



Quick Use Guide

WorkCentre 7132



701P44859
May 2006

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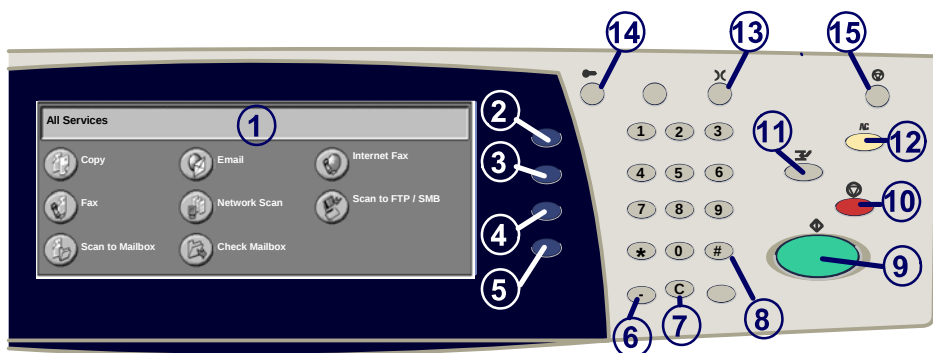
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NOTE: BLUE title is for IT administrator type personnel, GREEN for end users and RED means machine needs attention. Depending on the configuration of the machine, some User Interface screens may vary.

Table of Contents

Control Panel	3
Paper Settings	5
Booklet Creation	7
Secure Print	9
Simple Faxing (Option)	13
Printing the Settings List	15
Auditron Setup	17
Banner Sheets	23
Replacing the Toner Cartridges	25

Control Panel



1. **Touch Screen**
The touch screen allows you to select all the available programming features. It also displays fault clearance procedures and general machine information.
2. **All Services button**
Displays the All Services screen, allowing access to all available services on the machine.
3. **Features button**
Displays the Copy, Fax, or Scan feature screens.
4. **Job Status**
Displays job progress information on the touch screen.
5. **Machine Status**
Displays the current status of the machine on the touch screen.

Control Panel

6. **Dial Pause**
Enters a pause in a telephone number when transmitting a fax.
7. **Clear**
Deletes numeric values or the last digit entered.
8. **# (Hash)**
Indicates the dialing character or designates a group dial number.
9. **Start**
Starts the job.
10. **Stop**
Temporarily stops the current job. Follow the message to cancel or resume your job.
11. **Interrupt**
Temporarily stops the current copy job to allow a priority job to be run.
12. **Clear All**
If pressed once, resets the default settings and displays the first screen for the current pathway. If pressed twice, resets all the features to their machine default settings.
13. **Language**
Changes text to an alternative language (when available).
14. **Log In/Out**
Provides password protected access to the Setup Tools used to adjust the defaults of the machine.
15. **Power Saver**
Indicates whether the machine is in power saver mode. Also cancels the current power saver mode setting.

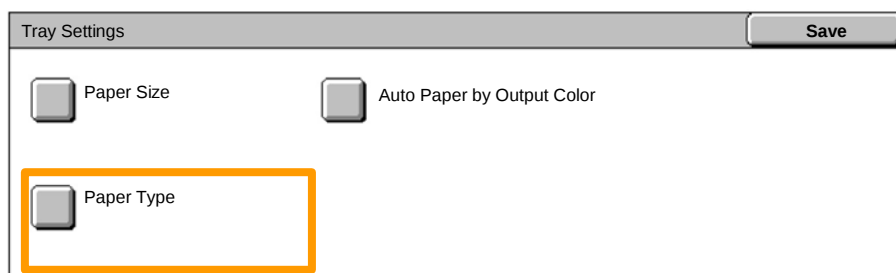
Paper Settings

Follow the procedure below to accurately specify the Paper Type and Paper Size:

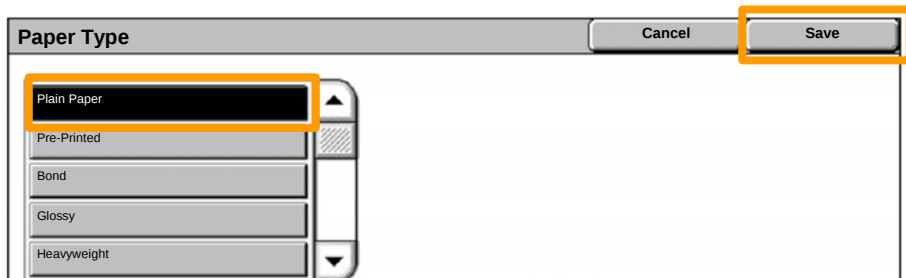
CAUTION: It is very important to identify the actual Paper Type and Paper Size settings for any media loaded into the paper trays. Failure to accurately specify the actual Paper Type and Paper Size may result in damage to the Fuser Assembly.

Whenever media is loaded into a tray, the Tray Settings screen will appear on the touch screen.

