

Xerox[®] 4112[™]/4127[™] Copier/Printer Backup/restore/migrate tools



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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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Introduction

1

Overview

Backup and restore

Note

If your machine software level is version 2.0, the documents are stored on the machine in the Mailbox. If your machine software level is version 3.0, the documents are stored on the machine in the Folder. The terms “Mailbox” and “Folder” are used synonymously to express the same thing.

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

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

Note

Always refer to the software application’s online Help for information on the various features and functions. The online Help can be accessed by starting the application and selecting **Help**.

Migration tool

The **Migration Tool for Restored Document** is a software application that works in conjunction with the **Backup Tool for restored document** application. The Migration Tool converts the saved documents and mailboxes/folders residing on your computer into a format supported by your machine’s upgraded software level. This allows you to restore these saved documents and mailboxes/folders onto your machine after the completion of its software upgrade.

When to use both applications

Backup Tool for restored document

Use the **Backup Tool for restored document** application when:

- You want to periodically backup your machine's documents and mailboxes/folders,
- You need/want to restore the backed-up documents/mailboxes/folders onto the machine, and most importantly,
- The machine's software is upgraded; all the documents and mailboxes/folders stored locally on the machine will be lost/deleted at the time of the software upgrade.

Important criteria regarding the Backup Tool application

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.

Tip

If these settings are not the same, or if optional features were added to the machine after the mailbox/folder documents were backed up (copied and saved), then the restored documents may not print in accordance with their original settings.

- Always refer to these **Backup Tool for restored document** files for additional information: **manual.pdf** and **readme.txt**; refer to "Operating Environment" on page 4-1.

Migration Tool for Restored Document

Use the Migration tool application:

- **After** the documents and mailboxes/folders have been saved/backed up to your client's computer,
- After the machine's software is upgraded, and finally,
- To convert and restore the copied/saved documents and mailboxes/folders on your local computer onto the upgraded machine.

Machine setup

2

Prerequisites

Before you can use either the **Backup Tool for restore document** or the **Migration Tool** applications, you must ensure that the following prerequisites are met:

- Obtain and record the client's computer IP address
- Obtain and record the machine's IP address/DNS host name
- Ensure that specific machine settings are enabled
- Register the client's IP address on the machine

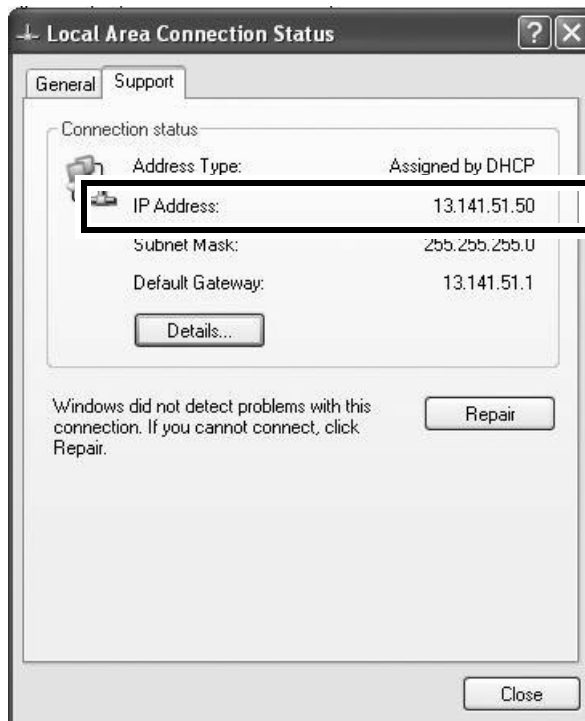
Tip

The User Interface (UI) screens shown in this document may or may not reflect the screens displayed on your system or on your personal computer. The UI screens vary from system to system, computer to computer, and from marketplace to marketplace. Therefore, the UI screens in this document show **examples** of the type of screens that *may* be seen on your particular system/computer.

Obtain the computer IP address

1. Ensure that the client's computer is started and running.
2. From the client's computer, select **Start > Control Panel > Network Connections**.
3. From **Network Connections**, double-click on the **Local Area Connections**.

4. From **Local Area Connections**, select the **Support** tab; your computer's IP address is listed there.



5. Record the computer's IP address; this will be used later in this chapter.
6. Close the **Local Area Connections Status** window. Close the **Network Connections** and **Control Panel** windows, if applicable.

Obtain machine information

Static IP address

Obtain your machine's static IP address by performing the following steps:

Note

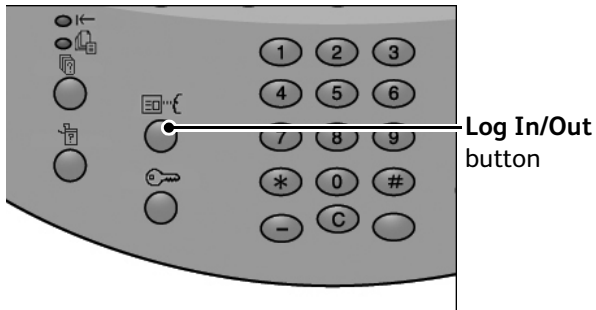
It is recommended that you use a static IP address on your machine (versus a DHCP address). If your machine uses DHCP, you must specify the DNS host name; this is discussed in the section entitled **Machines using DHCP on page 2-3**.

1. From the machine's User Interface (UI), press the **Machine Status** button on the **Control Panel**.
2. From the **Machine Information** tab, select **Print Reports...**
3. Select **Copy Reports, Configuration Report**, and then press the **Start** button on the **Control Panel**.
4. Collect the printed **Configuration Report** from the machine's exit area.
5. After the report is printed, select **Close** until you are returned to the **Machine Information** tab (**Tools**) on the machine's UI.
6. Press the **Services** button on the **Control Panel** to exit Machine Status.
7. On the printed Configuration Report, locate and record the machine's host/domain name.

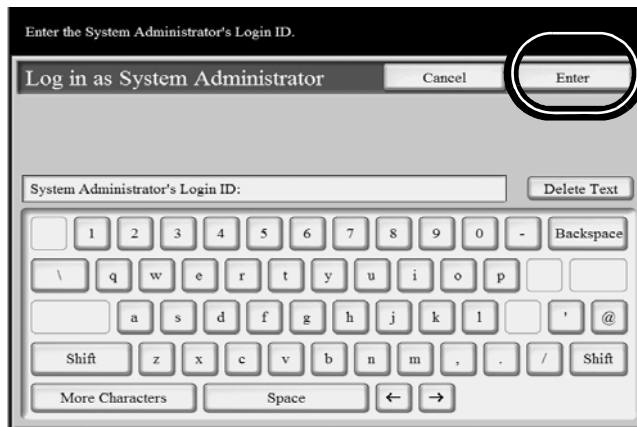
Machines using DHCP

Obtain your machine's DNS host name by performing the following steps:

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



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

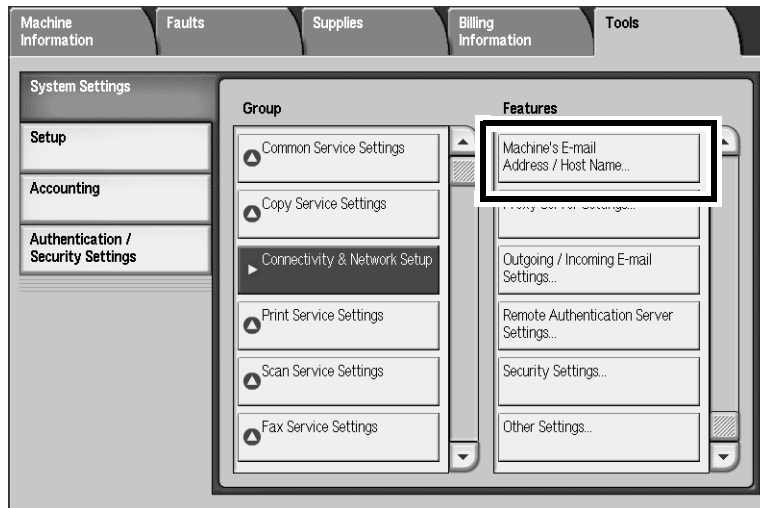


Note

The default Login ID is **1111**. When using the Authentication feature, a password is required. If applicable, enter the password; the default password is **x-admin**.

3. Press the **Machine Status** button on the **Control Panel**.
4. Select the **Tools** tab from the UI.

- a. Select **System Settings > Connectivity and Network Setup > Machine's E-mail Address/Host Name**.



5. From the **Machine's E-mail Address/Host Name** screen, record the machine's Host Name.
6. Select **Close**.
7. Press the **Log In/Out** button on the **Control Panel**.
8. Select **Logout** to exit the System Administration mode.

Enable machine settings

1. Press the **Log In/Out** button.
2. Enter the System Administrator ID with the numeric keypad, and select **Enter**.

Note

The default Login ID is **11111**. When using the Authentication feature, a password is required. If applicable, enter the password; the default password is **x-admin**.

3. Press the **Machine Status** button on the Control Panel.
4. Press the **Tools** tab.
5. Select **System Settings > 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. Exit **Tools** mode by pressing the **Log In/Out** button on the Control Panel.
9. Select **Logout** to exit the System Administration mode.

