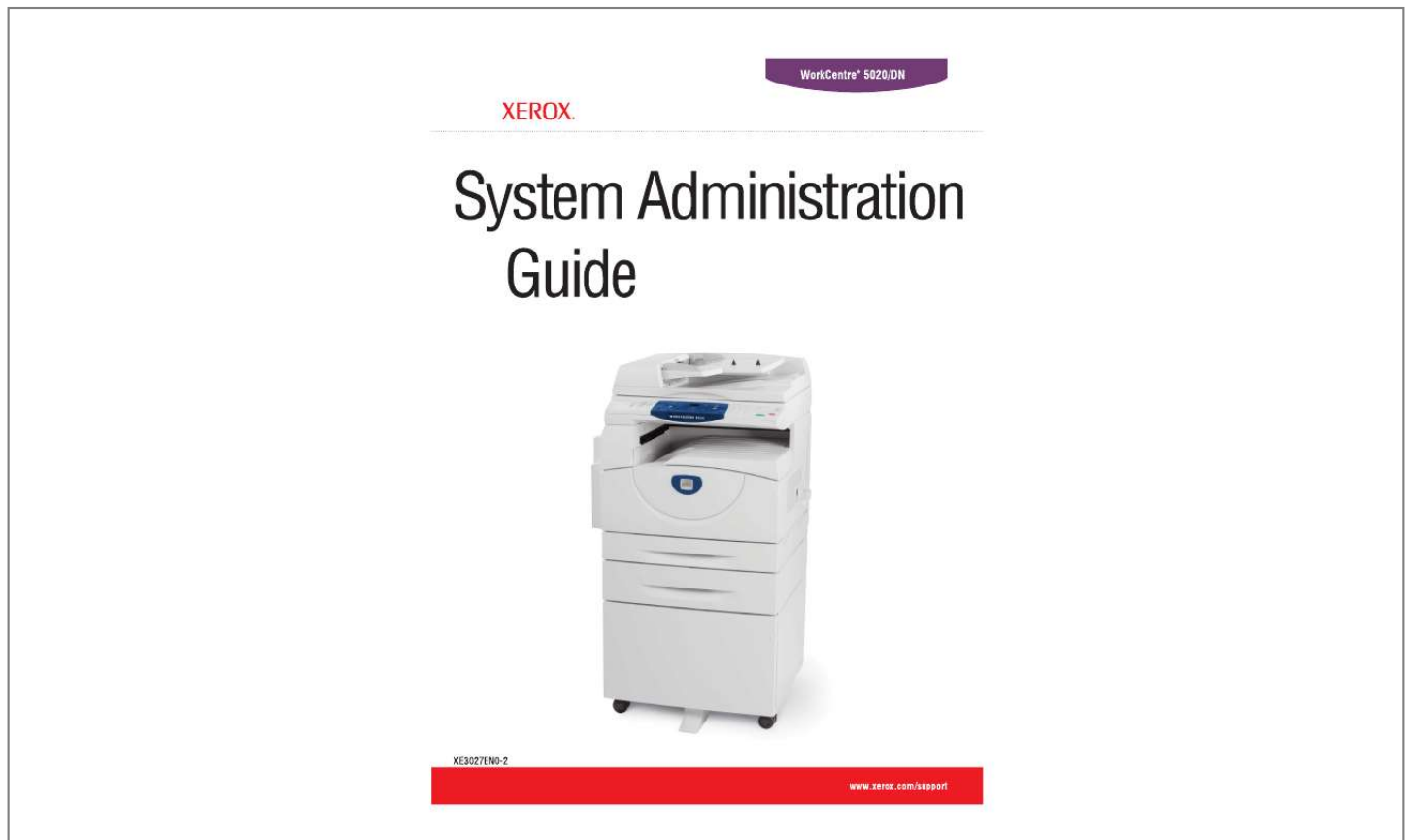




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**Operating instructions XEROX WORKCENTRE 5020**  
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**Manual abstract:**

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.....127 5 6 1 Before Using the Machine Welcome to the Xerox family of WorkCentre products. This System Administration Guide provides detailed information, technical specifications, and procedures for using the integral features of the machine. This chapter provides information which users should be aware of before using the machine. Xerox Welcome Center If you needased on using A4 LEF paper. The value is for reference only and will vary depending on the conditions such as the print contents, dot coverage (area coverage), paper size, paper type, copy/print density, output image type, and machine usage environment. \*2: Based on the following conditions: (1) 1-sided copying (not printing), (2) average number of pages copied at a time: 4 pages, (3) paper size: A4 LEF, (4) paper tray: Tray 1, (5) output tray: Output Tray.

These values are estimates and will also be affected by other machine-usage conditions, such as he to a fresh air location and rinse your mouth with water. · If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately. The following procedure describes how to add toner to the Drum Cartridge. 1. Make sure that the machine is not processing a job, and then open the Front Cover. 2. Pull up the Left Side Cover Latch to open the Left Side Cover. 3. Lightly press the orange tab to unlock the Drum Cartridge. 13 2 Maintenance 4. Pull the Drum Cartridge out halfway. NOTE: Do not touch the drum (blue roller) when pulling out the Drum Cartridge. 5. Take a new toner bottle out of the box. 6. Shake the toner bottle well about 15 times. 7. Position the toner bottle into the opening on the Drum Cartridge, and align the orange arrow of the toner bottle with that of the Drum Cartridge. 8. Turn the toner bottle around in a clockwise direction once, and align the two orange arrows again. 9. Gently tap the toner bottle several times to allow toner to be poured into the Drum Cartridge. Wait for 20 seconds, and tap it several times to make sure that the toner bottle has been emptied completely. NOTE: Do not squeeze the toner bottle. NOTE: Do not fill the Drum Cartridge with more than a single bottle of toner at a time. 14 Replacing Consumables 10. Turn the toner bottle around in a counter-clockwise direction until the two orange arrows are aligned, and remove the toner bottle from the Drum Cartridge. NOTE: Follow the instruction given on the packaging for recycling the empty toner bottle. 11. Push in the Drum Cartridge until it locks into position.

12. Close the Left Side Cover and the Front Cover. Replacing the Drum Cartridge The machine comes with a Drum Cartridge. The machine will alert by lighting up or flashing the Drum Cartridge indicator on the Machine Diagram (mimic) before the Drum Cartridge reaches the end of its life. Follow the instructions to order and replace with a new Drum Cartridge. The machine will stop when the Drum Cartridge ends its life. Error Code - Machine Diagram (mimic) Lights up Description/Remedy The Drum Cartridge is near the end of its life. Prepare a new Drum Cartridge for replacement. NOTE: After the Drum Cartridge indicator on the Machine Diagram (mimic) lights up, the machine allows you to copy/print approximately 5,000 pages.\*1 J6 Flashes The Drum Cartridge is at the end of its life.