1. Touch the **Paper Type** button.



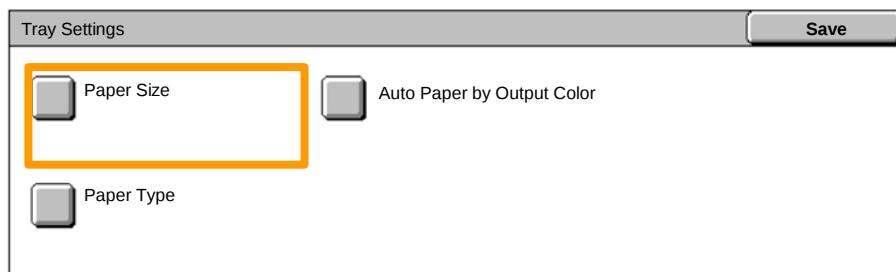
2. Select the appropriate paper type from the list shown on the touch screen.



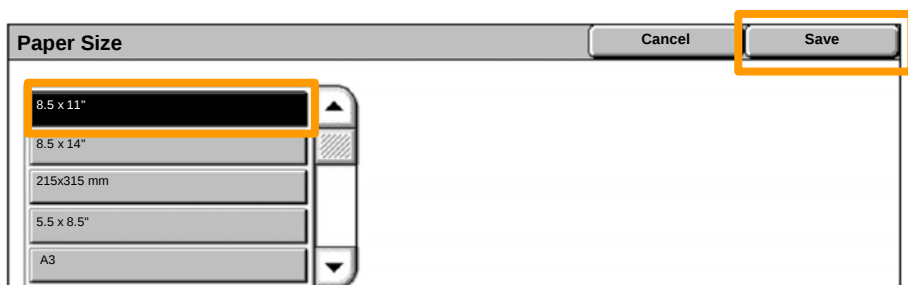
3. Touch the **Save** button.

Paper Settings

4. If required, touch the **Paper Size** button.



5. Select the appropriate paper size from the list shown on the touch screen.
6. Touch the **Save** button.



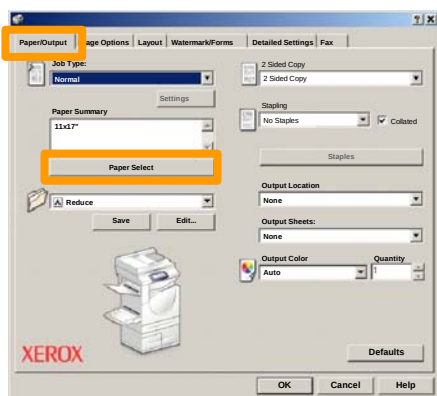
7. Touch the **Save** button.

Booklet Creation

At your workstation, select the **Print** option for the application you are using.

NOTE: This example illustrates the use of a PCL Print Driver.

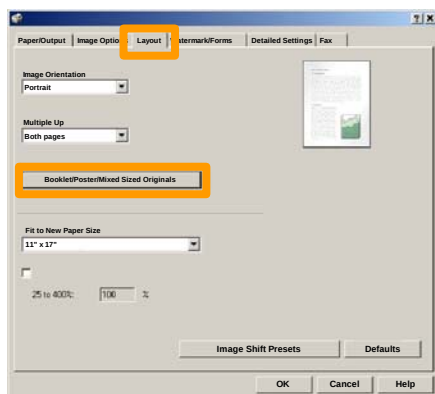
1. Click on the **Properties** button.
2. Click on the **Paper/Output** tab.
3. Click on the **Paper Select** button.



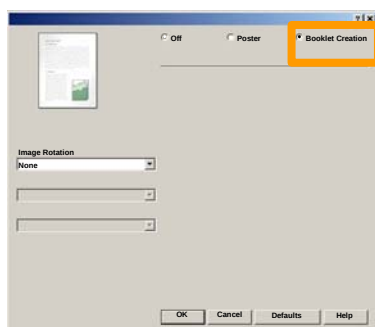
4. Click on the **Paper Size** pull-down field, then select the appropriate paper size.
5. Click on the **OK** button.

Booklet Creation

6. Click on the **Layout** tab.
7. Click on the **Booklet/Poster/Mixed Sized Originals** button.



8. Click on the **Booklet Creation** option.



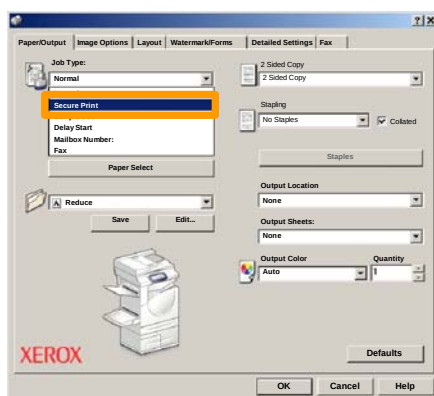
9. If required, click on the **OK** button to resolve any conflicts.
10. Click on the **OK** button to close the **Booklet Creation** window.
11. Click on the **OK** button to close the **Properties** window.
12. Enter the quantity you want to print, then click on the **OK** button.

Secure Print

At your workstation, select the **Print** option for the application you are using.

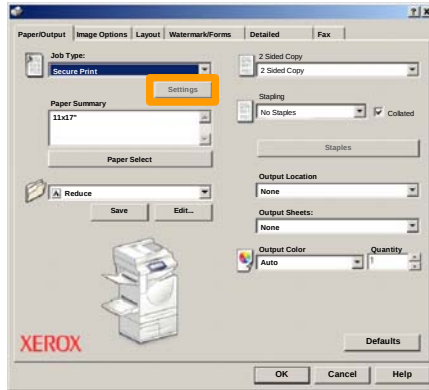
NOTE: This example illustrates the use of a PCL Print Driver.

