

HP 9250C Digital Sender HP Embedded Web Server User Guide



HP Embedded Web Server

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 product 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, 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.
- Receive alerts about product events through e-mail, such as when a paper jam has occurred in the ADF (automatic document feeder). 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.
- 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.

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 3.0 or later
 - Microsoft Internet Explorer 6.0 or later
 - Mozilla Firefox 1.0 (and Mozilla derivatives)
 - Netscape Navigator 6.2 or later
 - Opera 7.0 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 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: `npixXXXXXX`

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



NOTE The HP EWS for the HP 9250C Digital Sender 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](#). 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.

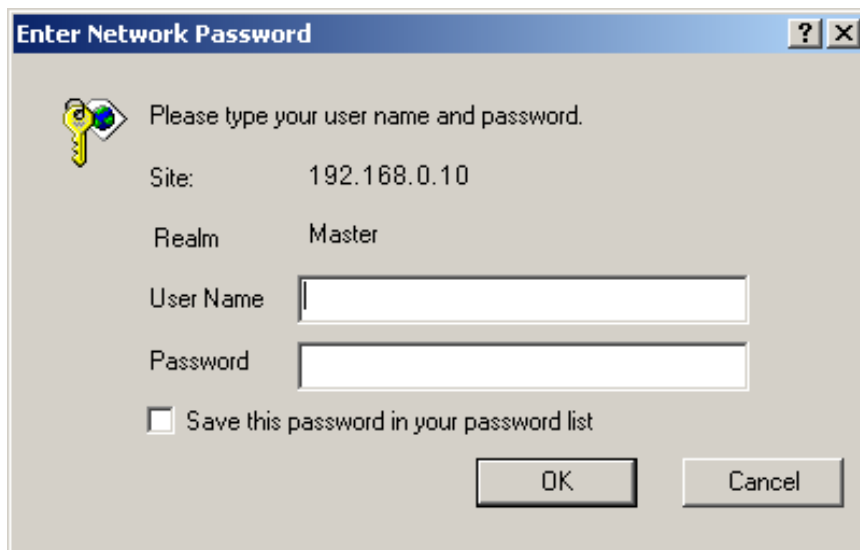


Figure 1-1 Enter Network Password dialog box

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.

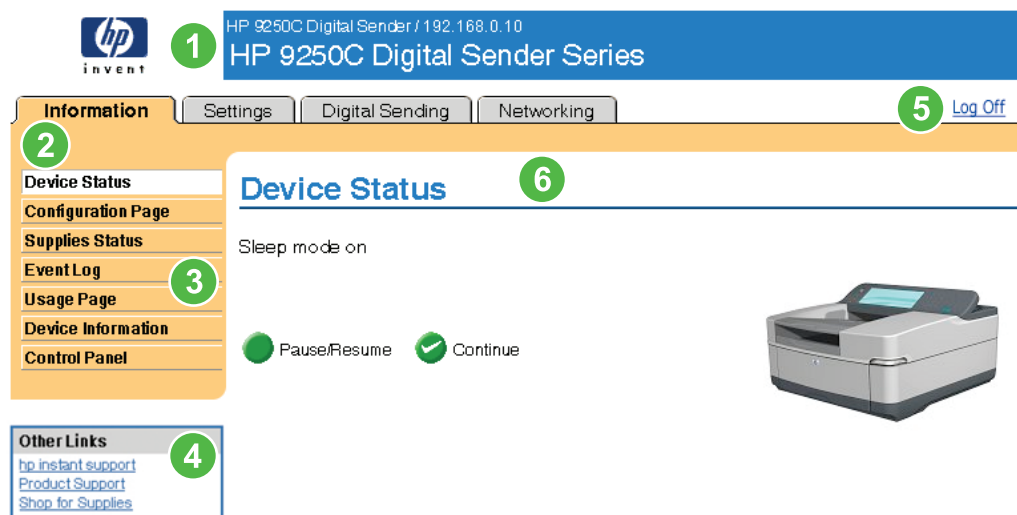



Figure 1-2 Sample HP EWS screen

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 and Internet protocol (IP) address.	

Table 1-1 HP Embedded Web Server (continued)

Callout	HP EWS screen feature	Description	More information
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.
		Settings tab	Use the features on this tab to configure the product. See Configuring the product from the Settings screens.
		Digital Sending tab	Use the features on this tab to configure the digital sending capabilities. See Setting the digital sending options.
		 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.	
3	Menus	Networking tab	View network status and configure the network settings. See Managing network operation from the Networking screens.
		Different on each tab	Click a tab to show the menus.
		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. <ul style="list-style-type: none"> • See Using the Other Links as a resource. • See hp instant support. • See Product Support.
4	Other Links	Shop for Supplies	Use the Internet to order genuine HP supplies for your HP product. <ul style="list-style-type: none"> • See My Service Provider and My Service Contract.
		Product Support	Use product-specific help from the HP Web site to solve a problem.
5	Log In/Log Off	Different for each type of user	Log in as an IT administrator or service provider. See Login and logoff.
6	Screen	Different for each menu item	Click a menu item to show a screen. <ul style="list-style-type: none"> • See Viewing product status from the HP EWS Information screens. • See Configuring the product from the Settings screens. • See Managing network operation from the Networking screens.

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](#).



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.

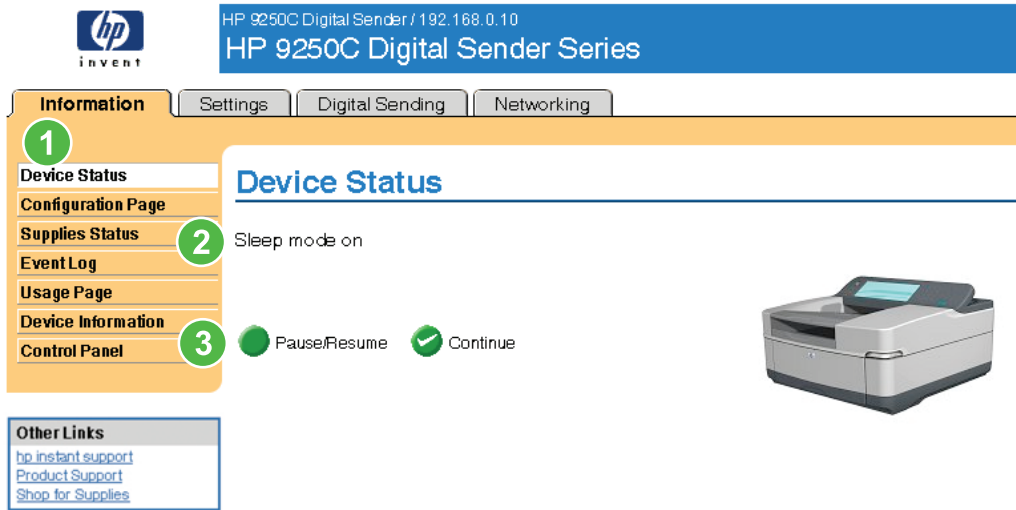


Figure 2-1 Device Status screen

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 .
2	Status	Shows the device status (the same information that appears on the control-panel display).
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.

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.

HP 9250C Digital Sender / 192.168.0.10
HP 9250C Digital Sender Series

Information Settings Digital Sending Networking

1 Device Status
2 Configuration Page
 Supplies Status
 Event Log
 Usage Page
 Device Information
 Control Panel

Other Links
[hp instant support](#)
[Product Support](#)
[Shop for Supplies](#)

Configuration Page

2 Device Information

Product Name:	HP 9250C Digital Sender
Device Name:	HP 9250C Digital Sender
Model Number:	CXXXXA
Device Serial Number:	XXXXXXXXXX
Formatter Number:	formatter00
CPB:	2.072 (0.0)
SCB:	CMNPSL 0.3
Firmware:	20060923 20060923
Service ID:	00000
Document Feeder Kit Interval:	90000
Pages Since Last Doc Feeder Maintenance:	0

3 Options

DIMM Slot 1:	Empty
EIO 1:	HP JetDirect J6057A 192.68.00.00
EIO 2:	HP Scanner Processor Card
Embedded Jetdirect:	HP JetDirect J7992E 169.254.193.148
Internal Disk:	FUJITSU MH: 36 GB
Disk Storage:	37898 MB Capacity
USB Accessories:	
Jing-Mold; USB K/B	
LDAP Gateway:	Not Configured
SMTP Gateway:	smtp.boi.hp.com
hp MFP Digital Sending Server:	15.39.101.30

4 Memory

Installed DIMM Memory:	0 MB
On Board Memory:	
System:	256 MB
Imaging:	0 MB
Total RAM:	256 MB

5 Security

Control Panel Lock:	None
Control Panel Password:	Disabled
Device Type: Disk:	Write Protect: Disabled
File System Access:	
PUL:	Enabled
PML:	Enabled
NFS:	Enabled
Secure Disk Erase Mode:	Non-secure fast erase
Direct Ports (USB/IEEE 1284):	Enabled

Figure 2-2 Configuration Page screen

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 .
2	Device Information	Lists the serial number, version numbers, and other information for the device.
3	Options	Lists: <ul style="list-style-type: none">• Version and TCP/IP address for all network devices connected to the product (Jetdirect or internal Jetdirect)• Options that are installed in each DIMM slot and EIO slot• USB devices that can be connected to a device used as a host USB controller, such as mass storage devices, card swipes, or keypads
4	Memory	Lists the memory information, including information about DIMM memory and on-board memory.
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.

Supplies Status

The **Supplies Status** screen shows instructions for ordering supplies. The following illustration and table describe how to use this screen.

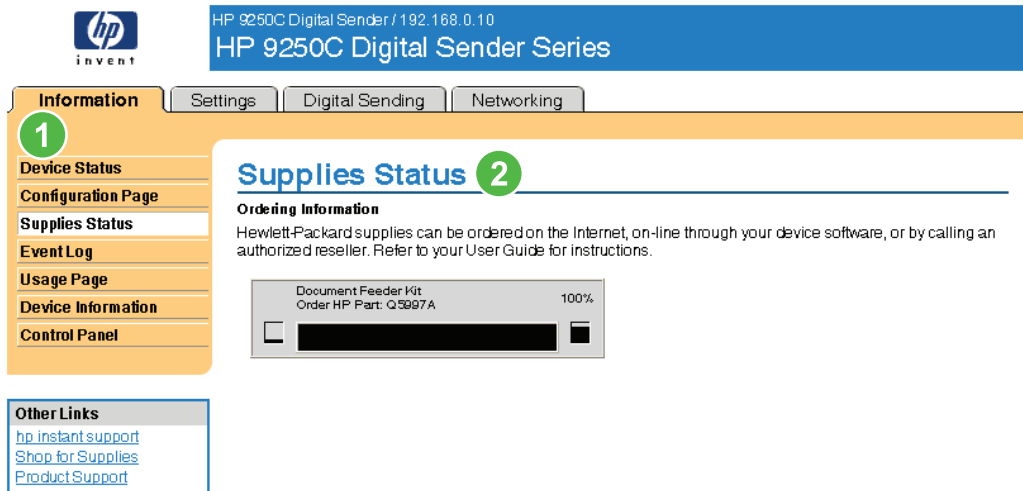


Figure 2-3 Supplies Status screen

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 .
2	Supply ordering Information	This section tells where to go to order more supplies.

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.

