



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
Multifunction Printer
Imprimante multifonction



Xerox® WorkCentre® 7220 / 7225

User Guide

Guide d'utilisation

Italiano	Guida per l'utente	Svenska	Användarhandbok	Русский	Руководство пользователя	Türkçe	Kullanıcı Manueli
Deutsch	Benutzerhandbuch	Dansk	Brugervejledning	Čeština	Uživatelská příručka	Ελληνικά	Εγχειρίδιο χρήστη
Español	Guía del usuario	Soomi	Käyttöohje	Polki	Poradnik użytkownika	Română	Manual de Utilizare
Português	Guia do usuário	Norsk	Brøkerhåndbok	Magyar	Felhasználó útmutató	Català	Manual d'usuari
Nederlands	Gebruiker handleiding						



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 7220 7225 user guide](http://yourpdfguides.com/dref/5128669)
<http://yourpdfguides.com/dref/5128669>

Manual abstract:

@@@@@XEROX® and XEROX and Design®, Phaser®, PhaserSMART®, PhaserMatch®, PhaserCal®, PhaserMeter™, CentreWare®, PagePack®, eClick®, PrintingScout®, Walk-Up®, WorkCentre®, FreeFlow®, SMARTsend®, Scan to PC Desktop®, MeterAssistant®, SuppliesAssistant®, Xerox Secure Access Unified ID System®, Xerox Extensible Interface Platform®, ColorQube®, Global Print Driver®, and Mobile Express Driver® are trademarks of Xerox Corporation in the United States and/or other countries. Adobe® Reader®, Adobe® Type Manager®, ATM™, Flash®, Macromedia®, Photoshop®, and PostScript® are trademarks of Adobe Systems Incorporated in the United States and/or other countries. Apple®, AppleTalk®, Bonjour®, EtherTalk®, Macintosh®, Mac OS®, and TrueType® are trademarks of Apple Inc., registered in the U.S. and other countries. HP-GL®, HP-UX®, and PCL® are trademarks of Hewlett-Packard Corporation in the United States and/or other countries. @@@@ in the United States and other countries. @@ or its subsidiaries in the United States and/or other countries. Sun, Sun Microsystems, and Solaris are trademarks or registered trademarks of Oracle and/or its affiliates in the United States and other countries.

McAfee®, ePolicy Orchestrator®, and McAfee ePO™ are trademarks or registered trademarks of McAfee, Inc. in the United States and other countries. UNIX® is a trademark in the United States and other countries, licensed exclusively through X/Open Company Limited. PANTONE® and other Pantone, Inc. trademarks are the property of Pantone, Inc.

Document version 1.0: April 2013 Contents 1 Safety 11 Notices and Safety

.....

.....

....

....

.....

.....

....

....

.....

.....

....

....

.....

.....

....

....

.....

.....

....

.. 12 General Guidelines...

.....

.....

....

....

.....

.....

....

....

.....

.....

....

....

.....

.....

....

....

.....

. 12 Electrical Safety

....

.....

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

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

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

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

.....
.....

... 13 Power Cord ..

.....

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

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

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

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

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

..... 13 Emergency Turn Off

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

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

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

.....
.....

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

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

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

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

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

..... 14 Laser Safety...

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

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

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

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

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

.... 14 Operational Safety .

.....
.....

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

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

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

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

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

15 Printer Location

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

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

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

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

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

.... 15 Operational Guidelines .

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

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

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

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

..... 15 Printer Supplies .

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

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

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

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

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

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

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

..... *23 Right Rear View*

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

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

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

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

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

..... *24 Telephone and Fax Connection*.....

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

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

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

.....
.....

.....
.... 25 Internal Components

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

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

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

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

.....
.. 26 Document Feeder ...

.....
.....

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

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

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

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

..... 26 Control Panel ...

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

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

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

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

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

. 27 Integrated Office Finisher

.....
.....

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

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

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

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

28 Office Finisher LX

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

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

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

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

.....
.....

. 29 Wireless Network Adapter

.....

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

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

.....

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

..... 30 Information Pages

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

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

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

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

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

..... 31 Printing the Configuration Report

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

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

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

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

31 Administration Features.....

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

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

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

.....

.....

.....

.....

.....

.....

. 32 Accessing the Printer

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

32 CentreWare Internet Services

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 34 Finding the IP Address of the Printer

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

35 Automatic Data Collection

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

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

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

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

..... 35 Billing and Usage Information ..

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

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

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

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

..... 35 More Information ..

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

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

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

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

.....
.....

.....
.....

. 36 Welcome Center

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

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

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

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

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

..... 36 3 Installation and Setup 39 Installation and Setup Overview .

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

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

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

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

.... 40 WorkCentre 7220/7225 Multifunction Printer User Guide 3 Contents Physically Connecting the Printer to the Network

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

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

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

..... 40 Connecting to a Telephone Line ..

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

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

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

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

..... *40 Turning the Printer On and Off*

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

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

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

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

..... *41 Initial Printer Setup*

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

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

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

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

.....
.....

..... *42 USB Cover*

.....

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

.....

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

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

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

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

..... *42 Optimizing Printer Performance ...*

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

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

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

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

..... *43 Modifying General Settings*

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

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

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

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

..... *44 Setting Energy Saver Mode .*

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

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

. 44 Setting the Date and Time at the Control Panel

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 45 Installing the Software ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 46 Operating System Requirements

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

. 46 Installing Drivers and Utilities for Windows

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

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

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

..... 47 Installing Drivers and Utilities for Macintosh OS X Version 10.5 and Later ...

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

.. 48 Installing Drivers and Utilities for UNIX and Linux ...

.....
.....

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

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

.... 49 Other Drivers

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

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

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

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

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

..... 50 4 Paper and Media 51 Supported Paper.

.....

.....
.....

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

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

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

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

.....
.....

52 Recommended Media

.....

