK**.
4. Use the **Up** or **Down** arrows to navigate, then touch **Secure Settings**.
5. Touch **Panel Lock**, then touch **Change Passcode**.
6. At the prompt, enter a four-digit passcode, then touch **OK**.
7. At the prompt, enter the new passcode, then touch **OK**.
8. At the prompt, re-enter the passcode, then touch **OK**.
9. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Setting Service Locks

A list of installed services appears in this menu and lets you configure the way they appear on the control panel for non-authorized users. Each service can be set from a selection of access levels.

Note: Panel Lock must be enabled before setting the service locks.

To set the service locks:

1. From the Secure Settings menu, to navigate to the menu with the service listed, use the **Up** or **Down** arrows.
2. Touch a service name.
3. Touch an access option.
   - **Enabled**: Non-authorized users can access the service.
   - **Password Locked**: Authorized users can access the service. Enter a passcode or, if network authentication has been enabled, enter a user name and password.
   - **Disabled**: Access to the service is blocked.
4. Touch **OK**.

Note: After setting a service lock for fax access, at the Restart prompt, touch **Close**.

Authentication Using a Card Reader System

When Xerox® Secure Access authentication is configured, users swipe a pre-programmed identification card at the control panel. The printer compares the user credentials to the information stored on the Convenience Authentication server.

For details, refer to the documentation provided with your authentication software.

Enabling Network Authentication

Before you begin, enable panel lock. For details, see Setting Panel Lock on page 75.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Admin Settings>Secure Settings>Network Authentication**.
3. Touch **On**.
4. Touch **OK**.
5. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Configuring the Device Memory Data Encryption Settings

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. Use the **Up** or **Down** arrows to navigate, then touch **Secure Settings**.
4. Touch **Device Memory Data Encryption>Encryption>On**.
5. At the prompt, enter a passphrase, then touch **OK**.
6. To delete stored documents on the drive and restart the printer, at the prompt, touch **Yes, Delete**.
7. To change the encryption key for Device Memory Data encryption, touch **Encryption Key**, then enter the passphrase. At the prompt, touch **Yes, Delete**.
8. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Configuring the USB Setup Menu

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. Touch **USB Setup**.
4. To enable the USB port status to appear on the display, touch **Port Status>Enable>OK**.
5. At the Restart System prompt, touch **Close**.
6. To select the PS Data Format, touch **PS Data Format**, select an option from the list, then touch **OK**.
7. At the Restart System prompt, touch **Close**.
8. To specify how long the printer remains inactive before disconnecting from the USB device, for Job Timeout, enter the time, then touch **OK**.
9. To restart the system, turn off the power switch, then turn it on again.

Configuring Secure Settings

1. To allow users to edit the From field in emails sent from the printer, touch **Edit Email From Field>Enable>OK**.
2. To allow users to select recipients only from the phonebook or address book, touch **Confirm Recipients>Confirm Recipient>OK**.
3. To restrict emails to only selected domains, touch **Domain Filtering>Enable>OK**.
4. To enable downloading firmware upgrades, touch **Software Download>Enable>OK**.
5. To set the IP address or host name to appear on the control panel screen, or to hide the network information, touch **Display Network Information.** Touch an option, then touch **OK**.
6. To configure the Device Memory Data Encryption settings, see Configuring the Device Memory Data Encryption Settings on page 77 as needed.
7. To limit the number of attempts allowed when logging in as an administrator, touch **Login Attempts>On**. Enter a number from 1 through 10, then touch **OK**.
8. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Managing Certificates

This section includes:

Before You Begin

Before you can manage certificates, do the following:

* Ensure that the optional Data Memory Device is installed.
* Ensure that Data Memory Device Encryption is enabled. For details, see Configuring the Data Encryption Settings on page 77.
* Ensure that SSL is configured. For details, see Preparing to Manage Certificates on page 79.

Preparing to Manage Certificates

Some settings are available only when the encryption setting on the optional Data Memory Drive is enabled. To use these settings, enable data encryption and set up an encryption key.

Note: All stored data is deleted after you change the Data Encryption Settings.

To configure the Data Encryption Settings:

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. Use the **Up** or **Down** arrows to navigate, then touch **Secure Settings**.
4. Touch **Device Memory Data Encryption>Encryption>On**.
5. At the prompt, enter a passphrase, then touch **OK**.
6. To delete stored documents on the drive and restart the printer, at the prompt, touch **Yes, Delete**.
7. To change the encryption key for Device Memory Data encryption, touch **Encryption Key**, then enter the passphrase. At the prompt, touch **Yes, Delete**.
8. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

To enable HTTPS communication, create a certificate, and enable SSL:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Properties**.
3. In the left navigation panel, scroll to **Security**, then select **SSL**.
4. To configure the printer to create a digitally signed certificate, click **Create New Certificate**.
5. To select the DKIM signature type, for Public Key Method, select **RSA/SHA-256** or **RSA/SHA-1**.
6. To select the size of the key, for Public Key Size, select the number of bits.
7. To set the number of days that the certificate is effective, for Validity, enter a number.
8. Adjust the parameters of the new digital certificate as needed, then, to restart the printer, click **Generate Signed Certificate**.

   Notes:

   - If Device Memory Data Encryption is available in the Secure Settings, more options appear in the SSL menu.
   - After you generate a signed certificate, Certificate Management appears in the Security menu.

Importing a Digital Certificate

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Properties**.
3. In the left navigation panel, scroll to **Security**, then select **SSL**.
4. Click **Upload Signed Certificate**.
5. Under Password, type and confirm a password.
6. Click **Choose File**.
7. Select the file, then click **Import**.

Configuring the Digital Certificate Purpose

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Properties**.
3. In the left navigation panel, click **Security>Certificate Management**.

    Note: Certificate Management appears in the Security menu only after you enable SSL.

4. For Category, select an option.
    −   When you set a certificate for an SSL server, SSL client, IPsec, or Wireless LAN client, select **Local Device**.
    −   When you set a certificate for a Wireless LAN server, select **Trusted Certificate Authority**.
5. For Certificate Purpose, select an option.
6. For Certificate Order, select the order that certificates appear.
7. To display the list of certificates, click **Display the List**.

    Note: If the list includes more than 20 certificates, to display the next page, click **Next**.

8. Select the certificate to associate with the Certificate Purpose you selected.
9. To display the Certificate Details page, click **Certificate Details**.
10. After you confirm the certificate details, at the top of the details window, click **Use this certificate**.

Verifying the Digital Certificate Purpose

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Properties**.
3. In the left navigation panel, scroll to **Security**, then select **Certificate Management**.
4. Verify the information selected next to **Category**, **Certificate Purpose**, and **Certificate Order**. If a selection is incorrect, select another option.
5. To display the Certificate List page, click **Display the List**.

    Note: If the list includes more than 20 certificates, click **Next** to display the next page.

6. Ensure that the certificate that appears with an asterisk is valid and that it is the certificate associated with the Certificate Purpose.

