



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 7132. You'll find the answers to all your questions on the XEROX WORKCENTRE 7132 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 7132
User guide XEROX WORKCENTRE 7132
Operating instructions XEROX WORKCENTRE 7132
Instructions for use XEROX WORKCENTRE 7132
Instruction manual XEROX WORKCENTRE 7132

The image shows the cover of the Xerox WorkCentre 7132 user guide. At the top left is the XEROX logo. To its right is the WorkCentre 7132 logo, which consists of a red banner with the text 'WorkCentre 7132' and five colored dots (red, orange, yellow, green, blue) below it. Below the logos is a horizontal line with the text 'print | copy | scan | fax | email' underneath. The main title 'User Guide' is centered in a large, black, sans-serif font. Below the title is a photograph of the Xerox WorkCentre 7132 machine, a large, white, multi-functional office copier with a control panel on the left and a paper tray on the right. At the bottom left of the cover, there is small text: 'ME3612E4-2 Copyright © 2006 Xerox Corporation. All rights reserved.' At the bottom right, there is a red banner with the text 'www.xerox.com/support'.



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 7132 user guide](http://yourpdfguides.com/dref/3684850)
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Manual abstract:

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453 Xerox WorkCentre 7132 User Guide 13 14 Xerox WorkCentre 7132 User Guide 1 Before Using the Machine Welcome to the Xerox family of WorkCentre products. This User Guide provides detailed information, technical specifications and procedures for using the integral features of the machine. Xerox Welcome Center If you need assistance during or after product installation, visit the Xerox website for online solutions and support. <http://www.xerox.com/support> 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: Xerox Canada Welcome Center: 1-800-821-2797 1-800-93-XEROX (1-800-939-3769) Serial Number When you call the Welcome Center you will need the serial number which is located on the left side of the machine behind Cover A, as shown in the diagram. For your convenience, record the serial number in the space below. Serial Number: Keep a record of any error messages. This information helps us solve problems faster. Xerox WorkCentre 7132 User Guide 15 1 Before Using the Machine Languages Displayed on the Touch Screen You can change the languages in the following two ways. To change the language for temporary use, press the <Language> button on the control panel, then select the required language.

NOTE: The language returns to the default language after rebooting the machine. To change the default language, enter the System Settings mode, select [Common Settings], then select [Screen/Button Settings]. In the [Screen/Button Settings] screen, select the required language as [Default Language]. For more information, refer to Common Settings on page 220. Conventions This section describes the conventions used throughout this User Guide. In this guide, you will find that some terms are used interchangeably: · Paper is synonymous with media. · Document is synonymous with original. · Xerox WorkCentre 7132 is synonymous with the machine. Key Operator/System Administrator Key Operator describes the person who is responsible for hardware maintenance. System Administrator refers to the person who sets up the network, installs the print drivers, and manages software. Orientation Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be either long edge feed or short edge feed. Long Edge Feed (LEF) When loading documents long edge feed into the document feeder, load with one of the long edges facing into the document feeder. The short edges appear at the top and bottom of the paper, facing the front and back of the document feeder. When loading paper long

edge feed into a paper tray, place the paper with one of the long edges on the left-hand side and one of the short edges toward the front of the tray.
Short Edge Feed (SEF) When loading documents short edge feed into the document feeder, load with one of the short edges facing into the document feeder. The long edges appear on the top and bottom of the paper, facing the front and back of the document feeder. When loading paper short edge feed into a paper tray, place the paper with one of the short edges on the left-hand side and one of the long edges toward the front of the tray. 16 Xerox WorkCentre 7132 User Guide Conventions LEF Orientation SEF Orientation Paper feed direction Paper feed direction Text in [Square Brackets] Indicate that these are names of the screens, tabs, buttons, features and option categories on the screen.



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They are also used when referring to file and folder names on a PC.

For example: · Select [Original Type] on the [Image Quality] screen. · Select [Save]. Text in <Angle Brackets> Indicate that these are names of the hard buttons, numeric or symbol buttons, lights on the control panel or symbols on the power switch label. For example: · Press the <Machine Status> button to display the [Machine Status] screen. · Press the <C> button on the control panel to clear the suspended job. *Italic Typeface* The *Italic* typeface is used to indicate references to other sections and chapters. For example: · For information on cleaning the document glass, refer to the Maintenance chapter on page 353. · Paper Supply page 52. **Warnings** Warnings are statements that alert you to the possibility of personal harm. For example: **WARNING:** This product must be connected to a protective earth circuit.