It needs to be replaced with a new Drum Cartridge. \*1: Based on the following conditions: (1) 1-sided copying (not printing), (2) average number of pages copied at a time: 4 pages, (3) paper size: A4 LEF, (4) paper tray: Tray 1, (5) output tray: Output Tray. This value is an estimate and will also be affected by other machine-usage conditions, such as how often the machine is switched on and off. The degradation of image quality may occur even before the machine stops when the Drum Cartridge reaches the end of its life. NOTE: If the error code [J6] appears in the Display, the six-digit error code [091-913] is also displayed on CentreWare Internet Services.

For information on how to view the error history, refer to Checking Error Information on page 35.



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*NOTE: The use of Drum Cartridges that are not recommended by Xerox may impair quality and performance of the machine. Use only Drum Cartridges specifically recommended by Xerox. NOTE: Do not expose Drum Cartridges to direct sunlight or strong indoor fluorescent light. Do not touch or scratch the surface of the Drum Cartridge.*

*Doing so may lower print quality. NOTE: Replace the Drum Cartridge while the machine is switched on. 15 2 Maintenance The following procedure describes how to replace the Drum Cartridge. 1. Make sure that the machine is not processing a job, and then open the Front Cover. 2. Open the Left Side Cover. 3. Lightly press the orange tab to unlock the Drum Cartridge. 4.*

*Pull out the Drum Cartridge carefully. NOTE: Do not touch the drum (blue roller) when pulling out the Drum Cartridge. 5. Take a new Drum Cartridge out of the box, and remove the packaging. 6. Insert the new Drum Cartridge halfway. 7. Add toner. For information on how to add toner, refer to Adding Toner to the Drum Cartridge on page 12. NOTE: A bottle of toner must be purchased separately when replacing the Drum Cartridge.*

*8. Push the Drum Cartridge in until it locks into position. 9. Close the Left Side Cover and the Front Cover. 16 Cleaning the Machine Cleaning the Machine The cleaning instructions are specific to each part of the machine, such as the machine exterior, Document Cover, Document Glass, Film, Narrow Glass Strip, Document Feeder Roller, and Corotron Wire.*

*This section describes how to clean each component of the machine. Cleaning the Exterior The following describes how to clean the exterior of the machine. NOTE: Always switch off the power to the machine, and unplug the power cord before cleaning any part of the machine. Cleaning the machine with the power on may cause an electric shock. NOTE: Do not use any volatile liquids on the machine such as benzene and paint thinner, or insect repellent as these may discolor, deform, or crack the machine exterior.*

*NOTE: Cleaning the machine with an excessive amount of water may cause the machine to malfunction, or damage documents being copied. 1. Wipe the exterior with a soft cloth moistened with water. NOTE: Do not use cleaning agents other than water or neutral detergent. NOTE: If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent. 2. Wipe off any excess water with a soft cloth. Cleaning the Document Cover and Document Glass If the Document Cover and Document Glass are dirty, streaks or smears may appear on copies, or the machine may not properly detect the size of the original documents. The following procedure describes how to clean the Document Cover and the Document Glass. NOTE: Do not use benzene, paint thinner, or other organic solvents.*

*Doing so might damage paint or coating on plastic parts. NOTE: Cleaning the machine with an excessive amount of water may cause the machine to malfunction, or damage documents being copied. 17 2 Maintenance 1. Wipe the Document Cover with a soft cloth moistened with water to remove any dirt and then wipe it with a soft, dry cloth. NOTE: Do not use cleaning agents other than water or neutral detergent. NOTE: If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent. Document Cover Document Glass 2. Wipe the Document Glass with a soft cloth moistened with water, and then wipe it with a dry cloth. NOTE: Do not use cleaning agents other than water or neutral detergent. NOTE: If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.*

*Cleaning the Film and Narrow Glass Strip If the Film and Narrow Glass Strip are dirty, streaks or smears may appear on copies, and the machine may not properly detect the size of the original documents. To ensure clean copies at all times, clean the Film and Narrow Glass Strip about once a month. The following procedure describes how to clean the Film and Narrow Glass Strip. NOTE: Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.*

*NOTE: Cleaning the machine with an excessive amount of water may cause the machine to malfunction, or damage documents being copied. 1. Wipe the Film with a soft cloth moistened with water, and then wipe it with a dry cloth. NOTE: The Film can be damaged easily. Do not clean the Film with an excessive force.*

*NOTE: Do not use cleaning agents other than water or neutral detergent. Narrow Glass Strip Film NOTE: If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent. 2. Wipe the Narrow Glass Strip with a soft cloth moistened with water, and then wipe it with a dry cloth. NOTE: Do not use cleaning agents other than water or neutral detergent. NOTE: If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent. Cleaning the Document Feeder Roller If the Document Feeder Roller is dirty, streaks or smears may appear on the output copies, and may also result in paper jams. To ensure clean copies at all times, clean the Document Feeder Roller about once a month. 18 Cleaning the Machine The following procedure describes how to clean the Document Feeder Roller. NOTE: Do not use benzene, paint thinner, or other organic solvents.*

*Doing so may damage paint or coating on plastic parts. NOTE: Cleaning the machine with an excessive amount of water may cause the machine to malfunction, or damage documents being copied. 1. Pull up the latch to open the Document Feeder Cover completely. 2. Turn the Document Feeder Roller to clean it with a soft cloth moistened with water. NOTE: Do not use cleaning agents other than water or neutral detergent. NOTE: Use a firmly wrung cloth to avoid water drops falling onto the machine. If water gets into the machine, it may cause the machine to malfunction. NOTE: If dirt does not come off easily, gently wipe it with a soft cloth moistened with a small amount of neutral detergent.*

*3. Close the Document Feeder Cover until it clicks into place. Cleaning the Corotron Wire If any streaks, black lines, or smears appear on the output copies, cleaning the Corotron Wire may help resolve the problem. The following procedure describes how to clean the Corotron Wire. 1. Open the Front Cover. 19 2 Maintenance 2. Pull the Corotron Wire back and forth several times. 3. Close the Front Cover.*

*Moving the Machine This section describes how to move the machine to another location. Before moving the machine, always secure the position of the scanner carriage. 1. Hold down the <Reduce/Enlarge> button for four seconds, and while holding down the <Reduce/Enlarge> button, press the <Stop> button. The scanner carriage moves to the locked position. While the scanner carriage is moving, [run] appears in the Display. When the carriage completely moves to the locked position, [OFF] appears blinking in the Display.*



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*NOTE: While the scanner carriage is locked, all indicators go off and no button is available on the Control Panel, and the machine does not process any jobs. <Stop> button 2. Switch off the machine.*

