



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 4265. You'll find the answers to all your questions on the XEROX WORKCENTRE 4265 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX WORKCENTRE 4265
User guide XEROX WORKCENTRE 4265
Operating instructions XEROX WORKCENTRE 4265
Instructions for use XEROX WORKCENTRE 4265
Instruction manual XEROX WORKCENTRE 4265



Xerox® WorkCentre® 4265
Multifunction Printer
Imprimante multifonction
System Administrator Guide
Guide de l'administrateur système

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



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 4265 user guide](http://yourpdfguides.com/dref/5744274)
<http://yourpdfguides.com/dref/5744274>

Manual abstract:

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... 159 Updating the Software Using a USB Flash Drive

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.... 159 Installing Software Upgrades in CentreWare Internet Services .

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For details, see *Setting Up Access Rights* on page 50. 8. *Configure Security*. For details, see *Security* on page 49. 9. *Enable services in CentreWare Internet Services*. For details, see *User Permissions* on page 58. 10. *Configure Print, Copy, Scan, and Fax features*. For details, see *Printing* on page 75, *Copying* on page 87, *Scanning* on page 95, and *Faxing* on page 117. 11. *Configure Accounting*. For details, see *Accounting* on page 129. Note: Not all printer models support these features. 10 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Introduction More Information You can obtain more information about your printer from these sources: Resource Installation Guide Other documentation for your printer Technical support information for your printer; including online technical support, Online Support Assistant, and driver downloads.

Information about menus or error messages Information Pages CentreWare Internet Services documentation Order supplies for your printer A resource for tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs. Local sales and support center Printer registration Xerox Direct online store ® Location Packaged with the printer. www.xerox.com/office/WC4265docs www.xerox.com/office/WC4265support Press the control panel Help (?) button. Print from the control panel, or from CentreWare Internet Services, click Status > Information Pages. In CentreWare Internet Services, click Help. www.xerox.com/office/WC4265supplies www.xerox.com/office/businessresourcecenter www.xerox.com/office/worldcontacts www.xerox.com/office/register www.direct.xerox.com / Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 11 Initial Setup This chapter includes: ••••• 2 Physically Connecting the Printer

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..... 14 Assigning a Network Address.

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.. 15 Accessing Administration and Configuration Settings ...

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16 Initial Setup in CentreWare Internet Services

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18 Changing the System Administrator Password.....

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... 20 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 13 Initial Setup Physically Connecting the Printer 1. 2.

3. 4. Connect the power cord to the printer, and plug it into an electrical outlet. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port on the back of the printer. Connect the other end of the cable to a correctly configured network port.



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If your printer has fax installed, connect it to a correctly configured telephone line. Turn on the printer. 14 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Initial Setup Assigning a Network Address The printer acquires a network address automatically from a DHCP server by default.

To assign a static IP address, configure DNS server settings. To configure other TCP/IP settings, see TCP/IP on page 22. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 15 Initial Setup 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. Accessing the Control Panel as a System Administrator 1. 2. 3. At the printer control panel, press the Log In/Out button. Type admin and touch Next. Type the administrator password, then touch Done. The default password is 1111. Accessing CentreWare Internet Services as a System Administrator Before you begin: • Locate your printer IP address using the Configuration Report. For details, see Printing the Configuration Report on page 18. • Ensure that TCP/IP and HTTP are enabled. If you disabled either of these protocols, enable them at the control panel before accessing CentreWare Internet Services. • Many features in CentreWare Internet Services require an administrator user name and password. The system administrator user name is admin and the default password is 1111.

Accessing CentreWare Internet Services At your computer, open a Web browser, in the address field, type the IP address of the printer, then press Enter or Return. 16 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Initial Setup Initial Setup at the Control Panel Installation Wizard The Installation wizard starts the first time you turn on the printer. The wizard prompts you with a series of questions to help you configure basic printer settings. Note: You can change these settings at any time. For details, see the User Guide for your printer.

Setting Altitude Adjustment Atmospheric pressure, determined by altitude, can affect print quality. If the printer is located at an elevation greater than 8000 feet or 2436 meters, to improve print quality, you can use Altitude Adjustment. To set Altitude Adjustment: 1. At the printer control panel, press the Machine Status button. 2. Touch Tools > Device Settings > General > Altitude Adjustment. 3. Touch On, then touch OK. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 17 Initial Setup Initial Setup in CentreWare Internet Services 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.

