



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 7120. You'll find the answers to all your questions on the XEROX WORKCENTRE 7120 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual XEROX WORKCENTRE 7120**  
**User guide XEROX WORKCENTRE 7120**  
**Operating instructions XEROX WORKCENTRE 7120**  
**Instructions for use XEROX WORKCENTRE 7120**  
**Instruction manual XEROX WORKCENTRE 7120**

Xerox WorkCentre 7120  
MultiFunction Printer



## Xerox® WorkCentre® 7120 User Guide Guide d'utilisation

<b>Italiano</b>	Guida per l'utente	<b>Dansk</b>	Brugsvejledning	<b>Magyar</b>	Felhasználói útmutató
<b>Deutsch</b>	Benutzerhandbuch	<b>Norsk</b>	Brukerveiledning	<b>Русский</b>	Руководство по эксплуатации
<b>Español</b>	Guía del usuario	<b>Slovenski</b>	Uporabnikovo priročnik	<b>Türkçe</b>	Kullanıcı Kılavuzu
<b>Português</b>	Guia do usuário	<b>Čeština</b>	Uživatelská příručka	<b>Ελληνικά</b>	Εγχειρίδιο χρήστη
<b>Nederlands</b>	Gebruikershandleiding	<b>Polski</b>	Przewodnik użytkownika	<b>Română</b>	Manual de utilizare
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Document version 1.0: May 2010 Contents 1 Safety Electrical Safety . . . .

.....

.....

.....

.....

.....

.....

.....

.....

..... Electrical Supply .

.....

.....

.....

.....

.....

.....

.....

.....

..... Power Cord .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. Emergency Power Off .....

.....

.....

.....

.....

.....

.....

.....

..... Telephone Line Cord .....

.....

.....

.....

.....

.....  
.....  
.....  
.....

*. Maintenance Safety . . . . .*

.....  
.....  
.....  
.....  
.....  
.....

*Printer Symbols . . . . .*

.....  
.....  
.....  
.....  
.....  
.....  
.....

*. . . Product Safety Certification. . . . .*

.....  
.....  
.....  
.....  
.....  
.....

*. . . . . Environmental Health and Safety Contacts . . . . .*

.....  
.....  
.....  
.....

*. . 12 12 12 13 13 15 16 17 18 2 Features Before Using the Printer . . .*

.....  
.....  
.....  
.....  
.....

*. . Xerox Welcome Center. . .*

.....  
.....  
.....  
.....  
.....

.....  
.....  
*Parts of the Printer* .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*Front-Left View* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

*Right-Rear View* .....

.....  
.....

.....  
.....  
.....  
.....

.....  
.....

..... *Telephone and Fax Connection Option* .....

.....

.....  
.....  
.....  
.....

..... *Document Feeder* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

..... *Internal Components* .....

.....  
.....

.....  
.....  
.....  
.....

.....  
.....

..... *Integrated Office Finisher Option* .....

.....

.....

.....

.....

.....

*Office LX Finisher Option. . . . .*

.....

.....

.....

.....

.....

.....

*. Standard Features . . . . .*

.....

.....

.....

.....

.....

.....

.....

.....

*. . . Configurations . . . . .*

.....

.....

.....

.....

.....

.....

.....

.....

*. . . . . Printer Options . . . . .*

.....

.....

.....

.....

.....

.....

.....

.....

*. . . . . Energy Saver Mode . . . . .*

.....

.....

.....

.....

.....

.....

.....

*. . . . . Control Panel . . . . .*

.....

.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
..... *Control Panel Layout* .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

... *Printer Information* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

..... *Accounting* .

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

... 20 20 21 22 23 24 25 26 27 28 29 29 30 31 32 32 33 34 3 *Installation and Setup Installation and Setup Overview* .....

.....  
.....  
.....  
.....

.....  
.....  
.....

. *Physical Connection* .....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... *Turning the Printer On* ....

.....  
.....



..... *UNIX and Linux Drivers* ..

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
*Using CentreWare Internet Services* .....

.....  
.....

.....  
.....  
.....  
.....

..... *Finding The Printer's IP Address* .....

.....  
.....  
.....

.....  
.....  
.....

..... *Accessing CentreWare IS.*

.....  
.....  
.....  
.....

.....  
.....  
.....

..... *42 42 42 43 45 46 47 47 47 4 Printing Printing Overview.*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
*Supported Media.* .....

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... *Recommended Media* .....

.....



.....  
.....  
.....

..... *General Media Loading Guidelines* .....

.....  
.....  
.....  
.....

..... *Media That Can Damage Your Printer* .....

.....  
.....  
.....  
.....

..... *Paper Storage Guidelines* .....

.....  
.....  
.....  
.....  
.....

..... *Loading Media* .....

.....  
.....  
.....  
.....  
.....

..... *Loading Paper in Trays 1 through 4* .....

.....  
.....  
.....  
.....

..... *Loading Paper in Tray 5 (Bypass Tray)* .....

.....  
.....  
.....

..... *Loading Envelopes in Tray 5 (Bypass Tray)* .....

.....  
.....  
.....

.....  
.....  
.. *Configuring the Envelope Tray* ...

.....  
.....  
.....  
.....

..... *Loading Envelopes in the Envelope Tray* ...

.....  
.....  
.....  
.....

... *Printing on Special Media* .....

.....  
.....  
.....  
.....

..... *Printing on Envelopes* ...

.....  
.....  
.....  
.....

. *Printing on Labels* .....

.....  
.....  
.....  
.....

..... *Printing on Glossy Paper* ..

.....  
.....  
.....  
.....



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.....  
..... *Selecting Printing Options* .

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.. *Printing Options for Windows* ...

.....  
.....

.....  
.....  
.....  
.....

..... *Printing Options for Macintosh* ..

.....  
.....  
.....

.....  
.....  
.....  
.....

... *Printing on Both Sides of the Paper* .....

.....  
.....  
.....

.....  
.....  
.....

..... *Media Types for Automatic 2-Sided Printing* ..

.....  
.....  
.....  
.....

.....  
*Printing a 2-Sided Document* .....

.....  
.....

.....  
.....  
.....  
.....

..... *2-Sided Page Layout Options* ...

.....  
.....  
.....

.....  
.....  
.....  
.....

.... *Selecting Paper* .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.. *Windows* ...

.....  
.....  
.....

.....  
.....  
.....

..... *Macintosh* .....

.....  
.....  
.....

.....  
.....  
.....

*Printing Watermarks* .....

.....  
.....  
.....

.....  
.....  
.....

