Xerox WorkCentre 7132 / 7228 / 7235 / 7245 Driver Installation Instructions

There are two steps to install the driver. If you feel you are proficient enough to download the compressed executable and install a driver in Windows, you can skip to Driver Configuration in Step 2, on page 11.

IMPORTANT INFORMATION
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*You must have **local Administrator rights** to perform the below steps.*

*Please ensure you **download the correct drivers** from the link available on the **www.xeretec.co.uk/regus** website.*

*These instructions are for the **models mentioned above only!** If your model is different, please select the correct link from the website above.*

*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.*

*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 extract to the pre-defined folder. The Add Printer Wizard will load automatically where you can add a local TCP/IP Port to print to the IP Address of the printer. You then select the location of the driver where you downloaded and extracted the files to.

Step 2 – Driver Configuration - Page 11
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 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*

Position the installer and other windows when they appear to the opposite side of the screen to the instructions

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
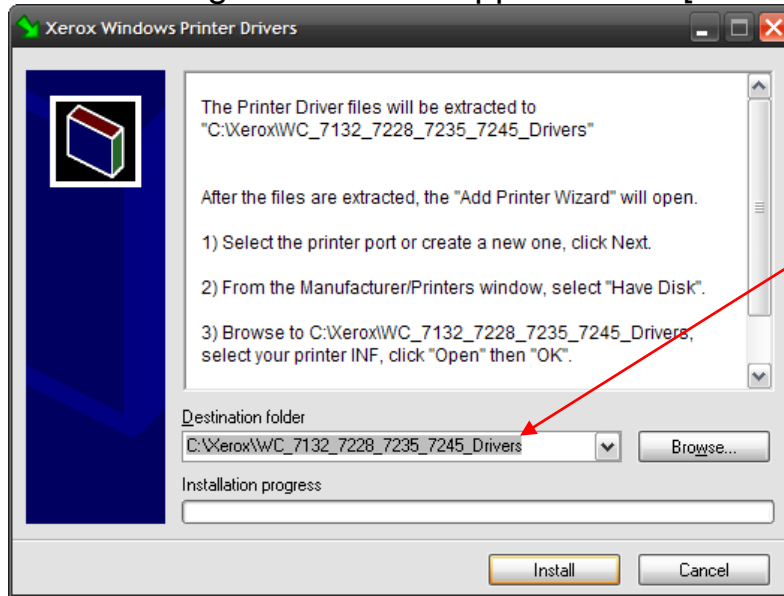
Step 1 - Driver Download and Installation

