



Xerox WorkCentre 7120 / 7232 / 7328 / 7335 / 7345 / 245 / 255 / 7225 + Driver Installation Instructions

There are two steps to install the driver. The 'setup.exe' download (supports Windows XP/7/8/10) is a customized version of the Xerox Global Print Driver installation routine. It provides the capability to create the printer port as well as including the Xerox Global PCL6 Print Driver. You simply need to follow the *Driver Download and Installation* instructions before proceeding to the *Driver Configuration*.

IMPORTANT INFORMATION

- 1. You must have local Administrator rights to perform the below steps
- 2. Please ensure you **download the correct drivers** from the link available on the <u>www.xeretec.co.uk/regus</u> website
- 3. These instructions are for the **models mentioned above only!** If your model is different, please select the correct link from the website above
- 4. You need to have your **Regus Client Ref** number to hand. This can be obtained from your Regus Invoice or from the local Regus Centre Staff
- 5. The **IP Address** and **Model Number** must be obtained from the local Regus Centre Team Staff within your site before you can continue with this driver installation

Driver Installation Steps

Step 1 – Driver Download and Installation – Page 3

Download the compressed executable containing the drivers and run through the included wizard to setup your printer driver.

Step 2 – Driver Configuration – Page 8

There are essentially two items to configure in the driver; firstly, the Secure Print so your job will not be released at the device until you release it using your *Client Ref* number. Secondly, the Accounting which actually allows you to print to a Xerox device, providing you have been setup by the local Regus Centre team staff.

Secure Print and Accounting are two separate features and your Client Ref is used in both cases for continuity.





Before you begin

It is highly recommended that you position your windows so that you can run through the instructions and driver installation, side-by-side, as illustrated in the below screenshot.







Step 1 - Driver Download and Installation

Note the device model you want to print to and click the appropriate driver link from the <u>www.xeretec.co.uk/regus</u> website

					– 🗆 X
A http://www.xeretec.co.u	uk/2regus	5 - Q	X Regus - 7120/7232 / 7328 / ×		合 ☆ 戀 🙂
				Share * Cal	I Us 0800 074 8136
Xeretec We dor	n't just copy.		Q Looking For Something	g?	Search
Home About Xeretec	Success	Partners Products Se	rvices News Blog (Contact Us Support	
Home Customer Web Pa	iges Reg	us - Regus Print UK Website	Regus - 7120/7232 / 7328 / 7335 /	/ 7345 / 245 / 255 / 7225 ar	nd more
Regus Print UK		Regus - 7120/7232 / 7328 /	7335 / 7345 / 245 / 255 / 722	5 and more	•
		These instructions are meant for the	and all types		
	\langle	7120 / 7232 / 732 more	28 / 7335 / 7345 / 2	245 / 255 / 72	25 and
		If you have one of the model types lis	ted below, click back and choose the ot	her link available.	
		7132 / 7228 / 7235 / 7245			
		Driver Install & Setup Click here to download the Driver Inst	Guide tallation Guide for the above devices on	ıly. Çz	
Windows		Driver Download	ivers for the above devices only		
XP/7/8/10		** Only download these drivers if you download drivers**	have the above devices. Otherwise, clic	ck back and select the alterna	tive link to
		The above link has recently been updated (Dec 20	15) to support the latest Windows 8/10 Operating Sys	items and the latest Xerox devices.	
		IIILEGACY DOWNLOADIII If you are download the original driver set here.	having trouble printing to your Xerox de	evice using the latest drivers a	bove, you can
		Secure Print Release Click here to learn how to print release	Guide e your Secure Print job at the device.		
					· · · · · · · · · · · · · · · · · · ·





Click [Run] on the 'File Download' dialog box or the download bar

nload - Security Warning 🛛 🔀	
want to run or save this file?	
Type: Application, 26.7MB From: www.xeretec.co.uk	
Run Save Cancel	
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>	
exe (87.4 MB) from xeretec.co.uk?	Run Save - Cancel ×
	nload - Security Warning want to run or save this file? Name: Setup.exe Type: Application, 26.7MB From: www.xeretec.co.uk Run Save Cancel While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. What's the risk? exe (87.4 MB) from xeretec.co.uk?