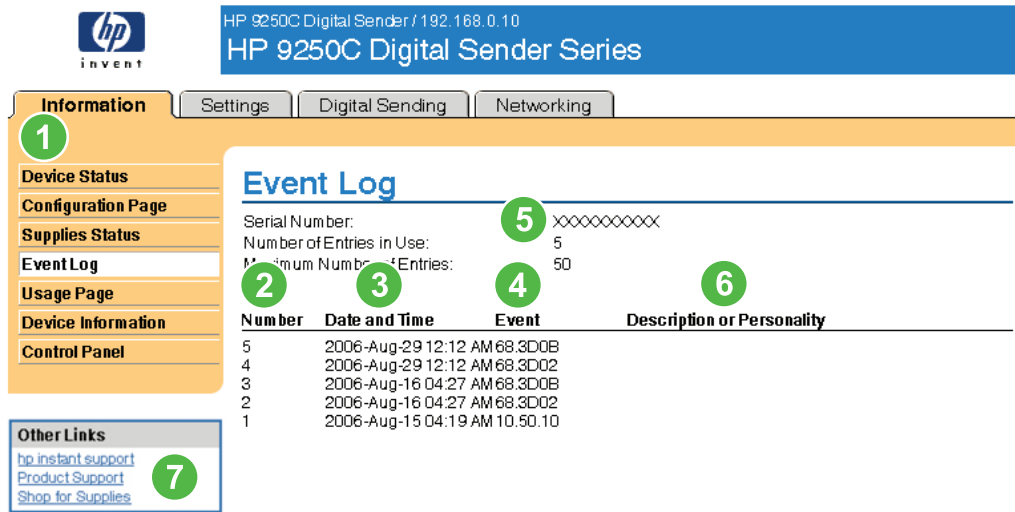


Figure 2-4 Event Log screen

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 .
2	Number	Lists the order in which the errors occurred. The last error to occur has the highest number.
3	Date and Time	Lists the date and time for each event logged.
4	Event	Shows the internal event code for each event.
5	Device Information	Shows the device serial number, the number of events currently in the log, and the maximum number of events the log can show.
6	Description or Personality	Shows a brief description of some events.
7	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 following illustration and table describe how to use this screen.

HP 9250C Digital Sender / 192.168.0.10
HP 9250C Digital Sender Series

Information Settings Digital Sending Networking

1 Information

Device Status
Configuration Page
Supplies Status
Event Log
Usage Page
Device Information
Control Panel

2 Usage Totals (equivalent)

3

Other Links
[hp instant support](#)
[Product Support](#)
[Shop for Supplies](#)

Usage Page

Device Information

Device Serial Number: XXXXXXXXXXXX
Device Name: HP 9250C Digital Sender

Scanned (Copy, Send, & Fax)	Simplex Count	Simplex Units	Duplex Count	Duplex Units	Total
Letter	0	1.0	0	2.0	0.0
Legal	0	1.3	0	2.6	0.0
A4	0	1.0	0	2.0	0.0
Executive	0	0.8	0	1.6	0.0
B5 (JIS)	0	0.7	0	1.4	0.0
A5	0	0.5	0	1.0	0.0
Total Scanner Usage					0.0

Send Job Scan Count: 5
ADF Simplex Pages: 0
ADF Duplex Pages: 0
ADF Total Pages: 0
Flatbed Scan Count: 5

Figure 2-5 Usage Page screen

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 .
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.

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.

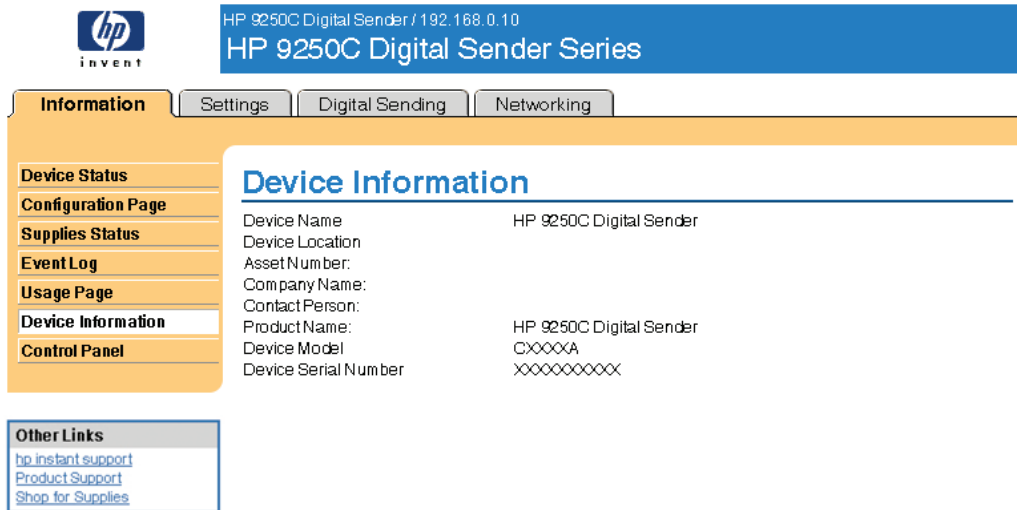


Figure 2-6 Device Information screen

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 2-7 Control Panel Snapshot screen

3 Configuring the product from the Settings screens

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



NOTE Some products do not support all of these screens.

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.

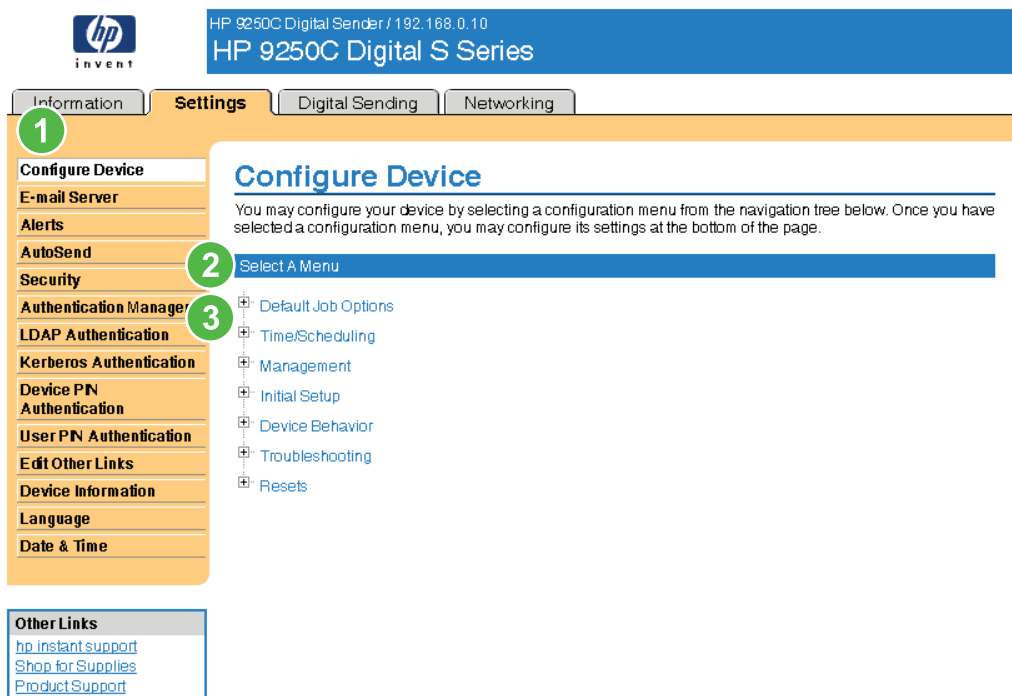


Figure 3-1 Configure Device screen

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 .	
2	Select A Menu	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.
		TROUBLESHOOTING menu	This menu contains tools and procedures to follow for troubleshooting problems with the device.
		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.	

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 e-mail messages, including product alerts. The following illustration, table, and procedures describe how to use this screen.

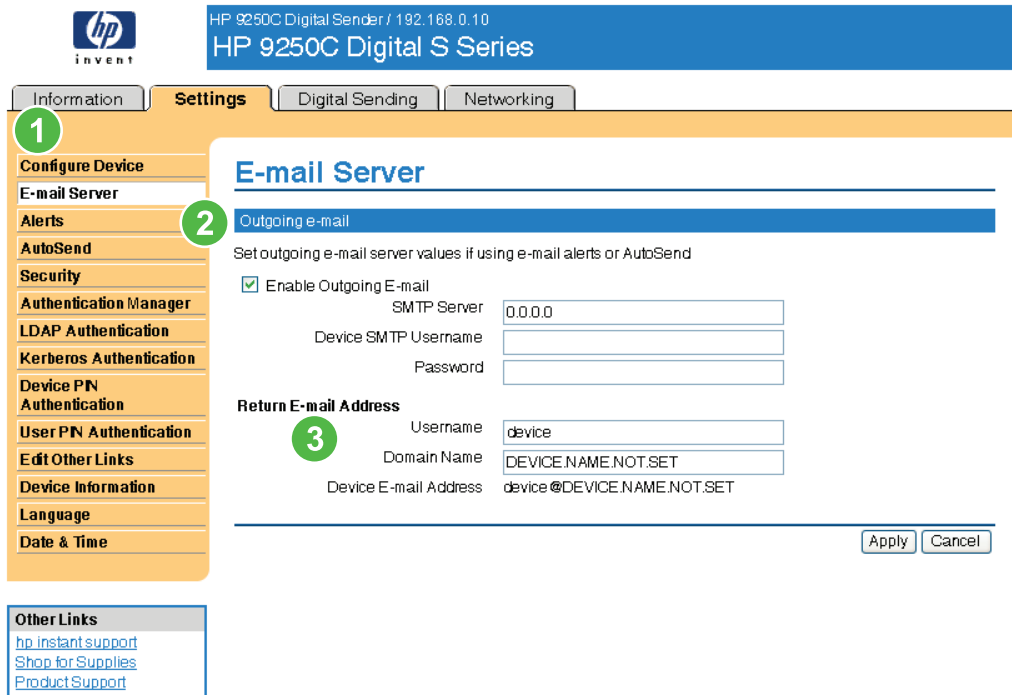


Figure 3-2 E-mail Server screen

Table 3-2 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 .
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 .
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 .

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 *your . company . com* in the **Domain Name** field, all e-mails sent out by the product will come from *anyone@your . company . com*. In this example, *anyone@your . company . 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.

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](#).

Figure 3-3 Alerts screen

Table 3-3 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 .
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.

Table 3-3 Alerts (continued)

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

HP 9250C Digital Sender / 192.168.0.10
HP 9250C Digital S Series

Information Settings Digital Sending Networking

Configure Device
E-mail Server
Alerts
AutoSend
Security
Authentication Manager
LDAP Authentication
Kerberos Authentication
Device PN Authentication
User PN Authentication
Edit Other Links
Device Information
Language
Date & Time

Other Links
[hp instant support](#)
[Shop for Supplies](#)
[Product Support](#)

Alerts - setup

Step 1: Type the list name

Type a name for your destination list.

List Name:

Step 2: Type the alert destinations

Type a maximum of 20 alert destinations in any of the following forms:
An e-mail address (e.g., your-name@your-company.com)
A mobile device (e.g., 208-555-5555@mobile-company.net)
A posting to a website (e.g., <http://www.your-server.com>)

Separate alert destinations using a semi-colon (;) or a comma (,).

Alert Destinations:

Step 3: Select Alerts

Select the alerts that you would like the alert destinations to receive. The most common alerts are listed here.

Alert Name	Selected	Threshold*
ADF Paper Jam	<input checked="" type="checkbox"/>	<input type="text" value="2"/> minutes elapsed

* Changes to threshold values apply to all destinations for this device.

[Additional Alerts](#)

To view all of the alerts for this product, click the **Show All Alerts** button.

Note: Clicking this button saves your current changes and opens the page that lists all of the alerts options.

Step 4: Select e-mail attachments (optional)

Select the attachments that you want to include with each e-mail alert message in this destination list. Go to the **Information** tab to see examples of these pages.

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

Select this option if one of the alert destinations you have chosen to receive alerts is an automated computer system.

- XML Data

Figure 3-4 Alerts - setup screen

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. 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.)
 - 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.

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

The screenshot shows the HP 9250C Digital S Series configuration interface. The top bar displays the HP logo and the device name. Below the top bar are tabs for Information, Settings, Digital Sending, and Networking. The Settings tab is active, and the Alerts section is selected in the left-hand navigation menu. The main content area is titled "Alerts - test" and contains the following elements:

- Alerts - test**: A heading for the configuration page.
- Alerts**: A section with instructions: "You are about to send a test alert to the selected alert destinations. Click **OK** to send the test, or click **Cancel** to return to the main Alerts page without sending the test."
- Alert Destinations:** A list of destinations with a checkbox next to "anyone@your.company.com", which is checked.
- Return Address:** A text field containing "device@your.company.com".
- Message Text:** A large text area containing a test alert message:

This is a test alert. You have received this alert because you have been selected to receive information about the following product.

