

Xerox ConnectKey

WorkCentre 78xx, WorkCentre58xx, ColorQube 8900

Configuration Guide

UF Health – Xerox Private Data



Document Revision History

By	Date	Version Number	Description of changes
Allen Messick	02-03-2014	1.0	initial
Allen Messick	02-11-2014	1.1	Added UF Health Changes

Pull a configuration page to get the MAC Address

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Machine Information** tab on the Touch Screen.
3. Select **Information Pages**.
4. Select **Configuration Report**.
5. Select **Print** to begin printing.
6. Select **Close**.

Note: Every Xerox Device has DHCP enabled automatically. In order for the Xerox device to automatically pull an IP address the device has to be rebooted with the network cable plugged into the network port on the device. Doing this will also automatically pull the DNS settings and domain name.

Initial Machine Configuration Settings

How to log in to the MFD as Admin

1. Press the Log In/Out button



2. Type the administrator user name: admin



3. Press Next

4. Type the admin password: 1111

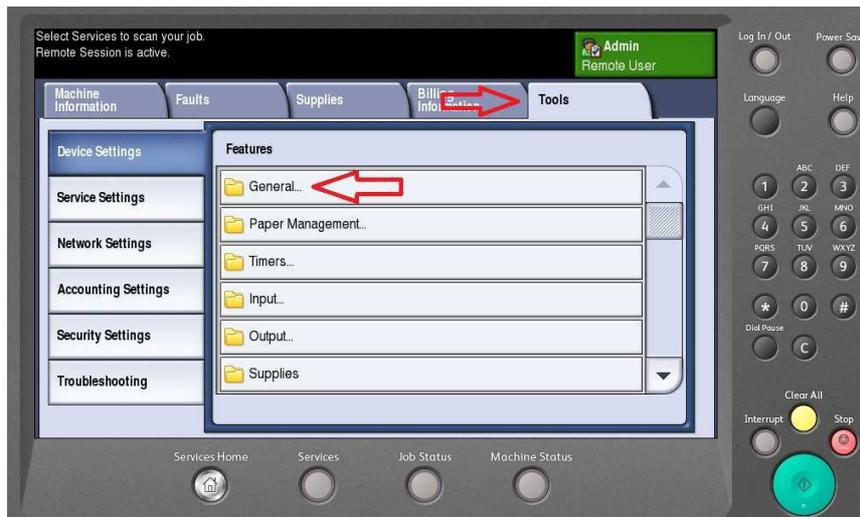
5. Press Enter



How to Set the Energy Saver.

Log into Tools.

