

Xerox[®] Color C60/C70 Printer System Administrator Guide



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1

Introduction

Overview

This guide is designed for a System Administrator with Network Administrator rights who has knowledge of networking concepts as well as experience creating and managing network user accounts.

This guide will help you install, configure, and manage the printer on a network.

Note

Network features are not available if you are connected over USB.

Note

Embedded fax features are not available for all printer models.

Configuration Steps

When configuring the printer for the first time, Xerox suggests that you follow these steps in this order:

Note

Most configuration settings are located on the Properties tab in CentreWare Internet Services. If your printer is locked, you must log in as the system administrator.

1. Connect an Ethernet cable from your printer to the network.
2. Confirm that your printer is recognized on your network. By default, the printer is configured to receive an IP address from a DHCP server over a TCP/IP network.
3. Provide basic information such as your location, time zone, and date and time preferences, by completing the Installation Wizard.
4. Print a Configuration Report listing the printer's current configuration. Review the report and locate the printer's IP address.
5. Open a Web browser and type the IP address of your printer to access CentreWare Internet Services. CentreWare Internet Services is administration and configuration software installed on the printer's embedded Web server.

6. Print the Configuration Checklist. The Configuration Checklist list provides space for you to write down important information as you go through the configuration process. Use it to record information about your network settings, including passwords, network paths, and server addresses.
7. Configure Authentication.
8. Configure Security.
9. Enable services in CentreWare Internet Services.
10. Configure Print, Scan, and Fax features.
11. Configure Accounting.

More Information

Refer to the following sources for more information about your printer and its capabilities.

Information	Source
Quick User Guide	Software and Documentation disk www.xerox.com/support
User Guide (PDF)	Software and Documentation disk www.xerox.com/support
Recommended Media List	www.xerox.com/paper (United States) www.xerox.com/europaper (Europe)
Printer Management Tools	www.xerox.com/support
Online Support Assistant	www.xerox.com/support
Technical Support	www.xerox.com/support

2

Initial Setup

This chapter includes:

- Physical Connection
- Initial Setup at the Control Panel
- Initial Setup in CentreWare Internet Services
- Enabling Services and Options

Physical Connection

To connect your printer:

1. Connect the power cable to the printer, and plug it into an electrical outlet.
2. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port in the back of the printer. Connect the other end of the cable to a correctly configured network port.
3. If you have purchased and installed the Fax Hardware Kit, connect the printer to a correctly configured telephone line.
4. Turn the printer on.

Initial Setup at the Control Panel

The Installation Wizard

The first time the printer is turned on, the Installation Wizard starts. The wizard prompts you with a series of questions to help you configure basic settings for your printer. You are prompted to:

- Set the current date and time.
- Select your local time zone.
- Configure certification, system access level, SMTP, and LDAP.

Configuration Report

After you complete the installation wizard, you can obtain a Configuration Report. The Configuration Report lists the printer's current settings. By default, a Configuration Report prints at startup.

Printing the Configuration Report

To print a configuration report:

1. At the printer Control Panel, press the **Machine Status** button and touch the **Machine Information** tab.
2. Touch **Print Reports**.
3. Touch **Printer Reports**.
4. Touch **Configuration Report** and press the **Start** button.

System Administrator Access at the Control Panel

To configure the printer from the Control Panel, press the **Machine Status** button, then touch the **Tools** tab. If the printer is locked, log in as the System Administrator.

To log in as a System Administrator:

1. At the printer Control Panel, press the **Log In/Out** button.
2. Type **admin** and touch **Next**.
3. Type the Administrator passcode and touch **Enter**. The default password is **1111**.

Locking or Unlocking the Printer

To lock or unlock the printer:

1. Log in as a System Administrator.
2. At the printer Control Panel, press **Machine Status** and touch the **Tools** tab.
3. Touch **Authentication / Security Settings > System Administrator Settings > System Administrators Login ID**.
4. Touch **On** to lock the printer or **Off** to unlock.

If you touched **On**, touch **Keyboard** and enter the new System Administrator's Login ID. Touch **Save**. Touch **Keyboard**, re-enter the ID, and **Save**.

Touch **Yes** to confirm the change.

5. Touch **Save**.

Manually Setting the Printer's Ethernet Interface Speed

The printer's Ethernet interface automatically detects the speed of your network. If your network is connected to another auto-sensing device, such as a hub, the hub may not detect the correct speed. Refer to the configuration page to make sure the printer has detected the correct speed of your network. To view the configuration page, see [Printing the Configuration Report](#).

To manually set the speed of the printer's Ethernet interface:

1. Log in as a System Administrator.
2. At the printer Control Panel, press **Machine Status**, then touch the **Tools** tab.
3. Touch **System Settings > Connectivity + Network Setup > Protocol Settings**.
4. Touch **Ethernet Settings** and **Change Settings**.
5. Touch **Ethernet Rated Speed** and **Change Settings**.
6. Select the Speed to match the speed set on your hub or switch.
7. Touch **Save**, then **Close**.

Assigning a Network Address

By default, the printer automatically acquires a network address from a DHCP server. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings. Refer to [TCP/IP](#).

Viewing Services and Options

To see which services and options are enabled or installed:

1. At the printer control panel, press the **Machine Status** button, then touch the **Machine Information** tab.
2. Touch **Machine Configuration**.

CentreWare Internet Services

CentreWare Internet Services is an application on the printer's embedded Web server that allows you to configure and administer the printer from a Web browser on any computer.

Accessing CentreWare Internet Services

Before you begin:

- TCP/IP and HTTP must be enabled to access CentreWare Internet Services. If you disable either of these services, you must enable them at the printer before you can access CentreWare Internet Services.
- Obtain a Configuration Report to determine your printer's IP address. You can also check the IP address of the printer by pressing the **Machine Status** button on the printer Control Panel.

To access CentreWare Internet Services:

1. At your computer, open a Web browser.
2. Type the printer's IP address in the address field. Press **Enter**. The device Internet Services screen appears.
3. Click the **Properties** tab.

If prompted, enter the User Name and Password of the Administrator account. The default User Name is **admin** and the default Password is **1111**.

4. Click **Log In**. You will now be able to access any Administrator functions within Internet Services.

Enabling Services and Options

Some services and options must be enabled before they can be used. To enable these special services and options, use either the Control Panel or CentreWare Internet Services.

Enabling Services and Options at the Control Panel

To enable services and options at the printer Control Panel:

1. Log in as a System Administrator.
2. At the printer Control Panel, press the **Machine Status** button and then touch the **Tools** tab.
3. Touch **System Settings > Common Service Settings > Maintenance**.
4. Touch **Software Options**.
5. Touch **Keyboard**.
6. Type the code and touch **Save**.
7. Touch **Close**.

Enabling Features in CentreWare Internet Services

To enable services and options in CentreWare Internet Services:

1. In CentreWare Internet Services, click **Properties > Security > Feature Enablement**.
2. Type the **Unique Function Code**.
3. Click **Apply**.

4. Touch **Reboot**.

Changing the System Administrator Password

For security purposes, Xerox recommends that you change the default System Administrator password after you configure the printer. Be sure to store the password in a secure location.

To change the Administrator password:

1. In CentreWare Internet Services, click **Properties > Security > On Demand Overwrite > System Administrator Settings**.
2. Change the Administrator's Login ID, if desired.
3. Next to **Administrator's Passcode**, type the new password.
4. Retype the password to verify.
5. Change the maximum number of login attempts, if desired.
6. Click **Apply**.

Using the Configuration Overview Page

In CentreWare Internet Services, the Configuration Overview page provides shortcuts to commonly accessed pages under the Properties tab. To access the Configuration Overview page, click **Properties > Configuration Overview**.

Assigning a Name and Location to the Printer

The Description page provides a place to assign a name and location to the printer for future reference.

To assign a printer name and location:

1. In CentreWare Internet Services, click **Properties > Description**.
2. Next to Machine Name, type a name for the printer.
3. Next to Location, type the location of the printer.
4. Type the System Administrator's contact information and the printer's email address in the provided fields, if desired.
5. Click **Apply**.

3

Paper Tray Settings

In this area of the Control Panel, you can set the items related to the paper and trays, including the type of paper and tray priority.

Accessing Paper Tray Settings

To access Paper Tray Settings where you can manage the paper options that will be available at the Control Panel and that will display on the Paper Tray Settings screens:

Note

You must log on as Administrator to access Paper Tray Settings.

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, and touch the **Tools** tab.
2. Under the Group heading, touch **System Settings > Common Service Settings**.
3. Under the Features heading, touch **Paper Tray Settings**.

Setting Custom Paper Name/Color

From the Paper Tray Settings screen, you can select the Custom Paper Name/Color feature to set a custom name for paper loaded in the machine. You can use a maximum of twelve characters for each custom paper name.

Note

Use this feature for plain paper (64 - 105 gsm) only.

To set a custom paper name and/or color:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Select the option **Custom Paper Name/Color**.
3. Select the paper type to be renamed and touch **Change Settings**.

4. Enter the desired name for Custom Paper. Select **Save** to save the name and return to the previous screen.

You can name Custom Paper Types 1 to 5, available from the **Paper Type** option, and Custom Paper Colors 1 to 5, available from **Paper Tray Attributes > Paper Color**. You can use up to 23 characters (letters, numbers, and symbols) for each name and color. For example, you can use a name showing its usage, such as *Color* for colored paper, and *Covers* for bond paper.

Paper Catalog

The Paper Catalog allows you to define a unified set of stocks for an entire fleet of Xerox® Color C60/C70 printers. The system administrator defines the paper stocks on the Print Server (DFE). The most commonly used paper stocks appear at the top of the list in the Paper Catalog. When loading media in a paper tray, the user can use the Paper Catalog to assign a specific paper stock to the tray. When submitting a print job or copy job, the user can use the Paper Catalog to choose a specific paper stock for the job.

To be available for use, Paper Catalog must be enabled. You can enable or disable Paper Catalog at the Control Panel or in CentreWare Internet Services using the following codes:

- Enable: *3361333451
- Disable: *3361333450

Note

When entering the code, be sure to include the asterisk (*).

For enablement instructions, refer to [Enabling Services and Options](#).

For details and setup instructions, refer to <http://www.efi.com>.

Assigning a Paper Stock to a Tray Using Paper Catalog

To assign a paper stock to a tray using the Paper Catalog:

1. Send a CSV file through the JDF to the appropriate location on the Print Server (DFE). The stock list in the CSV file replaces the Stock Library and is transferred to the printer for use during tray programming.
2. Open the paper tray and load the paper stock.
3. Close the paper tray and touch **Paper Catalog** on the printer Control Panel touch screen.
4. Select the appropriate paper stock from the list and touch **Save**. The Control Panel touch screen shows the paper stock type loaded in the tray.
5. Touch **Confirm**.

The stock is associated with the tray and the association is reflected in the tray settings on the Print Server (DFE).

Establishing Start-up Attributes

You can change and set the paper tray attributes that will display on the Control Panel when the machine first starts up.

To modify the paper tray attributes available at start up:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Select the **Paper Tray Attributes on Setup** screen.
3. Select **Enabled** or **Disabled**, and **Save**.

Paper Type Priority

You can define the priority of the trays to use when paper of the same size and the same orientation is set in multiple trays for automatic tray selection. *Auto paper selection* means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing. The *paper type* setting is prioritized over the *paper tray* priority settings. If, however, different paper types appear in the same priority sequence, the paper is then determined by paper tray priority sequence. A tray containing paper type set to *Auto Paper Off* is not included in automatic tray selection.

Note

Not all Print Servers (DFEs) will adhere to this feature setting.

Setting Paper Type Priority

To set paper type priority:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Touch **Paper Type Priority**.
3. Select the option you need. The following table lists the current default settings for the paper type priority:

Item	Current Setting
Plain	First
Plain reloaded	Auto paper Off
Recycled	Second

Item	Current Setting
Custom type 1	Auto paper off
Custom type 2	Auto paper off
Custom type 3	Auto paper off
Custom type 4	Auto paper off
Custom type 5	Auto paper off

4. Touch **Change Setting**.
5. Select the feature you want and then touch **Save > Close**.

Setting Paper Tray Attributes

From the Paper Tray Settings area, you can set the size and type of paper loaded in the trays.

To set paper tray attributes:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Select **Paper Tray Attributes**. The following table lists the current default settings.
3. Select the tray you want to change.
4. Touch **Change Settings** for the tray you want.
5. Select the paper type, paper size, and paper color. For Auto Paper, select color by using the up or down scroll arrow.
6. Touch **Confirm** and **Close**.

Item	Current Setting
Tray 1	Auto Detect - Plain (64-79 gsm)
Tray 2	Auto Detect - Plain (64-79 gsm)
Tray 3	Auto Detect - Plain (64-79 gsm)
Tray 4	Auto Detect - Plain (64-79 gsm)
Tray 5	8 1/2 x 11" - Plain (64-79 gsm)
Tray 6	Auto Detect - Plain (64-79 gsm)
Tray 7	Auto Detect - Plain (64-79 gsm)

Change Paper Settings During Loading

From the Paper Tray Settings area, you can set which paper tray attributes will display for selection when paper is loaded.

To set which paper tray attributes will be available when paper is loaded:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Select **Paper Tray Attribute During Loading**.
3. Select **Off** or **On**.
4. Touch **Save**.

Establishing Bypass Tray Defaults

The Paper Tray Settings area allows you to define up to 20 sizes that will display when Tray 5 (Bypass) is loaded and in what order they will appear.

To define and set the paper sizes that will display when Tray 5 is loaded:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Select **Tray 5 - Paper Size Defaults**.
3. Use the up or down arrow to select the option you want to change.
4. Touch **Change Setting**.
5. Select the desired feature you want. Select from A/B Series Size, Inch Size, Others, or Custom Size.
6. Touch **Save > Close**.

The following table lists the current paper size default settings:

Item	Current Setting
Paper size 1	8.5"x 11" Long Edge (LE)
Paper size 2	8.5" x 11 Short Edge (SE)
Paper size 3	8.5" x 14" SE
Paper size 4	11"x 17" SE
Paper size 5	12" x 18" SE
Paper size 6	5.5" x 8.5" SE
Paper size 7	8" x 10" LE

Item	Current Setting
Paper size 8	5" x 7" SE
Paper size 9	4"x 6" SE
Paper size 10	13" x 19"SE
Paper size11	A4 LE
Paper size 12	A4 SE
Paper size 13	A3 SE
Paper size 14	SRA3 SE
Paper size 15	A5 LE
Paper size 16	A5 SE
Paper size 17	8.5" x13" SE
Paper size 18	9" X11" LE
Paper size 19	B4 SE
Paper size 20	B5 SE

The following alternate sizes can be loaded in Tray 5:

- **A/B Series Size** – A3, A4, A4, A5, A5, A6, B4, B5, B5, B6
- **Inch Size** includes – 13x19", 13x18", 12.6X19.2", 12X18", 11X17", 11X15", 8.5X14", 8.5X13", 8.5X11", 8X10", 7.25X10.5", 5.5X8.5", 5X7"
- **Others** – SRA3, A4 Cover, 9x11, 215x315, 8K, 16K, 100x148 mm, 148x200 mm, 4x6", Env 120x235, Env 240x332, Env 229x324, Env 162x229
- **Custom Size**

Customizing the Paper Supply Screen

Use this feature to specify whether Usage or Size Detection, shown under Paper Tray Attributes, displays on the Paper Supply Screen.

To define the paper tray attributes that appear on the paper supply screen:

1. At the printer Control Panel, log in as Administrator and [Accessing Paper Tray Settings](#) screen.
2. Select the **Customize Paper Supply** screen.
3. Select the desired option:

- **Usage (Auto Paper Select)** - Displays the setting in **Auto Paper Select**.
- **Disabled**- Does not display the items specified in **Paper Size**.
- **Size Detection** - Displays the setting in **Paper Size**.

4. Touch **Save** and touch **Close**.

Paper Tray Priority

Set the priority of the trays to use when paper of the same size and the same orientation is set in the multiple trays or print data does not include the paper tray information for automatic tray selection.

Auto Paper selection means that a tray containing the appropriate paper is automatically selected by the machine for copying or printing. This setting applies to Trays 1 to 4 and 6 (optional). You cannot apply this setting to Tray 5.

Note

Not all Print Servers (DFEs) will adhere to this feature setting.

Setting Paper Tray Priority

To set paper tray priority:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Select **Paper Tray Priority**. The following table lists the current default priority settings.

Item	Current Setting
Paper Tray Priority	Tray: 6>7>4>3>1>2>5

3. Touch **Change Settings**.
4. Touch each **Tray** and set the corresponding **Priority**.
5. Touch **Save**.
6. Touch **Close**.

Managing Auto Tray Switching

From the Paper Tray Settings area, you can set the alternative tray or paper to use when running out of paper loaded in the selected tray.

Note

Not all Print Servers (DFEs) will adhere to this Auto Tray Switching feature setting.

To manage auto tray switching controls:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Use the up or down arrow to select **Auto Tray Switching Control**.
3. You can select **Enable during Auto Select**, and **Enable for Same Paper Type/Color**. If **Enable during Auto Select** is selected, the machine switches the tray when **Auto Select** is selected in the Copy screen or Paper Select of the print driver.

You can select **Targeted Paper Type (Copy Jobs)** and select paper types. When **According to Priority Assigned** is selected, the paper type is determined according to the settings in Paper Type Priority. When selecting **Selected Paper Type Only**, you can specify the paper type.

4. Touch **Change Setting** and make the selection. Touch **Save**.
5. Touch **Close**.

The machine does not switch the tray automatically in the following cases:

- Tray 5 is selected.
- The tray containing paper other than plain paper, recycled paper, or plain reload paper is selected, or
- The tray containing paper that is set as **Auto Paper Off** in **Paper Type Priority** is selected.

Image Quality

The Image Quality feature provides a way to fine-tune the machine for paper weight.

You can specify the image quality processing method for: Plain, Recycled, Plain Reload, Punched, Heavyweight, Heavyweight Reload, Hole Punched Heavyweight 1, Gloss, Gloss Reload, HW Gloss, HW Gloss Reload, XHW Gloss, XHW Gloss Reload, Labels, X-HW Labels, Tab Stock, Postcards, and Custom Paper 1 to 5.

When copying or printing a document, the machine applies the image quality settings defined in the **Paper Tray Attributes** area of the Control Panel. The type of paper set in **Paper Tray Attributes**, and the image quality processing method specified for that type of paper, control the amount of ink transfer, speed, and fuser temperature applied.

Note

The image quality setting for these paper types will change the weight range displayed for each paper type.

Specifying Image Quality Settings

You can select the media weight range to apply to a print or copy job that will optimize the image quality of the machine output. The following table shows the available default settings you can select and apply.

To specify image quality settings:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Use the scroll down arrow to advance and select **Image Quality**.
3. Select the paper type you want to change.
4. Touch **Change Settings**. You will see different Image Quality settings for the paper type you selected. These represent the media weight range.
5. Select a different setting. Touch **Save > Close**.

Item	Current Setting	Options Available for Display
Plain	Plain A (64-79 gsm)	Plain A (64-79 gsm) Plain B (80-90 gsm) Plain C (91-105 gsm)
Plain RL	Plain A Reloaded (64-79 gsm)	Plain A Reloaded (64-79 gsm) Plain B Reloaded (80-90 gsm) Plain C Reloaded (91-105 gsm)
Recycled	Recycled A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (80-90 gsm) Recycled C (91-105 gsm)
Hole Punched	Plain A (64-79 gsm)	Plain A (64-79 gsm) Plain B (80-90 gsm) Plain C (91-105 gsm)
HW 1	Heavyweight 1A (151-176 gsm) 106-128	Heavyweight 1A (106-128 gsm) Heavyweight 1B (129-150 gsm) Heavyweight 1C (151-176 gsm)
HW 1 RL	HW 1A Reloaded (106-128 gsm)	HW 1A Reloaded (106-128 gsm) HW 1B Reloaded (129-150 gsm) HW 1C Reloaded (151-176 gsm)
Punched HW 1	Punched HW 1A (106-128 gsm)	Punched HW 1A (106-128 gsm) Punched HW 1B (129-150 gsm) Punched HW 1C (151-176 gsm)
Coated 1	Coated 1A (129-150 gsm)	Coated 1A (106-128 gsm) Coated 1B (129-150 gsm)
Coated 1 RL	Coated 1A RL (106-128 gsm)	Coated 1A Reloaded (106-128 gsm) Coated 1B Reloaded (129-150 gsm)
Coated 2	Coated 2A (177 – 220 gsm)	Coated 2A (151-176 gsm) Coated 2B (177-220 gsm)
Coated 2 RL	Coated 2A (221-256 gsm)	Coated 2A Reloaded (151-176 gsm) Coated 2B Reloaded (177-220 gsm)

Paper Tray Settings

Item	Current Setting	Options Available for Display
Coated 3	Coated 3A (221-256 gsm)	Coated 3A (151-176 gsm) Coated 3B (177-220 gsm)
Coated 3 RL	Coated 3A RL (221-256 gsm)	Coated 3A Reloaded (221-256 gsm) Coated 3B Reloaded (257-300 gsm)
Labels	Labels 1A (106-128 gsm)	Labels 1A (106 -128 gsm) Labels 1B (129 - 150 gsm) Labels 1C (151 - 176 gsm)
X-HW Labels	Labels 3A (221-256 gsm)	Labels 3A (221 -256 gsm) Labels 3B (257 -300 gsm)
Tab Stock	Tab Stock 1A (106-128 gsm)	Tab Stock 1A (106-128 gsm) Tab Stock 1B (129-150 gsm) Tab Stock 1C (151-176 gsm)
Transfer	Transfer B (129-150 gsm)	Transfer B (129-150 gsm) Transfer C (151-176 gsm)
Custom 1	Plain A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)
Custom 2	Plain A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)
Custom 3	Plain A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)
Custom 4	Plain (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)
Custom 5	Plain A (64-79 gsm)	Recycled A (64-79 gsm) Recycled B (64-79 gsm) Recycled C (64-79 gsm)

Note

For all Custom paper types, the options available for display include Plain A, Plain B, and Plain C paper.

4

Image Quality and Calibration

Setting Image Quality for the Scanner

When copying, you can select the image quality processing method and parameters the scanner will use and apply to the copy job. For example, you can enhance color reproduction when copying photos.

Note

Refer to the Paper Tray Settings chapter on how to associate a media type and weight with a particular image quality setting.

To set copy image quality:

1. At the printer Control Panel, log in as Administrator and then [Accessing Paper Tray Settings](#) screen.
2. Select **Common Service Setting > Image Quality Adjustment > Image Quality**.
3. Select one of the features from the following table.

Feature	Default Setting
<p>Photo and text Recognition - Allows you to change a level with which the machine determines a document as text or photos. This setting is when you select Photo and Text for Original Type on the Image Quality screen.</p> <ul style="list-style-type: none">• Selecting More Text enables the machine to easily recognize very fine print as text.• Selecting More Photo enables the machine to easily recognize halftone images from newspapers and advertisements as photos.	Normal

Feature	Default Setting
<p>Output Color Recognition– Allows you to change a level from the five levels with which the machine determines a document as monochrome or color. This setting is used when you select Auto Detect for Output Color on the Copy screen.</p> <ul style="list-style-type: none"> • Selecting More Black and White enables the machine to easily recognize monochrome documents. • Selecting More Color enables the machine to easily recognize color documents. 	Normal
<p>Photo Reproduction level – When copying with Original Type in the Image Quality screen set to Photo and Text, you can adjust the color reproduction level in the areas determined by the machine as photos.</p> <ul style="list-style-type: none"> • Selecting More Text yields a bold copy effect, emphasizing the dense parts of an image. • Selecting More Photo softens the image gradation of an image, enhancing the reproducibility of subtle colors. 	Normal
<p>Background Suppression (color copy) – Set the method of background suppression to be used when making color copies. Background suppression is the function to detect the density of colors and suppress the scan of background colors when a document has background colors on colored paper.</p> <ul style="list-style-type: none"> • Select High Speed to sample a section of the document and detect the background color. • Select High Quality to conduct a pre-scan and sample the whole document to detect the background color. 	High Quality
<p>Background Suppression (BIW copy) – Background suppression is the function to detect the density of colors and suppress the scan of background colors when a document has background colors on colored paper.</p> <ul style="list-style-type: none"> • Select High Speed to sample a section of the document and detect the background color. • Select High Quality to conduct a pre-scan and sample the whole document to detect the background color. <p>Important: When you select High Quality and Corner Shift is selected in Image Shift with a ratio of 60 or less specified in Reduce/Enlarge, a part of the image may not be printed or blank paper may be output.</p>	High Quality
<p>Background Suppression (scan jobs) – Set the method of background High Quality suppression to be used for scan operations. Set how the machine detects density and deletes the background color.</p>	High Quality
<p>Image Enhancement – Select On to give the image a smoother appearance when printed.</p>	On

4. Touch **Change Settings**.
5. Make a new selection from the available options.
6. Touch **Save > Close**.

Calibrating Image Color

Note

Performing this calibration process affects only those jobs printed at the internal controller. It will not apply to jobs coming from the DFEs.

When color gradation of a printed image shifts, you can use the Calibration feature at the Control Panel to calibrate the color of the image and maintain quality of the output at a certain level:

To calibrate image color:

1. At the printer Control Panel, log in as Administrator, press the **Machine Status** button, and touch the **Tools** tab.
2. Select **Common Service Settings > Image Quality Adjustment > Calibration**. Read the directions on the Control Panel and follow the steps.
3. From the Calibration screen, select the Screen Type to calibrate.

Note

For optimal color, calibrate all four screen types.

4. Load A3, A4, 11" x 17" or 8.5" x 11" and choose the desired **Paper Supply**.
5. Select **Start** on the screen to print the calibration chart for the color correction.
6. Continue following the steps on the Control Panel.
7. To perform calibration, place the calibration chart face down with both magenta patches against the left edge of the document glass.
8. Place 5 sheets or more of blank white paper over the chart to prevent light from bleeding through the sheet.
9. Lower the document glass and select **Start** on the screen.
10. Select **Confirm**.
11. Select **Target** and specify whether the calibration should impact **Copy and Print jobs**, **Copy Jobs Only**, **Print Jobs Only**, or **None**.
12. Touch **Save**
13. Continue calibrating another screen type or touch **Close**.

Two-Sided Color Scanning Calibration

To calibrate two-sided color scanning:

Image Quality and Calibration

1. At the printer Control Panel, log in as Administrator, press the **Machine Status** button, and touch the **Tools** tab.
2. Select **Common Service Settings > Image Quality Adjustment > 2 Sided Color Scanning Calibration**.
3. Touch **Print Chart** and select a **Paper Supply** location. Touch **Save**.
4. Press **Start**.
5. Follow the on-screen directions.
6. Touch **Confirm**.
7. Touch **Close**.

To restore previous color values for the Duplex Automatic Document Feeder (DADF):

1. At the printer Control Panel, log in as Administrator, press the **Machine Status** button, and touch the **Tools** tab.
2. Select **Common Service Settings > Image Quality Adjustment > 2 Sided Color Scanning Calibration**.
3. Touch **Restore Previous Values** and **Touch Start**.
4. Touch **Close**.

To restore factory default color values for the Duplex Automatic Document Feeder (DADF):

1. At the printer Control Panel, log in as Administrator, press the **Machine Status** button, and touch the **Tools** tab.
2. Select **Common Service Settings > Image Quality Adjustment > 2 Sided Color Scanning Calibration**.
3. Touch **Restore Factory Default Values** and **Touch Start**.
4. Touch **Close**.