1. Click on the **Properties** button.
2. Click on the **Paper/Output** tab.
3. Click on the **Job Type** field.
4. Click on the **Secure Print** option.



Secure Print

- Click on the **Settings** button.



- Enter your User ID and 1-12 digit password into the appropriate fields, then click the **OK** button.



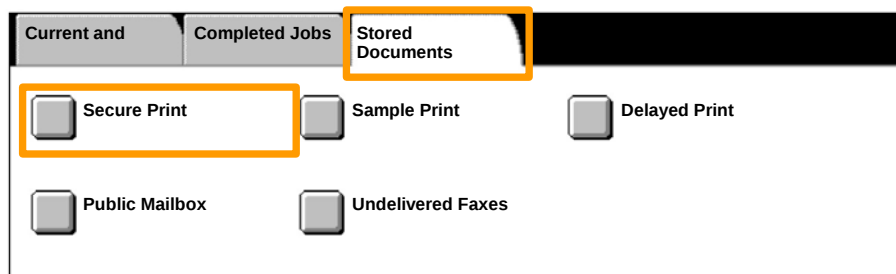
- Click on the **OK** button.
- Enter the quantity you want to print, then click on the **OK** button.

Secure Print

9. At the machine, touch the **Job Status** button on the control panel.



10. Touch the **Stored Documents** tab.

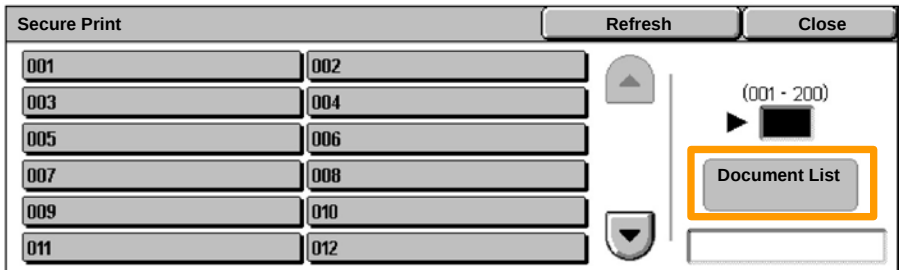


11. Touch the **Secure Print** button.

12. Select a **UserID**.

Secure Print

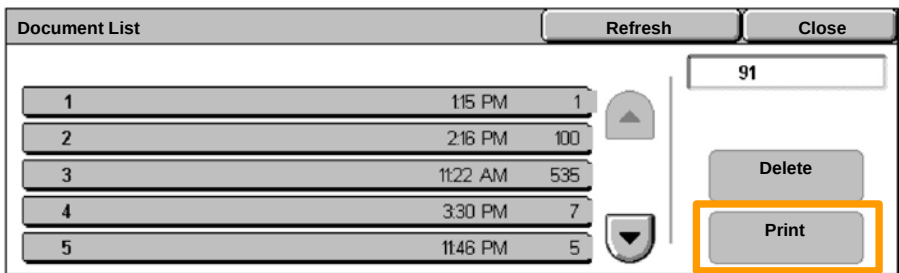
13. Touch the **Document List** button.



14. Enter your 1-12 digit password.

15. Touch the **Confirm** button.

16. Select your document and touch **Print**.

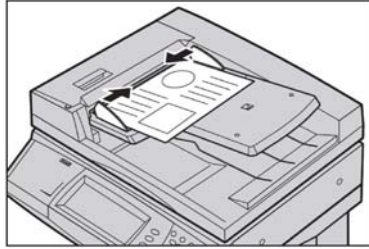


17. Touch the **Print and Delete** button or the **Print and Save** button.

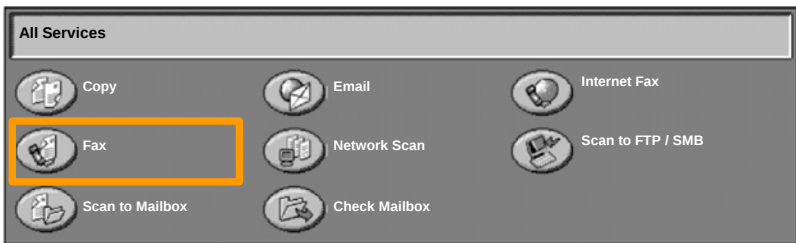
Your document will be delivered to the output tray.

Simple Faxing (Option)

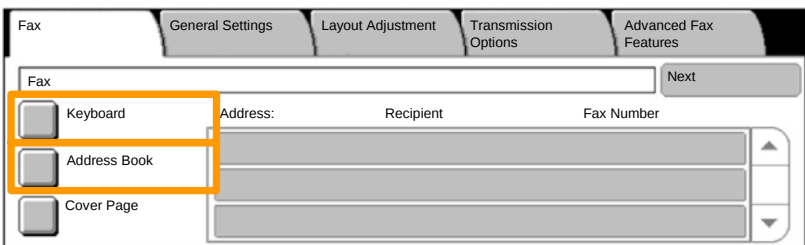
1. Load the documents into the Document Feeder.



