

Xerox[®] 4112[™]/4127[™] Copier/Printer System Administration Guide



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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Product Overview

Tip

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Customer documentation updates

You can get the latest customer documentation updates for your product by going to www.xerox.com. Be sure to periodically check this website for the latest information for your product.

User Interface (UI)

The User Interface (UI) consists of the Control Panel and Touch Screen. The following describes the names and functions of components on the control panel.

Customizing the Control Panel

You can customize the Custom buttons and items on the **All Services** screen.

Assigning a feature to Custom buttons

By assigning a feature to Custom buttons (Copy, Custom 2, and Custom 3), you can switch to that feature without returning to the **All Services** screen.

The factory default settings for these buttons are, “Copy” for the 1st button, and none for the 2nd and 3rd buttons. Each button feature can be changed to appear in the menu screen by selecting the **Screen Defaults** feature from **System Administration> System Settings>Common Settings**.

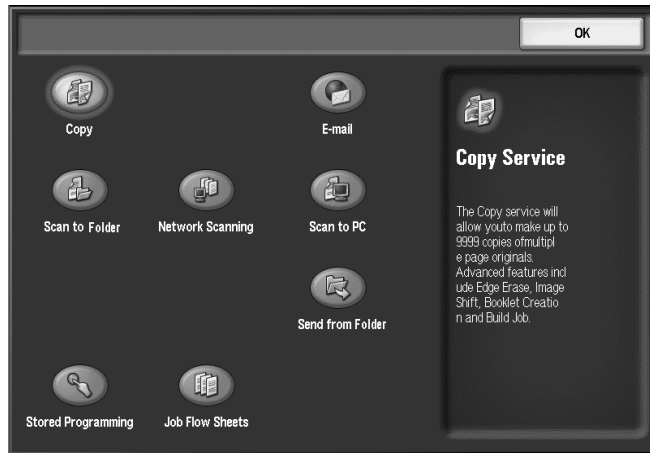
Note

For more information, refer to *Screen/Button Settings on page 9-16*.

Attach the labels included in this product when you have changed the assignment. If you have used a feature for which no label is provided, use a blank label and write down the feature using a permanent marker and attach it to the appropriate Custom button.

Customizing the All Services screen

You can customize the types of features and the location of buttons on the **All Services** screen. The following shows the factory default settings:



Notes

- For more information, refer to *Screen/Button Settings on page 9-16*.
- When the feature is not available the button will not be displayed. Also, if the feature is unavailable due to hardware problems, the button will be dimmed.

Changing feature screen

You can customize the setting screen for the following features on the **All Services** screen:

- Copy
- E-mail
- Scan to Folder
- Scan to FTP/SMB

Note

For information about how to change settings, refer to *Print Service Settings on page 9-131* and *Scan Service Settings on page 9-138*.

Services and features

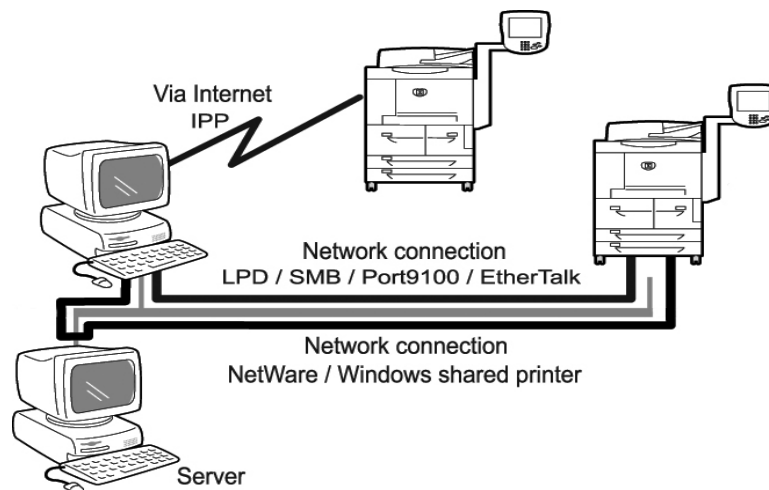
The following facilities are provided in a network environment:

- Print
- CentreWare Internet Services
- Scan
- E-mail

Print

This machine can be used as a local printer by directly connecting to a computer, or as a network printer by connecting to a network.

Enable the necessary port using the Control Panel.



Using the printer as a network printer

When used as a network printer, the machine can be connected by the following methods:

LPD:

Allows communication with the machine directly by using the TCP/IP protocol

NetWare:

Allows the machine to be managed by using a NetWare server

SMB:

Allows printing to the machine by using Microsoft Networks

IPP:

Allows printing to the machine via an Internet

Port 9100:

Allows printing by using Port 9100

EtherTalk:

Allows printing from Macintosh machines

Supported operating systems

Connection method		Network connection							
Port		LPD	NetWare		SMB		IPP	Port 9100	Ether Talk
Protocol		TCP/ IP	TCP/IP	IPX/ SPX	Net BEUI	TCP/ IP	TCP/ IP	TCP/IP	Apple Talk
OS	Windows 2000	◆	◆	◆	◆	◆	◆	◆	
	Windows XP	◆	◆	◆		◆	◆	◆	
	Vista	◆	◆	◆		◆	◆	◆	
	Windows Server 2003	◆	◆	◆		◆	◆	◆	
	UNIX	◆ ^{*2}							
	Macintosh	◆ ^{*3}							u

*1: Use our TCP/IP direct print utility for Windows 95/98 and Windows ME.

*2: UNIX filter is required when printing PostScript data.

*3: Supports MacOS 10.3 or later.

Note

For details about network environments, refer to the manual in the “CentreWare Utilities” CD-ROM.

CentreWare Internet Services

The CentreWare Internet Services provides services such as displaying the status of this machine and jobs and altering configurations using a Web browser in a TCP/IP environment.

For setting a printer, the CentreWare Internet Services properties screen allows the user to configure system and port settings for each network.

Note

Normally these settings are done on the machine's touch screen UI; however with CentreWare Internet Services, these settings can be completed from an internet browser.

The following are functions offered under each tab within the CentreWare Internet Services when the machine is enabled with Internet Services.

Tab name	Main function
Service	Printing files from client computers.
Job	Displays a list of jobs, job history, and used to delete jobs.
Status	Displays the machine status. Displays status of the paper trays, output trays and consumables, such as toners.
Property	Displays and allows setting of the following items: Machine information, structure information such as memory and printing language, configuring the counter, paper trays and papers, energy saving mode, editing address table and folders mail notice, Internet Services and port activation. Port settings. Protocol Settings Emulation settings. Memory settings.
Maintenance	Displays error history information.
Support	Displays support information.

Scan

There are the following scan services.

Scanner (mail transmission)

Documents can be scanned and transmitted via e-mail.

Scanner (save to a folder)

Documents can be scanned and saved into a folder.

When the machine is connected to a TCP/IP network, scanned documents in a folder can be retrieved from a networked computer.

Job template

The job template is a configuration file for defining scanning conditions. Specify a job template for the document to be scanned in as data. Scanned document will be stored onto a hard disk on this machine, then transmitted automatically to a networked computer (server).

Note

You can create a maximum of 500 Job Templates.

Scanner (save to a computer)

When the machine is connected to a network which can use either the FTP or SMB protocol, the scanned document can be saved on a networked computer.

Job flow scan

Scanning is performed according to a job flow.

E-mail

There are the following e-mail types.

Scanner (mail transmission)

Scanned documents can be converted into an electronic format and transmitted via e-mail.

Mail print

E-mail with attachments in either TIFF or PDF format can be sent to the machine from computers. Received e-mail will automatically be printed.

Mail notice

When the machine is configured with the rejected IP addresses notice or rejected mail domains notice, a mail notice can be sent to a specified recipient.

Job completion notice

When a computer has submitted a job to the machine, notification of the completion of the job can be done by e-mail.

Tools

The following tools are provided with this machine. Configurable items vary by the tools being used.

User Interface

The User Interface (UI) consists of the Touch Screen and the Control Panel.

The Touch Screen is located at the center of the UI. Messages required for operation and feature buttons are displayed on this display. You can directly touch the buttons and tabs displayed on the touch screen to set features or to instruct operations in screens.

CentreWare Internet Services

The CentreWare Internet Services provides services such as displaying the status of this machine as a printer and its print data, altering configurations, and operating on folders using a Web browser in a TCP/IP environment.

For setting as a printer, the properties screen of the services allow the users to configure the system settings and port settings for each network that are otherwise set using the touch screen on the machine.

CentreWare Utilities

CentreWare Utilities is included on the “CentreWare Utilities” CD-ROM. It is a tool to enable operations on devices and various applications within one window. It reduces the inconvenience of using various tools and the effort needed to maintain several print driver configurations.

Print output can be performed by drag-and-drop of the document files. Also, this tool enables the remote operation of folder registration and scan configuration.

When a print job is submitted from a computer, the machine status, such as out of paper, toner low, paper jam, starting and completing the job, will be displayed. It also allows the users to confirm the print data processing status, and to pause, restart, and stop the print jobs.

The relation of the tools and their configurable items follows. Note that the description in this manual is focused on the configuration from the Control Panel.

Item	Control Panel	CentreWare Internet Services	CentreWare Utilities
Enabling the port	○	○	▲ (LPD only)
Setting an IP address	○	○	○
Configuring the E-mail environment	▲	○	×
Registering a Folder	○	○	○
Address Book	○	▲	×
Confirming the printer status	×	○	○
Confirming the print data (jobs) status	×	○	○
Authentication information	○	×	×
Setting personal authentication information	○	○	×

○: Configurable ▲: Partly configurable ×: Not configurable

Power on/off

Switch the power on before operating the machine. The machine will take about 5 minutes to warm up before you can start making copies after the power is switched on.

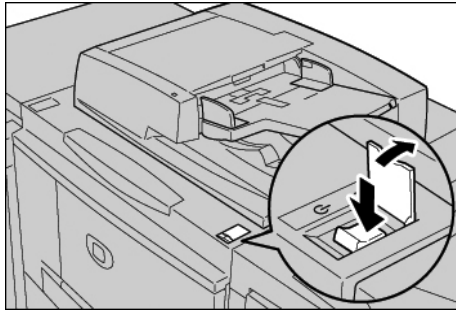
Turn the machine off at the end of the day or when it is not in use for a long period of time. Use the **Power Saving** feature when the machine is not in use for a while to reduce power consumption.

Notes

- Refer to the Power Saver Mode section on the next page for more information.
- If the power is off, all functions of the machine will stop.

Powering on

1. Open the cover and press the power switch to the [I] position to turn the power on.



Note

The “Please wait...” message indicates that the machine is warming up. The machine cannot be used while it is warming up.

Powering off

Tip

Switching the machine power off may cause loss of data being processed.

1. Before turning the power off, make sure that all copy or print jobs have completely finished. Also, make sure that the **Online** indicator is not lit.

Tip

Never turn the power off in the following instances:

- While data is being received
- While data is being sent (FTP/SMB/e-mail)
- While jobs are being printed.
- While jobs are being copied
- While a scan is being executed
- While data is being imported from computer

2. Press the power switch to the [⏻] side.

Tip

Power off processing is performed internally on the machine for a while after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning the power switch off.

Note

Before you turn the power back on after turning it off, first make sure that the display has gone out.

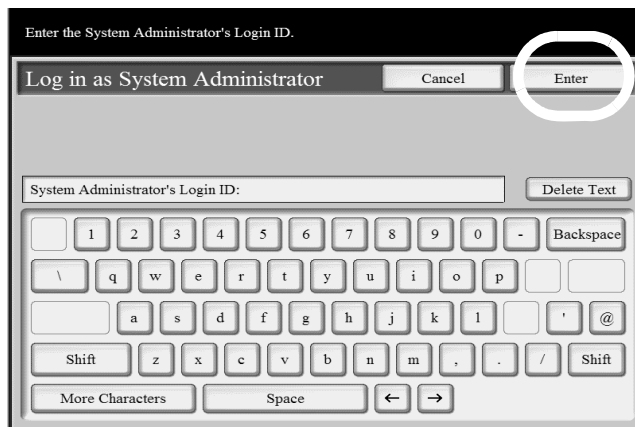
System Administrator mode

Entering the System Administrator mode

1. Press the **Log In/Out** button.



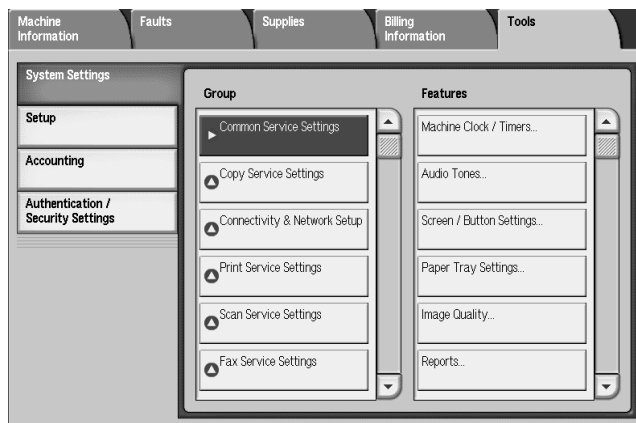
2. Enter the System Administrator ID with the numeric keypad, and select **Enter**.



Note

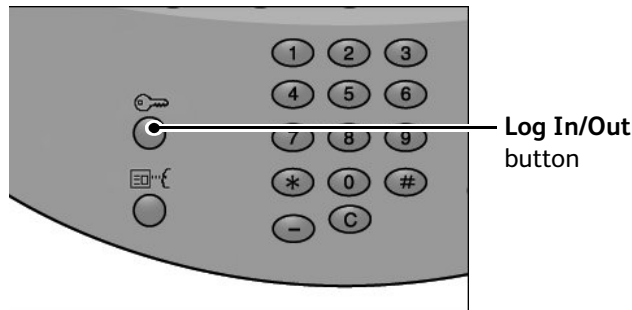
The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

3. Press the **Machine Status** button on the Control Panel.
4. Press the **Tools** tab.
5. Select the appropriate **Mode, Group, and Feature**.



Exiting the System Administrator mode

1. Press the **Log In/Out** button.



2. When the Logout screen appears, Press **Yes**.

Setting the IP address

In an environment with DHCP or BOOTP, configure the way to obtain the address. If the address cannot be obtained automatically or manual configuration is preferred, configure the IP address, subnet mask, and gateway address.

1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10*) if necessary.
2. Select **System Settings** and then select **Connectivity & Network Setup**.
3. Select **Protocol Settings**.
4. Select **IPv4 - Address Resolution** and select **Change Settings**.
5. Select one from **DHCP**, **BOOTP**, **RARP**, **DHCP/Autonet** or **Static**. If you select anything other than **Static**, proceed to step 10.

Note

When using a DHCP server, also configure the WINS (Windows Internet Name Service) server.

6. Select **IPv4 - Get IP Address** and select **Change Settings**.
7. Enter the IP address using the numeric keypad.

Notes

- Enter addresses in the format "xxx.xxx.xxx.xxx" where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.
 - When you make an entry mistake, press the **C** (Clear) button and enter again.
 - When you would like to move to the next value without entering all 3 digits, select **Next**.
8. Select **Save**.
 9. Configure **IPv4 - Subnet Mask** and **IPv4 - Gateway Address** as shown above.

Notes

- Enter addresses in the format “xxx.xxx.xxx.xxx” where xxx should be a numeric value in the range from 0 to 255. However, 224 or 225.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.
- Specify the subnet mask by a combination of the numbers 0, 128, 192, 224, 248, 252, and 255. However, you cannot use 0 between non-zero values.
- If you do not wish to set the gateway address, enter “0.0.0.0.”

10. Select **Close** repeatedly until the **System Settings** screen is displayed

Power Saver Mode

The machine is installed with a Power Saver feature that will automatically cut off the electricity to the machine if no copy or print data is received for a certain duration.

The Power Saver feature has two modes, a Low Power mode and Sleep mode. The machine enters the Low Power mode after the preset time has elapsed if the machine is left unused for a fixed period of time.

The machine then enters the Sleep mode if a further preset time elapses.

Low Power Mode

In this mode, the power to the UI and fuser unit is lowered to save power. The display goes out, and the **Power Saver** button on the Control Panel lights. To use the machine, press the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

Sleep Mode

In this mode, the power is lowered more than in the Low Power mode. The display goes out, and the **Power Saver** button on the Control Panel lights. To use the machine, press the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

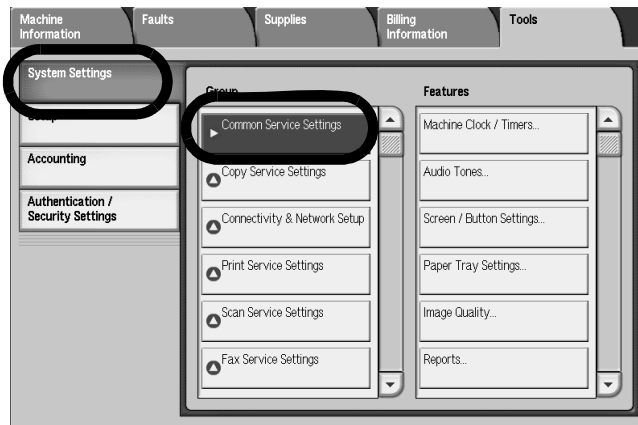
Changing the Power Saver Mode time interval

To activate the Power Saver feature, set the Sleep Mode button to Enabled, and set the Low Power Mode and the Sleep Mode time intervals as follows:

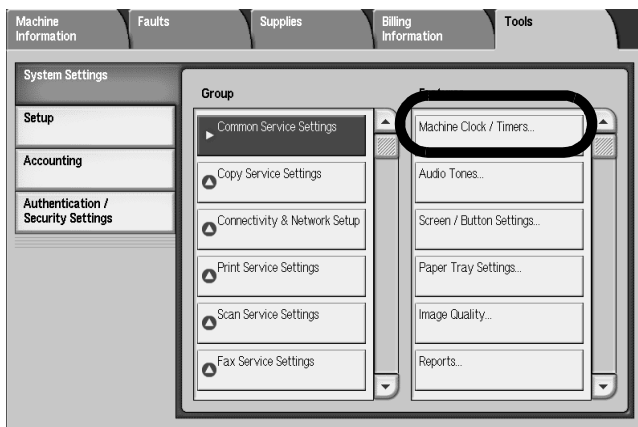
Note

The amount of time that passes before the machine enters Low Power Mode and Sleep Mode can be specified in 1 minute increments, from 1 to 240 minutes for each mode.

1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
2. Select **System Settings** and then select **Common Settings**.



3. Select **Machine Clock /Timers**.



4. Select **Power Saver/Energy Saver**, and select **Change Settings**.

Choose an item and select Change Settings.

Items	Current Settings
1. Date	2007/4/15
2. Time	5:45 AM
3. NTP Time Synchronization	Off
4. Connection Interval	168 Hours
5. Time Server Address	(Not Set)
6. Auto Clear	60 Seconds
7. Auto Job Release	10 Minutes
8. Auto Print	10 Seconds
9. Printer Lockout Duration	Off
10. Auto Power Saver / Energy	Low Power: 15 Mins, Sleep

Page 1 / 2

Change Settings

5. Using the up/down arrow buttons, configure a power saver mode migration time from 1 to 240 minutes, in 1 minute increments.

The Low Power Mode Time-Out value should be smaller than the Sleep Mode Time-Out value.

10. Auto Power Saver / Energy

Cancel Save

From Last Selection to Low Power Mode

1 - 240

15 Mins

From Last Selection to Sleep Mode

1 - 240

60 Mins

- a. **From Last Selection to Low Power Mode:** Set the time to move to the **Low Power Mode** after the last operation.

Note

The default for **From Last Selection to Low Power Mode** is **15** minutes.

- b. **From Last Selection to Sleep Mode:** Set the time to move to the **Sleep Mode** after the last operation.

Notes

The default for **From Last Selection to Sleep Mode** is **60** minutes. Configure the **From Last Selection to Sleep Mode** time to be longer than the **From Last Selection to Low Power Mode** time.

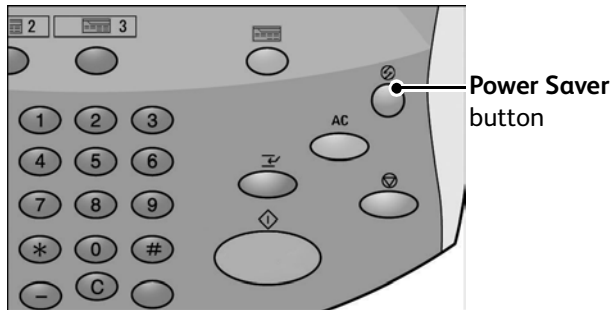
6. Press **Save**.
7. Select **Close**.
8. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11*).

Exiting the Power Saver Mode

The following describes how to exit the Power Saver mode. The Power Saver mode is exited in the following instances:

- By pressing the **Power Saver** button
- Receiving Print Data

1. Press the **Power Saver** button.



Interface cables

When connecting to a network, use the Ethernet interface.

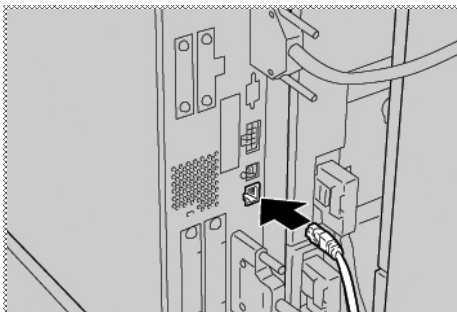
Using the Ethernet Interface

The Ethernet interface supports the following 2 types:

- 100Base-TX
- 10Base-T

This section describes the installation procedure for the Ethernet interface.

1. Confirm that the power switch is turned off.



2. Connect a network cable to the Ethernet interface connector.

Note

Prepare a network cable suitable for your network connection. When changing the network cable, consult the appropriate personnel.

3. Switch on the machine.

Internal Fonts

The listed fonts are available as standard fonts on the machine:

Stroke fonts (for PCL5 and HP-GL/2)			European Stroke fonts	
Outline fonts	European	HP-GL/2	Roman Sans Serif	
		PDF	Arial Arial Italic Arial Bold Arial Bold Italic Courier Courier Italic Courier Bold	Courier Bold Italic Symbol Times New Roman Times New Roman Bold Italic ITC Zepf Dingbats GoldSEMM Gold SAMM
		PCL	CG Times CG Times Italic CG Times Bold CG Times Bold Italic Univers Medium Univers Medium Italic Univers Bold Univers Bold Italic Univers Medium Condensed Univers Medium Condensed Italic Univers Bold Condensed Univers Bold Condensed Italic Antique Olive Antique Olive Italic Antique Olive Bold CG Omega CG Omega Italic CG Omega Bold CG Omega Bold Italic Garamond Antiqua Garamond Kursiv Garamond Halbfett Garamond Kursiv Halbfett (Default): Courier Courier Italic Courier Bold Courier Bold Italic Letter Gothic Letter Gothic Italic Letter Gothic Bold	Times New Bold Times New Bold Italic Symbol Wingdings Line Printer Times Roman Times Italic Times Bold Times Bold Italic Helvetica Helvetica Oblique Helvetica Bold Helvetica Bold Oblique CourierPS CourierPS Oblique CourierPS Bold CourierPS Bold Oblique SymbolPS Palatino Roman Palatino Italic Palatino Bold Palatino Bold Italic ITC Bookman Light ITC Bookman Light Italic ITC Bookman Demi ITC Bookman Demi Italic Helvetica Narrow Helvetica Narrow Oblique Helvetica Narrow Bold Helvetica Narrow Bold Oblique New Century Schoolbook Roman

Outline fonts	European	PCL continued	Albertus Medium Albertus Extra Bold Clarendon Condensed Coronet Marigold Arial Arial Italic Arial Bold Arial Bold Italic Times New Times New Italic	New Century Schoolbook Italic New Century Schoolbook Bold New Century Schoolbook Bold Italic ITC Avant Garde Book ITC Avant Garde Book Oblique ITC Avant Garde Demi ITC Avant Garde Demi Oblique ITC Zapf Chancery Medium Italic ITC Zapf Dingbats
	KO	PCL5	Muyngho Gothic R- Gothic Graphic Kungso Saemmul	T-Myungio T-Gothic TR-Gothic T-Graphic T-Kungso T-Saemmul
	TC	PCL5	Sou tail	

Configuration

2

TCP/IP (LPD/Port 9100)

Preparations

The following items are required when using TCP/IP (LPD/Port 9100) protocol on the machine.

- A network environment where TCP/IP can be used.
- The "CentreWare Utilities" CD-ROM, which is included with this product.

Configuration procedure

Overview

The machine can be connected to computers using TCP/IP (LPD/Port 9100) protocol.

The following is the procedure to use TCP/IP(LPD/Port 9100) protocol.

- Configuration on the Machine: Configure TCP/IP (LPD/Port 9100) on the machine.
- Configuration on the Computer: Install the print driver.

Configuration on the machine (LPD)

This section describes the configuration procedure to use TCP/IP (LPD/Port 9100) protocol on the machine. First enable the LPD Port or Port 9100 port, then assign the IP address.

LPR/LPD is a platform-independent printing protocol that runs over TCP/IP. LPD (or Line Printer Daemon) refers to the process that accepts print jobs from the line printer daemon client (LPR client). This is analogous to the printer software and is often called "LPD server."

The print server waits for the client to send a job. A print server may be capable of handling multiple printers and print queues at once. Since it (usually) has a single IP address, the queue name must be used to specify the intended print queue.

Note

The configuration can also be performed using CentreWare Internet Services or CentreWare Utilities. Refer to "Using CentreWare Internet Services".

Note

Enable the SOAP port and the SNMP port in most cases.

1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
2. Enable either the LPD port or the Port 9100 port as appropriate. In this example, the LPD port is enabled.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Port Settings**.
 - d. Select **LPD** and then select **Change Settings**.
 - e. Select **LPD - Port Status** and select **Change Settings**.
 - f. Select **Enabled** and then select **Save**.
 - g. Select **Close** repeatedly until the **Connectivity & Network Setup** screen is displayed
3. If necessary, set the IP Address (*Chapter 1 Setting the IP address on page 1-11*).
4. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11*).
5. After the machine is restarted, print out the **Printer Settings List** to confirm that the LPD port is enabled.

Note

Configure the LPD as necessary. Refer to *LPD on page 3-10* for the LPD configuration. Also if using Port 9100, configure as necessary. Refer to *Port 9100 on page 3-15* for the Port 9100 configuration.

Configuration on the computer

This section describes the configuration procedure for the computer.

- Install the print Driver.

Notes

- For information about the usable operating systems, refer to *Supported operating systems on page 1-4*.
- Refer to the manual contained in the "CentreWare Utilities" CD-ROM for the print driver installation procedure.

To print from a Macintosh using TCP/IP (LPD), refer to the manual contained in the CD-ROM included with this product for the print driver installation procedure.

NetWare

Preparations

The following items are required when using NetWare network:

- A NetWare server.
- The "CentreWare Utilities" CD-ROM which is included with this product.

Configuration procedure

Overview

The machine supports PServer mode for both the NetWare Directory Service and Bindery Service. PServer mode enables the machine to function as a print server and to capture print jobs in the print queue to output. The printer created for the machine consumes one file server license.

Note

The machine does not support Remote Printer (RPrinter) Mode.

Supported interfaces

- 100Base-TX
- 10Base-T

Supported frame types

- Ethernet II specification
- IEEE802.3 specification
- IEEE802.3/IEEE802.2 specification
- IEEE802.3/IEEE802.2/SNAP specification

Note

The machine will send packets of each frame type on the network, and will initialize for the same frame type as the first reply packet received. However, if there are multiple protocols running on the same network, use Ethernet II specification.

Configuration on the machine (NetWare)

This section describes the configuration procedure to connect the machine to a NetWare network.

Note

Configuration can also be performed using the Network configuration tools included in CentreWare Internet Services or CentreWare Utilities. Refer to "Using CentreWare Internet Services".

1. Confirm the device name and network address.
Print the **Printer Settings List** to confirm the device name and network address printed under the NetWare item.
2. Configure the machine using the "CentreWare Utilities" CD-ROM.
There is no need to activate the NetWare port on the machine prior to configuration when using the "CentreWare Utilities" CD-ROM.

Note

Refer to the manual contained in the "CentreWare Utilities" CD-ROM for the configuration procedure.

Microsoft Network (SMB)

Preparations

The following items are required when using a Microsoft Network (SMB):

- Network environment where either TCP/IP or NetBEUI can be used.
- The "CentreWare Utilities" CD-ROM, which is included with this product.

Configuration procedure

Overview

The machine can be connected to computers using Microsoft Networks (SMB).

Depending on the network environment, the machine may need to be configured with an IP address, subnet mask and gateway address. Confirm with the network administrator and set up the necessary items.

The following is the procedure to connect the machine to a Microsoft Network (SMB):

- Configuration on the Machine: Enable the SMB port on the machine.
- Configuration on the Computer: Install the print driver.

Configuration on the machine (SMB)

This section describes the configuration procedure to connect the machine to Microsoft Networks (SMB). First enable the SMB port, then set the IP address.

Notes

- The configuration can also be performed using the IP configuration tools included in CentreWare Internet Services or CentreWare Utilities. Refer to "Using CentreWare Internet Services".
 - Enable the SOAP port and the SNMP port in most cases.
1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
 2. Enable the SMB port.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Port Settings**.
 - d. Select **SMB** and then select **Change Settings**.
 - e. Select **Port Status** and select **Change Settings**.

- f. Select **Enable** and then select **Save**.
3. If necessary, set the IP Address (*Chapter 1 Setting the IP address on page 1-11*).
4. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11*).
5. After the machine is restarted, print out the **Printer Settings List** to confirm that the SMB port is enabled.

Note

If using the NetBEUI protocol, select NetBEUI as the protocol used by SMB for the port configuration using CentreWare Internet Services.

Configure the SMB as necessary. Refer to *Microsoft Networking (SMB) on page 3-6* for the SMB configuration.

Configuration on the computer

See *Chapter 2 Configuration on the computer on page 2-2*.

Internet Printing Protocol (IPP)

Preparations

The following items are required when using Internet Printing Protocol (IPP):

- A network environment where TCP/IP can be used.
- The "CentreWare Utilities" CD-ROM, which is included with this product.

Configuration procedure

Overview

The machine can be connected to computers using IPP.

The following is the procedure to connect the machine to enable Internet Printing (IPP):

- Configuration on the Machine: Enable the IPP port on the machine
- Configuration on the Computer: Install the print driver

Configuration on the machine (IPP)

This section describes the configuration procedure to enable Internet Printing (IPP) on the machine. First enable the IPP port, then set the IP address.

Notes

- The configuration can also be performed using IP configuration tools included in CentreWare Internet Services or CentreWare Utilities. Refer to “Using CentreWare Internet Services”
 - Enable the SOAP port and the SNMP port in most cases.
1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
 2. Enable the IPP port.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Port Settings**.
 - d. Select **IPP** and then select **Change Settings**.
 - e. Select **Port Status** and select **Change Settings**.
 - f. Select **Enable** and then select **Save**.
 3. If necessary, set the IP Address (*Chapter 1 Setting the IP address on page 1-11*).
 4. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11*).
 5. After the machine is restarted, print out the **Printer Settings List** to confirm that the IPP port is enabled.

Note

Configure the IPP as necessary. Refer to *IPP on page 3-14* for the IPP configuration.

Configuration on the computer

See *Chapter 2 Configuration on the computer on page 2-2*.

EtherTalk

Preparations

The following item is required when using an EtherTalk network:

- A network environment where EtherTalk can be used.

Configuration procedure

Overview

The machine can be connected to computers using an EtherTalk network.

The following is the procedure to connect the machine to EtherTalk network:

- Configuration on the Machine: Set up EtherTalk on the machine.
- Configuration on the Computer: Install the print driver.

Configuration on the machine (EtherTalk)

This section describes the configuration procedure to connect the machine to EtherTalk network.

Enable the EtherTalk port

Note

The configuration can also be performed using CentreWare Internet Services or CentreWare Utilities. Refer to "Using CentreWare Internet Services".

Note

Enable the SOAP port and the SNMP port in most cases.

1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
2. Enable the EtherTalk port.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Port Settings**.
 - d. Select **EtherTalk** and then select **Change Settings**.
 - e. Select **Port Status** and select **Change Settings**.
 - f. Select **Enable** and then select **Save**.
3. If necessary, set the IP Address (*Chapter 1 Setting the IP address on page 1-11.*)
4. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11.*)
5. After the machine is restarted, print out the **Printer Settings List** to confirm that the EtherTalk port is enabled.

Note

Configure EtherTalk as necessary. Refer to *EtherTalk on page 3-5* for the EtherTalk configuration.

Configuration on the computer

See *Chapter 2 Configuration on the computer on page 2-2.*

Using CentreWare Internet Services

3

Preparations

Tip

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

The following items are needed to use CentreWare Internet Services:

- A computer which can use TCP/IP as the network protocol.
- The configuration of the machine which includes:
 - IP address
 - Subnet mask
 - Gateway address

Note

Refer to *Troubleshooting on page 10-1* when any troubles occur during the configuration.

Configuration procedure

CentreWare Internet Services provides a variety of services, including job and printer status, and the ability to alter configurations using a web browser in a TCP/IP environment.

For setting as a printer, the properties screen of the services in CentreWare allow the users to configure the system settings and port settings for each network that are otherwise set using the touch screen on the machine.

Follow the procedure below to use CentreWare Internet Services.

- Configuration on the Machine: Configure the machine to be able to use CentreWare Internet Services. First enable the Internet service port, then set the IP address.
- Confirmation of the Configuration: Confirm whether the machine is set to use CentreWare Internet Services.

Configuration on the machine

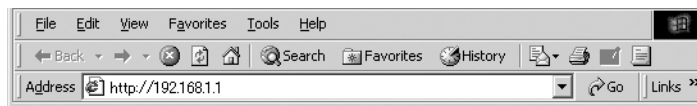
This section describes the configuration procedure for using CentreWare Internet Services on the machine.

First enable the Internet service port, then set the IP address.

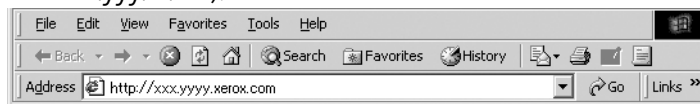
1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
2. Enable either the LPD port or the Port 9100 port as appropriate. In this example, the LPD port is enabled.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Port Settings**.
 - d. Select **Internet Services (HTTP)** and then select **Change Settings**.
 - e. Select **Port Status** and select **Change Settings**.
 - f. Select **Enabled** and then select **Save**.
 - g. Select **Close** repeatedly until the **Connectivity & Network Setup** screen is displayed
3. If necessary, set the IP Address (*Chapter 1 Setting the IP address on page 1-11.*)
4. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11.*)
5. After the machine is restarted, print out the **Printer Settings List** to confirm that the Internet service port is enabled.

Connect to CentreWare Internet Services from a computer

1. Start a web browser.
2. Type the IP address or the Internet address for the machine in the address bar on the browser, and press the **Enter** key.
 - Example of the IP address (when the machine IP address is 192.168.1.1):
 - <http://192.168.1.1/>



- Example of the Internet URL (when the machine Internet address is in the form xxx.yyy.zz.vvv):



Notes

- If your network uses DNS (Domain Name System) and host name for the machine is registered with the domain name server, you can access the device using a combination of the host name and the domain name as the "Internet address." For example, if the host name is "dcf1100", and the domain name is "mycompany.com", then the "Internet address" becomes "dcf1100.mycompany.com."
- When specifying a port number, add ":" and a port number to the end of the Internet address.
- If the "Login Setup" facility is enabled on the machine, enter the UserID and password in **User ID** and **Password**. Please query the System Administrator about the UserID and password.
- Enter an address beginning with "https" rather than "http" into the address bar in the browser if encrypted communication is employed.
Example of the IP address entry
https://192.168.1.1/
Example of the Internet address entry
https://xxx.yyyy.zz.vvv/

Refer to *Troubleshooting on page 10-1* if CentreWare Internet Services is not displayed.

Network setting items for CentreWare Internet Services

CentreWare Internet Services enable you to alter various settings on the machine from a computer.

Notes

- Confirm that the ports are enabled, if an item which you want to set is not displayed.
- When a setting is changed from CentreWare Internet Services while operating the control panel, the setting items changed on the screen of the control panel are not displayed. Power-cycle the printer in this case.

The following network settings are discussed in this section:

- Ethernet
- EtherTalk
- SMB
- NetWare
- TCP/IP
- LPD
- SNMP
- IPP
- Port 9100
- LDAP
- E-mail
- HTTP

Note

Click **Help** at the top right of the CentreWare Internet Services screen for details on the setting items.

The following browsers have been confirmed to operate with CentreWare Internet Services:

For Windows

- Microsoft Internet Explorer ver.6.0 Service Pack 1 (SP1) or later.
- Netscape 7.0 or later.

For MacOS 10.2 or later

- Microsoft Internet Explorer 5.2 or later.
- Netscape 7.0 or later.

Ethernet

This section describes the settings for the Ethernet interface.



1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.
3. Click + on the left of **Connectivity** and + on **Physical Connections** to display the items in the folder.
4. Click **Ethernet**.
5. Set the communication speed for the Ethernet interface using the **Ethernet Settings** pull-down menu.
6. Save the selection as the machine's default setting.
 - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

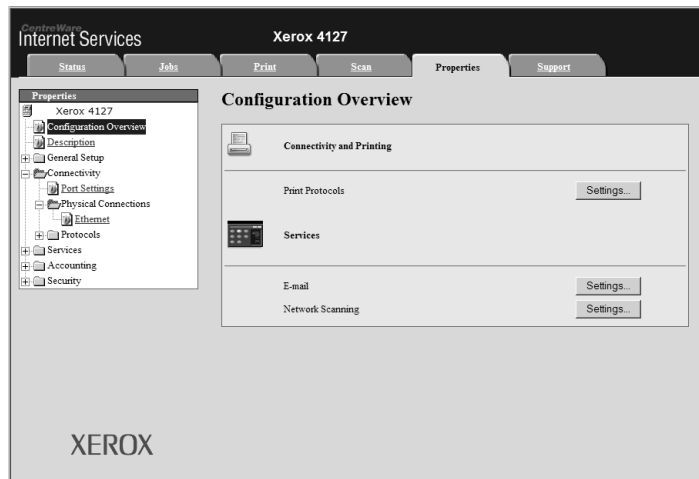
The default User ID value is **11111** and password is **x-admin**.

- c. The web browser pages displays a message asking if you want to reboot the machine.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

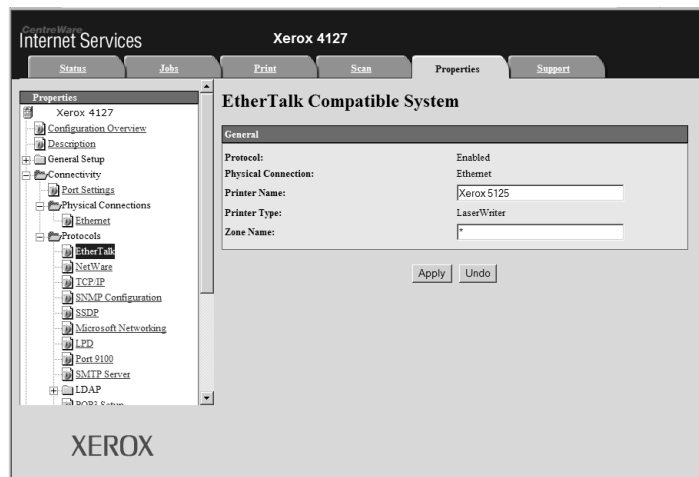
EtherTalk

This section describes the settings for EtherTalk.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.



4. Click the **EtherTalk**.
5. Set the **Printer Name**.
6. Set **Zone Name**.
7. Reflect the values as the machine's setting values.
 - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

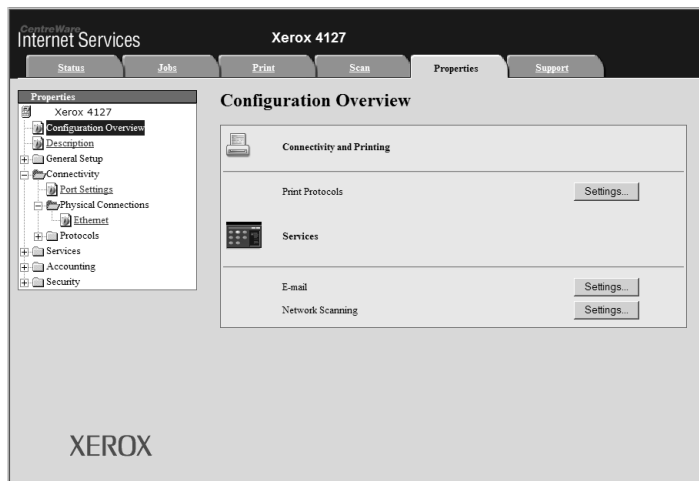
- c. The right frame on the web browser will change to the machine reboot display.

- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

Microsoft Networking (SMB)

This section describes the settings for Microsoft Networking.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click the **Properties** tab.
4. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.



5. Click **Microsoft Networking**.
6. Set the **Workgroup Name**.
7. Set the **SMB Host Name**.
8. Set the **Maximum Connections**.
9. Select the **Enable** check box to enable the **TBCP Filter**.
10. Select the **Enable** check box to enable **Unicode Support**.
11. Select the **On** check box when using **Automatic Master Mode**.
12. Select the **On** check box when using **Encryption Password**.

13. Reflect the values as the machine's setting values.
 - a. Click the **Apply** button. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

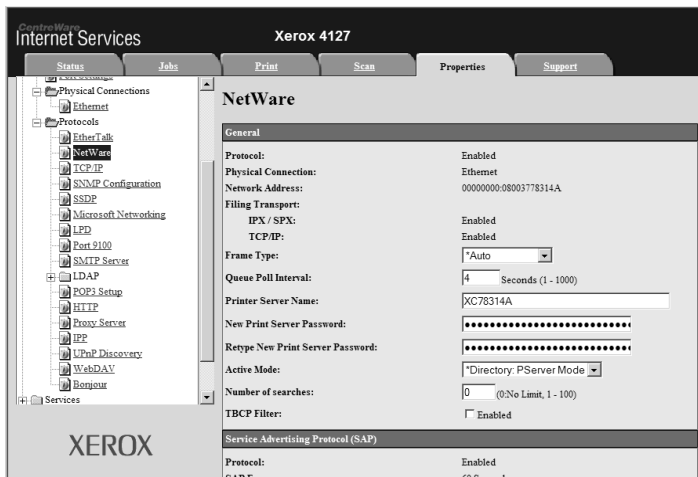
NetWare

This section describes the settings for NetWare.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.
4. Click **NetWare**.



5. Select an operation mode from the **Active Mode** pull-down menu.

6. Set the **Printer Server Name**.

7. Set the **Fileserver Name**.

Note

Set this item only when the operation mode is in Bindery Service.

8. Set the **Poling Interval**.

9. Set the **Number of Searches**.

10. Set the **Password**.

a. Enter the **Password**.

b. Re-enter the same password in the **Re-enter Password** field.

11. Select the **Enable** check box to enable the **TBCP Filter**.

Note

The TBCP Filter checkbox will have a checkmark in it indicating that the TBCP Filter is enabled.

12. Set the **NDS Tree Name**.

13. Set the **NDS Context Name**.

Note

Set this item only when the operation mode is in Directory Service.

14. Select a frame type from the **Transport Protocol - Frame Type** pull-down menu.

Note

Set this item only when the operation mode is in Directory Service.

15. Select the **Enable** check box to enable **SLP - Active Discovery**.

16. Reflect the values as the machine's setting values.

a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.

b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

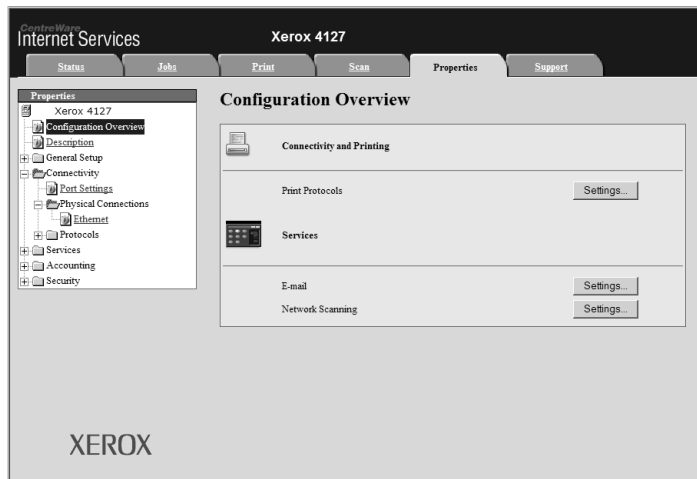
c. The right frame on the web browser will change to the machine reboot display.

d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

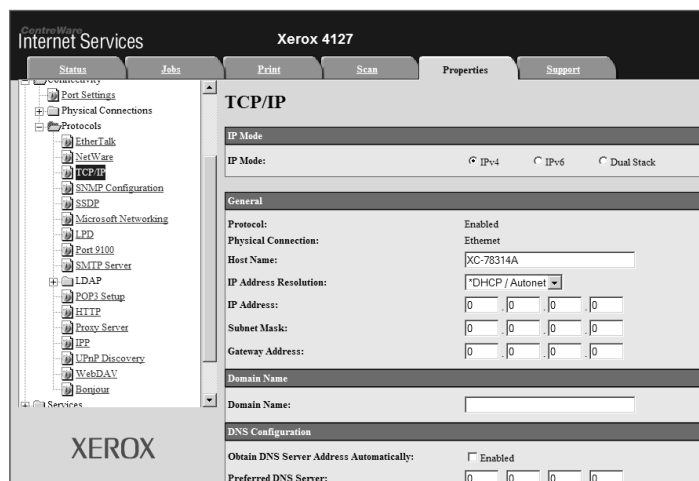
TCP/IP

This section describes the settings for TCP/IP.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.
4. Click **TCP/IP**.



5. Set the **Host Name**.
6. Select how to obtain an IP address from the **Get IP Address** pull-down menu.
7. Set the **IP Address**.

Note

This item is not necessary if either **DHCP**, **BOOTP**, **RARP**, or **DHCP/Autonet** has been selected from the **Get IP Address** pull-down menu.

8. Set the **Subnet Mask** and **Gateway Address**.

Note

This item is not necessary if either **DHCP**, **BOOTP**, **RARP**, or **DHCP/Autonet** has been selected from the **Get IP Address** pull-down menu.

9. Set the DNS information.
 - a. Select the check box if using DHCP for **Obtain DNS Server Address Automatically**.
 - b. Set the **DNS Address 1 to 3**.

Note

This item is not necessary if **DHCP** has been specified for the **Get the DNS Server Address**.

- c. Set the **DNS Name**.
 - d. Select the **Enable** check box when using the **Generate Domain Search List Automatically**.
 - e. Set the **Domain Name 1 to 3**.
 - f. Set the **Connection Timeout**.
 - g. Select the **Enable** check box to enable the **DNS Dynamic Update**.
10. Reflect the values as the machine's setting values.
 - a. Click the **Apply** button. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

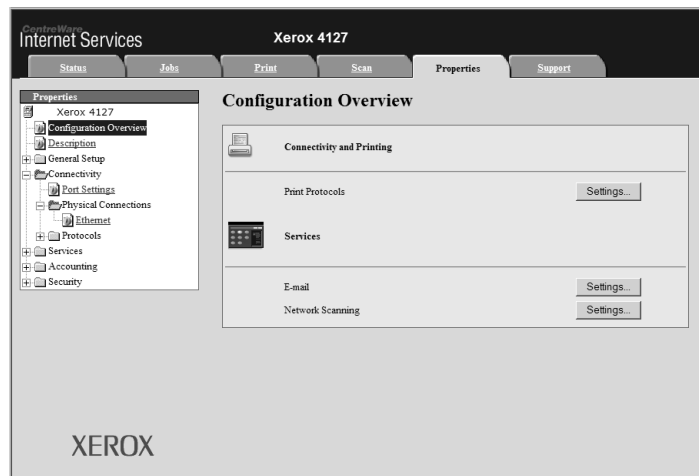
The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
 - d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

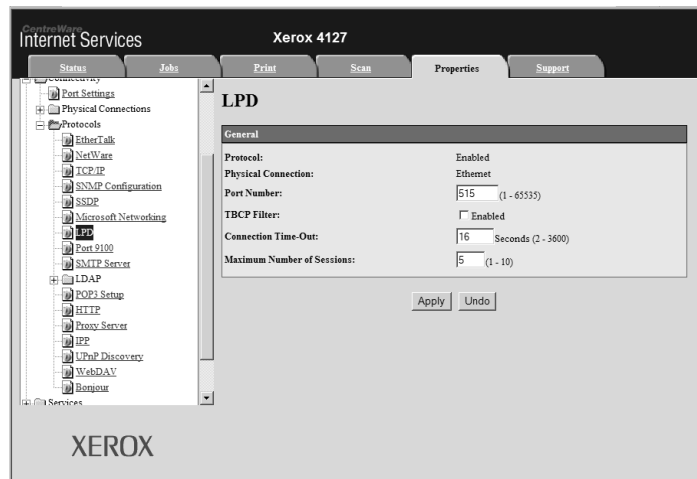
LPD

This section describes the settings available for the LPD feature.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.
4. Click **LPD**.



5. Set the **Port Number**.
6. Select the **Enable** check box to enable the **TBCP Filter**.
7. Set the **Connection Time-Out**.
8. Set the **Maximum Number of Sessions**.
9. Reflect the values as the machine's setting values.
 - a. Click the **Apply** button. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

SNMP

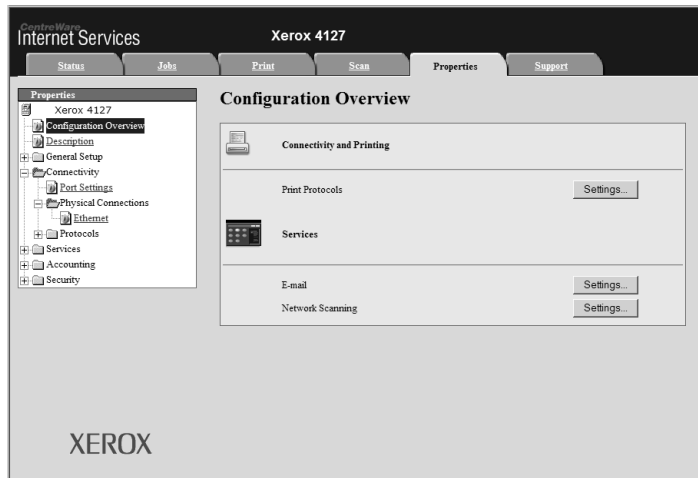
This section describes the settings for SNMP.

Note

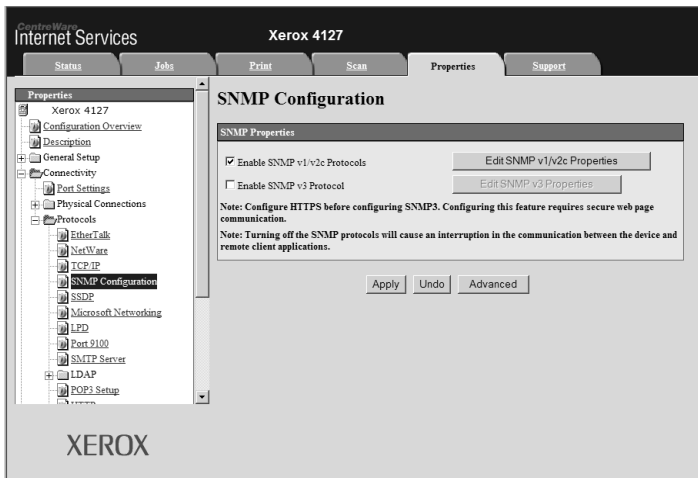
When using the CentreWare software to manage the machine by remote control, enable the SNMP port.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).

2. Click the **Properties** tab.



3. Click + on the left of **Connectivity** and + on the left of **Protocols** to display the items in the folder.
4. Click **SNMP Configuration**.



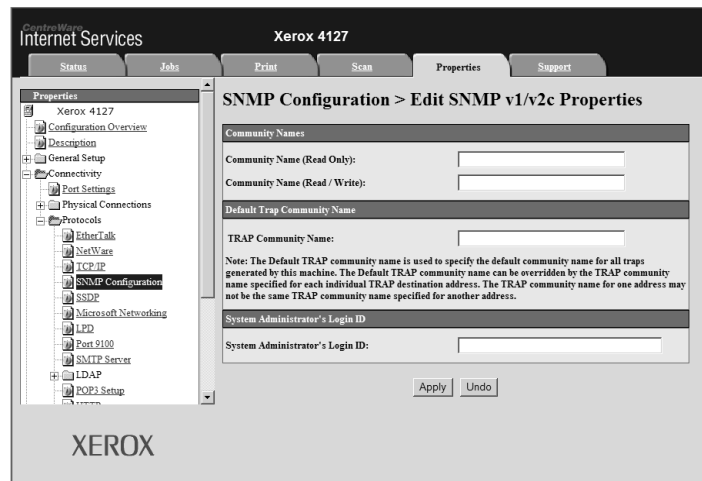
Note

Another option exists called **Enable SNMP v3 Properties**. If using this option, configure **HTTPS** before configuring **SNMP v3**. Configuring this feature requires secure web page communications.

5. Select **Edit SNMP (v1/v2c or v2) Properties**.
 - a. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.



6. When changing the community name, set all the **Community Name (Read only)**, **Community Name (Read/Write)**, and **Trap Community Name (Trap Notification)**.

Note

Normally, do not change the settings.

7. Set the **System Administrator's Login ID**.
8. Reflect the values as the machine's setting values.
 - a. Click the **Apply** button. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, if necessary, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

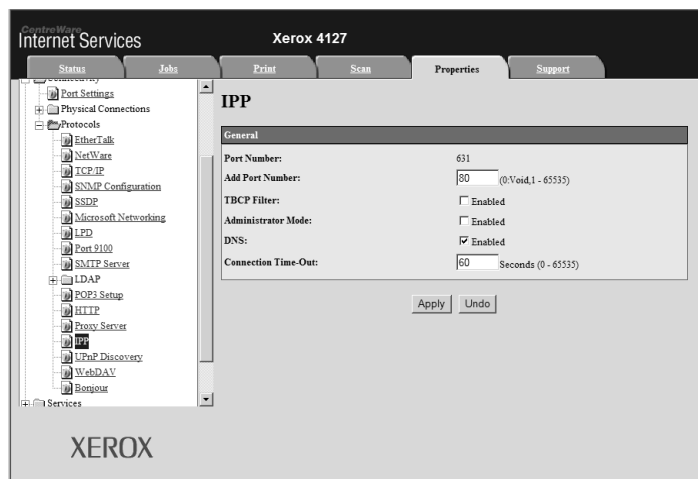
IPP

This section describes the settings for the IPP port.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.
4. Click **IPP**.



5. Set the **Add Port Number**.
6. Select the **Enable** check box to enable the **TBCP Filter**.
7. Select the **Enable** check box to enable **Administration Mode**.
8. Select the **Enable** check box to enable **DNS**.
9. Set the **Connection Time-Out**.
10. Reflect the values as the machine's setting values.
 - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, If necessary, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

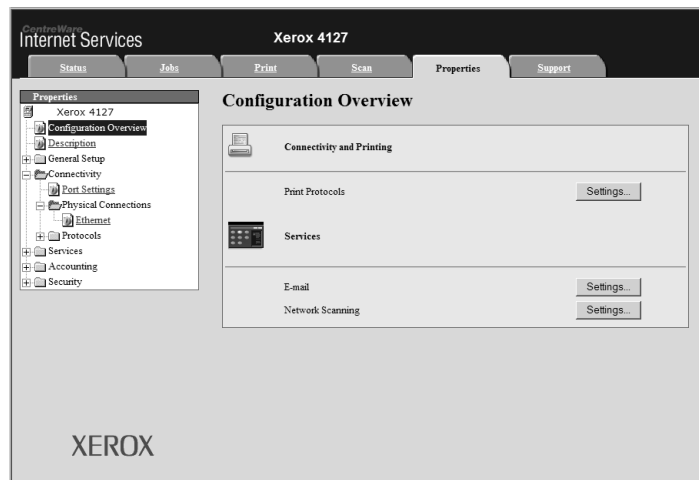
Port 9100

This section describes the settings for Port 9100 port.

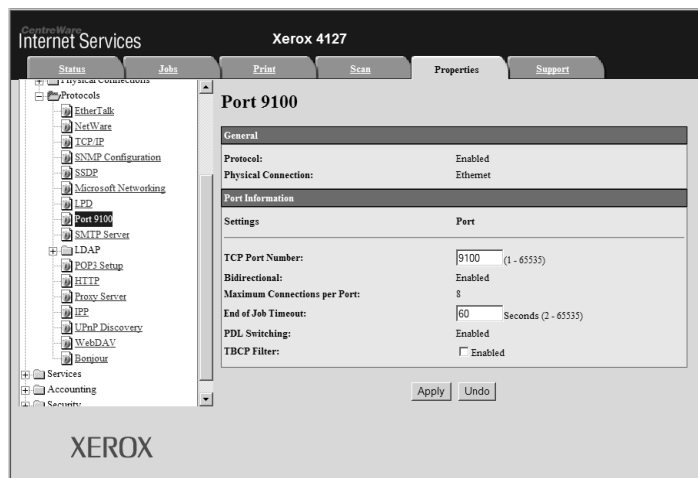
Note

Enable the Port 9100 port when using HP-UX.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.
4. Click **Port 9100**.



5. Set the **Port Number**.
6. Select the **Enable** check box to enable the **TBCP Filter**.

7. Set the **End of Job Timeout**.
8. Reflect the values as the machine's setting values.
 - a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

LDAP

This section describes the settings for the LDAP port.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.
4. Click **+** on the left of **LADP Folder** to display the items in the folder.

5. Click **LDAP Server**.

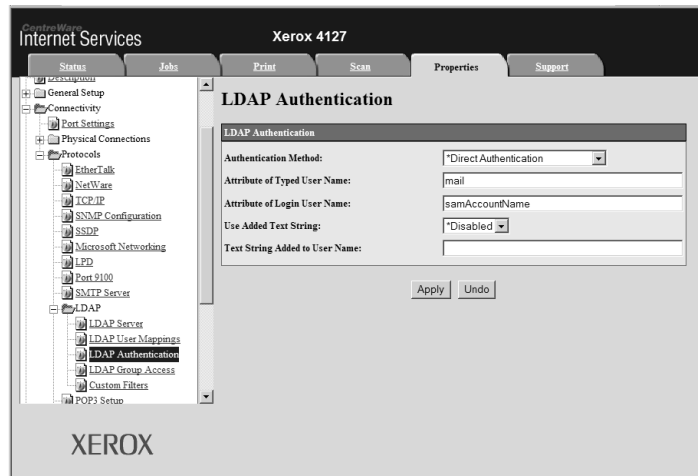
The screenshot shows the 'LDAP Directory' configuration page in the Xerox 4127 CentreWare Internet Services. The left sidebar contains a tree view with 'LDAP Server' selected. The main panel has two sections: 'Server Information' and 'Optional Information'. In 'Server Information', the 'IP Address / Host Name & Port' is set to ':389', the 'Backup IP Address / Host Name & Port' is also ':389', and the 'LDAP Server' dropdown is set to '*Other Applications'. The 'Optional Information' section includes fields for 'Search Directory Root', 'Login Name', 'Password', and 'Retype Password', all of which are currently empty. It also has a 'Maximum Number of Search Results' set to 50, a 'Search Time-Out' with radio buttons for 'Wait LDAP Server Limit' and 'Wait 30 Seconds (5 - 100)', and 'LDAP Referrals' set to 'Enabled'. The 'LDAP Referral Hop Limit' is set to 5. At the bottom, there is a 'Search Name Order' field.

6. Set the **IP Address/Host Name & Port**.7. Set the **Backup IP Address/Host Name & Port**.8. Set the **Optional Information** and the **Search Name Order**.9. Click **LDAP User Mappings**.

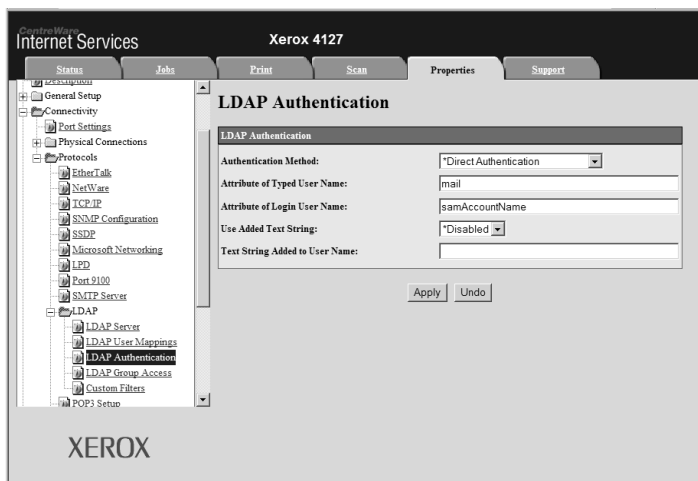
The screenshot shows the 'LDAP User Mappings' configuration page in the Xerox 4127 CentreWare Internet Services. The left sidebar shows 'LDAP User Mappings' selected. The main panel has a 'Server Information' section with 'IP Address / Host Name & Port' set to ':389', 'LDAP Server' set to 'Other Applications', 'Backup IP Address / Host Name & Port' set to ':389', and 'Search Directory Root' set to 'Imported Heading'. Below this is a 'Search' section with a table of properties. The table has two columns: 'Properties:' and 'Imported Heading'. The rows are: 'Common Name:' with value 'cn', 'E-mail Address:' with value 'mail', 'Business Phone:' with value 'telephoneNumber', 'Office:' with value 'i', 'Business Address:' with value 'ou', and 'Home:' with value 'homeDirectory'. At the bottom right, there are 'Apply' and 'Undo' buttons.

10. Set the **Search** information.

11. Click **LDAP Authentication**.



- 12. Set the **LDAP Authentication** information.
- 13. Click **LDAP Authorization Access**.
- 14. Set the **LDAP Authorization Access** information.
- 15. Click **Custom Filters**.



- 16. Set the **Custom Filters** information.
- 17. Reflect the values as the machine's setting values.
 - a. Click the **Apply** button. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

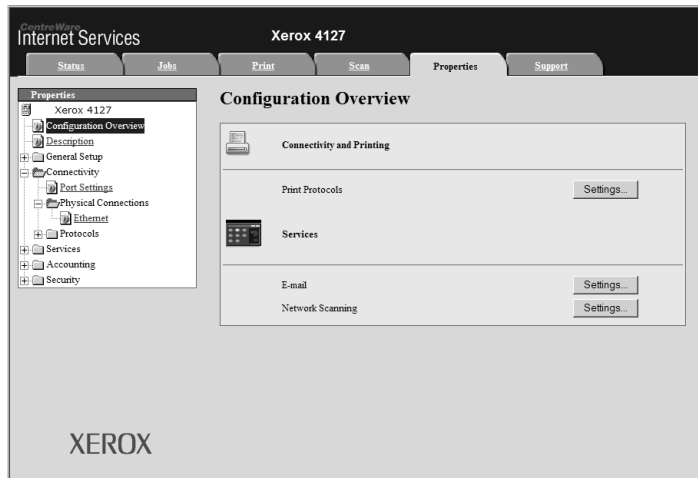
The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- 18. Click **Reboot**. The machine will reboot and the setting value will be reflected.

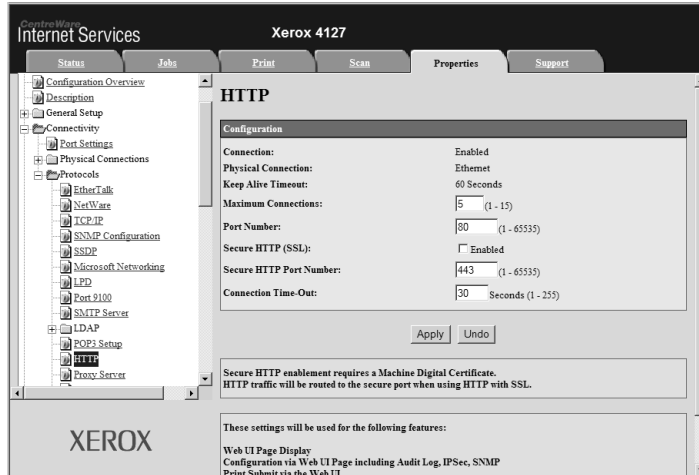
HTTP

This section describes the settings for the HTTP port.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.
4. Click **HTTP**.



5. Set the **Port Number**.
6. Set the **Maximum Session Number**.
7. Set the **Connection Time-Out**.
8. Reflect the values as the machine's setting values.
 - a. Click the **Apply** button. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

Encrypting HTTP communication

Note

Refer to the CentreWare Internet Services online help for how to import the certificate.

This section describes the procedure to generate the certificate using CentreWare Internet Services and how to establish encrypted communication.

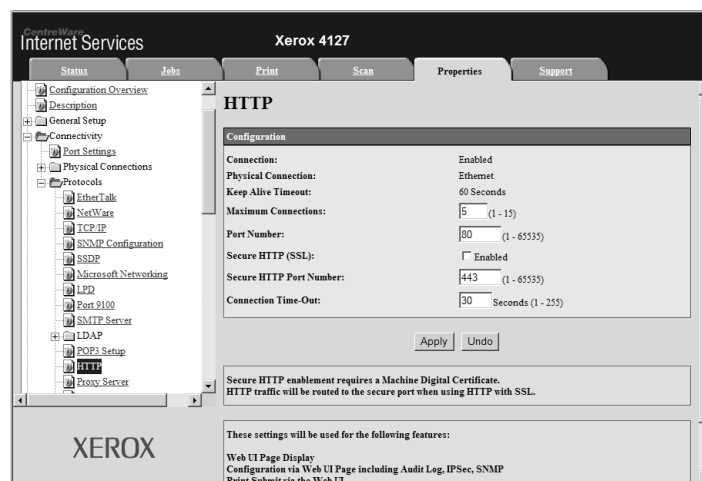
1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Security** to display the items in the folder.
4. Click **Machine Digital Certificate Management**.
 - a. If necessary, enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.



5. Generate the Certificate.
 - a. Click the **Create New Self Signed Certificate** button.
 - b. Set the **Size of the Public Key**.
 - c. Set the **Issuer**.
 - d. Click the **Apply** button. A screen to enter the user name and password will be displayed.
6. Refresh the web browser.
7. Click **SSL/TLS Settings**.
8. Select the **Enable** check box for **HTTP - SSL/TLS Communication**. Display the items in the folder.
9. Set the **HTTP - SSL/TLS Communication Port Number**.
10. Reflect the values as the machine's setting values.
 - a. Click the **Apply New Settings**.
 - b. The right frame on the web browser will change to the machine reboot display.
 - c. Click **Reboot**. The machine will reboot and the setting value will be reflected.

Type an address beginning with "https" rather than "http" into the address bar in the browser when accessing CentreWare Internet Services if encrypted communication is enabled.

 - Example of the IP address entry:
 - http://192.168.1.1/
 - Example of the Internet address entry:
 - http://xxx.yyyy.zz.vvv/

Encrypting HTTP communication additional information

- The communication data between the machine and networked computers can be encrypted using HTTP.
- The SOAP port, Internet service port, and IPP port use HTTP.
- The SSL and TLS protocols are used to encrypt the communication data. Also, a public key and certificate are used to decrypt the data.
- The public key and certificate can be generated using CentreWare Internet Services. The certificate is valid for a year. Also, an existing certificate can be imported into the machine.

Notes

- When performing SSL communication using the self-certificate generated by the machine, or the certificate with which the character code is indicated by UTF-8, the following phenomena occur.
- If Internet Explorer is used in the OS environment Windows 98E or earlier, the publisher/publishing place of the certificate will not be displayed correctly.
- SSL connection will not be made if Internet Explorer is used in the OS environment of Mac OS X 10.2 because OS cannot recognize the character code (UTF-8) of the certificate. Use Netscape7 in the preceding OS environment.
- By enciphering HTTP communication, communication data can be enciphered at the time of printing (SSL encrypted communication). For how to encrypt, refer to the CentreWare Internet Services online help.

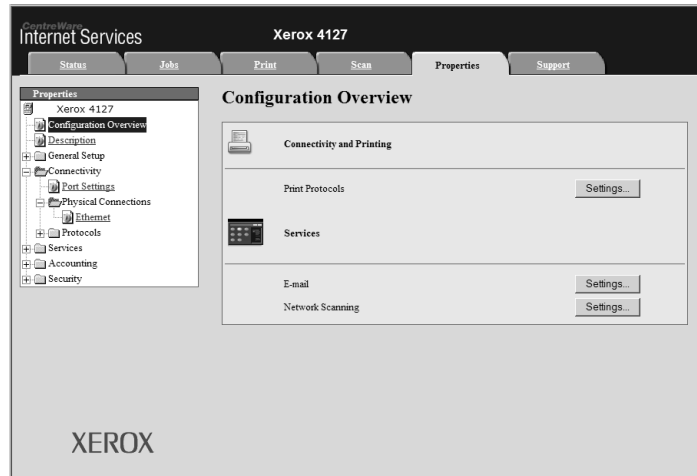
WebDAV

This section describes the settings for the WebDAV port.

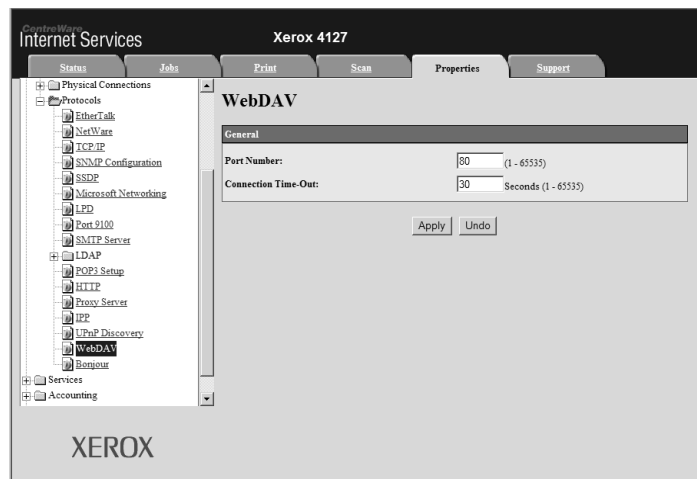
Note

WebDAV is used to access a folder on the machine from a computer connected to a network using CentreWare Internet Services.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **+** on the left of **Connectivity** and **+** on the left of **Protocols** to display the items in the folder.
4. Click **WebDAV**.



5. Set **Port Number**.
6. Set **Connection Time-Out**.
7. Reflect the values as the machine's setting values.
 - a. Click the **Apply** button. A screen to enter the user name and password will be displayed.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

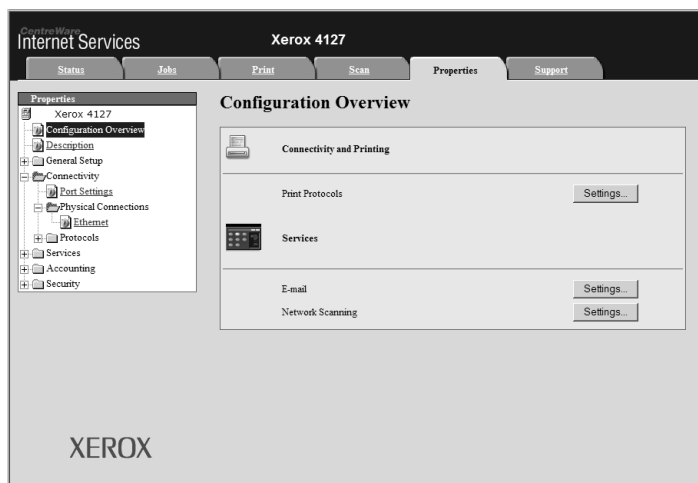
- c. The right frame on the web browser will change to the machine reboot display.
8. Click **Reboot**. The machine will reboot and the setting value will be reflected.

E-mail

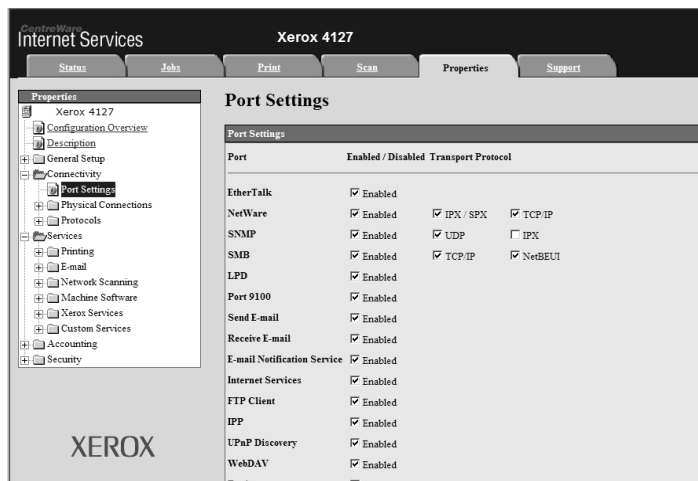
Enabling the E-mail ports

This section describes the procedure to enable the ports that are used for the e-mail feature.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



3. Click **Port Settings** from the **Properties** area of the web browser page.



4. Enable the ports which are used for the e-mail feature.
 - a. Select the **Enable** check box for **Receive E-Mail** when using the mail print feature.
 - b. Select the **Enable** check box for **Mail Notice Service** when using the mail notice or job completion notice feature.
5. Reflect the values as the machine's setting values.

- a. Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

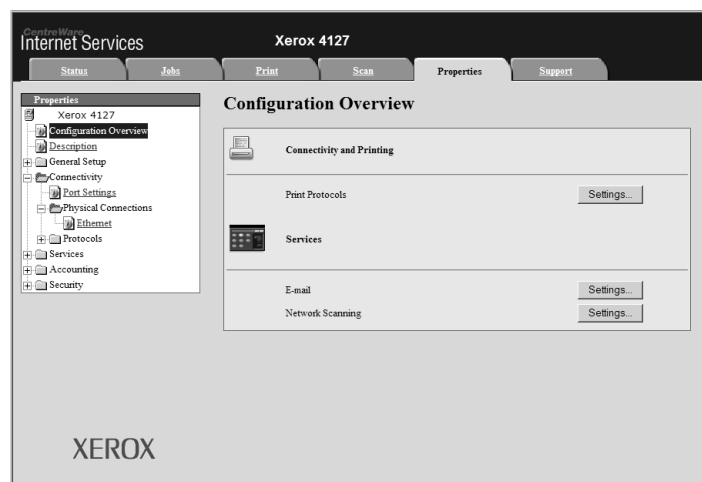
Setting the E-mail items

This section describes the setting items for the E-mail feature.

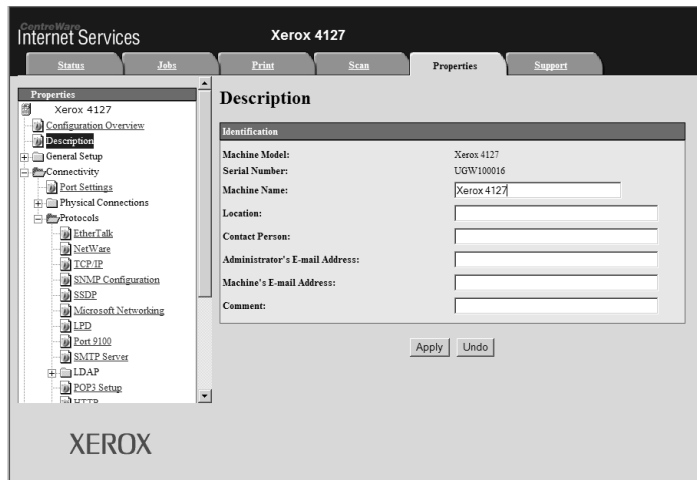
Note

Click **Help** at the bottom left of the CentreWare Internet Services screen for details on the setting items.

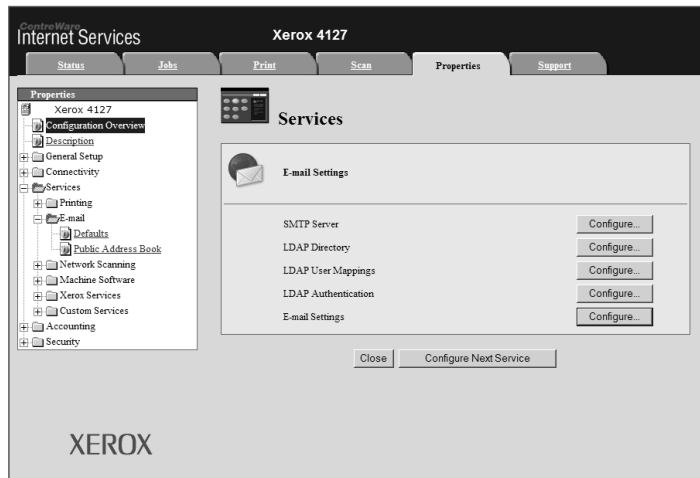
1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Properties** tab.



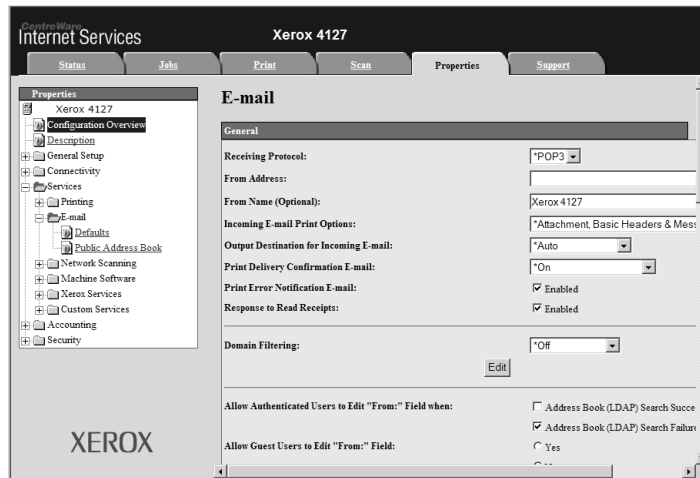
3. Click **Description** from the **Properties** area of the web browser page.



4. Set the e-mail address for the machine and administrator.
 - a. Set the **Administrator E-Mail Address**.
 - b. Set the **Machine E-Mail Address**.
5. Set the **TCP/IP** if necessary (See *Chapter 3 TCP/IP on page 3-9*).
6. Click **Configuration Overview** and then the **E-Mail Settings** button.



- Click the E-Mail Settings **Configure** button **Services** area of the web browser page.



- Set the receive protocol using the **Receiving Protocol** pull-down menu.

Note

Set this item when using the mail print feature.

- Set the print method using the **Incoming E-mail Print Options** pull-down menu.

Note

Set this item when using the mail print feature.

- Set the **Output Destination for Incoming E-mail** pull-down menu.

- Set the print method using the **Print Delivery Confirmation Mail** pull-down menu.

Note

Set this item when using the mail print feature.

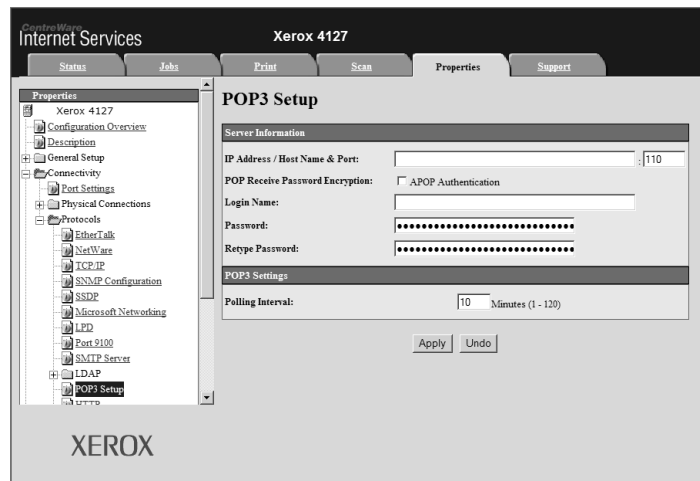
- Select the **Enable** checkbox to enable the **Print Error**.

- Select the **Enable** checkbox to enable the **Response to Read Status (MDN)**.

Note

Set this item when using the mail print feature.

- Click + on the left of **Connectivity** and + on the left of **Protocols** to display the items in the folder.

15. Click **POP3 Setup**.

16. Set the POP3 server information.

Note

Set this item when using the mail print feature and POP3 is specified for the **Receive Protocol**.

- a. Set the **POP3 Server Address**, **POP3 Port Number**, and **POP Receiving Authentication**.
- b. Set the **POP3 Server Check Interval**.
- c. Set the **POP User Name**.
- d. Enter the **POP User Password**.