.... *Windows* .

.....  
.....  
.....

.....  
.....  
.....

..... *Macintosh* .....

.....  
.....  
.....

.....  
.....  
.....  
.....  
.....  
*..... Printing Mirror Images for Windows .*  
.....

.....  
.....  
.....

.....  
*... Creating and Saving Custom Sizes. .*  
.....

.....  
.....  
.....

..... *Windows .*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... *Macintosh* .....

.....  
.....  
.....

.....  
.....  
.....

..... *Job Completion Notification for Windows.*

.....  
.....  
.....

.....  
.....  
.....

..... *Printing from USB Flash Drive . .*

.....  
.....  
.....

.....  
.....  
.....

..... *Printing from Media Card Reader. .*

.....  
.....  
.....  
.....

..... *Printing Special Job Types* .....

.....  
.....  
.....  
.....

..... *Printing and Deleting Secure Print Jobs* ..

.....  
.....  
.....  
.....

..... *Printing a Sample Set* .....

.....  
.....  
.....  
.....

..... *Delayed Printing.*

.....  
.....  
.....  
.....

..... *Charge Print.* ..

.....  
.....  
.....  
.....

..... *Saving a Print Job to the Printer* .....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... *Sending a Print Job to a Fax Machine* .....

.....  
.....  
.....

.....  
.....  
.....

..... 75 75 76 76 77 77 77 78 79 79 80 80 80 81 81 81 82 82 82 83 83 84 85 86 86 86 87 88 89 90 90 91 91 92 92 93 5 *Copying Basic Copying* .....

.....  
.....  
.....

.....  
.....  
.....

..... *96 Document Glass* .

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

... *96 Document Feeder* ..

.....

.....  
.....  
.....

.....  
.....  
.....

..... *96 WorkCentre 7120 Multifunction Printer User Guide 5 Contents Adjusting Copy Options* .....

.....  
.....  
.....

.....  
.....  
.....

. *98 Basic Settings* .....

.....  
.....  
.....

.....  
.....  
.....

	.....
.. 98 <i>Image Quality Adjustments</i> . . .	.....
	.....
	.....
	.....
..... 102 <i>Layout Adjustments</i> .	.....
	.....
	.....
	.....
..... 104 <i>Output Format Adjustments</i> . .	.....
	.....
	.....
	.....
	.....
..... 108 <i>Advanced Copying</i> .	.....
	.....
	.....
	.....
	.....
	.....
..... 114 <i>Building a Job</i> . .	.....
	.....
	.....
	.....
	.....
..... 114 <i>Printing a Sample Copy</i> . .	.....
	.....
	.....
	.....
	.....
..... 116 <i>Combining Original Sets</i> .	.....



.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
..... *116 Delete Outside/Delete Inside .*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
..... *117 Saving Copy Settings .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
..... *117 Retrieving Saved Copy Settings..*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
..... *118 6 Scanning Scanning Overview .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
..... *120 Loading Original Documents .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
..... *121 Using the Document Glass .....*

.....  
.....  
.....  
.....

.....  
..... 121 Using the Document Feeder.

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 121 Storing a Scan to a Folder. . . .

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 122 Scanning to a Folder .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

... 122 Printing Stored Files at the Printer . . . . .

.....  
.....  
.....

.....  
.....  
.....

... 122 Using Job Flow Sheets . . . . .

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 124 Printing Stored Files using CentreWare IS . . . . .

.....  
.....  
.....  
.....

124 Retrieving Scanned Files to Your Computer Using CentreWare Internet Services . . . . .

... 124 Creating a Folder . .

.....  
.....  
.....  
.....

.....  
.....  
.....  
..... 125 Deleting a Folder .....

.....  
.....  
.....

.....  
.....  
.....

.. 126 Scanning to a Network File Repository .....

.....  
.....  
.....

.....  
.....  
.....

... 127 Scanning to an Email Address .....

.....  
.....  
.....  
.....

.....  
.....  
.....

.. 128 Setting Email Options .....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 128 Scanning to a Computer .....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 130 Scanning to a Home Directory .

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 131 Storing to a USB Flash Drive ...

.....



.....

.....

.....

.....

.....

*.. 137 Creating a Scan Template.....*

.....

.....

.....

.....

.....

.....

.....

*. 138 Scanning to a Template.....*

.....

.....

.....

.....

.....

.....

.....

*.. 139 Accessing Xerox Scan Utility.....*

.....

.....

.....

.....

.....

.....

*..... 139 Importing Scanned Files into an Application .*

.....

.....

.....

.....

.....

*140 7 Faxing Fax Overview.....*

.....

.....

.....

.....

.....

.....

.....

.....

.....

*..... 144 6 WorkCentre 7120 Multifunction Printer User Guide Contents Loading Original Documents.....*

.....

.....

.....

.....

.....

.....

.....

*..... 145 Document Glass.....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

... 145 Document Feeder .....

.....  
.....  
.....

.....  
.....  
.....  
.....

..... 145 Sending a Fax.

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

... 146 Inserting Pauses in Fax Numbers .....

.....  
.....  
.....  
.....



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WORKCENTRE 7120 user guide  
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.....  
.....  
.....  
*146 Server Fax* .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.. *147 Sending a Server Fax* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

..... *147 Sending an Internet Fax* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

..... *148 Faxing from Your Computer.*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
*149 Receiving Faxes* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.. *150 Selecting Fax Options* .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
..... 151 Setting 2-Sided Faxing ..

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

151 Selecting the Original Type.....  
.....  
.....  
.....

.....  
.....  
.....  
..... 151 Setting the Fax Resolution ..

.....  
.....  
.....  
.....

.....  
.....  
.....  
..... 151 Adjusting Image Quality.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
..... 151 Adjusting Layout.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

... 152 Additional Fax Options.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 153 More Fax Options.....  
.....



.....  
.....

.....  
.....  
.....  
.....

.....  
*. 154 Internet Fax Options. . . .*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*154 Adding Address Book Entries . . . . .*

.....

.....  
.....  
.....  
.....

.....  
.....

*155 Adding an Individual Address . . . . .*

.....

.....  
.....  
.....  
.....

.....

*155 Deleting an Individual Address . . . . .*

.....  
.....

.....  
.....  
.....  
.....

*. . . . 155 Adding a Group . . . . .*

.....  
.....  
.....

.....  
.....  
.....  
.....

*. . . . 155 Deleting a Group . . . . .*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
..... *156 Using Chain Dial.*  
.....

.....  
.....  
.....