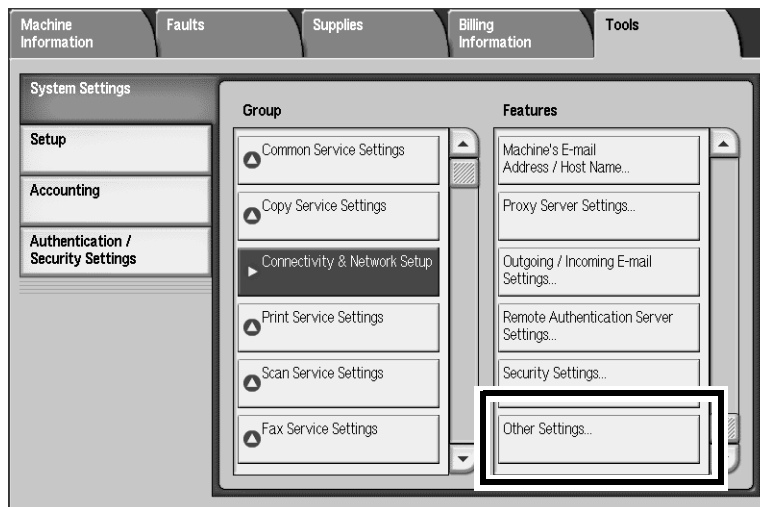
Register client's IP address on the machine

1. Press the **Log In/Out** button.
2. Enter the System Administrator ID with the numeric keypad, and select **Enter**.

Note

The default Login ID is **11111**. When using the Authentication feature, a password is required. If applicable, enter the password; the default password is **x-admin**.

3. Press the **Machine Status** button on the Control Panel.
4. Press the **Tools** tab.
5. Select **System Settings**, and then select **Connectivity & Network Setup**.



6. Select **Other Settings**.
7. From the **Other Settings** screen, select **Mailbox/Folder Backup Tool - IP Address** and then select the **Change Settings** button.
8. Enter your computer's IP address and select **Save** and then **Close**.
9. Exit **Tools** mode by pressing the **Log In/Out** button on the Control Panel.
10. Select **Logout** to exit the System Administration mode.

Retrieve documents

3

Tip

- Documents that are scanned on the machine and saved to a mailbox/folder will be lost during a software upgrade. To prevent the loss of the (Scan to Mailbox/Folder) documents, you can save them to a client's computer before a machine upgrade. After the machine upgrade is completed, you can then resubmit the saved documents to the machine's mailbox/folder.
- The User Interface (UI) screens shown in this document may or may not reflect the screens displayed on your system or on your personal computer. The UI screens vary from system to system, computer to computer, and from marketplace to marketplace. Therefore, the UI screens in this document show **examples** of the type of screens that *may* be seen on your particular system/computer.

This chapter describes how to import files that are stored in a machine's mailbox/folder (Scan to Mailbox/Folder) onto a client's computer by using the CentreWare Internet Services .

Prerequisites

Before you can retrieve scanned documents from the machine to your computer, read the following prerequisites and use the ones applicable to your network environment:

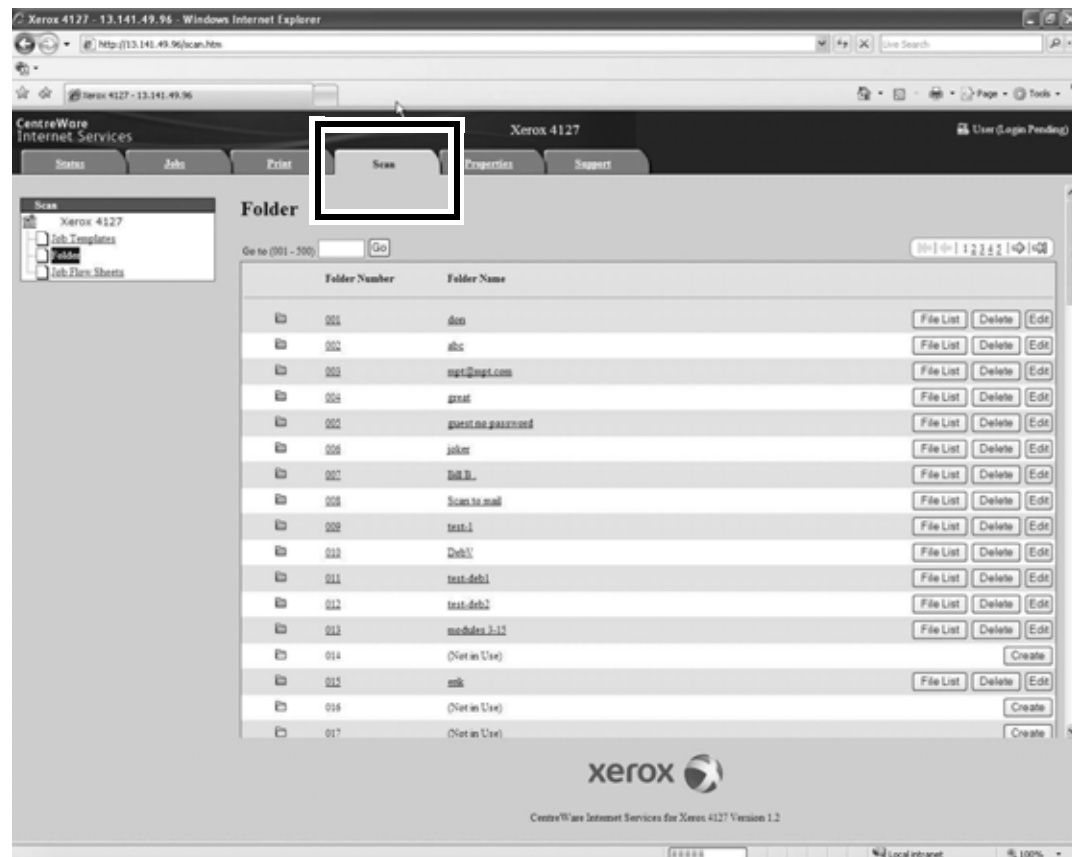
- Ask your system administrator for the IP address or internet address of your machine.
- If your network uses DNS (Domain Name System) and the machine's host name is registered, you can access the machine using the internet address with a combination of the host name and domain name. For example, the internet address may be "myhost.example.com": "myhost" represents the host name, while "example.com" represents the domain name.
- When specifying a port number, add a colon ":" and the port number after the IP address or internet address.
- If the machine uses the authentication feature, enter a user ID and passcode into the **User Name** and **Passcode** fields. Ask your system administrator for the user ID and passcode.
- If communications are encrypted, you must specify an address that starts with "**https**" instead of "**http**" in order to access CentreWare Internet Services.

Import documents from the machine to your computer

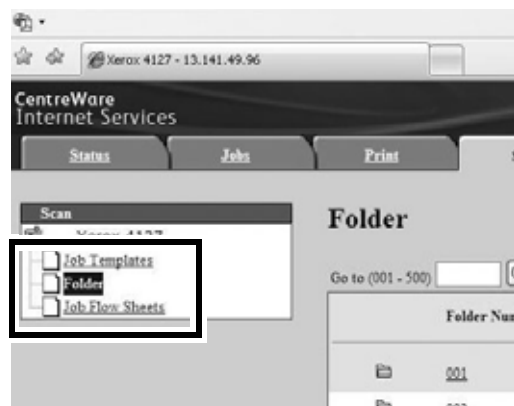
1. Start up the computer and open a web browser.
2. Enter the machine's IP address or internet address in the browser address field and then press the **Enter** key; refer to the following example.



3. Select the **Scan** tab.



4. Select the **Mailbox/Folder** option.



- Click on a specific mailbox/folder that contains the files you want to import to your computer.

Go to (001 - 500)

	Folder Number	Folder Name
	001	don
	002	abc
	003	mpt@mpt.com
	004	great
	005	guest no password
	007	Bill B.
	008	Scan to mail
	009	fact.1

Note

If a passcode is set for that mailbox/folder, enter the passcode in the **Passcode** field.

- Place a checkmark in the box to the left of the desired file (that you want to import).

The screenshot shows the Xerox 4127 web interface. The 'Folder : List of Files' section is active, showing a list of files for folder '005'. The file 'img-120081348' is selected with a checkmark. Below the list are sections for 'Retrieve' and 'Print File' settings.

File Number	File Name	Date & Time	Compression Format	Page Count	Type
<input checked="" type="checkbox"/> 141	img-413142544	04/13/2009 02:26 PM	JPEG	8	Scan
<input type="checkbox"/> 22	img-120081348	01/20/2009 08:13 AM	-	1	-

Retrieve

Retrieve Page: ☐ Enabled
 Page Number:
 Retrieving Format: TIF / JPEG
 Add Thumbnail: ☐ Enabled

Print File

Paper Supply: Auto
 Output Destination: Right Top Tray
 Quantity: 1 (1 - 999)
 2 Sided Printing: 1 Sided
 Staple: No Staple
 Hole Punch: No Punch
 Batch Print: ☐ Enabled

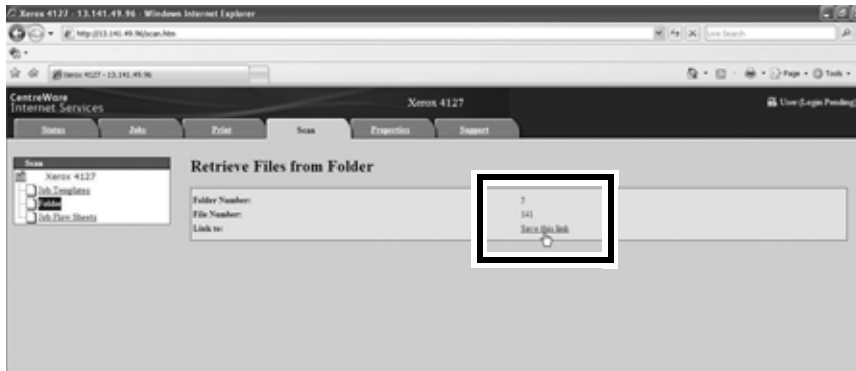
Note

Files are retrieved/imported **one at a time** to your computer. Multiple files cannot be simultaneously retrieved/imported to your computer.