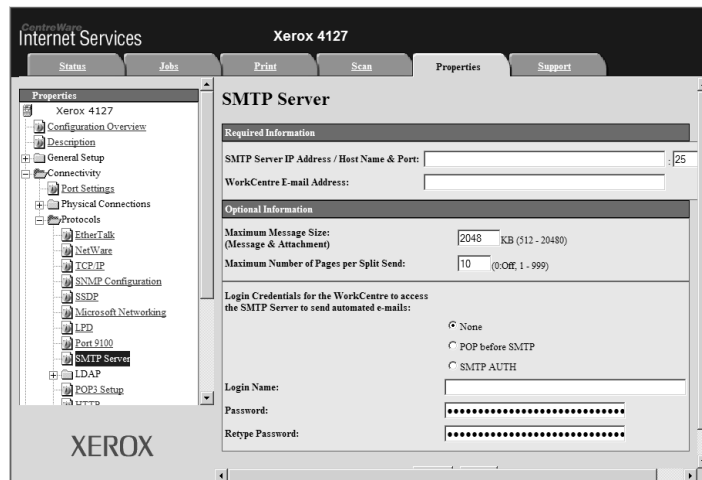
17. Set the mail exchange restrictions.

Note

Set this item when using the mail print feature.

- a. From the **Domain Filtering** drop-down menu, select either **Off**, **Allow Domains**, or **Block Domains**.
- b. Click **Edit** button.
- c. If you selected **Allow Domains**, specify the domain names that will be allowed by the machine.
 - If you selected **Block Domains**, specify the domain names that will be blocked by the machine.
- d. Click the **Apply New Settings**.
- e. Click the **Back** button until the **E-Mail Settings** screen is displayed.

18. Click **SMTP Server**.



19. Set the **SMTP Server Address, Host Name and Port**.

Note

Set this item when using the scanner (mail transmission), mail notice, or job completion notice feature.

20. Set the **WorkCentre E-mail Address**.

21. Set the **Optional Information** as necessary.

22. Reflect the values as the machine's setting values.

- Click the **Apply New Settings**. A screen to enter the user name and password will be displayed.
- Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

- The right frame on the web browser will change to the machine reboot display.
- Click **Reboot**. The machine will reboot and the setting value will be reflected.

Network Scanning

The scanned document is stored on the machine's hard drive and then transmitted automatically to a networked computer (server), using a Job Template. You can access the Network Scanning feature by the selecting Network Scanning button from the All Services screen. A list of all the Job Templates created are displayed on the Network Scanning screen.

Creating Job Templates

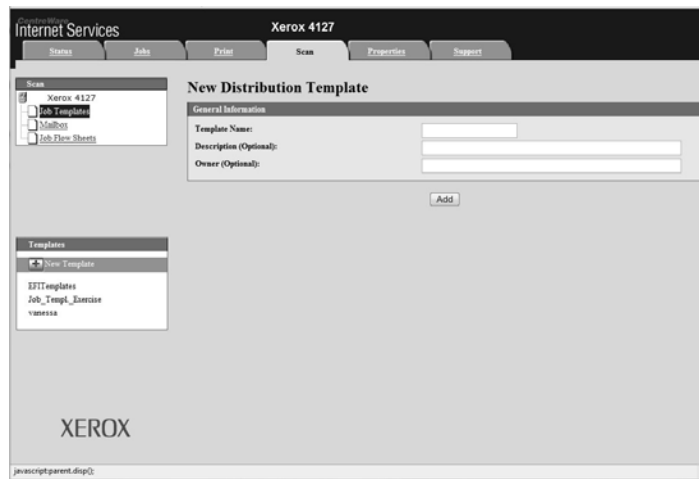
The job template is a configuration file that defines conditions, information about the transfer destination server, and other information for the scanned file.

A job template can be created using CentreWare or remotely using a Network Scanning server application such as the EFI Controller. According to the settings in the template, documents are automatically scanned, saved in TIFF/JPEG or PDF format, and then sent to a specified server.

Adding a new Template

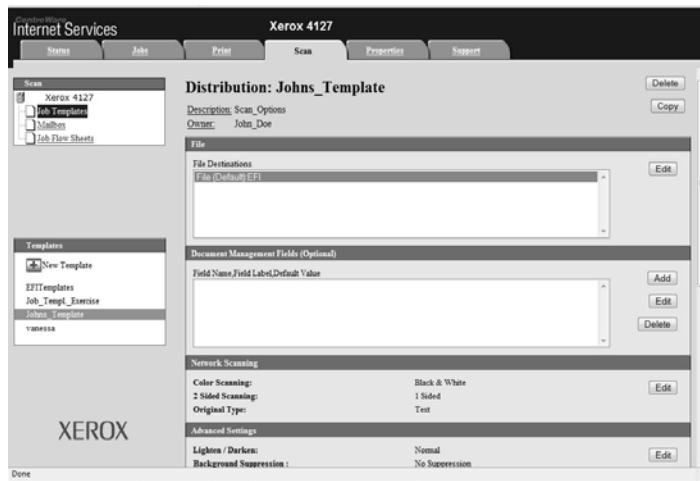
This section describes the procedure to create Job Templates for network scanning.

1. Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
2. Click the **Scan** tab and ensure that Job Templates is selected.

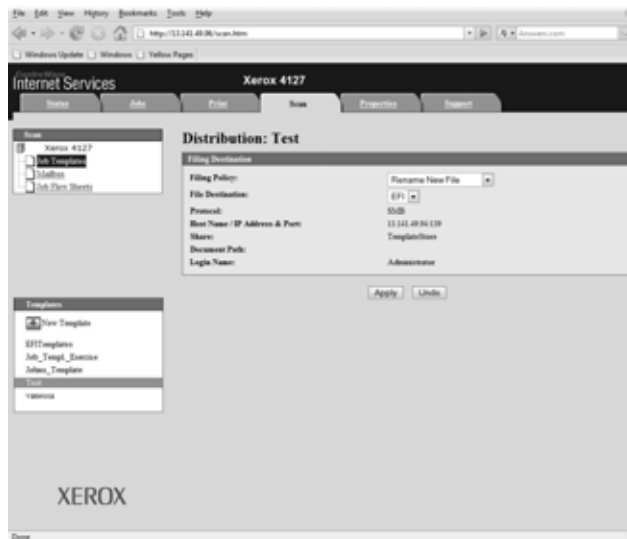


3. Enter **Template Name**, **Description** (Optional), and **Owner** (Optional) and click **Add**.

- The added template Screen appears. Click the **Edit** button in the **File** area.



- Set the **Filing Policy** and **File Destination** parameters and click **Apply**.



Note

To set the File Destination parameters, such as Protocol and IP Address, go to *Chapter 3 Adding a Job Template File Destination on page 3-34*.

- Click **Add** or **Edit** in the Document Management Fields (Optional) area. Enter the field as required for your Document Management software and click **Apply**.



- Click **Edit** in the **Network Scanning** area. Set the **Color Scanning**, **2 Side Scanning**, and **Original Type** parameters and click **Apply**.



8. Click **Edit** in the **Advanced Settings** area. Set the **Image Options**, **Image Enhancement**, and **Resolution** parameters and click **Apply**.



9. Click **Edit** in the **Layout Adjustment** area. Set the **Original Orientation**, **Original Size**, **Reduce/Enlarge**, **Output Size**, and **Edge Erase** parameters and click **Apply**.



10. Click **Edit** in the **Filing Options** area. Set the **Document Name**, and **Document Format** parameters and click **Apply**.



11. Click **Edit** in the **Report Options** area. Click to enable the **Confirmation Sheet** and/or **Job Log** and click **Apply**.



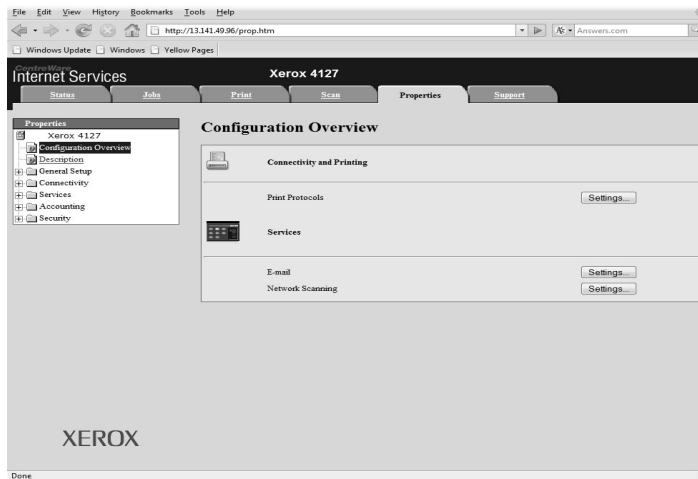
- Click **Edit** in the **Compression Capability** area. Click to enable the **desired compressions** and click **Apply**.



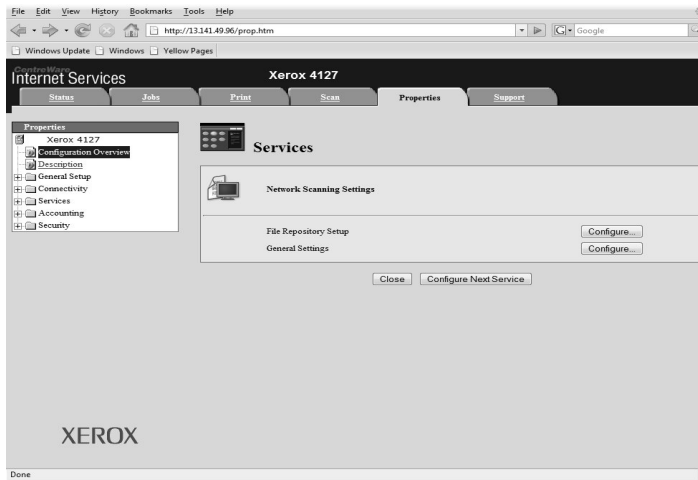
Adding a Job Template File Destination

This section describes the procedure to add a file destination(s) to be used by the Job Templates for storing scanned documents.

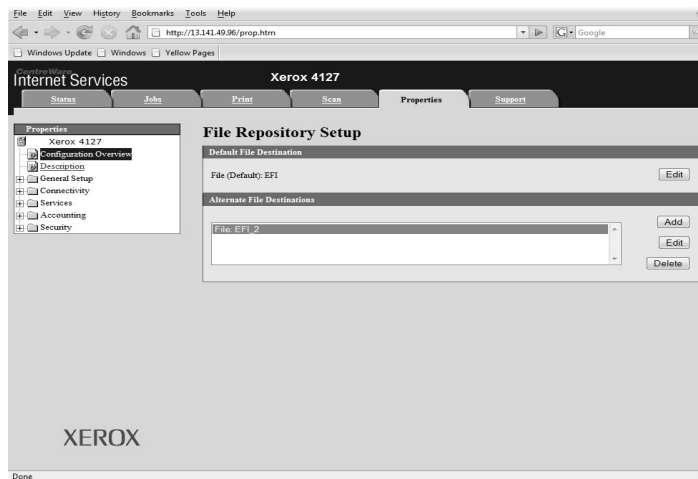
- Connect to CentreWare (See *Chapter 3 Connect to CentreWare Internet Services from a computer on page 3-2*).
- Click the **Properties** tab and ensure that **Configuration Overview** is selected. Click the **Network Scanning Settings** button.



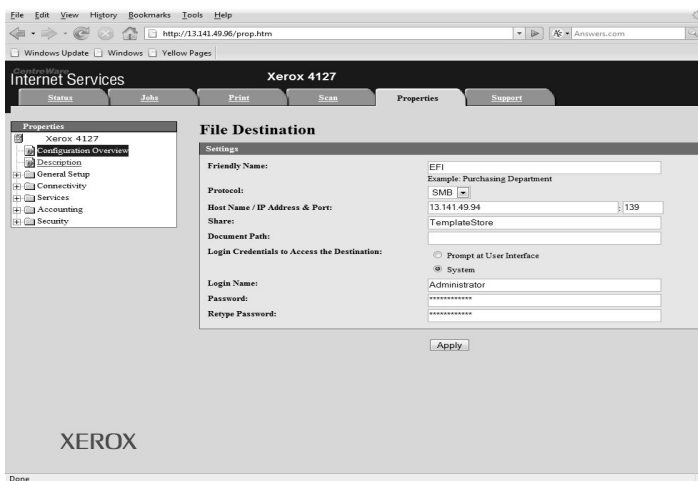
- Click the File Repository **Configure** button.



- Click the Default File Destination **Edit** button.



- The File Destination screen appears.



- Set the File Destination parameters.

- a. Set the **Friendly Name** for the file destination.
- b. Set the **Protocol** (FTP or SMB).
- c. Set the **Host Name/IP Address & Port**.
- d. Set the **Share** (destination shared folder on network).
- e. Set the **Document Path** (if necessary).
- f. Enter the **Login Name** and **Password** of the destination server.
- g. Click **Apply**.

E-mail

E-mail overview

The machine is capable of exchanging e-mails. The following features are available by exchanging e-mails:

- Mail print
- Mail notice
- Job completion notice
- Scanner (mail transmission)

Note

This feature does not appear for some models. An optional package is necessary. For more information, contact the Customer Support Center.

Scanner (mail transmission)

Documents can be scanned and transmitted via e-mail in black and white or color (with optional color scanner kit).

Mail print

E-mail with attachments in either TIFF or PDF format can be sent to the machine from computers. Received e-mail will automatically be printed.

Mail notice

When the machine is configured with the rejected IP addresses notice or rejected mail domains notice, a mail notice about the rejection can be sent to a specified recipient.

Job completion notice

When a computer has submitted a job to the machine, its completion can be notified by e-mail.

Preparations

The following items are required in order to use the e-mail feature. (Required items differ by the feature.)

Item	Description	Scanner Mail Transmission	E-mail Print	E-mail notice	Job completion notice
TCP/IP address	The TCP/IP address for the machine. E-mail is exchanged using TCP/IP.	○	○	○	○
Subnet mask	Necessary when the network is divided into subnets.	▲	▲	▲	▲
Gateway address	Necessary when multiple networks are connected by gateways.	▲	▲	▲	▲
Administrator e-mail address	Set the e-mail address for the machine administrator.	○	○	○	○
Main mail address	Used as the sender address when the machine is transmitting e-mail.	○	○	○	○
DNS server address	Required when the addresses for a POP3 server and a SMTP server are set with a domain name format rather than their IP addresses.	▲	▲	▲	▲
SMTP server address	The machine uses a SMTP server to transmit e-mail. The SMTP server can also be used for receiving e-mail.	○	○	○	○

Item	Description	Scanner Mail Transmission	E-mail Print	E-mail notice	Job completion notice
SMTP authentication user	If the SMTP server requires authentication, specify the authentication user name.	▲	▲	▲	▲
POP3 server	If a POP3 server is used to receive e-mails, register the e-mail address of the machine and user to the POP3 server. Also, it is necessary to set the POP3 server address on the machine.	▲	▲	▲	▲
POP user name	Set the POP receiving user address.	▲	▲	▲	▲

○: A required setting ▲: May set as needed for your individual environment

Register a Mail Account

In order to use e-mail on the machine, a mail account for the machine needs to be registered.

Configuring the E-mail Environment

Enable the port and configure the machine e-mail address, TCP/IP environment, and e-mail server from the machine.

Note

The configuration can also be performed using CentreWare Internet Services.

Configuration procedure

Overview

This section describes the configuration procedure to use the e-mail feature on the machine.

The following two steps are necessary to use the e-mail feature:

- Enabling the port and setting TCP/IP: Set the machine to be able to use TCP/IP
- Configuring the e-mail feature: Set the e-mail function items on the machine.

Enabling the ports and setting the IP addresses

This section describes the configuration procedure to use TCP/IP on the machine.

First enable the e-mail port, then set the IP address.

Note

The configuration can also be performed using CentreWare Internet Services. Refer to “Using CentreWare Internet Services.”

Note

Enable the SOAP port and the SNMP port in most cases.

1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
2. Enable the ports that are used for the e-mail feature.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Port Settings**.
 - d. Select **Send E-mail** and then select **Change Settings**.
 - e. Select **Port Status** and select **Change Settings**.
 - f. Select **Enabled** and then select **Save**.
 - g. Select **Receive E-mail** and then select **Change Settings**.
 - h. Select **Port Status** and select **Change Settings**.
 - i. Select **Enabled** and then select **Save**.
 - j. Select **Close** repeatedly until the **Connectivity & Network Setup** screen is displayed
3. If necessary, set the IP Address (*Chapter 1 Setting the IP address on page 1-11*).
4. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11*).
5. After the machine is restarted, print out the **Printer Settings List** to confirm that the ports are enabled and TCP/IP is configured.

Configuring the E-mail environment

This section describes the configuration procedure to use the e-mail feature.

Notes

- The configuration can also be performed using CentreWare Internet Services. Refer to “Using CentreWare Internet Services.”
 - Enable the SOAP port and the SNMP port in most cases.
1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
 2. Set the e-mail address, host name, and domain name.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Machine E-mail Address/Host Name**.
 - d. Select **E-mail Address** and then select **Change Settings**.
 - e. Enter the **E-mail Address** using the keyboard displayed.
 - f. Select **Save**.
 - g. Set the **Host Name** and **Domain Name** as above.
 - h. Select **Close**.

If SMTP has been selected for the E-mail Receiving Protocol

- Alias cannot be configured. User can decide the account (the left side of @ mark). The address (the right side of @ mark) is a combination of host name and domain name.
- Example: mymail@mycompany.com
 - Account name: mymail
 - Host name: host
 - Domain name: mycompany.com

If POP has been selected for the E-mail Receiving Protocol

- Specify POP user name to the account (the left side of @ mark), and POP3 receiving mail server to the address (the right side of @ mark). User can decide an alias such as mymail@mycompany.com
 - Example: mymail@mycompany.com
 - Account name: mymail
3. Set the protocol for receiving e-mail.
 - a. Select **Other Settings**.
 - b. Select **E-mail Receive Protocol** and then select **Change Settings**.
 - c. Select either **SMTP** or **POP3** as appropriate for your environment.
 - d. Select **Save** and then select **Close**.
 - e. From the **Connectivity & Network Setup** list, select **Outgoing/Incoming** (i.e. E-mail Send/Receive Settings).

If **SMTP** has been selected for the Mail Receiving Protocol:

- a. Select **SMTP Server Settings**
- b. Select **SMTP Server Port Number**.
- c. Enter a value in the range from 1 to 65535. The default is 25.

If **POP3** has been selected for the Mail Receiving Protocol:

- a. Select **POP3 Server Settings**
- b. Select **Server Name/IP Address**.
- c. Enter the POP3 Server Name/IP Address and press **Save**.

Note

Enter the address in the format "xxx.xxx.xxx.xxx". The "xxx" should be a numeric value in the range from 0 to 255. However, 224 - 255.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

- d. Select **POP3 Server Port Number**.
- e. Enter a value in the range from 1 to 65535. The default is 110 (Do not use the numbers of any other ports) and press **Save**.
- f. Select **Polling Interval**.
- g. Set the interval for checking the e-mail on the POP3 server and press **Save**.
- h. Select **Login Name**.
- i. Enter the name to log in to the POP3 server and press **Save**.
- j. Select **POP3 Server Password**.
- k. Enter the same password twice in the **New Password** and **Re-enter Password**. If you do not set the password, leave it blank and select **Save**.
- l. Select **POP Password Encryption**.
- m. Select **On (APOP)** to encrypt the password, if desired and press **Save** and press **Close** twice.

4. Configure the E-mail transmission

- a. From the **Connectivity & Network Setup** list, select **Outgoing/Incoming** (i.e. E-mail Send/Receive Settings).
- b. Select **SMTP Server Settings**
- c. Select **SMTP Server Name/IP**.
- d. Enter the SMTP Server Name/IP Address and press **Save**.

Note

Enter the address in the format "xxx.xxx.xxx.xxx". The "xxx" should be a numeric value in the range from 0 to 255. However, 224 - 255.xxx.xxx.xxx and 127.xxx.xxx.xxx cannot be used.

- e. Select **SMTP Server Port Number**.
- f. Enter a value in the range from 1 to 65535 and press **Save**. The default is 25.
- g. Select **E-mail Send Authentication**.
- h. Select one from **Off**, **POP before SMTP**, or **SMTP AUTH**. Tip: If you are having trouble sending E-mail, to see if Authentication is the problem, set this item to **Off** and set the SMTP Server IP Address (above) to a server that does not require authentication.
- i. Select **SMTP AUTH Login Name**.
- j. Set this item if **SMTP AUTH** is selected for **E-mail Send Authentication**.
- k. Select **SMTP AUTH Password**.
- l. Set this item if **SMTP AUTH** is selected for **E-mail Send Authentication**. Enter the same password twice in the **New Password** and **Re-enter Password**. If you do not set the password, leave it blank and select **Save** and **Close**.

5. Configure the Domain restriction
Select **Domain Filter** and set the following items.
 - Domain filtering
 - Select one from **Off**, **Allow Domains**, or **Block Domains**.
 - Domain 1 - Domain 50
 - Specify up to 50 domains if either **Allow Domains** or **Block Domains** has been selected for **Domain Filter**.
6. Select **Close** repeatedly until the **System Settings** screen is displayed.
7. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11*).
8. After the machine is restarted, print out the Printer Settings List to confirm that each item is configured.

E-mail

Using the Scan Service

5

Tip

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Scan Service overview

The following functions are available by using scan services:

- Scanner (mail transmission)
- Scanner (save to a folder)
- Job template scan
- Scanner (save to a computer)
- Job flow scan

Notes

- An optional package is necessary for this feature to function. For more information, contact the Customer Support Center.
- The optional color scanner kit will allow scanning in color or black and white. Scans from Scan Service cannot be printed unless retrieved at the client and resubmitted as a print job.

Scanner (mail transmission)

Documents can be scanned and transmitted via e-mail.

Scanner (save to a folder)

Documents which you would like to take in as data can be scanned and stored into a folder. Stored documents can be accessed from network computers.

Job template scan

A job template is a configuration file for scanning parameters. Specify a job template for the document to be scanned in as data. The scanned document will be stored on a hard disk on the machine, then transmitted automatically to a networked computer (server).

Note

You can create a maximum of 500 Job Templates.

Scanner (save to a computer)

When the machine is connected to a network, scanned data can be stored on network computers using the FTP or SMB protocol.

Documents which you would like to take in as data can be scanned and stored on network computers.

Job flow scan

A scan can be performed using a job flow which has been created using an external editor.

Configuration of the scanner (mail transmission)

Preparations

Prepare the following to use the scanner (mail transmission) function:

- A registered mail account
A mail account for the machine needs to be registered.

Overview

The following is the procedure to use the scanner (mail transmission) function:

- Enabling the port and setting TCP/IP
 - Enable the mail send port and mail receive port, and set IP addresses on the machine.
 - Configuring the E-mail Environment
Set the e-mail function items on the machine.
1. Enable the ports and set the IP address (*Chapter 4 Enabling the ports and setting the IP addresses on page 4-4*)
 2. Configure the e-mail environment (*Chapter 4 Configuring the E-mail environment on page 4-5*)

Configuration of the scanner (Save to a Folder)

Overview

The following is the procedure to use the scanner (save to a folder) function:

- Enabling the port and setting TCP/IP
First enable the Salutation port, then set the IP address.
- Registering a Folder
Register a folder for storing the scanned data.

Enabling the ports and setting the IP addresses

Enable the IPP port (Salutation) for the scanner (save to a folder) and then set the IP address. The procedure for setting the machine is as follows.

Notes

- The configuration can also be performed using CentreWare Internet Services. Refer to "Using CentreWare Internet Services".
- Enable the SOAP port and the SNMP port in most cases.

Refer to *Chapter 2 Configuration on the machine (IPP)* on page 2-5.

Registering a Folder

Documents stored in a folder can be taken into an application via the scan driver by a computer.

A maximum of 200 folders can be registered. The following items can be configured or changed:

Folder name

Set the name used for a folder. Up to 10 characters can be used for the name.

Password

A password of up to 20 characters can be set. A password is not a required setting. Passwords are valid only when the System Administrator password is set.

Check password

When the password is set, configure whether each operation (such as read or write) requires password restrictions.

Delete document after retrieval

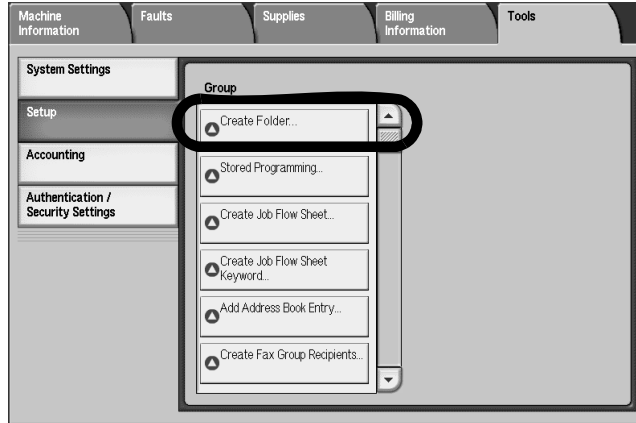
Set whether to delete a document in the folder after the document is retrieved, printed, or transferred by a job flow.

Link a job flow sheet to a folder

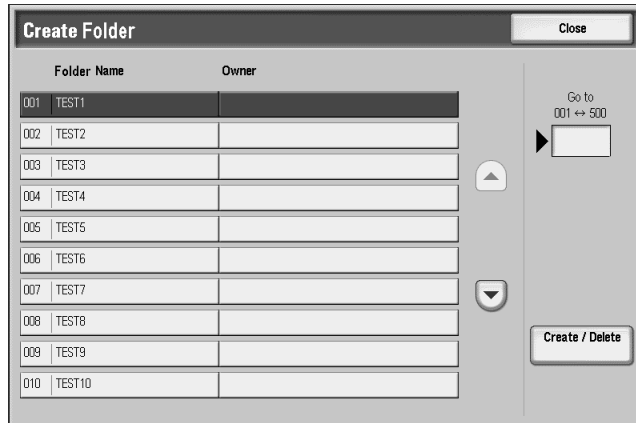
Set or change a link to a job flow, or select and run a job flow.

The procedure that follows describes how to register a folder on the machine.

1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
2. Select **Setup Menu**.
3. Select **Create Folder**.



4. Select a box to register and then select **Create/Delete**.



Note

Folders that have not been registered are displayed as “(Not In Use).”

5. Configure other items as necessary. Select an item to configure and select **Change Settings**. When the setting is completed, select **Save**.

Items	Current Settings
1. Folder Name	TEST1
2. Check Folder Passcode	Always (All Operations)
3. Delete Documents After Retrieval	Yes
4. Delete Expired Documents	Yes
5. Link Job Flow Sheet to Folder	

Buttons: Delete Folder, Change Settings

Folder name

Set the name used for a folder. Up to 10 characters can be entered.

Note

The buttons on the Control Panel can also be used for the entry.

Check passcode

When the password is set, configure whether each operation (such as read or write) requires password restrictions.

- Always
- A password is required for both the above operations.
- Save (write)
- A password entry is required when selecting a folder.
- Print/delete (read)
- A password entry is required when printing or deleting a document in a folder.

Delete document after retrieval

Set whether to delete a document in the folder after the document is retrieved, printed, or transferred by a job flow.

- No
- The document is kept.
- Yes
- The document is deleted.

Delete documents with expiration date

When an **Document Expiration Date** is set in **Stored Document Settings** under **System Settings**, expired documents are deleted at the specified time.

Link a job flow sheet to a folder

Set or change a link to a job flow, or select and run a job flow.

6. Set a password.

2. Check Folder Passcode

Cancel Save

Check Folder Passcode

☐ Off

☒ On

Folder Passcode

▶

The System Administrator's Login ID needs to be set in order to enable the Check Folder Passcode setting.

Target Operation

☒ Always (All Operations)

☐ Save (Write)

☐ Print / Delete (Read)

When setting a password:

- Select On.
- Enter the password using the numeric keypad then select Save.
- The **Folder XXX - Create/Delete** screen is displayed. XXX indicates the folder number to register.

Note

The password entered is displayed as “*.” If you make a mistake while entering the password, press the **C** (Clear) button and enter the password again.

When not setting a password

- Select Off and then select Save.
 - The **Folder XXX - Create/Delete** screen is displayed. XXX indicates the folder number to register.
7. Configure other items as necessary. Select an item to configure and select **Change Settings**. When the setting is completed, select **Save**.

Items	Current Settings
1. Folder Name	TEST1
2. Check Folder Passcode	Always (All Operations)
3. Delete Documents After Retrieval	Yes
4. Delete Expired Documents	Yes
5. Link Job Flow Sheet to Folder	

Buttons: Delete Folder, Change Settings

Folder name

Set the name used for a folder. Up to 10 characters can be entered.

Note

The buttons on the Control Panel can also be used for the entry.

Check passcode

When the password is set, configure whether each operation (such as read or write) requires password restrictions.

- Always
- A password is required for both the above operations.
- Save (write)
- A password entry is required when selecting a folder.
- Print/delete (read)
- A password entry is required when printing or deleting a document in a folder.

Delete document after retrieval

Set whether to delete a document in the folder after the document is retrieved, printed, or transferred by a job flow.

- No
- The document is kept.
- Yes
- The document is deleted.

Delete documents with expiration date

When an **Document Expiration Date** is set in **Stored Document Settings** under **System Settings**, expired documents are deleted at the specified time.

Link a job flow sheet to a folder

Set or change a link to a job flow, or select and run a job flow.

8. Confirm the entries made in the **Create/Delete** screen and select **Close**.
9. Continue to select **Close** until the **System Settings** screen is displayed.

Configuration of the Job Template

Preparations

The following environment is required to use the job template scan function on the machine:

- Using with FTP
For information on the required FTP server.
- Using with SMB
To use SMB forwarding, your computer should have one of the following operating systems installed that supports folder sharing:
 - Microsoft Windows 2000
 - Microsoft Windows Server 2003
 - Microsoft Windows XP
 - Microsoft Windows Vista

Overview

The following is the procedure to use the job template scan function:

- Enabling the port and setting TCP/IP
Enable the SNMP port, Internet service port and FTP port or SMB port, and set IP addresses on the machine.
- Configuring the SNMP port
Configure the transport protocol for the SNMP port using CentreWare Internet Services.

Enabling the ports and setting the IP addresses

In order to use FTP service on the machine, enable the port and set the IP address. The procedure for setting the machine is as follows.

Note

The configuration can also be performed using CentreWare Internet Services. Refer to “Using CentreWare Internet Services”

1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
2. Enable the SNMP port.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Port Settings**.
 - d. Select **SNMP** and then select **Change Settings**.
 - e. Select **Port Status** and select **Change Settings**.
 - f. Select **Enable** and then select **Save**.
 - g. Select **Close**
3. Enable the FTP client port and Internet service (HTTP) port as above.
4. Select **Close**.
5. If necessary, set the IP Address (*Chapter 1 Setting the IP address on page 1-11*).
6. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11*).
7. After the machine is restarted, print out the **Printer Settings List** to confirm that the ports are enabled and TCP/IP is configured.

Configuring the SNMP port

Configure the transport protocol for the SNMP port using CentreWare Internet Services.

1. Start a web browser.
2. Enter the machine's IP address or the Internet address to the address entry column on the browser, and press the Enter key.
 - Example of the IP address entry:
 - http://192.168.1.1/
 - Example of the Internet address entry:
 - http://xxx.yyyy.zz.vvv/

Note

When specifying a port number, add “:” and a port number to the end of the Internet address.

3. Click the **Properties** tab.
4. Click **Port Status** from the **Properties** area.
5. Select the **UDP** checkbox to the right of **SNMP** (Port Status feature).
6. Reflect the values as the setting values of the machine.
 - a. Click the **Apply** button.
 - b. Enter the System Administrator UserID and password into **User Name** and **Password**, and then click **OK**.

Note

The default User ID value is **11111** and password is **x-admin**.

- c. The right frame on the web browser will change to the machine reboot display.
- d. Click **Reboot**. The machine will reboot and the setting value will be reflected.

Configuration of the scanner (Save to a Computer)

Preparations

Prepare the following to use the scanner (save to a computer) function:

Using with FTP

When using with FTP transmission, one of the following FTP servers and an account to FTP servers (login name and password) are required:

- Microsoft Windows 2003 Server
The FTP service of Microsoft Internet Information Server 6.0.
- Microsoft Windows 2000 Server, Microsoft Windows 2000 Professional, or Microsoft Windows XP.
The FTP service of Microsoft Internet Information Server 3.0.
- Novell NetWare
FTP service of NetWare 5.11J or 5.12J.

Refer to the manual provided with the software for how to configure the FTP service.

Using with SMB

When using with SMB transmission, your computer must have one of the following operating systems installed that supports folder sharing:

- Microsoft Windows 2000
- Microsoft Windows 2003 Server
- Microsoft Windows XP
- Microsoft Windows Vista

Overview

This section describes the configuration procedure to use the scanner (save to a computer) function on the machine.

The following is the procedure to use the scanner (save to a computer) function:

- Enabling the port and setting TCP/IP
Enable the FTP port or SMB port and set the machine's IP address.
- Preparing a FTP folder or SMB folder
Create a folder for transmission destinations on the computer.

Note

When using with SMB protocol, you must login to the FTP server of your choice and create a destination directory for your files.

Enabling the ports and setting the IP addresses

In order to use the scanner (save to a computer) service, enable a port (SMB or FTP client) and set the IP address. The procedure for setting the machine is as follows:

Note

The configuration can also be performed using CentreWare Internet Services. Refer to “Using CentreWare Internet Services”.

Note

Enable the SOAP port and the SNMP port in most cases.

1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
2. Enable the SNMP port.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Port Settings**.
 - d. Select **SMB** and then select **Change Settings**.
 - e. Select **Port Status** and select **Change Settings**.
 - f. Select **Enable** and then select **Save**.
 - g. Select **Close**
3. Enable the FTP client port and Internet service (HTTP) port as above.
4. Select **Close**.
5. If necessary, set the IP Address (*Chapter 1 Setting the IP address on page 1-11*).
6. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11*).
7. After the machine is restarted, print out the Printer Settings List to confirm that either the SMB port or FTP client port is enabled and the IP addresses are configured.

Configuration on the computer

This section describes the configuration procedure for the computer.

Using with FTP

Create a destination directory/folder for your files. this directory/folder should be created on the FTP server where you logged in.

Using with SMB

Create a folder on the computer and configure it as a shared folder.

Configuration of the Job Flow

The following is the procedure to use the job flow scan function:

- Enabling the port and setting TCP/IP
Enable the SOAP port, SNMP port, and Internet service port, and set IP addresses on the machine.
- Configuring the SNMP port
Configure the transport protocol for the SNMP port using CentreWare Internet Services.
- Configuring the computer

Enabling the ports and setting the IP addresses

In order to use the job flow service, enable the SOAP port, SNMP port, and Internet service port, and set IP addresses. The procedure for setting the machine follows.

Note

The configuration can also be performed using CentreWare Internet Services. Refer to “Using CentreWare Internet Services”.

1. Enter the System Administrator Mode (*Chapter 1 Entering the System Administrator mode on page 1-10.*)
2. Enable the SOAP port.
 - a. Select **System Settings**.
 - b. Select **Connectivity & Network Setup**.
 - c. Select **Port Settings**.
 - d. Select **SOAP** and then select **Change Settings**.
 - e. Select **Port Status** and select **Change Settings**.
 - f. Select **Enable** and then select **Save**.
 - g. Select **Close**

3. Enable the SNMP port.
 - a. Select **Network Settings**.
 - b. Select **Port Settings**.
 - c. Select **SNMP** and then select **Change Settings**.
 - d. Select **SNMP - Port** and select **Change Settings**.
 - e. Select **Enable** and then select **Save**.
 - f. Select **Close**.
4. Enable the Internet service (HTTP) port as above.
5. Select **Close**.
6. If necessary, set the IP Address (*Chapter 1 Setting the IP address on page 1-11*).
7. Select **Close** repeatedly until the **System Settings** screen is displayed.
8. Exit the System Administrator Mode (*Chapter 1 Exiting the System Administrator mode on page 1-11*).
9. After the machine is restarted, print out the Printer Settings List to confirm that the SOAP port is enabled and the IP addresses are configured.

Folder backup and restore

6

Tip

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Overview

The folder **Backup Tool for restored document** is a software application that allows you to:

- Copy and save (backup) documents and folderes from the machine onto your personal computer's hard drive or onto a secondary backup device (such as USB flash drive) that is attached to your computer
- Create, copy, delete, or change settings from your computer for documents/folderes that reside on the machine
- Restore the backed up documents/folders from your computer to the machine

Note

Always refer to the online Help for information on the features and functions of the Backup Tool for restore document application. The online Help can be accessed by starting the application and selecting **Help**.

Tip

The following important criteria applies when using the Backup Tool for restored document application:

- The machine cannot be used while making backups.
- When using the backup documents on any 4112/4127 Copier/Printer, ensure that all the settings on the machine along with the paper tray settings are exactly the same as when the backup documents were saved to your computer.
 - If these settings are not the same, or if optional features have been added to the machine since the folder documents were copied and saved, then the restored documents may not print in accordance with their original settings.
- When you backup the folders, the following settings are **not** backed up and will be **lost**:
 - Folder Passwords
 - Access restrictions (Target Operations): **Always (All Operations)**: Requires a password for:
 - Scanning and saving documents to the folder
 - Viewing (reading) the folder's Document List
 - Printing or deleting documents from the folder
 - **Save (Write)**: Requires a password only when scanning and saving to a

- folder. Does *not* require a password for reading (viewing) the folder's Document List nor for printing or deleting documents from the folder.
 - **Print/Delete (Read)**: Requires a password only when reading (viewing) the folder's Document List, and when printing or deleting documents from the folder. Does *not* require a password when scanning and saving documents to the folder.
- If the folders use any of these settings, the folder owners should record these settings so that, if necessary, they can reprogram the folders and its documents after they are restored onto the machine.
 - Automatic deletion of documents after retrieval
 - Deletion of documents after their expiration date
 - Links to Job Flow Sheets

Install the software

The Backup Tool for restored document software resides on a CD-ROM that came with your machine. If you do not have or cannot find this CD, contact your local Xerox Representative.

The CD contains the software for installing the application and two other important files:

- **Readme.txt**: This text file provides an overview of the features and functions of the software application.
- **Manual.pdf**: This file provides instructions for installing the software on a user's computer.

Tip

Before installing the software, access these files on the CD and print a hard copy for easy access and reference.

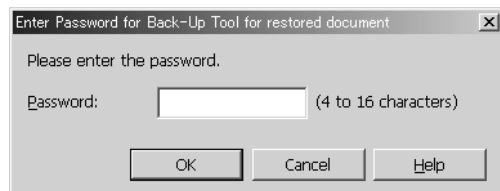
1. Insert the CD into your CD-ROM drive.
2. Follow the instructions provided in the **Manual.pdf** file for installing the software onto your computer.

Backup Tool for restored document requirements

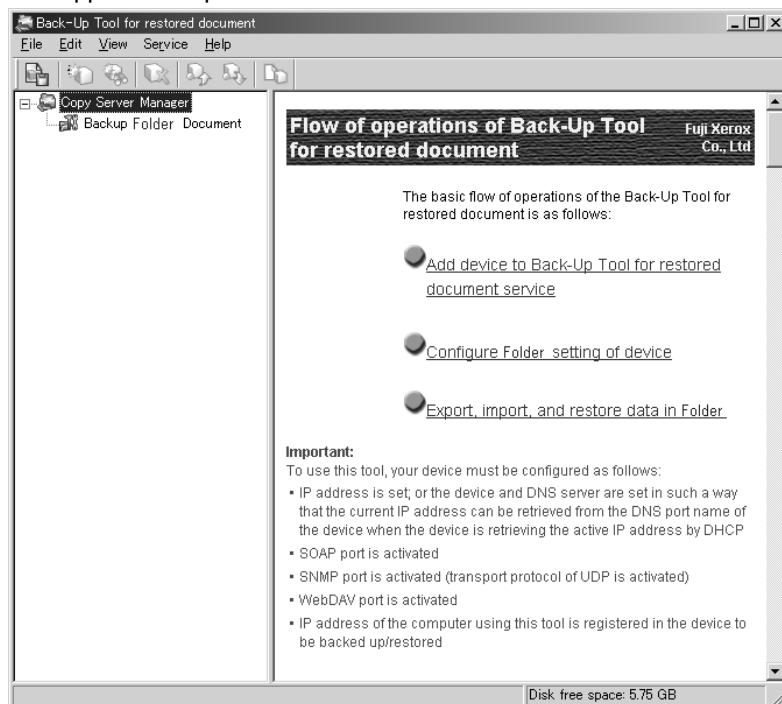
Before you can use the application, specific settings on the machine must be configured.

1. Obtain and record your computer's IP address.
2. At the machine, login in as the System Administrator; refer to *System Administrator mode* on page 1-10.
3. Press the **Machine Status** button on the Control Panel.
4. Select the **Tools** tab from the UI.
5. Select **Connectivity and Network Setup > Port Settings**.
6. Ensure that the following ports are **Enabled**:
 - SNMP
 - SOAP
 - WebDAV port
 - (CentreWare) Internet Services (HTTP)
7. From the **Port Settings** screen, select **Close** to return to the main Tools screen.

8. Select **Connectivity and Network Setup > Other Settings**.
9. Select **Folder Backup Tool - IP address** and the **Change Settings** button.
10. Enter your computer's IP address and select **Save**.
11. Exit **Tools** mode by pressing the **Log In/Out** button on the Control Panel.
12. From your computer, select **Start > Program > Xerox > Back-Up Tool for restored document > Back-Up Tool for restored document**
13. Enter a password, and click **OK**. The default password is **x-admin**.



14. The application opens to the main screen.



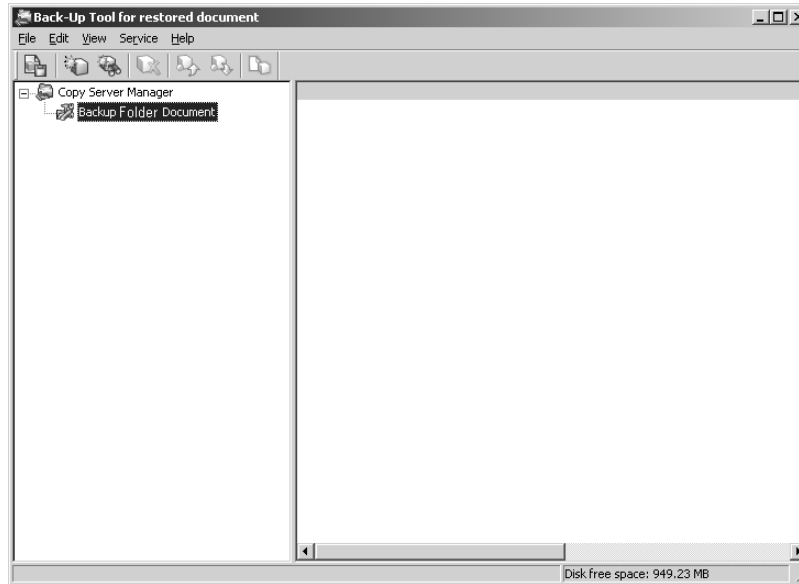
Add a machine to the application service

Follow the steps below to register the machine's IP address or DNS host name on your computer via the **Back-Up Tool for restored document** application.

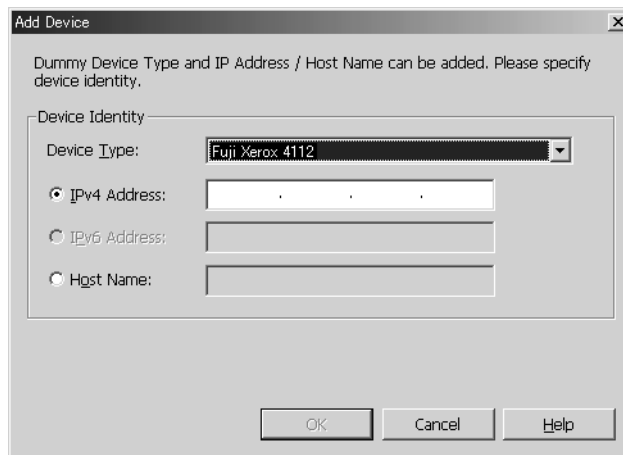
Note

For information about how to register the machine by searching the network, refer to the application's online help.

1. Select **Backup Folder Document**, and from the **Edit** menu, select **Add Device....**



2. Select the **Device Type** from the pull-down menu.



3. Enter an **IP v4 Address**, **IP v6 Address** or **Host Name**, and click **OK**.

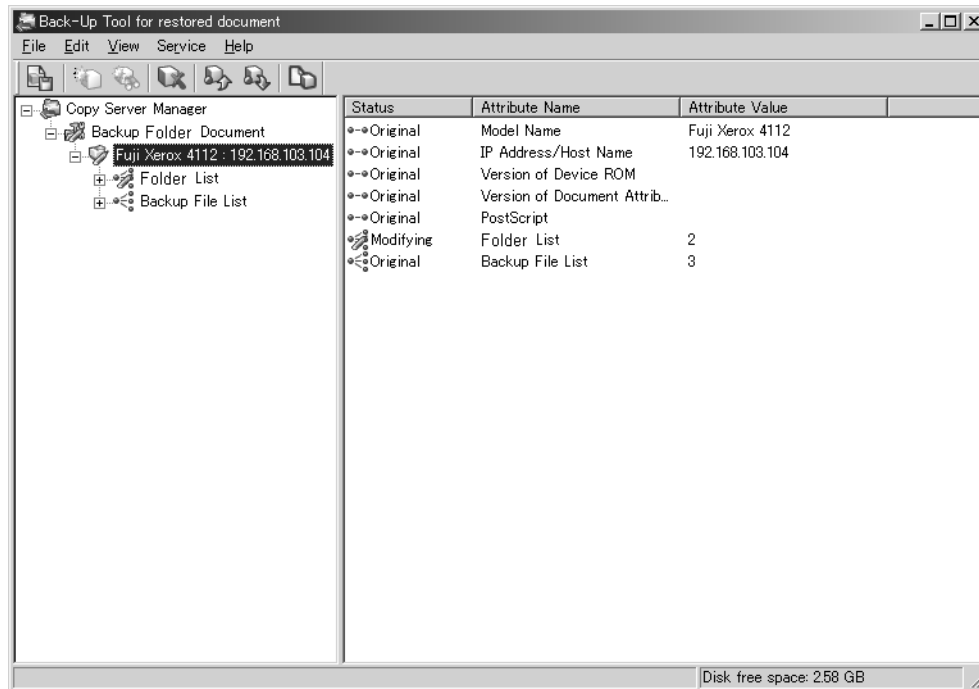
4. Click **OK**.



Import folder information from the machine

Follow the steps below to import the information from the folders and documents stored on the machine onto your computer via the **Back-Up Tool for restored document** application.

1. Select the machine, and from the **Edit** menu, select **Get Attributes from Device**.



2. Click **OK**.



Folder backup and restore

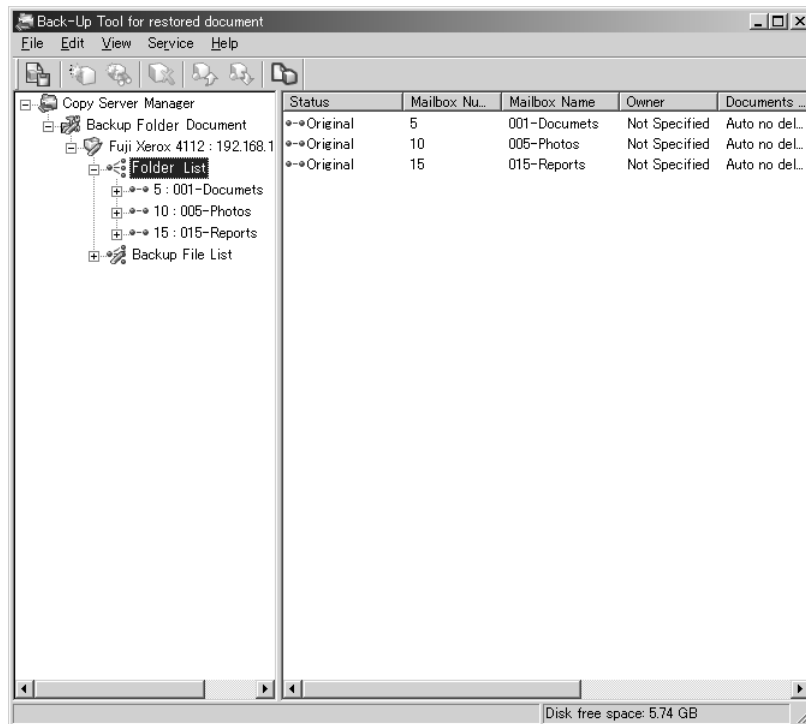
3. Click **OK**.



Note

When the attribute values cannot be imported, ensure that the machine is powered on and that its IP address or host name are entered correctly in the backup application on your computer.

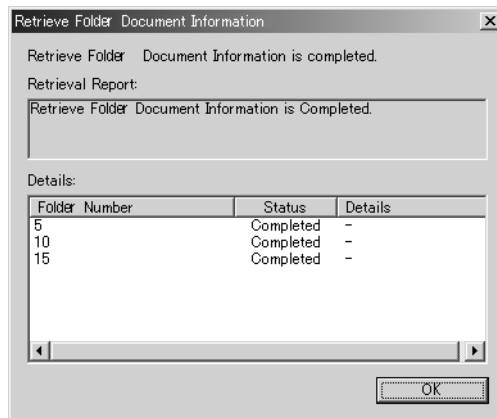
4. Right-click on **Folder List** and select **Retrieve Folder Document Information**.



5. Click **OK**.



- After the import is complete, click **OK**.

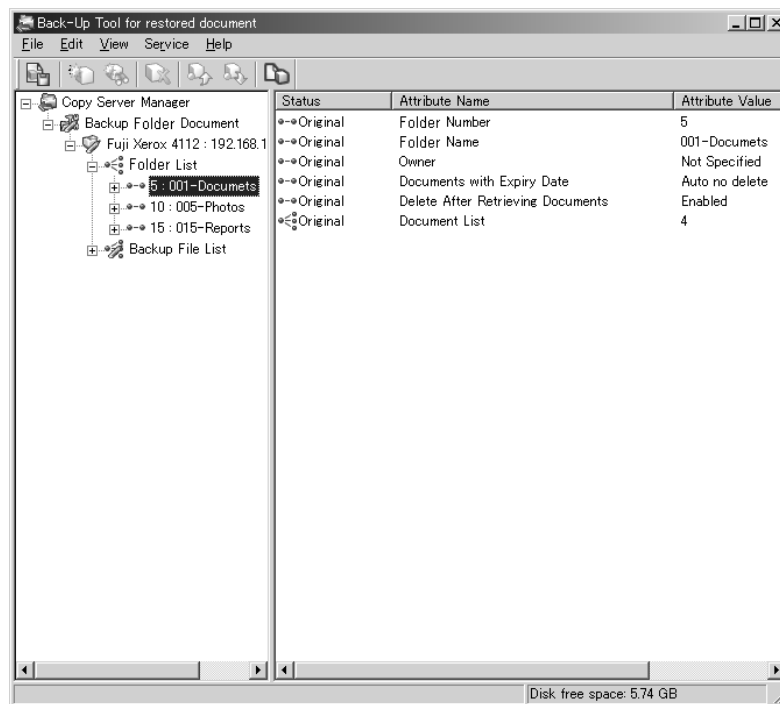


Copy (backup) the folders onto your computer

Tip

The machine cannot be used while making backups.

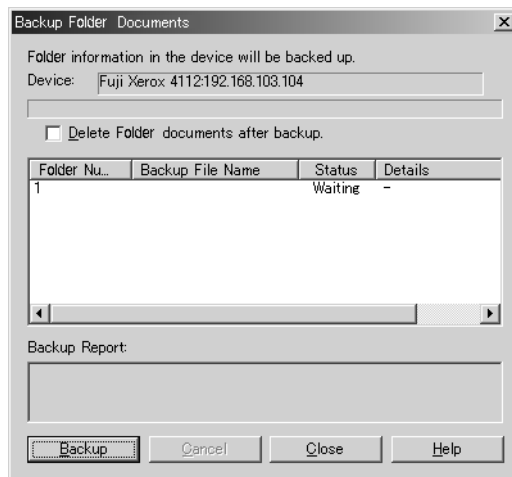
- Right-click on a folder, and select **Backup Folder documents**.



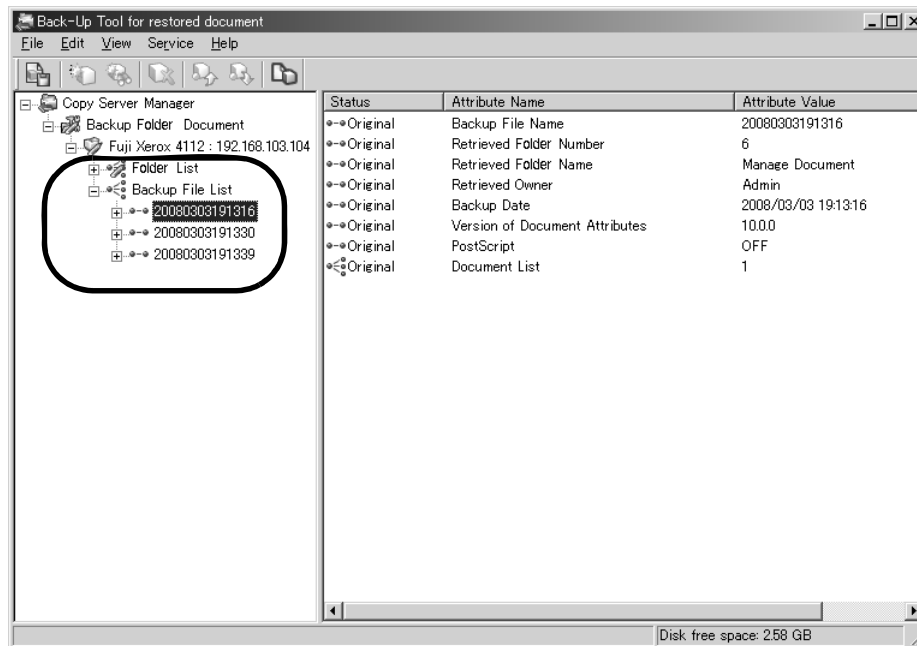
Note

If you select the **Folder List** and then **Backup Folder documents**, you can back up all the files in the list.

2. Click **Backup**.

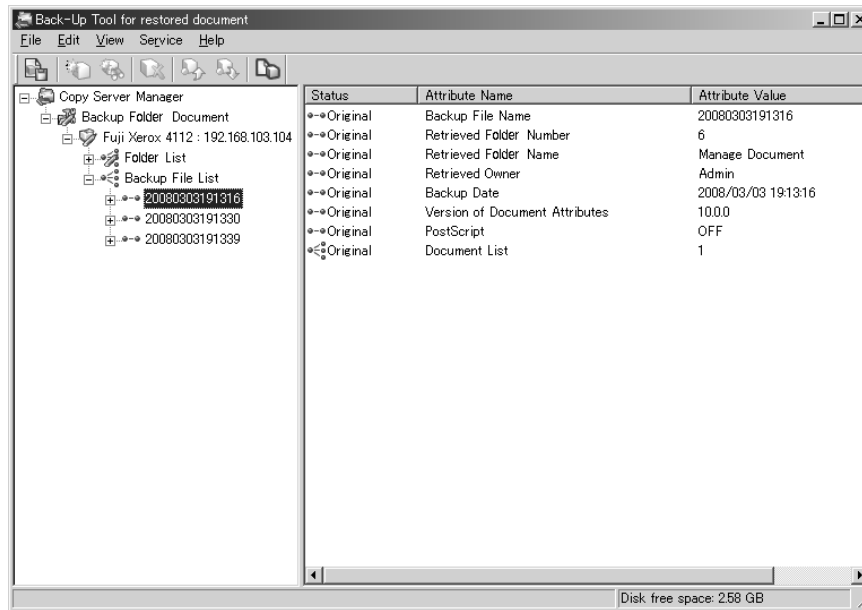


3. After the backup is complete, click **Close**.
4. To confirm that the folder box was copied and saved, click on the plus sign to the left of the **Backup File List**; the saved folder is displayed.



Save the backup on your computer

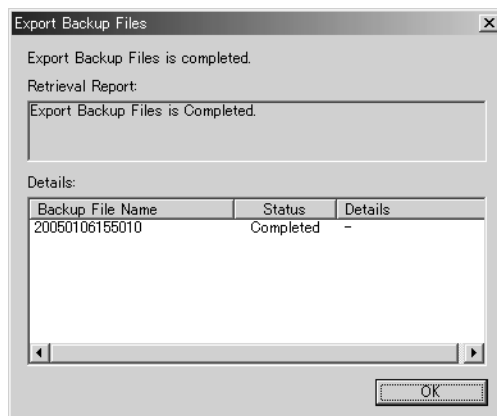
1. From the **Backup File List** right-click on a folder and select **Export Backup Files**.



Note

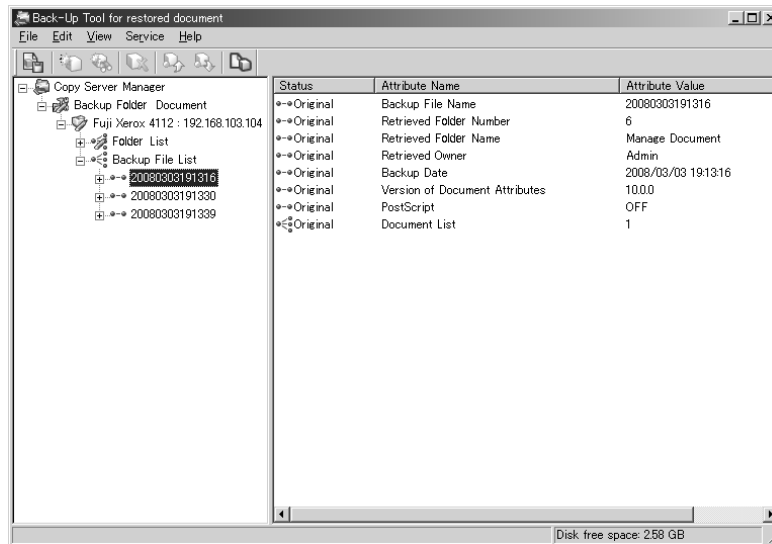
If you select the **Backup File List** and then **Export Backup Files**, you can save all the files in the list.

2. If necessary, select a location on your computer to save the folder and click **Save**.
3. After the processing is complete, click **OK**.



Read (view/edit) the saved folders on your computer

1. From the Backup File List, right-click on a folder, and select **Import Backup Files**.

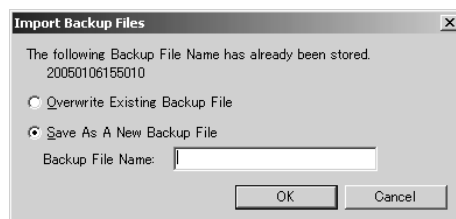


2. Select a folder, and click **Open**.

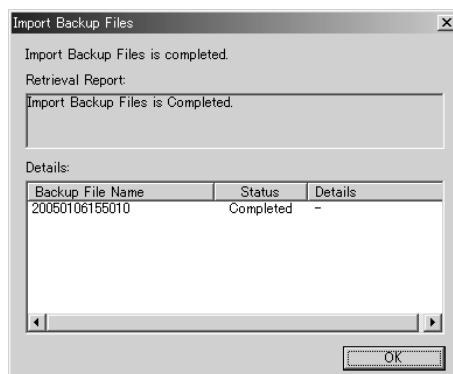
Note

Only folders/documents with an extension of “.bf1” can be read (viewed).

When two of the same folders/documents exist, a confirmation window opens and ask you to choose either **Overwrite Existing Backup File** or **Save As A New Backup File**.



3. After the processing is complete, click **OK**.



Restore backed-up folders to the machine

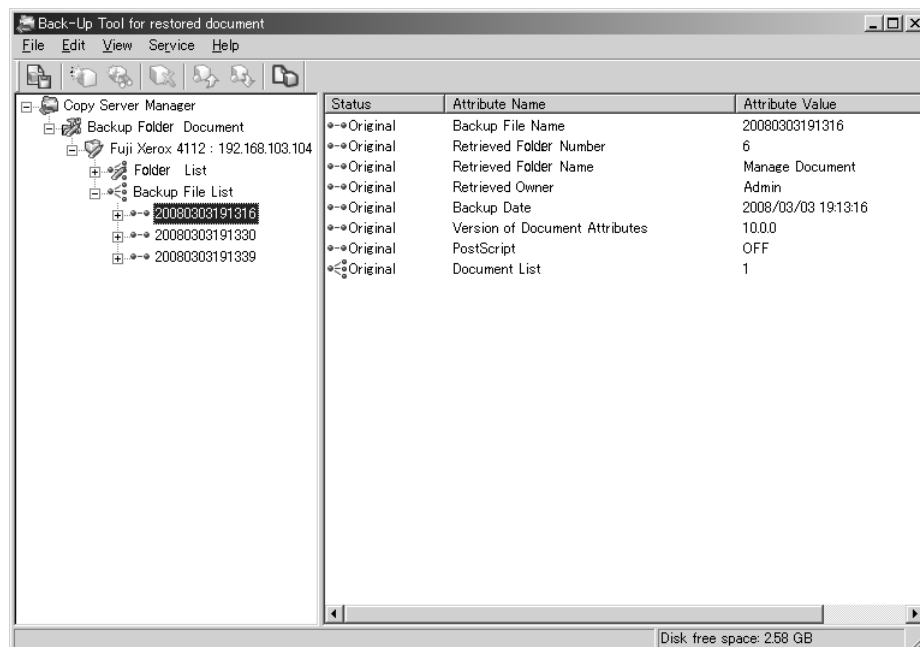
Tip

When the folders were backed up, the following settings were not backed up and thereby lost:

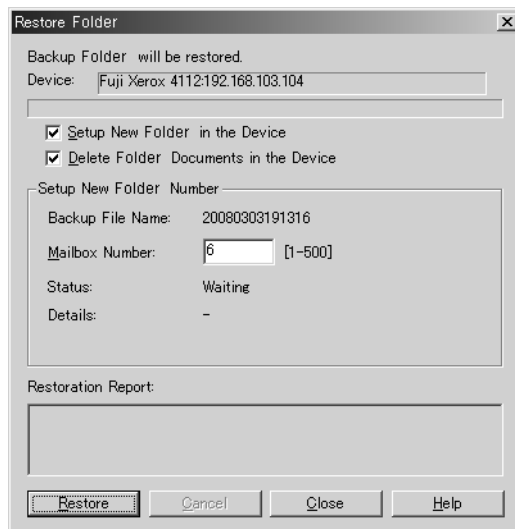
- Folder Passwords
- Access restrictions (Target Operations):
 - **Always (All Operations):** Requires a password for:
 - Scanning and saving documents to the folder
 - Viewing (reading) the folder's Document List
 - Printing or deleting documents from the folder
 - **Save (Write):** Requires a password only when scanning and saving to a folder. Does *not* require a password for reading (viewing) the folder's Document List nor for printing or deleting documents from the folder.
 - **Print/Delete (Read):** Requires a password only when reading (viewing) the folder's Document List, and when printing or deleting documents from the folder. Does *not* require a password when scanning and saving documents to the folder.
- Automatic deletion of documents after retrieval
- Deletion of documents after their expiration date
- Links to Job Flow Sheets

Each folder owner must reprogram their folder and document contents with the appropriate settings.

1. From the **Backup File List** right-click on a folder, and select **Restore Backup Files**.

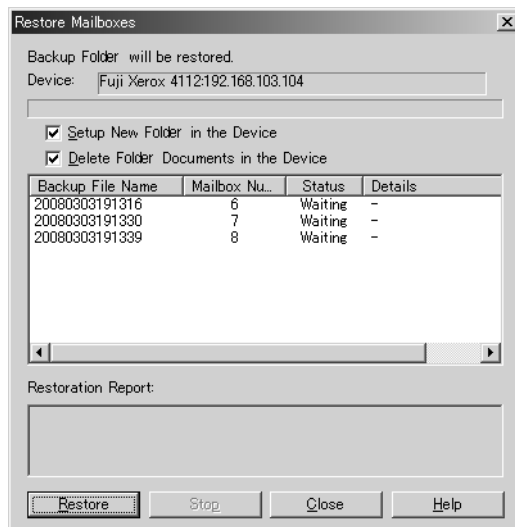


2. Enter a **Folder Number**, and click **Restore**.



Note

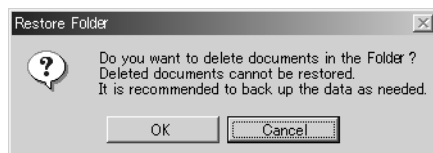
If the entire **Backup File List** is selected, the following dialog box opens:



Setup New Folder in the Device: Check this box when there is currently no folder with the same name residing on the machine. If this item remains unchecked, a new folder will not be created on the machine.

Delete Folder Documents in the Device: Check this box if you want to delete documents currently stored in the machine's selected folder before restoring the backup files into the folder.

3. Click **OK**.



Note

Deleted documents cannot be recovered. If necessary, always copy and save (backup) before deleting them.

4. After the processing is complete, click **Close**.

Password information

The Back-Up Tool for restored document requires the system administrator ID and password when communicating with the machine. Initially, the application is configured with factory default ID and password.

Note

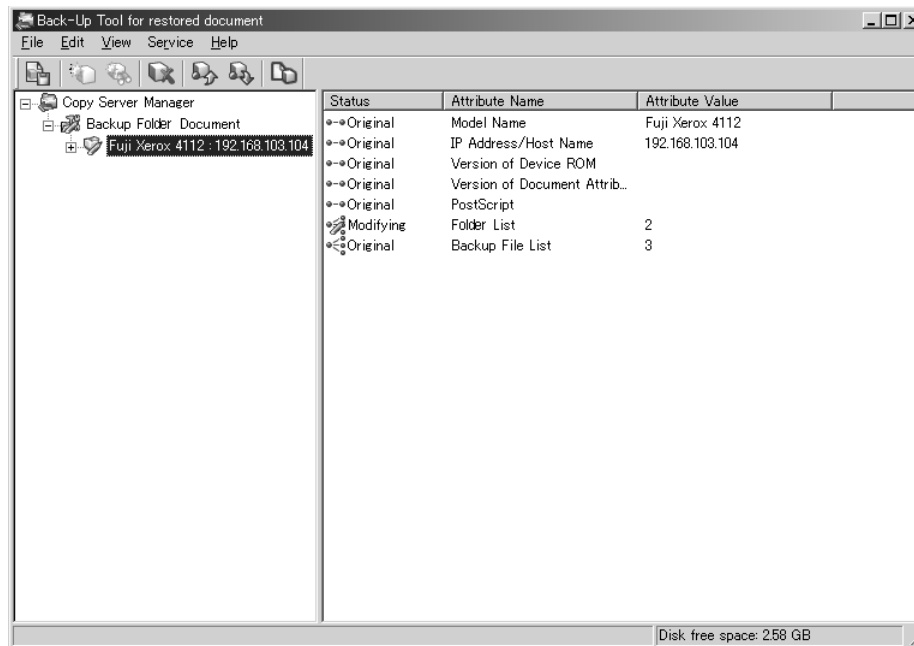
The default system administrator ID is “11111.” The default password is “x-admin.”

If the machine’s ID and password are changed from their default settings, you must also change the ID and password on the Back-Up Tool for restored document application.

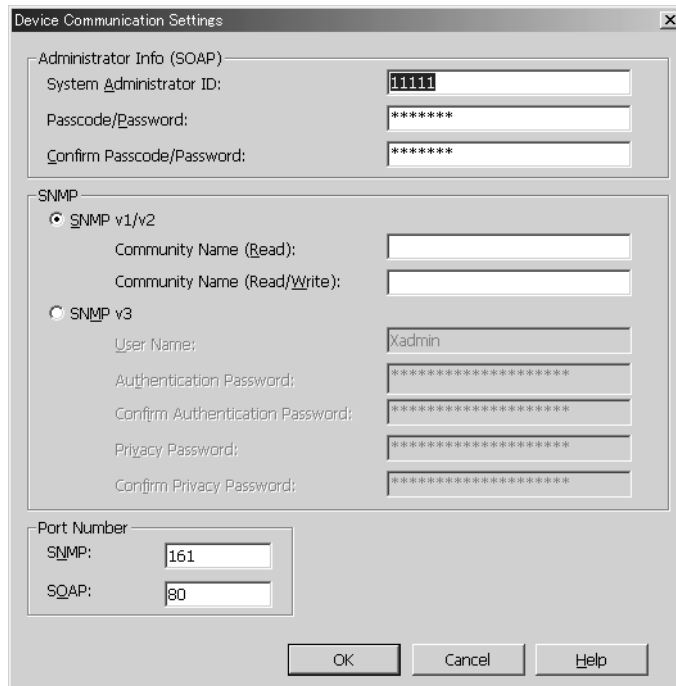
Note

If you change the system administrator’s ID and password, you must select [Get attributes from the machine] in order to obtain the latest folder information/attributes.

1. Select a machine, and select **Device Communication Settings...** from the **Edit** menu.



2. Enter the system administrator's ID in **System Administrator ID**.



The image shows a 'Device Communication Settings' dialog box. It is divided into three main sections. The top section, 'Administrator Info (SOAP)', contains three fields: 'System Administrator ID' (with '1111' entered), 'Passcode/Password' (with '*****' entered), and 'Confirm Passcode/Password' (with '*****' entered). The middle section, 'SNMP', has two radio buttons: 'SNMP v1/v2' (selected) and 'SNMP v3'. Under 'SNMP v1/v2', there are two empty text boxes for 'Community Name (Read)' and 'Community Name (Read/Write)'. Under 'SNMP v3', there are five fields: 'User Name' (with 'xadmin' entered), 'Authentication Password' (with '*****' entered), 'Confirm Authentication Password' (with '*****' entered), 'Privacy Password' (with '*****' entered), and 'Confirm Privacy Password' (with '*****' entered). The bottom section, 'Port Number', contains two fields: 'SNMP' (with '161' entered) and 'SOAP' (with '80' entered). At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

3. Enter the password in **Password** and **Confirm Password**.
4. Click **OK**.

Computer Operations

7

Tip

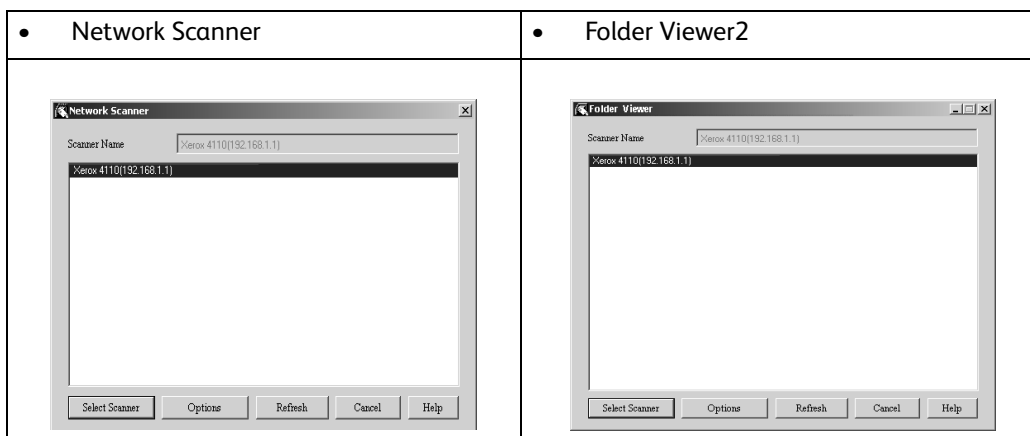
The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Overview of features

Network Scanner Utility2

Using Network Scanner Utility2, you can import scan documents stored in the folder of the machine onto a network computer.

There are 2 types of Network Scanner Utility2:



Note

Use the included CentreWare Utilities CD-ROM to install Network Scanner Utility2.

Network scan driver

The Network Scan driver is used to allow client-side application software to import documents (scan data) stored in the folder on the machine via the network.

Folder Viewer2

Using Folder Viewer2, you can import documents stored in the folder on the machine without using any application software.

CentreWare Internet Services

CentreWare Internet Services requires a TCP/IP environment, and enables you to view the status of the machine and its jobs, as well as change settings via a web browser. You can also import documents saved in a folder.

The CentreWare Internet Services Screen

The **CentreWare Internet Services** screen is made up of 4 frames. The contents displayed in 4 frames change depending on the feature in use (service, job, status, property, maintenance, support).

Note

You can read explanations of CentreWare Internet Services via the online help by clicking on the **Help** button in the top frame.



Top frame

The Top Frame includes the logo, the machine name, a link to online help, and tabs (links) to each feature.

Right frame, upper left frame

Contents change depending on the selected feature. When a feature is selected, configurable features and data are displayed in the right frame and upper left frame.

A link to the Copyright screen is displayed in the **Status** tab.

Lower left frame

A link to the Xerox home page is shown.

Primary features provided by CentreWare Internet Services are listed below:

Tab name	Main features
Service	Print Commands You can specify a file on your PC to print.
Job	Job List, Job History Report, Delete Jobs
Status	Display Device Status Display the status of paper tray and output tray, and consumables such as toner Reboot by system administrator
Properties	Display and configuration of the properties below: Device information and date / time settings, memory and print language device configuration display, quantity display, paper tray settings, paper settings, power saver mode settings, folder edit, Job Flow edit, security settings, ID management, mail notification settings, Auditron settings, Internet Services settings, port settings Port Settings Protocol Settings Emulation Settings Memory Allocation
Maintenance	Display Error History
Support	Display Support Data

Notes

- Some field settings only take effect after a reboot (after power cycle of the machine, or after changing a system setting from the control panel).
- When a setting is changed from CentreWare Internet Services while operating the control panel, the setting items changed on the screen of the control panel are not displayed. Power-cycle the printer in this case.
- A user name and password is required to make changes to system administrator settings. The default user name is **11111**. The default password is **x-admin**.

Browser

CentreWare Internet Services has been tested on the browsers listed below.

For Windows OS

- Microsoft Internet Explorer 6.0 Service Pack 1 or later
- Netscape 7.0 or later

For MacOS X 10.2

- Microsoft Internet Explorer 5.2 or later
- Netscape 7.0 or later

Browser settings

Before using this service, check the following configuration settings for your browser. Internet Explorer 6.0 SP is used as an example.

1. Select **Internet Options** from the **Tools** menu.
2. In the **General** tab, click the **Settings** button in the **Temporary Internet Files** pane.
3. In the **Settings** dialog box, set **Check for newer versions of stored pages** to either **Every visit to the page** or **Every time you start Internet Explorer**.
4. Click **OK**.

Proxy server and port numbers

This section describes proxy server settings and port numbers when using this service.

Proxy server

We recommend that you use this service by connecting directly, and not using a proxy server.

Note

If using a proxy server, specifying the IP address of the machine in the browser results in slower responses and could prevent some screens from appearing. In this case, it is necessary to configure the machine's IP address on the browser-side without going through a proxy server. [Refer to the browser documentation for configuration instructions.](#)

Port number

This service is configured to use port "80" by default. The port number can be changed in **Properties > Protocol Settings > HTTP**. Valid ports are 1 - 65535.

If you change the port to a value other than "80," you must add ":" plus the port number to the IP address when typing the URL into your browser.

For example, if the port number is "8080," the URL is:

http://the IP address of the machine:8080

OR

http://the Internet address of the machine:8080

Notes

- You can verify the port number in **Settings List > Maintenance**. For information about the **Setting List**, refer to the section entitled "Print Report/List" in Chapter 10 of the User Guide.
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

Starting CentreWare Internet Services

To use this service, perform the following procedure on your computer.

1. Start up the computer and the browser.
2. Enter the device IP address or Internet address in the browser address field and press the **Enter** key.

Notes

- If your network uses DNS (Domain Name System) and the host name of the machine is registered with the domain name server, you can access the device using a combination of the host name and the domain name as the "Internet address." For example, if the host name is "myhost," and the domain name is "mycompany.com," then the "Internet address" "myhost.mycompany.com." When specifying a port number, add ":" and a port number to the end of the Internet address.
- If using the authorization feature on the machine, enter a UserID and Password into the **User Name** and **Password** fields. Ask the machine administrator for the UserID and Password.
- If communications are encrypted, you must specify an address that starts with "https" instead of "http" to access CentreWare Internet Services.

E-mail print

You can send e-mail with TIFF or PDF documents attached from a computer to the machine. Received e-mail is automatically printed. This feature is called "E-mail Print."

Setup

To use the E-mail Print feature, the following setup is necessary. Check with your system administrator or network administrator whether these settings have been completed.

Network environment Settings

Register a User Account

Set the e-mail environment

Configure the port, the e-mail address of the machine, TCP/IP environment, and e-mail server, for example.

Note

For more information, refer to *Connectivity & Network Setup on page 9-119*.

Set Login setup/Auditron Administration

When print jobs are being controlled from Login Setup/Auditron Administration, set **Non-Account Print** to **Enable** in order to display it on the **Properties** tab of CentreWare Internet Services (on the browser page).

Accounting and Authentication/ Security Settings

8

The machine has Accounting and Authentication/Security Settings that are used for numerous security measures. This chapter describes how to adjust these settings.

Tip

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

Overview

While the Accounting feature restricts local and remote access to Copy, Scan and Print features, Authentication/Security Settings restricts local and remote access to the Services area, which includes All Services, Job Status and/or Machine Status pathways.

Accounting settings and Authentication/Security Settings features generally work independently, but there are instances when a change in one will affect the other. As an example, if you set the Authentication feature to Login to Local Accounts, Local Accounting is automatically set in the Accounting menu.

Only the System Administrator can set and control Accounting and Authentication/Security Settings.

Accounting

Accounting is a security feature that is designed to prevent unauthorized use of the machine.

Overview

The accounting feature allows you to:

- Restrict local or remote access to some or all of the Print, Copy and Scan features. You may want certain departments or individuals to have access locally or remotely to only certain machine features.
- Prevent unauthorized users from using the machine. Only users with a valid User ID can access the machine. This allows you to determine which individuals are allowed to access the machine.
- Track the number of copies, scanned pages and printed pages for any user account. This can be useful when machine expenses are shared among various departments. As an example, the human resources and maintenance departments can each be invoiced separately for their machine usage.
- Impose restrictions on individual accounts, such as limiting the number of copy, scan, and prints jobs that are allowed a user. As an example, you can allow the maintenance department to have unlimited access the copy and print features, but limit scanning.

Note

When used with Accounting, the Authentication/Security Settings features provide additional security options.

The type of information that users are prompted to enter when accessing machine features depends on the Accounting and Authentication settings.

When the Login Setup/Auditron Administration feature is enabled, each user of the machine must enter a UserID and password, thus providing administrative control and for the machine.

Creating/Viewing User Accounts

Creating user accounts allows you to register user account information, such as User IDs, user names, and passcodes, and to impose restrictions:

- On the number of copy, scan and print pages allowed each user using the Accounting menu:.
- On the Services pathways allowed using the Authentication/Security Settings menu.

A maximum of 1000 users can be registered.

Note

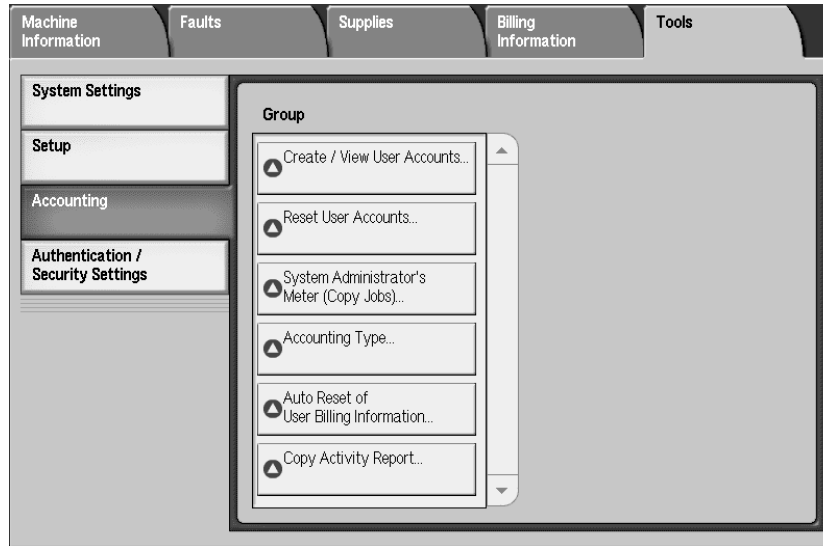
User IDs, and user names must be registered in Accounting before you can register users for Authentication

Create/View User Accounts

Note

The following procedure is presented using the Accounting menu screens, but this same process is also performed using the Authentication/Security Settings menu screens.