The product does not need attention at this time.

Product:
HP 9250C Digital Sender

Currently selected alerts:
ADF Paper Jam

Currently selected attachments:

Thank you for using Hewlett-Packard products!
- Your Notes (optional):** A text field for additional notes.
- Buttons:** **OK** and **Cancel** buttons at the bottom right.

Figure 3-5 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.

Sending e-mail commands to the product

Another method for receiving information pages is by requesting them from the product. When outgoing mail is configured, the product can attach information pages, such as the Supplies Status page or the Configuration page, to e-mail messages. You can use this feature to solve a problem or check the status of supplies.

To request information pages by using an e-mail message

When composing a message to the product, you must format the **To**, **From**, and **Subject** fields correctly in your e-mail program.

1. Make outgoing e-mail functions available by following the instructions that are listed in this chapter. (For more information, see [E-mail Server](#) .)
2. From your e-mail program, compose a message to the product by completing the following steps:
 - a. In the **To** field, type the product's e-mail address. The user name combined with the product's domain name (which is specified in the outgoing mail configuration) is the e-mail address for the product. For example, if the POP3 mailbox account user name is "product" and the POP3 server is "hp.com", the product's e-mail address is "product@hp.com".
 - b. Your e-mail program should automatically complete the **From** field with your return e-mail address.
 - c. In the **Subject** field, type the appropriate text for the format and page that you would like to attach. You can request a Configuration page, a Supplies Status page, or an AutoSend page. For example, if you would like to attach the Configuration page in .HTML file format, type `this.configpage?configpage=email&format=html`.

Table 3-4 Requesting information pages using an e-mail message

Page	HTML format	XML format
Configuration page	<code>this.configpage? configPage=email&format=html</code>	<code>this.configpage? configPage=email&format=xml</code>
AutoSend page ¹	not applicable	<code>this.configpage? autosend=email&format=xml</code>

¹ The AutoSend page is not sent to the sender of the e-mail (as indicated in Step 2b, above). It is sent to the e-mail address specified in the **AutoSend** screen of the **Settings** tab.

3. Click **Send**.

The product checks for new e-mail messages once every 3 minutes. When the product receives the e-mail message, it generates a reply and sends the requested information back to the sender's e-mail address (as specified in the **From** field of the original e-mail message).



NOTE Depending on delays in the network and your organization's mail server, a response might take from 1 minute to several hours to arrive in your e-mail program's inbox. If the **To**, **From**, and **Subject** fields are not correctly formatted in your e-mail message, the product does not send a message in response.

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.

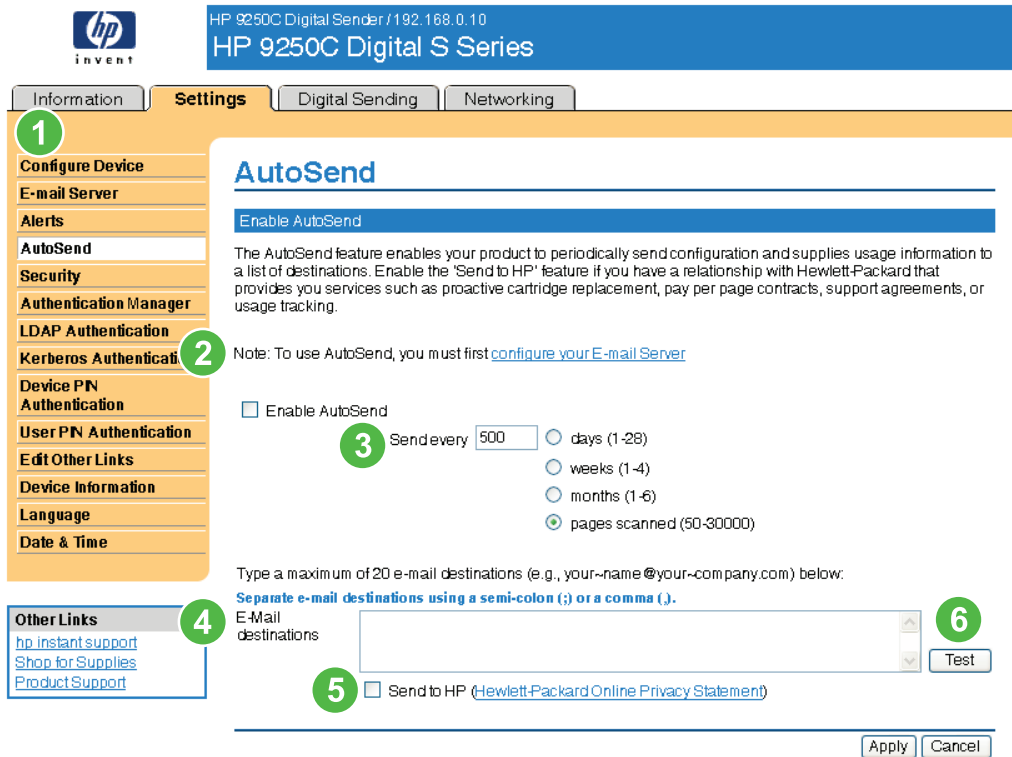


Figure 3-6 AutoSend screen

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 .
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](#).)
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 format 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.

HP 9250C Digital Sender / 192.168.0.10
HP 9250C Digital S Series

Information **Settings** Digital Sending Networking

1 Configure Device
E-mail Server
Alerts
AutoSend
Security
Authentication Manager
LDAP Authentication
Kerberos Authentication
Device PN Authentication
User PN Authentication
Edit Other Links
Device Information
Language
Date & Time

2 HP Jetdirect Security Configuration Wizard
Click the **HP Jetdirect Security Configuration Wizard** button below, and configure the settings that appear. Be sure to come back to this page to configure the settings on the Configure Security Settings page (see the **Configure Security Settings** button below).
HP Jetdirect Security Configuration Wizard

3 Configure Security Settings
Once the Jetdirect Security Configuration is complete, click the **Configure Security Settings** button, below, and configure the settings that appear.
Configure Security Settings

4 Perform Secure Storage Erase
Click **Perform Secure Storage Erase** to delete data permanently on the selected items. Performing a Secure Storage Erase with the File Erase Mode set to Secure Fast Erase (default) can take up to 30 minutes; performing it with the File Erase Mode set to Secure Sanitize Erase can take up to 2 hours.
Warning: Performing a Secure Storage Erase will cause the MFP to restart, and all contents of the storage device you selected will be completely destroyed. Click **Help** for more information.
 Hard Disk
Perform Secure Storage Erase

5 Status of Security Settings

Settings	Status
Device Password	Not Configured
PJL Password	Not Configured
File System Password	Not Configured
PJL Disk Access	Enabled
SNMP Disk Access	Enabled
NFS Disk Access	Enabled
PS Disk Access	Enabled
File Erase Mode	Non-Secure Fast Erase
Control Panel Access Lock	Unlock Menu
Cancel Job	Disabled
Pause/Resume	Enabled
Continue Button	Enabled
Remote Firmware Upgrade	Enabled
Service Loading	Enabled
Job Retention	Enabled
Job Held Timeout	Never Delete


Other Links
[hp instant support](#)
[Shop for Supplies](#)
[Product Support](#)

Figure 3-7 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 .
2	HP Jetdirect Security Configuration Wizard	Click this button to run the HP Jetdirect Security Configuration Wizard.
3	Configure Security Settings	Click Configure Security Settings to configure the Security settings for the device.
4	Perform Secure Storage Erase	The Perform Secure Storage Erase button erases the entire contents of the MFP hard disk or the MFP Compact Flash card.

Table 3-6 Security (continued)

Callout	Area on the screen	Information or capability that the area provides
		 WARNING! When you click Perform Secure Storage Erase, the MFP will restart, and all data on the storage device you selected will be completely destroyed. This function is meant to enable you to reuse the MFP without the possibility anyone recovering data that was on the storage devices. Use this function only when you wish to remove all stored data on the MFP.
5	Status of Security Settings	The Status of Security Settings section displays the current status of each of the security settings configurable on the Configure Security Settings page.

Configure Security Settings

The Configure Security Settings page that opens after clicking the Configure Security Settings button provides options for security settings that affect use of the MFP and its features. Once you have completed the HP Jetdirect Security Configuration Wizard, click Configure Security Settings and configure the settings for a complete security configuration. The Configure Security Settings page includes a Help link you can click for detailed information and recommendations for the settings.

The following illustrations show the Configure Security Settings screen.



Information **Settings** Digital Sending Networking

Configure Device
E-mail Server
Alerts
AutoSend
Security
Authentication Manager
LDAP Authentication
Kerberos Authentication
Device PN Authentication
User PN Authentication
Edit Other Links
Device Information
Language
Date & Time

Other Links
[hp instant support](#)
[Shop for Supplies](#)
[Product Support](#)

Configure Security Settings [Help](#)

Each section below contains a category of security settings for the MFP. The recommended settings are in the **Help** link, but you should configure settings according to the needs of your network. Click **Help** for detailed instructions and HP recommendations.

Be sure to click **Apply** at the bottom of the page to complete your configurations. None of the configurations will be complete until you click **Apply**.

Device Password

Configure the Device Password using 12 or fewer characters:

Username	admin
Old Password	Not Configured
New Password	<input type="text"/>
Verify Password	<input type="text"/>

PJL Password

Configure the P.J.L Password using a number from 1 to 2147483647:

Old Password	Not Configured
New Password	<input type="text"/>
Verify Password	<input type="text"/>

File System Password

Configure the File System Password using 8 or fewer characters:

Old Password	Not Configured
New Password	<input type="text"/>
Verify Password	<input type="text"/>

File System Access Settings

Select to enable or deselect to disable the file system access options below:

NOTE: If you configured the File System Password, The MFP will require it before it will allow you to change the File System Access settings. Keep in mind that some network processes might use these access points.

- P.J.L Disk Access
- SNMP Disk Access
- NFS Disk Access
- PS Disk Access

Figure 3-8 Configure Security Settings screen – 1 of 2

File Erase Mode

Select the File Erase Mode option for the level of security at which you want files erased:

NOTE: The File Erase Mode setting is available only after the File System password is configured. The MFP will require the File System Password to make changes to the File Erase Mode setting.

- Non-Secure Fast Erase
- Secure Fast Erase
- Secure Sanitize Erase

Control Panel Access Lock

Select an option to remove types of configuration menus from the control panel:

NOTE: Once the Control Panel Access Lock is configured, no one will be able to access these settings on the control panel. The MFP does not provide a way for authorized use of these settings.

- Unlock Menu
- Minimum Menu Lock
- Moderate Menu Lock
- Intermediate Menu Lock
- Maximum Menu Lock

Home Page (Embedded Web Server) Options

Select the EWS options that you want to have available to all users:

- Cancel Job
- Pause/Resume
- Continue Button

Options for Services

Select to enable (deselect to disable) services for the MFP:

- Remote Firmware Upgrade
- Service Loading
- Job Retention

Job Held Timeout

Apply Your Configurations

Click **Apply** to complete your configurations on this page. Click **Cancel** to ignore your configurations and start this page over.

Figure 3-9 Configure Security Settings screen – 2 of 2

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 3-10 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 .
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: <ul style="list-style-type: none"> Send to E-mail Send to Fax Send to Folder 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.

