

**XEROX**<sup>®</sup>

**System Administrator's Guide**

# **WorkCentre**

**7655/7665/7675**



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# Table of Contents

Introduction: Read Me.....	7
Who Should Use This Guide .....	7
Steps for installing this device on your network .....	7
Print a Configuration Report to verify current device settings .....	7
Enable TCP/IP and HTTP at the device.....	8
Configure protocols with Internet Services.....	8
Configure additional purchased options .....	9
Install Printer Drivers .....	9
Xerox Unicode 3.0 for SAP Font Kit.....	9
Physical Connection .....	10
Power Cable.....	10
Power On the Machine.....	10
The Welcome Page and Install Wizards .....	11
Network Connectivity.....	11
Ethernet Configuration .....	12
Ethernet Cable.....	12
To Change the Ethernet Speed, if needed .....	13
USB Printing.....	14
Information Checklist .....	14
Enable the USB Port.....	14
Parallel Port Printing.....	15
Information Checklist .....	15
Enable the Parallel Port.....	15
General Setup.....	16
Set a Description for the Machine .....	16
Configuration Page.....	17
Configuration Report .....	18
How to Print a Configuration Report .....	18
How to Disable the Configuration Report from Printing at Power On .....	18
Administrator Tools Password.....	19
How to Change the Admin Password .....	19
Image Settings .....	20
Accessing Image Settings (including Linearized PDF) and XPS.....	20
TIFF Settings .....	20
PDF & PDF/A Settings.....	20
Flate Compression.....	21
JBIG2.....	21

XPS Settings.....	21
Scan to Searchable File Formats .....	22
Accessing Image Settings .....	22
Accessing Network Scanning, E-mail, or Internet Fax Settings.....	23
Alert Notification .....	24
To Set up an Alert Notification Group .....	24
To Assign Notification Alerts to a Group.....	24
To Edit or Delete a Recipient Address.....	24
Billing Meter Read Alerts.....	25
To Set up a Billing Meter Read Alert .....	25
Local UI Alerts .....	26
To Set up the Local UI Alert.....	26
Billing and Counters .....	27
SMART eSolutions .....	28
Set Permissions for Job Management .....	29
Cloning .....	30
The Banner Sheet .....	31
Saving and Reprinting Jobs .....	32
Enabling the feature at a TCP/IP Networked Workstation.....	32
Backup Saved Jobs .....	32
Restore Saved Jobs .....	33
Online / Offline.....	34
Auditron .....	35
Auxiliary (Foreign Device) Interface Kit .....	36
SNMP .....	37
Software Upgrade via Network Connection .....	38
Prepare for the Upgrade .....	38
Software Upgrade: Auto .....	40
Set the Auto Upgrade Time .....	41
Protocols .....	42
NetWare .....	42
Configure NetWare Settings .....	42
Service Advertising Protocol (SAP) .....	42
Bindery Settings.....	42
NetWare Directory Services (NDS) .....	43
NDPS/NEPS .....	43
Windows 2000.....	44
Configure TCP/IP and SLP Settings.....	44
Configure Raw TCP/IP Printing .....	46
Create an IPP Printer (Internet Printing Protocol).....	47

Configure Microsoft Networking and WINS (Windows Internet Naming Service).....	50
Windows 2000 over AppleTalk .....	51
Windows XP .....	54
Configure TCP/IP and SLP Settings.....	54
Configure Raw TCP/IP Printing .....	56
Create an IPP Printer (Internet Printing Protocol).....	57
Configure Microsoft Networking and WINS (Windows Internet Naming Service).....	60
Windows XP over AppleTalk .....	61
Apple Macintosh 9.x/10.x (OS X) .....	64
Apple Macintosh (AppleTalk).....	64
Apple Macintosh (TCP/IP) .....	68
UNIX.....	72
HP-UX Client (Version 10.x).....	72
Solaris 2.x Environment.....	74
SCO UNIX Environment .....	76
CUPS.....	78
AS400.....	82
AS400 Raw TCP/IP Printing to Port 9100 (CRTDEVPRT) .....	82
AS400 Printing using LPR (CRTOUTQ) .....	85
Printer Drivers .....	87
Microsoft Windows 2000 Professional .....	90
Microsoft Windows XP .....	94
Apple Macintosh.....	98
Instructions for 9.x. ....	99
Instructions for 10.x (OS X) .....	100
Windows XP/2000 (USB Printing) .....	102
Authentication .....	104
Overview .....	104
Network Authentication .....	105
Configure Authentication for Kerberos (Solaris) .....	106
Configure Authentication for Kerberos (Windows 2000/2003).....	108
Configure Authentication for NDS (Novell) .....	110
Configure Authentication for SMB (Windows 2000/2003) .....	112
Configure Authentication for LDAP/LDAPS .....	114
Set Authentication to control access to individual services .....	116
Configure Filters for LDAP (if desired).....	117
Configure Contexts for LDAP (if desired) .....	118
Configure Authorization Access (by groups) for LDAP (if desired).....	119
Local Authentication .....	120
802.1X Authentication .....	122

Information Checklist .....	122
Enable 802.1X .....	123
Configure 802.1X with Internet Services .....	124
Xerox Secure Access .....	125
Secure Access and Accounting .....	125
Information Checklist .....	125
Enable Secure Access.....	126
Enable Web User Interface Authentication.....	127
Configure your LDAP Server .....	127
Set Authentication to control access to individual services .....	128
Using Secure Access.....	129
Authentication Off (if available) .....	130
Security .....	131
IP Filtering .....	131
Defining IP Filtering with the Define IP Filter Rule dialog .....	131
Audit Log .....	132
Digital Certificate Management .....	133
Creating a Digital Certificate .....	133
IP Sec.....	134
To enable IP Sec .....	134
Shared Secret Setup .....	134
Trusted Certificate Authorities .....	135
Options.....	136
Xerox Extensible Interface Program.....	136
Overview.....	136
Enable XEIP .....	137
Network Scanning .....	138
Information Checklist .....	140
Enable Network Scanning .....	141
Print a Configuration Report to verify that network scanning (Scan to File) is an Installed Option.....	141
Configure a Scan Filing Location.....	142
Configure a Scan Filing Repository using FTP.....	143
Configure a Scan Filing Repository using NetWare .....	145
Configure a Scan Filing Repository using SMB.....	148
Configure a Scan Filing Repository using HTTP/HTTPS .....	150
Configuring the Default Template with Internet Services.....	152
Create a New Template (Optional) .....	155
Set up Remote Template Pool Repository (optional) .....	158
Scan to Home.....	159

Overview.....	159
Information Checklist .....	159
Configure Scan to Home .....	160
Scan to Mailbox.....	161
Overview.....	161
Information Checklist .....	161
Enable Scan to Mailbox.....	162
Configure Scan to Mailbox.....	162
E-mail .....	163
Overview.....	163
Addressing - Internal Address Book (LDAP) .....	169
Addressing - Public Address Book .....	172
Internet Fax .....	174
Overview.....	174
Enable Internet Fax .....	176
Configure a Domain Name and SMTP Address .....	177
Configure General Internet Fax Settings .....	179
Addressing - Internal Address Book (LDAP) .....	181
Addressing - Public Address Book .....	184
Server Fax.....	186
Overview.....	186
Enable Server Fax.....	188
Configure a Server Fax Filing Location (Repository).....	189
Configure a Fax Repository using FTP.....	190
Configure a Fax Repository using NetWare .....	192
Configure a Fax Repository using SMB.....	194
Configure a Fax Repository using HTTP/HTTPS .....	196
Embedded Fax .....	198
Overview.....	198
Install the Fax Hardware Kit.....	199
Complete the Fax Setup Screens.....	200
Configure Fax Settings .....	201
Deferred Fax Setup .....	202
LAN Fax (PCL Drivers).....	204
Checklist .....	204
Initial Setup.....	205
Selecting a recipient and sending your fax.....	206
LAN Fax (PostScript Drivers) .....	207
Checklist .....	207
Initial Setup.....	208

Selecting a recipient and sending your fax .....	209
Network Accounting .....	210
Overview .....	210
Install the Network Accounting feature .....	212
Configure Network Accounting .....	213
Enable Network Accounting in your Windows Print Driver .....	214
Test Network Accounting.....	215
Immediate Image Overwrite .....	216
Overview.....	216
On Demand Overwrite.....	218
Overview.....	218
Enable On Demand Overwrite.....	219
Perform an Image Overwrite at the Machine.....	220
Perform an Image Overwrite over the Network .....	221
Schedule a Daily Overwrite .....	222
USB Printing.....	223
Overview.....	223
Enable the USB Port.....	224
Install and Configure Printer Drivers.....	225
Annotation (Bates Stamping) .....	226
Overview.....	226
Configuring Bates Stamp Settings.....	226
Xerox Standard Accounting.....	227
Overview.....	227
Enable Xerox Standard Accounting.....	228
Create a Group Account.....	229
Create a User Account and Set Usage Limits .....	230
Next Steps – Using XSA at the machine .....	232
Disabling and Enabling Options.....	240
Disable an Optional Feature.....	240
Enable an Optional Feature .....	241
Troubleshooting .....	242
Troubleshooting: Network Scanning .....	242
Troubleshooting: E-mail .....	245
Troubleshooting: Internet Fax .....	248
Troubleshooting: Server Fax.....	251
Troubleshooting: Embedded Fax .....	254
Troubleshooting: Network Accounting.....	255
Power On/Off Button .....	257



# Introduction: Read Me

## Who Should Use This Guide

This WorkCentre 7655/7665/7675 System Administrator's Guide has been created to assist Experienced System Administrators in installing this device on a variety of networks. Print out this Read Me, then use the steps below as your road map to navigate this guide and assure a successful installation.

## Steps for installing this device on your network

Refer to the Physical Connection section and follow the steps provided for Power Cable and Ethernet Cable installation.

Note the helpful information provided on The Welcome Page and Install Wizards in the Power Cable topic of the Physical Connection section of this guide. This section also points to instructions for printer connection directly to a workstation through optional USB or Parallel ports, if so desired.

## Print a Configuration Report to verify current device settings

Note: A Configuration Report should have printed when the machine was powered off, then on, during Power Cable and Ethernet Cable installation. If necessary, perform the following steps:

1. Press the [Machine Status] button (on the machine).
2. Touch [Print Reports]. Touch the [Machine Information tab], if Print Reports is not seen.
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close].

## Enable TCP/IP and HTTP at the device

1. Looking at the Configuration Report, verify whether the addressing shown under TCP/IP Settings will enable this device to communicate over your network. Also, verify that HTTP is enabled under HTTP Settings, to enable use of the device's web User Interface for network and options configuration.
2. If necessary, reset TCP/IP addressing (including DHCP and DNS settings) and enable HTTP as follows
  - a. Go to the machine and press the [Login / Out] button to enter the Tools pathway.
  - b. On the keypad, enter admin, then 1111 or the current administrator password. Tip: This password can be changed by following the steps provided in the Administrator Tools topic in the General Setup section of this guide.
  - c. Touch the [Enter] button, then touch [Machine Status], and the [Tools] tab (if necessary).
  - d. Wait for the screen to refresh and touch the [Connectivity and Network Settings] button.
  - e. Touch [HTTP Settings], touch Enable, then touch Save.
  - f. Touch [TCP/IP], then touch [TCP/IP Settings].
  - g. Configure TCP/IP settings, including DHCP (Dynamic Addressing) and DNS, touch Save, touch Login /Out to log out of Tools. Note that this device supports IPv6 addressing, with an automatically-built Link Local Address for broadcasting to routers that can supply the network-layer configuration parameters. **See Configure protocols with Internet Services** below.
  - h. Power the system Off, and observe the network activity light on the Controller until it goes out (the Controller shuts Off).
  - i. Power the system On and verify the new settings for TCP/IP and HTTP on the Configuration Report.

## Configure protocols with Internet Services

Internet Services is a series of web pages, hosted on the embedded HTTP server of the machine, allowing configuration of services and settings using a web browser.

Refer to the Protocols section of this guide and follow the instructions to configure protocols, **for specific network environments**, with your web browser.

**To configure individual protocols only**, using your web browser, perform the following steps:

1. At a TCP/IP networked workstation, open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press [Enter]. Your Browser will display the machine Home Page.
2. Click the [Properties] tab.
3. If prompted, enter the current system administrator name and password. The default is [admin] and [1111].
4. Click on [Connectivity], then click on [Protocols]. **Note: To see IPv6 addressing parameters, if desired, click TCP/IP in the list of Protocols, then click on TCP/IP (v6).**
5. Select your individual protocol of interest from the displayed list and modify settings to your requirements. Make sure to click [Apply] when done.

## Configure additional purchased options

Refer to the Options section of this guide and follow the instructions provided

Note: If you are installing multiple machines on your network, you may find the Cloning feature useful. This feature enables you to copy a number of configuration settings from one machine to another. For more information, see the Cloning topic in this guide.

Security Note: This device offers enhanced security. For information, refer to the Security and Authentication sections.

## Install Printer Drivers

Refer to the Printer Drivers section of this guide and follow the instructions provided.

## Xerox Unicode 3.0 for SAP Font Kit

A Unicode font kit is available for this multifunction device. Installation of the Unicode fonts, per the kit's instructions, provides the required character sets to print documents in multiple languages, in an SAP printing environment. To order the kit, contact your Xerox representative.

# Physical Connection

## Power Cable

Ensure the machine is connected to a suitable power supply and that the power cord is fully plugged in to the electrical outlet.



## Power On the Machine

The Power On button is located on the front of the machine.



## The Welcome Page and Install Wizards

An Installation Wizard displays the first time the machine is powered on, providing the ability to set the date and time.

Simultaneously, a Welcome Page is enabled as the opening page of the machine's Internet Services web pages. You can click [Configure Device](#) on this Welcome Page, or click the [Configuration Overview](#) link on the Properties tab, to go directly to the Install Wizards for configuring protocols and optional services.

A [Cloning File...](#) button on the Welcome Page lets you copy configuration settings from a compatible Xerox system and apply them to this system.

To stop showing the Internet Services Welcome Page, check the [Don't Show...](#) box on the Welcome Page.

**Note:** To access the Welcome Page or Properties tab of Internet Services, TCP/IP and HTTP must be enabled on the device as described in the [Read Me](#) of this guide. To review the [Read Me](#), click [Introduction](#), then [Read Me](#), on the left hand side of this page.

## Network Connectivity

The machine can be connected to the network via 10/100BaseT Ethernet cable.

# Ethernet Configuration

## Ethernet Cable

1. Press the Power Off button to turn the machine off. **Observe the network activity light on the Controller until it goes out (the Controller shuts off).**
2. Connect a category 5 Ethernet cable to the network interface port at the rear of the machine, and connect the other end of the cable to a live network drop.



3. Turn on the machine by pressing the Power On button. The Ethernet Interface is set to auto detect the speed of your network. The device supports selectable speeds of Auto, 10Mbps Full-Duplex, 100 Mbps Full-Duplex, 10 Mbps Half-Duplex, and 100 Mbps Half-Duplex.

Note: If your network has hubs that have Auto-Sensing enabled and the machine Ethernet speed is set to Auto, it is possible that the hub will not arbitrate to the correct speed.

### **To Change the Ethernet Speed, if needed**

1. Go to a networked workstation, open a Web browser application, enter the TCP/IP address of the machine in the Address bar, and press Enter.
2. Select the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111]
4. Select [Connectivity].
5. Select [Physical Connections].
6. Select [Ethernet].
7. Select your [Rated Speed].
8. Click [Apply].
9. When you see the window that says that the properties have been successfully modified, select the [Status] tab, and click [Reboot Machine].
10. When the machine has re-booted, verify the Ethernet speed setting displayed under Ethernet Profile on the machine's Configuration Report, which is set to print, by default, whenever the device is powered on.
11. To print a Configuration Report on demand, go to the machine and press the [Machine Status] button. Next, touch [Print Reports], then touch [Configuration Report], then touch [Print Selected Report], and finally touch [Close].

# USB Printing

USB printing is an optional feature available for the WorkCentre 7655/7665.

The USB Printer Port can be used for printing directly from a laptop or workstation connected via a USB cable. USB printing from

Windows XP and 2000 are supported. The USB port is located on a card, that fits into one of the available PCI slots on the Network Controller, at the back of the machine.

## Information Checklist

1. Before starting the installation procedures, please ensure the following items are available:
2. The USB Print Kit available for purchase from your Xerox Sales Representative.
3. A standard USB peripheral cable.
4. CentreWare Print and Fax Drivers CD delivered with your machine. This contains the USB printer drivers.

## Enable the USB Port

1. Press the Power Off button to turn the machine off. **Observe the network activity light on the Controller until it goes out (the Controller shuts off).** Install the PCI card contained in the USB Print Kit, following the instructions enclosed with kit.
2. Turn on the machine by pressing the Power On button.
3. Go to a networked workstation, open a Web browser application, enter the TCP/IP address of the machine in the Address bar, and press Enter.
4. Select the [Properties] tab.
5. Enter the Administrator User name and password if prompted. The default is [admin] and [1111]
6. Select [Connectivity].
7. Select [Physical Connections].
8. Select [USB Port].
9. Select [Enabled].
10. Input the Printer Port [Timeout] in seconds. (0-60 seconds).  
**NOTE:** The default Timeout value is 5 seconds. If you are using an older PC and experience any print problems, you may need to increase this value.
11. Click [Apply].
12. When you see the window that says that the properties have been successfully modified, select the [Status] tab, and click [Reboot Machine].
13. When the machine has re-booted, verify that the USB Printer Port has been enabled by reviewing the machine's Configuration Report, which is set to print, by default, whenever the device is powered on.
14. To print a Configuration Report on demand, go to the machine and press the [Machine Status] button. Next, touch [Print Reports], then touch [Configuration Report], then touch [Print Selected Report], and finally touch [Close].
15. After verifying that the USB Printer Port is enabled, connect your PC to the printer's USB port with a Standard USB Peripheral cable. The PC will detect the device and ask to install USB printer drivers. Locate the drivers that came with the printer and follow the standard windows driver installation process.



## Parallel Port Printing

Parallel port printing is an optional feature available for the WorkCentre 7655/7665/7675. The Parallel port is located on the optional USB card, that fits into one of the available PCI slots on the Network Controller, at the back of the machine. The Parallel Port can be used for printing directly from a laptop or workstation connected via a Parallel cable.

### Information Checklist

Before starting the installation procedures, please ensure the following items are available:

1. The USB Print Kit, which includes the Parallel Port option, available for purchase from your Xerox Sales Representative.
2. A standard Parallel Port printing cable.
3. CentreWare Print and Fax Drivers CD delivered with your machine. This contains the appropriate printer drivers.

### Enable the Parallel Port

1. Press the Power Off button to turn the machine off. **Observe the network activity light on the Controller until it goes out (the Controller shuts off).** Install the PCI card contained in the USB Print Kit, following the instructions enclosed with kit.
2. Turn on the machine by pressing the Power On button.
3. Go to a networked workstation, open a Web browser application, enter the TCP/IP address of the machine in the Address bar, and press Enter.
4. Select the [Properties] tab.
5. Enter the Administrator User name and password if prompted. The default is [admin] and [1111]
6. Select [Connectivity].
7. Select [Physical Connections].
8. Select [Parallel].
9. Select [Enabled].
10. >Input the Printer Port [Timeout] in seconds. (1-60 seconds).  
**NOTE:** The default Timeout value is 5 seconds. If you are using an older PC and experience any print problems, you may need to increase this value.
11. Click [Apply].
12. When you see the window that says that the properties have been successfully modified, select the [Status] tab, and click [Reboot Machine].
13. When the machine has re-booted, verify that the USB Parallel Card is shown as present on the machine's Configuration Report, which is set to print, by default, whenever the device is powered on.
14. To print a Configuration Report on demand, go to the machine and press the [Machine Status] button. Next, touch [Print Reports], then touch [Configuration Report], then touch [Print Selected Report], and finally touch [Close].
15. After verifying that the USB Printer Port is shown as present, connect your PC to the printer's Parallel port with a Standard Parallel Printing cable.
16. Locate the drivers that came with the printer and follow the standard windows driver installation process, including the printing of a test print.

# General Setup

## Set a Description for the Machine

The CentreWare Internet Services Properties Description page contains information that identifies a specific machine model, name and physical location.

### At your Workstation

1. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field. Press **[Enter]**.
2. Click the **[Properties]** tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111]
4. Select **[Description]** in the directory tree.
5. Type a name of your choice for the machine in **[Machine Name]**.
6. Type the site location for the machine in **[Location]**.
7. Click **[Apply]** to accept the changes or **[Undo]** to return the settings to their previous values.

## Configuration Page

The Configuration page allows you to view machine setup details, for example Network Setup and Network Scanning Setup.

These details can also be printed by selecting the Print Configuration Page button.

### **At your Workstation**

1. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field. Press **[Enter]**.
2. Click the **[Properties]** tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111]
4. Click the symbol to the left of **[General Setup]**.
5. Select **[Configuration]** in the directory tree.
6. To view information about a setting select the required configuration setting from the list.
7. To print the Configuration details select **Print Configuration Page** at the top of the screen.

# Configuration Report

The Configuration Report details the machine software versions and network settings configured for the machine. The Configuration Report automatically prints when the machine is rebooted or powered on. The report can be printed at any other time by following these instructions.

## How to Print a Configuration Report

NOTE: If there is no Configuration Report button the machine does not have a network controller and is unable to be connected to the network. Contact your Xerox Sales Representative to purchase a network controller if you wish to connect your machine over the network.

### At the Machine

1. Press the [Machine Status] button.
2. Touch the [Print Reports] button.
3. Touch the [Configuration Report] button.
4. Touch [Print Selected Report], then touch [Close].

## How to Disable the Configuration Report from Printing at Power On

### At the Machine

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. Touch [Machine Status], then the [Tools] tab.
4. Touch [Connectivity and Network Setup].
5. Touch [General].
6. Select [Configuration Report].
7. Select [Do Not Print Report]
8. Touch the [Save] button.
9. Touch [Log In / Out] to exit the Tools pathway.

## Administrator Tools Password

The Administrator password is necessary to access the administrator tools function both from the machine touch screen and CentreWare Internet Services. Access to the administrator tools is necessary to configure the machine, network connectivity and optional settings.

Note that the Web User Interface (Internet Services) is now protected by the Administrator password, so that you will need to log in with the User ID (default of admin) and the password (default of 1111) BEFORE modifying any settings. After working with settings, make sure to log out by selecting **admin-Logout** in the upper right corner of the Internet Services screen.

Xerox recommends that you change the Administrator password immediately after machine installation. A password of at least 9 characters in length should be sufficient for a year. Once changed, ensure the password is kept in a secure place for future use.

### How to Change the Admin Password

#### At the Machine

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter admin, then [1111] or the current password. Touch the [Enter] button when finished.
3. Touch [Machine Status, then the [Tools] tab.
4. Touch [Security Settings].
5. Touch [Authentication].
6. Touch [User / Administrator Accounts].
7. Touch [Configure Account].
8. Touch [System Administrator (Admin)].
9. Enter a Passcode of 1 to 9 digits.
10. Touch [Save].
11. Touch [Log In / Out] to exit the Tools pathway.

## Image Settings

The Image Settings screen allows you to set preferences for the various file formats that the multifunction device is capable of creating when features such as Network Scanning, E-mail, and Internet Fax are used at the device.

### Accessing Image Settings (including Linearized PDF) and XPS

#### At your Workstation

1. Open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press [Enter]. Your Browser will display the machine Home Page.
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111]
4. Click [General Setup].
5. Click [Image Settings].
6. Select and configure the Image Settings for the various file formats as desired.
7. When done, click [Apply] to save changes or [Undo] to remove changes and refresh the page.

#### TIFF Settings

Tagged Image File Format is a multi-platform format for raster (bitmapped) graphics. Nearly every graphics application can read and write TIFF. Depending upon your needs, select which version of TIFF Compression the Xerox system uses.

TIFF 6.0 (old JPEG)

TIFF Specification Supplement 2 (new JPEG).

LZW - One of the first lossless, data compression algorithms, LZW works best for files containing lots of repetitive data, such as is the case with text and monochrome images. LZW has long been associated with TIFF and GIF images. This compression algorithm was widely used in Adobe Photoshop, until version 6, and Adobe Acrobat, until version 5.

#### PDF & PDF/A Settings

Select Optimized for Fast Web Viewing if you want to create linearized PDF files. Linearized PDF files allow the first page of the PDF file to be displayed in a user's Web browser, before the entire file is downloaded from the Web server. This fast first page display helps to alleviate Internet user frustration in waiting for an entire file to download before displaying the file's contents.

Select MRC Compression if you want to use Mixed Raster Content (MRC) compression. MRC is used to divide the scanned image based on content, and then compress each area in the optimal manner for that image area. This option allows for smaller output files with better image quality.

**Note regarding Searchable PDF and PDF/A:** If this option is available, by enabling the selection you will provide Network Scanning, E-mail, and Internet Fax users with the ability to choose [Searchable] as an option for their PDF and PDF/A file formats. The Searchable Format provides a second layer of data with the text of the scanned document. The second layer is converted to an optical character readable format, enabling the text of the document to be searched on, copied, and pasted, as desired.

## **Flate Compression**

Select Enabled or Disabled. Flate is a lossless compression algorithm based on two other algorithms: Huffman compression and LZ77 (the first LZW). Huffman compression is a lossless algorithm ideal for compressing text. LZ77 works well with files containing lots of repetitive data, such as text and monochrome image (TIFF and GIF) files. Flate compression is a standard feature of PDF files, that Acrobat works well with.

## **JBIG2**

JBIG is a standard algorithm for lossless compression of bi-level images (two color images), specializing in the preservation of thin lines. JBIG2 compression is usually used for text and halftone documents, and is claimed to be able to compress scanned documents up to 10 times smaller than with TIFF G4. A further claim is that it allows scanned manuals, books, check images, and other document types to be viewed and manipulated efficiently over the Internet. This method yields a very small black and white file size with fast viewing performance. This compression format requires Acrobat 5, with PDF version 1.4 or greater.

## **XPS Settings**

XPS is Microsoft's new electronic paper format, an alternative to PDF. XPS is currently supported as a saved file format in Microsoft Office 2007, with an XPS viewer built into Windows Vista. Microsoft states that Windows Vista uses the XPS format as a document format, a Windows spool file format, and a page description language for printers.

Select [Optimized for Fast Web Viewing] (also known as Interleaved XPS), or [Enable MRC Compression] for the same reasons stated above for PDF files.

**Note regarding Searchable XPS:** If this option is available, by enabling the selection you will provide Network Scanning, E-mail, and Internet Fax users with the ability to choose [Searchable] as an option for their XPS file format. The Searchable Format provides a second layer of data with the text of the scanned document. The second layer is converted to an optical character readable format, enabling the text of the document to be searched on, copied, and pasted, as desired.

## Scan to Searchable File Formats

The optional feature provides Network Scanning, E-mail, and Internet Fax users with the ability to choose [Searchable] as an option for their PDF, PDF/A, or XPS file formats. The Searchable Format provides a second layer of data with the text of the scanned document. The second layer is converted to an optical character readable format, enabling the text of the document to be searched on, copied, and pasted, as desired.

**Note:** Before installing the Scan to Searchable File Formats feature, make sure that you have installed the Network Scanning/E-mail option first. Network Scanning is an optional feature, purchased from your Xerox Sales Representative, and installed using a Network Scanning/E-mail Subscriber Installation Module (SIM). For more information, see the Network Scanning topic of the Options section of this guide.

Once you have completed the Scan to Searchable File Formats setup below, you should see the option displayed as an available setting for PDF, PDF/A and XPS. These settings should will be displayed under the Default Template (Filing Options/Image Settings) for Network Scanning, under Defaults (Filing Options/Image Settings) for E-mail, and under Defaults (Filing Options) for Internet Fax. Internet Services is a series of web pages, hosted on the embedded HTTP server of the machine, allowing configuration of services and settings using a web browser.

NOTE: XPS is not an available Document Format for Internet Fax.

### Accessing Image Settings

#### At your Workstation

1. Open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press [Enter]. Your Browser will display the machine Home Page.
2. Click the [Properties] tab.
3. If prompted, enter the current system administrator name and password. The default is [admin] and [11111].
4. Click [Services].
5. Click [Network Scanning].
6. Select [Default Template] or create a new template.
7. Under the Network Scanning option, click on the [Edit] button.
8. Within Scan Presets, Original Type - select [Photo & Text] or [Text].
9. Then select [for OCR].
10. Select [Apply].
11. Within Filing Options, select [Edit].
12. Within Document Format, select [PDF, PDF/A or XPS] format option.
13. Scroll down in Filing Options, Document Format to Searchable Options and select [Searchable].
14. Select [Apply].
15. Within [Network Scanning Image Settings], select [Edit].
16. Searchable XPS PDF and PDF/A Defaults, Searchable Options select [Searchable] and the correct language for your device under Document Language.
17. Select [Apply].

#### At your Machine

1. Select [Services] button.
2. Select [Network Scanning], may have to select All Services.
3. Input documents to scan and touch [Start] button.



## **Accessing Network Scanning, E-mail, or Internet Fax Settings**

### **At your Workstation**

1. Open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press [Enter]. Your Browser will display the machine Home Page.
2. Click the [Properties] tab.
3. If prompted, enter the current system administrator name and password. The default is [admin] and [1111].
4. Click [Services].
5. Select [Network Scanning], [E-mail], or [Internet Fax].
6. For Network Scanning, select [Default Template], then the [Edit] button for Filing Options to set a Searchable File Format as the user presented scanning default.
7. For E-mail or Internet Fax, select [Defaults], then the [Edit] button for Filing Options to set a Searchable File Format as the user presented scanning default.
8. When done, click [Apply] to save changes or [Undo] to remove changes and refresh the page.

## Alert Notification

In the Alert Notification section you can set up groups to notify (by e-mail) when problems occur on the machine.

### To Set up an Alert Notification Group

#### At your Workstation

1. Open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press [Enter]. Your Browser will display the machine Home Page.
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Click [Alert Notification] in the directory tree.
6. Click [E-mail Alerts].
7. Check the [Enable Group 1] box.
8. Click [Add].
9. Enter an e-mail address and click [Add].
10. Enter an e-mail address in the [Reply To: E-mail Address] box.
11. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.
12. The Settings Confirmed. Send Test e-mail? window will appear. Click [OK] if you wish to send a test e-mail to the Alert Notification recipient(s), or [Cancel] to return to the Alert Notification page.

### To Assign Notification Alerts to a Group

1. Scroll down to the Recipient Group Preferences box. Select the Status Codes that you wish the group(s) to be notified of by checking the appropriate boxes. Click the Glossary link next to Status Codes in the Recipient Group Preferences box for further information about the Status Codes.
2. Enter the number of minutes for the [Set Jam Timer for release of status to selected groups] (0-60 minutes).
3. Select [Apply] to save your settings or [Undo] to cancel.

### To Edit or Delete a Recipient Address

1. Select the address from the Group list and click [Edit].
2. To edit: make the required changes and click [Replace].
3. To delete an address from the Group list click [Delete]. The Are you sure you want to delete box appears. Click [OK].
4. When you have finished making changes select [Apply] to save or [Undo] to cancel.
5. If prompted, enter the valid tools administrator User Name and Password. The default is [admin] and [1111].

## Billing Meter Read Alerts

Using this dialog, System Administrators can set up an e-mail notification to the designated Billing Administrator whenever billing meters are automatically read by the Meter Assistant.

### To Set up a Billing Meter Read Alert

#### At your Workstation

1. Open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press [Enter]. Your Browser will display the machine Home Page.
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Click the symbol to the left of [Alert Notification].
6. Select [E-mail Alerts] in the directory tree.
7. Check the box labeled [When Billing Meter Reads are reported] under Recipient Group Preferences.
8. Click [Add].
9. Enter an e-mail address and click [Add].
10. Enter an e-mail address in the [Reply To: E-mail Address] box.
11. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.

## Local UI Alerts

System Administrators can set up the local UI to warn users that the scan disk is running low on memory, potentially impacting system performance and/or causing job loss.

### To Set up the Local UI Alert

#### At your Workstation

1. Open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press [Enter]. Your Browser will display the machine Home Page.
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Click the symbol to the left of [Alert Notification].
6. Select [Local UI Alerts] in the directory tree.
7. Select the radio button corresponding to the warning that you wish to provide.
8. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.

## Billing and Counters

The Billing and Counters page provides the Billing information for the machine, including number of impressions printed or copied.

### **At your Workstation**

1. Open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press [Enter]. Your Browser will display the machine Home Page.
2. Click the [Status] tab.
3. Select [SMart eSolutions] in the directory tree
4. Select [Meter Assistant] to view Current Billing information.
5. Select [Usage Counters] to view the counts from the Usage Counters

## SMart eSolutions

SMart eSolutions provides Xerox customers with a setup page to guide you through the steps required to configure the device for automatic meter readings. SMart eSolutions provides the ability of the device to automatically send data to Xerox to be used for billing (MeterAssistant) and toner replenishment (SuppliesAssistant).

There are three ways to register a device for SMart eSolutions:

- Client Direct registration (Default)
- SMart eSolutions Windows Client
- CentreWare Web

For a full description of SMart eSolutions and to download the applications (SMart eSolutions Windows Client or CentreWare Web), refer to [www.xerox.com/smartesolutions](http://www.xerox.com/smartesolutions).

### Information Checklist

Ensure the device is fully functioning on the network.

TCP/IP and HTTP protocols must be enabled on the device so that the device web browser can be accessed. (Device Direct).

Enable SNMP (SMart eSolutions Client and CentreWare Web). If you want to use SMart eSolutions Windows Client or CentreWare Web, visit [www.xerox.com/smartesolutions](http://www.xerox.com/smartesolutions).

### SMart eSolutions Information

1. Open your Web Browser and enter the TCP/IP address of the machine in the Address or Location field and press [Enter]. Your Browser will display the machine Home Page.
2. Click the [Status] tab.
3. Click [SMart eSolutions].
4. The device communication section indicates if your device is successfully communicating to Xerox. If there is an error in communication, select the [settings] button to update the internet proxy settings.
5. If you select settings, you will be prompted to enter the Administrator User name and password. the default is [admin] and [1111].
6. In the Enrollment section, verify that the [Enrollment] radio button is selected.
7. In the Communications setup section, select the [setting] button if there is a communication error.
8. Enter the HTTP proxy settings and select [Apply].

### Meter Assistant

Verify devices are enabled on Xerox.com

Go to [www.xerox.com](http://www.xerox.com)

Click on "Submit Meter Reads"

Login to Xerox.com, and ensure all devices are enabled for automation. If devices aren't enabled, submit for enablement on Xerox.com. Check back on Xerox.com after 24 hours.

### Supplies Assistant

Eligible devices will automatically be enabled for Supplies Assistant once the device is registered with Xerox.

## Set Permissions for Job Management

The Job Management page allows you to set permissions that allow System Administrators or general (non-administrator) users to delete jobs from the machine print queue.

NOTE: System Administrators can always delete any job, regardless of the setting selected on the Job Management Page.

1. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Select [Job Management] in the directory tree.
6. Select [All Users] to allow any user to delete their own or any other job OR select [Administrators Only] to allow only users with administrative access (password) to delete jobs.
7. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.

# Cloning

Cloning is available with the WorkCentre 7655/7665/7675.

Configuration Cloning enables you to conveniently copy the settings and web-generated scan templates of one machine and transfer them to other machines operating with the same version of system software. Groups of settings can be cloned, depending on the optional features installed on the machine. For example, scan settings will be available for cloning only if the Network Scanning optional feature is already installed on the source device.

After selecting the settings to be cloned, a configuration cloning file is created and saved with the extension .dlm (downloadable module).

The configuration cloning file can then be submitted to other machines using CentreWare Internet Services (via a web browser). The settings are transferred and applied to the recipient device.

**NOTE:** Optional features must be installed on the recipient machine in order to accept cloned settings. In other words, it is not possible to install an optional feature (eg: Network Scanning or E-mail) through the process of cloning.

All machines involved in the cloning procedure must contain the same system software version.

## **To verify the software version**

1. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Click [Configuration].
6. Scroll down to the Printer Setup area and view the System Software Version.

## **To Clone a machine**

1. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Select [Cloning] in the directory tree.
6. From the display of available groups, select the settings that you wish to clone. To clone all features, select [Clone], or to customize the configuration file disable any of the features by clicking the checkboxes next to the feature(s) and then select Clone.
7. Right-click on the .dlm link that appears and select [Save Target As].

## **To Install the Clone File on another machine**

1. On the Status tab, click [Welcome].
2. Click [I Have A Cloning File].
3. Enter the admin tools user name (default of admin) and password (default of 1111).
4. Click [Browse] to locate your file.
5. Click [Open], then click [Install].



## The Banner Sheet

When documents are sent to print at the machine, a banner sheet is printed identifying the PC that sent the print job. It is possible to disable this setting both within the printer driver and from the machine administrator tools. These instructions describe how to disable the banner sheet from the machine.

### **At the Machine**

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. Touch [Machine Status], then the [Tools] tab.
4. Touch [User Interface Settings].
5. Touch [Job Sheets].
6. Touch [Banner Sheets].
7. Touch the [Disabled] button.
8. Touch the [Save] button.
9. Touch [Log In / Out] to exit the Tools pathway.

