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 **www.xeretec.co.uk/regus** 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.

Position the instructions window to one side of your screen

If you keep the windows separate rather than on top of each other, it will be much easier to guide through the instructions and perform all the actions required

Position the installer and other windows when they appear to the opposite side of the screen to the instructions
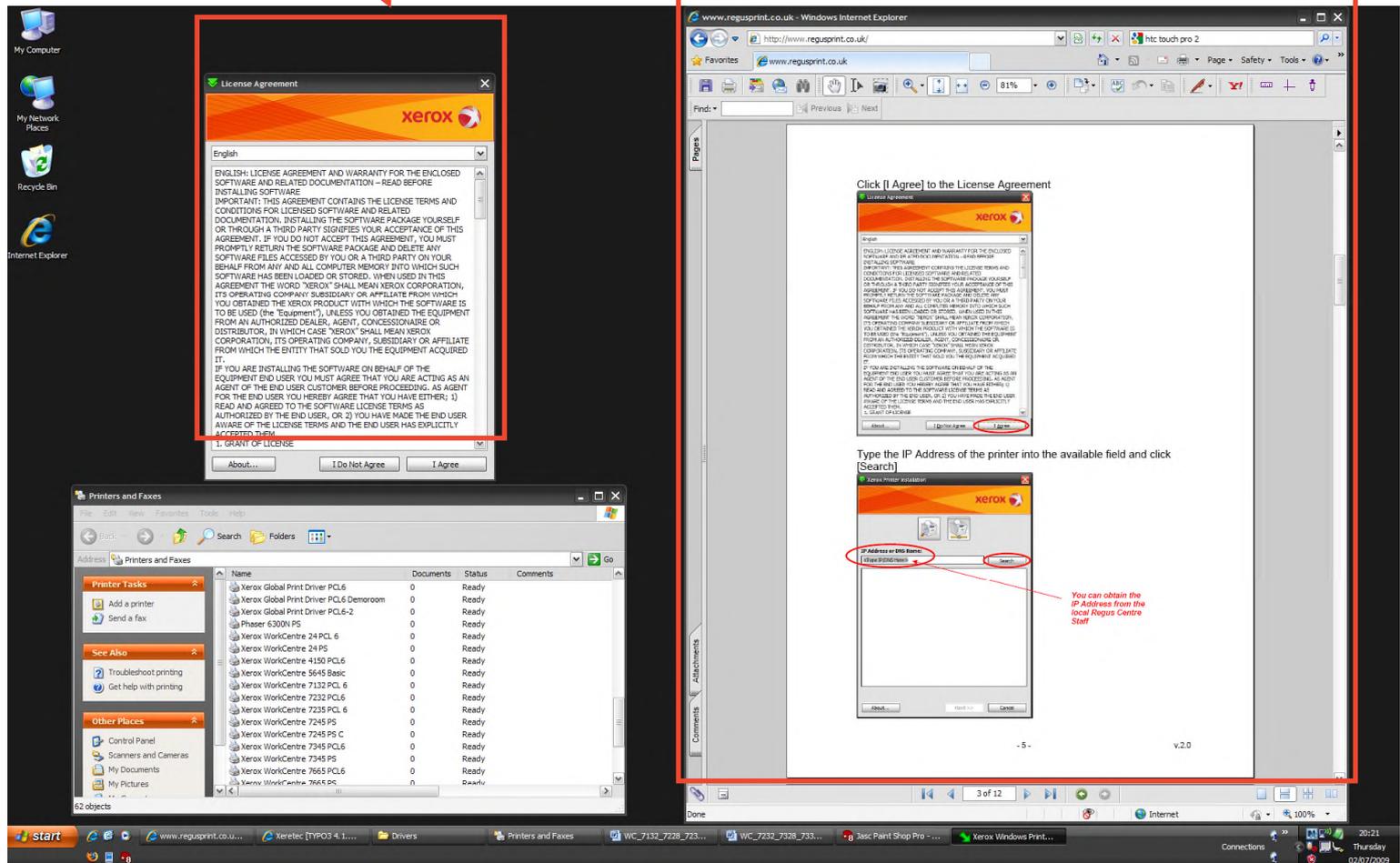
Step 1 - Driver Download and Installation