Copying 5

This chapter includes:

Changing the Default Copy Settings

This section includes:

The printer uses the default copy settings on all copy jobs unless you change them for an individual job. You can modify the default copy settings.

To change the default copy settings:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Service Defaults**.
4. Touch **Copy Defaults**, then touch the option you want to change.

Changing the Original Size

1. Touch **Original Size**.
2. Touch the document size.
3. Touch **OK**.

Changing Auto Background Suppression Level

1. Touch **Auto Background Suppression Level**, then select an option.
2. Touch **OK**.

Configuring Copy Defaults in CentreWare Internet Services

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Select **Properties>Copy>Copy Defaults**.
3. To specify the paper tray used to print the copies, for Paper Supply, select an option.
4. To turn on or off collated copies, for Collation, select an option.
5. To reduce or enlarge copies by a set percentage, for Reduce/Enlarge, select an option.
6. To customize the percentage to reduce or enlarge copies:
    a. For Reduce/Enlarge, select Custom.
    b. For Custom Reduce/Enlarge, type a percentage.
7. To specify the size of the original document, for Original Size, select an option.
8. To specify the type of the original document, for Original Type, select an option.
9. To lighten or darken the copied image, for Lighten/Darken, select an option.
10. To specify the sharpness of the copied image, for Sharpness, select an option.
11. To reduce the sensitivity of the printer to variations in light background colors, for Auto Background Suppression, select **On**.
12. To adjust the level of the auto background suppression functionality, for Auto Background Suppression Level, select an option.
13. Click **Save Changes**.

Configuring Copy Settings in CentreWare Internet Services

The printer uses the default copy settings on all copy jobs unless you change them for an individual job. You can modify the default copy settings.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Select **Properties>Copy>Copy Settings**.
3. To specify the 2-sided copy options, for 2 Sided Copying, select an option.
4. To rotate the image on side 2 by 180 degrees, for Rotate Side 2, select **On**.
5. To copy a single page multiple times onto one or both sides of the paper, for Pages per Side, select an option. The printer reduces the pages proportionally to fit the paper.
6. To erase unwanted images from the top and bottom of the page, for Edge Erase Top/Bottom, type a value.
7. To erase unwanted images from the left and right of the page, for Edge Erase Left/Right, type a value.
8. To erase unwanted images from the middle of the page, for Edge Erase Middle, type a value.
9. Click **Save Changes**.

Limiting Access to Copying

The Copy Lock options limit access to copying by requiring a passcode, or a user name and password, to use the Copy function. You can also turn off copying.

For details about limiting access, see Security on page 63.

Scanning

6

This chapter includes:

Setting Up Scanning

This section includes:

Scanning Setup Overview

This printer can scan over a network, to a computer connected by USB, or to a USB storage device using the front USB memory port.

Before you can scan over a network:

- To scan to a shared folder on your computer, share the folder, set the correct permissions, then add the folder to the Address Book in CentreWare Internet Services.

- To scan to an FTP server, on the FTP server, set the correct folder permissions, then add the FTP server to the Address Book in CentreWare Internet Services.

- To scan to an email address, in CentreWare Internet Services, configure the email server.

If the printer is connected using a USB cable, you cannot scan to an email address or a network location. You can scan to a folder on your computer, or scan into an application after installing the scan drivers and the Express Scan Manager utility.

Limiting Access to Scanning

The Scan Lock options limit access to scanning by requiring a password to use the Scan function. You can also turn off scanning.

Note: Panel Lock must be enabled before setting the service locks. For details, see Enabling Panel Lock on page 75.

To set the Scan Lock:

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**>**Admin Settings**.
3. Enter the 4-digit password, then touch **OK**.
4. Touch **Secure Settings**.
5. Touch **Service Lock**.
6. Touch an option:
   - **Copy**: Limits access to copy options.
   - **Email**: Limits access to an email service.
   - **Fax**: Limits access to fax options.
   - **Send via Fax Driver**: Limits faxes sent from the fax driver.
   - **Scan to Network**: Limits access to the Network option.
   - **Scan to PC**: Limits access to the PC and WSD options.
   - **PC Scan**: Limits access for TWAIN or WIA scans.
   - **Scan to USB**: Limits access to the USB Memory option.
   - **Print from USB**: Limits the ability to print from a USB Flash drive that is inserted in the printer.
   - **ID Card Copy**: Limits the ability of copying ID cards front and back.
   - **USB Services**: Restricts how the USB services appear.
     - **Show USB Pop Up Menu**: Restricts when the USB pop up menu appears.
     - **Display USB Memory Services**: Restricts the display of USB memory services until the USB drive is installed.
7. Touch an option:
   - **Enabled**: Turns on scanning and turns off the service lock.
   - **Password Locked**: Requires a password to use scanning. Enter a new 4-digit password, then press **OK**.
   - **Disabled**: Turns off scanning and removes the Scan To button from the printer control panel.
8. Touch **OK**.

Setting Up Scanning to a Shared Folder on Your Computer

This section includes:

Before you can scan to a shared folder, you must share the folder, then add the folder as an Address Book entry in CentreWare Internet Services.

Sharing a Folder on a Windows Computer

1. Open Windows Explorer.
2. Right-click the folder you want to share, then select **Properties**.
3. Click the **Sharing** tab, then click **Advanced Sharing**.
4. Select **Share this folder**.
5. Click **Permissions**.
6. Select the **Everyone** group, and verify that all permissions are enabled.
7. Click **OK**.

   Note: Remember the Share name for later use.

8. Click **OK** again.
9. Click **Close**.

Sharing a Folder Using Macintosh OS X Version 10.5 and Later

1. From the Apple menu, select **System Preferences**.
2. From the View menu, select **Sharing**.
3. From the Services list, select **File Sharing**.
4. Click the plus icon (**+**) below the Shared Folders field. A folder list appears.
5. Select the folder you want to share on the network, then click **Add**.
6. From the Users list, click **Everyone**.
7. From the list to the right of the Users window, use the arrow buttons to set user privileges to **Read & Write**.
8. Click the **Options** button.
9. To share this folder with Windows computers, select **Share files and folders using SMB**.
10. Select the **On** check box to the left of File Sharing in the Service pane.

    The folder and its contents are shared with network users.

11. Close the System Preferences window.

    Note: When you open a shared folder, a Shared Folder banner appears in the Finder for the folder and its subfolders.

Adding a Folder as an Address Book Entry Using CentreWare Internet Services

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Address Book**.
3. Under Network Scan (Comp./Serv.), click **Computer/Server Address Book**.
4. Next to any empty field, click **Add**, then enter the following information:
   - **Name**: Enter the name that you want to appear in the Address Book.
   - **Server Type**: Select **Computer (SMB)**.
   - **Host Address:** Enter the IP address of your computer.
   - **Port Number**: Enter the default port number for SMB, 139, or select a number from the range provided.
   - **Login Name**: Enter your computer user name.
   - **Login Password**: Enter your computer login password.
   - **Re-enter Password**: Enter your login password again.
   - **Name of Shared Directory**: Enter a name for the directory or folder. For example, if you want the scanned files to go in a folder named scans, type **scans**.
   - **Subdirectory Path**: Enter the path of the folder on the SMB server. For example, if you want the scanned files to go in a folder named *colorscans* inside the *scans* folder, type **\colorscans**.
5. Click **Save Changes**.

