



Xerox® WorkCentre® 7755 / 7765 / 7775

Xerox® WorkCentre® 7500 Series

Xerox® ColorQube® 9301 / 9302 / 9303

Security-Related Supplement to User Guidance



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# Security-Related Procedures Accessed at the Control Panel

## Quick Setup Home

1. After the Installation wizard completes, the Quick Setup Home wizard appears. Use the Quick Setup Home wizard to configure printer settings.  
**Note:** You can complete the wizard at any time.
2. Use the IP Address Settings wizard to assign a static IP address or change the default dynamic addressing settings.
3. Use the Contact Numbers wizard to type phone numbers for support or supplies.

After the Quick Setup Home wizard completes, the printer restarts and a Configuration Report automatically prints.

## Accessing the Quick Setup Wizards

You can configure settings using the Quick Setup Home wizards at any time.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings > Quick Setup Home**.
3. To start a wizard, touch **IP Address Settings**, **Contact Numbers**, or **Fax Setup**.
4. Follow the onscreen instructions.

Not all options listed are supported on all printers. Some options apply only to specific printer models or configurations.

## Enabling Immediate Image Overwrite at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Security Settings > Image Overwrite Security**.
3. Touch **Immediate Overwrite**.
4. Touch **Enable**.

## Manually Deleting Image Data at the Control Panel


1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Security Settings > Image Overwrite Security > On Demand Overwrite**.
3. Touch **Standard** or **Full**.
4. Touch **Overwrite Now**.

**Note:** Depending on how many files are being deleted, the printer can be offline for up to 60 minutes during the deletion process.

5. Touch **Overwrite** to acknowledge the message and start the process.

## Resetting the Printer to Factory Default Settings

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings > Reset UI to Factory Settings**.
3. Touch **Restart**.

 **CAUTION:** All current settings are lost. All settings are reset to factory defaults.

## Disabling IPsec at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Security Settings > IPsec**.
3. Touch **Disable IPsec**.

**Note:** IPsec can be enabled only in CentreWare Internet Services.

## Setting Job Deletion Options at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Security Settings > Authorization**.
3. Touch **Job Deletion**.
4. To restrict users from deleting jobs, touch **System Administrator Only**. To allow all users to delete jobs, touch **All Users**.
5. Touch **Save**.

## Setting the Fax Country at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Service Settings > Fax Country Setting**.
3. Select your country from the list.
4. Touch **Save**.

## Setting the Paper Size Preference at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings > Paper Management > Paper Size Preference**.
3. To display paper sizes in inches or metric, touch **Inches** or **Metric**.
4. Touch **Save**.

## Setting the System Timeout Values at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings > Timers > System Timeout**.
3. To specify the time the printer waits to log out an inactive user at the control panel, next to **Timeout (Mins)**, and **Timeout (Secs)**, touch the **Up and Down arrows**.
4. To require the printer to display a warning message before it logs a user out of the touch screen, under **Warning Screen**, touch **Enabled**.
5. Touch **Save**.

## System Timeout

You can specify how long the printer waits to log out an inactive user at the control panel.

## Setting System Timeout Values

1. In CentreWare Internet Services, click **Properties > Security**.
2. Click **System Timeout**.
3. Under **Web System Timer**, type the inactive time from 6-6000 minutes, that the printer waits before it logs a user out of CentreWare Internet Services.
4. Under **Touch User Interface System Timer**, type the time that the printer waits before it logs a user out of the touch screen. Type the time, from 0-60 minutes, and select the time in seconds.
5. Under **Warning Screen**, select **Enabled** to require the printer to display a warning message before it logs a user out of the touch screen.
6. Click **Apply to save the new settings** or **Undo** to retain the previous settings.

## Print from Mailbox

This feature allows you to print a file that is stored in a folder on the hard drive of the printer.

## Enabling Print From Mailbox

1. In CentreWare Internet Services, click **Properties > Services**.
2. Click **Print From > Print From Mailbox**.
3. Under **Print From Mailbox**, select **Enabled**.
4. Click **Apply**.

## User Information

The User Information Database stores user credential information for Local Authentication.

### Adding User Information to the Local Database

1. In CentreWare Internet Services, click **Properties > Security > User Information Database**.
2. Click **Setup**.
3. Click **Add New User**.
4. Type the User Name and Friendly Name of the user. Type a Password then retype the Password to verify.

**Note:** If the authentication method is not set to Local Authentication, the Password field is not editable.

5. Select a User Role:
  - **System Administrator:** Users in this role are allowed to access all services and settings.
  - **Accounting Administrator:** Users in this role are allowed to access accounting settings and other services and settings that are locked.
  - **Print Submitter Unknown:** Users who are not authenticated can only access features as specified in this role.

#### Notes:

- If you have created any roles, they also appear in the list.
  - If you have not created a role, the user is added automatically to a role named Print User Known. Users in this role are allowed access to all print features. You can not delete this role. When you create a new role, this role is deleted, and you must manually add users to a role that you have created.
6. Click **Save** to apply the new settings or **Cancel** to return to the previous screen.