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

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


The following window will appear to show the driver extraction process
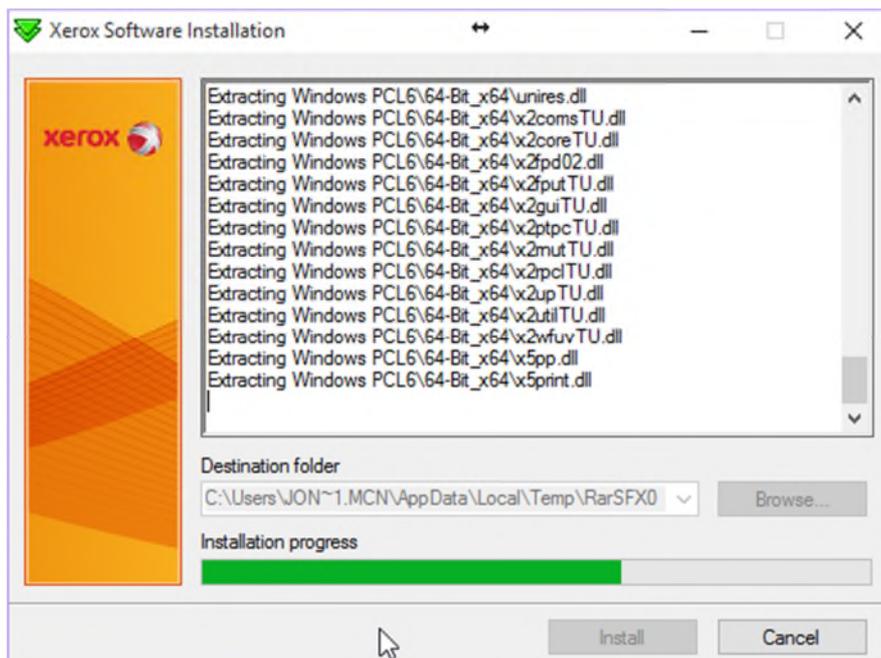
NB. You may be asked by "User Account Control" whether you wish for the above program to make changes to your system. Please ensure you click [Yes] so that the Xerox Global Print Driver installation routine can complete successfully.
You will need Administrator privalges to progess this forward.
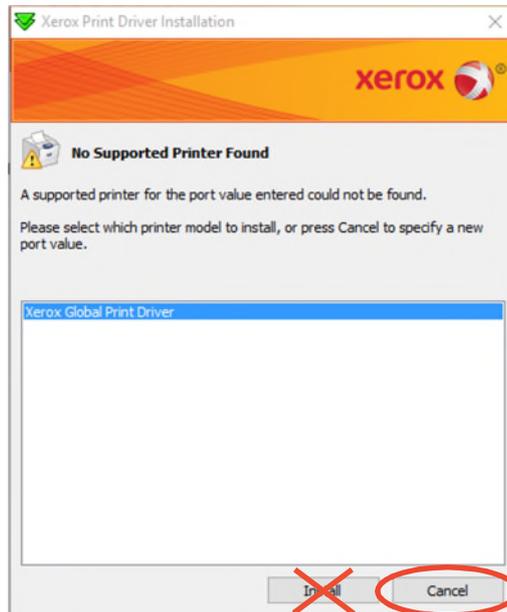
Click [I Agree] to the License Agreement
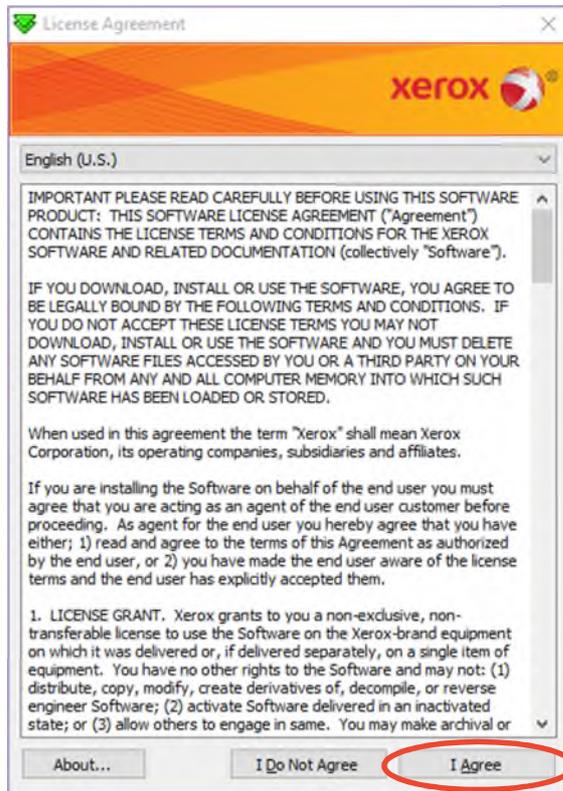
Type the IP Address of the printer into the available field and click [Search]
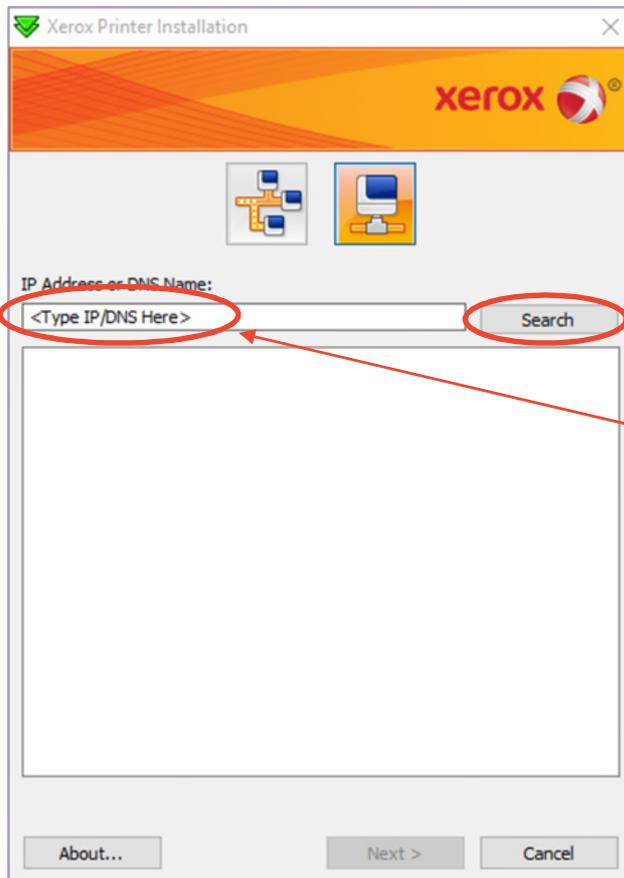
You can obtain the IP Address from the local Regus Centre Staff