Before you begin: • TCP/IP and HTTP must be enabled to access CentreWare Internet Services. If you disable either of these services, enable them at the printer before accessing CentreWare Internet Services. • Locate your printer IP address using the Configuration Report. 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.

Accessing CentreWare Internet Services At your computer, open a Web browser, in the address field, type the IP address of the printer, then press Enter or Return. Assigning a Printer Name and Location The Description page displays the printer model information and product code or serial number. It also provides a place to assign a name and location to the printer. Asset tags let you enter unique identifiers for inventory management. 1.

In CentreWare Internet Services, click Properties > Description. 2. For Machine Name, type a name for the printer. 3. For Location, type the location of the printer.

4. For Customer Asset Tag Number and Xerox® Asset Tag Number, type unique identifiers as needed. 5. To enter a physical location or address for the printer, in the Geo-Location field, enter the geographic latitude and longitude coordinates in decimal form. 6.

Click Apply. Printing the Configuration Report The Configuration Report lists all current settings of the printer. A configuration report prints at startup by default. 1. In CentreWare Internet Services, click Properties > Services. 2. Click Printing > Reports. 3. For Configuration Report, click Print. 18 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Initial Setup Restricting Access to the Printer You can lock or unlock the printer by selecting preset services and tools permissions for non-logged-in users.

1. In CentreWare Internet Services, click Properties > Login/Permissions/Accounting. 2. Click User Permissions. 3. To configure Guest User roles, click the Pencil icon. 4. To define Access Rights to Services, Pathways, and Tools for Guest User, for Service/Pathway options, select the radio button. 5. Click Save.

Using the Configuration Page The Configuration page displays the current configuration. Use the Configuration page to help you install your printer successfully. 1. In CentreWare Internet Services, click Properties > General Setup > Configuration. 2.

To print the configuration report, click Print System Data List. Selecting Services to Appear on the Touch Screen Services must be enabled before they can be managed through the Tools and Feature Access page. A standard service is a service that comes standard with the printer. An extensible service is an optional, third-party service installed on the printer. To specify the services to display on the touch screen: 1.

In CentreWare Internet Services, click Properties > Services > Display. 2. To select all of the services in the list to appear on the touch screen, click Show All. 3. To hide all of the services in the list so that none appear on the touch screen, click Hide All. 4. To select individual services to appear on the touch screen, for Displayed, select the services that you want to display. 5. Click Apply. To rearrange the services on the touch screen, select the service, then click the Move Up or Move Down arrow.

Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 19 Initial Setup Changing the System Administrator Password Xerox recommends that you change the default system administrator password after you configure the printer.



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Enabling TCP/IP .

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... 22 Configuring the Network Address Manually at the Control Panel ..

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.... 22 Configuring DNS Settings at the Control Panel .

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... 23 Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Generally, Macintosh computers use either TCP/IP or the Bonjour protocol to communicate with a network printer. For Macintosh OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, Bonjour does not require printers or computers to have IP addresses. With TCP/IP protocols, each printer and computer must have a unique IP address. Many networks and cable and DSL routers have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically assigns an IP address to every computer and printer on the network that is configured to use DHCP.

If you use a Cable or DSL router, see the documentation for your router for information on IP addressing. Enabling TCP/IP 1. 2. 3. 4. 5. At the printer control panel, press the Machine Status button. To access this feature at the control panel, log in as an administrator. Touch Tools > Network Settings > TCP/IP Settings. Touch TCP/IP Enablement.

For IPv4 or IPv6, touch Enable, then touch OK. Note: By default, TCP/IP is enabled. If you disable TCP/IP, enable it at the printer control panel before you access CentreWare Internet Services. Configuring the Network Address Manually at the Control Panel 1. 2.

3. 4. 5. 6. At the printer control panel, press the Machine Status button, then touch the Tools tab.

Touch Network Settings > TCP/IP Settings. Touch Dynamic Addressing. Touch Disabled, then touch OK. Touch IPv4, then type the IPv4 address, gateway address, and network mask. After each address, touch OK. When finished, touch OK. 22 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity Configuring DNS Settings at the Control Panel Domain Name System (DNS) is a system that maps host names to

IP addresses. 1. At the printer control panel, press the Machine Status button. 2.

