

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

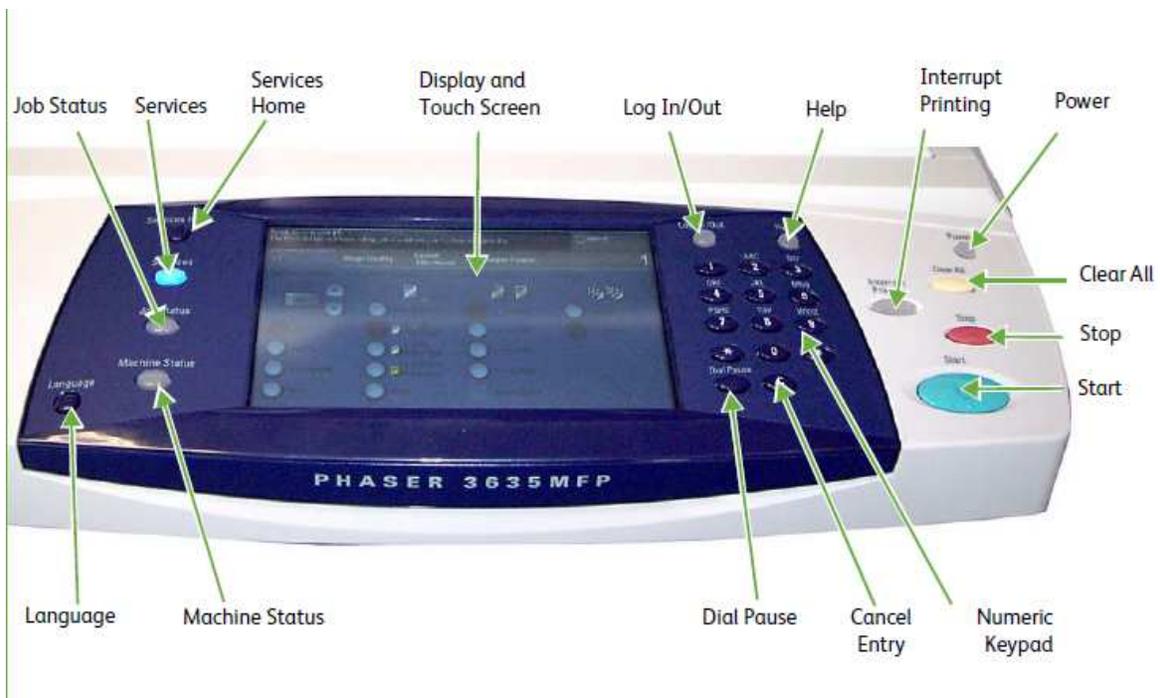
Front View



Rear View



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.

