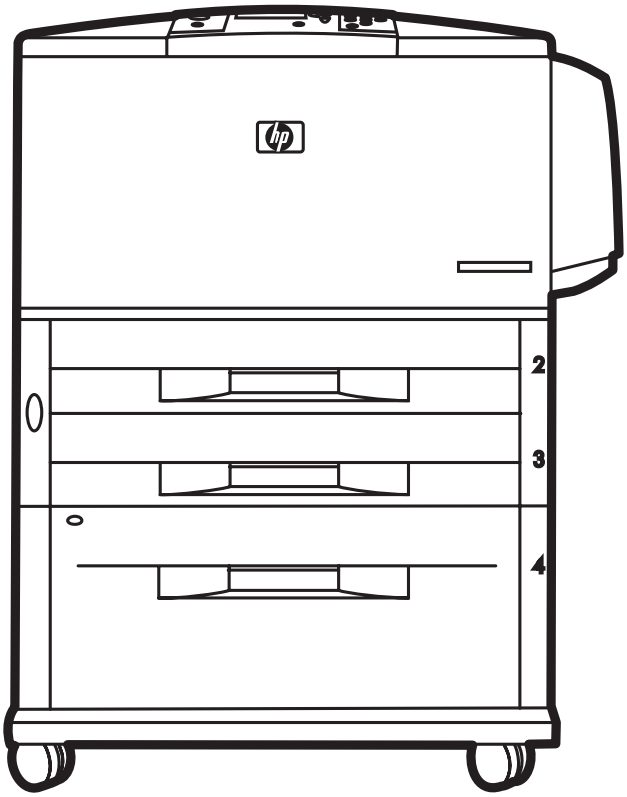
HP LaserJet M9040/M9050 MFP Embedded Web Server

User Guide



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User Guide

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1 Overview

What is an embedded Web server?

A Web server provides an environment in which Web programs can run, in much the same way that an operating system, such as Microsoft® Windows®, provides an environment in which programs can run on your computer. A Web browser, such as Microsoft Internet Explorer, Apple Safari, or Mozilla Firefox, can show output from a Web server.

An *embedded* Web server resides on a hardware product (such as a printer) in the firmware, rather than as software that is loaded on a network server.

The advantage of an embedded Web server is that it provides an interface to the product that anyone who has a network-connected computer and a standard Web browser can open and use. No special software needs to be installed or configured.

With the HP Embedded Web Server (HP EWS), you can view device status information, change settings, and manage the product at your computer.

NOTE: In this guide, the terms "product" and "device" are used interchangeably. When products or devices are discussed in this guide, the information pertains to HP LaserJet printers or multifunction peripherals (MFPs), or HP Digital Senders. For specific information about the features that your printer, MFP, or digital sender supports, see the documentation that came with your product.

Features

You can use the HP EWS to view product and network status and to manage printing functions from your computer, rather than at the product control panel. With the HP EWS, you can perform these tasks:

- View control-panel messages and product-status information.
- Determine the remaining life for all supplies and configure specific ordering information for supplies.
- Gain access to the product's technical support page.
- Gain access to specific support for recent product events.
- Add up to five additional links or customize links to other Web sites.
- View and change product configuration, such as tray configurations.
- View and change network configuration.
- View and print information pages, such as the Configuration page.
- Receive alerts about product events, such as when the product is low on supplies, through e-mail. Set up four different destination lists for each user (administrators and service), with up to 20 recipients on each of the four lists.

- Select the language in which to display the HP EWS screens.
- Print to an HP product without having to install the product print driver.
- Conserve energy by scheduling the product sleep delay so that the product will go into sleep mode after a period of time of not being used.
- Schedule wakeup times for each day so that the product has finished initializing and calibrating by the time it is to be used.
- Send product configuration and supplies usage information periodically to your service provider.
- Configure the product's security settings.

HP Web Jetadmin and the HP Embedded Web Server

HP Web Jetadmin is a Web-based system management tool that you can use with a Web browser. The HP EWS and HP Web Jetadmin work together to meet all of your product-management needs. You can use the software to install and manage networked products effectively. Network administrators can manage networked products remotely, from practically anywhere.

The HP EWS provides a simple, easy-to-use solution for one-to-one product management in environments that have a limited number of products. However, in environments that have several products, you might want to use HP Web Jetadmin to manage groups of products. With HP Web Jetadmin you can discover, manage, and configure multiple products simultaneously.

HP Web Jetadmin is available from HP online support (HP Web Jetadmin www.hp.com/go/webjetadmin).

System requirements

In order to use the HP EWS, you must have the following components:

- A supported Web browser. Browsers that support embedded Web servers include (but are not limited to) the following:
  - Konqueror 3.5 or later
  - Microsoft Internet Explorer 6.0 or later
  - Mozilla Firefox 1.0 or later
  - Opera 9.0 or later
  - Safari 1.0 or later
- A transmission control protocol/Internet protocol-based (TCP/IP-based) network connection.
- An HP Jetdirect print server (embedded or enhanced input/output [EIO]) installed in the product.

Opening the HP Embedded Web Server

Use the following procedure to open the HP EWS.

NOTE: You cannot view the HP EWS screens from outside of a firewall.

1. Open a supported Web browser.
2. In the **Address** or **Go to** field, type the IPv4 or IPv6 TCP/IP address, the host name, or the configured host name that is assigned to the product. See the following examples.
   - IPv4 TCP/IP address: `http://192.168.1.1`
   - IPv6 TCP/IP address: `http://[2001:0ba0:0000:0000:0000:0000:0000:1234]`
   - Host name: `npiXXXXXX`

If you do not know the TCP/IP address for the product, you can find it by using the control-panel menu or by printing a configuration page. For instructions, see the user guide that came with your product.

NOTE: The HP EWS for the device supports IPv6 on the **Information**, **Settings**, and **Networking** tabs. However, the **Digital Sending** tab supports only IPv4 address configuration.

Login and logoff

The HP EWS has screens that can be used to view product information and change configuration options. The screens that appear, and the settings on them, vary according to how you gain access to the HP EWS: as a general user, an information technology (IT) administrator, or a service provider. These passwords can be customized by an IT administrator or a service provider.

In a password-protected HP EWS, only the **Information** tab is available to users who do not log in by using the password. If no password has been set (which is the default), all of the tabs are visible.

If a password has been set, you must log on as an IT administrator or a service provider to gain access to the protected HP EWS tabs (**Settings**, **Digital Sending**, and **Networking**).

NOTE: For information about changing passwords as an IT administrator, see Security on page 31. If you are a service provider, see your product service guide.

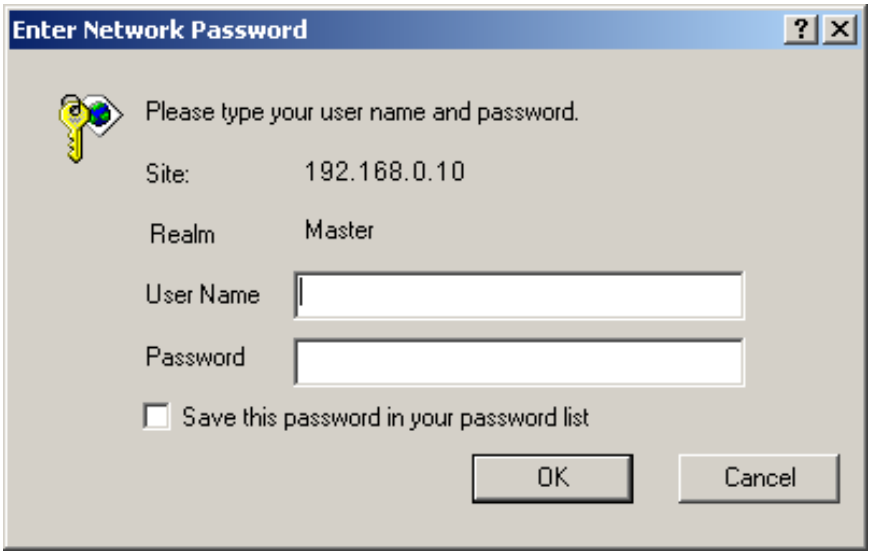
To log in as an administrator

Use the following procedure to log in to the HP EWS as an administrator.

1. After you open the EWS, click the **Log In** link in the upper-right corner of the screen.

   The **Enter Network Password** dialog box appears, as shown in the following illustration. The appearance of the login screen might vary, depending on your operating system and browser.

   Figure 1-1 Enter Network Password dialog box



2. Type `admin` for the user name, type your password, and then click **OK**.

To log off as an administrator

Use the following procedure to log off.

1. Click the **Log Off** link.
2. To complete the logoff, close the browser.

CAUTION: If you do not close the browser, the connection to the product HP EWS continues to run and could pose security risks.

Navigating through the HP Embedded Web Server

To navigate through the HP EWS screens, click one of the tabs (such as **Information** or **Settings**), and then click one of the menus on the navigation bar that is located on the left side of the screen.

The following illustration and table provide information about the HP EWS screens.

NOTE: The appearance of the HP EWS screens might differ from the illustrations in this user guide, depending on the product features and the settings that your IT administrator has established.

Figure 1-2 Sample HP EWS screen

Table 1-1 HP Embedded Web Server

Callout	HP EWS screen feature	Description		More information
1	Product name and TCP/IP address	View the product name.		
2	Tabs	**Information** tab	View information about the product. You cannot configure the product using the screens on this tab.	See Viewing product status from the HP EWS Information screens on page 7.
		Settings tab	Use the features on this tab to configure the product.	See Configuring the product from the Settings screens on page 19.
		Digital Sending tab	Use the features on this tab to configure the digital sending capabilities. **NOTE:** If the Digital Sending Software (HP DSS) has been installed, the digital sending options must be configured by using the HP MFP DSS Configuration Utility.	See Setting the digital sending options on page 53.
		Networking tab	View network status and configure the network settings.	See Managing network operation from the Networking screens on page 81.

Table 1-1 HP Embedded Web Server (continued)

Callout	HP EWS screen feature	Description		More information
3	Menus	Different on each tab	Click a tab to show the menus.	
4	Other Links	**hp instant support**	Connect to a set of Web resources that help solve problems and describe the additional services that are available for your HP product.	• See Using the Other Links as a resource on page 85. • See hp instant support on page 85. • See Product Support on page 87. • See My Service Provider and My Service Contract on page 87.
		Shop for Supplies	Use the Internet to order genuine HP supplies for your HP product.	
		Product Support	Use product-specific help from the HP Web site to solve a problem.	
5	Screen	Different for each menu item	Click a menu item to show a screen.	• See Viewing product status from the HP EWS Information screens on page 7. • See Configuring the product from the Settings screens on page 19. • See Managing network operation from the Networking screens on page 81.

2 Viewing product status from the HP EWS Information screens

The screens available from the **Information** tab are for informational purposes only; you cannot configure the product from these screens. To configure the product through the HP EWS, see Configuring the product from the Settings screens on page 19.

NOTE: Some products do not support all of these screens.

Device Status

Use the **Device Status** screen to view the current status of the product. The following illustration and table describe how to use this screen.

Figure 2-1 Device Status screen

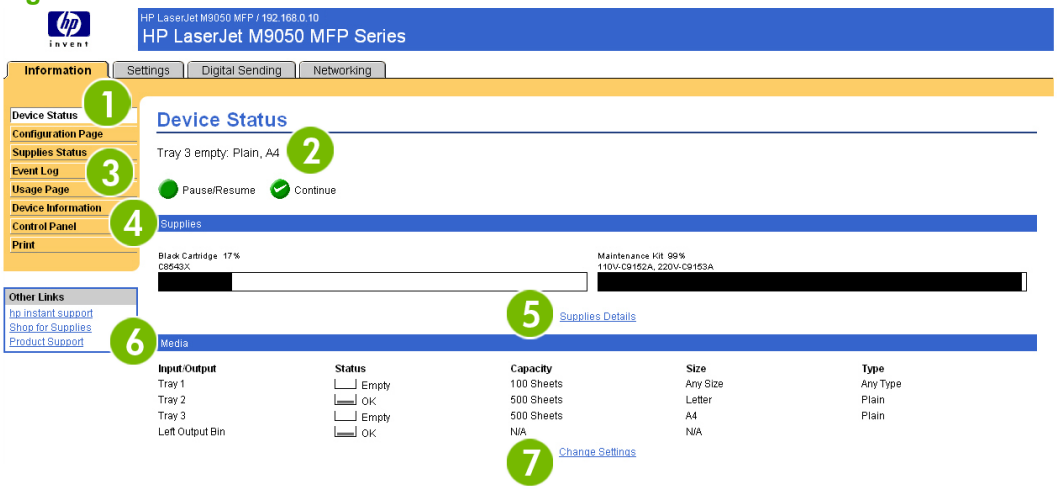


Table 2-1 Device Status

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Status	Shows the device status (the same information that appears on the control-panel display). If the device requires user intervention, a Help image appears in this area providing instructions in a pop-up window.
3	Control-panel buttons	Use these control-panel buttons just as you would at the product. To select which control-panel buttons appear on this screen, go to the **Security** screen on the **Settings** tab.
4	Supplies	Shows the percentage of life remaining for each supply.
5	Supplies Details	Opens the **Supplies Status** screen, where you can view information about product supplies.
6	Media	Shows the status and configuration information for the input trays and output bins. The media status is **OK** until the tray is completely empty. When the tray is empty, the status is **Out**.
7	Change Settings	Takes you to the **Settings** tab, where you can configure settings for the device.

Configuration Page

Use the **Configuration Page** screen to view current product settings, help troubleshoot problems, and verify the installation of optional accessories such as dual inline memory modules (DIMMs). The following illustration and table describe how to use this screen.

Figure 2-2 Configuration Page

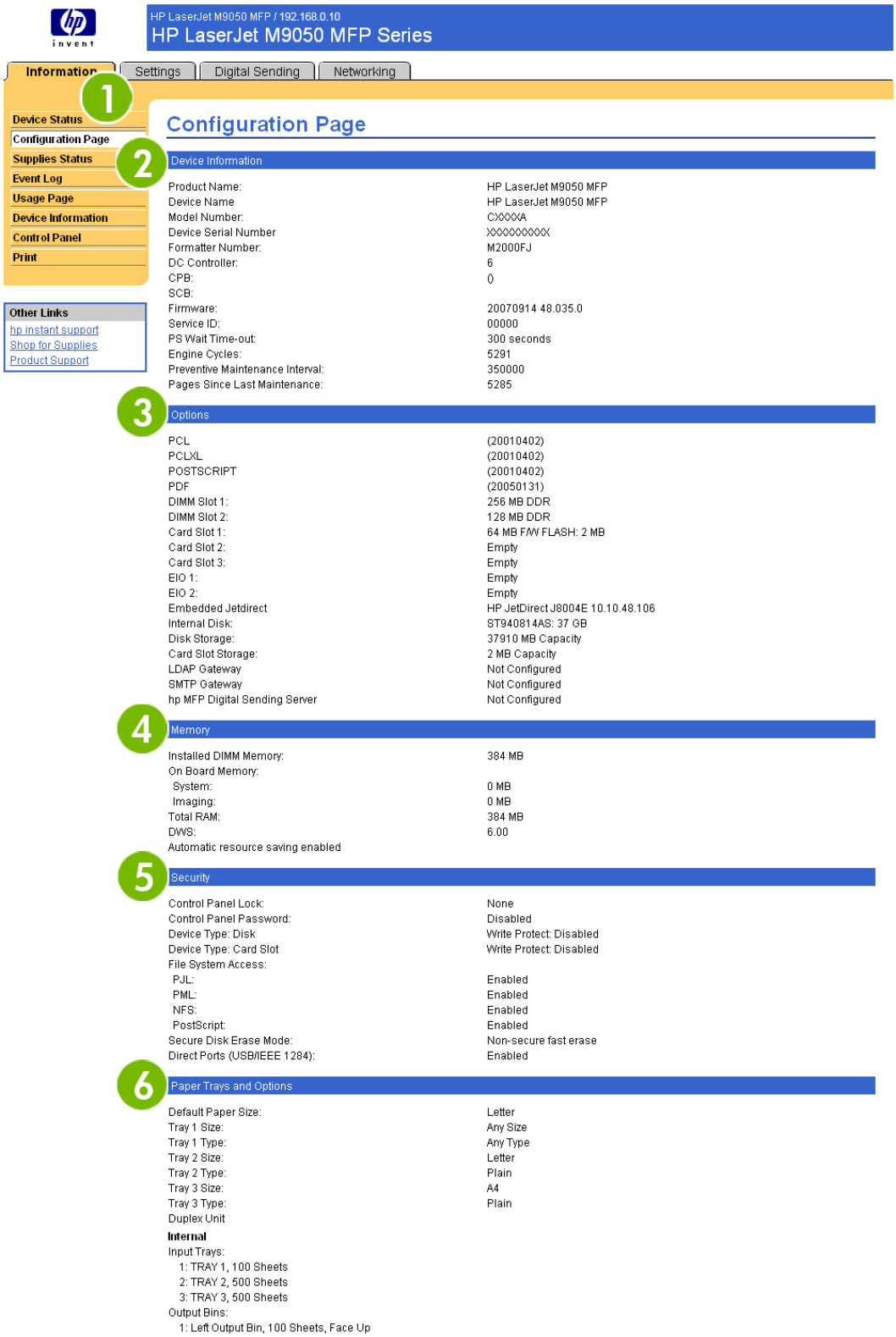


Table 2-2 Configuration Page

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Device Information	Lists the serial number, version numbers, and other information for the device.
3	Options	Displays information about optional accessories and configurations. The following information appears: • Version and TCP/IP address for all network devices connected to the product (Jetdirect or internal Jetdirect) • All of the printer languages that are installed (such as printer command language [PCL] and PostScript® [PS]) • Options that are installed in each DIMM slot and EIO slot • USB devices that can be connected to a printer used as a host USB controller, such as mass storage devices, card swipes, or keypads
4	Memory	Lists the memory information, PCL Driver Work Space (DWS), and resource saving information.
5	Security	Lists the status of the control-panel lock, disk write-protect options, and direct-connect (USB or parallel) ports. You can change the status of the Direct Connect ports on the **Security** screen under the **Settings** tab by selecting or clearing the **Disable Direct Ports** check box.
6	Paper Trays and Options	Lists the size and type of media that is specified for each of the trays in the product. If a duplexing unit or any paper-handling accessories are installed on the product, information about those devices is also listed here.

Supplies Status

The **Supplies Status** screen shows more detailed supplies information and provides part numbers for genuine HP supplies. (It is helpful to have the part numbers available when ordering supplies.) The following illustration and table describe how to use this screen.

Figure 2-3 Supplies Status screen

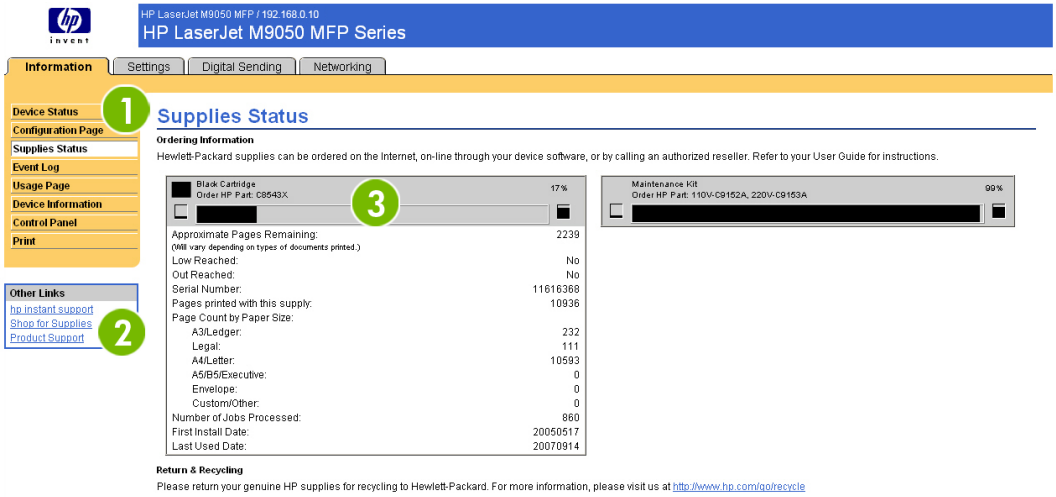


Table 2-3 Supplies Status

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Shop for Supplies link	Use this feature to connect to a Web page that facilitates online ordering of supplies from a reseller of your choice.
3	Print Cartridge Information	If available, this lists the percent of life remaining and the estimated number of pages remaining before the supply is empty; the total number of pages that have been processed with the supply; the supply serial number and HP part number; and an indication of whether or not the supply has reached the low status. If the **Override at Out** option has been enabled at the product control panel, a message appears, when the supply is exhausted, stating that the cartridge was used with the override setting. **NOTE:** If a non-HP supply is used, information about the device might not be available. In addition, a warning message about the risks associated with using non-HP supplies could appear on the screen. No further information about the status of the supply will be available.

Event Log

The **Event Log** screen shows the most recent product events, including jams, service errors, and other printer errors. The following illustration and table describe how to use this screen.