1. Press the Machine Status button
2. Select the Tools tab



3. Select the General folder
4. Select Energy Saver



5. Set Energy Saver options

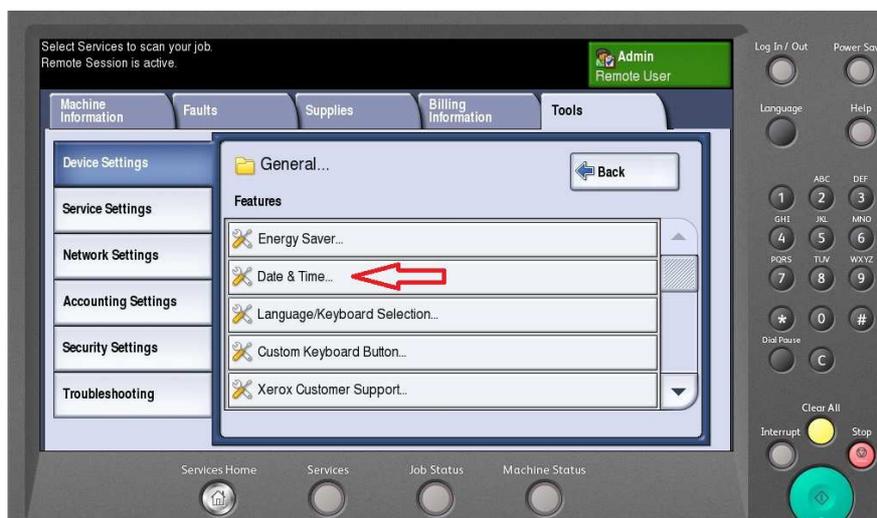


6. Press Save

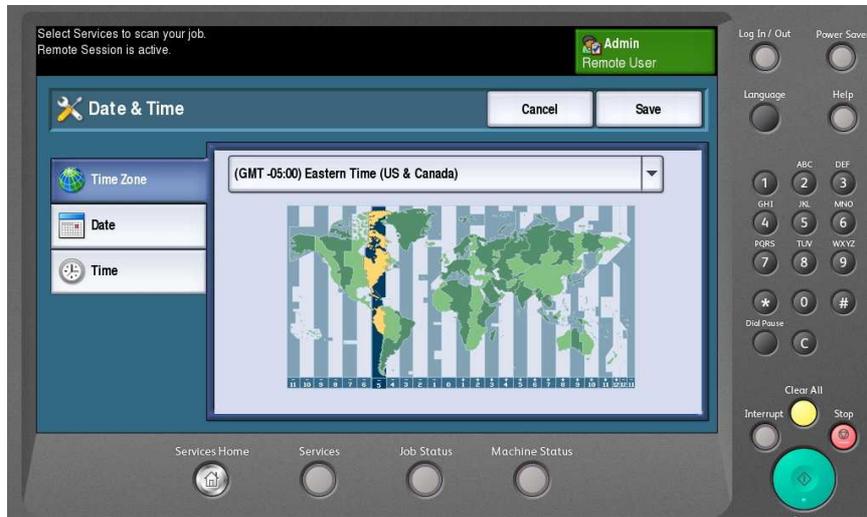
Validate the Date and Time settings

Note: This should have been set by the delivery driver

1. Select Date & Time



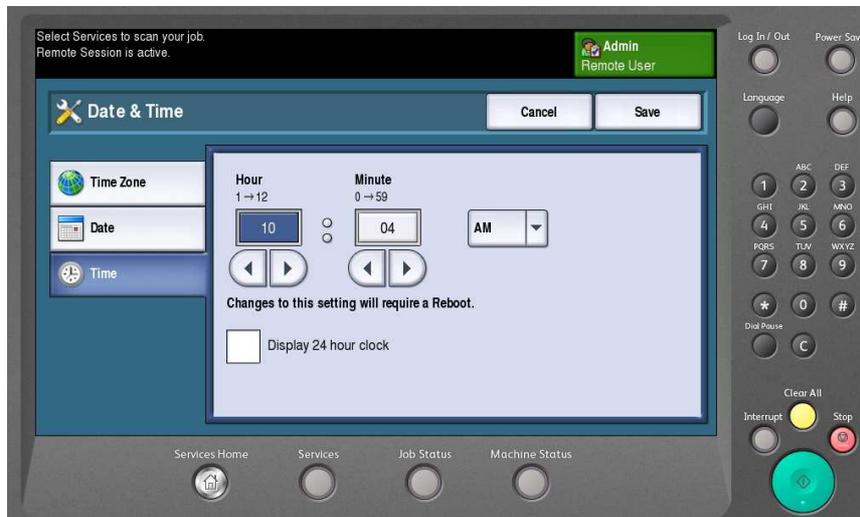
