

# **Education Station**

## **Administrator's Guide**

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Overview

## **Overview**

Lexmark<sup>TM</sup> Education Station is a collection of applications used to customize your multifunction printer (MFP) for your work environment. Several applications have been installed on the MFP to help make frequently performed tasks faster and more efficient. This allows users to do the following directly from the printer:

- Scan documents at the printer, and then send the scanned documents to a network destination. From the network destination, the documents can be either stored or rerouted.
- Print test forms and then grade them automatically.

This guide will help you configure the applications to provide the custom features needed by your users. For information on physically setting up your printer and installing it on the network, as well as using standard MFP features such as copy, fax, and basic printing, see the *Software and Documentation* CD or *User's Guide* that came with the printer.

## Ports used by the Education Station system

Communication using the following ports should be allowed on the network.

#### **Notes:**

- Ports depend on the implementation of the Education Station system and may differ from the listing shown here.
- Any ports used by forms printers are determined by the Education Station server administrator.

Component	Port	Protocol	Function	
Database	3050	ТСР	Database communications	
Load balancer	4113	ТСР	Web adapter (JMX)	
	9700	ТСР	Profile submission to e-Task printers, Web adapter (JMX)	
	9705	ТСР	Apache agent	
	9780	ТСР	Load balancer communications, including LMC	
Server	4111	ТСР	JMX	
	5111	ТСР	RMI	
	8009	ТСР	AJP/Tomcat connector (load balancer worker)	
	9743	ТСР	Profile submission to printers using SSL	
	9780	ТСР	Profile submission to printers	
	9788	ТСР	Profile submission to printers	

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Component	Port	Protocol	Function
Printer	79 TCP Finger		Finger
	161	UDP	SNMP, device discovery
	5000	ТСР	Policy updates, ObjectStore plain text communication
	5353 UDP Multicast DNS		Multicast DNS
	6000	UDP	Device discovery, ObjectStore communication using XML protocol
	6100	UDP	Device discovery, policy updates, Lexmark Secure Transport (LST) encrypted data
	6110	ТСР	Device discovery, policy updates, LST authentication and negotiation
	9100	ТСР	Printing, policy updates
	9300 UDP Device discovery, NPA protocol UDP communications		Device discovery, NPA protocol UDP communications
	9500	ТСР	NPA protocol TCP communications
Software clients 9780 TCP Profile submission 9788 TCP Profile submission		Profile submission	
		Profile submission	

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## **Managing licenses**

## **Licensing applications**

Applications require a valid electronic license to run on select printers.

For more information on purchasing a license for an application, contact your Lexmark representative.

## Managing licenses for the Education Station server

## Finding the host ID

Each license file installed on the server is associated with a host ID on the server, which is the physical address (MAC address) of a network adapter in the server without hyphens or other punctuation. During installation, the host ID is shown by clicking **Activate and Download License File(s)**. If you do not have access to the installation files, or if you have multiple host IDs and want to determine which is associated with the network adapter connected to the same network as your Education Station printers, then do following:

- 1 Click 5, or click Start and then click Run.
- 2 In the Start Search or Run dialog, type cmd.
- 3 Press Enter, or click OK.
- 4 Type ipconfig /all, and then press Enter.
- 5 If you want to use the host ID associated with the network adapter connected to the same network as your Education Station printers, then determine the correct network adapter using the description and IP address.
  - **Note:** The host ID of any listed network adapter is appropriate for creating license files as long as the associated network adapter remains in the server. However, using the host ID associated with the network adapter connected to the same network as your Education Station printers may help avoid future confusion.
- **6** Write down the physical address shown with the selected network adapter, removing the hyphens, and then store it in a safe place for use as the host ID in the Lexmark Licensing Portal.

## **Activating licenses for the Education Station Software**

Before installing the Education Station Software, make sure to activate the associated licenses. Activation associates the server license and each MFP license with the physical address of the server and generates license files that will only work with that server.

- 1 Sign in to the Flexera Web site at https://manager.subscribenet.com/service/snetmgr/login.
- 2 Click Entitlements tab > Advanced Search.
- 3 In the "Catalog item name" section, type Education Station Server, and then click Search.
- 4 In the System Entitlement ID section, click **70384571**.
- 5 In the Catalog Item IDs section at the bottom of View Entitlement ID section, mouse over **View** beside 82S0371, and then click **View Licenses**.

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- 6 Click Generate.
- **7** Type the server host information, and then click **Generate**.