Figure 2-4 Event Log screen

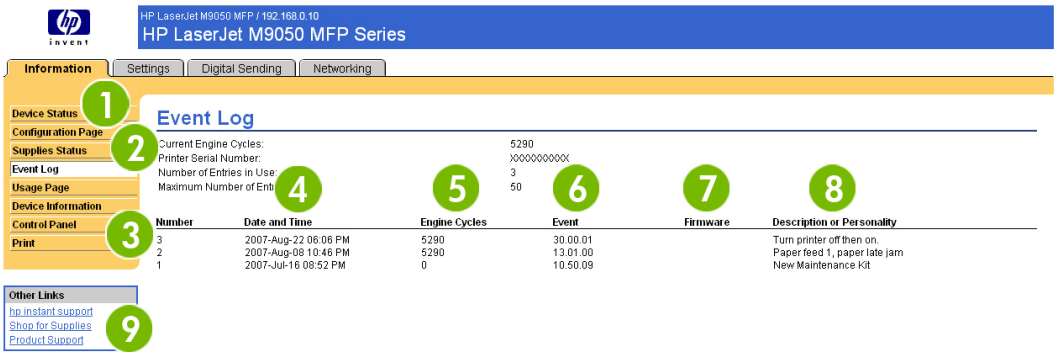


Table 2-4 Event Log

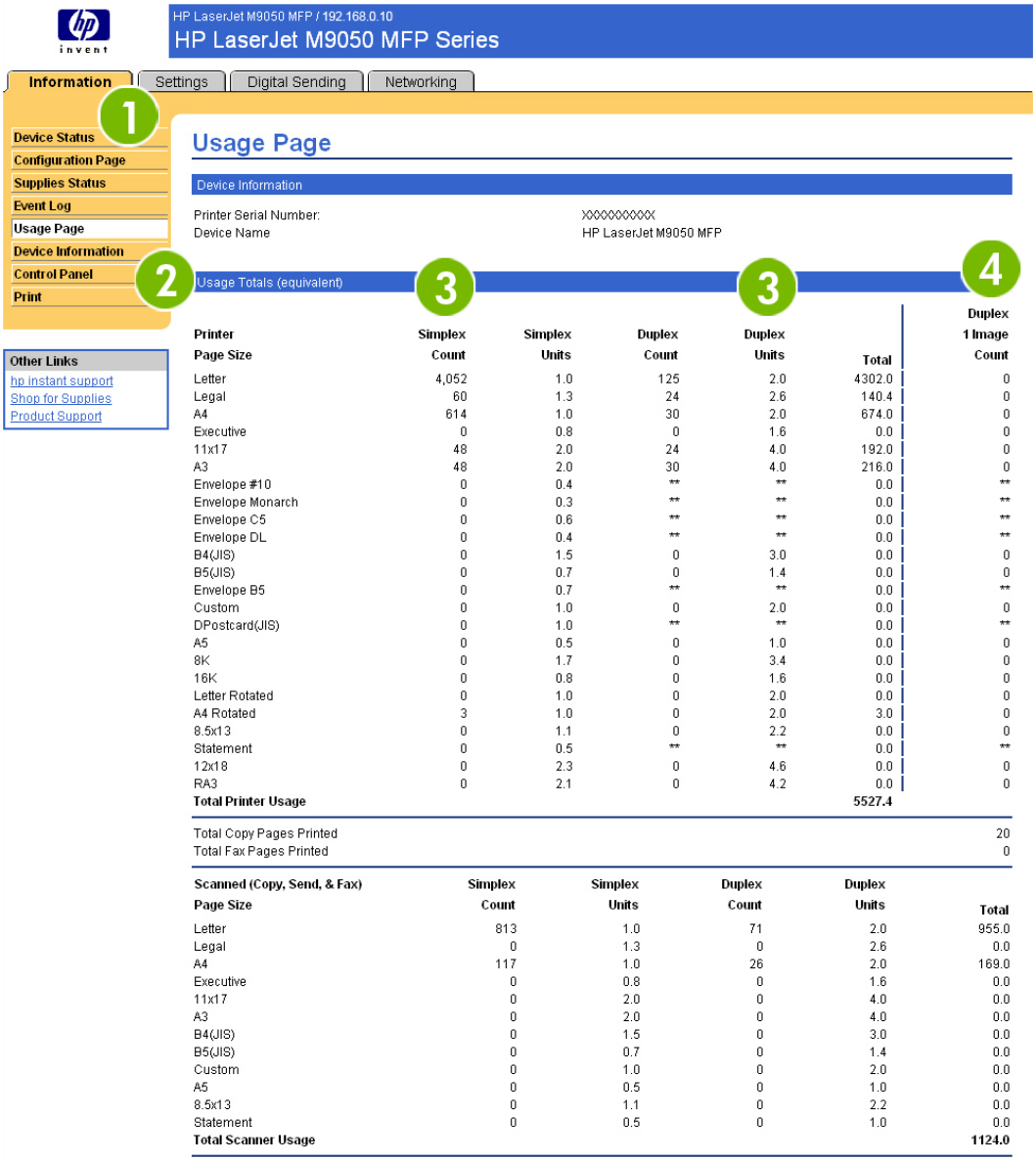
Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Current Engine Cycles	Shows the number of engine cycles that the product has completed to date.
3	Number	Lists the order in which the errors occurred. The last error to occur has the highest number.
4	Date and Time	Lists the date and time for each event logged.
5	Engine Cycles	Shows the number of engine cycles that the product had completed when the error occurred. The product completes one engine cycle for every Letter/A4-size page side that it prints or copies.
6	Event	Shows the internal event code for each event.
7	Firmware	Shows the version numbers of Firmware upgrades.
8	Description or Personality	Shows a brief description of some events.
9	Product Support link	Provides access to the HP support Web site for product-specific troubleshooting information.

Usage Page

The **Usage Page** screen gives a page count for each size of media that has passed through the product, as well as the number of duplexed pages. The total is calculated by multiplying the sum of the print count values by the Units value.

The information on this screen can be used to determine how much toner or paper to keep on hand. The following illustration and table describe how to use this screen.

Figure 2-5 Usage Page 1 of 2

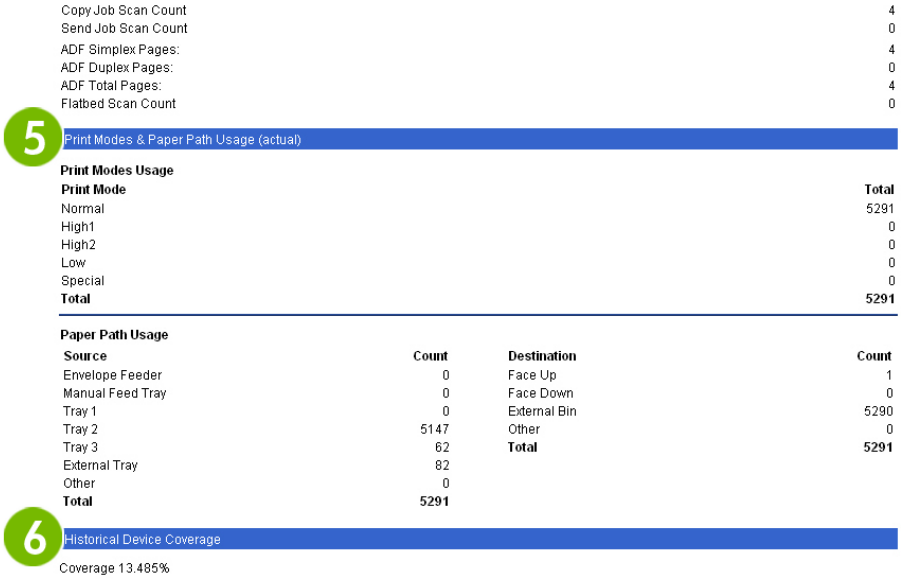


Printer Page Size	Simplex Count	Simplex Units	Duplex Count	Duplex Units	Total	Duplex 1 Image Count
Letter	4,052	1.0	125	2.0	4302.0	0
Legal	60	1.3	24	2.6	140.4	0
A4	614	1.0	30	2.0	674.0	0
Executive	0	0.8	0	1.6	0.0	0
11x17	48	2.0	24	4.0	192.0	0
A3	48	2.0	30	4.0	216.0	0
Envelope #10	0	0.4	**	**	0.0	**
Envelope Monarch	0	0.3	**	**	0.0	**
Envelope C5	0	0.6	**	**	0.0	**
Envelope DL	0	0.4	**	**	0.0	**
B4(JIS)	0	1.5	0	3.0	0.0	0
B5(JIS)	0	0.7	0	1.4	0.0	0
Envelope B5	0	0.7	**	**	0.0	**
Custom	0	1.0	0	2.0	0.0	0
DPostcard(JIS)	0	1.0	**	**	0.0	**
A5	0	0.5	0	1.0	0.0	0
8K	0	1.7	0	3.4	0.0	0
16K	0	0.8	0	1.6	0.0	0
Letter Rotated	0	1.0	0	2.0	0.0	0
A4 Rotated	3	1.0	0	2.0	3.0	0
8.5x13	0	1.1	0	2.2	0.0	0
Statement	0	0.5	**	**	0.0	**
12x18	0	2.3	0	4.6	0.0	0
RA3	0	2.1	0	4.2	0.0	0
Total Printer Usage					**5527.4**	

Total Copy Pages Printed	20
Total Fax Pages Printed	0

Scanned (Copy, Send, & Fax) Page Size	Simplex Count	Simplex Units	Duplex Count	Duplex Units	Total
Letter	813	1.0	71	2.0	955.0
Legal	0	1.3	0	2.6	0.0
A4	117	1.0	26	2.0	169.0
Executive	0	0.8	0	1.6	0.0
11x17	0	2.0	0	4.0	0.0
A3	0	2.0	0	4.0	0.0
B4(JIS)	0	1.5	0	3.0	0.0
B5(JIS)	0	0.7	0	1.4	0.0
Custom	0	1.0	0	2.0	0.0
A5	0	0.5	0	1.0	0.0
8.5x13	0	1.1	0	2.2	0.0
Statement	0	0.5	0	1.0	0.0
Total Scanner Usage					**1124.0**

Figure 2-6 Usage Page2 of 2



Copy Job Scan Count	4
Send Job Scan Count	0
ADF Simplex Pages:	4
ADF Duplex Pages:	0
ADF Total Pages:	4
Flatbed Scan Count	0

5 Print Modes & Paper Path Usage (actual)

Print Modes Usage

Print Mode	Total
Normal	5291
High1	0
High2	0
Low	0
Special	0
Total	**5291**

Paper Path Usage

Source	Count	Destination	Count
Envelope Feeder	0	Face Up	1
Manual Feed Tray	0	Face Down	0
Tray 1	0	External Bin	5290
Tray 2	5147	Other	0
Tray 3	62	**Total**	**5291**
External Tray	82		
Other	0		
Total	**5291**		

6 Historical Device Coverage

Coverage 13.485%

Table 2-5 Usage Page

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Usage Totals (equivalent)	Indicates the types of pages that have been printed, the number of single-sided pages that have been printed, the number of duplexed pages that have been printed, and the total number of pages that have been printed.
3	Units	A unit is equal to a standard A4-size (letter-size) page. All other page sizes are referenced in relation to this standard size. An A4-size (letter-size) page printed on both sides counts as 2 units.
4	Duplex 1 Image	“Duplex 1 image” refers to pages that are printed as part of a duplexed print job, but which are blank on the second side.
5	Print Modes & Paper Path Usage (actual)	Indicates the different print modes that have been used for color and monochrome (black-and-white) print jobs.
6	Historical Device Coverage	Indicates the average amount of toner that is used on each printed page.

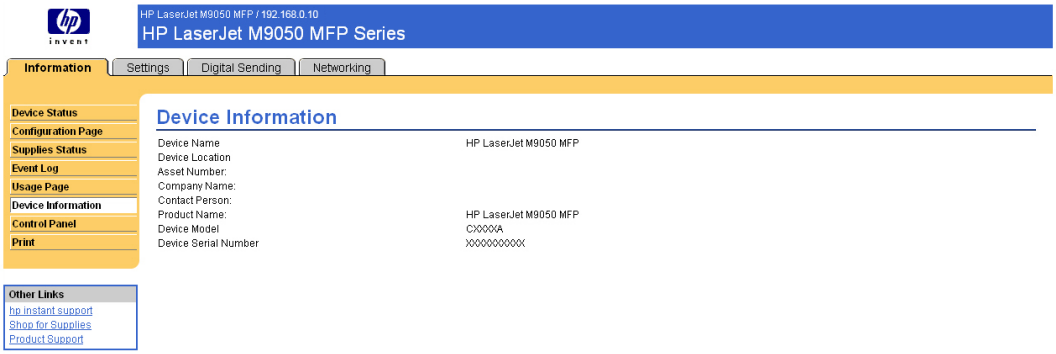
Device Information

The **Device Information** screen shows the following information:

- Device name
- Device location
- Asset number
- Company name
- Contact person
- Product name
- Device model
- Device serial number

The product name, device model, and device serial number are generated automatically. You can configure the other information on this screen from the **Device Information** screen on the **Settings** tab.

Figure 2-7 Device Information screen

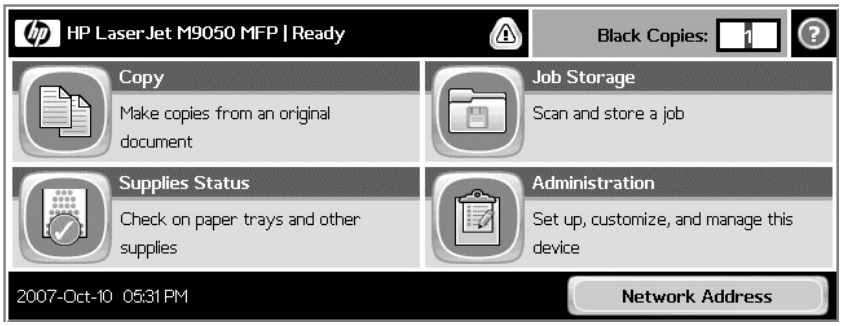


Control Panel Snapshot

The **Control Panel Snapshot** screen shows the product control-panel display as if you were standing at the product. Because this view shows the product status, it can help you troubleshoot problems with the product.

NOTE: The appearance of the screen might vary, depending on your product.

Figure 2-8 Control Panel Snapshot screen



Print

NOTE: The **Print** screen (and the **Print** menu on the left) is available only if it has been configured to appear on the **Security** screen under the **Settings** tab. Use the **Security** screen to disable the **Print** screen if you do not want it to appear for security reasons. For more information, see Security on page 31.

Use the **Print** screen to print print-ready files or to update your product firmware remotely.

You can use the **Print** screen to print one file at a time from a product that supports the HP EWS. This feature is especially useful if you are a mobile user, because you do not have to install the product's print driver in order to print; you can print anywhere at any time.

You can print print-ready files, such as documents that have been generated by using a "print to file" driver option. Print-ready files commonly have file name extensions such as .PS (postscript), .PDF (Adobe Portable Document Format), and .PRN (Windows print-ready File).

This feature is especially useful because you do not have to install additional software in order to update the product firmware. When updated firmware files are available for your product, you can download them from your product support Web site:

http://welcome.hp.com/country/us/en/support.html

The following illustration and table describe how to use this screen.

Figure 2-9 Print screen

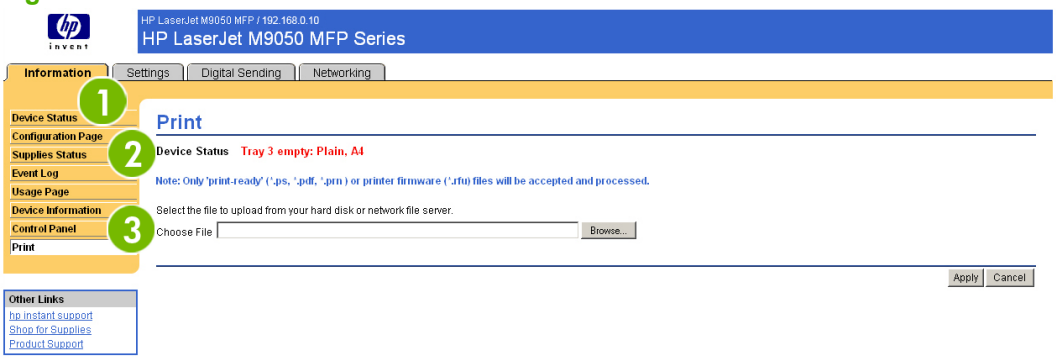


Table 2-6 Print page

Callout	Area on screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Device Status	Shows the device status (the same information that appears on the **Device Status** screen and the control-panel display).
3	Choose File	Prints a print-ready file, such as a .pdf or .txt file, that is located on your laptop, computer, or a network file server.

Printing a file or updating firmware from the Print screen

Use the following procedure to print a file or update product firmware from the **Print** screen.

1. Select a file that resides on your machine or on your network by clicking **Browse** to browse to a file that you want to print.
2. Click **Apply**.

3 Configuring the product from the Settings screens

Use the screens on the **Settings** tab to configure the product from your computer.

Configure Device

You can use the **Configure Device** screen to print device information pages and configure the device remotely.

The menus on this screen are similar to the menus that are available at your device control panel. Some of the device control-panel menus are not available from the HP EWS. See the documentation that came with your device for more information about the different menus that your device supports.

The following illustration, table, and example procedure describe how to use this screen.

Figure 3-1 Configure Device screen

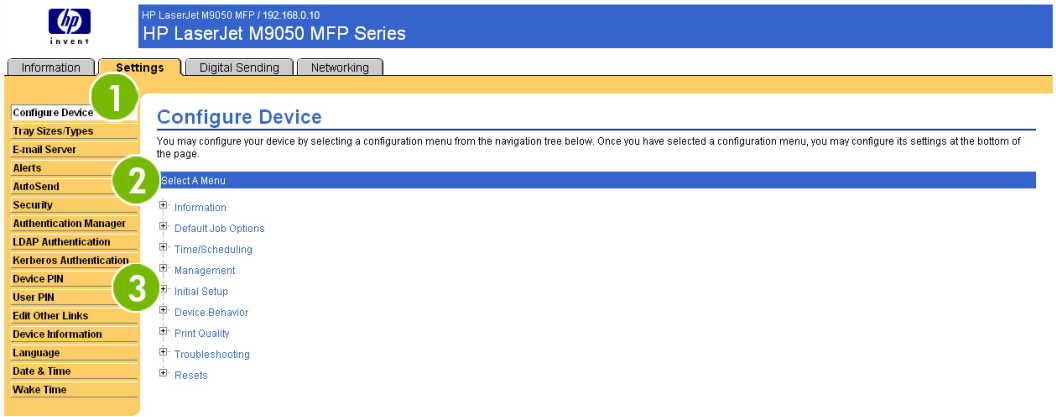


Table 3-1 Configure Device

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.

Table 3-1 Configure Device (continued)

Callout	Area on the screen	Information or capability that the area provides	
2	Select A Menu	**Information** menu	Print device information pages, which provide details about the device and its configuration.
		Default Job Options menu	Use this menu to define the default job options for each function.
		Time/Scheduling menu	Use this menu to set options for setting the time and for setting the device to enter and exit sleep mode.
		Management menu	Use this menu to set up global device-management options.
		Initial Setup menu	The Initial Setup menu allows access to setup screens for Network and I/O, Fax, and E-mail.
		Device Behavior menu	Use this menu to determine the language, sounds, timeout, and error behavior for the device.
		Print Quality menu	Use this menu to control the Print Quality settings for the device.
		Troubleshooting menu	Get information about the device that you can use to troubleshoot problems.
		Resets menu	Use this menu to restore settings to the initial setup values.
3	Plus sign (⊞)	Click the plus sign next to a menu, or click the menu itself, to see the submenus or subentries.	

Using the menus on the Configure Device screen

The following procedure is provided *only* as an example. Similar procedures can be used to set other menu items.

Follow these steps to print a Demonstration Page (example procedure).

1. Click **INFORMATION**.
2. Click **Sample Pages/Fonts**.
3. Select the check box for the **PCL Font List**, and then click **Apply**. The page prints at the device.

NOTE: Print drivers and software programs frequently override selections that are made on the **Printing** menu and the **Paper Handling** menu. For more information, see the user guide that came with your product. Any changes are reflected on the **Device Status** screen, the **Configuration Page** screen, and the **Paper Handling** menu.

Tray Sizes/Types

Use the **Tray Sizes/Types** screen to assign paper sizes and paper types for each tray on the product. The following illustration and table describe how to use this screen.

Figure 3-2 Tray Sizes/Types screen

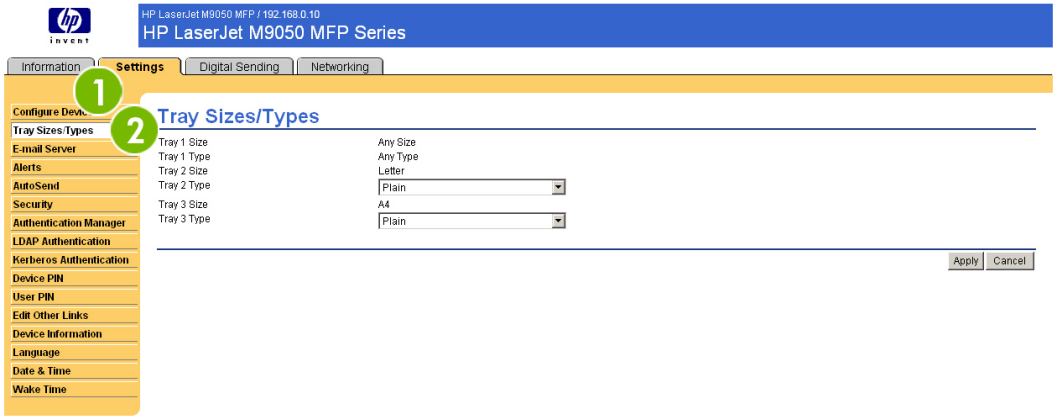


Table 3-2 Tray Sizes/Types

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	**Tray Sizes** and **Tray Types**	Use these menus to select the default paper sizes and types for each tray on the product.

E-mail Server

Use the **E-mail Server** screen to configure e-mail settings for outgoing e-mail. Use the settings on this screen to send and receive e-mail messages, including product alerts. The following illustration, table, and procedures describe how to use this screen.

Figure 3-3 E-mail Server screen

Table 3-3 E-mail Server

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Outgoing e-mail	Configure outgoing e-mail if you intend to use the Alerts or AutoSend features. For more information, see Using the Alerts screen with a product on page 25.
3	Return E-mail Address	This is the device's e-mail address that appears in device alerts. For more information, see Configuring the return e-mail address on page 23
4	Enable SMTP Authentication	If your SMTP server requires authentication, type the credentials here.

Configuring outgoing e-mail

You must configure outgoing e-mail if you intend to use the Alerts or AutoSend features.

1. Gather the following information. (Your organization's network or e-mail administrator typically provides the information that is required to configure outgoing mail.)
   - The TCP/IP address of the simple mail transfer protocol (SMTP) mail server on your network. The EWS uses the SMTP server TCP/IP address to relay e-mail messages to other computers.
   - The e-mail domain name suffix that is used to address e-mail messages within your organization.
2. Select the **Enable Outgoing E-mail** check box.
3. Type the SMTP server TCP/IP address in the **SMTP Server** text box.

4. Type the domain name in the **Domain Name** text box.
5. Click **Apply** to save the changes.

Configuring the return e-mail address

When you configure the return e-mail address on the **E-mail Server** page, you are configuring the identity of the product. For example, if you type `anyone` in the **Username** field and `yourdomain.com` in the **Domain Name** field, all e-mails sent out by the product will come from `anyone@yourdomain.com`. In this example, `anyone@yourdomain.com` is the identity of the product.