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

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

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

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

.. 52 Ordering Paper

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

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

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

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

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

... 52 General Paper Loading Guidelines

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

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

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

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

..... 52 Paper That Can Damage Your Printer....

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

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

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

... 53 Paper Storage Guidelines ..

.....
.....

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

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

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

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

.....

.....
.....
..... 80 Selecting Paper Options for Printing....

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

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

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

.....
.....
..... 81 Printing Multiple Pages to a Single Sheet....

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

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

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

..... 81 Printing Booklets

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

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

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

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

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

... 81 Using Image Options

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

. 82 Printing Cover Pages

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

. 83 Printing Insert Pages.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

. 83 Printing Exception Pages.....

.....
.....

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

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

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

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

121 7 Scanning 123 Basic Scanning

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

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

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

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

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

.....124 Document Glass...

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

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

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

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

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

....125 Document Feeder

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

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

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

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

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

.....125 Scanning to a Folder ...

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

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

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

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

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

...126 WorkCentre 7220/7225 Multifunction Printer User Guide 5 Contents Scanning to the Public Folder

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

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

.....

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

...126 Scanning to a Private Folder

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

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

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

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

.....126 Creating a Private Folder ...

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

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

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

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

.....127 Retrieving Scan Files

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

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

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

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

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

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

.131 Setting Scan Options

.....
.....

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

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

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

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

.....132 Changing the Basic Scan Settings

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

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

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

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

.....132 Selecting Advanced Settings ..

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

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

.....
.....

.....
.....

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

132 Selecting Layout Adjustments

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

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

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

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

.....133 Selecting Filing Options .

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

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

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

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

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

.134 Building a Scan Job

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

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

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

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

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

.136 Scanning to a USB Flash Drive.....

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

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

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

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

.....137 Scanning to an Email Address..

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

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

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

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

.....
.....

.138 Sending a Scanned Image to an Email Address

.....

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

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

.....

.138 Setting Email Options....

.....

.....

.....

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

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

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

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

.....139 Scanning to a Destination ...

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

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

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

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

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

..140 Sending a Scanned Image to a Destination...

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

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

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

140 Scanning to a Computer

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

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

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

...141 Scanning to a Computer

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

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

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

...141 Using One-Touch Scanning ..

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

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

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

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

.....142 8 Faxing 143 Basic Faxing

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

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

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

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

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

.....144 Document Glass..

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

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

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

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

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

.....145 Document Feeder

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

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

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

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

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

.....145 Sending an Embedded Fax ..

.....
.....

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

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

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

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

....157 Sending an Internet Fax

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

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

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

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

.....

..160 Selecting Internet Fax Options ...

.....
.....

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

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

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

.....

162 Sending a LAN Fax

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

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

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

...173 6 WorkCentre 7220/7225 Multifunction Printer User Guide Contents Cleaning the Document Feed Rollers

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

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

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

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

174 Cleaning the Printer Exterior.....

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

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

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

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

...174 Cleaning the Printer Interior

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

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

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

.....
.....

.....
.....176 Routine Maintenance

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

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

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

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

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

179 Replacing Staple Cartridges

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

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

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

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

....179 Emptying the Hole Punch Waste Container

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

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

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

.....184 Billing and Usage Information ...

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

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

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

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

...186 Ordering Supplies

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

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

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

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

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

.....187 Locating the Serial Number

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

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

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

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

.....187 Consumables .

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

.....

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

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

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

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

.....
.187 Routine Maintenance Items

.....
.....

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

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

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

.....
....187 Customer Replaceable Units.

.....
.....

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

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

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

.....
.....

..188 Other Supplies ...

.....

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..188 When to Order Supplies ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....188 Viewing Printer Supply Status .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....189 Recycling Supplies.

.....

.....

.....

.....

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

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

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

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

..189 Moving the Printer

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

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

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

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

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

..190 10 Troubleshooting 191 General Troubleshooting

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

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

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

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

.....192 Printer Has Two Power Switches .

.....

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

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

.....
...194 Printing Takes Too Long ..

.....
.....

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

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

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

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

....194 Document Fails to Print

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

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

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

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

.....195 Document Prints from Wrong Tray

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

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

.....

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

.....196 Printer is Making Unusual Noises....

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

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

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

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

196 Automatic 2-Sided Printing Problems

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

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

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

.....196 Date and Time Are Incorrect

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

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

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

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

.....196 Scanner Errors...

.....
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....198 Jams ..

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....199 Clearing Paper Jams

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

...200 Clearing Jams in the Office Finisher LX

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

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

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

.....213 Minimizing Paper Jams

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

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

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

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

.....
.....

...214 Troubleshooting Paper Jams ..

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

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

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

.....
.....

.....
216 Clearing Staple Jams

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

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

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

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

.....219 Clearing Hole Punch Jams ...

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

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

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

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

.....223 Print-Quality Problems .

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

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

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

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

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

.....225 *Controlling Print Quality*

.....
.....

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

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

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

.....
.....

..225 *Troubleshooting Print-Quality Problems* ...

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

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

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

.....228 *Copy and Scan Problems*...

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

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

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

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

.....
.....

233 *Fax Problems*

.....
.....

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

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

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

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

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

.....234 Problems Sending Faxes.....

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

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

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

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

.....235 Problems Receiving Faxes

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

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

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

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

.....236 Getting Help.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....237 *WorkCentre 7220/7225 Multifunction Printer User Guide 7 Contents Control Panel Messages*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....237 *Using the Integrated Troubleshooting Tools* ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....238 *More Information* ..

.....

.....

.....

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

243 Options and Upgrades .



[You're reading an excerpt. Click here to read official XEROX
WORKCENTRE 7220 7225 user guide
http://yourpdfguides.com/dref/5128669](http://yourpdfguides.com/dref/5128669)

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

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

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

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

.....
....243 Physical Specifications .

.....
.....

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

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

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

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

.....244 Base Configuration....

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

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

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

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

.....
.....

