



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 7232. You'll find the answers to all your questions on the XEROX WORKCENTRE 7232 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 7232**  
**User guide XEROX WORKCENTRE 7232**  
**Operating instructions XEROX WORKCENTRE 7232**  
**Instructions for use XEROX WORKCENTRE 7232**  
**Instruction manual XEROX WORKCENTRE 7232**

**XEROX.**

System Administrator Guide

## **WorkCentre** *7232/7242*



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 7232 user guide](http://yourpdfguides.com/dref/3684935)  
<http://yourpdfguides.com/dref/3684935>

**Manual abstract:**

Copyright © XEROX CORPORATION 2008. All Rights Reserved. Changes are periodically made to this document. Changes, technical inaccuracies, and typographical errors will be corrected in subsequent editions. Table of Contents 1 Before Using the Machine .....

.....

.....

.....

.....

.....

.....

.....

.....

...1 Xerox Welcome Center ..

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....1 Serial Number.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....1 Languages Displayed on the Touch Screen .....

.....

.....

.....

.....

.....2 Conventions .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..2.2 Product Overview...

.....

.....

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

*.....7 Machine Components .....*

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

*...7 Services and Features .....*

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

*.....10 Power On/Off..*

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

*.....11 Powering On ..*

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

*....11 Powering Off .....*

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

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

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

*12 Cabling .....*

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

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

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

*.....12 Interface Ports .*

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

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

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

*..12 Modes.....*

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

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

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

*...13 All Services ..*

.....  
.....

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

.....

.....

.....

.....

.....

.....

*.13 Features....*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*....13 Job Status.*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*....13 Machine Status .*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*.....20 System Controls ....*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*.26 Settings in the Key Operator Mode .....*

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

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

*.....28 Printing a Configuration Report ...*

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

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

*....29 Changing the Settings .....*

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

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

*.....29 Ethernet Port.....*

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

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

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

*.30 Resident Fonts .....*

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

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

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

*.....31 PCL Resident Fonts..*

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

.....  
.....

.....  
.....

*...31 Symbol Set ..*

.....  
.....

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

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

*..32 3 TCP/IP Environment....*

.....  
.....

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

.....  
.....

*.....35 Quick Network Setup (DHCP) ..*

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

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

*..35 Prerequisites for Quick Network Setup Using TCP/IP .....*

.....  
.....

*.....35 Configuring an IP Address via DHCP .....*

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

*...35 Quick Network Setup (Static IP)..*

.....  
.....

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

*.....36 Prerequisites for Manual Setup of Network Using Static IP Address 36 Xerox WorkCentre 7232/7242 System Administrator Guide i Procedure for Manual Setup of Network Using Static IP Address.*

*....36 4 CentreWare Internet Services .*

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

*39 Information Checklist.....*

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

*.....39 CentreWare Internet Services Environments..*

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

*....39 CentreWare Internet Services Installation.*

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

*....40 Installation Procedure.....*

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

*..40 Network Communication Setup ...*

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

*....41 Test Access .*

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



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

.....  
*.43 Selecting Transport Protocols ....*

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

.....  
*43 Using CWIS to Configure Settings on the Machine .....*

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

*.45 Ethernet ....*

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

.....  
*....45 USB .*

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

.....  
*.....46 EtherTalk ..*

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

.....  
.....46 NetWare .

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

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

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

.47 TCP/IP .....

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

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

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

.....49 SNMP Configuration....

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

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

.....  
.....

51 SSDP.....

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

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

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

.....53 Microsoft Networking ...

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

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

*54 LPD.....*

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

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

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

*55 Port 9100 .....*

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

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

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

*56 SMTP Server .....*

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

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

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

*57 LDAP ....*

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

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

.....

.....  
.....  
...59 POP3 Setup.....

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

.....  
.....  
.....  
61 HTTP .....

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

.....  
.....  
.....  
.....62 Proxy Server...

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

.....  
.....  
.....  
.....63 IPP.....

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

.....  
.....  
.....  
.....64 UPnP Discovery .....

.....  
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....65 WebDAV.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....65 Bonjour ....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

66 WSD .....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....66 Machine Software Upgrades..

.....

.....

.....

.....

.....

.....

.....

.....  
...68 5 NetWare.

.....  
.....

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

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

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

.69 Information Checklist.....

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

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

.....69 NetWare Environments .

.....  
.....

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

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

..70 NetWare Installation.....

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

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

..71 Installation Procedure...

.....  
.....

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

.....  
.....

.....  
...71 Network Communication Setup .....

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

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

.71 ii Xerox WorkCentre 7232/7242 System Administrator Guide NetWare IPX Printing Setup .....

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

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

...73 Workstation Setup .....

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

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

.....  
73 Test Print .....

.....  
.....

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

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

.....  
.73 6 UNIX TCP/IP .....

.....  
.....

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

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

.....  
.75 Information Checklist.....

.....  
.....

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

.....  
.....  
.....  
.....75 UNIX TCP/IP Environments .

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

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

.....76 UNIX TCP/IP Installation ....

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

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

.....  
.....

...76 Installation Procedure ..

.....

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

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

76 Network Communication Setup .....

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

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

.....77 Workstation Setup ...

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

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

.....



....78 Test Print .

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

84 Printing .....

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

....84 Solaris/HP-UX.....

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

...84 SunOS ..

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

...86 Printer Status.....

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



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

*...95 Information Checklist.....*

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

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

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

*.95 EtherTalk Environments .....*

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

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

*....96 EtherTalk Installation.....*

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

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

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

*..96 Installation Procedure .....*

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

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

*....96 Network Communication Setup .....*

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

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

*.96 Workstation Setup .....*

.....

.....  
.....

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

.....  
.....

*...97 Test Print ..*

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

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

.....  
.....

*...97 8 Microsoft Networking.*

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

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

*...99 Information Checklist.....*

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

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

.....  
.....

*..99 SMB Environments.....*

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

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

*.100 SMB Installation ....*

.....  
.....

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

*....101 Installation Procedure .....*

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

*....101 Network Communication Setup .*

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

*.....101 Workstation Setup .*

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

*....103 Test Print .....*

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

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

.....  
.....

.....105 Information Checklist.

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

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

105 TCP/IP (LPD or Port9100) Environments .....

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

.....106 TCP/IP (LPD or Port9100) Installation .

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

...106 Installation Procedure..

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

.....106 Network Communication Setup ..

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

...107 IP Filtering (IP Address Restriction) .....

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

.110 10 USB Port ....

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

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

.....  
.....  
*...111 Information Checklist.*

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

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

*111 USB Port Environment .....*

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

.....  
*...112 USB Port Installation ..*

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

.....  
.....