7. Click the **Retrieve** button.



8. Click **Save this link**.



9. Save the file to the desired location on your computer's hard drive.
10. Repeat **Steps 3 - 9** for any remaining, desired mailboxes/folders that you want to retrieve/import to your computer.
11. Upon completion of the retrieval/importation process, close the web browser to exit CentreWare Internet Services.

Software installation

4

Backup Tool for restored document installation

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, go to www.xerox.com to download it or contact your local Xerox Representative.

Overview

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.

Operating Environment

The Backup Tool for restored document is compatible with most Microsoft Windows Operating Systems (OS). Refer to both the **Readme.txt** and the **Manual.pdf** files for specific OS information and other additional application information.

Installation files

As stated previously, the Backup Tool for restored document resides on a CD-ROM that comes with your computer. It can also be obtained by going to www.xerox.com and downloading the WinZip® file.

Software installation

Begin the software installation process either by going to the **Downloaded WinZip file (refer to page 4-2)** or by going to **CD-ROM (refer to page 4-5)**, depending on how you obtained the **Backup Tool for restored document** software.

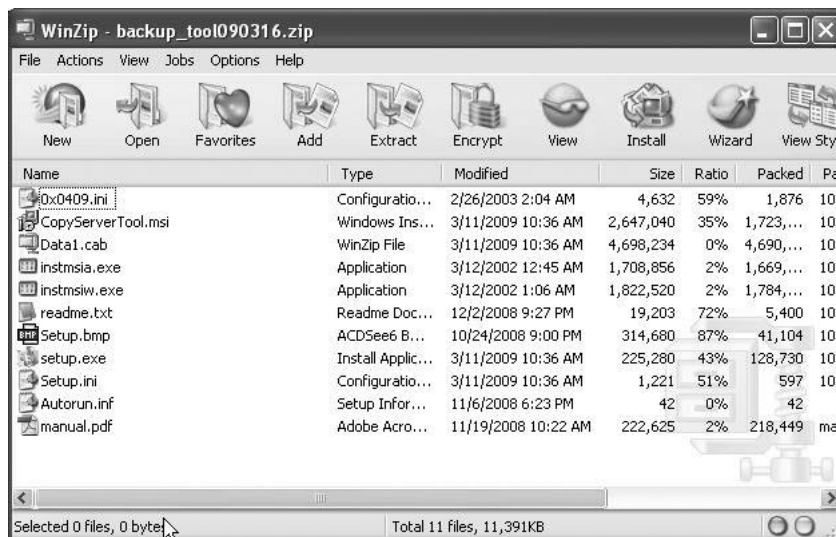
Tip

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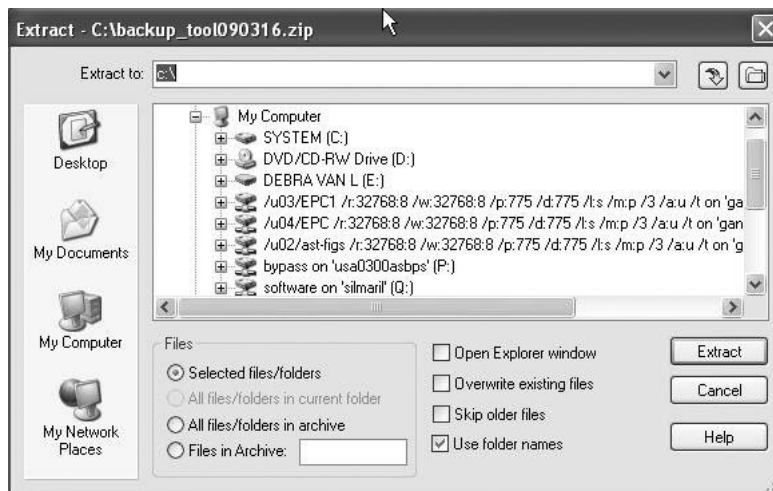
Downloaded WinZip file

If the WinZip file is downloaded from the www.xerox.com to your computer, perform the following steps prior to installing the application:

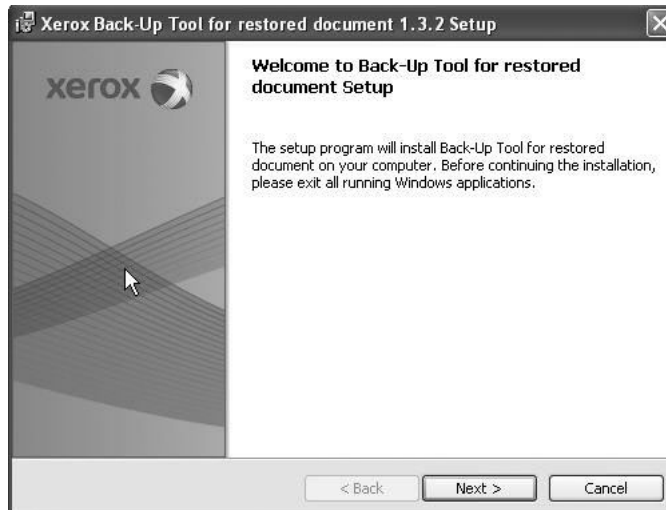
1. From **Start > My Computer**, browse to the folder containing the downloaded WinZip file.
2. Open the WinZip file either by double-clicking on the file or by selecting **File > Open with Winzip**.



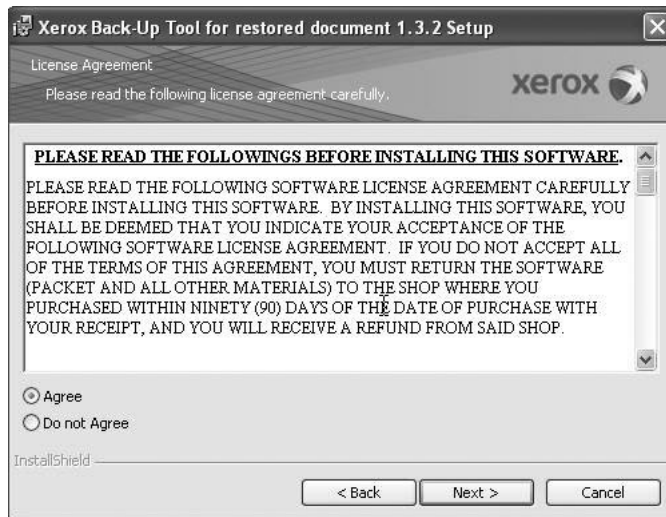
3. From the WinZip window, select **Actions > Select All**; this select all the files.
4. Click the **Extract** button.
5. From the Extract window, select the desired location on your **C:** drive to which the files will be copied, and click the **Extract** button.

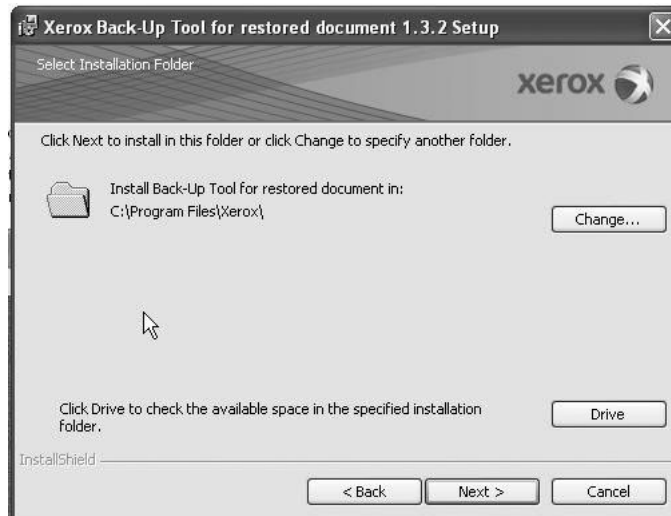
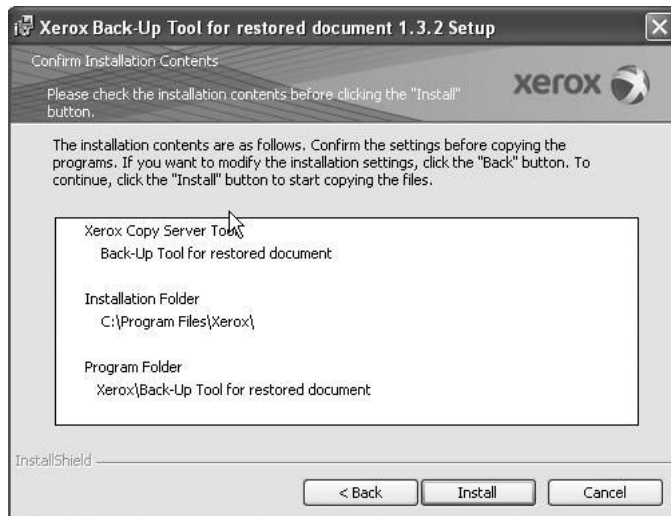


6. After the files are extracted to the desired location, close the WinZip file.
7. Browse to the folder containing the extracted WinZip files.
8. Open the **1033** folder.
9. Continue the installation process either double-clicking on the **setup.exe** file or by selecting **File > Open**.
10. From the Setup window, click the **Next** button.