1. Login as System Administrator.
2. Select the **Machine Status** button.
3. From the Tools tab, select **Accounting** or **Authentication/Security Settings**.
4. Select **Create/View User Accounts**.



5. From the Create/View User Accounts screen, perform one of the following to select a user account:
 - Select a (Not in Use) account that you want to create and then press the Create/Delete button.
 - Using the numeric keypad, enter a four-digit number from 0001 to 1000, which corresponds to a (Not in Use) account. The entered number displays in the Go To field. Then select the Create/Delete button.

Note

You can also edit a previously created user account to reflect new user information.

	UserID	User Name	User Name
0001	TST1	TEST1	
0002	TST2	TEST2	
0003	TST3	TEST3	
0004	TST4	TEST4	
0005	TST5	TEST5	
0006	(Not in Use)		
0007	TST7	TEST7	
0008	TST8	TEST8	
0009	TST9	TEST9	
0010	TST10	TEST10	

6. To continue the user account creation process continue to the next steps *User ID*, *User Name*, *Account Limit* and *Feature Access* on page 8-4.

User ID, User Name, Account Limit and Feature Access

To access the User ID, User Name, Account Limit and Feature Access screens login as System Administrator > select the **Machine Status** button > Tools tab > **Accounting** > **Create View User Accounts** > select a User.> **Create/Delete**.

The following is a continuation of the user account creation process from the previous page.

UserID

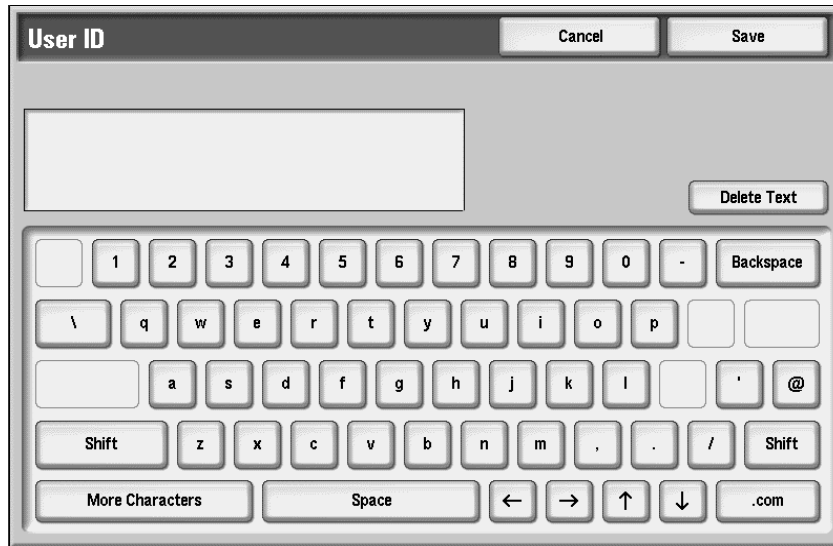
7. Select the **UserID** button. The User ID screen appears. Using the keypad, enter a User ID of up to 32 characters and press **Save**.

User Name

8. Select the **User Name** button. The User Name screen appears. Using the keypad, enter a User Name of up to 32 characters and press **Save**.

Note

If you are creating a new (Not in Use) account, you would go directly to the UserID screen, which is shown below. Enter a UserID and select Enter.



The image shows a software interface for entering a User ID. At the top, there is a title bar with the text "User ID" and two buttons: "Cancel" and "Save". Below the title bar is a large, empty rectangular text input field. To the right of this field is a button labeled "Delete Text". Below the input field is a numeric keypad with the following layout:

- Row 1: Buttons for digits 1 through 0, followed by a hyphen/underscore key and a "Backspace" key.
- Row 2: Buttons for backslash/underscore, q, w, e, r, t, y, u, i, o, p, and two empty space buttons.
- Row 3: Buttons for apostrophe/quotation mark, a, s, d, f, g, h, j, k, l, semicolon/apostrophe, and an at-sign key.
- Row 4: A "Shift" key, followed by buttons for z, x, c, v, b, n, m, comma/less-than, period/greater-than, forward slash/backslash, and another "Shift" key.
- Row 5: A "More Characters" button, a "Space" button, left and right arrow keys, up and down arrow keys, and a ".com" button.

Account Limit

9. Select the **Account Limit** button.

Account Limit

You can set the maximum number of pages that can be used in a copier, scanner and printer. You can set from 1 to 9,999,999 pages (7 digits) in 1 sheet increments.

- Select **Account Limit**.
- Select the Copy, Scan or Print Service button to set account limits.
- Select **Change Account Limit**.

The screenshot shows a dialog box titled "Account 0001 - Account Limit" with a "Close" button in the top right corner. On the left side, there are three radio buttons: "Copy Service" (which is selected), "Scan Service", and "Print Service". In the center, there are two input fields: "Total Impressions" with the value "556" and "Account Limit" with the value "1113". Above the "Total Impressions" field, it says "1: Black & White". Below the "Account Limit" field, there is a "Feature Access" section with a checkbox labeled "Free Access" which is currently unchecked. A "Change Account Limit" button is located on the right side of the dialog box.

- Enter the maximum number of pages using numeric keypad and press **Save**.

The screenshot shows a dialog box titled "Account 0001 - Copy Limit" with "Cancel" and "Save" buttons in the top right corner. In the center, there is a numeric keypad interface. Above the keypad, it says "1 ↔ 9,999,999". The keypad itself shows the number "1114" entered. A right-pointing arrow is visible to the left of the input field.

Feature Access

10. Select the **Feature Access** button for any Service. This allows you to set the type of access that you want to give users.

- e. Select the type of feature access you want to allow the user.
- f. Press **Save**.

- 11. Select **Close** and review the created user account information.
- 12. Select **Close** to return to the Tools tab.

Resetting User Accounts

Note

Resetting user accounts within Authentication is a similar procedure to resetting user accounts in Accounting. Procedure differences are explained when encountered.

There are two options when resetting user accounts.

- **Resetting All User Account Information:** You can reset All User Accounts, All Feature Access Settings, All Account Limits, Total Impressions and Meter (Print Jobs) and then print Auditron and Meter Reports.
- **Resetting Individual User Accounts and Total Impression:** You can reset individual accounts and total impressions:

Resetting All User Account Information

Note

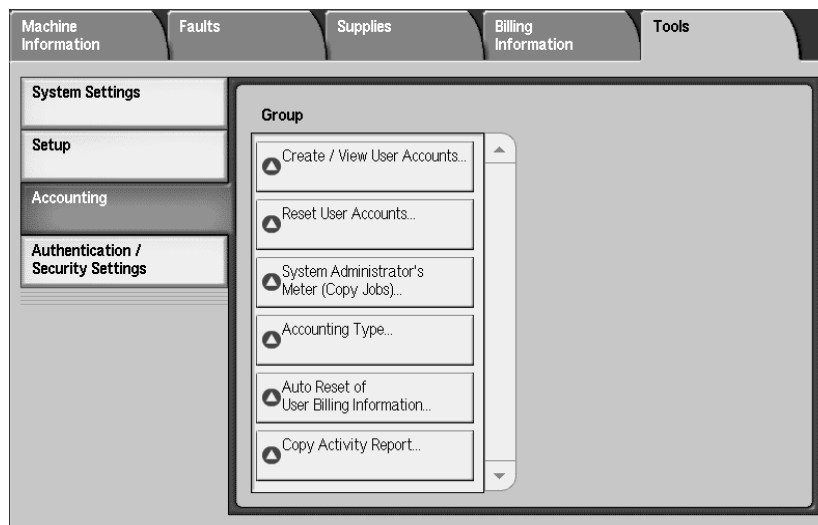
Resetting user accounts within Authentication is a similar procedure to resetting user accounts in Accounting. Procedure differences are explained when encountered.

You can delete all registered information for all registered users in a single operation, or just reset the statistics. This feature also enables you to print all service auditron reports.

Reset User Account

This deletes all registered information for the selected user.

1. Login as System Administrator and select the **Machine Status** button.
2. Press the Tools tab.
3. Select:
 - From Accounting, select Reset User Accounts.
 - From Authentication/Security Settings, select Authentication > Reset User Accounts.



4. Select from the Reset User Accounts options and press **Reset**. Once you select **Reset**, you will be prompted to accept **Reset** or **Cancel** the reset. Carefully review the displayed

information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.



A confirmation screen, asking “Are you sure?” is displayed.

5. Select **Reset** or **Cancel**.

All User Accounts

This deletes all registered information for each user. It also deletes all data including the maximum number of pages, cumulative number of pages, color mode restrictions, printer statistics, and so forth.

Tip

All job flows, folders, and documents within folders belonging to the user are deleted. If the user is owner of a large amount of material (when a large quantity of documents is left remaining within a folder for example), the deletion may take a considerable time.

All Feature Access Settings

This resets the All Feature Access.

All Account Limits

This resets the maximum number of pages for all users to the default value, 9999999.

Total Impressions

This resets all Auditron administration data for all users including the system administrator. The number of pages is also reset to 0.

All Authorization Group

This is used to set the All Authorization Group.

Meters (Print Jobs)

This resets all printer statistics, and deletes automatically registered job owner names. The count of the number of pages printed is also reset to zero.

Print the Auditron Report button

Prints the auditron reports.

This option is available for all selections except Meter (Print Jobs).

Print the Meter Report button

Prints a print meter report.

This option is available for Meter (Print Jobs), only.

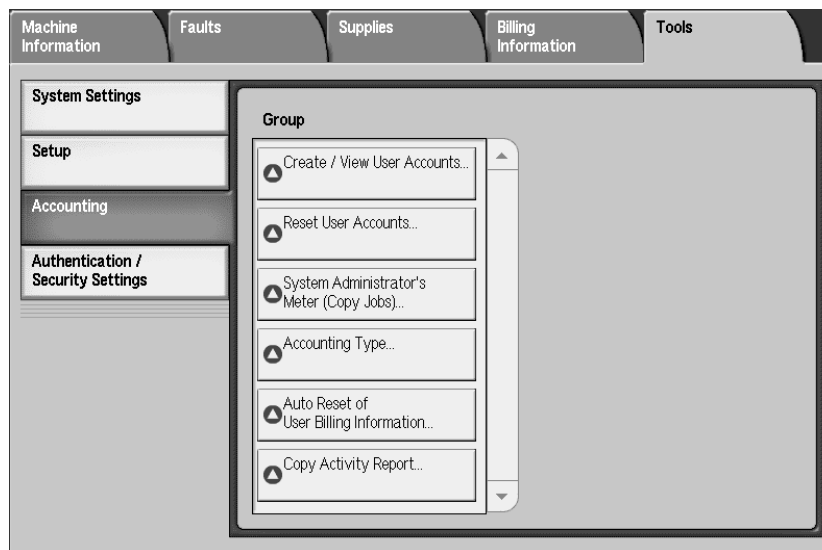
Resetting Individual User Accounts and Total Impressions

Note

Resetting user accounts within Authentication is a similar procedure to resetting user accounts in Accounting. Procedure differences are explained when encountered.

You can reset individual user accounts. The following information is removed from the system: UserID, User Name, user details, folders created by the user, documents stored in the folders, Job Flow Sheets created by the user, and total impressions made by this user.

1. Login as System Administrator. and select the **Machine Status** button.
2. From the Tools tab, select **Accounting** or **Authentication**.
3. Select:
 - From Accounting, select Create/View User Accounts.
 - From Authentication/Security Settings, select Authentication > Create/View User Accounts.



4. Select the user account that you want to reset, and press **Create/Delete**.

UserID	TST	User Name
0001	TST1	TEST1
0002	TST2	TEST2
0003	TST3	TEST3
0004	TST4	TEST4
0005	TST5	TEST5
0006	(Not in Use)	
0007	TST7	TEST7
0008	TST8	TEST8
0009	TST9	TEST9
0010	TST10	TEST10

Go to 0001 ↔ 1000

Create / Delete

Reset User Account

This deletes all registered information for the selected user.

Account 0001 - Create / Delete

UserID: 11111

Account Limit: 1: 556/1113

User Name: (No Name)

Reset Account

Reset Total Impressions

5. Select **Reset Account**. Once you select **Reset**, you will be prompted to accept (**Reset**) or **Cancel** the reset. Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

Tip

All the contents of the folder (such as job flows, folders, and documents) are deleted. If the user is owner of a large amount of material, the deletion may take a considerable amount of time.

Reset Total Impressions

Reset the current cumulative number of pages for a selected user, returning it to zero.

6. Select **Reset Total Impressions**. Once you select **Reset**, you will be prompted to accept (**Reset**) or **Cancel** the reset. Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.

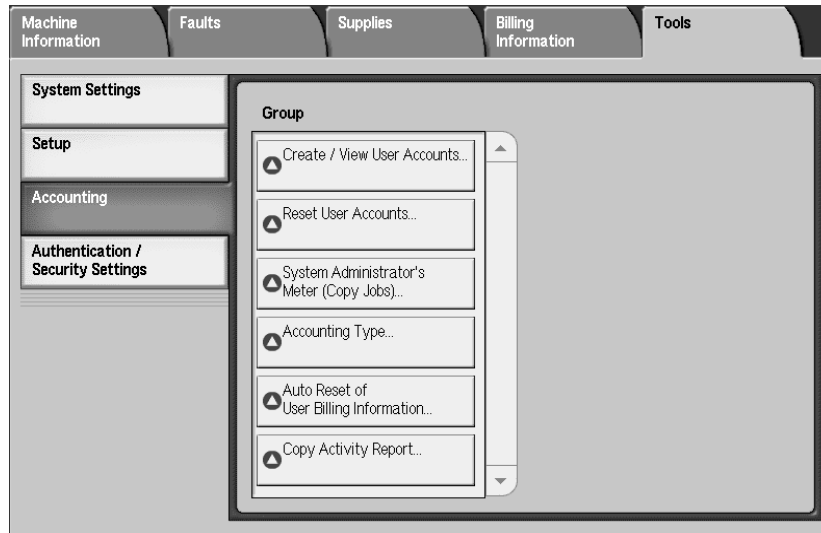
Note

The selections available will depend on the setting selected in Accounting Type.

System Administrator's Meter (Copy Jobs)

You can check/reset the cumulative number of pages copied using the System Administration mode on the screen. The cumulative number of page is counted up to 9,999,999 pages.

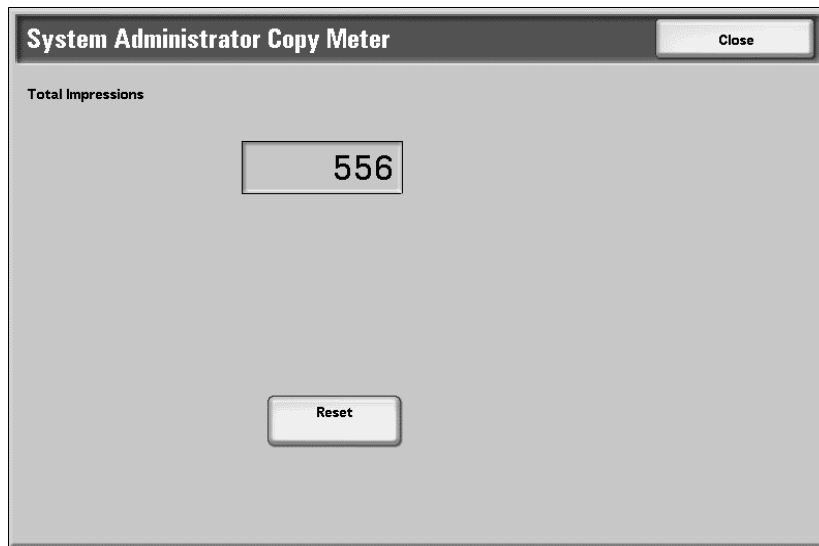
1. Logon as System Administrator and select the **Machine Status** button.
2. Select the Tools tab.
3. Select **System Administrator's Meter (Copy Jobs)**.



Tip

A second reset screen is not provided when resetting System Administrator's Meter (Copy Jobs). Once you select **Reset**, Total Impressions are reset to 0 (zero) immediately.

4. To reset, select **Reset**.



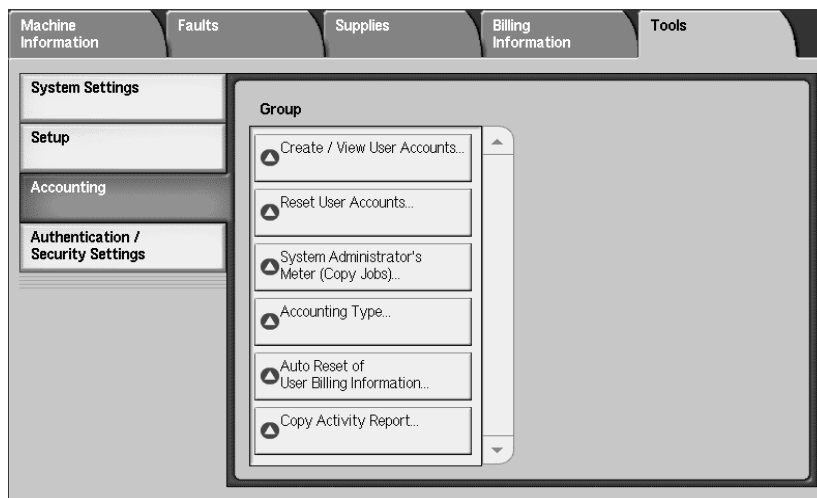
Accounting Type

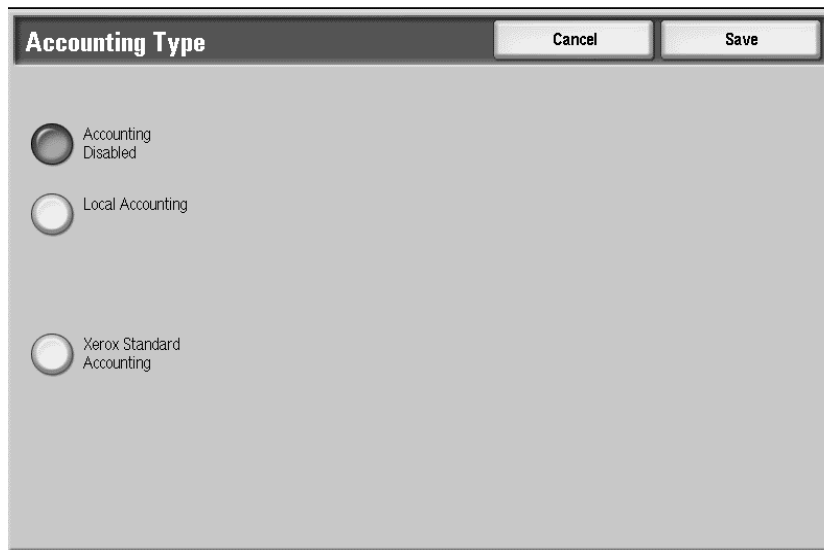
You can enable or disable the Account Administration feature and specify the types of jobs that require account management.

Tip

The available Accounting Type selections depend on the Login Type setting used in Authentication/Security Settings > Authentication. As an example, if you select a Login Type of **Login to Local Accounts** in Authentication, then **Local Accounting** will automatically be selected in Accounting > Accounting Type and **Accounting Disabled** will be unavailable for selection.

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Accounting**.
3. Select **Accounting Type**.



4. Select an **Accounting Type**:


The image shows a dialog box titled "Accounting Type". It has a "Cancel" button and a "Save" button in the top right corner. Inside the dialog, there are three radio button options: "Accounting Disabled", "Local Accounting", and "Xerox Standard Accounting". The "Accounting Disabled" option is currently selected, as indicated by a filled radio button.

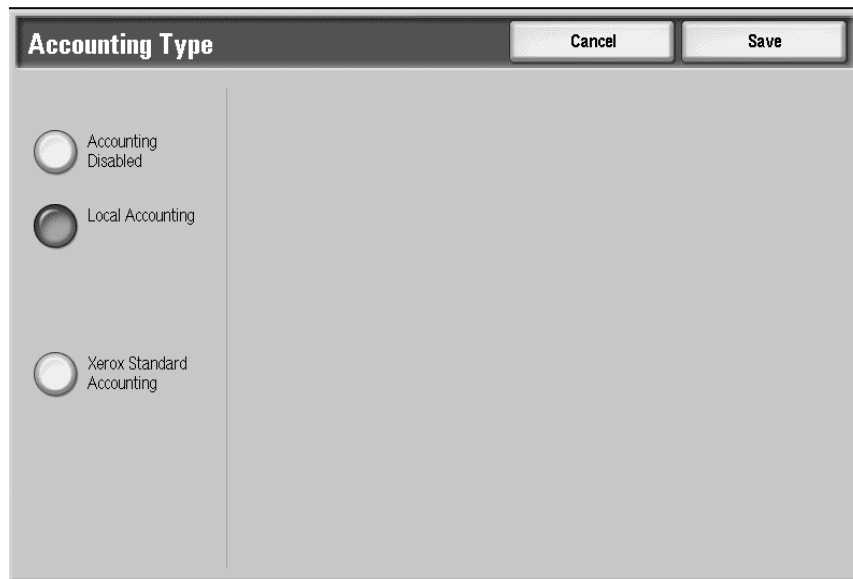
- **Accounting Disabled:** The machine does not require a user login ID and password in order to operate it.
- **Local Accounting:** Enables the Account Administration feature. User registration can be performed using the touch screen or CentreWare Internet Services.
- **Network Accounting:** Performs account management using user information managed by an external accounting service on a network. User registration is performed by the external server.
- **Xerox Standard Accounting:** Performs account management based on the users registered on the machine.

Note

It is important to remember that the available selections depend on settings made in Authentication/Security Settings > Authentication. Refer to *Login Type on page 8-24* for additional information.

5. Once an Accounting Type is selected, additional choices are displayed. Available selections will vary depending on the Login Type set in the Authentication feature and the Accounting Type you selected.
 - **Auditron Mode** - Specify whether to perform account management for copy, print and scan services.
 - **Verify User Details** - Specifies whether to verify user details. Select **No** to allow access without verifying the User ID and Account ID. The entered information is logged on the machine. Select [Yes] to verify user information and then select a For Printer Jobs option.

- **Customize User Prompt** - Specifies the type of user information used for the Account Administration feature. Select from the following options: **Display User ID and Account ID Prompts**, **Display User ID Prompt Only**, **Display Account ID Prompt Only**, or **Display No Prompts**.



6. Select **Save**.

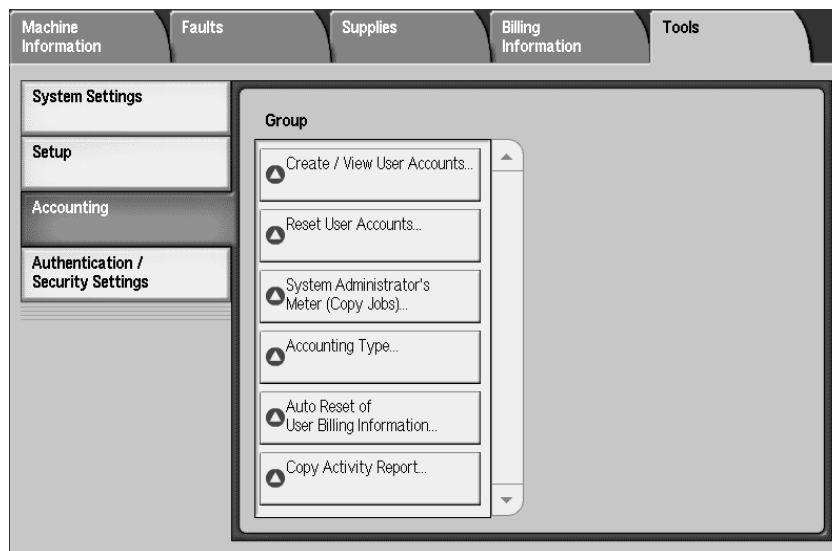
Notes

- Even if the **Auditron Mode** and **Folder Access** features are set to **On**, a login password is not required to operate the machine.
- For information about authentication on the machine and how it relates to the options here, refer to *Authentication/Security Settings on page 8-20*

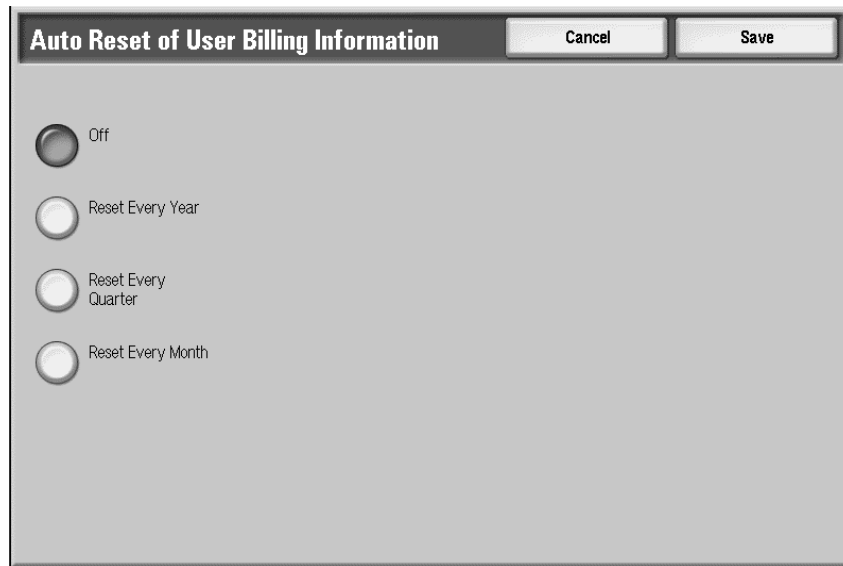
Auto Reset of User Billing Information

This feature allows you to reset Billing Information on particular dates.

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Accounting**.
3. Select Auto Reset of **User Billing Information**.



4. Select **Off**, **Reset Every Year**, **Reset Every Quarter** or **Reset Every Month**.



Auto Reset of User Billing Information Cancel Save

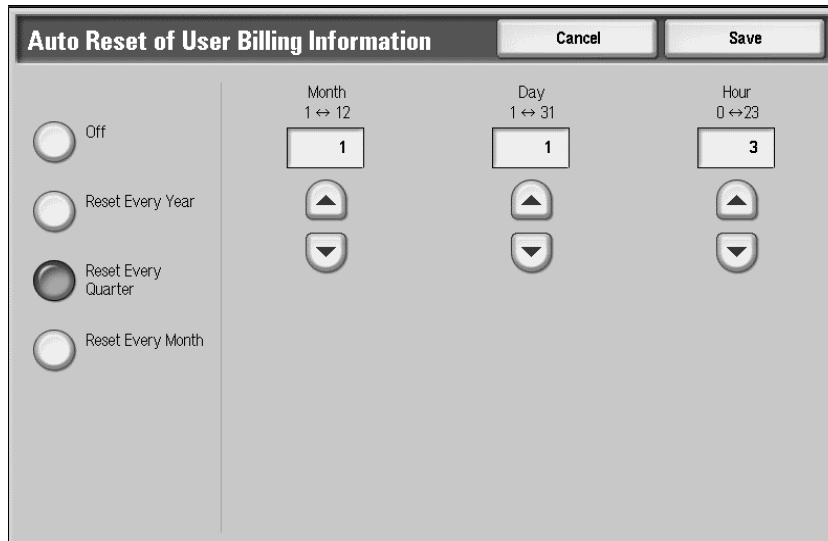
☒ Off

☐ Reset Every Year

☐ Reset Every Quarter

☐ Reset Every Month

5. If you select **Reset Every Year**, **Reset Every Quarter** or **Reset Every Month**, you can then select the date the reset will occur.



Auto Reset of User Billing Information Cancel Save

☐ Off

☐ Reset Every Year

☒ Reset Every Quarter

☐ Reset Every Month

Month 1 ↔ 12	Day 1 ↔ 31	Hour 0 ↔ 23
1	1	3
▲ ▼	▲ ▼	▲ ▼

6. Select **Save**.

Copy Activity Report

Enabling this feature will automatically generate a printed usage report of an individual's completed Copier service session.

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Accounting**.
3. Select **Copy Activity Report**.
4. Select **Disabled**, or **Enabled**. If you select **Enabled**, you have to option of adding the company name or other designation to the printed report.
5. Touch the Company Name text bar to access the keyboard and type in the information that you want to display.

Copy Activity Report Cancel Save

☐ Disabled

☐ Enabled

Enabling this feature will automatically generate a printed usage report of an individual's completed Copier service session.

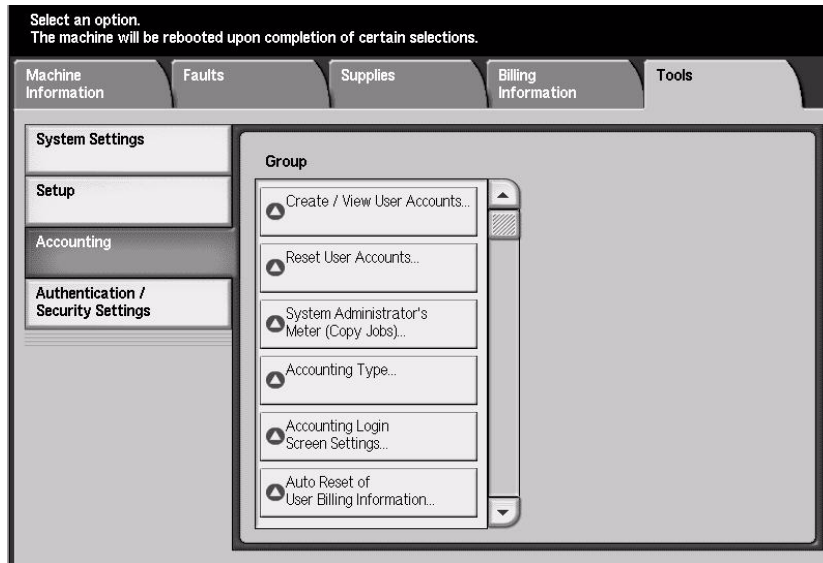
Company Name to be printed on Report

6. Select **Save**.

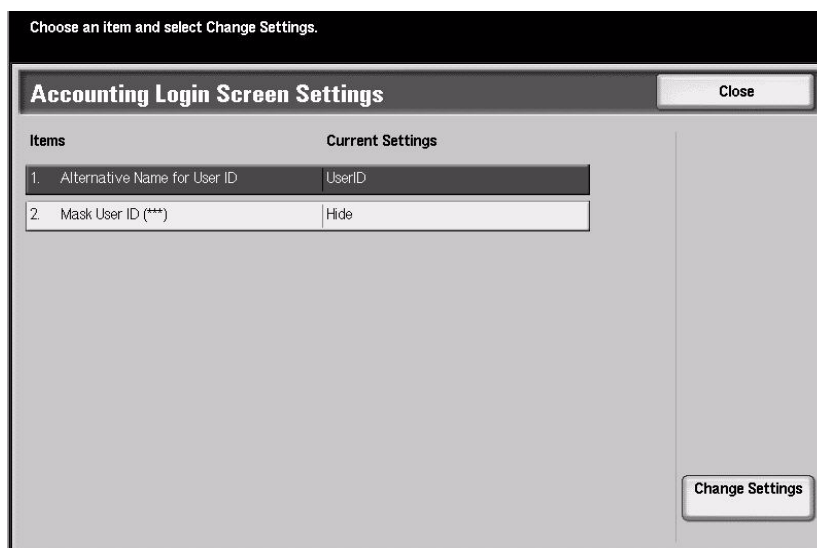
Accounting Login Screen Settings

This feature allows you to change the UserID designation and mask or unmask the User ID displayed on the Touch Screen. The available options depend on Accounting Type and Authentication Login Type selections.

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Accounting**.
3. Select **Accounting Login Screen Settings**.



4. To change the UserID designation:
 - a. Select **Alternative Name for UserID**.
 - b. Select **Change Settings**.
 - c. Enter a new User ID designation using the keypad.
 - d. Select **Save**.



5. To Show or Hide the User ID:
 - a. Select **Mask User ID (***)**.
 - b. Select **Change Settings**.

Choose an item and select Change Settings.

Accounting Login Screen Settings

Close

Items	Current Settings
1. Alternative Name for User ID	UserID
2. Mask User ID (***)	Hide

Change Settings

- c. Select **Show** or **Hide**.
 - d. Select **Save**.

2. Mask User ID (*)**

Cancel

Save

☐ Show

☒ Hide

Authentication/Security Settings

Authentication/Security Settings works in conjunction with the Accounting feature to provide additional security for your system.

Overview

While the Accounting feature restricts local and remote access to Copy, Scan and Print features, Authentication/Security Settings restricts local and remote access to the Services area, which includes All Services, Job Status and/or Machine Status pathways.

- Authentication cannot be used unless Accounting is enabled in the Accounting Type menu.
- The Accounting settings determine which features are available in Authentication/Security Settings.
- Authentication/Security Settings are available to System Administrator accounts, only.
- Restrictions depend if the machine will be accessed locally using the control panel, or remotely using CentreWare Internet Services.
- Refer to *Authentication Controlled Users* on page 8-20 and *Types of Authentication* on page 8-21 for additional information.

Authentication Controlled Users

Authentication controls how users access features: Users are classified into the following six types.

- **System Administrators:** These are users who can enter System Administrator mode and change the machine settings. A System Administrator uses a special user ID called a System Administrator ID.
- **Authenticated Users (with System Administrator Privileges):** These are users who have System Administrator privileges.
When using a restricted service, this user must enter their user ID on the authentication screen.
- **Authenticated Users (with Account Administrator Privileges):** These are users who have Account Administrator privileges.
When using a restricted service, this user must enter their user ID on the authentication screen.
- **Authenticated Users:** Users with no System Administrator or Account Administrator Privileges:
When using a restricted service, this user must enter their user ID on the authentication screen.
- **Unauthenticated Users:** Users who are not registered with the machine.
An Unauthenticated User cannot use restricted services.
- **General Users:** Users other than System Administrators in non-authentication mode.

Types of Authentication

Three types of authentication are used depending on where user information is stored.

- **Local Machine Authentication:** Uses the user information registered for the Account Administration feature to manage authentication. You need, therefore, to enable the Account Administration feature when you use Local Machine Authentication. The print data sent directly from a computer can be received on the machine after being authenticated by cross-checking the authentication information pre-configured on a client's print driver with the one registered on the machine.
- **Remote Authentication:** Uses a remote authentication server to manage authentication. User information is not registered on the machine.

Note

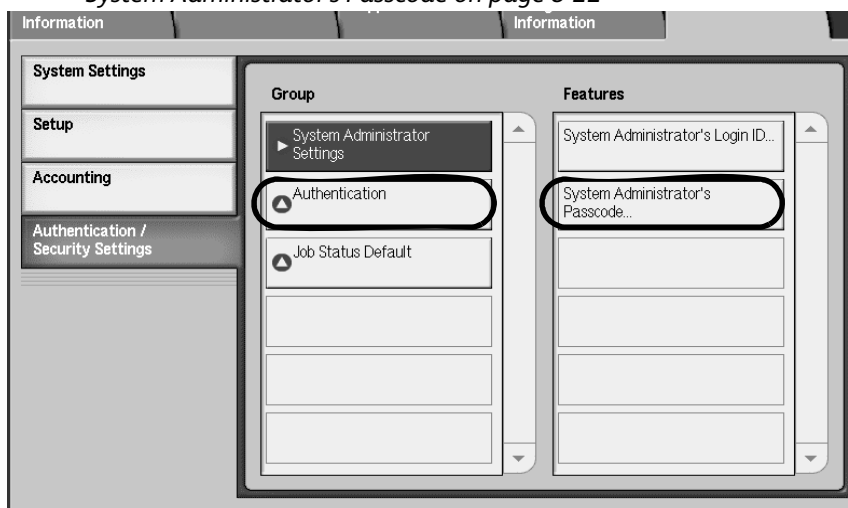
A registered user ID on the remote authentication server can be a maximum of 32 characters, and the password a maximum of 128 characters. For SMB authentication, however, the password can be a maximum of 32 characters.

- **Xerox Secure Access:** A system that uses a magnetic-card, IC-card, and biometrics systems for authentication. If prompted, users must enter their user information on the machine's control panel.

System Administrator Settings

The **System Administrator Settings** menu is used to set the system administrator ID and passcode. A new Login ID and passcode is recommended to prevent users from making unauthorized changes and to ensure system security.

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select Authentication/Security Settings.
3. Select **System Administrator Settings**.
4. Select from:
 - *System Administrator's Login ID on page 8-22*
 - *System Administrator's Passcode on page 8-22*



System Administrator's Login ID

The System Administrator's Login ID can be from 1 to 32 characters.

Note

The default system administrator Login ID is **11111**.

1. Select **System Administrator Login ID**.
2. Select **On**.
3. Select **Keyboard**, then in **New System Administrator Login ID**, enter the system administrator ID, and select **Save**.
4. Select **Keyboard** once more, and in **Re-enter System Administrator Login ID**, enter the same system administrator ID, and select **Save**.
5. Select **Save**.

The screenshot shows a window titled "System Administrator Login ID". At the top right are "Cancel" and "Save" buttons. On the left, there are two radio buttons: "Off" (unselected) and "On" (selected). To the right of the "On" button, there is a right-pointing arrow. Below the arrow, there are two text input fields. The first is labeled "New System Administrator Login ID" and the second is labeled "Re-enter System Administrator Login ID". At the bottom right, there are two buttons: "Keyboard" and "Next".

System Administrator's Passcode

Set the passcode for System Administration mode. The passcode is used to access the control panel when Passcode Entry from Control Panel is set to **On**. A passcode must be entered for local account login. However, a passcode must always be entered when accessing either remotely or from the network.

Tip

This is recommended for stronger security.

Note

The default setting of the system administrator passcode is **x-admin**.

The **System Administrator's Passcode** appears in **Authentication/Security Settings > System Administrator Settings**. Set the password after setting the system administrator UserID. The passcode must be from 4-12 characters.

Note

For more about enabling and disabling passwords, refer to *Accounting on page 8-2*.

1. Select **System Administrator Passcode**.

The dialog box titled "System Administrator's Passcode" has a "Cancel" button and a "Save" button at the top right. It contains two text input fields: "New Passcode" and "Retype Passcode". To the right of the "Retype Passcode" field are two buttons: "Keyboard" and "Next".

2. Select **Keypad**.
3. Select **Keyboard** to enter the new password from 4-12 numeric digits in **New Passcode**, and select **Next**.
4. In **Re-enter Passcode**, enter the same password, and select **Save**.

Note

To set no passcode, leave the passcode blank, and select **Save**.

Authentication

Use the **Authentication** menu options to setup the login, access control and user accounts.

Accessing Authentication menu options

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Authentication/Security Settings**.
3. Select **Authentication**.
4. Select the item to be registered or changed from the **Features** menu.

The "Tools" dialog box has a "Close" button at the top right. On the left is a sidebar with a tree view containing "System Settings", "Setup", "Accounting", and "Authentication / Security Settings". The "Authentication / Security Settings" item is selected. The main area is divided into two panes: "Group" and "Features". The "Group" pane contains a list with "System Administrator Settings", "Authentication" (which is highlighted), "Allow User to Disable Active Settings...", and "Job Status Default". The "Features" pane contains a list with "Reset User Accounts...", "Create Authorization Groups...", "User Details Setup...", "Maximum Login Attempts By System Administrator...", "Passcode Policy...", and "Charge / Private Print Settings...".

Login Type

When a Login Type is selected, users are required to login to their accounts before accessing the Copy, Scan and/or Print services. The availability of these services is determined by machine configuration and System Administrator's settings. The Login Type can be changed at any time to fit your needs.

1. Logon as System Administrator and select **Machine Status**.
2. Select the Tools tab.
3. Select the **Authentication/Security Settings** menu.
4. Select **Login Type** from the **Authentication** menu.



5. Select from the following options:

No Login Required

The user does not require a login to access services.

Login to Local Accounts

This is the direct operation of the machine from the control panel. If you choose this option and select **Save**, "Local Accounting" will be automatically activated to enable this machine to track the account usage of the respective login users.

When using Login to Local Accounts, you can also limit device access to All Services, Job Status and Machine Status pathways.

The Account Administration feature must also be enabled when using **Login to Local Accounts**. The print data sent from a computer is received on the machine after being authenticated by cross-checking the authentication information pre-configured on a client's print driver with the one registered on the machine.

Login to Remote Accounts

This is the operation of the machine through a network using CentreWare Internet Services. Login to Remote Accounts uses a remote authentication server to manage authentication. No user information is registered on the machine.

The functions restricted by Remote Access are as follows:

- Printing is limited to print jobs sent from a computer.
- To use the Account Administration feature, use the print driver to set account information such as user ID and passcode.
- If authentication using account information fails for a print job, the print data will be either saved in the machine or deleted depending on the Charge Print settings.

Note

Printing is not limited when the Login Type is set to Remote Access in System Administrator mode.

- If the Authentication feature is enabled, authentication is required to access the CentreWare Internet Services home page even if you are not using the Authentication feature for any service.

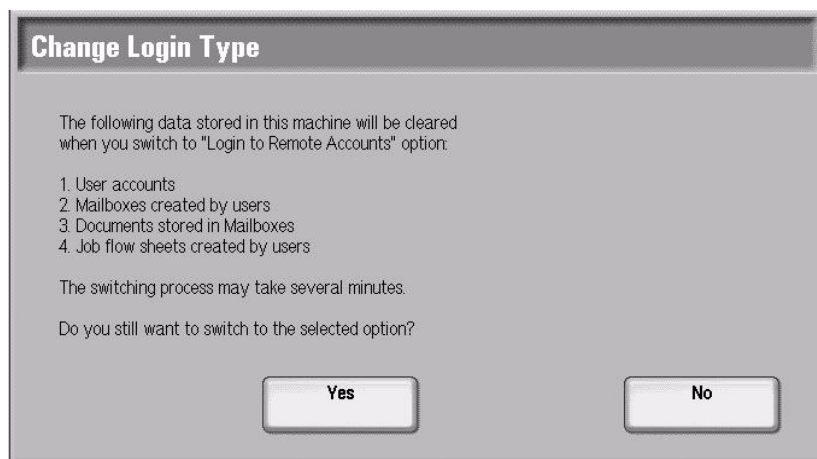
Create/View User Accounts and Reset User accounts are made unavailable once you enable Login to Remote Accounts.

If you choose this option and select **Save**, accounting will be automatically disabled. However, job log will be kept instead.

Note

A registered user ID on the remote authentication server can be a maximum of 32 characters, and the password a maximum of 128 characters. For SMB authentication, however, the password can be a maximum of 32 characters.

You will prompted to confirm your selection. Be sure to review the changes that will occur once Login to Remote Accounts is enabled. Select **Yes** to enable Login to Remote Accounts.

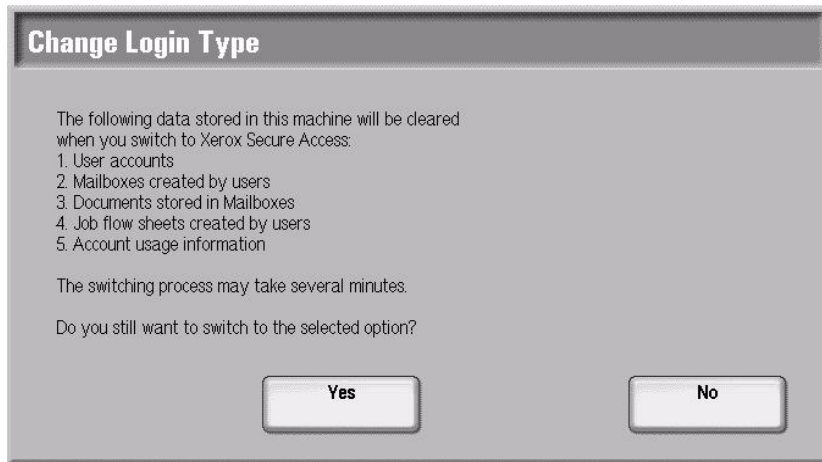


Xerox Secure Access

A system that uses a magnetic-card, IC-card, and biometrics systems for authentication. If prompted, users must enter their user information on the machine's control panel.

If you choose this option and select **Save**, accounting will be automatically disabled. However, job log will be kept instead.

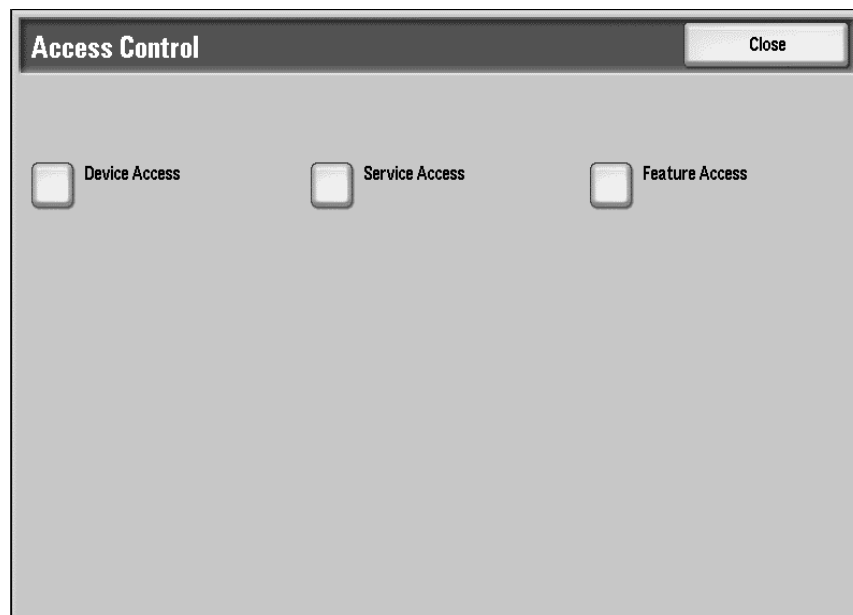
You will be prompted to confirm your selection. Be sure to review the changes that will occur once Login to Remote Accounts is enabled. Select **Yes** to enable Xerox Secure Access.



Access Control

Lock or unlock the Device Access, Service Access or Feature Access.

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Authentication/Security Settings**.
3. Select the **Authentication** menu.
4. Select **Access Control**.



5. Select from **Device Access**, **Service Access** or **Feature Access**:

- Device Access: This determines the access allowed for pathway selections from the control panel, as indicated by the outlined buttons in the below graphic.



- Select Lock or Unlock pathways and select Save.

A screenshot of a software dialog box titled "Device Access". At the top right are "Cancel" and "Save" buttons. The dialog is divided into three columns: "All Services Pathway", "Job Status Pathway", and "Machine Status Pathway". Each column contains two radio buttons. In the "All Services Pathway" column, the "Unlocked" radio button is selected. In the "Job Status Pathway" column, the "Unlocked" radio button is selected. In the "Machine Status Pathway" column, the "Unlocked" radio button is selected. The "Locked" radio buttons are unselected in all three columns.

- Service Access
 - a. Select the service that you want to change and then select **Change Settings**.

Choose an item and select Change Settings.

Service Access
Close

Items	Current Settings
1. Copy	Unlocked
2. Scan to Mailbox	Unlocked
3. E-mail	Unlocked
4. Network Scanning	Unlocked
5. Scan to PC	Unlocked
6. Send from Folder	Locked (Show Icon)
7. Stored Programming	Unlocked
8. Job Flow Sheets	Unlocked

Change Settings

- b. Select an option and then select **Save**.

Note

If you are using local Authentication, the Unlock option is not available.

1. Service Access - Copy
Cancel

Save

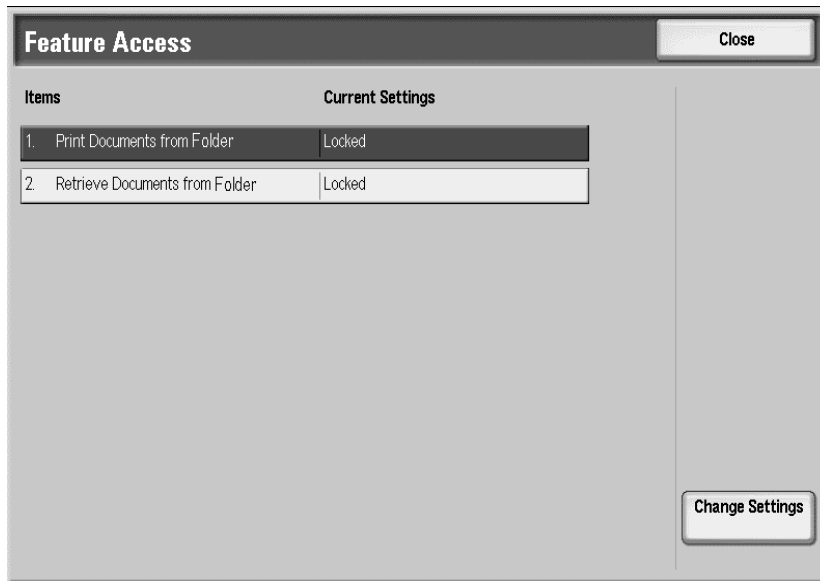
☒ Unlocked

☐ Locked (Show Icon)

☐ Locked (Hide Icon)

- **Feature Access:**

- a. Select the service that you want to change and then select **Change Settings**.



- b. Select an option and then select **Save**.



Create/View User Accounts

Note

Creating and viewing user accounts within Authentication is a similar procedure to creating and viewing user accounts in Accounting.

Refer to *Chapter 8 Creating/Viewing User Accounts on page 8-2*.

Reset User Accounts

Note

Resetting user accounts within Authentication is a similar same procedure to resetting user accounts in Accounting.

Refer to *Chapter 8 Resetting User Accounts on page 8-8*.

Create Authorization Groups

Note

Resetting user accounts within Authentication is a similar same procedure to resetting user accounts in Accounting.

Refer to *Chapter 8 Types of Authentication on page 8-21*.

User Details Setup

This feature allows you to configure the settings for user ID authentication. The available settings depend on the authentication type selected at Authentication > Login Type.

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Authentication/Security Settings**.
3. Select **Authorization**.
4. Select **User Details Setup**.
5. The User Details Setup menu options that display will depend on the type of Authentication that is enforced; Login to Local Accounts, Login to Remote Accounts, or Xerox Secure Access. Available options depend on the Login Type selected. From the User Details Setup screen, select from the displayed options:
 - *Mask User ID (***) on page 8-30*
 - *Failed Access Log on page 8-31*
 - *Display Login Status on page 8-31*
 - *Display Login Status on page 8-31*
 - *User ID for Login on page 8-31*

Mask User ID (***)

Sets how the User ID is displayed during input. To change the setting, select **Change Settings** and then select from the following:

- **Show:** As you enter the UserID, the characters are echoed on the screen in the normal way.
- **Hide:** As you enter the UserID, the character string is hidden as a row of asterisks (****).

Failed Access Log

If the number of times that authentication fails within a set time exceeds the **Failed Attempts** value set here, then an error is logged. You can set the failing times within the range from 1 to 600. To enable the setting:

- Select **Change Settings**.
- Select **On**.
- Using the controller keypad, enter the maximum number of system consecutive access attempts that will be allowed before it is logged as an error.
- Select **Save**.

Display Login Status

This option allows you to enable the Login Status to be displayed in the top right corner of the screen.

- Select **Enabled**
- Select **Disabled**

Logout Confirmation Screen

This option allows you to enable a confirmation screen when users logout.

- Select **Change Settings**.
- Select **Enabled**.
- Select **Save**.

User ID for Login

You can set the User ID for Login to be Non-case Sensitive. The default setting is Case Sensitive.

- Select **Change Settings**
- Select **Non-Case Sensitive**.
- Select **Save**.

Maximum Login Attempts

You can set the number of attempts a person is allowed to enter the same System Administrator's Login ID after which access to the system will be disabled.

Set the number of authentication attempts allowed between 1-10.

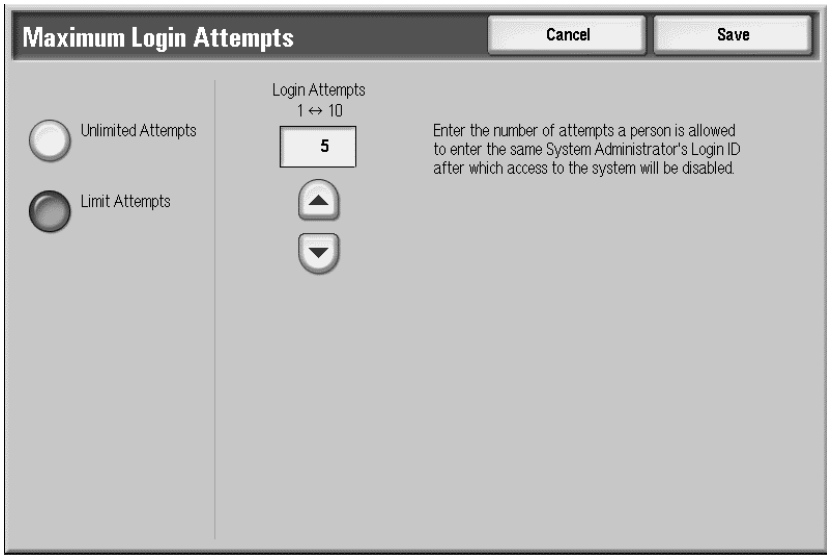
Note

The count is reset when the machine is restarted.

Note

To cancel the access rejection, shut down the machine by switching off the power and switching it on again.

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Authentication/Security Settings**.
3. Select **Authentication > Maximum Login Attempts by System Administrator**.
4. Select from:
 - Unlimited Attempts
 - Limit Attempts: Enter a number from 1-10 using the ▲ and ▼ and then select Save.

A dialog box titled "Maximum Login Attempts" with "Cancel" and "Save" buttons. It contains two radio buttons: "Unlimited Attempts" (unselected) and "Limit Attempts" (selected). To the right of the "Limit Attempts" radio button is a numeric input field showing "5", with "Login Attempts" and "1 ↔ 10" above it. Below the input field are up and down arrow buttons. To the right of the input field is a text box that reads: "Enter the number of attempts a person is allowed to enter the same System Administrator's Login ID after which access to the system will be disabled."

Passcode Policy

When **On** is selected, a passcode must be entered for local account login.

However, a passcode must always be entered when accessing either remotely or from the network.

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Authentication/Security Settings**.
3. Select **Authentication**.
4. Select **Passcode Policy**.
5. Select **Change Settings**.

6. Select **Off** or **On**.
 - Off: A password is not required even if the password is set by *System Administrator's Passcode, Creating/Viewing User Accounts on page 8-2*.
 - On: Setting of *System Administrator's Passcode on page 8-22, Creating/Viewing User Accounts on page 8-2* becomes enabled and functional. Use a password when the control panel asks for it.
7. Select **Save**.

Tip

The setting of **Password Entry from Control Panel** applies to functions occurring on the machine. If you are using CentreWare Internet Services (or other external access), a password is **ALWAYS** required regardless of the password settings on the machine. Furthermore, a password may be required depending on authentication methods set on the machine.

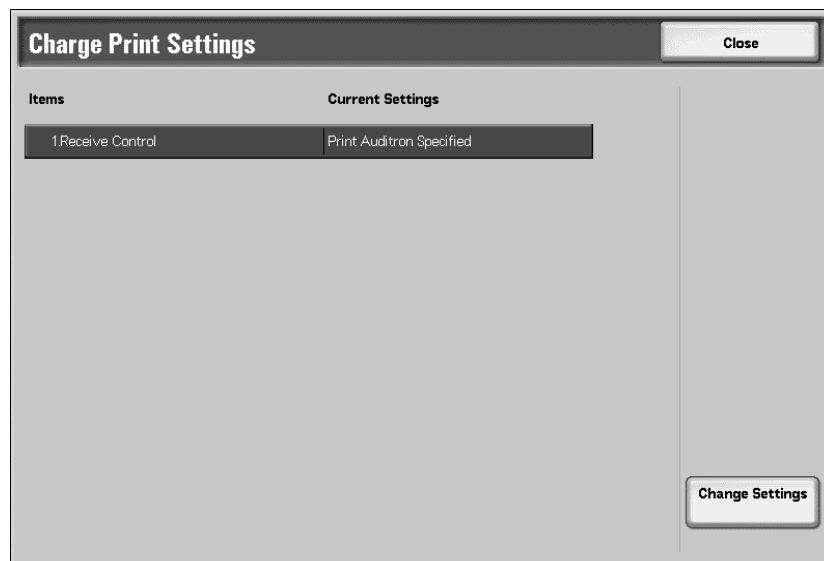
Note

The system administrator password is also used to change settings from CentreWare Internet Services.

Charge/Private Print Settings

Set how received print jobs should be handled.

1. Logon as system Administrator and select **Machine Status**.
2. From the Tools tab, select **Authentication/Security Settings**.
3. Select **Authentication**.
4. Select **Charge/Private Print Settings**.
5. Select the item to be set, and select **Change Settings**.



6. Select from the displayed options:

1. Receive Control			
<input checked="" type="radio"/> According to Print Auditor <input type="radio"/> Save in Private Charge Print <input type="radio"/> Save in Charge Print	Job Login Success <input checked="" type="radio"/> Print Job <input type="radio"/> Save in Private Charge Print	Job Login Failure <input type="radio"/> Save in Charge Print <input checked="" type="radio"/> Cancel Job	Job without User ID <input type="radio"/> Print Job <input type="radio"/> Save in Charge Print <input checked="" type="radio"/> Cancel Job

Receive Control

When using the authentication feature, set how to handle print jobs for which authentication failed (the print driver did not provide the correct UserID, password, and other authentication information). The available options depend on your selection of **According to Print Auditor**, **Save in Private Charge Print**, or **Save in Charge Print**.

- **According to Print Auditor** - The receiving control depends on the Authentication setting made on the machine.

When **According to Print Auditor** is selected, the **Job Login Success**, **Job Login Failure**, and **Job without User ID** options are displayed.

- **Save in Private Charge Print**: Saves jobs with incorrect User ID in Private Charge Print. When selected, the **Job without User ID** is also displayed.
- **Save in Charge Print**: Saves jobs in Charge Print. Unwanted jobs should be discarded on a regular basis. When enabled, this feature allows you to print or delete documents stored for each billing user ID.

Select how jobs will be handled when they are sent with invalid authentication or no UserID:

- **Job Login Success**: Available when **According to Print Auditor** is selected, only. Specifies how to treat print jobs when user ID or passcode authentication is successful.
 - **Print Job**
 - **Save in Private Charge Print**
- **Jobs Login Failure**: Available when **According to Print Auditor** is selected, only. Specifies how to treat print jobs when user ID or passcode authentication fails.
 - **Save in Charge Print**:
 - **Cancel Job**: Received jobs are deleted.

- **Jobs without User ID:** Available when **According to Print Auditron** and **Save in Private Charge Print** is selected, only. Specifies how to treat jobs without a user ID (such as email print jobs). Select from:
 - **Print Job**
 - **Save in Charge Print**
 - **Cancel Job**

Allow User to Disable Active Settings

This feature allows privileged users to temporarily disable certain active settings such as Force Watermark, Universal Unique ID that have been enabled by the System Administrator to be applied to all jobs.

Select **Disable Active Settings** to temporarily disable the active settings before running a job.

Return to this screen and select **Enable Active Settings** at the end of your job. Otherwise the settings automatically become active when a job session is ended and logged out.”

- **Enable Active Settings**
- **Disable Active Settings**

Job Status Default

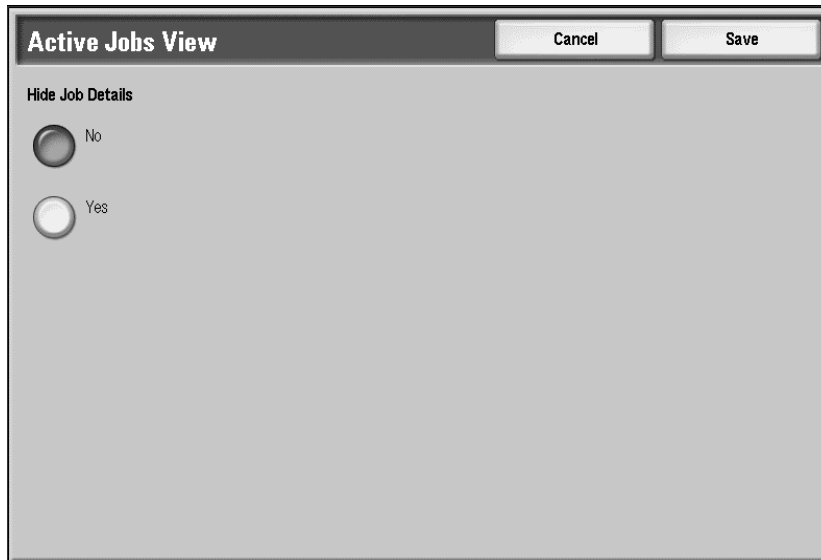
In **Job Status Default** the System Administrator can set the view default settings for the Active Jobs view and the Completed Jobs view.

1. Logon as System administrator and select **Machine status**.
2. Select the Tools tab.
3. From the **Authentication/Security Settings** screen, select **Job Status Default**.
4. Select the item to be changed.
 - *Active Jobs View on page 8-36*
 - *Completed Jobs View on page 8-36*

Active Jobs View

The system administrator can set the default view of the active jobs.

1. Select **Active Jobs View**.



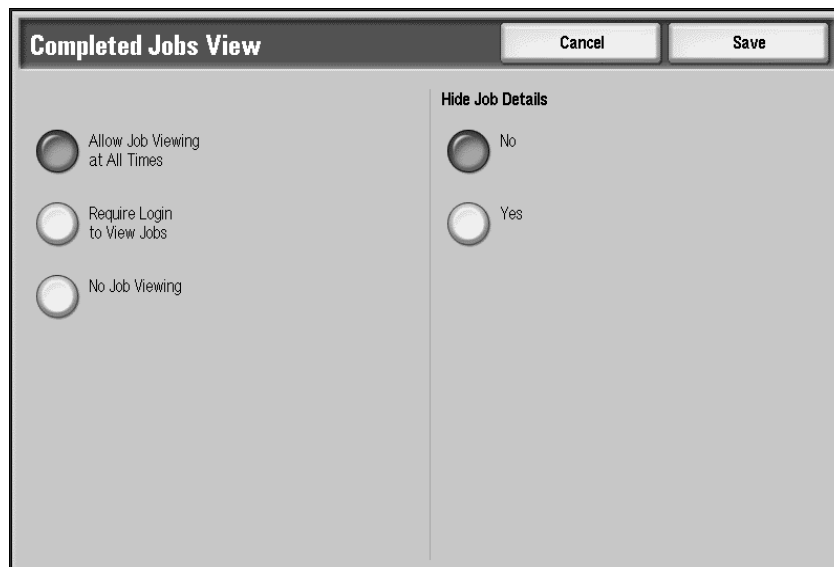
The **Active Jobs View** dialog box features a title bar with the text "Active Jobs View" and two buttons, "Cancel" and "Save". Below the title bar, the section "Hide Job Details" contains two radio buttons: "No" (which is selected) and "Yes".

2. Select **Yes** or **No** to hide the details.

Completed Jobs View

The system administrator can set the default view of the completed jobs.

1. Select **Completed Jobs View**.



The **Completed Jobs View** dialog box features a title bar with the text "Completed Jobs View" and two buttons, "Cancel" and "Save". The main area is divided into two sections. The left section contains three radio buttons: "Allow Job Viewing at All Times" (selected), "Require Login to View Jobs", and "No Job Viewing". The right section, titled "Hide Job Details", contains two radio buttons: "No" (selected) and "Yes".

2. Set the defaults for the Completed Jobs view.
 - **Allow Job Viewing at All Times:** Allows all users to view the details of completed jobs. Select Yes or No from Hide Job Details.
 - **Require Login to View Jobs:** Allows only authenticated users to view the details of completed jobs.
 - From the Access To menu, select from:
 - **All Jobs:** You can also select **Yes** or **No** from Hide Job Details.
 - **Jobs Run By Login User Only:** Display only the jobs of authenticated users.
 - From the Hide Job Details menu, select from **Yes** or **No**.
 - **No Job Viewing:** Does not allow any users to view the details of completed jobs.

Overwrite Hard Disk (optional)

Tip

This is an optional feature that may not be available on your copier/printer; it is part of the optional Data Security Kit. For more information, contact the Customer Support Center.

The Overwrite Hard Disk feature forces any temporary image files (that are created during a copy, scan, fax, scan-to-email, or print job) to be overwritten when those files are no longer needed during processing or are overwritten at point of need. If this option is available on your machine, you can select whether or not to perform a hard disk overwrite process. If this option is on, you can specify the specific number of times to perform the overwrite process.

After deleting data from the hard disk, the area on the hard disk where the data was stored is overwritten. This prevents unauthorized retrieval or restoration of the previously recorded data. This applies to files and other information stored temporarily by the system.

Tip

- A service representative can block changes to the settings of this feature. For more information, refer to *Service Representative Restricted Operation on page 9-85*.
- If the machine is powered off during the overwriting process, some files may remain on the hard disk.

Note

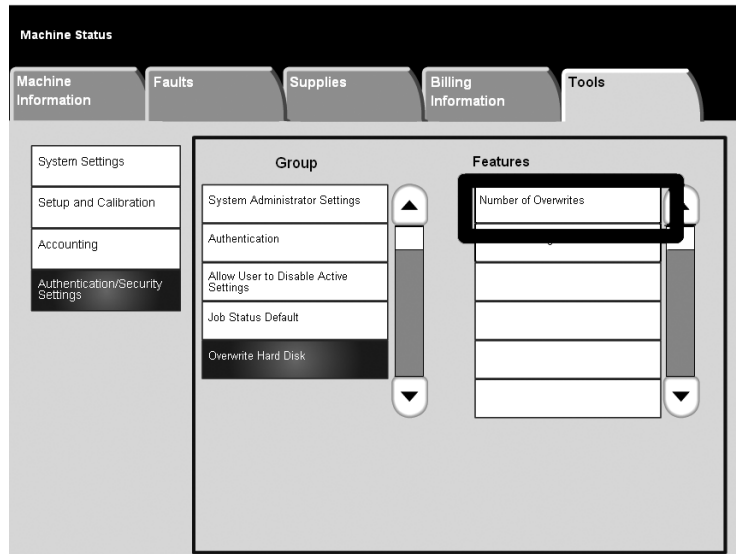
- The data on the hard disk is erased by overwriting it one time. However, overwriting the data three times ensures that the data cannot be recovered. The three times overwrite process does take a longer amount of time to perform than the one time overwrite process.
- During the overwriting process, normal operations may run slower than normally.

The following procedures set the default number of overwrites and specify a scheduled time to perform the overwrite procedure.

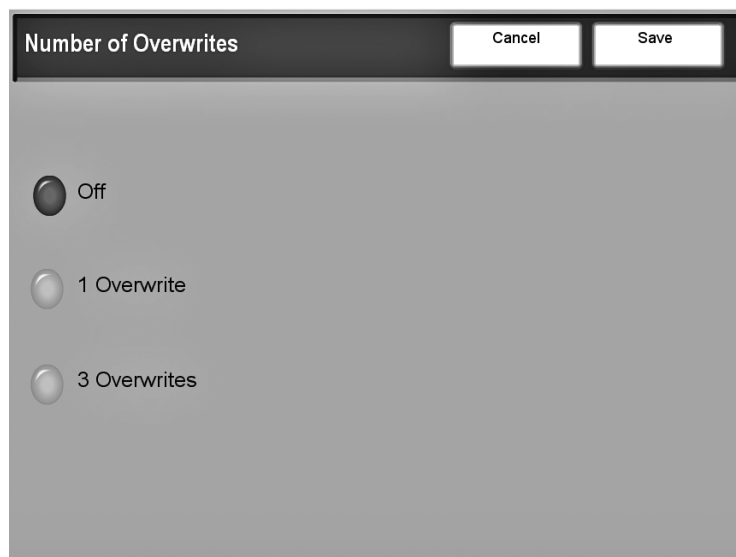
Number of Overwrites

This option allows administrators to specify the exact number of allowed hard disk overwrites. Perform the following steps:

1. Enter the System Administration mode (*Chapter 1 Entering the System Administrator mode on page 1-10*).
2. Press the **Machine Status** button on the Control Panel.
3. Select the **Tools** tab.
4. Select **Authentication/Security Settings**.



5. Select **Overwrite Hard Disk**.
6. Select **Number of Overwrites**.

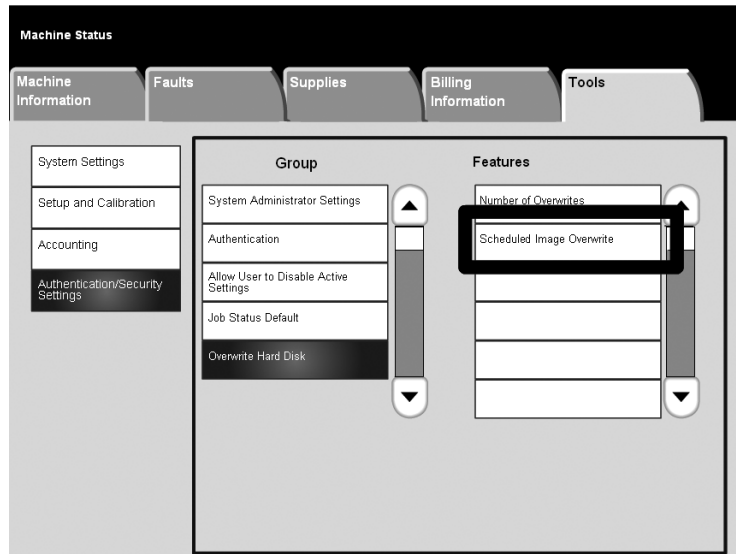


7. Select the desired number of overwrites.
8. Select **Save**.
9. Exit the System Administration mode.

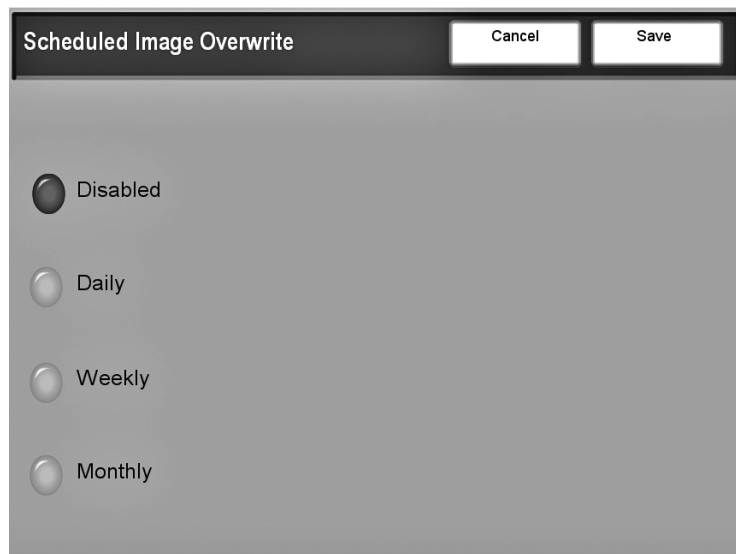
Scheduled Image Overwrite

This option allows administrators to specify how frequently (daily, weekly, or monthly) the overwrite hard disk process should occur. The **Scheduled Image Overwrite** feature may also be disabled. Perform the following steps:

1. Enter the System Administration mode (*Chapter 1 Entering the System Administrator mode on page 1-10*).
2. Press the **Machine Status** button on the Control Panel.
3. Select the **Tools** tab.
4. Select **Authentication/Security Settings**.



5. Select **Overwrite Hard Disk**.
6. Select **Scheduled Image Overwrite**.



7. Select the desired Scheduled Image Overwrite option.
8. Select **Save**.
9. Exit the System Administration mode.

Accounting and Authentication using CentreWare Internet Services

CentreWare Internet Services enables you to display, configure and change settings of the machine by using a web browser instead of the machine's control panel.

A System Administrator can manage how users access the machine by selecting from similar accounting and authentication accounting that are available through the control panel.

- *Accounting using CentreWare Internet Services on page 8-40*
- *Authentication/Security Settings using CentreWare Internet Services on page 8-45*

Accounting using CentreWare Internet Services

The available options depend on your machine configuration.

- Accounting Disabled
- Accounting Disabled (Keep Log)
- Local Accounting: Account administration is performed using the user information registered on the machine.
- Network Accounting: Account administration is performed using the user information registered by a remote server.
- Xerox Standard Accounting: Account administration is performed based on the user and account information pre-registered on the machine.

Xerox Standard Accounting

When enabled, Xerox Standard Accounting (XSA) tracks the numbers of Copy, Print, Network Scanning, and E-mail jobs for each user. Usage limits can also be applied to restrict the total number of copy, print, and scan jobs that a user can perform. Administrators can print a report which contains all XSA data.

- Administrators must create accounts and specify limits before users are authorized to access the machine.
- When using XSA, users must login at the machine to use the device.
- When XSA is enabled, users must enter their account details in the print driver to print documents from workstations.

The XSA feature is mutually exclusive from any other accounting feature. If XSA is enabled at the device:

- You cannot enable Foreign Device Interface, Auditron or Network Accounting.
- Each device supports unique XSA User IDs and Group Accounts.
- All user IDs must be assigned to one or more group accounts.

Note

The XSA settings and account data are stored in the machine. It is strongly recommended that you back up the settings and data regularly.

Enabling Accounting and Setting User Account Options

You can perform the following accounting options from within the Accounting Configuration screen of CentreWare Internet Services:

- *Enabling Accounting on page 8-41*
- *Setting User Account Options on page 8-42*

Enabling Accounting

At your workstation:

1. Open your web browser and in the Address bar, enter the machine's TCP/IP address.
2. Select the Properties tab.
3. From the left pane of the screen, expand the Accounting folder and select **Accounting Configuration**.
4. Login as System Administrator. The default User Name is **11111** and the default passcode is **x-admin**.
5. From the Accounting Type menu, select from:
 - Local Accounting
 - Network Accounting
 - Xerox Standard Accounting

Note

The available options depend on machine configuration.

6. Select **Apply** and follow any prompts.
 - Local Accounting: You are required to reboot the machine for local settings to take affect.
 - Network Accounting: TBD
 - Xerox Standard Accounting: If you are changing the Accounting Type, only, and you select Apply, a warning displays. Review the warning before continuing.



7. For each service, select the type of account management to perform by placing a checkmark in the **Enabled** box. For example, if you want to enable account management to the Print Service, place a checkmark in the **Enable** box of Auditron (Print Service).
8. Verify User Details: Specify whether to verify user details upon user authentication. This item becomes active only when the Accounting Type is set to Network Accounting.

9. Verify User Details for Printer Jobs: Specify whether to check user details upon user authentication for print jobs. This item becomes active only when the Accounting Type is set to Network Accounting.
10. Customize User Prompts: Specify whether to prompt entry of both a User ID and an Account ID or only a User ID or an Account ID upon authentication. This item becomes active only when the Accounting Type is set to Network Accounting.
11. Select from the following:
 - Select the Next button to access individual account settings.
 - Select Apply and follow any prompts to enable the changes you made.



Setting User Account Options

12. Within Step 2 of the Authentication Configuration screen, enter the user account number whose settings you want to adjust.
13. Select **Edit** to change settings.



14. At the User Account Settings screen, you can set User Identification, Feature Access, Impressions/Limits and User Role.

15. Enter a User Name of up to 32 characters.
16. Enter and reenter a passcode of 4 to 12 alphanumeric characters.
17. Card ID: Enter the card ID for the user.
18. From the Feature Access section, you can select from **Free Access** or **No Access** to a particular service. As an example, you may want to allow a user access to the Print Service, but deny access to the Copy and Scan Services.
19. In the Impressions/Limits section, you can set the maximum number of impressions that the user is allowed within the range of 0 to 9999999.
 - Black Copy Limit: Set the maximum number of impressions allowed for Black and White copying.
 - Color Scan Limit: Set the maximum number of impressions allowed for color scanning.
 - Black Scan Limit: Set the maximum number of impressions allowed for Black and White scanning.
 - Black Print Limit: Set the maximum number of impressions allowed for Black and White printing.
20. Select the User Role of the user account from System Administrator, Account Administrator or User.
21. To enforce settings, select **Apply**.
22. Reboot the machine.

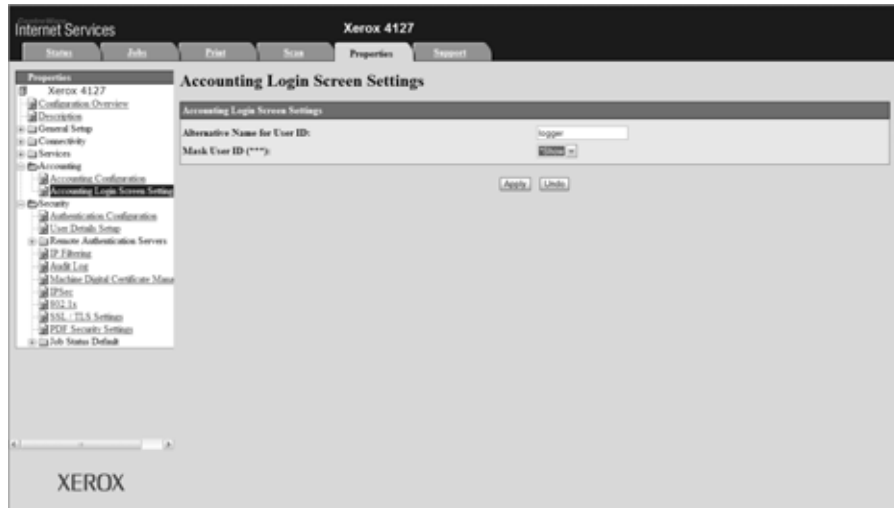


Accounting Login Screen Settings

This feature allows you to set an alternative login name which the user sees on the login screen and to mask the user ID during login.

At your workstation:

1. Open your web browser and in the Address bar, enter the machine's TCP/IP address.
2. Select the Properties tab.
3. From the left pane of the screen, expand the Accounting folder and select **Accounting Login Screen Settings**.
4. If required, login as System Administrator. The default User Name is **11111** and the default passcode is **x-admin**.
5. In the Alternative Name for User ID field, enter an alternative name. As an example, you can change the default setting to User Login.
6. Determine if you want to mask the User ID when it is entered by the user. If you select **Hide**, the User ID is not displayed when entered.
7. Select **Apply** to enable any changes and follow any prompts.



Authentication/Security Settings using CentreWare Internet Services

This feature allows you to select the login type that will be required by machine users. You can select from:

- No Login Required
- Login to Local Accounts
- Login to Remote Accounts
- Xerox Secure Access

You can also set user account options using this feature.

Enabling Authentication

At your workstation:

1. Open your web browser and in the Address bar, enter the machine's TCP/IP address.
2. Select the Properties tab.
3. From the left pane of the screen, expand the Security folder and select **Authentication Configuration**.
4. Login as System Administrator. The default User Name is **11111** and the default passcode is **x-admin**.
5. Select a Login Type.



6. Select **Enabled** if you want to allow Folder to PC/Server.
7. Select **Enabled** in Non-account Print if you want to allow printing to those without an account on the machine.
8. If you want to allow Guest Users:
 - a. Select **On**.
 - b. Enter and reenter the Guest Passcode.

9. Select **Apply** and follow any prompts.

- If you select Login to Local Accounts, you will be prompted to reboot the machine.
- If you select Login to Remote Accounts or Xerox Secure Access, you will receive a warning prompt. Review the prompt before continuing.



Setups

9

The machine has factory default (initial) settings which can be customized. To change the settings, enter the System Administration mode and use the **System Settings** screen. This chapter describes how to change system settings.

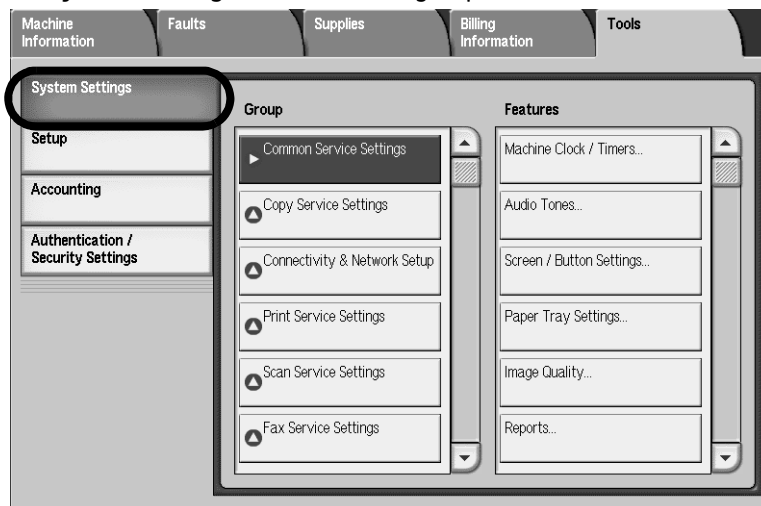
Tip

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that *may* be seen on your particular system.

