Xerox® B1025 Multifunction Printer System Administrator Guide

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Introduction

This chapter contains:

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 install, configure, and manage your printer on a network.

🖉 **Note:**

- Network features are not available when you are connected over USB.

- Embedded fax features are not available for all printer models.

Configuration Overview

When you configure the printer for the first time, complete the following tasks.

1. Connect your printer to a network with an Ethernet cable.

2. Confirm that your network recognizes your printer. By default, the printer receives an IP address from a DHCP server over a TCP/IP network. If you have a different type of network, or want to assign a static IP address, refer to TCP/IP.

3. Complete the installation wizard that launches automatically the first time the printer powers on. The installation wizard helps you configure basic printer settings such as your location, time zone, and date and time preferences.

4. To view the new IP address and ensure that the connection is successful, print a Configuration Report. For details, refer to Printing the Configuration Report.

5. To access Xerox® CentreWare® Internet Services, open a Web browser, then type the IP address for your printer. Xerox® 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, refer to Accessing Xerox® CentreWare® Internet Services.

   🖉 **Note:** You can access most configuration settings in Xerox® CentreWare®Internet Services on the Properties tab.

6. Configure authentication. For details, refer to Setting Access Rights.

7. Configure Security. For details, refer to Security.

8. Enable services in Xerox® CentreWare® Internet Services.

9. Configure Print, Copy, Scan, and Fax features. For details, refer to Printing, Copying, Scanning, and Faxing.

🖉 **Note:** Not all printer models support all features.

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/B1022_B1025docs
Technical support information for your printer; including online technical support, Online Support Assistant, and driver downloads.	www.xerox.com/office/B1022_B1025support
Information about menus or error messages	Press the control panel Help (**?**) button.
Information Pages	Print from the control panel, or from Xerox® CentreWare® Internet Services, click **Status→Information Pages**.
Xerox® CentreWare® Internet Services documentation	In Xerox® CentreWare® Internet Services, click **Help**.
Order supplies for your printer	www.xerox.com/office/B1022_B1025supplies
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/

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Initial Setup

This chapter contains:

Physically Connecting the Printer

1. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port on the back of the printer. Connect the other end of the cable to a correctly configured network port.

2. If your printer has fax installed, connect the printer to a correctly configured telephone line.

3. Connect the power cord to the printer, then plug the power cord into an electrical outlet.

Assigning a Network Address

The printer acquires a network address automatically from a DHCP server by default. To assign a static IP address, refer to Configuring the Network Address Manually at the Printer Control Panel.

Accessing Administration and Configuration Settings

You can access the administration and configuration settings from Device Settings on the control panel touch screen, or from the Properties tab in Xerox® CentreWare® Internet Services. The control panel consists of a touch screen and buttons you press to control the functions available on the printer. Xerox® CentreWare® Internet Services is the administration and configuration software installed on the embedded Web server in the printer. CentreWare® Internet Services allows you to configure and administer the printer from a Web browser.

The administrator password is required when accessing locked settings in Xerox® CentreWare® Internet Services, or at the control panel. Most printer models have a default configuration that restricts access to some settings. Access is restricted for settings on the Properties tab in Xerox® CentreWare® Internet Services, and settings on the Machine Status menu on the control panel touch screen.

Accessing the Control Panel as a System Administrator

1. At the printer control panel, press the **Log In/Out** button.

2. Type **admin**, then touch the **Next** arrow.

3. Type the administrator password, then touch **OK**. The default password is **1111**.

Accessing Xerox® CentreWare® Internet Services as a System Administrator

Before you begin:

- Locate your printer IP address using the Configuration Report. For details, refer to Printing the Configuration Report.

- Ensure that TCP/IP and HTTP are enabled. If you disabled either of these protocols, enable them at the control panel before accessing Xerox® CentreWare® Internet Services.

- Many features in Xerox® CentreWare® Internet Services require an administrator user name and password. The system administrator user name is **admin** and the default password is **1111**.

Accessing Xerox® CentreWare® Internet Services

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

Initial Setup at the Control Panel

Installation Wizard

The Installation wizard starts the first time you turn on the printer. The wizard prompts you with a series of questions to help you configure basic printer settings.

> 🖊 **Note:** You can change these settings at any time.

For details, refer to the *User Guide* for your printer.

Setting Altitude Adjustment

Atmospheric pressure, determined by altitude, can affect print quality. If the printer is at an elevation greater than 1000 m (3280 ft.), to improve print quality, you can use Altitude Adjustment.

To set Altitude Adjustment:

1. At the control panel, press the **Machine Status** button.
2. Touch **Device Settings→General→Altitude Adjustment**.
3. Select an option:
   - **Normal**: Select this option for altitudes below 1000 m (3280 ft.).
   - **High 1**: Select this option for altitudes from 4000–5000 m (13123–16404 ft).
   - **High 2**: Select this option for altitudes from 3000–4000 m (9842–13123 ft).
   - **High 3**: Select this option for altitudes from 2000–3000 m (6561–9842 ft).
   - **High 4**: Select this option for altitudes from 1000–2000 m (3280–6561 ft).
4. Touch **OK**.

Initial Setup in Xerox® CentreWare® Internet Services

Xerox® 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.

Before you begin:

- TCP/IP and HTTP must be enabled to access Xerox® CentreWare® Internet Services. If you disable either of these services, enable them at the printer before accessing Xerox® CentreWare® Internet Services.

- Locate your printer IP address using the Configuration Report.

   🖉 **Note:** If your printer is locked, type the system administrator user name and password to access the **Properties** tab. The administrator user name is `admin` and the default password is **1111**.

Accessing Xerox® CentreWare® Internet Services

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

Assigning a Printer Name and Location

You can use the CentreWare® Internet Services Description page to assign a name and location for the printer. The Description page displays the printer model information and product code or serial number. Asset tags let you enter unique identifiers for inventory management.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Description**.

2. For Machine Name, type a name for the printer.

3. For Location, type the location of the printer.

4. For Xerox Asset Tag Number and Customer Asset Tag Number, type unique identifiers as needed.

5. Click **Apply**.

Printing the Configuration Report

The Configuration Report lists all current settings of the printer. A configuration report prints at startup by default.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.

2. Click **Printing**→**Reports**.

3. For Configuration Report, click **Print**.

Using the Configuration Page

The Configuration page provides current detailed configuration information about the device. You can refer to this page to view information such as installed options, network setup information, installed software versions, and so on. You can print the page for reference.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**General Setup**→**Configuration**.

2. To print the configuration report, click **Print System Data List**.

Selecting Services to Appear on the Control Panel Touch Screen

Before you can select a service to appear on the control panel touch screen, enable the service. A standard service is software or firmware that the manufacturer provides with the device.

To specify the services to display on the control panel touch screen:

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**→**Display**.

2. Select services as needed:
   - To select all services in the list to appear on the touch screen, click **Show All**.
   - To hide all services in the list so that none appears on the touch screen, click **Hide All**.
   - To select individual services to appear on the touch screen, for Displayed, select the services that you want to display.

3. Click **Apply**.

To rearrange the services on the control panel touch screen, select a service, then click the needed arrow button. You can choose the **Move Top**, **Move Up**, **Move Down**, or **Move Bottom** arrow buttons.

Changing the System Administrator Password

Xerox recommends that you change the default system administrator password after you configure the printer. Be sure to store the password in a secure location. The default password is **1111**.

1. In Xerox® CentreWare® Internet Services, click **Properties**.
2. Click **Maintenance**→**Administrator Password**.
3. Type the password, then type the password again to verify.
4. To save the new password, for **Select to save a new password**, select the check box.
5. Click **Save**.

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Network Connectivity

This chapter contains:

TCP/IP

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Bonjour is a discovery protocol that allows devices on a TCP/IP network to discover each other without knowledge of specific IP addresses. Bonjour is built in to Macintosh operating systems. You can install Bonjour on Windows devices.

With TCP/IP protocols, each printer and computer requires 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, for information on IP addressing, refer to the documentation for your router.

Enabling TCP/IP at the Printer Control Panel

1. At the printer control panel, press the **Machine Status** button.

2. To access this feature at the control panel, log in as an administrator.

3. Touch **Network Settings→TCP/IP Settings**.

4. Touch **TCP/IP Enablement**.

5. For IPv4 or IPv6, touch **Enable**, then touch **OK**.

> 🖉 **Note:** By default, TCP/IP is enabled. If you disable TCP/IP, enable it at the printer control panel before you access Xerox® CentreWare® Internet Services.

Configuring the Network Address Manually at the Printer Control Panel

1. At the printer control panel, press the **Machine Status** button.

2. Touch **Network Settings→TCP/IP Settings**.

3. Touch **Dynamic Addressing**.

4. Touch **Disabled**, then touch **OK**.

5. Touch **IPv4**, then type the IPv4 address, gateway address, and network mask.

6. When finished, touch **OK**.

Configuring DNS Settings at the Printer Control Panel

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

1. At the printer control panel, press the **Machine Status** button.

2. Touch **Network Settings→TCP/IP Settings**.

3. Touch **DNS Configuration**.

   a. Touch **Host Name**.

   b. Type a host name.

    c.   Touch **OK**.

> 🖉 **Note:** For the following steps, if DHCP is enabled, the Domain Name and DNS Servers cannot be set manually.

    d.   Touch **Domain Name**, then touch the **Requested Domain Name** field. To type the fully qualified domain name, use the touch screen keypad.

    e.   Touch **OK**.

4.   Touch DNS Servers.

    a.   Touch **Primary DNS Server**, then type the server address.

    b.   Touch **Alternate DNS Server #1**, then type the server address.

    c.   Touch **Alternate DNS Server #2**, then type the server address.

    d.   Touch **OK**.

5.   To close the screen, touch **X**.

Configuring IP Settings in Xerox® CentreWare® Internet Services

If your printer has a valid network address, you can configure TCP/IP settings in Xerox® CentreWare® Internet Services. For details, refer to Assigning a Network Address.

Configuring IPv4

You can use IPv4 or IPv6 in addition to or in place of the other.

1.   In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.

2.   Click **TCP/IP**.

3.   For Protocol, select **Enabled**.

4.   For Host Name, type a unique name for your printer.

5.   For IP Address Resolution, select an option. Fields that appear depend on the option that you select.
- **STATIC**: This option disables dynamic addressing and allows you to type a static IP address. Type the Machine IP Address, Subnet Mask, and Gateway Address.
- **BOOTP**: This option allows the printer to obtain an IP address from a BOOTP server that does not respond to DHCP requests.
- **DHCP**: This option allows your DHCP server to assign an IP address to the printer. Dynamic DNS Registration is enabled.

6.   For Domain Name, type the fully qualified domain name of your authentication server.

7.   For DNS Configuration, type the IP address for up to three servers.

8.   To send a release request to the DHCP and DNS servers, for Dynamic DNS Registration, select **Enabled**. If the servers grant the request, when the printer is powered off, the current IP address and dynamic DNS name are released.

9.   For Zero-Configuration Networking, perform the following steps.

- To configure the printer to assign itself an address if a DHCP server does not provide one, for Self-Assigned Address, select **Enabled**.
- To allow users to see and connect to the printer using Bonjour, for Multicast DNS, select **Enabled**.

10. Click **Apply**.

Configuring IPv6

IPv6 hosts can automatically configure themselves when connected to a routed IPv6 network using the Internet Control Message Protocol Version 6 (ICMPv6). ICMPv6 performs error reporting for IP along with other diagnostic functions. When first connected to a network, a host sends a link-local multicast router solicitation request for configuration parameters. If suitably configured, routers respond to this request with a router advertisement packet containing network-layer configuration parameters.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.

2. Click **TCP/IP**.

3. To enable TCP/IPv6, for Protocol, select **Enabled**.

4. For Default Dynamic Host Configuration Protocol, select how DHCP operates forIPv6.

5. To specify an address manually, perform the following steps.
   - For Manual Address, select **Enabled**.
   - Select a Router Prefix from the menu, or to populate the prefix for manual entry address, click **Add**.

6. To configure DNSv6, perform the following steps.
   - Enter a valid IPv6 Domain Name.
   - For Primary DNSv6 Server Address, enter an IP address.
   - For Secondary DNSv6 Server Address, enter an IP address.
   - To enable Dynamic DNSv6 Registration, select **Enable**.

7. Click **Apply**.

SLP

Printers use Service Location Protocol (SLP) to announce and look up services on a local network without prior configuration. When SLP is enabled, the printer becomes a Service Agent (SA) and announces its services to User Agents (UA) on the network using SLP.

Directory Agents (DA) are components that cache services. They are used in larger networks to reduce the amount of traffic. DAs are optional. If a DA is present, then User Agents (UAs) and System Agents (SAs) are required to use it instead of communicating directly with the printer.

Configuring SLP

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.