.....
.....
.....
246 Temperature

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

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

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

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

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

...246 Relative Humidity

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

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

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

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

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

.246 Elevation....

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

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

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

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

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

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

.....246 *Electrical Specifications ...*

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

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

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

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

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

..247 *ENERGY STAR Qualified Product...*

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

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

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

..247 *Performance Specifications ...*

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

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

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

.....

.....

.....

.....

.....

.....

.....

.....

...248 Printing Resolution

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

248 Print Speed

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.248 Environmental, Health, and Safety Contact Information

.....

.....

.....

.....

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

.....249 B Regulatory Information 251 Basic Regulations

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

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

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

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

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

.....252 United States FCC Regulations..

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

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

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

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

.....252 Canada.....

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

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

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

.....
.....

.....
.....

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

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

252 European Union Radio Interference

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

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

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

.....253 European Union Lot 4 Imaging Equipment Agreement Environmental Information..

.....
.....

..253 Germany

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

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

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

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

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

...254 Turkey RoHS Regulation

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

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

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

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

.....
.....255 Regulatory Information for 2.4 GHz Wireless Network Adapter
.....

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

.....255 Ozone Release .

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

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

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

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

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

.....255 Copy Regulations .

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

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

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

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

.....

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

...256 Fax Regulations

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

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

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

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

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

.....259 United States ..

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

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

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

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

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

259 Canada.....

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

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

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

....260 *European Union*.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.261 *New Zealand*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

....262 *Product Safety Certification*

.....
.....266 North America ...

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

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

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

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

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

.....267 European Union.....

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

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

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

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

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

.....
268 Domestic/Household Environment

.....
.....

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

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

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

268 Professional/Business Environment

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

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

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

.....
.....

...268 Collection and Disposal of Equipment and Batteries .

.....

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

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

.....269 Battery Symbol Note

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

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

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

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

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

..269 Battery Removal

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

.....

..... 12 • *Electrical Safety* ..

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

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

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

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

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

..... 13 •••• *Operational Safety* ..

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

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

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

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

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

..... .. 15 *Maintenance Safety* ...

.....
.....

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

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

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

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

.....
... 17 Printer Symbols ..
.....

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

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

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

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

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

.... 18 Environmental, Health, and Safety Contact Information

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

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

.....

.... 19 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 Xerox® printer. WorkCentre 7220/7225 Multifunction Printer User Guide 11 Safety Notices and Safety Please read the following instructions carefully before operating your printer. Refer to these instructions to ensure the continued safe operation of your printer. Your Xerox® printer and supplies are designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox® materials only. Note: Unauthorized alterations, which can include the addition of new functions or connection of external devices, can affect the product certification. Please contact your Xerox representative for more information. General Guidelines WARNINGS: • Do not push objects into slots or openings on the printer. Touching 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 instructed to do so. Turn off the printer 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 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. • The printer emits smoke, or the surface is unusually hot. • The printer emits unusual noise or odors. • The printer causes a circuit breaker, fuse, or other safety device to activate. 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. 12 WorkCentre 7220/7225 Multifunction Printer User Guide Safety Electrical Safety Please read the following instructions carefully before operating your printer. Refer to these instructions to ensure the continued safe operation of your printer. Your Xerox® printer and supplies are designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox® materials only. Note: Unauthorized alterations, which can include the addition of new functions or connection of external devices, can affect the product certification. Please contact your Xerox representative for more information. Power Cord ••Use the power cord supplied with your printer. Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. If you do not know if an outlet is grounded, ask an electrician to check the outlet. Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal. WARNING: Avoid the potential of electrical shock by ensuring that the printer is grounded properly. Electrical products can be hazardous if misused. ••••••Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary. Do not place the printer in an area where people can step on the power cord. Do not place objects on the power cord. Replace the power cord if it becomes frayed or worn.

Do not unplug or plug the power cord while the printer is turned on. To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord. The electrical outlet must be near the printer and must be easily accessible. •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. For details, see Turning the Printer On and Off on page 41. WorkCentre 7220/7225 Multifunction Printer User Guide 13 Safety Emergency Turn Off If any of the following conditions occur, turn off the printer immediately and disconnect the power cord from the electrical outlet. Contact an authorized Xerox service representative to correct the problem if: •The equipment 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.

•Liquid is spilled into the printer. •The printer is exposed to water. •Any part of the printer is damaged. Telephone Line Cord WARNING: 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 product performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product.



[You're reading an excerpt. Click here to read official XEROX
WORKCENTRE 7220 7225 user guide
http://yourpdfguides.com/dref/5128669](http://yourpdfguides.com/dref/5128669)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....
... 26 Control Panel ..

.....
.....

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

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

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

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

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

..... 27 Integrated Office Finisher ..

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

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

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

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

.....
.....

... 28 Office Finisher LX ..

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

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

.....
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 28 Wireless Network Adapter

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

29 22 WorkCentre 7220/7225 Multifunction Printer User Guide Features Left Front View 1. 2. 3. 4. 5.

6. Tray 5 with Extension Tray Stylus Holder Stylus Document Cover Document Glass Control Panel 7. Center Output Tray 8. Output Tray 9. Secondary Power Switch 10. Front Door 11. Trays 1-4 12. Locking Casters WorkCentre 7220/7225 Multifunction Printer User Guide 23 Features Right Rear View 1. 2. 3.

4. 5. 6. 7. Reset Button USB Port, Type B USB Ports, Type A Controller LED Ethernet Connection Data Port, Service Feature Card Slot 8. Foreign Device Interface (optional) 9. Door E 10. Door A 11. Door D 12. Door B 13.

Door C 14. Leveler Foot 24 WorkCentre 7220/7225 Multifunction Printer User Guide Features Telephone and Fax Connection 1. Line 1 2. Line 2 WorkCentre 7220/7225 Multifunction Printer User Guide 25 Features Internal Components 1. 2.