Adding a Folder as an Address Book Entry Using the Address Book Editor

1. Ensure that Fax Scan Utilities are installed.
2. Click **Start>All Programs>Xerox Office Printing>WorkCentre 3615**.
3. In the left navigation pane, under Printer Address Book, click **Server**.
4. For Name, enter the name of the shared file on your computer.
5. For Server Type, select **Computer (SMB)**.
6. Click **Computer Settings Wizard**, then click **Browse**.
7. Navigate to a shared folder on your computer.
8. Click **OK**, then click **Next**.
9. To give the printer access to the shared folder, enter a login name and password.
10. Click **Next**, then click **Finish**.
11. Click **OK**.

    The new entry appears in the Server pane.
12. Click **Save All**.

Scanning to a User Home Folder

Scan to Home allows you to scan documents that are saved to a home directory on an external server. The home directory is distinct for each authenticated user. The directory path is established through LDAP.

Before You Begin

To scan to the home folder defined in an LDAP directory, first ensure that the home folder locations are defined for each user.

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

Scanning to a Home Directory

> Note: If LDAP Network Authentication is configured, Home appears as an option on the Scan To screen.

1. Load the original on the document glass or in the duplex automatic document feeder.
2. On the printer control panel, touch **Scan to**.
3. Touch **Home**.
4. Enter **User Name** and **Password**, then click **OK**.
5. To begin the scan, press **Start**.

Setting Up Scanning to an FTP Server

Before you set up scanning to an FTP Server, the server must have the proper software installed and be configured with shared folders for each user.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. In CentreWare Internet Services, click **Address Book**.
3. Under Network Scan (Comp./Serv.), click **Computer/Server Address Book**.
4. Next to any empty field, click **Add**.
5. Enter the name to display in the address book.
6. For Network Type, select **Server (FTP)**.
7. For Host Address, type the IP address or DNS name for the server.
8. For Port Number, enter the default port number, or select a number from the range provided.
9. For Login Name, type a login name for the FTP server.
10. Type and confirm the password for the FTP server.
11. For Name of Shared Directory, type the name of the destination folder on the FTP server. For example, to save scanned files to a shared folder named scans, type **scans**.
12. For Subdirectory path, type the path of the folder as needed. For example, to save scans to a folder called colorscans that is one level below the scans folder, type **/colorscans**.
13. Click **Save Changes**. A new address book entry is created.

Setting Up Scanning to an Email Address

Before you can scan to an email address, you must configure the printer to communicate with your SMTP email server. Before you can scan to an email address, configure the printer to communicate with your SMTP email server.

To configure the SMTP server settings:

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties**.
3. In the left pane, under Protocols, click **Email Settings**.
4. For Enter the From: Email Address, type the email address that you want to use to send emails from the printer.

   Note: Before you click Auto Detect SMTP Server, to save your entries, click **Save Changes**.

5. For SMTP Server, enter the IP Address or DNS Name of the SMTP server. If you do not know the IP Address or DNS Name of the SMTP server, click **Auto Detect SMTP Server**.
6. For SMTP Port, enter the port number for the SMTP server.
7. If the SMTP server requires authentication, select the Authentication Type, then enter the SMTP Login Name and SMTP Password. If the login feature is not used, select **No Authentication**.

   Note: When you select SMTP AUTH (Auto), the printer automatically supports Plain/Login/CRAM-MD5. SMTP AUTH (Auto) works for most SMTP servers.

8. To verify the status of the SMTP Server Connection, click **Refresh Status**.
9. Click **Save Changes**.

   Note: Ensure that the authentication type is compatible with your SMTP server.

10. If authentication is required, for the SMTP server, enter the SMTP Login Name and password.
11. Re-enter the password.
12. Scroll down, then click **Save Changes**.

Setting Up Scanning With USB

If the printer is connected using a USB cable, you cannot scan to an email address or a network location. You can scan to a folder on your computer, or scan into an application after installing the scan drivers and the Express Scan Manager utility.

Starting Express Scan Manager

To start Express Scan Manager on Windows computers:
1. Click **Start**>**All Programs**>**Xerox Office Printing**.
2. Select your printer.
3. Double-click **Express Scan Manager**.

To start Express Scan Manager on Macintosh computers:
1. Navigate to **Applications**>**Xerox**.
2. Select your printer.
3. Double-click **Express Scan Manager**.
4. To accept the default Destination Path folder, click **OK**.
5. To navigate to another folder, click **Browse**.
6. Press **OK**.

Changing the Default Scan Settings

This section includes:

The printer uses the default scan settings on all scan jobs unless you change them for an individual job. You can modify the default scan settings.

To change the default scan settings:

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**.
3. Touch **Service Defaults**.
4. Touch **Scan Defaults**.
5. Navigate to the option that you want to modify.

Changing the Default for File Format

1. Touch **File Format**.
2. Touch a default setting.
3. Touch **OK**.

Changing Output Color

1. Touch **Output Color**, then select an option.
2. Touch **OK**.

Changing the Default Scan Resolution

The scan resolution depends on how you plan to use the scanned image. Scan resolution affects both the size and image quality of the scanned image file. Higher scan resolution produces better image quality and a larger file size.

To set the default scan resolution:

1. Touch **Resolution**.
2. Touch a default scan resolution.
3. Touch **OK**.

Changing the Original Size

1. Touch **Original Size**.
2. Touch the document size.
3. Touch **OK**.

Changing the Default for 2-Sided Scanning

1. Touch **2-Sided Scanning**.
2. Touch to print 1-sided or 2-sided copies by default.
3. If you touch 2-Sided, to rotate the image on side 2 by 180 degrees, touch **Rotate Side 2**.
4. Touch **OK**.

Changing Lighten/Darken

1. Touch **Lighten/Darken**.
2. To lighten or darken the image, touch the buttons.
3. Touch **OK**.

Changing the Default for Sharpness

1. Touch **Sharpness**, then select an option.
2. Touch **OK**.

Changing the Default for Contrast

1. Touch **Contrast**, then select an option.
2. Touch **OK**.

Changing Auto Background Suppression

1. Touch **Auto Background Suppression**, then select an option.
2. Touch **OK**.

Changing Auto Background Suppression Level

1. Touch **Auto Background Suppression Level**, then select an option.
2. Touch **OK**.

Changing Edge Erase

1. Touch **Edge Erase**.
2. To set the edge erase default, touch the **+** or **-** buttons.
3. Touch **OK**.

Changing the Default for TIFF File Format

Note: TIFF files created by this printer can fail to open properly in some computer applications.