Alerts

From the **Alerts** screen, IT administrators can set up the product to send problem and status alerts to anyone through e-mail messages. When this function is configured, alerts are automatically triggered about supplies, paper-path status, and other service and advisory information. More than one individual can receive alerts, with each person receiving only specific alerts. For example, an administrative assistant might be responsible for ordering print cartridges or fixing jams, and could receive advanced warning when toner is low or a jam occurs. Similarly, the long-life supplies might be handled by an external service provider, who could receive alerts about performing product maintenance, loading the front or rear stapler, and similar needs.

NOTE: A user can create up to four different destination lists, with up to 20 recipients on each list.

By selecting the **Remove Control Panel Supplies Status Messages** option (available on the **Alerts - setup** screen that appears when you press the **New Destination List** button), you can suppress the **Cartridge low** or **Cartridge out** supplies status messages on the control panel. The message is suppressed at the control panel only if one or both of these alerts has first been selected to be received.

The following illustration, table, and procedures describe how to use this screen to edit, test, and delete destinations and destination lists.

NOTE: In order for alerts to function, outgoing e-mail must be enabled. To enable outgoing mail, see Configuring outgoing e-mail on page 22.

Figure 3-4 Alerts screen

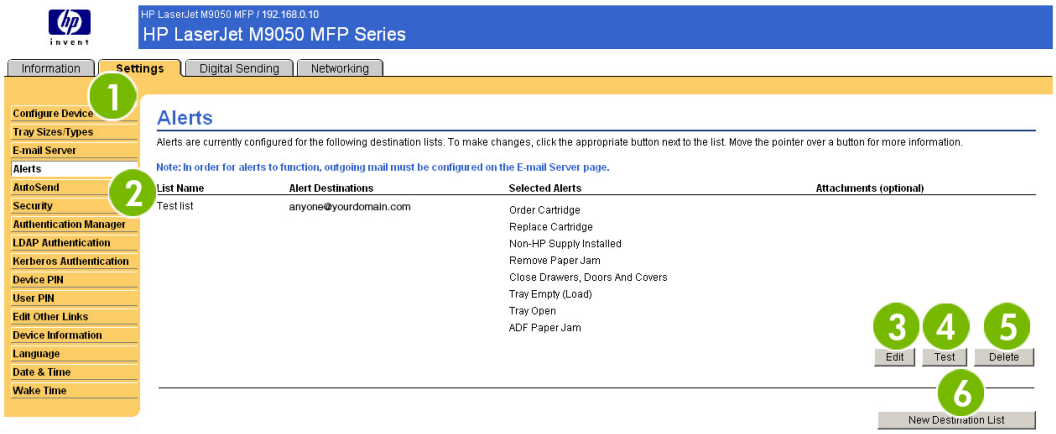


Table 3-4 Alerts

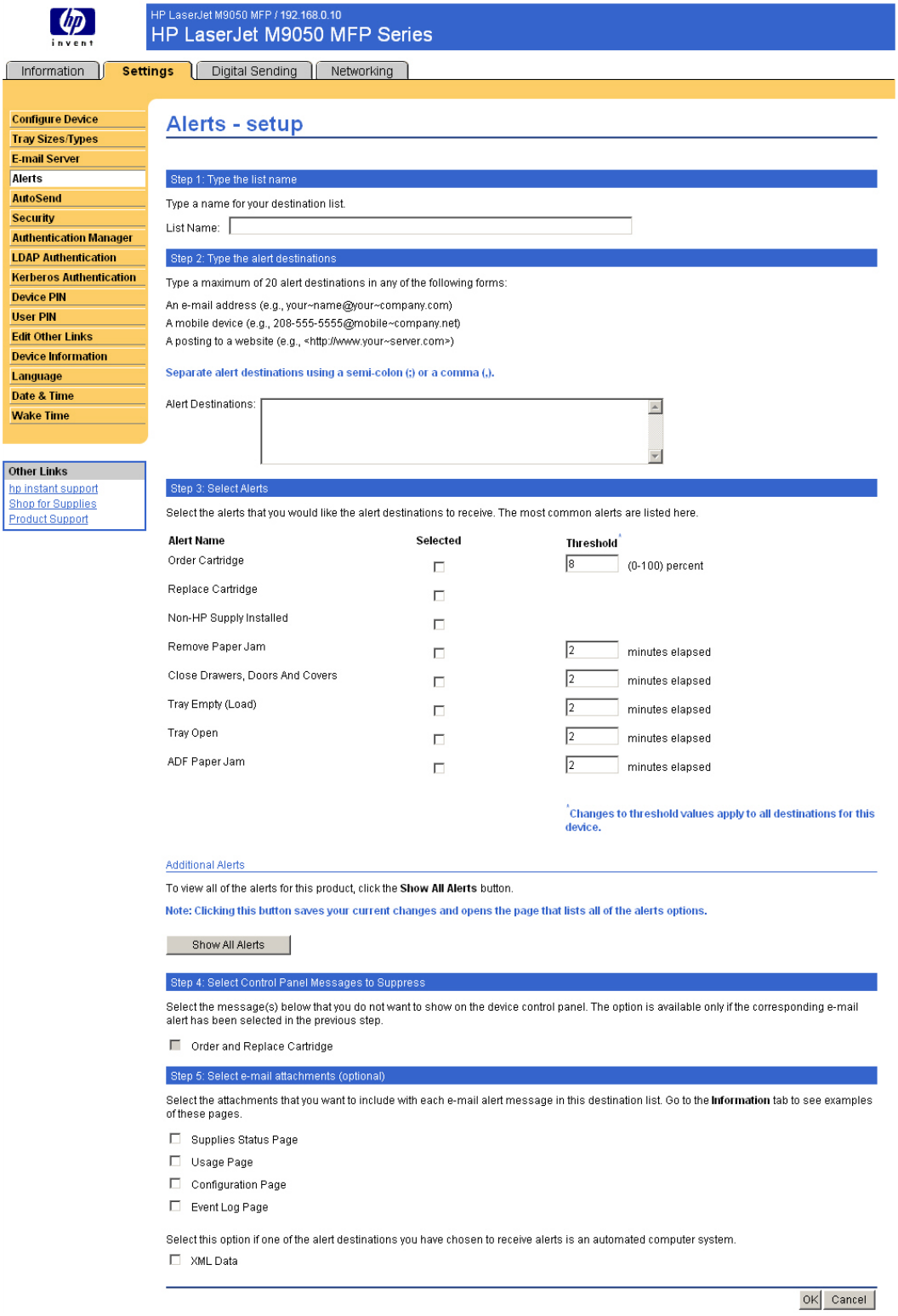
Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Destination list summary	Lists the current selections for each destination.
3	Edit	Click this button to make changes to the destination or destination list.
4	Test	Click this button to send a test alert to the destination or destination list.
5	Delete	Click this button to delete the destination or destination list.
6	New Destination List	Click this button to define the settings for a new destination list for alerts.

Using the Alerts screen with a product

You can set up four different lists, with up to 20 recipients on each list.

The **Alerts - setup** screen that appears when you click either **Edit** or **New Destination List** looks similar to the following illustration.

Figure 3-5 Alerts - setup



To configure alerts

1. Do one of the following:

   - To create a new destination list, click **New Destination List**.

     -Or-

   - To modify an existing destination list, click **Edit** next to the list that you want to modify.

   The **Alerts - setup** screen appears.

2. Type a name in the **List Name** field, such as Service or Supplies.

3. Type the e-mail addresses for people who you want to receive alerts. In large environments, system administrators can route e-mail addresses to list servers, URLs, and mobile devices for expanded alerts. Add multiple destinations by separating each destination with a comma or semicolon.

4. Select the check box for the alerts that you want to be sent with this destination list. (To see all of the alerts that are available for the product, click **Show All Alerts**.)

5. Where applicable, set the threshold value for the individual alerts.

   The threshold value for service alerts and for the paper-path alerts is a user-specified number of minutes. This is the amount of time that an event will be ignored before an e-mail alert message is sent. For example, you might want to set the threshold value for the "Tray Open" alert to 10 minutes to allow someone to close the tray after loading the tray or clearing a jam.

6. Under **Select Control Panel Messages to Suppress**, select messages that you do not want to appear on the product control panel. This step applies only to messages that were selected to be received as alerts.

NOTE: If the browser does not accept JavaScript, then the check box for message suppression will be always enabled. The check-box selection is validated when you submit the page by pressing the **Apply** button. If the alerts corresponding to the alerts selected for suppression have not been selected, the **Alerts - setup** screen is reloaded with a warning message, informing you that you must first select the corresponding alerts in order to suppress their appearance on the control panel.

7. Select the attachments that you want to be included with your e-mail alert messages. These attachments can include the following pages. (Go to the **Information** tab to see examples of these pages.)

   - Supplies Status Page
   - Usage Page
   - Configuration Page
   - Event Log Page
   - XML Data

   The **XML Data** option should be selected if one of the destinations you have chosen to receive alerts is an automated computer system. Each item that you select will be attached to the e-mail. For example, if you select **Usage Page** and **Event Log Page**, you will receive one e-mail message with two attachments, one for each selection. If you also select the **XML Data** option, you will receive one e-mail message with three attachments: one attachment for the Usage Page in HTML, one for the Event Log in HTML, and a third consisting of instant support information in a text file attachment that has an .XML extension.

8. Click **Apply** to save the information.

9. Repeat steps 1 through 7 for each additional list or destination.

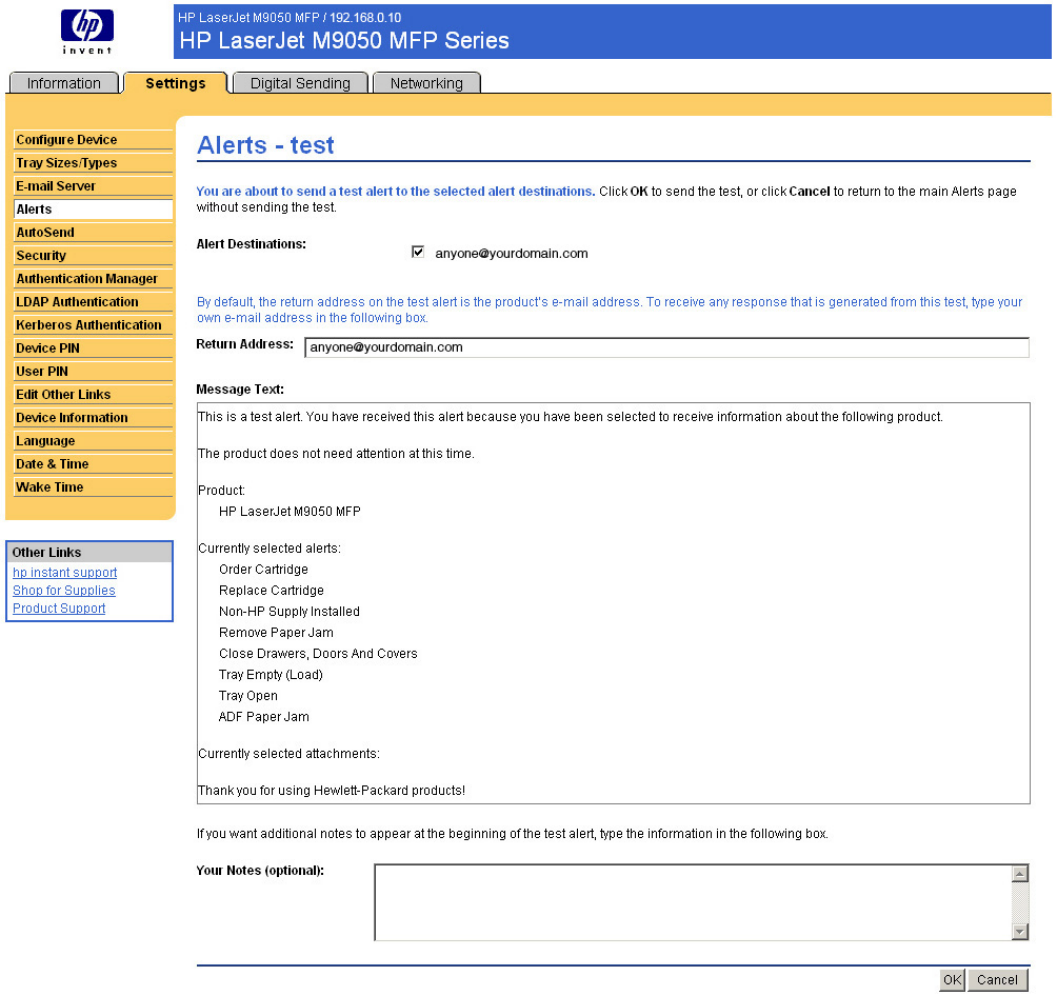
Use the following procedure to test the destination list configuration.

To test the configuration of a destination list

1. Click the **Test** button next to the destination list that you want to test.

   The following window appears.

Figure 3-6 Alerts - test screen



2. Select the destinations that you want to test.

3. The return address is the product's e-mail address. Type your e-mail address in the **Return Address** box if you would like to receive messages about any errors that are generated from the test alert (for example, to be notified of an incorrect destination address).

4. If applicable, type additional information that you would like to appear at the beginning of the e-mail alert message in the **Your Notes (optional)** text field.

5. Click **OK**.

To delete destinations and destination lists

1. If you have multiple destinations configured, you can delete a destination or destination list by clicking the **Delete** button next to the destination or destination list that you want to delete.
2. Click **OK** to confirm the deletion.

AutoSend

Use the **AutoSend** screen to send product-configuration and supplies-usage information periodically to e-mail destinations of your choice, such as service providers. This feature establishes a relationship with Hewlett-Packard Company or another service provider to provide you with services that include, but are not limited to, print-cartridge replacement, pay-per-page contracts, support agreements, and usage tracking. A user can add up to twenty AutoSend destinations. The following illustration, table, and procedure describe how to use this screen.

Figure 3-7 AutoSend screen

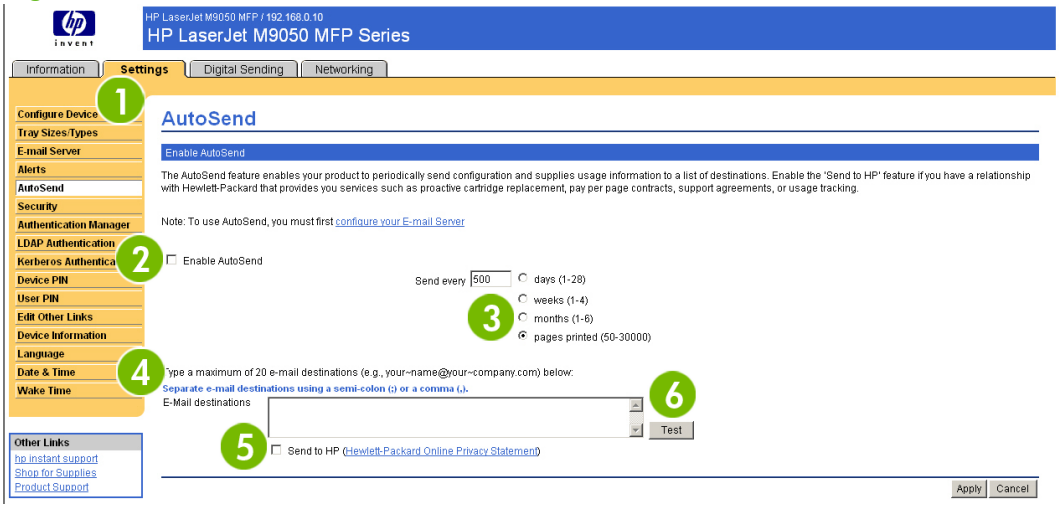


Table 3-5 AutoSend

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Enable AutoSend	Select this check box to turn on the AutoSend feature.
3	Send every [interval]	Select the interval at which you want the product to send the product configuration and supplies usage information to the destinations that are configured in the **E-Mail destinations** field.
4	E-Mail destinations	Save a list of up to 20 e-mail addresses to receive the product-configuration information. The first e-mail address can be no more than 50 characters long.

Table 3-5 AutoSend (continued)

Callout	Area on the screen	Information or capability that the area provides
5	Send to HP	Select this check box to send device configuration and supplies status information to HP on a regular basis. The information will be sent to an HP e-mail address (for example, myproduct@hp.com) in a text-based file with an .XML file extension. This file will be created in English. To view more information about how HP treats the information that is sent by AutoSend, click **Hewlett-Packard Online Privacy Statement**.
6	Test	Click this button to save your settings and to send the information immediately, so that you can make sure that the recipient receives the messages.

To turn on the AutoSend feature

Use the following procedure to make the AutoSend feature available.

1. Make outgoing e-mail functions available by following the instructions that are listed in this chapter. (For more information, see E-mail Server on page 22.)
2. Select the **Enable AutoSend** check box.
3. Click an option to specify the interval at which you want the product to send the product-configuration and supplies-usage information to the e-mail recipients (determined in the next step), and then type the number of days, weeks, months, or pages printed.
4. Configure up to 20 destinations using the form that appears on the screen.
5. To send device configuration and supplies status information to HP, select the **Send to HP** check box.
6. Click **Apply**.

Security

The following illustration and table describe how to use the **Security** screen.

Figure 3-8 Security screen

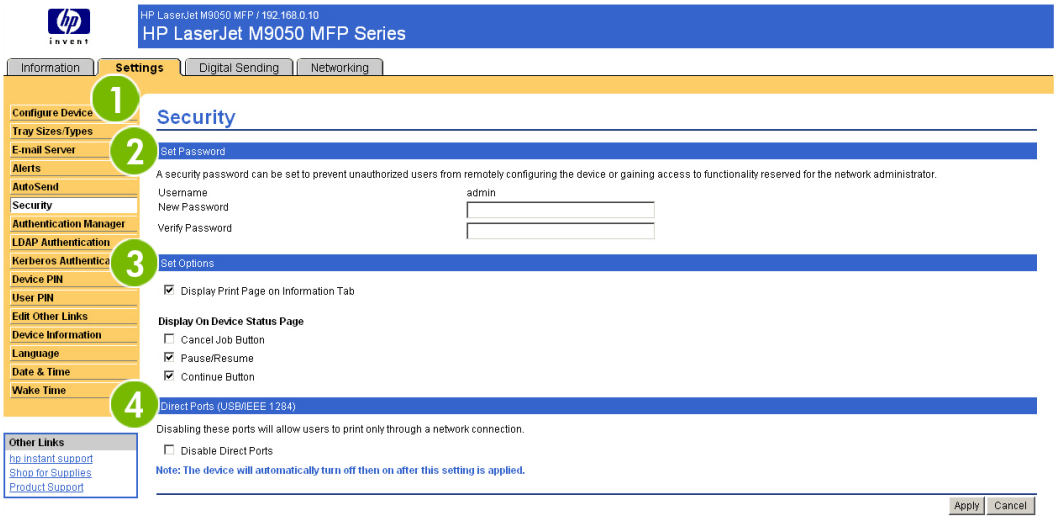


Table 3-6 Security

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Set Password	Set a security password to prevent unauthorized users from gaining access to the HP Embedded Web Server.
3	Set Options	Set the option to display Print Page on the Information tab or select the options to display on the Device Status Page.
4	Direct Ports	Disable local ports and allow printing access through a network connection only.

Authentication Manager

Use the **Authentication Manager** screen to set the Device Functions that require users to successfully log in before use. The following illustration and table describe how to use this screen.

Figure 3-9 Authentication Manager screen

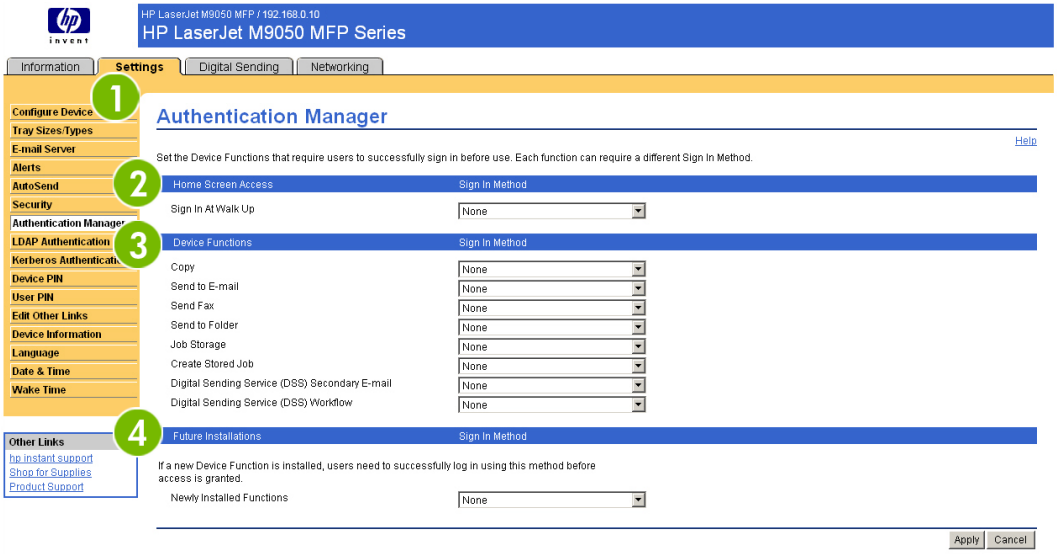


Table 3-7 Authentication Manager

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Home Screen Access	Specify a log-in method for users gaining access to the Home screen.
3	Device Functions	Specify a log-in method for users gaining access to the following functions: • Copy • Send to E-mail • Send Fax • Send to Folder • Job Storage • Create Stored Job • Digital Sending Service (DSS) Secondary E-mail • Digital Sending Service (DSS) Workflow
4	Future Installations	Specify a log-in method for users gaining access to any new features to be installed in the future.

LDAP Authentication

Use the **LDAP Authentication** page to configure a Lightweight Directory Access Protocol (LDAP) server to authenticate device users. When LDAP authentication is selected as the Log In Method for one or more Device Functions on the Authentication Manager page, the user at the device must enter valid credentials (username and password) to gain access to those functions.

Authentication consists of two interdependent parts. First, the device verifies the user's credentials with the LDAP server. After the device user has supplied valid credentials and has been authenticated, the device searches for the user's e-mail address and name. If either step fails, the user is denied access to the functions that have been configured to require LDAP authentication.

