Printer Management

Overview

Follow the procedures below to start the Xerox installer for your operating system. The following sections also contain necessary information:

- Managing printer usage — see page 6.
    - CentreWare DP for NetWare — see page 6.
    - CentreWare MC (Microsoft Management Console) — see page 7.
    - CentreWare Internet Services — see page 7.
    - CentreWare Web — see page 7.
- Printer management features — see page 8.
- Job accounting — see page 8.
- Usage profile reports — see page 9.

Setting up a connection to your printer

Running the Xerox installer

A single integrated installer is used to install printer drivers and other software. The Xerox installer automatically performs printer installation tasks and creates a printer. In most cases, you are required to make only a few installation choices, clicking **Next** to move from screen to screen.

Windows 95/98/Me/NT/2000

1. Insert the printer's **Printer Installer and Utilities CD-ROM** into your CD-ROM drive.
    - If the Windows autorun feature is enabled, the CD-ROM launches automatically.
    - If the Windows autorun feature is disabled, double-click **My Computer**, double-click the CD icon to access the CD-ROM, then double-click startup.exe.
2. Follow the on-screen instructions to complete the installation.

Macintosh

1. Insert the printer's **Printer Installer and Utilities CD-ROM** into the CD-ROM drive.
2. Click **Start Me First**.
3. Follow the on-screen instructions to complete the installation.

Obtaining the printer's URL (network path)

1. Connect to the printer via CentreWare IS by entering your printer's IP address into your browser.

2. From the main CentreWare IS page, click **Properties**.

3. In the **Protocols** group on the left side of the screen, click **IPP (Internet Printing Protocol)**. The **Network Path** field on the CentreWare IS IPP page displays the printer's URL.

Creating an IPP printer

1. From your PC, select **Start**, then select **Settings** and select **Printers**.

2. Double-click **Add Printer** to launch the Microsoft Add Printer Wizard.

3. When prompted, select **Network Printer**.

4. When prompted for Network Path (Windows 9x) or URL (Windows NT/2000/XP), enter the printer's URL, in the following format:

http://*printer-ip-address*

5. For *printer-ip-address* substitute your printer's IP address or DNS name. (The printer's URL is displayed on the CentreWare IS IPP page in the **Network Path** field.)

Managing printer usage

CentreWare DP for NetWare

CentreWare DP is easy-to-use printer management software that runs on Windows 95/98/Me, Windows NT 4.x, and Windows 2000/XP. Through point-and-click navigation, you can install, connect, and configure the printer on a network quickly and easily. It provides network administrators with setup procedures and management of networked printers.

The following table lists CentreWare DP key features and benefits.

Feature	Benefit
Setup Wizard	Provides a step-by-step guide to get your printer quickly up and running on the network.
Advanced Setup	Provides a tool to service multiple file servers and queues.
Instant Status	Enables you to select a printer from the Printer List to see what that printer is doing at any given time.
Remote Configuration and Management	Enables you to do most configuration and monitoring tasks from your workstation.
Printer Upgrades	Enables you to upgrade your printer from your workstation (if available for your printer model).

For more specific information about CentreWare DP use and operation, refer to the *CentreWare DP User Guide.* All the CentreWare software and documentation is on your **Advanced Printer Management Tools CD-ROM**.

CentreWare MC (Microsoft Management Console)

CentreWare MC allows IP discovery of printers equipped with an embedded web server. The embedded web server in Xerox printers is called CentreWare Internet Services.

For installing or managing multiple printers on a Windows NT 4.x (Service Pack 6 or higher) or Windows 2000/XP network with the TCP/IP protocol enabled, you can use the Xerox CentreWare MC snap-in to Microsoft Management Console. Refer to the *Xerox CentreWare MC User Guide* on the **Advanced Printer Management Tools CD-ROM**.

CentreWare Internet Services

CentreWare IS is a printer administration and support tool using web technology. With CentreWare IS software, you can access printer status and manage your printer over a TCP/IP network using a web browser.

CentreWare IS gives you the following capabilities:

■ Receive printer status and manage printers, independent of network servers and operating systems.

■ Define a link to your local web server's support page.

■ Access online manuals and technical support information by using built-in links to the Xerox web site.

CentreWare IS provides an easy-to-use, consistent interface that you can use for most of the configuration tasks described throughout this guide.

CentreWare IS requires only a web browser and a TCP/IP connection between the printer and the network (in Windows/Macintosh/UNIX environments). (TCP/IP and HTTP must be enabled in the printer.)