2. Click **SLP**.

3. For Protocol, select **Enable**.

4. For Directory Agent, type the IP address for the Directory Agent (DA) as needed.
   - To group services, under Scope 1, 2, and 3, type a name as needed. Printers cannot recognize services that are in different scopes.
   - For Message Type, select an option.

     - **Multicast**: This option routes multicast packets between subnets for service discovery.

     - **Broadcast**: If your network does not support multicast routing, select this option.

5. Under Multicast Radius, type a value from 0 through 255.

6. For Maximum Transmission Unit (MTU), type a value from 484 through 32768.

7. For Registration Lifetime, type a value in hours.

8. Click **Apply**.

SNMP

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

You can use the SNMP configuration pages in Xerox® CentreWare® Internet Services to:

- Enable or disable Authentication Failure Generic Traps.
- Enable SNMPv3 to create an encrypted channel for secure printer management.
- Assign privacy, authentication protocols, and keys to Administrative and key user accounts.
- Assign read and write access to User accounts.
- Limit SNMP access to the printer using hosts.

Enabling SNMP

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.
2. Click **SNMP**.
3. For Protocol, select **Enable**.
4. Click **Apply**.

SNMP Advanced Settings

You can add, edit, or delete IP addresses for Network Management workstations that receive traps from the device.

Configuring SNMP Advanced Settings

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.
2. Click **SNMP**.
3. Click **Add IP Address**.
4. For IP Trap Destination Address, type the IP address of the host running the SNMP manager that receives traps.
5. Type the UDP Port Number.
6. To add the traps, perform the following steps.
   - For TRAP Community Name, type a name.
   - For Traps to be Received, select the type of traps that the SNMP manager receives.
7. Click **Apply**.

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

Configuring SNMPv1/v2c with SNMPv3

SNMP version 1 (SNMPv1) is the initial implementation of the SNMP protocol. SNMPv1 operates over protocols such as User Datagram Protocol (UDP).

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. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.

2. Click **SNMPv3**.

3. For Allow SNMPv3 with SNMPv1/v2c, select **Enable**.

4. For SNMPv3, select **Enable**.

   ✏ **Note:** Some options become editable after you enable SNMPv3.

5. For User Name, type the administrative user name for SNMPv3 authentication.

6. For Authentication Password, type a password. The Authentication Password is used to generate a key used for authentication.

7. For Algorithm, select an encryption checksum algorithm.

8. For Privacy Password, type a password. The Privacy Password is used for encryption of SNMPv3 data. The passphrase used to encrypt the data must match the passphrase on the Server.

   ✏ **Note:** Ensure that the passwords are at least eight characters in length. You can include any characters except control characters.

9. Click **Apply**.

WINS

When running WINS, the printer registers its IP address and NetBIOS Host Name with a WINS server. WINS allows the printer to communicate using host name only. Using Microsoft Networking removes significant overhead for systems administrators.

Configuring WINS

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.

2. Click **WINS**.

3. For Protocol, select **Enable**.

4. For Primary Server IP Address, type the IP address for your primary server.

5. For Secondary Server IP Address, enter the IP Address as needed.

   Note: If DHCP is configured, WINS IP addresses are overridden.

6. Click **Apply**.

Configuring LPR/LPD

The Line Printer Daemon (LPD) and Line Printer Remote (LPR) protocols provide printer spooling and network print server functionality for UNIX-based systems, such as HP-UX, Linux, and Macintosh.

1. In Xerox® CentreWare® Internet Services, click **Properties→Connectivity→Protocols**.

2. Click **LPR/LPD**.

3. For Protocol, select **Enable**.

4. Type an LPR/LPD Port Number or use the default port number of 515.

5. Click **Apply**.

Raw TCP/IP Printing

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

Configuring Raw TCP/IP Settings

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.
2. Click **Raw TCP/IP Printing**.
3. For Protocol, select **Enable**.
4. Ensure that Port Number is set to 9100.
5. Click **Apply**.

Enabling Raw TCP/IP Printing at the Printer Control Panel

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Network Settings**→**Advanced Settings**.
3. Touch **Raw TCP/IP-Printing**.
4. Touch **Enable**.
5. Ensure that Port Number is set to 9100.
6. Touch **OK**.

Configuring IPP

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

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.

2. Click **IPP**.

3. For Protocol, select **Enable**.

4. Enter additional information as needed.

5. For Secure IPP Connection with SSL/TLS, select **Enable**.

6. Click **Apply**.

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.

The LDAP Server page displays the current LDAP servers configured for your printer. You can configure a maximum of nine LDAP servers for your printer.

🖉 **Note:** Before you configure an LDAP server, ensure that Network Authentication is enabled. For details, refer to Setting the Login Method.

Adding or Editing an LDAP Server

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.
2. Click **LDAP Directory**.
3. To edit the default LDAP server settings, for LDAP (Default), click **Edit**.
4. To configure another LDAP server, for Additional LDAP Servers, click **Add** or **Edit**.
5. To configure server information, perform the following steps.
   a. Type a Friendly Name. The Friendly Name appears as the default description for the server when a user scans a job at the control panel.
   b. Select the Name or IP Address type. Fields update based on the options that you select.
   c. Type the LDAP IP address or host name and port number.
   d. Type the appropriately formatted address or host name of your backup server, then change the default port number as needed.
6. To configure LDAP Access, perform the following steps.
   a. Enter the Search Directory Root.

   > 🖉 **Note:**
   >
   > - It is not necessary to include DC=Users in the Search Directory Root.
   > - For details on Base DN formatting, refer to the *RFC 2849 - LDAP Data Interchange Format (LDIF) Technical Specification* on the IETF website.

   b. For Login Credentials to Access LDAP Server, select an option.
   - **System**: This setting instructs the printer to use specific credentials when the printer accesses the server.
   - **Authenticated User**: The printer uses the user name and password of the authenticated user to access the server.

   c. To look up the user DN, for Lookup User's DN, select **Enable**.
7. To configure LDAP Bind, perform the following steps.

     a.   To specify the Bind Method to connect to the directory server, select an option.

- **Anonymous**: This method does not require authentication to connect to the directory server.
- **Simple**: This method uses a DN-password combination to authenticate to the directory server.

     b.   Enter the Login Name.

     c.   Type the password, then type the password again to verify.

     d.   To save the new password, click **Select to save new password**.

     e.   To append a base DN to the bind method, for Append Base DN, click **Enable**.

     f.   For Root to append, enter the root directory of the database.

8. To configure Secure LDAP Connection, for Secure LDAP via SSL, click **Enable**.

9. To configure LDAP Mappings, for each field, select an option.

10. To configure Search Criteria, perform the following steps.

     a.   For Search Name Order, select an option.

     b.   To define the maximum number of addresses returned that match search criteria, for Maximum Number of Search Results, type a number from 5–100.

     c.   Select the amount of time that the printer can search before it times out.

     d.   To enable LDAP Referrals, click **Enable**.

11. To append an email domain to login credentials, perform the following steps.

     a.   For Append an email domain to the login credentials, select Enable.

     b.   Type the domain name for your server.

12. Click **Save**.

HTTP

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

Enabling HTTP at the Printer Control Panel

1. At the printer control panel, press the **Machine Status** button.

2. Touch **Network Settings→Advanced Settings**.

3. Touch **HTTP Setting**.

4. Touch **Enable**, then touch **OK**.

Configuring HTTP Settings in Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties→Connectivity→Protocols**.

2. Click **HTTP**.

3. To enable the protocol, for Protocol, click **Enable**.

4. For Keep Alive Timeout, enter the time that the printer waits for a response from a connected user before it terminates the connection.

    🖉 **Note:** Increasing the Keep Alive Timeout can cause connections to slow down.

5. Change the Port Number as needed.

    🖉 **Note:** If a Machine Digital Certificate is configured, you can edit the following fields.

6. For HTTP Security Mode, select a security option.

    🖉 **Note:** To allow connections to the Xerox device using HTTPS only, select **Require HTTPS**.

7. To enable one or more TLS versions, for TLSv 1.0, TLSv 1.1, or TLSv 1.2, select **Enable**.

8. Click **Apply**.

Google Cloud Print

Google Cloud Print allows you to print documents from a device connected to the Internet, without using a print driver. You can send documents to the printer from anywhere, including documents stored in the cloud, a personal computer, tablet, or smartphone.

Before you begin:

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

  🖉 **Note:** Verify that the security configuration of your firewall supports Google Cloud Print.

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:** Locate your printer IP address using the Configuration Report. For details, refer to Printing the Configuration Report.

2. Click **Properties**→**Connectivity**→**Protocols**→**Google Cloud Print**.

3. To enable Google Cloud Print, for Google Cloud Print, click **Enable**. Enable other services as needed.
   - To allow discovery and printing for local network devices, for each function that you want to allow, select **Enable**.
   - To allow format conversion for jobs that are in a format not supported by the printer, for Enable conversion printing, select **Enable**.

     🖉 **Note:** Cloud Job Conversion uses both Google Cloud Printing and Local Printing. Currently, only specialized third-party apps require conversion. Xerox recommends that you leave Cloud Job Conversion disabled unless you use an app that requires it.
   - To allow Printer Working Group (PWG) printing, for Enable PWG, select **Enable**.
   - To set a minimum time period before the Extensible Messaging and Presence Protocol (XMPP) times out, in the XMPP timeout field, type a number.

4. Review the information in the Anonymous Registration section. Modify settings as necessary.

5. To change the proxy server settings, click **Proxy Setting**.

6. To test the connection to the Google Cloud Print service, click **GCP Connection Test**.

7. To be redirected to the Google website, in the Anonymous Registration area, for Registration Status, click **Register**. At the prompt, click **OK**.

   a. Log in to your Google email account.

   b. To register the printer with Google Cloud Print, follow the onscreen instructions.

   c. To complete the printer registration and return to Xerox® CentreWare® Internet Services, click **Finish Registration**.

   Local discovery and local printing are enabled during printer registration. To disable either feature, for the feature, clear the **Enable** check box.

8. From the Google Cloud Print window in Xerox® CentreWare® Internet Services, click **Apply**.

9. To update the Registration Status displayed in your Web browser, refresh the Xerox®
   CentreWare® Internet Services Web page.

10. To access the Google Cloud Print feature, in your Google account, click **Manage Your Printer**.

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

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. In Xerox® CentreWare® Internet Services, click **Properties→Connectivity→Protocols**.

2. Click **Proxy Server**.

3. To configure the printer to detect proxy settings automatically, for Auto Detect Proxy Settings, select **Enabled**.

   🖉 **Note:** If Auto Detect Proxy Settings is enabled, you cannot edit the fields for HTTP Proxy Server, Name or IP Address, and IPV4 Address and Port.

4. For HTTP Proxy Server, select **Enabled**.

5. Select the Name or IP Address type.

6. Type the appropriately formatted address and port number.

7. If your proxy server requires authentication, for Authentication, select **Enabled**.

8. If authentication is enabled, for Login Name, type the login name for the proxy server.

9. Type the password, then type the password again to verify.

10. To save the new password, click **Select to save new password**.

11. To add a proxy exception list, for Exception List, type the URL.

12. To use the configured default proxy settings script, for Use automatic configuration script, type the URL.

13. Click **Apply**.

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.

Enabling WSD

1. In Xerox® CentreWare® Internet Services, click **Properties→Connectivity→Protocols**.

2. Click **WSD**.

3. For WSD Protocol, select **Enable**.

4. Click **Apply**.

Configuring SNTP

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

1. In Xerox® CentreWare® Internet Services, click **Properties→Connectivity→Protocols**.

2. Click **SNTP**.

3. For Name or IP Address, select an option.

4. Type the appropriately formatted IP address.

5. For Enable SNTP Broadcast, select the check box.

6. Click **Apply**.

Mopria

Mopria is a software feature that enables users to print from mobile devices without requiring a print driver. You can use Mopria to print from your mobile device to Mopria-enabled printers.

✏️ **Note:**

- Only Mopria-enabled devices support Mopria printing.

- Ensure that you have the latest version of the Mopria Print Service installed on your mobile device. You can obtain a free download from the Google Play Store.

- Wireless devices must join the same wireless network as the printer. A system administrator can connect the printer by its wired network interface.

- Ensure that the device that submits the Mopria job is 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.

- The name and location of your printer appears in a list of Mopria-enabled printers on connected devices.

To configure Mopria:

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.

2. Click **Mopria**.

3. For Protocol, select **Enable**.

4. Click **Apply**.

Wireless Network Connection

A wireless local area network (WLAN) provides the means to connect two or more devices in a local area network (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, ensure that the wireless router is configured with a service set identifier (SSID), a passphrase, and security protocols.

> **Note:** Before configuring wireless network settings, install the Xerox Wireless Network Adapter Kit. For information, refer to the *Hardware Install and Setup* instructions that are included with the kit.