# **Configuring the applications**

# Configuring applications using the Embedded Web Server (EWS)

The application can be manually configured using the Embedded Web Server (EWS) of a device. However, the setup procedure has to be completed for each device running the application. Setting up the application using the Embedded Web Server is recommended for networks where a relatively small number of devices will be used.

## Accessing application configuration settings using the Embedded Web Server

- 1 Obtain the printer IP address:
  - From the printer home screen
  - From the TCP/IP section in the Network/Ports menu
  - By printing a network setup page or menu settings page, and then finding the TCP/IP section

Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- **2** Open a Web browser, and then type the printer IP address in the address field. The Embedded Web Server appears.
- **3** From the navigation menu on the left, click **Settings** or **Configuration**, and then do one of the following:
  - Click Apps > Apps Management.
  - Click Device Solutions > Solutions (eSF).
  - Click Embedded Solutions.
- 4 From the list of installed applications, click the application you want to configure, and then click Configure.

## Customizing the display icon

- 1 Access the application configuration settings from the Embedded Web Server.
- 2 From the Configure, Profile, or Profiles page, add or edit a profile, and then change the settings if necessary:
  - **Button Text** or **Text**—Type up to 20 characters that will appear above the profile button on the printer home screen. This field is optional.
  - **Button Icon** or **Icon**—Browse to a new image file that represents the profile on the printer home screen. This field is optional.
  - **Button Icon when pressed** or **Icon when pressed**—Browse to a new image file that will be displayed while the profile icon is being pressed. This field is optional.

#### Notes:

- For printers running the Embedded Solutions Framework (eSF) version 3.0 or later, the image should be a PNG file with a transparent background, and should measure 192 x 302 pixels. It should not exceed 11KB in size.
- For printers running eSF version 2.0, the image should be a GIF, PNG, or JPEG file, and should measure 120 x 75 pixels.

- For printers running eSF version 1.2, the image should be a GIF file and should measure 120 x 75 pixels.
- If you are unsure about which version of eSF your printer is running, then see "Checking which version of the Embedded Solutions Framework is installed on a printer" on page 22.
- **3** Save or discard your changes.

## **Configuring Print Test and Grade Test**

Print Test and Grade Test lets users print test forms and then grade them automatically after students have completed them.

The Grade Test application requires a licensed Education Station server. For more information, contact your Lexmark representative.

## Changing the server profiles used

The Configure tab of the Print and Grade Test solutions on the Embedded Web Server allows you to change the server profile used for the Grade Test solution and optionally assign a server profile to be used with the Print Test solution.

- 1 From the Embedded Web Server, click **Settings** or **Configuration**, and then do one of the following:
  - Click Apps > Apps Management.
  - Click Device Solutions > Solutions (eSF).
  - Click Embedded Solutions.
- **2** From the list of installed applications, click the name of the application.
- **3** Click **Configure**, and then do one of the following:
  - To change the profile used for the Grade Test solution, change the server profile name in the Grade Test section.
  - To change the default message shown on the printer control panel if the profile cannot be found, type a message in the Profile Not Found Message field.
  - To assign a server profile to the Print Test solution, type a server profile name in the Print Test section.
  - To change the default message shown on the printer control panel if the printer cannot connect to the server, type a message in the Server Unavailable Message field.
- 4 Click Apply.

## **Configuring Background and Idle Screen**

## **Adding Background and Idle Screen images**

When selecting images to include for the home screen background or idle screen, resize or crop the source images to the size you want before use. The application does not resize or crop images automatically.

Maximum file sizes and supported file types vary by printer model. For more information, see the mouse-over help in the Embedded Web Server.

- **1** Access the application configuration settings from the Embedded Web Server.
- 2 Under Idle Screen Images, click Add.

Note: You can also edit and delete existing images.

3 Type an image name, and then upload the file you want to use.

**Note:** Make sure to upload an image when adding an idle screen image entry. An idle screen image entry with no image attached will not be displayed.

- 4 Click Apply.
- 5 Repeat step 2 through step 4 to add more idle screen images. You can add up to ten images.
- 6 Under Idle Screen Settings, make sure **Enable** is selected, and then adjust the settings as necessary.
- 7 Under Home Screen Background, make sure **Enable** is selected.
- 8 Select one of the default images, or select **Custom**, and then upload the file you want to use.
- 9 Click Apply.

## **Exporting and importing configuration files**

## **Exporting and importing a configuration using the Embedded Web Server**

You can export configuration settings into a text file, and then import it to apply the settings to other printers.