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**

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**

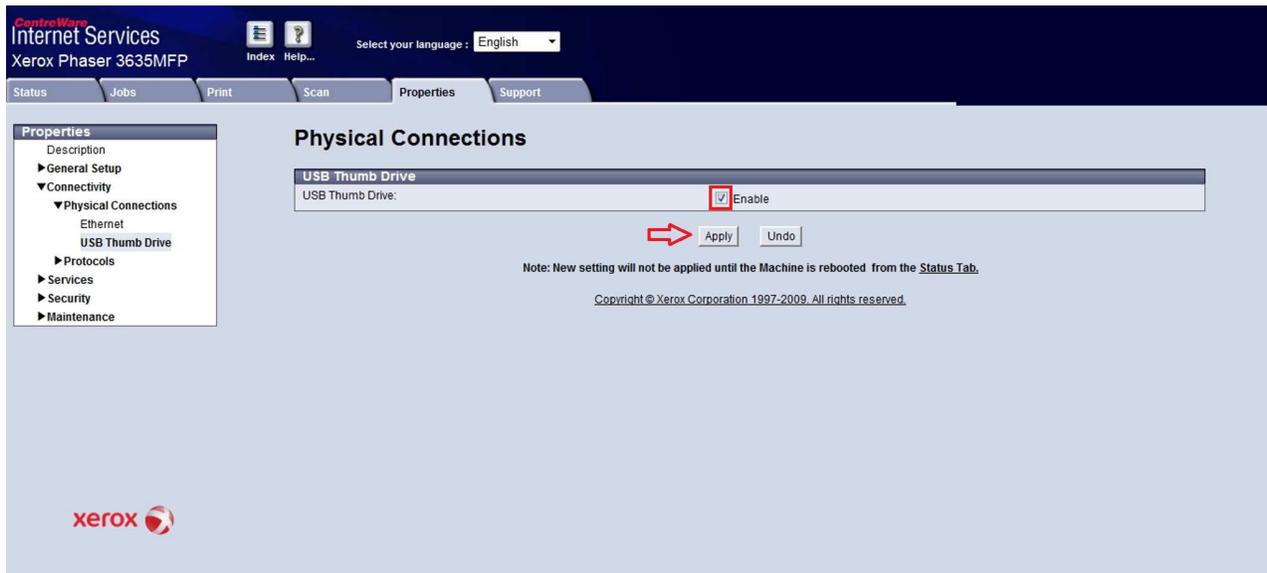
Phaser 3635 CetnreWare Information Services

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**.