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 Xerox® CentreWare® Internet Services. For the easiest manual connection, use Xerox® CentreWare® Internet Services.

Before you begin:

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

- Use the instructions provided with your wireless router or access point to record the following information:

  – Name (SSID)

  – Security Options (Encryption Type)

  – Passphrase

> **Note:** The network name and passphrase are case sensitive.

Configuring the Printer for Wireless LAN WPA-Enterprise

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.

2. Click **Wireless Setup**.

3. Click **Edit Settings**.

4. For Network Name SSID, select an option:
   - Select the **Search Available** option, then, from the list, select a network.

     > **Note:** To refresh the list of available networks, click **Refresh**.
   - Select the **Enter SSID** option, then, in the field, type the SSID.

5. For Security Type, select **WPA/WPA2-Enterprise**.

6. For Encryption Type, select an option.

7. For 802.1x Authentication, select an option.
   - If you select EAP-TTLS, select an Inner Authentication Protocol, then type an Identity Name, User Name, and User Password.
   - If you select PEAP, type a User Name and User Password.

8. For Root Certificate Setup, upload a Root Certificate.

9. For Client Certificate Setup, upload a Client Certificate, then type the Private Key Password.

10. For Address Acquisition, select a protocol option. If you select Static, you can change the IP Address, Subnet Mask, and Gateway Mask as needed.

11. Click **Apply**.

Configuring the Printer for an Open System

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.

2. Click **Wireless Setup**.

3. Click **Edit Settings**.

4. For Network Name SSID, select an option:
   • Select the **Search Available** option. From the list, select a network.

     🖉 **Note:** To refresh the list of available networks, click **Refresh**.
   • Select the **Enter SSID** option. In the field, type the SSID.

5. For Security Type, select **Open System**.

6. For Address Acquisition, select a protocol option. If you select Static, you can change the IP Address, Subnet Mask, and Gateway Mask, as needed.

7. Click **Apply**.

Configuring the Printer for Shared Key or WPA/WPA2-Personal

1. Click **Wireless Setup**.

2. Click **Edit Settings**.

3. For Network Name SSID, select an option:
   • Select the **Search Available** option. From the list, select a network.

     🖉 **Note:** To refresh the list of available networks, click **Refresh**.
   • Select the **Enter SSID** option. In the field, type the SSID.

4. For Security Type, select **Shared Key** or **WPA/WPA2-Personal**.

5. For Encryption Type, select an option.

6. For Security Key or Passphrase, type the passphrase.

7. For Address Acquisition, select a protocol option. If you select Static, you can change the IP Address, Subnet Mask, and Gateway Mask, as needed.

8. Click **Apply**.

Configuring Wi-Fi Direct

You can connect to your printer from a Wi-Fi mobile device, such as a tablet, computer, or smart phone, using Wi-Fi Direct.

✏ **Note:** Wi-Fi Direct is disabled by default.

To configure Wi-Fi Direct:

1. In Xerox® CentreWare® Internet Services, click **Properties→Connectivity→Protocols**.

2. Click **Wi-Fi Direct**.

3. For Wi-Fi Direct, select **On**.

4. For Device Name, type a name to appear in a list of available wireless networks and devices.

5. For IP Address, use the default or type a new IP Address.

6. To set the printer as Group Owner for a Wi-Fi Direct group, similar to a wireless access point, select **Activate**.

7. Enter a Network Key or use the default value.

8. To hide the Network Key, select the check box.

9. Click **Apply**.

4

Security

This chapter contains:

Setting Access Rights

You can control access to services and features by setting up authentication and authorization. Personalization allows the printer to retrieve user information to customize features.

Authentication

Authentication is the process of confirming user identities. If you enable authentication, the printer compares the information that users provide to another source of information, such as an LDAP directory. If the information is valid, the users are considered authenticated.

There are several ways to authenticate a user:

- **Passcode**: This option enables a passcode. To access the printer, at the control panel, users type a passcode. The printer compares the passcode to the stored information.

- **Local Authentication**: The option enables local authentication. To prove their identity, users type their user name and password at the control panel or in Xerox® CentreWare® Internet Services. The printer compares the user credentials to the information stored in the user database. If you have a limited number of users, or do not have access to an authentication server, use this authentication method.

- **Network Authentication**: This option enables network authentication. To prove their identity, users type their user name and password at the control panel or in Xerox® CentreWare® Internet Services. The printer compares the user credentials to the information stored on an authentication server.

  Note: The printer can use one of the following authentication server types:

  - Kerberos for UNIX, Linux, or Windows ADS
  - SMB for Windows ADS or LDAP

Setting the Login Method

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Login / Permissions**.

2. Click **Login Methods**.

3. To set the authentication method, select an option:
   - **No Authentication**: This option allows unrestricted access to the printer.
   - **Passcode**: This option creates the passcode for users to enter on the control panel. For Create Passcode, type a password.
   - **Local Authentication**: This option stores user login information on the printer in the Device User Database. To configure the database, for Device User Database, click the Pencil icon.
   - **Network Authentication**: This option stores user login information on an authentication server in the network. To configure the server connection, for Authentication Server, click the Pencil icon.

   Note: If you select Local Authentication or Network Authentication, you can set the printer to retrieve user profile information from LDAP. To retrieve information from LDAP, for Personalize Touch UI, select **Retrieve Profile Information for Authenticated User from LDAP**. To configure the server connection, for LDAP Server, click the Pencil icon.

Configuring the Log Out Confirmation Screen

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Login / Permissions**.

2. Click **Login Methods**.

3. To enable the log out confirmation screen, select **Show at Log Out**.

4. To show the log out confirmation screen after every job, select **Show After Every Job**.

5. To disable the log out confirmation screen, select **Don't Show**.

Setting Print Permissions

You can set print permissions for 1-sided or 2-sided printing, and secure printing.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Login / Permissions**.
2. Click **Print Permissions**.
3. For 2-Sided Printing Policy, select **On** or **Off**.
4. For Secure Print Policies, select **On** or **Off**.
5. Click **Save**.

Device User Database

The Device User Database stores user credential information for local authentication. When you configure local authentication, the printer checks the credentials that users provide against the information in the database. You can export the database for use on other printers.

Managing the Device User Database

1. In Xerox® CentreWare® Internet Services, click **Properties→Login / Permissions**.

2. Click **Device User Database**.

3. Select an option:
    *   **Add New**: Select this option to add users to the database. To add more than one user, select **Add Another User**. Add the user information and password, then click **Save**.
    *   **Import from file**: Select this option to import user information from a **.csv** file. Select a file to import, then click **Apply**.
    *   **Export to File**: Select this option to export the Device User Database to a **.csv** file. Select a location to store the file.
    To edit or delete a user, for the user, click the appropriate icon.

Secure HTTP (TLS)

To establish an HTTP Secure (HTTPS) connection to the printer, you can use TLS to encrypt data sent over HTTP.

You can enable TLS encryption for the following features.

- Configuring the printer in Xerox® CentreWare® Internet Services
- Printing from Xerox® CentreWare® Internet Services
- Printing using IPP

🖉 **Note:** TLS encryption is protocol-independent. You can choose to use, or not to use TLS for each protocol.

Before you begin:

- Ensure that DNS is enabled and configured.
- Ensure that the date and time configured on the printer is correct. The time that is set on the printer is used to set the start time for the Xerox® Device Certificate. A Xerox® Device Certificate is installed when you enable HTTP (TLS). After you enable HTTP (TLS), check the device certificate.

Enabling HTTPS (TLS)

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Connectivity**→**Protocols**.
2. Click **HTTP**.
3. To enable the protocol, for Protocol, select **Enable**.
4. For Keep Alive Timeout, enter the time that the printer waits for a response from a connected user before it terminates the connection.
5. Change the Port Number as needed.
6. If a Machine Digital Certificate is configured, you can edit the following security fields.
   a. For HTTP Security Mode, select an HTTPS security option.
   b. To allow connections to the device using HTTPS only, for HTTP Security Mode, select **Require HTTPS**.
   c. To enable one or more versions of TLS, for TLSv 1.0, TLSv 1.1, and TLSv 1.2, select **Enable** as needed.
7. Click **Apply**, then click the **OK** button.

IP Filtering

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

✐ **Note:** Be careful not to filter the IP address of any device used to administer the printer.

Enabling IP Filtering

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.
2. Click **IP Filtering**.
3. To enable IP filtering, select **IPv4 Filtering Enabled**, **IPv6 Filtering Enabled**, or both.
4. To permit access to the device, type the IP Address and Port or Prefix as needed.
5. Click **Apply**.

IP Sec

Internet Protocol Security (IP Sec) is a group of protocols used to secure Internet Protocol (IP) communications. The IP Sec feature authenticates and encrypts each IP data packet.

If you select IP Sec, all printer traffic uses IP Sec protocols, including:

- DHCP v4/v6 (TCP and UDP)
- DNS (TCP and UDP)
- FTP (TCP)
- HTTP (Scan Out, TCP port 80)
- HTTPS (Scan Out, TCP port 443)
- HTTPS (Web Server, TCP port 443)
- ICMP v4/v6

- IPP (TCP port 631)
- LPR Print (TCP port 515)
- Port 9100 Print (TCP port 9100)
- SMTP (TCP/UDP port 25)
- SNMP (TCP/UDP port 161)
- SNMP Traps (TCP/UDP port 162)
- WS-Discovery (UDP port 3702)

Configuring IP Sec

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.

2. Click **IP Sec**.

3. To enable the protocol, for Protocol, select **Enabled**.

4. To remove IP Sec connections, click **Flush All IP Sec Connections**.

5. For Shared Secret, enter the shared key value.

6. For Verify Shared Secret, reenter the shared key value.

7. To save the new shared key, select **Select to save new Shared Secret**.

8. Click **Apply**.

Concealing or Showing Job Names

You can conceal job names on the printer control panel.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.

2. Click **Conceal Job Names**.

3. Select an option:
   - **Show All Job Names**: This option allows job names to appear on the control panel.
   - **Conceal Secure Print Job Names Only**: This option prevents Secure Print job names from appearing on the control panel. All other job names appear on the control panel.
   - **Conceal All Job Names**: This option prevents all job names from appearing on the control panel.

4. Click **Apply**.

802.1X

802.1X is an Institute for Electrical and Electronics Engineers (IEEE) standard that defines a method for port-based network access control or authentication. In an 802.1X secured network, the printer must be authenticated by a central authority, typically a RADIUS server, before it can access the physical network.

You can enable and configure the printer to be used in an 802.1X secured network from the printer control panel or in Xerox® CentreWare® Internet Services.

Before you begin:

- Ensure that your 802.1X authentication server and authentication switch are available on the network.

- Determine the supported authentication method.

- Create a user name and password on your authentication server.

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

Configuring 802.1X in Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.

2. Click **802.1X**.

3. For 802.1X, select **Enabled**.

4. For Authentication Method, select an option.

5. For Credentials, type the user name and password.

6. To upload a root certificate, do the following steps.

   a. For Upload Root Certificate, to locate and select the file, click **Browse** or **Choose File**.

   b. Click **Upload**.

7. To upload a client certificate, do the following steps.

   a. To locate and select the Client Certificate, for Upload Client Certificate, click **Browse** or **Choose File**.

   b. To assign a private password, for Private Key Password, type a password.

   c. Click **Upload**.

8. Click **Apply**.

Enabling and Configuring 802.1X at the Control Panel

🖉 **Note:**

- When the printer is in FIPS 140 mode, EAP-TLS authentication is required.

- To configure 802.1X settings for EAP-TLS, use Xerox® CentreWare® Internet Services.

1. At the printer control panel, press the **Machine Status** button.

2. Touch **Network Settings**→**Advanced Settings**.

3. Touch **802.1X**.

4. Touch **Enable**.

5. Touch **Authentication Method**, then select the method used on your network.

6. Touch **Username**.

7. Using the touch-screen keyboard, type the user name and server that your authentication switch requires. Touch **OK**.

8. Touch **Password**, then type the password using the touch-screen keyboard.

9. Touch **OK**.

Displaying or Hiding Network Settings

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

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.

2. Click **Display Network Settings**.

3. To show network information, select **Show IPv4 Address** or **Show Host Name**. To hide network information, select **Hide Network Information**.

4. Click **Apply**.

System Timeout

You can specify how long the printer waits to log out an inactive user.

Setting System Timeout Values

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.

2. Click **System Timeout**.

3. For Touch User Interface System Timer, type the time that the printer waits before it logs out inactive users from the touch screen.

4. To instruct the printer to display a warning message before it logs out inactive users from the touch screen, for Warning Screen, select **Enabled**.

5. For Web System Timer, type the amount of time the system waits before it logs out inactive users from Xerox®CentreWare® Internet Services.