*.....112 Installation Procedure.*

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

*.....112 USB Port Communication Setup .*

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

*..113 Workstation Setup .....*

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

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

*..113 Test Print ...*

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

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

.....  
.....

*.114 11 IPP (Internet Printing Protocol)....*

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

*...115 Information Checklist..*

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

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

*.....115 IPP Environment .*

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

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

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

*.116 IPP Installation .....*

.....  
.....



.....  
.....

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

.....  
.....

*..116 Installation Procedure...*

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

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

*.....116 Networ....*

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

.....  
.....

*..148 Network Communication Setup ...*

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

.....

*..149 Test Internet Fax...*

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

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

*152 15 Server Fax .....*

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

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

.....

*.153 Server Fax Overview.....*

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

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

.....

.....

*..153 Information Checklist ...*

.....

.....

.....

.....

.....

.....

.....

*.....153 Server Fax Environments..*

.....

.....

.....

.....

.....

.....

.....

*.....154 Server Fax Installation...*

.....

.....

.....

.....

.....

.....

.....

.....

.....

*.154 Installation Procedure .....*

.....

.....

.....

.....

.....

.....

.....

*.154 Network Communication Setup .....*

.....

.....

.....

.....

.....  
.....  
.....  
.....154 Xerox WorkCentre 7232/7242 System Administrator Guide v Server Fax Configuration....

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

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

*.156 Test Server Fax transmission.....*

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

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

*.....158 16 Security .*

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

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

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

*....159 Security Features Overview .....*

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

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

*.....159 Network Communication Security .*

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

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

*159 Scan File Security.....*

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

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

.....  
.....  
.....  
*.160 Securing HTTP Communication with Encryption ....*  
.....

.....  
.....  
*....160 Installation Overview .*  
.....

.....  
.....  
.....  
.....  
*160 Configuration of the Machine.....*

.....  
.....  
.....  
.....  
*.....161 Setting E-mail Encryption/Digital Signature .*

.....  
.....  
.....  
.....  
*162 Installation Overview ....*

.....  
.....  
.....  
.....  
*.162 Configuration of the Machine.....*

.....  
.....  
.....  
.....  
*162 Configuration of a Computer .....*

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

.....  
.....  
.....  
*....164 Setting PDF/XPS Signature .*  
.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
*....165 Installation Overview .....*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
*.....165 Configuration of the Machine.....*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
*....165 Remote Authentication Setup (If Required) .....*

.....  
.....  
.....  
.....  
.....  
*166 Configuring Xerox Secure Access (Authentication) .....*

.....  
.....  
*....169 Secure Access and Accounting.*  
.....  
.....  
.....  
.....

.....  
*.....169 Configure Color Copy Access for LDAP Group.*  
.....  
.....  
.....

.....  
*174 Scheduled Image Overwrite.....*  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
*177 17 Problem Solving.....*

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

*.....179 Problem Solving Procedure ....*

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

*.179 SMB ....*

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

*..180 Troubleshooting.....*

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

*.180 Restrictions....*

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

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

.....182 NetWare ...

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

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

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

.....  
..185 UNIX..

.....  
.....

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

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

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

..189 Troubleshooting.....

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

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

.....  
..189 TCP/IP...

.....  
.....

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

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

.....

.....  
.....  
*191 Troubleshooting.....*

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

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

*.....191 Restrictions.*

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

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

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

*.....193 EtherTalk.....*

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

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

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

*.....195 Troubleshooting.*

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

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

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

*.....195 Restrictions..*

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

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



.....  
.....  
.....  
.....  
.....  
.....196 Bonjour.....

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

.196 vi Xerox WorkCentre 7232/7242 System Administrator Guide Restrictions .....

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

.....196 CentreWare Internet Services ...

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

.....198 Troubleshooting .

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

...198 Scanning Services..

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

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

.....199 Troubleshooting ..

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

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

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

.....199 Restrictions ...

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

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

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

...200 E-mail Services .....

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

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

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

..202 Troubleshooting ...

.....  
.....

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

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

.....202 Internet/Intranet Connection....

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

.....  
.....

.....  
.....  
.....  
*.203 Troubleshooting ....*  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*203 Restrictions .....*  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*.....205 18 Appendix ....*

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

*.....207 Configuring Network Authentication (by a remote Accounting server).*

*207 Xerox Standard Accounting.....*

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

*.....208 Overview....*

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

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

.....208 Installation Checklist ....

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

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

.....  
.....

...208 Enable Xerox Standard Accounting (from Internet Services) ..

.....209 Create a Group Account ..

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

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

....209 Create a User Account and Set Usage Limits .....

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

.....209 Maximum Usage Limits and Resetting Individual Usage Limits ...

...210 Using XSA at the machine..

.....  
.....

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

.....  
.....

.210 Resetting Usage Data....

.....

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

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

.....211 Print a Usage Report ....

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

.....

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

.....211 Enable XSA in your Print Drivers...

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

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

211 Backing Up XSA data and settings and Cloning to another device .212 Add or Remove All Services Screen Buttons .....

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

.....  
213 Xerox Extensible Interface Program (XEIP) .....

.....  
.....

.....  
.....

.214 Banner Sheet Printing .....

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

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

.....216 19 Glossary .....

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

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

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

.....219 Terms Defined.

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

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

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

.....

.....219 Xerox WorkCentre 7232/7242 System Administrator Guide vii viii Xerox WorkCentre 7232/7242 System Administrator Guide 1 Before Using the Machine Welcome to the Xerox family of WorkCentre products. @@@@A local representative telephone number may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below. Welcome Center or local representative telephone number: # Xerox US Welcome Center: 1-800-821-2797 Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769) 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 7232/7242 System Administrator Guide 1 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, and then select the required language. NOTE: The language returns to the default language after rebooting the machine.

You can also change the default language. The default language will display whenever the machine is started. To change the default language: 1. Press the [Log In / Out] button to enter System Administration mode. 2.

Type the correct user ID using the numeric keypad on the control panel or the screen keyboard.



