

**XEROX**<sup>®</sup>

Technology | Document Management | Consulting Services

WorkCentre<sup>®</sup> 7132



print | copy | scan | fax | email

# WorkCentre<sup>®</sup> 7132 Evaluator Guide



## ABOUT THIS GUIDE

*This guide introduces you to the WorkCentre® 7132 multifunction system, and aid you in your evaluation process.*

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## SECTION 1

# Introducing the Xerox WorkCentre® 7132 Multifunction System



### PRODUCT OVERVIEW

*The Xerox WorkCentre® 7132 – Multifunction simplicity designed for you...  
now with **Colour***

The Xerox WorkCentre® 7132 multifunction system is designed for small workgroups, delivering all the features and functionality you rely on in a black and white multifunction system – with the added convenience of colour when you need it. The WorkCentre 7132 multifunction system is a solution for small to medium sized offices and businesses, and small workgroups in larger organisations, that is easy to use and manage, packs many leading edge features, and helps control the cost of deploying colour printing capabilities.

### Uniquely Simple

- Intuitive user interface reduces steps to complete everyday jobs
- Smart paper trays automatically sense paper size to match the print or copy job
- Short path makes paper handling reliable and reduce jams
- Keeps work flowing with program-ahead capabilities to perform multiple tasks simultaneously
- Designed for easy management and administration – whether you company has an IT department or not
- Easy to set up, monitor and manage fleets of devices with CentreWare® Web software, or remotely manage single devices from your desktop with CentreWare® Internet Services software.

### Leading-Edge Features

- True 1200 x 600 dpi resolution printing, 40 GB hard drive, and optional true Adobe® Postscript® 3™ for maximum performance in a busy, shared environment.
- Save and store jobs on the WorkCentre 7132 for printing/copying when you need them.
- Scanning speeds up to 40 ipm black and white, and 13 ipm colour, at 200 dpi resolution.
- Programmable Job Flows enable front panel-based routing of scanned documents to multiple destinations including fax numbers, email addresses, network server locations, and remote printers
- Available scanning software lets you move paper documents into a digital workflow process and quickly access, store, or distribute them to anyone, anywhere.
- Special transparency feature delivers transparencies and handouts in the same print job.
- Security features, including image overwrite, secure fax, and secure print keep your company's information safe.

### Colour Cost-Controls

- Simple to use methods to keep you colour printing costs under control  
– choose the one that's right for you
- Print drivers with programmable black and white default settings
- System auditron tracks all types of jobs per user or workgroup with the ability to set different colour usage limits for each user
- Wide range of network account solutions available from Xerox Alliance Partners

# Configurations and Options



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## **WORKCENTRE 7132 STANDARD FEATURES**

*The WorkCentre 7132 includes a strong set of standard features, and a host of options – giving it the flexibility to be configured to fit your business.*

### **Up to 32 ppm black and white/8 ppm colour**

#### **Automatic duplexing**

#### **Print Features**

- First Page Out Time – 6.9 seconds black and white, 18.1 seconds colour
- 1200 x 600 dpi resolution
- PCL 6, optional Adobe® Postscript® 3™
- Print Auditron (500 accounts)
- Print Around, Load While Run, Watermarks, Envelopes, Poster, Job Separator, Transparency Interleaf, Secure Print, Delay Print, Sample Set

#### **Copy Features**

- First Copy Out Time – 6.9 seconds black and white, 18.1 seconds colour
- Scan Once, Print Many
- 600 x 600 dpi resolution
- Scan-Ahead
- Booklet Creation, Book Copy, N-Up, Tray Switching, Transparencies and N-Sets, Covers, Annotation

- 40 GB Hard Disk Drive
- 768 MB RAM
- 520-sheet Tray
- 100-sheet Bypass Tray
- Offset Centre Catch Tray and Side Output Tray
- Foreign Device Interface Port



## WORKCENTRE 7132 OPTIONAL FEATURES

### Multiple Media Handling Options (Must Choose One):

- Platen
- Duplex Auto Document Feeder (DADF)

