

1. Configure the Document Centre for Token Ring or Dynamic TCP/IP addressing (If applicable)

For 100MBps Ethernet or Token Ring Networks	Use the 100BaseT Ethernet or Token Ring Interface Quick Install Card Card to set Ring Speed and Source Routing.
Dynamic TCP/IP addressing	The Document Centre 460/470 has DHCP enabled by default. Use the DHCP / BOOTP Quick Install Card to disable DHCP then use the Static (Manual) TCP/IP Addressing Quick Install Card to configure TCP/IP information on your Document Centre.

2. Install the Document Centre on your network

Novell NetWare Networks	Novell NetWare users can use either the NetWare Quick Install Cards OR Xerox CentreWare software to install their printer. For CentreWare instructions refer to the CentreWare Network Services Guide supplied with your Document Centre.
All other Networks	Locate and perform the procedures indicated the Quick Install Card that apply to your network environment. Use the Network Installation and Trouble Shooting Guide to install on the following networks: Novell NetWare 3. X (or 4.1X Bindery Mode) Microsoft Windows (TCP/ IP) Peer- to- Peer Networks Banyan VINES Network OS/ 2 Networks (Peer-to-Peer or Warp 4.0 NetBEUI and TCP/ IP)

3. Distribute the CentreWare applications and print drivers to all users

Distribute Print Drivers	Use the instructions on the back of this card to distribute CentreWare print drivers to your network users.
CentreWare Conductor	CentreWare Conductor is software for Microsoft Windows 95/98, Windows NT Workstation, and Windows 2000 Clients on Novell networks that allows a user to monitor a printer. Refer to the CentreWare Network Services Guide supplied with your Document Centre for installation and usage instructions on print driver and CentreWare applications.

4. Install an optional Network Scan, Accounting or Fax feature (If necessary)

Scanning	Refer to the Network Scanning Services Guide found in the Scanning Services Kit to install the scanning option.
Network Accounting	Refer to the Equitrac OfficeTrac Quick Install Card to control and monitor your networked Document Centre by the EquiTrac OfficeTrac software application.
Network FAX	Refer to the RightFAX Network FAX Quick Install Cards to connect your Document Centre to your RightFAX server.

Before You Start

Once you have installed your printer on the network, you will probably need to load one or more print drivers on other workstations. Distributing the CD-ROM can be a very time consuming task. The information on this card will help you to distribute the drivers quickly and with minimal administration.

The Network Services CD (CD 2) Directory structure

The CD-ROM contains the following directories:



These folders contain the various PostScript and PCL drivers that support the Document Centre as well as other Xerox printers.

You should open these folders to decide which drivers and PPD files you will need for your application then review the rest of this card to decide the best method for distribution.

Distribution by Shared Resource

On Client/Server or Peer to Peer networks you may want to copy the necessary folders or individual drivers to a shared drive, or mount the entire CD as a shared volume. If your users have access to an intranet, you might want to have the drivers available on an internal Web Server.

PROS:

- A large number of workstations can have drivers loaded.
- A large variety of print drivers can be distributed easily.
- Users at remote sites (dial-in accounts) can connect, load drivers, and use local printers.

CONS:

- Network bandwidth is consumed loading drivers.
- The shared resource must be available to each individual in order to load drivers.

Once you have established this shared resource, you can distribute a hard copy document or an email message with instructions on installation to all workstation users that will use these drivers.

Installation instructions for the print drivers can be found in the **Network Services Guide** document.

Distribution by E-Mail

You may want to email individual drivers to all users. Due to its size, it is NOT recommended you distribute the CentreWare Conductor software in this manner.

PROS:

- Users will not need access to a shared resource.
- Users will get just the driver they need and no others.
- Installation instructions and the driver can be sent in the same message.

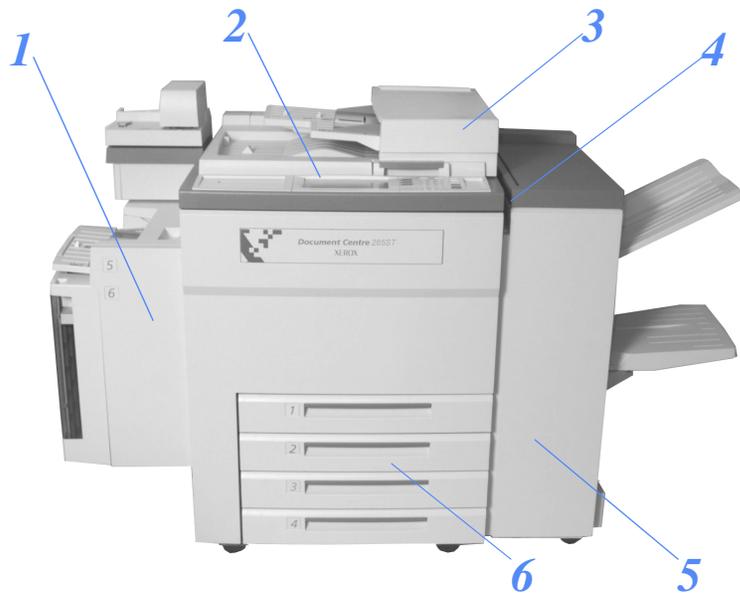
CONS:

- Due to the size of some drivers, Email servers can be overloaded when a distribution takes place.
- E-Mail storms may occur when users forward drivers to each other.

Once you have established an E-Mail message distribution list you can update drivers when necessary.

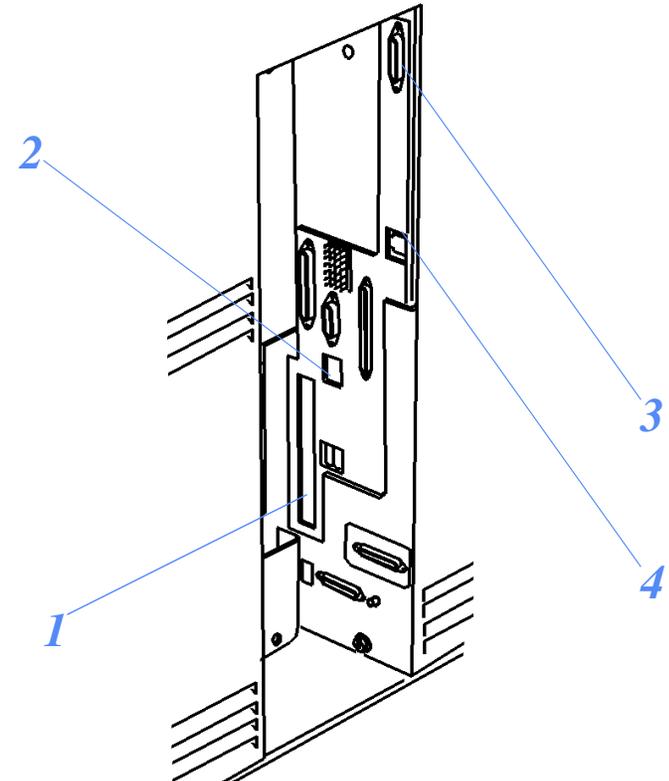
What you need to know about your Document Centre 460/470 ST

FRONT VIEW



1. Bypass Tray (Tray 5) and High Capacity Feeder (Tray 6)
2. User Interface (see Details on the back of this card)
3. Document Feeder (ST model ONLY, with scanner glass underneath)
4. Power Switch (you will use this during network installation)
5. Finisher (for automatic stapling and offset collation)
6. Paper Trays 1-4