## Saving and Reprinting Jobs

The Save Job for Reprint feature allows users to store print jobs on the device from their print driver, or the Print page of Internet Services, then select the job from the device's User Interface for reprinting.

This feature can be enabled and configured by the System Administrator from the Properties page of Internet Services (the series of web pages, hosted on the embedded HTTP server of the machine).

### Enabling the feature at a TCP/IP Networked Workstation

1. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Provide the current administrator tools user name and password, if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Services].
5. Click the symbol to the left of [Reprint Saved Jobs].
6. Click on [Enablement].
7. Select [Enabled] to enable the feature. Note that if you select [Disabled], two radio buttons will become available. In this case, selecting [Retain All Jobs] will retain all saved jobs currently on the system. Alternatively, [Delete All Jobs] will delete all saved jobs currently on the system.

### Backup Saved Jobs

1. Select [Backup Jobs] to back up saved jobs stored on the system.
2. Under Settings, from the [Protocol] drop-down menu, note that only FTP is available.
3. Select either the [IP Address] or [Host Name] radio button for your FTP server.
4. Specify the IP address or host name of the repository.
5. For [Document Path], specify the path to the file repository.
6. For [File Name], type the file name for the backup. This name will be appended onto the end of the document path.
7. For [Login Name], if you selected System for Login Credentials (referring to FTP repository in the Network Scanning topic), then you must specify the system login name here.
8. For [Password] and [Retype Password], if you selected System for the login credentials, then you can specify and confirm the system password here. The password may be blank.
9. Click [Select to Save New Password] for an existing Login Name. You must then click the Start button at the bottom of the page to implement the password change.
10. Click [Start] to begin the backup process, or [Undo] to cancel any changes.

## Restore Saved Jobs

1. Select [Backup Jobs] to restore saved jobs stored on a repository.

**Note that the following will happen when Saved Jobs are restored.** All current Saved Jobs data will be immediately deleted. The restore process may take considerable time to complete depending on how many files were backed up. The restored Saved Jobs data is not appended to the existing Saved Jobs. If the restore is aborted, the Default Public Folder will be empty.

2. Under Settings, from the [Protocol] drop-down menu, note that only FTP is available.
3. Select either the [IP Address] or [Host Name] radio button for your FTP server.
4. Specify the IP address or host name of the repository.
5. For [Document Path], specify the path to the file repository.
6. For [File Name], type the file name for the backup to restore. This name will be appended onto the end of the document path.
7. For [Login Name], if you selected System for Login Credentials (referring to FTP repository in the Network Scanning topic), then you must specify the system login name here.
8. For [Password] and [Retype Password], if you selected System for the login credentials, then you can specify and confirm the system password here. The password may be blank.
9. Click [Select to Save New Password] for an existing Login Name. You must then click the Start button at the bottom of the page to implement the password change.
10. Click [Start] to begin the restore process, or [Undo] to cancel any changes.

## Online / Offline

The Online/Offline window allows the System Administrator to stop and resume the system from receiving or sending jobs over the network.

### At the Machine

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. Touch [Machine Status], then the [Tools] tab.
4. Touch [Connectivity and Network Setup].
5. Touch [General], then touch [Online/Offline].
6. To stop the machine receiving or sending jobs over the network touch the [Offline] button. Any installed optional features using the network (eg: Network Scanning) will not be available until the machine is set to Online.

To enable the machine to receive or send jobs over the network touch the [Online] button.

7. Touch the [Close] button.
8. Touch [Log In / Out] to exit the Tools pathway.

## Auditron

The Auditron is a feature of the machine which automatically tracks copy usage for analysis and billing purposes. There are two types of Auditron, an Internal Auditron and an External Auditron called Network Accounting. Network Accounting is run over the network and the accounting functions are performed remotely via third party software. Refer to the Network Accounting topic in the Options section of this guide for further information.

For detailed instructions on how to set up the Internal Auditron refer to the Training and Information CD2 delivered with your machine.

For reference purposes, the path to Internal Auditron settings at the machine is: press the Log In / Out button, supply the admin password to enter the Tools screen, select Accounting, select Accounting Enablement, select Accounting Mode, select Auditron, select Configure User Accounts, and follow the on-screen instructions.

## Auxiliary (Foreign Device) Interface Kit

A third party access and accounting device such as a coin operated device or a card reader can be attached to the machine. To enable this option the Foreign Device Interface Kit must be installed. After the kit is installed the administrator must enable Auxiliary Access as the Accounting Mode from the Tools menu of the machine.

The menu path to follow at the machine is:

1. Press the Log In / Out button.
2. Log into the machine as admin, with a default password of 1111.
3. From Tools, press the Accounting button.
4. Press Accounting Mode.
5. Press Auxiliary Access and select available buttons to configure your device.

For further instructions on Auxiliary (Foreign Device) Interface Setup options refer to the Training and Information CD2 delivered with your machine.

## SNMP

It is possible to remotely define and modify GET, SET, and Trap SNMP (Simple Network Management Protocol) community names for the machine. You can also configure SNMP trap destinations for TCP/IP and NetWare (IPX) that will receive traps from any machine on the network.

SNMP Community Name properties that can be configured are:

GET Returns the password for SNMP GET requests to the machine. Applications obtaining information from the device via SNMP, such as Xerox PrinterMap or CentreWare, use this password.

SET Returns the password for SNMP SET requests to the machine. Applications that set information on the device via SNMP, such as Xerox PrinterMap or CentreWare, use this password.

TRAP Returns the password for SNMP TRAPS from the machine. This is the default password for SNMP TRAPS sent from the device via SNMP.

### SNMP Community Names

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [SNMP] in the directory tree. You may be prompted for the current tools administrator user name and password. The default is [admin] and [1111]. Click [OK].
7. Check the [Enable] box to enable the protocol.
8. To edit SNMP properties click [Edit].
9. Enter a name (up to 256 characters) for the [GET Community Name]. The default is public.
10. Enter a name (up to 256 characters) for the [SET Community Name]. The default is private.

CAUTION: If you change the GET and/or SET Community Names, you must change all network applications that are communicating via SNMP with this machine to use the new GET/SET names.

11. Enter a name (up to 256 characters) for the default [TRAP Community Name]. The default is SNMP\_trap. The Default TRAP community name is used to specify the default community name for all traps generated by this machine.
12. Check the box if you wish to enable [Authentication Failure Generic Traps]. When the Authentication Failure Generic Trap is enabled, the machine will generate a trap for every SNMP request that is received which contains an invalid community name.

### Tray Destination Addresses

13. Click the [Advanced] button.
14. Click add [IP Address] or [IPX Address] in the Trap Destination addresses box.
15. Enter the required trap details.
16. Click [Apply] to accept the changes, [Cancel] to return the settings to their previous values and return to the SNMP Properties screen, or [Undo] to return the settings to their default values but remain in the Community Names screen.
17. When finished, click [Apply] to accept the changes or [Undo] to return the settings to their previous values.

## Software Upgrade via Network Connection

**WARNING: This procedure will delete any current jobs in the machine print queue and prevent further jobs from printing until the upgrade has completed. If you wish to preserve these jobs, allow them to complete before upgrading your software. All configured network settings and installed options will be retained by the machine after the Software Upgrade process.**

### Prepare for the Upgrade

Obtain the new software upgrade file for your machine from the [www.xerox.com](http://www.xerox.com) web site or from your Xerox Customer Support Representative. Download the upgrade file to a local or network drive. You will be able to delete the file after the upgrade procedure.

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

1. Open your Web browser and enter `http://` and the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Click [Configuration] and scroll down to the Printer Setup section to see your System Software version.

### At the Machine

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. Touch [Machine Status], then the [Tools] tab.
4. Touch [Connectivity and Network Setup].
5. Touch [General].
6. Touch [Remote Software Upgrade].
7. Touch [Enable].
8. Touch [Save].
9. Touch [Log In / Out] to exit the Tools pathway.

### At your Workstation

10. Open your Web browser and enter `http://` and the TCP/IP address of the machine in the Address or Location field. Press [Enter].
11. Click the [Properties] tab.
12. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
13. Click the symbol to the left of [General Setup].
14. Click the symbol to the left of [Machine Software].
15. Click [Manual Upgrade].



16. Enter the current administrator tools User Name and Password. The default is admin and 1111.
17. Note the current software level in the Last Successful Upgrade box.
18. In the Manual Upgrade box select [Browse] to locate the software upgrade file obtained earlier.
19. Select the file and click [Open].
20. Click the [Install Software] button to proceed with the upgrade. The file will be sent to the printer and will disable the printing functionality. The web browser will become inactive and you will not be able to access the machine via this method until the upgrade has completed and the machine has rebooted. The upgrade should take no longer than 15 minutes.
21. Once the machine has completed the upgrade it will reboot automatically. The configuration report will print (if it was enabled in the Tools set up). When the machine is accessible from a web browser, view the software version on the Internet Services Manual Upgrade page, or check the configuration report to verify that the software level has changed.

NOTE: Your device can be set to automatically schedule machine software upgrades from a central server at a specific time on a regular basis. For instructions click the Software Upgrade link to the left of the page and select Auto.

You have completed the steps to perform a manual software upgrade.

## Software Upgrade: Auto

Your device can be set to automatically schedule machine software upgrades from a central server.

**WARNING: This procedure will delete any current jobs in the machine print queue and prevent further jobs from printing until the upgrade has completed. If you wish to preserve these jobs, allow them to complete before upgrading your software. All configured network settings and installed options will be retained by the machine after the Software Upgrade process.**

### Before You Start

1. Determine your current System Software Version number.
  - a. Enter the IP address of the machine in your web browser and press [Enter].
  - b. Click the [Properties] tab.
  - c. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
  - d. Click the symbol to the left of [General Setup].
  - e. Click [Configuration].
  - f. Scroll down to Printer Setup to see your version number.
2. Contact your Xerox Customer Support Representative to make certain that Auto Upgrading is appropriate for your machine. If it is not, refer to the Software Upgrade via Network Connection topic for manual upgrade instructions.

### Go to the Machine

3. Press the [Log In / Out] button to enter the Tools pathway.
4. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
5. Touch [Machine Status], then the [Tools] tab.
6. Touch [Connectivity and Network Setup].
7. Touch [General].
8. Touch [Remote Software Upgrade].
9. Touch [Enable].
10. Touch [Save].
11. Touch [Log In / Out] to exit the Tools pathway.

## Set the Auto Upgrade Time

12. At your Workstation, open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
13. Click the [Properties] tab.
14. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
15. Click the symbol to the left of [General Setup].
16. Click the symbol to the left of [Machine Software].
17. Click [Auto Upgrade].
18. Check the [Enabled] box to enable the Auto Upgrade feature.
19. Select either [Hourly] or [Daily] to activate the feature accordingly, in the Refresh Start Time section.
20. If [Daily] has been selected, enter the required time for the upgrade to be performed.
21. Enter the IP address of the server where the software upgrade file (obtained earlier) is located, in the [File Server IP Address] field.
22. Enter the path to the upgrade file on the server in the [Directory Path] field.
23. Enter the [Login Name] and [Password] for the server.
24. Click [Apply] to accept the changes.

The upgrade will now be performed automatically on the machine at the time specified. Once the upgrade process starts network connectivity with the machine will be unavailable, including access from Internet Services. The upgrade progress can be monitored from the machine screen interface.

You have completed the steps to automatically upgrade the machine software.

# Protocols

## NetWare

### Configure NetWare Settings

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [NetWare] in the directory tree.
7. Select [Enabled] to enable NetWare.
8. Select Filing Transport (IP or IPX).
9. Select the required [Frame Type] from the pull down list.
10. Type a polling rate for the print server in [Queue Poll Interval] (1-240 seconds. The default is 5).
11. Enter the [Print Server Name] The default name is XR\_X\_MAC address.
12. Enter the print server password in the [New Print Server Password] box, then re-enter it in the [Retype New Print Server Password] box. Place a checkmark in the [Select to save new password] box.

### Service Advertising Protocol (SAP)

13. Select [Enabled] if you wish to enable SAP.
14. Enter the [SAP Frequency] (from 15 -300 seconds or enter 0 for none. The default is 60).

### Bindery Settings

15. If using NetWare in Bindery mode, enter the names of up to four primary [File Servers] for the machine in the Bindery Settings box.

## **NetWare Directory Services (NDS)**

16. If using NetWare NDS (NetWare Directory Services), enter a directory tree and context for the machine in [NDS Tree] and [NDS Context] in the Netware Directory Services (NDS) box. Note that you can also select the IP Address or Host Name radio buttons to specify the server used in the IP environment.
17. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.  
NOTE: The settings are not applied until you reboot the machine.
18. Click the [Status Tab] link.
19. Click the [Reboot Machine] button and click [OK] to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

## **NDPS/NEPS**

For The Xerox NDPS/NEPS Agent, documentation, and printer drivers visit the Xerox web site at [www.xerox.com](http://www.xerox.com).

Novell Distributed Print Services (NDPS) / Novell Enterprise Print Services (NEPS) are products built on Novell's printing architecture that allow administrators to take advantage of built-in printer intelligence to centrally manage network printing resources from anywhere on the network, improve network printing performance, and reduce the hassles of network printing for end-users.

The Xerox NDPS/NEPS Solution allows you to use Novell NDPS/NEPS with many of the latest Xerox printers. It includes administrative tools that snap-in to NWAdmin that enables users to easily configure and manage their network print services. It also has a set of NetWare Loadable modules that run on the NetWare server.

NetWare users will appreciate the ease of automatically creating a printer object in the NDS tree and automatic driver download capability, eliminating individual driver installation by downloading the driver as users connect to a printer. Network users can perform remote, up-to-the-minute status checks or define meaningful notifications for their Xerox network printers.

# Windows 2000

## Configure TCP/IP and SLP Settings

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].

NOTE: TCP/IP and HTTP should have been initially configured per the Introduction: Read Me of this guide. If necessary, refer to the Read Me topic and follow the steps provided.

2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [TCP/IP] in the directory tree.
7. Check [Enabled] to enable the TCP/IP protocol.

CAUTION: Disabling TCP/IP or changing the IP Address will affect NetBIOS/IP, LPR/LPD, FTP, SNMP, and Raw TCP/IP printing. If TCP/IP is disabled, Internet Services will not be available until TCP/IP is enabled from the control panel of the machine. If you change the IP address, you must reference the new address within your web browser to locate the device.

8. Enter a unique [Host Name] for your machine.
9. Select the desired method for obtaining a Dynamic IP address from the [IP Address Resolution] drop-down list, or select Static to give the machine a static IP address.
10. If you select [Static], type the IP addresses that apply in [Machine IP Address, Subnet Mask], and [Gateway Address].

NOTE: If BOOTP or DHCP address resolution mode is selected, you cannot change the IP address, Subnet Mask, or default gateway. If RARP address resolution mode is selected, you cannot change the IP address. Select Static if you wish to disable dynamic addressing.

## Domain Name

11. Enter a valid [Domain Name].

## DNS Configuration

12. Enter an IP address for the [Preferred DNS Server]. Enter an IP address for [Alternate DNS Servers 1] and [2].
13. Check the box to enable [Dynamic DNS Registration (DDNS)].  
NOTE: If your DNS Server does not support dynamic updates there is no need to enable DDNS.
14. Check the [Enable] box under DHCP/DDNS Release Registration ONLY if you wish to release this machine's IP address upon reboot. Default is unchecked.
15. Check the [Enabled] box for Self Assigned Address, under Zero-Configuration Networking, to support communicating with other devices using 169.254/16 IPv4 addressing, over the same physical or logical link (such as in ad hoc, or isolated (non-DHCP) networks). Refer to the IETF web site for zeroconf details.
16. Check the [Enabled] box for Multicast DNS to resolve host names to IPv4 addresses without using a conventional DNS server.

## Supporting LPR Printing

1. Select LPR/LPD in the directory tree.
2. Check the Enabled box to enable LPR/LPD.

## Configure SLP (if needed to support CUPS, Mac OS, and NetWare)

1. Select [SLP] in the directory tree.
2. Check the [Enabled] box to enable Service Location Protocol (SLP).
3. Enter an [IP address] for the Directory Agent, if required.
4. Enter the required name(s) for [Scope 1,2,3].
5. Select the Message type from the drop down list for [Multicast or Broadcast].
6. Enter a value for [Multicast Radius] (0-255).
7. Enter a value for MTU to set the Maximum Transmission Unit (484 - 32768), with 1400 as the default. This allows you to set the maximum packet size for SLP.
8. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.  
NOTE: The settings are not applied until you restart the machine.
9. Click the [Status] tab.
10. Click the [Reboot Machine] button and click [OK] to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time

## Configure Raw TCP/IP Printing

NOTE: TCP/IP must be enabled before Raw TCP/IP Printing is enabled.

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, and then to close the connection after sensing an End Of Job indicator in the Page Description Language, or after expiration of a preset timeout value. Port 9100 printing does not require a Line Printer Request (LPR) from the workstation, or the use of a Line Printer Daemon (LPD) running on the printer. Raw TCP/IP printing is selected in Windows 2000 as the Standard TCP/IP port.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [Raw TCP/IP Printing] in the directory tree.
7. Ensure the [Enabled] box is checked to enable Raw TCP/IP Printing.
8. Leave the [TCP Port Number] set to 9100 for Port 1. If two additional ports are available, click [Default All] to see if they set to 9101 and 9102 respectively (emulating HP JetDirect EX Plus 3).
9. Leave the [Bidirectional] and [Maximum Connections] settings at their default values.
10. Set the [End of Job Timeout] to the number of seconds to wait before processing a job without an End Of Job indicator.
11. Leave the [PDL Switching] Enabled box at its default value.
12. Click [Apply] to accept the changes, [Undo] to return the settings to their previous values, or [Default All] to enter printer defaults for all settings (recommended).

NOTE: The settings are not applied until you restart the machine.

13. Click the [Status Tab] link.
14. Click the [Reboot Machine] button and click [OK] to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.



## **Create an IPP Printer (Internet Printing Protocol)**

### **Information Checklist**

Before starting the installation procedure, please ensure that you have performed the following, critical steps.

1. TCP/IP and HTTP (which supports IPP) should have been initially configured per the Introduction: Read Me of this guide. If necessary, refer to the Read Me topic and follow the steps provided. This will set up the device to communicate over the TCP/IP network and enable use of the Web User Interface (CentreWare Internet Services).
2. In support of the use of domain names to communicate with the printer, make sure that DNS (domain name service) is enabled on the printer and configured to use your DNS Server. For the path to these settings, refer to the Read Me topic in this guide.

### **Enable Port 9100 as additional support for HTTP (IPP) printing**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
3. Click the symbol to the left of [Connectivity].
4. Click the symbol to the left of [Protocols].
5. Select [Raw TCP/IP Printing] in the directory tree.
6. Ensure the [Enabled] box is checked to enable Raw TCP/IP Printing.
7. Leave the [TCP Port Number] set to 9100 for Port 1. If two additional ports are available, click [Default All] to see if they set to 9101 and 9102 respectively (emulating HP JetDirect EX Plus 3).
8. Leave the [Bidirectional] and [Maximum Connections] settings at their default values.
9. Set the [End of Job Timeout] to the number of seconds to wait before processing a job without an End Of Job indicator.
10. Leave the [PDL Switching] Enabled box at its default value.

11. Click [Apply] to accept the changes.

NOTE: The settings are not applied until you restart the machine.

12. Click the [Status Tab] link.

13. Click the [Reboot Machine] button to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

14. A Configuration Report should have printed (by default) when the device rebooted. If the report did not print, refer to the Configuration Report topic in the General Setup section of this guide.

15. Review the settings for Raw TCP/IP Printing under the heading TCP/IP Settings. These settings should read as follows:

a. Raw TCP/IP Printing Enabled: Enabled

b. Raw TCP/IP Port Number: 9100

### **Create an IPP Printer at your Workstation**

Verify the correct software is loaded

16. At the Desktop, right mouse click the [My Network Places] icon.

17. Select [Properties].

18. Right mouse click on the [Local Area Connection] icon.

19. Click [Properties].

20. Verify that the [Internet Protocol (TCP/IP)] protocol has been loaded.

## **Install the Printer Driver**

21. From the [Start] menu, select [Settings] and then [Printers] (Windows 2000) or [Printers and Faxes] (Windows XP). The Vista path is Start\Control Panel\Printer(s).
22. Double-click [Add Printer] and click [Next].
23. Verify that [Network Printer] is selected and click [Next].
24. The [Locate Your Printer] (Windows 2000) or [Specify a Printer] (Windows XP) screen will appear.
25. To create an IPP printer select [Connect to a printer on the Internet or on your intranet].
26. Type [HTTP:// followed by the printer's fully qualified Domain name or IP address] in the URL field. The Printer Name can be either the Host Name or the SMB Host Name as shown on the machine configuration report, depending on the name resolution used by your network (WINS or DNS).
27. Click [Next].
28. Select [Have Disk] and browse to the location of the printer driver (.INF).
29. Click [OK] to install the printer driver.
30. Select the Printer Model and Click [Next].
31. Select [Yes] if you wish to make this the default printer.
32. Select [Yes] to print a Test Page. Verify that it prints at the machine.
33. Click [Finish].

## **CentreWare Internet Services**

Once installed an IPP printer should provide a link directly to the Internet Services web pages.

### **To Access CentreWare Internet Services**

34. From the [Start] menu select [Settings] and then [Printers].
35. Click on the machine printer icon and a Get More Info link will appear in the left hand pane of the window.
36. Click the [Get More Info] link to go straight to the machine home page.

For more information on how to use Internet Services refer to the Read Me topic of this guide.

You have completed the installation of an IPP port and printer drivers.

## **Configure Microsoft Networking and WINS (Windows Internet Naming Service)**

### **Configure Microsoft Networking**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
3. Click the symbol to the left of [Connectivity].
4. Click the symbol to the left of [Protocols].
5. Select [Microsoft Networking] in the directory tree.
6. Check the [Enabled] box to enable Microsoft Networking.
7. Select TCP/IP or NetBIOS from the [Transport] drop-down list.
8. Enter the maximum number of connections allowed in [Maximum Connections]. The range is 10 - 30.
9. Enter the Connection Timeout in the available box. The range is 1 - 32767 seconds.
10. Enter the workgroup name in the [Workgroup] box.
11. Enter the [SMB Host Name] and type a descriptive comment in [SMB Host Name Comment] (optional).
12. Type the [Share Name] and type a descriptive comment in [Share Name Comment] (optional).

### **Configure WINS (if used)**

13. Check the [Enabled] box to enable WINS.
14. Enter the IP Address of a Primary WINS server, and port.
15. Enter the IP Address of a Secondary WINS server and port.  
NOTE: If DHCP is configured, WINS IP Address(es) will be overridden.
16. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.  
NOTE: The settings are not applied until you reboot the machine.
17. Click the [Status Tab].
18. Click the [Reboot Machine] button and click [OK] to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

## **Windows 2000 over AppleTalk**

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available:

1. An existing operational AppleTalk network with a Windows 2000 computer equipped with an Ethernet network interface card.
2. The AppleTalk Name you wish to assign to your printer.
3. The AppleTalk Zone (if used) in which your printer will reside.
4. Ethernet Cable.
5. The CentreWare Print and Fax Drivers CD (delivered with your machine). Review any README file contained with the printer drivers.

### **Enabling AppleTalk on the device**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [AppleTalk] in the directory tree.
7. Check the [Enabled] box to enable the Protocol.
8. Type a name for the machine in [Printer Name]. The default name is XRX\_MAC address. Also note the default star symbol for zone, which lets the closest router assign the machine to a zone.

9. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.  
NOTE: The settings are not applied until you reboot the machine.
10. Click the [Status] tab.
11. Click the [Reboot Machine] button to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.
12. A Configuration Report should have printed by default when the machine rebooted. Look at the report to verify AppleTalk settings.
13. If the Configuration Report did not print, press the [Machine Status] button.
14. Touch [Print Reports].
15. Touch [Configuration Report].
16. Touch [Print Selected Report].
17. Touch [Close].

### **At the Windows 2000 Desktop**

18. Right mouse click [My Network Places].
19. Select [Properties].
20. Right mouse click on the network connection you want to configure AppleTalk on, and then click [Properties]. The Connection Properties dialog box opens.
21. On the General tab, if the AppleTalk Protocol is in the list of installed protocols, make sure that it is selected. If the AppleTalk protocol is not listed, install it using the documentation provided by Microsoft. Then return to the next step in this document.
22. Click [Start], [Settings], then [Printers].
23. Double-click the Add Printer icon to start the Add Printer Wizard.
24. Click [Next].
25. Click [Local Printer]. Deselect the Automatically detect and install my Plug and Play printer option.
26. Click [Next].
27. Click [Create a New Port].
28. Select [AppleTalk Printing Devices] and click [Next].
29. In the Available AppleTalk Printing Devices box, click the printer you want to connect to. It may be necessary to double-click the required Zone to locate the printer. Click [OK].

NOTE: You may be asked whether you want to capture the AppleTalk print device. If you are prompted to do this and you are unsure how to respond, click the Help button and read the help file for an explanation of capturing AppleTalk print devices.

IMPORTANT: Capturing the printer may prevent other computers from printing to this printer. For more information refer to Microsoft.

30. Click [Have Disk]. Load the CentreWare Print and Fax Drivers CD into your CD drive.
31. Click [Browse] and locate the CD drive.
32. Locate the folder containing printer drivers on the CD and select the required Windows 2000 printer driver.
33. Select [Open].
34. Select [Open] again, if necessary.
35. Select [OK].
36. Select your printer model from the list and click [Next].
37. Type a name for the printer (or accept the default name), and then click [Next].
38. If you want this to be your default printer click [Yes].
39. Click [Next].
40. If you want to share this printer from your computer, click [Share As:]. Enter a share name (or accept the default name), then click [Next].
41. If you want to print a test page, click [Yes], then click [Finish].

# Windows XP

## Configure TCP/IP and SLP Settings

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].

NOTE: TCP/IP and HTTP should have been initially configured per the Introduction: Read Me of this guide. If necessary, refer to the Read Me topic and follow the steps provided.

2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [TCP/IP] in the directory tree.
7. Check [Enabled] to enable the TCP/IP protocol.

CAUTION: Disabling TCP/IP or changing the IP Address will affect NetBIOS/IP, LPR/LPD, FTP, SNMP, and Raw TCP/IP printing. If TCP/IP is disabled, Internet Services will not be available until TCP/IP is enabled from the control panel of the machine. If you change the IP address, you must reference the new address within your web browser to locate the device.

8. Enter a unique [Host Name] for your machine.
9. Select the desired method for obtaining a Dynamic IP address from the [IP Address Resolution] drop-down list, or select Static to give the machine a static IP address.
10. If you select [Static], type the IP addresses that apply in [Machine IP Address, Subnet Mask], and [Gateway Address].

NOTE: If BOOTP or DHCP address resolution mode is selected, you cannot change the IP address, Subnet Mask, or default gateway. If RARP address resolution mode is selected, you cannot change the IP address. Select Static if you wish to disable dynamic addressing.

## Domain Name

11. Enter a valid [Domain Name].



## DNS Configuration

12. Enter an IP address for the [Preferred DNS Server]. Enter an IP address for [Alternate DNS Servers 1] and [2].
13. Check the box to enable [Dynamic DNS Registration (DDNS)].  
NOTE: If your DNS Server does not support dynamic updates there is no need to enable DDNS.
14. Check the [Enable] box under DHCP/DDNS Release Registration ONLY if you wish to release this machine's IP address upon reboot. Default is unchecked.
15. Check the [Enabled] box for Self Assigned Address, under Zero-Configuration Networking, to support communicating with other devices using 169.254/16 IPv4 addressing, over the same physical or logical link (such as in ad hoc, or isolated (non-DHCP) networks). Refer to the IETF web site for zeroconf details.
16. Check the [Enabled] box for Multicast DNS to resolve host names to IPv4 addresses without using a conventional DNS server.

## Supporting LPR Printing

1. Select LPR/LPD in the directory tree.
2. Check the Enabled box to enable LPR/LPD.

## Configure SLP (if needed to support CUPS, Mac OS, and NetWare)

1. Select [SLP] in the directory tree.
2. Check the [Enabled] box to enable Service Location Protocol (SLP).
3. Enter an [IP address] for the Directory Agent, if required.
4. Enter the required name(s) for [Scope 1,2,3].
5. Select the Message type from the drop down list for [Multicast or Broadcast].
6. Enter a value for [Multicast Radius] (0-255).
7. Enter a value for MTU to set the Maximum Transmission Unit (484 - 32768), with 1400 as the default. This allows you to set the maximum packet size for SLP.
8. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.  
NOTE: The settings are not applied until you restart the machine.
9. Click the [Status] tab.
10. Click the [Reboot Machine] button and click [OK] to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

## Configure Raw TCP/IP Printing

NOTE: TCP/IP must be enabled before Raw TCP/IP Printing is enabled.

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, and then to close the connection after sensing an End Of Job indicator in the Page Description Language, or after expiration of a preset timeout value. Port 9100 printing does not require a Line Printer Request (LPR) from the workstation, or the use of a Line Printer Daemon (LPD) running on the printer. Raw TCP/IP printing is selected in Windows 2000 as the Standard TCP/IP port.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [Raw TCP/IP Printing] in the directory tree.
7. Ensure the [Enabled] box is checked to enable Raw TCP/IP Printing.
8. Leave the [TCP Port Number] set to 9100 for Port 1. If two additional ports are available, click [Default All] to see if they set to 9101 and 9102 respectively (emulating HP JetDirect EX Plus 3).
9. Leave the [Bidirectional] and [Maximum Connections] settings at their default values.
10. Set the [End of Job Timeout] to the number of seconds to wait before processing a job without an End Of Job indicator.
11. Leave the [PDL Switching] Enabled box at its default value.
12. Click [Apply] to accept the changes, [Undo] to return the settings to their previous values, or [Default All] to enter printer defaults for all settings (recommended).

NOTE: The settings are not applied until you restart the machine.

13. Click the [Status Tab] link.
14. Click the [Reboot Machine] button and click [OK] to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

## **Create an IPP Printer (Internet Printing Protocol)**

### **Information Checklist**

Before starting the installation procedure, please ensure that you have performed the following, critical steps.

1. TCP/IP and HTTP (which supports IPP) should have been initially configured per the Introduction: Read Me of this guide. If necessary, refer to the Read Me topic and follow the steps provided. This will set up the device to communicate over the TCP/IP network and enable use of the Web User Interface (CentreWare Internet Services).
2. In support of the use of domain names to communicate with the printer, make sure that DNS (domain name service) is enabled on the printer and configured to use your DNS Server. For instructions, refer to the Read Me topic of this guide.

### **Enable Port 9100 as additional support for HTTP (IPP) printing**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [Raw TCP/IP Printing] in the directory tree.
7. Ensure the [Enabled] box is checked to enable Raw TCP/IP Printing.
8. Leave the [TCP Port Number] set to 9100 for Port 1. If two additional ports are available, click [Default All] to see if they set to 9101 and 9102 respectively (emulating HP JetDirect EX Plus 3).
9. Leave the [Bidirectional] and [Maximum Connections] settings at their default values.
10. Set the [End of Job Timeout] to the number of seconds to wait before processing a job without an End Of Job indicator.
11. Leave the [PDL Switching] Enabled box at its default value.

12. Click [Apply] to accept the changes.

NOTE: The settings are not applied until you restart the machine.

13. Click the [Status Tab] link.

14. Click the [Reboot Machine] button to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

15. A Configuration Report should have printed (by default) when the device rebooted. If the report did not print, refer to the Configuration Report topic in the General Setup section of this guide and follow the steps provided.

16. Review the settings for Raw TCP/IP Printing under the heading TCP/IP Settings. These settings should read as follows:

a. Raw TCP/IP Printing Enabled: Enabled

b. Raw TCP/IP Port Number: 9100

### **Create an IPP Printer at your Workstation**

Verify the correct software is loaded

17. At the Desktop, right mouse click the [My Network Places] icon.

18. Select [Properties].

19. Right mouse click on the [Local Area Connection] icon.

20. Click [Properties].

21. Verify that the [Internet Protocol (TCP/IP)] protocol has been loaded.

## **Install the Printer Driver**

22. From the [Start] menu, select [Settings] and then [Printers] (Windows 2000) or [Printers and Faxes] (Windows XP). The Vista path is Start\Control Panel\Printer(s).
23. Double-click [Add Printer] and click [Next].
24. Verify that [Network Printer] is selected and click [Next].
25. The [Locate Your Printer] (Windows 2000) or [Specify a Printer] (Windows XP) screen will appear.
26. To create an IPP printer select [Connect to a printer on the Internet or on your intranet].
27. Type [HTTP:// followed by the printer's fully qualified Domain name or IP address] in the URL field. The Printer Name can be either the Host Name or the SMB Host Name as shown on the machine configuration report, depending on the name resolution used by your network (WINS or DNS).
28. Click [Next].
29. Select [Have Disk] and browse to the location of the printer driver (.INF).
30. Click [OK] to install the printer driver.
31. Select the Printer Model and Click [Next].
32. Select [Yes] if you wish to make this the default printer.
33. Select [Yes] to print a Test Page. Verify that it prints at the machine.
34. Click [Finish].

## **CentreWare Internet Services**

Once installed an IPP printer should provide a link directly to the Internet Services web pages.

### **To Access CentreWare Internet Services**

35. From the [Start] menu select [Printers and Faxes].
36. Click on the machine printer icon and a Get More Info link will appear in the left hand pane of the window.
37. Click the [Get More Info] link to go straight to the machine home page.

For more information on how to use Internet Services refer to the Read Me topic in this guide.

You have completed the installation of an IPP port and printer drivers.

## **Configure Microsoft Networking and WINS (Windows Internet Naming Service)**

### **Configure Microsoft Networking**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [Microsoft Networking] in the directory tree.
7. Check the [Enabled] box to enable Microsoft Networking.
8. Select TCP/IP or NetBIOS from the [Transport] drop-down list.
9. Enter the maximum number of connections allowed in [Maximum Connections]. The range is 10 - 30.
10. Enter the Connection Timeout in the available box. The range is 1 - 32767 seconds.
11. Enter the workgroup name in the [Workgroup] box.
12. Enter the [SMB Host Name] and type a descriptive comment in [SMB Host Name Comment] (optional).
13. Type the [Share Name] and type a descriptive comment in [Share Name Comment] (optional).

### **Configure WINS (if used)**

14. Check the [Enabled] box to enable WINS.
15. Enter the IP Address of a Primary WINS server, and port.
16. Enter the IP Address of a Secondary WINS server and port.  
NOTE: If DHCP is configured, WINS IP Address(es) will be overridden.
17. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.  
NOTE: The settings are not applied until you reboot the machine.
18. Click the [Status Tab].
19. Click the [Reboot Machine] button and click [OK] to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

## **Windows XP over AppleTalk**

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available:

1. An existing operational AppleTalk network with a Windows XP computer equipped with an Ethernet network interface card.
2. The AppleTalk Name you wish to assign to your printer.
3. The AppleTalk Zone (if used) in which your printer will reside.
4. Ethernet Cable.
5. The CentreWare Print and Fax Drivers CD (delivered with your machine). Review any README file contained with the printer drivers.

### **Enabling AppleTalk on the device**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [AppleTalk] in the directory tree.
7. Check the [Enabled] box to enable the Protocol.
8. Type a name for the machine in [Printer Name]. The default name is XRX\_MAC address. Also note the default star symbol for zone, which lets the closest router assign the machine to a zone.

9. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.  
NOTE: The settings are not applied until you reboot the machine.
10. Click the [Status] tab.
11. Click the [Reboot Machine] button to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.
12. A Configuration Report should have printed by default when the machine rebooted. Look at the report to verify AppleTalk settings.
13. If the Configuration Report did not print, press the [Machine Status] button.
14. Touch [Print Reports].
15. Touch [Configuration Report].
16. Touch [Print Selected Report].
17. Touch [Close].

### **At the Windows XP Desktop**

18. Right mouse click [My Network Places].
19. Select [Properties].
20. Right mouse click on the network connection you want to configure AppleTalk on, and then click [Properties]. The Connection Properties dialog box opens.
21. On the General tab, if the AppleTalk Protocol is in the list of installed protocols, make sure that it is selected. If the AppleTalk protocol is not listed, install it using the documentation provided by Microsoft. Then return to the next step in this document.
22. Click [Start], [Settings] then [Printers and Faxes].
23. Click [Add a Printer] to start the Add Printer Wizard.
24. Click [Next].
25. Click [Local Printer]. Deselect the Automatically detect and install my Plug and Play printer option.
26. Click [Next].
27. Click [Create a New Port].
28. Select [AppleTalk Printing Devices] and click [Next].
29. In the Available AppleTalk Printing Devices box, click the printer you want to connect to. It may be necessary to double-click the required Zone to locate the printer. Click [OK].



NOTE: You may be asked whether you want to capture the AppleTalk print device. If you are prompted to do this and you are unsure how to respond, click the Help button and read the help file for an explanation of capturing AppleTalk print devices.

IMPORTANT: Capturing the printer may prevent other computers from printing to this printer. For more information refer to Microsoft.