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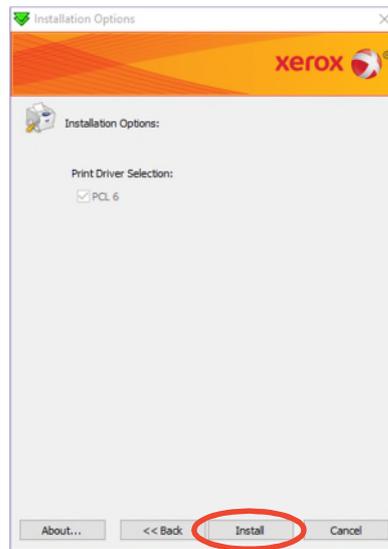

If you continue to receive the above error message, please confirm the IP Address with the local Regus Centre Staff.
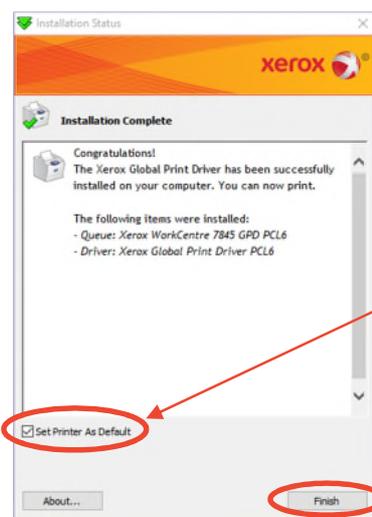
When the device has been found, click [Next]
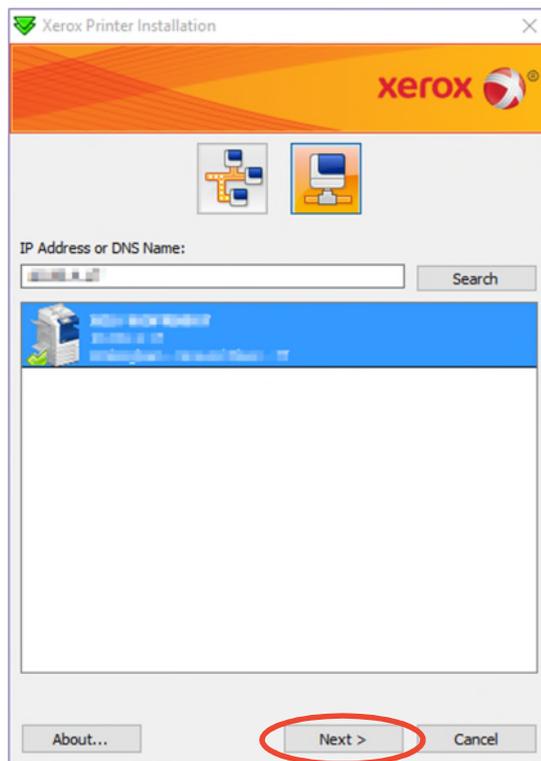
Click [Install] to begin the driver installation process for the device IP Address provided in the previous window