- 1 From the Embedded Web Server, click **Settings** or **Configuration**, and then do one of the following:
  - Click Apps > Apps Management.
  - Click Device Solutions > Solutions (eSF).
  - Click Embedded Solutions.
- **2** From the list of installed applications, click the name of the application you want to configure.
- **3** Click **Configure**, and then do one of the following:
  - To export a configuration to a file, click **Export**, and then follow the instructions on the computer screen to save the configuration file.

**Note:** If a **JVM Out of Memory** error occurs, then repeat the export process until the configuration file is saved.

• To import a configuration from a file, click **Import**, and then browse to the saved configuration file that was exported from a previously configured printer.

#### Notes:

- Before importing the configuration file, you can choose to preview it first.
- If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click Apply.

# **Configuring the Education Station Server**

## Overview of installing the Education Station server

- 1 Extract the zip file containing the Education Station installer to a temporary location.
- 2 Run Setup.exe.
- **3** Activate the licenses purchased for the server. For more information, see "Activating licenses for the Education Station Software" on page 6.
- 4 Install the server software. For more information, see "Installing the Education Station server" on page 11.

**Note:** After you complete the entire installation process, you can safely delete the files from the temporary location.

## **Installing the Education Station server**

- 1 In the installation dialog, click **Install Education Station**.
- 2 Read the license agreement, and then click Agree.
- 3 Click Next.

**Note:** If you want to change the installation path, then click the folder icon to select the destination where you want to store the installation files.

- 4 Select an IP address of the server containing the Education Station printer, and then click **Next**.
- **5** Add the license files by clicking the folder icon to browse to the folder where you stored the license files, and then click **Next**.
- 6 Type the host name or IP address of your Education Station printer, and then click Add.
- 7 Add each printer associated with the current server, and then click **Next**.
- **8** Do either of the following:
  - Select **Default** if you want to create a default grading scale.
  - Select Custom if you want to create a custom grading scale.
    - a Type a grade and the minimum percentage of correct answers necessary to achieve that grade.

**Note:** The grade is not required to be a single letter. You may specify any name up to 15 characters in length for a grade, including letters, numbers, and punctuation, such as **Excellent!** or **A+**.

- **b** Click **Add**.
- c Add each grade.

#### Notes:

- You must specify at least two grades.
- You must specify one grade with the minimum percentage of correct answers set to 0.
- To remove a grade, select it in the list, and then click Remove.

#### 9 Click Finish.

Wait for the installation to complete.

#### 10 Click Done.

**Note:** It will take a few minutes for the server to fully configure itself and for the Lexmark Education Station Status Page to load correctly.

## **Configuring advanced options**

#### Accessing advanced configuration options in Lexmark Management Console

1 Launch LMC from your Web browser using the URL http://hostname:9780/lmc, where hostname is the host name or IP address of the computer on which the Education Station Software is installed.

#### Notes:

- It may take several minutes to start all services when the Education Station Software is first booted. If LMC cannot be accessed immediately after booting the system, then wait a few minutes, and then try again.
- Cookies must be enabled on your Web browser in order to use LMC.
- Adobe Flash Player 10 or later is required. If your Web browser settings do not allow ActiveX controls to run, then you must upgrade manually by visiting the Adobe Web site.
- 2 Enter the administrator user name and password, and then click Login.

#### Notes:

- The default user name and password are both admin.
- If LMC is configured to connect to an LDAP server, then any valid user name and password may be used.

The Home tab is displayed upon successful login.

- 3 Click the Solutions tab.
- **4** Select **Education Station** from the Solutions list.
- **5** Select **Configuration** from the Tasks list.

## **Configuring CSV reports**

You can configure the application to save grading reports in CSV (comma-separated values) format.

1 From the Education Station solution configuration page in Lexmark Management Console, select Generate CSV Data (Student ID forms only).

Note: CSV reports are created only when completed "Student ID" fields appear on the scanned test forms.

2 To include a time stamp in the file name of the report, select **Append timestamp to data files**.

## **Enabling scan previews**

To enable previews of the answer key and the answer sheets on the printer control panel, select **Enable Scan Preview** from the Education Station solution configuration page in Lexmark Management Console.

## **Enabling scanning from both the ADF and scanner glass**

To enable scanning one job from both the *automatic document feeder* (ADF) and scanner glass, select **Enable Job Build** from the Education Station solution configuration page in Lexmark Management Console. When Job Build is enabled, users are prompted whether to continue scanning and from which source after each source is scanned.