The following window will appear to show the driver extraction process

Xerox Software	Installation	•	•	-		×
xerox 🔊	Extracting Windo Extracting Windo	ws PCL6\64-Bit ws PCL6\64-Bit	x64\unires.dll x64\x2comsTU.dll x64\x2comsTU.dll x64\x2fpd02.dll x64\x2fpd02.dll x64\x2ptptTU.dll x64\x2ptpcTU.dll x64\x2ptptU.dll x64\x2ptJU.dll x64\x2utiTU.dll x64\x2ptJU.dll x64\x2ptll x64\x5ptdll x64\x5ptht.dll			< >
	Destination folder					
	C:\Users\JON~1	.MCN\AppData\	Local\Temp\RarSF)	KO ~	Browse	
	Installation progree	55	_			
		Þ	Instal		Cance	1

NB. You may be asked by "User Account Control" whether you wish for the above program to make changes to your system. Please ensure you click [Yes] so that the Xerox Global Print Driver installation routine can complete successfully. You will need Administrator privalges to progess this forward.





Click [I Agree] to the License Agreement

	xerox 🖷	٦
	- Aller and a	
English (U.S.)		
IMPORTANT PLEASE REA PRODUCT: THIS SOFTW CONTAINS THE LICENSE SOFTWARE AND RELATED	D CAREFULLY BEFORE USING THIS SOFTWARE ARE LICENSE AGREEMENT ("Agreement") TERMS AND CONDITIONS FOR THE XEROX D DOCUMENTATION (collectively "Software").	^
IF YOU DOWNLOAD, INS BE LEGALLY BOUND BY TH YOU DO NOT ACCEPT TH DOWNLOAD, INSTALL OF ANY SOFTWARE FILES AV BEHALF FROM ANY AND / SOFTWARE HAS BEEN LO	TALL OR USE THE SOFTWARE, YOU AGREE TO HE FOLLOWING TERMS AND CONDITIONS. IF ESELICENSE TERMS YOU MAY NOT & USE THE SOFTWARE AND YOU MUST DELETE CCESSED BY YOU OR A THIRD PARTY ON YOUR ALL COMPUTER MEMORY INTO WHICH SUCH HADED OR STORED.	
When used in this agreen Corporation, its operating	nent the term "Xerox" shall mean Xerox g companies, subsidiaries and affiliates.	
If you are installing the Si agree that you are acting proceeding. As agent for either; 1) read and agree by the end user, or 2) yo terms and the end user h	oftware on behalf of the end user you must as an agent of the end user customer before the end user you hereby agree that you have to the terms of this Agreement as authorized u have made the end user aware of the license as explicitly accepted them.	
 LICENSE GRANT. Xerr transferable license to us on which it was delivered equipment. You have no distribute, copy, modify, engineer Software; (2) as catae: or (3) allow others 	ox grants to you a non-exclusive, non- e the Software on the Xerox-brand equipment or, if delivered separately, on a single item of other rights to the Software and may not: (1) create derivatives of, decompile, or reverse tivate Software delivered in an inactivated to encome in came. You may make activated	

Type the IP Address of the printer into the available field and click [Search]

₩ Xerox Printer Installation	×]	
	xerox 🔊°		
	_		
IP Address or DNS Name: <type dns="" here="" ip=""></type>	Search		
			You can obtain the IP Address
			from the local Regus Centre Staff
About	Next > Cancel		





If you receive the following error message, click [Cancel] and click [Search] again with the same IP Address.



If you continue to receive the above error message, please confirm the IP Address with the local Regus Centre Staff.

When the device has been found, click [Next]







Click [Install] to begin the driver installation process for the device IP Address provided in the previous window

Installation Options			×
		x	erox 🄊°
Installation Options			
Print Driver Select	ion:		
PCL 6			
	-		

The Installation process will now begin and you will see the following windows appear. Click [Finish] when the final window appears.

Xerox Global Print Driver Installation	😽 Installation Status	×	
xerox 🔊°		xerox 🔊°	
Installing Xerox Global Print Driver	Installation Complete		
Global Print Driver Files Copied Global Print Driver Installed Global Print Driver Installed Group Transformer Englobal British Driver	Congratulations! The Xerox Global Print Driver has installed on your computer. You The following items were installer	s been successfully A	You can decide
	- Queue: Xerox WorkCentre 7845 - Driver: Xerox Global Print Drive	GPD PCL6 er PCL6	you want this printer driver to be your default or not
	Set Printer As Default	Findt	

N.B. Please note that the driver installation can take several minutes to complete depending on your system configuration.

Driver Installation Complete





Step 2 - Driver Configuration

You should find the printer in your 'Printers and Faxes' for Windows XP or 'Devices and Printers' in Windows 7 & 8. Right click on the printer you have just installed and click on 'Properties' in Windows XP or 'Printer Properties' in Windows 7 & 8.



