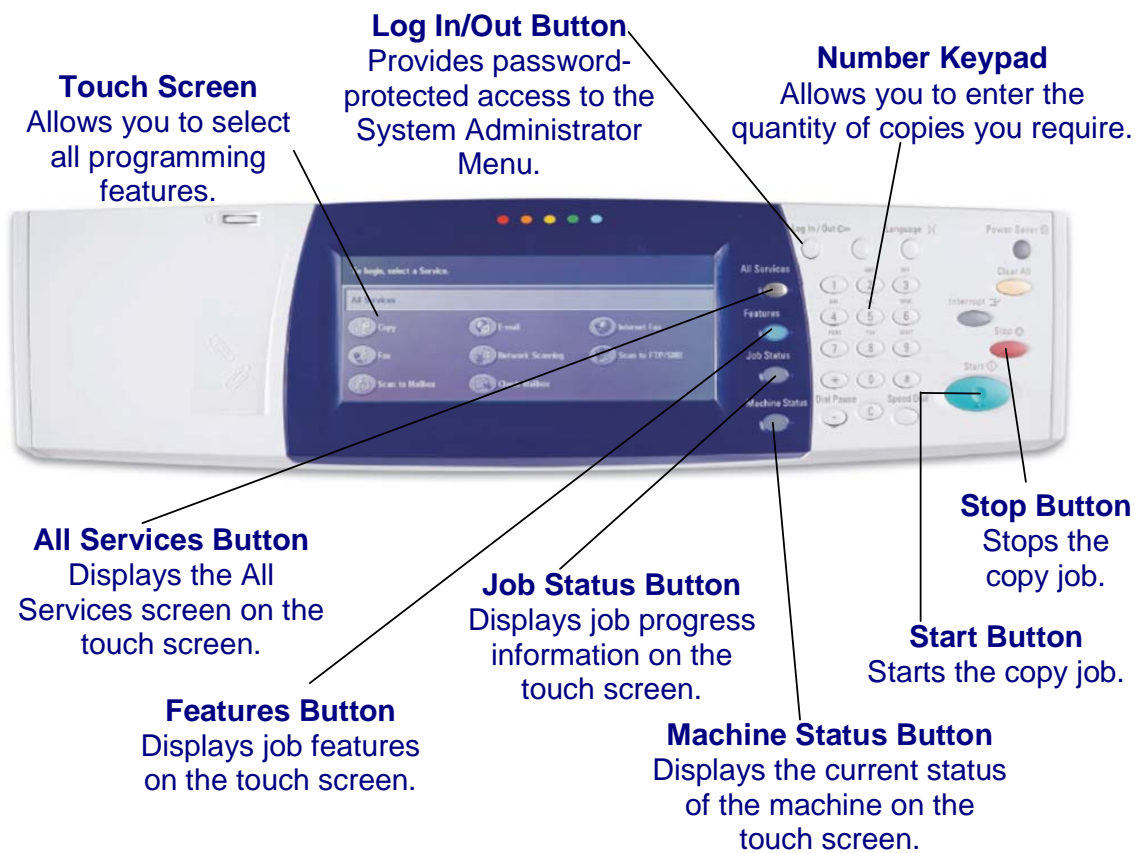


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Copying at the WorkCentre® 7232/7242



Copying Options:

Output Color

The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Black & White* option enables the machine to use only black toner.

Reduce/Enlarge

Select the *100%* 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.

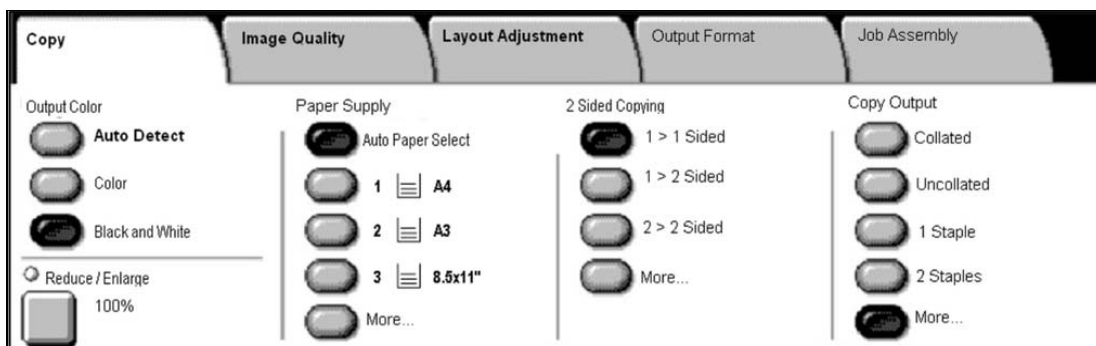
Output Format

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/Delete Inside*, *Save Current Settings*, and *Retrieve Saved Settings* options.

