Administrator Guide
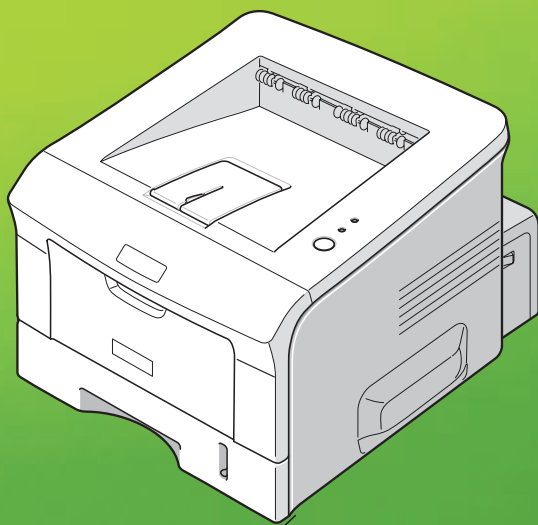
For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Table of Contents

1   Basic Network Installation

Introduction

This chapter explains how to make the basic settings to install the *Aficio BP20N* on a network. The physical connection is Ethernet and the addressing protocols are provided by TCP/IP. The following information is provided:

Information Checklist

Before starting the basic network installation procedures, please ensure the following items are available or have been performed:

Item	By
An existing operational network utilizing TCP/IP is required, these procedures are not designed to install a network.	Customer
A suitable network cable.	Customer
If you are going to configure TCP/IP manually, you need to obtain and record the following information: • TCP/IP Address: • Gateway Address: • Subnet Mask Address: *Refer to the Glossary for additional information on the Gateway Address, Subnet Mask Address , if needed.*	Customer
Test the *Aficio BP20N* to ensure it is installed fully and functioning correctly.	Customer
Aficio BP20N print drivers.	Supplier

CAUTION: **Do not connect the network cable to the *Aficio BP20N* until instructed to do so.**

Basic TCP/IP Settings

Before the printer can be used on the network, the TCP/IP addresses need to be entered. These can be entered automatically using Dynamic Host Configuration Protocol (DHCP) or Bootstrap Protocol (BOOTP) or entered manually. To enter the addresses manually, you need to obtain the following:

➢ TCP/IP Address

➢ Gateway Address

➢ Subnet Mask Address

Set IP utility is able to configure these information. If using Set IP utility, you can discover BP20N and change basic TCP/IP settings. For more information, you can see User's Guide on page 2.32~2.34.

Test Print

To ensure the *Aficio BP20N* has been installed on the network correctly a test print should be submitted from a client workstation. Perform the following steps:

1
> Open a document on a client workstation.

2
> Select the Aficio BP20N as the printer for sending documents to.

3
> Print the document on the device and verify that it prints correctly.

4
> Ensure the print driver is installed on every workstation that will be sending jobs to the device.

5
> Repeat the test for all workstations that will be sending jobs to the device.

2 Print Driver Installation for Networked Printers

Introduction

This chapter explains how to install the print drivers for networked printers. The following information is provided:

Information Checklist

Before starting the Driver installation procedures, please ensure the following items are available or have been performed:

Item	By
The printer has been installed on the network	Customer
Aficio BP20N print drivers are available on CD.	Supplier

Workstation Setup

This section includes the setup procedures for the various Windows workstation environments.

① Locate and perform the workstation setup procedures for the workstation environment. Choose from:

> ➢ Windows XP (TCP/IP) (see *2-4*).

> ➢ Windows 2000 (TCP/IP) (see *2-6*).

> ➢ Windows NT V4.0 (TCP/IP) (see *2-8*).

> ➢ Windows 98/Me (see *2-10*).

> ➢ Windows XP/2000 (IPP) (see *2-11*).

> ➢ Windows 98/Me/NT V4.0(IPP)(see *2-12*).

② ➢ Continue with Test Print (see *"Test Print" on page 2-16*).

Windows XP (TCP/IP)

NOTE: Windows XP supports printing via TCP/IP as standard when TCP/IP is installed on a Windows XP Workstation.

Use the **Add Printer Wizard** to add the printer to the network.

1

➢ Select **[Start]**, select **[Printers and Faxes]**.

