# Xerox Phaser 3635 MFP 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
Allen Messick	12-04-2014	1.2	Added Change to Enable
			Scan to E-mail

# **System Software Version**

Due to the need to have NTLM v2 enabled for workflow scanning the Xerox Phaser 3635 must have the system software version of 20.105.22.000 or higher. System Administrators can determine the system software version level on the Configuration Report page.

# **Purpose**

The purpose of this document is to provide System Administrator's detail procedures to setup the Xerox Phaser 3635 series multifunction devices in the University of Florida environment.

# **Connection Ports**

### **Front View**



#### **Rear View**



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# **Control Panel Overview**



# Accessing Administration and Configuration Settings

You can access the administration and configuration settings from the Tools tab on the control panel or from the Properties tab in CentreWare Internet Services. The control panel consists of a touch screen and buttons you press to control the functions available on the printer. CentreWare Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser.

The administrator password is required when accessing locked settings in CentreWare Internet Services or at the control panel. Most printer models have a default configuration that restricts access to some settings. Access is restricted for settings on the Properties tab in CentreWare Internet Services, and settings on the Tools tab on the control panel touch screen.

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# **Administrator Access**

The **<Log In/Out>** button provides access to the Administrator Tools area. Administrator access is required to change settings such as network information on the device.

- 1. Press the **<Log In/Out>** button on the Control Panel.
- 2. Enter the Administrator's *Password*. The default is **1111**.
- 3. Touch [Enter].
- 4. Press the **<Machine Status>** button.
- 5. Touch the **[Tools]** tab.

# **Acquiring Device Mac Address**

University of Florida IT requires that the device MAC address is used to install the Xerox device onto their network. The MAC address is found on the devices configuration report. Please see the following steps to print a configuration report on the WC 3635:

- 1. Press the **<Machine Status>** button on the Control Panel.
- 2. Touch the [Information Pages] tab.
- 3. Touch [System Configuration].
- 4. Touch [Print].
- 5. Touch [Close].

Note: The MAC address is located under the Port Setup section on the configuration report

The IT staff assigns an IP address to the Xerox device and installs the appropriate print drive onto the print server.

# Phaser 3635 Local UI

Bold indicates a selection or configuration parameter.

### Login

#### Admin Login Process:

- 1. Press Machine Status button
- 2. Press Log In/Out
- 3. Select Keyboard Icon
- 4. Type current admin password Default = **1111**
- 5. Select Enter
- 6. Select **Tools** tab

### Set Clock and Timers

- 1. Select **Device Settings > General**
- 2. Select Energy Saver Timers

Set "Low Power Mode" = 120

Select Save

- 3. Select Set Date & Time
- 4. Select Set Time > Change Settings > Save
- 5. Select **Reboot** (if changes are made)

### **Services options**

Follow login steps above to log back into Tools Mode

- 1. Select Screen Defaults > Entry Screen Default
- 2. Select All Services
- 3. Select Save
- 4. Select Close
- 5. Select Back

# **Banner** page

- 1. Select User Interface > Job Sheets > Banner Sheets
- 2. Select **Disabled**
- 3. Select Save / Back

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#### **Service Enablements**

- 1. Select User Interface > Service Enablements
  - a. Network Scanning = Enabled
  - b. E-mail = Enabled
  - c. On Demand Image Overwrite = Enabled
  - d. Embedded Fax = Enabled

(Note: If the fax card has not been installed select 'install now' and follow the instructions. The machine will reboot upon completion.)

#### **Fax Settings**

- 1. Select User Interface > Fax Service Settings
- 2. Select Line Configuration
- 3. Enter fax number and machine name > Capture from previous machine or work order
- 4. Select Save

## **Phaser 3635 CetnreWare Information Services**

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. When a selection prompts you for the admin login.
- 3. Under User ID, type **admin**.
- 4. Under password, type the administrator password. The default password is 1111.
- 5. Click Login.

#### **Disable USB**

- 1. Select Properties > Connectivity > Physical Connections > USB Thumb Drive
- 2. Remove the check mark from the **Enable** box.
- 3. Click Apply.