*<Reduce/Enlarge> button NOTE: If the machine is switched off, all the scanned data stored in the mailboxes is deleted. For information on how to switch off the machine, refer to the Product Overview chapter in the User Guide. 3. Remove the screw cover from the right side of the machine. 20 Moving the Machine 4. Attach and tighten the screw to the machine to secure the position of the scanner carriage. 5. Lift the machine and move it gently to another location. 6. Loosen the screw attached in Step 4, and remove it from the machine.*

*7. Re-attach the screw cover removed in Step 3 to the machine. 8. Switch on the machine. NOTE: For information on how to switch on the machine, refer to the Product Overview chapter in the User Guide.*

*21 2 Maintenance 22 3 Using CentreWare Internet Services This chapter explains how to enable and use CentreWare Internet Services for the machine. The following information is provided in this chapter: Information Checklist page 23 CentreWare Internet Services Environments page 24 CentreWare Internet Services Installation page 24 Standard Features - CentreWare Internet Services page 29 Services page 30 Information Checklist Before enabling the CentreWare Internet Services feature, make sure that the following items are available or have been performed. Item An existing operational computer with TCP/IP Internet or intranet accessibility is required. These procedures are not intended to install the TCP/IP stack itself. Obtain and record the following information: · A unique IP address · Gateway address · Subnet mask Refer to the Glossary in the User Guide for additional information about the gateway address and subnet mask, if needed.*

*Test the machine to make sure that it is fully installed and functioning correctly. By Customer Customer Customer If problems are encountered during the installation of the machine, refer to CentreWare Internet Services in the Problem Solving chapter on page 104. 23 3 Using CentreWare Internet Services CentreWare Internet Services Environments CentreWare Internet Services uses the embedded HTTP Server that resides in the machine. This allows communication with the machine through a web browser with access to the Internet or an intranet. By entering the IP address of the machine as the URL (Universal Resource Locator) in the browser, direct access to the machine is available. CentreWare Internet Services allows you to make not only the same basic settings as from the Control Panel, but also more specialized settings for the machine. User ID and Passcode Many of the features available within Internet Services will require the System Administrator login ID and passcode. By default, the user name is "11111" and the passcode is not set. This ID and passcode can be changed or set by the System Administrator. A user will only be prompted for the System Administrator login ID and passcode once in a single browser session.*

*System Configuration To use CentreWare Internet Services, you need to enable TCP/IP on the machine. CentreWare Internet Services Installation This section describes the settings required to use CentreWare Internet Services. Installation Procedure There are two stages required to enable CentreWare Internet Services. Network Communication Setup This requires the machine to be set up for CentreWare Internet Services. Test Access To make sure that CentreWare Internet Services has been set up correctly, you should access CentreWare Internet Services. Network Communication Setup Initially, boot the CentreWare Internet Services port. 1. Connect the machine to the network. NOTE: The Ethernet cable is an RJ45 type and is not supplied by Xerox. 2. Enter the System Setting Mode. · If Copy Auditron is disabled 1) Hold down the <Log In/Out> button on the Control Panel for four seconds. 2) Enter the System Administrator's ID using the numeric keypad. The letter [P] appears blinking in the Display. 24 CentreWare Internet Services Installation · If Copy Auditron is enabled 1) Log in to the machine under the System Administrator's ID. 2) Hold down the <Log In/Out> button on the Control Panel for four seconds. The letter [P] appears blinking in the Display. NOTE: The default System Administrator user ID is "11111". NOTE: For more information on how to enter the System Setting Mode, refer to Entering the System Setting Mode on page 109. For information about Copy Auditron, refer to Accounting and Securities on page 65. 3. Enter the menu number [124] using the numeric keypad. NOTE: The system setting menu number for enabling the CentreWare Internet Services port is "124". 4. Press the <Start> button to confirm the entered menu number. 5. Enter [1] using the numeric keypad to enable the CentreWare Internet Services port. · [0]: Disabled · [1]: Enabled (Default) NOTE: If you choose not to change the value, press the <AC> button or the <Start> button. The letter [P] appears blinking in the Display. 6.*

*Press the <Start> button to confirm the entered value. The letter [P] appears blinking in the Display. Next, establish TCP/IP. NOTE: The machine does not support IPv6 addresses. 1. Enter the menu number [102] using the numeric keypad. NOTE: The system setting menu number for specifying a method for establishing an IP address is "102". 2. Press the <Start> button to confirm the entered menu number. 3.*

*Select an appropriate number from the following options to specify a method for establishing an IP address, and enter the number using the numeric keypad. · [0]: STATIC · [1]: DHCP · [2]: BOOTP · [3]: RARP · [4]: DHCP/Autonet (Default) 4. Press the <Start> button to confirm the entered value. NOTE: If you have selected [4] (DHCP/Autonet) in Step 3, print out the Configuration Report to confirm that an IP address has been allocated and that it is a valid IP address on your network. For information on how to print out the Configuration Report, refer to Printing the Configuration Report on page 41.*

*If the machine does not have an IP address, contact the network administrator. NOTE: Use the DHCP server together with the Windows Internet Name Server (WINS) server. 25 3 Using CentreWare Internet Services If you have selected [0] (STATIC) in Step 3, proceed to Step 5 to configure the protocol settings. Otherwise, proceed to Step 8. 5.*

*Using the numeric keypad, enter the IP address for the machine in the format "xxx.xxx.xxx.xxx". The following table shows the system setting menu numbers for specifying the IP address. IP Address (xxx.xxx.xxx.xxx) 1st block Menu Number 103 2nd block 104 3rd block 105 4th block 106 1) Enter the menu number [103], and then press the <Start> button to confirm the entered menu number.*



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2) Enter a value for the first block of the IP address, and then press the <Start> button to confirm the entered value.

3) Enter the menu number [104], and then press the <Start> button to confirm the entered menu number. 4) Enter a value for the second block of the IP address, and then press the <Start> button to confirm the entered value. 5) Enter the menu number [105], and then press the <Start> button to confirm the entered menu number. 6) Enter a value for the third block of the IP address, and then press the <Start> button to confirm the entered value. 7) Enter the menu number [106], and then press the <Start> button to confirm the entered menu number. 8) Enter a value for the fourth block of the IP address, and then press the <Start> button to confirm the entered value. 6. Using the same method as in Step 5, enter the subnet mask. The following table shows the system setting

menu numbers for specifying the subnet mask. Subnet Mask (xxx.

xxx.xxx.xxx) 1st block Menu Number 107 2nd block 108 3rd block 109 4th block 110 7. Using the same method as in Step 5, enter the gateway address. The following table shows the system setting menu numbers for specifying the gateway address.

Gateway Address (xxx.xxx.xxx.xxx) 1st block Menu Number 111 2nd block 112 3rd block 113 4th block 114 NOTE: If you do not wish to set the gateway address, skip this step. 26 CentreWare Internet Services Installation 8.