Double-click on the **[Add a printer]** icon to display the Add Printer Wizard.

2

➢ Select **[Local Printer attached to this computer],** uncheck the box labelled **[Automatically detect and install my Plug and Play printer.]**and then select **[Next]** to display the dialog box listing available ports.

3

➢ Select **[Create a new port]** to display the **Printer Ports** dialog box.

Select **[Standard TCP/IP Port]** and select **[Next]** to display the Add Standard TCP/IP Port dialog box.

Enter the IP Address of the printer in the **[Printer Name or IP Address]** field (you can optionally enter a friendly name for the printer port you are creating or use the default name created). Then select **[Next]** to continue.

If the network printer settings are not automatically detected, click on the **[Custom]** button to setup the network printer port settings.

It is recommended that you select **[Raw]** as the Print Protocol.

If you prefer to use LPR:

Select **[LPR]** as the Print Protocol.

Enter **[lp]** (in lower case) in the **[Queue Name]** field.

Uncheck the box labelled **[LPR Byte Counting Enabled]**

Check the box labelled **[SNMP Status Enabled]**.

The **[Community Name]** should normally be set to "public" (unless you have configured the device to have a custom SNMP community name) and the **[SNMP Device Index] should be set to 1.**

Select **[OK]**.

4

➢ The Add Printer Wizard will then request that you select the driver to be used for this printer.

Insert the CD ROM with the printer drivers into the workstation and select **[Have Disk]**.

Browse to the required Windows XP driver on the CDROM and select **[OK]**.

NOTE: The driver will be found in the **Printer** folder on the CD in the appropriate PCL folder. The driver is identified by the file extension **.inf**.

Select **[Next]**, and select **[Next]** again and the printer driver will be loaded onto the workstation.

Enter the Printer Name and select **[Next]**.

⑤

➢ If you wish to share the printer over the network Select **[Share name]**. You may also wish to install printer drivers for other operating systems that will access the printer.

A dialog box will be displayed with a message regarding the printing of a test page.

Select **[Finish]** to accept the **Yes** choice.

⑥

➢ Continue with **Test Print** on page *2-16*.

Windows 2000 (TCP/IP)

> **NOTE:** Windows 2000 supports printing via TCP/IP as standard when TCP/IP is installed on a Windows 2000 Workstation.

Use the **Add Printer Wizard** to add the printer to the network.

1
> ➢ Select **[Start]**, select **[Settings]**, and then select **[Printers]**.
>
> Double-click on the **[Add Printer]** icon to display the Add Printer Wizard.

2
> ➢ Select **[Local printer],** uncheck the box labelled **[Automatically detect and install my Plug and Play printer.]**and then select **[Next]** to display the dialog box listing available ports.

3
> ➢ Select **[Create a new port]** to display the **Printer Ports** dialog box.
>
> Select **[Standard TCP/IP Port]** and select **[Next]** to display the Add Standard TCP/IP Port dialog box.
>
> Enter the IP Address of the printer in the **[Printer Name or IP Address]** field (you can optionally enter a friendly name for the printer port you are creating or use the default name created). Then select **[Next]** to continue.
>
> If the network printer settings are not automatically detected, click on the **[Custom]** button to setup the network printer port settings.
>
> It is recommended that you select **[Raw]** as the Print Protocol.
>
> If you prefer to use LPR:
>
> Select **[LPR]** as the Print Protocol.
>
> Enter **[lp]** (in lower case) in the **[Queue Name]** field.
>
> Uncheck the box labelled **[LPR Byte Counting Enabled]**
>
> Check the box labelled **[SNMP Status Enabled]**.
>
> The **[Community Name]** should normally be set to "public" (unless you have configured the device to have a custom SNMP community name) and the **[SNMP Device Index] should be set to 1.**
>
> Select **[OK**].

4
> ➢ The Add Printer Wizard will then request that you select the driver to be used for this printer.
>
> Insert the CD ROM with the printer drivers into the workstation and select **[Have Disk]**.

Browse to the required Windows 2000 driver on the CDROM and select **[OK**].

NOTE: The driver will be found in the **Printer** folder on the CD in the appropriate PCL folder. The driver is identified by the file extension **.inf**.