System settings procedure

This section describes the basic procedure for changing system settings. To make or change the system settings, it is necessary to be in System Administration mode.

1. Enter the System Administration mode (*Chapter 1 Entering the System Administrator mode on page 1-10*).
2. From the **System Settings** screen, select a group.



Note

For the items that can be selected in the system settings, refer to *System Settings on page 12-1*.

3. Select a feature. After setting the feature, select **Save**.
4. Exit the System Administration Mode: (*Chapter 1 Exiting the System Administrator mode on page 1-11*)

System Settings

From **System Settings**, you can set or change the initial values. The system settings features include:

Common Service Settings: These settings relate to the machine itself.

Copy Service Settings: You can set the copy feature defaults, copy operation control, button functions, and so on.

Connectivity & Network Setup: You can set the ports, protocols, and so on.

Print Service Settings: You can set the memory settings, print time operation, and so on.

Scan Service Settings: You can set the scanner feature defaults, button functions, and other items.

E-mail Service Settings: You can set the e-mail feature defaults, address search, and so on.

Folder Service Settings: You can set the folder service settings, and so on.

Folder Service Settings: You can set and modify the folder settings.

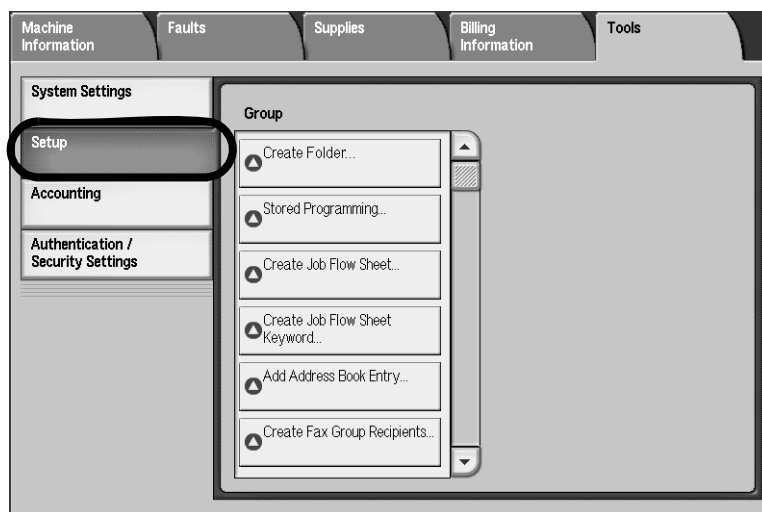
Job Flow Service Settings: You can set and modify the Job Flow settings.

Stored Document Settings: Documents stored in the folder can be set.

Network Controller Settings: You can select and set the following network controller features:

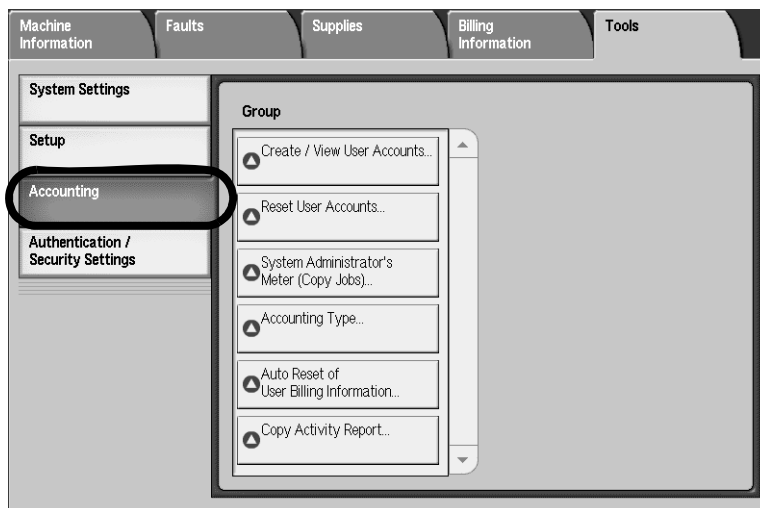
- Ethernet Rated Speed
- TCP/IP - IP Address
- TCP/IP - Subnet Mask
- TCP/IP - Gateway Address
- Frame Type

Setup Menu



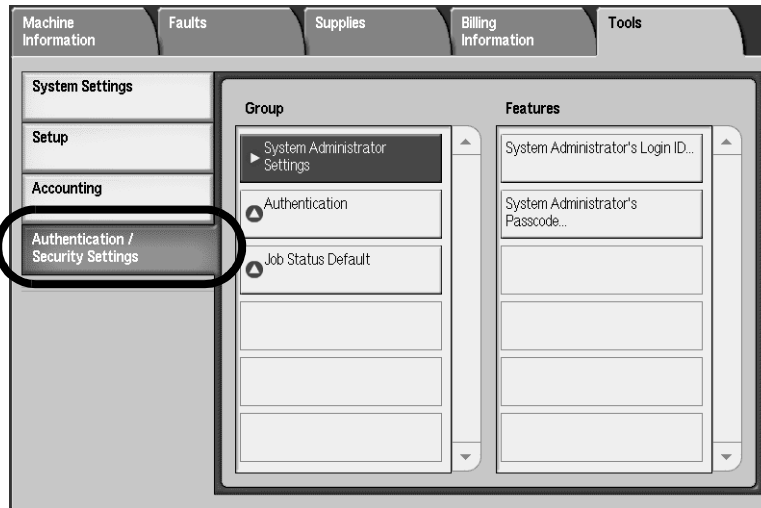
From the **Setup Menu**, you can create folders, create and change the addresses in the address book, assign paper tray attributes, create job flow sheets/keywords, and Stored Programming. For more information, refer to *Setup Menu on page 9-157*.

Accounting



You can set restrictions on users using specific machine features, or set restrictions on individual users. For more information, refer to *Accounting on page 8-2*.

Authentication/Security Settings



You can set the system administrator ID and system administrator password used to enter System Administration mode. For more information, refer to *Authentication/Security Settings on page 8-20*.

System Settings Menu List

To view a table showing a list of the items that can be set, refer to *System Settings on page 12-1*.

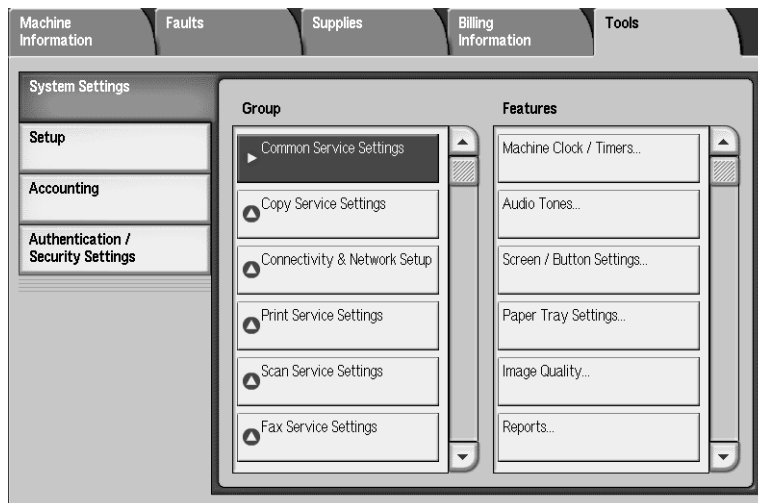
Entering Text

During operations, a screen sometimes appears for the entry of text. To see a description on how to enter text using the screen keyboard, refer to *Entering Text on page 12-8*.

Common Settings

In **Common Settings**, you select default settings that affect the machine itself.

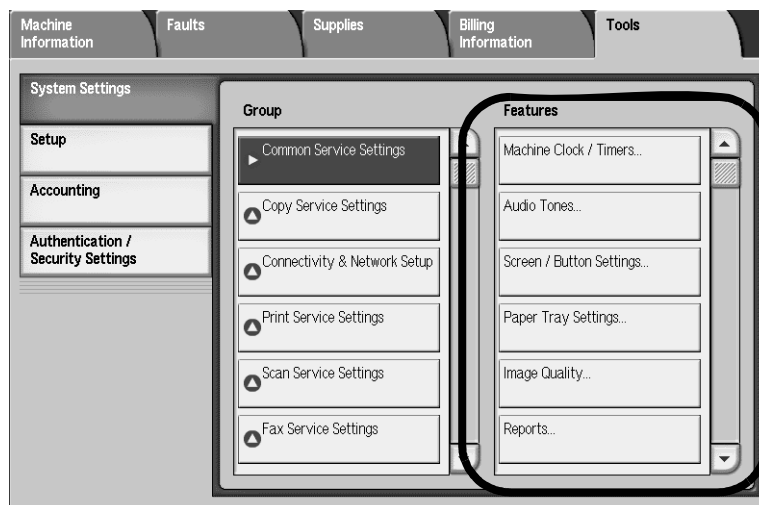
1. From the **System Settings** screen, select **Common Settings**.



Note

To display the System Settings screen, refer to *System settings procedure on page 9-1*.

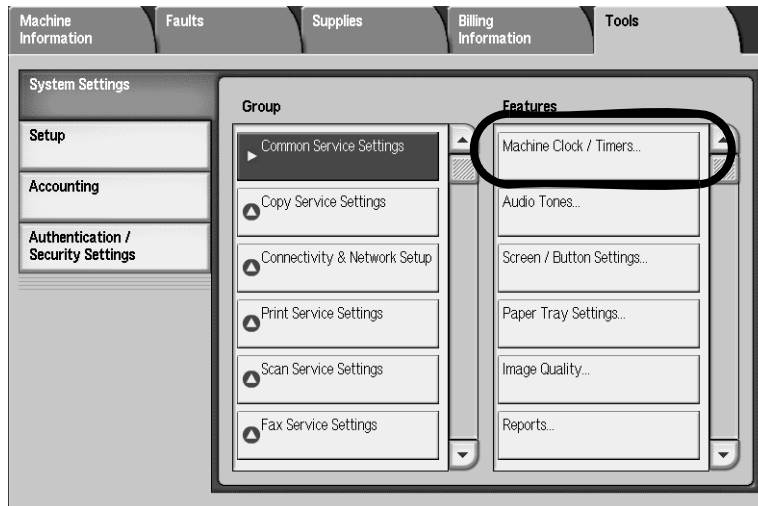
2. Select the item to be set.



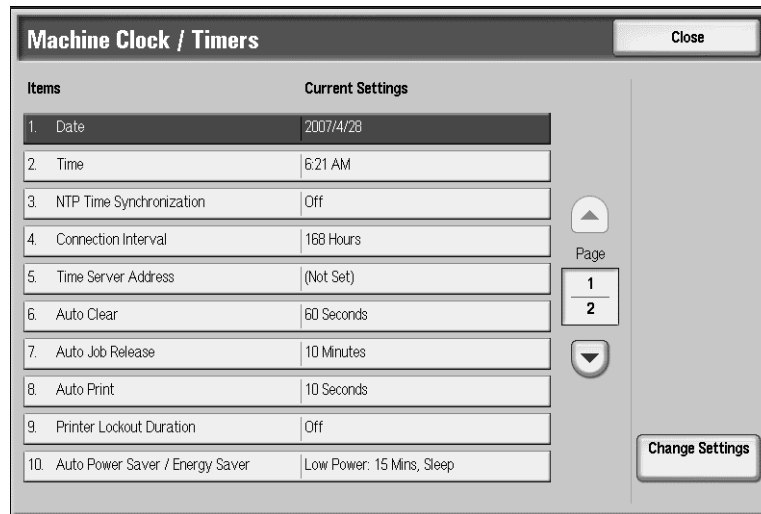
Machine Clock/Timers

You can set the clock time, or the timer interval until power saving or reset features take effect.

1. Select **Machine Clock/Timers**.



2. From the **Machine Clock/Timers** screen, select the item to be set or changed.



3. Select **Change Settings**.
4. Follow the screen directions to change the settings.
5. Select **Save**.

Date

Set the date in the in the system clock of the machine. The date set here is printed on lists and reports.

1. From the **Machine Clock/Timers** screen, select **Date**, and select **Change Settings**.

2. Select the date format.
3. Select Year/Month/Day by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Time

Set the time in the system clock of the machine, using 12-hour or 24-hour representation. The time set here is printed on lists and reports.

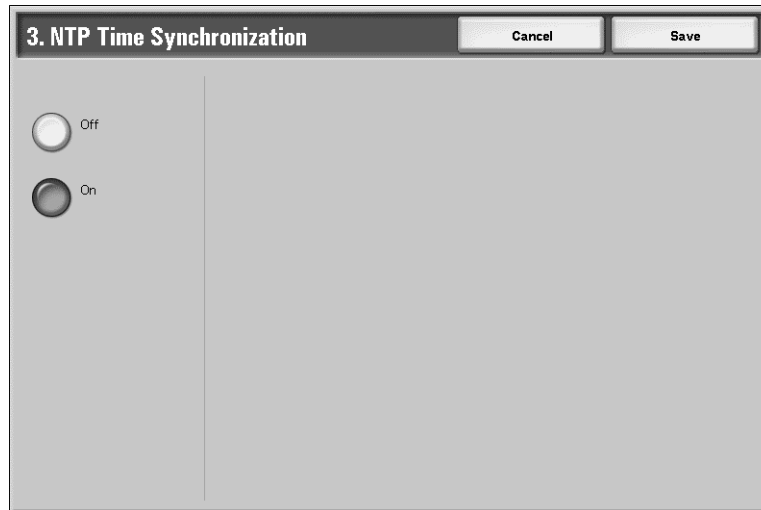
1. From the **Machine Clock/Timers** screen, select **Time**, and select **Change Settings**.

2. Select the display format.
3. When **12 Hour Clock** is selected, select **AM** or **PM**.
4. Set the minutes and seconds by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
5. Select **Save** to save the settings and return to the previous window.

NTP Time Synchronization

You can get the time from a time server (NTP: Network Time Protocol), to synchronize the machine to the time server time.

1. From the **Machine Clock/Timers** screen, select **NTP Time Synchronization**, and select **Change Settings**.



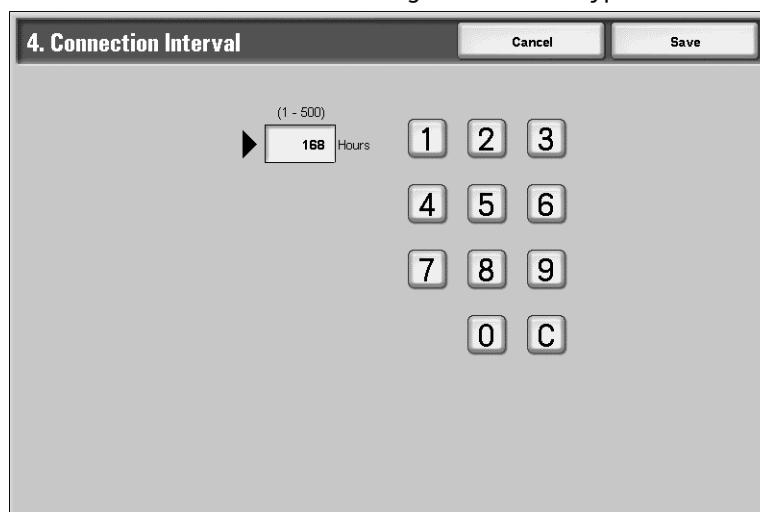
2. Select **On** or **Off**.
3. Select **Save** to save the settings and return to the previous window.

Connection Interval

Select the time interval at which a connection is made to the time server.

Select an interval from 1 to 500 hours, in steps of one hour.

1. From the **Machine Clock/Timers** screen, select **Connection Interval**, and select **Change Settings**.
2. Enter the Connection Interval using the numeric keypad.



3. Select **Save** to save the settings and return to the previous window.

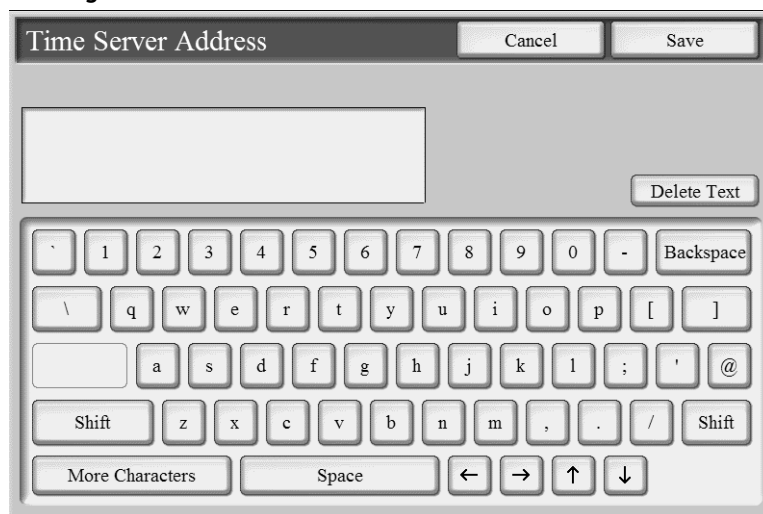
Time Server Address

This is used to enter the IP address for the time server.

Note

Set the **NTP Time Synchronization** to on.

1. From the **Machine Clock/Timers** screen, select **Time Server Address** and press **Change Settings**.



2. Enter the IP address:
 - IP Address: Set the IP address of the time server from which the time is obtained, using values 0 to 255.
- Note
- Addresses 244 to 255.XXX.XXX.XXX and 127.XXX.XXX.XXX cannot be set.
 - Select **Next** to enter the next part of the IP address if the address between dots is less than 3 digits.
3. Select **Save** to save the settings and return to the previous window.

Auto Clear

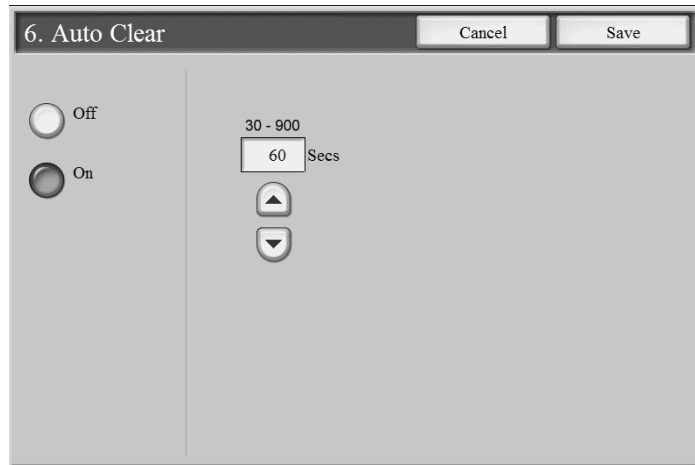
If a given time period elapses with no operation, the machine automatically returns to the initial screen.

Set a period from 1 to 4 minutes, in intervals of 1 minute. To cancel the setting select **C**, or select the **Cancel** button to delete any selections made on this screen.

Note

Even if **Off** is selected, any currently scanned and pending jobs continue processing after one minute of inactivity on the machine.

1. From the **Machine Clock/Timers** screen, select **Auto Clear** and press **Change Settings**.



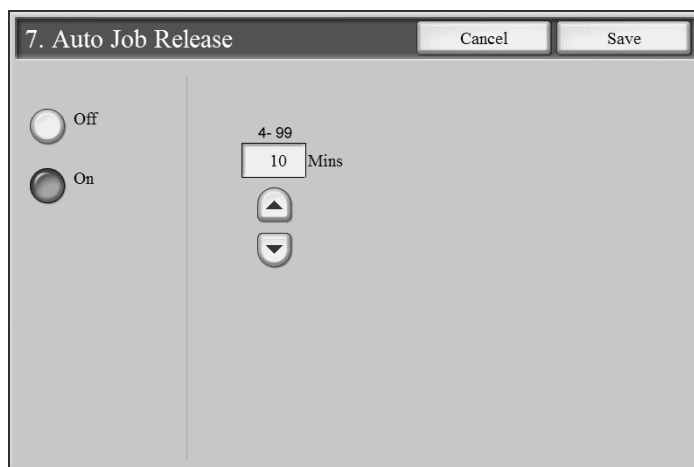
2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Auto Job Release

If an error occurs during a copy or scan job, you can set the time that elapses until the current job is automatically cleared, and thereby enabling the completion of the next job. Errors that may occur include a paper feed, a jammed original, a copy jam, running out of hard disk space, etc. Once the current job is cleared, jobs that can be continued are limited to those that only use parts of the machine not affected by the error.

Set the value in the range 4 to 99 minutes, in 1 minute increments. Select **Off** if you do not want to use this feature.

1. From the **Machine Clock/Timers** screen, select **Auto Job Release**, and select **Change Settings**.



2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Auto Print

Set the time from the end of print job until the execution of next print job. Set the value from 1 to 240 seconds, in one second steps. If you select **Off** printing can start immediately, once the machine is ready.

1. From the **Machine Clock/Timers** screen, select **Auto Print**, and select **Change Settings**.

2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Printer Lockout Duration

Set the time from the start to the end of printer lockout. Set the values from 0 to 23 hours and to 59 minutes. If you select **Off** no printer lockout occurs.

1. From the **Machine Clock/Timers** screen, select **Printer Lockout Duration**, and select **Change Settings**.

2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Power Saver/Energy Saver Timers

In power saving mode, there is a “low-power mode” and a “sleep mode,” and when the set time has elapsed, the following occurs:

Last operation on the machine → Low-power mode → Sleep mode

1. From the **Machine Clock/Timers** screen, select **Power Saver/Energy Saver Timers**, and select **Change Settings**.

2. Set low-power mode and sleep mode.
 - From Last Selection to Low Power Mode: Set the time to go from last operation to low-power mode. Set the time from 1 to 240 minutes, in 1 minute increments.

Note

The time **From Last Operation to Low-power Mode** must not exceed the time **From Last Operation to Sleep Mode**.

- From Last Selection to Sleep mode: Set the time to go from last operation to sleep mode from 1 to 240 minutes, in 1 minute increments.Disabled.

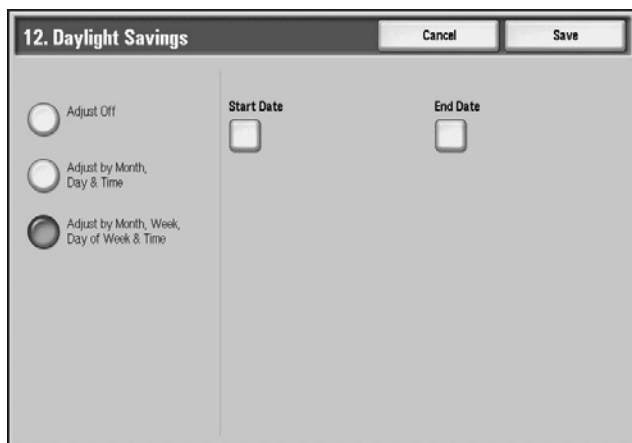
Time Zone

Use the ▲, ▼ to set the time difference from Greenwich Mean Time (GMT).

Select **Save** to save the settings and return to the previous window.

Daylight Savings

With this feature enabled, the machine automatically adjusts the current time when the summer time starts and ends.



Adjust off

Select this feature if you do want to use the **Daylight Savings** feature.

Adjust by Month, Day & Time

Select this feature to specify the start of the daylight savings feature, by month, day and time.

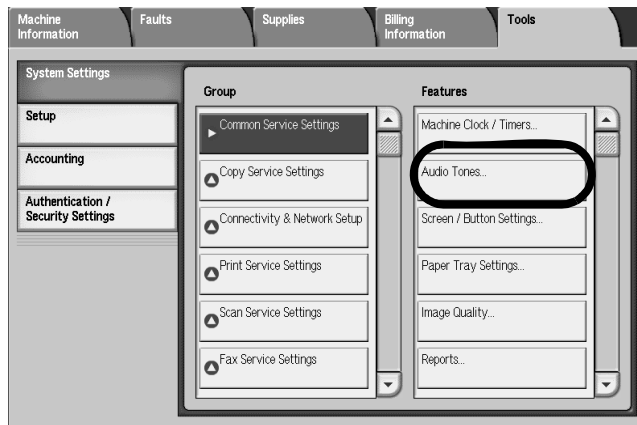
Adjust by Month, Week, Day of Week & Time

Select this feature to specify the start of the daylight savings feature, by month, week, day of the week and time.

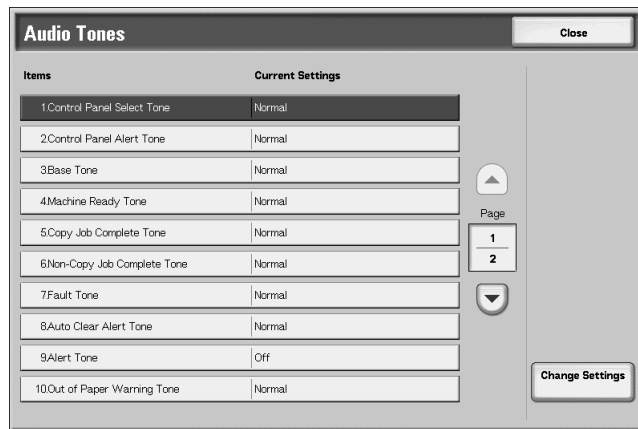
Audio Tones

Select whether or not to sound an alarm, for example when a job ends or there is a fault.

1. From the **Common Settings** screen, select **Audio Tones**.



The Audio Tones screen opens.

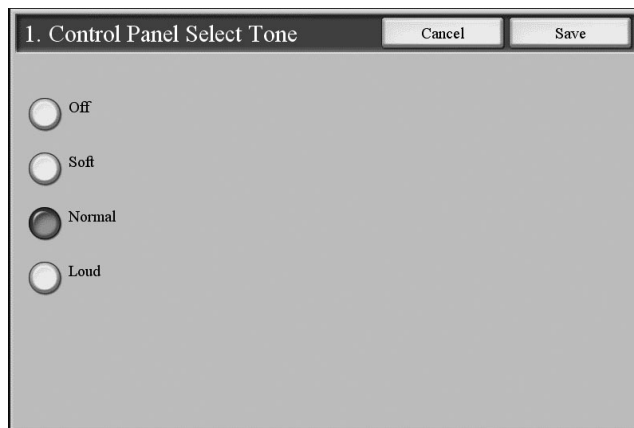


2. Select the item to be set or changed.

Note

Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select **Change Settings**.
4. Select the desired setting for the specific Audio Tone feature.



5. Select **Save**.

Control Panel Select Tone

Select the volume level that sounds when a button displayed on the screen is correctly selected. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Control Panel Alert Tone

Select the volume level that sounds when a non-functioning (or grayed-out) button is selected or when an error occurs. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Base Tone

For a button that toggles (the setting changes each time it is pressed), select the volume level that sounds when the button is in its initial (first) position. This is the sound made when the **Interrupt** button is released. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Machine Ready Tone

Set the volume level that sounds when the machine is ready to copy or print or after the machine powers on. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Note

It is possible to set targeted jobs, such as, Copy Jobs, Printer Jobs, Report Jobs, and so-on, from the **Job Complete Tone 1**, **Job Complete Tone 2**, and **Fault Tone** screens.

Job Complete Tone 1

Select the volume level that sounds when the machine successfully completes the copy cycle. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Job Complete Tone 2

Select the volume level that sounds when the machine completes a job other than a copy job. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Fault Tone

Select the volume level that sounds when there is an error termination. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Auto Clear Alert Tone

Select the volume level that sounds when the automatic clear feature is enabled and it is 5 seconds before the machine automatically returns to the initial screen. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Alert Tone

Select the volume level that sounds when a fault, such as a paper jam occurs, and the fault is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Out of Paper Warning Tone

Select the volume level that sounds when there is no paper in the paper tray and the job is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Low Toner Alert Tone

Select the volume level that sounds when it is time to replace the drum toner cartridge. Select from **Loud**, **Normal**, and **Low**. To disable the sound, select **Off**.

Stored Programming Tone

Select the volume level that sounds while the machine is records a job into the job memory. Select from **Loud**, **Normal**, and **Soft**.

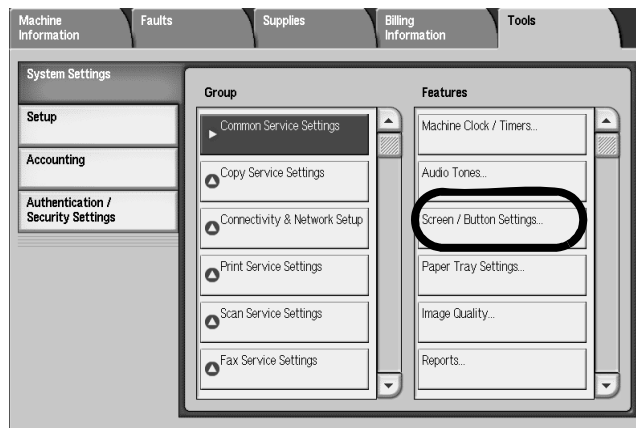
Note

It is not possible to disable this sound.

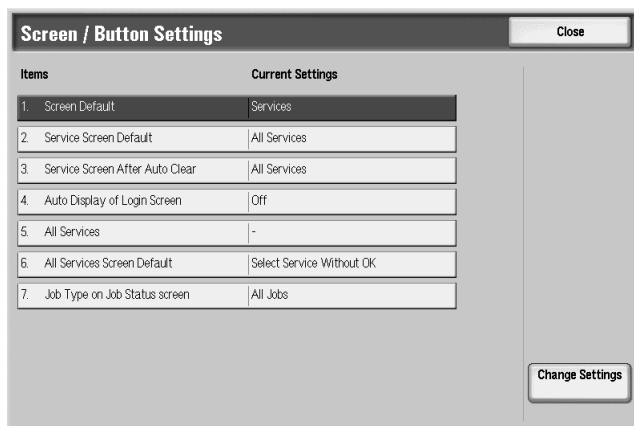
Screen/Button Settings

Set the initial screen display when the power is turned on.

1. From the **Common Settings** screen, select **Screen/Button Settings**.



The **Screen/Button Settings** window opens.

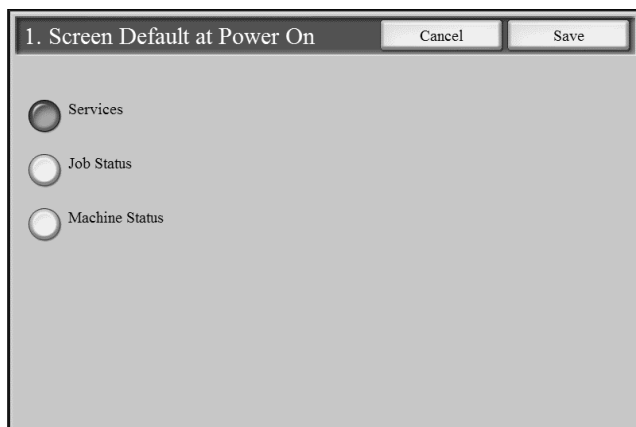


2. Select the item to be set or changed.
3. Select **Change Settings**.
4. Select the desired setting for the specific Screen Defaults feature.
5. Select **Save**.

Screen Default at Power On

You can assign the screen default when the machine powers on (**Services**, **Job Status**, or **Machine Status**).

1. From the **Screen/Button Settings** window, select **Screen Default at Power On**, and select **Change Settings**.
2. Select the desired screen default.

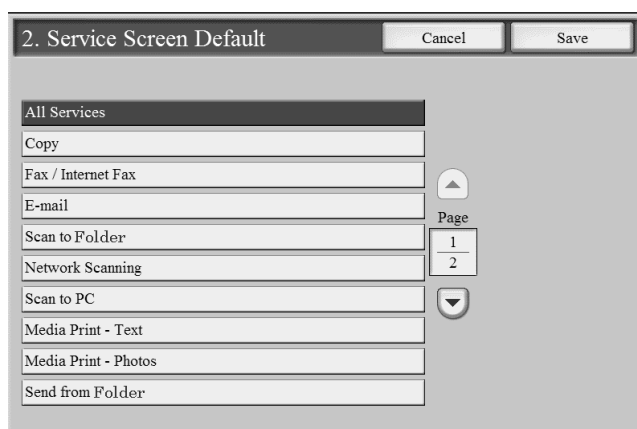


3. Select **Save**.

Service Screen Default

You can assign the Service Screen default.

1. From the **Screen/Button Settings** window, select **Service Screen Default**, and select **Change Settings**.
2. Select the desired screen default.

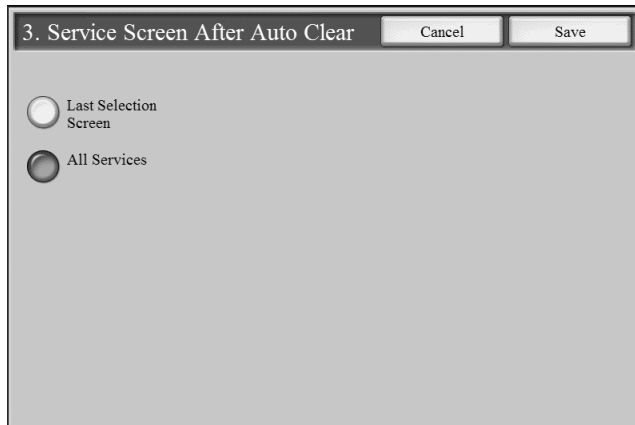


3. Select **Save**.

Service Screen After Auto Clear

You can assign the Service Screen after auto clear.

1. From the **Screen/Button Settings** window, select **Service Screen After Auto Clear**, and select **Change Settings**.
2. Select the desired screen default.

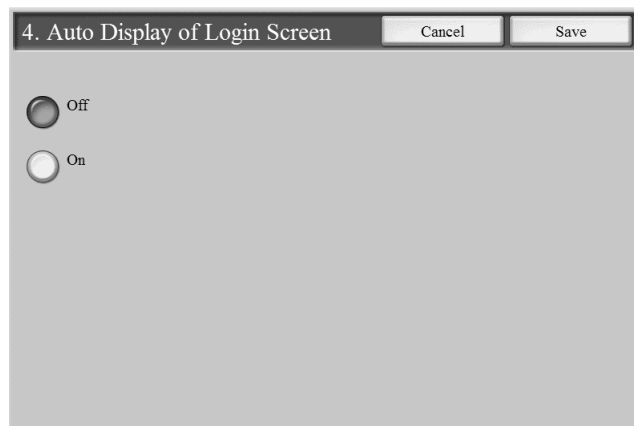


3. Select **Save**.

Auto Display of Login Screen

You can display the login screen automatically.

1. From the **Screen/Button Settings** window, select **Auto Display of Login Screen**, and select **Change Settings**.
2. Select **On** or **Off**.



3. Select **Save**.

All Services

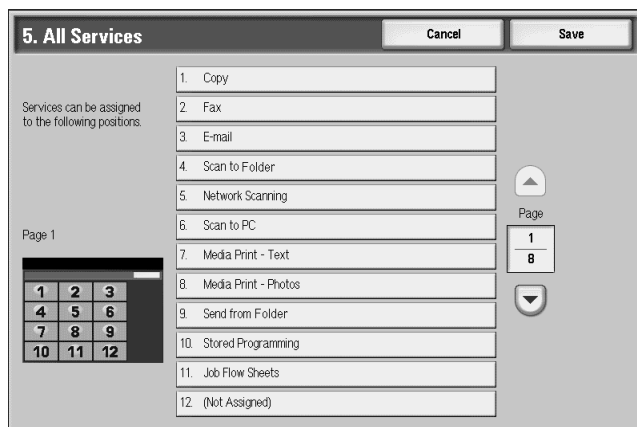
From this screen, you can select the specific buttons and their layout as they will appear on the **All Services** screen when the **All Services** button on the control panel is pressed.

Note

It is not possible to assign the same feature to more than one button.

1. From the **Screen/Button Settings** window, select **All Services**.
2. Select **Change Settings**.

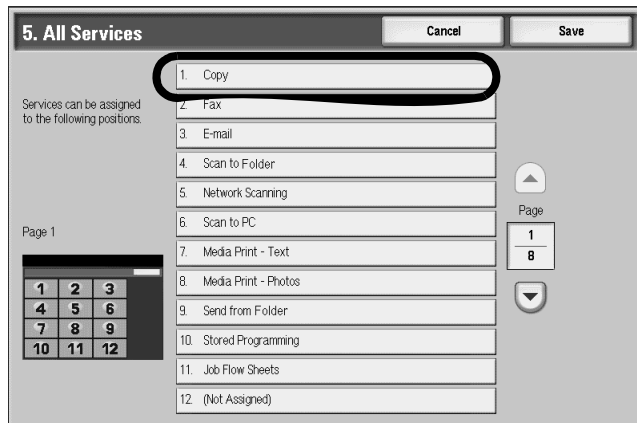
The **All Services** window opens:



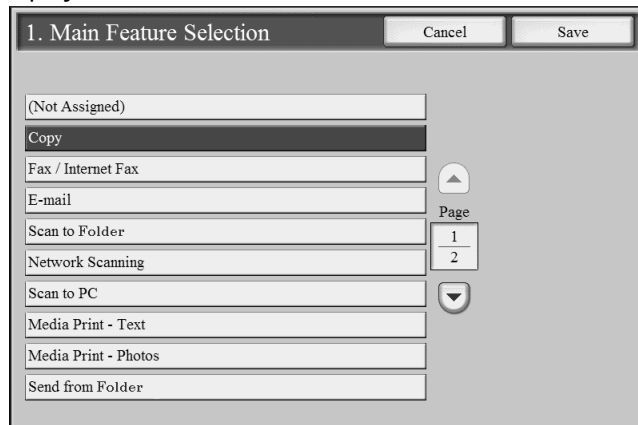
Note

Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select a feature that you will want displayed on the **All Services** screen (when the **All Services** button on the control panel is pressed). For the purpose of this feature, the **Copy** feature is selected.



4. The **Main Feature Selection** window opens. Select the desired feature that you want displayed on the **All Services** screen of the UI.

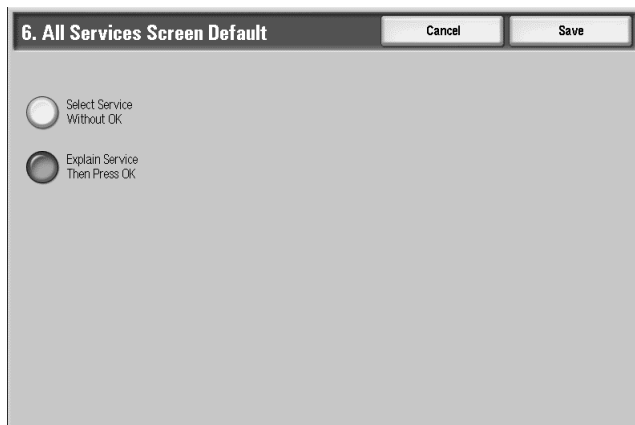


5. Select **Save**.
6. Repeat Steps 1-6 for the other **All Services** features.

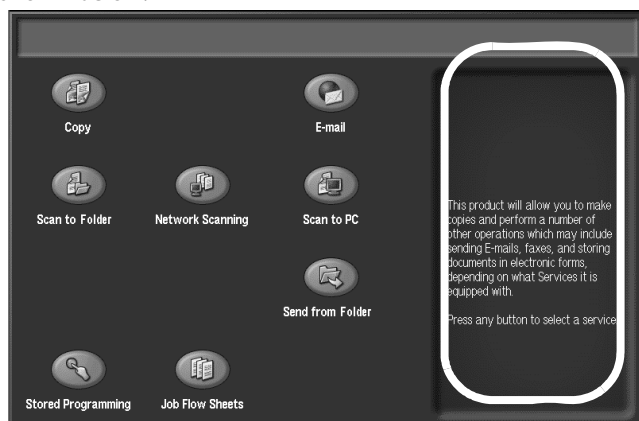
All Services - Screen Default

From this screen, you can select whether or not the All Services Screen displays a functional description of the button selected.

1. From the **Screen/Button Settings** window, select **All Services - Screen Default** and select **Change Settings**.
2. The **All Services - Screen Default** window opens. Choose the **Select Services Without OK** or **Explain Service then Press OK**.



3. If the **Select Services Without OK** is chosen, then the all Services Screen will display as shown below.



4. If the **Explain Service then Press OK** is chosen, then the all Services Screen will display as shown below.



5. Select **Save**.

Job Type on Job Status screen

Select the job types that you want displayed on the **Completed Jobs** screen of the **Job Status** screen when the **Job Status** button on the control panel is pressed.

1. From the **Screen/Button Settings** window, select **Job Type on Job Status Screen** and select **Change Settings**.

2. Select from **All Jobs**, **Printer & Print from Folder Jobs**, **Scan, Fax, & Internet Fax Jobs**, and **Job Flow & Auto File Transfer Jobs**.



The screenshot shows a dialog box titled "7. Job Type on Job Status screen". It has a "Cancel" button and a "Save" button in the top right corner. The main area contains four radio button options: "All Jobs" (which is selected), "Printer & Print from Mailbox Jobs", "Scan, Fax, & Internet Fax Jobs", and "Job Flow & Auto File Transfer Jobs".

3. Select **Save**.

Default Language screen

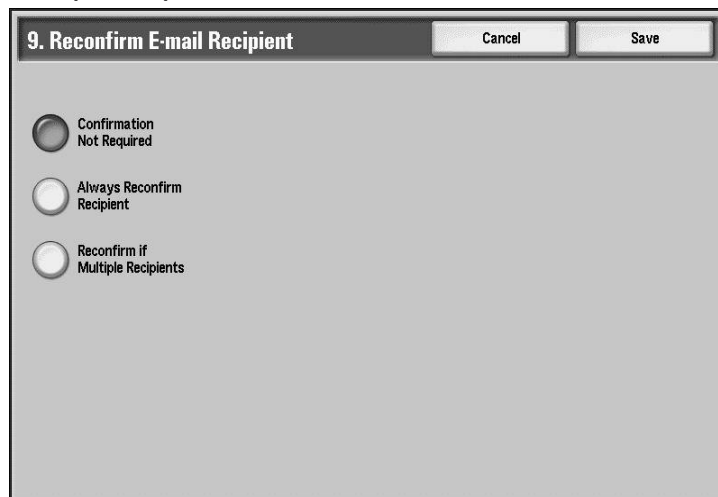
Select the defaulted language that you want displayed on the machine's UI screen.

1. From the **Screen/Button Settings** window, select **Default Language** and select **Change Settings**.
2. From the **Default Language** window, select either **English** or **Japanese**.
3. Select **Save**.

Reconfirm E-mail Recipient screen

Select whether, and when an email recipient reconfirmation is to occur from the **Reconfirm E-mail Recipient** screen.

1. From the **Screen/Button Settings** window, select **Reconfirm E-mail Recipient** and select **Change Settings**.
2. Select from **Confirmation not Required**, **Always Reconfirm Recipient**, and **Reconfirm if Multiple Recipients**.



The screenshot shows a dialog box titled "9. Reconfirm E-mail Recipient". It has a "Cancel" button and a "Save" button in the top right corner. The main area contains three radio button options: "Confirmation Not Required" (which is selected), "Always Reconfirm Recipient", and "Reconfirm if Multiple Recipients".

3. Select **Save**.

Customize Keyboard Button

Select this option for frequently used information (e.g. domain names, IP addresses, or other related data) to create a customized button on the UI keyboard screen.

Note

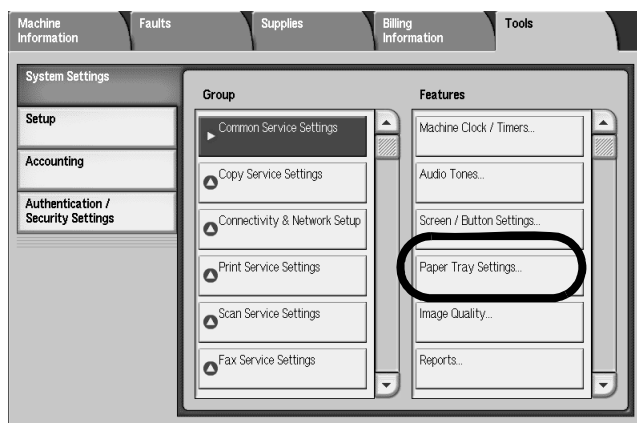
You can customize one button only, not multiple buttons.

1. From the **Customize Keyboard Button** screen, select **Change Settings**.
2. Enter in your desired information that will appear on the customized button (e.g. “.com”, or “john.doe@xerox.com”).
3. Press the **Preview** button to see the selection displayed on the customized button, located in the lower, RIGHT corner of the keyboard screen.
4. Press **Save**.

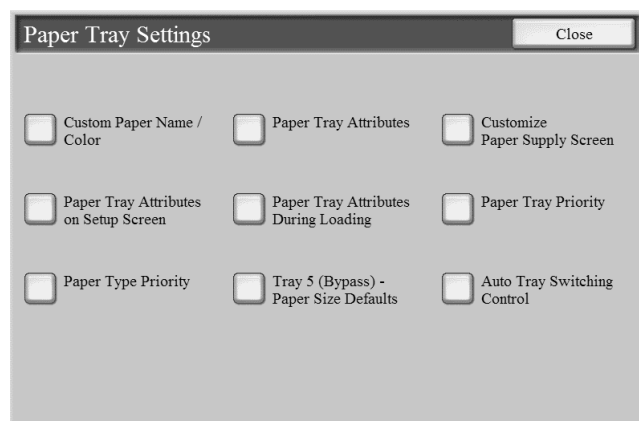
Paper Tray Settings

Set the items relating to the paper and trays, including the types of paper loaded in each tray, the priority order of the trays, the priority order of the paper types, custom paper information, and more.

1. From the **Common Settings** screen, select **Paper Tray Settings**.



The **Paper Tray Settings** screen opens.



2. Select the item to be set or changed.
 - Make the appropriate selections or changes to that item.
 - Select **Save** to return to the Paper Tray Settings screen.
3. Repeat Step 2 for each of the specific Paper Tray Settings features.
4. Select **Close** to return to the **Common Settings** screen.

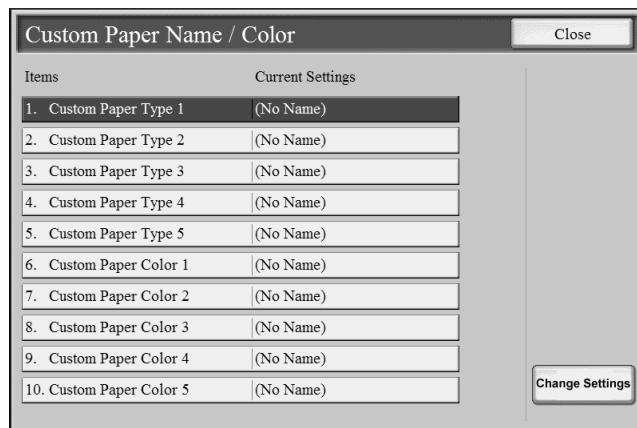
Custom Paper Name/Color

You can set a custom name for paper 1-5 (refer to the screen in Step 1 of the following procedure). A maximum of twelve characters can be entered for each custom paper name. For example, use the name "Color" for colored paper.

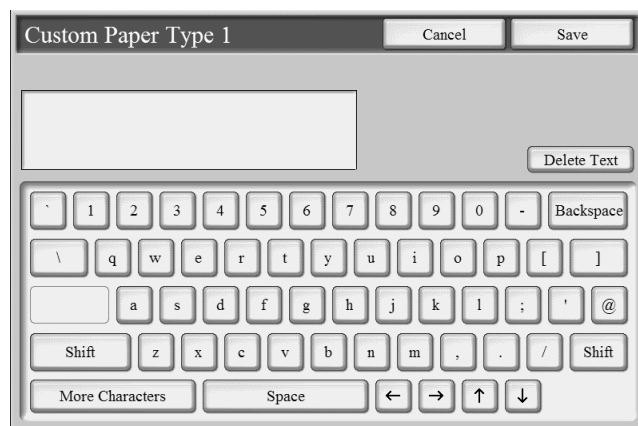
Note

For information about entering text, refer to *Entering Text on page 9-4*.

1. From the **Paper Tray Settings** screen, select **Custom Paper Name/Color** feature.
The **Custom Paper Name/Color** screen opens.



2. Select the item to be set or changed, and select **Change Settings**.
3. The **Keyboard** screen opens.



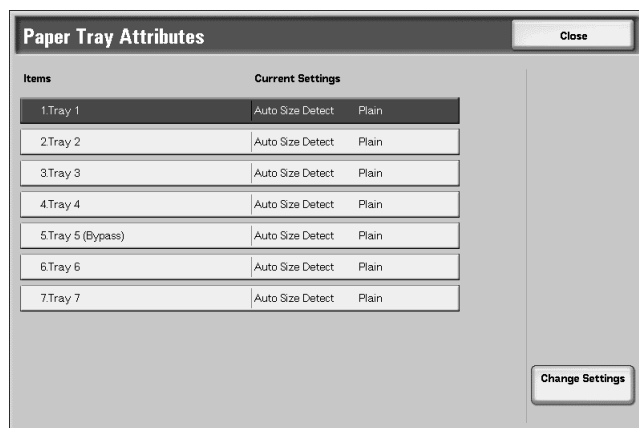
4. Enter the desired name for **Custom Paper 1**.
5. Select **Save** to save the name and return to the previous screen.
6. If desired, repeat Steps 1-5 for the other custom paper types and custom paper colors.

7. Select **Close** to return to the **Paper Tray Settings** screen.

Paper Tray Attributes

Select the paper size and paper type that will be loaded in trays 1-4, tray 5 (Bypass) and optional trays 6 and 7.

1. From the **Paper Tray Settings** screen, select **Paper Tray Attributes**.
2. Select the item to be set or changed, and select **Change Settings**.

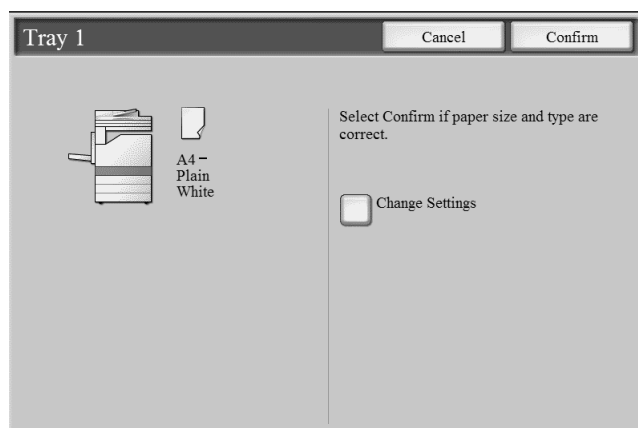


Paper Tray Attributes Close


Items	Current Settings	
1.Tray 1	Auto Size Detect	Plain
2.Tray 2	Auto Size Detect	Plain
3.Tray 3	Auto Size Detect	Plain
4.Tray 4	Auto Size Detect	Plain
5.Tray 5 (Bypass)	Auto Size Detect	Plain
6.Tray 6	Auto Size Detect	Plain
7.Tray 7	Auto Size Detect	Plain

Change Settings

3. Select **Change Settings**.



Tray 1 Cancel Confirm



A4 ~
Plain
White

Select Confirm if paper size and type are correct.

☐ Change Settings

Paper Size

Standard-sized paper that is loaded into trays 3, 4, and optional trays 6 and 7 is automatically detected. However, when a nonstandard size is loaded, it is necessary to specify the width and height.

Tip

Depending on the paper size, the guide lever may not fit, and this may cause paper jams or other errors. Tray detection may also not be possible. In such cases, use tray 5 (Bypass Tray).

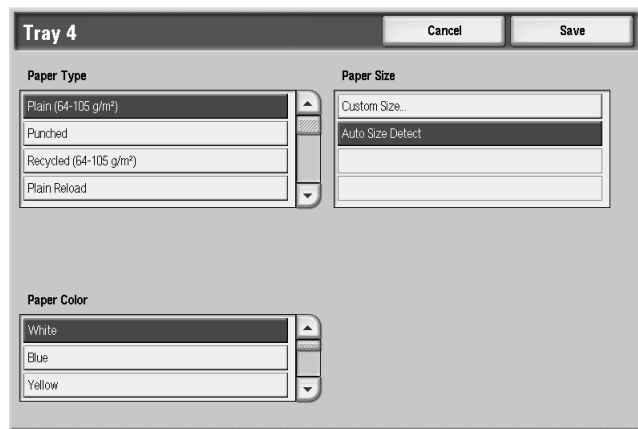
Note

Trays 1 and 2 are preset at manufacturing at size 8.5 x 11 in. (A4); therefore, the paper size for these two trays cannot be changed on this screen.

Paper Type

The Paper Type feature is discussed in *Step 3. on page 9-27*

1. When selecting **Paper Size**, select **Auto Size Detect** or **Custom Size** (Trays 3, 4, 6, and 7 only).



Tip

Remember: You cannot select or set the Paper Size for Trays 1 and 2.

2. When **Custom Size** is selected, enter the paper size using ▲, ▼, ◀, and ▶.

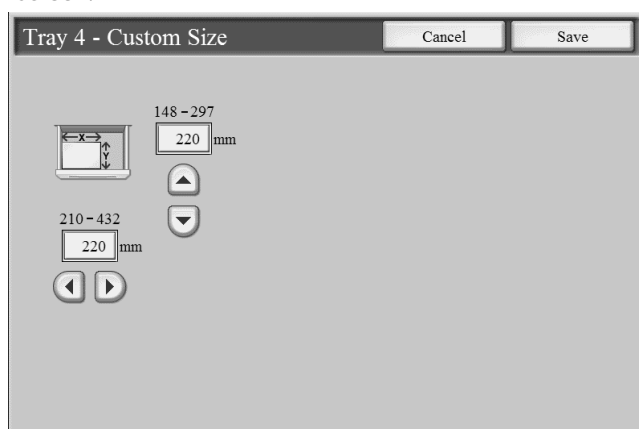
Auto Size Detect

Standard-sized paper loaded in trays 3, 4, and optional 6 and 7 is automatically detected.

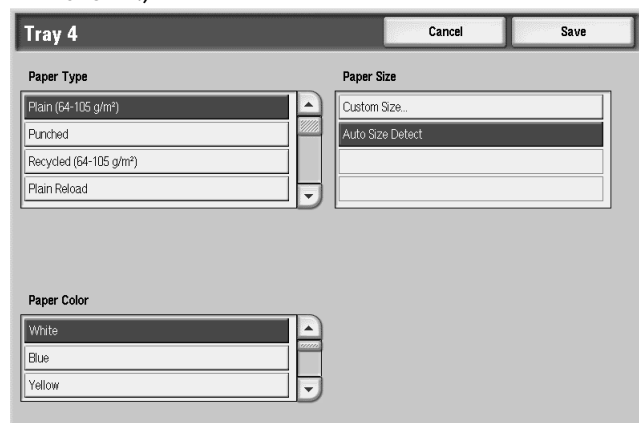
Custom Size

When setting a non-standard size for trays 3 and 4, set the size in the **X** (horizontal) direction within the range of 182-488 mm (7.17-19.21 in.) and in the **Y** (vertical) direction within the range 148-330 mm (5.82-13 in.) in 1 mm increments. For optional trays 6 and 7, set the size in the **X** direction within the range 210-241 mm (8.26-9.48 in.) and in the **Y** direction within the range 297-330 mm (11.69-12 in.) in 1 mm increments.

1. From the **Paper Size** screen, select **Save** to save the paper size and return to previous screen.

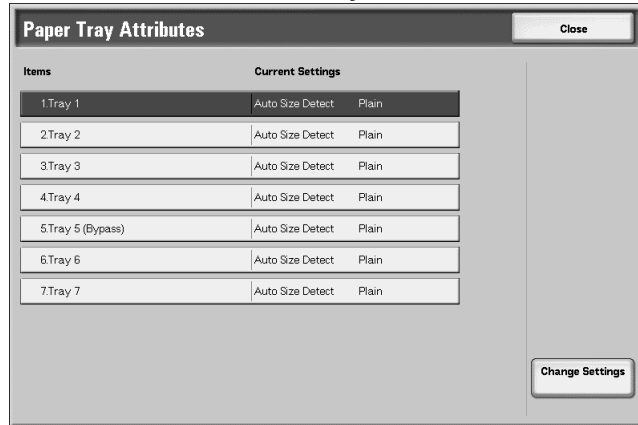


2. Select either **Paper Type** or **Save**.
 - If you select **Save**, you are returned to the Paper Tray Attributes screen. Proceed to *Step 7. on page 9-25*
 - If you select **Paper Type**, proceed to the next step.
 3. When selecting **Paper Type**, keep the following in mind:
 - For trays 1, 2, and optional 6 and 7 you can select from six paper types and from custom paper types 1-5.
 - For trays 3 and 4 you can select from seven paper types, and from custom paper types 1-5.
 - In tray 5 (Bypass) you can select from eleven paper types and from custom paper types 1-5.
 - If the optional OHCF (tray 6) is installed, an additional Paper Type option, Coated Stock is available.
- a. Select the desired Paper Type for this specific tray. (For this procedure, Tray 4 is shown.)



- b. Select **Save** to save the Paper Type and return to the previous screen.

4. Set the attributes for other trays as desired.



The **Paper Tray Attributes** dialog box contains a table with the following data:

Items	Current Settings	
1.Tray 1	Auto Size Detect	Plain
2.Tray 2	Auto Size Detect	Plain
3.Tray 3	Auto Size Detect	Plain
4.Tray 4	Auto Size Detect	Plain
5.Tray 5 (Bypass)	Auto Size Detect	Plain
6.Tray 6	Auto Size Detect	Plain
7.Tray 7	Auto Size Detect	Plain

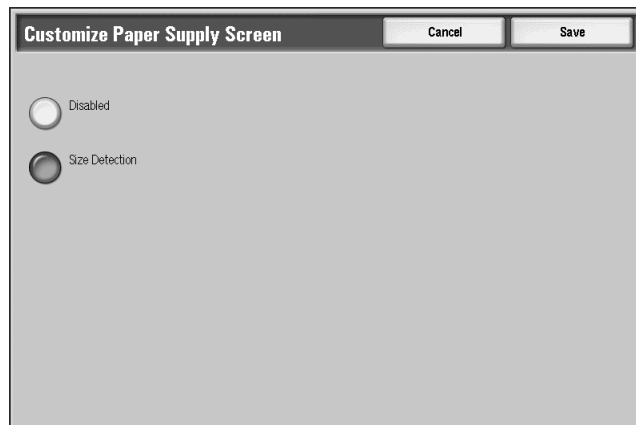
Buttons: **Close** (top right), **Change Settings** (bottom right).

5. Select **Close** to return to the Paper Tray Settings screen.

Customize Paper Supply Screen

Select the features that are displayed about a paper in the Paper Supply screen (Copy feature).

1. From the **Paper Tray Settings** select **Customize Paper Supply** screen.
2. Select an item.



The **Customize Paper Supply Screen** dialog box has two radio buttons:

- ☐ Disabled
- ☒ Size Detection

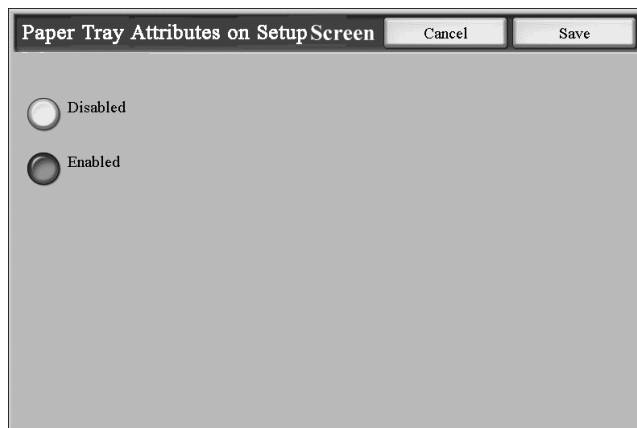
Buttons: **Cancel** (top right), **Save** (top right).

3. Select **Save** to close this screen and return to the Paper Tray Settings screen.

Paper Tray Attributes on Setup Menu

The selection made on this screen determines whether or not the **Paper Tray Attributes** feature is displayed on the **Setup Menu**. Select **Disabled** or **Enabled**.

1. From the **Paper Tray Settings** select **Paper Tray Attributes on Setup Screen**.
2. Select **Disabled** or **Enabled**.



Disabled:

If this feature is selected, then the **Setup Menu** does not display the Paper Tray Attributes feature.

Enabled:

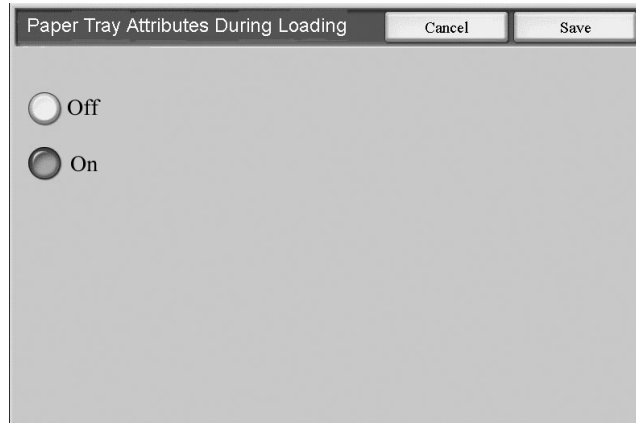
If this feature is selected, then the **Setup Menu** displays the Paper Tray Attributes feature, as shown in the below illustration.



Paper Tray Attributes During Loading

When a paper tray is removed from the machine and then replaced, selecting **Disabled** or **Enabled** determines whether or not the tray change is displayed on the UI.

1. From the **Paper Tray Settings** select **Paper Tray Attributes During Loading**.
2. Select **Off** or **On**.



Off:

If this feature is selected, then the UI does not display the paper tray attributes while you are loading paper in the tray.

On:

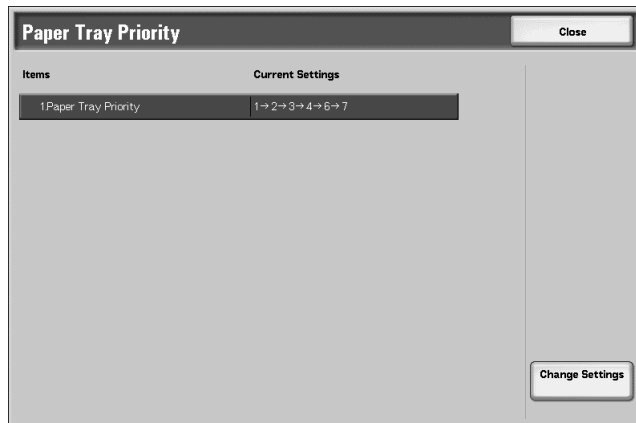
If this feature is selected, the UI displays the paper tray attributes as you are loading paper into the tray.

Paper Tray Priority

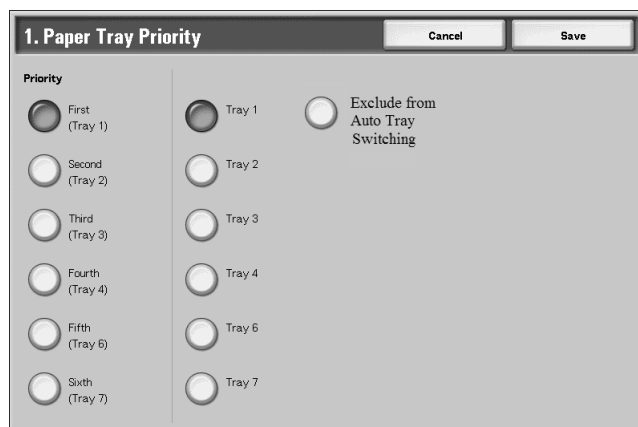
Set the paper tray priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

You can select paper trays 1-4 and optional 6 and 7. Tray 5 (Bypass) cannot be selected.

1. From the **Paper Tray Settings** screen, select **Paper Tray Priority**.
2. Select the item to be set or changed, and select **Change Settings**.



3. Select a **Priority** setting (**First-Sixth**) and assign a specific tray to that priority setting.



Note

Only one tray can be set to each priority.

4. Select **Save** to save the selections and return to the Paper Tray Priority screen.
5. Select Close to return to the Paper Tray Settings screen.

Paper Type Priority

Set the paper type priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing.

You can select from a variety of paper types including bond paper, plain paper, recycled paper, side 2 paper, etc.

Note

The paper type selections for this feature will vary depending on your machine and your work environment requirements (such as the types of paper you use most frequently).

Note

The paper type setting takes precedence over the tray priority sequence. If different paper types appear in the same priority sequence, the paper selection is determined by tray priority sequence.

For information about the tray priority sequence, refer to *Paper Tray Priority* on page 9-30.

Setups

1. From the **Paper Tray Settings** screen, select **Paper Type Priority**.
2. Select the item to be set or changed, and select **Change Settings**.

The **Paper Type Priority** screen displays a table with two columns: **Items** and **Current Settings**. The table lists eight items, with '1 Plain Paper' selected. A **Change Settings** button is located at the bottom right.

Items	Current Settings
1 Plain Paper	First
2 Recycled Paper	Second
3 Side 2 Paper	Auto Paper Off
4 Custom Paper 1	Auto Paper Off
5 Custom Paper 2	Auto Paper Off
6 Custom Paper 3	Auto Paper Off
7 Custom Paper 4	Auto Paper Off
8 Custom Paper 5	Auto Paper Off

3. Select the priority sequence for this paper type.

The screen shows the selection of a priority sequence for '1. Plain' paper. Radio buttons are arranged in two columns. The 'First' option is selected. **Cancel** and **Save** buttons are at the top right.

<input type="radio"/> Auto Paper Off	<input type="radio"/> Sixth
<input checked="" type="radio"/> First	<input type="radio"/> Seventh
<input type="radio"/> Second	<input type="radio"/> Eighth
<input type="radio"/> Third	
<input type="radio"/> Fourth	
<input type="radio"/> Fifth	

4. Select **Save** to save the setting and to return to the Paper Type Priority screen.
5. Select **Close** to return to the Paper Tray Settings screen.

Tray 5 (Bypass) - Paper Size Defaults

This feature allows you to assign specific paper sizes to Tray 5. This will facilitate easier copying when using Tray 5 (Bypass).

You can assign a maximum of twenty paper sizes to the Tray 5 (Bypass) size selections, which are listed 1-20.

To assign paper sizes to the Tray 5 buttons, perform the following steps.

Note

If a nonstandard size paper is frequently used for copying, set this feature to accommodate that paper size. This avoids repeatedly selecting the paper dimensions each time you use that nonstandard paper for copying. This feature also allows you to set commonly used paper sizes in the descending order shown on the screen below; this provides ease and quickness in selecting the desired paper size when copying jobs. For example, if you frequently use 12 x 18 in. (304.8 x 457.2 mm) paper, you can set Item 1 for that paper size.

1. From the **Paper Tray Settings** screen, select **Tray 5 (Bypass) Paper Size Defaults**.
2. Select the item to be set or changed, and select **Change Settings**.

Items	Current Settings
1 Paper Size 1	SPA3C
2 Paper Size 2	A3C
3 Paper Size 3	A4C
4 Paper Size 4	A4D
5 Paper Size 5	A5C
6 Paper Size 6	A6C
7 Paper Size 7	B4C
8 Paper Size 8	B5C
9 Paper Size 9	B5D
10 Paper Size 10	B6C

Note

Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select the paper series.

If **Custom Size** is selected, go to *Step 5. on page 9-34*

4. Select a specific paper size.

5. If **Custom Size** is selected, set the numeric values using ▲, ▼, ◀, and ▶.

6. Select **Save** to save your selections and return to the previous screen.
7. Repeat steps 1-6, as required, for Tray 5 paper sizes.
8. Select **Close** to return to the Paper Tray Settings screen.

Auto Tray Switching Control

Choose the auto tray switching method and how to copy mixed size documents.

1. From the **Paper Tray Settings** screen, select **Auto Tray Switching**.
2. Select the item to be set or changed, and select **Change Settings**.

Items	Current Settings
1. Auto Tray Switching	Enable during Auto Paper Select
2. Targeted Paper Type (Copy Jobs)	According to Priority Assigned
3. Targeted Paper Color (Copy Jobs)	White

Auto Tray Switching

Set the method of auto tray switching.

- Always Enable

Regardless of which paper tray is selected, depending on circumstances, the machine automatically selects a tray containing appropriate paper.

- Enable during Auto Paper Select

When the paper selection is **Auto** only, the machine automatically selects a tray containing appropriate paper.

- Enable for Same Paper Type/Color

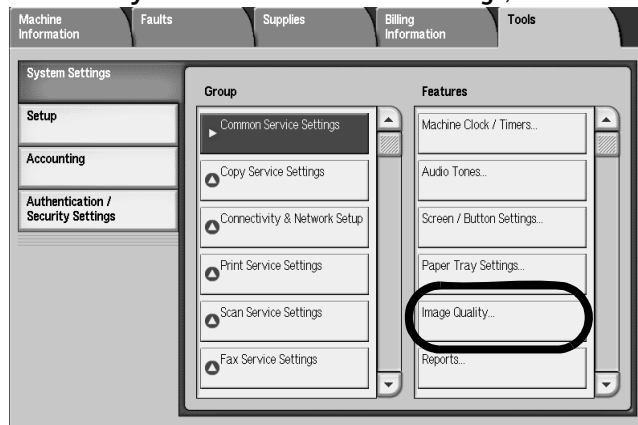
When the paper selection is **Auto** only, the machine automatically selects a tray containing the same paper type and color.

3. When completed, select **Save**.
4. Select **Targeted Paper Type**.
5. Select **Targeted Paper Color**.
6. Select **Close**.

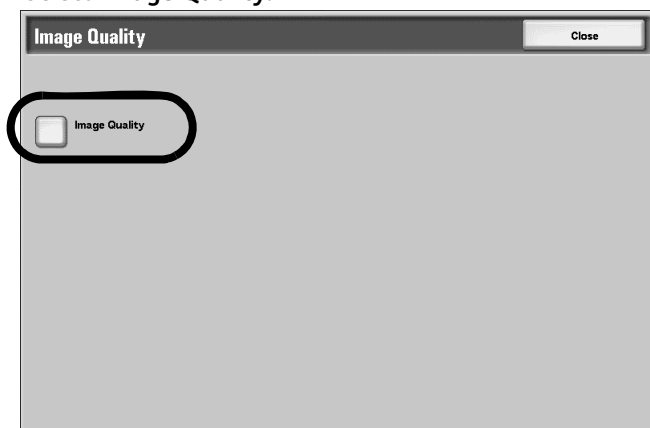
Image Quality

You can select the image quality processing method that is used when the machine is scanning an original.

1. From the **System Common Service Settings, Features** menu, select **Image Quality**.



2. Select **Image Quality**.

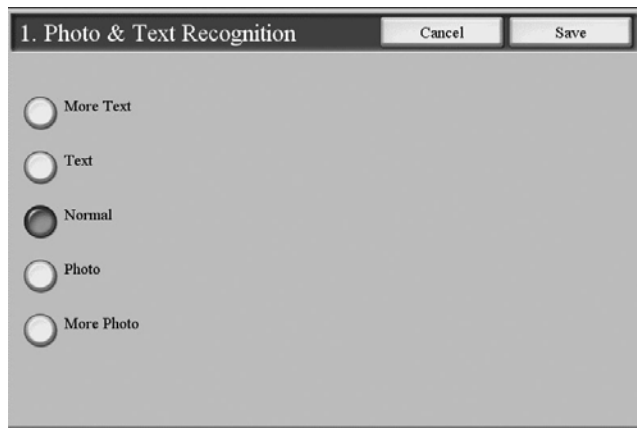


3. Select the item to be set or changed, and select **Change Settings**.

Photo and Text Recognition

This feature allows the System Administrator to set the default level for **Photo & Text Recognition**. (The **Photo & Text** function is used with the **Original Type (Image Quality)** feature when copying jobs.) The setting selected here enables the machine to accurately distinguish text from photos when it scans the original document.

Select “**Photo & Text Recognition**” and then select the “**Change Settings**” button. **Photo & Text Recognition** options include the following:



Select **Normal** to enable optimum image quality during copy jobs. Select **More Text** if the majority of the copy jobs contain mostly fine print; this enables the machine to recognize the fine print as text. Select **More Photo** if the majority of copy jobs contain more photographs than text. This enables the machine to recognize newspaper and advertisement halftone images as photos.

Note

If a copy job requires a setting other than “**Normal**,” the System Administrator may change the default level for that job. However, at the completion of the job, ensure that the default level is reset to “**Normal**” in order to provide optimum image quality on your output.

Background Suppression (Black copy)

Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through.

Select **High Quality** to enhance the quality of the black copy.

Select **High Speed** to increase the rate of speed of data transmission

Background Suppression (Scan Jobs)

Background Suppression prevents reproduction of unwanted shading from originals where the opposite side printing shows through

Select **High Quality** to enhance the quality of the black copy.

Select **High Speed** to increase the rate of speed of data transmission.

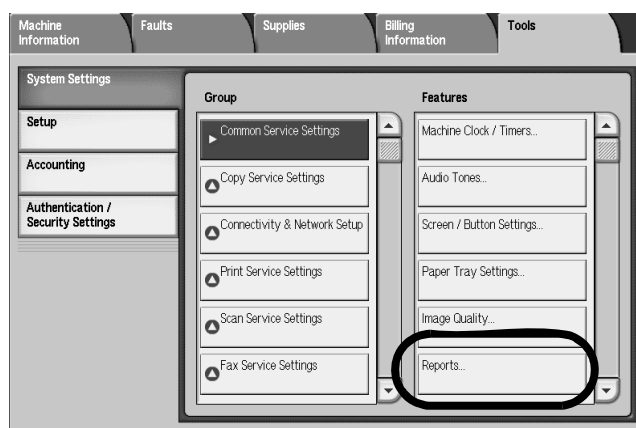
Image Enhancement

You can select whether or not to carry out image enhancement. If you select **On**, copy data is smoothed, to give a smoother appearance. If **Off** is selected, the machine will not perform image enhancement.

Reports

These settings relate to printing reports.

1. From the **Common Settings** screen, select **Reports**.



The **Reports** screen is displayed.

Note

The reports actually listed on your Reports screen may vary according to the enablement or disablement of related features or options.”

2. Select the item to be set or changed, and select **Change Settings**.
3. Select the appropriate option for the specific Reports feature.

Print Reports Button

When enabled, the **Print Reports** button appears on the **Machine Information Tab** without entering the SA passcode.

Job History Report

You can select whether or not to automatically print a **Job History Report** after a total of fifty jobs have been processed.

Scan File Transfer Report

You can select **No Report**, **Print Report**, or **Print When Delivery Fails**.

2 Sided Report

When printing a report/list, select whether to print 1 sided or 2 sided.

Job Flow Error

You can select **No Report** or **Print Report**.

Other reports you can select include **Activity Report**, **Transmission Report - Job Undelivered**, **Transmission Report - Job deleted**, **Folder Report**, **Broadcast/Multi-Poll Report**, and **Relay Broadcast Report**.

4. Select **Save**.
5. Select **Close**.

You are returned to the **Common Settings** screen.

Maintenance

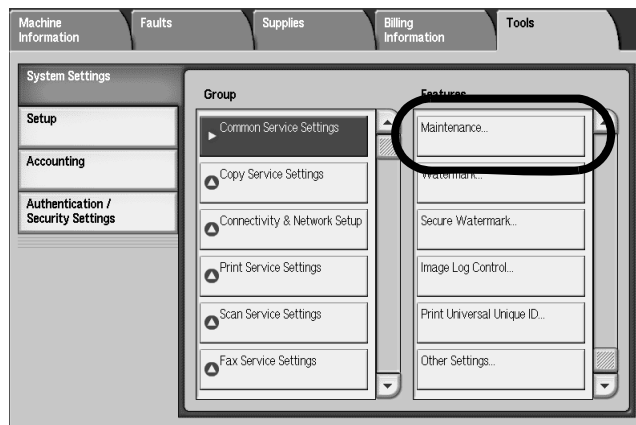
The following features are available:

- Initialize Hard Disk
- Delete All Data
- Software Options
- Alignment Adjustment Settings
- Finisher Adjustment (optional)
- Delete all certificates
- Initialize Settings

Tip

The **Software Options** feature is restricted to the Xerox Service Representative only. It is not for customer use.

1. From the **Common Settings** screen, select **Maintenance** (It may be necessary to scroll).



2. The maintenance screen is displayed.
3. From the **Maintenance** screen, select the applicable option.

4. Follow the instructions provided on the screen for carrying out a specific function.
5. Select **Close** to return to the **Maintenance** screen.
6. Select **Close** to return to the **Common Settings** screen.

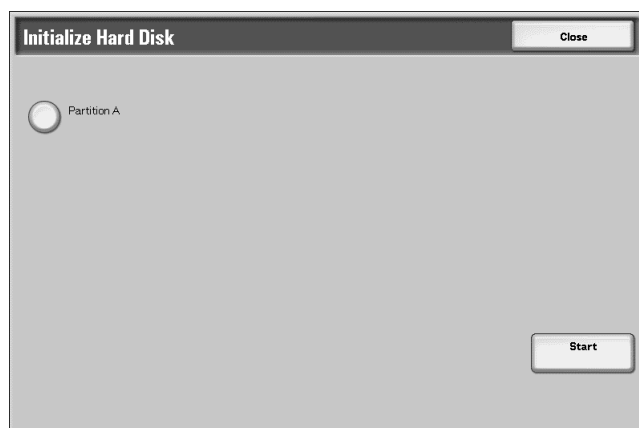
Initialize Hard Disk

This procedure initializes the hard disk. The data erased by formatting includes additional fonts, ESC/P, HP-GL/2, and SMB folder.

Tip

The secure print document log is not erased.

1. From the **Maintenance** screen, select **Initialize Hard Disk**.



2. Select the partition to be reformatted and select **Start**.
3. Select **Yes**.



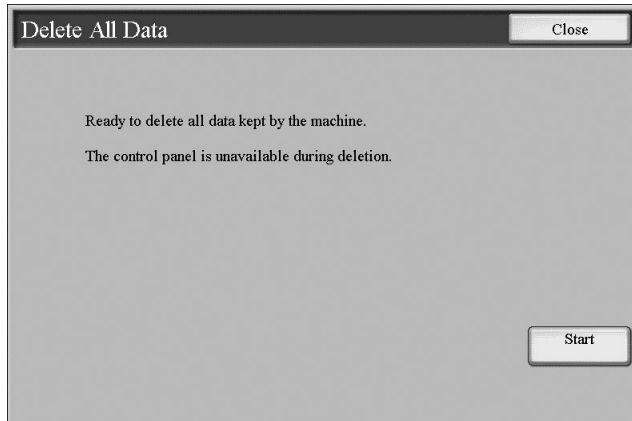
4. When reformatting completes successfully, the message screen appears, select **Confirm**.
5. Select **Close** to return to the **Maintenance** screen.
6. Select **Close** to return to the **Common Settings** screen.

Delete All Data

Tip

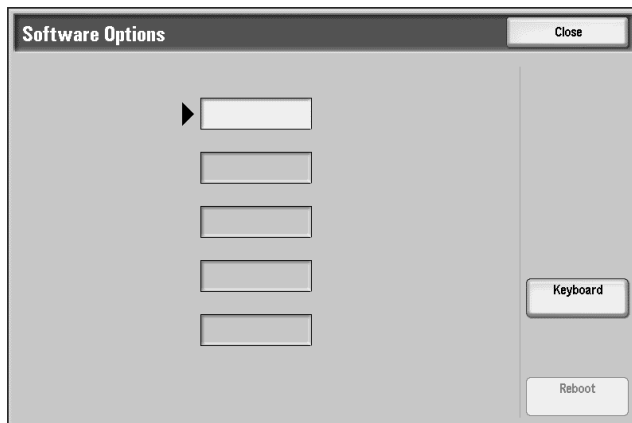
Do not use this function unless you are authorized and have checked with your Xerox Service Representative.

This deletes all data recorded in the machine. This includes all user settings, and data recorded automatically by the system.



Software Options

Use the Keyboard to type passcodes for the Software Options and select Reboot. Up to 5 passcodes can be typed.



Alignment Adjustment Settings

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

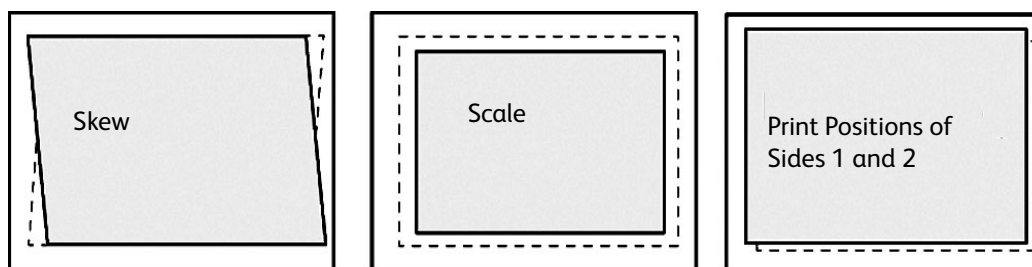
Adjustments can be made when the position of the output image is misaligned or skewed. This may be a result of paper expansion or contraction, cutting inaccuracy, or paper storage conditions. To compensate for this scenario, the **Alignment Adjustment Settings** feature can be used to adjust the image alignment.

