

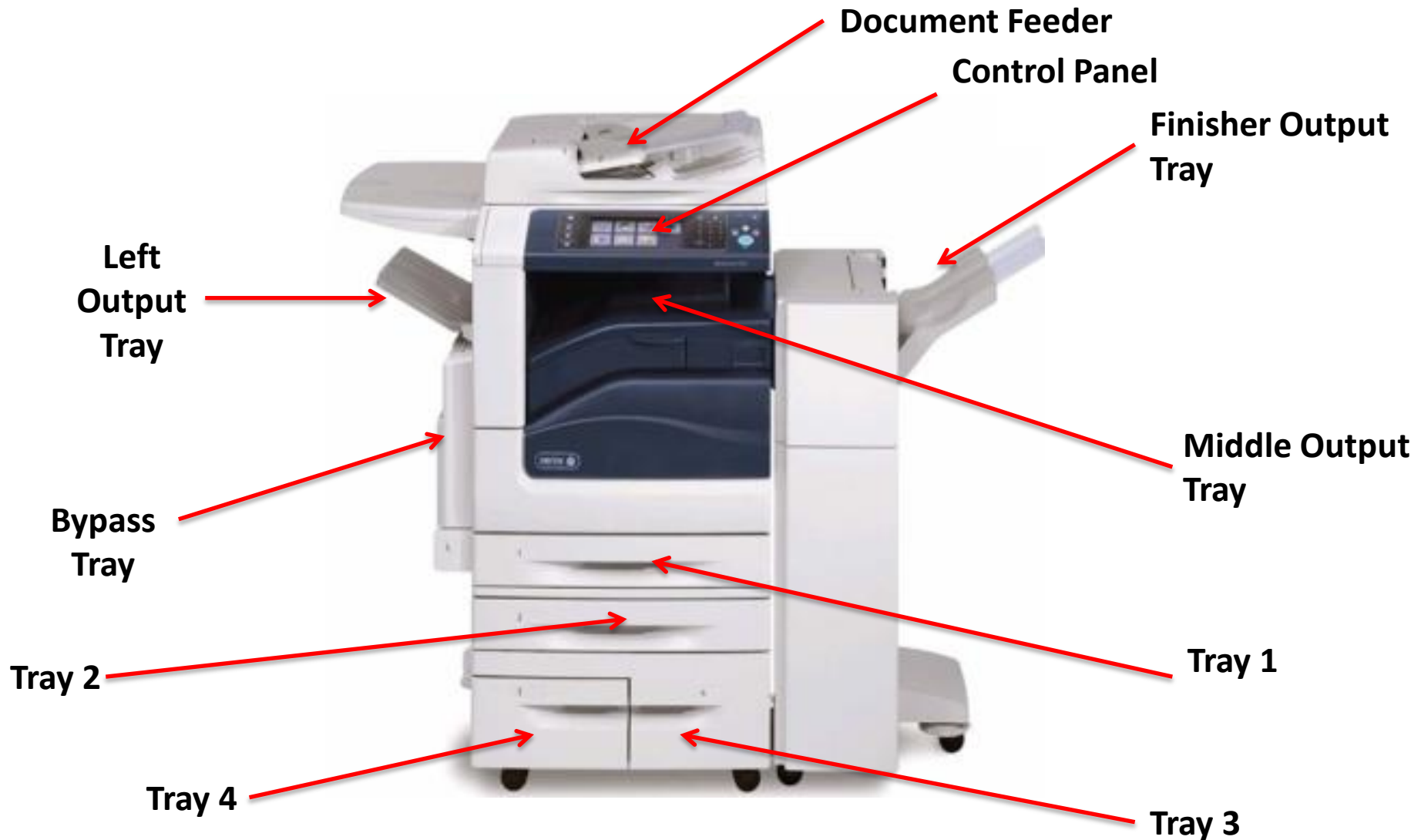
# Xerox Workcentre 7225



A Xerox Company



# Machine Overview



# Loading Trays 1 and 2



Open and place the paper in the tray.



Make sure the green guide are is the correct position.



