Xerox® WorkCentre®
7755 / 7765 / 7775
System Administrator Guide
Guide de l'administrateur système

Español   Guía del administrador del sistema
Português   Guia de Administração do Sistema

xerox

Document version 1.0: September 2009

Contents

4 Security

9 Accounting

10 Administrator Tools

Contents

11 Customization and Expansion

A Audit Log Event Identification Numbers

Index

Introduction

1

This chapter includes:

- Overview on page 10
- More Information on page 11

Overview

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

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

Notes:

- Network features are not available if you are connected over USB.
- Embedded fax features are not available for all printer models.

Configuration Steps

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

1. Connect an Ethernet cable from your printer to the network.
2. Confirm that your printer is recognized on your network. By default, the printer is configured to receive an IP address from a DHCP server over a TCP/IP network. If you have another type of network, or want to assign a static IP address, see Enabling TCP/IP on page 22.
3. Provide basic information such as your location, time zone, and date and time preferences, by completing the Installation Wizard and the Quick Setup Home wizard. For more information, see Quick Setup Home on page 15.
4. Print a Configuration Report listing the printer's current configuration. Review the report and locate the printer's IP address. For details, see Configuration Report on page 15.
5. Open a Web browser and type the IP address of your printer to access CentreWare Internet Services (CentreWare IS). CentreWare IS is administration and configuration software installed on the printer's embedded Web server. For more information see Accessing CentreWare IS on page 17.

   Note: Most configuration settings are located on the Properties tab in CentreWare IS. If you set your printer to Locked in the Installation Wizard, you must log in as the system administrator. For details, see Accessing CentreWare IS on page 17.

6. Print the configuration checklist. The Configuration Checklist lists provides space for you to write down important information as you go through the configuration process. Use it to record information about your network settings, including passwords, network paths, and server addresses. For details, see Accessing the Configuration Report on page 18.
7. Configure Authentication. For details, see Setting up Access Rights on page 54.
8. Configure Security. For details, see Security on page 53.
9. Enable services in CentreWare IS. For details, see Enabling Services on page 18.
10. Configure Print, Scan, and Fax features. For details, see Printing on page 81, Scanning on page 99, and Fax on page 119.
11. Configure Accounting. For details, see Accounting on page 143.

More Information

See the following links for more information about your printer.

Information	Source
Quick Use Guide	Packaged with printer and www.xerox.com/office/WC7755_WC7765_WC7775docs
User Guide (PDF)	*Software and Documentation Disc* www.xerox.com/office/WC7755_WC7765_WC7775docs
Recommended Media List	www.xerox.com/paper (United States) www.xerox.com/europaper (Europe)
Printer Management Tools	www.xerox.com/office/WC7755_WC7765_WC7775drivers
Online Support Assistant	www.xerox.com/office/WC7755_WC7765_WC7775support
Technical Support	www.xerox.com/office/WC7755_WC7765_WC7775support
Information about touch screen or error messages	Control panel Help button
Information pages	Click **Status > Information Pages** in CenterWare IS
CentreWare IS Help	Help button in CentreWare IS

Initial Setup

2

This chapter includes:

- Physical Connection on page 14
- Initial Setup at the Control Panel on page 15
- Initial Setup in CentreWare IS on page 17

Physical Connection

To connect your printer:

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

Initial Setup at the Control Panel

The Installation Wizard

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

- Select the preferred language for the printer.
- Select **Customer** as your profile.
- Select default paper size preferences.
- Set the current date and time.
- Select your local time zone.

Set the access status of the printer to be **Locked** or **Unlocked**. If you select **Locked**, you must log in as a system administrator to configure the printer at the control panel or from within CentreWare IS. For details, see Accessing CentreWare IS on page 17.

> Note: You can change these settings at any time.

Quick Setup Home

Once the Installation Wizard completes, the Quick Setup Home screen displays. This screen contains three wizards:

- **IP Address Settings**: You can assign a static IP address or change the default dynamic addressing settings.
- **Contact Numbers**: You can type phone numbers that users can reference for support or supplies.
- **Fax Setup**: You can type the printer's fax phone number or numbers and specify if you want the printer to send, receive, or send and receive faxes.

> Note: You can complete these wizards at any time.

Configuration Report

When the Quick Setup Home wizard completes, the printer restarts and a Configuration Report automatically prints. The Configuration Report lists the printer's current settings. If you want to disable automatic printing of a Configuration Report at startup, see Accessing the Configuration Report on page 18.

System Administrator Access at the Control Panel

To configure the printer from the control panel, press the **Machine Status** button, and touch the **Tools** tab. If the printer is locked, log in as the system administrator.

To log in as a system administrator:

1. At the printer control panel, press the **Log In/Out** button.
2. Type **admin** and touch **Next**.
3. Type the **Admin Password** and touch **Enter**. The default password is **1111**.

Manually Setting the Printer's Ethernet Interface Speed

The printer's Ethernet interface automatically detects the speed of your network. If your network is connected to another auto-sensing device, such as a hub, the hub may not detect the correct speed. Refer to the configuration page to make sure the printer has detected the correct speed of your network. To view the configuration page, see Accessing the Configuration Report on page 18.

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

> Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings > Advanced**. When the warning message displays, touch **Continue**.
3. Touch **Ethernet Physical Media**.
4. Select the **Speed** to match the speed set on your hub or switch.
5. Touch **Save**, then touch **Close**.
6. Press the **Log In/Out** button.
7. Touch **Confirm** to exit the Tools Pathway.

Assigning a Network Address

By default, the printer automatically acquires a network address from a DHCP server. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings, see TCP/IP on page 22.

Initial Setup in CentreWare IS

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

Accessing CentreWare IS

Before you begin:

- TCP/IP and HTTP must be enabled to access CentreWare IS. If you disable either of these services, you must enable them at the printer before you can access CentreWare IS. For details, see Accessing CentreWare IS on page 17.
- Refer to the Configuration Report to determine your printer's IP address.

To access CentreWare IS:

At your computer, open a Web browser, type the printer's IP address in the address field, then press **Enter** or **Return**.

Note: If your printer is locked, type the system administrator user name and password to access the Properties tab. The administrator user name is **admin** and the default password is **1111**.

Locking or Unlocking the Printer

To lock or unlock the printer:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > Access Rights > Tools and Feature Access**.
    - Select **Open Access - Unlock All Tools and Features** to unlock the printer.
    - Select **Standard Access - Only Lock Tools** to lock the printer.
    - Select **Custom Access** to lock or unlock the services in the list.
2. Click **Apply**.

Changing the System Administrator Password

Xerox recommends that you change the default system administrator password after you configure the printer for security. Be sure to store the password in a secure location.

To change the administrator password:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > Admin Password**.
2. Under **User Name**, type the **New Password**.
3. Retype the password to verify.
4. Click **Apply**.

Accessing the Configuration Report

The Configuration Report lists the printer's current settings. By default, a Configuration Report prints at startup.

Viewing or Printing the Configuration Report in CentreWare IS.

1. Click **Status** > **Configuration Report**.
2. To print the report, click **Print Configuration Page**.

Disabling the Configuration Report at Startup

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Printing** > **General**.
2. Under **Configuration Report**, clear **Print at Power on**.
3. Click **Apply**.

Using the Configuration Overview Page

The Configuration Overview page provides shortcuts to commonly accessed pages under the Properties tab.

To access the Configuration Overview page, click **Properties** > **Configuration Overview**.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

Assigning a Name and Location to the Printer

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

To assign a name and location:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Description**.
2. Under **Device Name**, type a name for the printer.
3. Under **Location**, type the location of the printer.
4. Click **Apply**.

Enabling Services

Services must be enabled in CentreWare IS on the Service Registration page before they can be managed through the Tools & Feature Access page. For details on Tools & Feature Access setup, see Controlling Access to Tools and Features on page 61.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Service Registration**.
2. Ensure that all listed services are enabled.
3. Click **Apply**.

Note: If a service is not enabled on the Service Registration page, you may not be able to view or manage it from the Tools and Features page. Ensure that the desired service is enabled.

Viewing the Status of Services from the Control Panel

To see which services are enabled:

1. At the printer control panel, press **Machine Status**, then touch the **Machine Information** tab.
2. Touch **Installed Options**.
3. All services that are registered in CentreWare IS display. Any services that are set to Hidden on the Tools & Services page do not display.

Network Configuration

3

This chapter includes:

TCP/IP

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

Note: You can configure IPv4 settings at the printer control panel or through CentreWare IS. You can only configure IPv6 through CentreWare IS.

Enabling TCP/IP

Notes:
- By default, TCP/IP is enabled. If you disable TCP/IP, you must enable it at the printer control panel before you can access CentreWare IS.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings > TCP/IP Settings**.
3. Touch **TCPIP Enablement**.
4. Touch **Enable** for IPv4 or IPv6, then touch **Save**.

Configuring TCP/IP Settings at the Control Panel

Manually Configuring the Network Address

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings > TCP/IP Settings**.
3. Touch **Dynamic Addressing > Disabled for DHCP**, then touch **Save**.
4. Touch **IP Address/Host Name**.
5. Touch the field under **IPv4 Address**, then type the static IP address using the touch-screen keypad.
6. Touch the field under **Host Name**, then type the host name.
7. Touch **Save**, then touch **Close**.
8. Touch **Subnet and Gateway**.
9. Touch **Subnet Mask**, then type the subnet mask address using the touch-screen keypad.
10. Touch **Save**.
11. Touch **IP Gateway**, type the gateway address using the touch-screen keypad, then touch **Save**.

Configuring Dynamic Address Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings > TCP/IP Settings**.
3. Touch **Dynamic Addressing**.
4. Touch **DHCP**, **BOOTP**, or **RARP**, then touch **Save**.

Configuring DNS/DDNS Settings

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

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings > TCP/IP Settings**.
3. Touch **DNS Configuration**.

Note: Your company's DHCP server may provide the following information if DHCP is enabled.

4. Touch **Domain Name**, then touch the field under **Domain Name**, type the domain name using the touch-screen keypad, then touch **Save**.
5. Touch **Preferred DNS Server**, then touch the field under **Preferred DNS Server**, type the server address using the touch-screen keypad, then touch **Save**.
6. Touch **Alternate DNS Servers**, then touch the field under **Alternate DNS Server #1**, type the server address using the touch-screen keypad.
7. Touch the field under **Alternate DNS Server #2**, type the server address using the touch-screen keypad, then touch **Save**.
8. Touch **Dynamic DNS Registration**, then touch **Enabled** if required.

Configuring TCP/IP Settings in CentreWare IS

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

Configuring Settings for IPv4

IPv4 can be used in addition to or in place of IPv6. If both protocols are disabled, you cannot access CentreWare IS.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > IP (Internet Protocol)**.
2. IPv4 is enabled by default.

CAUTION: If both IPv4 and IPv6 are disabled, you cannot access CentreWare IS. You must re-enable TCP/IP at the printer control panel before you can access CentreWare IS. Disabling TCP/IP or changing the IP address also disables any dependant protocols.

3. Type a unique **Host Name** for your printer.

4. Select the desired method for obtaining a dynamic IP address from the **IP Address Resolution** drop-down menu, or select **Static** to define a static IP address.

5. If you select **Static**, type the **Machine IP Address**, **Subnet Mask**, and **Gateway Address** in the appropriate fields.

   Notes:
   - If you select BOOTP or DHCP, 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** to disable dynamic addressing.

6. Type a valid **Domain Name**.

DNS Configuration for IPv4

1. Type an IP address for the **Preferred DNS Server**, **Alternate DNS Server 1**, and **Alternate DNS Server 2**.

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

2. Under **Dynamic DNS Registration (DDNS)**, select **Enabled**.

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

3. Under **Release Registration**, select **Enabled** if you want the printer to release its IP address when it restarts.

Zero-Configuration Networking

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

2. Select **Enable** under **Multicast DNS** to enable the printer to use DNS queries over IP Multicast

   Note: Multicast DNS allows the Apple Bonjour protocol to map host names to IP addresses on a network without using a conventional DNS server. This is used to advertise printer services over a network.

3. Click **Apply** to save the changes or **Undo** to retain the previous settings.

Configuring IP Settings for IPv6

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

respond to this request with a router advertisement packet containing network-layer configuration parameters.

Notes:

- IPv6 is optional and may be used in addition to or in place of IPv4. If both protocols are disabled, you cannot access CentreWare IS.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **IP (Internet Protocol)**.
2. Under **Protocol**, select **Enabled**. By default, IPv6 is disabled.

   CAUTION: If both IPv4 and IPv6 are disabled, you cannot access CentreWare IS. You must re-enable TCP/IP at the printer control panel before you can access CentreWare IS. Disabling TCP/IP or changing the IP address also disables any dependant protocols.

   Notes:

   - The host name is the same for IPv4 and IPv6. If you change the host name for IPv6, the host name changes for IPv4 as well.
   - Enabling or Disabling IPv6 will restart the Network Controller when you click **Apply**.

3. Type the required **Domain Name**.
4. Under **Stateless Addresses**, select **Use Router Supplied Prefixes**.

   Notes:

   - Router-supplied prefixes are 64-bit sub-network address that define how the printer can perform auto-configuration. If routers are present, they will periodically send Router Advertisement packets containing address prefixes.
   - Routers will not forward packets with link-local addresses.
   - Enabling Stateless Addresses allows the printer to automatically populate the Link-Local Address. Link-Local addresses are network addresses that are used to communicate on point-to-point links within one segment of a local network. They allow addressing hosts without requiring a public address prefix.

Default DHCP Settings

By default, the printer performs auto-address DHCP configuration every time it starts up. This is used for neighbor discovery and address resolution on the local IPv6 subnet.

1. Select one of the following options:

   - **Use DHCP as directed by a router**: This default option is fully automatic and allows the printer to obtain and display the DHCPv6 Address on the screen.
   - **Always Enable DHCP for address assignment and other configuration data**: This options is fully automatic and allows the printer to obtain and display the DHCPv6 Address on the screen along with additional configuration data.
   - **Never use DHCP**: If you select this option, you must configure the Manual Address Options and DNS separately.
   - **Always Enable DHCP for other configuration data only**: This option only obtains other configuration data.

2. If you want the printer to release its IP address when the it restarts, select **Release DHCPv6 Address at Power Down**.

DNS Configuration for IPv6

1. Type an IP address for the **Preferred DNS Server**, **Alternate DNS Server 1**, and **Alternate DNS Server 2**.

2. Select **Prefer IPv6 DNS severs over IPv4** if you want to use IPv6 addresses.

   Note: There is no support for IPv6 DDNS. The printer directs the DHCPv6 server to update DNS.

Manual Address Options

1. Select **Enable Manual Address** to enable Router Prefix attachment.

2. Select a router address prefix from the **Router Prefix** drop-down menu to populate the prefix for manual address entry.

   Note: The Router Prefix is derived from router advertisements.

3. Click **Add**.

   Note: Xerox recommends that you add one manual IPv6 address by choosing from the list of router-supplied prefixes, however you can also supply your own prefix.

4. Click **Apply**.

SLP

Devices use Service Location Protocol (SLP) to announce and look up services on a local network. If you enable SLP on the printer, it becomes a Service Agent (SA) and announces its services on the network to User Agents (UA), who search for services, using the protocol.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > SLP**.
2. If available, type an **IP address** for the **Directory Agent (DA)**.

   Note: Directory Agents (DA) are devices that cache services. They are used in larger networks to reduce the amount of traffic. DAs are optional, however if a DA is present, then UAs and SAs are required to use it instead of communicating directly with the device.

3. Type the names for **Scope 1**, **2**, and **3**. Scopes are used to group services. Devices cannot see services that are in different scopes. The default value for Scope 1 is **DEFAULT**.
4. Select **Multicast** or **Broadcast** from the **Message Type** drop-down menu.
5. Type a value for **Multicast Radius** between 1 and 255. The default is 255.
6. Type a value for the **Maximum Transmission Unit** (MTU) between 484 and 32768. The default setting is 1400 bytes. MTU determines maximum packet size allowed to be transmitted for SLP.

   Note: The maximum MTU for IP over Ethernet is 1500 bytes.

7. Click **Apply** to accept the changes or **Undo** to retain the previous settings.
8. Click **OK**.

FTP

Use this page to set the File Transfer Protocol (FTP) mode when FTP is selected as the protocol to be used for network filing services. Features that use network filing services include Workflow Scanning, Backup Saved Jobs, and Software Upgrade.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **FTP**.
2. Under **Mode**, select the operational mode.
    - **Passive**: In Passive mode, the printer acts as an FTP client only. The FTP server specifies a random port number to be used for data transport.
    - **Active**: In Active mode, the printer specifies the return port to be used for data transport.

    Note: Some network firewalls may not support Active mode.

3. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

    Note: When you click **Apply**, the changes take effect immediately.

SNMP

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

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

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

Configuring SNMP Settings

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **SNMP**.
2. Under **SNMP Properties**, select **Enable SNMP v1/v2c Protocols** to enable the protocol.
3. Select **Enable SNMP v3 Protocol** to enable this protocol, then click **Apply**.

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

4. Under **Authentication Failure Generic Traps**, select **Enabled** if you want the printer to generate a trap for every SNMP request that is received by the printer that contains an invalid community name.

Editing SNMP v1/v2c Properties

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

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **SNMP**.
2. Under **SNMP Properties**, click **Edit SNMP v1/v2c Properties**.
3. Type a name up to 256 characters for the **GET Community Name** or use the default value of **public**. GET returns the password for the SNMP GET requests to the printer. Applications obtaining information from the printer using SNMP, such as CentreWare IS, use this password.
4. Type a name up to 256 characters for the **SET Community Name** or use the default value of private. SET returns the password for the SNMP SET requests to the printer. Applications that set information on the printer using SNMP, use this password

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

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

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

6. Click **Apply** button to accept the changes or **Undo** to retain the previous settings.

Editing SNMP v3 Settings

Notes:

- An administrator account is required to access this feature even if the printer is set to unlocked. For details, see Accessing CentreWare IS on page 17.
- Before SNMPv3 can be enabled, a digital certificate must be installed on the printer and SSL must be enabled. For more detail see Installing a Digital Certificate on page 62.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **SNMP**.
2. Under **SNMP Properties**, click **Edit SNMP v3 Properties**.
3. Under **Administrator Account**, click **Account Enabled** to create the administrator account.
4. Type an **Authentication Password** then confirm it. This password is used to generate a key used for authentication.

   Note: The password must be at least 8 characters in length and can include any characters except control characters.

5. Type a **Privacy Password** and confirm it. The Privacy password is used for encryption of SNMPv3 data. The passphrase used to encrypt the data needs to match with the Server.
6. Under **Print Drivers/Remote Clients Account**, click **Account Enabled**.
7. Click **Save** to accept the current settings or **Undo** to retain the previous settings.
8. Click **OK**.

SNMP Advanced Settings

Adding IP Trap Destination Addresses

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

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

   Note: Port 162/UDP is the default port for traps. You can select v1 or v2c based on what the trap receiving system supports.

5. Under **Traps**, select the type of **Traps to be Received** by the SNMP manager.
6. Click **Save** to accept the new settings or **Undo** to retain the previous settings.

7. Click **Apply**.

8. Click **OK**.

Adding IPX Trap Destination Addresses

Internetwork Packet eXchange (IPX) is a routing protocol used by Novell NetWare environments.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > SNMP**.

2. Click **Advanced Settings** at the bottom of the page.

3. Under **Trap Destination Addresses**, click **Add IPX Address**.

4. Type the 8-digit hexadecimal number that identifies the **IPX External Network** host configured to receive the trap.

5. Type the 48-bit **Physical MAC Address** of the computer running the SMNP manager application that is to receive the trap.

6. Type the **IPX Socket Number** of the computer running the SNMP manager application configured to receive the packets.

7. Under **Traps**, select the type of **Traps to be Received** by the SNMP manager.

SSDP

Simple Service Discovery Protocol (SSDP) provides processes to allow network clients with little or no static configuration to discover network services. SSDP provides multicast discovery, server-based notification, and discovery routing options.

> Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > SSDP**.
2. Select **Enabled** to enable the protocol.
3. Type a value between 1 and 43200 minutes in the **Cache Control** field. The default value is 1440 minutes.
4. Type a number between 1 and 60 router hops in **Time to Live** for discovery advertisement. The default number of hops is 4.
5. Click **Apply** to accept the changes or **Undo** to retain the previous settings.

LPR/LPD

The Line Printer Daemon (LPD) and Line Printer Remote (LPR) protocols are used to provide printer spooling and network print server functionality for UNIX-like systems such as HP-UX, Linux, and Macintosh.

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

Enabling LPR/LPD

Notes:

- Verify that TCP/IP and HTTP have been configured.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **LPR/LPD**.
2. Select **Enable** to enable the protocol.

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

3. Type an LPR/LPD **Port Number** or use the default port number of 515.
4. Under **Advanced Settings**, select **Enabled** to allow **PDL Switching**. PDL switching allows the printer to process single print jobs that contain two or more printer languages, such as a job with a PCL header prepended to a PostScript print job.

   Note: This setting should normally be disabled.

5. Select **Enabled** to enable **PDL banner page attributes override LPR control file attributes for job name and owner**. This feature allows you to replace the standard information displayed on a banner page with the user name and job name from the print job.
6. Select the desired option from the **Place temporary hold on which jobs** drop-down menu. Options include:
   - **None (Use printer's default banner sheet job name if data file 1st)**: The printer will not wait to receive the job control information. This selection may cause banner sheet information to print incorrectly.
   - **Only those with data file received 1st**: The printer holds the job if the job's data file is received first. This ensures the printer waits to receive the job's control file information so that the banner sheet contains accurate information.
   - **All (consistent with older implementations)**: This option puts all jobs on hold. All data is received before a job begins to print. This setting can cause jobs to print slowly but will result in accurate banner sheet information.
7. Click **Apply** to accept changes or **Undo** to retain the previous settings.
8. Click **OK**.

Raw TCP/IP Printing

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

Basic Settings

Notes:

- TCP/IP must be enabled before Raw TCP/IP Printing is enabled.
- Raw TCP/IP printing is selected in Windows 2000 as the Standard TCP/IP port.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Connectivity > Protocols > Raw TCP/IP Printing**.
2. Select **Enabled** to enable the protocol.
3. Ensure that the **TCP Port Number** is set to 9100 for **Port 1**.

   Note: To emulate HP JetDirect EX Plus 3, set **Port 2** to 9101 and **Port 3** to 9102.