1. Touch **TIFF File Format**, then select an option.
2. Touch **OK**.

Changing the Default for Quality/File Size

1. Touch **Quality/File Size**, then select an option.
2. Touch **OK**.

Changing File Name

1. Touch **File Name**.
2. Select the desired options.
3. Touch **OK**.

Creating a Folder

1. Touch **Create Folder**.
2. Select the desired options.
3. Touch **OK**.

Changing the Default Scanning Settings in CentreWare Internet Services

The printer uses the default scan settings on all scan jobs unless you change them for an individual job. You can modify the default scan settings.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties**>**Scan Defaults**.
3. To set the file type of the scanned image, for File Format, select an option.
4. To set the output color mode for the scanned image to Color, Black and White, or Grayscale, for Output Color, select an option.
5. To set the scan resolution, for Resolution, select an option.
6. To specify the size of the original document, for Original Size, select an option.
7. To specify the 2-sided scanning options, for 2-Sided Scanning, select an option.
8. To rotate the image on side 2 by 180 degrees, for Rotate Side 2, select **On**.
9. To lighten or darken the scanned image, for Lighten/Darken, select an option.
10. To specify the sharpness of the scanned image, for Sharpness, select an option.
11. To specify the contrast of the scanned image, for Contrast, select an option.
12. To reduce the sensitivity of the printer to variations in light background colors, for Auto Background Suppression, select **On**.
13. To adjust the level of the auto background suppression functionality, for Auto Background Suppression Level, select an option.
14. To erase unwanted images from the top and bottom of the page, for Edge Erase Top/Bottom, select an option.
15. To erase unwanted images from the left and right of the page, for Edge Erase Left/Right, type a value.
16. To erase unwanted images from the middle of the page, for Edge Erase Middle, type a value.
17. To set the TIFF file format, for TIFF File Format, select an option.
18. To specify the amount of image compression, for Quality/File Size, select an option.
19. To add a prefix or a suffix to a file name, for File Name, select an option.
20. For Text String, type any custom text to appear in the file name.
21. To create a folder for the scanned file, for Create Folder, select **On**.
22. Click **Save Changes**.

Faxing

7

This chapter includes:

Configuring Fax Defaults and Settings

This section includes:

It is unlawful to send a message from a fax machine without the proper Fax Send Header information. The following information must appear on the first transmitted page, or in the top or bottom margin of each transmitted page:

- Identity of the business or individual sending the fax
- Telephone number of the sending machine
- Date and time of the transmission

Proper configuration of the fax requires setting up the Fax Defaults and Configuring the Fax Settings. You can configure the defaults and settings from the printer control panel or from CentreWare Internet Services.

Configuring the Printer for Faxing

Before you use the fax, you must configure the Fax Settings to make it compatible with your local connection and regulations. The Fax Settings include optional features you can use to configure the printer for faxing.

Setting Fax Defaults from CentreWare Internet Services

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Select **Properties**>**Fax**>**Fax Defaults**.
3. To set the resolution for fax transmissions, for Resolution, select an option.
4. For 2-Sided Scanning, select **1-Sided** or **2-Sided**.
5. To have side 2 of the transmitted fax pages rotated to flip on the long edge, for Rotate Side 2, select **On**.
6. To lighten or darken the transmitted copy, for Lighten/Darken, select an option.
7. For Delayed Send, enter the time that you want to send the faxes.
8. To specify the size of the original document, for Document Glass Original Size, select an option.
9. Click **Save Changes**.

Configuring Fax Settings from CentreWare Internet Services

If your printer is connected to your computer through a wired or wireless network connection, use CentreWare Internet Services to configure the fax settings.

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties>Fax>Fax Settings**.
3. The first time you set up the fax settings, under Country, specify the country where the printer is located.
4. Click **Save Changes**. Once the printer restarts, select the remaining options as needed.
5. Configure Fax Line Settings:
   a. To specify the telephone number to appear at the top of each page sent from the printer, type a fax number.
   b. Update the country name where the printer is located as needed.
   c. Type the name of your company as needed.
   d. To specify the line type, select an option.
   e. For Line Monitor, specify the volume for the external telephone.
   f. To specify a distinctive ring pattern, for Distinctive Ring Pattern Detection (DRPD), select an option. Your telephone company specifies the DRPD Patterns.
   g. To specify the threshold value for the external telephone, for Extel Hook Threshold, select an option.
6. In the Incoming Defaults section, enter information.
   a. To specify the Receive Mode, select an option.
   b. To specify the Ring Tone Volume, select an option.
   c. To specify how long the printer waits before answering an incoming call, for Auto Answer receive mode, select an option.
      - TEL Mode: Automatic fax reception is turned Off. You can receive a fax by picking up the handset of the external phone, then pressing the remote receive code. You can also set OnHook to On to start the Fax after you hear fax tones from the remote device.
      - FAX Mode: This mode sets the printer to receive faxes automatically.
      - TEL/FAX Mode: When the printer receives an incoming fax, the external telephone rings for the time specified by Auto Ans, then the printer automatically receives the fax. If the incoming data is not a fax, the printer beeps.
      - Ans/FAX Mode: The printer can share one telephone line with an answering machine. In this mode, the printer monitors the fax signal and picks up the line if there are fax tones. If the phone communication in your country is serial, this mode is not available.
      - DRPD Mode: Before using the Distinctive Ring Pattern Detection (DRPD) option, distinctive ring service must be installed on your telephone line by the telephone company. After the telephone company provides a separate number with a distinctive ring pattern, configure the fax setup to monitor for that specific ring pattern.

     d.   To set the printer to accept incoming faxes only from numbers registered in the Address Book, for Junk Fax Filter, select **On**.

     e.   To enable 2-sided printing, select **On**.

     f.   To set the printer to receive a fax when you enter the remote receive code using the external telephone keypad, for Remote Receive, select **On**.

     g.   To specify the tone when the printer receives a remote fax, for Remote Receive Tone, type a number.

     h.   To set the printer to discard any excess data at the bottom of the page, for Discard Size, select an option.

7. In the Forward Settings section, for Forward Settings, select an option.

    – To disable fax forwarding, select **Off**.

    – To direct all incoming faxes to the forwarding number, select **Forward**.

    – To print incoming faxes and forward them to the forwarding number, select **Print and Forward**.

    – To forward faxes to an email address, select **Forward to Email**.

    – To print incoming faxes and forward them to an email address, select **Print and Email**.

Note: For the Forward to Email and Print and Email functions to operate, configure the Email Settings with a valid SMTP server.

To forward incoming faxes to a server, select **Forward to Server**.

    – To print incoming faxes and forward them to a server, select **Print and Forward to Server**.

8. To enter a forwarding fax number, under Forward to Fax, enter a number in the Forwarding number field.

9. To enter up to five email addresses, under Forward to Email, in each of the Forwarding Email Address fields, enter a valid email address.

10. To enter server information, under Forward to Server:

    – For Server Type, from the list, select the server type.

    – For Host Address, type the IP address or DNS name for the server.