**Note:** Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.

# Loading Paper Trays 3 and 4



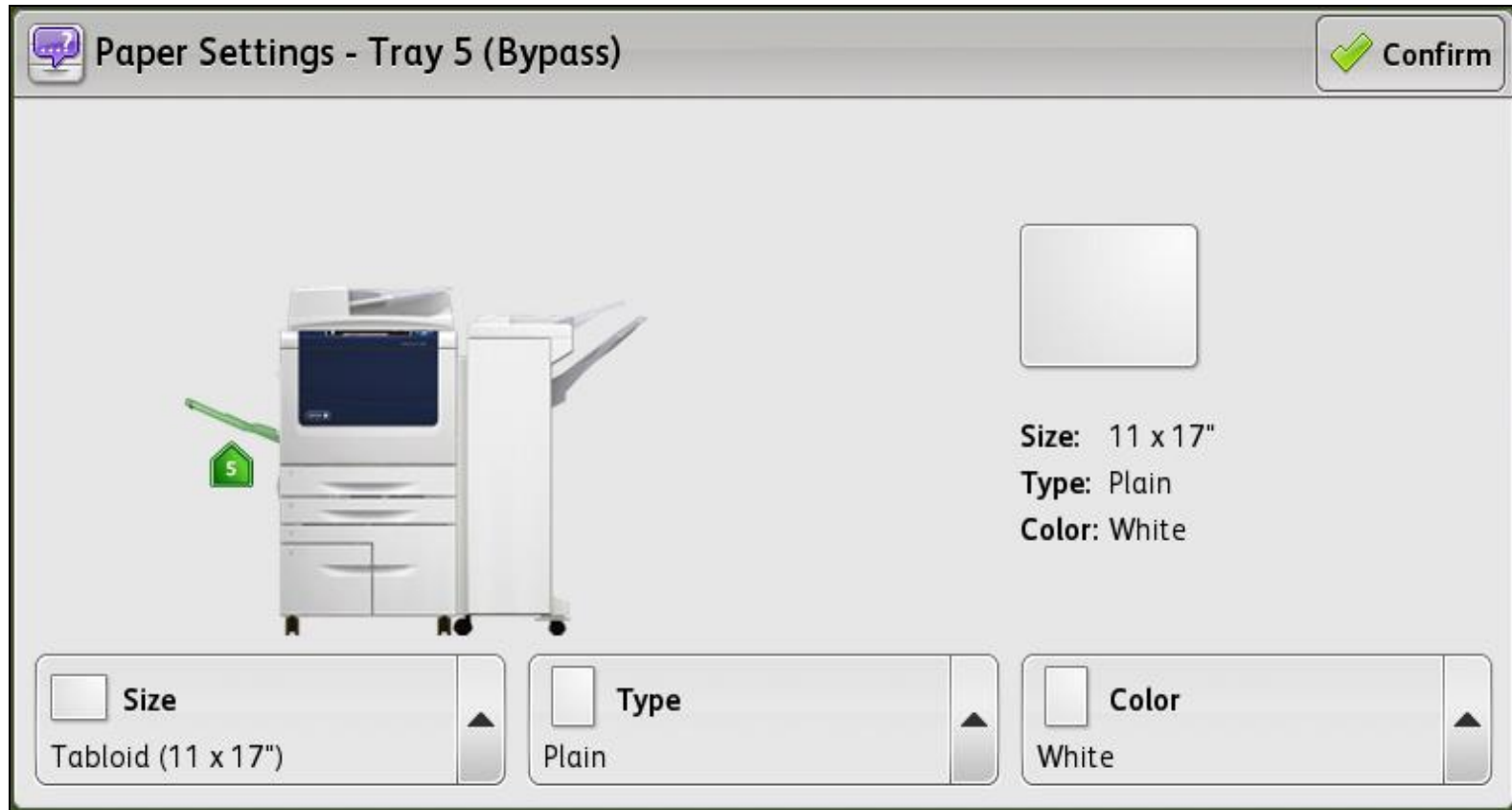
Trays 3 and 4 are dedicated for Letter 8.5 x 11 size paper. Make sure the Green Guide is right up against the paper .

**Note:** Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.



# Confirming Paper Changes

Once you close a tray or put something into the any of the trays, the confirmation screen will appear and you will have the options to change the tray setting.



**Adjust the paper size, paper type, and the color of the paper as needed.**

# Bypass Tray

1. Make sure the tray is in the down position.



3. Make sure that guides just touch the paper.



2. Place the media onto the tray. Paper must not be loaded above the max line. The paper settings for the tray are going to display on the touch screen. Confirm or change the Type of paper, the Size, and the Color of Paper in the tray.