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


You can decide here whether you want this printer driver to be your default or not

N.B. Please note that the driver installation can take several minutes to complete depending on your system configuration.
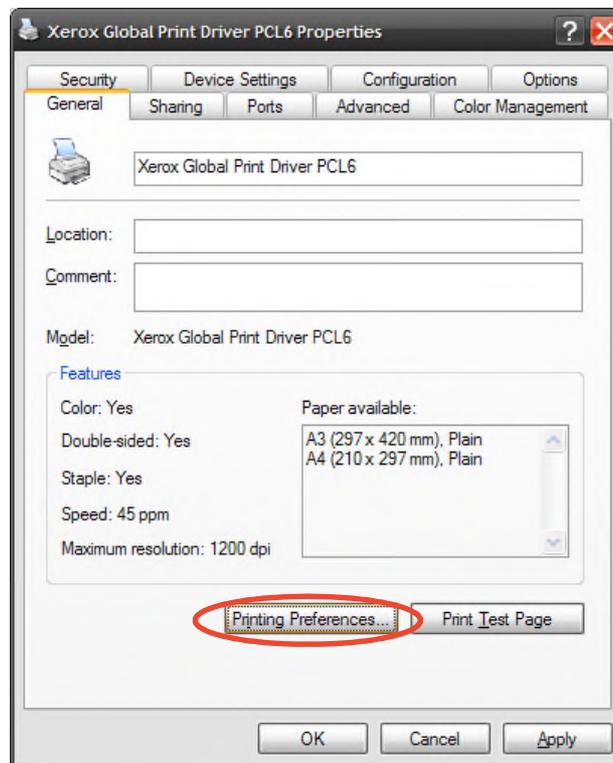
Driver Installation Complete
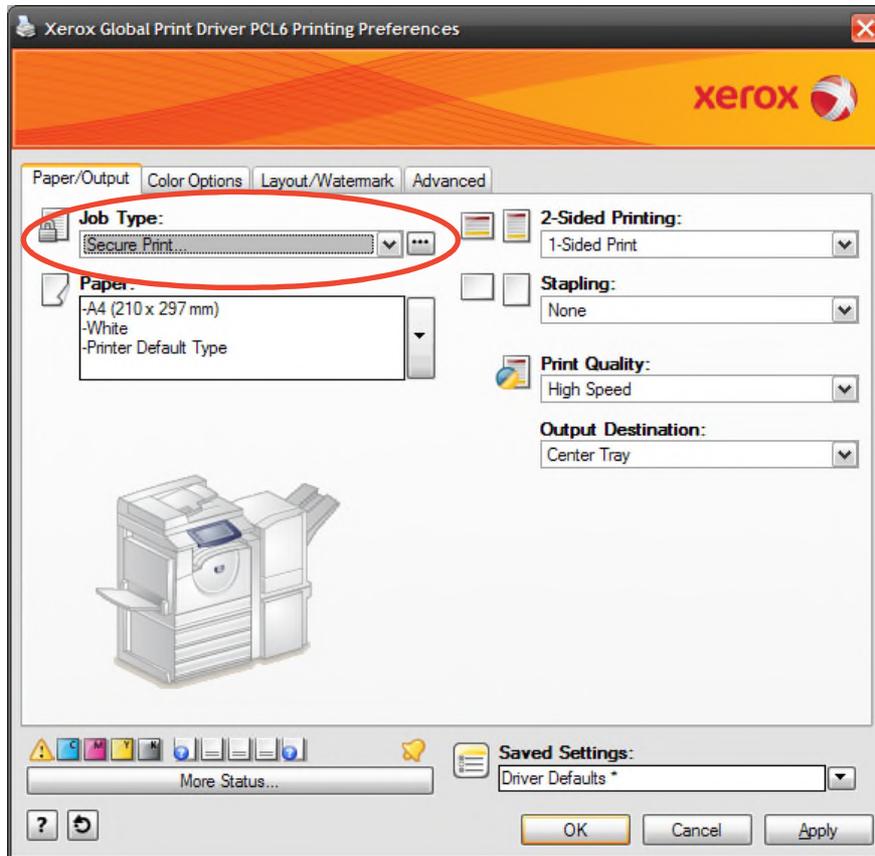
Step 2 - Driver Configuration

