Xerox® PrimeLink® B9100/B9110/B9125/ B9136 Copier/Printer

System Administrator Guide

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Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide

Introduction

This chapter contains:

Overview

This guide is for a system administrator with network administrator rights who understands networking concepts and has experience creating and managing user accounts. Use this guide to help you install, configure, and manage the printer on a network.

Configuration Steps

When you configure the printer for the first time, it is recommended that you perform the steps in this order:

Note: Most configuration settings are in Embedded Web Server, on the Properties tab. If your printer is locked, log in as the system administrator.

1. Connect an Ethernet cable from your printer to the network.

2. Confirm that your printer is recognized on your network. By default, the printer is configured to receive an IP address from a DHCP server over a TCP/IP network.

3. Provide basic information such as your location, time zone, and date and time preferences, by completing the Installation Wizard.

4. Print a Configuration Report that lists the current configuration of the printer. Review the report and locate the IP address of the printer.

5. Open a Web browser. To access the Embedded Web Server, in the Web browser address field, type the IP address of your printer. The Embedded Web Server provides administration and configuration functions for your printer.

6. Configure Authentication.

7. Configure Security.

8. Enable services in the Embedded Web Server.

9. Configure Print, Scan, and Fax features.

Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

10. Configure Accounting.

More Information

For more information about your printer, refer to the following sources.

INFORMATION	SOURCE
User Guide	Software and Documentation disc www.support.xerox.com
Recommended Media List	www.xerox.com/rmlna: United States www.xerox.com/rmleu: Europe
Printer Management Tools	www.support.xerox.com
Print Drivers	www.support.xerox.com. Search for your device, then download the print driver for your operating system. Search the site for print driver documents and brochures.
Online Support Assistant	www.support.xerox.com
Technical Support	www.support.xerox.com

Initial Setup

This chapter contains:

Physical Connection

To connect your printer:

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

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

3. If you have purchased and installed the Fax Hardware Kit, connect the printer to a correctly configured telephone line.

   Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

4. Power on the printer.

Initial Setup at the Control Panel

THE INSTALLATION WIZARD

The first time the printer is turned on, the Installation Wizard starts. The wizard prompts you with a series of questions to help you configure basic settings for your printer. You are prompted to:

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

CONFIGURATION REPORT

After you complete the installation wizard, you can obtain a Configuration Report. The Configuration Report lists the current settings for the printer. By default, a Configuration Report prints at startup.

PRINTING THE CONFIGURATION REPORT

To print a configuration report:

1. At the control panel, press the **Machine Status** button and touch the **Device Information** tab.
2. Touch **Print Reports**.
3. Touch **Printer Reports**.
4. Touch **Configuration Report** and press the **Start** button.

System Administrator Access at the Control Panel

To configure the printer from the control panel, press the **Machine Status** button, then touch the **Tools** tab. If the printer is locked, log in as a system administrator.

The default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. You can get the serial number from the control panel touch screen. At the control panel, press the **Machine Status** button, then on the touch screen, select **Device Information**. The serial number is in the General Information area of the touch screen. The password is case-sensitive.

> Note: When the administrator password is set to the device serial number, administrator functions are not accessible. If the administrator password is set to the device serial number, at the next administrator login attempt, you are prompted to change the default administrator password. After you change the default administrator password, you have full access to administrator privileges.

To log in as a system administrator:

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

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

3. Type the administrator password, then touch **Enter**.

To log out, touch **Admin**, then touch **Logout**. On the next screen, touch **Logout**.

LOCKING OR UNLOCKING THE PRINTER

To lock or unlock the printer:

1. Log in as a system administrator.

2. At the control panel, press **Machine Status**, then touch the **Tools** tab.

3. Touch **Authentication / Security Settings > System Administrator Settings > System Administrators Login ID**.

4. To lock the printer, touch **On**. To unlock the printer, touch **Off**.

5. If you touched **On**:

   a. Touch **Keyboard**, type the new system administrator Login ID, then touch **Save**.

   b. Touch **Keyboard**, reenter the Login ID, then touch **Save**.

6. Touch **Save**.

Manually Setting the Ethernet Interface Speed

The Ethernet interface of the printer automatically detects the speed of your network. If your network is connected to another auto-sensing device, such as a hub, the hub may not detect the correct speed. Refer to the Configuration Report to make sure that the printer has detected the correct speed of your network. To view the Configuration Report, see Printing the Configuration Report.

To set the Ethernet interface speed manually:

1. Log in as a System Administrator.

2. At the control panel, press **Machine Status**, then touch the **Tools** tab.

3. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.

4. Touch **Ethernet Settings**, then touch **Change Settings**.

5. Touch **Ethernet - Rated Speed**, then touch **Change Settings**.

6. To match the speed set on your hub or switch, select the Speed.

7. Touch **Save**, then touch **Close**.

ASSIGNING A NETWORK ADDRESS

By default, the printer automatically acquires a network address from a DHCP server. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings, refer to TCP/IP.

Viewing Services and Options

To see which services and options are enabled or installed:

1. At the control panel, press the **Machine Status** button, then touch the **Device Information** tab.

2. Touch **Device Configuration**.

3. Touch **Close**.

Embedded Web Server

The Embedded Web Server allows you to configure and administer the printer from a Web browser on any computer.

ACCESSING THE EMBEDDED WEB SERVER

Before you begin:

- Ensure that TCP/IP and HTTP are enabled. A TCP/IP or HTTP connection is required to access the Embedded Web Server.

- To determine the IP address of your printer, do one of the following:

  - Obtain a Configuration Report.

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

The default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. You can get the serial number from the control panel touch screen. At the control panel, press the **Machine Status** button, then on the touch screen, select **Device Information**. The serial number is in the General Information area of the touch screen. The password is case-sensitive.

🖉 Note: The default administrator user name is admin. When the administrator password is set to the device serial number, administrator functions are not accessible. If the administrator password is set to the device serial number, at the next administrator login attempt, you are prompted to change the default administrator password. After you change the default administrator password, you have full access to administrator privileges.

To access the Embedded Web Server:

1. At your computer, open a Web browser.

2. In the address field, type the IP address of your printer. Press **Enter**. The Embedded Web Server screen appears.

   - You can access the printer using a combination of the host name and the domain name as the Internet address. A DNS (Domain Name System) is required. The DNS server requires that the printer host name is registered.

   - To specify a port number, for the IP address, type **:** and the port number.

3. Click the **Properties** tab.

4. If prompted, type the user name and password of the administrator account, then confirm the login request.

You can access any administrator functions within the Embedded Web Server.

Enabling Services and Options

You must enable some services and options before you can use them. To enable these special services and options, use either the control panel or the Embedded Web Server.

ENABLING SERVICES AND OPTIONS AT THE CONTROL PANEL

To enable services and options at the control panel:

1. Log in as a System Administrator.

2. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

3. Touch **System Settings > Common Service Settings > Maintenance**.

4. Touch **Software Options**.

5. Touch **Keyboard**.

6. Type the code, then touch **Save**.

7. Touch **Close**.

ENABLING FEATURES IN THE EMBEDDED WEB SERVER

To enable services and options in the Embedded Web Server:

1. In the Embedded Web Server, click **Properties > Security > Feature Enablement**.

2. Type the **Unique Function Code**.

3. Click **Apply**.

4. Click **Reboot**.

Changing the System Administrator Password

For security purposes, Xerox® recommends that you change the default administrator password after you configure the printer. Ensure that you store the password in a secure location.

The default administrator password is the device serial number. You can obtain the serial number from the back of the printer, from the configuration report, or from the home page of the Embedded Web Server. You can get the serial number from the control panel touch screen. At the control panel, press the **Machine Status** button, then on the touch screen, select **Device Information**. The serial number is in the General Information area of the touch screen. The password is case-sensitive.

> Note: When the administrator password is set to the device serial number, administrator functions are not accessible. If the administrator password is set to the device serial number, at the next administrator login attempt, you are prompted to change the default administrator password. After you change the default administrator password, you have full access to administrator privileges.

To change the administrator password:

1. In the Embedded Web Server, click **Properties > Security > System Administrator Settings**.

2. If needed, change the Administrator Login ID.

3. For **Administrator's Passcode**, type the new password.

4. Retype the password.

5. Click **Apply**.

Using the Configuration Overview Page

In the Embedded Web Server, the Configuration Overview page provides shortcuts to commonly accessed pages on the Properties tab. To access the Configuration Overview page, click **Properties > Configuration Overview**.

ASSIGNING A NAME AND LOCATION TO THE PRINTER

The Description page provides a place to assign a name and location to the printer for future reference.

To assign a printer name and location:

1. In the Embedded Web Server, click **Properties > Description**.

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

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

4. In the fields provided, type the System Administrator contact information, the printer email address, and comment, as needed.

5. Click **Apply**.

Network Connectivity

This chapter contains:

Note: Some changes to network connectivity require that you restart the printer. To restart the printer, follow the onscreen instructions.

TCP/IP

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

ENABLING TCP/IP

Note: TCP/IP is enabled by default. If you disable TCP/IP, ensure that you re-enable it at the printer control panel to access the Embedded Web Server.

To enable TCP/IP:

1. At the control panel, log in as System Administrator, press the **Machine Status** button, and touch the **Tools** tab.
2. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.
3. Touch **TCP/IP - Common Settings**.
4. Touch **Change Settings**.
5. Select the item to change and touch **Change Settings**.
6. Touch **IPv4 Mode**, **IPv6 Mode**, or **Dual Stack** to enable both IPv4 and IPv6.
7. Touch **Save**.
8. Touch **Close**.

CONFIGURING TCP/IP SETTINGS AT THE CONTROL PANEL

Manually Configuring an IPv4 Network Address

To configure an IPv4 network address:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.
3. Touch **TCP/IP - Network Settings**, then touch **Change Settings**.
4. Touch **IPv4 - IP Address Resolution**, then touch **Change Settings**.
5. Touch **Static**, then touch **Save**.
6. Touch **IPv4 - IP Address**, then touch **Change Settings**.
7. Type the static IP address using the touch-screen keypad, then touch **Save**.
8. Touch **IPv4 - Subnet Mask**, then touch **Change Settings**.
9. Type the subnet mask using the touch-screen keypad, then touch **Save**.
10. Touch **IPv4 - Gateway Address**, then touch **Change Settings**.
11. Type the gateway mask using the touch-screen keypad, then touch **Save**.
12. Touch **Close**.

Manually Configuring an IPv6 Network Address

To configure an IPv6 network address:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **Connectivity & Network Setup > Protocol Settings**.

3. Touch **TCP/IP - Network Settings**, then touch **Change Settings**.

4. Touch **IPv6 Address Manual Configuration**, then touch **Change Settings**.

5. Touch **Enabled**, then touch **Save**.

6. Touch **Manually Configured IPv6 Address**, then touch **Change Settings**.

7. Type the static IP address using the touch-screen keypad, then touch **Save**.

8. Touch **Manually Configured IPv6 Address Prefix**, then touch **Change Settings**.

9. Type the prefix using the touch-screen keypad, and touch **Save**.

10. Touch **Manually Configured IPv6 Address Gateway**, then touch **Change Settings**.

11. Type the gateway using the touch-screen keypad, then touch **Save**.

12. Touch **Close**.

Configuring IPv4 Dynamic Address Settings

To configure IPv4 dynamic address settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.

3. Touch **TCP/IP - Network Settings**, then touch **Change Settings**.

4. Touch **IPv4 - IP Address Resolution**, then touch **Change Settings**.

5. Touch **DHCP**, **BOOTP**, or **DHCP/AutoIP**, then touch **Save**.

6. Touch **Close**.

Configuring IPv6 Dynamic Address Settings

To configure IPv6 dynamic address settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.

3. Touch **TCP/IP - Network Settings**, then touch **Change Settings**.

4. Touch **IPv6 Address Manual Configuration**, then touch **Change Settings**.

5. Touch **Disabled**, then touch **Save**.

6. Touch **Automatically Configured IPv6 Address**, then touch **Change Settings** to see the acquired IPv6 address information.

7. Touch **Close**.

Configuring DNS/DDNS Settings

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

To configure DNS settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.

3. Touch **TCP/IP - Network Settings**, then touch **Change Settings**.

4. Touch **IPv4 DNS Server Setup**, or **IPv6 DNS Server Setup**, then touch **Change Settings**.

5. Do one of the following:

   a. To allow your DHCP server to provide the DNS server address, touch **Get IP Address from DHCP**, then touch **Change Settings**. On the Get IP Address from DHCP screen, touch **Enabled**, then touch **Save**.

   b. To manually provide the DNS server address, touch **Preferred DNS Server IP Address** then touch **Change Settings**. Type the DNS server address, then touch **Save**.

6. Touch **Close**.

CONFIGURING TCP/IP SETTINGS IN THE EMBEDDED WEB SERVER

If your printer has a valid network address, you can configure TCP/IP settings in the Embedded Web Server.

Configuring Settings for IPv4

IPv4 can be used in addition to or in place of IPv6. To configure settings for IPv4:

🖉 Note: If both IPv4 and IPv6 are disabled, you cannot access the Embedded Web Server. Re-enable TCP/IP at the control panel to access the Embedded Web Server. Disabling TCP/IP or changing the IP address also disables any dependent protocols.

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > TCP/IP**.

   IPv4 is enabled by default.

2. Type a unique Host Name for your printer.

3. Select the desired method for obtaining a dynamic IP address from the IP Address Resolution drop-down menu, or select **Static** to define a static IP address.

4. If you select **Static**, type the IP Address, Subnet Mask, and Gateway Address in the appropriate fields.

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

5. Type a valid Domain Name.

6. Click **Apply**.

DNS Configuration for IPv4

To configure settings for IPv4:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > TCP/IP**.

2. Next to **Obtain DNS Server Address Automatically**, select **Enabled** to allow your DHCP server to provide the DNS server address. Clear the check box to manually provide the DNS server address, and type an IP address for the Preferred DNS Server, Alternate DNS Server 1, and Alternate DNS Server 2 in the appropriate fields.

   Note: If DHCP or BOOTP is the IP Address Resolution setting, you cannot change the Domain Name, Primary DNS Server, Alternate DNS Server 1, and Alternate DNS Server 2 settings.

3. Next to **Dynamic DNS Registration (IPv4)**, select **Enabled** to register the printer's host name in the DNS server. Select **Overwrite** if you want to overwrite existing entries in the DNS server.

   Note: If your DNS Server does not support dynamic updates, you do not need to enable DDNS.

4. Next to **Generate Domain Search List Automatically**, select **Enabled** if you want the printer to generate a list of search domains. Type the domain names if the option is disabled.

5. Next to **Connection Time-Out**, type the time allowed until the printer stops attempting to connect to the server.

6. Next to **Release Current IP Address When the Host is Powered Off**, select **Enabled** if you want the printer to release its IP address when it restarts.

7. Click **Apply**.

Configuring Settings for IPv6

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

   Note: IPv6 is optional and can be used in addition to, or in place of, IPv4. If both IPv4 and IPv6 protocols are disabled, you cannot access the Embedded Web Server. The host name is the same for IPv4 and IPv6. If you change the host name for IPv6, the host name changes for IPv4 too.

   Note: If both IPv4 and IPv6 are disabled, you cannot access the Embedded Web Server. To access the Embedded Web Server, at the control panel, re-enable TCP/IP. If you disable TCP/IP or change the IP address, the actions disable any dependent protocols.

To configure settings for IPv6:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > TCP/IP**.

2. For IP Mode, select **IPv6**, or, to use both IPv4 and IPv6, select **Dual Stack**. By default, IPv6 is disabled.

3. Type a unique Host Name for the printer.

4. To assign an IPv6 address manually, for Enable Manual Address, select **Enabled**. Type the IP Address and Gateway Address.

5. To allow your DHCP server to assign an IP address to the printer, for Get IP Address from DHCP, select **Enabled**.

6. Type the required Domain Name.

7. Click **Apply**.

Note: If you enable or disable IPv6, then click Apply, the printer restarts.

DNS Configuration for IPv6

To configure settings for IPv6:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > TCP/IP**.

2. Select a method for obtaining the DNS server address:

   - To allow the DHCP server to provide the DNS server address automatically, for DHCPv6–Lite, select **Enabled**.

   - To specify the DNS server addresses manually, for DHCPv6–Lite, clear the check box for **Enabled**. Type the IP addresses of the Preferred DNS Server, the Alternate DNS Server 1, and the Alternate DNS Server 2.

3. To register the printer host name in the DNS server, for Dynamic DNS Registration (IPv6), select **Enabled**. To replace existing entries in the DNS server, select **Overwrite**.

4. To generate the domain search list automatically, for Generate Domain Search List Automatically, select **Enabled**.

5. Type the names for Domain Name 1, Domain Name 2, and Domain Name 3.

6. For Connection Timeout, type a number between 1–60 seconds.

7. To enable DNS Resolution via IPv6 First, select **Enabled**.

8. To make the printer release the IP address when the printer restarts, for Release Current IP Address When the Host is Powered Off, select **Enabled**.

9. Click **Apply**.

Zero-Configuration Networking

To support zero-configuration networking, the printer assigns a self-signed address automatically. The self-signed address is for IPv4, IPv6, or both, for a dual stack configuration. If the printer cannot connect to a DHCP server to obtain an IP address, the printer assigns itself a Link-Local address.

SNMP

Simple Network Management Protocol (SNMP) is used in network management systems to monitor network-attached devices for conditions that require administrative attention. It consists of a set of standards for network management including an application layer, a database schema, and a set of data objects. Agents, or software modules, reside in the printer's SNMPv3 engine. A manager is an SNMPv3 management application such as OpenView, that is used to monitor and configure devices on the network. The agent responds to read (GET) and write (SET) requests from the manager and can also generate alert messages, or traps, based on certain events.

SNMP settings can be configured in the Embedded Web Server. You can also enable or disable Authentication Failure Generic Traps on the printer. SNMPv3 can be enabled to create an encrypted channel for secure printer management.

ENABLING SNMP

To enable SNMP:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. For SNMP, select **Enabled**.

3. To enable the UDP transport protocol if necessary, for UDP, select **Enabled**.

4. Click **Apply**.

CONFIGURING SNMP

To configure SNMP settings:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > SNMP Configuration**.

2. For SNMP Properties, select **Enable SNMPv1/v2c Protocols**, or **Enable SNMPv3 Protocol**.
   To use SNMPv3, enable and configure HTTPS.

3. To allow remote management servers to change SNMP settings on the printer, select **Allow Write**.

4. To make the printer generate a trap for every received SNMP request that contains an invalid community name, for Authentication Failure Generic Traps, select **Enabled**.

5. Click **Apply**.

Editing SNMP v1/v2c Properties

🖉 Note: For security purposes, Xerox recommends that you change the SNMP v1/v2c public and private community names from the default values.

🖉 Note: Any changes made to the **GET** or **SET** community names for this printer require corresponding changes to **GET** or **SET** community names for each application that uses SNMP to communicate with this printer.

To edit SNMP v1/v2c properties:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > SNMP Configuration**.

2. Under SNMP Properties, click **Edit SNMP v1/v2c Properties**.

3. Type a name up to 256 characters for the Community Name (Read Only) or use the default value of `public`.

   GET returns the password for the **SNMP GET** requests to the printer. Applications obtaining information from the printer using SNMP, such as the Embedded Web Server, use this password.

4. Type a name up to 256 characters for the Community Name (Read / Write) or use the default value of `private`.

   SET returns the password for the **SNMP SET** requests to the printer. Applications that set information on the printer using SNMP, use this password.

5. Type a name up to 256 characters for the default Trap Community Name or use the default value of *SNMP_TRAP*.

   Note: The **Default Trap Community Name** is used to specify the default community name for all traps generated by this printer. The Default Trap Community Name can be overridden by the Trap Community Name specified for each individual trap destination address. The Trap Community Name for one address may not be the same Trap Community Name specified for another address.

6. Type the **System Administrator's Login ID**.

7. Click **Apply**.

Editing SNMP v3 Settings

   Note: Before SNMPv3 can be enabled, install a digital certificate on the printer, and enable SSL.

To edit SNMP v3 properties:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > SNMP Configuration**.

2. Under SNMP Properties, click **Edit SNMP v3 Properties**.

3. Under Administrator Account, click **Account Enabled** to create the administrator account.

4. Type an Authentication Password then confirm it. The Authentication Password must be at least eight characters in length and can include any characters except control characters. This password is used to generate a key used for authentication.

5. Type a Privacy Password and confirm it. The Privacy Password is used for encryption of SNMPv3 data. The password used to encrypt the data needs to match with the Server.

6. Under Print Drivers/Remote Clients Account, click **Account Enabled**.

7. Click **Apply**.

Adding IP Trap Destination Addresses

To configure IP trap destinations:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > SNMP Configuration**.

2. Click **Advanced** at the bottom of the page.

3. Under Trap Destination Addresses, click **Add UDP IPv4 Address** or **Add UDP IPv6 Address**.

4. Type the IP address of the host running the SNMP manager application to be used to receive traps.

> ✎ Note: Port 162/UDP is the default port for traps. Select v1 or v2c based on what the trap receiving system supports.

5. Under Traps, select the type of traps to be received by the SNMP manager.

6. Click **Apply**.

LPD

The Line Printer Daemon (LPD) protocol is used to provide printer spooling and network print server functionality for operating systems such as HP-UX, Linux®, and MAC OS X.

🖉 Note: For information on setting up print queues on your client system, refer to your client system documentation.

ENABLING LPD

To enable the LPD protocol:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. Next to LPD, select the **Enabled** check box.

   🖉 Note: Disabling LPD affects clients printing to the printer over TCP/IP using the LPR printing port.

3. Click **Apply**.

CONFIGURING LPD

To configure the Line Printer Daemon protocol:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > LPD**.

2. Type a Port Number or use the default port number of 515.

3. To enable the TBCP Filter, select **Enabled**.

4. Enter the Connection Timeout.

5. Enter the Maximum Number of Sessions.

6. For Character Encoding, select **According to Device Language Setting** or **UTF–8**.

7. If necessary, for TCP-MSS Mode, select **Enabled**.

8. If TCP-MSS mode is enabled, for IPv4, type the IP addresses for Subnets 1, 2, and 3.

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

9. Click **Apply**.

Raw TCP/IP Printing

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

ENABLING PORT 9100

Note: Before you enable Port 9100, enable TCP/IP.

To enable port 9100:

1. In the Embedded Web Server, click **Connectivity > Port Settings**.

2. For Port 9100, select **Enabled**.

3. Click **Apply**.

CONFIGURING PORT 9100

To configure port 9100:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > Port 9100**.

2. If necessary, for TCP-MSS Mode, select **Enabled**.

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

3. If TCP-MSS mode is enabled, for IPv4, type the IP addresses for Subnets 1, 2, and 3.

4. Ensure that the TCP Port Number is set to 9100.

5. For End of Job Timeout, type a value between 2–65535 seconds. The default time is 300 seconds.

6. If necessary, for TBCP Filter, select **Enabled**.

7. Click **Apply**.

SMTP

Simple Mail Transfer Protocol (SMTP) is used by the email feature on the printer to deliver scanned images and Internet Fax jobs through email. After you enable SMTP, the email button is enabled on the control panel.

CONFIGURING SMTP SERVER SETTINGS

To configure SMTP server settings:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > SMTP Server > General**.

2. In the Required Information area, for SMTP Server Setup, to locate an SMTP server, select the required method.

    - To allow DNS to find an SMTP server on the network automatically, select **From DNS**.

    - To map to a specific SMTP server, select **STATIC**.

    🖉 Note: If you select From DNS, before you can define the SMTP server, ensure that DNS is configured for either IPv4 or IPv6.

3. Type the SMTP server IP address or host name.

4. Enter the port numbers for sending email and Internet Fax, and for receiving email. The default port number is 25.

    🖉 Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

5. For SMTP - SSL / TLS communication, select the type of communication.

6. Type the email address of the printer.

7. Click **Apply**.

CONFIGURING OPTIONAL SMTP SETTINGS

To configure optional SMTP settings:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > SMTP Server > General**.

2. To improve transmission speed by fragmenting messages, for Split Send, select **Enabled**.

3. For Maximum Split Count, type the maximum number of fragments. You can specify 2–500 fragments.

4. Select the Split Send Method:

    - **Split into Pages**: If you select this option, the mail client does not reassemble the job on receipt.

    - **Split by Data Size**: If you select this option, the mail client is required to reassemble the job on receipt.

5. To define a maximum message size for messages with attachments, for Maximum Data Size per Email, type a value. You can specify a value between 512–20480 Kbytes. The default is 10,240 Kbytes.

6. To define the total message size, for Maximum Total Data Size, type a value. You can specify a value between 512–200,000 Kbytes.

7. Specify the login credentials for the printer to access the SMTP server to send automated emails:

- To allow the printer to send automated emails without providing authentication, select **None**.

- To have the printer authenticate itself to the SMTP server, select **SMTP AUTH**.Type the login name, then type and retype the password.

8. If authentication is enabled, specify the login credentials to use for sending emails:

- To have users specify their login credentials to send emails, select **Remotely Authenticated User**.

- To use the same credentials that you specified for sending automated emails, select **System**.

9. To set the action when a remotely authenticated user fails to log in, select **Cancel Email Send**, or **Relogin using System Data**.

10. Click **Apply**.

PERFORMING AN SMTP SERVER CONNECTION TEST

To perform the connection test:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > SMTP Server > Connection Test**.

2. In the Connection Test Email area, type your email address.

3. Click **Send Email**.

The result is displayed in the Email Delivery Status area. Check your emails for the test email from the printer.

LDAP

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

CONFIGURING LDAP SERVER SETTINGS

To configure LDAP server settings:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > LDAP > LDAP Server**.

2. In the Server Information area, type the appropriately formatted main and backup LDAP server addresses, host name, and port numbers. The default port number is 389.

3. For LDAP Server, select the type of LDAP server.

4. In the Optional Information area, specify settings if necessary:

   a. For Search Directory Root, type the search directory root path using Base DN format.

   b. For Login Credentials to Search Entries, select **Remotely Authenticated User**, or **System**.

   c. If necessary, type the login name, then type and retype the password.

   d. For Maximum Number of Search Results, type the maximum number of addresses that can be returned matching the search criteria. Type a number between 5–100.

   e. For Search Timeout, select **Use LDAP Server Timeout** or **Wait**. If you select **Wait**, type a duration between 5–120 seconds.

   f. If your primary LDAP server is connected to other LDAP servers, to include the servers in your searches, for LDAP Referrals, select **Enabled**.

   g. For LDAP Referral Hop Limit, type the maximum number of consecutive LDAP referrals. Specify a limit between 1–5.

5. In the Perform Query on area, select an option if necessary:

   - **Mapped Name Field**: Select this option to specify how the fields are mapped.

   - **Surname and Given Name Fields**: Select this option to search for the last name and first name of the user.

6. Click **Apply**.

DEFINING USER MAPPINGS

LDAP servers provide different results to search queries depending on how user data is mapped. Editing the mapping allows you to fine-tune server search results.

✎ Note: If you are using Internet Fax, ensure that the Internet Fax field is not set to **No attribute type that can be used**. This setting prevents the LDAP Address Book from displaying on the Internet Fax screen on the control panel. Select **mail** as the Internet Fax setting.

✎ Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

To define LDAP user mappings:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > LDAP > LDAP User Mappings**.

   The information you entered on the LDAP Server tab is summarized in the Server Information area.

2. To send a test query, type the name of the user you want to search for in the **User Name** field, then click **Search**. If a match occurs, the information for the user is displayed.

3. Use the drop-down menus under **Imported Heading** to remap fields as needed.

   Note: Headings are defined by your LDAP server schema.

4. Click **Apply**.

CONFIGURING LDAP CUSTOM FILTERS

To configure LDAP filters:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > LDAP > Custom Filters**.

2. In the User ID Query Filter field, type the LDAP search string or filter that you want to apply.

   Note: The filter defines a series of conditions that the LDAP search must fulfill to return the information that you want.

   Note: Format the search string as LDAP objects inside parentheses. For example, to find the user with a sAMAccountName of Bob, type `(objectClass=user) (sAMAccountName=Bob)`.

3. For Email Address Book Filter, select **Enable Filter**.

4. In the Email Address Book Filter field, type the LDAP search string or filter that you want to apply.

   Note: Format the search string as LDAP objects placed inside parentheses. For example, to find all users that have an email attribute `(mail enabled)`, type `(objectClass=user) (mail=*)`.

5. For Fax Address Book Filter, select **Enable Filter**, then type the LDAP search string or filter that you want to apply.

   Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

6. For Internet Fax Address Book Filter, select **Enable Filter**, then type the LDAP search string or filter that you want to apply.

7. Click **Apply**.

PERFORMING AN LDAP CONNECTION TEST

To perform the LDAP connection test:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > LDAP > Connection Test**.

2. Type a name for the test.

3. Click **Search**.

The Search Result area displays the test results.

POP3

Post Office Protocol, version 3 (POP3) allows email clients to retrieve email from remote servers over TCP/IP on network port 110. To configure POP3:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > POP3 Setup**.

2. Type the appropriately formatted IP address, host name, and port number. The default port number is 110.

3. For POP Receive Password Encryption, select **APOP Authentication**, if required.

4. Type the Login Name assigned to the printer that is used to log in to the POP3 server.

5. Type a password. Retype the password to confirm.

6. To enable POP3 - SSL/TLS Communication, if needed, select **Enabled**.

7. Type a Polling Interval value between 1–120 minutes. The default value is 10 minutes.

8. Click **Apply**.

HTTP

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

ENABLING HTTP

HTTP is enabled by default. If you disable HTTP, you will need to enable it at the printer before you can access the Embedded Web Server.

To enable HTTP:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Connectivity & Network Setup > Port Settings**.

3. Touch **Internet Services (HTTP)**, then touch **Change Settings**.

4. Touch **Port Status**, then touch **Change Settings**.

5. On the Internet Services - Port Status screen, touch **Enabled**, then touch **Save**.

6. Touch **Close**.

CONFIGURING HTTP SETTINGS

To configure HTTP settings:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > HTTP**.

2. Change the maximum number of sessions, if necessary. The default is 5.

3. To use cross-site request forgery protection, for CSRF Protection, select **Enabled**.

4. Type the Port Number, if necessary. The default is 80.

5. To encrypt HTTP communication between the printer and client computers using the Embedded Web Server, for Secure HTTP (SSL), select **Enabled**. The encryption is used for data sent using IPsec, SNMP, and Audit Log. A digital certificate installed on the printer is required.

6. Type the Secure HTTP Port Number, if necessary. When SSL is enabled, HTTP traffic is routed to this port. The default is 443.

7. Enter the amount of time for the Connection Timeout, if necessary.

8. Click **Apply**.

Proxy Server

A proxy server acts as a go-between for clients that seek services and the servers that provide them. The proxy server filters client requests. If the requests conform to the filtering rules, the proxy server grants the request and allows the connection.

A proxy server has two main purposes:

- A proxy server keeps any devices behind the server anonymous for security purposes.

- A proxy server decreases the amount of time required to access information by caching content, such as webpages from a Web server.

  Note: Proxy server settings are used for Xerox® Remote Print Services, formerly called SMart eSolutions.

To configure proxy server settings:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > Proxy Server**.

2. In the General area, for Use Proxy Server, select **Enabled**.

3. For Proxy Server Setup, select an option:

    - **Same Proxy for All Protocols**: Select this option to use the same proxy settings for HTTP and HTTPS.

    - **Different Proxy for Each Protocol**: Select this option to use different proxy settings for HTTP and HTTPS.

    - **Use Automatic Proxy Configuration Script**: Select this option to use an automatic proxy configuration script.

    - **Automatically Detect Settings**: Select this option to detect proxy settings automatically.

4. For Addresses to Bypass Proxy Server, type any Web addresses or domains that you want to bypass the proxy server. For example, type the address of your company intranet site.

5. In the HTTP Server area, type the Server Name and Port Number. The factory default port number is 8080.

   Note: Ensure that the port number that you set for the device matches the port number that the server is configured to use for this proxy.

6. If your proxy server is configured to require authentication, for Authentication, select **Enabled**. Type your credentials in the Login Name and Password fields. Retype the password to confirm.

7. To use a different proxy server for HTTPS, type the server information in the HTTPS Server area. The default port number is 8080.

8. To use an automatic proxy configuration script, type the URL for the script in the Use Automatic Proxy Configuration Script area.

9. Click **Apply**.

Microsoft Networking

CONFIGURING WINS

When running WINS, the printer registers its IP address and NetBIOS host name with a WINS server. WINS allows users to communicate with the printer using the host name only.

To configure primary and secondary WINS servers:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > Microsoft Networking**. The SMB client page opens.

2. To allow your DHCP server to provide your WINS server address to the printer, select **DHCP** next to Obtain WINS Server Address Automatically.

3. If you want to provide the WINS server address manually, type it in the **Primary Server IP Address** field.

4. If desired, type the secondary WINS server address in the **Secondary Server IP Address** field.

5. Click **Apply**.

IPP

Internet Printing Protocol (IPP) is used for remote printing and managing print jobs.

ENABLING IPP

To enable IPP:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.
2. For IPP, select **Enabled**.
3. Click **Apply**.

CONFIGURING IPP

To configure IPP printing:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > IPP**.
2. For Add Port Number (IPP), type the port number that you want the printer to use.
3. For Add Port Number (IPPS), type the port number that you want the printer to use for secure IPP.
4. To enable the TBCP Filter, select **Enabled**.
5. To allow only one specific user to control or delete any print job, for Administrator Mode, select **Enabled**.
6. For Connection Timeout, type the timeout period. The default is 60 seconds.
7. Click **Apply**.

Universal Plug and Play Discovery

The Universal Plug and Play Protocol (UPnP) network protocols are used by devices in a TCP/IP network to discover each other. The devices can establish connections for data sharing and communications. You can configure the printer to use the Simple Service Discovery Protocol in the UPnP network. For more information, refer to SSDP.

ENABLING UPNP

To enable UPnP:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. For UDP, UPnP Discovery, and SOAP, select **Enabled**.

3. Click **Apply**.

CONFIGURING UPNP

To configure UPnP:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > UPnP Discovery**.

2. Type a port number. Port 1900 is the standard port for UPnP.

3. Click **Apply**.

SSDP

The Simple Service Discovery Protocol (SSDP) can be used in Universal Plug and Play networks. When SSDP is enabled on the printer, the printer advertises itself to other Universal Plug and Play (UPnP) clients in the network. For example, the printer advertises itself to personal computers.

To configure SSDP:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > SSDP**.

2. For SSDP Port Status, select **Enabled**.

3. Set the valid advertising period.

   🖉 Note: The printer advertises itself to other devices in the network using the advertising period. The default is every 180 minutes. You can specify an interval between 60–4320 minutes.

4. Type a Maximum TTL value.

   🖉 Note: To allow the printer to reach UPnP (Universal Plug and Play) devices in other subnetworks, type a time-to-live (TTL) value between 1–10. The TTL value specifies the number of routers that an SSDP message can pass through.

5. Click **Apply**.

WebDAV

Web-based Distributed Authoring and Versioning (WebDAV) is a set of extensions to HTTP that allow users to edit and manage files collaboratively on remote Web servers. WebDAV must be enabled to use Network Scan Utility 3.

ENABLING WEBDAV

To enable WebDAV:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. For WebDAV, select **Enabled**.

3. Click **Apply**.

CONFIGURING WEBDAV

To configure WebDAV settings:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > WebDAV**.

2. Type the Port Number.

3. Type the Connection Timeout period. The default is 30 seconds.

4. 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 all of the current Windows and Windows Server operating systems. WSD is one of several supported communication protocols.

ENABLING WSD

To enable the WSD protocol:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. To enable the WSD print service, for WSD Print, select **Enabled**.