6. Click **Apply**.

Setting the System Timeout Values at the Control Panel

1. At the printer control panel, press the **Machine Status** button.

2. Touch **Device Settings**→**Timers**→**System Timeout**.

3. Specify the time that the printer waits to log out an inactive user at the control panel. Next to Timeout (Mins), and Timeout (Secs), touch the arrows.

4. To instruct the printer to display a warning message before it logs a user out of the touch screen, under Warning Screen, touch **Enabled**.

5. Touch **OK**.

USB Port Security

You can prevent unauthorized access to the printer through USB ports by disabling the ports.

✎ **Note:** If USB ports are disabled, you cannot update the software or print from a USB Flash drive.

Enabling or Disabling USB Ports

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.
2. Click **USB Port Security**.
3. To enable a port, for the port, select the check box.
4. To disable a port, for the port, clear the check box.
5. Click **Apply**.

Security Certificates

A digital certificate is a file that contains data used to verify the identity of the client or server in a network transaction. A certificate also contains a public key used to create and verify digital signatures. One device proves its identity to another by presenting a certificate trusted by the other device. Or, the device can present a certificate signed by a trusted third party and a digital signature proving its ownership of the certificate.

A digital certificate includes the following data:

- Information about the owner of the certificate

- The certificate serial number and expiration date

- The name and digital signature of the certificate authority (CA) that issued the certificate

- A public key

- A purpose defining how the certificate and public key can be used

Creating a Machine Digital Certificate

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.

2. Click **Machine Digital Certificate**.

3. Click **Create New Certificate**, then select an option.

4. Click **Continue**.

5. For the selected certificate type, complete the fields.

6. Click **Apply**.

Installing a Trusted CA Certificate

If the printer uses the Xerox® Device Certificate, and a user attempts to access the printer using Xerox® CentreWare® Internet Services, an error message can appear in their Web browser. To avoid error messages, install a Trusted CA Certificate in the Web browsers of all users.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.

2. Click **Trusted Certificate Authorities**.

3. To add a certificate, click **Add**.

   a. Click **Browse** or **Choose File**, navigate to the signed certificate in **.pem** or **PKCS#12** format, then click **Open** or **Choose File**.

   b. Click **Apply**, then click **OK**.

4. For Installed Certificates, perform the following steps.
   - To delete a certificate, select the certificate, then click **Delete**.
   - To delete all certificates, click **Reset**.

Restricting Access to the Device Web Interface

You can lock the Web interface for the device. When the Web interface is locked, all areas of the Web interface are inaccessible until users logs in. When the Web interface is unlocked, users can access all areas of the Web interface, except for areas that require administrator login.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.

2. Click **Security Settings**.

3. To restrict access to the Web interface, for Lock WebUI, select the check box. To allow access to the Web interface, clear the check box.

4. Click **Apply**.

Verifying the Software

You can test the printer software to confirm that it is operating correctly. The test checks software files to confirm that they are not corrupt. If the printer software appears to function improperly, a Xerox representative can ask you to perform this test.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Security**.
2. Click **Software Verification Test**.
3. To begin the test, click **Start Test**.
4. To interrupt and cancel the test, click **Cancel**.

   📝 **Note:**

   - You can continue to use the device while the test is running.
   - If the test fails, the software files are corrupt. It is recommended that you reinstall the software. For help, contact a Xerox representative.

5

Printing

This chapter contains:

Enabling the Device Startup Page

The Startup page provides basic printer configuration and network information.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.
2. Click **Printing**→**Device Start-Up Page**.
3. To enable the Startup page, for Device Start-Up Page, select **Enabled**.
4. Click **Apply**.

Managing Banner Page Printing Options

You can set the printer to print a banner page with each print job. The banner page contains information identifying the user and job name. You can set this option in the print driver, in Xerox® CentreWare® Internet Services, or at the control panel.

> 🖉 **Note:** Enable Banner page printing in the print driver and at the control panel or in Xerox® CentreWare® Internet Services. Otherwise, a banner page does not print.

Enabling Banner Page Printing in Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties→Services**.

2. Click **Printing→Banner Page**.

3. For Banner Page Settings, select **Enabled**.

4. Click **Apply**.

Printing an Error Page

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.
2. Click **Printing**→**Error Page**.
3. To print an error page when a print job fails, for Error Page Settings, select **Enable**.
4. Click **Apply**.

Configuring Default Print Settings

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.

2. Click **Printing**→**General**.

3. Configure as needed.

4. Click **Apply**.

Enabling Print Spooling Settings

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.

2. Click **Printing**→**Print Spooling**.

3. To enable print spooling, for Print Spooling Settings, select **Enabled**.

4. Click **Apply**.

Printing Reports

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

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.

2. Click **Printing**→**Reports**.

3. To print a report, next to the report name, click **Print**.

Configuring Secure Print Settings

You can configure Secure Print settings to specify how the printer behaves when a user sends a Secure Print job to the printer.

Configuring Secure Print

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.

2. Click **Printing**→**Secure Print**.

3. Enter a value for the minimum passcode length.

4. Click **Apply**.

UNIX and Linux Printing

The Xerox® Print Driver package provides tools for you to manage printers connected in UNIX and Linux environments.

The Xerox® print drivers provide a GUI-based driver dialog for printer feature selections. You can select print drivers based on your operating system.

Xerox® Printer Manager

Xerox® Printer Manager is an application that allows you to manage and print to multiple printers in UNIX and Linux environments.

Xerox® Printer Manager allows you to:

- Configure and check the status of network connected printers.

- Set up a printer on your network as well as monitor the operation of the printer once installed.

- Perform maintenance checks and view supplies status at any time.

- Provide a common look and feel across the many different suppliers of UNIX and Linux operating systems.

Installing the Xerox® Printer Manager

Before you begin:

Ensure that you have root or superuser privileges to install Xerox® Printer Manager.

To install the Xerox® Printer Manager:

1. Download the appropriate package for your operating system. To locate print drivers for your printer, go to www.xerox.com/office/drivers.

2. On the print driver website, navigate to your printer model.

3. For your printer model, click **Drivers & Downloads**.

4. From the Operating System menu, select your operating system.

5. To identify the print driver for your printer model, review the list of available print drivers.

   🖉 **Note:** For additional information on each driver, click **Description**.

6. To select the print driver for your printer model and operating system, click its name.

7. To begin the download, read the End User License Agreement, then click **accept**.

The file automatically downloads to the default location for your computer file downloads.

8. To install the Xerox® Print Driver package:

    a. Open the package with your OS package manager.

    b. To install using a command-line utility, change to the directory where you downloaded the file. Then for your operating system, type the appropriate command-line utility to run the installer.

    For example:

- **Red Hat** : rpm -U **<filename>**.rpm
- **Debian-based Linux**: dpkg -i **<filename>**.deb
- **AIX**: rpm -U **<filename>**.rpm
- **HPUX**: **<filename>**.depot.gz
- **Solaris**: pkgadd -d **<filename>**.pkg

> 🖉 **Note:** Most installations create a Xerox directory in **/opt/Xerox/prtsys**. For additional information about utilities included in the OS package manager, refer to the manual included with the package. For example, **man xeroxprtmgr**.

Launching Xerox® Printer Manager

To launch Xerox® Printer Manager, do one of the following tasks.

- For UNIX, log in as root. From a terminal window, type **xosdprtmgr**, then press **Enter** or **Return**.
- For Linux, type **sudo xeroxprtmgr**, then press **Enter** or **Return**.

Printing with xeroxprint

Xerox has its own print command. You can use the following command:

xeroxprint -d<Some_Queue> -o[Options] <Somefile>

Printing from a Linux Workstation

To print from a Linux workstation, install either a Xerox® print driver for Linux or a CUPS print driver. You do not need both drivers.

Xerox recommends that you install one of the full-featured custom print drivers for Linux. To locate drivers for your printer, refer to www.xerox.com/office/drivers.

If you use CUPS, ensure that CUPS is installed and running on your workstation. The instructions for installing and building CUPS are contained in the *CUPS Software Administrators Manual*, written and copyrighted by Easy Software Products. For complete information on CUPS printing capabilities, refer to the *CUPS Software Users Manual* available from www.cups.org/documentation.php.

Installing the PPD on the Workstation

1. If available, download the Xerox® PPD for CUPS from the Drivers and Downloads page on the Xerox Support website.

2. Copy the PPD into the CUPS ppd/Xerox folder on your workstation. If you are unsure of the location of the folder, use the Find command to locate the PPD files.

3. Follow the instructions that are included with the PPD.

Adding the Printer

1. Verify that the CUPS daemon is running.

2. Open a Web browser and type `http://localhost:631/admin`, then click **Enter** or **Return**.

3. For User ID, type **root**. For password, type the root password.

4. Click **Add Printer** and follow the onscreen prompts to add the printer to the CUPS printer list.

Printing with CUPS

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

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

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

Print from USB

This feature allows you to print a file that is stored on a USB Flash Drive from the USB port on the printer control panel.

Before you begin:

Enable USB ports. For details, refer to USB Port Security.

Enabling Print from USB

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.
2. Click **USB**.
3. For Enable Print from USB, select **Enable**.
4. To configure Print From USB Settings, for Defaults, click the **Pencil** icon.
5. Click **Save**.

Managing Saved Jobs

Saved jobs are documents sent to the printer and stored there for future use. Any saved jobs appear on the Saved Jobs page. Use the Saved Jobs page to view, print, and delete saved jobs, and create and manage folders in which they are stored.

- In Xerox® CentreWare® Internet Services, click **Properties→Services→Saved Jobs**.

- To ensure that all saved jobs appear in the list, click **Refresh List**.

- To print one or more saved jobs:

  1. For each print job that you want to print, select the check box.

  2. To set the number of copies that you want printed for each selected job, in the Service Settings area, type the Quantity.

  3. Click **Print Job**.

- To delete one or more saved jobs, for each print job that you want to delete, select the check box, then click **Delete Job**.

Setting the Delete Held Job After Timer

When the Delete Held Job After timer expires, jobs held in the Active Jobs and Personal & Secure Jobs tabs are deleted.

1. At the printer control panel, press the **Machine Status** button.

2. Touch **Device Settings→Timers**.

   Note: To access this feature at the control panel, log in as an administrator.

3. Touch **Delete Held Job After**.

4. To enable the Delete Held Job After timer, touch **Enabled**.

5. To select the desired time, press the arrow buttons, or enter a value using the numeric keypad.

6. Touch **OK**.

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Copying

This chapter contains:

Changing the Default Copy Settings

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.

Specifying Default Copy Settings in Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.

2. Click **Copy**.

3. For Defaults, click the Pencil icon.

4. Select the appropriate tab:
   • To modify copy settings, select the **Copy Settings** tab.
   • To modify the input settings, select the **Input Settings** tab.
   • To modify the output settings, select the **Output Settings** tab.

5. In the Default column, click **Edit**.

6. Modify the settings as needed.

7. Click **Save**.

Setting Defaults for Covers at the Control Panel

> **Note:** If Booklet Creation is turned off or the paper supply is set to Auto Select, Covers options are unavailable.

To set covers defaults:

1. At the printer control panel, press the **Machine Status** button.

   > **Note:** To access this feature at the control panel, log in as an administrator.

2. Touch **Service Settings**→**Copy**→**Feature Defaults**.

3. Touch the **Next** arrow.

4. Touch **Covers**.

5. Touch an option, then touch **OK**.

6. Touch **Done**.

Changing the Copy Feature Order on the Control Panel

You can change the order in which copy features appear on the control panel touch screen.

To change the feature order:

1. At the printer control panel, press the **Machine Status** button.

   > **Note:** To access this feature at the control panel, log in as an administrator.

2. Touch **Service Settings**→**Copy**→**Feature Order**.

3. To change the position of a feature, select the feature, then use the arrows.

4. When finished, touch **OK**.

Showing, Locking, and Hiding Copy Features on the Control Panel

You can select the features to appear on the control panel and lock settings to prevent change.

To set controls for copy features:

1. At the printer control panel, press the **Machine Status** button.

   🖉 **Note:** To access this feature at the control panel, log in as an administrator.

2. Touch **Service Settings→Copy→Show / Lock / Hide Features**.

3. Touch a feature, then select an option.

4. When finished, touch **OK**.

Changing the Paper Supply Auto Select Policy at the Control Panel

If Paper Supply Auto Select is set to On, the printer selects the most appropriate size paper tray when there is no exact match for the copy job. If Paper Supply Auto Select is set to Off, the printer hides the Auto Select option, and the default paper selection is set to Tray 1.

To set the Paper Supply Auto Select policy:

1. At the printer control panel, press the **Machine Status** button.

   🖉 **Note:** To access this feature at the control panel, log in as an administrator.