.....  
.....  
.....  
..... *156 Creating Fax Comments* ...

.....  
.....  
.....

.....  
.....  
.....

*157 8 Maintenance Maintenance and Cleaning* .....

.....  
.....

.....  
.....  
.....

*160 General Precautions* .....

.....  
.....

.....  
.....  
.....

*160 Locating the Serial Number* .....

.....  
.....

.....  
.....  
.....

*161 Billing and Usage Information* .....

.....  
.....

.....  
.....

*161 Cleaning the Printer* ...

.....

.....  
.....  
.....

.....  
.....  
.....  
.....

..... *162 Cleaning the Document Glass and Document Cover* .....

.....  
.....  
.....

..... *162 Cleaning the Exterior* .

.....  
.....  
.....

.....  
.....  
.....  
.....

..... *163 Cleaning the Document Feeder Rollers* ...

.....  
.....

.....  
.....  
.....

..... *163 Cleaning the Printhead Lenses*.

.....  
.....  
.....  
.....

.....  
.....  
.....

..... *164 Ordering Supplies* .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... *167 Consumables* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*167 Routine Maintenance Items* .....

.....

.....

.....

.....

.....

.....

.. 167 When to Order Supplies . . .

.....

.....

.....

.....

.....

.....

.....

... 168 Recycling Supplies . .

.....

.....

.....

.....

.....

.....

.....

.....

.... 168 Installing Staples.

.....

.....

.....

.....

.....

.....

.....

.....

.....

169 Staple Replacement for Integrated Office Finisher. ....

.....

.....

.....

..... 169 Main Staple Replacement for Office Finisher LX . . . .

.....

.....

.....

.....

.... 171 Booklet Maker Staple Replacement for Office LX Finisher .

.....

.....

.....

... 173 WorkCentre 7120 Multifunction Printer User Guide 7 Contents 9 Troubleshooting Control Panel Messages . .

.....

.....

.....

.....

.....

.....



.....  
.....

.....  
*179 Clearing Paper Jams* .....

.....  
.....

.....  
.....

.....  
.....

.....  
.....

... *180 Clearing Paper Jams from Tray 1, Tray 2, Tray 3 or Tray 4* ..

.....  
.....

.....  
.....

.. *180 Clearing Paper Jams from Tray 5 (Bypass Tray)* . . .

.....  
.....

.....  
.....

..... *181 Clearing Paper Jams in Document Feeder* .....

.....  
.....

.....  
.....

.....  
*182 Clearing Paper Jams in Cover A* .....

.....  
.....

.....  
.....

.....  
.....

.... *184 Clearing Paper Jams in Cover B* .....

.....  
.....

.....  
.....

.....  
.....

..... *185 Clearing Paper Jams in Cover C* ..

.....  
.....

.....  
.....

.....  
.....

.. *186 Clearing Paper Jams in Duplex Module D* .....

.....  
.....

.....  
.....

..... 187 Clearing Paper Jams in Cover E...

.....  
.....  
.....  
.....  
.....  
.....

. 188 Clearing Paper Jams in Integrated Office Finisher.....

.....  
.....  
.....

..... 189 Clearing Paper Jams in Office Finisher LX...

.....  
.....  
.....

. 190 Clearing Hole Punch Jams in Office Finisher LX.....

.....  
.....  
.....  
.....

191 Troubleshooting Paper Jams.....

.....  
.....  
.....

..... 193 Clearing Staple Jams.....

.....  
.....  
.....  
.....

... 196 Clearing Staple Jams in Integrated Office Finisher.....

.....  
.....  
.....

..... 196 Clearing Main Staple Jams in Office Finisher LX.

.....  
.....  
.....

.. 198 Clearing Booklet Maker Staple Jams in Office Finisher LX...

.....  
.....  
.....

.....  
.. 200 Print Quality Problems ...

.....

.....

.....

.....

.....

.....

.....

.....

... 202 Copy and Scan Problems. ....

.....

.....

.....

.....

.....

.....

.....

..... 203 Fax Problems ...

.....

.....

.....

.....

.....

.....

.....

.....

.....  
. 204 Problems Sending Faxes ....

.....

.....

.....

.....

.....

.....

.....  
. 204 Problems Receiving Faxes ....

.....

.....

.....

.....

.....

.....

.....  
205 Getting Help ....

.....

.....

.....

.....

.....

.....

.....

.....

.....



..... 206 Control Panel Messages. ....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 206 Alerts .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 206 Online Support Assistant .

.....  
.....  
.....  
.....  
.....  
.....

..... 206 Web Resources .

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

... 207 10 Printer Specifications Physical Specifications. ....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 210 Base Unit .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....



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<http://yourpdfguides.com/dref/3684823>

.....  
.....  
.....  
.....  
..... 210 Base Unit with Office Finisher LX and Booklet Maker . .

. 210 Environmental Specifications . . . . .

.....  
.....  
.....

.....  
.....  
.....  
.....

211 Temperature . . . . .

.....  
.....  
.....

.....  
.....  
.....  
.....

. 211 Relative Humidity . . . . .

.....  
.....

.....  
.....  
.....  
.....

.....  
.....

. . 211 Electrical Specifications . . . . .

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

. . 212 8 WorkCentre 7120 Multifunction Printer User Guide Contents Performance Specifications . . . . .

.....  
.....  
.....  
.....

.....  
.....  
.....

. . . 213 Resolution . . . . .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... *213 Print Speed* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

..... *213 Controller Specifications* .....

.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... *214 Processor* .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... *214 Memory* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... *214 Interface* .....

.....  
.....  
.....  
.....

.....  
.....

.....  
.....

..... 214 A Regulatory Information Basic Regulations ...

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

.. 216 United States (FCC Regulations) ...

.....  
.....  
.....  
.....

216 Canada (Regulations) ....

.....  
.....

.....  
.....  
.....  
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... 216 European Union ..

.....  
.....

.....  
.....  
.....  
.....

.....  
.....

. 217 Ozone Release.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

. 217 Other Regulations.....

.....  
.....  
.....

.....  
.....  
.....  
.....

..... 217 Copy Regulations ...

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

.. 218 United States ...

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 218 Canada ...

.....  
.....  
.....  
.....

.....  
.....  
.....

... 219 Other Countries ..

.....  
.....  
.....  
.....  
.....

.....  
.....  
.....

. 220 Fax Regulations .....

.....  
.....  
.....  
.....

.....  
.....  
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... 221 United States .....

.....  
.....  
.....  
.....

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.....  
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.....  
... 221 Canada ...

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.....  
..... 222 Europe .