Note the device model you want to print to and click the appropriate driver link from the www.regusprint.co.uk website
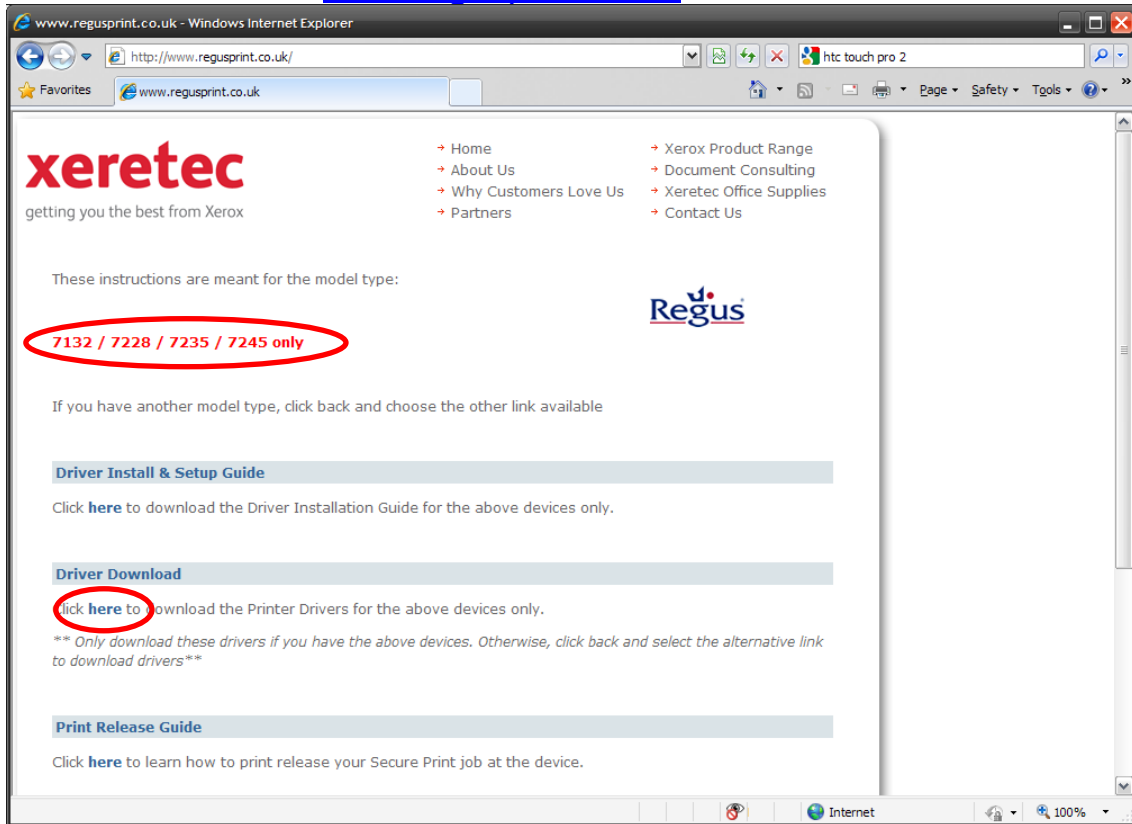
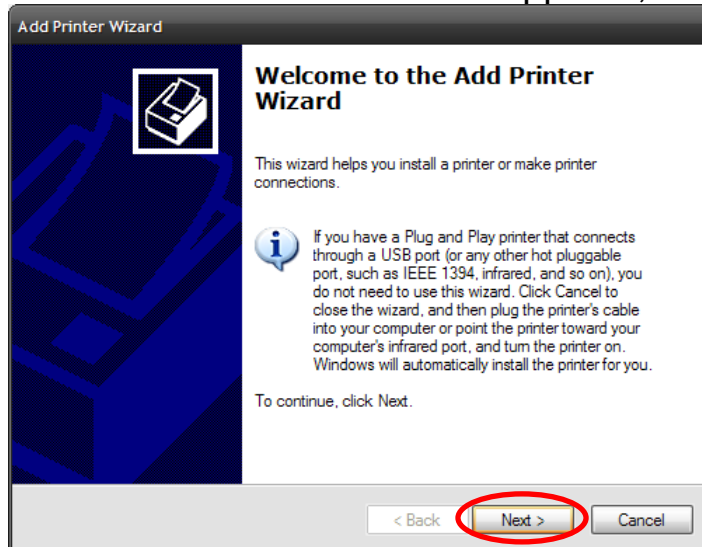Click [Run] on the 'File Download' dialog box
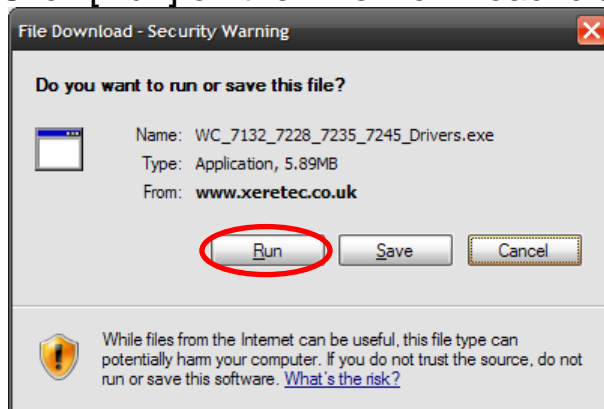
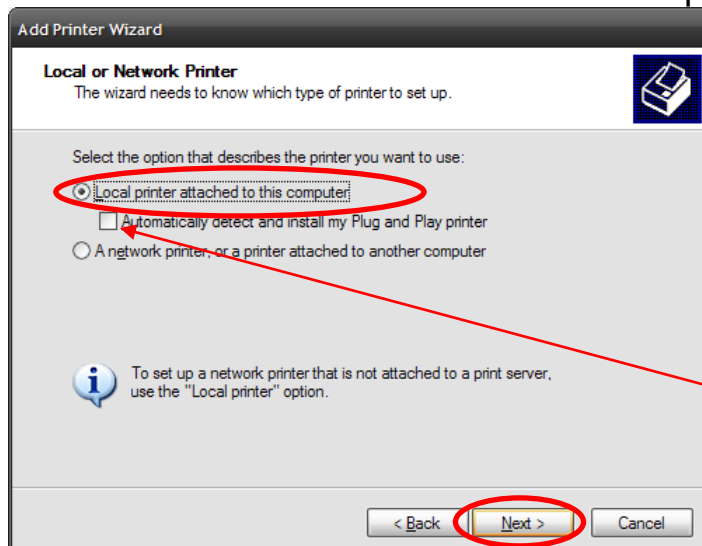The following windows will appear. Click [Install] to begin

You can copy this location for use later

Right Click & select Copy or press Ctrl+C

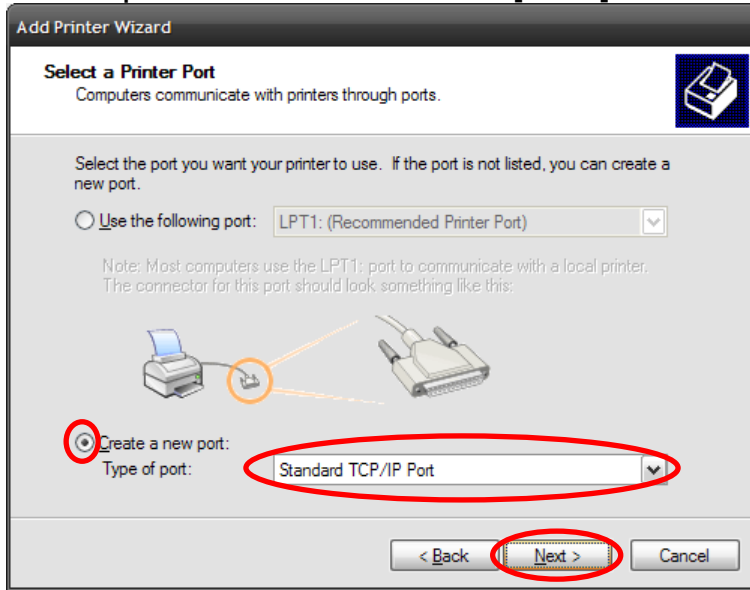When the Add Printer Wizard appears, click [Next]