2. Verify The Time Zone selected



3. Verify the Date settings



4. Verify the Time settings

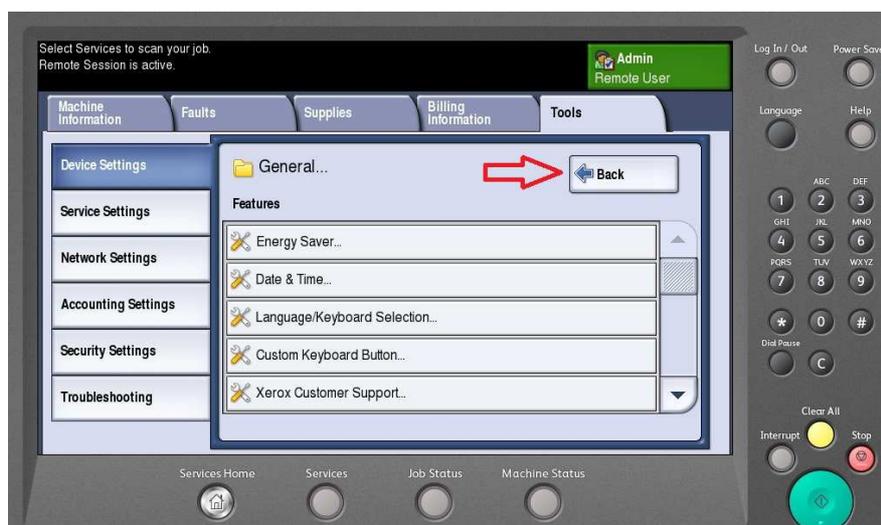


5. Select Save

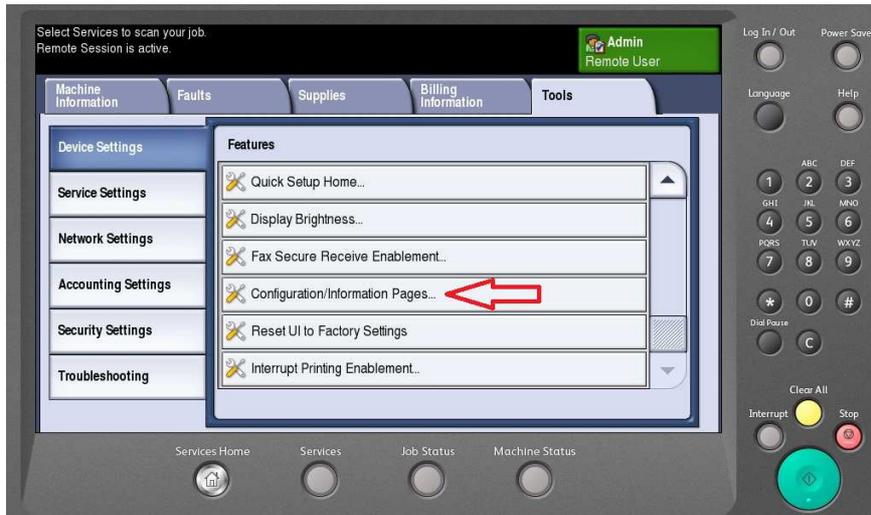
Note: If the Time Zone was changed Recheck the Time settings after the Save.

Turn off automatic printing of Configuration pages.

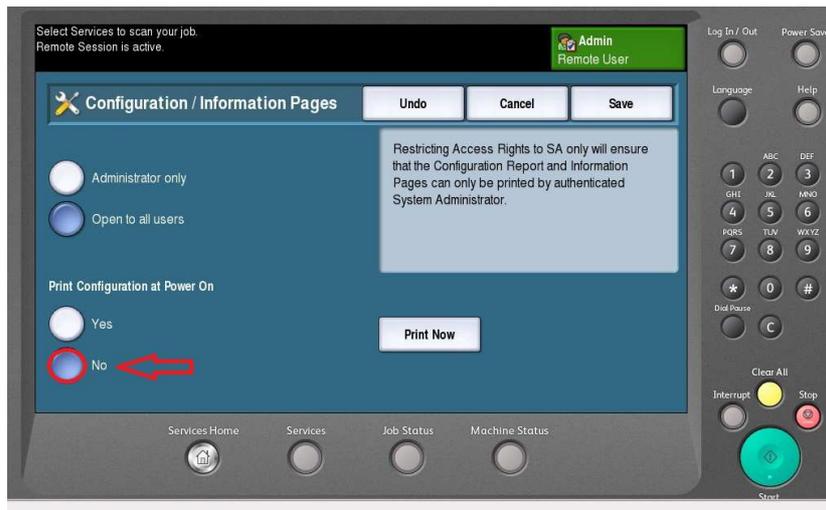
1. If you are in General. Select Back.