Note

It is recommended that you read through the entire Alignment Adjustment Settings section **before** performing any actual alignment adjustments.

Adjust the position of the output image (alignment adjustment)

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



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

Tip

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

Before using the Alignment Adjustment Settings feature

Follow these steps before using the Alignment Adjustment Settings procedure:

1. Load paper in a tray.
2. Print a sample output and check for any misalignment of the output image.
3. If the output image is misaligned, adjust the position accordingly.

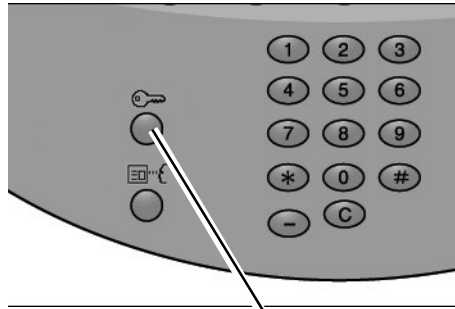
Save the adjustment values.

Assign the saved values to the desired paper tray.

Alignment Adjustment Settings procedure

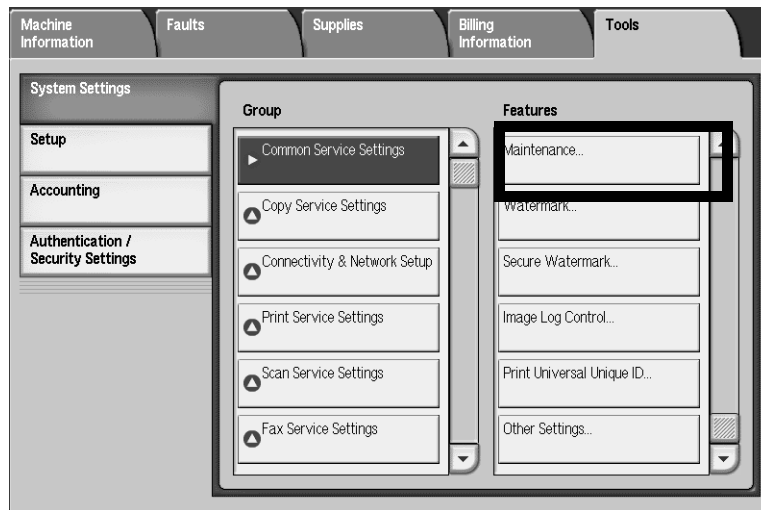
Save the adjustment results for squareness, print position, and scale as an alignment adjustment type, and then assign the type to the desired paper tray.

1. Load paper in a tray.
2. Press the **Log In/Out** button, and enter the system administrator mode.



Log In/Out

3. Select the **Tools** tab followed by the **System Settings** tab.
4. Select the **Common Service Settings** followed by the **Maintenance Settings**.



5. Select **Alignment Adjustment Settings**.

The Maintenance window has a title bar with 'Maintenance' and a 'Close' button. It contains several checkboxes for system maintenance tasks:

- ☐ Initialize Hard Disk
- ☐ Delete All Data
- ☐ Software Options
- ☐ Alignment Adjustment Settings
- ☐ Finisher Adjustment
- ☐ Delete All Certificates / Initialize Settings

6. Select **Alignment Adjustment Type Setup**, and press **Change Settings**.

The Alignment Adjustment Setup window has a title bar with 'Alignment Adjustment Setup' and a 'Close' button. It displays a table of items and their current values:

Item	Current Value
1. Alignment Adjustment Type Setup	-
2. Tray 1	AlITp1
3. Tray 2	Default Value
4. Tray 3	AlITp3
5. Tray 4	Type 4
6. Tray 5	AlITp5
7. Tray 6	Default Value
8. Tray 7	AlITp7

A 'Change Settings' button is located at the bottom right of the window.

7. Select the alignment adjustment type you want to set or adjust, and press **Change Settings**.

The Alignment Adjustment Type Setup window has a title bar with 'Alignment Adjustment Type Setup' and a 'Close' button. It displays a table of items and their current values:

Items	Current Value
1. Type 1	AlITp1
2. Type 2	(Not in Use)
3. Type 3	AlITp3
4. Type 4	(No Name)
5. Type 5	AlITp5
6. Type 6	(Not in Use)
7. Type 7	AlITp7
8. Type 8	(Not in Use)
9. Type 9	AlITp9
10. Type 10	(No Name)

Navigation controls include a 'Delete' button, a 'Page' indicator showing '1' and '2', and a 'Change Settings' button.

8. Select **Name**, and press **Change Settings**.

Items	Current Value
1. Name	(No Name)
2. X Print Position	Side 1: 0.0mm Side 2: 0
3. Y Print Position	Side 1: 0.0mm Side 2: 0
4. X%	Side 1: -0.050% Side 2: 0
5. Y%	Side 1: 0.050% Side 2: 0
6. Squareness	Side 1: 0.3mm Side 2: 0

9. Assign a type name, and press **Save**.

Note

We recommend using a name such as “A4 Plain” that allows you to know what the content of the paper type is.

10. Press **Sample Printout**.
11. Select the paper tray in which you loaded paper in Step 1, and then select **1-Sided** or **2-Sided** followed by the desired number of sheets via the **Number of Sheets** option

Note

When using the **Squareness Adjustment** option, select the A3 paper size. When using the **Number of Sheets** option, we recommend printing about 10 sheets in order to calculate the average value of the variations.

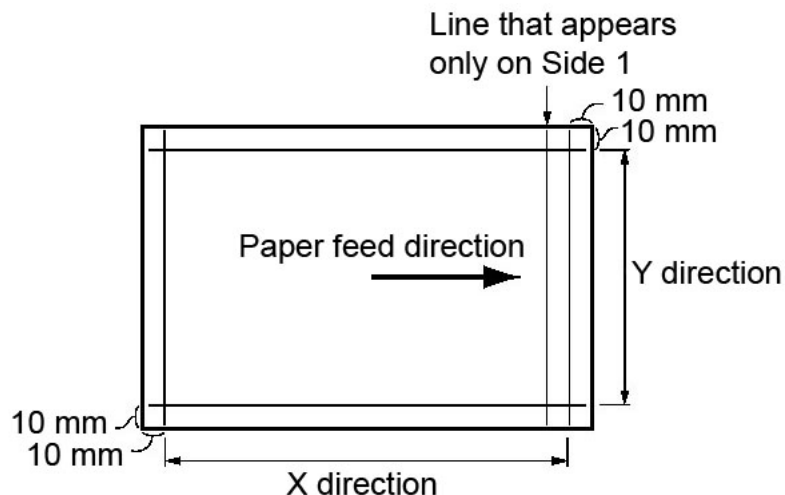
12. Press the **Start** button.

The current sample output is printed.

If the position of the sample output is correct, a line is printed at a position 10 mm from the edge of the paper. If the position of the line on the sample output is misaligned, make adjustments accordingly.

Note

Two lines are printed on the image of side 1 and one line is printed on the image of side 2 of the sample that is printed with **Sample Printout** to indicate the paper feed direction.



13. Press **Save**.

14. Check the sample output, and adjust the position if misalignment has occurred.

Note

For details on making each adjustment, refer to the sections starting on *page 9-46*.

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

16. Make adjustments again if necessary and press **Save**.

17. Press **Save**.

18. Press **Close**.

19. Select the tray to assign the set type (the tray in which you loaded the paper in Step 1), and press **Change Settings**.

Alignment Adjustment Setup		Close
Item	Current Value	
1. Alignment Adjustment Type Setup	-	
2. Tray 1	AliTp1	
3. Tray 2	Default Value	
4. Tray 3	AliTp3	
5. Tray 4	Type 4	
6. Tray 5	AliTp5	
7. Tray 6	Default Value	
8. Tray 7	AliTp7	

Change Settings

20. Select the adjusted type, and press **Save**.

Alignment Adjustment Setup - Tray 2 Cancel Save

Items	Current Value
Default Value	-
Type 1	AliTp1
Type 2	A3_STD
Type 3	AliTp3
Type 4	(No Name)
Type 5	AliTp5
Type 6	(Not in Use)
Type 7	AliTp7
Type 8	(Not in Use)
Type 9	AliTp9

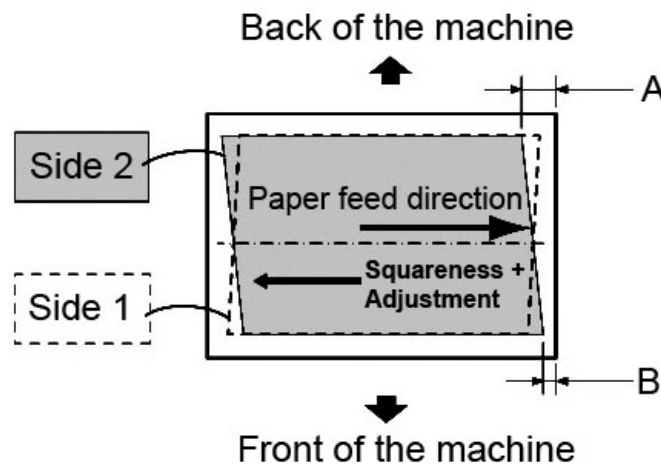
Page 1/3

Squareness Adjustment

Adjust image skew (squareness) in 0.1 mm increments for Side 1 and 2. Maximum adjustment is 1.2 mm.

Specify a positive value when you want to adjust the position of the image in the opposite direction to the paper feed direction, and a negative value when you want to adjust the image in the paper feed direction.

1. Check the sample output, and measure the squareness offset amount that occurred.



Use the following equation to obtain the squareness offset amount (where “**A**” represents the length of the lead registration which faces the back of the machine, and “**B**” represents the length of the lead registration which faces the front of the machine):

- Squareness offset amount = $(A - B) \times 400 \div 277$ (when A3 paper is placed horizontally)
- $(A - B) \times 190 \div 277$ (when A4 paper is placed vertically)

2. Select **Squareness**, and press **Change Settings**.

Items	Current Value
1. Name	A3_STD
2. X Print Position	Side 1: 0.0mm Side 2: 0
3. Y Print Position	Side 1: 0.0mm Side 2: 0
4. X%	Side 1: -0.050% Side 2: 0
5. Y%	Side 1: 0.050% Side 2: 0
6. Squareness	Side 1: 0.3mm Side 2: 0

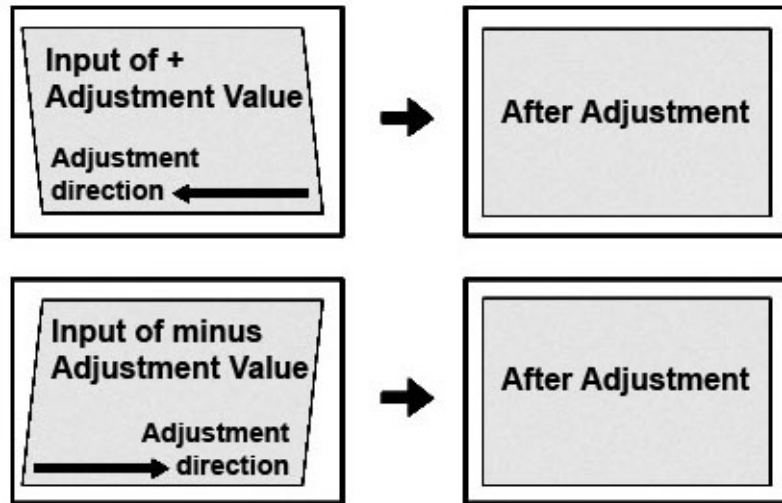
3. Enter a value with the squareness offset amount measured in Step 1 added as the current setting value of **Side 1** and **Side 2**.

Side 1
-1.2 ↔ 1.2
0.3 mm
+0.1
-0.1

Side 2
-1.2 ↔ 1.2
0.5 mm
+0.1
-0.1

Note

Entering a positive or negative value adjusts the squareness as shown below.

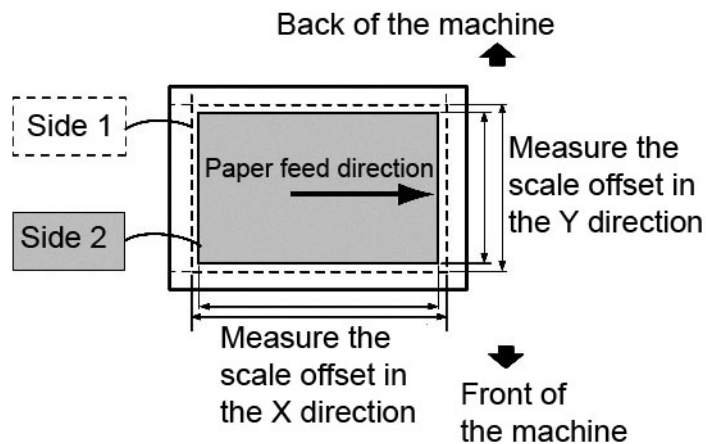


4. Press **Save**.

Scale Adjustment

Adjust the size (scale) of the image with respect to the lead edge direction and the side edge direction according to the paper feed direction by 0.025 % increments for each of sides (side 1 and 2). You can adjust up to 0.400 % . Specify a positive value when you want to increase the scale, and a negative value when you want to reduce it.

1. Check the sample output, and measure the scale offset amount that occurred.



- Paper feed direction: X direction scale
X direction scale offset amount = image reference length in the X direction - image actual measurement length in the X direction
- Vertical direction in relation to the paper feed direction: Y direction scale
Y direction scale offset amount = image reference length in the Y direction - image actual measurement length in the Y direction

Note

The reference lengths for a sample output of A3 or A4 size printed with **Sample Printout** are as follows.

Paper Size	Image Reference Length in X Direction	Image Reference Length in Y Direction
A3	400 mm	277 mm
A4	190 mm	277 mm

2. Select **X%** or **Y%**, and press **Change Settings**.

3. Enter the offset amount of the X direction scale you measured in Step 1 for **Side 1** and **Side 2** of **X%**.

4. Enter the offset amount of the Y direction scale you measured in Step 1 for **Side 1** and **Side 2** of **Y%**.

Note

If the scale offset amount is positive, enter a negative value in the adjustment value field. If negative, enter a positive value.

Note

For a rough guide on the image scale adjustment values to enter, refer to *Chapter 9 Sample Printout of 11 x 17 inch/A3 Size on page 9-50* and *Chapter 9 Sample Printout of 8.5 x 11 inch/A4 Size on page 9-51*.

5. Press **Save**.

Table 1: Sample Printout of 11 x 17 inch/A3 Size

11 x 17 inch/A3 Y Direction (Front)	11 x 17 inch/A3 Y Direction (Back)	11 x 17 inch/ A3 X Direction (Front)	11 x 17 inch/A3 X Direction (Back)	Adjustment Amount (%)
Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	
		1.60	1.60	-0.400
1.04		1.50	1.50	-0.375
0.97		1.40	1.40	-0.350
0.90		1.30	1.30	-0.325
0.83		1.20	1.20	-0.300
0.76		1.10	1.10	-0.275
0.69		1.00	1.00	-0.250
0.62		0.90	0.90	-0.225
0.55	0.55	0.80	0.80	-0.200
0.48	0.48	0.70	0.70	-0.175
0.72	0.72	0.60	0.60	-0.150
0.35	0.35	0.50	0.50	-0.125
0.28	0.28	0.40	0.40	-0.100
0.21	0.21	0.30	0.30	-0.075
0.14	0.14	0.20	0.20	-0.050

11 x 17 inch/A3 Y Direction (Front)	11 x 17 inch/A3 Y Direction (Back)	11 x 17 inch/ A3 X Direction (Front)	11 x 17 inch/A3 X Direction (Back)	Adjustment Amount (%)
Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	
0.07	0.07	0.10	0.10	-0.025
0	0	0	0	0
-0.07	-0.07	-0.10	-0.10	0.025
-0.14	-0.14	-0.20	-0.20	0.050
-0.21	-0.21	-0.30	-0.30	0.075
-0.28	-0.28	-0.40	-0.40	0.100
-0.35	-0.35	-0.50	-0.50	0.125
-0.42	-0.42	-0.60	-0.60	0.150
	-0.48	-0.70	-0.70	0.175
	-0.55	-0.80	-0.80	0.200
	-0.62	-0.90	-0.90	0.225
	-0.69	-1.00	-1.00	0.250
	-0.76	-1.10	-1.10	0.275
	-0.83	-1.20	-1.20	0.300
	-0.90		-1.30	0.325
			-1.40	0.350
			-1.50	0.375
			-1.60	0.400

Note

The above values for the offset amount of the image scale are rounded off.

Table 2: Sample Printout of 8.5 x 11 inch/A4 Size

8.5 x 11 inch/A4 Y Direction (Front)	8.5 x 11 inch/A4 Y Direction (Back)	8.5 x 11 inch/A4 X Direction (Front)	8.5 x 11 inch/A4 X Direction (Back)	Adjustment Amount (%)
Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	
		0.76	0.76	-0.400
1.04		0.71	0.71	-0.375
0.97		0.67	0.67	-0.350
0.90		0.62	0.62	-0.325
0.83		0.57	0.57	-0.300
0.76		0.52	0.52	-0.275

8.5 x 11 inch/A4 Y Direction (Front)	8.5 x 11 inch/A4 Y Direction (Back)	8.5 x 11 inch/A4 X Direction (Front)	8.5 x 11 inch/A4 X Direction (Back)	Adjustment Amount (%)
Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	
0.69		0.48	0.48	-0.250
0.62		0.43	0.43	-0.225
0.55	0.55	0.38	0.38	-0.200
0.48	0.48	0.33	0.33	-0.175
0.72	0.72	0.29	0.29	-0.150
0.35	0.35	0.24	0.24	-0.125
0.28	0.28	0.19	0.19	-0.100
0.21	0.21	0.14	0.14	-0.075
0.14	0.14	0.10	0.10	-0.050
0.07	0.07	0.05	0.05	-0.025
0	0	0	0	0
-0.07	-0.07	-0.05	-0.05	0.025
-0.14	-0.14	-0.10	-0.10	0.050
-0.21	-0.21	-0.14	-0.14	0.075
-0.28	-0.28	-0.19	-0.19	0.100
-0.35	-0.35	-0.24	-0.24	0.125
-0.42	-0.42	-0.29	-0.29	0.150
	-0.48	-0.33	-0.33	0.175
	-0.55	-0.38	-0.38	0.200
	-0.62	-0.43	-0.43	0.225
	-0.69	-0.48	-0.48	0.250
	-0.76	-0.52	-0.52	0.275
	-0.83	-0.57	-0.57	0.300
	-0.90		-0.62	0.325
			-0.67	0.350
			-0.71	0.375
			-0.76	0.400

Note

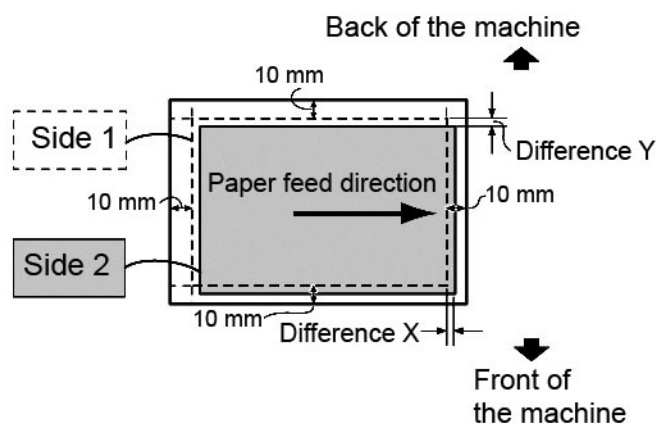
The above values for the offset amount of the image scale are rounded off.

Print Position Adjustment

Adjust the position of the image in the lead edge and side edge direction in relation to the paper feed direction by 0.1 mm increments for each of side (sides 1 and 2). You can adjust up to 2.0 mm.

Adjustments to the paper position feed direction can be made by making changes to the **X Print Position**, and **Y Print Position**.

1. Check the sample output, and measure the print position offset amount that occurred.



- **X Print Position**
Specify a positive value when you want to move the position of the image in the opposite direction to the paper feed direction, and a negative value when you want to move the position of the image in the paper feed direction.
- **Y Print Position**
Specify a positive value when you want to move the position of the image toward the back of the machine, and a negative value when you want to move the position of the image toward the front of the machine.

2. Select **X Print Position** or **Y Print Position**, and press the **Change Settings** button.

2. Type 2		Cancel	Save
Items	Current Value		
1. Name	A3_STD		
2. X Print Position	Side 1: 0.0mm Side 2: 0.	<div>Sample Printout</div> <div>Change Settings</div>	
3. Y Print Position	Side 1: 0.0mm Side 2: 0.		
4. X%	Side 1: -0.050% Side 2:		
5. Y%	Side 1: 0.050% Side 2: 0		
6. Squareness	Side 1: 0.3mm Side 2: 0.		

3. Enter the measured value that was obtained in Step 1 for **Side 1** by touching the up/down arrow buttons; refer to the **Type 2 - X Print Position** screen.

4. Enter the measured value that was obtained in Step 1 for **Side 2** by touching the up/down arrow buttons; refer to the **Type 2 - Y Print Position** screen.

Note

X Print Position: Specify a positive value when you want to move the position of the image in the opposite direction to the paper feed direction, and a negative value when you want to move the position of the image in the paper feed direction.

Note

Y Print Position: Specify a positive value when you want to move the position of the image toward the back of the machine, and a negative value when you want to move the position of the image toward the front of the machine.

5. Press **Save**.

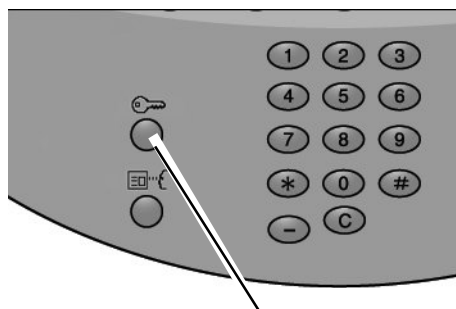
Adjust Fold Position

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

In addition, you can adjust the fold positions for single fold, booklet, C fold, Z fold, Z fold half sheet.

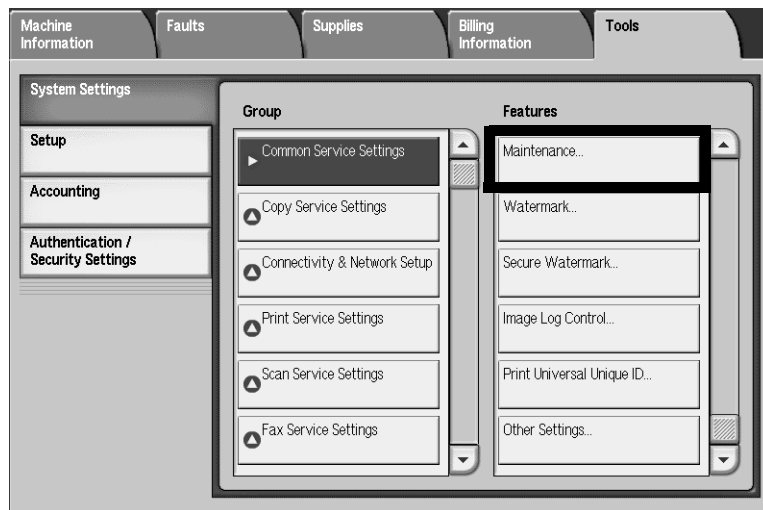
Fold Position Adjustment

1. Load the paper for adjusting the fold position in the desired paper tray.
2. Press the **Log In/Out** button, and enter the system administrator mode.

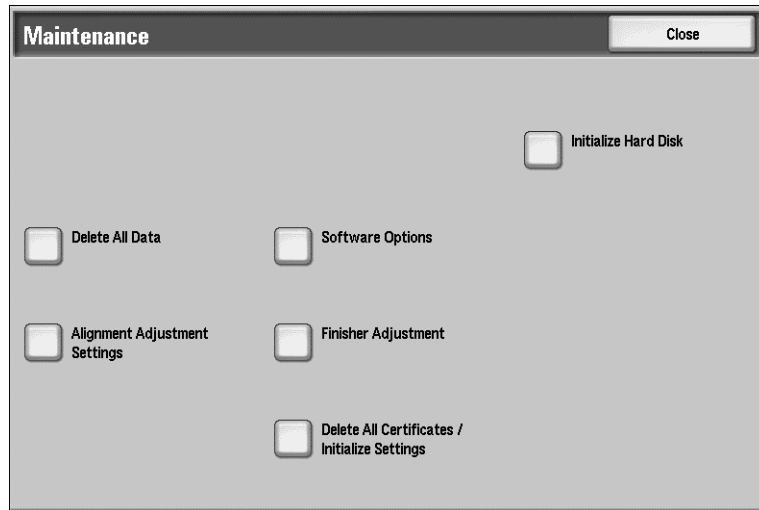


Log In/Out

3. Select the **Tools** tab followed by the **System Settings** tab.
4. Select the **Common Service Settings** followed by the **Maintenance Settings**.



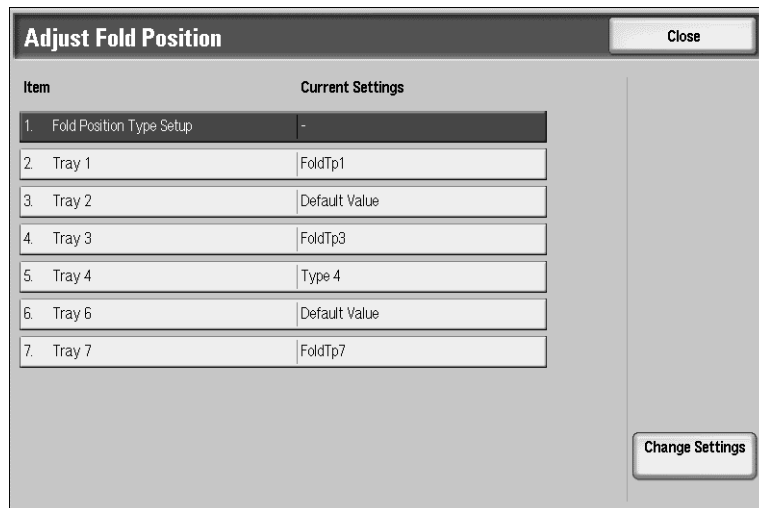
5. Select **Finisher Adjustment**.



6. Select **Adjust Fold Position**.



7. Select **Fold Position Type Setup**, and press **Change Settings**.



8. Select the paper fold position type you want to set or adjust, and press **Change Settings**.

Items	Current Settings
1. Type 1	FoldTp1
2. Type 2	(Not in Use)
3. Type 3	FoldTp3
4. Type 4	(No Name)
5. Type 5	FoldTp5
6. Type 6	(Not in Use)
7. Type 7	FoldTp7
8. Type 8	(Not in Use)
9. Type 9	FoldTp9
10. Type 10	(No Name)

Buttons: Close, Delete, Change Settings

9. Select **Name**, and press **Change Settings**.

Items	Current Settings
1. Name	(No Name)
2. Single Fold	Default Value
3. Booklet	Default Value
4. C Fold - A4	Default Value
5. C Fold - 8.5 x 11"	Default Value
6. Z Fold - A4	Default Value
7. Z Fold - 8.5 x 11"	Default Value
8. Z Fold Half Sheet - A3	Default Value
9. Z Fold Half Sheet - B4	Default Value
10. Z Fold Half Sheet - 11 x 17"	Default Value

Buttons: Close, Page (1, 2), Change Settings

10. Enter the desired type name, and press **Save**.

Note

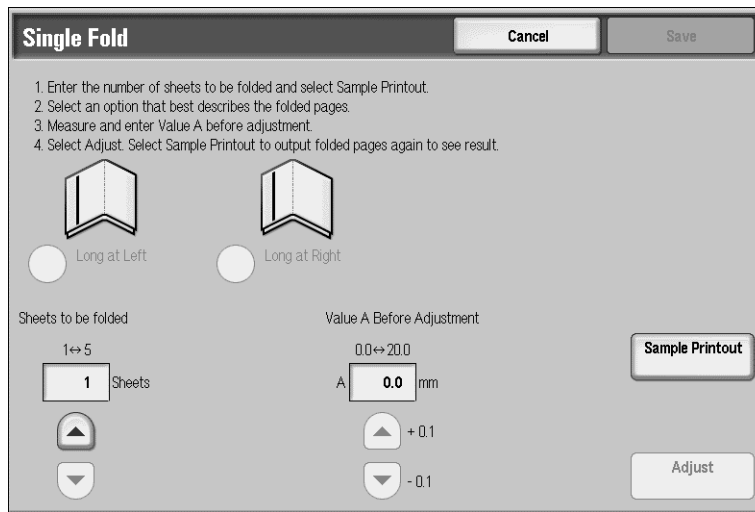
We recommend using a name such as “Single Fold Plain” that allows you to recall what the content of that fold type is.

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

Note

For details on making each fold adjustment, refer to the procedures starting on *page 9-60*.

12. Select the desired settings, and press **Sample Printout**.



Single Fold [Cancel] [Save]

1. Enter the number of sheets to be folded and select Sample Printout.
 2. Select an option that best describes the folded pages.
 3. Measure and enter Value A before adjustment.
 4. Select Adjust. Select Sample Printout to output folded pages again to see result.

☐ Long at Left ☐ Long at Right

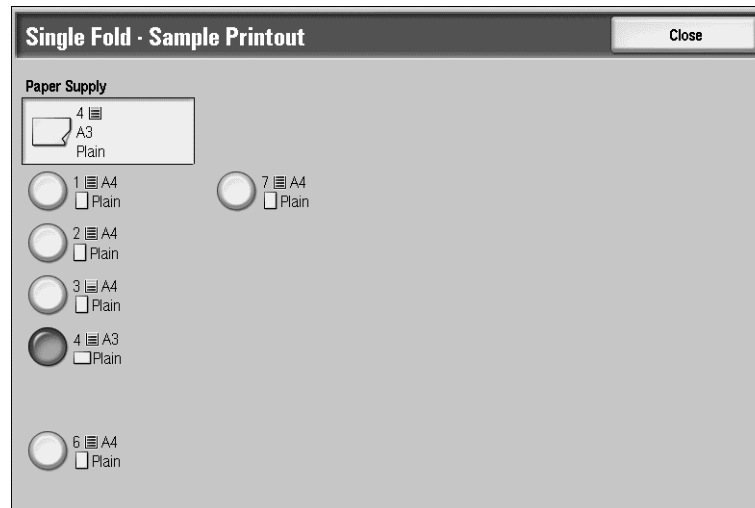
Sheets to be folded: 1 ↔ 5
 Sheets

Value A Before Adjustment: 0.0 ↔ 20.0
 A mm

[Sample Printout]

[Adjust]

13. Select the tray in which you loaded paper in Step 1, and then press the <Start> button.



Single Fold - Sample Printout [Close]

Paper Supply

☒ 4 A3 Plain

☐ 1 A4 Plain ☐ 7 A4 Plain

☐ 2 A4 Plain

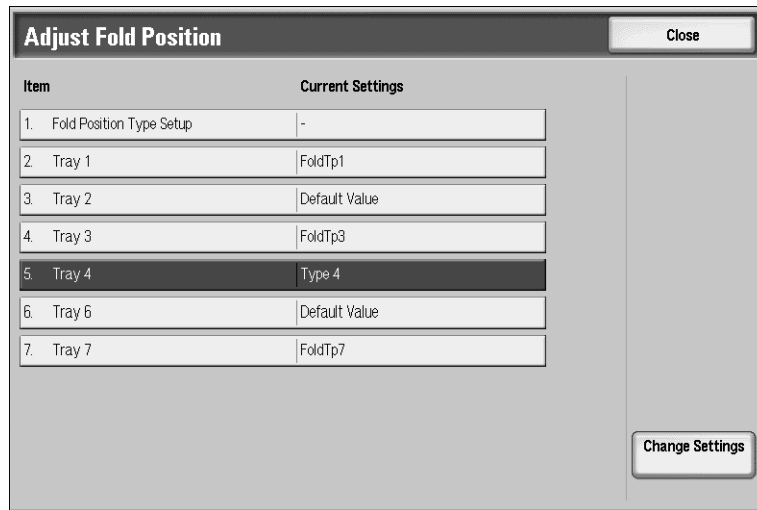
☐ 3 A4 Plain

☒ 4 A3 Plain

☐ 6 A4 Plain

14. Measure the fold position via the output sample, and adjust the fold position accordingly.
15. Make adjustments to the items if necessary.
16. After you finish making adjustments, print another output sample with **Sample Printout** and check the adjustment results.
17. Make adjustments accordingly. If necessary, repeat *Steps 12 - 14*.
18. Press **Save**.
19. Press **Close** until the **Adjust Fold Position** screen appears.

20. Select the tray to assign the set type (the tray in which you loaded the paper in Step 1), and press **Change Settings**.

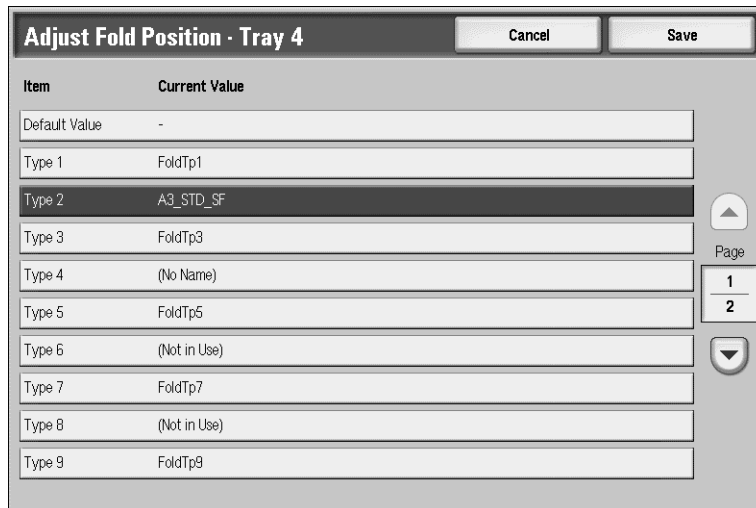


The 'Adjust Fold Position' dialog box has a title bar with 'Adjust Fold Position' and a 'Close' button. It contains a table with two columns: 'Item' and 'Current Settings'.

Item	Current Settings
1. Fold Position Type Setup	-
2. Tray 1	FoldTp1
3. Tray 2	Default Value
4. Tray 3	FoldTp3
5. Tray 4	Type 4
6. Tray 6	Default Value
7. Tray 7	FoldTp7

A 'Change Settings' button is located at the bottom right of the dialog box.

21. Select the adjusted fold position type, and press **Save**.



The 'Adjust Fold Position - Tray 4' dialog box has a title bar with 'Adjust Fold Position - Tray 4', 'Cancel', and 'Save' buttons. It contains a table with two columns: 'Item' and 'Current Value'.

Item	Current Value
Default Value	-
Type 1	FoldTp1
Type 2	A3_STD_SF
Type 3	FoldTp3
Type 4	(No Name)
Type 5	FoldTp5
Type 6	(Not in Use)
Type 7	FoldTp7
Type 8	(Not in Use)
Type 9	FoldTp9

Navigation controls on the right include a 'Page' indicator showing '1' of '2' pages, and up/down arrow buttons.

Single Fold Position Adjustment

Adjust the single fold position.

1. Select **Single Fold**, and press **Change Settings**.

Items	Current Settings
1. Name	A3_STD_SF
2. Single Fold	Default Value
3. Booklet	Default Value
4. C Fold - A4	Default Value
5. C Fold - 8.5 x 11"	Default Value
6. Z Fold - A4	Default Value
7. Z Fold - 8.5 x 11"	Default Value
8. Z Fold Half Sheet - A3	Default Value
9. Z Fold Half Sheet - B4	Default Value
10. Z Fold Half Sheet - 11 x 17"	Default Value

Page 1/2

Change Settings

2. Specify **Sheets to be folded**, and press **Sample Printout**.

1. Enter the number of sheets to be folded and select Sample Printout.
 2. Select an option that best describes the folded pages.
 3. Measure and enter Value A before adjustment.
 4. Select Adjust. Select Sample Printout to output folded pages again to see result.

☐ Long at Left
 ☐ Long at Right

Sheets to be folded: 1 ↔ 5
 Value A Before Adjustment: 0.0 ↔ 20.0 mm

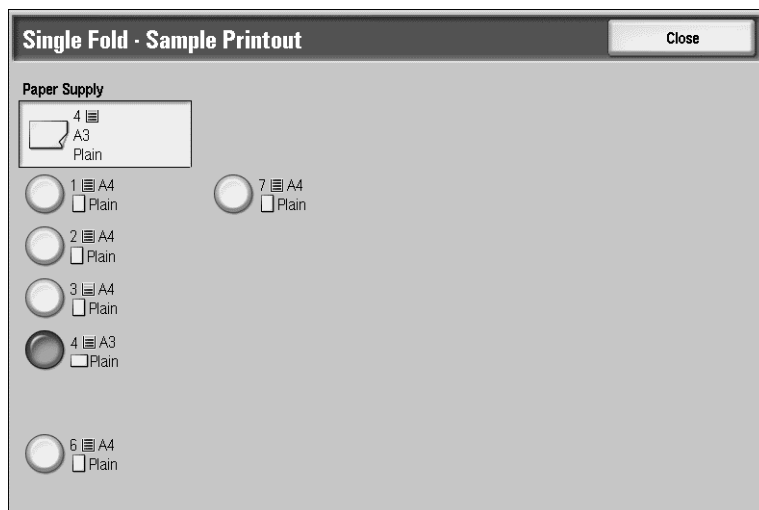
A: 0.0 mm

+ 0.1
 - 0.1

Sample Printout

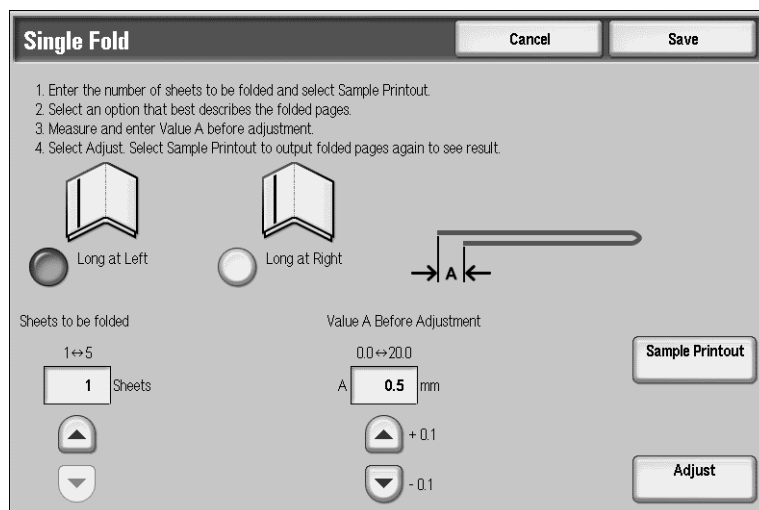
Adjust

3. Select the tray in which you loaded paper, and press the **Start** button.



An output sample is printed.

4. Press **Close**.
5. Check the output sample printout, and measure the offset amount.
6. Select **Long at Left** or **Long at Right**.



7. Enter the measurement value you obtained in *Step 5* in **Values A Before Adjustment** field by touching the up/down arrow buttons; refer to the screen above.
8. Press **Adjust**.
9. Press **Sample Printout** again to print an output sample printout, and check the adjustment results.
10. Make adjustments again if necessary. (*Steps 6 - 8*)
11. Press **Save**.

Booklet Position Adjustment

Adjust the booklet position.

1. Select **Booklet**, and press **Change Settings**.

Items	Current Settings
1. Name	A3_STD_BKLT
2. Single Fold	Default Value
3. Booklet	Default Value
4. C Fold - A4	Default Value
5. C Fold - 8.5 x 11	Default Value
6. Z Fold - A4	Default Value
7. Z Fold - 8.5 x 11	Default Value
8. Z Fold Half Sheet - A3	Default Value
9. Z Fold Half Sheet - B4	Default Value
10. Z Fold Half Sheet - 11 x 17	Default Value

Page
1
2

Change Settings

2. Press **Sample Printout**.

1. Select Sample Printout to output 2-sheet & 15-sheet sample booklets.
 2. Select "Booklet Fold State (2 Sheets)" and "Booklet Fold State (15 Sheets)" and select an option that best describes the fold line and staple position of the respective booklets.
 3. Return to this screen and select Adjust. Select Sample Printout to output booklets again to see result.
 4. If the fold line of the booklet is misaligned, select Variable-Sheet Booklet to make further adjustment.

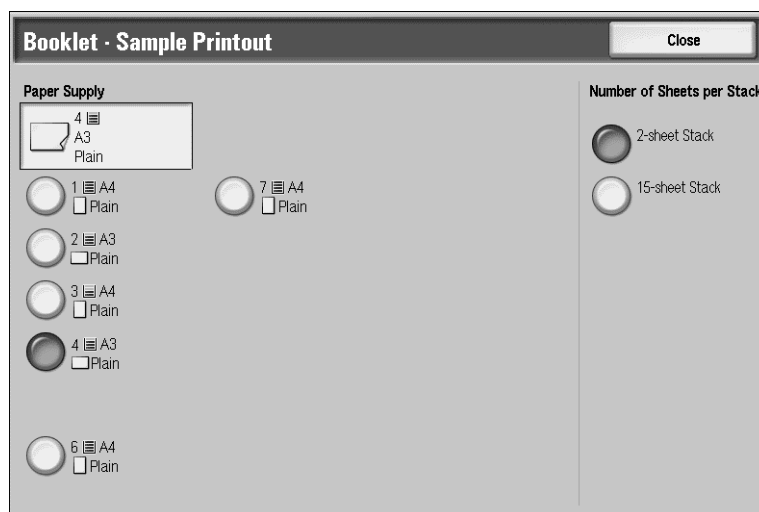
☐ Booklet Fold State (2 Sheets) ☐ Booklet Fold State (15 Sheets)

☐ Variable-Sheet Booklet

Sample Printout

Adjust

3. Select the tray in which you loaded paper, select **2-Sheet Stack**, and press the **Start** button.

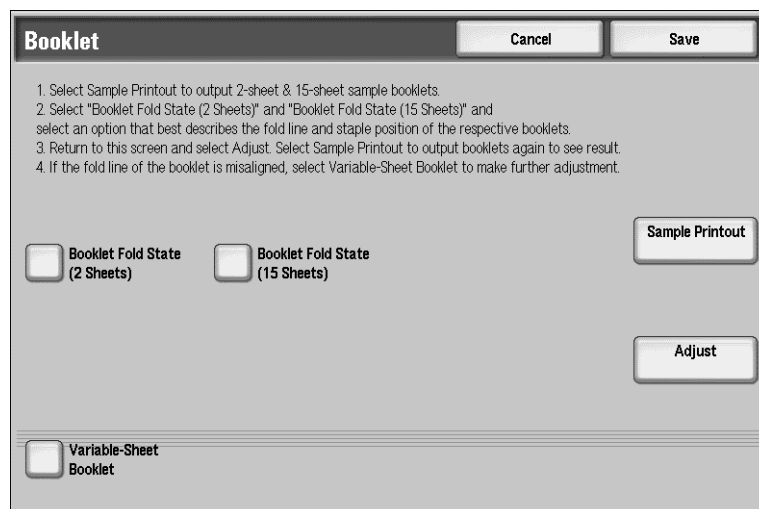


An output sample is printed.

4. Select the tray in which you loaded paper, select **15-Sheet Stack**, and press the **Start** button.

An output sample is printed.

5. Press **Close**.
6. Check the output sample, and measure the position offset amount for 2-sheet stack and 15-sheet stack.
7. Press **Booklet Fold State (2 Sheets)**.




8. Select the state of the fold and staple position of the output paper, and enter the 2-sheet stack offset amount you measured in *Step 6* in **Values A & B Before Adjustment**.


Booklet Fold State (2 Sheets)

Save


1. Select an option that best describes the fold line and staple position of the booklet.
 2. Measure and enter Value A and Value B before making an adjustment.
 3. Select Save.




☒ Long at Left
Staple at Left



☐ Long at Right
Staple at Left



☐ Long at Left
Staple at Right



☐ Long at Right
Staple at Right

Values A & B Before Adjustment

0.0 ↔ 20.0

A mm

▲ + 0.1

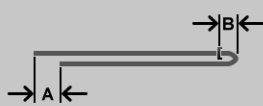
▼ - 0.1

0.0 ↔ 20.0

B mm

▲ + 0.1

▼ - 0.1




9. Press **Save**.
10. Set **Booklet Fold State (15 Sheets)** in the same way.


Booklet Fold State (15 Sheets)

Save


1. Select an option that best describes the fold line and staple position of the booklet.
 2. Measure and enter Value A and Value B before making an adjustment.
 3. Select Save.




☒ Long at Left
Staple at Left



☐ Long at Right
Staple at Left



☐ Long at Left
Staple at Right



☐ Long at Right
Staple at Right

Values A & B Before Adjustment

0.0 ↔ 20.0

A mm

▲ + 0.1


▼ - 0.1

0.0 ↔ 20.0

B mm

▲ + 0.1

▼ - 0.1



Note

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

Note

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

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

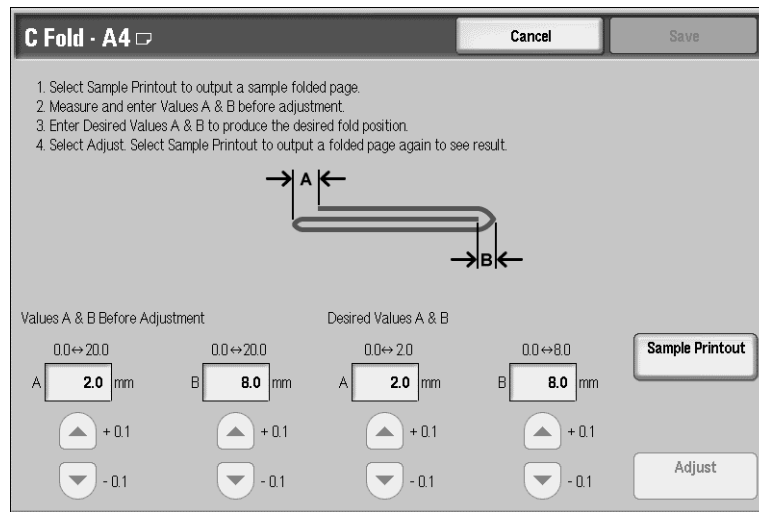
C Fold Position Adjustment

Adjust the C fold position.

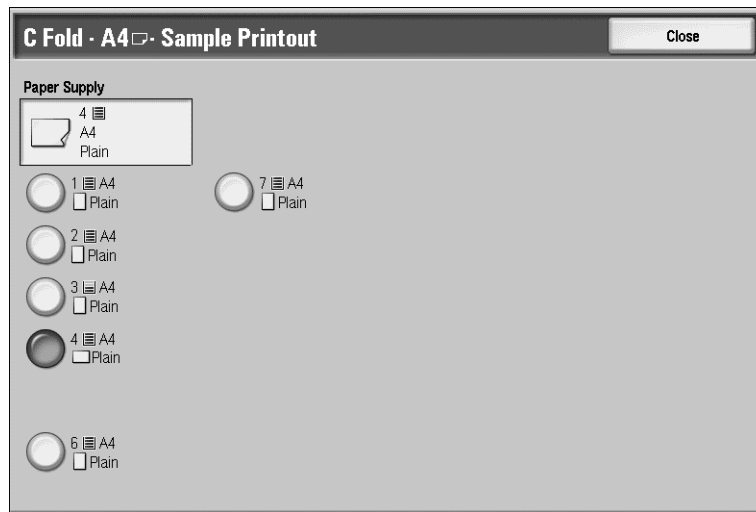
1. Select **C Fold-A4** or **C Fold-8.5x11"**, and press **Change Settings**.

Items	Current Settings
1. Name	A4_STD_CFold
2. Single Fold	Default Value
3. Booklet	Default Value
4. C Fold - A4	Default Value
5. C Fold - 8.5 x 11"	Default Value
6. Z Fold - A4	Default Value
7. Z Fold - 8.5 x 11"	Default Value
8. Z Fold Half Sheet - A3	Default Value
9. Z Fold Half Sheet - B4	Default Value
10. Z Fold Half Sheet - 11 x 17"	Default Value

2. Press **Sample Printout**.



3. Select the tray in which you loaded paper, and press the **Start** button.

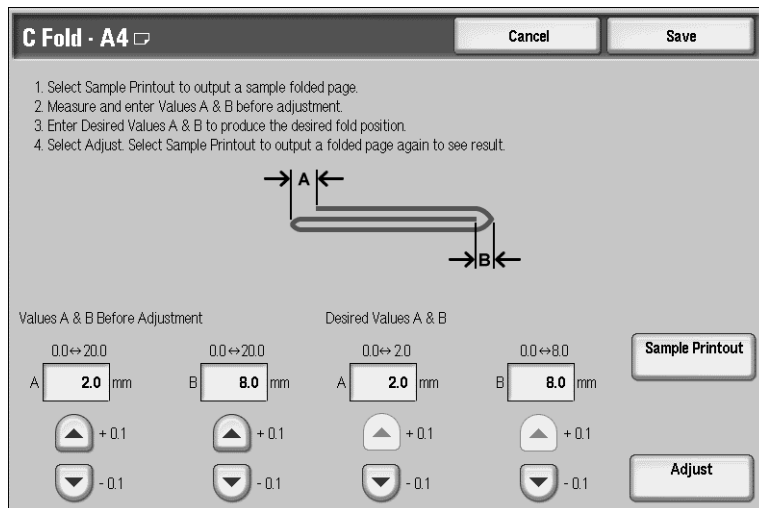


An output sample is printed.

4. Press **Close**.
5. Check the output sample, and measure the A and B fold position movement amounts.

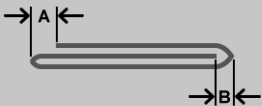


6. Enter the measurement value you obtained in *Step 5* in **Values A & B Before Adjustment**, and the final value you want after adjustment in **Desired Values A & B**.



C Fold - A4 [icon] [Cancel] [Save]

1. Select Sample Printout to output a sample folded page.
 2. Measure and enter Values A & B before adjustment.
 3. Enter Desired Values A & B to produce the desired fold position.
 4. Select Adjust. Select Sample Printout to output a folded page again to see result.



Values A & B Before Adjustment Desired Values A & B

Values A & B Before Adjustment		Desired Values A & B	
A	2.0 mm	A	2.0 mm
B	8.0 mm	B	8.0 mm

Each input field has a range (0.0 ↔ 20.0 for A, 0.0 ↔ 8.0 for B) and adjustment buttons (+0.1, -0.1). Buttons for **Sample Printout** and **Adjust** are on the right.

Tip

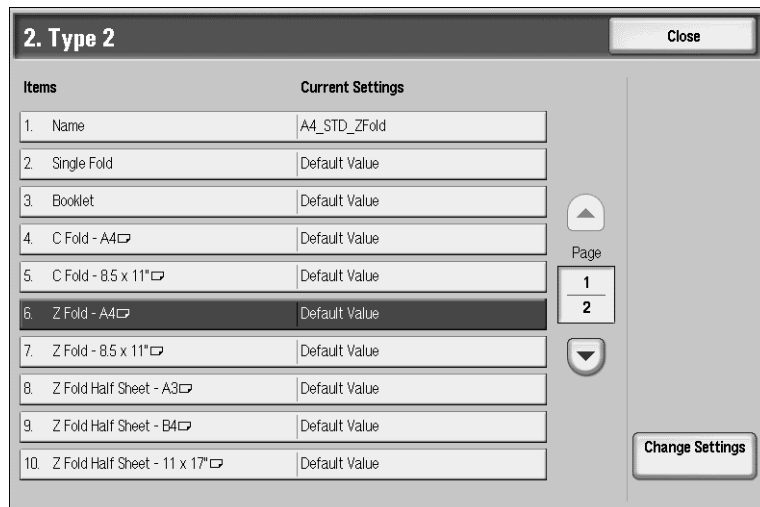
Set value A and value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

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

Z Fold Position Adjustment

Adjust the Z fold position.

1. Select **Z Fold-A4** or **Z Fold-8.5x11"**, and press **Change Settings**.



2. Type 2 [Close]

Items	Current Settings
1. Name	A4_STD_ZFold
2. Single Fold	Default Value
3. Booklet	Default Value
4. C Fold - A4 [icon]	Default Value
5. C Fold - 8.5 x 11" [icon]	Default Value
6. Z Fold - A4 [icon]	Default Value
7. Z Fold - 8.5 x 11" [icon]	Default Value
8. Z Fold Half Sheet - A3 [icon]	Default Value
9. Z Fold Half Sheet - B4 [icon]	Default Value
10. Z Fold Half Sheet - 11 x 17" [icon]	Default Value

Navigation: Page 1/2, [Up], [Down] buttons.

[Change Settings]

2. Press **Sample Printout**.

3. Select the tray in which you loaded paper, and press the **Start** button.

An output sample is printed.

4. Press **Save**.
5. Check the output sample, and measure the A and B fold position movement amounts.



6. Enter the measurement value you obtained in the previous step in **Values A & B Before Adjustment**, and the final value you want after adjustment in **Desired Values A & B**.

Z Fold - A4 [Cancel] [Save]

1. Select Sample Printout to output a sample folded page.
 2. Measure and enter Values A & B before adjustment.
 3. Enter Desired Values A & B to produce the desired fold position.
 4. Select Adjust. Select Sample Printout to output a folded page again to see result.

Diagram: A Z-fold with dimensions A and B indicated by arrows.

Values A & B Before Adjustment Desired Values A & B

A: 0.0 ↔ 20.0 mm B: 0.0 ↔ 20.0 mm A: 0.0 ↔ 2.0 mm B: 0.0 ↔ 2.0 mm

A: mm B: mm A: mm B: mm

[+0.1] [-0.1] [+0.1] [-0.1] [+0.1] [-0.1] [+0.1] [-0.1]

[Sample Printout] [Adjust]

Tip

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

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

Z Fold Half Sheet Position Adjustment

Adjust the A fold position.

1. Select **Z Fold Half Sheet- A3**, **Z Fold Half Sheet- B4**, **Z Fold Half Sheet-11x17"**, or **Z Fold Half Sheet - 8K**, and press **Change Settings**.

2. Type 2 [Close]

Items	Current Settings
1. Name	A4_STD_Zhalf
2. Single Fold	Default Value
3. Booklet	Default Value
4. C Fold - A4	Default Value
5. C Fold - 8.5 x 11"	Default Value
6. Z Fold - A4	Default Value
7. Z Fold - 8.5 x 11"	Default Value
8. Z Fold Half Sheet - A3	Default Value
9. Z Fold Half Sheet - B4	Default Value
10. Z Fold Half Sheet - 11 x 17"	Default Value

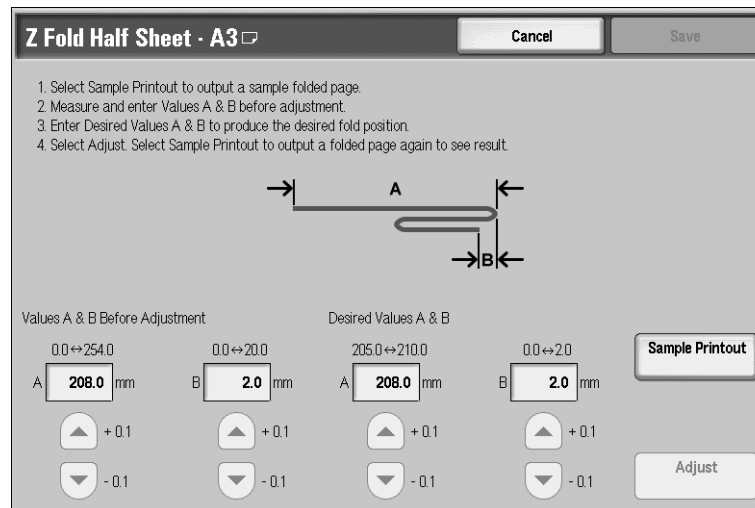
Page: 1 / 2

[Change Settings]

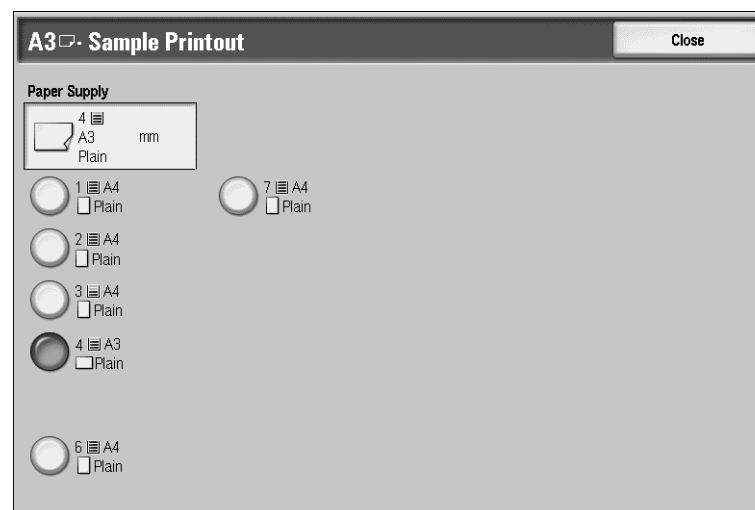
Setups



2. Press **Sample Printout**.

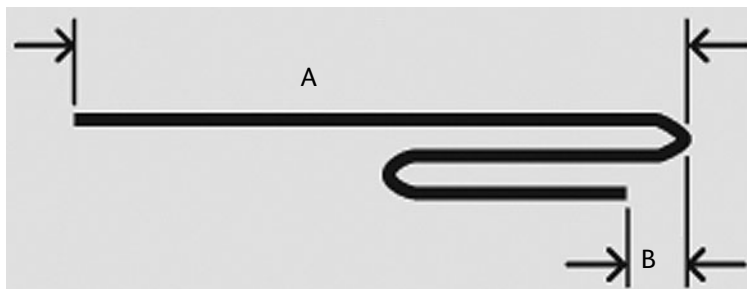


3. Select the tray in which you loaded paper, and press the <Start> button.



An output sample is printed.

4. Press **Save**.
5. Check the output sample, and measure the A and B fold position movement amounts.



6. Enter the measurement value you obtained in the previous step in **Values A & B Before Adjustment**, and the final value you want after adjustment in **Desired Values A & B**.

Z Fold Half Sheet - A3 Cancel Save

1. Select Sample Printout to output a sample folded page.
 2. Measure and enter Values A & B before adjustment.
 3. Enter Desired Values A & B to produce the desired fold position.
 4. Select Adjust. Select Sample Printout to output a folded page again to see result.

Values A & B Before Adjustment Desired Values A & B

0.0 ↔ 254.0	0.0 ↔ 20.0	205.0 ↔ 210.0	0.0 ↔ 2.0	Sample Printout
A <input type="text" value="210.0"/> mm	B <input type="text" value="2.0"/> mm	A <input type="text" value="208.0"/> mm	B <input type="text" value="2.0"/> mm	
▲ +0.1	▲ +0.1	▲ +0.1	▲ +0.1	Adjust
▼ -0.1	▼ -0.1	▼ -0.1	▼ -0.1	

Tip

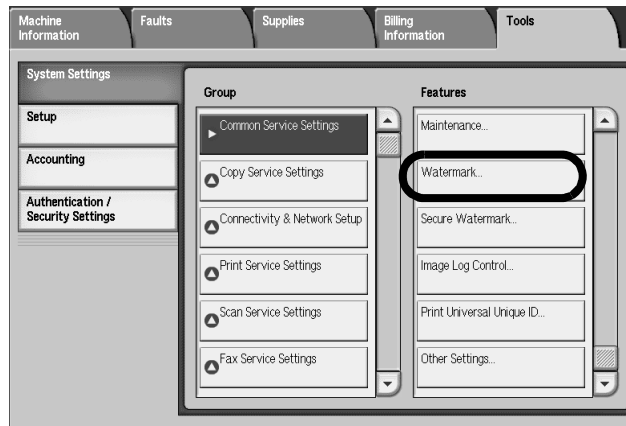
Set value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

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

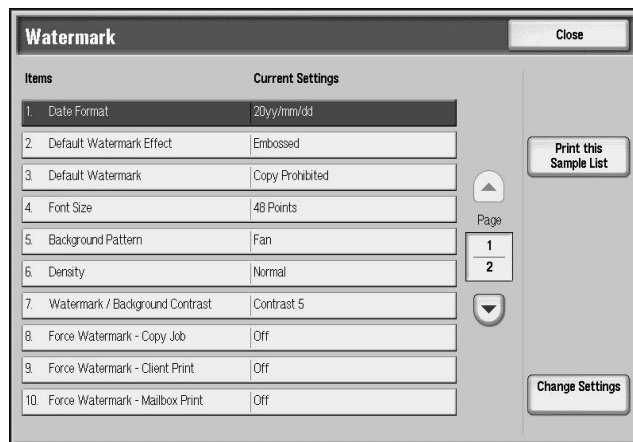
Watermark

Options selected here define what the default settings will be for the **Annotation** and **Watermark** features on the **Output Format** tab of the **Copy** feature. Use the following procedure for configuring the default settings for each of the **Watermark** options.

1. From the **Common Settings** screen, select **Watermark**.



2. Select the item to be set or changed, and select **Change Settings**.



3. Select the desired option for the **Watermark** feature.
Each **Watermark** feature is discussed on page 9-72.
4. Select **Save**; you are returned to the **Watermark** screen.
5. Repeat **Steps 1-4**, if necessary, for other **Watermark** options.
6. Select **Close** from the **Watermark** screen to return to the **Common Settings** screen.

Date Format

- Set the default date format as it appears on the **Annotation** and **Watermark** screens in the **Output Format** tab (**Copy** feature). When selected, the default date format is printed on the copy output when **On** is selected for the **Annotation/Date** feature or when the **Date** option in the **Watermark** feature is selected.
- Choose from the following Date Format options: **20yy/mm/dd**, **mm/dd/20yy**, **dd/mm/20yy**, and **20yy-mm-dd**.
- The option selected here becomes the default setting for both the **Annotation** and **Watermark** features.

Default Watermark Effect

Select the default setting for **Text Effect**; this default value appears on the **Watermark** screen in the **Output Format** tab (**Copy** feature). This setting determines how the background text (watermark) appears on the printed output. **Text Effect** selections include: **Off**, **Embossed**, and **Outline**.

Default Watermark

You can select the default watermark from a displayed list.

Font Size

You can select from four possibilities: **48 point**, **64 point**, **80 point** or a custom size of **24 to 80 point**.

Background Pattern

Select the background pattern to be used for the set numbering (watermark), **Text Effect** option (on the **Output Format** tab/**Copy** feature). Select from eight patterns: **wave**, **circle**, **stripes**, **chain**, **beam**, **rhombic**, **sunflower**, and **fan**.

Density

Select the density for printing the background text (watermark). You can select from three levels: **Lighter**, **Normal**, or **Darker**.

Watermark/Background Contrast

Select the text/background contrast for printing the set numbering (watermark) information. You can select from contrast levels **1 to 9**. Set the text/background contrast after checking the results of printing a **Text Effect Sample List**.

Note

For information about sample printing, refer to the section entitled “Text Effect Sample List” in Chapter 10 of the User Guide.

Force Watermark - Copy Job

Select whether or not to force set numbering (watermark) printing for copy jobs. Select **On** to force all copy jobs to print with set numbering (watermark). Select **Off** if you do not want all copy jobs printed with set numbering (watermark).

Force Watermark - Client Print

Select whether or not to force set numbering (watermark) printing for all jobs that are printed from a client computer. Selections are **Off** or **On** (this forces all jobs sent from a client computer to print a watermark on the output).

Force Watermark - Folder Print

Select whether or not to force set numbering (watermark) printing when printing from the folder. Select **Off** or **On** (this forces all jobs that are printed from a folder to print a watermark on the output).

Force Watermark - Media Print

Select whether or not to force set numbering (watermark) printing when printing to media. Select **Off** or **On** (this forces all jobs that are printed on media to print a watermark on the output).

Custom Watermarks - 1 through 3

Create your own watermark.

Secure Watermark (optional)

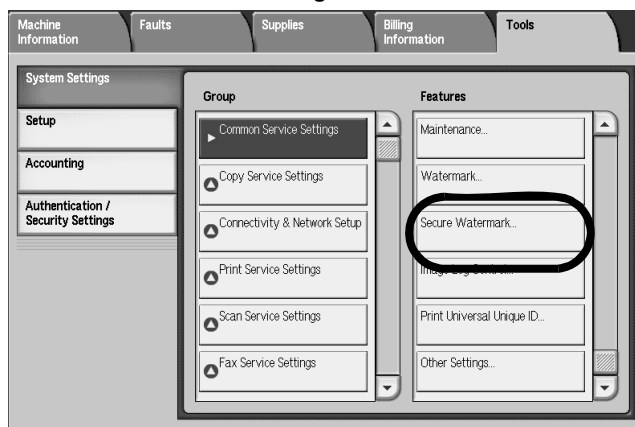
The **Secure Watermark** feature is designed to provide security management of paper documents by embedding job deterrence information into your paper document. This information may include; job type, date and time of job start, User information, Document name, and other such related information. A digital code is put onto your copies in order to prevent unauthorized recopying/printing of sensitive materials.

Options selected here define what the default settings will be for the **Secure Watermark** features on the **Output Format** tab of the **Copy** feature. Use the following procedure for configuring the default settings for each of the **Secure Watermark** options. (This feature embeds a digital code onto your copies in order to prevent unauthorized recopying or to track copies that have been made.)

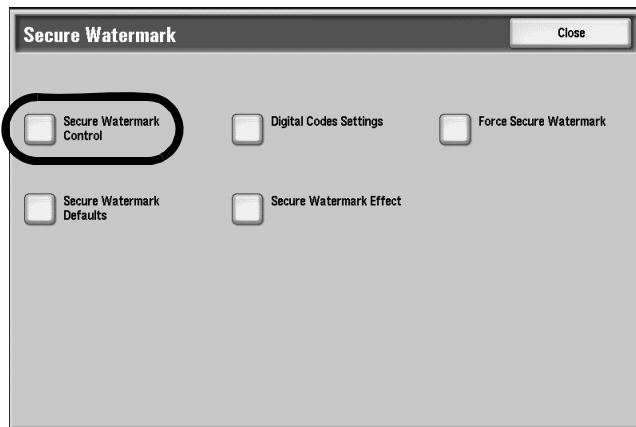
Note

It is assumed that you have purchased the Security option that enables the **Secure Watermark** feature. If you did not, contact your Xerox Representative to purchase this option.

1. From the **Common Settings** screen, select **Secure Watermark**.



2. Select the desired setting for the **Secure Watermark** feature.



Each **Secure Watermark** feature is discussed *on page 9-75*.

3. Select **Save**; you are returned to the **Secure Watermark** screen.
4. Repeat Steps 1-4, if necessary, for other **Secure Watermark** features.
5. Select **Close** from the **Secure Watermark** screen to return to the **Common Settings** screen.

Secure Watermark Control

Select whether or not to set Secure Watermark Detection. Selections are **Off** or **On**.

Digital Codes Settings

Set a **Decoding Passcode** and a **Custom Digital Watermark**.

Force Secure Watermark

Select whether or not to force a Secure Watermark for **Copy Job**, **Client Print**, **Folder Print**, **Media Print**, **Incoming Fax Print** and **Report**. Selections are **Off** or **On**.

Secure Watermark Defaults

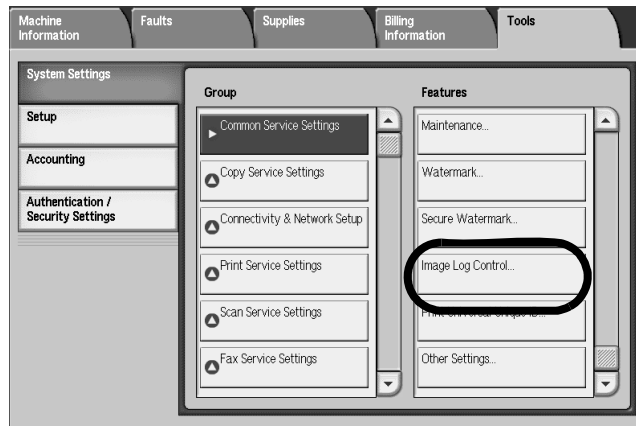
Set the **Protection Code** setting. The selections are **Off** or **Prevent Duplication**.

Secure Watermark Effect

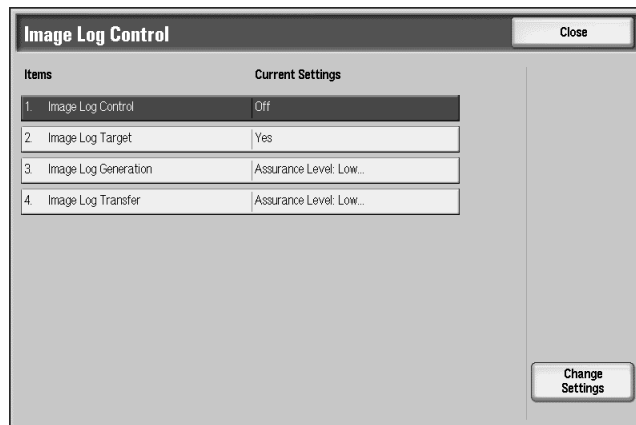
Set **Default Secure Watermark**, **Background Pattern**, **Background Contrast**, and **Custom Secure Watermarks 1,2, and 3**.

Image Log Control

1. From the **Common Settings** screen, select **Image Log Control**.



2. Select the desired setting for the **Image Log Control** feature.



Each **Image Log Control** feature is discussed on page 9-76.

3. Select **Save**; you are returned to the **Secure Watermark** screen.
4. Repeat Steps 1-4, if necessary, for other **Image Log Control** features.
5. Select **Close** from the **Image Log Control** screen to return to the **Common Settings** screen.

Image Log Control

Select whether or not to set **Image Log Control**. Selections are **Off** or **On**.

Image Log Target

Set the Image Log Target for **Copy Service**, **Print Service**, **Scan Service**, or **Fax Service**.

Image Log Generation

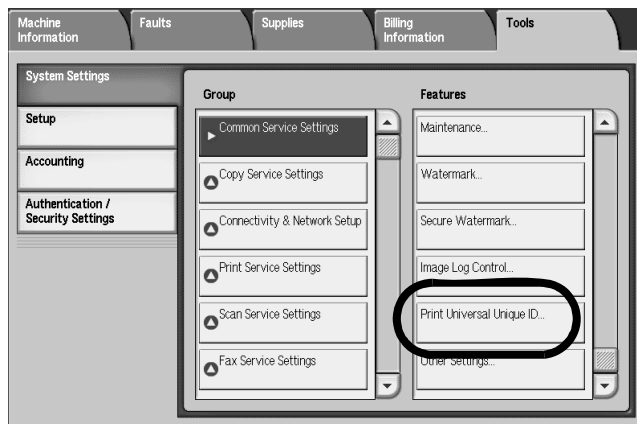
Set the **Assurance Level**, **Resolution**, and **Page Range**.

Image Log Transfer

Set the **Assurance Level** and **Auto Transfer**.

Print Universal Unique ID

1. From the **Common Settings** screen, select **Print Universal Unique ID**.



2. Select the desired setting for the **Print Universal Unique ID** feature.



Each **Universal Unique ID** feature is discussed on page 9-77.

3. Select **Save**; you are returned to the **Secure Watermark** screen.
4. Repeat **Steps 1-4**, if necessary, for other **Image Log Control** features.
5. Select **Close** from the **Image Log Control** screen to return to the **Common Settings** screen.

Print Universal Unique ID

Select whether or not to set **Print Universal Unique ID**. Selections are **Yes** or **No**.

Print Position

Set the Print Position (Top Left, Bottom Left, Top Center, Bottom Center, Top Right, and Bottom Right).

Print Position Adjustment

Set the Length and Width (X and Y) in 0.5mm increments.

Print Position (Side 2)

Set side 2 as **Same as Side 1** or **Mirror Side 1**.

Other Settings

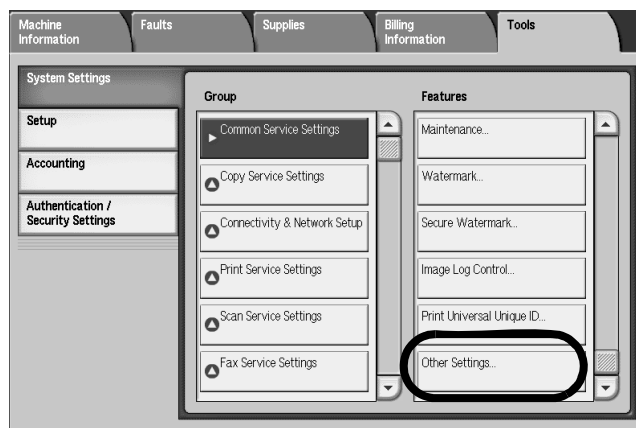
This feature allows you to select the default settings for miscellaneous other options that relate to the machine.

Tip

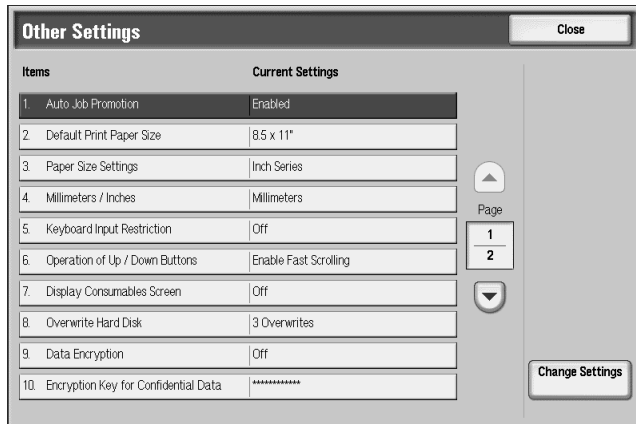
Each one of these items is discussed starting *on page 9-79*.

Use the following procedure to access the **Other Settings** feature.

1. From the **Common Settings** screen, select **Other Settings**.



2. Select the item to be set or changed, and select **Change Settings**.



Note

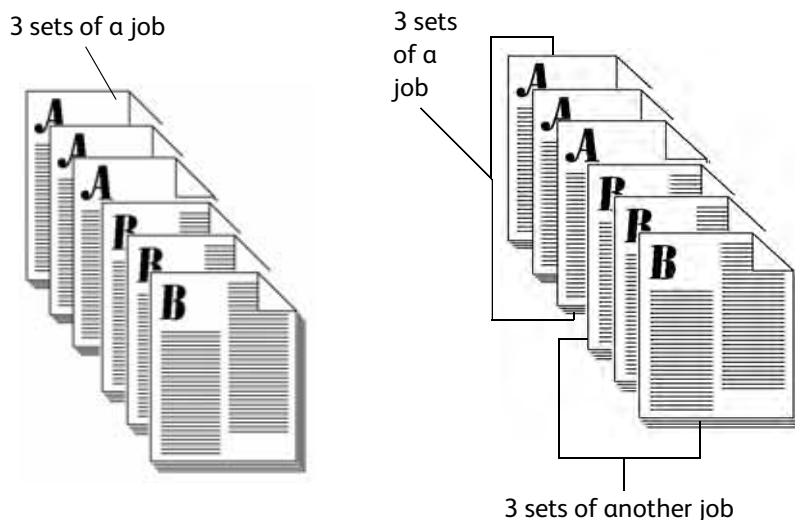
Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select the default setting.
4. Select **Save**; you are returned to the **Other Settings** screen.
5. Repeat Steps 1-4 for the selecting the default setting for any additional desired **Other Settings** items.
6. Select **Close** to return to the **Common Settings** screen.
7. Select **Close** to return to the **System Settings** screen.

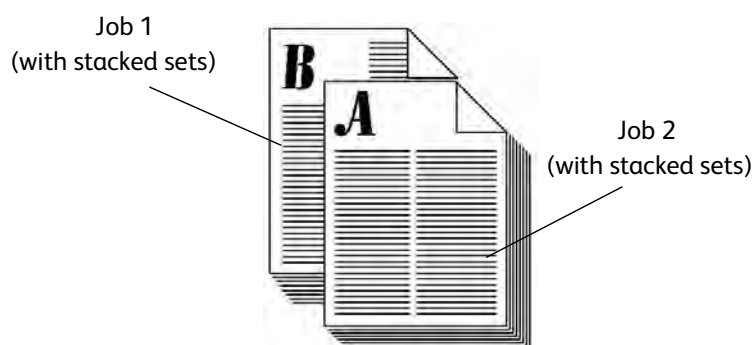
Offset Stacking (Middle Right Tray)

Select the default offset stacking option for the finisher tray:

- **None:** If this option is selected, the finishing tray will not offset any output.
- **Offset per set:** If this option is selected, the finishing tray will offset each set of a copy/print job. This option also offsets each job.



- **Offset per job:** If this option is selected, all the sets of a job are delivered on one stack to the output area. When the next job starts, that job is offset from the previous job in the tray. This option does not offset each set of a job.



Auto Job Promotion

This **Other Settings** option allows you set the machine to automatically promote a job for printing/copying if the machine is unable to start a prior job. For example, the machine is unable to start an operation because there is no paper in the tray (at the start of a copy or print operation). If this feature is enabled, then the machine can bypass the current job and allows other jobs to start.

Tip

The other jobs must not have the same copy/print requirements as the faulted job. If other jobs have different copy/print requirements, then these other jobs can be promoted and copied/printed.

Note

Stored documents such as secure prints and sample prints are excluded and cannot be automatically promoted.

Default Print Paper Size

Select the default paper size that will be used when printing a report/list. Select between **A4**, or **8.5 × 11 inch**.

Paper Size Settings

Select the default paper sizes for standard size originals and for automatic paper detection. Select from five possibilities: **A/B series (8 × 13")**, **A/B series**, **A/B series (8K/16K)**, **A/B series (8×13"/8×14")**, and **Inch series**.

Refer to the *Chapter 12 Entering Text on page 12-8*.

Millimeters/Inches

Select the default setting for displaying the dimensions on the screen as **millimeters** or **inches**.

Keyboard Input Restriction

Select whether to restrict the display of the virtual keyboard on the UI. To prevent illegible characters from occurring when one character set is switched to another character set, restrict the input to ASCII characters only. If you select **On (Standard ASCII only)**, the displayed keyboard shows ASCII characters only.

Operation of Up/Down Buttons

Select whether or not there is a continuous scrolling effect when the scroll buttons are held down.

- **Disable Fast Scrolling:** Scrolling does not occur when the scroll buttons are held down.
- **Enable Fast Scrolling:** Scrolling occurs when the scroll buttons are held down.

Data Encryption

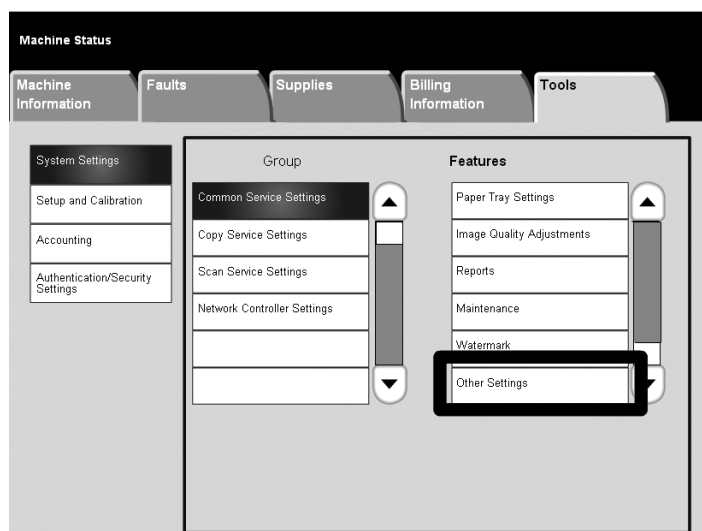
Tip

This is an optional feature that may not be available on your copier/printer; it is part of the optional Data Security Kit. For more information, contact the Customer Support Center.