3. To enable the WSD scan service, for WSD Scan, select **Enabled**.

4. Click **Apply**.

CONFIGURING WSD

To configure the WSD protocol:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > W**SD.

2. Edit the following settings if necessary:

   - **Port Number**. The default is 80.

   - **TBCP Filter**. To use the filter, select **Enabled**.

   - **Data Receive Timeout** in seconds. The default is 30.

   - **Notification Delivery Timeout** in seconds. The default is 8.

   - **Maximum TTL**. The default maximum time to live is 1.

   - **Maximum Number of Subscribers**. The default is 50.

3. Click **Apply**.

FTP

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

ENABLING FTP

To enable FTP:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. For FTP Client, select **Enabled**.

3. Click **Apply**.

SETTING UP THE FTP TRANSFER MODE

To set up the FTP transfer mode:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > FTP**.

2. For Transfer Mode, select **Passive Mode**, or **Active Mode**.

3. Click **Apply**.

ENABLING AND DISABLING A SECURE FTP IN THE EMBEDDED WEB SERVER

1. In the Embedded Web Server or at the control panel, log in as a system administrator.

2. At the key operator login screen, enter the required Unique Function Code (SFR Key), with an asterisk (*) preceding the code.

   - To enable Secure FTP, type `*3036414681`.

   - To disable Secure FTP, type `*3036414680`.

   🖉 Note: Ensure that you enter the correct SFR Key to enable or disable Secure FTP.

3. Click **Apply**.

   The machine reboots automatically.

Google Cloud Print

Google Cloud Printing allows users to access the cloud print queue from any Internet-connected device in any geographic location. To allow access to the service, provide users with registration details. Users register for the service with the information that you provide.

ENABLING GOOGLE CLOUD PRINT

To enable Google Cloud Print:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. For Google Cloud Print, select **Enabled**.

3. Click Apply.

REGISTERING WITH THE GOOGLE CLOUD PRINT SERVICE

To allow users to use Google Cloud Print, supply users with the registration details. To print the registration details:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > Google Cloud Print**.

2. Click **Register this Device to Google Cloud Print**. The printer prints the registration details and instructions.

3. Tell users to complete the registration using the printed information.

The user follows the printed instructions to register the printer to their Google Cloud Print Service. The Status area in the Google Cloud Print page provides information about the registration.

Bonjour Multicast DNS

Bonjour is a zero-configuration networking protocol developed by Apple to allow devices on a LAN to locate each other. When you enable Multicast DNS (Bonjour) on the printer, the printer responds to mDNS calls. Any computer that runs the Apple Macintosh operating system Bonjour technology can discover the printer on a network. Bonjour and IPP are required for Mopria™ Mobile Printing, AirPrint®, and the Mac OS Print Center and Print Setup Utility. To use Bonjour, enable LPD and Raw TCP/IP printing on port 9100. For more information, refer to IPP, LPD, and Raw TCP/IP Printing.

ENABLING BONJOUR

To enable Bonjour:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. For Bonjour, select **Enabled**.

3. Click **Apply**.

CONFIGURING BONJOUR

To configure Bonjour:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > Bonjour**.

2. Type the host name and printer name.

3. To use wide-area Bonjour, for Wide-Area Bonjour, select **Enabled**. Wide-area Bonjour allows devices to discover each other even if they are in different subnets in the network.

4. Click **Apply**.

AirPrint

AirPrint is a software feature that allows you to print from wired or wireless Apple iOS-based mobile devices and Mac OS-based devices without the need to install a print driver. AirPrint-enabled printers allow you to print or fax directly from a Mac, an iPhone, iPad, or iPod touch. To use AirPrint, enable and configure IPP and Bonjour.

Note:

- Not all iOS applications support printing using AirPrint.

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

- To allow devices to print from different subnets, configure your network to pass multicast DNS traffic.

- AirPrint-enabled printers work with all models of iPad, iPhone 3GS or later, and iPod touch third generation or later, running the latest version of iOS.

- The Mac OS device requires Mac OS 10.7 or later.

CONFIGURING AIRPRINT

To configure AirPrint:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > AirPrint**.

2. In the General area, for AirPrint, select **Enabled**.

3. To use AirPrint on a USB connection, for USB Connection, select **Enabled**.

4. To specify printer information, in the Bonjour area, type the printer name and location. Optionally, type the geographical coordinates.

5. To use IPP authentication:

   a. In the IPP Authentication area, for Basic Authentication, select **Enabled**.

   b. Type a user name, then type and retype a password.

6. To use a digital certificate:

   a. In the Device Digital Certificate area, for Device Digital Certificate Management, click **Settings**.

   b. Create a certificate, or upload a signed certificate. For more information, refer to Digital Certificates.

7. To configure AirPrint, for software updates:

   a. In the Device Software area, click **Update**.

   b. To check for software updates, in the Software Update area, click **Check Now**.

   c. To specify when the printer checks for updates, in the Check for Update area, select **Never**, **Daily**, **Weekly**, or **Monthly**.

   d. To receive email notifications for the software upgrades, in the Email Notifications area, click **Setup**. In the Software Update page, type up to three email addresses, then click **Apply**.

8. To check consumables, in the Consumables area, click **Check Status**. To return to the AirPrint page, click **Back**.

9. To specify what happens when a data error occurs, for Print Job Handling when Data Error Occurs, select **Cancel Print Job** or **Force Print Job**.

10. Click **Apply**.

Mopria

Mopria™ is a software feature that enables users to print from mobile devices without requiring a print driver. To enable printing, users install the Mopria app or plug-in available from the appropriate app store. When you enable and configure Mopria on the printer, the required protocols IPP and Bonjour are enabled.

CONFIGURING MOPRIA

To configure Mopria:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > Mopria**.

2. Select **Enabled**.

3. Click **Apply**.

    Note: Before you disable Mopria, disable IPP and Bonjour. If AirPrint is configured on the printer, disabling IPP and Bonjour disables AirPrint. To continue to use AirPrint, re-enable it.

SOAP

SOAP is an open-standard, platform-independent, XML-based messaging protocol that allows computers and networks using different operating systems to exchange information. SOAP is used by other network protocols, including Universal Plug and Play Discovery.

To enable SOAP:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. For SOAP, select **Enabled**.

3. Click **Apply**.

Security

This chapter contains:

Setting Up Access Rights

OVERVIEW

You can control access to the printer's services and features by setting up authentication, authorization, and personalization.

AUTHENTICATION

Authentication is the process of confirming the identity of a user by comparing information provided by the user, such as their user name and password, against another source of user information such as a Lightweight Directory Access Protocol (LDAP) network directory. Users can be authenticated when accessing the control panel or when accessing the Embedded Web Server.

There are several ways to authenticate a user:

- **Local**: If you have a limited number of users, or do not have access to a Lightweight Directory Access Protocol (LDAP) network directory, you can add user information, such as user names and passwords, to the internal database of the printer. You can then specify tools and feature access for all users. Users are authenticated and authorized when they log in at the control panel.

- **Network**: The printer retrieves user information from an LDAP network directory to authenticate and authorize users when they log in at the control panel. Configure LDAP server settings before configuring authentication settings. The printer can use any of the following protocols to communicate with your authentication server:

  - Kerberos (Solaris, or Windows 2000/2003)

  - SMB (Windows 2000/2003)

  - LDAP

- **Card Reader**: To use this feature, purchase and install a magnetic or proximity card reading system, such as Xerox® Secure Access. To access the printer, users swipe a pre-programmed identification card.

AUTHORIZATION

Authorization is the process of defining the services and features that users are allowed to access. For example, you can configure the printer to allow a user to copy, scan, and fax, but not email. There are two types of authorization:

- **Locally on the Device (Internal Database)**: User login information is stored locally in the printer's internal User Information Database.

- **Remotely on the Network**: User login information is stored externally in a network database such as an LDAP directory.

PERSONALIZATION

Personalization is the process of customizing services for a specific user. If your network is connected to an LDAP server, the printer can look up the home directory and email address of a user for the Scan to Home, or email scanning features.

Note: Personalization is only available when the printer is configured to use network authentication.

Local Authentication

SETTING UP LOCAL AUTHENTICATION

To configure local authentication:

1. In the Embedded Web Server, click **Properties > Security > Authentication Configuration**.

2. On the Authentication Configuration page, for Login Type, select **Login to Local Accounts**.

3. To enable Print Stored File from Folder or Folder to PC/Server, select **Enabled**.

4. To allow users without accounts to access the printer, for Non-account Print, select **Enabled**.

5. To use the domain name for print client authentication, select **Enabled**.

6. Click **Apply**, then click **Reboot Device**.

DEFINING USER INFORMATION

User information is required before you can define access rights for users. You can add user information to the User Information Database on the printer, or edit user information in the database. You can specify a network database or LDAP server that contains user information. For information on network authentication and LDAP user information, refer to Network Authentication and LDAP.

Editing the User Information Database

You can add users to the User Information Database on the printer, or edit existing user information. The database can contain a maximum of 1000 users. To edit the User Information Database:

1. In the Embedded Web Server, click **Properties > Security > Authentication Configuration**.

2. Click **Next**.

3. For Account Number, type a number, then click **Edit**. Each user in the database has a unique number.

4. In the User Identification area, type the user information. Type the user name and user identification. Type, then retype a password if needed. Type an email address.

5. In the Feature Access area, specify the copy, scan, print, and device access for the user.

6. In the Impression / Limits area, specify the usage limits for the user.

   🖉 Note: Users can scan up to 5000 impressions per job.

7. For User Role, select **System Administrator**, **Account Administrator**, or **User**.

8. If needed, add the user to an authorization group.

9. Click **Apply**.

The user is added to the User Information Database. When you add other users, ensure that you type a unique Account Number for each user.

SPECIFYING LOGIN REQUIREMENTS

To specify password requirements:

1. In the Embedded Web Server, click **Properties > Security > User Details Setup**.

2. If you want the control panel to display text other than the User ID, for Alternative Name for User ID, type the required text.

3. To display text as asterisks on the control panel, for Mask User ID, select **Hide**. To display text on the control panel, select **Show**.

4. For Failed Access Log, type the number of allowed login attempts from 1–600 attempts. To allow an unlimited number of login attempts, type **0**. If the maximum number of allowed attempts is exceeded, the printer is locked, and requires a restart.

5. To allow users to log in without case sensitivity, for User ID for Login, select **Non-Case Sensitive**.

6. Type the minimum, and maximum password length. You can specify a password length from 1–63 characters. If you do not want to specify a minimum limit, for Minimum Passcode Length, type **0**.

7. Specify the number of login attempts for the system administrator, and local user, from 1–10 attempts. To allow an unlimited number of login attempts, type **0**.

8. Click **Apply**.

Network Authentication

If you have an LDAP server connected to your network, you can configure the printer to retrieve user information from the LDAP directory when authenticating a user at the control panel.

SETTING UP NETWORK AUTHENTICATION

To set up network authentication:

1. In the Embedded Web Server, click **Properties > Security > Authentication Configuration**.
2. In the Authentication Configuration area, for Login Type, select **Login to Remote Accounts**.
3. To enable the Print Stored File from Folder, or Folder to PC/Server services, select **Enabled**.
4. To allow users without accounts to access the printer, for Non-account Print, select **Enabled**.
5. To allow a guest user to access the printer, for Guest User, select **On**. Type the Guest Password, then retype the password to verify.
6. To use the domain name for authentication, for Use Domain Name for Print Client Authentication, select **Enabled**.
7. Click **Apply**, then click **Reboot Device**.
8. After the printer restarts, refresh your browser, navigate back to the **Authentication Configuration > Step 1 of 2 page**, then click **Next**.
9. For Authentication System, click **Configure**.
10. On the Authentication System page, select your Authentication System.
11. Type the Server Response Timeout, and the Search Timeout.
12. To assign the UPN if needed, for Assign UPN (User Principal Name), select **Enabled**.
13. Click **Apply**.
14. Click **Reboot Device**.

CONFIGURING AUTHENTICATION SERVER SETTINGS FOR KERBEROS

To configure authentication settings for the Kerberos server:

1. In the Embedded Web Server, click **Properties > Security > Remote Authentication Servers > Kerberos Server**.
2. To enable the Kerberos validation services, for Server Certificate Validation, select **Enabled**.
3. For Kerberos Server 1 (Default), type the server information:
   a. Type the server name or IP address of your primary server.
   b. Type the Primary Server Port Number.
   c. Type the server name or IP address of your secondary server.
   d. Type the Secondary Server Port Number.
   e. Type the Domain Name of your server.

4. If needed, type the server name or IP address, port number, and the domain name of any additional Kerberos servers in your network.

5. Click **Apply**.

CONFIGURING AUTHENTICATION SERVER SETTINGS FOR SMB

To configure settings for the Server Message Block (SMB) server:

1. In the Embedded Web Server, click **Properties > Security > Remote Authentication Servers > SMB Server**.

2. For SMB Server Setup, select an option:

   - **By Domain Name**

   - **By Domain Name & Server Name /IP Address**

3. For each of your SMB servers, type the Domain Name and Server Name / IP Address.

4. Click **Apply**.

   Note: It supports SMB 3.1.1.

CONFIGURING AUTHENTICATION SERVER SETTINGS FOR LDAP

To configure authentication settings for the Lightweight Directory Access Protocol (LDAP):

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > LDAP > LDAP Authentication**.

2. For Authentication Method, select **Direct Authentication** or **Authentication of User Attributes**.

   Direct Authentication uses the user name and password entered by the user for authentication with the LDAP server.

   Authentication of User Attributes allows you to specify what information the user enters, and what the printer uses to authenticate the user.

3. If you selected **Authentication of User Attributes**:

   a. Type the **Attribute of Typed User Name**. Enter the LDAP attribute that corresponds to the information you want the user to enter at the control panel. For example, if you want the user to enter the mail address, type `mail`. The maximum length for the attribute is 32 characters.

   b. Type the **Attribute of Login User Name**. Enter login information registered on the LDAP server. The maximum length for the attribute is 32 characters.

4. To add text to the user input before authentication, for Use Added Text String, select **Enabled**. Type the **Text String Added to User Name**. For example, you can add your network domain name to the user name, and use this combined string for authentication.

5. Click **Apply**.

Authentication Using a Card Reader System

SETTING UP AUTHENTICATION FOR XEROX® SECURE ACCESS

Before you begin:

- Enable Secure HTTP (SSL).

- Install the Xerox® Secure Access Unified ID System®, then configure the authentication server with user accounts. For information, refer to the authentication server documentation.

- Connect and configure your card reader.

- Install the appropriate plug-in for your card reader and printer model. Download the latest plug-in files and plug-in installation instructions at www.xerox.com.

  Note: Ensure that the accounts created on the Xerox® Secure Access authentication server match the accounts stored in the local database on the printer, or in another network authentication server.

To configure authentication services for Xerox® Secure Access:

1. In the Embedded Web Server, click **Properties > Security > Authentication Configuration**.

2. In the Authentication Configuration area, for Login Type, select **Xerox Secure Access**.

3. To enable the Print Stored File from Folder, or Folder to PC/Server services, select **Enabled**.

4. To allow users without accounts to access the printer, for Non-account Print, select **Enabled**.

5. To use the domain name for authentication, for Use Domain Name for Print Client Authentication, select **Enabled**.

6. Click **Apply**, then click **Reboot Device**.

7. After the printer restarts, refresh your browser, navigate back to the **Authentication Configuration > Step 1 of 2 page**, then click **Next**.

8. For Authentication System, click **Configure**.

9. For Authentication System, click **Authentication Agent**.

10. For the Server Response Timeout, type the number in seconds that the device waits for a response from the server. For the Search Timeout, type the number in seconds that the device waits for a response to the search request.

11. To assign the UPN if needed, for Assign UPN (User Principal Name), select **Enabled**.

12. Click **Apply**.

13. Click **Reboot Device**. Follow the instructions to restart the printer.

CONFIGURING XEROX® SECURE ACCESS LOGIN SETTINGS

To configure Xerox® Secure Access login settings:

1. In the Embedded Web Server, click **Properties > Security > Remote Authentication Servers > Xerox Secure Access Settings**.

2. Type the `Default Prompt` text and `Default Title` text.

3. To allow users to type their credentials at the control panel, for Local Login, select **Enabled**.

4. To allow the printer to obtain the accounting code automatically for the user from a network accounting server when the user logs in at the control panel, for Get Accounting Code, select **Enabled**.
   Ensure that network authentication and network accounting are configured. If Get Accounting Code is not enabled, the user has to enter an accounting code when they log in at the control panel.

5. For Connection Timeout, type a connection timeout between 1–300 seconds.

6. Click **Apply**.

SETTING UP AUTHENTICATION FOR A USB SMART CARD READER SYSTEM

To use the printer with a card reader system other than Xerox® Secure Access, you must order and install a card reader kit. The kit includes hardware, software, and instructions for connecting and configuring your card reader system.

Before you begin:

• Install a Kerberos authentication server and configure with user accounts.

• Connect your card reader to the printer.

Configure Network Authentication Settings

1. Configure network authentication. For details, refer to Network Authentication.

2. Configure Kerberos server settings. For details, refer to Configuring Authentication Server Settings for Kerberos.

Changing Smart Card Settings in the Embedded Web Server

Enabling USB for Smart Cards

To enable the USB interface for a smart card reader:

1. In the Embedded Web Server, click **Properties > Services > USB > General**.

2. To enable USB for smart cards, for Smart Card, select **Enabled**. To use the public key infrastructure for Smart Card certificates, select **Enabled (PKI Only)**.

3. Click **Apply**.

Enabling Smart Cards

To enable smart cards:

1. In the Embedded Web Server, click **Properties > Security > Smart Card Settings > General**.

2. For Smart Card, click **Enabled**.

3. To enable login and logout tones for a non-contact card reader, for, Smart Card Log In / Out Tone, select **Enabled**.

4. Click **Apply**.

Setting Smart Card Certificate Information

To set certificate information for smart cards:

1. In the Embedded Web Server, click **Properties > Security > Smart Card Settings > Certificate Settings**.

2. To verify certificates, for Certificate Verification, select **Enabled**.

3. Type the hexadecimal values for the object identifiers for the authentication, signing, and encryption certificates.

4. Click **Apply**.

Changing Smart Card Settings at the Control Panel

Enabling Smart Card Settings

To enable Smart Card settings:

1. At the control panel, log in as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **Authentication / Security Settings > Authentication > User Details Setup**.

3. Touch **Use of Smart Card**.

4. Touch **Change Settings**.

5. To enable the use of a smart card, touch **Enabled**. To use the public key infrastructure for the certificates, touch **Enabled (PKI Only)**.

6. For Jobs Validated by Card, select **Copy**, **Print**, or **Scan** as needed, then touch **Save**.

   You can enable the use of a smart card for the Fax feature.

   Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

Setting the Smart Card Certificate Verification Mode

For additional security, you can set the printer to validate a Smart Card against certificates stored on the printer.

To set the Smart Card verification mode:

1. At the control panel, login as Administrator, press the **Machine Status** button, and touch the **Tools** tab.

2. Touch **Authentication / Security Settings > Authentication > User Details Setup**.

3. Touch **Smart Card Certificate Verification**.

4. Touch **Change Settings**.

5. Touch **Enabled**.

6. Touch **Save**.

   Note: Configure certificate revocation retrieval settings as necessary.

   - Ensure that the root CA and intermediate CA of the Smart Card certificate are stored on the printer.

   - Ensure that the date and time settings on the printer are correct to validate the certificate.

Setting the Smart Card Logout Timing

Use this feature to set whether the Smart Card needs to remain in the card reader while using the printer or the user can tap the card on the reader to gain access to the system. If the card does not remain in the card reader, the user has to log out at the control panel.

To set the Smart Card Logout Timing:

1. At the control panel, press the **Machine Status** button and touch the **Tools** tab.

2. Touch **Authentication / Security Settings > Authentication > User Details Setup**.

3. Touch **Smart Card Logout Timing**.

4. Touch **Change Settings**.

5. Touch either **Log Out when Card is Removed** or **Log Out from Control Panel**.

6. Touch **Save**.

Authentication Common Access Card (CAC)

AUTHENTICATION COMMON ACCESS CARD (CAC) OVERVIEW

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

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

SUPPORTED CARD TYPES

The CAC solution is compatible with most common CAC card types listed below.

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

  🖉 Note: Other card types may function with the Common Access Card (CAC)/Personal Identity Verification (PIV) ID system but they have not been validated.

SUPPORTED CARD READERS

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

- Gemplus GemPC USB SL

- Gemplus GemPC Twin

- SCM Micro SCR3310

- Panasonic ZU 9PS

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

Controlling Access to Tools and Features

CONTROLLING ACCESS FOR ALL USERS

Locking or Unlocking Tools and Features for All Users

You can configure the printer to require users to authenticate themselves to access tools and features at the control panel and in the Embedded Web Server. To lock or unlock tools and features:

1. In the Embedded Web Server, click **Properties > Security > Authentication Configuration**.

2. Click **Next**.

3. In the Access Control area, for Device Access, click **Configure**.

4. For Services Pathway, to require authentication for all services at the control panel, select **Locked**. To allow unauthenticated access, select **Unlocked**.

5. For Job Status Pathway, to require authentication for all services accessed from the Job Status button, select **Locked**. To allow unauthenticated access, select **Unlocked**.

6. For Machine Status Pathway, to require authentication for all services accessed from the Machine Status button, select **Locked**. To allow unauthenticated access, select **Unlocked**.

7. For Local UI Tools & CWIS Properties Tab, to require authentication for all services in the Tools tab at the control panel, and for the Properties tab in the Embedded Web Server, select **Locked**. To allow unauthenticated access, select **Unlocked**.

8. Click **Apply**.

Locking, Unlocking, or Hiding Individual Services for All Users

You can configure the printer to require users to authenticate themselves to access services at the control panel. To lock, unlock, or hide services:

1. In the Embedded Web Server, click **Properties > Security > Authentication Configuration**.

2. Click **Next**.

3. In the Access Control area, for Service Access, click **Configure**.

4. To require authentication for all services, click **Lock All**. To allow unauthenticated access to all services, click **Unlock All**.

5. To set the access for each individual service, select the required access:

   - **Locked (Show Icon)**: Use this setting to require authentication for the service at the control panel. The service icon is visible to all users.

   - **Locked (Hide Icon)**: Use this setting to require authentication for the service at the control panel. The service icon is hidden until an authorized user logs in.

   - **Locked**: Use this option to hide the service so that it is not available at the control panel.

   - **Unlocked**: Use this option to allow access to the service without authentication.

6. Click **Apply**.

CONTROLLING ACCESS FOR A GROUP OF USERS

If your network is connected to an LDAP server, you can configure network authentication and control individual user or group access to services and features.

LDAP server user groups can be used to control access to services and features of the printer. For example, the LDAP server may contain a group of users called Admin. You can configure the Admin group on the printer so that only members of this group have Administrator access to the printer. When a user belonging to the group Admin logs onto the printer, the printer performs an LDAP directory lookup to verify the user. Once authenticated, the user is allowed administrative rights to the printer.

You can set up and control access to your printer:

- User Roles Access Setup

- Device Access Setup

- Service Access Setup

Before you begin:

- Configure Network Authentication.

- Configure LDAP server settings.

User Roles Access Setup

To assign users to specific role/access groups:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > LDAP > LDAP Authorization Access**.

2. In the User Roles area, for System Administrator Access, click **Edit**. Type the name of the group, defined in the LDAP server database, that you want to use to grant System Administrator access to the printer. Click **Apply**.

3. For Accounting Administrator Access, click **Edit**. Type the name of the group, defined in the LDAP server database, that you want to use to grant Accounting Administrator access to the printer. Click **Apply**.

4. If needed, continue with other access settings:

   - Device Access Setup

   - Service Access Setup

5. Click **Apply**.

Device Access Setup

Note: Device Access setup requires that Authentication is enabled and that access is configured to require users to log in before they can access pathways.

To set up device access:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > LDAP > LDAP Authorization Access**.

2. In the Device Access area, for Services Pathway, click **Edit**. Type the name of a group, defined at the LDAP server, that you want to use to provide access to the Services features on the printer. Click **Apply**.

3. Repeat the same process for the Job Status Pathway and the Machine Status Pathway.

4. If needed, continue with other access settings:

   • User Roles Access Setup

   • Service Access Setup

5. Click **Apply**.

Service Access Setup

> Note: Service Access Setup requires that Authentication is enabled and that access is configured to require users to log in before they can access services.

You can specify access to the services of the printer under Service Access. Type the names of the LDAP groups for any of the services listed.

To set up service access:

1. In the Embedded Web Server, click **Properties > Connectivity > Protocols > LDAP > LDAP Authorization Access**.

2. In the Service Access area, for a service, click **Edit**, Type the name of the LDAP group allowed to access the service. Click **Apply**.

3. Repeat the process for each of the individual services in the Service Access area.

4. If needed, continue with other access settings:

   • User Roles Access Setup

   • Device Access Setup

5. Click **Apply**.

RESETTING FEATURE ACCESS FOR ALL LOCAL USERS

Before you begin, configure the printer for local authentication. Add user information, and feature access information, to the User Information Database. For information, refer to Local Authentication.

To reset feature access for all local users:

1. In the Embedded Web Server, click **Properties > Security > Authentication Configuration**.

2. Click **Next**.

3. In the Authentication Configuration area, for All User Accounts, click **Edit**.

4. For Reset All Feature Access, select **Reset**.

5. Click **Apply**.

Digital Certificates

A digital certificate must be installed on the printer before you can enable secure HTTP (SSL). A digital certificate is a set of data used to verify the identity of the holder or sender of the certificate. A certificate includes the following data:

- Information about the person, organization, or computer that the certificate is issued to, including the name, location, email address, and other contact information.

- Serial number of the certificate

- Expiration date of the certificate

- Name of the certificate authority (CA) that issued the certificate

- A public key

- A certificate authority's digital signature

INSTALLING A DIGITAL CERTIFICATE

There are three ways to install a certificate on the printer:

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

- Create a request to have a certificate authority (CA), or a server functioning as a certificate authority sign a certificate and then upload the certificate to the printer. An example of a server functioning as a CA is Windows Server running Certificate Services.

- Install a trusted root certificate created by a CA.

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

CREATING A SELF-SIGNED CERTIFICATE

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

2. In the Embedded Web Server, click **Properties > Security > Device Digital Certificate Management**.

3. Click **Create New Certificate**.

4. Select **Self Signed Certificate**.

5. Click **Continue**.

6. Click a digital signature encryption algorithm.

7. Select the **Public Key Size** and type the name of the Issuer.

8. For Days of Validity, type the number of days (1-9999) until the certificate expires.

9. Click **Apply**.

CREATING A REQUEST

To create a request:

1. In the Embedded Web Server, click **Properties > Security > Device Digital Certificate Management**.

2. Click **Create New Certificate**.

3. Select **Certificate Signing Request (CSR)**.

4. Fill out the form with the Digital Signature Algorithm, Public Key Size or Elliptic Curve, 2-Letter Country Code, State/Province Name, Locality Name, Organization Name, and Organization Unit.

5. Click **Apply**.

   Values from the form are used to generate a Certificate Signing Request.

6. When the process is complete, you are prompted to save the Certificate Signing Request. Right-click the link, then save the **csr.pem** file to your computer.

7. Email the file to a trusted certificate authority for signing.

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

UPLOADING A CERTIFICATE

When a signed certificate is received back from a trusted certificate authority (CA), you can upload the certificate to the printer. You can also upload certificates, root certificates, and intermediate CA certificates to establish a complete chain of trust.

To upload a certificate:

1. In the Embedded Web Server, click **Properties > Security > Device Digital Certificate Management**.

2. Click **Upload Signed Certificate**.

3. If the certificate is password protected, type the password and retype it to verify.

4. Click **Browse** or **Choose File**, navigate to the signed certificate in .crt format, and click **Open** or **Choose**.

5. Click **Import**.

   Note: The signed certificate must match the CSR created by the printer.

MANAGING CERTIFICATES

To see information about the certificates installed on the printer, or specify the certificate to use for S/MIME, SSL, and IPSEC:

1. In the Embedded Web Server, click **Properties > Security > Certificate Management**.

2. Select a **Category**, **Certificate Purpose**, and **Certificate Order** to filter the display.

3. Click **Display the list**.

4. Select a certificate from the list and click **Certificate Details**.

5. To set the certificate as the primary certificate, click **Use this certificate**. If *Use this certificate* is not available, then the selected certificate has expired or is not valid. All certificates in the certification path (chain of trust) must be installed on the printer and be valid.

6. Click **Delete** to remove the certificate or **Export** to save the certificate to your computer.

CERTIFICATE REVOCATION SETTINGS

To configure certificate revocation retrieval settings:

1. In the Embedded Web Server, click **Properties > Security > Certificate Revocation Settings**.

2. In the General area, select **Level of Certificate Verification**.

    - **Low**: The revocation status of certificates is not checked. The printer verifies that the certificate has not expired and that the certificate issuer and signature are valid.

    - **Medium**: The revocation status of certificates is checked. If the certificate status cannot be obtained due to a network error, the certificate is still considered valid.

    - **High**: The revocation status of certificates is checked. The certificate is considered valid after successfully verifying that the certificate has not been revoked.

3. For Retrieval of Certificate Status, select **By OCSP** or **By Retrieving CRL**.

4. If you selected OCSP as the retrieval method:

    a. In the OCSP area, for Send Query to OCSP Responder With, select **URL as Specified in Certificate** or **URL as Specified by Administrator**.

    b. For the URL of OCSP Responder, type the required URL.

    c. For the OCSP Communication Timeout, type the time in seconds that the device waits for information about certificate revocation. The permitted range is 5–60 seconds.

5. If you selected CRL as the retrieval method:

    a. In the CRL area, for Auto Retrieval of CRL, select **Enabled** if needed.

    b. For the CRL Retrieval Timeout, type the time in seconds that the device waits for information about certificate revocation. The permitted range is 5–60 seconds.

6. To accept the changes, click **Apply**. To retain the previous settings, click **Undo**.

Secure HTTP and SSL/TLS

You can encrypt all data sent over HTTP by establishing an encrypted SSL connection. You can enable SSL encryption for the following services:

- Configuring the printer in the Embedded Web Server
- Printing from the Embedded Web Server
- Printing using IPP
- Managing scan templates
- Network scanning
- Network accounting

Before you begin:

- Install a Digital Certificate.
- Ensure that the date and time configured on the printer is correct. This is used to set the start time for self-signed certificates.

CONFIGURING SECURE HTTP (SSL/TLS)

Note: Ensure that you install a digital certificate on the printer before you enable Secure HTTP.

Note: If Secure HTTP is enabled, when you access the Embedded Web Server, all pages contain `https://` in the web page URL.

To configure HTTP (SSL/TLS):

1. In the Embedded Web Server, click **Properties > Security > SSL / TLS Settings**.
2. For HTTP - SSL/TLS Communication, select **Enabled**.
3. Type the port number that you want to use for HTTP SSL/TLS.
4. To use secure LDAP, for LDAP - SSL/TLS Communication, select **Enabled**.
5. To use secure email, for SMTP - SSL/TLS Communication, select **STARTTLS (if available)**, **STARTTLS**, or **SSL/ TLS**.
6. To use secure POP3, for POP3 - SSL / TLS Communication, select **Enabled**.
7. To use S/MIME, for S/MIME Communication, select **Enabled**.
8. To verify a remote server certificate, for Verify Remote Server Certificate, select **Enabled**.
9. For Protocol Version, select the version of TLS that you want to use.
10. Click **Apply**.

Note: If you are unsure what method your server supports, select **STARTTLS (if available)**. If you select STARTTLS, the printer attempts to use STARTTLS. If your server does not support STARTTLS, SMTP communication is not encrypted.

S/MIME

Secure/Multipurpose Internet Mail Extensions (S/MIME) is a standard for public key encryption and signing of email encapsulated in MIME.

Before you begin:

- Enable SSL/TLS.

- Install an S/MIME certificate and all certificates in the certification path (chain of trust) for the S/MIME certificate. The S/MIME certificate must be in PKCS #12 format, and the email address in the certificate must be the same as the printer's email address.

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

IPsec

Internet Protocol Security (IPsec) is a group of protocols used to secure Internet Protocol (IP) communications by authenticating and encrypting each IP data packet. It allows you to control IP communication by creating protocol groups, policies, and actions for the following:

- DHCP v4/v6 (TCP and UDP)

- DNS (TCP and UDP)

- FTP (TCP)

- HTTP (Scan Out, TCP port 80)

- HTTPS (Scan Out, TCP port 443)

- HTTPS (Web Server, TCP port 443)

- ICMP v4/v6

- IPP (TCP port 631)

- LPR Print (TCP port 515)

- Port 9100 Print (TCP port 9100)

- SMTP (TCP/UDP port 25)

- SNMP (TCP/UDP port 161)

- SNMP Traps (TCP/UDP port 162)

- WS-Discovery (UDP port 3702)

- Up to 10 additional services

CONFIGURING IPSEC

Note: Secure HTTP (SSL) must be enabled with an installed digital certificate before you can enable IPsec.

To configure Internet Protocol (IP) security communications:

1. In the Embedded Web Server, click **Properties > Security > IPsec**.

2. For Protocol, select **Enabled**.

3. For IKE Authentication Method, select **Preshared Key**, or **Digital Signature**.

4. If you select Preshared Key, type the **Preshared Key** and retype the key to verify.

5. Type the **IKE SA Lifetime** (5-28800 minutes).

6. Type the **IPsec SA Life Time** (300-172800 minutes).

7. Select the **DH Group** type.

8. Enable **PFS** if necessary.

9. Type the **Specific Destination IPv4 Address**.

10. Type the **Specific Destination IPv6 Address**.

11. To restrict the printer from communicating with devices that are not using IPsec, for Communicate with Non-IPsec Device, select **Disabled**.

12. 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.

Before you begin:

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

- Determine the authentication method supported by the server.

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

- Ensure that the printer can be offline for several minutes. Changing and applying 802.1X settings causes the printer to restart.

CONFIGURING 802.1X

To configure 802.1x network settings:

1. In the Embedded Web Server, click **Properties > Security > IEEE 802.1X**.

2. For Enable IEEE 802.1X, select **Enabled**.

3. For Authentication Method, select the method used on your network. You can select **EAP-TTLS / PAP**, **EAP-TLLS / CHAP**, **EAP-TLLS / MS-CHAPv2**, or **PEAP / MS-CHAPv2**.

    Note: EAP-TLS: This method is available if the printer is configured to use EAP-TLS.

4. Type the Login Name (Device Name) required by your authentication switch and server.

5. Type the Password, then retype to verify.

6. For Certificate Verification, select **Enabled** if desired.

7. Click **Apply**.

FIPS140 Data Encryption

All data stored on and transmitted by the printer is encrypted. Some services and protocols, such as SMB, and the PDF Direct Print service do not use an encryption method that complies with government standard FIPS140. You can warn users with a control panel message when data is about to be transmitted that is not encrypted to FIPS140 standard. For more information, see the printer's Security White Paper on the Xerox website.

To enable the data encryption warning message:

1. In the Embedded Web Server, click **Properties > Security > FIPS140 Validation Mode**.

2. For FIPS140 Validation Mode, select **Enabled**.

3. Click **Apply**.

   Note: FIPS140 encryption does not apply to the following services and protocols: SMB, or the PDF Direct Print Service.

   Note: Support for FIPS140 is compliant with the SFTP protocol.

Overwriting Image Data

To ensure that image data on the printer's hard drive cannot be accessed, you can delete and overwrite image data. Image data is any and all in-process or temporary user data on the hard drive, such as current jobs, queued jobs, and temporary scan files, but not saved jobs or folders. To use this feature, you must purchase and install the Data Security Kit.