    – For Port Number, type a valid port number for the selected server type.

    – For Login Name, type the user name to log in to the server as needed.

    – Under Password, type and confirm a password.

    – For Name of Shared Directory, type the name of the destination folder on the FTP server.

    – For Subdirectory Path, type the path to the folder to save files within the shared directory as needed.

11. In the Transmission Defaults section, enter information.

    a. Specify the number of attempts the printer makes to redial a fax number.

    b. Specify the interval between redial attempts, interval timer, and dialing type.

    c. To specify when to add the prefix number when you send a fax, for Prefix Dial, select **On**.

    d. To specify the prefix dial number up to five digits, for Prefix Dial Number, type the number. This number dials before any auto dial number starts.

    e. To have the printer print a fax cover page automatically, select **On**.

    f. To have the printer attempt to correct errors in the fax transmission, for Error Correction Mode (ECM), set the ECM to **On**.

    g. To specify the fax modem speed, for Modem Speed, select an option.

    h. To display the number of the recipient on the Sending Fax screen, for Display Manual Fax Recipients, select **On**.

12. In the Fax Reports section, from each list, select the condition when the printer prints a fax report.

    − To print a fax activity report after every 50 fax communication attempts, for Fax Activity, select **Auto Print**.

    − To print a report of the transmission results after sending a fax, for Fax Transmit, select an option.

    − To print a report of the transmission results after sending a fax to multiple destinations, for Fax Broadcast, select an option.

    − To print a fax protocol report to help troubleshoot fax problems, for Fax Protocol, select an option.

13. Click **Save Changes**.

Setting Fax Defaults from the Control Panel

Note: If your printer is connected to your computer through a wired or wireless network connection, use CentreWare Internet Services to configure the fax settings.

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools**, then touch **Service Defaults**.
3. Touch **Fax Defaults**.
4. Touch **Resolution**, select the default resolution for fax transmissions, then touch **OK**.
5. Touch **2-Sided Scanning**, select **1-Sided** or **2-Sided**, then touch **OK**.
6. Touch **Lighten/Darken**, use the scale to make the fax lighter or darker, then touch **OK**.
7. To select a delayed transmission time, touch **Delayed Send**.

    a. Touch the hour field, then use the keypad to enter the hour.

    b. Touch the minute field, then use the keypad to enter the minutes.

    c. Touch **AM** or **PM**.

    d. To save the setting, touch **OK**.

8. To select the original size of documents placed on the document glass, touch **Document Glass Original Size**.
9. Touch **OK**.
10. To return to the Services Home menu, press the **Services Home** button.

Configuring Fax Settings from the Control Panel

If your printer is connected to your computer through a wired or wireless network connection, use CentreWare Internet Services to configure the fax settings.

There are four areas to configure in Fax Settings:

- Fax Line Settings
- Incoming Defaults
- Transmission Defaults
- Fax Reports

For proper fax operation, before you use the fax, configure all of the settings. You can change the settings using the control panel or CentreWare Internet Services.

Configuring Fax Line Settings from the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings>Fax Settings>Fax Line Settings**.
3. Touch **Fax Number**, enter the fax line number, then touch **OK**.
4. Touch **Country**, use the arrow keys to scroll through the lists, select your country, then touch **OK**.
5. At the Restart is Required message, to save the settings and restart the printer, click **Yes, Save**.

   Note: If you are setting up fax for the first time, to view the remaining menu items, restart the printer.

6. At the printer control panel, press the **Machine Status** button.
7. Touch **Tools>Admin Settings>Fax Settings>Fax Line Settings**.
8. Touch **Company Name**, enter the company name on the touch pad, then touch **OK**.
9. Touch **Line Type**, select **PSTN** or **PBX**, then touch **OK**. At the Restart System prompt, touch **Close**.
10. To select the next screen, touch the **Up** and **Down** arrows on the display.
11. Touch **Line Monitor**, select the level, then touch **OK**. At the Restart System prompt, touch **Close**.
12. Touch **DRPD Patterns**, select a pattern, then touch **OK**. At the Restart System prompt, touch **Close**.
13. Touch **Extel Hook Threshold**, select the level, then touch **OK**. At the Restart System prompt, touch **Close**.
14. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Configuring Fax Incoming Defaults from the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings>Fax Settings>Incoming Defaults**.
3. To navigate between the lists, use the **Up** and **Down** arrows.
4. Touch **Receive Mode**, select a mode, then touch **OK**.
5. Touch **Ring Tone Volume**, select the volume, then touch **OK**. At the Restart System prompt, touch **Close**.
6. Touch **Auto Answer Setup**.
   a. Select the appropriate setup for your fax set:
      • **Auto Answer**: Use for a fax line that is not connected to a telephone or answering machine.
      • **Auto Answer TEL/FAX**: Use for a fax line that is connected to a telephone.
      • **Auto Answer ANS/FAX**: Used for a fax line that is connected to an answering machine.
   b. Before the printer responds, next to your selection, enter the time delay.
   c. To return to the previous menu, touch the **Back** arrow.
7. To reject faxes sent from unwanted sources:
   a. Touch **Junk Filter**, then touch **On**.
   b. Touch **OK**.
   c. At the Restart System prompt, touch **Close**.
   d. To return to the previous menu, touch the **Back** arrow.
8. To configure Secure Receive, see Security on page 63.
9. To configure how faxes are forwarded, touch **Forward Settings**, then select an option.
   – To forward the fax without printing, touch **Forward**, enter the forwarding number, then touch **OK**.
   – To print the fax then forward it to another number, touch **Print and Forward**, enter the forwarding number, then touch **OK**.

   Note: For the Forward to Email and Print and Email functions to operate, configure the Email Settings with a valid SMTP server.

   – To forward the fax to an email address, touch **Forward to Email**. To forward the fax to an email address, touch **Forward to Email**.
   – To print the fax then forward it to an email account, touch **Print and Email**.
   – To forward the fax to a server, touch **Forward to Server**.
   – To print the fax then forward it to a server, touch **Print and Forward to Server**.
   – At the Restart System prompt, touch **Close**.

10. To print faxes on both sides of the sheets of paper:

    a. Touch **2-Sided Printing**, select **On**, then touch **OK**.

    b. At the Restart System prompt, touch **Close**.

11. To receive a fax while using the external telephone after hearing a fax tone:

    a. Touch **Remote Receive**, then touch **On**.

    b. Enter a two-digit tone code, then touch **OK**.

    c. At the Restart System prompt, touch **Close**.