5

Network Configuration

TCP/IP

Transmission Control Protocol (TCP) and Internet Protocol (IP) are two protocols within the Internet Protocol Suite. IP manages the transmission of messages from computer to computer while TCP manages the actual end-to-end connections.

Note

You can configure IPv4 settings at the printer Control Panel or through CentreWare Internet Services. You can only configure IPv6 through CentreWare Internet Services.

Enabling TCP/IP

Note

TCP/IP is enabled by default. If you disable TCP/IP, you must enable it at the printer Control Panel before you can access CentreWare Internet Services.

To enable TCP/IP:

1. At the printer Control Panel, log in as System Administrator, press the **Machine Status** button, and touch the **Tools** tab.
2. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.
3. Touch **TCP/IP - Common Settings**.
4. Touch **Change Settings**.
5. Select the item you want to change and touch **Change Settings**.
6. Touch **IPv4 Mode**, **IPv6**, or **Dual Stack** to enable both IPv4 and IPv6.
7. Touch **Save**.
8. Touch **Close**.

Configuring TCP/IP Settings at the Control Panel

Manually Configuring an IPv4 Network Address

To configure an IPv4 network address:

1. At the printer Control Panel, press the **Machine Status** button, and then touch the **Tools** tab.
2. Touch **System Settings > Connectivity and Network Setup > Protocol Settings**.
3. Select **TCP-IP - Network Settings** and Touch **Change Settings**.
4. Select **IPv4 - IP Address Resolution**, and touch **Change Settings**.
5. Touch **Static**, then touch **Save**.
6. Touch **IPv4 - IP Address**, and touch **Change Settings**.
7. Type the static IP address using the touch-screen keypad, and touch **Save**.
8. Touch **IPv4 - Subnet Mask**, and touch **Change Settings**.
9. Type the subnet mask using the touch-screen keypad, and touch **Save**.
10. Touch **IPv4 - Gateway Mask**, and touch **Change Settings**.
11. Type the gateway mask using the touch-screen keypad, and touch **Save**.

Manually Configuring an IPv6 Network Address

To configure an IPv6 network address:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Connectivity & Network Setup > Protocol Settings**.
3. Touch **IPv6 Address Manual Configuration**, then touch **Change Settings**.
4. Touch **Enabled**, then touch **Save**.
5. Touch **Manually Configured IPv6 Address**, then touch **Change Settings**.
6. Type the static IP address using the touch-screen keypad, and touch **Save**.
7. Touch **Manually Configured IPv6 Address Prefix**, and touch **Change Settings**.
8. Type the prefix using the touch-screen keypad, and touch **Save**.
9. Touch **Manually Configured IPv6 Address Gateway**, and touch **Change Settings**.
10. Type the gateway using the touch-screen keypad, and touch **Save**.

Configuring IPv4 Dynamic Address Settings

To configure IPv4 dynamic address settings:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.
3. Touch **IPv4 - IP Address Resolution**, and touch **Change Settings**.
4. Touch **DHCP, DHCP/AutoIP, BOOTP, or RARP**, then touch **Save**.

Configuring IPv6 Dynamic Address Settings

To configure IPv6 dynamic address settings at the Control Panel:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Connectivity & Network Setup > Protocol Settings**.
3. Touch **TCP/IP-Network Settings** and touch **Change Settings**.

4. Touch **IPv6 Address Manual Configuration**, and touch **Change Settings**.
5. Touch **Disabled**, then touch **Save**.
6. Touch **Automatically Configured IPv6 Address**, then touch **Change Settings** to see the acquired IPv6 address information.

Configuring DNS/DDNS Settings

Domain Name System (DNS) and Dynamic Domain Name System (DDNS) is a system that maps host names to IP addresses.

To configure DNS settings at the Control Panel:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings Connectivity & Network Setup Protocol Settings**.
3. Touch **IPv4 DNS Server Setup**, or **IPv6 DNS Server Setup**, then touch **Change Settings**.
4. Do one of the following:
 - a. To allow your DHCP server to provide the DNS server address, on the **Get IP Address from DHCP** screen, touch **Enabled**, then touch **Save**.
 - b. To manually provide the DNS server address, touch **Preferred DNS Server IP Address** then touch **Change Settings**. Type the DNS server address, then touch **Save**.

Configuring Settings for IPv4

To configure settings for IPv4:

IPv4 can be used in addition to or in place of IPv6.

Caution

If both IPv4 and IPv6 are disabled, you cannot access CentreWare Internet Services. You must re-enable TCP/IP at the printer Control Panel before you can access CentreWare Internet Services. Disabling TCP/IP or changing the IP address also disables any dependent protocols.

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > TCP/IP**.

IPv4 is enabled by default.

2. Type a unique Host Name for your printer.
3. Select the desired method for obtaining a dynamic IP address from the IP Address Resolution drop-down menu, or select **Static** to define a static IP address.
4. If you select **Static**, type the IP Address, Subnet Mask, and Gateway Address in the appropriate fields.

Note

If you select BOOTP or DHCP, you cannot change the IP address, Subnet Mask, or default gateway.

Note

If you select RARP address resolution mode, you cannot change the IP address.

5. Type a valid Domain Name.

Configuring TCP/IP Settings in CentreWare Internet Services

If your printer has a valid network address, you can configure TCP/IP settings in CentreWare Internet Services.

DNS Configuration for IPv4

To configure settings for IPv4:

1. Next to **Obtain DNS Server Address Automatically**, select the **Enabled** check box to allow your DHCP server to provide the DNS server address. Clear the check box to manually provide the DNS server address, and type an IP address for the Preferred DNS Server, Alternate DNS Server 1, and Alternate DNS Server 2 in the appropriate fields.

Note

If DHCP or BOOTP is the IP Address Resolution setting, you cannot change the Domain Name, Primary DNS Server, Alternate DNS Server 1, and Alternate DNS Server 2 settings.

2. Next to **Dynamic DNS Registration (DDNS)**, select **Enabled** to register the printer's host name in the DNS server. Select **Overwrite** if you want to overwrite existing entries in the DNS server.

Note

If your DNS Server does not support dynamic updates, you do not need to enable DDNS.

3. Next to **Generate Domain Search List Automatically**, select **Enabled** if you want the printer to generate a list of search domains. Type the domain names if the option is disabled.
4. Next to **Connection Time-Out**, type the time allowed until the printer stops attempting to connect to the server.
5. Next to **Release Current IP Address When the Host is Powered Off**, select **Enabled** if you want the printer to release its IP address when it restarts.

Zero-Configuration Networking

To configure settings:

1. If the printer cannot connect to a DHCP server to obtain an IP address, select **Self Assigned Address** to allow the printer to assign itself a Link-Local address. Link-Local addresses are between 169.254.0.0 and 169.254.255.255.
2. Click **Apply**.

Configuring Settings for IPv6

IPv6 hosts can automatically configure themselves when connected to a routed IPv6 network using the Internet Control Message Protocol Version 6 (ICMPv6). ICMPv6 performs error reporting for IP along with other diagnostic functions. When first connected to a network, a host sends a link-local multicast router solicitation request for its configuration parameters. If suitably configured, routers respond to this request with a router advertisement packet containing network-layer configuration parameters.

Note

IPv6 is optional and may be used in addition to or in place of IPv4. If both protocols are disabled, you cannot access CentreWare Internet Services. The host name is the same for IPv4 and IPv6. If you change the host name for IPv6, the host name changes for IPv4 as well.

Caution

If both IPv4 and IPv6 are disabled, you cannot access CentreWare Internet Services. You must re-enable TCP/IP at the printer Control Panel before you can access CentreWare Internet Services. Disabling TCP/IP or changing the IP address also disables any dependent protocols.

To configure settings for IPv6:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > TCP/IP**.
2. Under **IP Mode**, select **IPv6**, or select **Dual Stack** to use both IPv4 and IPv6. By default, IPv6 is disabled.
3. Type a unique Host Name for the printer.
4. Next to **Enable Manual Address**, select **Enabled** if you want to manually assign an address. Type the IP Address and Gateway Address.
5. Next to **Get IP Address from DHCP**, select **Enabled** to allow your DHCP server to assign an IP address to the printer.
6. Type the required **Domain Name**.

Note

Enabling or disabling IPv6 will restart the printer when you click Apply.

DNS Configuration for IPv6

To configure settings for IPv6:

1. Next to **Obtain IPv6 DNS Server Address Automatically**, select **Enabled** to allow the DHCP server to provide the DNS server address.
2. Type an IP address for the **Preferred DNS Server**, **Alternate DNS Server 1**, and **Alternate DNS Server 2**.
3. Next to **Dynamic DNS Registration**, select **Enabled** or select **Overwrite** to replace the existing DNS entry.
4. Next to **Generate Domain Search List Automatically**, select **Enabled** to enable.
5. Type Domain Name 1, 2 and 3.

6. Enter the number of seconds until **Connection Time-Out**.
7. Click **Apply**.

SNMP

Simple Network Management Protocol (SNMP) is used in network management systems to monitor network-attached devices for conditions that require administrative attention. It consists of a set of standards for network management including an application layer, a database schema, and a set of data objects. Agents, or software modules, reside in the printer's SNMPv3 engine. A manager is an SNMPv3 management application such as OpenView, that is used to monitor and configure devices on the network. The agent responds to read (GET) and write (SET) requests from the manager and can also generate alert messages, or traps, based on certain events.

SNMP settings can be configured in CentreWare Internet Services. You can also enable or disable Authentication Failure Generic Traps on the printer. SNMPv3 can be enabled to create an encrypted channel for secure printer management.

Enabling SNMP

To enable SNMP:

1. In CentreWare Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to SNMP, select **Enabled**.
3. Select **UDP** to enable this transport protocol if necessary.

Configuring SNMP

To configure SNMP settings:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > SNMP Configuration**.
2. Under SNMP Properties, select **Enable SNMP v1/v2c Protocols**, or **Enable SNMP v3 Protocol**.
3. Under Authentication Failure Generic Traps, select **Enabled** if you want the printer to generate a trap for every SNMP request received by the printer that contains an invalid community name.
4. Click **Apply**.

Note

You must click **Apply** to save your settings or the protocol will remain disabled.

Editing SNMP v1/v2c Properties

Note

For security purposes, Xerox recommends that you change the SNMP v1/v2c public and private community names from the default values.

Caution

Any changes made to the GET or SET community names for this printer require corresponding changes to GET or SET community names for each application that uses SNMP to communicate with this printer.

To edit SNMP v1/v2c properties:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > SNMP Configuration**.
2. Under SNMP Properties, click **Edit SNMP v1/v2c Properties**.
3. Type a name up to 256 characters for the Community Name (Read Only) or use the default value of *public*.

GET returns the password for the SNMP GET requests to the printer. Applications obtaining information from the printer using SNMP, such as CentreWare Internet Services, use this password.

4. Type a name up to 256 characters for the Community Name (Read / Write) or use the default value of *private*.

SET returns the password for the SNMP SET requests to the printer. Applications that set information on the printer using SNMP, use this password.

5. Type a name up to 256 characters for the default Trap Community Name or use the default value of *SNMP_TRAP*.

Note

The Default Trap Community Name is used to specify the default community name for all traps generated by this printer. The Default Trap Community Name can be overridden by the Trap Community Name specified for each individual trap destination address. The Trap Community Name for one address may not be the same Trap Community Name specified for another address.

6. Type the **System Administrator's Login ID**.
7. Click **Apply**.

Editing SNMP v3 Settings

Note

Before SNMPv3 can be enabled, a digital certificate must be installed on the printer and SSL must be enabled.

To edit SNMP v3 properties:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > SNMP Configuration**.
2. Under SNMP Properties, click **Edit SNMP v3 Properties**.
3. Under Administrator Account, click **Account Enabled** to create the administrator account.
4. Type an Authentication Password then confirm it. The Authentication Password must be at least eight characters in length and can include any characters except control characters. This password is used to generate a key used for authentication.

5. Type a Privacy Password and confirm it. The Privacy Password is used for encryption of SNMPv3 data. The password used to encrypt the data needs to match with the Server.
6. Under Print Drivers/Remote Clients Account, click **Account Enabled**.
7. Click **Apply**.

Adding IP Trap Destination Addresses

To configure IP trap destinations:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > SNMP Configuration**.
2. Click **Advanced** at the bottom of the page.
3. Under Trap Destination Addresses, click **Add UDP IPv4 Address** or **Add UDP IPv6 Address**.
4. Type the IP address of the host running the SNMP manager application to be used to receive traps.

Note

Port 162/UDP is the default port for traps. Select v1 or v2c based on what the trap receiving system supports.

5. Under Traps, select the type of traps to be received by the SNMP manager.
6. Click **Apply**.

LPD

The Line Printer Daemon (LPD) protocol is used to provide printer spooling and network print server functionality for operating systems such as HP-UX, Linux®, and MAC OS X.

Note

For information on setting up print queues on your client system, refer to your client system's documentation.

Enabling LPD

To enable the LPD protocol:

1. In CentreWare Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to LPD, select the **Enabled** check box.

Note

Disabling LPD will affect clients printing to the printer over TCP/IP using the LPR printing port.

Configuring LPD

To configure the LPD protocol:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > LPD**.

2. Type an **LPD Port Number** or use the default port number of 515.
3. Enter the **Connection Time-Out**.
4. Enter the **Maximum Number of Sessions**.
5. If necessary, next to TCP-MSS Mode, select **Enabled**.
6. If TCP-MSS mode is enabled, type the IP addresses for Subnets 1, 2, and 3 under IPv4.
7. Click **Apply**.

Note

TCP-MSS settings are common for LPD and Port 9100.

Raw TCP/IP Printing

Raw TCP/IP is a printing method used to open a TCP socket-level connection over Port 9100, to stream a print-ready file to the printer's input buffer. It then closes the connection either after sensing an End-Of-Job character in the PDL or after expiration of a preset time-out value. Port 9100 does not require an LPR request from the computer or the use of an LPD running on the printer. Port 9100 is selected in Windows as the Standard TCP/IP port.

Enabling Port 9100

Note

TCP/IP must be enabled before you enable Port 9100.

To enable port 9100:

1. In CentreWare Internet Services, click **Connectivity > Port Settings**.
2. Next to Port 9100, select **Enabled**.

Configuring Port 9100

To configure port 9100:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > Port 9100**.
2. If necessary, next to TCP-MSS Mode, select **Enabled**.
3. If TCP-MSS mode is enabled, type the IP addresses for Subnets 1, 2, and 3 under IPv4.
4. Ensure that the TCP Port Number is set to 9100.
5. Set the **End of Job Timeout** to the desired number of seconds between 0 and 1800 before processing a job with an End of Job character. The default time is 300 seconds.
6. Click **Apply**.

Note

TCP-MSS settings are common for LPD and Port 9100.

SMTP

Simple Mail Transfer Protocol (SMTP) is used by the printer's email feature to deliver scanned images and Internet Fax jobs through email. After you enable SMTP, the email button is enabled on the printer's Control Panel.

Configuring SMTP Server Settings

To configure SMTP server settings:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > SMTP Server**.
2. Under Required Information, select the desired method to locate an SMTP server.
 - To allow DNS to automatically find an SMTP server on the network, select **From DNS**.
 - To map to a specific SMTP server, select **STATIC**.

Note

If you select **From DNS**, you must ensure that DNS is configured for either IPv4 or IPv6 before you can define the SMTP server.

3. Type the SMTP server IP address or host name.
4. Enter the port numbers for sending email and Internet Fax, and for receiving email. The default port number is 25.
5. Next to Port 9100, select **Enabled**.

Configuring Optional SMTP Settings

To configure optional SMTP settings:

- **Split Send** - To improve transmission speed, you can set messages to be fragmented between 2 and 500 times. Select **Enabled** next to Split Send and enter the number of fragments in the Maximum Split Count field.

If you enable Split Send, you can select how the email jobs should be split. Under Split Send Method, select one of the following:

- **Split into Pages:** If you select this option, the mail client will not reassemble the job on receipt.
- **Split by Data Size:** If you select this option, the mail client is required to reassemble the job on receipt.
- **Maximum Data Size per E-mail** - To define a maximum message size for messages with attachments, type a value between 512 KB and 20480 KB. The default size is 10240 KB.
- **Maximum Total Data Size** - To set a maximum job size, type a value between 512 KB and 2000000 KB.
- **Login Credentials for the Machine to Access the SMTP Server to send automated emails** - Select **POP before SMTP** or **SMTP AUTH** to have the printer authenticate itself using the Login Name and Password set up on this page.

- If you select **System**, type the **Login Name** and **Password**. Retype the password to confirm.
- If you select **None**, the printer will not provide authentication credentials to the SMTP server.
- **Login Credentials for Sending E-mails** - If authentication is enabled, and the printer is configured to require users to log in before they can access email, select **Remotely Authenticated User** to use the credentials of the user to access the SMTP server. Select **System** to allow this field to default to the same setting you selected for sending automated email messages.

When you are done configuring these options, click **Apply**.

LDAP

Lightweight Directory Access Protocol (LDAP) is a protocol used to process queries and updates to an information directory, also known as an LDAP directory, stored on an external server. LDAP directories are heavily optimized for read performance. Use this page to define how the printer retrieves user information from an LDAP directory.

Configuring LDAP Server Settings

To configure LDAP server settings:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > LDAP > LDAP Server**.
2. Under Server Information, type the appropriately formatted main and backup LDAP server addresses, host name, and port numbers. The default port number is 389.
3. Select the **LDAP server type** from the LDAP Server drop-down menu.
4. Complete the Optional and Query sections, if necessary.
5. Click **Apply**

Defining User Mappings

LDAP servers provide different results to search queries depending on how user data is mapped. Editing the mapping allows you to fine-tune server search results.

Note

If you are using Internet Fax, ensure that the Internet Fax field is not set to **No attribute type that can be used**. This setting prevents the LDAP Address Book from displaying on the Internet Fax screen on the printer's Control Panel. Select **mail** as the Internet Fax setting.

To define LDAP user mappings:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > LDAP > LDAP User Mappings**.

The information you entered on the LDAP Server tab is summarized in the top section.

2. To send a test query, type the name of the user you want to search for in the **User Name** field, then click **Search**. If a match occurs, the user's information displays.
3. Use the drop-down menus under **Imported Heading** to remap fields as needed.
4. Click **Apply**.

Note

Headings are defined by your LDAP server's schema.

Configuring LDAP Custom Filters

To configure LDAP filters:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > LDAP > Custom Filters**.
2. In the User ID Query Filter field, type the LDAP search string or filter that you want to apply.

Note

The filter defines a series of conditions that the LDAP search must fulfill to return the information you want.

Note

The search string should be formatted as LDAP objects inside of parentheses. For example, to find the user with a sAMAccountName of Bob, type **(objectClass=user)(sAMAccountName=Bob)**.

3. Under Email Address Book Filter, select **Enable Filter**.
4. In the Email Address Book Filter field, type the LDAP search string or filter that you want to apply.

Note

Format the search string as LDAP objects placed inside parentheses. For example, to find all users that have an email attribute (**mail enabled**), type **(objectClass=user)(mail=*)**.

5. Under Fax Address Book Filter, select **Enable Filter**. Then type the LDAP search string or filter that you want to apply.
6. Under Internet Fax Address Book Filter, select **Enable Filter**. Then type the LDAP search string or filter that you want to apply.
7. Click **Apply**.

POP3

Post Office Protocol, version 3 (POP3) allows email clients to retrieve email from remote servers over TCP/IP on network port 110. This printer uses POP3 for the Internet Fax service.

To configure the POP3 Internet Fax service:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > POP3 Setup**.
2. Type the appropriately formatted IP address, host name, and port number. The default port number is 110.
3. Next to POP Receive Password Encryption, select **APOP Authentication**, if required.
4. Type the Login Name assigned to the printer that will be used to log into the POP3 server.
5. Type a password. Retype the password to confirm.
6. Select the checkbox to enable POP3 - SSL/TSL Communication, if desired.
7. Type a Polling Interval value between 1 and 120 minutes. The default value is 10 minutes.
8. Click **Apply**.

HTTP

Hypertext Transfer Protocol (HTTP) is a request-response standard protocol between clients and servers. Clients making HTTP requests are referred to as User Agents (UAs) while servers responding to these requests for resources such as HTML pages, are referred to as origin servers. There can be any number of intermediaries, such as tunnels, proxies, or gateways between UAs and origin servers.

Enabling HTTP

HTTP is enabled by default. If you disable HTTP, you will need to enable it at the printer before you can access CentreWare Internet Services.

To enable HTTP:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Connectivity + Network Setup > Port Settings**.
3. Touch **Internet Services (HTTP)**, then touch **Change Settings**.
4. Touch **Enabled**, then touch **Save**.

Configuring HTTP Settings

To configure HTTP settings:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > HTTP**.
2. Change the maximum number of sessions, if required. The default is 5.
3. Type the Port Number, if required. The default is 80.
4. Next to Secure HTTP (SSL), select **Enabled** to encrypt HTTP communication between the printer and client computers using CentreWare Internet Services. This includes data sent using IPSec, SNMP, and Audit Log. A digital certificate must also be installed on the printer.
5. Type the Secure HTTP Port Number, if required. HTTP traffic will be routed to this port when SSL is enabled. The default is 443.

6. Enter the amount of time until the connection will time out, if required.
7. Click **Apply**.

Proxy Server

A proxy server acts as a go-between for clients seeking services and servers that provide them. The proxy server filters client requests, and if the requests conform to the proxy server's filtering rules, grants the request and allows the connection.

A proxy server has two main purposes:

- It keeps any devices behind it anonymous for security purposes.
- It decreases the amount of time needed to access a resource by caching content, such as web pages from a web server.

To configure proxy server settings:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > Proxy Server**.
2. Under **General > Use Proxy Server**, select **Enabled**.
3. Next to Proxy Setup, select **Same Proxy for All Protocols** to use the same proxy settings for HTTP and HTTPS, or **Different Proxy for each Protocol**.
4. Under Addresses to Bypass Proxy Server, type any web addresses or domains that you want to bypass the proxy server, such as your company's intranet site.
5. Under HTTP Server, type the Server Name and Port Number. The default port number is 8080.
6. Next to Authentication, select **Enabled** if your proxy server is configured to require authentication, then type a Login Name and Password. Retype the password to confirm.
7. Under HTTPS Server, enter the HTTPS proxy server information, if required.
8. Click **Apply**.

Note

Proxy server settings are also used for SMart eSolutions.

Microsoft Networking

Configuring WINS

When running WINS, the printer registers its IP address and NetBIOS host name with a WINS server. WINS allows users to communicate with the printer using host name only.

To configure primary and secondary WINS servers:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > Microsoft Networking**. The SMB client page opens.

2. To allow your DHCP server to provide your WINS server address to the printer, select **DHCP** next to Obtain WINS Server Address Automatically.
3. If you want to provide the WINS server address manually, type it in the **Primary Server IP Address** field.
4. If desired, type the secondary WINS server address in the **Secondary Server IP Address** field.
5. Click **Apply**.

IPP

Internet Printing Protocol (IPP) is used for remote printing and managing print jobs.

Enabling IPP

To enable IPP:

1. In CentreWare Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to IPP, select **Enabled**.
3. Click **Apply**.

Configuring IPP

To configure IPP printing:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > IPP**.
2. Next to Add Port Number, type the port number that you want the printer to use.
3. Next to Administrator Mode, select **Enabled** to allow only one specific user to control or delete any print job.
4. Type the **Connection Time-Out** period. The default is 60 seconds.
5. Click **Apply**.

WebDAV

Web-based Distributed Authoring and Versioning (WebDAV) is a set of extensions to HTTP that allow users to edit and manage files collaboratively on remote Web servers. WebDAV must be enabled to use Network Scan Utility 3.

Enabling WebDAV

To enable WebDAV:

1. In CentreWare Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to WebDAV, select **Enabled**.
3. Click **Apply**.

Configuring WebDAV

To configure WebDAV settings:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > WebDAV**.
2. Type the **Port Number**.
3. Type the **Connection Time-Out** period. The default is 30 seconds.
4. Click **Apply**.

WSD

Web Services for Devices (WSD) is technology from Microsoft that provides a standard method for discovering and using network connected devices. It is supported in Windows Vista and Windows Server 2008 operating systems. WSD is one of several supported communication protocols.

Enabling WSD

To enable the WSD protocol:

1. In CentreWare Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to WSD Print, select **Enabled** to enable the WSD print service.
3. Next to WSD Scan, select **Enabled** to enable the WSD scan service.
4. Click **Apply**.

Configuring WSD

To configure the WSD protocol:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > WSD**.
2. Edit the following settings if required:
 - Port Number. The default is 80.
 - Data Receive Time-Out in seconds. The default is 30
 - Notification Delivery Time-Out in seconds. The default is 8.
 - Maximum TTL. The default is 1.
 - Maximum Number of Subscribers. The default is 50.
3. Click **Apply**.

6

Security

Setting Up Access Rights

Overview

You can control access to the printer's services and features by setting up authentication, authorization, and personalization.

Authentication

Authentication is the process of confirming a user's identity by comparing information provided by the user, such as their user name and password, against another source of user information such as a Lightweight Directory Access Protocol (LDAP) network directory. Users can be authenticated when accessing the Control Panel or when accessing CentreWare Internet Services.

There are several ways to authenticate a user:

- **Local:** If you have a limited number of users, or do not have access to a Lightweight Directory Access Protocol (LDAP) network directory, you can add user information, such as user names and passwords, to the printer's internal database. You can then specify tools and feature access for all users. Users are authenticated and authorized when they log in at the Control Panel.
- **Network:** The printer retrieves user information from an LDAP network directory to authenticate and authorize users when they log in at the Control Panel. You must configure LDAP server settings first. The printer can use any of the following protocols to communicate with your authentication server:
 - Kerberos (Solaris, or Windows 2000/2003)
 - SMB (Windows 2000/2003)
 - LDAP

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- **Card Reader:** You must purchase and install a magnetic or proximity card reading system, such as Xerox® Secure Access. To access the printer, users must swipe a pre-programmed identification card.

Authorization

Authorization is the process of defining the services and features that users are allowed to access. For example, you can configure the printer to allow a user to copy, scan, and fax, but not email. There are two types of authorization:

- **Locally on the Device (Internal Database):** User login information is stored locally in the printer's internal User Information Database.
- **Remotely on the Network:** User login information is stored externally in a network database such as an LDAP directory.

Personalization

Personalization is the process of customizing services for a specific user. If your network is connected to an LDAP server, the printer can look up a user's home directory and email address when using the Scan to Home, or email scanning features.

Note

Personalization is only available when the printer is configured to use network authentication.

Local Authentication

Setting Up Local Authentication

To configure local authentication:

1. In CentreWare Internet Services, click **Properties > Security > Authentication Configuration**.
2. On the Authentication Configuration page, next to Login Type, select **Login to Local Accounts**.
3. Select **Enabled** next to Print Stored File from Folder or Folder to PC/Server to enable these services.
4. Select **Enabled** next to Non-account Print to allow users without accounts to access the printer.
5. Click **Apply**, then click **Reboot Machine**.

Defining User Information

Before you can define access rights for users, user information must be defined. You can add information to, or edit the printer's internal User Information Database, or you can specify a network database or LDAP server containing user information.

Specifying Login Requirements

To specify password requirements:

1. In CentreWare Internet Services, click **Properties > Security > User Details Setup**.
2. If you want the printer Control Panel to display text other than User ID, type the text in the **Alternative Name for User ID** field.
3. Next to Mask User ID, select **Hide** if you want user ID characters to be displayed as asterisks at the Control Panel or **Show** if you want the text displayed.
4. If you want the printer Control Panel to display text other than Account ID, type the text in the **Alternative Name for Account ID** field.
5. Next to Mask Account ID, select **Hide** if you want user ID characters to be displayed as asterisks at the Control Panel or **Show** if you want the text displayed.
6. Next to Failed Access Log, type the number of allowed login attempts (1-600). Type **0** to allow an unlimited number of login attempts. If the maximum number of allowed attempts is exceeded, the printer is locked and must be restarted.
7. To allow users to log in without case sensitivity, select **Non-Case Sensitive** next to User ID for Login.
8. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Network Authentication

If you have an LDAP server connected to your network, you can configure the printer to retrieve user information from the LDAP directory when authenticating a user at the Control Panel.