# Loading Originals



**Document Feeder:** One or more pages go Face Up. Make sure the gray guides are right up against the original.



**Document Glass:** Originals go Face Down on the glass in the Upper Left hand corner.



# Changing Toner



**Note:** When the toner is getting low, you will get a warning to order a new toner before it is empty.

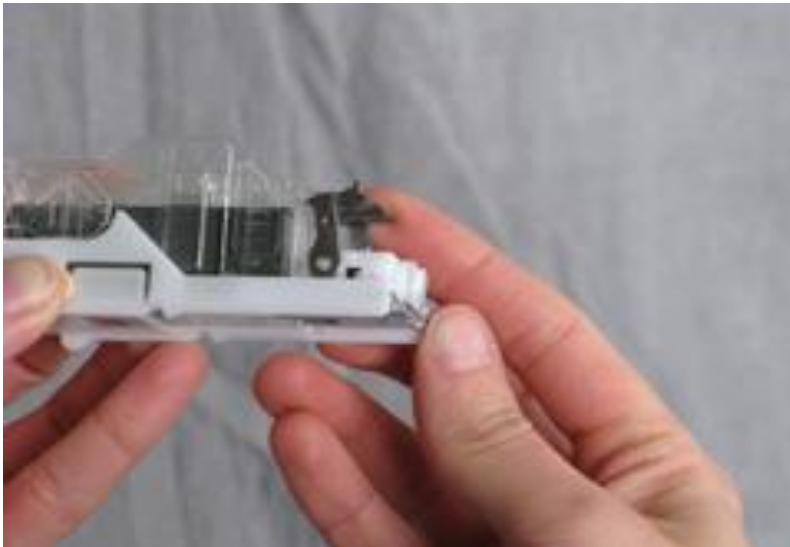
# Changing Waste Toner



Just like the toner the machine will prompt you to order another waste toner when it is close to being full.

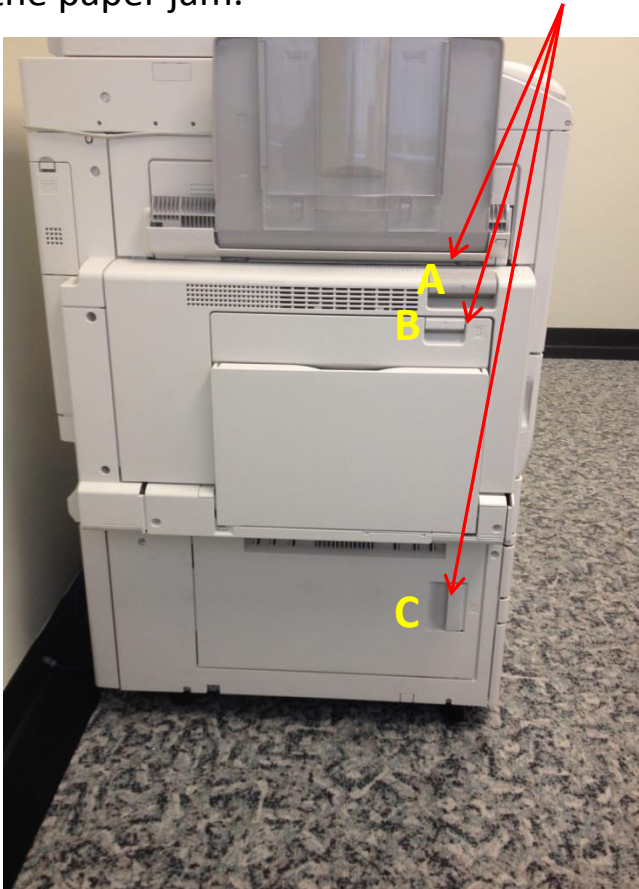
# Changing Staples

You could check the staple supply level under the Machine Status supplies tab. The machine will not prompt you to order new staples.