Select **[Next**], and select **[Next]** again and the printer driver will be loaded onto the workstation.

Enter the Printer Name and select **[Next**].

5

➢ If you wish to share the printer over the network Select **[Share as**]. You may also wish to install printer drivers for other operating systems that will access the printer.

A dialog box will be displayed with a message regarding the printing of a test page.

Select **[Finish]** to accept the **Yes** choice.

6

➢ Continue with **Test Print** on page *2-16*.

Windows NT V4.0 (TCP/IP)

NOTE: Microsoft TCP/IP Printing must be installed and running on the workstation.

Use the **Add Printer Wizard** to add the printer to the network.

1

➢ At the Windows NT workstation, select **[Start]**, select **[Settings]**, and then select **[Control Panel]**.

Double-click on the **[Network]** icon and then select **[Services]**.

Ensure that Microsoft TCP/IP Print Service is running and select **[Start]**, select **[Settings]**, and then select **[Printers]**.

Double-click on the **[Add Printer]** icon to display the Add Printer Wizard.

2

➢ Select **[My Computer]** and then select **[Next]** to display the dialog box listing available ports.

Select **[Add Port]** to display the **Printer Ports** dialog box.

Select **[LPR Port]** and select **[New Port]** to display the Add LPR compatible printer dialog box.

3

➢ Enter the IP Address of the printer in the **[Name or address of server providing lpd]** field.

Enter **[lp]** (in lower case) in the **[Name of printer or print queue on that server]** field.

NOTE: lp must be entered regardless of the name of the printer or print queue. **lp** is the name of the remote printer/server on the printer. This name does not change.

Select **[OK]**.

Select **[Close]**.

4

➢ With the **New Port** selected, select **[Next]**.

Insert the CD ROM with the printer drivers into the workstation and select **[Have Disk]**.

Browse to the required Windows NT driver on the CD ROM and select **[OK]**.

NOTE: The driver will be found in the **Printer** folder on the CD in the appropriate PCL folder. The driver is identified by the file extension **.inf**.

Select **[Next]**, and select **[Next]** again and the printer driver will be loaded onto the workstation.

5
➢ Enter the Printer Name and select **[Next]**.

Select **[Shared]** if you want to share, Otherwise, just select **[Next]**.

A dialog box will be displayed with a message regarding the printing of a test page.

Select **[Finish]** to accept the **Yes** choice.

6
➢ Continue with **Test Print** on page *2-16*.

Windows 98/Me

1

➢ Refer to "Installing Software for Network Printing" on page 2-24 of User's Guide to install and setup the printer drivers on the workstation. Once the drivers are installed, connect a driver to the printer on the network by selecting [Multi Direct Print Type S] for the network port.

1. Select **[Start]**, select **[Settings]**, and then select **[Printers]**. Right-click on the installed Printer icon and select **[Properties]**.

2. Select **[Detaisl]** tab, and Click **[Add Port]**. The **[Add Port]** screen will be displayed.

3. Select **[Other]** Radio button. Select **[Multi Direct Print Type S]**, and then click **[OK]**.

4. Search a printer using the following radio button options and click**[Next]**.

   -IP Address
   -IPX/SPX Address
   -DNS Name
   -Auto detection on the network

5. If you select " Auto detection on the network" in the step 4, printers on the network are listed up. Select a printer in the list and click **[Next]** button. Other options in the step 4 skip this step.

6. Enter port name and click **[Finish]** button.

2

➢ Continue with **Test Print** on page *2-16*.

Windows XP/2000(Internet Printing Protocol)

NOTE: Windows supports printing via IPP as standard when TCP/IP is installed on a Windows Workstation. Make sure that at least one Network Printer is installed and IPP Configuration of the printer has been completed. For details refer to *"IPP" on page 3-10*.

Use the **Add Printer Wizard** to add the printer to the network.

1
> For Windows 2000, select **[Start]**→ **[Settings]** → **[Printers]**.
  For Windows XP, select **[Start]** → **[Settings]** → **[Printers and Faxes]**.

  Double-click on the **[Add Printer]** icon to display the Add Printer Wizard.

2
> Verify that the **[Network Printer]** is selected and click **[Next]**.

