Version 3.1
September 2010

Xerox® 4112™/4127™ Enterprise Printing Systems

System Administration Guide

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

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1 Overview

Related information sources

Guides for optional accessories

Optional accessories are also available for the machine. User Guides are provided with the optional accessories exclusively for this product. These User Guides are referred to as "guides for optional accessories." Guides for optional accessories are provided as printed guides or electronically as On-line Help.

Guides for optional accessories describe all the necessary steps for operating optional accessories and installing software.

Customer documentation updates

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

Tools

KeyPoint

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

User Interface

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

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

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

Xerox FreeFlow Print Server Controller

The Controller also allows the user to start, stop, and delete print jobs. It provides all of the operations necessary to control and print jobs including the setting up of properties for the print job, the managing of jobs in the queue, job status information, and security and authentication information.

Power on/off

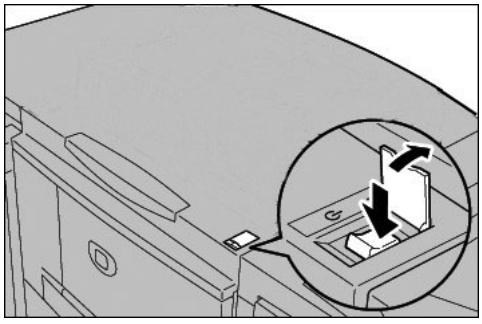
Switch the power on before operating the machine. After the power is on, the machine will take about 5 minutes to warm up before you can start printing.

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

Note
If the power is off, all functions of the machine will stop.

Powering on

- Open the power switch cover and press the power switch to the [**|**] position to turn the power on.



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

Powering off

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

   KeyPoint

   Never turn the power off while data is either being received or when jobs are being printed.

2. Open the Power Switch cover at the front of the machine and press the power switch to the [⏻] Off position.

   KeyPoint

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

   Note

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

When to shut down and restart the entire system

You may need to perform a full system power down / power up of both the Controller and the machine (IOT) if one of the following situations occur:

- Loss of communication between the machine and the Controller
- Power Saver Mode and the Controller do not “wake up” and therefore need to reestablish a connection
- The user interface shows “wait” (a locked state)
- No jobs are transmitting

  Tip

  Make sure to first resolve any declared faults or error messages on the machine before shutting down the system.

1. Open the power switch cover on the machine and press the power switch to the Off ⏻ position.

   KeyPoint

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

Note

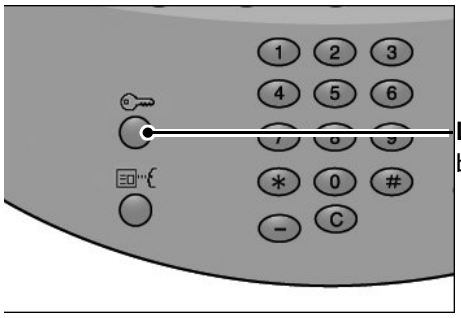
If you turn the power back on after turning it off, first make sure that the display on the UI has gone out.

2. Switch off the main power switch on the back of the machine.
3. From the Controller window, select **[System: Shutdown]** to shut down the Controller.
4. At the machine, switch the main power switch on the back of the machine to on.
5. Open the power switch cover at the front of the machine and press the power switch to the on [**|**] position. Make sure to wait until the machine is fully up before proceeding to the next step.
6. On the Controller, press the power on/off button and, once the Controller is up, log on as System Administrator.

System Administrator Mode

Entering the System Administrator Mode

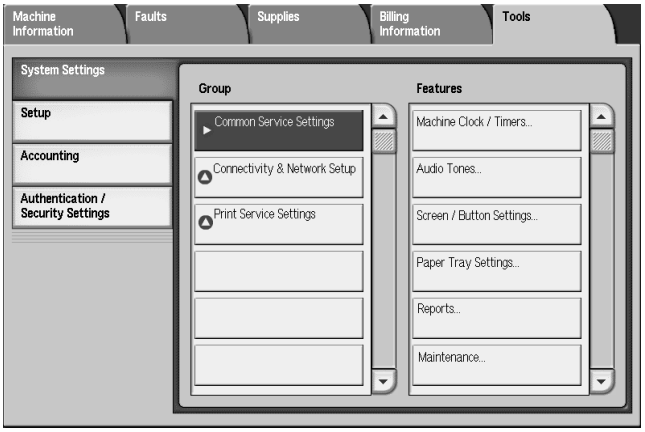
1. Press the **Log In / Out** button.



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

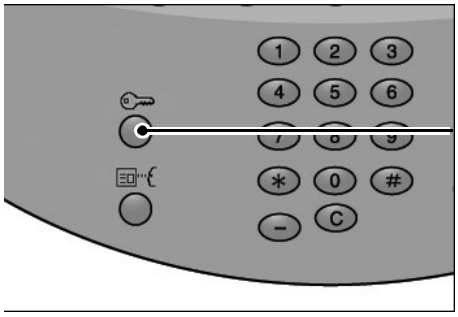
Note
The default User ID value is **11111**. When using the Authentication feature, a password is required. The default password is **x-admin**.

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



Exiting the System Administrator Mode

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



Log In / Out button

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

Power Saver mode

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

The Power Saver feature has two modes: a Low Power mode and a Sleep mode. If the machine is left unused for a preset period of time, the machine enters the Low Power mode. The machine then enters the Sleep mode if a further preset time elapses.

Low Power mode

(Power consumption: 225W)

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

Sleep mode

(Power consumption: 15W)

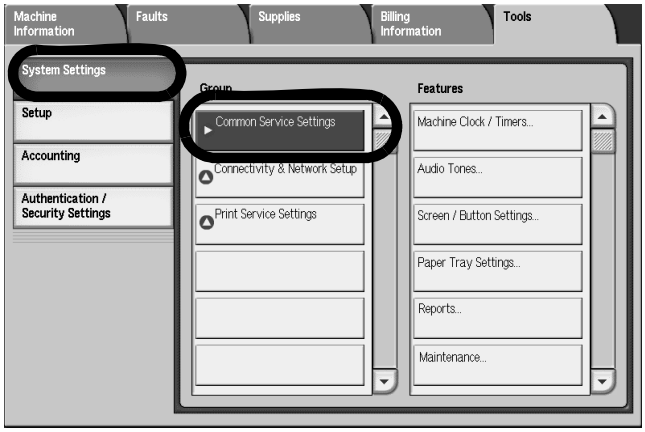
In this mode, the power is lowered to 15 watts and the fuser switches off. The display goes out, and the **Power Saver** button on the Control Panel lights. To use the machine, press the **Power Saver** button. The **Power Saver** button goes out to indicate that the Power Saver feature is canceled.

Changing the Power Saver mode time interval

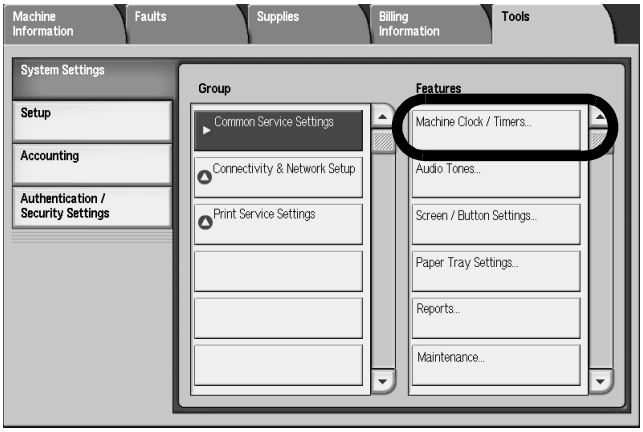
To activate the Power Saver feature, set the Sleep Mode button to Enabled, and set the Low Power Mode and the Sleep Mode time intervals as follows:

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

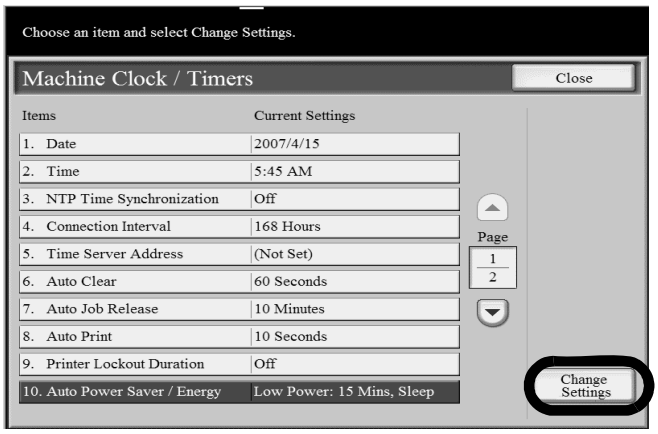
1. Enter the System Administrator Mode (***page 1-4***).
2. Select **System Settings** and then select **Common Settings**.



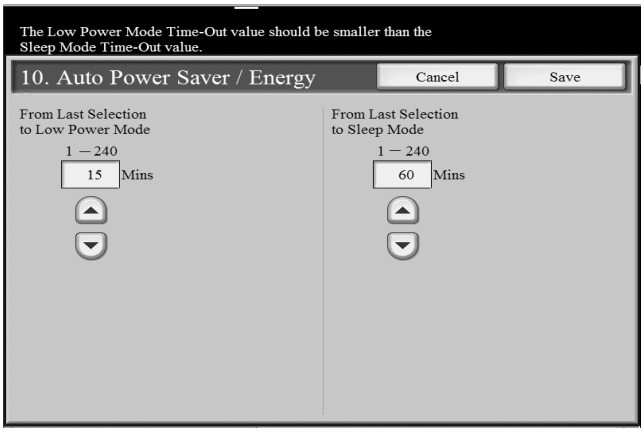
3. Select **Machine Clock /Timers**.



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



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



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

      Note

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

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

Note

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

6. Press **Save**.
7. Select **Close**.
8. Exit the System Administrator Mode (*page 1-5*).

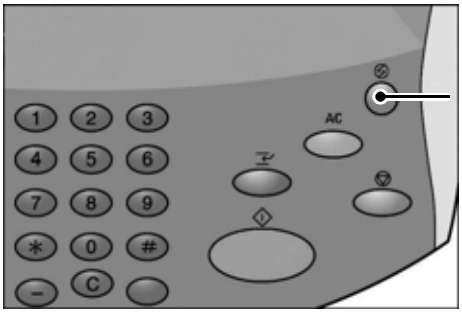
Exiting the Power Saver mode

The machine exits Power Saver mode when one of the following occurs:

- The user presses the **Power Saver** button on the Control Panel
- The machine is in the process of receiving print data

To exit the Power Saver mode at the machine:

1. Press the **Power Saver** button on the Control Panel.



Power Saver button

2 Installation

Tip

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

Network connectivity

There are two communication connections required for this print system:

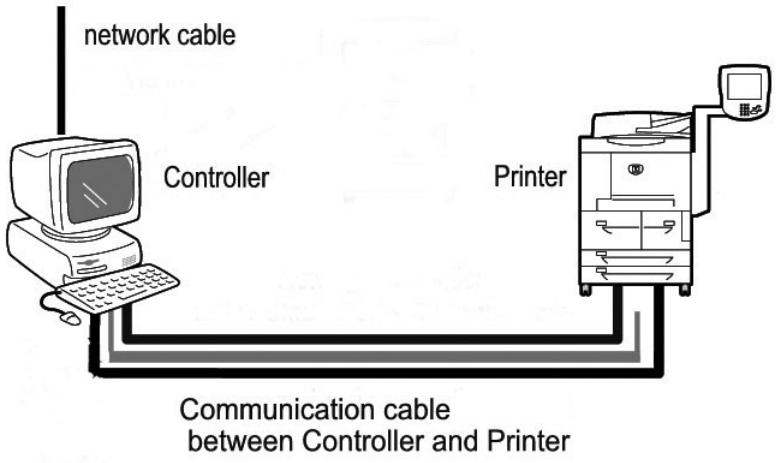
- A network Ethernet connection
- A Controller - to - Printer interface connection

The Controller requires one external network drop, or cable, for communications with the client workstations submitting jobs and for access to the internet.

A communication interface cable between the Controller and the network printer is also installed. Data is sent via this cable from the Controller to the machine for printing.

Tip

For more information about the installation of the network cable and the Xerox FreeFlow Print Server communication cable, refer to the Xerox Analyst. For details on setting up the connection between the client workstation and Controller, refer to the Controller customer documentation.

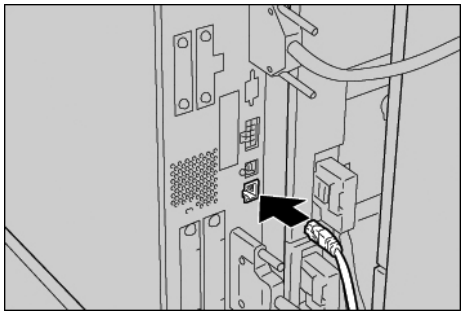


Installing the network cable

The Ethernet interface supports the following types of connectors:

- 10/100/1000Base-T
- CAT5

1. Confirm that the power switch is turned off.



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

   Note

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

3. Switch on the machine.

3 Setups

Tip

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

Overview

The machine has factory default (initial) settings which can be customized. This chapter describes how to change these values for common system settings and print settings in the System Administration mode.

System Settings

Note

To change any of the **System Settings**, it is necessary to be in System Administration mode.

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

Common Service Settings:

These settings relate to the machine itself such as machine clock, audio tones, and maintenance/diagnostics. For more information, refer to “Common settings” in this chapter.

Print Service Settings:

You can set the amount of memory space for various buffers that receive data from the controller, set the print time operation, and what the machine should do when it needs to substitute a paper tray. For more information, refer to “Print mode settings” in this chapter.

Network Controller Settings:

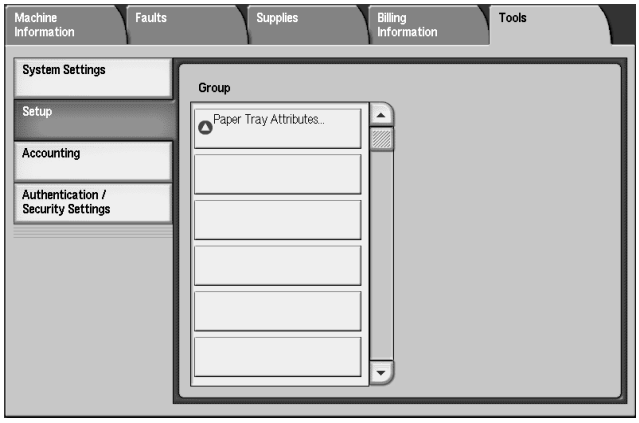
You can select and set the following network controller features:

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

All Other Settings:

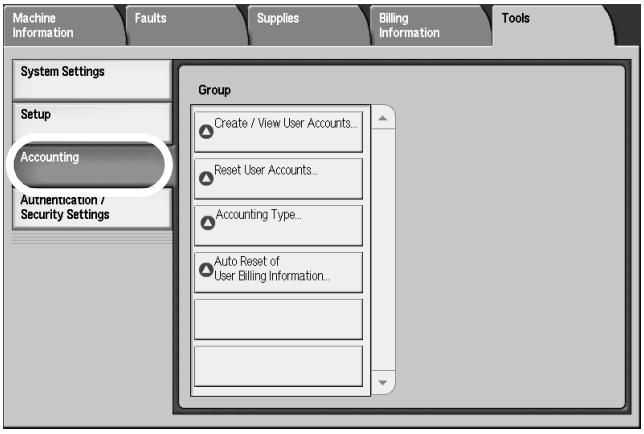
Not applicable to this product.

Setup menu



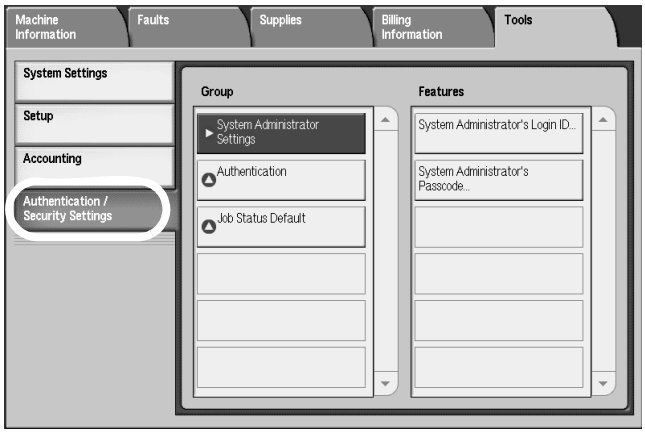
From the **Setup Menu**, you can assign paper tray attributes. For more information, refer to “Setup menu” in this chapter.

Accounting



You can set restrictions on users using specific machine features, or set restrictions on individual users. For more information, refer to *System settings with optional FreeFlow scanner on page 3-75*.

Authentication/Security Settings



You can set the system administrator ID and system administrator password used to enter System Administration mode. For more information, refer to *Authentication/Security Settings on page 4-19*.

How to enter text or numbers

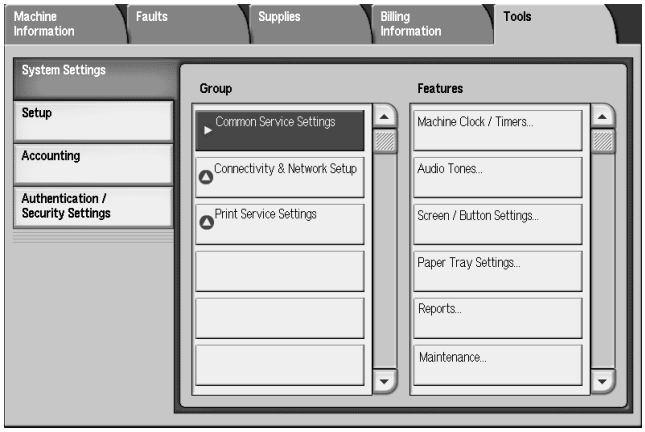
During operations, a screen sometimes appears for the entry of text. To see a description on how to enter text using the screen keyboard, refer to *Chapter 6 How to enter text or numbers on page 6-1*.

Common settings

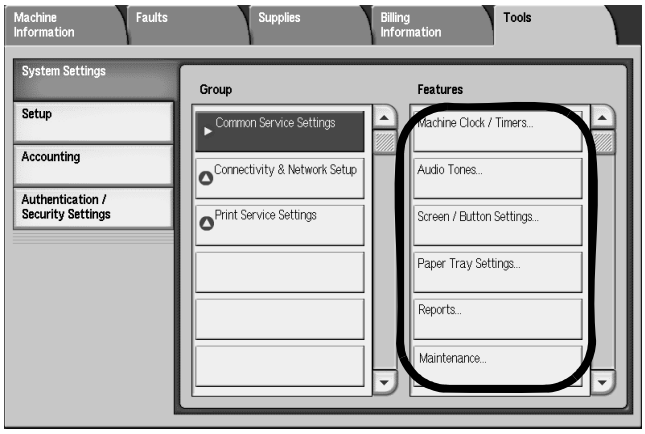
In **Common Settings**, you select default settings that affect the machine itself. The following settings can be made and are detailed in the sections that follow:

- Machine clock/timers
- Audio tones
- Screen defaults
- Paper tray settings
- Reports
- Maintenance/diagnostics
- Other settings

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



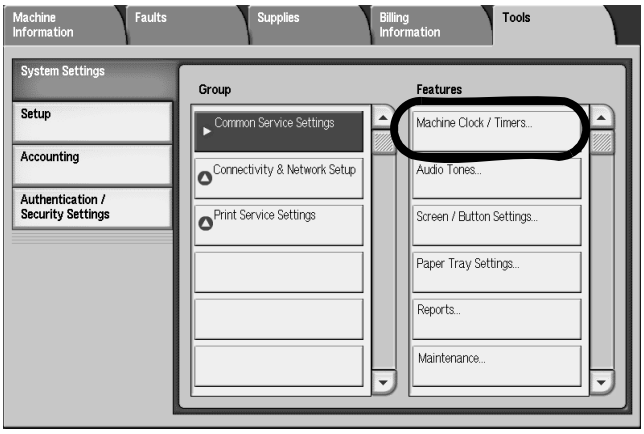
2. Select the item to be set.



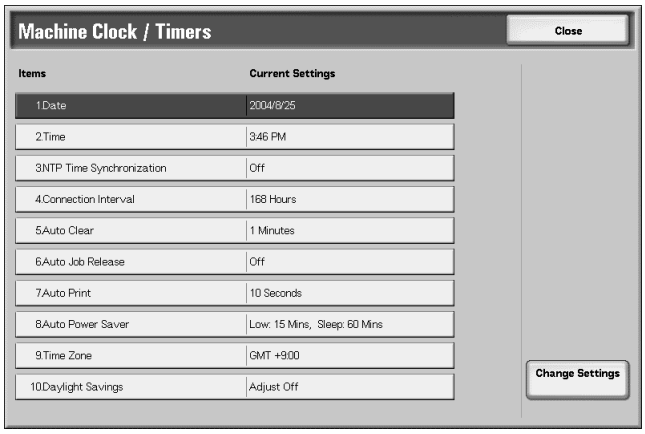
Machine clock/timers

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

1. From the **Common Settings** screen, select **Machine Clock/Timers**.



2. Select the item to be set or changed.



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

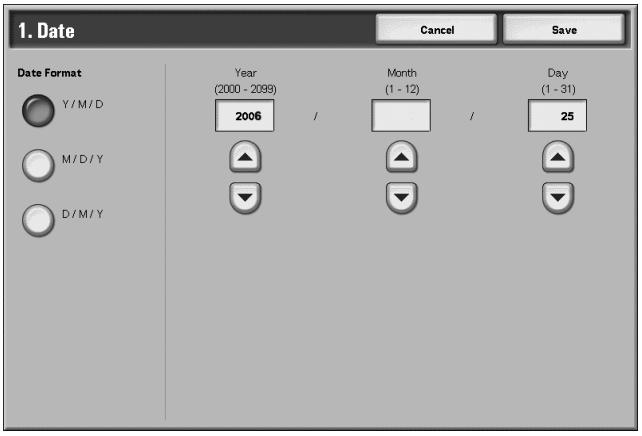
   Note
   Depending on the item, entry with the numeric keypad may not always be possible.

5. Select **Save**.

Date

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

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



2. Select the date format.
3. Select Year/Month/Day by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.

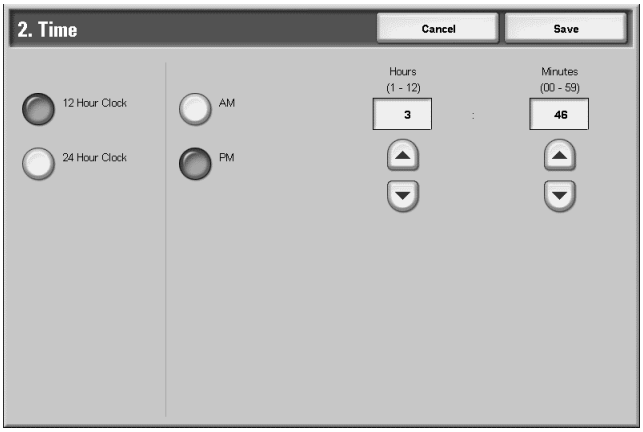
   Note
   Depending on the item, entry with the numeric keypad may not always be possible.

4. Select **Save** to save the settings and return to the previous window.

Time

Set the time in the system clock of the machine, using 12-hour or 24-hour representation. The time set here is printed on lists and reports.

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

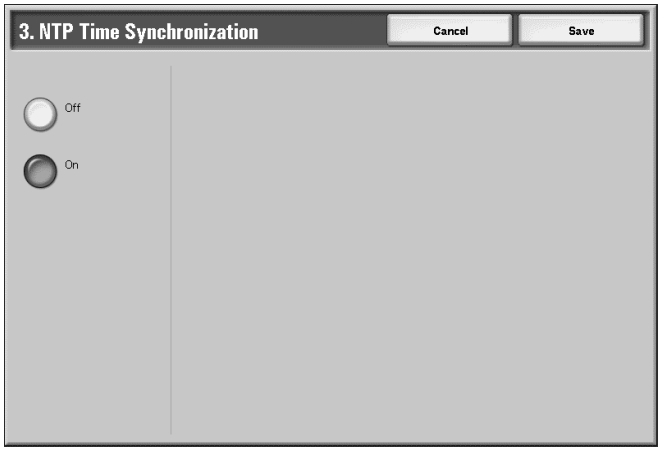


2. Select the display format.
3. When **12 Hour Clock** is selected, select **AM** or **PM**.
4. Set the minutes and hours by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
5. Select **Save** to save the settings and return to the previous window.

NTP time synchronization

You can get the time from a time server (NTP: Network Time Protocol), to synchronize the machine to the time server time.

1. From the **Machine Clock/Timers** screen, select **NTP Time Synchronization**, and select **Change Settings**.



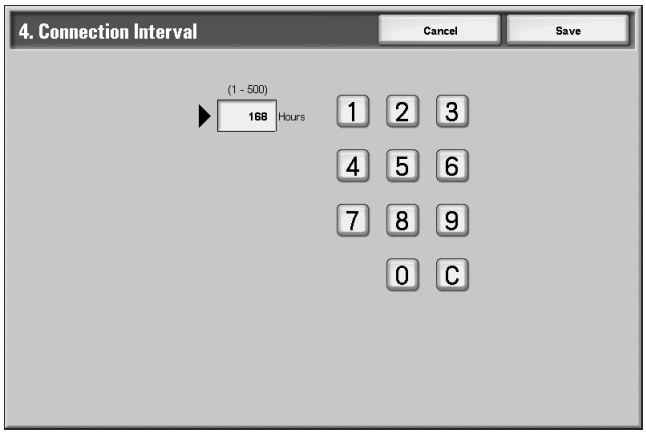
2. Select **On** or **Off**.
3. Select **Save** to save the settings and return to the previous window.

Connection interval

Select the time interval at which a connection is made to the time server.

Select an interval from 1 to 500 hours, in increments of one hour.

1. From the **Machine/Clock Timers** screen, select Connection Interval, and select **Change Settings**.
2. Enter the connection interval using the screen numeric keypad.



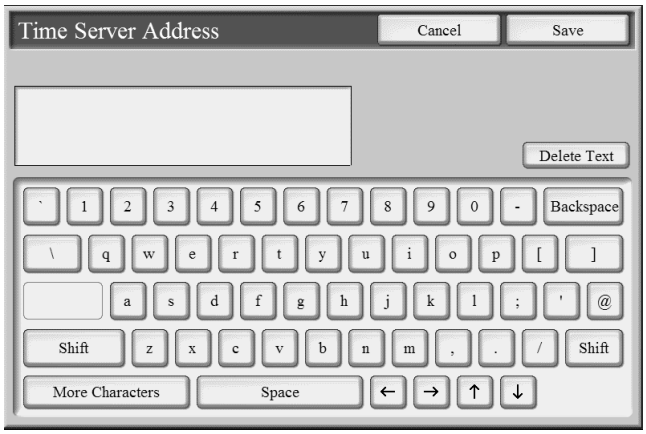
3. Select **Save** to save the settings and return to the previous window.

Time Server Address

This is used to enter the IP address for the time server.

Note
Set the **NTP Time Synchronization** to on.

1. From the **Machine Clock/Timers** screen, select **Time Server Address** and press **Change Settings**.



2. Enter the IP address:
   - **IP Address:** Set the IP address of the time server from which the time is obtained, using values 0 to 255.

   Note
   Addresses 244 to 255.XXX.XXX.XXX and 127.XXX.XXX.XXX cannot be set.

   Note
   Select **Next** to enter the next part of the IP address if the address between dots is less than 3 digits.

3. Select **Save** to save the settings and return to the previous window.

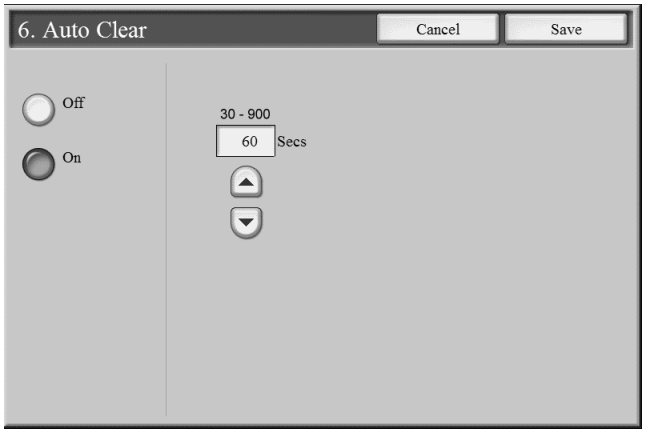
Auto clear

If a given time period elapses with no operation, the machine automatically returns to the initial screen.

Set a period from 1 to 4 minutes, in intervals of 1 minute. To cancel the setting, select the **Cancel** button to delete any selections made on this screen.

Note
If **Off** is selected, any currently pending jobs continue processing after one minute of inactivity on the machine.

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



2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.

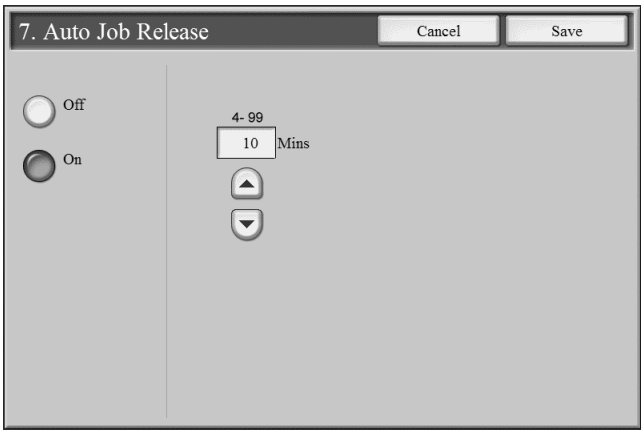
   If you selected Off, you must exit System Administration mode for the system to return to the default screen.
4. Select **Save** to save the settings and return to the previous window.

Auto job release

If an error occurs during a print job, you can set the time that elapses until the current job is automatically cleared, and thereby enables the completion of the next job. Errors that may occur include a paper jam, the machine runs out of hard disk space, etc. Once the current job is cleared, jobs that can be continued are limited to those that only use parts of the machine not affected by the error.

Set the value in the range 4 to 99 minutes, in 1 minute increments.

1. From the **Machine Clock/Timers** screen, select **Auto Job Release**, and select **Change Settings**.



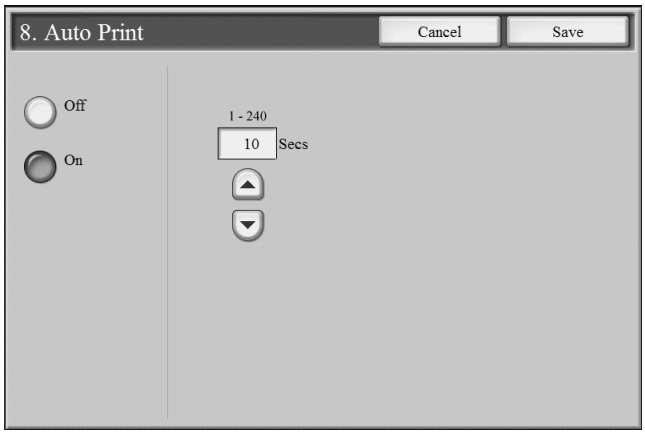
2. Select **Off** if you do not want to use this feature.
3. Select **On** to set the elapse time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Auto print

Set the time from the end of the print job until the execution of the next print job. Set the value from 1 to 240 seconds, in one second increments.

If you select **Off**, once the machine is ready, printing can start immediately.

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

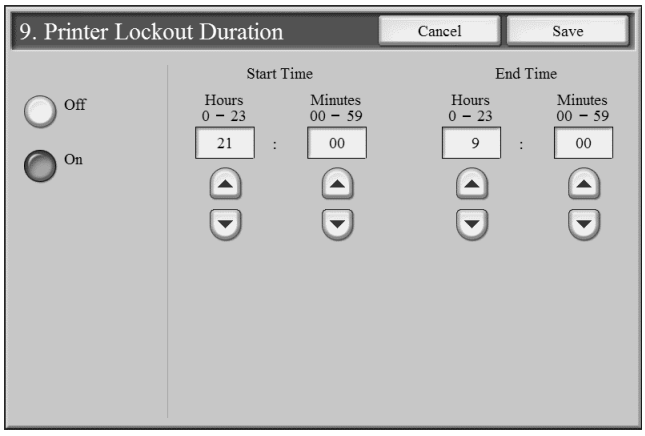


2. Select **Off** or **On**.
3. If you selected **On**, set the wait-to-print time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Printer Lockout Duration

Set the time from the start to the end of printer lockout. Set the values from 0 to 23 hours and to 59 minutes. If you select **Off** no printer lockout occurs.

1. From the **Machine Clock/Timers** screen, select **Printer Lockout Duration**, and select **Change Settings**.



2. Select **Off** or **On**.
3. If you selected **On**, set the time by using the ▲, ▼, or the numeric keypad to enter a numeric quantity.
4. Select **Save** to save the settings and return to the previous window.

Power Saver/Energy Saver Timers

This machine provides a Power Saver mode used to reduce power consumption when the machine is inactive.

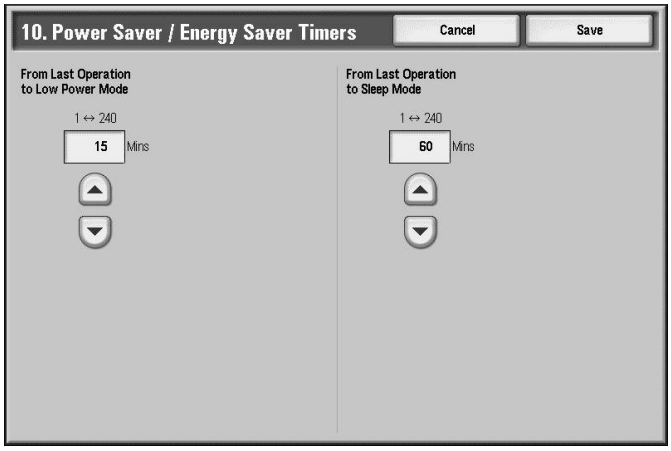
In power saving mode, there is a Low Power mode and a Sleep mode. When the set time has elapsed, these modes are switched to in the following sequence:

Last operation on the machine → Low Power mode → Sleep mode

To activate the Power Saver feature, set the Sleep Mode button to **Enabled**, and set the Low Power mode and the Sleep mode time intervals using the following procedure.

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

1. From the **Machine Clock/Timers** screen, select **Power Saver / Energy Saver Timers**, and select **Change Settings**.



2. Using the ▲ ▼,configure a power saver mode migration time in 1 minute increments for Low Power mode and Sleep mode.
   - From Last Selection to Low Power Mode: Set the time to go from last operation to Low Power mode.

   Note
   The time **From Last Operation to Low Power Mode** cannot exceed the time **From Last Operation to Sleep Mode**. The default is 15 minutes.