Select 'Local Printer attached to this computer' and click [Next]
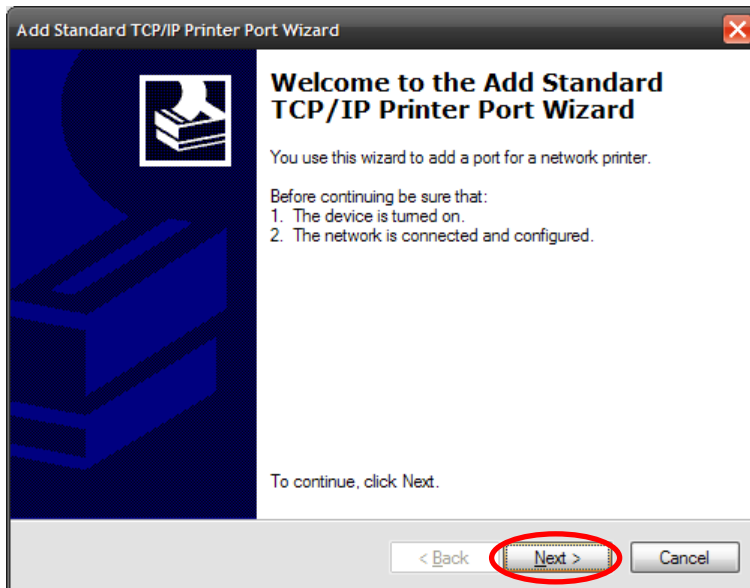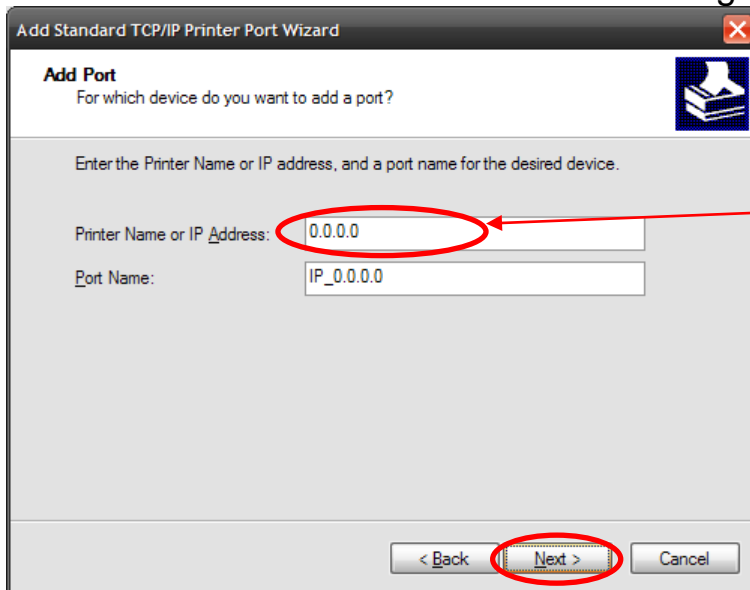

You may need to un-tick this box

Select 'Create a new port' and select 'Standard TCP/IP Port' from the drop down menu and click [Next]

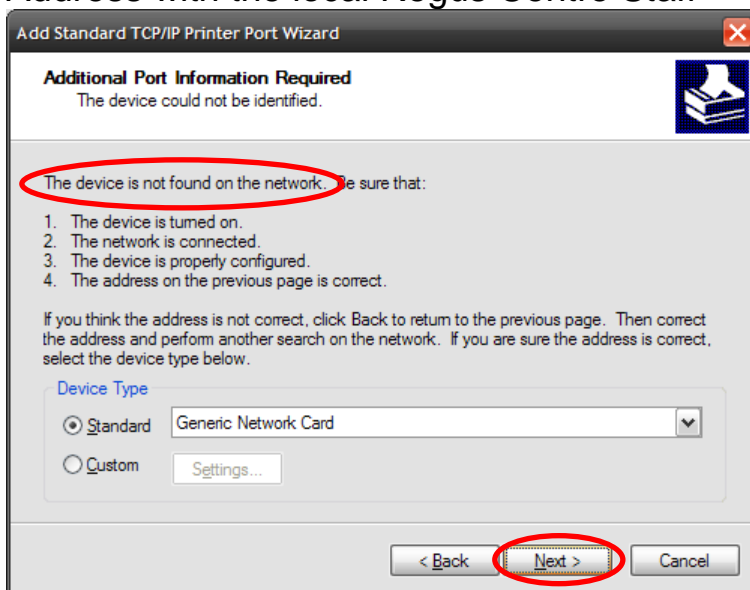The 'Add Standard TCP/IP Printer Port Wizard' will load. Click [Next]

Type the IP Address of the printer into the 'Printer Name or IP Address' field and click [Next]
You can obtain the IP Address from the Regus Centre Team Staff