Touch Tools > Network Settings > TCP/IP Settings. 3. Touch DNS Configuration. a. Touch Host Name. b. Type a host name. c. Touch OK. d.

To close the screen, touch X. Note: If DHCP is enabled, your DHCP server can provide the following information. e. Touch Domain Name, then touch the Requested Domain Name field. To type the domain name, use the touch screen keypad.

f. Touch OK. g. To close the screen, touch X. Touch DNS Servers.

a. Touch Primary DNS Server, then type the server address. Touch OK. b. Touch Alternate DNS Server #1, then type the server address. Touch OK. c. Touch Alternate DNS Server #2, then type the server address. Touch OK. d.

To close the screen, touch X. 4. Configuring IP Settings in CentreWare Internet Services If your printer has a valid network address, you can configure TCP/IP settings in CentreWare Internet Services. For details, see Assigning a Network Address on page 15. Configuring IPv4 You can use IPv4 or IPv6 in addition to or in place of the other. 1. In CentreWare Internet Services, click Properties > Connectivity > Protocols. 2. Click TCP/IP. 3.

For Protocol, select Enabled. 4. For Host Name, type a unique name for your printer. 5. For IP Address Resolution, select an option.

Fields that appear depend on the option that you select. – STATIC disables dynamic addressing and allows you to type a static IP address. Type the Machine IP Address, Subnet Mask, and Gateway Address. – BOOTP allows the printer to obtain an IP address from a BOOTP server that does not respond to DHCP requests. – DHCP allows your DHCP server to assign an IP address to the printer.

Dynamic DNS Registration is enabled. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 23 Network Connectivity For Domain Name, type the domain name of your authentication server. For DNS Configuration, type the IP address for up to three servers. To send a release request to the DHCP and DNS servers, for Dynamic DNS Registration, select Enabled. If the servers grant the request, when the printer is turned off, the current IP address and dynamic DNS name are released. 9. For Zero-Configuration Networking, perform the following steps. – To configure the printer to assign itself

an address if a DHCP server does not provide one, for Self Assigned Address, select Enabled. – To allow users to see and connect to the printer using Bonjour, for Multicast DNS, select Enabled. 10.

Click Apply. 6. 7. 8. Configuring 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 configuration parameters. If suitably configured, routers respond to this request with a router advertisement packet containing network-layer configuration parameters. 1. In CentreWare Internet Services, click Properties > Connectivity > Protocols.

2. Click TCP/IP. 3. To enable TCP/IPv6, for Protocol, select Enabled. 4.

Under Default Dynamic Host Configuration Protocol (DHCP) Settings, select how DHCP operates for IPv6. 5. To specify an address manually, perform the following steps. – For Manual Address, select Enabled. – Select a Router Prefix from the menu, or to populate the prefix for manual entry address, click Add. 6. To configure DNSv6, perform the following steps. – Enter a valid IPv6 Domain Name. – For Primary DNSv6 Server Address, enter an IP address. – For Secondary DNSv6 Server Address, enter an IP address. – To enable Dynamic DNSv6 Registration, select Enable. 7. Click Apply. 24 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity SLP Printers use Service Location Protocol (SLP) to announce and look up services on a local network without prior configuration. When SLP is enabled, the printer becomes a Service Agent (SA) and announces its services to User Agents (UA) on the network using SLP.



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Directory Agents (DA) are components that cache services. They are used in larger networks to reduce the amount of traffic. DAs are optional. If a DA is present, then User Agents (UAs) and System Agents (SAs) are required to use it instead of communicating directly with the printer. Configuring SLP 1. 2. 3. 4. In CentreWare Internet Services, click Properties > Connectivity > Protocols. Click SLP.

For Protocol, select Enable. For Directory Agent, type the IP address for the Directory Agent (DA) as needed. – To group services, under Scope 1, 2, and 3, type a name as needed. Printers cannot recognize services that are in different scopes. – For Message Type, select an option.