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.....  
.....  
.....  
..... 223 South Africa . . . .

.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....  
..... 223 Material Safety Data Sheets ...

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
..... 224 Energy Saver Mode ...

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....  
..... 225 B Recycling and Disposal Guidelines and Information. . .

.....  
.....

.....  
.....  
.....  
.....

..... 228 All Countries ...

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

.... 228 North America .

.....  
.....  
.....

.....  
.....  
.....

..... 228 European Union ...

.....  
.....  
.....

.....  
.....  
.....

..... 228 Other Countries ....

.....  
.....  
.....

.....  
.....  
.....

.....

... 230 Index WorkCentre 7120 Multifunction Printer User Guide 9 Contents 10 WorkCentre 7120 Multifunction Printer User Guide Safety This chapter includes: · Electrical Safety on page 12 · Operational Safety on page 14 · Maintenance Safety on page 15 · Printer Symbols on page 16 · Product Safety Certification on page 17 · Environmental Health and Safety Contacts on page 18 1 Your printer and the recommended supplies have been designed and tested to meet strict safety requirements.

Attention to the following information ensures the continued safe operation of your printer. WorkCentre 7120 Multifunction Printer User Guide 11 Safety Electrical Safety WARNINGS: · Do not push objects, including paper clips or staples, into slots or openings on the printer. Making contact with a voltage point or shorting out a part could result in fire or electrical shock. · Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations.

Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers. The printer must be turned off before removing the power cord. For instructions on turning the printer off, see Turning the Printer Off on page 40. The following are hazards to your safety: · The power cord is damaged or frayed. · Liquid is spilled into the printer. · The printer is exposed to water. If any of these conditions occur, do the following: 1. Turn off the printer immediately. 2.

Disconnect the power cord from the electrical outlet. 3. Call an authorized service representative. Electrical Supply The printer must be operated from the



type of electrical supply indicated on the printer's data plate label. If you are not sure if your electrical supply meets the requirements, please consult a licensed electrician for advice. **WARNING:** This printer must be connected to a protective earth circuit. This printer is supplied with a plug that has a protective earth pin. This plug will only fit into an earthed electrical outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet.

**Power Cord** . . . Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. Use the power cord supplied with your printer. Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal. Do not use an extension cord or power strip.

**12 WorkCentre 7120 Multifunction Printer User Guide Safety** . . Do not place the printer in an area where people might step on the power cord. Do not place objects on the power cord. The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet. The printer must be turned off before removing the power cord.

For instructions on turning the printer off, see *Turning the Printer Off* on page 40. **Emergency Power Off** If any of the following conditions occur, turn off the printer immediately and disconnect the power cable from the electrical outlet. Contact an authorized Xerox Service Representative to correct the problem: . The printer emits unusual odors or makes unusual noises. . The power cable is damaged or frayed. . A wall panel circuit breaker, fuse, or other safety device has been tripped.



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· Liquid is spilled into the printer. · The printer is exposed to water. · Any part of the printer is damaged Telephone Line Cord CAUTION: To reduce the risk of fire, use only No. 26 American Wire Gauge (AWG) or larger telecommunication line cord. Laser Safety This printer complies with laser printer performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product.

The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance. WARNING: Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure. WorkCentre 7120 Multifunction Printer User Guide 13 Safety Operational Safety Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards. Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer. Printer Location ···· Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer. Place the printer in an area where there is adequate space for operation and servicing. Place the printer in a dust-free area. Do not store or operate the printer in an extremely hot, cold, or humid environment For optimum performance environmental specifications, see Environmental Specifications on page 211.

Place the printer on a level, solid non-vibrating surface with adequate strength to hold the weight of the printer. The base printer weight without any packaging materials is approximately 115 kg (253.5 lb.). Do not place the printer near a heat source.

Do not place the printer in direct sunlight to avoid exposure to light-sensitive components. Do not place the printer where it is directly exposed to the cold air flow from an air conditioning unit. ··· Operational Guidelines When the printer is printing: · Do not remove the paper source tray that you selected using either the printer driver or control panel. · Do not open the doors. · Do not move the printer.

· Keep hands, hair, neckties, and so on, away from the exit and feed roller. Printer Supplies ··· Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard. Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies. CAUTION: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas. Please contact your local representative for details. 14 WorkCentre 7120 Multifunction Printer User Guide Safety Maintenance Safety ··· Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.

Do not use aerosol cleaners. Clean with a dry lint-free cloth only. Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to [www.xerox.com/gwa](http://www.xerox.com/gwa). WorkCentre 7120 Multifunction Printer User Guide 15 Safety Printer Symbols Symbol Description Warning or Caution: Ignoring this warning could cause serious injury or even death. Ignoring this caution could cause injury or damage to the property. Hot surface on or in the printer. Use caution to avoid personal injury.

Do not touch components with this symbol as personal injury could result. Do not burn the item. Hot Surface. Wait the indicated time before handling. 16 WorkCentre 7120 Multifunction Printer User Guide Safety Product Safety Certification This product is certified by the following agency using the safety standards listed: Agency CSA CSA Standard UL60950 IEC60950 WorkCentre 7120 Multifunction Printer User Guide 17 Safety Environmental Health and Safety Contacts For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact: USA: 1-800-828-6571 Canada: 1-800-828-6571 [www.xerox.com/environment](http://www.xerox.com/environment)

Europe: +44 1707 353 434 [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe) 18 WorkCentre 7120 Multifunction Printer User Guide Features This chapter includes: · Before Using the Printer on page 20 · Parts of the Printer on page 21 · Printer Configuration on page 29 · Control Panel on page 32 · More Information on page 35 2 WorkCentre 7120 Multifunction Printer User Guide 19 Features Before Using the Printer Xerox Welcome Center If you need assistance during or after product installation, visit the Xerox website for online solutions and support. [www.xerox.com/office/worldcontacts](http://www.xerox.com/office/worldcontacts)

If you require further assistance, contact our experts at the Xerox Welcome Center. A local representative telephone number may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below.

Welcome Center or local representative telephone number: # \_\_\_\_\_ Xerox US Welcome Center: 1-800-821-2797

Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769) If you need any additional help using your printer: 1. Refer to this User Guide. 2.

Contact the Key Operator. 3. Visit our Customer Website at [www.xerox.com](http://www.xerox.com).