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

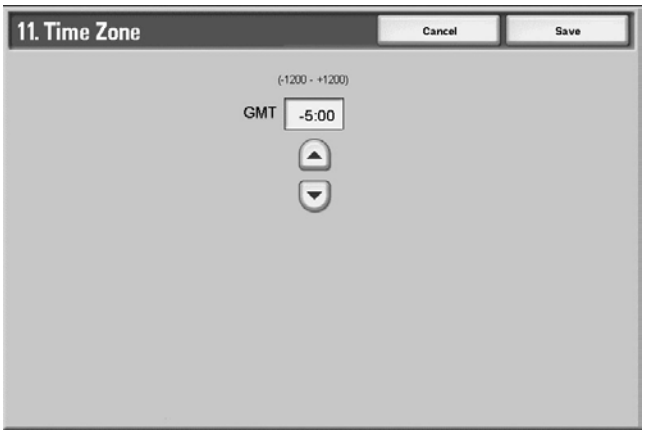
   Note
   The default for **From Last Selection to Sleep Mode** is **60** minutes. Configure the **From Last Selection to Sleep Mode** time to be longer than the **From Last Selection to Low Power Mode** time.

3. Select **Save** to save the settings and return to the previous window.

Time Zone

Set the time difference from the Greenwich Mean Time (GMT) in the system.

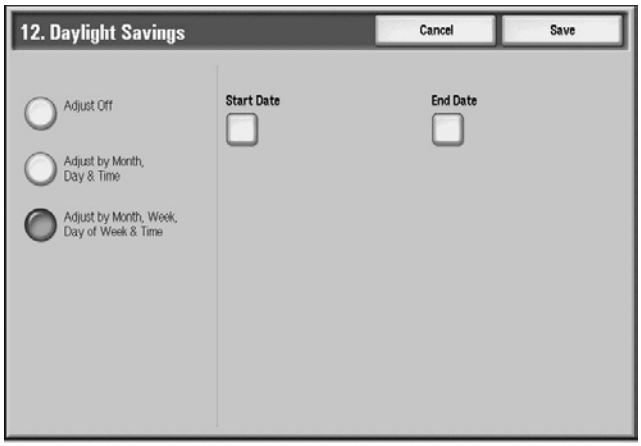
1. From the **Machine Clock/Timers** screen, select **Time Zone** and then select **Change Settings**.
2. Use the ▲, ▼to set the time difference from Greenwich Mean Time (GMT).



3. Select **Save** to save the settings and return to the previous window.

Daylight Savings

With this feature enabled, the machine automatically adjusts the current time when the summer time starts and ends.



Adjust off

Select this feature if you do want to use the **Daylight Savings** feature.

Adjust by Month, Day &Time

Select this feature to specify the start of the daylight savings feature, by month, day and time.

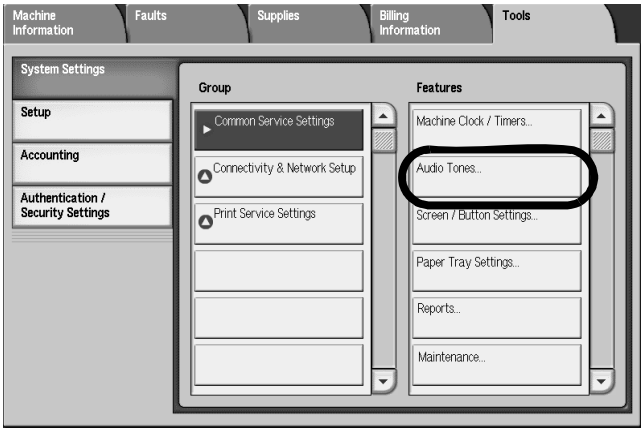
Adjust by Month, Week, Day of Week & Time

Select this feature to specify the start of the daylight savings feature, by month, week, day of the week and time.

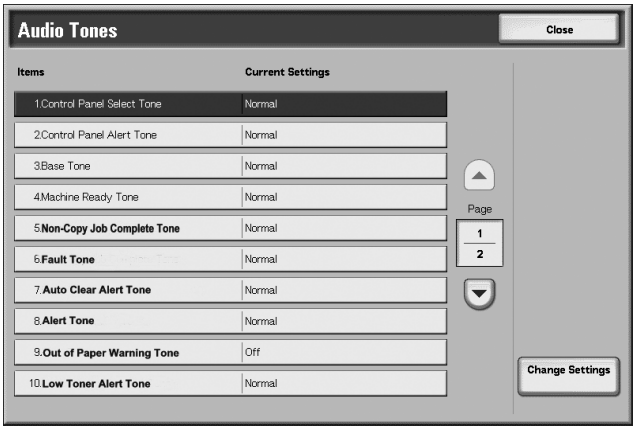
Audio Tones

Select whether or not to sound an alarm, for example when a job ends or there is a fault.

1. From the **Common Settings** screen, select **Audio Tones**.



2. From the Audio Tones screen that displays, select the tone setting to be set or changed.

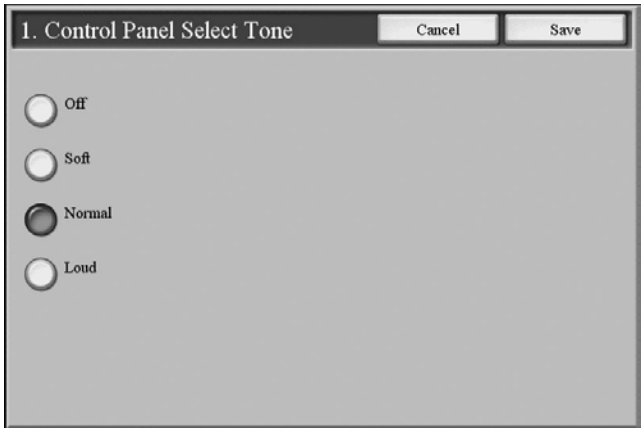


Note

Select ▲ to display the previous screen and select ▼to display the next screen.

3. Select **Change Settings**.

4. Select the desired setting for the specific Audio Tone feature.



Control Panel Select Tone

Select the volume level that sounds when a button displayed on the screen is correctly selected. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Control Panel Alert Tone

Select the volume level that sounds when a non-functioning (or grayed-out) button is selected or when an error occurs. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Base Tone

For a button that toggles (the setting changes each time it is pressed), select the volume level that sounds when the button is in its initial (first) position. This is the sound made when the **Interrupt** button is released. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Machine Ready Tone

Set the volume level that sounds when the machine is ready to print or after the machine powers on. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Note

It is possible to set targeted jobs, such as, Copy Jobs, Printer Jobs, Report Jobs, and so-on, from the **Job Complete Tone 2**, and **Fault Tone** screens."

Job Complete Tone 2

Select the volume level that sounds when the machine completes a job. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Fault Tone

Select the volume level that sounds when there is an error termination. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Auto Clear Alert Tone

Select the volume level that sounds when the automatic clear feature is enabled and it is 5 seconds before the machine automatically returns to the initial screen. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Alert Tone

Select the volume level that sounds when a fault, such as a paper jam occurs, and the fault is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Out of Paper Warning Tone

Select the volume level that sounds when there is no paper in the paper tray and the job is left unattended. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

Low Toner Alert Tone

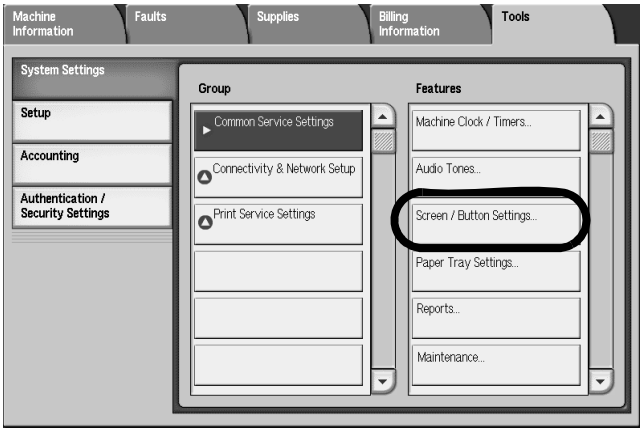
Select the volume level that sounds when it is time to replace the drum toner cartridge. Select from **Loud**, **Normal**, and **Soft**. To disable the sound, select **Off**.

5. Select **Save** to save the setting and return to the previous window.

Screen/Button Settings

Set the initial screen display when the power is turned on.

1. From the **Common Settings** screen, select **Screen / Button Settings**.



2. From the **Screen Defaults** window that displays, select the Default Language.

3. Select the item to be set or changed.
4. Select **Change Settings**.
5. Select the desired language to use for the screen UI, text and reports.
6. Select **Save** to save the settings and return to the previous screen.

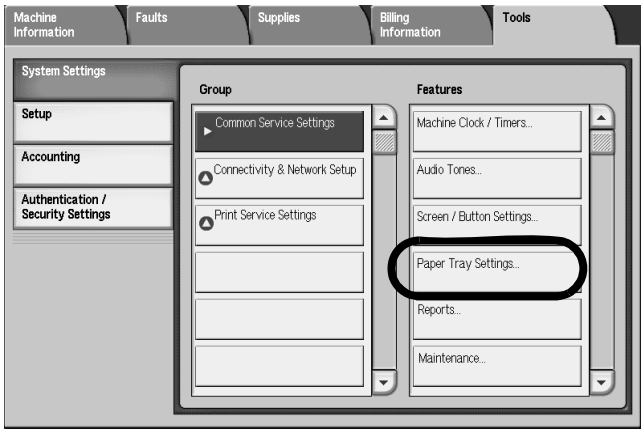
   Note
   The changed setting will take affect after you reboot the machine.

Paper tray settings

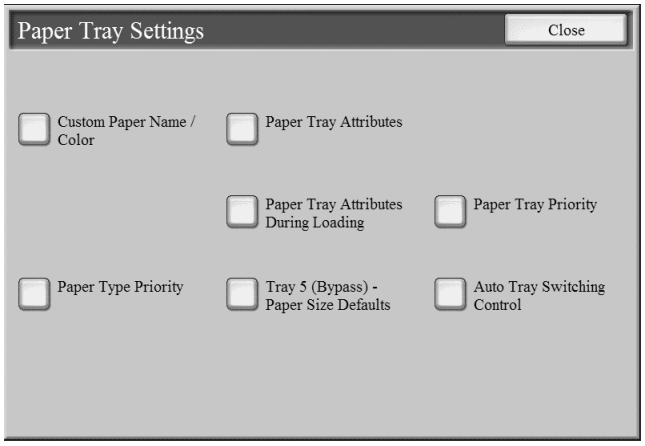
Set the items relating to the paper and trays, including the types of paper loaded in each tray, the priority order of the trays, the priority order of the paper types, custom paper information, and more.

Note
Paper tray settings can be programmed at either the Controller or through the user interface on the printer.

1. From the **Common Settings** screen, select **Paper Tray Settings**.



2. From the **Paper Tray Settings** screen that displays, select the item to be set or changed.

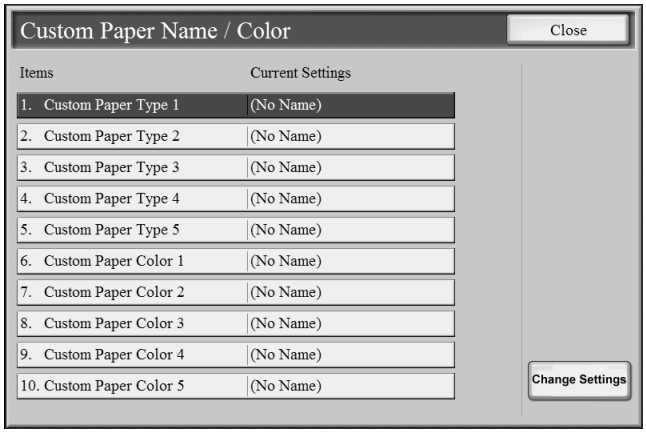


3. Make the appropriate selections or changes to that item and select **Save** to save the setting and return to the **Paper Tray Settings** screen.
4. Repeat Step 2 for each of the specific Paper Tray Settings features.
5. Select **Close** to return to the **Common Settings** screen.

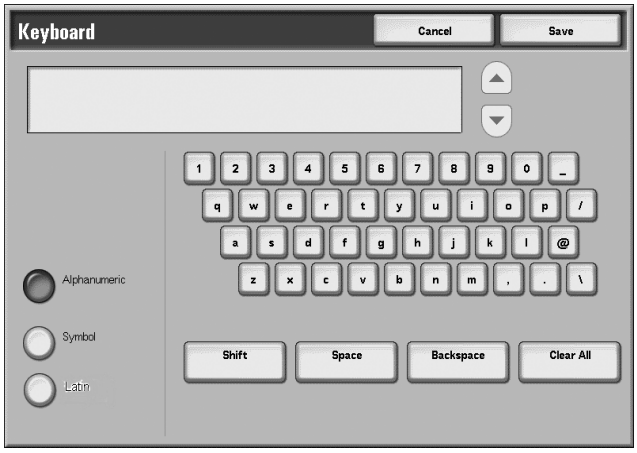
Custom paper name

You can set a custom name for paper 1-5. A maximum of twelve characters can be entered for each custom paper name. For example, use the name “Color” for colored paper.

1. From the **Paper Tray Settings** screen, select **Custom Paper Name** feature.
2. From the **Custom Paper Name** screen that displays, select the item to be set or changed, and select **Change Settings**.



3. The **Keyboard** screen opens.

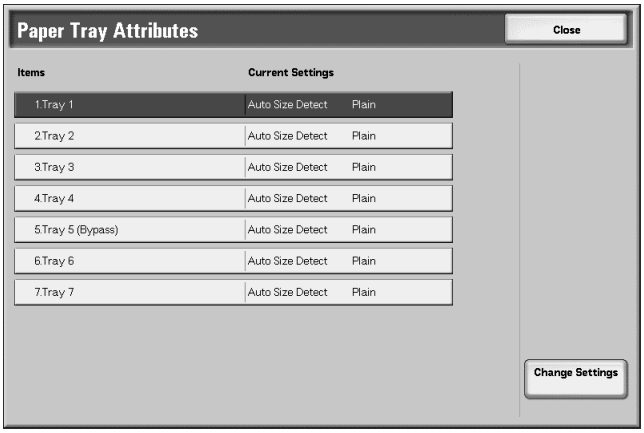


4. Enter the desired name for **Custom Paper 1**.
5. Select **Save** to save the name and return to the previous screen.
6. If desired, repeat Steps 1-5 for the other custom paper names.
7. Select **Close** to return to the **Paper Tray Settings** screen.

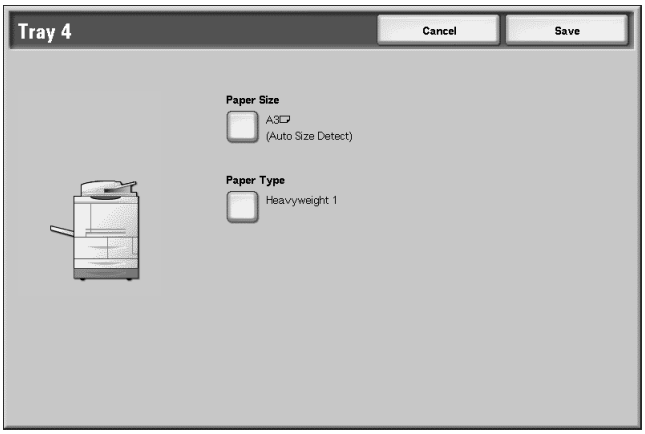
Paper tray attributes

Select the paper size and paper type that will be loaded in trays 1-4, tray 5 (Bypass) and trays 6 and 7.

1. From the Paper Tray Settings screen, select **Paper Tray Attributes**.
2. Select the item to be set or changed, and select **Change Settings**.



3. Select **Paper Size** or **Paper Type**.



Paper Size

Standard-sized paper that is loaded into trays 3, 4, 6, and 7 is automatically detected. However, when a nonstandard size is loaded, it is necessary to specify the width and height.

Tip

Depending on the paper size, the guide lever may not fit, and this may cause paper jams or other errors. Tray detection may also not be possible. In such cases, use tray 5 (Bypass Tray).

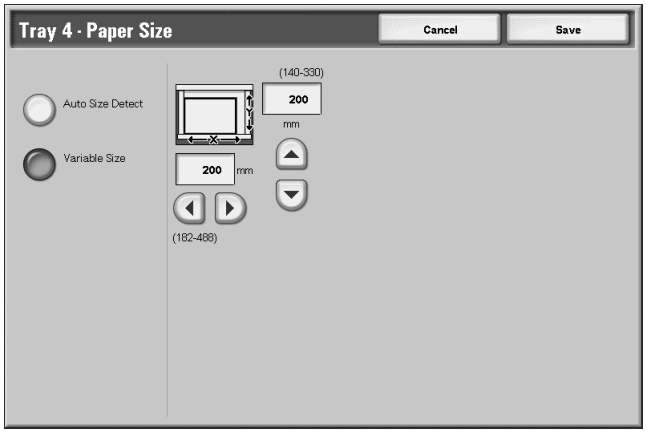
Note

Trays 1 and 2 are preset at manufacturing at size 8.5 x 11 in. (A4); therefore, the paper size for these two trays cannot be changed on this screen.

Paper Type

The Paper Type feature is discussed on the following pages.

1. When selecting **Paper Size**, select **Auto Size Detect** or **Variable Size**.



Tip

Remember, you cannot select or set the paper size for trays 1 and 2.

When **Variable Size** is selected, enter the paper size using ▲, ▼, ◀, and ▶.

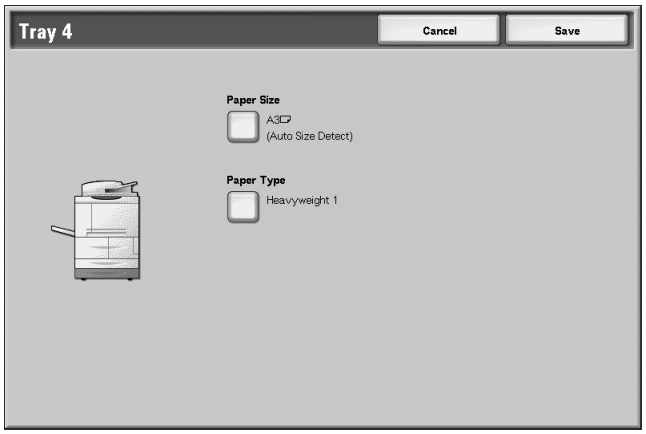
Auto Size Detect

Standard-sized paper loaded in trays 3, 4, 6, and 7 is automatically detected.

Variable Size

When setting a non-standard size for trays 3 and 4, set the size in the **X** (horizontal) direction within the range of 182-488 mm (7.2-19.21 in.) and in the **Y** (vertical) direction within the range 148-330 mm (5.5-13 in.) in 1 mm increments. For trays 6 and 7, set the size in the **X** direction within the range 210-241 mm (8.3-9.5 in.) and in the **Y** direction within the range 297-330 mm (11.7-13 in.) in 1 mm increments.

1. From the **Paper Size** screen, select **Save** to save the paper size and return to the previous screen.

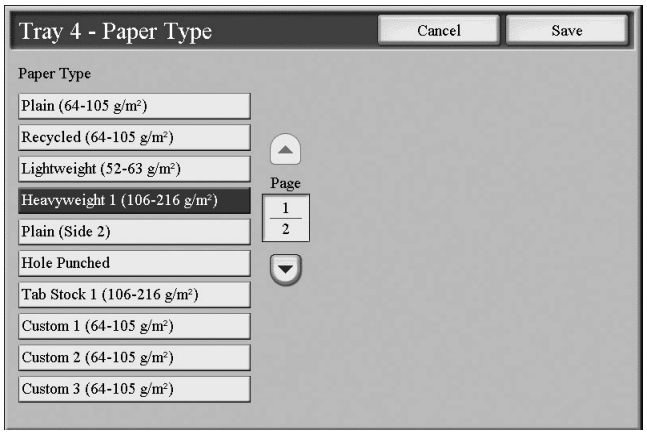


2. To change the paper type for this tray, select **Paper Type**.

   When selecting **Paper Type**, keep the following in mind:

   - For trays 1, 2, 6, and 7 you can select from six paper types and from custom paper types 1-5.
   - For trays 3 and 4 you can select from seven paper types, and from custom paper types 1-5.
   - In tray 5 (Bypass) you can select from eleven paper types and from custom paper types 1-5.
   - If the optional OHCF (tray 6) is installed, an additional Paper Type option, **Coated Stock**, is available for selection.

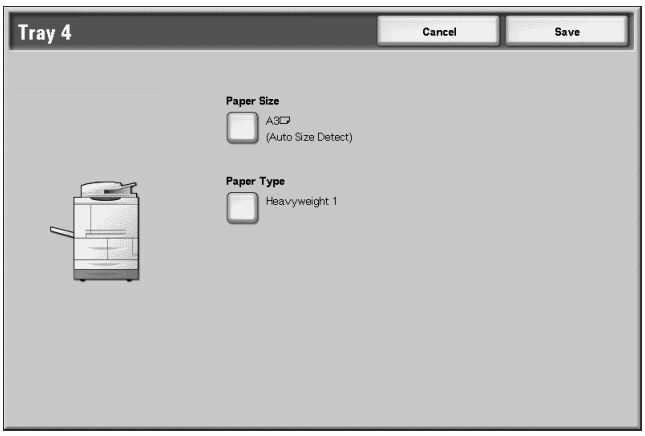
3. Select the desired Paper Type for this specific tray. For this procedure, Tray 4 is shown.



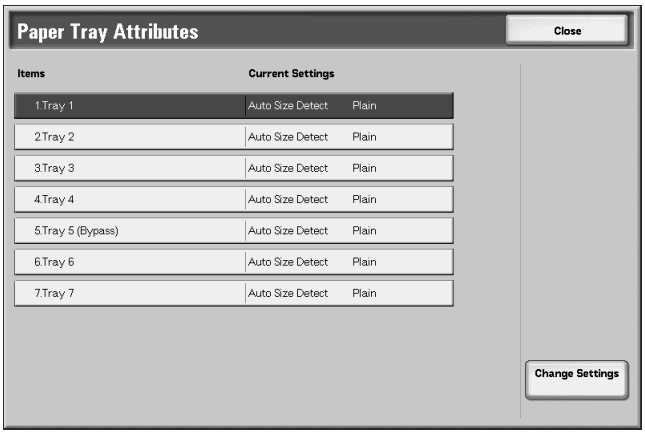
Note

Select ▲ to display the previous screen and select ▼ to display the next screen.

4. Select **Save** to save the Paper Type and return to the previous screen.
5. Select **Save** to return to the Paper Tray Attribute screen and select a different tray.



6. Set the attributes for other trays as desired.

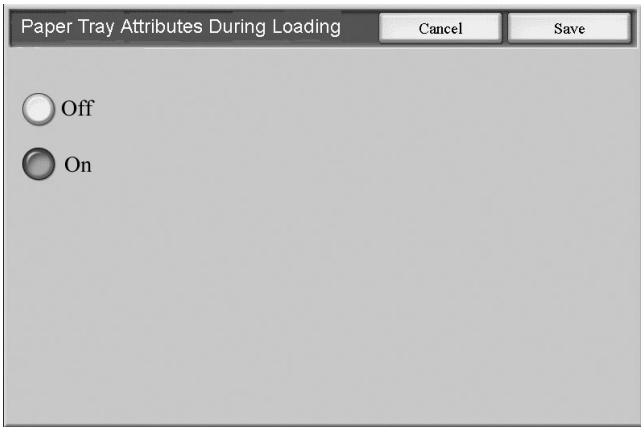


7. Select **Close** to return to the Paper Tray Settings screen.

Paper tray attributes during loading

When a paper tray is removed from the machine and then replaced, the selection made on this screen determines whether or not the tray change is displayed on the UI.

1. From the Paper Tray Settings screen, select the **Paper Tray Attributes During Loading**.
2. Select **Disabled or Enabled.**



Off:

If this feature is selected, then the UI does not display the paper tray attributes while you are loading paper in the tray.

On:

If this feature is selected, the UI displays the paper tray attributes as you are loading paper into the tray.

- Select **Save** to save the selection and return to the previous screen.

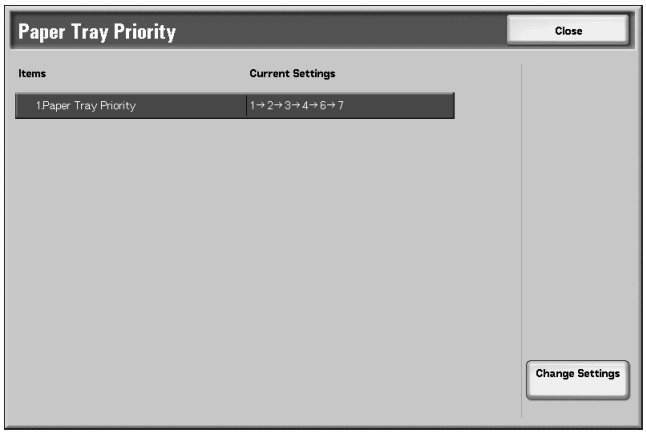
Paper tray priority

Set the paper tray priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for printing.

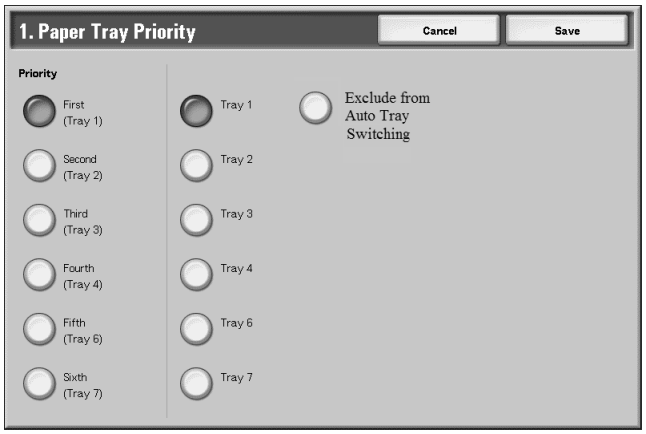
You can select paper trays 1-4 and 6 and 7. Tray 5 (Bypass) cannot be selected.

- From the Paper Tray Settings screen, select **Paper Tray Priority**.

3. Select the item to be set or changed, and select **Change Settings**.



4. Select a **Priority** setting (**First**-**Sixth**) and assign a specific tray (Tray 1 - 7) to that priority setting.



Note
Only one tray can be set to each priority.

5. Select **Save** to save the selections and return to the Paper Tray Priority screen.
6. Select **Close** to return to the Paper Tray Settings screen.

Paper type priority

Set the paper type priority sequence for automatic tray selection. Automatic tray selection means that a tray containing the appropriate paper is automatically selected by the machine for printing.

You can select from a variety of paper types including bond paper, plain paper, recycled paper, side 2 paper, etc.

Note

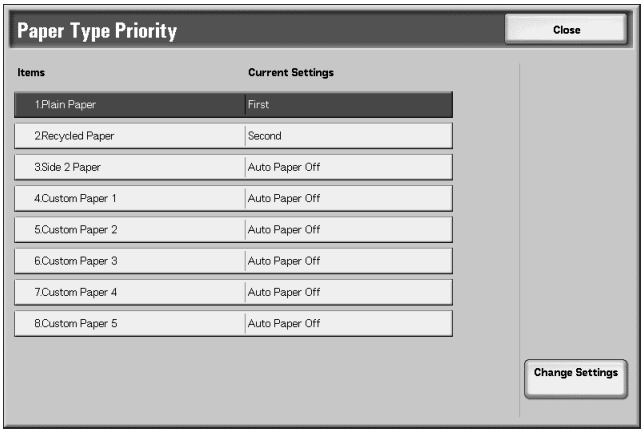
The paper type selections for this feature will vary depending on your machine and your work environment requirements (such as the types of paper you use most frequently).

Note

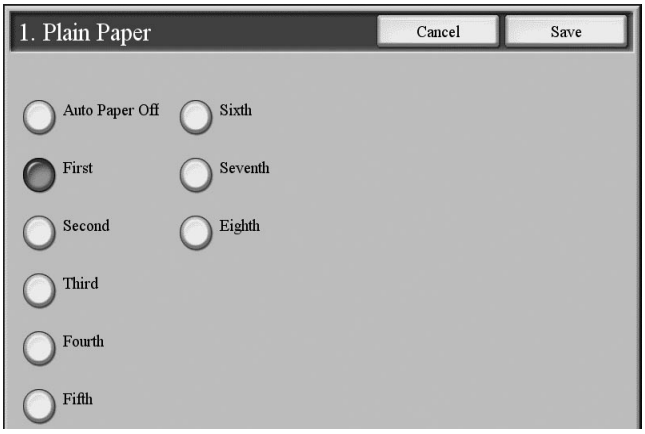
The paper type setting takes precedence over the tray priority sequence. If different paper types appear in the same priority sequence, the paper selection is determined by tray priority sequence.

For information about the tray priority sequence, refer to “Paper tray priority” in this chapter.

1. From the Paper Tray Settings screen, select **Paper Type Priority**.
2. Select the item to be set or changed, and select **Change Settings**.



3. Select the priority sequence for this paper type.

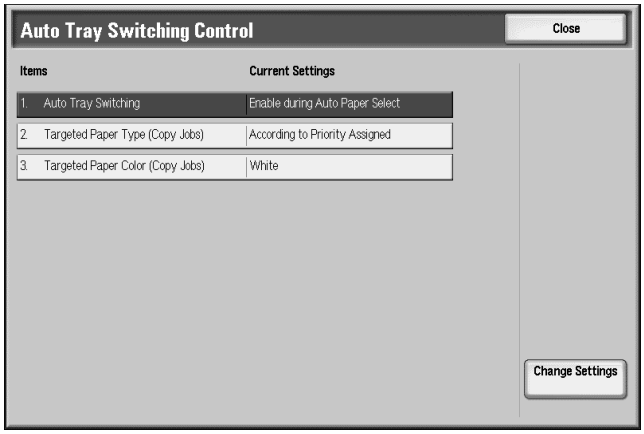


4. Select **Save** to save the setting and to return to the Paper Type Priority screen.
5. Select **Close** to return to the Paper Tray Settings screen.

Auto tray switching

Choose the auto tray switching method and how to print mixed size documents.

1. From the Paper Tray Settings screen, select **Auto Tray Switching**.
2. Select the Auto Tray Switching item, and select **Change Settings**.



3. Set the method of auto tray switching.

Always Enable

Regardless of which paper tray is selected, depending on circumstances, the machine automatically selects a tray containing appropriate paper.

Enable during Auto Paper

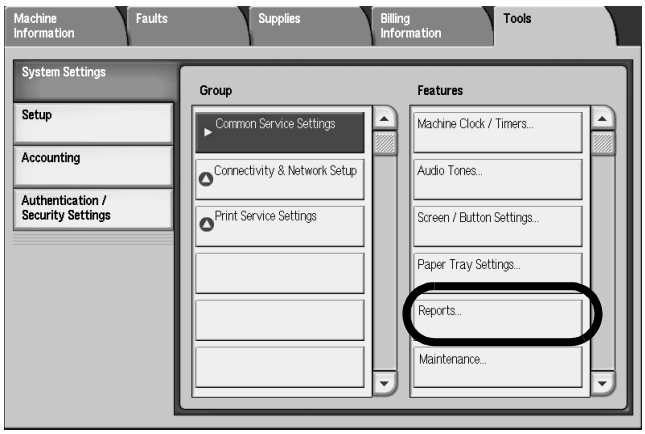
When the paper selection is **Auto** only, the machine automatically selects a tray containing appropriate paper.

1. Select **Save** to save your selection and return to the previous screen.
2. Select **Close** to return to the Paper Tray Settings screen.

Reports

These settings relate to printing reports.

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



The **Reports** screen is displayed.

Note

The reports actually listed on your **Reports** screen may vary according to the enablement or disablement of related features or options.

2. Select the item to be set or changed, and select **Change Settings**.
3. For the **Job History Report,** you can select whether or not to automatically print a **Job History Report** after a total of fifty jobs have been processed.

   For the **2 Sided Report** selection**,** when printing a report/list, select whether to print 1 sided or 2 sided.
4. Select **Save** to save your selection and return to the previous screen.
5. Select **Close** to return to the Common Settings screen

Maintenance

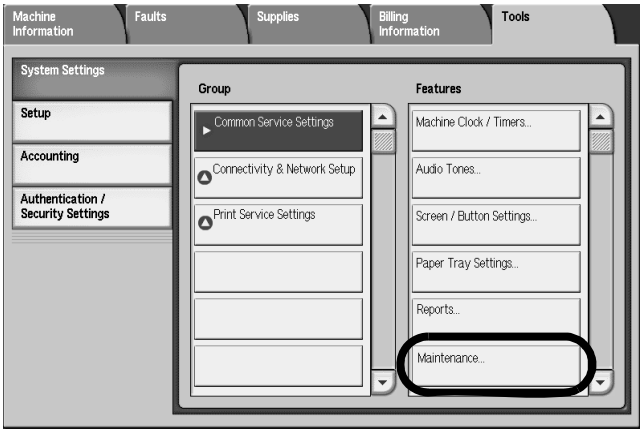
The following features are available:

- Initialize Hard Disk
- Delete All Data
- Software Options
- Alignment Adjustment Settings
- Finisher Adjustment (optional)

Tip

The **Software Options** feature is restricted to the Xerox Service Representative only. It is not for customer use.

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



2. From the **Maintenance** screen, select the applicable option.
3. Follow the instructions provided on the screen for carrying out a specific function.
4. Select **Close** to return to the **Maintenance** screen.
5. Select **Close** to return to the **Common Settings** screen.

Initialize hard disk

This procedure initializes the hard disk. The data erased by formatting includes additional fonts, ESC/P, HP-GL/2, and SMB folder.

Tip
The secure print document log is not erased.

1. From the **Maintenance** screen, select **Initialize Hard Disk**.

2. Select the partition to be reformatted and select **Start**.
3. Select **Yes**.

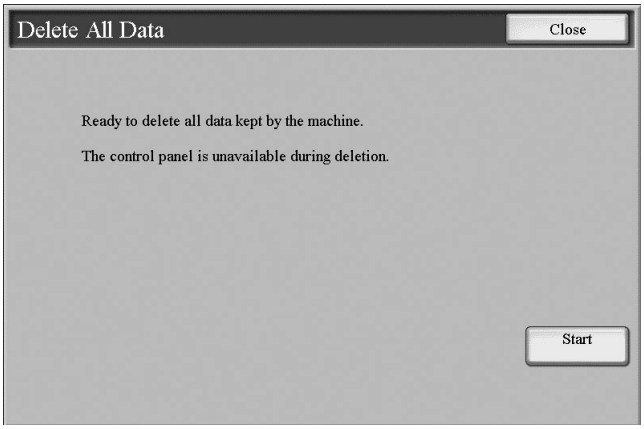
4. When reformatting completes successfully, the message screen appears, select **Confirm**.
5. Select **Close** to return to the **Maintenance** screen.
6. Select **Close** to return to the **Common Settings** screen.

Delete all data

Tip

Do not use this function unless you are authorized and have checked with your Xerox Service Representative.

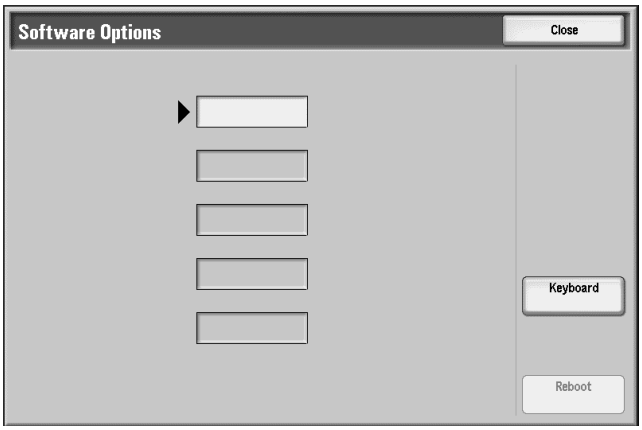
This deletes all data recorded in the machine. This includes all user settings, and data recorded automatically by the system.