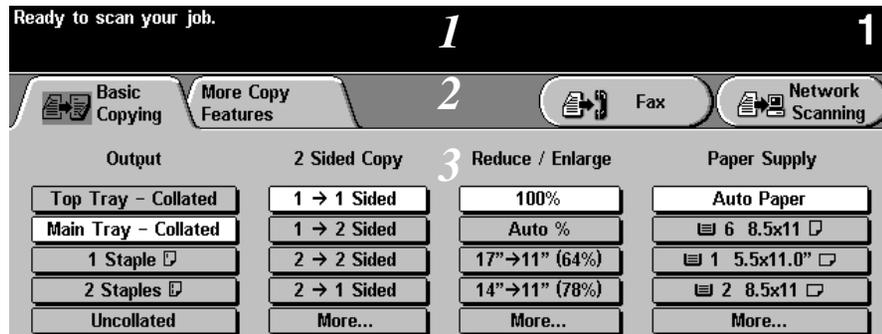
BACK VIEW



1. Token Ring card slot
2. Standard Ethernet Port (RJ45) 10/100 Mbps
3. Foreign Device Interface for Card Reader or Keypad
4. Service Modem Port for Remote Diagnostic Testing

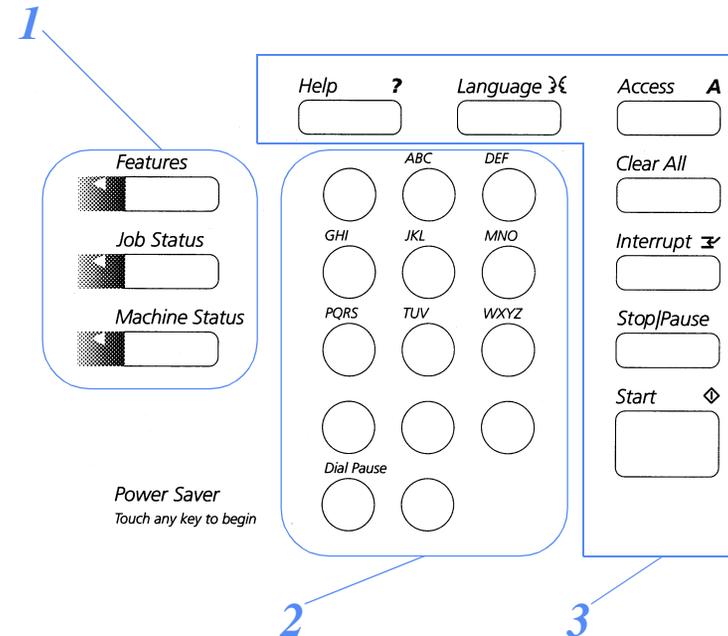
What you need to know about your Document Centre 460/470 ST

TOUCH SCREEN



1. System Message Area (3 Lines of information)
2. Tool Bar Area (to change the type of job to copy, scan or fax and basic selections of how each job is built and output)
3. Programming Area (to select or change specific copy, scan or fax job features)

PATHWAY, KEYPAD and FEATURE BUTTONS



1. Pathway Buttons (to select what is displayed in the touch screen)
2. Keypad (for numeric data entry)
3. Feature Buttons (to start and stop copier/printer functions, get help, change the display language, and the Access button which will be used to access the administrator Tools menu)

100BaseT Ethernet or Token Ring Interface Quick Install Card

Xerox Document Centre 460/470 ST

Before You Connect to a 100BaseT Ethernet Network

For instructions on how to connect to a Token Ring network, see the reverse side of this card.

The Document Centre Ethernet Interface has speed settings of 10MBPS (10 Megabits per second), 100MBPS (100 Megabits per second) and Auto (AutoSensing).

If your network has hubs or concentrators that have Auto-Sensing enabled, it is possible that if the Document Centre is set to Auto, the hub/ concentrator will not arbitrate to the correct speed.

Before you connect the printer to your network, perform the procedure in the next column on this page entitled **Go to the printer and...**

Go to the printer and...

1. Enter the *Tools* pathway
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
2. Set or Change the Ring Speed or Source Routing
 - a) Press the **Connectivity and Network Setup** button.
 - b) Press the **Physical Media** button.
 - c) Press the **Ethernet** button.

NOTE:Auto-Sensing hubs may not arbitrate correctly with the Document Centre when Auto is selected. If your hubs/concentrators support the 100BaseT speed it is recommended you select 100MBPS in Step d below. (Be sure your Ethernet cable is Category 5)

- d) Select the desired Speed (**10MBps**, **100MBps**, or **Auto**).
- e) When finished with your changes press **Save**.

3. Exit the Tools menu
 - a) Press the **Exit Tools** button.
4. **Wait a MINIMUM of 7 minutes** for the printer to reset.
 - a) Obtain a **Configuration Report** page from your printer and verify that your settings have been retained.
5. Connect your Document Centre to the network with the appropriate cabling.

100BaseT Ethernet or Token Ring Interface Quick Install Card

Xerox Document Centre 460/470 ST

Before You Connect to a Token Ring-Network

If your printer is equipped with a Token Ring interface, to avoid problems with your network you must set the Ring Speed and Source Routing settings for your environment prior to connecting the printer to your network.

The default settings for the Token Ring interface Ring Speed and Source Routing are **16Mbps** and **None**. If you do not need to change these values for your network you do not need to perform the procedures on this card.

As with any other Token Ring device, connecting the Document Centre 460/470 Token Ring interface to your network while it is set at the incorrect Ring Speed can cause severe problems on your network.

Before you connect the printer to your network, perform the procedure in the next column on this page entitled **Go to the printer and...**

Go to the printer and...

1. Enter the *Tools* pathway
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
2. Set or Change the Ring Speed or Source Routing
 - a) Press the **Connectivity and Network Setup** button.
 - b) Press the **Physical Media** button.
 - c) Press the **Token Ring** button.
 - d) Press the **Token Ring Settings** button.
 - e) Select the desired Ring Speed (**4** or **16 Megabits** per second).
 - f) Select the desired method of Source Routing (**None**, **Single Route Broadcast** or **All Route Broadcast**).
 - g) When finished with your changes press **Save**.

3. Change your printer's MAC Address. **Perform this step ONLY if required by your network environment. Otherwise skip to Step 4.** All Token Ring interfaces are assigned a default MAC address from the factory.
 - a) Press the **MAC Address** button
 - b) Enter the six (6) hexadecimal pairs on the touch keypad separated by colons.
 - c) When finished press **Save**.
4. Press the **Exit Tools** button.
5. **Wait a MINIMUM of 7 minutes** for the printer to reset.
 - a) Obtain a **Configuration Report** page from your printer and verify that your Token Ring Settings have been retained.
6. Connect your Document Centre to the network with the appropriate cabling.

Static (Manual) TCP/IP Addressing Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card and perform the procedure here.

NOTE: By default, DHCP is enabled on the Document Centre. This card will show you how to disable DHCP and manually set your TCP/IP information.

Your Document Centre supports printing from a variety of operating systems that support TCP/IP.

Review the Quick Install Cards that were supplied with your printer. If there is no specific card for your type of TCP/IP network, the procedure contained on this card will enable you to connect your printer in any TCP/IP environment:

Record the following information:

IP Address _____

Subnet Mask _____

Default Gateway _____

Go to the printer and...