### Multiple Media Input Options (Must Choose One):

- Mobile Stand
- 2 x 520-sheet tray
- High-Capacity Feeder

### Fax Features:

- One or three line fax kit
- 33.6 Kpbs with JBIG compression
- LAN Fax (PC Fax) and iFax included
- Three second PSTN transmission speed
- 200 speed dials, 50 group dials
- Batch Send, Duplex, Priority Send, Broadcast, Polling, F-Code Secure Fax, Delay Send, Mixed Size, Build Scan

### Scanning Features:

- Up to 40 ipm black and white, 13 ipm colour at 200 dpi
- Colour, greyscale, or black and white scanning up to 600 dpi resolution
- File Formats – TIFF, Multi-page TIFF, PDF, JPEG

### Scan to Email Features:

- Support for Local or Global (LDAP) Address Books
- Authentication can be enabled to prevent unauthorised access

### Network Scanning Features:

- Scan to Mailbox, Server (SMTP, FTP, or SMB), or TWAIN
- Compatible with Xerox SMARTsend applications

### Integrated Office Finisher:

- 500-sheet stacker
- 50-sheet stapler
- Single-position stapling

### Office Finisher:

- 1000-sheet Stacker
- 50-sheet Stapler
- Multi-position Stapling (top left, top right, dual staple)

### Network Accounting Kit

### Data Security Kit

### Optional Nuance ScanSoft® Scan to PC Desktop Small Business Edition SE or Professional

## Section 2

# Evaluating Multifunction Systems

### EVALUATION CRITERIA

As the company that invented laser printing, Ethernet networking, and the first digital multifunction system, Xerox has invested years of research and development in designing the most productive office devices in the industry. This experience has positioned Xerox as the recognised leader in office multifunction system design and performance. Based on our in-depth understanding of customer needs in the office, Xerox recommends the following criteria be considered in the evaluation process of a shared multifunction system:

- **Productivity** – can it keep up with the demands of a multiple user environment?
- **Deployment** – how does the multifunction system ease the demands of the deployment process?
- **Ease of Use and Management** – are all the capabilities integrated and intuitive?
- **Reliability** – is it designed and build for demanding use and backed by a quality organisation?
- **Versatility** – can the multifunction system grow with changing demands?
- **Security** – is the multifunction system able to keep your confidential information safe?
- **Cost Control** – can you monitor and control your organisation's cost of printing?

Multifunction systems often look the same from the outside. Looking only at the specifications on speeds, feeds, and print resolution, you might incorrectly conclude that most multifunction systems are basically equal. This section of the Evaluator Guide will suggest ways you can thoroughly evaluate them, and show how the WorkCentre® 7132 multifunction system can best meet your needs.

### EVALUATE PRODUCTIVITY

In addition to actual **print engine speed**, consider all the factors that contribute to **overall throughput**. Does the system deliver the **print, copy, scan, and fax features** your employees need to **enhance productivity**? Does the system include **automatic features** that help get your prints right the first time? Is the system considerate of the **network traffic** it produces? Is it easy to **manage jobs** being sent to the system?

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### HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEM EXCEEDS THE PRODUCTIVITY REQUIREMENT:

#### Overall Productivity

With up to 32 ppm black and white and 8 ppm colour output speeds, up to 40 ipm black and white and 13 ipm colour scanning speeds with the duplex auto document feeder option (DADF), standard two-sided printing, concurrent scanning and printing, and warm-up time of less than 30 seconds from low power – documents can be produced and processed quickly, with less time spent waiting for the system. All WorkCentre 7132 multifunction systems come with the powerful Xerox controller, 768 MB of memory, and a 40 GB hard disk drive. This controller enables fast first page out times of up to 6.9 seconds for black and white and 18.1 seconds for colour – well suited for offices that primarily use black and white documents and need occasional colour output.

## HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEM EXCEEDS THE PRODUCTIVITY REQUIREMENT (Continued):



### Print Features

The WorkCentre 7132 delivers print speeds up to 32 ppm black and white and 8 ppm colour, with resolution up to 1200 x 600 dpi – easily meeting the needs of busy workgroups while offering convenient colour capabilities when needed. Emulsion Aggregation High Grade (EA-HG) toner provides vibrant colours with sharp text and lines for your office print jobs. Powerful print features are accessed primarily through the bi-directional print driver – while allowing users to easily build their jobs by selecting paper types, finishing options and security settings. Other features including covers, inserts and transparency separators are also available. The print driver supports both PCL and optional PostScript printing with similar interfaces and users can view job status, supplies and system settings, and troubleshooting information.