4. Select **Enabled** for Bidirectional communication.
5. Ensure that **Maximum Connections per port (1-32)** for each port is set to the default value of 8.
6. Set the **End of Job Timeout** to the desired number of seconds between 0-1800 before processing a job with an **End of Job** character. The default time is 300 seconds.
7. Select **Enabled** for **PDL Switching** to allow the printer to automatically switch between multiple supported PDLs within a single job.

   Note: PDL Switching should normally be disabled.

8. Click **Apply** to accept the changes or **Undo** to retain the previous settings. To set all fields to printer default values, click **Default All**.
9. Click **OK**.

Advanced Settings

Additional Raw TCP/IP Printing options can be specified in the Advanced page. These include:

1. **Connections**
   - **Total Job Limit per Connection**: Type a value between 0 and 32768 to limit the number of jobs that can be active for each port.
   - **Maximum concurrent connections**
   - **Maximum concurrent jobs**: Type a value between 0 and 500 to specify the maximum number of concurrent jobs. A setting of 0 allows unlimited concurrent jobs.
2. **Job Boundary Determination**
   - Enable **Control D Marks End of PostScript Job** if you want the Control D character to be used to indicate the end of a PostScript print job.

3. **Backchannel Data**
   - To allow data from several jobs to be interspersed, enable **Backchannel Data Transmission to Client**, then enable **Out of Order Backchannel Data**.

   Note: **Out of Order Backchannel Data** is only available when **Backchannel Data Transmission to Client** is enabled.

4. **Banner Page Printing**
   - To allow banner pages to print for specific jobs only, select the job types from the **Banner Page Enabled** drop-down menu. You can select **First Job Only**, **No Jobs**, or **All Jobs**.
   - To enable banner pages to print before each PDL document within a single job, select **Enabled** for **Banner Page for Each Document of Job**.
   - To enable banner pages to print only for jobs that specifically request them through PJL, select **Enabled** for **Banner Page for Job Containing only PJL Commands**.

5. **Miscellaneous**
   - To allow the printer to switch between multiple PDLs within a single job, select **Enabled** for **Language (PDL) Switching within PJL Job**.
   - To force parsing of job data, select **Enabled** for **Job Data Parsing Override**.

   Note: Job data is not parsed when bidirectional and PDL switching are disabled.

SMTP

Simple Mail Transfer Protocol (SMTP) is used by the printer's email feature to deliver scanned images and Internet Fax jobs through email.

Configuring SMTP Server Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **SMTP (Email)**.
2. Under **Required Information**, select the method to use to locate an SMTP server.
   - To allow DNS to automatically find an SMTP server on the network, select **Use DNS to identify SMTP Server**.
   - To map to a specific SMTP server, select **Specify SMTP Server manually**.

   Note: If you select **Use DNS to identify SMTP Server**, you must ensure that DNS is configured for either IPv4 or IPv6 before you can define the SMTP server. See Configuring Dynamic Address Settings on page 23.

3. Select the address type. Options include **IPv4**, **IPv6**, or **Host Name**.
4. Type the appropriately formatted address and port number in the **Address: Port** field. The default port number is 25.
5. Type the specific email address assigned to this printer by the SMTP server in the **multifunction device Email Address** field.

Optional Information

1. To define a maximum message size for messages with attachments, type a value between 512 KB and 20480 KB in the **Maximum Message Size** field. The default size is 10240 KB.
2. To improve transmission speed, you can set messages to be fragmented between 2 and 500 times. The default value for **Number of Fragments** is one, or unfragmented.
3. To set a maximum job size, type a value between 512 KB and 2000000 KB in the **Total Job Size** field.
4. If you selected more than 1 fragment in **Number of Fragments**, you can select how the email jobs should be split for **Email Job Splitting Boundary**. Options are:
   - **Page Boundary**: If you select this option, the mail client will not reassemble the job on receipt.
   - **Automatic Boundary**: If you select this option, the mail client is required to reassemble the job on receipt.
5. Under **Login Credentials for the multifunction device to Access the SMTP Server to send automated Emails** select **System** to have the printer authenticate itself using the Login Name and Password set up on this page. If you select **None**, the printer will not provide authentication credentials to SMTP server.
6. If you select **System** for **Login Credentials for the multifunction device to Access the SMTP Server to send automated Emails**, type in the **Login Name** and **Password**.

Note: Select the **Select to save new password** check box to save the Login and Password information.

7. If authentication is enabled, and Tools and Feature Access is configured to require users to log in before they can access email, select **Authenticated User** under **Login Credentials for the Walkup User to send Scanned Emails** to use the credentials of the user to access the SMTP server. Alternatively, you can allow this field to default to the same setting you selected for sending Automated emails.

8. Click **Apply**.

LDAP

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

Configuring LDAP/LDAPS Server Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **LDAP**.
2. Under **Server Information**, select the preferred address type. Options are **IPv4**, **IPv6**, or **Host Name**.
3. Type the appropriately formatted **Primary** and **Alternate LDAP Server** addresses and port numbers for the selected address type. The default port number is 389.
4. Select the LDAP server type from the **LDAP Server** drop-down menu.

Optional Information

1. Type the search directory root path in the **Search Directory Root** field using Base DN format.
   - For more detail on Base DN formatting, refer to the *RFC 2849 - LDAP Data Interchange Format (LDIF) Technical Specification* on the IETF website.
2. Specify the login credentials required to access the LDAP directory. Options are:
   - **None**: No authentication occurs when users access LDAP.
   - **Authenticated User**: The user's credentials, upon logging in, are used to access the SMTP server.

   Note: Authentication must be enabled, and Tools and Features Access must be configured to require the user to log in before accessing email. For detail on these topics, see Setting up Access Rights on page 54 and Controlling Access to Tools and Features on page 61.

   - **System**: The printer logs into the LDAP directory and is authenticated using its own login credentials.
3. After you select the Login Credential type, type the **Login Name** and **Password**, if required.
4. Retype the password and select **Save Password**, if needed.
5. If SSL is desired, select **Enable SSL** under **SSL**.
6. If SSL is selected, click **View Trusted SSL Certificates** to view any secure certificates that have been uploaded to the printer.

   Note: If the LDAP Server is operating with encryption enabled, you need the certificate from that server's certificate authority installed on the printer.
7. Under **Maximum Number of Search Results**, type a number between 5 and 100 for the maximum number of addresses that can be returned matching the search criteria entered. The default number is 25.

8. Under **Search Timeout**, select **Use LDAP Server Timeout** to allow the printer to time out based on the LDAP server settings, or select **Wait**, and type in the number of seconds between 5 and 100 that the printer will wait before timing out. The default is 30 seconds.

    Note: If you are having trouble retrieving results from your LDAP server, use the Wait option.

9. If your primary LDAP server is connected to additional servers, select **LDAP Referrals** to include those LDAP servers in your searches.

10. Under the P**erform Query on** heading, select:

    - **Surname and Given Name Fields**: This option allows you to search for the user's last name and first name.

    - **Mapped Name Field**: This option allows you to specify how the name fields are mapped. After you apply this setting, click **User Mappings** to define the field mapping. For details, see Defining User Mappings below.

11. Click **Apply**.

Configuring Contexts for LDAP

Contexts are a defined starting points in an LDAP database from which the search function begins searching. Contexts are used with the Authentication feature. You can configure the printer to automatically add an authentication context to the Login Name provided by the user.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **LDAP**.
2. Click the **Contexts** button under the LDAP title.
3. Type details in the **Default Login Context** field.
4. Click **Apply**.

Defining User Mappings

LDAP servers display different results depending on how they implement mappings. Editing the mapping allows you to fine-tune server search results.

Note: Internet Fax users must ensure that the Internet Fax field is not set to **No Mappings Available** in the drop-down menu. This setting prevents the LDAP Address Book from displaying on the Internet Fax screen on the printer's control panel. Select **Mail** as the Internet Fax setting.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **LDAP**.
2. Under **Search**, type the name of the user you want to search for in the **Enter Name** field, then click **Search**.

    If a match occurs, the user's information displays.

3. Use the drop-down menus under **Imported Heading** to remap fields as needed.

    Note: Headings are defined by your LDAP server's schema.

Configuring Authorization Access by Groups

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

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

• User Roles Access Setup on page 40
• Device Access Setup on page 40
• Service Access Setup on page 41
• Feature Access Setup on page 41

  Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **LDAP**.
2. Click the **Authorization Access** tab at the top of the page.

User Roles Access Setup

You can assign users to specific roles groups to allow them types of access.

1. On the **Authorization Access** page, click the **User Roles** tab.
2. In the **System Administrator Access** field, type the name of the group, defined in the LDAP server database, that you want to use to grant system administrator access to the printer.
3. In the **Accounting Administrator Access** field, type the name of the group, defined in the LDAP server database, that you want to use to grant accounting administrator access to the printer.
4. To verify a user's access to either role, type the user's name in the Enter **User Name** field, then click **Test**.
   The Test Results column displays the users name if the user is a member of the LDAP group or **No Access** if they are not a member.
5. Click **Apply**.

Device Access Setup

  Note: Device Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access pathways. For details on these topics, see Setting up Access Rights on page 54 and Controlling Access to Tools and Features on page 61.

1. On the **Authorization Access** page, click the **Device Access** tab.
2. In the **Services Pathway** field, type the name of a group, defined at the LDAP server, that you want to use to provide access to the Services features on the printer.
3. Repeat the process for **Job Status Pathway** and **Machine Status Pathway**.
4. To verify a users access to either role, type the user's name in the Enter **User Name** field, then click **Test**.

The Test Results column displays the users name if the user is a member of the LDAP group or **No Access** if they are not a member.

5. Click **Apply**.

Service Access Setup

Note: Service Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access services. For detail on these topics, see Setting up Access Rights on page 54 and Controlling Access to Tools and Features on page 61.

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

1. On the **Authorization Access** page, click the **Service Access** tab.
2. Under **Access Group**, type the names of the LDAP groups allowed to access each of the individual printer services.
3. To verify a users access to either role, type the user's name in thanker **User Name** field, then click **Test**.

    The Test Results column displays the users name if the user is a member of the LDAP group or **No Access** if they are not a member.
4. Click **Apply**.

Feature Access Setup

Note: Feature Access setup requires that Authentication is enabled and Tools and Feature Access are configured to require users to log in before they can access features. For detail on these topics, see Setting up Access Rights on page 54 and Controlling Access to Tools and Features on page 61.

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

1. On the **Authorization Access** page, click the **Feature Access** tab.
2. Under **Access Group**, type the names of the LDAP groups allowed to access each individual feature.
3. To verify a users access to either role, type the user's name in thanker **User Name** field, then click **Test**.

    The Test Results column displays the users name if the user is a member of the LDAP group or **No Access** if they are not a member
4. Click **Apply**.

Configuring Filters for LDAP

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Connectivity > Protocols > LDAP**.
2. Click **Custom Filters** at the top of the page.

3. Under **LDAP Authentication** on the **Custom Filters** page, select **Prepend Base DN**. When enabled, the user's Active Directory domain name will be added to the user name in the form of **domain_name\username**, when authenticating to the LDAP server.

   Notes:

   - Many UNIX/Linux LDAP servers require the **Append Base DN** attribute to be set when **Login Credentials to Access LDAP Server** is set to **Authenticated User**.
   - For more detail on Base DN formatting, refer to the *RFC 2849 - LDAP Data Interchange Format (LDIF) Technical Specification* on the IETF website.

4. Under **Email Address Book Filter**, select **Enable Custom Filter**.

5. In the **Email Address Book Filter** field, type the LDAP search string or filter that you want to apply. The filter defines a series of conditions that the LDAP search must fulfill in order to return the information you want.

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

6. Under **User ID Query Filter**, select **Enable Custom Filter**.

7. In the **User ID Query Filter** field, type the LDAP search string or 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 want.

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

8. Click **Apply**.

POP3

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

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **POP3 Setup**.
2. Select the address type. Options are **IPv4** and **Host Name**.
3. Type the appropriately formatted address and port number in the **POP3 Server** field. The default port number is 110.
4. Type the **Login Name** assigned to the printer that will be used to log in to the POP3 server.
5. Type then retype an alphanumeric **password**.
6. Enable **to save new password**.
7. Under **POP3 Settings**, select **Enable receipt of Email via POP3**.
8. Type a **Polling Interval** value between 1 and 60 minutes. The default value is 15 minutes.
9. Click **Apply**.

HTTP

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

Enabling HTTP

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

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings** > **Advanced Settings**.
3. Touch **Continue**.
4. Touch **HTTP Settings**.
5. Touch **Enable**, then touch **Save**.

Configuring HTTP Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **HTTP**.
2. In **Keep Alive Timeout**, type the time between 1 and 60 seconds to specify how long the printer will wait for a response from a connected user before terminating the connection. The default value is 15 seconds.

    Note: Increasing the Keep Alive Timeout time can cause connections to slow down.

3. Change the **HTTP Port Number** if required. The default is 80.
4. Click **Apply**.

Proxy Server

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

A proxy server has two main purposes:

- To keep any devices behind it anonymous for security purposes.
- To decrease the amount of time needed to access a resource by caching content, such as Web pages from a Web server.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **Proxy Server**.
2. Under HTTP Proxy Server, select **Enabled**.
3. Select the Proxy Server address type. Options are **IPv4 Address**, **IPv6 Address**, or **Host Name**.
4. Type the appropriately formatted address and port number in the **Proxy Server Address** field. The default port number is 8080.
5. Click **Apply** to accept the settings or **Undo** to retain the previous settings.

Note: Proxy server settings are used for SMart eSolutions setup, HTTP(S) File Destination setup, and HTTP(S) Template Pool settings.

NTP

Network Time Protocol (NTP) is used to synchronize the internal clocks of computers over a network connection at system startup and every subsequent 24-hour period thereafter. This feature ensures that the printer's internal clock stays synchronized with the NTP server you specify. If the printer is configured to use DHCP and an NTP server, or if the Greenwich Mean Time (GMT) offset is provided by the DHCP server, then data entered on this page is overwritten by the corresponding parameters retrieved from the DHCP server.

CAUTION: Enabling NTP or modifying NTP settings causes the printer to restart.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **NTP**.
2. Under **Offset of Greenwich Mean Time**, select the number of hours your local time is offset from GMT.
3. Under **Network Time Protocol**, select **Enabled** to enable the protocol.
4. Select either **IPv4** or **Host Name** for the address type of the NTP server.
5. Type the appropriately formatted addresses and port numbers in the **Primary Server** and, if needed, the **Alternate Server** address fields. The default port number is 123.
6. Click **Apply**.

AppleTalk

AppleTalk is a proprietary suite of protocols developed for networking computers by Apple, Inc.

Notes:

- AppleTalk has been deprecated by Apple, Inc., in favor of TCP/IP networking.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

Before you begin, ensure the following items are available:

1. An existing operational AppleTalk network.
2. The AppleTalk Name you wish to assign to your printer.
3. The AppleTalk Zone, if used, to assign to your printer.

Enabling AppleTalk on the printer

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **AppleTalk**.
2. Select **Enabled** to enable the protocol.
3. Type a name for the printer in **Printer Name** or use the default name **XRX_MAC address**.
4. Type the AppleTalk zone name in the **Zone Name** field.

   Note: The default star (*) symbol for zone allows the closest router to assign the printer to a zone. Only change the Zone Name if you have defined zones on your network.

5. Click **Apply**, then click **OK**.

NetWare

NetWare is a network operating system developed by Novell to run various services using cooperative multitasking.

Before you begin:

1. Ensure an existing operational NetWare network is available
2. Verify that you have administrator rights to log in to a NetWare file server/tree.
3. Ensure the printer is connected to the network.
4. Set up a print server object using the appropriate Novell utility. Refer to the Novell system documentation for help.

Configuring NetWare Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. Click **Properties > Connectivity > Protocols > NetWare**.
2. Select **Enabled** to enable the protocol.
3. Select **IP** or **IPX** from the **Filing Transport** the drop-down menu.
4. Select the **Frame Type** from the drop-down menu. Options are:
   - **Auto**
   - **Ethernet II**
   - **Ethernet 802.2**
   - **Ethernet 802.3**
5. Type a polling rate between 1 and 240 seconds for the print server in **Queue Poll Interval**. The default value is 5 seconds.
6. Type the **Printer Server Name**. The default name is **XRX_MAC address**.
7. Type then retype the server password in the **New Print Server Password** and **Retype New Print Server Password** fields. Select the **Select to save new password** option.

Service Advertising Protocol (SAP)

SAP facilitates dynamic adding and removing of services on an IPX internetwork. As servers start up and shut down, they can advertise and remove their services using SAP.

1. Select **Enabled** to enable the protocol.
2. Type the **SAP Frequency** between 15 and 300 seconds or type 0 for none. The default is 60 seconds.

Bindery Settings

NetWare can use Bindery services for authentication. Bindery services are a stand-alone database system containing user information and security data.

If you are using NetWare in Bindery mode, under **Bindery Settings**, type the names of up to four primary File Servers for the printer in the **File Server** fields.

Note: When the printer uses Bindery mode, the **NDS Tree** and **NDS Context** fields are blank.

NetWare Directory Services (NDS)

NDS is a hierarchical, object-oriented database that represents all of the assets of an organization in a logical tree structure. Assets can include printers, servers, computers, people, organizations, and more.

1. Under **NetWare Directory Services (NDS)**, select the address type for the NDS server. Options are **IPv4 Address** or **Host Name**.
2. Type the appropriately formatted address and port number in the **NDS Server** field.

   Note: The NDS server is used for Workflow Scanning and Server Fax only.

3. Type a name for the NDS tree in the **NDS Tree** field. The default entry for this field is **Xerox_DS_Tree**. If you are using Bindery mode, leave this field blank.
4. Type a context in the **NDS Context** field. The default entry for this field is **Xerox_DS_Context**. If you are using Bindery mode, leave this field blank.
5. Click **Apply** then click **OK**.

Microsoft Networking

Configuring Microsoft Networking

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. Click **Properties > Connectivity > Protocols > Microsoft Networking**.
2. Select **Enabled** to enable the protocol.
3. Type the workgroup name in the **Workgroup** field.
4. Type the host name in the **SMB Host Name** field.
5. Type a descriptive comment, if desired, in the **SMB Host Name Comment** field.
6. Type the name of the share in the **Share Name** field.
7. Type a descriptive comment, if desired, in the **Share Name Comment** field.
8. Type the maximum number of connections allowed in **Maximum Connections**. The range is between 10 and 30.
9. Type the desired number of seconds until the connection times out in the **Connection Timeout field**. The range is between 1 and 32767 seconds.

Configuring WINS

When running WINS the printer registers its IP address and NetBIOS host name with a WINS server. WINS allows the printer to communicate using host name only, removing a significant overhead from the systems administrators.

To manually enable WINS and configure primary and secondary WINS servers through CentreWare IS:

1. Under **Server Information**, select **Enabled** to enable the protocol.
2. Type the IP Address in the **Primary Server IP Address** for your primary server.
3. If desired, type the IP Address in the **Secondary Server IP Address** for a secondary server.

   Note: If DHCP is configured, WINS IP Addresses will be overridden.

4. Click **Apply**.

   Note: The settings are not applied until you restart the printer.

5. Click **OK**.

WSD

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

Enabling WSD

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > WSD (Web Services for Devices)**.
2. Under **WSD Services**, select **Enabled**.
3. Under **WSD Services Selection**, select the WSD services you want to enable.
   a. **WS-Discovery**: WS-Discovery supports the discovery of services in an ad hoc network with a minimum of networking services, such as DNS, UDDI, or other directory services. It does this by announcing or advertising the existence of the printer and its services on the network when it becomes available, and announcing its departure when unavailable.
      - The default state is **Enabled**.
      - The default port number is **3**.

   Notes:
      - When disabled, WSD does not respond to WS-Discovery requests.
      - Disabling WSD-Discovery does not disable or prevent access to CentreWare IS.

   b. **WS-Discovery Multicast**: If enabled, this setting allows the printer to use Multicast to respond to and announce the service URLs provided by the printer to the client computers on the network. The default state is selected.
      - The assigned port number is identical to that of WS-Discovery.
      - IPv4 multicast address: 239.255.255.250
      - IPv6 multicast address: FF02::C (link-local scope)

   Notes:
      - WS-Discovery must be enabled for WS-Discovery Multicast to be available for selection.
      - WS-Discovery Multicast should be disabled if your network uses a discovery proxy to handle multicast group communication to reduce overall WS-Discovery traffic.

   c. **WS-Print**: If enabled, this setting allows the printer's print capabilities to be announced through WS-Discovery.
      - The default state is selected.
      - The default port number is 53303.

   Note: If WS-Print is disabled, print capabilities are not discoverable and printing is not possible through any WSD port.

   d. **WS-Transfer**: If enabled, this setting lets you specify an alternate communication port number used for metadata exchange with WSD clients. WS-Transfer defines how to invoke a simple set of familiar verbs, such as Get, Post, Put, and Delete, using SOAP. The default port number is 53202.

Note: This service is always available when WSD Services is enabled.

4. Click **Apply**.

Security 4

This chapter includes:

See also: www.xerox.com/security

Setting up Access Rights

Overview

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

Authentication

Authentication is the process of confirming a user's identity by comparing information provided by the user, such as their user name and password, against another source of user information such as an LDAP directory. Users can be authenticated when accessing the control panel or when accessing CentreWare IS.

There are several ways to authenticate a user:

- **Local**: If you have a limited number of users, or do not have access to an LDAP network directory, you can add user information, such as user names and passwords, to the printer's internal database. You can then specify tools and feature access for all users. Users are authenticated and authorized when they log in at the control panel.
- **Network**: The printer retrieves user information from an LDAP network directory to authenticate and authorize users when they log in at the control panel. You must configure LDAP server settings first. The printer can use of the following four protocols to communicate with your authentication server:
    - Kerberos (Solaris)
    - Kerberos (Windows 2000/2003)
    - SMB (Windows 2000/2003)
    - LDAP
- **Card Reader**: You must purchase and install a magnetic or proximity card reading system, such as Xerox Secure Access, or the Xerox Common Access Card kit. To access the printer, users must swipe a pre-programmed identification card.

Authorization

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

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

Personalization

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

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

Local Authentication

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

User Information

Adding User Information to the Local Database

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Security** > **User Information Database** > **Setup**.
2. Click **Add New User**.
3. Type the user's **Name**, **Friendly Name**, and **Password**. Retype the Password to verify.
4. Select a **User Role**:
    *   **System Administrator**: The authenticated user in this role is allowed to access all services and settings.
    *   **Accounting Administrator**: The authenticated user in this role is allowed to access accounting settings and other services and settings that are locked.
    *   **User**: The authenticated user in this role is allowed to access services and features defined by the system administrator.

