

# Installation Instructions

## PH3020/3052/3260

### Manual upgrade using CentreWare Internet Services

This section provides instructions to upgrade machine software over the network via **Xerox CentreWare Internet Services (CWIS)**.

#### Process Checklist

Before starting the procedure, please ensure that the following items are available and / or the tasks have been performed:

1. The Software Upgrade file (Firmware file) is obtained from the Xerox web site. Click the link next to the model of your machine in the Software Release Details section above.

**IMPORTANT:** It is important to obtain the correct upgrade file for your particular model of machine.

2. Completely unzip the file to a known location on your computer. Do not leave the file in the zip folder.
3. Print a Configuration Report. See the Xerox <http://www.support.xerox.com/support/enus.html> Support knowledge base for instructions for your particular model.
4. Ensure that the machine is online before continuing. TCP/IP and HTTP protocols must be enabled on the machine so that the machine's web page can be accessed. Obtain the *IP Address* of the machine you want to upgrade.

#### Procedure

1. Open a web browser on your computer (Internet Explorer, Chrome, Safari, etc.)
2. Enter the IP Address of the machine in the Address bar and select **Enter**.
3. If prompted, enter the Administrator User Name (admin) and Password (1111), and select **Login**.
4. Select **Properties**.
5. In **Security** on the lefthand side, select the **System Security** link.
6. Select the **Feature Management** link in the directory tree.
7. If it is unchecked, select the **Firmware Upgrade** Enable box.
8. Click **Apply** to save the changes.
9. Select the **Support** tab.
10. In the **Firmware Upgrade** link click the **Upgrade Wizard** button.
11. The Firmware Upgrade Wizard screen appears. In the Firmware File area:
  - a. Select **Browse**.
  - b. Locate and select the software upgrade **.hd** file unzipped earlier.
  - c. Select **Open**.
12. Select **Next**. The firmware will now be verified and display information about the upgrade file.
13. Select **Next** to continue. The upgrade should take less than 10 minutes unless there are network issues.
14. Once the machine has completed the upgrade it will reboot automatically. The Configuration Report will print (if enabled). Compare the report to the one printed earlier to verify that the software level has changed.