OVERWRITING IMAGE DATA IN THE EMBEDDED WEB SERVER

Deleting Image Data Immediately

To delete image data on the hard drive of the printer:

1. In the Embedded Web Server, click **Properties > Security > On Demand Overwrite > Immediate**.

2. Select the number of overwrites to perform.

3. Click **Apply**.

While the data is being deleted, the printer is offline. The printer restarts when the process is complete.

Scheduling the Routine Deletion of Image Data

To schedule a regular time to delete the image data on the hard drive of the printer:

1. In the Embedded Web Server, click **Properties > Security > On Demand Overwrite > Scheduled**.

2. For Scheduled Image Overwrite, select **Enabled**.

3. Select the Frequency of the overwrite operation.

4. To specify when you want the image data deleted, set the date, day, and time, as needed.

5. Click **Apply**.

Manually Deleting Image Data

To remove the image data manually:

1. In the Embedded Web Server, click **Properties > Security > On Demand Overwrite > Scheduled**.

2. Click **Start**.

While the data is being deleted, the printer is offline. The printer restarts when the process is complete.

OVERWRITING IMAGE DATA AT THE CONTROL PANEL

Manually Deleting Image Data

To delete image data manually on the hard drive of the printer:

1. At the control panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **Authentication/Security Settings > Overwrite Hard Disk > Number of Overwrites**.

3. Touch **1 Overwrite**, or **3 Overwrites**.

4. Touch **Save**.

5. Touch **Run Image Overwrite**.

6. Touch **Start**.

7. Touch **Yes** to confirm. The following are deleted:

   • Secure, Sample, and Delay print jobs

   • Images stored in folders

   • PDL spool files

   • Fax documents

   • Any temporary files

   🖉 Note: All image data will be deleted.

   🖉 Note: While data is being deleted, the printer will be offline. The printer will restart when the process is complete.

   🖉 Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

Scheduling Routine Deletion of Image Data

To schedule a regular time to delete image data from the hard drive on the printer:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **Authentication/Security Settings > Overwrite Hard Disk > Number of Overwrites**.

3. Touch **1 Overwrite**, or **3 Overwrites**.

4. Touch **Save**.

5. Touch **Scheduled Image Overwrite**.

6. Touch **Daily**, **Weekly**, or **Monthly** and touch the arrow icons to specify when you want image data to be deleted.

7. Touch **Save**.

   🖉 Note: All image data will be deleted.

IP Filtering

You can prevent unauthorized network access by only allowing data to be transmitted to and from specific IP addresses and ports.

CREATING AN IP FILTER RULE

To create an IP filter rule:

1. In the Embedded Web Server, click **Properties > Security > IP Filtering**.

2. For IPv4 Filtering or IPv6 Filtering, select **Enabled**.

3. For the option that you enabled, click **Add**.

4. In the Define IP Filter Rule area, type the Source IP Address. The address is the IP address of the computer or device that you want to allow access to the printer.

5. Type a number for the Source IP Mask for the filter rule.
   For IPv4, the range of 0–32 corresponds to the 32-bit binary number that comprises IP addresses. The number 8 represents a Class A address with a mask of 255.0.0.0. The number 16 represents a Class B address with a mask of 255.255.0.0. The number 24 represents a Class C address with a mask of 255.255.255.0.

   For IPv6, the range of 0–128 corresponds to the 128-bit binary number that comprises IP addresses. For example, a mask of /64 represents a 64-bit mask, which defines a single IPv6 subnet.

6. Click **Apply**, then follow the prompts to restart the printer.

7. Refresh your browser, then navigate back to the IP Filtering page. For the IP Filter Rule List, select the rule that you created in the first part of the process.

8. Select your rule in the list, then click **Apply**.

9. To edit or delete an existing rule, click **Edit** or **Delete**.

Unbounded Ports

The unbounded port feature provides printer security, by allowing you to register the ports that are permitted to communicate with the printer.

ADDING AN UNBOUNDED PORT

To add a port that is allowed to communicate with the printer:

1. In the Embedded Web Server, click **Properties > Security > Unbounded Port**.

2. Click **Add**.

3. Type the port number.

4. For Port Destination, select **Source** or **Destination**.

5. For Protocol, select **TCP** or **UDP**.

6. Click **Apply**.

EDITING AN UNBOUNDED PORT

To edit an unbounded port:

1. In the Embedded Web Server, click **Properties > Security > Unbounded Port**.

2. Select an item in the Unbounded Port List, then click **Edit**.

3. Edit the port number, destination, and protocol, as needed.

4. Click **Apply**.

DELETING AN UNBOUNDED PORT

To delete an unbounded port:

1. In the Embedded Web Server, click **Properties > Security > Unbounded Port**.

2. Select an item in the Unbounded Port List, then click **Delete**.

3. Click **Apply**.

Audit Log

When the Audit Log feature is enabled, the printer begins recording events that happen on the printer. You can download the Audit Log as a tab-delimited text file and review it to find security breaches and assess the printer's security.

ENABLING AUDIT LOG

✎ Note: Secure HTTP (SSL) must be enabled before you can enable the Audit Log. For details, see Secure HTTP (SSL).

To enable the Audit Log:

1. In the Embedded Web Server, click **Properties > Security > Audit Log**.

2. For Audit Log, select **Enabled**.

3. Click **Apply**.

SAVING AN AUDIT LOG

1. In the Embedded Web Server, click **Properties > Security > Audit Log**.

2. Under Export Audit Log, right-click the **Export as text file** link and save the compressed `auditfile.txt` file to your computer.

3. Open the file in an application that can read a tab-delimited text file.

INTERPRETING THE AUDIT LOG

The Audit Log is formatted into columns:

- **Log ID:** A unique value that identifies the event.

- **Date:** The date that the event happened in mm/dd/yy format.

- **Time:** The time that the event happened in hh:mm:ss format.

- **Audit Event ID:** The type of event. The number corresponds to a unique description.

- **Logged Events:** An abbreviated description of the type of event.

- **User Name:** User Name, Job Name, Computer Name, Printer Name, Folder Name, or Accounting Account ID (when Network Accounting is enabled).

- **Description:** More information about the Logged Event. When the Logged Event is System Status for example, the information can include: Started normally (cold boot), Started normally (warm boot), Shutdown requested, Image Overwriting started.

- **Optionally Logged Items:** Other information recorded when the event occurs, such as login and authentication access method.

Note:

- For a Network Scanning scan job, an audit log entry is recorded for each network destination within the job.

- For Email jobs, an audit log entry is recorded for each SMTP recipient within the job.

- To record user names in the Audit Log, configure network authentication.

PDF and XPS Signatures

You can add a digital signature to PDF or XPS documents that are created by the printer scan feature. The signature uses the information in an S/MIME digital certificate.

Before you begin:

- Install an S/MIME digital certificate.

- Enable secure HTTP (SSL) and S/MIME communication.

To set digital signatures:

1. In the Embedded Web Server, click **Properties > Security > PDF / XPS Signature Settings**.

2. For PDF Signature, select when you want the signature added.

3. Select the required PDF Signature Hash Algorithm.

4. For XPS Signature, select when you want the signature added.

5. Select the type of signing certificate to which these changes apply.

6. Click **Apply**.

Address Book Security

CONTROLLING EMBEDDED WEB SERVER ADDRESS BOOK ACCESS

You can allow all users to edit the public address book in the Embedded Web Server or restrict access to System Administrators only.

To control address book access:

1. In the Embedded Web Server, click the **Address Book** tab.

2. Under Security, click **Access Rights**.

3. Select **System Administrators Only** or **Open to All Users**.

4. Click **Apply**.

CONTROLLING CONTROL PANEL ADDRESS BOOK ACCESS

Before you begin, configure Local Authentication. You can create an Authorization Group to restrict users from using or editing the address book at the control panel.

To restrict access to the address book at the control panel:

1. In the Embedded Web Server, click **Properties > Security > Create Authorization Groups**.

2. Click **Edit** for one of the group numbers.

3. Type the **Group Name**.

4. For Restrict Recipient Selection Method, to allow access for the group, select **No Restriction**. To require authentication for the group, select **Always Apply Restriction**.

5. For Restrict User to Edit Address Book, select **No Restriction**, or **Always Apply Restriction**.

6. For Allow User to Disable Active Settings, select **Allow** or **Do Not Allow**.

7. Click **Apply**.

Restricting Access to Job Information

You can control how job information is displayed at the control panel when users press the Job Status button.

HIDING OR PASSWORD-PROTECTING COMPLETED JOB INFORMATION

To control access to completed job information:

1. In the Embedded Web Server, click **Properties > Security > Job Status Default > Completed Jobs View**.
2. For Completed Jobs View, select **Allow Job Viewing at All Times**, **Require Login to View Jobs**, or **No Job Viewing**.
3. If you selected Require Login to View Jobs, select **All Jobs**, or **Jobs Run By Login User Only**.
4. For Hide Job Details, select **Yes** or **No**.
5. Click **Apply**.

HIDING ACTIVE JOB INFORMATION

To hide or show active job information:

1. In the Embedded Web Server, click **Properties > Security > Job Status Default > Active Jobs View**.
2. for Hide Job Details, select **Yes** or **No**.
3. Click **Apply**.

ALLOWING OR RESTRICTING JOB OPERATIONS

To control the job operations that a user can perform:

1. In the Embedded Web Server, click **Properties > Security > Job Status Default > Job Operation Restrictions**.
2. For Pause / Cancel, select **All Users**, **Administrator Only**, or **Job Owner and Administrator**.
3. For Continue / Edit Scan, select **All Users**, or **Job Owner and Administrator**.
4. For Continue / Edit Print, select **All Users**, or **Job Owner and Administrator**.
5. For Promote Print Job, select **All Users**, or **Job Owner and Administrator**.
6. Click **Apply**.

Hiding or Displaying Network Settings

To show or hide the IPv4 address or host name of the printer on the control panel:

1. In the Embedded Web Server, click **Properties > Security > Display Network Settings**.

2. To show information, select **Show IP Address (IPv4 only)**, or **Show Host Name**. To hide network information, select **Hide Network Information**.

3. Click **Apply**.

Restricting Service Representative Operations

You can allow a service representative full access to the printer, or restrict access to the following operations:

- Delete all data

- Secure watermark

- Image log control

- Print universal unique ID

- Data encryption

- Encryption key for confidential data

- Service representative restricted operation

- SSL / TLS settings

- S/MIME settings

- IPsec settings

- System administrator settings

- Maximum login attempts by the System Administrator

- Overwrite hard drive

- Creating or changing users with System Administrator rights

- Changing SNMPv3 settings

If you restrict access, you can specify a password for the service representative operations.

> ⚠ **Caution:**
>
> - To recover the printer if you lose the System Administrator user ID and password can require a repair.
>
> - If you lose the System Administrator user ID and password, you cannot change these restrictions.
>
> - If you lose the password, the service representative cannot perform maintenance if an error occurs on the printer.

SETTING UP SERVICE REPRESENTATIVE RESTRICTIONS

To restrict the access of a service representative:

1. In the Embedded Web Server, click **Properties > Security > Service Representative Restricted Operation**.

2. For Restricted Operation, select **Enabled**.

3. To set a password, type and retype the password.

4. Click **Apply**.

Limiting Access to Folder Operations

You can limit access to folder operations on the printer. Limiting access forces users to enter a password to perform a folder operation. The restriction does not apply to any folders already registered.

1. In the Embedded Web Server, click **Properties > Security > Limit Access to Folder**.

2. For Limit Access, select **Enabled**.

3. Click **Apply**.

Printing

This chapter contains:

Selecting Print Mode Options

To specify the print mode that you want the printer to use for individual protocol types:

1. In the Embedded Web Server, click **Properties > Services > Printing > Print Mode**.

2. For each print mode listed, select **Auto**, **PostScript 3**, **HP-GL/2**, **PCL 6/5e**, or **TIFF/JPEG** from the menu.

3. For each print mode, select **PJL** if necessary.

Language Emulation Settings

The printer can be used with SAP® Enterprise Resource Planning (ERP) software applications. In the SAP® environment, users and automated processes create documents to support business functions. For example, to dispatch goods from a warehouse requires packing lists and goods labels. To support users and processes, you can create up to 20 logical printers. Each logical printer has print settings for the different documents produced.

CONFIGURING POSTSCRIPT 3 LANGUAGE EMULATIONS

To configure PostScript 3 language emulations:

1. In the Embedded Web Server, click **Properties > Services > Printing > Language Emulations > PostScript 3**.

2. For Logical Printer Number, type a number, then click **Edit**.

3. In the PostScript Logical Printer Settings area, set the printer settings as needed.

4. Click **Apply**.

5. For Memory Settings, select **Factory Settings** or **Logical Printer Number**.

6. Set the user details, then enable the native mode of the print driver, as needed.

7. Click **Apply**.

CONFIGURING PCL® 6/5E LANGUAGE EMULATIONS

To configure PCL® 6/5e language emulations:

1. In the Embedded Web Server, click **Properties > Services > Printing > Language Emulations > PCL 6 / 5e**.

2. In the Language Emulations area, set the printer settings as needed.

3. Click **Apply**.

CONFIGURING TIFF AND JPEG LANGUAGE EMULATIONS

To configure TIFF and JPEG language emulations:

1. In the Embedded Web Server, click **Properties > Services > Printing > Language Emulations > TIFF / JPEG**.

2. For Logical Printer Number, type a number, then click **Edit**.

3. In the TIFF / JPEG Logical Printer Settings area, set the printer settings as needed.

4. Click **Apply**.

5. For Memory Settings, select **Factory Settings** or **Logical Printer Number**.

6. Click **Apply**.

CONFIGURING HP-GL/2 LANGUAGE EMULATIONS

To configure HP-GL/2 language emulations:

1. In the Embedded Web Server, click **Properties > Services > Printing > Language Emulations > HP/GL-2**.

2. For Logical Printer Number, type a number, then click **Edit**.

3. In the HP-GL/2 Logical Printer Settings area, set the printer settings as needed.

4. Click **Apply**.

5. For Memory Settings, select **Factory Settings** or **Logical Printer Number**.

6. 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.

> Note: Banner page printing must be enabled in the print driver. It must also be enabled at the Control Panel or in the Embedded Web Server or a banner sheet will not print.

ENABLING BANNER PAGE PRINTING IN THE EMBEDDED WEB SERVER

1. In the Embedded Web Server, click **Properties > Services > Printing > Print Mode**.

2. In the Banner Pages area, for Sensing Separator Page, select **Enabled**.

3. For Banner Pages, select **Start Page**, **End Page**, or **Start Page & End Page**.

4. Select the tray from which the banner page prints.

5. To allow users to enable or disable banner page printing from the print driver, for Allow Print Driver to Override, select **Enabled**.

6. Click **Apply**.

ENABLING BANNER PAGE PRINTING FROM THE CONTROL PANEL

To enable banner page printing from the control panel:

1. At the control panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Print Service Settings > Other Settings**.

3. Touch **Banner Pages**.

4. Touch **Change Settings**.

5. Touch **Start Page**, **End Page**, or **Start Page & End Page**.

6. To allow banner page printing to be enabled or disabled from the print driver, touch **Allow Print Driver to Override**.

7. Touch **Save**.

ENABLING BANNER PAGE PRINTING IN THE XEROX VERSION 3 PRINT DRIVER

To enable banner page printing in the print driver:

1. In the Windows Control Panel, locate the printer.

2. In the printer list, right-click the printer, then select **Printing preferences**.

3. Click the **Advanced** tab.

4. To enable banner page printing, for Job ID, select **Print ID on a Banner Page**, **Print ID in Margins - First Page Only**, or **Print ID in Margins - All Pages**. To disable banner page printing, select **Disable Job ID**.

5. Click **OK**.

✏️ Note: If banner page printing is disabled through the Embedded Web Server or at the printer control panel, setting the print driver to print banner pages has no effect.

ENABLING BANNER PAGE PRINTING IN THE XEROX VERSION 4 PRINT DRIVER

Before you begin, install the Xerox® version 4 print driver, and the Xerox® Print Experience application.

✏️ Note: The Xerox® version 4 print driver is available for Windows 8, and later.

To enable banner page printing:

1. In the Windows Control Panel, locate the printer.

2. Right-click the printer in the list, then select **Printing preferences**.

3. Click the **Advanced** button.

4. Click the **Document** tab.

5. To enable banner page printing, for Job Identification, select **Print ID in Margins - First Page Only**, **Print ID in Margins - All Pages**, or **Print ID on a Banner Page**. To disable banner page printing, select **Disable Job ID**.

6. Click **OK**, then click **OK**.

✏️ Note: If banner page printing is disabled through the Embedded Web Server or at the printer control panel, setting the print driver to print banner pages has no effect.

Print Service Settings

ALLOCATING MEMORY FOR PRINT SETTINGS

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Print Service Settings > Allocate Memory**.

3. Touch a selection, then touch **Change Settings**. You can change settings for the following features:

   - PostScript Memory

   - HP-GL/2 Auto Layout Memory

   - Job Ticket Memory

   - Receiving Buffer - LPD

   - Receiving Buffer - IPP

4. Specify the amount of memory allocated to the selected feature.

5. Touch **Save**.

CONFIGURING OTHER TYPES OF PRINT SETTINGS

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Print Service Settings > Other Settings**.

3. Touch an option, then touch **Change Settings**. You can change settings for the following features:

    - **Print Area**: To print beyond the standard page margins, touch **Extended**.

    - **Substitute Tray**: Specify what happens when the printer runs out of a specific size of paper. Options include Display Message, Use Larger Size, Use Closest Size, or Select Tray 5.

    - **Paper Type Mismatch**: Specify what happens when the paper type loaded in the tray does not match the paper type specified. Options include Print, Display Confirmation Screen, or Display Paper Supply Screen.

    - **Unregistered Forms**: Specify what happens when a form specified for printing in a form data file for overlay printing is not registered on the printer. If you touch Print, only the data is printed because the specified form is not present. The setting is added to the print settings menu when there is a print specification from the host computer.

    - **Resume Job After Print Error**: To cancel a print job automatically when an error occurs, touch **Job Resumes Automatically**. To display a control panel prompt that requires a user to cancel the job manually, touch **Resume by User**.

    - **When Paper Jam Occurs**: To continue printing a job after a user clears a paper jam, touch **Resume Job after Jam Clearance**. To cancel the print job, touch **Delete Job**.

    - **Print User ID**: You can set the printer to print a User ID when a user submits a job using the print driver. To specify the location of the User ID, touch **Top Left**, **Top Right**, **Bottom Left**, or **Bottom Right**. If you use one of these options to specify a User ID, specify the same User ID in the print driver.

    - **Sensing Separator Page**: Touch **Enabled** or **Disabled**.

    - **Banner Pages**: To print an identifying page before each print job, touch **Start Page**. To print an identifying page after each print job, touch **End Page**. To print both pages, touch **Start Page & End Page**.

    - **Banner Page Offset**: Touch **No Offset** or **Offset**.

    - **Banner Page Tray**: Select the tray to use for printing banner pages.

    - **Separator Tray**: Select the paper tray from which separator pages are inserted.

    - **PostScript Paper Supply**: Touch **Auto Select** or **Select Paper Tray**.

    - **PostScript Font Absence**: Specify how the printer handles a specified PostScript font that is not loaded on the printer. Select **Cancel Printing** or **Substitute Font and Print**.

    - **PostScript Font Substitution**: To use an ATC (Avondale Type Co.) font as a substitute font when a specified PostScript font is not present, select **Use ATCx**. If you do not want to use ATCx as the substitute font, select **Do not use ATCx**.

    - **XPS Print Ticket Processing**: Specify how the printer processes print tickets in XPS documents. Select **Standard Mode**, or to use the Microsoft-compliant mode, select **Compatible Mode**. To disallow print-ticket processing, select **Off**.

    - **LPD Print Queue**: To specify the LPD print sequence, touch **Data Processing Order** or **Job Submission Order**.

    - **OCR Font Glyphs (0 x 5C)**: Touch **Backslash** or **Japanese Yen Sign**.

4. Touch **Save**.

MEDIA PRINT SERVICE SETTINGS

The media print service allows you to associate paper trays with different paper supplies.

Enabling the Media Print Service

To enable the media print service:

1. In the Embedded Web Server, click **Properties > Services > Media Print > General**.

2. For Media Print, select **Enabled**.

3. Click **Apply**.

Enabling the Media Print Service for USB

To enable the media print service for USB:

1. In the Embedded Web Server, click **Properties > Services > USB > General**.

2. For Media Print, select **Enabled**.

3. Click **Apply**.

Configuring Media Print Service Settings

To configure media print settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Media Print Service Settings**.

3. To associate the paper tray to the paper supply selection, select the paper supply preset from the list, then touch **Change Settings**.

4. Touch **Save**.

   Note:

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

UNIX®, Linux®, and AS/400 Printing

UNIX-based printing uses LPD/LPR port 515 or port 9100 to provide printer spooling and network print server functionality. Xerox® printers can communicate using either protocol.

Xerox® 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 do the following tasks:

- Configure and verify the status of network-connected printers.

- Set up a printer on your network, and monitor the operation of the printer after the printer is 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 Xerox® Printer Manager

Before you begin, ensure that you have root or superuser privileges to install Xerox® Printer Manager.

1. Download the appropriate package for your operating system.

   a. Go to www.support.xerox.com.

   b. Search for your printer, then open the page for drivers and downloads.

   c. Select your operating system, then select an installation package.

   Use this method to download one of the following packages:

   - For the IBM PowerPC family, download Xeroxv5Pkg-AIXpowerpc-x.xx.xxx.xxxx.rpm.

   - For HP Itanium workstations, download Xeroxv5Pkg-HPUXia64-x.xx.xxx.xxxx.depot.gz.

   - For RPM-based 32-bit Linux environments, download XeroxOfficev5Pkg-Linuxi686-x.xx.xxx.xxxx.rpm.

   - For Debian-based 32-bit Linux environments, download XeroxOfficev5Pkg-Linuxi686-x.xx.xxx.xxxx.deb.

   - For RPM-based 64-bit Linux environments, download XeroxOfficev5Pkg-Linuxx86_64-x.xx.xxx.xxxx.rpm.

   - For Debian-based 64-bit Linux environments, download XeroxOfficev5Pkg-Linuxx86_64-x.xx.xxx.xxxx.deb.

   - For Sun Solaris x86 systems, download Xeroxv5Pkg-SunOSi386-x.xx.xxx.xxxx.pkg.gz.

   - For Sun Solaris SPARC systems, download Xeroxv5Pkg-SunOSsparc-x.xx.xxx.xxxx.pkg.gz.

2. To install the custom print driver, log in as root. Type the appropriate command for your operating system:

   - For AIX, type `rpm –U Xeroxv5Pkg-AIXpowerpc-x.xx.xxx.xxxx.rpm`

   - For HPUX, type `swinstall –s Xeroxv5Pkg-HPUXia64-x.xx.xxx.xxxx.depot.gz \*`

   - For Solaris (x86–based), type `pkgadd –d Xeroxv5Pkg-SunOSi386-x.xx.xxx.xxxx.pkg`

   - For Solaris (SPARC-based), type `pkgadd –d Xeroxv5Pkg-SunOSsparc-x.xx.xxx.xxxx.pkg`
   The installation process creates the `Xerox` directory in the `/opt/Xerox/prtsys` directory.

3. To install the Xerox Office Standard Driver, log in as root. Type the appropriate command for your operating system:

- For RPM-based Linux environments, type `rpm –U XeroxOfficev5Pkg-Linuxi686-x.xx.xxx.xxxx.rpm`

- For Debian-based Linux environments, type `dpkg –i XeroxOfficev5Pkg-Linuxi686-x.xx.xxx.xxxx.deb`

The installation process creates the `XeroxOffice` directory in the `/opt/XeroxOffice/prtsys` directory.

Launching Xerox® Printer Manager

To launch Xerox® Printer Manager:

1. On your computer, open a command-line window, then log in with root or superuser privileges.

2. Type `xeroxofficeprtmgr`, then press **Return**.

PRINTING FROM A LINUX® WORKSTATION

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

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.

🖉 Note: For complete information on CUPS printing capabilities, refer to the *CUPS Software Users Manual* that is available from www.cups.org/documentation.php.

Installing the Xerox® PPD on the Workstation

The Xerox® PPD for CUPS is available on the Xerox website www.support.xerox.com. Download the file from the Downloads and Drivers page, then follow the instructions that come with it.

To install the Xerox® PPD for CUPS:

1. Download the latest UNIX® PPD from the Xerox® website.

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

Adding the Xerox® Printer

To add the Xerox® printer to the CUPS printer list:

1. Verify that the CUPS daemon is running.

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

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

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

Printing with CUPS

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

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

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

AS/400 FOR IBM POWER SYSTEMS

Xerox provides Workstation Customization Object (WSCO) files to support IBM iV6R1 or later. A Work Station Customization Object is a lookup table that the host print transform (HPT) uses to translate AS/400 commands into the equivalent PCL code for a specific printer. A WSCO can modify many features including paper input tray, 1-sided or 2-sided printing, characters per inch, lines per inch, landscape or portrait orientation, fonts, and margins.

The XTOOLS library provides a source WSCO for each supported Xerox® printer or device. The library and installation instructions are available from www.support.xerox.com. For your device, select the download for the IBM AS/400 operating system. Unzip the downloaded XTOOLSxxxx.zip file, then follow the instructions to install the library.

Note:

- The host print transform only works on files that are of the type AFPDS and SCS. PIDS-formatted printer files must be recreated as type AFPDS to use the WSCO for printing.

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

- For details on AS/400, refer to the IBM AS/400 Printing V (Red Book), available on the IBM website.

Installing the WSCO and Setting up Print Queues

For detailed instructions on installing the library and setting up print queues, refer to the installation instructions that are included with the library.

Copying

This chapter contains:

Creating Copy Feature Presets

To define a preset for commonly used copy settings:

1. At the control panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Copy Service Settings**.

3. Touch **Preset Buttons**.

4. Touch a preset in the list, then touch **Change Settings**.

5. Make the desired changes to the preset, then touch **Save**.

Specifying Default Copy Settings

To specify the default copy settings that users see at the Control Panel:

1. At the control panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Copy Service Settings**.

3. Touch **Copy Defaults**.

4. Touch the desired setting. For copy setting details, see the User Guide.

5. Touch **Change Settings**.

6. Make the desired changes to the setting, then touch **Save**.

Copy Control

To control copy settings:

1. At the control panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Copy Service Settings**.

3. Touch **Copy Control**.

4. Touch a setting in the list.

5. Touch **Change Settings**.

6. Make the desired changes, then touch **Save**.

Original Size Defaults

To change the default size specifications for originals:

1. At the control panel, log in as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Copy Service Settings**.

3. Touch **Original Size Defaults**.

4. Touch an original size in the list.

5. Touch **Change Settings**.

6. Make the desired changes to the preset, then touch **Save**.

Reduce and Enlarge Presets

To change the presets for reducing or enlarging images:

1. At the control panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Copy Service Settings**.

3. Touch **Reduce/Enlarge Presets**.

4. Touch a preset in the list, then touch **Change Settings**.

5. Make the desired changes to the preset, then touch **Save**.

Scanning

This chapter contains:

Configuring General Scan Service Settings

SETTING SCAN DEFAULTS

To define scanning default settings for all users:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Scan Service Settings > Scan Defaults**.

3. To change a default setting:

   a. Touch a default setting, then touch **Change Settings**.

   b. Change the default setting, then touch **Save**.

4. Touch **Close**.

CONFIGURING OTHER SCAN SETTINGS

To define other scanning settings for all users:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Scan Service Settings > Other Settings**.

3. To change a setting:

   a. Touch a setting, then touch **Change Settings**.

   b. Change the setting, then touch **Save**.

4. Touch **Close**.

SETTING SCAN TO PC DEFAULTS

To define default Scan to PC settings for all users:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Scan Service Settings > Scan to PC Defaults**.

3. To change a setting:

   a. Touch a setting, then touch **Change Settings**.

   b. Touch an option, then touch **Save**.

   Use this method to change the following settings, as needed:

   • **Transfer Protocol**: Touch **FTP**, **SMB**, or **SMB (UNC Format)**.

- **Login Credential to Access Destination**: To use the user name and password of the remotely authenticated user for login, touch **Remotely Authenticated User**.

- **User Name for FTP Scan**: If you selected Remotely Authenticated User for Login Credential to Access Destination, select the needed settings:

  - To use only the user name for login, touch **User Name Only**.

  - To use the full login credential name of the user, which includes the domain name, touch **Add Domain Name**.

4. Touch **Close**.

Scanning to a Folder on the Printer

The Store to Folder feature allows users to scan files to folders created on the hard drive of the printer. Users can then retrieve the files through the Embedded Web Server. This feature provides a network scanning capability without the need to configure a separate server.

🖉 Note:

- To use faxes with this feature, purchase and install the Fax Hardware Kit. For details, refer to the instructions included with the kit.

- The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

CREATING AND EDITING A FOLDER

To create a scan folder on the hard drive of the printer:

1. In the Embedded Web Server, click the **Scan** tab, then click **Folder**.

2. For a folder number, click **Create**.

3. Type a name for the folder.

4. If necessary, type a password, then retype the password again to verify.

5. For Check Folder Passcode, select: **Off**, **Always**, **Save (Write)**, or **Print/Delete**.

6. To delete files after they are printed or retrieved, for Delete Files after Print or Retrieve, select **Enabled**.

7. To delete files after the stored file folder date expires, for Delete Expired Files, select **Enabled**.

8. Click **Apply**.

9. To edit or delete a folder, for the folder, click **Edit** or **Delete**.

10. To view, print or retrieve files in a folder, for a folder, click **File List**.

SCHEDULING DELETION OF FILES STORED IN FOLDERS

To minimize disk space consumed by stored files, the printer can delete files after a specified time period.

To schedule deletion of files stored in scan folders:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Stored File Settings**.

3. Touch **Expiration Date for Files in Folder**, then touch **Change Settings**.

4. Touch **On**, then select the number of days that files are kept before deletion, and the time that they are deleted on the last day.

   To move between fields, touch **Next**, if necessary.

5. Touch **Save**.

CONFIGURING SCAN FOLDER SERVICE SETTINGS

To configure scan folder settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Folder Service Settings**.

3. To change a setting:

   a. Touch an item, then touch **Change Settings**.

   b. Touch an option, then touch **Save**.

   Use this method to change the following settings as needed:

   - **Send from Folder**: Touch **Copy & Print Jobs** or **Scan & Other Jobs**.

   - **Limit Access to Folder**: Touch **On** or **Off**.

   - **Files Retrieved by Client**: Specify when to delete files that have been retrieved from a folder.

     - To use the folder settings, touch **Delete According to Folder Settings**.

     - To ignore the folder settings and delete files from folders after the files are retrieved, touch **Force Delete**.

   - **File Display Default**: Touch **List** or **Thumbnail**.

   - **Orientation for Stored Print Jobs**: Touch **Portrait** or **Landscape**.

   - **Print and Delete Confirmation Screen**: To display a confirmation message on the touch screen when a file is printed and deleted from a folder, touch **Enabled**.

   - **Quality/File Size for Retrieval**: Select the quality and size that files are compressed to when retrieved from a folder.

   - **Convert Custom Size to Standard Size**: To convert files in folders to a standard size when a fax or Internet Fax is transferred for secure polling, touch **Yes**.

   - **Standard Size Threshold Value**: Specify the standard size for the Convert Custom Size to Standard Size setting.

   - **Internet Fax to Internet Fax**: To allow users to forward files stored in folders using the Internet Fax service, touch **Enabled**.

   - **Internet Fax to Email**: To allow users to forward files stored in folders using the Email service, touch **Enabled**.

4. Touch **Close**.

Scanning to an Email Address

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

For instructions explaining how to use this feature, refer to the User Guide.

> ✎ Note:
>
> - To use faxes with this feature, purchase and install the Fax Hardware Kit. For details, refer to the instructions included with the kit.
>
> - The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

CONFIGURING EMAIL SETTINGS

To configure email settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Email/ Internet Fax Service Settings > Email Control**.

3. To change a setting:

   a. Touch an item, then touch **Change Settings**.

   b. Touch an option, then touch **Save**.

   Use this method to change the following settings, as needed:

   - **Maximum Address Entries**: Select the maximum number of email addresses to which a scanned document can be sent. The email addresses include the To, Cc, and Bcc fields.

   - **Incoming Email Print Options**: Select the parts of the email that you want to print. Select **Print Attachment Only**, **Attachment, Full Headers & Message**, or **Attachment, Basic Headers & Message**.

   - **Print Error Notification Email**: To print an error report when an email transmission error occurs, touch **On**.

   - **Response to Read Receipts**: To allow the printer to respond to a request for a read receipt (MDN) after an email is received, touch **On**.

   - **Read Receipts**: To allow the printer to request a read receipt (MDN) when an email is sent, touch **On**.

   - **Print Delivery Confirmation Mail**: To print a confirmation report for every transmission, touch **On**. A confirmation report includes a Delivery Status Notification (DSN) response or a Mail Delivery Notification (MDN) response. To print a report when a transmission fails, touch **Print when delivery fails**.

   - **Split Send Method**: To split a large email into multiple email messages, touch **Split into Pages**, or **Split by Data Size**.

   - **Maximum Data Size per Email**: Specify the maximum size of an email that is split by the Split by Data Size method.

   - **Maximum Total Data Size**: Specify the maximum size of an email that can be sent.

   - **Maximum Split Count**: Specify the maximum number of splits.

   - **Allow Casual Users to Edit From Field**: To allow any user to edit the From field of an email, touch **Yes**.

   - **Allow Guest Users to Edit From Field**: To allow users authenticated as a guest to edit the From field of an email, touch **Yes**.

- **Allow to Edit From if Search Found**: To allow users to edit the From field of an email if the user search for an email address in the address book is successful, touch **Yes**.

- **Allow to Edit From if Search Failed**: To allow users to edit the From field of an email if the user search for an email address in the address book fails, touch **Yes**.

- **Email Sending When Search Failed**: To disable the email service if the user search for an email address in the address book fails, touch **Enabled**.

- **Add Me to [To] Field**: To add the authenticated email address of a user to the To field of an email automatically, touch **Yes**.

- **Add Me to [Cc] Field**: To add the authenticated email address of a user to the Cc field of an email automatically, touch **Yes**.

- **Edit Email Recipients**: To allow users to edit the To, Cc, and Bcc fields of an email, touch **Yes**.

4. Touch **Close**.

EDITING EMAIL SETTINGS

To edit general email settings:

1. In the Embedded Web Server, click **Properties > Services > Email > General**.

2. Click **Edit**.

3. Change the email settings as needed:

    - For Receiving Protocol, select **POP3** or **SMTP**.

    - For From Address, type the text that you want to appear in the From field of email.

    - For From Name, type the text that you want to appear in the Name field of email.

    - For Allow Authenticated Users to Edit [From:] Field when, select **Address Book (LDAP) Search Successful** or **Address Book (LDAP) Search Failure.**

    - To allow users authenticated as a guest to edit the From field of an email, for Allow Guest Users to Edit [From:] Field, select **Yes**.

    - To allow authenticated users to send an email if the search in the address book fails, for Allow Authenticated Users to send Email despite LDAP Search Failure, select **Yes**.

    - To allow users to edit the From field of an email if the search for an email address in the address book is successful, for Edit [From:] Field when Authorization is not Required, select **Yes**.

    - For Subject, type the text that you want to appear in the Subject field of an email.

    - For Message, type the text that you want to appear in the body of an email.

    - For User, Attachment, or Device Information, select the additional information that you want to add to the body of the email.

    - For Signature, type the text that you want to add to the end of the body of the email.

    - To use email encryption, for Encryption, select **Enabled**.