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.
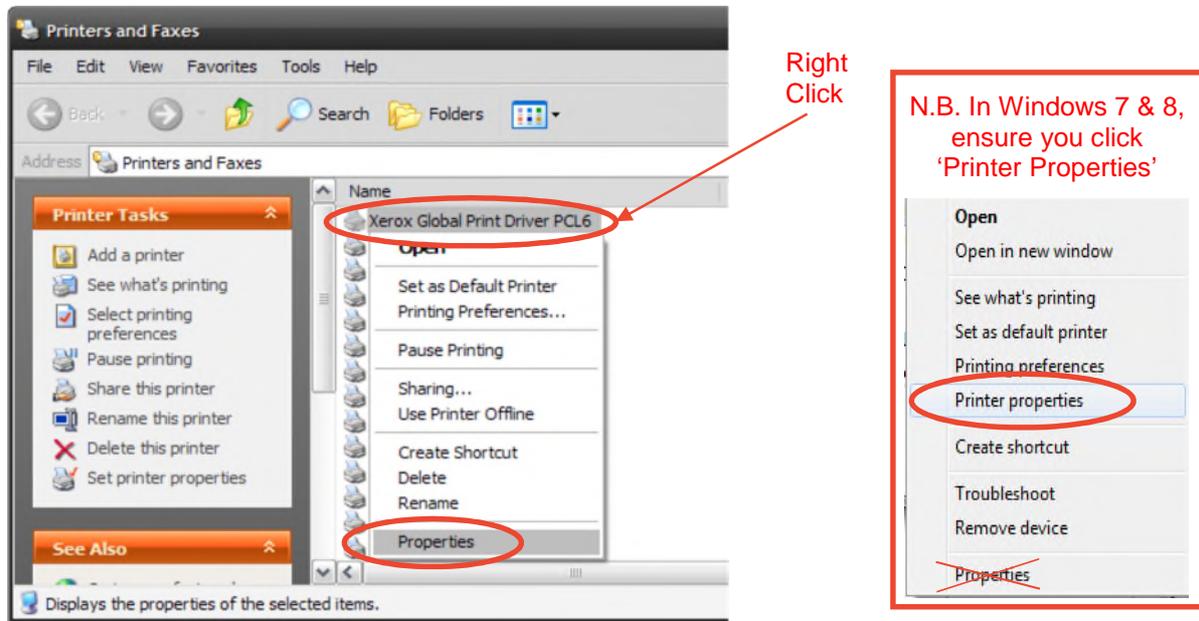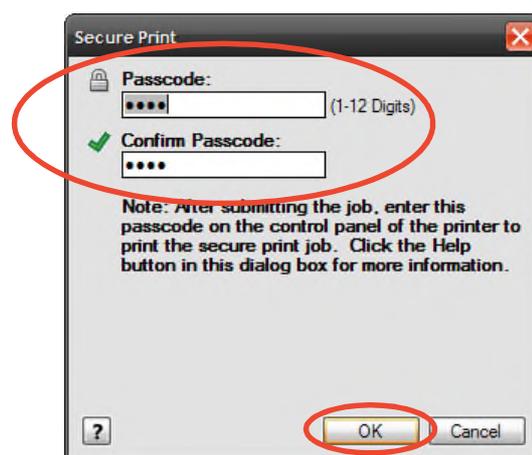