2. In the Features screen. Scroll down until you see Configuration/Information Pages



3. Select Configuration/Information Pages

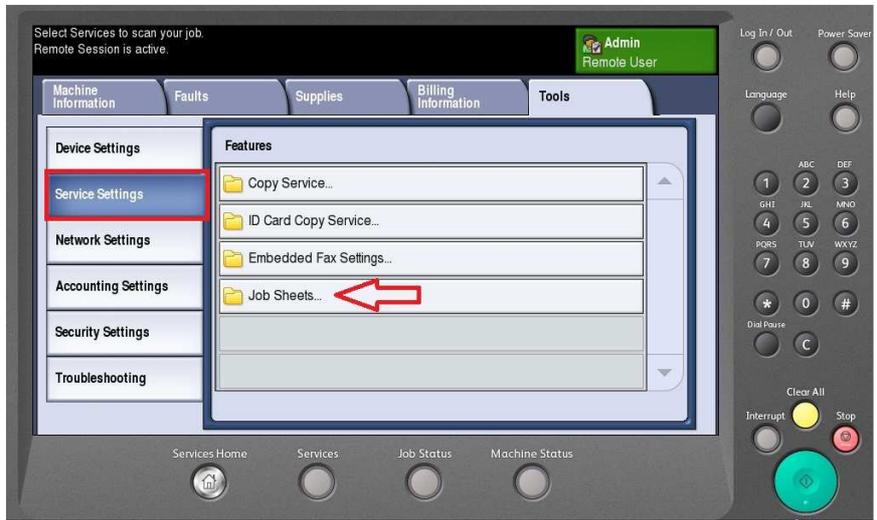


4. Change Power On setting to No

5. Select Save

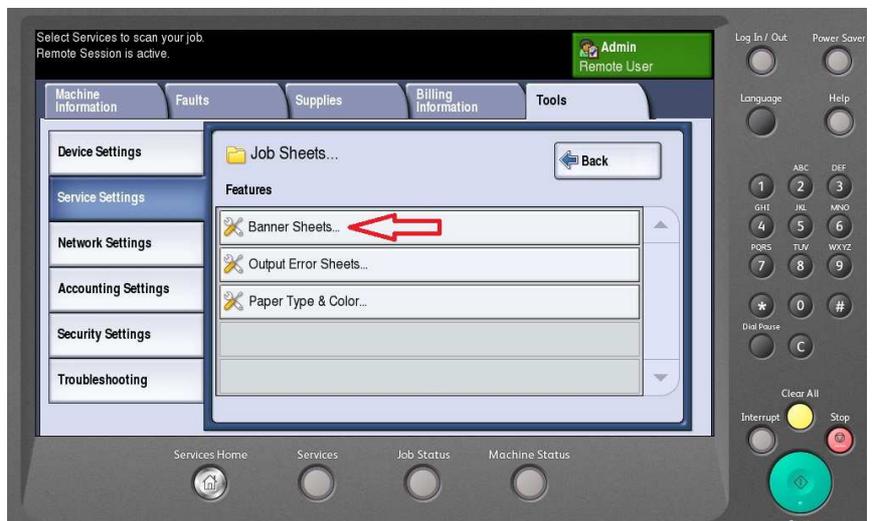
How to disable Banner Pages

1. Select Service Settings

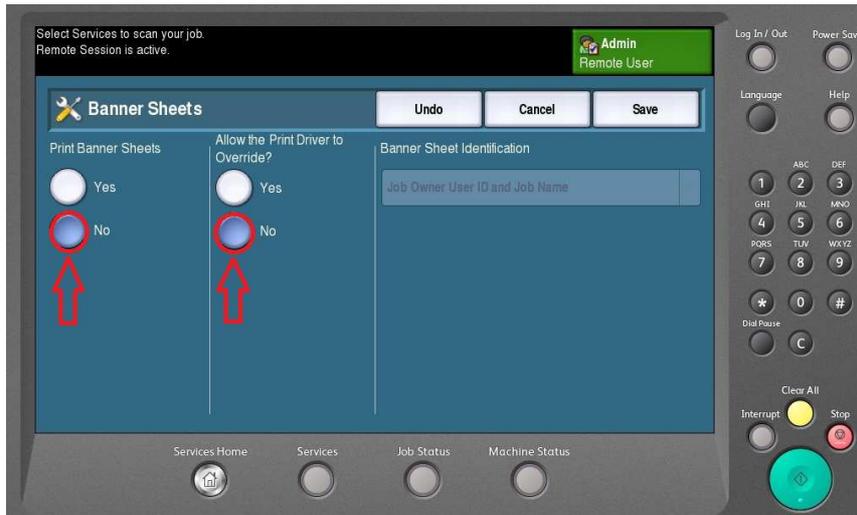


2. Select Job Sheets

3. Select Banner Sheets



4. Set both Print Banner Sheets and Allow the Print Driver to Override to: NO



5. Select Save

Accessing CentreWare Internet Services as a System Administrator

Before you begin:

- Locate your printer IP address using the Configuration Report or the Machine Status button
 1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.
 2. In the top right area of the page, click **Login**.
 3. Under User ID, type **admin**.
 4. Under password, type the administrator password. The default password is **1111**.
 5. Click **Login**.

Configuring Required Fax Settings

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

Note: Before you can send a fax, you must set the country code and fax number for the printer.

2. Under Country Selection, select your country.
3. Under Fax Number, type your fax phone number.
4. Under Line Name, type a name that appears on the control panel touch screen.
5. Select send and receive options as needed.
6. Click **Apply**.

Disable Smart eSolution