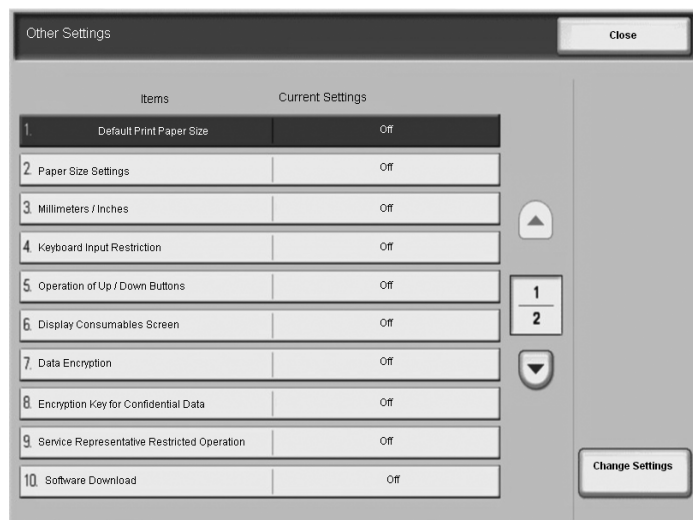
If you want the recorded data on the hard disk encrypted, select **On** as the default setting for this feature. By switching on the data encryption, all data written to the hard disk is automatically encrypted. Encryption prevents unauthorized access to the stored data. When encryption is on, an encryption key must be set.

Perform the following steps:

1. Enter the System Administration mode (*Chapter 1 Entering the System Administrator mode on page 1-10*).
2. Press the **Machine Status** button on the Control Panel.
3. Select the **Tools** tab.
4. Select **Common Service Settings**.
5. Select **Other Settings**.



6. Select **Data Encryption**.



7. Select **Change Settings**.
8. Select either **On** or **Off**.
If **On** is selected, **Data Encryption** screen is displayed.
9. From the **Data Encryption** screen, enter the desired encryption key password twice.

The screenshot shows the '9. Data Encryption' screen. It features a title bar with the text '9. Data Encryption' and two buttons, 'Cancel' and 'Save'. On the left side, there are two radio buttons labeled 'Off' and 'On'. The 'On' radio button is selected. To the right of the 'On' button is a right-pointing arrow. Further to the right, there are two text input fields. The first field is labeled 'New Encryption Key' and the second field is labeled 'Re-enter Encryption Key'. At the bottom right of the screen, there are two buttons: 'Keyboard' and 'Next'.

- a. Select **Keyboard** and enter a 12-character encryption key.
Note
The default value for the encryption key is **111111111111** (twelve ones).
 - b. Select **Save** (from the **Keyboard** screen).
You are returned to the **Data Encryption** screen.
 - a. Select **Keyboard** again.
 - b. Enter the same encryption key once more.
10. Select **Save** (from the **Keyboard** screen).
 11. Select **Save** (from the **Data Encryption** screen).

12. Exit the System Administration mode.

Encryption Key for Confidential Data

IMPORTANT!

Do not forget the encryption key! The data cannot be restored if you forget the encryption key.

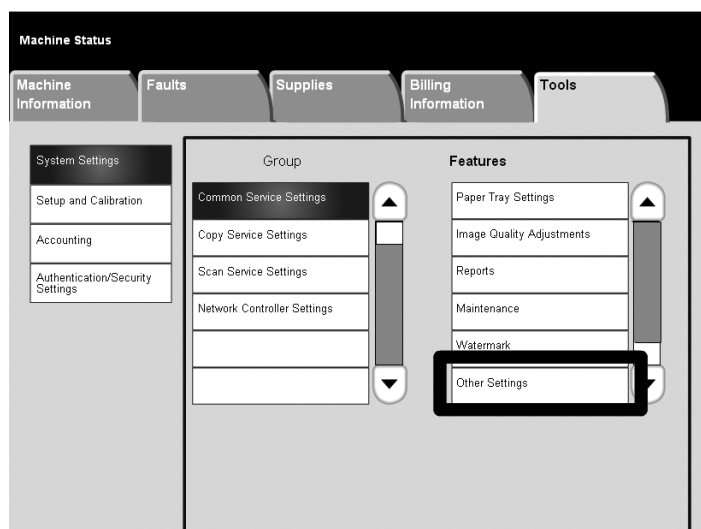
Tip

- This is an optional feature that may not be available on your copier/printer; it is part of the optional Data Security Kit. For more information, contact the Customer Support Center.
- A service representative can block changes to the settings of this feature. For more information about settings, refer to **Service Representative Operation Limit** on page 9-85.

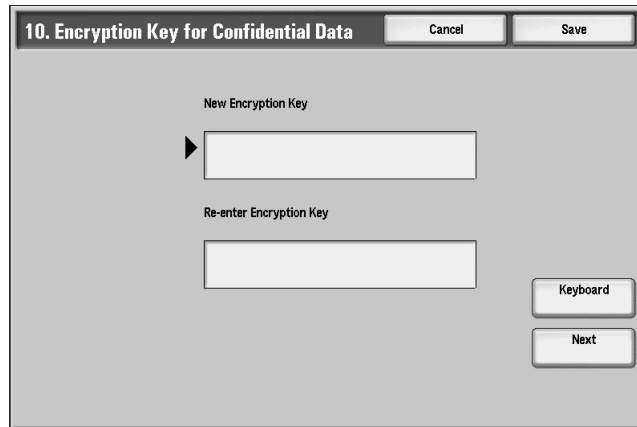
Note When an encryption key is set, confidential data and information such as the passcodes of the system administrator and folders are encrypted (or coded). This prevents unauthorized access to the information.

If the optional **Data Encryption** feature is available for your machine, use the following procedure for creating an encryption key.

1. Enter the System Administration mode (*Chapter 1 Entering the System Administrator mode on page 1-10*).
2. Press the **Machine Status** button on the Control Panel.
3. Select the **Tools** tab.
4. Select **Common Service Settings**.
5. Select **Other Settings**.



1. Select **Encryption Key for Confidential Data**.



The screenshot shows a dialog box titled "10. Encryption Key for Confidential Data". At the top right of the dialog are "Cancel" and "Save" buttons. The main area contains two text input fields. The first field is labeled "New Encryption Key" and has a small black triangle cursor on its left side. The second field is labeled "Re-enter Encryption Key". To the right of the second field is a button labeled "Keyboard". Below the "Keyboard" button is another button labeled "Next".

2. Select **Keyboard** and enter a 12-character encryption key.

Note

The default value for the encryption key is **111111111111** (twelve ones).

3. Select **Save** (from the **Keyboard** screen).
You are returned to the **Encryption Key for Confidential Data** screen.
4. Select **Keyboard** again.
5. Enter the same encryption key once more.
6. Select **Save** (from the **Keyboard** screen).
7. Select **Save** (from the **Encryption Key for Confidential Data** screen).
8. Exit the System Administration mode.

Data Restoration

Tip

The encrypted data cannot be restored if any of the following occur:

- When there is a physical hard disk error
- When you cannot remember the encryption key
- When attempting to access the **Service Representative Operation Limit** feature, but you cannot remember the **System Administrator User ID** and password.

Start data encryption and/or changing the settings:

When data encryption is started or ended and when the encryption key is changed, the machine **must be restarted**. The corresponding recording area of the hard disk is reformatted when the machine restarts. Previous data is not guaranteed.

The recording area stores the following data:

- Spooled print data
- Secure print, sample print, and similar print data
- Forms for the form overlay feature
- Folder and job flow sheet settings (box name, passwords, etc.)
- Documents in folder

Tip

Save all necessary settings and documents before using the data encryption feature or changing its settings.

Service Representative Restricted Operation

This feature restricts the Service Representative from accessing certain security features and changing the System Administrator settings. Select either **On** or **Off**. When **On** is selected, the machine passcode can be set.

Software Download

Tip

This feature is not supported; however, it may still be accessible. This feature is **only** for service representative use. Contact the Customer Support Center. Select **Disabled** as the default setting.

Document Feeder Tray Elevator

This feature allows specification of when the Document Tray elevator in the Document Handler is raised to the operating position. Select either **When loading originals** or **When pressing Start**.

Document Feeder Tray Elevation

Select the default setting for when the elevator tray raises on the document feeder:

When loading originals

Select this option if you want the elevator tray to raise when you load documents in the document feeder.

When pressing Start

Select this option if you want the document feeder elevator tray to raise when you press the **Start** button on the control panel.

Estimated Job Time

Select the default setting that is displayed for the estimated job completion time.

Cumulative time for all jobs

Select this option if you want the machine to display the total time for all jobs.

Time required for a single job

Select this option if you want the machine to display the time required for a single job.

Restrict Recipient Selection Method

Select the default setting that is displayed for the recipient selection. Select **Yes** or **No**.

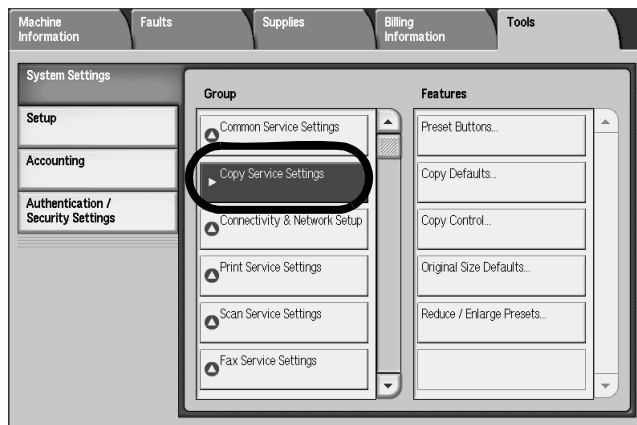
Restrict User to Edit Address Book

This feature allows you to specify if the user is allowed to edit Address Book information. Select **Yes** or **No**.

Copy Service Settings

In **Copy Service Settings**, you select default settings that relate to the copy feature.

1. From the **System Settings** screen, select **Copy Service Settings**.



Note

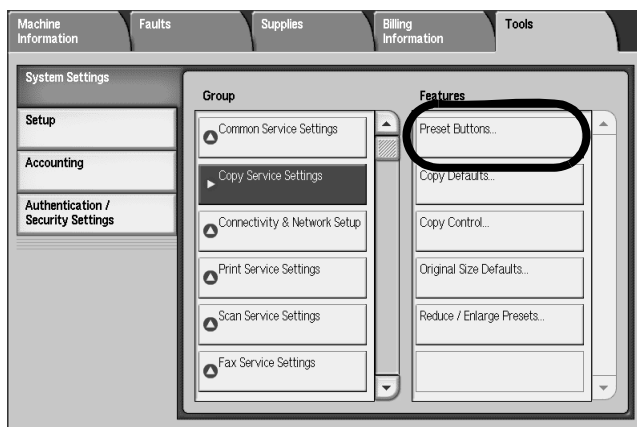
To display the System Settings screen, refer to *System settings procedure on page 9-1*.

2. Select the item to be set.

Preset Buttons

Select the default settings for the Preset Buttons including the most commonly used paper tray and magnification percentage. By assigning default values to these buttons, you reduce the number of selections when choosing features for the copy process. Each Preset Button item is discussed starting on page 9-89.

1. From the **Copy Service Settings** screen, select **Preset Buttons**.



Setups

2. Select the item to be set or changed, and select **Change Settings**.

The 'Preset Buttons' screen displays a table with two columns: 'Items' and 'Current Settings'. The table lists 10 items, each with a corresponding current setting. To the right of the table are navigation arrows (up and down), a 'Page' indicator showing '1' and '2', and a 'Change Settings' button. A 'Close' button is located at the top right of the screen.

Items	Current Settings
1 Paper Supply - Button 2	Tray 1
2 Paper Supply - Button 3	Tray 2
3 Paper Supply - Button 4	Tray 3
4 Paper Supply - Button 5	Tray 5 (Bypass)
5 Reduce / Enlarge - Button 3	70%
6 Reduce / Enlarge - Button 4	86%
7 Reduce / Enlarge - Button 5	141%
8 Stapling - Button 4	2 Staples, Top
9 Stapling - Button 5	1 Staple, Top Right
10 Hole Punching - Button 4	2 Holes, Right

Note

Select ▲ to display the previous screen and select ▼ to display the next screen.

Note

Each of the items shown in the above illustration is discussed on the following pages.

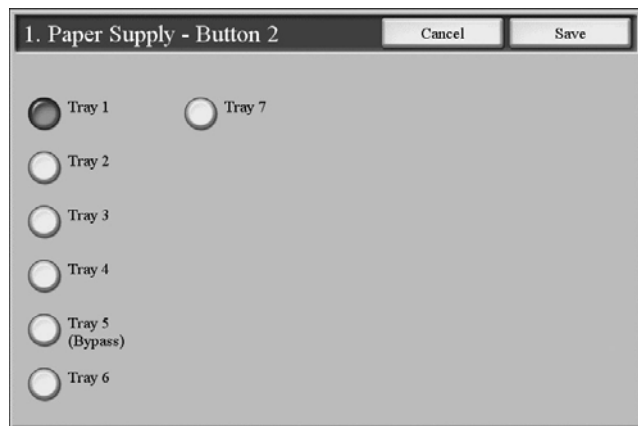
3. Select an item to be changed, such as **Paper Supply-Button 2** (as shown below).

The '1. Paper Supply - Button 2' screen shows a list of trays with radio buttons next to them. The trays are: Tray 1, Tray 7, Tray 2, Tray 3, Tray 4, Tray 5 (Bypass), and Tray 6. At the top right, there are 'Cancel' and 'Save' buttons.

4. Select the desired setting for that item.
5. Press **Save**; you are returned to the **Preset Buttons** screen.
6. Repeat Steps 1-5 until you have selected the desired setting for each **Preset Buttons** item.
7. Select Close to return to the **Copy Service Settings** screen.

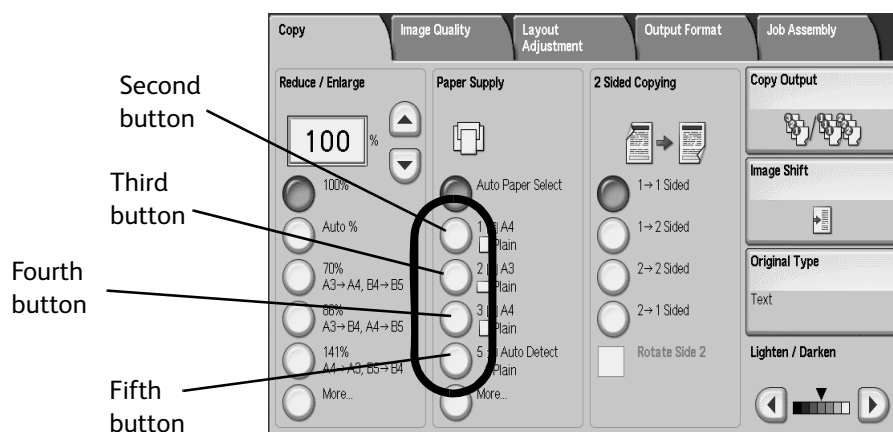
Paper Supply Buttons 2-5

Select the default tray setting for the Paper Supply Buttons 2, 3, 4, and 5:



These five buttons appear in the **Paper Supply** column on the **Basic Copying** tab (**Copy** feature).

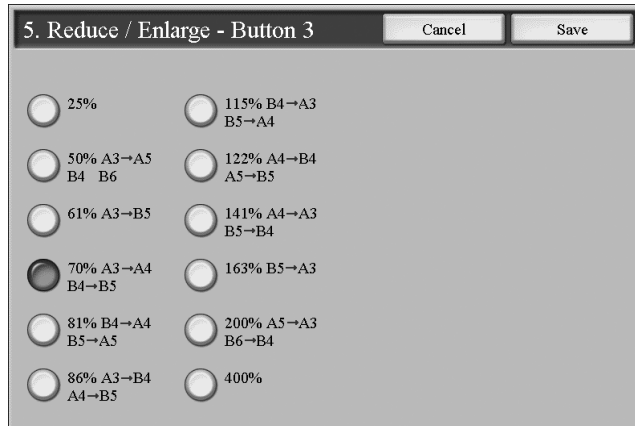
You can select a specific tray to be the default tray for buttons 2, 3, 4, and 5; refer to the below illustration:



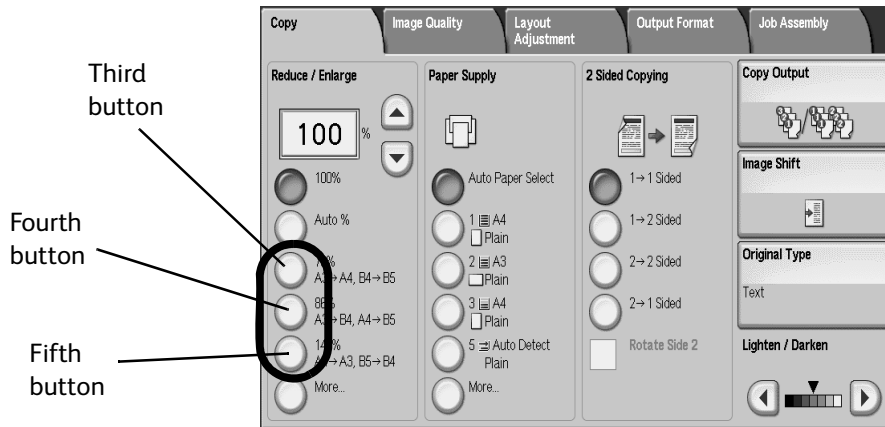
Select from trays 1-7 (including Tray 5, Bypass).

Reduce/Enlarge Buttons 3-5

Select the default magnification setting for the Reduce/Enlarge (R/E) Buttons 3, 4, and 5:

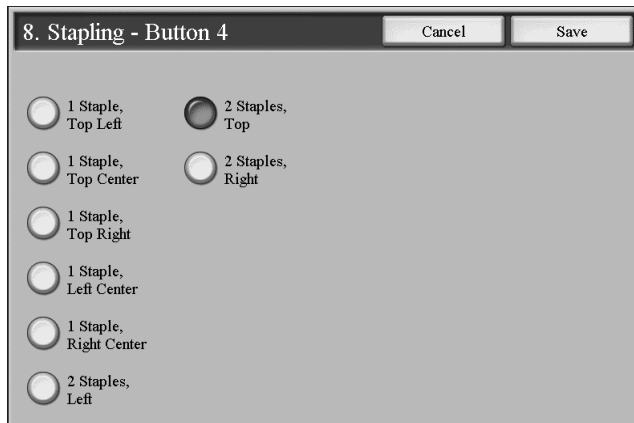


These three buttons appear in the **Reduce/Enlarge** column on the **Basic Copying** tab (**Copy** feature). You can select a specific magnification setting for buttons 3, 4, and 5; refer to the below illustration:

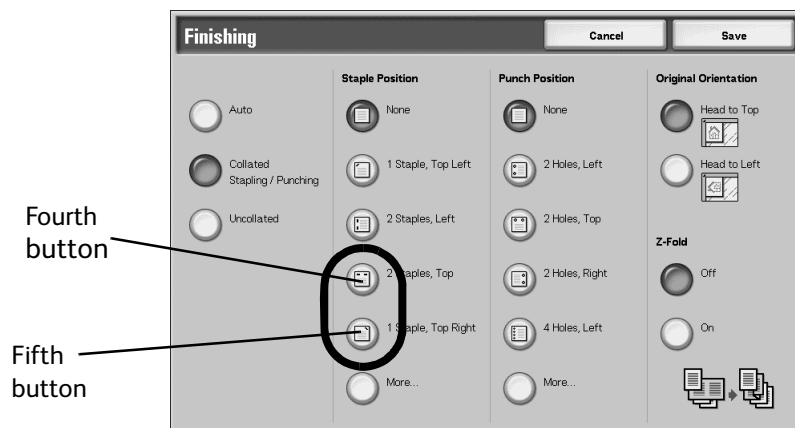


Stapling Buttons 4 and 5

Select the default setting for the Stapling Buttons 4 and 5:

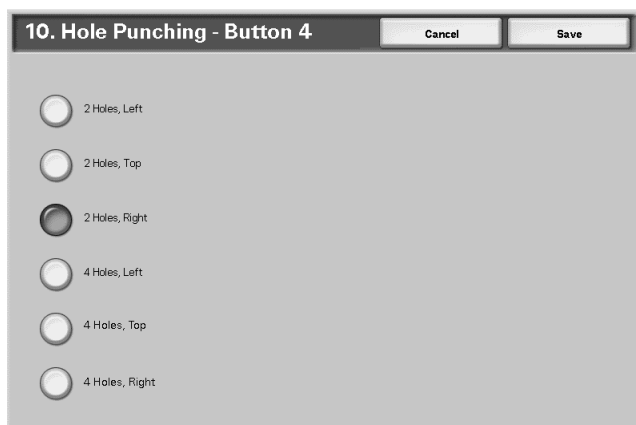


These two buttons appear on the **Finishing** screen, which can be found by accessing the **Copy** feature, **Output** Format tab. You can select a stapling setting for buttons 4 and 5; refer to the below illustration:

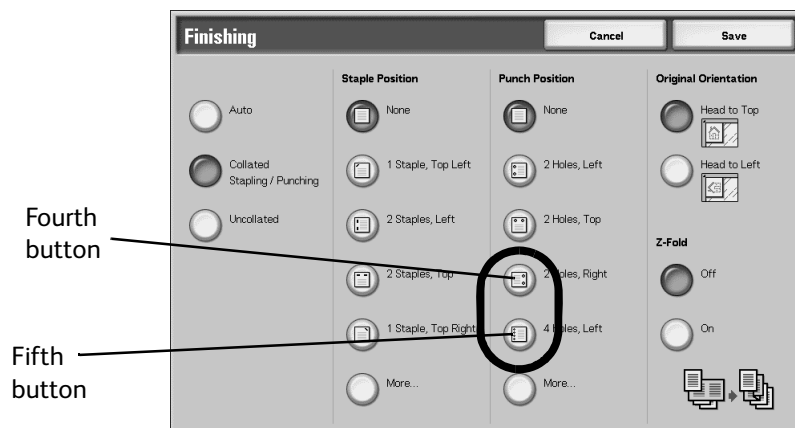


Punching Buttons 4 and 5

Select the default setting for the Punching Buttons 4 and 5:

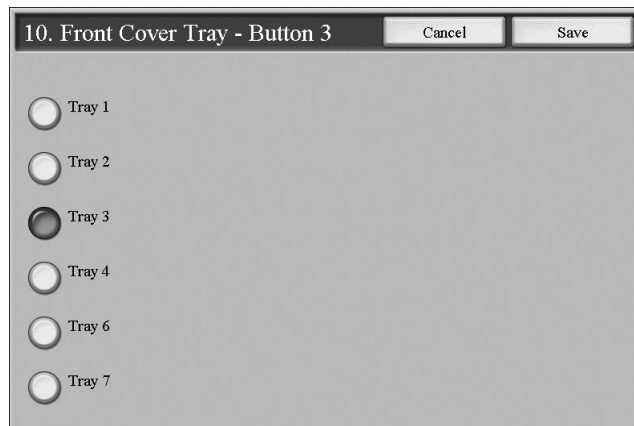


These two buttons appear on the **Finishing** screen, which can be found by accessing the **Copy** feature, **Output** Format tab. You can select a punching setting for buttons 4 and 5; refer to the below illustration:



Front & Back Cover Tray Buttons 3 and 4

Select the default setting for the Front Cover Tray Buttons 3 and 4 and for the Back Cover Tray Buttons 3 and 4:



These buttons appear on the **Covers** screen, which can be found by accessing the **Copy** feature, **Output Format** tab. You can select a setting for **Front Cover Tray** buttons 3 and 4 and **Back Cover Tray** buttons 3 and 4. From the **Covers** screen (**Copy** feature), select a **Front** and/or **Back Cover** option and then select the **Paper Tray Settings** button. The following screen is displayed:

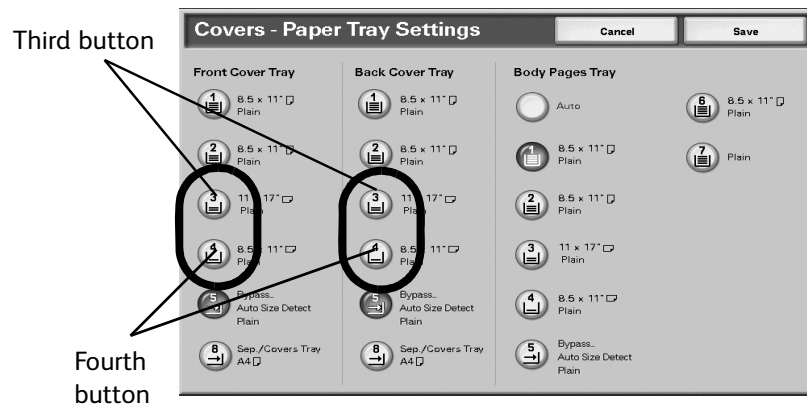
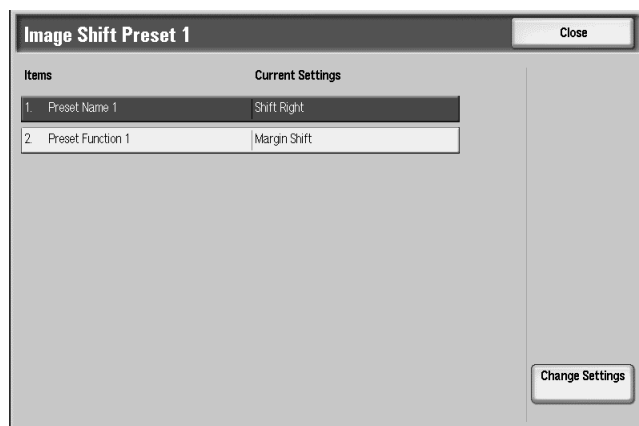
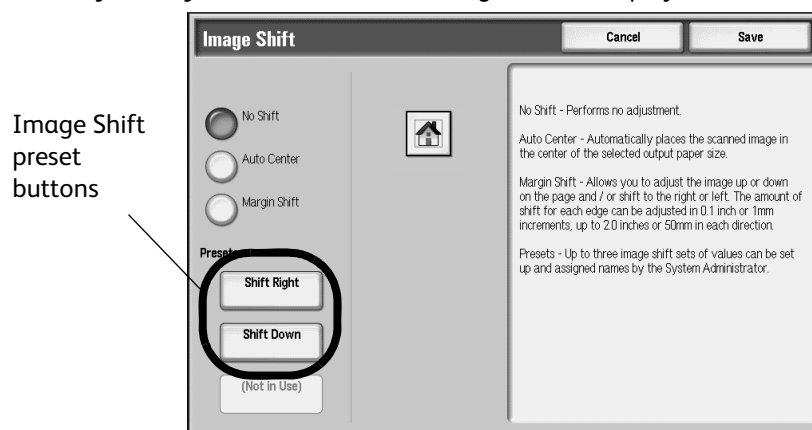


Image Shift Preset 1, 2, and 3

Select the default setting for the Image Shift Preset Buttons 1, 2 and 3:

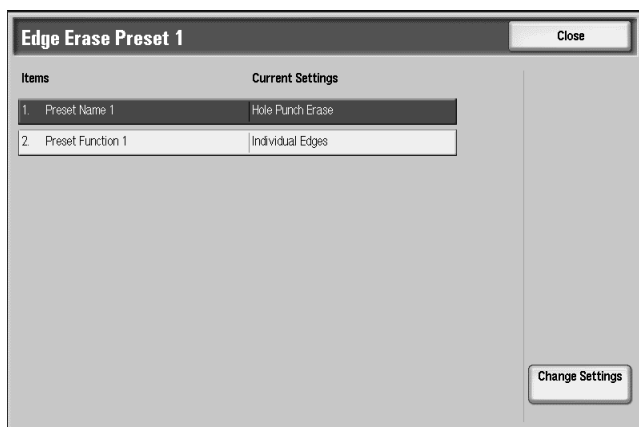


These buttons appear on the **Image Shift** screen, which can be found by accessing the **Copy** feature, **Layout Adjustment** tab. The following screen is displayed:

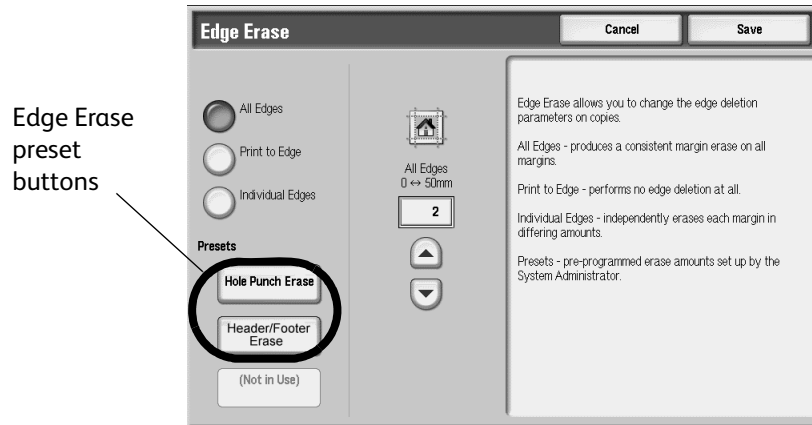


Edge Erase Preset 1, 2, and 3

Select the default setting for the Edge Erase Preset Buttons 1, 2 and 3:



These buttons appear on the **Edge Erase** screen, which can be found by accessing the **Copy** feature, **Layout Adjustment** tab. The following screen is displayed:



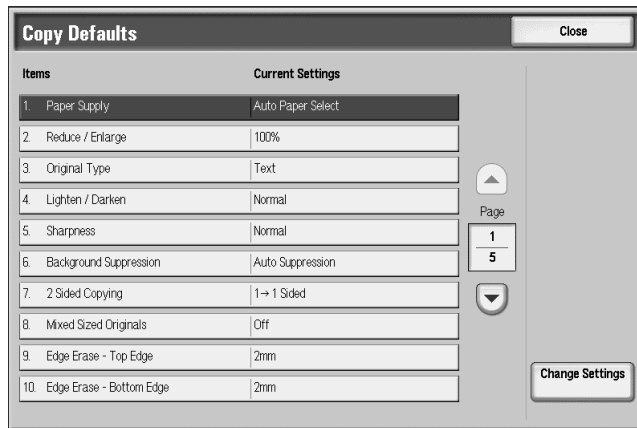
Copy Defaults

From this screen, you can select the default settings for the various copy features. Selections made here are displayed on the **Copy** screen.

When the power is switched on, when the machine exits the power-saving mode, or when the **Clear All** button is pressed, these default settings are displayed. By assigning default values to commonly used features, you reduce the number of selections when choosing features for the copy process.

Use the following procedure for selecting the various **Copy Defaults**.

1. From the **Copy Service Settings** screen, select **Copy Defaults**.



2. Select the item to be set or changed, and select **Change Settings**.

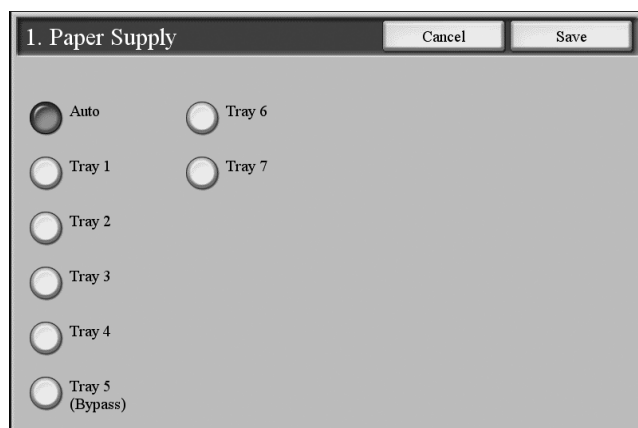
Note

Select ▲ to display the previous screen and select ▼ to display the next screen.

Note

Each of the items shown in the above illustration is discussed on the following pages.

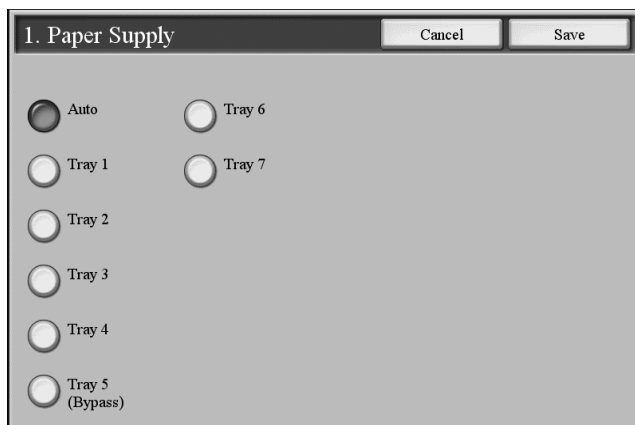
3. Select the item to be changed such as **Paper Supply** (as shown below).



4. Select the desired setting for that item.
5. Press **Save**; you are returned to the **Copy Defaults** screen.
6. Repeat Steps 1-5 until you have selected the desired setting for each **Copy Defaults** item.
7. Select **Close** to return to the **Copy Service Settings** screen.

Paper Supply

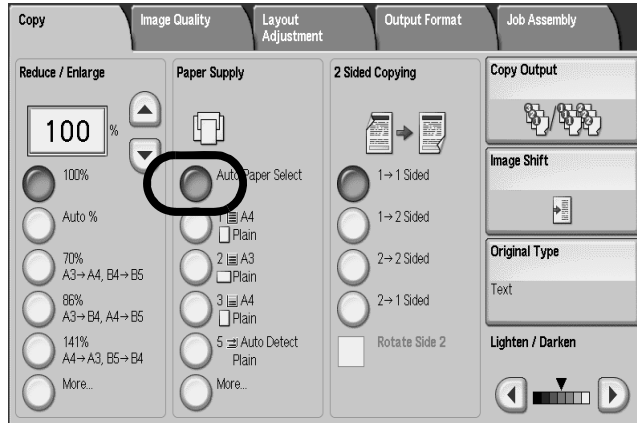
Select the default setting for the **Paper Supply** feature on the **Basic Copying** screen.



Tip

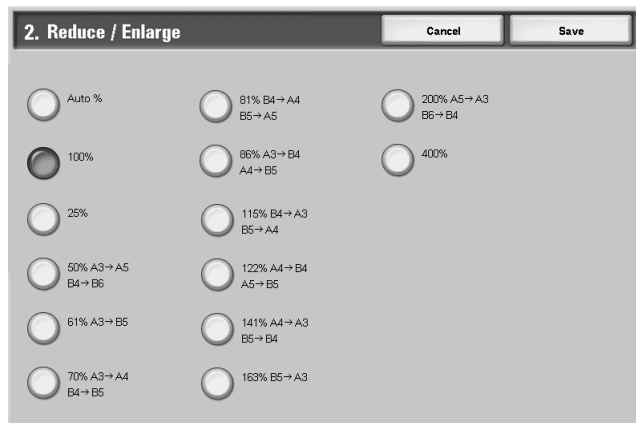
If the default value for the **Reduce/Enlarge** feature (refer to *on page 9-96*) is set to **Auto%**, then you cannot select the **Auto** option as the default setting for **Paper Supply**.

The selection made here appears as the default setting on the **Basic Copying** tab (Copy feature); refer to the below illustration:

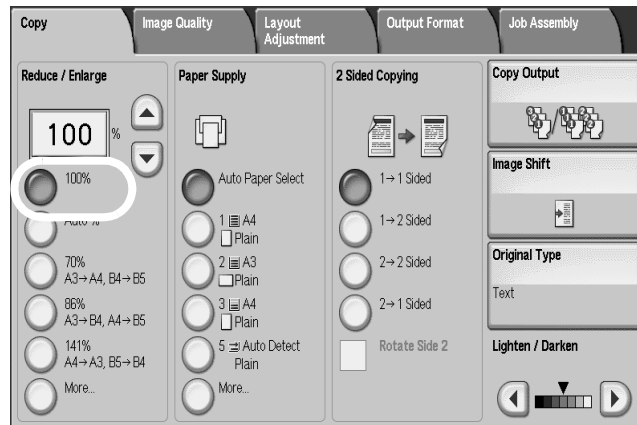


Reduce/Enlarge

Select the default setting for **Reduce/Enlarge** feature on the **Basic Copying** screen. Select one of the following magnification levels as your default R/E option.



The selection made here appears as the default setting on the **Basic Copying** tab (Copy feature); refer to the below illustration:



Tip

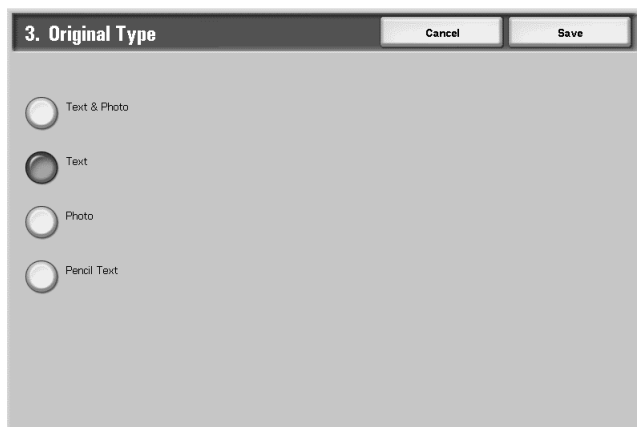
If the default value for the **Reduce/Enlarge** feature is set to **Auto%**, then you cannot select the **Auto** option as the default setting for **Paper Supply** (refer to is on page 9-95).

Note

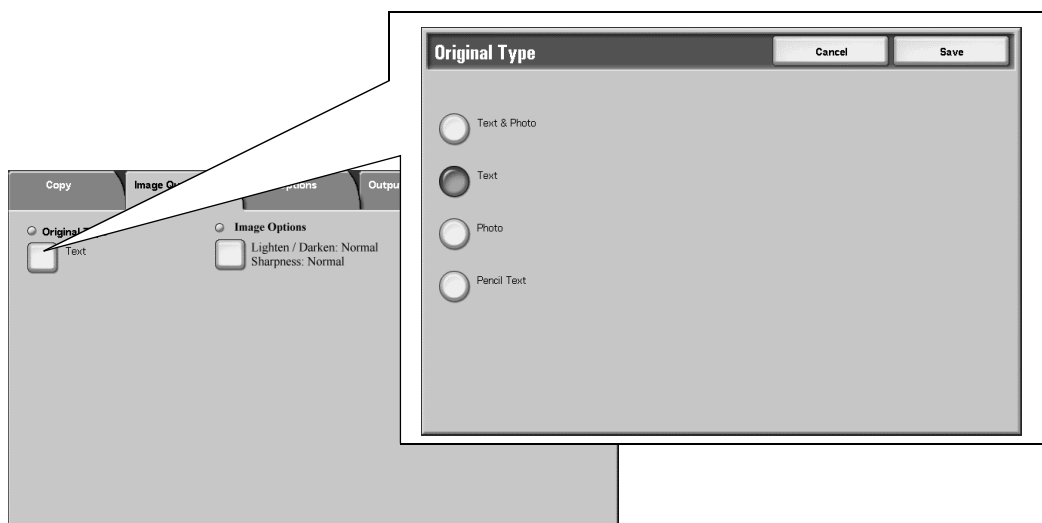
For information about R/E Preset buttons, refer to *Reduce/Enlarge Presets on page 9-117*.

Original Type

Select the default setting for the **Original Type** feature on the **Image Quality** screen. Select one of the following items as your default **Original Type** option.

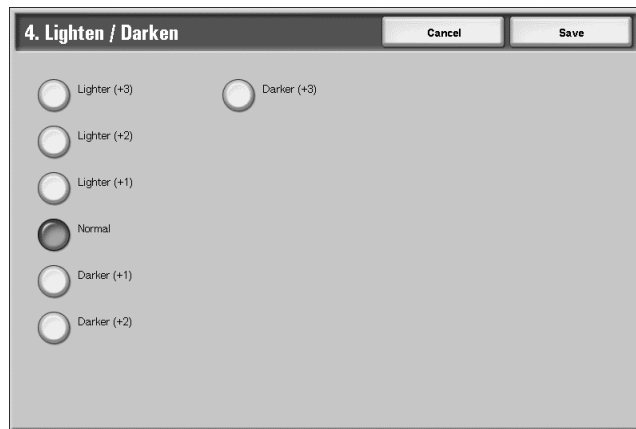


The selection made here appears as the default setting on the **Original Type** screen (**Image Quality** tab, **Copy** feature); refer to the below illustration:

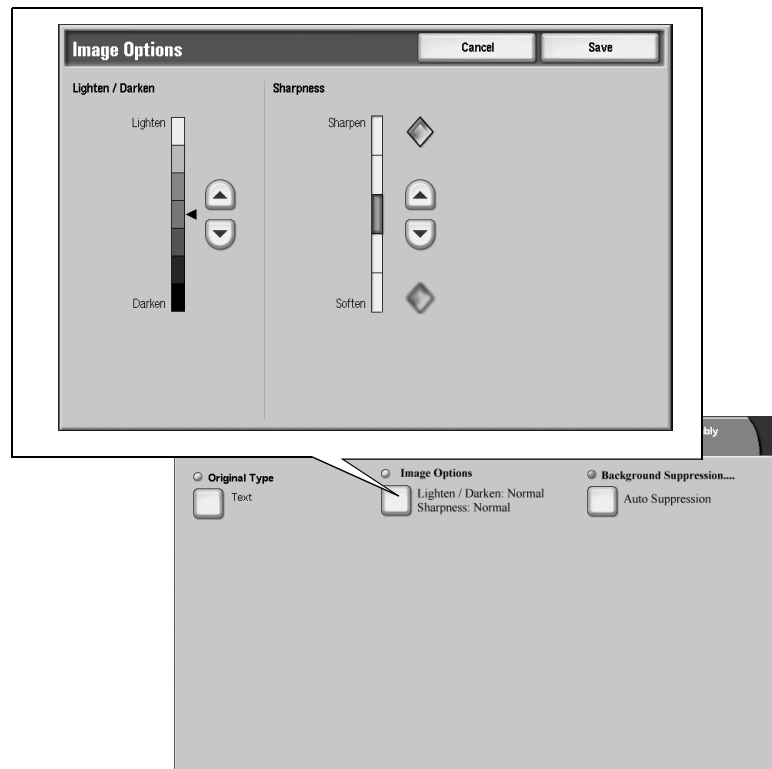


Lighten/Darken

Select the default setting for the **Lighten/Darken** feature on the **Image Quality** screen. Select one of the following items as your default **Lighten/Darken** option.



The selection made here appears as the default setting on the **Lighten/Darken** screen (**Image Quality** tab, **Copy** feature); refer to the below illustration:

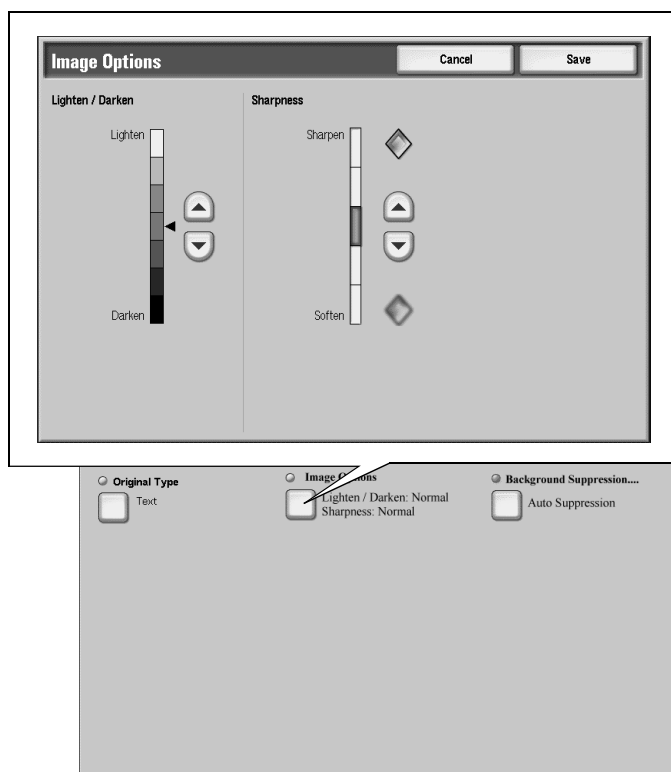


Sharpness

Select the default setting for the **Sharpness** feature on the **Image Quality** screen. Select one of the following items as your default **Sharpness** option.

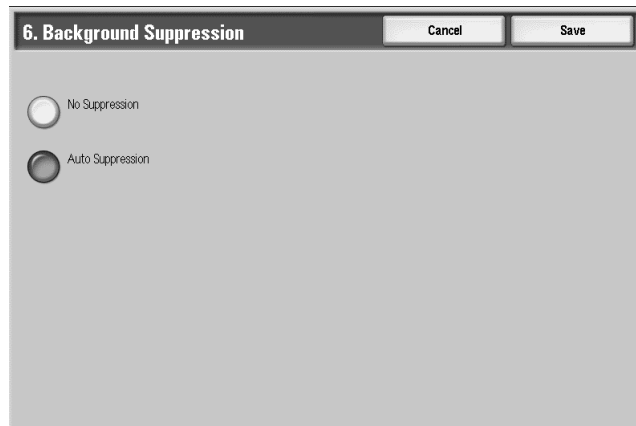


The selection made here appears as the default setting on the **Sharpness** screen (**Image Quality** tab, **Copy** feature); refer to the below illustration:

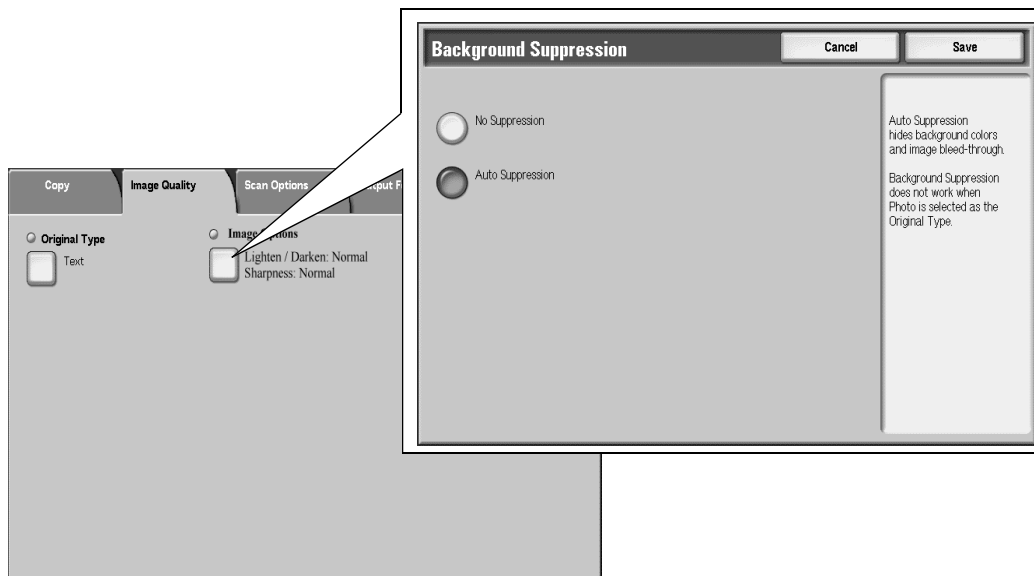


Background Suppression

Select the default setting for the **Background Suppression** feature on the **Image Quality** screen. Select one of the following items as your default **Auto Exposure** option.



The selection made here appears as the default setting on the **Background Suppression** screen (**Image Quality** tab, **Copy** feature); refer to the below illustration:



Note

Background Suppression is valid when **Original Type** is set to **Text & Photo**, **Text**, or **Pencil Text**.

Copy Defaults

Select the default settings for the **Copy Defaults** items (refer to the below illustration).

Items	Current Settings
1. Paper Supply	Auto Paper Select
2. Reduce / Enlarge	100%
3. Original Type	Text
4. Lighten / Darken	Normal
5. Sharpness	Normal
6. Background Suppression	Auto Suppression
7. 2 Sided Copying	1 → 1 Sided
8. Mixed Sized Originals	Off
9. Edge Erase - Top Edge	2mm
10. Edge Erase - Bottom Edge	2mm

Selections made here appear as the default settings on the **Layout Adjustment** tab (Copy feature), as shown in the below illustration:

2 Sided

Select the default value for **2 Sided** copying. Selections include **1→1 Sided**, **1→2 Sided**, **2→2 Sided**, and **2→1 Sided**.

Mixed Size Originals

Select the default setting for **Mixed Size Originals**. You can select either **On** or **Off**.

Edge Erase - Top Edge

Select the default setting for the amount of edge that is erased from the original in the top direction. Select from **0-50 mm** in 1 mm increments.

Edge Erase - Bottom Edge

Select the default setting for the amount of edge that is erased from the original in the bottom direction. Select from **0-50 mm** in 1 mm increments.

Edge Erase - Left Edge

Select the default setting for the amount of edge that is erased from the original in the left direction. Select from **0-50 mm** in 1 mm increments.

Edge Erase- Right Edge

Select the default setting for the amount of edge that is erased from the original in the right direction. Select from **0-50 mm** in 1 mm increments.

Edge Erase- Side 2

Select the default setting for **Independent Shift** or **Mirror Side 1**.

Image Shift

Select the default setting for **Side 1** output. Select from the following options: **No Shift** or **Auto Center**.

Image Shift - Side 2

Select the default setting for **Independent Shift** or **Mirror Side 1**.

Image Rotation

Select the default setting for **Image Rotation**. Select from **Always On**, **On during Auto**, or **Off**.

Image Rotation - Rotation Direction

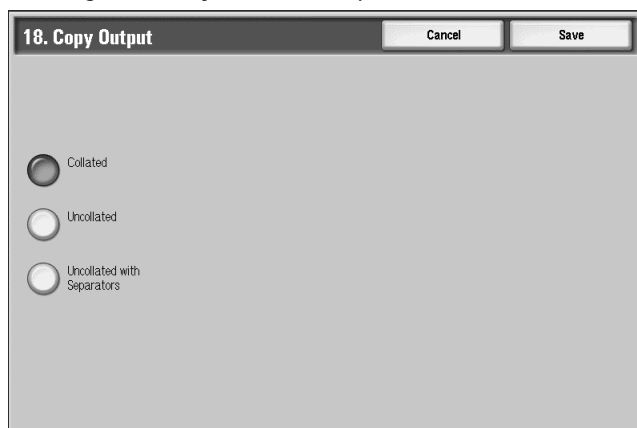
Select the default settings for **Image Rotation - Rotation Direction**. Select either **Staple Position** or **Portrait Original - Left Edge**.

Original Orientation

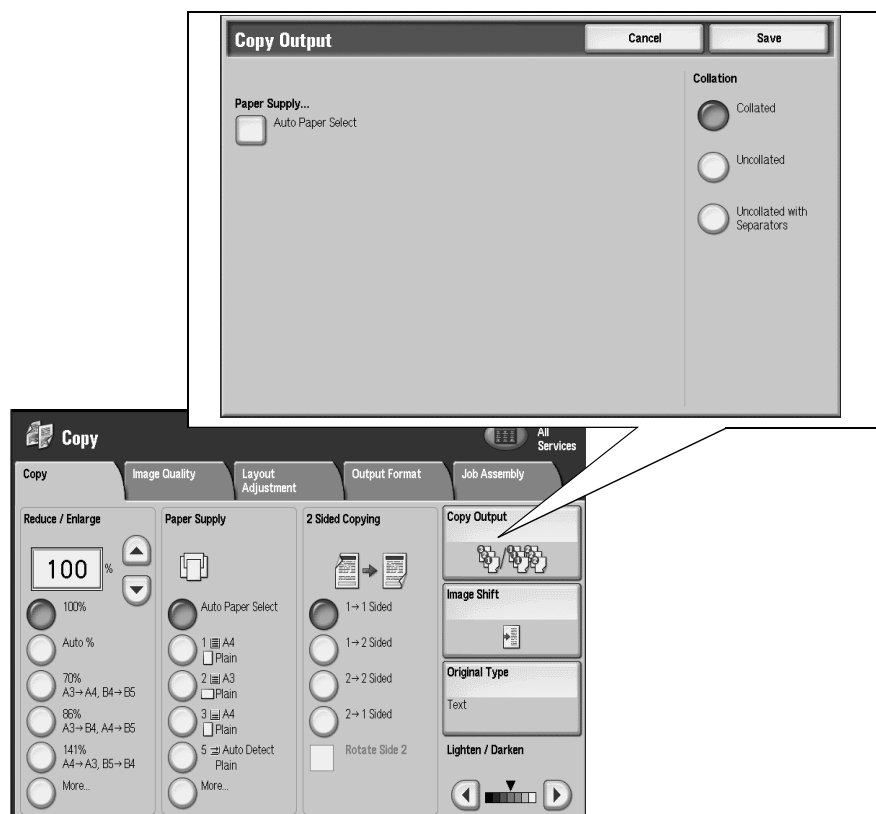
Select the default setting from either **Upright Images** or **Sideways Images (Top to Left)**.

Copy Output

Select the default setting for the **Collation** on the **Copy Output Format** screen. Select one of the following items as your default option.

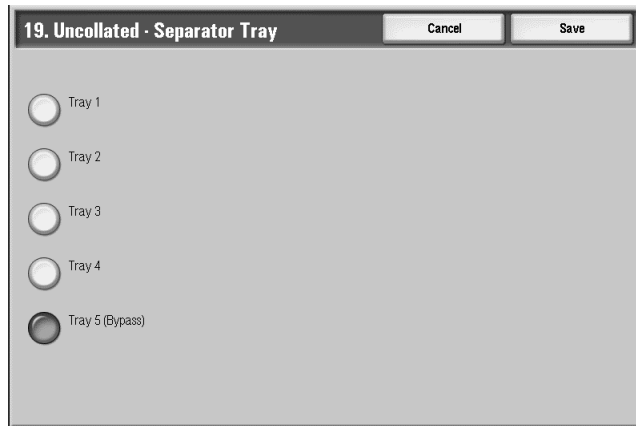


The selection made here appears as the default setting on the **Copy Output** screen; refer to the below illustration:

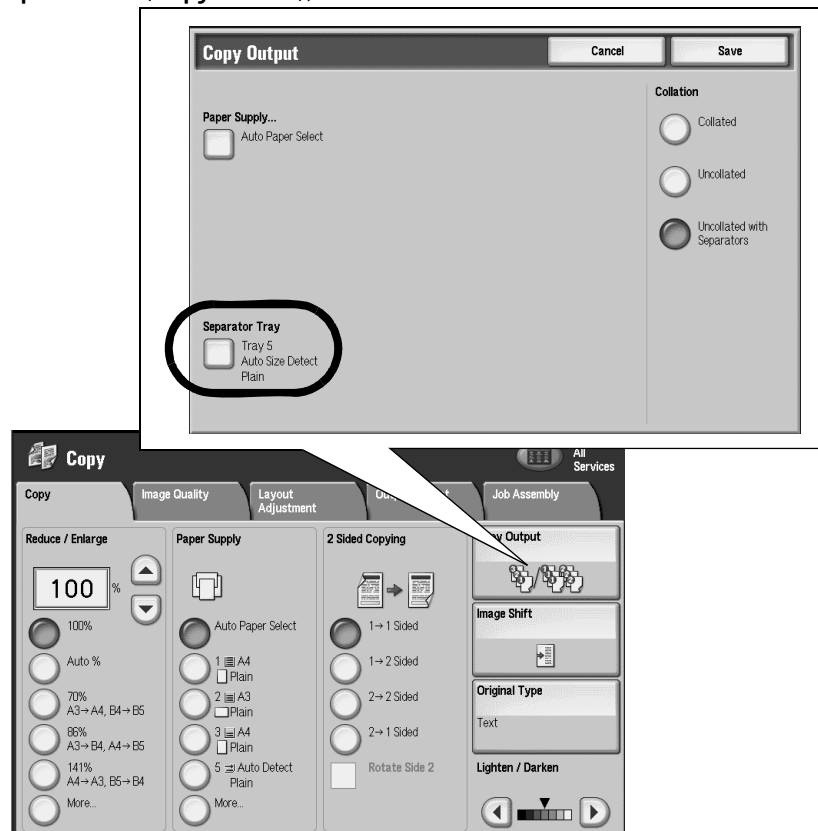


Uncollated - Separator Tray

Select the default setting for the **Separator Tray** feature on the **Copy Output** screen. Select one of the following as your default option.

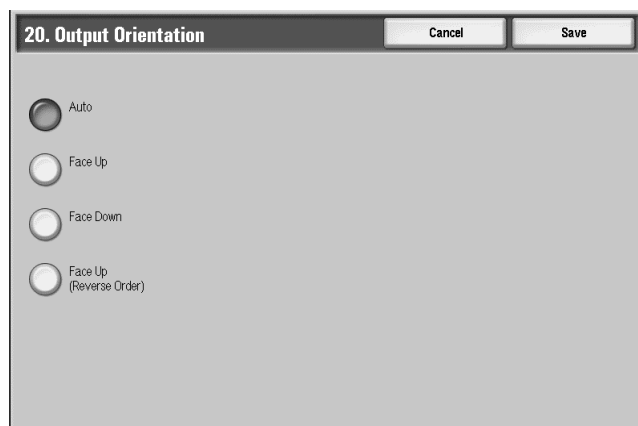


The selection made here appears as the default setting for the **Separator Tray** feature on the **Copy Output** screen (**Copy** feature); refer to the below illustration:

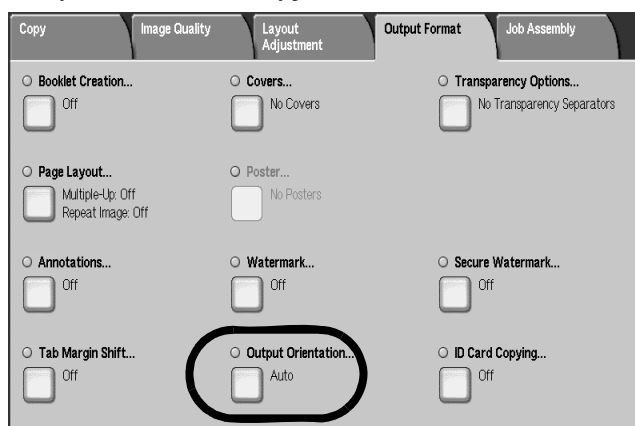


Output Orientation

Select the default setting for the **Output Orientation** feature on the **Output Format** screen. Select one of the following as your default option.

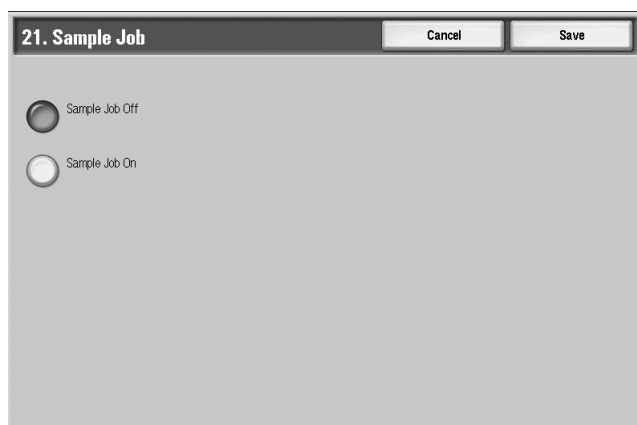


The selection made here appears as the default setting for the **Output Orientation** feature on the **Output Format** tab (**Copy** feature); refer to the below illustration:



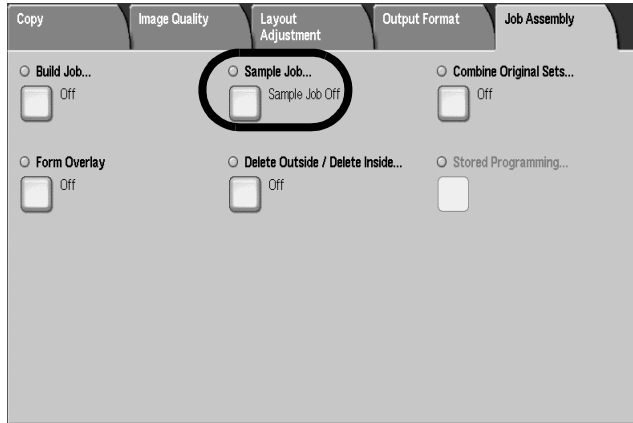
Sample Job

Select the default setting for the **Sample Job** feature on the **Job Assembly** screen. Select one of the following as your default option.



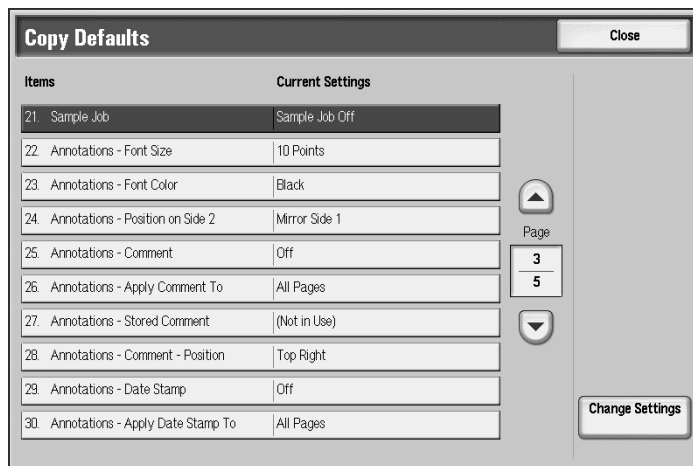
Setups

The selection made here appears as the default setting for the **Sample Set** feature on the **Job Assembly** tab (**Copy** feature); refer to the below illustration:



Annotations items

Select the default settings for the **Copy Defaults** items (refer to the below illustration).



Selections made here appear as the default settings on the **Output Format** tab - **Annotations**, as shown in the below illustration:



Annotations - Font Size

Select Annotation Font Size default.

Annotations - Font Color

Select Annotation Font Color default.

Annotations - Position on Side 2

Select **Same as Side 1** or **Mirror Side 1** for the default.

Annotations - Comment

Select **Off** or **On** for the default.

Annotations - Apply Comment To

Select **First Page Only**, **All Pages**, or **All Pages Except First** for the default.

Annotations - Stored Comment

Not in use.

Annotations - Comment Position

Select the default position.

Annotations - Date Stamp

Select **Off** or **On** for the default.

Annotations - Apply Date Stamp To

Select **First Page Only**, **All Pages**, or **All Pages Except First** for the default.

Annotations - Page Numbers

Select **Off** or **On** for the default.

Annotations - Apply Page Numbers To

Select **All Pages** or **All Pages but First** for the default.

Annotations - Bates Stamp

Select **Off** or **On** for the default.

Annotations - Apply Bates Stamp To

Select **All Pages** or **All Pages but First** for the default.

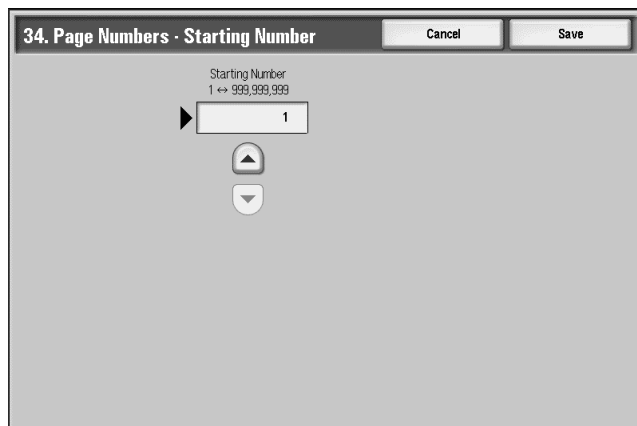
Date Stamp Position

Select the default settings for the **Position** of the stamp on the copy output. Select your default setting for each **Stamp Position** option.

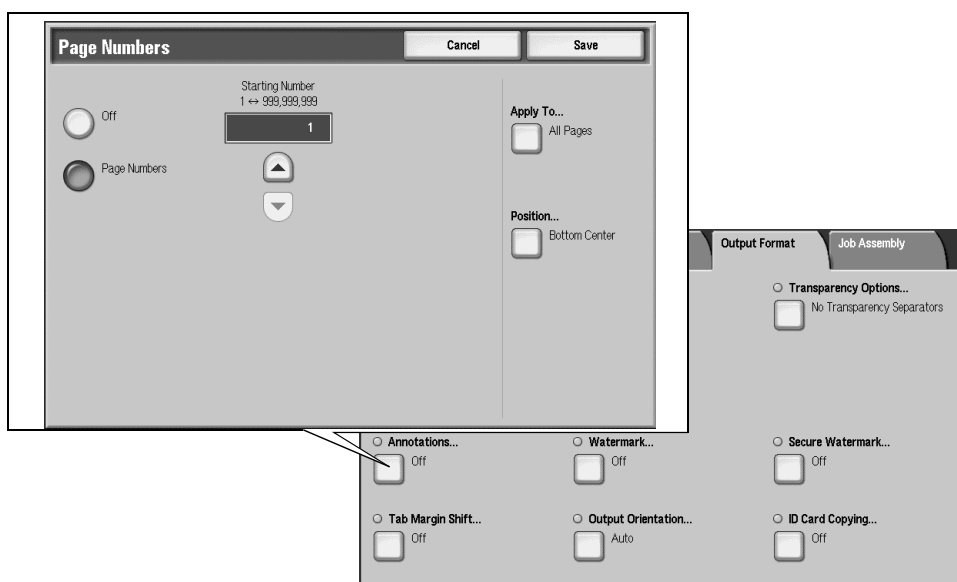
The selections made here appears as the default setting on the **Annotation - Stamp - Position** screen (after you select **Annotation**, **Stamp On** and then select the **Position** button; **Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:

Page Number Starting Number

Select the default setting for the page number **Starting Number**. Select a starting page number as your default option.



The selection made here appears as the default setting on the **Page Number** screen (after you select **Annotation, Page Number On; Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:



Page Numbers - Position

Select the default setting for the page number **Position**. Select a page number position as your default option.

The selection made here appears as the default setting on the **Page Number** screen (after you select **Annotation, Page Number On; Annotation** appears on the **Output Format** tab, **Copy** feature). Refer to the below illustration:

Bates Stamp items

Select the default settings for the **Copy Defaults** items (refer to the below illustration).

Items	Current Settings
31. Date Stamp - Position	Bottom Right
32. Annotations - Page Numbers	Off
33. Annotations - Apply Page Numbers To	All Pages
34. Page Numbers - Starting Number	1
35. Page Numbers - Position	Bottom Center
36. Annotations - Bates Stamp	Off
37. Annotations - Apply Bates Stamp To	All Pages
38. Bates Stamp - Starting Number	1
39. Bates Stamp - Number of Digits	Auto Assign
40. Bates Stamp - Stored Prefix	(Not in Use)

Buttons: Close, Change Settings

Selections made here appear as the default settings on the **Output Format** tab - **Bates Stamp**, as shown in the below illustration:

Annotations dialog box with 'Cancel' and 'Save' buttons.

Comment... ☐ Off

Date Stamp... ☐ Off

Page Numbers... ☐ Off

Bates Stamp... ☐ Off

Original Orientation... ☐ Upright Images

Format & Style... ☐ 6 Points Same as Side 1

Annotations - Bates Stamp

Select **Off** or **On** for the default.

Annotations - Apply Bates Stamp To

Select **All Pages** or **All Pages but First** for the default.

Bates Stamp - Starting Number

Select the default starting number.

Bates Stamp - Number of Digits

Select **Auto Assign** or **Manual Assign** for the default.

Bates Stamp - Stored Prefix

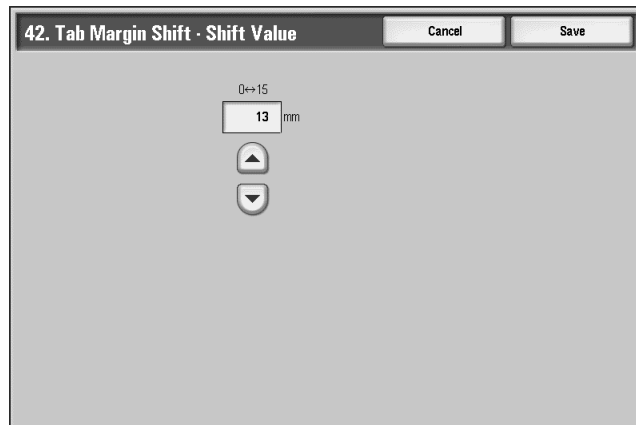
Not in Use.

Bates Stamp - Stored Position

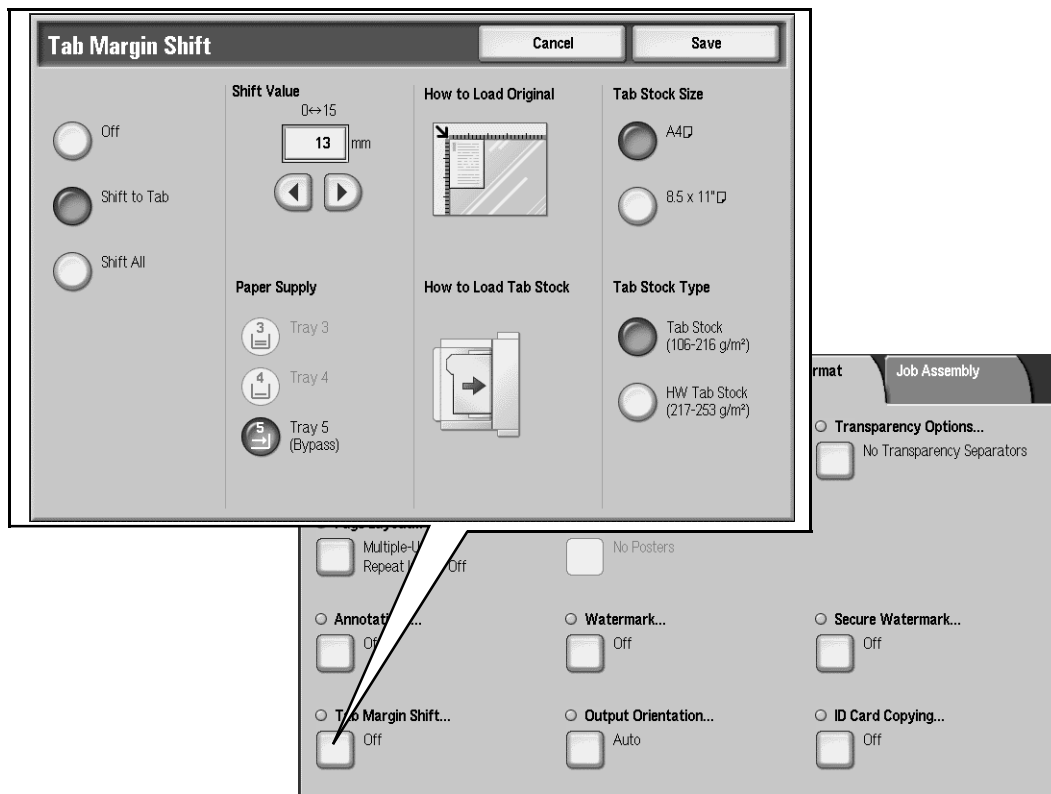
Set the Bates Stamp position.

Tab Margin Shift

Set the default value for **Margin Shift** for **Tabs**. Select one of the following items as your default option.



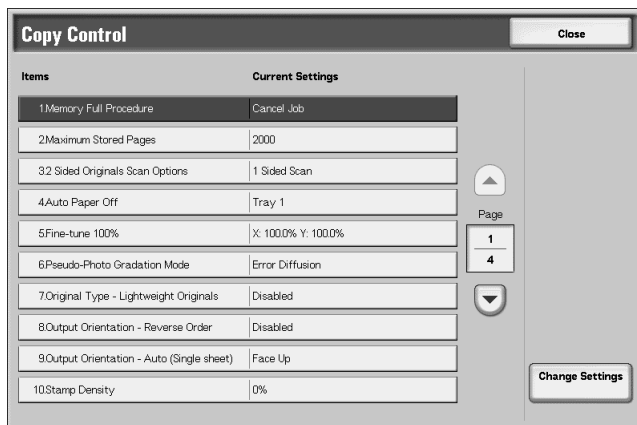
The selection made here appears as the default setting on the **Tab Margin Shift** screen (**Output Format** tab, **Copy** feature). Refer to the below illustration:



Copy Control

The options here allow you to select the default settings that relate to the copy operation, such as **Auto Paper**, **Original Type**, **Output Orientation**, and many more. To select the default settings for the various **Copy Control** options, perform the following steps:

1. From the **Copy Service Settings** screen, select **Copy Control**.



2. Select a **Copy Control** item to be set or changed, and select **Change Settings**.

Note

Select **s** to display the previous screen and select **t** to display the next screen.

Note

Each of the items shown in the above illustration is discussed on the following pages.

3. Select the desired setting for that item.
4. Select **Save**; you are returned to the **Copy Control** screen.
5. Repeat Steps 1-4 until you have selected the desired setting for each **Copy Control** item.
6. Select **Close** to return to the **Copy Service Settings** screen.

Memory Full Procedure

While scanning/copying an original, if there is insufficient space on the machine's hard disk, a screen appears. This screen asks the user how to handle the partially stored data. If the user does not respond to this screen and a predetermined amount of time elapses, then the machine will either cancel the job or run the partially scanned-in/copied job. The setting selected here determines how the machine will handle that partially scanned-in/copied job.

- **Delete Job:** The stored data is deleted from the machine's hard disk.
- **Run Job:** The scanned-in/copied data is treated as valid and complete, and the job printed as is.

Note

You can set amount of time that elapses between an error occurring and the machine's handling of the partially scanned-in/copied job. For more information, refer to *Auto Job Release on page 9-10*.

Maximum Stored Pages

Set the default maximum number of pages stored for a copy original. You can set a number between **1-2000** pages.

2 Sided Scanning Options

Select the default settings for **2 Sided Scanning Options**. Select either **2 Sided Simultaneous Scan** or **1 Sided Scan**.

Auto Paper Off

Select the default tray that will be used when the **Auto** feature (on the **Paper Supply, Basic Copying** screen) is canceled because the **Auto%** or the **Independent X-Y%** feature (on the **Reduce/ Enlarge, Basic Copying** screen) is selected. Select from **Trays 1-4** or optional **Trays 6-7**.

Mixed Size Originals - 2 Sided Copy

Select the default setting that affects the 2-sided originals. Select either **Copy to new sheet** or **Copy to Side 2**.

Fine-tune 100%

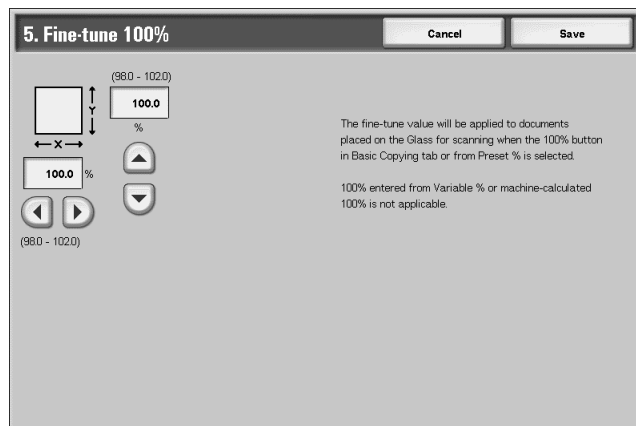
The fine-tune value is applied to documents that are placed on the Document Glass for copying and the either **100%** for Basic Copying (Reduce/Enlarge) or **Preset%, 100%** is selected. Set the value in the X/Y direction within the range 98 to 102 % in 0.1 % increments.

Tip

This feature is not applied if any other Reduce/Enlarge percentage is selected.

Use the following procedure to select a default fine tune setting.

1. Select **Fine-tune 100%**, and select **Change Settings**.



2. Enter the desired fine-tune value by using s, t, ◀, and ▶.
3. Select **Save** to save the changes and return to the **Copy Control** screen.

Pseudo-Photo Gradation Mode

Select the default toning method for photo originals. To obtain an image quality that is closer to the photo image, select how gray tones will be handled by the machine. Select either **Error Diffusion** or **Dither**.

Original Type - See - Through Paper

Select the default setting for See - Through Paper. The selection made here is displayed on the **Image Quality** screen, **Original Type** feature. Select either **Enabled** or **Disabled**.

Output Orientation-Reverse Order

Select whether or not **Reverse Order** is enabled for the delivery of the copy or print output. If **Enabled** is selected, **Face Up, Reverse Order** is displayed on the **Output Orientation** screen (**Output Format** tab).

Output Orientation-Auto (Single sheet)

Select the default setting for delivering the copy or print output. This default setting is displayed on the **Output Orientation** screen (**Output Format** tab). Select either **Face Up** or **Face Down**. The setting selected here is the default delivery method when the **Auto** feature is selected on the Output **Orientation** screen (**Output Format** tab).

Annotations - Edit Comment 1 through 8

Select **Allow** or **Do Not Allow**.

Bates Stamp - Edit Prefix 1 through 8

Select **Allow** or **Do Not Allow**.

Maximum Number of Sets

Select **1** through **9999**.

Reading Order Options

Select **Hide Reading Order** or **Show Reading Order**.

Original Size Defaults

Select the default original sizes. Selections made here appear on **Original Size** feature (**Scan Options** tab/**Copy** screen). Assign an original size to each of the eleven buttons; **Auto Size Detect** cannot be selected.

You can also use this feature for assigning nonstandard paper sizes. This is advantageous when you are frequently copying nonstandard size originals. By presetting a nonstandard size, it is not necessary to enter the original size each time a copy is made.

Setups

Use the following procedure for assigning default original sizes to the eleven buttons.

1. From the **Copy Service Settings** screen, select **Original Size Defaults**.

The 'Original Size Defaults' screen features a table with two columns: 'Items' and 'Current Settings'. The table lists 10 items, each with a corresponding size setting. To the right of the table are navigation controls including up and down arrows, a 'Page' indicator showing '1' and '2', and a 'Change Settings' button. A 'Close' button is located at the top right.

Items	Current Settings
1Original Size 1	A3
2Original Size 2	A4
3Original Size 3	A4
4Original Size 4	A5
5Original Size 5	A6
6Original Size 6	B4
7Original Size 7	B5
8Original Size 8	B5
9Original Size 9	B6
10Original Size 10	Photo 2L - 5x7

2. Select the item to be set or changed, and select **Change Settings**.

Note

Select **s** to display the previous screen and select **t** to display the next screen.

3. Select the item to be changed.

The '5. Original Size 5' screen displays various size options using radio buttons. On the left, there are four main categories: 'A/B Series Size' (selected), 'Inch Size', 'Others', and 'Custom Size'. To the right, under the 'A/B Series Size' category, are specific size options: A3, A4, A5, A6, B4, B5, and B6. 'A6' is currently selected. 'Cancel' and 'Save' buttons are at the top right.

4. Select the desired setting for that item and select **Save**.
5. Repeat Steps 1-4 for all eleven options.
6. From the **Original Size Defaults** screen, select **Close**.

This is a duplicate of the 'Original Size Defaults' screen shown in the first image, but with the 'Original Size 5' row highlighted, indicating it is the current selection for editing.

This returns you to the **Copy Service Settings** screen.

Original Size Defaults options

For each of the eleven buttons you can select one of the following options:

A/B Series Size

If you select this option, you can then select from ten different A/B- series sizes.

Inch Size

If you select this option, you can then select from twelve different inch-series sizes.

Others

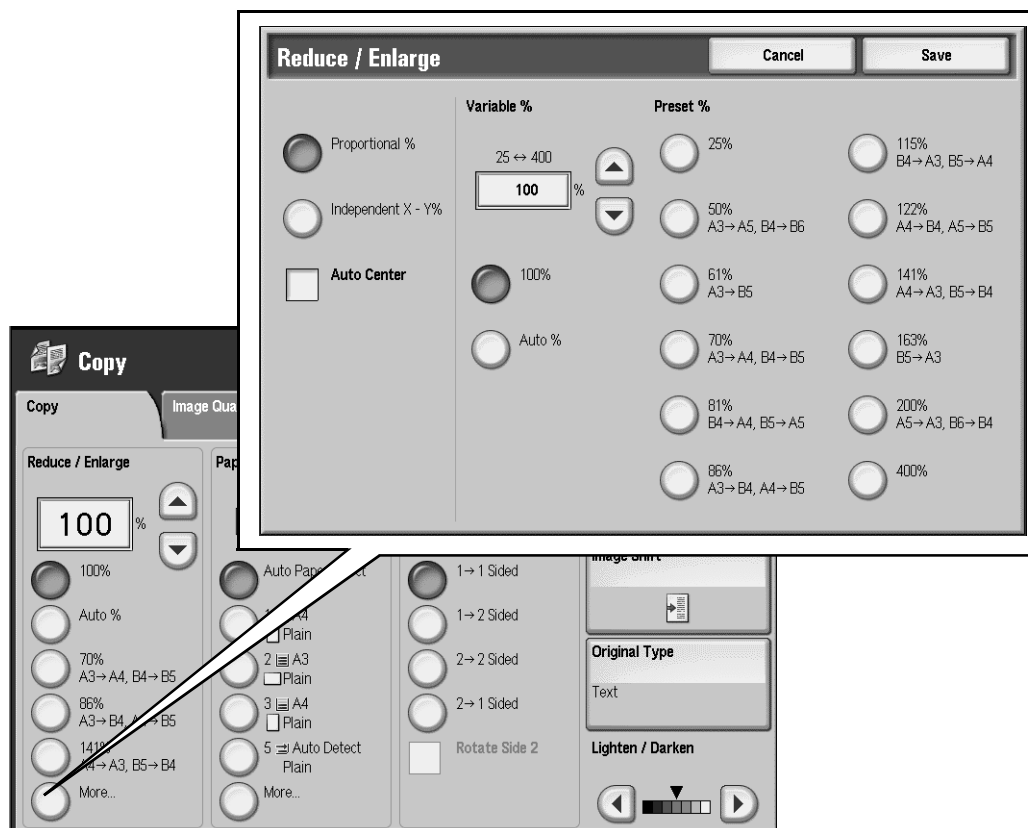
If you select this option, you can then select from thirteen other sizes.