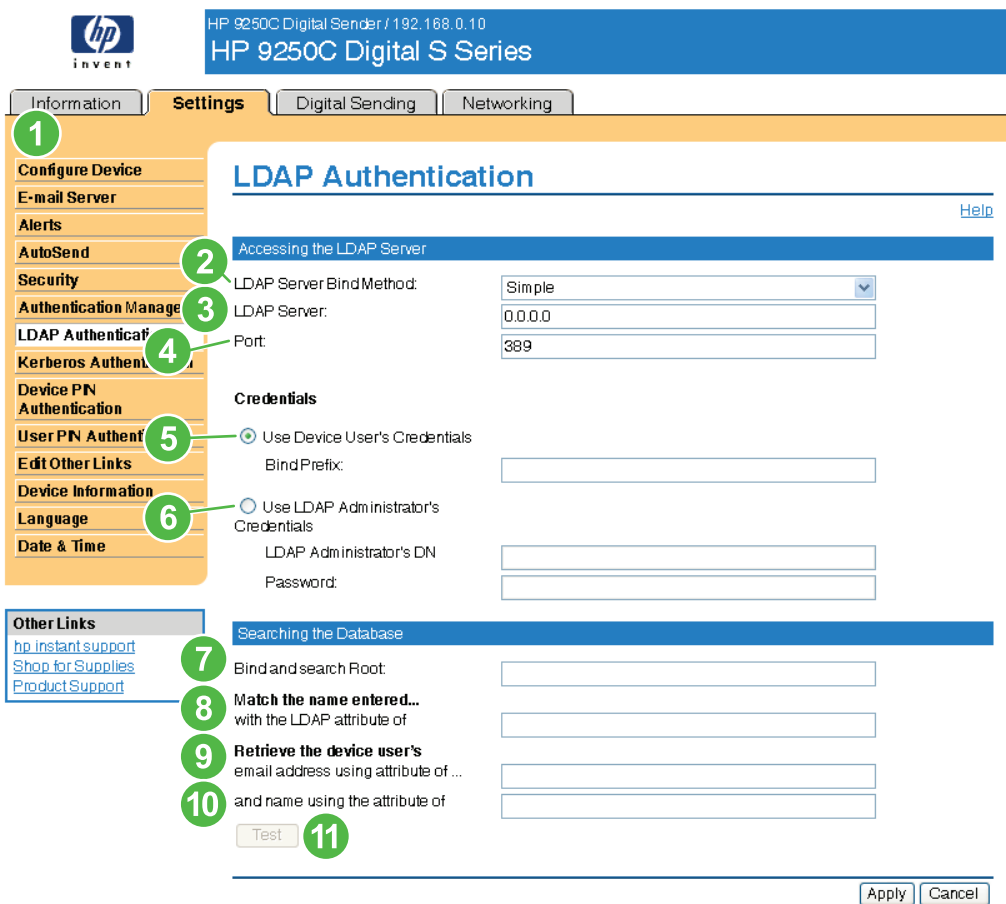


Figure 3-11 LDAP Authentication screen

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 .
2	LDAP Server Bind Method	<p>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.</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
3	LDAP Server	<p>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.</p> <p>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.</p>
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	<p>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.</p> <p>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).</p>
6	Use LDAP Administrator's Credentials	<p>Use Administrator's Credentials attempts to search for the user's DN instead of trying to construct it.</p> <p>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.</p> <p>The Administrator Password is the password of the user whose user DN was entered in the Administrator DN field.</p>

Table 3-8 LDAP Authentication (continued)

Callout	Area on the screen	Information or capability that the area provides
7	Bind and search Root	<p>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.</p> <p>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.</p>
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 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 3-12 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 .
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 not available, the IP address of the Kerberos Server may be used.

Table 3-9 Kerberos Authentication (continued)




Callout	Area on the screen	Information or capability that the area provides
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	Advanced button	Use the Advanced button to the right of the Kerberos Default Realm field to access the Alternate Domain configuration. Alternate domains are mapped to the default realm.
6	LDAP Server Bind Method	The LDAP Server Bind Method determines how the device will access the LDAP server.
7	Credentials	<p>The Credentials configuration section is used to determine which credentials will be used to bind (authenticate) to the LDAP server.</p> <ul style="list-style-type: none"> • When Use Device User's 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.
8	Bind Prefix	<p>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).</p> <p> NOTE The Bind Prefix and Bind and Search Root settings are only used if the LDAP Server Bind Method is set to Simple or Simple over SSL, and Use Device User Credentials is selected.</p>
9	Bind and search Root	<p>The Bind and Search Root value is used to validate the user's credentials with the LDAP server. This value is combined with the RDN to construct the full Distinguished Name (DN) of the user.</p> <p> NOTE The Bind Prefix and Bind and Search Root settings are only used if the LDAP Server Bind Method is set to Simple or Simple over SSL, and Use Device User Credentials is selected.</p>
10	LDAP Server	The LDAP Server is typically the same as the Kerberos Server in the Windows Active Directory Environment.
11	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.

Table 3-9 Kerberos Authentication (continued)

Callout	Area on the screen	Information or capability that the area provides
12	Search Root	<p>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.</p> <p> 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.</p>
13	Match the name entered with 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. In the Windows Active Directory environment, this attribute is typically sAMAccountName.
14	Retrieve the device user's email 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.
15	and name using the attribute of	The user's display name is obtained from the LDAP attribute that is specified in the "and name using the attribute of" field. In the Windows Active Directory environment, this attribute is typically displayName.

Advanced Kerberos Realm Settings

Embedded Kerberos Authentication requires Forward and Reverse Lookup to be enabled on the DNS server. During some DNS migrations, DNS may return different results during Forward and Reverse Lookup (i.e. ACME.CORP.COM, ACME.CORP.NET).

The Advanced Kerberos Realm Settings can be used to configure Embedded Kerberos Authentication to work in these heterogeneous DNS environments.

Enter either a hostname or a domain name that is to be mapped to the realm name. Domain names must be entered with a prefix character of "." For example .ACME.CORP.NET.

The following illustration shows the **Advanced Kerberos Realm Settings** screen.

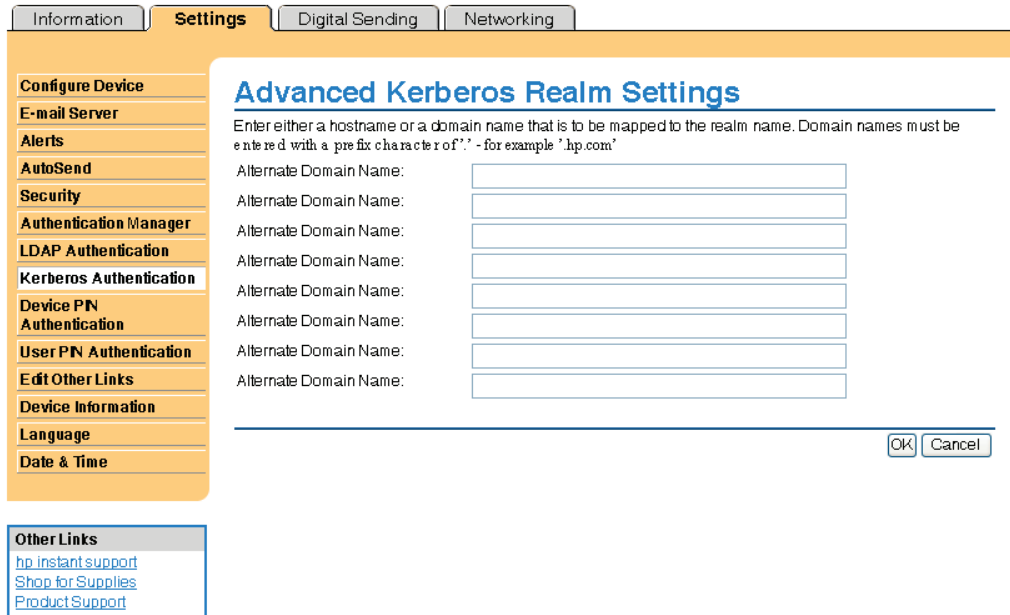


Figure 3-13 Advanced Kerberos Realm Settings screen

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.

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 Kerberos Domain Controller (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.COM.
 - b. Type the product IP address in 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](#).

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 **Sign 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](#).

Configure Address Settings for Kerberos Authentication

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

1. Click the **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 the 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: `15.62.64.203`.
 - 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 control panel for Kerberos Authentication](#).

Use the 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.

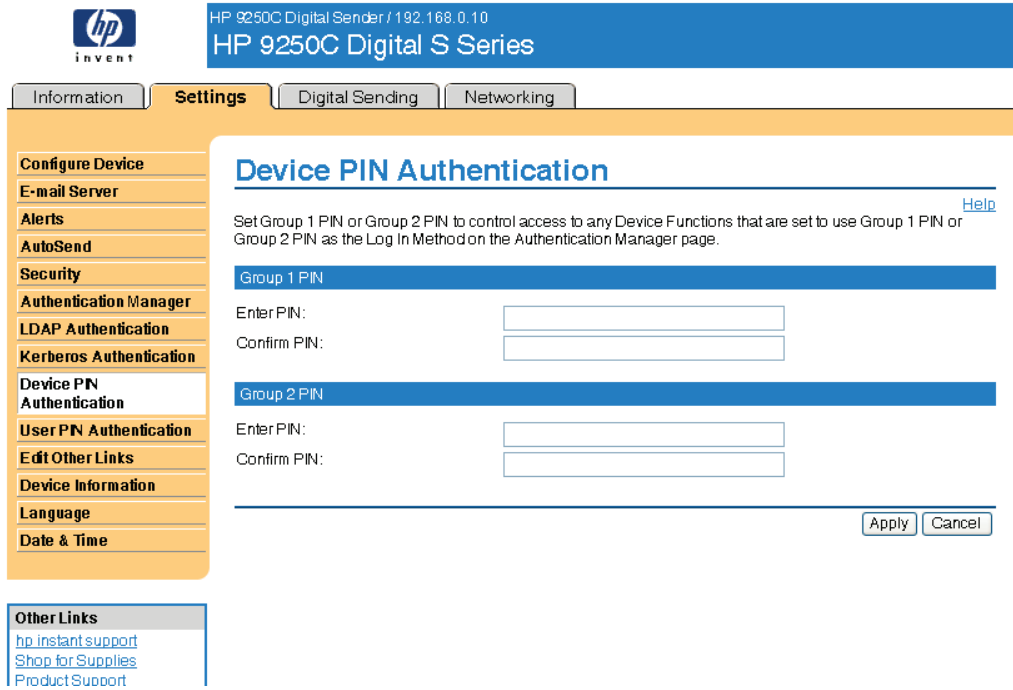


Figure 3-14 Device PIN Authentication screen

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.

HP 9250C Digital Sender / 192.168.0.10
HP 9250C Digital S Series

Information **Settings** Digital Sending Networking

User PIN Authentication [Help](#)

This page lets you add, edit, or delete users who are allowed to use various device functions such as copy, fax, and digital sending. Click **Help** for more information.

Option 1: Add new users.

- To add a new user, click **Add New User**.

Add New User...

Option 2: Edit or delete existing users.

- To edit a user, select the entry in the list and then click **Edit User**.
- To delete a user, select the entry in the list and then click **Delete User**.

Type a name, or select from the authorized user list:

Name	Address
------	---------

Edit User... Delete User... Delete All Users...

Click **Back** to return to the General Settings Page.

[Back](#)

Figure 3-15 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.