12. To customize printer instructions when the specifications of the received documents do not match the printer sheets:

    a. Touch **Discard Size**.

    b. To have the printer print oversized faxes on two sheets of paper, select **Off**.

    c. To have the printer reduce the size of the incoming fax to fit the selected paper, select **Auto Reduction**.

    d. To have the printer discard the data or image that does not fit the margins specifications, select **On**.

    e. Touch **OK**.

    f. At the Restart System prompt, touch **Close**.

    g. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Configuring Fax Transmission Defaults from the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. Touch **Fax Settings**.
4. Touch **Transmission Defaults**.
5. To configure the printer to auto redial a busy number or a line that does not answer:
   a. Touch **Auto Redial Setup**.
   b. To change the number of redial attempts, touch **Number of Redial**, enter a number from 0–9, then touch **OK**.
   c. Touch **OK**.
   d. At the Restart System prompt, touch **Close**.
6. To change the interval between the redial attempts:
   a. Touch **Redial Interval**, then enter a number from 1–15 for the delay in minutes.
   b. Touch **OK**.
   c. At the Restart System prompt, touch **Close**.
7. To change the interval between resend attempts:
   a. Touch **Interval Timer**, then enter a number from 3–255 for the delay in seconds.
   b. Touch **OK**.
   c. At the Restart System prompt, touch **Close**.
   d. Touch the **Back** arrow to return to Transmission Defaults.
8. To select the dialing type for your outgoing faxes:
   a. Touch **Dial Type**.
   b. Select an option:
      - **PB** uses push-button tone dialing.
      - **DP (10 PPS)** sets 10 pulse per second dialing pulses as the dial type.
      - **DP (20 PPS)** sets 20 pulse per second dialing pulses as the dial type.
   c. Touch **OK**.
   d. At the Restart System prompt, touch **Close**.
9. To enter a prefix dial number:
   a. Touch **Prefix Dial**, then select **On**.
   b. Enter the prefix number, then touch **OK**.
   c. At the Restart System prompt, touch **Close**.

10. To have the printer generate a cover page for each fax transmission, touch **Fax Cover Page**, touch **On**, then touch **OK**.

11. To enable or disable the Error Correction Mode:

    a. Touch **ECM**, then touch **On** or **Off**.

    b. Touch **OK**.

    c. At the Restart System prompt, touch **Close**.

12. To select the modem speed, touch **Modem Speed**, select the transmission speed, then touch **OK**.

13. When sending a manual fax, to have the number of the recipient appear on the Sending Fax screen:

    a. Touch **Display Manual Fax Recipients**, then touch **On**.

    b. Touch **OK**.

14. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Configuring Fax Reports from the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings**.
3. Touch **Fax Settings**.
4. Touch **Fax Reports**.
5. To print a fax activity report after every 50 fax communications, touch **Fax Activity**, touch **Auto Print**, then touch **OK**.
6. To print a report of the transmission results after sending a fax, touch **Fax Transmit**, select an option, then touch **OK**.
7. To print a report of the transmission results after sending a fax to multiple destinations, touch **Fax Broadcast**, select an option, then touch **OK**.
8. To print a fax protocol report to help troubleshoot fax problems, touch **Fax Protocol**, select an option, then touch **OK**.
9. Touch the **Back** arrow to return to the previous menu, or press the **Services Home** button to return to Service Home.

Editing the Fax Address Book

This section includes:

You can create and save fax information for individual contacts or groups. Each contact is associated with a speed dial number. You can manage address book contacts in CentreWare Internet Services, at the control panel, or using the Address Book Editor utility.

Adding or Editing Contacts in the Fax Address Book in CentreWare Internet Services

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Under **Fax**, click **Fax Address Book**.
4. To add or edit a contact, next to the contact, click **Add** or **Edit**.
5. Type a name and fax number for the contact. To indicate a dialing pause, use a dash (**-**) character.
6. Click **Save Changes**.

Adding or Editing Groups in the Fax Address Book in CentreWare Internet Services

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Address Book**.
3. Under **Fax**, click **Fax Groups**.
4. To add or edit a group, next to the group, click **Add** or **Edit**.
5. In Group Name, type a name for the group.
6. Click **Save Changes**.
7. Click **Return**.
8. To add a contact, click the group, then select each contact to add.

   Note: Before you can add a contact to a group, add the contact to the Fax address book.

9. Click **Save Changes**.

Adding or Editing Contacts in the Fax Address Book at the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings>Fax Address Book>Individuals**.
3. To add a contact, touch an unused contact, then touch **Edit**. To edit a contact, touch an existing contact, then touch **Edit**.
4. Touch **Name**, type a name, then touch **OK**.
5. Touch **Fax Number**, use the keypad to type a fax number, then touch **OK**. To insert a pause, press the **Redial/Pause** button (**-**).
6. Touch **OK**.

Adding or Editing Groups in the Fax Address Book at the Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings>Fax Address Book>Groups**.
3. To add a group, touch an unused group, then touch **Edit**. To edit a group, touch an existing group, then touch **Edit**.
4. Touch **Enter Group Name**, type a name for the group, then touch **OK**.
5. To add contacts to the group, touch **Add from Address Book**.
6. Touch the contacts to add to the group, then touch **OK**.
7. Touch **OK**.

Using the Address Book Editor Utility

The Address Book Editor utility allows you to manage address book contacts at your computer.

To access the Address Book Editor utility:

*   For Windows computers, select **Start>Programs>Xerox Office Printing>WorkCentre 3615Address Book Editor**.
*   For Macintosh computers, navigate to **Applications>Xerox>WorkCentre 3615** , then open **Address Book Editor**.

Administrator Tools

8

This chapter includes:

Setting Up the Email Address Book

Adding or Editing Contacts in the Email Address Book

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Address Book**.
3. Under Scan to Email, click **Email Address Book**.
4. To add or edit a contact, next to the contact, click **Add** or **Edit**.
5. Type a name and email address.
6. Click **Save Changes**.

Adding or Editing Groups in the Email Address Book

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Address Book**.
3. Under Scan to Email, click **Email Groups**.
4. To add or edit a group, next to the group, click **Add** or **Edit**.
5. Type a name for the group, then select contacts to add to the group.
6. Click **Save Changes**.

Configuring Smart eSolutions

This section includes:

Using Smart eSolutions

Smart eSolutions is a suite of features that simplifies printer ownership and administration. It provides free services to enable administration of metered billing and supplies replenishment plans for printers on a network. For details, see www.xerox.com/smartesolutions.

MeterAssistant automatically counts all metered impressions printed on network printers, then submits them to Xerox. This process eliminates the need to collect and report meter read information manually.

SuppliesAssistant monitors the remaining life of the toner or ink, and other printer consumables. When Smart eSolutions is configured to communicate with Xerox, SuppliesAssistant also monitors the usage of consumables. The data reported to Xerox is used to replenish supplies.

Overview for Setting Up Smart eSolutions

This section is an overview of the steps required to set up the Smart eSolutions feature.

1. Select a proxy server option.
2. Validate the DNS settings as needed.
3. Register the printer with the Xerox Communication Server.
4. Set up email notifications for MeterAssistant.
5. Set up email notifications for SuppliesAssistant.