    Note: Users who are not authenticated cannot access features that are locked.
5. Click **Add New User**.

Editing User Information in the Local Database

1. On the **User Information Database** page, click **Edit** next to the user you want to edit.
2. Update the user information, then click **Edit User**.

Specifying Password Requirements

You can specify password requirements if desired.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Security** > **User Information Database** > **Password Settings**.
2. Specify the password **Minimum Length** and **Maximum Length**.
3. Select rules as desired:
    *   Cannot contain **Friendly Name**
    *   Cannot contain **User Name**
    *   Must contain **at least 1 number**

4. Click **Save**.

    Note: Existing passwords are not affected by new password rules.

Setting Up Local Authentication

To configure local authentication:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > Access Rights > Setup**.
2. On the **Authentication Configuration** page, next to **Authentication**, click **Edit Methods**.
3. Click **Next**.
4. Under **Device User Interface Authentication**, select **Locally on the Device (Internal Database)**.
5. Under **Authorization**, select **Locally on the Device (Internal Database)**.
6. Select **Personalization** if you want to allow the printer to automatically retrieve user information, such as email address or home directory, from an LDAP server.

    Note: LDAP must be configured to be able to use personalization.

7. Click **Save**.
8. The Authentication Configuration page displays.

To restrict or allow access to tools and features, see Controlling Access to Tools and Features on page 61.

Network Authentication

If you have an LDAP server connected to your network, you can configure the printer to retrieve user information from the LDAP directory when authenticating a user at the control panel. For details on configuring LDAP settings, see LDAP on page 38.

Setting up Network Authentication

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > Access Rights > Setup**.
2. If this is the first time you have configured authentication, click **Next** otherwise, click **Edit Methods**.
3. Under **Device User Interface Authentication**, select **Remotely on the Network**.
4. Under **Authorization**, select **Remotely on the Network**.
5. Select **Personalization** if you want to allow the printer to automatically retrieve user information, such as email address or the home directory (for the Scan to Home feature) from an LDAP server.

    Note: If LDAP is not configured, Personalization is not available.

6. Click **Save**.

Configuring Authentication Server Settings for Kerberos (Solaris)

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. On the **Authentication Configuration** page, click **Configure** next to **Authentication Server**.
2. Under **Authentication Type**, select **Kerberos (Solaris)**.
3. Under **Default Key Distribution Center (Required)**, in **Realm**, type the realm for your authentication server.
4. Select the desired address type. Options are **IPv4 Address**, **IPv6 Address**, or **Host Name**.
5. Type the appropriately formatted address type and port numbers for both the primary and backup addresses in the address fields. The default port number is 88.
6. A backup address is optional.
7. Under **Alternate Key Distribution Centers** type the realm or domain names, IP addresses, primary ports, and backup ports of any alternate servers you want to use.
8. Click **Save**.

Configuring Authentication Server Settings for Kerberos (Windows 2000/2003)

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. On the **Authentication Configuration** page, click **Configure** next to **Authentication Server**.
2. Under **Authentication Type**, select **Kerberos (Windows 2000/2003)**.
3. Under **Default Domain Controller (Required)**, in **Domain**, type the domain name of your authentication server.
4. Select the desired address type. Options are **IPv4 Address**, **IPv6 Address**, or **Host Name**.
5. Type the appropriately formatted address type and port numbers for both the primary and backup addresses in the address fields. The default port number is 88.

   Note: A backup address is optional.

6. Under **Alternate Domain Controllers** type the domain names, IP addresses, primary ports, and backup ports of any alternate servers you want to use.
7. Click **Save**.

Configuring Authentication Server Settings for SMB

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. On the **Authentication Configuration** page, click **Configure** next to **Authentication Server**.
2. Under **Authentication Type**, select **SMB (Windows NT 4)** or **SMB (Windows 2000/2003)**.
3. Under **Default Domain**, type the domain name of your authentication server.
4. If you want to specify domain controller IP addresses or host names, select **Optional Information**.

   Note: Address options do not display unless you have selected Optional Information.

5. Select the address type. Options are **IPv4 Address**, or **Host Name**.

6. Type the appropriately formatted address and port number. The default port number is 137.
7. To specify any alternate domains and controllers, type the IP addresses, host names, domains, and port numbers in the **Alternate Domains (Optional)** fields.
8. Click **Save**.

Configuring Authentication Server Settings for NDS (Novell)

Notes:

- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.
- Netware must be enabled. For details, see NetWare on page 48.

1. On the **Authentication Configuration** page, click **Configure** next to **Authentication Server**.
2. Under **Authentication Type**, select **NDS (Novell)**.
3. Under **Default Tree/Context (Required)**, type the details in the **NDS Tree** and **NDS Context** fields.
4. Under **Alternate Tree/Context (Optional)**, type the details in the **NDS Tree** and **NDS Context** fields, if required.
5. Click **Save**.

Configuring Authentication Server Settings for LDAP

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. On the **Authentication Configuration** page, click **Configure** next to **Authentication Server**.
2. Under **Authentication Type**, select **LDAP**.
3. To configure LDAP settings, click **LDAP Settings**. For more details, see LDAP on page 38.

Authentication Using a Card Reader System

Setting Up Authentication Using Xerox Secure Access or Common Access Card/PIV

Before you begin:

- Enable Secure HTTP (SSL). For details, see Enabling HTTP on page 44.
- Enable the Authentication & Authorization Configuration Web Service. For details, see Authentication on page 54.
- Install the Xerox Secure Access authentication server and configure with user accounts. Refer to the authentication server documentation for help.

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

- Connect and configure your card reader.

To configure authentication using Xerox Secure Access:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Security** > **Access Rights** > **Setup**. The Step 1 of 3 window displays.

2. If this is the first time you have configured authentication, click **Next** otherwise, click **Edit Methods**.

3. Under **Device User Interface Authentication**, select **Xerox Secure Access**, or **Common Access Card (CAC)/Personal Identity Verification (PIV)**.

4. Under **Web User Interface Authentication**, select **Locally on the Device (Internal Database)** or **Remotely on the Network** to specify how the printer will validate the user's rights to access CentreWare IS.

5. If a user normally authenticates at the control panel with a card reader, you must specify a method for the printer to authenticate users who access CentreWare IS from their computer. If you select **Remotely on the Network**, you must configure a network authentication server.

6. Under **Authorization**, select **Locally on the Device (Internal Database)**, or **Remotely on the Network**.

7. Click **Next**.

8. Type the Feature Enablement Key if you are using CAC, then click **Next**. The key is provided with the CAC kit.

9. Click **Configure** next to **Device User Interface Authentication**.

10. Configure the Remote Server. For instructions, refer to the information provided with your server hardware.

    After the server is configured, the server communicates with the printer and automatically completes the configuration process.

11. If required, click **Manually Configure** to manually configure communication, personalize instructional windows, and review accounting options. For details, see Manually Configuring Control Panel Authentication on page 59.

12. If you selected **Remotely on the Network** for the Web User Interface Authentication method, click **Configure** next to **Web User Interface Authentication**. Configure the authentication server settings. For details, see Network Authentication on page 56.

13. Click **Finish**.

Manually Configuring Control Panel Authentication

If you are using a card reader system, and you want to allow users to access the printer when they have lost or misplaced their identification card, you can configure the printer to allow them to log in at the control panel. In this case, the remote server still has the responsibility for authenticating the user.

Before you begin, ensure that the Xerox Secure Access authentication server has been configured to point to the printer.

1. At the **Authentication Configuration** screen click the **Configure** button next to Device User Interface Authentication **Xerox Secure Access**.

2. If the Authentication Solution has been configured correctly the Authentication Solution server address information displays. If the information is incomplete or incorrect, click **Manually Configure**.

3. Under **Server Communication**, select the address type and port number. Options are **IPv4 Address** or **Host name**.

4. Type the appropriately formatted address and port number.

5. Type the details in the **Path** field.

   Note: Type the HTTP path **public/dce/xeroxvalidation/convauth** and port number of **1824** to facilitate communication.

6. If you are using Network Accounting and you want the printer to automatically obtain accounting information for the user from the Authentication server when the user authenticates, select **Automatically apply Accounting Codes from the server**. This reduces the number of screens that the user sees when they log in at the control panel.

   If you want the user to provide accounting data manually at the control panel, select **User must manually enter accounting codes at the device**.

7. In the **Device Instructional Blocking Window** area, type text in the **Window Title** field to define a title that will display on the printer's touch screen.

8. Type text in the **Instructional Text** field to define a prompt that will show on the printer's touch screen to tell the user what they need to do to access the printer.

   Note: If the Title and Prompt have been configured on the Xerox Partner authentication server, then any instructional text that you type will be ignored.

9. Click **Save**.

Controlling Access to Tools and Features

Controlling Access for All Users

To lock, unlock, or hide tools and features for all users:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > Access Rights > Tools & Feature Access**.
2. Under **Presets**, select **Custom Access**.
3. Select **Locked** or **Unlocked**. Select **Hidden** to hides services in the Services Pathway.
4. Controlling Access for an Individual User or Group

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

Before you begin:

- Configure Network Authentication. For details, see LDAP on page 38.
- Configure LDAP server settings. For details, see Configuring LDAP/LDAPS Server Settings on page 38.

Digital Certificates

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

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

Installing a Digital Certificate

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

- Create a Self-Signed Certificate. A Self-Signed Certificate is the result when the printer creates its own certificate, signs it, and creates a public key for the certificate to be used in SSL encryption.
- Create a request to have a certificate authority, or a server functioning as a certificate authority, sign a certificate and then upload the certificate to the printer. An example of a server functioning as a CA is Windows Server running Certificate Services.
- Install a trusted root certificate created by a CA. For details, see Managing Trusted Certificate Authorities on page 63.

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

Creating a Self-Signed Certificate

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > Machine Digital Certificate Management**.
2. Click **Create New Certificate**.
3. Select **Self Signed Certificate**.
4. Click **Continue**.
5. Complete the form with your 2-Letter Country Code, State/Province Name, Locality Name, Organization Name, Organization Unit, Common Name, Email Address, and Days of Validity.
6. Click **Apply**.

Creating a Request

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > Machine Digital Certificate Management**.
2. Click **Create New Certificate**.
3. Select **Certificate Signing Request**.
4. Fill out the form with your 2-Letter Country Code, State/Province Name, Locality Name, Organization Name, Organization Unit, and Email Address.

    Note: Values from the form are used to generate a Certificate Signing Request.

5. Click **Apply**.
6. When the process is complete, you are prompted to save the Certificate Signing Request. Right-click the link and save the **csr.pem** file to your computer.
7. Email the file to a trusted certificate authority to be signed.
8. When the signed certificate is received back from the trusted certificate authority, upload the certificate to the printer. From the **Machine Digital Certificate Management** page, click **Upload Signed Certificate**.
9. Click **Browse** or **Choose File**, navigate to the signed certificate in **.crt** format, and click **Open** or **Choose**.
10. Click **Upload Certificate**.

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

Managing Trusted Certificate Authorities

You can add, delete, or reset trusted certificate authorities (trusted root certificates).

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

To install a root certificate:

1. In CentreWare IS, click **Properties > Security > Trusted Certificate Authorities**.
2. Click **Add**.
3. Click **Browse** or **Choose File**, navigate to the signed certificate file, then click **Open** or **Choose**.
4. Click **Upload Certificate Authority**. The digital certificate displays in the list of Installed Certificates.

To delete a certificate:

1. Select a certificate from the list.
2. Click **Delete**.
3. Click **OK** to acknowledge the warning message.
4. To delete all certificates, click **Reset**.

Security

Downloading the Generic Xerox CA

If the printer does not have a trusted root certificate, or if a self-signed certificate is installed, users may see an error message related to the certificate when attempting to connect to the printer using CentreWare IS. To resolve this, install the generic Xerox Root CA Certificate in your Web browser. For details, see your Web browser's help.

To download the Xerox Root CA certificate, click **Download the Generic Xerox Device CA**, and save the file on your computer.

The printer can sign its own certificate signing request (CSR) by using the Xerox generic CA.

> Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Security** > **Trusted Certificate Authorities**.
2. Under Installed Certificates, right-click the **Download the Generic Xerox Device CA**.
3. Select **Save Target As**.
4. Browse to the location where you want to save the **cacert.pem** file and click **Save**.

The **cacert.pem** certificate can now be used to upload to any printer requiring a Machine Root Certificate.

Secure HTTP (SSL)

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

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

Before you begin:

- Install a digital certificate. For details, see Installing a Digital Certificate on page 62.
- DNS must be enabled and configured.
- Ensure that the date and time configured on the printer is correct. This is used to set the start time for self signed certificates.

Enabling Secure HTTP (SSL)

To enable Secure HTTP:

Notes:

- A digital certificate must be installed on the printer before you can enable Secure HTTP. For details, see Installing a Digital Certificate on page 62.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Protocols > HTTP**.
2. Under **Secure HTTP (SSL)** select **Enabled** if required.

Note: If Secure HTTP is enabled, to access CentreWare IS, all pages will contain **https://** in the URL for the Web page.

IPsec

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

- DHCP v4/v6 (TCP and UDP)
- DNS (TCP and UDP)
- FTP (TCP)
- HTTP (Scan Out, TCP port 80)
- HTTPS (Scan Out, TCP port 443)
- HTTPS (Web Server, TCP port 443)
- ICMP v4/v6
- IPP (TCP port 631)

- LPR Print (TCP port 515)
- Port 9100 Print (TCP port 9100)
- SMTP (TCP/UDP port 25)
- SNMP (TCP/UDP port 161)
- SNMP Traps (TCP/UDP port 162)
- WS-Discovery (UDP port 3702)
- Up to 10 additional services

Enabling IPsec

Notes:

- Secure HTTP (SSL) must be enabled with an installed digital certificate before you can enable IPsec.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > IP Sec**.
2. Under **Enablement**, select **Enabled**.
3. Click **Apply**.

Managing Actions

Use actions to more specifically manage how IPSec controls dependent protocols.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

Creating a New Action

1. In CentreWare IS, click **Properties > Security > IPSec**.
2. Click **Actions**.
3. Click **Add New Action**.
4. On the **Step 1 of 2** page, under **IP Action Details**, type in the **Name**. This field is required.
5. In the **Description** field, type a description for the action, if desired.
6. Under **Keying Method**, select **Manual Keying** or **Internet Key Exchange (IKE)**.

Note: Select Manual Keying if client devices are not configured for or do not support IKE.

7. If you selected **IKE**, under **Pre-shared Key Passphrase**, type the passphrase, then click **Next**.

8. Configure selected settings below.

Manual Keying Settings

Manual Keying is used when client systems either do not support IKE or are not configured for IKE.

1. Under **IPsec Mode**, select **Transport Mode** or **Tunnel Mode**.

   Note: Transport mode only encrypts the IP payload whereas Tunnel mode encrypts the IP header and the IP payload. Tunnel mode provides protection for an entire IP packet by treating it as an Authentication Header (AH), or Encapsulating Security Payload (ESP).

2. If you select **Tunnel Mode**, under **Enable Security End Point Address**, select the address type. Options are **Disabled**, **IPv4 Address**, or **IPv6 Address**.

3. Under **IPsec Security**, select **ESP**, **AH**, or **BOTH**.

4. In the **Security Parameter Index: IN** field.

5. In the **Security Parameter Index: OUT** field, type a 32-bit number larger than 256 that identifies the outbound Security Association (SA).

6. Under **Hash**, select an option:
   - Secure Hash Algorithm 1 (**SHA1**): SHA1 is a one-way hashing algorithm that produces a 128-bit hash. It is considered stronger than MD5 for security, but slower for encryption speed.
   - Method Digest 5 (**MD5**): MD5 is a one-way hashing algorithm that produces a 128-bit hash. It is considered weaker than MD5 for security, but faster for encryption speed.
   - None

7. Under **Enter Keys as**, select ASCII format or Hexadecimal number.

8. Type the following keys:
   - Hash Key: IN (20 characters)
   - Hash Key: OUT (20 characters)

9. If **ESP** or **BOTH** were selected as the IP Security type, select the Encryption Method (**3DES**, **AES**, or **None**) then type the following:
   - Encryption Key: IN (24 characters)
   - Encryption Key: OUT (24 characters)

10. Click **Save**.

Internet Key Exchange Settings

IKE is a keying protocol that allows automatic negotiation and authentication, anti-replay services, CA support, and the ability to change encryption keys during an IPSec session. IKE is generally used as part of virtual private networking.

IKE Phase 1 authenticates the IPSec peers and sets up a secure channel between the peers to enable IKE exchanges. IKE Phase 2 negotiates IPSec SAs to set up the IPSec tunnel.

1. Under **IKE Phase 1**, in the Key Lifetime field, type length of time this key will live in **Seconds**, **Minutes**, or **Hours**. When a key reaches its lifetime, the SA is renegotiated and the key is regenerated or refreshed.

Note: DH is a public-key cryptography scheme that allows two parties to establish a shared secret over an insecure communications channel. It is also used within IKE to establish session keys.

2. Select the **DH Group**. Options are:
    - **Group 2**: Provides a 1024-bit Modular Exponential (MODP) keying strength.
    - **Group 14**: Provides a 2048-bit MODP keying strength.
3. Select one or more of the following **Hash - Encryption** algorithms:
    - SHA1 - Advanced Encryption Standard (AES)
    - SHA1 - Triple Data Encryption Standard (3DES)
    - MD5 - AES
    - MD5 - 3DES

    Notes:
       - 3DES is a variation on DES that uses a168-bit key. 3DES is more secure than DES.
       - AES is more secure than 3DES.
4. Under **IKE Phase 2**, select the **IPsec Mode**. Options are **Transport Mode** or **Tunnel Mode**.

    Note: Transport mode only encrypts the IP payload whereas Tunnel mode encrypts the IP header and the IP payload. Tunnel mode provides protection for an entire IP packet by treating it as an Authentication Header (AH), or Encapsulating Security Payload (ESP).

5. If you select **Tunnel Mode**, under **Enable Security End Point Address**, select the address type. Options are **Disabled**, **IPv4 Address**, or **IPv6 Address**.
6. Under **IPsec Security**, select **ESP**, **AH**, or **BOTH**.
7. Type the **Key Lifetime**, and select the units; **Seconds**, **Minutes**, or **Hours**.
8. Under **Perfect Forward Secrecy (PFS)**, select **None**, **Group 2**, or **Group 14**.

    Note: PFS is disabled by default. PFS allows faster IPSec setup, but is not very secure.

9. Under **Hash**, select from the following:
    - SHA1
    - MD5
    - None
10. If you selected **ESP** or **BOTH** for the **IPsec Security** type, select one or more of the following **Encryption** types:

    Note: **Encryption** will not display if **IPsec Security** is set to **AH**.

    - AES
    - 3DES
    - Null
11. Click **Save**.

Editing or Deleting an Action

To edit or delete an action, select the action from the list, then click **Edit** or **Delete**.

Managing Protocol Groups

Protocol groups are logical groupings of selected protocols based on service type, service name, port number, device type. If you want to apply specific security policies only to some protocols, use a group to define these.

> Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

Creating a New Protocol Group

1. In CentreWare IS, click **Properties > Security > IPSec**.
2. Click **Protocol Groups**.
3. Click **Add New Protocol Group**.
4. Type a **Name** and a **Description** for the group.
5. Under **Service Name**, select the protocols that you want to add to the group.
6. If you want to control a TCP or UDP service that is not in the list, under **Custom Protocols** type a name for the service and select the check box under **Service Name**.
7. Select **TCP** or **UDP** from the Protocol drop-down menu.
8. Type the port number, and specify if the printer is the server or client.
9. Click **Save**.

Editing or Deleting a Protocol Group

To edit or delete a protocol group, select the protocol group from the list, and click **Edit** or **Delete**.

Managing Host Groups

Host groups are groupings of computers, servers, or other devices that you want to control using security policies.

Creating a New Host Group

1. In CentreWare IS, click **Properties > Security > IPSec**.
2. Click **Host Groups**.
3. Click **Add New Host Group**.
4. Type a **Name** and a **Description** for the group.
5. Under **Address List**, select **IPv4** or **IPv6**.
6. Select an **Address Type**. Options are **Specific**, **All**, or **Subnet**.
7. Type the appropriately formatted IP address.
8. To continue to add addresses to the group, click **Add**.
9. To delete addresses, next to any address, click **Delete**.
10. Click **Save**.

Editing or Deleting a Host Group

To edit or delete a host group, select the host group from the list, and click **Edit** or **Delete**.

Managing Security Policies

IPSec security policies are sets of conditions, configuration options, and security settings that enable two systems to agree on how to secure traffic between them. You can have multiple policies active at the same time, however the scope and policy list order may alter the overall policy behavior.

> Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

Defining a Security Policy

1. In CentreWare IS, click **Properties > Security > IPSec**.
2. Click **Security Policies**.
3. Under **Define Policy**, select a **Host Group** from the drop-down menu.
4. Select a **Protocol Group** from the drop-down menu.
5. Select an **Action** from the drop-down menu.
6. Click **Add Policy**.

Prioritizing a Security Policy

To prioritize policies, under **Saved Policies**, select the policy you want to move, then click **Promote** or **Demote**.

Editing or Deleting Security Policies

To delete a policy, under **Saved Policies**, highlight the policy and click **Delete**.

802.1X

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

You can enable and configure the printer to be used in an 802.1X secured network.

Before you begin:
• Ensure your 802.1X authentication server and authentication switch are available on the network.
• Determine the supported authentication method.
• Create a user name and password on your authentication server.

Enabling and Configuring 802.1X

You can enable 802.1X settings from the printer control panel or in CentreWare IS.

Notes:
• Changing and applying 802.1X settings causes the printer to restart. The printer may be offline for several minutes.
• If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

At the Control Panel

1. Press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Network Settings > Advanced Settings**.
3. Touch **Continue**.
4. Touch **802.1X**.
5. Touch **Enable**.
6. Touch **Authentication Method** and select the method used on your network. Options are
   • **EAP-MD5**,
   • **PEAPv0/EAP-MS-CHAPv2**
   • **EAP-MS-CHAPv2**
7. Touch **Username**.
8. Type the user name required by your authentication switch and server using the touch-screen keyboard.
9. Touch **Password**, and type the password using the touch-screen keyboard.
10. Touch **Save**, and **Save** again.
11. Touch **Close**.