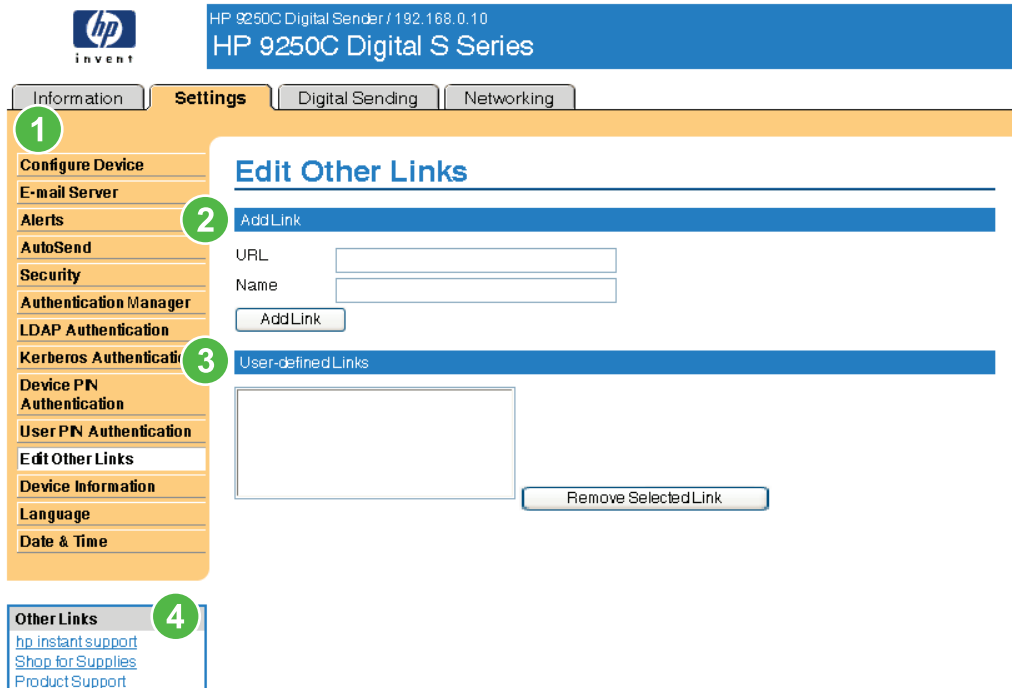


Figure 3-16 Edit Other Links screen

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 .
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.

Table 3-10 Edit Other Links (continued)

Callout	Area on the screen	Information or capability that the area provides
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 from a reseller of your choice.
		Product Support Gain access to specific product help from the HP Web site.
		My Service Provider Connect to the home page of your service provider. This link appears only if the service provider has configured it.
		My Service Contract Connect to a page that shows the terms and limits of your service contract. This link appears only if the service provider has configured it.

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 TCP/IP address, device name, device model, and serial number are also available on this screen.

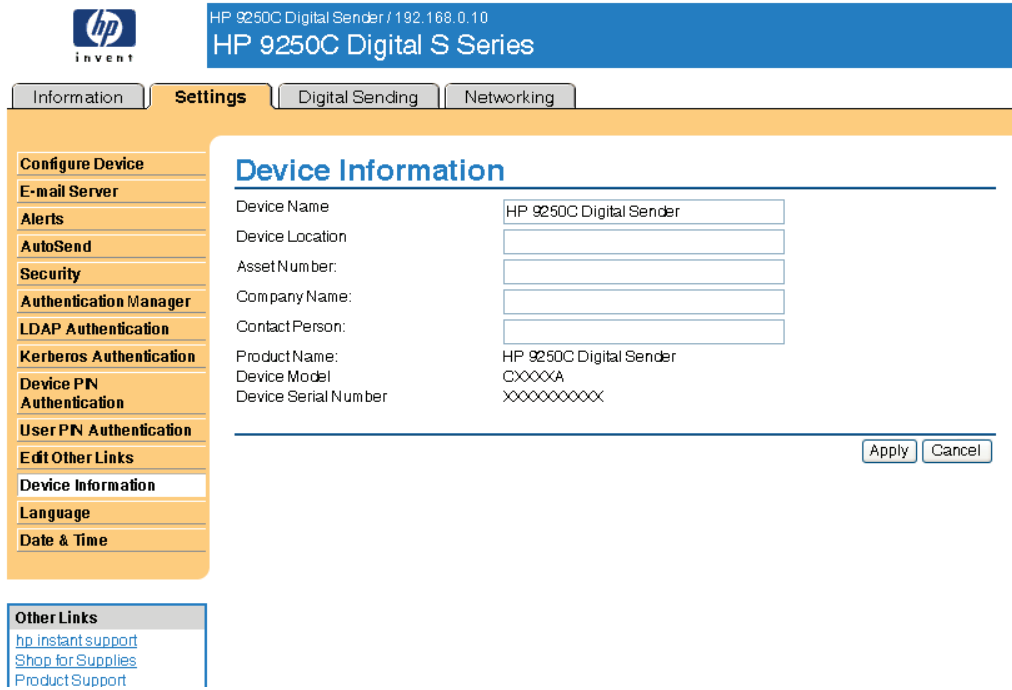


Figure 3-17 Device Information screen



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.

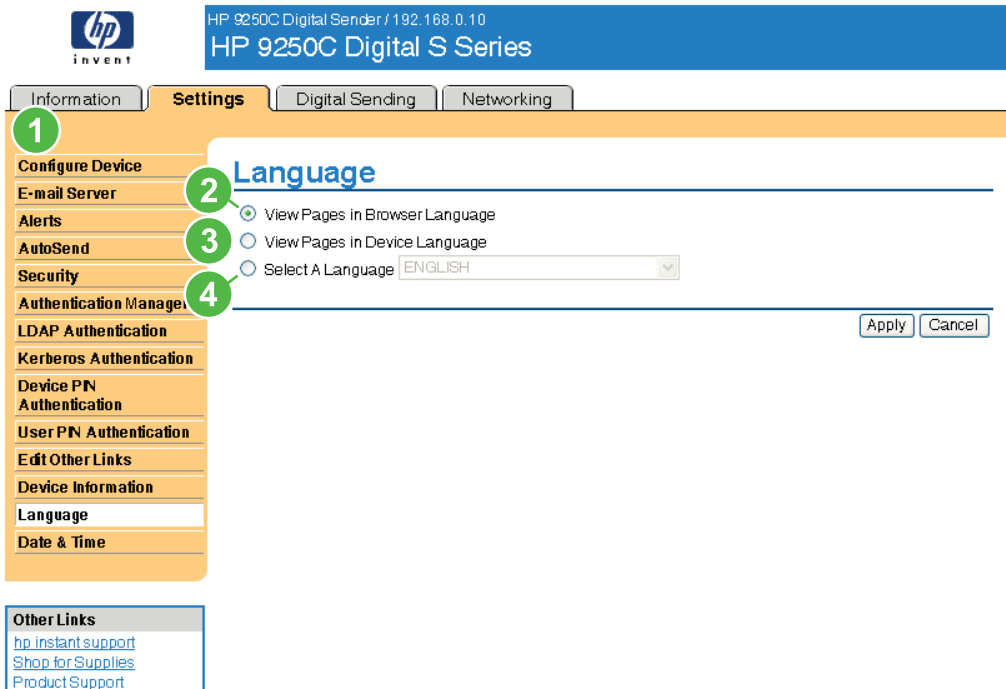


Figure 3-18 Language screen



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 .
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.

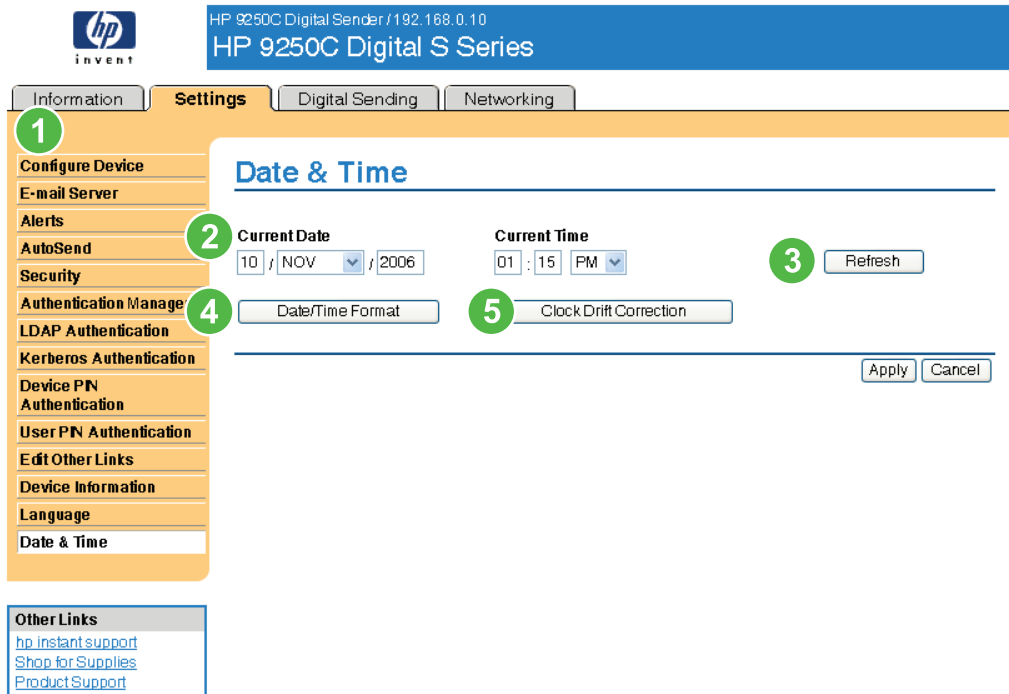


Figure 3-19 Date & Time screen

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 .
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	Refresh	Click this button to update the product date and time on the screen. For more information, see Date/Time Format .
4	Date/Time Format	Click this button to open a screen where you can select the date and time format.
5	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 .

Date/Time Format

Use the **Date/Time Format** screen to select the formats you prefer for displaying the date (under **Date Format**) and time (under **Time Format**). The following illustration shows the **Date/Time Format** screen.

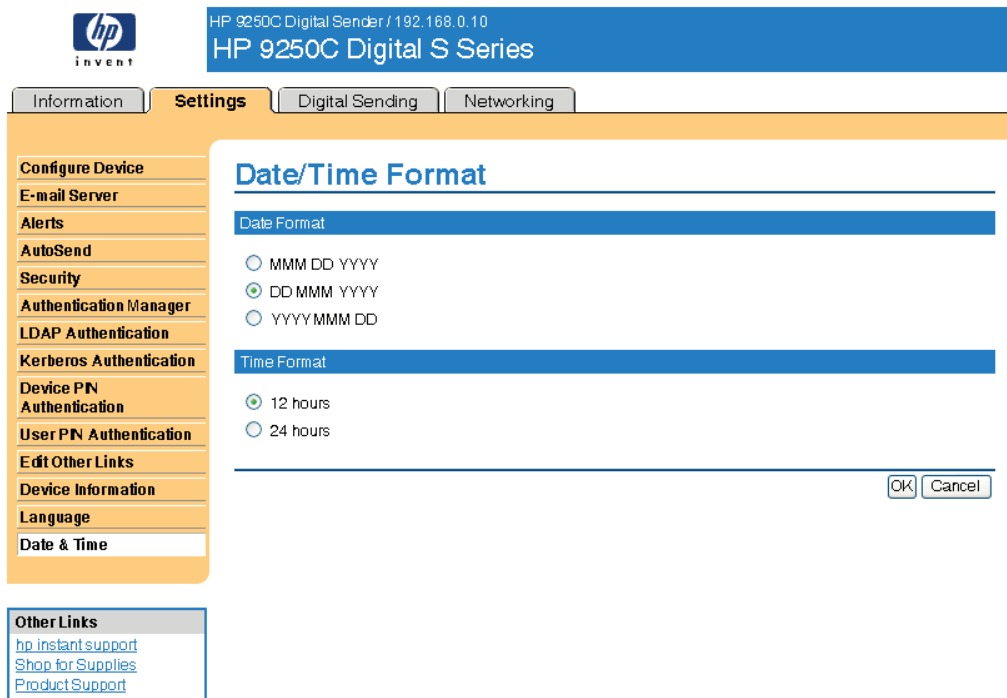


Figure 3-20 Date/Time Format screen

Clock Drift Correction

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

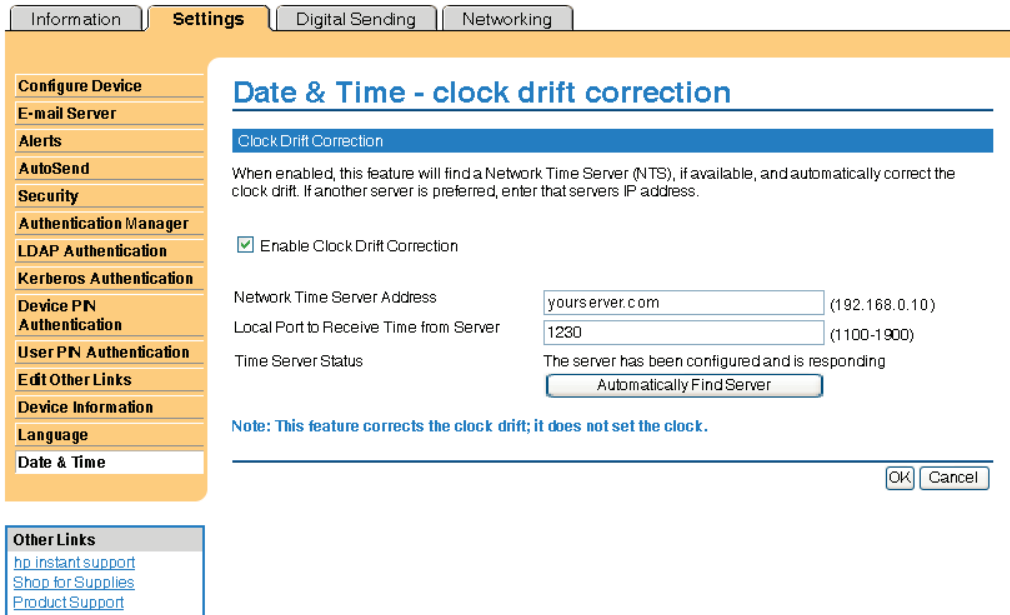


Figure 3-21 Date & Time - clock drift correction screen

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 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](#).