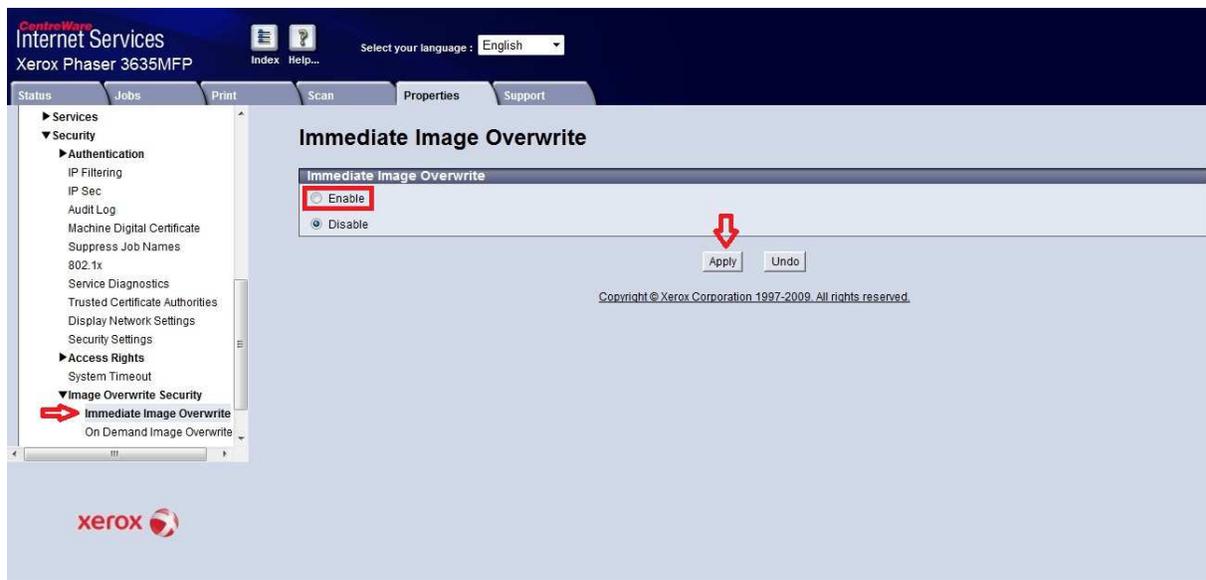
Disable USB

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



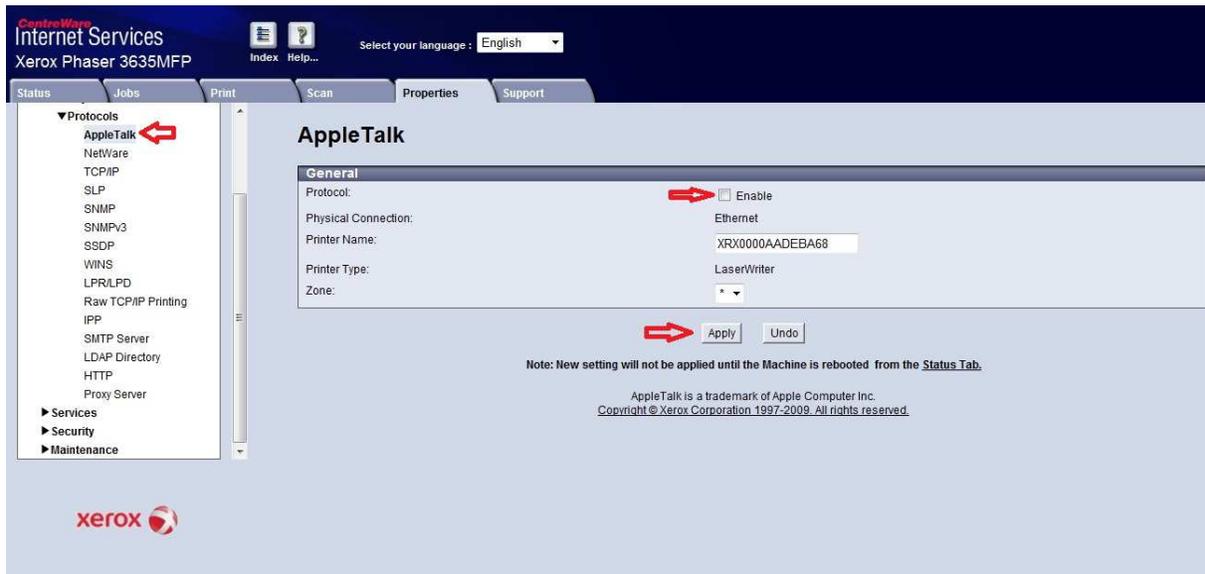
Immediate Image Overwrite