2. Touch **Service Settings→Copy→Paper Supply Auto Select Policy**.

3. Select **On** or **Off**, then touch **OK**.

Changing the Reduce/Enlarge Presets on the Control Panel

To set the Reduce/Enlarge presets:

1. At the printer control panel, press the **Machine Status** button.

   🖉 **Note:** To access this feature at the control panel, log in as an administrator.

2. Touch **Service Settings→Copy→Reduce / Enlarge Presets**.

3. To change a preset, touch an existing preset, then touch the left or right arrow buttons.

4. To restore the original values, touch **Reset All**.

5. After you have changed your presets, touch **OK**.

Specifying ID Card Copy Settings

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.

2. Click **ID Card Copy**.

3. For Defaults, click the **Pencil** icon.

4. Configure settings as needed, then click **Save**.

Changing the ID Card Copy Feature Order on the Control Panel

You can change the order in which ID card copy features appear on the control panel touch screen.

To change the feature order:

1. At the printer control panel, press the **Machine Status** button.

    🖉 **Note:** To access this feature at the control panel, log in as a system administrator.

2. Touch **Service Settings**→**ID Card Copy**→**Feature Order**.

3. To change the position of a feature, select the feature, then use the arrows.

4. When finished, touch **OK**.

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Scanning

This chapter contains:

Scanning Setup Overview

If the printer is connected to a network, it is enabled for scanning. Before you can scan, ensure that you do the following:

- If you are scanning to a shared folder on your computer, share the folder, set the correct permissions, then add the folder as an Address Book entry in Xerox®CentreWare® Internet Services. For details, refer to Address Books.

- If you are scanning to an FTP server, enter the correct access information as an Address Book entry in Xerox® CentreWare® Internet Services. For details, refer to Address Books.

- If you are scanning to an email address, configure the email server in Xerox® CentreWare® Internet Services. For details, refer to Scanning to an Email Address.

Configuring Image Settings

You can configure compression settings for the scanned image.

- TIFF Specification Supplement 2: This compression method is a Deflate TIFF 6.0 extension that prevents image-quality loss.

- LZW: This compression method prevents image-quality loss and retains a small file size.

- MRC Compression: This compression method separates the scanned image into components, and removes or compresses the background image. This process provides improved compression,which can result in a smaller PDF file size. During output, MRC Compression reassembles the image segments in the PDF.

To configure compression settings:

1. In Xerox® CentreWare® Internet Services, click **Properties**→**General Setup**.

2. Click **Image Settings**.

3. In the TIFF Settings area, select a compression option.

4. To use Mixed Raster Content (MRC) Compression for PDF output, in the PDF Settings area, for MRC Compression, select **Enable**.

5. Click **Apply**.

Setting Up Scan To Destination

Setting Up Scanning to an FTP Server

Before you begin:

- Ensure that FTP services are running on the server or computer where you want to store scanned image files. Note the IP address or host name.

- Create a user account with read and write access, and with a password. The printer uses the account to access the scanned image repository folder. Note the user name and password.

- In the FTP root directory, create a shared folder for the scanned images. Note the directory path, user name, and password. This folder is your file repository.

- Test the FTP connection. From a computer, log in to the shared folder using the user account details. Create a folder in the directory, then delete it. If you cannot do this test, check the user account access rights.

To set up scanning to an FTP 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, refer to Configuration Overview.

2. In Xerox® CentreWare® Internet Services, click **Address Book**.

3. To add a contact to the address book manually, click **Add** or **Manually Add a Contact**.

   🖊 **Note:** If either Add or Manually Add a Contact is unavailable, the address book is full. For address book limits, refer to Address Books.

4. Type the contact information.

5. To mark a contact as a Favorite, for the favorite type, click the Star icon.

6. To associate a scan destination with the contact, for Scan To Destination, click the Plus **(+)** icon.

7. For Nickname, type a name. This field is required.

8. From the Protocol menu, select **FTP**.

   a. To specify the server address, for Address Type, select **IPv4 Address**, or **Host Name**.

   b. Type the appropriately formatted address and port number for your server. The default port is 21.

9. For Document Path, type the path of the shared folder.

10. For Login Name, type the user name. The printer uses this login name to access the shared folder. This field is required.

    a. For Password and Retype Password, type and confirm the password.

    b. To update the password for an existing Login Name, for Select to save new password, select the check box.

11. Click **Save**, or select **Add Another Contact After Saving**, then click **Save & Add Another**.

Setting Up Scanning to an SMB Folder

Before you begin:

- Ensure that SMB services are running on the server or computer where you want to store scanned image files. Note the IP address or host name.

- Create a user account with read and write access, and with a password. The printer uses the account to access the scanned image repository folder. Note the user name and password.

- Create a shared folder for the scanned images. Note the directory path, Share Name of the folder, and the Computer Name or Server Name. This folder is your file repository.

- Test the SMB connection. From a computer, log in to the shared folder using the user account details. Create a folder in the directory, then delete it. If you cannot do this test, check the user account access rights.

To set up scanning to an SMB folder:

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, refer to Configuration Overview.

2. In Xerox® CentreWare® Internet Services, click **Address Book**.

3. To add a contact to the address book manually, click **Add** or **Manually Add a Contact**.

   Note: If either Add or Manually Add a Contact is unavailable, the address book is full. For address book limits, refer to Address Books.

4. Type the contact information.

5. To mark a contact as a Favorite, for the favorite type, click the Star icon.

6. To associate a scan destination with the contact, for Scan To Destination, click the Plus **(+)** icon.

7. For Nickname, type a name. This field is required.

8. From the Protocol menu, select **SMB**.

   a. To specify the server address, for Address Type, select **IPv4 Address**, or **Host Name**.

   b. Type the appropriately formatted address and port number for your server. The default port is 445.

   c. For Share Name, type the name of the shared folder on the remote computer. For example, to save scanned files to a shared folder named scans , type `scans`. This field is required.

9. For Document Path, type the path of the shared folder, as needed. For example, to save scans to a folder called colorscans that is one level below the scans folder, type `/colorscans`. If there is no subdirectory, leave this field blank.

10. For Login Name, type the user name that you use to access the folder on the computer. The printer uses this login name to access the shared folder. This field is required.

    a. For Password and Retype Password, type and confirm the password.

    b. To update the password for an existing Login Name, for Select to save new password, select the check box.

11. Click **Save**, or select **Add Another Contact After Saving**, then click **Save & Add Another**.

Setting Up Scanning to an HTTP Server

Before you begin:

- Ensure that Web services are installed on the server where you want to store scanned images. Examples of Web servers include Microsoft Internet Information Services (IIS) and Apache. Note the IP address or host name of the server.

- Create a user account with read and write access, and with a password. The printer uses the account to access the scanned image repository folder. When you use the Fax feature, the printer logs in to the account, transfers the file to the server or computer, then logs out. Note the user account and password.

- At the root level, create a shared folder for the scanned images. Note the directory path, user name, and password. This folder is your file repository.

- Note any run script that is required.

To set up scanning to an HTTP 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, refer to Configuration Overview.

2. In Xerox® CentreWare® Internet Services, click **Address Book**.

3. To add a contact to the address book manually, click **Add** or **Manually Add a Contact**.

   Note: If either Add or Manually Add a Contact is unavailable, the address book is full. For address book limits, refer to Address Books.

4. Type the contact information.

5. To mark a contact as a Favorite, for the favorite type, click the Star icon.

6. To associate a scan destination with the contact, for Scan To Destination, click the Plus **(+)** button.

7. For Nickname, type a name. This field is required.

8. From the Protocol menu, select **HTTP**.

   a. To specify the server address, for Address Type, select **IPv4 Address**, or **Host Name**.

   b. Type the appropriately formatted address and port number of your server. The default port is 80.

   c. In the Script path and filename field, type the path to the CGI script, starting at the root. For example, `//directoryname/foldername`.

   d. To download working example scripts, click **Get Example Scripts**.

9. For Document Path, type the path of the shared folder.

10. For Login Name, to access the folder on the computer, type the user name. The printer uses this login name to access the shared folder. This field is required.

    a. For Password and Retype Password, type and confirm the password.

    b. To update the password for an existing Login Name, for Select to save new password, select the check box.

11. Click **Save**, or select **Add Another Contact After Saving**, then click **Save & Add Another**.

Setting Up Scanning to an HTTPS Server

Before you begin:

- Ensure that Web services are installed on the server where you want to store scanned images. Examples of Web servers include Microsoft Internet Information Services (IIS) and Apache. Note the IP address or host name of the server.

- For HTTPS, ensure that your Web server is installed with a secure certificate.

- Create a user account with read and write access, and with a password. The printer uses the account to access the scanned image repository folder. When you use the fax feature, the printer logs in to the account, transfers the file to the server or computer, then logs out. Note the user account and password.

- At the root level, create a shared folder for the scanned images. Note the directory path, user name, and password. This folder is your file repository.

- Note any run script that is required.

To set up scanning to an HTTPS 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, refer to Configuration Overview.

2. In Xerox® CentreWare® Internet Services, click **Address Book**.

3. To add a contact to the address book manually, click **Add** or **Manually Add a Contact**.

    🖉   **Note:** If either Add or Manually Add a Contact is unavailable, the address book is full. For address book limits, refer to Address Books.

4. Type the contact information.

5. To mark a contact as a Favorite, for the favorite type, click the Star icon.

6. To associate a scan destination with the contact, for Scan To Destination, click the Plus **(+)** icon.

7. For Nickname, type a name. This field is required.

8. From the Protocol menu, select **HTTPS**.

    a. To specify the server address, for Address Type, select **IPv4 Address**, or **Host Name**.

    b. Type the appropriately formatted address and port number of your server. The default port is 443.

    c. To verify that a digital certificate is installed on the printer, for HTTPS, click **View Trusted SSL Certificates**.

    d. In the Script path and filename field, type the path to the CGI script, starting at the root. For example,`//directoryname/foldername`.

    e. To download working example scripts, click **Get Example Scripts**.

9. For Document Path, type the path of the shared folder.

10. For Login Name, to access the shared folder on the computer, type the user name. The printer uses this login name to access the shared folder. This field is required.

    a. For Password and Retype Password, type and confirm the password.

    b. To update the password for an existing Login Name, for Select to save new password, select the check box.

11. Click **Save**, or select **Add Another Contact After Saving**, then click **Save & Add Another**.

Setting Up Scanning to an SFTP Server

Before you begin:

- Ensure that the SFTP service is running on the server or computer where you want to store scanned image files. Note the IP address or host name.

- Create a user account with read and write access, and with a password. The printer uses the account to access the scanned image repository folder. Note the user account and password.

- Create a folder in the SFTP root directory for the scanned images. Note the directory path, user name, and password. This folder is your file repository.

- Test the SFTP connection. From a computer, log in to the shared folder using the user account details. Create a folder in the directory, then delete it. If you cannot do this test, check the user account access rights.

To set up scanning to an SFTP 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, refer to Configuration Overview.

2. In Xerox® CentreWare® Internet Services, click **Address Book**.

3. To add a contact to the address book manually, click **Add** or **Manually Add a Contact**.

   Note: If either Add or Manually Add a Contact is unavailable, the address book is full. For address book limits, refer to Address Books.

4. Type the contact information.

5. To mark a contact as a Favorite, for the favorite type, click the Star icon.

6. To associate a scan destination with the contact, for Scan To Destination, click the Plus **(+)** icon.

7. For Nickname, type a name. This field is required.

8. From the Protocol menu, select **SFTP**.

   a. To specify the server address, for Address Type, select **IPv4 Address**, or **Host Name**.

   b. Type the appropriately formatted address and port number of your server. The default port is 22.

9. For Document Path, type the path of the shared folder.

10. For Login Name, to access the shared folder on the computer, type the user name. The printer uses this login name to access the shared folder. This field is required.

    a. For Password and Retype Password, type and confirm the password.

    b. To update the password for an existing Login Name, for Select to save new password, select the check box.

11. Click **Save**, or select **Add Another Contact After Saving**, then click **Save & Add Another**.

Scanning to an Email Address

The email feature allows you to scan a document and send it to an email address as an attachment.

Before you begin:

- Configure SMTP settings. For details, refer to Configuring SMTP Server Settings.
- Note the IP address or host name of the server.

For instructions on using this feature, refer to the *User Guide* for your printer model.

Email

Configure email settings on the Email Setup page in Xerox® CentreWare® Internet Services. Email settings apply to all services that use SMTP, including Internet Fax and Scan to Email.

Accessing the Email Setup Page

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.
2. Click **Email**.