3. 4. 5. Second Bias Transfer Roller Fuser Toner Cartridges Transfer Belt Main Power Switch 6. 7.

8. 9. 10. Drum Cartridges Laser Window Cleaning Wand Drum Cartridge Cover Drum Cartridge Cover Release Lever Waste Container Document Feeder 1. 2. 3. 4. 5. 26 Confirmation Indicator Top Cover Inner Cover Release Lever Inner Cover Document Guides WorkCentre 7220/7225 Multifunction Printer User Guide 6.



[You're reading an excerpt. Click here to read official XEROX](#)

[WORKCENTRE 7220 7225 user guide](#)

<http://yourpdfguides.com/dref/5128669>

8. 9. Document Feeder Tray Document Output Tray CVT Glass Document Glass Features Control Panel The control panel consists of the touch screen, USB port, and buttons you press to control the functions available on the printer. The control panel: • Displays the current operating status of the printer. • Provides access to copy, print, scan, and fax features. • Provides access to information pages. • Prompts you to load paper, replace supplies, and clear jams. • Displays errors and warnings. • Connects to a USB Flash drive for scan and print access. 1.

2. 3. 4. 5. 6.
7. 8. 9. 10. 11.

12. 13. 14. 15. 16. 17. Services Home provides access to printer features, such as copy, scan, and fax, on the touch screen. Touch Screen displays information, and provides access to printer functions. Log In/Out provides access to password-protected features. Help displays information about the current selection on the touch screen.

Language changes the touch screen language and keyboard settings. Energy Saver enters and exits the low-power mode. Interrupt Print pauses the current job to run a more urgent print, copy, or fax job. Clear All clears previous and changed settings for the current selection. Press twice to reset all features to their default settings, and clear existing scans. Stop temporarily stops the current job. Follow the onscreen instructions to cancel or resume your job. Start starts the selected copy, scan, fax, or Print From job, such as Print from USB. C (clear) deletes numeric values or the last digit entered using the alphanumeric keys. Dial Pause inserts a pause in a telephone number when transmitting a fax.

Alphanumeric keypad enters alphanumeric information. Services returns to the active service from the Job Status or Machine Status screens, or to a preset service. Job Status displays lists of the active or completed jobs on the touch screen. Machine Status displays the status of the printer on the touch screen. USB Port provides USB Flash drive connection for storage use in Scan to USB and Print from USB functions.

WorkCentre 7220/7225 Multifunction Printer User Guide 27 Features Integrated Office Finisher 1. 2. 3. Staple Cartridge Finisher Front Door Finisher Top Cover 4. 5.

Center Tray Integrated Office Finisher 28 WorkCentre 7220/7225 Multifunction Printer User Guide Features Office Finisher LX 1. 2. 3. 4. 5. 6. 7. Front Transport Cover Hole Punch Waste Container (optional) Hole Punch Unit (optional) Center Tray Right Tray Attachment Booklet Maker (optional) Booklet Maker Side Cover (optional) 8. 9. 10.

11. 12. 13. 14. Booklet Maker Staple Cartridge (optional) Finisher Top Cover Right Tray Creaser Unit (optional) Staple Cartridge Finisher Front Cover Office Finisher LX WorkCentre 7220/7225 Multifunction Printer User Guide 29 Features Wireless Network Adapter The wireless network adapter is a USB device that transfers data between the printer and a wireless local area network (LAN). The wireless network adapter supports common wireless security protocols, such as WEP, WPA, WPA2, and 802.1X standard port-based network access control. The wireless network adapter allows multiple users on a wireless LAN to print to and scan from Xerox® printers. The wireless network adapter also supports printers that include network scan and fax features. 30 WorkCentre 7220/7225 Multifunction Printer User Guide Features Information Pages Your printer has a printable set of information pages stored on its internal hard drive.

Information pages include configuration and font information, demonstration pages, and more. 1. At the printer control panel, press the Machine Status button. 2. On the Machine Information tab, touch Information Pages, then touch the desired information page.

3. Touch Print. Note: Information pages can also be printed from CentreWare Internet Services. Printing the Configuration Report 1. 2.

3. At the printer control panel, press the Machine Status button. On the Machine Information tab, touch Information Pages > Configuration Report > Print. Touch Close after the report prints. WorkCentre 7220/7225 Multifunction Printer User Guide 31 Features Administration Features This section includes: • Accessing the Printer.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 32 • CentreWare Internet Services

.....

.....

.....
.....

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

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

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

..... 34 ••• *Finding the IP Address of the Printer ..*

.....
.....

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

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

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

..... 35 *Automatic Data Collection ...*

.....
.....

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

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

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

.....
.....

..... 35 *Billing and Usage Information*

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

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

..... 35 For details, see the System Administrator Guide at www.xerox.com/office/WC7220_WC7225docs.

Accessing the Printer To ensure that unauthorized users cannot access the printer, the system administrator can configure authentication and authorization. If the administrator configures authentication and authorization, you can be required to log in to access some or all of the features of the printer. If the administrator configures accounting, you must type an accounting code to access tracked features. Authentication is the process of confirming your identity. When the system administrator enables authentication, the printer compares the information that you provide to another source of information, such as an LDAP directory.

The information can be a user name and password, or the information stored on a magnetic or proximity ID card. If the information is valid, you are considered an authenticated user. The system administrator can set permissions so that authentication is required when accessing features at the control panel, in CentreWare Internet Services, or in the print driver. If the administrator configures local or network authentication, you identify yourself by typing your user name and password at the control panel or in CentreWare Internet Services. If the administrator configures card reader authentication, you identify yourself by swiping a magnetic or proximity card at the control panel and typing a passcode.