  The **[Locate Your Printer]** screen will be displayed.

3
> For Windows 2000, select **[Connect to a printer on the Internet or your intranet].**
  For Windows XP, select **[Connect to a printer on the Internet or on a home or office network]**.

  In the **[URL]** field enter the IP address or hostname of the printer in the following format: "http://aaa.bbb.ccc.ddd" or "http://printer-host-name", where "aaa.bbb.ccc.ddd" is the IP address of the printer and "printer-host-name" is the printer name of the printer registered with a DNS server.

  The Add Printer Wizard will then ask if you wish to install a local driver for this printer. You should click [OK] to install the driver.

4
> Insert the CD ROM with the printer drivers into the workstation and select **[Have Disk]**.

  Browse to the required Windows driver on the CDROM and select **[OK]**.

NOTE: The driver will be found in the **Printer** folder on the CD in the appropriate PCL folder. The driver is identified by the file extension **.inf**.

Select **[Next]**, and select **[Next]** again and the printer driver will be loaded onto the workstation.

A dialog box will be displayed with a message regarding the printing of a test page.

Select **[Finish]** to accept the **Yes** choice.

5
> Continue with **Test Print** on page *2-16*.

Windows 98/Me/NT V4.0 (Internet Printing Protocol)

Make sure that at least one Network Printer is installed and IPP Configuration of the printer has been completed. For details refer to *"IPP" on page 3-10*.

1

➢ Select **[Start**], select **[Settings**], and then select **[Printers**].

Right-click on the installed Network Printer icon and select **[Properties]**.

2

➢ For Windows 98/Me, select **[Detail]** tab, and Click **[Add Port]**.

The **[Add Port]** screen will be displayed.

➢ For Windows NT V4.0, select **[Ports]** tab, and Click **[Add Port]**.

The **[Print Ports]** screen will be displayed.

3

➢ Select **[Other]** Radio button.

➢ For Windows 98/Me, select **[Multi Direct Print Type S IPP Port]**, and then click **[OK]**.
For Windows NT V4.0, select **[Multi Direct Print Type S IPP Port]**, and then click **[New Port]**.

Enter the Port name in **[Name]**. In the **[URL]** field enter the IP address or hostname of the printer in the following format: "http://aaa.bbb.ccc.ddd" or "http://printer-host-name", where "aaa.bbb.ccc.ddd" is the IP address of the printer and "printer-host-name" is the printer name of the printer registered with a DNS server.

For Windows 98/Me, you should click **[OK]** to finish configuring Internet Printing.
For Windows NT V4.0, you should click **[OK]** and then **[Close]** to finish configuring Internet Printing.

4

Continue with Test Print on page *2-16*.

Port Configuration

You can invoke Configure Multi Direct Print Type S IPP port dialog from Printer Properties.

Multi Direct Print Type S IPP port configuration dialog has three pages:

➢ Main

➢ Job Template Attributes

➢ Printer Groups

"Main" page

In this page you can specify:

➢ Port Name (it should be done when you create the port, and it can not be changed subsequently)

➢ The printer or group of printers you want to print on.

Port Name should be unique among all ports.

You have two alternative ways to specify printer (or printers) location:

➢ To associate the port with a single printer, you should select **[Single Printer]** option and type the printer 's URL in **[URL]** edit box. If authentication is obligatory, you should check **[Printer requires authentication]** checkbox and enter username and password in corresponding edit boxes.

➢ In case of multi-remote printing (when all you documents are printed on several printers simultaneously) you should select **[Multi-remote Printing]** option and point out printers groups. Printers groups are managed in **[Groups]** page.

"Job Template Attributes " page

In this page you can specify job attributes, they will be applied to any job printed with this port.

These attributes describe job processing behavior.

Property	Description
Priority	This attribute specifies a priority for scheduling the job. A higher value specifies a higher priority.
Resolution	This attribute identifies the resolution that printer uses for the document.