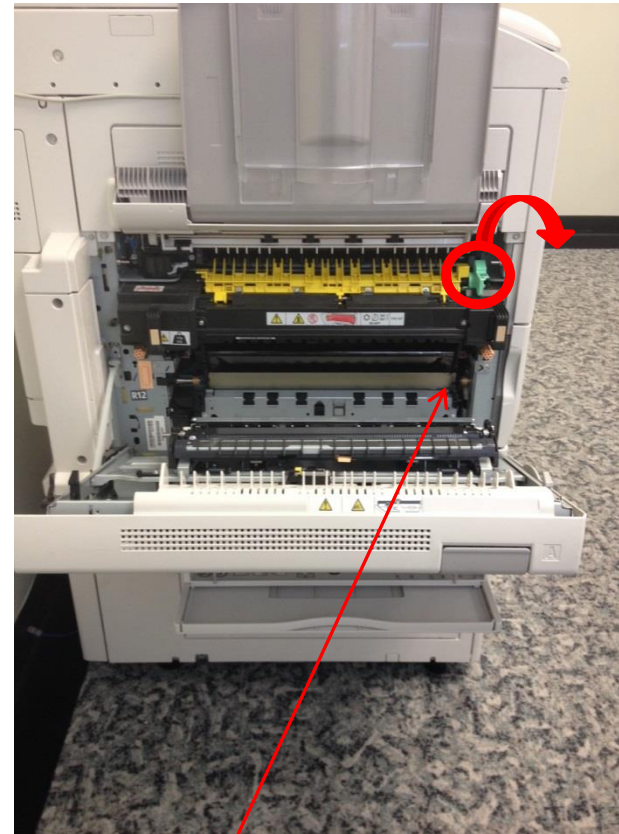


# Clearing Paper Jams

There are three areas where a jam could occur (Labeled A,B,C). The user interface will direct you how to clear the paper jam.



Anything green colored is the paper path and where the jam would occur. Make sure to open or twist the green knobs before pulling the paper out.



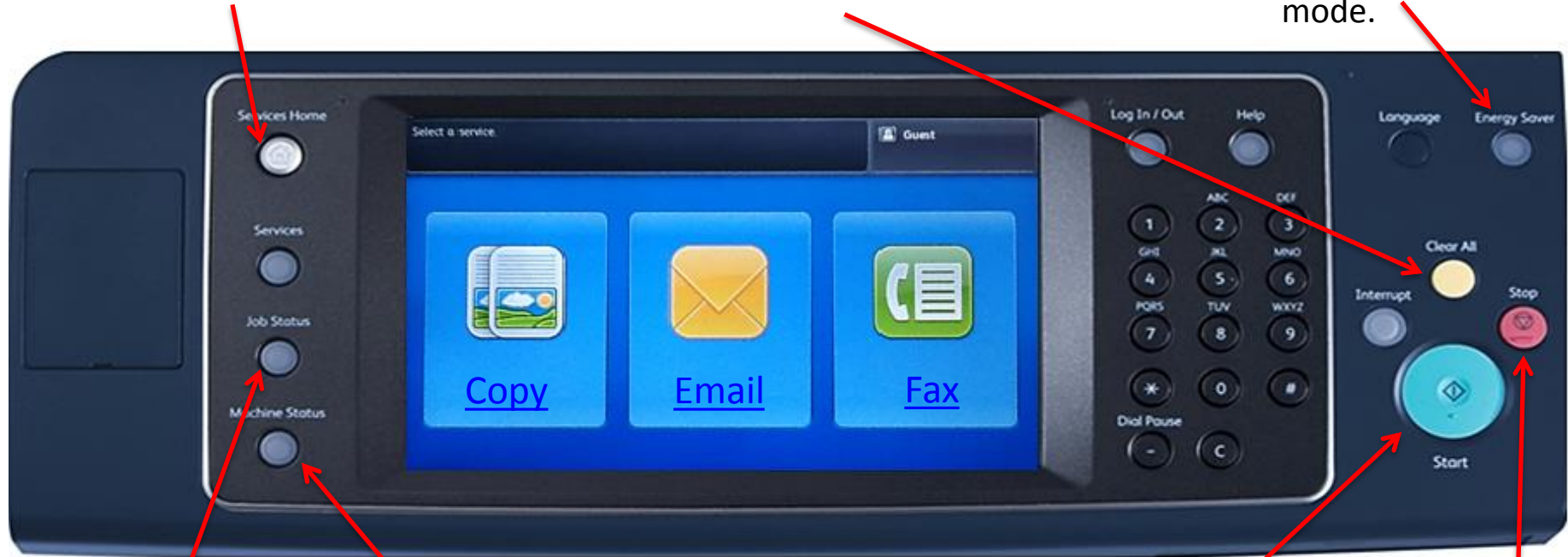
Pull the green lever down and retrieve the paper.  
Be cautious, the fuser can get very hot.