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.

Using the HP DSS software

The HP 9250C Digital Sender includes the Digital Sending Software (HP DSS) which can be used to carry out its digital-sending tasks. If the HP DSS has been installed, all HP DSS screens are available for read-only access. However, if you try to apply changes in any of the HP EWS **Digital Sending** screens, the following message appears:

The device is being serviced by the Digital Sending Software at <IP address>. Please use Windows Configuration Utility to configure the device.

In this case, the digital sending options must be configured by using the HP MFP DSS Configuration Utility. This centralizes the configuration tasks and helps control security.

General Settings

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

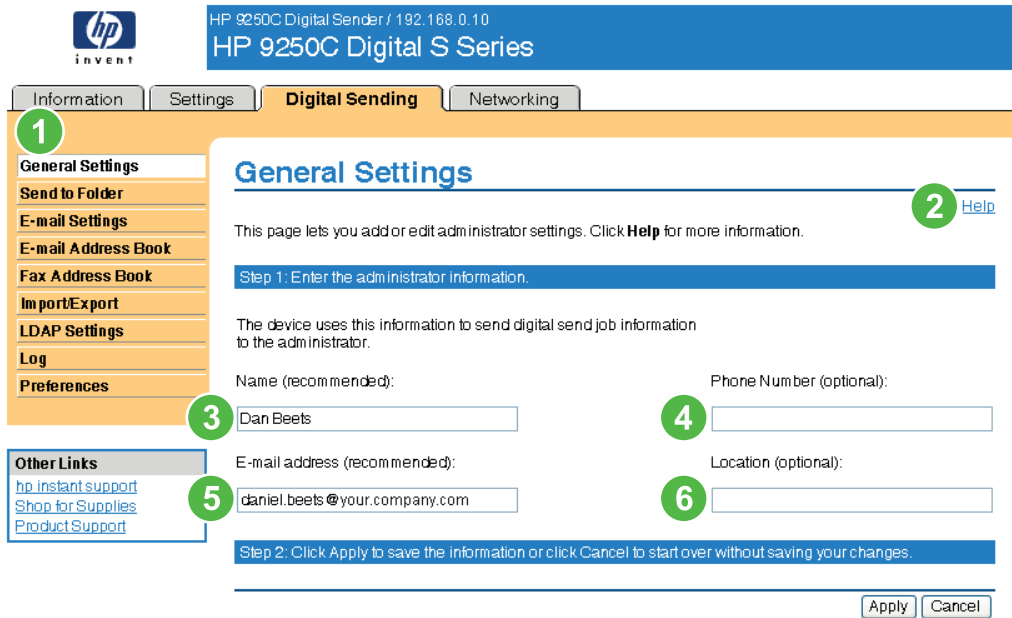


Figure 4-1 General Settings screen

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 .
2	Help	Click to open a help file that contains information about the screens on the Digital Sending tab.
3	Name	Type the administrator's name.
4	Phone Number (optional)	Type the administrator's phone number (optional).
5	E-mail address	Type the administrator's e-mail address. The device does not accept e-mail addresses that are not properly formatted.
6	Location (optional)	Type the administrator's location (optional).

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.

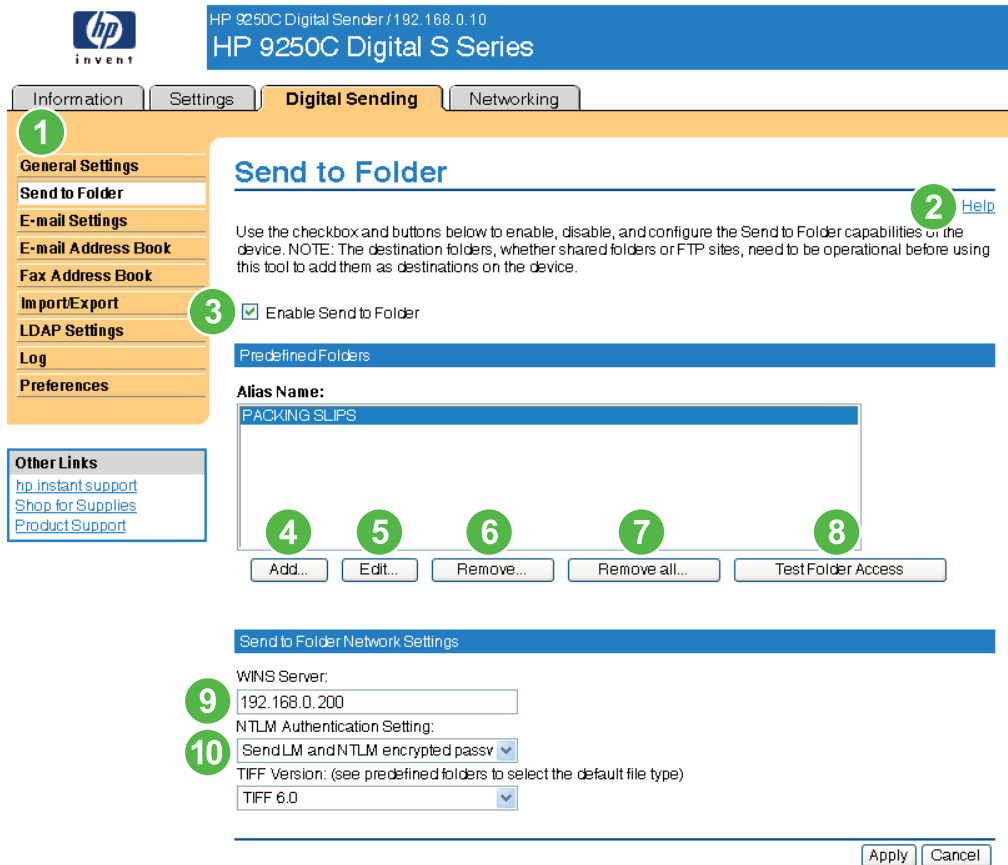



Figure 4-2 Send to Folder screen

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 .
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.

Table 4-2 Send to Folder settings (continued)

Callout	Area on the screen	Information or capability that the area provides
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\share.  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: <ul style="list-style-type: none">• 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.

Adding a predefined folder

Follow these steps to add a predefined folder to the list.

1. 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 predefined folder. On both of these pages, specify the settings then click the OK button.
2. After adding and configuring the predefined folder and clicking OK, you will return to this page. The new predefined 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 it.
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 it.
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.

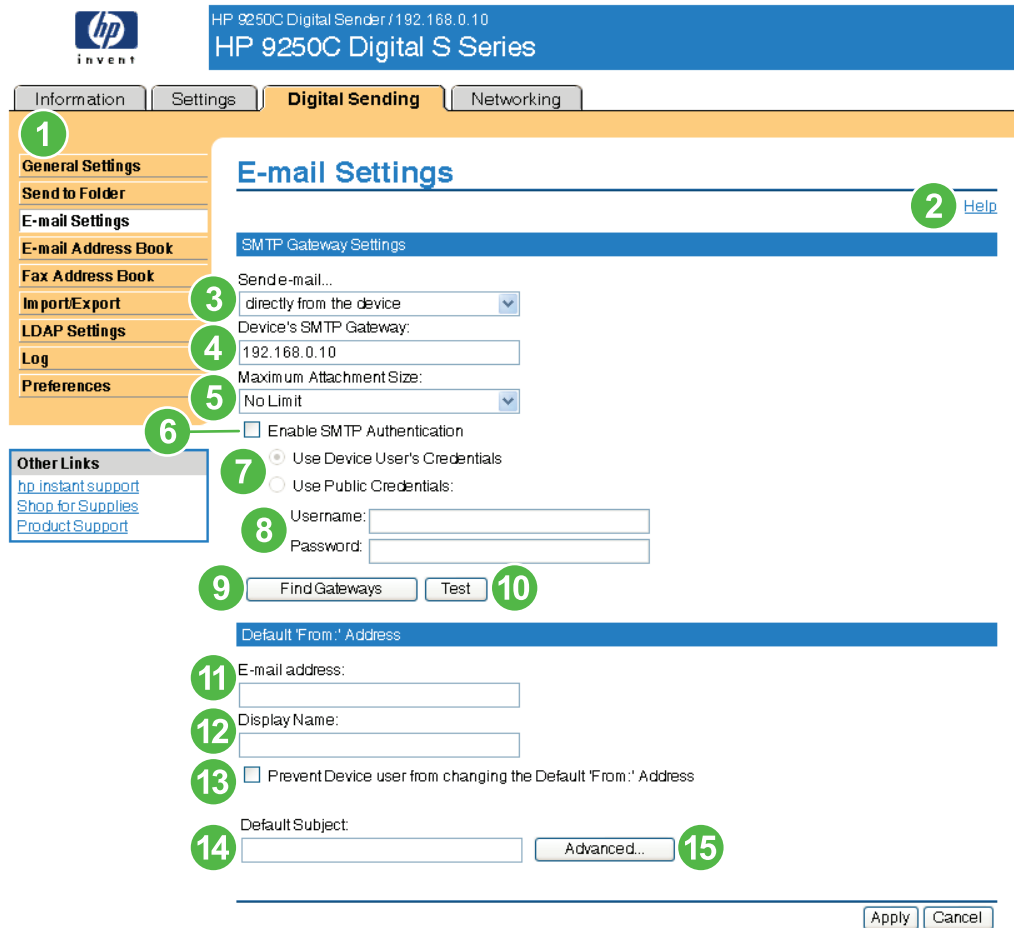





Figure 4-3 E-mail Settings screen

Table 4-3 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 .
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/

Table 4-3 E-mail Settings (continued)

Callout	Area on the screen	Information or capability that the area provides
		<p>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.</p> <p> NOTE Some devices recognize only TCP/IP addresses. In such cases, host names will be converted to the equivalent TCP/IP address.</p>
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.
6	Enable SMTP Authentication	<p>Use this setting to require SMTP authentication for outgoing e-mail.</p> <p>SMTP authentication is used to provide a username and password to the SMTP server if required. Most Internet Service Providers (ISP) require these credentials.</p>
7	Use Device User's Credentials	You can only use this setting if Authentication is enabled for SMTP <i>and</i> 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	<p>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.</p> <p> 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.</p>
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	<p>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."</p> <p> 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.</p>
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 .