1. In CentreWare Internet Services, click **Properties** > **General Setup** > **Smart eSolutions Setup**.
2. Click the radio button selecting **Not Enrolled**.
3. Click **Apply**.

Properties

- Configuration Overview
- Description
- General Setup**
 - Configuration Report
 - Cloning
 - Entry Screen Defaults
 - Paper Management
 - Date and Time
 - Internationalization
 - Extensible Service Setup
- Smart eSolutions Setup**
 - Configure Driver Links
 - Energy Saver
 - Network Logs
 - Feature Installation
 - Billing Impression Mode
- Alert Notification**
- Machine Software**
- Connectivity**
 - Setup
- Login/Permissions/Accounting**
- Services**

Smart eSolutions Setup

Enrollment

SMart eSolutions Enrollment

Enrolled

Not Enrolled

Machine Serial Number
EX7380219

Communication Setup

Daily Transmission Time
5 : 49 PM

HTTP Proxy Server **! Not Configured** [Configure...](#)

[Test Communication Now...](#)

[Apply](#)

Set HTTPS

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Setup**.
2. Click the **Edit** link to the right of HTTP protocol in the Protocol list.

Connectivity

HTTP

Configuration

Connection

Disabled

Enabled

80 Port Number

Force Traffic over SSL

No (Requests can be made over HTTP and HTTPS)

Yes (All HTTP requests will be switched to HTTPS)

443 Port Number

Physical Connection

Ethernet

Maximum Connections

32

Keep Alive Timeout

10 seconds (1-60)