Type the Printer IP Address here…

If you receive the following error message, please confirm the IP Address with the local Regus Centre Staff
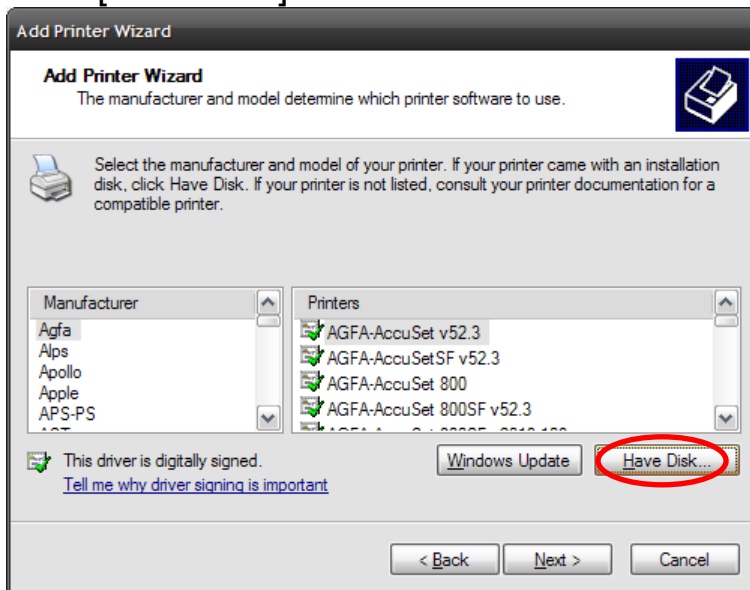

You can click [Next] to continue with the driver installation but be aware that your print job will not send to the printer if the IP Address is incorrect.

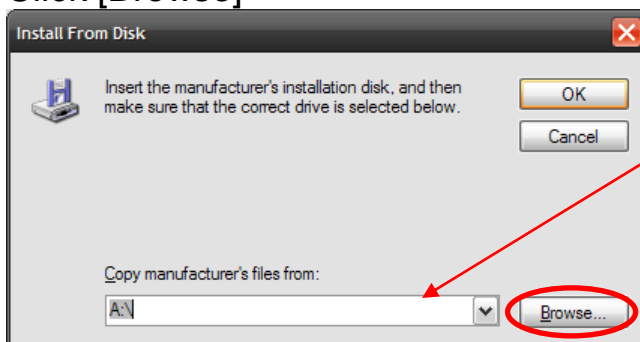A summary appears to Finish the 'Add Standard TCP/IP Printer Port Wizard'. Click [Finish]
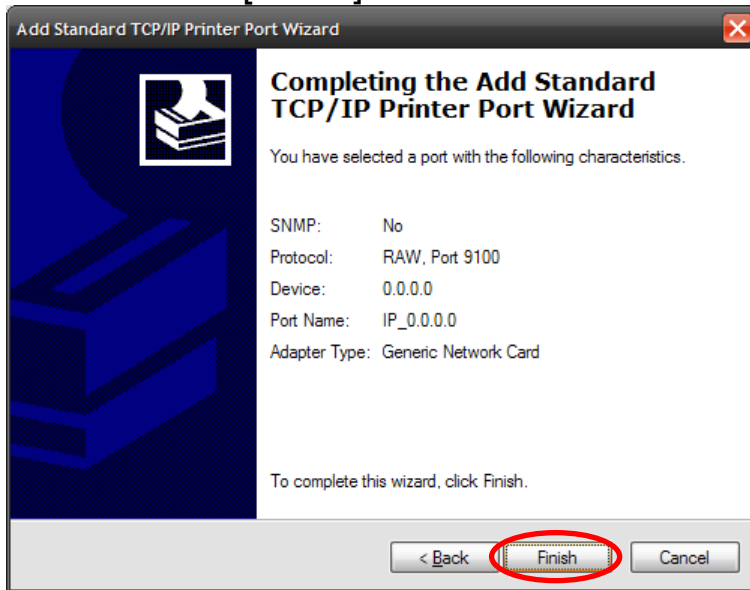
Click [Have Disk]

Click [Browse]

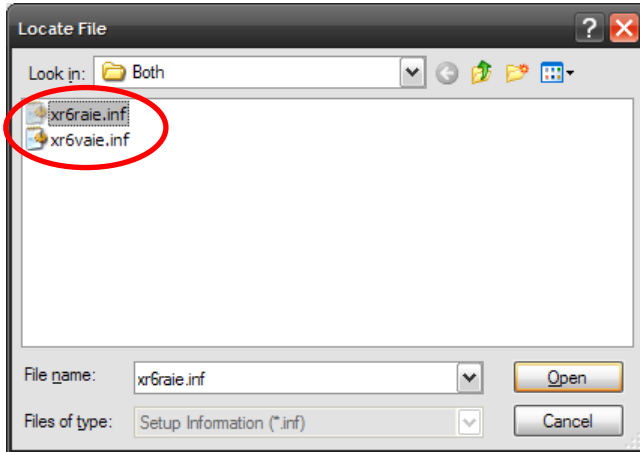*If you copied the location earlier, you can Paste here and click OK to skip the next step*

Right Click and select Paste or press Ctrl+V

Default location:
C:\Xerox\WC_7132_7228_7235_7245_Drivers

…or you could copy and paste this location here into the field and then click OK

If you clicked [Browse] in the previous step, browse to the folder where the files extracted to and double click one any of the files
Default location: C:\Xerox\WC_7132_7228_7235_7245_Drivers