1. Connect your Document Centre 460/470 to the network with the appropriate cabling.
2. **Enter the Tools pathway.**
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
3. **Enter the Network Setup menus**
 - a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.

4. **Enable the network interface and protocol.**
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.
5. **Set the Host Name**
 - a) Press the **Host/Address** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name **EXACTLY** as you want it to appear with correct case. When finished press the **Save** button to record the changes and exit to the **TCP/IP Settings** Screen.

Static (Manual) TCP/IP Addressing Quick Install Card

Xerox Document Centre 460/470 ST

6. Set the Subnet Mask and Gateway

- a) Press the **Subnet and Gateway** button.
- b) Press the soft buttons on the Touch Screen one at a time for each octet of the Subnet Mask and enter the numbers using the keypad. Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** screen.

NOTE: The Broadcast Address will be calculated automatically.

7. Enable *lp* or *lpr* printing (skip steps 7a-7b if you DO NOT want to print using *lp* or *lpr*).

- a) Press the **TCP/IP - Line Printer** button. At the next screen press the **Enable** button.

NOTE: While you can change the port number at which your Document Centre will accept *lpr* print jobs it is recommended that you do this ONLY with extreme caution as most *lpr* spoolers are set to send print jobs to the default port.

- b) If you wish to change the *lpr* port for your printer press the port soft button and enter the desired port number at the keypad. Press **Save**.

8. Exit the Tools Menu

- a) Press the **Exit Tools** button.

Go to a workstation and...

1. Create a test job and send it to the printer with an *lpr* utility or through a queue your operating system may support.
2. Check your test job for quality and use the problem solving section of the **Document Centre 460/470 Reference Guide** for resolving print defects.
3. If your print job does not print, refer to the troubleshooting section in the document entitled **Network Installation and Troubleshooting Guide** to correct the problem.
4. Repeat this **Go to a workstation and...** procedure at each workstation that will print to this printer.

DHCP / BOOTP Dynamic IP Address Assignment Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card and follow the instructions.

NOTE: By default, DHCP is enabled on the Document Centre. This card will show you how to disable DHCP (or enable it if it was disabled) and set your TCP/IP information using BOOTP.

DHCP servers vary in the information that they return to the host computer requesting service. Your Document Centre can retrieve the following values from a DHCP server:

TCP/IP Address
Host Name
Subnet Mask
Gateway TCP/IP Address
Broadcast Address

Consult the documentation supplied with your DHCP server software to verify what TCP/IP information it is capable of supplying.

Go to the DHCP server and...

1. Configure the DHCP server with the TCP/IP information you want assigned to your printer. Use the documentation supplied with your server software for this task.

Go to the printer and...

2. Connect your Document Centre to the network with the appropriate cabling.
3. Enter the *Tools* pathway
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
4. Enter the Network Setup menus.
 - a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.
5. Enable TCP/IP printing.
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.

6. Set the Host Name (skip steps 6a-6c if your DHCP server supplies this information).
 - a) Press the **Name/Address** button.
 - b) Press the **Host Name** button.
 - c) When the soft keypad appears, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button to record the changes and exit to the **TCP/IP Settings** Screen.
7. Set the Subnet Mask and Gateway (skip steps 7a-7b if your DHCP server supplies this information). The Document Centre will only accept one Gateway address from the DHCP server.
 - a) Press the **Subnet and Gateway** button.
 - b) Press the soft buttons on the Touch Screen one at a time for each octet of the Subnet Mask and enter the numbers using the keypad. Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** Screen.

DHCP / BOOTP Dynamic IP Address Assignment Quick Install Card

Xerox Document Centre 460/470 ST

8. Press the **Close** button.
 - a) Press the **Dynamic Addressing** button. At the next screen select **DHCP or BOOTP** and press **Save**.
9. Enable **Ip** and **lpr** printing (Skip steps 9a-9b if you **DO NOT** wish to print to your Document Centre using **Ip** or **lpr**.
 - a) Press the **TCP/IP - Line Printer** button. At the next screen press the **Enable** button.

NOTE: While you can change the port number at which your Document Centre will accept lpr print jobs it is recommended that you do this ONLY with extreme caution as most lpr spoolers are set to send print jobs to the default port.

- b) If you wish to change the **lpr** port for your printer press the port soft button and enter the desired port number at the keypad. Press **Save**.
- c) Press the **Close** button.

10. Press the **Exit Tools** button.

NOTE: Your Document Centre will not reboot unless you have changed a physical media setting (Ethernet or Token Ring).

11. Wait a **MINIMUM of 7 minutes** for the printer to reset.

- a) Obtain a **Configuration Report** page from your printer. Verify the TCP/IP information was assigned correctly.
- b) Update the lease time (if necessary) at the DHCP/BOOTP server depending on your printer usage patterns. Consult your DHCP server documentation for details.

Where to go from here

After you have verified that the TCP/IP information you have assigned to your Document Centre is correct, retrieve the Quick Install Card that applies to your network operating system or protocol and perform the procedures indicated.

RARP Dynamic TCP/ IP Address Assignment Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card and follow the instructions.

NOTE: By default, DHCP is enabled on the Document Centre. This card will show you how to disable DHCP (or enable it if it was disabled) and set your TCP/IP information using RARP.

Your Document Centre can retrieve the following values from a RARP server:

TCP/IP Address
Subnet Mask
Gateway Address

Consult the documentation supplied with your RARP server software to verify what TCP/IP information it is capable of supplying.

Go to the RARP server and...

1. Configure the RARP or BOOTP server with the TCP/IP information you want assigned to your printer.

Go to the printer and...

2. Connect your Document Centre to the network with the appropriate cabling.

3. Enter the Tools pathway.
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
4. Enter the Network Setup menus.
 - a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.
5. Enable TCP/IP printing.
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button. If Physical Media buttons appear, select **Ethernet** or **Token Ring**. Press **Save**.
 - d) Press the **Dynamic Addressing** button. At the next screen select **RARP** and press **Save**.
6. Press the **Exit Tools** button. The device will reboot.
 - a) Obtain the **Configuration Report** page from your printer. Verify the Document Centre printer TCP/IP information was assigned correctly by the RARP server.
 - b) Repeat Steps 3a-5a then go to step 7.

NOTE: The Broadcast Address will be calculated automatically.

7. Set the Host Name (skip steps 7a-7c if your RARP server supplies this information).
 - a) Press the **Name/Address** button.
 - b) Press the **Host Name** button.
 - c) When the soft keypad appears, type the host name **EXACTLY** as you want it to appear with correct case. When finished press the **Save** button to record the changes and exit to the **TCP/IP Settings** Screen.

RARP Dynamic TCP/ IP Address Assignment Quick Install Card

Xerox Document Centre 460/470 ST

8. Set the Subnet Mask and Gateway (skip steps 8a-8b if your RARP server supplies this information).
 - a) Press the **Subnet and Gateway** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the Subnet Mask and enter the numbers using the keypad. Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** screen.
 - c) Press the **Close** button.
9. Enable **Ip** and **lpr** printing (skip steps 9a-9b if you **DO NOT** wish to print to your Document Centre using **Ip** or **lpr**.
 - a) Press the **TCP/IP - Line Printer Enable** button. At the next screen press the **Enable** button.

NOTE: While you can change the port number at which your Document Centre will accept lpr print jobs it is recommended that you do this ONLY with extreme caution as most lpr spoolers are set to send print jobs to the default port.

- b) If you wish to change the **lpr** port for your printer press the port soft button and enter the desired port number at the keypad. Press **Save**.