Choose Device Certificate

Default Xerox Device Certificate

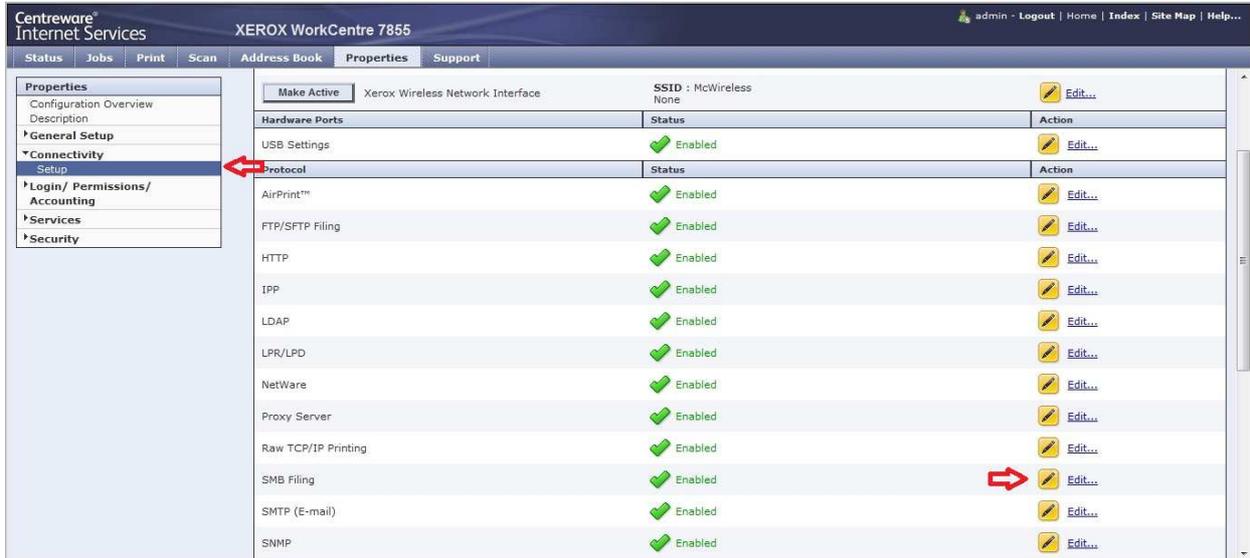
[View/Save](#)

[Default All](#) [Cancel](#) [Save](#)