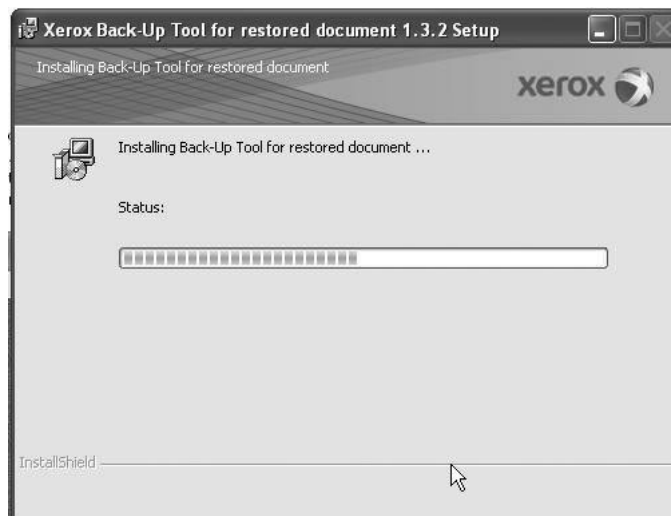


11. Select **Agree** and click the **Next** button to continue.

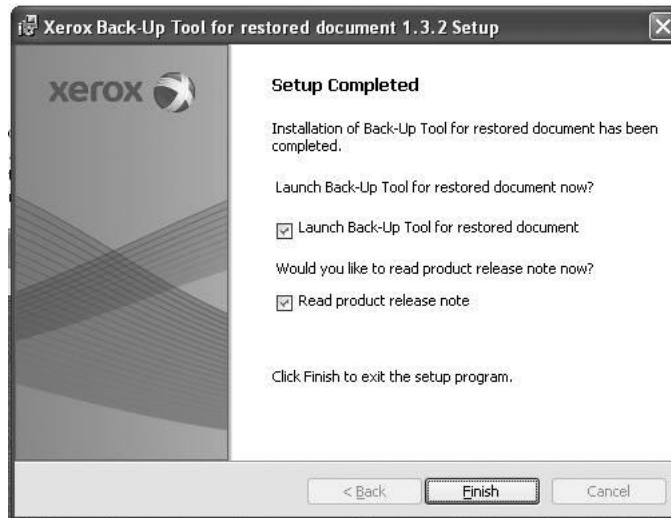


12. Select **Next** again.13. Select the **Install** button.

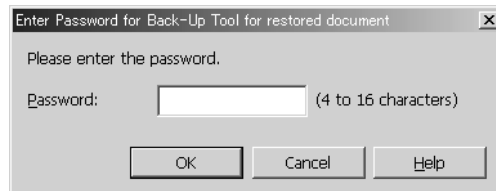
As the software is installing, the following screen is displayed:



14. On the final screen, select **Finish**.



15. The **Backup Tool for restored document** application launches and opens this window:

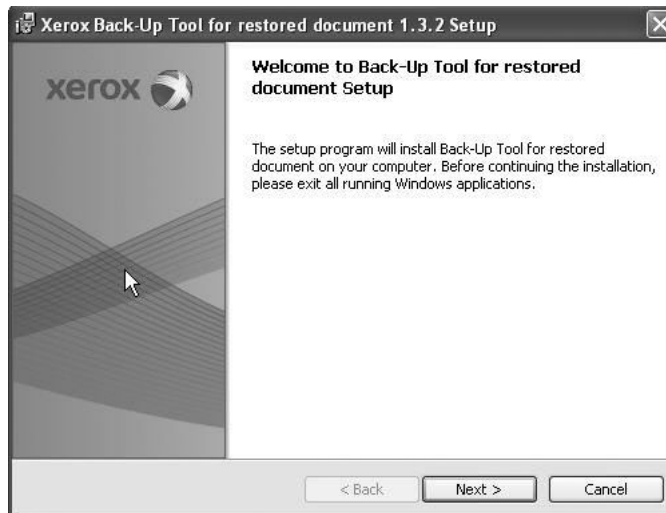


Enter the password, and click **OK**. The default password is **x-admin**

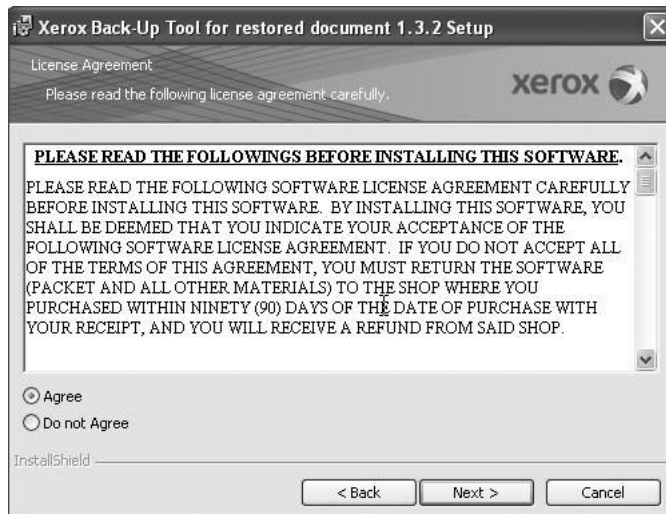
CD-ROM

1. Insert the CD into your CD-ROM drive:
 - a. The CD automatically launches and opens the Setup window.
 - b. If the CD does not automatically launch, perform the following:
 - Select **Start > My Computer**
 - From the **My Computer** window, right click on the CD-ROM drive and select either **Open** or **Explore**
 - Open the **1033** folder
 - Continue the installation process either by double-clicking on the **setup.exe** file or by selecting **File > Open**.

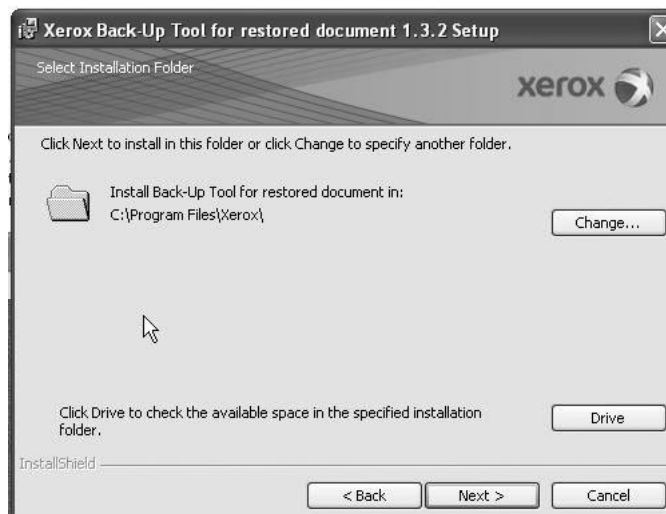
- From the Setup window, click the **Next** button.



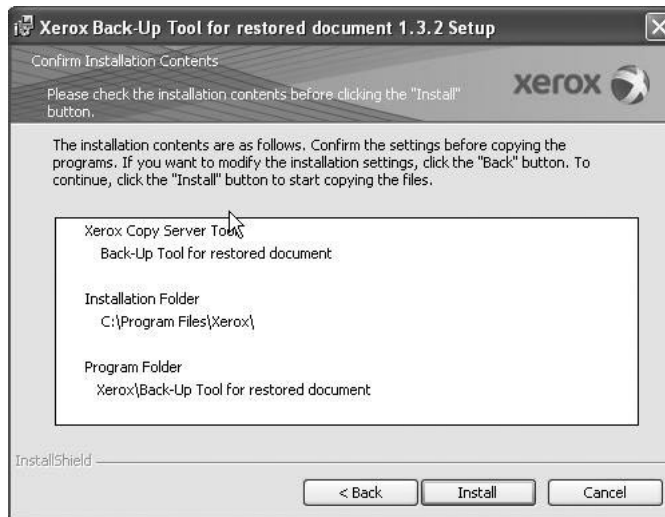
- Select **Agree** and click the **Next** button to continue.



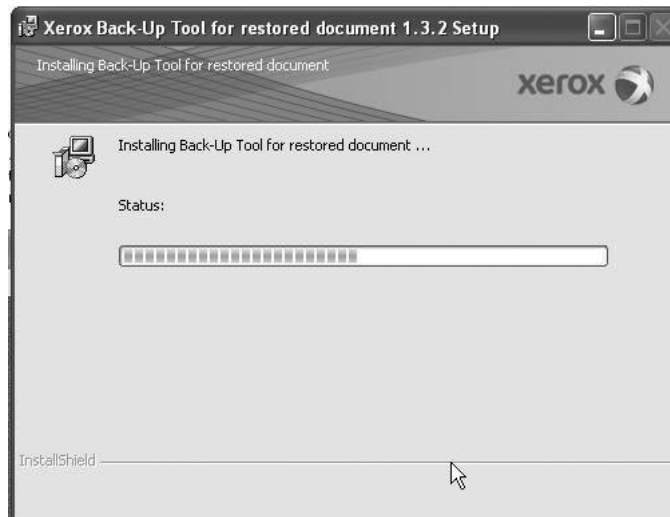
- Select **Next** again.



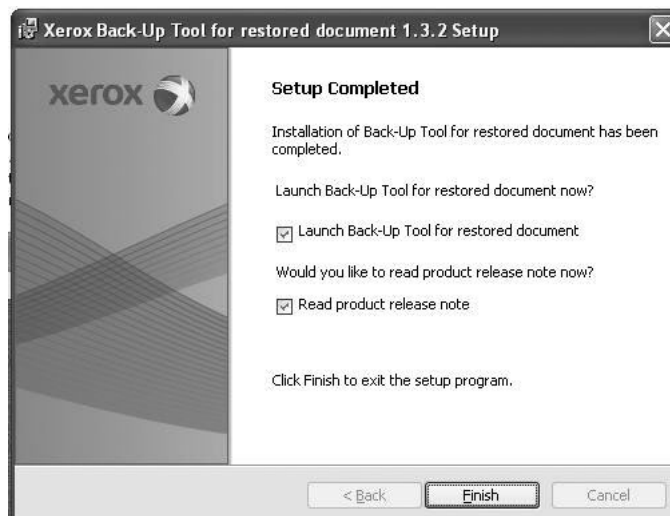
5. Select the **Install** button.