Note: The system administrator can allow you to type your user name and password when Smart Card authentication is the primary authentication method. If the administrator configures an alternative authentication method, and you misplace your card, you can still access the printer. 32 WorkCentre 7220/7225 Multifunction Printer User Guide Features Authorization Authorization is the function of specifying the features that you are allowed to access, and the process of approving or disapproving your access. The system administrator can configure the printer to allow you to access the printer, but restrict your access to certain features, tools, and services. For example, the printer can allow you access to copying but restrict your access to color printing. The system administrator can also control your access to features at specific times during the day. For example, the system administrator can restrict a group of users from printing during peak business hours. If you attempt to print using a restricted method or during a restricted time, the job does not print. Instead, the printer prints an error page and the job appears with an error message in the Job Status lists. Where the system administrator stores the authorization information determines the authorization type.



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 7220 7225 user guide](http://yourpdfguides.com/dref/5128669)
<http://yourpdfguides.com/dref/5128669>

• Local authorization stores the login information on the printer in the user Information Database. • Network authorization stores the login information in an external database, such as an LDAP directory. The system administrator sets authorization permissions. To set or edit user permissions for access to printer features, you must log in as the administrator. Accounting Accounting monitors the print, copy, scan, and fax impressions produced and who produces them. The system administrator must create user accounts and enable the accounting feature. When accounting is enabled, you must log in to the printer before accessing services. You must also provide your account details in the print driver before printing documents from a computer. The system administrator can set limits to restrict the total number of jobs by type that a user can produce. The administrator can also generate reports listing usage data for individual users and groups.

For details, see the System Administrator Guide at www.xerox.com/office/WC7220_WC7225docs. Logging In Logging in is the process by which you identify yourself to the printer for authentication. When authentication is set, you must log in to gain access to the printer features.

WorkCentre 7220/7225 Multifunction Printer User Guide 33 Features Logging In at the Control Panel 1. 2. At the control panel, either press Log In/Out or touch Guest. If an administrator has configured more than one authentication server, select your domain, realm, or tree. a.

Touch Domain, Realm, or Tree. b. From the list, touch your domain, realm, or tree. c. Touch Save. Type your user name, then touch Next. Type your password, then touch Done. At your computer, open a Web browser, type the IP address of the printer in the address field, then press Enter or Return. Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 35. 2.

3. 4. 5. At the top of the page, next to the lock and key icon, click Login. Type the User ID in the space provided. Type the password in the space provided. Click Login. 3. 4. 1.

Logging In to CentreWare Internet Services Administrator Password The administrator password is required when accessing locked settings in CentreWare Internet Services or at the control panel. Most printer models have a default configuration that restricts access to some settings. Access is restricted for settings on the Properties tab in CentreWare Internet Services, and settings on the Tools tab on the control panel touch screen. Logging In as the System Administrator at the Control Panel 1. 2.

3. At the control panel, press Log In/Out. Type admin, then touch Next. Type your password, then touch Done. Note: The system administrator user name is admin and the default password is 1111.

CentreWare Internet Services CentreWare Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser. CentreWare Internet Services requires: • A TCP/IP connection between the printer and the network in Windows, Macintosh, UNIX, or Linux environments. • TCP/IP and HTTP enabled in the printer. • A network-connected computer with a Web browser that supports JavaScript. 34 WorkCentre 7220/7225 Multifunction Printer User Guide Features For details, see the Help in CentreWare Internet Services or the System Administrator Guide. Accessing CentreWare Internet Services At your computer, open a Web browser, type the IP address of the printer in the address field, then press Enter or Return. Finding the IP Address of the Printer You can view the IP address of your printer on the control panel or on the Configuration Report. On the Configuration Report, IP address information is located in the Connectivity Protocols section. To view the IP address of the printer on the control panel: 1.

At the printer control panel, press the Machine Status button. 2. Touch the Machine Information tab. • If the system administrator has set the Display Network Settings to show the IP address, it appears in the center panel. • If the IP address is not displayed, print the Configuration Report or contact your system administrator. To print a Configuration Report: 1. At the printer control panel, press the Machine Status button. 2. On the Machine Information tab, touch Information Pages > Configuration Report > Print. 3.

Touch Close after the report prints. Automatic Data Collection This printer automatically collects data and transmits it to a secure offsite location. Xerox or a designated servicer uses this data to support and service the printer, or for billing, supplies replenishment, or product improvement. Automatically transmitted data can include product registration, meter read, supply level, printer configuration and settings, software version, and problem or fault code data. Xerox cannot read, view, or download the content of your documents residing on or passing through your printer or any of your information management systems.

To turn off automatic data collection: On the Welcome page in CentreWare Internet Services, click the link in the note regarding automated services. Billing and Usage Information Billing and printer usage information appears on the Billing Information screen. The impression counts shown are used for billing. For details, see Billing and Usage Information on page 186. WorkCentre 7220/7225 Multifunction Printer User Guide 35 Features More Information You can obtain more information about your printer from these sources: Resource Installation Guide Other documentation for your printer Recommended Media List Technical support information for your printer; including online technical support, Online Support Assistant, and driver downloads.

Information about menus or error messages Information Pages CentreWare Internet Services documentation Order supplies for your printer A resource for tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs. Local sales and support center Printer registration Xerox Direct online store ® Location Packaged with the printer. www.xerox.com/office/WC7220_WC7225docs United States: www.xerox.com/paper European Union: www.xerox.com/europaper www.xerox.com

www.xerox.com/office/WC7220_WC7225support Press the control panel Help (?) button. Print from the control panel, or from CentreWare Internet Services, click Status > Information Pages. In CentreWare Internet Services, click Help. www.xerox.com/office/WC7220_WC7225supplies www.xerox.com/office/businessresourcecenter www.xerox.com/office/worldcontacts www.xerox.com/office/register www.direct.xerox.com/ Welcome Center If you need assistance during or after printer installation, visit the Xerox® website for online solutions and support at www.xerox.com/office/worldcontacts. If you require further assistance, contact the Xerox® Welcome Center for the United States and Canada at 1-800-835-6100.