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



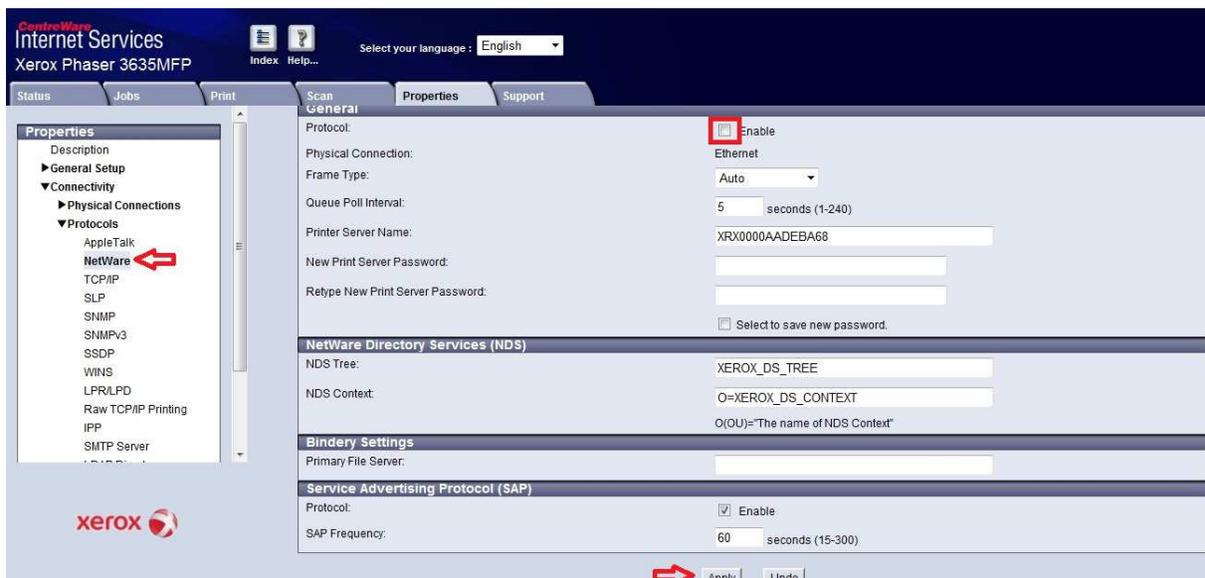
Disable AppleTalk

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



Disable NetWare

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