30. Click [Have Disk]. Load the CentreWare Print and Fax Drivers CD into your CD drive.
31. Click [Browse] and locate the CD drive.
32. Locate the folder containing printer drivers on the CD and select the required printer driver.
33. Select [Open].
34. Select [Open] again, if necessary.
35. Select [OK].
36. Select your printer model from the list and click [Next].
37. Type a name for the printer (or accept the default name), and then click [Next].
38. If you want this to be your default printer click [Yes].
39. Click [Next].
40. If you want to share this printer from your computer, click [Share As:]. Enter a share name (or accept the default name), then click [Next].
41. If you want to print a test page, click [Yes], then click [Finish].

## Apple Macintosh 9.x/10.x (OS X)

### Apple Macintosh (AppleTalk)

AppleTalk printing is available with the WorkCentre 7655/7665/7675.

#### Information Checklist

Before starting the installation procedure, please ensure the following items are available:

1. An existing operational AppleTalk network with Macintosh workstation computers equipped with Ethernet network interface cards.
2. The AppleTalk Name you wish to assign to your printer.
3. The AppleTalk Zone (if used) in which your printer will reside.
4. Ethernet Cable.
5. The CentreWare Print and Fax Drivers CD (delivered with your machine). Review any README file contained with the printer drivers.

#### Enabling AppleTalk on the device

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [AppleTalk] in the directory tree.
7. Check the [Enabled] box to enable the Protocol.
8. Type a name for the machine in [Printer Name]. The default name is XRX\_MAC address. Also note the default star symbol for zone, which lets the closest router assign the machine to a zone.

9. Click [Apply] to accept the changes or [Undo] to return the settings to their previous values.  
NOTE: The settings are not applied until you reboot the machine.
10. Click the [Status] tab.
11. Click the [Reboot Machine] button to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.
12. A Configuration Report should have printed by default when the machine rebooted. Look at the report to verify AppleTalk settings.
13. If the Configuration Report did not print, press the [Machine Status] button.
14. Touch [Print Reports].
15. Touch [Configuration Report].
16. Touch [Print Selected Report].
17. Touch [Close].

### **Install the Print Driver**

Refer to the Print and Fax Drivers Guide for Macintosh on the CentreWare Print and Fax Drivers CD for detailed instructions.

18. View the Configuration Report and note the Name given to the machine under AppleTalk Settings.

### **At the Macintosh Workstation**

19. Load the CentreWare Print and Fax Drivers CD-ROM into your CD drive.
20. Open the CD and locate the [Drivers] folder.
21. Locate and open the [Mac] folder.

### **Instructions for 9.x**

1. Double-click the installer file to install the printer driver on your Macintosh.
2. Click [Continue].
3. Click [Agree] to accept the License Agreement.
4. Click [Install].
5. Your Mac may need to be re-started. Click [Yes] to continue.
6. The driver will install. Select [Restart].
7. Once the Mac has restarted, select [Apple], then [Chooser].

8. Select the printer icon, then select the Postscript Printer Name which corresponds to the name given to the machine in AppleTalk Settings - 'Name'.
9. Select [Create].
10. Select the PostScript Printer Description (PPD) that matches your machine model.
11. Click [Select].
12. Click [Setup].
13. Click [Configure].
14. Select the installed options which correspond to your machine configuration.
15. Click OK.
16. Click OK and close the Chooser.
17. Print a document from an application to verify that the printer is installed correctly.

#### **Instructions for 10.x (OS X)**

1. Double-click to open the folder containing the drivers for version 10.x.
2. Double click to open the [machine model.dmg].
3. Double click to open the [machine model.pkg] file.
4. When the Welcome screen displays, click [Continue].
5. Click [Continue], then [Agree] to accept the License Agreement.
6. Select the required disk (if necessary) where you want to install the printer. Click [Continue].
7. Click [Install].
8. Click [Close], and restart the workstation.

9. When the workstation has restarted, double click the hard drive icon.
10. Double click the Applications icon.
11. Double click the Utilities folder.
12. Double click Print Center icon.
13. Double click [Add] to add a new printer.
14. Select AppleTalk as your network protocol.
15. Select the required AppleTalk zone.
16. Select the printer that you wish to set up.
17. Select the Printer Model (that is, choose the PPD for your printer).
18. Click [Add].
19. Print a document from an application to verify that the printer is installed correctly.

**View the Macintosh Printer Utility on the CentreWare Print and Fax Drivers CD.**

CentreWare is a suite of applications used for installing, maintaining and using the Xerox machines. CentreWare Macintosh Printer Utility is a CentreWare application that enables network administrators to rename and rezone Xerox systems that are configured for AppleTalk connectivity. Locate the CentreWare Print and Fax Drivers CD-ROM delivered in the CentreWare Network Services Pack with your machine follow the instructions contained in the CentreWare Print and Fax Drivers Guide for Macintosh.

## **Apple Macintosh (TCP/IP)**

TCP/IP printing is standard with the WorkCentre 7655/7665/7675.

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available:

1. An existing operational TCP/IP network with Macintosh workstation computers equipped with Ethernet network interface cards.
2. Macintosh Operating System of 9.x or higher.
3. A live network drop and Ethernet Cable for the Macintosh workstation.
4. The printing device should already be configured with a static IP address (preferred), Subnet Mask, and Gateway Address, as well as with a Host Name.
5. The CentreWare Print and Fax Drivers CD (delivered with your machine). Review any README file contained with the printer drivers.

### **Enabling TCP/IP on the device**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [TCP/IP] in the directory tree.
7. Verify that the printing device has been configured with a static IP address (preferred), Subnet Mask, Gateway Address, and Host Name.
8. Verify that the Domain Name for your network has been supplied, and that DNS is enabled and configured to resolve Host Names to IP Addresses.
9. Select LPR/LPD in the directory tree and verify that the Protocol is Enabled, and the Port Number is set to 515.
10. If any of the above items are incorrectly set, reset them and click Apply.

11. Click the [Status] tab.
12. Click the [Reboot Machine] button to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.
13. A Configuration Report should have printed by default when the machine rebooted. Look at the report to verify TCP/IP settings.
14. If the Configuration Report did not print, press the [Machine Status] button.
15. Touch [Print Reports].
16. Touch [Configuration Report].
17. Touch [Print Selected Report].
18. Touch [Close].

### **Setting up LPR Printing in Mac OS 9**

1. On your Macintosh, locate and open the [Desktop Printer Utility].
2. The New Desktop Printer dialog appears. Select [Printer (LPR)] from the options to create a desktop printer using LPR printing.
3. Click [OK].
4. A dialog appears that allows you to confirm or change the LPR printer selection. Click [Change].
5. Enter the domain name or IP address of your printer.
6. Click [Verify].
7. Click [OK].
8. Click [Create]. Enter a name with which to save your desktop printer.
9. Click [Save]. The desktop printer icon appears on your desktop.
10. Close all open dialog boxes.

### **Select the PPD - PostScript® Printer Definition**

11. Insert the CentreWare Print and Fax Drivers CD into your CD drive.
12. Double-click the printer icon on your desktop.
13. Select [Printing].
14. Select [Change Setup].
15. Select [Change].
16. Locate the [Drivers] folder on the CD.
17. Select the appropriate PPD for OS9.x.
18. Select the options according to those installed on your machine.
19. Click [OK].
20. Print a document from an application to verify that the printer is installed correctly.

## **Set up LPR (Line Printer Remote) Printing in Mac OSX**

1. Load the CentreWare Print and Fax Drivers CD-ROM into your CD drive.
2. Open the CD and select the required language.
3. Double-click to open the [Drivers] folder.
4. Double-click to open the [Mac] folder.

NOTE: There may be more than one Print and Fax Drivers CD. If the Mac folder does not appear, check for another Print and Fax Drivers CD.

5. Double-click to open the folder containing the drivers for version 10.x.
6. Double-click to open the [machine model.dmg] file.
7. Double click to open the [machine model.pkg] file.
8. The Welcome to the Installer dialog box appears. Click [Continue]
9. Click [Continue] and then [Agree] to accept the License Agreement.
10. Select the required disk (if necessary) where you want to install the printer. Click [Continue].
11. Click [Install].
12. Click [Close].
13. Restart your computer.
14. When your computer has restarted, open Print Centre. To do this:
15. Double-click the hard drive icon on the desktop.



16. Double-click to open [Applications]
17. Double-click to open [Utilities].
18. Double-click to open [Print Center].
19. Double-click [Add] to add a new printer.
20. Select [IP Printing] from the menu.
21. Enter the IP address of the printer.
22. Select [Xerox] from the printer model list.
23. Select Xerox WCP xx/xx (according to your model) from the model name list.
24. Click [Add].
25. Print a document from an application to verify that the printer is installed correctly.

**View the Macintosh Printer Utility on the CentreWare Print and Fax Drivers CD.**

CentreWare is a suite of applications used for installing, maintaining and using the Xerox machines. CentreWare Macintosh Printer Utility is a CentreWare application that enables network administrators to rename and rezone Xerox systems that are configured for AppleTalk connectivity. Locate the CentreWare Print and Fax Drivers CD-ROM delivered in the CentreWare Network Services Pack with your machine follow the instructions contained in the CentreWare Print and Fax Drivers Guide for Macintosh.

# UNIX

## HP-UX Client (Version 10.x)

You can use CentreWare to configure in this environment. [Click here for more information.](#)

### CentreWare for Unix

CentreWare for Unix supports a variety of Unix and Linux platforms and provides procedures which will enable you to connect the machine in these environments. To use CentreWare for Unix to configure printing locate the CentreWare Print and Fax Drivers CDROM delivered with your machine.

### Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Ensure that the correct IP Address is being used for the machine. To verify this, print a Configuration Report from the machine.

### At the Machine

2. Press the [Machine Status] button.
3. Touch the [Print Reports] button.
4. Touch [Configuration Report], touch [Print Selected Report], then touch [Close].

The configuration report will print. Verify the addresses detailed under TCP/IP Settings. If the TCP/IP Settings are incorrectly configured, refer to the Read Me topic of this guide for the path to TCP/IP settings at the machine.

5. Ensure the machine is connected to the network with Ethernet cabling.
6. Ensure you can PING the machine IP address from the Unix workstation
7. Locate the CentreWare Print and Fax Drivers CD (optional). The CD is contained in the CentreWare Network Services Pack delivered with your machine.

### To Configure your HP-UX Client (Version 10.x)

HP-UX workstations require specific installation steps to communicate with the machine. The machine is a BSD style UNIX printer, whereas HP-UX is System V style UNIX. Use the correct case when entering commands; UNIX commands are case sensitive.

1. Add the machine hostname to the etc/hosts file on the HP-UX workstation.
2. Ensure that you can ping the machine from the HP-UX workstation, using the hostname found in the /etc/hosts file.
3. Use either the GUI method or the tty Method as follows:

## GUI Method

1. Open a command window from the desktop.
2. Type [su] to become super user.
3. Type [sam] to start the System Administrator Manager (SAM).
4. Select the [Printers and Plotters] icon.
5. Select [lp] spooler.
6. Select [Printers and Plotters].
7. Select [Actions: Add Remote Printer/Plotter...].
8. Enter the following information into the Add Remote Printer/Plotter form:  
[Printer Name: printer name]. Where printer name is the name of the queue being created.  
[Remote System Name: hostname]. Where hostname is the machine hostname from the /etc/hosts file.  
Select [Remote Printer is on a BSD System] and click [OK] to complete form.
9. Press [Yes] at the Configure HP UX Printers Subpanel screen. This screen may be obscured by Add Remote Printer/Plotter form.
10. Select [File: Exit].
11. Select [File: Exit Sam].
12. Type [exit] to exit super user mode.
13. Test the queue created. Type the command [lp -d queueName /etc/hosts].

## tty Method

1. Type [su] to become super user
2. Type [sh] to run the Bourne shell.
3. Type [lpshut] to stop the print service.
4. Create the print queue by typing (on the same command line): [lpadmin -pqueueName -v/dev/null -mrmmodel -ocmrcmodel -osmrsmodel -ob3 -orc -ormhostname -orlp]  
Where queueName is the name of the queue being created and hostname is the machine hostname from the /etc/hosts file.
5. Type [lpsched] to start the print service.
6. Type [enable queueName] to enable the queue to print to the machine.
7. Type [accept queueName] to the queue accepting jobs from the HP-UX workstation.
8. Type [exit] to exit the Bourne shell and then [exit] to exit super user mode.
9. Test the queue created. Type the command [lp -d queueName /etc/hosts]. Verify that the job is printed at the machine.

## **Solaris 2.x Environment**

You can use CentreWare to configure in this environment. [Click here](#) for more information.

### **CentreWare for Unix**

CentreWare for Unix supports a variety of Unix and Linux platforms and provides procedures which will enable you to connect the machine in these environments. To use CentreWare for Unix to configure printing locate the CentreWare Print and Fax Drivers CD-ROM delivered with your machine.

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Ensure that the correct IP Address is being used for the machine. To verify this, print a Configuration Report from the machine.

### **At the Machine**

2. Press the [Machine Status] button.
3. Touch the [Print Reports] button.
4. Touch [Configuration Report], touch [Print Selected Report], then touch [Close].

The configuration report will print. Verify the addresses detailed under TCP/IP Settings. If the TCP/IP Settings are incorrectly configured, click the Protocols link to the left of this page and select Windows and TCP/IP Port (LPR) options for further instructions.

5. Ensure the machine is connected to the network with Ethernet cabling.
6. Ensure you can PING the machine IP address from the Unix workstation
7. Locate the CentreWare Print and Fax Drivers CD (optional). The CD is contained in the CentreWare Network Services Pack delivered with your machine.

### **To Configure your Solaris 2.x Client**

1. Add the machine printer hostname to the etc/hosts file.
2. Ensure that you can Ping the machine, using the hostname found in the /etc/hosts file.

Perform the following steps to create a machine print queue on a Solaris 2.x workstation using either the GUI or the TTY method.

## GUI Method

1. Open a command window from the desktop.
2. Type [su] to become super user.
3. Type [admintool] to run the System Administrator Tool.
4. Select [Browse:Printers].
5. Select [Edit:Add:Access to Printer...].
6. Enter the following information into the Access to Remote Printer form:  
[Printer Name: queuename]. Where queuename is the name of the queue being created.  
[Print Server : hostname]. Where hostname is the machine hostname from the /etc/hosts file. Click [OK] to complete the form.
7. Type [sh] to run the Bourne shell.
8. Type [lpadmin -p queuename -s hostname!lp] to modify the remote queuename.
9. Type [exit] to exit the Bourne shell and [exit] to exit super user mode.
10. Test the queue created. Type the command [lp -d queuename /etc/hosts].

## tty Method

1. Type [su] to become super user.
2. Type [sh] to run the Bourne shell
3. Define the machine as a BSD style printer. Type [lpsystem -t bsd hostname]. Where hostname is the machine hostname from the /etc/hosts file.
4. Create the queue. Type [lpadmin -p queuename -s hostname -T unknown -I any]. Where queuename is the name of the queue being created.
5. Type [exit] to exit the Bourne shell and [exit] to exit super user mode.
6. Test the queue created. Type the command [lp -d queuename /etc/hosts]. Verify that the job prints at the machine.

## **SCO UNIX Environment**

You can use CentreWare to configure in this environment.

Click here for more information.

### **CentreWare for Unix**

CentreWare for Unix supports a variety of Unix and Linux platforms and provides procedures which will enable you to connect the machine in these environments. To use CentreWare for Unix to configure printing locate the CentreWare Print and Fax Drivers CD ROM delivered with your machine.

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Ensure that the correct IP Address is being used for the machine. To verify this, print a Configuration Report from the machine.

### **At the Machine**

2. Press the [Machine Status] button.
3. Touch the [Print Reports] button.
4. Touch [Configuration Report], touch [Print Selected Report], then touch [Close].

The configuration report will print. Verify the addresses detailed under TCP/IP Settings. If the TCP/IP Settings are incorrectly configured, refer to the Read Me topic of this guide for the path to TCP/IP settings at the machine.

5. Ensure the machine is connected to the network with Ethernet cabling.
6. Ensure you can PING the machine IP address from the Unix workstation
7. Locate the CentreWare Print and Fax Drivers CD (optional). The CD is contained in the CentreWare Network Services Pack delivered with your machine.

### **Set up for a SCO Unix Client**

SCO UNIX workstations require specific installation steps to communicate with the machine. The machines are BSD style UNIX printers, whereas SCO is System V style UNIX.

1. Add the machine printer hostname to the /etc/hosts file on the SCO workstation.
2. Ensure that you can Ping the machine from the SCO workstation, using the hostname found in the /etc/hosts file.

Perform the following steps to create a machine print queue on a SCO UNIX workstation using either the GUI or the TTY method.

## **GUI Method**

1. Log in as root.
2. From the Main Desktop, select icons: [System Administration: Printers: Printer Manager].
3. Select [Printer: Add Remote: UNIX...].
4. Enter the following information into the Add Remote UNIX Printer form:  
Host: hostname (Where hostname is the machine hostname from the /etc/hosts file.)  
Printer: name of the queue being created, ie: dc xxxq. Select [OK] to complete the form.
5. Select [OK] at the Message window.
6. Select [Host:Exit].
7. Select [File: Close this directory].
8. Select [File: Close this directory].
9. Click [Save] at the warning confirmation window.
10. Type [exit] to log out of root account.
11. Open Unix Window.

## **tty Method**

1. Type [su] to become super user.
2. Type [rlpconf] to create a printer. Enter the following information:  
[Printer Name: queuename]  
[Remote Printer: r]  
[Hostname: hostname]  
If the information has been entered properly, type [y].
3. Click [Enter] to accept default of a non-SCO remote printer.
4. Click [Enter] to accept default of non-default printer.
5. Click [Enter] to start process of adding queue.
6. Type [q] to quit the rlpconf program.

## **CUPS**

The Common Unix Printing System (CUPS) was created by Easy Software Products in 1998 as a modern replacement for the Berkeley Line Printer Daemon (LPD) and A T and T Line Printer (LP) system designed in the 1970s for printing text to line printers.

Currently available for downloading from a number of sources on the Internet, such as [www.cups.org](http://www.cups.org), CUPS is offered in both source code and binary distributions.

### **Information Checklist**

Before starting the installation procedure, please ensure that you have performed the following, critical steps.

1. TCP/IP and HTTP (which supports IPP) should have been initially configured per the Introduction: Read Me of this guide. If necessary, refer to the Read Me topic and follow the steps provided. This will set up the device to communicate over the TCP/IP network and enable use of the Web User Interface (CentreWare Internet Services) for further configuration.
2. In support of the use of domain names to communicate with the printer, make sure that DNS (domain name service) is enabled on the printer and configured to use your DNS server. If necessary, refer to the Read Me topic of this guide and follow the steps provided.



## **Enable Port 9100 as additional support for HTTP (IPP) printing**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [Raw TCP/IP Printing] in the directory tree.
7. Ensure the [Enabled] box is checked to enable Raw TCP/IP Printing.
8. Leave the [TCP Port Number] set to 9100 for Port 1. If two additional ports are available, click [Default All] to see if they set to 9101 and 9102 respectively (emulating HP JetDirect EX Plus 3).
9. Leave the [Bidirectional] and [Maximum Connections] settings at their default values.
10. Set the [End of Job Timeout] to the number of seconds to wait before processing a job without an End Of Job indicator.
11. Leave the [PDL Switching] Enabled box at its default value.
12. Click [Apply] to accept the changes.  
NOTE: The settings are not applied until you restart the machine.
13. Click the [Status Tab] link.
14. Click the [Reboot Machine] button to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

## **Installing CUPS on the UNIX workstation**

The instructions for installing and building CUPS are contained in the CUPS Software Administrators Manual, written and copyrighted by Easy Software Products and available for downloading at [www.cups.org/documentation.php](http://www.cups.org/documentation.php). An Overview of the Common UNIX Printing System, Version 1.1, and a large amount of other descriptive documentation, is also available at this site.

The binary distribution of CUPS is available in tar format with installation and removal scripts, as well as in rpm and dpkg formats for RedHat and Debian versions of Linux. After logging into the workstation as root (su) and downloading the appropriate files to the root directory, the installation begins as follows:

### **Tar format:**

After untarring the files, run the installation script with the `./cups.install` (and press Enter).

### **RPM format:**

```
rpm -e lpr
```

```
rpm -i cups-1.1-linux-M.m.n-intel.rpm (and press Enter).
```

### **Debian format:**

```
dpkg -i cups-1.1-linux-M.m.n-intel.deb (and press Enter).
```

Note: RedHat Linux, versions 7.3 and newer, include CUPS support, so software downloading is unnecessary. CUPS is also the default printing system for Mandrake Linux.

## **Installing the Xerox PPD on the workstation**

The Xerox PPD for CUPS is available on one of the CD-ROMs that came with your printer. From the CD-ROM, with root privileges copy the PPD into your CUPS `ppd` folder on your workstation. If you are unsure of the folder's location, use the `Find` command to locate the `ppd`'s. An example of the location of the `ppd.gz` files in RedHat 8.1 is `/usr/share/cups/model`.

## **Adding the Xerox printer**

1. Use the PS command to make sure that the CUPS daemon is running. The daemon can be restarted from Linux using the init.d script that was created when the CUPS RPM was installed. The command is `> /etc/init.d/cups restart`. A similar script or directory entry should have been created in System V and BSD. For the example of CUPS built and installed on a FreeBSD 4.2 machine from the source code, run `cupsd` from `/usr/local/sbin`. (`cd /usr/local/sbin cupsd` and press Enter).
2. Type `http://localhost:631/admin` into the address (URL) box of your web browser and press Enter.
3. For User ID, type `root`. For the requested 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.

Use the `-d` option with the `lp` command to print to a specific printer.

```
lp -dprinter filename (Enter)
```

Use the `-P` option with the `lpr` command to print to a specific printer.

```
lpr -Pprinter filename (Enter)
```

For complete information on CUPS printing capabilities, see the CUPS Software Users Manual available from [www.cups.org/documentation.php](http://www.cups.org/documentation.php).

# AS400

## AS400 Raw TCP/IP Printing to Port 9100 (CRTDEVPRT)

### Purpose

This is the procedure to set up printing to a multifunction device from an AS/400 using the SNMP drivers.

### Assumptions

This procedure is intended for users familiar with the AS/400 system, especially those experienced with printing in an AS/400 environment.

The AS/400 must run V4R5 of OS/400 so that the SNMP drivers are present (or V4R3/V4R4 with the most current PTFs installed).

The multifunction device must have port 9100 enabled.

### Procedures

#### To enable port 9100

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [Raw TCP/IP Printing] in the directory tree.
7. Ensure the [Enabled] box is checked to enable Raw TCP/IP Printing.
8. Leave the [TCP Port Number] set to 9100 for Port 1.
9. Leave the [Bidirectional] and [Maximum Connections] settings at their default values.
10. Set the [End of Job Timeout] to the number of seconds to wait before processing a job without an End Of Job indicator.
11. Leave the [PDL Switching] Enabled box at its default value.
12. Click [Apply] to accept the changes, [Undo] to return the settings to their previous values, or [Default All] to enter printer defaults for all settings (recommended). NOTE: The settings are not applied until you restart the machine.
13. Click the [Status Tab] link.
14. Click the [Reboot Machine] button and click [OK] to reboot the machine. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

### **To create an SNMP trap**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Connectivity].
5. Click the symbol to the left of [Protocols].
6. Select [SNMP] in the directory tree.
7. Check the [Enable] box to enable the protocol.
8. To edit SNMP properties click [Edit].
9. The default [TRAP Community Name] is SNMP\_trap, which you can use without changing. The Default TRAP community name is used to specify the default community name for all traps generated by this machine.
10. Click your browser Back button to return to the SNMP Configuration page, then click the [Advanced] button.
11. Click [Add IP Address] in the Trap Destination addresses box.
12. Enter the multifunction device's IP address and leave all other parameters at their default values.
13. Click [Apply] to accept the changes.
14. When finished, click [Apply] to accept the changes.

## To identify the trap

To identify the trap, create a device description from your terminal's command line.

1. Select the F-4 key to prompt the CRTDEVPRT command. Enter the following parameters: Device Description: Xeroxprinter  
Device Class: \*lan  
Device Type: 3812  
Device Model: 1
2. Press Enter to continue, and enter the following parameters: Lan Attachment: \*IP  
Port Number: 9100  
Online at IPL: \*yes  
Font Identifier: 11  
Form Feed \*autocut  
Note: For some versions of AS400, the default may match some of these parameters.
3. Leave all other parameters at their defaults, press Enter, and enter the following parameters: Activation Timer: 170  
Inactivity Timer: \*sec15  
Host Print Transform: \*yes
4. Press [Enter] to continue, and enter the following parameter: Manufacturer Type and Model: \*hp5si
5. Leave the remaining parameters set to their default values and press Enter to continue. Enter the following parameters: Remote Location: Enter the IP address of the printer.  
User defined options: \*IBMSHRCNN  
System driver program: \*IBMSNMPDRV
6. Leave all other options set to the default values and press Enter. A message indicates that you created the device Xeroxprinter.
7. Set the device on and start a print writer. Then place a spool file in the appropriate queue to test the printer.

## AS400 Printing using LPR (CRTOUTQ)

### Creating a remote queue (LPR) on the AS400

At the command line, issue CRTOUTQ and press F4, then F9 for additional parameters. The setup is as follows:

Output queue: **queue name**

Library: **Library name**

Maximum spooled file size

Number of pages: \*NONE

Starting time: Time

Ending time: Time

Order of files on queue: \*FIFO

Remote system: \***INTNETADR**

Remote printer queue: **virtual printer name\*\* (queue for WorkCentre should be lp (lower case L and P))**

Writers to autostart: **1**

Queue for writer messages: QSYSOPR

Library: \*LIBL

Connection type: \***IP**

Destination type: \***OTHER**

Transform SCS to ASCII: \***YES**

Manufacturer type and model: \***IBM42011 \*\*\*SEE NOTE BELOW\*\*\***

Workstation customizing object: **xxxxxxx (leave as default)**

Library: **xxxxxxx (leave as default)**

Internet address: **xx.xxx.x.xx (IP address of printer)**

VM/MVS class: \*SAME

Forms control Buffer: \*SAME

Destination options: **XAIX**

Text description:

Display any file: \*NO

Job separators: 0

Operator controlled: \*YES

Data Queue: \*NONE

Library:

Authority to check: \*DTAAUT

Press <enter> to create. Note that the Workstation Customizing Object is the file that was created in the previous step (step 2).

**ONLY CHANGE THE PARAMETERS IN BOLD.**

At this point, a spool file (document) should be able to be sent to the WorkCentre.

NOTE\*\*: If printing PCL, set this parameter to HPIIID, HP5Si (most of the HP drivers will work) and set Workstation customizing object as \*none.

If printing ASCII, set this parameter to \*IBM42011 (which is the default).



# Printer Drivers

Windows 2000 Server

You can use CentreWare to configure in this environment. [Click here for more information.](#)

Xerox Printer Installer

By using the Xerox Printer Installer you can install multiple components at the same time, such as printer drivers, PPDs, user documentation and the Xerox TCP/IP Port Monitor utility. To use the Xerox Printer Installer locate the CentreWare Print and Fax Drivers CD-ROM delivered with your machine and follow the instructions contained in the CentreWare Print and Fax Drivers Guide for Microsoft Windows chapter 1, 'Before Installing'.

## Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Verify the machine is configured with the correct IP Address, Subnet Mask, and Gateway Address information by printing a Configuration Report.

### Print a Configuration Report

#### At the Machine

- i. Press the [Machine Status] button.
  - ii. Touch [Print Reports].
  - iii. Touch [Configuration Report], touch [Print Selected Report], then touch [Close].
2. Locate the CentreWare Print and Fax Drivers CD. (This was delivered in the CentreWare Network Services Pack with your machine.) Review any README file contained with the printer drivers.

## **Windows Add Printer Wizard**

Go to the Windows 2000 Server

1. At the Desktop, right mouse click the [My Network Places] icon and select [Properties].
2. Right mouse click on the [Local Area Connection] icon and select [Properties].
3. Verify that the [Internet Protocol (TCP/IP)] protocol has been loaded. If this software is not present, install it using the documentation provided by Microsoft. Then return to the next step in this document.

### **Verify that Print Services for Unix is loaded**

4. From the [Start] menu, select [Settings].
5. Select [Control Panel].
6. Double-click [Add/Remove Programs].
7. Select [Add/Remove Windows Components].
8. Select [Other Network File and Print Services].
9. Click [Details].
10. Check the box to select [Print Services for Unix].
11. Click [OK].
12. Click [Next].
13. Close the [Add/Remove Programs] window.

### **Add the Printer**

14. From the [Start] menu, select [Settings] then [Printers].
15. Double-click [Add Printer] and click [Next].
16. Select [Local Printer] and deselect [Automatically detect and install my Plug and Play printer].
17. Click [Next].
18. Select [Create a new port] and choose [LPR Port] from the Type pull-down menu.
19. Click [Next].

20. Enter the IP address of the printer.
21. Enter a name for the print queue and click [OK].
22. You will be prompted for a printer driver. Select [Have Disk] and browse to the location of your printer drivers.
23. Select the .INF file then click [Open].
24. The wizard will return you to the previous dialog. Verify the path and file name are correct and click [OK].
25. Select the model that corresponds to your machine and click [Next].
26. The Name your Printer screen appears. Enter a printer name. Select [Yes] if you wish to make this the default printer, then click [Next].
27. The Printer Sharing Screen appears. If you will be sharing this printer with other clients select the [Share As] button and enter a share name. Click [Next].
28. Enter a location and comment (optional).
29. Select [Yes] to print a test page and verify that it prints at the machine. Click [Next].
30. Click [Finish].

### **Configure the Print Driver**

31. From the [Start] menu, select [Settings] and then [Printers].
  32. Right click on the printer icon and select [Properties].
  33. Use the available tabs to set the printer's default settings.
  34. Additional settings may be accessed by clicking on the Printing Preferences button on the General tab.
- You have completed the installation of the printer driver on Windows 2000 Server.

## Microsoft Windows 2000 Professional

Note: You can use CentreWare to configure in this environment.

### **Xerox Printer Installer**

By using the Xerox Printer Installer you can install multiple components at the same time, such as printer drivers, PPDs, user documentation and the Xerox TCP/IP Port Monitor utility. To use the Xerox Printer Installer locate the CentreWare Print and Fax Drivers CD-ROM delivered with your machine and follow the instructions contained in the CentreWare Print and Fax Drivers Guide for Microsoft Windows.

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Verify the machine is configured with the correct IP Address, Subnet Mask, and Gateway Address information by printing a Configuration Report.

#### **Print a Configuration Report**

##### **At the Machine**

- i. Press the [Machine Status] button.
  - ii. Touch [Print Reports].
  - iii. Touch [Configuration Report], touch [Print Selected Report], then touch [Close].
2. Locate the CentreWare Print and Fax Drivers CD. (This was delivered in the CentreWare Network Services Pack with your machine.) Review any README file contained with the printer drivers.

To install printer drivers on Windows 2000 Professional choose one of the following options:

**Connect to an existing print queue already created on a network server**

**Create a new print queue on the Windows 2000 Professional workstation**

### **Connect to an Existing Print Queue**

1. At the Windows 2000 Professional Desktop, right mouse click the [My Network Places] icon.
2. Select [Properties].
3. Right-click on the [Local Area Connection] icon.
4. Select [Properties].
5. Verify that the Internet Protocol (TCP/IP) protocol has been loaded. If this software is not present, install it using the documentation provided by Microsoft. Then return to the next step in this document.

### **Add the Printer**

6. From the [Start] menu, select [Settings].
7. Select [Printers].
8. Double-click [Add Printer] and click [Next].
9. Verify that [Network Printer] is selected and click [Next].
10. The Locate Your Printer screen will appear. Select the [Type the Printer Name] option or click [Next] to browse for a printer.
11. Enter the path to the printer or click [Next] to browse for the print queue created on your server.
12. Select the printer and click [Next]. Select [Yes] if you wish to make it the default printer. Click [Next].
13. Click [Finish]. The printer driver will download to the Windows 2000 Professional workstation.
14. Once the printer driver has installed open an application on the workstation and print a test page to verify operation.

You have completed the installation of the printer driver on Windows 2000 Professional.

### **Create a New Print Queue**

Go to the Windows 2000 Professional Workstation

1. At the Desktop, right mouse click the [My Network Places] icon.
2. Select [Properties].
3. Right mouse click on the [Local Area Connection] icon and select [Properties].
4. Verify that the [Internet Protocol (TCP/IP)] protocol has been loaded. If this software is not present, install it using the documentation provided by Microsoft. Then return to the next step in this document.

### **Verify that Print Services for Unix is loaded**

5. From the [Start] menu, select [Settings].
6. Select [Control Panel].
7. Double-click [Add/Remove Programs].
8. Select [Add/Remove Windows Components].
9. Select [Other Network File and Print Services].
10. Click [Details].
11. Check the box to select [Print Services for Unix].
12. Click [OK].
13. Click [Next].
14. Close the [Add/Remove Programs] window.

### **Add the Printer**

15. From the [Start] menu, select [Settings] then [Printers].
16. Double-click [Add Printer] and click [Next].
17. Select [Local Printer] and deselect [Automatically detect and install my Plug and Play printer].
18. Click [Next].
19. Select [Create a new port] and choose [LPR Port] from the Type pull-down menu.
20. Click [Next].
21. Enter the IP address of the printer.
22. Enter a name for the print queue and click [OK].
23. You will be prompted for a printer driver. Select [Have Disk] and browse to the location of your printer drivers.

24. Select the [.INF] file then click [Open].
25. The wizard will return you to the previous dialog. Verify the path and file name are correct and click [OK].
26. Select the model that corresponds to your machine and click [Next].
27. The Name your Printer screen appears. Enter a printer name. Select [Yes] if you wish to make this the default printer, then click [Next].
28. The Printer Sharing Screen appears. If you will be sharing this printer with other clients select the [Share As] button and enter a share name. Click [Next].
29. Enter a location and comment (optional).
30. Select [Yes] to print a test page and verify that it prints at the machine. Click [Next].
31. Click [Finish].

You have completed the installation of the printer driver on Windows 2000 Professional.

## Microsoft Windows XP

Note: You can use CentreWare to configure in this environment.

### **Xerox Printer Installer**

By using the Xerox Printer Installer you can install multiple components at the same time, such as printer drivers, PPDs, user documentation and the Xerox TCP/IP Port Monitor utility. To use the Xerox Printer Installer locate the CentreWare Print and Fax Drivers CD-ROM delivered with your machine and follow the instructions contained in the CentreWare Print and Fax Drivers Guide for Microsoft Windows.

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Verify the machine is configured with the correct IP Address, Subnet Mask, and Gateway Address information by printing a Configuration Report.

#### **Print a Configuration Report**

##### **At the Machine**

- i. Press the [Machine Status] button.
  - ii. Touch [Print Reports].
  - iii. Touch [Configuration Report], touch [Print Selected Report], then touch [Close].
2. Locate the CentreWare Print and Fax Drivers CD. (This was delivered in the CentreWare Network Services Pack with your machine.) Review any README file contained with the printer drivers.



To install printer drivers on Windows XP choose one of the following options:

**Connect to an existing print queue already created on a network server**

**Create a new print queue on the Windows XP workstation**

### **Connect to an Existing Print Queue**

1. At the Windows XP Workstation verify that the TCP/IP protocol stack is loaded: select [Start], right-click the [My Network Places] icon, and select [Properties].
2. Right mouse click on the [Local Area Connection] icon. Select [Properties].
3. Verify that the Internet Protocol (TCP/IP) protocol has been loaded (it may be necessary to scroll down the list). If this software is not present, install it using the documentation provided by Microsoft. Then return to the next step in this document.
4. From the [Start] menu select [Printers and Faxes]. The Vista path is Start\Control Panel\Printer(s).
5. Select [Add a Printer].
6. The Welcome Page appears. Click [Next].
7. Verify that [A network printer or a printer attached to another computer] is selected and click [Next].
8. The Specify a Printer screen will appear. Click [Next] to browse for the print queue created on your server, or if you know the name of the server and printer click [Connect to this printer] and enter the server and printer name details.
9. Select the printer and click [Next].
10. Decide whether or not you want to make this printer your default printer, then click [Next].
11. Click [Finish]. The printer will download to the Windows XP workstation.
12. Once the printer driver has installed, open an application on the workstation and print a test page to verify operation.

### **Configure the Print Driver**

13. From the [Start] menu select [Printers and Faxes]. The Vista path is Start\Control Panel\Printer(s).
14. Right click on the printer icon and select [Properties]. Use the available tabs to set the printing defaults. Additional settings may be accessed by clicking the [Printing Preferences] button on the General tab.

You have completed the installation of the printer driver on Windows XP.

**Create a New Print Queue on Windows XP:**

1. Obtain the Print Driver for your operating system.
2. Verify that Print Services for Unix is loaded: from the [Start] menu, select [Control Panel].
3. Double-click [Add/Remove Programs].
4. Select [Add/Remove Windows Components].
5. Scroll down until you see [Other File and Print Services].
6. Click the [Details] button.
7. Check the box to add [Print Services for Unix] if not already installed.

**Add the Printer**

8. From the [Start] menu select [Printers and Faxes]. The Vista path is Start\Control Panel\Printer(s).
9. Select [Add a Printer], then [Next].
10. Select [Local Printer attached to this computer].
11. If already selected, Deselect [Automatically detect and install my Plug and Play printer].
12. Click [Next].
13. Select [Create a new port].
14. Select [LPR] from the Type of Port pull down menu, then click [Next].
15. Enter the IP Address of the printer.
16. Enter a name for the print queue and click [OK].