Setting up Network Authentication

To set up network authentication:

1. In CentreWare Internet Services, click **Properties > Securities > Authentication Configuration**.
2. On the Authentication Configuration page, next to Login Type, select **Login to Remote Accounts**.
3. Select **Enabled** next to Print Stored File from Folder or Folder to PC/Server Enabled to enable these services.
4. Select **Enabled** next to Non-account Print to allow users without accounts to access the printer.
5. To allow a guest user to access the printer, select **On** next to Guest User. Type the Guest Password, then retype the password to verify.
6. To have the printer cache remote account information, select **Enabled** next to Save Remote Accounts in This Machine. Specify if you want to have the cached information deleted (click **Delete Remote Accounts**) and how often you want to delete cached information by selecting a deletion day, month, and time.
7. Click **Apply**, then click **Reboot Machine**.
8. After the printer restarts, refresh your browser and navigate back to the Authentication Configuration > Step 1 of 2 page, and click **Next** at the bottom of the page.
9. Next to Authentication System, click **Configure**.

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10. On the Authentication System page, select your **Authentication System** from the drop-down list.
11. Type the **Server Response Time-Out**, and the **Search Time-Out**.
12. Select **Enabled** next to Assign UPN (User Principal Name) if desired.
13. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
14. Click **Reboot Machine**.

Configuring Authentication Server Settings for Kerberos

To configure authentication settings for the Kerberos server:

1. In CentreWare Internet Services, click **Properties > Security > Remote Authentication Servers > Kerberos Server**.
2. Next to Server Certificate Validation, select **Enabled** to enable the Kerberos validation services.
3. Under **Kerberos Server 1**, type the host name or IP address of your primary server.
4. Type the Primary Server Port Number.
5. Type the host name or IP address of your secondary server.
6. Type the Secondary Server Port Number.
7. Type the Domain Name (realm name) of your server.
8. Type the server name, port name, and domain name of any additional Kerberos servers if desired.
9. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Configuring Authentication Server Settings for SMB

To configure settings for the Server Message Block (SMB) server:

1. In CentreWare Internet Services, click **Properties > Security > Remote Authentication Servers > SMB Server**.
2. Next to SMB Server Setup, select **By Domain Name** or **By Server Name /IP Address**.
3. Type the Domain Name and Server Name/IP Address for each of your servers.
4. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Configuring Authentication Server Settings for LDAP

To configure authentication settings for the Lightweight Directory Access Protocol (LDAP):

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > LDAP > LDAP Authentication**.
2. Next to Authentication Method, select **Direct Authentication** or **Authentication of User Attributes**.

Direct Authentication uses the user name and password entered by the user for authentication with the LDAP server.

Authentication of User Attributes allows you to specify what is entered by the user (Attribute of Typed User Name) and what is used by the printer (Attribute of the Login User Name) to authenticate the user.

3. If you selected Authentication of User Attributes:
 - a. Type the **Attribute of Typed User Name**. Enter the LDAP attribute that corresponds to the information you want the user to enter at the Control Panel. For example, if you want the user to enter the mail address, enter “mail”. (Maximum 32 characters.)
 - b. Type the **Attribute of Login User Name**. Enter login information registered on the LDAP server. (Maximum 32 characters.)
4. Select **Enabled** next to Use Added Text String, and type the additional text string if you want to add text to the user input prior to authentication.
5. Click **Apply**.

Authentication Using a Card Reader System

Setting Up Authentication for Xerox® Secure Access

Before you begin:

- Enable Secure HTTP (SSL).
- Install the Xerox® Secure Access Unified ID System® (authentication server) and configure with user accounts. Refer to the authentication server documentation for help.
- Connect and configure your card reader.
- Install the appropriate plugin for your card reader and printer model. Download the latest plugin files and plugin installation instructions at www.xerox.com.

Note

Accounts created on the Xerox® Secure Access authentication server must match accounts stored in the printer's local database or in another network authentication server.

To configure authentication services for Xerox® Secure Access:

1. In CentreWare Internet Services, click **Properties > Security > Authentication Configuration**.
2. On the Authentication Configuration page, next to Login Type, select **Xerox Secure Access**.
3. Select **Enabled** next to Print Stored File from Folder or Folder to PC/Server Enabled to enable these services.
4. Select **Enabled** next to Non-account Print to allow users without accounts to access the printer.
5. Click **Apply**, then click **Reboot Machine**.

6. After the printer restarts, refresh your browser and navigate back to the **Authentication Configuration > Step 1 of 2** page, and click **Next** at the bottom of the page.
7. Next to **Authentication System**, click **Configure**.
8. On the **Authentication System** page, select **Authentication Agent** from the drop-down list.
9. Type the **Server Response Time-Out** and the **Search Time-Out**.
10. Select **Enabled** next to **Assign UPN (User Principal Name)** if desired.
11. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
12. Click **Reboot Machine**.

Configuring Xerox® Secure Access Login Settings

To configure Xerox® secure access login settings:

1. In CentreWare Internet Services, click **Properties > Security > Remote Authentication Servers Xerox Secure Access Settings**.
2. Type the **Default Prompt** text and **Default Title** text.
3. Select **Enabled** next to Local Login to allow users to type their credentials at the Control Panel.
4. Select **Enabled** next to Get Accounting Code to allow the printer to automatically obtain the user's accounting code from a network accounting server when the user logs in at the Control Panel. Network authentication and network accounting must be configured. If this setting is not enabled, the user must enter an accounting code when they log in at the Control Panel.
5. Type the Connection Time-Out period (1-300 seconds).
6. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Setting Up Authentication for a USB SmartCard Reader System

To use the printer with a card reader system other than Xerox® Secure Access, you must order and install the Xerox® Common Access Card Enablement Kit. The kit includes hardware, software, and instructions for connecting and configuring your card reader system.

Before you begin:

- Install the USB Enablement Kit.
- Install a Kerberos authentication server and configure with user accounts.
- Connect your card reader to the printer.

Configure Network Authentication Settings

1. Configure network authentication. For details, see [Network Authentication](#).
2. Configure Kerberos server settings. For details, see [Configuring Authentication Server Settings for Kerberos](#).

Enable SmartCard Settings

To enable SmartCard settings:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, and touch the **Tools** tab.
2. Touch **Authentication / Security Settings > Authentication > User Details Setup > Use of SmartCard**.
3. Touch **Change Settings**.
4. Touch **Enabled**.
5. Under Jobs Validated by Card, select **Copy, Print** or **Fax/Scan**, and touch **Save**.

Set the SmartCard Certificate Verification Mode

For additional security, you can set the printer to validate a user's SmartCard against certificates stored on the printer.

To set the SmartCard verification mode:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, and touch the **Tools** tab.
2. Touch **Authentication / Security Settings > Authentication > User Details Setup > SmartCard Certificate Verification**.
3. Touch **Change Settings**.
4. Touch **Enabled**.

Note

Configure certificate revocation retrieval settings as necessary.

- The root CA and intermediate CA of the user's SmartCard certificate must be stored on the printer.
- The printer's date and time settings must be correct to validate the certificate.

Set the SmartCard Logout Timing

Use this feature to set whether the SmartCard needs to remain in the card reader while using the printer or the user can tap the card on the reader to gain access to the system. If the card does not remain in the card reader, the user must log out via the Control Panel.

To set the SmartCard Logout Timing:

1. At the printer Control Panel, press the **Machine Status** button and touch the **Tools** tab.
2. Touch **Authentication / Security Settings > Authentication > User Details Setup > SmartCard Logout Timing**.
3. Touch **Change Settings**.
4. Touch either **Log Out when Card is Removed** or **Log Out from Control Panel**.
5. Touch **Save**.

Controlling Access to Tools and Features

Controlling Access for All Users

To lock or unlock tools and features for all users:

1. In CentreWare Internet Services, click **Properties > Security > Authentication Configuration**.
2. Click **Next**.
3. Under Access Control, next to **Device Access**, click **Configure**.
4. Select **Locked** to require authentication for all services at the Control Panel (Services Pathway), Job Status button (Job Status Pathway), or the Machine Status button (Machine Status Pathway).
5. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

To lock, unlock, or hide individual services for all users:

1. In CentreWare Internet Services, click **Properties > Security > Authentication Configuration**.
2. Click **Next**.
3. Under Access Control, next to **Service Access**, click **Configure**.
4. Select **Locked** to require authentication for individual services at the Control Panel, or select **Locked (Hide Icon)** to hide the service.
5. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Controlling Access for a Group of Users

If your network is connected to an LDAP server, you can configure network authentication and control individual user or group access to services and features.

LDAP server user groups can be used to control access to services and features of the printer. For example, the LDAP server may contain a group of users called Admin. You can configure the Admin group on the printer so that only members of this group have Administrator access to the printer. When a user belonging to the group Admin logs onto the printer, the printer performs an LDAP directory lookup to verify the user. Once authenticated, the user is allowed administrative rights to the printer.

You can set up and control access to your printer in four ways:

- User Roles Access Setup
- Device Access Setup
- Service Access Setup
- Feature Access Setup

Before you begin:

- Configure [Network Authentication](#).
- Configure [LDAP server settings](#).

User Roles Access Setup

To assign users to specific role/access groups:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > LDAP > LDAP Authorization Process**.
2. Under User Roles, in the **System Administrator Access** field, type the name of the group, defined in the LDAP server database, that you want to use to grant System Administrator access to the printer.
3. In the **Accounting Administrator Access** field, type the name of the group, defined in the LDAP server database, that you want to use to grant Accounting Administrator access to the printer.
4. Continue with other access settings or scroll down and click **Apply**.
 - [Device Access Setup](#)
 - [Service Access Setup](#)
 - [Feature Access Setup](#)

Device Access Setup

Note

Device Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access pathways.

To set up device access:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > LDAP > LDAP Authorization Process**.
2. Under Device Access, in the Services Pathway, type the name of a group, defined at the LDAP server, that you want to use to provide access to the Services features on the printer.
3. Repeat the same process for the Job Status Pathway and the Machine Status Pathway.
4. Continue with other access settings or scroll down and click **Apply**.
 - [User Roles Access Setup](#)
 - [Service Access Setup](#)
 - [Feature Access Setup](#)

Service Access Setup

Note

Service Access Setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access services.

You can specify access to the services of the printer under Service Access. Type the names of the LDAP groups for any of the services listed.

To set up service access:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > LDAP > LDAP Authorization Process**.
2. Under Service Access and the Access Group setting, type the names of the LDAP groups allowed to access each of the individual printer services.
3. Continue with other access settings or scroll down and click **Apply**.
 - [User Roles Access Setup](#)
 - [Device Access Setup](#)
 - [Feature Access Setup](#)

Feature Access Setup

Note

Feature Access Setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access features.

You can set specific access to the color copying feature of the printer listed on the Feature Access page.

To set up feature access:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > LDAP > LDAP Authorization Process**.
2. Under Feature Access and the Access Group setting, type the names of the LDAP groups allowed to access each individual feature.
3. Continue with other access settings or scroll down and click **Apply**.
 - [User Roles Access Setup](#)
 - [Device Access Setup](#)
 - [Service Access Setup](#)

Digital Certificates

A digital certificate must be installed on the printer before you can enable secure HTTP (SSL). A digital certificate is a set of data used to verify the identity of the holder or sender of the certificate. A certificate includes the following data:

- Information about the person, organization, or computer that the certificate is issued to, including the name, location, email address, and other contact information.
- Serial number of the certificate
- Expiration date of the certificate
- Name of the certificate authority (CA) that issued the certificate
- A public key
- A certificate authority's digital signature

Installing a Digital Certificate

There are three ways to install a certificate on the printer:

- Create a Self-Signed Certificate. A Self-Signed Certificate is the result when the printer creates its own certificate, signs it, and creates a public key for the certificate to be used in SSL encryption.
- Create a request to have a certificate authority (CA), or a server functioning as a certificate authority sign a certificate and then upload the certificate to the printer. An example of a server functioning as a CA is Windows Server running Certificate Services.
- Install a trusted root certificate created by a CA.

Note

Installing a self-signed certificate is less secure than installing a certificate signed by a trusted CA. However, if you do not have a server functioning as a certificate authority this is your only option.

Creating a Self-Signed Certificate

1. Enable S/MIME capability for the self-signed certificate if necessary. For details, see [Assigning a Name and Location to the Printer](#).
2. In CentreWare Internet Services, click **Properties > Security > Machine Digital Certificate Management**.
3. Click **Create New Certificate**.
4. Select **Self Signed Certificate**.
5. Click **Continue**.
6. Click a digital signature encryption algorithm.
7. Select the **Public Key Size** and type the name of the Issuer.
8. Next to Days of Validity, type the number of days (1-9999) until the certificate expires.
9. Click **Apply**.

Creating a Request

To create a request:

1. In CentreWare Internet Services, click **Properties > Security > Machine Digital Certificate Management**.
2. Click **Create New Certificate**.
3. Select **Certificate Signing Request (CSR)**.
4. Fill out the form with your 2-Letter Country Code, State/Province Name, Locality Name, Organization Name, Organization Unit, and Email Address.
5. Click **Apply**.
6. Values from the form are used to generate a Certificate Signing Request.
7. When the process is complete, you are prompted to save the Certificate Signing Request. Right-click the link and save the csr.pem file to your computer.

8. Email the file to a trusted certificate authority to be signed.

Note

If you want to use SSL/TLS for SMTP communication, next to SMTP - SSL/TLS Communication, select a method that your server supports.

Uploading a Certificate

When a signed certificate is received back from a trusted certificate authority (CA), you can upload the certificate to the printer. You can also upload certificates, root certificates, and intermediate CA certificates to establish a complete chain of trust.

To upload a certificate:

1. In CentreWare Internet Services, click **Properties > Security > Machine Digital Certificate Management**.
2. Click **Upload Signed Certificate**.
3. If the certificate is password protected, type the password and retype it to verify.
4. Click **Browse** or **Choose File**, navigate to the signed certificate in .crt format, and click **Open** or **Choose**.
5. Click **Import**.

Note

The signed certificate must match the CSR created by the printer.

Managing Certificates

To see information about the certificates installed on the printer, or specify the certificate to use for S/MIME, SSL, and IPSEC:

1. In CentreWare Internet Services, click **Properties > Security > Certificate Management**.
2. Select a **Category**, **Certificate Purpose**, and **Certificate Order** to filter the display.
3. Click **Display the list**.
4. Select a certificate from the list and click **Certificate Details**.
5. To set the certificate as the primary certificate, click **Use this certificate**. If *Use this certificate* is not available, then the selected certificate has expired or is not valid. All certificates in the certification path (chain of trust) must be installed on the printer and be valid.
6. Click **Delete** to remove the certificate or **Export** to save the certificate to your computer.

Certificate Revocation Retrieval Settings

To configure certificate revocation retrieval settings:

1. In CentreWare Internet Services, click **Properties > Security > Certificate Revocation Retrieval Settings**.
2. Under General, select the **Level of Certificate Verification**.

- **Low:** The revocation status of certificates is not checked. The printer verifies that the certificate has not expired and that the certificate issuer and signature are valid.
 - **Medium:** The revocation status of certificates is checked. If the certificate status cannot be obtained due to a network error, the certificate is still considered valid.
 - **High:** The revocation status of certificates is checked. The certificate is only considered valid after successfully verifying that the certificate has not been revoked.
3. Select the **Retrieval of Certificate Status: OCSP or CRL**.
 4. If you selected OCSP as the retrieval method:
 - a. Under **OCSP**, next to **Send Query to OCSP Responder With**, select **URL as Specified in Certificate** or **URL as Specified by Administrator**.
 - b. Type the URL of **OCSP Responder**.
 - c. Type the **OCSP Communication Time-Out** (5-60 seconds).
 5. If you selected CRL as the retrieval method:
 - a. Under **CRL**, next to **Auto Retrieval of CRL**, select **Enabled** if desired.
 - b. Type the **CRL Retrieval Time-Out** (5-60 seconds).
 6. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Secure HTTP and SSL/TLS

You can encrypt all data sent over HTTP by establishing an encrypted SSL connection. You can enable SSL encryption for the following services:

- Configuring the printer in CentreWare Internet Services
- Printing from CentreWare Internet Services
- Printing using IPP
- Managing scan templates
- Network scanning
- Network accounting

Before you begin:

- [Install a digital certificate](#).
- Ensure that the date and time configured on the printer is correct. This is used to set the start time for self-signed certificates.

Configuring Secure HTTP (SSL/TLS)

Note

A digital certificate must be installed on the printer before you can enable Secure HTTP.

Note

If Secure HTTP is enabled, when accessing CentreWare Internet Services, all pages will contain **https://** in the web page URL.

To configure HTTP (SSL/TLS):

1. In CentreWare Internet Services, click **Properties > Security > SSL/TLS Settings**.
2. Next to HTTP - SSL/TLS Communication, select **Enabled**.
3. Type the port number you want to use for HTTP SSL/TLS.
4. If you want to use SSL/TLS for SMTP communication, select a method that your server supports.
5. If you want to use Secure E-mail, select the appropriate option next to SMTP - SSL/TLS Communication. You can choose either STARTTLS (if available), STARTTLS, or SSL/TLS.
6. If you want to use S/MIME communication, select **Enabled** next to S/MIME - SSL/TLS Communication.
7. Select **Enabled** next to Verify Remote Server Certificate if necessary.
8. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Note

If you are unsure what method your server supports, select STARTTLS (if available). If you select STARTTLS, the printer attempts to use STARTTLS. If your server does not support STARTTLS, SMTP communication is not encrypted.

S/MIME

Secure/Multipurpose Internet Mail Extensions (S/MIME) is a standard for public key encryption and signing of email encapsulated in MIME.

Before you begin:

- Enable SSL/TLS.
- Install an S/MIME certificate and all certificates in the certification path (chain of trust) for the S/MIME certificate. The S/MIME certificate must be in PKCS #12 format, and the email address in the certificate must be the same as the printer's email address.
- Enable S/MIME Communication on the SSL/TLS Settings page.

IPsec

Internet Protocol Security (IPsec) is a group of protocols used to secure Internet Protocol (IP) communications by authenticating and encrypting each IP data packet. It allows you to control IP communication by creating protocol groups, policies, and actions for the following:

- DHCP v4/v6 (TCP and UDP)
- DNS (TCP and UDP)
- FTP (TCP)
- HTTP (Scan Out, TCP port 80)
- HTTPS (Scan Out, TCP port 443)

- HTTPS (Web Server, TCP port 443)
- ICMP v4/v6
- IPP (TCP port 631)
- LPR Print (TCP port 515)
- Port 9100 Print (TCP port 9100)
- SMTP (TCP/UDP port 25)
- SNMP (TCP/UDP port 161)
- SNMP Traps (TCP/UDP port 162)
- WS-Discovery (UDP port 3702)
- Up to 10 additional services

Configuring IPsec

Note

Secure HTTP (SSL) must be enabled with an installed digital certificate before you can enable IPsec.

To configure Internet Protocol (IP) security communications:

1. In CentreWare Internet Services, click **Properties > Security > IPsec**.
2. Next to Protocol, select **Enabled**.
3. Select the **IKE Authentication Method, Preshared Key, or Digital Signature**.
4. If you select Preshared Key, type the **Shared Key** and retype the key to verify.
5. Type the IKE SA LIFE Time (5-28800 minutes).
6. Type the IPsec SA Life Time (300-172800 minutes).
7. Select the **DH Group** type.
8. Enable **PFS** if necessary.
9. Type the **Specific Destination IPv4 Address**.
10. Type the **Specific Destination IPv6 Address**.
11. To restrict the printer from communicating with devices that are not using IPsec, select **Disabled** next to Communicate with Non-IP Sec Device.
12. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

802.1X

802.1X is an Institute for Electrical and Electronics Engineers (IEEE) standard that defines a method for port-based network access control or authentication. In an 802.1X-secured network, the printer must be authenticated by a central authority, typically a RADIUS server, before it can access the physical network. You can enable and configure the printer to be used in an 802.1X-secured network.

Before you begin:

- Ensure your 802.1X authentication server and authentication switch are available on the network.

Security

- Determine the authentication method supported by the server.
- Create a user name and password on your authentication server.
- Ensure that the printer can be offline for several minutes. Changing and applying 802.1X settings causes the printer to restart.

Configuring 802.1X

To configure 802.1x network settings:

1. In CentreWare Internet Services, click **Properties > Security > IEEE 802.1X**.
2. Next to Enable IEEE 802.1x, select **Enabled**.
3. Under Authentication Method, select the method used on your network:
 - **EAP-MD5** - Extensible Authentication Protocol (unencrypted)
 - **EAP-MS-CHAPv2** - Microsoft Challenge Handshake Authentication Protocol (unencrypted)
 - **PEAP/MS-CHAPv2** - Protected EAP (encrypted)

Note

EAP-TLS: This method is available if the printer is configured to use EAP-TLS.

4. Type the Login Name (Device Name) required by your authentication switch and server.
5. Type the Password, then retype to verify.
6. Select **Enabled** next to Certificate Validation, if necessary.
7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

FIPS140-2 Data Encryption

All data stored on and transmitted by the printer is encrypted. Some services and protocols, such as SMB, NetWare, SNMPv3, and the PDF Direct Print service do not use an encryption method that complies with government standard FIPS140-2. You can warn users with a Control Panel message when data is about to be transmitted that is not encrypted to FIPS140-2 standard. For more information, see the printer's Security White Paper on the Xerox website.

To enable the data encryption warning message:

1. In CentreWare Internet Services, click **Properties > Security > FIPS140 Validation Mode**.
2. Select **Enabled** next to FIPS140 Validation Mode.

Note

FIPS 140-2 encryption does not apply to the following services and protocols: SMB, NetWare, SNMPv3, or PDF Direct Print Service.

Overwriting Image Data

To ensure that image data on the printer's hard drive cannot be accessed, you can delete and overwrite image data. Image data is any and all in-process or temporary user data on the hard drive, such as current jobs, queued jobs, and temporary scan files, but not saved jobs or folders. To use this feature, you must purchase and install the Data Security Kit.

Manually Deleting Image Data

To manually delete image data on the printer's hard drive:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Authentication/Security Settings > Overwrite Hard Disk**.
3. Touch **Number of Overwrites**, then touch **1 Overwrite**, or **3 Overwrites**.
4. Touch **Save**.
5. Touch **Run Image Overwrite**.
6. Touch **Start**.
7. Touch **Yes** to confirm. The following will be deleted:
 - Secure, Sample, and Delay print jobs
 - Images stored in folders
 - PDL spool files
 - Fax documents
 - Any temporary files

Caution

All image data will be deleted.

Note

While data is being deleted, the printer will be offline. The printer will restart when the process is complete.

Scheduling Routine Deletion of Image Data

To schedule a regular time when image data on the printer's hard drive will be deleted:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Authentication/Security Settings > Overwrite Hard Disk**.
3. Touch **Number of Overwrites**, then touch **1 Overwrite**, or **3 Overwrites**.
4. Touch **Save**.
5. Touch **Run Image Overwrite**.
6. Touch **Scheduled Image Overwrite**.
7. Touch **Daily**, **Weekly**, or **Monthly** and touch the arrow icons to specify when you want image data to be deleted.



All image data will be deleted.

IP Filtering

You can prevent unauthorized network access by only allowing data to be transmitted to and from specific IP addresses and ports.

Creating an IP Filter Rule

To create an IP filter rule:

1. In CentreWare Internet Services, click **Properties > Security > IP Filtering**.
2. Under IPv4 Filtering or IPV6 Filtering, select **Enabled**.
3. Click **Add** next to the option you just selected.
4. Type the Source IP Address. This is the IP address of the computer or device that you want to allow.
5. Type a number for the **Source IP Mask** that will use this rule. The allowable range of 0 to 32 corresponds to the 32-bit binary number comprising IP addresses. A number of 8, for example, represents a Class A address (mask of 255.0.0.0). The number 16 represents a Class B address (mask of 255.255.0.0). The number 24 represents a Class C address (mask of 255.255.255.0).
6. Click **Apply** and follow the prompts to reboot the machine.
7. Refresh your browser and navigate back to the IP Filtering page. Under IP Filter Rule List, select the rule that you just created.
8. Select your rule in the list, and click **Apply**.
9. Click **Edit** or **Delete** to edit or delete an existing rule.

Audit Log

When the Audit Log feature is enabled, the printer begins recording events that happen on the printer. You can download the Audit Log as a tab-delimited text file and review it to find security breaches and assess the printer's security.

Enabling Audit Log

Note

Secure HTTP (SSL) must be enabled before you can enable the Audit Log. For details, see Secure HTTP (SSL).

To enable the Audit Log:

1. In CentreWare Internet Services, click **Properties > Security > Audit Log**.
2. Next to Audit Log, select **Enabled**.
3. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Saving an Audit Log

1. In CentreWare Internet Services, click **Properties > Security > Audit Log**.
2. Under Export Audit Log, right-click the **Export as text file** link and save the compressed **auditfile.txt** file to your computer.
3. Open the file in an application that can read a tab-delimited text file.

Interpreting the Audit Log

The Audit Log is formatted into columns:

- **Log ID:** A unique value that identifies the event.
- **Date:** The date that the event happened in mm/dd/yy format.
- **Time:** The time that the event happened in hh:mm:ss format.
- **Audit Event ID:** The type of event. The number corresponds to a unique description.
- **Logged Events:** An abbreviated description of the type of event.
- **User Name:** User Name, Job Name, Computer Name, Printer Name, Folder Name, or Accounting Account ID (when Network Accounting is enabled).
- **Description:** More information about the Logged Event. When the Logged Event is System Status for example, one of the following may be displayed: Started normally (cold boot), Started normally (warm boot), Shutdown requested, Image Overwriting started.
- **Optionally Logged Items:** Other information recorded when the event occurs, such as log in and authentication access method.

Note

One audit log entry is recorded for each network destination within a Network Scanning scan job.

Note

For Server Fax jobs: One audit log entry is recorded for each Server Fax job.

Note

For Email jobs: One audit log entry is recorded for each SMTP recipient within the job.

Note

Network Authentication must be configured to record the user's name in the Audit Log.

PDF and XPS Signatures

You can add a digital signature to PDF or XPS documents that are created by the printer scan feature. The signature uses the information in an S/MIME digital certificate.

Before you begin:

- Install an S/MIME digital certificate.
- Enable secure [HTTP](#) (SSL) and [S/MIME](#) communication.

To set digital signatures:

Security

1. In CentreWare Internet Services, click **Properties > Security > PDF / XPS Signature Settings**.
2. Select the desired PDF Signature Hash Algorithm.
3. Next to **XPS Signature**, select when you want the signature to be added.
4. Select the type of certificate to which these changes apply.
5. Click **Apply**.

Address Book Security

Controlling CentreWare Internet Services Address Book Access

You can allow all users to edit the public address book in CentreWare Internet Services or restrict access to System Administrators only.

To control address book access:

1. In CentreWare Internet Services, click the **Address Book** tab.
2. Under Security, click **Access Rights**.
3. Select **System Administrators Only** or **Open to All Users**.

Controlling Control Panel Address Book Access

Before you begin, configure [Local Authentication](#). You can create an Authorization Group to restrict users from using or editing the address book at the Control Panel.