Advanced E-mail Settings

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

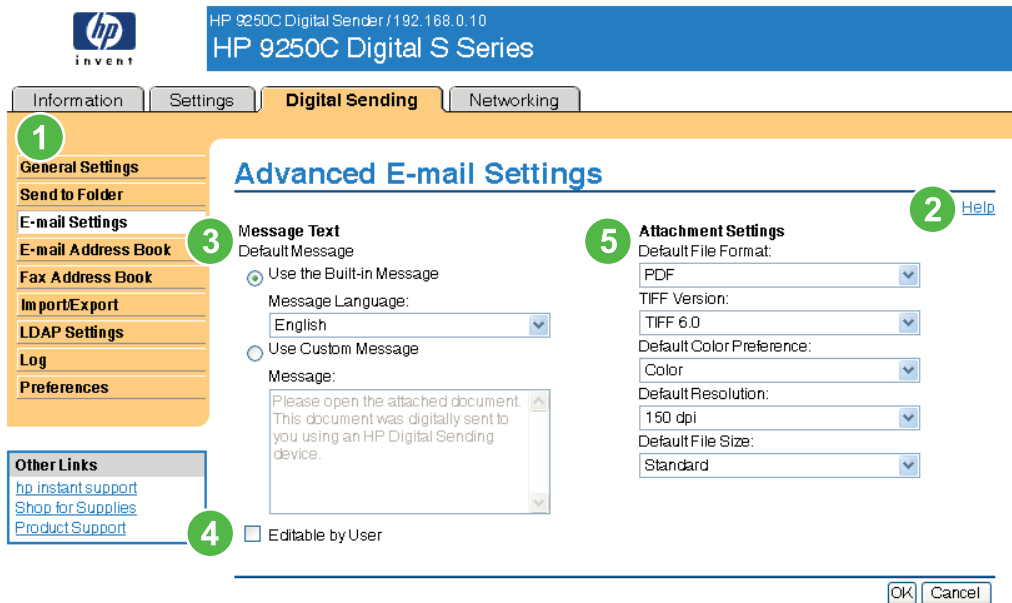


Figure 4-4 Advanced E-mail Settings screen

Table 4-4 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 .
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.

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.

HP 9250C Digital Sender / 192.168.0.10
HP 9250C Digital S Series

Information Settings **Digital Sending** Networking

General Settings
Send to Folder
E-mail Settings
E-mail Address Book
Fax Address Book
Import/Export
LDAP Settings
Log
Preferences

Other Links
[hp instant support](#)
[Shop for Supplies](#)
[Product Support](#)

E-mail Address Book

[Help](#)

This page lets you add, edit, or delete e-mail addresses and distribution lists in the device e-mail address book. Click **Help** for more information.

Option 1: Add new entries.

- To add an e-mail address, click **Add E-mail Address**.

Add E-mail Address...

Option 2: Edit or delete existing entries.

- To edit an e-mail address or distribution list, select the entry in the list and then click **Edit Entry**.
- To delete an e-mail address or distribution list, select the entry in the list and then click **Delete Entry**.

Type a name, or select from the address book list:

Name	Address
JOSHUA@your.company.com	joshua@your.company.com

Edit Entry... Delete Entry... Delete All Entries...

Click **Back** to return to the General Settings Page.

Back

Figure 4-5 E-mail Address Book screen

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.

HP 9250C Digital Sender / 192.168.0.10
HP 9250C Digital S Series

Information Settings **Digital Sending** Networking

General Settings
Send to Folder
E-mail Settings
E-mail Address Book
Fax Address Book
Import/Export
LDAP Settings
Log
Preferences

Other Links
[hp instant support](#)
[Shop for Supplies](#)
[Product Support](#)

Fax Address Book

[Help](#)

This page lets you add, edit, or delete fax numbers in the device fax address book. Click **Help** for more information.

Option 1: Add new entries.

- To add a fax number, click **Add Fax Number**.

Add Fax Number...

Option 2: Edit or delete existing entries.

- To edit a fax number select the entry in the list and then click **Edit Fax Number**.
- To delete a fax number select the entry in the list and then click **Delete Fax Number**.

Type a name, or select from the address book list:

Name	Fax Number
------	------------

Edit Fax Number... Delete Fax Number... Delete All Fax Numbers...

Click **Back** to return to the General Settings Page.

Back

Figure 4-6 Fax Address Book screen

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 + - () [] *.
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 an 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](#).

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

HP 9250C Digital Sender / 192.168.0.10
HP 9250C Digital S Series

Information Settings **Digital Sending** Networking

General Settings
Send to Folder
E-mail Settings
E-mail Address Book
Fax Address Book
Import/Export
LDAP Settings
Log
Preferences

Other Links
[hp instant support](#)
[Shop for Supplies](#)
[Product Support](#)

Import/Export

[Help](#)

This page transfers existing address book information using a CSV data file. E-mail address, authorized user, and fax information can be added to this device by importing it. This same information can be exported to another device or archived. Click [Help](#) for more information.

Option 1: Import Address Book

Enter the name of the file to be imported. The file can be created with a text processor or spreadsheet program, or exported from other devices. Then click **Import**.

Address Book File Name (source):

Option 2: Export Address Book

Step 1: Select the address book information you would like to export.

E-mail Address Book Fax Address Book
 E-mail Distribution Lists Fax SpeedDials
 Authorized User List

Step 2: Enter the name of a file that will be generated. This file will contain the information selected above. Then click **Export**.

Address Book File Name (destination):

Option 3: Clear Address Books

Select the address books you would like to clear. Then click **Clear Selected Address Book(s)**.

E-mail Address Book Fax Address Book
 E-mail Distribution Lists Fax SpeedDials
 Authorized User List

Click **Back** to return to the General Settings Page.

Figure 4-7 Import/Export screen

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, as shown in the Excel spreadsheet example below. If you are creating a text import file, you just need to insert a comma for each blank field, as shown in the sample text file below.

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 it 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](#) 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 address. 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.

Clicking **LDAP Settings** on the left navigation menu opens the **Addressing Settings** screen. The following illustration and table describe how to use this screen.

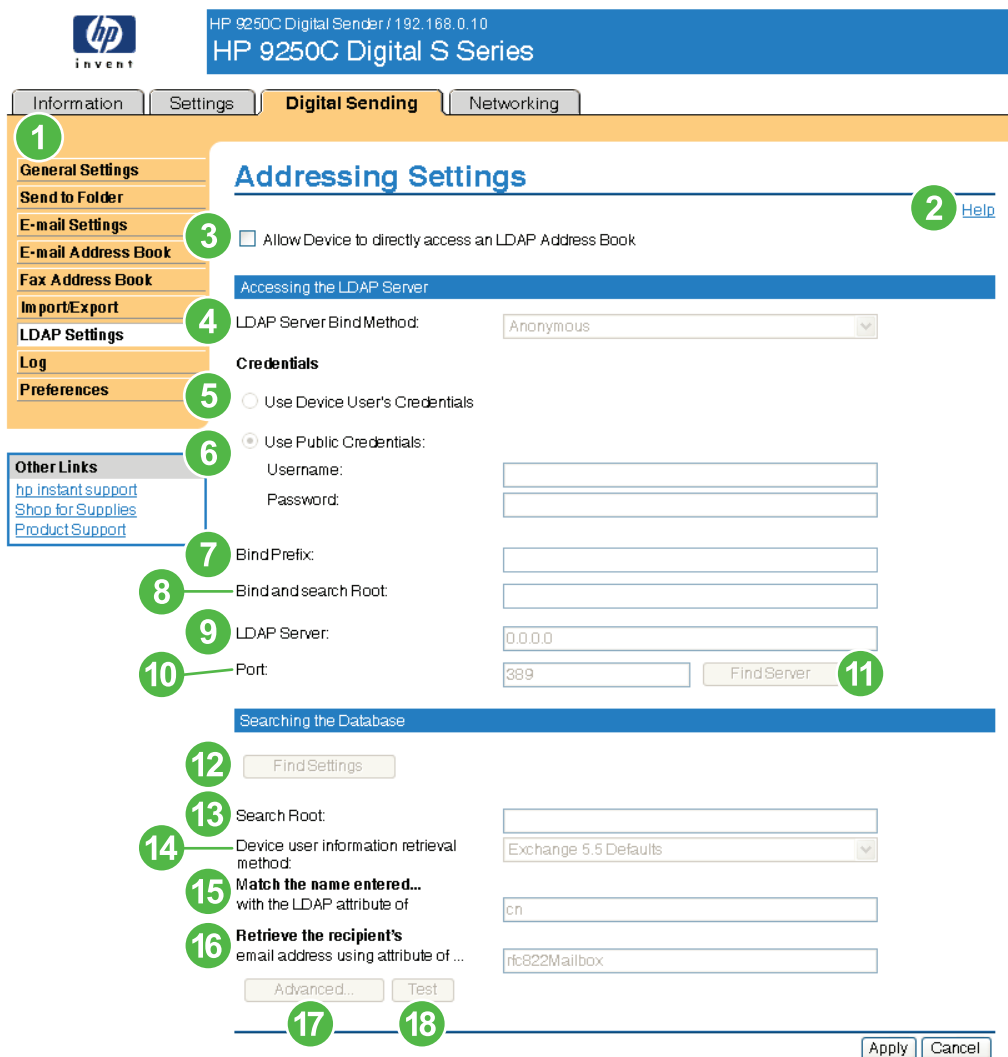


Figure 4-8 Addressing Settings screen

Table 4-5 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 .
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.
4	LDAP Server Bind Method	<p>Anonymous</p> <p>Select this option to connect to the LDAP server if the LDAP server does not require user credentials to access the LDAP database.</p>
		<p>Simple</p> <p>Select this option to connect to the LDAP server if the LDAP server requires user credentials to use the LDAP database.</p> <p>When this option is selected, you must enter the user, password, and domain. Note that the password will be sent across the network unencrypted.</p>
		<p>Simple over SSL</p> <p>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.</p> <p>When this option is selected, you must enter the user, password, and domain.</p>
		<p> NOTE This option is not available for all products.</p>
5	Use Device User's Credentials	<p>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 a third party.</p> <p>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.</p>
		<p>You can only use this setting if Authentication is enabled for SMTP <i>and</i> individual device users have accounts on the SMTP server. In most cases, Use Public Credentials is the preferred method.</p>
6	Use Public Credentials	<p>Use this setting to set a single name and password for SMTP authentication for the device to use for all users.</p> <p>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.</p>
7	Bind Prefix	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

Table 4-5 Addressing Settings (continued)




Callout	Area on the screen	Information or capability that the area provides
		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).
8	Bind and Search Root	<p>The Bind and Search Root value is used to validate the user's credentials with the LDAP server. This value is combined with the RDN to construct the full Distinguished Name (DN) of the user.</p> <p>The string consists of "attribute=value" pairs, separated by commas. For example:</p> <pre>ou=engineering,o=Hewlett Packard,c=US ou=marketing,o=Hewlett Packard,c=US o=hp.com ou=engineering,cn=users,dc=hp,dc=com</pre> <p> NOTE The Bind Prefix and Bind and Search Root settings are only used if the LDAP Server Bind Method is set to Simple or Simple over SSL, Use Device User Credentials is selected, and the user authenticates to the device via Kerberos authentication.</p>
9	LDAP Server	<p>Type the host name or TCP/IP address of the LDAP server whose database contains the centralized address book.</p> <p> NOTE Some products recognize only TCP/IP addresses. In such cases, host names are converted to the equivalent TCP/IP address.</p>
10	Port	Type the TCP/IP port number on which the server is processing LDAP requests. This is typically port 3268.
11	Find Server	Click this button to search for available LDAP servers.
12	Find Settings	Click this button to have the product attempt to determine the best settings for the specified server when searching the LDAP database.
13	Search Root	<p>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:</p> <pre>ou=departmentname,o=companyname ou=marketing,o=Hewlett Packard,c=US o=hp.com ou=engineering,cn=users,dc=hp,dc=com</pre> <p> NOTE For some LDAP servers, the search root can be left blank (in which case its root node will be assumed).</p>

Table 4-5 Addressing Settings (continued)

Callout	Area on the screen	Information or capability that the area provides
14	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.
15	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: <ul style="list-style-type: none"> • uid: User Identifier • cn: Common Name • sn: Surname (Last Name) • givenName: First Name
16	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: <ul style="list-style-type: none"> • rfc822Mailbox • mail
17	Advanced	Click this button to open a new screen where you can set advanced LDAP server features. For more information, see Advanced Addressing Settings .
18	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.