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*NOTE: The default System Administration ID is "11111". If the Authentication feature is enabled, you may also be required to enter a passcode. The default passcode is "xadmin". 3. Touch [Enter] 4. Press the [Machine Status] button on the Control Panel. 5. Touch the [Tools] tab. 6.*

*Touch [System Settings]. 7. In the Group column, touch [Common Service Settings]. 8. Touch [Screen / Button Settings]. 9. On the Screen / Button Settings screen, select the required language as [Default Language]. Conventions This section describes the conventions used throughout this System Administration 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 7242/7232 is synonymous with the machine. Key Operator/System Administrator Key Operator is the designated user who sets Machine, Copy, and Fax defaults and maintains the machine. 2 Xerox WorkCentre 7232/7242 System Administrator Guide Conventions System Administrator is the designated user who sets and maintains the network settings on the machine. 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. 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. They are also used when referring to file and folder names on a PC. For example: · Select [System Settings] on the [System Administrator Menu] screen. · Close [config.txt] and then open the [drivers] folder. 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 switch to the <I> position to switch the machine on. · Press the <Log In/Out> button on the control panel. Xerox WorkCentre 7232/7242 System Administrator Guide 3 1 Before Using the Machine Italic Typeface The Italic typeface is used to indicate references to other sections and chapters.*

*For example: Machine Status page 20. 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. 4 Xerox WorkCentre 7232/7242 System Administrator Guide Conventions Cautions Cautions are statements that suggest the possibility of mechanical damage as a result of an action. For example: CAUTION: Do not connect the network cable to the machine until instructed to do so. Notes Notes are statements that provide additional information. For example: NOTE: It is recommended that you change the password from the default one. For further assistance, contact your Xerox Welcome Center. NOTE: Please note that the screens shown in this System Administration Guide apply to a fully configured machine and therefore may not exactly represent the configuration being used. Xerox WorkCentre 7232/7242 System Administrator Guide 5 1 Before Using the Machine 6 Xerox WorkCentre 7232/7242 System Administrator Guide 2 Product Overview This chapter gives an overview of the features and functions of the machine and enables familiarity with the device network installation.*

*Detailed information is provided in the following sections. Machine Components page 7 Services and Features page 10 Cabling page 12 Modes page 13 System Controls page 26 Settings in the Key Operator Mode page 28 Resident Fonts page 31 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 Duplex Module Touch Screen On / Off Switch Center Tray (Exit 2 Tray) Front Cover Side Tray Tray 5 (Bypass) High Capacity Feeder (Optional) Tray 1 Two Tray Module Tray 2 (optional) Two Tray Module Tray 3 (optional) Xerox WorkCentre 7232/7242 System Administrator Guide 7 2 Product Overview NOTE: Depending on the configuration, the Document Glass Cover is attached instead of the Document Feeder. Two optional paper trays can be attached.*

*Ethernet USB2.0 Office Finisher Tray Office Finisher (Optional) Tray 3 Tray 2 High Capacity Tandem Tray (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 connects 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 and is used as an input port for printing data. 100 Mbps/10 Mbps Port Located at the back of the machine. This port is used to connect to a network cable. 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. 8 Xerox WorkCentre 7232/7242 System Administrator 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 20 lb bond or 80 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. 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.*



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· **High Capacity Tandem Tray** 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/m<sup>2</sup> paper in Letter or A4 size, long edge feed.

Tray 3 can hold 1,200 sheets of 20 lb bond or 80 g/m<sup>2</sup> paper in Letter or A4 size. The High Capacity Tandem Tray is referred to as "HCTT" 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/m<sup>2</sup> 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 7232/7242 System Administrator Guide 9 2 Product Overview Tray 6 (High Capacity Feeder) Allows you to load up to 2,000 sheets of 20 lb bond or 80 g/m<sup>2</sup> paper in B5, Executive, Letter, or A4 size, long edge feed. The High Capacity Feeder is referred to as "HCF" in this manual. 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. 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. 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. Fax Allows you to send regular fax documents. You can send documents in a reduced or enlarged format, or specify destinations using the Address Book or speed dialing features. Server Fax Allows you to send and receive image data by using the Fax feature of a Server Fax server. The Server Fax feature cannot be used concurrently with the Fax or Internet Fax feature. 10 Xerox WorkCentre 7232/7242 System Administrator Guide Power On/Off 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. Scan to PC Allows you to scan and store documents to specified destinations using the FTP or SMB protocol. Scan to Mailbox Enables the confidential mailbox or polling feature by storing the scanned documents in private mailboxes. Send from 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. Power On/Off Powering On Make sure 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.) 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). Xerox WorkCentre 7232/7242 System Administrator Guide 11 2 Product Overview 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 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. Cabling Interface Ports The machine has multiple interface ports as shown in the following diagram. USB 1.1 Port Ethernet Port USB 2.0 Port 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) USB 2.0 is provided for connection to a PC and is used as an input port for printing data. This is compatible with Full Speed (12 Mbps), and High Speed (480 Mbps), but is not compatible with Low Speed (1.5 Mbps). Ethernet 10 Mbps/100 Mbps Port This is the Ethernet Network Interface Connector that is used to connect the Device to the Network. 12 Xerox WorkCentre 7232/7242 System Administrator Guide Modes There are five Ethernet interface options available on the touch screen: Auto, 100 Mbps Full-Duplex, 100 Mbps Half-Duplex, 10 Mbps Full-Duplex, and 10 Mbps Half-Duplex. When [Auto] is selected, the machine detects the communication speed automatically when powered on and adjusts its settings accordingly.

EtherTalk, NetWare, and TCP/IP protocols that use Ethernet can be switched automatically according to the applied transmission protocol. NOTE: EtherTalk will function when the optional PostScript Kit is installed. Modes Use the mode 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 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, or scan feature screen.

The copy, fax, or scan feature screen does not change if you press this button if you are currently viewing one of these 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.



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The latest job is displayed at the top of the list. You can also check, delete, or print documents stored in the public mailbox of the machine. Use the scroll buttons to switch between screens. For more information on each feature, refer to the following. Xerox WorkCentre 7232/7242 System Administrator Guide 13 2 Product Overview Active Jobs page 14 Completed Jobs page 15 Secure Print Jobs & More page 16 1. Press the <Job Status> button on the control panel.

Press the <Features> or <All Services> button at any time to exit. 2. Select the required option. Active Jobs This screen allows you to view incomplete jobs that are waiting, in progress, or suspended. It also lists Secure Print, Sample Set, and Delayed Print documents that are currently stored in the machine. You can see job attributes, or promote/delete the job. 1. Press the <Job Status> button on the control panel. 2. Select the [Active Jobs] tab.

Use the scroll buttons to switch between screens. 3. Select a job to cancel or promote as required. Owner Displays the owner of each job. Name Identifies each job by job number and type.

Status Displays the status of each job, such as copying, printing, and scanning. Print Waiting Jobs Prints the jobs waiting in the incomplete jobs queue. View by Job Type Allows you to display only the selected type of jobs. Pop-up Menus Selecting an active job or stored document in the [Active Jobs] screen displays a popup menu that allows you to delete the job, release the stored document, or view the details of the job or stored document. Pop-up Menu for Active Jobs · Delete - Deletes the job, or displays a page that asks whether or not to delete the job depending on the job type.