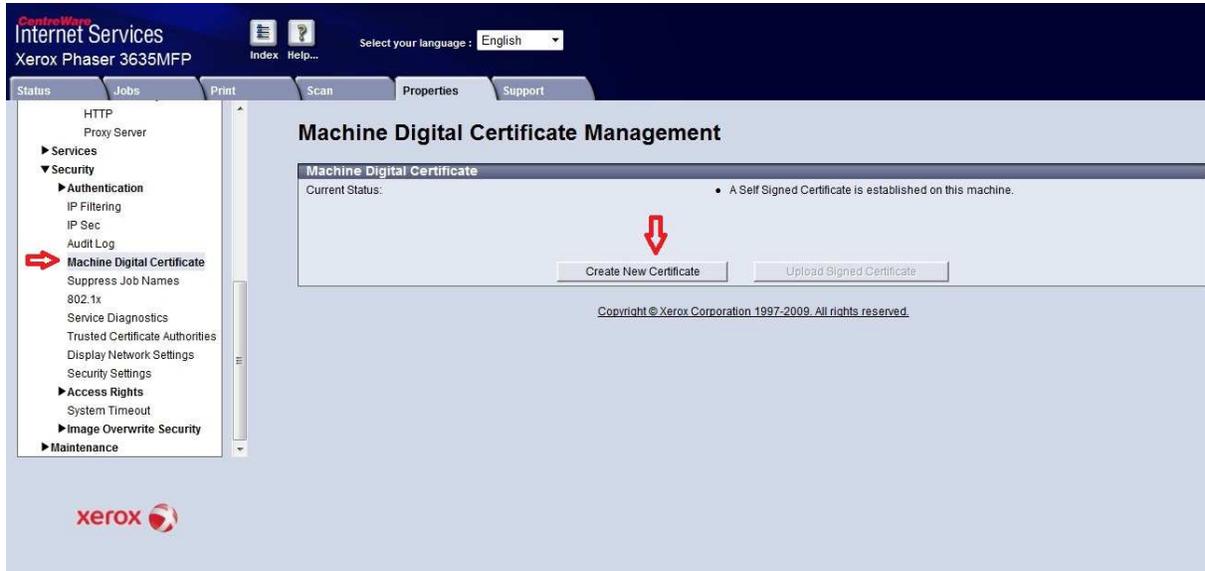


Enable HTTPS

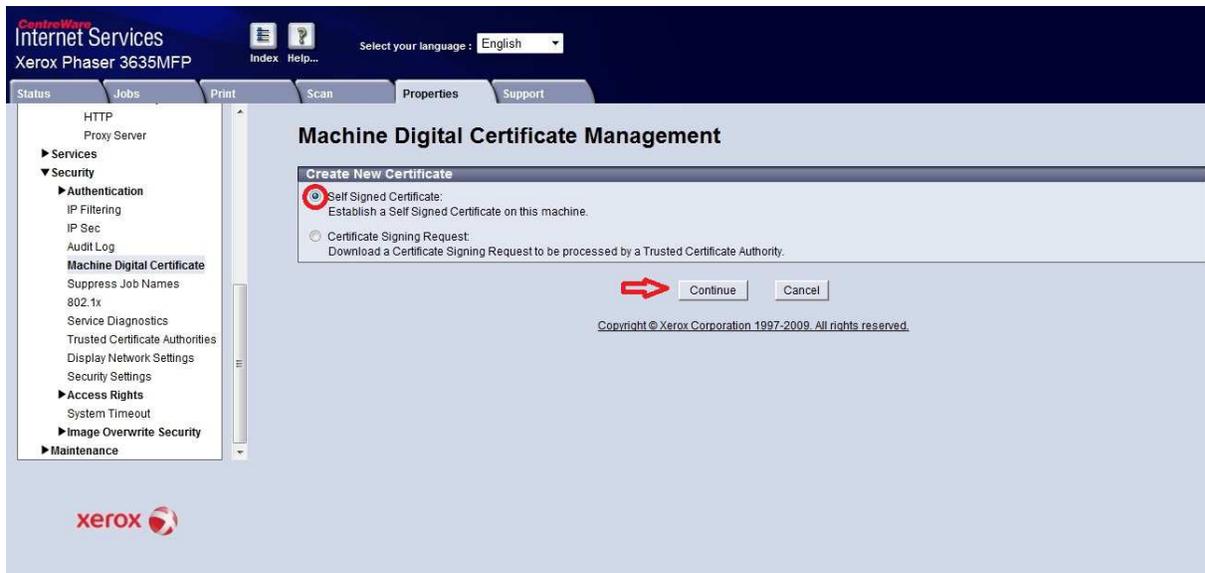
Note: Enabling HTTPS requires the MFD to have a Self Signed Certificate created.

