



# Xerox WorkCentre 7328 Quick Use Guide



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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.*

## 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. Services Button**  
Displays the job features on the touch screen.
- 3. Job Status Button**  
Displays job progress information on the touch screen.
- 4. Machine Status Button**  
Displays the current status of the machine on the touch screen.

## Control Panel

5. **Dial Pause**  
Enters a pause in a telephone number when transmitting a fax.
6. **Clear**  
Deletes numeric values or the last digit entered.
7. **# (Pound)**  
Indicates the dialing character or designates a group dial number.
8. **Start**  
Starts the job.
9. **Stop**  
Temporarily stops the current job. Follow the message to cancel or resume your job.
10. **Interrupt**  
Temporarily stops the current copy job to allow a priority job to be run.
11. **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.
12. **Language**  
Changes text to an alternative language (when available).
13. **Log In/Out**  
Provides password protected access to the Tools used to adjust the defaults of the machine.



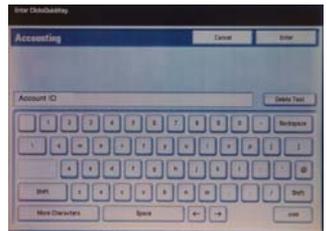
# WC7328/35/45: Logon

## Network Accounting:

To access machine features:

1. With the All Services screen displayed, select the required feature (such as Copy, Fax, Scan to File, or E-mail). The Accounting Login screen will be displayed.
2. Enter your User ID = Blue Valley ID minus the leading zeros, then select [Next]. A prompt will be displayed for your Account ID .
3. Enter your Account ID, = default Clicks Quick Key based on copier location. You will only need to enter your Clicks Quick Key when using a machine in another building. Select [Enter] The initial screen for the feature will be displayed.

\*NOTE: You will only need to enter your ClicksQuickKey when using a machine at a different building.



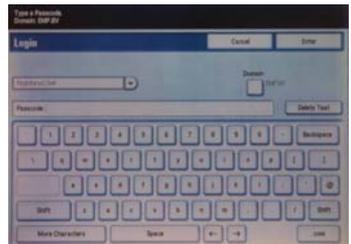
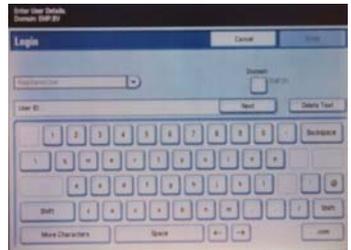
To logout of Network Accounting:

1. Press the [Log In / Out] button on the Control Panel. An "Are you sure you want to logout? Session will end and all settings will return to default" message will be displayed.
2. Select the required logout option on the Touch Screen: Change Accounts, Cancel, and Logout.

## Network Authentication (required for scanning):

To access scanning features:

1. With the Login screen displayed, enter your network user ID in the **User ID** field and then select the [Next] button on the Touch Screen. The Password screen will be displayed.
2. Enter the password in the **Password** field and then select the [Enter] button. When the user has been verified with the Network Authentication server, the Copy screen will be displayed.
3. If necessary, select the [All Services] icon and then select the required feature (such as Copy, Fax, Scan to File, or E-mail).



To logout of Network Authentication:

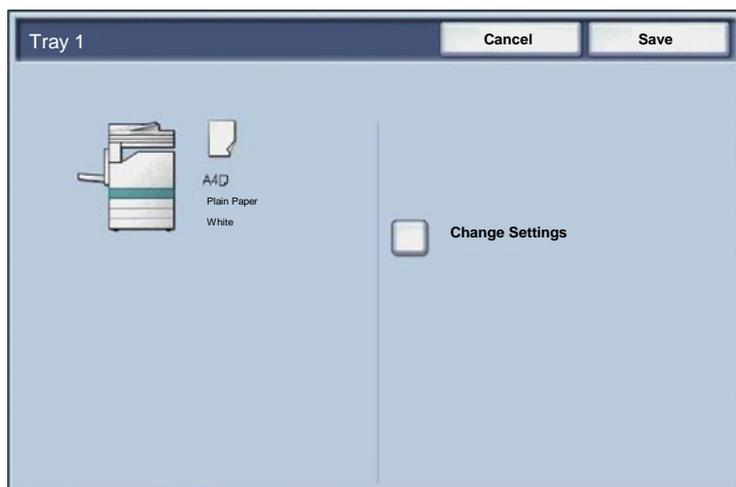
1. Press the [Log In / Out] button on the Control Panel.
2. Select the [Logout] button on the Touch Screen.

## Tray Settings

There are 3 standard paper trays and 2 optional paper trays, designed to use a variety of paper and other media. The bypass tray and trays 1 and 2 are fully adjustable trays and can hold a variety of paper sizes. Trays 3 and 4 are high capacity feeders holding 8.5" x 11" or A4 paper sizes only.