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#### **Immediate Image Overwrite**

- 1. Select Properties > Security Settings > Image Overwrite Security > Immediate Overwrite.
- 2. Select Enable.
- 3. Select Apply.

atus Jobs Print	Scan Properties Support
► Services	Immediate Image Overwrite
Authentication	inimediate image overwrite
IP Filtering	Immediate Image Overwrite
IP Sec	
Audit Log	
Machine Digital Certificate	Oisable
Suppress Job Names	V
802.1x	Apply Undo
Service Diagnostics	
Trusted Certificate Authorities	Copyright @ Xerox Corporation 1997-2009. All rights reserved.
Display Network Settings	
Security Settings	
► Access Rights	
System Timeout	
▼Image Overwrite Security	
Immediate Image Overwrite	
On Demand Image Overwrite 🖕	
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### **Disable AppleTalk**

- 1. Select **Properties > Connectivity > Protocols > AppleTalk.**
- 2. Uncheck the Protocol Enable checkbox.
- 3. Click **Apply**.

▼Protocols	A but	Scan Properties	Support
AppleTalk 🧲 NetWare	2	AppleTalk	
TCP/IP		General	
SLP	-	Protocol:	Enable
SNMP		Physical Connection:	Ethernet
SNMPv3		Printer Name:	
SSDP		i interrutite.	XRXUUUUAADEBA68
WINS		Printer Type:	LaserWriter
LPR/LPD Dow TCD//D Drin	ting	Zone:	* 🗸
IPP	E	12	
SMTP Server			Apply Undo
LDAP Directory			Nata New antiles will add a seeling and the Markins is sub-start from the Plates Tab
HTTP			Note: New setting will not be applied until the machine is rebooted from the status rab.
Proxy Server			AppleTalk is a trademark of Apple Computer Inc.
► Services			Copyright © Xerox Corporation 1997-2009. All rights reserved.
► Security			
Maintenance			

### **Disable NetWare**

- 1. Select **Properties > Connectivity > Protocols > NetWare.**
- 2. Uncheck the Protocol Enable checkbox.
- 3. Click Apply.

Centre Ware Internet Services	Select your language :         English         ▼	
Status Jobs Print	Scan Properties Support	
Properties Description ▶ General Setup ▼Connectivity ▶ Physical Connections ♥ Protocols AppleTalk NetWare TCP/IP SLP SI/MP	General Protocol: Physical Connection: Frame Type: Queue Poil Interval: Printer Server Name: New Print Server Password: Retype New Print Server Password:	Enable Ethernet Auto 5 seconds (1-240) XRX0000AADEBA68
SNMPv3	NetWare Directory Services (NDS)	
WINS	NDS Tree:	XEROX_DS_TREE
LPR/LPD Raw TCP/IP Printing IPP	NDS Context:	O=XEROX_DS_CONTEXT O(OU)="The name of NDS Context"
SMTP Server	Bindery Settings	
xerox 🌍	Primary File Server: Service Advertising Protocol (SAP) Protocol: SAP Frequency:	<ul> <li>Enable</li> <li>60 seconds (15-300)</li> </ul>
	<b>D</b>	Apply Undo

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#### **Enable HTTPS**

Note: Enabling HTTPS requires the MFD to have a Self Signed Certificate created.

**Creating a Self-Signed Certificate** 

- 1. Select Properties > Security > Machine Digital Certificate.
- 2. Select the Create New Certificate button.

Internet Services Xerox Phaser 3635MFP	Index	Select	your language :	English 👻			
Status Jobs Pr	int	Scan	Properties	Support			
HTTP Proxy Server ▶ Services		Machine	Digital (	Certificate	Managemer	nt	
▼ Security		Machine Digit	tal Certificate	9			
► Authentication		Current Status:				• A S	Self Signed Certificate is established on this machine.
IP Filtering							
IP Sec					л		
Audit Log					V		
Machine Digital Certificate					Create New Certificate	1	Upload Sloned Certificate
Suppress Job Names							
802.1x					Convright @ Xerox Co	rnoration	on 1997-2009 All rights reserved
Service Diagnostics					<u>oopingin o norox ooi</u>	poration	on room 2000, an inductoorroot
Trusted Certificate Authorities							
Display Network Settings	=						
Security Settings							
PACCess Rights							
System Timeout							
Maintenance							
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- 3. Make sure the **Self Signed Certificate** radio button is selected.
- 4. Click Continue.