## **E-mailing reports**

- 1 Configure the Education Station Software to communicate with your SMTP server.
  - **a** From Lexmark Management Console, click the **Services** tab.
  - **b** From the Services list, select **Email**.
  - c In the "Email server hostname / ip address" field, type the host name or IP address of your SMTP server.
  - **d** If you use a port other than the default to communicate with your SMTP server, then type the port number in the "Email server port number" field.
  - **e** If your SMTP server requires authentication, then type the user name in the "User Id to log onto email server" field, and then type the password in the "Password to log onto email server" field.
  - f Click Apply.
- 2 Click the Solutions tab, and then select EducationStation from the Solutions list.
- 3 Select E-mail Reports.
- 4 In the "E-mail sender address" field, type the e-mail address that you want to appear as the sender of the reports.
- 5 In the "E-mail recipient address" field, type the default e-mail address to which the reports will be sent.
- 6 If you want to let the user type a recipient e-mail address for each grading report at the printer, then select **Prompt** for E-mail recipient address.

Note: You must type a valid e-mail address to successfully send an e-mail.

- 7 If you do not want to print the reports in addition to e-mailing, then clear the **Print Reports using PDF** check box.
- 8 Click Apply.

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## Using the applications

## **Using Print Test and Grade Test**

## **Using Print Test**

Use the Print Test solution to print a *grading packet*, a collection of forms for standardized tests that can be automatically graded using the Grade Test solution provided with the Education Station Software. Test formats available are 15 multiple-choice questions with two additional spaces for short essays, 30 multiple-choice questions with one additional space for a short essay, 60 multiple-choice questions, or 100 multiple-choice questions. To view the sample answer sheets, see "Education Station answer sheets" on page 23.

The last page of the grading packet is an answer key, identified by "Answer Key" at the top of the page and a bar code at the bottom of the page. If you use the Grade Test solution to automatically grade the tests after completion, then each test will be compared with the answer key. Items left blank on the answer key will not be graded.

- 1 From the home screen, touch Print Test.
- **2** From the list, select the test format.
- **3** Enter the number of copies, using either the Copies section of the display or the numeric keypad on the printer.

Note: The number of copies does not include the answer key.

4 Touch Print.

The number of test forms you requested will print, followed by the answer key.

## **Using Grade Test**

Use the Grade Test solution to automatically grade a completed grading packet printed using the Print Test solution on the Education Station. Each test form will be graded according to the scanned answer key, which must be the first page scanned.

- 1 From the home screen, touch Grade Test.
- **2** From the list, select the reports to compile from the scanned tests.

Use	То
Student Grade Reports	Print a page that contains the scanned test form, a report of the overall score, and a list of responses to each question.
Class Statistics Reports	Show the class statistics reports.
	Class Frequency Distribution Report—This shows the distribution of grades numerically and graphically for all tests graded.
	Test Statistics Report—This shows detailed statistics for all tests graded.
Test Statistics Reports	Show the test statistics reports.
	• Item Analysis Graph Report—This shows a distribution of all responses for each test question.
	Test Item Statistics Report—This shows correct and incorrect response totals and reliability information for each test question.

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- 3 Touch Next.
- **4** Load the paper stack into the automatic document feeder with the completed answer key as the first page of the stack.

**Note:** You may also load the test form facedown on the scanner glass with the completed answer key as the first page to be scanned. For more information on the paper orientation, see the *User's Guide*.

5 Touch Next to begin scanning and grading the tests.
After the tests are graded, the requested reports will print.

## **Using Background and Idle Screen**

## Changing the background image using the printer control panel

- 1 From the home screen, touch Change Background.
- 2 Select the background you want to use, and then touch Apply, , or OK.

# Using the Education Station Software Status application

## Overview of the Education Station Software Status application

The Education Station Software Status application runs in a Web browser and provides an overview of status and operation of the Education Station server. You can also use the application to add licenses and to add and remove devices on the server.

To access the Education Station Software Status application:

- From the desktop, double-click the **Lexmark Education Station Software Status** icon.
- From the Start menu, click Education Station Software Status.
- From a Web browser, type

http://hostname:9780/lmc/statuspage/?solutionName%3DEducationStation in the address field, where hostname is the host name or IP address of your Education Station server.

## **Understanding status information**

#### **Server Status**

The Server Status section provides basic information about the server and indicates any problems related to the server itself.

Field	Description
Name	This is the host name of the machine on which the server is running.
Status	This indicates whether the server is online or offline.
Configuration	This indicates the current status of the server configuration.
License	This indicates the type of license, if any, that is provided for the server.