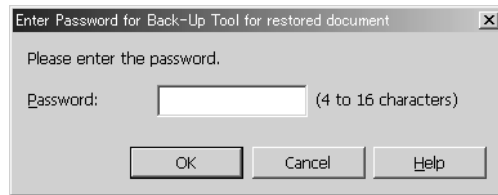
As the software is installing, the following screen is displayed:



6. On the final screen, select **Finish**.



7. The **Backup Tool for restored document** application launches and opens this window:



Enter the password, and click **OK**. The default password is **x-admin**

Migration Tool installation

The **Migration Tool for Restored Document** software can be downloaded as a WinZip file by going to www.xerox.com or by contacting your local Xerox Representative.

Operating Environment

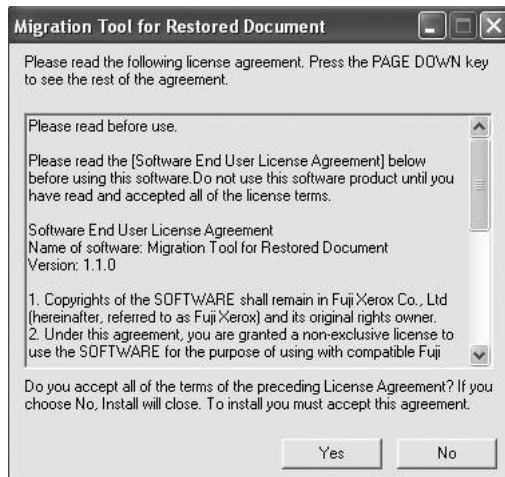
The Migration Tool for Restored Document is compatible with most Microsoft Windows Operating Systems (OS). Refer to the **Readme.txt** file for specific OS information.

Software installation

Perform the following steps prior to installing the application:

1. From **Start > My Computer**, browse to the folder containing the downloaded WinZip file.
2. Open the WinZip file either by double-clicking on the file or by selecting **File > Open with Winzip**.
3. From the WinZip window, select **Actions > Select All**; this selects all the files.
4. Click the **Extract** button.
5. From the Extract window, select the desired location on your **C:** drive to which the files will be copied, and click the **Extract** button.
6. After the files are extracted to the desired location, close the WinZip file.
7. Browse to the folder containing the extracted WinZip files.
8. Continue the installation process either double-clicking on the **bc1010m.exe** file or by selecting **File > Open**.

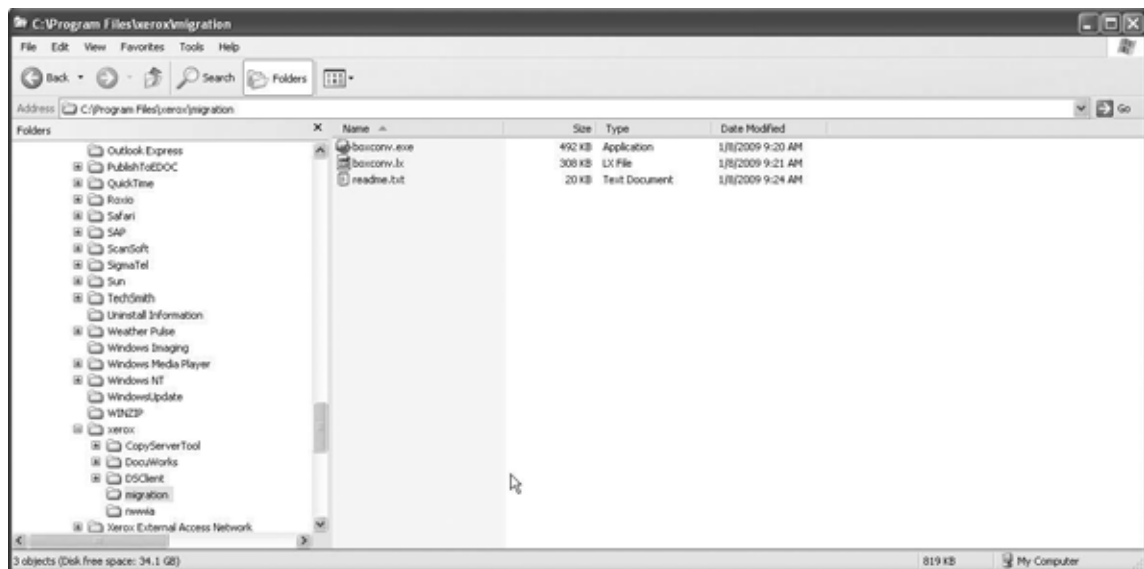
9. Click the **Yes** button on the **Migration Tool for Restored Document** installation window.



10. Select a folder location by clicking the **Browse** button or by typing a folder location for the software.



11. Click the **OK** button to continue.
12. After the software is installed, browse to the folder containing the software.



13. Open the **readme.txt** file by double-clicking on it or by selecting **File > Open**.
14. Launch the Migration Tool application by double-clicking on the **boxconv.exe** file or by selecting **File > Open**.

Backup Tool for restored document

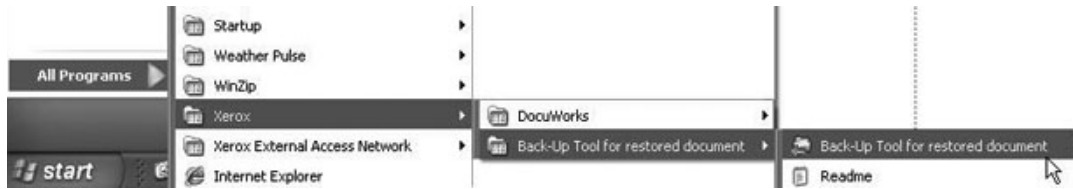
5

Tip

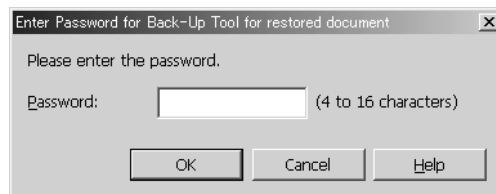
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Launch/open the application

1. If the application isn't already opened, launch it now by selecting the **Back-up Tool for restored document** application from the **Start** menu.

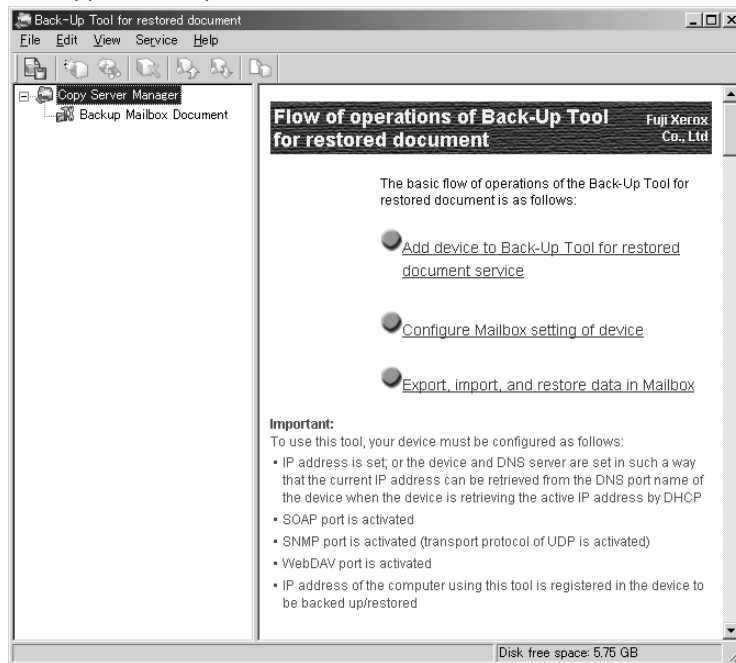


2. The Backup Tool for restored document application launches and opens this window:



Enter the password, and click **OK**. The default password is **x-admin**

3. The application opens to the main screen.



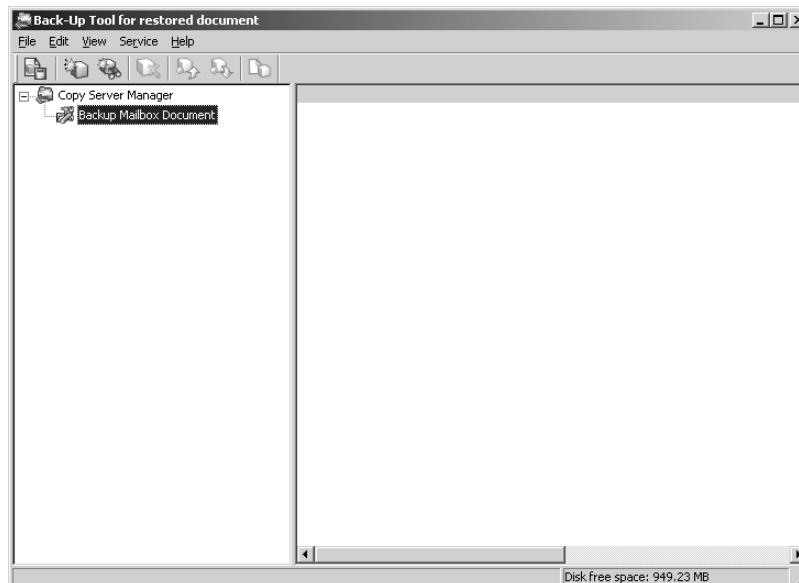
Add a machine to the application service

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.