When a paper tray is opened, your machine assumes that more paper is to be loaded. Depending on the machine setup, the touch screen displays a pop-up window, giving the option to change the paper and its attributes, or load more of the same paper.

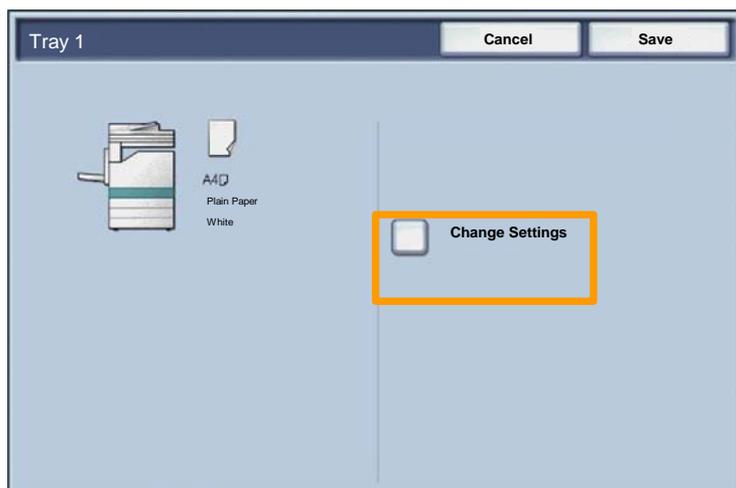
Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.



## Tray Settings

The tray information screen will be displayed on the touch screen. If the tray information is correct select the **Confirm** button. Alternatively change the paper size or paper type by selecting the **Change Settings** button on the touch screen.

That completes the procedure for loading the paper tray.



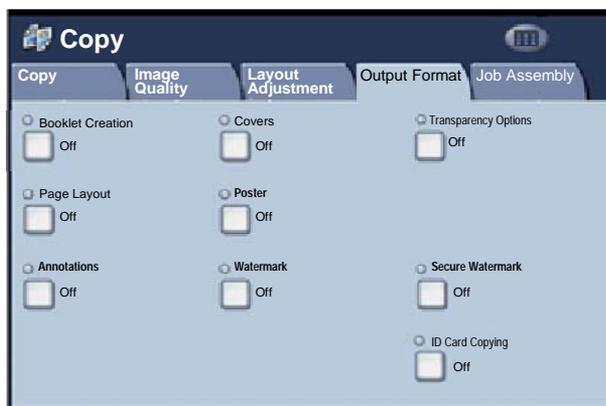
## Booklet Creation

The **Booklet Creation** feature enables the production of booklets or multi-page copies from 1 or 2-sided originals. The machine will scan your originals and automatically reduce and arrange the images in the correct sequence on your selected copy paper so that a booklet is created when the copy set is folded in half.

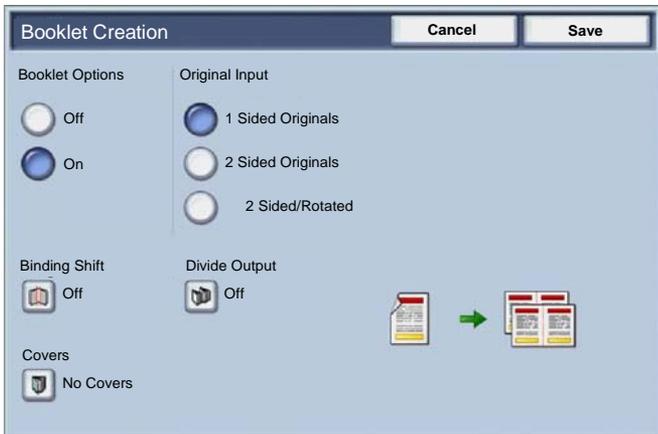
The Booklet creation feature is switched on from a button on the Output Format tab.

When Booklet creation is switched on, you need to tell the machine that your originals are 1-sided or 2-sided. When you have made your selection you must select **Save** so that you can program any other features you may require from the control panel.

Switch on Booklet creation by selecting the **Output Format** tab, the **Booklet Creation** button and the **On** button.



# Booklet Creation



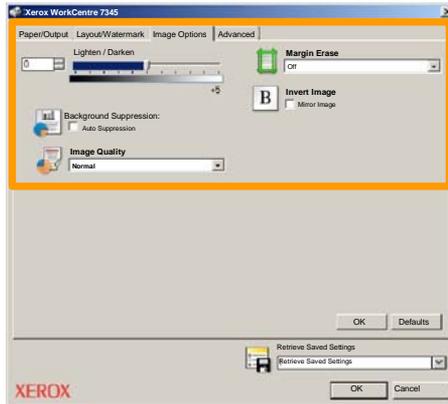
There are 2 simple rules that must be followed when making booklets:

1. First select the tray that contains the paper you want to use.
2. Always load your documents with the long edge to the left.