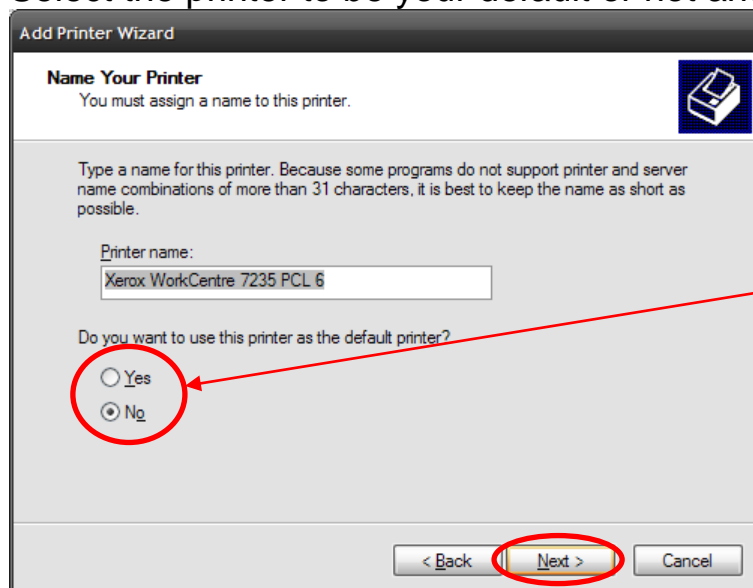**Locate File**

Look in: Both

xr6raie.inf
xr6vaie.inf

File name: xr6raie.inf   Open

Files of type: Setup Information (*.inf)   Cancel

Select the printer that you want to print to and click [Next]

Add Printer Wizard

Install Printer Software
The manufacturer and model determine which printer software to use.

Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.

Printers
Xerox WorkCentre 7245 PCL 6
Xerox WorkCentre 7235 PCL 6
Xerox WorkCentre 7228 PCL 6
Xerox WorkCentre 7132 PCL 6

Pick your device model from the list…

This driver is digitally signed.
Tell me why driver signing is important

Windows Update   Have Disk...

< Back   Next >   Cancel

Select the printer to be your default or not and click [Next]

Add Printer Wizard

Name Your Printer
You must assign a name to this printer.

Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.

Printer name:
Xerox WorkCentre 7235 PCL 6

Do you want to use this printer as the default printer?
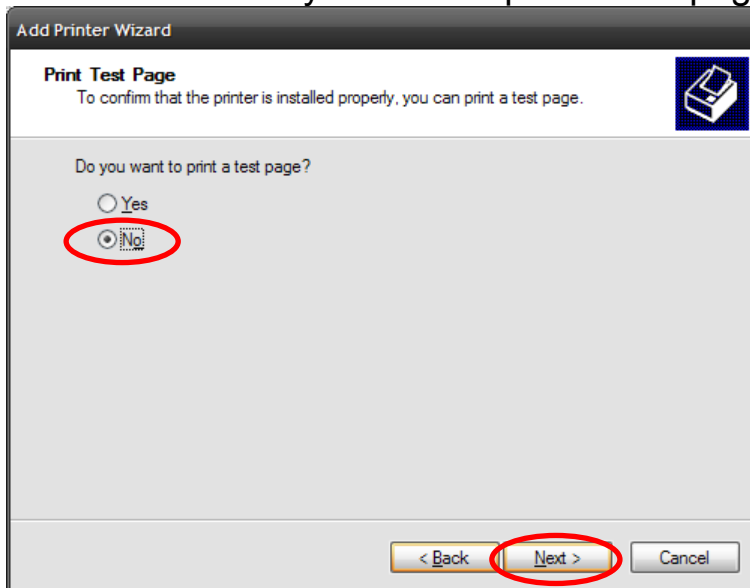○ Yes
◉ No

Do you want this printer driver to be your default?
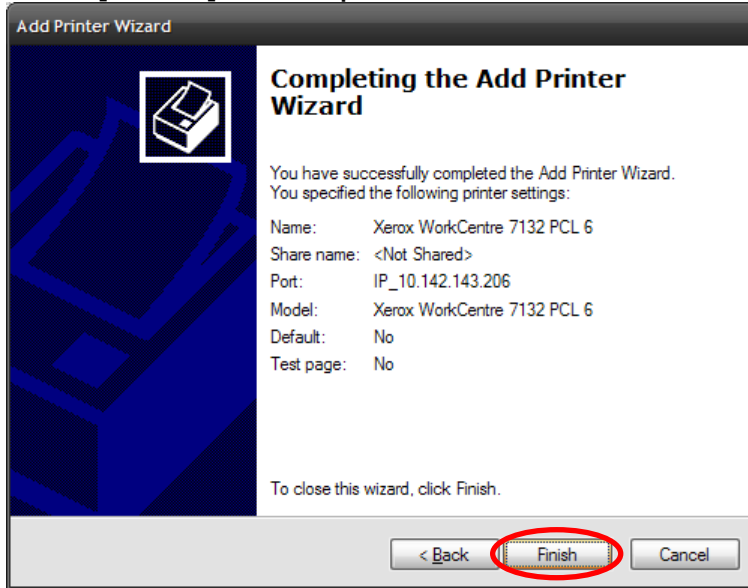
< Back   Next >   Cancel