1. Select **Close** to return to the **Maintenance** screen.
2. Select **Close** to return to the **Common Settings** screen.

Software Options

Use the Keyboard to type passcodes for the Software Options and select Reboot. Up to 5 passcodes can be typed.



Alignment Adjustment Settings

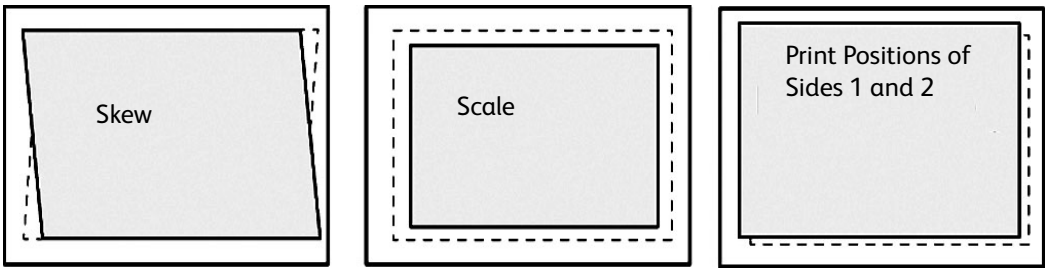
Adjustments can be made to the image based on the alignment output of a document. Various adjustments can be modified such as: image position, scale, and skew. This can be achieved through the use of the twenty default adjustment types. In addition, a specific paper tray can be assigned to a specific adjustment type.

Adjustments can be made when the position of the output image is misaligned or skewed. This may be a result of paper expansion or contraction, cutting inaccuracy, or paper storage conditions. To compensate for this scenario, the **Alignment Adjustment Settings** feature can be used to adjust the image alignment.

Note
It is recommended that you read through the entire Alignment Adjustment Settings section **before** performing any actual alignment adjustments.

Adjust the position of the output image (alignment adjustment)

The following adjustments can be made to the position of the output image. These are described in more detail in the following pages.



- **Squareness Adjustment (Skew):** Adjust a skewed image
- **Scale Adjustment:** Adjust this when the size (scale) of the printed image is offset
- **Print Position Adjustment:** Use this option when making adjustments to the lead edge of the image (X direction) and side edge of the image (Y direction). For example, use this when the images on sides 1 and 2 are misaligned.

  Tip
  When making adjustments to multiple items, adjust the image in the following order: Squareness Adjustment, then Scale Adjustment, and finally Print Position Adjustment.

Before using the Alignment Adjustment Settings feature

Follow these steps before using the Alignment Adjustment Settings procedure:

1. Load paper in a tray.
2. Print a sample output and check for any misalignment of the output image.
3. If the output image is misaligned, adjust the position accordingly.

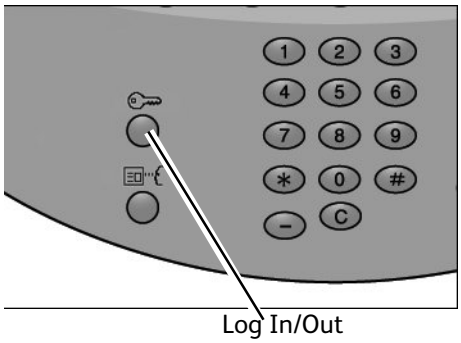
Save the adjustment values.

Assign the saved values to the desired paper tray.

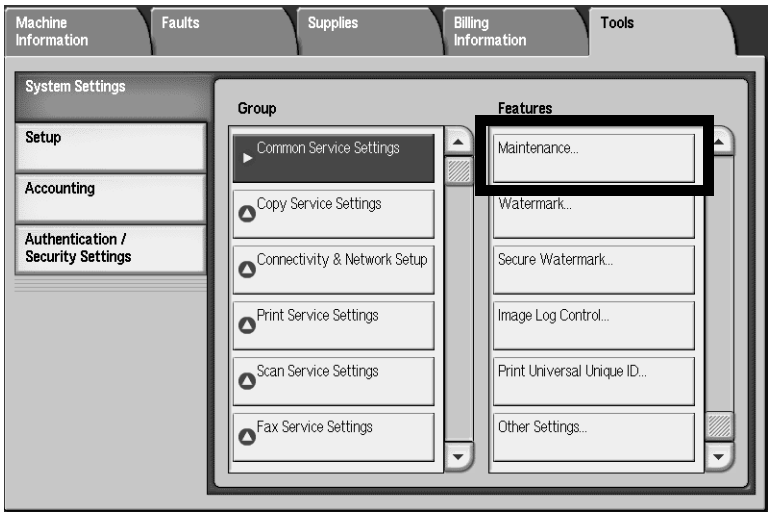
Alignment Adjustment Settings procedure

Save the adjustment results for squareness, print position, and scale as an alignment adjustment type, and then assign the type to the desired paper tray.

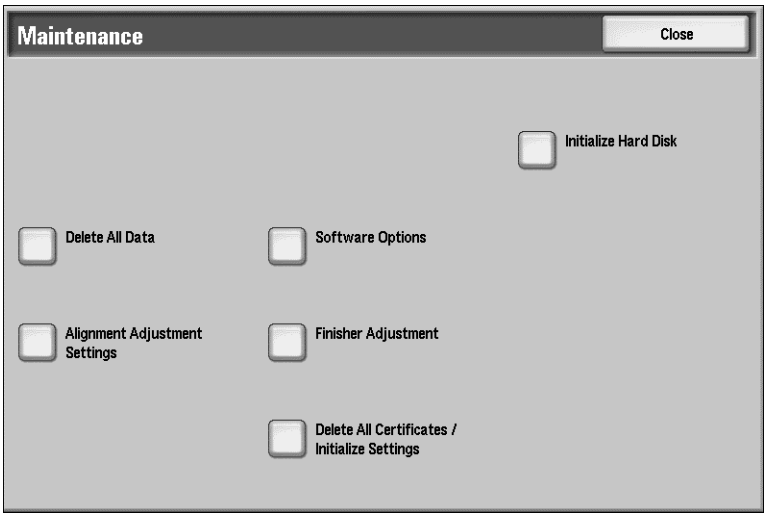
1. Load paper in a tray.
2. Press the **Log In/Out** button, and enter the system administrator mode.



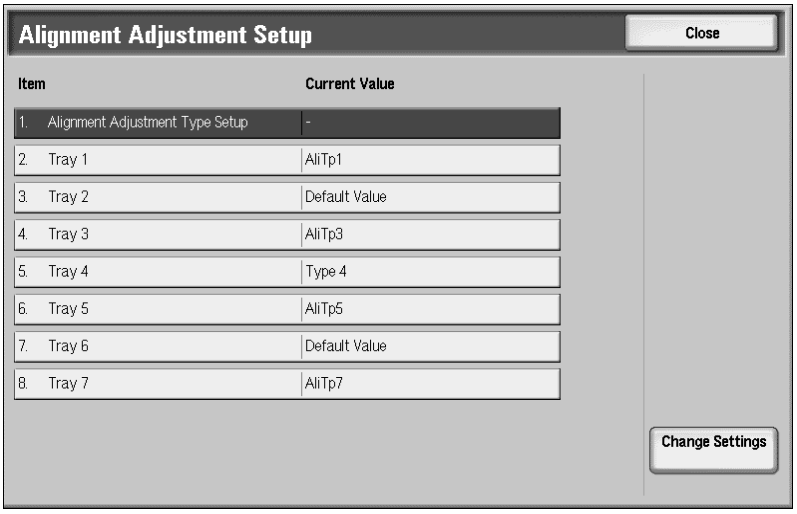
3. Select the **Tools** tab followed by the **System Settings** tab.
4. Select the **Common Service Settings** followed by the **Maintenance** Settings.



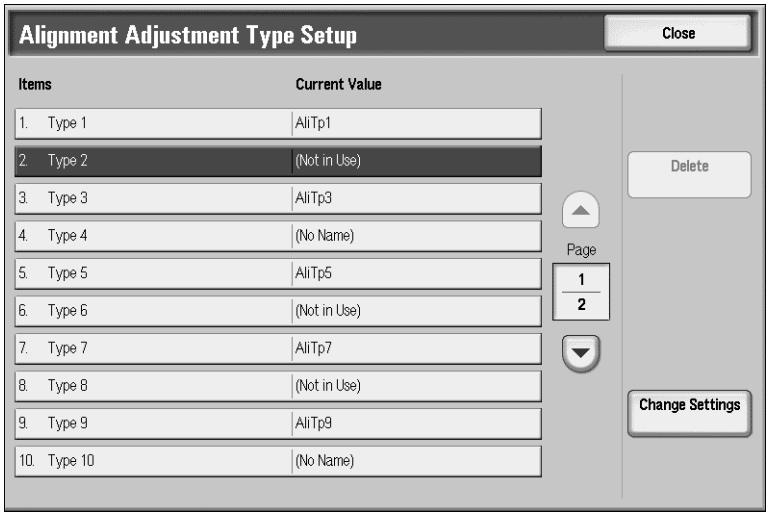
5. Select **Alignment Adjustment Settings.**



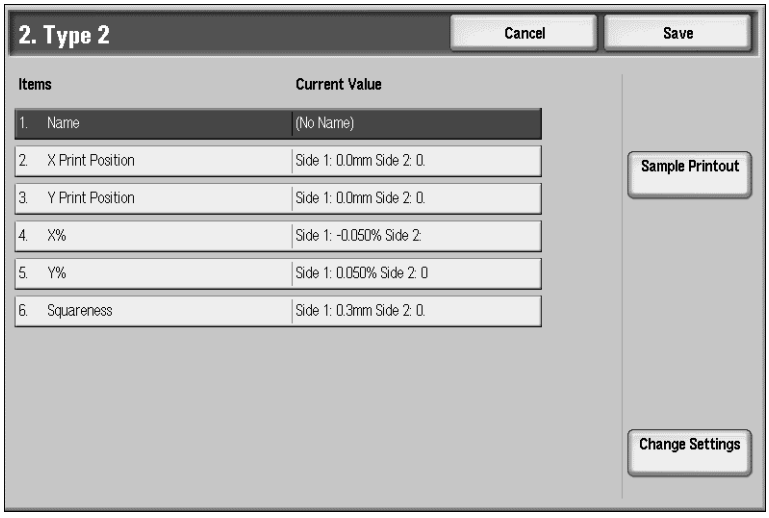
6. Select **Alignment Adjustment Type Setup**, and press **Change Settings**.



7. Select the alignment adjustment type you want to set or adjust, and press **Change Settings**.



8. Select **Name**, and press **Change Settings.**

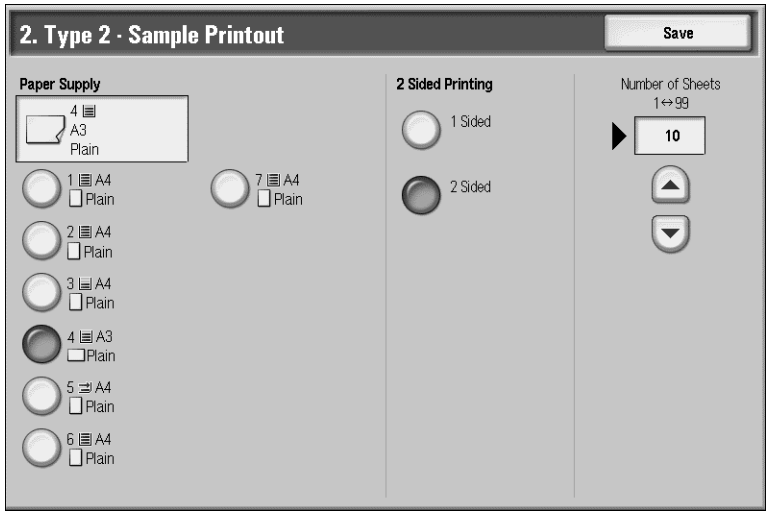


9. Assign a type name, and press **Save**.

   Note

   We recommend using a name such as “A4 Plain” that allows you to know what the content of the paper type is.

10. Press **Sample Printout**.
11. Select the paper tray in which you loaded paper in Step 1, and then select **1-Sided** or **2-Sided** followed by the desired number of sheets via the **Number of Sheets** option



   Note

   When using the **Squareness Adjustment** option, select the A3 paper size. When using the **Number of Sheets** option, we recommend printing about 10 sheets in order to calculate the average value of the variations.

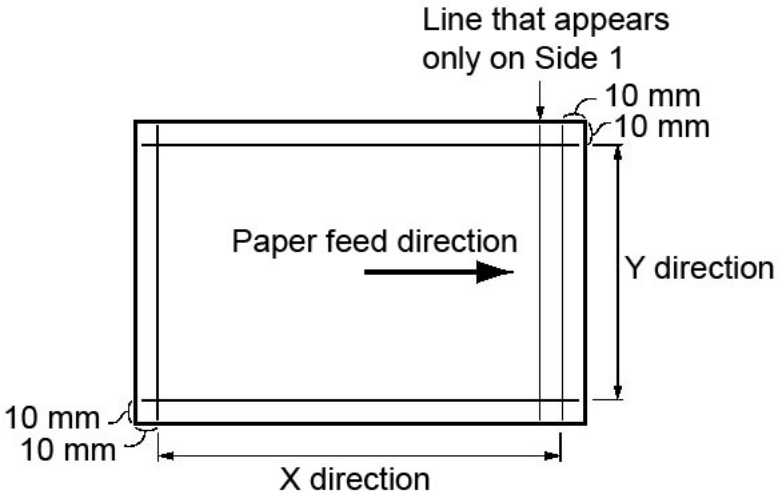
12. Press the **Start** button.

    The current sample output is printed.

    If the position of the sample output is correct, a line is printed at a position 10 mm from the edge of the paper. If the position of the line on the sample output is misaligned, make adjustments accordingly.

Note

Two lines are printed on the image of side 1 and one line is printed on the image of side 2 of the sample that is printed with **Sample Printout** to indicate the paper feed direction.

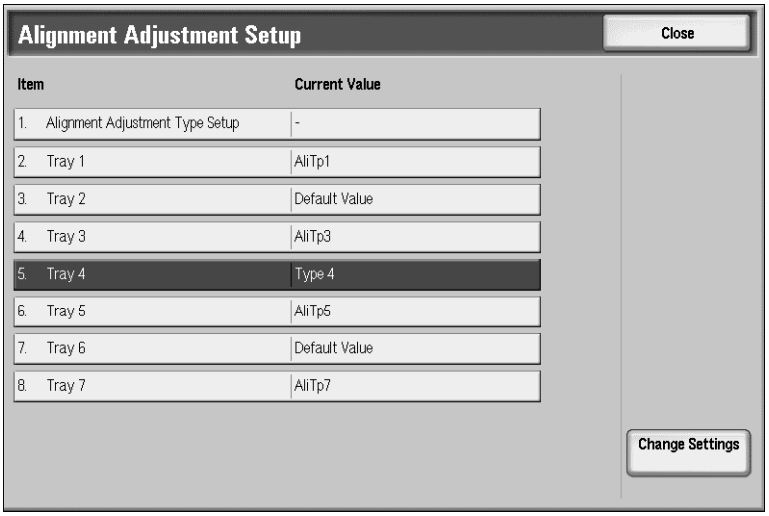


13. Press **Save**.
14. Check the sample output, and adjust the position if misalignment has occurred.

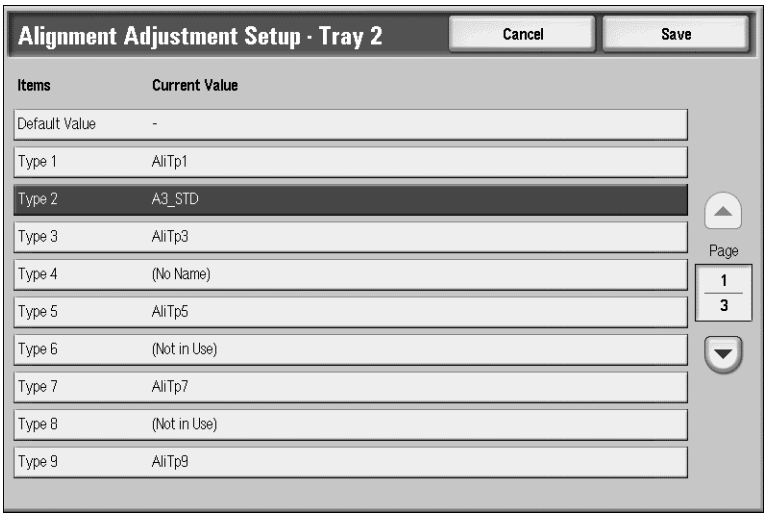
    Note

    For details on making each adjustment, refer to the following sections .

15. After you finish making adjustments, print another output sample by pressing the **Sample Printout** and verify the adjustment results.
16. Make adjustments again if necessary and press **Save**.
17. Press **Save**.
18. Press **Close**.
19. Select the tray to assign the set type (the tray in which you loaded the paper in Step 1), and press **Change Settings**.



20. Select the adjusted type, and press **Save**.

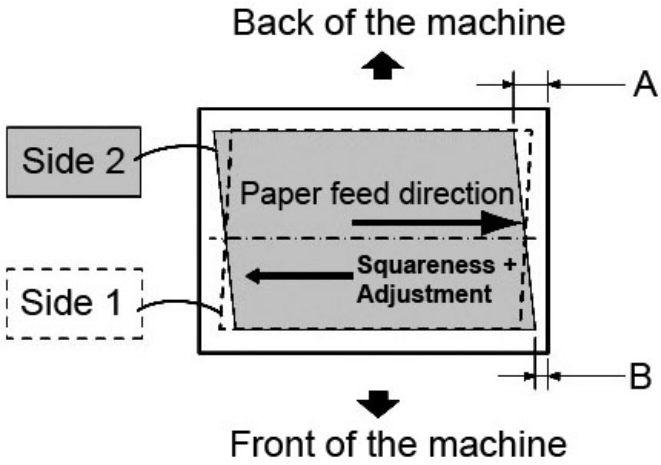


Squareness Adjustment

Adjust image skew (squareness) in 0.1 mm increments for Side 1 and 2. Maximum adjustment is 1.2 mm.

Specify a positive value when you want to adjust the position of the image in the opposite direction to the paper feed direction, and a negative value when you want to adjust the image in the paper feed direction.

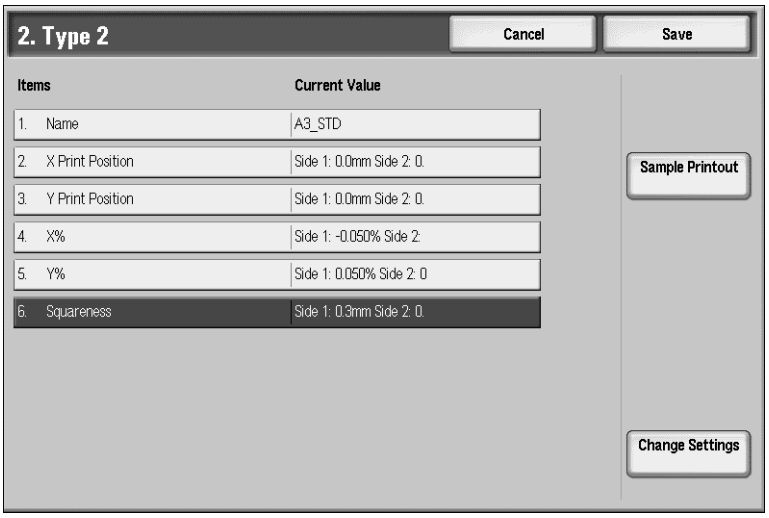
1. Check the sample output, and measure the squareness offset amount that occurred.



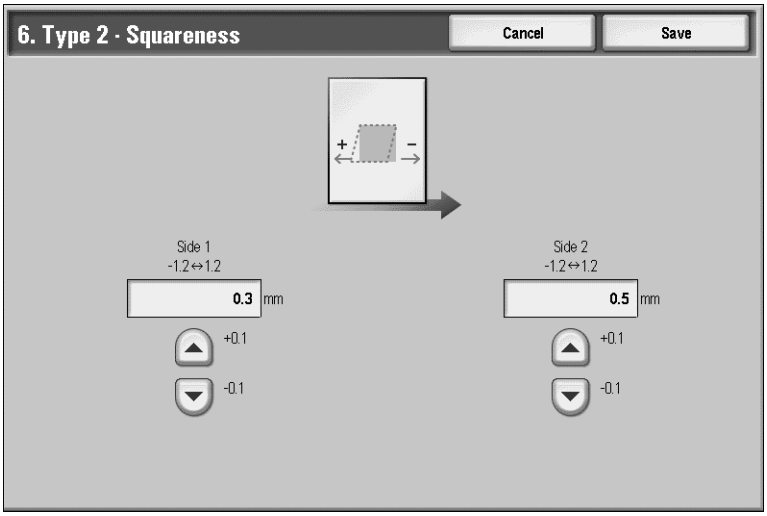
Use the following equation to obtain the squareness offset amount (where "**A**" represents the length of the lead registration which faces the back of the machine, and "**B**" represents the length of the lead registration which faces the front of the machine):

- Squareness offset amount = (A - B) × 400 ÷ 277 (when A3 paper is placed horizontally)
- (A - B) × 190 ÷ 277 (when A4 paper is placed vertically)

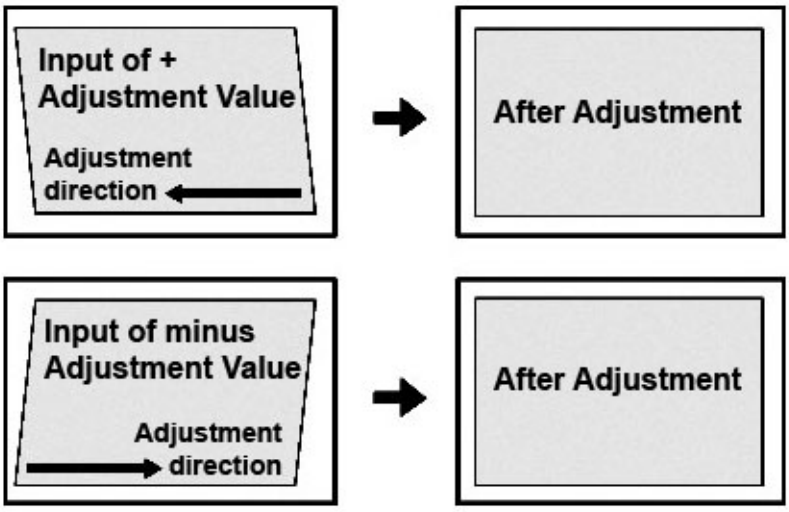
2. Select **Squareness,** and press **Change Settings.**



3. Enter a value with the squareness offset amount measured in Step 1 added as the current setting value of **Side 1** and **Side 2**.



Note
Entering a positive or negative value adjusts the squareness as shown below.

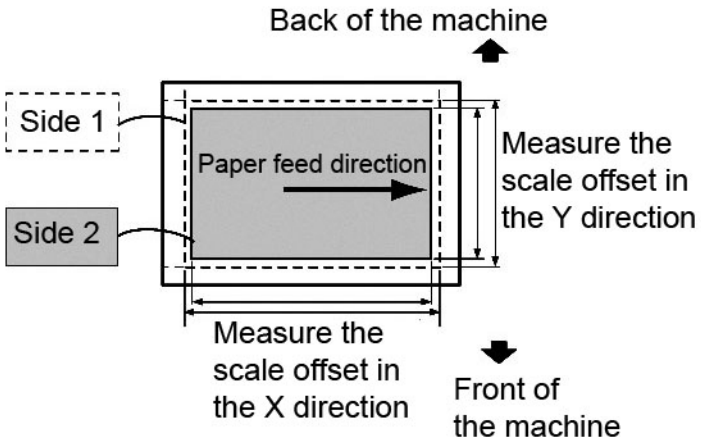


4. Press **Save**.

Scale Adjustment

Adjust the size (scale) of the image with respect to the lead edge direction and the side edge direction according to the paper feed direction by 0.025 % increments for each of sides (side 1 and 2). You can adjust up to 0.400 %. Specify a positive value when you want to increase the scale, and a negative value when you want to reduce it.

1. Check the sample output, and measure the scale offset amount that occurred.

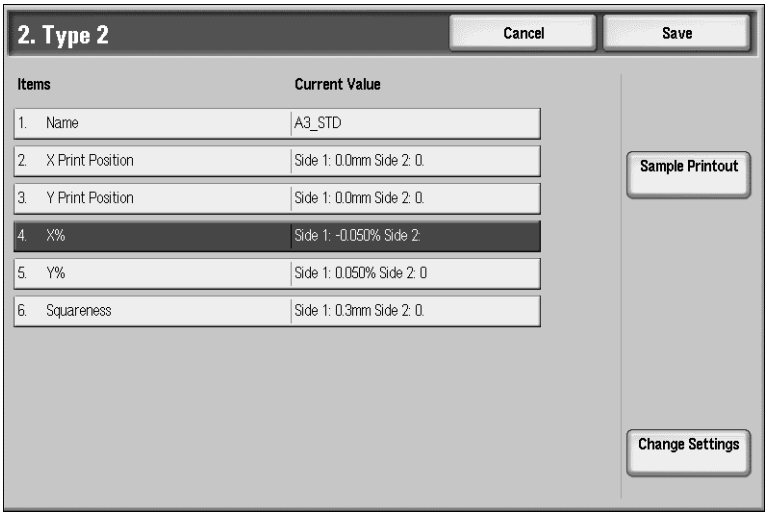


- Paper feed direction: X direction scale
  X direction scale offset amount = image reference length in the X direction - image actual measurement length in the X direction
- Vertical direction in relation to the paper feed direction: Y direction scale
  Y direction scale offset amount = image reference length in the Y direction - image actual measurement length in the Y direction

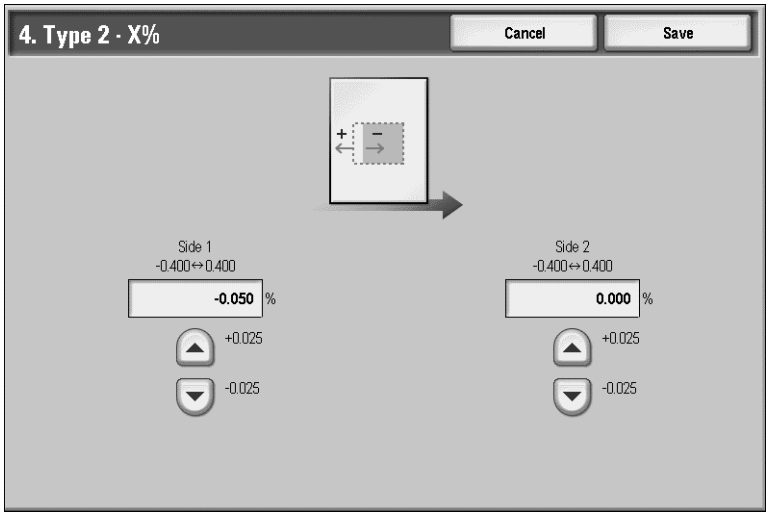
Note
The reference lengths for a sample output of A3 or A4 size printed with [Sample Printout] are as follows.

Paper Size	Image Reference Length in X Direction	Image Reference Length in Y Direction
A3	400 mm	277 mm
A4	190 mm	277 mm

2. Select **X%** or **Y%**, and press **Change Settings**.



3. Enter the offset amount of the X direction scale you measured in Step 1 for **Side 1** and **Side 2** of **X%**.

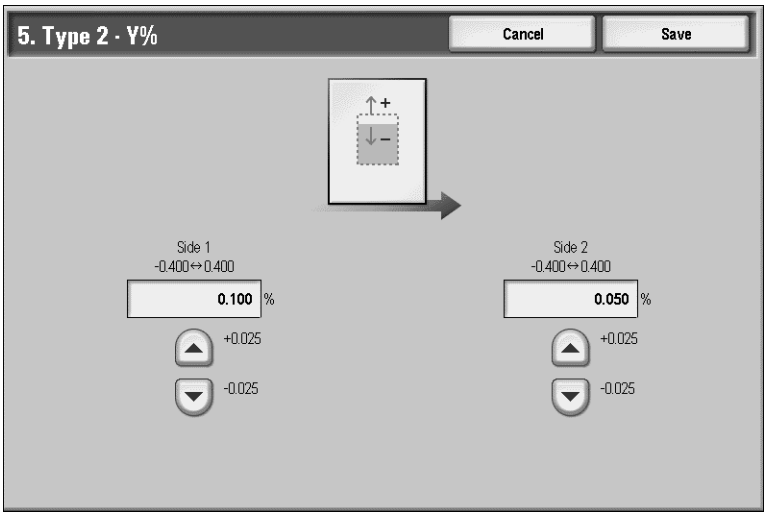


4. Enter the offset amount of the Y direction scale you measured in Step 1 for **Side 1** and **Side 2** of **Y%.**

Note
If the scale offset amount is positive, enter a negative value in the adjustment value field. If negative, enter a positive value.

Note

For a rough guide on the image scale adjustment values to enter, refer to *Chapter 3 Sample Printout of 11 x 17 in./A3 Size on page 3-38* and *Chapter 3 Sample Printout of 8.5 x 11 in./A4 Size on page 3-39*.



5. Press **Save**.

Table 1: Sample Printout of 11 x 17 in./A3 Size

11 x 17 inch/ A3 Y Direction (Front)	11 x 17 inch/A3 Y Direction (Back)	11 x 17 inch/A3 X Direction (Front)	11 x 17 inch/A3 X Direction (Back)	Adjustment Amount (%)
Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	
		1.60	1.60	-0.400
1.04		1.50	1.50	-0.375
0.97		1.40	1.40	-0.350
0.90		1.30	1.30	-0.325
0.83		1.20	1.20	-0.300
0.76		1.10	1.10	-0.275
0.69		1.00	1.00	-0.250
0.62		0.90	0.90	-0.225
0.55	0.55	0.80	0.80	-0.200
0.48	0.48	0.70	0.70	-0.175
0.72	0.72	0.60	0.60	-0.150
0.35	0.35	0.50	0.50	-0.125
0.28	0.28	0.40	0.40	-0.100
0.21	0.21	0.30	0.30	-0.075
0.14	0.14	0.20	0.20	-0.050

11 x 17 inch/ A3 Y Direction (Front)	11 x 17 inch/A3 Y Direction (Back)	11 x 17 inch/A3 X Direction (Front)	11 x 17 inch/A3 X Direction (Back)	Adjustment Amount (%)
Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	
0.07	0.07	0.10	0.10	-0.025
0	0	0	0	0
-0.07	-0.07	-0.10	-0.10	0.025
-0.14	-0.14	-0.20	-0.20	0.050
-0.21	-0.21	-0.30	-0.30	0.075
-0.28	-0.28	-0.40	-0.40	0.100
-0.35	-0.35	-0.50	-0.50	0.125
-0.42	-0.42	-0.60	-0.60	0.150
	-0.48	-0.70	-0.70	0.175
	-0.55	-0.80	-0.80	0.200
	-0.62	-0.90	-0.90	0.225
	-0.69	-1.00	-1.00	0.250
	-0.76	-1.10	-1.10	0.275
	-0.83	-1.20	-1.20	0.300
	-0.90		-1.30	0.325
			-1.40	0.350
			-1.50	0.375
			-1.60	0.400

Note

The above values for the offset amount of the image scale are rounded off.

Table 2: Sample Printout of 8.5 x 11 in./A4 Size

8.5 x 11 inch/A4 Y Direction (Front)	8.5 x 11 inch/A4 Y Direction (Back)	8.5 x 11 inch/A4 X Direction (Front)	8.5 x 11 inch/A4 X Direction (Back)	Adjustment Amount (%)
Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	
		0.76	0.76	-0.400
1.04		0.71	0.71	-0.375
0.97		0.67	0.67	-0.350
0.90		0.62	0.62	-0.325
0.83		0.57	0.57	-0.300
0.76		0.52	0.52	-0.275

8.5 x 11 inch/A4 Y Direction (Front)	8.5 x 11 inch/A4 Y Direction (Back)	8.5 x 11 inch/A4 X Direction (Front)	8.5 x 11 inch/A4 X Direction (Back)	Adjustment Amount (%)
Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	Offset Amount (mm)	
0.69		0.48	0.48	-0.250
0.62		0.43	0.43	-0.225
0.55	0.55	0.38	0.38	-0.200
0.48	0.48	0.33	0.33	-0.175
0.72	0.72	0.29	0.29	-0.150
0.35	0.35	0.24	0.24	-0.125
0.28	0.28	0.19	0.19	-0.100
0.21	0.21	0.14	0.14	-0.075
0.14	0.14	0.10	0.10	-0.050
0.07	0.07	0.05	0.05	-0.025
0	0	0	0	0
-0.07	-0.07	-0.05	-0.05	0.025
-0.14	-0.14	-0.10	-0.10	0.050
-0.21	-0.21	-0.14	-0.14	0.075
-0.28	-0.28	-0.19	-0.19	0.100
-0.35	-0.35	-0.24	-0.24	0.125
-0.42	-0.42	-0.29	-0.29	0.150
	-0.48	-0.33	-0.33	0.175
	-0.55	-0.38	-0.38	0.200
	-0.62	-0.43	-0.43	0.225
	-0.69	-0.48	-0.48	0.250
	-0.76	-0.52	-0.52	0.275
	-0.83	-0.57	-0.57	0.300
	-0.90		-0.62	0.325
			-0.67	0.350
			-0.71	0.375
			-0.76	0.400

Note

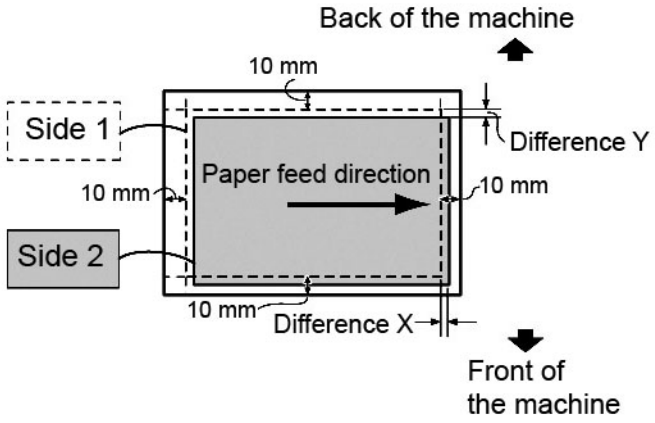
The above values for the offset amount of the image scale are rounded off.

Print Position Adjustment

Adjust the position of the image in the lead edge and side edge direction in relation to the paper feed direction by 0.1 mm increments for each of side (sides 1 and 2). You can adjust up to 2.0 mm.