17. You will be prompted for a printer driver. Select [Have Disk] and browse to the location of your printer drivers.
18. Select the [.INF] file then click [Open].
19. When the Install from Disk screen appears, verify that the path and file name are correct, then click [OK].
20. Select the model of your machine from the list. Click [Next].
21. The Name your Printer screen appears. Enter a printer name.
22. Decide whether or not you want to make this printer your default printer, then click [Next].
23. The Printer Sharing Screen appears. If you will be sharing this printer with other clients select the [Share Name] button and enter a share name. Click [Next].
24. Enter a location and comment in the [Location and Comment screen] (optional).
25. Select [Yes] to print a test page. Click [Next]
26. Click [Finish]. The printer driver will install. At the machine and verify that the test page printed.

### **Configure the Print Driver**

27. From the [Start] menu select [Printers and Faxes]. The Vista path is Start\Control Panel\Printer(s).
28. Right-click on the printer icon and select [Properties].
29. Use the available tabs to set the printing defaults. Additional settings may be accessed by clicking the [Printing Preferences] button on the General tab.

You have completed the installation of the printer driver on Windows XP.

# Apple Macintosh

## Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Verify the AppleTalk settings have been configured properly on the machine by printing a Configuration Report.

### **Print a Configuration Report**

#### **At the Machine**

- i. Press the [Machine Status] button.
  - ii. Touch [Print Reports].
  - iii. Touch [Configuration Report], touch [Print Selected Report], then touch [Close].
2. Locate the CentreWare Print and Fax Drivers CD. Review any README file contained with the printer drivers.

### **Install the Print Driver**

1. View the Configuration Report and note the Name given to the machine under AppleTalk Settings.

#### At the Macintosh Workstation

2. Load the CentreWare Print and Fax Drivers CD-ROM into your CD drive.
3. Open the CD and locate the [Drivers] folder.
4. Locate and open the [Mac] folder.

**Instructions for 9.x.**

1. Double-click installer file to install the printer driver on your Macintosh.
2. Click [Continue]
3. Click [Agree] to accept the License Agreement.
4. Click [Install].
5. Your Mac may need to be restarted. Click [Yes] to continue.
6. The driver will install. Select [Restart].
7. Once the Mac has restarted, select [Apple], then [Chooser].
8. Select the printer icon, then select the Postscript Printer Name which corresponds to the name given to the machine in AppleTalk Settings - Name.
9. Select [Create].
10. Select the PostScript Printer Description (PPD) that matches your machine model.
11. Click [Select].
12. Click [Setup].
13. Click [Configure].
14. Select the installed options which correspond to your machine configuration.
15. Click OK.
16. Click OK and close the Chooser.
17. Print a document from an application to verify that the printer is installed correctly.

### **Instructions for 10.x (OS X)**

1. Double click to open the folder containing the drivers for version 10.x.
2. Double click to open the [machine model.dmg].
3. Double click to open the [machine model.pkg] file.
4. When the Welcome screen displays, click [Continue].
5. Click [Continue], then [Agree] to accept the License Agreement.
6. Select the required disk (if necessary) where you want to install the printer. Click [Continue].
7. Click [Install].
8. Click [Close], and restart the workstation.
9. When the workstation has restarted, double click the hard drive icon.
10. Double click the Applications icon.
11. Double click the Utilities folder.
12. Double click Print Center icon.
13. Double click [Add] to add a new printer.
14. Select AppleTalk as your network protocol.
15. Select the required AppleTalk zone.
16. Select the printer that you wish to set up.
17. Select the Printer Model (that is, choose the PPD for your printer).
18. Click [Add].
19. Print a document from an application to verify that the printer is installed correctly.

**View the Macintosh Printer Utility on the CentreWare Print and Fax Drivers CD.**

CentreWare is a suite of applications used for installing, maintaining and using the Xerox machines. CentreWare Macintosh Printer Utility is a CentreWare application that enables network administrators to rename and rezone Xerox systems that are configured for AppleTalk connectivity. Locate the CentreWare Print and Fax Drivers CD-ROM delivered in the CentreWare Network Services Pack with your machine follow the instructions contained in the CentreWare Print and Fax Drivers Guide for Macintosh.

## Windows XP/2000 (USB Printing)

### Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Ensure the USB print kit has been fitted to the machine. Print a configuration report to check this.

#### **Print a Configuration Report**

##### **At the Machine**

- i. Press the [Machine Status] button.
- ii. Touch [Print Reports].
- iii. Touch [Configuration Report], touch [Print Selected Report], then touch [Close].

On the Configuration Report, under Device Profile, USB Printer Port should read Installed and the USB Printer Port Settings: USB Port Enabled should read Enabled.

For instructions on how to enable the USB port click the Physical Connection link to the left of this page, followed by USB.

2. Locate the CentreWare Print and Fax Drivers CD. (This was delivered in the CentreWare Network Services Pack with your machine.) Review any README file contained with the printer drivers.
3. A standard USB peripheral cable.
4. A workstation or laptop that supports USB connectivity.



### **At your Workstation**

Connect the USB cable to the machine and the other end to your workstation or laptop. The Found New Hardware Wizard box will appear.

1. Click [Next].
2. Ensure the radio button is selected next to [Search for suitable driver]. Click [Next].
3. Check the checkbox next to [Specify a Location]. Click [Next].
4. Click the [Browse] button to browse for the location of the printer drivers.
5. Insert the CentreWare Print and Fax Drivers CD into your CD drive.
6. Select the required USB printer driver. Select the correct printer model from the list.
7. Select [Next]. The printer driver will install.
8. Select [Finish]

### **Configure the Print Driver**

9. From the Windows 2000 [Start] menu, select [Settings] and then [Printers]. From the Windows XP [Start] menu, select [Printers and Faxes].
10. Right click on the machine printer icon and select [Properties].
11. Select the correct paper size and any other default settings you wish to set for the printer within the driver.

You have completed the installation of the printer driver using the USB port on Windows XP/2000.

# Authentication

## Overview

The Authentication service can be enabled to prevent unauthorized use of installed device options. A System Administrator can configure the machine such that a walk-up user cannot access Color Copy, Network Scanning, E-mail, Internet Fax and Server Fax (when these features are installed on the machine) unless the user has been authenticated.

There are four authentication options:

**Authentication Off** (if available) Users can access any service without restriction.

**Network Authentication** The System Administrator can select one of the following operating systems to provide network authentication:

Kerberos (Solaris)

Kerberos (Windows 2000/2003)

NDS (Novell 4.x/5.x)

SMB (Windows 2000/2003).

**Local Authentication** With Local Authentication enabled, the System Administrator defines a passcode remotely, using a web browser, or locally at the machine, allowing users to authenticate to the system and use restricted services.

**Xerox Secure Access** - For information on this type of authentication, see the topic of the same name in this guide.

## Network Authentication

Network Authentication can be enabled to prevent unauthorized use of installed device options (Color Copy, Network Scanning, E-mail, Internet Fax and Server Fax).

Users of the device will be asked to provide a username and password to be validated by the designated authentication server. If this validation is successful, the options which were previously locked will be available for individual use.

### **Information Checklist**

1. Ensure the machine is fully functional on the network.
2. Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional. This is required to access CentreWare Internet Services to configure Network Authentication. The Internet Services function is accessed through the embedded HTTP server on the machine and allows System Administrators to configure Authentication settings by using an Internet browser.
3. Ensure the Authentication Server to be used is functional on your network. Refer to your manufacturer's documentation for instructions to complete this task.

## **Configure Authentication for Kerberos (Solaris)**

### **At your Workstation:**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Verify that the Personalization checkbox is checked (if using LDAP), then select [Remotely on the Network] for Device User Interface Authentication and Authorization, and click [Next].
7. Click the Authentication Server [Configure] or [Edit] button.
8. Select [Kerberos (Solaris)] as the Authentication Type.
9. Select either [IP Address] or [Host Name].
10. Enter the [IP Address] and optional Port or [Host Name] and optional Port of the default Key Distribution Center (KDC).
11. Enter details for the [Realm].
12. Enter details of a [Backup IP Address] and optional Port or [Backup Host Name] and optional Port, if required.
13. Enter details for up to 8 [Alternate Key Distribution Centers] and backups, if required.
14. Click [Save] to save the settings.

### **Set Authentication to control access to individual services**

Note: You should still be running the Authentication Configuration wizard on your workstation's web browser. If you closed the Internet Services application, follow steps 1 - 6 below to reopen Internet Services and run the wizard again.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Select [Remotely on the Network] for Device User Interface Authentication and Authorization, and click [Next].

7. Click the Device Access [Configure] or [Edit] button.
8. From the drop-down menus for each item, select the method to use to display that item to users.
9. Click [Save] when done.
10. Click the Service Access [Configure] or [Edit] button.
11. From the drop-down menus for each item, select the method to use to display that item to users.
12. Click [Save] when done.
13. Click [Finished] on the Authentication Configuration screen when finished.
14. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.

## **Configure Authentication for Kerberos (Windows 2000/2003)**

### **At your Workstation:**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Verify that the Personalization checkbox is checked (if using LDAP), then select [Remotely on the Network] for Device User Interface Authentication and Authorization, and click [Next].
7. Click the Authentication Server [Configure] or [Edit] button.
8. Select [Kerberos (Windows 2000/2003)] as the Authentication Type.
9. Select either [IP Address] or [Host Name].
10. Enter the [IP Address] and optional Port or [Host Name] and optional Port of the Default Domain Controller.
11. Enter details of the Windows 2000/2003 Domain in the [Domain] entry box.
12. Enter details of a [Backup IP Address] and optional Port or [Backup Host Name] and optional Port, if required.
13. Enter details for up to 8 [Alternate Domain Controllers] and backups, if required.
14. Click [Save] to save the settings.

### **Set Authentication to control access to individual services**

Note: You should still be running the Authentication Configuration wizard on your workstation's web browser. If you closed the Internet Services application, follow steps 1 - 6 below to reopen Internet Services and run the wizard again.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Select [Remotely on the Network] for Device User Interface Authentication and Authorization, and click [Next].

7. Click the Device Access [Configure] or [Edit] button.
8. From the drop-down menus for each item, select the method to use to display that item to users.
9. Click [Save] when done.
10. Click the Service Access [Configure] or [Edit] button.
11. From the drop-down menus for each item, select the method to use to display that item to users.
12. Click [Save] when done.
13. Click [Finished] on the Authentication Configuration screen when finished.
14. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.

## **Configure Authentication for NDS (Novell)**

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available or have been performed.

1. Ensure the NetWare protocol is enabled on your machine by printing a Configuration Report.

### **At the Machine**

2. Press the [Machine Status] button.
3. Touch [Print Reports].
4. Touch [Print Configuration Report].
5. Touch [Close].

The Configuration Report will print. Verify the NetWare settings configured under Network Setup. NetWare should read Enabled.

For instructions on how to enable NetWare, refer to NetWare in the Protocols section of this guide.

### **At your Workstation:**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Verify that the Personalization checkbox is checked (if using LDAP), then select [Remotely on the Network] for Device User Interface Authentication and Authorization, and click [Next].
7. Make sure that the NetWare protocol has been enabled per the instructions contained in this guide in the Protocols section. For NDS you will need to supply the NDS tree and context.
8. Click [Save] to save the settings.



## **Set Authentication to control access to individual services**

Note: You should still be running the Authentication Configuration wizard on your workstation's web browser. If you closed the Internet Services application, follow steps 1 - 6 below to reopen Internet Services and run the wizard again.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Select [Remotely on the Network] for Device User Interface Authentication and Authorization, and click [Next].
7. Click the Device Access [Configure] or [Edit] button.
8. From the drop-down menus for each item, select the method to use to display that item to users.
9. Click [Save] when done.
10. Click the Service Access [Configure] or [Edit] button.
11. From the drop-down menus for each item, select the method to use to display that item to users.
12. Click [Save] when done.
13. Click [Finished] on the Authentication Configuration screen when finished.
14. Select [Logout] in the upper right corner of your screen if you are still loggin in as Administrator.

## **Configure Authentication for SMB (Windows 2000/2003)**

### **At your Workstation:**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Verify that the Personalization checkbox is checked (if using LDAP), then select [Remotely on the Network] for Device User Interface Authentication and Authorization, and click [Next].
7. Click the Authentication Server [Configure] or [Edit] button.
8. Select either [SMB Windows 2000/2003] as the Authentication Type.
9. Enter the [Default Domain] name (up to 15 characters) within the Required Information box.
10. Select the Optional Information checkbox and enter the IP address or Host Name (NetBIOS Name for WINS, or host name for DNS) of the Primary Domain Controller for the default domain.

NOTE: Entering the IP address negates the need for name to IP resolution. Entering the NetBIOS Name or host name sends the name query request to either the WINS or DNS servers for resolution. Make sure the addresses of the WINS or DNS servers have already been set up for use with this machine (under Connectivity/Protocols/Microsoft Networking or TCP/IP). Entering an IP Address or NetBIOS name can also be useful in allowing local network SMB name query broadcasts through a router, if so desired.

11. Enter details for up to 8 [Alternate Domains], or alternatively use the Optional Information checkbox to enter information (IP, NetBIOS name, or host name) for up to 8 Backup Domain Controllers for the default domain.
12. Click [Save] to save the changes.

## **Set Authentication to control access to individual services**

Note: You should still be running the Authentication Configuration wizard on your workstation's web browser. If you closed the Internet Services application, follow steps 1 - 6 below to reopen Internet Services and run the wizard again.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Select [Remotely on the Network] for Device User Interface Authentication and Authorization, and click [Next].
7. Click the Device Access [Configure] or [Edit] button.
8. From the drop-down menus for each item, select the method to use to display that item to users.
9. Click [Save] when done.
10. Click the Service Access [Configure] or [Edit] button.
11. From the drop-down menus for each item, select the method to use to display that item to users.
12. Click [Save] when done.
13. Click [Finished] on the Authentication Configuration screen when finished.
14. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.

## Configure Authentication for LDAP/LDAPS

1. At a networked workstation, open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Verify that the Personalization checkbox is checked, then select [Remotely on the Network] for **Device User Interface Authentication** and **Authorization**, and click [Next].
7. Click the Authentication Server [Configure] or [Edit] button. Note that LDAP can also simply be used as an Information (Personalization) server, supplying information to other Authentication servers being used on the network.
8. Select [LDAP] as the Authentication Type.
9. Click on the [LDAP Directory Settings] link.
10. Under Server Information, select either IP Address or Host Name. Enter the IP Address or Host Name of the LDAP Server. The last field of the IP Address should be used to supply the TCP port number of the LDAP process. The default is 389.
11. Specify the LDAP Server environment from the LDAP Server drop-down list.

12. If desired, enter the path to the LDAP objects to limit the LDAP search in the [Search Directory Root] area. The entry should be in base DN format (for instance, ou=people, dc=xerox, dc=com).
13. Select the required Login Credentials to access the LDAP server. Quite often, to simply supply address information for E-mail, no login is required. For authentication purposes, however, select [System] to have the machine log in to the LDAP server.
14. For Login Credentials, enter the machine's Login Name and Password (if required) in the boxes provided. Note: Once the machine's Login Name and Password have been set up and saved from this screen, you can enable the Authenticated User setting (without a name or password) to force authenticated users to authenticate to the LDAP server before obtaining information from same (as might be the case with Scan to Home).
15. If SSL (encryption) is desired, select [Enable SSL].
16. If SSL will be used, click the [View Trusted SSL Certificates] link to view secure certificates that have been uploaded to the device. Note that if the LDAP Server is operating with encryption enabled, you will need the certificate from that server installed on this device.
17. Enter your required number for [Maximum Number of Search Results]. This is the maximum number of addresses that will appear which match the search criteria selected by the user.
18. Enter the required time to wait for [Search Timeout]. Alternatively, you may select [Use LDAP Server Timeout].
19. If your primary LDAP server is connected to additional servers, select [LDAP Referrals] to include searches at the other servers.
20. Under the [Perform Query on] heading, select [Surname and Given Name] to search for the user's last name (surname) and first name (given name). Alternatively, if you select [Mapped Name Field], you can click on **[User Mappings]**, specify the base DN in [Search Directory Root], enter a known common name in the [Enter Name] box, then click [Search]. The returned information for each attribute, configurable under [Imported Heading] will be shown in the column labeled Sample.
21. Click [Apply] when done and supply the username (admin) and password (1111), if prompted.
22. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.

## Set Authentication to control access to individual services

Note: You should still be running the Authentication Configuration wizard on your workstation's web browser. If you closed the Internet Services application, follow steps 1 - 6 below to reopen Internet Services and run the wizard again.

1. At a networked workstation, open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Select [Remotely on the Network] for **Device User Interface Authentication** and **Authorization**, and click [Next].
7. Click the Device Access [Configure] or [Edit] button.
8. From the drop-down menus for each item, select the method to use to display that item to users.
9. Click [Save] when done.
10. Click the Service Access [Configure] or [Edit] button.
11. From the drop-down menus for each item, select the method to use to display that item to users.
12. Click [Save] when done.
13. Click [Finished] on the Authentication Configuration screen when finished.
14. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.

### Configure Filters for LDAP (if desired)

1. **If you are continuing the previous procedure (Configure Authentication for LDAP/LDAPS)**, click the [Custom Filters] tab on the LDAP Settings screen.
2. **If you have already logged out of Internet Services, or closed your browser**, at a networked workstation, open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
3. Click the [Properties] tab.
4. Enter the Administrator User name (admin) and Password (1111), if prompted.
5. Select the symbol to the left of [Connectivity].
6. Select the symbol to the left of [Protocols].
7. Select [LDAP], then click on [Custom Filters].
8. On the [Custom Filters] screen, select one or both of the [Enable Custom Filter] boxes, for the type of filter that you wish to apply.
9. For the [Email Address Book filter], in the box provided, type in the LDAP search string (filter) that you wish to apply. The filter defines a series of conditions that the LDAP search must fulfill in order to return the information you seek. The form of the typed search string (filter) is LDAP objects placed inside parenthesis. For example, to find all users that have an E-Mail attribute (mail enabled), type (objectClass=user) (mail=\*). If you are not familiar with LDAP search strings, use an Internet browser search to find examples.
10. For the [User ID Query Filter], in the box provided, type in the LDAP search string (filter) that you wish to apply. The filter defines a series of conditions that the LDAP search must fulfill in order to return the information you seek. The form of the typed search string (filter) is LDAP attributes placed inside parenthesis. For example, to find the user with a sAMAccountName of Bob, type (objectClass=user) (sAMAccountName=Bob). If you are not familiar with LDAP search strings, use an Internet browser search to find examples.
11. Click [Apply] when done and supply the username (admin) and password (1111), if prompted.
12. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.

### **Configure Contexts for LDAP (if desired)**

Contexts are used with the Authentication feature. The administrator can configure the device to automatically add an authentication context to the Login Name provided by the user.

1. If you are continuing the previous procedure (Configure Authentication for LDAP/LDAPS), click on [Contexts] on the LDAP Settings screen.
2. If you have already logged out of Internet Services, or closed your browser, at a networked workstation, open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
3. Click the [Properties] tab.
4. Enter the Administrator User name (admin) and Password (1111), if prompted.
5. Select the symbol to the left of [Connectivity].
6. Select the symbol to the left of [Protocols].
7. Select [LDAP], then click on [Contexts].
8. Enter the [Default Login Context] in the box provided.
9. Enter the details of up to eight alternate contexts in the [Optional Information: Alternate Login Context] area.
10. Click [Apply] and supply the username (admin) and password (1111), if prompted.
11. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.



## Configure Authorization Access (by groups) for LDAP (if desired)

LDAP server user groups can be used to control access to certain areas of the Xerox device. For example, the LDAP server may contain a group of users called "Admin." You can configure the "Admin" group on the device so that the members of that group will have administrator access to the device. When a user logs in at the device with their network authentication account, the device performs an LDAP look-up to determine if the user is a member of any groups. If the LDAP server confirms that the user is a member of the "Admin" group, the user will have administrator access to the device.

1. If you are continuing the previous procedure (Configure Authentication for LDAP/LDAPS), click on [Authorization Access] on the LDAP Settings screen.
2. If you have already logged out of Internet Services, or closed your browser, at a networked workstation, open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
3. Click the [Properties] tab.
4. Enter the Administrator User name (admin) and Password (1111), if prompted.
5. Select the symbol to the left of [Connectivity].
6. Select the symbol to the left of [Protocols].
7. Select [LDAP], then click on [Authorization Access].
8. Select the [User Roles] tab.
9. In the System Administrator Access [Access Group] box, enter the name of a group, defined at the LDAP server, that you want to provide with system administrator access to the device.
10. In the Accounting Administrator Access [Access Group] box, enter the name of a group, defined at the LDAP server, that you want to provide with accounting administrator access to the device.
11. To verify either group, enter a name of one of the members of the LDAP server group in the User Name box, then click [Test].
12. When done, click [Apply] or [Save].
13. Select the [Device Access] tab.
14. In the Services Pathway [Access Group] box, enter the name of a group, defined at the LDAP server, that you want to provide with Service access to the device.
15. Repeat the process for Job Status Access and Machine Status Access.
16. To verify any of these groups, enter a name of one of the members of the LDAP server groups in the User Name box, then click [Test].
17. When done, click [Apply] or [Save].
18. Select the [Service Access] tab, then enter the names of LDAP groups, as required, to allow access to individual device services. Verify each group by entering a group user in the User Name box, and clicking [Test]. When done, click [Apply] or [Save].
19. Select the [Feature Access] tab, then in the Color Copying [Access Group] box, enter the name of a group, defined at the LDAP server, that you want to provide with Color Copying access to the device.
20. To verify the groups, enter a name of one of the members of the LDAP server group in the User Name box, then click [Test].
21. When done, click [Apply] or [Save].
22. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.

## Local Authentication

With Local Authentication enabled, the System Administrator defines passcodes via a web browser, or locally at the machine, for users to use to authenticate to the system and use restricted services.

### **At your Workstation:**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Select [Locally on the Device] for both the Device User Interface Authentication and Authorization drop-down boxes, and click [Next].
7. Click the Local User Information Database [Configure] or [View] button (if available).
8. Click the Add New User button (if available) to add new users and set their Login Name, Password, and Role (User, System Administrator, or Accounting Administrator).
9. Click the Add New User button (if available), to add the user.
10. Note that by clicking on various users displayed on the Local User Information Database screen, you can also Edit user credentials, as well as Delete users.
11. You can ignore the LDAP Server configuration box. LDAP configuration is fully described in the Configure Authentication for LDAP/LDAPS topic in the Authentication section of this guide.

### **Set Authentication to control access to individual services**

1. Click the Device Access [Configure] or [Edit] button.
2. From the drop-down menus for each item, select the method to use to display that item to users.
3. Click [Save] when done.
4. Click the Service Access [Configure] or [Edit] button.
5. From the drop-down menus for each item, select the method to use to display that item to users.
6. Click [Save] when done.
7. Click [Finished] on the Authentication Configuration screen when finished.
8. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.

### **Adding User Accounts at the Machine**

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. If necessary, touch [Machine Status], then the [Tools] tab.
4. Touch [Security Settings].
5. Touch [Authentication].
6. Touch [User / Administrator Accounts].
7. Read the on screen instructions to configure a User Account.
8. Touch [Configure Account], touch [User Account], enter a Passcode of 1 to 9 digits, and touch [Save].
9. Press the [Log In / Out] button to log out as Administrator.

## 802.1X Authentication

The multifunction device supports 802.1X authentication based on the Extensible Application Protocol (EAP). 802.1X can be enabled for devices connected through both wired and wireless Ethernet networks. As described here, the 802.1X configuration is used to authenticate the multifunction device, rather than individual users. After the device has been authenticated, it will be accessible to users on the network.

The administrator can configure the machine to use one EAP type. EAP types currently supported on the device are:

- EAP-MD5
- PEAPv0/EAP-MS-CHAPv2
- EAP-MS-CHAPv2

### Information Checklist

1. Create a user name and password on your authentication server which will be used to authenticate the Xerox device.
2. Ensure your 802.1X authentication server and authentication switch are available on the network.

## **Enable 802.1X**

### **At the Machine:**

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. If necessary, press the [Machine Status] button, then the [Tools] tab.
4. Touch the [Connectivity and Network Setup] button.
5. Touch [Advanced], then [Network Settings...].
6. At the Warning screen, touch [Continue].
7. Touch [802.1X].
8. Touch [Enable].
9. Select the Authentication Method (EAP type) used on your network.
10. Touch [Username].
11. Enter the user name required by your authentication switch and server.
12. Touch [Save].
13. Touch [Password].
14. Enter the password required by your authentication switch and server.
15. Touch [Save].
16. Touch [Close].
17. The network controller will now reset taking the machine off line for several minutes.
18. When the machine comes back on line, if the Tools screen is still displayed, with a message indicating that you are still logged in as Administrator, press [Log In / Out] to log off the machine.

## **Configure 802.1X with Internet Services**

In addition to enabling 802.1X at the machine, 802.1X can be configured with Internet Services (the embedded HTTP server running on the device). Make sure that the HTTP and TCP/IP protocols are properly configured for your network before attempting to use your web browser to communicate with the machine's HTTP server.

**Note:** Some ports in an 802.1X environment may not be open, preventing Internet Services screens from being displayed. If this is the case, enable and configure 802.1X first at the machine as previously stated in this section, then use Internet Services to modify settings as required and stated below.

### **At your Workstation:**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select the [Security] link.
5. Select the [802.1X] link.
6. Select [Enable 802.1X].
7. Select the required [EAP] type.
8. Enter the [Username] and [Password] required by your authentication switch and server.
9. Click [Save].

## Xerox Secure Access

Xerox Secure Access enables customers to leverage Xerox Partner Solutions to provide user authentication with an optional card reader. Users can access the features available at the device once they have been authenticated.

### Secure Access and Accounting

Secure Access can be enabled with the Network Accounting, Xerox Standard Accounting, and Auditron features for accounting purposes. When Network Accounting is enabled, the device can be configured to automatically obtain accounting data from the Network Accounting server when the user is authenticated.

Note: Secure Access cannot be enabled at the same time as Foreign Device Interface.

### Information Checklist

1. Ensure that the device is fully functional on the network. TCP/IP and HTTP protocols must be configured so that Internet Services can be accessed.
2. Ensure that the Xerox Partner authentication solution (Secure Access Server, Controller, and Card Reader) is installed and communicating with the multifunction device. Follow the installation instructions from the manufacturer of the authentication solution to correctly set the devices up. Make sure to securely mount any external user authenticating devices to the machine.
3. Ensure that SSL (Secure Sockets Layer) is configured on the multifunction device. The Xerox Partner authentication solution communicates with the multifunction device via HTTPS.
4. (Optional) Ensure that Network Accounting is configured if you want the multifunction device to send user account information to a Network Accounting server. For instructions, refer to the Network Accounting section of this guide.
5. You may also need another Authentication Server (running LDAP in an ADS environment, for example) to communicate with the Secure Access Server providing that server with user credentialing information. A second Authentication Server will be necessary for web user Interface Authentication, if this feature is additionally desired.
6. You will need to configure LDAP communications on the multifunction device as stated in the LDAP/LDAPS topic in the Authentication section of this guide.

## Enable Secure Access

1. Open your Web browser and enter the TCP/IP address of the machine in the Address bar. Press [Enter].
2. Click the [Properties] tab.
3. Provide the Administrator User Name (default of admin) and Password (default of 1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Click the checkbox next to Automatically retrieve user's email address from LDAP if you want to set the From address to the logged in user's email address, when they log in via Secure Access.
7. Select [Xerox Secure Access] from the Device User Interface Authentication box.
8. Decide which type of authorization you would like to apply from the [Location of Access Rights] box. When **Locally on the Device** is chosen you can define if each service and device access button requires Authentication for access (by selecting Unlocked or Locked). When **Remotely on the Network** is selected, you can further control Service and Device access by defining which LDAP groups may access those features.
9. Click [Next].
10. If you selected Remotely on the Network (from the Location of Access Rights box), configure LDAP communications as stated in the Configure Authentication for LDAP/LDAPS in the Authentication section of this guide.
11. Under [Authentication (Required)], click the [Configure] or [Edit] button for Device User Interface Authentication.
12. Note that the [IP address] or [Hostname] will be filled in automatically by the Secure Access Server.
13. Note that the path to the directory will be filled in automatically by the Secure Access Server.
14. Under the Accounting Information heading, note that this item will be grayed out if Network Accounting is not enabled. If accounting is enabled, select [Automatically apply Accounting Codes from the server], if the Secure Access Server has been configured to return the accounting User ID and Account ID login. If you want the user to enter these values at the local UI during login, select [User must manually enter accounting codes at the device].
15. Select [Enable alternate access via on-screen keyboard] if you wish to allow the user to enter their card/user ID manually at the UI. Select [Restricted access via Xerox Secure Access Device] if this option should not be allowed.
16. Enter text in the Device Login Prompt [Title] and [Prompt Instructions] boxes to create the prompt that will be displayed on the multifunction device's User Interface informing users how to authenticate themselves at the device. Note: If the Title and Prompt have been configured on the Secure Access Server, then this information will override the Title and Prompt text entered here.
17. Click [Save] when done.



## **Enable Web User Interface Authentication**

A second, networked Authentication Server will be necessary for web user Interface Authentication, if this feature is additionally desired. Full instructions for configuring network authentication, using Kerberos, NDS, SMB, and LDAP/LDAPS are contained in the Network Authentication section of this guide.

The path to the Authentication Server configuration screen is:

1. At a networked workstation, open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Verify that the Personalization checkbox is checked.
7. Select [Xerox Secure Access] from the Device User Interface Authentication box.
8. Select [Remotely on the Network] from the Web User Interface Authentication box.
9. Select [Remotely on the Network] from the Authorization box.
10. Click [Next].
11. Click the [Configure] or [Edit] button for Web User Interface Authentication.
12. Follow the instructions contained in the Network Authentication section of this guide to set up your selected Authentication Server.

## **Configure your LDAP Server**

Configure LDAP communications on the multifunction device as stated in the LDAP/LDAPS topic in the Authentication section of this guide.

## **Set Authentication to control access to individual services**

Note: You should still be running the Authentication Configuration wizard on your workstation's web browser. If you closed the Internet Services application, follow steps 1 - 6 below to reopen Internet Services and run the wizard again.

1. At a networked workstation, open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name (admin) and Password (1111), if prompted.
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Select [Xerox Secure Access] for Device User Interface Authentication and Authorization, then [Remotely on the Network] for the Web User Interface and Authorization boxes, and click [Next].
7. Click the Device Access [Configure] or [Edit] button.
8. From the drop-down menus for each item, select the method to use to display that item to users.
9. Click [Save] when done.
10. Click the Service Access [Configure] or [Edit] button.
11. From the drop-down menus for each item, select the method to use to display that item to users.
12. Click [Save] when done.
13. Click [Finished] on the Authentication Configuration screen when finished.
14. Select [Logout] in the upper right corner of your screen if you are still logged in as Administrator.

## Using Secure Access

1. Read the multifunction device's User Interface prompt to determine what needs to be done to be authenticated at the device. Authentication methods include swiping a card, placing a proximity card near the reader, or entering a user ID or PIN (personal identification number).
2. If the device requests further information such as accounting details, enter this information at the User Interface.
3. The device will confirm successful authentication allowing access to previously locked system features.
4. When finished using system features, press the [Clear All] button on the multifunction device's keypad to close your account.

## Authentication Off (if available)

### At your Workstation:

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select the symbol to the left of [Security].
5. Select [Authentication Configuration].
6. Select Authentication Disabled (if available) on the Authentication Configuration dialog. Note: Disabling Authentication (if this setting is available) is not a secure setting. A more secure method to control access to the device is to assign Local Authentication as stated in that topic in this Authentication section. To preclude tampering with the Tools dialog on the device's User Interface, some form of authentication, such as Locally on the Device, should at least be maintained for the Administrator.

All installed optional features are now accessible to everyone.

# Security

## IP Filtering

The Internet Services IP Filtering page allows you to permit or restrict user access to the machine.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab and enter the administrator User Name (admin) and Password (1111), if prompted.
3. Click the symbol to the left of [Security].
4. Select [IP Filtering] in the directory tree.

### Defining IP Filtering with the Define IP Filter Rule dialog

5. Click [Add] to display the Add IP Filter Rule page.
6. From the Protocol drop-down list, select the protocol (All, TCP, UDP, ICMP) that the rule will apply to.
7. From the Action drop-down list, select how you wish IP Filtering to handle the incoming packet.
8. From the Move This Rule To drop-down list, select either End of List or Beginning of List for the location of this rule. Note that rule order is important in IP Filtering because rules can negate each other if placed in an incorrect order.
9. Enter the Source IP Address to which this rule will apply.
10. Enter a number for the Source IP Mask to which this rule will apply. 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).
11. Source Port. This selection is only available when the Protocol has been set to TCP. Enter the originating port (if applicable) that the rule has been created to handle. If the incoming packet did not originate from this source port, the rule will not be applied.
12. Destination Port. This selection is only available when the protocol is set to TCP or UDP. Enter the destination port that the rule has been created to handle. If the incoming packet was not sent to this port, the rule will not be applied.
13. ICMP Message. This selection is only available when the protocol is set to ICMP. Select which ICMP Message the rule is meant to handle.
14. Click [Apply] to accept the changes or [Cancel] to exit the window without saving changes.
15. If prompted, enter the valid tools administrator User Name and Password. The default is [admin] and [1111].

NOTE: The settings are not applied until you restart the machine.

## Audit Log

Audit Log is a log that tracks access and attempted access to the server. With TCP/IP and HTTP-based processes running on the server, exposure to access attacks, eavesdropping, file tampering, service disruption, and identity (password) theft is significantly increased. The Audit Log, regularly reviewed by the Security Administrator, often with the aid of third party analyzing tools, helps to assess attempted server security breaches, identify actual breaches, and prevent future breaches. Access to the log's data is protected by enabling SSL (Secure Sockets Layer) protocols. The audit trail, and its associated data protected by strong SSL encryption, helps to meet the Controlled Access Protection (Class C2) criteria, set by the United States Department of Defense. To enable this feature, perform the following steps.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Security].
5. Select [Audit Log] in the directory tree. Note that you must enable SSL before enabling Audit Log.
6. Place a check mark in the Audit Log Enabled box.
7. Click [Apply].
8. Click [Save as Text File] to save the log as a text file.

## Digital Certificate Management

With SSL enabled (from the Connectivity / Protocols / HTTP selections of the Properties tab of Internet Services), and a digital certificate installed, remote users accessing the system over an HTTP-based interface are assured of having their network communications protected against eavesdropping and tampering, using strong encryption. The only action required by the workstation user is to type https://, followed by the IP address (or fully qualified domain name) of the system, into the Address or URL box of the web browser. The subsequent acceptance of a Digital Certificate completes the exchange of the Public Key enabling the encryption process to proceed.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Security].
5. Select [Machine Digital Certificate Management] in the directory tree.

### Creating a Digital Certificate

Note: SSL cannot be implemented until a digital certificate is installed on the system.

1. Click [Create New Certificate].
2. Select either Self Signed Certificate or Certificate Signing Request.

Note: A self-signed certificate is inherently less secure than installing a certificate signed by a trusted, third party Certificate Authority (CA). However, specifying a self-signed certificate is the easiest way to start using SSL. A self-signed certificate is also the only option if your company does not have a Server functioning as a Certificate Authority (Windows 2000 running Certificate Services, for example), or does not wish to use a third party CA.

3. Click [Continue].
4. If you selected Self Signed Certificate, fill out the form with your 2 Letter Country Code, State/Province Name, Locality Name, Organization Name, Organization Unit, E-mail Address, and Days of Validity.
5. Click [Apply] to continue. Values from the form will be used to establish a self-signed certificate, and you will be returned to the main page.
6. If you selected Certificate Signing Request, fill out the form with your 2 Letter Country Code, State/Province Name, Locality Name, Organization Name, Organization Unit, and E-mail Address.
7. Click [Apply] to continue. Values from the form will be used to generate a Certificate Signing Request.
8. When the process is complete, you will be prompted to save the Certificate Signing Request. Right click on the link and select Save Target As.
9. Save the Certificate to your hard drive and send it to a Trusted Certificate Authority.
10. When a signed certificate is received back from the Trusted Certificate Authority, select Trusted Certificate Authorities in the Security directory tree of the Internet Services Properties tab.
11. Click Add.
12. Click Browse to locate the signed certificate from the Trusted Certificate Authority.
13. Click Upload Certificate Authority.

## IP Sec

IP Sec (IP Security) is comprised of the IP Authentication Header and IP Encapsulating Security Payload protocols, that secure IP communications at the network layer of the protocol stack, using both authentication and data encryption techniques. The ability to send IP Sec encrypted data to the printer is provided by the use of a public cryptographic key, following a network negotiating session between the initiator (client workstation) and the responder (printer or server). To send encrypted data to the printer, the workstation and the printer have to establish a Security Association with each other by verifying a matching password (shared secret) to each other. If this authentication is successful, a session public key will be used to send IP Sec encrypted data over the TCP/IP network to the printer. Providing additional security in the negotiating process, SSL (Secure Sockets Layer protocols) are used to assure the identities of the communicating parties with digital signatures (individualized checksums verifying data integrity), precluding password guessing by network sniffers.