Cautions Cautions are statements that suggest the possibility of mechanical damage as a result of an action. Xerox WorkCentre 7132 User Guide 17 1 Before Using the Machine For example: **CAUTION:** Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure. **Notes** Notes are statements that provide additional information. For example: **NOTE:** If the document feeder is not fitted to the machine, this feature is not available. **Related Information Sources** The following additional sources of information are available for the machine. · Xerox WorkCentre 7132 Quick Use Guide · Xerox WorkCentre 7132 System Administration Guide · Xerox WorkCentre 7132 Quick Network Setup Guide on the PCL Print Driver CDROM · The Online Help systems (Print Drivers and CentreWare Utilities) · The CentreWare Utilities Documentation (HTML) **NOTE:** Please note that the screens shown in this User Guide apply to a fully configured machine and therefore may not exactly represent the configuration being used.

Cautions and Limitations This section describes the cautions and limitations to observe when using this machine. · When moving the machine, hold the middle part of the machine, and not the control panel or document feeder area. Excessive pressure on the document feeder may cause machine malfunction. **Safety**

Notes Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product. 18 Xerox WorkCentre 7132 User Guide **Safety Notes** The safety and environment testing and performance of this product have been verified using Xerox materials only. **WARNING:** Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification.

Please contact your authorized Service Provider for more information. **Warning Markings** All warning instructions marked on or supplied with the product should be followed. **Warning** This **WARNING** alerts users to areas of the product where there is the possibility of personal injury. This **WARNING** alerts users to areas of the product where there are heated surfaces, which should not be touched. **Warning Electrical Supply** This product shall be operated from the type of electrical supply indicated on the product's data plate label.

If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice. **WARNING:** This product must be connected to a protective earth circuit. This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal. **Operator Accessible Areas** This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation. **Cleaning Your Product** Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. The use of other materials may result in poor Xerox WorkCentre 7132

User Guide 19 1 Before Using the Machine performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances. **WARNING - Electrical Safety Information** Only use the power cord supplied with the equipment. Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.

This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of this machine. See data plate on the rear panel for the rated ampere and voltage of this equipment. If the machine needs to be moved to a different location, contact a Xerox Service Representative or your authorized local representative or service support organization. Improper connection of the equipment-grounding conductor can result in an electric shock.

Do not place this equipment where people might step on or trip over the power cord.

Do not place objects on the power cord. Do not override or disable electrical or mechanical interlocks. Do not obstruct the ventilation openings. Never push objects of any kind into slots or openings on the equipment. If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet.

Call an authorized local service representative to correct the problem. The equipment emits unusual noises or odors. The power cord is damaged or frayed.

A wall panel circuit breaker, fuse, or other safety device has been tripped. Liquid has spilled into the equipment. The equipment is exposed to water. Any part of the equipment is damaged. **Disconnect Device** The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.



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Battery Safety Information CAUTION: Do not replace the Lithium battery. Risk of explosion if replaced by an incorrect type. 20 Xerox WorkCentre 7132 User Guide Safety Notes Laser Safety Information CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure. With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance. Operational Safety Information To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times. Do These: · Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician. This equipment must be connected to a protective earth circuit. This equipment is supplied with a plug that has a protective earth pin.

This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet. ·

Always follow all warnings and instructions that are marked on or supplied with the equipment.

· Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building. · Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions. · Always use materials and supplies specifically designed for your Xerox equipment.

Use of unsuitable materials may result in poor performance. · Always unplug this equipment from the electrical outlet before cleaning. Do Not Do These: · Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet. · Never attempt any maintenance procedures that are not specifically described in the customer documentation. · This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information. · Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers. Xerox WorkCentre 7132 User Guide 21 1 Before Using the Machine · Never locate the equipment near a radiator or any other heat source. · Never push objects of any kind into the ventilation openings.

· Never override or "cheat" any of the electrical or mechanical interlock devices. · Never operate the equipment if you notice unusual noises or odors.

Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately. Maintenance Information Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with your machine. · Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition. ·

Use supplies and cleaning materials only as directed in the customer documentation. Keep all these materials out of the reach of children. · Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.

· Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the customer documentation. Ozone Safety Information This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions will ensure that the concentration levels meet safe limits. If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada.