Use the **LDAP Authentication** page to set up the parameters that are used to access the LDAP server and searches for the user's information. Note that this page only applies when LDAP is selected as a Log In Method on the Authentication Manager page. The following illustration and table describe how to use this screen.

Figure 3-10 LDAP Authentication screen

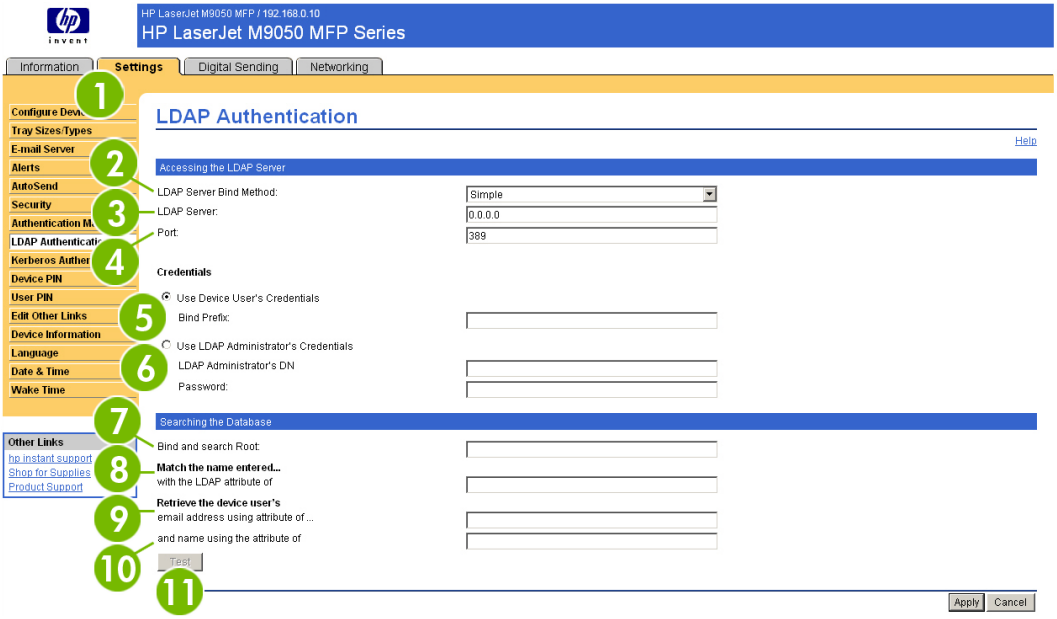


Table 3-8 LDAP Authentication

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	LDAP Server Bind Method	The LDAP Server Bind Method setting determines how the device will access the LDAP server. Contact your LDAP server administrator to determine which method will work best for you. • Simple - The selected LDAP server does not support encryption. Note that the password, if any, will be sent unencrypted across the network. • Simple over SSL - The selected LDAP server supports encryption using the Secure Sockets Layer (SSL) protocol. All data, including the username and password, will be encrypted. The LDAP server must be set up to support SSL, including configuring a certificate that establishes its identity.

Table 3-8 LDAP Authentication (continued)

Callout	Area on the screen	Information or capability that the area provides
		Also, the device network interface must be configured with a Certificate Authority (CA) certificate to validate the LDAP server. The CA certificate is configured on the Networking tab of the Web interface. In some LDAP server configurations, a client certificate is also required and is configured on the same Networking tab.
3	LDAP Server	The LDAP Server setting is the host name or IP address of the LDAP server to be used to authenticate device users. When using SSL, the name or address typed here must match the name in the certificate that the server sends. Multiple servers can be included in this field by separating their addresses with a vertical bar ('|', ASCII 0x7c) character. This feature can be used, for example, to specify primary and backup servers. The network interface only supports a single Certificate Authority (CA) certificate, so all the LDAP servers in the list must use the same CA.
4	Port	The Port setting refers to the TCP/IP port number on which the server is processing LDAP requests. Typically, this is port 389 for Simple binds or 636 for Simple over SSL binds.
5	Use Device User's Credentials	The Use Device User's Credentials method uses the Bind Prefix, the string that the user enters at the control panel, and the Bind and Search Root to construct the User DN. The constructed User DN is used to authenticate the user. The Bind Prefix setting is the LDAP attribute used to construct the user's Distinguished Name (DN) for authentication. This prefix is combined with the username typed at the control panel to form the Relative Distinguished Name (RDN). Commonly used prefixes are "CN" (for common name) or "UID" (for user identity).
6	Use LDAP Administrator's Credentials	Use Administrator's Credentials attempts to search for the user's DN instead of trying to construct it. The Administrator DN is the DN (Distinguished Name) of a user who has read access to the LDAP directory. The account entered here does not have to have administrative access to the directory. Read access is sufficient. The Administrator Password is the password of the user whose user DN was entered in the Administrator DN field.
7	Bind and search Root	When the Use Device User's Credentials method is selected, the Bind and Search Root value is used during both phases of authentication. During the credential verification phase, this value is combined with the RDN to construct the full Distinguished Name (DN) of the user. During the user information searching phase, this value is the DN of the LDAP entry where the search begins. When the Use LDAP Administrator's Credentials method is selected, the Bind and Search Root is only used as a search root. The Search Root of the base of the LDAP directory can be specified, and the device will search the entire LDAP tree for the user object corresponding to the username entered at the device.
8	Match the name entered with the LDAP attribute of	When searching for the device user's information in the LDAP database, the contents of the attribute specified in this field are compared to the username that was typed during authentication. This attribute is usually the same as the Bind Prefix.
9	Retrieve the device user's e-mail address using attribute of	After the device user has been located in the LDAP database, the user's e-mail address is retrieved from the database by using the LDAP attribute specified in the e-mail address using attribute of field.
10	and name using the attribute of	The user's display name is obtained from the LDAP attribute that is specified in the name using attribute of field.
11	Test	Use the Test feature to test the validity of your settings before applying them. When you click this button, you are asked to provide user credentials as if you were logging in at the device control panel. If the credentials that you provide are authenticated

Table 3-8 LDAP Authentication (continued)

Callout	Area on the screen	Information or capability that the area provides
		and the user information is found in the LDAP database, a success message appears. Otherwise, an error message appears indicating why authentication failed.

Kerberos Authentication

Use the Kerberos Authentication page to configure the device (multi-function peripheral or digital sender) to authenticate users to a Kerberos Realm. When Kerberos authentication is selected as the Log In Method for one or more Device Functions on the Authentication Manager page, the user at the device must enter valid credentials (username, password, and realm) to gain access to those functions.

Authentication consists of two interdependent parts. First, the device verifies the user's credentials with the KDC. After the device user has supplied valid credentials and has been authenticated, the device searches for the user's e-mail address and name. If either step fails, the user is denied access to the functions that have been configured to require Kerberos authentication.

Use the Kerberos Authentication page to set up the parameters that are used to access the LDAP server and searches for the user's information. Note that this page only applies when Kerberos Version 5 is selected as a Log In Method on the Authentication Manager page.

The following illustration, table, and procedures describe how to use this screen.

Figure 3-11 Kerberos Authentication screen

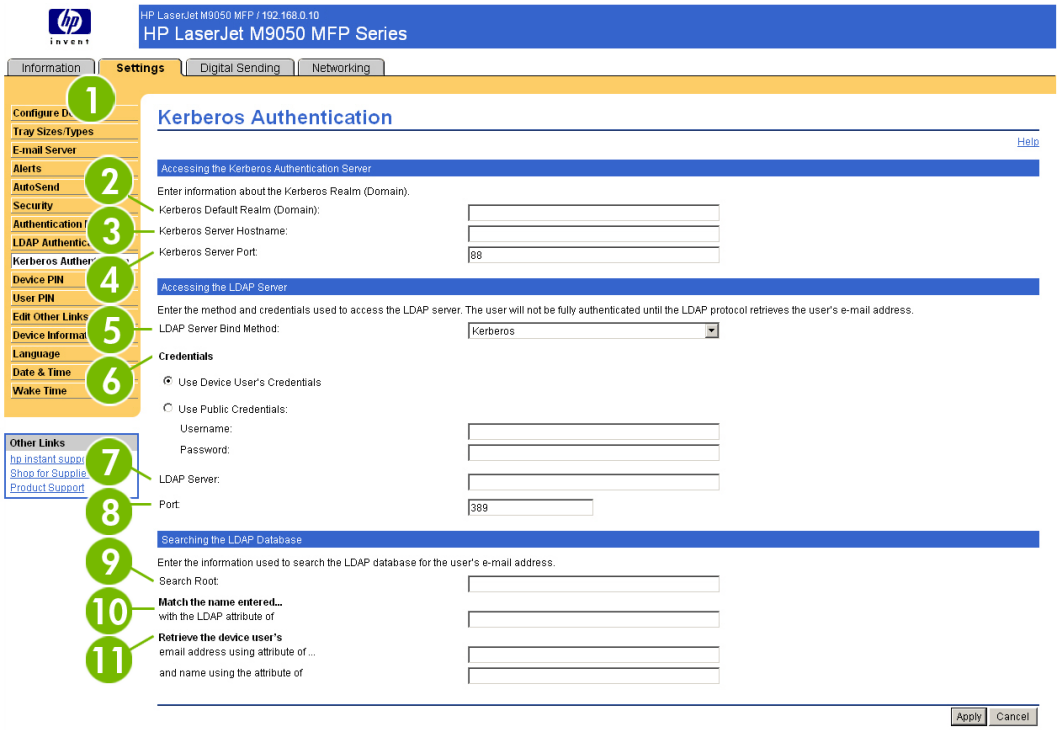


Table 3-9 Kerberos Authentication

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Kerberos Default Realm	The Kerberos Default Realm is the fully qualified domain name of the Kerberos realm (domain).
3	Kerberos Server Hostname	The Kerberos Server Hostname can be the same as the Kerberos Default Realm if a DNS service is available (Domain Name Service) and correctly configured. The device will use DNS to look up the first available KDC (Kerberos Domain Controller) on the network. If DNS is

Table 3-9 Kerberos Authentication (continued)

Callout	Area on the screen	Information or capability that the area provides
		not available, the IP address of the Kerberos Server may be used.
4	Kerberos Server Port	The Kerberos Server Port is the default IP port used by the Kerberos authentication method. Note that the default is port 88, but this can be different in different network environments. Please contact your IT administrator to determine the appropriate port if the default port does not work.
5	LDAP Server Bind Method	The LDAP Server Bind Method determines how the device will access the LDAP server.
6	Credentials	The Credentials configuration section is used to determine which credentials will be used to bind (authenticate) to the LDAP server. • When Use Device User Credentials is selected, the device users credentials (entered at the control panel of the device) will be used to access the LDAP server. This method has the advantage of not having to store a username and password, which may expire, in the device. • When Use Public Credentials is selected and user credentials are not available, the Username and Password entered will be used to access the LDAP server. This method should be used if for some reason device users do not have read access to the LDAP data.
7	LDAP Server	The LDAP Server is typically the same as the Kerberos Server in the Windows Active Directory Environment.
8	Port	The Port is the IP port used by the LDAP protocol to communicate with the LDAP server. This is typically port 389 or port 3268.
9	Search Root	The Search Root is the Distinguished Name (DN) of the entry in the LDAP directory structure where address searching is to begin. A DN is made up of ' attribute=value ' pairs, separated by commas. **NOTE:** On some LDAP Servers, the Search Root can be left blank (in which case its root node will be assumed). The search root is not case sensitive.
10	Match the name entered with the LDAP attribute of	After the device user has been located in the LDAP database, the user's name is retrieved from the database by using the LDAP attribute specified in the Match the name entered field.
11	Retrieve the device user's E-mail address using attribute of	After the device user has been located in the LDAP database, the user's e-mail address is retrieved from the database by using the LDAP attribute specified in the Retrieve the device user's e-mail address using attribute of field. In the Windows Active Directory environment, this attribute is typically mail.

Kerberos Authentication Tasks

Kerberos is a network authentication protocol. It is designed to provide secure authentication for client/server applications by using secret keys delivered with session tickets.

Before following the steps outlined here, you must have completed the following steps:

1. Install the Microsoft LDP tool.
2. Discover the LDAP server.
3. Set up LDP.

After you have performed these steps, perform the steps in the following section, Initializing Kerberos authentication on page 38.

Initializing Kerberos authentication

Follow these steps to initialize Kerberos Authentication for your product.

NOTE: Embedded Kerberos Authentication uses session tickets in the authentication process. The session tickets are time stamped by both the Key Distribution Center (KDC) and the product. It is essential that the stamped times are within five minutes of each other. This can be accomplished by setting identical time on both the KDC and product.

1. Open the HP EWS in a web browser.
2. Select the **Settings** tab, and then **Kerberos Authentication**.
3. Under the **Accessing the Kerberos Authentication Server** section, perform the following steps:
   a. Type the domain name in the **Kerberos Default Realm (Domain)** field. The domain name is case-sensitive and must use only uppercase letters, for example: `TECHNICAL.MARKETING`.
   b. Type the server IP address in the **Enter the Kerberos Server Hostname** field, for example: `15.62.64.203` (IP address)

   NOTE: The **Kerberos Server Port** field fills automatically as **88**.
4. Under the **Accessing the LDAP Server** section, perform the following steps:
   a. Select **Kerberos** from the **LDAP Server Bind Method** drop-down menu.
   b. Click to select the Credential method you want to use.

      If choosing **Use Public Credentials**, type in a username and password.

   NOTE: Remember how you set up the username on the LDP screen. The username is defined within the device user DN value in the LDP trace and is not in standard Windows domain account format. The format is often your entire e-mail address, including the @xx.xx.

c. Type the LDAP server in the **LDAP Server** field.

d. Type `389` in the **Port** field.

5. Under the **Searching the LDAP Database** section, perform the following steps:

a. Paste the Search Prefix into the **Search Root** field.

b. Type in the sAMAccountName into the **Match the name entered with the LDAP attribute of** field.

c. Find the device user e-mail address in the LDP trace. Copy the attribute defining the e-mail address, and paste it into the **Retrieve the device user's e-mail address using attribute of** field.

Some Kerberos environments require very specific attributes. For example, the attribute used here is `userPrincipalName` instead of `mail`.

d. Find the device user **name using the attribute of** in the LDP trace. Copy the attribute defining the name, and paste it into the **and name using the attribute of** field.

NOTE: The Kerberos environment requires `cn` instead of `displayName`.

e. Click **Apply**.

When you have finished these steps, continue with the steps in the next section, Configure the Authentication Manager for Kerberos Authentication on page 39.

Configure the Authentication Manager for Kerberos Authentication

Follow these steps to continue configuring Kerberos Authentication for your product.

1. Click **Authentication Manager** on the **Settings** tab in the HP EWS.

2. Perform the following steps:

a. Under the **Home Screen Access** section, select **Kerberos** from the **Log In At Walk Up** drop-down menu.

b. Under the **Device Functions** section, select **Kerberos** from the drop-down menus of desired functions to be authenticated.

c. Optional: Under the **Future Installations** section, select **Kerberos** from the Newly Installed Functions drop-down menu. By selecting this option, Kerberos authentication is automatically applied to new device functions when they are installed on the product.

3. Click **Apply**.

When you have finished these steps, continue with the steps in the next section, Configure Address Settings for Kerberos Authentication on page 39.

Configure Address Settings for Kerberos Authentication

Follow these steps to continue configuring Kerberos Authentication for your product.

1. Click **LDAP Settings** on the **Digital Sending** tab in the HP EWS.

2. Click to select the **Allow device to directly access an LDAP Address Book** check box.

3. Under the **Accessing to LDAP Server** section, perform the following steps:

   a. Select **Kerberos** from the **LDAP Server Bind Method** drop-down menu.

   NOTE: The LDAP Server Bind Methods on the **Addressing Settings** and **Kerberos Authentication** screens must match for Kerberos authentication to work properly.

   b. Under **Credentials**, click to select the **Use Public Credentials** option.

      - Type in the Username and Password.
      - Type in the Kerberos Default Realm (Domain), for example: `TECHNICAL.MARKETING`.
      - Type in the Kerberos Server Hostname, for example: `myserver.hp.com`.
      - Type in the Kerberos Server Port, for example: `88`.

   c. Type in the LDAP Server, for example:`15.98.10.51`.

   d. Type in the Port number, for example: `389`.

4. Under the **Searching the Database** section, perform the following steps.

   a. Type in the Search Prefix into the **Search Root** field.

   b. Select an option from the three options on the **Device user information retrieval method** drop-down menu. The appropriate choice depends on your network environment.

      - Select **Exchange 5.5 Defaults** when Exchange 5.5 servers are used in LDAP addressing.
      - Select **Active Directory Defaults** for Windows 2000 or later network environments.
      - Select **Custom** for specialized network environments.

5. Click **Apply**.

When you have finished these steps, continue with the steps in the next section, Use the MFP control panel for Kerberos Authentication on page 40.

Use the MFP control panel for Kerberos Authentication

Follow these steps to finish configuring Kerberos Authentication for your product.

1. At the MFP, touch any option on the main screen of the control panel. The screen displays a request for authentication.

   NOTE: Remember the username is defined within the device user DN value in the LDP trace and is often your entire e-mail address, including the @xx.xx.

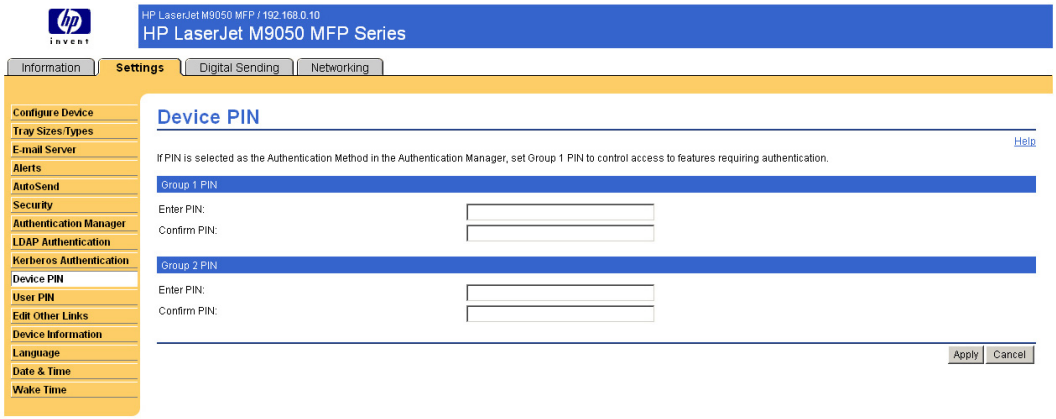
2. Use the touch screen keypad on the MFP control panel to input the authentication, and then touch **OK**. The chosen option appears, for example, e-mail.

Device PIN Authentication

If PIN Authentication is selected for one or more Device Functions on the **Authentication Manager** page, the user will be prompted for a PIN before they can access those Device Functions. If the PIN is entered incorrectly the user will be returned to the previous screen. When a PIN is entered correctly all functions that use that PIN are then accessible to the user. For example, you could configure Copy for Group 1 PIN and E-mail and Fax for Group 2 PIN.

The following illustration shows the **Device PIN Authentication** screen.

Figure 3-12 Device PIN Authentication screen



User PIN Authentication

The **User PIN Authentication** page enables you to add user PIN records into the device one at a time, and to edit or delete user PIN records that have already been saved in the device.

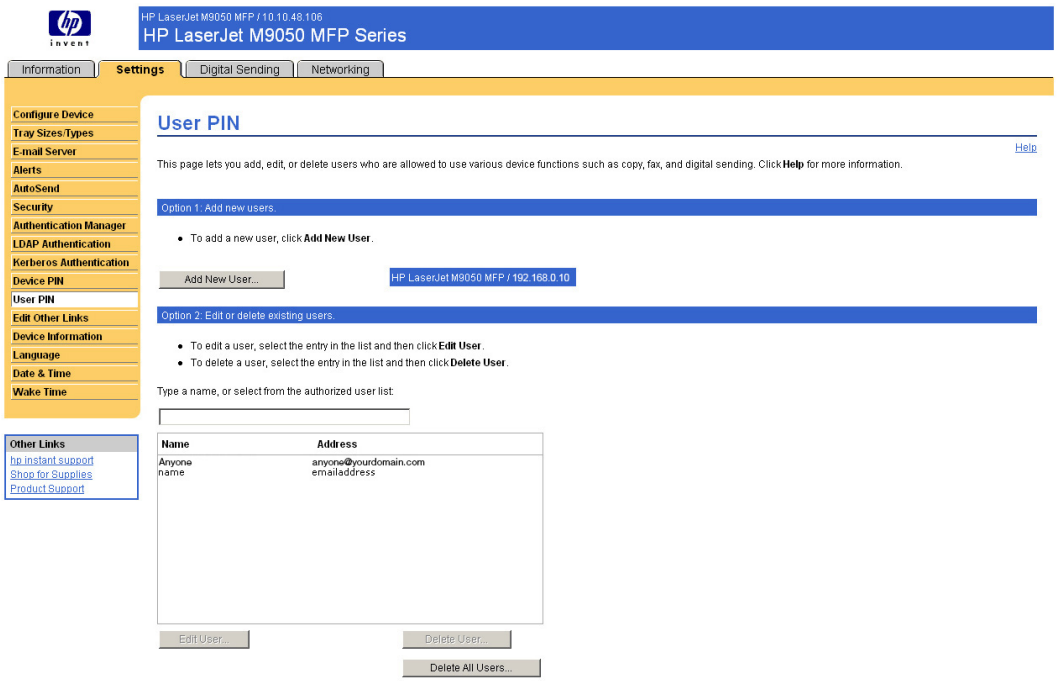
You can also use the device Import/Export feature to load a large list of users all at once, rather than adding them one at a time.

You can set up the device to require each user to provide their PIN when they access the device. To set up this authentication option, do the following:

- On Digital Send Advanced devices, go to the EWS Settings tab, select Authentication Manager, and then select User PIN from the Sign In At Walk Up drop-down list and from the Send to E-mail drop-down list.
- On Digital Send Simple devices, as soon as user PIN records are added to the device, device access is automatically limited to only those persons who have a user account, and the control panel starts prompting all users for a PIN.

The following illustration shows the **User PIN Authentication** screen.

Figure 3-13 User PIN Authentication screen



Add New Users

You can add a new user and PIN by clicking Add New User.... This takes you to the Add User page, which has instructions for completing the task.