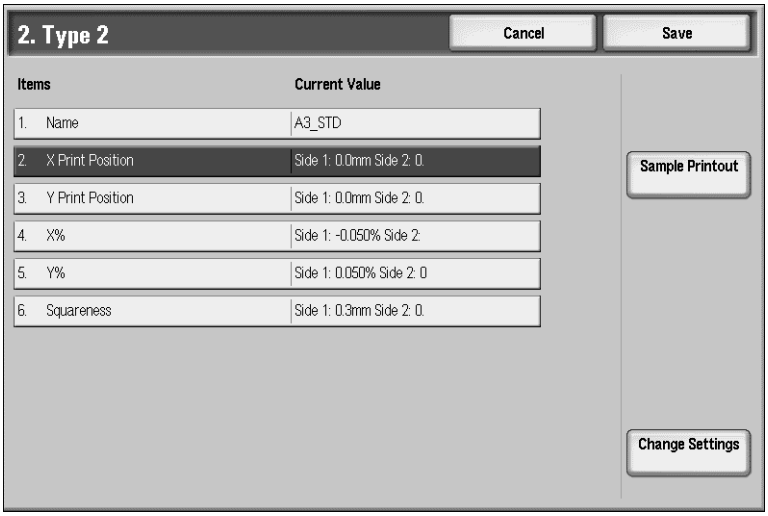
Adjustments to the paper position feed direction can be made by making changes to the **X Print Position,** and **Y Print Position**.

1. Check the sample output, and measure the print position offset amount that occurred.

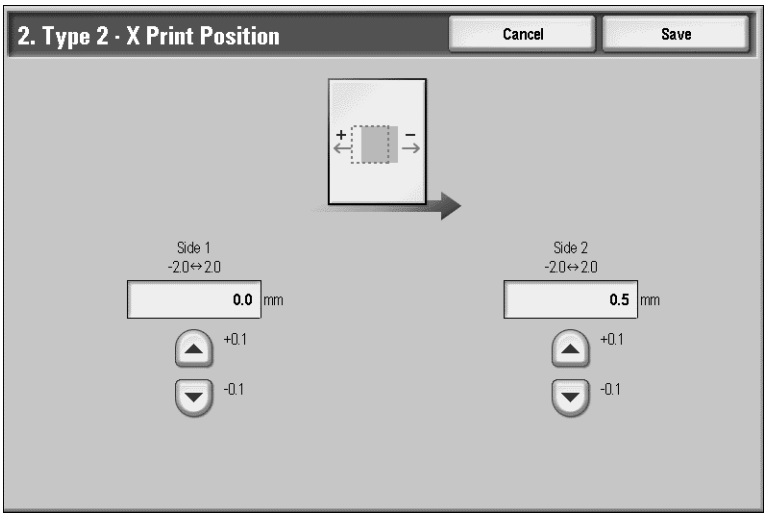


- X Print Position
  Specify a positive value when you want to move the position of the image in the opposite direction to the paper feed direction, and a negative value when you want to move the position of the image in the paper feed direction.
- Y Print Position
  Specify a positive value when you want to move the position of the image toward the back of the machine, and a negative value when you want to move the position of the image toward the front of the machine.

2. Select **X Print Position** or **Y Print Position**, and press the **Change Settings** button.



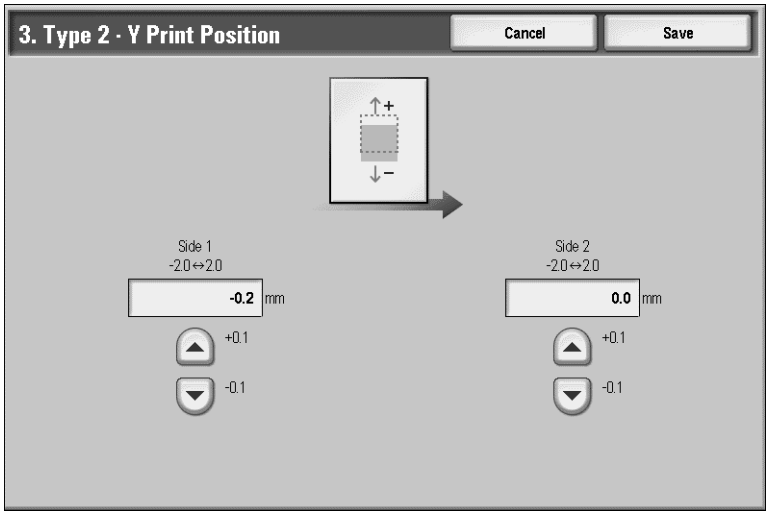
3. Enter the value obtained by the difference X measured in Step 1 added as the current setting value of **Side 1** and **Side 2** of **X Print Position**.



Enter the value obtained by the difference Y measured in Step 1 added as the current setting value of **Side 1** and **Side 2** of **Y Print Position**.

Note

X Print Position: Specify a positive value when you want to move the position of the image in the opposite direction to the paper feed direction, and a negative value when you want to move the position of the image in the paper feed direction.



Y Print Position: Specify a positive value when you want to move the position of the image toward the back of the machine, and a negative value when you want to move the position of the image toward the front of the machine.

4. Press Save.

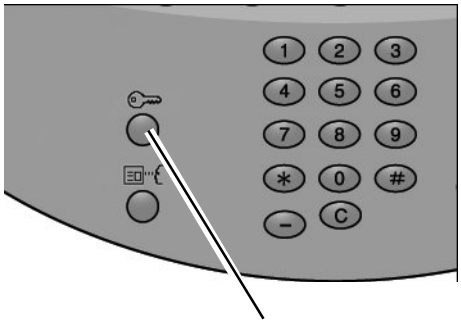
Adjust Fold Position

This section describes the procedure for adjusting the fold position. You can adjust the fold position for various paper types, as well as set adjustment values to any of 10 default types. You can assign a set type to each tray.

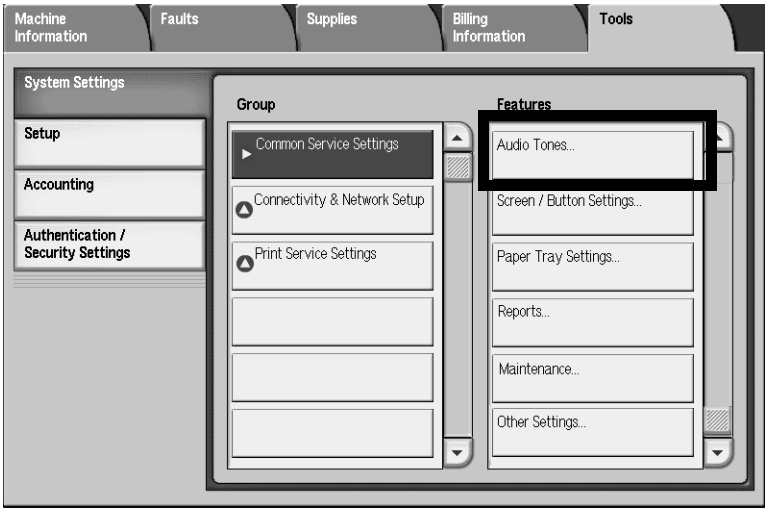
In addition, you can adjust the fold positions for single fold, booklet, C fold, Z fold, Z fold half sheet.

Fold Position Adjustment

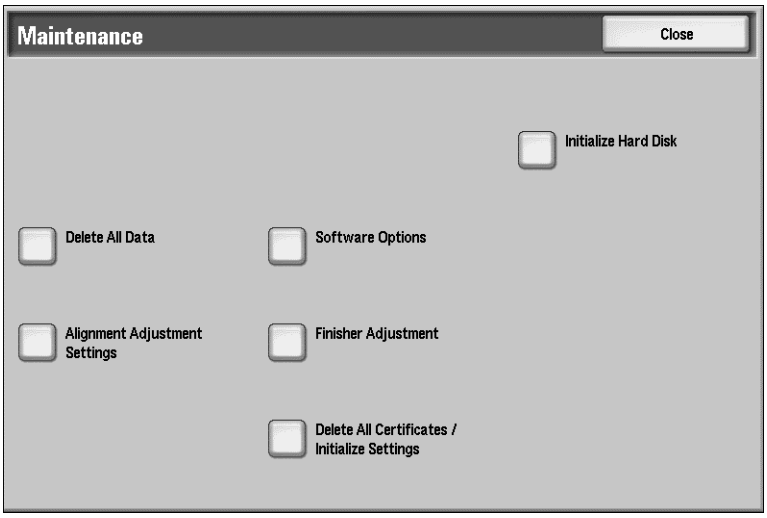
1. Load the paper for adjusting the fold position in the desired paper tray.
2. Press the **Log In/Out** button, and enter the system administrator mode.



3. Select the **Tools** tab followed by the **System Settings** tab.
4. Select the **Common Service Settings** followed by the **Maintenance** Settings.

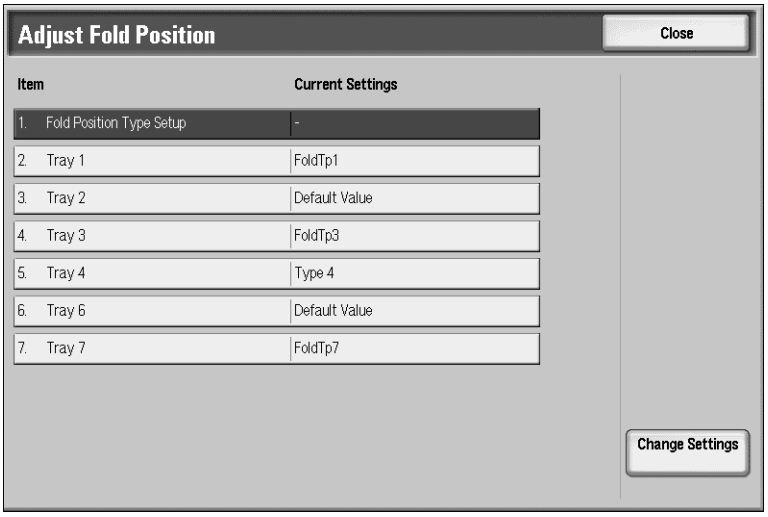


5. Select **Finisher Adjustment**.

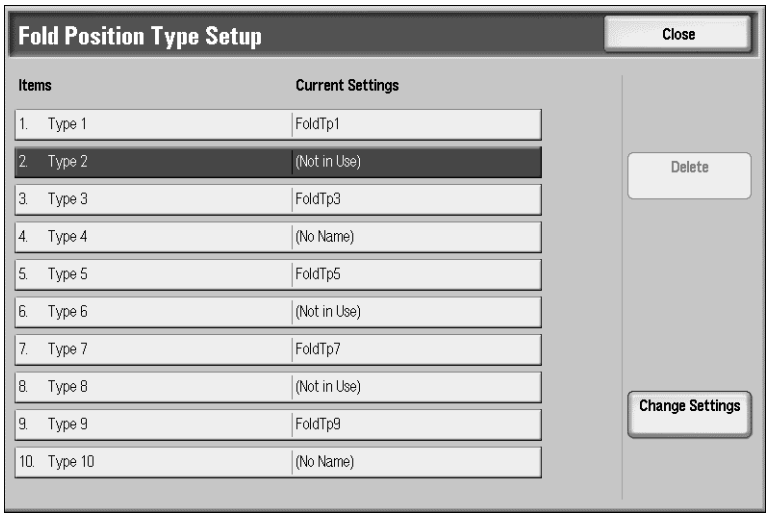


6. Select **Adjust Fold Position**.

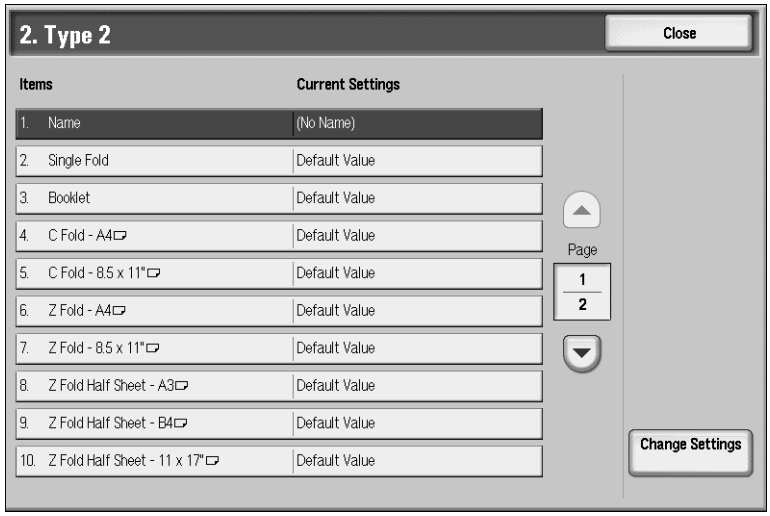
7. Select **Fold Position Type Setup**, and press **Change Settings**.



8. Select the paper fold position type you want to set or adjust, and press **Change Settings.**



9. Select **Name**, and press **Change Settings**.



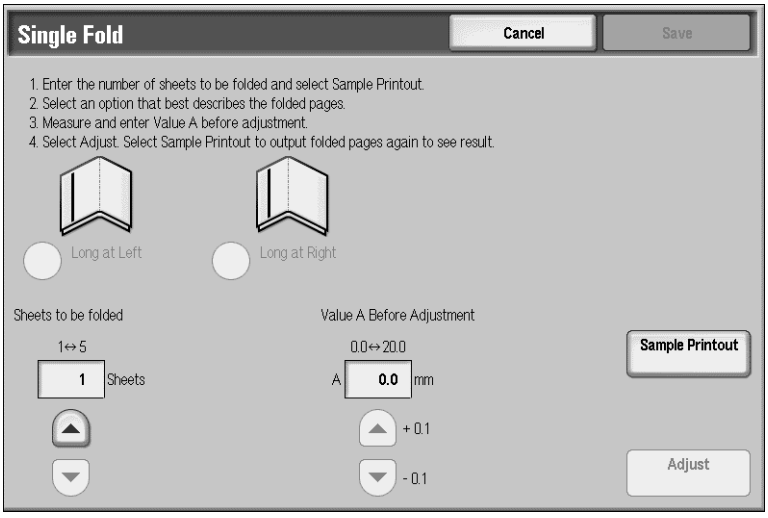
10. Enter the desired type name, and press **Save**.

    Note
    We recommend using a name such as “Single Fold Plain” that allows you to recall what the content of that fold type is.

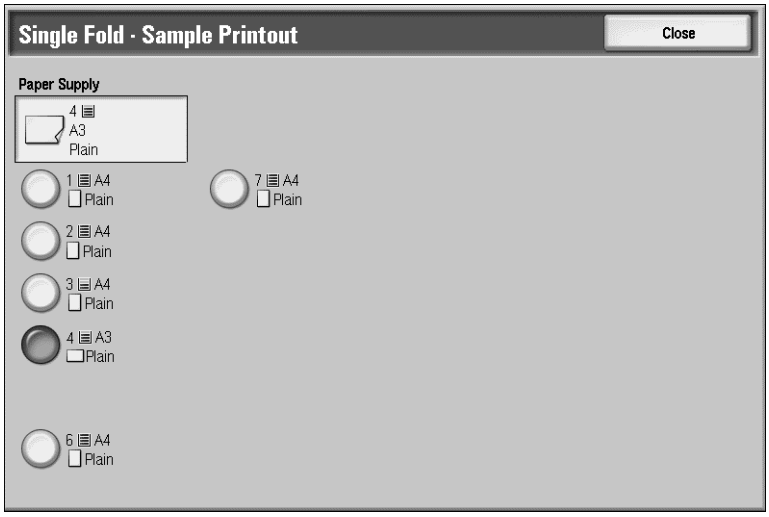
11. Select the fold type, and press **Change Settings.**

    Note
    For details on making each fold adjustment, refer to the following procedures.

12. Select the desired settings, and press **Sample Printout**.

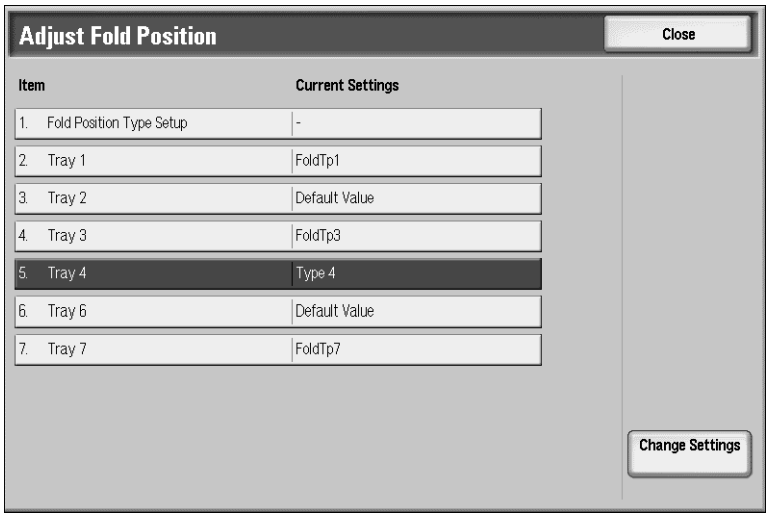


13. Select the tray in which you loaded paper in Step 1, and then press the **Start** button.

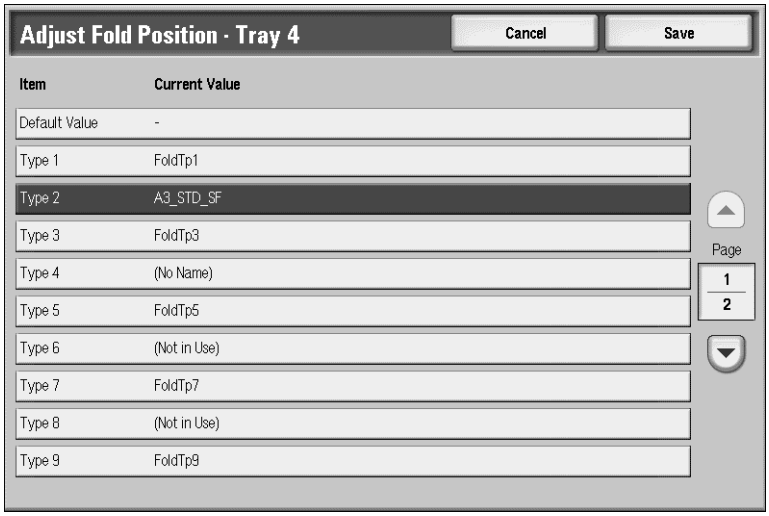


14. Measure the fold position via the output sample, and adjust the fold position accordingly.
15. Make adjustments to the items if necessary.
16. After you finish making adjustments, print another output sample with [Sample Printout] and check the adjustment results.
17. Make adjustments accordingly. If necessary, repeat steps 12-14.
18. Press **Save**.
19. Press **Close** until the **Adjust Fold Position** screen appears.

20. Select the tray to assign the set type (the tray in which you loaded the paper in Step 1), and press **Change Settings**.



21. Select the adjusted fold position type, and press **Save**.



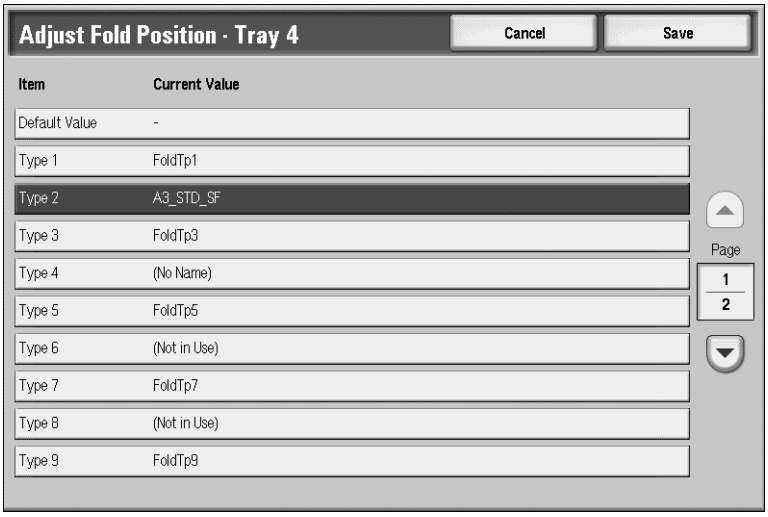
Adjust Paper Curl

Adjust Paper Decurler

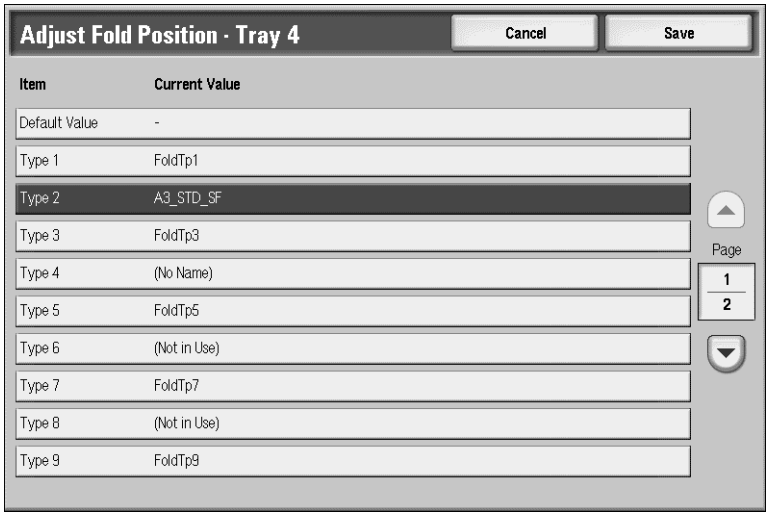
The **Adust Paper Curl Decurler** screen allows you to configure the default settings for each of the Paper Curl options.

Access the screen as follows:

1. Enter the System Administration mode.
2. Touch the **Tools** tab.
3. Touch **System Settings**.
4. Touch **Common Service Settings**.
5. Touch **Maintenance**.
6. Touch **Adjust Paper Curl**.



7. Select the item to be set or changed.
8. Touch **Change Settings**.



9. Touch the **Name** field.
10. Use the touch screen keyboard to enter a name.
11. Touch **Save**.

12. Select the appropriate settings for 1 Sided-Face Up, 1 Sided-Face Down, and 2 Sided output.

    You can select **Auto**, or use the arrow buttons to select the correct amount of curl.

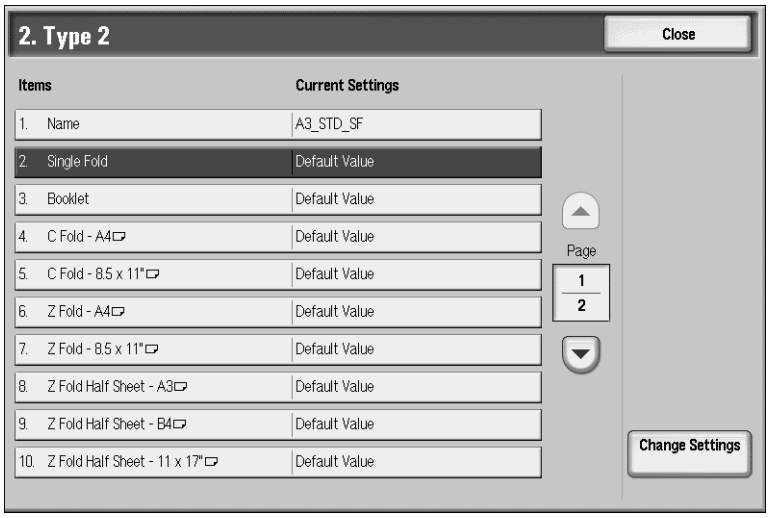
    To check the results, use the **Sample Prrintout** button.

13. Touch **Save**.
14. Touch **Close**.

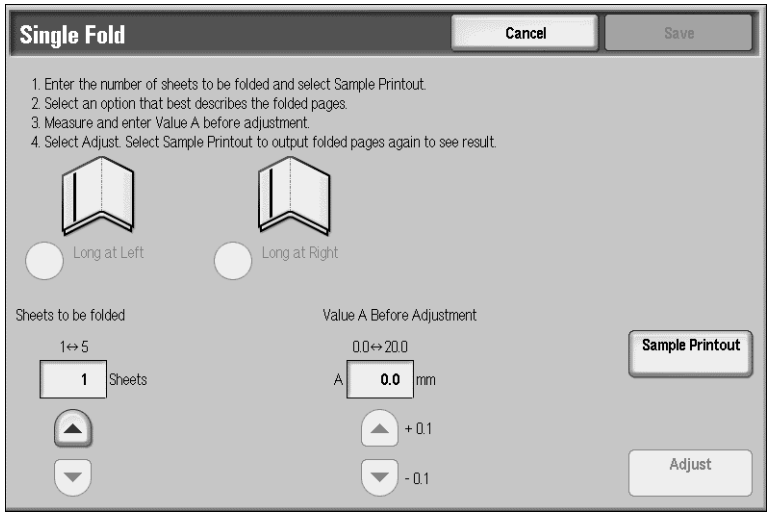
Single Fold Position Adjustment

Adjust the single fold position.

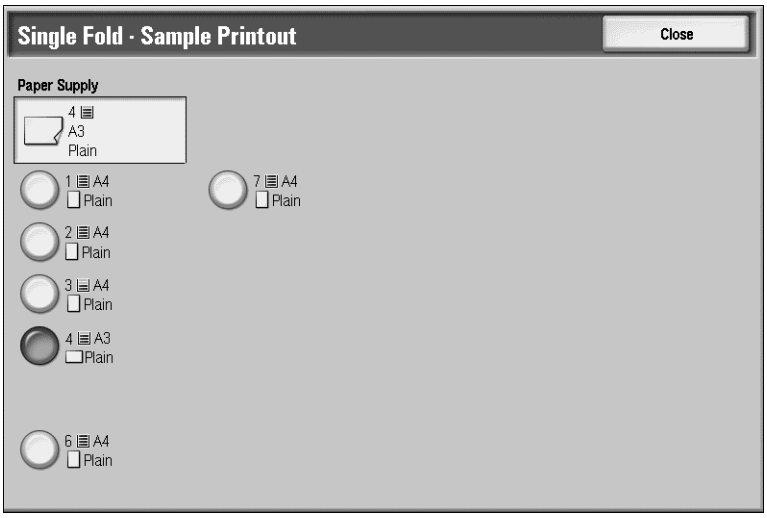
1. Select **Single Fold**, and press **Change Settings**.



2. Specify **Sheets to be folded**, and press **Sample Printout**.

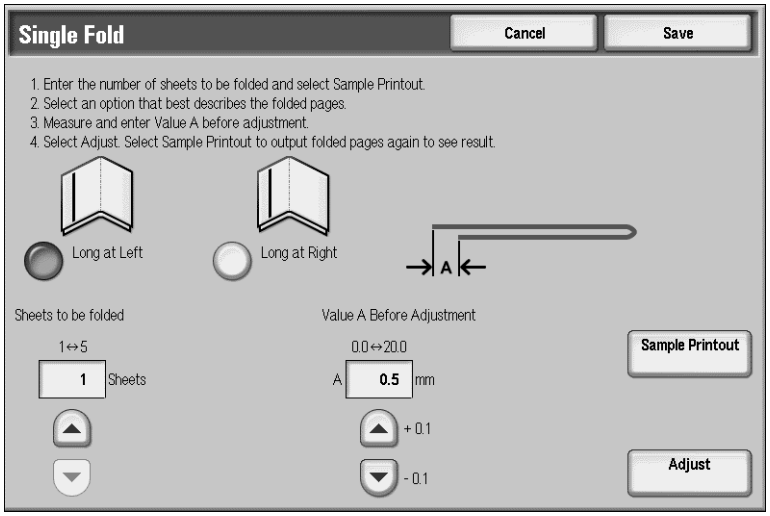


3. Select the tray in which you loaded paper, and press the **Start** button.



An output sample is printed.

4. Press **Close**.
5. Check the output sample printout, and measure the offset amount.
6. Select **Long at Left** or **Long at Right**.

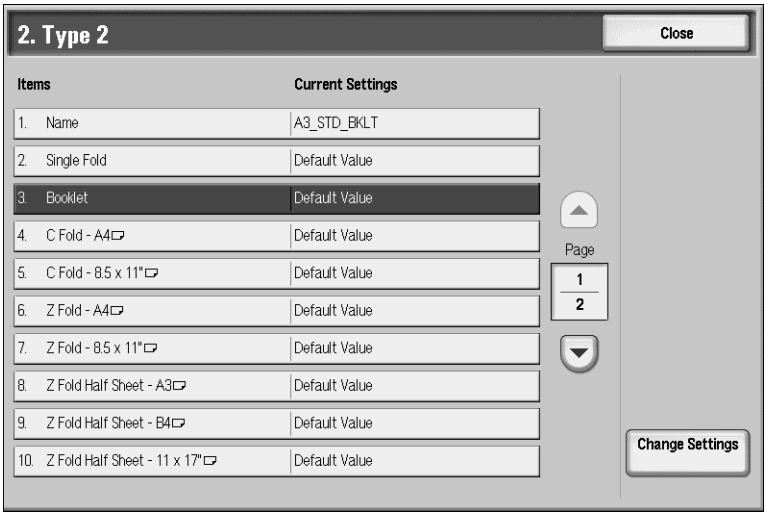


7. Enter the measurement value you obtained in ***Step 5*** in **Values A Before Adjustment**.
8. Press **Adjust**.
9. Press **Sample Printout** again to print an output sample printout, and check the adjustment results.
10. Make adjustments again if necessary. (***Steps 6 - 8***)
11. Press **Save**.

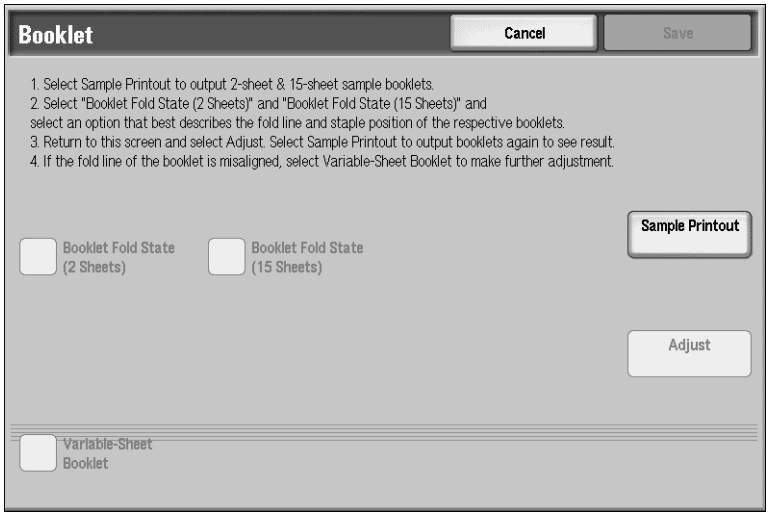
Booklet Position Adjustment

Adjust the booklet position.

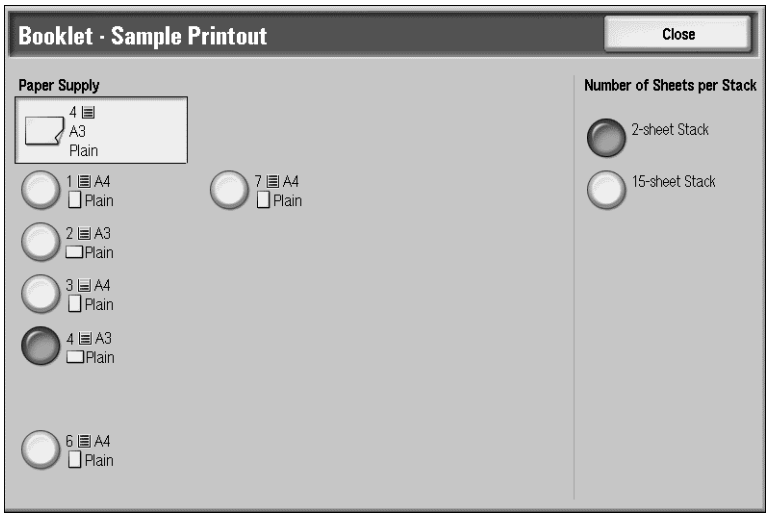
1. Select **Booklet**, and press **Change Settings.**



2. Press **Sample Printout**.



3. Select the tray in which you loaded paper, select **2-Sheet Stack**, and press the **Start** button.

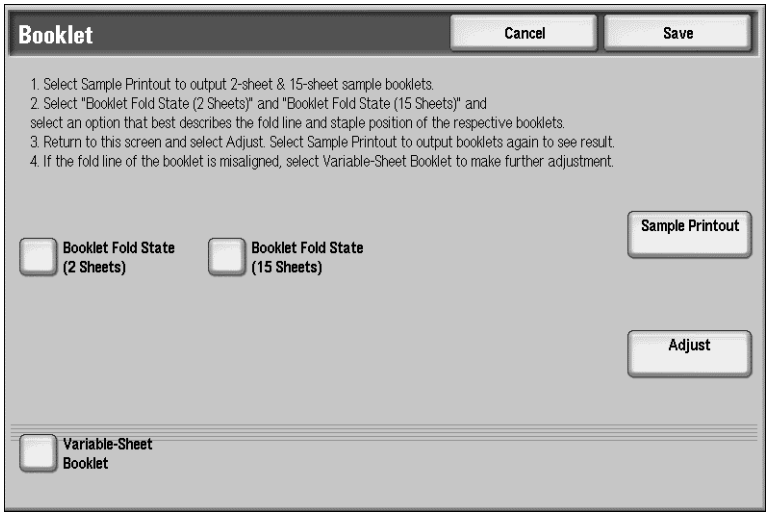


An output sample is printed.

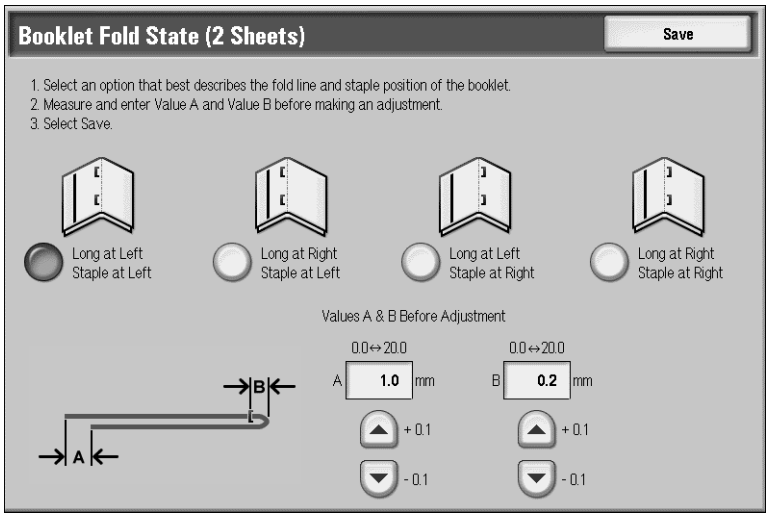
4. Select the tray in which you loaded paper, select **15-Sheet Stack**, and press the **Start** button.

   An output sample is printed.

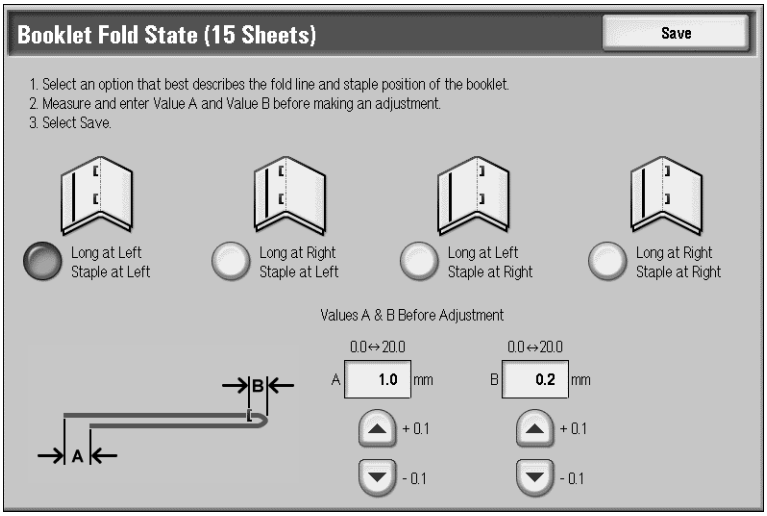
5. Press **Close**.
6. Check the output sample, and measure the position offset amount for 2-sheet stack and 15-sheet stack.
7. Press **Booklet Fold State (2 Sheets)**.