## Simple LAN Fxing

### 4. Set the Fax Options

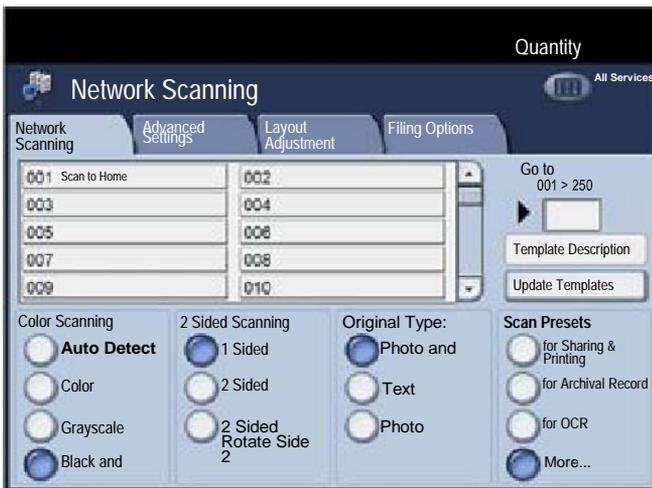


### 5. Send the Fax

When you have selected all the options you require, select **OK**. Select **OK** on the print driver screen and **OK** on the Print Screen. The **Fax Confirmation** screen will appear with the list of recipients you have chosen. If the details are correct, select the **OK** button and your fax will be submitted to the machine fax queue ready to be transmitted.

## Scan to Home

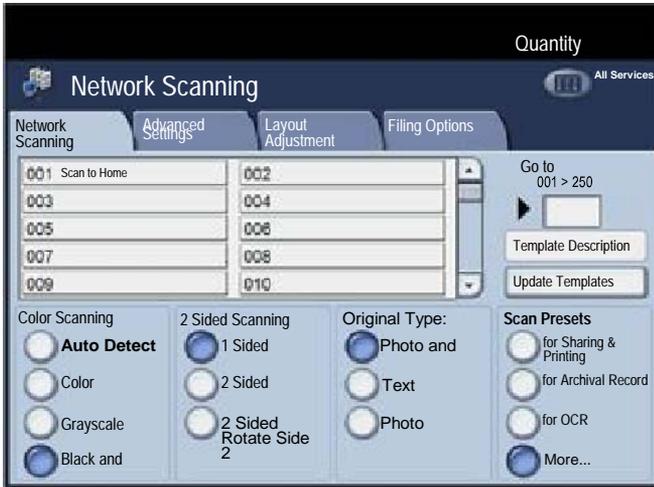
Scan to Home is an optional feature which allows a user to scan hard copy originals at the device and send them to a destination on the network which is specified as their "Home" destination.



To use this option, the user must first enter their Network Authentication login at the device. The device displays one Scan to Home template. When a document is scanned, the authentication server produces the information as to who is logged in at the device.

## Scan to Home

Network Scanning must be installed before using this feature, but it is not necessary for the repositories and templates to be configured.



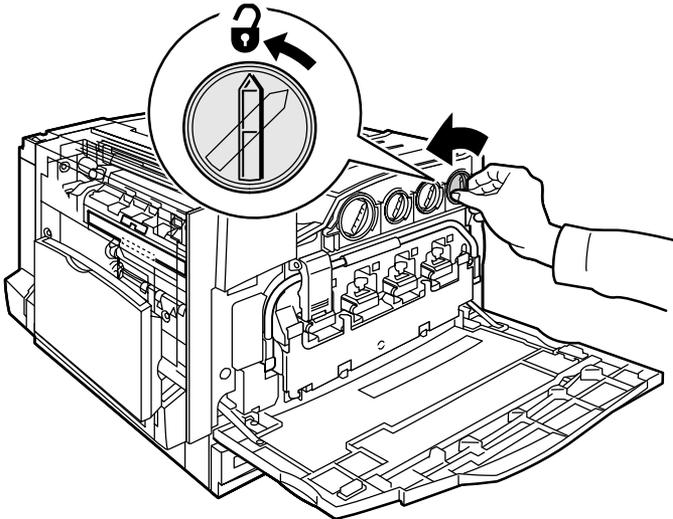
The system administrator enables the feature using Internet Services. They also have to enable Network Authentication for this feature to be available. Lightweight Directory Application Protocol (LDAP) connectivity may also be used.