To restrict access to the Control Panel address book:

1. In CentreWare Internet Services, click **Properties > Security > Create Authentication Groups**.
2. Click **Edit** next to one of the group numbers.
3. Type the **Group Name**.
4. Next to Restrict Recipient Selection Method, select **No Restriction** to allow access for the group, or **Always Apply Restriction** to require authentication for the group.
5. Next to Restrict User to Edit Address Book, select **No Restriction**, or **Always Apply Restriction**.
6. Next to Allow User to Disable Active Settings, select **Allow** or **Do Not Allow**.
7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

Restricting Access to Job Information

You can control how job information is displayed at the Control Panel when users press the Job Status button.

Hiding or Password Protecting Completed Job Information

To control access to completed job information:

1. In CentreWare Internet Services, click **Properties > Security > Job Status Default > Completed Jobs View**.
2. Next to Completed Jobs View, select **Require Login to View Jobs** or **No Job Viewing** to keep users from seeing completed job information.
3. If you selected **Require Login to View Jobs**, select **All Jobs** or **Jobs Run By Login User Only**.
4. Next to Hide Job Details, select **Yes** or **No**.
5. Click **Apply**.

Hiding Active Job Information

To hide or show active job information:

1. In CentreWare Internet Services, click **Properties > Security > Job Status Default > Active Jobs View**.
2. Next to Hide Job Details, select **Yes** or **No**.
3. Click **Apply**.

Hiding or Displaying Network Settings

To show or hide the IPv4 address or host name of the printer on the Control Panel touch screen:

1. In CentreWare Internet Services, click **Properties > Security**.
2. Click **On Demand Overwrite > Display Network Settings**.
3. Select **Show IP Address (IPv4 only)** or **Show Host Name**. To hide network information, select **Hide Network Information**.
4. Click **Apply**.

7

Printing

This chapter includes:

- Selecting Print Mode Options
- Managing Banner Sheet Printing Options
- Print Service Settings
- UNIX®, Linux®, and AS/400 Printing

Selecting Print Mode Options

To specify the print mode that you want the printer to use for individual protocol types:

1. In CentreWare Internet Services, click **Properties > Services > Printing > Print Mode**.
2. For each print mode listed, select **Auto**, **HP-GL/2**, **PCL 6/5e**, or **TIFF/JPEG** from the drop-down list.
3. Select **PJL** if necessary.

Managing Banner Sheet Printing Options

You can set the printer to print a Banner Sheet with each print job. The banner sheet contains information identifying the user and job name.

Note

Banner sheet printing must be enabled in the print driver. It must also be enabled at the Control Panel or in CentreWare Internet Services or a banner sheet will not print.

Enabling Banner Sheet Printing in CentreWare Internet Services

1. In CentreWare Internet Services, click **Properties > Services > Printing > Print Mode**.
2. Under Banner Sheet, next to Sensing Separator Page, select **Enable**.
3. Next to Banner Sheet, select **Start Sheet**, **End Sheet**, or **Start Sheet & End Sheet**.
4. Select the tray from which the banner sheet should print.

Printing

5. To allow banner sheet printing to be enabled or disabled from the print driver, select **Enabled** next to **Allow Print Driver to Override**.
6. Click **Apply**.

Enabling Banner Sheet Printing from the Control Panel

To enable banner sheet printing from the Control Panel:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Print Service Settings > Other Settings**.
3. Touch **Banner Sheet**.
4. Touch **Change Settings**.
5. Touch **Start Sheet, End Sheet, or Start Sheet & End Sheet**.
6. Touch **Allow Print Driver to Override** to allow banner sheet printing to be enabled or disabled from the print driver.
7. Touch **Save**.

Enabling Banner Sheet Printing in the Print Driver

To enable banner sheet printing in the print driver:

1. With your file open, from your application's File menu, click **Print**. The application Print window displays.
2. Select your printer from the **Printer Name** drop-down menu.
3. Click **Properties** to access the print settings for the job.
4. Click the Advanced tab.
5. Click to expand the **Paper/Output** option.
6. Click **Banner Sheets**, then click the down arrow and select **Enabled** or **Disabled**.
7. Click **OK**.

Note

If banner sheet printing is disabled through CentreWare Internet Services or the at the printer Control Panel, setting the print driver to print banner sheets will have no effect.

Print Service Settings

Configuring Print Service Settings

To allocate memory for print settings:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Print Service Settings > Allocate Memory**.
3. Touch the item and then **Change Settings**.
4. Specify the amount of memory allocated to the following print settings as necessary.
5.
 - HP-GL/2 Auto Layout Memory

- Job Ticket Memory
- Receiving Buffer USB, LPD, IPP, Port 9100

6. Touch **Save**.

To set memory for other types of print settings:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Print Service Settings > Other Settings**.
3. Touch the item and then **Change Settings**.
4.
 - **Print Area:** Touch **Extended** to print beyond the standard page margins.
 - **Substitute Tray:** Specify what should happen when the printer runs out of a specific size paper such as **Display a Message**, **Use Larger Size**, **Use Closest Size** or **Select Tray 5**.
 - **Paper Type Mismatch:** Specify what should happen when the paper type loaded in the tray does not match the paper type specified such as **Print**, **Display Confirmation Screen**, or **Display Paper Supply Screen**.
 - **Unregistered Forms:** Set whether or not to print a job if a form specified for printing in a form data file (overlay printing) is not registered on the printer. If you touch **Print**, only the data is printed because the specified form is not present. The setting is added to the print settings menu when there is a print specification from the host computer.
 - **Resume Job After Print Error:** Touch **Job Resumes Automatically** to automatically cancel a print job when an error occurs. Touch **Resume by User** to display a Control Panel prompt requiring a user to cancel the job manually.
 - **When Paper Jam Occurs:** Touch **Resume Job after Jam Clearance** to continue printing a job after clearing a paper jam, or **Delete Job** to cancel the print job.
 - **Printer User ID:** You can print a user's User ID on the page. Touch **Top Left**, **Top Right**, **Bottom Left**, or **Bottom Right**. The User ID must be specified in the user's print driver.
 - **Sensing Separate Page:** Enabled/Disabled.
 - **Banner Sheet:** Touch **Start Sheet** to print an identifying page before each print job, **End Sheet** to print an identifying page after each print job, or **Start Sheet and End Sheet** to print both.
 - **Banner Sheet Tray:** Select the tray to use for printing banner sheets.
 - **XPS Print Ticket Processing:** Specify how the printer processes print tickets in XPS documents. Select **Standard Mode** or **Compatible Mode** to use the Microsoft-compliant mode.
 - **LPD Print Queue:** Touch **Data Processing Order** or **Job Submission Order** to specify the LPD print sequence.
 - **OCR Font Glyphs (OXSC):** Choose between a backslash or the Japanese yen sign.

Configuring Media Print Service Settings

To configure media print settings:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Media Print Service Settings**.
3. Select the paper supply preset from the list, and touch **Change Settings** to associate the paper tray to the paper supply selection.
4. Touch **Save**.

Note

The Media Print - Text feature allows users to print PDF, JPG, TIFF, and XPS files directly from a USB Flash Drive.

UNIX[®], Linux[®], and AS/400 Printing

UNIX-based printing uses LPD/LPR port 515 or port 9100 to provide printer spooling and network print server functionality. Xerox[®] printers can communicate using either protocol.

Xerox[®] Services for UNIX[®] Systems (XSUS)

XSUS is an application that allows you to manage and print to multiple printers in UNIX[®] and Linux[®] environments. With XSUS you can:

- Configure and check the status of network-connected printers.
- Set up a printer on your network as well as monitor the operation of the printer once installed.
- Perform maintenance checks and view supplies status at any time.
- Provide a common look and feel across the many different suppliers of UNIX[®] and Linux[®] operating systems.

Supported Printing Models

- **Workstation-to-printer (Peer-to-Peer):** Print jobs are processed and spooled locally on your computer, then sent directly to the printer. XSUS must be installed on each computer.
- **Workstation-to-Server (Client-Server):** Print jobs are processed and spooled on your computer and then sent to the printer to be printed. This model requires XSUS to be installed on both the server and on the computer.
- **Server Based:** Print jobs are sent unprocessed from your computer and are spooled on the server and then sent to the printer. This model requires XSUS to be installed on the server only. Individual computers can print to the printer by setting up a generic lp or lpr queue pointing to the queue on the print server.

- **Network Information Service (NIS) Based:** NIS uses a printer configuration map on the server. When new printer queues are added to a print server, only the configuration file in the master NIS server must be updated. NIS clients can then print to any of the queues listed on the server map without setting up local queues.

Note

Consult your UNIX® or Linux® operating system manual for more information on how to set up NIS-based printing.

Installing XSUS

Before you begin:

Note

You must have root or superuser privileges to install XSUS.

Download the latest Unix®, Linux®, or Oracle® Solaris software from the Support page of the Xerox website. This includes the following two .tgz files:

- **Printer Model Package file** which contains ppd files for all printer models. The file name is **PrinterPkgXPXX_20xx_xx_xx.tgz**.
- **Print Driver** for your operating system. The available files are:
 - **XeroxAIXpowerpcpxx_x.xx.xx.tgz** for the IBM RS6000 family.
 - **XeroxHPUXXPXX_x.xx.xx.tgz** to support HP workstations.
 - **XeroxLinuxi386XPXX_x.xx.xx.tgz** to support Linux® environments.
 - **XeroxSolarisXPXX_x.xx.xx.tgz** for Oracle® Solaris systems.

Download the Files

To download XSUS software:

1. Set up a temporary directory to download the files.
2. Download the print driver and Printer Model Package .tgz files to the temporary directory.
3. At the UNIX® command line, type **gzip -dfv {filename.tgz}** then press **Return** or **Enter**. The {filename} must include a .tgz extension.
4. Type **tar -xvf {filename.tgz}** then press **Return** or **Enter**.
5. The files are expanded and two directories are created with names that match the print driver and Printer Model Package .tgz file names.

Note

The expansion steps must be done for both .tgz files.

Perform the Installation Procedure

The installation creates a Xerox directory in /usr or /opt depending on your operating system.

To install XSUS:

1. Change to the directory created by the expansion of the Code .tgz file.

Printing

2. On the command line, type **./setup** then press **Return** or **Enter**.
3. Change to the directory created by the expansion of the Printer Definition .tgz file.
4. Type **./setup** then press **Return** or **Enter**.

Launching XSUS

To launch XSUS from a terminal window prompt as root, type **xpadmin**, then press **Enter** or **Return**.

Note

XSUS automatically detects if your system's X server is able to run in graphical mode or not and starts accordingly.

For more information on managing printers and queues through XSUS, see the XSUS Administrator Online Help.

Printing from a Linux® Workstation

Ensure that CUPS is installed and running on your workstation. The instructions for installing and building CUPS are contained in the CUPS Software Administrators Manual, written and copyrighted by Easy Software Products.

Note

For complete information on CUPS printing capabilities, see the CUPS Software Users Manual available from www.cups.org/documentation.php.

Installing the Xerox® PPD on the Workstation

The Xerox® PPD for CUPS is available on the Xerox website. Download the file and follow the instructions that come with it.

To install the Xerox® PPD for CUPS:

1. Download the latest UNIX® PPD from the Support page of the Xerox® website.
2. Copy the PPD into your CUPS `ppd/Xerox` folder on your workstation. If you are unsure of the folder's location, use the **Find** command to locate the PPDs on the workstation.

Adding the Xerox® Printer

To add the Xerox® printer to the CUPS printer list:

1. Verify that the CUPS daemon is running.
2. Open a Web browser and type **http://localhost:631/admin**, then click **Enter** or **Return**.
3. In User ID, type **root**. For password, type the root **password**.
4. Click **Add Printer** and follow the on screen prompts to add the printer to the CUPS printer list.

Printing with CUPS

CUPS supports the use of both the System V (`lp`) and Berkeley (`lpr`) printing commands.

- To print to a specific printer in System V, type: **lp -dprinter filename**, then click **Enter**.

- To print to a specific printer in Berkeley, type: **lpr -Pprinter filename**, then click **Enter**.

AS/400

Xerox provides Workstation Customizing Object (WSCO) files to support AS/400 or Iseries, V5R2 or later. The WSCO is a file that provides printer-specific PCL codes that the host print transform uses to select the correct tray, 2-sided (duplex) option, font size and type, and orientation.

The XTOOLSxxxx library provides a source WSCO for each supported Xerox® printer or device. You only need to download and install the library once.

Note

The host print transform only works on files that are of the type AFPDS and SCS. PIDS-formatted printer files must be recreated as type AFPDS to use the WSCO for printing.

Note

You must have IOSYSCFG permissions to create a device description or a remote queue.

Note

For details on AS/400, refer to the IBM AS/400 Printing V, (Red Book), available on the IBM website.

Installing the WSCO and Setting up Print Queues

For detailed instructions on installing the library and setting up print queues, refer to the installation instructions that are included with the library.

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Image Registration Setups

Adjusting Image Alignment

Adjustments can be made to the image based on the alignment output of a document. Various adjustments can be modified such as magnification 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. Use Alignment Adjustment Setting features to compensate for misalignment and skew.

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

- **Perpendicularity Adjustment:** Adjust an image to be straight up or down.
- **Skew Adjustment:** Adjust a skewed image.
- **Magnification 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.

Note

When making adjustments to multiple items, adjust the image in the following order: Perpendicular, Skew, Magnification, and finally Print Position Adjustment.

Note

Select an adjustment and then **Change Settings** to view the effect the settings will have on the image.

Alignment Adjustment Procedure

Note

Adjust Side 1 first and then match Side 2 to Side 1. When accounting for paper size tolerances, the most accurate image alignment results are from folding the sheets in half instead of using the 10 mm from edge.

1. Press the **Log In/Out** button, and enter the System Administrator mode.
2. Select **Tools > System Settings**.
3. Select the **Common Service Settings** followed by the **Maintenance Settings**.
4. Use arrows to scroll down the page of selections.
5. Select **Alignment Adjustment**.
6. Select **Alignment Adjustment Type Setup** and press **Change Settings**.
7. Select **Type**.
8. Touch **Change Settings** to assign a type name.
9. Press **Save**.

Note

Use a name such as “A4 Plain” to indicate the paper type in the tray.

10. Press **Sample Printout**.
11. Select the paper tray from which you are printing and select 1-Sided. Using the Number of Sheets option, run at least 3 sheets.
12. Press the **Start** button.

The current sample output is printed.

Note

If the position of the sample output is correct, a line prints 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. Two lines print on the image of side 1 and one line prints on the image of side 2 of the sample to indicate the paper feed direction.

13. Make adjustments to the image in this order: Perpendicular, Skew, Magnification, and Print Position.
14. Select **Save**.
15. Repeat steps 12 through 14 until Side 1 reaches the desired state.
16. Select 2-Sided print and align Side 2 to match Side 1.

Note

Hold the sheet up to a light source where you can see through the sheet. This will help you match the images on both sides.

17. After you finish making adjustments, print another output sample by pressing **Sample Printout** and verify the adjustment results.
18. Make adjustments again if necessary.
19. Press **Close**.
20. Select the tray to assign the set type and press **Change Settings**.

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

Adjusting 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.

Fold Position Adjustment

To adjust fold position:

1. Load the paper tray.
2. Press the **Log In/Out** button, and enter the System Administrator mode.
3. Select **Tools > System Settings**.
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

Use a name such as “Single Fold Plain” that indicates the fold type.

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

Note

For details on making each fold adjustment, refer to the screen instructions.

12. Select the desired settings, and press **Sample Printout**.
13. Select the tray 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. Press **Save**.
18. Make adjustments accordingly. If necessary, repeat Steps 12 - 14.
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**.

Single Fold Position Adjustment

To adjust single fold settings:

1. Select **Single Fold**, and press **Change Settings**.
2. Specify **Sheets to be folded**, and press **Sample Printout**.
3. Select the tray and press the **Start** button.
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** field by touching the up/down arrow buttons; refer to the screen above.
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

To adjust booklet fold positioning:

1. Select **Booklet** and press **Change Settings**.
2. Press **Sample Printout**.
3. Select the tray, select **2-Sheet Stack**, and press the **Start** button. An output sample is printed.
4. Select the tray, select **15-Sheet Stack**, and press the **Start** button.
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**.
9. Press **Save**.

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.

10. Press **Sample Printout** again to print an output sample, and check the adjustment results.
11. Make adjustments again if necessary. (Steps 6 - 9)
12. Press **Save**.

C Fold Position Adjustment

To 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 and press the **Start** button.
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 the previous step in **Values A**.

Note

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 Position Adjustment

To 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 and press the **Start** button.
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**.

Note

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

To adjust Z-fold positioning:

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**.

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3. Select the tray and press the **Start** button.
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**.

Note

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**.

Copying

Specifying Default Copy Settings

To specify the default copy settings that users see at the Control Panel:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Copy Defaults**.
4. Touch the desired setting. For copy setting details, see the User Guide.
5. Touch **Change Settings**.
6. Make the desired changes to the setting, then touch **Save**.

Creating Copy Feature Presets

To define a preset for commonly used copy settings:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Preset Buttons**.
4. Touch a preset in the list, then touch **Change Settings**.
5. Make the desired changes to the preset, then touch **Save**.

Copy Control

To control copy settings:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.

Copying

2. Touch **System Settings > Copy Service Settings**.
3. Touch **Copy Control**.
4. Touch a setting in the list.
5. Touch **Change Settings**.
6. Make the desired changes, then touch **Save**.

Original Size Defaults

To change the default size specifications for originals:

1. At the printer Control Panel, log in as Administrator, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Original Size Defaults**.
4. Touch an original size in the list.
5. Touch **Change Settings**.
6. Make the desired changes to the preset, then touch **Save**.

Reduce and Enlarge Presets

To change the presets for reducing or enlarging images:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Reduce/Enlarge Presets**.
4. Touch a preset in the list, then touch **Change Settings**.
5. Make the desired changes to the preset, then touch **Save**.

Defining Custom Colors

To define custom colors:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Copy Service Settings**.
3. Touch **Custom Colors**.
4. Touch a custom color in the list, then touch **Change Settings**.
5. Touch the arrows to increase or decrease the values for Yellow, Magenta, or Cyan, then touch **Save**.

10

Scanning

This chapter includes:

- Configuring General Scan Service Settings
- Scanning to a Folder on the Printer
- Scanning to an Email Address
- Network Scanning
- Scanning to a User's Home Folder
- Scanning to a USB Drive

Configuring General Scan Service Settings

Setting Scan Defaults

To define scanning default settings for all users:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Scan Service Settings > Scan Defaults**.
3. Touch a default setting in the list, then touch **Change Settings**.
4. Make the desired changes to the default setting, then touch **Save**. For details, refer to www.xerox.com/support. Enter **Xerox Color C60/C70 Printer** in the **Search** or **Choose** field and select the desired documentation.

Setting Scan to PC Defaults

To define default Scan to PC settings for all users:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Scan Service Settings > Scan to PC Defaults**.
3. Touch a default setting in the list, then touch **Change Settings**.
4. Change the following settings as necessary:

- **Transfer Protocol:** Touch **FTP, SMB, or SMB (UNC Format)**.
- **Login Credential to Access Destination:** Touch **Remotely Authenticated User** to use the user name and password of the remotely authenticated user for login.
- **User Name for FTP Scan:** If you selected Remotely Authenticated User for the Login Credential to Access Destination setting, touch **User Name Only**, to only use the User Name for login, or **Add Domain Name** to use the user's full login credential name, including the domain name.

Scanning to a Folder on the Printer

The Store to Folder feature allows users to scan files to folders created on the printer's hard drive. These files can then be retrieved through CentreWare Internet Services. This feature provides network scanning capability without the need to configure a separate server.

- To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.
- For details, refer to www.xerox.com/support. Enter **Xerox Color C60/C70 Printer** in the **Search** or **Choose** field and select the desired documentation.

Managing Folders and Scanned Files

Creating and Editing a Folder

To create a scan folder on the printer's hard drive:

1. In CentreWare Internet Services, click the **Scan** tab and choose **Folder**.
2. Next to a folder number, click **Create**.
3. Type a name for the folder.
4. If required, type a password, then retype the password again to verify.
5. Next to Check Folder Passcode, select: **Always, Save (Write), or Print/Delete**.
6. Next to Delete Files after Print or Retrieve, select **Enabled** to delete files after they are printed or retrieved.
7. Next to Delete Expired Files, select **Enabled** to delete files after the stored file folder date expires.
8. Click **Apply**.
9. To edit or delete a folder, click **Edit** or **Delete** next to the folder number.

Scheduling Deletion of Files Stored in Folders

To minimize disk space consumed by stored files, the printer can delete files after a specified time period.

To schedule deletion of files stored in scan folders:

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Stored File Settings**.
3. Touch **Expiration Date for Files Stored in Folder** and **Change Settings**.
4. Touch **On** and select the number of days that files are kept before deletion, and the time that they are deleted on the last day.

Touch **Next** to move between fields, if necessary.

5. Touch **Save**.

Configuring Scan Folder Service Settings

To configure scan folder settings:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Folder Service Settings**.
3. Touch **Change Settings** and change the following settings as necessary:
 - **Files Retrieved by Client:** Specify when to delete files that have been retrieved from a folder. Touch **Delete According to Folder Settings** to use the folder settings or touch **Force Delete** to ignore the folder settings and delete files from folders after they are retrieved.
 - **File Display Default:** Touch **List** or **Thumbnail**.
 - **Orientation for Stored Print Jobs:** Select **Portrait** or **Landscape**.
 - **Print and Delete Confirmation Screen:** Touch **Enabled** to display a confirmation message on the touch screen when a file is printed and deleted from a folder.
 - **Quality/File Size for Retrieval:** Select the quality and size that files will be compressed to when retrieved from a folder.
 - **Convert Custom Size to Standard Size:** Touch **Yes** to convert files in folders to a standard size when transferring a fax or Internet Fax for secure polling.
 - **Standard Size Threshold Value:** Specify the standard size for the **Convert Custom Size to Standard Size** setting.
 - **Internet Fax to Internet Fax:** Touch **Enabled** to allow users to forward files stored in folders using the Internet Fax service.
 - **Internet Fax to Email:** Touch **Enabled** to allow users to forward files stored in folders using the Email service.

Scanning to an Email Address

Scanning to an email address sends scanned documents as attachments to email.

For instructions explaining how to use this feature, refer to the User Guide at www.xerox.com/support.

Configuring Email Settings

1. At the printer Control Panel, login as Administrator, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > E-mail/ Internet Fax Service Settings > E-mail Control**.
3. Change the following settings as necessary:
 - **Maximum Address Entries:** Select the maximum number of email addresses to which a scanned document can be sent. This includes To:, Cc:, and Bcc: fields.
 - **Incoming E-Mail Print Options:** Select the parts of the email that you want to print: **Print Attachment Only, Attachment, Full Headers + Message, Attachment, Basic Headers + Message**.
 - **Print Error Notification E-mail:** Touch **On** to print an error report when an email transmission error occurs.
 - **Response to Read Receipts:** Touch **On** to allow the printer to respond to a request for a read receipt (MDN) after an email is received.
 - **Read Receipts:** Touch **On** to allow the printer to request a read receipt (MDN) when an email is sent.

Note

This does not apply to the Internet Fax service. For Internet Fax read receipt settings, go to **Tools > Fax Service Settings > Internet Fax Control > Delivery Confirmation Method**.

- **Print Delivery Confirmation Mail:** Touch **On** to print a confirmation report (Delivery Status Notification - DSN response or Mail Delivery Notification - MDN response) for every transmission. Touch **Print when delivery fails** to print a report when a transmission fails.
- **Split Send Method:** Touch **Split into Pages**, or **Split by Data Size** to split a large email into multiple email messages.
- **Maximum Data Size per E-Mail:** Specify the maximum size of an email that will be split when using the Split by Data Size method.
- **Maximum Total Data Size:** Specify the maximum size of an email that can be sent.
- **Maximum Split Count:** Specify the maximum number of splits.
- **Allow Casual Users to Edit From Field:** Touch **Yes** to allow any user to edit the From field of an email.
- **Allow Guest Users to Edit From Field:** Touch **Yes** to allow users authenticated as a guest to edit the From field of an email.
- **Allow to Edit From if Search Found:** Touch **Yes** to allow users to edit the From field of an email if the user's search for an email address in the address book is successful.
- **Allow to Edit From if Search Failed:** Touch **Yes** to allow users to edit the From field of an email if the user's search for an email address in the address book fails.
- **Email Sending When Search Failed:** Touch **Enabled** to disable the Email service if the user's search for an email address in the address book fails.

- **Add Me to “To” Field:** Touch **Yes** to automatically add the authenticated user’s email address to the To field of an email.
- **Add Me to “Cc” Field:** Touch **Yes** to automatically add the authenticated user’s email address to the Cc field of an email.
- **Edit E-mail Recipients:** Touch **Yes** to allow users to edit the To, Cc, and Bcc fields of an email.

Note

If you select **No**, set **Add Me to “To” Field**, and **Add Me to “Cc” Field** to **Yes**, or users will not be able to edit the To and Cc fields.

Editing Default Email Settings

To edit default email settings in CentreWare Internet Services:

1. In CentreWare Internet Services, click **Properties > Services > E-mail > General**.
2. Click **Edit**.
3. Next to Receiving Protocol, select **POP3** or **SMTP**.
4. Next to From Address, type the text that you want to appear in the **From** field of email.
5. Next to From Name, type the text that you want to appear in the **Name** field of email.
6. Next to Allow Authenticated Users to Edit [From:] Field when, select: **Address Book (LDAP) Search Successful** or **Address Book (LDAP) Search Failure**.
7. Next to Allow Guest Users to Edit [From:] Field, select **Yes** to allow users authenticated as a guest to edit the From field of an email.
8. Next to Allow Authenticated Users to send E-mail despite LDAP Search Failure, select **Yes** to allow authenticated users to send an email if the user’s search in the address book fails.
9. Next to Edit [From:] Field when Authorization is not Required, select **Yes** to allow users to edit the **From** field of an email if the user’s search for an email address in the address book is successful.
10. Next to Subject, type the text that you want to appear in the Subject field of an email.
11. Next to Message, type the text that you want to appear in the body of an email.
12. Under User, Attachment, or Device Information, select additional information that you want to be added to the body of the email.
13. Next to Signature, type the text that you want to be added to the end of the body of the email.
14. Next to Encryption, select **Enabled** if you want to use E-mail encryption.
15. From the Confirmation Sheet drop-box, select **On** to always print a confirmation sheet, **Off** to never print a confirmation, or **Errors Only** to print a confirmation only when errors occur.
16. Next to Add Me to “To” Field, select **Enabled** to automatically add the authenticated user’s email address to the To field of an email.

Scanning

17. Next to Add Me to “Cc” Field, select **Enabled** to automatically add the authenticated user’s email address to the Cc field of an email.
18. Next to Edit E-mail Recipients, select **Enabled** to allow users to edit the To, Cc, and Bcc fields of an email.
19. Next to Incoming E-mail Print Options, select the parts of the email that you want to print.
20. Next to Print Delivery Confirmation E-mail, select **On** to always print a confirmation report or select **Print when delivery fails** to print a confirmation message when a transmission fails.
21. Next to Print Error Notification E-mail, select **Enabled** to print an error report when an email transmission error occurs.
22. Next to Response to Read Receipts, select **Enabled** to allow the printer to respond to a request for a read receipt (MDN) after an email is received.
23. To block or allow email transmissions to or from specific domains, next to Domain Filtering, select **Allow Domains** or **Block Domains**, then click **Edit**. Type the domain names on the Domain Filter Settings page, click **Apply** at the bottom of the page.
24. Click **Apply**.

