# **Xerox ConnectKey**

WorkCentre 78xx, WorkCentre 58xx, 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

Information Faul	ts Supplies Bill Street Tools	Language
Device Settings	Features	
Service Settings	General	1 2
Notwork Cottings	- Paper Management	
Network Settings	Timers	PQRS TUV
Accounting Settings	input	* 0
Security Settings	Output	Did Pause
Troubleshooting	Supplies	Clear A
	1	Interrupt

- 3. Select the General folder
- 4. Select Energy Saver

lachine nformation Faults	Supplies Billing Information	Tools	Language
Device Settings Service Settings	Ceneral Features	Back	
Network Settings	Energy Saver		4 5 PQRS TUV
Accounting Settings	Keyboard Selection		* 0
Security Settings	🔀 Custom Keyboard Button		Dial Pause
Troubleshooting	Xerox Customer Support		Clear

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

Machine Information Faults	Supplies Billing Information	Tools	Language
Device Settings	Control Contro	Hack	ABI
Service Settings	Features		1 2 GHI JK
Network Settings	🔀 Energy Saver	<b>A</b>	4 5
	💥 Date & Time		7 8
Accounting Settings	Keyboard Selection		* 0
Security Settings	🔀 Custom Keyboard Button	Dial Pause	
Troubleshooting	Xerox Customer Support	-	Clear
			Interrupt

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.

Machine Information	ts Supplies Billing Information <b>To</b>	ols	Language
Device Settings	General	Hack	ABC
Service Settings	Features		
Network Settings	Energy Saver	<u> </u>	4 5 PORS TU
Accounting Settings	- X Date & Time		7 8
Security Settings	Language/Keyboard Selection		* 0 Dial Pause
Troubleshooting	Xerox Customer Support		00

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

Information	rs supplies information	
Device Settings	Features	490
Service Settings	🛛 💥 Quick Setup Home	
	- 🔀 Display Brightness	GHT JRL (4) (5)
Network Settings	🔀 Fax Secure Receive Enablement	PQRS TLV
Accounting Settings	Configuration/Information Pages	* 0
Security Settings	Reset UI to Factory Settings	Dial Pause
Troubleshooting	K Interrupt Printing Enablement	Clear /
		Interrupt

3. Select Configuration/Information Pages



- 4. Change Power On setting to No
- 5. Select Save

How to disable Banner Pages

1. Select Service Settings

nformation	s Supplies Information	Tools	
Device Settings	Features		
Service Settings	Copy Service		1 2
Naturally Sattinga	D Card Copy Service		4 5
Network Settings	Embedded Fax Settings		PORS TUV
Accounting Settings	Dob Sheets		* 0
Security Settings			Dial Pause
Troubleshooting		<b>•</b>	Clear Al

- 2. Select Job Sheets
- 3. Select Banner Sheets

Information	nform	Tation	
Device Settings	🛅 Job Sheets	Hack	AR
Service Settings	Features		O C
Network Settings	Banner Sheets	<b>A</b>	4 5
	Output Error Sheets		
Accounting Settings	Raper Type & Color		* 0
Security Settings			Dial Pause
Troubleshooting		•	Clear
			Interrupt

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	SMart eSolutions Setup		
Configuration Overview Description	Smart esolutions setup		
VGeneral Setup Configuration Report Cloning Entry Screen Defaults Paper Management Date and Time Internationalization Extensible Service Setup	Enrollment SMart eSolutions Enrollment Enrolled Not Enrolled Machine Serial Number EX7380219		
SMart eSolutions Setup			3
Energy Saver Network Logs Feature Installation Billing Impression Mode Alert Notification Machine Software	Daily Transmission Time 5 : 49 PM - HTTP Proxy Server	Not Configured	Configure
▼Connectivity Setup		Test Communication Now	
Login/ Permissions/ Accounting		·	
Services			
1000 Sec.			

## 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			
<u>└</u> нттр			
HTTP Web Services			
Configuration			
Connection Disabled	Physical Connection Ethernet		
Enabled     Romer Port Number	Maximum Connections 32 Keep Alive Timeout		
Force Traffic over SSL	10 seconds (1-60)		
Yes (All HTTP requests will be switched to HTTPS)	Choose Device Certificate Default Xerox Device Certificate 🔻		
	View/Save		
		Default All	Cancel

3. Select Save.

## <u>SNMP v3</u>

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

Centreware® Internet Services X	EROX WorkCentre 7855		🛔 admin - Logout   Home   Index   Site Map   Help
Status Jobs Print Scan A	Address Book Properties Support		
Properties Configuration Overview	Make Active Xerox Wireless Network Interface	SSID : McWireless None	Edit
Description	Hardware Ports	Status	Action
Ceneral Setup	USB Settings	Enabled	Edit
▼Connectivity Setup	Protocol	Status	Action
Login/ Permissions/ Accounting	AirPrint™	Enabled	🔀 Edit
*Services	FTP/SFTP Filing	Probled	Edit
Security			
	HTTP	Carabled	🗾 <u>Edit</u>
	IPP	Chabled	🗾 Edit
	LDAP	Pnabled	🕖 Edit
	LPR/LPD	Chabled	🕖 Edit
	NetWare	Chabled	Zdit
	Proxy Server	Chabled	🗾 Edit
	Raw TCP/IP Printing	Chabled	🕖 Edit
	SMB Filing	Chabled	Edit
	SMTP (E-mail)	Chabled	🧭 Edit
	SNMP	Chabled	🖉 Edit

- 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.