In CentreWare IS

1. Click **Properties > 802.1X**.

2. Under **Protocol**, select **Enable 802.1X**.

3. Under **Authentication Method**, select the method used on your network. Options are:

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

4. Type the **User Name (Device Name)** required by your authentication switch and server.

5. Type the **Password**, then retype it.

6. Enable **Save to save new password**.

7. Click **Apply**.

Stored Data Encryption

All data on the printer's hard drive can be encrypted to protect it from unauthorized access in the event the drive is removed.

To enable User Data Encryption:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > User Data Encryption**.
2. Under **User Data Encryption Enablement** select **Enabled**.
3. Click **Apply**.

CAUTION: The printer will restart. This may result in a loss of user data and will interrupt or delete current jobs. Xerox recommends that you back up jobs and folders before enabling. For details, see Backing up Saved Jobs on page 84.

Overwriting Image Data

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

Manually Deleting Image Data

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

> Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > On Demand Overwrite > Manual**.
2. Under **Standard**, click **Start** to delete all data except:
   - Jobs and folders stored by the Reprint Saved Jobs service
   - Jobs stored by the Scan to Mailbox service
   - Speed dial entries in the Fax Address Book
   - Internet Fax mailbox contents

> Note: Depending on how many files are being deleted, the printer can be offline for up to 20 minutes while data is being deleted.

Manually Deleting All Image Data

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

> **CAUTION:** All image data will be deleted.

> Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > On Demand Overwrite > Manual**.
2. Under **Full**, click **Start** to delete all data.

> Note: Depending on how full the hard drive is, the printer can be offline for up to 60 minutes while data is being deleted.

Scheduling Routine Deletion of Image Data

> Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > On Demand Overwrite > Scheduled**.
2. To enable Scheduled On Demand Overwrite, under **Frequency**, select how often you want data to be deleted: **Daily**, **Weekly** or **Monthly**.
3. Under **Time**, type the time of day that you want data to be deleted.
4. If you selected **Weekly** or **Monthly** frequency, under **Day of Week** or **Day of Month**, select the day that you want data to be deleted.
5. Under **Type**, select **Full** to completely delete all data, or **Standard** to delete all data except:

- Jobs and folders stored by the Reprint Saved Jobs service
- Jobs stored by the Scan to Mailbox service
- Fax Dial Directories
- Fax Mailbox contents

CAUTION: If you select **Full**, all image data will be deleted.

6. Click **Apply**.

IP Filtering

You can prevent unauthorized network access by blocking or allowing data sent from particular IP addresses.

Creating an IP Filter Rule

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Security** > **IP Filtering**.
2. Click **Add**.
3. From the **Protocol** drop-down menu, select the protocol to apply the rule to. Options include **All**, **TCP**, **UDP**, or **ICMP**.
4. From the **Action** drop-down menu, select how you want the filter to handle the incoming packet. Select **Reject** if you want the printer to reject the packet and send an ICMP message back to the source host. Select **Drop** if you want the printer to ignore the packet.
5. From the **Move This Rule To** drop-down menu, select either **End of List** or **Beginning of List**. Actions are performed in the order defined on the rule list.

    Note: You can also arrange the rule execution order on the main IP Filtering page.

6. Type the **Source IP Address**.
7. Type a number for the **Source IP Mask** that will use this rule. The allowable range of 0 to 32 corresponds to the 32-bit binary number comprising IP addresses. A number of 8, for example, represents a Class A address (mask of 255.0.0.0). The number 16 represents a Class B address (mask of 255.255.0.0). The number 24 represents a Class C address (mask of 255.255.255.0).
8. **Source Port**: This selection is only available when the Protocol is set to TCP or UDP. Type the originating port, if applicable, that the rule has been created to handle. If the incoming packet does not originate from this source port, the rule will not be applied.
9. **Destination Port**: This selection is only available when the Protocol is set to TCP or UDP. Type the destination port that the rule has been created to handle. If the incoming packet is not sent to this port, the rule will not be applied.
10. **ICMP Message Type**: This selection is only available when the protocol is set to ICMP. Select which ICMP Message type the rule is meant to handle.
11. Click the **Apply**.

    Note: Settings are not applied until you restart the printer.

Editing or Deleting IP Filter Rules

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Security** > **IP Filtering**.
2. Click an IP filter rule.
3. To edit a rule, click **Edit** and edit the rule. Click **Apply**.

4. To delete a rule, click **Delete**. Click **OK** to confirm.

Arranging the Execution Order of IP Filter Rules

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Security > IP Filtering**.
2. Click an IP filter rule.
3. Under **Move selected rule to position**, select the position and click **Move**.

Audit Log

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

Enabling Audit Log

Notes:

- Secure HTTP (SSL) must be enabled before you can enable Audit Log. For details, see Enabling Secure HTTP (SSL) on page 65.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Security** > **Audit Log**.
2. Click **Enabled** under **Enabling Audit Log on machine**.
3. Click **Apply**.

Saving an Audit Log

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Security** > **Audit Log**.
2. Click **Save**.
3. Right-click the **Download Log** link and save the compressed **auditfile.txt.gz** file to your computer.
4. Extract the **Auditfile.txt** text file, and open it in a spreadsheet application that can read a tab-delimited text file.

Interpreting the Audit Log

The Audit Log is formatted into ten columns

- **Index**: Column 1 lists a unique value that identifies the event.
- **Date**: Column 2 lists the date that the event happened in mm/dd/yy format.
- **Time**: Column 3 lists the time that the event happened in hh:mm:ss format.
- **Event ID**: Column 4 lists the type of event. The number corresponds to a unique description. For details, see Audit Log Event Identification Numbers on page 176.
- **Event Description**: Column 5 lists an abbreviated description of the type of event. For details, see Audit Log Event Identification Numbers on page 176.

Notes:

- One audit log entry is recorded for each network destination within a Workflow Scanning scan job.
- For Server Fax jobs: One audit log entry is recorded for each Server Fax job.
- For Email jobs: One audit log entry is recorded for each SMTP recipient within the job.

- **Other Event Details**: Columns 6-10 list other information about the event, such as:
  - **Identity**: User Name, Job Name, Computer Name, Printer Name, Folder Name, or Accounting Account ID (when Network Accounting is enabled).

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

  - **Completion Status**
  - **Image Overwrite Status**: The status of overwrites completed on each job. Immediate Image must be enabled.

Security

Printing 5

This chapter includes:

- Saving and Reprinting Jobs on page 82
- Managing Banner Sheet Printing Options on page 86
- UNIX, Linux, and AS/400 Printing on page 88

Saving and Reprinting Jobs

The Reprint Saved Jobs feature allows you to save a print job on the printer so that it can be printed at any time.

Enabling the Reprint Saved Jobs Feature

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

1. In CentreWare IS, click **Services** > **Reprint Saved Jobs** > **Enablement**.
2. Under **Enablement**, select **Enabled**, then click **Apply**.

Saving and Printing Jobs

Saving a Job from Your Computer

1. With your file open, from your application's File menu, click **Print**. The application Print window displays.
2. Select your printer from the **Printer Name** drop-down menu.
3. Click **Properties** to access the print settings for the job.
4. On the **Paper/Output** tab, click the **Job Type** drop-down menu, then select **Saved Job**. The **Saved Job** options display.
5. To save the job for printing later, select **Save**, or to both store the job and print it immediately, select **Save and Print**.
6. Type in a **Job Name** for the job or select **Use Document Name** to use the file name of the document being submitted.
7. Select the folder to use to save the job from the **Save in Folder** drop-down menu. You can save the file to the **Default Public Folder** or you can create a new public folder to use for your job.
8. To save your job to a different folder, type the name of the folder or type a path including the new folder name that you want to create, then click **OK**.
9. To save your job as a secure job, type in and retype a 4-10 digit passcode in the passcode fields then click **OK**. For details on the Secure Job feature, see the *User Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.
10. Click **OK** to save the settings.

    Note: If User Data Encryption is Enabled, saved jobs are encrypted. For details, see Stored Data Encryption on page 73.

Saving and Printing a Job in CentreWare IS

You can save and reprint jobs from the Print tab in CentreWare IS. The job submitted must be a print ready file, such as a PDF or PostScript file.

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

1. In CentreWare IS, select **Print** to access the **Job Submission** page.
2. Type the name of the file or click **Browse** to locate the file on your computer.
3. From the **Job Type** drop-down menu select **Save Job for Reprint**. The Saved Job options display.
4. To save the job for printing later, select **Save** or select **Save and Print** to store and print the job immediately.
5. Type in a **Job Name** for the job or select use the file name of the document being submitted.
6. From the **Save in Folder** drop-down menu, select the folder to use for the saved job.

    Note: You can also use the Default Public Folder or create a new public folder for your jobs.

7. If you want to secure your saved job, select **Secure Saved Job**. Type in and retype a 4-10 digit passcode in the **Passcode** and **Confirm Passcode** fields.
8. Select printing options and output destination for the job as desired.
9. Click **Submit Job**. Jobs are placed in the folder specified on the printer and can be accessed and printed as many times as desired.

    Note: If User Data Encryption is Enabled, saved jobs are encrypted. For details, see Stored Data Encryption on page 73.

Creating and Managing Folders

By default, if Reprint Saved Jobs is enabled, jobs will be saved in the Default Public Folder. To create new folders or manage folders, use the Saved Jobs page.

To access the **Saved Jobs** page, in CentreWare IS, click **Jobs > Saved Jobs**. The **Reprint Saved Jobs** page displays.

Creating a New Folder

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

1. In CentreWare IS, click **Jobs > Saved Jobs**.
2. Under **Folder Operations**, click **Create New Folder**.
3. Type the desired **Name** for the folder. Leave the folder permissions set to **Public**.

    Note: Private and Read-only folders are not supported.

4. Click **Apply** to save your settings.

    The new folder displays under **Folders** in the list.

Managing Folders

You can easily modify or delete folders created on the printer to save reprint jobs.

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

To edit a folder:

1. In CentreWare IS, click **Jobs > Saved Jobs**.
2. Click **Manage Folders**; the list of existing folders displays.
3. To edit a specific folder, click the pencil icon next to the folder name. The **Edit Folder Properties** page displays.

    You can rename the folder and change folder permissions, if allowed.
4. Click **Apply** to accept the current settings or **Cancel** to retain the previous settings.

To delete a folder:

1. In CentreWare IS, click **Jobs > Saved Jobs**.
2. Click **Manage Folders**; the list of existing folders displays.
3. Select the folder you want to delete; the **Delete Folder** button activates.
4. Click **Delete Folder;** a dialog box displays warning you that the delete is permanent. Click **OK** to delete the folder or **Cancel** to exit without saving.

Backing up Saved Jobs

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

To back up saved jobs to an FTP file repository:

1. In CentreWare IS, click **Services > Reprint Saved Jobs > Backup Jobs**.
2. Under **Settings**, select **FTP** as the protocol.
3. Select the address type and Port for the FTP server to be used to backup jobs. Options are **IPv4 Address**, **IPv6 Address**, or **Host Name**.
4. Type the appropriately formatted address in the **IP Address: Port** field. The default port number is **21**.
5. In the **Document Path** field, specify the path to the file repository.
6. In the **File Name field,** type the name for the backup. This name will be appended to the end of the document path.
7. In the **Login Name** field, type the login name for the FTP server.
8. Type a **Password** and **Retype Password**.
9. Enable **Select to Save New Password**.
10. Click **Start** to begin the back up or **Undo** to retain the previous settings.

Restoring Saved Jobs

CAUTION: When you restore backed-up jobs, existing stored jobs are overwritten, and the Default Public Folder will be empty.

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

To restore jobs from an FTP file repository:

1. In CentreWare IS, click **Properties > Services > Reprint Saved Jobs > Restore Jobs**.
2. Under **Settings**, select **FTP** as the protocol.
3. Select the address type and Port for the server to use to restore saved jobs from. Options are **IPv4 Address**, **IPv6 Address**, or **Host Name**.
4. Type the appropriately formatted address in the **IP Address: Port** field. The default port number is **21**.
5. In the **Document Path** field, specify the path to the file repository.
6. In the **File Name field,** type the name for the backup to restore. This name will be appended to the end of the document path.
7. In the **Login Name** field, type the login name of the FTP server.
8. Type a **Password** and **Retype Password**.
9. Enable **Select to Save New Password**.
10. Click **Start** to begin restoring Saved Jobs or **Undo** to retain the previous settings.

Managing Banner Sheet Printing Options

You can set the printer to print a Banner Sheet with each print job. The banner sheet contains information identifying the user and job name. This option can be set in the print driver, in CentreWare IS, or at the printer control panel.

Note: Banner sheet printing must be enabled in the print driver. It must also be enabled at the control panel, or in CentreWare IS or a banner sheet will not print. You can allow the print driver to override this setting in CentreWare IS or at the control panel. For details, see Managing Banner Sheet Print Options in CentreWare IS on page 86.

Managing Banner Sheet Print Options in CentreWare IS

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Printing > General**.
2. Under **Banner Sheets**, clear the **Enabled** check box.
3. Under **Allow the Print Driver to Override**, select:
   - **Yes** if you want the Print Driver options to override any options set in CentreWare IS or on the printer control panel.
   - **No** if you want CentreWare IS or the Control Panel to override printer driver banner sheet settings.
4. Click **Apply** to accept the current settings or **Undo** to retain the previous settings.

Managing Banner Sheet Print Options at the Control Panel

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button, then touch **Tools**.
2. Touch **Service Settings**.
3. Touch **Job Sheets > Banner Sheets**.

   Note: The default setting for **Banner Sheets** is **Enabled**.

4. Under **Print Banner Sheets** touch **Off**.
5. Under **Print Driver Override**, touch **Yes**. if you want to allow the printer driver banner sheet settings to override the default settings from CentreWare IS or from the printer control panel.

   Note: The default setting for **Allow Print Driver to Override** is **Yes**.

6. Touch **Save**.

Setting Banner Sheet Identification Options

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

You can specify the user and job information that display on the banner sheet.

Setting Banner Sheet Identification Options in CentreWare IS

1. In CentreWare IS, click **Properties > Services > Printing > General**.
2. Under **Banner Sheet Identification**, click the down arrow and select an option:
   - **Job Owner User ID and Job Name**: This format displays on the banner sheet as:
     User ID: x1234
     Job Name: [Application Name] - filename.xxx
   - **Xerox Accounting User ID and Job Name**: This options requires Network Accounting to be enabled in the printer driver before this option displays on banner sheets. This option displays on the banner sheet as:
     User ID: johndoe
     Job Name: [Application Name] - filename.xxx
   - **Generic User ID and Job Number**: This format displays on the banner sheet as:
     User ID: Remote
     Job Name: Job [#]

   Note: Generic User ID and Job Number are recommended for printing non-latin jobs, such as Arabic.

Setting Banner Sheet Identification Options at the Control Panel

1. Press the **Machine Status** button, then touch **Tools**.
2. Touch **Service Settings**.
3. Touch **Job Sheets > Banner Sheets**.
4. Under **Banner Sheet Identification**, touch the down arrow and touch an option:
   - **Job Owner User ID and Job Name**: This format displays on the banner sheet as:
     User ID: x1234
     Job Name: [Application Name] - filename.xxx
   - **Xerox Accounting User ID and Job Name**: This options requires Network Accounting to be enabled in the printer driver before this option displays on banner sheets. This option displays on the banner sheet as:
     User ID: johndoe
     Job Name: [Application Name] - filename.xxx
   - **Generic User ID and Job Number**: This format displays on the banner sheet as:
     User ID: Remote
     Job Name: Job [#]

   Note: Generic User ID and Job Number are recommended for printing non-latin jobs, such as Arabic.

UNIX, Linux, and AS/400 Printing

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

Xerox Services for UNIX Systems (XSUS)

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

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

Supported Printing Models

- **Workstation-to-printer (Peer-to-Peer)**: Print jobs are processed and spooled locally on your computer, then sent directly to the printer. XSUS must be installed on each computer.
- **Workstation-to-Server (Client-Server)**: Print jobs are processed and spooled on your computer and then sent to the printer to be printed. This model requires XSUS to be installed on both the server and on the computer.
- **Server Based**: Print jobs are sent unprocessed from your computer and are spooled on the server and then sent to the printer. This model requires XSUS to be installed on the server only. Individual computers can print to the printer by setting up a generic lp or lpr queue pointing to the queue on the print server.
- **Network Information Service (NIS) Based**: NIS uses a printer configuration map on the server. When new printer queues are added to a print server, only the configuration file in the master NIS server must be updated. NIS clients can then print to any of the queues listed on the server map without setting up local queues.

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

Installing XSUS

Before you begin:

Note: You must have root or superuser privileges to install XSUS.

Obtain the latest software from the Xerox website.

Locate the Installation Files

1. Open a Web browser and type **www.xerox.com**.
2. On the Xerox Support Page, click **Support and Drivers**.

3. Click **Support & Drivers > Multifunction > WorkCentre > 7755/7765/7775 Multifunction Printer > Drivers & Downloads**.

4. In the Operating System list, select **UNIX**, **Linux**, or **Sun Solaris**.

5. In the language list, select language.

6. Click **Go**.

You must download the following two .tgz files:

1. **Printer Model Package file** which contains ppd files for all printer models. The file name is **PrinterPkgXPXX_20xx_xx_xx.tgz**.

2. **Printer Driver** for your operating system. The available files are:
   - XeroxAIXpowerpcxpxx_x.xx.xx.tgz for the IBM RS6000 family.
   - XeroxHPUXXPXX_x.xx.xx.tgz to support HP workstations.
   - XeroxLinuxi386XPXX_x.xx.xx.tgz to support Linux environments.
   - XeroxSolarisXPXX_x.xx.xx.tgz for Sun Solaris systems.

   Note: Each of the .tgz files, when expanded, will require approximately four times the file size in disk space.

Download the Files

1. Set up a temporary directory to download the files.

2. Download the printer driver and Printer Model Package **.tgz** files to the temporary directory.

   Note: Each expanded .tgz file requires as much as four times its original size in disk space.

3. At the UNIX command line, type **gzip -dfv {filename.tgz}** then press **Return** or **Enter**. The **{filename}** must include a .tgz extension.

4. Type **tar -xvf {filename.tgz}** then press **Return** or **Enter**.

5. The files are expanded and two directories are created with names that match the printer driver and Printer Model Package **.tgz** file names.

   Note: The expansion steps must done for both **.tgz** files.

Perform the Installation Procedure

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

2. On the command line, type **./setup** then press **Return** or **Enter**.

3. Change to the directory created by the expansion of the Printer Definition .tgz file.

4. Type **./setup** then press **Return** or **Enter**.

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

Launch XSUS

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

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

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

Printing from a Linux Workstation

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

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

Installing the Xerox PPD on the Workstation

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

1. Open a Web browser and type **www.xerox.com**.
2. On the Xerox Support Page, click **Support and Drivers**.
3. Click **Support & Drivers > Multifunction > WorkCentre > 7755/7765/7775 Multifunction Printer > Drivers & Downloads**.
4. In the Operating System list, select **UNIX**.
5. In the language list, select language.
6. Click **Go**.
7. Select the PPD.

Copy the PPD into your CUPS ppd/Xerox folder on your workstation. If you are unsure of the folder's location, use the **Find** command to locate the ppd's.

Adding the Xerox Printer

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

Printing with CUPS

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

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

AS/400

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

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

Notes:
- The host print transform only works on files that are of the type AFPDS and SCS. PIDS formatted printer files must be recreated as type AFPDS to use the WSCO for printing.
- You must have IOSYSCFG permissions to create a device description or a remote queue.
- For details on AS/400, refer to the *IBM AS/400 Printing V, (Red Book),* available on the IBM website.

Installing the WSCO and Setting up Print Queues

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

Printing

Managing Copy Functions

6

This section includes:

- Specifying Default Copy Settings on page 94
- Changing the Reading Order on page 95
- Creating Copy Feature Presets on page 96

Specifying Default Copy Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab, then touch **Service Settings**.
3. Touch **Copy Service Settings**.

   Note: If Copy Service Settings do not display, verify the feature is not hidden or disabled. For details, see Controlling Access to Tools and Features on page 61.

4. Touch **Feature Defaults**.
5. Make the desired changes to the settings on the following tabs:
   - **Copy**: Update Output Color, Reduce/Enlarge settings, Paper Supply, 2-Sided Copying, and Copy Output settings.
   - **Image Quality**: Update Image Options, Image Enhancement, and Color Balance settings.
   - **Layout Adjustment**: Update Original Size, Image Shift, and Edge Erase settings.
   - **Output Format**: Set Annotations for copy jobs.

   Note: You must touch **Save** after changing settings on each tab.

6. Touch **Save Defaults**.

Changing the Reading Order

You can change:

- The order that pages are scanned in books. This impacts the Book Copy and Book Fax features.
- The order that pages are printed. This impacts the Page Layout and Booklet Creation features.

Notes:

- Reading order is left-to-right by default.
- If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Service Settings**.
3. Touch **Copy Service Settings**.

   Note: If Copy Service Settings do not display, verify the feature is not hidden or disabled. For details, see Controlling Access to Tools and Features on page 61.

4. Touch **Reading Order Options**.
5. Under **Scan Order**, touch **Show Reading Order**.
6. Touch either **Left to Right** or **Right to Left**.
7. Under **Print Order**, touch **Show Reading Order**.
8. Touch either **Left to Right** or **Right to Left**.
9. Touch **Save**.

Creating Copy Feature Presets

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

You can define copy feature presets for the following features:

- Edge Erase
- Image Shift
- Reduce/Enlarge

To access the copy presets screen:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab, then touch **Service Settings**.
3. Touch **Copy Service Settings**.

   Note: If Copy Service Settings do not display, verify the feature is not hidden or disabled. For details, see Controlling Access to Tools and Features on page 61.

Edge Erase Presets

To create an Edge Erase Preset:

1. Touch **Edge Erase Presets**.
2. To create a new preset, touch **Presets**, then touch **Available** in the list of presets.
3. Touch **Name** at the bottom of the window, then, using the touch screen keyboard, touch **Clear Text**,
4. Enter the name of the new preset,
5. Touch **Save**.

To edit an existing preset, touch **Presets**, then touch the desired preset.

1. Touch **Side 1**, then touch the arrows to change the amount to erase from each edge.
2. Touch **Side 2**, then touch the arrows to change the amount to erase from each edge, or touch **Mirror Side 1**.
3. Touch **Save**.

Image Shift Presets

To change the presets for shifting the image on the page:

1. Touch **Image Shift Presets**.
2. Touch **Presets**, then touch the desired preset.
3. Touch the arrows to change the amount of Up/Down and Left/Right shift for Side 1 and Side 2.
4. Touch **Save**.