## **Grading Stations (overview)**

The Grading Stations section in the left pane shows the overall status of the Education Station printers connected to the server.

Field	Description
Total MFPs	This indicates the number of Education Station printers connected to the server.
Not Communicating	This indicates the number of Education Station printers that are not responding to the server.
Licensed	This indicates the number of Education Station printers connected to the server that have licenses available on the server.
Unlicensed	This indicates the number of Education Station printers connected to the server that do not have licenses available on the server. The Grade Test solution will not function on Education Station printers added that exceed the number of licenses available.

Field	Description
Remaining Licenses	This indicates the number of licenses available for connecting more Education Station printers to the server.

## **Grading Packets**

The Grading Packets section provides an overview of test packets graded using the connected Education Station printers.

Field	Description
Running	This indicates how many test packets are currently scanned and graded on all connected Education Station printers.
Completed	This indicates how many test packets have been successfully scanned and graded on all connected Education Station printers since the server was installed.
Failed	This indicates how many test packets failed to successfully complete the grading process on all connected Education Station printers since the server was installed.
Canceled	This indicates how many test packets were canceled by the user during scanning on all connected Education Station printers since the server was installed.

## **Grading Stations (detail)**

The Grading Stations section in the right pane lists each connected Education Station printer. Expand a printer in the list to show the following information:

Field	Description
Configuration	This indicates the current status of the printer configuration.
Licensed	This indicates whether the printer has a license available on the server.
State	This indicates the current status of the printer and any errors reported by the printer.

## Repairing common server problems

Clicking **Fix** can repair several common problems that occur in the Education Station Software. The Fix button polls all connected Education Station printers to make sure they are communicating and redeploys the Grade Test solution to each communicating printer.

Any printers that are powered off when using the Fix button are placed in the Not Communicating category. To recover communication with a printer in the Not Communicating category, turn on the printer, and then click **Fix** again.

## Adding Education Station printers to the server

Adding an Education Station printer to the server enables the Grade Test solution on that printer by initiating a connection between the printer and server used in processing grading tasks. Each printer added uses one of the available licenses on the server.

- **1** Make sure the printer or printers being added are turned on.
- 2 In the right pane of the Education Station Software Status screen, click Add.

**Note:** The Add button is available only if the server has unused licenses.

- **3** Type the address or host name of the printer.
- 4 Click Add.

The printer is added to the Grading Stations list in the right pane, and the numbers in the Grading Stations section of the left pane are adjusted accordingly.

**5** Click **Yes** to add another printer, or click **No** to complete the process.

## Removing Education Station printers from the server

Removing a printer from the server disables the Grade Test solution on that printer and frees a license on the server.

- 1 In the right pane of the Education Station Software Status screen, select a printer to remove.
- 2 Click Remove.
- 3 Click Yes to confirm.

The printer is removed from the server, and its license is made available.

# **Using the Virtual Solution Center**

# **Downloading non-English test packs using Virtual Solutions Center**

#### **Notes:**

- Make sure that the computer from which you access the Virtual Solutions Center (VSC) and the printer are connected to the same network.
- When prompted, select **Always trust content from this publisher** to be able to use the VSC successfully.
- 1 In the Application Library section, click the **Bundled Offerings** tab.
- 2 From the list, click the name of the application associated with the test packs you want to download.
- **3** If necessary, review the list of printers compatible with the application.
- **4** In the Publications section, select your printer, and then select the language.
- **5** Click the test pack you want to download.

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# **Troubleshooting**

## **Background and Idle Screen troubleshooting**

## "There are no images to display" error message appears

#### For Idle Screen images

From the application configuration settings in the Embedded Web Server:

- Make sure there is a list of image files under Idle Screen Images.
- Make sure Enable is selected under Idle Screen Images.
- Make sure the file size and type are supported. For more information, see the mouse-over help in the Embedded Web Server.
- Click **Apply** to make sure the configuration has been saved.

#### For the Background image

From the application configuration settings in the Embedded Web Server:

- Make sure **Enable** is selected under Home Screen Background.
- If you have selected a custom image, then click **View Current Value** to make sure the image has been properly loaded.
- If you load a custom image, then make sure the file size and type are supported. For more information, see the mouse-over help in the Embedded Web Server.
- Click **Apply** to make sure the configuration has been saved.

## "Image size exceeds limit" error message appears

If the "Image size exceeds limit" appears, then verify that each image file stored on the USB drive or in the Embedded Web Server is no larger than the specified limit.