Creating a Self-Signed Certificate

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

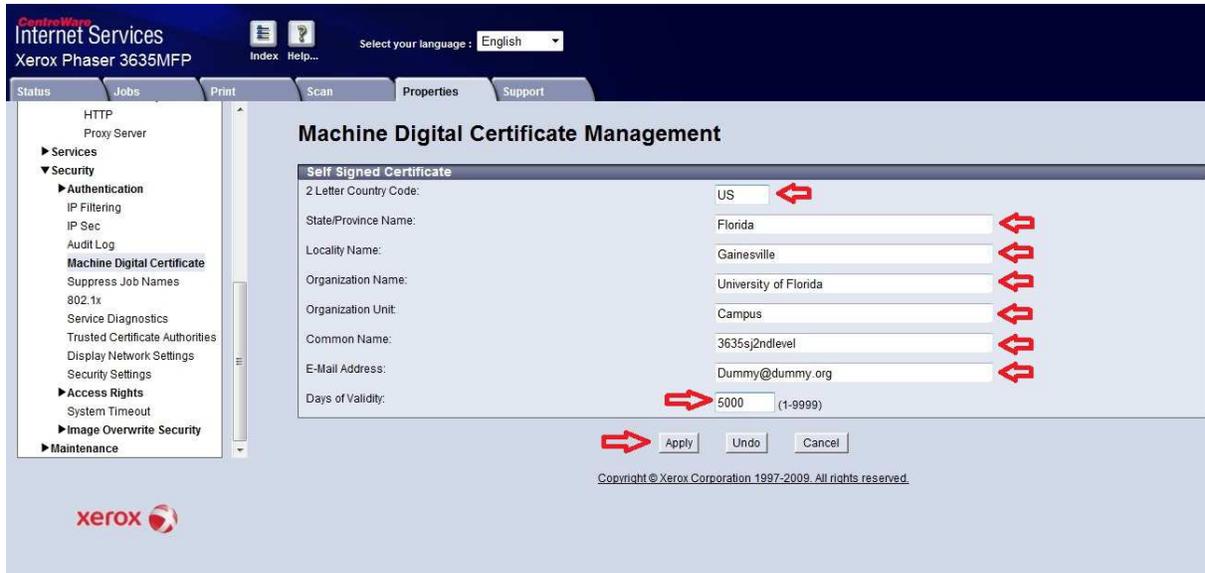


3. Make sure the **Self Signed Certificate** radio button is selected.
4. Click **Continue**.



5. Fill in all available fields – setting the **Days of Validity** to **5000**.

6. Click **Apply**.

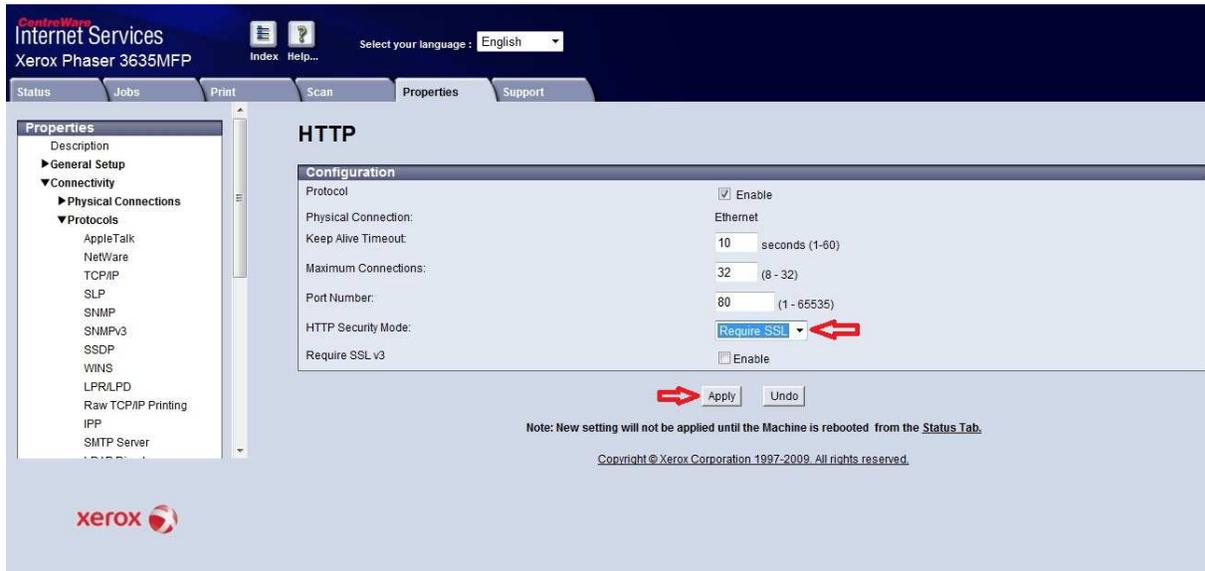


Set HTTPS to SSL Required

1. Select **Properties > Connectivity > Protocols > HTTP**.

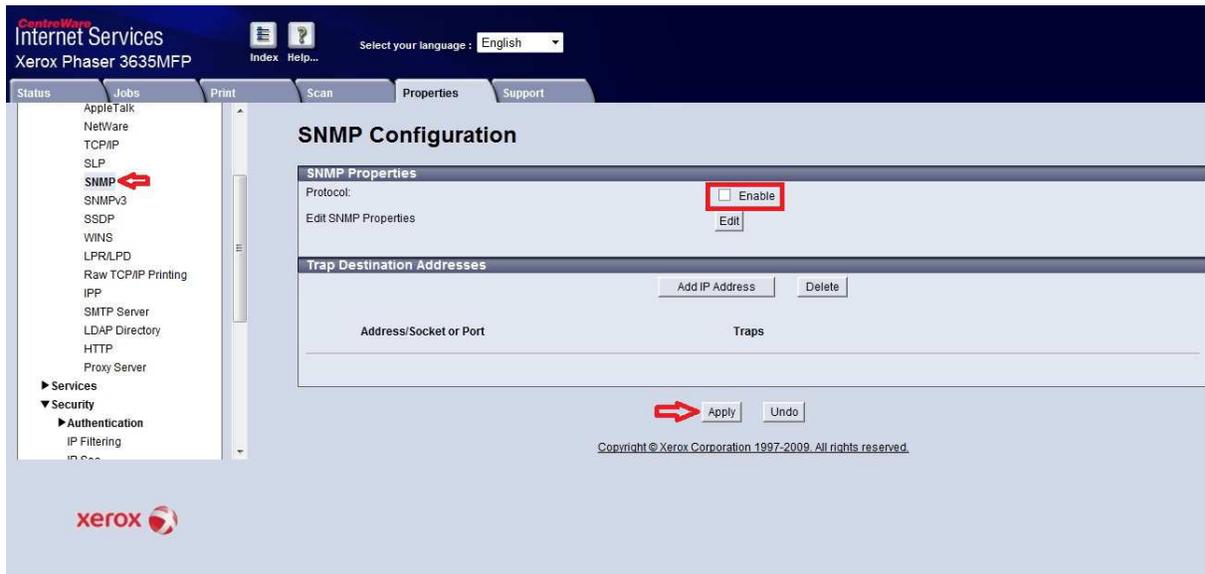
2. Click the pull down for the **HTTP Security Mode** and select **Require SSL**.