· Job Details - Displays a job screen where you can view the details of the job. · Close Menu - Closes the pop-up menu. 14 Xerox WorkCentre 7232/7242 System Administrator Guide Modes Pop-up Menu for Stored Documents · Delete - Deletes the stored document. · Release - Prints the stored document. · Details - Displays a job screen where you can view the details of the stored document. · Close Menu - Closes the pop-up menu. Job Screen A job screen allows you to view the details of a job/stored document and select the following buttons. The content of the screen and the buttons displayed will vary depending on the service type and status of the job/stored document. · Delete Cancels jobs that are being processed or on hold, or deletes a stored document from the machine's memory. · Promote Job Promotes a job in the list to be processed immediately after the one being processed.

The promoted job will be marked with an arrow in the job list on the [Current and Pending Jobs] screen. · Last Original Indicates the current scan batch is the last in a job to be scanned. · Next Original Sequentially scans more sections in the same scan job. · Start Starts scanning the next document or prints a job being held on the machine. · Release Prints a stored document. Completed Jobs This feature allows you to view the finished jobs in the machine. You can select a job in the list to display detailed attributes for that job. The contents of each screen may differ depending on the type or status of the job. 1. Press the <Job Status> button on the control panel.

2. Select the [Completed Jobs] tab. Use the scroll buttons to switch between screens. Document/Job Type Identifies each job by job number and type. Remote Terminal/Contents Displays the name of the recipient for a fax job, the paper size for a copy job, or the box number for a scan job.

Status Displays the status of the job, such as completed, cancelled, shutdown. Xerox WorkCentre 7232/7242 System Administrator Guide 15 2 Product Overview Result Displays the number of printed, scanned, sent, or received pages. For cancelled jobs, the status will be blank. Group Parent Jobs Select this check box to group all parent jobs together in the job list. View by Job Type Allows you to display only the selected type of jobs.

Job Attributes Select a job on the [Completed Jobs] screen to display the job attributes. The attributes displayed vary depending on the type of job. · Show Children Jobs Select this button to show all child jobs for the selected job. The button is displayed only when there are child jobs available. · Job History Report Select this button to print a job history report for both parent and child jobs. NOTE: The Job History Report feature is enabled by setting the [Print Reports Button] setting to Enabled in the [Common Settings] > [Reports] feature. Secure Print Jobs & More This feature allows you to check locally stored documents, print stored documents, and delete stored documents. NOTE: The jobs displayed are sent from a PC using the print driver. For more information, refer to PCL Driver Online Help. NOTE: Some features on this screen may not display depending on the system settings and machine configuration.

For more information, refer to the following. Secure Print page 17 Sample Set page 18 Delayed Print page 19 Public Mailbox page 19 1. Press the <Job Status> button on the control panel. 2. Select the [Secure Print Jobs & More] tab. 3. Select the required option. Charge Print When the Charge Print feature is enabled under [Authentication/Security Settings] > [Authentication] > [Charge/Private Print Settings], this feature allows you to print or delete documents stored for each billing user ID. 16 Xerox WorkCentre 7232/7242 System Administrator Guide Modes 1. Select [Charge Print] on the [Secure Print Jobs & More] screen.

2. Select a billing user ID. Use the scroll buttons to switch between screens. 3. Select [Document List].

4. Enter the passcode and select [Confirm]. 5. Select a document to print or delete. 6.

Select the required option. · Refresh - Refreshes the displayed information. · Go to - Specifies the Charge Print number to be displayed on the screen. Enter a number within the range of 001 to 200 using the scroll buttons or the numeric keypad. · Document List - Displays the list of stored documents for the selected billing user ID in the list. The following options are available: Select All - Selects all documents in the list. Delete - Deletes a document selected in the list.

Print - Prints a document selected in the list. After printing, the document is deleted. Private Charge Print When the Private Charge Print feature is enabled under [Authentication/Security Settings] > [Authentication] > [Charge/Private Print Settings], this feature allows you to print or delete documents stored for each authentication user ID.

1. Press the <Log In/Out> button. 2. Enter your user ID using the screen keypad or numeric keypad on the control panel, and select [Confirm]. 3. Select [Private Charge Print] on the [Secure Print Jobs & More] screen.



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*NOTE: If you entered the screen with the Key Operator's ID, a list of authentication user IDs will be displayed. Select the desired user ID from the list or enter it in [Go to], and select [Document List]. The documents stored for the selected user ID will appear. 4.*

*Select a document to print or delete. 5. Select the required option. · Refresh - Refreshes the displayed information. · Select All - Selects all documents in the list.*

*· Delete - Deletes a document selected in the list. · Print - Prints a document selected in the list. After printing, the document is deleted. Secure Print This feature allows you to print or delete passcode-protected stored documents. A secure print job requires a User ID and a passcode registered in the machine. Xerox WorkCentre 7232/7242 System Administrator Guide 17 2 Product Overview 1. Select [Secure Print] on the [Secure Print Jobs & More] screen. 2. Select a User ID. Use the scroll buttons to switch between screens. 3. Select [Document List]. 4. Enter the passcode and select [Confirm]. 5.*

*Select a document to print or delete. 6. Select the required option. · Refresh Refreshes the displayed information. · Go to Specifies the Secure Print number to be displayed on the screen. Enter a number within the range of 001 to 200 using the scroll buttons or the numeric keypad. · Document List Displays the passcode input screen for the selected user ID in the list. Enter the passcode to display the list of stored documents. The following options are available:*

*Select All Selects all documents in the list. Delete Deletes a document.*

*Print Prints a document selected in the list. Select whether or not to delete the stored documents after printing. NOTE: If you have forgotten the passcode, contact the Key Operator. The Key Operator can access the stored documents without entering the passcode. Sample Set This feature allows you to print a sample set of a document prior to printing the whole quantity.*

*You can choose whether or not to print more sets after checking the print result. 1. Select [Sample Set] on the [Secure Print Jobs & More] screen. 2. Select a User ID.*

*Use the scroll buttons to switch between screens. 3. Select [Document List]. 4. Select a document to print or delete. 5. Select the required option. · Refresh Refreshes the displayed information. · Go to Specifies the Sample Set number to be displayed on the screen. Enter a number within the range of 001 to 200 using the scroll buttons or the numeric keypad.*

*· Document List Displays the list of stored documents for the selected user ID in the list. The following options are available: Select All Selects all documents in the list. Print Prints a document selected in the list. After printing, the document is deleted. Delete Deletes a document selected in the list. 18 Xerox WorkCentre 7232/7242 System Administrator Guide Modes Delayed Print This feature allows you to store documents on the machine for printing at a later time. You can check, print or delete the stored documents before the specified print time. 1. Select [Delayed Print] on the [Secure Print Jobs & More] screen. 2.*

