WorkCentre 5222/5225/5230 Upgrade Procedure using CentreWare Internet Services

Purpose

The purpose of this ReadMe is to enable System Administrators to upgrade a WorkCentre 5222/5225/5230**.** The upgrade process will take about 10-20 minutes. The WorkCentre will be inoperable during this time. Please make sure that the WorkCentre is free of faults and jams before commencing any part of the upgrade.

Prepare for the upgrade

It is important to obtain the correct upgrade file for your machine. Determine the software version you are currently running, as follows:

1. Open your web browser and enter http:// and the TCP/IP address of the machine in the Address or Location field, then press **[Enter]**.
2. Click the **[Properties]** tab.
3. Click the **[General Setup]** folder.
4. Click **[Configuration]**.
5. Scroll down to the Software section to see your System Software version. Write down the version number. Note whether the Controller ROM is listed as Controller ROM or Controller + PS ROM. This will determine which file to download from Xerox.com. Controller ROM uses the "STD" file. Controller + PS ROM uses the "PS" file.
6. Download the software file:
   a) Obtain the upgrade file (Controller ROM or Controller + PS ROM) for your machine. The upgrade file will be in the .bin file format. It is included in the .zip archive which will need to be extracted.
   b) Included in the .zip file may be a FAX upgrade .bin file. If your device is equipped with a Fax, you will need to use this FAX upgrade file (if provided) to upgrade your fax.
   c) Download the upgrade file (.zip) to a local or network drive. Extract the .zip archive to a convenient location on your local or network driver. You will be able to delete the files after the upgrade procedure.

At your workstation

1. Verify that the machine is up and running, and is not in PowerSaver mode.
2. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field, then press **[Enter]**.
3. Click the **[Properties]** tab.
4. Click the **[Services]** folder.
5. Click the **[Machine Software]** folder.
6. In the **[Machine Software]** folder:
   a) Click **[Upgrades]**. Click or verify the Enabled check box, then click **[Apply]**.
   b) Click **[Manual Upgrade]**. Click **[Browse]** and move through your file system to the new software (STD or PS). Click **[Install Software]** to install the software. NOTE: The Manual Upgrade link provides the ability to upgrade software manually, after enabling with the Upgrades link. This process will take about 10 minutes.

7. After the device controller has been upgraded, the fax will need to be upgraded if your device is equipped with one. If your device is not equipped with a fax or there is no fax software provided, skip Step 7.

In the **[Machine Software]** folder:

a) Click **[Upgrades]**. Click or verify the Enabled check box, then click **[Apply]**.

b) Click **[Manual Upgrade]**. Click **[Browse]** and move through your file system to the new software (FAX). Click [Install Software] to install the software. NOTE: The Manual Upgrade link provides the ability to upgrade software manually, after enabling with the Upgrades link. This process will take about 10 minutes.