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# Network Connection Quick Setup Guide

701P42575

This guide includes instructions for:

- [Navigating Display Screens](#) on page 2
- [Network Setup Using DHCP](#) on page 2
- [Network Setup Using a Static IP Address](#) on page 3
- [Verifying Network Setup Using CentreWare Internet Services \(IS\)](#) on page 4

This setup guide provides instructions for connecting the Xerox WorkCentre M118/M118i on an Ethernet TCP/IP network. It includes procedures for setting up the network connection using either of the following methods:

- **DHCP:** Use this method to allow a DHCP server to automatically assign an IP address. This is the factory default setting.
- **Static IP address:** Use this method to manually assign an IP address provided by the network administrator.

## Note

The *System Administrator Guide* provides detailed instructions for setting up a network connection. If you are using Novell IPX, refer to the *System Administrator Guide* for setup procedures.

## Before You Begin

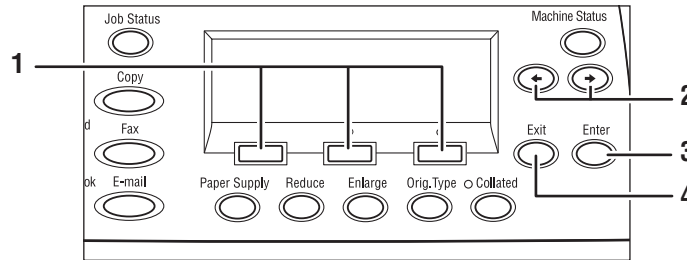
Before turning on the machine:

- Confirm that an existing operational network utilizing TCP/IP is available.
- Confirm that the Ethernet cable is plugged into the machine and is connected to an operational Ethernet port on the network.

## Note

The RJ45 Ethernet cable is not supplied by Xerox.

## Navigating Display Screens



1. Use the **Select** buttons to select items on the display and to scroll through menus.
2. Use the **Right Arrow** and **Left Arrow** buttons to navigate screens or to move from one entry field to another.
3. Use the **Enter** button to accept the currently selected item on the display.
4. Use the **Exit** button to return to the previous display screen.

## Network Setup Using DHCP

When the machine starts up after power on, it automatically uses DHCP to obtain its network configuration information. A DHCP server delivers an IP address as well as other configuration settings to the machine.

To set up the network connection using DHCP:

1. Turn on the machine.
2. After the machine starts up, it negotiates with the DHCP server for an IP address. Wait two minutes for the network setup to complete, and then print the System Settings List:
  - a. On the control panel, press the **Machine Status** button.
  - b. Use the **Select** button below the display to highlight **Report/List**, and then press the **Enter** button.
  - c. Press the **Right Arrow** button.
  - d. Press the **Select** button until you see **System Settings** on the display, and then press the **Enter** button.
  - e. Press the **Start** button to print the System Settings List.
3. In the Communications Settings section of the System Settings List, confirm that an IP address has been allocated and that it is an appropriate IP address for your network.

### Note

If the IP address starts with 167.xxx.xxx.xxx, the DHCP server has not properly allocated an address or DHCP is not enabled on your network. Contact your network administrator for assistance.

4. Use CentreWare IS to verify the network setup. See [Verifying Network Setup Using CentreWare Internet Services \(IS\)](#) on page 4.

## Network Setup Using a Static IP Address

When the machine is powered on, it automatically uses DHCP to obtain its network configuration. To use a static IP address, DHCP must be turned off and the IP address, gateway address, subnet mask, and DNS Server address must be entered manually.

### Pre-Requisites for Using a Static IP Address

Before you begin, obtain the following information from your network administrator:

**IP Address:** \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_  
**Gateway Address:** \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_  
**Subnet Mask:** \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_  
**DNS Server Address:** \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

### Connecting the Machine Using a Static IP Address

1. Turn on the machine.
2. When the machine is Ready, press the **Log In/Out** button.
3. Press the **Select** button below the display to select **System Settings**.
  - a. Use the numeric keypad to enter the **Password**. The default password is **11111**.
  - b. Press the **Select** button to select **Confirm**.

#### Turn DHCP Off

1. Press the **Select** button to highlight **Print Settings**, and then press the **Enter** button.
2. Press the the **Enter** button to select **Network/Port**.
3. Press the **Select** button until you see **TCP/IP Settings** on the display, and then press the **Enter** button.
4. Select **Get IP Address**, and then press the **Enter** button.
5. Select **Manual**, and then press the **Enter** button.
6. Press the **Exit** button.

#### Set the IP Address

1. Press the **Select** button until you see **IP Address** on the display, and then press the **Enter** button.
2. If there is an incorrect IP address in the field, press the **Clear** button to delete the address.
3. Use the numeric key pad to enter the first number of the IP address, and then press the **Right Arrow** button to move to the next field.
4. Repeat Step 3 to enter the remaining numbers.
5. Press the **Enter** button to accept the address.
6. Press the **Exit** button.

## Set the Gateway Address

1. Press the **Select** button until you see **Gateway Address** on the display, and then press the **Enter** button.
2. Use the numeric key pad to enter the first number of the gateway address, and then press the **Right Arrow** button to move to the next field.
3. Repeat Step 2 to enter the remaining numbers.
4. Press the **Enter** button to accept the address.
5. Press the **Exit** button.

## Set the Subnet Mask

1. Press the **Select** button until you see **Subnet Mask** on the display, and then press the **Enter** button.
2. Use the numeric key pad to enter the first number of the subnet mask, and then press the **Right Arrow** button to move to the next field.
3. Repeat Step 2 to enter the remaining numbers.
4. Press the **Enter** button to accept the subnet mask.
5. Press the **Exit** button.
6. Press the **Log In/Out** button to return to the main menu.
7. Use CentreWare IS to set the DNS server address. See [Verifying Network Setup Using CentreWare Internet Services \(IS\)](#) on page 4.

# Verifying Network Setup Using CentreWare Internet Services (IS)

CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked printers from your desktop using an embedded web server. CentreWare IS gives administrators easy access to printer status, configuration, and diagnostic functions. It also provides users with access to printer status and special printing functions such as printing saved jobs. With CentreWare IS software, you can access and manage your printers over a TCP/IP network using a web browser.

### Note

To enter network configuration settings via CentreWare IS, your computer must be on the same subnet as the Xerox WorkCentre M118/M118i. For additional information about using CentreWare IS, see the *User Guide* and the *System Administrator Guide*.

To verify your network setup using CentreWare IS:

1. At your computer, launch your web browser.
2. Enter the machine's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click the **Properties** tab.
4. Select the **Protocol Settings** folder on the left sidebar, and then select **TCP/IP**.

5. If you are using a static IP address, enter the DNS server address in the **DNS Address 1** field, and then click the **Apply New Settings** button at the bottom of the page.
6. Enter the default user ID and password in the **Connect to [ip address]** dialog box, and then click the **OK** button.
  - Default user ID: **admin**
  - Default password: **x-admin**.

The user ID and password should be changed after network setup is complete.