### Copy Features

The WorkCentre 7132 delivers copy resolution up to 600 x 600 dpi at up to 32 ppm black and white and 8 ppm colour. The concurrent driver in the WorkCentre 7132 means users can scan the next copy, scan, or fax job – even while the print engine is busy – keeping lines from forming at the system during periods of heavy use. The powerful and easy-to-use front panel allows for easy programming of copy jobs, and includes features like sample set, mixed-size originals, and page numbering of copy output with flexibility in numbering and placement options.

### Optional Scan Features

Give your hard copy documents new life, and make the best use of your organisation's hard copy and digital files. The WorkCentre 7132 can help you move, manage, manipulate, capture, repurpose, and distribute your documents electronically. With scanning speeds up to 40 ipm black and white and 13 ipm colour through the optional DADF, and resolutions up to 600 dpi, the WorkCentre 7132 can meet the needs of the busiest workgroups.

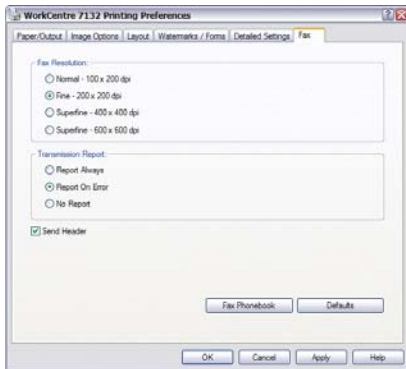
Scan in colour or black and white using the file format (PDF, JPEG, TIFF, multi-page tiff, password-protected PDF) and compression method (JPEG, MMR, MH) that work best for your organisation. These file formats and compression methods are compatible with optional Xerox document management and distribution solutions.

## SCAN FEATURES

### Scan options available include:

- **Scan to Mailbox -**  
Scan documents to public or private mailboxes on the WorkCentre 7132 hard drive for future reprint or retrieval at your desktop.
- **Scan to TWAIN -**  
Scan images directly to TWAIN-compliant applications via direct USB connection.
- **Scan to email -**  
Enter email addresses on the front panel, download a Local Address Book, or connect via LDAP to your Global Address Book in Microsoft Exchange 2000 and Exchange 2003, and Novell Netware 5. Network Authentication can be enabled to prevent unauthorised access.
- **Scan to PC Desktop® -**  
Sends scanned images directly to a PC desktop for fast and easy editing with optical character recognition and word processing applications, distribution, or storage.
- **SMARTsend™ -**  
Powerful routing tool for sending scanned images to multiple locations including network folders, email addresses, remote printers, workflow applications, and document management systems.
- **Scan Job Build -**  
Combine multiple scan jobs into one file.
- **Programmable Job Flows -**  
Increase productivity by allowing users to choose multiple destinations, at the front panel, before scanning a document for simultaneous delivery to multiple fax numbers, email addresses, network server locations, and printer devices.

**HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEM EXCEEDS THE PRODUCTIVITY REQUIREMENT (Continued):**



The WorkCentre 7132 print driver allows you to set fax preferences, manage your fax phonebook, and transmit faxes from your desktop.

**Optional Fax Features**

Optional fax functionality brings full featured, high performance faxing to your WorkCentre 7132. Transmission speeds as fast as two seconds per page, and support for pages up to A3. enable this system to meet all of your fax needs. A variety of fax options are at your disposal with the WorkCentre 7132.

**Automatic Features**

Automatic features like auto image quality, auto registration, auto rotation, auto paper select, auto tray switching, auto tray-size sensing, and auto job recovery ensure crisp and clear images and best-in-class quality output every time.