Adding a new user

To add a new user and PIN, do the following:

1. Click Add New User.... The Add User page appears.
2. Type the person's name in the Name field. The maximum length is 245 characters, or less depending on the language being used.
3. Type the person's e-mail address in the E-mail Address field. It must be less than 255 characters.

NOTE: If e-mail address validation has been enabled on the device, the e-mail address is required to have an @ sign.

4. Type the user PIN into the User Access PIN field. It must be between 4 and 8 digits long.
5. If you want to add the new user's e-mail address to the device address book, select the Add user to e-mail address book automatically check box.
6. Click Apply to save the new user and PIN to the device.

Edit or delete existing users

You can edit or delete any of the users that have been saved in the device.

Editing a user

To edit an existing user, do the following:

1. Select the user that you want to edit from the user list. You can type a name into the search field to find a specific user.
2. Click Edit User.... The Edit User page appears.
3. Make the necessary changes in the Name, E-mail Address, and User Access PIN fields.
4. Click Apply to save your edits.

Deleting a user

To delete an existing entry, do the following:

1. Select the user that you want to delete from the user list. You can type a name into the search field to find a specific user.
2. Click Delete User.... The Delete User page appears.

NOTE: If you want to delete all user PIN records from the device, click Delete All Users.... If you want to make a backup copy of the user records first, you can do this by using the device Import/Export feature.

3. In the page that displays, you are prompted to confirm the deletion of the selected user. Click OK to confirm your selection. The user record is deleted.

Edit Other Links

Use the **Edit Other Links** screen to add or customize up to five links to the Web sites of your choice (see the following note). These links appear throughout the HP EWS screens in the **Other Links** box beneath the left navigational bar. Three permanent links (**hp instant support**, **Shop for Supplies**, and **Product Support**) have already been established. The following illustration, table, and procedures describe how to use this screen.

Figure 3-14 Edit Other Links screen

Table 3-10 Edit Other Links

Callout	Area on the screen	Information or capability that the area provides	
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.	
2	Add Link	Add a user-defined link.	
3	User-defined Links	Lists the user-defined links that have been added. Use this area to delete links.	
4	Other Links	**hp instant support**	Connect to Web resources that help you to solve specific problems and determine what additional services are available for your product. (Detailed information, including serial number, error conditions, and status, is forwarded to HP Customer Care. Hewlett-Packard Company treats this information as confidential.)
		Shop for Supplies	Connect to a Web page that facilitates online ordering of supplies.
		Product Support	Gain access to specific product help from the HP Web site.

Adding a link

Use this procedure to add a link.

1. Under **Add Link**, type the URL and the name of the link as you would like it to appear in the HP EWS.
2. Click **Add Link**.

Removing a link

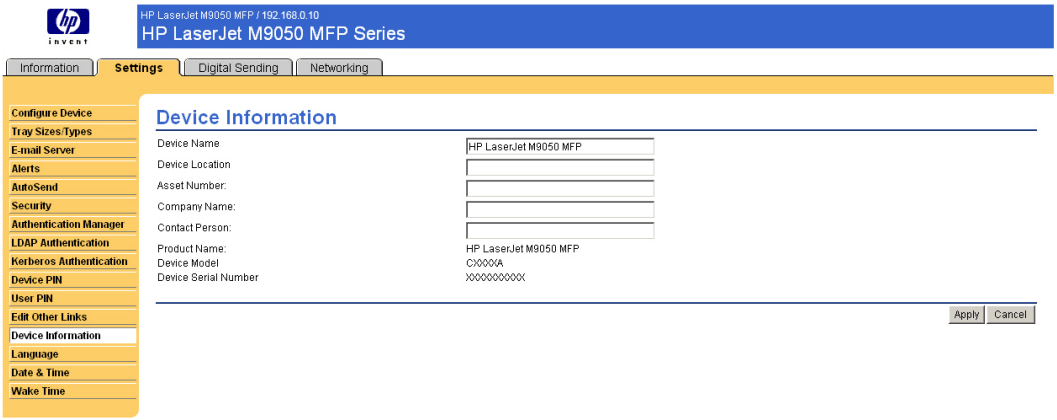
Use this procedure to remove a link.

1. Under **User-defined Links**, select the link or links that you would like to remove.
2. Click **Remove Selected Link**.

Device Information

Use the **Device Information** screen to provide a name of your choice for the device, assign an asset number, and configure the company name, the person to contact about the device, and the physical location of the device. The device name, device model, and serial number are also available on this screen.

Figure 3-15 Device Information screen



NOTE: If you make any changes on the Device Information screen, click **Apply** to save the changes.

The information that is typed here appears on the Device Information screen that can be opened from the **Information** tab. It also appears in e-mail messages that are sent from the product. This might be useful if you need to locate the product to replace supplies or fix a problem.

Language

Use the **Language** screen to select the language in which the HP EWS screens appear. The following illustration and table describe how to use this screen.

Figure 3-16 Language screen

△ **CAUTION:** Selecting **View Pages in Device Language** or **Select A Language** changes the language for everyone who uses the HP EWS.

Table 3-11 Language

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	View Pages in Browser Language (this is the default)	Use this feature to detect which language is selected for your Web browser. The HP EWS screens appear in the same language.
3	View Pages in Device Language	Use this feature to detect which language is selected for the device control panel. The HP EWS screen appear in the same language.
4	Select A Language	Select the language for the HP EWS screens.

NOTE: The default language is the language that the Web browser is currently using. If your browser and control panel both use a language that is not available for the HP EWS, English is selected as the default. If you make any changes on the Language screen, click **Apply** to save your changes.

Date & Time

Use the **Date & Time** screen to update the product time. The following illustration and table describe how to use this screen.

Figure 3-17 Date & Time screen

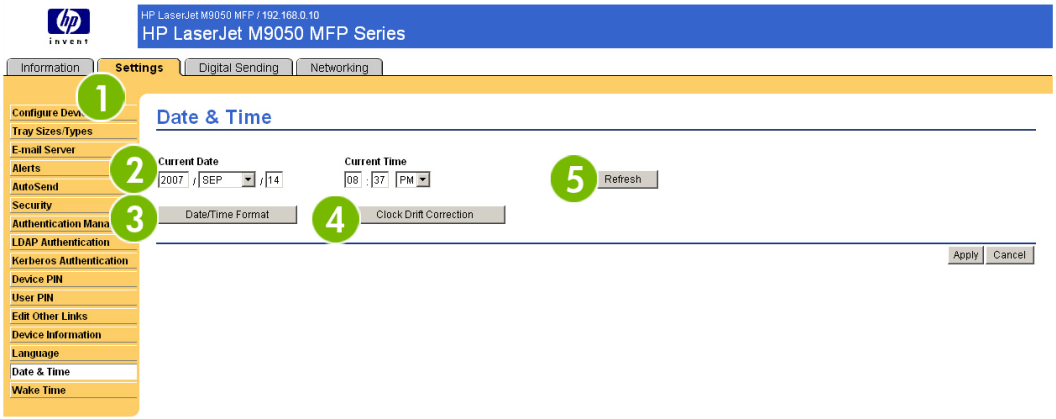


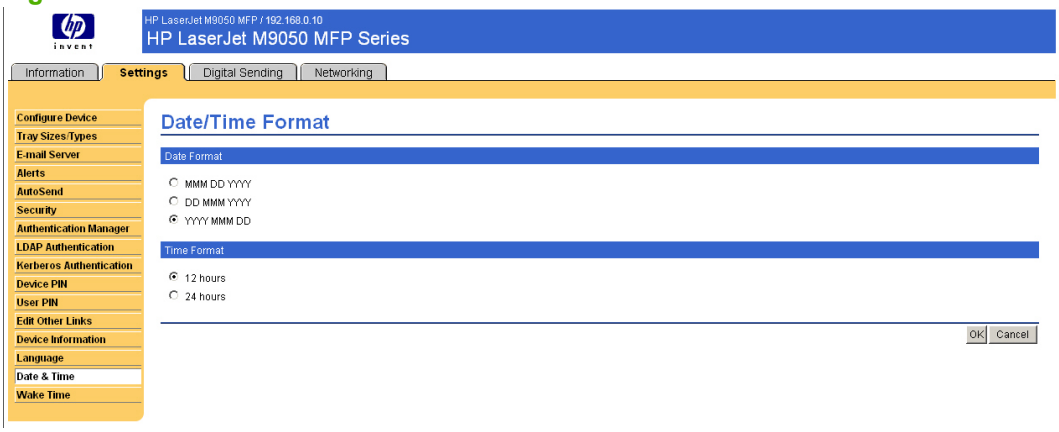
Table 3-12 Date & Time

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Current Date and Current Time	Shows the product date and time when the EWS was opened. If either is incorrect, an IT administrator can change the information at the product control panel or through this HP EWS page.
3	Date/Time Format	Set the date/time format.
4	Clock Drift Correction	Click this button to configure a network time server. This corrects clock drift by using a network time server of your choice. For more information, see Clock Drift Correction on page 49.
5	Refresh	Click this button to update the product date and time on the screen. For more information, see Date/Time Format on page 49.

Date/Time Format

Use the **Date & Time – Format** screen to select the formats you prefer for displaying the date and time. The following illustration shows the **Date & Time – Format** screen.

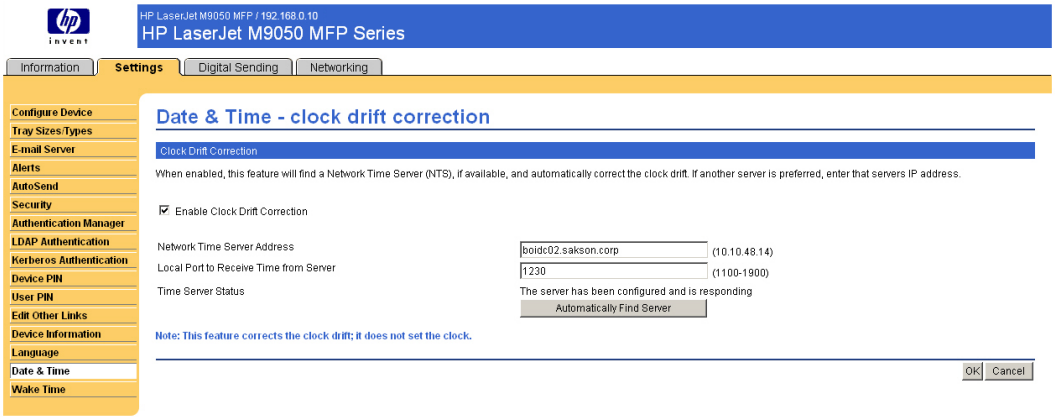
Figure 3-18 Date/Time – Format screen



Clock Drift Correction

Use the **Date & Time - clock drift correction** screen to enable clock drift correction. The following illustration shows the screen.

Figure 3-19 Date & Time - clock drift correction screen



To configure a network time server to correct the product clock drift, use the following procedure.

NOTE: This process keeps the clock from drifting (losing or gaining time), but does **not** synchronize the clock with the network time server clock.

1. Select the **Enable Clock Drift Correction** check box.
2. In the **Network Time Server Address** field, type the TCP/IP address or the hostname of the clock which you want to use for correction of the product clock drift.

NOTE: Alternatively, you can click the **Automatically Find Server** button to find a time server on your network and automatically fill in this field.

3. In the **Local Port to Receive Time from Server** field, type the number of the appropriate port.

4. Click **OK**.

NOTE: Use this screen only to configure the time server for clock drift correction, not to set the clock. To set the clock, use the main **Date & Time** screen. For further information, see Date & Time on page 48.

Wake Time

An IT administrator can use the **Wake Time** screen to schedule wake times and sleep delays on a daily basis. For example, the product can be set to wake up at 07:30, so the product has finished initializing and calibrating and is ready to use by 08:00. The administrator sets only one wakeup setting per day; however, each day can have a different wakeup setting. Additionally, to save energy, the sleep delay can be set to turn the product off after a specific period of inactivity.

Figure 3-20 Sleep Schedule screen

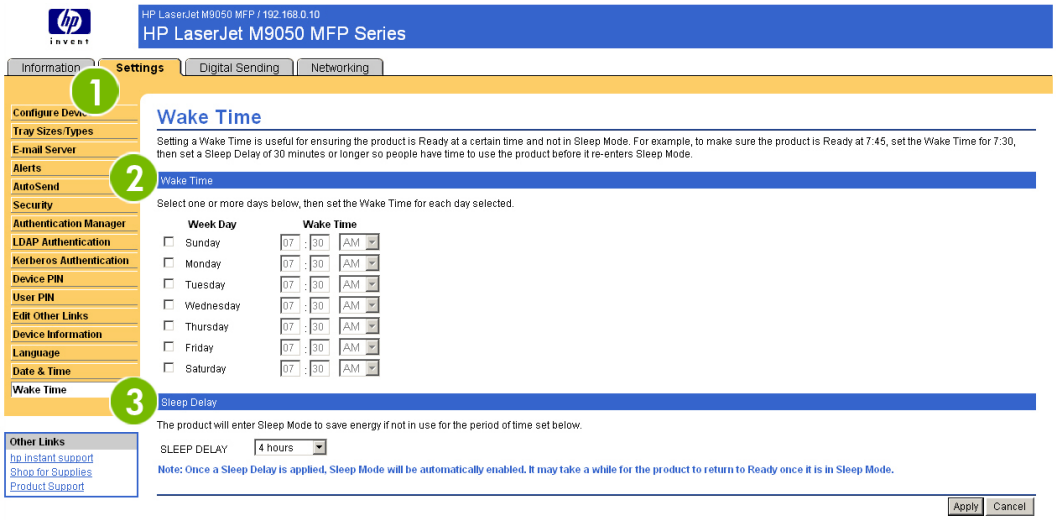


Table 3-13 Sleep Schedule

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Wake Time	Select one or more days on which to use the wakeup setting, and then set the time the product is turned on each day.
3	Sleep Delay	Set the amount of time the product is idle before it goes into Sleep Mode. When the product is in Sleep Mode, it uses less energy.

4 Setting the digital sending options

Administrators can use the screens available from the **Digital Sending** tab to control the digital-sending features that some products offer.

NOTE: Some products do not support all of these screens.

General Settings

Use the **General Settings** screen to set digital-sending administrator information. The following illustration and table describe how to use this screen.

Figure 4-1 General Settings screen

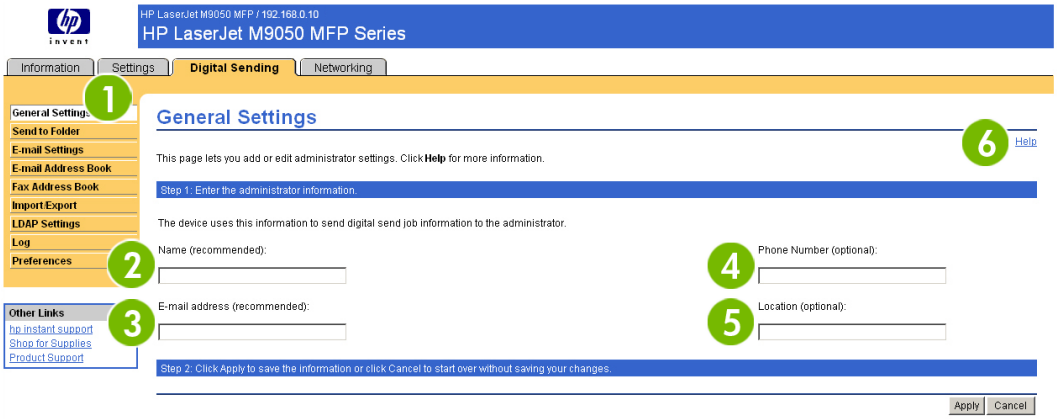


Table 4-1 General Settings

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Name	Type the administrator's name.
3	E-mail address	Type the administrator's e-mail address. The device does not accept e-mail addresses that are not properly formatted.
4	Phone Number (optional)	Type the administrator's phone number (optional).
5	Location (optional)	Type the administrator's location (optional).
6	Help	Click to open a help file that contains information about the screens on the **Digital Sending** tab.

Send to Folder

Use the **Send to Folder** screen to send scanned documents to shared folders or FTP sites.

NOTE: The shared folders or FTP sites must be operational before using this tool to add them as destinations.

The following illustration and table describe how to use the **Send to Folder** screen.

Figure 4-2 Send to Folder screen

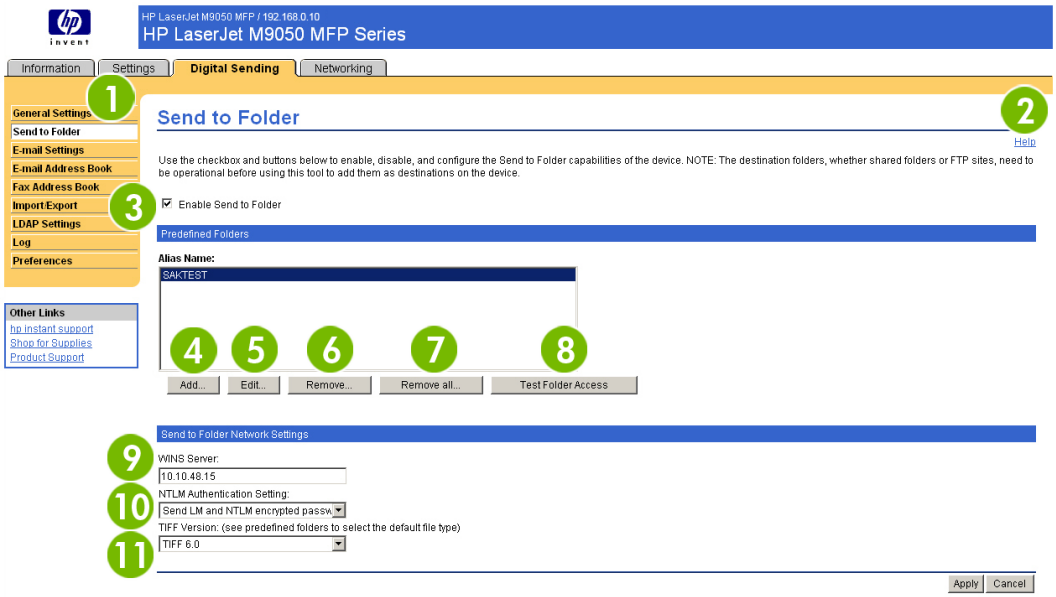


Table 4-2 Send to Folder settings

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Help	Click to open a help file that contains information about the screens on the **Digital Sending** tab.
3	Enable Send to Folder	Select the Enable Send to Folder check box to turn on Send to Folder capabilities on the device. Enabling will put a Send to Folder icon on the front panel of the device. The user can select this icon to use this capability.
4	Add	Click Add to set up a new folder destination.
5	Edit	Click Edit to view or change the settings for the predefined folder.
6	Remove	Click Remove to remove the selected folder from the predefined folder list.
7	Remove all	Click Remove All to remove all the predefined folders from the list.
8	Test Folder Access	Click Test Folder Access to test that a predefined folder is accessible by the device.
9	WINS Server	Use the WINS Server setting to specify either the host name or IP address of the WINS server. This setting is necessary if Windows paths and folders are used as folder destinations. The WINS server must be specified when the path to the workstation or server is of the form \\host-name\ \mysharedpath.

Table 4-2 Send to Folder settings (continued)

Callout	Area on the screen	Information or capability that the area provides
		To find the WINS Server, go to the Windows task bar and click **Start**, click **All Programs**, click **Accessories**, and then click **Command Prompt**. When the **Command Prompt** appears, type `ipconfig /all`. **NOTE:** If the hostname for your Shared Folder destinations are all specified as IP addresses (for example, \\192.000.0.1\Topfolder), then a WINS server does not need to be provided. In this case, set the WINS server to be 0.0.0.0.
10	NTLM Authentication Setting	Use the NTLM Authentication setting to specify the authentication setting in use by the server/workstations in your computing environment. The following are the default settings commonly in use: • Windows 95, Windows 98 and Windows Me hosts - Select Send LM and NTLM encrypted password. • Windows NT 4.0 (earlier than service pack 4) - Select Send NTLM encrypted password. • Windows NT 4.0 service pack 4 - Select Use NTLM V2 Authentication • Windows 2000 or later operating systems - Select Use NTLM V2 Authentication • Mixed environments - Select Send LM and NTLM encrypted password.
11	TIFF version	Specify the TIFF version here.

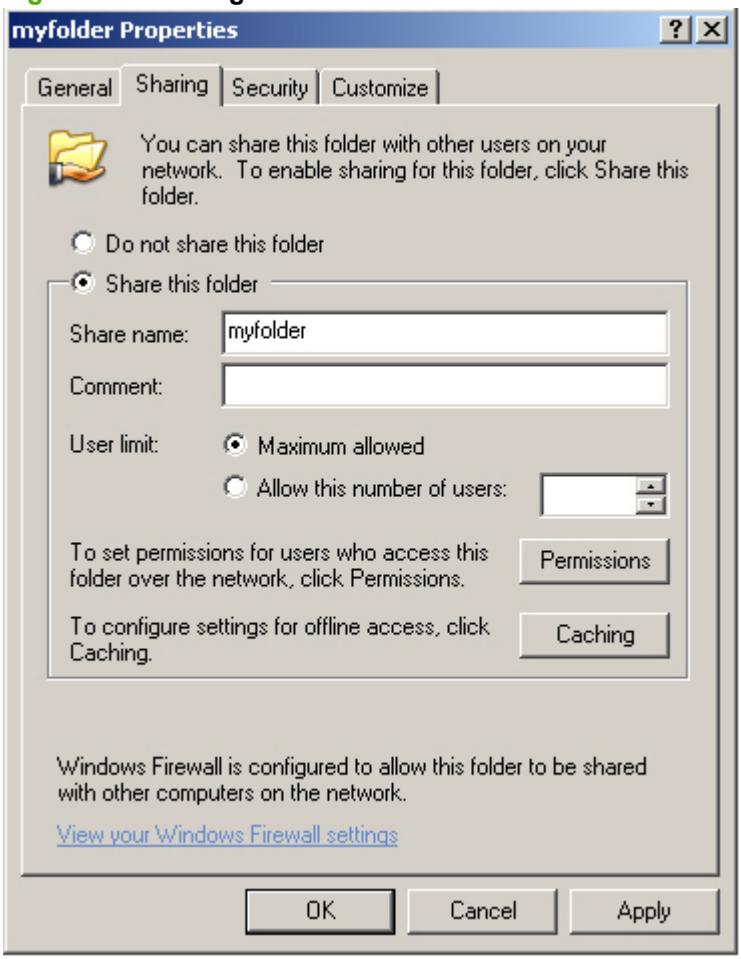
Adding a shared folder

You can add any folder or folders that are already shared by Windows. To create a shared folder, please follow the following steps in Windows XP. For other Windows Operating Systems, please go to Windows Explorer Help tab, and type in the search box `Share a folder`. Then click on **Share a drive or folder on the network**. It will take you to the instructions on how to create a shared folder.