Network Scanning

Network Scanning allows you to scan an original document and distribute and archive the scanned image file. The Network Scanning feature is designed to simplify the task of scanning many multi-page documents and saving the scanned image files in one or more file locations.

To specify how and where scanned images are stored, you must create a template. You can create, manage, and store multiple templates in a template pool repository on a network server. Xerox® software, such as SMARTsend and ScanFlowStore, is designed to help you create and manage Network Scanning templates.

Note

To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.

Note

For instructions explaining how to use this feature, For details, refer to www.xerox.com/support. Enter **Xerox Color C60/C70 Printer** in the **Search** or **Choose** field and select the desired documentation.

Before you begin:

- Purchase and install the Scan Kit. See the instructions included with the kit for details.
- Verify that a digital certificate is installed on the printer, and Secure HTTP (SSL) is enabled.

Enabling Network Scanning

To enable network scanning:

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > Scan Template Management**.
2. Next to Status, click **Enabled**.

Configuring Network Scanning

To configure network scanning:

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > General**.
2. Next to Confirmation Sheet, click **On** to print a confirmation sheet for every scan, or select **Errors Only** to only print a confirmation sheet if an error occurs.
3. Next to File Name Extension, select whether extensions should be reflected in lower case or upper case letters.
4. If you are using a remote template pool server, next to Refresh Start Time, select the time of day (0:00-23:59) when the list of templates will be refreshed.
5. Click **Refresh Template List Now** to refresh the list immediately.

Configuring File Repository Settings

A file repository is a network location where scanned images are stored. You must configure the file repository settings before you can create a template.

The printer supports the following transfer protocols:

- FTP
- SMB
- HTTP/HTTPS

Before you begin:

1. Ensure that FTP services are running on the server or computer to be used to store scanned image files. Note the IP address or host name.
2. Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
3. Create a folder within the FTP root. Note the directory path, user name, and password. This is your file repository.
4. Test the connection. Log into the file repository from a computer with the user name and password. Create a new folder in the directory, then delete it. If you cannot do this, check the user account access rights.

FTP

Before you begin:

- Ensure that FTP services are running on the server or computer to be used to store scanned image files. Note the IP address or host name.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.

Scanning

- Create a folder within the FTP root. Note the directory path, user name, and password. This is your file repository.
- Test the connection. Log into the file repository from a computer with the user name and password. Create a new folder in the directory, then delete it. If you cannot do this, check the user account access rights.

To configure FTP repository settings:

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > File Repository Setup**.
2. Click **Add**.
3. Next to Friendly Name, type a name for the repository.
4. Select **FTP** from the Protocol drop-down menu.
5. Next to Host Name / IP Address + Port, type the appropriately formatted address and port number of your FTP server.
6. Next to File Path, type the directory path of the folder beginning at the root of FTP services. Example: /directoryname/foldername.
7. Under Login Credentials to Access the Destination, select one of the following:
 - **Authenticated User and Domain:** The authentication server validates the user credentials prepended by the domain name against the LDAP server.
 - **Authenticated User:** The authentication server validates the user credentials against the LDAP server.
 - **Prompt at User Interface:** Users type their credentials at the Control Panel.
 - **System:** Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.
8. Type the **Login Name** and **Password** if the system will be directly accessing the file server.
9. Retype the password to confirm.
10. Click **Apply**.

SMB

Before you begin:

- Ensure that SMB services are running on the server or computer where you want to store scanned image files. Note the IP address or host name.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
- On the SMB server, create a shared folder. This is your file repository. Note the directory path, share name of the folder, and the computer name or server name.
- Test the connection. Log into the file repository from a computer with the user name and password. Create a new folder in the directory, then delete it. If you cannot do this, check the user account access rights.

To configure SMB file repository settings:

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > File Repository Setup**.
2. Click **Add**.
3. Next to Friendly Name, type a name for the repository.
4. Select **SMB** from the Protocol drop-down menu.
5. Next to Host Name / IP Address + Port, type the appropriately formatted address and port number for the server where the file repository is located. The default port number is 139.
6. Next to Shared Name, type the share name.
7. Next to the File Path field, type the directory path of the folder starting at the root of the shared folder. Example: If you have a folder named scans in the shared folder, type `\scans`.
8. Under Login Credentials to Access the Destination, select one of the following:
 - **Authenticated User and Domain:** The authentication server validates the user credentials prepended by the domain name against the LDAP server.
 - **Authenticated User:** The authentication server validates the user credentials against the LDAP server.
 - **Prompt at User Interface:** Users type their credentials at the Control Panel.
 - **System:** Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.
9. Type the Login Name and Password if the system will be directly accessing the file server.
10. Retype the password to confirm.
11. Click **Apply**.

HTTP/HTTPS

Before you begin:

- Enable HTTP or Secure HTTP (SSL). Ensure that a certificate is installed on the printer if you are using SSL.
- Configure your web server, and ensure that HTTP/HTTPS services are running. POST requests and scanned data will be sent to the server to be processed by a CGI script. Note the IP address or host name of the web server.
- Create a user account and password for the printer on the Web server. Note the user name and password.
- Create a home directory for the printer.
- Create a bin directory in the home directory
- Copy an executable CGI script in the bin directory. You can create your own script, or download a sample script. Note the path to the script. The script can be defined with `script_name.extension` or by `path/script_name.extension`.

Scanning

- Create a folder with read and write permissions on the Web server, or alternate server. Note the directory path, user name, and password. This is your file repository.
- Test the connection by logging in to the printer's home directory on the Web server. Send a POST request and file to the Web server. Check to see if the file is in the repository.

CGI Scripts

A CGI (Common Gateway Interface) script is a program on a Web server that is executed when the server receives a request from a browser. A CGI script is required to allow files to be transferred to your HTTP server from your printer.

When a document is scanned, the printer logs into the Web server, sends a POST request along with the scanned file, then logs out. The CGI script handles the remaining details of file transfer.

To configure HTTP/HTTPS file repository settings:

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > File Repository Setup**.
2. Click **Add**.
3. Next to Friendly Name, type a name for the repository.
4. Select **HTTP** or **HTTPS** from the Protocol drop-down menu. Secure HTTP (SSL) is used to encrypt HTTP communication between the printer and client computers (using CentreWare Internet Services). This includes data sent using IPSec, SNMP, and Audit Log A.
5. Next to Host Name / IP Address + Port, type the appropriately formatted address and port number of your HTTP or HTTPS server.
6. For HTTPS, click **View Trusted SSL Certificates** to verify that a digital certificate is installed on the printer.
7. For HTTPS, select **Validate Repository SSL Certificate** to have the server's SSL certificate validated for the correct host name and checked for a signature of a trusted certificate authority.
8. Click **View HTTP Proxy Server Settings** to verify that your proxy settings allow the printer to access your web server.
9. Next to Script Path and Filename (from HTTP Root), type the path to the CGI script starting at the root. Example: /directoryname/foldername.
10. Next to File Path, type the directory path of the folder starting at the root. For Web server directories, type in the path starting at the root. Example: \\directoryname\foldername.
11. Under Login Credentials to Access the Destination, select one of the following:
 - **Authenticated User and Domain:** The authentication server validates the user credentials prepended by the domain name against the LDAP server.
 - **Authenticated User:** The authentication server validates the user credentials against the LDAP server.
 - **Prompt at User Interface:** Users type their credentials at the control panel.

- **System:** Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.
 - **None:** No credentials required.
12. Type the **Login Name** and **Password**, if required, if the system will be directly accessing the file server.
 13. Retype the password to confirm.
 14. Click **Apply**.

Configuring the Default Template

Before you can use the Network Scanning feature, you must create and edit a template. A template contains scan settings and at least one destination for the scanned image files.

You must configure the default template before you can create a new template. After the default template is configured, all new templates created inherit the default template settings and can then be edited as required.

Note

The default template cannot be deleted.

To configure the default template:

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > Default Template**.
2. Under File Destination, select **File** to add file destinations, and **Fax** to add fax destinations.
3. Add File Destinations, Fax Destinations, MetaData fields, and configure other scanning options.

Editing File Destination Settings

To edit scan file destinations in the scan template:

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > Default Template**.
2. Under File Destination, select the template and click **Edit**.
3. Select the required **Filing Policy** from the drop-down menu.
4. Click **Apply**.

Adding MetaData Fields

You can add fields to the template to help you manage scanned image files. The fields will display when a user selects the template at the Control Panel. The user can type information about the document they are scanning. The information is filed with each scanned image file in the Job Log. The Job Log can be accessed by third-party software and the information can be retrieved and associated with the scanned files.

To add MetaData Fields:

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > Default Template**.
2. Under MetaData Fields, click **Add**.
3. Type a name for **Field Name**. This text is not shown at the Control Panel and is used by third-party software to access the MetaData information. This field cannot be empty.
4. Next to User Editable, select **Editable** if you want to allow users to modify the field. Under Label, type a label that identifies the purpose of the field to the user. Select **Not Editable** if you do not want the user to change the value. The field will not display on the Control Panel, and the text typed in the Default Value field will be used.
5. Type a **Default Value** if the field is not editable. The Default Value is optional if the user may edit the field.
6. If the field is editable, select **Require User Input** to prompt the user to type data for this field before scanning.
7. If the field is editable, select **Mask User Input** to display typed characters as asterisks (***) at the Control Panel. Select **Record User Input to Job Log** to also write any masked data to the Job Log file. Consider data security issues before selecting this.
8. **Validate Data Before Scanning** options may also be available if there are validation servers configured for the printer.
9. Click **Apply** to save the settings.

Configuring Other Default Template Scanning Options

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > Default Template**.
2. Click **Edit** to edit the following settings. Many of these settings are described in the User Guide.
 - Network Scanning
 - Advanced Settings
 - Layout Adjustment
 - Filing Options
 - Report Options
 - Network Scanning Image Settings
 - Compression Capability
3. To restore the Default Template to its original settings, click **Apply Factory Default Settings**. This will delete any custom settings applied to the Default Template.

Configuring Template Pool Repository Settings

If you want to store Network Scanning templates on your network, or if you are using a scanning management application such as SMARTsend®, or ScanFlowStore®, you must provide information about the server that will host the templates.

1. In CentreWare Internet Services, click **Properties > Service > Network Scanning > Advanced > Template Pool Setup**.
2. Your template pool repository can be configured to transfer files using FTP, SMB, HTTP, or HTTPS. Configure the settings by following the same instructions as you did when [setting up the file repository](#).

Note

The format for an FTP directory path is /directory/directory; for SMB, the format is \directory\directory.

Updating the List of Templates at the Control Panel

If you are storing templates on your network in a template pool repository, when you make any changes to the templates in the repository, you should update the list of templates that displays at the Control Panel.

To update the list of templates displayed on the Control Panel:

1. Press the **Services Home** button on the Control Panel, then touch the **Network Scanning** icon.
2. Touch **Update Templates**.

Configuring a Validation Server

Scan metadata entered at the printer Control Panel can be verified against a list of valid values by a validation server.

To configure a validation server:

1. In CentreWare Internet Services, click **Properties > Services > Network Scanning > Validation Servers**.
2. Click **Add**.
3. Select the appropriate protocol from the drop-down list.
4. Next to Host Name / IP Address + Port, type the appropriately formatted address and port number of the server. The default port number is 443 for HTTPS.
5. Next to Path, type the path on the server.

Note

The format for a directory path for FTP is: /directory/directory, while the format for a directory path for SMB is: \directory\directory.

6. Type a **Response Timeout** between 5 and 100 seconds.
7. Click **Apply**.

Scanning to a User's Home Folder

The Scan to Home feature allows users to scan to their home folder, as defined in your LDAP directory, or to a shared folder on the network.

Scanning

Before you begin:

- Enable and configure Network Scanning.
- Configure Network Authentication. The authentication server and the server that you are scanning to must have the same domain.

If you want to scan to the home folder defined in an LDAP directory:

- LDAP server settings must be configured.
- Each user's home folder location must be defined in the LDAP directory.

If you want to scan to a shared folder on the network, create a shared folder on your network with read and write access privileges.

Configuring Scan to Home

To configure scanning to a user's home directory:

1. In CentreWare Internet Services, click **Properties > Services > Scan to Home > General**.
2. Next to Status, click **Enabled**.
3. Type a Friendly Name up to 127 characters in length. This is the default description of the template that displays for users when scanning at the Control Panel.
4. Type a Template Name up to 127 characters. This is the default name that displays for users when scanning at the Control Panel. If you leave this field blank, the template will be named @S2HOME.
5. Specify the home directory:
 - To scan to a user's home directory defined in the LDAP directory, next to Determine Home Directory, select **LDAP Query**.
 - To scan to a user's home directory defined on a specific computer, next to Determine Home Directory, select **NO LDAP Query**. Next to Network Home Path, type the IP address of the computer.
6. To create a subdirectory that will contain the scanned files, select **Automatically Create Subdirectory**, and type the Subdirectory name.
7. Select **Append "User Name" to Path** to create a folder for each user in the directory.
8. Select **Automatically Create "User Name" directory if one does not exist** to create a folder for each user in the directory if it does not already exist.
9. Select the directory structure that you want to use.
10. Choose the level of login access and control required to access the destination.
11. Enter the Login Name, if required.
12. Enter the Password and retype to confirm.
13. Click **Apply**.

Scanning to a USB Drive

The Store to USB feature allows users to scan a document to a USB flash drive using the USB port on the printer Control Panel.

Note

To use this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.

Enabling Scan to USB Functionality

To enable users to scan files to a USB drive:

1. In CentreWare Internet Services, click **Properties > Services > Store to USB > General**.
2. Next to Store to USB, select **Enabled**.
3. Click **Apply**.

Job Flow Sheets

You can create a Job Flow to execute a series of actions on a scanned document that is stored in a folder. The actions are defined in a Job Flow Sheet.

To configure a Job Flow, you must:

- Create a Folder
- Create a Job Flow Sheet
- Link the Job Flow Sheet to the Folder

Note

To use scanning with this feature, you must purchase and install the Scan Kit. See the instructions included with the kit for details.

Note

To use fax with this feature, you must purchase and install the Fax Hardware Kit. See the instructions included with the kit for details.

Note

For details, refer to www.xerox.com/support. Enter **Xerox Color C60/C70 Printer** in the **Search** or **Choose** field and select the desired documentation.

Before you begin:

- Purchase and install the Scan Kit. See the instructions included with the kit for details.
- Enable ports for SNMP, SOAP, and UDP.

Create a Folder

Create a folder. For details, see [Creating and Editing a Folder](#).

Create a Job Flow Sheet

To create a job flow sheet:

1. In CentreWare Internet Services, click **Scan > Job Flow Sheets**.
2. Next to Sheet Type, select **Personal** or **Shared**.
3. Enter a User Name.
4. Next to Sheet Order, select the order in which you want to have sheets displayed.
5. Click **Display Job Flow Sheets List**.
6. Click **Create Job Flow Sheet**.
7. Next to Job Flow Sheet Name, type a name for the sheet.
8. Next to Description, type a description for the sheet.
9. Next to Keyword, type keywords that will help users find the sheet when searching at the Control Panel.
10. Click **Apply**.
11. Refresh your browser and navigate back to the Job Flow Sheets page.
12. Click **Display Job Flow Sheets List**.
13. Select the sheet you just created and click **Edit Job Flow Sheet**.
14. Under Edit Job Flow Sheet, next to **Edit Destination**, select an action that you want to take on the documents in your folder (Print, Fax, Internet Fax, Email, FTP, SMB, and Email Notification).

Note

Make sure the service that you select is configured correctly as specified in this guide, and the required scan or fax kit is installed on the printer.

15. Click **Edit Job Flow Sheet**.
16. Select file handling options:
 - **Email or Internet Fax:** Type the recipient's names and email addresses, and select the **File Format**.

For email, enable thumbnail previews if desired. You must purchase and install the Thumbnail Preview Kit to use this option.

Select **MRC High Compression options**, and enable **Searchable Text** options if desired. You must purchase and install the Searchable PDF Kit to use this option.

- **Print:** Select the **Paper Supply** tray, **Output Destination** tray, **Quantity**, and **2 Sided Printing** options as necessary.
- **Fax:** Type the recipient's name and address (fax phone number), and select the **Starting Rate**.

Type the **Folder Number** of the folder and the **Folder Passcode**.

Select **Send Relay Broadcast**, or **Print at Relay Station** if necessary.

Type the **Relay Station ID / Broadcast Recipients, F Code** and **Password** if necessary.

- **FTP or SMB:** Type the **Name** and the **Server Name**.

Next to Save in, type the directory path of the folder where you want to send scanned documents.

Type the **Login Name** and **Password** of the folder.

Select the **File Format**, and enable thumbnail previews if desired. You must purchase and install the Thumbnail Preview Kit to use this option.

Select **MRC High Compression** options, and enable **Searchable Text** options if desired. You must purchase and install the Searchable PDF Kit to use this option.

- **Email Notification:** Type the recipient's email addresses and select **When to Notify** options. Type a message that will be included in the body of the email.

17. Click **Apply**.

18. Add other destinations as necessary. Destinations appear on the Job Flow Sheet Common Attributes page after they are added to the Job Flow Sheet.

Job Flow Sheet Restrictions

Actions available for use in a Job Flow Sheet are listed below.

- Print
- Fax
- Internet Fax
- Mail
- FTP
- SMB

There are restrictions on the combination of actions that can be used in a Job Flow Sheet. The table shown here illustrates the availability of various actions.

Action	Print	Fax	Internet Fax	Mail	FTP	SMB
Fax Documents for Secure Polling	■	■	■	■	■	■
Scanning	■	■	■	■	■	■
Fax to Folder	■	■	■	■	■	■
Internet Fax Received	■	■	●	●	■	■
Print Stored	▲	▲	▲	▲	▲	▲
■ Always Available; ● Never Available; ▲ Available depending on System Administrator Settings						

Link the Job Flow Sheet to a Folder

To link a job flow sheet to a scan folder:

1. In CentreWare Internet Services, click **Scan > Folder**.
2. Next to the folder to which you want to create a link, click **Edit**.
3. If available, under Link Job Flow Sheet to Folder, next to **Sheet Type**, select the type of Job Flow Sheet to which you want to create a link.
4. Click **Display Job Flow Sheets List**.
5. Select your Job Flow Sheet from the list, and click **Link Job Flow Sheet to Folder**.

Xerox® Scan Utility

The Xerox® Scan Utility (XSU) allows you to scan directly to your computer and helps you manage and distribute scanned image files. Before you can scan, you must create a template in the utility. The template is saved on the printer. The scan utility is installed when you install scan drivers. For instructions explaining how to use this feature, see the User Guide at www.xerox.com/support.

Note

Secure HTTP (SSL) must be enabled, and a certificate must be installed on the printer before you can scan using XSU.

Note

The SMB protocol must be enabled on your computer. SMB is not enabled by default on Macintosh computers.

Note

Templates created in XSU cannot be deleted from the printer using CentreWare Internet Services. Templates must be deleted in XSU by the user who created the template.

Enabling Network Scan Utility 3

Network Scan Utility 3 allows you to scan directly to your computer and helps you manage and distribute scanned image files. Before you can use the utility, you must enable SNMP, SOAP, and WebDAV.

To enable port settings to run the Network Scan Utility 3:

1. In CentreWare Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to SNMP, SOAP, and WebDAV, select **Enabled**.
3. Click **Apply**.

You can now install and use the scan utility.

Faxing

This chapter includes:

- Embedded Fax
- Server Fax
- Internet Fax
- LAN Fax
- Session Initiation Protocol Fax (SIP Fax)

Embedded Fax

When you send a fax from the printer control panel, the document is scanned and transmitted to a fax machine using a dedicated telephone line.

Before you begin:

- Verify that the printer has access to a functioning telephone line and has a telephone number assigned to it.
- Install the Fax Hardware Kit and set the country code. For details, see the instructions provided with the kit.

Enabling Embedded Fax

Note

The Embedded Fax and Server Fax Services can not both be enabled at the same time.

To enable the embedded fax server:

1. In CentreWare Internet Services, click **Properties > Services > Fax > Fax Settings**.
2. Next to Fax Service, select **Scan to Fax**.
3. Click **Apply**.

Configuring Embedded Fax Settings

To configure embedded fax settings at the printer:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Local Terminal Information Settings**.
3. Touch **G3 Line 1 - FaxID**, and touch **Change Settings**.
4. Type the fax number, then touch **Save**.
5. Touch **G3 Line 1 - Dial Type**, then touch **Change Settings**.
6. Touch the dial type, then touch **Save**.
7. Touch **G3 Line 1 - Line Type**, then touch **Change Settings**.
8. Touch the line type, then touch **Save**.
9. Repeat for lines 2-3 if you have installed the 3-line fax hardware kit.
10. You can set a password to prevent your printer from receiving faxes or from being polled by other machines that are not F-Code compatible. Touch **Machine Password**, then touch **Change Settings**.
11. Type a password, then touch **Save**.
12. Touch **Local Name** and type the name of the printer if desired.
13. Touch **Company Logo** and type the name of your company if desired.

Configure Fax Control Settings

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Fax Control**.
3. Change the following fax settings as necessary:
 - **Re-enter Recipients:** Touch **Enter Twice** to require users to enter the recipient address twice, ensuring that the fax is sent to the correct address.
 - **Re-enter Broadcast Recipients:** Touch **Enter Once Only** to allow the broadcast send, or **Enter Twice** to require users to enter the recipient twice before allowing the broadcast send.
 - **Re-enter Speed Dial Recipients:** Touch **Enter Twice** to require users to enter the speed dial recipient twice. Touch **Re-enter Fax Number of E-mail** to require users to type the fax number or email address after entering the speed dial recipient.
 - **Re-enter Group Recipients:** Touch **Enter Twice** to require users to enter the group recipient twice.
 - **Transmission Header Text - Polling:** Touch **Display Header** to attach a transmission header to a polling file.
 - **Polled Files - Auto Delete:** Touch **Yes** to automatically delete polled faxes.
 - **Rotate 90 Degrees:** Touch **Yes** to rotate scanned faxes 90 degrees.
 - **G3 Sender ID - Fax:** Touch **On** to notify G3-ID to recipients.

- **Save Undelivered Faxes:** Touch **Yes** to save undelivered faxes. You can access saved undelivered faxes on the Job Status screen.
- **Save Deleted Faxes:** Touch **Yes** to save deleted faxes. You can access saved deleted faxes on the Job Status screen.
- **Saved Faxes - Auto Delete:** Touch **Delete** after 24 Hours to automatically delete saved faxes after 24 hours.
- **Transmission Interval:** Specify how often faxes are transmitted (3-155 seconds). A longer transmission interval increases the total time required to send a broadcast transmission, but allows faxes to be received during that time.
- **Batch Send:** Touch **Yes** to allow multiple faxes addressed to a single destination to be sent in a single fax transmission whenever possible. This will reduce transmission costs.
- **Manual Send / Receive Default:** Touch **Manual Receive** or **Manual Send** to specify the default on-hook manual setting when a fax line is shared with a telephone.
- **Fax Receiving Mode:** Touch **Auto Receive** or **Manual Receive** to set the default fax receiving mode that appears when you press the **Machine Status** button.
- **Border Limit:** If a received fax document is longer than a page, specify the border size around the document to force a page break (0-177mm).
- **Auto Reduce On Receipt:** Touch **Yes** to fit a long received fax document on a single page if the document is within the range specified in the Border Limit setting.
- **Tray for Printing Incoming Faxes:** Select the tray that you want to use for received faxes.
- **2 Pages Up On Receipt:** Touch **Yes** to print two pages on a single sheet of paper.
- **2 Sided Printing:** Touch **Yes** to print on both sides of a single sheet of paper.
- **Edge Erase:** Set top, bottom, left, and right edge erase margins.
- **Reduce 8.5 x 11 Original to A4:** Touch **Yes** to resize letter size documents to A4 when the Reduce/Enlarge setting is set to Auto on the Layout Adjustment screen.
- **Pseudo-Photo Gradation Mode:** Touch **Error Diffusion** or **Dither**.
- **Folder Selector by G3 ID:** Store faxes based on G3 ID.
- **Folder Selector Setup:** Touch **Enabled** to classify received faxes by line type and store them in folders as specified in CentreWare Internet Services at **Properties > Services > Fax > Fax Received Options**.
- **Filename Format for Store and Folder:** Specify the file format to be used.
- **Memory Full Procedure:** If the printer's hard disk becomes full while scanning a document, the current job can be aborted and deleted or the partially stored job can be sent. Touch **Delete Job** or **Run Job**.
- **Maximum Stored Pages:** Set the maximum number of pages stored for a fax document.

Faxing

- **Fax Data in Folder Priority 1, 2, 3:** Select **F Code**, **Remote Terminal ID**, or **Remote Terminal Name** to classify received faxes and store them in folders.
- **Direct Fax:** Select **Enabled** to allow the printer to receive a LAN fax sent from a print driver. For details about LAN fax, see the print driver help.
- **Block Inbound Faxes:** Type up to 50 fax numbers that you want to block.
- **Block Unknown Fax Numbers:** Touch **Yes** to block unknown fax numbers.

Setting Fax Defaults

To define defaults for incoming faxes for all users:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Fax Defaults**.
3. Touch a default setting in the list, then touch **Change Settings**.
4. Make the desired changes to the default setting, then touch **Save**.

Setting Incoming Fax Options

Fax Forwarding

For each fax line, you can configure incoming faxes to be automatically routed to an internal folder. Faxes that have been routed to one of these folders can then be sent to a destination using one or more of the following methods:

- **Print:** Print a hardcopy output of the received fax.
- **Send as Fax:** Forward the fax to another fax number
- **Send as Internet Fax:** Forward the fax to an Internet fax address
- **Send as Email:** Forward the fax to an email recipient as an attachment
- **FTP transfer:** File the fax to an FTP repository
- **SMB transfer:** File the fax to an SMB repository

To set up fax folder options:

1. In CentreWare Internet Services, click **Properties > Services > Fax > Fax Received Options**.
2. Next to the Folder Selector Setup, click **Enabled**.
3. Click **Apply**. After the printer restarts, navigate back to the Fax Received Options page.
4. Under **Folder Selector Setup**, select a line and click **Change Settings**.
5. Next to Save Incoming Fax in Designated Folder, select **Enabled**.
6. Type a three-digit folder number and click **Apply**. Navigate back to the Faxed Received Options page.
7. Click **File Transfer Settings**.
8. Select the destination options you would like faxes for this line to be forwarded to and click **Next**.

9. Enter appropriate settings for all selected destinations.
10. Click **Apply**.

Selecting the Folder Where Received Faxes are Stored

To designate a folder for storing received faxes:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Fax Received Options**.
3. Touch **Folder Selector Setup**.
4. Touch a line, then touch **Change Settings**.
5. Touch **On**, and type the three-digit number of the folder that you want to use for storing received faxes.
6. Touch **Save**.

Reduce/Enlarge Presets

To modify the reduce/enlarge adjustment values available to users:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Reduce/Enlarge Presets**.
3. Choose one of the pre-configured presets or select an item in the list and touch **Change Settings**.
4. If you are modifying settings, change the following settings as necessary:
 - **Preset %**: Specify the preset magnification values to appear in the Layout Adjustment Screen.
 - **Variable %**: Specify the default magnification value to appear in the Layout Adjustment Screen.
5. Touch **Close**.
6. Touch **Save**.

Original Size Defaults

To specify default size settings for received faxes:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Original Size Defaults**.
3. Choose one of the pre-configured settings from the list or select an item in the list.
4. To modify an option, select the item in the list, touch **Change Settings**, and modify the default settings as desired.