In other markets please contact your Service Provider. For Consumables Store all consumables in accordance with the instructions given on the package or container. Keep all consumables away from the reach of children. Never throw toner, toner cartridges or toner containers into an open flame. 22 Xerox WorkCentre 7132 User Guide Regulatory Information Radio Frequency Emissions United States, Canada, Europe This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning equipment off an on, the user is encouraged to try to correct the interference by one or more of the following measures. · Reorient or relocate the receiving antenna. · Increase the separation between the equipment and receiver. · Connect the equipment to an outlet on a circuit different from that to which the receiver is connected. · Consult the dealer or an experienced radio/TV technician for help. Changes and modifications to this equipment not specifically approved by Xerox may void the user's authority to operate this equipment. Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States.

Product Safety Certification This product is certified by the following Agency using the Safety standards listed. Agency Underwriters Laboratories Inc. NEMKO Standard UL60950-1 1st (2003) (USA/Canada) IEC60950-1 Edition 1 (2001) This product was manufactured under a registered ISO9001 Quality system. Regulatory Information CE Mark The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated: January 1, 1995: Council Directive 72/23/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment. Xerox WorkCentre 7132 User Guide 23 1 Before Using the Machine January 1, 1996: Council directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.



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March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity. A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer. **WARNING:** In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken. **WARNING:** This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures.

WARNING: Shielded interface cables must be used with this product to maintain compliance with Council Directive 89/336/EEC. For FAX Function USA FAX Send Header Requirements: The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a FAX machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges. In order to program this information into your machine, refer to customer documentation and follow the steps provided. **Data Coupler Information:** This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA).

On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant.

See installation instructions for details. 24 Xerox WorkCentre 7132 User Guide Regulatory Information You may safely connect the machine to the following standard modular jack: USOC RJ11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details. The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.

g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label. If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide.

If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved. Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service Provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer. CANADA This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The Canadian REN value of this equipment is 0.1. Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the Xerox WorkCentre 7132 User Guide 25 1 Before Using the Machine user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas. CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate. EUROPE Radio Equipment & Telecommunications Terminal Equipment Directive: This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: Austria Belgium Denmark France Italy Germany Greece Iceland Ireland Spain Luxembourg Netherlands Norway Portugal Sweden Switzerland United Kingdom Finland In the event of a problem you should contact your authorized local dealer in the first instance.



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This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network. NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification. Regulatory Information for RFID This product generates 13.56 MHz using an Inductive Loop System as a radio frequency identification system device (RFID).

This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable. 26 Xerox WorkCentre 7132 User Guide Environmental Compliance Environmental Compliance USA Energy Star® As an ENERGY STAR® partner, Xerox Corporation/Fuji Xerox has determined that the basic configuration of this product meets the ENERGY STAR® guidelines for energy efficiency. The ENERGY STAR® and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR® Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity. Xerox ENERGY STAR® equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption by half when compared to conventional equipment. Recovery times from low power mode: Recommended types of recycled paper: 12 sec.

Type 3R91165 Canada Environmental ChoiceM Terra Choice Environmental Services, Inc. of Canada has verified that this product conforms to all applicable Environmental ChoiceM EcoLogoM requirements for minimized impact to the environment. As a participant in the Environmental ChoiceM program, Xerox Corporation has determined that this product meets the Environmental ChoiceM guidelines for energy efficiency. Environment Canada established the Environmental ChoiceM program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental ChoiceM has more than 1600 approved products and 140 licenses. Xerox has been a leader in offering EcoLogoM approved products. Xerox WorkCentre 7132 User Guide 27 1 Before Using the Machine About License JPEG Code Our printer software uses some of the codes defined by the Independent JPEG Group. Heimdal Copyright © 2000 Kungliga Tekniska Högskolan (Royal Institute of Technology, Stockholm, Sweden). All rights reserved.

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Immigration Papers. 8. Draft Registration Cards. Xerox WorkCentre 7132 User Guide 29 1 Before Using the Machine 9. Selective Service Induction Papers that bear any of the following Registrant's information: Earnings or Income Court Record Physical or mental condition Exception: United States military discharge certificates may be photographed.

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Please contact your local disposal authority for information. Xerox WorkCentre 7132 User Guide 31 1 Before Using the Machine In some Member States when you purchase new equipment your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information. Other Countries Please contact your local waste authorities and request disposal guidance. 32 Xerox WorkCentre 7132 User Guide 2 Product Overview This machine is not simply a conventional copier but a digital device capable of copying, faxing, printing and scanning, depending on the configuration. The touch screens shown in this manual are from a fully configured machine to cover all the features. The content of the touch screens may vary slightly depending on Key Operator settings and machine configuration. The button names and icons on the control panel also vary depending on machine configuration. However, machine features described here remain the same. For more information on available options not described here, visit the Xerox website or contact your Xerox Sales Representative.