### To enable IP Sec

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Security].
5. Select [IP Sec] in the directory tree.
6. Observe the Current Status display to determine the current status of the IP Sec feature, and SSL which secures transmission of the Shared Secret.
7. Place a check mark in the [Enabled] box to enable the IP Sec protocols.

### Shared Secret Setup

8. Enter the Shared Secret twice in the two text boxes supplied. Make sure that the two Shared Secret entries are identical.
9. Place a check mark in the [Select to save new Shared Secret] box.
10. When deemed appropriate or necessary, click the [Flush All IP Sec Connections] to temporarily close all communications with clients connected to the server by IP Sec.
11. When you have finished making changes select [Apply] to save or [Undo] to cancel.



## Trusted Certificate Authorities

If you selected and completed the Certificate Signing Request, after clicking [Create New Certificate] on the Machine Digital Certificate Management page of Internet Services, when the signed certificate is received back from the Trusted Certificate Authority, you need to add it (upload it) to the system. To add the certificate to the system, perform the following steps.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Security].
5. Select [Trusted Certificate Authorities] in the directory tree.
6. Click Add.
7. Click Browse to locate the signed certificate from the Trusted Certificate Authority.
8. Click Upload Certificate Authority.

# Options

## Xerox Extensible Interface Program

### Overview

Xerox Extensible Interface Platform enables independent software vendors and partners to develop customized programs to access directly from the Xerox device. Users can enter their authentication login at the device and access a set of features and options designed specifically for their business needs.

For example, a hospital could customize the device to help better manage patient forms. By touching an icon on the display, a healthcare worker could access the hospital's Web-based document management system and browse a list of patient forms.

Users can quickly scan and capture paper documents, preview thumbnails, and add them to frequently used document storage locations. For example:

- A tutor can scan notes directly to a specific course repository for students to access

- A student can scan assessment papers to their course folder for their tutor to mark.

Xerox Extensible Interface Platform utilizes web-based Xerox Partner solutions including Omtool™, Equitrac™ and FreeFlow™ SMARTsend™ to enable users to access document repositories at the device display screen.

Additional resources may be required on the device depending on the solution.

For further information, contact your Xerox Sales Representative.

## Enable XEIP

### Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed.

Ensure the machine is fully functioning on the network.

Ensure your XEIP solution is installed and functioning. To enable EIP applications, an **InstallCustomServices.dlm** has to be installed on the device.

Ensure SSL is enabled on the device. For further information refer to the Digital Certificate Management topic in this System Administrator's Guide.

### At your Workstation

1. Open your web browser and enter the TCP/IP address of the machine in the Address bar. Press [Enter].
2. Click [Properties], then enter the Administrator User name and password if prompted. The default is [admin] and [1111] then [Machine Software], and finally [Manual Upgrade].
3. Use the [Browse] button to browse to where the **InstallCustomServices.dlm** is located.
4. Select the file, then click the [Install Software] button.
5. If you have not already done so, create a digital certificate on your device, by referring to the Digital Certificate Management topic in this System Administrator's Guide. Set the days of validity to 9999.
6. Ensure that Secure HTTP (SSL) is enabled on your device. Click [Properties], [Connectivity], [Protocols], and finally [HTTP].
7. Select the radio button to Enable Secure HTTP (SSL).
8. Click [Apply]. Note that the screen will disappear temporarily, and you will need to refresh your browser
9. To enable Extensible Service Registration, from the HTTP web page, select [Web Services] from the selection box near the top of the page. Note that the two available selections are **HTTP** and **Web Services**.
10. Check the checkbox for [Extensible Service Registration]. Note that if the Extensible Service Registration web service is not present in the list, this indicates that the software install was not completed or failed.
11. Click [Apply].

### At the Device

1. Press the [Services] button.
2. Touch the EIP Application button that you registered. Your XEIP workflow should be accessible from the new button.

## Network Scanning

Network Scanning is an optional feature for the WorkCentre 7655/7665/7675, purchased from your Xerox Sales Representative, and installed using a Network Scanning/E-mail Subscriber Installation Module (SIM).

Network Scanning allows a user to scan an original document, convert it to an electronic file, and distribute and archive that file in a variety of ways. The final destination of the electronic file depends on the template chosen by the user at the device's User Interface. The template may reside on the device, or may be cached on the device from a pool of templates pulled from a remote server. The scanned file will be stored on a pre-determined network server and then, with the help of server or desktop software:

- Routed to a user's PC desktop for viewing or editing.
- Integrated with a variety of popular document management and workflow applications.
- Sent to a network directory or filing location for later retrieval.
- Sent to an e-mail distribution list.

## **SMARTsend has replaced CentreWare Network Scanning Services**

NOTE: FreeFlow SMARTsend combines and enhances the powerful features of two Xerox products - FlowPort and CentreWare Network Scanning Services - to deliver one integrated software application.

For more information click [here](#).

### **SMARTsend scanning services**

Built on the Microsoft .NET platform, this server-based software works with new and legacy Multifunction Systems to enable hardcopy documents to be scanned in black and white or color, and converted into such standard digital formats as PDF, JPEG, and TIFF. This Web-based application requires no additional client software installation and uses wizards to simplify workflow (template) creation. Once a workflow, or distribution process, is created, it can be saved as a paper or electronic cover sheet. The cover sheet can be set up to direct the scanned file to a wide variety of destinations. Such destinations include an email address or distribution list, network folder, FTP folder, remote printer, Web URL, Domino.doc, Domino, Microsoft SharePoint and Xerox DocuShare.

### **Scan to PC Desktop**

For information regarding the additional use of Scan to PC Desktop, including Scansoft Paperport and Textbridge Pro applications, consult your Xerox Sales Representative.

### **Network Scanning User Authentication**

Authentication can be enabled to prevent unauthorized access to the Network Scanning feature. If Authentication is enabled, users will be prompted to enter a network user name and password, or a PIN, before they can access the Network Scanning feature. For a full description of the Authentication feature refer to the Authentication section of this guide. Authentication can be configured after Network Scanning has been installed.

### **Multifunction Device Authentication**

If using a SMARTsend server, a valid Windows account must be created on the SMARTsend Server for the device's authentication. The account enables each device to communicate with the SMARTsend server to exchange template information and other configuration data. For account creation instructions, refer to the FreeFlow SMARTsend Installation and Administration Guide.

### **Template Considerations when using SMARTsend**

A single Xerox multifunction device cannot use both CentreWare Network Scanning services and SMARTsend. If legacy CentreWare Network Scanning Services templates need to be utilized within SMARTsend, use the SMARTsend Template Importer to import the desired templates, as stated in the FreeFlow SMARTsend Installation and Administration Guide.

## Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed. Click underlined topics to display further information.

1. Ensure the machine is fully functioning on the network prior to installation.
2. Install the Scanning Hardware Kit.

Refer to the instructions contained with the kit to complete this task. Contact your Xerox Sales Representative if you do not have the Scanning Hardware Kit.

Verify the Scanning Hardware Kit has been fitted by observing the S2X card installed in one of the PCI expansion slots of the network controller. When correctly installed, a cable will connect the S2X card to the backplane of the device, just above the orange SIM slot on the backplane.

3. Locate the Network Scanning/E-mail Subscriber Installation Module (SIM)

To install Network Scanning on the WorkCentre 7655/7665/7675 you will need the Network Scanning/E-mail SIM. Following the supplied instructions for full details, with the device powered on, the SIM is inserted into an orange slot on the machine's backplane. An Options Assist screen pops up to assist with installation. Contact your Xerox Sales Representative if you do not have the plastic SIM.

4. Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional

This is required to access CentreWare Internet Services to configure Network Scanning. The Internet Services function is accessed through the embedded HTTP server on the machine and allows System Administrators to configure scan settings by using an Internet browser.

## **Enable Network Scanning**

When you purchase the Network Scanning/E-mail Kit, you will receive the information and hardware required to install this feature. The Kit contains the Subscriber Installation Module (SIM), and self-explanatory instructions, used to install the Network Scanning option.

Follow the instructions supplied with the Network Scanning/E-mail Kit to install the S2X card in an available PCI slot in the network controller, to connect the cable between the S2X card and the device's backplane, and to use the Network Scanning/E-mail SIM to activate the network scanning feature.

### **Print a Configuration Report to verify that network scanning (Scan to File) is an Installed Option.**

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close]

## **Configure a Scan Filing Location**

Scanning with the machine is accomplished through user selection of templates on the device that route scanned jobs to network servers. After storage on the server, the files can be retrieved at any properly configured networked workstation. A dedicated file server is not required to receive scans. A dedicated server is required, however, for the installation and use of SMARTsend software to remotely manage the pool of templates (workflows), displayed locally to device users, if so desired. Scanning is configured on the machine using one of the file transfer options below.

**FTP (File Transfer Protocol):** Requires an FTP server running on a server or a workstation.

**NetWare NCP (NetWare Core Protocol):** Available for filing to a NetWare server.

**SMB (Server Message Block):** Available for filing to an environment that supports the SMB protocol.

**HTTP/HTTPS:** Supports scans to a web server using a CGI script.



## Configure a Scan Filing Repository using FTP

1. Ensure that File Transfer Protocol (FTP) services is running on the server or workstation where images scanned by the machine will be stored. Note the IP address or host name.
2. Create a user account and password for the machine. When a document is scanned, the machine logs in using the account, transfers the file to the server or workstation and logs out. Note the user account and password details.
3. Create a directory within the FTP root to be used as a scan filing location (repository). Note the directory path.
4. Test the FTP connection by logging in to the scan directory from a PC with the user account and password. Create a new folder within the directory and then delete the folder. If you cannot perform this function check the user account access rights and the FTP service setup.

## Enter the Scan Repository Details via Internet Services

5. At your workstation, open your Web browser and enter the IP address of the machine in the Address or Location field. Press [Enter].
6. Click the [Properties] tab.
7. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
8. Select the symbol to the left of [Services].
9. Select the symbol to the left of [Network Scanning].
10. Select [File Repository Setup] in the directory tree.
11. Select [Edit] in the Default File Destination box, or [Add] in the Alternate File Destinations box.

NOTE: During device configuration, SMARTsend (if used) overwrites the Default Repository and Template Pool scan settings. If certain applications will use Default Repository settings, not matching SMARTsend settings, reconfigure the applications to use an Alternate Repository before configuring the device with SMARTsend's Add/Update feature.

12. Enter a name to describe the filing destination template in the Friendly Name entry box.
13. Select FTP for [Protocol].
14. Select either [IP Address] or [Host Name].
15. Enter the IP Address or Host Name of the FTP location.
16. Type in the path to the location of the scan folder in [Document Path]. Enter the full path to the directory, starting at the root of FTP services. For example: /(directory name)/(directory name).
17. Select a radio button for Login Credentials to Access the Destination. Select Authenticated User to have your Authentication Server determine user access to the file server. Select Prompt at User Interface to have the file server determine user access. Select System to have the system directly log in to the file server.
18. Supply a [Login Name] and [Password], if the system will be directly accessing the file server.
19. Click [Apply] to accept the changes.

20. To configure General Settings, select General in the directory tree.
21. To print a Confirmation Sheet after every scan job, select On from the pull down menu. The Confirmation Sheet specifies the status of the job, and the file location if the scan was successful.
22. New distribution templates created for the machine can be set to automatically update by entering a time in the Refresh Start Time area under Distribution Templates. Note that Distribution Templates can be created with specific scan settings and destinations. Refer to Configure the Default Template later in this document, for further information.
23. Login Source settings control user access to a pool of templates stored on a remote server. Communications to the server, including entry of the required device Login Name and Password, are set up by selecting Advanced, then Template Pool Setup, in the Internet Services directory tree. Select Authenticated User to have the Authentication Server control remote template pool access. Select Prompt at User Interface to have a standalone server prompt device users for access. This works well for small offices, without an Authentication server. Select Prompt if Authenticated User Does Not Match Template Owner to prompt authenticated users accessing templates containing either no or other users' owner names.
24. Check the [User Name] and [Domain] boxes if you want these to appear on the Job Log. The Job Log works with the Document Management Fields feature and is filed with the scan job.
25. Click [Apply].

### **Go to the Machine**

26. Touch the [Network Scanning] button on the touch screen, then touch OK.
27. Touch the [Network Scanning] tab.
28. Touch the [Show] button.
29. Select All Templates.
30. Select the [Default] template and place a document in the document handler.
31. View template details on the monitor.
32. Press the green start button to scan the document.
33. Check the scan folder on your file server to verify the image was filed.

The Next Step is to proceed to the Configure the Default Template instructions.

## Configure a Scan Filing Repository using NetWare

### Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed.

1. Ensure the machine is fully functioning on the network prior to installation.
2. Ensure the NetWare protocol is enabled on your machine.

How to check that the NetWare protocol is enabled on your machine

Print a Configuration Report at the Machine

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close].

The Configuration Report will print. Verify the NetWare settings configured under Network Setup. NetWare should read Enabled.

For instructions on how to enable NetWare refer to the NetWare topic in the Protocols section of this guide.

3. Designate or create a new directory on the NetWare server to be used as the scan filing location (repository). Note the server name, server volume, directory path, the NDS Context and Tree, if applicable.
4. Create a user account and password with access to the scan directory. When a document is scanned the machine logs in using the account, transfers the file to the server and then logs out. Note the user account and password.
5. Test your settings by logging in to the scan directory from a PC with the user account and password. Create a new folder within the directory and then delete the folder. If you cannot perform this function check the user account access rights.

### At your Workstation

6. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
7. Click the [Properties] tab.
8. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
9. Select the symbol to the left of [Services].
10. Select the symbol to the left of [Network Scanning]
11. Select [File Repository Setup] in the directory tree.

12. Select [Edit] in the Default File Destination box, or [Add] in the Alternate File Destinations box.  
NOTE: During device configuration, SMARTsend (if used) overwrites the Default Repository and Template Pool scan settings. If certain applications will use Default Repository settings, not matching SMARTsend settings, reconfigure the applications to use an Alternate Repository before configuring the device with SMARTsend's Add/Update feature.
13. Enter a name to describe the filing destination template in the Friendly Name entry box.
14. Select [NetWare] for protocol.
15. Enter the server name where the scan filing repository is located, in [Server Name].
16. Enter the server volume in [Server Volume].
17. Enter the [NDS Context] and [NDS Tree] (NetWare 4.x, 5.x, 6.x IPX only.) for the repository. For NDS enter a name context. For bindery and bindery emulation, leave these fields blank.
18. Enter the path to the scan filing location in [Document Path].
19. Select a radio button for Login Credentials to Access the Destination. Select Authenticated User to have your Authentication Server determine user access to the file server. Select Prompt at User Interface to have the file server determine user access. Select System to have the system directly log in to the file server.
20. Supply a [Login Name] and [Password] if the system will be directly accessing the file server.
21. Click [Apply] to accept the changes.
22. To configure General Settings, select General in the directory tree.
23. To print a Confirmation Sheet after every scan job select On from the pull down menu.
24. New distribution templates created for the machine can be set to automatically update by entering a time in the Refresh Start Time area.
25. Login Source settings control user access to a pool of templates stored on a remote server. Communications to the server, including entry of the required device Login Name and Password, are set up by selecting Advanced, then Template Pool Setup, in the Internet Services directory tree. Select Authenticated User to have the Authentication Server control remote template pool access. Select Prompt at User Interface to have a standalone server prompt device users for access. This works well for small offices, without an Authentication server. Select Prompt if Authenticated User Does Not Match Template Owner to prompt authenticated users accessing templates containing either no or other users' owner names.
26. Check the [User Name] and [Domain] boxes if you want these to appear on the Job Log. The Job Log works with the Document Management Fields feature and is filed with the scan job.
27. Click [Apply].

**At the Machine**

28. Touch the [Network Scanning] button on the touch screen, then touch OK.
  29. Touch the [Network Scanning] tab.
  30. Touch the [Show] button.
  31. Select All Templates.
  32. Select the [Default] template and place a document in the document handler.
  33. View template details on the monitor.
  34. Press the green start button to scan the document.
  35. Check the scan repository on your server to verify the image was filed.
- The Next Step is to proceed to the Configure the Default Template instructions.

## Configure a Scan Filing Repository using SMB

### Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed.

1. Create a shared folder to be used as a scan filing location (repository) for scanned documents. Note the Share Name of the folder and the Computer Name or Server Name.
2. Create a user account and password for the machine with full access rights to the scan directory. Note the user account and password.
3. Test the settings by attempting to connect to the shared folder from another PC by logging in with the user account and password. Create a new folder within the directory and then delete the folder. If you cannot perform this function check the user account access rights.

### At your Workstation

4. Open your Web browser and enter the IP address of the machine in the Address or Location field. Press [Enter].
5. Click the [Properties] tab.
6. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
7. Select the symbol to the left of [Services].
8. Select the symbol to the left of [Network Scanning].
9. Select [File Repository Setup] in the directory tree.
10. Select [Edit] in the Default File Destination box, or [Add] in the Alternate File Destinations box.

NOTE: During device configuration, SMARTsend (if used) overwrites the Default Repository and Template Pool scan settings. If certain applications will use Default Repository settings, not matching SMARTsend settings, reconfigure the applications to use an Alternate Repository before configuring the device with SMARTsend's Add/Update feature.

11. Enter a name for the filing destination template in the Friendly Name entry box.
12. Select SMB for [Protocol].
13. Select [IP Address] or [Host Name] and enter either IP address or Host Name of the computer where the scan filing repository (SMB server or workstation) is located.
14. Enter the Port Number if required (it is recommended to retain the default setting).
15. Enter the Share Name in [Share].
16. Enter the Document Path (as it relates to the share) where the scan filing repository is located, in [Document Path]. For example: If the path is sharename\wc\scans, enter \wc\scans.
17. Select a radio button for Login Credentials to Access the Destination. Select Authenticated User to have your Authentication Server determine user access to the file server. Select Prompt at User Interface to have the file server determine user access. Select System to have the system directly log in to the file server.
18. Supply a [Login Name] and [Password] if the system will be directly accessing the file server.
19. Click [Apply] to accept the changes.

## **Configure General Settings**

20. Select General in the directory tree.
21. To print a Confirmation Sheet after every scan job select On from the pull down menu.
22. New distribution templates created for the machine can be set to automatically update by entering a time in the Refresh Start Time area.
23. Login Source settings control user access to a pool of templates stored on a remote server. Communications to the server, including entry of the required device Login Name and Password, are set up by selecting Advanced, then Template Pool Setup, in the Internet Services directory tree. Select Authenticated User to have the Authentication Server control remote template pool access. Select Prompt at User Interface to have a standalone server prompt device users for access. This works well for small offices, without an Authentication server. Select Prompt if Authenticated User Does Not Match Template Owner to prompt authenticated users accessing templates containing either no or other users' owner names.
24. Check the [User Name] and [Domain] boxes if you want these to appear on the Job Log. The Job Log works with the Document Management Fields feature and is filed with the scan job.
25. Click [Apply].

## **At the Machine**

26. Touch the [Network Scanning] button on the touch screen, then touch OK.
  27. Touch the [Network Scanning] tab.
  28. Touch the [Show] button.
  29. Select All Templates.
  30. Select the [Default] template and place a document in the document handler.
  31. View template details on the monitor.
  32. Press the green start button to scan the document.
  33. Check the scan folder on your file server to verify the image was filed.
- The Next Step button is to proceed to the Configure the Default Template instructions.

## Configure a Scan Filing Repository using HTTP/HTTPS

1. Ensure that HTTP/HTTPS services and a web service (such as Apache) are running on the server, where POST requests and scanned data will be sent for processing by a CGI script. Note the IP address or host name.
2. Create a login account for the multifunction device on the web server. Create a home directory for the device, add a bin directory to the home directory, and place an executable CGI script in the bin directory. Make a note of the complete path to the executable CGI script. When a document is scanned, the machine logs in using the account, sends a POST request along with the scanned file, then logs out. The CGI script handles the remaining details of file transfer.
3. Create a directory on the web server, or an alternate server, to be used as a scan filing location (repository). Set appropriate read and write permissions, and make a note of this directory's path.
4. Test the connection. Start a Telnet session, log in to the device's directory on the web server, and send a POST request and file to the web server. Check to see if the file was received at the repository.

### Enter the Scan Repository Details via Internet Services

5. At your workstation, open your Web browser and enter the IP address of the machine in the Address or Location field. Press [Enter].
6. Click the [Properties] tab.
7. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
8. Select the symbol to the left of [Services].
9. Select the symbol to the left of [Network Scanning].
10. Select [File Repository Setup] in the directory tree.
11. Select [Edit] in the Default File Destination box, or [Add] in the Alternate File Destinations box.

NOTE: During device configuration, SMARTsend (if used) overwrites the Default Repository and Template Pool scan settings. If certain applications will use Default Repository settings, not matching SMARTsend settings, reconfigure the applications to use an Alternate Repository before configuring the device with SMARTsend's Add/Update feature.

12. Enter a name to describe the filing destination template in the Friendly Name entry box.
13. Select HTTP or HTTPS for [Protocol].
14. Select either [IP Address] or [Host Name].
15. Enter the IP Address or Host Name of the HTTP or HTTPS server. For HTTPS communications, click View Trusted SSL Certificates to verify that the machine has a digital certificate installed. Optionally, you can check the Validate Repository SSL Certificate box.
16. Type in the path (starting at root) to the CGI script. Click Get Example Scripts for working scripts.
17. Type in the path to the location of the scan folder in [Document Path]. For web server directories, type in the path starting at root.
18. Select a radio button for Login Credentials to Access the Destination. Select Authenticated User to have your Authentication Server determine user access to the web server. Select Prompt at User Interface to have the web server determine user access. Select System to have the system directly log in to the web server. Select None for rare instances where a login is not required.
19. Supply a [Login Name] and [Password], if the system will be directly accessing the web server.
20. Click [Apply] to accept the changes.



21. To configure General Settings, select General in the directory tree.
22. To print a Confirmation Sheet after every scan job, select On from the pull down menu. The Confirmation Sheet specifies the status of the job, and the file location if the scan was successful.
23. New distribution templates created for the machine can be set to automatically update by entering a time in the Refresh Start Time area under Distribution Templates. Note that Distribution Templates can be created with specific scan settings and destinations. Refer to Configure the Default Template later in this document, for further information.
24. Login Source settings control user access to a pool of templates stored on a remote server. Communications to the server, including entry of the required device Login Name and Password, are set up by selecting Advanced, then Template Pool Setup, in the Internet Services directory tree. Select Authenticated User to have the Authentication Server control remote template pool access. Select Prompt at User Interface to have a standalone server prompt device users for access. This works well for small offices, without an Authentication server. Select Prompt if Authenticated User Does Not Match Template Owner to prompt authenticated users accessing templates containing either no or other users' owner names.
25. Check the [User Name] and [Domain] boxes if you want these to appear on the Job Log. The Job Log works with the Document Management Fields feature and is filed with the scan job.
26. Click [Apply].

### **Go to the Machine**

27. Touch the [Network Scanning] button on the touch screen, then touch OK.
28. Touch the [Network Scanning] tab.
29. Touch the [Show] button.
30. Select All Templates.
31. Select the [Default] template and place a document in the document handler.
32. View template details on the monitor.
33. Press the green start button to scan the document.
34. Check the scan folder on your file server to verify the image was filed.

The Next Step button is to proceed to the Configure the Default Template instructions.

## Configuring the Default Template with Internet Services

The default template is created for the machine, using Internet Services or SMARTsend software on the remote template pool server, and appears as DEFAULT in the list of templates on the machine. The default template consists of configured scan settings and at least one network filing location. Once the default template has been configured, all subsequent templates, created with CentreWare Internet Services or SMARTsend software, inherit the settings. Users can modify these settings with any new templates they create. The default template settings, however, can only be changed by the System Administrator. The default template also cannot be deleted from either the local or remote template pool.

1. Open your Web browser and enter the TCP/IP address or location of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select the symbol to the left of [Services].
5. Select the symbol to the left of [Network Scanning].
6. Select [Default Template] in the directory tree.

### Destination Services

7. If available, select the desired service by clicking on either the [Fax] or [File] links.

NOTE: The Fax service requires the Server Fax feature to be installed on the machine.

### Name / Format (File Options)

8. Select [Edit].
9. Enter a name for the document scanned.
10. Select the Document Format from the following options:

**PDF:** (Portable Document Format). The PDF image format is a multipage TIFF image enclosed within a PDF wrapper.

**Multi-Page TIFF:** A single TIFF file will be created containing all the pages of the document.

**TIFF:** Each scanned original is converted into one TIFF image file. All of these files will be stored in a directory (foldername.xsm).

11. Select [Apply].

### File

Once a scan filing destination has been configured from within the File Repository Setup section of CentreWare Internet Services, it can be added to the Default Template.

### To Add a New Filing Destination

1. Select the [Add] button next to the File Destinations section.
2. Select the required filing policy from the drop down list.
3. Select the required file destination from the drop down list. This list contains the Friendly Name given when the destinations were created.
4. Select [Apply] to accept the changes.

## **Fax Destinations**

NOTE: This option will only be available if the Server Fax option is installed on the machine and Fax was selected as a Destination Service.

5. Select [Destination Services] and check [Fax].
6. Select [Add] to add a new Fax destination.
7. Enter the required fax number in the [Add Fax Number] box within the Fax Recipients section.
8. Click [Add].
9. [Delayed Send] can be selected in the Delivery box in Fax Distribution List if you want to send the fax at a specific time.
10. Select [Apply] to accept the changes.

## **Document Management Fields (Optional)**

This area enables you to add data fields to the Default Template. This information is filed with your scanned documents in the Job Log. The Job Log can then be accessed by third party software and the Document Management Fields information retrieved and associated with the scanned files.

The following fields are available. Click the underlined links for further information.

### **Field Name**

This defines a name for the Document Management data that is to be associated with the scanned job. This value is not shown at the machine user interface screen and is used by third party software to access the Document Management information. It can be up to 128 characters in length. This field cannot be left blank.

### **Field Label**

If you would like the user to be able to modify the value of the Field Name select Editable next to 'User Editable'. Enter a value in the Field Label field. The label should identify the purpose of this field to the user.

Select Not Editable if the user can not change the Document Management Field's value. The user will not be presented with this Document Management Field at the machine and the Default Value will be used.

### **Default Value**

This is an optional requirement. This value defines the actual data that is to be assigned to that particular scan job. This field can be created blank or the user may edit this value at the machine user interface screen.

### **To add a new Document Management field**

11. Select [Add] in the Document Management Fields box.
12. Enter a name for the field and provide a label and default value if required.
13. Click [Apply] to accept the changes.

### **Scan Options**

Configure a variety of options for your scanned images including original type, original input size, image adjustment (for example: lighten/darken, sharpness, and contrast), resolution, edge erase and number of sides scanned.

1. Select [Edit] in the Scan Options box.
2. Make the desired changes to the default template. More information about these options can be obtained by clicking the Help button (at the top of the Internet Services screen). Click Properties, click Services, click Network Scanning and then Default Template. Scroll to the bottom of the page and click the Scan Settings Help link.
3. Click [Apply] to accept the changes.

### **Apply Factory Defaults**

To restore the Default Template to its original settings click the [Apply Factory Default Settings] button. Warning! This will delete any custom settings applied to the Default Template.

### **Verify Any New Changes to the Default Template**

#### **At the Machine**

1. Select the [Network Scanning] button, then touch OK.
2. Touch the [Network Scanning] tab.
3. Touch the [Show] button.
4. Select All Templates.
5. Touch Default to select the Default Template.
6. Verify that the changes have been made to the template. (Depending on the settings configured it may be necessary to select other available tabs and buttons.)

## Create a New Template (Optional)

NOTE: Any new templates created are based on the settings configured for the Default Template.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Scan] tab.

NOTE: If the Scan tab is inaccessible configure a scan filing location for the Network Scanning feature.

3. Enter a name for your template in the [Template Name] box in the New Distribution Template: General Information area.
4. Enter a description and owner if required.
5. Select [Add] to create the new template. The template will appear in the Templates list in the left hand pane.

## Destination Services

6. If available, select the desired service by clicking the [File] or [Fax] check boxes.

NOTE: The Fax service requires the Server Fax feature to be installed on the machine.

## Name / Format

7. Select [Edit].
8. Enter a name for the document scanned.
9. Select the Document Format from the following options:

PDF: (Portable Document Format). The PDF image format is a multipage TIFF image enclosed within a PDF wrapper.

Multi-Page TIFF: A single TIFF file will be created containing all the pages of the document.

TIFF: Each scanned original is converted into one TIFF image file. All of these files will be stored in a directory (foldername.xsm).

10. Select [Apply] to accept the changes or [Cancel] to return the settings to their previous values. You may be asked to supply the administrator user name and password. The default is [admin] and [1111].

## File

Once a scan filing destination has been configured from within the File Repository Setup section of CentreWare Internet Services, it can be added to any new templates created.

## To Add a New Filing Destination

11. Select the [Add] button next to the File Destinations section.
12. Select the required filing policy from the drop down list.
13. Select the required file destination from the drop down list. The file destinations will be listed as the 'friendly name' given when the file destination was created.
14. Select [Apply] to accept the changes. The new destination will appear in the File Destinations List.

### **To Edit the Filing Policy of a Destination**

NOTE: The filing location of a template cannot be edited from this screen.

15. Select the required destination from the File Destinations list.
16. Select [Edit].
17. Set the required filing policy of your scanned document by selecting from the following options:  
Rename New File, Overwrite Existing File or Do Not Save.
18. Select [Apply] to accept the changes.

### **Document Management Fields (Optional)**

This area enables you to add data fields to the Default Template. This information is filed with your scanned documents in the Job Log. The Job Log can then be accessed by third party software and the Document Management Fields information retrieved and associated with the scanned files.

To add a new Document Management field

19. Select [Add] in the Document Management Fields box.
20. Enter a name for the field and provide a label and default value if required.
21. Click [Apply] to accept the changes.

### **Scan Options**

Configure a variety of options for your scanned images including original type, original input size, image adjustment (for example: lighten/darken, sharpness, and contrast), resolution, edge erase and number of sides scanned.

22. Select [Edit] in the Scan Options box.
23. Make the desired changes to the template.

### **Image Quality**

Select the original type of document you will be scanning; photo, text, halftone photo - or normal (for mixed originals).

Click the [Lighten/Darken] drop-down menu to select the required setting.

Check the [Background Suppression] box to remove small dots or specs in your original documents when they are scanned. Continue selecting the required settings for your template.

### **Scan Confirmation Report and Job Log**

24. Check the box next to [Confirmation Report] to print a Confirmation Report with every scan performed using this template. The Confirmation Report details whether the scan has been successful or if it has failed, the reason for failure. It also shows the number of images scanned, the name of the image(s) filed and location. The Report is a useful aid for troubleshooting.
25. Check the box next to [Job Log] to enable this feature. The Job Log works with the Document Management Fields feature and is filed with the scan job.
26. Click [Apply] to accept the changes.

### **Verify the New Template**

#### **At the Machine**

27. Touch the [Network Scanning] button, then touch OK.
28. Touch the [Network Scanning] tab.
29. Touch the [Show] button.
30. Select All Templates.
31. Touch the name of the template just created to select it.
32. Verify that the changes have been made to the template. Depending on the settings configured it may be necessary to select other available tabs and buttons.

You have completed the steps to configure network scanning and create a new scan template.

### **Set up Remote Template Pool Repository (optional)**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select the symbol to the left of [Services].
5. Select the symbol to the left of [Network Scanning].
6. Select the symbol to the left of [Advanced].
7. Select [Template Pool Setup] in the directory tree.
8. For Protocol, use the drop-down menu to select the protocol you will be using to communicate with the template pool server.

### **Supply remote server addressing and login credentials**

9. Referring to the on-line Help, in the upper right corner of the Internet Services screen, provide the network address to the remote server and the directory path on the server to the template files. Note that the format for a directory path for FTP is /directory/directory, while the format for a directory path for SMB is \directory\directory.
10. Provide a Login (account) Name and (server) Password for the system to access the remote server. This is mandatory for use with a SMARTsend server. For information on creating accounts on the SMARTsend server, refer to the FreeFlow SMARTsend Installation and Administration Guide. Note that these accounts directly support the Login Source settings, accessed by clicking General under Network Scanning in Internet Services.
11. Select [Apply] to accept the changes or [Cancel] to return the settings to their previous values.



# Scan to Home

## Overview

The Scan to Home feature is supported through the Network Scanning service. Essentially, it is a template file (.xst) stored locally on the device, but in a different directory than the network scanning templates or mailbox folders.

Users access the Scan to Home template by pressing the [Network Scanning] button on the Services screen of the User Interface. The device queries LDAP to acquire the authenticated user's home directory, or appends the authenticated user's login name to a predefined network home path.

## Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed.

1. Ensure the machine is fully functioning on the network prior to installation.

2. Install the Scanning Hardware Kit.

Refer to the instructions contained with the kit to complete this task. Contact your Xerox Sales Representative if you do not have the Scanning Hardware Kit.

Verify the Scanning Hardware Kit has been fitted by observing the S2X card installed in one of the PCI expansion slots of the network controller. When correctly installed, a cable will connect the S2X card to the backplane of the device, just above the orange SIM slot on the backplane.

3. Locate the Network Scanning/E-mail Subscriber Installation Module (SIM)

To install Network Scanning on the WorkCentre 7655/7665/7675 you will need the Network Scanning/E-mail SIM. Following the supplied instructions for full details, with the device powered on, the SIM is inserted into an orange slot on the machine's backplane. An Options Assist screen pops up to assist with installation. Contact your Xerox Sales Representative if you do not have the plastic SIM.

4. Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional.

This is required to access CentreWare Internet Services to configure Network Scanning. The Internet Services function is accessed through the embedded HTTP server on the machine and allows System Administrators to configure scan settings by using an Internet browser.

5. Make sure to enable LDAP authentication on the device as explained in the Authentication section of this guide. LDAP is enabled through Internet Services (the embedded HTTP server on the machine) using the following path: open your web browser, enter the IP address of the device, select Properties, select Security, select Authentication Configuration, and finally, select Remotely on the Network for User Credential validation.

6. Make sure to configure the LDAP protocol for the System (or an Authenticated User) to log in to the LDAP server. LDAP is configured through Internet Services (the embedded HTTP server on the machine) using the following path: open your web browser, enter the IP address of the device, select Properties, select Connectivity, select Protocols, and finally, select LDAP. For more information, see Addressing – Internal Address Book (LDAP) in the E-mail section of this guide.

## Configure Scan to Home

To configure the Scan to Home feature perform the following steps.

1. At your workstation, open your Web browser and enter the IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select the symbol to the left of [Services].
5. Select the symbol to the left of [Scan to Home].
6. Select [General].
7. On the Scan to Home Setup screen, click on the Status enabled box.
8. In the Friendly Name box, type in a user-recognizable name of up to 127 characters for the template that will appear in Template Details on the machine's User Interface.
9. Ensure that the radio button next to LDAP Query is selected (enabled). The device will then query the LDAP server with the user's authenticated login name and retrieve the user's home directory to set up the template scanning path to that directory.
10. Click the [LDAP Mapping for Home Directory] hot link if you need to define the LDAP home directory to a name other than homeDirectory.
11. If you wish to create a scanning subdirectory within the user's home directory, select [Automatically Create Subdirectory] and specify a general name.
12. If you wish to set up scanning to a shared directory on a Microsoft Network server (such as [\\SERVER\Scanshare](#)), you can do so by selecting the [No LDAP Query] radio button.
13. If you selected No LDAP Query, provide the path to your file server and its shared directory.
14. If you selected No LDAP Query, you will likely need a method to distinguish individual ownership of job scans. To do this, select [Append User Name to Path], or [Automatically Create User Name directory to if one does not exist].

# Scan to Mailbox

## Overview

The Scan to Mailbox feature is supported through the Network Scanning option, purchased from your Xerox Sales Representative, and installed using a Network Scanning/E-mail Subscriber Installation Module (SIM). This feature provides the ability to scan to mailboxes in the device and then retrieve documents from same using a web browser. This provides a convenient network scanning feature for customers who do not wish to purchase and configure a separate networked server.

## Information Checklist

### **Install the Scanning Hardware Kit.**

Refer to the instructions contained with the kit to complete this task. Contact your Xerox Sales Representative if you do not have the Scanning Hardware Kit.

Verify the Scanning Hardware Kit has been fitted by observing the S2X card installed in one of the PCI expansion slots of the network controller. When correctly installed, a cable will connect the S2X card to the backplane of the device, just above the orange SIM slot on the backplane.

### **Locate the Network Scanning/E-mail Subscriber Installation Module (SIM).**

To install Network Scanning on the WorkCentre 7655/7665/7675 you will need the Network Scanning/E-mail SIM. Following the supplied instructions for full details, with the device powered on, the SIM is inserted into an orange slot on the machine's backplane. An Options Assist screen pops up to assist with installation. Contact your Xerox Sales Representative if you do not have the plastic SIM.

### **Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional.**

This is required to access CentreWare Internet Services to configure Scan to Mailbox. The Internet Services function is accessed through the embedded HTTP server on the machine and allows System Administrators to configure many device settings by using an Internet browser.