[www.xerox.com/office/WC7120support](http://www.xerox.com/office/WC7120support) or contact the Xerox Welcome Center. Please have your printer's serial number when contacting Xerox. The Welcome Center will want to know the following information: The nature of the problem, the serial number of the printer, the fault code (if any), as well as the name and location of your company. Follow the steps below to look up the serial number of the printer. 1. On the control panel, press Machine Status. 2. The Machine Information tab appears. The serial number is displayed on the left side of the touch screen.

If the serial number cannot be read from the printer touch screen, it can also be found inside the printer. Open Cover A on the left side of the printer. The serial number is located on the left hand side. 20 WorkCentre 7120 Multifunction Printer User Guide Features Parts of the Printer This section includes: · Front-Left View on page 22 · Right-Rear View on page 23 · Telephone and Fax Connection Option on page 24 · Document Feeder on page 25 · Internal Components on page 26 · Integrated Office Finisher Option on page 27 · Office LX Finisher Option on page 28 WorkCentre 7120 Multifunction Printer User Guide 21 Features Front-Left View 1 2 2 3 11 4 5 6 10 7 8 9 wc7120-001 1.



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3. 4. 5. 6. Document cover Document glass Control panel Center Tray Upper Center Tray Lower Power Switch 7.  
8. 9. Front cover Tray 1, 2, 3, 4 Locking Casters 10. Tray 5 (Bypass) 11. Stylus pen holder 12. Stylus pen 22 WorkCentre 7120 Multifunction Printer User Guide Features Right-Rear View 1 7 2 8 6 3 4 5 wc7120-002 1. 2. 3. 4. Cover E Cover A Cover B Cover C 5.

6. 7. 8. Adjusting foot Reset button USB interface connector Network connector WorkCentre 7120 Multifunction Printer User Guide 23 Features Telephone and Fax Connection Option LINE3 LINE2 4 3 2 1 TEL LINE1 wc7120-005 1. 2. Telephone Line 1 3. 4. Line 2 Line 3 24 WorkCentre 7120 Multifunction Printer User Guide Features Document Feeder 12 3 4 5 6 7 8 9 10 wc7120-004 wc7120-104 1. 2. 3.

4. 5. Confirmation indicator Lever Left cover Inner cover Document guides 6. 7. 8.

9. Document feeder tray Document stopper Document output tray CVT glass 10. Document glass WorkCentre 7120 Multifunction Printer User Guide 25 Features Internal Components 1 8 2 3 4 5 6 7 wc7120-003 1. 2. 3.

4. Toner cartridges Main power switch Drum cartridges Cleaning bar 5. 6. 7. 8. Drum cartridge cover Drum cartridge cover release lever Waste toner container Fuser unit 26 WorkCentre 7120 Multifunction Printer User Guide Features Integrated Office Finisher Option 5 4 3 1 2 wc7120-007 1. 2. 3. Center tray Integrated Office Finisher Staple cartridge 4. 5.

Front cover Top cover WorkCentre 7120 Multifunction Printer User Guide 27 Features Office LX Finisher Option 1 2 3 4 5 6 7 8 9 10 14 13 12 11 wc7120-006 1. 2. 3. 4. 5. 6. 7. Tray attachment Booklet unit (option) Booklet unit side cover Booklet staple cartridge Top cover Finisher tray Creaser unit (option) 8. 9. Main staple cartridge Front cover 10.

Office Finisher LX 11. Front transport cover 12. Hole punch waste container 13. Hole punch (option) 14. Finisher transport cover/Center tray 28 WorkCentre 7120 Multifunction Printer User Guide Features Printer Configuration . . . Standard Features on page 29 Configurations on page 29 Printer Options on page 30 Standard Features Your printer has many features to meet your print and copy needs: · Copy, print, and scan to email capabilities · Maximum print speed of 20 pages per minute for black and white and color printing (on letter-size plain paper) · 600 x 600 dpi · Automatic 2-sided printing · Color touch screen on control panel · Duplex Automatic Document Feeder that holds up to 110 sheets · 2 GB RAM memory · Foreign Device Interface · Xerox Extensible Interface Platform · Hard drive that provides feature support for special job types, additional forms, and macros · PCL 6, PCL 5 · Ethernet 10/100Base-TX connection Configurations The printer is available in two configurations.

Configuration Two paper trays and stand Description Tray 1 and Tray 2 that each hold up to 500 sheets, supporting standard selectable sizes up to A3, 11 x 17 in. Tray 5 (Bypass Tray) that holds up to 50 sheets, supporting custom sizes up to A3, 11 x 17 in. Tray 1, Tray 2, Tray 3 and Tray 4 that each hold up to 500 sheets, supporting standard selectable sizes up to A3, 11 x 17 in. Tray 5 (Bypass Tray) that holds up to 50 sheets, supporting custom sizes up to A3, 11 x 17 in. Four paper trays WorkCentre 7120 Multifunction Printer User Guide 29 Features Printer Options Fax . . . Single Line Fax with Internet Fax Three Line Fax with Internet Fax Server Fax VoIP Fax Scan · Scan Kit (Searchable PDF, High Compression PDF/XPS, Thumbnail preview) Scan To/Print From USB Finishing . . . Integrated Office Finisher Office Finisher LX with Hole Punch and Booklet Maker options Convenience Stapler Security . . . Data Security Kit Xerox Secure Access Unified ID System Job Based Network Accounting Common Access Card Authentication (CAC) Other . . . PostScript Work Surface Envelope Feeder Tray Media Card Reader For more information on options, go to [www.xerox.com/office/WC7120supplies](http://www.xerox.com/office/WC7120supplies).

30 WorkCentre 7120 Multifunction Printer User Guide Features Energy Saver Mode Energy Saver mode reduces the printer's power consumption when the printer is inactive for a preset time. The printer enters Low Power mode after a preset time has elapsed. If no jobs are sent to the printer for an additional preset time, it then enters Sleep Mode. The touch screen is dark and the Energy Saver button is lit in both modes. Press the Energy Saver button to return the printer to normal operation. Receipt of a job or accessing the printer using CentreWare Internet Services also cancels Energy Saver mode. For details, see the System Administrator Guide at [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs).

WorkCentre 7120 Multifunction Printer User Guide 31 Features Control Panel This section includes: · Control Panel Layout on page 32 · Printer Information on page 33 Control Panel Layout 1 2 3 4 5 ABC DEF 1 GHI 2 JKL 3 MNO 4 PQRS 5 TUV 6 WXYZ 7 8 0 C 9 # 6 7 8 9 16 15 14 13 12 11 10 wc7120-103 Item 1 2 3 Services Home Touch Screen Log In/Out Description Press to access features such as copy, scan, and fax, on the touch screen. Displays information and provides access to printer functions. To access password protected features, press Log In/Out, then enter the user name and password using the touch screen keyboard. Press again to log out. Press to change the touch screen language and keyboard settings. When printer is in low power mode, press to enter normal mode. Temporarily stops the current copy job to allow a priority job to process. Press twice to clear current job settings. Touch Confirm on the touch screen to reset all job settings to default.