• Multicast: This option routes multicast packets between subnets for service discovery. • Broadcast: If your network does not support multicast routing, select this option. Under Multicast Radius, type a value from 0 through 255. For Maximum Transmission Unit (MTU), type a value from 484 through 32768. For Registration Lifetime, type a value in hours.

Click Apply. 5. 6. 7. 8. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 25 Network Connectivity SNMP Simple Network Management Protocol (SNMP) is a set of network protocols designed to allow you to manage and monitor devices on your network. You can use the SNMP configuration pages in CentreWare Internet Services to: • Enable or disable Authentication Failure Generic Traps. • Enable SNMPv3 to create an encrypted channel for secure printer management. • Assign privacy, authentication protocols, and keys to Administrative and key user accounts. • Assign read and write access to User accounts.

• Limit SNMP access to the printer using hosts. Enabling SNMP 1. 2. 3. 4. In CentreWare Internet Services, click Properties > Connectivity > Protocols. Click SNMP. For Protocol, select Enable. Click Apply. Configuring SNMP Advanced Settings You can add, edit, or delete IP and IPX addresses for Network Management workstations that receive traps from the printer.

Configuring SNMP Advanced Settings 1. 2. 3. 4. 5.

6. In CentreWare Internet Services, click Properties > Connectivity > Protocols. Click SNMP. Click Add IP Address. For IP Trap Destination Address, type the IP address of the host running the SNMP manager that receives traps.

Type the UDP Port Number. To add the traps, perform the following steps. – Under TRAP Community Name, type a name. – Select the type of traps that the SNMP manager receives under Traps to be Received. Click Apply. 7. 26 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity Configuring SNMPv3 SNMPv3 is the current standard version of SNMP defined by the Internet Engineering Task Force (IETF). It provides three important security features: • Message integrity to ensure that a packet has not been tampered with in transit • Authentication to verify that the message is from a valid source • Encryption of packets to prevent unauthorized access Configuring SNMPv1/v2c with SNMPv3 SNMP version 1 (SNMPv1) is the initial implementation of the SNMP protocol. SNMPv1 operates over protocols such as User Datagram Protocol (UDP), IP, and Novell Internet Packet Exchange (IPX). SNMPv2c includes improvements in performance, confidentiality, and manager-to-manager communications over SNMPv1, however it uses the simple-community based security scheme of SNMPv1.

1. In CentreWare Internet Services, click Properties > Connectivity > Protocols. 2. Click SNMPv3. 3. For Allow SNMPv3 with SNMPv1/v2c, select Enable. 4. For SNMPv3, select Enable. Note: Some options become editable after you enable SNMPv3. 5.

6. 7. 8. For User Name, type the administrative user name for SNMPv3 authentication. For Authentication Password, type a password.

The Authentication Password is used to generate a key used for authentication. For Algorithm, select an encryption checksum algorithm. For Privacy Password, type a password. The Privacy Password is used for encryption of SNMPv3 data. The passphrase used to encrypt the data must match the passphrase on the Server.

Note: Ensure that the passwords are at least eight characters in length. You can include any characters except control characters. 9. Click Apply. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 27 Network Connectivity Configuring 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. 1. In CentreWare Internet Services, click Properties > Connectivity > Protocols. 2. Click SSDP.

3. For Protocol, select Enable. 4. For Time to Live, type a value for router hops for discovery advertisement. 5. Click Apply. 28 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity 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. Using Microsoft Networking removes significant overhead for systems administrators. Configuring WINS 1.

2. 3. 4. 5. 6.

In CentreWare Internet Services, click Properties > Connectivity > Protocols. Click WINS. For Protocol, select Enable. For Primary Server IP Address, type the IP address for your primary server. For Secondary Server IP Address, enter the IP Address as needed.

Note: If DHCP is configured, WINS IP addresses are overridden. Click Apply. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 29 Network Connectivity Configuring LPR/LPD The Line Printer Daemon (LPD) and Line Printer Remote (LPR) protocols provide printer spooling and network print server functionality for UNIX-based systems, such as HP-UX, Linux, and Macintosh. 1. In CentreWare Internet Services, click Properties > Connectivity > Protocols. 2. Click LPR/LPD. 3. For Protocol, select Enable. 4.