### Editing User Information

1. On the **User Information Database** page, click **Edit** next to a user name to edit information about the user.
2. Update the user information.

# Managing Jobs

You can manage jobs at the control panel or on the Jobs tab in CenterWare Internet Services. For details about managing jobs in CenterWare Internet Services, see *CenterWare Internet Services Help*.

## Managing Jobs at the Control Panel

### Viewing Jobs

1. To view jobs at the control panel, press the **Job Status** button.
2. Touch a tab to see a list of specific job types.
3. To see more details about a job, touch the job.

### Managing Active Jobs

To see jobs that are processing or waiting to process, touch the **Active Jobs** tab. Select an option from the menu to refine the list.

### Managing Held Print Jobs

If the system administrator has configured the **Hold All Jobs** feature, any job sent to the printer is held until you release it. To view held jobs, touch the **Held Print Jobs**, or **My Held Print Jobs** tab.

Unidentified jobs are jobs that are not associated with a user name. Unidentified jobs originate from a computer that does not require a user to log in. Examples are a job sent from a DOS or UNIX window using LPR, Port 9100, or from the Jobs tab in CentreWare Internet Services. To see a list of the unidentified jobs, touch the **Unidentified Print Jobs** tab.

To release a held job, touch the job, then touch **Release**.

To release all held jobs, touch **Release All Jobs**.

### Managing Secure Print Jobs

When you send a Secure Print job, the job is held until you release the job by typing a passcode at the control panel. To view, release, or delete Secure Print jobs, touch **My Secure Jobs**. For details, see the *User Guide*.

**Note:** Only the user that sent the job or the system administrator can delete a Secure Print job.

### Viewing Completed Jobs

To see jobs that have completed processing, touch the **Completed Jobs** tab. Select an option from the menu to refine the list.



## Deleting a Job

To delete a job, from any of the job type tabs, touch the job, then touch **Delete**.

### Notes:

- Administrators can restrict users from deleting jobs. If an administrator has restricted job deletion, you can view jobs, but not delete them.
- Only the user that sent the job or a system administrator can delete a Secure Print job.

## Managing Jobs in CenterWare Internet Services

You can view and manage active jobs, and reprint saved jobs from the Jobs tab in CenterWare Internet Services. For details, see the *CenterWare Internet Services Help*.

# Accessing the Printer

To ensure that unauthorized users cannot access the printer, the system administrator can configure authentication and authorization. If the administrator configures authentication and authorization, you can be required to type your user name and password to access some or all of the features on the printer. If the administrator configures accounting, you must type an accounting code to access tracked features.

## Authentication

Authentication is the process of confirming your identity. When the system administrator enables authentication, the printer compares the information that you provide to another source of information, such as an LDAP directory. You can be authenticated when accessing features at the control panel or using CentreWare Internet Services. If the administrator configures local or network authentication, you identify yourself by typing your user name and password at the control panel or in CentreWare Internet Services. If the administrator configures card reader authentication, you identify yourself by swiping a magnetic or proximity card at the control panel and typing a passcode.

**Note:** The administrator can allow you to type your user name and password to access the printer when Smart Card authentication is the primary authentication method. If the administrator configures an alternative authentication method, and you misplace your card, you can still access the printer.

## Authorization

Authorization is the function of specifying the features that you are allowed to access, and the process of approving or disapproving access. The system administrator can configure the printer to allow you to access the printer, but restrict access to certain features, tools, and services. For example, the printer can allow access to copying, but restrict access to color printing. The administrator can also control access to features at specific times during the day. For example, the administrator can restrict printing for a group of users during peak business hours. If you attempt to print using a restricted method or during a restricted time, the job does not print. Instead, the printer prints an error page and the job appears with an error message in the Job Status lists.

## Accounting

The system administrator can configure accounting to track how the printer is used. The administrator configures accounting to count copy, print, scan, and fax impressions that each user creates. The administrator can create a report to see how many impressions each user creates. Users are associated with an account, and you must type a four-digit account code when accessing tracked features. The administrator can set limits to restrict the total number of jobs by type that you can produce. The administrator can generate a report that lists usage data for individual users and groups. When the administrator configures accounting, you must also provide your accounting code in the print driver before printing documents from a computer.

## Logging In

### Logging in at the Control Panel

1. At the control panel, press **Log In/Out**, or touch **Guest**.
2. If an administrator has configured more than one authentication server, select your domain, realm, or tree:
  - a. Touch **Domain, Realm, or Tree**.
  - b. From the list, touch your **domain, realm, or tree** in the list.
  - c. Touch **Save**.
  - d. Type your user name and touch **Next**.
  - e. Type your password and touch **Next**.

### Logging in to CenterWare Internet Services

1. At your computer, open a Web browser, type the IP address of the printer in the address field, then press **Enter** or **Return**.
2. At the top of the page, next to the lock and key icon, click **Login**.
3. Type your user ID and password.
4. Click **Login**.