Reduce/Enlarge Presets

To change the presets for reducing or enlarging images:

1. Touch **Reduce/Enlarge Presets**.
2. To change a proportional preset, touch **Proportional %**, touch the desired preset between 1 and 10, then type the percentage using the touch-screen keypad.
3. To change a preset that uses an independent percentage for the width and length of the image, touch **Independent X-Y%**.
4. Touch the X and Y for the preset you want to change, type the scale percentage using the touch-screen keypad.
5. Touch **Save**.

Scanning

7

This chapter includes:

Scanning to a Folder on the Printer

The Scan to Mailbox feature allows users to scan files to mailboxes, which are folders created on the printer's hard drive. These files can then be retrieved through CentreWare IS. This feature provides scanning capability without the need to configure a separate server.

Notes:

- This feature requires the Network Scanning and Email Feature Enablement Kit to be installed on your printer. For more information, see your Xerox Sales Representative.
- For instructions explaining how to use this feature, see the *User Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Before you begin:

Install the Network Scanning and Email Feature Enablement Kit. See your Xerox Service Representative for more information.

Enabling or Disabling Scan to Mailbox

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Scan to Mailbox** > **Enablement**.
2. Select **Enable Scan to Mailbox**.

   Note: Once you enable Scan to Mailbox, the created mailboxes display in Workflow Scanning.

3. To have mailboxes display on the Scan tab in CentreWare IS, select **On Scan tab, view Mailboxes by default**.
4. Click **Apply**.

Setting Scan Policies

Scan policies allow you manage how users are allowed to scan files, create folders, and assign passwords to their folders on the printer.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Properties** > **Services** > **Scan to Mailbox** > **Scan Policies**.
2. Under **Scan Policies**, select or clear:
   - **Allow scanning to Default Public Folder**: Enable this option to allow users to scan to the Default Public Folder without requiring a password.
   - **Require per job password for public folders**: Enable this option to require users to type the folder password for every job they scan to the public folder.
   - **Allow additional folders to be created**: Enable this option to allow users to create additional public or private folders on the printer. If **Require password when creating additional folders** is disabled, assigning a password to the folder is optional.

Note: If **Allow additional folders to be created** is disabled, the **Create Folder** button does not display on the **Scan** tab.

- **Require password when creating additional folders**: Enable this option to require users to type a new password every time they create a new folder. This feature only allows users to create private folders.
- **Prompt for password when scanning to private folder**: Enable this option to require users to type the private folder password at the control panel every time they scan a job to that private folder.
- **Allow access to job log data file**: Enable this option to allow users to print a job log containing details for any scanned image. Third-party applications can be used to search, file, and distribute jobs based on job log information.

3. Click **Apply**.

Managing Folders and Scanned Files

Creating and Editing a Folder

By default, all users are allowed to scan to the Default Public Folder. Users can create and edit additional folders if this option has been enabled in Scan Policies. For details, see Setting Scan Policies on page 100.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

To create a folder:

1. In CentreWare IS, click **Scan**.
2. Under **Display**, select **Mailboxes**.
3. Under **Scan to Mailbox**, click **Create Folder**.
4. Type a name for the folder.
5. If required, type a password, then retype the password again to verify.
6. Click **Apply**.

To change the folder password or delete the folder, click **Modify Folder**.

To edit the default scan settings for the folder, click **Personalize Settings**. Click **Edit** to edit the scan settings. For details, see CentreWare IS Help.

Deleting Scanned Files

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Scan to Mailbox > Files**.
2. To immediately remove files from the server, select an option:
   - **Delete all files now** to delete all files on the server.
   - **Delete all files older than** to delete files older than a specified number of days. Type a number to specify number of days old the file must be to be deleted.
3. Click **Delete Files**.

4. To schedule files to be deleted regularly, under **Schedule Cleanup of Folder Files**, specify the files that you want to delete, and set the time when you want files to be deleted.

5. Click **Apply**.

Delete Scan Folders

You can modify or delete scan folders from two locations in CentreWare IS. Deleting folders from either location deletes them from the printer.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

To delete folders from the **Properties** tab:

1. In CentreWare IS, click **Properties > Services > Scan to Mailbox**.

2. Select the folder to delete, then click **Modify Folder**.

3. Under **Remove folder from device**, click **Delete Folder**.

To delete folders from the **Scan** tab:

1. In CentreWare IS, click **Scan**.

2. Under **Display**, click **Mailboxes**, then select the folder you want to delete. If the folder is private, type the password.

3. Click **Modify Folder**.

4. Under **Remove folder from device**, click **Delete Folder**.

Note: Both of these processes perform the same task.

Managing Folder Passwords

You can modify folder passwords from two locations in CentreWare IS. Modifying passwords from either location changes them on the printer.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

To modify folder passwords from the **Properties** tab:

1. In CentreWare IS, click **Properties > Services > Scan to Mailbox > Folders**.

2. Under **Created Folder Operations**, select the folder from the menu.

3. Under **Created Folder Operations**, type a new password for **Change Folder Password**.

4. Retype the password for **Confirm Folder Password**, then click **Save Password**.

To modify folder passwords from the **Scan** tab:

1. In CentreWare IS, click **Scan**.

2. Select **Mailboxes**, then select the folder you want to modify.

3. Click **Modify Folder**.

4. Under **Folder Operations**, type a new password for **Change Folder Password**.

5. Retype the password for **Confirm Folder Password**, then click **Save Password**.

Note: Both of these processes perform the same task.

Monitoring Capacity

Capacity is the total space available for all mailboxes.

Notes:

- If the available space is less than 100 MB or the current percentage used is above 99 %, your system requires cleanup to remove old, unneeded mailboxes and files.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

To view the current capacity usage:

In CentreWare IS, click **Properties > Services > Scan to Mailbox > Capacity**.

- **Capacity**: The total amount of space available on the printer for scanned images.
- **Used**: The space currently used to hold scanned images.
- **Available**: The space left for scanned images.
- **Percentage Used**: The amount of space used by scanned images as a percentage of the total space.

Scanning to an Email Address

The Email feature allows users to scan a document and send it to an Email address as an attachment to one or more Email addresses.

Notes:

- This feature requires the Network Scanning and Email Feature Enablement Kit to be installed on your printer. For more information, see your Xerox Sales Representative.
- For instructions explaining how to use this feature, see the *User Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Before you begin:

- Install the Network Scanning and Email Feature Enablement Kit. See your Xerox Service Representative for more information.
- Configure SMTP settings. For details, see Configuring SMTP Server Settings on page 36. Note the IP Address or host name of your SMTP server.
- Create an email account for the printer. The printer uses this address as the default text in the From: field of the email.

Editing Default Scan Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Email** > **Defaults**.
2. Next to **Scan Defaults**, click **Edit**.

Note: You can change default Email message options, scan options, file format options, and others. For details, click the **Help** link in CentreWare IS.

Managing the Email Address Book

To manage the email address book, see Internet Fax and Email Address Book on page 163.

Troubleshooting Scan to Email

Note: Configure your printer on the network or resolve any networking issues before attempting to use the Email feature.

1. Verify the network cable is attached, and the printer is on. See Physical Connection on page 14.
2. Verify your printer is installed on the network. See Assigning a Network Address on page 16.
3. Verify that TCP/IP is enabled. See Enabling TCP/IP on page 22.
4. Ensure that the Network Scanning and Email Feature Enablement Kit has been installed. See your Xerox Sales Representative for details.
5. Ensure SMTP is enabled on the printer and verify the SMTP IP address or host name is correct. See SMTP on page 36.
6. Verify the mail server is configured to accept SMTP mail.

7. Verify the printer's TCP/IP Domain Name, host name, and DNS settings are properly configured. See Configuring SMTP Server Settings on page 36.

8. Verify the printer is not on a restricted host list on the SMTP server.

9. Verify the printer's account name and password are correct.

See also: See the *Online Support Assistant* at
www.xerox.com/office/WC7755_WC7765_WC7775support.

Workflow Scanning

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

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

Notes:

- This feature requires the Network Scanning and Email Feature Enablement Kit to be installed on your printer. For more information, see your Xerox Sales Representative.
- For instructions explaining how to use this feature, see the *User Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Before you begin:

- Install the Network Scanning and Email Feature Enablement Kit. For details, see the instructions in the kit.
- Verify Secure HTTP (SSL) is enabled, and a certificate is installed on the printer.

Configuring Workflow Scanning

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Workflow Scanning** > **Scanning Web Services**.
2. Next to **Scan Template Management**, click **Settings**.
   The HTTP page opens.
3. Enable **Scan Template Management**.
4. Click **Save**.

Configuring File Repository Settings

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

Your printer supports the following transfer protocols:

- **FTP**
- **NetWare NCP**
- **SMB**
- **HTTP/HTTPS**

Note: HTTP/HTTPS scans to a Web server using a CGI script.

FTP

Before you begin:

- Ensure that FTP services are running on the server or computer to be used to store scanned image files. Note the IP address or host name. Set the FTP mode on the printer if needed. See FTP on page 28.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
- Create a folder within the FTP root. Note the directory path, user name, and password. This is your file repository.
- Test the connection. Log into the file repository from a computer with the user name and password. Create a new folder in the directory, then delete it. If you cannot do this, check the user account access rights.

Configuring Repository Settings for FTP

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Workflow Scanning > File Repository Setup**.
2. Click **Add New**.
3. Type a name for the repository in the **Friendly Name** field.
4. Select **FTP** from the **Protocol** drop-down menu.
5. Select the address type. Options include **IPv4**, **IPv6**, or **Host Name**.
6. Type the appropriately formatted address and port number in the **Address: Port** field for the FTP location.
7. In the **Document Path** field, type the directory path of the folder beginning at the root of FTP services. Example: **/directoryname/foldername**.
8. Under **Login Credentials to Access the Destination**, select one of the following:
   - **Authenticated User and Domain**: The authentication server validates the user credentials prepended by the domain name against the LDAP server.
   - **Authenticated User**: The authentication server validates the user credentials against the LDAP server.
   - **Prompt at User Interface**: Users type their credentials at the control panel.
   - **System**: Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.
9. Type the **Login Name** and **Password** if the system will be directly accessing the file server.
10. Click **Save**.

NetWare NCP

Before you begin:

- Enable and configure Netware protocol settings. For details, see NetWare on page 48.

- On the NetWare server, create a folder. This is your file repository. Note the server name, server volume, directory path, the NDS Context and Tree, if applicable.
- Create a user account and password with read and write access for the printer to use to access the repository folder. Note the user name and password.
- Test the connection by logging into the file repository from a computer with the user name and password. Create a new folder in the directory, then delete it. If you cannot do this, check the user account access rights.

To configure file repository settings:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Workflow Scanning > File Repository Setup**.
2. Click **Add New**.
3. Type a name for the repository in the **Friendly Name** field.
4. Select **NetWare** from the **Protocol** drop-down menu.
5. Type the server name in the **Server Name** field.
6. Type the server volume in the **Server Volume** field.
7. For NetWare 4.x, 5.x, 6x, and IPX only, type the tree and context in the **NDS Tree** and **NDS Context** fields.
8. In the **Document Path** field, type the directory path of the folder.
9. Under **Login Credentials to Access the Destination**, select one of the following:
   - **Authenticated User and Domain**: The authentication server validates the user credentials prepended by the domain name against the LDAP server.
   - **Authenticated User**: The authentication server validates the user credentials against the LDAP server.
   - **Prompt at User Interface**: Users type their credentials at the control panel.
   - **System**: Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials to log into the file server.
10. Type the **Login Name** and **Password** if the system will be directly accessing the file server.
11. Click **Save**.

SMB

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

To configure file repository settings:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Workflow Scanning** > **File Repository Setup**.
2. Click **Add New**.
3. Type a name for the repository in the **Friendly Name** field.
4. Select **SMB** from the **Protocol** drop-down menu.
5. Select the address type. Options are **IPv4** or **Host Name**.
6. Type the appropriately formatted address and port number in the **Address: Port** field for the server where the file repository is located. The default port number is 139.
7. Type the Share Name in the **Share** field.
8. In the **Document Path** field, type the directory path of the folder starting at the root of the shared folder. Example: If you have a folder named **scans** in the shared folder, type **\scans**.
9. Under **Login Credentials to Access the Destination**, select one of the following:
   - **Authenticated User and Domain**: The authentication server validates the user credentials prepended by the domain name against the LDAP server.
   - **Authenticated User**: The authentication server validates the user credentials against the LDAP server.
   - **Prompt at User Interface**: Users type their credentials at the control panel.
   - **System**: Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials go log into the file server.
10. Type the **Login Name** and **Password** if the system will be directly accessing the file server.
11. Click **Save**.

HTTP/HTTPS

Before you begin:
- Enable HTTP or Secure HTTP (SSL). Ensure that a certificate is installed on the printer if you are using SSL.
- Configure your web server, and ensure that HTTP/HTTPS services are running. POST requests and scanned data will be sent to the server to be processed by a CGI script. Note the IP address or host name of the web server.
- Create a user account and password for the printer on the Web server. Note the user name and password.
  - Create a home directory for the printer.
  - Create a bin directory in the home directory
  - Copy an executable CGI script in the bin directory. You can create your own script, or download a sample script. For details, see CGI Scripts on page 110. Note the path to the script. The script can be defined with script_name.extension or by path/script_name.extension.
- Create a folder with read and write permissions on the Web server, or alternate server. Note the directory path, user name, and password. This is your file repository.
- Test the connection by logging in to the printer's home directory on the Web server. Send a POST request and file to the Web server. Check to see if the file is in the repository.

CGI Scripts

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

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

To download a sample CGI script:

>Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1.	In CentreWare IS, click **Properties > Services > Workflow Scanning > File Repository Setup**.
2.	Click **Add New**.
3.	Select **HTTP** or **HTTPS** from the **Protocol** drop-down menu.
4.	Under **Script path and filename**, click **Get Example Scripts**.
5.	Select a script language supported by your Web server. Right-click and save the appropriate **.zip** or **.tgz** file to your computer. Extract the downloaded file to the root of the Web services home directory.

Configuring HTTP/HTTPS File Repository Settings

>Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1.	In CentreWare IS, click **Properties > Services > Workflow Scanning > File Repository Setup**.
2.	Click **Add New**.
3.	Type a name for the repository in the **Friendly Name** field.
4.	Select **HTTP** or **HTTPS** from the **Protocol** drop-down menu.
5.	Select the address type. Options include **IPv4**, **IPv6**, or **Host Name**.
6.	Type the appropriately formatted address and port number in the **Address: Port** field for the HTTP or HTTPS server.
7.	For **HTTPS**, click **View Trusted SSL Certificates** to verify that a digital certificate is installed on the printer.
8.	Select **Validate Repository SSL Certificate** to have the server's SSL certificate validated for the correct host name and checked for a signature of a trusted certificate authority.
9.	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.
10.	In the **Script path and filename** field, type the path to the CGI script starting at the root. Example: **/directoryname/foldername**. Click **Get Example Scripts** to download working example scripts.
11.	In the **Document Path** field, type the directory path of the folder starting at the root. For Web server directories, type in the path starting at root. Example: **\\directoryname\foldername**.
12.	Under **Login Credentials to Access the Destination**, select one of the following:
	-	**Authenticated User and Domain**: The authentication server validates the user credentials prepended by the domain name against the LDAP server.

- **Authenticated User**: The authentication server validates the user credentials against the LDAP server.
- **Prompt at User Interface**: Users type their credentials at the control panel.
- **System**: Login name and password credentials are specified in this field and stored in the printer. The printer uses the system credentials go log into the file server.

13. Type the **Login Name** and **Password** if the system will be directly accessing the file server.

14. Click **Save**.

Configuring the Default Template

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

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

The default template cannot be deleted.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Workflow Scanning > Default Template**.

2. Under **Destination Services**, select **File** to add File Destinations, and **Fax** to add Fax Destinations.

Note: Server Fax must be installed to scan to a Fax Destination.

3. Add File Destinations, Fax Destinations, Document Management Fields, and configure other scanning options.

Adding a File Destination

1. Under **File Destinations**, click **Add**.
2. Select the required **Filing Policy** from the drop-down menu.
3. Click the **Apply**.

Adding a Fax Destination

1. Under **Fax Destinations**, click **Add**.
2. Type a fax number in the **Add Fax Number** field and click **Add**.
3. Under **Delivery**, select **Delayed Send** and type a time if you want to send the fax at a specific time.
4. Click **Apply**.

Adding Document Management Fields

You can add fields to the template to help you manage scanned image files. The fields will display when a user selects the template at the control panel. The user can type information about the document they are scanning. The information is filed with each scanned image file in the Job Log.

The Job Log can be accessed by third-party software and the information can be retrieved and associated with the scanned files.

To add Document Management Fields:

1. Under **Document Management Fields**, click **Add**.

2. Type a name for **Field Name** using up to 128 characters. This text is not shown at the control panel and is used by third party software to access the Document Management information. This field cannot be empty.

3. To alow users to be able to modify the **Field Name** value, select **Editable** next to **User Editable**. Type a value in the **Field Label** field. The label should identify the purpose of this field to the user. Select **Not Editable** if you do not want the user to change the value. The field will not display on the control panel, and the text typed in the Default Value field will be used.

4. Type a **Default Value** if the field is not editable. The Default Value is optional if the user may edit the field.

5. Select **Require User Input** to prompt the user to type data for this document management field before scanning.

6. Select **Mask User Input** to prevent typed input from displaying at the control panel. Select **Record User Input in Job Log** to also write any masked data to the Job Log file. Consider data security issues before selecting this.

7. **Validate Data Before Scanning** options may also be available if there are validation servers configured for the printer.

Configuring Other Default Template Scanning Options

Click **Edit** to edit the following settings. For details, see CentreWare IS help.

- Workflow Scanning
- Advanced Settings
- Layout Adjustment
- Filing Options
- Report Options
- Workflow Scanning Image Settings
- Compression Capability

To restore the Default Template to its original settings click **Apply Factory Default Settings**.

This will delete any custom settings applied to the Default Template.

Configuring Workflow Scanning General Settings

> Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Workflow Scanning > General**.

2. Under **Confirmation Sheet**, select when you want a confirmation sheet to print.

3. If you are using a template pool repository to store templates on the network, and want the printer to update its list of available templates, type the time when you want this to happen in the **Refresh Start Time** field. To update the template list now, click **Refresh Template List Now**. To

update the template list from the control panel, see Updating the List of Templates at the Control Panel on page 114.

4. If you are using a template pool repository, the printer must access the repository to access the network templates. Under **Login Source**, select **None** to allow the printer to access the repository without authenticating, or select one of the following:

    *   **Authenticated User**: The authentication server controls access to the template pool.

    *   **Prompt at User Interface**: Select this if you do not have an authentication server. Users are prompted to type in a user name and password at the printer's control panel when they attempt to access a network template.

    *   **Prompt if Authenticated User Does Not Match Template Owner**: Users are prompted to authenticate when their credentials do not match the template owner.

    *   Under **Job Log**, select **User Name** or **Domain** if you want these to display in the Job Log. The Job Log is filed with scanned image files if you have added Document Management Fields to a template. For details, see Adding Document Management Fields on page 111.

5. Click **Apply**.

Setting Scanned Image File Naming Conventions

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Workflow Scanning > Advanced > Custom File Naming**.

2. Under File Naming, select one of the following:

    *   **Auto**: Type a prefix for the scanned image file name.

    *   **Custom Naming**: Under **Display**, select the elements you want to use to build the file name. As you select display elements, they display in the Position field. The display elements are:

        *   **Date**

        *   **Time**

        *   **Job ID**

        *   **User ID**

        *   **Custom Text**: Type any custom text that want to display in the file name. For example, select the first Custom Text field and type an underscore (_). The underscore displays in the Position field. You can include up to four Custom Text strings in the file name.

        *   **Position**: Click an element in the Position field and then click the up and down arrow buttons to move the element into the correct position for the file name. The file name generated will use all the elements in the Position field, in order, from top to bottom.

    *   **Advanced**: Type a string using variables to create the file name. For details, see CentreWare IS help.

Configuring Template Pool Repository Settings

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

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Workflow Scanning** > **Advanced** > **Template Pool Setup**.

2. Your template pool repository can be configured to transfer files using FTP, SMB, HTTP, or HTTPS. Configure the settings by following the same instructions as you did when setting up the file repository. Refer to the following:

   - FTP: FTP on page 107.

   - NetWare: NetWare NCP on page 107.

   - SMB: SMB on page 108

   - HTTP or HTTPS: HTTP/HTTPS on page 109.

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

Updating the List of Templates at the Control Panel

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

1. Press the **Services Home** button on the control panel, then touch the **Workflow Scanning** icon.

2. Touch the **Advanced Settings** tab.

3. Touch **Update Templates**.

4. Touch **Update Now** and touch **Confirm**.

   Note: If you are not using a template pool repository, selecting **Update Now** returns a partial list of templates. This option does not update templates created using the Xerox Scan Utility (XSU).

Template Display Settings on the Control Panel

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Workflow Scanning** > **Display Settings**.

2. To specify the template that will display at the top of the list, under **Templates**, select the template and click **Update**.

3. To prevent users from using the Default Workflow Scanning template, under **Default Template Display**, select **Hide Default Template in the Templates list**.

4. To require users to select a template before they press the Start button, under **Template Selection**, select **User must select template before pressing Start button**.

Configuring a Validation Server

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

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Workflow Scanning** > **Validation Servers**.
2. Click **Add**.
3. Select **HTTP** or **HTTPS**.
4. Under **Protocol**, select the address type. Options are **IPv4**, **IPv6**, or **Host Name**.
5. Type the appropriately formatted address and port number in the **Address: Port** field. The default port number is **80** for HTTP and **443** for HTTPS.
6. In the **Path** field, type the path on the server.

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

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

Troubleshooting Workflow Scanning

If you are experiencing problems with Workflow Scanning, verify the following:

Notes:
- Resolve any mechanical issues before attempting to use Workflow Scanning. For assistance and support, see www.xerox.com/office/WC7755_WC7765_WC7775support.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. Verify the printer is installed and functioning on the on the network. See Physical Connection on page 14.
2. Verify that TCP/IP is enabled. Enabling TCP/IP on page 22.
3. Ensure the Network Scanning and Email Feature Enablement Kit is installed and enabled. See your Xerox Sales Representative for details.
4. Ensure Workflow Scanning is enabled. See Configuring Workflow Scanning on page 106.
5. Ensure the Scan File Repository is set up correctly and that the path specified to the repository is correct. See Configuring File Repository Settings on page 106.
6. Ensure the default scanning template is configured. See Configuring the Default Template on page 111.
7. For problems scanning using FTP, verify that FTP is configured properly. See FTP on page 107
8. For problems scanning using NCP, verify the printer has the appropriate user account permissions.
9. For problems scanning using SMB, verify the printer has the appropriate user account permissions.
10. For problems scanning using HTTP(s), verify that a certificate has been installed on the printer. See Secure HTTP (SSL) on page 65 and Digital Certificates on page 62.