When you have finished establishing TCP/IP, press the <Log In/Out> button. The machine exits the System Setting Mode. NOTE: If you have changed any settings in the System Setting Mode, the machine will reboot to register and enable the new settings. All scanned documents stored in mailboxes will be deleted on the reboot. NOTE: After the machine is rebooted, print a Configuration Report to confirm that the the CentreWare Internet Services port is enabled and TCP/IP is correctly configured. For information on how to print the Configuration Report, refer to Printing the Configuration Report on page 41. NOTE: If you wish to use the IP Filtering feature, use CentreWare Internet Services to register the IP addresses which are not allowed to access the machine. For more information, refer to IP Filtering (IP Address Restriction) on page 74. TCP/IP Configuration After accessing the CentreWare Internet Services home page, you can make detailed settings for TCP/IP under [Connectivity] > [Protocols] > [TCP/IP] on the [Properties] tab. The following table shows the information fields and settings on the [TCP/IP] page.

Feature General Protocol Physical Connection Host Name IP Address Resolution Setting Items Displays "Enabled". This is a display-only item. Displays "Ethernet". This is a display-only item. Enter the host name. Set the method for obtaining the IP address from the drop down menu to access the following options. · STATIC: The user will specify all the addresses. · DHCP: The address will automatically be set via DHCP. · BOOTP: The address will automatically be set via BOOTP. · RARP: The address will automatically be set via RARP.

· DHCP/Autonet: The address will be automatically set by Autonet via DHCP. Enter the IP address allocated to the machine in the xxx.xxx.xxx.xxx format. Enter the subnet mask in the xxx.xxx.xxx.xxx format. Enter the gateway address in the xxx.

xxx.xxx.xxx format. Enter the domain name. IP Address Subnet Mask Gateway Address Domain Name 27 3 Using CentreWare Internet Services Feature DNS Configuration Obtain DNS Server Address Automatically Preferred DNS Server Alternate DNS Server 1-2 Dynamic DNS Registration Generate Domain Search List Automatically Domain Name 1 - 3 Connection Time-Out DHCP/DDNS Release Registration Setting Items Allows you to enable or disable the automatic setting of the DNS server address via DHCP. Enter the IP address for the DNS domain primary server. Enter the IP addresses for the DNS domain alternate server 1 and 2. Specify whether to enable dynamic DNS server updates and/or to overwrite DNS settings upon updates. Select whether or not to automatically generate the domain search list. Enter the domain names for the domain name 1 to 3.

Specify the maximum time period allowed for searching domains. Allows DHCP resources to be released when the machine is powering down. This is a display-only item and shows "Enabled". Allocates an IP address without using a DHCP server. This check box is selected when [IP Address Resolution] is set to [DHCP/Autonet]. This is a display-only item. ZeroConfiguration Networking Self Assigned Address Test Access Follow the steps below to access

CentreWare Internet Services. 1. At a client computer on the network, launch a web browser. 2.

In the URL field, enter "http://" followed by the Internet address of the machine. Then press the <Enter> key on the keyboard. If you use the domain name to specify the Internet address, use the following format. http://myhost.example.

com If you use the IP address to specify the Internet address, use the following format. http://xxx.xxx.xxx.xxx 3.

Verify that the home page of CentreWare Internet Services is displayed. The CentreWare Internet Services installation process is now completed. If the test fails, refer to CentreWare Internet Services in the Problem Solving chapter on page 104. NOTE: If the Account Mode is enabled, you may be required to enter the user ID and passcode (if one is set up). If you need assistance, contact the System Administrator. 28 Standard Features - CentreWare Internet Services Standard Features - CentreWare Internet Services CentreWare Internet Services allows you to display, configure, and change the current status or settings of the machine through a web browser on a computer instead of the Control Panel of the machine. Interface Options The CentreWare Internet Services home page contains four panels without visible boundaries. You can change the left and right panel sizes by dragging the boundary between them. Header Panel

Displays the header for all pages. The header Logo includes the CentreWare Internet Services Panel logo and the model of the machine.

Just under this panel on most pages is the tab bar which corresponds to the five functions or page buttons. These are [Status], [Jobs], [Scan], [Properties], and [Support]. You can navigate through the pages when you click the text on each tab. Logo Panel Displays the company logo. Menu Panel Displays a navigation tree, listing the items available within each category, with the currently displayed item highlighted. Main Panel Displays information and settings for the selected item within the current category selected in the navigation tree in the menu panel. For more information about each function, refer to the following: Header Panel Menu Panel Main Panel Services page 30 Status page 30 Jobs page 30 Scan page 31 Properties page 31 Support page 31 29 3 Using CentreWare Internet Services Services The services supported by CentreWare Internet Services are subdivided into the following categories.



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The category is selected on the tab bar in the header panel. Category Name Status · General · Trays · Consumables · Active Jobs · Job History List · Job History · Error History · Mailbox · Configuration Overview · Description · General Setup - Configuration - Job Management - Paper Tray Attributes - Paper Size Settings - Unit Settings - Power Saver Settings - Billing & Counters · Connectivity · Port Settings - Physical Connections - Protocols · Services - Printing - Machine Software · Accounting - Accounting Configuration · Security - Authentication Configuration - IP Filtering - System Administrator Settings · Support Services Jobs Scan Properties Support Status This page allows you to check the status of the paper trays and consumables on the machine. It also displays the machine information, IP address, and status.

For more information on this page, refer to Machine Status on page 37. Jobs This page displays a list of active and completed jobs sent using the protocols, or from the Control Panel of the machine. In addition to displaying details of the jobs, this page also allows you to delete jobs. For more information on this page, refer to Job Status on page 33. 30 Services Scan This page allows you to create, edit, or delete mailboxes, and import scanned data to a computer.

For more information on this page, refer to Scanner Environment Settings on page 53. Properties This page allows you to view and set the machine properties. These include the machine details and configuration, the CentreWare Internet Services settings, the port settings, protocol settings, and emulation settings. NOTE: Some settings with data entry use bytes as units of data volume. Each character that you enter is one byte.

1. Click [Properties] on the Main Panel on the home page. 2. Select an item from the collapsible menu on the Menu Panel. To open each folder, click "+" on its left side to expand and access the items beneath the folder. 3. To change settings, use the drop-down list box, text boxes, and check boxes on the page. The default settings in the drop-down list box are indicated with an asterisk (\*). 4. After changes have been made, click [Apply].

· To cancel any changes you have made, click [Undo]. · To display the current machine settings, click [Refresh]. NOTE: If prompted, enter the System Administrator user ID and passcode, and click [OK]. By default, the System Administrator user ID is "11111" and its passcode is not set. NOTE: Some settings will be available only after you restart CentreWare Internet Services or after the machine is switched off and on. NOTE: If the machine is switched off, all scanned data stored in the mailboxes will be deleted. Support This page provides support information for the machine, including a link for software updates and contacts for technical support. For more information, refer to Viewing/Editing Support Information on page 108. 31 3 Using CentreWare Internet Services 32 4 Job Status This chapter explains how to check current and completed jobs using CentreWare Internet Services. It also provides information on how to delete jobs and view error information.