Leave the selection on 'Do not share this printer' and click [Next]
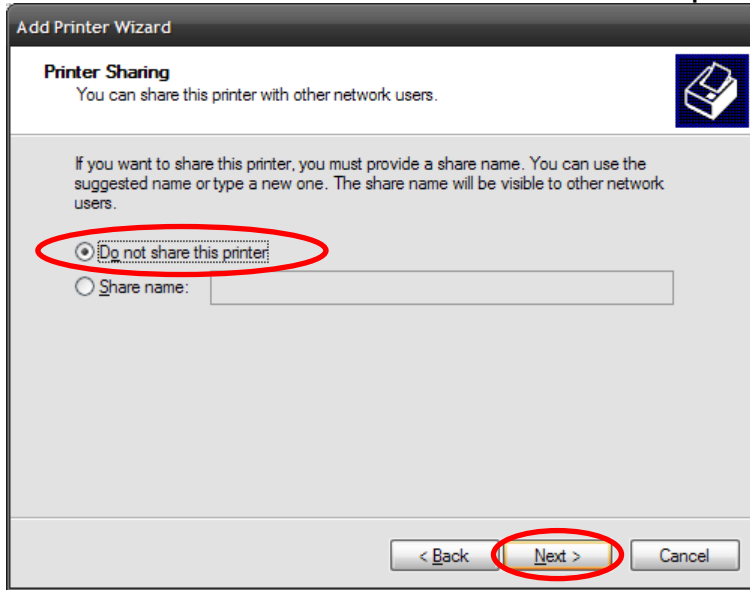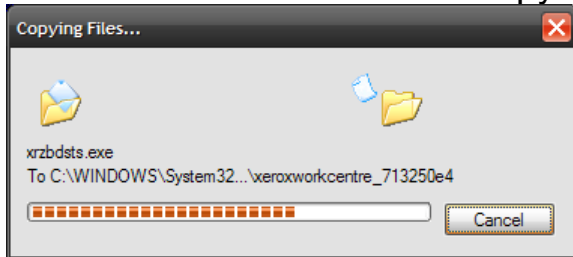
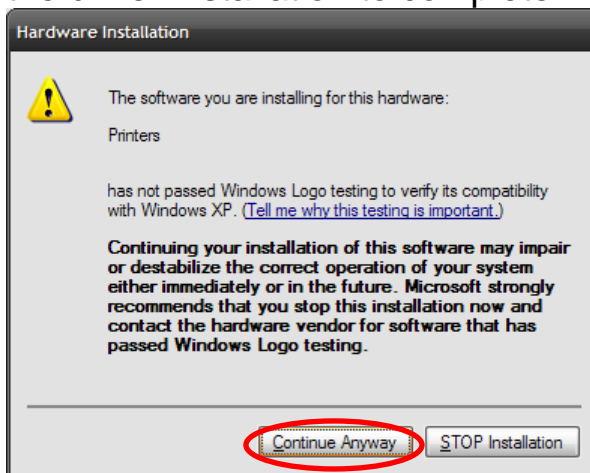Select 'No' to 'Do you want to print a test page' and click [Next]

Click [Finish] to complete the Add Printer Wizard

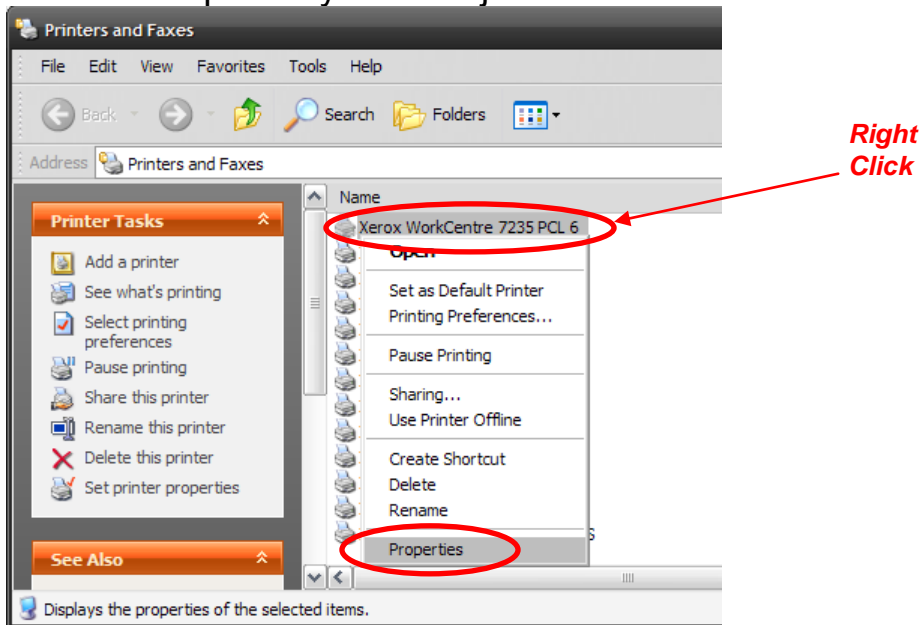You will see the Driver Files copy to your workstation