*Select a document to print or delete. Use the scroll buttons to switch between screens. 3. Select the required option. · Document Name Identifies each document by name.*

*· Print Time Displays the time the document will be printed. · Pages Displays the number of pages. · Refresh Refreshes the displayed information. · Print Prints a document selected in the list. · Delete Deletes a document selected in the list.*

*Public Mailbox This feature allows you to check, print, and delete documents stored in a public mailbox on the machine for polling. 1. Select [Public Mailbox] on the [Secure Print Jobs & More] screen. 2. Select a document to print or delete. Use the scroll buttons to switch between screens. 3. Select the required option. · Document/Type Identifies each document by number and type. · Stored Date Displays the date the document was stored.*

*· Pages Displays the number of printed, scanned, sent, or received pages. · Refresh Refreshes the displayed information. · Select All Selects all the documents in the [Public Mailbox]. · Delete Deletes a document selected in the list. · Print Prints a document selected in the list. Undelivered Faxes This feature allows you to delete or resend undelivered faxes. You can resend faxes to their original recipient or change the recipient. 1. Select [Undelivered Faxes] on the [Secure Print Jobs & More] screen. 2.*

*Select a document to delete or resend. Use the scroll buttons to switch between screens. Xerox WorkCentre 7232/7242 System Administrator Guide 19 2 Product Overview 3. Press the <Start> button on the control panel to resend the fax to the original recipient. Alternatively, select to delete the document or send the document to a different recipient.*

*· Delete This Document - Deletes the selected document. A confirmation screen is displayed before the document is deleted. · Change Recipients - Displays the [Resend Fax] screen where you can specify a new fax recipient. [Resend Fax] Screen 1. Select the [Change Recipients] button on the [Undelivered Fax] screen.*

*2. Specify a new recipient using the [New Recipients] or [Address Book] button. · New Recipients - Displays a keyboard which allows you to directly enter a recipient. · Address Book - Displays a page which allows you to select a recipient from the Address Book. · Starting Rate - Displays the [Starting Rate] screen where you can select the [G3 Auto] or [Forced 4800 bps] communication mode for fax transmissions. Machine Status Use this button to check the machine information, the billing information, the status of the toner cartridges and print various reports. Use this button also when accessing the Key Operator mode. For more information on each feature, refer to the following. Machine Information page 20 Billing Information page 22 Supplies page 26 Faults page 26 1.*

*Press the <Machine Status> button on the control panel.*

*Press the <Features> or <All Services> button at any time to exit. 2. Select the required option. Machine Information This section describes how to view general information about the machine, the status of paper trays and the hard disk, and how to change the print mode or fax receiving mode. For more information on the features available, refer to the following. Machine Information page 21 Paper Tray Status page 21 Overwrite Hard Disk page 21 Print Mode page 22 Fax Receiving Mode page 22 20 Xerox WorkCentre 7232/7242 System Administrator Guide Modes 1.*



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Press the <Machine Status> button on the control panel. 2. Select the [Machine Information] tab. 3.

Select the required option. Machine Information This feature allows you to view user support information and the serial number of the machine as well as the machine configuration and the software version. 1. Select [General Information] on the [Machine Information] screen. 2.

Select the required option. · Machine Configuration Displays the [Machine Configuration] screen. You can view the status of the machine components. The list displays the hardware components and the options supported on the machine. · Software Version Displays the [Software Version] screen.

You can identify the software versions of the components of the machine. Paper Tray Status This feature allows you to check the status of each paper tray, including the bypass tray and the optional High Capacity Tandem Tray. It also displays the size, type, and remaining amount of media in each tray. 1. Select [Paper Tray Status] on the [Machine Information] screen. Overwrite Hard Disk This feature displays the overwriting status of the hard disk. NOTE: This option is displayed if the feature is enabled in the System Settings by the Key Operator. 1. Select [Overwrite Hard Disk] on the [Machine Information] screen. Xerox WorkCentre 7232/7242 System Administrator Guide 21 2 Product Overview Print Mode This feature allows you to change the default printer mode and emulation parameter settings.

1. Select [Print Mode] on the [Machine Information] screen. 2. Select the required option. · Off-line Takes the printer off-line. The printer is unavailable in this mode. · On-line Puts the printer on-line, ready to accept data. · PCL Emulation Allows you to set parameter values for PCL emulation to print documents. · HP-GL/2 Emulation Allows you to set parameter values for HP-GL/2 emulation to print documents. It also allows you to store, retrieve, and delete up to 20 emulation settings.

Retrieve Programming Retrieves emulation settings and makes them active. Programming Allows you to set emulation parameter item values. Store/Delete Programming Allows you to store user-programmed emulation mode parameters on the machine. Default Programming Sets the default emulation mode settings when the machine is turned on. · PDF Allows you to set parameter values and a password for PDF direct printing.

Setup Allows you to set emulation parameter item values for PDF direct printing. Password Allows you to enter a password to restrict access to PDF direct printing. Fax Receiving Mode This feature allows you to set the fax reception mode: Manual Receive or Auto Receive. NOTE: This feature is available only when the Server Fax feature is enabled. 1.

Select [Fax Receiving Mode] on the [Machine Information] screen. 2. Select the required option. · Manual Receive Starts receiving a fax or polling after you have answered the call and confirmed it is a fax. · Auto Receive Receives a fax automatically. Billing Information This section describes the features that allow you to view the billing meter information, and also specify the output sequence for various reports and lists. 1. Press the <Machine Status> button on the control panel. 22 Xerox WorkCentre 7232/7242 System Administrator Guide Modes 2. Select the [Billing Information] tab.

3. Select the required option. Billing Information This feature allows you to view the total number of prints made on the machine using the [Current Meter Reading]. You can also view the serial number. 1. Select [Billing Information] on the [Billing Information] screen. · Machine Serial Number Displays the serial number of the machine. · Current Meter Reading Displays the following current meter readings: Black Impressions Displays the number of total black and white copies and prints. Color Impressions Displays the number of total color copies and prints. Total Impressions Displays the number of total copies and prints.

Print Reports This feature allows you to print various reports and lists for each service. 1. Select [Print Reports] on the [Billing Information] screen. 2. Select the required option.

· Job Status/Activity Report Displays the [Job Status/Activity Report] screen. Select a report option and press the <Start> button on the control panel to print the report. Job History Report Lists the jobs recorded on the machine. The data for the last 200 jobs is printed. Print reports are available for [All Jobs], [Scan, Fax, & Internet Fax Jobs], [Mailbox Transfer Jobs], and [Printer & Print from Mailbox Jobs].