2. Press the **Fax** icon.



3. Enter the recipient phone number using the numeric keyboard on the control panel. Alternatively, you can enter recipient phone numbers by touching the **Keyboard** button, or by selecting the recipient from the **Address Book**.



Simple Faxing (Option)

- Change the Fax settings using any of the tabs highlighted here.

Fax

General Settings Layout Adjustment Transmission Options Advanced Fax Features

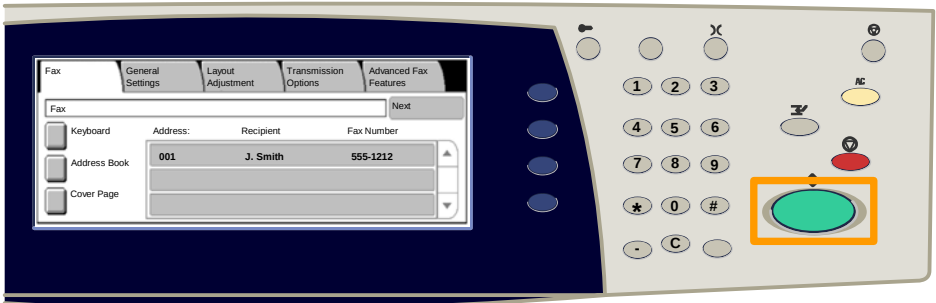
Fax Next

Keyboard Address: Recipient Fax Number

Address Book 001 J. Smith 555-1212

Cover Page

- Press the **Start** button.



Your fax job will be submitted.

Current and Pending Jobs Completed Jobs Stored Documents Print Waiting Jobs

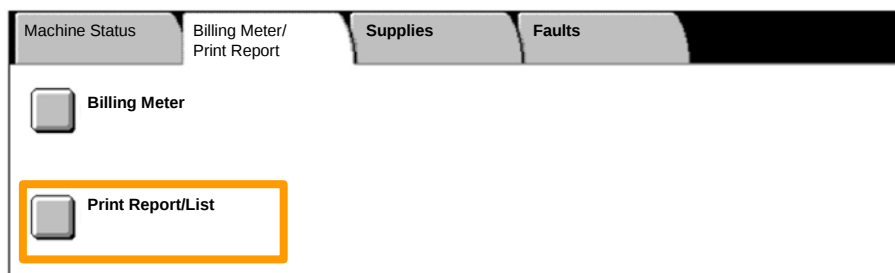
Document / Job Type	Status:
00002 Fax job 123	Scanning

Printing the Settings List

A variety of useful reports are available on the **Print Report/List** screen.

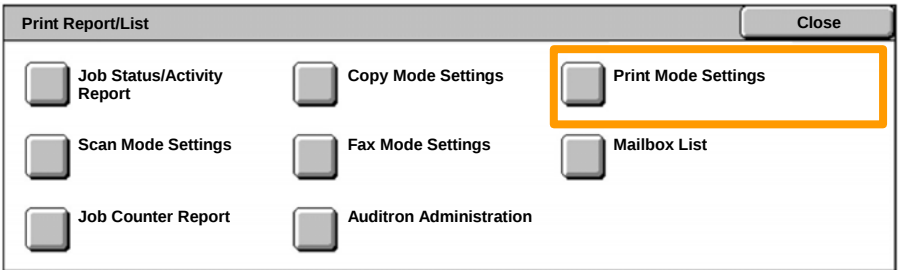
Perform the steps below to access the **Print Report/List** screen:

1. Press the **Machine Status** button on the Control Panel.
2. Touch the **Billing Meter/Print Report** tab on the touch screen.
3. Touch the **Print Report/List** button.

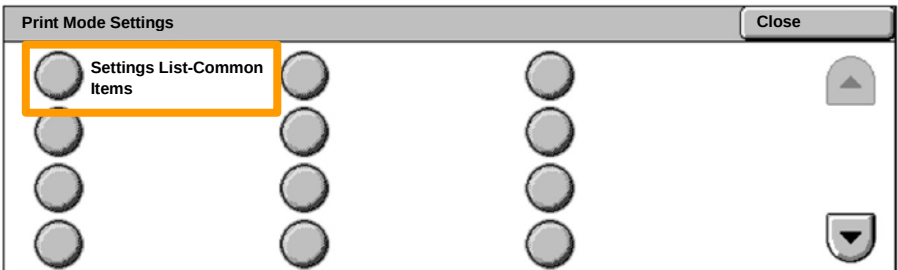


Printing the Settings List

4. Touch the **Print Mode Settings** button.



5. Touch the **Settings List-Common Items** button.



6. Press the **Start** button.



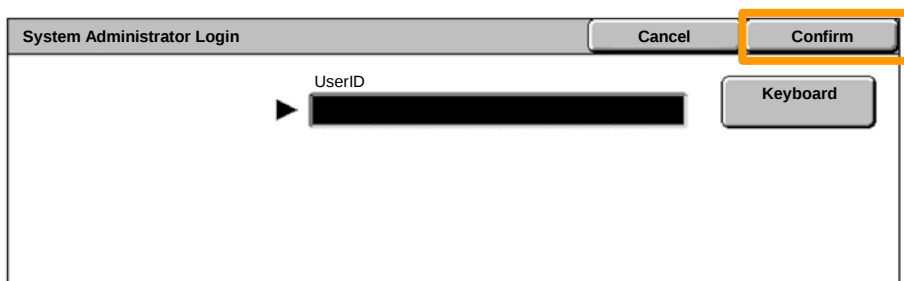
The report will be delivered to the output tray.