Custom Size

If you select this option, you can enter any size. Set the **width** between **15-432 mm**, and the **height** between **15-297 mm**, in 1 mm increments.

Reduce/Enlarge Presets

From this screen you can select the default magnification levels. The selections made here appear on the **Preset%** feature on the **Reduce/Enlarge** section (**More** button) on the **Copy** screen; refer to the below illustration.



Setups

Use the following procedure to assign default magnification levels to the Reduce/Enlarge buttons.

1. From the **Copy Service Settings** screen, select **Reduce/Enlarge Presets**.

Items	Current Settings
1/R/E Preset 1	25%
2/R/E Preset 2	50% A3→A5, B4→B6
3/R/E Preset 3	61% A3→B5
4/R/E Preset 4	70% A3→A4, B4→B5
5/R/E Preset 5	81% B4→A4, B5→A5
6/R/E Preset 6	86% A3→B4, A4→B5
7/R/E Preset 7	115% B4→A3, B5→A4
8/R/E Preset 8	122% A4→B4, A5→B5
9/R/E Preset 9	141% A4→A3, B5→B4
10/R/E Preset 10	163% B5→A3

2. Select the item to be set or changed, and select **Change Settings**.

Note

Select **s** to display the previous screen and select **t** to display the next screen.

3. Select the desired setting for that **R/E Preset**.

1. R/E Preset 1 [Cancel] [Save]

☒ Preset % ☐ Variable %

<input checked="" type="radio"/> 25%	<input type="radio"/> 70% A3→A4 B4→B5	<input type="radio"/> 115% B4→A3 B5→A4
<input type="radio"/> 35% A3→A6	<input type="radio"/> 78% A3→13" 14"→11"	<input type="radio"/> 122% A4→B4 A5→B5
<input type="radio"/> 50% A3→A5 B4→B6	<input type="radio"/> 81% B4→A4 B5→A5	<input type="radio"/> 127% 8.5 x 11" → 8.5 x 14"
<input type="radio"/> 57% B4→A5	<input type="radio"/> 86% A3→B4 A4→B5	<input type="radio"/> 129% 8.5 x 11" → 11 x 17"
<input type="radio"/> 61% A3→B5	<input type="radio"/> 94% A3→17" A4→11"	<input type="radio"/> 141% A4→A3 B5→B4
<input type="radio"/> 64% 11 x 17" → 8.5 x 11"	<input type="radio"/> 97% 17"→A3 11"→A4	<input type="radio"/>

4. Select **Save**; you are returned to the **Reduce/Enlarge Presets** screen.
5. Repeat Steps 1-4 until you have assigned a magnification level to each of the **R/E Presets**.
6. Select **Close** to return to the **Copy Service Settings** screen.

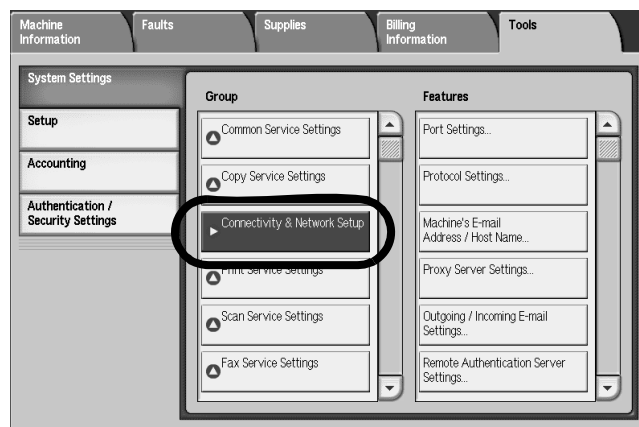
Connectivity & Network Setup

In **Connectivity & Network Setup**, you select the default network settings by which the machine is connected and communicates to the client PCs and the parameters required for the communications between the machine and its networked clients.

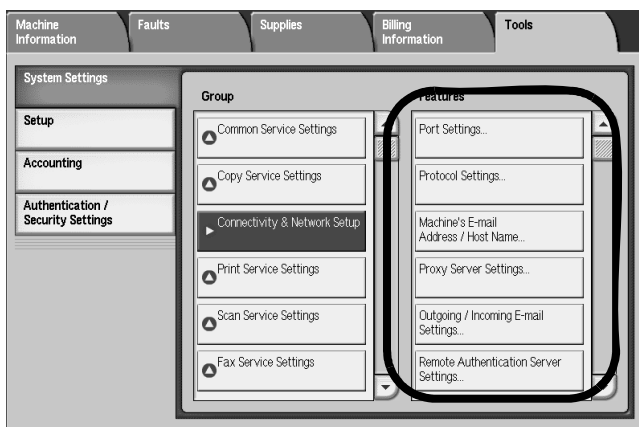
Note

When using CentreWare Internet Services, more detailed settings are possible. For more details, *Using CentreWare Internet Services on page 3-1,* and other sections of this guide (*CentreWare Internet Services on page 1-5 and CentreWare Internet Services on page 7-2*).

1. From the **System Settings** screen, select **Connectivity & Network Setup**.



2. Select the item to be set or changed.



Port Settings

Select the interface by which the machine is connected to the client. In **Port Settings**, you can set the following items:

LPD	Receive E-mail
NetWare	Send E-mail
SMB	E-mail Notification Service
IPP	UPnP Discovery
EtherTalk	WSD
Bonjour	Internet Services (HTTP)
Port9100	SOAP
SNMP	WebDAV
FTP Client	

Protocol Settings

Select the parameters that are required for communications between the machine and client workstations. In **Protocol Settings**, you can set the following items.

Ethernet Rated Speed	IPv6 Address Manual Configuration
TCP/IP - IP Mode	Manually Configured IPv6 Address
IPv4 - IP Address Resolution	Manually Configured IPv6 Address Prefix
IPv4 - IP Address	Manually Configured IPv6 Gateway
IPv4 - Subnet Mask	Automatically Configured IPv6 Address
IPv4 - Gateway Address	IPv6 - IP Filter
IPv4 - IP Filter	

Machine E-mail Address/Host Name

Select the e-mail address and host name for this machine. In **Machine E-mail Address/Host Name**, you can set the following items:

1. E-mail Address
2. Machine Name
3. Host Name
4. Domain Name

Proxy Server Settings

Select the Proxy Server Settings. In **Proxy Server Settings**, you can set the following items:

Use Proxy Server	HTTP Proxy Server Password
Proxy Server Setup	HTTPS Proxy Server Name
Addresses to Bypass Proxy Server	HTTPS Proxy Server Port Number
HTTP Proxy Server Name	HTTPS Proxy Server Authentication
HTTP Proxy Server Port Number	HTTPS Proxy Server Login Name
HTTP Proxy Server Authentication	HTTPS Proxy Server Password
HTTP Proxy Server Login Name	

Outcoming/Incoming E-mail Settings

POP3 Server Settings

Select the POP3 server. In **POP3 Server Settings**, you can set the following items:

1. Server Name/IP Address	4. Login Name
2. Port Number	5. Password
3. Polling Interval	6. POP Password Encryption

SMTP Server Settings

Select the SMTP server. In **SMTP Server Settings**, you can set the following items:

SMTP Server Name/IP Address	Login Credentials for Sending E-mails
SMTP Port Number	SMTP Login Name
E-mail Send Authentication	SMTP AUTH Password

Domain Filter

Select the accepted domains for this machine. In **Domain Filter**, you can set the following items:

1. Domain Filtering	2-51 Domains 1 to 50
---------------------	----------------------

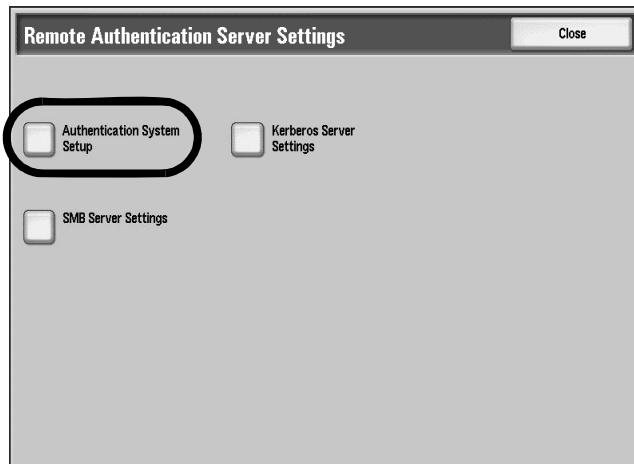
Remote Authentication Server Settings

This feature sets the remote authentication server; a maximum of five servers can be set.

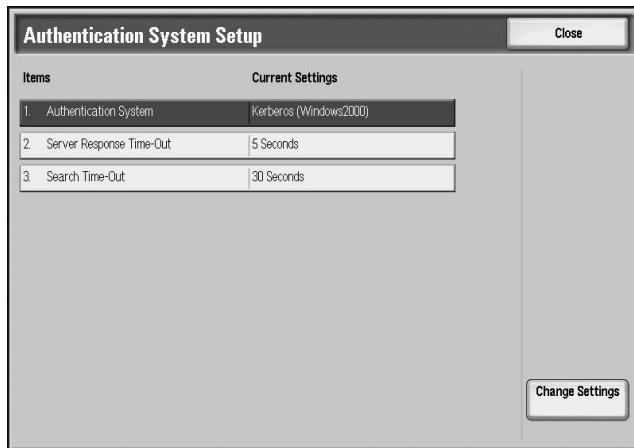
Note

This feature does not appear for some models. An optional package is necessary. For more information, contact our Customer Support Center.

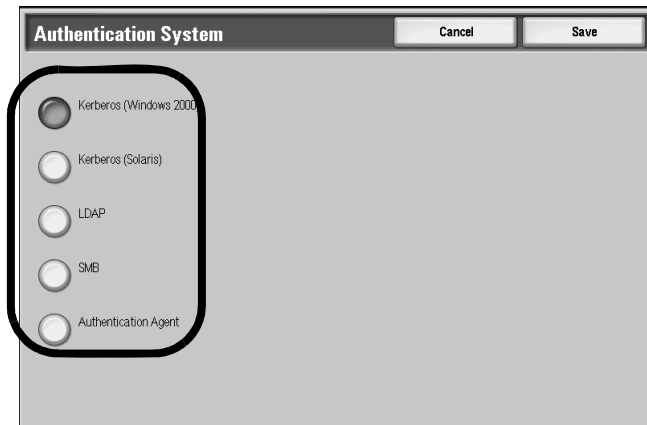
1. Select **Remote Authentication Server Settings**.



2. Select **Authentication System** and then **Change Settings**.



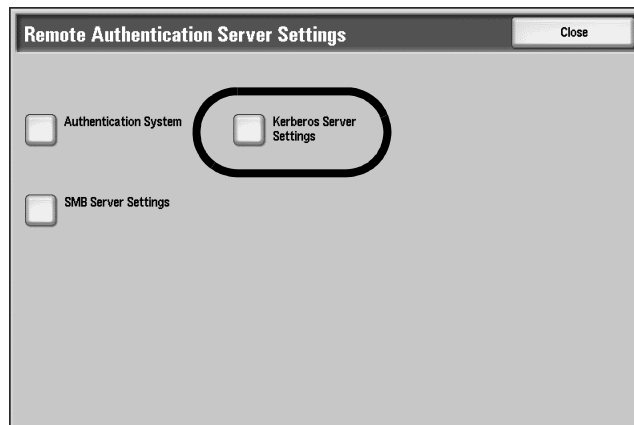
3. Select **Authentication System**.



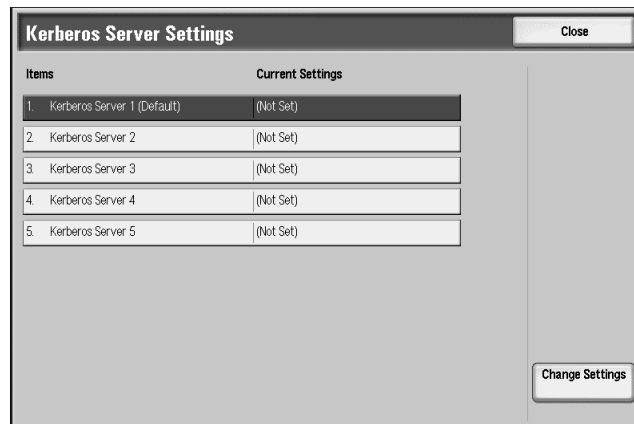
4. You can select the system for authentication from **Kebros (Windows2000)** or **Kebros (Solaris)**, **LDAP**, **SMB**, or **Authentication Agent**.

Kerberos Server Settings

1. Select Kerberos Server Settings.



2. Select a Kerberos Server.



3. Select **Change Settings**.

Items	Current Settings
1 Primary Server Name / Address	(Not Set)
2 Primary Server Port Number	88
3 Secondary Server Name / Address	(Not Set)
4 Secondary Server Port Number	88
5 Domain Name	(Not Set)

Change Settings

4. In **Kerberos Server Settings**, you can set the following items:

- 1. Primary Server Name/Address
- 2. Primary Server Port Number
- 3. Secondary Server Name/Address
- 4. Secondary Server Port Number
- 5. Domain Name

5. Repeat steps 1 through 4 for any additional servers.

SMB Server Settings

1. Select SMB Server Settings.

Authentication System

Kerberos Server Settings

SMB Server Settings

2. Select **SMB Server Setup**.

Items	Current Settings
1. SMB Server Setup	By Domain Name
2. SMB Server 1 (Default)	(Disabled)
3. SMB Server 2	(Disabled)
4. SMB Server 3	(Disabled)
5. SMB Server 4	(Disabled)
6. SMB Server 5	(Disabled)

3. Select **By Domain Name** or **By Domain & Server Names/IP Address** and press **Save**.

☒ By Domain Name

☐ By Domain & Server Names / IP Address

4. Select an SMB Server.

Items	Current Settings
1. SMB Server Setup	By Domain Name
2. SMB Server 1 (Default)	(Disabled)
3. SMB Server 2	(Disabled)
4. SMB Server 3	(Disabled)
5. SMB Server 4	(Disabled)
6. SMB Server 5	(Disabled)

Setups

5. Select **Change Settings**.

Items	Current Settings
1. Primary Server Name / Address	(Not Set)
2. Primary Server Port Number	88
3. Secondary Server Name / Address	(Not Set)
4. Secondary Server Port Number	88
5. Domain Name	(Not Set)

6. In **SMB Server Settings**, you can set the **Domain Name** and the **Server Name/IP Address**.

7. Repeat steps 1 - 6 for any additional servers.

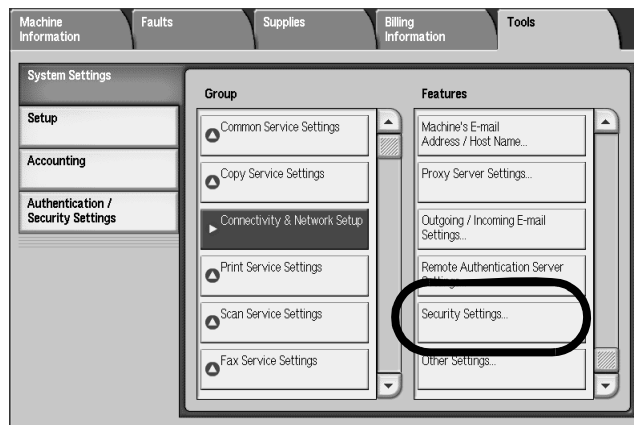
Security Settings

SSL/TLS Settings

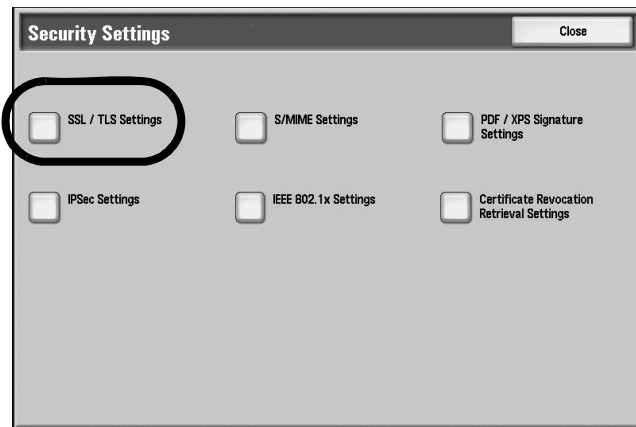
If this feature is enabled, data between the machine and networked computers can be encrypted using HTTP.

Use the following procedure to access and change the SSL/TLS Settings:

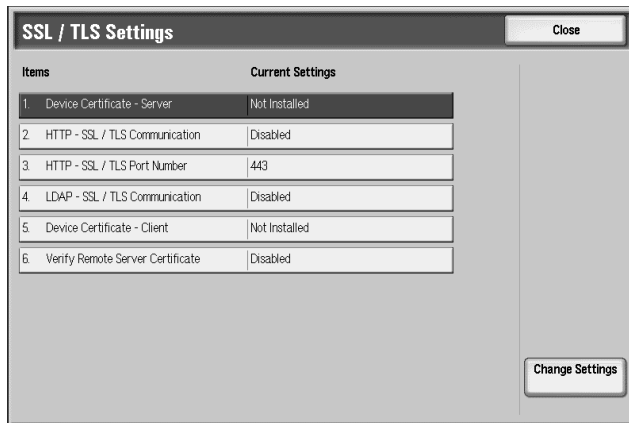
1. From the **System Settings** screen, select **Connectivity & Network Setup** and then select **Security Settings**.



2. Select **SSL/TLS Settings**.



3. Select the item to be set or changed, and select **Change Settings**.



4. Select the desired setting or enter the desired value.
5. Press **Save**.
6. Press **Close** to return to the **Security Settings** screen.

S/MIME Settings

Use the following procedure to access and change the S/MIME Settings:

1. From the **Security Settings** screen, select **S/MIME Settings**.
2. Select the item to be set or changed, and select **Change Settings**.

Items	Current Settings
1. Device Certificate - S/MIME	Not Installed
2. S/MIME Communication	Disabled
3. Receive Untrusted E-mail	Yes
4. Receive Untrusted Internet Fax	Yes
5. Message Digest Algorithm	MD5
6. Message Encryption Method	RC2-40
7. Digital Signature - Outgoing E-mail	Select during send
8. Digital Signature - Outgoing Internet Fax	Select during send
9. Certificate Auto Store	Off

3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the **Security Settings** screen.

PDF/XPS Signature Settings

Use the following procedure to access and change the PDF/XPS Signature Settings:

1. From the **Security Settings** screen, select **PDF/XPS Signature Settings**.
2. Select the item to be set or changed, and select **Change Settings**.

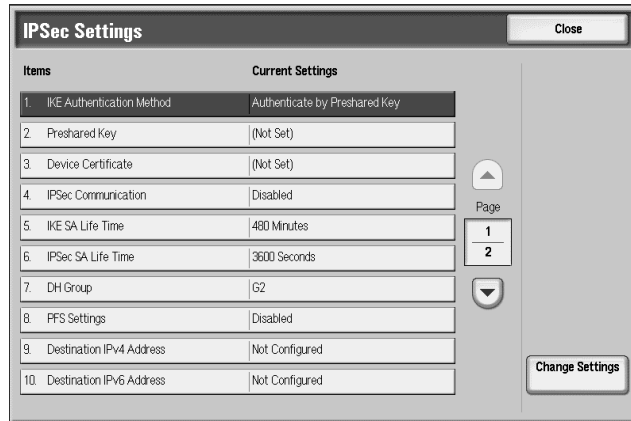
Items	Current Settings
1. Device Certificate	Not Installed
2. PDF Signature	Select during send
3. XPS Signature	Select during send

3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the **Security Settings** screen.

IPSec Settings

Use the following procedure to access and change the IPSec Settings:

1. From the **Security Settings** screen, select **IPSec Settings**.
2. Select the item to be set or changed, and select **Change Settings**.



The IPSec Settings dialog box contains a table with the following data:

Items	Current Settings
1. IKE Authentication Method	Authenticate by Preshared Key
2. Preshared Key	(Not Set)
3. Device Certificate	(Not Set)
4. IPSec Communication	Disabled
5. IKE SA Life Time	480 Minutes
6. IPSec SA Life Time	3600 Seconds
7. DH Group	G2
8. PFS Settings	Disabled
9. Destination IPv4 Address	Not Configured
10. Destination IPv6 Address	Not Configured

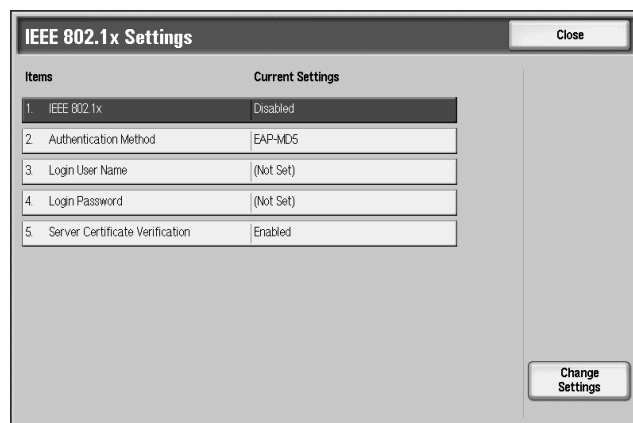
On the right side of the table, there is a 'Page' indicator with buttons for '1' and '2'. Below the table is a 'Change Settings' button. A 'Close' button is located at the top right of the dialog box.

3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the **Security Settings** screen.

IEEE 802.1x Settings

Use the following procedure to access and change the IEEE 802.1x Settings:

1. From the **Security Settings** screen, select **IEEE 802.1x Settings**.
2. Select the item to be set or changed, and select **Change Settings**.



The IEEE 802.1x Settings dialog box contains a table with the following data:

Items	Current Settings
1. IEEE 802.1x	Disabled
2. Authentication Method	EAP-MD5
3. Login User Name	(Not Set)
4. Login Password	(Not Set)
5. Server Certificate Verification	Enabled

At the bottom right of the dialog box is a 'Change Settings' button. A 'Close' button is located at the top right of the dialog box.

3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the **Security Settings** screen.

Certificate Revocation Retrieval Settings

Use the following procedure to access and change the Certificate Revocation Retrieval Settings:

1. From the **Security Settings** screen, select **Certificate Revocation Retrieval Settings**.
2. Select the item to be set or changed, and select **Change Settings**.

Items	Current Settings
1. Level of Certificate Verification	Low
2. Retrieval of Certificate Status	By Retrieving CRL
3. Auto Retrieval of CRL	Disabled
4. CRL Retrieval Time-Out	15 Seconds
5. Send Query to OCSP Responder With	URL as Specified in Certificate
6. URL of OCSP Responder	((Not Set))
7. OCSP Communication Time-Out	5 Seconds

3. Select the desired setting or enter the desired value.
4. Press **Save**.
5. Press **Close** to return to the **Security Settings** screen.

Other Settings

Other Settings allows you to choose from a variety of options within the Connectivity Network Setup structure.

E-mail Receive Protocol

The **E-mail Receive Protocol** setting allows you to select between the following options;

- **SMTP:** Simple Mail Transfer Protocol (or SMTP) is a networking protocol used for sending e-mail messages between servers. Most e-mail systems that send e-mail over the Internet use SMTP to send messages from one server to another; the messages then can be received with an e-mail client using either POP or IMAP.
- **POP3:** Post Office Protocol (or POP) is used to receive e-mail from a mail server. POP3 is a newer version of the protocol, and can be used with or without SMTP.

Add Domain Name to User Name

The **Add Domain Name to User Name** feature allows you to add your user name onto the domain name associated. For example, if your domain name was: **na.xerox.net** and your user name is: **joe** then the following example would be: **joe.na.xerox.net**

Choose from the following options;

- **Off:** Selecting this option disables this feature.
- **On:** Selecting this feature enables this feature and allows you to add your Domain name to the User name.

FTP Server Login Name

The **FTP Server Login Name** feature allows you to enter in your FTP Server name via the keyboard on the machine UI screen.

FTP Server Password

The **FTP Server Password** feature allows you to enter in your FTP server password via the keyboard on the machine UI screen.

Folder Backup Tool - IP Address

The **Folder Backup Tool - IP Address** feature allows you to enter in the IP address of the server where Folder Backup Tool resides. This is done by using the keyboard on the machine UI screen. This feature, when enabled, allows you to backup all folder information including files that reside on the machine to a remote PC client.

Print Service Settings

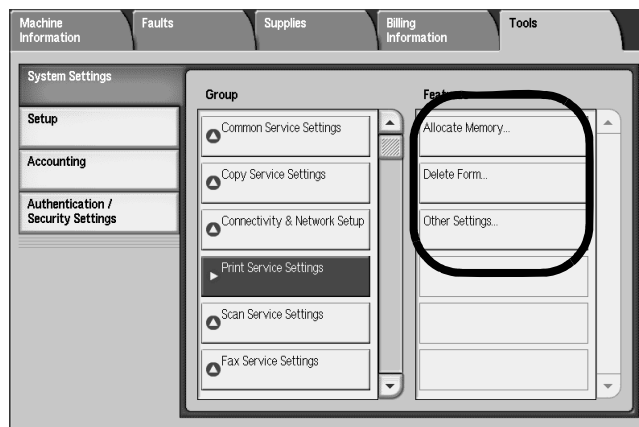
In **Print Service Settings**, you select settings that relate to the machine's memory and miscellaneous features, including tray substitution, paper type mismatch, printing a banner sheet, and more.

Note

When using CentreWare Internet Services, more detailed settings are possible. For more details, refer to *CentreWare Internet Services on page 7-2*.

Use the following procedure to access and change the various **Print Mode Settings**.

1. From the **System Settings** screen, select **Print Service Settings** and select the item to be set.



Allocate Memory

For each interface, you can select the memory capacity for the receiving buffer (temporary storage for data sent from the client). You can change the receiving buffer capacity depending on the pattern of use and purpose. Increasing the receiving buffer capacity may allow a client to be released sooner from an interface.

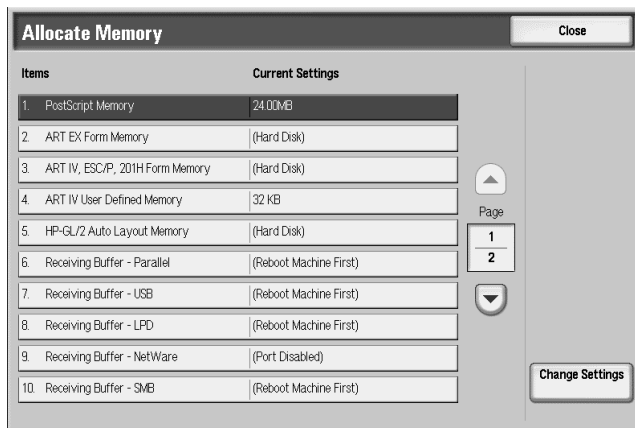
Tip

If you change the memory capacity settings, the memory is reset, and therefore data stored in all memory areas is lost.

Note

It is not possible to assign more than the total memory. When the power is turned on, if the settings exceed the available memory capacity, they are automatically adjusted by the system.

1. From the **System Settings** screen, select **Allocate Memory**.



2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired value for that item.
4. Select **Save**; you are returned to the **Print Service Settings** screen.

Note

When a port is set to **Disabled**, the corresponding items that are associated with that port do not appear.

Note

Depending on the amount of data sent from the client, increasing the memory capacity may not change the amount of time that it takes to release the client.

PostScript Memory

Specify the memory capacity used for PostScript. Set a value from 8.00-96.00 MB, in 0.25 MB increments.

HP-GL/2 Auto Layout Memory

Specify the memory capacity used for HP-GL/2. Set a value from 64-5120 KB, in 32 KB increments.

Note

The maximum value that can be set for both the PostScript Memory and HP-GL/2 Auto Layout Memory options vary according to the available memory capacity.

Receiving Buffer - LPD Spool

- **Off:** When Off is selected, the machine will not use spooling. During the LPD print process for one client, data cannot be received over that same interface from a different client. Set a value for the dedicated LPD receiving buffer memory capacity from 1024-2048 KB, in 32 KB increments.
- **Memory Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses memory. When this candidate value is selected, set the memory capacity of the receiving buffer for spooling, from 0.50 MB to 32.00 MB, in 0.25 MB increments.

Note

Notice that print data exceeding the set memory capacity is not accepted. In such cases, select **Hard Disk** or **Off**.

- **Hard Disk Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses the hard disk.

Receiving Buffer - NetWare

Set the NetWare receiving buffer. Set a value from 64 to 1024 KB, in 32 KB increments.

Receiving Buffer - SMB Spool

- **Off:** When Off is selected, the machine will not use spooling. While SMB print processing is being carried out for one client, data cannot be received over the same interface from another client.

Set a value for the dedicated SMB receiving buffer memory capacity from 64 to 1024 KB, in 32 KB increments.

- **Memory Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses memory. When this candidate value is selected, set the memory capacity of the receiving buffer for spooling from 0.50 MB to 32.00 MB, in 0.25 MB increments.

Note

Notice that print data exceeding the set memory capacity is not accepted. In such cases, select **Hard Disk** or **Off**.

- **Hard Disk Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses the hard disk.

Receiving Buffer - IPP Spool

- **Off:** When Off is selected, the machine will not use spooling. While IPP print processing is being carried out for one client, data cannot be received over the same interface from another client. Set a value for the dedicated IPP receiving buffer memory capacity from 64 to 1024 KB, in 32 KB increments.
- **Hard Disk:** When selected, the machine will use spooling. The receiving buffer for spooling uses the hard disk.

Receiving Buffer - EtherTalk

Set the EtherTalk receiving buffer. Set a value from 1024 to 2048 KB, in 32 KB increments.

Receiving Buffer - Port 9100

Set the Port9100 receiving buffer. Set a value from 64 to 1024 KB, in 32 KB increments.

Delete Form

1. From the **System Settings** screen, select **Delete Form**.

2. Select the form type and number, and select **Confirm**.
3. Select **Delete Data**.
4. Select **Close**; you are returned to the **Print Service Settings** screen.

Other Settings

Note

For information about each of the following items, refer to *Overview of features on page 7-1*, and also refer to the appropriate chapter (see the Table of contents) in the PostScript User Guide.

Make settings relating to the paper used in the machine.

1. Select **Other Settings**.

Items	Current Settings
1 Print Area	Standard
2 Substitute Tray	Display Message
3 Paper Type Mismatch	Display Confirmation Screen
4 Unregistered Forms	Do not print
5 Print ID	Off
6 Banner Sheet	Off
7 Banner Sheet Tray	Tray 1
8 Postscript Paper Supply	Auto
9 PostScript Font Absence	Substitute Font and Print
10 PostScript Font Substitution	Use ATCk

2. Select the item to be set or changed, and select **Change Settings**.
3. Select the item to be changed.
4. Select **Save**.

Print Area

Select whether or not to expand the print area.

Note

For information about the print area, refer to the section entitled Printable Area of Chapter 13 of the User Guide.

Substitute Tray

When there is no tray containing the paper size selected by the automatic tray selection, select whether or not to print replaced with paper loaded in another paper tray. In the event of using substitute tray, set the size.

- **Display Message:** Do not use substitute tray, but display a paper loading message.
- **Use Larger Size:** Replace with the next larger paper size than that selected, and print at the same size.
- **Use Closest Size:** Replace with the closest paper size to that selected, and print. If necessary, the printing is automatically reduced in size.

Note

If there is a client specification, the client specification takes precedence.

- **Select Tray 5 (Bypass):** Prints on the paper loaded in tray 5 (Bypass).

Paper Type Mismatch

Set the action to be taken when the paper type loaded in the paper tray does not match that specified.

- **Print:** Carry on printing, even if the paper type is different.
- **Display Confirmation Screen:** Show a confirmation screen, and prompt for action.
- **Display Paper Supply Screen:** This selection shows the Paper Supply screen when a paper type mismatch occurs.

Unregistered Forms

When a form specified for printing in a form data file (overlay printing) is not present on the host computer, select whether or not to print the job. If you select **Print** and the specified form is not present, only the data is printed.

This setting is added to the print settings menu when there is a print specification from the host computer.

Print User ID

When printing by a print driver, select whether or not to print the user authentication information to the paper for the purpose distinguishing the identity of the user. A maximum of 64 characters can be printed in the user ID information.

Select from one of the following: **Off**, **Top Left**, **Top Right**, **Bottom Left**, and **Bottom Right**.

Note

To use the ID Print feature, the User ID, set by the printer driver, is necessary beforehand. For the configuration procedure, refer to the online help for the printer driver.

Note

If the user ID information cannot be acquired, the words "Unknown User" are printed.

Banner Sheet

Select whether or not the banner sheets will be used to separate different output jobs. Select one of the following:

- **Off:** Do not print banner sheets.
- **Start Sheet:** Print a banner sheet **before** a print job.
- **End Sheet:** Print a banner sheet **after** a print job.
- **Start Sheet & End sheet:** Print a banner sheet both **before and after** a print job.

Note

Even if the stapler feature is enabled, banner sheets are not stapled.

Note

On a print job from a Macintosh, the document name does not appear on the banner sheet.

Note

When printing banner sheets, they are counted for metering purposes.

Banner Sheet Offset

Select whether or not to offset the banner sheet from the rest of the printed set. Select **Offset** or **No Offset**.

Banner Sheet Tray

Select the paper tray from which the banner sheets are printed. Select one of the following trays: **1, 2, 3, 4**, or optional **6** and **7**.

Separator Tray

Select the paper tray from which separator pages are inserted from. Select one of the following trays: **1, 2, 3, 4, 5, 6, 7**, and **8**.

PostScript Paper Supply

Select whether or not to enable the PostScript DMS (Deferred Media Selection) feature. Select either **Auto** or **Select Paper Tray**.

PostScript Font Absence

Select how the machine will handle a specified PostScript font that is not loaded on the machine.

- **Cancel Printing:** This selection cancels the job without printing it.
- **Substitute Font and Print:** This selection continues printing the job and uses a substitute font in place of the missing font.

PostScript Font Substitution

When a PostScript font specified in a job is not present, select whether or not to use ATCx for the substitute font.

XPS Print Ticket Processing

The XPS Print Ticket feature processes the print ticket information written in XPS documents through the use of the Xerox ContentsBridge Utility. This utility enables printing for users who do not have the corresponding application on their Windows-XP based computer, to open the print job. The Xerox ContentsBridge Utility is a Windows-based software utility used to print files directly to a printer without having to open files. Select one of the following;

- **Off:** Selecting this option does not allow for print ticket processing.
- **Standard Mode:** This selection uses the standard mode of processing.
- **Compatible Mode:** This selection uses Microsoft-compliant mode to process print tickets.

Note

XPS stands for XML Paper Specification.

Note

The Xerox ContentsBridge Utility can only be used for supported Xerox printers. All other brands will appear on your network, but will not be operable.

Note

The Xerox ContentsBridge Utility only supports the following file formats: .pdf, .tif, .tiff, .xdw, .ps, and .prn.

LPD Print Queue

LPD Print Queue is a platform-independent printing protocol that runs over TCP/IP. LPD (or Line Printer Daemon) refers to the process that accepts print jobs from the line printer daemon client (LPR client). This is analogous to the printer software and is often called "LPD server."

The print server waits for the client to send a job. A print server may be capable of handling multiple printers and print queues at once. Since it (usually) has a single IP address, the queue name must be used to specify the intended print queue.

Select one of the following;

- Data Process Order
- Job Submission Order

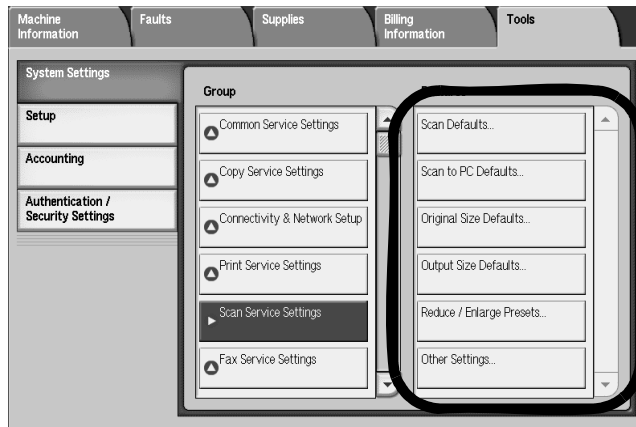
Scan Service Settings

This feature allows you to select settings that relate to the scanner feature.

Note

When using CentreWare Internet Services, more detailed settings are possible. For more details, refer to *CentreWare Internet Services on page 7-2*.

1. From the **System Settings** screen, select **Scan Service Settings** select the item to be set or changed.



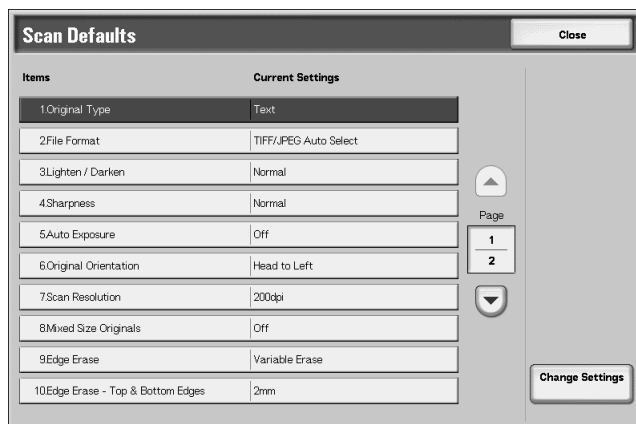
Scan Defaults

In **Scan Defaults**, you select the default values for the scanner feature. When one of the following occurs, the machine returns to its preset scan defaults:

- The machine power is switched on,
- The machine returns from a power-saving mode, or
- The **Clear All** button is pressed.

The settings selected for **Scan Defaults** are valid after switching off and switching on the machine's power.

1. From the **Scan Mode Settings** screen, select **Scan Defaults**.



Note

If you have the optional color scanner, some of the selections will be different as noted below.

2. Select the item to be set or changed, and select **Change Settings**.

Note

Select **s** to display the previous screen and select **t** to display the next screen.

3. Select the default setting for that item.
4. Select **Save**; you are returned to the **Scan Defaults** screen.
5. Repeat Steps 1-4 for the remaining **Scan Defaults** features.
6. Upon completion, select **Close**; you are returned to the **Scan Mode Settings** screen.

Color Scanning (with optional Color Scanner kit only)

Select the default value for **Color Scanning** in the Basic Scanning Tab screen. With the optional color scanner, select one of the following: **Auto Detect**, **Color**, **Grayscale**, or **Black & White**.

Original Type

Select the default value for **Original Type** in the **Basic Scanning Tab** screen. Select one of the following: **Text & Photo**, **Text**, or **Photo**.

File Format

Select the default value for **File Format** feature (as displayed on the **Basic Scanning Tab** screen). Select one of the following: **TIFF**, **Single-page TIFF**, or **PDF**.

File Format (with optional Color Scanner kit only)

Select the default value for **File Format** feature (as displayed on the **Basic Scanning Tab** screen). With the optional color scanner, select one of the following: **TIFF/JPEG Auto Select**, **Multi-page TIFF**, **Single-page TIFF**, or **PDF**.

Optimize PDF for fast web

If you select one of the PDF file format options, the Optimize PDF for Fast Web View option is available for selection.

Note

The Optimize PDF for Fast Web View feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file size. Fast Web View restructures an Adobe PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.

Check with your web master to make sure that the web server software you use supports page-at-a-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names--or URLs--to the files at less than 256 characters.

Lighten/Darken

Select the default value for **Lighten/Darken/Contrast** (as displayed on the **Lighten/Darken** feature on the **Image Quality** screen). Select one of the following: **Lighter (+3)**, **Lighter (+2)**, **Lighter (+1)**, **Normal**, **Darker (+1)**, **Darker (+2)**, or **Darker (+3)**.

Contrast (with optional Color Scanner kit only)

Select the default value for **Contrast** (as displayed on the **Image Quality** screen). With the optional color scanner, select one of the following: **Higher**, **High**, **Normal**, **Low**, or **Lower**.

Sharpness

Select the default value for **Sharpness** (as displayed on the **Image Quality** screen). Select one of the following: **Sharper**, **Sharp**, **Normal**, **Soft**, or **Softer**.

Auto Exposure

Select the default value for **Auto Exposure** (as displayed on the **Image Quality** screen). Select either **Off** or **On**.

Background Suppression (with optional Color Scanner kit only)

Select the default value for **Background Suppression** (as displayed on the **Image Quality** screen). With the optional color scanner, select either **Off** or **On**.

Shadow Suppression

Select the default value for **No Suppression** or **Suppression**

Color Space (with optional Color Scanner kit only)

Select the default value for **Color Space**. With the optional color scanner, select either **Standard Color Space** or **Device Color Space**.

Original Orientation

Select the default value for **Original Orientation** position of originals when scanning. Select either **Head to Top** () or **Head to Left** ().

Resolution

Select the default value for **Scan Resolution** in the **Scan Options** screen. Select one of the following: 200 dpi, 300 dpi, 400 dpi, or 600 dpi.

Mixed Size Originals

Select the default value for **Mixed Size Originals** (as displayed on the **Scan Options** screen). Select either **Off** or **On**.

Edge Erase

Select the default value for **Edge Erase** (as displayed on the **Scan Options** screen). Select either **All Edges** or **Parallel Edges**.

Edge Erase - Top & Bottom Edges

Select the default value for the amount of edge erased from the original in the top and bottom directions in **Edge Erase** (as displayed on the **Scan Options** screen). Select a value between **0-50 mm**, 1 mm increments.

Edge Erase - Left & Right

Select the default value for the amount of edge erased from the original in the left and right directions in **Edge Erase** (as displayed on the **Scan Options** screen). Select a value between **0-50 mm**, in 1 mm increments.

Quality/File Size

Select the Quality and file size from four options ranging from **Quality: Normal, File Size: Small** to **Quality: Maximum, File Size: Largest**.

E-mail Subject

Type in E-mail Subject

Optical Character Recognition (OCR)

Select either **Off** or **On**.

Language To Identify

Select either **Auto, English, Spanish, or French**.

OCR - Text Compression

Select either **Off** or **On**.

Scan-to PC Defaults

You can select the default protocol that is used for file transfer from **FTP**, **SMB**, and **SMB (UNC format)**.

1. From the **Scan Services Settings** screen, select **Scan to PC Defaults**.

Items	Current Settings
1. Transfer Protocol	FTP
2. Login Credential to Access Destination	None
3. User Name for FTP Scan	Add Domain Name

2. Select the item to be set or changed.
3. Select **Change Settings**.
4. Select the default settings for the selected item.
5. Select **Save**; you are returned to the **Scan-to PC Defaults** screen.
6. Select **Close** to return to the **Scan Service Settings** screen.

Transfer Protocol

Select the default value for the transfer protocol. Select either **FTP**, **SMB**, or **SMB (VNC Format)**

Login Credential to Access Destination

Select the default value for the login credentials. Select either **None** or **Remotely Authorized User**.

User Name for FTP Scan

Select the default value for the **User Name for FTP Scan**.

Original Size Defaults

Select the original size shown (as displayed on the **Original Size** option on the **Layout Adjustment** tab). Assign an original size to each of the seventeen buttons (except the **Auto Detect** button). If you frequently scan nonstandard size originals, presetting a nonstandard size eliminates the need to enter the original size each time a scan is made.

1. From the **Scan Service Settings** screen, select **Original Size Defaults**.

The **Original Size Defaults** screen displays a table with two columns: **Items** and **Current Settings**. The table lists 10 items, each with a corresponding size setting. A **Close** button is in the top right, and a **Change Settings** button is at the bottom right. A page indicator shows 'Page 1' of 2.

Items	Current Settings
1. Original Size 1	A3
2. Original Size 2	A4
3. Original Size 3	A4
4. Original Size 4	A5
5. Original Size 5	A6
6. Original Size 6	B4
7. Original Size 7	B5
8. Original Size 8	B5
9. Original Size 9	B6
10. Original Size 10	5 x 7

2. Select the item to be set or changed, and select **Change Settings**.

Note

Select **s** to display the previous screen and select **t** to display the next screen.

3. Select the desired setting.

The **1. Original Size 1** screen shows radio button options for selecting a size. The **A/B Series Size** option is selected. Specific size selections are shown as radio buttons next to their names.

Category	Options
A/B Series Size (Selected)	A3, B4, A4, B5, A5, B6, A6
Inch Size	
Others	
Custom Size	

4. Select **Save**; you are returned to the **Original Size Defaults** screen.
5. Repeat Steps 1-4 for each **Original Size Defaults** option.
6. Select **Close** from the **Original Size Defaults** screen to return to the **Scan Service Settings** screen.

A/B Series Size

Select from ten different A- and B-series sizes.

Inch Size

Select from twelve different inch-series sizes.

Setups

More

Select from thirteen other sizes.

Custom Size

Enter any size. Set the width between **15-432 mm**, and the height between **15-297 mm**, in 1 mm increments.

Output Size Defaults

Select the sizes that will be displayed as the **Output Size** when selecting **Auto%** for scanning documents (as displayed on **Reduce/Enlarge** feature on the **Scan Options** screen). Any output sizes can be assigned to output size buttons **1-8**. By selecting commonly used sizes, you can reduce the number of selection operations required for a scan job.

1. From the **Scan Service Settings** screen, select **Output Size Defaults**.

Items	Current Settings
1.Output Size 1	A3
2.Output Size 2	A4
3.Output Size 3	A4
4.Output Size 4	A5
5.Output Size 5	A5
6.Output Size 6	B4
7.Output Size 7	B5
8.Output Size 8	B5
9.Output Size 9	B6
10.Output Size 10	Photo 2L - 5x7

2. Select the item to be set or changed, and select **Change Settings**.

Note

Select **s** to display the previous screen and select **t** to display the next screen.

3. Select the desired setting.

1. Output Size 1

Cancel Save

☒ A/B Series Size ☐ A3 ☐ B4

☐ Inch Size ☐ A4 ☐ B5

☐ Others ☐ A4 ☐ B5

☐ A5 ☐ B6

☐ A5

☐ A6

4. Select **Save**; you are returned to the **Output Size Defaults** screen.
5. Repeat Steps 1-4 for the remaining **Output Size Defaults** items.

6. Select **Close** from the **Output Size Defaults** screen; you are returned to the **Scan Mode Settings** screen.

A/B Series Size

Select from ten different A- and B-series sizes.

Inch Size

Select from twelve different inch-series sizes.

Others

Select from thirteen other sizes.

Reduce/Enlarge Presets

Select the magnification levels as shown in the **Preset%** option (as displayed on the **Reduce/Enlarge** feature on the **Scan Options** screen). Assign any magnification to the Reduce/Enlarge Preset buttons **1-7**; you cannot select **100%**.

1. From the **Scan Mode Settings** screen, select **Reduce/Enlarge Presets**.
2. Select the item to be set or changed, and select **Change Settings**.

Items	Current Settings
1/R/E Preset 1	25%
2/R/E Preset 2	50% A3→A5, B4→B6
3/R/E Preset 3	61% A3→B5
4/R/E Preset 4	70% A3→A4, B4→B5
5/R/E Preset 5	81% B4→A4, B5→A5
6/R/E Preset 6	86% A3→B4, A4→B5
7/R/E Preset 7	115% B4→A3, B5→A4
8/R/E Preset 8	122% A4→B4, A5→B5
9/R/E Preset 9	141% A4→A3, B5→B4
10/R/E Preset 10	163% B5→A3

Close

Page
1
2

Change Settings

Note

Select ▲ to display the previous screen and select ▼ to display the next screen.

Setups

3. Select **Preset%** or **Variable%**.

1. R/E Preset 1 Cancel Save

☒ Preset % ☐ Variable %

25% 70% A3→A4 B4→B5 115% B4→A3 B5→A4

35% A3→A6 78% A3→13" 14"→11" 122% A4→B4 A5→B5

50% A3→A5 B4→B6 81% B4→A4 B5→A5 127% 8.5 x 11" → 8.5 x 14"

57% B4→A5 86% A3→B4 A4→B5 129% 8.5 x 11" → 11 x 17"

61% A3→B5 94% A3→17" A4→11" 141% A4→A3 B5→B4

64% 11 x 17" → 8.5 x 11" 97% 17"→A3 11"→A4

4. Select the desired setting.
5. Select **Save**.
6. Repeat Steps 1-5 for each of the **R/E Presets** items.
7. From the **Reduce/Enlarge Presets** screen, select **Close** to return to the **Scan Mode Settings** screen.

Preset%

Select from twenty-five standard magnification ratios.

Variable%

Select any magnification level. Specify a value from 25 % to 400 %, in 1 % increments.

Other Settings

These settings relate to the scanner feature specification.

1. From the **Scan Mode Settings** screen, select **Other Settings**.
2. Select the item to be set or changed, and select **Change Settings**.

Other Settings Close

Items	Current Settings
1. Memory Full Procedure	Run Job
2. Maximum Stored Pages	999
3. Saturation	Normal
4. Background Suppression Level	Higher +1
5. Shadow Suppression Level	Normal
6. Color Space	Enabled
7. TIFF Format	TIFF V6
8. Image Transfer Screen	Disabled
9. OCR - Page Orientation	Auto Upright Orientation

Change Settings

Note

If you have the optional color scanner, you will have additional selections as noted below.

3. Select the desired setting for that item.

4. Select **Save**.
5. Repeat Steps 1-4 for the remaining **Other Settings** items.
6. From the **Other Settings** screen, select **Close** to return to the **Scan Mode Settings** screen.

Memory Full Procedure

Select either **Delete Job** or **Run Job** as the default setting. This default setting appears while scanning an original if there is insufficient hard disk space for the scanner. If an insufficient amount of hard disk space is determined, a confirmation screen appears asking how the partially stored data should be handled (cancel job or run job).

- **Delete Job:** The stored data is discarded.
- **Run Job:** The partially stored data is treated as valid and complete, the job is run.

If the user does not respond to the confirmation screen and a predetermined amount of time elapses, the machine automatically processes the partially-stored data according to the default setting selected here.

Note

You can set the time limit that occurs between the confirmation screen and the automatic processing of the stored data. For more information, refer to *Auto Job Release* on page 9-10.

Maximum Stored Pages

Select the maximum number of stored pages of a scan original. Select between **1-999** pages.

Color Saturation (with optional Color Scanner kit only)

Select the amount of color saturation for scanned data. Select from **Lower**, **Low**, **Normal**, **High**, or **Higher**.

Auto Exposure Level (with optional Color Scanner kit only)

Select the Auto Exposure Level for scanned data. Select from **Normal**, **High (+1)**, **Higher (+2)**, **Higher (+3)**, or **Higher (+4)**.

Background Suppression Level (with optional Color Scanner kit only)

Select the amount of background suppression for scanned data. Select from **Higher +1**, **Higher +2**, **Normal**, **Lower -1**, or **Lower -2**.

Color Space (with optional Color Scanner kit only)

Select if color space is to be enabled for scanned data. Select either **Disabled** or **Enabled**.

TIFF Format

Select the TIFF format for scanned data. Select either **TIFF V6** or **TTN2**.

Image Transfer Screen

Select whether or not to display a message when the scan process is completed.

- **Disabled:** Do not show a scan completion message.

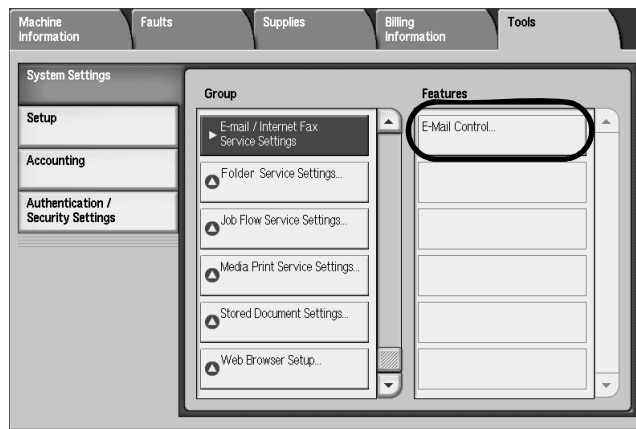
- **Display Message Only:** Show a scan completion message.
- **Display Message and Screen:** Show a screen while scanning an original and upon completion of the scan process.

OCR - Page Orientation

Select either **Auto Upright Orientation** or **According to Original Orientation**.

E-mail Service Settings

1. From the **System Settings** screen, select **E-mail Settings**, then select **E-Mail Control**.



2. From the **E-mail Control** screen, select the item to be set or changed, and select **Change Settings**.
3. Select the desired setting.
4. Select **Save**.
5. Repeat Steps 1-4 for the remaining items.
6. From the **Other Settings** screen, select **Close** to return to the **E-mail Settings** screen.

Maximum E-mail Size

Select whether or not to set an upper limit on the data size in e-mail transmissions:

- **Off:** There is no limit on data size.
- **On:** Set an upper limit on data size. Set a value between 50-65535 KB, in 1 KB increments.

Note

If the set value is exceeded, the e-mail transmission is aborted.

Maximum Address Entries

Set the maximum number of addressees that can be specified when sending an e-mail. The number of addressees is the total number in the **To:/Cc:/Bcc:** field. Set the maximum number of addressees in the range of 1-100. If the maximum number of addressees is exceeded, the e-mail transmission is aborted.

Incoming E-mail Print Options

When the machine's e-mail address receives an e-mail, you can select the type of print operation:

- **Attachment:** Only the attached document is printed.
- **Full headers and contents:** The e-mail headers and body of the e-mail are printed.
- **Basic headers and contents:** This prints some e-mail headers (**From/To/Subject/Date**) and the e-mail body.
- **Auto Print:** If the e-mail body is not empty, this prints the e-mail headers and e-mail body.

Print Error Notification E-Mail

Select whether or not to automatically print an error e-mail resulting from an incorrect address or transmission error. Select either **Off** or **On**.

Response to Read Receipts

Select whether or not to respond when the machine receives a read receipt request from a client workstation:

- **Off:** Do not respond.
- **On:** Automatically notify that the e-mail has been opened.

Read Receipts

When an e-mail is sent from the machine, select whether or not a dialog box should open requesting the recipient to return the read status:

- **Off:** The read receipts feature cannot be used.
- **On:** All users are permitted to use the read receipts feature.

Print Delivery Confirmation Mail

Select whether or not to automatically print e-mail transmission results (DSN response/MDN response):

- **Off:** E-mail transmission results are automatically printed.
- **On:** E-mail transmission results are not automatically printed.
- **Print when delivery fails:** Prints only when the transmission fails.

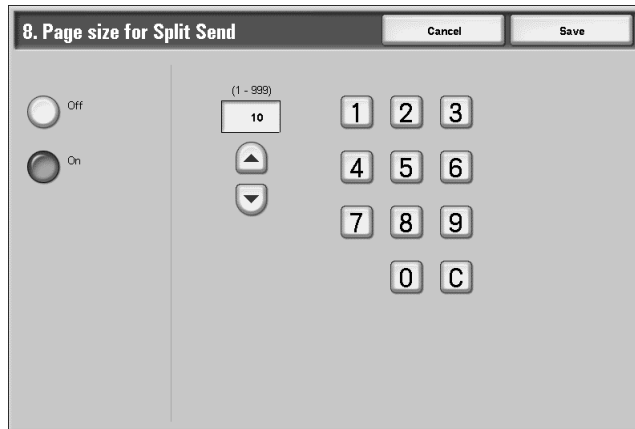
Max number of pages for Max Number of pages per Split Send

Select whether or not to split the attachment data into pages for transmission. When the "split for transmission" option is selected, set the number of pages.

Tip

It is possible to split into multiple-page files only when the output file format is specified as PDF, DocuWorks or multiple-page TIFF.

1. From the **E-Mail Control** screen, select **Max Number of pages per Split Send**.



2. Select **Off** or **On**.
 - When **On** is selected, set the number of pages.
 - **Off**: The attachment data is not split for transmission.
 - **On**: Set a value between 1-999 pages, in 1 page increments.
3. Select **Save**; you are returned to the **E-Mail Control** screen.
4. Select **Close** to return to the **E-mail Settings** screen.
5. Select **Close** to return to the **System Settings** screen.

Allow Casual Users to Edit From Field

Select whether or not to Allow Casual Users to Edit From Field:

- Yes
- No

Allow Guest Users to Edit From Field

Select whether or not to Allow Guest Users to Edit From Field:

- Yes
- No

Allow to Edit From if Search Found

Select whether or not to Allow Edit From if Search Found:

- Yes
- No

Allow to Edit From if Search Failed

Select whether or not to Allow Edit From if Search Failed:

- Yes
- No

E-Mail Sending When Search Failed

Select whether or not to automatically send an E-mail if Search Failed:

- Enabled
- Disabled

Add Me to To Field

Select whether or not to automatically add yourself to the To field:

- Yes
- No

Add Me to CC Field

Select whether or not to automatically add yourself to the To CC field:

- Yes
- No

Edit E-Mail Receipts

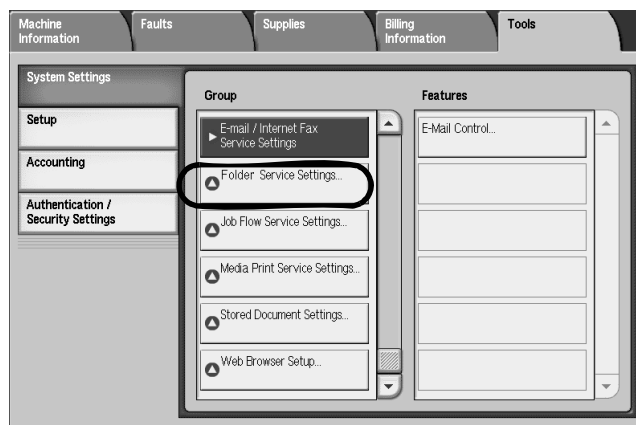
Select whether or not to allow the editing of E-mail receipts:

- Yes
- No

Folder Service Settings

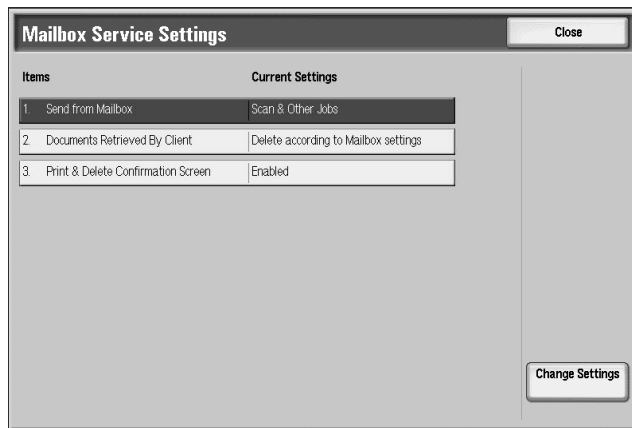
In **Folder Settings**, make the settings for handling of documents stored in folders.

1. From the **System Settings** screen, select **Folder Service Settings**.



Setups

2. Select the item to be set or changed, and select **Change Settings**.



3. Select the desired setting.
4. Select **Save**; you are returned to the **Folder Settings** screen.

Documents Retrieved By Client

Select whether or not to delete a document stored in the folder when it is retrieved by the client.



Note

This feature does not appear on some models. An optional package is necessary. For more information, contact the Customer Support Center.

Folder specified

Documents are saved or deleted based on the settings selected for each individual folder.

Note

For details about folder settings, refer to *Delete Documents After Retrieval on page 9-159*.

Force Delete

Ignore the settings for each individual folder, and when a document is retrieved from a folder, forcibly delete it.

Print & Delete Confirmation Screen

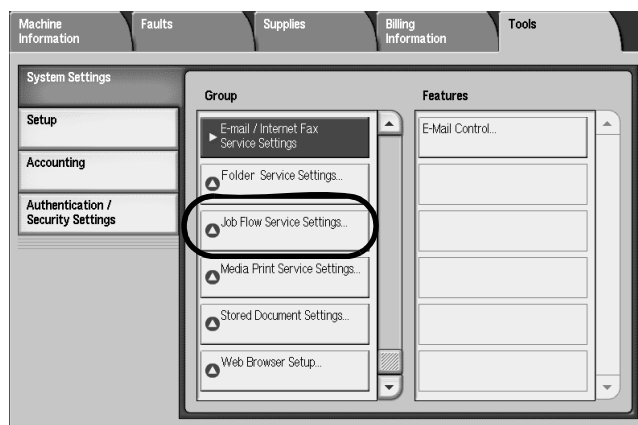
Select whether or not to print and delete a document stored in the folder.



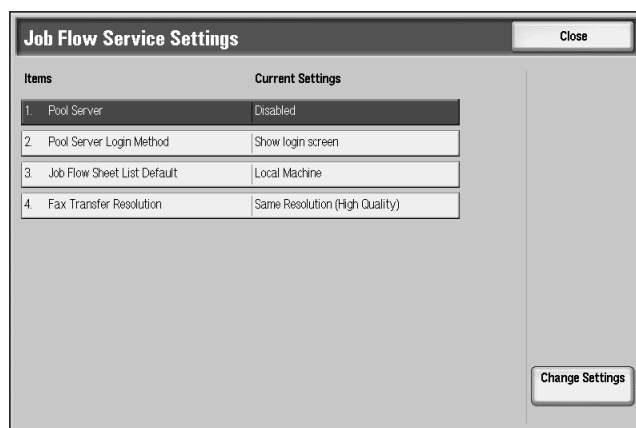
Job Flow Service Settings

In **Job Flow Service Settings**, make the settings for the Pool Server or Local Machine.

1. From the **System Settings** screen, select **Job Flow Service Settings**.



2. Select the item to be set or changed, and select **Change Settings**.



Pool Server

Select whether or not to enable the Pool Server:

Pool Server Login Method

Select **Show login screen** or **Automatically log in**.

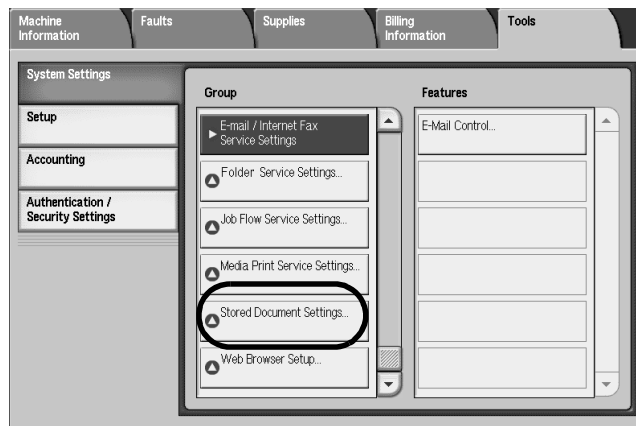
Job Flow Sheet List Default

Select **Local Machine** or **Pool Server**.

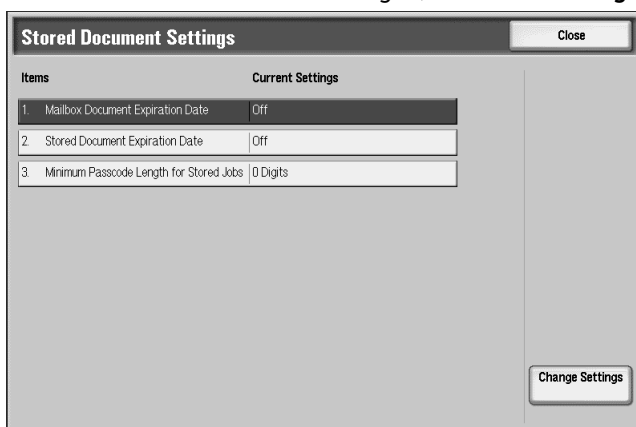
Stored File Settings

In **Stored File Settings**, make the settings for handling of documents stored in folders.

1. From the **System Settings** screen, select **Stored File Settings**.



2. Select the item to be set or changed, and select **Change Settings**.



3. Select the desired setting.
4. Press **Save**.

Folder Document Expiration Date

In **Stored Document Settings**, make the settings for handling of documents stored in folders.

1. From the **Stored Document Settings** screen, select **Folder Document Expiration Date**, and select **Change Settings**.

2. Select **Off** or **On**.

If you selected **On**, set the storage period, and the time of deletion using the numeric keypad.

Documents kept for

Set the document storage period in the range of 1 to 14 days.

Documents deleted at

Set the time for the document to be deleted after the storage period has expired; select from 0 to 23 hours and 00 to 59 minutes.

Note

When a storage period is set, ensure that the folder feature “**Delete Documents with Expiry Date**” is **Enabled**. For more information, refer to *Delete Expired Documents* on page 9-159.

3. Select **Save**; you are returned to the **Stored Document Settings** screen.

Stored Document Expiration Date

In **Stored Document Settings**, make the settings for handling of documents stored in folders.

1. From the **Stored Document Settings** screen, select **Stored Document Expiration Date**, and select **Change Settings**.

2. Select **Off**, **On** or **Same Date as Folder Document**.

If you selected **On**, set the storage period, and the time of deletion using the numeric keypad.

Documents kept for

Set the document storage period in the range of 4 to 23 hours.

Minimum Passcode Length for Stored Jobs

In **Stored Document Settings**, make the settings for handling of documents stored in folders.

1. From the **Stored Document Settings** screen, select **Minimum Passcode Length for Stored Jobs**, and select **Change Settings**.

2. Set the Minimum Passcode Length for Stored Jobs up to 12 digits.

Setup Menu

In **Setup Menu**, you can create folders and job flow, and create and update address book entries (mail scan).

1. From the **System Settings** screen, select **Setup Menu** and select the item to be created (or changed).



Create Folder

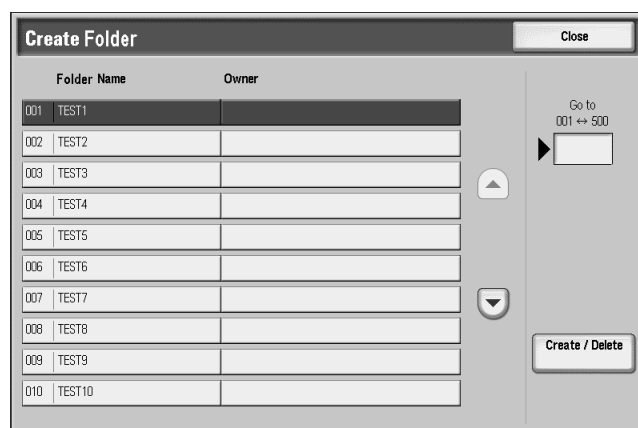
Register folders to store copied and scanned documents. A maximum of 500 boxes can be registered. For convenience purposes, you may want to make separate boxes for copied documents and for scanned documents.

Note

Check the current folders in the “Folder list.” For more information, refer to the section entitled “Folder List” in Chapter 10 of the User Guide.

Use the following procedure for registering folders

1. From the **Setup Menu** screen, select **Create Folder**.



2. Select the box to be registered, and select **Create/Delete**.

Note

Select **s** to display the previous screen and select **t** to display the next screen.

Note

By entering a three-digit number with the numeric keypad, you can go directly to a specific folder.

3. Select the item to be set, and select **Change Settings**.

Items	Current Settings
1 Folder Name	TEST1
2 Check Folder Passcode	Always (All Operations)
3 Delete Documents After Retrieval	Yes
4 Delete Expired Documents	Yes
5 Link Job Flow Sheet to Folder	

4. Select the desired setting for that item.
 - a. If you are creating a new box, a password setting screen appears.

If you are not setting a password, select **Off** and **Save**.

- a. When setting a password, select **On**, and enter the password.
Select **Save**.
5. Select **Save**; you are returned to the **Folder Create/Delete** screen.
6. Repeat Steps 1-5 for the remaining items.
7. Select **Close** from the **Folder Create/Delete** screen; you are returned to the **Create Folder** screen.

Delete Folder button

This deletes the selected folder. If there are documents in the folder, they are also deleted.

Tip

Deleted documents cannot be recovered.

Folder Name

Set the box name by using the keyboard and the numeric keypad; a maximum of 20 characters may be used.

Note

For information about entering text, refer to *Entering Text on page 9-4*.

Check Folder Passcode

Set the folder password. Enter up to 20 numeric digits (0 to 9).

Note

The password setting is optional.

Delete Documents After Retrieval

Specify whether or not to enable the feature to delete documents stored in the selected folder at a specified time after a storage period has expired.

- **Save:** The document is stored.
- **Delete:** After the document is printed or retrieved by an external action, it is automatically deleted.

Delete Expired Documents

Specify whether or not to enable the feature to delete stored documents in a folder after a specified storage time period has expired.

- **No:** Does not delete documents even if a specified time period is set.
- **Yes:** Documents are deleted at a specified time after the storage period has expired.

Tip

The **Document Expired Date** option (**System Settings/System Settings/Stored Document Settings**) must be **enabled** and a *specified date and time must be set* in order for the above folder option to function. If the **Document Expired Date** option is not enabled, then an **Enabled** setting for the **Delete Documents with Expiry Date** is **ignored** and the documents are not deleted.

Note

For information about setting the document storage period, refer to *Documents Retrieved By Client on page 9-152* and *Folder Document Expiration Date on page 9-155*.

Link Job Flow Sheet to Folder

You can associate a job flow sheet with a folder. By associating a job flow sheet with a previously registered folder, you can determine how documents stored in a folder are processed.

Note

For the method of registering a job flow, refer to *Create Job Flow Sheets on page 9-161*.

To link a job flow sheet to a registered folder, perform the following:

From the Folder Create/Delete screen, select **Link Flow Sheet to Folder**, and select **Change Settings**.

- If a job flow sheet is **not** currently linked/associated to this folder, then the following screen appears:

The screenshot shows a dialog box titled "5. Link Job Flow Sheet to Folder" with a "Close" button in the top right corner. The main area of the dialog contains the text "No job flow sheet has been linked to this Folder." On the right side, there are two buttons: "Cut Link" and "Create / Change Link".

- If a job flow sheet **is** already linked/associated to this folder, the following screen on appears.

The screenshot shows a dialog box titled "5. Link Job Flow Sheet to Folder" with a "Close" button in the top right corner. The main area contains the text "Job Flow Sheet that has been linked to this folder:" followed by a text field labeled "Name1". Below this is a section labeled "Description:" with a text field labeled "Comment1". At the bottom left, there is a checkbox labeled "Auto Start". On the right side, there are two buttons: "Cut Link" and "Create / Change Link".

- Cut Link: Disassociate the job flow from the folder.
- Create/Change Link: A screen for job flow association appears. You can select from the existing job flows or create a new job flow.

Note

For more information, refer to *Create Job Flow Sheets* on page 9-161.

- Auto Start: If you select the Auto Start check box, when a document is stored in the folder, the procedure registered in the job flow is automatically is started.

When the Delete Folder button is selected

This deletes the selected folder. If there are documents in the box, they are all deleted.

Tip

The deleted documents cannot be retrieved. When deleting a folder with more than 200 stored documents, delete the documents from the folder before deleting the folder. If multiple documents are deleted at once, it may take a while for them to be deleted (depending on size).

Create Job Flow Sheets

The Job Flow feature executes a series of registered actions and works in conjunction with documents that are stored in a folder. A Job Flow is started in the following ways: 1) manually or automatically when a document is stored to a folder, or 2) by selecting a Job Flow to act on documents stored in the folder.

To start a Job Flow, you must first link a folder with a specific Job Flow Sheet. When a job flow sheet is set to start automatically, documents are automatically processed by the Job Flow when they appear in the folder.

Note

To link a job flow created with **Job Flow Sheets** with a folder, start from **Check Folder**. For more details, refer to the section entitled “Configuring/Starting a Job Flow” in Chapter 5 of the User Guide.

Features that can be registered are listed below:

- Forwarding specification (FTP, SMB, E-mail)
- Multiple forwarding specifications, multiple processing execution
- Document deletion

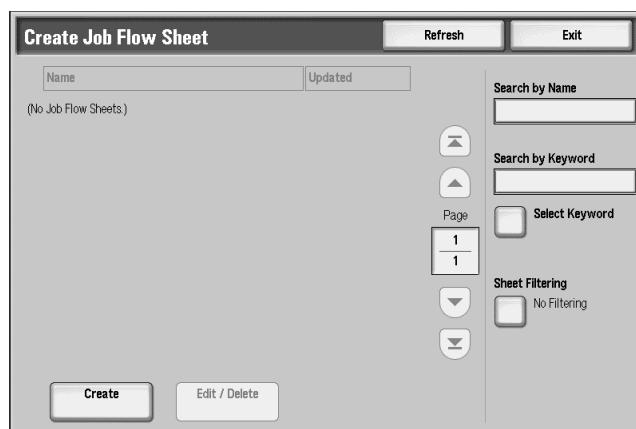
Restrictions on using Job Flow

A job flow may be used by an individual, for shared users, or used only when linked with a particular folder. The authentication feature can be used to control access to job flow features.

Note

For information about the available job flow features and restrictions on use, refer to *Create New Job Flow Sheet on page 9-162*.

1. From the **Setup Menu** screen, select **Job Flow Sheets**.



2. Carry out the job flow operation.
 - Select Keyword: Select a keyword from an already-existing list by touching the [Select Keyword] button, or select the [Create] button to create a new keyword.
 - Sheet Filtering: you can filter the job flow display. The screen display depends on the user authentication feature settings.
 - Select the filtering conditions; select one of the following: **No Filtering**, **System Administrator**, **Non-System Administrator**.

- Select a **Sheet Filtering Target**, such as Folder, Scan Jobs, External Applications or Copy Jobs.
- Select **Save**.
- Create: The Create New Job Flow screen appears. For more information, refer to *Create New Job Flow Sheet on page 9-162*.
- Edit/Delete: The Details screen appears. For more information, refer to *Details on page 9-167*

Create New Job Flow Sheet

Use the following procedure to create a new job flow.

1. From the **Job Flow Sheets** screen, select **Create**. The **Create New Job Flow Sheet** screen opens.

Items	Current Settings
1 Name	(Not Set)
2 Description	(Not Set)
3 Keyword	(Not Set)
4 Send as Fax	5 Entries
5 Send as Internet Fax	10 Entries
6 Send as E-mail	5 Entries
7 Transfer via FTP (1)	Ftp Server Name1
8 Transfer via FTP (2)	Ftp Server Name2
9 Transfer via SMB (1)	Smb Server Name1
10 Transfer via SMB (2)	Smb Server Name2

Page
1
2

Delete Settings
Change Settings

2. Select the item to be changed and select **Change Settings**.
 - Delete Settings: This deletes the setting values of all selected items.
 - Change Settings: With this you can confirm or change the setting values of the selected items.
3. Select **Change Settings**.

Name

Set the name for the job flow, of up to 128 characters.

Description

Set the description of the job flow, of up to 256 characters.

Keyword

- Set a keyword of the job flow, of up to 12 characters.
- Create and/or set 15 keywords.

Send E-mail

Specify the recipients for the e-mail. You can specify a total of up to 100 addresses. Select from the address book numbers or by direct input by using the keypad.

- **Address Book:** The recipients can be specified from address book. The specified recipient appears in **Recipient Name/E-mail Address** in the **Send E-mail** screen.
- **Search for recipients**

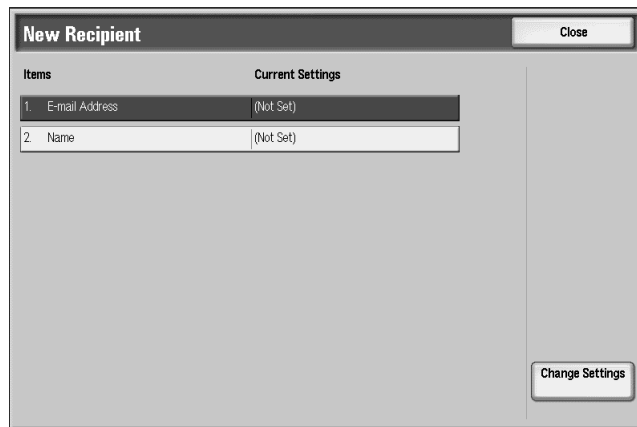
Note

For information about the operation, refer to the section entitled “Address Book” in Chapter 4 of the User Guide.

- **New Recipient:** Specify a new recipient. The specified recipient appears in **Recipient Name/E-mail Address** in the **Mail Send** screen.

Setups

- Select the item you want to change, and select **Change Settings** to set.



The 'New Recipient' dialog box has a title bar with 'Close'. It contains a table with two columns: 'Items' and 'Current Settings'. The table has two rows: '1. E-mail Address' with '(Not Set)' and '2. Name' with '(Not Set)'. A 'Change Settings' button is located at the bottom right.

Items	Current Settings
1. E-mail Address	(Not Set)
2. Name	(Not Set)

- **Subject:** If desired, set a specific subject.
- **Delete:** This deletes all information for the selected recipients.
- **Change Settings:** Confirm or change the selected recipients.

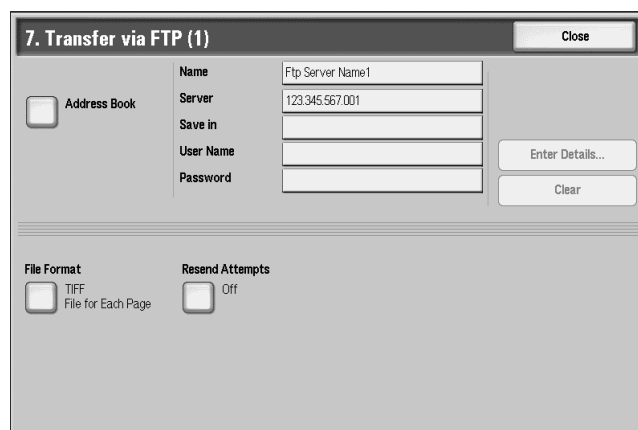
Note

For information about the method for confirm/change, refer to *Add Address Book Entry on page 9-168*.

- **File Format:** Specify the output file format.
- **Resend Attempts:** Select the number of e-mail resend attempts (1 - 5) and interval (30 - 300 seconds).

Transfer via FTP (1) Transfer via FTP (2)

- Specify where to store forwarded FTP files.



The '7. Transfer via FTP (1)' dialog box has a title bar with 'Close'. It features an 'Address Book' checkbox. To the right are input fields for 'Name' (Ftp Server Name1), 'Server' (123.345.567.001), 'Save in', 'User Name', and 'Password'. 'Enter Details...' and 'Clear' buttons are to the right. At the bottom, there are 'File Format' options (TIFF, File for Each Page) and 'Resend Attempts' (Off).

- **Address Book:** When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the **FTP Transfer** screen.

	Name	Protocol	Server/IP Address
002	Server Address Name2	SMB	129.249.148.2
005	Server Address Name5	FTP	129.249.148.5
008	Server Address Name8	SMB	129.249.148.8
011	Server Address Name11	FTP	129.249.148.11
014	Server Address Name14	SMB	129.249.148.14
017	Server Address Name17	FTP	129.249.148.17
020	Server Address Name20	SMB	129.249.148.20
023	Server Address Name23	FTP	129.249.148.23
026	Server Address Name26	SMB	129.249.148.26

Note

For more about the address book, refer to *Add Address Book Entry on page 9-168*.

- **Keyboard:** Select one of **Name**, **Server**, **Save in**, **User Name**, or **Password** and press the **Enter Details** button to display an input screen.

The numbers of characters you can input are as follows.

- Name: 18 bytes maximum
- Server: 64 bytes maximum
- Save in: 128 bytes maximum
- User Name: 32 bytes maximum
- Password: 32 bytes maximum

Note

For more details, refer to *Add Address Book Entry on page 9-168*.

- **Clear:** This deletes all information for the selected addresses.
- **Enter Details:** Confirm or change the selected recipients.

Note

For information about the method for confirm/change, refer to *Add Address Book Entry on page 9-168*.

- **File Format:** Specify the output file format.
- **Resend Attempts:** Select the number of e-mail resend attempts (1 - 5) and interval (30 - 300 seconds).

Transfer via SMB (1) Transfer via SMB (2)

- Specify where to store forwarded SMB files.