10. Press the **Exit Tools** button.
11. Verify that any setting changes have been retained
 - a) Obtain a Configuration Report from your Document Centre.
 - b) Review the **Configuration Report** page
 - c) Obtain the Document Centre printer **MAC address** and **TCP/IP address** information from the Configuration Report page.
 - d) If your RARP Server does not dynamically update its **/etc/ethers** and **/etc/hosts** files with a host name, you will need to do this manually. Consult your RARP or BOOTP server documentation for details.

Where to go from here

After you have verified that the TCP/IP information you have assigned to your Document Centre is correct, retrieve the Quick Install Card that applies to your network operating system or protocol and perform the procedures indicated.

Novell NetWare 4.X and 5.X NDS Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card.

NOTE: If you wish to connect your Document Centre using NDPS, you may download the Xerox Agent and printer drivers from www.xerox.com.

The CentreWare software supplied with your printer can be used to set up your printer on your Novell network. Refer to the document entitled **Network Services Guide**. This procedure assumes you ran NWADMIN or PCONSOLE to set up a print server object. Please refer to the documentation supplied by Novell to complete this task. Record precisely (Observe upper and lower case, dot notation etc.) the following:

NDS Tree _____

NDS Context Name _____

Print Server Name _____

Print Server password _____

Additionally, you must set **NCP Packet Signature** option to **0,1**, or **2** (3 is not supported), AND set **Reply to get nearest server** to **ON** for at least one file server that is on the same segment as the printer.

NOTE: ALL Print Servers you create must have a password. When your printer will service queues on multiple file servers, the Print Server name must be the same on all file servers and the Print Server password must be the same on all file servers.

Go to the printer and...

1. Connect your Document Centre to the network with the appropriate cabling.
2. Enter the *Tools* pathway.
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
3. Enable the Network Protocol
 - a) Press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **NetWare** button.
 - d) Wait for the screen to refresh and press the **Protocol and Media** button.

- e) Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.

4. Set the Frame Type

- a) Press the **Frame Type** button.
- b) Select the frame type desired then press **Save** to retain your changes and exit to the NetWare Options screen.

5. Set the NDS Settings

- a) Press the **NDS Settings** button.

Novell suggests using typeful names when entering Name Context and Directory Service Tree information.

TYPEFUL NAME EXAMPLE:

`cn=contextname.ou=organization.o=company.c=country`

- b) At this screen press the **Name Context** button and use the touch panel keyboard to enter the context in which this printer resides. To access numeric characters and punctuation, press the **More Characters** button. When finished press **Save**.

UNIX (Solaris/SunOS) (HP-UX)(AIX) Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card and perform the procedure here.

NOTE: By default, DHCP is enabled on the Document Centre. This card will show you how to disable DHCP and manually set your TCP/IP information.

You can use BOOTP or RARP servers to assign TCP/IP information to your Document Centre. Refer to the RARP or BOOTP Quick Install Cards for details.

Record the following information on this card for use during the procedure:

IP Address _____

Subnet Mask _____

Default Gateway _____

Your Document Centre printer supports printing from a variety of UNIX platforms.

Go to the printer and...

1. Connect your Document Centre to the network with the appropriate cabling.
2. Enter the **Tools** pathway.
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
3. Enter the Network Setup menus.
 - a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.

4. Enable the network interface and protocol.
 - a) Press the **TCP/IP Settings** button.
 - b) Press **Dynamic Addressing**.
 - c) Press **Disabled** then press **Save**.
 - d) Press the **Protocol and Media** button.
 - e) Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.

NOTE: The Broadcast Address will be calculated automatically.

5. Set the Host Name.
 - a) Press the **Name/Address** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers from the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button to record the changes and exit to the **TCP/IP Settings** Screen.

UNIX (Solaris/SunOS) (HP-UX)(AIX) Quick Install Card

Xerox Document Centre 460/470 ST

6. Set the Subnet Mask and Gateway
 - a) Press the **Subnet and Gateway** button.
 - b) Press the soft buttons on the Touch Screen one at a time and enter the numbers from the keypad for the Gateway IP address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** screen.
 - c) Press the **TCP/IP - Line Printer** button. At the next screen press the **Enable** button.

NOTE: While you can change the port number at which your Document Centre will accept lpr print jobs it is recommended that you do this ONLY with extreme caution as most lpr spoolers are set to send print jobs to the default port.

- d) If you wish to change the lpr port for your printer press the port soft button and enter the desired port number at the keypad. Press **Save**.

7. Press the **Exit Tools** button.
8. Prepare for print driver installation
 - a) From the documentation package supplied with your printer, retrieve the **CentreWare Network Services CD-ROM** and the document entitled **Network Services Guide**. Proceed to the next section of this procedure called **Go to a Workstation and...**

Go to a workstation and...

1. Mount the **CentreWare Network Services** CD-ROM and load the **DCPR Tool**. Details for these procedures are contained in the document entitled **Network Services Guide**.
2. Add the printers host name, TCP/IP address, hardware address to your **/etc/hosts** file or **NIS database** depending on your UNIX version.
3. Create a queue using the CentreWare tool OR by using the native tools available in your operating system version.
4. Create a print job and send it to the printer.
5. Check your test job for quality and use the problem solving section of the **Document Centre 460/470 Reference Guide** for resolving print defects.
6. If your job does not print, refer to the troubleshooting section in the document entitled **Network Installation and Troubleshooting Guide** to correct the problem.
7. Repeat this **Go to a workstation and...** procedure at each workstation that will print to this printer.

Microsoft Windows 2000 LPR and IPP Printing Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card and perform the procedure here.

Your Document Centre now has DHCP, LPR, and NetBIOS over the IP protocol enabled by default. If your DHCP server will provide host name, IP address, Gateway address, and Subnet Mask, the Document Centre TCP/IP information will be configured on initial boot.

This means that if you have configured your DHCP server with the desired information, you may connect your Document Centre to your network and go right to the section on the back of this card entitled **Go to the Server/Workstation and....**

You can use BOOTP or RARP servers to assign TCP/IP information to your Document Centre. Refer to the DHCP/BOOTP and RARP Quick Install cards for details.

If you are not using Dynamic Addressing, record the following TCP/IP information:

IP Address _____

Subnet Mask _____

Default Gateway _____

Go to the printer and...

1. Connect your Document Centre to the network with the appropriate cabling
2. Enter the Tools pathway
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
3. Enter the Network Setup menus
 - a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.
4. Enable the Protocol and Media
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.

NOTE: The Broadcast Address will be calculated automatically.

5. Set the Host Name

- a) Press the **Name/Address** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name **EXACTLY** as you want it to appear with correct case. When finished press the **Save** button to record the changes and exit to the TCP/IP Settings Screen.
6. Set the Subnet Mask and Gateway
 - a) Press the **Subnet and Gateway** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the Subnet Mask and enter the numbers using the keypad. Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the TCP/IP Settings screen.
 - c) Press the **TCP/IP - Line Printer** button. At the next screen press **Enable** then press **Save**.

NOTE: While you can change the port number at which your Document Centre will accept lpr print jobs, it is recommended that you do this ONLY with extreme caution as most lpr spoolers

Microsoft Windows 2000 LPR and IPP Printing Quick Install Card

Xerox Document Centre 460/470 ST

are set to send print jobs to the default port.

d) If you wish to change the lpr port for your printer press the port soft button and enter the desired port number at the keypad. Press **Save**.

e) Press the **Close** button.