3. Select **Save**.

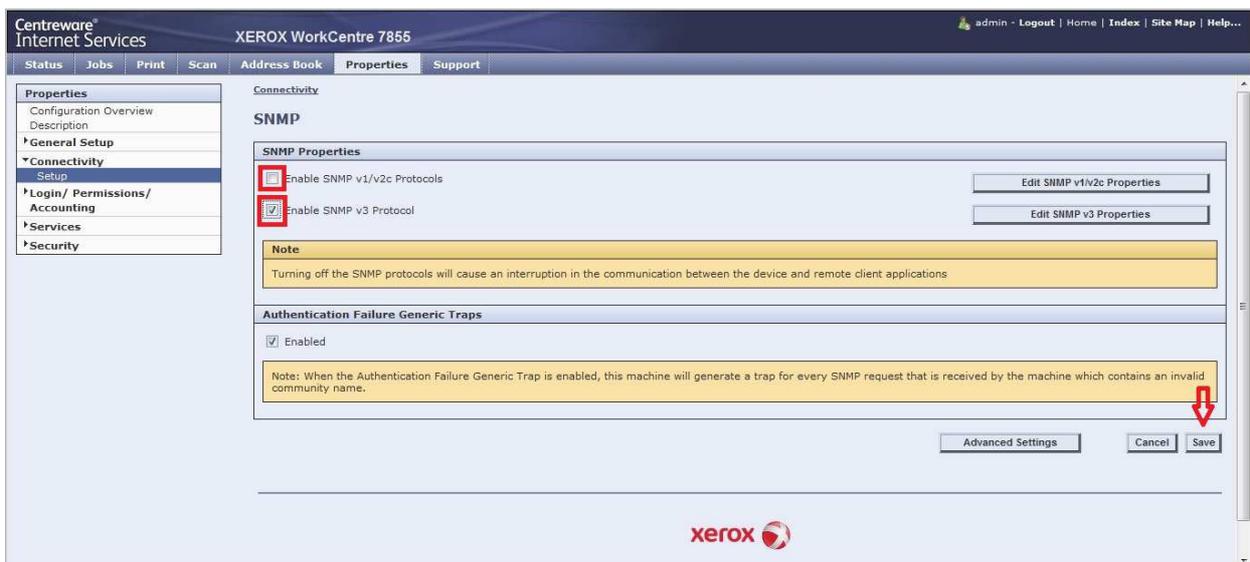
SNMP v3

1. In CentreWare Internet Services, click **Properties** > **Connectivity** > **Setup**.
2. Under **Protocols** click the **SNMP Edit** button.



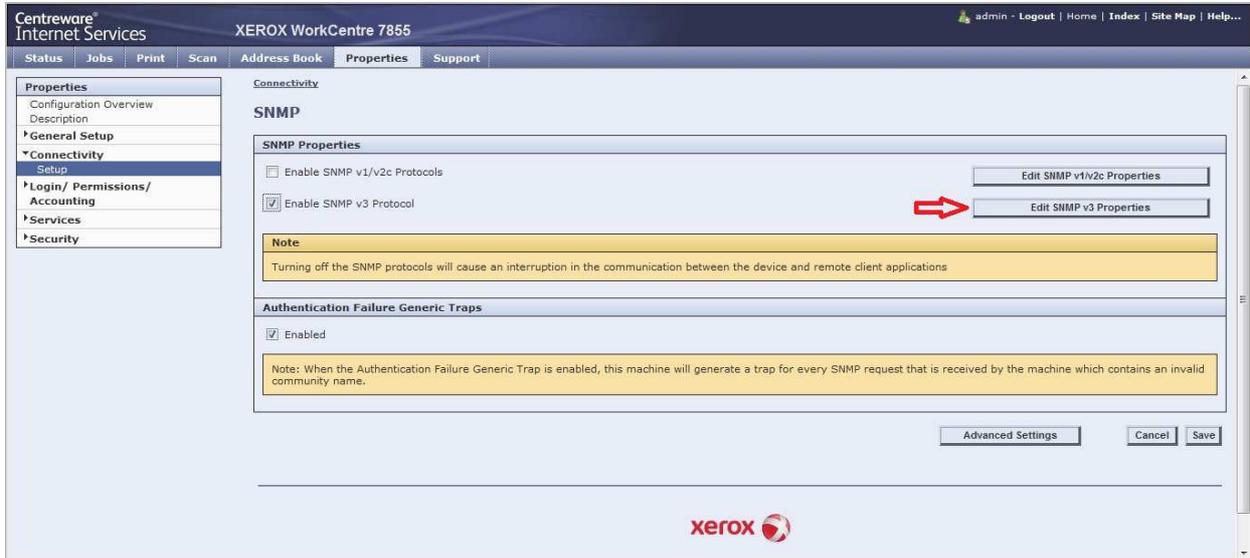
1. Clear the check mark from the **Enable SNMP v1/v2 Protocols** checkbox.
2. Place a check mark in the **Enable SNMP v3 Protocol** checkbox.
3. Click **Apply**.

Note: The remainder of the SNMPv3 Configuration will be completed at Install.