Type an LPR/LPD Port Number or use the default port number of 515. 5. Click Apply. 30 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity Raw TCP/IP Printing Raw TCP/IP is used to open a TCP socket-level connection over Port 9100, and stream a print-ready file to the printer input buffer. It then closes the connection either after sensing an End Of Job character in the PDL or after expiration of a preset timeout 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. Configuring Raw TCP/IP Settings 1. 2. 3.

4. 5. In CentreWare Internet Services, click Properties > Connectivity > Protocols. Click Raw TCP/IP Printing. For Protocol, select Enable.

Ensure that Port Number is set to 9100. Click Apply. Enabling Raw TCP/IP Printing at the Control Panel 1. 2. 3.

4. At the printer control panel, press the Machine Status button, then touch the Tools tab.



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Touch Network Settings > Advanced Settings. Touch Raw TCP/IP-Printing. Touch Enable, then touch OK. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 31 Network Connectivity Configuring IPP Internet Printing Protocol (IPP) is a standard network protocol that allows you to print and manage jobs remotely. 1. In CentreWare Internet Services, click Properties > Connectivity > Protocols. 2. Click IPP.

3. For Protocol, select Enable. 4. Enter additional information as needed. 5. For Secure IPP Connection with SSL/TLS, select Enable. 6. Click Apply. 32 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity LDAP Server This section includes: • Editing LDAP Server Information ..

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... 33 Adding or Editing an LDAP Server..

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..... 35 Lightweight Directory Access Protocol (LDAP) is a protocol used to process queries and updates to an LDAP information directory, on an external server. LDAP can also be used for network authentication and authorization. The LDAP Server page displays the current LDAP servers configured for your printer.

You can configure a maximum of nine LDAP servers for your printer. Note: Before you configure an LDAP server, ensure that Network Authentication is enabled. For details, see Setting the Login Method on page 51. Editing LDAP Server Information 1. 2. 3. 4. In CentreWare Internet Services, click Properties > Connectivity > Protocols. Click LDAP Directory. For the Default LDAP Server, click Edit.

To configure server information, perform the following steps. a. Type a Friendly Name. The Friendly Name appears as the default description for the template when a user scans a job at the control panel. b.

Select the Name or IP Address type. Fields update based on the options that you select. c. Type the LDAP IP address or host name and port number. d. Type the appropriately formatted address or host name of your backup server and change the default port number as needed. To configure LDAP Access, perform the following steps. a. Enter the Search Directory Root. Notes: • b. It is not necessary to include 'DC=Users' in the Search Directory Root. For details on Base DN formatting, see the RFC 2849 - LDAP Data Interchange Format (LDIF) Technical Specification on the IETF website. For Login Credentials to Access LDAP Server, select an option. System: This setting instructs the printer to use specific credentials when the printer • accesses the server. • Authenticated User: The printer uses the user name and password of the authenticated user to access the server.

5. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 33 Network Connectivity 6. To configure LDAP Bind, perform the following steps. a. To specify the Bind Method to connect to the directory server, select an option. • Simple: This method uses a DN-password combination to

authenticate to the directory server. • **Anonymous:** This method does not require authentication to connect to the directory server. b. Enter the Login Name. c. Type the password, then type the password again to verify. d. To save the new password, click **Select** to save new password. e. To append a base DN to the bind, for **Append Base DN**, select **Enable**.

f. For **Root** to append, enter the root directory of the database. 7. To configure **Secure LDAP Connection**, for **Secure LDAP via SSL**, select **Enable**. 8. To configure **LDAP Mappings**, for each field, select an option. 9. To configure **Search Criteria**, perform the following steps. a. For **Search Name Order**, select an option. b. Under **Maximum Number of Search Results**, to define the maximum number of addresses returned that match search criteria, type a number from 5–100. c. Select the amount of time that the printer can search before it times out. d.

To enable **LDAP Referrals**, select **Enable**. 10. To append an email domain to login credentials, click **Enable**. 11. For **Domain Name**, type the domain name for your server. 12. Click **Save**. 34 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity Adding or Editing an LDAP Server 1. 2. 3.

4. 5. In **CentreWare Internet Services**, click **Properties > Connectivity > Protocols**. Click **LDAP Directory**. To edit the default LDAP server settings, for **LDAP (Default)**, click **Edit**.