Sharing a folder in Windows XP

1. Right-click on the file or folder to be shared from **Windows Explorer** or **My Computer**, and then click **Sharing and Security**. On the dialog box that appears, the **Sharing** tab is selected by default.

Figure 4-3 Sharing tab

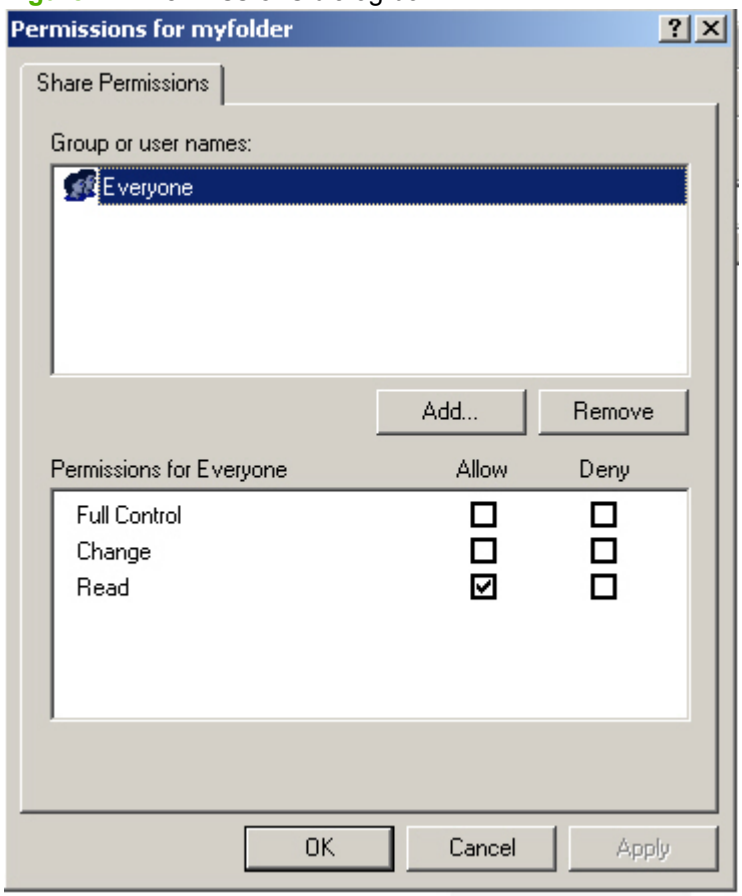


2. Select **Share this folder**. The name of the folder that appears on the network may be changed by typing in the new name in the **Share name** field.

3. If you selected **Simple File Sharing** you can skip the remaining steps and Press **OK**. If you did not, follow steps 3-7.

   a. Click on the **Permissions** button.

   Figure 4-4 Permissions dialog box



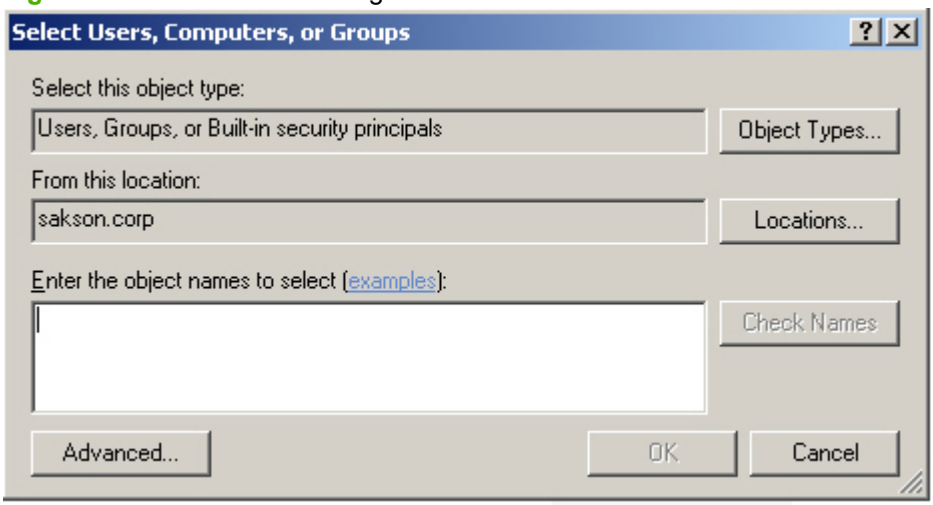
   b. If you wish to allow anyone on your network to access your folder, click on **Everyone** and select **Allow Full Control** and then click **OK**. (Skip to step 4)

   c. If you wish to only give certain users access to the folder: select **Everyone** and click **Remove**.

   d. Click **Add**.

e. In the **Enter the object names to select** field, type in the name of the first user account that will have access to the folder and then click **Check Names.**

Figure 4-5 Select Users dialog box



f. To add multiple user accounts, type a semicolon after the first account name and then repeat the steps above for each account you wish to add. Each user account will appear as **COMPUTER NAME\user name** and each user account will be separated by a semicolon.

g. Click **OK** when you are done.

h. To change each user account's permissions, in the **Permissions** window for that folder, click once on the name of the user account. Once it is highlighted, you may allow or deny them privileges according to the options below. Check or uncheck the boxes next to the permissions you wish to give the user.

NOTE: You must change the permissions for each user account that has access to this folder.

- **Read** allows the user to read the files in the folder.
- **Change** allows the user to add, alter, or delete files in the folder.
- **Full Control** allows the user to read, add, alter, and delete files in the folder as well as to adjust these permissions or take ownership of the folder.

4. When the permissions for all users have been set, click **OK**.
5. Click on the **Security** tab and then click **Add**. If you do not see a **Security** tab skip the rest of these steps.
6. Add all the user accounts that you have added in step 3.
   - In the **Enter the object names to select** field, type in the name of each user account that will have access to the folder and then click **Check Names**. Each account will appear as **COMPUTER NAME\user name** and the accounts will be separated by a semicolon.
   - Click **OK** when you are done.
7. Click **Apply** and then click **OK**.

The folder icon will change to the following: . This indicates that this folder is now shared. Anyone who knows the username and password of the account(s) that were set up with access to the shared folder(s) above will be able to access the folders. You have successfully set up folder sharing. Repeat these steps for all folders you wish to share with other network users.

Add a shared folder to the Send to Folder list

1. On the EWS **Send to Folder** screen, click Add.... This will allow you to set up and test a folder destination for the user to select at the device. After clicking Add, you will go to a series of two web pages to first choose the destination type then set up the shared folder. On both of these pages, specify the settings then click the OK button.

Figure 4-6 Add Shared Folder screen

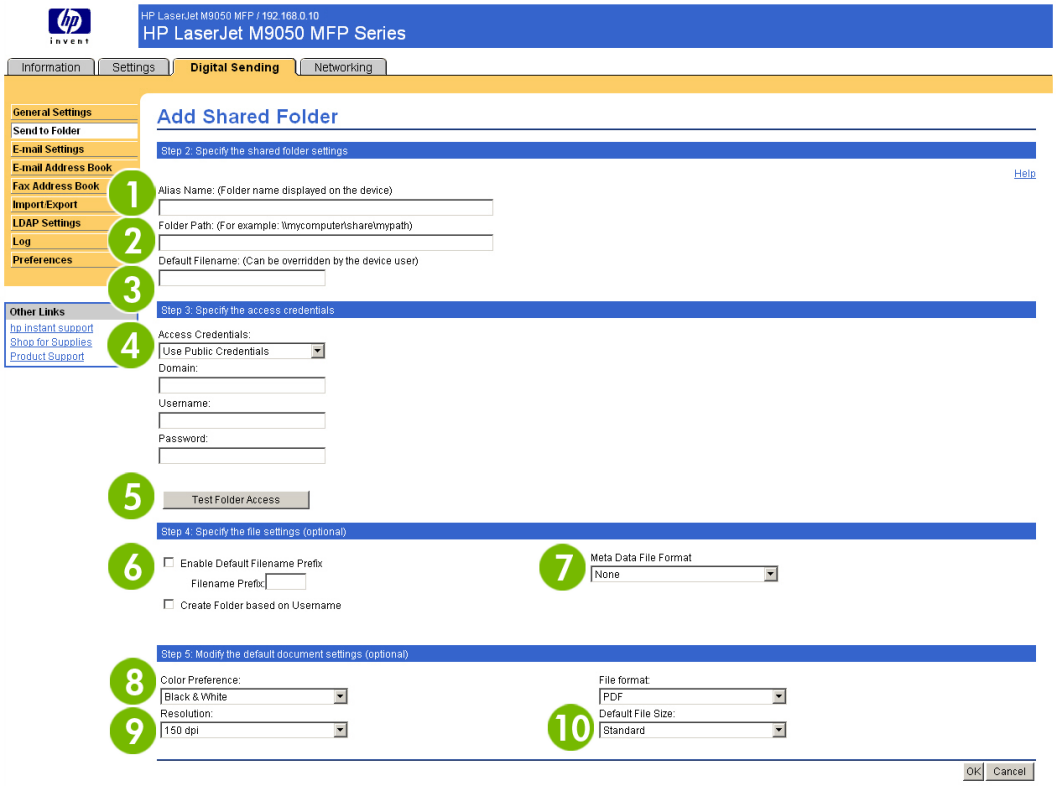


Table 4-3 Add Shared Folder screen

Callout	Area on the screen	Information or capability that the area provides
1	Alias name	Choose any name that will display on the device. This name will represent your shared folder and will appear in the Quick Access Folders list in the Network Folder feature on the MFP.
2	Folder Path	The folder path consists of a computer name and the name of the shared folder, for example: **\\MyComputerName\MySharedFolder**. You could enter the IP address of the computer instead of the computer name, for example `\\10.10.10.10\MySharedFolder`. Remember that the folder must be shared by Windows before this step. **NOTE:** To find `MyComputerName`, you can right click **My Computer** on the Desktop, click on **Properties**, and then click on **Computer Name**. Copy the **Full Computer Name** to the **Folder Path** box.

Table 4-3 Add Shared Folder screen (continued)

Callout	Area on the screen	Information or capability that the area provides
3	Default Filename	Choose any name as the default filename. The filename you choose can be overridden each time by the device user. Because of this, it is advisable to give each scanned file a unique file name in order to preserve its content.
4	Address Credentials	You can choose either **Use Public Credentials** or **Use Device User's Credentials**. • **Use Public Credentials.** The username, domain, and password used will be stored securely on the MFP and will be used every time the Shared Folder is accessed. If the user's password changes, the password will need to be updated in the Shared Folder configuration. • **Use Device User Credentials.** If a supported authentication method is enabled (Kerberos Authentication), and the user is required to enter Domain credentials to access the Send to Folder application (see User Authentication), these credentials will be used to access the Shared Folder. If a supported authentication method is not enabled, the user will be prompted to enter a username, domain, and password. **NOTE:** To find the Domain used, right click on **My Computer**, select **Properties**, and then select the **Computer Name** tab. The domain shown is typically something like **organization.companyname.net**. Only the first section of the domain field should be used, for example: **organization** in this case, not the entire domain name. If the computer on which the share is located is not a member of a domain, the computer name can be entered into the domain field instead.
5	Test Folder Access	Click Test Folder Access to test that a shared folder is accessible by the device.
6	Enable Default Filename prefix	Use the **Fixed Filename Prefix** setting to uniquely identify files that come from each individual device. Each device can be configured with a unique prefix. This can assist in tracking where a document is scanned, as well as prevent unnecessary duplication when two or more devices are scanning documents into the same destination folder. Follow these steps to enable a fixed filename prefix: **1.** Select **Enable Fixed Filename Prefix**. **2.** Type a three-letter prefix in the **Filename Prefix** field. **3.** Click **OK** once you have completed all the settings on this page. The prefix will be added to the beginning of the default filename for every file that is saved to a folder. **NOTE:** The user is not able to override the fixed filename prefix.
7	Meta Data File Format	Meta data files contain information for each document scanned, including the name of the device and attributes of the file. These files are frequently used by third-party applications to aid in tracking and distribution of the scanned documents. The meta data files will be placed in the same folder destination as the scanned document.
8	Color Preference	The options here are **Black & White** or **Color**. Color scanned files have a larger file size.

Table 4-3 Add Shared Folder screen (continued)

Callout	Area on the screen	Information or capability that the area provides
9	Resolution	The higher the resolution, the better the image quality will be. However the higher the resolution, the larger the file size will be.
10	Default file size	This setting provides for different levels of compression. If you choose **Small**, the file size will be smaller, but the image quality might be lower. If you choose **Large**, image quality will be better, but the file size will be larger. The **Standard** setting provides for average compression. **NOTE:** If you want the smallest file size, choose the **Black & White** color preference setting, choose the lowest resolution setting, and **Small** for the default file size. If you want higher image quality, choose from the other available settings. Note that the default setting: **PDF**, **Color**, **150DPI**, and **Standard file size** typically provides the best quality with reasonable file sizes.

2. After adding and configuring the shared folder and clicking OK, you will return to this page. The new shared folder will appear in the Predefined Folders list. The alias name for each folder will be shown in the list.

Editing or viewing a predefined folder

Follow these steps to edit or view a predefined folder.

1. Select a folder from the Predefined Folders list by clicking on the folder name.
2. Click Edit, and you will go to a new web page to view or change the settings for the predefined folder. Then, click the OK button to return back to this page if you change settings or the Cancel button if you don't make changes.

Removing a predefined folder

Follow these steps to remove a predefined folder from the device:

1. Select a folder from the Predefined Folders list by clicking on the folder name.
2. Click Remove... and click OK to confirm. The selected folder destination will be removed from the device.
3. Repeat the above steps to remove additional folders, or use the Remove All button as described below.

Removing all folders

Follow these steps to remove all folders from the device:

1. Click Remove All.
2. Click OK to confirm. All folders will be removed.

Testing a predefined folder

Follow these steps to test that a predefined folder is accessible by the device.

1. Select a folder from the Predefined Folders list.
2. Click Test Folder Access. If device user's credentials are to be used to access the folder, you will need to provide the user credentials when prompted to complete the test.

When completed, a message box will be displayed in a gray box near the top of the page indicating the test results.

E-mail Settings

The product requires a Simple Mail Transfer Protocol (SMTP) gateway server to forward e-mail messages to a destination. If the SMTP gateway is not responding or has not been configured, the following message appears on the screen:

0.0.0.0 is not responding or is not a valid SMTP Gateway Server.

Use the **E-mail Settings** screen to configure SMTP settings, set the maximum e-mail attachment size, and set the default e-mail address for the product. You can also set a default subject for all e-mail messages that the product sends. The following illustration and table describe how to use this screen.

Figure 4-7 E-mail Settings screen

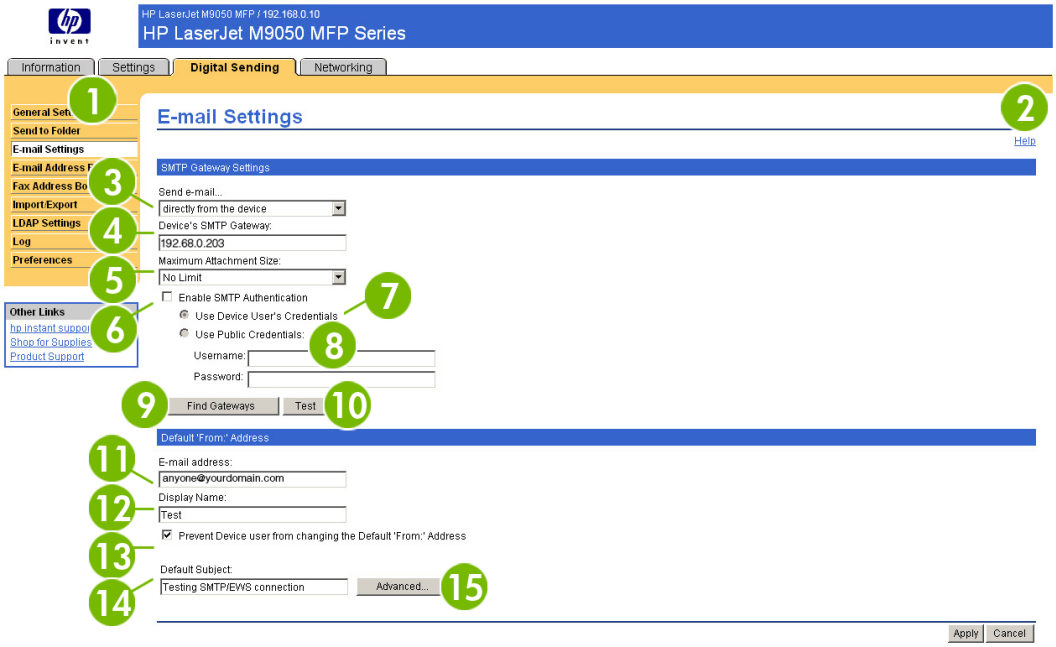


Table 4-4 E-mail Settings

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Help	Click to open a help file that contains information about the screens on the **Digital Sending** tab.
3	Send e-mail	Send e-mail messages to the SMTP Gateway server directly from the product.
4	Device's SMTP Gateway	Type the TCP/IP address or the host name of the SMTP Gateway server that will manage the e-mail requests from the device. If you do not know the TCP/IP address or the host name of the SMTP Gateway, click the **Find Gateways** button to search the network for a suitable SMTP Gateway server. **NOTE:** Some devices recognize only TCP/IP addresses. In such cases, host names will be converted to the equivalent TCP/IP address.
5	Maximum Attachment Size	Select the maximum size of e-mail attachments that the SMTP Gateway server can transmit. If the product needs to send an e-mail attachment that is larger than the maximum size that is specified, the attachment is broken into smaller files, which are sent in multiple e-mail messages.

Table 4-4 E-mail Settings (continued)

Callout	Area on the screen	Information or capability that the area provides
6	Enable SMTP Authentication	Use this setting to require SMTP authentication for outgoing e-mail. SMTP authentication is used to provide a username and password to the SMTP server if required. Most Internet Service Providers (ISP) require these credentials.
7	Use Device User's Credentials	You can only use this setting if Authentication is enabled for SMTP *and* individual device users have accounts on the SMTP server. In most cases, **Use Public Credentials** is the preferred method.
8	Use Public Credentials	Use this setting to set a single name and password for SMTP authentication for the device to use for all users.
9	Find Gateways	If you do not know the TCP/IP address or the host name of the SMTP Gateway, click this button to search the network for a suitable SMTP Gateway server. **NOTE:** If you are using an ISP for e-mail services, this feature might not function correctly. Please contact your ISP for the name or address of the SMTP Gateway and for the username and password used to access the e-mail.
10	Test	Click this button to verify that the specified SMTP Gateway server is valid and operational.
11	E-mail address	Type the e-mail address of the person who will act as the default sender.
12	Display Name	Type the name that you want to appear in the "From" field for the e-mail messages that are sent from the product. You can also use this field to include instructions, such as "Please type your e-mail address here." **NOTE:** If a name is not provided, the e-mail address that was typed in the **E-mail Address** field will appear in the "From" field of outgoing e-mail messages.
13	Prevent Device user from changing the Default 'From:' Address	Select this check box to ensure that general users cannot change the e-mail address that the administrator set.
14	Default Subject	If you want to, type the subject that will appear on all e-mail messages the product sends. You can also use this field to include instructions, such as "Please type a subject for your message."
15	Advanced	Click this button to open a new screen that you can use to set message text and attachment settings for e-mail messages that the product sends. For more information, see Advanced E-mail Settings on page 65.

Advanced E-mail Settings

The following illustration and table describe how to use the **Advanced E-Mail Settings** screen.

Figure 4-8 Advanced E-mail Settings screen

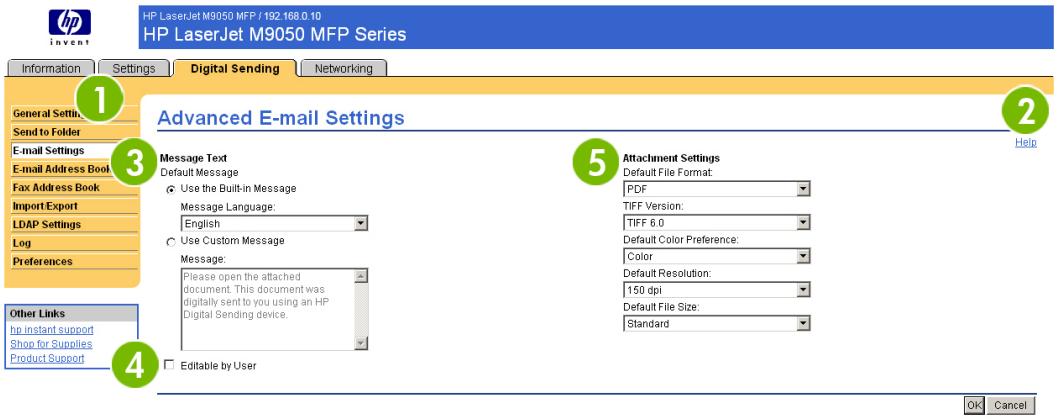


Table 4-5 Advanced E-mail Settings

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Help	Click to open a help file that contains information about the screens on the **Digital Sending** tab.
3	Message Text	Modify how the message text will appear in the body of all e-mail messages that are sent from the product. Select the language for the message text. The languages that are available are the same languages that are available on the Language screen of the **Settings** tab.
4	Editable by User	Select this check box to allow the user to add text to the e-mail message text.
5	Attachment Settings	Select the default settings for attachments sent in e-mail messages that are sent from the product. **NOTE:** If you want the smallest E-mail attachment size, choose the **Black and White**, lowest resolution, and **Small** settings for the default file size. If you want higher image quality, choose from the other available settings. Note that the default setting **PDF**, **Color**, **150DPI**, **Standard file size**, typically provides the best quality with reasonable file sizes.