See also: For more help, see the *Online Support Assistant* at www.xerox.com/office/WC7755_WC7765_WC7775support.

Scanning to a User's Home Folder

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

Note: This feature requires the Network Scanning and Email Feature Enablement Kit to be installed on your printer. For more information, see your Xerox Sales Representative.

Before you begin:

- Enable Workflow Scanning. For details, see Configuring Workflow Scanning on page 106.
- Configure Network Authentication. The authentication server and the server that you are scanning to must have the same domain. For details, see Network Authentication on page 56.

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

- LDAP server settings must be configured. For details, see LDAP on page 38.
- Each user's home folder location must be defined in the LDAP directory.

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

Configuring Scan to Home

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Scan to Home** > **General**.
2. Under **Status**, click **Enabled**.
3. Type a **Friendly Name** up to 127 characters in length. This is the default description of the template that displays for users when scanning at the control panel.
4. Type a **Template Name** up to 127 characters. This is the default name that displays for users when scanning at the control panel. If you leave this field blank, the template is named **@S2HOME**.
5. To scan to the home folder defined in an LDAP directory:
   a. Select **LDAP Query**.
   b. To check your LDAP mapping settings, click **LDAP Mapping for Home Directory**. For details, see Defining User Mappings on page 39.
6. To scan to a shared network folder:
   a. Select **No LDAP Query**.
   b. In the **Network Home Path** field, type the complete network path of the external server where scanned image files will be stored. Example: **\\servername\foldername**.
7. To create a subdirectory in the network home path, select **Automatically create Subdirectory** and type a name in the **Subdirectory** name field.
8. If your network home directory path structure includes folders named according to each user's user name, for example **\\servername\foldername\username**. and you want to store scanned images in these folders, select **Append User Name to Path**. The user name is the name used when logging in at the control panel.

9. If you want to create individual folders for each user, select **Automatically Create User Name directory if one does not exist**. Example: **\\servername\foldername\username**.
10. Click **Apply**.

Configuring the Printer for the Xerox Scan Utility

The Xerox Scan Utility (XSU) allows you to scan directly to your computer and helps you manage and distribute scanned image files. Before you can scan, you must create a template in the utility. The template is saved on the printer.

XSU is installed when you install scan drivers. For instructions explaining how to use this feature, see the *User Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

Notes:

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

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

- Templates created in XSU can not be deleted from the printer using CentreWare IS. Templates must be deleted in XSU by the user who created the template.

- For instructions explaining how to use this feature, see the *User Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs or the Xerox Scan Utility help.

Fax

8

This chapter includes:

Embedded Fax

This section includes:

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

Before you begin:

1. Verify that the printer has access to a functioning telephone line and has a telephone number assigned to it.
2. Install the fax hardware kit. The kit can contain either a one-line or two-line fax board along with the cables and hardware required for installation. Follow the instructions included with the kit.
3. Restart the printer after the fax kit is installed.

Fax Install Wizard

1. After you restart the printer, the Fax Install Wizard runs. Follow the setup steps as directed to configure the fax line or lines. and steps you through the fax line or lines setup set-up sequence.

    Notes:
    - If you don't want to set the fax up at this time, touch **Set up Later** to exit.
    - You must configure fax settings before you can send or receive faxes.
2. Under **Country Setup**, touch the entry for your country, then touch **Next**.
3. Touch **Line 1** or **Line 2** if applicable.

    The Line Configuration screen displays.
4. Select your dialing method. If you have a tone line, select **Tone**. If you have a 10-pulse-per-second line, select **Pulse**. If in doubt, touch **Tone**.

    Note: The Pulse/Tone feature is not available in some countries.
5. Type a fax telephone number for this printer. Touch **Fax Phone Number**, then type the fax number using the buttons on the numeric keypad.

    Note: If you live in the Czech Republic contact your Xerox Service Representative for help.
6. If you want to define a name for this line, type a **Line Name** using the touchscreen keyboard, then touch **Save**. You can type a maximum of 30 characters
7. Touch **Next**.
8. Select fax send and receive options:
    - **Send and Receive**

- **Send Only**
- **Receive Only**

9. Touch **Next**.

10. Touch **Save** to exit.

Note: The printer restarts with the new settings.

Configuring Embedded Fax Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Service Settings > Embedded Fax Settings**.
3. Touch **Line 1 Setup** or **Line 2 Setup**.
4. Touch **Fax Number** then type the fax number using the touchscreen keypad.

   Note: Customers in the Czech Republic are advised to contact their Xerox Service Representative to perform this function.

5. Type a **Line Name** for the printer using the touchscreen keyboard, then touch **Save**. You can type a maximum of 30 characters.
6. Touch **Next**.
7. Select fax send and receive **Options**:
   - **Send and Receive**
   - **Send Only**
   - **Receive Only**
8. If allowed, under **Dial Type**, select your dialing method. If you have a tone line, select **Tone**. If you have a 10-pulse-per-second line, select **Pulse**. If in doubt, touch **Tone**.

   Notes:
   - Most countries use Tone dialing.
   - The Pulse/Tone feature is not available in some countries.
9. Touch **Save**.

Setting Fax Defaults

Setting Incoming Fax Defaults

To define defaults for incoming faxes for all users:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.
3. Touch **Incoming Fax Defaults** to open the Incoming Fax Defaults window.

Enabling Auto Answer Delay

1. On the **Incoming Fax Defaults** window, touch **Auto Answer Delay**.

2. Touch the field under **Automatic Answer Delay** and use the left and right arrows to select a time between 0 and 15 seconds for answer delay.

3. Touch **Save**.

Enabling Ring Volume

1. If you want the printer to ring when a fax is received, touch **Enabled** under **Ring Volume**.

2. Touch a value for **Ring Volume**. Options are **High**, **Medium**, and **Low**.

3. Touch **Save**.

Enabling or Disabling Junk Fax Prevention

Junk fax prevention disables printing of any faxes sent from fax telephone numbers not stored in the speed dial directory.

To enable or disable junk fax prevention:

1. At the printer control panel, press the **Machine Status** button.

2. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.

3. Touch **Incoming Fax Defaults**, then touch **Junk Fax Prevention**. Touch:

   - **Enabled**: Prevents faxes from printing if the fax telephone numbers are not stored in the speed dial directory.

   - **Disabled**: Allows faxes to print if the fax telephone numbers are not stored in the speed dial directory.

4. Touch **Save**.

5. Touch **Close**, then log out.

Enabling or Disabling the Secure Fax Feature

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

To secure fax transmissions you enable the Secure Fax feature. When Secure Fax is enabled, a password is required before a fax can be printed or deleted.

1. At the printer control panel, press the **Machine Status** button.

2. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.

3. Touch **Incoming Fax Defaults**. Touch the arrows to scroll as needed.

4. Touch **Secure Receive**.

5. Touch one of the following options:

   - **Enable** turns on Secure Receive. The default password is 1111. To change the password, touch the code field, then type the new password using the touch screen keypad.

   - **Disable** turns off Secure Receive.

6. Touch **Save**.

7. Log out.

Printing or Clearing Secure Faxes

If the Secure Receive option is enabled, the numeric passcode must be typed to print or clear received faxes.

1. At the printer control panel, press the **Job Status** button.
2. To print faxes, touch **Hold Secure Print Job**, touch **Release**, type the passcode using the control panel keypad, then touch **Release Job**.
3. To delete faxes, touch **Delete**, type the passcode using the touch-screen keypad, then touch **Delete Job**.

   Note: Faxes waiting to be sent can be viewed and individually deleted.

Selecting Default Paper Settings

1. On the **Incoming Fax Defaults** window, touch **Paper Settings**.
2. Touch **Automatic** to direct the printer to print faxes on the paper size that most closely matches the attributes of the incoming fax.

   Note: If the exact paper size is not available, the printer prints to the next best match and may scale the fax to fit if needed.

3. To specific exact paper attributes for incoming faxes, touch **Manual**. If the specified paper size is not available, incoming faxes are held until resources are available.
4. Touch **Save**.

Setting Default Output Options

1. If your printer has a finisher, and you want documents stapled, touch **Enable** under **Staple**.
2. To have faxes printed on both sides of the page, touch **Enable** under **2-Sided**.
3. Touch **Save**.

Setting Transmission Defaults

To define defaults for outgoing faxes for all users:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.
3. Touch the down arrow to scroll.
4. Touch **Transmission Defaults**.

Automatic Redial Setup

1. On the **Transmission Defaults** screen, touch **Automatic Redial Setup**.
2. Touch the up and down arrows to set:
   - **Redial Time Interval**: The interval before the fax system redials after a failed transmission. Select between 1 and 25 minutes.
   - **Automatic Redial Attempts**: The number of attempts the fax system makes before rejecting the job. Select between 0 and 14 attempts.

Send Header Text

1. On the **Transmission Defaults** window, touch **Send Header Text**.
2. Using the touchscreen keyboard, type up to 30 characters of text to include in the header for the fax.
3. To delete any text, touch **Clear Text**.
4. Touch **Save**.

Automatic Resend

1. On the **Transmission Defaults** screen, touch **Automatic Resend**.
2. Touch the field under **Set number of resends** and use the up and down arrows to select the number of resends the printer should attempt between 0 and 5.
3. Select the condition that prompts the printer to automatically resend jobs. Option are:
   - **Failed pages without a cover page(s)**
   - **Whole Job without a cover page**
   - **Failed page(s) with a cover page**
   - **Whole Job with a cover page**
4. Touch **Save**.

Batch Send

1. On the **Transmission Defaults** screen, touch **Batch Send**.
2. To enable **Batch Send**, touch **Enabled**.
3. Touch **Save**.

Audio Line Monitor

1. On the **Transmission Defaults** screen, touch **Audio Line Monitor**.
2. To enable Audio Line Monitor, touch **Enable**.
3. Next to **Select Line Monitor Volume**, touch the desired level. Options are **High**, **Medium**, and **Low**.
4. Next to **Select Line Monitor Duration**, touch the up and down arrows to select a value between 1 and 25 seconds that the printer monitors the line.
5. Touch **Save**.

Fax Mailboxes

A fax can be stored locally in the printer or on a remote fax machine. A stored fax can be printed or accessed by Remote Polling. There are 200 available fax mailboxes.

Editing a Fax Mailbox

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.
3. Touch the down arrow to scroll.
4. Touch **Mailbox Setup**.

5. Touch a mailbox in the **Mailbox List**, then touch **Edit**.

6. To assign a name to a mailbox, touch **Mailbox Name**, type a name for the mailbox up to 30 characters using the touchscreen keyboard, then touch **Save**.

7. To assign a passcode to the mailbox, touch **Mailbox Passcode**. Touch the **C** button to delete the default values, type a 4-digit passcode using the numeric keypad, then touch **Save**. Users must type this passcode when storing faxes to, or printing faxes from the mailbox.

8. To ensure that the user receives Fax Notifications, touch **Enable**, then touch **Save**.

Deleting a Fax Mailbox

1. At the printer control panel, press the **Machine Status** button.

2. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.

3. Touch the down arrow to scroll.

4. Touch **Mailbox Setup**.

5. Touch the assigned mailbox that you want to delete, then touch **Delete Mailbox**.

   CAUTION: Touching **Delete Mailbox** deletes the mailbox and all documents it contains.

6. On the **Delete Mailbox** confirmation screen, touch **Confirm** to delete the mailbox, or **Close** to exit.

7. Touch **Close**.

Storing a Fax in a Mailbox

Local Mailbox

1. At the printer control panel, touch **Fax**.

2. Touch the **Fax Options** tab, then touch **Mailboxes**.

3. Touch **Store to Local Mailbox**.

4. Use the touch-screen keypad to type the following:
   - **Mailbox Number**
   - **Mailbox Passcode**

5. Touch **Save**.

6. Load the document in the document feeder or on the document glass.

7. Press the green **Start** button.

Remote Mailbox

1. At the printer control panel, touch **Fax**.

2. Touch the **Fax Options** tab, then touch **Mailboxes**.

3. Touch **Send to Remote Mailbox**.

4. To type the recipient, choose from the following:
   - Use the control panel keypad to type the **Fax Number**, then touch Save.

   Note: If dialing characters are necessary, touch **Dialing Characters** to type the fax number and characters, then touch **Save**.

   - Touch **Address Book**, select a recipient from the **Individuals** list, then touch **Close**.

5. Use the control panel keypad to type the following.

- **Mailbox Number**
- **Mailbox Passcode**

6. Touch **Save**.
7. Load the document in the document feeder or on the document glass.
8. Press the **Start** button.

Printing or Deleting Stored Faxes

1. At the printer control panel, touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Print Local Mailbox Documents**, or **Delete Local Mailbox Documents**.
4. Use the alphanumeric keypad to type the following:

- **Mailbox Number**.
- **Mailbox Passcode**.

5. Touch **Print All Documents**.
6. Press the **Start** button.

Fax Reports

You can configure three different reports, Activity Report, Confirmation Report, and Broadcast and Multipoll Report.

Setting Up Fax Reports

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

To set defaults for printing fax reports:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.
3. Touch **Setup Fax Reports**. Touch the arrows to scroll if necessary.
4. Touch **Activity Report**, then touch one of the following options:

- **Auto Print** to always print an activity report.
- **Off** to never print an activity report.

5. Touch **Save**.
6. Touch **Confirmation Report...Print On Error**, then touch one of the following options:

- **Always Print** prints a confirmation report every time.
- **Off** never prints a confirmation report.
- **Print On Error** prints a confirmation report only when a fax transmission error occurs.
  - Touch **Reduced Image** to print a thumbnail image of the fax on the confirmation report.
  - Touch **No image** to remove the thumbnail image of the fax on the confirmation report.

7. Touch **Save**.

8. Touch **Broadcast & Multipoll Report...Print On Error**, then touch one of the following options:
   - **Always Print** prints a confirmation report every time.
   - **Off** never prints a confirmation report.
   - **Print On Error** prints a confirmation report only when a fax transmission error occurs.
9. Touch **Save**.

Printing a Fax Report

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

You can print the following fax reports from the printer control panel:
- Activity Report
- Protocol Report
- Dial Directory Report
- Group Directory Report
- Options Report
- Pending Jobs Report

To print a fax report:

1. At the printer control panel, touch the **Machine Status**.
2. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.
3. Touch **Print Fax Reports**, then touch the arrows to scroll if needed.
4. Touch the desired report, then touch **Print Now**.
5. Touch **Close**, then log out.

Deleting Sent Fax Jobs from Memory

1. At the printer control panel, press the **Job Status** button.
2. Touch the down arrow, then touch **Scan Jobs and Fax Sent Jobs**.
3. Touch the fax in the list.
4. Touch **Delete**.

Fax Polling

Fax Polling allows you to store a fax document on the printer and make it available for other fax machines to poll. You can also retrieve faxes stored on other fax machines.

Both printers must have the Fax Polling feature.

Storing a Fax for Remote Polling

Enable Secure or Non-Secure Local Polling to make fax documents stored on one printer available for remote polling by other printers. When Secure Local Polling is enabled, you create a list of phone numbers of fax machines that are allowed to access the stored faxes on the printer.

1. Touch **Fax** on the touch screen.

2. Touch the **Fax Options**, then touch **Local Polling**.

3. To enable Non-Secure Polling, touch **Non-Secure Polling**. Any fax machine can access the stored faxes.

4. To enable Secure Polling, touch **Secure Polling**. You must specify the fax machines that can access the stored faxes.

   Use the alphanumeric keypad, or touch **Address Book** to add fax numbers to the list or touch **Allow all Address Book fax numbers access** to add all stored fax addresses to the access list.

5. Touch **Save**.

6. Place your original document in the document feeder or on the document glass.

7. Press the **Start** button.

Printing and Deleting Stored Faxes

1. Touch **Fax** on the touch screen.

2. Touch the **Fax Options**, then touch **Local Polling**.

3. Touch **Print All** to print all stored fax documents.

4. Touch **Delete All** to delete all stored fax documents.

Remote Polling

If remote polling is enabled, you can retrieve documents that were stored using local polling on another fax machine, or documents that are stored in a fax mailbox on another fax machine.

Note: If Local Polling is enabled, Remote Polling is disabled. Set Local Polling to **Off** to poll a remote fax or fax mailbox.

Polling a Remote Fax

1. Touch **Fax** on the touch screen.

2. Touch **Fax Options**, then touch **Remote Polling**.

3. Touch **Poll a Remote Fax**.

4. Touch **Dialing Characters** or **Address Book** to type the fax number of the fax machine that you want to access, then touch **Add**. Add additional fax numbers as needed.

5. To define a time for the printer to retrieve faxes from other fax machines, touch **Delay Send**.

6. Touch **Specified Time** and touch the arrows to and set the time.

7. Touch **Save**.

8. Touch **Poll Now** to retrieve and print the faxes.

Polling a Remote Mailbox

1. Touch **Fax** on the touch screen.

2. Touch **Fax Options**, then touch **Remote Polling**.

3. Touch **Poll a Remote Mailbox**.

4. Touch the field under **Fax Number** and touch **Dialing Characters** or **Address Book**.

5. Type the fax number of the fax machine you want to poll, then touch Add.

6. type the **Mailbox Number**, and **Mailbox Passcode**.

7. Touch **Poll Now** to retrieve and print the faxes in the mailbox.

Defining Mailbox and Polling Policies

To define how long polled and stored documents should be retained on the printer:

1. At the printer control panel, press the **Machine Status**.
2. Touch the **Tools** tab, touch **Service Settings**, then touch **Embedded Fax Settings**.
3. Touch the down arrow to scroll.
4. Touch **Mailbox & Polling Policies**.
5. Select an option for retaining **Received Documents**:
   - Touch **Delete On Print** to delete the file immediately after printing.
   - Touch **Keep 1-72 hours**, then touch the number of hours between 1 and 72 to retain the files before deleting them.
   - Touch **Keep Forever** to keep files on the printer until you manually delete them.

   Note: Selecting **Keep Forever** is memory intensive and requires you to manually delete files to maintain performance. If you are not sure, select **Keep 1-72 hours** and select 24 hours.

6. Touch **Stored Documents**.
   - Touch **Delete On Poll** to delete the file immediately after polling.
   - Touch **Keep 1-72 hours**, then touch the number of hours between 1 and 72 to retain polled documents before deleting them.
   - Touch **Keep Forever** to keep polled files on the printer until you manually delete them.

   Note: Selecting **Keep Forever** is memory intensive and requires you to manually delete files to maintain printer performance. If you are not sure, select **Keep 1-72 hours** and select 24 hours.

Troubleshooting Embedded Fax

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

If you are experiencing problems sending a fax from the control panel, check the following:
   - Verify that the fax telephone number assigned to the printer is correct.
   - Verify the telephone line is connected and functioning. See Testing the Fax Connection on page 129.
   - Ensure Fax settings are configured. See Fax Install Wizard on page 120.
   - Ensure Server fax is disabled.

Resolve any mechanical issues before attempting to use Embedded Fax. For assistance and support, see www.xerox.com/office/support.

Testing the Fax Connection

To verify the fax connection is set up correctly

1. At the printer control panel, press the **Services** button.
2. Touch the **Fax** icon button.

3. Type in the fax number of a local fax machine using the touch screen keypad, then touch **Add**.
4. Place your documents in the document handler, then press **Start**.
5. Verify that your documents were received by the local fax machine.

Server Fax

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

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

Server Fax is an optional feature. See your Xerox Sales Representative for details.

Before you begin:

- Install the Internet and Server Fax Feature Enablement Kit. Follow the instructions in the kit.

Configure a Server Fax Filing Repository

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

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

- FTP
- SMB
- HTTP/HTTPS: A Web server using a CGI script.
- SMTP: A mail server.

Configuring a Fax Repository using FTP

Before you begin:

- Ensure that FTP services is running on the server or computer where images to be faxed by the printer will be stored. Note the IP address or host name.
- Create a user account and password for the printer. When the Server Fax feature is used, the printer logs in using the account, transfers the file to the server or computer and logs out. Note the user account and password details.
- Create a directory within the FTP root to be used as a fax repository. Note the directory path.

    Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Server Fax > Fax Repository Setup**.
2. Select **FTP** from the **Protocol** drop-down menu.
3. Select the address type. Options are **IPv4 Address**, **IPV6 Address**, or **Host Name**.
4. Type the appropriately formatted address and port number of the FTP location.
5. Under Document Path, type in the full path to the root location of the fax repository. For example: */(directory name)/(directory name)*.
6. Under **Login Credentials to Access the Destination**, select **System** to have the system log into the server, or **Authenticated User** to have your authentication server determine access.
7. Type the user account and password in the **Login Name** and **Password** fields.

8.   Click **Apply**.

Configure a Fax Repository using SMB

Before you begin:

- Create a shared folder to be used as a fax repository. Note the Share Name of the folder and the Computer Name or Server Name.

- Create a user account and password for the printer with full access rights to the fax repository. Note the user account and password.

    Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1.   In CentreWare IS, click **Properties** > **Services** > **Server Fax** > **Fax Repository Setup**.
2.   Select **SMB** from the **Protocol** drop-down menu.
3.   Select the address type. Options are **IPv4 Address** or **Host Name**.
4.   Type the appropriately formatted address and, if required, port number of the SMB server or workstation where the fax filing repository is located.
5.   Type the Share Name in the **Share** field.
6.   Type the **Document Path**, relative to the share, where the fax repository is located. For example, if the path is **sharename\wc\fax**, type **\wc\fax** in **Document Path**.
7.   Under **Login Credentials to Access the Destination**, select **System** to have the system log into the server, or **Authenticated User** to have your authentication server determine access.
8.   Type the user account and password in the **Login Name** and **Password** fields.
9.   Click **Apply**.

Configure a Fax Repository using HTTP/HTTPS

Before you begin:

- 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.

- For HTTPS, ensure that your Web server is installed with a secure certificate.

- Create a user account and password for the printer. When a document is scanned, the printer logs in using the account, transfers the file to the server or workstation and logs out. Note the user account and password details.

- Create a directory on the HTTP/HTTPS server to be used as a scan filing repository. Note the directory path.