The following information is provided in this chapter: Checking Current Jobs page 33 Checking Completed Jobs page 34 Checking Error Information page 35 Checking Current Jobs This section describes how to display the list of active jobs being processed. 1. @@Click the [Jobs] tab. The [Active Jobs] page is displayed. Job Name Displays the name of the job.

Owner Displays the name of the client (user) that has sent the job. Status Displays the status of the job. Type Displays the type of job. Quantity Displays the number of sets that have been processed. Deleting Jobs On the [Active Jobs] page, you can delete jobs.

NOTE: In some instances, the deletion of jobs might be ignored. 1. Select the job, then click [Delete]. If you have selected the check boxes for more than one job, all those jobs will be deleted. NOTE: You can set whether to allow all users or only the System Administrator to delete jobs under [Job Management] on the [Properties] tab. For more information, refer to Machine Information on page 39. 33 4 Job Status Checking Completed Jobs This section describes how to display a list of completed jobs. 1. @@Click the [Jobs] tab. 3.

On the collapsible menu of the Menu Panel, click the [Job History List] folder, and then [Job History] to view the list of completed jobs. Job Name Displays the name of the job. Owner Displays the name of the client (user) who sent the job. Status Displays the status of the job. The status includes [Completed], [Error], [Deleted], [Shutdown], [Cancelled], [Aborted], and [Unknown]. Type Displays the type of job. Page Count Displays the number of pages printed (printed jobs only). Output Destination Displays "Center Tray". For a scan job or an aborted job, "-" is displayed instead. Host Interface Displays the name of the host that has sent the job.

If the host interface is unknown or not specified, "-" is displayed. Time Completed Displays the date and time the job was completed. 34 Checking Error Information Checking Error Information This section describes how to display a list of errors that have occurred. 1. @@Click the [Jobs] tab.

3. On the collapsible menu of the Menu Panel, click [Error History] to view the list of errors. Date & Time Displays the date and time the error occurred. Error Code Displays the six-digit error code (\*\*-\*\*) of the error. NOTE: Some six-digit error codes are displayed on the [Job History] page, but not on the [Error History] page.

Check also the error codes under [Status] on the [Job History] page. For information on how to view the [Job History] page, refer to Checking Completed Jobs on page 34. Viewing the six-digit error code at the machine If an error occurs, the two-digit error code, such as [C1] and [E2], appears in the Display on the Control Panel of the machine. To view the six-digit error code (\*\*-\*\*) in the Display, use the following procedure. 1. While the two-digit error code appears in the Display, press the <Display Switch> button. The first three digits of the six-digit error code appears in the Display. 2. Press the <Display Switch> button. The second half of the six-digit error code appears in the Display.

3. Press the <Display Switch> button. The Display switches back to the two-digit error code. 35 4 Job Status 36 5 Machine Status This chapter explains how to check the machine status, such as the paper trays, consumables, and how to view general information about the machine. It also provides information on how to download software, print a report, and view the current readings of the machine counters. The following information is provided in this chapter:

Checking the Machine Status page 37 Checking the Status of Trays page 37 Checking the Status of Consumables page 38 Machine Information page 39 Downloading Software page 41 Printing the Configuration Report page 41 Viewing the Total Number of Pages Made on the Machine page 42 Checking the Machine Status This section describes how to display the machine information, IP address, and status.



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1. @@Click the [Status] tab. The [General] page is displayed. This page also displays the [Refresh] and [Reboot Machine] buttons. Click the [Refresh] button to display the latest information. NOTE: If the machine is rebooted, all scanned data stored in the mailboxes will be deleted. Checking the Status of Trays This section describes how to display the status of the paper trays. 1. @@Click the [Status] tab.

3. On the collapsible menu of the Menu Panel, click [Trays]. The [Trays] page is displayed. Trays Lists the available paper trays: Tray 1, Tray 2 (optional), and Bypass Tray. NOTE: The trays displayed will depend on the machine configuration.

37 5 Machine Status Status Displays the status of the paper trays as [Ready], [Empty], [Not Available], or [Unknown]. NOTE: The status of the paper tray may be displayed as [Unknown] if the machine is in the Power Saver mode. Paper Remaining Displays the status of paper loaded in the paper trays as [Paper Loaded] or [No Paper]. Paper Size Displays the size of paper loaded in each tray. Priority Displays the priority set for each tray when Automatic Tray Switching is enabled. The highest priority is number 1. The greater the number, the lower the priority. Checking the Status of Consumables This section describes how to check the status of consumables. The consumables menu displays the status of the Drum Cartridge and toner. The status indicates when to replace the Drum Cartridge and to add toner to the Drum Cartridge.

1. @@Click the [Status] tab. 3. On the collapsible menu of the Menu Panel, click [Consumables]. The [Consumables] page is displayed. Consumables Toner Cartridges Displays the status of toner as [OK], [Reorder], [Replace], or [Fault]. NOTE: If [Replace] is displayed, add toner to the Drum Cartridge. NOTE: Once toner is added to the Drum Cartridge, the status will be displayed as [Ready]. Drum Cartridges Displays the status of the Drum Cartridge as [OK], [Reorder], [Replace], or [Fault]. It also displays the remaining drum life in percentages. NOTE: If [Replace] is displayed, replace the Drum Cartridge. 38 Machine Information Machine Information This section describes how to view general information about the machine, such as the serial number, memory capacity, and available printer language. It also provides information on how to change the machine settings, such as paper size table and Power Saver feature. 1. @@Click the [Properties] tab.

3. On the collapsible menu of the Menu Panel, click [Description] or the [General Setup] folder. 4. Configure the required settings. 5. Click [Apply]. 6. If prompted, enter the System Administrator user ID and passcode, and click [OK]. NOTE: By default, the System Administrator user ID is "11111" and its passcode is not set. The following table lists the items that can be set. Feature Description Setting items Allows you to set and view information related to the machine, such as the name and installation location of the machine and the System Administrator's e-mail address. · Machine Model Displays the model of your machine. · Serial Number Displays the serial number of the machine. · Machine Name Enter the name of the machine. · Location Enter the location of the machine.