## Replacing the Toner Cartridges

This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. The machine will tell you when you will need to order a new cartridge and when to install it. Follow the disposal instructions for the old cartridge when

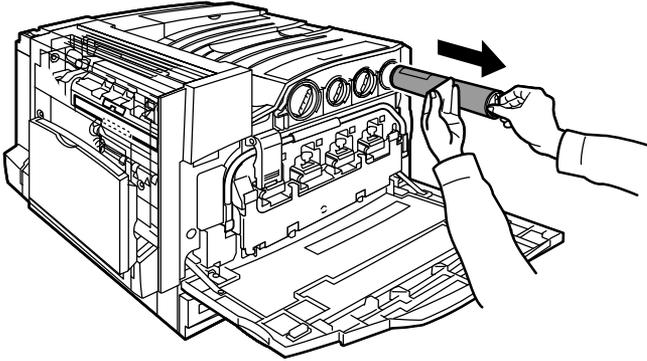
1. Open the Front Door.

2. Turn the toner cartridge counter clockwise to the unlocked position.

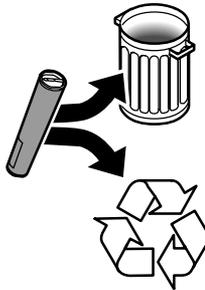


## Replacing the Toner Cartridges

3. Remove the toner cartridge by pulling it straight out. Be careful to not get toner on clothing.

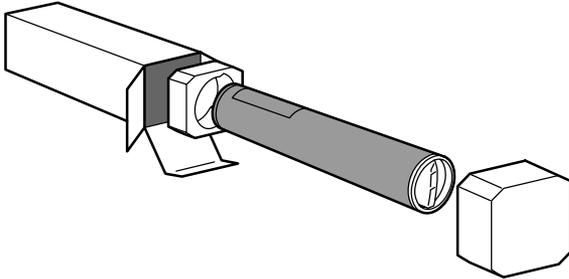


4. Dispose the toner cartridge as normal office waste or recycle the cartridge.

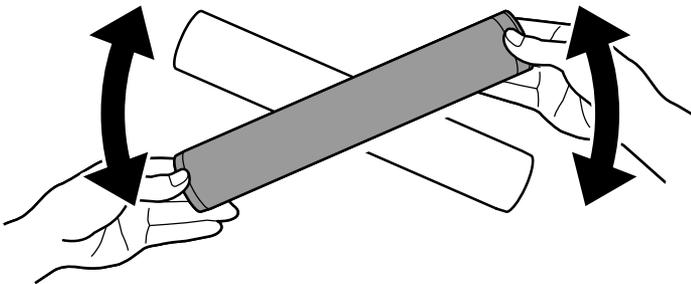


## Replacing the Toner Cartridges

5. Remove the new toner cartridge from its packaging.

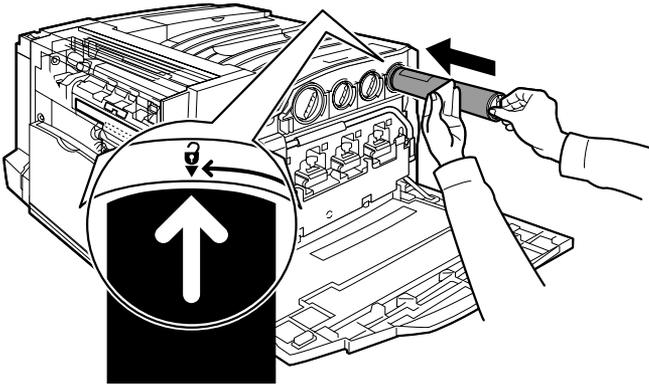


6. Shake the new toner cartridge several times in an up and down twisting motion to redistribute the toner.



## Replacing the Toner Cartridges

7. Install the toner cartridge by aligning the arrows on the cartridge with unlock symbol on the printer. Make sure the cartridge is fully installed then turn the cartridge clockwise to the locked position.



8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

That completes the procedure for replacing the toner cartridge.



## WC7328/35/45: Call for Service or Phone Support

**1-800-821-2797**

Have your serial number ready. If you do not know your serial number, follow the steps below:

1. Lower the Bypass Tray located on the left side of the machine.
2. Open the Top Left Cover. Push up on the unlock lever, located on the top of the cover, to access the inside of the machine.



The serial number is located on a colored sticker on the inside back frame of the machine.



3. Close the cover and raise the Bypass Tray back into position.

To request training, please email: [copierproject@bluevalleyk12.org](mailto:copierproject@bluevalleyk12.org)

Additional Information including Video and Step-by-Step guides can be found at:

<http://www.bluevalleyk12.org/printing/copier>