7. Exit the Tools Menu

a) Press the **Exit Tools** button.

8. Prepare for printer installation

a) Proceed to the next section of this procedure called **Go to the server and...**

Go to the Server/Workstation and...

1. Verify the correct software is loaded

a) At the Desktop, right mouse click the **My Network Places** icon and select **Properties**. Right mouse click on the **Local Area Connection** icon and verify that the **Internet Protocol (TCP/IP)** protocol has been loaded.

2. Add the printer

a) Open the **Control Panel** and double-click **Printers** icon. Double-click **Add Printer**. The Add printer Wizard starts.

b) Verify that **Network Printer** is selected and click **Next>**.

c) The **Locate your Printer** screen will appear.

d) Follow the steps to Create a LPR printer below **OR** Create an IPP printer in the right column.

To create a LPR Printer

a) Select **Local Printer**; deselect **Automatically detect and install my Plug and Play printer**. Click **Next**.

b) Select **Create a new port** and choose **Standard TCP/IP port** from the pull-down menu. Click **Next** twice.

c) Enter the **Printer Name** or its **IP address**. The Printer Name can be either the Host Name or the SMB Host Name as shown on the configuration report, depending on the name resolution used (WINS or DNS). The **Port Name** is automatically filled in for you but you can change it if you want to. Click **Next**.

d) The Wizard will automatically detect the Printer Model for you. If that does not happen select **Standard** and choose the your Printer Model from the pull-down menu.

e) Click **Finish**. Go to Step 3.

Create an IPP printer

a) Select **Network Printer**. Click **Next**.

b) Select **Connect to a printer on the Internet or on your intranet**. Type <http://> followed by the printer's name or IP address in the URL field. The Printer Name can be either the Host Name or the SMB Host Name as shown on the configuration report, depending on the name resolution used (WINS or DNS). Click **Next**. Click **OK** to install the printer driver. Go to Step 3.

3. Select the driver to be used (Document Centre drivers are included on the Windows 2000 CD-ROM)

a) A driver list will be displayed. Select Xerox from the **Manufacturers:** area. Then select the desired print driver from the **Printers:** and click **OK**. The driver will be installed.

b) The **Default Printer** window will open. Select **Yes** to make this the default printer, otherwise click the **Next>** button. At the **Completing the Add Printer Wizard** screen, click the **Finish** button.

c) **Print a Test Page**. Verify that it prints. Repeat this **Go to the Server/Workstation and...** procedure for each workstation on the network that will print to the printer.

Microsoft Windows NT 4.0 Server (TCP/IP) Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card.

Your Document Centre has DHCP enabled by default. If you have configured a DHCP server with TCP/IP information, you can connect your Document Centre to your network and it will retrieve its TCP/IP information from the DHCP server when it is turned on.

You can manually assign or use BOOTP or RARP servers to assign TCP/IP information to your Document Centre. Refer to the Static, DHCP/BOOTP, and RARP Quick Install Cards for details.

If you are using DHCP, perform **Steps 1 through 6c** but **DO NOT** change any values. Then read the note before step 6d and determine if you wish to change the lpr port number. After choosing, complete the remainder of the procedure.

Record the following information:

IP Address _____

Subnet Mask _____

Default Gateway _____

Go to the printer and...

1. Connect your Document Centre to the network with the appropriate cabling
2. Enter the Tools pathway
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
3. Enter the Network Setup menus
 - a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.

4. Enable the Protocol and Media
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.

NOTE: The Broadcast Address will be calculated automatically.

5. Set the Host Name
 - a) Press the **Name/Address** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name **EXACTLY** as you want it to appear with correct case. When finished press the **Save** button to record the changes and exit to the TCP/IP Settings Screen.

Microsoft Windows NT 4.0 Server (TCP/IP) Quick Install Card

Xerox Document Centre 460/470 ST

6. Set the Subnet Mask and Gateway
 - a) Press the **Subnet and Gateway** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the Subnet Mask and enter the numbers using the keypad. Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the TCP/IP Settings screen.
 - c) Press the **TCP/IP - Line Printer** button. At the next screen press the **Enable** button.

NOTE: While you can change the port number at which your Document Centre will accept lpr print jobs it is recommended that you do this ONLY with extreme caution as most lpr spoolers are set to send print jobs to the default port.

- d) If you wish to change the lpr port for your printer press the port soft button and enter the desired port number at the keypad. Press **Save**.
7. Exit the Tools Menu
 - a) Press the **Exit Tools** button.

8. Prepare for print driver installation
 - a) From the documentation package supplied with your printer, retrieve the **CentreWare Network Services CD-ROM** and the document entitled **Network Services Guide**. Proceed to the next section of this procedure called **Go to the server and...**

Go to the server and...

1. Verify the correct software is loaded
 - a) At the Desktop, right mouse click the **Network Neighborhood** icon and select **Properties**. Click on the **Protocols** TAB and verify that the **TCP/IP** protocol has been loaded.
 - b) Select the **Services** TAB and verify that **Microsoft TCP/IP Printing** is loaded. If this software is not present, install it using the documentation provided by Microsoft. Then return to the next step in this document.
2. Add the printer
 - a) Open the **Control Panel** and double-click **Printers** icon. Double-click **Add Printer**. The Add printer Wizard starts.
 - b) Verify that **My Computer** is selected and click **Next>**.
 - c) Click **Add Port**. From the list that appears select **LPR Port**. Click **New Port**.

- d) This will open up the **Add LPR compatible printer** window. Type in the IP address of the Document Centre printer and the printer name and select **OK**.
 - e) The Wizard will return you to the previous dialog. Verify the new IP address you entered is in the list and correct.
 - f) The check box to the left of the address must be checked if it is not, check it then select **Next>**.
 - g) Insert **CentreWare Networks Services CD-ROM** and click **Have Disk**.
 - h) Click the **Browse** button and select the directory containing the Windows NT drivers. Details for this are contained in the document entitled **Network Services Guide**. Select the **PRINTER.INF** file then click **Open**.
 - i) The Wizard will return you to the previous dialog. Verify the path and file name are correct and click **OK**.
 - j) At the next dialog, enter a name for the printer and select whether you want that printer to be the default then click **Next>**.

Microsoft Windows NT 4.0 Server (TCP/IP) Quick Install Card

Xerox Document Centre 460/470 ST

- k)* If the printer will not be shared, click **Next>**. To share the printer, check the **share** checkbox, enter a Share Name, then click **Next>**.
 - l)* At the next dialog it is recommended that you print a test page. Click **Finish**.
 - m)* Wait for the Test Print to print. A new dialog will ask for confirmation of the test print. If the page printed, click **Yes**. If it did not print; run the Printing Troubleshooter in NT to solve the problem.
- 3.** Send a test job to the printer
 - a)* Check your test job for quality and use the problem solving section of the **Document Centre 460/470 Reference Guide** for resolving print defects.
 - b)* If your print job does not print, refer to the troubleshooting section in the document entitled **Network Installation and Troubleshooting Guide** to correct the problem.

Go to the workstation and...

- 1.** Verify that the TCP/IP protocol stack is loaded.
- 2.** Use the **CentreWare Network Services CD-ROM** to install print drivers. Details for this are found in the document supplied with your printer entitled **Network Services Guide**.
- 3.** Connect the printer that you just created to the shared resource on the server.
- 4.** Open an application on the workstation and print a test page to verify operation.
- 5.** Check your test job for quality and use the problem solving section of the **Document Centre 460/470 Reference Guide** for resolving print defects.
- 6.** Repeat this **Go to the workstation and...** procedure for each workstation on the network that will print to the printer.

