



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE 7242. You'll find the answers to all your questions on the XEROX WORKCENTRE 7242 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 7242
- User guide XEROX WORKCENTRE 7242
- Operating instructions XEROX WORKCENTRE 7242
- Instructions for use XEROX WORKCENTRE 7242
- Instruction manual XEROX WORKCENTRE 7242

WorkCentre® 7232/7242



Copying

at the WorkCentre® 7232/7242



Simple Copying:

Copy	Image Quality	Input/Resolution	Output Format	Other Options
<input type="radio"/> New Default <input type="radio"/> Copy <input type="radio"/> Copy with Mark <input type="radio"/> Copy with Stamp <input type="radio"/> Blank	<input type="radio"/> Standard <input type="radio"/> High <input type="radio"/> Best	<input type="radio"/> 11x17 <input type="radio"/> 11x14 <input type="radio"/> 11x8.5 <input type="radio"/> 8.5x11	<input type="radio"/> Standard <input type="radio"/> Collated <input type="radio"/> Staple <input type="radio"/> Folded <input type="radio"/> Hole Punched	<input type="radio"/> None <input type="radio"/> Color <input type="radio"/> Black & White <input type="radio"/> Auto

1. Load the document into the Document Handler.
2. Touch the **All Services** button on the Control Panel.
3. Touch the **Copy** icon on the Touch Screen.
4. Select the appropriate **Settings** on the Touch Screen.
5. Enter the **Quantity** using the Number Keypad.
6. Press the **Start** button on the Control Panel.

Copying Options:

Output Color
The Auto Default option allows the machine to determine the color content of your document. The Color option enables the machine to use all four three colors. The Black & White option enables the machine to use only black/white.

Reduce/Enlarge
Select the ratio option to produce copies that match the size of your original document. Select More... to view a list of commonly used Reduce/Enlarge settings.

Paper Supply
The Paper Supply options allow you to specify any one of five standard paper trays to use as a source for your copy job. You can also choose the Auto Paper. Select option to allow the machine to automatically choose the best Paper Tray for your copy job.

2 Sided Copying
Depending on your original documents and your required output, you can select: 1=1 Sided, 1=2 Sided, 2=2 Sided, or 2=1 Sided.

Copy Output
The Copy Output options differ depending on your machine's Finisher configuration. The most robust Finisher configuration allows you to choose from Collated, 1 Staple, 2 Staples, Folded, and Hole Punched.

Image Quality
The Image Quality tab options allow you to access the Original Type, Image Options, Image Enhancement, Color Effects, Color Balance, and Color Shift settings.

Layout Adjustment
The Layout Adjustment tab options allow you to access the Book Copying, Original Size, Edge Erase, Image Shift, Image Rotation, Invert Image, and Original Orientation settings.

Output Format
The Output Format tab options allow you to access the Booklet Creation, Covers, Transparency Options, Page Layout, Poster, Annotations, Watermark, and ID Card Copying settings.

Job Assembly
The Job Assembly tab options allow you to access the Build Job, Sample Job, Combine Original Sets, Delete Outside/Outside Inside, Save Current Settings, and Roll/Reset Saved Settings options.



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 7242 user guide](http://yourpdfguides.com/dref/4278204)
<http://yourpdfguides.com/dref/4278204>

Manual abstract:

@@The Color option enables the machine to use all four toner colors. @@Features Button Displays job features on the touch screen. Stop Button Stops the copy job. Start Button Starts the copy job. Select the 100% option to produce copies that match the size of your original document. Select More... @@You can also choose the Auto Paper Select option to allow the machine to automatically choose the best Paper Tray for your copy job. Machine Status Button Displays the current status of the machine on the touch screen.

2 Sided Copying Simple Copying: Depending on your original documents and your required output, you can select 11 Sided, 12 Sided, 22 Sided, or 21 Sided.

Copy Output The Copy Output options differ depending on your machine's Finisher configuration. The most robust Finisher configuration allows you to choose from Collated, 1 Staple, 2 Staples, Folded, and Hole Punched. Image Quality 1. Load the document into the Document Handler.

