Getting help

For information/assistance, check the following:

- The **User Guide** for information on how to use the Xerox 4112/4127.

- The **System Administration Guide** for information on how to set/change the system defaults for the Xerox 4112/4127.

- For online assistance go to: **www.xerox.com**

  - Click the **Support and Drivers** link.

  - In **Product Name**, type **4112/4127** and click **Search**.

  - From the list presented, locate your model (4112/4127).

  - Click the appropriate link for the desired information: Support, Drivers & Download, or Documentation

- You may also call for technical assistance. In the US, call 1-800-275-9376 extension 871 or 1-800-821-2797. In Canada, call 1-800-939-3769. In Europe, go to **www.xerox.com** and select the Contact Us link to locate a telephone number for your country.

System messages

If the system displays a message on the screen, be sure to follow the steps in the order presented in order to solve the problem. Failure to do so may cause additional problems.

Log In/Out

To Logon as a System Administrator, press the **Log In/Out button** on the Control Panel. Enter your System Administrator Login ID and select **Enter**.

To logout of System Administrator mode, press the **Login/Out** button and select **Logout**.

# Access the System Settings features

Note
Various menus may populate differently, depending on machine options and feature activation.

1. Log in as a System Administrator.
2. Press the **Machine Status** button on the Control Panel.
3. Select the **Tools** tab.
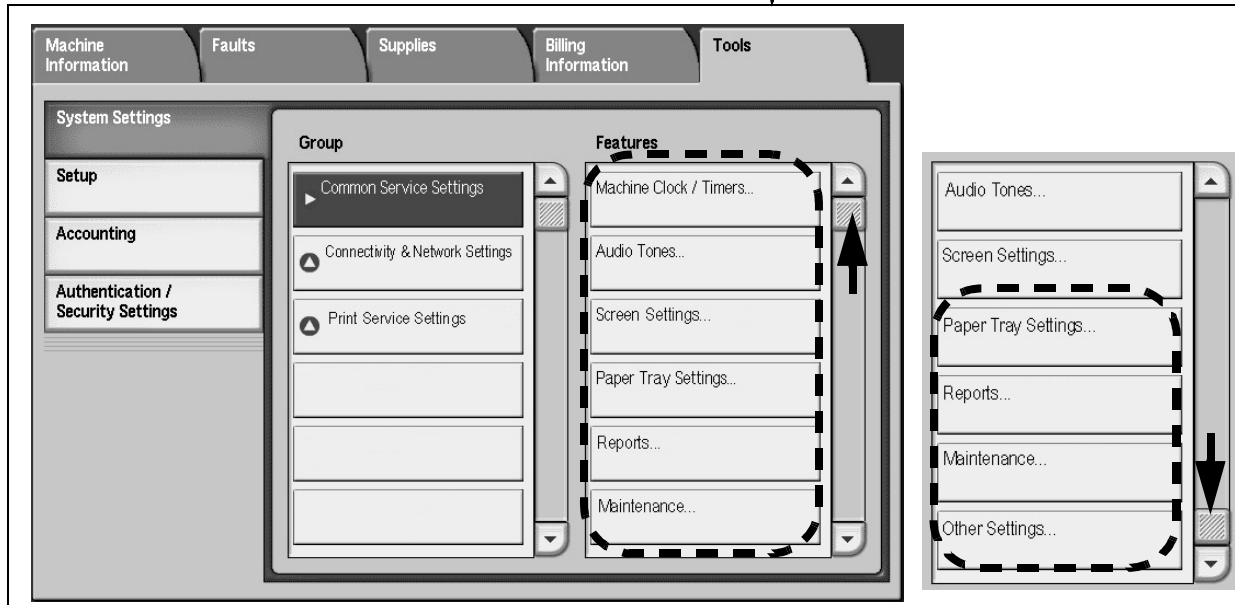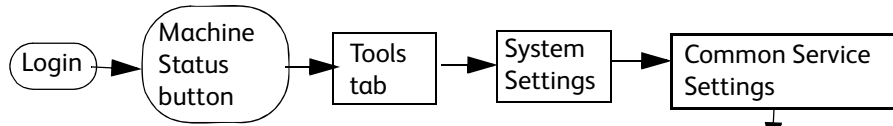4. Select the desired feature(s) to review/change.
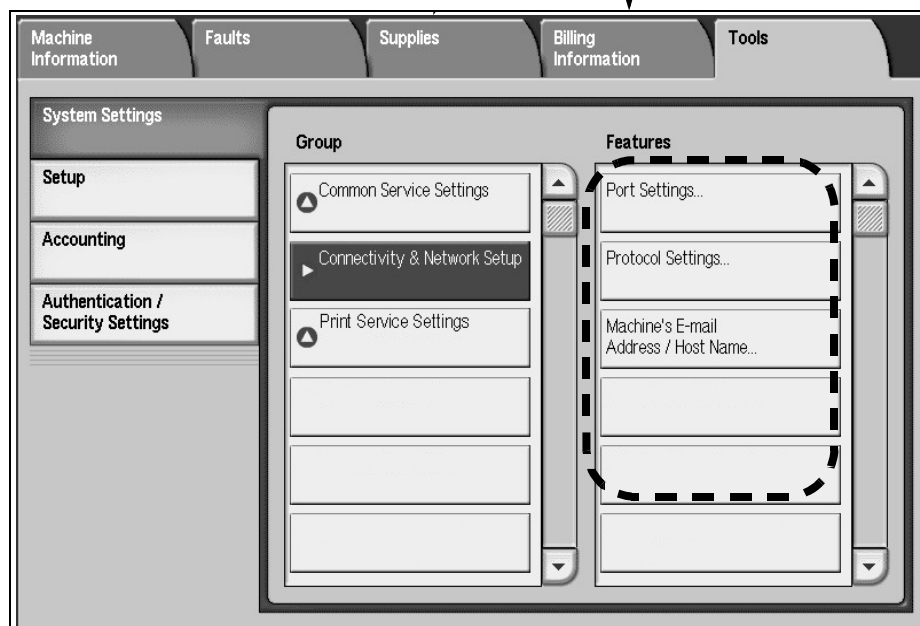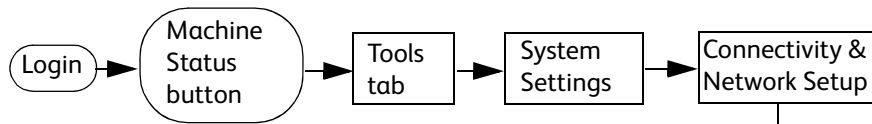
Main settings menus
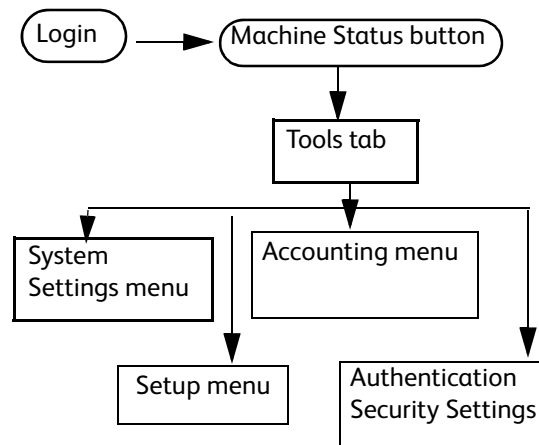
Second level Settings menus