Selecting a Proxy Server Option

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Properties**.
3. In the Properties panel, under Smart eSolutions, click **Registration**.
4. In the Registration Window, under Setup, click **Enable Proxy Server**.
5. If your network does not use a proxy server, for Use Proxy Server, clear **Enabled**, then click **Save Changes**. Proceed to Registering with the Xerox Communication Server on page 119.
6. If your network uses a proxy server, next to Use Proxy Server, select **Enabled**.
7. To specify an address for the proxy server to bypass, next to Address to Bypass Proxy Server, type an address or addresses. If you have several addresses to bypass, separate each entry with a semicolon.
8. Next to Server Name, type the name for the proxy server.
9. Next to Port Number, type the port number of the proxy server.
10. If your proxy server requires authentication, next to Authentication, select **Enabled**.
11. If authentication is enabled, next to Login Name, type the login name for the proxy server.
12. Type and retype a password as needed.
13. Click **Save Changes**.

Validate the DNS Settings

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Properties**.
3. In the left navigation panel, scroll to **TCP/IP**.
4. Scroll to **DNS** and ensure that the **Obtain DNS Server Address Automatically** button is enabled.

    Note: If the printer does not find the DNS server automatically, manually configure the settings for the DNS server.

5. If the field is not enabled, in the **DNS Server Address Field**, enter the IP address of the DNS.
6. Click **Save Changes**.

Registering with the Xerox Communication Server

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Properties**.
3. In the Properties panel, under Smart eSolutions, click **Registration**.
4. Under Setup, click **Register with Xerox Communication Server**.
5. On the Xerox Communication Server page, under Communication Setup, for Server Communication, select **Enabled**.
6. For Transmission Time, in the field, enter the UTC time for the printer to communicate with the Xerox Communication Server.

    Note: Do not enter the local time for the transmission.

7. Click **Test Communication Now**.
8. If you receive a download error, check the settings and try again. If the problem persists, for online support information, go to www.xerox.com/office/WC3615support.
9. If the communication completes successfully, click **Back**, then click **Save Changes**.

    Setup is complete. No other action is required.

Setting Up Email Notifications for Billing Meter Read Alerts

Billing Meters allow you to view impression count details for the printer and to print Billing Meter reports. The current total number of impressions appear on the Billing Meters screen. You can send Billing Meters data to up to five email addresses for billing administrators and key operators. Use this page to manage the email addresses and determine when the printer sends email notifications.

Note: Before using email notifications, configure the SMTP server for mail alerts. For details, see Configuring Mail Alerts on page 27.

To set up email notifications for Billing Meter reads:

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

    Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties**.
3. In the left navigation panel, scroll to **Smart eSolutions**, then select **Registration**.
4. In the Registration Window, under Setup, click **Setup Email Notification (Billing Meter Read Alerts)**.
5. Under Recipient Group Addresses, for Billing Administrator Email Addresses, type the email address of each administrator to receive email alerts.
6. Next to Send Alert, select when the printer sends email alerts.
7. Click **Save Changes**.

Setting Up Email Notifications for Supplies Data Send Alerts

SuppliesAssistant monitors the remaining life of the toner or ink, and other printer consumables. When Smart eSolutions is configured to communicate with Xerox, SuppliesAssistant also monitors the usage of consumables. The data reported to Xerox is used to replenish supplies. The printer can also send email alerts up to five email addresses for supplies administrators and key operators. Use this page to manage the email addresses and determine when the printer sends email notifications.

> Note: Before using email notifications, configure the SMTP server for mail alerts. See Configuring Mail Alerts on page 27.

To set up email notifications for supplies data:

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click **Properties**.
3. In the left navigation panel, scroll to **Smart eSolutions**, then select **Registration**.
4. In the Registration Window, under Setup, click **Setup Email Notification (Supplies Data Send Alerts)**.
5. Under Recipient Group Addresses, next to Supplies Administrator Email Addresses, enter the email addresses of the administrators that the printer sends email notifications.
6. To send an email alert if the registration with the Xerox Communication Server is canceled, select **Send Alert**.
7. Click **Save Changes**.

Assigning the Printer IP Address

This section includes:

By default, the printer is set to acquire an IP address from the network server using DHCP. Network addresses assigned by DHCP are temporary, however. After a specified time, the network could assign a new IP address to the printer. If the print driver is set to an IP address that changes periodically, you can experience connectivity issues. To avoid problems, or if your network administrator requires a static IP address for the printer, you can assign the IP address to the printer.

Note: If both IPv4 and IPv6 are disabled, you cannot access CentreWare Internet Services. To set an IP address, use the control panel.

Changing the IP Address Using CentreWare Internet Services

To change the IP address of the printer using CentreWare Internet Services:

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

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 12.

2. Click the **Properties** link.

   If the Protocols link is not expanded under Properties, scroll to the Protocols link and expand it.

3. Click **TCP/IP**.

4. In the IPv4 section of the page, make the desired changes. For example, to change the way the printer acquires the IP address, in the Get IP Address field, select a method from the drop-down list.

5. After changing the address information, scroll to the bottom of the page and click **Save Changes**.

Assigning the Printer IP Address for the Xerox® WorkCentre® 3615 Black and White Multifunction Printer

Assigning the IP Address Automatically

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Admin Setting>Network**.
4. Touch **Ethernet>TCP/IP>Get IP Address**.
5. To configure the printer to get an IP address from the server automatically or set its own IP address, select an option:
   - **DHCP** allows your DHCP server to assign an IP address to the printer. Dynamic DNS Registration is enabled.
   - **Auto IP** allows the printer to assign an IP address to itself, in the absence of a DHCP-capable router or access point.
   - **BOOTP** allows the printer to obtain an IP address from a BOOTP server that does not respond to DHCP requests.
   - **RARP** allows the printer to obtain an IPv4 address from an administrative host server.

   Note: For best results in most networks, select **DHCP/AutoIP**.
6. Touch **OK**.
7. At the Restart System prompt, touch **Close**.

Finding the IP Address of the Printer

To install the print drivers for a network-connected printer, you need the IP address of your printer. You also need the IP address to access the settings of your printer through CentreWare Internet Services. You can view the IP address of your printer from the Configuration Report or on the printer control panel.

Note: After the printer has been on for two minutes, print the Configuration Report. The TCP/IP address appears in the Network section of the page. If the IP address listed on the page is 0.0.0.0, the printer needs more time to acquire an IP address from the DHCP server. Wait two minutes, then print the Configuration Report again.

To print the Configuration Report:
1. At the printer control panel, press the **Machine Status** button.
2. Touch **Information Pages**.
3. Touch **Configuration**, then touch **Print**.

To view the IP address of the printer on the control panel:
1. At the printer control panel, press the **Machine Status** button.
2. Touch **Tools>Admin Settings>Network>Ethernet>TCP/IP**.
3. Record the IP address from the display.
4. To return to the Services Home menu, press the **Services Home** button.

Assigning the IP Address Manually

You can assign a static IP address to your printer from the printer control panel. Once an IP address is assigned, you can change it using CentreWare Internet Services.

To assign a static IP address to the printer, you need the following information:

- An IP address properly configured for your network
- The Network Mask address
- The default Router/Gateway address

If you are on a network managed by a network administrator, contact your network administrator to obtain the network information.