[You're reading an excerpt. Click here to read official XEROX](http://yourpdfguides.com/dref/5128669)

[WORKCENTRE 7220 7225 user guide](http://yourpdfguides.com/dref/5128669)

<http://yourpdfguides.com/dref/5128669>

If a local Xerox representative telephone number was provided during printer installation, record the telephone number in the following space.
_____ 36 WorkCentre 7220/7225 Multifunction Printer User Guide Features If you need additional help using your printer: 1.

Refer to this user guide. 2. Contact the system administrator. 3. Visit the Xerox® website at www.xerox.com/office/WC7220_WC7225support. To assist you, the Welcome Center needs the following information: •The nature of the problem. •The serial number of the printer. •The fault code.

•The name and location of your company. Locating the Serial Number To contact Xerox for assistance, you need the printer serial number. The serial number is behind door A, toward the rear of the printer on a metal plate. To view the serial number at the printer control panel, press the Machine Status button, then touch the Machine Information tab. WorkCentre 7220/7225 Multifunction Printer User Guide 37 Installation and Setup 3 This chapter includes: • Installation and Setup Overview

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 40 • Modifying General Settings ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 44 • Installing the Software .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

..... 46 See also: Installation Guide packaged with your printer. System Administrator Guide at www.xerox.com/office/WC7220_WC7225docs. WorkCentre 7220/7225 Multifunction Printer User Guide 39 Installation and Setup Installation and Setup Overview Before printing, your computer and the printer must be plugged in, turned on, and connected.

Configure the initial settings of the printer, then install the driver software and utilities on your computer. You can connect to your printer directly from your computer using USB, or connect over a network using an Ethernet cable or wireless connection. Hardware and cabling requirements vary for the different connection methods. Routers, network hubs, network switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately. Xerox recommends an Ethernet connection because it is typically faster than a USB connection, and it provides access to CentreWare Internet Services. It also provides access to email, workflow scanning, and server fax services. For details on configuring the printer settings, see the System Administrator Guide at www.xerox.com/office/WC7220_WC7225docs. Physically Connecting the Printer to the Network Use a Category 5 or better Ethernet cable to connect the printer to the network.

An Ethernet network is used for one or more computers and supports many printers and systems simultaneously. An Ethernet connection provides direct access to printer settings using CentreWare Internet Services. To connect the printer: 1. Connect the power cord to the printer, and plug the cord into an electrical outlet. 2.

Connect one end of a Category 5 or better Ethernet cable to the Ethernet port on the printer. Connect the other end of the Ethernet cable to a correctly configured network port on a hub or router. 3. Turn on the printer. Note: For details on configuring wireless network settings, see the System Administrator Guide at www.xerox.com/office/WC7220_WC7225docs.

Connecting to a Telephone Line 1. 2. 3. 4. Ensure that the printer is turned off. Connect a standard RJ11 cable, No. 26 American Wire Gauge (AWG) or larger, to the Line port on the back of the printer. Connect the other end of the RJ11 cable to an operating telephone line.

Enable and configure the Fax functions. For details, see Selecting Fax Options on page 148, Selecting Server Fax Options on page 157, or Selecting Internet Fax Options on page 162. 40 WorkCentre 7220/7225 Multifunction Printer User Guide Installation and Setup Turning the Printer On and Off This printer has two power switches. The main power switch located behind the front door controls the main power to the printer. The secondary power switch on the top of the printer controls power to the printer electronic components, and initiates a software-controlled shutdown when turned off. Using the secondary power switch to turn on and off the printer is the preferred method. To operate the printer, turn on both switches. First turn on the main power switch, then turn on the secondary power switch. CAUTIONS: • To prevent a printer malfunction or damage to the internal hard drive, turn off the secondary power switch first.

Wait 10 seconds after the touch screen goes dark, then turn off the main power switch.

Do not plug or unplug the power cord while the power switch is in the On position. • To turn on the printer: 1. Open the front door. 2. Turn on the main power switch.

3. Close the front door. WorkCentre 7220/7225 Multifunction Printer User Guide 41 Installation and Setup 4. Turn on the secondary power switch. Note: When the optional Office Finisher LX is installed, the secondary power switch is behind a clear plastic door.

Secondary Power Switch Secondary Power Switch with Office Finisher LX To connect a cable or move the printer, turn off both power switches. To turn off the printer: 1. Ensure that there are no jobs in the queue. 2. Turn off the secondary power switch, then wait 10 seconds after the touch screen goes dark before proceeding. Note: When the optional Office Finisher LX is installed, the secondary power switch is behind a clear plastic door. 3. 4. 5. Open the front door.

Turn off the main power switch. Close the front door. Initial Printer Setup Make sure that the printer is set up before installing the printer software. Setup includes enabling the optional features and assigning an IP address for the Ethernet network connection. If the printer has not been previously turned on and configured, see the System Administrator Guide at www.xerox.com/office/WC7220_WC7225docs. USB Cover To prevent users from accessing the USB port on the front of the printer, install the USB cover. While the cover prevents physical access to the USB port, the port is still active. For details on enabling or disabling USB ports, see the System Administrator Guide at www.xerox.com/office/WC7220_WC7225docs.

42 WorkCentre 7220/7225 Multifunction Printer User Guide Installation and Setup You can find the USB cover and installation instructions in the compartment inside of tray 1. Optimizing Printer Performance Several factors influence printer performance, including temperature, humidity, air pressure, and the chemical characteristics of the paper and coatings. The printer must form an electrostatic image on the paper, which depends on the ability of the air to hold and transfer electrical charges.

The paper and coatings must hold an electrical charge in the areas where the toner must adhere. To optimize the performance of your printer: 1. At the printer control panel, press the Machine Status button, then touch the Tools tab. 2. Touch Troubleshooting > Calibration > Print Calibration > Next.

3. Follow the onscreen instructions to run the Print Calibration procedure. WorkCentre 7220/7225 Multifunction Printer User Guide 43 Installation and Setup Modifying General Settings You can modify printer settings such as the language, date and time, units of measurement, display brightness, and startup page from the control panel.