HTTP Proxy Server		Machine Digital Certificate Management
Services		
▼ Security		Create New Certificate
Authentication		Self Signed Certificate:
IP Filtering		Establish a Self Signed Certificate on this machine.
IP Sec		Certificate Signing Request:
Audit Log	and the second se	Download a Certificate Signing Request to be processed by a Trusted Certificate Authority.
Machine Digital (	Certificate	
Suppress Job Na	ames	Continue Cancel
802.1x		
Service Diagnost	lics	Copyright @ Xerox Corporation 1997-2009. All rights reserved.
Trusted Certificat	te Authorities	
Display Network	Settings	
Security Settings		
Access kights		
System Timeout	Constant	
► image OverWrite	security	
maintenance	-	

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- 5. Fill in all available fields setting the **Days of Validity** to **5000**.
- 6. Click Apply.

Jobs Print	Scan Properties Support		
HTTP		-	
Proxy Server	Machine Digital Certificate	Management	
► Services			
V Security	Self Signed Certificate		
► Authentication	2 Letter Country Code:	us 🧢	
IP Filtering	State/Province Name:	Florida	
Audit Log	1	1.01100	
Machine Digital Certificate	Locality Name:	Gainesville	4
Suppress Job Names	Organization Name:	University of Florida	- <del>C</del>
802.1x	Ourseling line		
Service Diagnostics	Organization Onic	Campus	<b></b>
Trusted Certificate Authorities	Common Name:	3635si2ndlevel	4
Display Network Settings	E Holl Address		
Security Settings	E-mail Address.	Dummy@dummy.org	< <u>-</u>
► Access Rights	Days of Validity:	5000 (1-9999)	
System Timeout	L		
Maintenance		Apply Undo Cancel	
		·	
		Copyright © Xerox Corporation 1997-2009. All rights reserved.	

#### Set HTTPS to SSL Required

- 1. Select **Properties > Connectivity > Protocols > HTTP.**
- 2. Click the pull down for the HTTP Security Mode and select Require SSL.
- 3. Click Apply.

is jobs print	Scan Properties Support	
Description	НТТР	
General Setup		
Connectivity	Configuration	
► Physical Connections	Protocol	Enable
▼Protocols	Physical Connection:	Ethernet
AppleTalk	Keep Alive Timeout:	10 seconds (1-60)
NetWare		
ТСРЛР	Maximum Connections:	32 (8 - 32)
SLP	Port Number:	80 (1. 65535)
SNMP		((63333)
SNMPv3	HTTP Security Mode:	Require SSL 👻 <
SSDP	Require SSL v3	Enable
WINS		
LPR/LPD		Apply Undo
Raw TCP/IP Printing		
IPP	Note: New	setting will not be applied until the Machine is rebooted from the Status Tab.
SMTP Server		
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### Disable SNMP v1/v2

- 1. Select **Properties > Connectivity > Protocols > SNMP.**
- 2. Uncheck the **Protocol Enable** checkbox.
- 3. Click Apply.

AppleTalk NetWare	1 Print	Scan Properties Support	
TCP/IP		SNMP Configuration	
SLP		SNMP Properties	
		Protocol:	Enable
SNMPv3		Edit ONIUD Descention	
MING		Edit Siving Properties	Edit
LPR/LPD	E		
Raw TCP/IP Prin	tina	Trap Destination Addresses	
IPP	-		Add IP Address Delete
SMTP Server			
LDAP Directory		Address/Socket or Port	Traps
HTTP		1	
Proxy Server			
▶ Services			
Security     Authentication			Apply Undo
IP Filtering			
in Thicking	-		Copyright © Xerox Corporation 1997-2009. All rights reserved.

#### Enable SNMP v3

- 1. Select **Properties > Connectivity > Protocols > SNMPv3.**
- 2. Click the **SNMPv3 Enable** checkbox.
- 3. Type Xadmin in the User Name field.
- 4. Input the SNMPv3 password into the Authentication Password and the Privacy Password fields.
- 5. Click Apply.