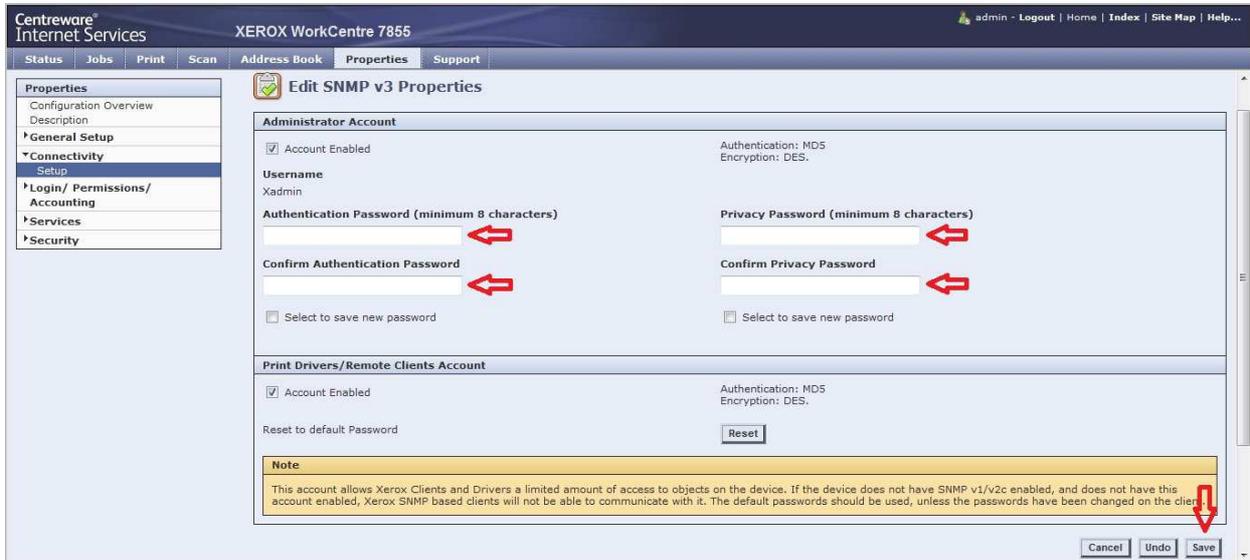


4. Under **Protocols** click the **SNMP Edit** button.

5. Click the **Edit SNMP v3 Properties** button.



6. Input the SNMP password into all four of the password boxes.
7. Click **Save**.



Change Admin Password

1. In CentreWare Internet Services, click **Properties > Security > Password Policies > Admin Password**.
2. Type the current password in the **Old Password** box
3. Type the new password in the **New Password** and **Retype New Password** boxes.

4. Click **Apply**.



Change Low Toner Setting

You can set the printer to display warnings in the printer status area when supplies reach a designated low level.

1. In CentreWare Internet Services, click **Properties** > **General Setup**.
2. Click **Alert Notification** > **Low Supply Warning**.
3. Select the pull down under **Toner** and set the value to 0.
4. Click **Apply** to save the new setting.



Workflow Scanning

Configuring File Repository Settings

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 folder 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 in to the file repository from a computer with the user name and password. Create a folder in the directory, then delete it. If you cannot do this test, check the user account access rights.

To configure file repository settings for SMB:

1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **Workflow Scanning > File Repository Setup**.
3. Click **Add New**.
4. In the Friendly Name field, type a name for the repository.
5. From the Protocol menu, select **SMB**.
6. Select the address type. Options are **IPv4** or **Host Name**.
7. Type the appropriately formatted address and port number of your server.
8. In the Share field, type the share name.
9. In the Document Path field, type the directory path of the folder starting at the root of the shared folder. For example, if you have a folder named **scans** in the shared folder, type **scans**.
10. If you want the printer to create .XSM subfolders for single page format files, select **Sub-folder (.XSM) for 1 File Per Page, File Format jobs**.
11. Under Default Repository Login Credentials, select an option:
 - **System** instructs the printer to use specific credentials when accessing the repository. If you select System, type the credentials in the User Name and Password fields. To update an existing password, select **Select to save new password**.

12. Click **Save**.

Note: UF requires our devices to only respond to NTLMv2 authentication only.

1. From a web browser enter the URL below, replacing <IP Address> with your machines IP address.

<http://<IP Address>/diagnostics/NTLMSecurity.dhtml>

2. Check the option to “send NTLMv2 response only: refuse LM&NTLM”

3. Press Apply