# User Interface

**Services Home:** Will always bring you back to the screen shown below.

**Clear All:** Will clear all sets back to the defaults such as the recipients list, fax numbers, and number of copies.

**Energy Saver:** Press this button when the machine is in low power mode.



**Machine Status:** Basic information about the device.

**Job Status:** Select this button to active job, completed jobs, and retrieve Secure Print jobs.

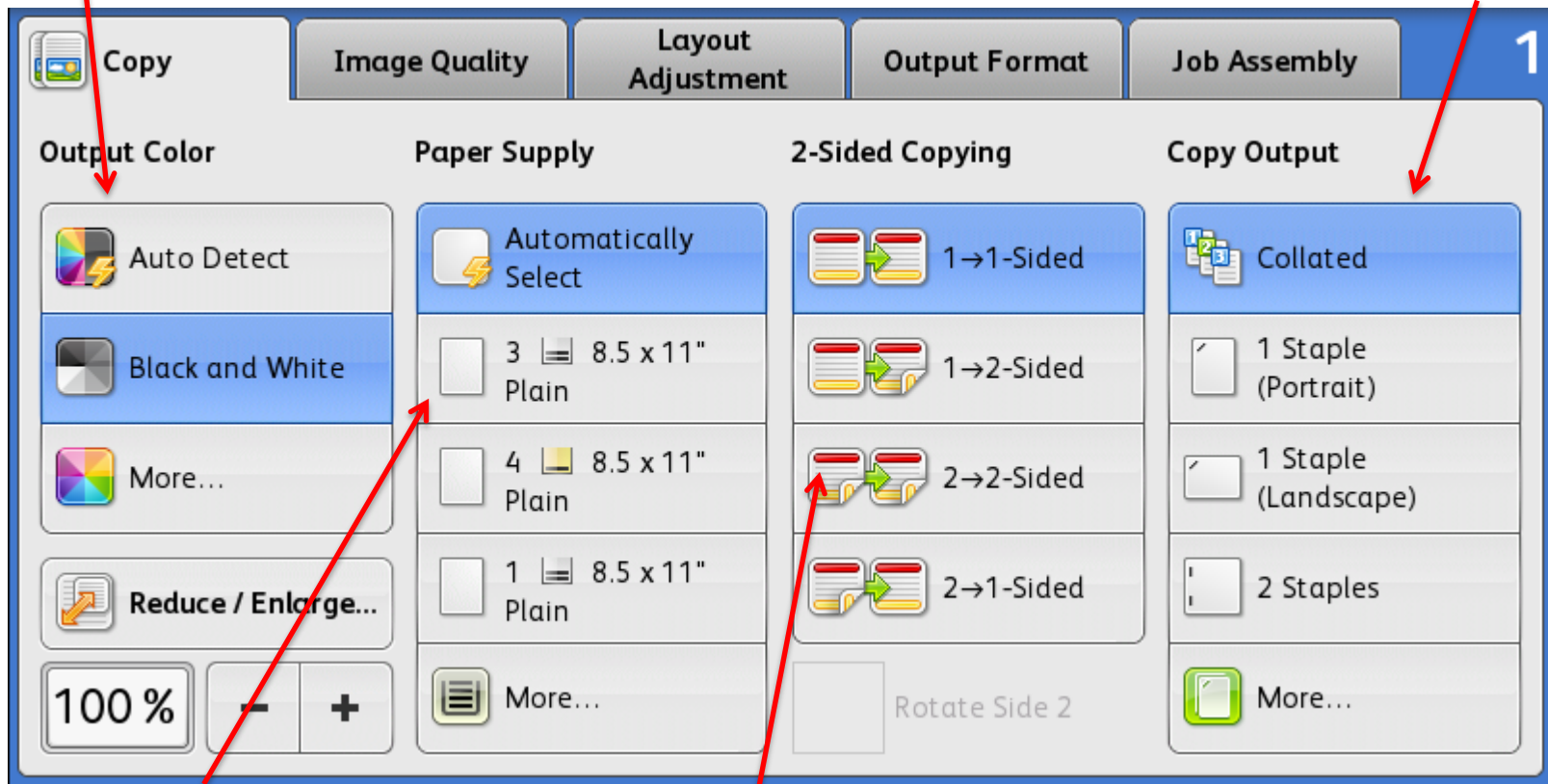
**Start:** Press start to began a copy job, send a fax, or an email.

**Stop**

**Output Color:** You can choose to have a colored copy.

# Main Copy Screen

**Copy Output:** We select any of the finishing options that are installed on the copier including **Stapling** and **Hole Punching**.



**Paper Supply:** This is where you can choose an individual tray. When it is on Auto Select the machine will determine which tray to pull from the originals size.