8. Select the state of the fold and staple position of the output paper, and enter the 2-sheet stack offset amount you measured in ***Step 6*** in **Values A & B Before Adjustment**.



9. Press **Save**.
10. Set **Booklet Fold State (15 Sheets)** in the same way.

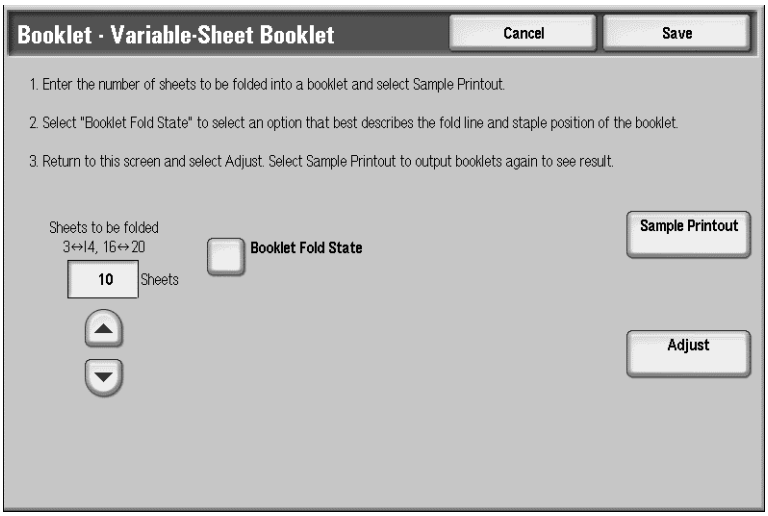


Note

The values between 2-sheet stack and 15-sheet stack are adjusted automatically.

Note

When you want to specify the number of sheets separately, use the set **Variable-Sheet Booklet** option to make the proper selections.

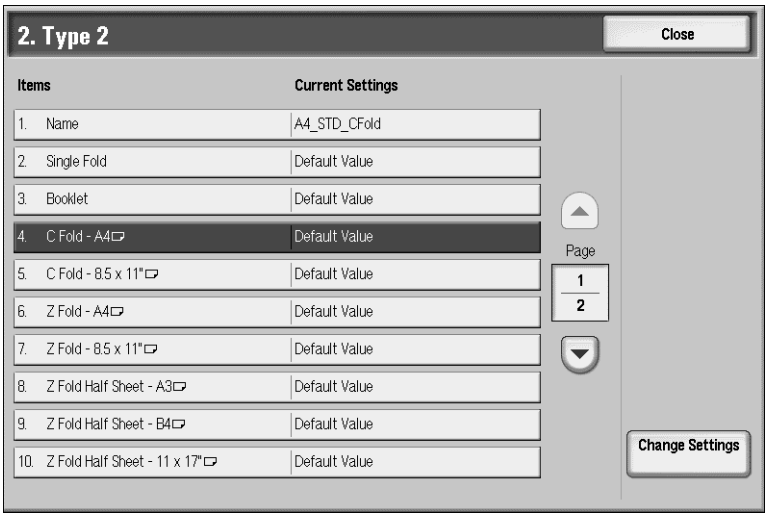


11. Press **Sample Printout** again to print an output sample, and check the adjustment results.
12. Make adjustments again if necessary. (***Steps 7 - 10***)
13. Press **Save**.

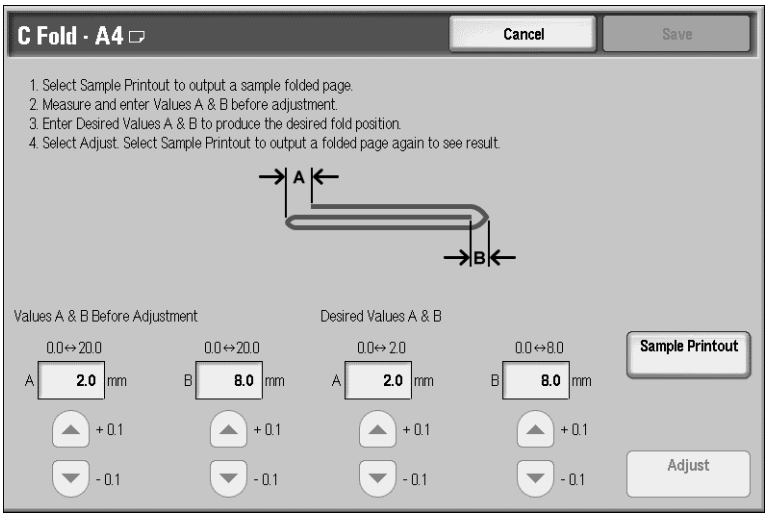
C Fold Position Adjustment

Adjust the C fold position.

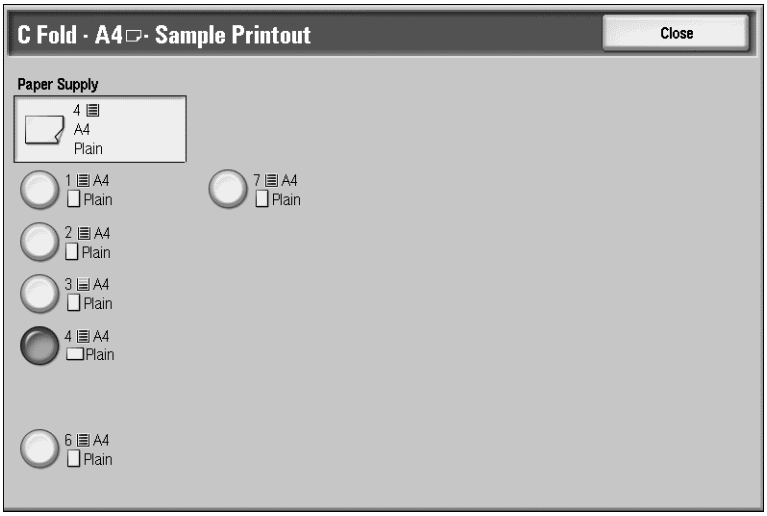
1. Select **C Fold-A4** or **C Fold-8.5x11"**, and press **Change Settings**.



2. Press **Sample Printout**.



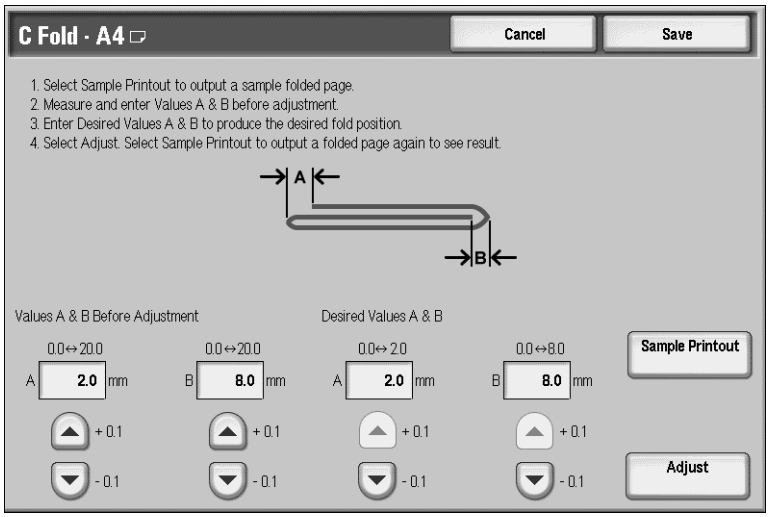
3. Select the tray in which you loaded paper, and press the **Start** button.



An output sample is printed.

4. Press **Close**.
5. Check the output sample, and measure the A and B fold position movement amounts.

6. Enter the measurement value you obtained in Step 5 in **Values A & B Before Adjustment**, and the final value you want after adjustment in **Desired Values A & B**.



Tip

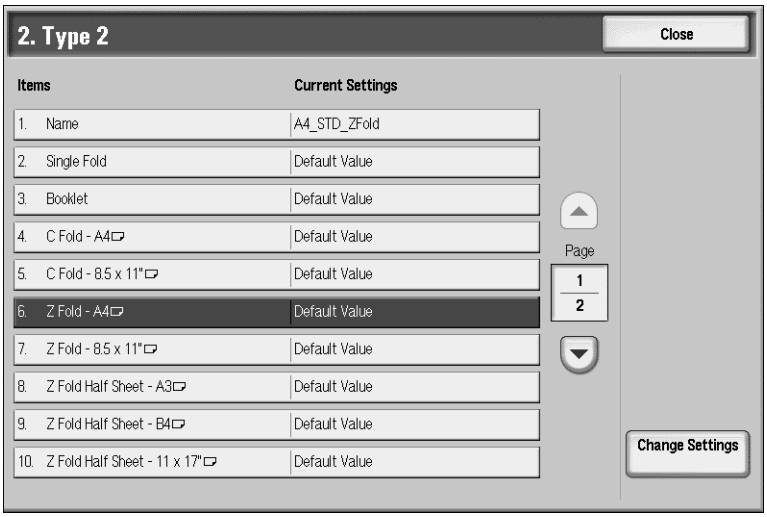
Set value A and value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

7. Press **Sample Printout** again to print an output sample, and check the adjustment results.
8. Make adjustments again if necessary.
9. Press **Save**.

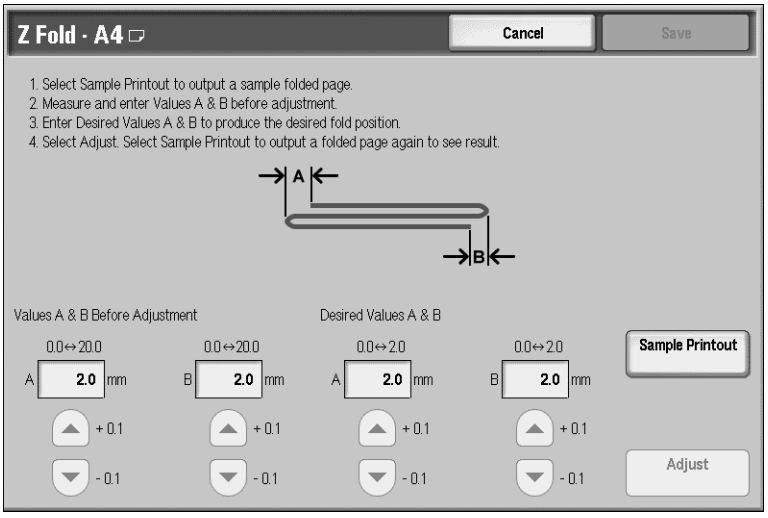
Z Fold Position Adjustment

Adjust the Z fold position.

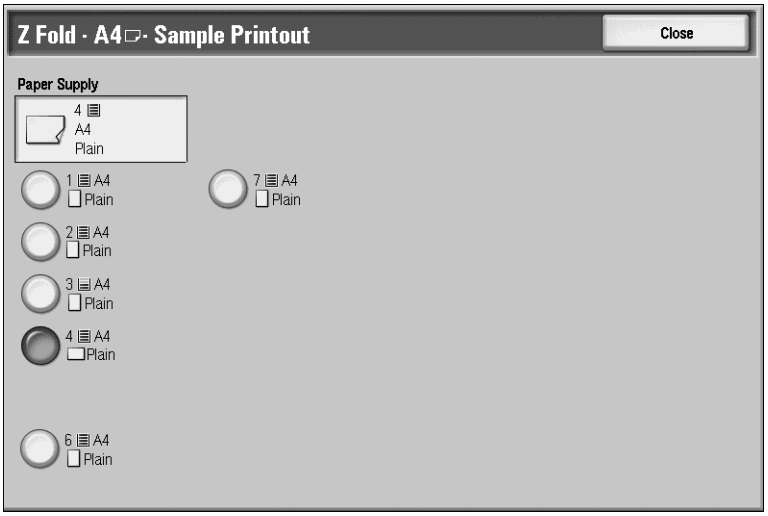
1. Select **Z Fold-A4** or **Z Fold-8.5x11”**, and press **Change Settings**.



2. Press **Sample Printout**.



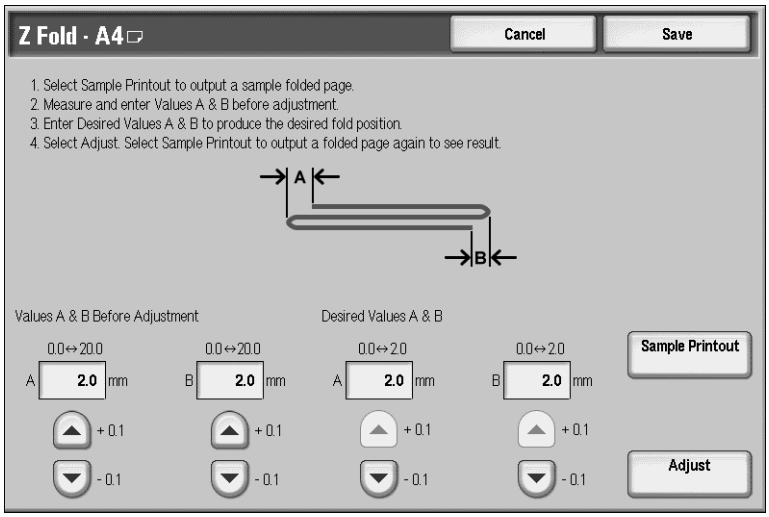
3. Select the tray in which you loaded paper, and press the **Start** button.



An output sample is printed.

4. Press **Save**.
5. Check the output sample, and measure the A and B fold position movement amounts.

6. Enter the measurement value you obtained in the previous step in **Values A & B Before Adjustment**, and the final value you want after adjustment in **Desired Values A & B**.



Tip

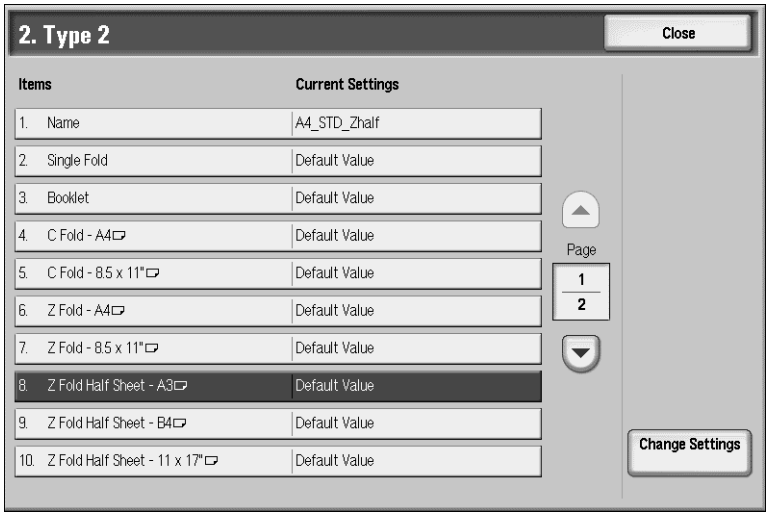
Set value A and value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

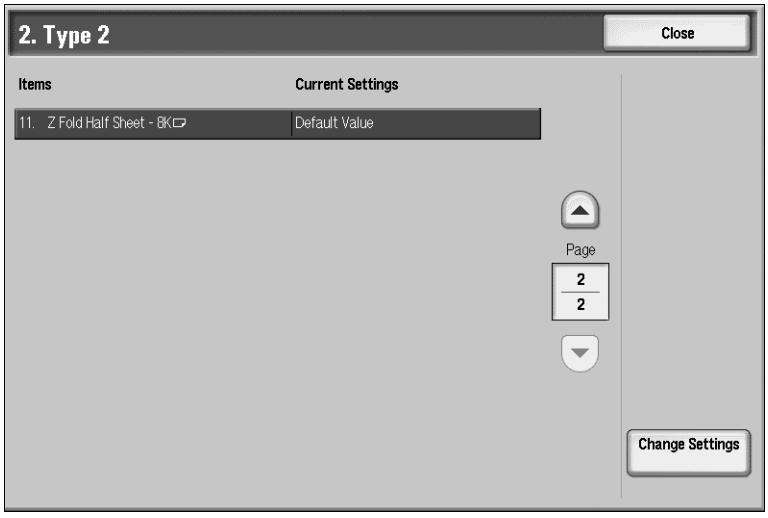
7. Press **Sample Printout** again to print an output sample, and check the adjustment results.
8. Make adjustments again if necessary (**Step 6**).
9. Press **Save**.

Z Fold Half Sheet Position Adjustment

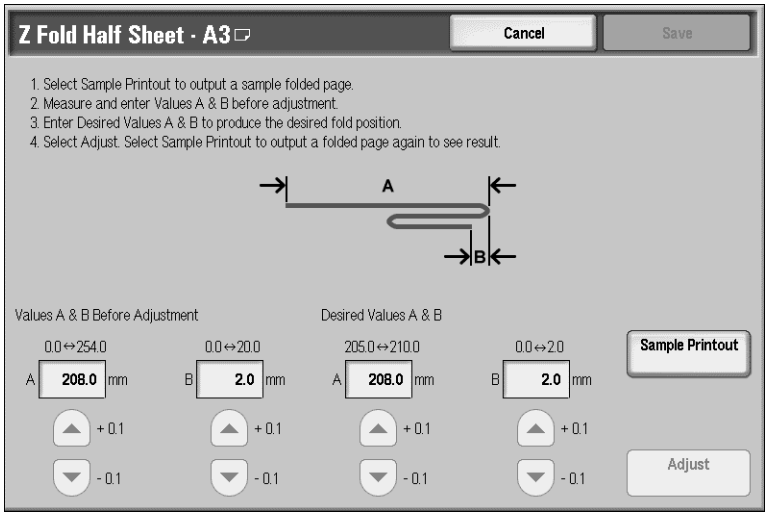
Adjust the A fold position.

1. Select **Z Fold Half Sheet- A3**, **Z Fold Half Sheet- B4, Z Fold Half Sheet-11x17"**, or **Z Fold Half Sheet - 8K**, and press **Change Settings**.

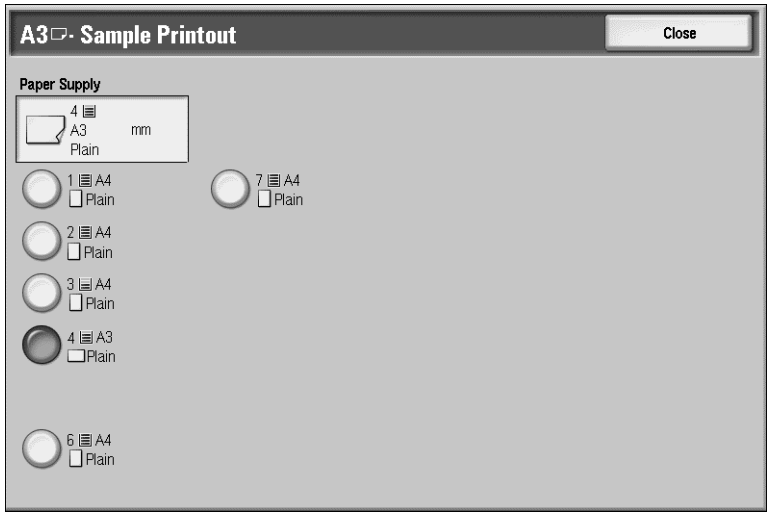




2. Press **Sample Printout**.

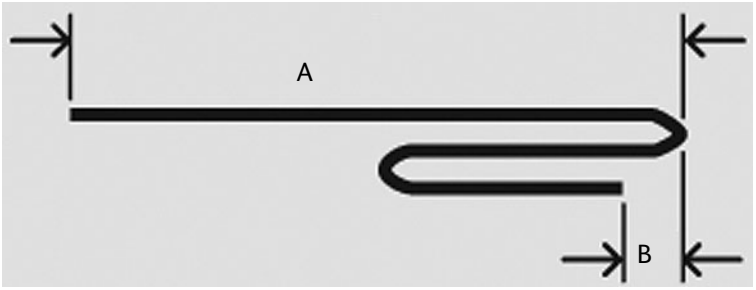


3. Select the tray in which you loaded paper, and press the **Start** button.

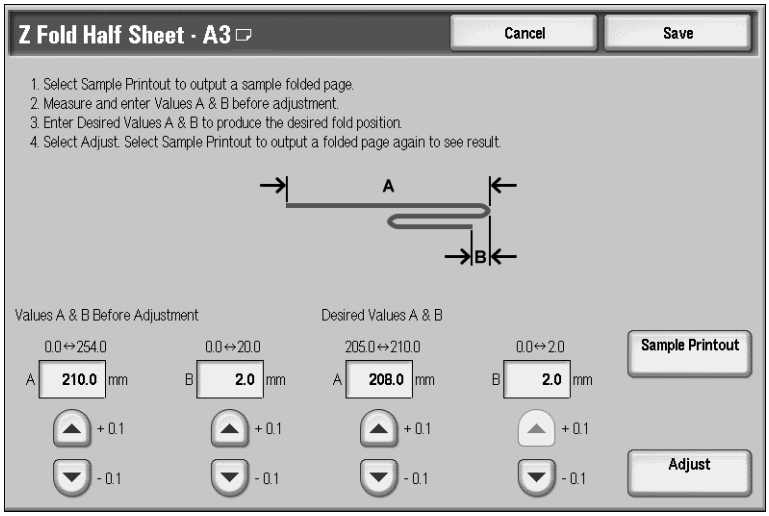


An output sample is printed.

4. Press **Save**.
5. Check the output sample, and measure the A and B fold position movement amounts.



6. Enter the measurement value you obtained in the previous step in **Values A & B Before Adjustment**, and the final value you want after adjustment in **Desired Values A & B**.



Tip

Set value B so that an edge of the paper does not extend past a fold position of the paper. An edge of paper extending past a fold position of the paper may cause a paper jam.

7. Press **Sample Printout** again to print an output sample, and check the adjustment results.
8. Make adjustments again if necessary. (**Step 6**)
9. Press **Save**.

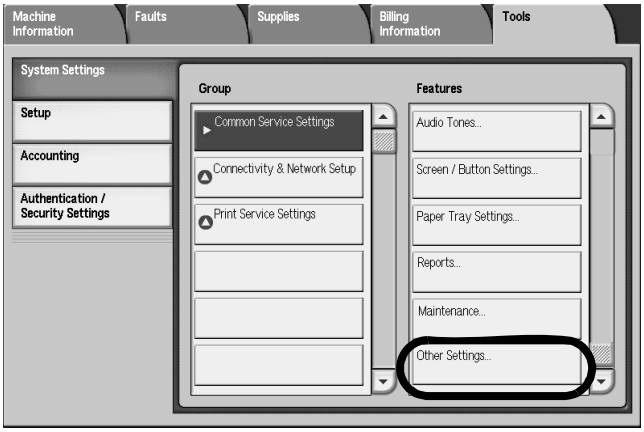
Other settings

This feature allows you to select the default settings for miscellaneous other options that relate to the machine.

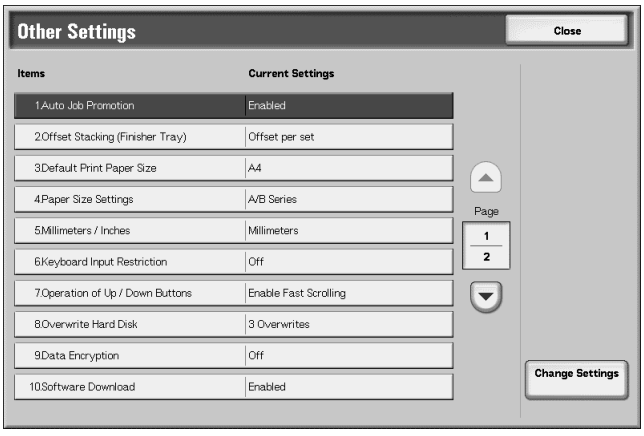
Note
For any of these settings to take affect, you may need to reboot the machine.

Use the following procedure to access the **Other Settings** feature.

1. From the **Common Settings** screen, scroll down and select **Other Settings**.



2. Select the item to be set or changed, and select **Change Settings**.



Note
Select ▲ to display the previous screen and select ▼ to display the next screen.

3. Select the default setting.
4. Select **Save**. You are returned to the **Other Settings** screen.
5. Repeat Steps 1-4 for selecting the default setting for any additional desired **Other Settings** items.
6. Select **Close** to return to the **Common Settings** screen.
7. Select **Close** to return to the **System Settings** screen.

Auto job promotion

This **Other Settings** option allows you to set the machine to automatically promote a job for printing if the machine is unable to start a prior job. For example, the machine is unable to start an operation because there is no paper in the tray (at the start of a print operation). If this feature is enabled, then the machine can bypass the current job and allow other jobs to start.

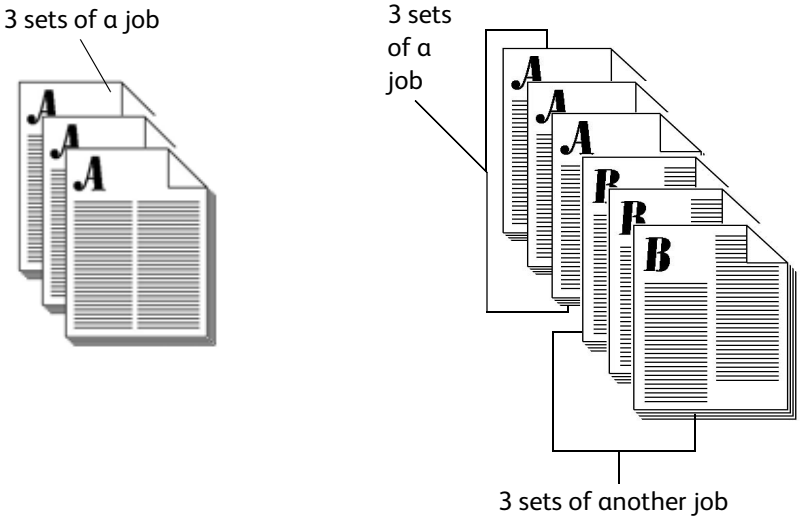
Tip

The other jobs must not have the same print requirements as the faulted job. If other jobs have different print requirements, then these other jobs can be promoted and printed.

Offset stacking (finisher tray)

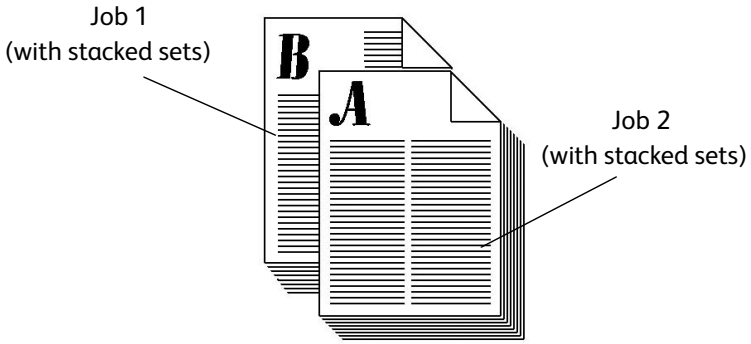
Select the default offset stacking option for the finishing tray:

- **None:** If this option is selected, the finishing tray will not offset any output.
- **Offset per set:** If this option is selected, the finishing tray will offset each set of a print job. This option also offsets each job.



- **Offset per job:** If this option is selected, all the sets of a job are delivered on one stack to the output area

.



Default print paper size

Select the default paper size that will be used when printing a report/list. Select between **A4**, or **8.5 × 11 in**.

Paper size settings

Select the default paper sizes for automatic paper detection. Select from five possibilities: **A/B series (8 × 13")**, **A/B series**, **A/B series (8K/16K)**, **A/B series (8×13”/8×14”)**, and **Inch series**.

Refer to the table in Chapter 6, Paper Size Settings.

Millimeters/inches

Select the default setting for displaying the dimensions on the screen as **millimeters** or **inches**.

Keyboard input restriction

Select whether to restrict the display of the virtual keyboard on the UI. To prevent illegible characters from occurring when one character set is switched to another character set, restrict the input to ASCII characters only. If you select **On (Standard ASCII only)**, the displayed keyboard shows ASCII characters only.

Operation of up/down buttons

Select whether or not there is a continuous scrolling effect when the scroll buttons are held down.

- **Disable Fast Scrolling:** Scrolling does not occur when the scroll buttons are held down.
- **Enable Fast Scrolling:** Scrolling occurs when the scroll buttons are held down.

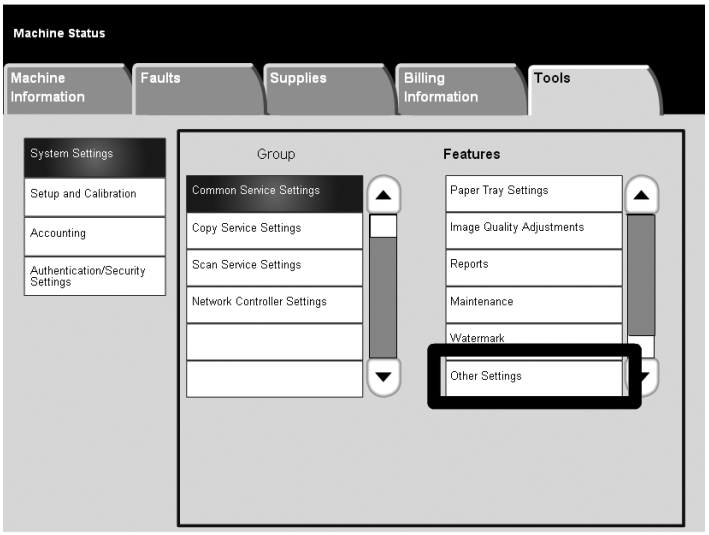
Data Encryption

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

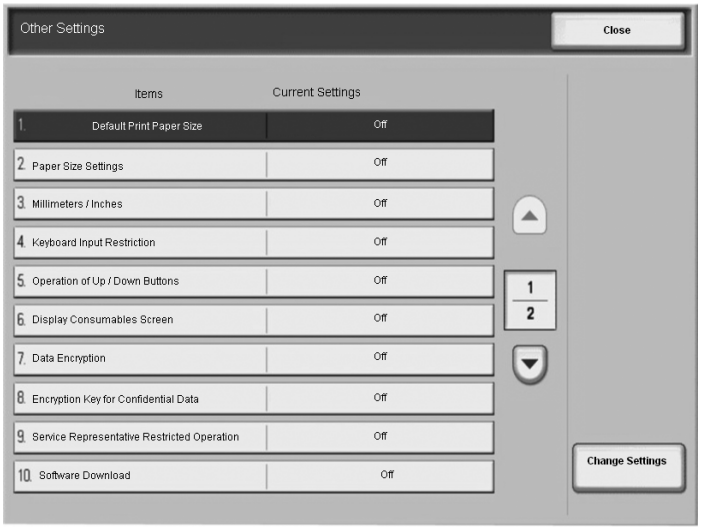
If you want the recorded data on the hard disk encrypted, select **On** as the default setting for this feature. By switching on the data encryption, all data written to the hard disk is automatically encrypted. Encryption prevents unauthorized access to the stored data. When encryption is on, an encryption key must be set.

Perform the following steps:

1. Enter the System Administration mode (*Chapter 1 Entering the System Administrator Mode on page 1-4*).
2. Press the **Machine Status** button on the Control Panel.
3. Select the **Tools** tab.
4. Select **Common Service Settings**.
5. Select **Other Settings**.

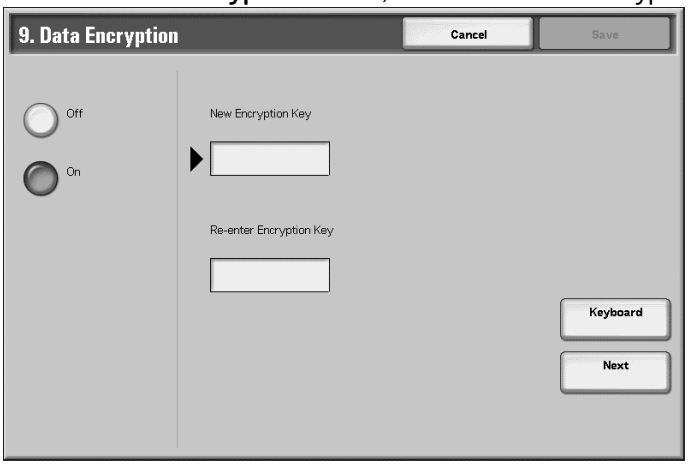


6. Select **Data Encryption**.



7. Select **Change Settings**.
8. Select either **On** or **Off**.

   If **On** is selected, **Data Encryption** screen is displayed.
9. From the **Data Encryption** screen, enter the desired encryption key password twice.



   a. Select **Keyboard** and enter a 12-character encryption key.

   Note
   The default value for the encryption key is **111111111111** (twelve ones).

   b. Select **Save** (from the **Keyboard** screen).
      You are returned to the **Data Encryption** screen.
   a. Select **Keyboard** again.
   b. Enter the same encryption key once more.
10. Select **Save** (from the **Keyboard** screen).
11. Select **Save** (from the **Data Encryption** screen).

12. Exit the System Administration mode.

Encryption Key for Confidential Data

IMPORTANT!
Do not forget the encryption key! The data cannot be restored if you forget the encryption key.

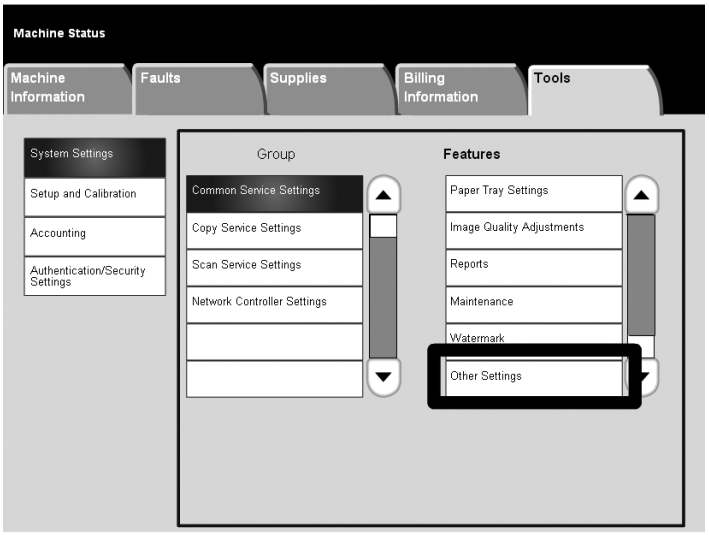
Tip

- This is an optional feature that may not be available on your copier/printer; it is part of the optional Data Security Kit. For more information, contact the Customer Support Center.
- A service representative can block changes to the settings of this feature. For more information about settings, refer to *Service Representative Restricted Operation on page 3-68*.