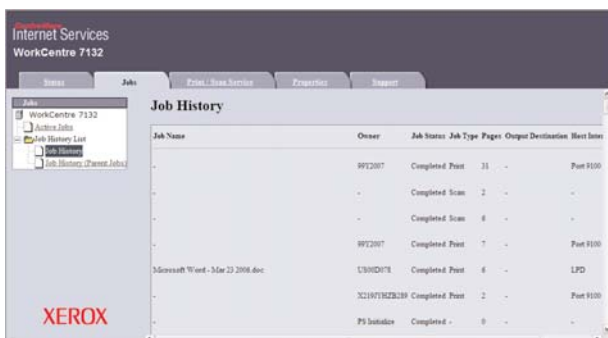
**Network Traffic**

Files are sent over the network just once no matter how many sets are being printed – a job consisting of five sets of a 10-page document is sent over the network as 10 pages, minimising network traffic. Files are processed at the device, off the network, freeing up user’s workstations and avoiding unnecessary network traffic. Plus, with concurrent scan and print capability, one user can be scanning in a document, while a second document is printing and a third is being received over the network.

**FAX FEATURES**

**Fax options available include:**

- **PSTN Fax -**  
Single or new three line options using G3 33.6 Kbps, with JBIG, MMR, and MH compression available
- **Internet Fax -**  
Uses your network and/or the Internet to send faxes and reduce/eliminate long distance dialing costs when faxing from the WorkCentre 7132 to another iFax-enabled system
- **LAN Fax -**  
Use your print driver to increase productivity by allowing users to send PSTN faxes from their desktop.
- **Secure Fax -**  
Added security using the FCODE secure fax standard.
- **Side Tray Output -**  
Incoming faxes can be routed to side output tray for convenient visibility.



You can view and manage job history and current job queue through CentreWare IS, or through the front panel of the WorkCentre 7132.

**Managing Jobs**

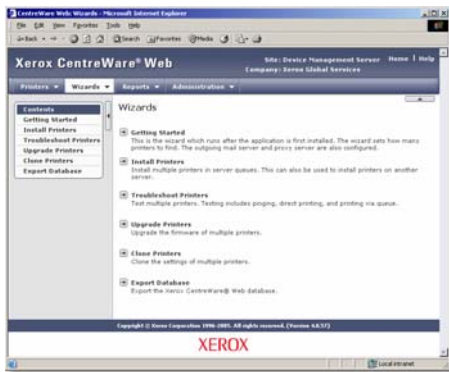
There are no unknowns. Up-to-date information on every job; print, copy, scan, email, or fax, plus in-depth device information at your fingertips. Both at the device front panel, or from your desktop, you can easily view and manage jobs, and display job progress and status, and manage jobs.

## EVALUATE DEPLOYMENT

Installing and deploying multifunction systems – whether it is a **single system** for a small office, or a **fleet of systems** across an enterprise – is a potentially time consuming and complicated process. Consider the steps required to **physically set up and install** the system, as well as the process required to **deploy the device on your network** and **install drivers** across your user population.

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## HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEM EXCEEDS THE DEPLOYMENT REQUIREMENT:



CentreWare Web wizards automate a variety of tasks, including the installation of multifunction systems like the WorkCentre 7132.

### Easy to Install

When you choose Xerox, you will have the option to run through the easy and simple setup process yourself, or have the system setup and installed by a trained technician. All WorkCentre 7132 multifunction system configurations include an embedded 10/100 base-T Ethernet connection with innovative features like auto IP addressing, device naming and Ethernet speed sensing to provide a simple and automatic installation onto your networks. Management and system setup can be accomplished through a variety of means, including the easy and wizard-based process found within Xerox CentreWare Web. Additionally, the WorkCentre 7132 can integrate with third party management applications like Unicenter® TNG, IBM® Tivoli® NetView®, Novell® NDPS®, Microsoft® Management Console, and HP OpenView.

### Easy to Deploy

Another critical area to evaluate is the process by which you can deploy drivers for the print and scan services to your user population. Wizards are provided within CentreWare Web to aid in the process of installing, troubleshooting, and upgrading your users' driver software, freeing up your IT staff for more pressing projects.



Print, fax, and scan drivers are easy to install and configure through the wizard-based process of CentreWare.

## EVALUATE EASE OF USE AND MANAGEMENT

It is critical that the multifunction system you choose to deploy in your environment is **easy for your employees** to learn and use, and **easy for your IT staff** to administer and maintain. A **consistent and simple user interface** will help users get quickly up to speed with new equipment, and get the most out of its capabilities. **Bi-directional print drivers** communicate device and job status, and available media, to users. **Easy to use and accessible advanced features** give employees more tools to efficiently conduct business. Also of importance is how the system will **integrate into your network infrastructure**, the tools available for **managing your systems**, and the availability of **additional service offerings**.