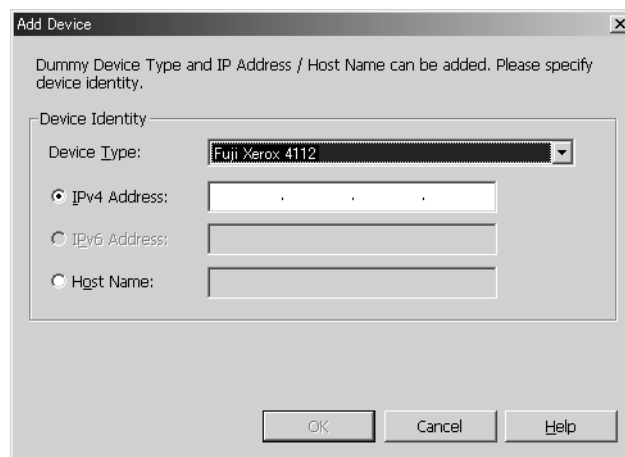
Note

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

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



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



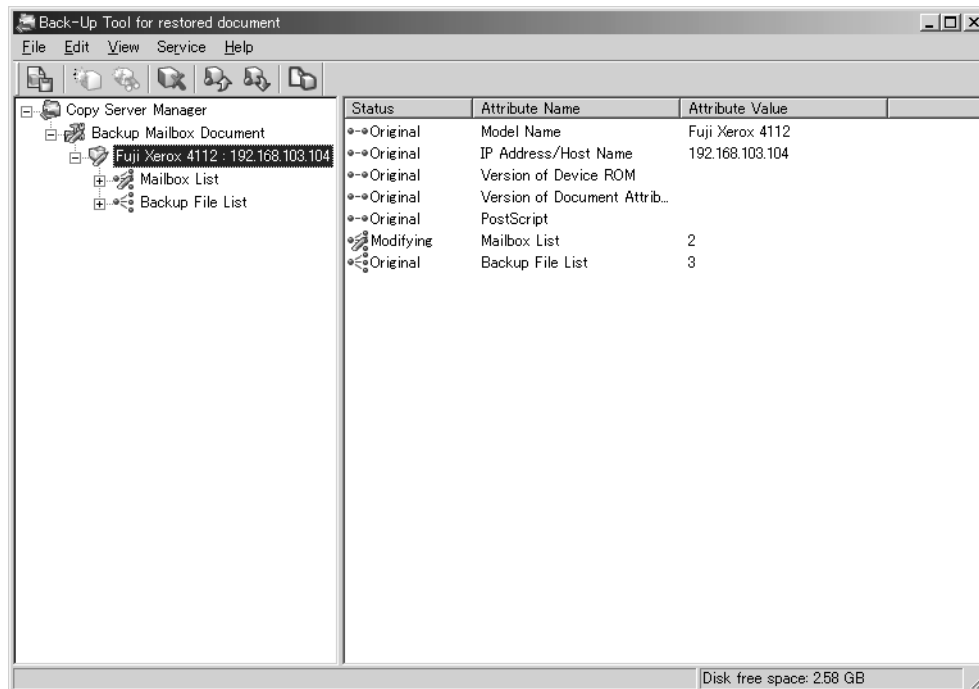
3. Enter an **IP v4 Address**, **IP v6 Address** or **Host Name**, and click **OK**.
4. Click **OK**.



Import mailbox/folder information from the machine

Follow the steps below to import the information from the mailboxes/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 **Yes/OK**.



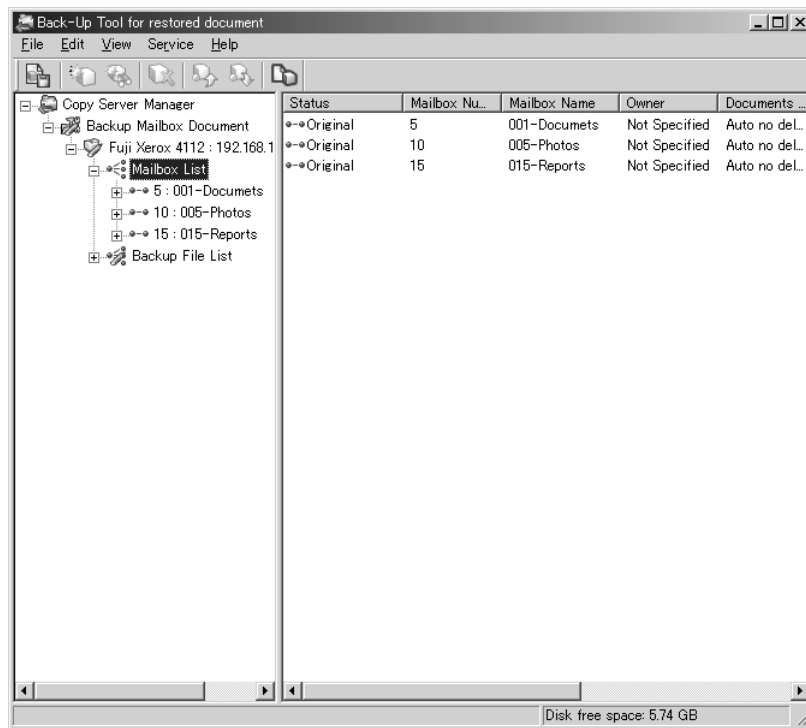
3. Click **OK**.



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.

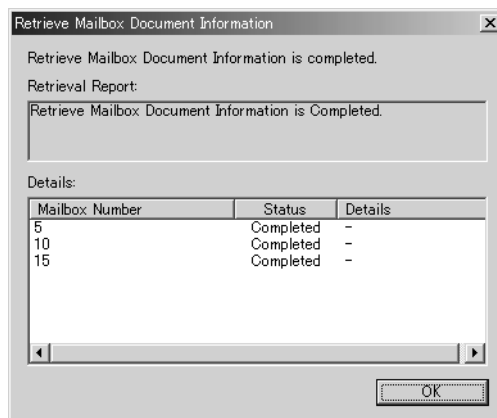
4. Right-click on **Mailbox List** and select **Retrieve Mailbox Document Information**.



5. Click **OK**.



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

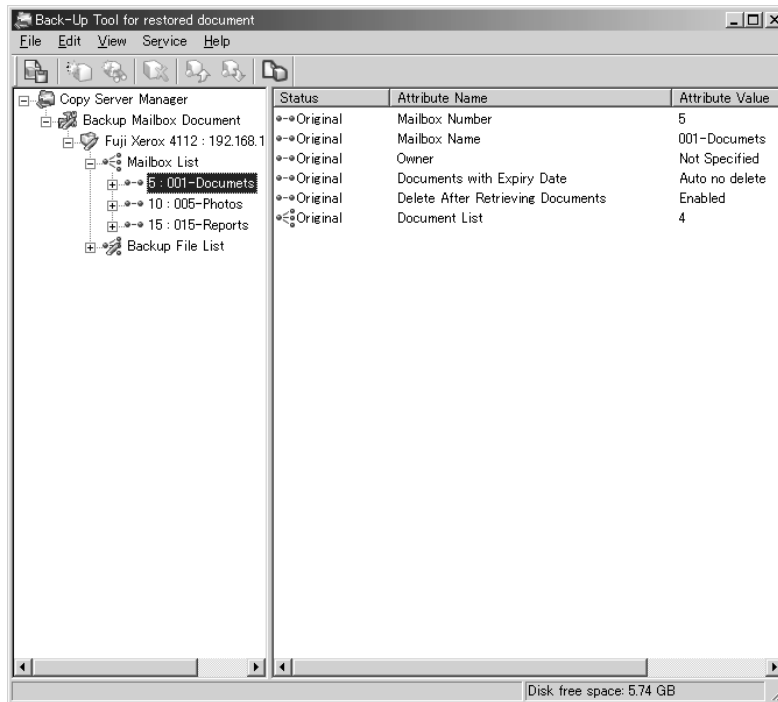


Copy (backup) the mailboxes/folders onto your computer

Tip

The machine cannot be used while making backups.

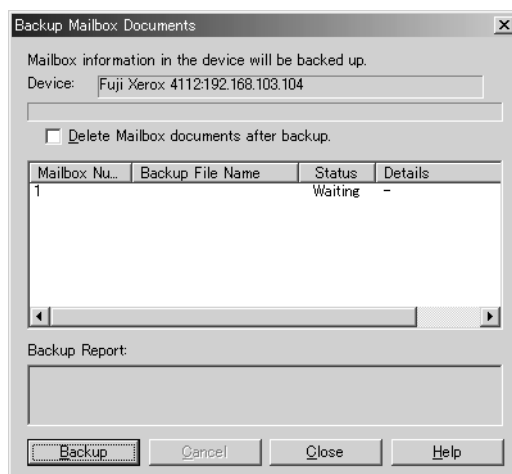
1. Right-click on a mailbox, and select **Backup Mailbox documents**.



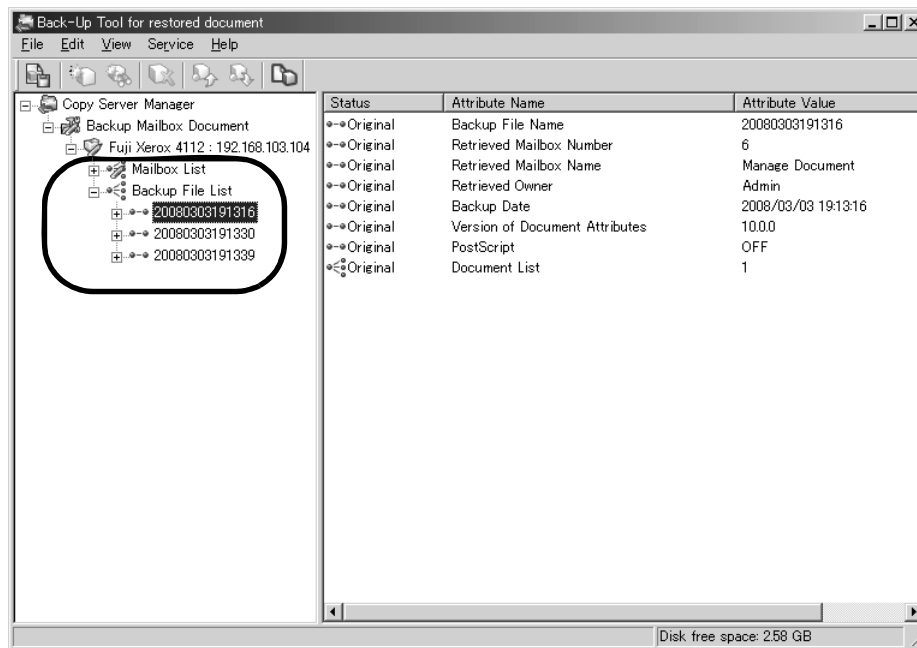
Note

If you select the **Mailbox List** and then **Backup Mailbox 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 mailbox was copied and saved, click on the plus sign to the left of the **Backup File List**; the saved mailbox is displayed.