Auditron Setup

1. Press the **Log In/Out** button on the control panel.

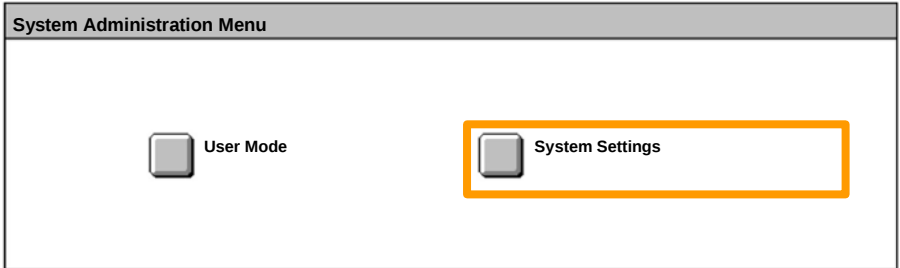


2. Enter the correct UserID, then touch the **Confirm** button.

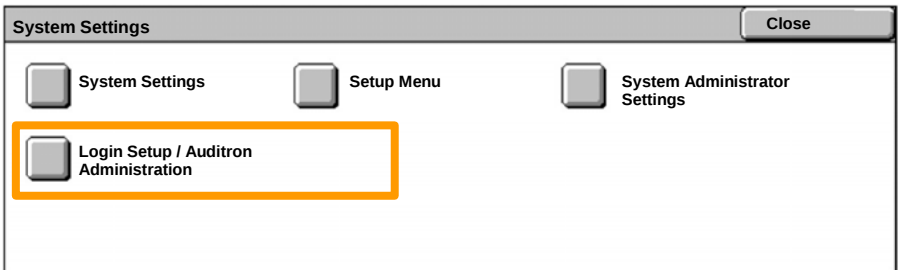


Auditron Setup

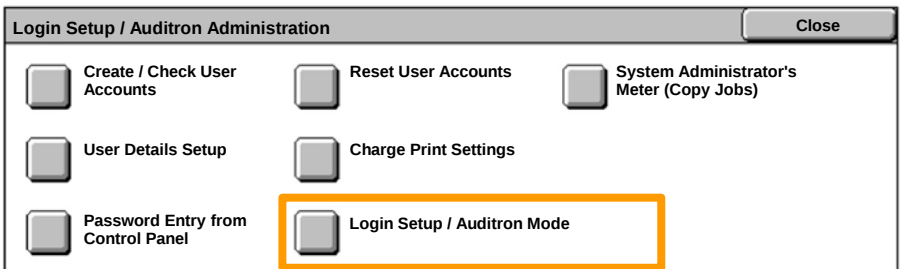
3. Touch the **System Settings** button.



4. Touch the **Login Setup/Auditron Administration** button.



5. Touch the **Login Setup/Auditron Mode** button.



Auditron Setup

6. Touch the **Local Machine Access** button.

Login Setup / Auditron Mode

Cancel Save

☐ Off

☒ Local Machine Access

☐ Network Access

☐ Remote Access

☐ Auditron Mode

☐ Mailbox Access

7. Touch the **Auditron Mode** button.

Login Setup / Auditron Mode

Cancel Save

☐ Off

☒ Local Machine Access

☐ Network Access

☐ Remote Access

☒ Auditron Mode

☐ Mailbox Access

8. Select the appropriate Auditron service (copy, print...), then touch the **Save** button.

Auditron Mode

Cancel Save

Copy Service

☒ Off

☐ On

Print Service

☒ Off

☐ On

Auditron Setup

9. Touch the **Save** button.

The screenshot shows the 'Login Setup / Auditron Mode' screen. At the top right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with an orange rectangular box. Below the title bar, there are several settings: a radio button for 'Off', a checkbox for 'Local Machine Access', a checkbox for 'Network Access', a checkbox for 'Remote Access', a checkbox for 'Auditron Mode', a checkbox for 'Mailbox Access', a radio button for 'Off', a radio button for 'On', and a checkbox for 'Guest Password'.

10. Touch the **Create/Check User Accounts** button.

The screenshot shows the 'Login Setup / Auditron Administration' screen. At the top right, there is a 'Close' button. Below the title bar, there are several buttons: 'Create / Check User Accounts' (highlighted with an orange box), 'Reset User Accounts', 'System Administrator's Meter (Copy Jobs)', 'User Details Setup', 'Charge Print Settings', 'Password Entry from Control Panel', and 'Login Setup / Auditron Mode'.

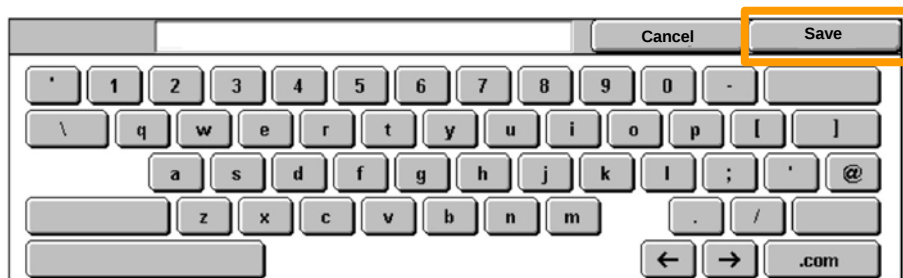
11. Select an available UserID option, then touch the **Create/Delete** button.