Property	Description
Hold Until	This attribute specifies the named time period during which the job must become a candidate for printing.
Quality	This attribute specifies the print quality that the printer uses for the job.
Sides	This attribute specifies how print-stream pages are to be imposed upon the sides of an impression.
Finishings	This attribute identifies the finishing operations that the printer uses for printed documents (e.g.stapling or punching).
Page Range	This attribute identifies the range(s)of print-stream pages that the printer uses for each copy of each document which are to be printed.
Copies	This attribute specifies the number of copies to be printed.
Paper	This attribute identifies the medium that the printer uses for all impressions of the document.
Orientation	This attribute indicates the desired orientation for printed documents.
Pages per Sheet	This attribute specifies the number of print-stream pages to impose upon a single side of an instance of a selected medium.
Print job sheet	This attribute indicates whether the sheet with job information should be printed.
All attributes are mandatory	If checked, instructs the printer not to print a job if the printer does not support any of selected attributes. If unchecked, orders printer to produce output regardless of unsupported attributes.

For more details, refer to RFCs 2911, section 4.2

"Printer Groups " page

In this page you can manage printer groups, which are used for multi-remote printing.

To create a new group you should select upper level group and press **[New group]** button, or click the right mouse button and select **[New]** → **[Group]** in pop--up menu. Then, enter a group name.

You can move printer or group to another group using drag-and- drop operations. If you press and hold "Ctrl" key while dropping, object will be not moved but copied.

To add a printer to a group, you should select this group and press **[New Printer …]** button. This also can be done from pop-up menu. Some dialog will appear:

In New Printer Properties dialog, you should specify:

➢ The name for new printer (it will be used in "groups " tree));

➢ Printer URL;

➢ Authentication parameters (if needed).

Patterns allow you to fill these parameters automatically. The patterns are taken from Multi Direct Print Type S IPP ports configurations. For instance, if you have an Multi Direct Print Type S IPP port, which is configured for a single printer, you can create a printer in **[groups]** tree with the same parameters (including the authentication name and the password).

To delete a printer or a group, press **[Delete]** button or select **[Delete]** in pop--up menu.

To change printer properties, press **[Properties …]** button or select **[Properties]** in pop--up menu.

Test Print

To ensure the printer has been installed on the network correctly a test print should be submitted from a client workstation. Perform the following steps:

1
 ➢ Open a document on a client workstation.

2
 ➢ Select the *Aficio BP20N* as the printer for sending documents to.

3
 ➢ Print the document on the device and verify that it prints correctly.

4
 ➢ Ensure the print driver is installed on every workstation that will be sending jobs to the device.

5
 ➢ Repeat the test for all workstations that will be sending jobs to the device.

3 Network Installation Using Internet Services

Introduction

This chapter explains how to enable and use the Internet Services to install the *Aficio BP20N* on the network. The following information is provided:

Information Checklist

Before starting the procedure for enabling the Internet Services feature, please ensure the following items are available or have been performed:

Item	By
An existing operational workstation with TCP/IP Internet or Intranet accessibility is required. These procedures are not intended to install the TCP/IP stack itself.	Customer
Obtain and record the following information: • A Unique IP Address: • Gateway Address: • Subnet Mask: Refer to the *Glossary* for additional information on the Gateway Address and Subnet Mask, if needed.	Customer
Test the *Aficio BP20N* to ensure it is installed fully and functioning correctly.	Customer
Web Aficio BP20N.	Supplier

Using Web Aficio BP20N

Introduction

Web Aficio BP20N uses the embedded HTTP Server on the *Aficio BP20N* to allow communication with the *Aficio BP20N* if you have a Web Browser with access to the Internet or Intranet. By entering the IP Address of the *Aficio BP20N* as the URL (Universal Resource Locator) in the Browser, direct access to the *Aficio BP20N* is available.

NOTE: Microsoft Internet Explorer version 4.x or later should be used. Other browsers may work, but could produce unexpected results.

Many of the selections and settings needed to install *Aficio BP20N* on a network can be made using Internet Services.

Many of the features available within Internet Services will require an admin user name and password. A user will only be prompted for an admin name and password once in a single browser session.

Before the Internet Services feature can be used for installing *Aficio BP20N* on a network it must be enabled. There are two stages required to enable Internet Services:

➢ Network Communication Setup

> This requires the *Aficio BP20N* to be set up for Internet Services.

➢ Enable Internet Services

➢ Make settings to the appropriate network

NOTE: When making more than one configuration change please complete all the changes in one go and then carry out a reboot.