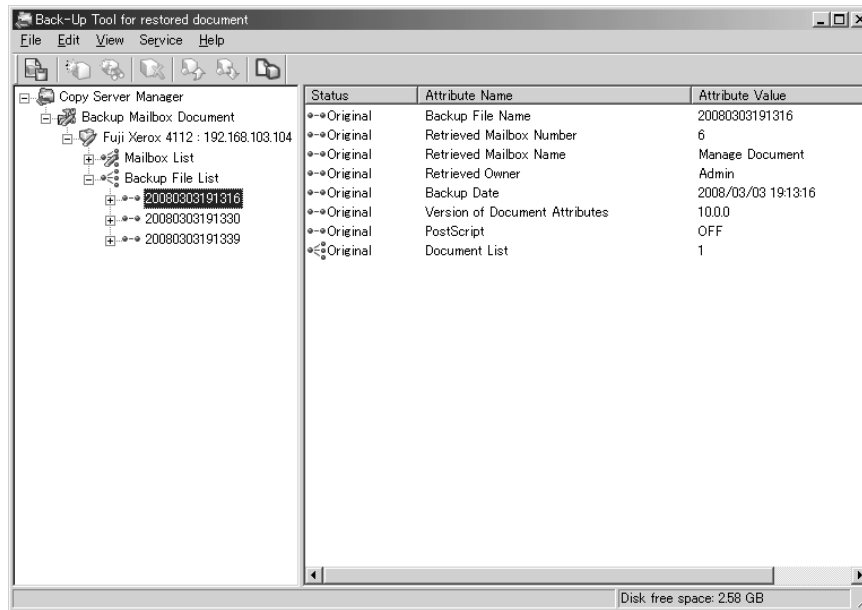


Note

- If the **Version of Document Attributes** value is **10.0.0**, the files that were backed up/ saved from the machine (to the client's computer) reflects the machine's system software version 2.0. The files can be restored only to a machine with version 2.0 system software.
- If the machine's system software was upgraded to version 3.0, then the **Migration Tool for Restored Document** application must be used to convert the files before they can be restored to the machine. The Migration Tool application converts the **Version of Document Attributes** 10.0.0 value to a value of **11.0.0**. Refer to **Chapter 6, Migration Tool** for more information and instructions on converting these files.

Save the backup onto your computer

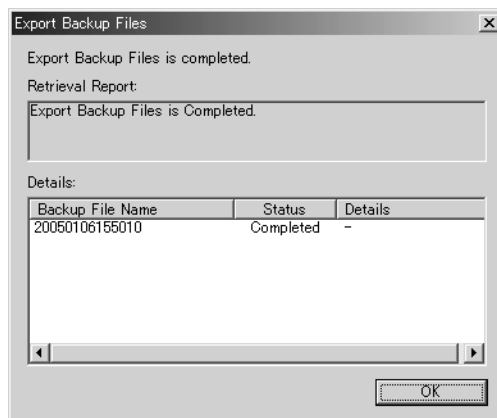
1. From the **Backup File List** right-click on a mailbox and select **Export Backup Files**.



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 mailbox and click **Save**.
3. After the processing is complete, click **OK**.

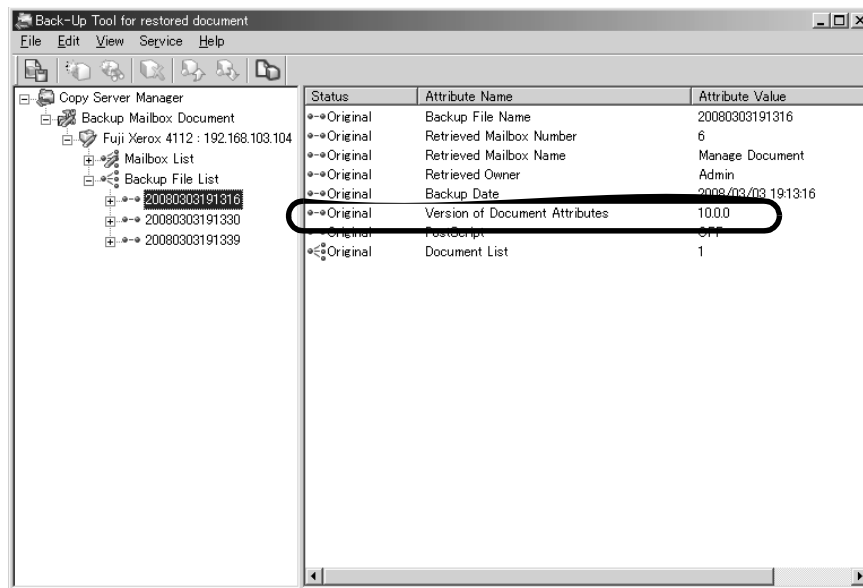


The files are saved to your computer and be restored when required.

4. Your machine is now ready for its software upgrade. Have the Xerox service representative install the new software onto your machine.
 - While the machine's software is being upgraded, review the remainder of this chapter for additional information on the **Backup Tool for restored document** features.
5. Upon completion of the machine software upgrade, continue to the next chapter.

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

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



Note

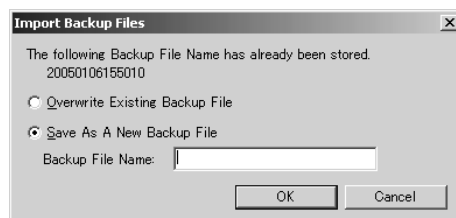
- If the **Version of Document Attributes** value is **10.0.0**, the files that were backed up/saved from the machine (to the client's computer) reflects the machine's system software version 2.0. The files can be restored only to a machine with version 2.0 system software.
- If the machine's system software was upgraded to version 3.0, then the **Migration Tool for Restored Document** application must be used to convert the files before they can be restored to the machine. The Migration Tool application converts the **Version of Document Attributes** 10.0.0 value to a value of **11.0.0**. Refer to **Chapter 6, Migration Tool** for more information and instructions on converting these files.

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

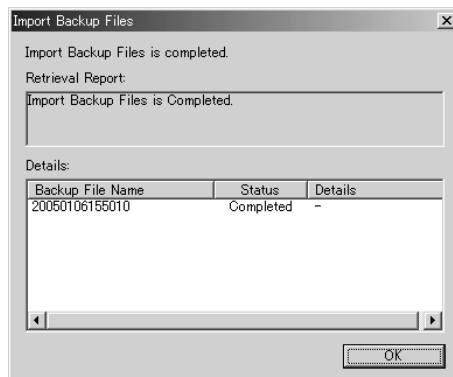
Note

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

When two of the same mailboxes/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**.



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

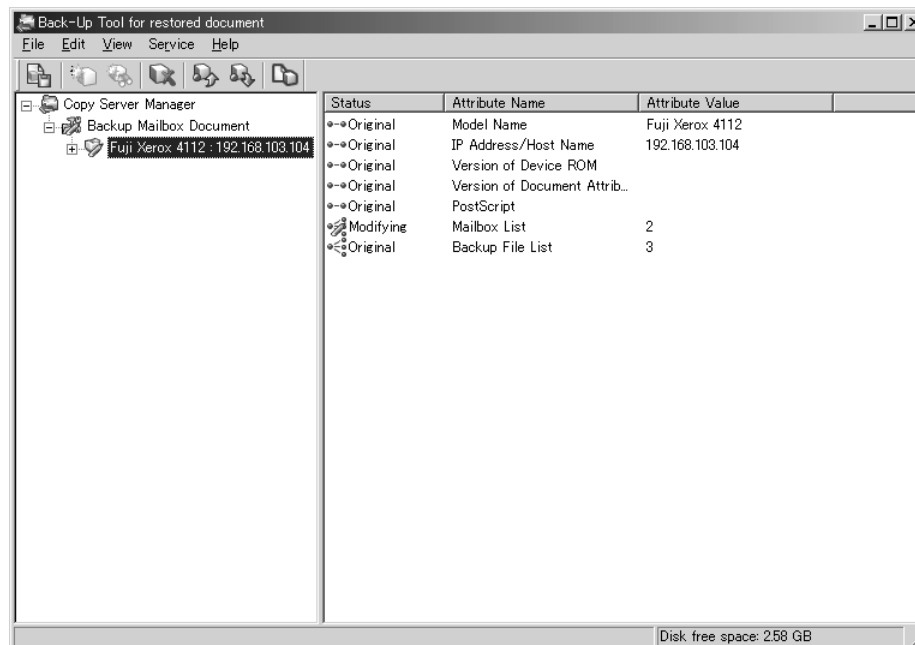
The default system administrator ID is “11111.” The default password is “**x-admin.**”

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 mailbox 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**.