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## HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEM EXCEEDS THE EASE OF USE REQUIREMENT:

### Consistent User Interface

It doesn't matter if the job is simple or complex, a large touch panel user interface with intuitive tab selections makes even advanced functions simple and convenient – and minimises the training required to get your users up and running. The UI is consistent across the Xerox multifunction system product line, enabling you to deploy a mix of Xerox products knowing users will be able to easily use each of them.



*Consistent front panel interfaces on Xerox MFPs keep your employees productive, regardless of product model.*

### Customisable User Interface

The front panel user interface on the WorkCentre 7132 multifunction system is not only consistent with other Xerox systems, it is also customisable – you can choose the features that you want to display on the home screen and make it easier for your employees to access those capabilities.

### Bi-Directional Drivers

The WorkCentre 7132 multifunction system include CentreWare® print drivers with a clear, graphical user interface that provides an easy, intuitive way to interact with the printer. The driver provides immediate desktop access to all WorkCentre output functions. The driver also provides bi-directional information, indicating device status, job status, currently loaded paper sizes and types, and installed options – there is no need to consult separate software in order to obtain this information.



*The WorkCentre 7132 print driver gives quick access to the most commonly used features.*

Similar to the Device User Interface, the Print Drivers also contain the commonly used features displayed graphically on the first page. These features include single or two sided printing, paper type and output. The print drivers have the same look and feel across the Xerox multifunction system portfolio – increasing user productivity and decreasing training time.

### Accessible Advanced Features

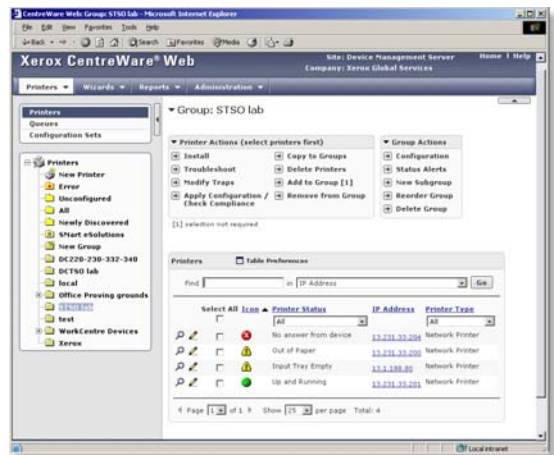
With advanced features like Annotation, Poster Mode, Watermark, Area Designation, Auto Colour Selection, Covers, Transparency Interleave and N-Up, you have a variety of output options. And, with Build Job you can easily integrate documents from the document handler and the platen or from different paper trays – even mix single-sided and two-sided output into a single job.

Advanced functions such as poster mode, watermarks, invert image, print-to-edge, N-Up, booklet layout, transparency interleaving, and covers are simple to access from the print driver and front panel. Easy to understand icons access the most commonly used functions such as selecting paper and document finishing. Plus with the “saved settings” feature, frequently used print job parameters can be stored for later reuse. To increase the productivity of your employees, its important that the advanced features of your multifunction system are easy to access and use.

**HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEMS EXCEEDS THE  
MANAGEMENT REQUIREMENT:**

**Network Integration**

It couldn't be easier for the network administrator. The WorkCentre 7132 integrates seamlessly into virtually any network environment, and network configuration is easy with CentreWare install wizards – eliminating the need for IT staff to travel device to device to reset parameters, connect users or manage job queues. On-board support Simple Network Management Protocol (SNMP) lets customers integrate with other network frameworks.



*Xerox CentreWare Web installs, configures, manages, monitors and reports on the networked printers and multifunction systems across your network.*



*Xerox CentreWare Internet Services is an embedded Web server in every WorkCentre product, allowing you to remotely monitor print jobs and machine status.*

**CentreWare System Management Software**

Xerox CentreWare Web management software is a powerful enterprise management solution for I.T. CentreWare Web is optional free software that eases the chore of installing, configuring, managing, monitoring and pulling reports from the networked printers and multifunction systems throughout the enterprise – regardless of vendor. Xerox also addresses enterprise asset management through compatibility with network management tools for Sun, Novell, Microsoft and other environments.