Network Communication Setup

Network Communication Setup requires that the *Aficio BP20N* is connected to the network, that the TCP/IP address settings are made(see User's Guide "Using the Set IP(BP20N only)"on page 2.32~2.34)

Make sure that these procedures have been carried out.

Enabling Internet Services

1 ➢ At a client workstation on the network, launch the Internet Browser.

2 ➢ In the URL field, enter `http://` followed by the IP Address of the *Aficio BP20N*. Then pressed the **[Enter]** key.

Example: If the IP Address is 192.168.100.100, enter the following in the URL field:

```
http://192.168.100.100
```

Configuring the Network

Web Aficio BP20N provides an alternative method of configuring the device settings in order to successfully complete installation on a network.

Instructions are provided for configuring the device for the following network environments.

Refer to the appropriate instructions for the network being used:

➢ TCP/IP - page *3-7*

➢ SNMP - page *3-9*

➢ IPP - page *3-10*

TCP/IP

Use these instructions to install the device on a TCP/IP network using Web Aficio BP20N.

Installation Procedure

There are two stages required to install the device on a TCP/IP network using Web Aficio BP20N:

➢ Configure the *Aficio BP20N*

> This procedure explains how to use Web Aficio BP20N to configure the device.

➢ Test Print

> A print job should be submitted to ensure the device has been installed and configured correctly.

Configure the Aficio BP20N

NOTE: The TCP/IP settings for the device will have been set up when completing the *Enab*ling Web Aficio BP20N section.

To complete the installation of the device, perform these steps:

1
➢ Enable Web Aficio BP20N (see *"Enabling Internet Services" on page 3-5*).

2
➢ At the Web Aficio BP20N Home Page for the *Aficio BP20N*, select the **[Network Administrator]** tab.

3
➢ Click **TCP/IP** menu in the left frame.

4
➢ Check if the **TCP/IP Configuration** details are correct. If any of the details are incorrect then enter the correct information.

Choose the **[IP Address Assignment Method]** required.

NOTE: DHCP automatically assigns IP addresses and is the default setting. If the IP Address needs to be edited but is unavailable, select IP Address Assignment Method and then Static to continue.

Enter the **[IP Address]**.

Enter the **[Subnet Mask]**.

Enter the **[Gateway Address]**.

6

➢ Check the **DDNS Address** and **DDNS Domain** details and if necessary enter the correct information required.

7

➢ Click the **[Apply]** button to implement any changes.

NOTE: Click the **[Reset]** button to cancel any changes made and return to the previous values.

Test Print

To ensure the device has been installed on the network correctly a test print should be submitted from a client workstation. Perform the following steps:

1

➢ Open a document on a client workstation.

2

➢ Select the device as the printer to which the selected document will be sent.

3

➢ Print the document on the device and verify that it prints correctly.

4

➢ Ensure the driver is installed on every workstation that will be sending jobs to the device.

5

➢ Repeat the test for all workstations that will be sending jobs to the device.

6

➢ The installation process is now complete.

SNMP

Use these instructions to configure the Simple Network Management Protocol (SNMP) using Aficio BP20N.

Configure SNMP

To configure SNMP, perform these steps:

1
> Enable Aficio BP20N (see *"Enabling Internet Services" on page 3-5*).

2
> At the Aficio BP20N Home Page for the *Aficio BP20N*, select the **[Network Administrator]** tab.

3
> Click **SNMP** menu in the left frame

4
> Check if the **SNMP Configuration Traps** details are correct. If any of the details are incorrect then enter the correct information.

5
> Click the [**Apply**] button to implement any changes.

6
> Click **Community Names** link under the top menu.

7
> Check if the **SNMP Configuration Community Names** details are correct. If any of the details are incorrect then enter the correct information.

8
> Click the [**Apply**] button to implement any changes.

NOTE: Click the **[Reset]** button to cancel any changes made and return to the previous values.

IPP

Use these instructions to setup IPP using Aficio BP20N.

NOTE: The HTTP settings for the device will have been set up when completing the *Ena*bling Web Aficio BP20N section.

To complete the installation of the device, perform these steps:

1 ➢ Enable Web Aficio BP20N (see *"Enabling Internet Services" on page 3-5*).