Click [Continue Anyway] on the following window, if it appears, for the driver installation to complete
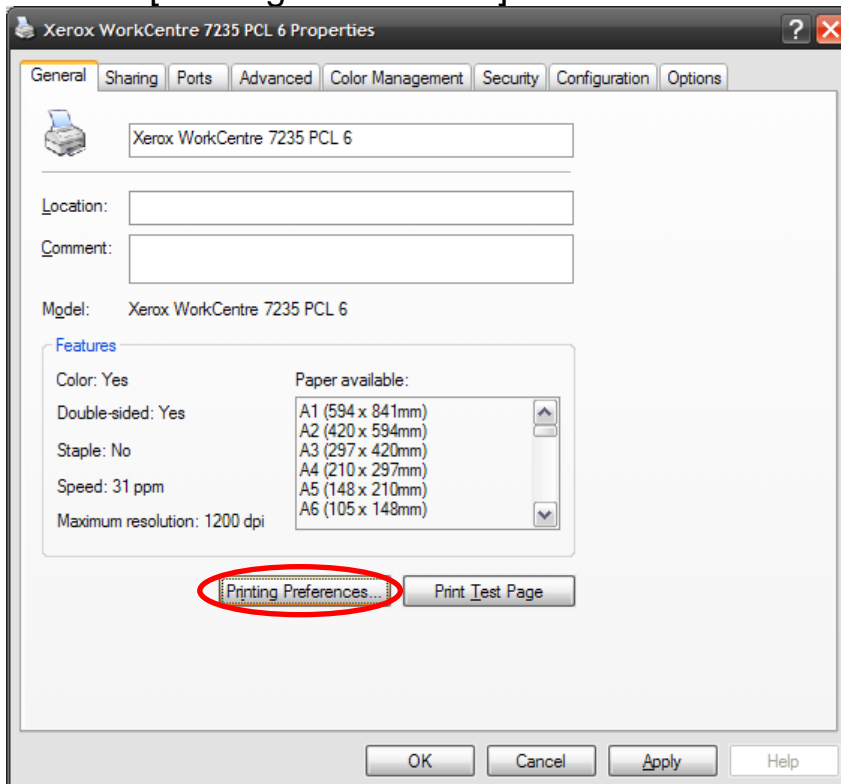

Driver Installation Complete
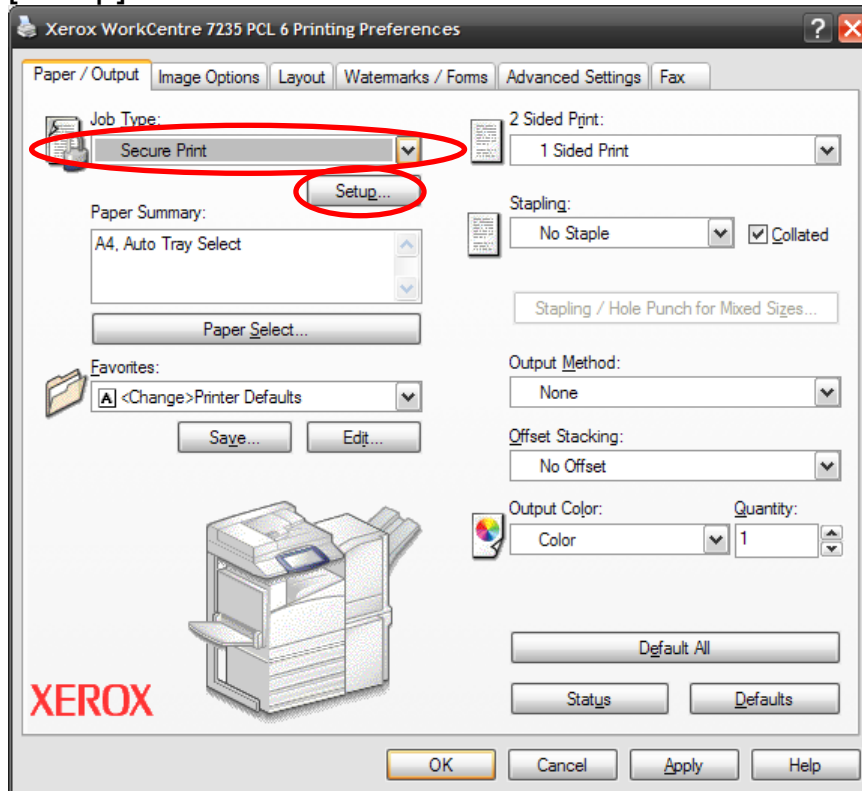
Step 2 - Driver Configuration

You should find the printer in your 'Printers and Faxes' folder. Right click on the printer you have just installed and click on 'Properties'
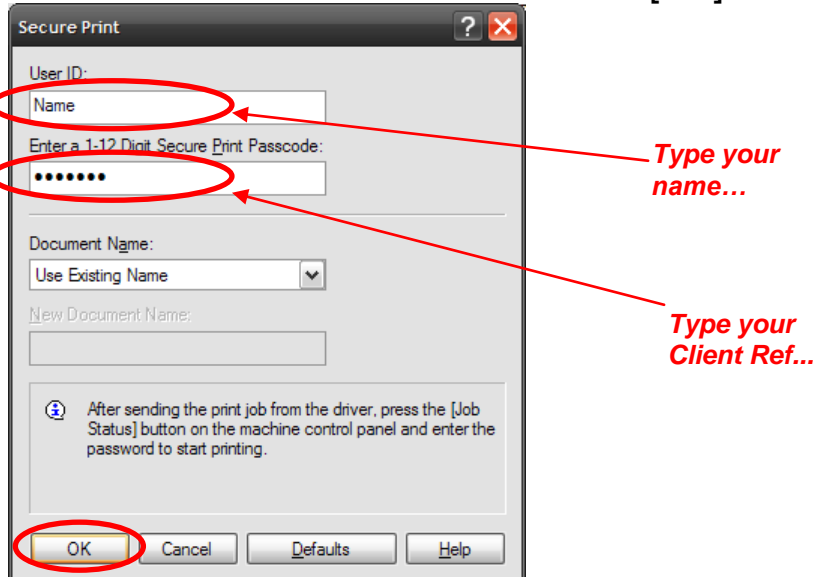