- Note any script that is required to be run.

    Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1.   In CentreWare IS, click **Properties** > **Services** > **Server Fax** > **Fax Repository Setup**.
2.   Select **HTTP** or **HTTPS** from the **Protocol** drop-down menu.
3.   Select the address type. Options are **IPv4 Address**, **IPV6 Address**, or **Host Name**.
4.   Type the appropriately formatted address and port number of the HTTP or HTTPS server where the repository is located.

5. Type the **Script Path** and file name, from HTTP root. Click the **Get Example Scripts** link for further information.

6. Type the path to the scan repository in the **Document Path** field.

7. Under **Login Credentials to Access the Destination**, select **System** to have the system log into the server, or **Authenticated User** to have your authentication server determine access.

8. Type the user account and password in the **Login Name** and **Password** fields.

9. Click **Apply**.

Configure a Fax Repository using SMTP

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

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

2. Select **SMTP** from the **Protocol** drop-down menu.

3. Type the domain name of your SMTP server in the **Domain** field.

4. Click **Apply**.

Configure a Fax Repository using Netware

Before you begin:

Enable and configure Netware settings. For details, see NetWare on page 48.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

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

2. Select **Netware** from the **Protocol** drop-down menu.

3. Type the **Repository Server**, **Server Volume**, **NDS Tree**, **NDS Context**, and **Document Path** in the provided fields.

4. Under **Login Credentials to Access the Destination**, select **System** to have the system log into the server, or **Authenticated User** to have your authentication server determine access.

5. Type the user account and password in the **Login Name** and **Password** fields.

6. Click **Apply**.

Configure Server Fax Default Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Server Fax > Defaults**.

2. To print a Confirmation Sheet after every Server Fax job, under **General**, click **Edit**, 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.

3. Select the **User Name** and **Domain** fields if you want these to display on the Job Log. The Job Log is filed in the fax repository with the fax job.

4. Click **Apply**.

5. On the Defaults page, you can change other settings such as:

- **Server Fax** has the following setting that can be adjusted; 2-Sided Scanning, Content Type, How Original was Produced and Resolution.
- **Image Quality** has the following setting that can be adjusted; Lighten/Darken and Suppression.
- **Layout Adjustment** has the following setting that can be adjusted; Original Orientation and Original Size.
- **Filing Options** has the following setting that can be adjusted; Delay Start.

To change any feature settings, within each setting area click the **Edit** button, select the feature to be changed and click the **Save** button to return to the **Server Fax: Defaults** screen.

Troubleshooting Server Fax

Notes:

- Configure your printer on the network or resolve any networking issues before attempting to use the Server Fax feature.
- Server Fax and Embedded Fax cannot be running at the same time. If one is enabled, the other will not function.

If you are experiencing problems sending a fax from the control panel, check the following:

1. Verify the printer is installed and functioning on the network. See The Installation Wizard on page 15.
2. Verify TCP/IP is enabled. See Enabling TCP/IP on page 22.
3. Ensure Fax settings are configured. See Configure Server Fax Default Settings on page 133.
4. Ensure the Server Fax File Repository is setup correctly. See Configure a Server Fax Filing Repository on page 131.
5. Verify the user account and password created for the Server Fax feature are correct and have the appropriate permissions to create directories and write files to the filing location.

See also: For more help, see the *Online Support Assistant* at
www.xerox.com/office/WC7755_WC7765_WC7775support.

Internet Fax

Internet Fax allows you to scan a document at the control panel and send it to a destination using an email address instead of a telephone line. send a document over the Internet to an email address, or to receive and print an email with attachments. You can also print a transmission report. A telephone line connection is not required.

Before you begin:

Install the Internet and Server Fax Feature Enablement Kit. Follow the instructions in the kit.

Configuring Default Internet Fax Settings

Before you begin:
- Create an email address for the printer if you want it to receive Internet faxes.
- Configure POP3 settings. For details, POP3 on page 43.

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

General Settings

    Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Internet Fax > Defaults**.
2. Under **General**, click **Edit**.
3. To have the printer print a report automatically after every 50 Internet Fax jobs, select **Enable** next to **Activity Report**.
4. Next to **Delivery Confirmation Timeout**, type the maximum number of hours between 0 and 72 that the printer will attempt to confirm an Internet Fax job before the confirmation fails.
5. Type the subject text that you want to display in the **Subject** field of the email.
6. Type any text that you want to display as the first paragraph in the **Message Body**.
7. Select optional information fields to display in the body of the fax. Options include:
    - **User** information such as **User Name** and **Email Address**.
    - **Attachment** information, such as **Number of Images** attached and **Attachment File Type**.
    - Information about the printer, such as **Device Name**, **Device Location**, and other details.
8. In the **Signature** field, type any additional information that you would like included on any fax sent from the printer.
9. Next to **Confirmation Sheet**, select when you want a confirmation page to print. Select **On**, **Off**, or **Errors Only** from the drop-down menu.

Advanced Settings and Layout Adjustment

    Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Services > Internet Fax > Defaults**.

2. Under **Internet Fax Image Settings**, click **Edit**.
3. Set desired parameters, and click **Apply**.

Filing Options

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Internet Fax** > **Defaults**.
2. Under **Filing Options**, click **Edit**.
3. Select the desired file format, options are **Multi-Page TIFF**, **PDF images**, or **PDF/A** images.
4. To print a report listing the delivery status for each recipient of the Internet Fax, select **Print Report** next to **Acknowledgement Report**.
5. Click **Apply** to accept your settings or **Undo** to retain the previous settings.

Internet Fax Image Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Internet Fax** > **Defaults**.
2. Under **Internet Fax Image Settings**, click **Edit**.
3. To optimize the structure of PDF and PDF/A files for faster Web viewing, select **Optimized for Fast Web Viewing** under **PDF & PDF/A Settings**.
4. To create searchable PDF documents, select **Searchable** under **Searchable PDF & PDF/A Defaults**.
5. Specify the language or select **Use Language Displayed on the Device User Interface**.
6. To enable text compression select **Enabled (Flate Compression)**.
7. Click **Apply** to accept your settings or **Undo** to retain the previous settings.

Configuring Internet Fax Receive Settings

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Services** > **Internet Fax** > **Internet Receive Settings**.
2. To filter out attachments, under **Filter Options**, select **Accept Email with no attachment**.
3. To specify what types of attachments can be received, select those file types under **Accept the following file types**.
4. Under **Finishing Options** select the desired setting from the drop-down menu for **Stapling** and **2-Sided Printing**.
5. Under **Receipt Options** select **Send Confirmation reply when requested (allow device to send MDN)** to send a **Mail Delivery Notification** (MDN) email to the requestor/originator when the fax job is completed.
6. If you want to print a coversheet with the requestor's email message before printing the fax job, select **Print Cover Sheet with incoming Email messages**.
7. Click **Apply** to accept your settings or **Undo** to retain the previous settings.

Internet Fax Addresses

You can store Internet Fax email addresses in the printer's internal address book or you can configure the printer to reference a network LDAP directory. To configure LDAP settings, see LDAP on page 38. To add Internet Fax Addresses to the Address book, see Internet Fax and Email Address Book on page 163.

Troubleshooting Internet Fax

If you are experiencing problems with sending an Internet Fax, first verify that the printer is connected on the network and functioning as a printer by performing the following activities:

> Note: Configure your printer on the network or resolve any networking issues before attempting to use the Internet Fax feature.

1. Verify the printer is installed and functioning on the network. See Initial Setup at the Control Panel on page 15.
2. Verify TCP/IP is enabled. See Enabling TCP/IP on page 22.
3. Ensure SMTP is enabled.
4. Verify that the SMTP Server Address is correct and that the TCP/IP Domain Name, host name, and DNS settings are properly configured.
5. Verify the POP3 Server Address is correct.

See also: For more help, see the *Online Support Assistant* at
www.xerox.com/office/WC7755_WC7765_WC7775support.

LAN Fax

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

Users select the Fax option from their print driver.

LAN Fax is an optional feature. You must install a fax kit before you can send a fax.

Before you begin:

- Install the Fax Hardware Kit. Follow the instructions in the kit.

Sending a LAN Fax

To send a Fax from a Windows print driver:

1. Open a document, click **File**, then **Print**.
2. Select the Xerox printer from the drop-down menu, and click **Properties**.
3. Select **Fax** from the Job Type drop-down menu.

To send a Fax from a Macintosh print driver:

1. Open a document, click **File**, then **Print**.
2. Select the Xerox printer from the Printer drop-down menu.
3. Click **Xerox Features** from the **Copies and Pages** menu
4. Ensure you are in the **Paper/Output** area and click the **Job Type** menu.
5. Click **Fax**.

Adding a Fax Recipient

1. Click the **Add Recipient** icon.
2. Type the name of the fax recipient in the **Name** area.
3. Type the fax number of the recipient in the **Fax Number** area.
4. Type details such as Organization, Phone Number, Email Address and Mailbox number if required.
5. To add this recipient to your personal phonebook, click **Add to Personal Phonebook**.
6. Click **OK**.

   The recipient displays in the **Recipients** list.

Adding a Recipient from a Personal Phonebook

You can create personal phonebooks to store your fax recipient numbers.

1. To add a recipient from a personal phonebook, click **Add from Phonebook**.

   The Add from Phonebook menu displays.
2. If you have more than one phonebook available, click the down arrow next to **Personal Phonebook** to select another phonebook.
3. Click the recipient that you want to fax to.

Note: To view the details for the recipient, double-click the recipient name.

4. If you want to add more than one recipient, hold down the **Ctrl** key on your keyboard and click each name.

5. When you have finished selecting your recipients, click the arrow. The names display in the **Fax Recipients** list.

6. Click **OK**.

7. To save the list of names as a group, click **Save As Group**.

8. Type a name for your group in the **Group Name** field.

9. Click **OK**.

Setting up a Cover Sheet

1. Click the **Cover Sheet** tab.

2. If you want to add a cover sheet to your document, click **Print a Cover Sheet** from the **Cover Sheet Options** menu.

3. Select the information that you want to show on the cover sheet.

4. To add a graphic or logo to the cover sheet, select **New** from the **Cover Sheet Image** menu.

5. Click **Picture** from the **Options** menu.

6. Click **Choose File,** then navigate to the file on your computer.

Note: Graphic files must be **.bmp**, **.gif**, or **.jpeg** format.

7. Click the desired settings to adjust the scale, position, and preview options of your graphic image.

8. Click **OK**.

9. Select **Options** from the **Cover Sheet Image** menu:
   - Click **Print in Background** to print the graphic behind any text on the cover sheet.
   - Click **Print in Foreground** to print the graphic at the front of your cover sheet or click **Blend** to print a faint image of the graphic.

10. Click the cover sheet size from the **Cover Sheet Paper Size** menu.

11. Click **OK**.

Setting LAN Fax Options

1. Click the **Options** tab.

2. To print a confirmation sheet, select **Print a Confirmation Sheet** from the **Confirmation Sheet** menu.

3. Click the required speed from the **Send Speed** drop-down menu.
   - **Forced**: 4800 bps
   - **G3**: 14.4 Kbps
   - **Super G3**: 33.6 Kbps

4. Click the desired resolution from the **Fax Resolution** drop-down menu.

5. If you want to send your fax at a specific time, click **Send At:** and type the time that you want the printer to send your fax.

6. If your telephone system requires a prefix for fax numbers, select **Dialing Prefix** under **Fax Dialing Options**, and type the prefix in the field.

7. If your call requires a Charge Code number for billing purposes, select **Credit Card** and type the details for the charge code in the field.

Editing the Phonebook

Setting up Phonebook Preferences

1. On the **Options** tab, click **Preferences**.
2. Specify the default phonebook from the **Default Phonebook** drop-down menu.
3. Specify any other User Preferences.

Personal Phonebook

The Personal Phonebook is created when you add fax numbers on the **Fax Recipients** tab. The Personal Phonebook is automatically saved to your computer as a file with the name **default.pb**. To view the Personal Phonebook, click the **Open** icon (...) next to Personal Phonebook. Click the **Select File** icon to select a different phonebook file.

Shared Phonebook

The Shared Phonebook contains a list of fax numbers and recipient details that have been saved to a network location for more than one person to use. To access a shared phonebook:

1. Click **Select File** next to **Shared Phonebook** and select the **default.pb** shared phonebook file on your network.
2. Click the **Open** icon (...) next to **Shared Phonebook** to view the phonebook.

Shared LDAP Phonebook

If your network is connected to an LDAP server, you can configure the Shared LDAP Phonebook to reference an LDAP directory.

1. Click **Select File** icon next to **Shared LDAP Phonebook**.
2. Type your LDAP server settings and user mappings, then click **Close**.

User Preferences

1. If you want to be notified when you add duplicate recipients to the phonebook, select the **Prompt When Adding Duplicate Recipients** option.
2. If you want to be notified when you delete a recipient from the phonebook, select the **Prompt When Removing a Recipient** option.
3. If you want to always use the Current Recipient List, click the **Always Use Current Recipient List** check box.
4. If you want to use the current Cover Sheet notes, click the **Always Use Current Cover Sheet Notes**.
5. Click **OK** when finished.
6. Click **OK** to close the **Fax** window.

7. Click **OK** on the **Paper/Output** tab to send your fax.

Fax

Accounting 9

This chapter includes:

-
-
-

Xerox Standard Accounting

Xerox Standard Accounting (XSA) tracks the number of copy, print, scan, and fax jobs for each user. You can set limits to restrict the total number of jobs by type that a user can produce. You can then generate reports listing usage data for individual users and groups.

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

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

You can create a maximum of:
- 2499 unique XSA user IDs
- 500 General Accounts
- 499 Group Accounts

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

Note: XSA settings and account data are stored in the printer. Xerox recommends that you back-up settings using the Cloning feature. If XSA settings are lost or deleted, you can restore them using the cloning backup file. For details, see Cloning on page 161.

Before you begin:
- Install Print and Fax Drivers on all user computers.

Enabling Xerox Standard Accounting

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Accounting > Xerox Standard Accounting > Manage Accounting**.
2. Click **Enable Accounting**.
3. Click **OK** to accept the confirmation message.

Creating a Group Account

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

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

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

Note: Each Account ID and Account Name must be unique.

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

Creating a New User Account and Setting Usage Limits

Notes:

- You must create a group account before you can create and add user accounts.
- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Accounting > Xerox Standard Accounting > Manage Accounting**.
2. Click **Add New User**.
3. Type a **User ID** and a **Name** using up to 32 alphanumeric characters, for the new user.

   Note: Each User ID and Name must be unique.

4. Under **Usage Limits**, type the maximum number of impressions or sent images that the user can produce. The maximum number of impressions or images sent is 16,000,000.

   - **Black Printed Impressions** includes all black and white documents printed from a computer using the print driver.

   Note: Cover sheets and banner sheets are counted as impressions.

   - **Black Copied Impressions** includes all black and white copies.
   - **Color Printed Impressions** includes all color documents printed from a computer using the print driver.
   - **Color Copied Impressions** includes all color copies.
   - **Network Images Sent** includes documents sent over the network, including network scans, scans to email, server and Internet faxes.

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

   - **Fax Images Sent** includes documents faxed to a phone number. The total number of documents is the number of faxed documents, including cover sheets, multiplied by the number of destinations.
   - **Black Faxed Impressions** includes received fax documents that are printed.

5. Click **Apply**.

Creating a General Account

General Accounts can be created to identify a subset of a group or project that a user is assigned to. The XSA Report specifies the number of documents produced for each group.

A General Account example:

An 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 to a particular account. At the control panel, Jane types her User ID and selects Company A Project. The number of impressions is recorded to the Company A Project.

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Accounting** > **Xerox Standard Accounting** > **General Accounts**

2. Under General Accounts, Type an **Account ID** up to 12 digits, and an **Account Name** up to 32 characters.

   Note: General Account ID and General Account name must be unique.

3. Click **Add Account**.

4. To add a user to this account, click **Manage**.

5. In the **Account** area, make any relevant changes.

6. In the **User Access** area, select the user accounts to add to the General Account.

7. Click **Save Changes**.

Maximum Usage Limits

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

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

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

Resetting Usage Limits

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

1. In CentreWare IS, click **Properties** > **Accounting** > **Xerox Standard Accounting** > **Report and Reset**.

2. To reset all usage data to 0, click **Reset Usage Data**.

3. Click **OK** to acknowledge the confirmation message.

   CAUTION: The following step will delete all the XSA accounts on the printer.

4. Click **Reset to Default** if you want to delete all user, group, and general accounts.

5. Click **OK** to acknowledge the warning message.

Printing a Report

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

To print a report:

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > Accounting > Xerox Standard Accounting > Report and Reset**.
2. Click **Generate Report**.
3. Right-click the **Right-click to download** link and save the **.csv** file to your computer.

Network Accounting

Network Accounting allows you to manage printer usage with detailed cost analysis capabilities. Print, Scan, Fax, and Copy jobs are tracked at the printer and stored in a job log. All jobs require authentication of User ID and Account ID, which are logged with the job details in the job log. The user is prompted for accounting information when submitting a job to the printer.

The job log information can be compiled at the accounting server and formatted into reports.

Before you begin:

- Install the Network Accounting Feature Enablement Kit. Instructions are included in the kit.
- Install and configure Xerox certified network accounting software on your network. Refer to the manufacturer's instructions for help.
- Test communication between the accounting server and the printer. To do this, open a Web browser, type the IP Address of the printer in the address bar, then press **Enter**. The printer's CentreWare IS home page should display.
- Install Print and Fax Drivers on all user computers if you want to track print and LAN Fax jobs.

Enabling and Configuring Network Accounting

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Accounting Settings**.
3. Touch **Accounting Mode**.
4. Touch **Network Accounting** to enable.
5. To customize the prompt that users will see at the control panel, touch **Customize Prompts**, then select the required prompt option from the drop-down menu: **Display Prompt 1 and 2**, **Display Prompt 1 Only**, **Display Prompt 2 Only**, **Display No Prompts**.
   a. To set the prompt values, touch **Prompt 1 Label**, type an ID between 1 and 32 characters, then touch **Save**.
   b. Touch **Prompt 2 Default Value**, type an ID between 1 and 32 characters, then touch **Save**.
   c. To prevent typed information from being displayed on the control panel, touch **Mask Entries**, then touch **Save**.
6. Touch **Code Entry Validation**, and select one of the following:
   - **Enabled**: Select this option if you want to track copy, print, and scan usage information by User ID, Account ID, and resources used by each user account. Users are required to type a valid User ID and Account ID for every job.

   Note: Resources include type of paper stock used, printing method such as single-sided or double-sided, and output types such as stapled or collated.

   - **Disabled**: Select this option to allow the printer to accept both valid and invalid User and Account ID's. You can disable code entry validation if you want to determine what the general usage baseline is for any particular printer prior to requiring authentication controls. Users are still required to type at least one character into the User ID and Account ID fields.

7. Touch **Save**.

8. Touch **Save** again.

9. On your network accounting server, open the network accounting application.

10. Configure the application to define the destination for retrieval of data as the IP address or the fully qualified domain name of the printer.

Troubleshooting Network Accounting

If you are experiencing problems with Network Accounting, check the following:

1. Verify the printer is installed and functioning on the network. See Initial Setup at the Control Panel on page 15.

2. Verify TCP/IP is enabled. See Enabling TCP/IP on page 22.

3. Verify that enough delay time is set on the DHCP server to allow for normal maintenance shut downs if Dynamic TCP/IP addressing is used. See

4. Verify that the Network Accounting Feature Enablement Kit is installed.

5. Verify communication between the Accounting Server and the printer. Test the communication:

    a. At the Network Accounting server, open a Web browser.

    b. Type the IP address of your printer, then press **Enter** or **Return**.

    If the CentreWare Is home page displays, the server is communicating with the printer.

6. Ensure Network Accounting settings are configured. See Network Accounting on page 148.

7. Verify authentication is configured for user access. See Authentication on page 54.

8. Verify that all users have scan and fax drivers installed on their computers. For details, see the *User Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

See also: For more help, see the *Online Support Assistant* at www.xerox.com/office/WC7755_WC7765_WC7775support.

Enabling Accounting in Print Drivers

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

Enabling Accounting in a Windows Print Driver

1. From the **Start** menu select **Printers and Faxes** for Windows XP, or **Settings** > **Printers** for Windows 2000/20003.
2. Right-click the printer in the list, and select **Properties** > **Configuration** > **Accounting**.
3. From the **Accounting System** drop-down menu, select **Xerox Standard Accounting or Auditron**, or **Xerox Network Accounting**.
4. Select **Always Prompt** if you want users to type their User ID and Account ID each time they print. If you do not want users to log in, select **Do Not Prompt** and type the user's information in the **Default User ID** and **Default Account ID** fields.
5. Select **Mask User ID** and **Mask Account ID** to show characters as asterisks when an ID is entered.
6. Select **Remember Last Entered Codes** to show the last entered code when a user is prompted for their Account ID.
7. Select **Auxiliary Accounting Interface** if you are using XSA with an external accounting device.
8. If you want to specify the default User ID and Account ID, type them in the **Default User ID**, and **Default Account ID** fields, then select the default account type.
9. Click **OK**.
10. Click **OK** to exit.

Enabling Accounting in an Apple Macintosh Print Driver

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

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

Administrator Tools

10

This chapter includes:

Monitoring Alerts and Status

Alerts

Any current alerts or warnings that occur on the printer are displayed in CentreWare IS on the Description and Alerts page. At the bottom of the page, the alerts are listed along with details about each alert and the recommended skill level required to resolve the issue.

To view any alerts currently listed on the printer:

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Status** > **Description & Alerts**. The Description & Alerts page displays.
2. All current alerts display under **Alerts** at the bottom of the page.

The following information displays for each Alert in the list:

- **Severity**: The importance or impact of the problem.
- **Status Code**: If the problem requires a Service Representative to resolve it, provide them with this status code for reference.
- **Description**: Describes the current warning or issue.
- **Skill Level**: Displays the suggested skill level needed to resolve this problem. The levels are:
  - **Trained**: A system administrator is needed to fix the problem.
  - **Untrained**: A normal user can fix this problem.
  - **Field Service**: A Xerox Support technician is needed to fix this problem.
  - **Management**: A network administrator is needed to fix this problem.
  - **No intervention required** or **No Alerts**: The printer does not need assistance.

Setting up Alert Notification

There are several ways to set the printer up to send out notifications when various types of alerts occur. Possible alert types include low supply status, paper supply status, paper jams, and others.

Email Alerts

You can define groups to receive email notifications when selected status alerts occur on the printer.