For complete information on using CentreWare IS, see the CentreWare IS online help.

CentreWare Web

CentreWare Web is a multi-vendor printer management, installation, and troubleshooting application that can remotely manage, install, and troubleshoot printers on your network using a web browser. Printers are found through network or print server discovery and managed over TCP/IP networks using RFC-1759 SNMP (Simple Network Management Protocol).

Some of the features provided by CentreWare Web:

■ Ability to remotely add ports, queues, and drivers to Windows 2000/XP and NT4.x SP6 print servers.

■ Install, troubleshoot, upgrade, and clone wizards to aid all users in preforming administrative tasks.

■ Install CentreWare Web on a server for availability to all clients on the network that have Internet access with a browser.

■ Support multiple users and provide for different levels/privileges of user access, such as administrators or guests.

■ Discover printers on local and remote subnets.

■ Automatically discover printers as scheduled.

■ Generate reports.

■ Connect to printer web servers for additional printer-specific features, including help.

For more information on the operation and use of CentreWare Web, refer to the *CentreWare Web User Guide* (on the **Advanced Printer Management Tools CD-ROM)** and on-line help.

Printer management features

Job accounting

The printer stores information about jobs printed in a log file. The log file is stored either in the printer's memory or on an optional hard disk, if one is installed in the printer. If the log file is stored in the printer's memory, it is lost when the printer is reset; therefore, it is recommended that a hard disk be used for job accounting.

The log file is a list of job accounting records. Each record contains fields such as user name, job name, pages printed, job times, and toner/ink used. Not all fields are supported by all printers. For details, refer to the CentreWare IS or CentreWare Web online help.

The job accounting values reported vary depending on the protocol and print command used when each job was printed. For example, using NPRINT over NetWare provides the printer with the most information about the job being printed. When using Windows and NetWare, the job name is often LST: or LST:BANNER. Other jobs from other ports may provide even less information about the job.

Job accounting is available through CentreWare IS and CentreWare Web.

Using CentreWare IS

1. Connect to the printer via CentreWare IS by entering your printer's IP address into your browser.

2. On the right side of the main CentreWare IS page, click **Jobs**.

   The **Job Accounting Links** page has links that enable you to browse, download, and clear job accounting records.

For complete information on CentreWare IS job accounting, including clearing job information, downloading job information to a file, and job accounting file formats, see the CentreWare IS online help.

MaiLinX alerts

MaiLinX alerts allows the printer to automatically send email to the system administrator and others under the following conditions:

■ When printer errors, warnings, and alerts occur.

■ When the printer requires attention (for example, when service is required or supplies need to be replenished).

■ When a reply to a CentreWare IS Remote Internet Printing message is desired. See online help for more information on CentreWare IS Remote Internet printing.

Three designated users can receive messages: SysAdmin, Service, and Key User. Printer messages reporting errors, alerts, and warnings can be individually assigned to any of these users. You can customize the message text and the subject line in the Status Notification messages.

Status Notification is supplied by the printer's SMTP (Simple Mail Transport Protocol) client.

Setting up CentreWare IS status notification

1. Connect to the printer via CentreWare IS by entering your printer's IP address into your browser.

2. On the right side of the main CW IS page, click **Properties**.

3. On the left side of the page, click **Mail Alerts**.

4. Follow the instructions on the page to set up Status Notification.

5. Click **Save Settings** to save your changes.

For complete information on CentreWare IS Status Notification, see the CentreWare IS online help.

Usage profile reports

The printer can generate reports detailing printer usage. Usage profile reports track over 100 items, including:

■ Unique printer information, such as printer name, date installed, total pages printed, options installed, and network ID.

■ Supplies usage data (for example, toner or ink). By tracking supplies usage, you can order supplies in advance, so your printer will always be well-stocked with supplies.

■ Media and tray information, such as how often prints are made on paper compared to transparencies, and how often each tray is used.

■ Job characteristics, such as size and timing of jobs.

Types of reports

■ Job report — The job report contains information on the last printed job. This report can only be emailed; it cannot be printed, because printing it creates a new job that overwrites the report data. The job report is useful in environments where billing for each print job is required.

■ Full report — The full report contains detailed printer usage information for all jobs printed during the life of the printer. The full report is available in several formats. See the following table for details.