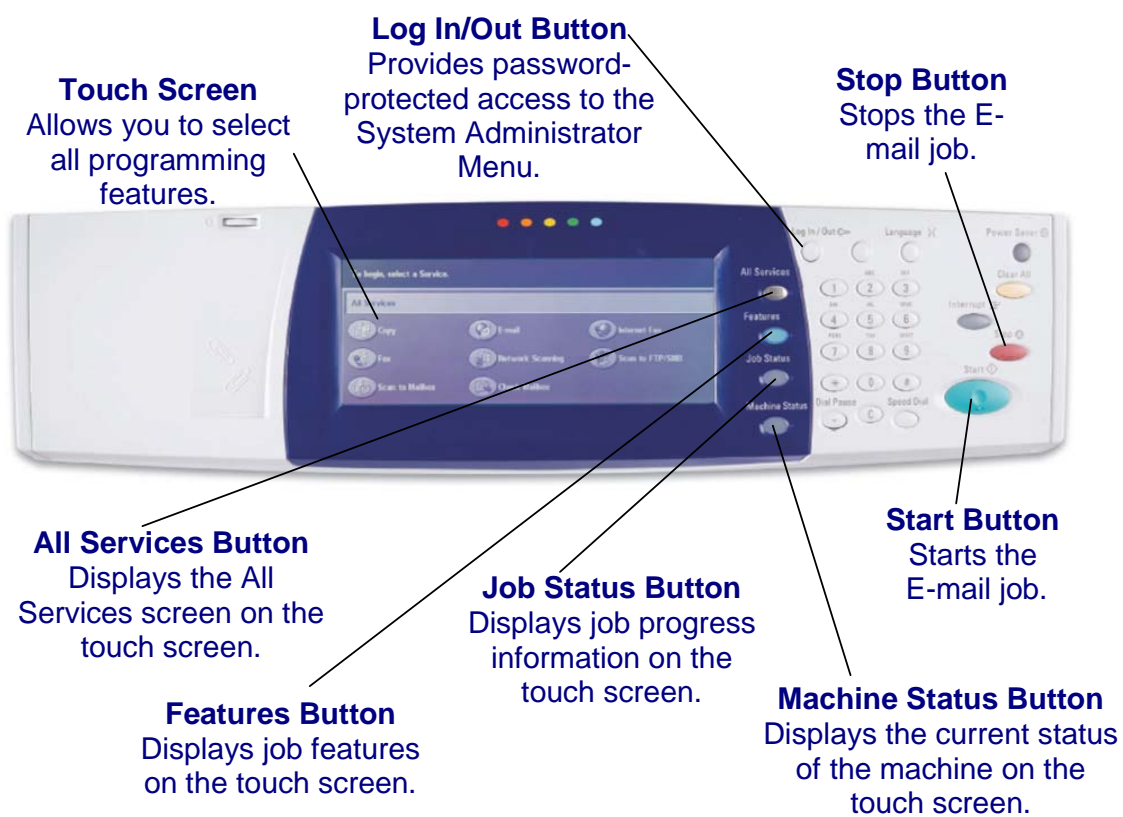
Simple Copying:



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.

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E-mailing at the WorkCentre® 7232/7242



E-mailing Options:

General Settings - Color Scanning

The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Grayscale* option enables the machine to print only black and gray tones. The *Black & White* option enables the machine to use only black toner.

General Settings - 2 Sided Scanning

You can specify your original documents as *1 Sided*, *2 Sided*, or *2 Sided(Rotate Side 2)*.

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*.