9. Transfer via SMB (1) Close

☐ Address Book

Name: Smb Server Name1
 Server: 123.345.002.001
 Shared Name: ShareName1
 Save in:
 User Name:
 Password:

Enter Details...
Clear

File Format ☐ TIFF File for Each Page
Resend Attempts ☐ Off

- Address Book:** When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the **SMB Transfer** screen.

Address Book Cancel Save

Name	Protocol	Server/IP Address
002 Server Address Name2	SMB	129.249.148.2
005 Server Address Name5	FTP	129.249.148.5
008 Server Address Name8	SMB	129.249.148.8
011 Server Address Name11	FTP	129.249.148.11
014 Server Address Name14	SMB	129.249.148.14
017 Server Address Name17	FTP	129.249.148.17
020 Server Address Name20	SMB	129.249.148.20
023 Server Address Name23	FTP	129.249.148.23
026 Server Address Name26	SMB	129.249.148.26

Go to 001 ↔ 999
Details...

Note

For more about the address book, refer to *Add Address Book Entry on page 9-168*.

- Keyboard:** Select one of **Name**, **Server**, **Shared Name**, **Save in**, **User Name**, or **Password** and press the button to display an input screen.

The numbers of characters you can input are as follows.

- Name: 18 bytes maximum
- Server: 64 bytes maximum
- Shared Name: 18 bytes maximum
- Save in: 128 bytes maximum
- User Name: 32 bytes maximum
- Password: 32 bytes maximum

Note

For more details, refer to *Add Address Book Entry on page 9-168*.

- Clear:** This deletes all information for the selected addresses.
- Enter Details:** You can confirm or change the selected recipients.

Note

For information about the method for confirm/change, refer to *Add Address Book Entry on page 9-168*.

- **File Format:** Specify the output file format.
- **Resend Attempts:** Select the number of e-mail resend attempts (1 - 5) and interval (30 - 300 seconds).

Details

Use the following procedure to check the content of a job flow and modify/copy/delete the content.

1. Select a job flow, and select **Edit/Delete**.

The 'Job Flow Sheets' window displays a table with two columns: 'Name' and 'Last Updated'. It includes a 'Refresh' button and a 'Close' button. The table lists seven job flows, each with a 'Name' (Name1 through Name7) and a 'Last Updated' timestamp (all from 2003/10/29). To the right of the table are navigation buttons (up, down, first, last) and a 'Page' indicator showing '1' of '8'. Further right is a 'Sheet Filtering' section with a checkbox labeled 'Off'. At the bottom right are 'Create' and 'Edit / Delete' buttons.

Name	Last Updated
Name1	2003/10/29 10:01 AM
Name2	2003/10/29 10:02 AM
Name3	2003/10/29 10:03 AM
Name4	2003/10/29 10:04 AM
Name5	2003/10/29 10:05 AM
Name6	2003/10/29 10:06 AM
Name7	2003/10/29 10:07 AM

2. Check the content.

The 'Show Details' window shows the details for a selected job flow (Name1). It includes a 'Save' button at the top right. The details are organized into sections: 'Name' (Name1), 'Last Updated' (2003/10/29 10:01 AM), 'Target Document' (Scan Documents), 'Owner', 'Save In' (Local Machine), and 'Description' (Comment1). To the right of these fields are buttons for 'Delete', 'Copy', and 'Edit'. At the bottom center is a 'Full Description' button.

3. Press the desired button.

- **Delete:** Deletes the selected job flow.
- **Copy:** This makes a copy of the selected job flow. From the copy of the job flow you can create a new job flow.

Note

The method of creation is the same as when creating a new job flow. For more details, refer to *Create New Job Flow Sheet on page 9-162*.

- **Edit:** Modify the selected job flow settings.

Note

The method of modification is the same as when creating a new job flow. For more details, refer to *Create New Job Flow Sheet on page 9-162*.

- Full Description: Displays the description of Job Flow.

Create Job Flow Sheet Keyword

This feature is used to create up to 15 Job Flow Sheet Keywords.

1. Select **Create Job Flow Sheet Keyword**.

Not in Use	Not in Use
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	
Not in Use	

Create / Delete

2. Select **Create/Delete** and create a keyword and press **Save**.

Add Address Book Entry

Store frequently used addresses in the address book. Select the type of address stored from e-mail and server (FTP/SMB). When an address is registered, you can search for it with the **Address Book** in the **E-mail** screen. Store a total of 999 addresses, including e-mail addresses and server (FTP/SMB) addresses.

Note

If the optional Address Book Extension Kit is installed, you can register a maximum of 999 locations. The address book of Scan to Folder displays email addresses, and Network Scanning displays server addresses.

1. From the **Setup Menu** screen, select **Add Address Book Entry**.

Speed Dial	Recipient
001	Mail Address Name1
002	Server Address Name2
003	Fax Name3
004	Mail Address Name4
005	Server Address Name5
006	Fax Name6
007	Mail Address Name7
008	Server Address Name8
009	Fax Name9
010	Mail Address Name10

Go to
001 ↔ 999

Create / Delete

2. Press the abbreviated number you want to register, and select **Create/Delete**.

Note

Select ▲ to display the previous screen and select ▼ to display the next screen.

Note

By entering a three-digit number with the numeric keypad, you can specify the abbreviated number directly. Select **Address Type**, and select **Change Settings**.

3. Select the address type, and select **Save**.

4. Select the item to be set, and select **Change Settings**.
5. When the settings are completed, select **Save**.
 - Selecting Mail as the Address Type displays the following items:

Address Type	Business Phone
E-mail Address	Office
Name	Business Address
Given Name	
 - Selecting Server as the Address Type displays the following items:

Address Type	Save in
Name	User Name
Transfer Protocol	Password
Server Name/IP Address	Port Number
Shared Name (SMB Only)	

Address Type

Change the address type with this option.

E-mail Address

Enter the e-mail address. There is a limit of 128 characters for an address. For information about entering text, refer to *Entering Text* on page 9-4.

Name

Enter the recipient. There is a limit of 18 characters. For information about entering text, refer to *Entering Text on page 9-4*.

Surname

Enter the last name of the recipient. There is a limit of 32 characters. For information about entering text, refer to *Entering Text on page 9-4*.

Given Name

Enter the first name of the recipient. There is a limit of 32 characters. For information about entering text, refer to *Entering Text on page 9-4*.

Business Phone

Enter the phone number. There is a limit of 32 characters. For information about entering text, refer to *Entering Text on page 9-4*.

Office

The attribute name set as **Office** is shown as the item name. Input any information as an auxiliary item, but only with a maximum of forty characters.

Business Address

The attribute name set as **Business Address** is shown as the item name. Input any information as an auxiliary item, but only with a maximum of sixty characters.

Transfer Protocol

Set the forwarding destination protocol. Select either **FTP** or **SMB**.

Server Name/IP address

Enter the recipient server name or IP address for transmission destination.

Shared Name (SMB Only)

Enter the shared name set for the SMB folder. Enter with the UNC format.

Tip

Do not start shared names with a backslash (/). If they start with a backslash (/), the machine will not identify them when processing job flows.

Save in

Enter the directory for storing documents.

- Forwarding via FTP

Example: To save the aaa directory located in the root directory when you log in into the bbb directory (aaa/bbb).

- Forwarding via SMB

Example: To save the aaa directory with a specified volume (UNC format) in to the bbb directory (aaa\bbb).

User Name

When a login name is required to be input by the forwarding destination server, set the login name. For the login name, you can enter a maximum of 32 characters.

Password

When a password is required to be input by the forwarding destination server, set the password. For the password, you can enter a maximum of 32 characters.

Port Number

Set the forwarding destination port number. Input a number in the range 1 to 65535.

When the Delete Entry button is selected

This deletes all registered information for the selected address book entry. To delete all registered information for the selected address book entry, select **Delete**.

Tip

Deleted information cannot be recovered.

Paper Tray Attributes

Note

The Paper Tray Attributes appear in the Setup menu when enabled in Paper Tray Settings. See *Chapter 9 Paper Tray Attributes on Setup Menu on page 9-29*.

For setting the **Paper Tray Attributes** see *Paper Tray Attributes on page 9-25*.

Troubleshooting

10

SMB

This section describes the troubleshooting, notes and restrictions when using SMB.

Troubleshooting

The possible causes, check points, and remedies for problems when using SMB are as follows:

When you cannot communicate with the printer

Cause	Check point	Remedy
The computer and the machine are using different protocols.	From Windows Start, Search and while searching for other computers, Windows cannot find Network Computer or the 4112/4127Teak copier/printer.	Configure the machine and each computer to use the same SMB operational protocol.
The machine and the computers belong to different networks (subnets).	From Windows Start, Search and while searching for other computers, Windows cannot find Network Computer or the 4112/4127Teak copier/printer.	When the machine and the computers are on different networks, consult your network administrator.
The host name for the machine is already in use.	Print out the Printer Settings List to confirm if "Duplicate Host Name" is printed in the SMB status information.	Use the CentreWare Internet Services to change the host name to a unique name, or initialize the machine settings to the default settings.

When you cannot print

Cause	Check point	Remedy
The machine is processing a request from a different computer. (Only when the machine is set to the Non-Spool mode)	Confirm the machine is processing a print job. (A write error dialog should be displayed to indicate that there is no room for the print queue available.)	Wait until the machine finishes processing the print job, or change the machine setting to Spool mode.
The number of connections to the machine exceeded the maximum connections allowed.	Confirm if the machine is processing simultaneous processing requests (print requests, status queries, etc.) from multiple computers. A write error dialog should be displayed to indicate that no more remote computers can be connected.	Wait for a while and retry printing.

You cannot delete documents from the Printer window.

Cause	Check point	Remedy
You are trying to delete all print data displayed in the Printer window. (Only the system administrator is allowed to do this task.)	Confirm whether you are trying to delete the print data from the Printer menu. (In Windows OS: Clear Print Jobs menu.)	Select the print data to be deleted, and delete from the Document menu in the Printer window. (Cancel Printing menu.)
The print data has a different owner.	Confirm if the name displayed as the Owner for the selected print data and the login name for the user to Windows are the same.	Login to Windows using the name of the document owner and delete the print data.

Notes and Restrictions

The following are the notes and restrictions for using SMB:

Configuration on the Machine

- Take maximum care with the IP address settings. IP addresses are managed throughout the system as a whole. The configuration should be performed only after consulting with your network administrator.
- Subnet Mask and Gateway addresses may be necessary depending on the network environment. Confirm with the network administrator and set up the necessary items.
- When the port status is set to Enable, it sometimes automatically switches to Disable if the machine has insufficient memory. If this happens, either set an unused port to Disable, or adjust the assigned memory size.
- Adjust the receiving buffer **SMB (Spool)** size according to usage. When the receiving buffer **SMB (Spool)** size is smaller than the transmitted data, the machine may not be able to receive the data.

Configuration on the Computer

- Take maximum care with the IP address settings. IP addresses are managed throughout the system as a whole. The configuration should be performed only after consulting with your network administrator.
- When performing network settings (IP address, etc.) on a host under the NIS (Network Information Service) management, consult with the NIS administrator.

Switching Off the Power

Check the following points when switching off the machine:

- When the **SMB (Spool)** is set to **Memory**.
All print data spooled within the machine memory, including the data which is being printed is erased. The print data will not be found when the machine is powered on again.
However, if the power was switched off immediately after a computer instructed a print job, the job may remain on the computer. In this case, the stored data on the computer will be printed out in order before any later instructions when the machine is powered back on.
- When the **SMB (Spool)** is set to **Hard Disk**.
All print data spooled in the machine hard disk, including the data which is being printed is preserved. In this case, the stored data on the machine hard disk will be printed out in order before any later instructions when the machine is powered back on.
- When the **SMB (Spool)** is set to **Off**.
All print data spooled in the machine receiving buffer, including the data which is being printed is erased. The print data will not be found when the machine is powered on again.
However, if the power was switched off immediately after a computer instructed a print job, the job may remain on the computer. In this case, the stored data on the computer will be printed out in order before any later instructions when the machine is powered back on.

While Printing

- When the **SMB (Spool)** is set to either **Hard Disk** or **Memory**.
If the transmitted print data size exceeded the available amount of either hard disk or memory, the print data will not be received.

Note
When the print data has exceeded the receivable size, some computers may immediately re-transmit the print data. When this occurs, the computer appears to be halted. Deal with this problem by canceling the print data transmission from the computer.
- When the **SMB (Spool)** is set to **Off**.
While the machine is receiving a print request from a computer, the machine cannot accept any print requests from other computers.
- When an IP address of a computer or a computer name is changed.
When the IP address of a computer or a computer name is changed, queries and cancel processes from the machine will not be performed correctly. Switch the machine off and on when there is no print data in the receiving buffer.

Note

Canceling print jobs or forcing the machine to print the remaining jobs in the receiving buffer can be operated from the control panel on the machine. For information, refer to the User Guide, Chapter 2, the section entitled "Job Status."

- When the machine is off-line.

If a computer instructs a print job while the machine is off-line, the machine will not receive the data and a write error dialog will be displayed on the computer. However, when using SMB the print data can be received from a computer while the machine is off-line.

- Deleting jobs.

For Windows NT 4.0, jobs can be deleted if Service Pack 4 or later is installed. A write error will be displayed if the job is deleted while it is being received. In this case, **Retry** displayed on the error dialog is of no use.

NetWare

The possible causes, check points, and remedies for problems when using NetWare are as follows:

When you cannot print

Cause	Check point	Remedy
Network equipment (hubs, for example) are not supporting automatic frame type detection.	Check the network equipment to see if the data link indicator of the port where the machine is connected is lit. Confirm if the frame types used by the file servers on the network are standardized.	Set the frame type for the machine to the same type as the connected file server.
A problem occurred on the network between the computer and the machine.	Use NWADMIN on the computer to confirm if the machine object can be browsed.*	Replace the faulty network cable installed between the computer and the machine.
Job sender (user or group name) is not specified in the user settings for the print queue.	Use NWADMIN from a computer to confirm that the print queue object User information lists the job sender (user or group name).*	Re-transmit the print data to the print queue whose User information includes the job sender (user or group name).
		Use NWADMIN from a computer to register job sender (user or group name) to the User of the Print Queue Information .*

Cause	Check point	Remedy
Job transmission to the print queue is prohibited.	Use PCONSOLE to confirm if User can register to the queue is set to Yes under Current Queue Status of the Print Queue Information .	Use PCONSOLE to set the item to Yes .
	Use NWADMIN on the computer to confirm if the Identifier of the print queue has the operator class option checked.*	Use NWADMIN on a computer to confirm if the Identifier of the print queue has each item of the operator class option checked.*
Job sender (user or group name) is not specified in the user setting for the print server.	Use NWADMIN from a computer to confirm that the User information for the Print Server lists the job sender (user or group name).*	Re-transmit the print data to the print queue whose User of the Print Server Information includes the job sender (user or group name).
		Use NWADMIN from a computer to register job sender (user or group name) to the User information of the print server.*
The print queue where the user has transmitted the print data, is not assigned to the machine.	Use NWADMIN from a computer to check the print queue Assignment to see if the machine is in the printer list serviced by the print queue.*	Re-transmit the print data to the print queue which is assigned to the machine.*
		Use NWADMIN from a computer to add the print queue to the machine.*
Print data format and the print environment settings on the computer do not match.	-	If the computer is running Windows, ensure that it is set to not output Ctrl-"D."
The number of print queues set for the machine exceeds the maximum number of supported queues on the machine.	Use NWADMIN from a computer to check the Assignment print queue list on the machine to see if the desirable print queue is assigned to the machine.*	Re-transmit the print data to the print queue which is assigned to the machine.*
The slave file server is not configured. (Bindery Service mode.)	Use PCONSOLE from a computer to confirm if the slave file server is registered to the Service NetWare Server on the print server indicated by the Print Server Information .*	Use PCONSOLE from a computer to register the slave file server and propagate the configuration parameters.
Printer types do not match.	Use PCONSOLE from a computer to confirm if the printer type is set to parallel, port is set to LPT1, and location is set to automatic mode (local) under Print Server Information/Printer/Printer xxx Environment Configuration .*	Use PCONSOLE from a computer to set the printer type to parallel, port to LPT1, location to automatic mode (local), and propagate the configuration parameters.*

Cause	Check point	Remedy
The slave file server configuration is mismatched. (Bindery Service mode.)	Use PCONSOLE from a computer to confirm if the printer type is set to Defined Elsewhere under Print Server Information/Printer/Printer xxx Environment Configuration .*	If not set to Defined Elsewhere , change to Defined Elsewhere and propagate the configuration parameter.*
The form number on the print data and the form number set to the printer do not match.	Use NWADMIN on a computer to select the machine and confirm that the start number of the form in the environment setting matches the number in the print data.*	Use NWADMIN from a computer to match the Start Form number in the machine's environment setting to the number in the print data.*
The level settings for the IPX checksum do not match.	Use the "set" command from the console screen on the file server confirm whether the IPX checksum is set to level 2.	Enter following command on console screen in file server and then set IPX checksum level 0 or 1: set Enable IPX Checksum=x (x = 0 or 1)
The level settings for the NCP packet signature do not match.	Use the "set" command from the console screen on the file server confirm whether the NCP packet signature is set to level 3.	Enter the following command from the console screen on the file server to set the NCP packet signature to either level 0, 1, or 2, and restart the file server: set NCP Packet Signature Option=x (x = 0, 1, or 2)
The default device name is incorrect.	Print out the Printer Settings List or Startup Page to confirm 6 figures (3 bytes) of low ranks of an Ether address.	Set the device name using the correct Ethernet address.
		Set the device name different from the default name.
The directory tree name is not configured.	Print out the Printer Settings List to confirm if the tree name is specified.	Set the tree name.
The context is not set.	Print out the Printer Settings List to confirm if the context is specified.	Set the context.
Connected to a different printer object.	Use NWADMIN from a computer to confirm if the correct object is assigned using the current information of the print server.*	Use the CentreWare Utilities CD-ROM from a computer to correctly set the file-server-name/tree/context/operation-mode.
		Use the CentreWare Internet Services from a computer to correctly set the file-server-name/tree/context/operation-mode.
The NetWare port on the machine is not set to "Enable."	Print out the Printer Settings List to confirm if the NetWare port is enabled.	Enable the NetWare port.
The file server is down.	Search for the file server using the Network Computer .	Start the file server.

Cause	Check point	Remedy
There is another device on the network with an identical device name.	Switch off the machine and use NWADMIN from a computer to confirm that the status of the printer object is "Standby."	Use the "CentreWare Utilities" CD-ROM from a computer to set a different device name.
The NetWare port is not functioning.	Print out Printer Settings List to confirm if the network number is left to "0000000" (NetWare server down) if using IPX/SPX. If using TCP/IP, confirm if the IP address is left to "0.0.0.0" (static address unspecified, or the DHCP server is down).	For the case of IPX/SPX, start the NetWare server. For the case of TCP/IP, either set a static IP address or start the DHCP server.

*:Refer to NetWare Online Documentation for configuration and operations.

When "Switch the machine off" is displayed

Cause	Check point	Remedy
A NetWare problem occurred.	Not applicable	Restart the machine. Switch the machine on after the display completely disappears.

When the print output is not as you expected

Cause	Check point	Remedy
The print language of the print data and the print language configured on the machine are different.	Confirm the print language on the machine.	Match the print language of the print data and the print language configured on the machine.

When no notification is received

The possible causes, check points, and remedies when no notification is received on the computer which submitted a print job are as follows:

When the printing problems are not notified

Cause	Check point	Remedy
The user is not listed on the print server notification recipients.	Use PCONSOLE from a computer to confirm if the user who transmitted the job, or any groups which the user is a member of is listed under Print Server Information > Printer > Printer xxx Environment Settings > Notification .	Add the user or a group where the user is a member of to Notification .

When the completion of the job is not notified

Cause	Check point	Remedy
The Notify option is not specified when the computer transmitted the print data.	Confirm if the Notify option is specified when transmitting the print data.	Specify the Notify option when transmitting the print data.
Netware command CASTOFF has been issued on the computer.	Not applicable	Issue the NetWare command CASTON on the computer.

TCP/IP

This section describes the troubleshooting, notes, and restrictions when using TCP/IP.

Troubleshooting

The possible causes, check points, and remedies for problems when using TCP/IP (LPD) are as follows:

When using Windows 2000, Windows XP, or Windows Server 2003.

When you cannot print

Cause	Check point	Remedy
The IP address is incorrect	Request your network administrator to check the IP address on the machine.	Set a correct IP address on the machine.
The volume of the print data of an instruction from a computer exceeded the maximum receivable volume when the LPD spool is set to memory spool.	Confirm amount of the LPD spool memory and then compare it with the required amount for the data being printed.	If the print data is one file and still exceeds the memory amount, divide the file to make one instruction smaller than the memory.
		If the print data is multiple files and exceeds the memory amount, decrease the number of files to print at once.

Cause	Check point	Remedy
An unrecoverable error occurred during the printing process.	Confirm if any error messages are displayed on the control panel.	Restart the machine. Switch on the machine after the display completely disappears.
The machine is not set to the transport protocol which matches the protocol on the computer.	Confirm the transport protocol selected on the machine.	Select the transport protocol which matches the transport protocol used by the computer.
The data format the machine is trying to process does not match the data format of the print data transmitted from a computer.	Not applicable	Ctrl-"D" will cancel the output.

When the print output is not as you expected

Cause	Check point	Remedy
Selected print language on the machine does not match the print language of the print data.	Confirm the selected print language on the machine and the print language of the print data.	Select the print language on the machine to match the print data.
The computer is not using the print driver supplied with the machine (using a print driver from another company).	Confirm if the print driver on the computer is the one supplied with the machine.	Select the print driver supplied with the machine on the computer. If it does not appear on the selection list, install the print driver supplied with the machine and select it. The operation is not guaranteed if another print driver is used.

Notes and Restrictions

The following are the notes and restrictions for using TCP/IP (LPD).

Configuration on the Machine

- Take maximum care with the IP address settings. IP addresses are managed throughout the system as a whole. The configuration should be performed only after consulting with your network administrator.
- Subnet Mask and Gateway addresses may be necessary depending on the network environment. Confirm with the network administrator and set up the necessary items.
- When the port status is set to Enable, it sometimes automatically switches to Disable if the machine has insufficient memory. If this happens, either set an unused port to Disable, or adjust the assigned memory size.
- Adjust the receiving buffer **lpd (Spool)** size according to usage. When the receiving buffer **lpd (Spool)** size is smaller than the transmitted data, the machine may not be able to receive the data.

Configuration on the Computer

- Take maximum care with the IP address settings. IP addresses are managed throughout the system as a whole. The configuration should be performed only after consulting with your network administrator.
- When performing network settings (IP address, and so forth) on a host under the NIS (Network Information Service) management, consult with the NIS administrator.

Switching Off the Power

Check the following points when switching off the machine:

- When the **lpd (Spool)** is set to **Memory**.

All print data spooled within the machine memory, including the data which is being printed is erased. The print data will not be found when the machine is powered on again.

However, if the power was switched off immediately after a computer instructed a print job, the job may remain on the computer. In this case, the stored data on the computer will be printed out in order before any later instructions when the machine is powered back on.

- When the **lpd (Spool)** is set to **Hard Disk**.

All print data spooled in the machine hard disk, including the data which is being printed is preserved. In this case, the stored data on the machine hard disk will be printed out in order before any later instructions when the machine is powered back on.

- When the **lpd (Spool)** is set to **Off**.

All print data spooled in the machine receiving buffer, including the data which is being printed is erased. The print data will not be found when the machine is powered on again.

However, if the power was switched off immediately after a computer instructed a print job, the job may remain on the computer. In this case, the stored data on the computer will be printed out in order before any later instructions when the machine is powered back on.

While Printing

- When the **lpd (Spool)** is set to either **Hard Disk** or **Memory**.

If the transmitted print data size exceeded the available amount of either hard disk or memory, the print data will not be received.

Note

When the print data has exceeded the receivable size, some computers may immediately re-transmit the print data. When this occurs, the computer appears to be halted. Deal with this problem by canceling the print data transmission from the computer.

- When the **lpd (Spool)** is set to **Off**.

While the machine is receiving a print request from a computer, the machine cannot accept any print requests from other computers.

- When the IP address of a computer or a computer name is changed.

When the IP address of a computer or a computer name is changed, queries and cancel processes from the machine will not be performed correctly. Switch the machine off and on when there is no print data in the receiving buffer.

Note

Canceling print jobs or forcing the machine to print the remaining jobs in the receiving buffer can be operated from the control panel on the machine. For information, refer to the User Guide, Chapter 2, the section entitled “Job Status.”

CentreWare Internet Services

Troubleshooting

This section describes the causes and recommended remedies for errors that may occur while using CentreWare Internet Services.

Symptom	Remedy
CentreWare Internet Connecting with Services is impossible.	Is the machine working properly? Check if the machine is powered on.
	Is CentreWare Internet Service activated? Print out the Printer Settings List to confirm.
	Is the Internet address correctly entered? Confirm the Internet address again. If the problem persists, enter an IP address to make a connection.
	Is a proxy server being used? Depending on the proxy server, connections may not be possible. Set the browser not to “Use proxy server” or set that particular address not to use a proxy server.
The “Please wait” message is displayed throughout.	Wait for a while as instructed. If the status does not change, click the Refresh button. If this does not have any effect, confirm the machine is working properly.
The Refresh button is not working.	Are you using a specified browser? Refer to Network setting items for CentreWare Internet Services on page 3-3 to confirm if your browser is supported.
Selecting the menu on the left frame does not update the right frame contents.	
The screen display is distorted.	Change the window size for the browser.
The latest information is not displayed.	Click the Refresh button.
The Apply New Settings button does not reflect the new settings.	Are all entered values correct? If a value outside of the permitted range is entered, the update will automatically be made within the range.
Clicking the Apply New Settings button causes the browser to display “The server has returned an invalid or unrecognizable response” or “No data” message.	Has a correct password been supplied? The entries for Password and Confirm Password do not match. Enter the correct password.
	Is it during operation or after operation by the control panel on the machine? When the automatic reset function is configured, any setting by CentreWare Internet Services is not applied until setting time passes. Wait for a while.
BBCS characters cannot be entered.	The items indicated with “*” cannot accept any BBCS character entries.

Symptom	Remedy
Cannot delete jobs.	Wait for a while and click the Refresh button.

Scanner Features

Notes and Restrictions

The following are the notes and restrictions for using the scanner features.

Note

Refer to the Readme contained in the CentreWare Utilities CD-ROM for the notes and restrictions on network scan driver and Folder Viewer 2.

When retrieving documents from folder

- When Delete/Save Documents is set to Save, the same document can be accessed by multiple clients.
- When Delete/Save Documents is set to Delete, only one client can access any given document. The document which is being saved or imported by a client cannot be seen by other clients.

In both cases, documents can be added to a folder while it is accessed.

- When documents are retrieved from CentreWare Internet Services, the documents will not be deleted regardless of the setting of **Delete Documents After Retrieval**.

Display

When a multi-colored document is scanned, the image cannot be displayed in the correct colors if the display mode is set to fewer colors. Use a display mode which supports more colors than the image contains.

Using network scan driver and Folder Viewer 2 simultaneously

You cannot use both the network scan driver and Folder Viewer 2 on a single computer to make a connection to the machine.

A maximum of three computers using either the network scan driver or Folder Viewer 2 may retrieve documents simultaneously from one machine.

When printing documents saved in the folder

If printing a saved document by selecting **Folder** from the touch screen on the machine, scan documents cannot be printed.

When using TIFF files

The TIFF files created by Folder Viewer 2 are compressed either into the MMR, MH, JBIG, or JPEG format. When opening TIFF files, use the appropriate application software which supports the format.

Note

Folder Viewer 2 cannot create a TIFF file compressed by JBIG format.

Restriction on scanning capacity

The maximum scanning capacity for one page is 297 x 432 mm. For standard sizes, A3 or 11 x 17 inches.

Number of sheets for scanning (for Folder)

A maximum of 999 pages can be scanned in at once for folders. The number of pages may differ depending on the document size and resolution.

E-Mail Features

Troubleshooting

This section describes causes and recommended remedies for errors that may occur while using the mail notice service, mail print and scanner (mail transmission).

Symptom	Remedy
Cannot receive e-mail (mail print)	Is the e-mail address for the machine configured?
	Is the Receive E-Mail set to Enable ?
	Are IP addresses for the SMTP server and POP3 server (if POP3 is selected for the incoming mail protocol) configured correctly?
	Are the POP3 user name and password entered correctly?
	Is the Domain Filter imposed? Confirm if your own domain is included in the permitted domain using CentreWare Internet Services.
	Are the SMTP server and/or POP server operating properly? Check with your network administrator.
Cannot transmit e-mail (mail print and scanner (mail transmission))	Is the e-mail address for the machine configured?
	Is the Mail Notice Service set to Enable ? (In the case of mail notice.)
	Is the Send E-Mail set to Enable ?
	Is the IP address for the SMTP server configured correctly?
	Are the notification items for transmission set correctly? (In the case of mail notice.) Confirm the settings on the property screen using CentreWare Internet Services.
	Is the destination address entered correctly?
	Is the SMTP server operating properly? Check with your network administrator.

Options

11

Enabling Options with Software Keys

Options such as Disk Overwrite, Secure Watermark, Thumbnail Preview, and Job Based Accounting require the purchase and subsequent enabling with a supplied 12 character key before they will work.

Software keys are usually included with the kit documentation as a sticker on the manual, or they may be already installed on the device as per the purchase agreement.

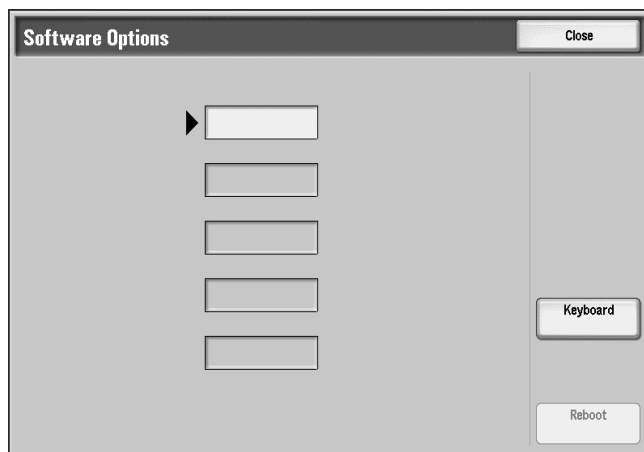
Upon receipt of the software key, use the following procedure to enable the associated Option.

1. Press the **Log In/Out** button on the Control Panel to enter the System Administration Mode.
2. On the keypad enter **11111** or the current password. Select **Enter** when finished.
3. Select the **Machine Status** button on the Control Panel.
4. Select **Tools** tab.
5. Select **Common Service Settings**.
6. Select **Maintenance**.

Note

You may have to use the scrolling arrow to see this selection.

7. Select **Software Options** and enter the key, using the on-screen keyboard, in the box provided.



8. Select **Save**, then select **Reboot**.

Xerox Extensible Interface Platform (XEIP)

Overview

Xerox Extensible Interface Platform (XEIP) enables independent software vendors and partners to develop customized programs to access directly from the Xerox device. Users can enter their authentication login at the device and access a set of features and options designed specifically for their business needs. For example:

- A hospital could customize the device to help better manage patient forms.
- By touching an icon on the display, a health-care worker could access the hospital's Web-based document management system and browse a list of patient forms.

Users can quickly scan and capture paper documents, preview thumbnails, and add them to frequently used document storage locations. For example:

- A tutor can scan notes directly to a specific course repository for students to access.
- A student can scan assessment papers to their course folder for their tutor to mark.

Xerox Extensible Interface Platform (XEIP) utilizes web-based Xerox Partner solutions including Omtool™, and Equitrac™ to enable users to access document repositories at the device display screen. Additional resources may be required on the device depending on the solution. For further information, contact your Xerox Sales Representative.

Installation

The XEIP installation is a two-phase process by which Phase 1 is described below, and Phase 2 is to be completed via the installation documentation provided by the web-based Xerox Partner solutions software vendor.

XEIP Setup

1. At your workstation, open your Web browser.
2. Enter the IP address of the machine in the Address or Location field.
3. Press **Enter**.

EIP Applications

To enable the machine for EIP applications:

1. Click the **Properties** tab.
2. Click the **Services** folder, the **Custom Services** folder, then the **Custom Services** link.
3. In the Custom Services area, in the Enabled box, click **Enabled**.
4. Click **Apply**.

Digital Certificate

To enable a digital certificate (if needed):

1. Click the **Properties** tab.
2. Click the **Security** folder, then the **Machine Digital Certificate Management** link.
3. If prompted to login, type or enter your System Administrator user name and password:
 - user name (default): **11111**
 - password (default): **x-admin**
4. Click the **Create New Self Signed Certificate** button. The Machine Digital Certificate Management page refreshes and displays the Self -Signed Certificate area.
5. In the Self -Signed Certificate area, click **Apply**.

SSL

To enable SSL:

1. Click the **Properties** tab.
2. Click the **Security** folder, then the **SSL/TLS Settings** link.
3. If prompted, type or enter your System Administrator user name and password.
 - user name (default): **11111**
 - password (default): **x-admin**
4. In the SSL/TLS Settings area, on the HTTP - SSL/TLS Communication line, click **Enabled**.
5. Click **Apply**.

Note

If changes are made to the SSL settings you may need to:

- Reboot the system.
- Close and reopen the client browser.

Ports

To enable the ports:

1. Click the **Properties** tab.
2. Click the **Connectivity** folder, then Port Settings.
3. On the SNMP line, click **Enabled**.
4. On the SMB line, click **Enabled**.
5. On the FTP Client line, click **Enabled**.
6. On the SOAP line, click **Enabled**.
7. Click **Apply**.

Note

If changes were made to the SSL settings you may need to reboot the system.

IPv4 Default Enablement

To ensure that IPv4 is enabled by default:

1. Click the **Properties** tab.
2. Click the **Connectivity** folder, then the **Protocols** folder.
3. In the **Protocols** folder, click **TCP/IP**.
4. In the IP Mode area, on the IP Mode line, click or verify **IPv4**.
5. If you clicked IPv4, click **Apply**. EIP applications can now register to the device.

Note

You may need to map buttons to Custom Services at the local User Interface in order to see the new applications.

The installation of the Xerox Extensible Interface Platform (XEIP) solution now is completed.

KeyPoint

During this time, the desired web-based Xerox Partner solution can be registered. The registration process varies from solution to solution.

KeyPoint

The installation process for the desired solution should be located in that solution's documentation.

Reference the solution partner's documentation for installation completion.

Upon successful installation of the Solution partner's software, the application will show up in the User Interface (UI) screen of the printing device

MeterAssistant

MeterAssistant allows the System Administrator to set up, view, and access the automatic billing meter information by eliminating the manual steps involved in collecting and reporting meter reads.

Once enabled, MeterAssistant provides the device's billing meters to Xerox Billing over the Internet with minimal human interaction.

Note

All communications between your Xerox 4112/4127 machine and Xerox Billing is conducted through Secure Socket Layer (SSL) protocols and 128-bit encryption to keep information locked from all unauthorized viewers. By enabling the MeterAssistant feature on your Xerox 4112/4127 device, you are simply allowing your device to automatically submit billing meter information on a periodic basis to Xerox Billing as agreed upon in the "Terms and Conditions." Xerox is **NOT** accessing your private data, or probing your device. Only information pertaining to your system's billing meters is actively transferred; no job data or other private information is transmitted.

Qualified users can implement the MeterAssistant feature based on the following criteria:

- If your machine has an Integrated Controller **ONLY**, then all you need to do is sign up for this application.
- If you have a third-party controller such as EFI Fiery or Xerox FreeFlow Print Services, you **MUST** have:
 - Two drops/ports for two separate internet connections
 - Two IP addresses (one for the machine and one for the controller); MeterAssistant uses the machine's IP address to obtain billing meter information

Note

Existing customers of the Xerox 4112/4127 Family can perform the eligibility test as listed below to see if their equipment is eligible. Customer who recently purchased the Xerox 4112/4127 can bypass this process.

Use the Machine Eligibility Test at <http://www.xerox.com/account-management/meter-reading-test/enus.html> to determine if you can take advantage of MeterAssistant.

Note

This feature may currently be available only in the U.S.A.

Note

Ensure that you have an internet connection to your machine.

Make sure that you have an account on www.xerox.com. Add all devices in inventory that you wish to register for Automatic Meter Readings to your account. For more information on setting up and activating your equipment for meter reads, go to www.xerox.com/meterreads.

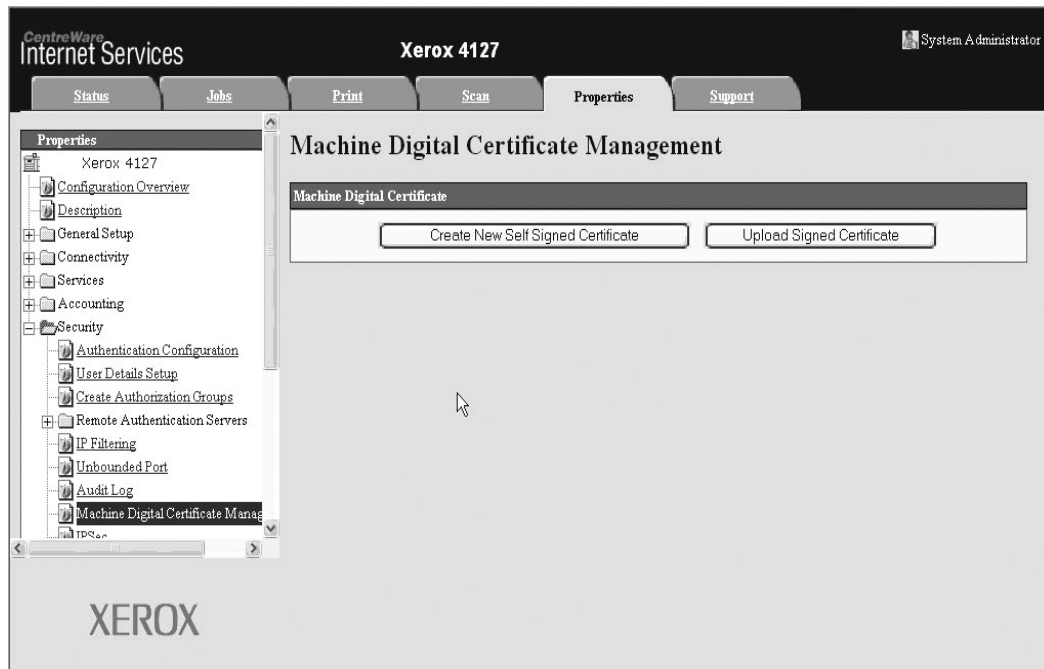
Note

TCP/IP and HTTP protocols must be enabled on the device so that the device web browser can be accessed (for Device Direct registration, described in this procedure).

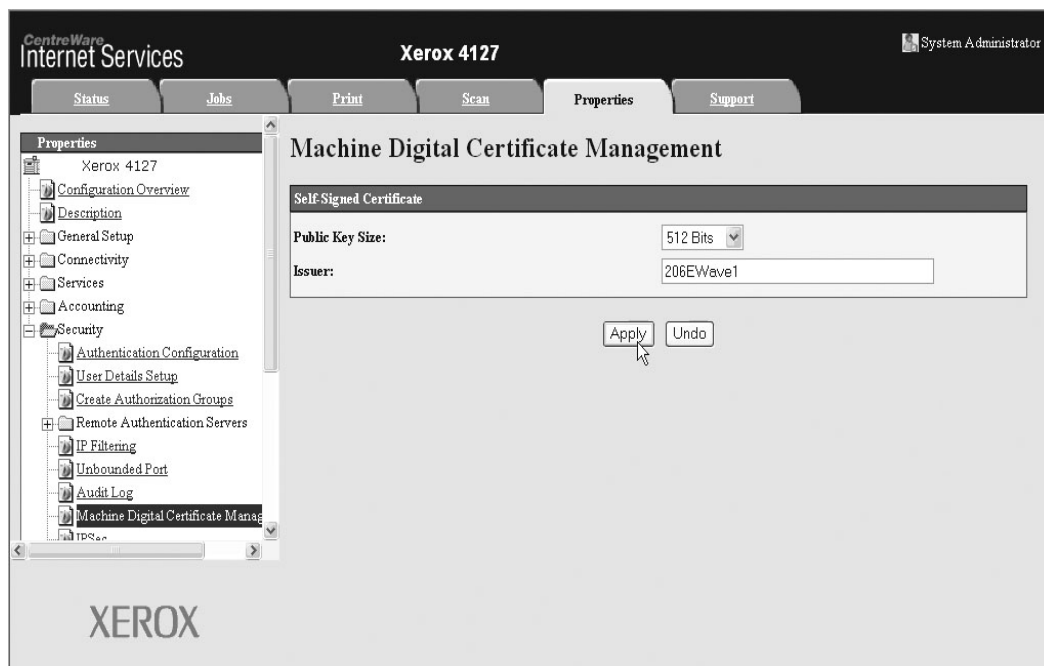
Setting up MeterAssistant through CentreWare Internet Services

From your computer, perform the following steps:

1. Open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press Enter.
2. Click the Properties tab.
3. Click the symbol to the left of the Security folder.

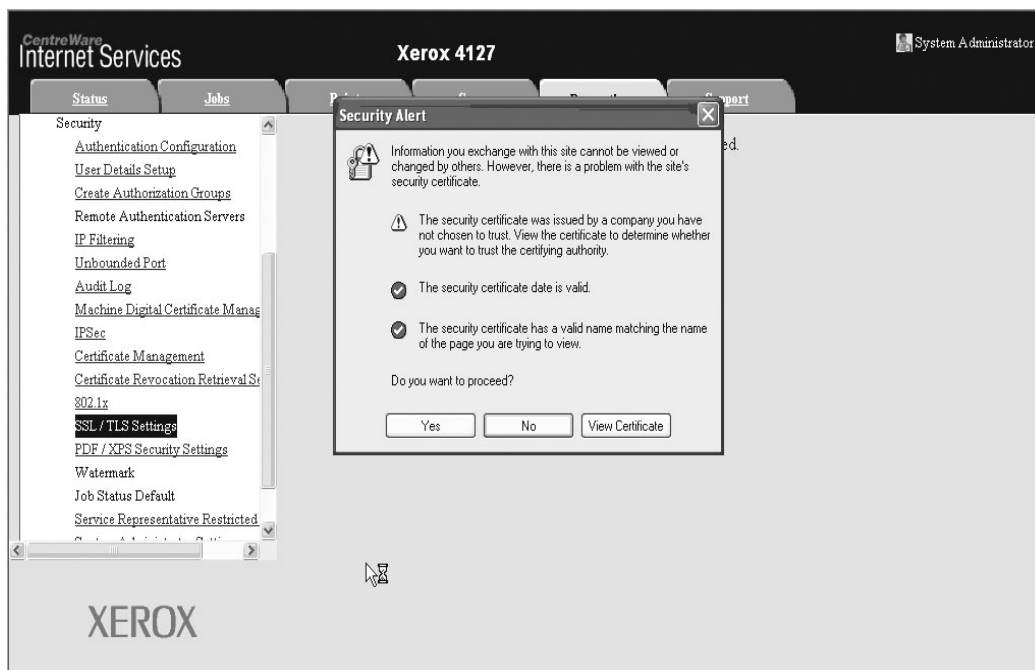


4. From the list, select the link for Machine Digital Certificate Management, and login using your username and password (default username is: 11111, and password is: x-admin).
5. Select the option for Create New Self Signed Certificate, and press Apply.

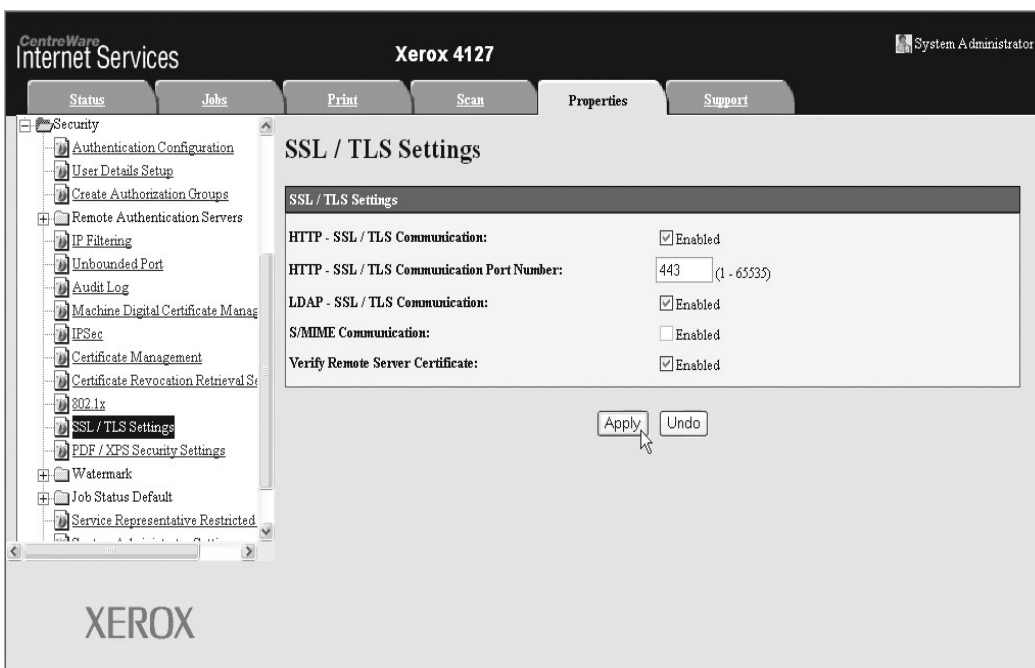


You will receive a message that states: “Settings Have Been Changed”

6. Scroll down the list and locate the SSL/TLS Settings link, and accept the message to proceed.

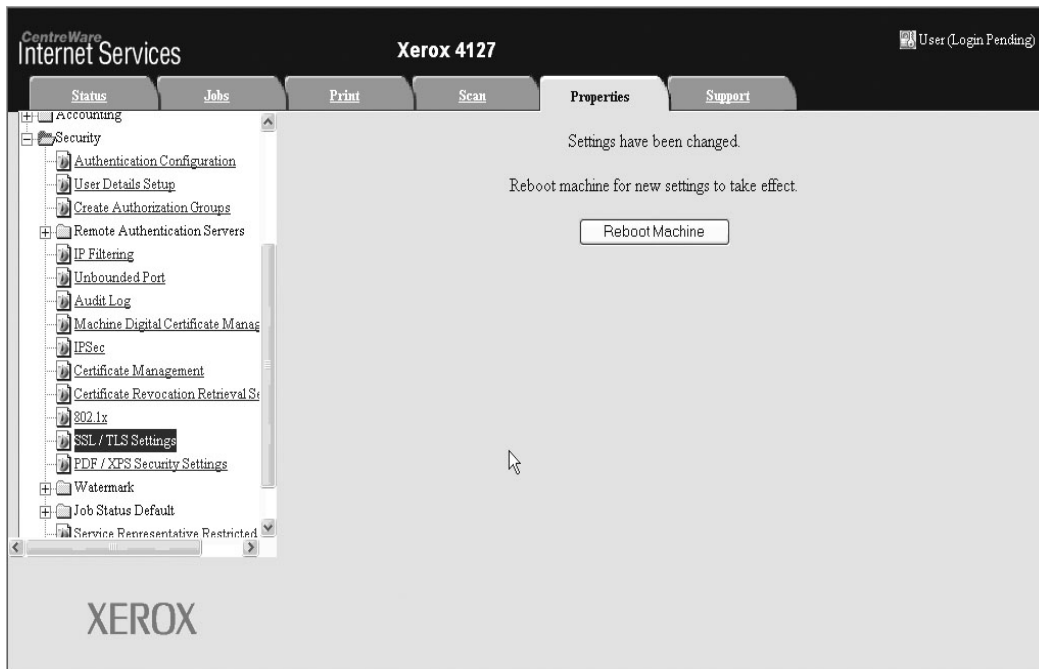


7. Select the check boxes for the following items:
 - a. Enable HTTP - SSL/TSL Communications
 - b. Set the HTTP - SSL/TSL Communications Port Number to 443
 - c. Enable the Verify Remote Server Certificate and press the **Apply** button

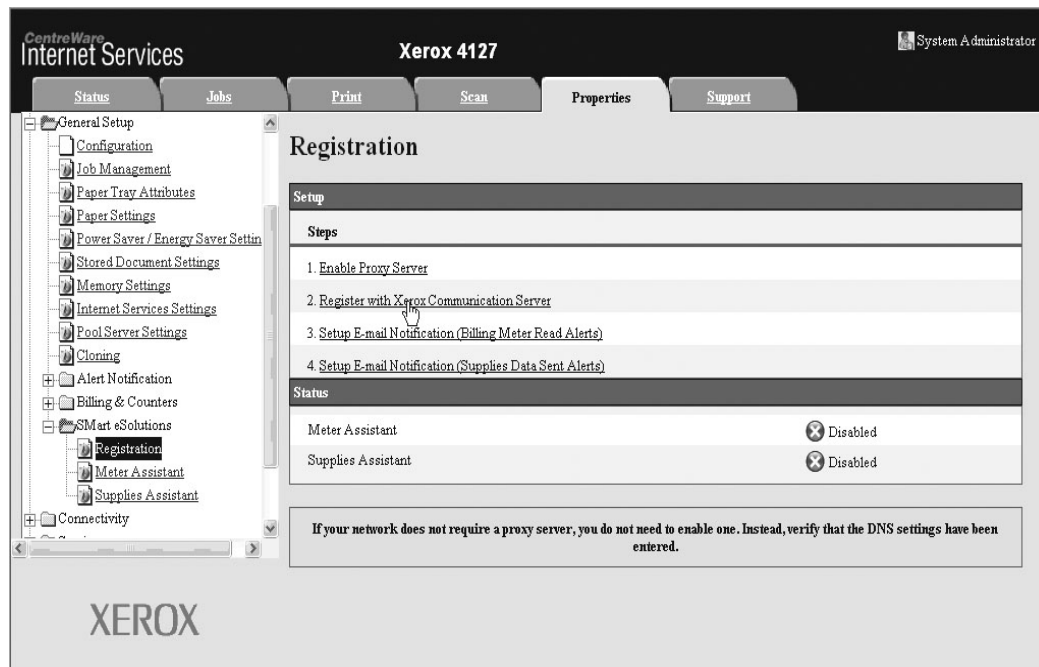


Options

The machine will request to reboot.



- a. Select YES and wait for machine status: Your request was successfully processed
8. Click the symbol to the left of General Setup.
9. Click the symbol to the left of Smart eSolutions.
10. Click **Registration**.

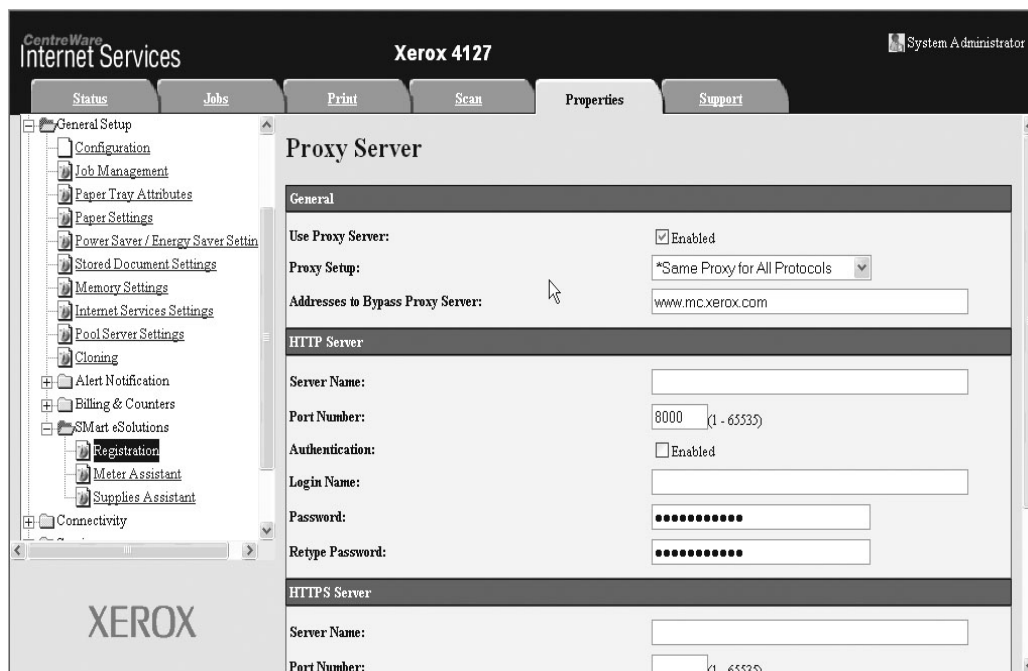


11. Under the Setup option, select Step 1 - Enable Proxy Server to begin the registration process.

Note

If your network does not require a Proxy Server, you can go to Step 17. You will, however, need to have DNS settings enabled (see TCP/IP Protocol Configuration in this guide).

12. Place a check mark in the Use Proxy Server box.



13. In the Addresses to Bypass Proxy Server box, enter in up to 1024 characters of IP addresses, fully qualified host names, or wildcard host names (such as *.eng), separated by semicolons. Functioning like the local address exception list in a typical web browser, these addresses will be permitted to bypass the Proxy Server.

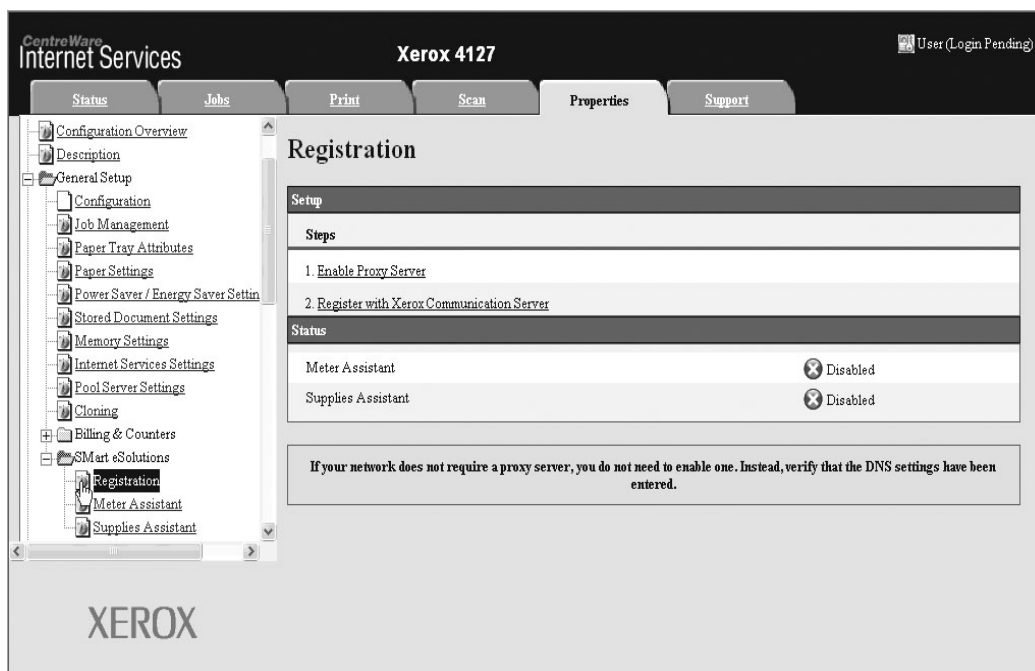
Options

14. For the HTTP or HTTPS Server Names, provide a name of up to 255 characters in length for one or both of these Proxy Servers. A fully qualified domain name or IP address can be used. Note: Make sure that DNS is enabled as stated in the TCP/IP Protocol Configuration topic in the NOS Selection section of this guide.

The screenshot shows the 'Xerox 4127' configuration window for 'Internet Services'. The 'Properties' tab is active. On the left, a tree view shows 'General Setup' expanded, with 'Internet Services Settings' selected. The main area is divided into two sections: 'HTTP Server' and 'HTTPS Server'. The 'HTTP Server' section has the following fields: 'Server Name' (empty), 'Port Number' (8080, with a range of 1-65535), 'Authentication' (checkbox, not checked), 'Login Name' (empty), 'Password' (masked with dots), and 'Retype Password' (masked with dots). The 'HTTPS Server' section has similar fields, but the 'Authentication' checkbox is checked. At the bottom right, there are 'Apply' and 'Undo' buttons.

15. Leave the Port Number set to 8080 (the Internet Assigned Network Authority [IANA] recognized proxy port) unless you are using a different port number.
16. Click Apply and supply the administrator User Name and Password, if prompted. The default is 11111 and x-admin. You should a message stating: Settings Have Been Changed
17. If necessary to see the list of Registration hot links again, click your browser Back button, or click on the Registration link.

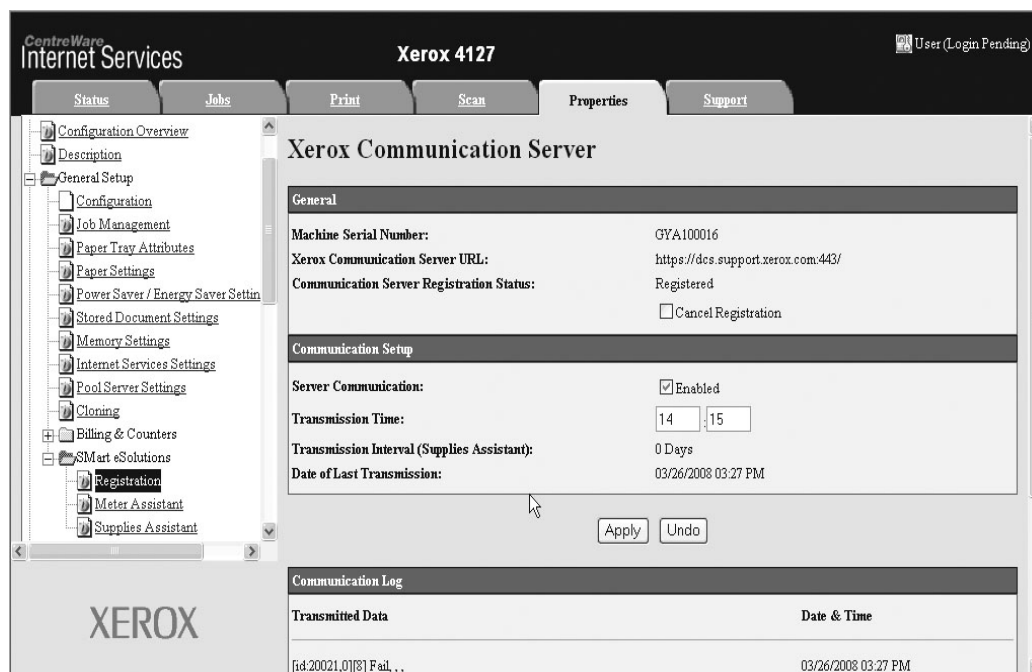
18. Continue the registration process by selecting Step 2 - Register with Xerox Communication Server link. Selecting this link will allow you to register this device with the Xerox Communication Server (Edge Host), which enables the automatic billing meter reading service. After registration, the device will poll the Edge Host routinely, and send meter readings only in response to requests from the Edge Host.



19. Place a check mark in the Server Communication box. Also set the Transmission Time to a desired time frame.

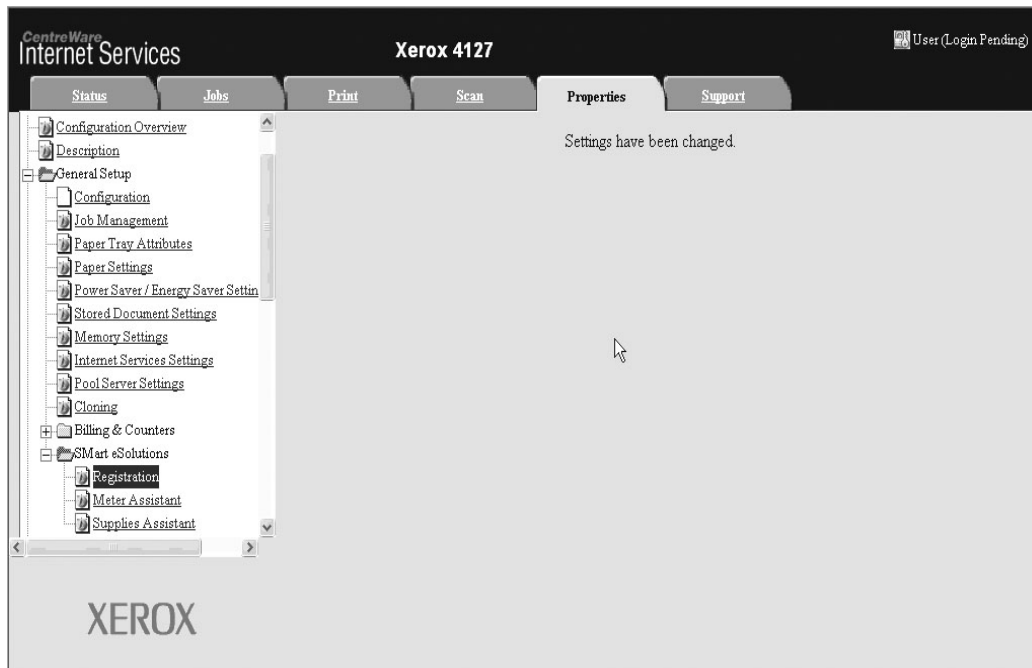
Note

The Transmission Time programming is set based on a 24 hour schedule. This will allow you to schedule Xerox Communication Server transmission (polling time) to a desired setting.



Options

20. Click Apply and supply the administrator User Name and Password, if prompted. A “Settings have been changed” message will appear.

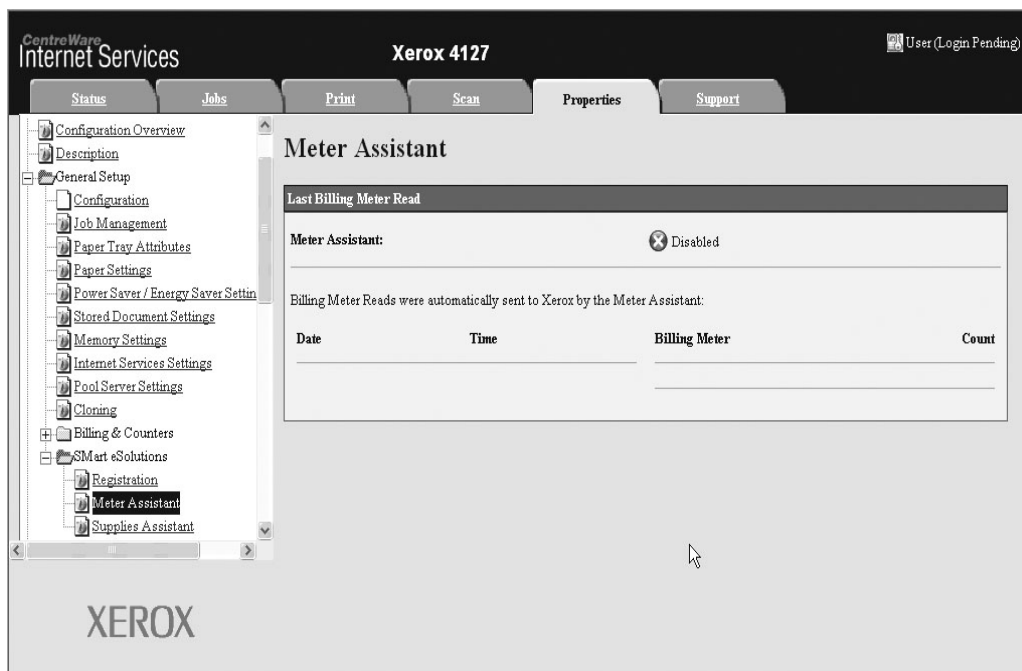


Note

If applicable, continue with steps 21 - 26 for E-mail Notification.

21. If applicable, use your browser Back button again, then click on **Setup E-mail Notification** to send billing meter (or supplies data) read notifications to the locally designated Administrator.
22. Enter the e-mail address of the designated Administrator in the box(es) supplied.
23. Place a check mark in the boxes associated with the type of notifications you wish to have e-mailed.

24. Click **Apply** and supply the administrator User Name and Password, if prompted. The default is **11111** and **x-admin**.
25. Click on the MeterAssistant link at any time to see the status of your communications.



Note

The machine status will show a listing of being “Disabled” until the remote device checks for MeterAssistant information to be sent to it.

26. This completes the MeterAssistant configuration.

Addendum

12

This addendum is a supplemental addition to Chapter 8. It contains additional detailed information of various machine setups.

System Settings Menu List

The following table shows a list of the items that can be set. Note that the items appearing depend on the configuration of the machine. Refer to *System settings procedure on page 9-1*.

System Settings

Common Settings

Machine Clock/Timers	Date•Time NTP Time Synchronization•Connection Interval Auto Clear•Auto Job Release Auto Print•Auto Power Saver Time Zone•Daylight Savings
Audio Tones	Control Panel Select Tone•Control Panel Alert Tone Base Tone•Machine Ready Tone Copy Job Complete Tone•Non-Copy Job Complete Tone Fault Tone•Auto Clear Alert Tone Alert Tone•Out of Paper Warning Tone Low Toner Alert Tone•Stored Programming Tone
Screen Defaults	Custom Buttons 1 to 3•All Services All Services - Additional Features•Job Type on Job Status screen
Paper Tray Settings	Custom Paper Name•Paper Tray Attributes on Setup Menu Customize Paper Supply Screen•Paper Tray Attributes During Loading Paper Tray Priority•Paper Type Priority Tray 5 (Bypass) -•Auto Tray Switching Paper Size Defaults
Image Quality	Photo & Text Recognition•Image Enhancement
Reports	Job History Report•2 Sided Report
Maintenance/Diagnostics	Initialize Hard Disk•Delete All Data

Watermark	Date Format•Text Effect Text Size•Background Pattern Printing Density•Text/Background Contrast Force Watermark -•Force Watermark - Client Copy Job Print Force Watermark - Folder Print
Other Settings	Auto Job Promotion•Offset Stacking (Finisher Tray) Default Print Paper Size•Paper Size Settings Millimeters/Inches•Keyboard Input Restriction Operation of Up/Down Buttons•Overwrite Hard Disk (optional) Data Encryption (optional)•Service Representative Restricted Operation (not supported) Software Download•Document Feeder Tray Elevation Estimated Time for Single or All Jobs

Copy Mode Settings

Preset Buttons	Paper Supply - Button 2•Paper Supply - Button 3 Paper Supply - Button 4•Paper Supply - Button 5 Reduce/Enlarge - Button 3•Reduce/Enlarge - Button 4 Reduce/Enlarge - Button 5•Stapling Button 4 Stapling Button 5•Punching Button 4 Punching Button 5•Front Cover Tray-Button 3 Front Cover Tray-Button 4•Back Cover Tray-Button 3 Back Cover Tray-Button 4
Copy Defaults	Paper Supply•Reduce/Enlarge Original Type•Lighten/Darken Sharpness•Auto Exposure 2 Sided•Mixed Size Originals Edge Erase - Top Edge•Edge Erase - Bottom Edge Edge Erase - Left Edge•Edge Erase- Right Edge Center Erase•Image Shift - Side 1 Image Shift - Side 2•Image Rotation - Rotation Direction Image Rotation•Original Orientation Copy Output•Output Orientation Sample Set•Stamp Position (Side 1) Stamp Position (Side 2)•Stamp Size Date Position (Side 1)•Date Position (Side 2) Date Size•Page Number Style Page Number Position (Side 1)•Page Number Position (Side 2) Page Number Size•Tab Margin Shift

Copy Control	Memory Full Procedure•Maximum Stored Pages 2 Sided Original Scan Options•Auto Paper Off Fine-tune 100•Pseudo-Photo Gradation Mode Original Type - Lightweight•Output Orientation-Reverse Order Originals Output Orientation-Auto•Stamp Density (Single sheet) Stamp Position-Top Left•Stamp Position-Top Center Stamp Position-Top Right•Stamp Position-Left Center Stamp Position-Center•Stamp Position- Right Center Stamp Position- Bottom Left•Stamp Position- Bottom Center Stamp Position- Bottom Right•Date Position-Top Left Date Position-Top Center•Date Position-Top Right Date Position- Bottom Left•Date Position-Bottom Center Date Position-Bottom Right•Page No. Position-Top Left Page No. Position-Top Center•Page No. Position-Top Right Page No. Position-Bottom Left•Page No. Position-Bottom Center Page No. Position-Bottom Right•Quantity Display
Original Size Defaults	Not applicable
Reduce/Enlarge Presets	Not applicable

Network Settings

Port Settings	LPD•NetWare SMB•IPP EtherTalk•Salutation Port9100•SNMP FTP client•Receive E-mail Send E-mail•Mail Notification Service UPnP Discovery•Internet Service (HTTP) SOAP
Protocol Settings	Ethernet settings•TCP/IP - Get IP Address TCP/IP - IP Address•TCP/IP - Subnet Mask TCP/IP - Gateway Address•TCP/IP - IP Filter
Machine E-mail Address/Host Name	E-mail Address•Host name Domain name
POP3 Server Settings	POP3 Server - Setup•POP3 Server - IP Address POP3 Server - Server Name•POP3 Server - Port Number POP3 Server - Check Interval•POP3 Server - Login Name POP3 Server - Password•POP Password Encryption
SMTP Server Settings	SMTP Server - Setup•SMTP Server - IP Address SMTP Server - Server Name•SMTP Server - Port Number E-mail Send Authentication•SMTP AUTH - Login Name SMTP AUTH - Password
Domain Filter	Domain Filtering•to 51. Domains 1 to 50
Remote Authentication Server Settings	Authentication System Remote Authentication Server 1-5 Server - Server Setup Server - IP Address Server - Server Name Server - Port Name Server - Realm Name
PKI Settings (Public Key Infrastructure)	HTTP - SSL/TLS settings
Other Settings	E-mail receive protocol

Print Mode Settings

Allocate Memory	PostScript Memory•ESC/P Form Memory HP-GL/2 Auto Layout Memory•Receiving Buffer - LPD Spool Receiving Buffer - NetWare•Receiving Buffer - SMB Spool Receiving Buffer - IPP Spool•Receiving Buffer - EtherTalk Receiving Buffer - Port 9100
Other Settings	Print Area•Substitute Tray Paper Type Mismatch•Unregistered Forms Print ID•Banner Sheet Banner Sheet Tray•PostScript Paper Supply PostScript Font Absence•PostScript Font Substitution

Scan Mode Settings

Note

The optional color scanner kit will allow scanning in color or black and white. Scans from Scan Service cannot be printed unless retrieved at the client and resubmitted as a print job.

Basic Scanning Tab	Feature in 2nd Column•Reduce/Enlarge - Button 2 Reduce/Enlarge - Button 3
Scan Defaults	Output Color •Original Type File Format•Lighten/Darken Contrast•Sharpness Auto Exposure•Background Suppression Color Space •Original Orientation Scan Resolution•Mixed Size Originals Edge Erase•Edge Erase - Top & Bottom Edges Edge Erase - Left & Right Edges•Center Erase / Binding Erase Image Compression
Scan-to-FTP/SMB Defaults	Not applicable
Scan Size Defaults	Not applicable
Output Size Defaults	Not applicable
Reduce/Enlarge Presets	Not applicable
Other Settings	Scan Service•Memory Full Procedure Maximum Stored Pages•2 Sided Original Scan Options Color Saturation •Auto Exposure Level Background Suppression Level • Color Space TIFF Format•Image Transfer Screen

E-mail Settings

E-mail Defaults	Not applicable
Address Search (Directory Service)	Directory Service (LDAP)•Primary Server Primary Server Port Number•Secondary Server Secondary Server Port Number•Login Name Password•Search Root Entry DN Scope of Search from Root Entry•Object Class of Search Target Server Application•Attribute Type of Recipient Name Attribute Type of Last Name•Attribute Type of First Name Attribute Type of E-mail Address•Attribute Type of Custom Items 1 to 3 Attribute Name of Custom Items•Maximum Search Results 1 to 3 Search Time-Out
Other Settings	Maximum E-mail Size•Maximum Address Entries Incoming E-mail Print Options•Auto Print Error Mail Response to Read Status (MDN)•Read Status (MDN) Auto Print Delivery Confirmation•Page size for Split Send Mail

Folder Settings

File Operation Default Screen	Not applicable
Documents Retrieved By Client	Not applicable

Stored Document Settings

Document Expiry Time	Not applicable
Delete Charge Print Documents	Not applicable
Delete Secure Print Documents	Not applicable
Delete Sample Print Documents	Not applicable

Setup Menu

Folder	Folder Name•Password Check Password•Delete Documents After Retrieval Delete Documents with•Link Job Flow Sheet to Folder Expiry Date
Job Flow Sheets	Name•Description Send E-mail•Transfer via FTP (1), Transfer via FTP (2) Transfer via SMB (1), Transfer•Content Check via SMB (2)
Content Check	Not applicable
Address Book	Address Type•E-mail Address Recipient Name•Last Name First Name•Custom Item 1 Custom Item 2•Custom Item 3 Transfer Protocol•Server Name/IP address Shared Name (SMB Only)•Save in Login Name•Password Port Number

System Administrator Settings

System Administrator Login ID	Not applicable
System Administrator Password	Not applicable
Maximum Login Attempts	Not applicable

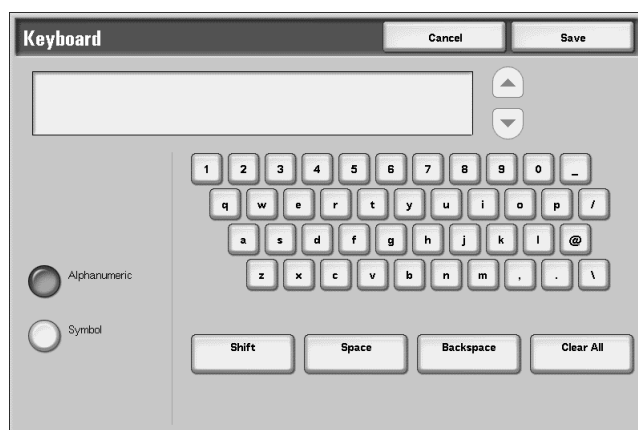
Login Setup/Auditron Administration

Create/Check User Accounts	UserID•User Name Password•E-mail Address Account Limit•Reset Total Impressions Reset User Account
Reset User Accounts	All User Accounts•All Account Limits Total Impressions•Print Meters
System Administrator Copy Meter	Not applicable
User Details Setup	UserID Characters•Hide User ID Account ID Characters•Hide Account ID (***) Failed Access Log•Checking Authentication information Store User Details
Charge Print Settings	PJL Receive Command Control•PJL Output Command Control Receive Control
Password Entry from Control Panel	Not applicable

Login Setup/Auditron Mode	Local Machine Access•Network Access Auditron Mode •Remote Access Guest User Guest Password Auditron Mode•Folder Access
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Entering Text

During operations, a screen sometimes appears for the entry of text. This section describes how to enter text using the screen keyboard.















The following characters can be entered: numbers, letters, and symbols.












Item	Description
Entering letters and numerals	Select Alphanumeric . If you select Shift , capital letters appear. To return to lowercase, select Shift again.
Entering symbols	Select Symbol .
Entering a space	Select Space
Deleting characters	Select Backspace . This deletes characters one at a time.
Deleting all characters	Select Clear All . All characters are deleted.
Entering a single character	Select any Single Character (number, letter, or symbol).




Paper Size Settings Table



















To select the default paper sizes for standard size originals and for automatic paper detection, refer to *Chapter 9 Paper Size Settings on page 9-80*.
















The following are the sizes that can be detected automatically when the document is placed on the document glass or in the document feeder.




Paper size group		A/B series(8 × 13")						A/B series					
Size	Orientation/ Loading position	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	Optional High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
A6		Yes	No	No	No	No	No	Yes	No	No	No	No	No
A5		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
A5		Yes	No	No	No	No	No	Yes	Yes	No	No	No	No
A4		Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes	Yes	No
A4		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
A3		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
B6		Yes	No	No	No	No	No	Yes	No	No	No	No	No
B6		No	No	No	No	No	No	Yes	No	No	No	No	No
B5		No	No	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
B5		No	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
B4		No	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No
5.5 × 8.5		No	No	No	No	No	No	No	No	No	No	No	No
5.5 × 8.5		No	Yes	No	No	No	No	No	No	No	No	No	No
7.25 × 10.5		No	No	No	No	No	No	No	No	No	No	No	No
7.25 × 10.5		Yes	Yes	No	No	No	No	No	No	No	No	No	No
8 × 10		No	No	No	No	No	No	No	No	No	No	No	No
8 × 10		No	No	No	No	No	No	No	No	No	No	No	No
8.46 × 12.4		No	No	No	No	No	No	No	No	No	No	No	No
8.5 × 11		No	Yes	No	Yes	No	No	No	Yes	No	Yes	No	No
8.5 × 11		Yes	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
8.5 × 13		Yes	Yes	No	Yes	Yes	No	No	No	No	Yes	No	No
8.5 × 14		No	No	No	Yes	Yes	No	No	No	No	Yes	No	No
11 × 15		No	No	No	No	No	No	No	No	No	No	No	No
11 × 17		Yes	Yes	No	Yes	No	No	No	Yes	No	Yes	No	No
Cover A4		No	No	No	No	No	No	No	No	No	No	No	No
9 × 11		No	No	No	No	No	No	No	No	No	No	No	No
12 × 18		No	No	No	No	No	No	No	No	No	No	No	No

Paper size group		A/B series(8 × 13")						A/B series					
Size	Orientation/ Loading position	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	Optional High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
SRA3		No	No	No	Yes	No	No	No	No	No	Yes	No	No
12.6 × 19.2		No	No	No	Yes	No	No	No	No	No	Yes	No	No
13 × 18		No	No	No	No	No	No	No	No	No	No	No	No
13 × 19		No	No	No	No	No	No	No	No	No	No	No	No
16 K		No	No	No	No	No	No	No	No	No	No	No	No
16 K		No	No	No	Yes	No	No	No	Yes	No	Yes	No	No
8 K		No	No	No	No	No	No	No	Yes	No	No	No	No
Postcard		No	No	No	No	No	No	No	No	No	No	No	No
Return postcard		No	No	No	No	No	No	No	No	No	No	No	No
4 × 6		No	No	No	No	No	No	No	No	No	No	No	No
No.3 standard envelopes		No	No	No	No	No	No	No	No	No	No	No	No
Index paper		No	No	No	Yes	No	No	No	No	No	Yes	No	No

Paper size group		A/B series(8 K/ 16 K)						A/B series(8×13"/8×14")						Inch series					
Size/Orientation	Loading position	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
A6		Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
A5		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	No	No	No	No	No	No
A5		Yes	Yes	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
A4		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	No	No	No	Yes	No	Yes	No	No

Paper size group		A/B series(8 K/ 16 K)						A/B series(8×13"/8×14")						Inch series					
Size/Orientation	Loading position	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
A4		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
A3		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	No	No
B6		Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
B6		Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
B5		Yes	Yes	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	No	No	No	Yes	Yes	No
B5		Yes	Yes	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No	No	No
B4		Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	No	No	No	Yes	No	No
5.5 × 8.5		No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	Yes	Yes	No
5.5 × 8.5		No	No	No	No	No	No	Yes	Yes	No	No	No	No	Yes	Yes	No	No	No	No
7.25 × 10.5		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
7.25 × 10.5		No	No	No	No	No	No	No	Yes	No	No	No	No	Yes	Yes	No	Yes	No	Yes
8 × 10		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No
8 × 10		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
8.46 × 12.4		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
8.5 × 11		No	Yes	No	Yes	No	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes	Yes	No
8.5 × 11		Yes	Yes	No	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8.5 × 13		No	No	No	Yes	No	No	Yes	Yes	No	Yes	Yes	No	No	No	No	Yes	No	No
8.5 × 14		No	No	No	Yes	No	No	No	No	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No

Paper size group	A/B series(8 K/ 16 K)							A/B series(8×13"/8×14")						Inch series						
	Size/Orientation	Loading position	Document glass	Document feeder	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Document glass	Document feeder	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
11 × 15		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
11 × 17		Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	Yes	Yes	No	No
Cover A4		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
9 × 11		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
12 × 18		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
SRA 3		No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No
12.6 × 19.2		No	No	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No
13 × 18		No	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No
13 × 19		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No
16 K		Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
16 K		Yes	Yes	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No	No
18 K		Yes	Yes	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Post card		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Return post card		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
4 × 6		No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No

Paper size group		A/B series(8 K/ 16 K)						A/B series(8×13"/8×14")						Inch series					
Size/Orientation	Loading position	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Document glass	Document feeder	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
No. 3 standard envelopes		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Photo2L (5 × 7)		No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No
Index paper (A4)		No	No	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	No	No	No
index paper (8.5 × 11)		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No

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