    - To print a confirmation sheet every time, for Confirmation Sheet, select **On**. To stop the printing of confirmation sheets, select **Off**. To print a confirmation only when errors occur, select **Errors Only**.

    - To add the authenticated email address of the user automatically to the To field of an email, for Add Me to [To] Field, select **Enabled**.

    - To add the authenticated email address of the user automatically to the Cc field of an email, for Add Me to [Cc] Field, select **Enabled**.

    - To allow users to edit the To, Cc, and Bcc fields of an email, for Edit Email Recipients, select **Enabled**.

    - For Incoming Email Print Options, select the parts of the email that you want to print.

    - To print a confirmation report, for Print Delivery Confirmation Email, select **On**. To print a confirmation message when a transmission fails, select **Print when delivery fails**.

    - To print an error report when an email transmission error occurs, for Print Error Notification Email, select **Enabled**.

    - To allow the printer to respond to a request for a read receipt (MDN) after an email is received, for Response to Read Receipts, select **Enabled**.

    - To allow or block email transmissions to or from specific domains, for Domain Filtering, select **Allow Domains** or **Block Domains**, then click **Edit**. Type the domain names on the Domain Filter Settings page, then click **Apply**.

4. Click **Apply**.

Network Scanning

Network Scanning allows you to scan an original document and distribute and archive the scanned image file. The Network Scanning feature is designed to simplify the task of scanning many multi-page documents and saving the scanned image files in one or more file locations.

To specify how and where scanned images are stored, you must create a template. You can create, manage, and store multiple templates in a template pool repository on a network server. Xerox® software, such as SMARTsend and ScanFlowStore, is designed to help you create and manage Network Scanning templates.

Before you begin, verify that a digital certificate is installed on the printer, and that you have enabled Secure HTTP (SSL).

For instructions for this feature, refer to www.xerox.com/support. Type **Xerox PrimeLink Printer** in the Search or Choose field and select the desired documentation.

ENABLING NETWORK SCANNING

To enable network scanning:

1. In the Embedded Web Server, click **Properties > Services > Network Scanning > Scan Template Management**.

2. For Status, click **Enabled**.

CONFIGURING NETWORK SCANNING

To configure network scanning:

1. In the Embedded Web Server, click **Properties > Services > Network Scanning > General**.

2. For Confirmation Sheet, set the use of confirmation sheets:

   - To disable confirmation sheets, select **Off**.

   - To print a confirmation sheet for every scan, select **On**.

   - To print a confirmation sheet only if an error occurs, select **Errors Only**.

3. For Filename Extension, select whether to use lowercase or uppercase letters.

4. If you are using a remote template pool server, for Refresh Start Time, select the time of day from 0:00–23:59, when the template list is refreshed. To refresh the template list, click **Refresh Template List Now**.

5. To set how users are authenticated for template distribution repositories, for Login Source, select the authentication method.

6. To add optional information to the job log, if needed, select **User Name**, and **Domain**.

7. Click **Apply**.

CONFIGURING FILE REPOSITORY SETTINGS

A file repository is a network location where scanned images are stored. You must configure the file repository settings before you can create a template.

The printer supports the following transfer protocols:

- FTP
- SMB
- HTTP/HTTPS

CONFIGURING AN FTP REPOSITORY

Before you begin:

- Ensure that FTP services are running on the server or computer to be used to store scanned image files. Note the IP address or host name.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
- Create a folder within the FTP root. Note the directory path, user name, and password. This folder is your file repository.
- Test the connection. Log into the file repository from a computer with the user name and password. Create a folder in the directory, then delete it. If you cannot create a folder, check the user account access rights.

To configure FTP repository settings:

1. In the Embedded Web Server, click **Properties > Services > Network Scanning > File Repository Setup**.
2. To add a file destination, click **Add**. To edit the default file destination, click **Edit**.
3. For Friendly Name, type a name for the repository.
4. For Protocol, select **FTP**.
5. For Host Name / IP Address & Port, type the appropriately formatted address and port number of your FTP server.
6. For File Path, type the directory path of the folder beginning at the root of FTP services. For example, use `/directoryname/foldername`.
7. For Login Credentials to Access the Destination, select one of the following:
   - **Authenticated User and Domain**: The authentication server validates the user credentials prepended by the domain name against the LDAP server.
   - **Authenticated User**: The authentication server validates the user credentials against the LDAP server.
   - **Prompt at User Interface**: Users type their credentials at the control panel.
   - **System**: Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.
8. If the printer accesses the file server directly, type the **Login Name** and **Password**.
9. Retype the password to confirm.

10. Click **Apply**.

CONFIGURING AN SMB FILE REPOSITORY

Before you begin:

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

- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.

- On the SMB server, create a shared folder. This folder is your file repository. Note the directory path, share name of the folder, and the computer name or server name.

- Test the connection. Log into the file repository from a computer with the user name and password. Create a new folder in the directory, then delete it. If you cannot create the folder, check the user account access rights.

To configure SMB file repository settings:

1. In the Embedded Web Server, click **Properties > Services > Network Scanning > File Repository Setup**.

2. To add a file destination, click **Add**. To edit the default file destination, click **Edit**.

3. For Friendly Name, type a name for the repository.

4. For Protocol, select **SMB**.

5. For Host Name / IP Address & Port, type the appropriately formatted address and port number for the server where the file repository is located. The default port number is 139.

6. For Shared Name, type the share name.

7. For File Path, type the directory path of the folder starting at the root of the shared folder. For example, if you have a folder named `scans` in the shared folder, type `\scans`.

8. For Login Credentials to Access the Destination, select one of the following:

    - **Authenticated User and Domain**: The authentication server validates the user credentials prepended by the domain name against the LDAP server.

    - **Authenticated User**: The authentication server validates the user credentials against the LDAP server.

    - **Prompt at User Interface**: Users type their credentials at the control panel.

    - **System**: Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.

9. If the printer accesses the file server directly, type the **Login Name** and **Password**.

10. Retype the password to confirm.

11. Click **Apply**.

HTTP/HTTPS

Before you begin:

- Enable HTTP or Secure HTTP (SSL). Ensure that a certificate is installed on the printer if you are using SSL.

- Configure your web server, and ensure that HTTP/HTTPS services are running. POST requests and scanned data will be sent to the server to be processed by a CGI script. Note the IP address or host name of the web server.

- Create a user account and password for the printer on the Web server. Note the user name and password.

- Create a home directory for the printer.

- Create a bin directory in the home directory

- Copy an executable CGI script in the bin directory. You can create your own script, or download a sample script. Note the path to the script. The script can be defined with `script_name.extension` or by `path/script_name.extension`.

- Create a folder with read and write permissions on the Web server, or alternate server. Note the directory path, user name, and password. This folder is your file repository.

- Test the connection by logging in to the home directory of the printer on the Web server. Send a POST request and file to the Web server. Check to see if the file is in the repository.

CGI Scripts

A CGI (Common Gateway Interface) script is a program on a Web server that is executed when the server receives a request from a browser. A CGI script is required to allow files to be transferred to your HTTP server from your printer.

When a document is scanned, the printer logs into the Web server, sends a POST request along with the scanned file, then logs out. The CGI script handles the remaining details of file transfer.

Configuring HTTP and HTTPS

To configure HTTP and HTTPS file repository settings:

1. In the Embedded Web Server, click **Properties > Services > Network Scanning > File Repository Setup**.

2. To add a file destination, click **Add**. To edit the default file destination, click **Edit**.

3. For Friendly Name, type a name for the repository.

4. For Protocol, select **HTTP** or **HTTPS**. Secure HTTP (SSL) is used to encrypt the HTTP communication between the printer and client computers (using the Embedded Web Server). This communication includes data sent using IPsec, SNMP, and Audit Log A.

5. For Host Name / IP Address & Port, type the appropriately formatted address and port number of your HTTP or HTTPS server.

6. For HTTPS, to verify that a digital certificate is installed on the printer, click **View Trusted SSL Certificates**.

7. For HTTPS, to verify that the certificate of the server is valid, select **Validate Repository SSL Certificate**. This option validates the SSL certificate of the server for the correct host name and checks for the signature of a trusted certificate authority.

8. To verify that your proxy settings allow the printer to access your Web server, click **View HTTP Proxy Server Settings**.

9. For Script Path and Filename (from HTTP Root), type the path to the CGI script. Start the path from the root. For example, type `/directoryname/foldername`.

10. For File Path, type the directory path of the folder. Start from the root. For Web server directories, type in the path. Start at the root. For example, type \\directoryname\foldername.

11. For Login Credentials to Access the Destination, select one of the following:

    - **Authenticated User and Domain**: The authentication server validates the user credentials prepended by the domain name against the LDAP server.

    - **Authenticated User**: The authentication server validates the user credentials against the LDAP server.

    - **Prompt at User Interface**: Users type their credentials at the control panel.

    - **System**: Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.

    - **None**: No credentials required.

12. If the printer accesses the file server directly, type the **Login Name** and **Password**.

13. Retype the password to confirm.

14. Click **Apply**.

CONFIGURING THE DEFAULT TEMPLATE

Before you can use the Network Scanning feature, create and edit a template. A template contains scan settings and a destination for the scanned image files.

All templates are based on the default template. To configure the default template, set up one or more file repositories, then create the default template. After you create the default template, users can create and edit templates from the Scan tab in the Embedded Web Server. A template inherits settings from the default template.

> Note: Users and system administrators cannot delete the default template. System administrators can change the template properties.

To configure the default template:

- Add or edit the file destination.

- Add metadata, then configure other options.

    > Note:
    >
    > - To use faxes with this feature, purchase and install the Fax Hardware Kit. For details, refer to the instructions included with the kit.
    >
    > - The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

Editing File Destination Settings

To edit the scan file destination in the scan template:

1. In the Embedded Web Server, click **Properties > Services > Network Scanning > Default Template**.

2. For File Destination, click **Edit**.

3. Select the Filing Policy.

4. Select the File Destination.

5. If needed, for Add (Optional), add to the file path.

6. Click **Apply**.

Adding Metadata Fields

You can add fields to the template to help you manage scanned image files. The fields appear when a user selects the template at the control panel. The user then types information about the document they are scanning. The information is filed with each scanned image file in the Job Log. Third-party software can access the Job Log to retrieve information and associate it with the scanned files.

To add metadata fields:

1. In the Embedded Web Server, click **Properties > Services > Network Scanning > Default Template**.

2. For MetaData (Optional), click **Add**.

3. For Name (Required), type a name for metadata. This text is not shown at the control panel and is used by third-party software to access the metadata information. This field cannot be empty.

4. For User Editable, select an option:

   - To allow users to modify the field, select **Editable**. Then, for Label (Required), type a label that identifies the purpose of the field to the user.

   - To disallow users from modifying the field, select **Not Editable**. The field does not appear on the control panel, and the text typed in the Default Value field is used.

5. If the field is not editable, type a Default Value. The Default Value is optional if you have allowed the user to edit the field.

6. If the field is editable, to prompt the user to type data for this field before the performing the scan, select **Require User Input**.

7. If the field is editable, to show the typed characters as asterisks (****) at the control panel, select **Mask User Input**. Also, to write any masked data to the Job Log file, select **Record User Input to Job Log**. Ensure that you have considered the data security issues for this option.

8. If there are validation servers configured for the printer, set Validate Data Before Scanning options if needed.

9. Click **Apply**.

Configuring Other Default Template Scanning Options

1. In the Embedded Web Server, click **Properties > Services > Network Scanning > Default Template**.

2. For the settings that you want to change, click **Edit**, make the changes needed, then click **Apply**. Use this method to change the following settings:

- Network Scanning

- Advanced Settings

- Layout Adjustment

- Filing Options

- Report Options

- Network Scanning Image Settings

- Compression Capability
Many of these settings are described in the User Guide.

3. To restore the Default Template to its original settings, click **Apply Factory Default Settings**. This selection deletes any custom settings applied to the Default Template.

CONFIGURING TEMPLATE POOL REPOSITORY SETTINGS

If you want to store Network Scanning templates on your network, or if you are using a scanning management application such as SMARTsend®, or ScanFlowStore®, you must provide information about the server that hosts the templates.

1. In the Embedded Web Server, click **Properties > Service > Network Scanning > Advanced > Template Pool Setup**.

2. Your template pool repository can be configured to transfer files using FTP, SMB, HTTP, or HTTPS. Configure the settings by following the same instructions as you did when Configuring File Repository Settings.

> 🖉 Note:
>
> The format for an FTP directory path is `/directory/directory`; for SMB, the format is `\directory\directory`.

UPDATING THE LIST OF TEMPLATES AT THE CONTROL PANEL

If you store templates in a template pool repository in your network, when you make changes to the repository, update the template list that appears at the control panel.

To update the list of templates displayed on the control panel:

1. On the control panel, press the **Services Home** button, then touch the **Network Scanning** icon.

2. Touch **Update Templates**.

CONFIGURING A VALIDATION SERVER

Scan metadata entered at the printer control panel can be verified against a list of valid values by a validation server.

To configure a validation server:

1. In the Embedded Web Server, click **Properties > Services > Network Scanning > Validation Servers**.

2. Click **Add**.

3. Select the appropriate protocol from the drop-down list.

4. For Host Name / IP Address & Port, type the appropriately formatted address and port number of the server. The default port number is 443 for HTTPS.

5. For Path, type the path on the server.

   📝 Note:

   The format for a directory path for FTP is: `/directory/directory`, while the format for a directory path for SMB is: `\directory\directory`.

6. Type a **Response Timeout** between 5–100 seconds.

7. Click **Apply**.

Scanning to a Home Folder for a User

The Scan to Home feature allows users to scan to their home folder, as defined in your LDAP directory, or to a shared folder on the network.

Before you begin:

- Enable and configure Network Scanning.
- Configure Network Authentication. The authentication server and the server that you are scanning to must have the same domain.

To scan to the home folder defined in an LDAP directory:

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

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

CONFIGURING SCAN TO HOME

To configure scanning to the home directory of a user:

1. In the Embedded Web Server, click **Properties > Services > Scan to Home > General**.
2. For Status, click **Enabled**.
3. Type a Friendly Name up to 127 characters in length. This name is the default description of the template that appears for users when they perform scans at the control panel.
4. Type a Template Name up to 127 characters. This name is the default name that appears for users when they perform scans at the control panel. If you leave this field blank, the template is named @S2HOME.
5. Specify the home directory:
   - To scan to a home directory defined in the LDAP directory for the user, for Determine Home Directory, select **LDAP Query**.
   - To scan to a home directory defined on a specific computer for the user, for Determine Home Directory, select **NO LDAP Query**. For Network Home Path, type the IP address of the computer.
6. To create a subfolder for the scanned files, select **Automatically Create Subfolder**, and type the subfolder name.
7. To create a folder for each user in the directory, select **Append "User Name" to Path**.
8. To create a folder for each user in the directory if a folder does not exist, select **Automatically Create "User Name" directory if one does not exist**.
9. Select the directory structure that you want to use.
10. Choose the level of login access and control required to access the destination.
11. Enter the Login Name, if needed.
12. Enter the Password and retype to confirm.
13. Click **Apply**.

Scanning to a USB Drive

The Store to USB feature allows users to scan a document to a USB flash drive using the USB port on the printer.

ENABLING SCAN TO USB FUNCTIONALITY

To enable users to scan files to a USB drive:

1. In the Embedded Web Server, click **Properties > Services > Store to USB > General**.
2. For Store to USB, select **Enabled**.
3. Click **Apply**.

Job Flow Sheets

You can create a Job Flow to execute a series of actions on a scanned document that is stored in a folder. The actions are defined in a Job Flow Sheet. For example, a Job Flow can print the scanned image and send the image to an FTP repository.

Before you begin, enable ports for SOAP, SNMP, and UDP.

To configure a Job Flow:

- Create a folder. Refer to Scanning to a Folder on the Printer.

- Set up a Job Flow Sheet. Create a sheet, then define the actions for the sheet.

- Link the Job Flow Sheet to the folder.

  🖉 Note:

  - To use faxes with this feature, purchase and install the Fax Hardware Kit. For details, refer to the instructions included with the kit.

  - The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

SETTING UP A JOB FLOW SHEET

To set up a Job Flow Sheet, follow the instructions in this order:

- Create a Job Flow Sheet.

- Define the actions performed by the Job Flow Sheet.

Creating a Job Flow Sheet

To create a Job Flow Sheet:

1. In the Embedded Web Server, click **Scan > Job Flow Sheets**.

2. For Sheet Order, select the order in which you want sheets to display.

3. Click **Display Job Flow Sheets List**.

4. Click **Create Job Flow Sheet**.

5. For Job Flow Sheet Name, type a name for the sheet.

6. For Description, type a description for the sheet.

7. For Keyword, type keywords to help users find the sheet at the control panel.

8. Click **Apply**.

Defining Actions for a Job Flow Sheet

To define the actions performed by a Job Flow Sheet:

1. Refresh your browser, then navigate back to the Job Flow Sheets page.

2. Click **Display Job Flow Sheets List**.

3. Select the sheet that you created, then click **Edit Job Flow Sheet**.

4. In the Edit Job Flow Sheet area, for Edit Destination, select an action that you want to take on the documents in your folder. Choose from **Print**, **Send as Fax**, **Send as Internet Fax**, **Send as Email**, **FTP Transfer**, **SFTP Transfer**, **SMB Transfer**, or **Email Notification**.

5. Click **Edit Job Flow Sheet**.

6. Specify the options for the action that you selected:

   - **Print**: Select the **Paper Supply** tray, **Output Destination** tray, **Quantity**, and **2 Sided Printing** options as necessary. If other options are available, select them if needed, for example to use staples.

   - **Send as Fax**: Type the name and Fax phone number of the recipient, then select the Starting Rate.

     Type the Folder Number and the Folder Passcode.

     If needed, select **Send Relay Broadcast**, or **Print at Relay Station**.

     If needed, type the Relay Station ID / Broadcast Recipients, F Code, and Password (F Code Communication).

   - **Send as Internet Fax**: Type the names and email addresses for each recipient, then select the Internet Fax Profile. If needed, for Header, select **On**.

   - **Send as Email**: Type the names and email addresses for each recipient, then select the File Format.

     To use thumbnail previews, for Add Thumbnail, select **Enabled**. To use this option, purchase and install the Thumbnail Preview Kit.

     If needed, select **MRC High Compression options**, then enable the Searchable Text options. To use this option, purchase and install the Searchable PDF Kit.

   - **FTP Transfer**, **SFTP Transfer**, or **SMB Transfer**: Type the Name and the Server Name.

     For SMB, type the Shared Name.

     To save the scanned documents to a folder, for Save in, type the directory path of the folder.

     Type the Login Name and Password of the folder.

     Select the File Format.

     If you purchased and installed the Thumbnail Preview Kit, you can use thumbnail previews. To use previews, for Add Thumbnail, select **Enabled**.

     If you purchased and installed the Searchable PDF Kit, you can use compression and searchable text. To use compression and searchable text, for MRC High Compression options, and Searchable Text, select **Enabled**. Select the settings for each option.

   - **Email Notification:** Type the email addresses of the recipients, then select the When to Notify options. Type the message to include in the body of the email.

7. Click **Apply**.

The Job Flow Sheet contains the action that you specified. To add more actions, repeat this process. Each action that you specify is added to the actions performed on the folder. You can see the actions on the Job Flow Sheet Common Attributes page.

JOB FLOW SHEET RESTRICTIONS

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

- Print

- Fax

- Internet Fax

- Mail

- FTP

- SFTP

- SMB

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

ACTION	PRINT	FAX	INTER-NET FAX	MAIL	FTP/SFTP	SMB
Fax Documents for Secure Polling	1	1	1	1	1	1
Scanning	1	1	1	1	1	1
Fax to Folder	1	1	1	1	1	1
Internet Fax Received	1	1	2	2	1	1
Print Stored	3	3	3	3	3	3
1: Always Available						
2: Never Available						
3: Available depending on System Administrator Settings						

LINKING THE JOB FLOW SHEET TO A FOLDER

To link a Job Flow Sheet to a scan folder:

1. In the Embedded Web Server, click **Scan > Folder**.

2. For the folder to which you want to create a link, click **Edit**.

3. If available in the Link Job Flow Sheet to Folder area, for Sheet Type, select the type of Job Flow Sheet to which you want to create a link.

4. Click **Display Job Flow Sheets List**.

5. Select a Job Flow Sheet from the list, then click **Link Job Flow Sheet to Folder**.

Enabling Network Scan Utility 3

Network Scan Utility 3 allows you to scan directly to your computer and helps you manage and distribute scanned image files. Before you can use the utility, you must enable SNMP, SOAP, and WebDAV.

To enable port settings to run the Network Scan Utility 3:

1. In the Embedded Web Server, click **Properties > Connectivity > Port Settings**.

2. Next to SNMP, SOAP, and WebDAV, select **Enabled**.

3. Click **Apply**.

You can now install and use the scan utility.

Faxing

This chapter contains:

Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

Embedded Fax

When you send a fax from the control panel, the document is scanned and transmitted to a fax machine using a dedicated telephone line.

Before you begin:

- Verify that the printer has access to a functioning telephone line, and has a telephone number assigned.

- Install the Fax Hardware Kit and set the country code. For details, refer to the instructions provided with the kit.

You can use some of the scan service settings for fax:

- To store faxes to folders on the printer, refer to Scanning to a Folder on the Printer.

- To send faxes to an email address, configure the email settings. For information, refer to Scanning to an Email Address.

- To send faxes to a network repository, configure network repositories, then set up a default network location. For information, refer to Network Scanning.

- When faxes are stored in folders, you can specify more actions. For example, the printer could print the fax, send it to an email recipient, then send the fax to a network repository. To perform actions on the stored folder, create a job flow sheet. For information, refer to Job Flow Sheets.

CONFIGURING EMBEDDED FAX SETTINGS

To configure embedded fax settings at the printer:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Fax Service Settings > Local Terminal Information Settings**.

3. To change a setting:

   a. Touch a setting, then touch **Change Settings**.

   b. Touch an option, then touch **Save**.

   Use this method to change the following settings, as needed:

   - **Local Name**: If needed, type the name of the printer.

   - **Fax Name**: If needed, type the name associated with the fax line.

   - **Device Password**: If needed, type a password. The password prevents your printer from receiving faxes or from being polled by other devices that are not F-Code compatible.

   - **Line 1** - **Fax Name**: If needed, type a name for the fax line.

   - **G3 Line 1** - **Fax ID**: Type the fax number. The fax number is the telephone number of the fax line.

   - **G3 Line 1** - **Dial Type**: Select the dial type.

   - **G3 Line 1 Transmission**: Select **Detect Tone**, or **Do Not Detect Tone**.

CONFIGURING FAX GENERAL SETTINGS

To configure fax general settings:

1. In the Embedded Web Server, click **Properties > Services > Fax > General**.

2. Click **Edit**.

3. For Transmission Report - Job Undelivered, select **Off** or **Errors Only**.

4. Select **Filename Format**.

5. For Polling / Storage for Remote Devices, select **Disabled** or **Enabled**.

6. Click **Apply**.

ENABLING THE OUTPUT DESTINATION

To separate faxes from other prints, you can send faxes to a specific output tray. To enable the selection of an output tray for faxes:

1. In the Embedded Web Server, click **Properties > Services > Fax > Output Destination**.

2. Select **Enabled**.

3. Click **Apply**.

At the control panel, select the output tray for faxes.

CONFIGURING FAX CONTROL SETTINGS

To configure fax control settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Fax Service Settings > Fax Control**.

3. To change a setting:

   a. Touch a setting, then touch **Change Settings**.

   b. Touch an option, then touch **Save**.

   Use this method to change the following settings, as needed:

   - **Re-enter Recipients**: To require users to enter the recipient address twice to ensure that the fax is sent to the correct address, touch **Enter Twice**.

   - **Re-enter Broadcast Recipients**: To allow the broadcast send, touch **Enter Once Only**. To require users to enter the recipient twice before allowing the broadcast send, touch **Enter Twice**. To disable the broadcast send, touch **Broadcast Disabled**.

   - **Re-enter Speed Dial Recipients**: To require users to enter the speed-dial recipient twice, touch **Enter Twice**. To require users to type the fax number or email address after entering the speed-dial recipient, touch **Re-enter Fax Number of Email**.

   - **Re-enter Group Recipients**: To require users to enter the group recipient twice, touch **Enter Twice**.

   - **Transmission Header / Cover Page**: Select the information to appear in the transmission header or cover page.

   - **Transmission Header Text - Polling**: To attach a transmission header to a polling file, touch **Display Header**.

   - **Polled Files - Auto Delete**: To delete polled faxes automatically, touch **Yes**.

- **Polling / Storage for Remote Devices**: To allow remote devices to poll for faxes stored on the printer, touch **Enabled**.

- **Rotate 90 Degrees**: To rotate scanned faxes 90 degrees, touch **Yes**.

- **G3 Sender ID - Fax**: To notify fax recipients of the G3 ID of the printer, touch **On**.

- **Save Undelivered Faxes**: To save undelivered faxes, touch **Yes**. You can access saved undelivered faxes in the Job Status window.

- **Save Deleted Faxes**: To save deleted faxes, touch **Yes**. You can access saved deleted faxes in the Job Status window.

- **Saved Faxes - Auto Delete**: To delete saved faxes automatically after 24 hours, touch **Delete after 24 Hours**.

- **Transmission Interval**: To specify how often faxes are transmitted, set a duration of 3–155 seconds. A longer transmission interval increases the total time required to send a broadcast transmission, but allows the printer to receive faxes during that time.

- **Batch Send**: To allow the printer to send multiple faxes addressed to the same destination in a single fax transmission whenever possible, touch **Yes**. This setting reduces transmission costs.

- **Manual Send / Receive Default**: To specify the default on-hook manual setting when a fax line is shared with a telephone, touch **Manual Receive** or **Manual Send**.

- **Fax Receiving Mode**: To set the default fax receiving mode that appears when you press the Machine Status button, touch **Auto Receive** or **Manual Receive**.

- **Border Limit**: If a received fax document is longer than a page, to force a page break, specify the border size around the document. Specify a border of 0–177 mm (0–6.97 in.).

- **Auto Reduce On Receipt**: To fit a long received fax document on a single page if the document is within the range specified in the Border Limit setting, touch **Yes**.

- **Tray for Printing Incoming Faxes**: Select the paper tray that you want to use to print received faxes.

- **2 Pages Up On Receipt**: To print two pages on a single sheet of paper, touch **Yes**.

- **2 Sided Printing**: To print on both sides of a single sheet of paper, touch **Yes**.

- **Edge Erase - Top & Bottom Edges**: Set the top and bottom edge erase margins. Specify a border of 0–20 mm (0–0.8 in.).

- **Edge Erase - Left & Right Edges**: Set the left and right edge erase margins. Specify a border of 0–20 mm (0–0.8 in.).

- **Reduce 8.5 x 11 Original to A4**: To resize Letter-size documents to A4 size when the Reduce/Enlarge setting is set to Auto, on the Layout Adjustment screen, touch **Yes**.

- **Pseudo-Photo Gradation Mode**: Touch **Error Diffusion** or **Dither**.

- **Folder Selector by G3 ID**: To classify received faxes based on the G3 ID of the sender or the printer, and store the faxes in folders on the printer, select **Enabled**.

- **Folder Selector Setup**: To classify received faxes by line type and store the faxes in folders on the printer, touch **Enabled**.

- **Filename Format for Store to Folder:** Specify the file format to use.

- **Memory Full Procedure**: If the hard drive on the printer becomes full while scanning a document, the printer can abort and delete the current job, or send the partially stored job. Touch **Delete Job** or **Run Job**.

- **Maximum Stored Pages**: Set the maximum number of pages stored for a fax document. Specify a range of 1–999 pages.

- **Skip Blank Pages**: To enable the printer to skip blank pages, touch **Enabled**.

- **Fax Data in Folder Priority 1**, **Fax Data in Folder Priority 2**, and **Fax Data in Folder Priority 3**: Specify the priority of the information used to classify received faxes and store them in folders. Select **F Code**, **Remote Terminal ID**, or **Remote Terminal Name**.

- **Direct Fax**: To allow the printer to receive a LAN fax sent from a print driver, select **Enabled**. For more information about LAN fax, refer to the print driver help.

- **Block Inbound Faxes**: Type up to 50 fax numbers that you want to block.

- **Block Unknown Fax Numbers**: To block unknown fax numbers, touch **Yes**.

SETTING FAX DEFAULTS

To define defaults for incoming faxes for all users:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Fax Service Settings > Fax Defaults**.

3. Touch a default setting in the list, then touch **Change Settings**.

4. Make the desired changes to the default setting, then touch **Save**.

SETTING INCOMING FAX OPTIONS

Reduce/Enlarge Presets

To modify the reduce/enlarge adjustment values available to users:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Fax Service Settings > Reduce/Enlarge Presets**.

3. Choose one of the pre-configured presets or select an item in the list and touch **Change Settings**.

4. If you are modifying settings, change the following settings as necessary:

   - **Preset %**: Specify the preset magnification values to appear in the Layout Adjustment Screen.

   - **Variable %**: Specify the default magnification value to appear in the Layout Adjustment Screen.

5. Touch **Save**.

Original Document Size Defaults

To specify default size settings for received faxes:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Fax Service Settings > Original Size Defaults**.

3. To modify an original document size default setting:

    a. From the list, touch an original document size item, then touch **Change Settings**.

    b. To select the paper size, touch **A/B Series Size**, **Inch Size**, or **Others**.

    c. Touch a paper size and page orientation.

    d. Touch **Save**.

STORING AND FORWARDING RECEIVED FAXES

You can configure incoming faxes to route automatically to an internal folder. You can configure the printer to send faxes from an internal folder to a destination using one or more of the following methods:

- Print: Print a hard copy of the received fax.

- Send as Fax: Forward the fax to another fax number.

- Send as Internet Fax: Forward the fax to an Internet fax address.

- Send as Email: Forward the fax as an email attachment to an email recipient.

- FTP Transfer: Save the fax to an FTP repository.

- SFTP Transfer: Save the fax to a secure FTP repository.

- SMB Transfer: Save the fax to an SMB repository.

- Email Notification: Send an email notification to selected recipients.

The fax and scanning services share the folder database. To create and name the internal folder to store received faxes, refer to Scanning to a Folder on the Printer.

Setting up the Folder to Receive Faxes

Before you begin, create and name a folder to receive the incoming faxes. For information, refer to Scanning to a Folder on the Printer.

To set up the folder to receive faxes:

1. In the Embedded Web Server, click **Properties > Services > Fax > Fax Received Options**.

2. For Folder Selector Setup, click **Enabled**.

3. Click **Apply**. After the settings are confirmed, navigate back to the Fax Received Options page.

4. In the Folder Selector Setup area, select a fax line, then click **Change Settings**.

5. For Save Incoming Fax in Designated Folder, select **Enabled**.

6. Type the three-digit number for the folder that you have created to receive faxes, then click **Apply**.

After setting up a fax folder, if needed, specify the forwarding destinations for the received faxes stored in the folder.

Setting Up Fax Forwarding Destinations

To specify fax forwarding destinations for the faxes in a folder:

1. Navigate back to the Fax Received Options page.

2. Select the fax line, click **Change Settings**, then click **File Transfer Settings**.

3. For each destination that you want to configure, select **Enabled**.

4. Click **Next**.

5. Configure the fax forwarding destination:

    -   **Print**: Select the Paper Supply tray, Output Destination tray, Quantity, and 2 Sided Printing options as necessary. If other options are available, select them if needed, for example to use staples.

    -   **Send as Fax**: Type the name and fax phone number of the recipient, then select the Starting Rate.

        Type the Folder Number and the Folder Passcode.

        If needed, select **Send Relay Broadcast**, or **Print at Relay Station**.

        If needed, type the Relay Station ID / Broadcast Recipients, F Code, and Password (F Code Communication).

    -   **Send as Internet Fax**: Type the names and email addresses for each recipient, then select the Internet Fax Profile. If needed, for Header, select **On**.

    -   **Send as Email**: Type the names and email addresses for each recipient, then select the File Format.

        To use thumbnail previews, for Add Thumbnail, select **Enabled**. To use this option, purchase and install the Thumbnail Preview Kit.

        If needed, select **MRC High Compression options**, then enable the Searchable Text options. To use this option, purchase and install the Searchable PDF Kit.

    -   **FTP Transfer**, **SFTP Transfer**, or **SMB Transfer**: Type the Name and the Server Name.

        For SMB, type the Shared Name.

        To save the faxes to a folder, for Save in, type the directory path of the folder.

        Type the Login Name and Password of the folder.

        Select the File Format.

        If you purchased and installed the Thumbnail Preview Kit, you can use thumbnail previews. To use previews, for Add Thumbnail, select **Enabled**.

        If you purchased and installed the Searchable PDF Kit, you can use compression and searchable text. To use compression and searchable text, for MRC High Compression options, and Searchable Text, select **Enabled**. Select the settings for each option.

    -   **Email Notification:** Type the email addresses of the recipients, then select the When to Notify options. Type the message to include in the body of the email.

6. If you are sending faxes to more than one destination, to configure the next destination, click **Next**. If you want to edit a setting, click **Previous**. When you have configured the final destination, click **Apply**.

This process creates a Job Flow Sheet for the faxes received in the incoming fax folder. To manage folders and job flow sheets, refer to Scanning to a Folder on the Printer, and Job Flow Sheets.

STORING AND FORWARDING FAXES USING FAX IDENTIFIERS

Fax Group 3, which is also known as G3, is an encoding format for fax transmissions. You can use the telephone number of the G3 fax sender to store faxes in a folder on the printer. To store faxes from a known telephone number, create a folder for the number. You can use the asterisk character as a wildcard for a range of numbers. For example, 12312345*, stores faxes received from telephone numbers 1231234500–1231234599. The printer reads wildcard telephone numbers from left-to-right, and non-wildcard numbers from right-to-left. If you set up several folders, you can store faxes from different telephone numbers in different folders.

To use the G3 information for storing faxes, ensure that the devices that send faxes to your printer support the G3 fax protocol. Ensure that you have set up the printer to use embedded fax. For more information, refer to Configuring Embedded Fax Settings. Ensure that you have enabled the storing of faxes to a folder by G3 identifier. For more information, refer to Configuring Fax Control Settings.

The storage of faxes using fax identifiers takes priority over the storage of all received faxes in a single folder.

The fax and scanning services share the folder database. To create and name the internal folder to store received faxes, refer to Scanning to a Folder on the Printer.

Setting up the Folder to Store Faxes

Before you begin, create and name the internal folder to store received faxes. For information, refer to Scanning to a Folder on the Printer.

To set up the folder to receive faxes based on the telephone numbers received in a G3 fax transmission:

1. In the Embedded Web Server, click **Properties > Services > Fax > Fax Received Options**.

2. For Folder Selector by G3 ID, click **Enabled**.

3. Click **Apply**. After the settings are confirmed, navigate back to the Fax Received Options page.

4. In the Folder Selector by G3 ID area, click **Create/Delete**.

5. Type the G3 ID telephone number, and the three-digit Folder Number of the folder that you created to store the faxes.

   - You can specify the telephone number of a device that sends faxes to your printer.

   - You can use the asterisk wildcard (*) to receive faxes from a range of telephone numbers.

6. Click **Apply**.

To forward faxes from the folder, create a job flow sheet, then associate the sheet with the folder. For information, refer to Job Flow Sheets.

Internet Fax

Internet Fax allows you to scan a document at the printer and send it to a destination using an email address or to receive and print an email with attachments. You can also print a transmission report. Internet Fax enables this functionality without the use of a telephone line.

CONFIGURING INTERNET FAX SETTINGS

Before you begin:

- To transfer emails, configure the POP3 and SMTP settings.

- Configure email and Internet fax settings. For information, refer to Configuring Email Settings.