Configuring SMTP Server Settings

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.
2. Click **Email**.
3. To access SMTP server settings, for Server to Send Emails (SMTP), click the Pencil icon.
4. To set auto discovery, for Auto Discover SMTP Server, select the check box or enter the SMTP server domain.
5. Select the Name or IP Address type.
6. Type the appropriately formatted address or host name of your server and change the default port number as needed.
7. Under Device Email Address, type the email address of the printer.
8. If the SMTP server requires authentication, for SMTP Authentication, complete the following steps.
   a. For Server Requires SMTP Authentication, select the check box.
   b. For Login Credentials, select an option.
      - **System**: The printer authenticates itself using the Login Name and Password that you configure on this page.
      - **Authenticated User**: This option is available only when Network Authentication is enabled.
   c. If you select System, type the Login Name and Password used to access the server. To update the password for an existing Login Name, for Select to save new password, select the check box.
9. For Connection Encryption, select a protocol that your server supports, then for Validate Server Certificate, select **Enable**.
10. To define a maximum message size for emails with attachments, for Maximum Email Size (Message and Attachment), select a size.
11. Click **Apply**.
12. If prompted, enter your password, then click **OK**.

Editing Optional Email Settings

You can use optional email settings to configure common features that apply to all emails sent from the printer. Common features include email receipts, message body and signature, and From field editing.

To edit optional email settings:

1. In Xerox® CentreWare® Internet Services, click **Properties→Services**.

2. Click **Email**.

3. To edit a setting, click the Pencil icon.

Configuring Address Book Policies

1. In Xerox® CentreWare® Internet Services, click **Properties→Services**.

2. Click **Email**.

3. To configure Address Book Policies, click the Pencil icon.

4. To configure the Address Book settings stored in the printer, for Device Address Book, click **Edit**.

5. To allow users to locate email addresses in the Device Address Book, for Use Device Address Book, select **Yes**. To hide the address book from users, select **No**.

6. To configure favorite email contacts to appear first when you access the email service, select **View Favorites on Email Service Entry**.

7. To use a network address book and configure LDAP server settings, for Network Address Book (LDAP), click **Edit**.

8. If an LDAP network address book is configured, to allow users to locate email addresses in the Network Address Book, select **Yes**. To hide the address book from users, select **No**.

9. To allow users to create or edit contacts in the Device Address Book from the printer control panel, select **All Users**.

10. Click **Save**.

Configuring Email Security Settings

Configuring Email Security

1. In Xerox® CentreWare® Internet Services, click **Properties→Services**.

2. Click **Email**.

3. To edit security settings, for Security, click the Pencil icon.

4. For Security Settings, configure the settings.

    a. For Email Encryption Enablement, select an option:

    - **Off**: Use this option to disable email encryption.

    - **Always On; Not editable by user**: Use this option to restrict users from enabling or disabling Email Encryption at the control panel.

    - **On; Editable by user**: Use this option to allow users to enable or disable Email Encryption at the control panel.

    b. If you select On; Editable by user, select the default setting for users at the control panel. For Email Encryption Default, select **On** or **Off**.

    c. For Encryption Algorithm, select the algorithm used by your email server.

5. For From Field Display, select an option.

6. For User Policies, configure settings as needed.

    a. For "To:" Field Security Options, select a restriction policy.

    b. For Restrict to Defined Domains, to configure a list of acceptable domains, click **Add Domains**.

    c. To restrict authenticated users from sending emails to others, for Auto Send to Self, select **Enable**.

7. To clear the Recipient List after an emailed scan job completes, for Global Policies: Shared Scan Policy, select an option.

8. To import a certificate, for Certificate Management, click **Import**.

9. To export a certificate, for Certificate Management, click **Export**.

10. To delete a certificate, select the certificate, then click **Delete**.

11. Click **Save**.

Changing the Email Feature Order on the Control Panel

You can change the order in which email features appear on the control panel touch screen.

To change the feature order:

1. At the printer control panel, press the **Machine Status** button.

       🖉 **Note:** To access this feature at the control panel, log in as a system administrator.

2. Touch **Service Settings→Email→Feature Order**.

3. To change the position of a feature, select the feature, then use the arrows.

4. When finished, touch **OK**.

Showing, Locking, and Hiding Email Features on the Control Panel

You can select the features to appear on the control panel, and lock the settings to prevent changes.

To set controls for email features:

1. At the control panel, press the **Machine Status** button.

       🖉 **Note:** To access this feature at the printer control panel, log in as a system administrator.

2. Touch **Service Settings→Email→Show / Lock / Hide Features**.

3. Touch a feature, then select an option.

4. When finished, touch **OK**.

Scan to USB

You can insert a USB Flash Drive into the printer, scan a document, and store the scanned file on the USB drive.

Before you begin:

Enable USB ports. For details, refer to USB Port Security.

Enabling Scan to USB

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.

2. Click **USB**.

3. For Enable Scan to USB, select **Enable**.

4. To configure Scan to USB Settings, for Defaults, click the **Pencil** icon.

5. Click **Save**.

Changing the Scan To USB Feature Order on the Control Panel

You can change the order in which Scan To USB features appear on the control panel touch screen.

To change the feature order:

1. At the printer control panel, press the **Machine Status** button.

   Note: To access this feature at the control panel, log in as an administrator.

2. Touch **Service Settings**→**Scan To USB**→**Feature Order**.

3. To change the position of a feature, select the feature, then use the arrows.

4. When finished, touch **OK**.

Showing, Locking, and Hiding Scan To USB Features on the Control Panel

You can select the features to appear on the control panel, and lock the settings to prevent changes.

To set controls for scan to USB features:

1. At the control panel, press the **Machine Status** button.

   Note: To access this feature at the printer control panel, log in as a system administrator.

2. Touch **Service Settings**→**Scan To USB**→**Show / Lock / Hide Features**.

3. Touch a feature, then select an option.

4. When finished, touch **OK**.

Enabling Remote Scanning using TWAIN

Enable Remote Start to allow users to scan images into a TWAIN-compliant application using the TWAIN driver.

Before you begin:

Enable the Scan Extension Web service. For details, refer to HTTP.

To enable remote scanning using TWAIN:

1. In Xerox® CentreWare® Internet Services, click **Properties→Services**.
2. Click **Remote Start (TWAIN)**.
3. For Start Job via Remote Program, click **On**.
4. Click **Apply**.

Configuring Scan To Destination

The Scan To Destination feature allows you to associate scan destinations with address book contacts. Users can select these contacts when scanning using the Scan To feature.

Before You Begin

- Add at least one contact to the Device Address Book.
- Add scan destinations to address book contacts.

For details, refer to Address Books.

Configuring Default Scan Settings

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**→**Scan To**.
2. For Defaults, click the Pencil icon.
3. To modify input or output settings, click **Input Settings** or **Output Settings**.
4. For Default, click **Edit**.
5. Change the settings as needed. For details, refer to the Help in Xerox® CentreWare® Internet Services.
6. Click **Save**.

Configuring Scan To Address Book Policies

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.
2. Click **Scan To**.
3. To configure Address Book Policies, click the Pencil icon.
4. To configure the Address Book settings stored in the printer, for Device Address Book, click **Edit**.
5. To configure favorite contacts to appear first when you access the Scan To service, select **View Favorites on Scan To Service Entry**.
6. To allow users to create or edit contacts in the Device Address Book from the printer control panel, select **All Users**.
7. Click **Save**.

Configuring Scan To Security Settings

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**.
2. Click **Scan To**.
3. For Security, click the Pencil icon.
4. To set the security policy, for Clear Recipient List After Job Completes?, select **Yes** or **No**.
5. Click **Save**.

Changing the Scan To Feature Order on the Control Panel

You can change the order in which scan to destination features appear on the control panel touch screen.

To change the feature order:

1. At the printer control panel, press the **Machine Status** button.

   ✎ **Note:** To access this feature at the control panel, log in as an administrator.

2. Touch **Service Settings→Scan To→Feature Order**.

3. To change the position of a feature, select the feature, then use the arrows.

4. When finished, touch **OK**.

Showing, Locking, and Hiding Scan To Destination Features on the Control Panel

You can select the features to appear on the control panel, and lock the settings to prevent changes.

To set controls for scan to destination features:

1. At the control panel, press the **Machine Status** button.

   ✎ **Note:** To access this feature at the printer control panel, log in as a system administrator.

2. Touch **Service Settings→Scan To→Show / Lock / Hide Features**.

3. Touch a feature, then select an option.

4. When finished, touch **OK**.

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Faxing

This chapter contains:

Fax Overview

You can use the Fax feature to scan a document and send it to a fax machine. When you send a fax from the printer control panel, the printer scans the document and transmits it to a fax machine using a dedicated telephone line. To use the embedded fax feature, ensure that your printer has access to a functioning telephone line with a telephone number assigned to it.

🖉 **Note:** For details, contact your Xerox representative.

Configuring Fax Settings from Xerox® CentreWare® Internet Services

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

Configuring Fax Line Settings

1. In Xerox® CentreWare® Internet Services, click **Properties→Services→Fax**.
2. To configure fax line settings, for Fax Line Setting, click the Pencil icon.
3. For Machine Name, type a name for the printer.
4. For Fax Number, type the number for the fax line.
5. For Prefix Dial, type the dialing prefix.
6. For Line Configuration, select an option.
7. Select your country from the list.
8. Click **Save**.

Configuring Address Book Settings

You can associate fax numbers with contacts in the Device Address Book and configure other address book settings related to fax.

Before you begin:

Add at least one contact to the Device Address Book, then associate a fax number with the contact.

1. In Xerox® CentreWare® Internet Services, click **Properties→Services→Fax**.
2. To configure Address Book Policies, click the Pencil icon.
3. To configure the Device Address Book settings stored in the printer, click **Edit**.
4. To set the default fax view at the control panel to Favorites, for Policies, select **View Favorites on Fax Service Entry**.
5. To allow users to create or edit contacts in the Device Address Book from the printer control panel, for Global Policies, select **All Users**.
6. Click **Save**.

Configuring Fax Incoming and Outgoing Policies

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Services**→**Fax**.

2. To configure fax policies, for Incoming/Outgoing Policies, click the **Pencil** icon.

3. To print a report of the transmission results after sending a fax, for Automatically Print Transmission / Receive Report, select **On**.

4. For Incoming Policies, select options as needed.
   - For Receive Mode, select an option.
   - For Ringer Volume, select an option.
   - To specify how many rings can occur before the fax machine answers an incoming call, for Rings To Answer, select an option.
   - To specify how many minutes the printer waits before it redials a busy receiving fax machine, for Redial Term, select an option.
   - To specify the number of attempts the printer makes to redial a fax number, for Redial Count, select an option.
   - To set the printer to discard any excess data at the bottom of the fax, for Discard Size, select an option.
   - For Fax Duplex, select an option.
   - To reduce the data in the document to fit the paper in the receiving fax machine, for Rx Reduction, select the check box.
   - To specify the Stamp Receiver Name, select the check box.

5. For Outgoing Policies, select options as needed.
   - To enable Error Correction Mode for errors in the fax transmission, for ECM Mode, select the check box.
   - For Speaker, select an option.
   - For Sending Confirmation, select an option.

6. Click **Save**.

Configuring Required Fax Settings at the Control Panel

Before you can send a fax at the control panel:

- Enable the required embedded fax settings.

- Set the fax country.

- Configure the embedded fax settings.

Configuring Fax Wizard Settings at the Control Panel

1. At the printer control panel, press the **Machine Status** button.

2. Touch **Service Settings**.

3. Touch **Fax**.

4. Touch **Fax Wizard Settings**.

5. For Fax Country Setting, select your country from the list.

6. Touch the **Next** arrow.

7. For Line Number, type the fax number using the touch screen keypad.

8. For Line Name, type a line name for the printer.

9. For Line Configuration, touch an option. If you have a 10-pulse-per-second line, select **Pulse**.

10. Touch **Next**.

11. To restart the printer, touch **Reboot**.

Fax Security

Configuring Security Settings

1. In Xerox® CentreWare® Internet Services, click **Properties→Services→Fax**.

2. To configure security settings, for Security, click the **Pencil** icon.

3. To clear the recipient list after the fax job completes, in the Global Policies area, for Clear Recipient List After Job Completes?, select **Yes**.

4. Click **Save**.

Setting Fax Defaults

Setting Incoming Fax Defaults

1. At the control panel, press the **Machine Status** button.

2. Touch **Service Settings→Fax→Incoming Fax Defaults**.

   🖉 Note: To access the Incoming Fax Defaults feature at the control panel, log in as a system administrator.

3. To set the printer to receive all incoming calls as faxes, or to answer manually, touch **Call Receive Mode**.

   a. For Call Receive Mode, select **Immediately** or **Off (Manual Answer)**.

   b. To set the code for access to an outside line, touch **External Telephone Code**. To change the value, use the **Up** and **Down** arrows, then touch **OK**.

   c. To exit the Call Receive Mode menu, touch **OK**.