· Contact Person Enter the name of the System Administrator. · Administrator's E-mail Address Enter the e-mail address of the System Administrator. · Comment Enter a comment on the machine. 39 5 Machine Status Feature General Setup Configuration Setting items Displays information such as the memory capacity, available printer language, and installed software. · Memory Displays the size of the installed memory, and amount of memory used for each port/protocol. · Available PDL Lists the printer language used by the machine and its version. · Software Displays the version of software (firmware) installed on the machine. Job Management · Job Deletion Allows you to set whether to allow all users or only the System Administrator to delete jobs. Paper Tray Attributes · Trays Lists the paper trays installed. · Paper Size Lists the paper size set for each tray. · Priority Allows you to set the priority for specified paper trays. Allows you to specify the paper size table. You can select from [A/B Series (8K/16K)], [Inch Series (8.5 x 13")], [Inch Series (8.5 x 13.4")], and [Inch Series]. NOTE: Depending on the paper size table the machine is programmed to use, the document sizes that can be detected by the Document Feeder change. Refer to Paper Size Settings Document Sizes Detectable by the Document Feeder on page 121. Unit Settings Power Saver Settings Allows you to specify [Inches] or [Millimeters] as the unit for entering document or scan sizes. · Low Power Mode Time-Out Allows you to specify the time-out period before the machine enters the Low Power Mode from the last user operation. · Sleep Mode Time-Out Allows you to specify the time-out period before the machine enters the Sleep Mode from the last user operation. NOTE: You must specify a longer time period for the Sleep Mode than for the Low Power Mode. 40 Downloading Software Downloading Software This section describes how to manually upgrade the machine's software. 1. @@Click the [Properties] tab. 3. On the collapsible menu of the Menu Panel, click the [Services] folder, and then the [Machine Software] folder. 4. Configure required settings. 5. Click [Apply]. 6. If prompted, enter the System Administrator user ID and passcode, and click [OK]. NOTE: By default, the System Administrator user ID is "11111" and its passcode is not set. Upgrades Upgrades Specify whether the machine is to allow software downloads. NOTE: To manually upgrade the machine software, Software Download must also be set to [0] (Allow) in the System Setting Mode (menu number: 127). For more information, refer to System Settings on page 109. Manual Upgrade Last Successful Upgrade Displays the most recent version of the software. Manual Upgrade Specify the latest software file. Printing the Configuration Report This section describes how to print out the Configuration Report. The Configuration Report lists the total number of prints, the machine's hardware configuration, network information, and the status of various settings. Print this report to confirm the machine configuration. 1. On the Control Panel of the machine, hold down the <2> button for four seconds or longer, and while holding down the <2> button, press the <Stop> button. The Configuration Report is printed out. 2. Read the Configuration Report to confirm the configuration of the machine. 41 5 Machine Status Viewing the Total Number of Pages Made on the Machine This section describes how to display the current readings of the entire set of machine counters. 1. @@Click the [Properties] tab. 3. On the collapsible menu of the Menu Panel, click [General Setup] > [Billing & Counters] > [Usage Counters].



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The [Usage Counters] page is displayed. Total Impressions Displays the total number of copies and prints. Black Copied Impressions Displays the total number of copies. Black Printed Impressions Displays the total number of prints. Scanned Images Stored Displays the total number of scanned images. NOTE: You can also view the total number of copies and prints made on the machine on the Control Panel of the machine in the System Setting Mode (menu number: 52). For more information, refer to System Settings on page 109. 42 6 Printer Environment Settings This chapter describes how to set up the printing environment for the machine.

The following information is provided in this chapter: TCP/IP (LPD or Port9100) page 43 USB Port page 47 SNMP Configuration page 49 TCP/IP (LPD or Port9100) This section explains how to set up the machine to print from a Windows computer through LPD or Port9100. The following information is provided: Information Checklist page 43 TCP/IP (LPD or Port9100) Environments page 44 TCP/IP (LPD or Port9100) Installation page 44 Information Checklist Before starting these procedures, make sure that the following items are available or have been performed. Item An existing operational network utilizing TCP/IP is required. These procedures are not designed to install a network. Obtain and record the following information: · IP address · Gateway address · Subnet mask · Host name Refer to the Glossary in the User Guide for additional information about the gateway address and subnet mask, if needed. Test the machine to make sure that it is fully installed and functioning correctly. Install the print driver. By Customer Customer Customer Customer If problems are encountered during machine setup, refer to Problem Solving on page 75. 43 6 Printer Environment Settings TCP/IP (LPD or Port9100) Environments System configuration As the machine supports the LPD and Port9100 protocol, you can print directly from a Windows computer. When printing from Windows 2000/Windows XP/Windows Server 2003/Windows Vista computers through the LPD port, use the OS standard LPR port. When printing through Port9100, change the necessary settings on the computers. The transport protocol for LPD and Port9100 can be TCP/IP. You will also need to set up the IP address on the machine and the Windows computers. For information on how to set up an IP address, refer to CentreWare Internet Services Installation on page 24. TCP/IP (LPD or Port9100) Installation This section describes how to set up the machine to use the LPD and Port9100 protocols.

Installation Procedure There are three stages to enable printing on the machine through LPD or Port9100. Network Communication Setup Enable the following ports using the Control Panel or CentreWare Internet Services. · Printing through LPD: LPD port · Printing through Port9100: Port9100 port Computer Setup This requires the computers in the networking environment to be configured to communicate with the machine. Test Print A print job should be submitted to make sure that the machine has been installed and configured correctly. Network Communication Setup This section describes how to set up the network communication parameters of the machine.

1. Confirm that an existing operational network utilizing TCP/IP is available. 2. Confirm that the machine is set up for CentreWare Internet Services. NOTE: For information on the settings required to use CentreWare Internet Services, refer to CentreWare Internet Services Installation on page 24. 3. Boot the LPD or Port9100 port using CentreWare Internet Services. 1) Open your web browser, and enter the machine's IP address in the [Address] box to access CentreWare Internet Services. 2) Click the [Properties] tab. 3) Click the [Connectivity] folder, and then [Port Settings].

44 TCP/IP (LPD or Port9100) 4) If you are using the Port9100 port, select the [Enabled] check box for [Port9100]. If you are using the LPD port, select the [Enabled] check box for [LPD]. NOTE: Confirm that the SNMP port is enabled. If not enabled, select the [Enabled] check box for [SNMP]. For information on how to configure SNMP settings, refer to SNMP Configuration on page 49. 5) Click [Apply]. 6) If prompted, enter the System Administrator user ID and passcode, and click [OK]. NOTE: By default, the System Administrator user ID is "11111" and its passcode is not set. NOTE: You can also enable each port on the Control Panel of the machine in the System Setting Mode. For more information, refer to System Settings on page 109.

4. Depending on your requirements, configure the LPD or Port9100 settings. 1) Click the [Connectivity] folder, and then [Protocols] folder. 2) Click [LPD] or [Port9100]. 3) Configure the required options.

The following table shows the information fields and settings on the [Port 9100] and [LPD] pages. Port LPD General Setting items Protocol Physical Connection Port Number Connection Time-Out Maximum Number of Sessions Description Displays whether the protocol is enabled or disabled. Displays "Ethernet". Enter the port number within the range of 1 to 65535. Specify the connection time-out period when transmission fails.