### **Print a Configuration Report to verify that network scanning (Scan to File) is an installed Option.**

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close]

## **Enable Scan to Mailbox**

1. At your workstation, open your Web browser and enter the IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Provide the Administrator User Name (default of admin) and Password (default of 1111), if prompted.
4. Select the symbol to the left of [Services].
5. Select the symbol to the left of [Scan to Mailbox].
6. If necessary, select [Enablement].
7. Place a checkmark in the box labeled [Enable Scan to Mailbox].
8. Place a checkmark in the box labeled [On Scan tab, view Mailboxes by default].
9. Click [Apply].

## **Configure Scan to Mailbox**

Select [Capacity] to view the amount of hard drive space being consumed by files in Mailboxes.

Select [Files] to perform either an immediate or scheduled cleanup of folder files. Dialog controls are self explanatory. Click [Apply], however, to apply any setting changes.

Select [Folders] to perform operations on created folders. Dialog controls are self explanatory. Click [Apply], however, to apply any changes.

Select [Scan Policies] and place checkmarks within the displayed boxes to set permissions for Scan to Mailbox capabilities. Click [Apply] to apply any changes.

When finished working with the dialogs, make sure to Log Out as Administrator in the upper right corner of the Internet Services web page.

Note: To see individual Mailboxes, click the Scan tab of Internet Services. To scan to these mailboxes, refer to the directions in the Interactive User Guide.

# E-mail

## Overview

The E-mail feature enables a user to scan paper documents into an electronic format and have those documents delivered to a set of e-mail recipients.

The E-mail feature can be purchased from your Xerox Sales Representative, and is installed using a Network Scanning/E-mail Subscriber Installation Module (SIM).

## E-mail Addressing

Recipient addresses can be added by entering the SMTP (Simple Mail Transport Protocol) address, for example name@company.com, at the E-mail screen.

In addition, both an internal and a public address book can be configured for the machine and accessed from the Email screen. Lightweight Directory Access Protocol (LDAP) provides access to the internal, or corporate, address book.

NOTE: The LDAP feature is available for the WorkCentre 7655/7665/7675 only.

A public address book can be created from a list of names and addresses saved in a .CSV (comma separated values) file.

## E-mail Authentication

Authentication (Service Access Control) can be enabled on the machine to prevent unauthorized access to the network options. If Authentication is enabled a user will be prompted to enter a user name and password, or a PIN, before they can access the E-mail feature. For a full description of the Authentication feature refer to the Authentication section of this guide. Authentication can be configured after E-mail has been installed.

### Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed. Click the underlined links for more information.

1. Ensure the machine is fully functioning on the network prior to enabling E-mail.
2. Install the Scanning Hardware Kit

Refer to the instructions contained with the kit to complete this task. Contact your Xerox Sales Representative if you do not have the Scanning Hardware Kit.

Verify the Scanning Hardware Kit has been fitted by observing the S2X card installed in one of the PCI expansion slots of the network controller. When correctly installed, a cable will connect the S2X card to the backplane of the device, just above the orange SIM slot on the backplane.

3. Locate the E-Mail Subscriber Installation Module (SIM)

To install E-mail on the WorkCentre 7655/7665/7675 you will need the Network Scanning/E-mail SIM. Following the supplied instructions for full details, with the device powered on, the SIM is inserted into an orange slot on the machine's backplane. An Options Assist screen pops up to assist with installation. Contact your Xerox Sales Representative if you do not have the plastic SIM.

4. Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional

This is required to access the device's CentreWare Internet Services web pages, which can be used to configure E-mail settings from a network connected workstation's web browser.

For instructions on how to configure TCP/IP and HTTP refer to the Read Me topic in this guide.

Note: If Internet Services is not functioning at all, refer to the Read Me topic of this guide and follow the instructions provided.

5. Obtain the IP Address of a functional SMTP mail server that accepts inbound mail traffic.
6. Ensure that DNS settings are configured on the machine. For instructions, if needed, refer to the Read Me topic in this guide.
7. Create an e-mail account on the mail server which the machine will use as the default "From" address.
8. Test the e-mail account by sending an e-mail from an SMTP mail client on a networked workstation. Use the new account name (and password, if any) to access the account and verify that e-mail was received.

## **Enable E-mail**

When you purchase the Network Scanning/E-mail Kit, you will receive the information and hardware required to install this feature. The Kit contains the Subscriber Installation Module (SIM), and self-explanatory instructions, used to install the E-mail option.

Follow the instructions supplied with the Network Scanning/E-mail Kit to install the S2X card in an available PCI slot in the network controller, to connect the cable between the S2X card and the device's backplane, and to use the Network Scanning/E-mail SIM to activate the e-mail feature.

### **Print a Configuration Report to verify that e-mail is an Installed Option.**

Press the [Machine Status] button.

Touch [Print Reports].

Touch [Configuration Report].

Touch [Print Selected Report].

Touch [Close]

### **Verify or Configure your TCP/IP Domain Name (if necessary)**

9. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
10. Select the [Properties] tab.
11. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
12. Select [Connectivity].
13. Select [Protocols].
14. Select [TCP/IP] in the directory tree.
15. Verify or re-configure the Domain for this device in the [Domain Name] box, (eg: abc.xyz.company.com). Note that it is preferable for the mail server to reside in the same domain as that of the device.  
  
Note: If Dynamic Addressing has been set on the machine (DHCP, DHCP/AutoNet, BootP or RARP) the Domain Name will not be accessible. If you need to change it, select [Static] from the IP Address Resolution menu list.
16. Click the [Apply] button to implement any changes. If required, Click the [Undo] button to cancel any changes made and return to the previous values.
17. The machine will require a reboot before settings take effect. Select the [Status] tab. Click the [Reboot Machine] button. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

### **Configure an SMTP Server on the machine**

18. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press b>[Enter].
19. Click the [Properties] tab.
20. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
21. Select [Connectivity].
22. Select [Protocols].
23. Select [SMTP Server].
24. Under Required Information, select either IP Address or Host Name. Enter the [IP Address], or the [Host Name] of the SMTP Server.
25. Enter a valid E-mail address (matching the account set up on the SMTP Server) which the machine will use as a default Email From and Reply To address.
26. Under Optional Information, the [Maximum Message Size] (per fragment - the acceptable range is 512Kb to 20480 Kb), [Number of Fragments], and the [Total Job Size] can all be set to control the size of E-mail jobs sent to the SMTP Server.
27. Select the required setting for the [E-mail Job Splitting Boundary].
28. For Login Credentials, if the mail account does not need password access, select None.
29. If the mail account does require a password, select System, then enter the SMTP Server account name and password, where shown.
30. Click the [Apply] button to implement any changes.



## **Configure General E-mail Settings**

31. Select [Services].
32. Select [E-mail].
33. Select [Defaults].
34. Select the required settings for the From Field, and associated security options, by clicking Edit under [General].
35. For Message Body, under [General], check the boxes according to your required settings.
36. In the Signature entry box, also under [General], enter a default message which will be sent with the e-mail. Up to 6 lines of 127 characters each can be entered.
37. From the Confirmation Sheet drop down menu, select the required option.
38. Check the Auto Send to Self enable box, under [General], if you wish to add a copy of the sender's e-mail to the Address List.
39. The Secure Send feature provides enhanced security when sending e-mail messages and attachments. This feature utilizes the authentication options of the device, along with an optional secure e-mail server, to protect data transmitted as e-mail.
40. Under [Scan to E-mail], click Edit, then in the Subject entry box enter text which will appear in the recipient's e-mail subject field. The Default Subject can be no longer than 255 characters.
41. Under [Scan to E-mail], users can also select options for their documents such as Output Color, 2 Sided Scanning, Original Type and Scan Presets.
42. Select a resolution from [Advanced Settings] accessed through the associated [Edit] button.
43. Within [Advanced Settings], changes may also be made to Image Options, Image Enhancement and Quality / File Size.
44. Select Original Orientation, Original Size, and Edge Erase from [Layout Adjustment].
45. Select a file type to be used for the scanned document from [Filing Options] accessed through the associated [Edit] button.
46. Click the [Apply] button to implement any changes.

## **E-mail Addressing**

Once configured, an internal and a public address book can be accessed when using the E-mail feature **at the machine**. Lightweight Directory Access Protocol (LDAP) provides access to the internal (corporate) address book.

NOTE: The LDAP feature is available on the WorkCentre 7655/7665/7675.

A public address book can be created from a list of names and addresses saved in a .CSV file (comma separated values) file.

Both address book types can be configured for use on the machine at the same time.

## Addressing - Internal Address Book (LDAP)

NOTE: LDAP support is only available on the WorkCentre 7655/7665/7675. Configuration of the LDAP directory settings requires the network to support LDAP services.

### Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Ensure the E-mail feature is functional on the machine.
2. Obtain the IP Address of your LDAP Server. The machine may also need a login name and password if the LDAP server is not configured to allow NULL names and passwords.
3. Use an LDAP client to validate your settings before inputting them into the Internet Services menus. LDAP clients include Microsoft Outlook Express, Microsoft Outlook and Netscape Communicator.

### At your Workstation

1. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select [Connectivity].
5. Select [Protocols].
6. Select [LDAP Directory] in the directory tree.
7. Under Server Information select either IP Address or Host Name and enter the IP Address or the Host Name of the LDAP Server.
8. Enter any further information, as required, in the Optional Information section.

- **Search Directory Root** allows you to limit the LDAP search by entering the location on the server where the LDAP information is stored.

- **Enter a Login Name and Password**, if required, for the machine to access the LDAP server. Format for the login name may be login name or domain/login name.

- **Maximum Number of Search Results** (between 5 and 100). This is the maximum number of addresses that will appear which match the search criteria selected by the user. Set the search results to one less than the server will allow. For example, if the LDAP server limit is 75, set the search results to 74 or less.

- **Search Timeout**. There are two options. You can let the server use its timeout limit by selecting the [Wait LDAP Server Limit], or specify how many seconds the search should last (between 5 and 100). If the search takes longer than the time specified in the [Wait ... seconds] box the user will be notified that the search failed.

- **[LDAP Referrals]**: if the primary LDAP server is connected to additional servers, the search will continue on those servers as well.

**Search Name Order** offers two ways to search the address list depending on the name syntax used in your environment. Choose [Common Name] if names are listed Last Name, First Name. Choose [Surname and Given Name] if names are listed First Name Last Name.

NOTE: The machine will display search results for the Internal Address Book as defined by the LDAP configuration. For example, an LDAP server can return a search inquiry "And" as "Andrew Smith" when the result "Andrews, James" may have been expected. The "lastname, firstname" or, "firstname, lastname" display behavior is controlled by the LDAP server and not the machine.

The **Search Name Order option** will help control the returns by allowing the LDAP query to be on Common Name or Surname. Netscape and Lotus Domino will typically require a setting of Surname to allow returns of "lastname, firstname".

9. Click the [Apply] button to implement any changes.

### **LDAP Mappings**

Fields contained within LDAP structures are not standardized. This section allows you to find out what results you will get when searching for a name. Choosing the right LDAP server will improve your success when performing name searches.

#### **To map the LDAP fields:**

10. Enter a name to search on in the [Enter Name] entry box. (It may be necessary to click the [Edit Mappings] button.
11. Choose the type of LDAP server being used (eg: Microsoft Exchange or NDS) from the LDAP Server link.
12. Click [Search].

The fields in the LDAP Mappings section are displayed. If no fields are displayed try changing the format of the name typed in the Enter Name box.

Examine the fields returned based on the test. The fields can be adjusted again by selecting the drop down menus next to each field and clicking the [Test] button.

13. When you have finished making your selections click the [Apply] button.

#### **At the Machine**

14. Select the [E-mail] button, then touch OK.
15. Touch Address Book.
16. Enter a name using the keyboard touch screen, for example: lastname, firstname.
17. Touch [Search]. The Search Results Screen will appear. Select the required name from the list (if there is more than one match).
18. Touch the [To]: button to select the name as a recipient for your e-mail.

19. Touch [Close]. The e-mail address will appear in the Address List.
20. Place a document to e-mail in the document handler and press the green start button.
21. Verify that the recipient received the scanned document in his/her e-mail inbox.

### **Configuring the 'From' Address**

For 'From' address configuration refer to the E-mail Settings screen within Internet Services. For instructions review the Configure General E-Mail Settings section earlier in this document.

You have completed the steps to configure a company address book via LDAP.

## Addressing - Public Address Book

If a site does not have an LDAP server to provide access to a corporate address list, the machine will accept a Public Address Book file that contains a list of user names and associated e-mail addresses. This file must be in a CSV (Comma Separated Values) format for the machine to be able to read the file contents. The machine can have access to both an LDAP server and a public address book. If both are configured the user will be presented with the choice to use either address book to select e-mail recipients.

The majority of word processing or spreadsheet packages will allow you to create a CSV file. A selection of E-mail applications will also allow you to export a list of users in the CSV file format. There are also several conversion packages available on the web.

### Create a Public Address Book

1. Open an application that supports CSV files (for example, Microsoft Excel).
2. Create a list of addresses with the following headings: name and address.

For example:

Name	Address
name	firstname.lastname@company.com
name2	firstname.lastname@company.com
name3	firstname.lastname@company.com

The order in which entries are displayed in the Public Address Book at the machine will depend on how the entries are sorted in the CSV file.

3. Save the file as a CSV (comma delimited) file with the extension .csv.
4. It is recommended that you keep a copy of the .CSV file once created.

### At your Workstation

5. At your web browser, enter http:// followed by the IP Address of the machine. Press [Enter].
6. Select the [Properties] tab.
7. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
8. Select [Services].
9. Select [E-mail].
10. Select [Public Address Book] in the directory tree.
11. Click the [Browse] button and browse to the location of the Address Book File (\*.CSV) created in step 3, above.
12. Highlight the .CSV file and click [Open] in the Choose File window.

13. Click the [Import Now] button in the web browser. If an address book is already in existence, you will be warned that the new import will overwrite the existing address book.
14. Click the [OK] button to import the Address Book.
15. Click [Apply].

**At the Machine**

16. Select the [E-mail] button, then touch OK.
  17. Touch Address Book.
  18. Touch Public in the Address Books drop-down list.
  19. Enter the name of the recipient of your e-mail.
  20. Touch [Search].
  21. The public address book appears. Select the required name from the list.
  22. Touch the [To]: button.
  23. Touch [Close].
  24. Place a document to e-mail in the document handler and press the green start button.
  25. Verify that the recipient received the scanned document in his/her e-mail inbox.
- You have completed the steps configure a public address book via a CSV file.

# Internet Fax

## Overview

Internet Fax is an optional feature for the WorkCentre 7655/7665/7675, purchased from your Xerox Sales Representative, and installed using a Internet/Server Fax Subscriber Installation Module (SIM).

Internet Fax allows you to send documents to one or more Internet Fax destinations, and receive an Internet Fax at the machine without requiring connectivity to a telephone connection.

The Internet Fax service provides confirmation of delivery in much the same way as for the standard Fax service, by returning the Delivery Status Notifications (DSN's) and Message Disposition Notifications (MDN's) for the job via the Internet.

## Internet Fax Originals

It is recommended that the originals used with the Internet Fax feature are of the same size. If mixed sized originals are to be used ensure that the Mixed Sized Originals option is selected when performing an Internet Fax at the machine. Once the Internet Fax feature has been configured, select the Internet Fax tab at the machine, followed by Image Adjustment and then Original Input. Mixed Sized Originals can be selected as an option.

## Internet Fax Addressing

Recipient addresses can be added by entering the SMTP (Simple Mail Transport Protocol) address, for example name@company.com, at the Internet Fax screen.

In addition, both an internal and a public address book can be configured for the machine and accessed from the Internet Fax screen. Lightweight Directory Access Protocol (LDAP) provides access to the internal, or corporate, address book.

A public address book can be created from a list of names and addresses saved in a .CSV (comma separated values) file.

## Internet Fax Authentication

Authentication (Service Access Control) can be enabled on the machine to prevent unauthorized access to the network options. If Authentication is enabled a user will be prompted to enter a user name and password, or a PIN, before they can access the Internet Fax feature. For a full description of the Authentication feature refer to the Authentication section of this guide. Authentication can be configured after Internet Fax has been installed.



## Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed. Click the underlined links to display more information.

1. Ensure the machine is fully functioning on the network prior to enabling Internet Fax.
2. Install the Scanning Hardware Kit.

Refer to the instructions contained with the Network Scanning/E-mail Kit to complete this task. Contact your Xerox Sales Representative if you do not have the Scanning Hardware Kit.

Verify the Scanning Hardware Kit has been fitted by observing the S2X card installed in one of the PCI expansion slots of the network controller. When correctly installed, a cable will connect the S2X card to the backplane of the device, just above the orange SIM slot on the backplane.

3. Locate the Internet Fax Subscriber Installation Module (SIM)

To install Internet Fax on the WorkCentre 7655/7665/7675 you will need the Internet/Server Fax SIM. Following the supplied instructions for full details, with the device powered on, the SIM is inserted into an orange slot on the machine's backplane. An Options Assist screen pops up to assist with installation. Contact your Xerox Sales Representative if you do not have the plastic SIM.

4. Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional

This is required to access the device's CentreWare Internet Services web pages, which can be used to configure Internet Fax settings from a network connected workstation's web browser.

For instructions on how to configure TCP/IP and HTTP refer to the Read Me topic in this guide.

Note: If Internet Services is not functioning at all, refer to the Read Me topic of this guide and follow the instructions provided.

5. Obtain the IP Address of a functional SMTP (Simple Mail Transport Protocol) mail server that accepts inbound mail traffic.
6. Ensure that DNS settings are configured on the machine. For instructions, if needed, refer to the Read Me topic in this guide.
7. Obtain the IP Address, account and password details of a POP3 (Post Office Protocol 3) Mail Server.
8. Create an e-mail account which the machine will use as the Internet Fax "From" address.
9. Test the e-mail account by sending an e-mail from a networked workstation running SMTP and POP3 clients. After sending the e-mail, log in to the POP3 server to verify receipt of same.

## **Enable Internet Fax**

When you purchase the Internet/Server Fax Kit you will receive the information and hardware required to install this feature. The Kit contains the Subscriber Installation Module (SIM), and self-explanatory instructions, used to install the Internet Fax option. In addition, before installing the Internet Fax feature, make sure that the Network Scanning/Email Kit was installed. Follow the instructions supplied with the Network Scanning/E-mail Kit to install the S2X card in an available PCI slot in the network controller and to connect the cable between the S2X card and the device's backplane.

### **Print a Configuration Report to verify that e-mail is an Installed Option.**

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close]

## Configure a Domain Name and SMTP Address

Note: A domain name must be entered to enable configuration of the Internet Fax feature.

### To Configure a Domain Name

6. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
7. Select the [Properties] tab.
8. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
9. Select [Connectivity].
10. Select [Protocols].
11. Select [TCP/IP] in the directory tree.
12. Enter the domain name in the [Domain Name] box, (eg: abc.xyz.company.com).

Note: If Dynamic Addressing has been set on the machine (DHCP, DHCP/AutoNet, BootP or RARP) the Domain Name will not be accessible. If you need to change it, select [Static] from the IP Address Resolution menu list, and click [Apply].

13. Click the [Apply] button to implement any changes.

NOTE: It is only necessary to configure the DNS settings if Host Names are to be used.

14. The machine will require a reboot before settings take effect. Select the [Status] tab. Click the [Reboot Machine] button. The network controller takes approximately 5 minutes to reboot and network connectivity will be unavailable during this time.

### Configure an SMTP Address

15. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press b>[Enter].
16. Click the [Properties] tab.
17. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
18. Select [Connectivity].
19. Select [Protocols].
20. Select [SMTP Server].
21. Under Required Information, select either IP Address or Host Name. Enter the [IP Address], or the [Host Name] of the SMTP Server.
22. Enter a valid E-mail address (matching the account you set up for this device on the SMTP Server).
23. Under Optional Information, the [Maximum Message Size] (per fragment - the acceptable range is 512Kb to 20480 Kb), [Number of Fragments], and the [Total Job Size] can all be set to control the size of E-mail jobs sent to the SMTP Server.
24. Select the required setting for the [E-mail Job Splitting Boundary].
25. For Login Credentials, if the mail account does not need password access, select None.
26. If the mail account does require a password, select System, then enter the SMTP Server account name and password, where shown.
27. Click the [Apply] button to implement any changes.

## **Configure POP3 Settings**

### **At your Workstation**

28. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
29. Select the [Properties] tab.
30. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
31. Select [Connectivity].
32. Select [Protocols].
33. Select [POP3 Setup].
34. Select either IP Address or Host Name and enter the POP3 Server IP Address or Host Name and Port Number in the Server Information section.
35. Enter the Login Name and optional Password.
36. Check the [Enable receipt of E-mail by POP3] box in the POP3 Settings section.
37. Enter the required setting for the [Polling interval] (1-60 minutes).
38. Click the [Apply] button to implement any changes.

### **Configure General Internet Fax Settings**

39. Select the symbol to the left of [Services].
40. Select the symbol to the left of [Internet Fax], then select [Defaults] in the directory tree.
41. In the Filing Options section, click Edit. Make desired changes to the Document Format, Acknowledgement Report, and Reply-to fields.
42. Also in the General section, enter the time required for the Delivery Confirmation Timeout (0-72 hours).
43. In the Message Body box, enter a default message that will appear on received internet faxes. Check the required boxes to select the information fields that will be automatically displayed in the body of the internet fax message.
44. In the Signature box, enter any additional information you would like included on any fax sent from the machine.
45. From the Confirmation Sheet drop-down menu, select the required setting for printing a confirmation sheet.
46. In the Internet Fax section, click Edit, then enter a subject that will appear in all outgoing internet fax messages, and click [Apply].
47. In the Advanced Settings and Layout Adjustment sections, [Edit], set desired parameters, and click [Apply].

### **Internet Fax Receive Settings**

48. Click [Internet Receive Settings] in the left hand pane.
49. In the Filter Options section check the [Accept E-mail with no attachment] box, if required.
50. Check the boxes according to the file types of attachments that can be accepted.
51. In the Finishing Options section select the required setting for stapling and 2-sided printing.
52. In the Receipt Options section, check the [Send Confirmation reply when requested (allow device to send MDN)] box, if required.
53. Check the [Print Cover Sheet with incoming E-mail messages] box, if required.
54. Click the [Apply] button to implement any changes.

### **At the Machine**

55. Press Services, select the [Internet Fax] button, then touch OK.
56. Select New Recipient, then the [To]: button, in the Recipient's drop-down list.
57. Enter an internet fax recipient address. Review the notes below which describe the 'From' address.
58. Touch the [Add] button, then touch [Close]. The e-mail address will appear in the Address List.
59. Place a document to fax in the document handler and press the green start button.
60. Verify the recipient receives the document at the internet fax address.

### **The 'From' Address**

The Internet Fax 'From' address is the e-mail Address entered for the machine when the POP3 address details were configured and is not an editable field.

### **Receipt of Internet Fax Messages**

Verify the machine can also receive Internet Fax messages. To do this touch the [Internet Fax] button, touch the [To] button and enter the e-mail address configured for the machine. Touch the [Add] button. Place a document in the document handler and press the green start button. The document should be received and printed as an Internet Fax job.

### **Internet Fax Addressing**

Once configured, an internal and a public address book can be accessed when using the Internet Fax feature at the machine. Lightweight Directory Access Protocol (LDAP) provides access to the internal (corporate) address book.

A public address book can be created from a list of names and addresses saved in a .CSV file (comma separated values) file. Both address book types can be configured for use on the machine at the same time.

## Addressing - Internal Address Book (LDAP)

Note: Configuration of the LDAP directory settings requires the network to support LDAP services.

### Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed:

1. Ensure the Internet Fax feature is functional on the machine.
2. Obtain the IP Address of your LDAP Server. The machine may also need a login name and password if the LDAP server is not configured to allow NULL names and passwords.
3. Use an LDAP client to validate your settings before inputting them into the Internet Services menus. LDAP clients include Microsoft Outlook Express, Microsoft Outlook and Netscape Communicator.

### At your Workstation

1. Open your web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select [Connectivity].
5. Select [Protocols].
6. Select [LDAP], then [LDAP Server].
7. Under Server Information select either IP Address or Host Name and enter the IP Address or the Host Name of the LDAP Server. Use the drop-down menu to choose your server type.
8. Enter any further information, as required, in the Optional Information section.

**Search Directory Root** allows you to limit the LDAP search by entering the location on the server where the LDAP information is stored.

Enter a **Login Name and Password**, if required, for the machine to access the LDAP server. Format for the login name may be login name or domain/login name.

**Maximum Number of Search Results** (between 5 and 100). This is the maximum number of addresses that will appear which match the search criteria selected by the user. Set the search results to one less than the server will allow. For example, if the LDAP server limit is 75, set the search results to 74 or less.

**Search Timeout.** There are two options. You can let the server use its timeout limit by selecting the [Wait LDAP Server Limit], or specify how many seconds the search should last (between 5 and 100). If the search takes longer than the time specified in the [Wait ... seconds] box the user will be notified that the search failed.

**[LDAP Referrals]:** if the primary LDAP server is connected to additional servers, the search will continue on those servers as well.

**Search Name Order** offers two ways to search the address list depending on the name syntax used in your environment. Choose [Common Name] if names are listed Last Name, First Name. Choose [Surname and Given Name] if names are listed First Name Last Name.

NOTE: The machine will display search results for the Internal Address Book as defined by the LDAP configuration. For example, an LDAP server can return a search inquiry "And" as "Andrew Smith" when the result "Andrews, James" may have been expected. The "lastname, firstname" or, "firstname, lastname" display behavior is controlled by the LDAP server and not the machine.

The Search Name Order option will help control the returns by allowing the LDAP query to be on Common Name or Surname. Netscape and Lotus Domino will typically require a setting of Surname to allow returns of "lastname, firstname".

9. Click the [Apply] button to implement any changes.

### **LDAP Mappings**

Fields contained within LDAP structures are not standardized. This section allows you to find out what results you will get when searching for a name. Choosing the right LDAP server will improve your success when performing name searches.

#### **To map the LDAP fields:**

10. Enter a name to search on in the [Enter Name] entry box. (It may be necessary to click the [Edit Mappings] button.
11. Choose the type of LDAP server being used (eg: Microsoft Exchange or NDS) from the LDAP Server pulldown menu.
12. Click [Search]. Enter the administrator tools user name and password if prompted.

The fields in the LDAP Mappings section are displayed. If no fields are displayed try changing the format of the name typed in the Enter Name box.

13. Examine the fields returned based on the test. The fields can be adjusted again by selecting the drop down menus next to each field.

IMPORTANT: Select [Mail] as the Internet Fax mapping. Ensure the Internet Fax field is NOT set to "No Mappings Available". This setting will prevent the LDAP Address Book appearing on the Internet Fax screen at the machine.

14. Click the [Test] button when you have finished adjusting the mappings.
15. Click [Apply] to save the changes.

#### **At the Machine**

16. Select the [Internet Fax] button, then touch OK.
17. Touch Address Book.
18. Enter a name using the keyboard touch screen, for example: lastname, firstname.
19. Touch [Search]. The Search Results Screen will appear. Select the required name from the list (if there is more than one match).



20. Touch the [To]: button to select the name as a recipient for your internet fax.
  21. Touch [Close]. The e-mail address will appear in the Address List.
  22. Place a document in the document handler and press the green start button.
  23. Verify the recipient received the document at their internet fax machine.
- You have completed the steps to configure a company address book via LDAP.

## Addressing - Public Address Book

If a site does not have an LDAP server to provide access to a corporate address list, the machine will accept a Public Address Book file that contains a list of user names and their e-mail/internet fax addresses. This file must be in a CSV (Comma Separated Values) format for the machine to be able to read the file contents. The machine can have access to both an LDAP server and a public address book. If both are configured the user will be presented with the choice to use either address book to select Internet Fax recipients.

The majority of word processing or spreadsheet packages will allow you to create a CSV file. A selection of E-mail applications will also allow you to export a list of users in the CSV file format. There are also several conversion packages available on the web.

### Create a Public Address Book

1. Open an application that supports CSV files (for example, Microsoft Excel).
2. Create a list of addresses with the following headings: name and address.

For example:

Name	Address
name	firstname.lastname@company.com
name2	firstname.lastname@company.com
name3	firstname.lastname@company.com

The following are both valid format CSV file entries:

Smith, smith@company.com and "Smith, John"; john.smith@company.com.

The order in which entries are displayed in the Public Address Book **at the machine** will depend on how the entries are sorted in the CSV file.

3. Save the file as a CSV (comma delimited) file with the extension .csv.
4. It is recommended that you keep a copy of the .CSV file once created.

### At your Workstation

5. At your web browser, enter http:// followed by the IP Address of the machine. Press [Enter].
6. Select the [Properties] tab.
7. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
8. Select [Services].
9. Select [Internet Fax].
10. Select [Public Address Book] in the directory tree.
11. Click the [Browse] button and browse to the location of the Address Book File (\*.CSV) created in step 3, above.
12. Highlight the .CSV file and click [Open] in the Choose File window.
13. Click the [Import Now] button in the web browser. If an address book is already in existence, you will be warned that the new import will overwrite the existing address book.

14. Click the [OK] button to import the Address Book. Click [Apply].

**At the Machine**

15. Select the [Internet Fax] button, then touch OK.

16. Touch Address Book.

17. Touch Public in the Address Books drop-down list.

18. Enter the name of the recipient of your Internet Fax.

19. Touch [Search].

20. The public address book appears. Select the required name from the list.

21. Touch the [To]: button.

22. Touch [Close].

23. Place a document to in the document handler and press the green start button.

24. Verify the recipient receives the document at their Internet Fax machine.

You have completed the steps configure a public address book via a CSV file.

# Server Fax

## Overview

Server Fax is an optional feature for the WorkCentre 7655/7665/7675, purchased from your Xerox Sales Representative, and installed using a Internet/Server Fax Subscriber Installation Module (SIM).

The Server Fax feature enables users to send documents to one or more fax machines via the telephone network without having a dedicated telephone line connected to the machine. This is achieved by providing a network 'fax server' with its own links to the telephone system. The machine requires the Internet/Server Fax Kit to be installed and a network connection to a Xerox certified third party server fax solution to enable Server Fax. Refer to your Xerox Sales Representative for further information.

This section contains instructions to configure a fax filing location (repository) on your server. The fax server retrieves the documents from the filing location and transmits them via the telephone network. The fax server manages the fax transfer and has the ability to send confirmation reports which are printed at the machine.

## Server Fax and Embedded Fax

The Embedded Fax and Server Fax services are mutually exclusive and only one of them can be enabled at any time. If Server Fax is currently enabled and Embedded Fax is then enabled, Server Fax will be disabled automatically. If Embedded Fax is currently enabled and Server Fax is then enabled, Embedded Fax will be disabled automatically.

## Server Fax Authentication

Authentication (Service Access Control) can be enabled on the machine to prevent unauthorized access to the network options. If Authentication is enabled a user will be prompted to enter a user name and password, or a PIN, before they can access the Fax feature. For a full description of the Authentication feature refer to the Authentication section in this guide. Authentication can be configured after Server Fax has been installed.

## Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed. Click the underlined points for more information.

1. Ensure the machine is fully functioning on the network prior to enabling Server Fax.
2. Install the Scanning Hardware Kit

Refer to the instructions contained with the kit to complete this task. Contact your Xerox Sales Representative if you do not have the Scanning Hardware Kit.

Verify the Scanning Hardware Kit has been fitted by observing the S2X card installed in one of the PCI expansion slots of the network controller. When correctly installed, a cable will connect the S2X card to the backplane of the device, just above the orange SIM slot on the backplane.

3. Locate the Internet/Server Fax Subscriber Installation Module (SIM)

To install Server Fax on the WorkCentre 7655/7665/7675 you will need the Internet/Server Fax SIM. Following the supplied instructions for full details, with the device powered on, the SIM is inserted into an orange slot on the machine's backplane. An Options Assist screen pops up to assist with installation. Contact your Xerox Sales Representative if you do not have the plastic SIM.

4. Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional

This is required to access the device's CentreWare Internet Services web pages, which can be used to configure E-mail settings from a network connected workstation's web browser.

For instructions on how to configure TCP/IP and HTTP refer to the Read Me topic in this guide.

Note: If Internet Services is not functioning at all, refer to the Read Me topic in this guide and follow the instructions provided.

5. Install and configure the Xerox certified fax server solution on your network. Refer to the manufacturer's documentation contained with the server fax solution for instructions to complete this task.
6. If the server fax solution uses the TCP/IP protocol to communicate, it is recommended that the server be assigned a static IP address. However, dynamic IP Addressing may be used provided DNS settings are fully configured and the DHCP server has been configured with sufficient lease time so that the normal maintenance and service down times of the fax server does not result in a change in IP address.

## **Enable Server Fax**

Server Fax is an optional feature for the machine. When you purchase the Internet/Server Fax Kit you will receive the information and hardware required to install this feature. The Kit contains the Subscriber Installation Module (SIM), and self explanatory instructions, used to install the Server Fax option. In addition, before installing the Server Fax feature, make sure that the Network Scanning/Email Kit was installed. Follow the instructions supplied with the Network Scanning/E-mail Kit to install the S2X card in an available PCI slot in the network controller and to connect the cable between the S2X card and the device's backplane.

### **Print a Configuration Report to verify that Server Fax is an Installed Option.**

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close]

### **Configure a Server Fax Filing Location (Repository)**

Once configured, the machine will transfer images that a user has specified to be faxed, to a directory (known as the fax repository) on the fax server. The fax server monitors the fax repository for documents to be faxed.

Select your required transfer method from the list below.

**FTP (File Transfer Protocol):** Requires an FTP server running on a server or a workstation.

**NetWare NCP (NetWare Core Protocol):** Available for filing to a NetWare server.

**SMB (Server Message Block):** Available for filing to an environment that supports the SMB protocol.

**HTTP/HTTPS:** Supports scans to a web server using a CGI script.

## **Configure a Fax Repository using FTP**

1. Ensure that File Transfer Protocol (FTP) services is running on the server or workstation where images to be faxed by the machine will be stored. Note the IP address or host name.
2. Create a user account and password for the machine. When the Server Fax feature is used, the machine logs in using the account, transfers the file to the server or workstation and logs out. Note the user account and password details.
3. Create a directory within the FTP root to be used as a fax repository. Note the directory path.
4. Test the FTP connection by logging in to the fax repository from a PC with the user account and password. Create a new folder within the directory and then delete the folder. If you cannot perform this function check the user account access rights and the FTP service setup.

## **Enter the Fax Repository Details via Internet Services**

### **At your Workstation**

5. Open your Web browser and enter the IP address of the machine in the Address or Location field. Press [Enter].
6. Click the [Properties] tab.
7. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
8. Select [Services].
9. Select [Server Fax].
10. Select [Fax Repository Setup] in the directory tree.
11. Select FTP in the [Protocol] menu.
12. Select either [IP Address] or [Host Name].
13. Enter the IP Address or Host Name of the FTP location.
14. Type in the path to the location of the fax repository in [Document Path]. Enter the full path to the directory, starting at the root of FTP services. For example: /(directory name)/(directory name).
15. Enter the user account and password in the [Login Name] and [Password] entry boxes. Also, select System to have the system log into the server, or Authenticated User to have your Authentication Server determine access.
16. Click [Apply] to accept the changes.



### **Configure General Settings**

17. Click Defaults in the left hand pane.
18. To print a Confirmation Sheet after every Server Fax job select Edit in the General section, then select On from the drop down menu. The Confirmation Sheet specifies the success or failure of the Server Fax job. If the fax is successful the location of the document on the fax server is also specified.
19. Check the [User Name] and [Domain] boxes if you want these to appear on the Job Log. The Job Log is filed in the fax repository with the fax job.
20. Click [Apply].

### **Go to the FAX server**

21. Configure the fax server so that it is able to monitor the fax repository for documents. Refer to the manufacturer's documentation provided with your fax server to complete this task.

### **At the Machine**

22. Select the [Server Fax] button from the touch screen, then select [OK].
23. Enter a valid fax number. Press [Add], then [Close].
24. Load a document in the document handler and press the green start button.
25. Verify that your fax is received at the specified fax machine.

You have completed the steps to enable Server Fax.

## Configure a Fax Repository using NetWare

### Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed.

1. Ensure the machine is fully functioning on the network prior to installation.
2. Ensure the NetWare protocol is enabled on your machine.

How to check that the NetWare protocol is enabled on your machine

### Print a Configuration Report at the Machine

Press the [Machine Status] button.

Touch [Print Reports].

Touch [Configuration Report].

Touch [Print Selected Report].

Touch [Close].

The Configuration Report will print. Verify the NetWare settings configured under Network Setup. NetWare should read Enabled.

For instructions on how to enable NetWare, refer to the NetWare topic in the Protocols section of this guide.

3. Designate or create a new directory on the NetWare server to be used as the fax repository. Note the server name, server volume, directory path, the NDS Context and Tree, if applicable.
4. Create a user account and password with access to the fax repository.  
When a document is faxed the machine logs in using the account, transfers the file to the server and then logs out. Note the user account and password.
5. Test your settings by logging in to the fax repository with the user account and password. Create a new folder within the directory and then delete the folder. If you cannot perform this function check the user account access rights.