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CentrolWare Internet Services Xerox Phaser 3635MFP	E	Select your language : English 🗸	
Status Jobs Properties Description	Print	Scan Properties Support SNMPv3	
► General Setup		Cotup	
▼Connectivity ▶Physical Connections	=	Allow SNMP v3 with SNMP v1/v2c:	Enable
▼Protocols		SNMPv3:	I Enable
AppleTalk		Context Name:	xerox
NetWare TCP/IP		User Name:	Xadmin 🗢
SLP		Authentication Password:	<b>⇔</b>
SNMP SNMPv3 SSDP WINS		Privacy Password:	Algorithm:  MD5 SHA Algorithm: DES
LPR/LPD Raw TCP/IP Printing IPP		Tablia	Apply Undo
SMTP Server	-	Enabling	Simmers win automaticany ulsable Simmer liver for security purposes.
			Copyright © Xerox Corporation 1997-2009. All rights reserved.
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### Note: The remainder of the SNMPv3 Configuration will be completed at Install.

#### **Change Admin Password**

- 1. Select **Properties > Maintenance > Admin Password.**
- 2. Input the password into the New Admin Password field.
- 3. Click Apply.

s Jobs Security	Pullt	∖ scan	Properties	Support				
Authentication IP Filtering		Admin P	assword					
IP Sec		Change Adm	inistrator Pass	word				 
Audit Log		Now Admin Room	word:				_	
Machine Digital Certificate		New Admin Pass	sworu.					
Suppress Job Names							r	
802.1x					5>	Apply Undo		
Service Diagnostics								
Trusted Certificate Authorit	es				Copyright © Xerox C	orporation 1997-200	9. All rights reserved.	
Display Network Settings								
Security Settings								
Access Rights								
System Timeout	=							
Image Overwrite Security								
Maintenance								
Admin Password 🤤								
Firmware Upgrade								
Concerne and the second second								

# **Configure a Repository**

Network Scanning with the machine is accomplished through the use of a Network Scanning repository. The repository is a folder on a Server or Workstation, which the machine can access. When a User scans a document, the machine puts the image into the repository. To configure Network Scanning you must tell the machine the path to the repository.

### Workflow Scanning (SMB)

#### **Information Checklist**

Before starting the Installation procedure, please ensure that the following items are available and/or the tasks have been performed:

- 1. Create a shared folder to be used as a Network Scanning location (Repository) for scanned documents. Write down the Share Name of the folder and the Computer Name.
- 2. Create a User account and password for the machine with full access rights to the scan directory. Write down the User Account and Password details.
- 3. Test your settings by logging in to the scan directory from a PC with the User

account and password:

a) Create a new folder within the directory.

b) Delete the folder.

**NOTE:** If you cannot do the steps above, check the access rights for the User account.

#### **Procedure:**

- 1. At your Workstation, open the web browser; enter the *TCP/IP Address* of the machine in the Address bar.
- 2. Press [Enter].
- 3. Click on the [Properties] tab.

**NOTE:** If prompted for a user name and password use:

user name: **admin** password: **1111** 

- 4. Click on the **[Services]** link.
- 5. Click on the [Network Scanning] link.
- 6. Click on the [File Repository Setup] link.
- 7. Click on the [Add] button in the [Default File Destination] area.

**NOTE:** If the Default File Destination has previously been configured, click on **[Edit]**.

8. **Optional Step:** Enter a name to describe the *Filing Destination* in the **[Friendly Name]** entry box.

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- 9. Select [SMB] from the [Protocol] drop-down menu.
- 10. Click on **[IP Address]** or **[Host Name]**, enter either the *IP Address* or *Host Name* of the computer where the Scan Filing Repository (SMB Server / Workstation) is located.
- 11. Enter the *Port Number*, if required (Default is 139).

**NOTE:** It is recommended that the default port setting is used.

- 12. Enter the name of the [Share].
- 13. Enter the path from the Share to your specific folder in the **[Document Path]** entry box. For example, if the path is *sharename/wc/scans*, enter **/wc/scans** in the **[Document Path]** entry box.
- 14. Enter the Login Name and Password in the [Login Name] and [Password] boxes.

**NOTE:** The supplied Username must have permission to access the Scan folder.

- 15. Enter the *Password* again in the [Retype password] entry box.
- 16. Select the [Select to save new password] checkbox.
- 17. Click on the **[Apply]** button to accept the changes.
- 18. If prompted, enter the Administrator's User ID [admin] and Password [1111], and click on [Login].