- If you want the printer to receive Internet faxes, create an email address for the printer.

- Install the Fax Hardware Kit.

    Note:

    - Before you enable Internet Fax, ensure that the printer has a valid domain name.

    - The Internet Fax service uses many of the same settings as the Scan to Email service.

CONFIGURING GENERAL INTERNET FAX OPTIONS

To configure settings for incoming and outgoing Internet faxes:

1. In the Embedded Web Server, click **Properties > Services > Internet Fax > General**.

2. Click **Edit**.

3. Change the following settings, as needed:

    - To send the Internet fax to an email address using an SMTP server, for Send, select **Via Email Server**. To send to an email address using a fully qualified host name or IP address, select **Via P2P**. Selecting Via P2P sends the email as a hostname address, for example, `example.address@device.domain.jp`, or as an IP address, for example `example.address@[129.249.123.1]`.

    - To select the profile to use to send an Internet Fax broadcast, for Broadcast Profile, select an option:

      TIFF-S: Documents larger than A4 are reduced automatically to A4, 210 x 297 mm (8.27 x 11.69 in.).

      TIFF-F: To specify Superfine for Resolution, or to send A3, 297 x 420 mm (11.69 x 16.54 in.) or B4, 250 x 353 mm (9.84 x 13.9 in.) documents, select this profile.

      TIFF-J: To use JBIG compression, select this profile.

    - For Broadcast Starting Rate, select **G3 Auto**, **Forced 4800 bps**, or **G4 auto** as the default communications mode.

    - To print a delivery confirmation report, for Delivery Confirmation Method, select **Delivery Receipts**. To confirm that the Internet fax was received and processed, select **Read Receipts**. The destination fax machine must support Delivery Status Notification (DSN) or Mail Delivery Notification (MDN).

      To use this setting, select print delivery confirmation as part of your email settings.

    - To select the parts of the Internet fax that you want to print, for Incoming Internet Fax Print Options, select an option. You can choose **Print Attachment Only**, **Print Attachment & Message if it exists**, **Attachment, Basic Headers & Messages**, or **Attachment, Full Headers & Message**.

    - To disallow users from forwarding a fax to a number listed in the fax address book, for No Fax Transfer from Address Book, select **Enabled**.

    - To add a transmission header to a received Internet fax when it is forwarded, for Transmission Header Text - Fax Transfer, select **Enabled**.

    - To specify the maximum size allowed to forward an Internet fax, for Fax Transfer Maximum Data Size, select Enabled. Type the maximum size from 1–65535 Kbytes.

    - To print an error report when a transmission error occurs, for Auto Printing of Error Notification Mail, select **Enabled**.

    - To allow the printer to respond to a request for a read receipt (MDN), for Response to Read Receipts, select **Enabled**.

    - To allow the printer to request a read receipt, for Read Receipts, select **Enabled**.

    - For Subject, type the text that you want to appear in the subject field for the Internet fax.

    - For Message, type the text that you want to appear with the Internet fax.

    - For User, Attachment, or Device Information, select the additional information that you want to send with the Internet fax.

    - For Signature, type the text that you want to appear with the Internet fax.

    - To use Encryption, select **Enabled**.

    - To print a report for a failed delivery, for Transmission Report - Job Undelivered, select **Errors Only**. If you do not want a report, select **Off**.

4. Click **Apply**.

INTERNET FAX ADDRESSES

You can store Internet Fax email addresses in the internal address book of the printer, or you can configure the printer to reference a network LDAP directory.

LAN Fax

Local Area Network (LAN) Fax allows you to send a fax from the print driver on your computer to a fax device over a telephone line.

Users select the Fax option from their print driver. For information about using or configuring LAN Fax, refer to the print driver help.

Accounting

This chapter contains:

Xerox® Standard Accounting

Xerox® Standard Accounting (XSA) tracks the number of copy, print, scan, and fax jobs for each user. You can set different user limits for each type of job performed. Limits can be reset remotely any time. You can then generate reports listing usage data for individual users, groups, or departments.

When XSA is enabled, users have to log in to the printer before accessing services. They also provide their account details in the print driver before printing documents from a computer.

🖉 Note: If XSA is enabled, you cannot enable other accounting modes.

You can create a maximum of:

- 2499 unique XSA user IDs
- 500 General Accounts
- 499 Group Accounts

You assign all user IDs to one or more group accounts.

🖉 Note: XSA settings and account data are stored in the printer. Xerox recommends that you back up settings using the Cloning feature. If XSA settings are lost or deleted, you can restore them using the cloning backup file.

Before you begin:

- Install print drivers on all user computers.
- If you require authentication, configure Local Authentication or Network Authentication.

CONFIGURING XEROX® STANDARD ACCOUNTING

To configure Xerox® Standard Accounting:

1. In the Embedded Web Server, click **Properties > Accounting > Accounting Configuration**.
2. For Accounting Type, select **Xerox Standard Accounting**.
3. For each feature that you want to track, select **Enabled**.
4. Click **Apply**.
5. Click **Reboot Device**. To restart the printer, follow the onscreen instructions.

If you want to use authentication, configure Local Authentication or Network Authentication.

CREATING A GROUP ACCOUNT

Before creating user accounts, create at least one group.

To create a group account:

1. In the Embedded Web Server, click **Properties > Accounting > Xerox Standard Accounting > Group Accounts**.
2. If there are group accounts on the printer, click **Add Account**.
3. Type an Account ID using up to 12 digits.

4. Type an Account Name using up to 32 alphanumeric characters for the new group account.

Note: Ensure that the Account ID and Account Name are unique.

5. Click **Apply**.

CREATING A USER ACCOUNT AND SETTING USAGE LIMITS

To create a user account:

1. In the Embedded Web Server, click **Properties > Accounting > Xerox Standard Accounting > Manage Accounting**.

2. Click **Add New User**.

3. Type a User ID and User Name using up to 32 alphanumeric characters for the new user.

Note: Ensure that each User ID and User Name is unique.

4. For Usage Limits, type the maximum number of impressions or sent images that the user can produce. The maximum number of impressions or images sent is 9,999,999.

Note:

- Cover sheets and banner sheets are counted as impressions.

- If the printer is set to print a confirmation report or an acknowledgement report, the reports are counted toward the limit for the user.

5. In the User Role area, assign the user to a User Role and Authorization Group.

6. Click **Apply**.

MANAGING GROUP ACCOUNTS

To manage the group accounts on the printer:

1. In the Embedded Web Server, click **Properties > Accounting > Xerox Standard Accounting > Group Accounts**.

2. Select a group account, then click **Manage**.

3. In the Account ID area, edit the account details. You can change the Account Name, and set the group as the default for new users.

4. In the User Access area, select the users for the group.

5. Click **Apply**.

MAXIMUM USAGE LIMITS

Once a user reaches the maximum usage limit set for them, they are no longer able to use that feature until you reset their limit. When they log in to the printer, they are presented with a notification message that their limit has been reached for that feature.

If the user exceeds their limit while a job is in process, the printer tracks the number of impressions generated over their limit and subtracts them from the user's limit once it is reset.

If the user's limit is reached before a print job is completed, an error report prints notifying the user that their limit has been reached. The job is deleted from the print queue, and any sheets remaining in the paper path will finish printing.

MANAGING LIMITS FOR INDIVIDUAL USERS

To manage limits for individual users:

1. In the Embedded Web Server, click **Properties > Accounting > Xerox Standard Accounting > Manage Accounts**.

2. Select a user, then click **Limits & Access**.

3. In the Usage Limits area, change user limits if necessary.

4. To reset an impression or image limit, select **Reset**. To reset all limits, click **Reset All**.

5. Change the User Role settings if necessary.

6. To change the group access rights, for Group Account Access, click **Edit**.

7. Click **Apply**.

MANAGING LIMITS FOR GROUPS

To manage limits for groups:

1. In the Embedded Web Server, click **Properties > Accounting > Xerox Standard Accounting > Group Accounts**.

2. Select a group, then click **View Usage**.

3. To reset an impression or image limit, select **Reset**. To reset all limits, click **Reset All**.

4. Click **Apply**.

RESETTING USAGE DATA VALUES

To reset usage data values:

1. In the Embedded Web Server, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.

2. To reset all usage data to 0, click **Reset Usage Data**.

3. To acknowledge the confirmation message, click **OK**.

AUTOMATICALLY RESETTING THE ACCOUNTING COUNTERS

You can reset the Xerox Standard Accounting counters automatically, for example, to implement a policy of resetting counters every year.

1. In the Embedded Web Server, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.

2. Click **Auto Reset**.

3. To reset the accounting counters automatically, select **Reset Every Month**, **Reset Every Quarter**, or **Reset Every Year**.

4. Set the date and time for the reset.

5. Click **Apply**.

RESETTING STANDARD ACCOUNTING TO FACTORY DEFAULT SETTINGS

To reset Xerox® Standard Accounting settings to factory defaults:

Note: The following step will delete all of the Xerox® Standard Accounting (XSA) accounts on the printer.

1. In the Embedded Web Server, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.

2. To delete all user, group, and general accounts, click **Reset to Default**.

3. To acknowledge the warning message, click **OK**.

PRINTING A STANDARD ACCOUNTING REPORT

You can print a report that lists the number of impressions recorded for each user and each account.

To print a report:

1. In the Embedded Web Server, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.

2. Click **Generate Report**.

3. Right-click the **Download report in .CSV format** link and save the **.csv** file to your computer.

Local Accounting

Local Accounting tracks the number of copy, print, and scan jobs for each user. You can set different user limits for each type of job performed. You can reset limits anytime. When Local Accounting is enabled, before accessing services, users are required to log in to the printer. Before printing documents from a computer, users provide their account details in the print driver.

Before you begin:

- Install print drivers on all user computers.

- If you want to use authentication, configure Local Authentication.

CONFIGURING LOCAL ACCOUNTING

To configure Local Accounting:

1. In the Embedded Web Server, click **Properties > Accounting > Accounting Configuration**.

2. For Accounting Type, select **Local Accounting**.

3. For each feature that you want to track, select **Enabled**.

4. Click **Apply**.

5. Click **Reboot Device**. To restart the printer, follow the onscreen instructions.

If you want to use authentication, configure Local Authentication.

CREATING A USER ACCOUNT AND SETTING USAGE LIMITS

You can add users to the local database on the printer, or edit the user information in the database. The database can contain a maximum of 1000 users.

To create a user account:

1. In the Embedded Web Server, click **Properties > Accounting > Accounting Configuration**.

2. Click **Next**.

3. For Account Number, type a number, then click **Edit**.

4. Type the User Name and UserID.

5. Set the feature and device access for the user.

6. In the Impressions / Limits area, type the limits for the user.

7. If you have local authentication configured, you can enter authentication information into the User Identification area:

    - In the User Identification area, type, then retype a password for the user. If necessary, type an email address for the user.

    - In the User Role area, select a role for the user. If necessary, assign the user to an authorization group.

8. Click **Apply**.

When you add other users, ensure that you type a unique Account Number for each user.

RESETTING LOCAL ACCOUNTING USAGE COUNTERS

To reset local accounting usage counters:

1. In the Embedded Web Server, click **Properties > Accounting > Accounting Configuration**.

2. Click **Next**.

3. For All User Accounts, click **Edit**.

4. To reset the total impression count, select **Reset**.

5. To reset all account limits, select **Reset**.

6. Click **Apply**.

AUTOMATICALLY RESETTING LOCAL ACCOUNTING USAGE COUNTERS

You can reset the accounting counters automatically, for example, to implement a policy of resetting the counters every year.

To reset the accounting counters:

1. In the Embedded Web Server, click **Properties > Accounting > Accounting Configuration**.

2. Click **Next**.

3. To reset the counters automatically, select **Reset Every Month**, **Reset Every Quarter**, or **Reset Every Year**.

4. Set the date and time for the reset.

5. Click **Apply**.

Network Accounting

Network Accounting allows you to manage printer usage with detailed cost analysis capabilities. Print, scan, and copy jobs are tracked at the printer and stored in a job log. All jobs require authentication of User ID and Account ID, which are logged with the job details in the job log. The job log information can be compiled at the accounting server and formatted into reports.

The Network Accounting software can also be combined with Xerox® Business Partner Solutions for enhanced functionality and the ability to scale to enterprise accounts.

Before you begin:

- Install and configure Xerox® certified network accounting software on your network. Refer to the manufacturer's instructions for help.

- Test communication between the accounting server and the printer. To do this, open a Web browser, type the IP Address of the printer in the address bar, then click **Enter**. If the IP address is correct, the Embedded Web Server home page of the printer is displayed.

- Install print drivers on all user computers if you want to track print or LAN Fax jobs.

- If you require authentication, configure Local Authentication or Network Authentication.

ENABLING AND CONFIGURING NETWORK ACCOUNTING

To enable and configure Network Accounting:

1. In the Embedded Web Server, click **Properties > Accounting > Accounting Configuration**.

2. For Accounting Type, select **Network Accounting**.

3. For the features that you want to track, select **Enabled**.

4. To authenticate users at the control panel, for Verify User Details, select **Yes**. To use this setting, configure network authentication.

5. To authenticate users at the control panel for printing, for Verify User Details for Printer Jobs, select **Yes**.

6. For Customize User Prompts, select how you want to prompt users for their credentials.

7. Click **Apply**.

8. Click **Reboot Device**. To restart the printer, follow the onscreen instructions.

If you want to use authentication, configure Local Authentication or Network Authentication.

Configuring Accounting Login Screen Settings

To configure accounting login settings:

1. In the Embedded Web Server, click **Properties > Accounting > Accounting Login Screen Settings**.

2. For Alternative Name for User ID, type the text that appears on the control panel to prompt a user for their user name.

3. To show the user ID characters as asterisks, for Mask User ID, select **Hide**. To show the user ID, select **Show**.

4. If you have configured Network Accounting, for Alternative Name for Account ID, type the text that will appear on the control panel to prompt a user for their user name.

5. If you have configured Network Accounting, to show the user ID characters as asterisks, for Mask Account ID, select **Hide**.

6. Click **Apply**.

7. Click **Reboot Device**. Follow the instructions to restart the printer.

Accounting and Billing Device Settings

You can connect billing devices to the printer. To configure settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **Accounting > Accounting / Billing Device Settings**.

3. To change a setting:

   a. Touch an item, then touch **Change Settings**.

   b. Touch an option, then touch **Save**.

   Use this method to change the following settings as needed:

   - **Connect with Accounting / Billing Device**: To enable an accounting or billing device that is connected to the printer, select **Connected**.

   - **Accounting / Billing Device**: Select the type of device.

   - **Track Copy Jobs**: To track copy pages, select **Track with Accounting/Billing Device**.

   - **Track Print Jobs**: To track print pages, select **Track with Accounting/Billing Device**.

   - **Track Scan Jobs**: To track scanned or faxed pages, select **Track with Accounting / Billing Device**.

   - **Job with Insufficient Credit**: For jobs with insufficient credit, select **Delete Job Immediately**, or **Hold Job**.

   - **Track with Cumulative Device**: Select **Track with Accounting Device** or **High Speed Printing**.

   - **Scan Ahead for Copy Job**: To scan ahead for a copy job, select **Enabled**.

4. Touch **Close**.

Enabling Accounting in Print Drivers

Jobs sent by a user from a computer can only be counted if accounting functionality is enabled in the print driver.

ENABLING ACCOUNTING IN A XEROX VERSION 3 WINDOWS PRINT DRIVER

To enable Accounting in the Windows print driver:

1. In the Windows Control Panel, locate the printer.

2. In the list, right-click the printer, then select **Printer properties**.

3. Click the **Configuration** tab.

4. In the Bi-Directional Communication area, for Connection, select **Off**. Click **OK**.

5. Reopen the print driver, then navigate back to the Configuration tab.

6. In the Accounting Area, for System, select **Local Accounting**, **Xerox Standard Accounting**, or **Xerox Network Accounting**.

7. For Print-Time Prompt, select an option:

   - **Always Prompt**: This option always prompts users to type their user ID and account ID when they send a job to the printer.

   - **Do Not Prompt**: This option does not prompt users to log in. If you select this option, in the Accounting Codes (Required) window, type the user ID, account ID, and passcode, as required. Click **OK**.

   - **Only Prompt for Color**, **Only Prompt for Fax**, or **Only Prompt for Color or Fax**: Select one of these options to prompt users to log in to the service. The options are available only if the printer is configured to provide the services.

8. To show characters as asterisks when an ID is entered, for Mask User ID, Mask Billing ID, and Mask Account ID, select **Enabled**.

9. To show the code that a user entered when prompted for the Account ID, select **Remember Last Entered Codes**.

10. If you are using an auxiliary accounting device such as a badge reader or coin box, for Auxiliary Accounting Interface, select **Enabled**. The Accounting window appears each time a user submits a job.

11. If you want to specify the default User ID and Account ID:

    a. Click **Accounting Codes**, then click **Setup**.

    b. In the Accounting Codes (Optional) window, type the user ID, account ID, and passcode, as required.

    c. Click **OK**.

12. Click **OK**.

To re-enable the bi-directional communication with the SNMP server, open the print driver, then navigate to the Configuration tab. In the Bi-Directional Communication area, for Connection, select **Automatic (Recommended)**, then click **OK**.

ENABLING ACCOUNTING IN A XEROX VERSION 4 WINDOWS PRINT DRIVER

Before you begin, install the Xerox® version 4 Windows print driver, and the Xerox® Print Experience application.

✎ Note: The Xerox® version 4 print driver is available for Windows 8, and later.

To enable Accounting in the Windows print driver:

1. In the Windows Control Panel, locate the printer.

2. In the list, right-click the printer, then select **Xerox Printer Properties**.

3. Set the bi-directional communication to manual.

   a. Click the **Communication** tab.

   b. Click **Bi-Directional Communication**, then select **Manual**.

4. Set the device configuration to manual.

   a. Click the **Configuration** tab.

   b. Click **Device Configuration**, then select **Manual**.

5. Click the **Accounting** tab.

6. Click **Accounting System**, then select **Local Accounting**, **Xerox Standard Accounting**, or **Xerox Network Accounting**.

7. For Print-Time Prompt, select an option:

   • **Always Prompt**: This option always prompts users to type their user ID and account ID when they send a job to the printer.

   • **Do Not Prompt**: This option does not prompt users to log in. If you select this option, in the Default Accounting Codes (Required) area, type the user ID, account ID, and passcode, as required. Click **OK**.

   • **Only Prompt for Color**, **Only Prompt for Fax**, or **Only Prompt for Color or Fax**: Select one of the options to prompt the user to log in to the service. The options are available only if the printer is configured to provide the services.

8. To show characters as asterisks when an ID is entered, select **Mask User ID**, **Mask Billing ID**, and **Mask Account ID**.

9. To show the code that the user entered when prompted for the Account ID, select **Remember Last Entered Codes**.

10. If you are using an auxiliary accounting device such as a badge reader or coin box, for Auxiliary Accounting Interface, select **Enabled**. The Accounting window appears each time a user submits a job.

11. If you want to specify the default user ID and account ID, in the Default Accounting Code (Optional) area, type the user ID, account ID, and passcode, as required.

12. Click **OK**.

To re-enable the bi-directional communication with the SNMP server, open the print driver, then navigate to the Communication tab. Click **Bi-Directional Communication**, then select **Automatic**. To re-enable automatic device configuration, click the **Configuration** tab. Click **Device Configuration**, then select **Automatic**. Click **OK**.

ENABLING ACCOUNTING IN AN APPLE MACINTOSH PRINT DRIVER

To enable accounting in Macintosh print drivers:

1. Open a document and select **File**, then select **Print**.

2. Select the Xerox printer.

3. Select **Accounting** from the drop-down menu.

4. Under **Accounting System**, select **Auditron** (Local Accounting), **Xerox Standard Accounting**, or **Xerox Network Accounting**.

5. Select **Prompt for Every Job** if you want users to type their User ID and Account ID every time they print.

6. Select **Mask User ID** and **Mask Account ID** to show characters as asterisks when an ID is typed.

7. If you want to specify the default User ID and Account ID, select **Use Default Accounting Codes**, type them in the **Default User ID** and **Default Account ID** fields, then select the default account type.

8. Select **Auxiliary Accounting Interface** if you are using Xerox® Network Accounting with an external accounting device.

9. To save your settings, click the **Presets** menu and select **Save As**.

10. Type a name for the preset.

11. Click **OK**.

   Note:

   Users select this preset each time they print or send a LAN Fax using the print driver.

Accounting

Administrator Tools

This chapter contains:

Monitoring Alerts and Status

You can configure alert and status notices to be automatically sent as an email message to one or more recipients.

SETTING UP JOB COMPLETION ALERTS

To set up job completion alerts for email recipients:

1. In the Embedded Web Server, click **Properties > General Setup > Alert Notification > Notify Job Completion by Email**.

2. Click a field in the Recipient's Email Address column, then type the address of the recipient who is to receive job completion alerts. You can specify up to five recipients.

3. In the Targeted Jobs column, select the types of jobs for which recipients receive notifications when a job is completed.

4. In the When to Notify column, select whether recipients always receive notification on all job completions or recipients receive notifications only after job errors occur.

5. Click the **Message** field, then type the message.

6. If you selected Fax in Targeted Jobs, for Attached Faxed Images, select the pages that you want to attach.

7. Click **Apply**.

SETTING UP MACHINE STATUS ALERTS

To set up printer status alerts for email recipients:

1. In the Embedded Web Server, click **Properties > General Setup > Alert Notification > Email Notification for Device Status**.

2. Click a field in the Recipient's Email Address column, then type the address of the recipient who is to receive information about the device status. You can specify up to three recipients.

3. In the Send Notice column, select the status types that require immediate notification or notification at regular intervals.

4. In the Mail Notice Status Settings area, set the appropriate mail status notification for each recipient.

5. In the Notice Frequency Settings area, set the frequency of email delivery.

6. Click **Apply**.

Activating a Supplies Plan

To use a supplies plan, contact your Xerox equipment supplier or Xerox representative for a supplies plan code. To enable your printer for a plan, you are required to activate the plan at regular intervals. To enter the code:

1. In the Embedded Web Server, click **Properties > General Setup > Supplies Plan**.

2. For Supplies Plan, select **Supplies Plan Activation**, or **Plan Conversion**.

3. Type the code.

4. Click **Apply**.

5. To restart the printer, follow the onscreen instructions.

Paper Tray Settings

ACCESSING PAPER TRAY SETTINGS

The Paper Tray Settings on the control panel allow you to manage paper options. To access Paper Tray Settings:

Note: You must log on as Administrator to access Paper Tray Settings.

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Under the Group heading, touch **System Settings > Common Service Settings**.
3. Under the Features heading, touch **Paper Tray Settings**.

SETTING CUSTOM PAPER COLOR SETTINGS

From the Paper Tray Settings screen, you can set a name for custom colored paper. When users load paper into the printer, they can select a custom color and custom paper type, as needed. Set up to five custom paper colors, and use a maximum of 24 characters for each custom paper name.

To set a custom paper name:

1. At the control panel, access **Paper Tray Settings**. Refer to Accessing Paper Tray Settings.
2. Touch **Custom Paper Color Settings**.
3. Touch a custom paper color item, then touch **Change Settings**.
4. Type a name for the custom color paper, then touch **Save**. Use a descriptive name for the custom color.

CUSTOM PAPER SETTINGS

You can use specialized papers in the printer, for example lightweight paper, heavyweight paper, or textured paper. If the default paper settings do not provide the best quality for your specialized paper, you can define custom paper settings for new paper types. The printer supports up to 80 custom paper settings, with different combinations of properties that include paper type, alignment, fold, and image transfer adjustments.

Note: Custom Paper Settings provide adjustments for experienced users and device experts. Perform an adjustment only if you know what the adjustment changes on the device.

The custom paper settings are summarized in the following table.

SETTING	DESCRIPTION
Name	Give your custom paper type a name of up to 60 characters.
Paper Type	Select the type of paper that you want to assign to your custom paper.
Alignment Adjustment	Adjust alignment settings for printed images, including perpendicularity, skew, scale, and print position. You can change up to 80 alignment settings.
Adjust Air Assist Values	The air-assist function forces air between sheets to eliminate the issue of multiple-feeds and paper jams. Use this option to adjust the amount of air

SETTING	DESCRIPTION
	that is fed between sheets for custom paper.
	This option is for use with the optional 1–Tray, or 2–Tray Oversized High Capacity Feeder.
Adjust Image Transfer	Set the optimal transfer electrical current for the toner and your custom paper.
Adjust Regi-Loop	If you adjust the skew for the pre-registration feed, you can use this option to set the adjustment value for each custom paper.
Adjust Fold Position	Adjust the folding position for folding or booklet binding options.
	This option is for use with a Production Ready Booklet Maker Finisher, which is required when you use the Interface Decurler Module.
Adjust Image Transfer for Paper Edge	The paper can have uneven color at the leading or trailing edge. You can adjust the electrical current ratio at the transfer roll in the transfer module to improve the condition. If you have image transfer issues, and have tried the Adjust Image Transfer setting, try the Adjust Image Transfer for Paper Edge setting.
Adjust Paper Speed	To correct uneven image density, adjust the paper or registration speed.
Adjust Fusing Temperature	If the toner rubs off your paper, to improve the retention of toner on the paper, increase the heat of the fusing unit.
Adjust Transfer Load	To improve the image quality for your paper type, adjust the transfer load.

Before you begin, use the Maintenance settings on the control panel to do the following tasks:

- Perform, evaluate, and save any alignment adjustments

- Perform, evaluate, and save any fold adjustments

Define your custom paper settings, then assign the settings to specific paper trays. For details, refer to Creating Custom Paper Settings, and Setting Paper Tray Attributes.

Creating Custom Paper Settings

To create a custom paper type and define the paper settings:

1. At the control panel, access **Paper Tray Settings**. Refer to Accessing Paper Tray Settings.

2. Touch **Custom Paper Settings**.

3. To change a setting:

   a. Touch a setting, then touch **Change Settings**.

   b. Select an option, then touch **Save**.

   As needed, use this method to change the following settings to define your custom paper settings:

   - **Name**: The printer uses the names Custom Paper 1 to Custom Paper 40 for custom paper names. Select a custom paper setting, then type a name up to 60 characters in length for your custom paper name.

- **Paper Type**: Select the paper type for your custom paper.

- **Alignment Adjustment**: Adjust the alignment settings for your custom paper. Touch an alignment option, then touch **Change Settings**. Change the setting, then touch **Save**. To generate a test page to review your settings, touch **Sample Printout**.

  Note: It is recommended that you perform alignment using SIQA auto alignment, and do not use the manual alignment procedure. Refer to Auto Alignment Adjustment. Manual alignment adjustments can take the device out of specification, and can result in a service call to repair the device. If you are a device- and print-calibration expert, perform auto alignment. Use the manual procedure only if the results are unexpected.

- **Adjust Air Assist Values**: Select **Auto**, **Disabled**, or **Enabled**. If you select Auto, the printer adjusts the air volume for the type and weight of the selected paper.

- **Adjust Image Transfer**: Select a setting:

  - To adjust the transfer voltage automatically, touch **Auto**. If you select Auto, the voltage is set for the paper type that you have chosen.

  - To set the transfer voltage relative to the reference voltage, touch **Enter Percentage**, then type a percentage between 75–125%. You can apply different voltages to side 1 and side 2. If further transfer voltage adjustments are required, you can set the transfer voltage relative to the reference voltage again.

  - To select a preset transfer voltage adjustment, touch **Select Sample Number**, then type a number between 1–5. You can apply different numbers to side 1 and side 2.

- **Adjust Regi-Loop**: For the pre-registration feed, to adjust the setting in 0.3 mm (0.12 in.) increments, touch the Up arrow and Down arrow. You can change the setting between -9.0–9.0 mm (-0.35–0.35 in.).

- **Adjust Fold Position**: Adjust the fold position for your custom paper. Touch a fold option, then touch **Change Settings**. Change the setting, then touch **Save**.

- **Adjust Image Transfer for Paper Edge**: Touch a leading edge or trailing edge setting, then touch **Change Settings**. Type your adjustment, then touch **Save**. Repeat this process for each edge setting that you want to adjust. To generate a test page to review your settings, touch **Print Sample**.

- **Adjust Paper Speed**: To adjust the fuser speed, or registration speed, select a setting:

  - To adjust the speed automatically, select **Auto**.

  - To select a preset adjustment, select **Enter Sample Number**. To print the samples, touch **Print Sample**, set the paper supply and paper feed method, then touch **Start**. Select the best sample, then type the sample number between 1–11 for Fuser Speed, or Registration Speed.

- **Adjust Fuser Temperature**: You can lower or raise the fuser temperature by up to 10° C (50° F) in 1° C (1.8° F) increments. To lower the fusing temperature, type a negative number. To set an adjustment between -10°–10° C (-50°–50° F), touch the Up arrow and Down arrow.

- **Adjust Transfer Load**: Select **Auto** or **Enter Sample Number**.

  - To adjust the transfer load automatically, select **Auto**.

  - To select a preset adjustment, select **Enter Sample Number**. To print the samples, touch **Print Sample**, set the paper supply, then touch **Start**. Select the best sample. To set the best sample number between 1–7, touch the Up arrow and Down arrow.

4. To save your custom paper setting, touch **Save**.

To assign your custom paper type to one or more paper trays, refer to Setting Paper Tray Attributes.

ESTABLISHING START-UP ATTRIBUTES

You can change and set the paper tray attributes that appear on the control panel when the printer first starts up.

To modify the paper tray attributes available at startup:

1. At the control panel, access Paper Tray Settings. Refer to Accessing Paper Tray Settings.

2. Touch **Paper Tray Attributes on Setup Screen**.

3. Touch **Enabled** or **Disabled**, then touch **Save**.

PAPER TYPE PRIORITY

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

Note: Not all print servers (DFEs) adhere to the Paper Type Priority feature setting.

Setting Paper Type Priority

To set the paper type priority:

1. At the control panel, access Paper Tray Settings. Refer to Accessing Paper Tray Settings.

2. Touch **Paper Type Priority**.

3. To set the paper type priority:

    a. Touch a paper type. Choose from **Plain**, **Plain Reloaded**, **Bond**, or **Recycled**. Touch **Change Settings**.

    b. Touch the required paper type priority. Set a priority from First to Fourth, or Auto Paper Off. Touch **Save**.

    c. Repeat the process for each paper type priority that you want to set.

SETTING PAPER TRAY ATTRIBUTES

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

To set paper tray attributes:

1. At the control panel, access Paper Tray Settings. Refer to Accessing Paper Tray Settings.

2. Touch **Paper Tray Attributes**.

3. Select the tray you want to change.

4. Touch **Change Settings**.

5. Select the paper type, paper size, and paper color. For Auto Paper, select the color with the up or down scroll arrow.

6. Touch **Save**.

7. Touch **Confirm**, then touch **Close**.

8. Touch **Close**.

Setting Up a Dedicated Paper Tray

Users can load only a specific size and type of paper into a dedicated paper tray. When they use the printer, users are prompted to load the specified paper into the tray. If the specified paper is not used, the printer reports an error.

You can set the following trays as dedicated paper trays:

- Trays 1–4

- Trays 6 and 7 for the High Capacity Feeder, or Oversized High Capacity Feeder

To set up a dedicated paper tray to use a particular size and type of paper:

1. At the control panel, access Paper Tray Settings. Refer to Accessing Paper Tray Settings.

2. Touch **Paper Tray Attributes**.

3. Select the tray you want to set up as a dedicated paper tray.

4. Touch **Change Settings**.

5. Select the paper type, paper size, and paper color.

6. Touch **Save**.

7. Select **Dedicated Tray**.

8. Touch **Confirm**, then touch **Close**.

9. Touch **Close**.

CHANGING PAPER SETTINGS DURING LOADING

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

To set which paper tray attributes are available when paper is loaded:

1. At the control panel, access Paper Tray Settings. Refer to Accessing Paper Tray Settings.

2. Touch **Change Paper Settings During Loading**.

3. Touch **Off** or **On**.

4. Touch **Save**.

ESTABLISHING BYPASS TRAY DEFAULTS

The Paper Tray Settings area allows you to define up to 20 paper sizes that appear when Tray 5 (Bypass) is loaded and in what order the paper sizes appear.

You can load the following alternate paper sizes in Tray 5:

- A/B Series Size: A3, A4, A4, A5, A5, A6, and JIS B4–B6

- Inch Size includes: 13 x 19", 13 x 18", 12.6 x 19.2", 12 x 18", 11 x 17", 11 x 15", 8.5 x 14", 8.5 x 13", 8.5 x 11", 8 x 10", 7.25 x 10.5", 5.5 x 8.5", and 5 x 7"

- Others: SRA3, A4 Oversized, 9 x 11", 310 x 432 mm, 226 x 310 mm short-edge feed and long-edge feed, 215 x 315 mm, 8K, 16K, 100 x 148 mm, 148 x 200 mm, 4 x 6"

- Custom Size: Includes paper sizes up to Banner 330 x 660 mm (13 x 26 in.)

To define and set the paper sizes that appear when Tray 5 is loaded with paper:

1. At the control panel, access **Paper Tray Settings**. Refer to Accessing Paper Tray Settings.

2. Touch **Tray 5** - **Paper Size Defaults**.

3. Touch a paper size setting, then touch **Change Setting**.

4. Select the paper size that you want. Select from **A/B Series Size**, **Inch Size**, **Others**, or **Custom Size**.

5. Touch **Save > Close**.

CUSTOMIZING THE PAPER SUPPLY SCREEN

Use this feature to specify whether Usage or Size Detection, shown under Paper Tray Attributes, appears on the Paper Supply Screen.

To define the paper tray attributes that appear on the paper supply screen:

1. At the control panel, access Paper Tray Settings. Refer to Accessing Paper Tray Settings.

2. Touch **Customize Paper Supply Screen**.

3. Select the desired option:

   - **Disabled**: To hide the items specified in Paper Size, select this option.

   - **Size Detection**: To display the setting in Paper Size, select this option.

   - **Hole Punched**: To display the settings in Punched, select this option.

4. Touch **Save**, then touch **Close**.

PAPER TRAY PRIORITY

Set the priority of the trays to use when paper of the same size and the same orientation is set in multiple trays. The priority is also used when print data does not include the paper tray information for automatic tray selection. You can specify priority settings for all the trays on your device.

Use the Auto Paper selection to allow the device to select a tray automatically that contains the appropriate paper for copying or printing.

✎ Note: Not all Print Servers (DFEs) adhere to this feature setting.

Setting Paper Tray Priority

To set the paper tray priority:

1. At the control panel, access Paper Tray Settings. Refer to Accessing Paper Tray Settings.

2. Touch **Paper Tray Priority**.

3. Touch **Change Settings**.

4. Touch each tray, and set the corresponding priority, or exclude the tray from automatic switching.

   ✎ Note: If you include tray 5 in your priority list, it must be the last tray in your priority settings.

5. Touch **Save**.

6. When you have set the priority for all trays, touch **Close**.

MANAGING AUTOMATIC TRAY SWITCHING

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

✎ Note: Not all print servers or digital front ends adhere to the Auto Tray Switching feature setting.

✎ Note: If the media in Trays 3 and 4 is not recognized correctly, change the NVM 742–058 values linked to the paper sizes as follows:

- 1: SRA3 SEF

- 2: 13 x 18 in. SEF

- 3: 12 x 18 in. SEF

⊙ Important: The system administrator cannot access NVM locations on the printer. To change the NVM values as identified, contact your Xerox Service Representative.

To manage automatic tray switching controls:

1. At the control panel, access Paper Tray Settings. Refer to Accessing Paper Tray Settings.

2. Touch **Auto Tray Switching Control**.

3. To change a setting:

   a. Touch a setting, then touch **Change Settings**.

   b. Touch an option, then touch **Save**.