E-mail Address Book

An e-mail address book is a list of e-mail addresses that are stored on the device. The address book can store frequently-used e-mail addresses so that you can quickly choose the right e-mail address when sending a document from the front panel of the device. The E-mail Address Book page enables you to add e-mail addresses into the device one at a time, and to edit e-mail addresses that have already been saved in the device.

You can also use the device Import/Export feature to load a large list of frequently-used e-mail addresses on to the device all at once, rather than adding them one at a time.

If you want to add e-mail addresses to more than one device, it is best to add them on one device, make any edits to the list, and then use the Import/Export feature to transfer the addresses to other devices.

The following illustration and procedures describe how to use this screen.

Figure 4-9 E-mail Address Book screen

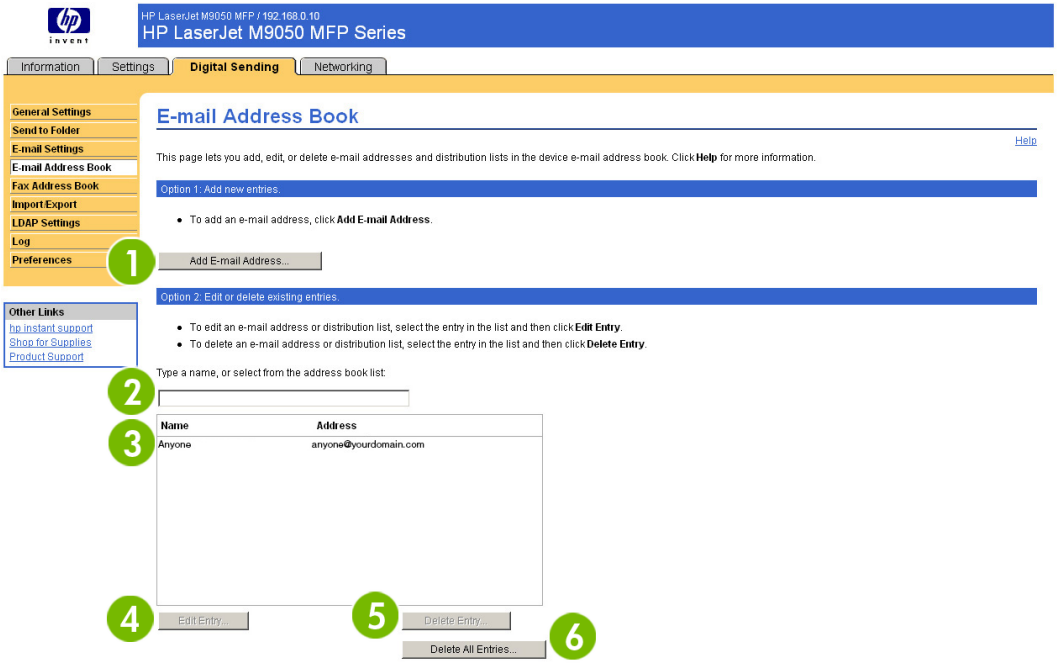


Table 4-6 E-mail Address Book screen

Callout	Area on the Screen	Information or capability that the area provides
1	Add new entries	Click the **Add E-mail Address** button to add an e-mail address to the device E-mail address book.
2	Type an E-mail address or address book name	Type an E-mail address or E-mail address book name stored on the device for editing or deleting.
3	Select an E-mail address or address book name	Select an E-mail address or E-mail address book name stored on the device for editing or deleting.
4	Edit Entry	Click the **Edit Entry** button to edit an E-mail address or E-mail address book to the device.

Table 4-6 E-mail Address Book screen (continued)

Callout	Area on the Screen	Information or capability that the area provides
5	Delete Entry	Click the **Delete Entry** button to delete an E-mail address or E-mail address book stored on the device.
6	Delete All Entries	Click the **Delete All Entries** button to delete all E-mail addresses or E-mail addres books stored on the device.

E-mail Address Book tasks

You can add an e-mail address by clicking Add E-mail Address.... This takes you to the Add E-mail Address page, which has instructions for completing the task.

Adding an e-mail address

To add a new e-mail address, do the following:

1. Click Add E-mail Address.... The Add E-mail Address page appears.
2. Type the person's name in the Name field. The name is what appears in the list on the device control panel when a user is searching for an e-mail address. The maximum length is 245 characters, or less depending on the language being used.
3. Type the e-mail address in the E-mail Address field. It must be less than 255 characters.

NOTE: If e-mail address validation has been enabled on the device, the e-mail address is required to have an @ sign.

4. Click Apply to save the new e-mail address to the device.

Editing an e-mail address

To edit an existing entry, do the following:

1. Select the e-mail address that you want to edit. You can type a name into the search field to find a specific e-mail address.
2. Click Edit Entry.... The Edit E-mail Address page appears.
3. Make the necessary changes in the Name and E-mail Address fields.
4. Click Apply to save your edits.

Deleting an e-mail address

To delete an existing entry, do the following:

1. Select the e-mail address that you want to delete. You can type a name into the search field to find a specific e-mail address.
2. Click Delete Entry.... The Delete E-mail Address page appears. Note: If you want to delete all e-mail addresses from the device, click Delete All Entries.... If you want to make a backup copy of the e-mails first, you can do this by using the device Import/Export feature.
3. In the page that displays you are prompted to confirm the deletion of the selected e-mail address. There is no way to recover an e-mail entry once it has been deleted. Click OK to confirm your selection. The e-mail address is deleted.

Fax Address Book

A fax address book is a list of fax numbers that are stored on the device. The address book can store frequently-used fax numbers so that you can quickly choose the right destination when faxing a document from the front panel of the MFP device. The Fax Address Book page enables you to add fax numbers into the device one at a time, and to edit fax numbers that have already been saved in the device.

You can also use the device Import/Export feature to load a large list of frequently-used fax numbers on to the device all at once, rather than adding them one at a time.

If you want to add a fax address book to more than one device, it is best to add the fax numbers on one device, make any edits to the list, and then use the Import/Export feature to transfer the address book to other devices.

The following illustration and procedures describe how to use this screen.

Figure 4-10 Fax Address Book screen

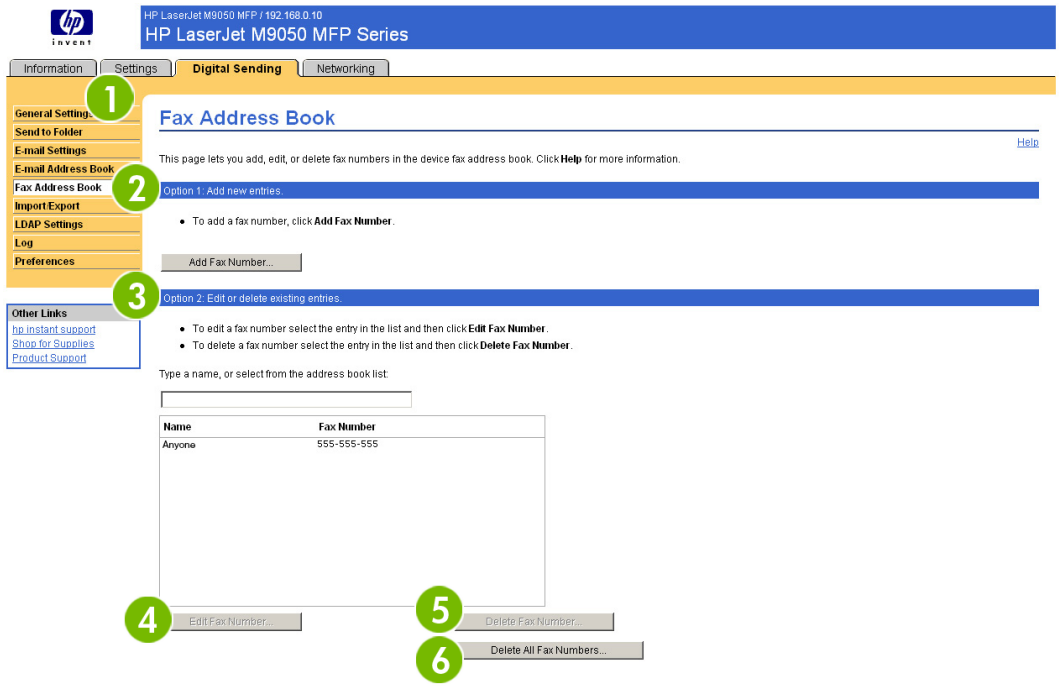


Table 4-7 Fax Address Book

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Add new entries	Use this feature to add new fax entries to the directory.
3	Edit or delete existing entries	Use this feature to edit or delete fax entries in the directory.
4	Edit Fax Number	Click this button to edit a fax number.
5	Delete Fax Number	Click this button to delete a fax number.
6	Delete All Fax Numbers	Click this button to delete all fax numbers.

Fax Address Book tasks

You can add a fax number by clicking Add Fax Number.... This takes you to the Add Fax Number page, which has instructions for completing the task.

Adding a fax number

To add a new fax number, do the following:

1. Click Add Fax Number.... The Add Fax Number page appears.
2. Type the person's name in the Name field. The name is what appears in the list on the device control panel when a user is searching for a fax number. The maximum length is 245 characters, or less depending on the language being used.
3. Type the fax number in the Fax number field. The fax number can be formatted with or without spaces. It must be less than 50 characters long, and it can contain the following punctuation: comma + - ( ) [ ] *.

   A comma can be used to cause a 2-second delay during dialing in order to use a dialing prefix.

   Square brackets [] can be used as a security measure to keep PIN numbers from being displayed on fax reports or the fax log. Any numbers used within the square brackets do not appear on these reports.
4. Click Apply to save the new fax number to the device.

You can edit or delete any of the fax numbers that have been saved in the device.

Editing a fax number

To edit an existing entry, do the following:

1. Select the fax number that you want to edit on the Fax Address Book page. You can type a name into the search field to find a specific fax number.
2. Click Edit Fax Number.... The Edit Fax Number page appears.
3. Make the necessary changes in the Name and Fax number fields.
4. Click Apply to save your edits.

Deleting a fax number

To delete all fax numbers, click the **Delete All Fax Numbers** button.

To delete a single existing entry, do the following:

1. Select the fax number that you want to delete on the Fax Address Book page. You can type a name into the search field to find a specific fax number.
2. Click Delete Fax Number.... The Delete Fax Number page appears. Note: If you want to delete all fax numbers from the device, click Delete All Fax Numbers.... If you want to make a backup copy of the numbers first, you can do this by using the device Import/Export feature.
3. In the page that displays you are prompted to confirm the deletion of the selected fax number. There is no way to recover a fax entry once it has been deleted. Click OK to confirm your selection. The fax number is deleted.

Import/Export

Use this page to import and export address book and user information to and from the device.

When you import data to the device, you add new e-mail addresses, fax numbers, or user records, so that they can be accessed on this device. This can help make it easy to create initial lists, or to keep your HP device current with changes in your organization.

When you export records, you save e-mail, fax, or user records from the device into a file on your computer. You can then use this file as a data backup, or you can use it to import the records onto another HP device. For export instructions see Export an address book on page 73.

The following illustration and procedures describe how to use this screen.

Figure 4-11 Import/Export screen

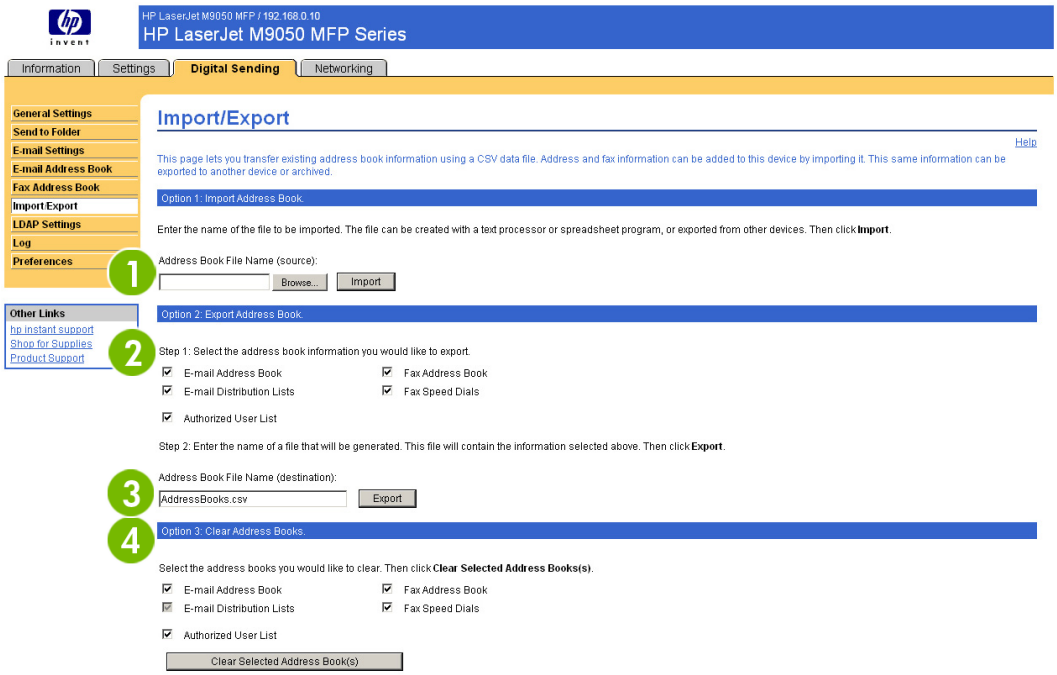


Table 4-8 Import/Export screen

Callout	Area on the screen	Information or capability that the area provides
1	Address Book File Name (source):	Type the name of an E-mail or FAX address book for importing to the device and click the **Import** button to import the book.
2	Export Address Book	Select the address book information you would like to export by clicking next to your preferred options.
3	Address Book File Name (destination)	Type the filename and path for the export file you are creating and then click **Export** to save the file.
4	Clear Address Books	Select the types of address books you would like to clear and then click **Clear Selected Address Books(s)**.

Import an address book

You can import address book information by first creating a file with a comma-separated value (CSV) format. The CSV format is a common data format that is often used to transfer data between database programs or devices. This file can be created using either a spreadsheet program such as Microsoft Excel, or a text program such as Microsoft Notepad. After creating the file, you must be sure to save or export it as a .CSV file type. You can also create a data file by exporting contacts from Microsoft Outlook or another e-mail client and saving it as a .CSV file.

Importing an address book

To import address book or user data, do the following:

1. Create a data file containing a header row with the columns that are required for your data. The following columns can be used:

   - name (or "first name" and "last name")
   - address
   - dlname
   - faxnumber
   - speeddial
   - code
   - pin

   NOTE: The "address" field can also be called "E-mail" or "E-mail Address". The "faxnumber" field can also be called "Business Fax" or "Home Fax".

   The header row is simply the first row of the spreadsheet or file.

2. After the header row, add rows containing each address book or user record. See the Required data and record limits section below to find out which columns are required for each type of record.

   You can have blank columns. If you are creating a text import file, you just need to insert a comma for each blank field.

   If the data in the field contains a comma, the data in that field must be surrounded by quotes, for example,

   ```
   "Smith, Joe"
   ```

   If you are using Excel to create your import file, you don't need to enter the quotes. Excel will insert them automatically when the file is converted to a .CSV file.

3. Save your import file.

   If you are creating your file in Excel, choose Save As from the File menu and then select .CSV (comma delimited)(*.csv) in the Save as type drop-down box.

   If you are creating a text file, choose Save As from the File menu and then type .csv in place of the .txt file extension.

4. To import your source file into the device, click Browse... next to the Address Book File Name field on the Import/Export page to browse to the source file on your computer.

5. Click Import to import the data file into the device. The import process will take approximately 1 minute for each 1,000 records, depending on the network speed.

   When the import process is complete, a message appears indicating how many records were successfully imported and whether there were any import errors.

Required data and record limits

The required data for each type of record is as follows:

Record type	Required data	Maximum field length	Maximum records
E-mail address	name (or "first name" and "last name")	245 characters[2]	2,000[3]
	address[1]	255 characters	
User record	name	245 characters[2]	2,000
	pin	4-8 digits	
	address[1]	255 characters	
E-mail distribution list	name	245 characters[2]	2,000[3]
	address[1]	255 characters	
	dlname	245 characters[2]	
Fax number	name	245 characters[2]	2,000
	faxnumber[1]	50 characters	
Fax speed-dial	faxnumber[1]	50 characters	100 speed-dials, each with a maximum of 100 entries
	speeddial[4]	31 characters	
	code[4]	2 digits	

[1] The “address” field can also be called “E-mail” or “E-mail Address”. The “faxnumber” field can also be called “Business Fax” or “Home Fax”.

[2] The maximum length might be less, depending on the language being used.

[3] The total combined number of e-mail addresses and distribution lists must be 2,000 entries or less.

[4] The "speeddial" field contains the name of the speed-dial, for example "Johnson Janitorial", and the "code" field contains the speed dial code (a number between 0 and 99), for example 08. Either one- or two-digit numbers are accepted; for example, either 06 or 6 can be used.

Creating an import file using Microsoft Outlook

If you have contacts saved in Microsoft Outlook, you can export them into a .CSV file and then use that file to import them into the device. Follow these instructions to create a .CSV file using Microsoft Outlook.

1. From the Outlook File menu, choose Import and Export....

2. In the Import and Export Wizard, choose Export to a file and click Next.

3. Select Comma Separated Values (DOS) and click Next.

4. Select the Contacts folder and click Next.

5. Type in a name for the file, with a .CSV extension. Click Browse to choose a location on your computer to save the file. Click Next.

6. Click Finish to finish the wizard and export the file.

7. To import the .CSV file into the device, follow Steps 4 and 5 of the Import an address book on page 71 instructions.

Export an address book

You can also export the address book or user information that has been saved in the device. This data is exported into a CSV file that has the same format as that described above, with one header row followed by a row for each user or address book record. To export data, do the following:

1. Select one or more of the check boxes shown under Step 1.

2. Under Step 2, type in the name for the export file.

3. In the dialog box that appears, click Save, and then select the location where you want to save the file.

4. If the export process fails, an error message will be displayed. If this happens, wait a few minutes and try the export again.

You can open the export file in either a spreadsheet program like Microsoft Excel, or in a text program like Notepad.

Clear address books

By default, clicking the Clear Selected Address Book(s) button clears all address book data (e-mail, fax, and authorized user data) from the device. You can also specify individual address books to clear, although e-mail addresses and e-mail distribution lists may not be cleared separately.

You might want to clear all address books before moving the device to a new area within your company, or before importing address book data from another device.

To clear one or more address books, do the following:

1. Select one or more of the check boxes shown under Option 3: Clear Address Books.

2. Click Clear Selected Address Book(s) to erase the data in the selected address books. A warning dialog box appears, indicating which address books are selected for deletion.

3. Click OK to confirm this action. Once cleared, the data can not be recovered.

4. After OK is pressed, the address book data is cleared and you are returned to the original page. A list of the cleared address books is displayed.

Addressing Settings

NOTE: The LDAP protocol is typically only used in corporate e-mail environments. If you are using an ISP for e-mail services, HP recommends that you use the **E-mail Address Book** function.

In order for the product to send scanned documents, you must provide one or more destination addresses. The product addressing feature simplifies this process by accessing the network LDAP server.

Use the **Addressing Settings** screen to set features that allow the product to get addresses directly from the database of a Lightweight Directory Access Protocol (LDAP) server instead of from a replicated LDAP Address Book. Using the LDAP Address Book directly guarantees that the latest addresses are used. A message appears on the screen if the LDAP server settings are invalid or cannot be detected automatically. The following illustration and table describe how to use this screen.

Figure 4-12 Addressing Settings screen

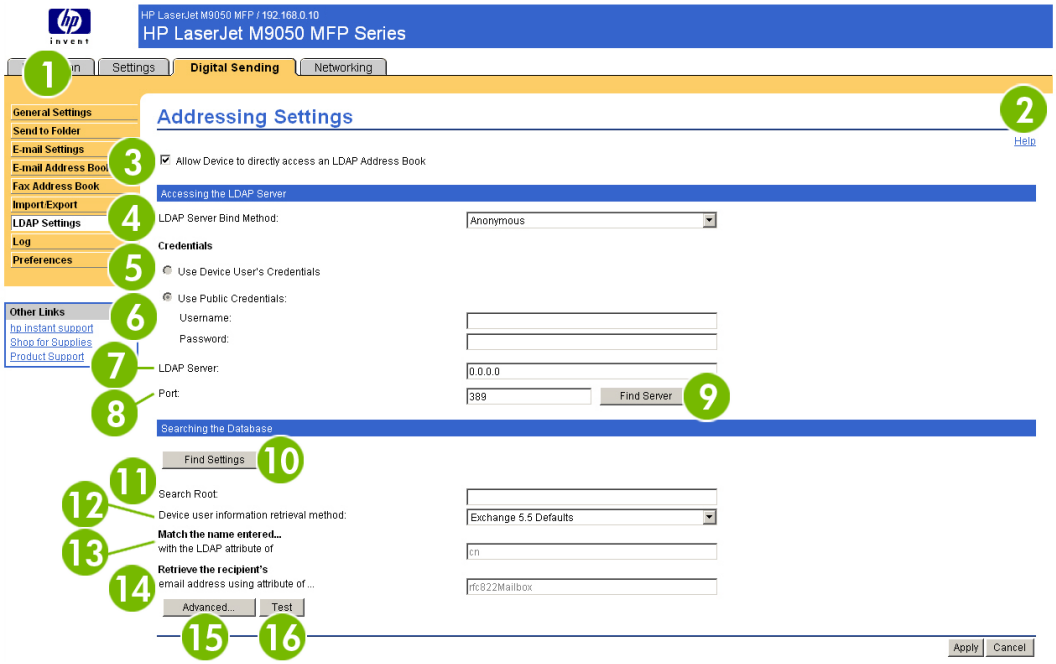


Table 4-9 Addressing Settings

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Help	Click to open a help file that contains information about the screens on the **Digital Sending** tab.
3	Allow Device to directly access an LDAP Address Book	Select this check box to provide the device direct access to an LDAP Address Book.