1. In CentreWare IS, click **Properties** > **General Setup** > **Alert Notification** > **Email Alerts**.
2. Under **Recipient Group Addresses**, select **Enable Group 1** and type up to five **Email Addresses** to receive selected alerts.
3. Under **Recipient Group Preferences**, for the group you created, select the type of alerts that will cause email notification to occur.

   Note: You can set up to three separate groups to receive any combination of email alerts.

4. To view definitions of the alert types, click **(Glossary)** under **Status Codes** in the **Recipient Group Preferences** area.
5. In the **"Reply to:" Email Address** field, type the email address of the administrator or user designated to receive any replies sent by Alert Notification group members.

6. Type a number between 1 and 60 minutes in the field under **Set jam timer for release of status to selected groups** to specify how many minutes the printer waits after a jam is detected before it sends an email status message. The default time is 0 minutes.

7. Click **Apply** to accept the new settings or **Undo** to retain the previous settings.

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

Local UI Alerts

You can define when you want the printer to display a warning on the control panel if the printer's scan disk memory is low. Low memory can cause the printer to slow down or lose jobs.

1. In CentreWare IS, click **Properties > General Setup > Alert Notification > Local UI Alerts**.

2. Under **Scan Disk Memory Warning**, select the maximum number of scanned pages that can be held in scan memory before a warning displays. Options include:
    *   10 scanned pages
    *   30 scanned pages
    *   **Custom**: Type a number of pages between 0 and 75 before a notification is sent.

    Note: The higher number of pages selected, the more frequently the warnings will display.

3. Click **Apply** to accept the current settings or **Undo** to retain the previous settings.

Low Supply Warning

To set the printer to display warnings in the printer's status area when supplies reach a designated low level, set the values on the Low Supply Warning page.

1. In CentreWare IS, click **Properties > General Setup > Alert Notification > Low Supply Warning**.

2. From the drop-down menu under each supply, select a value for percentage of supply remaining that will cause the printer to display an alert in the printer's status region.

    Notes:
    *   You can view this status on the Description and Alerts page under Status.
    *   To view current supplies status, click **Status > Consumables**.

Energy Saving Settings

Sleep Mode

This feature allows you to define what printer services are allowed to wake the printer from sleep mode. The printer goes into sleep mode when not in use to conserve energy.

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

Sleep Mode Options

1. In CentreWare IS, click **Properties > General Setup > Sleep Mode Settings**.
2. To allow the printer to wake to poll Novell print queues, under **Sleep Mode Network Settings**, select **Resume Network Controller Briefly to Poll Novell Print Queues During Sleep Mode**.
3. Under **Poll Interval during Sleep Mode**, type the time in seconds between 60 and 1200 to define the interval the printer uses to wake to poll Novell print queues. The default is 300 seconds.
4. To allow the printer to wake to broadcast SAP during sleep mode, under **Sleep Mode Network Settings**, select **Resume Network Controller Briefly to Broadcast Service Advertising Protocol (SAP) During Sleep Mode**.
5. Under **SAP Interval during Sleep Mode**, type the time in seconds between 60 and 65535 to define the interval the printer uses to wake to broadcast SAP. The default is 300 seconds.

Advanced Sleep Mode Options

You can designate four types of broadcast packets that, when received by the printer during sleep mode, allow the printer to process them.

1. In CentreWare IS, click **Properties > General Setup >Sleep Mode Settings > Advanced**.
2. In the **Packet Priority** list, click the **Increase Priority** and **Decrease Priority** buttons to prioritize the packet types.
3. Pick **Apply** to save the priority list.

   The printer processes the priority list and displays, in order, the top four packet types for which the corresponding protocols have been enabled on the printer. Any packet types of higher priority that do not have the corresponding protocol enabled are skipped.
4. Click **Return** to return to the Sleep Mode Settings page.

System Time Out

You can specify the time that the printer will stay awake.

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status**, then touch the **Tools** tab.
2. Touch **Timers > System Timeout**.
3. Touch **Enable**.
4. Touch the field under **Timeout** and use the arrows to adjust the time between 15–600 seconds.

Setting the Date and Time

Setting the Date and Time in CentreWare IS

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > General Setup > Date and Time**.
2. Under **Date and Time Setup**, select:
   - **Automatic using NTP** to use an NTP server.
   - **Manual (NTP Disabled)** to manually set the time.
3. If you are using an NTP server, provide the following information about the server:
   - Select an address type. Options are **IPv4 Address** or **Host Name**.
   - Type the appropriately formatted address, alternate address, and port numbers.The default port number is 123.

   Note: Changes to these settings will cause the printer to restart.
4. Select the date and time format, and type the date and time in the appropriate fields. Select **Display 24 hour clock** to show the time in 24 hour format.
5. Under **Time Zone**, select your Time Zone from the drop-down menu.
6. Click **Apply**.

Setting the Date and Time at the Control Panel

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings > General > Date and Time**.
3. To set the time zone, touch **GMT Offset** and touch the arrows to adjust the time zone.
4. To set the date, touch **Date**, select a **Format** and type the date.
5. To set the time, touch **Time**, and type the time. Select **Display 24 hour clock** to use 24 hour format.

Taking the Printer Offline

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

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Network Settings**.
4. Touch **Online/Offline**.
5. Touch **Close**.
6. Press the **Log In/Out** button, then touch **Logout** to exit the Tools pathway.

Note: Taking the printer offline does not cause the printer to power down or turn off.

Restarting the Printer in CentreWare IS

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Status** > **Description & Alerts**.
2. At the bottom of the page, click **Reboot Machine** then click **OK**.

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

Restarting the Printer from the Control Panel

Note: If your printer is locked, you must log in as a system administrator. For details, see System Administrator Access at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Tools** tab.
3. Touch **Troubleshooting**.
4. Touch **Resets**.
5. Touch **Software Reset**.
6. Under **Reset Options**, select the type of reset you want:
   - All Software
   - Network Software
   - Copy Software

7.   Touch **Reset**.

Notes:

- Using Software Resets to restart the printer is faster and wastes less consumables than turning the printer on and off.
- Restarting the printer can take up to five minutes. You can not access CentreWare IS during this time.

SMart eSolutions and Billing Information

SMart eSolutions

SMart eSolutions is a suite of features that simplifies printer ownership and administration. It provides free services to enable administration of metered billing and supplies replenishment plans for printers on a network. The suite provides the following:

- **MeterAssistant™**: Meter Assistant automatically submits meter reads to Xerox from network printers. This eliminates the need to collect and report meter read information manually.
- **SuppliesAssistant™**: SuppliesAssistant proactively manages ink supplies for network equipment, and monitors actual usage.
- **MaintenanceAssistant™**: MaintenanceAssisstant provides options for troubleshooting your printer. You can send detailed diagnostic information to Xerox, start online troubleshooting sessions with Xerox, and download usage information to your computer in **.csv** format.

There are three ways to register the printer for SMart eSolutions:

- **Automatic registration**: Automatic registration is available as a standard feature on many WorkCentre/WorkCentre Pro printers.
- **SMart eSolutions Windows Client**: The windows client is an option for small and medium sized businesses.
- **CentreWare Web**: CentreWare Web is a Web browser-based software tool that installs, configures, manages, monitors, and reports on network printers and multifunction printers on your network regardless of manufacturer. It is well suited for large enterprise businesses. For more information, see www.xerox.com/centrewareweb.

  Notes:
    - Once you install the software, MeterAssistant is automatically enabled.
    - SMart eSolutions is not available in all countries. Refer to your Xerox Representative for further information.

Before you begin:

- Create an account on Xerox.com to receive your meter read information. To create a new account see www.xerox.com/meterreads.
- Ensure SNMP and TCP/IP are enabled.
- Ensure the HTTP Proxy Server is configured.

  Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

Enabling SMart eSolutions

1. In CentreWare IS, click **Status > SMart eSolutions**.
2. Under **Device Communication Status**, click **Settings**.
3. Under **Enrollment**, select **Enrolled**.
4. Under **Communication Setup**, under **Daily Transmission Time**, type the time of day that you want the printer to perform its daily communication with Xerox.
5. Click **Apply**.

6. To verify communication with the Xerox server, click **Test Communication Now**. Under **Communication Setup**, a status message displays indicating if your printer is able to communicate with Xerox.

Note: If the HTTP Proxy Server is not configured, click **Configure**. For details, see Proxy Server on page 45.

Meter Assistant

To view the last transmission of Billing Meter information for your printer:

1. In CentreWare IS, click **Status > SMart eSolutions**.
2. Click **Meter Assistant**.
3. If Meter email alerts are desired, click **Edit**. For detail on setting up alerts, see Setting up Alert Notification on page 152.

Supplies Assistant

To view the current status of supplies:

1. In CentreWare IS, click **Status > SMart eSolutions**.
2. Click **Supplies Assistant**.
3. Printer supplies list with their current **% Life Remaining**.

Maintenance Assistant

1. In CentreWare IS, click **Status > SMart eSolutions**.
2. Click **Maintenance Assistant**.
3. Click one of the following:
   - **Send Diagnostic information to Xerox**
   - **Start an Online Troubleshooting Session at www.xerox.com**
   - **Download file to your computer**: Right-click and download the **UsageLog.csv** file to your computer.

View Usage and Billing Information

Usage Counters

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

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

Billing Information

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

1. In CentreWare IS, click **Status > Billing Information**.

   The list of pages printed or generated by printer displays.

2. Click **Refresh** to update the page.

Cloning

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

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

Note: Optional features can only be cloned if installed on both printers.

To determine the Software Version of your printer:

1. In CentreWare IS, click **Properties > General Setup > Configuration Report**.
2. Scroll down to **Software Versions**.

Creating a Clone File

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

1. In CentreWare IS, click **Properties > General Setup > Cloning**.
2. Under **Create Clone File** select the features that you want to clone to other printers. All features are selected by default. You can select any of the following features to clone:

- Accounting
- Administration
- Audit Log
- Authentication & Authorization Configuration
- Connectivity
- Emails
- Fax
- Internet Fax
- Internationalization
- Job Management

- Security
- SMart eSolutions
- System Disk
- Power Saver
- Print Settings
- Device Upgrade
- Workflow Scanning
- Templates
- Web Services
- Banner Sheet Settings

Note: To view the specific parameters that can be cloned for any of the features, click **View Feature Details**.

3. Click **Clone**.

The Cloning Instructions page displays.

4. Under **Cloning Instructions**, right-click **Cloning.dlm** to download the clone file.
5. Click **Save Link** as or **Save as** and select a name and the location to save the file.

Note: The default name for the file is Cloning.dlm. If you rename the file, make sure the new name uses **.dlm** as the file extension.

6. Click **Save**.

Installing a Clone File

Notes:

- If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.
- This procedure will cause the printer to restart and will be unavailable over the network for several minutes.

1. In CentreWare IS, click **Status** > Welcome.
2. Click **I Have A Cloning File**.
3. Under **Install Clone File**, type path and name of the clone file you want to use or click **Browse** to locate the file.

   Note: If **View Features Details** is selected, the **Install Clone File** field will not display. Click **Hide Feature Details**.

4. Click **Install**.

Address Books

If your network is connected to an LDAP server you can configure the printer to look up addresses from the LDAP directory. For details, see LDAP on page 38. If you do not have an LDAP server, you can use the Fax Address Book and the Public Address Book to store fax machine phone numbers and email addresses on the printer.

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

Internet Fax and Email Address Book

Email addresses are stored in the Public Address book.

> Note: An Internet Fax Address is the email address of an internet fax machine or service.

Address Book Security

You can define who has access rights to view and manage your Address book.

1. In Centre Ware IS, click **Address Book > Access Rights**.
2. Select one of the following:
   - **System Administrators Only** to require users to log in as an administrator to edit the address book.
   - **Open to All Users** to allow anyone to edit the address book.
3. Click **Save**.

Editing the Public Address Book in CentreWare IS

You can add, delete and edit addresses at the control panel.

Adding a New Name

1. In Centre Ware IS, click **Address Book**.
2. Under **Common Tasks**, click **Add New Name**.
3. Type in a name for the person in the **Friendly Name** field.
4. Type in an email address for the user in the **Email Address** field.
5. If the user has an Internet Fax Address, type it in the **Internet Fax Address** field.
6. Click **Save & New** to save the new file and to prompt for the next entry or click **Save & Close** to save the record and exit the window.

Deleting a Name

You delete individual names directly from the Address Book listing.

1. In Centre Ware IS, click **Address Book**.
2. Under **Public Address Book**, click **View All Names**.
3. Scroll to the entry you want to delete, then click **Delete**.

4.   Click **OK** to confirm the delete or **Cancel**.

Editing a Name

You can edit individual names directly from the Address Book listing.

1.   In Centre Ware IS, click **Address Book**.
2.   Under **Public Address Book**, click **View All Names**.
3.   Scroll to the entry you want to modify, then click **Edit**.
4.   Type your changes in the **Edit Names and Addresses** fields.
5.   Click **Save & Close** to save your current settings or click **Close** to retain the previous settings.

Deleting All Names

To delete all names in the Public Address Book, click **Delete All Names**.

Editing the Public Address Book as a .csv File

If you have many addresses to manage, you can download the address book as a **.csv** file, edit it in a spreadsheet application, and upload it to the printer.

Exporting

To back up your current address book or make modifications to it from your computer, you can export the file.

1.   In CentreWare IS, click **Address Book > Export**.
2.   In the **File Download** dialog box, click **Save**.
3.   Select the location to save the file, then click **Save**.

Downloading a Sample .csv File

You can download a sample .csv file to see the default format of address book entries, then edit the file and import it to the printer.

To download a sample **.csv** file:

1.   In CentreWare IS, click **Address Book > Download Sample**.
2.   In the **File Download** dialog box, click **Save**.
3.   Select the location to save the file, then click **Save**.

Importing

1.   In CentreWare IS, click **Address Book**.
2.   Under **Management**, click **Import**.

3. Type in the path to your file in the Address Book File field or click **Browse** to locate the file on an external computer.

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

4. Click **Next**.
5. Under **Import Options**, select the action you want to occur when the file imports. Options are:
   - **Add your new content to the existing Public Address Book**. This option simply merges your new file with the current file. No data is lost.
   - **Replace the existing Public Address Book with your new content**. All previously stored address book dates is overwritten with the new data.

Mapping the Address Book

1. To map the current address book information to the Public Address Book fields in CentreWare IS, click **Map Existing Address Book**.
2. Under **Imported Heading**, select the labels from your imported file that you want to map to the labels in the **Public Address Book**. Options are:
   - **Display Name**: This field is required.
   - **Email Address**: This field is required.
   - **Internet Fax Address**: This field is optional.
3. Click **Apply** to accept your current settings or **Undo** to retain the previous settings.

Fax Address Book

You can save fax machine phone numbers as speed dial entries at the control panel. For details, see the *User Guide* at www.xerox.com/office/WC7755_WC7765_WC7775docs.

LAN Fax Address Book

The LAN Fax feature has a separate directory for storing and managing addresses. For details, see

Font Management Utility

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

> Note: The Xerox CentreWare Font Management utility is available on the Xerox website at www.xerox.com/office/WC7755_WC7765_WC7775drivers.

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

A Unicode font kit is available for this printer. To install unicode fonts, refer to the directions included with the kit. To order the kit, contact your Xerox representative.

Network Logs

Log files are text files of recent printer activity that are created and stored in the printer. Log files are used to monitor network activity or troubleshoot network problems.

To download logs:

1. In CentreWare IS, click **Properties > General Setup > Network Logs**.
2. Under **Information Level**, select **Basic** or **Enhanced**.
   - **Basic** records a minimum list of network actions that have occurred on the printer.
   - **Enhanced** records a detailed list of network actions that have occurred on the printer.

   Notes:
     - You should only enable Enhanced logging when instructed to do so by a Xerox service or support technician.
     - Selecting Enhanced logging can cause job processing times to increase.
3. Under **Download Files**, under **Additional Content**, select the log types that you want to download.
4. Click **Start Download**.

Customizing Printer Contact Information

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

Note: If your printer is locked, you must log in as a system administrator. For details, see Accessing CentreWare IS on page 17.

To add your own custom information:

1.   In CentreWare IS, click the **Support** tab.
2.   Click the **Edit Settings** button.
3.   Update the fields with your desired information and click **Save**.

Updating the Printer Software

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

Updating the Software

- **Manual**: Download the latest software update file in **.dlm** format from the Xerox support website, and update the printer's software from CentreWare IS.

Scheduling Automatic Software Updates

- **Auto**: Specify a network location where you plan to store the latest software update file, and specify a regular schedule indicating when you want the printer to automatically update its software from that network location.

  Note: You must manually download the latest **.dlm** file and copy it to the specified network location.

Before you begin

- Determine the current software version of your printer.
- Download the latest software update file in **.dlm** format from the drivers and downloads page for your specific printer.

To determine the software version:

1. In CentreWare IS, click **Properties > General Setup > Configuration Report**.
2. Scroll down to **Software Versions** to verify the software information.

Manual

Note: You must log in as a system administrator to access this feature. For details, see Accessing CentreWare IS on page 17.

In CentreWare IS:

1. Click **Properties > General Setup > Machine Software > Upgrades**.
2. Under **Upgrades** select **Enabled**.
3. Click **Apply**.
4. Click **Manual Upgrade** in the left navigation.
5. Under **Manual Upgrade**, click **Browse** to locate and select the software upgrade file in **.dlm** format.
6. Click **Open**.
7. Click **Install Software**.

   The file is sent to the printer. Once the software is installed, the printer restarts.

   Note: Installing software disables printing and prevents access to the printer through CentreWare IS or locally while the software is loading.

8. Check the configuration report to verify that the software has updated.

Auto Upgrade

You can set the printer to automatically schedule printer software upgrades from a central FTP server at a specific time on a regular basis.

Caution:

- This procedure deletes any current jobs in the printer print queue and prevents 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 printer after the Software Upgrade process.

Note: Upgrades must be enabled before you can configure Auto Upgrade.

1. Click **Properties** > **General Setup** > **Machine Software** > **Auto Upgrade**.
2. Under **Auto Upgrade** select **Enabled** for **Schedule Upgrade**.

   The Auto Upgrade page expands.
3. Under **Refresh Start Time**, select **Hourly** or **Daily**.
4. If you select **Daily**, type the **Time** in hours and minutes.
5. Under **Protocol**, select the address type. Options are **IPv4 Address**, **IPv6 Address**, or **Host Name**.
6. Type the appropriately formatted address and port number of the server where the upgrade software is located in the address field. The default port number is 21.
7. In the **Directory Path** field, type the full path to the software upgrade file in **.dlm** format located on the server.
8. Type the **Login Name** to access the server.
9. Type then retype the **Password**.
10. Click **Apply**.

Note: Software Installation begins several minutes after the software file has been submitted to the printer. Once installation begins, CentreWare IS is disabled. You can monitor the installation progress from the printer control panel.

Customization and Expansion

11

This chapter includes:

- **Xerox Extensible Interface Platform (EIP)** on page 172
- **Auxiliary Interface Kit** on page 173

Xerox Extensible Interface Platform (EIP)

Xerox Extensible Interface Platform (EIP) allows independent software vendors and partners to develop personalized and customized document management solutions that can be integrated and accessed directly from the printer's control panel. These solutions can leverage existing printer infrastructure and databases. Examples of applications include ScanFlow Store™, Xerox Scan to PC Desktop™, Equitrac Office™, and others. For more information on EIP applications for your printer, contact your Xerox Sales Representative or refer to the Xerox website at www.office.xerox.com/eip/enus.html.

Enabling Extensible Services

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup in CentreWare IS on page 17.

Before you begin:

- Get the customer service installation file from your local Xerox representative, and copy it to your computer. Note the location of the file.
- Ensure that a digital certificate is installed on the printer. For details, see Installing a Digital Certificate on page 62.
- Enable HTTP (SSL). For details, see Secure HTTP (SSL) on page 65.

Installing Custom Services Software

1. In CentreWare IS, click **Properties** > **General Setup** > **Machine Software** > **Manual Upgrade**.
2. Under **Manual Upgrade**, click **Browse**, then locate the **InstallCustomServices.dlm** file for the custom application you want to install.
3. When you locate the file, click **Open**, then click **Install Software**.

Enabling Extensible Service Registration

1. In CentreWare IS, click **Properties** > **Connectivity** > **Protocols** > **HTTP**.
2. Click **Web Services** at the top of the page.
3. Select **Enable** next to **Extensible Service Registration**.

   Note: If Extensible Service Registration does not display, the custom services software file was not installed correctly or the installation failed. For details, see Installing Custom Services Software on page 172.

4. Click **Apply** to accept the current changes or **Undo** to retain the previous settings.

Auxiliary Interface Kit

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

Note: If your printer is locked, you must log in as a system administrator. For details, see Initial Setup at the Control Panel on page 15.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Accounting Settings** > **Accounting Enablement**, then touch **Accounting Mode**.
3. Touch **Auxiliary Access**.
4. Touch **Auxiliary Device Type** and select your printer type.
5. Touch **Save** twice.

To configure accounting, see Accounting on page 143.

To configure authentication, see Local Authentication on page 55.

Audit Log Event Identification Numbers

A

Audit Log Event Identification Numbers

Column 4 of the Audit Log contains a unique value that identifies the event. The following table lists the identification number and the corresponding event listed in the Audit Log:

Event Identification Number	Description
1	System startup
2	System shutdown
3	Manual ODIO (On-Demand Image Overwrite) Standard started
4	Manual ODIO Standard complete
5	Print job
6	Network scan job
7	Server fax job
8	IFAX
9	Email job
10	Audit Log Disabled
11	Audit Log Enabled
12	Copy
13	Efax
14	Lan Fax Job
15	Data Encryption enabled
16	Manual ODIO Full started
17	Manual ODIO Full complete
18	Data Encryption disabled
19	Spare
20	Scan to Mailbox job
21	Delete File/Dir
22	USB Thumbdrive
23	Scan to Home
24	Scan to Home job
25	Copy store job
26	PagePack login

Event Identification Number	Description
27	Postscript Passwords
29	Network User Login
30	SA login
31	User Login
32	Service Login Diagnostics
33	Audit log download
34	IIO feature status
35	SA pin changed
36	Audit log Transfer
37	SSL
38	X509 certificate
39	IPSec
40	SNMPv3
41	IP Filtering Rules
42	Network Authentication
43	Device clock
44	SW upgrade
45	Cloning
46	Secure scanning
47	Secure Authentication
48	Service login copy mode
49	Smartcard access
50	Process terminated
51	ODIO scheduled

Index