   Use this method to change the following settings:

   - **Auto Tray Switching**: Touch **Always Enable**, **Enable during Auto Select**, or **Enable for Same Paper Type/Color**. If you select Enable during Auto Select, the printer switches the tray when a user selects Auto Select in the Copy screen or selects Paper Select in the print driver.

- **Targeted Paper Type (Copy Jobs)**: Touch **According to Priority Assigned**, or **Selected Paper Type Only**. If you select According to Priority Assigned, the paper type is determined according to the settings in Paper Type Priority. If you select Selected Paper Type Only, you can specify the paper type.

- **Targeted Paper Color (Copy Jobs)**: To determine the alternative color to use, touch **All Colors**, or **Selected Color Only**.

Note: If you set a tray to Exclude from Auto Tray Switching in Paper Tray Priority, the tray is not included in automatic tray switching.

4. Touch **Close**.

MANAGING PAPER SIZE SETTINGS FOR THE INSERTER DEVICE

Note: Based on the model of your printer, the Inserter device can be connected either to the Interface Decurler Module (IDM) or to the PR Finisher. Use the following NVM location that reflects where the Inserter device is connected to your printer.

CONNECTED TO IDM	CONNECTED TO PR FINISHER	NVM SETTINGS
769-502	763-766	Selects the paper that cannot be identified by the Size Sensors on the Tray **0**: Follow the Paper Size Group **1**: B5 SEF **2**: Executive SEF (5.5 x 8.5 in.)
769-503	763-767	Selects the paper that cannot be identified by the Size Sensors on the Tray **0**: Follow the Paper Size Group **1**: A4 SEF **2**: 8.46 x 12.4 in. SEF **3**: 8.5 x 11 in. SEF **4**: 8.5 x 13 in. SEF **5**: 8.5 x 14 in. SEF
769-504	763-768	Selects the paper that cannot be identified by the Size Sensors on the Tray **0**: Follow the Paper Size Group **1**: B5 LEF **2**: 8 x 10 in. LEF
769-505	763-769	Selects the paper that cannot be identified by the Size Sensors on the Tray **0**: Follow the Paper Size Group

CONNECTED TO IDM	CONNECTED TO PR FINISHER	NVM SETTINGS
		1: Executive LEF (5.5 x 8.5 in.) **2**: 16K LEF
769-506	763-770	Selects the paper that cannot be identified by the Size Sensors on the Tray **0**: Follow the Paper Size Group **1**: A3 SEF **2**: 12 x 18 in. SEF
769-507	763-771	Selects the paper that cannot be identified by the Size Sensors on the Tray **0**: Follow the Paper Size Group **1**: SRA3 SEF **2**: 12.6 x 19.2 in. SEF
769-508	763-772	Selects the paper that cannot be identified by the Size Sensors on the Tray **0**: Follow the Paper Size Group **1**: 13 x 18 in. SEF **2**: 13 x 19 in. SEF

To change the NVM values, contact your customer support representative.

NVM ADJUSTMENTS REQUIRED FOR GBC ADVANCEDPUNCH PRO (APP) SOFTWARE VERSION

If you encounter paper jams in GBC AdvancedPunch Pro, then check the GBC Software version and adjust the NVM values according to the table. To find the GBC APP software version, refer to GBC user interface.

GBC SOFTWARE NVM	NVM SETTINGS
769-401	**0**: Software Version lower than 18.13 **1**: Software Version 18.13 or higher

PAPER CATALOG

The paper catalog allows you to define a unified set of media for an entire fleet of printers which use EFI print servers. You define the paper types on the print server. The most commonly used paper types appear at the top of the list in the paper catalog. When loading media in a paper tray, the user can use the paper catalog to assign a specific paper type to the tray. When submitting a print or copy job, users can use the paper catalog to choose a specific paper type for the job. The EFI configuration for paper catalog allows you to store up to 400 paper catalog types.

To be available for use, the paper catalog must be enabled. You can enable or disable the paper catalog at the control panel or in the Embedded Web Server with the following codes:

- Enable: *3036333451

- Disable: *3036333450

✎ Note: When entering the code, be sure to include the asterisk (*).

For enablement instructions, refer to Enabling Services and Options.

For details and setup instructions, refer to www.efi.com.

Assigning a Paper Type to a Tray Using the Paper Catalog

To assign a paper type using the paper catalog:

1. Send a CSV file through the JDF to the appropriate location on the Print Server (DFE).

   The paper list in the CSV file replaces the Stock Library and is transferred to the printer for use during tray programming.

2. Open the paper tray and load the paper.

3. Close the paper tray, then at the control panel, touch **Paper Catalog**.

4. Select the appropriate paper from the list, then touch **Save**.

   The control panel shows the paper type loaded in the tray.

5. Touch **Confirm**.

   The paper is associated with the tray, and the association is reflected in the tray settings on the Print Server (DFE).

SMart eSolutions

✎ Note: SMart eSolutions is called Xerox® Remote Print Services now. For more information, refer to Xerox Remote Print Services.

SMART ESOLUTIONS OVERVIEW

SMart eSolutions is a collection of features and services that automates and simplifies the administration of Xerox® devices. These features include:

- Meter Assistant. The Xerox® MeterAssistant® provides Automatic Meter Reading (AMR). AMR submits billing meter reading data automatically. The billing meter reading data is used for customer billing purposes.

- Supplies Assistant. The Xerox® SuppliesAssistant® provides Automatic Supplies Replenishment (ASR). ASR orders device components such as toner, proactively.

- Maintenance Assistant. The Maintenance Assistant provides Automatic Information Forwarding (AIF). AIF provides usage counters and fault conditions for Xerox technicians to manage device support requirements.

✎ Note: Specific enablement and support of remote services features varies according to the Xerox® device model, configuration, and operating company.

SMart eSolutions is enabled using a secure Internet connection between the printer and Xerox, using Secure Socket Layer (SSL) protocols and 256-bit encryption. Only device performance information is sent to Xerox through the secure connection.

CONFIGURATION PLANNING

Use the following list to plan and work through the SMart eSolutions setup and configuration. Place a check mark in the last column as you complete a task.

NO.	TASK	INFO FROM TASK (IF RELEVANT)	
1	Verify that you have authorized Internet connectivity for the device and that the device is physically connected to the network.		
2	Print a configuration report and record the printer's IP address. Refer to Printing the Configuration Report.		
3	For information on DNS Settings, refer to Configuring TCP/IP Settings in the Embedded Web Server. DHCP Server will automatically provide DNS information - or - complete the following sections, where relevant:		
	a. DNS Server Address:		
	b. Alternate DNS Server Address 1: (if required)		
	c. Alternate DNS Server Address 2: (if required)		
	d. Domain Name:		

NO.	TASK	INFO FROM TASK (IF RELEVANT)	
	e. Dynamic DNS Registration Used: (if required)		
	f. Connection Timeout: (if required)		
4	Confirm HTTP Proxy Server (if used) is configured to allow access to HTTP/HTTPS ports 80 and 443. For information, refer to Proxy Server.		
5	HTTP Proxy Server Address:		
6	HTTP Proxy Server Port:		
7	HTTP Proxy Server Authentication Account (if used):		
	a. User Name:		
	b. Password:		
8	Confirm Firewall Proxy Server (if used) is configured to allow access to HTTP/HTTPS ports 80 and 443.		

CONFIGURING SMART ESOLUTIONS

Use the information from your Configuration Planning to do the following tasks:

- Configure DNS settings. For more information, refer to Configuring TCP/IP Settings in the Embedded Web Server.

- Configure the proxy server. In the Embedded Web Server, click **Properties > General Setup > SMart eSolutions Setup > Proxy Server**. For more information, refer to Proxy Server.

Enrolling and Setting up Communication

To enable SMart eSolutions and to set up communications:

1. In the Embedded Web Server, click **Properties > General Setup > SMart eSolutions Setup > Communication Status**.

2. Click **Configure**.

3. For SMart eSolutions Enablement, select **Enabled**.

4. In the Communication Setup area, for Daily Transmission Time, type the time of day for the communication transmissions between the printer and the communication server.

5. For Payload Type, select an option.

6. Click **Apply**.

7. To test the communication between your printer and the Xerox server, click **Test XCDG Connection**.

   The display changes to simulate the communication transmission. The display changes again to confirm the success or failure of the test.

Setting Up Email Notification

To set up email notifications:

1. In the Embedded Web Server, click **Properties > General Setup > SMart eSolutions Setup > Email Notification**.

2. For Email Addresses, click in a field, then type an email address. You can specify up to five email addresses.

3. For Send Notification, select the notifications that you want to send.

4. Click **Apply**.

Setting Up Software Updates

To set up software updates:

1. In the Embedded Web Server, click **Properties > General Setup > SMart eSolutions Setup > Software Update**.

2. To allow software updates, for Software Updates, select **Enabled**.

3. For When should the Device check for updates?, select the update frequency.

4. To set up notifications for the software updates:

   a. For Whom to notify if an update is available?, click **Setup**.

   b. For Email Address, click in a field, then type an email address. You can specify up to three email addresses.

   c. Click **Apply**.

5. Click **Apply**.

Terminating the SMart eSolutions Service

To terminate the SMart eSolutions service:

1. In the Embedded Web Server, click **Properties > General Setup > SMart eSolutions Setup > Communication Status**.

2. Click **Configure**.

3. For SMart eSolutions Enablement, clear the check box for **Enabled**.

4. Type a reason for disabling the service.

5. Select your job type.

6. Click **Apply**.

After you request the service termination, one more data transmission occurs.

VIEWING SMART ESOLUTIONS INFORMATION

Viewing the Communication Status

The SMart eSolutions Communication Status page shows the serial number of the printer, and whether the printer is configured for SMart eSolutions. The page also shows the date of the last transmission to the Xerox® Communication Server.

To view the page, in the Embedded Web Server, click **Properties > General Setup > SMart eSolutions Setup > Communication Status**.

Accessing the SMart eSolutions Assistants

The SMart eSolutions assistants show when the printer transmitted information to Xerox, and what the printer transmitted.

- To access the Meter Assistant, in the Embedded Web Server, click **Properties > General Setup > SMart eSolutions > Meter Assistant.**
  The Meter Assistant shows when the device sent the details of the billing meter reads to Xerox.

- To access the Supplies Assistant, in the Embedded Web Server, click **Properties > General Setup > SMart eSolutions > Supplies Assistant.**
  The Supplies Assistant shows when the device transmitted the details of the supplies data to Xerox and which components were requested.

- To access the Maintenance Assistant, in the Embedded Web Server, click **Properties > General Setup > SMart eSolutions > Maintenance Assistant**.
  The Maintenance Assistant shows the details of when data was last transmitted to Xerox. If needed, you can use a button to transmit data to Xerox immediately. To export data to a file, you can use the link that is provided.

TROUBLESHOOTING

If you are experiencing problems with the SMart eSolutions setup, review the following information for assistance.

For more information on SMart eSolutions, refer to Xerox Remote Print Services.

A Xerox® Remote Services Security White Paper is available at https://security.business.xerox.com/en-us/documents/white-papers/.

Troubleshooting Internet Access Problems

If you are using a proxy server or firewall to control access to the Internet, verify the settings.

Verifying Connectivity with the Proxy Server

To verify connectivity with the proxy server, use a computer that is connected to the same subnet as the printer.

Note:

- To confirm your settings, use the information that you gathered on the installation worksheet.

- Your network can use host names for devices that include the proxy server. The use of host names requires a name service such as DNS. If you are not using DNS, identify the proxy server by its IP address.

1. On the computer, open a command prompt.

2. At the command prompt, use the ping command to ping the IP address of the proxy server.

   No reply to the ping command indicates that there are network connectivity issues between the printer and the proxy server.

3. If there is no reply to the ping command, investigate the issue.

   - Verify the information entered on the device, especially the default gateway.

   - Verify the proxy server address.

   - Verify that the default HTTP 80 and HTTPS 443 ports are not blocked at the proxy server.

   - Verify if the proxy server requires authentication. If authentication is required, obtain the user name and password. Enter the information for the proxy server in the Embedded Web Server.

   - Verify the proxy server IP address and the port number. If your network is using DNS and host names, verify the host name or fully qualified domain name of the proxy server.

   - If the proxy server was provided instead of an IP address, at the control panel, ensure that DNS is enabled.

Verifying the Firewall Settings

A firewall can block access to the Internet. Verify the following information with the IT Administrator.

- The firewall rules are set to allow the device access to the Internet.

- The firewall does not require a user name and password for outbound access.

- The firewall does not block the standard HTTP (80) and HTTPS (443) ports.

Verifying the Network Device Addresses

A firewall, proxy server, and DNS server are not the same thing. It is possible for the same physical host to perform more than one or all the functions. However, usually these functions are not on the same host. If the same IP address is given for more than one of these functions, verify with your IT administrator that this information is correct.

Troubleshooting Incorrect Proxy Server Settings

Finding the Proxy Server in Windows

You can find the proxy settings with a Windows computer, then use the settings on your printer. To find the proxy server settings:

1. On a Windows computer, open the Control Panel in classic view.

2. Click **Internet Options**.

3. Click the **Connections** tab then click **LAN Settings**.
   The address and port number for the proxy server used by your computer are shown in this window.

4. If a proxy server is enabled, click **Advanced**.
   The Proxy Settings window shows the proxy servers used for each protocol.

Enter the proxy settings into your printer using the Embedded Web Server. For information, refer to Proxy Server,

Finding the Proxy Server in Mac OS® X

You can find the proxy settings with a Macintosh computer, then use the settings on your printer. To find the proxy server settings:

1. At a Mac OS® X desktop, click the Apple icon then **System Preferences**.

2. Click **Network**.

3. Click the network adapter that is in use, then click **Configure**.

4. Click the **Proxies** tab. If your computer is configured to connect to the Internet through a proxy server, the server address and port number are shown here.

Enter the proxy settings into your printer using the Embedded Web Server. For information, refer to Proxy Server

Troubleshooting Incorrect DNS Settings

To verify the DNS Settings:

1. On a Windows computer on the same subnet as the printer, open a command prompt.

2. To display the IP configuration information, at the prompt, type `ipconfig/all`.

3. Write down the Connection-specific DNS Suffix, which is the domain name. Write down the IP addresses of the DNS Servers.

4. Type `ping`, then the IP address of the DNS server to verify connectivity. If there is network connectivity, the server replies to the ping command.

5. Type `ping`, then the IP address of the default gateway to verify connectivity with the default router. If there is network connectivity, the gateway replies to the ping command.

Use the information to verify the DNS server and default gateway settings on your printer. For more information, refer to TCP/IP.

Unconfirmed Support for SMart eSolutions

Note: This service is available for US-registered accounts only.

To perform a device eligibility test:

1. Access the site: www.accounts.xerox.com/meters/amr-capability-test.jsf.

2. In Enter the machine serial number, type the device serial number.

3. To indicate whether the device is in a network area, select **Yes** or **No**.

Note: The device must be connected to the network to support SMart eSolutions.

4. Click **Submit**.
   A status message appears confirming that your device is eligible or not eligible for SMart eSolutions capabilities.

5. If needed, to enter another serial number, click **Clear Form**.

Connectivity Failed Following Device Restart

After a device restart or software update, ensure that the device is still communicating with the Xerox host. Ensure the communication even if you performed a clone of the device settings. Verify the connectivity settings, validate, and test communication as described in this document.

Configuring Stored File Settings

To configure stored file settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Stored File Settings**.

3. To change a setting:

    a. Touch a setting, then touch **Change Settings**.

    b. Touch an option or type a value, then touch **Save**.

    Use this method to change the following settings:

    - **Expiration Date for Files in Folder**: To minimize the disk space consumed by stored files, the printer can delete files after a specified time period. Touch **On**, then select the number of days that files are kept before deletion, and the time that they are deleted on the last day.

    - **Stored Job Expiration Date**: Touch **On**, then select how long print files stored on the printer are kept before being deleted. To keep files until the date specified in the Expiration Date for Files in Folder setting, touch **Same Expiration Date as Files in Folder**. To delete jobs every time the printer is powered off, for Power Off Deletes Jobs, touch **Yes**.

    - **Display Default of Stored Print Job List**: Touch **List** or **Thumbnail**.

    - **Preview Generation**: Set the preview generation to **On** or **Off**.

    - **Duration for Preview Generation**: To specify the length of time for the preview to display, touch **Limited**, then specify the length of time between 10–900 seconds. To specify an unlimited time for the preview, select **No Limit**.

    - **Minimum Passcode Length for Stored Jobs**: Specify the minimum number of allowed password digits between 0–12 for password-protected print jobs.

    - **Print Order for All Selected Files**: Specify the order in which files are printed when a user prints all stored files.

RETRIEVING STORED FILES

To specify the settings for retrieving stored files:

1. In the Embedded Web Server, click **Properties > General Setup > Internet Services Settings**.

2. For Auto Refresh Interval, type an interval. For void, type 0, otherwise specify an interval between 20–600 seconds.

3. If needed, for Retrieve Scanned Files / Files in Folder, select **Retrieve only when proxy is bypassed and HTTP/1.1 is used**.

4. For Name of File(s) When Retrieved From Folder, specify the name for the retrieved file. Select **img File Number**, or **File Name**.

5. Click **Apply**.

Setting Default Touch Screen Settings

To set default touch screen settings:

1. At the control panel, press **Machine Status**, then touch the **Tools** tab.

2. Touch **System Settings > Common Service Settings > Screen / Button Settings** to set the control panel default screens and buttons.

3. To change a setting:

    a. Touch a setting, then touch **Change Settings**.

    b. Touch an option, then touch **Save**.

    Use this method to change the following settings:

    - **Screen Default**: Set the screen that appears when the printer is powered on.

    - **Service Screen Default**: Set the screen that appears when the Services button is pressed.

    - **Service Screen After Auto Clear**: Set the service screen that appears when a certain amount of inactive time has passed for the Auto Clear feature. To revert to the last service screen used, touch **Last Selection Screen**, or to revert to the main Services screen, touch **Services Home**.

    - **Auto Display of Login Screen**: To set the screen to prompt users automatically to log in when authentication is configured, touch **On**.

    - **Services Home**: Specify the service icons that appear when a user presses the Services Home button.

    - **Job Type on Job Status Screen**: Specify the types of jobs that appear when the Job Status button is pressed.

    - **Default Language**: Set the default language.

    - **Default Keyboard Layout**: Set the keyboard layout.

    - **Screen Brightness**: Adjust the brightness of the screen.

    - **Reconfirm Email Recipient**: If you do not want users to reconfirm email recipients, touch **Confirmation Not Required**. To require users to retype recipient addresses when they send an email, touch **Always Reconfirm Recipient**, or **Reconfirm if Multiple Recipients**.

    - **Reconfirm Fax Recipient**: To require users to retype recipient addresses when they send a fax, touch **Always Reconfirm Recipient**, or **Reconfirm if Multiple Recipients**.

    🖉 Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

    - **Reconfirm Internet Fax Recipient**: To require users to retype recipient addresses when they send an Internet fax, touch **Always Reconfirm Recipient**, or **Reconfirm if Multiple Recipients**.

    - **Customize Keyboard Button**: Customize the touch screen keyboard button in the lower-right corner. The default text is `.com`.

    - **Screen After Inserting USB**: Select the screen that appears when a user inserts a USB drive.

    - **Display Consumables Screen**: Select when the consumables screen is displayed.

    - **Keyboard Input Restriction**: Set the restriction to **Off**, or **On (ASCII Only)**.

    - **Operation of Up / Down Buttons**: Enable or disable fast scrolling.

4. Touch **Save**.

Taking the Printer Offline

To prevent the printer from either sending or receiving jobs over the network, you can take the printer offline. While the printer is not processing jobs, you can perform printer maintenance. When the printer is offline, any services, such as Network Scanning, are unavailable.

Note: Taking the printer offline does not power off the printer.

To take the printer offline:

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

2. Touch **Device Information > Others > Print Mode**.

3. Touch **Off-line**.

4. Touch **Close**.

BRINGING THE PRINTER ONLINE

To bring the printer online:

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

2. Touch **Device Information > Others > Print Mode**.

3. Touch **On-line**.

4. Touch **Close**.

Restarting the Printer in the Embedded Web Server

To restart the printer using the Embedded Web Server:

1. In the Embedded Web Server, click the **Status** tab.

2. At the bottom of the General page, click **Reboot Device**.
   Follow the on-screen instructions to restart the printer.

   Note: Restarting the printer can take up to five minutes. During this time, network access is not available.

Changing the Power Saver Settings

The Power Saver feature has two modes:

- Low Power: After remaining inactive for a preset time period, the printer enters Low Power mode.

- Sleep: After entering Low Power mode and remaining inactive for another preset time period, the printer enters Sleep mode.

To change the power saver settings:

1. In the Embedded Web Server, click **Properties > General Setup > Power Saver Settings**.

2. For Time to Low Power Mode, type a time between 1–60 minutes.

3. For Time to Sleep Mode, type a time between 1–60 minutes.

4. To schedule a power off time, for Scheduled Power Off, select **Enabled**, then type the time for the power off.

5. For Sleep Mode Settings, select **Prioritize Power Saver**, or **Prioritize Wake Up Time**.

6. Click **Apply**.

View Usage and Billing Information

BILLING INFORMATION

The Billing Information page displays the count of pages printed or generated in black and white or color for billing purposes.

1. In the Embedded Web Server, click **Status > Billing & Counters > Billing Information**. The list of pages printed or generated by printer displays.

2. Click **Refresh** to update the page.

USAGE COUNTERS

The Usage Counters page displays the total number of pages printed or generated by the printer.

1. In the Embedded Web Server, click **Status > Billing & Counters > Usage Counters**. The entire detailed list of pages printed or generated by the printer displays.

2. Click **Refresh** to update the page.

ENABLING THE BILLING IMPRESSION MODE

The Billing Impression Mode (BIM) feature defines how the printer accounts for impressions made on oversized pages, for example, on Tabloid or Ledger 279 × 432 mm (11 x 17 in.). With BIM enabled, oversized prints are counted as two Letter prints that measure 215.9 x 279.4 mm (8.5 x 11 in.).

To enable BIM, contact your Xerox® service representative, and request an activation code. To enable BIM on the printer:

1. In the Embedded Web Server, click **Properties > General Setup > Billing Impression Mode**.

2. Type the PIN activation code.

3. Click **Apply**.

Cloning

This feature allows you to save your printer settings in a clone file. You can use the clone file to copy your printer settings to another printer, or use it to back up and restore settings on your own printer.

Note: If you are using the clone file to copy your printer settings to another printer, both printers must be the same model, and have the same version of software.

To determine the Software Version of your printer:

1. In the Embedded Web Server, click **Properties > General Setup > Configuration**.

2. Scroll down to the Software section.

SAVING PRINTER SETTINGS

To save printer settings to a clone file:

1. In the Embedded Web Server, click **Properties > General Setup > Cloning**.

2. For Create Clone File, select the feature settings that you want save. All features are selected by default.

3. To view the specific parameters that can be cloned for any of the features, click **View Feature Details**.

4. Click **Clone**. The Cloning page displays.

5. On the Cloning page, for Create Clone File, right-click **Cloning.dat**, then save the file to your computer.

Note: The default name for the file is **Cloning.dat**. If you rename the file, use **.dat** as the file extension.

INSTALLING A CLONE FILE

Note: This procedure will cause the printer to restart. It will be inaccessible for several minutes via the network.

To install a clone file:

1. In the Embedded Web Server, click **Properties > General Setup > Cloning**.

2. For Install Clone File, click **Browse**, then navigate to your clone file.

3. Select the file, then click **Open**.

4. Click **Install**, then click **OK**.

Public Address Book

The Public Address book stores email addresses, internet fax addresses, and fax numbers.

Note: An Internet Fax Address is the email address of an Internet fax machine.

ADDRESS BOOK OPTIONS

Based on your network and device configuration, you can use the following methods to manage your email addresses and fax numbers:

- LDAP Directory: If your network is connected to an LDAP server, you can configure the printer to look up addresses from the LDAP directory.

- Public Address Book: If you do not have an LDAP server, you can use the Public Address Book to store fax device phone numbers, Internet fax addresses, and email addresses on the device.

- LAN Fax Address Book: The LAN Fax feature has a separate directory for storing and managing addresses. For details, refer to the print driver help.

You can configure the device to access an LDAP directory, and a Public Address Book. If you have both methods configured, users can choose to use either address book.

EDITING THE PUBLIC ADDRESS BOOK AS A CSV FILE

If you have many addresses to manage, you can create a list of addresses in a spreadsheet application. You then save the information as comma-separated values in a file with a **.csv** file extension, then upload the file to the printer.

The printer recognizes the second row in the CSV file as the first data entry. The first row contains headings for the data in each column. The default column heading names are: Name, Email Address, Fax Number, and Internet Fax Address. Other columns in the file contain data for other services and features, for example network drives.

NAME	EMAIL ADDRESS	FAX NUMBER	INTERNET FAX ADDRESS
Jim Smith	jim.smith@corp.com	1234567898	faxmachine.one@corp.com
Matt Lukas	Matt.Lukas@corp.com	4566544985	faxmachine.two@corp.com
Richard Allen	richard.allen@corp.com	7899877754	faxmachine.three@corp.com

Downloading a sample CSV File

To download a sample file:

1. In the Embedded Web Server, click the **Address Book** tab.

2. In the Management area, click **Download Template**.

3. Click **Download in CSV format**.

4. To save the file to your computer, follow the on-screen instructions.

Downloading a Sample CSV File with Headings Only

To download a file that contains sample headings:

1. In the Embedded Web Server, click the **Address Book** tab.

2. In the Management area, click **Export Template with Column Headings only**.

3. Click **Download in CSV format**.

4. To save the file to your computer, follow the on-screen instructions.

IMPORTING AN ADDRESS BOOK FILE

To import an Address Book file:

1. In the Embedded Web Server, click **Address Book**.

2. In the Management area, click **Import**.

3. To import a new address book file, in the Import Your Address Book File area, click **Browse**.

4. Select the file with the **.csv** file extension, then click **Open**.

5. For First row of the .CSV file, select **Column headings** or **Recipient data**. If you downloaded and edited a sample CSV file, select **Column headings**.

6. Click **Next**.

7. On the Import page, in the Imported Heading column, select the labels from your imported file that you want to map to the labels in the Address Book.

8. Click **Import**.

ADDING, EDITING AND DELETING ADDRESS BOOK ENTRIES

Adding a Name

To add a name to the Address Book:

1. In the Embedded Web Server, click the **Address Book** tab.

2. For Common Tasks, click **Add New Name**.

3. Edit the fields in the Common Settings area. To provide more detailed information for an option, click **Details**.

4. Click **Save & Close**.

Editing a Name

To edit a name in the Address Book:

1. In the Embedded Web Server, click the **Address Book** tab.

2. Next to the name you want to edit, click **Edit**.

3. Edit the fields in the Common Settings area. To provide more detailed information for an option, click **Details**.

4. Click **Save & Close**.

Deleting a Name

To delete a name from the Address Book:

1. In the Embedded Web Server, click the **Address Book** tab.

2. For the name that you want to delete, click **Delete**.

3. To confirm the deletion, click **OK**.

Deleting All Names

To delete all names from the Address Book:

1. In the Embedded Web Server, click the **Address Book** tab.

2. In the Management area, click **Delete All Names**.

3. To confirm the deletion, click **OK**.

Importing Address Book Data

You can copy the Address Book data from files that are exported from other devices, and save the files to your computer as comma-separated values files. To import an Address Book file from another device:

1. In the Embedded Web Server, click **Address Book**.

2. In the Management area, click **Import Data**.

3. To import a new address book file, for Address Book File, click **Browse**.

4. Select the CSV file, then click **Open**.

5. Click **Import**.

Exporting Address book Data

You can export the Address Book from your printer for use on another device. To export the Address Book to a comma-separated values file:

1. In the Embedded Web Server, click **Address Book**.

2. In the Management area, click **Export Data**.

3. Click **Export**.

4. To save the exported file, follow the onscreen instructions.

Font Management Utility

The Xerox® Font Management Utility is a utility that allows you to manage fonts for one or more printers on your network. You can use the font management utility to download your company branded fonts or unicode fonts to support multiple languages on your printer. You can add, delete, or export fonts. You can select printers in the utility printer list that you want to display.

To download Xerox® Font Management Utility, go to www.support.xerox.com, enter your product, name, then select **Drivers & Downloads**.

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

Customizing Printer Contact Information

The support page in the Embedded Web Server displays contact information for service and supplies as well as for the system administrator. You can customize this information to display the contact information for your company.

To add your own custom information:

1. In the Embedded Web Server, click the **Support** tab.

2. Click **Change Settings**.

3. As needed, update the fields with your information.

4. Click **Apply**.

Updating the Printer Software

When Xerox releases a new version of printer software or firmware, you can update your printer to incorporate the new fixes and improvements.

Before you begin:

- Determine the current software version of your printer.

- Download the latest software update file in binary format from the Drivers and Downloads page for your specific printer. The file has a **.bin** extension.

DETERMINING THE CURRENT SOFTWARE VERSION

To determine the current software version on your printer:

1. In the Embedded Web Server, click **Properties > General Setup > Configuration**.

2. Scroll down to Software to verify the software version.

UPDATING THE SOFTWARE

1. In the Embedded Web Server, click **Properties > Services > Device Software > Upgrades**.

2. For Upgrades select **Enabled**.

3. Click **Apply**.

4. Refresh your browser and navigate to **Properties > Services > Device Software > Manual Upgrade**.

5. In the Manual Upgrade area, click **Browse**. Locate and select the software upgrade file with the **.bin** format.

6. Click **Open**.

7. Click **Install Software**. The file is sent to the printer. After the software is installed, the printer restarts.

8. Use the configuration report to verify that the software version has updated.

Date and Time Settings

When you set up the printer for the first time, you are asked to set the date and time. To change the date and time after the initial setup, use the control panel to change the settings. You can also use date and time settings to:

- enable Network Time Protocol (NTP) synchronization

- set energy savings

- set other timing functions for the printer

To change date and time settings:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Common Service Settings > Device Clock/Timers**.

3. To change a setting:

   a. Touch a setting, then touch **Change Settings**.

   b. Select an option, then touch **Save**.

   As needed, use this method to change the following settings:

   - **Date**: Set the date format and date.

   - **Time**: Set the time using a 12-hour or 24-hour format.

   - **NTP Time Synchronization**: If you have a Network Time Protocol (NTP) server, set the clock in the printer to synchronize with your NTP server.

   - **Connection Interval**: Specify how often the printer connects to the NTP server.

   - **Time Server Address**: Specify the NTP server address.

   - **Auto Clear**: Specify the amount of inactive time before the control panel resets to the default screen.

   - **Auto Job Release**: Set auto job release on or off.

   - **Auto Print**: Set the time period to start the next print job after you operate the control panel.

   - **Printer Lockout**: To set up printer lockout, use the Embedded Web Server. Refer to Locking the Printer.

   - **Time Zone**: Set the time difference from GMT.

   - **Daylight Savings**: Set the daylight savings time, if necessary. During daylight savings, the printer automatically increments the clock forward by one hour.

Fax Speed Dial Setup Settings

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

> 🖉 Note: The fax feature is an option that is available only on the Xerox® PrimeLink® B9100 device.

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **Setup > Setup > Add Address Book Entry**.

3. From the Speed Dial Recipient list, touch the first "Available" entry.

4. Touch **Address Type**. The Address Type screen appears.

5. Touch **Fax**, then touch **Save**.

6. Type the required information, then touch **Save**.

7. Repeat steps 3 through 6 for each Address Book entry.

Watermarks and Annotations

A watermark inhibits the replication of a document by adding text or a background pattern to the printed page. You can configure watermarks to print dates, unique IDs, background patterns, or default text. Additionally, you can set watermarks to print according to the job type.

Annotations are customizable text strings that are printed on the document, similar to watermarks. If you want to create a custom annotation not found in the default selections, you can set a text string and then apply one of the four preset templates to the text string. When annotations are enabled, they print according to the layout template associated with the job type.

CREATING A WATERMARK

To set up the watermark appearance and enable a forced watermark:

1. In the Embedded Web Server, click **Properties > Security > Watermark > Watermark**.

2. In the Watermark area, specify the date format and watermark appearance.

3. In the Force Watermark area, for the jobs that require a watermark on the output, select **On**.

4. Click **Apply**.

CREATING A UNIVERSAL UNIQUE ID

To print the Universal Unique ID number in the watermark:

1. In the Embedded Web Server, click **Properties > Security > Watermark > Universal Unique ID**.

2. For Print Universal Unique ID, select **Yes**.

3. Use the position adjustments to choose where you want the unique ID to print on the page.

4. Choose the print position for side 2 of the page.

5. Click **Apply**.

CREATING A SECURE WATERMARK

The Secure Watermark is a security management feature that embeds a copy-protection, digital code into a document. The code restricts the document from being duplicated or copied. With the digital code, you can determine when, from which device, and by whom the document originated.

To use secure watermarks, install the Secure Watermark kit. The Secure Watermark kit is available on the Xerox website at www.support.xerox.com.

To create a secure watermark:

1. In the Embedded Web Server, click **Properties > Security > Watermark > Secure Watermark**.

2. In the Digital Codes Settings area, type the decoding password and the custom digital watermark.

3. In the Force Secure Watermark area, for the jobs that require a watermark on the output, select **On**.

4. For Protection Code, select **Off** or **Prevent Duplication**.

5. In the Secure Watermark Effect area, select the default watermark, the background pattern, and the contrast between the watermark and the background.

6. To create a watermark, click **Create Watermark**. Type up to three secure watermarks, then click **Apply**.

7. Click **Apply**.

FORCED ANNOTATIONS

Forced annotations allow you to create text strings for custom watermarks. You can create up to eight strings with a maximum of 64 characters. Once the string is created, you can apply a layout template to the watermark.

Creating Annotation Text Strings

1. In the Embedded Web Server, click **Properties > Security > Force Annotation > Create Text String**.

2. Type up to eight annotation text strings with a maximum of 64 characters each.

3. Click **Apply**.

Applying Layouts to Text Strings

To apply a template to an annotation text string:

1. In the Embedded Web Server, click **Properties > Security > Force Annotation > Apply Layout Template to Copy/Print Jobs**.

2. To apply the template to the annotation text string for one of the available types of jobs, click **Change Settings**.

3. To apply the layout template, for Apply Layout Template, select **Enabled**.

4. In the Layout Template List area, select one of the preset templates.

5. Click **Apply**.

Deleting Layout Templates

To delete layout templates:

1. In the Embedded Web Server, click **Properties > Security > Force Annotation > Delete Layout Template**.

2. In the Layout Template List area, select the templates that you want to delete.

3. Click **Delete Selected Layout Template(s)**.

Memory Settings

You can increase performance by allocating memory away from ports that are not being used or allocating more memory to more heavily used ports.

1. In the Embedded Web Server, click **Properties > General Setup > Memory Settings**.

2. In the Memory Settings area, specify the memory allocation and spooling behavior.

3. Click **Apply**.

Backing Up and Restoring Device Settings

You can back up your device and, if needed, restore the settings to the device. The backup process creates a file that is stored on the device. Each time that you back up the device, the backup file is overwritten. The process backs up the following data:

- Network connectivity, and security settings

- Local user accounting settings

- Address book entries

- Information about options installed on the device

- Job flow sheets

- Folders used to store files on the device

  Note:

  - The backup process backs up the folders, but does not back up files in the folders. To keep the files, before you restore the settings, transfer the files from the device.

  - If you create folders after you create a backup, the new folders are deleted from the device by the restore action.

  - Backup and restore actions work on a single device. You cannot use the backup file on one device to transfer settings to another device. To transfer settings to another device, use Cloning. You can save specific settings to a clone file, then transfer the settings to another device in your fleet of devices.