You can also specify [Include Child Jobs] when you select [All Jobs]. Activity Report Lists activity results of incoming and outgoing communications. Error History Report Lists the 50 most recent errors that occurred in the machine. Stored Document List Lists the fax jobs queued on the machine. · Copy Reports Displays [Copy Reports] screen. Select a report option and press the <Start> button on the control panel to print the report. Configuration Report Lists common settings, such as hardware configuration, network information, and print and copy feature settings. · Printer Reports Displays the [Printer Reports] screen. Select a report option and press the <Start> button on the control panel to print the report. Configuration Report Lists common settings, such as hardware configuration, network information, and print and copy feature settings.

PCL Settings List PCL Macro List PDF Settings List Xerox WorkCentre 7232/7242 System Administrator Guide 23 2 Product Overview TIFF/JPEG Settings List TIFF/JPEG Logical Printers List PS Logical Printers List HP-GL/2 Settings List HP-GL/2 Logical Printers List HP-GL/2 Palette List Font List PCL Font List PostScript Font List · Scan Reports Displays the [Scan Reports] screen. Select a report option and press the <Start> button on the control panel to print the report. Reports: [Configuration Report] Lists common settings, such as hardware configuration, network information, and print and copy feature settings. [Scan/ Fax Configuration Report] Lists settings specific to fax and scan features. [Domain Filter List] Lists domains registered for domain filtering. Job Template List Lists the job templates that can be used on the machine. Address Book Lists the contents of address books and relay stations for the 50 address selections on the right-hand side of the screen. Multiple selections are supported. · Fax Reports Displays the [Fax Reports] screen.



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Select a report option and press the <Start> button on the control panel to print the report.

Reports: [Configuration Report] Lists common settings, such as hardware configuration, network information, and print and copy feature settings. [Mailbox Selector List] Lists the settings for sorting into mailboxes. [Scan/Fax Configuration Report] Lists settings specific to fax and scan features. [Domain Filter List] Lists domains registered for domain filtering. Address Book Lists the contents of address books and relay stations for the 50address selections on the right-hand side of the screen.

Multiple selections are supported. Check boxes are available to select group send settings and to select all address numbers. Fax Comments List Lists the comments saved for use on cover notes. Billing Data List Lists the billing data for fax jobs. NOTE: The Billing Data List option is displayed with Key Operator access.

· Mailbox List Displays the [Mailbox List] screen. Select a report option and press the <Start> button on the control panel to print the report. Mailbox List Lists the mailbox settings and procedure when storing data in the mailbox. · Job Counter Report Displays the [Job Counter Report] screen. Select a report option and press the <Start> button on the control panel to print the report. Job Counter Report Lists the job counter reports for each feature. 24 Xerox WorkCentre 7232/7242 System Administrator Guide Modes · Auditron Reports Displays the [Auditron Reports] screen. Select a report option and press the <Start> button on the control panel to print the report. When Auditron is [Off]: Meter Report (Print Jobs) Lists the number of pages printed per user and by all users, for color and monochrome jobs. When Auditron is [On]: Auditron Report (Print) Lists an Auditron report for all print jobs completed by the selected users.

Auditron Report (Copy) Lists an Auditron report for all copy jobs completed by the selected users. Auditron Report (Fax) Lists an Auditron report for all fax jobs completed by the selected users. Auditron Report (Scan) Lists an Auditron report for all scan jobs completed by the selected users. NOTE: The Mailbox List, Job Counter Report, and Auditron Administration options are displayed with Key Operator access. Automatically Printed Reports/Lists This section describes the various reports and lists that can be printed automatically. Job History Report Lists the last 50 jobs processed on the machine. Activity Report Lists activity results of incoming and outgoing communications. Transmission Report - Job Undelivered Lists undelivered documents and their transmission status. Transmission Report - Job Deleted Lists transmissions cancelled by the user. Mailbox Report Lists documents received into a mailbox. Broadcast/Multi-poll Report Lists the results of multi-poll transmissions. Relay Broadcast Report Lists the results of a relay broadcast when the broadcast ends. Scan File Transfer Report Lists the results of scan file transfers. Fax Sever Report Shows the results of Server Fax transmissions. Job Flow Error Report Notifies a job flow error.

Copy Activity Report Shows the usage report of a user's completed copy service session. User Account Billing Information This feature displays the billing information of the currently logged-in user. NOTE: This feature is available only when the [Machine Status] > [Tools] > [Accounting] > [Accounting Type] is set to [Local Accounting]. 1. Select [Billing Information] on the [User Account Billing Information] screen.

· Meter (Copy Jobs) Displays the meter readings for copy jobs. Xerox WorkCentre 7232/7242 System Administrator Guide 25 2 Product Overview · Meter (Scan Jobs) Displays the meter readings for scan jobs. Supplies This feature allows you to view toner usage and the status of cartridges, and to change consumable supplies when required. 1. Press the <Machine Status> button on the control panel. 2. Select the [Supplies] tab. 3. Select the required option. Faults This feature allows you to print a report of recent errors, the date and time of the errors, the error codes, and the status of each error.

The status is either active or cleared. 1. Press the <Machine Status> button on the control panel. 2. Select the [Faults] tab. 3. Select [Error History Report] and press the <Start> button on the control panel. Tools This feature allows the Key Operator to change various default presets on the machine, register mailboxes and job flow sheets, configure accounting and security options, and perform calibration. 1. Select the [Tools] tab on the [Machine Status] screen. 2. Select the required option. 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 5 6 7 8 16 11 10 9 26 Xerox WorkCentre 7232/7242 System Administrator Guide System Controls Button 1 <Log In/Out> Function Displays the log-in screen to enter the Key Operator mode, or when the Authentication feature is enabled. DO NOT press this button again, after you have logged in.

This will log you out after being prompted for confirmation. 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. 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.



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8 9 10 11 12 <Start> <Speed Dial> <C> <Dial Pause> <\*(asterisk)> 13 14 <All Services> <Features> 15 <Job Status> 16 <Machine Status> Displays the Machine Status screens where you can check the machine information, the billing information, and the status of the toner cartridges and other supplies, can print various reports, and can configure various settings. Button names and icons used on the control panel may differ depending on the country of purchase. Xerox WorkCentre 7232/7242 System Administrator Guide 27 2 Product Overview Settings in the Key Operator Mode This machine is pre-programmed with default settings which can be customized on the [Tools] tab in Machine Status. To access the setting menus, entering the Key Operator mode is required via the <Log In/Out> button.