Under the [General] tab, click [Printing Preferences]
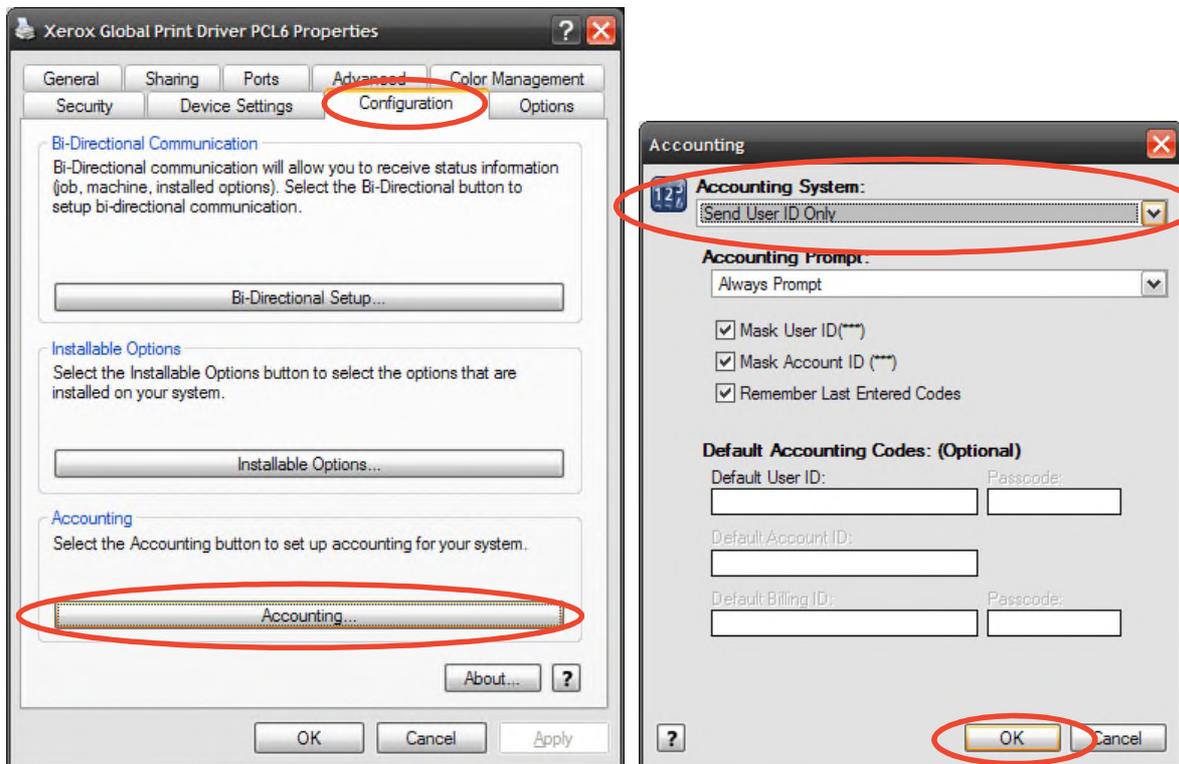
Select 'Secure Print' from the pull down menu