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

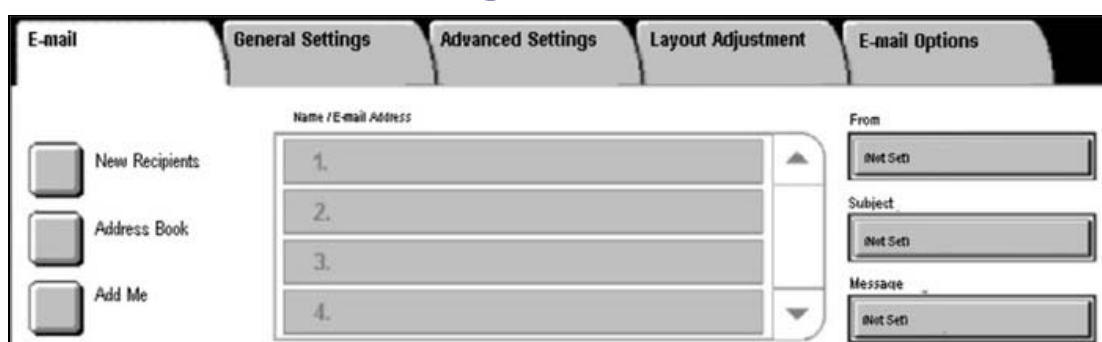
The *E-mail Options* tab options allow you to access the *Quality/File Size*, *File Name*, *File Format*, *Reply To*, and *Split Send* settings.

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. After entering the address, 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 keypad to search for your intended recipient. After finding your recipient, touch the **Add** button to add your recipient to the recipient list.
- **Touch the Add Me button.**
Touch the **Add Me** button to automatically add the person sending the e-mail to the list of recipient(s) intended to receive the e-mail.

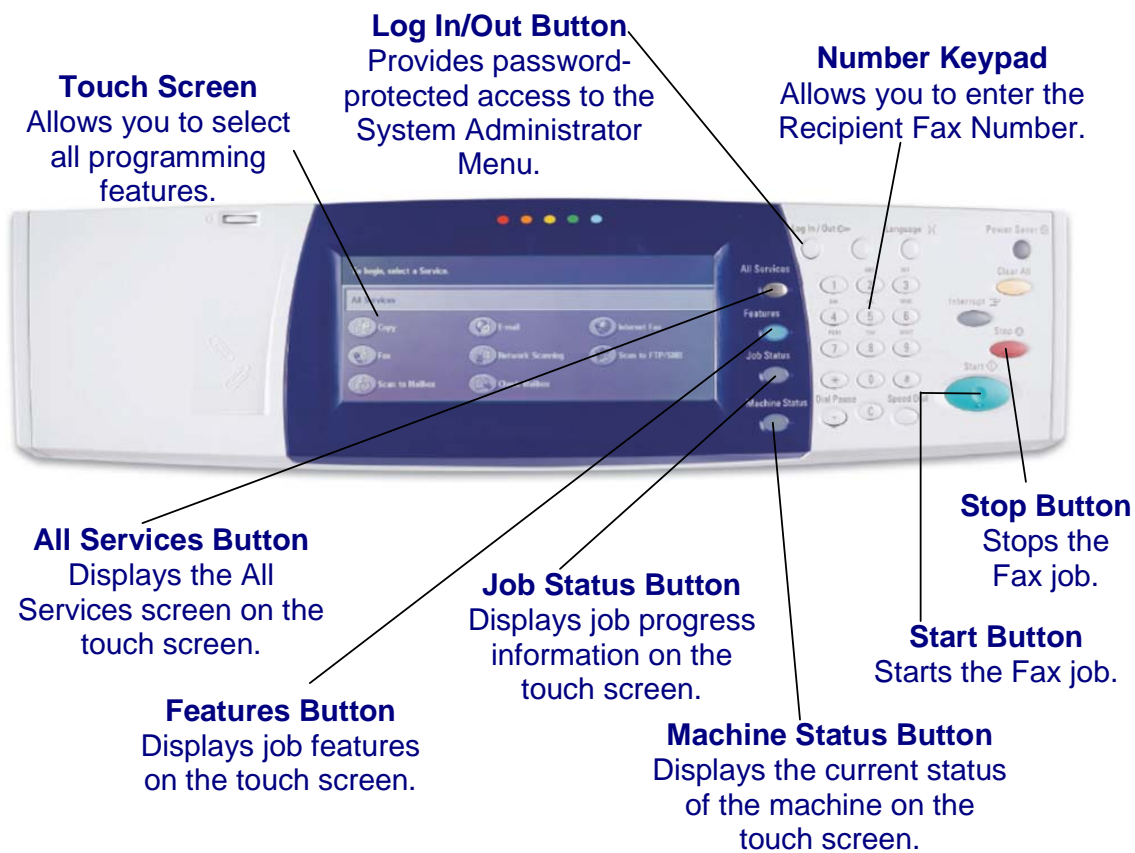
Simple E-mailing:



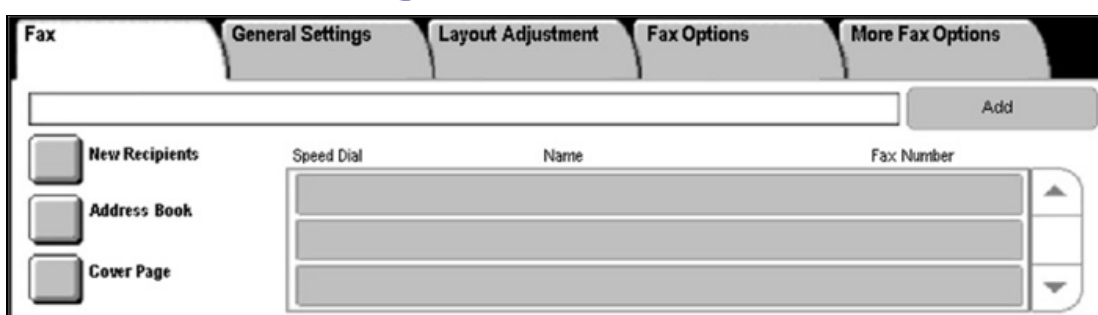
1. **Load** the document into the Document Handler.
2. Touch the **All Services** button on the Control Panel.
3. Touch the **E-mail** icon on the Touch Screen.
4. Specify the **Recipient** on the **E-mail** tab.
5. Select the appropriate **Settings** on the Touch Screen.
6. Press the **Start** button on the Control Panel.

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Faxing at the WorkCentre® 7232/7242



Simple Faxing:



1. **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. Press the **Start** button on the Control Panel.

Faxing Options:

General Settings - Lighten/Darken

Use the arrow buttons on the *Fax* tab to lighten or darken the faxed image.

General Settings - 2 Sided Scanning

Specify your original documents as *1 Sided*, *2 Sided*, or *2 Sided(Rotate Side 2)*. When you choose a *2 Sided* option, you can also select the *First Page 1 Sided* option, if required.

General Settings - Original Type

Specify your original documents as *Photo & Text*, *Text*, or *Photo*.

General Settings - Resolution

Specify your scanned resolution as *Standard*, *Fine*, *Superfine(400dpi)*, or *Superfine(600dpi)*.

Layout Adjustment

The *Layout Adjustment* tab options allow you to access the *Original Size*, *Book Faxing*, and *Reduce/Enlarge* settings.

Fax Options

The *Fax Options* tab options allow you to access the *Confirmation Options*, *Starting Rate*, *Priority Send/Delay Start*, *Transmission Header Text*, *Recipient Print Sets*, *Multiple-Up*, *Remote Mailbox*, and *F Code* settings.

More Fax Options

The *More Fax Options* tab options allow you to access the *Remote Polling*, *Store for Polling*, and *On-hook (Manual Send/Receive)* settings.

Entering Fax Recipient Information

You can enter Recipient Information using one of the following methods:

- Use the Number Keypad.

Simply press the buttons on the Number Keypad to enter the Fax Number of your intended recipient.

- Touch the New Recipients button.