Device Communication Settings

Administrator Info (SOAP)

System Administrator ID: 1111

Passcode/Password: *****

Confirm Passcode/Password: *****

SNMP

☒ SNMP v1/v2

Community Name (Read):

Community Name (Read/Write):

☐ SNMP v3

User Name: xadmin

Authentication Password: *****

Confirm Authentication Password: *****

Privacy Password: *****

Confirm Privacy Password: *****

Port Number

SNMP: 161

SOAP: 80

OK Cancel Help

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

Migration Tool

6

Tip

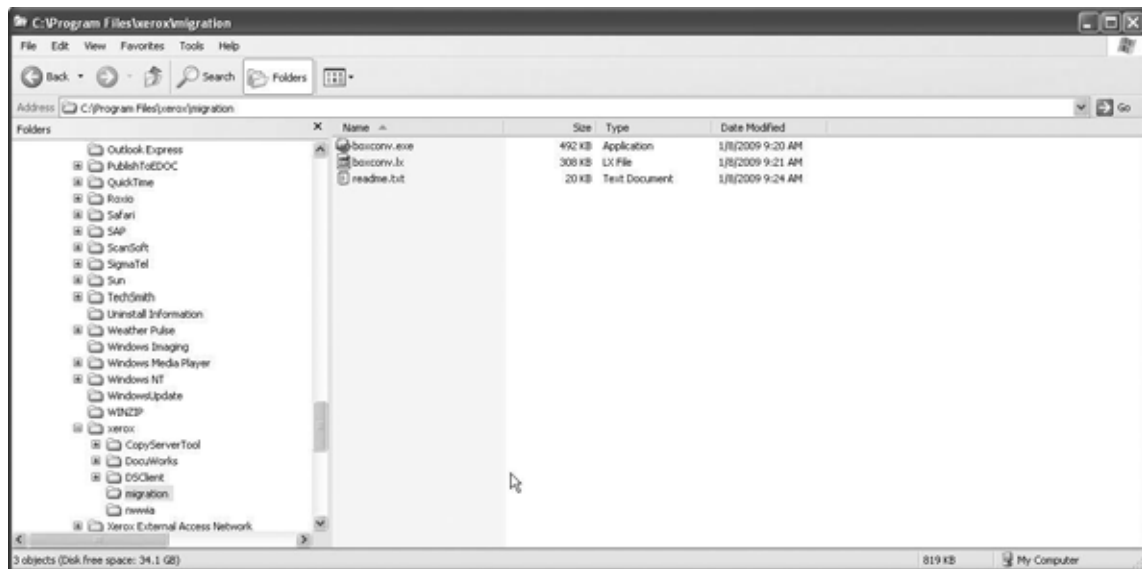
Do not complete the instructions in this chapter until the machine's software has been upgraded by the Xerox representative.

Launch/open the application

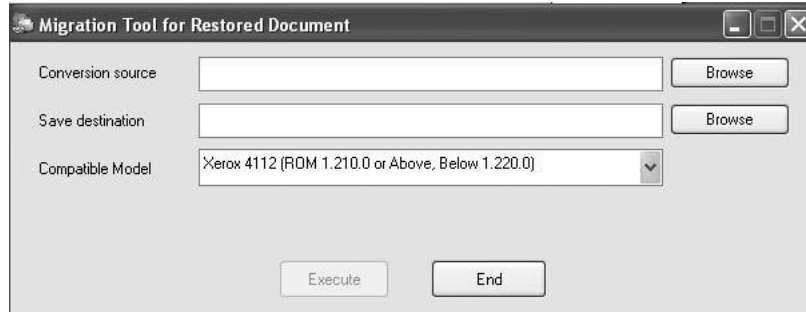
Tip

The User Interface (UI) screens shown in this document may or may not reflect the screens displayed on your system or on your personal computer. The UI screens vary from system to system, computer to computer, and from marketplace to marketplace. Therefore, the UI screens in this document show **examples** of the type of screens that *may* be seen on your particular system/computer.

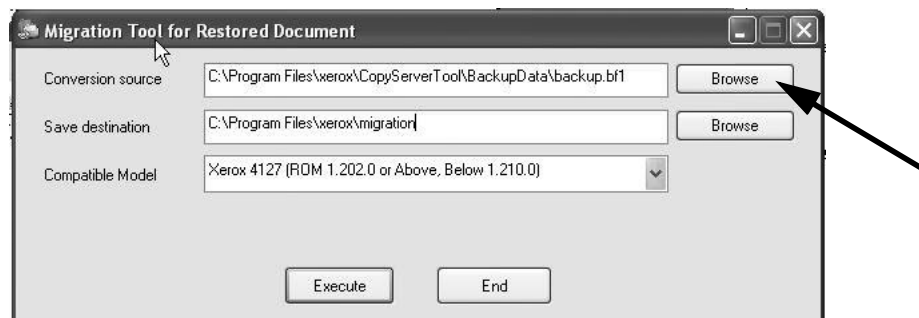
1. If the application isn't already opened, launch it now by selecting **Start > My Computer** and opening the folder containing the software.



2. Launch the Migration Tool application by double-clicking on the **boxconv.exe** file or by selecting **File > Open**. The **Migration Tool for Restored Document** dialog box opens.



3. In the Migration Tool dialog box, either type or Browse to the folder containing the mailbox backup file.



4. Type or Browse to the folder where you want to save/store the converted backup file.
5. From the **Compatible Model** pull-down menu, **select the machine type and software version which reflects your machine.**

Note

This is the software version **after** the machine has completed its upgrade.

6. Click the **Execute** button.
7. Upon completion, select **End**.
8. Go to the machine, and re-register the client's computer IP address on the machine; refer to the instructions provided in **Chapter 2, Register client's IP address on the machine on page 2-5**.
9. Continue to the next chapter.

Restore backed-up files to machine

7

Tip

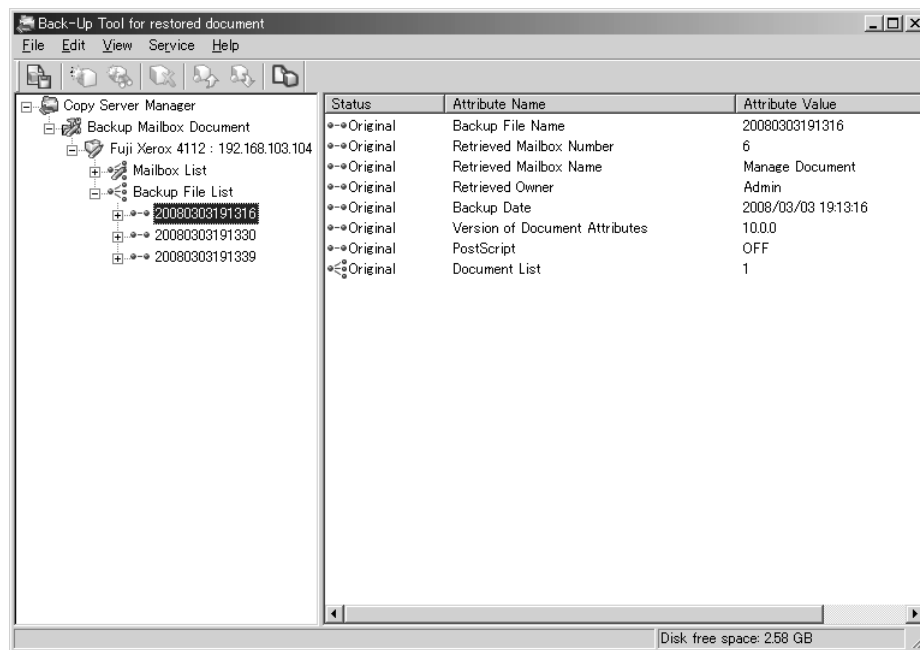
When the mailboxes/folders were backed up, the following settings were not backed up and thereby lost:

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

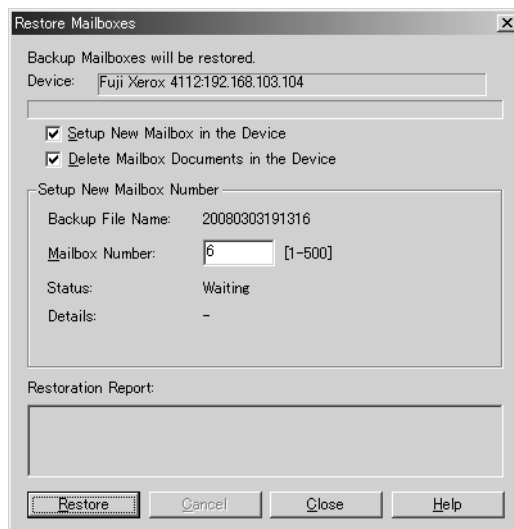
Restore backed-up mailboxes/folders to the machine

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

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

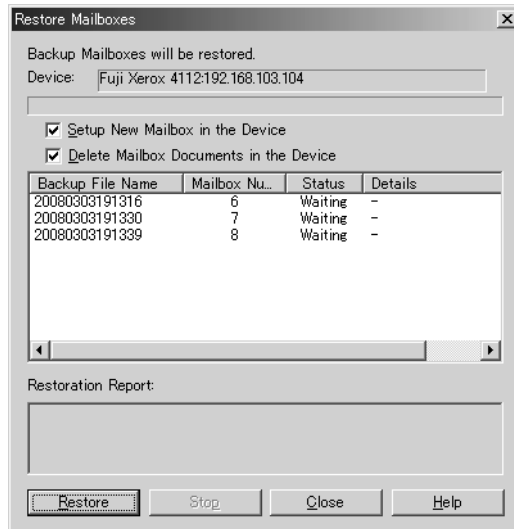


2. Enter a **Mailbox Number**, and click **Restore**.



Note

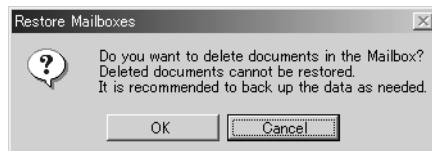
If the entire **Backup File List** is selected, the following dialog box opens:



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

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