Press to pause a print, copy, scan, or fax job. On the touch screen, touch Resume to continue or Delete to cancel the job. 4 5 6 7 8 Language Energy Saver Button Interrupt Printing Clear All Stop 32 WorkCentre 7120 Multifunction Printer User Guide Features Item 9 10 11 12 13 14 15 16 Start C Dial Pause Alphanumeric Keys Services Job Status Machine Status USB Memory Port Description Press to start a copy, scan, or fax job. Deletes numeric values or the last digit entered using the alphanumeric keys. Inserts a pause in a fax number.

Enter alphanumeric information. Press to access the options for the selected feature, such as copy, scan, and fax, on the touch screen. Press to view the list of active and completed jobs on the touch screen. Press to view supplies status, printer information, and so on, on the touch screen. USB memory port option Printer Information Your printer provides status information from the touch screen on the control panel and in printed reports.



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Usage and billing information are also available from the touch screen. For details, see *Billing and Usage Information* on page 161. Job Status View job status to check and manage jobs: 1. Press the Job Status button on the control panel. 2. Touch the Active Jobs or Completed Jobs tab. 3. Select the desired category from the All Jobs drop-down list. 4. Touch the desired job in the list to view details.

A job report can be printed by touching either the Print this Job History Report button or the Print this Job Report button. 5. For additional job types, touch the Secure Print Jobs & More tab, then choose from the following: · Secure Print · Sample Set · Delayed Print · Charge Print · Public Folder WorkCentre 7120 Multifunction Printer User Guide 33 Features Reports Reports can be printed using the control panel. To print a report: 1. On the control panel, press the Machine Status button. 2. Touch Print Reports, then touch the desired category. Note: The Configuration Report lists information about the current configuration of your printer, and is useful for network analysis and general troubleshooting. 3. On the next screen, touch the desired report, then press the green Start button.

Accounting Accounting tracks billing and controls access to copying, scanning, faxing, and printing for each user. When Accounting is enabled, each user is required to enter their User ID information to use a controlled feature. Controlled features are identified by a lock and key symbol. The system administrator must create user accounts, and then configure Accounting. 1.

On the touch screen, touch the desired feature button. 2. The touch screen keyboard appears. Enter the User ID information provided by the System Administrator, then touch Enter. The User ID appears in the upper right corner of the touch screen.

3. To log out, press Log In/Out, touch the User ID, then touch Log Out. For details, see the System Administrator Guide at [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs). 34 WorkCentre 7120 Multifunction Printer User Guide Features More Information Refer to the following sources for more information about your printer and its capabilities. Information Quick Use Guide User Guide (PDF) System Administrator Guide Recommended Media List Printer Management Tools Online Support Assistant Technical Support Source Packaged with printer Software and Documentation disc [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs) [www.xerox.com](http://www.xerox.com).

[www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs) [www.xerox.com/paper](http://www.xerox.com/paper) (United States) [www.xerox.com/europaper](http://www.xerox.com/europaper) (Europe) [www.xerox.com/office/WC7120drivers](http://www.xerox.com/office/WC7120drivers) [www.xerox.com/office/WC7120support](http://www.xerox.com/office/WC7120support) [www.xerox.com](http://www.xerox.com).

[www.xerox.com/office/WC7120support](http://www.xerox.com/office/WC7120support) WorkCentre 7120 Multifunction Printer User Guide 35 Features 36 WorkCentre 7120 Multifunction Printer User Guide Installation and Setup This chapter includes: · Installation and Setup Overview on page 38 · Physical Connection on page 38 · Turning the Printer On on page 38 · Turning the Printer Off on page 40 · Installing the Software on page 42 · Using CentreWare Internet Services on page 47 See also: Online Support Assistant at [www.xerox.com/office/WC7120support](http://www.xerox.com/office/WC7120support). System Administrator Guide at [www.xerox.com](http://www.xerox.com).

3 WorkCentre 7120 Multifunction Printer User Guide 37 Installation and Setup Installation and Setup Overview Before you can use the printer, you must: 1. Make sure the printer is connected correctly and turned on. 2. Install software drivers and utilities.

3. Configure the software. Physical Connection You can connect to the printer over a network. Connect to a functioning and dedicated fax telephone line for the optional fax. Communication cables are not included with the printer and must be purchased separately. To physically connect the printer: 1. Connect the power cable to the printer, and plug it into an electrical outlet. 2. Connect one end of a Category 5, or better, Ethernet cable to the Ethernet port in the back of the printer. Connect the other end of the cable to your network port.

3. If the fax option is installed, connect to a functioning telephone line using a standard RJ11 cable. Turning the Printer On The printer has two power switches, the main power switch located behind the front cover, and the power switch visible on the lower center tray. Turning Main Power On Main printer power is controlled by the main power switch. Main power should be left on for normal printer operation and should only be turned off when connecting a cable to the printer or when cleaning the printer. CAUTIONS: · Switch main power on first using the main power switch to avoid damaging the printer's internal hard drive or causing a printer malfunction. · Do not switch main power off immediately after switching it on. Doing so may damage the printer's internal hard drive or cause a printer malfunction. 38 WorkCentre 7120 Multifunction Printer User Guide Installation and Setup 1. Open the front cover. [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs) wc7120-015 2. Press the main power switch to the on position. [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs) wc7120-011 3. 4. Close the front cover.

Press the power switch, visible on the lower center tray, to the on position to turn the printer on. The printer takes approximately 35 seconds to warm up before use. Note: When the optional Office Finisher LX is attached, the power switch is located behind a clear plastic door in the finisher transport cover/center tray. [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs) wc7120-008 [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs) wc7120-009 Power switch Power switch with optional Office Finisher LX WorkCentre 7120 Multifunction Printer User Guide 39 Installation and Setup Turning the Printer Off Press the power switch, visible on the lower center tray, to the off position to turn the printer off. Internal processing takes place before the printer shuts off.