Full Report Formats

Printed	Emailed
Viewable; fields are labeled for easy reading. The following three formats available:	The following two formats available:
■ Empty fields omitted.	■ For viewing. Empty fields omitted; fields labeled for easy reading.
■ All fields shown.	■ For spreadsheet. All fields shown; for easy import into spreadsheets, most data is numerically encoded, and field labels are omitted.
■ For optical character recognition. All fields are shown, with labels, but the reports are set up to be readable by optical character recognition equipment. All text is in a monospace font and each data value is in a fixed location on the page.	

Setting up usage profile reporting

1. Connect to the printer via CentreWare IS by entering your printer's IP address into your browser.

2. On the right side of the page, click **Jobs**.

3. Select **Usage Profile** on the left, then choose **Usage Profile Properties**.

4. Follow the instructions on the page for setting up reports.

5. Click **Save Changes** to save your changes.

For complete information on Usage Profile reporting, including descriptions of each field in the report, see the CentreWare IS online help.

Printing usage profile reports

From the front panel

Note

> For information about using the front panel, refer to the *Front Panel* section of the *Features Guide* on the **Interactive Documentation CD-ROM**.

1. With `Menus` highlighted, press the **OK** key.

2. Scroll to `Support Menu` by pressing the **Up Arrow** or **Down Arrow** key.

3. Press the **OK** key.

4. Scroll to `Usage Profile Menu` pressing the **Up Arrow** or **Down Arrow** key.

5. Press the **OK** key.

6. Scroll to `Print Usage Profile` pressing the **Up Arrow** or **Down Arrow** key.

7. Press the **OK** key.

8. To exit the menu system, scroll to `Exit` and press the **OK** key.

Using CentreWare IS

1. Connect to the printer via CentreWare IS by entering your printer's IP address into your browser.

2. On the right side of the page, click **Jobs**.

3. On the left side of the page, click **Usage Profile**.

4. Click **Print Usage Profile Report** to print a full report with empty fields omitted.

Sending reports via email

From the front panel

Note

> To send Usage Profile reports via email, the printer must be properly set up via "CentreWare Internet Services" on page 7.

1. With `Menus` highlighted, press the **OK** key.

2. Scroll to `Support Menu` by pressing the **Up Arrow** or **Down Arrow** key.

3. Press the **OK** key.

4. Scroll to `Usage Profile Menu` by pressing the **Up Arrow** or **Down Arrow** key.

5. Press the **OK** key.

6. Scroll to `Email Full Report` or `Email Job Report` by pressing the **Up Arrow** or **Down Arrow** key.

7. Press the **OK** key.

8. To exit the menu system, scroll to `Exit` and press the **OK** key.

Using CentreWare IS

Note

> To send Usage Profile reports via email, the MaiLinX must be properly set up via "MaiLinX alerts" on page 9.

1. Connect to the printer via CentreWare IS by entering your printer's IP address into your browser.

2. On the right side of the main page, click **Jobs**.

3. On the left side of the page, click **Usage Profile**.

4. Enter the desired email address in the **Send to Specific Address** field.

5. Click **Send Usage Profile Report.**

Xerox Usage Analysis Tool

The Xerox Usage Analysis Tool is a Windows client/server application that allows system administrators to automatically track Xerox printer usage and obtain job accounting records. The tool supports large networks, with many users and printers.

Job accounting and printer usage data is stored in a database. The application can be run on multiple clients using a single server. The data can be exported to a spreadsheet for viewing, analysis, and billing.

Complete information on using the Xerox Usage Analysis Tool is provided by the application's online help system.

System requirements

- IP network

- Xerox Phaser printers with Ethernet interface (optional hard disk recommended)

- A PC with at least 32 Mbyte of RAM. At least 1 Gbyte of hard disk space is recommended for the server.

- Supported operating systems: Windows 95/98/Me, Windows NT 4.x, and Windows 2000/XP

- For export to spreadsheet (for graphing, billing, data analysis): Microsoft Excel 97 or Excel 2000

Installation

A web link used to install the Xerox Usage Analysis Tool is on the **Printer Installer and Utilities CD-ROM**. A single integrated installer is used to install printer drivers, the Xerox Usage Analysis Tool, and other software. The same installer is used for client and server installations.

1. Run the Xerox installer.

2. When prompted, make the following selections:

   a. Select **Printer Management Tools**.

   b. Select **Windows Tools**.

   c. Click on **Usage Analysis Tool**. You are directed to a web site where you can complete the installation of the Xerox Usage Analysis Tool.

During installation, additional components may be installed, such as JavaVM, runtime Microsoft Access, and the Windows database interface ODBC (Open Database Connectivity).