Click on [Printing Preferences]

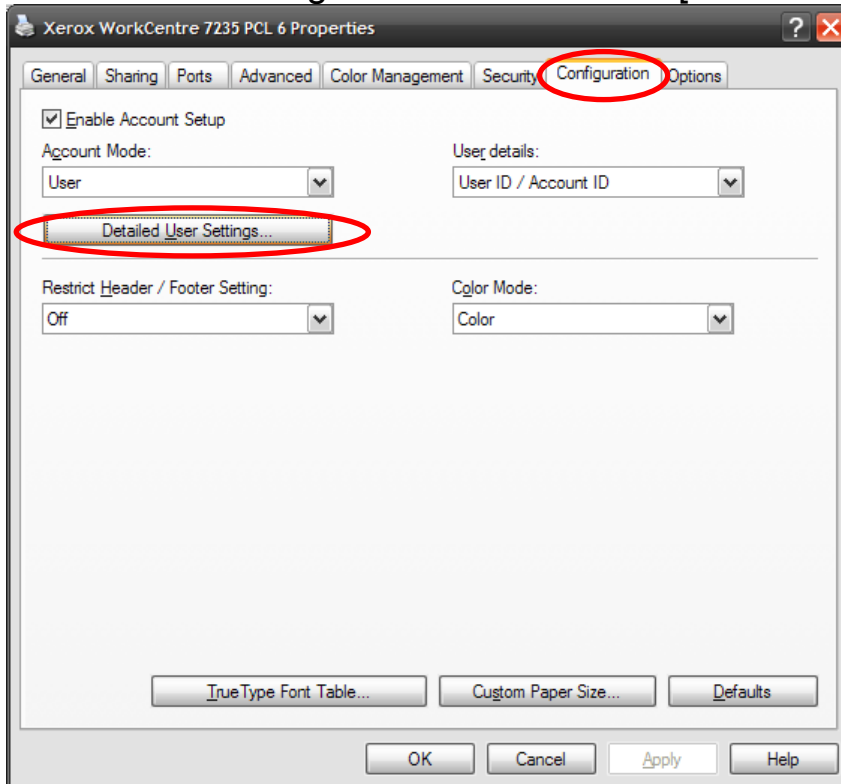Select 'Secure Print' from the 'Job Type' pull down menu and click [Setup]

Type your name in the 'User ID' field and type your *Client Ref* in the 'Secure Print Passcode' field and click [OK]

Type your name…
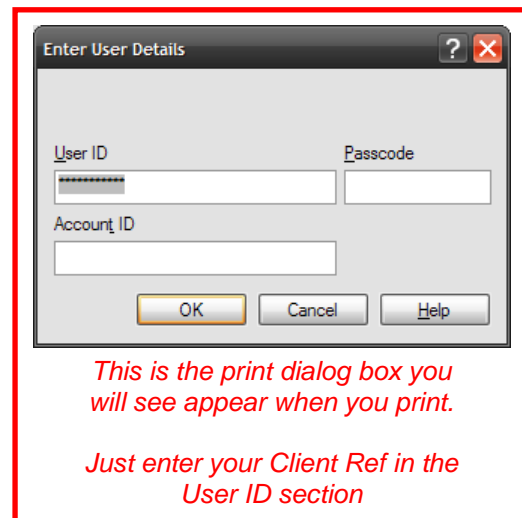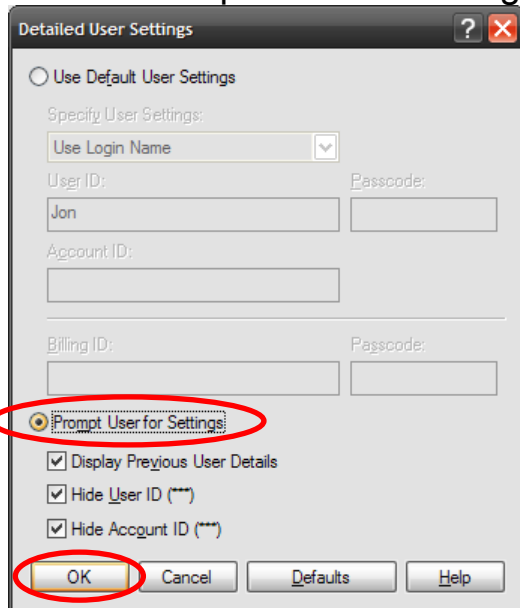
Type your Client Ref...

Click [OK] to apply the Printing Preferences setting and get back to the driver Properties window

Click on the 'Configuration' tab and click [Detailed User Settings]

Select 'Prompt User for Settings' and click [OK]

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

Just enter your Client Ref in the User ID section

Click [OK] again to complete the driver configuration and attempt to print from your application.

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