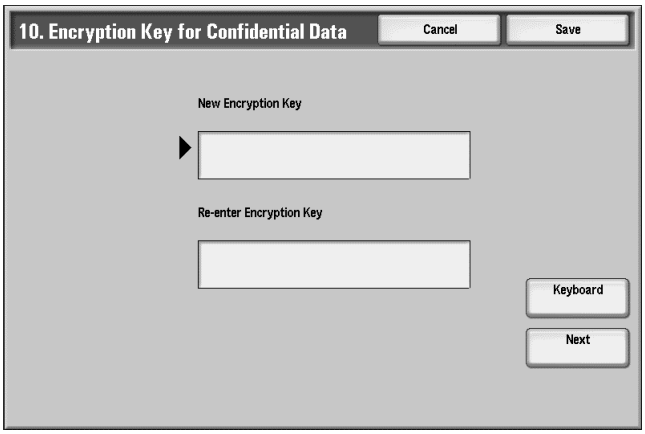
NoteWhen an encryption key is set, confidential data and information such as the passcodes of the system administrator and folders are encrypted (or coded). This prevents unauthorized access to the information.

If the optional **Data Encryption** feature is available for your machine, use the following procedure for creating an encryption key.

1. Enter the System Administration mode (*Chapter 1 Entering the System Administrator Mode on page 1-4*).
2. Press the **Machine Status** button on the Control Panel.
3. Select the **Tools** tab.
4. Select **Common Service Settings**.
5. Select **Other Settings**.



1. Select **Encryption Key for Confidential Data**.



2. Select **Keyboard** and enter a 12-character encryption key.

   Note
   The default value for the encryption key is **111111111111** (twelve ones).

3. Select **Save** (from the **Keyboard** screen).

   You are returned to the **Encryption Key for Confidential Data** screen.
4. Select **Keyboard** again.
5. Enter the same encryption key once more.
6. Select **Save** (from the **Keyboard** screen).
7. Select **Save** (from the **Encryption Key for Confidential Data** screen).
8. Exit the System Administration mode.

Data Restoration

Tip
The encrypted data cannot be restored if any of the following occur:

- When there is a physical hard disk error
- When you cannot remember the encryption key
- When attempting to access the **Service Representative Operation Limit** feature, but you cannot remember the **System Administrator User ID** and password.

Start data encryption and/or changing the settings:

When data encryption is started or ended and when the encryption key is changed, the machine **must be restarted**. The corresponding recording area of the hard disk is reformatted when the machine restarts. Previous data is not guaranteed.

The recording area stores the following data:

- Spooled print data
- Secure print, sample print, and similar print data
- Forms for the form overlay feature
- Folder and job flow sheet settings (box name, passwords, etc.)
- Documents in folder

Tip
Save all necessary settings and documents *before* using the data encryption feature or changing its settings.

Service Representative Restricted Operation

This feature restricts the Service Representative from accessing certain security features and changing the System Administrator settings. Select either **On** or **Off**. When **On** is selected, the machine passcode can be set.

Software download

While this feature may still be accessible, it is not supported. This feature is ***only*** for service representative use. Contact the Customer Support Center. Select **Disabled** as the default setting.

Estimated job time

Select the default setting that is displayed for the estimated job completion time.

- **Cumulative time for all jobs:** Select this option if you want the machine to display the total time for all jobs.
- **Time required for a single job:** Select this option if you want the machine to display the time required for a single job.

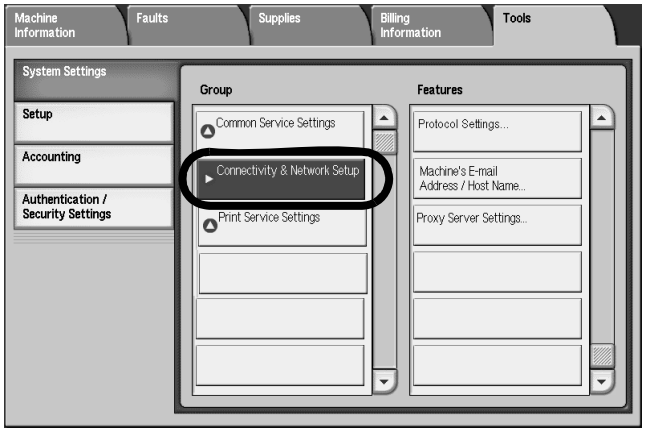
Connectivity & Network Setup

In **Connectivity & Network Setup**, you select the default network settings by which the machine is connected and communicates to the client PCs and the parameters required for the communications between the machine and its networked clients.

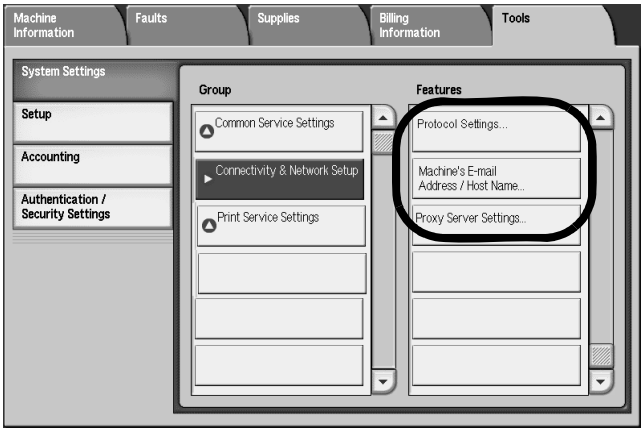
The following settings are covered in this section:

- Port Settings
- Protocol Settings
- Machine E-mail Address/Host Name

1. From the **System Settings** screen, select **Connectivity & Network Setup**.



2. Select the item to be set or changed.



Port Settings

Select the interface by which the machine is connected to the client. In **Port Settings**, you can set the following items:

LPD	Receive E-mail
NetWare	Send E-mail
SMB	E-mail Notification Service
IPP	UPnP Discovery
EtherTalk	WSD
Bonjour	Internet Services (HTTP)
Port9100	SOAP
SNMP	WebDAV
FTP Client	

Protocol Settings

Select the parameters that are required for communications between the machine and client workstations. In **Protocol Settings**, you can set the following items:

Ethernet Rated Speed	IPv6 Address Manual Configuration
TCP/IP - IP Mode	Manually Configured IPv6 Address
IPv4 - IP Address Resolution	Manually Configured IPv6 Address Prefix
IPv4 - IP Address	Manually Configured IPv6 Gateway
IPv4 - Subnet Mask	Automatically Configured IPv6 Address
IPv4 - Gateway Address	IPv6 - IP Filter
IPv4 - IP Filter	

Machine E-mail Address/Host Name

Select the e-mail address and host name for this machine. In **Machine E-mail Address/Host Name**, you can set the following items:

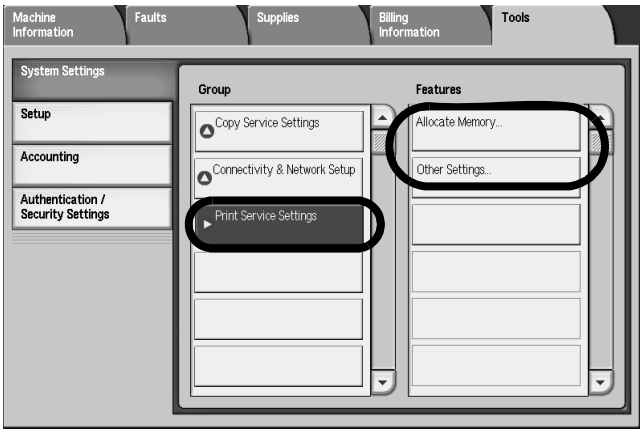
1. E-mail Address
2. Machine Name
3. Host Name
4. Domain Name

Print Service Settings

In **Print Service Settings**, you select settings that relate to the machine's memory and miscellaneous features, including tray substitution, paper type mismatch, printing a banner sheet, and more.

Use the following procedure to access and change the various **Print Service Settings**.

- From the **System Settings** screen, select **Print Service Settings** and select the item to be set.



Allocate memory

For each interface, you can select the memory capacity for the receiving buffer (temporary storage for data sent from the client). You can change the receiving buffer capacity depending on the pattern of use and purpose. Increasing the receiving buffer capacity may allow a client to be released sooner from an interface.

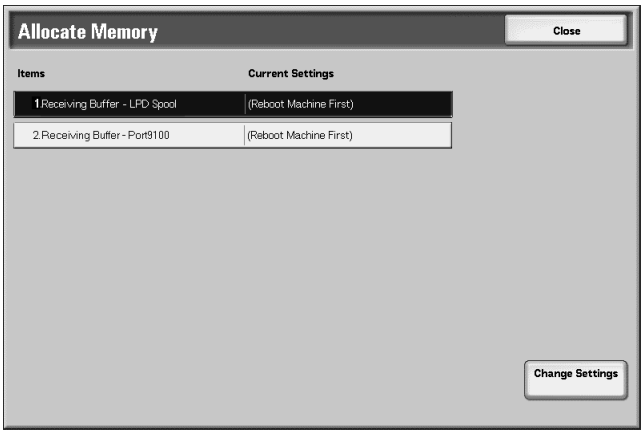
Tip

If you change the memory capacity settings, the memory is reset. Therefore data stored in all memory areas is lost.

Note

It is not possible to assign more than the total memory. When the power is turned on, if the settings exceed the available memory capacity, they are automatically adjusted by the system.

1. From the **Print Service Settings** screen, select **Allocate Memory**.



Note

Some of these items on the screen may not be available for this product.

2. Select the item to be set or changed, and select **Change Settings**.
3. Select the desired value for that item.
4. Select **Save** to save the setting and return to the previous screen.

Note

When a port is set to **Disabled**, the corresponding items that are associated with that port do not appear.

Note

Depending on the amount of data sent from the client, increasing the memory capacity may not change the amount of time that it takes to release the client.

Receiving Buffer - LPD Spool

- **Off:** When Off is selected, the machine will not use spooling. During the LPD print process for one client, data cannot be received over that same interface from a different client. Set a value for the dedicated LPD receiving buffer memory capacity from 1024-2048 KB, in 32 KB increments.
- **Memory Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses memory. When this candidate value is selected, set the memory capacity of the receiving buffer for spooling, from 0.50 MB to 32.00 MB, in 0.25 MB increments.

  Note

  Notice that print data exceeding the set memory capacity is not accepted. In such cases, select **Hard Disk** or **Off**.

- **Hard Disk Spool:** When selected, the machine will use spooling. The receiving buffer for spooling uses the hard disk.

Receiving Buffer - Port 9100

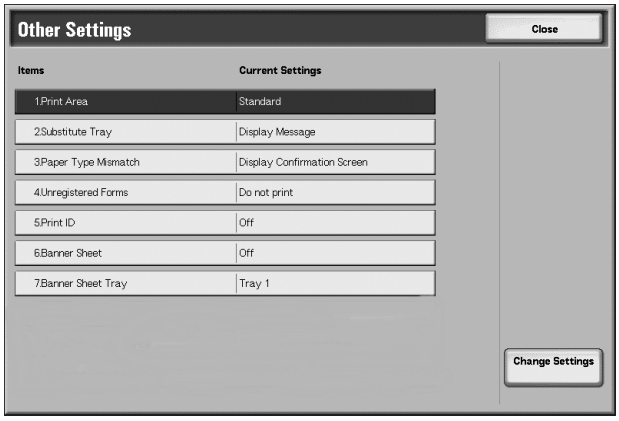
Set the Port9100 receiving buffer. Set a value from 64 to 1024 KB, in 32 KB increments.

Other settings

For information about each of the following items, refer to “Overview of features” in this guide.

Make settings relating to the paper used in the machine.

1. From the **Print Service Settings** screen, select **Other Settings**.



2. Select the item to be set or changed, and select **Change Settings**.
3. Select the item to be changed.
4. Select **Save** to save the setting and return to the previous screen.

Print Area

Select whether or not to expand the print area.

For information about the print area, refer to the section of the User Guide entitled “Printable area”.

Substitute Tray

When there is no tray containing the paper size selected by the automatic tray selection, select whether or not to print replaced with paper loaded in another paper tray. In the event of using substitute tray, set the size.

- **Display Message:** Do not use substitute tray, but display a paper loading message.
- **Use Larger Size:** Replace with the next larger paper size than that selected, and print at the same size.
- **Use Closest Size:** Replace with the closest paper size to that selected, and print. If necessary, the printing is automatically reduced in size.

  Note

  If there is a client specification, the client specification takes precedence.

- **Select Tray 5 (Bypass):** Prints on the paper loaded in tray 5.

Paper Type Mismatch

Set the action to be taken when the paper type loaded in the paper tray does not match that specified.

- **Print:** Carry on printing, even if the paper type is different.
- **Display Confirmation Screen:** Show a confirmation screen, and prompt for action.
- **Display Paper Supply Screen:** This selection shows the Paper Supply screen when a paper type mismatch occurs.

Unregistered Forms

When a form in a form data file (overlay printing) is specified for printing but not present on the host computer, select whether or not to print the job. If you select **Print** and the specified form is not present, only the data is printed.

This setting is added to the Print Settings menu when there is a print specification from the host computer.

Print User ID

When printing by a print driver, select whether or not to print the user authentication information to the paper for the purpose of distinguishing the identity of the user. A maximum of 64 characters can be printed in the user ID information.

Select from one of the following: **Off**, **Top Left**, **Top Right**, **Bottom Left**, and **Bottom Right**.

Note
To use the ID Print feature, the User ID, set by the printer driver, is necessary beforehand. For the configuration procedure, refer to the online help for the printer driver.

If the user ID information cannot be acquired, the words “Unknown User” are printed.

Banner Sheet

Select whether or not the banner sheets will be used to separate different output jobs. Select one of the following:

- **Off:** Do not print banner sheets.
- **Start Sheet:** Print a banner sheet **before** a print job.
- **End Sheet:** Print a banner sheet **after** a print job.
- **Start Sheet & End sheet:** Print a banner sheet both **before and after** a print job.

Note
Even if the stapler feature is enabled, banner sheets are not stapled.

On a print job from a Macintosh, the document name does not appear on the banner sheet.

When printing banner sheets, they are counted for metering purposes.

Banner Sheet Offset

Select whether or not to offset the banner sheet from the rest of the printed set. Select **Offset** or **No Offset**.

Banner Sheet Tray

Select the paper tray from which the banner sheets are printed. Select one of the following trays: **1**, **2**, **3**, **4**, **6**, or **7**.

System settings with optional FreeFlow scanner

For information about installing and using the FreeFlow Print Manager with this product, refer to the FreeFlow Print Manager Installation Guide or the FreeFlow Print Manager User Guide.

Accounting and Authentication/ Security Settings

4

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

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

Overview

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

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

Accounting

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

Overview

The accounting feature allows you to:

- Restrict local or remote access to some or all of the Print, Copy and Scan features. You may want certain departments or individuals to have access locally or remotely to only certain machine features.
- Prevent unauthorized users from using the machine. Only users with a valid User ID can access the machine. This allows you to determine which individuals are allowed to access the machine.

- Track the number of copies, scanned pages and printed pages for any user account. This can be useful when machine expenses are shared among various departments. As an example, the human resources and maintenance departments can each be invoiced separately for their machine usage.
- Impose restrictions on individual accounts, such as limiting the number of copy, scan, and prints jobs that are allowed a user. As an example, you can allow the maintenance department to have unlimited access the copy and print features, but limit scanning.

  Note

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

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

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

Creating/Viewing User Accounts

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

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

A maximum of 1000 users can be registered.

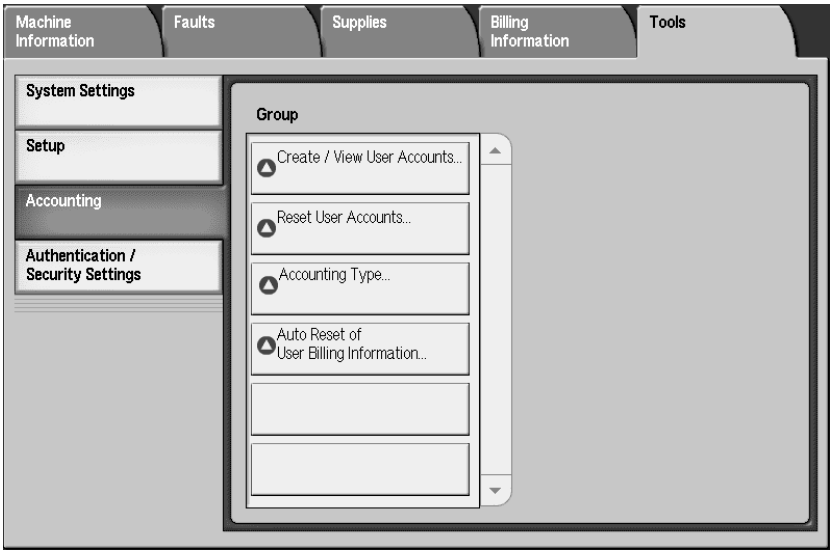
Create/View User Accounts

Note

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

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

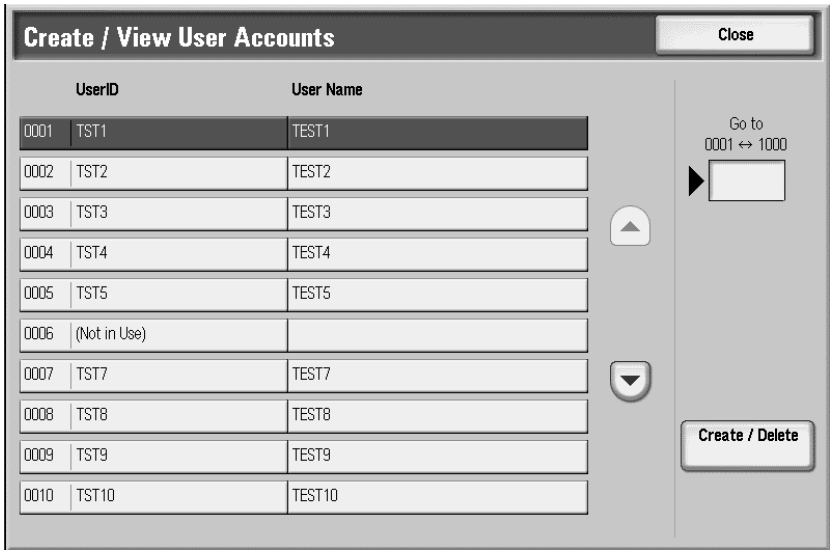
4. Select **Create / View User Accounts.**



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

   Note

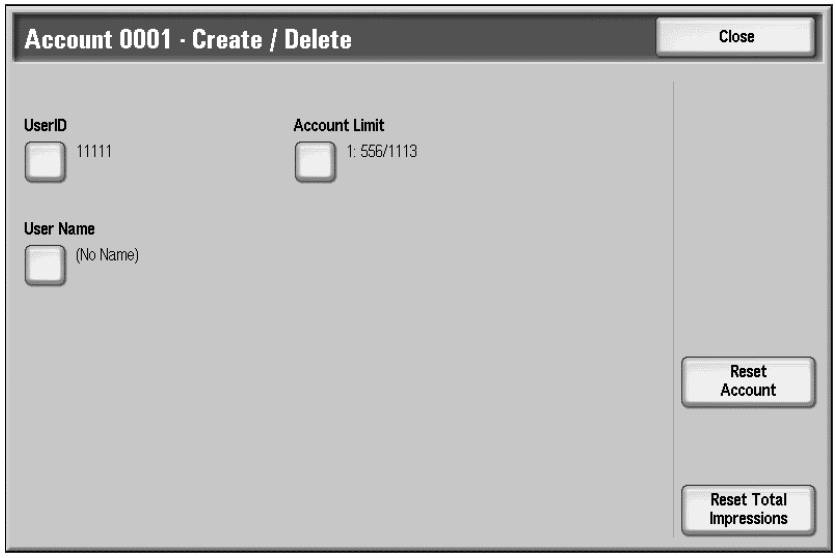
   You can also edit a previously created user account to reflect new user information.



6. To continue the user account creation process continue to the next steps UserID, User Name, Account Limit and Feature Access.

User ID, User Name, Account Limit and Feature Access

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



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

UserID

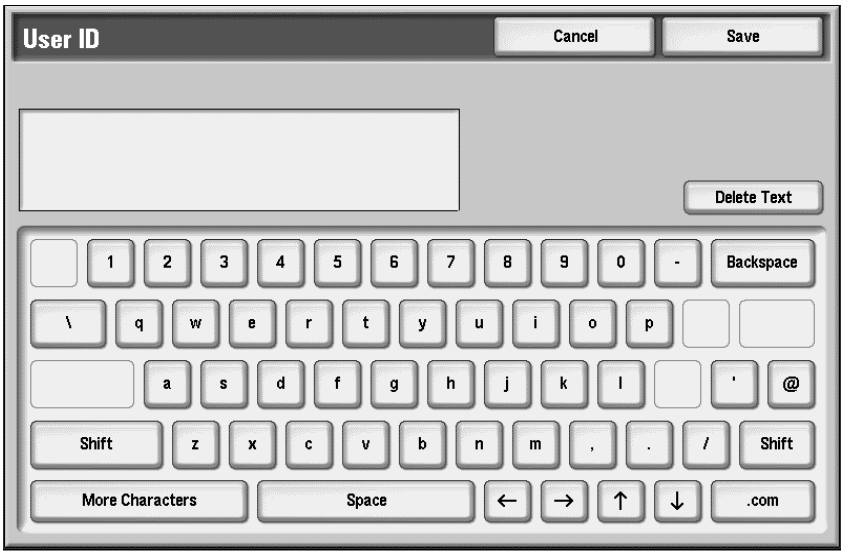
7. Select the **UserID** button. The User ID screen appears. Using the keypad, enter a User ID of up to 32 characters and press **Save**.

User Name

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

   Note

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



Account Limit

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

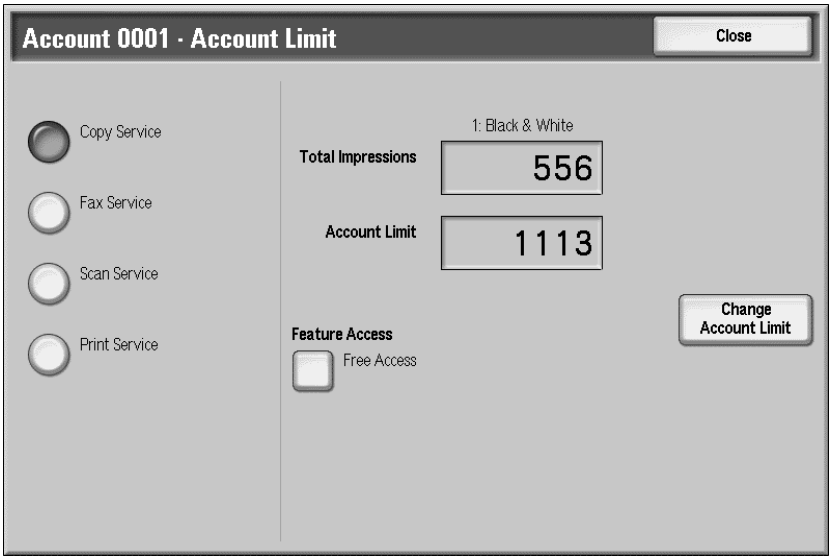
Account Limit

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

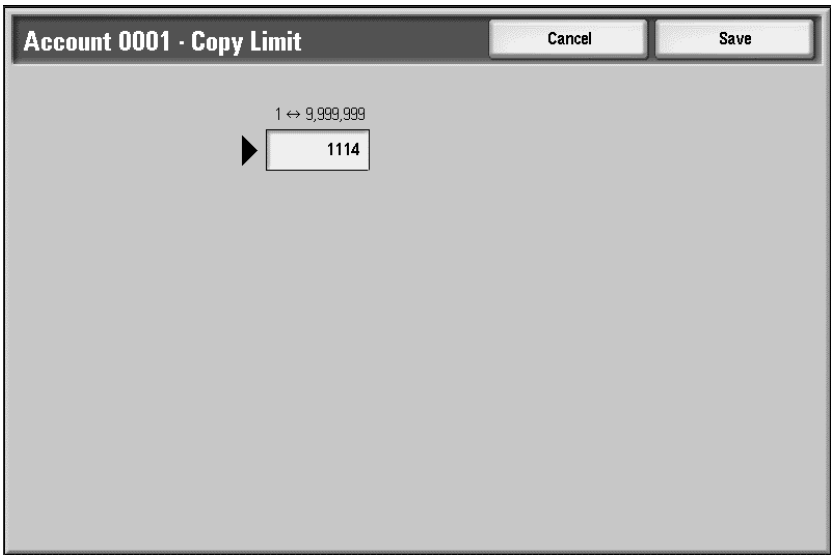
a. Select **Account Limit**.

b. Select the Copy, Scan or Print Service button to set account limits.

c. Select **Change Account Limit.**

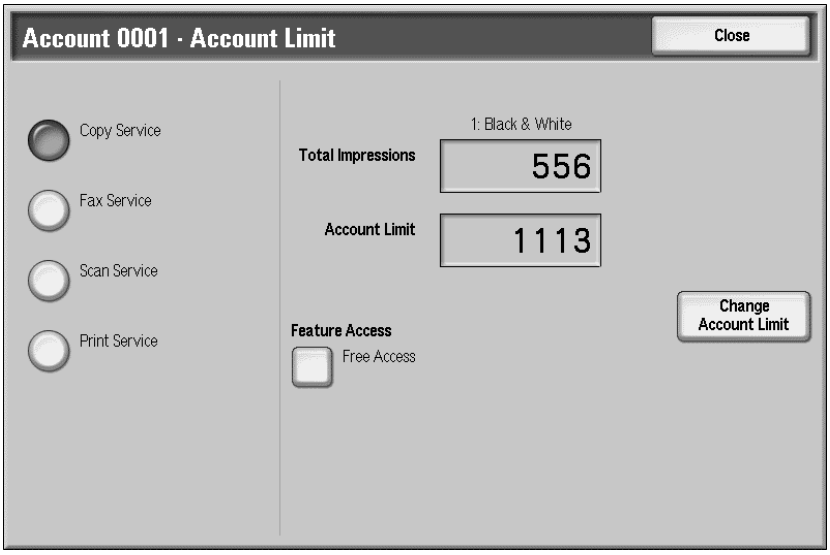


d. Enter the maximum number of pages using numeric keypad and press **Save**.



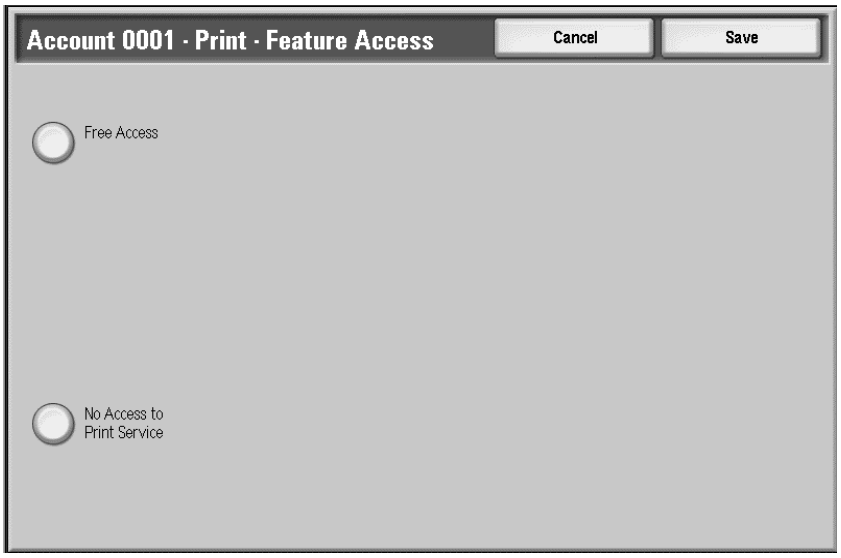
Feature Access

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



e. Select the type of feature access you want to allow the user.

f. Press **Save**.



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

Resetting User Accounts

Note

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

There are two options when resetting user accounts.

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

Resetting All User Account Information

Note

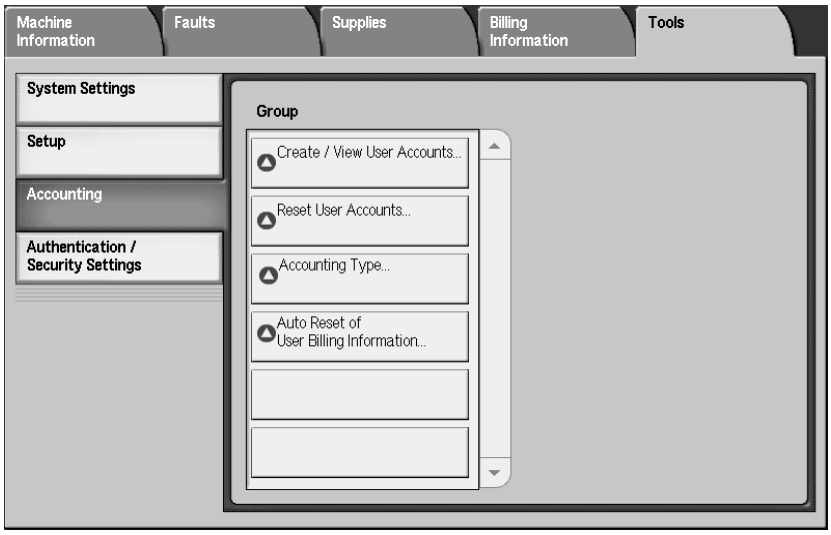
Resetting user accounts within Authentication is a similar procedure to resetting user accounts in Accounting. Procedure differences are explained when encountered.

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

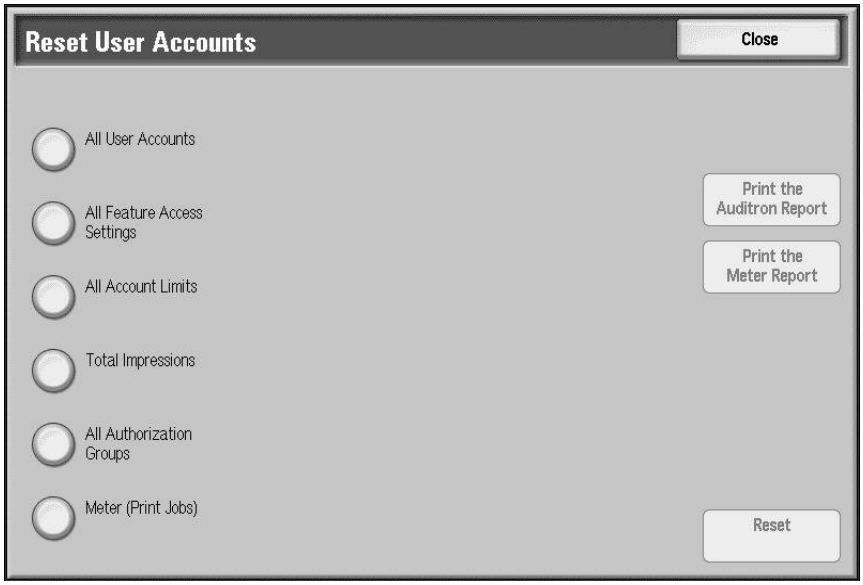
Reset User Account

This deletes all registered information for the *selected* user.

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



4. Select from the Reset User Accounts options and press **Reset**. Once you select **Reset**, you will be prompted to accept (**Reset**) or **Cancel** the reset. Carefully review the displayed information before performing a reset. It is important to remember that once you accept a reset, that information cannot be restored.



All User Accounts

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

KeyPoint

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

All Feature Access Settings

This resets the All Feature Access.

All Account Limits

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

Total Impressions

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

All Authorization Group

This is used to reset the All Authorization Group.

Meters (Print Jobs)

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

Print the Auditron Report button

Prints the auditron reports.

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

Print the Meter Report button

Prints a print meter report.

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

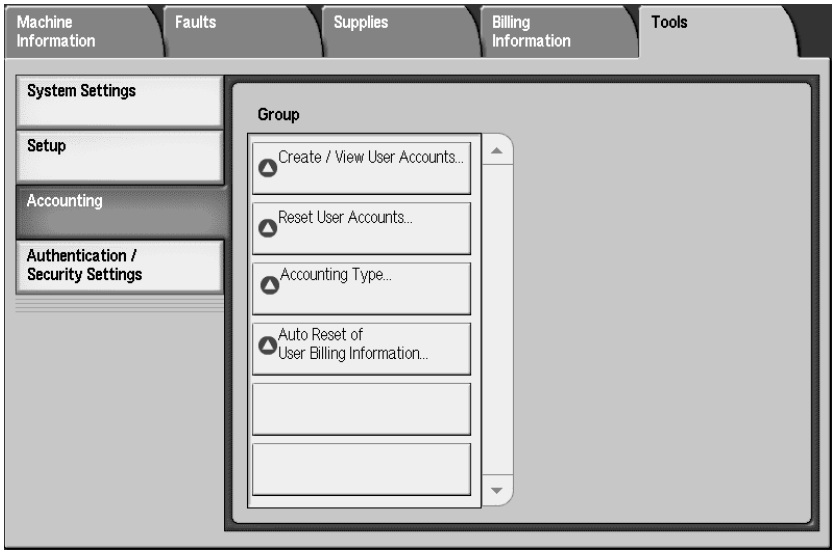
Resetting Individual User Accounts and Total Impressions

Note

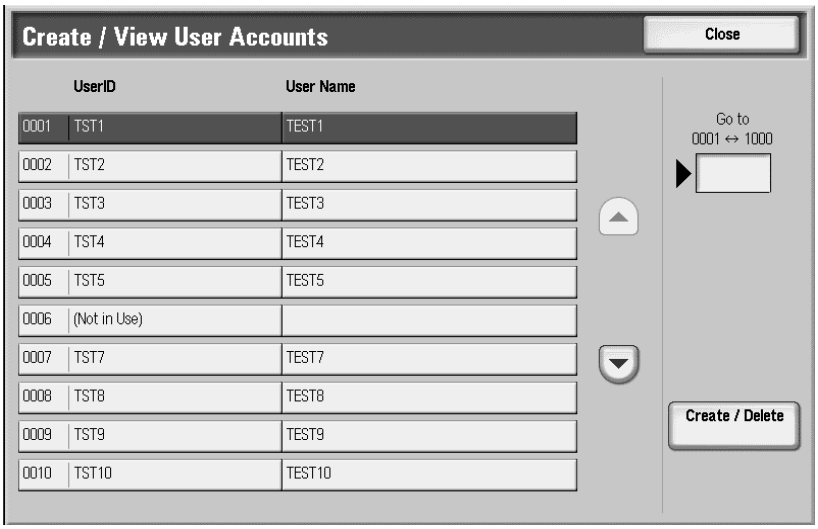
Resetting user accounts within Authentication is a similar procedure to resetting user accounts in Accounting. Procedure differences are explained when encountered.

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

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



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



Reset User Account

This deletes all registered information for the *selected* user.