BACKING UP DEVICE SETTINGS

To backup device settings:

1. In the Embedded Web Server, click **Properties > General Setup > Backup and Restore**.

2. For Backup, click **Start**.

The device creates, or overwrites the backup file. The Status area on the Backup and Restore page shows the date and time of the backup.

RESTORING DEVICE SETTINGS

To restore device settings:

1. In the Embedded Web Server, click **Properties > General Setup > Backup and Restore**.

2. For Restore, click **Start**. If needed, follow the onscreen instructions to restart the device.

The device settings are restored from the backup file.

Printer Management

You can use the printer management functions to do the following tasks:

- Export the job history to a comma-separated value file

- Delete held jobs automatically

- Specify periods when the printer is locked out

EXPORTING JOB HISTORY

To export the job history to a comma-separated values file:

1. In the Embedded Web Server, click **Properties > General Setup > Job Management > Export Job History**.

2. In the Specify Time Period area, specify the time period when you want to export data. For the Start Date & Time and the End Date & Time fields, enter the information.

3. Click **Export file in .csv format**.

4. To save the job history file, follow the onscreen instructions.

AUTOMATICALLY DELETING HELD JOBS

To delete held jobs automatically:

1. In the Embedded Web Server, click **Properties > General Setup > Job Management > Auto Job Promotion**.

2. For Automatically Delete Held Jobs, select **Enabled**.

3. For Period before Automatic Deletion, type the hours and minutes for the deletion time.

4. Click **Apply**.

LOCKING THE PRINTER

To lock the printer and make it unavailable for use:

1. In the Embedded Web Server, click **Properties > General Setup > Job Management > Printer Lockout**.

2. For Printer Lockout, select **Enabled**.

3. Specify the lockout period:

   - To specify a daily lockout time, for Lockout Duration, select **Enabled**. For the lockout period, type the start and end time.

   - To lock the printer for whole days, for Lockout Day of Week, select the days for the lockout.

   - To specify a lockout period, for Lockout Period, select **Enabled**. For the lockout period, type the year, month, and day for the start and end time.

4. Click **Apply**.

Image Quality and Registration

This chapter contains:

Image Quality and Calibration

SETTING IMAGE QUALITY FOR THE SCANNER

You can select the image-quality processing method and parameters that the scanner uses and applies to a copy job. For example, you can enhance reproduction when copying halftone photographs.

🖉 Note: For information on how to associate a media type and weight with a particular image-quality setting, refer to Paper Tray Settings.

To set copy image quality:

1. At the control panel, log in as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Common Service Setting > Image Quality > Image Quality**.

3. To change a setting:

   a. Touch a setting, then touch **Change Settings**.

   b. Touch an option, then touch **Save**.

   Use this method to change the following settings as needed:

   - **Photo & Text Recognition**: This option changes the level at which the device determines that a document contains text or photographs. To enable the device to recognize fine print as text, select **Text** or **More Text**. To enable the device to recognize halftone images as photographs, select **Photo**, or **More Photo**. To use the default setting, select **Normal**.

   - **Output Color Recognition**: This option changes the level at which the device determines that a document is monochrome or color. To enable the device to recognize monochrome, select **Black & White** or **More Black & White**. To enable the device to recognize color, select **Color**, or **More Color**. To use the default setting, select **Normal**.

   - **Background Suppression (B & W Copy)**: This option suppresses background colors when a document has background colors on colored paper. To sample a section of the document to detect the background color during scanning, select **High Speed**. To conduct a pre-scan to sample the entire document to detect the background color during scanning, select **High Quality**.

   🖉 Note: The following combination of settings can cause part of the image not to print, or cause blank paper output: High Quality, Corner Shift selected for Image Shift, and a ratio of 60 or less specified for Reduce/Enlarge.

   - **Background Suppression (Scan Jobs)**: This option sets how the device detects the density of background colors and suppress the colors. Choose **High Quality**, or **High Speed**.

   - **Image Enhancement**: To give the image a smoother appearance when printed, select **On**.

4. Touch **Close**.

Image Registration Adjustments

ADJUSTING FOLD POSITION

This section describes the procedure for adjusting the fold position. You can adjust the fold position for various paper types, and set adjustment values to any of 10 default types. You can assign a set type to each tray. Use the settings for accessories such as the C/Z Folder and the Production Ready Booklet Maker.

The procedure involves:

- Selecting a fold adjustment

- Naming the adjustment type

- Using sample prints to determine the adjustment values

- Assigning the adjustment corrections to a paper tray

The overall procedure is described in Fold Position Adjustment. The details for each adjustment type are described in Single Fold Position Adjustment, Booklet Position Adjustment, C Fold Position Adjustment, Z Fold Half Sheet Position Adjustment, and Z Fold Position Adjustment.

Fold Position Adjustment

To adjust the fold position:

1. Load the paper tray.

2. At the control panel, log in as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

3. Touch **System Settings > Common Service Settings > Maintenance > Finisher Adjustment**.

4. Touch **Adjust Fold Position > Fold Position Type Setup**, then touch **Change Settings**.

5. Select the paper fold position type that you want to set or adjust, then touch **Change Settings**.

6. Touch **Name**, then touch **Change Settings**.

7. Enter a fold position type name, then touch **Save**.

   Note: Use a name such as `Single Fold Plain` that indicates the fold type.

8. Select a fold type, then touch **Change Settings**.
   For details on adjusting each fold type, for steps 8–15, refer to Single Fold Position Adjustment, Booklet Position Adjustment, C Fold Position Adjustment, Z Fold Half Sheet Position Adjustment, or Z Fold Position Adjustment.

   Note: For details on making each fold adjustment, refer to the onscreen instructions.

9. Select the needed settings, then touch **Sample Printout**.

10. Select the tray, then touch **Save**. Press the **Start** button.

11. Measure the fold position using the output sample, then adjust the fold position accordingly. To edit the fold position, repeat steps 8–10.

12. If necessary, adjust the fold position. To save your adjustments, touch **Save**.
    Each adjustment that you make effectively becomes the new default fold position. The device keeps a record of every adjustment made. If you touch Cancel, the adjustments are discarded, and the device reverts to the original fold position. If you touch **Save**, the device records the cumulative adjustments as the new fold position.

13. After you finish making adjustments, to print another output sample, touch **Sample Printout**, then view the adjustment results.

14. Touch **Close**.

15. Make adjustments accordingly.

16. Touch **Close** until the Adjust Fold Position screen appears.

17. To assign the set type for a tray, touch **Change Settings**. Select the tray in which you loaded the paper in step 1.

18. Select the adjusted fold position type, then press **Save**.

Single Fold Position Adjustment

To adjust single-fold settings:

1. At the control panel, access **Fold Position Type Setup**. Refer to Fold Position Adjustment, steps 1–7.

2. Touch **Single Fold**, then touch **Change Settings**.

3. To select the number of sheets to fold, touch the left or right arrow buttons. Select 1–5 sheets to fold. Touch **Sample Printout**.

4. Select the tray, then touch **Start**.

5. Touch **Close**.

6. View the output sample printout, then measure the offset amount. Write down the offset amount.

7. Touch **Long at Left** or **Long at Right**.

8. Enter the measurement value that you obtained in step 6. In the Value A Before Adjustment area, for the A field, enter the adjustment. Type the adjustment, or use the left and right arrow icons.

9. To print an output sample and view the adjustment results, touch **Sample Printout** again.

10. Make adjustments again, if necessary.

11. Touch **Save**.

12. Assign a tray for the fold adjustment. Refer to Fold Position Adjustment, steps 16–18.

Booklet Position Adjustment

To adjust booklet fold positioning:

1. At the control panel, access **Fold Position Type Setup**. Refer to Fold Position Adjustment, steps 1–7.

2. Touch **Booklet**, then touch **Change Settings**.

3. Touch **Sample Printout**.

4. Select an option for standard or variable fold adjustments. The standard adjustment allows you to specify adjustments for two sheets. The variable adjustment allows you to specify adjustments for 3–30 sheets.

    - Select the tray, touch **Standard**, then touch **Save**. Press the **Start** button.

    - Select the tray, touch **Variable**, then touch **Save**. Press the **Start** button.
    An output sample is printed.

5. Touch **Close**.

6. View the output sample, then measure the position offset amount. Write down the offset amount.

7. Touch **Next**.

8. Select the state of the fold and staple position of the output paper. Enter the offset amount that you measured in step 6. In the Value A Before Adjustment area, for the A field, enter the adjustment. Type the adjustment, or use the left and right arrow icons.

9. Touch **Save**.

10. To print an output sample and view the adjustment results, touch **Sample Printout** again.

11. Make adjustments again, if necessary.

12. Touch **Save**.

13. Assign a tray for the fold adjustment. Refer to Fold Position Adjustment, steps 16–18.

C Fold Position Adjustment

To adjust the C-fold position:

1. At the control panel, access **Fold Position Type Setup**. Refer to Fold Position Adjustment, steps 1–7.

2. Touch **C Fold-A4** or **C Fold-8.5x11**, then touch **Change Settings**.

3. Touch **Sample Printout**.

4. Select the tray, then touch **Save**. Press the **Start** button.

5. Touch **Close**.

6. View the output sample, then measure the A and B fold position movement amounts. Write down the amounts.

7. Enter the measurement values that you obtained in the previous step. In the Values A & B Before Adjustment area, for the A field, and B field, enter the adjustments. Type the adjustments, or use the left and right arrow icons.

    🖉 Note: Set values in the A and B fields so that an edge of the paper does not extend past a fold position of the paper. A paper edge that extends past a fold position of the paper can cause a paper jam.

8. To print an output sample and view the adjustment results, touch **Sample Printout** again.

9. Make adjustments again, if necessary.

10. Touch **Save**.

11. Assign a tray for the fold adjustment. Refer to Fold Position Adjustment, steps 16–18.

Z Fold Position Adjustment

To adjust the Z-fold position:

1. At the control panel, access **Fold Position Type Setup**. Refer to Fold Position Adjustment, steps 1–7.

2. Touch **Z Fold-A4** or **Z Fold-8.5x11**, then touch **Change Settings**.

3. Touch **Sample Printout**.

4. Select the tray, then touch **Save**. Press the **Start** button.

5. Touch **Close**.

6. View the output sample, then measure the A and B fold position movement amounts. Write down the amounts.

7. Enter the measurement value that you obtained in the previous step. In the Values A & B Before Adjustment area, for the A field, and B field, enter the adjustments. Type the adjustments, or use the left and right arrow icons.

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

8. To print an output sample and view the adjustment results, touch **Sample Printout** again.

9. Make adjustments again, if necessary.

10. Touch **Save**.

11. Assign a tray for the fold adjustment. Refer to Fold Position Adjustment, steps 16–18.

Z Fold Half Sheet Position Adjustment

To adjust Z-fold positioning:

1. At the control panel, access **Fold Position Type Setup**. Refer to Fold Position Adjustment, steps 1–7.

2. Touch **Z Fold Half Sheet-A3**, **Z Fold Half Sheet-B4**, **Z Fold Half Sheet-11x17**, or **Z Fold Half Sheet -8K**, then touch **Change Settings**.

3. Touch **Sample Printout**.

4. Select the tray, then touch **Save**. Press the **Start** button.

5. Touch **Close**.

6. View the output sample, then measure the A and B fold position movement amounts. Write down the amounts.

7. Enter the measurement values that you obtained in the previous step. In the Values A & B Before Adjustment area, for the A field, and B field, enter the adjustments. Type the adjustments, or use the left and right arrow icons.

   Note: Set the value in the B field so that an edge of the paper does not extend past a fold position of the paper. A paper edge that extends past a fold position of the paper can cause a paper jam.

8. To print an output sample and view the adjustment results, touch **Sample Printout** again.

9. Make adjustments again, if necessary.

10. Touch **Save**.

11. Assign a tray for the fold adjustment. Refer to Fold Position Adjustment, steps 16–18.

Simple Image Quality Adjustment (SIQA) Tools

SIMPLE IMAGE QUALITY ADJUSTMENT (SIQA) TOOLS OVERVIEW

Simple Image Quality Adjustment (SIQA) is a set of maintenance tools that adjust the quality of the printed images generated by the printer. You can use SIQA tools to perform two adjustments, which must be performed in the order given:

- **Alignment**: The Alignment procedure generates an individual alignment profile for each paper and tray combination selected to perform the procedure. These profiles ensure that images are placed correctly on the paper. You can create a maximum of 80 profiles. Each created profile is used automatically each time the associated paper is used, which ensures optimal print quality.

  🖉 Note: It is recommended that you perform alignment using SIQA auto alignment, and do not use the manual alignment procedure. Manual alignment adjustments can take the device out of specification, and result in a service call to repair the device. If you are a device and printcalibration expert, perform auto alignment. Use the manual procedure only if the results are unexpected.

- **Density Uniformity**: The Density Uniformity procedure adjusts print engine tables to ensure that ink is deposited uniformly and consistently across the entire surface of a page for each print. Perform the Density Uniformity adjustment after you have completed the Alignment adjustments.

  🖉 Note: To measure density uniformity on monochrome devices requires access to specialized density measurement tools. It is recommended that you perform density uniformity adjustments only if you are a print expert with access to the specialized measurement tools.

To calibrate the device using the SIQA tools, perform the following steps:

1. Print the SIQA targets.

2. Scan the targets using either the document feeder or the document glass.

3. Save the adjustment data to a file on the printer, and give the file a unique name.

The adjustment profile is complete. Users can select the adjustment profile for print runs, as needed.

AUTO ALIGNMENT ADJUSTMENT

The auto alignment procedure allows you to correct for minor misalignments between sides 1 and 2 in your printing. Even if a device is within specification, when you use certain media and ink coverage, side 1 and 2 can be misaligned. For example, thick or coated paper with a large area of ink coverage can cause minor misalignments. During the auto alignment procedure, the printer measures reference points on each side of a calibration chart. The printer can adjust side 1 and 2 alignment up to 4 mm (0.16 in.).

🖉 Note:

- It is recommended that you use the auto alignment procedure and do not attempt to correct alignment manually. Manual alignments can take the device out of specification and result in service calls. Use manual alignment only if you are a print and device expert.

- The auto alignment procedure is not for correcting faults. If there are alignment faults, contact your Xerox Service Representative to have the device brought into specification.

Auto Alignment Overview

The auto alignment procedure involves three steps:

- Print a calibration chart on your chosen media, from a specific tray. You can use a single calibration chart, or print up to 99 charts to average the calculated adjustments using measurements taken from all the charts.

- Scan the chart or charts. The device takes measurements from the reference points on the charts to calculate the alignment adjustments.

- Save the adjustment profile for the printer tray for future use. You can save up to 80 alignment profiles.

When you create a chart, choose an ink coverage to match the coverage that you expect for your print job. The examples show minimum ink coverage using setting 1, and 50 % ink coverage using setting 5.
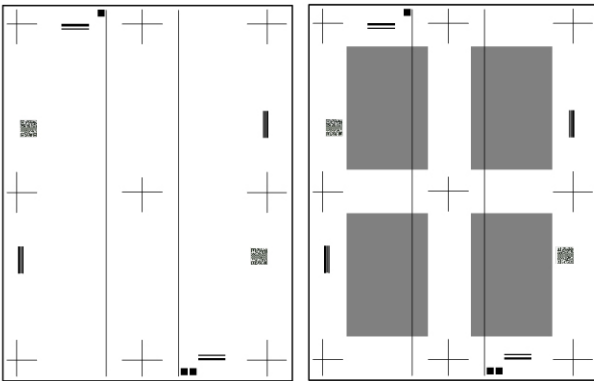
There are two methods for scanning the calibration charts:

- For A4, A3, Letter, or Tabloid paper, use the document feeder to scan the calibration charts.

- For paper up to SRA3, use the document glass to scan the calibration charts. To perform the scans, you need the *SIQA Black Paper for Adjustment* sheet. Create four scans for each calibration chart. To create the scans, align the registration marks on the black paper and the calibration prints.

   The process is summarized on the *Black Paper for Adjustment* sheet.
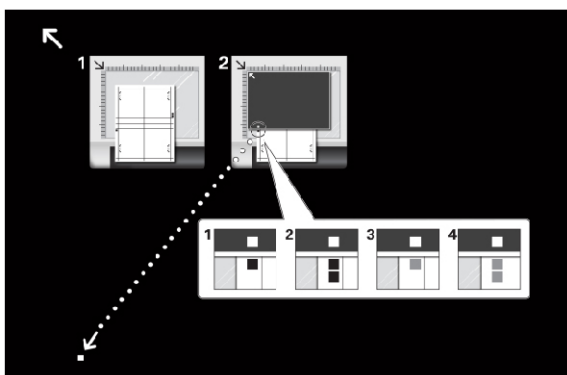
   Create scans for the top and bottom of page 1, and the top and bottom of page 2. To perform each scan, align the black and gray squares on your calibration charts with the white square on the *SIQA Black Paper for Adjustment* sheet.

To perform the procedure using the document feeder, refer to Printing the Calibration Chart, and Auto Alignment Using the Document Feeder.

To perform the procedure using the document glass, refer to Printing the Calibration Chart, and Auto Alignment Using the Document Glass.

Printing the Calibration Chart

To print the calibration chart or charts:

1. Load your chosen paper into a tray.

2. At the control panel, log in as administrator, press the **Machine Status** button, then touch the **Tools** tab.

3. Touch **System Settings > Common Service Settings > Maintenance > Alignment Adjustment > Auto Alignment Adjustment**.

4. Touch **Print Calibration Chart**.

5. To print the calibration chart:

   a. To select the tray that contains your paper, touch **Paper Supply**. Touch the tray, then touch **Save**.

   b. Set the coverage for side 1 and side 2. Choose a setting between 1–10.

   c. Select the number of sheets. Choose a number between 1–99.

   d. Touch **Print**. The printer prints the calibration charts from the tray that you have selected.

6. After the chart has printed, touch **Confirm**.

Scan the chart or charts using the document feeder or the document glass. Refer to Auto Alignment Using the Document Feeder, or Auto Alignment Using the Document Glass.

Auto Alignment Using the Document Feeder

To scan the calibration charts using the document feeder and save the alignment profile:

1. Touch **Scan Chart with Document Feeder**.

2. Place the chart or charts in the document feeder.
   The orientation is not important. However, it is best to feed the documents using the usual scan and copy orientation.

3. Touch **Scan**.

4. To perform the automatic alignment, after the scan is completed, touch **Start**. The printer calculates the adjustments to correct any alignment issues. The Auto Alignment Adjustment screen shows the Tray and Current Value.

5. Touch **Tray**, touch the type in the list, then touch **Change Settings**. The control panel screen shows the alignment adjustments.

6. Touch **Name**, then touch **Change Settings**. Type a name for your adjustment, then touch **Save**.

7. To print a sample to view the adjustments, touch **Sample Printout**.

8. Touch **Save**.

The named alignment adjustment is saved for the printer tray and your chosen paper. Users can select the adjustment profile for the tray and paper.

Auto Alignment Using the Document Glass

Before you begin, ensure that you have the *SIQA Black Paper for Adjustment* sheet. You can get this sheet from your device documentation at www.support.xerox.com. The sheet can be included in your device inventory.

To scan the calibration charts and save the alignment profile created:

1. Touch **Scan Chart with Document Glass**.

2. Place the *SIQA Black Paper for Adjustment* sheet on the document glass.

3. Scan the calibration chart.

   To perform each scan, place the calibration chart on the document glass. Place the *SIQA Black Paper for Adjustment* sheet over the calibration chart. Ensure that the black side is face down. To create your scans, align the squares on the calibration chart with the square on the *SIQA Black Paper for Adjustment* sheet.

   a. To scan the top of side 1, align the single black square on the calibration chart with the single white square on the guide sheet. Close the scanner, then touch **Scan**.
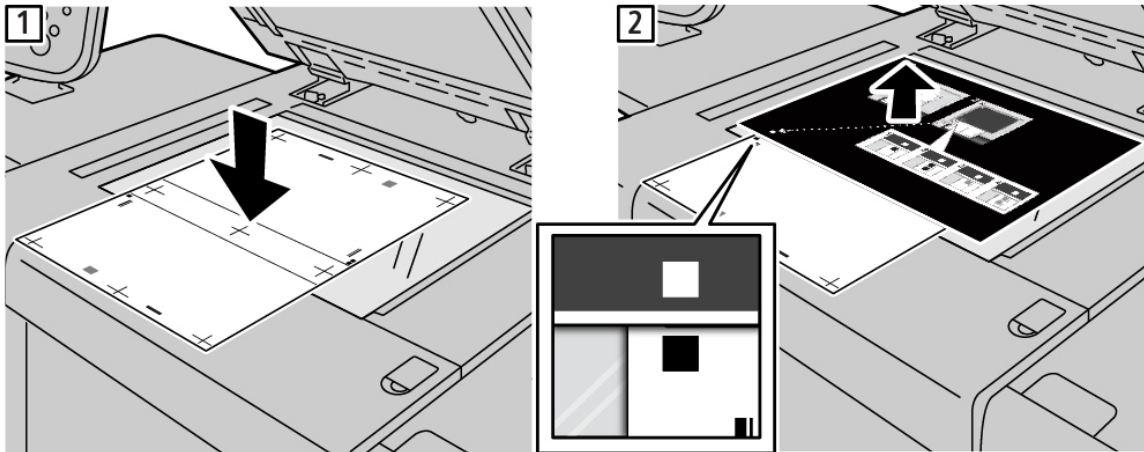
   b. To scan the bottom of side 1, rotate the calibration chart, then align the two black squares on the chart with the single white square on the guide sheet. Close the scanner, then touch **Scan**.
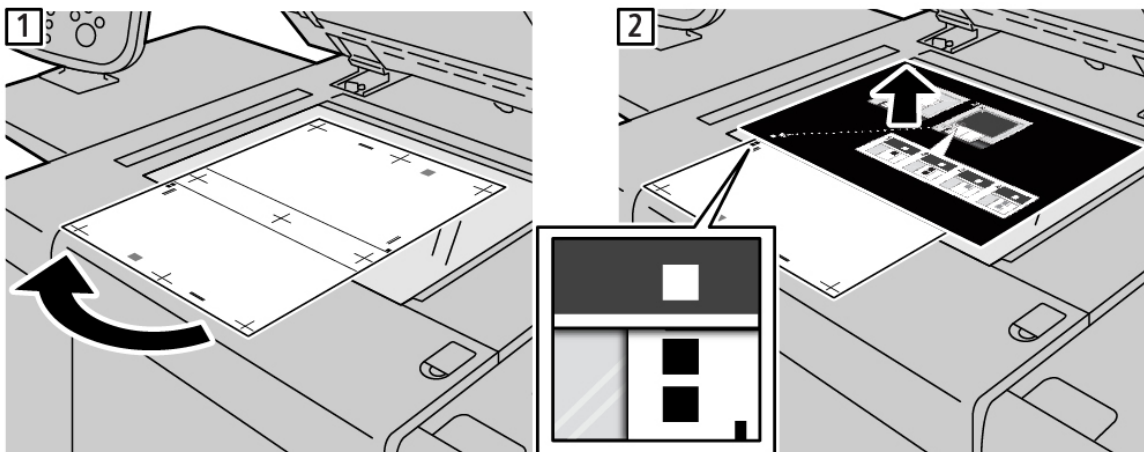
c. To scan the top of side 2, align the single gray square on the calibration chart with the single white square on the guide sheet. Close the scanner, then touch **Scan**.
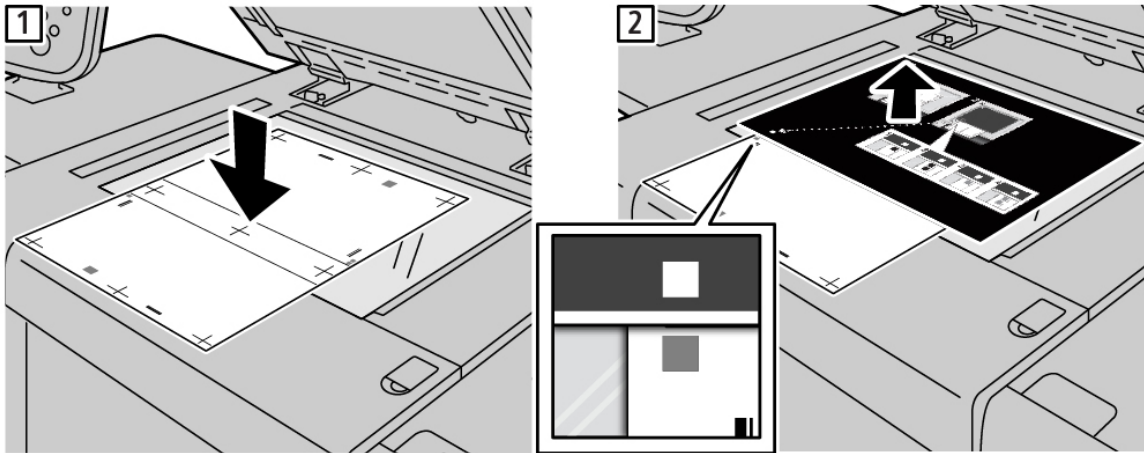
d. To scan the bottom of side 2, rotate the calibration chart, then align the two gray squares on the chart with the single white square on the guide sheet. Close the scanner, then touch **Scan**.
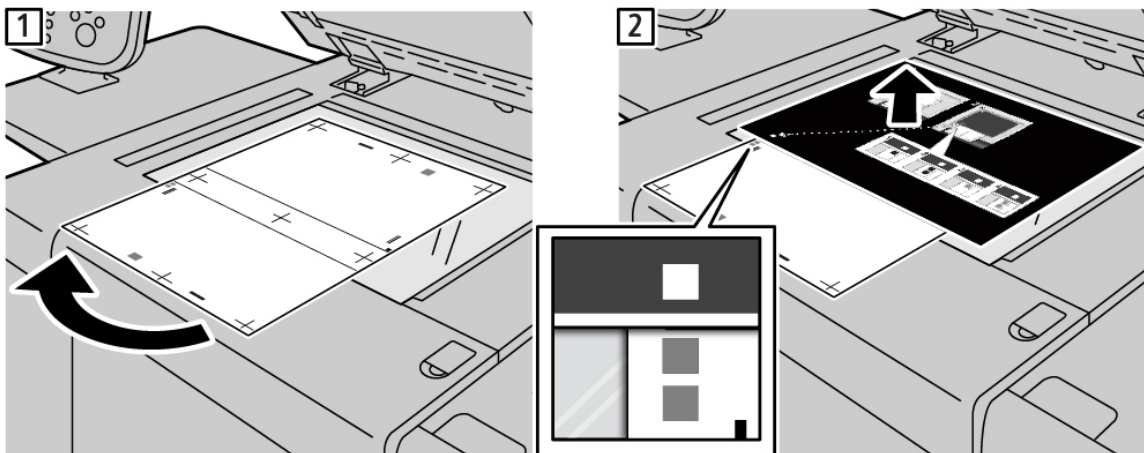
e. Repeat the process for each of the calibration charts that you have printed. Create four scans for each calibration chart.

4. To perform the auto alignment, after the scan is completed, touch **Start**. The printer calculates the adjustments to correct any alignment issues. The Auto Alignment Adjustment screen shows the Tray and Current Value fields.

5. Touch the tray that you selected for the adjustment. Touch the type in the list, then touch **Change Settings**. The control panel screen shows the alignment adjustments.

6. Touch **Name**, then touch **Change Settings**. Type a name for your adjustment, then touch **Save**.

7. To print a sample to view the adjustments, touch **Sample Printout**.

8. Touch **Save**.

The named alignment adjustment is saved for the printer tray and your chosen paper. Users can select the adjustment profile for the tray and media.

DENSITY UNIFORMITY ADJUSTMENTS

✎ Note: To measure density uniformity on monochrome devices requires access to specialized density measurement tools. It is recommended that you perform density uniformity adjustments only if you are a print expert with access to the specialized measurement tools.

Image Orientation Definitions

Inboard and outboard definitions are as follows:

- On the machine, inboard refers to the rear of the machine, or the side farthest from you as you are using the machine. Outboard refers to the front of the machine, or the side nearest you.

- On the printed output, as you hold the sheet with the top facing up, inboard refers to the left side of the sheet. Outboard refers to the right side of the sheet. The short black line indicates the top of the sheet.
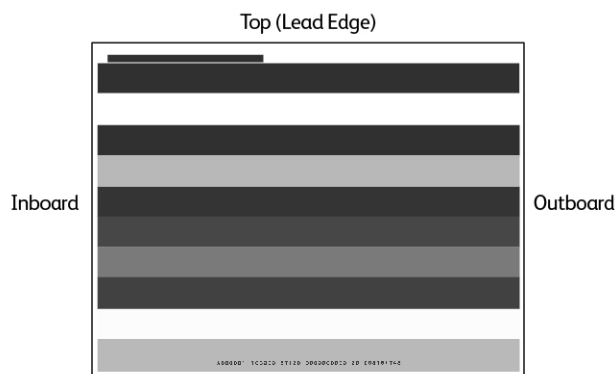
Density Uniformity Adjustment

Before you begin, ensure that you have the necessary specialized density measurement tools to measure density variations.

Follow these steps to perform the density uniformity adjustment:

1. Load paper in a tray.

2. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

3. Touch **System Settings > Common Service Settings > Maintenance > Density Uniformity Adjustment**.

4. Select the tray in which you loaded the paper. Set the Coverage 1 and Coverage 2 values between 0–100. To set values, touch the Plus (**+**) icon or the Minus (-) icon.

5. To print the calibration chart, touch **Print**, then touch **Confirm**.
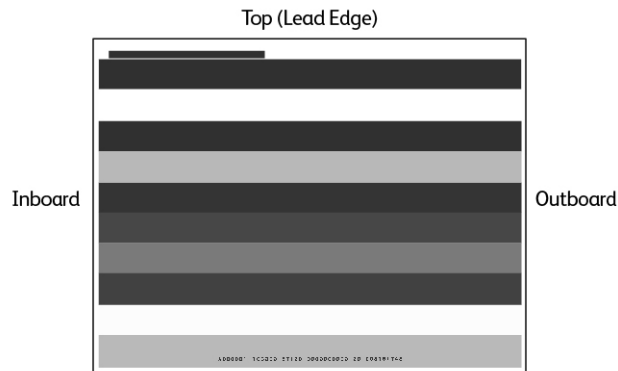
6. Analyze the sample output. Enter adjustments for Shape between 1–10, Level between 1–9, and Inboard/ Outboard between -17–17. To set values, touch the Plus (**+**) icon or the Minus (**-**) icon.
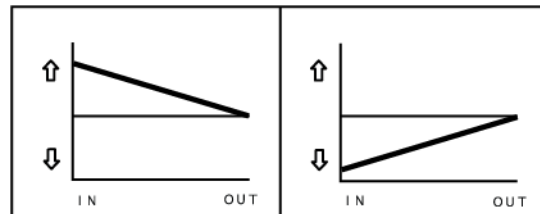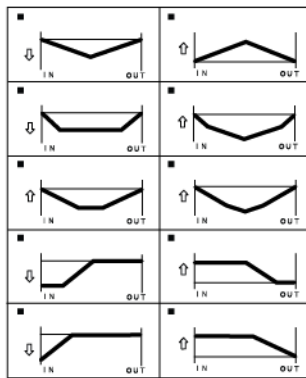
7. Touch **Print**, then touch **Confirm**.

8. If needed, repeat steps 6 and 7 until you have the correct adjustment levels.

9. Touch **Save**.

Adjusting Image Alignment Manually

You can adjust the print alignment on a page, adjusting perpendicularity, skew, magnification, and print position.

> 🖉 Note: It is recommended that you perform alignment using SIQA auto alignment, and do not use the manual alignment procedure. Refer to Auto Alignment Adjustment. Manual alignment adjustments can take the device out of specification, and can result in a service call to repair the device. If you are a device- and print-calibration expert, perform auto alignment. Use the manual procedure only if the results are unexpected.

ALIGNMENT ADJUSTMENT PROCEDURE

The manual process involves adjusting side 1, then adjusting side 2 to match side 1. Print 1-sided samples to adjust side 1, then print 2-sided samples to match side 1 to side 2.

1. At the control panel, log in as administrator, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Common Service Settings > Maintenance > Alignment Adjustment > Manual Alignment Adjustment**.

3. To assign a name for the adjustment, touch **Change Settings**, then touch **Type**. Touch **Change Settings**, type a name, then touch **Save**.

4. Print a few 1-sided sheets, then adjust the image as needed.

5. Print a few 2-sided sheets, then adjust the image on side 2 to align with side 1.

6. Assign the adjustments to a paper tray, then touch **Save**.

Customization and Expansion

This chapter contains:

Xerox® Extensible Interface Platform®

Xerox® Extensible Interface Platform® allows independent software vendors and partners to develop personalized and customized document management solutions. These solutions can be integrated and accessed directly from the control panel of the printer. These solutions can use existing printer infrastructure and databases. Examples of applications include the following:

- ScanFlow Store®

- Xerox® Scan to PC Desktop®

- Equitrac Office®

For more information on Xerox® Extensible Interface Platform® applications for your printer, contact your Xerox Service Representative or see www.office.xerox.com/eip/enus.html on the Xerox website.

ENABLING EXTENSIBLE SERVICES

Before you begin:

- Ensure that a digital certificate is installed on the printer. For information, refer to Digital Certificates.

- Enable HTTP (SSL) For information, refer to Secure HTTP and SSL/TLS.

ENABLING EXTENSIBLE SERVICE REGISTRATION

To enable the extensible service registration:

1. In the Embedded Web Server, click **Properties > General Setup > Extensible Service Setup**.

2. For Extensible Services Registration, click **Edit**.

3. Select the remote system management, apps, hardware, authentication and accounting, and security that you want to enable. Click **Apply**.

4. In the Enable Extensible Services area, select the services that you want to enable.
   To allow users to use Xerox® ConnectKey® Apps on the printer, enable **Allow ConnectKey App Install**. To allow the installation of unencrypted apps, enable **Allow Unencrypted ConnectKey App Install**.

5. If necessary, in the Browser Settings area, select **Enable the Extensible Services Browser**.

6. If necessary, select **Verify server certificates**.

7. For Cross-Origin Resource Sharing (CORS), select an option:

   - **Allow Any Domain**: To allow any domain, select this option.

   - **Allow Only Trusted Domains**. To specify trusted domains, select this option. For Trusted Domains, click **Edit**. To specify the trusted domains, use a comma-separated list. Click **Apply**.

8. To configure proxy settings, in the Proxy Server area, select **Use Proxy Server**, then click **Configure**.

a. Select an option:

- **Automatically Detect Settings**. Select this option to detect settings automatically.

- **Same Proxy for All Protocols**: Select this option to use the same settings for the HTTP and HTTPS server. In the HTTP Server area, type the server name, port number and, if needed, the authentication information.

- **Different Proxy for Each Protocol**: Select this option to enter separate server addresses for HTTP and HTTPS. In the HTTP Server area, type the server name, port number and, if needed, the authentication information for HTTP. In the HTTPS Server area, type the information for the HTTPS server.

- For Addresses to Bypass Proxy Server, type any Web addresses or domains that you want to bypass the proxy server.

- **Use Automatic Proxy Configuration Script**: Select this option to use a proxy configuration script. In the Automatic Proxy Configuration Script area, type the URL for the script.

b. Click **Apply**.

9. Click **Apply**.

Customizing Apps on the Printer

The apps on the printer control panel allow users to perform operations, for example, to send email or to use network scanning. Standard apps are pre-installed on the printer. To provide more functions, you can install Xerox® ConnectKey® Apps from the Xerox® App Gallery. You manage the Standard Apps and Xerox® ConnectKey® Apps that are available on the printer.