To configure another LDAP server, for **Additional LDAP Servers**, click **Add or Edit**. To configure server information, perform the following steps. a. Type a **Friendly Name**. The **Friendly Name** appears as the default description for the template when a user scans a job at the control panel.

b. Select the **Name or IP Address** type. Fields update based on the options that you select. c. Type the LDAP IP address or host name and port number. d. Type the appropriately formatted address or host name of your backup server and change the default port number as needed. To configure **LDAP Access**, perform the following steps. a. Enter the **Search Directory Root**.

Notes: It is not necessary to include 'DC=Users' in the **Search Directory Root**. For details on Base DN formatting, see the RFC 2849 - LDAP Data Interchange Format (LDIF) Technical Specification on the IETF website. b. For **Login Credentials to Access LDAP Server**, select an option. • **System:** This setting instructs the printer to use specific credentials when the printer accesses the server. • **Authenticated User:** The printer uses the user name and password of the authenticated user to access the server. To configure **LDAP Bind**, perform the following steps. a. To specify the **Bind Method** to connect to the directory server, select an option. • **Simple:** This method uses a DN-password combination to authenticate to the directory server.

• **Anonymous:** This method does not require authentication to connect to the directory server. b. Enter the Login Name. c. Type the password, then type the password again to verify.

d. To save the new password, click **Select** to save new password. e. To append a base DN to the bind, for **Append Base DN**, select **Enable**. f.

For **Root** to append, enter the root directory of the database. • • 6. 7. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 35 Network Connectivity 8. To configure **Secure LDAP Connection**, for **Secure LDAP via SSL**, select **Enable**. 9. To configure **LDAP Mappings**, for each field, select an option. 10. To configure **Search Criteria**, perform the following steps. a.

For **Search Name Order**, select an option. b. Under **Maximum Number of Search Results**, to define the maximum number of addresses returned that match search criteria, type a number from 5–100. c. Select the amount of time that the printer can search before it times out. d. To enable **LDAP Referrals**, select **Enable**. 11. To append an email domain to login credentials, click **Enable**. 12.

For **Domain Name**, type the domain name for your server. 13. Click **Save**. 36 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity **HTTP** Hypertext Transfer Protocol (HTTP) is a request-response standard protocol between clients and servers.



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Clients that make HTTP requests are called User Agents (UAs).

Servers that respond to these requests for resources, such as HTML pages, are called Origin Servers. There can be any number of intermediaries, such as tunnels, proxies, or gateways between User Agents and Origin Servers. Enabling HTTP at the Control Panel 1. 2. 3.

4. At the printer control panel, press the Machine Status button, then touch the Tools tab. Touch Network Settings > Advanced Settings. Touch HTTP Setting. Touch Enable, then touch OK. Configuring HTTP Settings in CentreWare Internet Services 1. 2. 3. 4. 5.

6. 7. 8. In CentreWare Internet Services, click Properties > Connectivity > Protocols. Click HTTP. To enable the protocol, for Protocol, select Enabled. For Keep Alive Timeout, enter the time that the printer waits for a response from a connected user before it terminates the connection. Increasing the Keep Alive Timeout can cause slow connections. Change the Port Number as needed. Note: If a machine digital certificate is configured, you can edit the following fields. For HTTP Security Mode, select an SSL security option. To allow connections to the device using SSL v3 only, for Require SSL v3, select Enable. Click Apply. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 37 Network Connectivity Enabling or Disabling HTTP Web Services You can enable or disable Web Services on the Web Services page. This page provides a list of all available Web services on your printer, and displays the configuration status of each service.

To enable or disable Web Services: 1. In CentreWare Internet Services, click Properties > Services. 2. Click Web Services. 3.

To enable or disable individual services, select the check box next to one or more services. To enable or disable all services at one time, click Enable All or Disable All. 4. If additional settings are required for a selected service, the status column indicates the required update and a Settings button appears. Click Settings to configure the service. 5. Click Apply to save the new settings or Undo to retain the previous settings. For more information about Xerox Extensible Interface Platform® and Web services, see the documentation included in the Xerox Extensible Interface Platform® Software Development Kit (SDK). The Xerox Extensible Interface Platform® SDK is available on the Xerox Extensible Interface Platform® website. 38 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity 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 meet the proxy server filtering rules, it 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 cache content from resources, such as Web pages from a Web server, to increase resource access time. Configuring the Proxy Server 1. 2. 3. In CentreWare Internet Services, click Properties > Connectivity > Protocols. Click Proxy Server. To configure the printer to detect proxy settings automatically, for Auto Detect Proxy Settings, select Enabled. Note: If Auto Detect Proxy Settings is enabled, you cannot edit the fields for HTTP Proxy Server, Name or IP Address, and IPV4 Address and Port.