### At your Workstation

6. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
7. Click the [Properties] tab.
8. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
9. Select [Services].
10. Select [Server Fax].
11. Select [Fax Repository Setup] in the directory tree.

12. Select [NetWare] for protocol.
13. Enter the server name where the fax repository is located, in [Server Name].
14. Enter the server volume in [Server Volume].
15. Enter the context and tree (NetWare 4.x, 5.x, 6.x IPX only.) for the repository in [NDS Context] and [NDS Tree]. For NDS enter a name context. For bindery and bindery emulation, leave these fields blank.
16. Enter the path to the fax repository in [Document Path].
17. Enter the [Login Name] and [Password] to access the scan filing location. Also, select System to have the system log into the server, or Authenticated User to have your Authentication Server determine access.
18. Click [Apply] to accept the changes.

### **Configure General Settings**

19. Click Defaults in the left hand pane.
20. To print a Confirmation Sheet after every Server Fax job select Edit in the General section, then select On from the drop down menu. The Confirmation Sheet specifies the success or failure of the Server Fax job. If the fax is successful the location of the document on the fax server is also specified.
21. Check the [User Name] and [Domain] boxes if you want these to appear on the Job Log. The Job Log is filed in the fax repository with the fax job.
22. Click [Apply].

### **Go to the FAX server**

23. Configure the fax server so that it is able to monitor the fax repository for documents. Refer to the manufacturer's documentation provided with your fax server to complete this task.

### **At the Machine**

24. Select the [Server Fax] button from the touch screen, then touch [OK].
25. Enter a valid fax number. Press [Add], then [Close].
26. Load a document in the document handler and press the green start button.
27. Verify that your fax is received at the specified fax machine.

You have completed the steps to enable Server Fax.

## **Configure a Fax Repository using SMB**

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available or have been performed.

1. 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.
2. Create a user account and password for the machine with full access rights to the fax repository. Note the user account and password.
3. Test the settings by attempting to connect to the shared folder from another PC by logging in with the user account and password. Create a new folder within the directory and then delete the folder. If you cannot perform this function check the user account access rights.

### **At your Workstation**

4. Open your Web browser and enter the IP address of the machine in the Address or Location field. Press [Enter].
5. Click the [Properties] tab.
6. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
7. Select [Services].
8. Select [Server Fax].
9. Select [Fax Repository Setup] in the directory tree.
10. Select SMB for [Protocol].
11. Select [IP Address] or [Host Name] and enter either IP address or Host Name of the computer where the fax filing repository (SMB server/workstation) is located.
12. Enter the Port Number if required (it is recommended to retain the default setting).
13. Enter the Share Name in [Share].
14. Enter the Document Path (as it relates to the share) where the fax repository is located, in [Document Path]. For example: If the path is sharename\wc\fax, enter \wc\fax in [Document Path].
15. Enter the [Login Name] and [Password] for the fax repository. Also, select System to have the system log into the server, or Authenticated User to have your Authentication Server determine access.
16. Click [Apply] to accept the changes.

### **Configure General Settings**

17. Click Defaults in the left hand pane.
18. To print a Confirmation Sheet after every Server Fax job select Edit in the General section, then select On from the drop down menu. The Confirmation Sheet specifies the success or failure of the Server Fax job. If the fax is successful the location of the document on the fax server is also specified.
19. Check the [User Name] and [Domain] boxes if you want these to appear on the Job Log. The Job Log is filed in the fax repository with the fax job.
20. Click [Apply].

**Go to the FAX server**

21. Configure the fax server so that it is able to monitor the fax repository for documents. Refer to the manufacturer's documentation provided with your fax server to complete this task.

**At the Machine**

22. Select the [Server Fax] button from the touch screen, then touch [OK].
23. Enter a valid fax number. Press [Add], then [Close].
24. Load a document in the document handler and press the green start button.
25. Verify that your fax is received at the specified fax machine.

You have completed the steps to enable Server Fax.

## **Configure a Fax Repository using HTTP/HTTPS**

### **Information Checklist**

Before starting the installation procedure, please ensure the following items are available or have been performed.

1. Ensure that web services are installed on the server where you want to store scanned images. Examples of web servers include: Microsoft Internet Information Services (IIS) and Apache. Note the IP address or host name of the server.
2. For HTTPS, ensure that your web server is installed with a secure certificate.
3. Create a user account and password for the machine. When a document is scanned, the machine logs in using the account, transfers the file to the server or workstation and logs out. Note the user account and password details.
4. Create a directory on the HTTP/HTTPS server to be used as a scan filing location (repository). Note the directory path.
5. Note any script that is required to be run.

### **At your Workstation**

6. Open your Web browser and enter the IP address of the machine in the Address bar. Press [Enter].
7. Click the [Properties] tab.
8. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
9. Select [Services].
10. Select [Server Fax].
11. Select the [Fax Repository Setup] link.
12. Select HTTP or HTTPS from the [Protocol] menu.
13. Select [IP Address] or [Host Name] and enter either IP address or Host Name of the computer where the fax filing repository (HTTP or HTTPS server) is located. Enter the Port Number if required (it is recommended to retain the default setting).
14. Enter the Script Path and file name (from HTTP root). Click the Get Example Scripts link for further information.
15. Enter the path to the scan repository in the [Document Path] box. Enter the [Login Name] and [Password] for the scan filing repository. Also, select System to have the system log into the server, or Authenticated User to have your Authentication Server determine access.
16. Click [Apply] to accept the changes.

### **Configure General Settings**

17. Click Defaults in the Fax menu.
18. To print a Confirmation Sheet after every Server Fax job select Edit, in the General section, then select On from the drop down menu. The Confirmation Sheet specifies the success or failure of the Server Fax job. If the fax is successful the location of the document on the fax server is also specified.
19. Check the [User Name] and [Domain] boxes if you want these to appear on the Job Log. The Job Log is filed in the fax repository with the fax job.
20. Click [Apply].

### **Go to the FAX server**

21. Configure the fax server so that it is able to monitor the fax repository for documents. Refer to the manufacturer's documentation provided with your fax server to complete this task.

### **At the Machine**

22. Select the [Server Fax] button from the touch screen, then touch [OK].
23. Enter a valid fax number. Press [Add], then [Close].
24. Load a document in the document handler and press the green start button.
25. Verify that your fax is received at the specified fax machine.

You have completed the steps to enable Server Fax.

# Embedded Fax

## Overview

Embedded Fax enables users to send hard copy documents to another fax machine (or multiple fax machines) via a telephone connection. The Embedded Fax option requires a fax card to be fitted to the machine and connected to a telephone line. When you install the fax card and power on the machine, the Fax Setup window pops up on the screen with step by step instructions to lead you through the configuration. The Fax Setup procedure can be undertaken immediately following installation of the fax card, or at a later date.

Embedded Fax is an optional feature for the machine and can be purchased from your Xerox Sales Representative. A second fax line is also available as an option to be purchased from your Xerox Sales Representative.

## Server Fax and Embedded Fax

The Embedded Fax and Server Fax services are mutually exclusive and only one of them can be enabled at any time. If Server Fax is currently enabled and Embedded Fax is then enabled, Server Fax will be disabled automatically.

## Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed.

1. Ensure the machine is fully functioning in its existing configuration prior to installation.
2. Ensure the machine has access to a telephone connection.
3. Obtain the telephone number that you wish to assign to the fax machine.

## Hardware

4. Locate the Fax Hardware Kit. Contact your Xerox Sales Representative if you do not have the Fax Hardware Kit.
5. Locate the 2 Line Fax Kit if this has been purchased.



## Install the Fax Hardware Kit

NOTE: If Server Fax is installed on the machine when the Embedded Fax Install Wizard is run, the Server Fax feature will be disabled and users will only have access to the Embedded Fax feature.

1. Switch the power off by pressing the Power Off button.
2. **Wait a couple of minutes for the Network Controller to fully power off.** The blinking green network activity light will be extinguished when this occurs.
3. Install the Fax Hardware Kit following instructions contained with the kit.
4. Connect the telephone cable to the port on the machine.
5. If you have purchased the 2 Line Fax Kit, fit the kit following the instructions contained with the kit. Once fitted, connect the second telephone cable to the second port on the back of machine.
6. Switch the machine on by pressing the [Power On] button.

## Complete the Fax Setup Screens

7. The Fax Setup (or Install) screen should appear. If it does, touch [Set up Now] If it does not, see Deferred Fax Setup later in this document.

NOTE: If you do not wish to run through the fax configuration, touch the [Set up Later] button. Embedded Fax will be unavailable until the fax configuration screens are completed from within the administrator tools screens. See Deferred Fax Setup later in this document, for instructions.

8. Select the required (or nearest) country location by touching an entry in the Country Setup list.
9. Touch [Next].
10. Touch [Line 1] or [Line 2] if applicable.
11. The Line Configuration screen appears. Select the required dialing method. For a tone line select [Tone]. For a 10 pulse per second line select [Pulse]. If in doubt, touch [Tone].

NOTE: The Pulse/Tone feature is not available in some countries.

12. Enter the fax telephone number for the machine by touching the [Fax Phone Number] button and pressing the buttons on the keypad. At least two digits must be entered here.  
  
NOTE: Customers in the Czech Republic are advised to contact their Xerox Service Representative to perform this task.

13. Optional step: enter a Line Name for the machine by touching the Keyboard icon and touching the characters. A maximum of 30 characters may be entered.
14. Touch [Save].
15. Touch [Next].

16. The Line Settings window appears. Select the required option for the line by touching one of the buttons as follows:

[Send and Receive]: the machine is capable of sending and receiving fax transmissions.

[Send Only]: the machine is only capable of sending faxes.

[Receive Only]: the machine is only capable of receiving faxes.

17. Click [Next].
18. Touch [Save] to exit the Line Setup Complete screen.
19. Touch [Save] to save the Fax Install Complete screen.

The machine will reboot with the new settings.

20. Test the fax connection by sending a fax document. Press the [Services] button.
21. Touch the [Fax] service button.
22. Enter the number of a nearby fax machine using the keypad.
23. Place your documents in the document handler and press the green start button.
24. Verify that your documents are received at the other fax machine.

You have completed the embedded fax setup. For detailed information about other embedded fax features, refer to the Training and Information CD2 delivered with your machine.

## Configure Fax Settings

This procedure is only necessary if you have not yet configured the fax settings, or if you have already fitted the fax card and wish to change any settings for the fax option.

### At the Machine

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. Touch [Machine Status], then the [Tools] tab.
4. Touch [User Interface Settings].
5. Touch the [Embedded Fax Settings].
6. Touch [Line 1] or [Line 2] Setup.
7. The Line 1 (or 2) Setup screen appears.
8. Select the required Dial Type. For a tone line select [Tone]. For a 10 pulse per second line select [Pulse]. If in doubt, touch [Tone].

NOTE: The Pulse/Tone feature is not available in some countries.

9. Touch the [Fax Number] button and enter the machine's fax number by pressing the keys on the keypad.

NOTE: Customers in the Czech Republic are advised to contact their Xerox Service Representative to perform this function.

10. Optional step: enter a Line Name for the machine by touching [Line Name] and using the on-screen keyboard to enter a maximum of 30 characters.
11. Select the required option for the line by touching one of the buttons as follows:
  - [Send and Receive]: the machine is capable of sending and receiving fax transmissions.
  - [Send Only]: the machine is only capable of sending faxes.
  - [Receive Only]: the machine is only capable of receiving faxes.
12. Touch [Save] to exit the Line Setup Complete screen.
13. Touch [Log In / Out] to exit the Tools pathway and the machine will reboot with the new settings.

You have completed the steps. For detailed information about other embedded fax features, refer to the Training and Information CD2 delivered with your machine.

## Deferred Fax Setup

This procedure is only necessary if you pressed the Setup Later button when the Fax Setup screens appeared and you now wish to configure Embedded Fax settings using the Fax Setup Screens.

### At the Machine

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. Touch [Machine Status], then the [Tools] tab.
4. Touch [User Interface Settings].
5. Touch the [Embedded Fax Settings] button.
6. Touch the [Fax Country Setting]
7. Select the required (or nearest) country location by touching an entry in the Country Selection list.
8. Touch [Save].
9. Touch [Line 1] or [Line 2] Setup.
10. The Line 1 Setup screen appears.
11. Select the required Dial Type. For a tone line select [Tone]. For a 10 pulse per second line select [Pulse]. If in doubt, touch [Tone].

NOTE: The Pulse/Tone feature is not available in some countries.

12. Enter the fax telephone number for the machine by touching the [Fax Number] button and pressing the buttons on the keypad. At least two digits must be entered here.

NOTE: Customers in the Czech Republic are advised to contact their Xerox Service Representative to perform this task.

13. Optional step: enter a Line Name for the machine by touching [Line Name] and using the on-screen keyboard to enter a maximum of 30 characters.
14. Select the required option for the line by touching one of the buttons as follows:
  - [Send and Receive]: the machine is capable of sending and receiving fax transmissions.
  - [Send Only]: the machine is only capable of sending faxes.
  - [Receive Only]: the machine is only capable of receiving faxes.
15. Touch [Save] to exit the Line Setup Complete screen.
16. Touch [Log In / Out] to exit the Tools pathway.

The machine will reboot with the new settings.

17. Test the fax connection by sending a fax document. Press the [Services] button.
18. Touch the [Fax] service button.
19. Enter the number of a nearby fax machine using the keypad.
20. Place your documents in the document handler and press the green start button.
21. Verify that your documents are received at the other fax machine.

You have completed the embedded fax setup. For detailed information about other embedded fax features, refer to the Training and Information CD2 delivered with your machine.

## LAN Fax (PCL Drivers)

You can facsimile documents directly from your PC in the same way you would print a document. This is known as the LAN Fax.

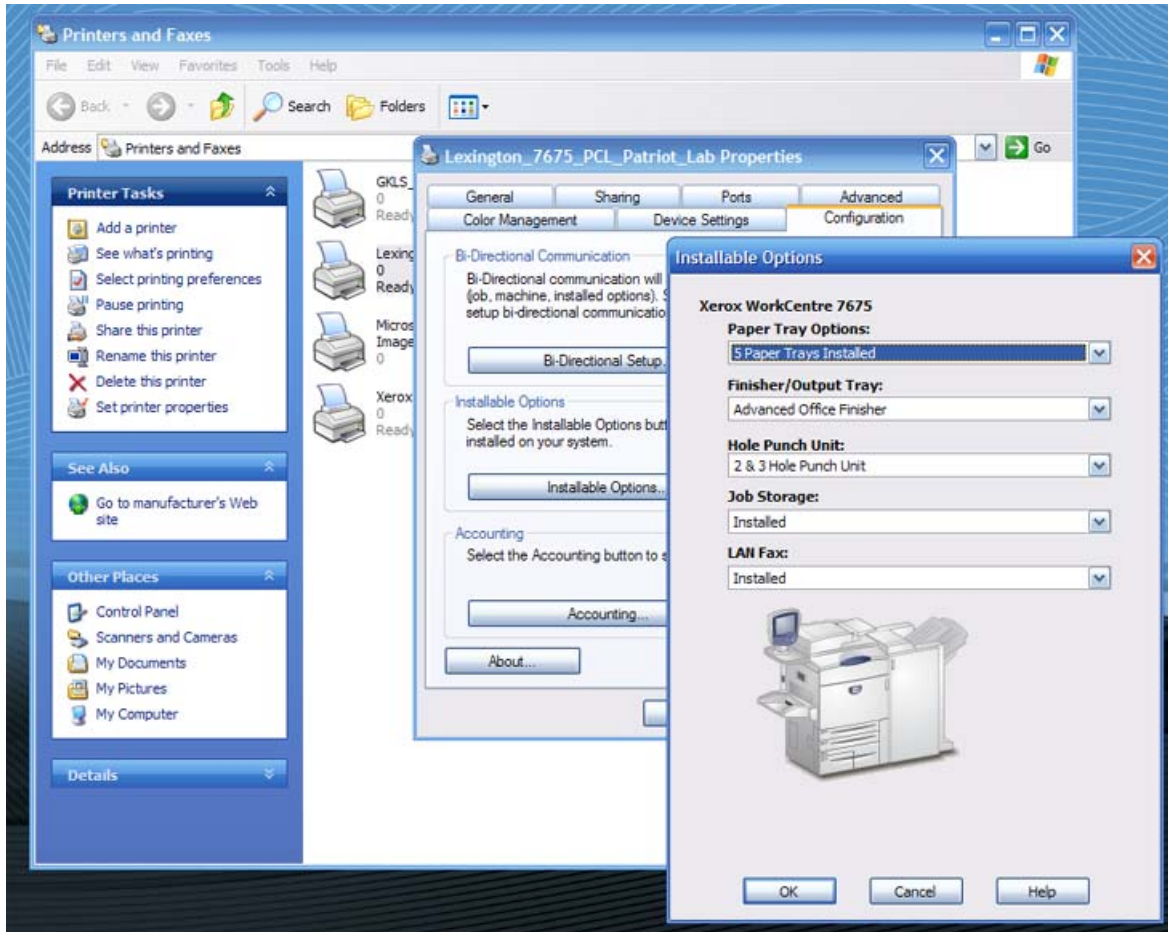
### **Checklist**

Make sure that you have installed the Embedded Fax as stated in the Embedded Fax section of this guide before continuing with this procedure. Also note that if Server Fax is enabled, Embedded Fax will be disabled and the LAN Fax option will be unavailable in the driver.

## Initial Setup

Refer to the Printer Drivers section of this guide, and add the printer to the Windows 2000 or Windows XP desktop using a Standard TCP/IP Port. After the driver has been installed, perform the following steps:

1. Right mouse click on the Printer's icon and select [Properties].
2. Click the Configuration tab, then click on [Bi-Directional Setup].
3. Make sure that Bi-Directional Communication is set to On, then click [OK].
4. Click on [Installable Options] on the Configuration tab.
5. Click on the selection arrow next to the LAN Fax box and select [Installed], then click [OK].
6. Click [OK] to close the printer properties screen.



### **Selecting a recipient and sending your fax**

1. From the File menu of your program, select [Print] to display the Print dialog.
2. Check that the correct (PCL) printer is selected, and then click [Properties] to display the Properties dialog.
3. On the Paper/Output tab, select [Fax] from the Job Type drop-down menu, then click [Setup]. The options for Fax will now be displayed in a separate dialog.
4. Select the necessary settings on the tabs of the LAN Fax Setup dialog.
5. Click [Add From Phonebook...] to select your fax recipient from the current phonebook.
6. If your recipient is not selectable from an existing Phonebook, select [Add Fax Recipient...], enter the required information, then click [OK].
7. Click the Help button for any additional help you might need.
8. Click [OK] when done, then [OK] to close the LAN Fax Setup dialog, and [OK] again to close the Properties dialog.
9. Click [OK] on the Print dialog to fax your document from your desktop.



## LAN Fax (PostScript Drivers)

You can facsimile documents directly from your PC in the same way you would print a document. This is known as the LAN Fax.

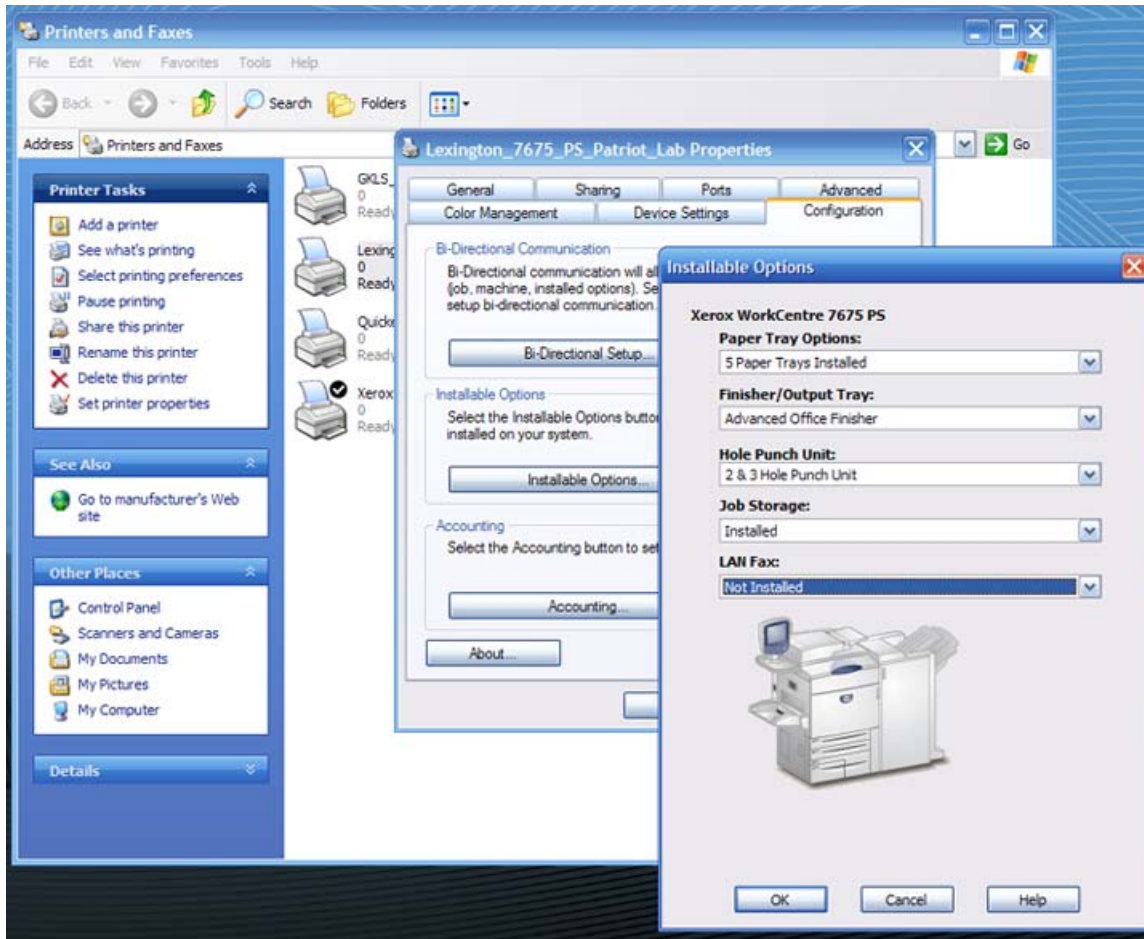
### **Checklist**

Make sure that you have installed the Embedded Fax as stated in the Embedded Fax section of this guide before continuing with this procedure. Also note that if Server Fax is enabled, Embedded Fax will be disabled and the LAN Fax option will be unavailable in the driver.

## Initial Setup

Refer to the Printer Drivers section of this guide, and add the printer to the Windows 2000 or Windows XP desktop using a Standard TCP/IP Port. After the driver has been installed, perform the following steps:

1. Right mouse click on the Printer's icon and select [Properties].
2. Click the Configuration tab, then click on [Bi-Directional Setup].
3. Make sure that Bi-Directional Communication is set to On, then click [OK].
4. Click on [Installable Options] on the Configuration tab.
5. Click on the selection arrow next to the LAN Fax box and select [Installed], then click [OK].
6. Click [OK] to close the printer properties screen.



### **Selecting a recipient and sending your fax**

1. From the File menu of your program, select [Print] to display the Print dialog.
2. Check that the correct (PS) printer is selected, and then click [Properties] to display the Properties dialog.
3. On the Paper/Output tab, select [Fax] from the Job Type drop-down menu, then click [Setup]. The options for Fax will now be displayed in a separate dialog.
4. Select the necessary settings on the tabs of the LAN Fax Setup dialog.
5. Click [Add From Phonebook...] to select your fax recipient from the current phonebook.
6. If your recipient is not selectable from an existing Phonebook, select [Add Fax Recipient...], enter the required information, then click [OK].
7. Click the Help button for any additional help you might need.
8. Click [OK] when done, then [OK] to close the LAN Fax Setup dialog, and [OK] again to close the Properties dialog.
9. Click [OK] on the Print dialog to fax your document from your desktop.

# Network Accounting

## Overview

Network Accounting (Job Based Accounting) is an optional feature available for the WorkCentre 7655/7665/7675, purchased from your Xerox Sales Representative, and installed using a Network Accounting Subscriber Installation Module (SIM).

Network Accounting provides the ability to manage usage of the machine with detailed cost analysis capabilities. Print, Scan, Fax, and Copy jobs are tracked at the machine and stored in a job log. Jobs require an authentication of User ID and Account ID and this information is logged with the job details in the job log.

The machine requires the Network Accounting Kit to be installed and network access to a Xerox certified Network Accounting third party software solution. Refer to your Xerox Sales Representative for further information.

CentreWare Print and Fax Drivers are required to be installed on workstations. The user is prompted for accounting information when submitting jobs to the machine.

The job log information can be compiled at the accounting server and formatted into reports.

## Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed. Click the underlined links to display more information.

1. Ensure the machine is fully functioning on the network prior to installation.
2. Locate the Network Accounting Kit

This kit contains the Network Accounting Subscriber Installation Module (SIM) required to install the feature. Contact your Xerox Sales Representative if you do not have the plastic SIM.

3. Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional

This is required to access CentreWare Internet Services to configure Network Accounting. The Internet Services function is accessed through the embedded HTTP server on the machine and allows System Administrators to configure settings by using an Internet browser.

To verify that the TCP/IP and HTTP protocols are correctly configured, open your web browser on a TCP/IP enabled workstation and enter the IP address of the multifunction device into the Address field of the browser. Press [Enter]. If the device's Internet Services web page displays, the device is correctly configured. If the page does not display, refer to the Read Me topic in this guide to configure TCP/IP and HTTP.

4. Install and configure the Xerox certified network accounting solution package on your network. Refer to the manufacturer's instructions with the network accounting package to complete this task.
5. Test communication between the accounting server and the machine. To do this:

Go to your network accounting server and open a web browser. Enter the IP address of the machine in the location or address field. Press [Enter]. The machine's Internet Services web page should appear.

If you do not have a web browser, test connectivity by pinging the IP address of the machine from your network accounting server.

## **Install the Network Accounting feature**

When you purchased the Network Accounting Kit, you received the information and SIM required to install this feature. Following the supplied instructions for full details, with the device powered on, the SIM is inserted into an orange slot on the machine's backplane. An Options Assist screen pops up to assist with installation.

### **To Enable the Network Accounting feature at the Machine**

1. Press the [Log In / Out] button to access the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. Touch [Machine Status], then from Tools, select Accounting.
4. Select [Accounting Enablement].
5. Select [Accounting Mode].
6. Select Network Accounting and touch Save.
7. The machine may reboot. If it does, the network controller takes approximately 5 minutes to reboot.

## **Configure Network Accounting**

8. Press the [Log In / Out] button to access the Tools pathway.
9. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
10. From Tools, select Accounting.
11. Touch the [Accounting Mode] button, if available
12. Touch the [Network Accounting] button to enable it.
13. Touch the [Network Accounting Configuration] buttons, as required.

NOTE: Information regarding the other options can be found in the Training and Information CD2 delivered with your machine.

14. Touch the [Enabled] button to enable authentication or [Disabled] to disable authentication.

### **Authentication Enabled**

If you want to track copy, print and scan usage by both User ID, Account ID and amount of resources each user account uses (for example, types and sizes of paper stock, duplex or simplex, stapled or not stapled) ensure that Authentication is Enabled. Users will then be required to enter a valid User ID and an Account ID for any job. The User ID and Account ID are alphanumeric strings between 1 and 32 characters in length.

### **Authentication Disabled**

Disabling Authentication allows the machine to accept both valid and invalid User and Account ID's. Authentication Disabled is useful if conducting an analysis for the resources used on a particular machine before Authentication controls are instituted. Users will still be required to enter at least one character into the User and Account ID fields.

15. Touch the [Save] button to retain the settings.
16. Touch the [Log In / Out] button to log out.

### **Verify Accounting is Enabled**

17. Press the [Services] button on the front panel.
18. The Touch Panel should display a screen with two buttons. One is the [User ID] button and the other is the [Account ID] button. This indicates the system has enabled accounting successfully.

### **Go to the Network Accounting Server**

Activate the machine

19. Open the Network Accounting application and configure it so that the TCP/IP address (or fully qualified domain name) of machine is entered as the destination for retrieval of data. Refer to the manufacturer's documentation with your Network Accounting server to complete this task.

## **Enable Network Accounting in your Windows Print Driver**

### **Windows 2000**

1. From the [Start] menu select [Settings] and then [Printers].
2. Right-click on the machine printer icon.
3. Select [Properties].
4. Select [Device Settings].
5. Select [Accounting].
6. Click [Setup].
7. Check the [Enable Accounting] box.
8. Select [Prompt for Every Job] if you want users to enter their User and Account ID each time they print.
9. You may also select the [Conceal User ID] and [Conceal Account ID] checkboxes to have the asterisk (\*) character echoed when this information is entered.
10. Otherwise select [Use Default Accounting Codes] and enter the default user ID and the default account ID.
11. Click [OK].
12. Click [OK] to exit.



## Test Network Accounting

1. Open an application and print a job. Verify that you are presented with the User ID and Accounting ID screen.
2. Enter a valid User and Accounting ID and click **[OK]** (If you selected **[Save Accounting Codes]** it will only be necessary to enter this information the first time the driver is used).
3. If your print job does not print, try to copy a job at the machine using the same Account and User ID. If the copy job completes then the Account and User ID are valid.
4. It may be necessary to check the network accounting solution software or server configuration to verify the User ID and Account ID.
5. Distribute the printer drivers with the Network Accounting option already selected (if possible). If the printer drivers are distributed without the option enabled, workstation users will need to configure the drivers. If the drivers are not properly configured, jobs sent to the machine will be deleted.

You have completed the Network Accounting set up.

# Immediate Image Overwrite

## Overview

The Immediate Image Overwrite feature provides security conscious customers with the ability to overwrite the machine's hard disk to protect classified or private information.

The machine's hard disk stores data similar to the way a hard drive functions on a personal computer, but with the data encrypted for extra protection. When Print, Copy, E-mail, Internet Fax and Scan jobs are submitted to the machine, information is stored on the machine's hard disk (if these features are installed and configured on the machine). Immediate Image Overwrite automatically erases image data on a job by job basis, once completed at the machine.

## Immediate Image Overwrite and Internet Fax Jobs

NOTE: Internet Fax jobs are not overwritten until the job's Delivery Status Notifications (DSN's) and Message Disposition Notifications (MDN's) have been received, or timeout occurs, i.e. the job is not overwritten until after the "Delivery Confirmed" state or Sent state is exited. This means that the job may not be overwritten for up to 72 hours as this is the maximum timeout setting for an Internet Fax job.

### **Verify that Immediate Image Overwrite is Installed**

If a Configuration Report did not print during installation, print the report as follows:

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close]

### **Immediate Image Overwrite Status**

When Immediate Image Overwrite is configured on the machine any job that is overwritten will have its overwrite status displayed in the Completed Jobs queue details window.

#### **To view Overwrite Status at the Machine**

1. Press the [Job Status] button.
2. Touch the [Other Queues] button (if necessary).
3. Touch the [All Completed Jobs] button.
4. Touch a job in the queue.
5. View the Immediate Overwrite Status. This will appear as Successful or Failed.
6. Touch [Close].

### **Disabling or Enabling Immediate Image Overwrite**

Overwrite Security can be disabled or enabled at any time, as follows.

#### **At the Machine**

1. Press the [Log In / Out] button to access the Tools pathway.
2. On the keypad enter [admin], then [1111], or the current administrator password, and touch [Enter].
3. If necessary, press [Machine Status], then touch the [Tools] tab.
4. From Tools, select [Security Settings].
5. Select [Image Overwrite Security], then [Immediate Overwrite].
6. Select [Enable] or [Disable], then touch [Save]. The change in status will be immediately effective.
7. Press the [Log In / Out] button to log out of the Tools pathway.

# On Demand Overwrite

## **Overview**

The On Demand Overwrite feature provides security conscious customers with the ability to overwrite the machine's hard disk to protect classified or private information.

The machine's hard disk stores data similar to the way a hard drive functions on a personal computer, but with the data encrypted for extra protection. When Print, Copy, E-mail, Internet Fax and Scan jobs are submitted to the machine, information is stored on the machine's hard disk (if these features are installed and configured on the machine).

The On Demand Overwrite feature can be used by a System Administrator to overwrite the image data. The process takes approximately 20 minutes to complete. The machine is taken offline until the overwrite is complete and any existing jobs in the print queue are terminated.

## **Enable On Demand Overwrite**

### **Verify that On Demand Image Overwrite is installed**

If a Configuration Report did not print during installation, print the report as follows:

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close]

## Perform an Image Overwrite at the Machine

This procedure will overwrite the image data from the hard disk. This excludes Embedded Fax data, when this feature is installed on the machine.

NOTE: All existing jobs (excluding Embedded Fax), regardless of their state, shall be deleted and all job submission will be prohibited for the duration of the overwrite. The power on/off button will be ignored during image overwrite.

IMPORTANT: The machine should not be in diagnostics mode when the Overwrite is started. (The machine screen indicates a status of 'Diagnostics Mode'- this mode is used by a Customer Service Representative when servicing the machine.) The machine should not be used to perform any jobs and the power should not be switched off while an Overwrite is being performed.

### At the Machine

1. Press the [Log In / Out] button to enter the Tools pathway.
2. On the keypad enter [admin], then [1111] or the current password. Touch the [Enter] button when finished.
3. If necessary, press [Machine Status], then touch the [Tools] tab.
4. From Tools, touch [Security Settings].
5. Touch [Image Overwrite Security], then [On Demand Overwrite].
6. Touch [Overwrite Now] to start the Image Overwrite process.
7. The Overwrite confirmation screen will appear. The machine will be taken offline and will be unable to receive any incoming jobs. The Image Overwrite will proceed to overwrite all image data on the hard disk. The process will take approximately 20 minutes.

NOTE To cancel the overwrite procedure touch the [Abort] button. Enter the current administrator tools password (the default is [1111]) and touch [Enter]. The overwrite procedure may have already started at this stage but will return to normal operation. Select the [Back] button if you want to continue with the overwrite.

8. Following completion of the Overwrite the On Demand Overwrite completion screen appears. Touch [Close]. The network controller will reboot and network functionality will be unavailable for several minutes.
9. Once rebooted, the Disk Overwrite confirmation report will print. This details the status and time of the overwrite.

To verify the overwrite has completed view the Confirmation Sheet, under Confirmation Details. The Job Information: Status ESS Disk should read 'SUCCESS'.

You have completed the steps.

## **Perform an Image Overwrite over the Network**

When the machine has a network controller and is connected over the network, it is possible to run the Image Overwrite function using a web browser. This is performed using CentreWare Internet Services.

**NOTE:** All existing jobs, regardless of their state, shall be deleted and all job submission will be prohibited for the duration of the overwrite. The power on/off button will be ignored during image overwrite.

**IMPORTANT:** The machine should not be in diagnostics mode when the Overwrite is started. (The machine screen indicates a status of 'Diagnostics Mode'- this mode is used by a Customer Service Representative when servicing the machine.) The machine should not be used to perform any jobs and the power should not be switched off while an Overwrite is being performed.

### **Information Checklist**

Before starting the procedure, please ensure the following items are available or have been performed:

1. Ensure the machine is fully functioning on the network.
2. Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional. This is required to access CentreWare Internet Services. To check to see if TCP/IP and HTTP are configured, use a web browser on a TCP/IP enabled workstation and enter the IP address of the multifunction device in the Address field of the browser. Press [Enter]. If correctly configured, the Internet Services web page should display. If it does not, refer to the Read Me topic in this guide.
3. Ensure that no one is currently using the machine.

### **At your Workstation**

1. Open your Web browser and enter the IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select Security
5. Locate, then click [On Demand Overwrite]. This should be located in the Security group of links.
6. Click [Manual] and then the [Start] button.
7. Click [OK]. The overwrite will commence. The machine will be taken offline and will be unable to receive any incoming jobs. Any existing jobs in the queue will be deleted. The Image Overwrite will overwrite all image data on the hard disk. The process will take approximately 20 minutes.
8. Following completion of the Overwrite, the On Demand Overwrite completion screen appears. Touch [Close]. The network controller will reboot and network functionality will be unavailable for several minutes. Once rebooted, the Disk Overwrite confirmation report will print. This details the status and time of the overwrite.

To verify the overwrite has completed view the Confirmation Sheet, under Confirmation Details. The Job Information: Status ESS Disk should read 'SUCCESS'.

## Schedule a Daily Overwrite

A TCP/IP network-connected device can be set to overwrite image data on a daily basis. To schedule a daily overwrite, perform the following steps.

1. Open your Web browser and enter the IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab,
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select [Security].
5. Click the [On Demand Overwrite] link. This should be located in the Security group of links.
6. Click [Scheduled].
7. Make any required selections to enable the Overwrite.
8. Specify the time for the Overwrite in [Hours], [Minutes], and select either [AM] or [PM]. The machine will be taken off line each day at the time specified to perform the overwrite.



# USB Printing

## Overview

USB printing is an optional feature available for the WorkCentre 7655/7665/7675.

The USB Printer Port can be used for printing directly from a laptop or workstation connected via a USB cable. USB printing from Windows XP and 2000 is supported. The USB port is located on a card, that fits into one of the available PCI slots on the Network Controller, at the back of the machine.