Enter the maximum number of sessions. Displays whether the protocol is enabled or disabled. Displays "Ethernet". This is a display-only item. Enter the port number for Port 9100. Displays whether the bidirectional communication is enabled or disabled. This is a display-only item. Port 9100 General Protocol Physical Connection Port Information TCP Port Number Bidirectional Maximum Displays "8". This is a display-only item. Connections per Port End of Job Timeout PDL Switching Specify the connection time-out period when transmission fails.

Displays whether the PDL Switching feature is enabled or disabled. This is a display-only item. 45 6 Printer Environment Settings 4) Click [Apply]. 5) If prompted, enter the System Administrator user ID and passcode, and click [OK]. NOTE: Click the [Reboot Machine] button when it is displayed. @@NOTE: If the machine is rebooted, all scanned data stored in the mailboxes will be deleted. Computer Setup Install print drivers on each client computer that will be sending print jobs to the machine, and map to the machine as a printer. Refer to the PCL Print Driver CD-ROM. Test Print To make sure that the machine has been installed on the network correctly, a test print should be submitted from each client computer. Perform the following steps.

1. Open a document on a client computer. 2. Select the machine as the printer to which the selected document will be sent. 3. Print the document on the machine and verify that it prints correctly. 4. Make sure that the driver is installed on every computer that will be sending jobs to the machine. 5. Repeat the test for all computers that will be sending jobs to the machine.



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The installation process is now complete. If the test print fails, refer to Problem Solving on page 75. 46 USB Port USB Port This section explains how to set up the machine in a USB port environment. The following information is provided: Information Checklist page 47 USB Port Environment page 47 USB Port Installation page 48 Information Checklist Before starting the USB port installation procedures, make sure that the following items are available or have been performed. Item USB Cable Test the machine to make sure that it is fully installed and functioning correctly. Install the print driver. By Customer Customer NOTE: The installation procedures will install the machine on the USB port of the host computer. The procedures are not intended to connect the host computer to other computers. NOTE: Use CentreWare Internet Services to set [Auto Eject Time]. Refer to USB Port Communication Setup on page 48.

If problems are encountered during the installation of the machine, refer to Problem Solving on page 75. NOTE: Do not connect the USB cable to the machine until instructed to do so. USB Port Environment System configuration The machine can be connected directly to the USB port of a host computer. A document file can be sent from the host computer via the USB port to the machine for printing. Other computers can be connected via a network to the host computer. Each computer has a queue that can hold a number of files. The document file is sent from the queue in the computer to the queue in the host computer, and then onto the queue in the machine to be printed. Target computers The following computers support printing through the USB port. · Windows 2000/Windows XP/Windows Server 2003/Windows Vista 47 6 Printer Environment Settings USB Port Installation Follow these installation procedures for using the machine on a USB port. Installation Procedure There are three stages required to install the machine on a USB port.

USB Port Communication Setup This requires the machine to be set up for USB port printing. Computer Setup This requires the computer to be configured to print to the machine. Test Print A print job should be submitted to make sure that the machine has been installed and configured correctly. USB Port Communication Setup This section describes how to set up USB communication on the machine. The following parameters can be set depending on your requirements.

These setups must be done without the USB cable connected. This procedure is used to set up the USB communication parameters for the machine. Perform the following steps using CentreWare Internet Services. Initially, boot the USB port. 1.

@@Click the [Properties] tab. 3. Click the [Connectivity] folder, and then [Port Settings]. 4. Select the [Enabled] check box for [USB] to enable the USB port. NOTE: Confirm that the SNMP port is enabled. If not enabled, select the [Enabled] check box for [SNMP]. For information on how to configure SNMP settings, refer to SNMP Configuration on page 49. 5. Click [Apply].

6. If prompted, enter the System Administrator user ID and passcode, and click [OK]. NOTE: By default, the System Administrator user ID is "11111" and its passcode is not set. NOTE: You can also enable the USB port on the Control Panel of the machine in the System Setting Mode. For more information, refer to System Settings on page 109. Depending on your requirements, set [Auto Eject Time], which allows you to specify the time when the paper will be automatically ejected from the machine if no data are sent to the machine. Follow these steps. 1. On the [Properties] tab, click the [Physical Connections] folder, and then [USB]. 2.

Set [Auto Eject Time] within the range of 5 to 1275 seconds in 5 second increments. 3. Click [Apply]. 48 SNMP Configuration 4. If prompted, enter the System Administrator user ID and passcode, and click [OK].

NOTE: Click the [Reboot Machine] button when it is displayed. @@NOTE: If the machine is rebooted, all scanned data stored in the mailboxes will be deleted. Computer Setup Before starting Computer Setup, make sure that the USB cable is disconnected from the computer. Then perform the following steps. 1.

Refer to the PCL Print Driver CD-ROM, and install the print drivers for the machine on the computer that will be sending jobs to the machine. 2. Connect the USB cable to the machine and the computer. 3. Continue with Test Print on page 49. Test Print To make sure that the machine has been installed on the USB port correctly, submit a test print from each client computer. Perform the following steps. 1. Open a document on the computer. 2.

Select the machine as the printer. 3. Print the document on the machine and verify that it prints correctly. 4. Repeat the test for all computers that will be sending jobs to the machine. The installation process is now complete. If the test print fails, refer to Problem Solving on page 75. SNMP Configuration This section describes how to configure the SNMP settings when accessing the machine via SNMP. 1. @@Click the [Properties] tab.

3. Click the [Connectivity] folder, and then [Port Settings]. 4. Select the [Enabled] check box for [SNMP] to enable the SNMP port. 5.

Click [Apply]. 6. If prompted, enter the System Administrator user ID and passcode, and click [OK]. NOTE: By default, the System Administrator user ID is "11111" and its passcode is not set. 7.

On the collapsible menu of the Menu Panel, click the [Protocols] folder, and then [SNMP Configuration]. 49 6 Printer Environment Settings 8. Configure required settings. The following table shows the items that can be set. Setting Items SNMP Configuration SNMP Properties [Edit SNMP v1/v2c Properties] button Description Displays the [SNMP Configuration > Edit SNMP v1/v2c Properties] page which allows you to set the SNMP v1/v2c properties. Displays the [SNMP Configuration > Advanced] page that contains the [Add UDP IP Address] and [Delete] buttons. Enter the community name used for display. Enter the community name used for display and update. Enter the trap notification community name. Enter the ID of the System Administrator Displays a page that contains the [Add UDP IP Address] and [Delete] buttons.