These settings may be accessed in the System Administrator mode as well. NOTE: Entering the Key Operator mode is not required for [Setup & Calibration].

NOTE: The setting menus displayed on the screen depends on the machine configuration. The following setup categories are available. System Settings · Common Service Settings · Copy Service Settings · Connectivity & Network Setup · Print Service Settings · Scan Service Settings · Fax Service Settings · E-mail/Internet Fax Settings · Mailbox/Stored Document Settings · Job Flow Service Settings · Web Browser Settings Setup & Calibration · Setup · Calibration Accounting · Create/View User Accounts · Reset User Accounts · System Administrator's Meter (Copy Jobs) · Accounting Type · Auto Reset of User Billing Information · Copy Activity Report Authentication/Security Settings · System Administrator Settings 28 Xerox WorkCentre 7232/7242 System Administrator Guide Settings in the Key Operator Mode · Authentication · Job Status Default NOTE: CentreWare Internet Services is software that enables you to display, configure and change the settings of the machine by using a browser on a computer instead of the machine's control panel.

Printing a Configuration Report Follow these steps to print a configuration report: 1. Press the <Machine Status> button on the control panel. 2. Select the [Billing Information] tab. 3.

Select the [Print Reports]. 4. Select the [Printer Reports]. 5. Select the [Configuration Report]. 6. Press the <Start> button on the control panel. Changing the Settings Follow these steps to enter the Key Operator mode, change settings, and exit the Key Operator mode. NOTE: Entering the Key Operator mode is not required for [Setup & Calibration]. Entering the Key Operator Mode 1.

Press the <Log In/Out> button on the control panel. 2. Enter the correct user ID using the numeric keypad on the control panel or the screen keyboard.

NOTE: The default Key Operator ID is "11111". If the Authentication feature is enabled, you may also be required to enter a passcode. The default passcode is "xadmin". Setting a Feature 1. Press the <Machine Status> button on the control panel. 2. On the Machine Status screen, select the [Tools] tab.

3. Select a menu from the main menu displayed on the left side of the [Tools] tab. 4. Select a group in the menu. 5.

Select a feature in the group, and then configure the feature. NOTE: Some features display the [Change Settings] button. Select the button to change settings or to enter information using the screen keyboard. 6. Select [Close].

Xerox WorkCentre 7232/7242 System Administrator Guide 29 2 Product Overview Exiting the Key Operator Mode 1. Press the <Log In/Out> button on the control panel. 2. If the [Logout] screen appears, select [Logout]. If the [Reboot Machine] screen appears, select [Reboot Now] to reflect the settings you made. Ethernet Port The Ethernet port is the default interface used on the machine. If you need to change the speed setting of the Ethernet port, perform the following steps. 1. Enter the Key Operator mode. NOTE: For details on how to enter the Key Operator mode, refer to "Entering the Key Operator Mode" on page 29.

2. Press the <Machine Status> button, and then select the [Tools] tab. 3. Under [System Settings], select [Connectivity & Network Setup]. 4. Select [Protocol Settings]. 5. Select [Ethernet Rated Speed] and [Change Settings]. 6. Set up the port speed.

7. Select [Save]. Auto Detects the transmission speed automatically at power on and adjusts itself accordingly. 100 Mbps Full-Duplex Sets the transmission speed to 100 Mbps (Full Duplex). 100 Mbps Half-Duplex Sets the transmission speed to 100 Mbps (Half-Duplex).

10 Mbps Full Duplex Sets the transmission speed to 10 Mbps (Full Duplex). 10 Mbps Half-Duplex Sets the transmission speed to 10 Mbps (Half-Duplex). 30 Xerox WorkCentre 7232/7242 System Administrator Guide Resident Fonts Resident Fonts PCL Resident Fonts One of the fonts in the following table can be selected as the default font for the machine. Other bitmap and scalable fonts can be downloaded with print jobs sent to the machine using print drivers. The default is used when a font is not defined in the PCL job stream.

The PCL versions used are PCL5 and PCL6. You can view the PCL fonts by printing the Fonts List. Value 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 Description CG Times CG Times Italic CG Times Bold CG Times Bold Italic Univers Medium Univers Medium Italic Univers Bold Univers Bold Italic Univers Medium Condensed Value 41 42 43 44 45 46 47 48 49 Description Times New Bold Times New Bold Italic Symbol Wingdings Line Printer Times Roman Times Italic Times Bold Times Bold Italic Helvetica Helvetica Oblique Helvetica Bold Helvetica Bold Oblique CourierPS CourierPS Oblique CourierPS Bold CourierPS Bold Oblique SymbolPS Palatino Roman Palatino Italic Palatino Bold Palatino Bold Italic ITC Bookman Light Univers Medium Condensed Italic 50 Univers Bold Condensed Univers Bold Condensed Italic Antique Olive Antique Olive Italic Antique Olive Bold CG Omega CG Omega Italic CG Omega Bold CG Omega Bold Italic Garamond Antiqua Garamond Kursiv Garamond Halbfett Garamond Kursiv Halbfett 51 52 53 54 55 56 57 58 59 60 61 62 63 Xerox WorkCentre 7232/7242 System Administrator Guide 31 2 Product Overview Value 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 Description Courier (default) Courier Italic Courier Bold Courier Bold Italic Letter Gothic Letter Gothic Italic Letter Gothic Bold Albertus Medium Albertus Extra Bold Clarendon Condensed Coronet Marigold Arial Arial Italic Arial Bold Arial Bold Italic Times New Times New Italic Value 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 Description ITC Bookman Light Italic ITC Bookman Demi ITC Bookman Demi Italic Helvetica Nscroll Helvetica Nscroll Oblique Helvetica Nscroll Bold Helvetica Nscroll Bold Oblique New Century Schoolbook Roman New Century Schoolbook Italic New Century Schoolbook Bold New Century Schoolbook Bold Italic ITC Avant Garde Book ITC Avant Garde Book Oblique ITC Avant Garde Demi ITC Avant Garde Demi Oblique ITC Zapf Chancery Medium Italic ITC Zapf Dingbats Symbol Set One of the following symbol sets can be selected as the default symbol set.