The screenshot shows the 'Create / Check User Accounts' screen. At the top right, there is a 'Close' button. Below the title bar, there is a table with two columns: 'UserID' and 'User Name'. The table has five rows, with the first row highlighted. To the right of the table, there is a 'Create/Delete' button, which is highlighted with an orange rectangular box. Above the button, there is a range indicator '(001 - 500)' and a play button icon.

UserID	User Name
001	0001
002	0002
003	0003
004	
005	

Auditron Setup

12. When the keyboard appears, enter the new UserID, then touch the **Save** button.



13. Touch the **Account Limit** button.

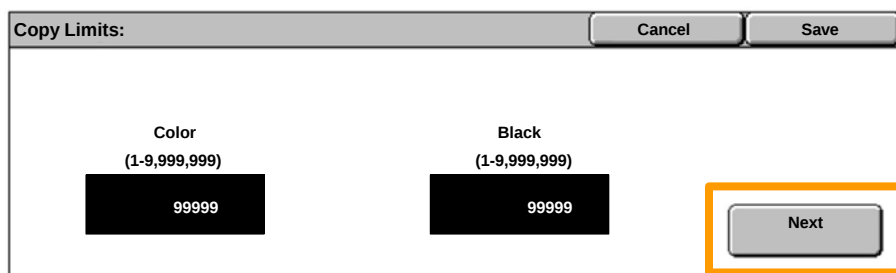
 A screenshot of a 'Create/Delete' user management screen. It has a title bar with 'Create/Delete' and a 'Close' button. The screen contains several input fields: 'UserID' (with '0001' entered), 'User Name', 'Password' (masked with asterisks), and 'E-mail Address'. Below the 'E-mail Address' field is an 'Account Limit' section with two sub-inputs: '1: 0/9999999' and '2: 0/9999999'. This 'Account Limit' section is highlighted with an orange rectangle. On the right side, there are two buttons: 'Reset Total' and 'Reset Account'.

14. Select the appropriate Auditron service (copy, print...), then touch the **Account Limit** button.

 A screenshot of a 'To begin, select a Service.' screen. It has a title bar with 'To begin, select a Service.' and two buttons: 'Cancel' and 'Save'. Below the title bar are four radio button options: 'Copy Service', 'Fax Service', 'Scan Service', and 'Print Service'. At the bottom right, there are two buttons: 'Feature Access' and 'Account Limit'. The 'Account Limit' button is highlighted with an orange rectangle.

Auditron Setup

15. Use the numeric keypad to enter the **Account Limit** values. Use the **Next** button to navigate between the **Color** and **Black** fields.



16. Touch the **Save** button.



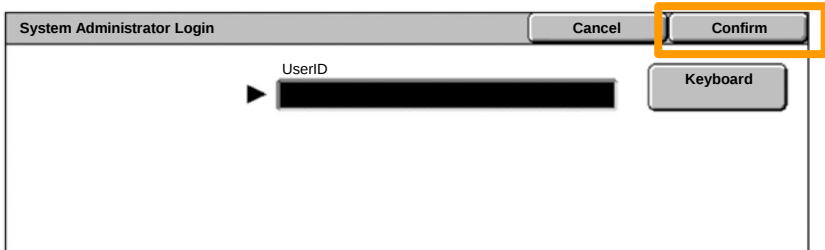
17. Use the **Feature Access** button, if required, to restrict usage to black only, color only, or allow free access to either feature.
18. Touch the **Save** button.
19. Touch the **Close** button repeatedly to exit the System Settings screens.

Banner Sheets

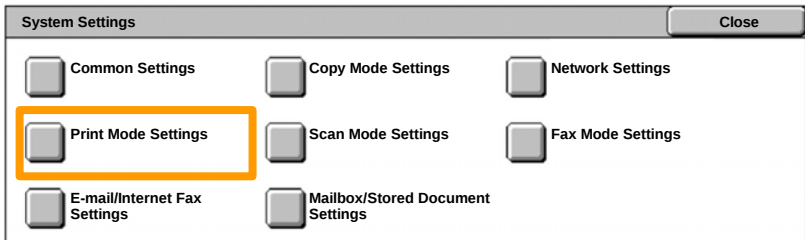
1. Press the **Log In/Out** button on the control panel.



2. Enter the correct UserID, then touch the **Confirm** button.



3. Touch the **System Settings** button.
4. Touch the **System Settings** button.
5. Touch the **Print Mode Settings** button.



Banner Sheets

6. Touch the **Other Settings** button.
7. Use the scroll arrows to locate the **Banner Sheet** button.
Touch the **Banner Sheet** button.