For HTTP Proxy Server, select Enabled. Select the Name or IP Address type. Type the appropriately formatted address and port number. If your proxy server requires authentication, next to Authentication, select Enabled. If authentication is enabled, next to Login Name, type the login name for the proxy server. Type the password, then type the password again to verify. To save the new password, click Select to save new password. To add a proxy exception list, for Exception List, type the URL. To use the configured default proxy settings script, for Use Automatic Configuration script, type the URL. 13. Click Apply. 4. 5. 6. 7. 8. 9. 10. 11. 12.

Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 39 Network Connectivity 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, Windows Server 2008, and newer operating systems. WSD is one of several supported communication protocols. Enabling WSD 1. 2. 3. 4. In CentreWare Internet Services, click Properties > Connectivity > Protocols. Click WSD. For Protocol, select Enable.

Click Apply. 40 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Network Connectivity Configuring AirPrint Use AirPrint to print directly from a wired or wireless device without using a print driver. AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devices and Mac OS-based devices. AirPrint-enabled printers let you print directly from a Mac or from an iPhone, iPad, or iPod touch. If you specify the geographical latitude and longitude of the printer, use decimal form.

For latitude, type a coordinate value from -90 through 90. For longitude, type a coordinate value from -180 through 180. For example, use coordinates such as 45.325026, -122.766831.

Notes: •••• When HTTP, IPP, and Bonjour mDNS protocols are enabled, AirPrint is enabled by default. If you disable HTTP, IPP, or Bonjour, AirPrint is disabled. Not all iOS applications support printing using AirPrint. Wireless devices must join the same wireless network as the printer. A system administrator can connect the printer by its wired network interface. The device that submits the AirPrint job must be on the same subnet as the printer. To allow devices to print from different subnets, configure your network to pass multicast DNS traffic across subnets. AirPrint-enabled printers work with iPad (all models), iPhone (3GS or later), and iPod touch (3rd generation or later), running the latest version of iOS. The Mac OS device must be Mac OS 10.7 or later.

•• To configure AirPrint: 1. In CentreWare Internet Services, click Properties > Connectivity > Protocols. 2. Click AirPrint. 3. Configure HTTP, IPP, and Multicast DNS Registration as required. 4. To enable software upgrades, for Software Upgrades, click Details. 5. To create a certificate, for Machine Digital Certificate, click Details.

6. For Protocol, select Enabled. 7. To edit the name and location for your printer that appears in the list of AirPrint-enabled printers on connected devices, next to Device Name, click Edit. 8.

Click Apply. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 41 Network Connectivity Configuring SNTP Simple Network Time Protocol (SNTP) synchronizes the internal clocks of computers over a network connection. 1. In CentreWare Internet Services, click Properties > Connectivity > Protocols. 2.

Click SNTP. 3. For Name or IP Address, select an option.



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. 59 Configuring the Log Out Confirmation Screen

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There are several ways to authenticate a user: • User Name / Password - Validate on the Device enables local authentication. Users prove their identity by typing a user name and password at the control panel or in CentreWare Internet Services. The printer compares the user credentials to the information stored in the user database. If you have a limited number of users, or do not have access to an authentication server, use this authentication method.

• User Name / Password - Validate on the Network enables network authentication. Users prove their identity by typing a user name and password at the control panel or in CentreWare Internet Services. The printer compares the user credentials to the information stored on an authentication server. Note: The printer can use one of the following authentication server types: Kerberos (Solaris or Windows), NDS, SMB (Windows 2000/2003), or LDAP. • Convenience Authentication enables authentication for a proximity card reader. Users swipe a pre-programmed identification card at the control panel. To use this method, purchase and install a USB card reader and an authentication server that supports the Xerox® Convenience Authentication API. Xerox Secure Access Unified ID System enables authentication for the Xerox Secure Access Unified ID System. Users present a pre-programmed identification card to a card reader at the control panel. The printer compares the user credentials to the information stored on the Xerox® Secure Access server.