4. To specify a time for answer delay, touch **Automatic Answer Delay**. To select a time between 1–7 seconds, use the **Up** and **Down** arrows, then touch **OK**.

5. To configure the fax footer, touch **Receive Footer**, select **On** or **Off**, then touch **OK**.

6. To select an option for the incoming ring, dial tone, and transmission tones, touch **Fax Card Volume**, select options as needed, then touch **OK**.

7. To select the printer tray to use to print faxes, touch **Fax Receive Tray**.

   a. For each tray, select **On** or **Off**.

b. To select options for fitting the scanned image to the loaded paper size, select an option:

- **Reduce to Fit**: This option reduces the size of the scanned image, and allows the image to fit into a smaller area on the page.

- **Discard Bottom**: This option prevents excess data from printing on the bottom of the page. To set the amount of image data to discard between 0–30 mm (0–1.2 in.), use the **Up** and **Down** arrows.

c. To exit the Fax Receive Tray menu, touch **OK**.

8. To set the default fax output as 2-sided, touch **Default Output Options**, select **Enabled**, then touch **OK**.

9. To require a passcode to release received faxes for printing, touch **Secure Receive Settings**, then touch **Passcode Protect**. Type a numeric passcode from 1–6 characters, then touch **OK**.

10. To block unwanted incoming fax transmissions, touch **Junk Fax Prevention**.

a. Select **On**.

b. Touch the field for an available fax number.

c. To enter the last 7 digits of a fax number, touch the number icons.

d. You can include the International Prefix and spaces as needed.

e. Touch **OK**.

f. To exit the Junk Fax Protection menu, touch **OK**.

11. To exit, touch **X**.

Setting Outgoing Fax Defaults

1. At the control panel, press the **Machine Status** button.

2. Touch **Service Settings**.

    🖉 **Note:** To access the Outgoing Fax Defaults feature at the control panel, log in as a system administrator.

3. Touch **Fax**.

4. Touch **Outgoing Fax Defaults**.

5. To select fax transmission speed, touch **Starting Rate**, touch an option, then touch **OK**. Select the highest starting rate, unless the receiving fax has different transmission rate requirements.

6. To set the number and time interval between redialing attempts after a failed fax transmission, touch **Automatic Redial Settings**. Select the fax redial options, then touch **OK**.

7. To set the prefix dial number, touch **Prefix Dial Number**, select **On**, enter the prefix, then touch **OK**.

8. To set the time of day to begin and end sending fax transmissions, touch **Toll Save→Enabled**. Set the start and stop times, then touch **OK**.

9. To include header text on outgoing faxes, perform the following steps:

a. Touch **Send Header Text**, then select **On**.

b. Touch **Enter text to include in Send Header**.

c. In the field provided, type the text, then touch **OK**.

    d.   Touch **OK** again.

10. To send multiple fax jobs to a single destination during one transmission, touch **Batch Send**, touch **Enabled**, then touch **OK**.

11. To compensate for poor line quality, touch **Error Correction Mode**, touch **Enabled**, then touch **OK**.

Setting Fax Feature Defaults

The printer uses the default fax feature settings on all embedded fax jobs, unless you change the settings for an individual job. You can modify the default fax feature settings.

1. At the control panel, press the **Machine Status** button.

2. Touch **Service Settings**.

3. Touch **Fax**.

4. Touch **Feature Defaults**.

5. Touch the **Next** arrow.

6. Adjust fax options as needed.
- To scan both sides of your original document, touch **2-Sided Scanning**, select an option, then touch **OK**.
- To optimize faxing for the type of original document, touch **Original Type**, select an option, then touch **OK**.
- To set the size of the original document, touch **Original Size**, select an option, then touch **OK**.
- To lighten or darken the fax, touch **Lighten/Darken**, move the slider, then touch **OK**.
- To indicate the way that original documents are loaded into the document feeder, touch **Original Orientation**, select an option, then touch **OK**.
- To set the scan resolution, touch **Resolution**, select an option, then touch **OK**.
- To reduce sensitivity to variations in light background colors, touch **Background Suppression**, select **Auto Suppression**, then touch **OK**.
- To delay the transmission of a fax, touch **Delay Send**, then select **On**. Set the time, then touch **OK**.

7. Touch **Done**.

8. To exit, touch **X**.

Changing the Fax Feature Order on the Control Panel

You can change the order in which fax features appear on the control panel touch screen.

To change the feature order:

1. At the control panel, press the **Machine Status** button.

    📝 **Note:** To access this feature at the control panel, log in as a system administrator.

2. Touch **Service Settings→Fax→Feature Order**.

3. To change the position of a feature, select the feature. To move the feature, use the arrow buttons.

4. When finished, touch **OK**.

Showing, Locking, and Hiding Fax Features on the Control Panel

You can select the features to appear on the control panel, and lock the settings to prevent changes.

To set controls for fax features:

1. At the control panel, press the **Machine Status** button.

   🖉 **Note:** To access this feature at the printer control panel, log in as a system administrator.

2. Touch **Service Settings→Fax→Show / Lock / Hide Features**.

3. Touch a feature, then select an option.

4. When finished, touch **OK**.

Fax Polling

Fax Polling allows you to store a fax document on the printer and make it available for other fax machines to poll. You can retrieve faxes stored on other fax machines. To use this feature, both the polling printer and the remote printer require the Fax Polling feature.

Enabling Secure Polling

1. At the printer control panel, press the **Machine Status** button.

2. Touch **Service Settings**.

3. Touch **Fax**.

4. Touch **Secure Polling**, select **On**, then touch **OK**.

Fax Mailboxes

You can store faxes locally in the printer or on a remote fax machine. You can use Remote Polling to print or access a stored fax. There are 200 available fax mailboxes.

Adding a Fax Mailbox

1. At the control panel, press the **Machine Status** button.

2. Touch **Service Settings**.

3. Touch **Fax**.

4. Touch **Mailbox Setup**.

5. Touch a mailbox.

6. Type a name for the mailbox, then touch the **Next** arrow.

7. To assign a passcode to the mailbox, touch **Passcode Protect**. Type a 4-digit passcode, then touch the **Next** arrow.

   Users are prompted to type the passcode when storing faxes in the mailbox or when printing faxes from the mailbox.

8. To ensure that users receive Fax Notifications, for Mailbox Notification, touch **Enabled**, then touch **Done**.

9. To exit the mailbox setup, touch **X**.

Editing a Fax Mailbox

1. At the control panel, press the **Machine Status** button.

2. Touch **Service Settings**.

3. Touch **Fax**.

4. Touch **Mailbox Setup**.

5. To select a mailbox to edit, touch a mailbox.
   - To edit the mailbox name, touch **Friendly Name**. Type a name for the mailbox, then touch **OK**.
   - To change the passcode setting, or to edit the passcode to the mailbox, touch **Passcode Protect**. Change the passcode setting, or edit the 4-digit passcode as needed, then touch **OK**.
   - To change the notification setting, touch **Notify**. Change the setting as needed, then touch **OK**.

6. To exit the mailbox setup, touch **X**.

Deleting a Fax Mailbox

1. At the control panel, press the **Machine Status** button.

2. Touch **Service Settings**.

3. Touch **Fax**.

4. Touch **Mailbox Setup**.

5. Touch the assigned mailbox that you want to delete, then touch **Reset Mailbox/Content**.

6. To delete the mailbox, touch **Reset**.

   ⚠ **Caution:** If you touch Reset, the mailbox and all documents that it contains are deleted. You cannot recover deleted documents.

Fax Reports

You can configure three different fax reports:

- Activity Report
- Confirmation Report
- Broadcast and Multi-poll Report

Setting Up Fax Reports at the Control Panel

1. At the control panel, press the **Machine Status** button.

2. Touch **Service Settings**.

3. Touch **Fax**.

4. Touch **Setup Fax Reports**.

5. Select a report type:
   - To configure fax activity reports, touch **Activity Report**. Touch **Auto Print** or **Off**, then touch **OK**.
   - To configure fax confirmation reports, touch **Confirmation Report**.

     - For Report Options, select the condition for printing confirmation reports.

     - For Print Options, select the thumbnail image printing option.

     Touch **OK**.
   - To configure broadcast and multiple-poll reports, touch **Broadcast and Multi-poll Report**. Select the condition for printing broadcast and multiple-poll reports, then touch **OK**.

6. To exit Fax Report Setup, touch **X**.

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Administrator Tools

This chapter contains:

Monitoring Alerts and Status

The Description and Alerts page displays printer information, such as printer name and location, as well as a list of any current alerts. You can view alert information, such as the status code, description of the issue, and the suggested skill level required to resolve the problem.

To view alerts:

1. In Xerox® CentreWare® Internet Services, click **Status**→**Alerts**.

2. To update the page, click **Refresh**.

Alert Notification

There are several ways to set the printer to send out notifications when alerts occur. Possible alert types include low supply status, paper supply status, and paper jams.

To configure email alerts:

1. In Xerox® CentreWare® Internet Services, click **Properties**→**General Setup**.

2. Click **Alert Notification**.

3. For Alert Preferences, enable options as needed.

4. For Alert Recipient Email Address, enter the recipient email addresses.

5. For Toner Cartridge Reorder Notification, enter the percentage of toner life remaining that triggers a reorder alert.

6. To display the reorder message on the control panel, select **Display Low Toner Reorder Message**.

7. For Drum Cartridge Reorder Notification, enter the percentage of life remaining that triggers an alert.

8. To display the status on the control panel, select **Drum Cartridge Status**.

9. Click **Apply**.

Date and Time Settings

Use the Date and Time feature to set or view the printer date, time, and time zone. These settings affect the date and time stamp that appears on various printed documents and reports.

To set the date and time:

1. In Xerox® CentreWare® Internet Services, click **Properties→General Setup**.
2. Click **Date and Time**.
3. For Time Zone, from the list or from the world map, select your time zone.
4. To allow the printer to update the time to reflect Daylight Saving Time automatically, select **Automatically adjust clock for daylight saving changes**.
5. Select a date format, then select the Day, Month, and Year.
6. Select a time format, then type the Hours and Minutes. Select **AM** or **PM**.
7. Click **Apply**.

Energy Saving Settings

Setting the Power Saver Mode Timers in Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Properties→General Setup**.

2. Click **Power Management**.

3. For each timer, specify the time that the printer waits before it enters each power saver mode.

4. Click **Apply**.

Setting the Power Saver Mode Timers at the Control Panel

The printer exits Energy Saver mode when it receives a print job, or when you press the Power Saver button. The sum of the two timers cannot exceed 119 minutes.

1. At the printer control panel, press the **Machine Status** button.

2. Touch **Device Settings→General→Power Saver Timer**.

3. To select the desired time, press the arrow buttons, or enter a value using the numeric keypad.
   - Specify how long the printer remains idle before it goes from ready mode to low-power mode.
   - Specify how long the printer remains idle before automatically going from low-power mode to sleep mode.

4. Touch **OK**.

Entry Screen Defaults

Use this page to set the default screens that appear on the touch screen when you press buttons on the printer control panel.

1. In Xerox® CentreWare® Internet Services, click **Properties→General Setup**.

2. Click **Entry Screen Defaults**.

3. Configure settings as needed, then click **Apply**.

Smart eSolutions and Billing Information

Smart eSolutions

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

Before you can use Smart eSolutions, register the printer for Smart eSolutions. There are three ways to register the printer for Smart eSolutions:

* Automatic registration is available as a standard feature on many printer models.

* Xerox® Device Agent-Lite is an option for small and medium-sized businesses. To download the client, refer to www.xerox.com/smartesolutions.

* Xerox® CentreWare® Web is a browser-based software tool that installs, configures, manages, monitors, and reports on all network printers and multifunction printers, regardless of manufacturer. Xerox® CentreWare® Web is suited for large enterprise businesses. For details, refer to www.xerox.com/centrewareweb.

Note: Smart eSolutions is not available in all countries. Refer to your Xerox representative for details.

Before You Begin

* If your network uses an HTTP proxy server, provide information about your proxy server on the HTTP Proxy Server page.

* Ensure that the printer recognizes your DNS server. For details, refer to Configuring DNS Settings at the Printer Control Panel.

Enabling Smart eSolutions

To enable Smart eSolutions:

1. In Xerox® CentreWare® Internet Services, click **Status→SMart eSolutions**.

2. For Smart eSolutions, click **Settings**.

3. For Enrollment, select **Enrolled**.

4. For Daily Transaction Time, type the time of day that you want the printer to communicate with Xerox.

5. If your network uses an HTTP proxy server, provide information about your proxy server on the HTTP Proxy Server page. For HTTP Proxy Server, click **Configure**. For details, refer to Proxy Server.

6. To test communication, click **Test Communication Now**.

7. Click **Apply**.

MeterAssistant

MeterAssistant automatically submits meter reads to Xerox from network printers. This process eliminates the need to collect and report meter read information manually.