Microsoft Windows (NetBEUI) Peer-to-Peer Networks Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card.

Record the following information:

Network Interface Type _____

Workgroup Name _____

SMB Host Name _____

Printer Name _____

OPTIONAL INFORMATION:

SMB Host Description _____

Printer Description _____

Go to the printer and...

1. Connect your Document Centre to the network with the appropriate cabling.
2. Enter the *Tools* pathway
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.

3. Enable Microsoft Network printing.
 - a) Press the **Connectivity and Network Setup** button.
 - b) At the next screen, press the **Network Setup** button.
4. Enable the Protocol and Media.
 - a) At the next screen, press the **Microsoft Networks** button.
 - b) At the next screen, press the **Transport and Media** button.
 - c) Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.
5. Assign the Workgroup and Host Names
 - a) You will be returned to the previous screen, press the **Workgroup and Host** button.
 - b) At the next screen, press the **Workgroup Name** button. Using the Touch Screen keys, enter the name of the workgroup in which you want the printer to appear then press **Save**.
 - c) You will be returned to the previous screen. Press the **SMB Host Name** button. Using the touch panel keys, enter the desired text for this item then press **Save**.
 - d) OPTIONAL STEP: Press the **SMB Host Description** button, enter the desired text then press **Save**. You will be returned to the previous screen.
 - e) Press **Save** again to return to the previous screen.
6. Assign a Printer Name and Description
 - a) Press the **Printer Description** button.
 - b) Press the **Printer Name** button, using the touch panel keys, enter the desired text for this item then press **Save**. Press **Save** again to return to the previous screen.
 - c) OPTIONAL STEP: Press the **Printer Description** button, using the Touch Screen keys, enter the desired text for this item then press **Save**.

WINS (Windows Internet Name Service) Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card and perform the procedure here.

Your Document Centre now has DHCP, LPR, and NetBIOS over the IP protocol enabled by default. If your DHCP server will provide host name, IP address, Gateway address, and Subnet Mask, the Document Centre TCP/IP information will be configured on initial boot.

This means that if you have configured your DHCP server with the desired information, you may connect your Document Centre to your network and it will boot and register with the WINS server automatically.

In this mode the default host name for the device will be the letters **XRX** followed by the MAC address of the network interface. Example:

XRX08003E313E0A

If this host name is acceptable you can go right to the section on this card entitled **Go to the Workstation and....** and complete those steps.

To change the **host name** for your printer follow Steps 1,2, and 3 then skip to Step 5 and finish the Go to the Printer... portion. When you finish that section, go to the section on this card entitled **Go to the Workstation and....** and complete those steps.

Go to the printer and...

- 1.** Connect your Document Centre to the network with the appropriate cabling
- 2.** Enter the Tools pathway
 - a)** Press the **Access (A)** button.
 - b)** On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c)** The Touch Screen will be used for the remainder of the data entry.
- 3.** Enter the Network Setup menus
 - a)** Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b)** Wait for the screen to refresh and press the **Network Setup** button.
 - c)** Press the **Microsoft Networks** button.
- 4.** Enable the Transport and Media
 - a)** Press the **Transport and Media** button.
 - b)** Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.
- 5.** Set the NetBIOS Host Name

- a)** Press the **Workgroup and Host** button.
- b)** Press the **SMB Host Name** button.
- c)** When the soft keypad appears, type the host name **EXACTLY** as you want it to appear with correct case. When finished press the **Save** button to record the changes.
- d)** Press the **Exit Tools** button.
- e)** The Document Centre will reconfigure itself with the new settings and automatically register its TCP/IP address and NetBIOS host name with your WINS server.

Go to the workstation and...

- 1.** Create a new lpr printer on the NT workstation
 - a)** With an LPR port as the desired destination, enter the Microsoft Networking host name.
 - b)** Enter a queue name to identify the printer.
 - c)** When prompted, select the desired PostScript or PCL driver from the **CentreWare Network Services CD** or a directory where drivers are stored.

Apple Macintosh (AppleTalk) Network Quick Install Card

Xerox Document Centre 460/470 ST

Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card and perform the procedure here.

The information on this card will enable you to print to the Document Centre with the AppleTalk protocol from your Macintosh Computer.

Follow the steps as shown. The AppleTalk name for your Xerox printer is set at the factory as the network interface address of the Document Centre. You may change the AppleTalk Name with the PUtility program found on the CentreWare Network Services CD. Refer to the document supplied with your Document Centre entitled CentreWare Network Services Guide for details on how to install PUtility.

Record the following information:

AppleTalk Name _____

AppleTalk Zone _____

Go to the printer and...

1. Connect your Document Centre to the network with the appropriate cabling.
2. Enter the **Tools** pathway
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
3. Enable the AppleTalk protocol
 - a) Press the **Connectivity and Network Setup** button.
 - b) At the next screen, press the **Network Setup** button.
 - c) At the next screen, press the **AppleTalk** button.
 - d) At the next screen, press the **Protocol and Media** button.
 - e) Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.
4. Assign a Name and Zone to your printer.
 - a) You will be returned to the previous screen. Press the **Name and Zone** button.

Internet Services Quick Install Card

Xerox Document Centre 460/470 ST

Overview

Your Document Centre printer includes an integrated Web Server.

This means you can now print to and check up on your printer status using your favorite Web Browser software!

This card will show you how to set up this feature.

Before You Start

It is mandatory that you install a Java enabled browser on the workstation(s) which will use the Internet Services Tool. For best performance and compatibility use Netscape Navigator 4.0 or Microsoft Internet Explorer 4.0 or later.

Your printer and workstation(s) must be connected to a network which has the TCP/IP protocol enabled.

This procedure assumes you have a general knowledge of your network type and the operation of your Web Browser software, and that your Document Centre printer has been assigned all TCP/IP information.

Configure your printer

1. Connect your Document Centre 460/470 to the network with the appropriate cabling.
2. **Enter the Tools pathway.**
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.
 - d) Press the **HTTP/IPP** button.
 - e) Press the **Enable** button.
 - f) Press the **Exit Tools** button.
3. Record the TCP/IP Address assigned to your printer and proceed to the next section of this procedure called **Configure your Web Browser**.

Configure your Web Browser

This procedure will configure your Web Browser software to connect to your printer on the network.

1. Print a **Configuration Report** and retain the page for the steps below.
2. Launch your Web Browser software.
3. Enter your printer's TCP/IP address from your **Configuration Report** into the **Address** or **Location** field on your browser (this name is browser dependent) and press RETURN.
4. Your browser will connect to the imbedded web server on your printer and display the printer's "**Home Page**".
5. Once you have established communication with your printer, be sure to save the URL in your Favorites, or Bookmarks (this name is also browser dependent), so you can quickly reconnect when necessary.
6. To make it easier for browser software on other workstations to find the printer, be sure to update your DNS or NIS database to include the printer.
7. Refer to the document entitled **Internet Services Guide** for detailed instructions on how to use Internet Services.

EquiTrac OfficeTrac Network Accounting Quick Install Card

Xerox Document Centre 460/470 ST

Overview

EquiTrac Corporation's OfficeTrac software provides the ability to control access to, and monitor up to twenty networked Document Centres for the following functions:

Copying

Printing

Faxing

Scanning

With OfficeTrac you may set up user accounts, keep data on usage patterns, and track office expenses effectively using a single tool. Feature-rich standard reports and available custom reports are combined with powerful data export to make OfficeTrac a complete asset management solution.