Fax Confirmation Report

You can configure a confirmation sheet to notify users if a fax transmission was not successful.

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To enable fax transmission error confirmation sheet printing:

1. In CentreWare Internet Services, click **Properties > Services > Fax > Defaults**.
2. Next to Confirmation Sheet, select **Errors Only**.
3. Click **Apply**.

Server Fax

The Server Fax kit allows you to send a fax over a network to a fax server, which then sends the fax to a fax machine over a phone line.

Before you can send a server fax, you must configure a fax filing repository, or filing location. Once configured, the printer transfers faxed images to the repository. The fax server retrieves the documents from the repository and transmits them over the telephone network. You can also print a transmission report.

You can set up a repository that uses one of the following protocols:

- FTP
- SMB
- SMTP

Enabling Server Fax

Before you begin, purchase and install the optional Server Fax Kit.

To enable the Server Fax functionality:

1. In CentreWare Internet Services, click **Properties > Services > Fax > Fax Settings**.
2. Next to Fax Service, select **Scan to Fax Server**.
3. Click **Apply**.

Configure a Server Fax Filing Repository

Before you can send a server fax, you must configure fax repository settings. Once configured, the printer will transfer faxed images to the repository. The fax server will then send the fax to its destination over the phone line.

You can set up a repository that uses one of the following protocols:

- FTP
- SMB
- SMTP

Configuring a Fax Repository using FTP

Before you begin:

- Ensure that FTP services are running on the server or computer where the fax repository will reside. Note the IP address or host name.

- Create a user account and password for the printer. When the Server Fax feature is used, the printer logs in using this account, transfers the file to the server or computer, and logs out. Note the user account and password details.
- Create a directory within the FTP root to be used as a fax repository. Note the directory path.

To configure a fax repository using FTP:

1. In CentreWare Internet Services, click **Properties > Services > Fax > Fax Repository Setup**.
2. Select **FTP** from the **Protocol** drop-down menu.
3. Type the appropriately formatted IP address or host name and port number of the FTP server.
4. Next to **File Path**, type the full path to the root location of the fax repository. For example: /(directory name)/(directory name).
5. Type the user account and password in the **Login Name** and **Password** fields.
6. Retype the password to confirm.
7. Click **Apply**.

Configure a Fax Repository using SMB

Before you begin:

- Create a shared folder to be used as a fax repository. Note the Share Name of the folder and the Computer Name or Server Name.
- Create a user account and password for the printer with full access rights to the fax repository. Note the user account and password.
- In CentreWare Internet Services, click **Properties > Services > Fax > Fax Repository Setup**.

To configure a fax repository using SMB:

1. Select **SMB** from the **Protocol** drop-down menu.
2. Type the appropriately formatted address or host name and, if required, port number of the SMB server or workstation where the fax filing repository is located.
3. Next to Share, type the share name.
4. Type the **File Path**, relative to the share, where the fax repository is located. For example: if the path is sharename\wc\fax, type \wc\fax in the File Path field.
5. Type the Login Name and Password.
6. Retype the password to confirm.
7. Click **Apply**.

Configure a Fax Repository using SMTP

To configure a fax repository using SMTP:

1. In CentreWare Internet Services, click **Properties > Services > Fax > Fax Repository Setup**.

Faxing

2. Select **SMTP** from the **Protocol** drop-down menu.
3. Type the domain name of your SMTP server in the **Domain** field.
4. Next to E-mail Address Display Format, select **add "FAX="** if necessary.
5. Click **Apply**.

Server Fax Confirmation Report and Job Log

You can configure a confirmation sheet to notify users about the status of a fax transmission.

To configure the server fax confirmation report and job log settings:

1. In CentreWare Internet Services, click **Properties > Services > Fax > Defaults**.
2. Next to Confirmation Sheet, select **On** to print a confirmation sheet for every transmission, or select **Errors Only** to print only when a fax transmission fails.
3. Next to Job Log, select **User Name** or **Domain** if you want this information to display on the Job Log. The Job Log is filed in the fax repository with the fax job.
4. Click **Apply**.

Internet Fax

Internet Fax allows you to scan a document at the printer and send it to a destination using an email address or to receive and print an email with attachments. You can also print a transmission report. Internet Fax enables this functionality without the use of a telephone line.

Configuring Internet Fax Settings

Before you begin:

- Create an email address for the printer if you want it to receive Internet faxes.
- Configure POP3 settings.
- Configure SMTP settings.
- Install the Fax Hardware Kit.

Note

A domain name must be entered before you can enable Internet Fax.

Note

The Internet Fax service uses many of the same settings as the Email scanning service.

To configure E-mail / Internet Fax settings:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > E-mail / Internet Fax Service Settings > Email Control**.

Configure Internet Fax Control Settings

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Fax Service Settings > Internet Fax Control**.
3. Change the following fax settings as necessary:
 - **Internet Fax Path:** Select **Via E-mail Server** to send to an email address using an SMTP server. Select **Direct (P2P)** to send to an email address using a fully qualified host name or IP address in one of the following formats:

Hostname: example.address@device.domain.jp

IP Address: example.address@[129.249.123.1]
 - **Profile for Broadcast Job:** Select the profiles to use when sending an Internet Fax broadcast:

TIFF-S: Documents larger than A4 are automatically reduced to A4.

TIFF-F: Select this profile when you specify Superfine for Resolution or when sending A3 or B4 documents.

TIFF-J: Select this profile to use JBIG compression.
 - **Broadcast Starting Rate:** Select G3 Auto, Forced 4800 bps, or G4 auto as the default communications mode.
 - **Delivery Confirmation Method:** If **Print Delivery Confirmation Mail** (E-mail > Internet Fax Settings > E-Mail Control) is set to **On**, you can select **Delivery Receipts** to print a delivery confirmation report, or select **Read Receipts** to confirm that the Internet fax was received and processed. The destination machine must support DSN or MDN.
 - **Incoming Internet Fax Print Options:** Select the parts of the Internet fax that you want to print:

Print Attachment Only

Print Attachment Only Attachment, Full Headers and Message

Print Attachment Only Attachment, Basic Headers and Message
 - **Internet Fax Output Destination:** Select the output tray where you want Internet faxes to be printed.
 - **Fax Transfer from Address Book:** Select **On** to allow users to forward a fax to a number listed in the fax address book.
 - **Transmission Header Text - Fax Transfer:** Select **Display Header** to add a transmission header to a received Internet fax when it is forwarded.
 - **Fax Transfer Maximum Data Size:** Use the touch screen keypad to specify the maximum size allowed to forward an Internet fax (up to 65535 KB).

Internet Fax Defaults Settings

Configuring Incoming Internet Fax Print Options

1. In CentreWare Internet Services, click **Properties > Services > Internet Fax > Defaults**.
2. Next to **Incoming Internet Fax Print Options**, select if you want to print just the faxed attachment, or Basic Headers, Message, and Headers.
3. Click **Apply**, or configure outgoing Internet Fax default options.

Configuring Outgoing Internet Fax Options

1. In CentreWare Internet Services, click **Properties > Services > Internet Fax > Defaults**.
2. Next to **Subject**, type the default text that will appear in the **Subject** field of outgoing Internet fax email.
3. Next to **Message**, type the default text that will appear in the body of outgoing Internet fax email. Select other information that you want to include in the body of the email.
4. Next to **Signature**, type the text you want to include as a signature.
5. Click **Apply**.

Configuring an Internet Fax Confirmation Report

To configure default settings for an Internet Fax configuration report:

1. In CentreWare Internet Services, click **Properties > Services > Internet Fax > Defaults**.
2. Next to Confirmation Sheet, select **Errors Only** if you want to print a confirmation sheet when an Internet Fax transmission fails.
3. Click **Apply**.

Internet Fax Addresses

You can store Internet Fax email addresses in the printer's internal address book or you can configure the printer to reference a network LDAP directory.

LAN Fax

Local Area Network (LAN) Fax allows you to send a fax from the print driver on your computer to a fax machine over a telephone line.

Users select the Fax option from their print driver. For details about using or configuring LAN Fax, see the driver help.

Session Initiation Protocol Fax

Session Initiation Protocol (SIP) Fax or Fax Over IP (FoIP) Fax, allows you to send and receive fax documents over the Internet to and from another FoIP fax machine or a standard G3 fax machine. If you have an SIP server, you can associate the SIP User Name of the printer with a fax number, so that users can type the fax number in a familiar format. If you have a VoIP gateway, the printer can communicate with standard G3 fax machines. Configure SIP server settings, register VoIP gateways, and configure T.38 settings, if necessary.

Note

Before you begin, purchase and install the Fax over IP (FoIP) Kit.

To enable SIP Fax at the Control Panel:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Common Service Settings > Maintenance**.
3. Touch **Software Options**, then touch **Keyboard** on the Software Options dialog.
4. Enter the software PIN to enable SIP Fax.
5. Touch **Save**.
6. Follow any prompts given on the screen.
7. Touch **Close**.

Enabling SIP Fax

Note

Before you begin, purchase and install the SIP Fax Kit.

To enable SIP Fax using CentreWare Internet Services:

1. In CentreWare Internet Services, click **Properties > Connectivity > Port Settings**.
2. Next to SIP, select **Enabled**.
3. In CentreWare Internet Services, enable TCP/IP (no special settings are required).
4. In CentreWare Internet Services, click **Properties > Protocols > SIP**.
5. Enter the **SIP User ID**, which consists of a SIP user name and IP address, such as 1111@192.168.1.1. (This corresponds to the Fax Number of the printer for the G3 FAX). The IP address is that of the SIP server. If no SIP server is in the environment, use the printer IP address.
6. Select the appropriate **SIP Transfer Protocol**.
7. Next to Enable SIP Server, select **Yes**.
8. Next to SIP Server IP Address Resolution, select **DHCP** or **Manual**.
9. Enter the required data in the **Primary SIP Proxy Server Setup** fields.
10. Enter the required data in the **Primary SIP Registrar Server Setup** fields.
11. Next to Domain Filtering, select **Off**, **Allow**, or **Block**.
12. Click **Apply**.

Configuring SIP Gateway Registration

Up to 50 SIP Gateways can be registered. Each entry consists of an ID and a Gateway Address (IP).

To register an SIP Gateway:

1. In CentreWare Internet Services, click **Properties > Protocols > SIP Gateway**.
2. Click **Create** to add a new SIP Gateway ID. Click **Edit** to revise an existing SIP Gateway ID.
3. Click **Apply**.

Configuring T.38 Settings

T.38 settings should only be changed if network policy does not allow the default settings.

To configure T.38 settings:

1. In CentreWare Internet Services, click **Properties > Connectivity > Protocols > T.38**.
2. Select a **T.38 Transport Protocol**.
3. Enter the appropriate Port Numbers in the fields provided.
4. Click **Apply**.

Configuring SIP Settings at the Printer Control Panel

Commonly used SIP Fax settings can be changed on the **Fax Options** tab of the Control Panel. Additionally, the following SIP Fax settings can be viewed and edited by accessing the **Tools** tab in System Administrator mode:

- **Fax Screen Default Settings:** set the Default Fax Screen Tab options, Address Book Speed Dial Numbers, and Transmission Screen options.
- **Fax Default Settings:** Set the Resolution, Original Type, Starting Rate, etc.
- **Fax Control Settings:** Re-enter Recipient Data, Transmission Header Text, Rotation settings, etc.
- **Fax Received Options Settings:** Set up folders for received faxes.
- **Output Destination Settings:** Set the appropriate tray for received faxes.
- **Local Terminal Information:** Set the Local Name, Company Logo, G3 SIP Line ID, etc.

Accounting

This chapter includes:

- Xerox® Standard Accounting
- Network Accounting
- Configuring Accounting Login Screen Settings
- Accounting and Billing Device Settings
- Enabling Accounting in Print Drivers

Xerox® Standard Accounting

Xerox® Standard Accounting (XSA) tracks the number of copy, print, scan, and fax jobs for each user. You can set different user limits for each type of job performed. Limits can be reset remotely any time. You can then generate reports listing usage data for individual users, groups, or departments.

When XSA is enabled, users must log in to the printer before accessing services. They must also provide their account details in the print driver before printing documents from a computer.

Note

If XSA is enabled, you cannot enable other accounting modes.

You can create a maximum of:

- 2499 unique XSA user IDs
- 500 General Accounts
- 499 Group Accounts

All user IDs must be assigned to one or more group accounts.

Note

XSA settings and account data are stored in the printer. Xerox recommends that you backup settings using the Cloning feature. If XSA settings are lost or deleted, you can restore them using the cloning backup file.

Before you begin:

- Install Print and Fax Drivers on all user computers.
- Configure Network Authentication.

Configuring Xerox® Standard Accounting

To configure Xerox® Standard Accounting:

1. In CentreWare Internet Services, click **Properties > Accounting > Accounting Configuration**.
2. Next to **Accounting Type**, select **Xerox® Standard Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to **Verify User Details**, select **Yes** to authenticate users at the Control Panel. Local authentication must be configured.
5. Next to **Verify User Details for Printer / Direct Fax Jobs**, select **Yes** to authenticate users at the Control Panel. Local authentication must be configured.
6. Next to **Customize User Prompts**, select how you want to prompt users for their credentials.
7. Next to **Color Tracking Only**, select **Enabled** if you only want to track color impressions.
8. Click **Apply**.
9. Click **Reboot Machine**.
10. Refresh your browser and navigate to the **Accounting Configuration** page.
11. Configure Network Authentication if it is not configured.

Creating a Group Account

You must create a group account before creating new user accounts.

To create a group account:

1. In CentreWare Internet Services, click **Properties > Accounting > Xerox® Standard Accounting > Group Accounts**.
2. Under **Group Accounts**, type an **Account ID** using up to 12 digits, then type an **Account Name** using up to 32 alphanumeric characters for the new group account.

Note

Each Account ID and Account Name must be unique.

3. Click **Add Account**, then click **OK**.

Creating a New User Account and Setting Usage Limits

Note

You must create a group account before you can create and add user accounts.

To create a new user account:

1. In CentreWare Internet Services, click **Properties > Accounting > Xerox® Standard Accounting > Manage Accounting**.

2. Click **Add New User**.
3. Type a **User ID** and a **Name** using up to 32 alphanumeric characters for the new user.

Note

Each User ID and Name must be unique.

4. Under **Usage Limits**, type the maximum number of impressions or sent images that the user can produce. The maximum number of impressions or images sent is 9,999,999.
 - **Black Printed Impressions** includes all black and white documents printed from a computer using the print driver.
 - **Black Copied Impressions** includes all black and white copies.
 - **Color Printed Impressions** includes all color documents printed from a computer using the print driver.
 - **Color Copied Impressions** includes all color copies.
 - **Network Images Sent** includes documents sent over the network, including network scans, scans to email, server and Internet faxes.
 - **Fax Images Sent** includes documents faxed to a phone number. The total number of documents is the number of faxed documents, including cover sheets, multiplied by the number of destinations.
 - **Black Faxed Impressions** includes received fax documents that are printed.

Note

Cover sheets and banner sheets are counted as impressions.

Note

If the printer is set to print a scan confirmation report or an Internet Fax acknowledgement report, these documents are counted towards the user's limit.

5. Assign the user to a User Role and Authorization Group.
6. Click **Apply**.

Maximum Usage Limits

Once a user reaches the maximum usage limit set for them, they are no longer able to use that feature until you reset their limit. When they log in to the printer, they are presented with a notification message that their limit has been reached for that feature.

If the user exceeds their limit while a job is in process, the printer tracks the number of impressions generated over their limit and subtracts them from the user's limit once it is reset.

If the user's limit is reached before a print job is completed, an error report prints notifying the user that their limit has been reached. The job is deleted from the print queue, and any sheets remaining in the paper path will finish printing.

Resetting Usage Data Values

To reset usage data values:

1. In CentreWare Internet Services, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.
2. To reset all usage data to 0, click **Reset Usage Data**.
3. Click **OK** to acknowledge the confirmation message.

Resetting Standard Accounting to Factory Default Settings

To reset Standard Accounting settings to factory defaults:

Caution

The following step will delete all of the Xerox® Standard Accounting (XSA) accounts on the printer.

1. In CentreWare Internet Services, click **Properties > Accounting > Xerox® Standard Accounting > Report and Reset**.
2. Click **Reset to Default** to delete all user, group, and general accounts.
3. Click **OK** to acknowledge the warning message.

Printing a Standard Accounting Report

You can print a report that lists the number of impressions recorded for each user and each account.

To print a report:

1. In CentreWare Internet Services, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.
2. Click **Generate Report**.
3. Right-click the **Download report in .CSV format** link and save the .csv file to your computer.

Network Accounting

Network Accounting allows you to manage printer usage with detailed cost analysis capabilities. Print, Scan, Fax, and Copy jobs are tracked at the printer and stored in a job log. All jobs require authentication of User ID and Account ID, which are logged with the job details in the job log. The job log information can be compiled at the accounting server and formatted into reports.

The Network Accounting software can also be combined with Xerox® Business Partner Solutions for enhanced functionality and the ability to scale to enterprise accounts.

Before you begin:

- Install and configure Xerox® certified network accounting software on your network. Refer to the manufacturer's instructions for help.
- Test communication between the accounting server and the printer. To do this, open a Web browser, type the IP Address of the printer in the address bar, then click **Enter**. The printer's CentreWare Internet Services home page should display.

- Install print drivers on all user computers if you want to track print and LAN Fax jobs.

Enabling and Configuring Network Accounting

To enable and configure Network Accounting:

1. In CentreWare Internet Services, click **Properties > Accounting > Accounting Configuration**.
2. Next to **Accounting Type**, select **Network Accounting**.
3. Select **Enabled** next to the features that you want to track.
4. Next to **Verify User Details**, select **Yes** to authenticate users at the Control Panel. Local authentication must be configured.
5. Next to **Verify User Details for Printer / Direct Fax Jobs**, select **Yes** to authenticate users at the Control Panel. Local authentication must be configured.
6. Next to **Customize User Prompts**, select how you want to prompt users for their credentials.
7. Next to **Color Tracking Only**, select **Enabled** if you only want to track color impressions.
8. Click **Apply**.
9. Click **Reboot Machine**.
10. Configure Network Authentication if it is not configured.

Configuring Accounting Login Screen Settings

To configure accounting login settings:

1. In CentreWare Internet Services, click **Properties > Accounting > Accounting Login Screen Settings**.
2. Next to **Alternative Name for User ID**, type the text that will appear on the Control Panel to prompt a user for their user name.
3. Next to **Mask User ID**, select **Hide** to display user ID characters as asterisks; otherwise, select **Show**.
4. If you have configured Network Accounting, next to **Alternative Name for Account ID**, type the text that will appear on the Control Panel to prompt a user for their user name.
5. If you have configured Network Accounting, next to **Mask Account ID**, select **Hide** to display user ID characters as asterisks.
6. Click **Apply**.
7. Click **Reboot Machine**.

Accounting and Billing Device Settings

To configure accounting settings on the printer:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Accounting > Accounting / Billing Device Settings**.
3. Change the following settings as necessary:
 - **Connection with Accounting/Billing Device:** Touch **Connected** to enable an accounting or billing device that is connected to the printer.
 - **Account / Billing Device:** Touch the type of device.
 - **Track Copy Jobs:** Touch **Track with Accounting/Billing Device** to track copy pages.
 - **Track Print Jobs:** Touch **Track with Accounting/Billing Device** to track print pages.
 - **Track Scan / Fax Jobs:** Touch **Track with Accounting/Billing Device** to track scanned or faxed pages.
 - **Interrupt Mode:** Touch **Enabled** to enable the interrupt mode.
 - **Job with Insufficient Credit:** Touch to delete, hold, or delete after a timeout for jobs with insufficient credit.
 - **Charge Print Jobs:** Touch **Charge by Card Number** to track charges by card number.
 - **Track with Cumulative Device:** Touch the type of device.
 - **Scan Ahead for Copy Job:** Touch **Enabled** to scan ahead for a copy job.

Enabling Accounting in Print Drivers

Jobs sent from a user's computer can only be counted if accounting functionality is enabled in the print driver.

Enabling Accounting in a Windows Print Driver

To enable account in Windows print drivers:

1. Do one of the following:
 - **Windows XP:** From the **Start** menu, select **Printers and Faxes**.
 - **Windows 7:** From the **Start** menu, select **Devices and Printers**.
 - **Windows 2000/Server 2003:** From the **Start** menu, select **Settings > Printers**.
2. Right-click the printer in the list, and select **Properties > Configuration > Accounting**.
3. From the **Accounting System** drop-down menu, select **Auditron** (Local Accounting), **Xerox® Standard Accounting**, or **Xerox® Network Accounting**.

4. Select **Always Prompt** if you want users to type their User ID and Account ID each time they print. If you do not want users to log in, select **Do Not Prompt** and type the user's information in the **Default User ID** and **Default Account ID** fields.
5. Select **Mask User ID** and **Mask Account ID** to show characters as asterisks when an ID is entered.
6. Select **Remember Last Entered Codes** to show the last entered code when a user is prompted for their Account ID.
7. Select **Auxiliary Accounting Interface** if you are using Xerox® Network Accounting with an external accounting device.
8. If you want to specify the default User ID and Account ID, type them in the **Default User ID**, and **Default Account ID** fields, then select the default account type.
9. Click **OK**.
10. Click **OK** to exit.

Enabling Accounting in an Apple Macintosh Print Driver

To enable accounting in Macintosh print drivers:

1. Open a document and select **File**, then select **Print**.
2. Select the Xerox printer.
3. Select **Accounting** from the drop-down menu.
4. Under **Accounting System**, select **Auditron** (Local Accounting), **Xerox® Standard Accounting**, or **Xerox® Network Accounting**.
5. Select **Prompt for Every Job** if you want users to type their User ID and Account ID every time they print.
6. Select **Mask User ID** and **Mask Account ID** to show characters as asterisks when an ID is typed.
7. If you want to specify the default User ID and Account ID, select **Use Default Accounting Codes**, type them in the **Default User ID** and **Default Account ID** fields, then select the default account type.
8. Select **Auxiliary Accounting Interface** if you are using Xerox® Network Accounting with an external accounting device.
9. To save your settings, click the **Presets** menu and select **Save As**.
10. Type a name for the preset.
11. Click **OK**.

Note

Users must select this preset each time they print or send a LAN fax using the print driver.

Accounting

13

Administrator Tools

This chapter includes information about:

- Monitoring Alerts and Status
- Configuring Stored File Settings
- Energy Saving Settings
- Touch Screen Settings
- Taking the Printer Offline
- Cloning
- Address Books
- Font Management Utility
- Customizing Printer Contact Information
- Updating the Printer Software
- Date and Time Settings

Monitoring Alerts and Status

You can configure alert and status notices to be automatically sent as an email message to one or more recipients.

Setting Up Job Completion Alerts

To set up job completion alerts for email recipients:

1. In CentreWare Internet Services, click **Properties > General Setup > Alert Notification > Notify Job Completion by E-mail**.
2. Under **Recipient Email Address**, type up to five addresses of recipients who are to receive job completion alerts.
3. Under **Targeted Jobs**, select the types of jobs for which recipients will receive notification when a job is completed.
4. Under **When to Notify**, select whether recipients will receive notification on all job completions or only after job errors occur.
5. In the Message field, type the text that will appear in the message.

6. Click **Apply**.

Setting Up Machine Status Alerts

To set up machine status alerts for email recipients:

1. In CentreWare Internet Services, click **Properties > General Setup > Alert Notification > E-mail Notification** for Machine Status.
2. Under **Send Notice**, select the status types that will require immediate notification or notification at regular intervals.
3. Under the **Mail Notice Status Settings**, set the appropriate mail status notification for each recipient.
4. Under the **Notice Frequency Settings**, select how often the email should be sent.
5. Click **Apply**.

Setting Up Billing Meter Read Alerts

To set up billing meter read alerts for email recipients:

1. In CentreWare Internet Services, click **Properties > General Setup > Alert Notification > Billing Meter Read Alerts**.
2. Under **Billing Administrator E-mail Addresses**, type in the email addresses of the administrator(s).
3. Under **Send Alert**, set alerts to report billing meter reads and registration cancellation to the Xerox server.
4. Click **Apply**.

Setting Up Supplies Data Alerts

To set up supplies data alerts for email recipients:

1. In CentreWare Internet Services, click **Properties > General Setup > Alert Notification > Supplies Data Sent Alerts**.
2. Under **Supplies Administrator E-mail Addresses**, type in the email addresses of the email recipients.
3. Under **Send Alert**, set alert to send notification of registration cancellation to the Xerox server.
4. Click **Apply**.

Configuring Stored File Settings

To configure stored file settings:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Stored File Settings**.
3. Change the following settings as necessary:

- **Expiration Date for Files Stored in Folder:** To minimize disk space consumed by stored files, the printer can delete files after a specified time period. Touch **On** and select the number of days that files are kept before deletion, and the time that they are deleted on the last day.
- **Stored Job Expiration Date:** Touch **On** and select how long print files stored on the printer (Charge Print, Private Charge Print, Secure Print, and Sample Print) are kept before being deleted. Touch **Same Date as Files in Folder** to keep files until the date specified in the Expiration Date for Files Stored in Folder setting. Under **Power Off Deletes Jobs**, touch **Yes** to delete jobs every time the printer is turned off.
- **Minimum Passcode Length for Stored Jobs:** Specify the minimum number of allowed passcode digits (0-12). A passcode is required when Secure Print or Private Charge Print files are stored or printed.
- **Print Order for All Selected Files:** Specify the order that files will be printed when a user prints all stored files.

Touch Screen Settings

Setting Default Touch Screen Settings

To set default touch screen settings:

1. At the printer Control Panel, press **Machine Status**, then touch the **Tools** tab.
2. Touch **System Settings > Common Service Settings > Screen / Button Settings to set the control panel default screens and buttons.**
3. Change the following settings as necessary:
 - **Screen Default:** Set the screen that displays when the printer is first turned on.
 - **Service Screen Default:** Set the screen that displays when the Services button is pressed.
 - **Service Screen After Auto Clear:** Set the service screen that displays when a certain amount of inactive time has passed (Auto Clear). Touch **Last Selection Screen** to revert to the last service screen used, or touch **Services Home** to revert to the main Services screen.
 - **Auto Display of Login Screen:** Set the screen to automatically prompt users to log in when authentication is configured.
 - **Services Home:** Specify the service icons that display when a user presses the **Services Home** button.
 - **Job Type on Job Status Screen:** Specify the types of jobs that display when the Job Status button is pressed.
 - **Screen Brightness:** Adjust the brightness of the screen.
 - **Reconfirm E-mail Recipient:** Touch **Always Reconfirm Recipient**, or **Always Reconfirm Multiple Recipients** to require users to retype recipient addresses when sending an email.

- **Reconfirm Fax Recipient:** Touch **Always Reconfirm Recipient**, or **Always Reconfirm Multiple Recipients** to require users to retype recipient addresses when sending a fax.
- **Reconfirm Internet Fax Recipient:** Touch **Always Reconfirm Recipient**, or **Always Reconfirm Multiple Recipients** to require users to retype recipient addresses when sending an internet fax.
- **Customize Keyboard Button:** Customize the touchscreen keyboard button in the lower right corner. The default text is *.com*.

4. Touch **Save**.

Taking the Printer Offline

To prevent the printer from either sending or receiving jobs over the network at any given time, you can take the printer offline. This allows you to perform printer maintenance without jobs being sent to the printer. When the printer is offline, any services, such as Network Scanning, are unavailable.

To take the printer offline:

1. At the printer Control Panel, press the **Machine Status** button.
2. Touch **Print Mode**.
3. Touch **Online/Offline**.
4. Touch **Close**.

Note

Taking the printer offline does not turn the printer off.