Machine Components The following diagrams show the standard and optional components of the machine. Configuration may vary depending on the model. Document Feeder (Optional) Document Glass (under the Document Feeder) Control Panel Touch Screen On / Off Switch Center Output Tray (Exit 2 Tray) Tray 5 (Bypass Tray) Front Cover Side Tray Duplex Module Tray 1 Two Tray Module (Optional) Tray 2 Tray 3 NOTE: Depending on the configuration, the Document Glass Cover is attached instead of the Document Feeder. Two optional paper trays can be attached. Xerox WorkCentre 7132 User Guide 33 2 Product Overview Ethernet USB2.

0 Office Finisher Tray Office Finisher (Optional) Tray 3 Tray 2 Tandem Tray Module (Optional) Telephone socket Located at the back of the machine. The telephone socket is used to connect to the fax kit. USB 1.1 (Host) Port Located at the back of the machine. This port is used to connect to the fax kit.

USB 1.1 (Device) Port Located at the back of the machine. This port is used to connect to a PC for software update downloads. USB 2.0 (Device) Port Located at the back of the machine. This port is used to connect to a local client computer when the optional printer kit is installed. 100Base-TX/10Base-T Port Located at the back of the machine. This port is used to connect to a network cable when the optional printer kit is installed.



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Office Finisher Allows you to staple or sort copies automatically. The Office Finisher Tray can hold 1,000 sheets of 20 lb bond or 80 g/m2 paper in Letter/A4 size or smaller.

34 Xerox WorkCentre 7132 User Guide Machine Components Integrated Office Finisher (Optional) Integrated Office Finisher Center Tray Staple Cartridge Integrated Office Finisher Allows you to staple or sort copies automatically. The Integrated Office Finisher Center Tray can hold 500 sheets of 24 lb bond or 90 g/m2 paper in Letter/A4 size or smaller. Duplex Module Allows you to make double-sided copies. The Duplex Module can be used when paper is supplied from Tray 1, 2, or 3. For more information, refer to 2 Sided Copying in the Copy chapter on page 53. Trays 2 & 3 At the base of the machine, the following optional trays will be available, depending on the configuration. · Two Tray Module - Can be added to the standard 1-tray configuration. Each tray can hold 520 sheets of 20 lb bond or 80 g/m2 paper. · Tandem Tray Module - Can be added to the standard 1-tray configuration to provide high volume paper sources. Tray 2 can hold a maximum of 900 sheets of 20 lb bond or 80 g/m2 paper in Letter or A4 size, long edge feed.

Tray 3 can hold 1,200 sheets of 20 lb bond or 80 g/m2 paper in Letter or A4 size. The Tandem Tray Module is referred to as "TTM" in this manual. Tray 5 (Bypass) Allows you to bypass the standard paper trays to print on different sized paper. The Bypass Tray can hold 100 sheets of 20 lb bond or 80 g/m2 paper in sizes ranging from B6 (SEF) or Envelope Monarch (LEF) to A3 (SEF) or 11 × 17 inch (SEF). NOTE: Do not place paper with a length less than 140mm in the Bypass Tray, as this may cause paper jams and potentially damage the inside of the machine.

Xerox WorkCentre 7132 User Guide 35 2 Product Overview System Controls The following diagram shows the names and functions of the buttons on the control panel. 1 2 3 4 13 14 12 15 16 5 6 7 8 11 10 9 Button 1 <Log In/Out> Function Displays the log-in screen to enter the [System Administrator Menu] screen, or when the Authentication feature is enabled. DO NOT press this button again, after you have logged in. This will log you out immediately. This button is non-functional on this machine.

Changes the languages displayed on the touch screen. NOTE: Certain characters may be garbled when you change languages. 2 3 <Help> <Language> 4 5 6 7 <Power Saver> (green light) <Clear All> <Interrupt> <Stop> Indicates whether the machine is in power saver mode. Also cancels the current power saver mode setting. Resets to the default settings and displays the first screen for the current pathway. Temporarily interrupts a job for programming a priority job. Suspends or cancels a job depending on the job type. When multiple jobs are being processed, all the jobs will be suspended or cancelled. Selecting [Stop] on the [Job Status] screen stops only the selected job. Starts or resumes a job.