The OfficeTrac application communicates with the imbedded Document Centre Web Server (Internet Services) to configure, and retrieve information from your Document Centre. This card will show you how to enable this feature.

This procedure assumes that your OfficeTrac server has already been installed, your Document Centre has had the required upgrade installed, and is properly connected to your network. It also assumes that the OfficeTrac administrator has performed a site setup in OfficeTrac for the Document Centre. Details for performing a Site Setup are contained in your OfficeTrac documentation.

Before You Start

Your printer and your OfficeTrac server must be connected to a network which has the TCP/IP protocol enabled and all TCP/IP information such as hostname, Default Gateway and Broadcast address have been set.

Your Document Centre has the DHCP protocol enabled by default. If there is a DHCP server on your network it can assign a new IP address when your Document Centre is powered on.

If Dynamic TCP/IP addressing must be used, be sure to set lease times long enough to allow for normal maintenance shutdowns. If your Document Centre appears to have stopped communicating with the OfficeTrac server when Dynamic Addressing is in use, check the TCP/IP settings to be sure they have not changed.

As a quick test to verify all the requirements have been met, start the Web Browser from your OfficeTrac server and enter the IP address of the Document Centre to see if you can communicate with it using the HTTP protocol. If the Browser connects and you can see the "Home Page" proceed to the next section entitled **Go to the printer and...**

Go to the printer and...

- 1. Enter the Tools pathway**
 - a)** Press the **Access (A)** button.
 - b)** On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c)** The Touch Screen will be used for the remainder of the data entry.
- 2. Enter the Access and Accounting menus**
 - a)** Press the **Access and Accounting** button.
 - b)** Press the **Authentication Mode** button.
- 3. Enable Network Accounting**
 - a)** Press the **Network Accounting** button.
 - b)** Press **Save** to retain the settings.

EquiTrac OfficeTrac Network Accounting Quick Install Card

Xerox Document Centre 460/470 ST

4. Perform the Network Accounting Setup

- a) Press the **Network Accounting Setup** button.
- b) Press the **Enabled** button.
- c) Press the **Save** button to retain the settings and continue.
- d) Press the **Exit Tools** button.

5. Verify Accounting is enabled

- a) Press the **Job Status** button on the front panel then press the **Features** button.
- b) The Touch Panel should display a screen with two buttons. One is the **User ID** button and the other is the **Account ID** button. This indicates the system has enabled accounting successfully.

Go to the OfficeTrac server and...

1. Activate the Document Centre Site Setup

- a) Open the **Terminal Status** screen. Verify that the Document Centre is displayed as **dcsOnLine**. Troubleshooting information is contained in the OfficeTrac Administrators documentation.

2. Proceed to the next section of this procedure called **Go to the workstations and...**

Go to the workstation and...

1. **Install Print drivers** (If print drivers have not already been installed, use the **CentreWare Network Services CD-ROM** to install print drivers. Details for this are found in the document supplied with your printer entitled **Network Services Guide**) Workstations with existing Document Centre drivers must be upgraded to the new drivers to allow for printing with Network Accounting enabled.

2. Enable Accounting in the print driver

- a) At your Windows 95/98/NT 4.0 desktop, click the **Start** button and select **Settings**.
- b) From the cascade menu select **Printers**.
- c) Select a printer with the right mouse button.
- d) Select the **Properties** entry in the cascade menu.
- e) Select the **User Preferences** tab on the Properties dialog.
- f) Click the **Enable Accounting** checkbox.
- g) If you do not want users to have to enter their User and Account ID each time they print, select the **Save Accounting Codes** checkbox.

- h) If desired you may also select the **Conceal User ID** and **Conceal Account ID** checkboxes to have the asterisk (*) character echoed when this information is entered.
- i) When finished making selections, click **OK** to close the driver and save the settings.

3. Test the accounting function of the driver

- a) Open an application and print a job. Verify that you are presented with the User ID and Accounting ID screen.
- b) Enter a valid User and Accounting ID and click **OK** (If you selected **Save Accounting Codes** it will only be necessary to enter this information the first time the driver is used).
- c) If your print job does not print, try to copy a job at the Document Centre using the same Account and User ID. If the copy job completes then the Account and User ID are valid.
- d) It may be necessary to check the OfficeTrac server configuration to verify the proper User ID and Account ID.
- e) Repeat this **Go to the workstation and...** procedure for each workstation on the network that will print to the printer.

RightFAX (FTP over TCP/IP) Quick Install Card

Xerox Document Centre 460/470 ST

Overview

The RightFax Fax Server provides the ability to fax paper documents from your Document Centre as well as modify, forward, and distribute electronic copies of documents to other Fax devices or to user workstation.

Feature-rich client utilities combined with powerful enterprise management applications make RightFax and the Xerox Document Centre a complete paper to electronic digital document solution for fax communication.

This procedure assumes the following:

- Your RightFax server has already been installed.
- Your Document Centre is installed on your network and working as a printer, and your Document Centre has the fax option installed that will allow it to send fax documents to a Fax Repository (destination directory).
- You want to send faxes to the repository by FTP (File Transfer Protocol) using the TCP/IP protocol.

If you want your Document Centre to send fax documents to a Novell NetWare server Fax Repository, use the card in this set entitled **RightFax (Novell IPX/SPX) Quick Install Card**.

Before You Start

Your Document Centre and your RightFax server must be connected to a network which has the TCP/IP protocol enabled. Additionally, record TCP/IP information for both the RightFax server and your Document Centre.

It is strongly recommended your RightFax server is assigned a static IP address. If necessary, refer to the **Static (Manual) TCP/IP Addressing Quick Install Card** contained in this card set to configure your Document Centre in this manner.

Your Document Centre has DHCP enabled by default. Dynamic IP Addressing may be used for the RightFax server provided the DHCP server has been configured with sufficient lease time so that the RightFax server and Document Centre normal maintenance or service times will not result in a change in TCP/IP address.

An account must be created on the server to which the Document Centre will FTP the fax documents that has sufficient rights or permissions to allow the Document Centre to read files, write files, delete files, and create new directories. Anonymous FTP logins will not allow these rights. Record the login name, home directory, and password of this account for use during this procedure.

Proceed to the next section entitled **Go to the Document Centre and...**

Go to the Document Centre and...

- 1. Enter the Tools pathway**
 - a)** Press the **Access (A)** button on the front panel.
 - b)** On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c)** The Touch Screen will be used for the remainder of the data entry.
- 2. Enter the Fax Repository Settings menu**
 - a)** Press the **More** button until you see the **Fax Repository Settings** button appear on the touch screen (the number of times required to press the More button changes depending on which options are installed on your Document Centre).
 - b)** Press the **Fax Repository Settings** button.
 - c)** Select the **FTP** button.
- 3. Set the login name used by your Document Centre to connect to the fax repository**
 - a)** Press the **Login** button and the Login Name screen will appear.
 - b)** Press the **Login Name** button.

RightFax (Novell IPX/SPX) Quick Install Card

Xerox Document Centre 460/470 ST

Overview

The RightFax Fax Server provides the ability to fax paper documents from your Document Centre as well as modify, forward, and distribute electronic copies of documents to other Fax devices or to user workstations.