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The default symbol set is used when a symbol set is not defined in the PCL job stream. Code 8U 0N 2N 5N 6N 10U 11U Value 277 14 78 174 206 341 373 Short Display ROMAN-8 ISO L1 ISO L2 ISO L5 ISO L6 PC-8 PC-8 DN Long Display Roman 8 (default) ISO 8859-1 Latin 1 ISO 8859-2 Latin 2 ISO 8859-9 Latin 5 ISO 8859-10 Latin 6 PC-8 PC-8 DN 32 Xerox WorkCentre 7232/7242 System Administrator Guide Resident Fonts Code 26U 12U 17U 9J 9T 19U 9E 5T 7J 10J 12J 6J 8M 5M 15U 1U 1E 0U 0S 0I 2S 1G 0D 1F 9U 19L 19M 579L Value 853 405 565 298 308 629 293 180 234 330 394 202 269 173 501 53 37 21 19 9 83 39 4 38 309 620 621 18540 PC-775 PC-850 PC-852 Short Display PC-775 PC-850 PC-852 Long Display PC-1004 PC-8 TK WIN L1 WIN L2 WIN L5 DESKTOP PS TEXT MC TEXT MS PUB MATH-8 PS MATH PI FONT LEGAL ISO-4 ISO-6 ISO-11 ISO-15 ISO-17 ISO-21 ISO-60 ISO-69 WIN 3.0 WINBALT SYMBOL WINGDINGS PC-1004 (OS/2) PC Turkish Windows 3.1 Latin 1 Windows 3.1 Latin 2 Windows 3.1 Latin 5 DeskTop PS Text MC Text Microsoft Publishing Math 8 PS Math Pi Font Legal ISO 4 United Kingdom ISO 6 ASCII ISO 11 Swedish:names ISO 15 Italian ISO 17 Spanish ISO 21 German ISO 60 Norwegian v1 ISO 69 French Windows 3.0 Latin 1 Windows Baltic Symbol Wingdings Xerox WorkCentre 7232/7242 System Administrator Guide 33 2 Product Overview 34 Xerox WorkCentre 7232/7242 System Administrator Guide 3 TCP/IP Environment This chapter explains how to set up the machine to operate in a TCP/IP environment.

The following information is provided. Quick Network Setup (DHCP) page 35 Quick Network Setup (Static IP) page 36 Quick Network Setup (DHCP) Prerequisites for Quick Network Setup Using TCP/IP 1. Confirm that an existing operational network utilizing TCP/IP is available. 2. Confirm that the Ethernet cable is plugged into the multifunction machine and into an operational Ethernet port on the network. NOTE: The Ethernet cable is an RJ45 type and is not supplied by Xerox. Configuring an IP Address via DHCP On startup, the multifunction device defaults to DHCP to obtain its network configurations. A DHCP server delivers an IP address, as well as other configuration settings to the machine. If you use a DHCP server to allocate an IP address to the machine, then proceed as follows: Procedure for Quick Network Setup Using TCP/IP 1. Power on the machine.

2. Wait a minute or so while the machine negotiates an IP address. 3. To print the Configuration Report: · Select the <Machine Status> button on the machine. · On the [Billing Information] screen, select [Print Reports]. · Select [Printer Reports]. · Select [Configuration Report]. · Press the <Start> button on the machine. 4. Read the Configuration Report to confirm that an IP address has been allocated and that it is a valid IP address on your network.

NOTE: If the IP address starts with 169.xxx.xxx.xxx, then the DHCP server has not properly allocated an address or DHCP is not enabled on your network. Xerox WorkCentre 7232/7242 System Administration Guide 35 3 TCP/IP Environment 5. Record the IP address allocated. 6. From a workstation, open a web browser (such as Internet Explorer), and then enter the machine's IP address. If connected properly, you should see a CentreWare Internet Services web page for your machine. NOTE: CentreWare Internet Services is a powerful tool for configuring the machine remotely.

The default user name is "1111" and the passcode is "x-admin". The user name and passcode are case sensitive and should be changed after install. 7. Load the print drivers on the workstations that will be accessing the machine. Quick Network Setup (Static IP) Prerequisites for Manual Setup of Network Using Static IP Address NOTE: On startup, the WorkCentre multifunction machine defaults to DHCP to obtain its network configurations, so DHCP must be turned off by manually entering a static IP address. Before installing, record the following information for use during setup: TCP/IP Address: Gateway Address: Subnet Mask (for IPv4) / Prefix (for IPv6): DNS Server Address: NOTE: To obtain this information, contact your System Administrator. Procedure for Manual Setup of Network Using Static IP Address 1. Power on the machine. 2. Press the <Log In/Out> button on the control panel, and then type the Key Operator login ID to enter the Key Operator mode.

NOTE: The passcode may also be required depending on the machine configuration. 3. Press the <Machine Status> button on the control panel, and then select the [Tools] tab on the screen. 4. Select [System Settings].

5. Select [Connectivity & Network Setup]. 6. Select [Protocol Settings]. 7.

Under [TCP/IP - IP Mode], select [IPv4 Mode], [IPv6 Mode], or [Dual Stack]. 36 Xerox WorkCentre 7232/7242 System Administration Guide Quick Network Setup (Static IP) When [IPv4 Mode] or [Dual Stack] is selected 8. Select [IP Address Resolution], and then [Change Settings]. 9. Select [STATIC], and then select [Save]. 10. Select [IPv4 - IP Address], and then [Change Settings]. 11. Use the keypad on the screen to enter the IP Address for the machine in the format "xxx.xxx.

xxx.xxx". Select [Save]. 12. Select [IPv4 Subnet Mask], and then [Change Settings]. 13. Using the same method as in step 11, enter the Subnet Mask. 14.

Select [IPv4 Gateway Address], and then [Change Settings]. NOTE: If you do not wish to set the Gateway Address, leave this field blank.

15. To enable IPv4 IP Filtering, use CentreWare Internet Services to register the IP addresses that will not be allowed to access the machine. NOTE: If you enable IP Filtering at the machine user interface without first configuring it through Internet Services, then you will not be able to access the machine's Internet Services web page or print to the machine. 16. When you have finished establishing TCP/IP, select [Close] on the [Protocol Settings] screen. When [IPv6 Mode] or [Dual Stack] is selected 8. Set [IPv6 Address Manual Configuration] to [Enabled]. 9. Select [IPv6 Manual IP Address Setup], and then [Change Settings]. 10.

@@@Select [Save]. 11. Select [Manually Configured IPv6 Prefix], and then [Change Settings]. 12. Set the IP address prefix, and then select [Save]. 13. Select [IPv6 Manual Gateway Setup], and then [Change Settings]. 14. @@@@NOTE: If you enable IP Filtering at the machine user interface without first configuring it through Internet Services, then you will not be able to access the machine's Internet Services web page or print to the machine. 15.

When you have finished establishing TCP/IP, select [Close] on the [Protocol Settings] screen. Xerox WorkCentre 7232/7242 System Administration Guide 37 3 TCP/IP Environment 38 Xerox WorkCentre 7232/7242 System Administration Guide 4 CentreWare Internet Services This chapter explains how to enable and use the CentreWare Internet Services feature of the machine.



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