Restarting the Printer in CentreWare Internet Services

To restart the printer using CentreWare Internet Services:

1. In CentreWare Internet Services, click the **Status** tab.
2. At the bottom of the General page, click **Reboot Machine** then click **OK**.

Note

Restarting the printer can take up to five minutes. During this time, network access is not available.

Restarting the Printer from the Control Panel

To restart the printer from the Control Panel:

1. At the printer Control Panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Troubleshooting**.
4. Touch **Resets**.
5. Touch **Software Reset**.

6. Under **Reset Options**, select the type of reset you want:
 - All Software
 - Network Software
 - Copy Software

7. Touch **Reset**.

Note

Using Software Resets to restart the printer is faster and wastes less consumables than turning the printer on and off.

Note

Restarting the printer can take up to five minutes. You cannot access CentreWare Internet Services during this time.

View Usage and Billing Information

Usage Counters

The Usage Counters page displays the total number of pages printed or generated by the printer.

1. In CentreWare Internet Services, click **Status > Billing and Counters > Usage Counters**. The entire detailed list of pages printed or generated by the printer displays.
2. Click **Refresh** to update the page.

Billing Information

The Billing Information page displays the count of pages printed or generated in black and white or color for billing purposes.

1. In CentreWare Internet Services, click **Status > Billing and Counters > Billing Information**. The list of pages printed or generated by printer displays.
2. Click **Refresh** to update the page.

Cloning

This feature allows you to save your printer settings in a clone file. You can use the clone file to copy your printer settings to another printer, or use it to back up and restore settings on your own printer.

Note

If you are using the clone file to copy your printer settings to another printer, both printers must be the same model, and have the same version of software.

To determine the Software Version of your printer:

1. In CentreWare Internet Services, click **Properties > General Setup > Configuration**.
2. Scroll down to the **Software** section.

Saving Printer Settings

To save printer settings to a clone file:

1. In CentreWare Internet Services, click **Properties > General Setup > Cloning**.
2. Under **Create Clone File**, select the feature settings that you want save. All features are selected by default.
3. To view the specific parameters that can be cloned for any of the features, click **View Feature Details**.
4. Click **Clone**. The Cloning page displays.
5. On the Cloning page, under **Create Clone File**, right-click **Cloning.dat** and save the file to your computer.

Note

The default name for the file is **Cloning.dat**. If you rename the file, use **.dat** as the file extension.

Installing a Clone File

Note

This procedure will cause the printer to restart. It will be inaccessible for several minutes via the network.

To install a clone file:

1. In CentreWare Internet Services, click **Properties > General Setup > Cloning**.
2. Under **Install Clone File**, click **Choose File** and navigate to your clone file.
3. Select the file and click **Open**.
4. Click **Install** and click **OK**.

Address Books

Depending on your network and printer configuration, there are variety of different methods your can use to manage email addresses and fax numbers.

- **LDAP Directory:** If your network is connected to an LDAP server, you can configure the printer to look up addresses from the LDAP directory.
- **Public Address Book/Fax Address Book:** If you do not have an LDAP server, you can use the Fax Address Book and the Public Address Book to store fax machine phone numbers, Internet fax addresses, and email addresses on the printer.

Note

An Internet fax address is the email address of an Internet fax machine.

Note

The printer can be configured to access both an LDAP directory and a Public Address Book. If both are configured, users will be presented with the choice to use either address book.

- **LAN Fax Address Book:** The LAN Fax feature has a separate directory for storing and managing addresses. For details, see the print driver help.

Public Address Book

Email addresses, internet fax addresses, and fax numbers are stored in the Public Address book.

Note

An Internet Fax Address is the email address of an Internet fax machine.

Editing the Public Address Book as a .csv File

If you have many addresses to manage, you can create a list of addresses in a spreadsheet application, save it as a .csv file, and upload it to the printer.

The address book file must be in comma separated format (.csv). The printer recognizes the second row in the .csv file as the first data entry. The first row contains headings for the data in each column. The default column heading names are: Name, Email Address, Fax Number, Internet Fax Address.

Name	Email Address	Fax Number	Internet Fax Address
Jim Smith	jim.smith@corp.com	1234567898	faxmachine.one@corp.com
Matt Lukas	Matt.Lukas@corp.com	4566544985	faxmachine.two@corp.com
Richard Allen	richard.allen@corp.com	7899877754	faxmachine.three@corp.com

To download a sample .csv file:

1. In CentreWare Internet Services, click the **Address Book** tab.
2. Under **Management**, click **Download Template**.
3. Click **Download in CSV format**.
4. Save the file to your computer.

To download a .csv file with headings only (no sample data):

1. In CentreWare Internet Services, click the **Address Book** tab.
2. Under **Management**, click **Export Template with Column Headings only**.
3. Click **Download in CSV format**.
4. Save the file to your computer.

Importing an Address Book File

1. In CentreWare Internet Services, click **Address Book > Import**.

2. If you want to import a new address book file, under **Import Your Address Book File**, click **Choose File** to locate your file in .csv format.
3. Select the file. Click **Open**. Under **Management**, click **Import**.
4. Next to **First row of the .CSV file**, select if the first row of data as Column headings or Recipient data. If you downloaded and edited a sample .csv file, select **Column headings**.
5. Click **Next**.
6. On the **Import** page, under **Imported Heading**, select the labels from your imported file that you want to map to the labels in the Address Book.
7. Click **Import**.

Adding and Editing Address Book Entries

To add a new name:

1. In CentreWare Internet Services, click the **Address Book** tab.
2. Under **Common Tasks**, click **Add New Name**.
3. Edit the fields under **Common Settings**. Click **Details** to provide more detailed information.
4. Click **Save > Close**.

To edit an existing name:

1. Next to the name, click **Edit**.
2. Edit the fields under Common Settings. Click **Details** to provide more detailed information.
3. Click **Save > Close**.

To delete all names:

1. Under **Management**, click **Delete All Names**.
2. Click **OK**.

Font Management Utility

The CentreWare Font Management Utility allows you to manage fonts on one or more printers on your network.

Note

The Xerox® CentreWare Font Management utility is available on the Xerox website at www.xerox.com/support.

You use the utility to download soft fonts to your printer, such as your company's branded fonts or unicode fonts needed to support multiple languages. You then can add, delete, or export the fonts to a file. You can add or delete printers in the printer list to display only those printers you want to manage.

Customizing Printer Contact Information

The support page in CentreWare Internet Services displays contact information for service and supplies as well as for the system administrator. You can customize this information to display your company's contact information.

To add your own custom information:

1. In CentreWare Internet Services, click the **Support** tab.
2. Click **Change Settings**.
3. Update the fields with your desired information and click **Apply**.

Updating the Printer Software

When Xerox releases a new version of printer software or firmware, you can update your printer to incorporate the new fixes and improvements.

Updating the Software

Before you begin:

- Determine the current software version of your printer.
- Download the latest software update file in *.bin* format from the Drivers and Downloads page for your specific printer.

To determine the currently installed software version:

1. In CentreWare Internet Services, click **Properties > General Setup > Configuration**.
2. Scroll down to **Software** to verify the software version.

To update the software:

1. In CentreWare Internet Services, click **Properties > Services > Machine Software > Upgrades**.
2. Under **Upgrades** select **Enabled**.
3. Click **Apply**.
4. Refresh your browser and navigate to **Properties > Services > Machine Software > Manual Upgrade**.
5. Under **Manual Upgrade**, click **Choose File** to locate and select the software upgrade file in *.bin* format.
6. Click **Open**.
7. Click **Install Software**. The file is sent to the printer. Once the software is installed, the printer restarts.
8. Check the configuration report to verify that the software version has updated.

Date and Time Settings

When the printer is first set up, you are asked to set the date and time. If you want to change the date and time after the initial setup, use the Control Panel to change the settings. You can also use date and time settings to enable Network Time Protocol (NTP) synchronization, set energy savings, and set other timing functions for the printer.

To change date and time settings:

1. At the printer Control Panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **System Settings > Common Service Settings > Machine Clock/Timers**.
3. Change the following settings as necessary:
 - **Date:** Set the date.
 - **Time:** Set the time using a 12-hour or 24-hour format.
 - **NTP Time Synchronization:** Set the printer's clock to synchronize with your Network Time Protocol (NTP) server, if you have one.
 - **Connection Interval:** Specify how often the printer connects to the NTP server.
 - **Time Server Address:** Specify the NTP server address.
 - **AutoClear:** Specify the amount of inactive time before the control panel resets to the default screen.
 - **Auto Job Release:** Specify the time elapsed until the printer cancels an active job with an error and starts the next print job.
 - **Auto Print:** Set the time period to start the next print job after you operate the Control Panel.
 - **Printer Lockout Duration:** Set the printer to disable printing during a set time period or set the machine to disable temporarily.
 - **Energy Saver Timers:** Set the energy saver to low power and sleep mode duration.
 - **Time Zone:** Set the time difference from GMT.
 - **Daylight Savings:** Set the daylight savings time, if necessary. During daylight savings, the printer automatically increments the clock forward by one hour.

Fax Speed Dial Setup Settings

Perform the following steps to set up and administer the Fax Speed Dial feature.

1. At the printer Control Panel, press the **Log In/Out** button.
2. Type your System Administrator User ID and touch **Enter**.
3. If a passcode is required, type your System Administrator Passcode and touch **Enter**.
4. Select **Machine Status**. The Machine Status window opens and displays the Machine Information tab.
5. Select the **Tools** tab.

6. On the Tools tab, select **Setup** and then from the Group area, select **Add Address Book Entry**.
7. From the Speed Dial Recipient list, select the first “Available” entry.
8. Select **Address Type**. The Address Type window displays.
9. Select **Fax**.
10. Type the required information on this page and select **Save**.
11. Repeat steps 7 through 10 for each Address Book entry.
12. Exit the Tools window.
13. Select **Services Home** to return to the Services Home menu.

Watermarks and Annotations

A watermark inhibits the replication of a document by adding text or a background pattern to the printed page. You can configure watermarks to print dates, unique IDs, background patterns, or default text. Additionally, you can set watermarks to print according to the job type.

Annotations are customizable text strings that are printed on the document, similar to watermarks. If you want to create a custom annotation not found in the default selections, you can set a text string and then apply one of the four preset templates to the text string. When annotations are enabled, they print according to the layout template associated with the job type.

Watermarks

To set up the watermark appearance and enable a forced watermark:

1. In CentreWare Internet Services, click **Properties > Security > Watermark > Watermark**.
2. Under **Watermark**, specify the following:
 - Select the date format and watermark appearance.
 - Enable the forced watermark by job type, if necessary.
3. Click **Apply**.

Universal Unique ID

To print the Universal Unique ID number in the watermark:

1. In CentreWare Internet Services, click **Properties > Security > Watermark > Universal Unique ID**.
2. Select **Yes** next to **Print Universal Unique ID**.
3. Use the position adjustments to choose where you want the unique ID to print on the page.
4. Choose the print position for side 2 of the page.
5. Click **Apply**.

Forced Annotations

Forced annotations allow you to create text strings for custom watermarks. You can create up to eight strings with a maximum of 32 characters. Once the string is created, you can apply a layout template to the watermark.

To create annotation text strings:

1. In CentreWare Internet Services, click **Properties > Security > Force Annotation > Create Text String**.
2. Type up to eight annotation text strings with a maximum of 32 characters each.
3. Click **Apply**.

To apply layouts to text strings:

1. In CentreWare Internet Services, click **Properties > Security > Force Annotation > Apply Layout Template to Copy/Print Jobs**.
2. Under **Apply Layout Template to Copy / Print Jobs**, click **Change Settings** to apply the template to the annotation text string using one of the available types of print jobs.
3. Next to **Apply Layout Template**, select **Enabled** to apply the layout template.
4. Under **Layout Template List**, select one of the preset templates from the list.
5. Click **Apply**.

Memory Settings

You can increase performance by allocating memory away from ports that are not being used or allocating more memory to more heavily used ports.

1. In CentreWare Internet Services, click **Properties > General Setup > Memory Settings**.
2. Under **Memory Settings**, specify memory allocation and spooling behavior.

Simple Image Quality Adjustment (SIQA) Tools

Simple Image Quality Adjustment (SIQA) is a set of maintenance tools that adjust the quality of the printed images generated by the printer. SIQA performs three types of adjustments, which must be performed in the order given:

- **Image Transfer:** This tool corrects for uneven toner and color shift by creating an Image Transfer Adjustment to the Bias Transfer Roll in the printer. The adjustment is created and saved for specific stocks and can be selected for any tray when printing on those stocks. Perform the Image Transfer Adjustment before performing any other image adjustment.
- **Alignment:** The Alignment procedure generates an individual alignment profile for each stock/tray combination selected when performing the procedure. These profiles ensure that images are placed correctly on the media. You can create a maximum of 50 profiles. Each created profile is then automatically used each time the associated stock is used, ensuring optimal print quality. Perform Alignment Adjustment after you have completed the Image Transfer Adjustment.
- **Density Uniformity:** The Density Uniformity procedure adjusts print engine tables to ensure that ink is deposited uniformly and consistently across the entire surface of a page for each print. Perform the Density Uniformity Adjustment after you have completed the Image Transfer and Alignment Adjustments.

These are the three sets of steps that are performed when calibrating the printer with the SIQA tools:

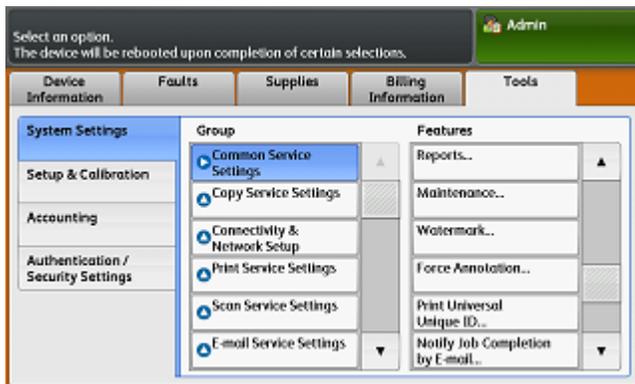
1. Print the SIQA targets.
2. Scan the targets using either the Document Feeder or the Platen Glass.
3. Save the adjustment data to a file on the printer providing the file with a unique name.

The adjustment profile is then complete and can be selected by users for print runs, as needed.

Accessing the SIQA Tools

To access the SIQA tools:

1. At the printer UI, select the **Login/Logout** button.
2. Log-in as a System Administrator.
3. Press the **Machine Status** button on the control panel.
4. Touch the **Tools** tab.
5. In the Features column, scroll down and touch **Maintenance**.



6. Touch the down arrow to access the SIQA tools on the next screen.



Adjust Image Transfer

The Image Transfer Adjustment applies only to the paper type selected during the procedure. You must perform this adjustment for each paper type loaded in the printer.

Follow these steps to perform a Simple Image Quality Adjustment (SIQA) for image transfer:

1. Log-in as a System Administrator. Refer to [System Administrator Access at the Control Panel](#).
2. Access the SIQA tools screen. Refer to [Accessing the SIQA Tools](#).
3. Touch **Adjust Image Transfer**.

4. Touch **Paper Type**, and choose a paper type from the list.



5. Touch **Close**.
6. Load the selected paper type into Tray 5 (bypass).

Acceptable paper sizes:

- 11 x 17 in.
- 8.5 x 11 in.
- A3
- A4
- SRA3

7. Touch **Print Sample**.
8. Select a paper size.
9. Select **1 Sided** or **2 Sided** for the calibration chart.
10. Press the **Start** button on the control panel to print the calibration chart.

IMAGE SAMPLES



11. Touch **Confirm**.
12. Touch **Close**.
13. Touch **Scan Calibration Chart**.

Note

If you printed a 2-sided sample, scan both sides.

14. Follow the instructions on the control panel touch screen to complete the calibration.

15. Touch **Confirm** to exit the scan.
16. View the adjustment numbers for **Side 1** and **Side 2**.



17. Touch **Adjust** to complete and save the calibration.
18. Touch **Close** twice to exit the SIQA tool.
19. To log out of Admin mode, select the Admin icon on the top right of the screen and touch **Logout**.

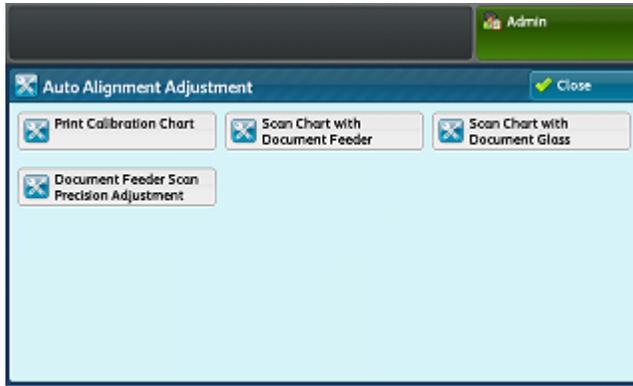
Auto Alignment Adjustment

Follow these steps to perform Auto Alignment Adjustment:

1. Print a duplex copy of the Black Paper PDF file that corresponds to the paper size used in your region. The PDF files are located on www.xerox.com/support under the Color C60/C70 Printer documentation.
 - 11 x 17 in.: SIQA Black Paper for Adjustment-Tabloid.pdf
 - A3: SIQA Black Paper for Adjustment-A3.pdf
2. Log-in as a System Administrator. Refer to [System Administrator Access at the Control Panel](#).
3. Access the SIQA tools screen. Refer to [Accessing the SIQA Tools](#).
4. Touch **Alignment Adjustment**.
5. Touch **Auto Alignment Adjustment**.

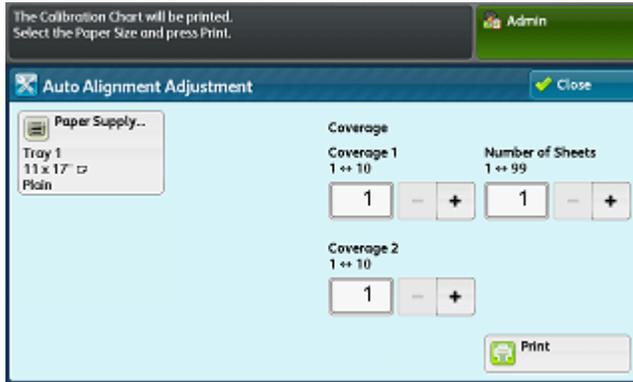


6. Touch **Print Calibration Chart**.



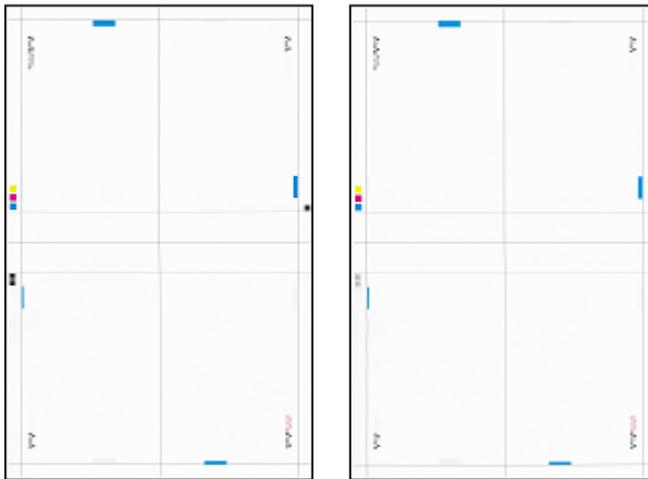
7. Select a paper tray with 11 x 17 in. or A3 size paper.

8. Set the value for **Coverage 1** and **Coverage 2** to 1.



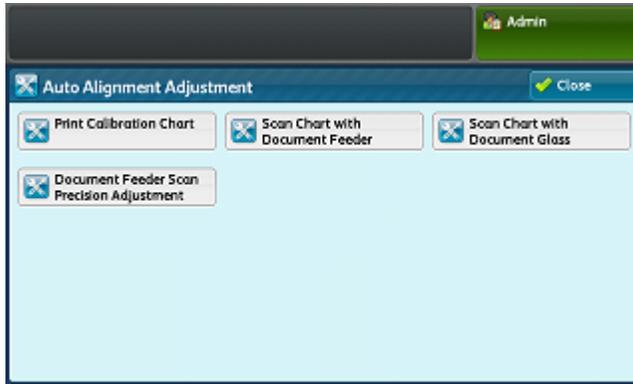
9. Touch **Print** to print the calibration chart.

IMAGE SAMPLES



10. Touch **Confirm**.

11. Touch Document Feeder Scan Precision Adjustment.

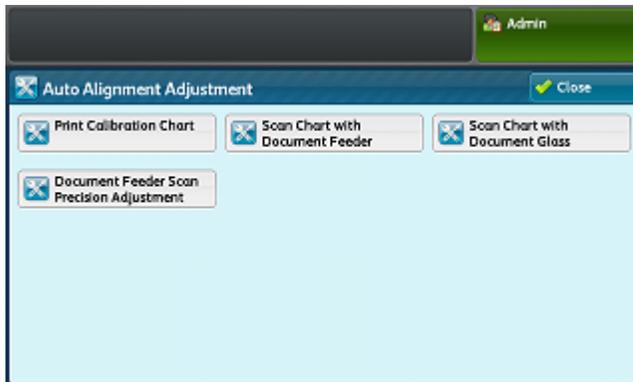


12. Follow the instructions on the control panel touch screen to complete the scan using the Document Feeder and Document Glass.

- a) Position the Black Paper and Calibration Chart as shown on the Black Paper.
- b) Reposition the Calibration Chart as indicated on the control panel touch screen and Black Paper and then touch **Scan** for each scan.
- c) After all scans are completed, touch **Start**.

13. Touch **Confirm**.

14. Touch **Print Calibration Chart**.



15. Select a paper tray with the correct paper size.

16. Select a coverage value for **Coverage 1** and **Coverage 2** using the table below as a guide.

Table 1: Area Coverage Guide

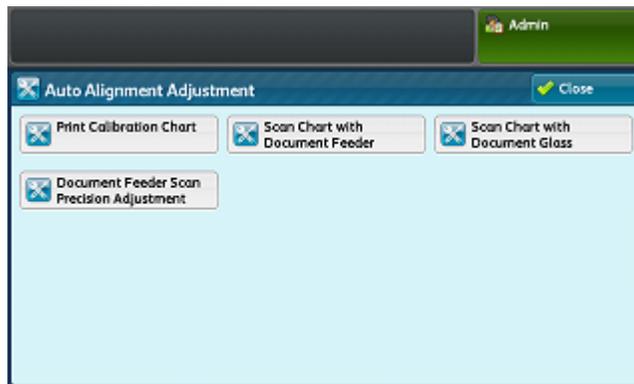
Coverage Value	Area Coverage
1 - 3	Low area coverage - text only
4 - 8	Medium area coverage - equal mixture of text and graphic images
9 - 10	High area coverage - primarily graphic images

17. Touch **Print**.

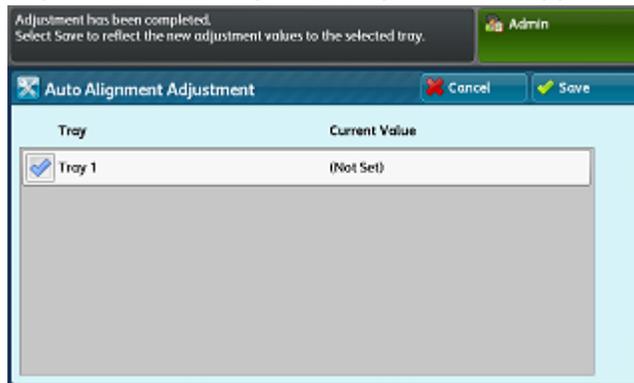
18. Touch **Confirm**.

19. Select a scan method:

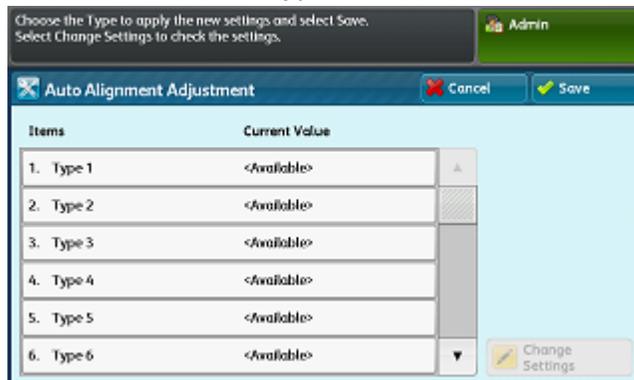
- Touch **Scan Chart with Document Feeder** for a target media size of 11 x 17 in. / A3 or smaller and less than 220 gsm. Accuracy is within 0.2 mm.
- Touch **Scan Chart with Document Glass** for a target media size of larger than 11 x 17 in. / A3 and more than 220 gsm. Accuracy is within 0.1 mm.



20. Touch **Start** to complete the adjustment.
21. Touch the tray name that displays on the control panel touch screen. This is the paper tray to which the alignment adjustment is applied.



22. Under **Items**, select a type.

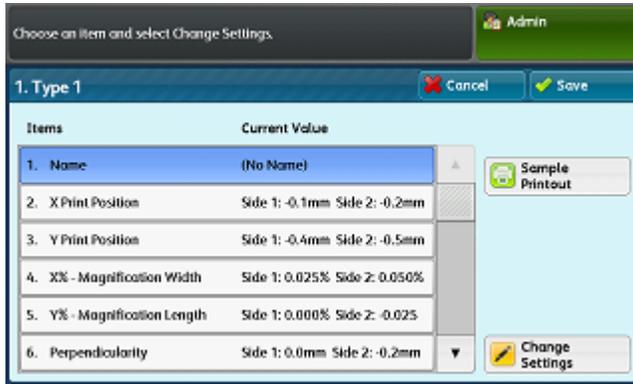


23. Touch **Change Settings**.

Note

Selecting **Save** will overwrite the existing settings.

24. Under Items, select **1. Name**.



25. Touch **Change Settings** to name the Type.

Note

You should use a name that identifies the paper type loaded in the tray.

26. Touch **Save** four times to save the settings.

27. To log out of Admin mode, select the Admin icon on the top right of the screen and touch **Logout**.

Setting the Type when Loading Media

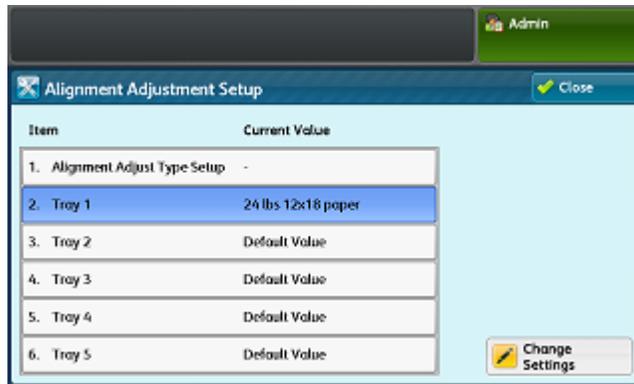
Each time you load media, you must associate the paper type with the tray.

To associate the correct Type with the media loaded:

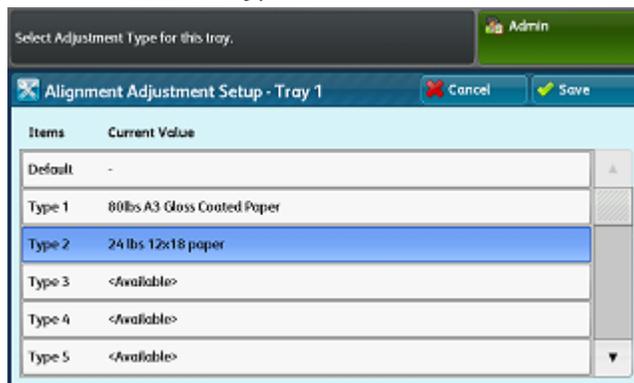
1. Log-in as a System Administrator. Refer to [System Administrator Access at the Control Panel](#).
2. Access the SIQA tools screen. Refer to [Accessing the SIQA Tools](#).
3. Touch **Alignment Adjustment**.
4. Touch **Manual Alignment Adjustment**.