## 2 Sided Copying:

**1>1 sided:** use this option if your originals are printed on one side and you want single-sided copies.

**1>2 sided:** use this option if your originals are printed on one side and you want double sided copies.

**2>2 sided:** use this option if your originals double sided and you want double sided copies.

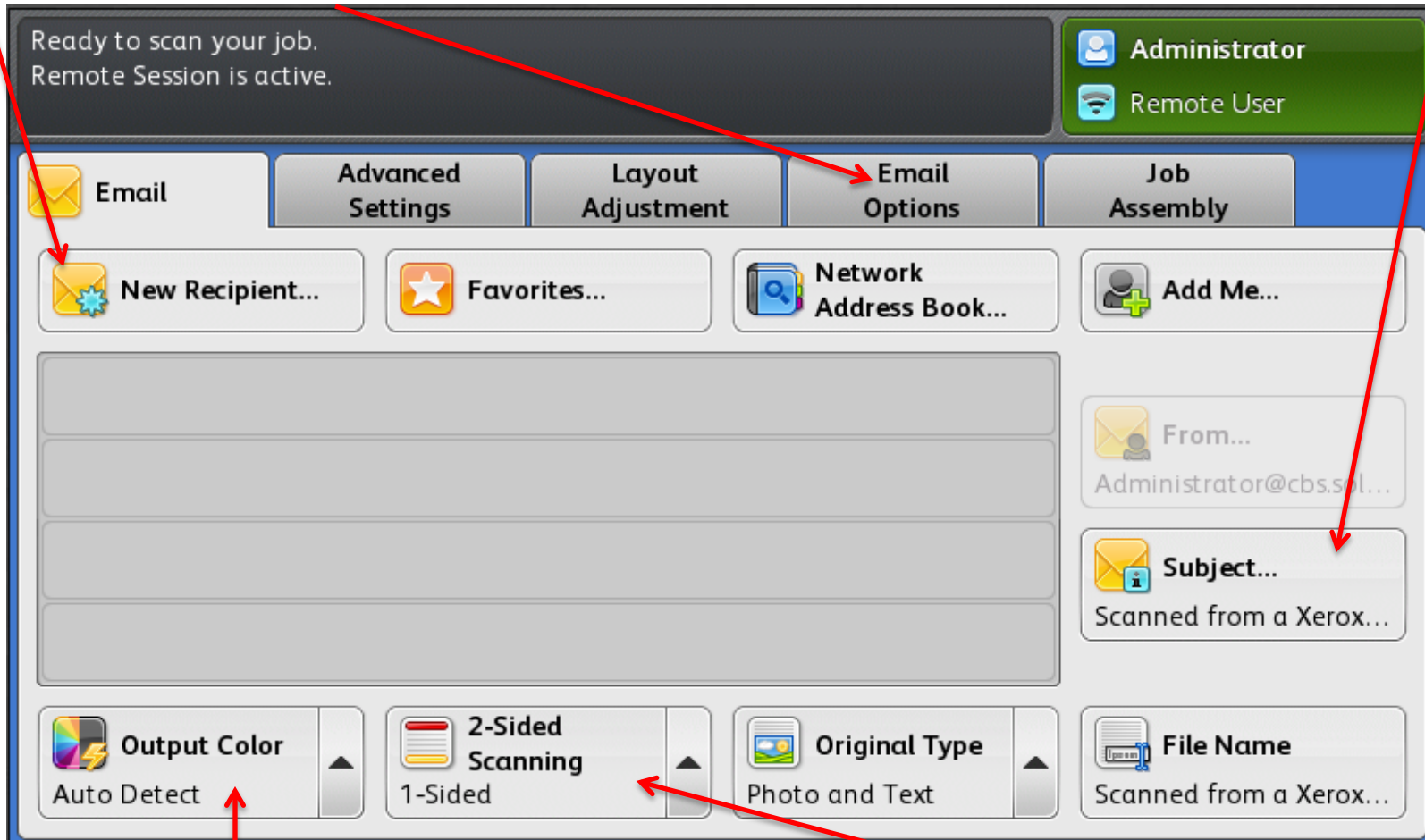
**2>1 sided:** this option will make one-sided copies from double-sided originals.

**New Recipient:** You can search the active directory for yourself or other users in the organization.

# Main Email Screen

You can adjust the Subject line to each individual email.