XEROX® APP GALLERY

Xerox® ConnectKey® Apps are small programs that add functionality to Xerox printers. The Xerox® App Gallery Web Portal allows you to install, purchase, and manage Xerox® ConnectKey® Apps.

You can use your Xerox® App Gallery account to find apps that provide new features or capabilities for your printer. For example, select apps to increase productivity, or improve workflows. The Gallery offers Xerox® Apps that Xerox® and Xerox® third-party partners design. Use your Xerox App Gallery account to:

- View and acquire apps
- Install apps onto your printer
- Manage your apps

The Xerox® App Gallery App is pre-installed on the printer. This app allows you to access your account directly from the control panel to manage your apps.

You can access your account through the Xerox® App Gallery Home Page at appgallery.services.xerox.com/#!/home. When you set up your account, you associate the printers that you administer with your account. Install apps directly onto the selected printers. For documentation and support, refer to www.support.xerox.com/support/xerox-app-gallery/support/enus.html.

Before you install Xerox® ConnectKey® Apps from the Xerox®App Gallery, ensure that you have enabled the Xerox® Extensible Interface Platform®.

CUSTOMIZING APPS AVAILABLE AT THE CONTROL PANEL

You control the apps that are available on the control panel for your users. Show, hide, and delete apps as needed.

1. In the Embedded Web Server, click **Properties > Services > Apps**.

2. To show or hide an app on the control panel:

   a. For the app that you want to show or hide, click **Edit**.

   b. Click **Show** or **Hide**.

   c. Click **Apply**.

   Repeat this procedure for each app that you want to show or hide.

3. To delete an app:

   a. For the app that you want to delete, click **Edit**.

   b. Click **Delete**.

   You cannot delete standard apps. You can delete apps that you have installed on the printer.

Setting Up Stored Programming

Stored programming allows users to store the settings of a commonly used job. For example, a calendar has specific settings for paper, folding, and binding. A user can save the calendar production settings and reuse the settings to produce other calendars.

ENABLING STORED PROGRAMMING

To add the Stored Programming feature to the Services Home menu:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Common Services Settings**.

3. Touch **Screen/Button Settings**.

4. Touch **Services Home**, then touch **Change Settings**.

5. Touch **Add**, scroll to Stored Programming, then select **Save**.

SETTING THE AUDIO TONES FOR STORED PROGRAMMING REGISTRATION

You can set the tone that is sounded while a stored program is being registered, and when registration is complete. To set the audio tones:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Common Service Settings > Audio Tones**.

3. Select an option:

   - **Stored Programming Tone**: This option sets the volume of the tone that is sounded while the program is registered. You cannot disable this tone.

   - **Stored Programming Complete Tone**: This option sets the volume of the tone that is sounded when the program registration is complete. If needed, you can disable this tone.

4. Touch **Change Settings**.

5. Select a volume setting for the tone.

   🖉 Note: To disable the Stored Programming Complete Tone, select **Off**.

6. Touch **Save**.

Plug-ins and Kits

You can expand the capabilities of your printer using plug-ins and kits, for example card readers, and coin-operated accessories. You can order kits from Xerox that contain hardware and installation instructions. Follow the instructions to install, set up, and configure the kit. If the kit requires a Xerox plug-in, download the plug-in file from www.xerox. com, then store the file on your computer.

ENABLING PLUG-INS

To enable plug-ins:

1. In the Embedded Web Server, click **Properties > Security > Plug-in Settings > Embedded Plug-ins**.

2. For Embedded Plug-ins, select **Enabled**.

3. Click **Apply**.

MANAGING PLUG-INS

Your expansion kit contains full instructions for installing and managing your plug-ins. If your kit requires a Xerox plug-in, download it from www.support.xerox.com, then save the file to your computer. You can install updates from the Xerox website.

To manage plug-ins:

1. In the Embedded Web Server, click **Properties > Security > Plug-in Settings > List of Embedded Plug-ins**.

2. Select an option to manage your plug-ins:

   - **Upload**: Select this option to install a plug-in. Click **Browse**, locate the plug-in installation file, then click **Open**. Click **Upload**, and if prompted, restart the printer.

   - **Details**: To view information, select a plug-in, then click **Details**.

   - **Stop**: To deactivate a plug-in, select a plug-in, then click **Stop**. If prompted, restart the printer.

   - **Start**: To start a deactivated plug-in, select a plug-in, then select **Start**. If prompted, restart the printer.

   - **Update**: Select this option to install a plug-in update. Before you install the update, deactivate the plug-in. Select a plug-in, then click **Update**. Click **Browse**, locate the plug-in update file, then click **Open**. Click **Update**, and if prompted, restart the printer.

   - **Delete**: Select this option to delete a plug-in. Before you delete the plug-in, deactivate it. Select a plug-in, then click **Delete**.

ENABLING DIGITAL SIGNATURE VERIFICATION FOR SECURE PLUG-INS

To enable the verification of digital signatures for secure plug-ins:

1. In the Embedded Web Server, click **Properties > Security > Plug-in Settings > Signature Verification**.

2. For Signature Verification when Adding / Updating, select **Enabled**.

3. Click **Apply**.

AUXILIARY INTERFACE KIT

An Auxiliary Interface Kit, or a Foreign Device Interface kit, is a third-party access and accounting device such as a coin-operated printer accessory or a card reader that can be attached to the printer. Installation instructions are included with the Foreign Device Interface Kit. After the kit is installed, you must enable and configure the device at the Control Panel.

Setting Up the Inserter Module

The Inserter Module inserts cover sheets or separator sheets, such as blank or pre-printed sheets, into print jobs. The paper fed from the Inserter Module is not printed on, but the paper is placed into the printed output at selected locations. The Inserter Module detects the size of the loaded paper automatically, based on values specified in the non-volatile memory.

To set up the Inserter Module to detect the fed paper size:

1. At the control panel, press the **Machine Status** button, then touch the **Tools** tab.

2. Touch **System Settings > Common Service Settings > Maintenance > NVM Read/Write**.

3. To enter the NVM code 769–503, for Chain-Link, in the first box, type `769`. In the second box, type `503`. Touch **Confirm**.
   The current NVM value appears.

4. For the paper that you are feeding into the Inserter Module, for New Value, type 0–4 as appropriate, then touch **Save**.
   The values for the fed paper sizes are listed:

   - `0`: Legal, 215.9 x 355.6 mm (8.5 x 14 in.)

   - `1`: A4, 210 x 297 mm (8.27 x 11.69 in.)

   - `2`: 215 x 315 mm (8.47 x 12.4 in.)

   - `3`: Letter, 215.9 x 279.4 mm (8.5 x 11 in.)

   - `4`: 215.9 x 330.2 mm (8.5 x 13 in.)

5. To confirm the new setting, touch **Confirm / Change**, then touch **Close**.

6. Log out as administrator. To restart the printer, follow the onscreen prompts.

Maintenance

This chapter contains:

Maintenance Overview

By maintaining the device, you ensure the best image quality. When supplies run out, replace the supplies.

The message field on the control panel displays status messages, which include low-supply notifications. If you notice a degradation of image quality, or staining of paper edges, to restore the image quality, clean or replace parts of the printer.

To perform the maintenance procedures:

- If you are unfamiliar with a procedure, before you start a procedure, read through the instructions.

- Refer to the appropriate information in the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer User Guide:*

  - For information on the parts of the device, refer to the *Getting Started* section in the user guide.

  - For information on power-on and power off, refer to the *Power Options* section in the user guide.

  - For information on how to replace the toner cartridge and the toner waste container, refer to the *Replacing Consumable Supplies* section in the user guide.

- If you are replacing a part, before you start a procedure, ensure that you have the replacement part in your work area.

- To clean the device, use a lint-free cloth. You can get lint-free cloths from your Xerox Service Representative.

DEVICE PARTS FOR MAINTENANCE

To perform maintenance, access the internal device parts as needed.

1. Message field

2. Power switch

3. Main power switch
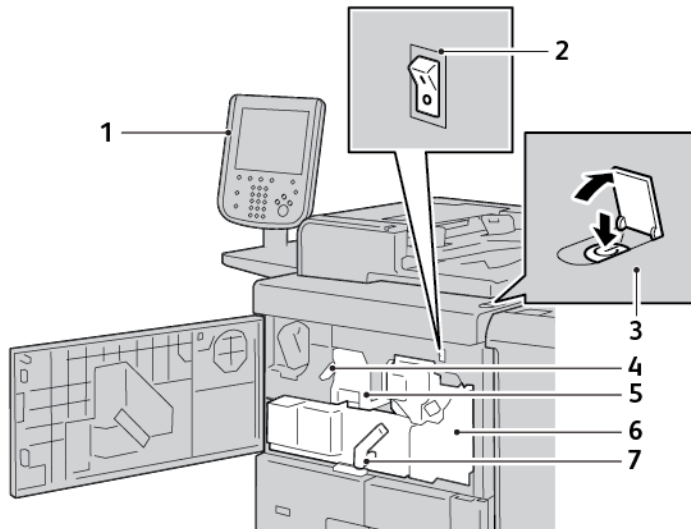
4. Drum cover latch

5. Photoreceptor drum and drum cover

6. Transfer assembly

7. Handle 2

- A status message on the control panel indicates when the fuser cleaning web cartridge can be replaced. For instructions on replacing the fuser cleaning web cartridge, refer to Replacing the Fuser Cleaning Web Cartridge.

- If you notice lines on the edges of stacked paper, clean the fuser stripper fingers. For instructions on cleaning the fuser stripper fingers, refer to Cleaning the Fuser Stripper Fingers.

- If you notice lines in printed images, clean the raster output scanner (ROS) window. For instructions on cleaning the raster output scanner window, refer to Cleaning the ROS Window.

- To replace the photoreceptor drum, refer to Replacing the Photoreceptor Drum.

Cleaning the Fuser Stripper Fingers

Before you begin:

- If you are unfamiliar with a procedure, before you start a procedure, read through the instructions.
- Before you power on the device for the day, it is recommended that you clean the fuser stripper fingers. If you clean the fuser stripper fingers during the day, to avoid injury, allow time for the device to cool. After you power off the device, wait at least 50 minutes, then clean the fuser stripper fingers.
- Ensure that you have a lint-free cloth to clean the fuser stripper fingers.

If you notice vertical stains on stacks of paper, clean the fuser stripper fingers.

It is recommended that you clean the fuser stripper fingers every 5000 prints.

> ⚠ **Warning:** If you get fuser oil in your eyes, the oil can cause irritation. When you finish this procedure, wash your hands thoroughly with soap and water. Be careful not to touch other areas of the device.

1. If necessary, ensure that the device has stopped copying or printing, then power off the device.

    a. Press the power switch. The switch is on top of the device.

    b. Wait until the control panel goes blank, and the lights go out.

    c. Open the front door, then press the main power switch.

    d. Close the front door.

2. Allow the printer to cool for approximately 50 minutes.

3. Pull out the transfer assembly drawer.
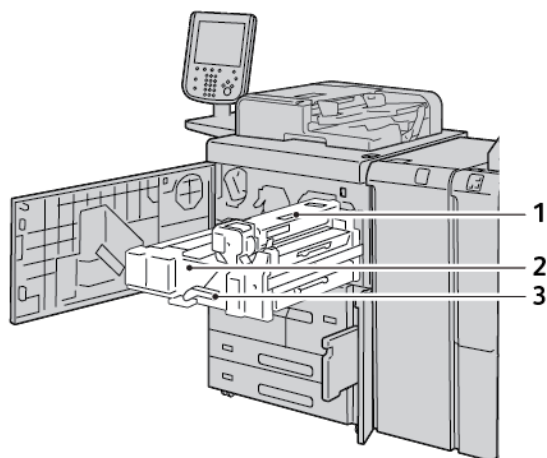
| 1.	Fuser cleaning web cover	3.	Handle 2
2.	Transfer assembly		

a. Open the front cover.

b. Move handle 2 to the right and down to the unlocked position.

c. Pull out the drawer until it stops.
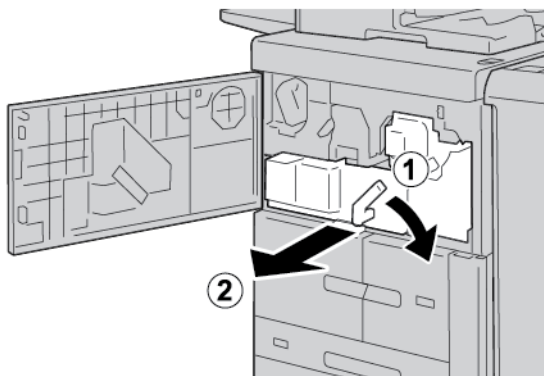
4. Clean the fuser stripper fingers.

a. To access the fuser stripper fingers, lift handle 2c.
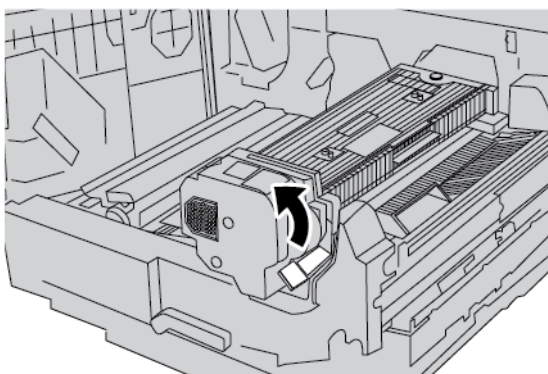
b. Use a dry, lint-free cloth. Carefully, clean the six yellow stripper fingers. Put a finger on top of a stripper finger. With your other hand, press the lint-free cloth against the stripper finger, then wipe the underside of the stripper finger. Repeat this step to clean each stripper finger.

Note: The stripper fingers are fragile. To reduce the chances of breaking the stripper fingers, do not use excessive force.

c. Return handle 2c to the original position. Do not drop the handle. The handle is held in place by a magnet.
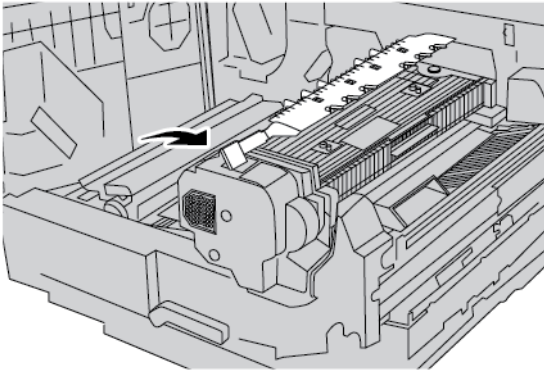
5. Clean the input baffles to the fuser unit and the transfer unit.

a. Use a lint-free cloth and wipe the fuser input baffle. Wipe in both directions.
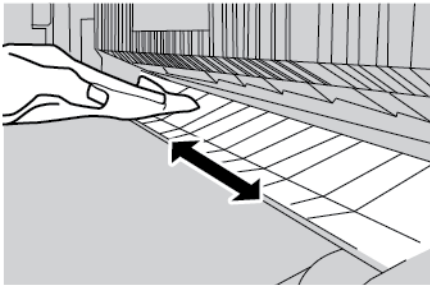
b. Use a lint-free cloth and wipe the transfer input baffle. Wipe in both directions.
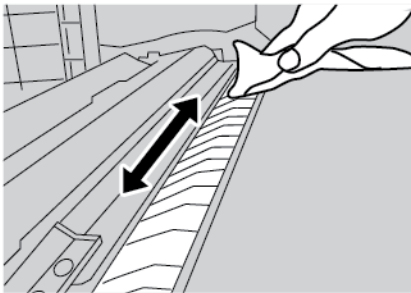
6. Grasp handle 2, push in the transfer assembly drawer, then rotate the handle to the left and up to the locked position.

7. Close the front cover.

Replacing the Fuser Cleaning Web Cartridge

When the cartridge has been used completely, replace the fuser cleaning web cartridge. When the fuser cleaning web cartridge requires replacement, the message field on the control panel displays the message `The Cleaning Cartridge needs to be replaced. Call your Administrator`. Verify that the web cartridge is used completely, then install a new fuser cleaning web cartridge.

To remove the used fuser cleaning web cartridge, refer to Removing the Fuser Cleaning Web Cartridge.

To install a new fuser cleaning web cartridge, refer to Installing the Replacement Fuser Cleaning Web Cartridge.

VERIFYING THE FUSER CLEANING WEB CARTRIDGE USAGE

Before you replace the fuser cleaning web cartridge, verify that the cartridge has been used completely.

To verify the fuser cleaning web cartridge usage:

1. At the control panel, press the **Machine Status** button, then touch the **Supplies** tab.

2. For Cleaning Cartridge, ensure that the usage is at 0%. If the usage is at 0%, replace the fuser cleaning web cartridge.

REMOVING THE FUSER CLEANING WEB CARTRIDGE

Before you begin:

- Prepare an area in which to work.

- Ensure that you have a 5.5mm nut driver or a number 2 Philips screwdriver in your work area.

- Before you power on the device for the day, it is recommended that you remove the fuser cleaning web. If you remove the cleaning web during the day, to avoid injury, allow time for the device to cool. After you power off the device, wait at least 50 minutes, then remove the fuser cleaning web.

> ⚠ **Warning:** If you get fuser oil in your eyes, the oil can cause irritation. When you finish this procedure, wash your hands thoroughly with soap and water. Be careful not to touch other areas of the device.

To replace the fuser cleaning web cartridge:

1. If necessary, ensure that the device has stopped copying or printing, then power off the device.

   a. Press the power switch. The switch is on top of the device.

   b. Wait until the control panel goes blank, and the lights go out.

   c. Open the front door, then press the main power switch.

   d. Close the front door.

2. Allow the device to cool for approximately 50 minutes.

3. Pull out the transfer assembly drawer.
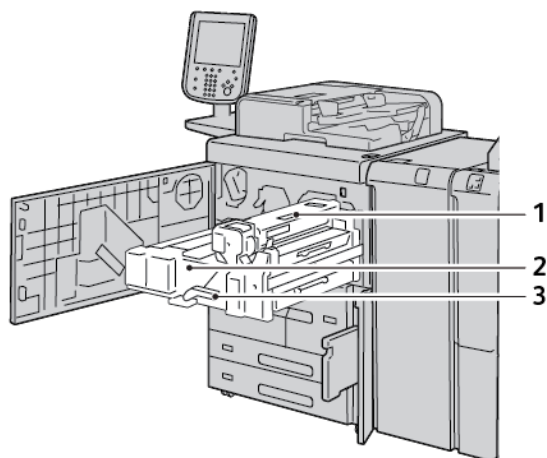
1.	Fuser cleaning web cover	3.	Handle 2
2.	Transfer assembly		

a. Open the front cover.

b. Rotate handle 2 to the right and down to the unlocked position.

c. Pull out the drawer until it stops.
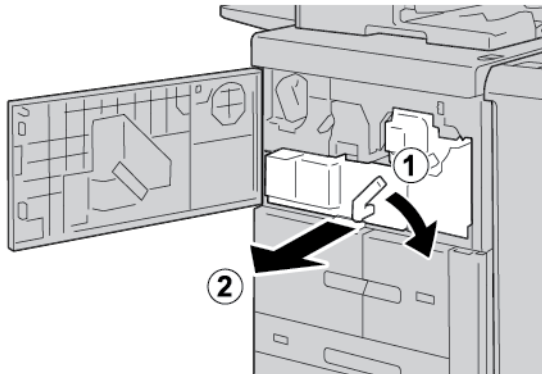
4. Remove the fuser cleaning web cartridge.
There is a screw at the front of the cartridge, and a knob screw at the back of the cartridge.

a. Use a 5.5mm nut driver or number 2 Philips screwdriver and remove the screw at the front of the cartridge. Place the screw in a safe location.
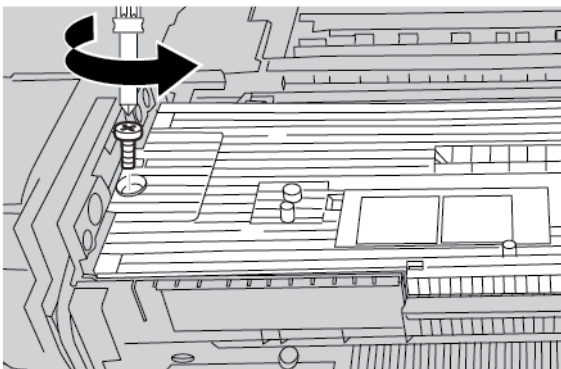
b. Use your fingers or a coin and loosen the knob screw at the back of the cartridge. If you use a coin, ensure that the coin does not drop into the printer.
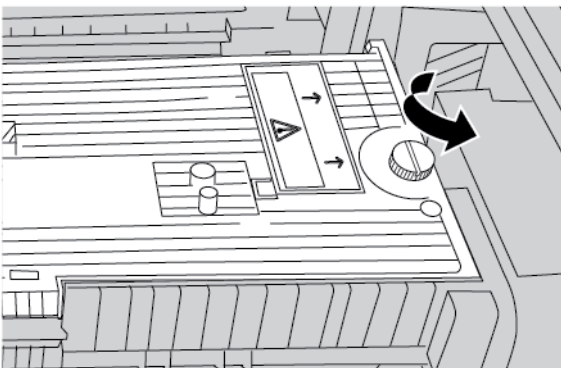
c. Position your hands on each side of the cartridge, then lift the fuser cleaning web cartridge straight up and out of the device.
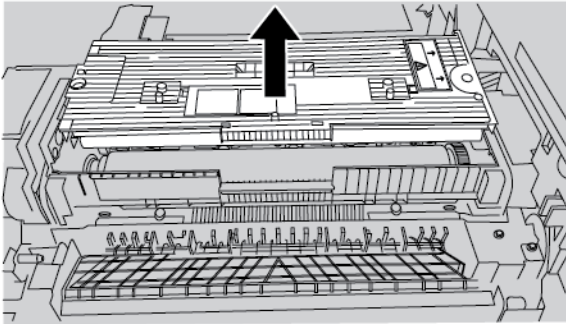
d. Set aside the fuser cleaning web in your work area.

INSTALLING THE REPLACEMENT FUSER CLEANING WEB CARTRIDGE

To install the replacement fuser cleaning web cartridge:

1. Remove the replacement fuser cleaning web cartridge from the box. Remove any plastic wrap, foam, and tape from the cartridge.

2. Install the replacement cartridge.

a. Insert the fuser cleaning web cartridge into the device. Ensure that the cartridge is positioned properly.
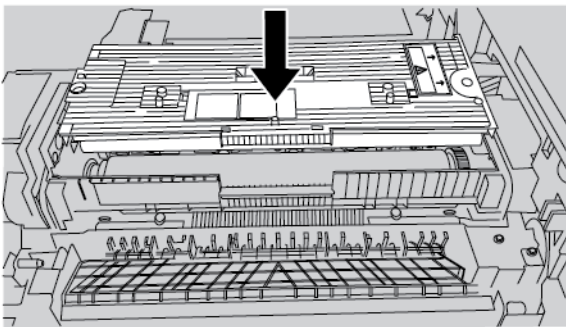
b. Use your fingers or a coin and tighten the thumb screw at the back of the cartridge.
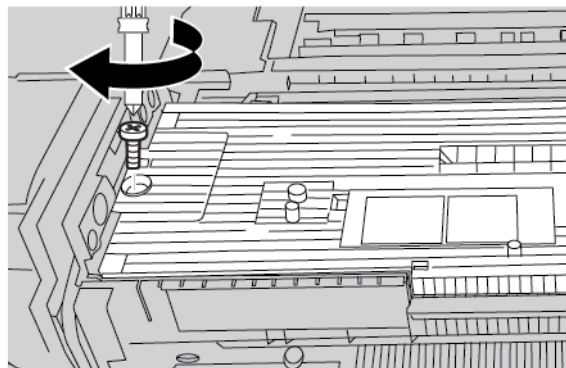
c. Use a 5.5mm nut driver or a number 2 Philips screwdriver and replace and tighten the screw at the front of the cartridge.
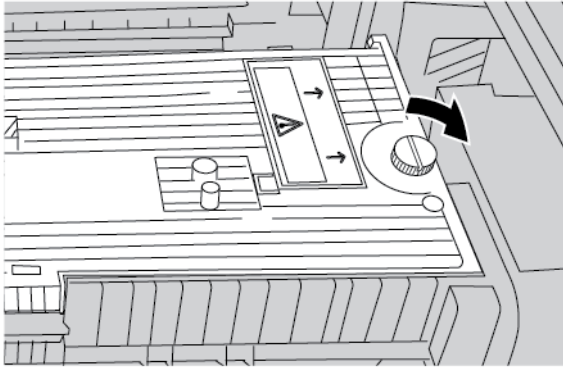
3. Push the transfer assembly drawer back into place. Rotate handle 2 to the left and up to the locked position.

4. To power on the device, open the front cover, then press the main power switch. Close the front cover.

5. To finish powering on the device, on the top of the device, press the power switch.

    When the device restarts, clear the status message from the control panel. To clear the status message, refer to Clearing the Cartridge Replacement Status Message.

CLEARING THE CARTRIDGE REPLACEMENT STATUS MESSAGE

To clear the status message from the control panel touch screen:

1. At the control panel, log in as the administrator.

2. To clear the status message, at the same time, press the **9** and **Stop** buttons.

3. To confirm that you have replaced the fuser cleaning web cartridge, touch **Yes**.

Replacing the Photoreceptor Drum

Before you begin:

- Ensure that you have the replacement photoreceptor drum in your work area.

- Ensure that you have a 5.5mm nut driver or a number 2 Philips screwdriver in your work area.

To replace the photoreceptor drum:

1. Open the front cover.

2. Remove the drum cover.

   a. Grasp the drum cover latch.

   b. Rotate the drum cover catch to the left.
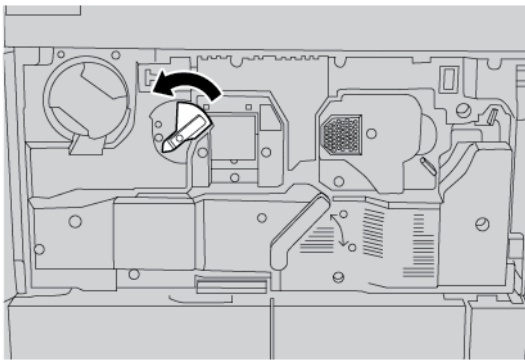
   c. Use a 5.5mm nut driver or a number 2 Philips screwdriver and remove the screw from the drum cover.
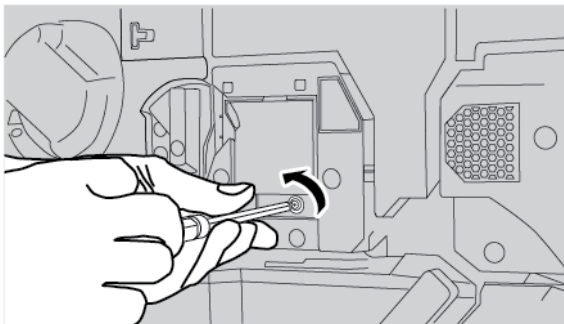
   d. Remove the drum cover.
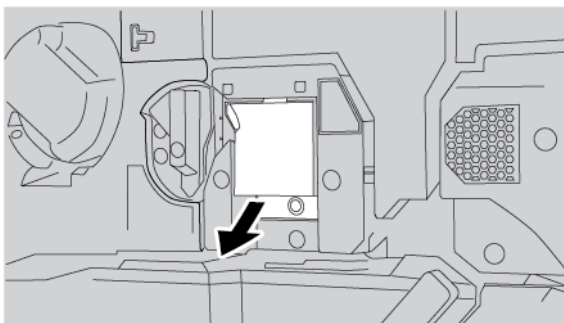
3. Remove the photoreceptor drum.

    a. Rotate handle 2 to the right and down.
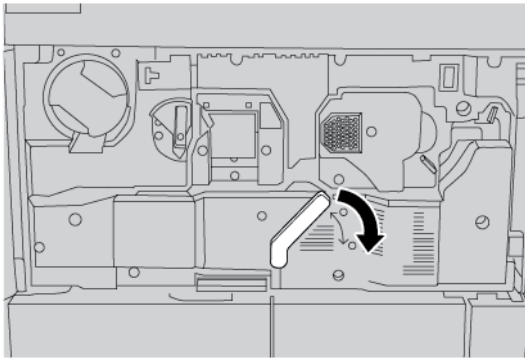
    b. On the front of the drum, grasp the hand grip, then pull the drum halfway out of the device.
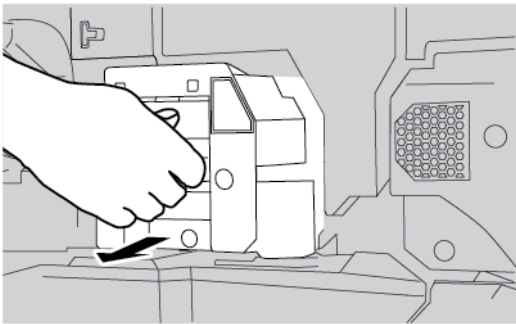
    c. Put your hand under the lifting strap, then pull the drum from the device.
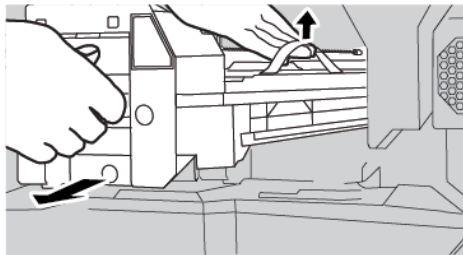
4. Carefully, unpack the new drum.

⚠ **Caution:** Do not touch or scratch the surface of the drum.

5. Insert the replacement drum into the device.

a. To insert the replacement drum into the device, grasp the lifting handle and the hand grip.
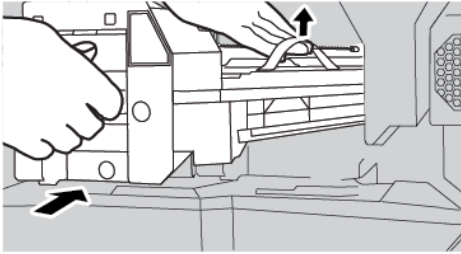
b. Align the guides on the drum assembly with the rails that are inside the device.
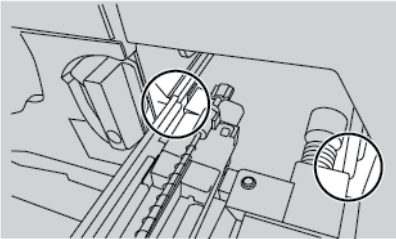
c. Slide the drum into the device.
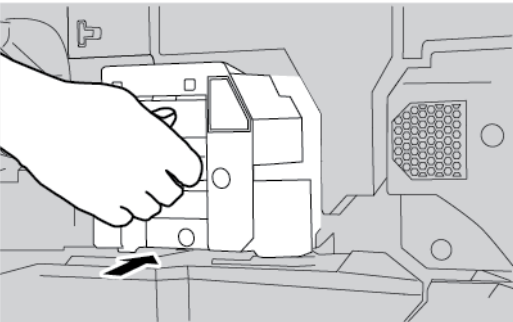
d. Rotate handle 2 to the left and up.
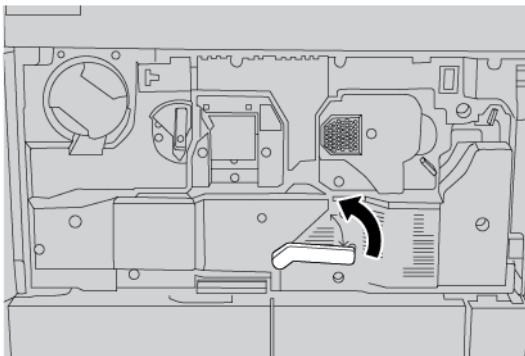
6. Rotate the drum cover latch to the right.
   You do not need to reinstall the drum cover. If you decide not to reinstall the drum cover, store the cover and the cover screw in a safe place.

7. Close the front cover.

Cleaning the ROS Window

If you notice lines on prints, clean the raster output scanner (ROS) window to restore image quality.

To access the raster output scanner (ROS) window, remove the photoreceptor drum. After you clean and reinstall the ROS window, reinstall the photoreceptor drum. The drum is light-sensitive. While you clean the ROS window, keep the drum covered. Without touching the drum, use an object that is large enough to cover the drum. For example, use a large box to cover and protect the drum.

Before you begin:

- Ensure that you have a box or similar object to cover the photoreceptor drum.

- Ensure that you have a lint-free cloth. For this procedure, you can use the cloth that is stored on the document feeder.
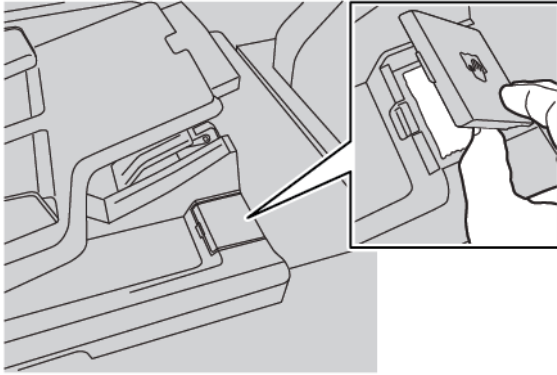
- If you are unfamiliar with a procedure, before you start a procedure, read through the instructions.

- If you unfamiliar with how to remove and replace the photoreceptor drum, refer to Replacing the Photoreceptor Drum.
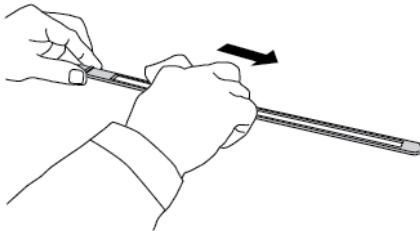
To clean the ROS window:

1. Remove the photoreceptor drum. To protect the drum, place a large box or a similar object over the drum. Ensure that you place the drum on a level surface.

> ⚠ **Caution:** Do not touch or scratch the surface of the drum.

2. Pull the ROS window straight out of the device. Do not bend the ROS window.
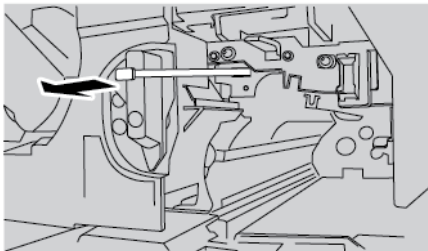
3. To clean the ROS window, place the window on a flat, hard surface.

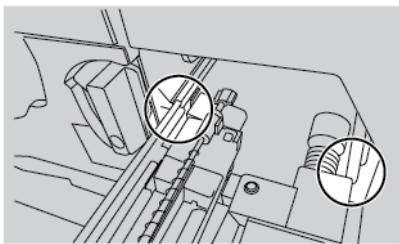   a. Hold the ROS window. Use a lint-free cloth to clean the window. Wipe in one direction only.

    b. Rotate the ROS window to the other side, then clean the surface. Wipe in one direction only.
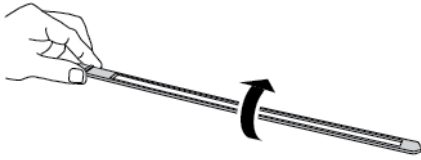
4. Push the ROS window straight into the device. Do not bend the ROS window.
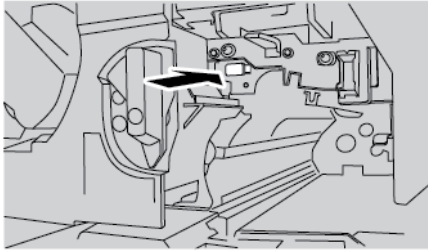
5. Replace the photoreceptor drum.

   a. Align the guides on the drum assembly with the rails that are inside the device.

   b. Rotate handle 2 to the right. Close the drum cover latch, then close the front cover.