Feature-rich client utilities combined with powerful enterprise management applications make RightFax and the Xerox Document Centre a complete paper to electronic digital document solution for fax communication.

This procedure assumes the following:

- Your RightFax server has already been installed.
- Your Document Centre is installed on your network and working as a printer, and your Document Centre has the fax option installed that will allow it to send fax documents to a fax repository (destination directory).
- You want to send faxes to a repository that is on a Novell NetWare server.

If you want your Document Centre to send fax documents to a TCP/IP server Fax Repository, use the card in this set entitled **RightFax (TCP/IP) Quick Install Card** for this type of installation.

Before You Start

Your Document Centre and your RightFax server must be connected to a network which has the Novell NetWare server which contains the Fax Repository.

An account must be created on the NetWare server to which the Document Centre will send the fax documents. This account must have sufficient rights or permissions to allow the Document Centre to read files, write files, delete files, and create new directories. Record the NDS Tree (if applicable), Context (if applicable) login name, home directory, and password of this account for use during this procedure.

Proceed to the next section entitled **Go to the Document Centre and...**

Go to the Document Centre and...

- 1. Enter the Tools pathway**
 - a)** Press the **Access (A)** button on the front panel.
 - b)** On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c)** The Touch Screen will be used for the remainder of the data entry.
- 2. Enter the Fax Repository Settings menu**
 - a)** Press the **More** button until you see the **Fax Repository Settings** button appear on the touch screen (the number of times required to press the **More** button changes depending on which options are installed on your Document Centre).
 - b)** Press the **Fax Repository Settings** button.
 - c)** Select the **NetWare** button.
- 3. Set the login name used by your Document Centre to connect to the Fax Repository**
 - a)** Press the **Login** button and the Login Name screen will appear.

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- b)* Press the **Login Name** button and use the touch screen keyboard to enter the login name for the account created.
 - c)* Press **Save** to retain the settings and continue.
- 4. Set the password used by your Document Centre to connect to the fax repository**
 - a)* Press the **Password** button and the Password screen will appear.
 - b)* Press the **Password** button and use the touch screen keyboard to enter the password for the account created for the Document Centre. (observe case sensitivity)
 - c)* Press **Save** to retain the settings and continue.
 - d)* Press **Save** again to be returned to the Fax Repository Settings screen.
- 5. Set the path for the Fax Repository**
 - a)* Press the **Path** button.
 - b)* The Path screen will appear. Press the **Path** button and use the touch screen keyboard to enter the path to the fax repository created for the Document Centre. (observe case sensitivity)
 - c)* Press **Save** again to be returned to the Fax Repository Settings screen.

- 6. Set the server name and volume to which fax documents will be sent**
 - a)* Press the **Server and Volume** button.
 - b)* Press the **Server Name** button and use the touch screen keyboard to enter the server name for the account created for the Document Centre. (observe case sensitivity). When finished press the **Save** button.
 - c)* Press the **Server Volume** button and use the touch screen keyboard to enter the volume name for the account created for the Document Centre. (observe case sensitivity). When finished press the **Save** button.
 - d)* You will be returned to the **Fax Repository Settings** screen.
- 7. Configure the NDS settings for the fax repository** (skip this step if you are not connecting to an NDS server)
 - a)* Press the **NDS Settings** button.
 - b)* Press the **NDS Context** button and use the touch screen keyboard to enter the NDS Context for the account created for the Document Centre (observe case sensitivity). When finished press the **Save** button.
 - c)* Press the **NDS Tree** button and use the touch screen keyboard to enter the NDS Tree for the account created for the Document Centre (observe case

sensitivity). When finished press the **Save** button.

- d)* Press the **Exit Tools** button.

Go to the RightFax server and...

- 1. Set the RightFax server options for receiving Document Centre fax documents** (details for these procedures are available in the documentation provided with your RightFax server)
 - a)* Enable Xerox DCS transactions.
 - b)* Add the path and home directory of the Fax Repository that will be monitored by the RightFax server.

Go to the workstation and...

- 1. Install the new upgraded print/fax drivers**
 - a)* Use the **CentreWare Network Services CD-ROM** to install print and fax drivers. Details for this are found in the document supplied with your Document Centre entitled **Network Services Guide**.
 - b)* Test your installation by opening an application and print a test fax document and verify its receipt.
 - c)* If your fax document does not reach its destination refer to the troubleshooting information in the RightFax documentation.

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Before You Start

To enable 100BaseT or a Token Ring interface, refer to the **100BaseT Ethernet and Token Ring Interface Quick Install Card** to configure the Speed and Source Routing settings for your environment. Then return to this card and perform the procedure here.

Your Document Centre has DHCP enabled by default. If your DHCP server is configured with the TCP/IP information for the Document Centre, you should Skip Steps 5 and 6 on this card and go to Step 7 to enable Port 9100 printing. If you wish to configure your TCP/IP information statically, complete ALL Steps on this card.

Your Document Centre supports printing from a variety of operating systems that support TCP/IP and now supports Port 9100 (RAW) printing.

Record the following information assigned to your Document Centre:

IP Address _____

Subnet Mask _____

Default Gateway _____

Go to the printer and...

1. Connect your Document Centre to the network with the appropriate cabling.
2. Enter the **Tools** pathway.
 - a) Press the **Access (A)** button.
 - b) On the keypad enter **1111** or the current password. Press the **Enter** button when finished. Press the **Go to Tools** button.
 - c) The Touch Screen will be used for the remainder of the data entry.
3. Enter the Network Setup menus
 - a) Wait for the screen to refresh and press the **Connectivity and Network Setup** button.
 - b) Wait for the screen to refresh and press the **Network Setup** button.
 - c) Press the **TCP/IP Options** button.

4. Enable the network interface and protocol.
 - a) Press the **TCP/IP Settings** button.
 - b) Press the **Protocol and Media** button.
 - c) Press the **Enable** button. If Physical Media buttons appear, select either **Ethernet** or **Token Ring**. Press **Save**.
5. Set the Host Name.
 - a) Press the **Name/Address** button.
 - b) One at a time press the soft buttons on the Touch Screen for each octet of the IP address and enter the numbers using the keypad.
 - c) Press the **Host Name** button.
 - d) When the soft keypad appears, type the host name EXACTLY as you want it to appear with correct case. When finished press the **Save** button to record the changes and exit to the **TCP/IP Settings** Screen.

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6. Set the Subnet Mask and Gateway.
 - a) Press the **Subnet and Gateway** button.
 - b) Press the soft buttons on the Touch Screen one at a time for each octet of the Subnet Mask and enter the numbers using the keypad. Repeat this process for the IP Gateway address. When finished press **Save** to record the changes and exit to the **TCP/IP Settings** screen.

NOTE: The Broadcast Address will be calculated automatically.

7. Enable **Port 9100** printing .
 - a) Press the **Port 9100 printing** button.
 - b) At the next screen press **Enable** then press **Save**.
8. Exit the Tools Menu
 - a) Press the **Exit Tools** button.

Go to a workstation and...

1. Create a test job and send it to the printer with a workstation utility or through a queue on your operating system that supports Port 9100 printing.
2. Check your test job for quality and use the problem solving section of the **Document Centre 460/470 Reference Guide** for resolving print defects.
3. If your print job does not print, refer to the troubleshooting section in the document entitled **Network Installation and Troubleshooting Guide** to correct the problem.
4. Repeat this **Go to a workstation and...** procedure at each workstation that will print to this printer or at other servers where a queue has been created.