🖉 **Note:** If the count is zero, no data has been transmitted to Xerox.

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

1. In Xerox® CentreWare® Internet Services, click **Status→SMart eSolutions**.

2. Click **MeterAssistant™**.

3. To configure email alerts, for Meter Email Alerts, click **Settings**.

4. Configure settings as needed, then click **Apply**.

For details on setting up alerts, refer to Alert Notification.

SuppliesAssistant

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.

1. In Xerox® CentreWare® Internet Services, click **Status→SMart eSolutions**.

2. Click **SuppliesAssistant**. The supply list appears with the current % Life Remaining of each supply item.

🖉 **Note:** If the % Life Remaining is unknown, no data has been transmitted to Xerox.

Maintenance Assistant

Maintenance Assistant provides options for troubleshooting your printer. You can send detailed diagnostic information to Xerox®, start online troubleshooting sessions with Xerox®, and download usage information to your computer in **.csv** format.

1. In Xerox® CentreWare® Internet Services, click **Status→SMart eSolutions**.

2. Click **Maintenance Assistant**.

3. Click one of the following:
   - **Send Diagnostic Information to Xerox**
   - **Start an Online Troubleshooting Session at www.xerox.com**
   - **Download File to Your Computer**: Right-click and download the **UsageLog.csv** file to your computer.

View Usage and Billing Information

Billing Information

The Billing Information page displays current readings for printer counters that are used for billing. You can view the number of impressions made in color or black and white, as well as the total number of impressions. The impression counts shown are used for billing.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**General Setup**→**Billing & Counters**.

2. Click **Billing Information**.

3. To update the page, click **Refresh**.

Viewing Usage Counters

The Usage Counters page displays the total number of pages printed or generated by the printer. You can see usage amounts for impressions made, sheets, images used, and images printed, copied, and faxed.

1. In Xerox® CentreWare® Internet Services, click **Properties**→**General Setup**→**Billing & Counters**.

2. Click **Usage Counters**.

3. To update the page, click **Refresh**.

Cloning

Cloning allows you to save your current printer settings to a file to use as a backup and restore file for your printer. You can also use a clone file to copy your printer settings to other printers. To enable cloning, refer to Enabling Upgrades.

✎ **Note:** If you are using a clone file to copy your printer settings to another printer, ensure that both printers are the same model and have the same version of software installed.

To determine the software version:

1. In Xerox® CentreWare® Internet Services, click **Properties→General Setup→Configuration**.

2. To verify the software installed on your printer, scroll down to **Printer Setup**.

Creating a Clone File

1. In Xerox® CentreWare® Internet Services, click **Properties→General Setup→Cloning**.

2. Select the features to clone to other printers. All features are selected by default.

3. To view the specific attributes that can be cloned for individual features, click **View Feature Details**.

4. Click **Clone**.

5. To download the clone file, for Cloning Instructions, click the **Cloning.dlm** file.

Installing a Clone File

1. In Xerox® CentreWare® Internet Services, click **Properties→General Setup→Cloning**.

2. Click **Browse** or **Choose File**, navigate to the location of the clone file, then click **Open**.

3. Click **Install**.

4. Click **OK**.

✎ **Note:** When the process is complete, the printer restarts automatically.

Address Books

An address book is a list of individual contacts, each associated with an email address, fax number, or scan destination. You can configure the printer to use a Network Address Book or the Device Address Book for email or fax. The Network Address Book looks up addresses from an LDAP directory. If you do not have an LDAP server, you can use the Device Address Book. If you configure both address books, users are presented with a choice to use either address book at the control panel.

The Device Address book is limited to 2,000 addresses and 500 groups.

Device Address Book

Email addresses and fax numbers are stored in the Device Address Book.

Manually Editing the Address Book

You can use contacts, groups, or Favorites to edit and organize the address book manually.

Viewing Contacts

A contact is a user with an associated email address, fax number, or scan destination. You can add a contact to a group or mark it as a Favorite.

To view a contact in Xerox® CentreWare® Internet Services, from the Address Book tab:

- To view all contacts in the address book, for Address Book, select **All Contacts**.

- To view a specific type of contact, for Email, Fax, or Scan To Destination, select **Contacts**.

- To view specific contact information, select the contact from the list.

Adding a Contact to the Address Book

1. In Xerox® CentreWare® Internet Services, click **Address Book**.
2. To add a contact to the address book manually, click **Add** or **Manually Add a Contact**.

   📝 **Note:** If either the Add or Manually Add a Contact button is unavailable, the address book is full. For details on address book storage limits, refer to Address Books.

3. Type the contact information.
4. To associate a scan destination with the contact:
   a. For Scan To Destination, click the Plus **(+)** icon.
   b. For Nickname, type a name. This field is required.
   c. From the Protocol menu, select the protocol. For details, refer to Setting Up Scan To Destination.
   d. Type your destination information, then click **Save**.
5. To mark a contact as a Favorite, for the favorite type, click the Star icon.
6. Click **Save**, or select **Add Another Contact After Saving**, then click **Save & Add Another**.

Managing Groups

Groups allow you to send a file to multiple address book contacts at the same time. Unknown Groups are unrecognized groups that were created in an address book that you imported from another printer. You can convert unknown groups to a fax group or email group, then add or remove contacts from the group as needed.

1. In Xerox® CentreWare® Internet Services, click **Address Book**.

2. For Fax or for Email, select **Groups**, then click **Add Group**.

3. In Group Name, type a name for the group.

4. To make this group a favorite, for Add Fax Favorite or for Add Email Favorite, click the star icon.

5. To add a contact to the group, from the list of available contacts on the left, select the contact. Contacts in the group appear in the Group Members list to the right. To add all available contacts, click **Add All**.

6. To remove a contact from the group, from the Group Members list on the right, select the contact. To remove all contacts, click **Remove All**.

7. Click **Save**.

Managing Favorites

You can create Favorites of your frequently used contacts. A star next to a contact in the list indicates a Favorite.

1. In Xerox® CentreWare® Internet Services, click **Address Book**.

2. Select an option.

3. To mark a contact as a Favorite, select an option:
    *   To mark the contact as a Favorite for email and scan, click the Make Global Favorite star icon.
    *   To mark the contact as a fax Favorite, click the Make Fax Favorite star icon.
    *   To mark the contact as an email Favorite, click the Make Email Favorite star icon.
    *   To mark the contact as a scan Favorite, click the Make Scan Favorite star icon.

4. To edit a contact marked as a Favorite, select the contact from the Favorite list for that section, then click **Edit Favorite**.

5. To clear a contact marked as a Favorite, select the contact from the Favorite list for that section, click **Delete Favorite**, then click **OK**.

6. Click **Save**.

Importing Addresses from a File

You can import address book contacts from a **.csv** file.

🖉 **Note:**

*   The printer recognizes the second row in the **.csv** file as the first address book entry. The first row contains headings for the information in each column.

*   To view an example of the appropriate format for the **.csv** file, download a sample file.

1. In Xerox® CentreWare® Internet Services, click **Address Book**.

2. From the Management dropdown list, select **Import from File**.

3. For Select an Address Book file to import, click **Browse** or **Choose File**, select your **.csv** file, then click **Open** or **Choose**.

4. For Record Delimiter, select an option.

5. Some printer manufacturers allow you to export address book contacts to a **.csv** file, but contact information is enclosed in brackets. To remove brackets when importing this type of **.csv** file, select **Remove brackets from the beginning and end of text fields**.

6. Select an option:
    - **Add new contacts to existing Device Address Book** adds user information from the **.csv** file tothe existing user information stored in the database.
    - **Replace existing Device Address Book with new contacts** replaces all user information in the database with user information from your **.csv** file.

7. Click **Upload File**.

8. To upload a different address book file or revise the settings, click **Change File/Options**.

9. If the current address book fields match exactly the imported file fields, the headings do not appear. To see the mapped fields, click **Show Headings List**.

10. If the current address book fields do not match the imported file fields exactly, the headings appear. The unmapped fields are highlighted. To assign a mapping to the field, select a heading from the list.

11. Click **Import**.

Editing the Device Address Book as a .csv File

To manage many addresses, you can create and edit a list in a spreadsheet application. You can save the list as a **.csv** file and upload it to the printer.

Downloading a Sample .csv File

To back up your current address book, you can export the address book as a **.csv** file. To view an example of the appropriate format for the **.csv** file, download a sample file. You can use the sample file as template and replace the existing values with your own information.

Legacy Mode omits favorites, groups, fax, and Scan To Destination contact information. Display Name is changed to Friendly Name, allowing you to import the file directly to an older Xerox® printer without mapping address book fields.

1. In Xerox® CentreWare® Internet Services, click **Address Book**.

2. Under Management, select **Download Sample**.

3. Under Delimiter, select an option.

4. Select **Export in Legacy Mode** as needed.

5. Click **Download**.

Exporting an Address Book File

To back up your current address book, or to import it to another machine, you can export your current address book contacts as a **.csv** file.

1. In Xerox® CentreWare® Internet Services, click **Address Book**.

2. From the Management dropdown list, select **Export**.

3. For Delimiter, select an option.

4. Select **Export in Legacy Mode** as needed. Legacy Mode omits favorites, groups, fax, and Scan To Destination contact information. Display Name is changed to Friendly Name, allowing you to import the file directly to an older Xerox® printer without mapping address book fields.

5. Click **Export**.

Controlling Access to the Device Address Book

You can control which users can view and manage the Device Address Book.

1. In Xerox® CentreWare® Internet Services, click **Address Book**.

2. From the Management menu, select **Permissions**.

3. For **Permissions view and manage the Device Address Book**, select an option.
   - To allow system administrators to view and manage the address book, select **System Administrators Only**.
   - To allow all users to view and manage the address book, select **Open to All Users**.

4. Click **Save**.

Network Address Book

The Network Address Book looks up addresses from an LDAP directory. If you do not have an LDAP server, you can use the Device Address Book.

Configuring the Network Address Book for Email

Before you begin, configure LDAP server settings. For details, refer to LDAP Server.

1. In Xerox® CentreWare® Internet Services click **Properties→Services→Email**.

2. To configure Address Book Policies, click the Pencil icon.

3. To allow users to access the network address book, in the Policies area, for Use Network Address Book (LDAP), select **Yes**.

4. Click **Save**.

Font Management Utility

The CentreWare Font Management Utility allows you to manage fonts on one or more printers on your network. You can download the Xerox® CentreWare Font Management Utility on the Xerox website at www.xerox.com/office/B1022_B1025drivers.

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

Customizing Printer Contact Information

The support page in Xerox® CentreWare® Internet Services displays contact information for service and supplies as well as contact information for your system administrator. You can customize this information to display your company details for printer users.

To customize printer contact information:

1. In Xerox® CentreWare® Internet Services, click **Support**.
2. Click **Edit Settings**.
3. Update the fields with your information, then click **Apply**.

Restarting the Printer in Xerox® CentreWare® Internet Services

1. In Xerox® CentreWare® Internet Services, click **Status**→**General**.
2. Click **Reboot Machine**, then click **OK**.

Resetting the Printer to Factory Default Settings

1. In Xerox® CentreWare® Internet Services, click **Status**→**General**.
2. To restore the original network default settings, click **Network Factory Default**.

Updating the Printer Software

You can update your printer when Xerox releases a new version of printer software or firmware.

Before you begin:

- Determine the current software version of your printer.

- Download the latest software update. From the Xerox Support website at www.xerox.com/office/ B1022_B1025support, select the **.hd** file.

Determining the Printer Software Version

1. In Xerox® CentreWare® Internet Services, click **Properties**→**General Setup**→**Configuration**.

2. To verify the software installed on your printer, scroll down to **Printer Setup**.

Enabling Upgrades

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Maintenance**.

2. Click **Upgrade Management**.

3. For Software Upgrade, select **Enabled**.

Updating the Software Using a USB Flash Drive

1. Copy the software **.hd** file to your USB Flash drive.

2. Insert your USB Flash drive in a USB port on the printer.

3. Touch **Print from USB**.

4. Select the file, then touch **OK**.

5. When the process is complete, the printer restarts automatically.

6. To verify that the software has updated, check the Configuration Report.

Installing Software Upgrades in Xerox® CentreWare® Internet Services

To install software upgrades in Xerox® CentreWare ® Internet Services:

1. In Xerox® CentreWare® Internet Services, click **Properties**→**Maintenance**.

2. Click **Firmware Upgrade**.

3. To locate and select the firmware upgrade file in .hd format, click **Browse** or **Choose File**.

4. Click **Open**.

5. Click **Install Software**.

6. To verify that the software has updated, check the configuration report.

> ✎ **Note:** Software installation begins several minutes after you submit the software to the printer. Xerox® CentreWare® Internet Services is unavailable while the software is installing.