To use this method, purchase and install the Xerox Secure Access Unified ID System. Smart Cards enables authentication for a smart card reader. Users insert a pre-programmed identification card in a carder reader at the control panel. To use this method, purchase and install a smart card reader system. • • 50 Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Security Setting the Login Method 1.

2. 3. In CentreWare Internet Services, click Properties > Login/Permissions/Accounting. Click Login Methods. To set the authentication method used to log in to the control panel, select an option.

– Passcode: Panel lock requires users to enter a passcode. – Local: User login information is stored on the printer in the User Information Database. – Network: User login information is stored externally in a network database, such as an LDAP directory. – Convenience: This method requires users to swipe a pre-programed identification card through a proximity card reader at the control panel. This method requires a USB card reader and an authentication server that supports the Xerox® Convenience Authentication API. – Smart Card: This authentication method requires users to swipe a pre-programed identification card at the control panel. This method requires a Smart Card reading system. If you select Convenience or Smart Card as the authentication method, you can configure the printer to allow users to log in at the control panel. For Alternate AlternateTouch UI Method, select User can login at device if card is not available. This option is useful if a user loses their smart card but must access the printer.

If you select Passcode, click Apply. 4. 5. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide 51 Security Configuring Authentication Settings Configuring Local Authentication Settings When you configure local authentication, users prove their identity by typing a user name and password at the control panel or in CentreWare Internet Services. The printer compares the user credentials to the information stored in the user database. If you have a limited number of users, or do not have access to an authentication server, use this authentication method. To configure access rights using local authentication: 1. In CentreWare Internet Services, click Properties > Login/Permissions/Accounting. 2. Click Login Methods.

3. To store user login information on the printer in the User Information Database, select Local Authentication. 4. To retrieve profile information from LDAP, select Retrieve Profile Information for Authenticated User from LDAP. 5.

To configure the Device User Database, click the Pencil icon. 6. To configure the LDAP Server, click the Pencil icon. 7. To configure the Log Out Confirmation Screen, select an option.

User Database The user database stores user credential information. The printer uses this information for local authentication and authorization, and for Xerox® Standard Accounting. When you configure local authentication, the printer checks the credentials that a user provides against the information in the user database. When you configure local authorization, the printer checks the user database to determine which features the user is allowed to access. Note: User names and passwords stored in the user database are not transmitted over the network. Adding User Information to the User Database 1. 2. 3. 4. 5.

6. In CentreWare Internet Services, click Properties > Login/Permissions/Accounting. Click Device User Database. Click Add New. Type a User Name and Friendly Name for the user. Type a Password for the user, then retype it to verify. Click Save. Notes: • • 52 The Password field only appears if the selected authentication method is local authentication. If you have configured local authorization, you can add the user to a role. Xerox® WorkCentre® 4265 Multifunction Printer System Administrator Guide Security Configuring Network Authentication Settings When you configure network authentication, users prove their identity by typing a user name and password at the control panel or in CentreWare Internet Services.

The printer compares the user credentials to the information stored on an authentication server. To configure access rights using network authentication: 1. In CentreWare Internet Services, click Properties > Login/Permissions/Accounting. 2. Click Login Methods.

3. To store user login information in an external network database, such as an LDAP directory, select Network Authentication. 4. To retrieve profile information from LDAP, select Retrieve Profile Information for Authenticated User from LDAP. 5.

To configure the Authentication Server, click the Pencil icon. 6. To configure the LDAP Server, click the Pencil icon. Configuring Authentication Server Settings for Kerberos In CentreWare Internet Services, click Properties > Login/Permissions/Accounting. Click Login Methods. For Authentication Server, click the Pencil icon. For Authentication Protocol, select the authentication protocol for your network. Select your AutoLookup preferences. For Default Server information, type the domain or realm for your authentication server. Select the desired address type.

Type the appropriately formatted address and port numbers for both the primary and backup addresses. 9. To use an LDAP server for network authorization or personalization, select the LDAP server from the list. 10. For Alternate Server, enter your alternate server authentication settings.



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