To begin, select a Service. Save

Items	Current Settings
1 Banner Sheet	Off
2	
3	
4	
5	

Change Settings

8. Touch the **Change Settings** button.

To begin, select a Service. Save

Items	Current Settings
1 Banner Sheet	Off
2	
3	
4	
5	

Change Settings

9. Choose the appropriate banner sheet option, then touch the **Save** button.

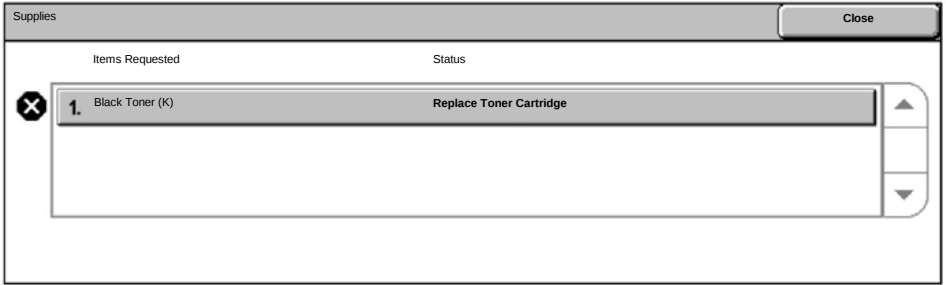
Banner Sheets Cancel Save

☐ Off
☒ Start Sheet
☐ Start Sheet and End Sheet
☐ End Sheet

10. Touch the **Close** button repeatedly to exit the System Settings screens.

Replacing the Toner Cartridges

The following window will automatically appear on the touch screen when a toner cartridge needs to be replaced. The machine will shutdown if a toner cartridge becomes empty.

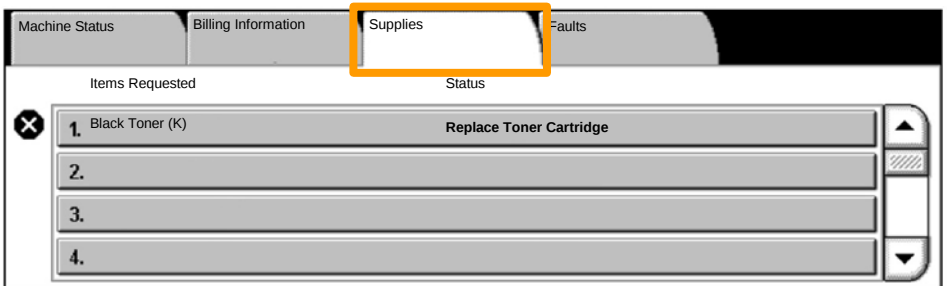


You can also check and replace the toner cartridges as follows:

1. Press the **Machine Status** button on the control panel.

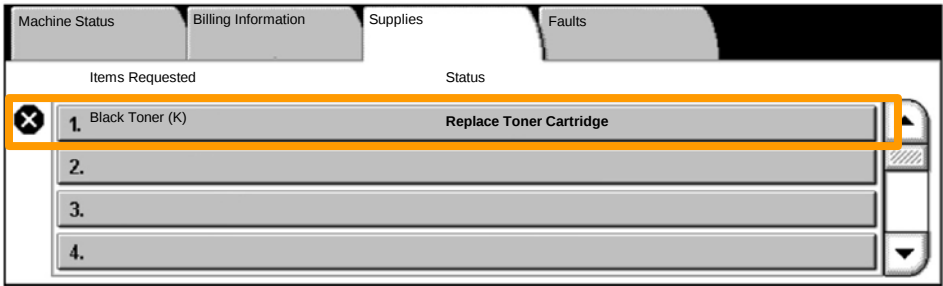


2. Touch the **Supplies** tab.

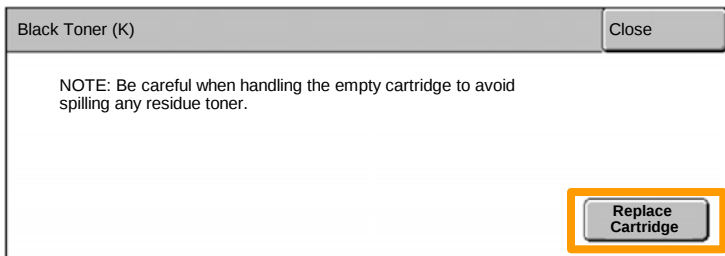


Replacing the Toner Cartridges

3. Select the toner cartridges marked with a cross, indicating replacement is required.



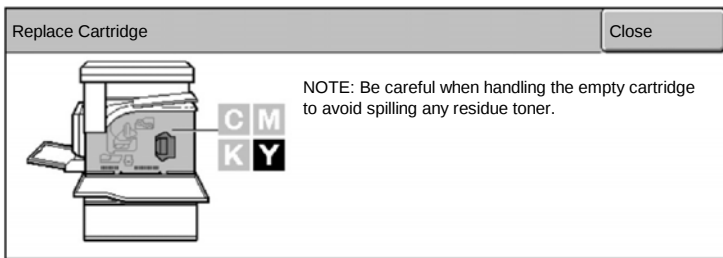
4. Touch the **Replace Cartridge** button.