5. Select the paper tray just loaded.



6. Touch **Change Settings**.
7. Select the desired Type.



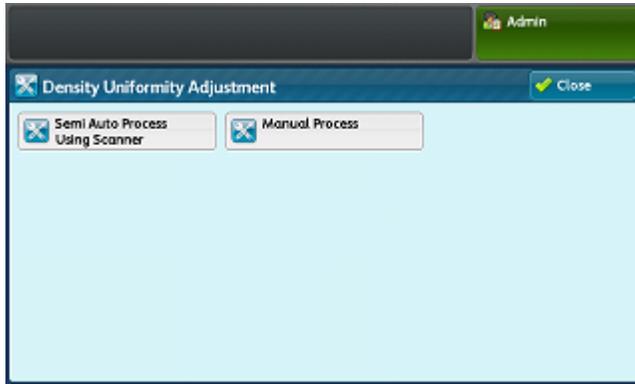
8. Touch **Save**.
9. Touch **Close** three times to save the settings and exit the SIQA tool.
10. To log out of Admin mode, select the Admin icon on the top right of the screen and touch **Logout**.

Density Uniformity Adjustment

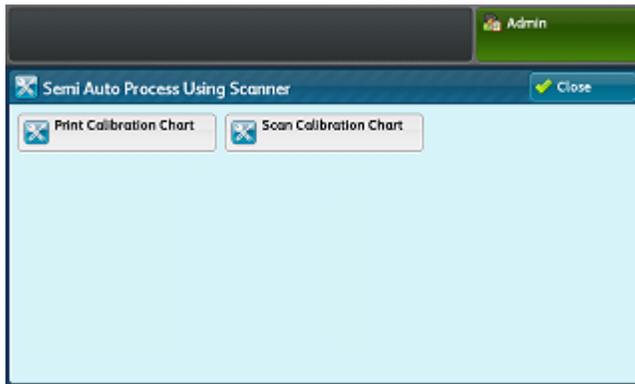
Follow these steps to perform the Density Uniformity Adjustment:

1. Log-in as a System Administrator. Refer to [System Administrator Access at the Control Panel](#).
2. Access the SIQA tools screen. Refer to [Accessing the SIQA Tools](#).
3. Touch **Density Uniformity Adjustment**.

4. Touch **Semi Auto Process Using Scanner.**

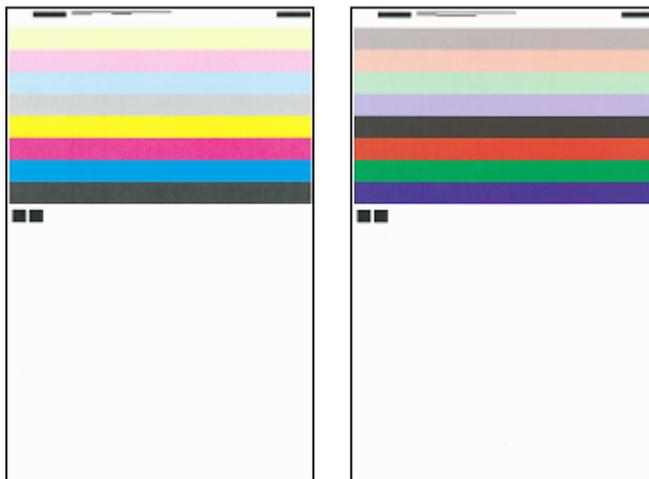


5. Touch **Print Calibration Chart.**



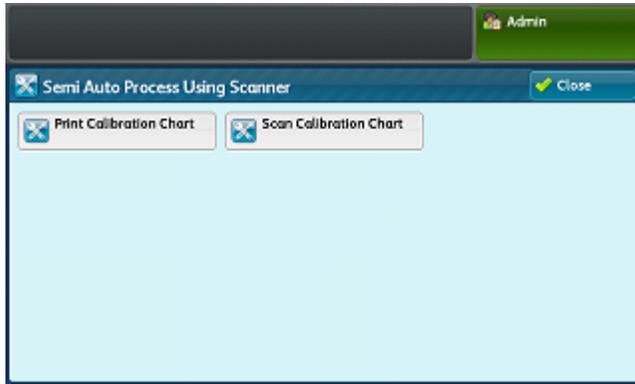
6. Touch **Print** and follow the instructions on the control panel touch screen to print the two charts.

IMAGE SAMPLES



7. Touch **Confirm.**

8. Touch **Scan Calibration Chart**.



9. Follow the instructions on the control panel touch screen to scan the two calibration charts.
10. Touch **Start** to begin the density uniformity adjustment.
11. When the adjustment has completed, touch **Confirm**.
12. Touch **Save** to save the adjustment.
13. Touch **Close** three times to exit the SIQA tool.
14. To log out of Admin mode, select the Admin icon on the top right of the screen and touch **Logout**.

Simple Image Quality Adjustment (SIQA) Tools

15

Authentication (CAC)

The Common Access Card (CAC) system is part of a Department of Defense initiative to increase the security of its facilities and critical information through the use of smart identification cards. Eventually all department employees will use CAC cards to gain access to computers, networks, and buildings. In many cases the department is requesting that same level of authentication at the printer level, as well. When enabled on this printer, Department of Defense employees will need to use their CAC card to access the machine to scan, fax, or copy documents, providing greater security and management of the machines.



Xerox® CAC Enablement software supports a number of card readers and allows users to authenticate at the machine. The card reader is connected to a USB port on the printer.

Supported Card Types

The CAC solution is compatible with most common CAC card types listed below.

- Axalto Pegasus 64K / V2
- Axalto Cyberflex 32K / V1
- Axalto Cyberflex 64K / V2
- Gemplus GemXpresso 64K / V2
- Oberthur 72K / V2
- Oberthur CosmopoIIC 32K / V1
- Oberthur D1 72K / V2 (contact-less and PIV)
- Gemalto GCX4 72K DI

Authentication (CAC)

- Oberthur ID One 128 v5.5 Dual
- Gemalto TOPDLGX4 144K

Note

Other card types may function with the Common Access Card (CAC)/Personal Identity Verification (PIV) ID system but they have not been validated.

Supported Card Readers

The following card readers are compatible with the CAC ID system:

- Gemplus GemPC USB SL
- Gemplus GemPC Twin
- SCM Micro SCR3310
- Panasonic ZU 9PS

Other USB CCID-compliant readers may function with the CAC ID system but have not been validated.

Requirements

USB Enablement Kit (software option).

Customization and Expansion

Xerox® Extensible Interface Platform®

Xerox® Extensible Interface Platform® allows independent software vendors and partners to develop personalized and customized document management solutions that can be Cintegrated and accessed directly from the printer's Control Panel. These solutions can leverage existing printer infrastructure and databases. Examples of applications include the following, but are not limited to those listed here:

- ScanFlow Store®
- Xerox® Scan to PC Desktop®
- Equitrac Office®

For more information on Xerox® Extensible Interface Platform® applications for your printer, contact your Xerox Service Representative or see www.office.xerox.com/eip/enus.html on the Xerox website.

Enabling Extensible Services

Before you begin:

- Get the customer service installation file from your local Xerox representative, and copy it to your computer. Note the location of the file.
- Ensure that a digital certificate is installed on the printer.
- Enable HTTP (SSL).

Installing Custom Services Software

To install software for customer services:

1. In CentreWare Internet Services, click **Properties > Services > Machine Software > Manual Upgrade**.

2. Under **Manual Upgrade**, click **Choose File**, then locate the **InstallCustomServices.dlm** file for the custom application you want to install.
3. When you locate the file, click **Open**, then click **Install Software**.

Enabling Extensible Service Registration

To enable extensible service registration:

1. In CentreWare Internet Services, click **Properties > General Setup > Extensible Service Setup**.

Note

If Extensible Service Setup does not display, the custom services software file was not installed correctly or the installation failed.

2. Under **Setup**, click **Edit**.
3. Select the services you want to enable and click **Apply**.
4. Under **Enable Extensible Services**, select **Export password to Extensible Services**.
5. Under **Browser Settings**, select **Enable the Extensible Services Browser** if necessary.
6. Select **Verify server certificates** if necessary.
7. To configure proxy settings, under **Proxy Server**, select **Use Proxy Server**.
8. Next to **Proxy Setup**, select **Same Proxy for All Protocols** to use the same settings for HTTP and HTTPS. Select **Different Proxy for Each Protocol** to enter separate server addresses for HTTP and HTTPS.
9. Type your HTTP and HTTPS server address and port number.
10. Click **Apply**.

Auxiliary Interface Kit

An Auxiliary Interface Kit, or a Foreign Device Interface kit, is a third-party access and accounting device such as a coin-operated printer accessory or a card reader that can be attached to the printer. Installation instructions are included with the Foreign Device Interface Kit. After the kit is installed, you must enable and configure the device at the Control Panel.

Xerox[®] Remote Print Services

Xerox[®] Remote Print Services, formerly Smart eSolutions, is a collection of features and services that automates and simplifies the administration of Xerox[®] devices. These features include:

- **Meter Assistant[®] (Automatic Meter Reading - AMR):** automatically submits meter reading data which is used for customer billing purposes.
- **Supplies Assistant[®] (Automatic Supplies Replenishment - ASR):** proactively orders machine components such as toner.
- **Maintenance Assistant (Automatic Information Forwarding - AIF):** provides usage counters and fault conditions for Xerox technicians to manage device support requirements.

Note

Specific enablement and support of Remote Services features varies according to Xerox[®] device model, configuration, and operating company.

Xerox[®] Remote Print Services are enabled via a secure internet connection between the printer and Xerox using Secure Socket Layer (SSL) protocols and 256-bit encryption; only machine performance information is sent to Xerox through this connection.

Configuration Planning

Use the following list to plan and work through the Xerox[®] Remote Print Services setup and configuration. Place a check mark in the last column as you complete a task.

No.	Task	Info from Task (if Relevant)	
1	Verify that you have authorized Internet connectivity for the device and that the device is physically connected to the network.		

No.	Task	Info from Task (if Relevant)	
2	Print a configuration report and record the printer's IP address. See Printing the Configuration Report .		
3	DNS Settings: DHCP Server will automatically provide DNS information - or - complete the following sections, where relevant:		
	a. DNS Server Address:		
	b. Alternate DNS Server Address 1: (if required)		
	c. Alternate DNS Server Address 2: (if required)		
	d. Domain Name:		
	e. Dynamic DNS Registration Used: (if required)		
	f. Connection Timeout: (if required)		
4	Confirm HTTP Proxy Server (if used) is configured to allow access to HTTP/HTTPS ports 80 and 443.		
5	HTTP Proxy Server Address:		
6	HTTP Proxy Server Port:		
7	HTTP Proxy Server Authentication Account (if used):		
	a. User Name:		
	b. Password:		
8	Confirm Firewall Proxy Server (if used) is configured to allow access to HTTP/HTTPS ports 80 and 443.		

Printing the Configuration Report

To print a configuration report:

1. At the printer Control Panel, press the **Machine Status** button and touch the **Machine Information** tab.
2. Touch **Print Reports**.
3. Touch **Printer Reports**.

4. Touch **Configuration Report** and press the **Start** button.

Configuring Xerox® Remote Print Services

Accessing CentreWare Internet Services

Before you begin:

- TCP/IP and HTTP must be enabled to access CentreWare Internet Services. If you disable either of these services, you must enable them at the printer before you can access CentreWare Internet Services.
- Obtain a Configuration Report to determine your printer's IP address. You can also check the IP address of the printer by pressing the **Machine Status** button on the printer Control Panel.

To access CentreWare Internet Services:

1. At your computer, open a Web browser.
2. Type the printer's IP address in the address field. Press **Enter**. The device Internet Services screen appears.
3. Click the **Properties** tab.

If prompted, enter the User Name and Password of the Administrator account. The default User Name is **admin** and the default Password is **1111**.

4. Click **Log In**. You will now be able to access any Administrator functions within Internet Services.

Configuring the DNS Server

To configure the DNS Server:

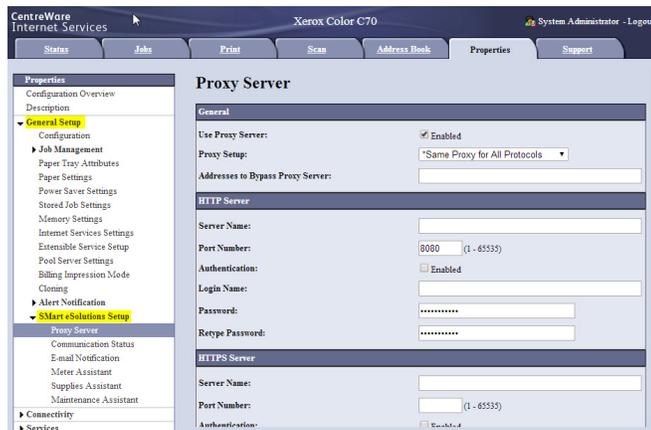
1. Access the CentreWare Internet Services **Properties** menu.
2. From the menu, click **Connectivity > Protocols > TCP/IP**.

3. In the **Domain Name** field, enter your server's Domain Name.
4. If you are using DHCP, click the **Enabled** check box, in the DNS Configuration section to obtain the DNS server address automatically or enter the IP Address of your DNS Server(s) in the **Preferred DNS Server** and **Alternate DNS Servers** fields, if applicable.
5. Click the check box to **Enable Dynamic DNS Registration**, if applicable.
6. Click the check box to automatically generate a domain search list, if required.
7. If relevant, enter your Alternate Domain Names in **Domain Name** fields **1, 2,** and **3**.
8. Enter the amount of time before the connection will time out.
9. Click **Apply**.
10. Click **Reboot Machine**.

Configuring the Proxy Server

To configure the Proxy Server:

1. In CentreWare Internet Services, access **Properties > General Setup > SMART eSolutions Setup > Proxy Server**.



2. Click the **Enabled** check box next to **Use Proxy Server**.
3. In the Proxy Setup menu, select **Different Proxy for Each Protocol** if you use a different proxy server for each different protocol used on your network (HTTP, HTTPS) or keep the default setting of the **Same Proxy for All Protocols**.
4. In the **HTTP Server** and **HTTPS Server Names** fields, provide a name of up to 255 characters for one or both of these Proxy Servers. A fully qualified domain name or an IP Address can be used.

Note

If you use Domain Names, ensure that DNS Server details are configured correctly.

5. Enter the required **Port Number**. The default is 8080 and is the Internet Assigned Network Authority (IANA) recognized proxy port.
6. If your proxy server requires authentication, click the **Authentication: Enabled** check box and enter the Login Name and Password to provide authentication to the proxy server.

- Click **Apply**.

Communication Status

The SMart eSolutions Communication Status page reflects the printer's serial number and whether the printer is currently configured for SMart eSolutions as well as the date the last transmission was sent to the Xerox® Communication Server.

Click **Configure** to enable or disable services.



Enrolling and Setting up Communication

To enable SMart eSolutions/Xerox® Remote Print Services and set up communications:

- In CentreWare Internet Services, access **Properties > General Setup > SMart eSolutions Setup > Communication Status**.
- Click **Configure** on the Communication Status page. The SMart eSolutions Setup page opens.
- In the Enrollment section of the SMart eSolutions Setup page, click the **Enabled** check box next to **SMart eSolutions Enablement**.



- In the Communication Setup section, indicate the time of day during which you would like communication transmissions between the printer and the communication server to occur.
- Choose an option from the **Payload Type** drop-list. Generally, the default option will meet most needs.
- Click **Apply** to save your settings.

- Click **Test XCDG Connection** to test the communication between your printer and the Xerox server.

The screen changes to simulate communication transmission, and again, to confirm success or failure of the test.

Note

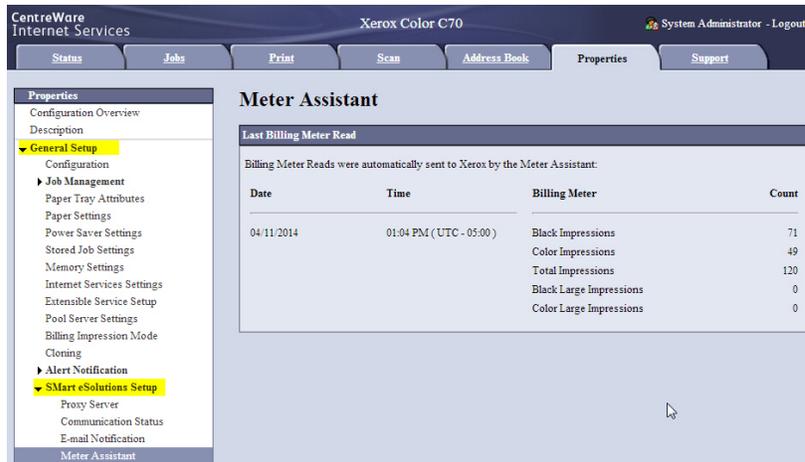
If you wish to terminate service, de-select the **Enabled** check box, type a brief reason for your request in the **Reason** field, and select your job function from the **Role** drop-list.

One more data transmission will occur after you request service termination.

Accessing the Meter Assistant®

To access the Meter Assistant® screen:

- In CentreWare Internet Services, access **Properties > General Setup > Smart eSolutions Setup**.



- Click **Meter Assistant**.

The Meter Assistant screen shows the details of dates when billing meter reads were sent to Xerox by the device.

Accessing the Supplies Assistant®

To access the Supplies Assistant® screen:

- In CentreWare Internet Services, access **Properties > General Setup > Smart eSolutions Setup**.
- Click **Supplies Assistant**.

The Supplies Assistant® screen shows the details of dates when the device transmitted supplies data to Xerox and which specific components were requested.

Supplies Assistant

Last Supplied Data Sent

Supplies Data was automatically sent to Xerox by the Supplies Assistant:

Date	Time	Component	Current Level
04/11/2014	01:04 PM (UTC - 05:00)	Cyan Toner [C]	Unknown
		Magenta Toner [M]	Unknown
		Yellow Toner [Y]	Unknown
		Black Toner [K1]	Unknown
		Black Toner [K2]	Unknown
		Waste Toner Container	Ready
		Cyan Drum Cartridge	3440
		Magenta Drum Cartridge	3440
		Yellow Drum Cartridge	3440
		Black Drum Cartridge	122640
		Fuser Assembly	200000

Accessing the Maintenance Assistant

To access the Maintenance Assistant screen:

1. In CentreWare Internet Services, access **Properties > General Setup > Smart eSolutions Setup**.
2. Click **Maintenance Assistant**.

The Maintenance Assistant screen shows the details of when data was last transmitted to Xerox and also contains a button to enable you to transmit data to Xerox immediately, if desired.

Maintenance Assistant

Maintenance Assistant

Last Transmission was on: 04/11/2014 13:04 (UTC - 05:00)

Troubleshooting

If you are experiencing problems setting up SMart eSolutions/Xerox® Remote Print Services, review the following information for assistance.

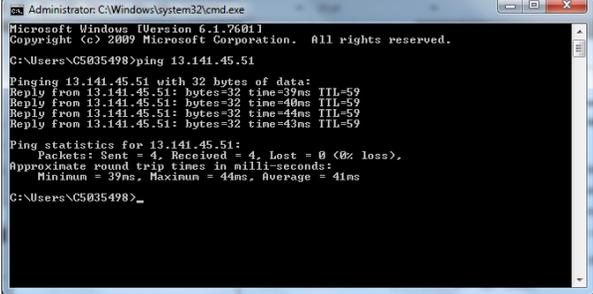
Scenario 1: The Device Cannot Access the Internet

Are you using a proxy server or firewall to control Internet access?

1. Verify connectivity with the proxy server.

Using a PC on the same subnet as the device, open a command prompt. (Select **Start > Run** and enter **cmd**, or type **cmd** directly in the **Search** box.)

At the prompt, type **ping** followed by a space and the IP address of the proxy server. If there is no reply, there may be no network connectivity between the device and the proxy server.



```
Administrator: C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\G5035498>ping 13.141.45.51

Pinging 13.141.45.51 with 32 bytes of data:
Reply from 13.141.45.51: bytes=32 time=39ms TTL=59
Reply from 13.141.45.51: bytes=32 time=40ms TTL=59
Reply from 13.141.45.51: bytes=32 time=44ms TTL=59
Reply from 13.141.45.51: bytes=32 time=43ms TTL=59

Ping statistics for 13.141.45.51:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 39ms, Maximum = 44ms, Average = 41ms

C:\Users\G5035498>
```

Note

Use the information you gathered on the installation worksheet to confirm your settings.

- Verify the information entered on the device, especially the default gateway.
- Verify the proxy server address.
- Verify that the default HTTP (80) and HTTPS (443) ports are not blocked at the proxy server.
- Verify if the proxy server requires authentication. If authentication is required, obtain the user name and password if you don't already have them, then enter the information via CenterWare Internet Services.
- Verify the proxy server IP address (or host name/fully qualified domain name) and the port number entered into the browser.
- If the proxy server was provided instead of an IP address, ensure that DNS is enabled on the printer Control Panel.

Note

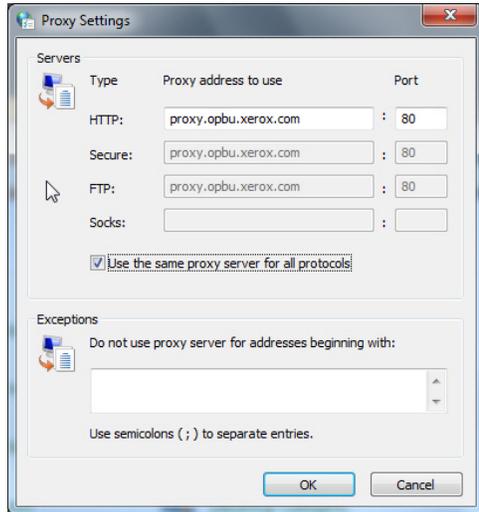
A host name can only be used for the proxy server if you are also running a name service such as DNS; otherwise, an IP address must be supplied for the proxy server.

- The firewall may be blocking access to the Internet.** Verify the following information with the IT Administrator.
 - The firewall rules are set to allow the device access to the Internet.
 - A user name and password is not required by the firewall for outbound access.
 - The standard HTTP (80) and HTTPS (443) ports are not blocked by the firewall.
- A firewall, proxy server, and DNS server are not the same thing. While it is possible for the same physical host to perform more than one or all of the functions, in most cases they will not be the same host. If the same IP address is given for more than one of these functions, verify with your IT administrator that this information is correct.

Scenario 2: Proxy Server Settings Are Incorrect

Finding the Proxy Server in Windows

1. At a Windows desktop, click **Start > Control Panel**.
2. Double-click **Internet Options**. If you do not see this option, click **Classic View** in Windows XP and Vista or **View by: Small icons** in Windows 7.
3. Click the **Connections** tab then **LAN Settings**. The address and port number for the proxy server used by your computer are shown in this window.



4. Click **Advanced**. If different proxy servers are used for different protocols such as HTTP and FTP (this is not common), they are shown on the Proxy Settings window.
5. Enter the proxy server details in the device web browser.

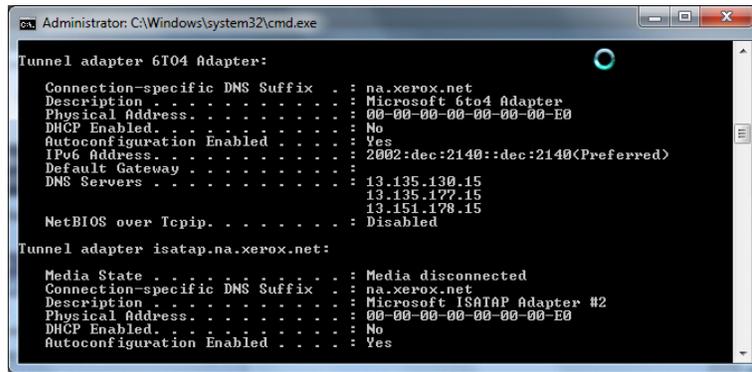
Finding the Proxy Server in Mac OSX

1. At a Mac OSX desktop, click the Apple icon then **System Preferences**.
2. Click **Network**.
3. Click the network adapter that is in use, then click **Configure**.
4. Click the **Proxies** tab. If your computer is configured to connect to the Internet through a proxy server, the server address and port number are shown here.
5. Enter the proxy server details in the device web browser.

Scenario 3: The DNS Settings Are Incorrect

To check the DNS Settings:

1. Using a PC on the same subnet as the device, open a command prompt. (Select **Start > Run** and enter **cmd**, or type **cmd** directly in the **Search** box.)
2. At the prompt, type **ipconfig/all** to display the IP configuration information.



3. Write down the Connection-specific DNS Suffix (domain name) and the DNS Servers' IP addresses.
4. Type **ping** and the IP address of the DNS server to verify connectivity. There should be a reply.
5. Type **ping** and the IP address of the default gateway to verify connectivity with the default router. There should be a reply.
6. 6. Check that the DNS Server and Default Gateway are set correctly on the device.

Scenario 4: Unconfirmed Support for SMart eSolutions/Xerox® Remote Print Services Features

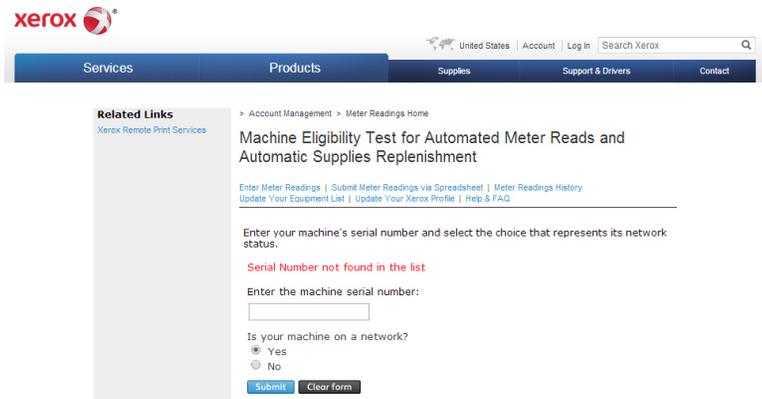
The Xerox website contains a link to a location where you can check whether your device can take advantage of remote services capabilities.

Note

This service is available for US-registered account only.

To perform a machine eligibility test:

1. Access the site: www.accounts.xerox.com/meters/amr-capability-test.jsf.



2. Enter the device serial number in the **Enter the machine serial number box**.
3. Select **Yes** or **No** to indicate whether the device is in a network area.

Note

The machine must be connected to the network to support Remote Services.

4. Click **Submit**. A status message will appear confirming that your device is eligible or not eligible for Remote Services capabilities.
5. If desired, click **Clear Form** to enter another serial number.

Scenario 5: Connectivity Failed Following Device Reboot

Following a device reboot process or software update action, you will need to ensure the device is still communicating with the Xerox host, even if you performed a clone of the device settings. Check the connectivity settings, validate, and test communication as described in this document.

Additional Information

Further information on SMart eSolutions/Xerox® Remote Print Services is available at <http://www.xerox.com/smartesolutions>.

A Xerox® Remote Services Security White Paper is available at <http://www.xerox.com/information-security/information-security-articles-whitepapers/enus.html>.