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

   KeyPoint

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

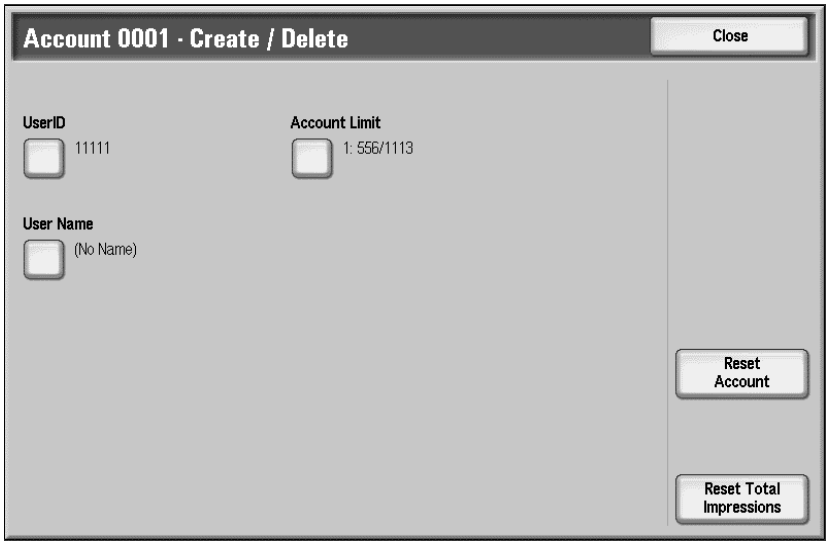
Reset Total Impressions

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

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

Note

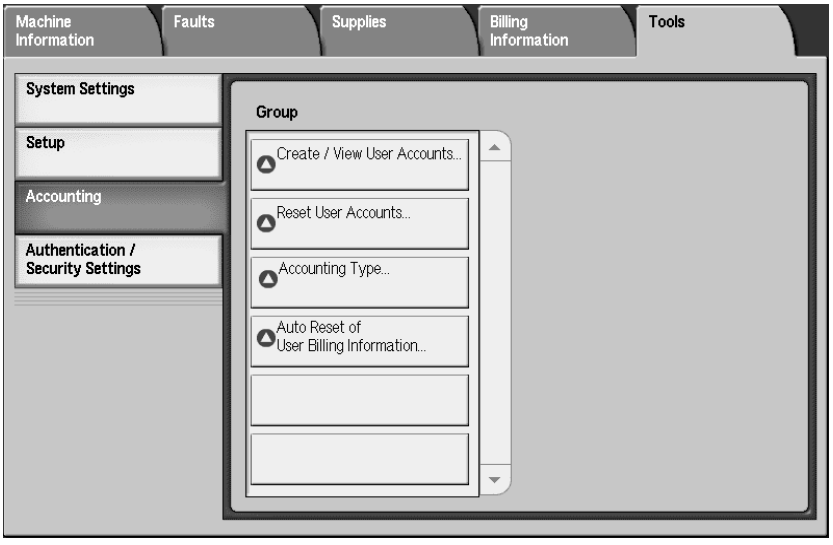
The selections available will depend on the setting selected in Accounting Type.



System Administrator's Meter (Copy Jobs)

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

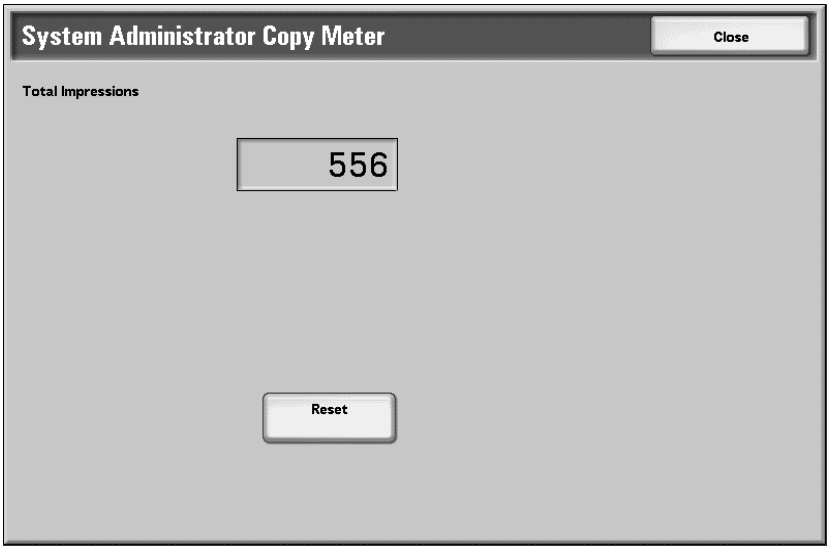
1. Logon as System Administrator and select the **Machine Status** button.
2. Select the Tools tab.
3. Select **System Administrator's Meter (Copy Jobs)**.



KeyPoint

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

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



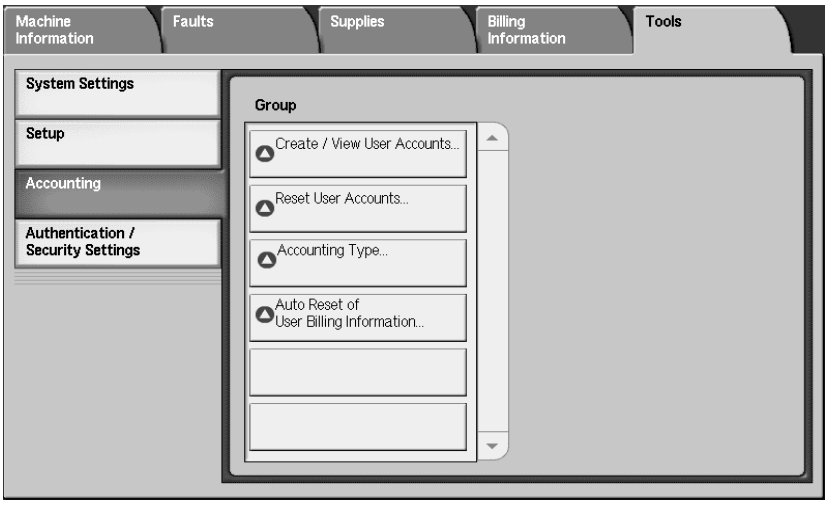
Accounting Type

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

KeyPoint

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

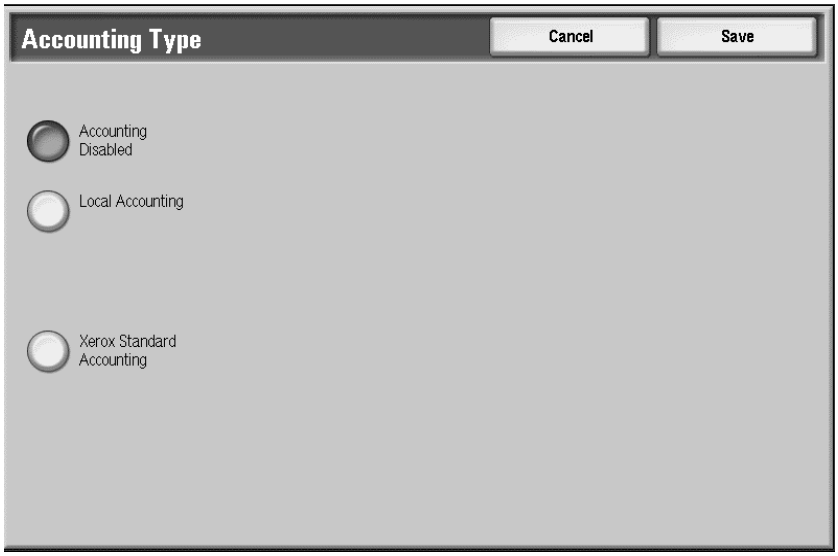
1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Accounting**.
3. Select **Accounting Type**.



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

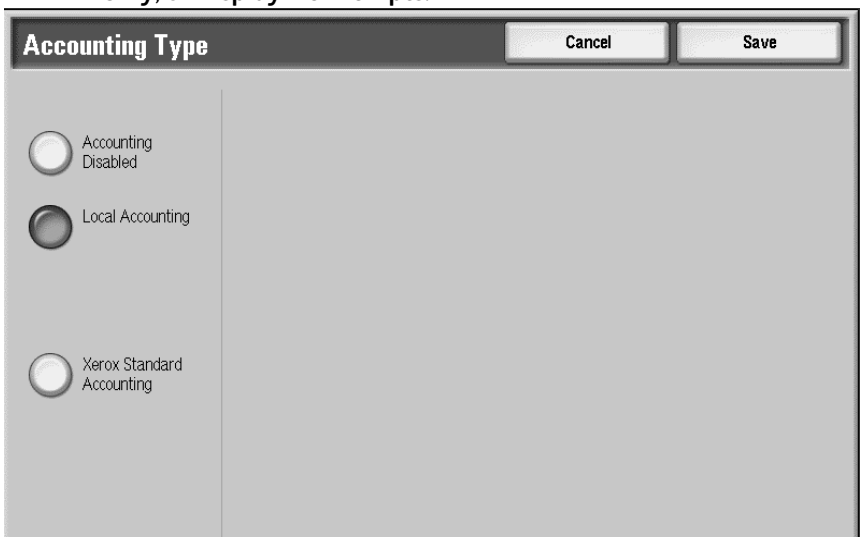
   Note

   It is important to remember that the available selections depend on settings made in Authentication/Security Settings > Authentication. See, Login Type on page 4-29 for additional information.



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

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



6. Select **Save**.

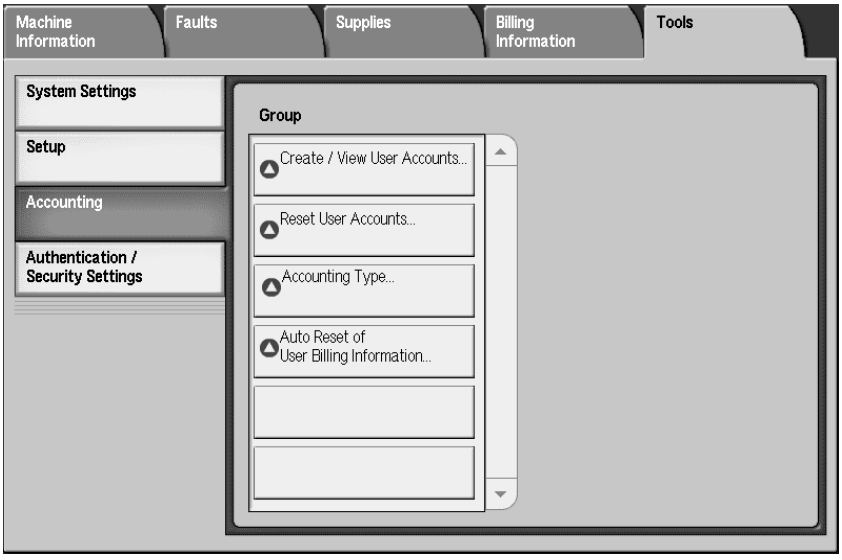
   Note
   Even if the **Auditron Mode** and **Mailbox Access** features are set to **On**, a login password is not required to operate the machine.

   For information about authentication on the machine and how it relates to the options here, refer to Authentication/Security Settings on page 4-23

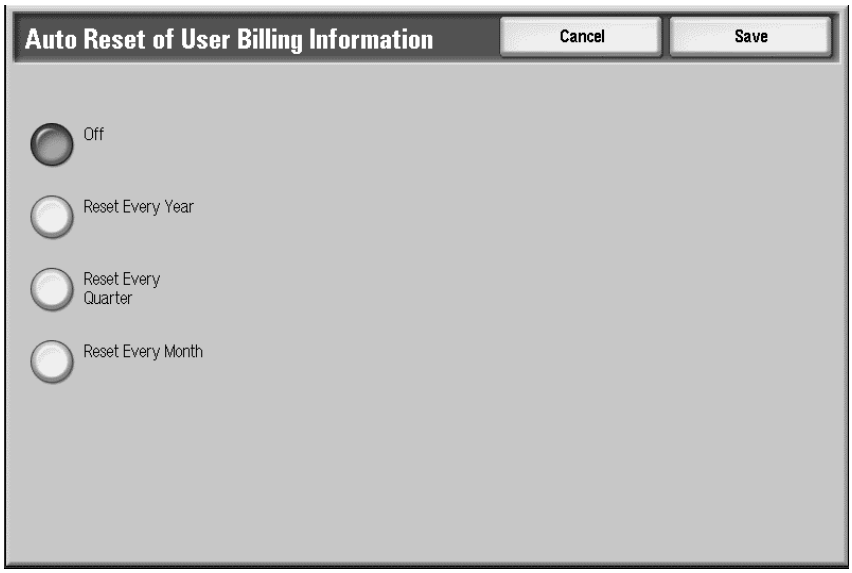
Auto Reset of User Billing Information

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

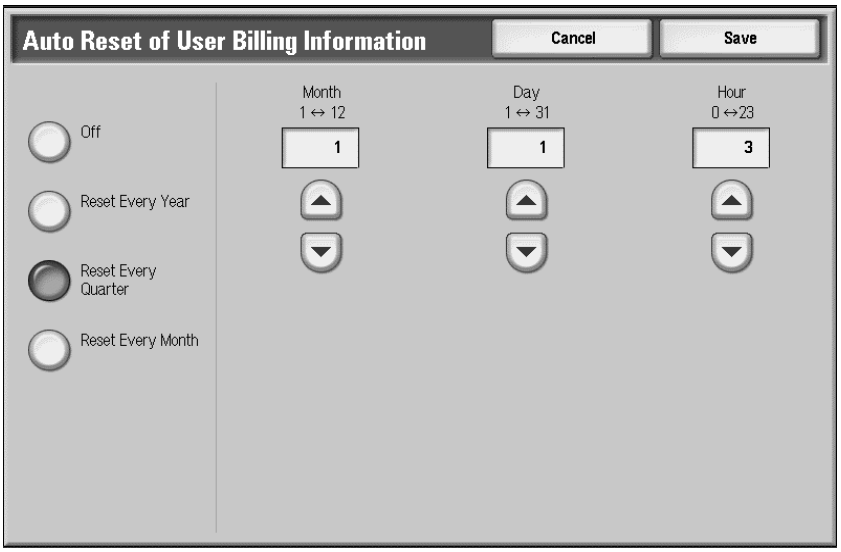
1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Accounting**.
3. Select Auto Reset of **User Billing Information**.



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



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



6. Select **Save**.

Copy Activity Report

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

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

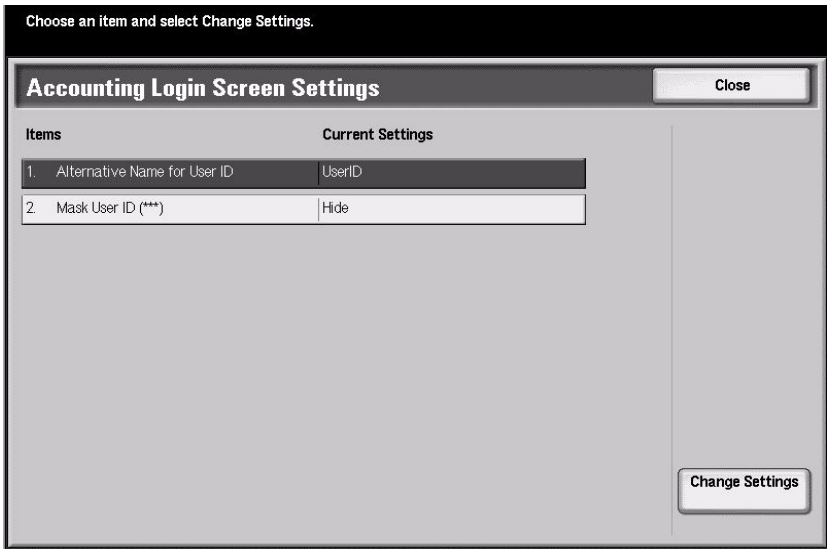
6. Select **Save**.

Accounting Login Screen Settings

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

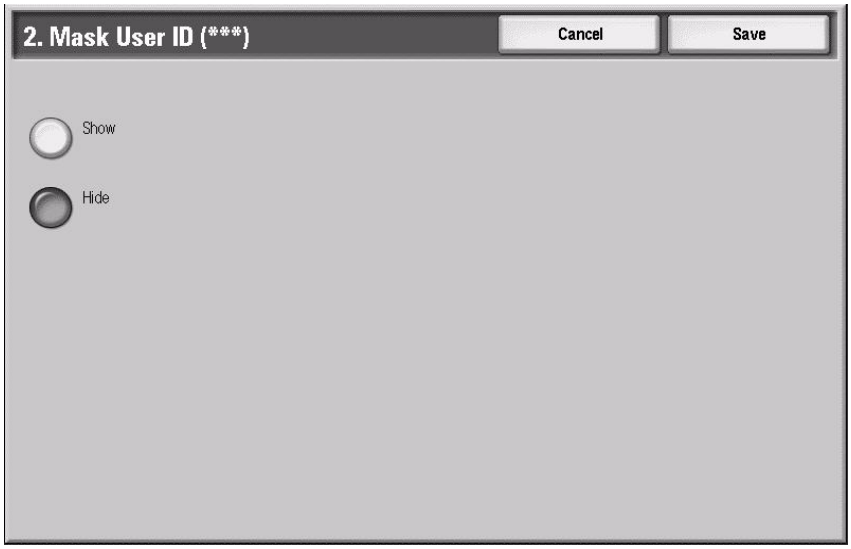
1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Accounting**.
3. Select **Accounting Login Screen Settings**.

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



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

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



Authentication/Security Settings

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

Overview

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

- Authentication cannot be used unless Accounting is enabled in the Accounting Type menu.
- The Accounting settings determine which features are available in Authentication/Security Settings.
- Authentication/Security Settings are available to System Administrator accounts, only.
- Restrictions depend if the machine will be accessed locally using the control panel, or remotely using CentreWare Internet Services.
- See Authentication Controlled Users on page 4-23 and Types of Authentication on page 4-24 for additional information.

Authentication Controlled Users

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

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

Types of Authentication

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

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

  Note

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

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

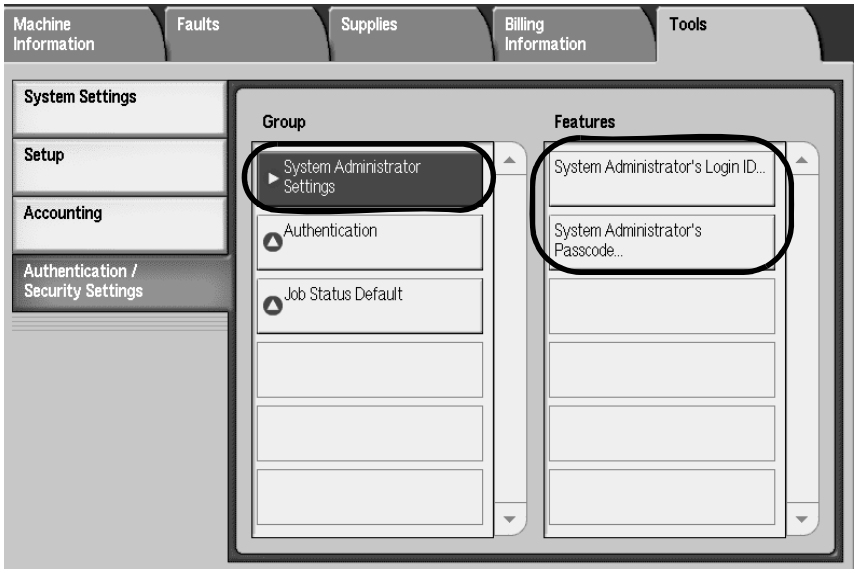
System Administrator Settings

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

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

System Administrator's Login ID on page 4-26

System Administrator's Passcode on page 4-27



System Administrator's Login ID

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

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

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

System Administrator's Passcode

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

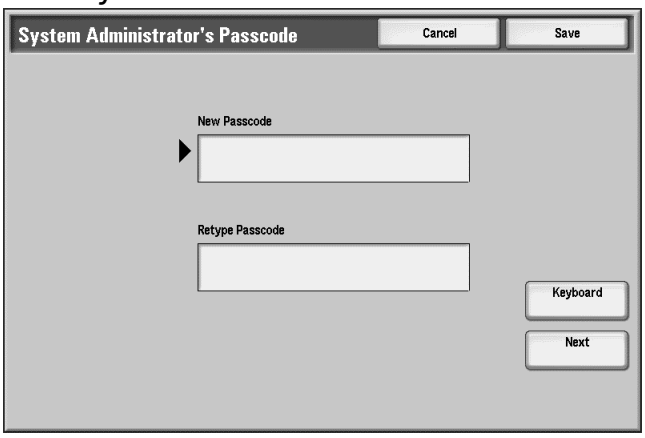
KeyPoint
This is recommended for stronger security.

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

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

For more about enabling and disabling passwords, refer to Accounting on page 4-2.

1. Select **System Administrator Passcode**.



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

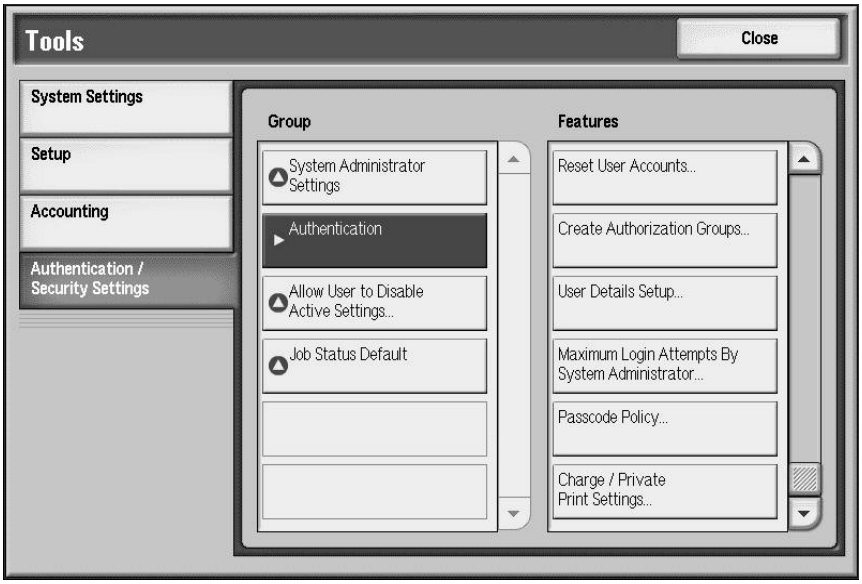
   Note
   To set no passcode, leave the passcode blank, and select **Save**.

Authentication

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

Accessing Authentication menu options

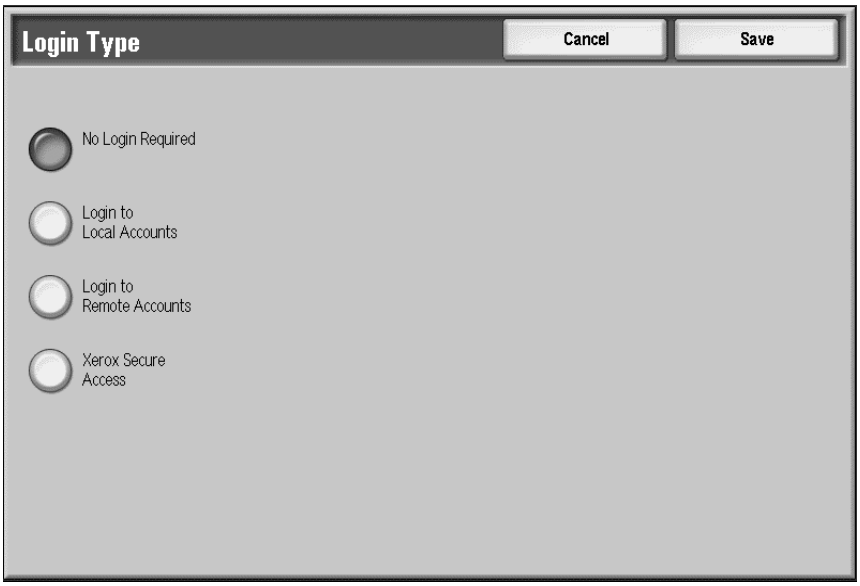
1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Authentication/Security Settings**.
3. Select **Authentication**.
4. Select the item to be registered or changed from the **Features** menu.



Login Type

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

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



4. Select from the following options:

No Login Required

The user does not require a login to access services.

Login to Local Accounts

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

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

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

Login to Remote Accounts

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

The functions restricted by Remote Access are as follows:

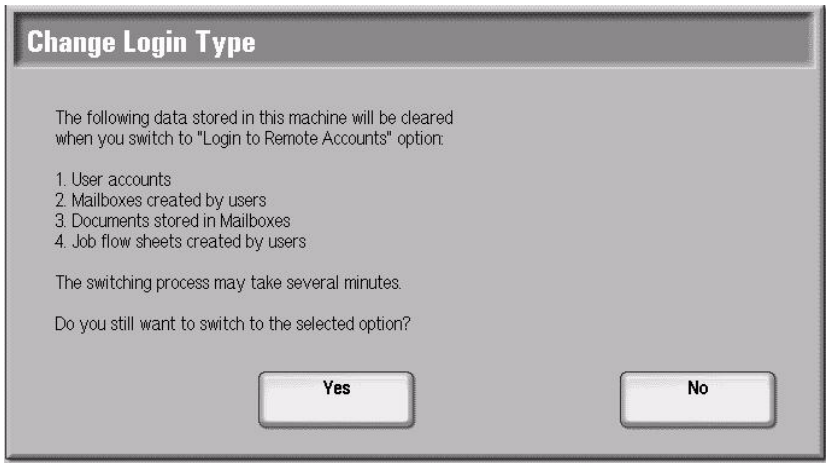
- Printing is limited to print jobs sent from a computer.
- To use the Account Administration feature, use the print driver to set account information such as user ID and passcode.
- If authentication using account information fails for a print job, the print data will be either saved in the machine or deleted depending on the Charge Print settings.
-
- Printing is not limited when the Login Type is set to Login to Remote Accounts in System Administrator mode.
- If the Authentication feature is enabled, authentication is required to access the CentreWare Internet Services home page even if you are not using the Authentication feature for any service.

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

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

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

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

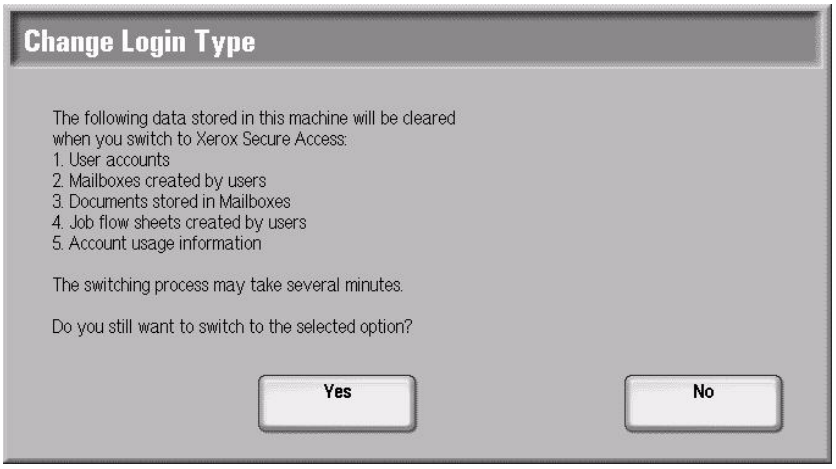


Xerox Secure Access

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

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

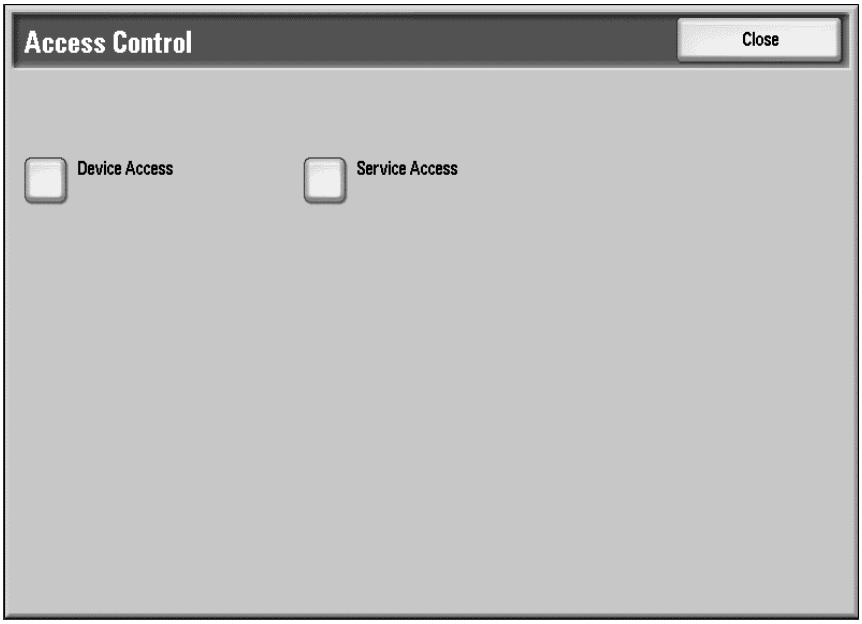
You will prompted to confirm your selection. Be sure to review the changes that will occur once Xerox Secure Access is enabled. Select **Yes** to enable Xerox Secure Access.



Access Control

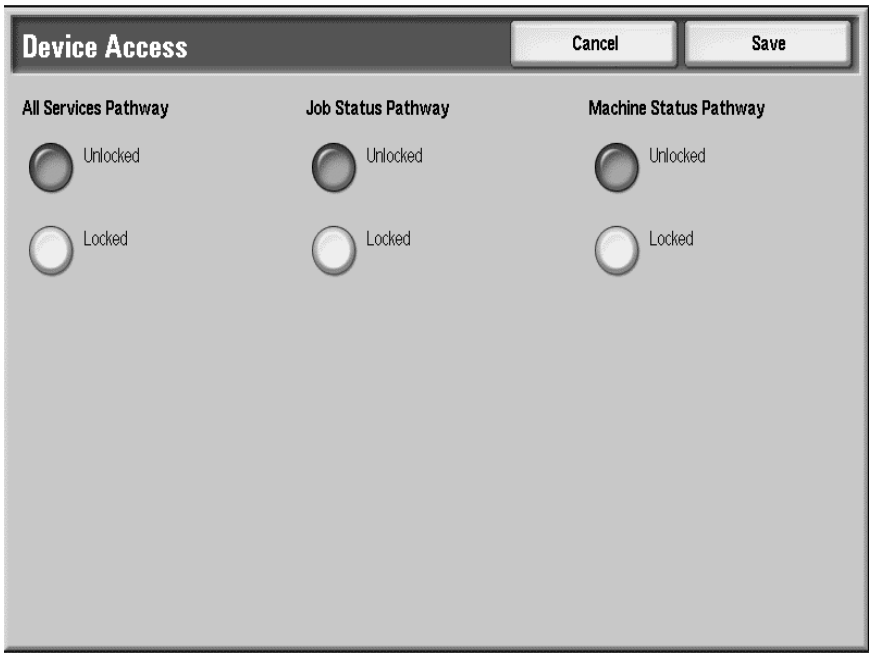
Lock or unlock the Device Access, Service Access or Feature Access.

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



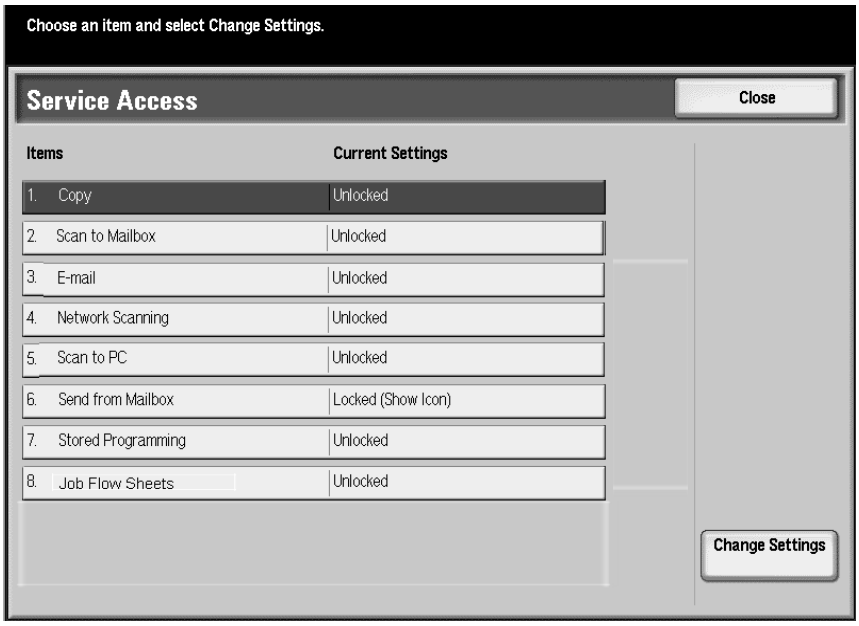
4. Select from **Device Access**, **Service Access** or **Feature Access**:
   - Device Access: This determines the access allowed for pathway selections from the control panel, as indicated by the outlined buttons in the below graphic.

   - Select **Lock** or **Unlock** pathways and select **Save**.



- Service Access

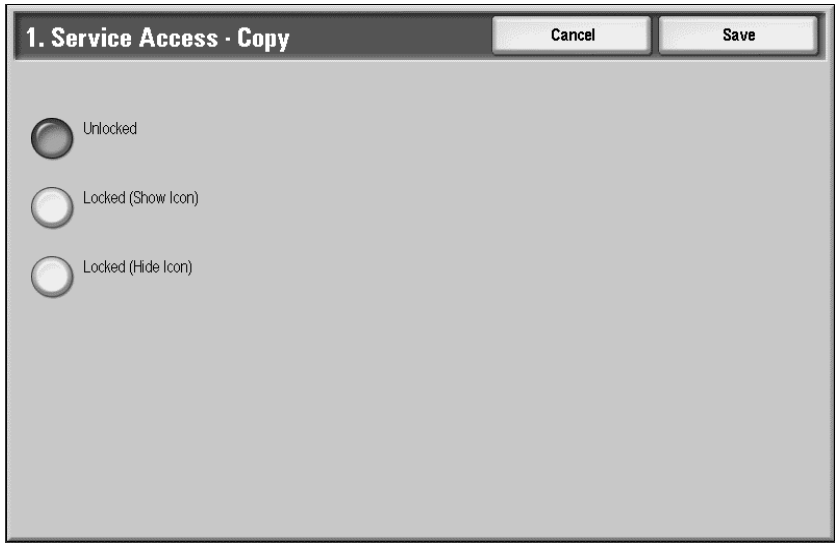
  a. Select the service that you want to change and then select **Change Settings**.