2. Touch the All Services button on the Control Panel. 3. Touch the Copy icon on the Touch Screen. 4.

Select the appropriate Settings on the Touch Screen. 5. Enter the Quantity using the Number Keypad. 6. Press the Start button on the Control Panel. The Image Quality tab options allow you to access the Original Type, Image Options, Image Enhancement, Color Effects, Color Balance, and Color Shift settings. Layout Adjustment The Layout Adjustment tab options allow you to access the Book Copying, Original Size, Edge Erase, Image Shift, Image Rotation, Invert Image, and Original Orientation settings. Output Format The Output Format tab options allow you to access the Booklet Creation, Covers, Transparency Options, Page Layout, Poster, Annotations, Watermark, and ID Card Copying settings. Job Assembly The Job Assembly tab options allow you to access the Build Job, Sample Job, Combine Original Sets, Delete Outside/Delete Inside, Save Current Settings, and Retrieve Saved Settings options. E-mailing Touch Screen Allows you to select all programming features.

@@The Color option enables the machine to use all four toner colors. @@@@Features Button Displays job features on the touch screen. Start Button Starts the E-mail job. @@Machine Status Button Displays the current status of the machine on the touch screen. General Settings - Original Type You can specify your original documents as Photo & Text, Text, or Photo. General Settings - Scan Presets You can specify your scanning presets for Sharing & Printing, for Archival record, for OCR, for High Quality Printing, Simple Scan, or Custom. Simple E-mailing: Advanced Settings The Advanced Settings tab options allow you to access the Photographs, Image Options, Image Enhancement, and Shadow Suppression settings. Layout Adjustment The Layout Adjustment tab options allow you to access the Resolution, Original Orientation, Original Size, Edge Erase, Book Scanning, and Reduce/Enlarge settings. E-mail Options 1. Load the document into the Document Handler.

2. Touch the All Services button on the Control Panel. 3. Touch the E-mail icon on the Touch Screen. 4.

Specify the Recipient on the E-mail tab. 5. Select the appropriate Settings on the Touch Screen. 6. Press the Start button on the Control Panel.

The E-mail Options tab options allow you to access the Quality/File Size, File Name, File Format, Reply To, and Split Send settings. Entering E-mail Recipient Information You can enter Recipient Information using one of the following methods: - Touch the New Recipients button. Touch the New Recipients button, then use the touch screen keypad to enter the E-mail address of your intended recipient. @@- Touch the Address Book button. @@@@- Touch the Add Me button. @@@@Load the document into the Document Handler. 2. Touch the All Services button on the Control Panel. 3. Touch the Fax icon on the Touch Screen.

4. Enter the Recipient Fax Number. 5. Select the appropriate Settings on the Touch Screen. 6. @@@@- Touch the New Recipients button. Touch the New Recipients button, then use the touch screen keyboard to enter the fax number for your intended recipient. After entering the fax number, touch the Add button to add your recipient to the recipient list. - Touch the Address Book button. Touch the Address Book button, then use the touch screen keyboard to find your intended recipient.

@@@@The Color option enables the machine to use all four toner colors. @@@@Features Button Displays job features on the touch screen. Job Status Button Displays job progress information on the touch screen. Stop Button Stops the Scan job. General Settings - 2 Sided Scanning You can specify your original documents as 1 Sided, 2 Sided, or 2 Sided(Rotate Side 2).

Start Button Starts the Scan job. Machine Status Button Displays the current status of the machine on the touch screen. General Settings - Original Type You can specify your original documents as Photo & Text, Text, or Photo. General Settings - Scan Presets You can specify your scanning presets for Sharing & Printing, for Archival Record, for OCR, for High Quality Printing, Simple Scan, or Custom. Simple Scanning: DEFAULT @Template A Advanced Settings The Advanced Settings tab options allow you to access the Photographs, Image Options, Image Enhancement, and Shadow Suppression settings.

Layout Adjustment The Layout Adjustment tab options allow you to access the Resolution, Original Orientation, Original Size, Edge Erase, Book Scanning, and Reduce/Enlarge settings. Filing Options 1. Load the document into the Document Handler. 2. Touch the All Services button on the Control Panel. 3. Touch the Network Scanning icon. 4. Select the appropriate Template on the Touch Screen. 5.

Select the appropriate Settings on the Touch Screen. 6. @@Templates are used for scanning jobs at the machine - they define the parameters of each scan job. @@Template names are displayed on the Network Scanning tab. .



[You're reading an excerpt. Click here to read official XEROX WORKCENTRE 7242 user guide](http://yourpdfguides.com/dref/4278204)
<http://yourpdfguides.com/dref/4278204>