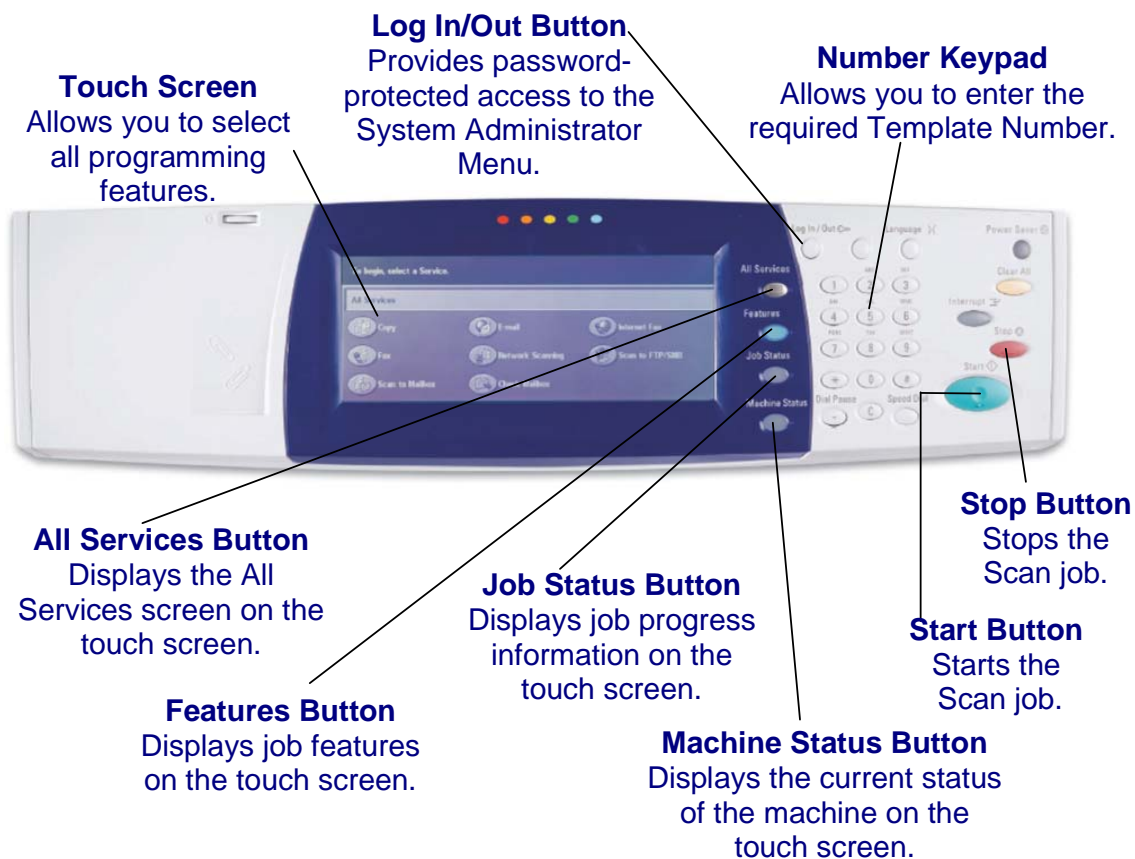
Touch the **New Recipients** button, then use the touch screen keyboard to enter the fax number for your intended recipient. After entering the fax number, touch the **Add** button to add your recipient to the recipient list.

- Touch the Address Book button.

Touch the **Address Book** button, then use the touch screen keyboard to find your intended recipient. After finding your recipient, touch the **Add** button to add your recipient to the recipient list.

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Scanning at the WorkCentre® 7232/7242



Scanning Options:

General Settings – Color Scanning

The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Grayscale* option enables the machine to print only black and gray tones. The *Black & White* option enables the machine to use only black toner.

General Settings - 2 Sided Scanning

You can specify your original documents as *1 Sided*, *2 Sided*, or *2 Sided(Rotate Side 2)*.

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*.

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

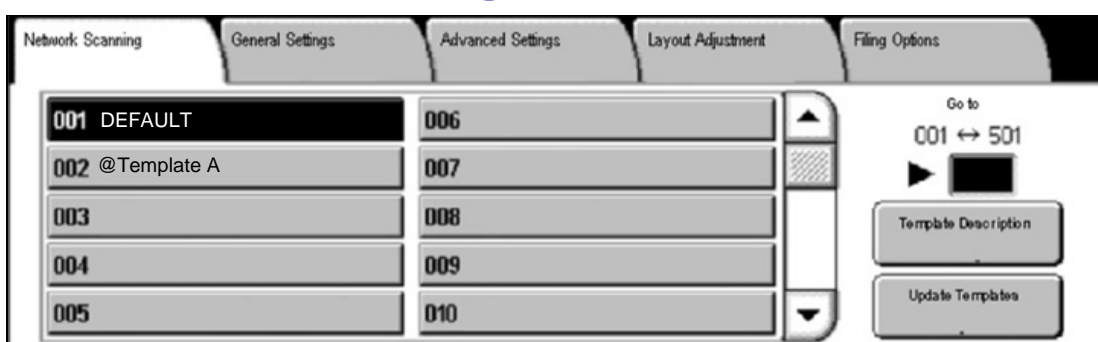
The *Filing Options* tab options allow you to access the *Quality/File Size*, *File Name*, *File Format*, *Meta Data*, *File Name Conflict*, *Password*, and *Login Name* settings.

About Templates...

To successfully complete a network scanning job you must select a **template** from the list. Templates are used for scanning jobs at the machine - they define the parameters of each scan job. Information such as the final destination of the job (the repository) and the image quality settings are defined within the template, along with the template name. Template names are displayed on the *Network Scanning* tab.

You can select an existing template "as is" or use *Internet Services* to create a brand new template.

Simple Scanning:



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. Press the **Start** button on the Control Panel.