**E-mail Option:** You can adjust the File Format and File Name of the attachment.



**Output Color:** You can choose either a Black and White or Color Scan.

**2-Sided Scanning:** You can choose either a single-sided or double-sided document.

# Main Fax Screen

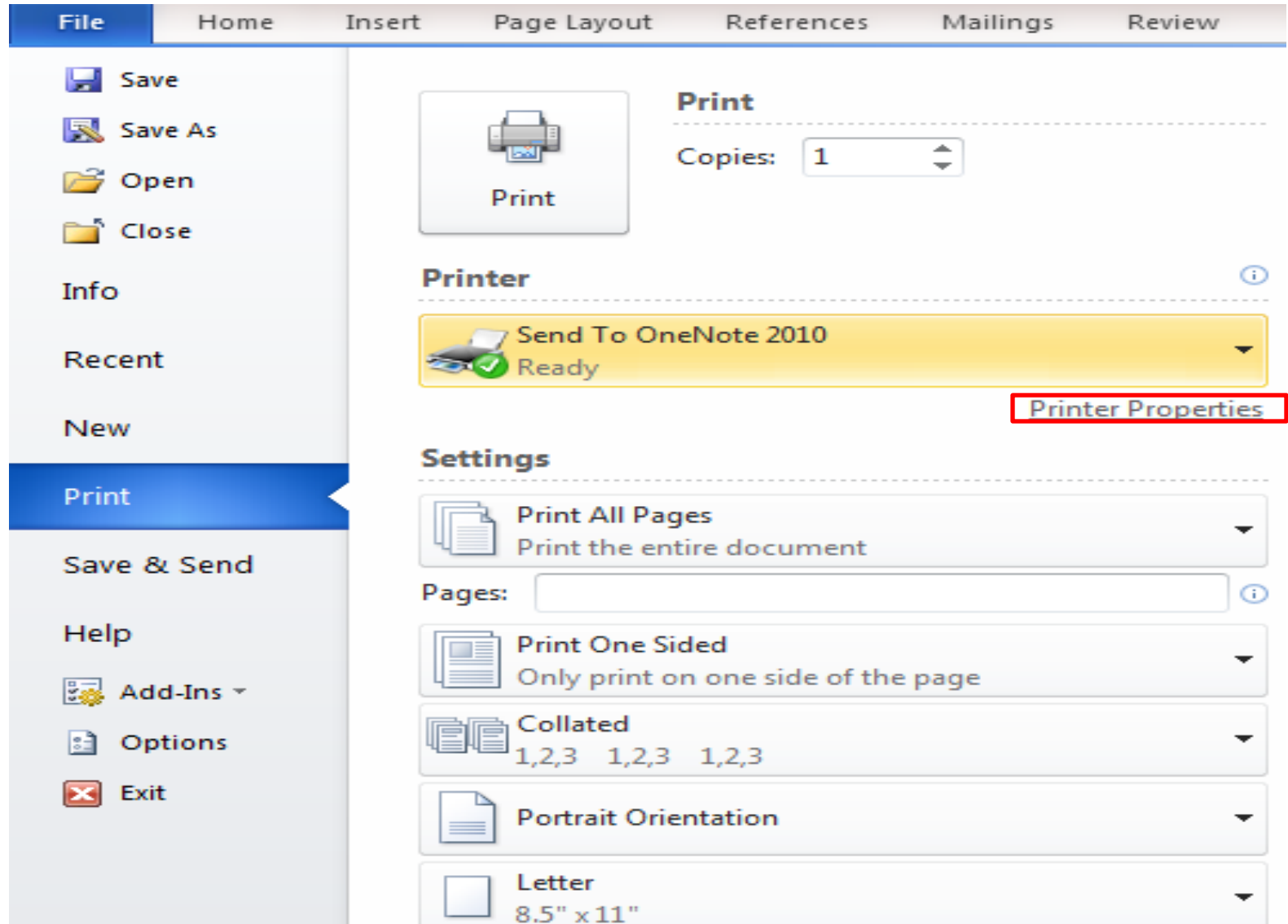
Enter the Fax Number here by using the keypad to the right of the touch screen ...