Notes: · · Wait five seconds after any active job completes before turning the printer off. When the optional Office Finisher LX is attached, the power switch is located behind a clear plastic door in the finisher transport cover/center tray. [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs) wc7120-013 [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs) wc7120-012 Power switch Power switch with optional Office Finisher LX Turning Main Power Off Main printer power is controlled by the main power switch. Main power should be left on for normal printer operation and should only be turned off when connecting a cable to the printer or when cleaning the printer. CAUTIONS: · Do not switch the main power off while a job is being processed or while the Energy Saver button is blinking. This may cause damage to the printer's internal hard drive or cause a printer malfunction. · Switch the main power off before unplugging the power cord. Unplugging the power cord with the main power on may damage the printer's internal hard drive or cause a printer malfunction. · Do not switch main power off immediately after switching it on. Doing so may damage the printer's internal hard drive or cause a printer malfunction.

· Do not switch main power off immediately after switching the power switch off.



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Doing so may damage the printer's internal hard drive or cause a printer malfunction. Wait 10 seconds after the touch screen goes dark before turning off main power. Make sure the power switch, visible on the lower center tray, is in the off position. 1. 40 WorkCentre 7120 Multifunction Printer User Guide Installation and Setup 2. Open the front cover. wc7120-015 3. Press the main power switch to the off position. wc7120-014 4.

Close the front cover. Assigning a Network Address If the network uses a DHCP server, the printer automatically acquires a network address. To assign a static IP address, configure DNS server settings, or configure other TCP/IP settings, see the System Administrator Guide at [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs).

WorkCentre 7120 Multifunction Printer User Guide 41 Installation and Setup Installing the Software This section includes: · Operating System Requirements on page 42 · Installing Drivers and Utilities for Windows on page 42 · Installing the Drivers and Utilities for Macintosh on page 43 · UNIX and Linux Drivers on page 46 Operating System Requirements · · Windows XP, Vista, Windows Server 2003 or later. Macintosh: OS X version 10.3 or later. UNIX and Linux: see [www.xerox.com/office/WC7120drivers](http://www.xerox.com/office/WC7120drivers).

Installing Drivers and Utilities for Windows To access all features of the printer, you must: · Install the Xerox printer driver · If scanning is installed, install the Xerox scan driver Installing a Network Printer Before installing drivers, ensure that the printer is plugged in, turned on, connected to an active network and has a valid IP address. To install the driver: 1. Insert the Software and Documentation disc into your computer's CD or DVD drive. 2. The installer starts automatically unless you have autorun disabled on your computer. Note: If the installer does not start, navigate to the drive and double-click Setup.exe. If the Software and Documentation disc is not available, download the latest driver from [www.xerox.com/office/WC7120drivers](http://www.xerox.com/office/WC7120drivers).

3. 4. 5. 6. 7. To change the language, click Language, select your language from the list, then click OK. Click Install Drivers, then click Install Print and Scan Drivers. Click Agree to accept the License Agreement. Select the printer from the list of discovered printers, then click Install. If the printer does not appear in the list of discovered printers: a. Click IP Address or DNS Name near the top of the window. b. Type the address or name of the printer, then click Search. If the IP address does not appear, see Finding The Printer's IP Address on page 47.

c. When the printer appears in the window, click Next. 42 WorkCentre 7120 Multifunction Printer User Guide Installation and Setup Select the desired printer driver: · PostScript · PCL 5 · PCL 6 9. If scanning is installed, click the desired scan driver: · TWAIN · WIA 10. If scanning is installed, select Xerox Scan Utility.

11. Click Install. 12. When the installation completes, click Finish. 8. Installing the Drivers and Utilities for Macintosh To access all features of the printer, you must: · Install the printer and scan drivers · If required, add the printer Before installing drivers, verify that the printer is plugged in, turned on, connected to an active network and has a valid IP address. Installing Printer and Scan Drivers Note: The printer and scan drivers both install at the same time. To install the printer and scan driver: 1. Insert the Software and Documentation disc into your computer's CD or DVD drive. Note: If the Software and Documentation disc is not available, download the latest driver from [www.xerox.com/office/WC7120drivers](http://www.xerox.com/office/WC7120drivers).

Open the Mac folder, then open Mac OS 10.3+Universal PS folder. Open WorkCentre 7120.dmg. Open WorkCentre 7120 CD. Click Continue three times. Click Agree to accept the License Agreement. Click Install.

Type your password, then click OK. If the printer does not appear in the list of discovered printers: a. Click Manually enter the printer's name or address at the top of the window. b. Type the address or name of the desired printer, then wait for the computer to find the printer.

If the IP address of the printer is not known, see Finding The Printer's IP Address on page 47. c. Click Continue. 10. Click OK to accept the print queue message.

11. If desired, select the check boxes to Set Printer as Default and Print a Test Page. 2. 3. 4. 5. 6. 7. 8. 9.

WorkCentre 7120 Multifunction Printer User Guide 43 Installation and Setup 12. 13. 14. 15. 16. Click Continue, then click Close. From the Apple menu, open System Preferences, then open Print & Fax. Click the Printing tab, click the printer in the list, then click Printer Setup. Click Installable Options, then confirm the options installed on the printer appear. If changes are made, click Apply Changes, close the window, then quit System Preferences.

The printer is now ready to use. Adding the Printer for Macintosh OS X Version 10.3 1. 2. 3.

4. 5. 6. 7. Open the Applications folder, then open the Utilities folder.

Open the Printer Setup Utility. Click Add. Confirm that the first drop-down list is set to Rendezvous for a network connection. Click the printer. Click Xerox in the Printer Model drop-down list. Click the printer model, then click Add. Note: If the printer was not detected by the network, check to make sure that the printer is on, and the Ethernet cable is connected properly. 1. 2. 3.

4. 5. 6. 7. 8. If you want to connect by specifying the printer's IP address: Open the Applications folder, then open the Utilities folder. Open the Printer Setup Utility. Click Add. Confirm that the first drop-down list is set to IP Printing. Click LPD/LPR, IPP, or Socket/HP Jet Direct in the Printer Type drop-down list. Type the printer's IP address in the Printer Address field. Click Xerox in the Printer Model drop-down list. Click the printer model, then click Add. Adding the Printer for Macintosh OS X Version 10.4 1.

Open a Finder window, click the Applications folder, then click System Preferences. Note: If the System Preferences application is displayed in your dock, click the icon to open System Preferences. 2. 3. 4.

5. Click Print & Fax, then click Printing. Click the plus button under the list of detected printers. Click Default Browser in the Printer Browser window. Click the printer, then click Add. Note: If the printer was not detected by the network, check to make sure that the printer is on and the Ethernet cable is connected properly. 44 WorkCentre 7120 Multifunction Printer User Guide Installation and Setup To connect by specifying the printer's IP address: 1. Open System Preferences from the Applications folder. 2. Open Print & Fax, then click the Printing tab.