· [Add UDP IP Address] button This button displays the [SNMP Configuration] page. · [Delete] button Selecting a trap on the [SNMP Configuration > Advanced] page and clicking this button deletes the trap. You can select and delete multiple traps at once. Enter the IP address of the SNMP agent that you are setting up to receive traps. Enter the UDP port number of the SNMP agent. Select the SNMP version of the SNMP agent. Enter the trap community name of the SNMP agent. Select the types of traps to receive from the SNMP agent. [Advanced] button SNMP Configuration > Edit SNMP v1/v2c Properties Community Names Community Name (Read Only) Community Name (Read/Write) Default Trap Community Name System Administrator's Login ID TRAP Community Name System Administrator's Login ID SNMP Configuration > Advanced Trap Destination Addresses SNMP Configuration IP Trap Destination Address IP Address UDP Port Number SNMP Version Traps TRAP Community Name Trap to be Received 9.



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Click [Apply].

10. If prompted, enter the System Administrator user ID and passcode, and click [OK]. 50 SNMP Configuration NOTE: Click the [Reboot Machine] button when it is displayed. @@NOTE: If the machine is rebooted, all scanned data stored in the mailboxes will be deleted. 51 6 Printer Environment Settings 52 7 Scanner Environment Settings This chapter explains how to set up Scanning Services in the supported environments.

The following information is provided in this chapter: Scanning Overview page 53 Scanning with the Machine page 53 Setup Procedure page 53 Network Communication Setup page 53 Scanning Procedure page 55 Computer Setup page 56 Setting Up a Mailbox page 56 Creating a Mailbox page 58 Setting the Scan Options page 59 Editing a Mailbox page 63 Deleting a Mailbox page 63 Scanning Overview The machine provides Scanning Services. Documents that you want to convert into electronic data can be scanned and stored into a mailbox. Stored documents can be accessed from any computers on the network.

The stored scanned documents can be opened by any software application that can view or edit TIFF/PDF files. Scanning with the Machine Scanning Services enables multiple users to use the machine to scan and store documents.

With the power of the local area network, multiple users can access the machine and use it to scan documents. Setup Procedure This section describes the setup procedure to use the Scanning feature on the machine. Network Communication Setup 1. Confirm that an existing operational network utilizing TCP/IP is available. 2. Confirm that the machine is set up for CentreWare Internet Services. NOTE: For information on the settings required to use CentreWare Internet Services, refer to CentreWare Internet Services Installation on page 24. 53 7 Scanner Environment Settings 3. Confirm that the following ports are enabled: · SNMP · WebDAV (only when using Network Scanner Utility 3) · SOAP (only when using Network Scanner Utility 3) Follow these steps to enable the ports. 1) Open your web browser, and enter the machine's IP address in the [Address] box to access CentreWare Internet Services.

2) Click the [Properties] tab. 3) Click the [Connectivity] folder, and then [Port Settings]. 4) Select the check boxes to enable each port. 5) Click [Apply]. 6) If prompted, enter the System Administrator user ID and passcode, and click [OK]. NOTE: By default, the System Administrator user ID is "11111" and its passcode is not set. NOTE: You can also enable each port on the Control Panel of the machine in the System Setting Mode. For more information, refer to System Settings on page 109. NOTE: For information on how to configure SNMP settings, refer to SNMP Configuration on page 49. 4.

Depending on your requirements, set [Port Number] and [Connection Time-out] for WebDAV. 1) On the [Properties] tab, click the [Connectivity] folder and then the [Protocols] folder. 2) Click [WebDAV]. 3) Configure the required settings. · Port Number - Specify the Web DAV port number.

· Connection Time-Out - Specify the connection time-out period when transmission fails. 4) Click [Apply]. 5) If prompted, enter the System Administrator user ID and passcode, and click [OK]. NOTE: Click the [Reboot Machine] button when it is displayed. @@NOTE: If the machine is rebooted, all scanned data stored in the mailboxes will be deleted.

54 Setup Procedure Target Computers · Windows 2000/Windows XP/Windows Server 2003/Windows Vista Data to Set Up Scan to Mailbox CentreWare Internet Services Mailboxes are created via CentreWare Internet Services Network Scanner Utility 3 is installed Install Requirement Required Comments CentreWare Internet Services can be used to create/edit mailboxes and view scanned documents stored in mailboxes. For additional information, refer to Creating a Mailbox Required on page 58. Optional This utility can be installed from the CD-ROM to view/print scanned documents. Scanning Procedure 1. From a workstation, open up a web browser (such as Internet Explorer), and then enter the Internet address of the machine. If connected properly, you should see a CentreWare Internet Services web page for your machine. NOTE: If you use the IP address to specify the Internet address, use the following format. <http://xxx.xxx.xxx>.

xxx 2. Create mailboxes: 1) Click the [Scan] tab. 2) Click the [Create] button for a mailbox. 3) Enter the appropriate information. 4) Click on [Apply]. NOTE: If a passcode is set for a mailbox, users are prompted for the passcode when they access the mailbox. NOTE: For more information on how to create a mailbox, refer to Creating a Mailbox on page 58. 3. On the Control Panel, press the <Scan> button. 1) Select the mailbox number to which you want to store the scanned document.

2) Load a sample document into the Document Feeder or on the Document Glass. 3) Press the <Start> button on the machine. 4. Verify that the scanned document is in the mailbox: 1) Select the mailbox number to which the scanned document was stored. 2) Select [Document List].

55 7 Scanner Environment Settings Computer Setup To retrieve scanned documents, install Network Scanner Utility 3 or activate CentreWare Internet Services. For more information about the operating environment for Network Scanner Utility 3 and the installation method, refer to the PCL Print Driver CD-ROM. For more information on how to retrieve scanned documents to your computer, refer to the User Guide. Setting Up a Mailbox This section describes the mailbox features that allow you to check, import, or delete documents in the mailboxes displayed on the [Mailbox] page in CentreWare Internet Services. 1.

@@Click the [Scan] tab. The [Mailbox] page is displayed. Mailbox icons Clicking the icon of a registered mailbox displays the [Mailbox Document List] page for the mailbox. Mailbox Number Displays the mailbox numbers. Clicking the number of a registered mailbox displays the [Mailbox Document List] page for the mailbox. Mailbox Name Displays the names of mailboxes. Clicking the name of a registered mailbox displays the [Mailbox Document List] page for the mailbox. Number of Documents in this Mailbox Displays the number of documents stored in each mailbox. 56 Setting Up a Mailbox Document List Displays the [Mailbox Document List] page where you can set the document processing settings for the selected mailbox. Delete Deletes the selected mailbox.

Edit Displays the [Edit Mailbox] page, which allows you to edit the selected mailbox. Create Displays the [Mailbox Setup] page, which allows you to create the selected mailbox. Mailbox Document List The following shows the setting items available on the [Mailbox Document List] page. Mailbox Number Displays the number of the selected mailbox. Mailbox Name Displays the name of the selected mailbox. Document Number Displays the numbers of the documents.



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