## **Education Station Server troubleshooting**

## Configuring the system when DHCP is not available

The Education Station Software requires that each connected MFP have a valid TCP/IP settings for Gateway, Wins Server Address, and DNS server address. When these are not available, use the following workaround:

- **1** For each printer, set the Gateway, the WINS Server Address, and the DNS Server Address to the address of the printer:
  - a Type the printer IP address in the address field of your Web browser.
  - **b** Click **Settings** or **Configuration**.
  - c Click Network/Ports.

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- d Click TCP/IP.
- **e** If the Gateway displayed is different from the printer IP address:
  - 1 Click Set static IP address.
  - **2** Type the printer IP address beside Gateway, and then click **Submit**. The TCP/IP configuration page reappears.
- **f** Type the printer IP address beside WINS Server Address.
- g Type the printer IP address beside DNS Server Address.
- h Click Submit.
- **2** Provide the IP address of the server to printers, rather than the host name:
  - a On the computer where the Education Station Software is installed, open the fileC:\Program Files\Lexmark\Solutions\apps\wf-edu\WEBINF\classes\server.properties in a text editor.
  - **b** Find the line **server.canonicalhostname**=**host-name**, and then change the **host-name** specified to the IP address of the computer where the Education Station Software is installed.
  - c Save the file.
- **3** Restart the server.
- 4 After waiting a few minutes for all services to start, open the Education Station Software Status Application.
- 5 Click Fix.
- **6** To test the server, touch **Grade Test** on a connected printer. Communication is successful if the report selection screen appears.

## License error

Try one or more of the following:

#### Make sure the application is licensed

Applications require a license to run.

For more information on purchasing a license, contact your Lexmark representative.

## Make sure the license is up-to-date

Make sure the license for the application has not yet expired. Check the license expiry date using the Embedded Web Server or MarkVision Professional.

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## **Appendix**

# Checking which version of the Embedded Solutions Framework is installed on a printer

- 1 Obtain the printer IP address:
  - From the printer home screen
  - From the TCP/IP section in the Network/Ports menu
  - By printing a network setup page or menu settings page, and then finding the TCP/IP section

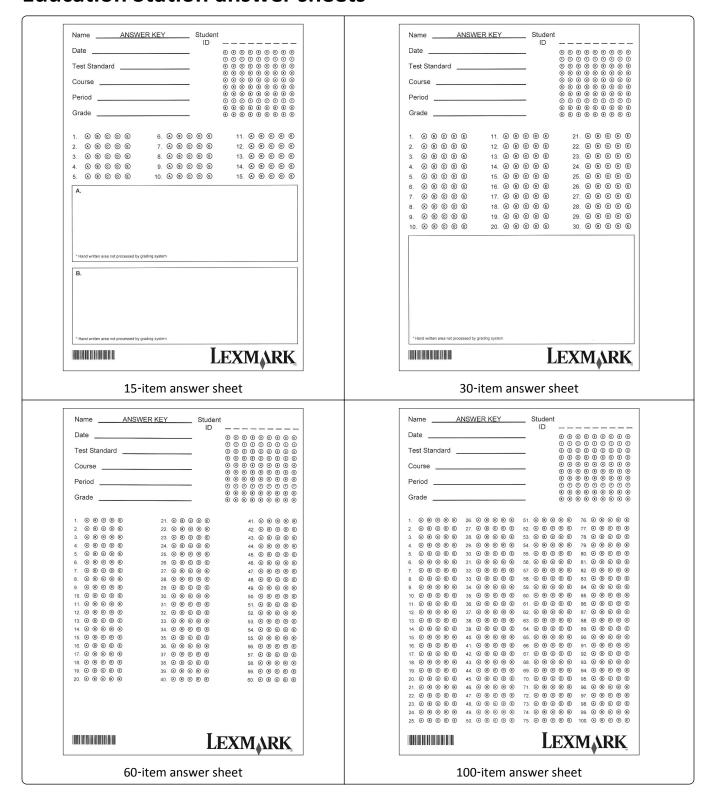
Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Open a Web browser, and then type the printer IP address in the address field.
- **3** From the Embedded Web Server, click **Reports > Device Settings**.
- **4** Scroll down until you see "Embedded Solutions" (usually found near the bottom).
- **5** In the Embedded Solutions section, note the value next to "Framework =". This signifies the installed version.

**Note:** To view the complete list of supported printers for each version of the Embedded Web Server, see the *Readme* file.

Appendix 23

## **Education Station answer sheets**



## **Notices**

#### **Edition notice**

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