For a home network using routers or other devices to connect the printer to the network, refer to the device instructions on assigning network addresses. The router or device documentation can give you a range of acceptable address numbers you can use. It is important that the addresses be similar to the IP addresses used by other printers and computers on the network, but not the same. Only the last digit must be different. For example, your printer can have the IPv4 address 192.168.1.2 while your computer has the IP address 192.168.1.3. Another device can have the IP address 192.168.1.4.

The router could assign the static IP address of the printer to another computer that obtains its IP address dynamically. To avoid having the IP address reassigned, give the printer an address at the higher end of the range allowed by the router or device. For example, if your computer has IP address 192.168.1.2, and your device allows IP addresses to 192.168.1.25, select an address between 192.168.1.20 and 192.168.1.25.

In IPv6 network configurations, the IPv6 address is assigned automatically.

To assign a static IP address to the printer:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Admin Setting>Network**.
4. Touch **Ethernet>TCP/IP>Get IP Address**.
5. Touch **Panel>OK**.
6. At the Restart System prompt, touch **Close**.
7. Touch **IP Address**.
8. Using the keypad, enter the address as X.X.X.X, where X is a number from 0–255:
   - To clear an existing number from a cell, press **Clear**.
   - To enter a one or two-digit number, to advance to the next cell, touch the **Right** arrow.
     When you enter the third digit of a three-digit number, the cursor automatically advances to the next cell.
   - After entering the number in the last cell, touch **OK**.
9. At the Restart System prompt, touch **Close**.
10. Touch **Subnet Mask**.

11. Using the keypad, enter the address as X.X.X.X, where X is a number from 0–255:
    - To clear an existing number from a cell, press **Clear**.
    - To enter a one or two-digit number, to advance to the next cell, touch the **Right** arrow.

      When you enter the third digit of a three-digit number, the cursor automatically advances to the next cell.
    - After entering the number in the last cell, touch **OK**.

12. At the Restart System prompt, touch **Close**.

13. Touch **Gateway Address**.

14. Using the keypad, enter the address as X.X.X.X, where X is a number from 0–255:
    - To clear an existing number from a cell, press **Clear**.
    - To enter a one or two-digit number, to advance to the next cell, touch the **Right** arrow.

      When you enter the third digit of a three-digit number, the cursor automatically advances to the next cell.
    - After entering the number in the last cell, touch **OK**.

15. At the Restart System prompt, touch **Close**.

16. Turn off the printer, then turn it on again.

See also:

Online Support Assistant at: www.xerox.com/office/WC3615support

Assigning the Printer IP Address for the Xerox® Phaser® 3610 Black and White Printer

Assigning the IP Address Automatically

1. At the printer control panel, press the **Menu** button.

    Note: To navigate through the menu, use the up or down arrow buttons.

2. Navigate to **Admin Settings**, then press **OK**.

3. Navigate to **Network Setup**, then press **OK**.

4. Navigate to **TCP/IP**, then press **OK**.

5. Navigate to **IPv4**, then press **OK**.

6. Navigate to **Get IP Address**, then press **OK**.

7. Navigate to **DHCP/AutoIP**, then press **OK**.

8. Turn off the printer, then turn it on again.

9. To view the new IP address and ensure that the connection is successful, print a Configuration Report.

Finding the IP Address of the Printer Using the Control Panel

To install the print drivers for a network-connected printer, you need the IP address of your printer. You also need the IP address to access the settings of your printer through CentreWare Internet Services. You can view the IP address of your printer on the Configuration Page or on the control panel.

After the printer has been on for two minutes, print the Configuration Page. The TCP/IP address appears in the Network section of the page. If the IP address listed on the page is 0.0.0.0, the printer needs more time to acquire an IP address from the DHCP server. Wait two minutes, then print the Configuration Page again.

To print the Configuration Page:
1. At the printer control panel, press the **Menu** button.

   Note: To navigate through the menu, use the up or down arrow buttons.

2. Navigate to **Information Pages**, then press **OK**.
3. Navigate to **Configuration**, then press **OK**.
   The IP address of the printer is listed in the Wired Network section of the page.

To view the IP address of the printer on the control panel:
1. At the printer control panel, press the **Menu** button.

   Note: To navigate through the menu, use the up or down arrow buttons.

2. Navigate to **Admin Settings**, then press **OK**.
3. Navigate to **Network Setup**, then press **OK**.
4. Navigate to **TCP/IP**, then press **OK**.
5. Navigate to **IPv4**, then press **OK**.
6. Navigate to **IP Address**, then press **OK**.
   The IP address of the printer appears on the IP Address screen.

Assigning the IP Address Manually

You can assign a static IP address to your printer from the printer control panel. Once an IP address is assigned, you can change it using CentreWare Internet Services.

To assign a static IP address to the printer, you need the following information:
- An IP address properly configured for your network
- The Network Mask address
- The default Router/Gateway address

If you are on a network managed by a network administrator, contact your network administrator to obtain the network information.

For a home network using routers or other devices to connect the printer to the network, refer to the device instructions on assigning network addresses. The router or device documentation can give you a range of acceptable address numbers you can use. It is important that the addresses be similar to the IP addresses used by other printers and computers on the network, but not the same. Only the last digit must be different. For example, your printer can have the IPv4 address 192.168.1.2 while your computer has the IP address 192.168.1.3. Another device can have the IP address 192.168.1.4.

The router could assign the static IP address of the printer to another computer that obtains its IP address dynamically. To avoid having the IP address reassigned, give the printer an address at the higher end of the range allowed by the router or device. For example, if your computer has IP address 192.168.1.2, and your device allows IP addresses to 192.168.1.25, select an address between 192.168.1.20 and 192.168.1.25.

In IPv6 network configurations, the IPv6 address is assigned automatically.

To assign a static IP address to the printer:

1. At the printer control panel, press the **Menu** button.

   Note: To navigate through the menu, use the up or down arrow buttons.

2. Navigate to **Admin Settings**, then press **OK**.
3. Navigate to **Network Setup**, then press **OK**.
4. Navigate to **TCP/IP**, then press **OK**.
5. Navigate to **IPv4**, then press **OK**.
6. Navigate to **IP Address**, then press **OK**.

   When undefined, the address is 000.000.000.000.

7. Set the IP address, then press **OK**.

   The printer control panel displays a reminder that the printer must be turned off and then restarted before the changed setting is applied. You can restart the printer after all the settings have been modified.

8. To return to **IP Address**, press the **Left** arrow button twice.
9. Navigate to **Network Mask** and set the address. When finished, press **OK**.
10. To return to **Network Mask**, press the **Left** arrow button twice.
11. Navigate to **Gateway Address**, then set the address. When finished, press **OK**.
12. Turn off the printer, then turn it on again.
13. To verify the new settings, print the Configuration Page.

See also:

Online Support Assistant at: www.xerox.com/office/WC3615support