3. Click the plus button under the list of detected printers. 4. Click IP Printer in the Printer Browser window. 5. Click IPP, Line Printer Daemon LPD, or HP Jet Direct Socket.



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6. Type the printer's IP address in the Address field. 7. Type a name for the printer.  
8. Type a location for the printer. 9. Click Xerox in the Print Using drop-down list. 10.  
Click the printer model, then click Add. Adding the Printer for OS X Version 10.5 1. 2. 3.

4. 5. 6. Open the Applications folder, then double-click System Preferences. Click Print & Fax. Click the plus button under the list of installed printers. Type the IP address or host name of the printer. Type a Queue name for the printer, or leave it blank to use the default queue. Click the printer, then click Add.  
Note: If the printer was not detected by the network, check to make sure that the printer is on, and the Ethernet cable is connected properly.

If you want to connect by specifying the printer's IP address: 1. From the Applications folder on the dock, click the System Preferences icon. 2. Click Print & Fax. 3. Click the plus button under the list of installed printers. 4. Click IP Printer. 5. Click IPP, Line Printer Daemon LPD, or HP Jet Direct Socket.  
6. Type the printer's IP address in the Address field. 7. Type a name for the printer. 8.

Type a location for the printer. 9. Click the desired driver in the Print Using drop-down list. 10. Click the printer model, then click Add.

WorkCentre 7120 Multifunction Printer User Guide 45 Installation and Setup UNIX and Linux Drivers Supported UNIX and Linux drivers are available at [www.xerox.com/office/WC7120drivers](http://www.xerox.com/office/WC7120drivers). For details, see the System Administrator Guide at [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs). Other Drivers The following drivers are also available for Windows only at: [www.xerox.com/office/WC7120drivers](http://www.xerox.com/office/WC7120drivers). · Xerox Global Print Driver™: Use to print to any PCL or PostScript-enabled printer on your network, including those made by other manufacturers.

The driver configures itself for the printer you select. · Xerox Mobile Express Driver™: Use to print to any PostScript-enabled printer on your network, including those made by other manufacturers. The driver configures itself for the printer you select every time you print. If you travel frequently to the same sites, you can save your favorite printers in that location and the driver will remember your settings. 46 WorkCentre 7120 Multifunction Printer User Guide Installation and Setup CentreWare Internet Services CentreWare Internet Services (CentreWare IS) provides access to the printer's embedded Web server. It enables you to easily manage, configure, and monitor the printer using a Web browser on a network computer. CentreWare IS enables you to: · Access printer status, configuration, and security settings. · Check supplies status from your computer. · Access job accounting records to allocate printing costs and plan supplies purchases. · Retrieve scanned document files stored in the printer.

Note: Some printer capabilities must be enabled using CentreWare IS. Unless your system administrator has unlocked the printer, you will need to log in as an administrator to access these settings. CentreWare IS requires: · A Web browser and a TCP/IP connection between the printer and the network (in Windows, Macintosh, or UNIX environments). · JavaScript must be enabled in the Web browser. If JavaScript is disabled, a warning message appears and CentreWare IS may not function properly.

· TCP/IP and HTTP must be enabled in the printer. For details see the System Administrator Guide at [www.xerox.com/office/WC7120docs](http://www.xerox.com/office/WC7120docs). Finding The Printer's IP Address The printer's IP address is required to use CentreWare IS.

If you do not know the IP Address, print the Configuration Report. The printer's IP address appears in the Communication Settings section. To print the Configuration Report: 1. At the control panel, press the Machine Status button. 2. Touch the Machine Information tab, then touch Print Reports. 3. Touch Printer Reports, touch Configuration Report, then press the green Start button on the control panel. 4. After the report prints, touch Close.

Accessing CentreWare IS 1. 2. 3. Make sure your printer is turned on. At your computer, open a Web browser. Type the IP address of the printer in the Web browser's address field. The CentreWare IS Welcome page appears. WorkCentre 7120 Multifunction Printer User Guide 47 Installation and Setup 48 WorkCentre 7120 Multifunction Printer User Guide Printing This chapter includes: · Printing Overview on page 50 · Supported Media on page 51 · Loading Media on page 53 · Printing on Special Media on page 60 · Selecting Printing Options on page 63 · Printing on Both Sides of the Paper on page 68 · Selecting Paper on page 70 · Printing Multiple Pages to a Single Sheet (N-Up) on page 71 · Printing Booklets on page 72 · Using Color Corrections on page 75 · Printing in Black and White on page 77 · Printing Insert Pages on page 80 · Printing Cover Pages on page 78 · Printing Exception Pages on page 81 · Scaling on page 82 · Printing Watermarks on page 83 · Printing Mirror Images for Windows on page 85 · Creating and Saving Custom Sizes on page 86 · Job Completion Notification for Windows on page 87 · Printing from USB Flash Drive on page 88 · Printing from Media Card Reader on page 89 · Printing Special Job Types on page 90 4 WorkCentre 7120 Multifunction Printer User Guide 49 Printing Printing Overview 1. 2. 3.

4. 5. 6. 7. Select appropriate media.

Load media in the tray. On the printer touch screen, specify the size, color, and type. Access the print settings in your software application. For most software applications, press CTRL+P for Windows, or CMD+P for Macintosh. Select your printer from the list.

Access the printer driver settings by selecting Properties or Preferences (Windows), or Xerox Features for Macintosh. The title of the button may vary depending on your application. Modify the printer driver settings as necessary, then click OK. To send the job to the printer, click Print. See also: Loading Media on page 53 Selecting Printing Options on page 63 Printing on Both Sides of the Paper on page 68 Printing on Special Media on page 60 50 WorkCentre 7120 Multifunction Printer User Guide Printing Supported Media This section includes: · Recommended Media on page 51 · General Media Loading Guidelines on page 51 · Media That Can Damage Your Printer on page 52 · Paper Storage Guidelines on page 52 Your printer is designed to be used with a variety of media types. Follow the guidelines in this section to ensure the best print quality, and to avoid jams. For best results, use Xerox printing media specified for your printer. Recommended Media A complete list of recommended media types is available: · [www.xerox.com/paper](http://www.xerox.com/paper) Recommended Media List (United States) · [www.xerox.com/europaper](http://www.xerox.com/europaper) Recommended Media List (Europe) Ordering Media To order paper or specialty media, contact your local reseller or go to: [www.xerox.com/europaper](http://www.xerox.com/europaper)



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