Centreware® Internet Services	XEROX WorkCe	ntre 7855		👗 admin - Logout   Home   Index   Site Map   Help
Status Jobs Print Scan	Address Book	Properties	Support	
Properties	Connectivity			1
Configuration Overview Description	SNMP			
▶General Setup	CANNO Descent	2.0		
▼Connectivity	SNMP Properti	es		
Setup	Enable SNM	P v1/v2c Protoc	ols	Edit SNMP v1/v2c Properties
Login/ Permissions/	200000			
Accounting	Enable SNM	P v3 Protocol		Edit SNMP v3 Properties
Services				
*Security	Note			
	Authentication	n Failure Gene	ric Traps	
	Note: When th community na	e Authentication me.	Failure Generic Trap is enabled, this machine will generate a trap for every SNMP request that is r	eceived by the machine which contains an invalid
	L.		I	Advanced Settings Cancel Save
			xerox 🌖	

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

5. Click the Edit SNMP v3 Properties button.

Centreware® Internet Services	XEROX WorkCentre 7855 🐁 admin - Legout   Home   Index   Site Map   Help
Status Jobs Print Scan	Address Book Properties Support
Properties	Connectivity
Configuration Overview Description	SNMP
General Setup	SNMP Properties
▼Connectivity	Shiri Frighting
Setup	Enable SNMP v1/v2c Protocols Edit SNMP v1/v2c Properties
Accounting	Entite SNMP v3 Protocol
Services	
*Security	Note
	Authentication Failure Generic Traps          Image: Comparison of Comparison
	Advanced Settings Cancel Save
	xerox 🌍

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

Status Jobs Print Scan	Address Book Properties Support	
Properties	(733)	
Configuration Overview Description	Edit SNMP v3 Properties	11
Connectivity Setup Login/ Permissions/ Accounting	☑ Account Enabled Username Xadmin	Authentication: MD5 Encryption: DES.
Services     Security	Authentication Password (minimum 8 characters)	Privacy Password (minimum 8 characters)
	Confirm Authentication Password	Confirm Privacy Password
	Print Drivers/Remote Clients Account	Select to save new password
	V Account Enabled	Authentication: MD5 Encryption: DES.
	Reset to default Password	Reset
	Note This account allows Xerox Clients and Drivers a limited account enabled, Xerox SNMP based clients will not be a	amount of access to objects on the device. If the device does not have SNMP v1/v2c enabled, and does not have this ble to communicate with it. The default passwords should be used, unless the passwords have been changed on the clear

## **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.

Centreware® Internet Services	XEROX WorkCentre 7855	👗 admin - Logout   Home   Index   Site Map   Help
Status Jobs Print Scan	Address Book Properties Support	
Properties Configuration Overview Description General Setup Connectivity	Admin Password           New Password         Reset Policy           New Admin Password         Reset Policy	
Login/ Permissions/ Accounting	User Name: (Not editable)	
Services  Security Password Policies  Admin Password  Fax Passcode Length McAfee Embedded Control Secure Print Authentication (Login)  Certificates  IP Filtering Audit Log IPsec System Timeout USB Poit Security	Old Password New Password Retype New Password	Undo Apply
Image Overwrite Security PostScript @ Passwords Display Network Settings Hide 'User Name' Software Verification Test	Note The User name "admin" is reserved for the Device Admin Account DO NOT use the username "admin" for any local or network accounts on this device.	

## **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.

Centreware Internet Services	XEROX WorkCentre 7556	👗 admin - Logout   Home   Index   Site Map   Help
Status Jobs Print Scan	Address Book Properties Support	
Properties Configuration Overview Description Configuration Report Configuration Report Configuration Report Configuration Report Date and Time Internationalization Sleep Mode Settings Extensible Service Setup SMart eSolutions Setup Configure Driver Links Wetwork Logs Description E-mail Marts Local UI Alerts Logs Undo Wanning	Low Supply Warning Days Remaining Tomer Drum Cartridges 10 ~ Transfer Belt Cleaner 10 ~ Second Bias Transfer Roll 10 ~	
Machine Software		Unda Anniel
+ Services		Undo Apply
►Accounting	Note	
▶ Security	This feature sets when the Status Region will display a low warning message about a Supply's level. By setting a value to 0, the user will get NO WARNING MESSAGE that the Supply is getting low.	
		€ <b>100%</b> -

## **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

send NTLMv2 response only: refuse LM&NTLM	