3. Click **Apply**.



Disable SNMP v1/v2

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



Enable SNMP v3

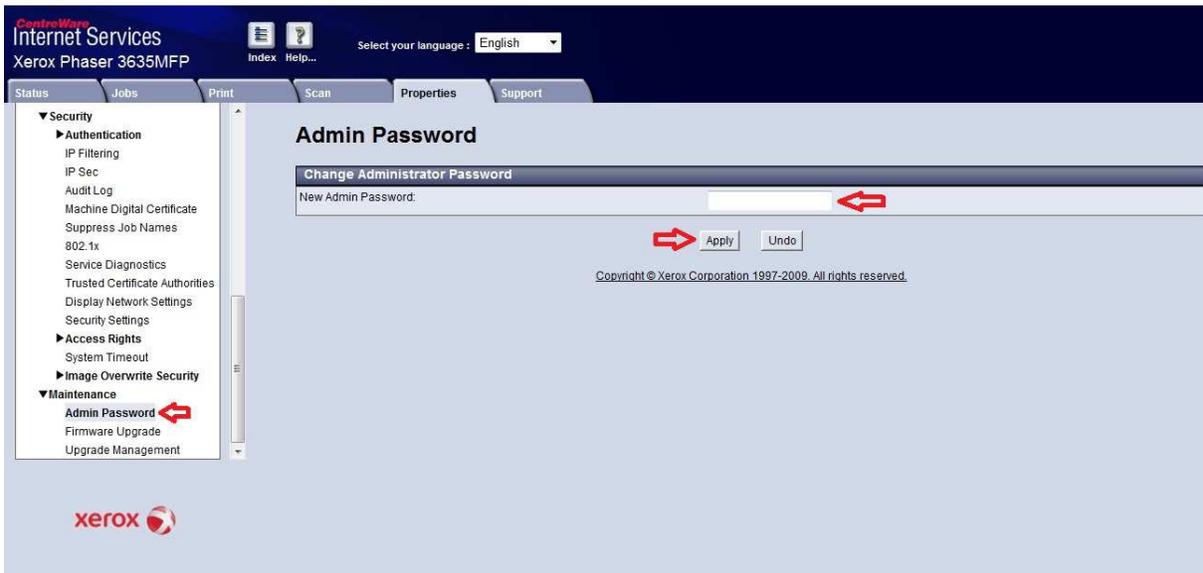
1. Select **Properties > Connectivity > Protocols > SNMPv3**.
2. Click the **SNMPv3 Enable** checkbox.
3. Type **Xadmin** in the **User Name** field.
4. Input the SNMPv3 password into the **Authentication Password** and the **Privacy Password** fields.
5. Click **Apply**.



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**.



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.

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]**.