Enters speed dial codes. Deletes a numeric value or the last digit entered, and replaces the current value with a default value. Also cancels suspended jobs.

Inserts a pause while dialing a fax number. 8 9 10 11 <Start> <Speed Dial> <C> <Dial Pause> 36 Xerox WorkCentre 7132 User Guide Services and Features Button 12 <*(asterisk)> Function Indicates the special character used in a fax number and designates a group code. Also allows you to specify an F Code or a password. Displays the [All Services] screen for selection of all the available services on the machine. Returns the display to the previous copy, fax, or scan feature screen when the [Job Status] screen or [Machine Status] screen is selected. Displays the [Job Status] screen where you can check the progress of a job, or display the log and detailed information of completed jobs. 13 14 <All Services> <Features> 15 <Job Status> 16 <Machine Status> Displays the [Machine Status] screen where you can check the machine status, the billing meter, the status of the toner cartridge or print various reports. Button names and icons used on the control panel may differ depending on the country of purchase. Services and Features The machine has various features and provides valuable services. The following description outlines the features and explains the options on the <All Services> screen. NOTE: The arrangement of icons for the services and features displayed on the screen can be changed by the Key Operator. 1.

Press the <All Services> button on the control panel. 2. Select the required service. Copy Allows you to copy documents in various ways. For example, you can produce output which has been reduced or enlarged to a different size, or copy two or four independent documents onto one sheet of paper.

For more information, refer to the Copy chapter. E-mail Allows you to send scanned documents by e-mail in various ways. For example, you can set the density for scanning, or specify the file format for saving the documents. For more information, refer to the Scan/E-mail chapter. Xerox WorkCentre 7132 User Guide 37 2 Product Overview Fax Allows you to fax documents in various ways. For example, you can send documents in a reduced or enlarged format, or specify destinations using the Address Book or speed dialing features. For more information, refer to the Fax/Internet Fax chapter. Internet Fax Allows you to send and receive faxes over the Internet or intranet. Internet Fax provides reduced cost of transmissions compared to the use of a conventional phone line. After scanning documents, you can send scanned data by e-mail, and can also receive scanned data in an e-mail attachment sent from an Internet Fax compatible machine.

For more information, refer to the Fax/Internet Fax chapter. Network Scanning Allows you to scan documents, and store them as electronic documents on a file server on the network by selecting a job template which has various assigned parameters. You can retrieve the stored electronic documents by accessing the file server from a PC. For more information, refer to Network Scanning in the Scan/E-mail chapter on page 126, and Services in the CentreWare Internet Services chapter on page 167. Scan to FTP/SMB Allows you to scan and store documents to specified destinations using the FTP or SMB protocol. For more information, refer to Scan to FTP/SMB in the Scan/E-mail chapter on page 127. Scan to Mailbox Enables the confidential mailbox or polling feature by storing the scanned documents to private mailboxes. For more information, refer to Scan to Mailbox in the Scan/E-mail chapter on page 125. Check Mailbox Allows you to confirm, print, or delete the documents in a mailbox. It also allows you to change or release linkage with a job flow sheet, and execute the linked job flow sheets.

For more information, refer to the Check Mailbox chapter.



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Power On/Off Powering On Ensure that the machine is connected to a suitable power supply and that the power plug is firmly connected to the electrical outlet. The machine is ready to make copies a maximum of 42 seconds after powering on (varies with machine configuration). For more information, refer to Machine Specifications in the Specifications chapter on page 433. 38 Xerox WorkCentre 7132 User Guide Ground Fault Interrupter (GFI) 1.

Press the power switch to the <I> position. NOTE: If the machine does not start up, check that the RESET button on the back of the machine is in the reset position (depressed). **Powering Off** Before turning the power off, wait at least 5 seconds after all copy or print jobs have completely finished. When you switch off the machine, it remains on for approximately 10 seconds while it stores files on the hard disk drive and prepares for shutdown. The machine then shuts down completely.

CAUTION: Wait at least 20 seconds between powering the system on and off. Failure to do this could cause damage to the hard disk and the machine.

Ground Fault Interrupter (GFI) If a fault is detected in the power supply to the machine, a Ground Fault Interrupter (GFI) device on the machine automatically cuts all electrical power. If power is interrupted, locate the RESET button on the back of the machine. If the GFI has been triggered, the RESET button will be in the tripped position. To restore power to the machine, press the RESET button. Xerox WorkCentre 7132 User Guide 39 2 Product Overview Before using the machine, press the TEST button. If the GFI is working properly, the RESET button should pop up. If it does, press the RESET button. NOTE: If the RESET button pops back up when you press it, or if power is not restored by this procedure, contact the Xerox Welcome Center.