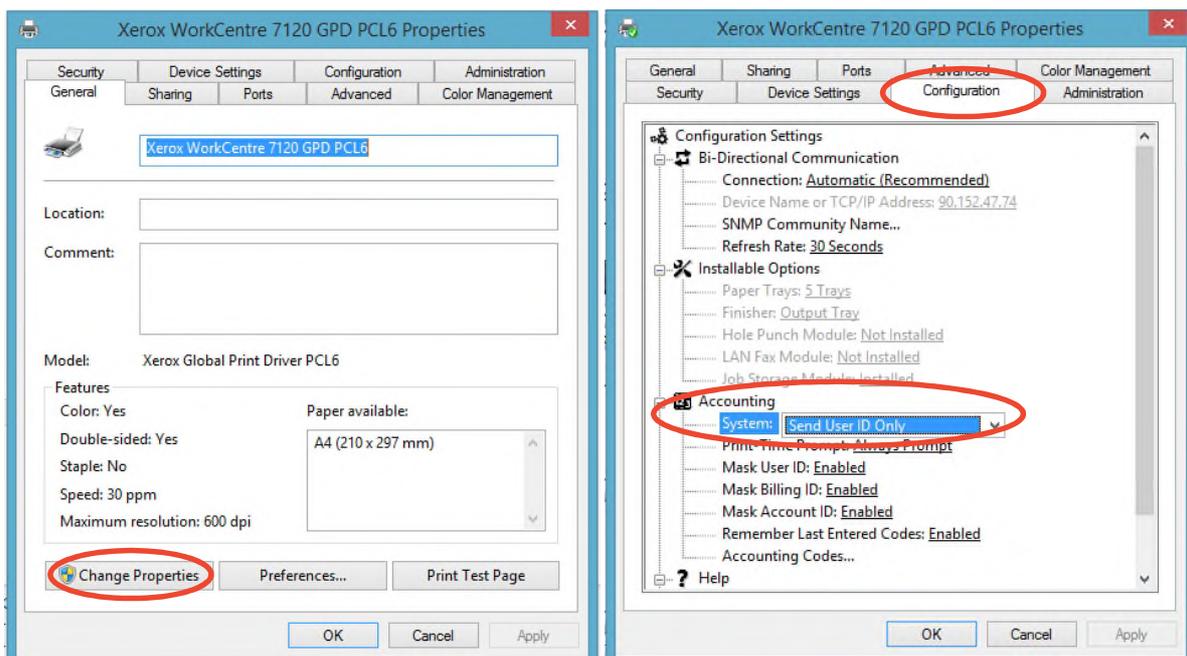Type your *Client Ref* number into the Passcode fields and click [OK]

Windows XP

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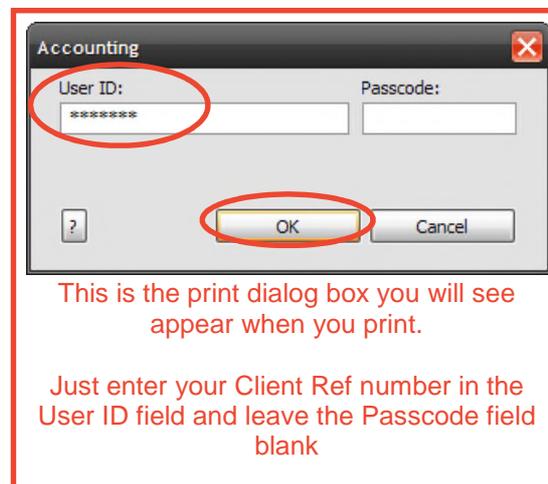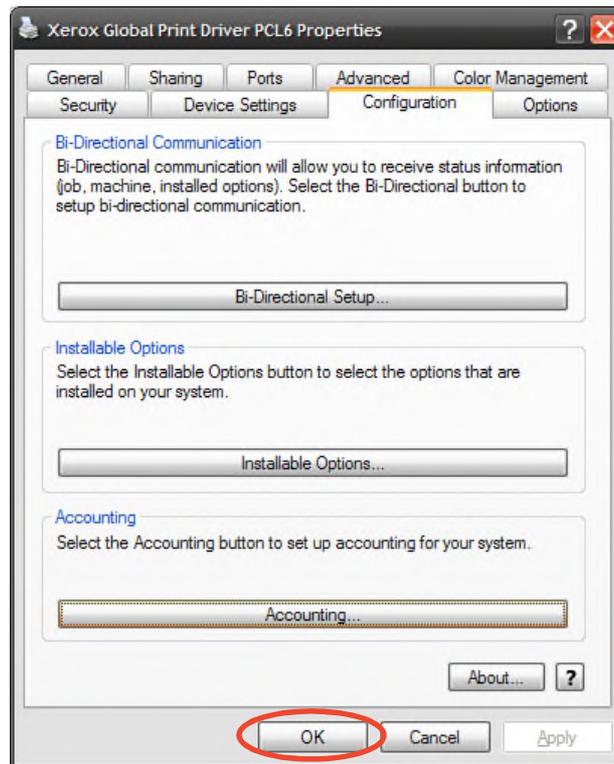Select 'Send User ID Only' from the pull down menu and click [OK]

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'

Click [OK] again to complete the driver setup

This is the print dialog box you will see appear when you print.

Just enter your Client Ref number in the User ID field and leave the Passcode field blank

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