



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 7220 7225. You'll find the answers to all your questions on the XEROX WORKCENTRE 7220 7225 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 7220 7225
User guide XEROX WORKCENTRE 7220 7225
Operating instructions XEROX WORKCENTRE 7220 7225
Instructions for use XEROX WORKCENTRE 7220 7225
Instruction manual XEROX WORKCENTRE 7220 7225

Xerox® WorkCentre® 7220 / 7225 Control Panel



Available services can vary on your printer setup. For details about services and settings, see the *User Guide*.



- 1** **Services Home** displays main services, such as copy, scan, and fax.
Services returns to the active service from the Job Status or Machine Status screens, or to a preset service.
Job Status displays active, held, and completed jobs.
Machine Status displays settings and information.

- 2** **Log In/Out** accesses password protected features.
- 3** **Help (?)** displays additional information about the current selection or service.
- 4** **Language** changes the touch screen language and keyboard settings.
- 5** **Power Saver** enters or exits energy saver mode.



Alphanumeric keys are used for entering copy quantities, fax numbers, and other numeric information.

C (clear) deletes numeric values or the last digit entered.



Clear All clears previous and changed settings for the current service. Press twice to reset all defaults and clear existing scans.

Start starts the selected job.

Stop temporarily stops the current job. Follow the onscreen message to cancel or resume your job.

Interrupt Print pauses the currently printing job to run a more urgent job.

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Manual abstract:

For details about services and settings, see the User Guide. @ Services returns to the active service from the Job Status or Machine Status screens, or to a preset service. 4 Language changes the touch screen language and keyboard settings. @ c (clear) deletes numeric values or the last digit entered.

@ Press twice to reset all defaults and clear existing scans. Follow the onscreen message to cancel or resume your job. @@@ Some menus and settings require log in using the administrator name and password. Billing and Usage Information In the Machine Status menu, touch the Billing Information tab for basic impression counts. Touch the Usage Counters button for detailed usage counts. The drop-down menu provides more count categories.

@ Com/office/support Xerox® WorkCentre® 7220 / 7225 Printer Tour Optional accessories can be part of your printer setup. For details, see the User Guide. @@@@ @ Com/europaper For details about trays and paper, see the User Guide. @ 3 Windows Mac For best results, fan the edges of the paper. adjust guides to fit the paper size.

Do not load paper above the maximum fill line. When printing, select options in the print driver. @ Com/office/support Xerox® WorkCentre® 7220 / 7225 Copying For details, see the Copying chapter in the User Guide located on your Software and Documentation disc or online. @@@ Follow the onscreen message to cancel or resume your job. press Start.

@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@@ Touch +Add to add addresses to the list, then touch Close. Use the Address Book or Favorites to enter saved email addresses. @ For Scan To, touch Favorites or Address Book to enter saved email addresses. Com/office/support Retrieving Scan Files To retrieve your scanned images from the _PUBLIC folder, use CentreWare Internet Services to copy the scan files from the printer to your computer. You can also use CentreWare Internet Services to set up personal mailboxes and workflow scanning templates. For details, see the User Guide. 1 Note the printer IP address on the touch screen. If the IP Address does not show in the upper left corner of the touch screen, press Machine Status and check the information field. Xx 3 CentreWare® Internet Services Type the printer IP address in a Web browser, then press Enter or Return. @ click Update View to refresh the list.

Select Download to save the file to your computer. @@@ For details, see the Faxing chapter in the User Guide. For details about LAN Fax, see the print driver software. @@@ Com/office/support 3 For fax numbers, use the alphanumeric keypad to enter fax numbers. Touch Dialing Characters to insert special characters. touch +Add to add additional numbers. For Internet Fax email addresses, touch New Recipient, then enter the address using the touch screen keypad. Touch +Add to add addresses to the list, then touch Close. Use the Address Book or Favorites to enter stored numbers or email addresses.

@@@ To set up this feature, see the System Administrator Guide.

1 Do not remove USB Flash drive during reading. Touch USB drive, then select a file or folder. @ Com/office/support 4 ABC DEF 1 1 GHI 2 JKL 3 MNO 4 PRS 5 TUV 6 WXY 7 8 0 C 9 # * Once the desired file is selected, adjust the job quantity and select desired print settings. 5 Stop temporarily stops the current job. Follow the onscreen message to cancel or resume your job.

press Start. @@.



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