## Information Checklist

Before starting the installation procedures, please ensure the following items are available:

1. The USB Print Kit available for purchase from your Xerox Sales Representative.
2. A standard USB peripheral cable.
3. CentreWare Print and Fax Drivers CD delivered with your machine. This contains the USB printer drivers.

## Enable the USB Port

1. Press the Power Off button to turn the machine off. **Observe the network activity light on the Controller until it goes out (the Controller shuts off)**. Install the PCI card contained in the USB Print Kit, following the instructions enclosed with kit.
2. Turn on the machine by pressing the Power On button.
3. Go to a networked workstation, open a Web browser application, enter the TCP/IP address of the machine in the Address bar, and press Enter.
4. Select the [Properties] tab.
5. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
6. Select [Connectivity].
7. Select [Physical Connections].
8. Select [USB Port].
9. Select [Enabled].
10. Input the Printer Port [Timeout] in seconds. (0-60 seconds).  
NOTE: The default Timeout value is 5 seconds. If you are using an older PC and experience any print problems, you may need to increase this value.
11. When you see the window that says that the properties have been successfully modified, select the [Status] tab, and click [Reboot Machine].
12. When the machine has re-booted, verify that the USB Printer Port has been enabled by reviewing the machine's Configuration Report, which is set to print, by default, whenever the device is powered on.
13. To print a Configuration Report on demand, go to the machine and press the [Machine Status] button. Next, touch [Print Reports], then touch [Configuration Report], then touch [Print Selected Report], and finally touch [Close].  
On the Configuration Report, under Port Setup, the USB Port setting should read Enabled.
14. Connect your machine to the PC with a Standard USB Peripheral Cable. The PC will detect the USB device and will ask to install printer drivers.

## **Install and Configure Printer Drivers**

### **Windows XP/2000**

#### **At your Workstation**

Connect the USB cable to the machine and the other end to your workstation or laptop. The Found New Hardware Wizard box will appear.

1. Click [Next].
2. Ensure the radio button is selected next to [Search for suitable driver]. Click [Next].
3. Check the checkbox next to [Specify a Location]. Click [Next].
4. Click the [Browse] button to browse for the location of the printer drivers.
5. Insert the CentreWare Print and Fax Drivers CD into your CD drive.
6. Select the required USB printer driver. Select the correct printer model from the list.
7. Select [Next]. The printer driver will install.
8. Select [Finish]

#### **Configure the Print Driver**

9. From the Windows 2000 [Start] menu, select [Settings] and then [Printers]. From the Windows XP [Start] menu, select [Printers and Faxes].
10. Right click on the machine printer icon and select [Properties].
11. Select the correct paper size and any other default settings you wish to set for the printer within the driver.

You have completed the installation of the printer driver using the USB port on Windows XP/2000.

# Annotation (Bates Stamping)

## Overview

Adding notes to scanned and copied pages (annotation) is primarily a user-controlled feature. An [Annotation] button is accessed by first pressing the Copy button on the device's Main (All Services) screen, then by pressing the Output Format tab. Selecting the [Annotation] button provides access to Bates Stamping, Page numbering, Date Stamp and comments options.

Bates Stamping is used in the legal profession to sequentially number or date/time-mark documents as they are scanned and copied by the system. A number of parameters are available for selection, as specified below.

## Configuring Bates Stamp Settings

1. Insert a document in the device's document handler.
2. Press [Copy] on the Main (All Services) screen.
3. Press the [Output Format] tab.
4. Press the [Annotations] button.
5. Select [Bates Stamp].
6. Set the Bates Stamp option to on.
7. Press [New...], or [Edit...] if a stamp already exists, under the Stamp Prefixes text box and use the displayed keyboard to specify the Prefix to use.
8. Press [Save].
9. Use the keypad on the User Interface to type the Starting Bates Number to use on printed pages.
10. Press the arrow to the right of the [Apply To] box to specify the pages on which to print the Bates Stamp.
11. Press the [Position] arrows to specify the relative position on the page for the printed Bates Stamp.
12. Press [Save] to save changes.
13. Press [Format & Style] to specify font characteristics, including color, for the Bates Stamp. Press Save to save changes.
14. Press [Save] when done.
15. Press the [Start] button.

# Xerox Standard Accounting

## Overview

Xerox Standard Accounting (XSA) is a free feature of the WorkCentre 7655/7665/7675.

When enabled, XSA tracks the numbers of Copy, Print, Network Scanning, E-mail, Server Fax, Internet Fax and Embedded Fax jobs (when these features are installed on the machine), for each user. Usage limits can also be applied to users to restrict the total numbers of copy, print, fax and scan jobs that a user can perform. Administrators can print a report which contains all XSA data.

XSA is set up through CentreWare Internet Services, the machine's HTTP pages displayed on your web browser. Administrators must create accounts and specify limits before users are authorized to access the machine.

When XSA is set up, users must enter their account details at the machine to use the device. When they have finished their job, their XSA allocation is reduced by the number of prints, copies or scans performed. When XSA is enabled, users must enter their account details in the printer driver to print documents from their workstations.

The XSA feature is mutually exclusive from any other accounting feature. If XSA is enabled at the device, you cannot enable Foreign Device Interface, Auditron or Network Accounting.

Each device supports a maximum of:

- 2500 unique XSA user IDs
- 500 General Accounts
- 500 Group Accounts.

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

NOTE: The XSA settings and account data are stored in the machine. It is strongly recommended that you back-up the settings and data regularly using the Cloning procedure available through the Internet Services screens. Should the machine lose your XSA data and settings you can restore them from the backup file that you produced by the Cloning process.

## Information Checklist

Before starting the installation procedure, please ensure the following items are available or have been performed.

1. Ensure that your device is configured on the network.
2. Ensure that the TCP/IP and HTTP protocols are configured on the device and fully functional. This is required to access CentreWare Internet Services to configure Xerox Standard Accounting. The Internet Services function is accessed through the embedded HTTP server on the machine and allows System Administrators to configure XSA with a web browser.

For TCP/IP and HTTP configuration instructions, refer to the Read Me topic of this guide and follow the steps provided.

Note that Internet Services can be used to further configure any desired protocol on this device. For instructions, refer to the Read Me topic of this guide.

## **Enable Xerox Standard Accounting**

### **At your Workstation**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address bar. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select the [Accounting] link.
5. Select the [Xerox Standard Accounting] link.
6. The first time you use XSA, you must log in with the administrator user name and password. The default is [admin] and [1111].
7. Click the [Manage Accounting] button.
8. Click the [Enable Accounting] button.

NOTE: The "Enabling Accounting will require a user account to use the machine..." pop up box will appear. Click OK to close the box.

When you enable XSA, users must enter a valid user name at the machine to access any features.

Continue on to the next steps to create a new group account.

## **Create a Group Account**

9. Click the [Xerox Standard Accounting] link in the Internet Services menu on the left hand side of the screen.
10. Click the [Group Account] link to create a new group account.
11. In the Group Accounts Account ID box, enter an ID for the new group account (for example 001). The Group Account can be numeric values up to a maximum of 12 digits. Group Account ID's must be unique.
12. Enter a name for the group account in the Account Name box (for example Xerox). The group name can be alphanumeric characters to a maximum of 32 characters. The Group Account name must be unique.
13. Click [Add Account]. The account will appear in the Group Accounts list. Continue on to the next steps to create a new user.

## **Create a User Account and Set Usage Limits**

NOTE A group account must be created before you create user accounts.

14. Click the [Xerox Standard Accounting] link in the Internet Services left hand menu.
15. Click the [Manage Accounting] link.
16. Click the [Add New User] link.
17. Enter an ID for the user. The user ID can contain alphanumeric characters to a maximum of 32 characters (for example: A10). User ID's must be unique.
18. Enter the user name (for example Jane Smith). The user name can contain alphanumeric characters to a maximum of 32 characters. User names must be unique.
19. If you want this user to have rights to manage XSA, click the [Grant Accounting Management Access] box. Accounting Management rights allow the user to create groups and users.



## Usage Limits

20. Specify the usage limits for this account in the [User Limits] boxes. The maximum value for each limit is 16,000,000. Usage limits can be specified as follows:

### Black Printed Impressions

The maximum number of documents that can be printed by a user, from their workstation via the printer driver.

### Black Copied Impressions

The maximum number of copies that can be produced by a user via the Copy feature on the device.

### Network Images Sent

The maximum number of documents that can be sent over the network by the user. This applies to the following features: Network Scanning, E-mail, Server Fax and/or Internet Fax (when these features are installed on the machine).

Note that if the machine is set to print scan confirmation reports or Internet Fax acknowledgement reports, these documents are counted towards the user's limit.

### Fax Images Sent

If Embedded Fax is installed on your machine, you will see this option in Internet Services.

Fax Images Sent sets the maximum number of documents that can be faxed by a user with the Fax feature (Embedded Fax).

The machine calculates the number of faxed documents by multiplying the number of images faxed (this includes cover sheets), by the number of destinations.

### Embedded Fax Receive

If Embedded Fax is installed on your machine, you will see this option. This sets the maximum number of documents that a user can produce from the following features on the machine:

- Print Mailbox
- Poll Remote Mailbox
- Print Poll Store
- Poll Remote Fax

For further information about these features, refer to the Training and Information CD2, delivered with your machine.

21. Click the [Apply] button when you have finished setting the usage limits.

### Maximum Usage Limits

The first time a user logs in to the device after they have reached their maximum usage limit, a message displays on the user interface. The message notifies the user that they have reached their limit for the feature. Users will not be able to use the feature until their limit is reset. If the user performs a copy, scan or fax job at the machine, and mid way through the job their limit is exceeded, the job will continue. The machine will track the number of sheets that were printed over the limit and subtract them from the user's new allocation, when it is updated by the administrator.

If the user's limit is reached before a print job is completed, an error report will print at the machine to notify the user that their limit has been reached. The job will be deleted from the print queue. The job may run over due to sheets committed to the paper path.

The system administrator has unlimited access to the machine.

User limits can be reset on the Internet Services Report and Reset screen.

## Next Steps – Using XSA at the machine

When you enable XSA, users must enter a valid user name at the machine to access the features.

### At the Machine

1. Press the [Services] button on the keypad.
2. The [User ID] screen will show. Type the User ID of one of the users that you created in the Manage Accounting area of Internet Services. Use the keyboard on the screen to enter the user ID.
3. Touch the [Enter] button.
4. The Validation in Progress screen will show.
5. If the user is a member of more than one Group Account or General Account, they will be asked to select the account that they wish to log in to.
6. When the user is logged in, the Services screen will show. The user can now select the feature that they want to use.

### Create a General Account (Optional step)

#### Overview

The XSA feature allows administrators to create both Group and General Accounts. Users must be a member of at least one Group Account. However, the creation of General Accounts is optional. General Accounts can be created to identify a subset of a group or project that a user is involved in. The XSA Report specifies the numbers of documents produced per group.

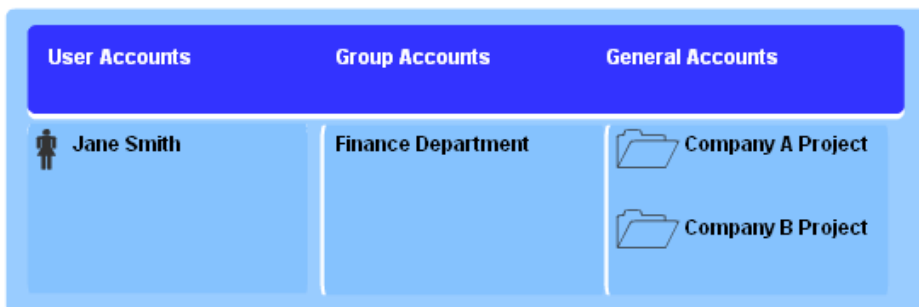
#### Account example

In the example below, the administrator creates a Group Account called Finance Department and two General Accounts called Company A Project and Company B Project. The administrator adds the user Jane Smith to each account.

Jane can now record any impressions that she makes at the machine to a particular account.

At the machine, Jane enters her User ID and selects Company A Project. The number of impressions is recorded specifically to the Company A Project.

The administrator can print an XSA Report which lists the numbers of impressions recorded for each User, Group and General Account.



31a

## At your Workstation

1. Open your Web browser and enter the TCP/IP address of the machine in the Address bar. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select the [Accounting] link.
5. Select the [Xerox Standard Accounting] link.
6. Click the General Accounts link to create a new general account.
7. In the General Accounts Account ID box, enter an ID for the new general account (for example 002). The General Account can be numeric values up to a maximum of 12 digits. General Account ID's must be unique.
8. Enter a name for the general account in the Account Name box (for example Xerox general). The general name can be alphanumeric characters to a maximum of 32 characters. The General Account name must be unique.
9. Click [Add Account]. The account will appear in the General Accounts list.
10. To add a user to this account, click the [Manage Accounting] link in the left hand menu.
11. Select the user that you want to add to the General Account.
12. Click [Limits and Accounts].
13. Click the [Edit] button next to General Account Access.
14. Click [OK] to save changes to the user account.
15. Click the [Access] box next to General Account.
16. Click [Save Changes]. The user appears as a member of the Group and General Accounts.

## **Reset User Limits**

### **At your Workstation**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Select the [Accounting] link.
4. Select the [Xerox Standard Accounting] link.
5. Click the [Report and Reset] link.
6. To reset all usage data to 0, click the [Reset Usage Data] button.
7. Click [OK] to confirm.

### **WARNING! The following step will delete all the XSA accounts set up for your machine!**

8. To delete all user, group and general accounts, click the [Reset to Default] button.

## **Print a Usage Report**

### **At your Workstation**

1. Open your Web browser and enter the TCP/IP address of the machine in the Address bar. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select the [Accounting] link.
5. Select the [Xerox Standard Accounting] link.
6. Click the [Report and Reset] link.
7. Click the [Generate Report] button.
8. Right-click the [Right-click to download] link.
9. Select [Save Target As]
10. Save the XSA Report.csv file to your desktop.

### **Enable XSA in your Windows Print Driver**

1. From the [Start] menu select [Printers and Faxes] (Windows XP), or select [Settings] and then [Printers] (Windows 2000).
2. Right-click on the printer driver.
3. Select [Properties].
4. Select [Configuration].
5. Select [Accounting].
6. Click [Setup].
7. Select [Xerox Standard Accounting] from the Accounting System menu.
8. Select [Prompt for Every Job] if you want users to enter their User and Account ID each time they print.
9. You may also select the [Mask User ID] and [Mask Account ID] check boxes to show asterisks (\*\*\*\*\*) when ID's are entered.
10. Otherwise select [Use Default Accounting Codes] and enter the default user ID and the default Account Type.
11. Enter the default Account ID.
12. Click [OK].
13. Click [OK] to exit.

When you use the printer driver to print a document you will be asked to enter your user ID.

## **Enable XSA in your Apple Macintosh Print Driver**

### Mac OS 9.x

1. Open a document to print and select [File] and then [Print].
2. From the Print Options Menu select [Xerox Features].
3. Select the [Output] tab.
4. Select [Accounting] to enable it.
5. Print the document.

### Mac OS X

1. Open a document to print and select [File] and then [Print].
2. From the Print Options Menu select [Printer Features].
3. Select the [Feature Sets] menu.
4. Select [JCL].
5. Select [Accounting] to enable it.
6. Print the document.

## **Back-up XSA data and settings and Clone to another Xerox device**

The Cloning feature enables you to copy settings, including XSA settings and account information, to a file on your workstation or Server. You can then use this file to restore the data and settings on the same machine or to clone other machines. You can only clone XSA settings to another Xerox device that supports the XSA feature.

### **Check that the device you want to clone settings to supports XSA**

1. At a networked workstation, open your web browser and enter the TCP/IP address of the machine that you want to clone to.
2. Click the [Properties] tab.
3. Enter the current administrator tools user name and password, if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Select [Cloning] in the directory tree.
6. From the display of available check boxes, verify that Xerox Standard Accounting is among them.
7. Click again on [General Setup], then on [Configuration], and verify that both devices have the same System Software Version.

### **To make a Back-up file**

1. At your workstation, open your web browser and enter the TCP/IP address of the machine with the settings that you want to copy, in the Address bar. Press [Enter].
2. Click the [Properties] tab.
3. Enter the current administrator tools user name and password, if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Select [Cloning] in the directory tree.
6. From the display of available groups, select the settings that you wish to clone. To clone all features, select [Clone], or to customize the configuration file disable any of the features by clicking the checkboxes next to the feature(s) and then select Clone.
7. Right-click on the .dlm link that appears and select [Save Target As].
8. A dialog box will prompt you to specify and name and location for the cloned file. Ensure the extension reads .dlm.
9. Click [Save]. The .dlm file can now be used to restore the information to the same machine or to clone other machines.



## To Restore Settings or Clone Settings to another Machine

NOTE: This procedure will cause the machine to reboot and will be unavailable over the network for several minutes.

1. Open your web browser and enter the TCP/IP address of the machine that you wish to restore or clone the settings to. Press [Enter].
2. Click the [Properties] tab.
3. Enter the current administrator tools user name and password, if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [General Setup].
5. Select [Cloning] in the directory tree.
6. In the Install Clone File portion of the displayed dialog, click [Browse].
7. Locate the .dlm clone file.
8. Click [Install].
9. The machine will be unavailable over the network for several minutes. Once rebooted a Configuration Report will print, if enabled.
10. The XSA settings and data will be restored as they were when the back-up file was created. If you are cloning another machine you may want to change, delete or reset the XSA accounts as appropriate for the new machine.

You have completed the steps to back-up and restore or clone XSA settings.

# Disabling and Enabling Options

## Disable an Optional Feature

This feature is used on machines which have an optional feature installed. This operation allows the user to disable the feature so it is unavailable for use but still resident on the machine.

NOTE: This section is not applicable to the USB Print Kit and the Fax Hardware Kit.

### At Your Workstation

1. Open your web browser and enter the TCP/IP address of the machine. Press [Enter]
2. Click the [Properties] tab.
3. Enter the current administrator user name and password, if prompted. The default is [admin] and [1111].
4. Select [Services].
5. Select [Service Registration].
6. Select the check box of the feature you wish to disable. (Copy, Fax (Embedded), Server Fax, Network Scanning, Email and Internet (Fax)).
7. Select Apply.

## Enable an Optional Feature

This feature is used on machines which had an optional feature installed and then disabled. This operation allows the user to re-enable the feature.

NOTE: This section is not applicable to the USB Print Kit and the Fax Hardware Kit.

### **At Your Workstation**

1. Open your web browser and enter the TCP/IP address of the machine. Press [Enter]
2. Click the [Properties] tab.
3. Enter the current administrator user name and password, if prompted. The default is [admin] and [11111].
4. Select [Services].
5. Select [Service Registration].
6. Select the check box of the feature you wish to disable. (Copy, Fax (Embedded), Server Fax, Network Scanning, Email and Internet (Fax)).
7. Select Apply.

# Troubleshooting

## Troubleshooting: Network Scanning

If you are experiencing problems with Network Scanning, first verify that the machine is connected on the network and functioning as a printer by performing the following activities:

1. Check the network cable at the back of the machine.
2. Send a test print from your PC to the machine.
3. If connected via TCP/IP try a PING from your workstation to the machine.

### **Is the machine functioning on the network as a printer?**

Configure your machine on the network or resolve any networking issues before attempting to use the Network Scanning feature. For instructions to configure the machine on the network refer to the Read Me section of this guide.

Ensure Network Scanning is installed properly on the machine.

At the machine, verify that you have a Network Scanning button on the machine screen interface and that this is not grayed out or unavailable.

It may be necessary to press the Services button to view the Network Scanning button on screen.

### **Is the Network Scanning button available on the machine?**

If there is no Network Scanning button available on the machine, install the Scanning Kit and configure the Network Scanning feature. For instructions, refer to the Network Scanning topic in the Options section of this guide.

NOTE: If you installed Network Scanning but the button is grayed out or unavailable at the machine.

At the Work Station

1. Open your web browser and enter the TCP/IP address of the machine. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and Password if prompted. The default is [admin] and [1111]. Press [Login].
4. Select [Services].
5. Select [Service Registration].
6. Select the Network Scanning check box to enable.
7. Select [Apply].

### **At the Machine**

8. Select [Services], or [All Services].
9. Check to see if Network Scanning option is now available.
10. If not, contact Customer Support.

When you perform a scan, a Scan Confirmation Report prints (if it has been enabled). The Scan Confirmation Report will report a job status of SUCCESS or FAILED.

### **Try to scan a document. Does the Scan Confirmation Report print?**

If the Scan Confirmation Report does not print, perform the following steps at your workstation.

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Select the symbol to the left of [Services].
5. Select the symbol to the left of [Network Scanning].
6. Select [General] in the directory tree
7. Select [On] from the Confirmation Sheet drop down box and click [Apply].
8. Return to the machine and scan another document using the DEFAULT template. View the error message as detailed on your confirmation report.

View the Scan Confirmation Report. If the Report reads FAILED 'Failure transferring job to network server', the scan repository location may be incorrect. Check the following:

1. Open your Web browser and enter the TCP/IP address of the machine in the Address or Location field. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and password if prompted. The default is [admin] and [1111].
4. Click the symbol to the left of [Services].
5. Click the symbol to the left of [Network Scanning] and select [File Repository Setup].
6. Select [Edit] and check the details configured for your Scan Filing Repository.
7. Make any amendments as necessary and try scanning your documents again.

There are further checks that can be done depending on the protocol being used for scanning.

### **Scanning via FTP**

Check that your FTP service is configured properly.

1. Open a command prompt window and on one line type [FTP] then enter a space, then [IP Address of your FTP Server]. Press Return.
2. At the 'User' prompt enter the [user name] for the account you created for the machine scanner.
3. At the 'Password' prompt enter the [password] for the account you created for the machine scanner.
4. This user account should be able to log in. If you cannot log in as this user check that your FTP server setups have Read/Write access enabled. Ensure the password is correct. If the user can log in, try copying a file into the scan directory to check write access (using get and put commands). Ensure that the FTP server has the Read and Write boxes checked.

Ensure that the user account has full access rights to the scanning directory (repository). Type [Exit] to close the command prompt window.

### **Scanning via NCP (NetWare Core Protocol)**

From another workstation log in to the network with the scan user account and password created for the scanning function. Browse to the scan filing location and attempt to create and delete a folder. If you cannot perform this function, check the user account rights.

### **Scanning via SMB (Server Message Block)**

Test the configuration of the scan filing location by attempting to connect to the shared folder (the scan filing location) from another PC, with the user account and password created for the machine. Create a new folder within this location and try to delete it. If you cannot perform this function check the user account rights. Verify that the information has been properly set in the Internet Services File Repository Setup page.

### **Scanning via HTTP(S)**

From a TCP/IP networked workstation, test the connection to the web server by Telnet. From a command prompt, start a Telnet session, log in to the device's directory on the web server, and send a POST request and file to the web server. Check to see if the file was received at the repository. If the file was not received, refer to the HTTP/HTTPS sub-topic under the Network Scanning topic in the Options section of this guide.

The fault requires further investigation.

Refer to the Xerox web site at [www.xerox.com](http://www.xerox.com) for further support.

## Troubleshooting: E-mail

If you are experiencing problems with sending an E-mail, first verify the machine is connected on the network and functioning as a printer by performing the following activities:

1. Check the network cable at the back of the machine.
2. Send a test page from your PC to the machine.
3. If connected via TCP/IP try a PING from your workstation to the machine.

Configure your machine on the network or resolve any networking issues before attempting to use the E-mail feature. For instructions to configure the machine on the network refer to the Read Me topic in this guide.

### **Ensure E-mail is installed properly.**

At the machine, verify that you have an E-mail button on the machine screen interface and that it is not grayed out or unavailable.

It may be necessary to press the Services button view the E-mail button on screen.

Install E-mail before proceeding. For instructions refer to the E-mail topic in the Options section of this guide.

Note: If you have installed E-mail but the button is grayed out or unavailable, at the machine

At the Work Station

1. Open your web browser and enter the TCP/IP address of the machine. Press [Enter]
2. Click the [Properties] Tab
3. Enter the Administrator User name and password if prompted. the default is [admin] and [1111]. Press [Login].
4. Select [Services]
5. Select [Services Registration]
6. Select the Email check box to enable
7. Select [Apply]

### **At the Machine**

1. Select [Services], or [All Services]
2. Check to see if Email option is available
3. If no, contact Customer Support

**Verify that the E-mail settings have been properly configured on the machine by printing a Configuration Report.**

### **At the Machine**

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close].

View the Network Setup details. Verify that the SMTP IP Address is correct and that the TCP/IP Domain Name, Host Name and DNS settings are properly configured.

### **Are the E-mail settings properly configured?**

For instructions refer to the E-mail topic in the Options section of this guide.

From a desktop e-mail client, send a test e-mail to the new e-mail account created on the SMTP server for the machine. Log in to the mail server with the new account name and password to verify that the e-mail was received at the server.

Tip: A webmail application makes a convenient tool to use to log in to the mail server to check for the receipt of e-mail.



### **Was E-mail received at the SMTP server?**

While logged in to the machine's e-mail account on the SMTP server, forward the e-mail to yourself.

If you receive the forwarded e-mail, you have verified that a valid path exists for receiving and forwarding e-mail, using the device's account.

If there is still a problem, check for restricted host addresses at the SMTP server that could cause mail to not be received from the device. Other possibilities are that an authentication server is interfering with the device's log in to the mail server, or that the mail client on the device is not working correctly. By successfully sending e-mail to a mail server not subject to authentication, the possibility of a malfunctioning client can be eliminated.

1. Is the machine's account name and password correct?
2. Is the mail server down?
3. Check that the mail server is configured to accept SMTP mail, as not all servers are configured to accept SMTP e-mail. The machine requires access to a mail server that accepts inbound mail traffic.
4. Check for restricted host addresses at the SMTP server. Verify that the machine is not a restricted host.
5. Try sending an e-mail from the machine again. Ask the SMTP administrator to confirm that no errors were encountered and check for 'bounce' messages to the machine's "Reply To" address.
6. Check that the message size does not exceed the attachment or message size limit policy of your SMTP server.
7. Troubleshoot the network path to the SMTP server. It may be necessary to perform a network trace analysis.

The fault requires further investigation.

Refer to the Xerox web site at [www.xerox.com](http://www.xerox.com) for further support.

## Troubleshooting: Internet Fax

If you are experiencing problems with sending an Internet Fax, first verify that **the machine** is connected on the network and functioning as a printer by performing the following activities:

1. Check the network cable at the back of the machine.
2. Send a test page from your PC to the machine.
3. If connected via TCP/IP try a PING from your workstation to the machine.

Configure your machine on the network or resolve any networking issues before attempting to use the Internet Fax feature. For instructions to configure the machine on the network refer to the Read Me topic of this guide.

Ensure Internet Fax is installed properly on the machine.

At the machine, verify that you have an Internet Fax button on the machine screen interface and that this is not grayed out and unavailable.

It may be necessary to press the Services button to view the Internet Fax button on screen.

Install Internet Fax before proceeding. For instructions refer to the Internet Fax topic in the Options section of this guide.

NOTE: If you installed E-mail but the button is grayed out or unavailable at the machine.

At the Work Station

1. Open your web browser and enter the TCP/IP address of the machine. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and Password if prompted. The default is [admin] and [1111]. Press [Login].
4. Select [Services].
5. Select [Service Registration].
6. Select the Internet Fax check box to enable.
7. Select [Apply].

**At the Machine**

1. 1. Select [Services], or [All Services].
2. 2. Check to see if Internet Fax option is now available.
3. 3. If not, contact Customer Support.

**Verify that the Internet Fax settings have been properly configured on the machine by printing a Configuration Report.**

**At the Machine**

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close].

View the Network Setup details. Verify that the SMTP Server Address is correct and that the TCP/IP Domain Name, Host Name and DNS settings are properly configured. Verify the POP3 Server Address is correct.

**Are the Internet Fax settings properly configured?**

For instructions refer to the Internet Fax topic in the Options section of this guide.

From a desktop e-mail client, send a test e-mail to the new e-mail account created on the SMTP server for the machine. Log in to the mail server with the new account name and password to verify that the e-mail was received at the server.

Tip: A webmail application makes a convenient tool to use to log in to the mail server to check for the receipt of e-mail.

### **Has the Internet Fax (e-mail) been received at the SMTP server?**

SMTP items to check

1. Is the machine's account name and password correct?
2. Is the mail server down?
3. Ask the SMTP administrator to confirm that no errors were encountered and check for 'bounce' messages to the machine's "Reply To" address.
4. Check that the message size does not exceed the attachment or message size limit policy of your SMTP server.
5. Check that the mail server is configured to accept SMTP mail, as not all servers are configured to accept SMTP e-mail. The machine requires access to a mail server that is configured for SMTP.
6. Check for restricted host addresses at the SMTP server. Verify that the machine is not a restricted host.
7. Troubleshoot the network path to the SMTP server. It may be necessary to perform a network trace analysis.

## **POP3 Errors**

If you are experiencing problems with receiving Internet Fax messages at the machine, verify the POP3 address details have been properly configured.

### **At the Machine**

1. Touch the [Internet Fax] button.
2. Enter the Internet Fax address of the machine (the E-mail address configured within Internet Services).
3. Touch the [Add] button, then touch [Close]. Place a document in the document handler and press the green start button. The document should be received as an Internet Fax job. If it is not - check the POP3 server address details to make sure they have been properly configured within Internet Services.

Check the operation of the device's SMTP and POP 3 account, as follows:

On a network connected workstation, set up e-mail using the same SMTP and POP 3 server and account (with passwords) as the device.

Send an e-mail to yourself.

If the e-mail arrives at your e-mail in box, you have proven that the device's account for both the SMTP and POP3 server(s) is valid.

If there is still a problem, check for restricted host addresses at the SMTP server that could cause mail to not be received from the device. Other possibilities are that an authentication server is interfering with the device's log in to the mail server, or that the mail client on the device is not working correctly. By successfully sending e-mail to a mail server not subject to authentication, the possibility of a malfunctioning client can be eliminated.

The fault requires further investigation.

Refer to the Xerox web site at [www.xerox.com](http://www.xerox.com) for further support.

## Troubleshooting: Server Fax

If you are experiencing problems with sending a Server Fax, first verify the machine is connected on the network and functioning as a printer by performing the following activities:

1. Check the network cable at the back of the machine.
2. Send a test page from your PC to the machine.
3. If connected via TCP/IP try a PING from your workstation to the machine.
4. Note that Server Fax and Embedded Fax are mutually exclusive services. If one is enabled, the other will not function. Perform the steps under "Is the Fax button available on the machine," below to check which service is enabled.

### **Is the machine functioning on the network as a printer?**

Configure your machine on the network or resolve any networking issues before attempting to use the Server Fax feature. For instructions to configure the machine on the network refer to the Read Me topic in this guide.

### **Ensure Server Fax is installed properly.**

At the machine, verify that you have a Fax button on the machine screen interface and that this is not grayed out and unselectable.

It may be necessary to press the Services button to view the Fax button on screen.

### **Is the Fax button available on the machine?**

Install Server Fax before proceeding. For instructions refer to the Server Fax topic in the Options section of this guide.

**NOTE:** If you installed Server Fax but the button is grayed out or unavailable at the machine

At the Work Station

1. Open your web browser and enter the TCP/IP address of the machine. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and Password if prompted. The default is [admin] and [1111]. Press [Login].
4. Select [Services].
5. Select [Service Registration].
6. Select the Server Fax box to enable.
7. Select [Apply].

### **At the Machine**

1. 1. Select [Services], or [All Services].
2. 2. Check to see if Server Fax option is now available.
3. 3. If not, contact Customer Support.

**Verify that the Server Fax settings have been properly configured on the machine by printing a Configuration Report.**

### **At the Machine**

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close].

View the Server Fax Setup details. Verify that the Protocol is correct and that the Server Name and Path to the Fax repository settings are properly configured.

**Are the Server Fax settings properly configured?**

Configure the Server Fax settings before continuing. For instructions refer to the Server Fax topic in the Options section of this guide.

### **Check the Third Party Fax Server Configuration**

1. At the fax server, disable the service so that it does not try to collect new faxes from the fax filing repository. This will depend on the particular product but often the relevant service can be stopped. Refer to the manufacturer's instructions contained with the fax server software to complete this task.
2. Send a test fax from the machine.
3. View the location on the server where the fax filing repository was created. Verify that a directory with the extension .XSM has been created and contains the correct TIFF files (one per page of the fax sent).

### **Does the fax filing repository contain the TIFF files?**

If the fax filing repository contains the TIFF files then the machine has successfully completed its task. The problem lies with the third party fax server. Ensure the server is configured properly and the path to the fax filing repository is set. Refer to the manufacturer's instructions contained with the fax server software to complete this task.

### **Check the User Account and Fax Filing Location**

1. Verify that the user account and password created for the Server Fax feature are correct and have sufficient rights (permissions) to write files and create directories in the directory (the fax filing location).
2. Try logging into the fax filing location from another PC using the machine's account and password. Try to create a directory and delete the directory. If you cannot perform this function check the user account permissions.

The fault requires further investigation.

Refer to the Xerox web site at [www.xerox.com](http://www.xerox.com) for further support.

## Troubleshooting: Embedded Fax

If you are experiencing problems with Embedded Fax, first verify that the machine is functioning in its existing configuration by making a photocopy at the machine.

Is the machine functioning?

Resolve any mechanical issues before attempting to use Embedded Fax. For assistance and support, refer to the [www.xerox.com](http://www.xerox.com) web site.

Note: Server Fax and Embedded Fax are mutually exclusive services. If one is enabled, the other will not function. Perform the steps immediately below, to check which service is enabled.

### **Ensure Embedded Fax is Installed Properly.**

#### **At Your Work Station**

1. Open your web browser and enter the TCP/IP address of the machine. Press [Enter].
2. Click the [Properties] tab.
3. Enter the Administrator User name and Password if prompted. The default is [admin] and [1111]. Press [Login].
4. Select [Services].
5. Select [Service Registration].
6. Select the Fax check box to enable.
7. Select [Apply]. Ensure that the machine has been configured with the correct fax (telephone) number.

#### **At the Machine**

1. Select [Services], or [All Services]
2. Check to see if the Fax option is now available.

Verify that all Fax Setting configuration steps have been performed. These steps can be found in the Embedded Fax topic of the Options section of this guide.

The fault requires further investigation.

Refer to the Xerox web site at [www.xerox.com](http://www.xerox.com) for further support.



## Troubleshooting: Network Accounting

If you are experiencing problems with Network Accounting, first verify that the machine is connected on the network and functioning as a printer by performing the following activities:

1. Check the network cable at the back of the machine.
2. Send a test page from your PC to the machine.
3. If connected via TCP/IP try a PING from your workstation to the machine.

### **Is the machine functioning on the network as a printer?**

Configure your machine on the network or resolve any networking issues before attempting to use the Network Accounting feature. For instructions refer to the Read Me topic in this guide.

### **Ensure Network Accounting is installed properly.**

At the machine, press the Services button and touch any button on the screen interface.

Does the machine ask you for a User Name and Account?

### **Verify that Network Accounting is installed and enabled before proceeding.**

To verify that Network Accounting is installed, print a Configuration Report and look under Installed Options to see the status of Network Accounting.

**To print a Configuration Report**, at the machine press the Machine Status button. touch Print Reports, touch Configuration Report, touch Print Selected Report, then touch Close.

For instructions to both install and enable the Network Accounting feature, refer to the Network Accounting topic in the Options section of this guide. Note that Network Accounting can be installed, but not enabled.

Finally, try rebooting the machine with the Power On/Off button. For instructions on use of the Power On/Off button, click the Previous Menu button at the top of this page, then click the button labeled Power On/Off Button.

## **Test Communication between the Network Accounting Server and the Machine**

At your network accounting server:

1. Open a web browser and enter the IP address of the machine in the location or address field. Press [Enter].
2. The machine's Internet Services web pages should appear. If they do not, verify the IP address settings on the machine. If you do not have a web browser, test connectivity by pinging the IP address of the machine from your Network Accounting server.
3. Verify that your network accounting server is configured properly. Consult the manufacturer's documentation with your network accounting server to perform this task.

## **Dynamic TCP/IP Addressing and Network Accounting**

If Dynamic TCP/IP addressing is used, be sure to set lease times long enough on the DHCP server to allow for normal maintenance shutdowns. If your machine suddenly stops communicating with the network accounting solution, print a Configuration Report to check TCP/IP settings to be sure that they have not changed. Also, verify, by pinging, that the server's settings have not been changed.

### **At the Machine**

1. Press the [Machine Status] button.
2. Touch [Print Reports].
3. Touch [Configuration Report].
4. Touch [Print Selected Report].
5. Touch [Close].

The fault requires further investigation.

Refer to the Xerox web site at [www.xerox.com](http://www.xerox.com) for further support.

## Power On/Off Button

The Power On/Off button is located on the right front of the machine. Press the button to the On (I) position to power on the machine. If the machine does not show signs of powering on, (with lights flashing on the user interface, for example), check the circuit breaker and power cable located at the lower, right rear of the machine. The circuit breaker must be set to the On (I) position. The power cable must be plugged in to the machine, as well as to a live source of electric power.

When switching off the machine, press the button to the Off (O) position. The printer will power off quickly, however for the system to be fully powered off you must **observe the network activity light on the Controller at the rear of the machine. When the network activity light stops blinking, the Controller has shut off and the entire system is powered off.**



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