The screenshot shows the 'Main Fax Screen' interface. At the top, a status bar indicates 'Ready to scan your job. Remote Session is active.' and shows user roles: 'Administrator' and 'Remote User'. Below this is a navigation bar with tabs: 'Fax', 'Image Quality', 'Layout Adjustment', 'Fax Options', and 'Job Assembly'. The 'Fax' tab is selected. The main area features a large text input field labeled 'Enter Fax Number' with a green border. To its right is a green button with a plus icon and the text 'Add'. Below the input field are four empty rows for additional fax numbers. On the right side, there are three buttons: 'Dialing Characters...', 'Favorites...', and 'Device Address Book...'. At the bottom, there are four settings sections: '2-Sided Scanning' (with a toggle between '1-Sided' and '2-Sided'), 'Original Type' (with a toggle between 'Text' and 'Image'), 'Resolution' (set to 'Fine (200 dpi)'), and 'Cover Sheet' (set to 'Off'). Red arrows point from the instructional text to the 'Enter Fax Number' field, the 'Add' button, and the '2-Sided Scanning' toggle.

If you have a **2 Sided** original. Change 1-Sided to 2-Sided .

Select **Add** to send the same Fax to multiple Fax numbers.

# The Print Driver can be found by clicking on Printer Properties on your print screen.

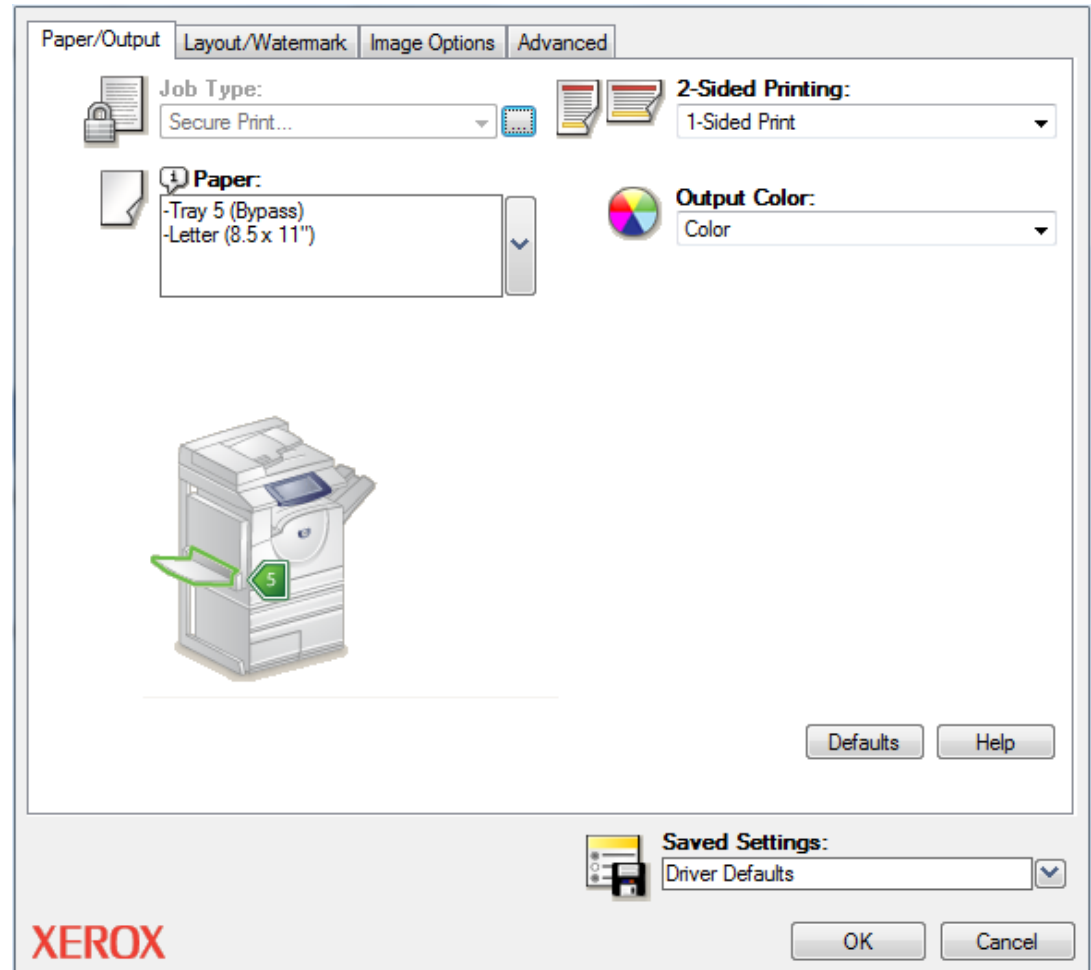


# Remote Printing using the Xerox Print Driver

The print driver interface gives you quick access to common features of the device at your work station.

## Including:

- Job Type
- Paper Supply
- 2-Sided Printing
- Finishing
- Image Options
- Layout Options



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