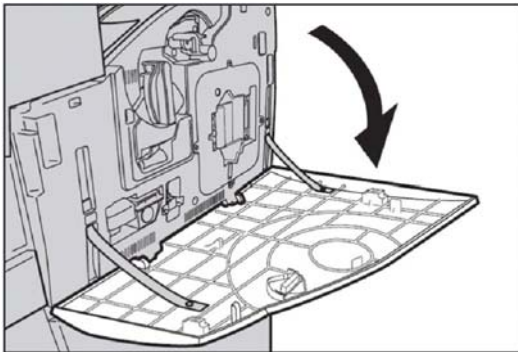
Replacing the Toner Cartridges

- Wait until the rotor turns to the correct position and the prompt is shown on the screen. Then, confirm which toner should be replaced.

NOTE: The sample screen indicates the Yellow (Y) Toner should be replaced.

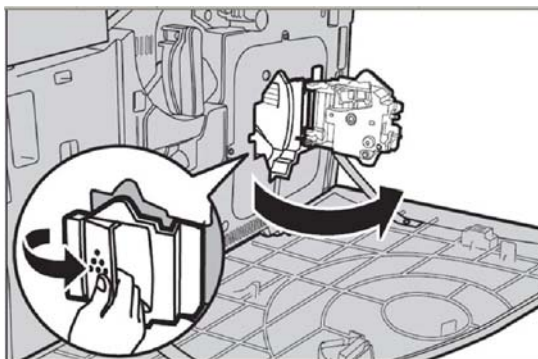


- Pull the front cover open.



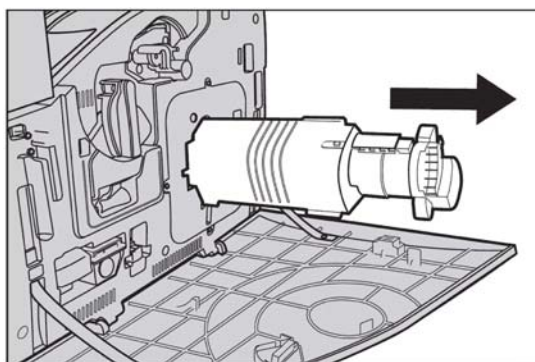
Replacing the Toner Cartridges

7. Open the toner cartridge door.



8. Remove the toner cartridge from the machine.

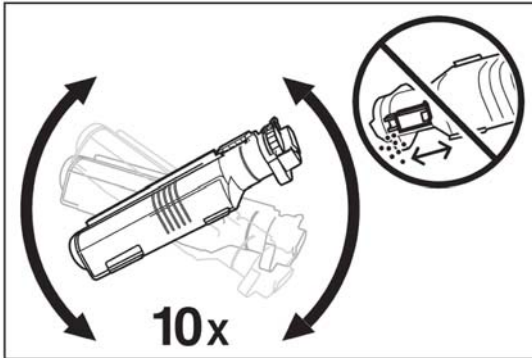
NOTE: Be careful when handling the empty cartridge to avoid spilling any residue toner.



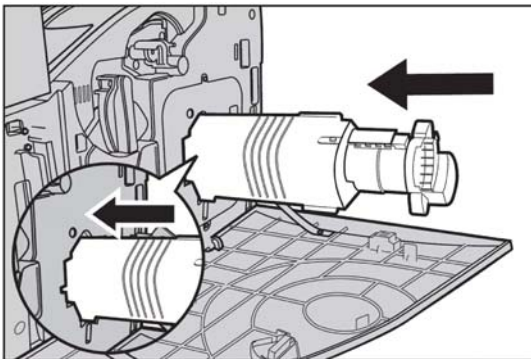
The toner cartridges are designed to be recycled. Return the cartridge to Xerox in the original packaging using the return labels included with each new cartridge.

Replacing the Toner Cartridges

9. Remove the new toner cartridge from its box. Rotate the cartridge from side to side approximately 10 times to evenly distribute the toner within the cartridge.

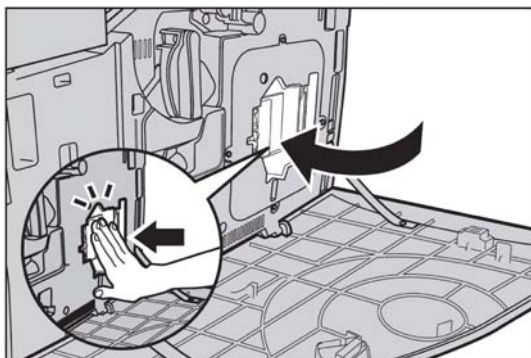


10. Insert the cartridge, aligning the arrow on the cartridge with the arrow on the machine, and push until it locks into position.



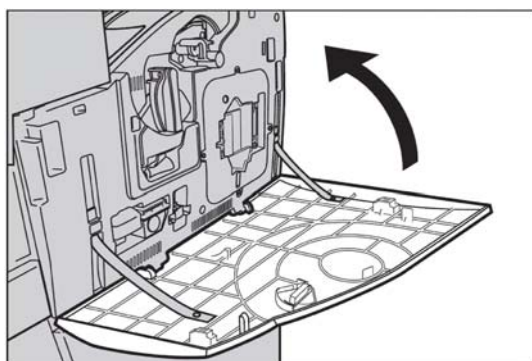
Replacing the Toner Cartridges

11. Close the toner cartridge door.



12. Close the front cover.

NOTE: Press firmly in the top center when closing the cover. If an error message appears on the display, press the cover on the right-hand side to close the cover completely.



13. When the touch screen indicates another toner should be replaced, repeat the same procedure with the indicated toner.