Table 4-9 Addressing Settings (continued)

Callout	Area on the screen	Information or capability that the area provides	
4	LDAP Server Bind Method	**Anonymous**	Select this option to connect to the LDAP server if the LDAP server does not require user credentials to access the LDAP database.
		Simple	Select this option to connect to the LDAP server if the LDAP server requires user credentials to use the LDAP database. When this option is selected, you must enter the user, password, and domain. Note that the password will be sent across the network unencrypted.
		Simple over SSL	Select this option to connect to the LDAP server if the LDAP server requires user credentials to use the LDAP database. This option supports Kerberos v2. When this option is selected, you must enter the user, password, and domain. **NOTE:** This option is not available for all products.
		Kerberos	The selected LDAP (Active Directory) Server requires user credentials. A Kerberos ticket will be obtained from the Kerberos (Active Directory) Server and used to authenticate to the LDAP Server. The Password will be sent across the network encrypted and will be unreadable to third parties. In order to use Kerberos as a bind method, you must first configure Kerberos settings. If using “user's credentials”, make sure that Kerberos Authentication is required for E-mail.
5	Use Device User's Credentials	You can only use this setting if Authentication is enabled for SMTP *and* individual device users have accounts on the SMTP server. In most cases, **Use Public Credentials** is the preferred method.	
6	Use Public Credentials	Use this setting to set a single name and password for SMTP authentication for the device to use for all users. These public credentials are used to connect to the LDAP directly. When public credentials are entered, these credentials are used by the device to access the LDAP directory when any user uses the device.	
7	LDAP Server	Type the host name or TCP/IP address of the LDAP server whose database contains the centralized address book. **NOTE:** Some products recognize only TCP/IP addresses. In such cases, host names are converted to the equivalent TCP/IP address.	
8	Port	Type the TCP/IP port number on which the server is processing LDAP requests. This is typically port 3268.	
9	Find Server	Click this button to search for available LDAP servers.	
10	Find Settings	Click this button to have the product attempt to determine the best settings for the specified server when searching the LDAP database.	

Table 4-9 Addressing Settings (continued)

Callout	Area on the screen	Information or capability that the area provides	

11	Search Root	Type the Distinguished Name (DN) of the entry in the LDAP directory structure where address searching is to begin. A DN is made up of "attribute=value" pairs, separated by commas. For example:
		`ou=departmentname,o=companyname`
		`ou=marketing,o=Hewlett Packard,c=US`
		`o=hp.com`
		`ou=engineering,cn=users,dc=hp,dc=com`
		NOTE: For some LDAP servers, the search root can be left blank (in which case its root node will be assumed).	

12	Device user information retrieval method	**Exchange 5.5 Defaults**	Select this option if you are connecting to a Microsoft Exchange 5.5 server that is running LDAP. The LDAP attribute values are automatically set.
		Active Directory Defaults	Select this option if you are connecting to a Microsoft Exchange Server 2000 server that is running LDAP. The LDAP attribute values are automatically set.
		Custom	Select this option if you need to manually configure the LDAP attribute values.
13	Match the name entered with the LDAP attribute of	Type the attribute in the LDAP database that identifies a person in the address book. The value of this attribute will be compared to the name that the user types in order to retrieve the person's e-mail address. The following are a few possible LDAP attributes: • uid: User Identifier • cn: Common Name • sn: Surname (Last Name) • givenName: First Name	
14	Retrieve the recipient's E-mail address using attribute of	Type the LDAP attribute that contains the person's e-mail address. The following are two of the possible LDAP attributes: • rfc822Mailbox • mail	
15	Advanced	Click this button to open a new screen where you can set advanced LDAP server features. For more information, see Advanced Addressing Settings on page 77.	
16	Test	Click this button to test the settings that you specified.	

Advanced Addressing Settings

The following illustration and table describe how to use the **Advanced Addressing Settings** screen.

Figure 4-13 Advanced Addressing Settings screen

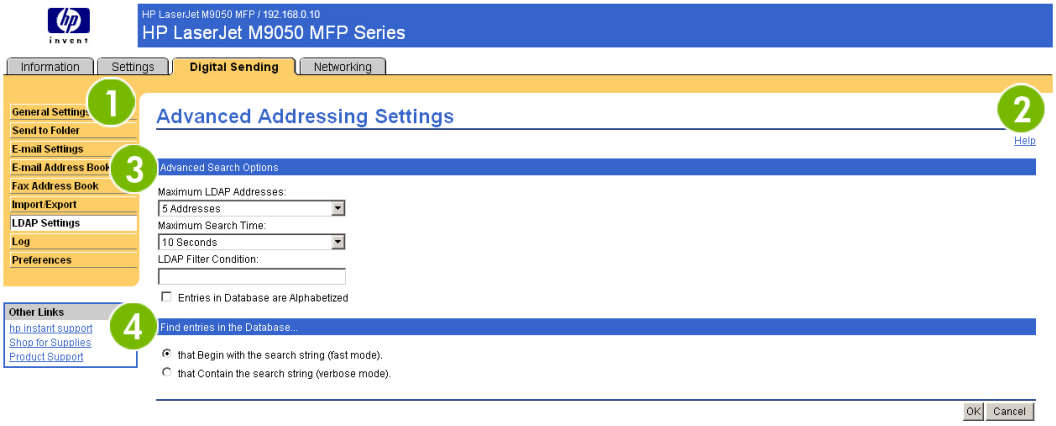


Table 4-10 Advanced Addressing Settings

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Help	Click to open a help file that contains information about the screens on the **Digital Sending** tab.
3	Advanced Search Options	Select the advanced LDAP server search settings. The following settings are available. • **Max LDAP Addresses.** Use this control to set the number of matching e-mail addresses returned by a single search. The smaller the number, the quicker the search. • **Max Search Time.** Use this control to set the amount of time that the device will wait for a response from the LDAP server. In environments where the LDAP server is busy or the network is slow, this timeout should be increased. • **LDAP Filter Condition.** Use this control to set up an optional LDAP filter to “filter out” e-mail addresses.
4	Find entries in the Database	Select whether the LDAP search queries include entries that begin with the partial name or all entries that contain the partial name anywhere within the entry's name.

Log

Use the **Log** screen to view digital sending job information, including any errors that occur. The following illustration and table describe how to use this screen.

NOTE: If the HP DSS has been installed, digital-sending activities are logged in the HP DSS instead of in the HP EWS. To view the log, open the HP MFP DSS Configuration Utility, and then click the **Log** tab. The entries visible in HP EWS are only those related to activities configured either at the control panel or through HP EWS screens.

Figure 4-14 Log screen

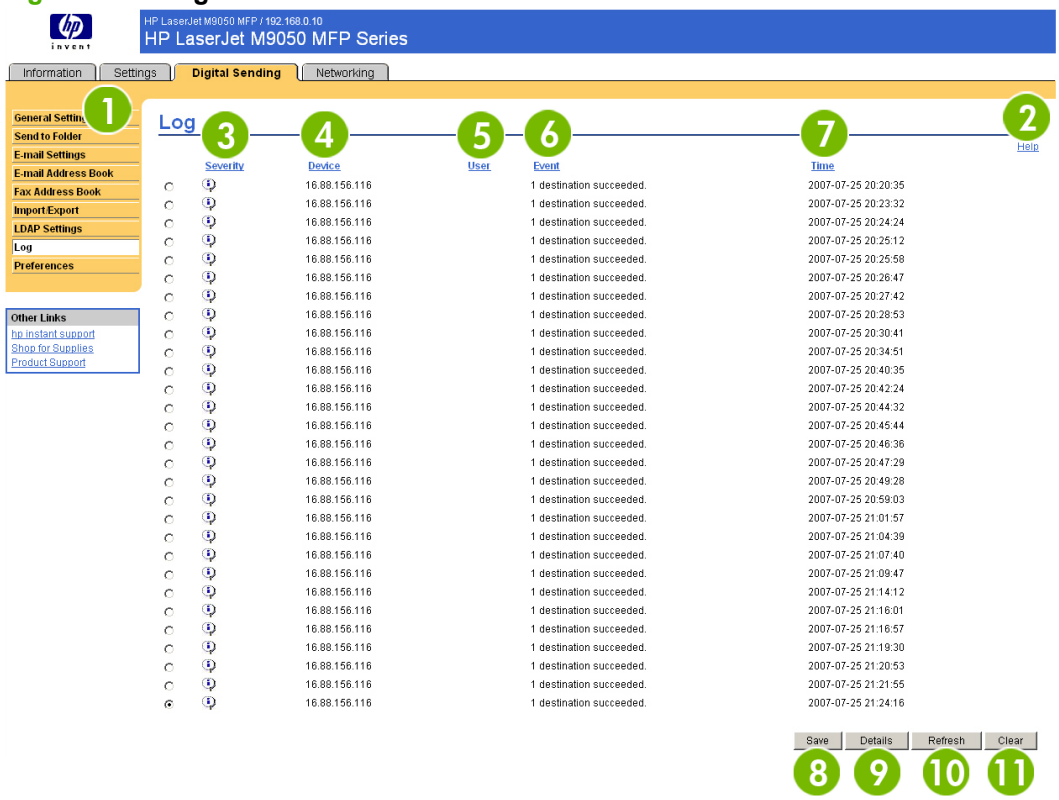


Table 4-11 Log

Callout	Area on the screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Help	Click to open a help file that contains information about the screens on the **Digital Sending** tab.
3	Severity	Lists the severity of the error, if applicable, for each log entry.
4	Device	Lists the TCP/IP address of the device.
5	User	Lists the user that initiated the event.
6	Event	Describes if the event was successful or if an error occurred.
7	Time	Shows the time for each log entry.
8	Save	Click this button to save the log information to a file.

Table 4-11 Log (continued)

Callout	Area on the screen	Information or capability that the area provides
9	Details	Select the log entry and then click the **Details** button to view the log entry details.
10	Refresh	Click this button to update the view to include the latest log information.
11	Clear	Click this button to clear the information from the log. **NOTE:** Clicking the **Clear** button merely clears the log that appears onscreen. The log entries remain on the product for job-accounting purposes.

When you click the **Details** button on the **Log** screen, the **Details** screen appears. This screen shows information about digital sending jobs, such as job ID, the time the job was sent, the sender name, and other details.

Figure 4-15 Details screen

For jobs that were not sent successfully, a **Troubleshoot** button appears at the bottom of the **Details** screen. When you click **Troubleshoot**, the **Troubleshoot** screen appears. Click the underlined link that appears below the details to open a screen that can help you troubleshoot the problem.

Preferences

Use the **Preferences Settings** screen to configure general settings for the digital-sending features. The following illustration and table describe how to use this screen.

Figure 4-16 Preferences Settings screen

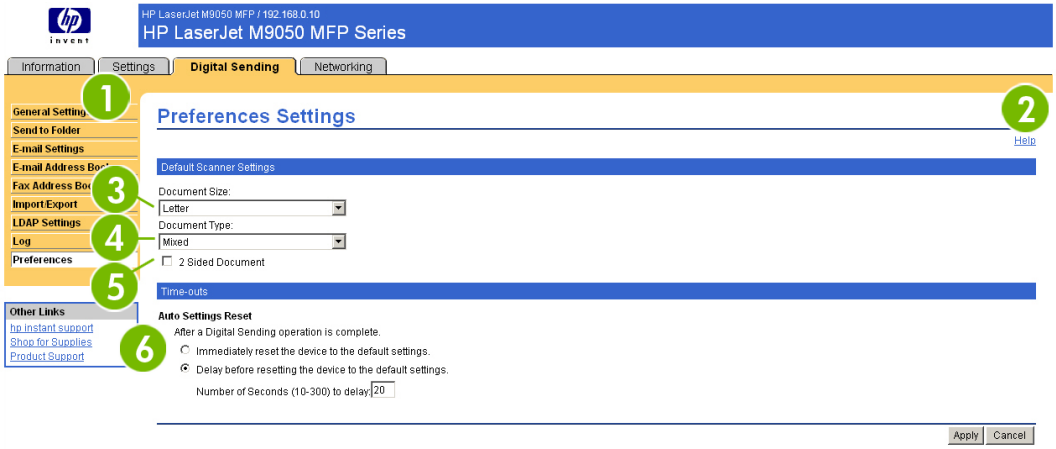


Table 4-12 Preferences Settings

Callout	Area on screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Help	Click to open a help file that contains information about the screens on the **Digital Sending** tab.
3	Document Size	Select the default media size that you want the product scanner to use when scanning a document.
4	Document Type	Select the default media type that you want the product image processor to use when scanning a document. • **Text** • **Photo** • **Mixed**
5	2 Sided Document	Select this check box to have the product scan both sides of a document.
6	Auto Settings Reset	Use the time-outs options to reset all digital sending settings that are associated with a job to the product default settings. You can have the settings reset immediately after a digital-send operation in which the settings have been changed by a user, or to delay the reset for any interval from 10 to 300 seconds.

5 Managing network operation from the Networking screens

Overview

Use the Networking screens to configure and manage your product on your network. The appearance and features of the screens available from the **Networking** tab differ, depending on the model and version of your HP Jetdirect print server. The following screen is similar to what you might see when you click **Networking**. From the left navigational bar, click the **Networking** menu for the screen that you want to view.

Figure 5-1 Network Settings screen

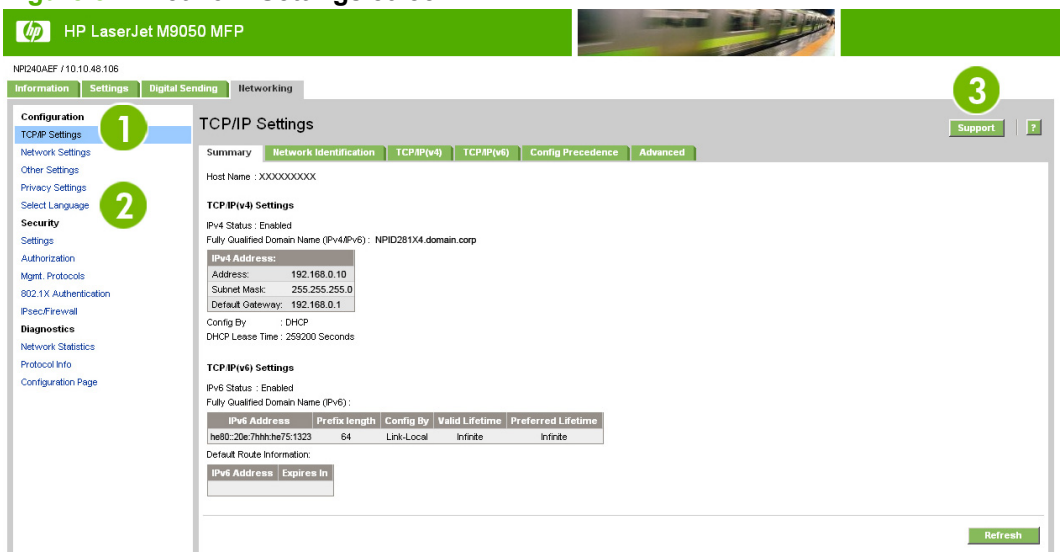


Table 5-1 Network Settings

Callout	Area on screen	Information or capability that the area provides
1	HP EWS tabs and menus	For more information, see Navigating through the HP Embedded Web Server on page 5.
2	Select Language	Select the language for the **Networking** tab. The list of languages that are available in the **Networking** tab is *not* identical to the list of languages that are available in the **Settings** tab.
3	Support/Help	Click **Support** or **?** for more information about the options on the **Networking** tab.

Depending on your HP Jetdirect print server model and operating version, the following are some tasks that you can perform from the Networking screens:

- Change network configuration settings for various types of network connections.
- Turn on or turn off management protocols.
- Set up a support contact and support URLs.
- Set a password to control access to the product and network configuration settings. This password is synchronized with the password that you set on the **Security** screen under the **Settings** tab, so you may set or reset it from either screen.
- Configure the security of your product through the use of passwords, access lists, and management protocols.
- View general network status information, including network statistics that are stored on the print server, for network troubleshooting or optimization.
- View protocol information for all supported network connections.
- Open the HP Jetdirect Configuration page. See HP Jetdirect Security Configuration Wizard on page 83.
- Set the frequency at which the HP EWS checks the network status.

For more information about the Networking screens, see the following sources:

- **Help**. On each Networking screen, a **Support** and **?** link provide descriptions of the networking features. Also, from the **Support** screen you can gain access to additional help from the HP Web site.

HP Jetdirect Security Configuration Wizard

Use the **HP Jetdirect Security Configuration Wizard** to configure security settings for HP Jetdirect print server management.

HP Web Jetadmin is a powerful web-based software utility for installing, configuring, and managing network-connected devices. Since it can install and configure devices, it must be able to secure itself against unwanted access. Not only can it secure itself against unwanted users, it can also secure the devices it manages against unwanted access. Securing devices is important for the following reasons:

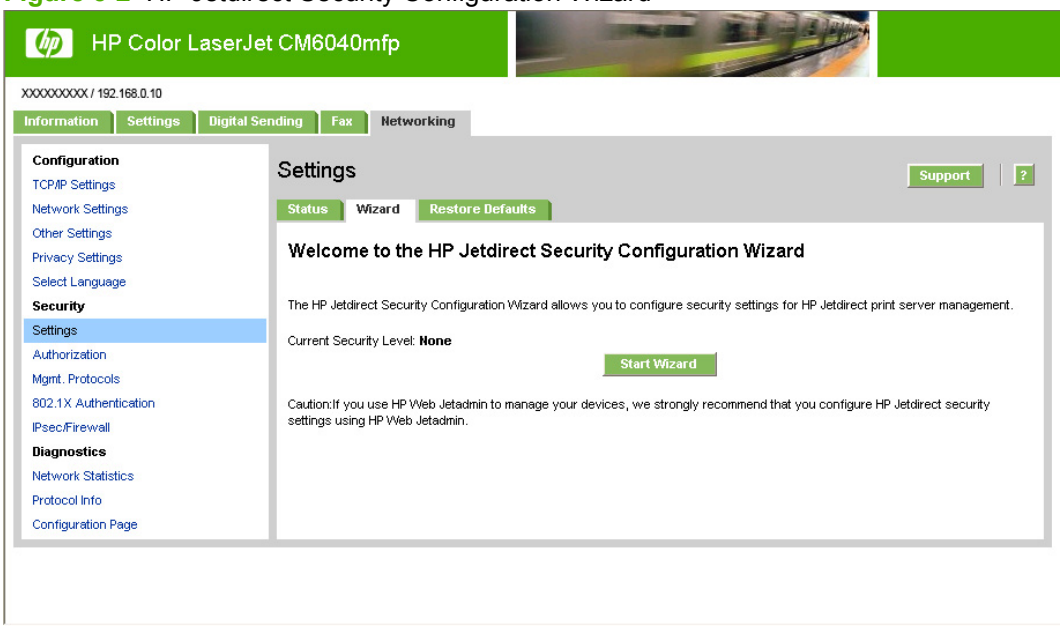
- Reduce printer down time
- Reduce help desk calls
- Minimize troubleshooting visits
- Minimize consumable usage

NOTE: If you use HP Web Jetadmin to configure your printer, HP recommends that you configure HP Jetdirect security settings with HP Web Jetadmin.

As HP Jetdirect firmware is enhanced or revised, performance and security issues are addressed. Always keep the firmware on the printer at the latest revision level to ensure maximum security. HP Web Jetadmin provides the ability to upgrade HP Jetdirect firmware either individually or in batches

The following illustration describes how to use this screen.

Figure 5-2 HP Jetdirect Security Configuration Wizard



6 Using the Other Links as a resource

The **Other Links** box contains three permanent links that provide quick access to product-specific information, such as interactive troubleshooting and ordering information for genuine HP supplies.

Figure 6-1 Device Status screen

NOTE: You can use the **Edit Other Links** screen on the **Settings** tab to add up to five customized links to the Web sites of your choice. These links appear throughout the EWS screens, in the **Other Links** box beneath the left navigational bar. For more information, see Edit Other Links on page 44.

The following sections describe each of the links that appear by default in the **Other Links** box.

hp instant support

Hewlett-Packard Company offers hp instant support, an Internet-based support system that collects diagnostic information from your product and matches it with the HP information database. At hp instant support, you can find intelligent solutions that help you resolve problems quickly and easily.

How hp instant support works

Information is gathered from your product and securely transmitted to Hewlett-Packard Company when you click **hp instant support**. The hp instant support Web site reads the product data to analyze the product's current status. The Web site creates a customized Web page that appears in the browser window and contains easy-to-follow text and visual aids. The hp instant support Web site also directs you to additional services that are available for your product.

Before any of the product data is sent to Hewlett-Packard for analysis, you can view all of the information (for example, the serial number, error conditions, and product status) that will be forwarded. Hewlett-Packard treats this information as confidential.

Information you can get from hp instant support

The hp instant support Web site provides these tools for troubleshooting and for maintenance:

- Firmware and software updates.
- Troubleshooting for recent events that are listed on the Event Log. For example, the product might show a jam as the most recent event listed in the event Log. The hp instant support Web site detects the event and provides troubleshooting information for the jam.
- Support packs.
- Product documentation, such as user guides and getting started guides.

Shop for Supplies

The **Shop for Supplies** link connects you to a Web page that facilitates your online ordering of supplies from a reseller of your choice. The supplies that you need are preselected. You can change quantities or select additional items. Your items are added to the shopping cart, ready for checkout, ensuring that the correct supplies are ordered through your selected reseller.

Product Support

The **Product Support** link connects you to a Web page that brings together a comprehensive menu of support resources that business people need. From this Web page, you can accomplish these tasks and more:

- Find a list of HP products at one site: computers, workstations, servers, storage devices, printer, scanners, digital imaging, and mobile devices.
- Obtain technical support. Solve a problem; find information to set up, install, and configure your product; discover and use a product; maintain your product; upgrade and migrate your product software and driver; and recycle products or dispose of them correctly.
- Gain access to self-solve resources such as FAQs, user documentation, features and specifications, and product-compatibility information.
- Collaborate with HP and with your peers through discussion groups, e-mail support, and phone support.
- Use task-based navigation to identify the task area that you want to work on and quickly discover related topics and tools.

In addition, you can find these features: hot topics, a subscription center, product rebate offers and other announcements, and training and education opportunities.

Information about fax features and settings can be found at the following web site.

www.hp.com/go/mfpfaxaccessory300

My Service Provider and My Service Contract

The **My Service Provider** and the **My Service Contract** links appear only if they have been created (and perhaps renamed) by the service provider in the Other Links screen on the **Settings** tab. The link can then be clicked by any user to get information about the service provider and the service contract. The information, which can be up to 50 characters long, is stored in the permanent storage of the product.

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