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 7220 7225 user guide](http://yourpdfguides.com/dref/5128669)
<http://yourpdfguides.com/dref/5128669>

1. At the printer control panel, press the Machine Status button, then touch the Tools tab. 2. Touch Device Settings > General, then touch the setting you want to change: • Energy Saver specifies when the printer goes into energy-saving mode. • Date and Time allows you to set the time zone, date, time, and display format. • Language/Keyboard Selection allows you to set the language and keyboard layout. • Custom Keyboard Button allows you to assign text to the custom key on the virtual keyboard.

Note: This is a partial list. If a feature does not appear, contact the system administrator or log in as a system administrator. For details, see Logging In as the System Administrator at the Control Panel on page 34. 3. Touch Save. Setting Energy Saver Mode You can set the time the printer spends idle in ready mode before the printer transitions to a lower power level. To configure Energy Saver settings: 1. At the printer control panel, press the Machine Status button, then touch the Tools tab. 2. Touch Device Settings > General > Energy Saver.

Note: If this feature does not appear, log in as a system administrator. For details, see Logging In as the System Administrator at the Control Panel on page 34. 3. 4. 5.

Under From Standby Mode to Energy Saver Mode, to set the time in minutes, touch the arrow buttons. Standby Mode uses more energy, but wakes faster than Energy Saver Mode. Under From Energy Saver Mode to Sleep Mode, to set the time in minutes, touch the arrow buttons. Energy Saver Mode uses more energy, but wakes faster than Sleep Mode. Touch Save.

44 WorkCentre 7220/7225 Multifunction Printer User Guide Installation and Setup Setting the Date and Time at the Control Panel 1. 2. At the printer control panel, press the Machine Status button, then touch the Tools tab. Touch Device Settings > General > Date and Time. Note: If this feature does not appear, log in as a system administrator. For details, see Logging In as the System Administrator at the Control Panel on page 34. 3. 4. 5. To set the time zone, touch Time Zone, then touch the arrows to adjust the time zone.

To set the date, touch Date, select a format, then set the date. To use 24 hour format, select Display 24 hour clock. To set the time, touch Time, then set the time. Note: The date and time are set automatically through Network Time Protocol (NTP). To modify these settings, go to the Properties tab in CentreWare Internet Services and change the Date and Time Setup to Manual (NTP Disabled). 6. Touch Save. WorkCentre 7220/7225 Multifunction Printer User Guide 45 Installation and Setup Installing the Software This section includes: • Operating System Requirements ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.... 46 • Installing Drivers and Utilities for Windows .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

46 • • • Installing Drivers and Utilities for Macintosh OS X Version 10.5 and Later

.....

.....

.....

enter the IP address of the printer.

If the installer prompts you to restart your computer, click Restart to complete the installation of the drivers. 12. To complete the installation, click Finish. *WorkCentre 7220/7225 Multifunction Printer User Guide 47 Installation and Setup Installing Drivers and Utilities for Macintosh OS X Version 10.5 and Later* To access all the features of your printer, install the Xerox® print driver and the Xerox® scan driver. To install the print and scan driver software: 1. Insert the Software and Documentation disc into the appropriate drive on your computer. 2. Open the Mac folder, then open the Mac OS 10.5+Universal PS folder.

3. Open Xerox® Print Drivers 2.xx.x.dmg/

pkg as needed for your printer. 4. To run Xerox® Print Drivers 2.xx.x.

dmg/.pkg, double-click the appropriate file name. 5. When prompted, click Continue. 6. To accept the license agreement, click I Agree. 7. To accept the current installation location, click Install, or select another location for the installation files, then click Install. 8. Enter your password, then click OK.

9. From the list of discovered printers, select your printer, then click Next. If your printer does not appear in the list of discovered printers: a. Click the Network Printer Icon. b. Type the IP address of your printer, then click Continue. c. Select your printer in the list of discovered printers, then click Continue.

10. To accept the print queue message, click OK.

11. Select or clear the Set Printer as Default and Print a Test Page check boxes.



[You're reading an excerpt. Click here to read official XEROX](#)

[WORKCENTRE 7220 7225 user guide](#)

<http://yourpdfguides.com/dref/5128669>

12. Click Continue, then click Close. Note: The printer is automatically added to the printer queue in Macintosh OS X version 10.5 and later. To verify the installation of printer options with the print driver: 1. From the Apple menu, click System Preferences > Print. 2. Select the printer in the list, then click Options and Supplies.

3. Click Driver, then confirm that your printer is selected. 4. Confirm that all of the options installed on the printer appear correct. 5. If you change settings, click Apply Changes, close the window, and quit System Preferences. 48 WorkCentre 7220/7225 Multifunction Printer User Guide Installation and Setup Installing Drivers and Utilities for UNIX and Linux Xerox® Services for UNIX Systems is a two part installation process. It requires the installation of a Xerox® Services for UNIX Systems code package and a printer support package. The Xerox® Services for UNIX Systems code package must be installed before installing the printer support package. Note: You must have root or superuser privileges to perform the UNIX print driver installation on your computer.

1. At the printer, do the following: a. Verify that both the TCP/IP protocol and the proper connector are enabled. b. On the printer control panel, do one of the following for the IP address: • Allow the printer to set up a DHCP address. • Enter the IP address manually. c. Print the Configuration Report and keep it for reference. For details, see Configuration Report on page 31. At your computer, do the following: a.

Go to www.xerox.com/office/WC7220_WC7225drivers and select your printer model. b. From the Operating System menu, select UNIX, then click Go.

c. Select the Xerox® Services for UNIX Systems package for the correct operating system. This package is the core package and must be installed before the printer support package. d. To begin downloading, click the Start button.

e. Repeat steps a and b, then click the printer package for use with the Xerox® Services for UNIX Systems package that you selected earlier. The second part of the driver package is ready for download. f. To begin downloading, click the Start button. g. In the notes below the driver package that you selected, click the link for the Installation Guide, then follow the installation instructions. Notes: • To load Linux print drivers, perform the preceding procedures but select Linux as the operating system. Select Xerox® Services for Linux Systems driver or the Linux CUPS Printing Package. You can also use the CUPS driver included in the Linux package.