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

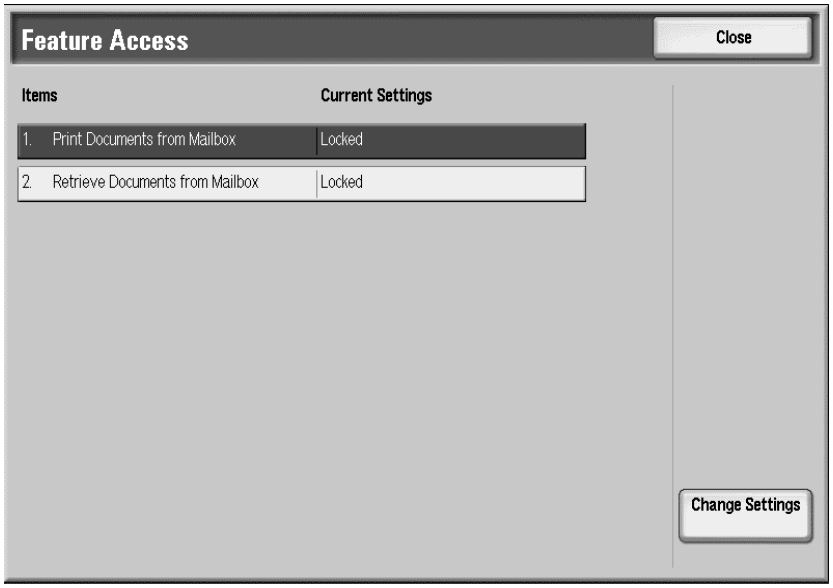
  Note

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

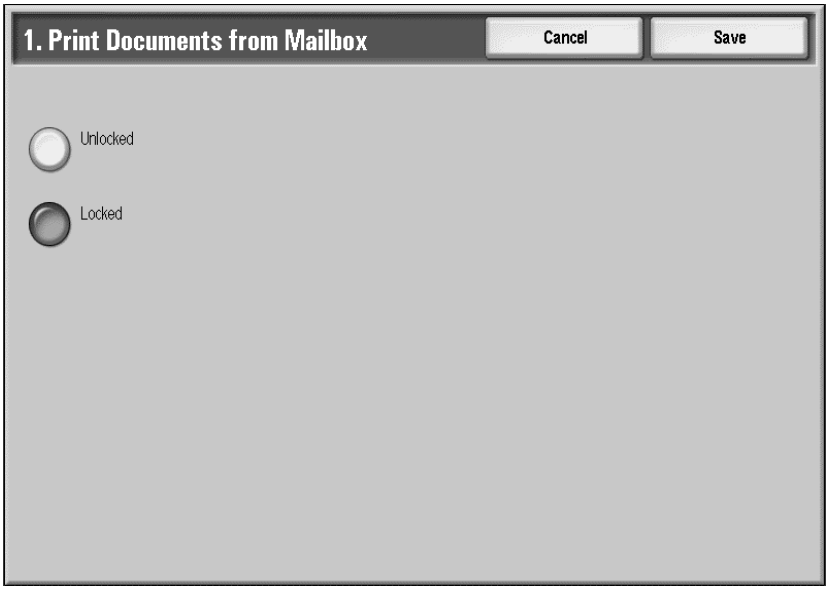


- **Feature Access**:

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



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



Create/View User Accounts

Note

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

See Chapter 4, Creating/Viewing User Accounts.

Reset User Accounts

Note

Resetting user accounts within Authentication is a similar same procedure to resetting user accounts in Accounting. See Chapter 4, Resetting User Accounts.

Create Authorization Groups

Note

Resetting user accounts within Authentication is a similar procedure to resetting user accounts in Accounting. See Chapter 4, Types of Authentication.

User Details Setup

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

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Authentication/Security Settings**.
3. Select **Authentication**.
4. Select **User Details Setup**.
5. The User Details Setup menu options that display will depend on the type of Authentication that is enforced; Login to Local Accounts, Login to Remote Accounts, or Xerox Secure Access. Available options depend on the Login Type selected.

Mask User ID (***)

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

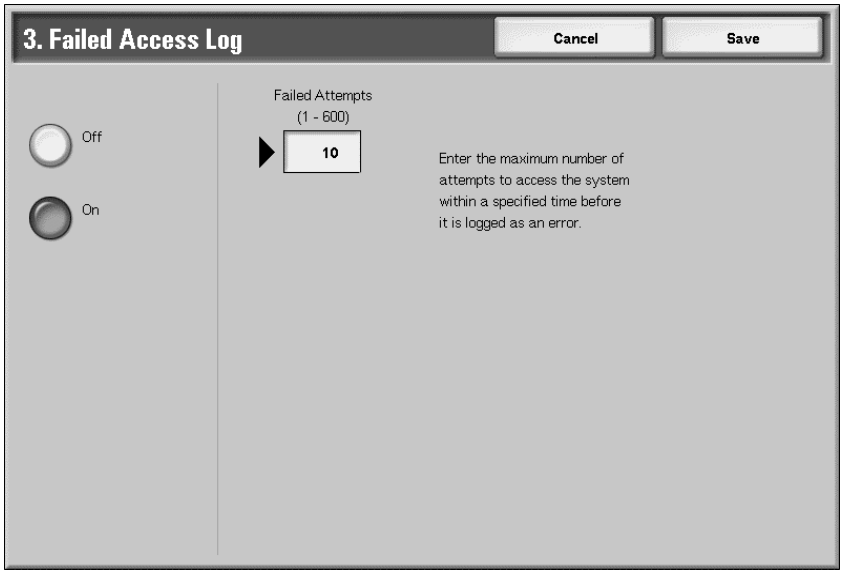
- **Show:** As you enter the UserID, the characters are echoed on the screen in the normal way.
- **Hide**: As you enter the UserID, the character string is hidden as a row of asterisks (*****).

Failed Access Log

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

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

d. Select **Save**.



Display Login Status

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

a. Select Enabled
b. Select Disabled

Logout Confirmation Screen

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

a. Select **Change Settings**.
b. Select **Enabled**.
c. Select **Save**.

User ID for Login

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

a. Select **Change Settings**
b. Select **Non-Case Sensitive**.
c. Select **Save**.

Maximum Login Attempts

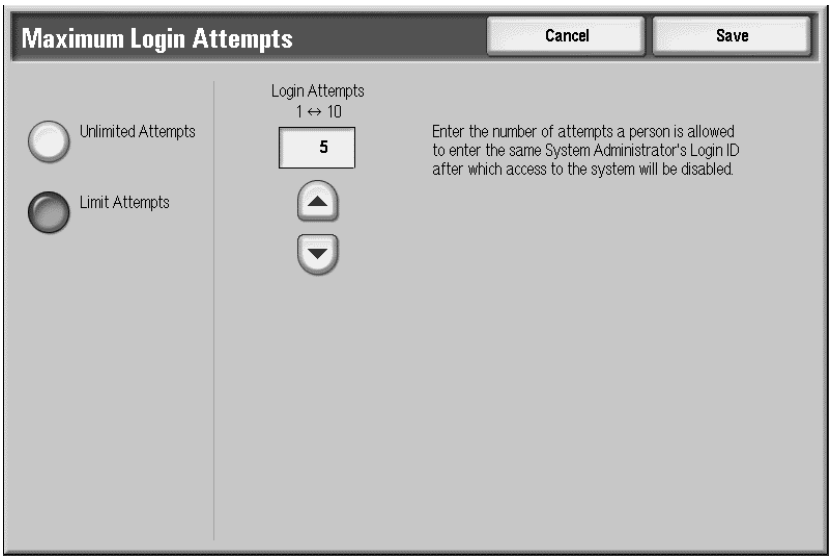
You can set the number of attempts a person is allowed to enter the same System Administrator's Login ID after which access to the system will be disabled.

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

Note
The count is reset when the machine is restarted.

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

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



Passcode Policy

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

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

1. Logon as System Administrator and select the **Machine Status** button.
2. From the Tools tab, select **Authentication/Security Settings**.
3. Select **Authentication**.
4. Select **Passcode Policy**.
5. Select **Change Settings**.
6. Select **Off** or **On**.
   - **Off:** A password is not required even if the password is set by System Administrator's Passcode on page 4-27 of Creating/Viewing User Accounts on page 4-3.
   - **On:** Setting of System Administrator's Passcode on page 4-27 of Creating/Viewing User Accounts on page 4-3 becomes enabled and functional. Use a password when the control panel asks for it.

7. Select **Save**.

   KeyPoint

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

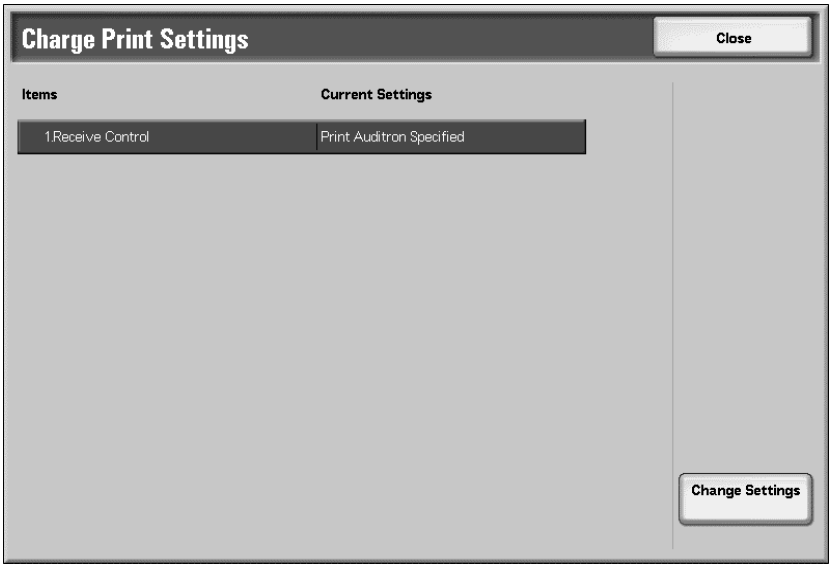
   Note

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

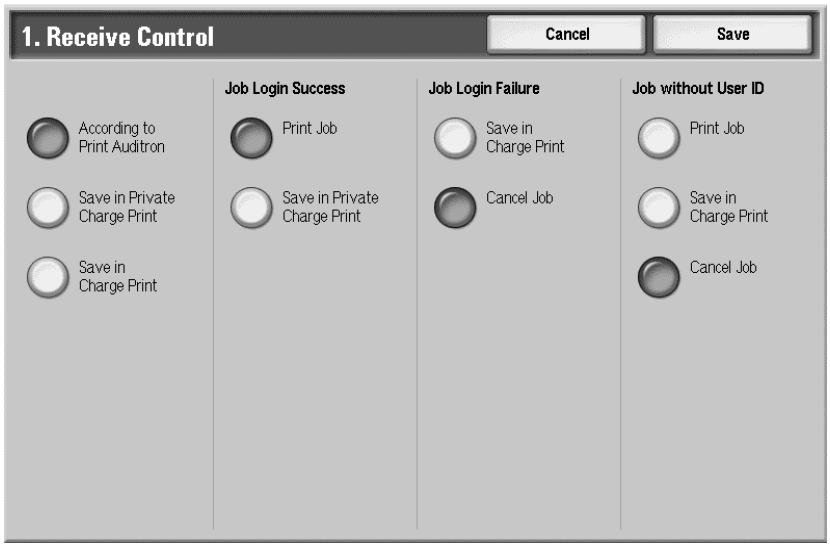
Charge / Private Print Settings

Set how received print jobs should be handled.

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



6. Select from the displayed options:



Receive Control

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

- **According to Print Auditron** - The receiving control depends on the Authentication setting made on the machine.
- When **According to Print Auditron** is selected, the **Job Login Success**, **Job Login Failure**, and **Job without User ID** options are displayed.
- **Save in Private Charge Print**: Saves jobs with incorrect User ID in Private Charge Print.
- When selected, the **Job without User ID** is also displayed.
- **Save in Charge Print**: Saves jobs in Charge Print. Unwanted jobs should be discarded on a regular basis. When enabled, this feature allows you to print or delete documents stored for each billing user ID.
- Select how jobs will be handled when they are sent with invalid authentication or no UserID:
- **Job Login Success**: Available when **According to Print Auditron** is selected, only. Specifies how to treat print jobs when user ID or passcode authentication is successful.
  - **Print Job**
  - Save in Private Charge Print
- **Jobs Login Failure:** Available when **According to Print Auditron** is selected, only. Specifies how to treat print jobs when user ID or passcode authentication fails.
  - **Save in Charge Print**:
  - **Cancel Job**: Received jobs are deleted.
- **Jobs without User ID:** Available when **According to Print Auditron** and **Save in Private Charge Print** is selected, only. Specifies how to treat jobs without a user ID (such as email print jobs). Select from:
  - **Print Job**
  - **Save in Charge Print**
  - Cancel Job

Allow User to Disable Active Settings

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

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

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

- Enable Active Settings
- Disable Active Settings

Job Status Default

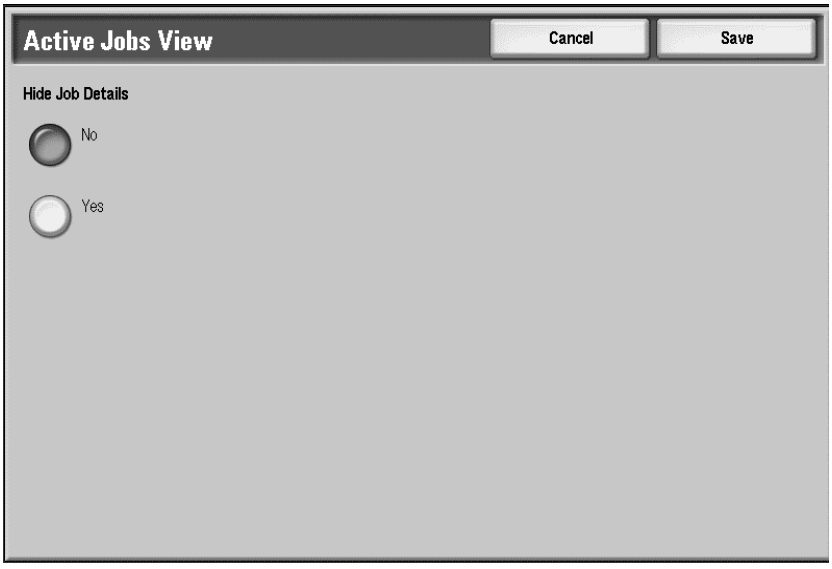
In **Job Status Default** the System Administrator can set the view default settings for the Active Jobs view and the Completed Jobs view.

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

Active Jobs View

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

1. Select **Active Jobs View**.

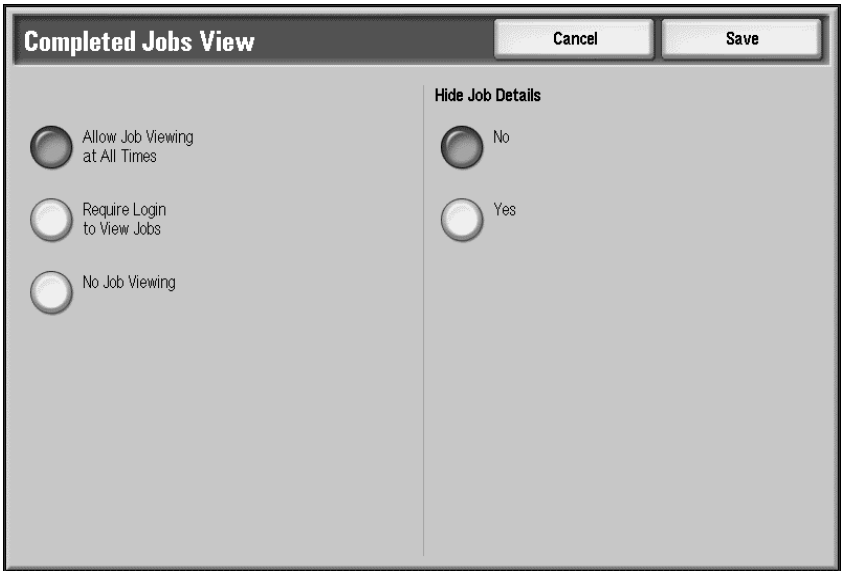


2. Select **Yes** or **No** to hide the details.

Completed Jobs View

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

1. Select **Completed Jobs View**.



2. Set the defaults for the Completed Jobs view.
   - **Allow Job Viewing at All Times**: Allows all users to view the details of completed jobs. Select **Yes** or **No** from Hide Job Details.
   - **Require Login to View Jobs**: Allows only authenticated users to view the details of completed jobs.
     From the Access To menu, select from:

     -All Jobs: You can also select **Yes** or **No** from Hide Job Details.

     -Jobs Run By Login User Only: Display only the jobs of authenticated users.

     From the Hide Job Details menu, select from **Yes** or **No**.
   - **No Job Viewing**: Does not allows any users to view the details of completed jobs.

Overwrite Hard Disk (optional)

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

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

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

Tip

- A service representative can block changes to the settings of this feature. For more information, refer to *Service Representative Restricted Operation on page 3-68*.
- If the machine is powered off during the overwriting process, some files may remain on the hard disk.

Note

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

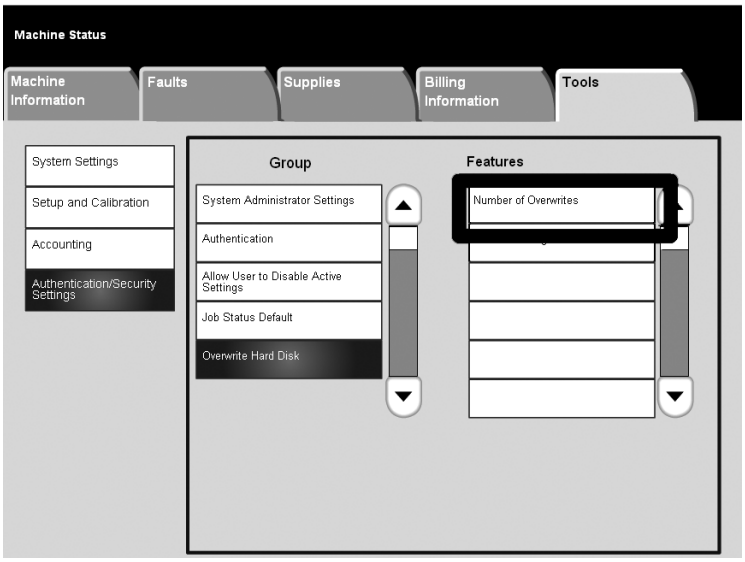
The following procedures set the default number of overwrites and specify a scheduled time to perform the overwrite procedure.

Number of Overwrites

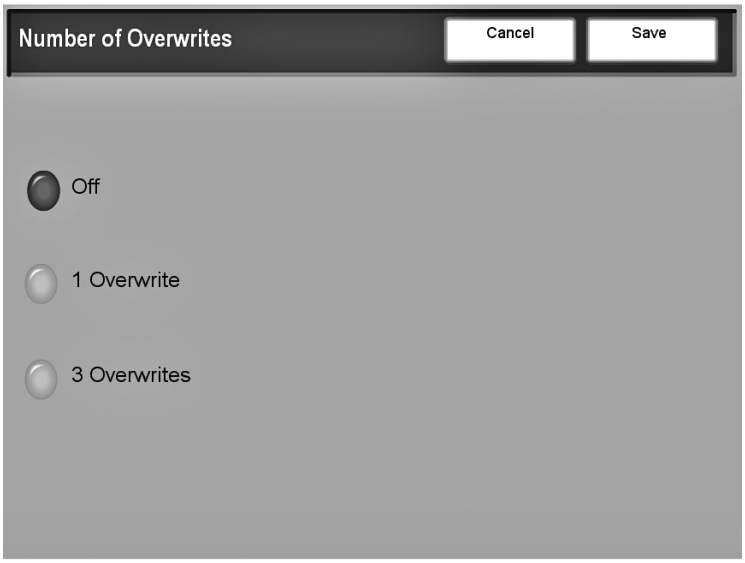
This option allows administrators to specify the exact number of allowed hard disk overwrites. Perform the following steps:

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

4. Select **Authentication/Security Settings**.



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

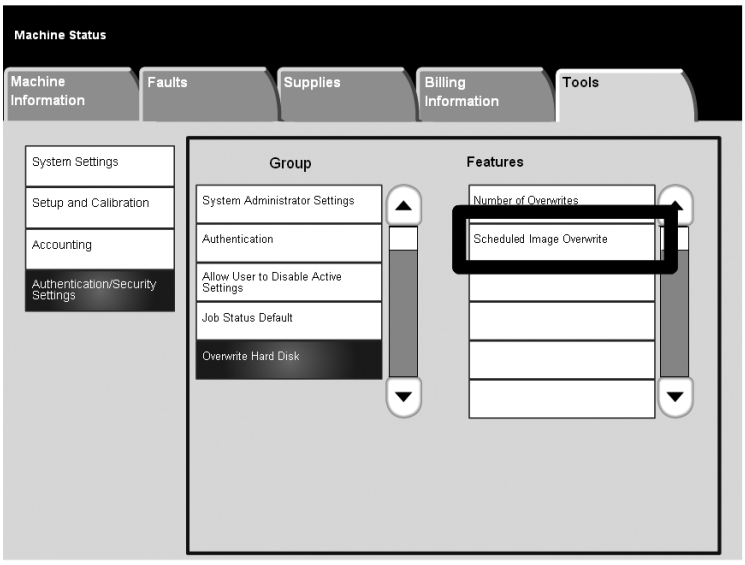


7. Select the desired number of overwrites.
8. Select **Save**.
9. Exit the System Administration mode.

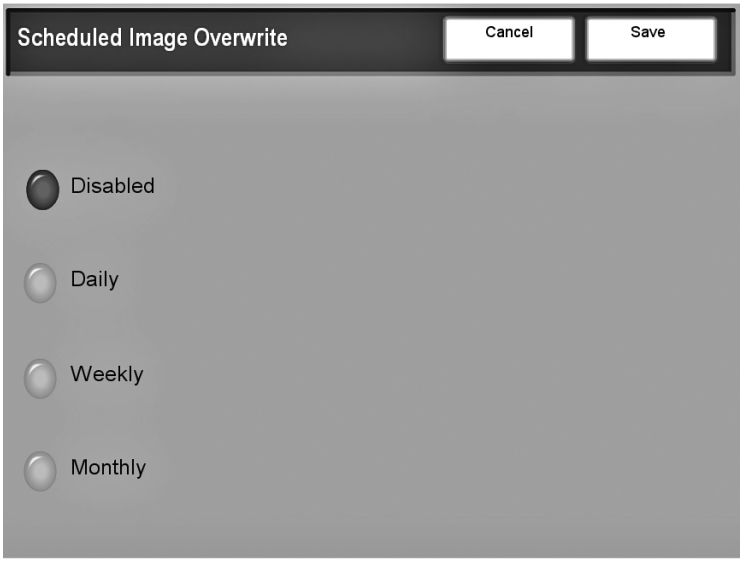
Scheduled Image Overwrite

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

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



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



7. Select the option.
8. Select **Save**.
9. Exit the System Administration mode.

Accounting and Authentication using CentreWare Internet Services

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

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

Accounting using CentreWare Internet Services

The available options depend on your machine configuration.

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

Xerox Standard Accounting

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

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

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

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

  Note

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

Enabling Accounting and Setting User Account Options

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

Enabling Accounting

At your workstation:

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

   Note

   The available options depend on machine configuration.

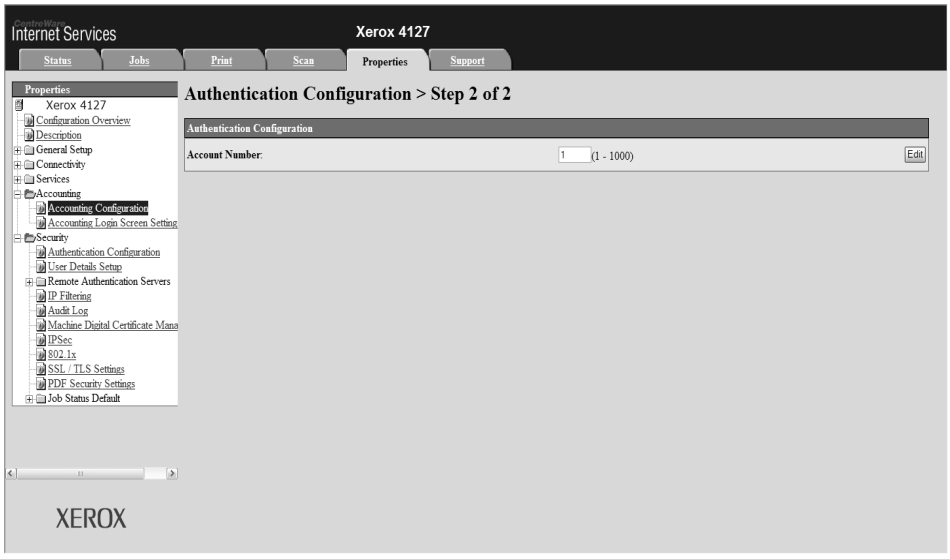
6. Select **Apply** and follow any prompts.
   - Local Accounting: You are required to reboot the machine for local settings to take affect.
   - **Network Accounting**: Performs account administration based on the user information which is managed on a remote server. User information is registered on the remote service (such as Kerberos, SMB, etc.).
   - **Xerox Standard Accounting**: If you are changing the Accounting Type, only, and you select **Apply**, a warning displays. Review the warning before continuing.

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

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

Setting User Account Options

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



14. At the User Account Settings screen, you can set User Identification, Feature Access, Impressions/Limits and User Role.
15. Enter a User Name of up to 32 characters.
16. Enter and reenter a passcode of 4 to 12 alphanumeric characters.
17. Card ID: Enter the card ID for the user.

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

Accounting Login Screen Settings

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

At your workstation:

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

7. Select **Apply** to enable any changes and follow any prompts.

Authentication/Security Settings using CentreWare Internet Services

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

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

You can also set user account options using this feature.

Enabling Authentication

At your workstation:

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

5. Select a Login Type.

6. Select **Enabled** if you want to allow Mailbox to PC/Server.
7. Select **Enabled** in Non-account Print if you want to allow printing to those without an account on the machine.
8. If you want to allow Guest Users:
   a. Select **On**.
   b. Enter and reenter the Guest Passcode.
9. Select **Apply** and follow any prompts.
   - If you select Login to Local Accounts, you will be prompted to reboot the machine.
   - If you select **Login to Remote Accounts** or **Xerox Secure Access**, you will receive a warning prompt. Review the prompt before continuing.

5 Options

Enabling Options with Software Keys

Options such as Disk Overwrite, Secure Watermark, Thumbnail Preview, and Job Based Accounting require the purchase and subsequent enabling with a supplied 12 character key before they will work.

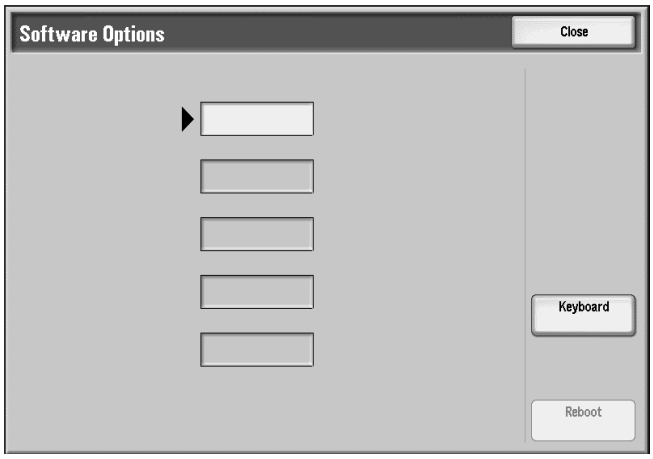
Software keys are usually included with the kit documentation as a sticker on the manual, or they may be already installed on the device as per the purchase agreement.

Upon receipt of the software key, use the following procedure to enable the associated Option.

1. Press the **Log In/Out** button on the Control Panel to enter the System Administration Mode.
2. On the keypad enter **11111** or the current password. Select **Enter** when finished.
3. Select the **Machine Status** button on the Control Panel.
4. Select **Tools** tab.
5. Select **Common Service Settings**.
6. Select **Maintenance**.

   Note
   You may have to use the scrolling arrow to see this selection.

7. Select **Software Options** and enter the key, using the on-screen keyboard, in the box provided.



8. Select **Save**, then select **Reboot**.

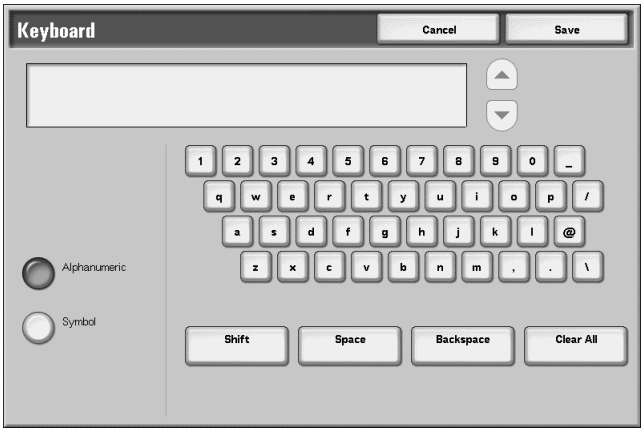
Addendum

6

This addendum is a supplemental addition to Chapter 4. It contains additional detailed information of various machine setups.

How to enter text or numbers

During operations, a screen sometimes appears for the entry of text. This section describes how to enter text using the screen keyboard.



The following characters can be entered: numbers, letters, and symbols.

Item	Description
Entering letters and numerals	Select **Alphanumeric**. If you select **Shift**, capital letters appear. To return to lowercase, select **Shift** again.
Entering symbols	Select **Symbol**.
Entering a space	Select **Space**.
Deleting characters	Select **Backspace**. This deletes characters one at a time.
Deleting all characters	Select **Clear All**. All characters are deleted.
Entering a single character	Select any **Single Character** (number, letter, or symbol).

Paper size settings

To select the default paper sizes for standard size originals and for automatic paper detection, refer to *Paper size settings on page 3-63*.

The following are the sizes that can be detected automatically when the document is placed on the document glass or in the document feeder.

Paper size group		A/B series(8 × 13")				A/B series			
Size	Orientation	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	HCF (Trays 6 and 7)
A6	⬭	No	No	No	No	No	No	No	No
A5	⬭	No	Yes	Yes	No	No	Yes	Yes	No
A5	▯	No	No	No	No	No	No	No	No
A4	⬭	No	Yes	No	No	No	Yes	Yes	No
A4	▯	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
A3	⬭	No	Yes	Yes	No	No	Yes	Yes	No
B6	⬭	No	No	No	No	No	No	No	No
B6	▯	No	No	No	No	No	No	No	No
B5	⬭	No	Yes	Yes	No	No	Yes	Yes	No
B5	▯	No	Yes	Yes	Yes	No	Yes	Yes	Yes
B4	⬭	No	Yes	Yes	No	No	Yes	Yes	No
5.5 × 8.5	⬭	No	No	No	No	No	No	No	No
5.5 × 8.5	▯	No	No	No	No	No	No	No	No
7.25 × 10.5	⬭	No	No	No	No	No	No	No	No
7.25 × 10.5	▯	No	No	No	No	No	No	No	No
8 × 10	⬭	No	No	No	No	No	No	No	No
8 × 10	▯	No	No	No	No	No	No	No	No
8.46 × 12.4	⬭	No	No	No	No	No	No	No	No
8.5 × 11	⬭	No	Yes	No	No	No	Yes	No	No
8.5 × 11	▯	No	Yes	No	Yes	No	Yes	No	Yes
8.5 × 13	⬭	No	Yes	Yes	No	No	Yes	No	No
8.5 × 14	⬭	No	Yes	Yes	No	No	Yes	No	No
11 × 15	⬭	No	No	No	No	No	No	No	No
11 × 17	⬭	No	Yes	No	No	No	Yes	No	No
Cover A4	▯	No	No	No	No	No	No	No	No

Paper size group		A/B series(8 × 13")				A/B series			
Size	Orientation	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	HCF (Trays 6 and 7)
9 × 11		No	No	No	No	No	No	No	No
12 × 18		No	No	No	No	No	No	No	No
SRA3		No	Yes	No	No	No	Yes	No	No
12.6 × 19.2		No	Yes	No	No	No	Yes	No	No
13 × 18		No	No	No	No	No	No	No	No
13 × 19		No	No	No	No	No	No	No	No
16 K		No	No	No	No	No	No	No	No
16 K		No	Yes	No	No	No	Yes	No	No
8 K		No	No	No	No	No	No	No	No
Postcard		No	No	No	No	No	No	No	No
Return postcard		No	No	No	No	No	No	No	No
4 × 6		No	No	No	No	No	No	No	No
No.3 standard envelops		No	No	No	No	No	No	No	No
Index paper		No	Yes	No	No	No	Yes	No	No

Paper size group		A/B series(8 K/ 16 K)				A/B series(8×13”/ 8×14”)				Inch series			
Size	Orientation	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
A6		No	No	No	No	No	No	No	No	No	No	No	No
A5		No	Yes	Yes	No	No	Yes	Yes	No	No	No	No	No
A5		No	No	No	No	No	No	No	No	No	No	No	No
A4		No	Yes	Yes	No	No	Yes	No	No	No	Yes	No	No

Paper size group		A/B series(8 K/ 16 K)				A/B series(8×13”/ 8×14”)				Inch series			
Size	Orientation	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
A4		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
A3		No	Yes	Yes	No	No	Yes	Yes	No	No	Yes	No	No
B6		No	No	No	No	No	No	No	No	No	No	No	No
B6		No	No	No	No	No	No	No	No	No	No	No	No
B5		No	Yes	Yes	No	No	Yes	Yes	No	No	Yes	Yes	No
B5		No	No	Yes	Yes	No	Yes	Yes	Yes	No	No	No	No
B4		No	Yes	Yes	No	No	Yes	Yes	No	No	Yes	No	No
5.5 × 8.5		No	No	No	No	No	No	No	No	No	Yes	Yes	No
5.5 × 8.5		No	No	No	No	No	No	No	No	No	No	No	No
7.25 × 10.5		No	No	No	No	No	No	No	No	No	No	No	No
7.25 × 10.5		No	No	No	No	No	No	No	No	No	Yes	No	Yes
8 × 10		No	No	No	No	No	No	No	No	No	Yes	No	No
8 × 10		No	No	No	No	No	No	No	No	No	No	No	No
8.46 × 12.4		No	No	No	No	No	No	No	No	No	No	No	No
8.5 × 11		No	Yes	No	No	No	Yes	No	No	No	Yes	Yes	No
8.5 × 11		No	Yes	No	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes
8.5 × 13		No	Yes	No	No	No	Yes	Yes	No	No	Yes	No	No
8.5 × 14		No	Yes	No	No	No	Yes	Yes	No	No	Yes	Yes	No
11 × 15		No	No	No	No	No	No	No	No	No	No	No	No
11 × 17		No	Yes	No	No	No	Yes	No	No	No	Yes	Yes	No
Cover A4		No	No	No	No	No	No	No	No	No	No	No	No
9 × 11		No	No	No	No	No	No	No	No	No	No	No	No
12 × 18		No	No	No	No	No	No	No	No	No	No	No	No
SRA3		No	No	No	No	No	Yes	No	No	No	No	No	No
12.6 × 19.2		No	Yes	No	No	No	Yes	No	No	No	No	No	No
13 × 18		No	Yes	No	No	No	No	No	No	No	Yes	No	No
13 × 19		No	No	No	No	No	No	No	No	No	Yes	No	No
16 K		No	No	No	No	No	No	No	No	No	No	No	No

Paper size group		A/B series(8 K/ 16 K)				A/B series(8×13”/ 8×14”)				Inch series			
Size	Orientation	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Tray 1and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
16 K		No	Yes	No	No	No	Yes	No	No	No	No	No	No
18 K		No	Yes	No	No	No	No	No	No	No	No	No	No
Postcard		No	No	No	No	No	No	No	No	No	No	No	No
Return postcard		No	No	No	No	No	No	No	No	No	No	No	No
4 × 6		No	No	No	No	No	No	No	No	No	No	No	No
No.3 standard envelops		No	No	No	No	No	No	No	No	No	No	No	No
Photo2L (5 × 7)		No	No	No	No	No	No	No	No	No	No	No	No
Index paper (A4)		No	Yes	No	No	No	Yes	No	No	No	No	No	No
index paper (8.5 × 11)		No	No	No	No	No	No	No	No	No	Yes	No	No

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