Common Service Settings
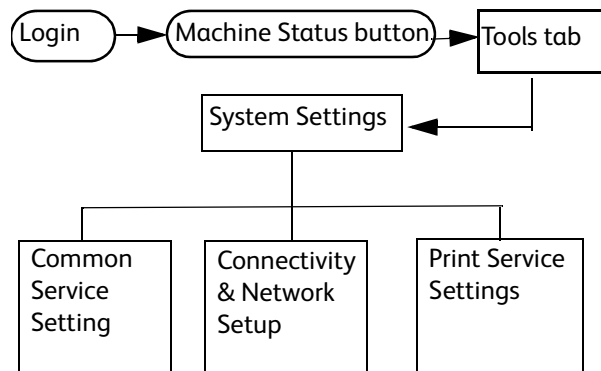
Login → Machine Status button → Tools tab → System Settings → Common Service Settings

Connectivity & Network Setup

Login → Machine Status button → Tools tab → System Settings → Connectivity & Network Setup

Print Service Settings

Login → Machine Status button → Tools tab → System Settings → Print Service Settings
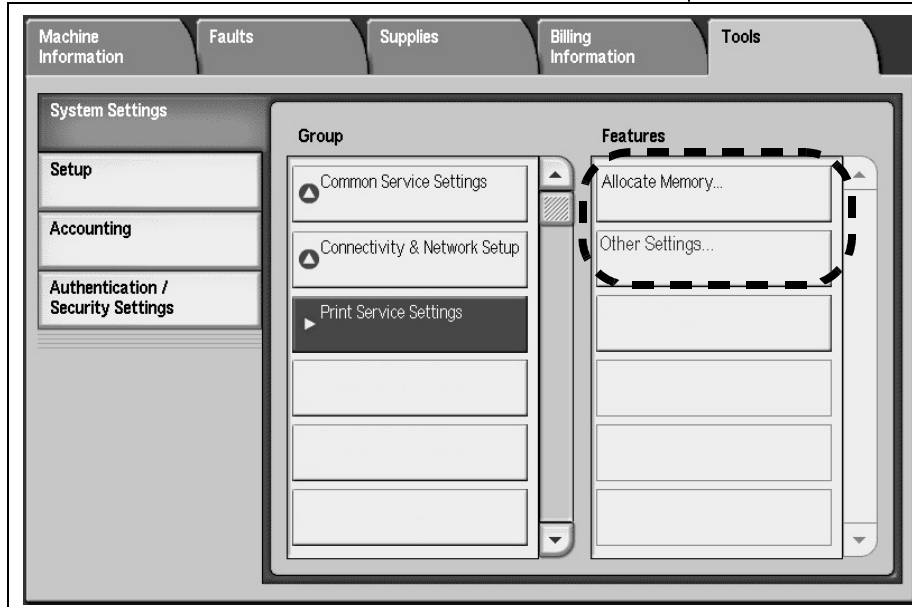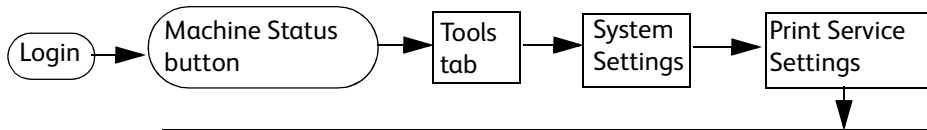
Set/change the Power Saver time interval

1. Press the **Log In/Out** button.
2. Enter the System Administrator Login ID and select **Enter**.
3. Press the **Machine Status** button and select the **Tools** tab.
4. Select **System Settings > Common Service Settings > Machine Clock/Timers**.
5. Select **Auto Power Saver/Energy Saver > Change Settings**.
6. Enter the desired time interval for the Low Power Mode and the Sleep Mode (two separate modes).
7. Select **Save** and **Close**.

Set/change the System Administrator Login ID and password

1. Press the **Log In/Out** button.
2. Enter the System Administrator Login ID and select **Enter**.
3. Press the **Machine Status** button and select the **Tools** tab.
4. Select **Authentication/Security Settings > System Administrator Settings > System Administrator's Login ID**.
5. Select **On** and **Keyboard**.
6. Enter the new System Administrator Login ID and select **Save**.
7. Select **Keyboard**, re-enter the new System Administrator ID and select **Save**.
8. Select **Save**.
9. From the System Administrator Settings menu, select **System Administrator's Passcode**.
10. Select **Keyboard,** enter the new passcode, and select **Save.**
11. Select **Keyboard** and re-type the passcode.
12. Select **Save** and **Close**.

Set/change the Screen Settings

1. Press the **Log In/Out** button.
2. Enter the System Administrator Login ID and select **Enter**.
3. Press the **Machine Status** button and select the **Tools** tab.
4. Select **System Settings > Common Service Settings > Screen Settings**.
5. Select **Auto Display of Login Screen** and **Change Settings**.
6. Select **Off** or **On**.
7. Select **Save**.
8. Select **Default Language** and **Change Settings**.
9. Select the desired language.
10. Select **Save** and **Close**.

Set/change the default Paper Tray Attributes

1. Press the **Log In/Out** button.
2. Enter the System Administrator Login ID and select **Enter**.
3. Press the **Machine Status** button and select the **Tools** tab.
4. Select **System Settings > Common Service Settings > Paper Tray Settings**.
5. On the Paper Tray Settings window, select the desired item.
6. Select the desired setting. For some items, you must select a numbered item, **Change Settings**, and the desired setting.
7. Select **Save** and **Clear**.
8. Repeat Steps 6-8 for other items.
9. Select **Close**.