Supported Linux drivers are available at www.xerox.com/office/WC7220_WC7225drivers. For details about UNIX and Linux drivers, see the System Administrator Guide at www.xerox.com/office/WC7220_WC7225docs. 2. • • WorkCentre 7220/7225 Multifunction Printer User Guide 49 Installation and Setup Other Drivers The following drivers are available for download at www.xerox.com/office/WC7220_WC7225drivers.

• The Xerox® Global Print Driver works with any printer on your network, including those printers made by other manufacturers. It configures itself for your individual printer upon installation. • The Xerox® Mobile Express Driver works with any printer available to your computer that supports standard PostScript. It 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 saves your settings.

50 WorkCentre 7220/7225 Multifunction Printer User Guide Paper and Media 4 This chapter includes: • Supported Paper

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.... 52 • Loading Paper

.....

.....

.....

.....

.....

.....

.....

.....

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

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

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

..... 56 • *Printing on Special Paper ...*

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

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

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

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

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

..... 63 *WorkCentre 7220/7225 Multifunction Printer User Guide 51 Paper and Media Supported Paper This section includes:* • *Recommended Media .*

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

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

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

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

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

..... 52 • *Ordering Paper ...*

.....
.....

• Avoid food or drinks in the area where paper is stored or handled.

• Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain. • Some special media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it.

Keep unused media in the bag and reseal it for protection. WorkCentre 7220/7225 Multifunction Printer User Guide 53 Paper and Media Supported Paper Types and Weights for 1-Sided Printing Trays Trays 1–5 Types and Weights Plain, Bond, Hole Punched, Letterhead, Pre-Printed, Recycled, Plain Reloaded, and Custom (60–105 g/m²) Lightweight Cardstock, and Lightweight Cardstock Reloaded (106–169 g/m²) Cardstock, and Cardstock Reloaded (170–216 g/m²) Lightweight Glossy Cardstock, and Lightweight Glossy Card Reloaded (106–169 g/m²) Glossy Cardstock, and Glossy Cardstock Reloaded (170–216 g/m²) Standard Labels (106–169 g/m²) Heavyweight Labels (170–216 g/m²) Envelope (75–90 g/m²) (Tray 1, only with Envelope Tray installed in the slot) Heavyweight Cardstock, and Heavyweight Cardstock Reloaded (217–256 g/m²) Heavyweight Glossy Cardstock, and Heavyweight Glossy Card Reloaded (217–256 g/m²) Extra Heavyweight Labels (217–256 g/m²) Trays 1–4 Tray 5 Envelope (75–90 g/m²) Transparency Supported Standard Paper Sizes Tray Number All trays European Standard Sizes A3 (297 x 420 mm, 11.7 x 16.5 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) A5 (148 x 210 mm, 5.8 x 8.3 in.

) B5 (176 x 250 mm, 6.9 x 9.8 in.) JIS B4 (257 x 364 mm, 10.1 x 14.3 in.) JIS B5 (182 x 257 mm, 7.2 x 10.1 in.) A6 (105 x 148 mm, 4.1 x 5.8 in.) B6 (125 x 176 mm, 4.9 x 6.9 in.

) JIS B6 (128 x 182 mm, 5.0 x 7.2 in.) C4 envelope (324 x 229 mm, 12.8 x 9 in.

) C5 envelope (162 x 229 mm, 6.4 x 9 in.) DL envelope (110 x 220 mm, 4.33 x 8.66 in.) North American Standard Sizes Statement (140 x 216 mm, 5.5 x 8.5 in.) Executive (184 x 267 mm, 7.25 x 10.

5 in.) Letter (216 x 279 mm, 8.5 x 11 in.) 216 x 330 mm, 8.5 x 13 in. Legal (216 x 356 mm, 8.5 x 14 in.) Tabloid (279 x 432 mm, 11 x 17 in.) 127 x 178 mm, 5 x 7 in. Postcard (101.

6 x 152.4 mm, 4 x 6 in.) 152 x 228 mm, 6 x 9 in. envelope 228 x 305 mm, 9 x 12 in. envelope Monarch envelope (98 x 190 mm, 3.9 x 7.5 in.) No. 10 envelope (241 x 105 mm, 4.1 x 9.

5 in.) Tray 5 only 54 WorkCentre 7220/7225 Multifunction Printer User Guide Paper and Media Supported Paper Sizes and Weights for Automatic 2-Sided Printing Minimum Size Weight 128 x 140 mm (5 x 5.5 in.) 75 g/m² Maximum 297 x 432 mm (11.7 x 17 in.) 169 g/m² Supported Custom Paper Sizes Tray Number Trays 1–4 Tray 5 Envelope Tray Paper Sizes, Minimum–Maximum Width: 140–297 mm (5.5–11.7 in.) Length: 182–432 mm (7.2–17 in.

) Width: 89–297 mm (3.5–11.7 in.) Length: 98–432 mm (3.9–17 in.) Width: 148–241 mm (5.8–9.5 in.) Length: 98–162 mm (3.9–6.

4 in.) WorkCentre 7220/7225 Multifunction Printer User Guide 55 Paper and Media Loading Paper This section includes: • Loading Paper in Trays 1–4....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 56 • Loading Paper in Tray 5.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Paper and Media • Load transparencies face down with the long edge, or stripe, leading into the printer. • For short-edge feed, insert letterhead and pre-printed paper face up with the top edge leading into the printer.



[You're reading an excerpt. Click here to read official XEROX
WORKCENTRE 7220 7225 user guide
http://yourpdfguides.com/dref/5128669](http://yourpdfguides.com/dref/5128669)