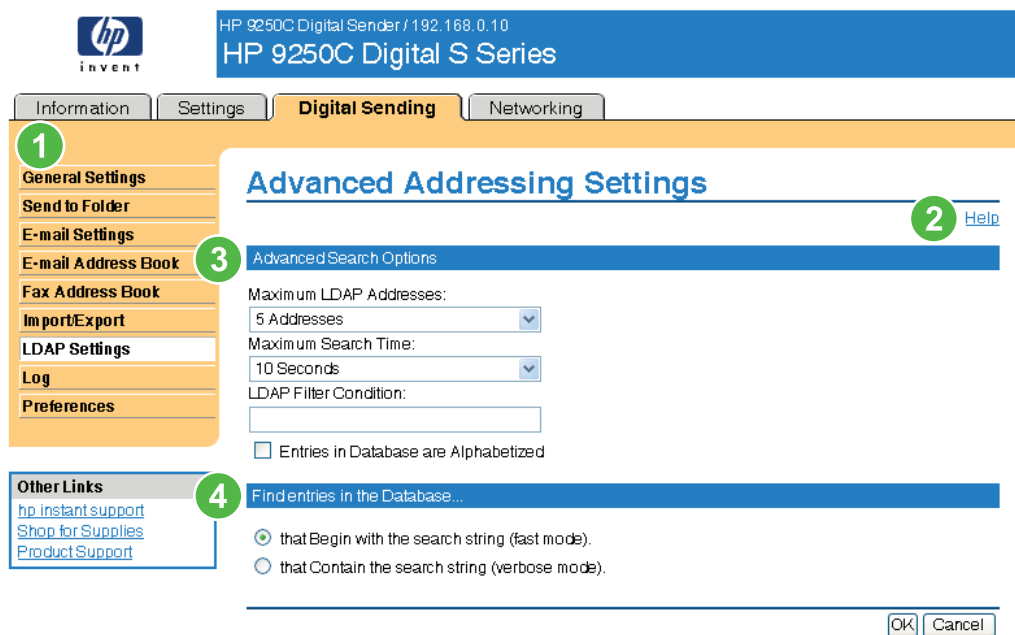


Figure 4-9 Advanced Addressing Settings screen

Table 4-6 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 .
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. <ul style="list-style-type: none"> • Maximum 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. • Maximum 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.

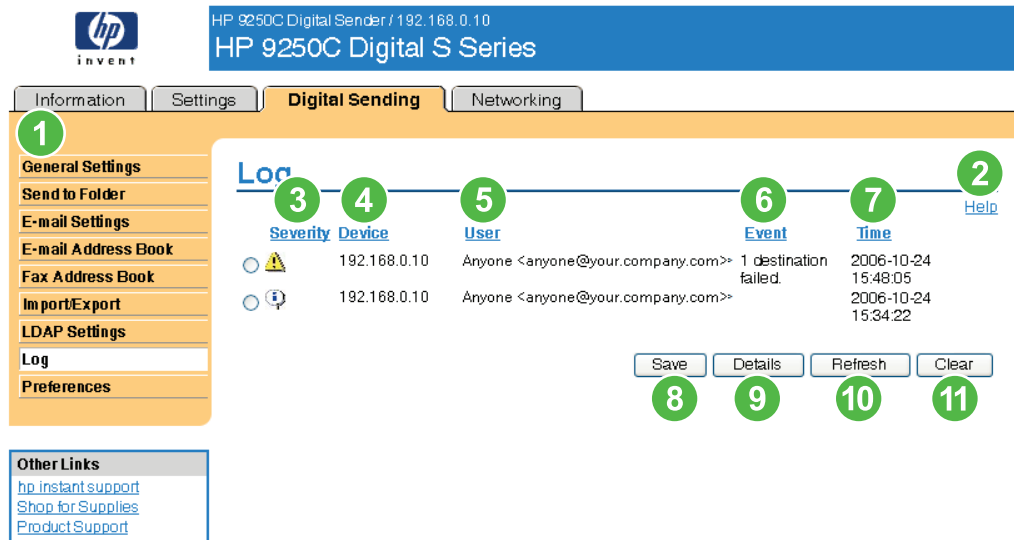



Figure 4-10 Log screen

Table 4-7 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 .
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.
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.

Table 4-7 Log (continued)

Callout	Area on the screen	Information or capability that the area provides
		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 4-11 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 (**Internal E-mail Error** in the example below) to open a screen that can help you troubleshoot the problem.



Figure 4-12 Troubleshoot screen

Preferences Settings

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.

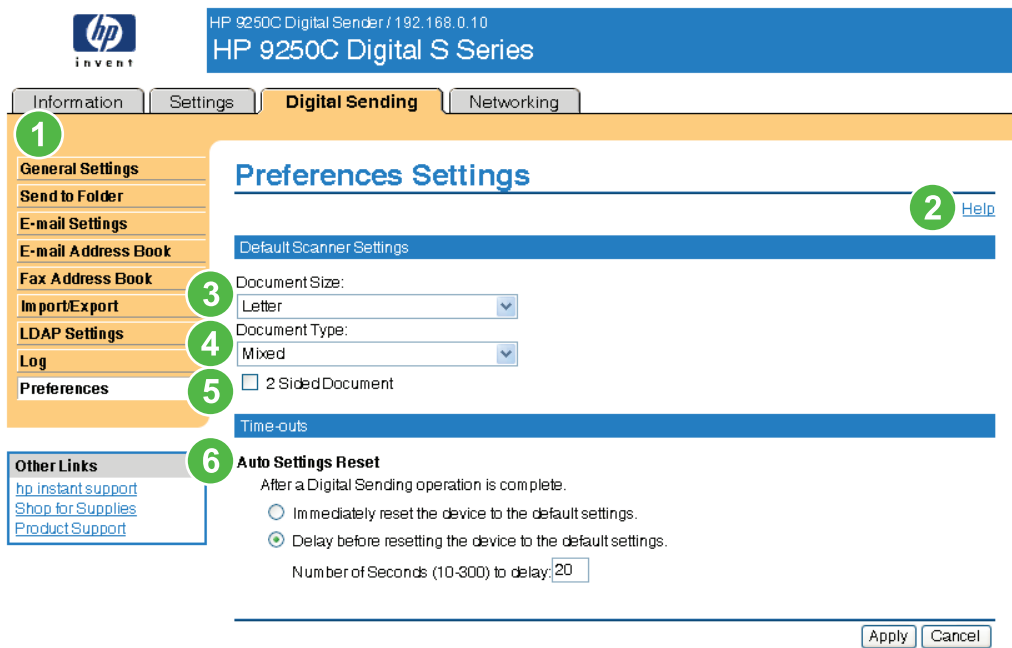


Figure 4-13 Preferences Settings screen

Table 4-8 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 .

Table 4-8 Preferences Settings (continued)

Callout	Area on screen	Information or capability that the area provides
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. <ul style="list-style-type: none">• Text• Graphics• 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.

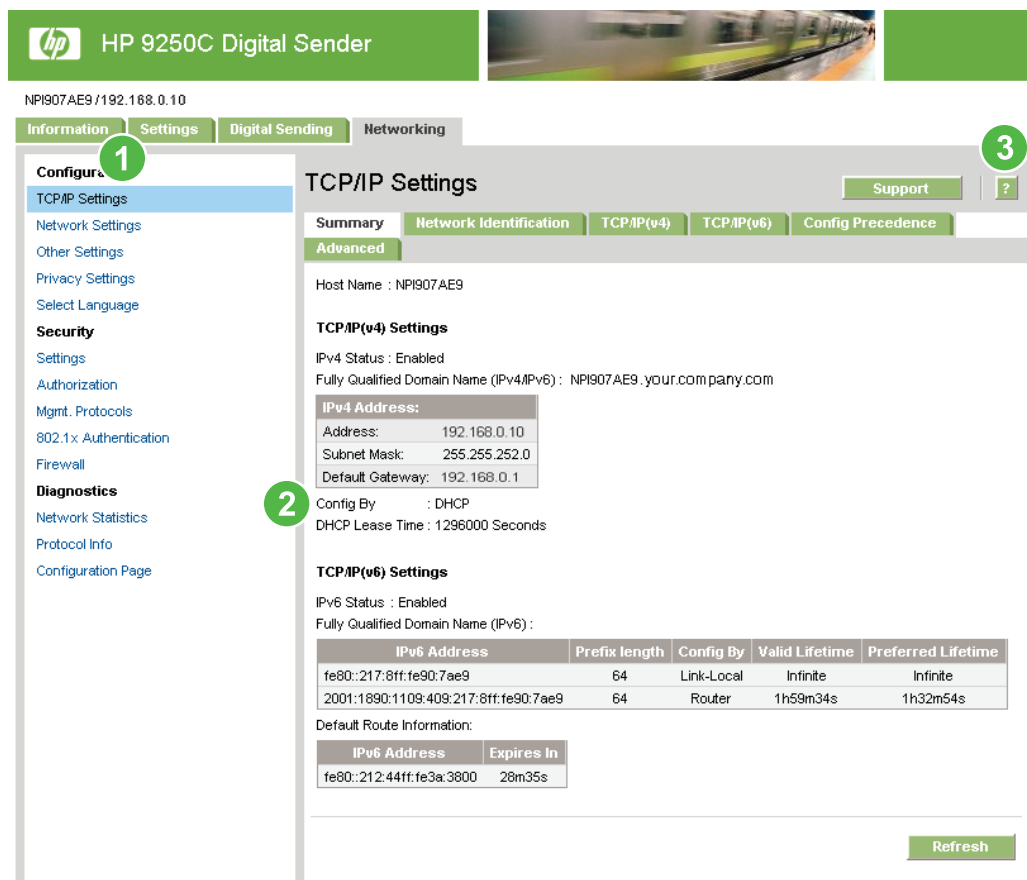


Figure 5-1 Network Settings screen

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 .
2	Select Language	Select the language for the Networking tab. The list of languages that are available in the Networking tab is <i>not</i> identical to the list of languages that are available in the Settings tab.
3	Help	Click Help 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.
- 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 **Help** link under **Other Links** provides a description of the networking features. Also, from the Help screen you can gain access to additional help from the HP Web site.
- **HP Jetdirect Administrator's Guide.** This guide is normally available on the software CD that came with your product and can be downloaded from the hp.com support pages for your product available on the following Web site.

www.hp.com/support/LJ9250C

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.

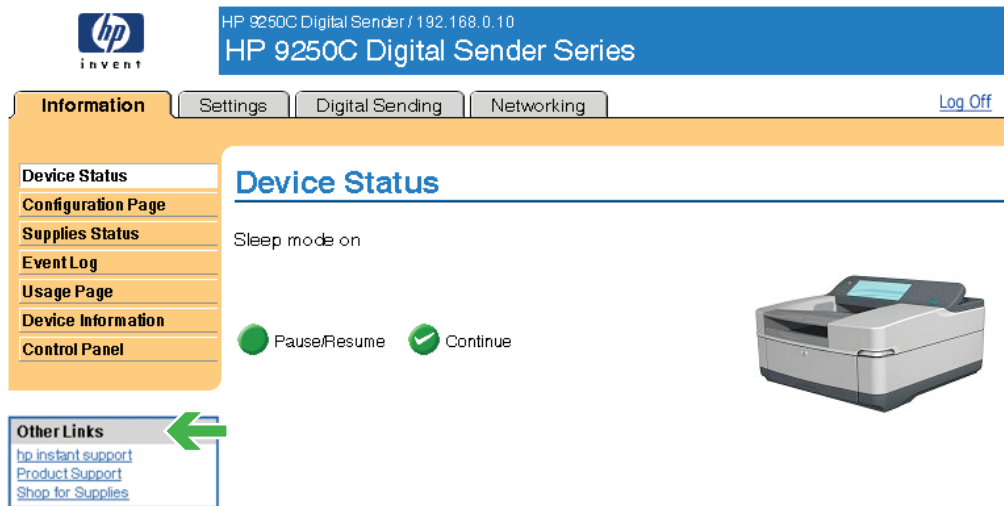


Figure 6-1 Device Information screen



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](#).

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.

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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