Under the [General] tab, click [Printing Preferences]

General	Sharing	Ports	Advanced	Color M	anagement
è [Kerox Global F	nnt Driver	PCL6		
Location:					
Comment:					
Model: X	erox Global Pr	int Driver F	PCL6		
Color: Yes		Pa	per available:		
Double-sided: Yes Staple: Yes		A. A	3 (297 x 420 mm 4 (210 x 297 mm	n), Plain n), Plain	~
Speed: 45 p Maximum re	opm solution: 1200) dpi			~
	P	rinting Pref	erences	Print <u>T</u> est	Page





Select 'Secure Print' from the pull down menu

Xerox Global Print Driver PCL6 Printing Preferences	×
	xerox 🌍
Paper/Output Color Options Layout/Watermark Advanced	
Job Type:	р: [
Paper. Stapling:	
-White	
Print Quality:	
High Speed	~
Output Destinat	ion:
Center Tray	<u> </u>
ABB Saved Settings:	
More Status Driver Defaults *	
? Э	Cancel Apply

Type your Client Ref number into the Passcode fields and click [OK]

$\left(\right)$	Secu A	Passcode: Confirm Passcode: ••••
		Note: Arter scionnitting the job, enter this passcode on the control panel of the printer to print the secure print job. Click the Help button in this dialog box for more information.
	?	OK Cancel





Windows XP

In the Properties window, click [Configuration] and then [Accounting] Select 'Send User ID Only' from the pull down menu and click [OK]

Xerox Global Print Driver PCL6 Properties ? 🔀		
General Sharing Ports Advanced Color Management		
Bi-Directional Communication Bi-Directional communication Bi-Directional communication will allow you to receive status information (job, machine, installed options). Select the Bi-Directional button to setup bi-directional communication.	Accounting Accounting System: Send User ID Only	
Bi-Directional Setup	Always Prompt	
Installable Options Select the Installable Options button to select the options that are installed on your system.	✓ Mask User ID(***) ✓ Mask Account ID (***) ✓ Remember Last Entered C Default Accounting Codes	odes
Installable Options	Default User ID:	Passcode:
Accounting Select the Accounting button to set up accounting for your system.	Default Account ID:	
Accounting	Default Biling ID:	Passcode:
About ?		
OK Cancel Apply	?	OK Cancel

Windows 7 & 8

In the Printer Properties window, under the [General] tab click [Change Properties] and if necessary enter an administrator username & password

Navigate to the [Configuration] tab and under [Accounting], set 'System' to 'Send User ID Only'

Security Device Settings	Configuration Administration	General Sharing Ports Advanced Color Management
General Sharing Ports	Advanced Color Management	Security Device Settings Configuration Administration
		A Configuration Soutions
Xerox WorkCentre 71	20 GPD PCL6	Bi-Directional Communication
		Connection: Automatic (Recommended)
		Device Name or TCP/IP Address 90.152.47.74
ocation:		SNMP Community Name
		Refresh Rate: 30 Seconds
comment:		Server Statistics
		Paper Trays: <u>5 Trays</u>
		Finisher: Output Tray
		Hole Punch Module: Not Installed
Model: Xerox Global Print Dri	ver PCL6	LAN Fax Module: Not Installed
Features		Job Storage Module loctalled
Color: Yes	Paper available:	Accounting
Double-sided Ves		System: Send User ID Only
Stanlar Ma	A4 (210 x 297 mm)	Print-rine-records-integerionipt
Staple: No		Mask User ID: Enabled
Speed: 30 ppm		Mask billing ID: Enabled
Maximum resolution: 600 dpi	¥.	Remember Last Entered Codes: Enabled
		Accounting Codes
Change Properties Pret	ferences Print Test Page	Help
		The state of the s





Click [OK] again to complete the driver setup

General	Sharing	Ports	Advance	d Co	olor Managemen
Security	Devic	e Settings	Config	guration	Options
Bi-Direction Bi-Direction (job, mach setup bi-di	nal Communic nal communic ine, installed rectional com	cation cation will allo options). Sele munication.	w you to rec act the Bi-Dir	eive statu ectional b	us information outton to
		Bi-Direction	al Setup	_	
Installable Select the installed or	Options Installable Op 1 your system	ptions button	to select the	options t	hat are
Installable Select the installed or	Options Installable Op your system	ptions button I. Installable	to select the Options	options t	hat are
Installable Select the installed or Accounting Select the	Options Installable Op n your system Accounting t	nstallable	to select the Options up accountin	e options t	hat are
Installable Select the installed or Accountiny Select the	Options Installable Op n your system g Accounting b	Installable	to select the Options up accountin	e options t	hat are



You will need to enter your Client Ref the first time you print but it should be remembered from then on. You will also need to enter your Client Ref at the device as the job is sent down as a secure print job.

Driver Installation & Configuration Complete