2 ➢ At the Web Aficio BP20N Home Page for the *Aficio BP20N*, select the **[Network Administrator]** tab.

3 ➢ Click IPP menu in the left frame.

4 ➢ Check if the **IPP General Configuration** details are correct. If any of the details of **IPP General** are incorrect then enter the correct information.

5 ➢ Click the [**Apply**] button to implement any changes.

6 ➢ Click **IPP Security** link under the top menu.

7 ➢ Check if the **IPP Security** details are correct. If any of the details of **IPP Security** are incorrect then enter the correct information.

8 ➢ Click the [**Apply**] button to implement any changes.

NOTE: Click the **[Reset]** button to cancel any changes made and return to the previous values.

4 Administration Tools

Introduction

This chapter explains how to configure or use the various administration tools found in the Aficio BP20N. The following information is provided:

Maintenance using Internet Services

Enabling Internet Services

1

➢ At a client workstation on the network, launch the Internet Browser.

2

➢ In the URL field, enter `http://` followed by the IP Address of the *Aficio BP20N*. Then press the **[Enter]** key.

Example: If the IP Address is 192.168.100.100, enter the following in the URL field:

`http://192.168.100.100`

Checking Printer Status

Use these instructions to check the status of the Aficio BP20N, the paper trays and consumables.

To check the status, perform these steps:

1

➢ Enable Aficio BP20N (see *"Enabling Internet Services" on page 4-2*).

2

➢ At the Aficio BP20N Home Page for the *Aficio BP20N*, select the **[General Information]** tab.

3

➢ Click **Printer Details** menu in the left frame.

Printing Reports

Use these instructions to print the printer's reports or to send a test print file to the Aficio BP20N.

To print reports, perform these steps:

1

➢ Enable Aficio BP20N (see *"Enabling Internet Services" on page 4-2*).

2

➢ At the Aficio BP20N Home Page for the *Aficio BP20N*, click **[Maintenance]**.

3

➢ Click **Print Information** menu in the left frame. Then click the appropriate [**Print**] link to print:

Printer Information Page

> Print Printer Configuration Page
> Print Demo Page
> Print PCL Font List

NIC Information Page

> Print NIC Configuration Page

Defining the Printer

Use these instructions to change the printer's name and description.

To define the printer, perform these steps:

1
> Enable Aficio BP20N (see *"Enabling Internet Services" on page 4-2*).

2
> At the Aficio BP20N Home Page for the *Aficio BP20N*, click **[Network Administrator]**.

3
> Enter the **[Printer Name]**, but only if necessary.

4
> Enter the **[Printer Description]**, if required.

5
> Click the **[Apply]** button to implement any changes.

NOTE: Click the **[reset]** button to cancel any changes made and return to the previous values.

Making and Changing Network Admin Password

Use these instructions to change the admin user's password.

To make admin user's password settings, perform these steps:

1 ➢ Enable Aficio BP20N (see *"Enabling Internet Services" on page 4-2*).

2 ➢ At the Aficio BP20N Home Page for the *Aficio BP20N*, click **[Network Administrator]**.

3 ➢ Click **Password** menu in the left frame.

4 ➢ To make the Admin User Password :

Check [**Enable Password Protection**] button

Enter the [**New Password**] and [**Confirm New Password**].

6 ➢ Click the **[Apply]** button to implement any changes.

NOTE: Click the **[Clear]** button to cancel any changes made and return to the previous values.

Upgrading Firmware

Firmware upgrades may be supplied on a CD or as a download from the internet. Use these instructions to install firmware upgrades in the Aficio BP20N.

To upgrade the firmware, perform these steps:

1
> Enable Aficio BP20N (see *"Enabling Internet Services" on page 4-2*).

2
> At the Aficio BP20N Home Page for the *Aficio BP20N*, click [**Maintenance**] tab.

3
> Click Upgrade Firmware menu in the left frame.

4
> Insert the CD or download the upgrade from the internet.

5
> Choose the type of firmware upgrade **Printer Firmware** or **Network Firmware**.

6
> Enter the file name and location or **[Browse]** to the location and select the file.

7
> Click the [**Update Printer Firmware**] button.

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