Power Saver Modes The machine has energy saving features that significantly reduce power consumption during periods of inactivity. The <Power Saver> button is located on the upper-right portion of the control panel, and lights up when the power saving feature is enabled. The power saving feature operates in the following modes. · **Low Power Mode** · **Sleep Mode** <Power Saver> light/button **Low Power Mode** The machine automatically switches to the Low Power Mode after a certain period of time from the last copy, fax, scan, or print operation. In this mode, the touch screen is turned off, and the Power Saver light is on. The Low Power Mode is cancelled when the <Power Saver> button on the control panel is pressed, or a fax or print job is received by the machine. The factory default setting of 15 minutes is customer changeable within the range of 1 to 240 minutes. For more information, refer to Auto Power Saver in the Setups chapter on page 222. **Sleep Mode** The machine automatically switches from the Low Power Mode to the Sleep Mode after a further period of inactivity.

The Sleep Mode has a reduced power consumption compared to Low Power Mode.

In this mode, the touch screen is turned off, and the Power Saver light is on. The Sleep Mode is cancelled when the <Power Saver> button 40 Xerox WorkCentre 7132 User Guide Changing the Default Time Settings is pressed, or a fax or print job is received by the machine. The factory default setting of 60 minutes is customer changeable within the range of 1 to 240 minutes, and must be longer than the Low Power Mode time value. The time specified for entering the Sleep Mode will be counted from when the machine enters the Low Power Mode. For more information, refer to Auto Power Saver in the Setups chapter on page 222.

Changing the Default Time Settings This section describes how to change the default time settings using the Key Operator access. If you need assistance or more information, contact the Key Operator or refer to Machine Clock/Timers in the Setups chapter on page 221. 1. Press the <Log In/Out> button on the control panel. <Log In/Out> button 2.

Enter the Key Operator ID using the numeric keypad on the control panel. Select [Confirm] on the [User Login] screen. NOTE: The default Key Operator ID is "11111". If the Authentication feature is enabled, you may be required to enter a password. The default password is "x-admin". The password is case sensitive. 3. Select [System Settings] on the [System Administrator Menu] screen. 4. Select [System Settings] on the [System Settings] screen.

Xerox WorkCentre 7132 User Guide 41 2 Product Overview 5. Select [Common Settings] on the [System Settings] screen. 6. Select [Machine Clock/Timers] on the [Common Settings] screen. 7. Select the required option. 8. Select [Change Settings]. 9. Change the required setting.

Use the scroll bars to switch between screens. 10. Select [Save]. **Modes** Use the buttons to access the screens which allow you to select features, monitor the status of jobs and obtain general information on the machine. There are four buttons on the machine.

· **All Services** · **Features** · **Job Status** · **Machine Status** NOTE: These buttons do not respond when the machine is in the System Settings mode. <All Services> button <Features> button <Job Status> button <Machine Status> button 42 Xerox WorkCentre 7132 User Guide Job Interrupt All Services Use this button to access all the services available on the machine. NOTE: The arrangement of service icons displayed on the screen can be changed by the Key Operator. 1. Press the <All Services> button on the control panel.

Features Use this button to go back one previous screen. If you are using the [Job Status] screen or [Machine Status] screen, press the <Features> button to return to the previous copy, fax, and scan feature screen. The copy, fax, or scan feature screen does not change, even if you press this button while you are in one of those screens. In this case, use the <All Services> button to select the copy, fax, or scan feature. **Job Status** Use this button to check the progress of a job, or display the log and detailed information of completed jobs. The latest job is displayed at the top of the list. It can also check, delete, or print stored documents or documents in the public mailbox of the machine. For more information, refer to the Job Status chapter. **Machine Status** Use this button to check the machine status, the billing meter, the status of the toner cartridge or print various reports. For more information, refer to the Machine Status chapter.

Job Interrupt Use this feature to temporarily suspend the currently processed job to allow an urgent job to be initiated. NOTE: The machine identifies a convenient point to interrupt the current job. Xerox WorkCentre 7132 User Guide 43 2 Product Overview 1. Press the <Interrupt> button on the control panel. 2. Enter the commands for the new job you require. 3. Press the <Start> button on the control panel.



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