The WorkCentre 7132 also includes CentreWare Internet Services, an embedded web browser that allows device management including detailed status checks and change settings without any special software tools.

**Xerox Office Services**

Lastly, Xerox offers a set of services for managing document output and asset infrastructure in the office. These services deliver measurable business results by leveraging a powerful set of office technologies, business processes, methodologies, and software tools to reduce costs and improve productivity. These offerings are summarised in Section 3 of this guide.

## EVALUATE RELIABILITY

The **productivity of your employees** is tied directly to the **reliability of the tools** you provide them to do their jobs. Evaluate the **day-to-day reliability** of your multifunction system, and whether it proactively helps you **avoid costly downtime**. Consider the level of **service and support** you will receive if you do run into issues. For shared devices, **network reliability** is a key consideration.

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### HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEM EXCEEDS THE RELIABILITY REQUIREMENT:

#### Day to Day Operation

The WorkCentre 7132 multifunction system has been engineered to minimise user interventions and downtime. One clear example – SMart Kit™ technology is built into the system to predict and prevent system downtime. The WorkCentre 7132 constantly monitors itself and communicates to users and administrators through the local system UI, through the bi-directional print drivers, through e-mail, through CentreWare Web, and CentreWare IS to alert if a potential failure is going to occur. The user can simply order a SMart Kit replacable unit and it is delivered right to the device. The user then replaces the SMart Kit as they would a laser printer cartridge and avoid costly downtime. Easy-access SMart Kits include:

- SMart Kit Fuser module
- SMart Kit Drum Cartridge
- Intermediate Belt Transfer Cleaner
- Bias Transfer Roll

Smart eSolutions offers hands-free, hassle-free, and secure administration of automatic meter reads - further easing the chore of managing supplies for the WorkCentre 7132.

#### Service and Support

Building on the reliability that is engineered into the WorkCentre 7132 multifunction system, Xerox has trained and developed a sophisticated service-delivery network that is capable of helping you maintain your equipment, address issues that you may encounter with your equipment, and train you and your users on how to get the most out of your equipment.

## RELIABILITY & EVALUATION

The WorkCentre 7132 has been evaluated for functionality and quality by a number of independent entities and has been awarded the following certifications:

- **Microsoft WHQL**
- **Agency Approvals:**
  - Energy Star
  - UL 60950-1 2003
  - CE Nemko EN60950-1: 2001

#### Network Reliability

Network reliability is another area Xerox focuses on to deliver a consistent and positive customer experience – the WorkCentre 7132 has been subjected to a controlled, formal test based on the IEEE software testing standards and certified at Capability Maturity Model (CMM) level 2. Compatibility testing uses a number of environmental conditions including server operating systems, client operating systems, network topologies, email servers and Web browsers. Xerox devices maintain standards through adherence to standard protocols (setup, authentication, secure print), consistency in physical standards (network cards, drivers, front end) and operations (copy, print, scan, fax, store) with rock solid security and data integrity.

## EVALUATE VERSATILITY

In addition to the multiple features of a multifunction system, how **flexible and versatile** is the system? Does it handle a wide range of media types for the various jobs your employees will run? Does it include finishing options? Does the system deliver concurrent operation, allowing multiple jobs to be processed simultaneously? Can the system be upgraded and/or extended as your needs changed?

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## HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEM EXCEEDS THE VERSATILITY REQUIREMENT:

### Media Support

A wide range of paper sizes and weights are supported. Paper sizes up to A3 are supported in all trays, with A3 media supported through the multi-purpose tray. All trays support media from 60 to 216 gsm. Save money by bringing outsourced work in-house with the media and finishing flexibility of the WorkCentre 7132 multifunction system.

The WorkCentre 7132 comes with standard paper capacity of 620 sheets (520-sheet tray, 100-sheet bypass tray) of up to A3 media. The two tray module adds two additional 520-sheet trays supporting up to A3 media, for a total capacity of 1,660 sheets. The high capacity feeder module adds two A4 trays with capacities of 900 and 1,200 sheets, for a total capacity of 2,720 sheets.

## FINISHING OPTIONS



### Integrated Office Finisher:

- 500-sheet stacker
- 50-sheet stapler
- Single-position stapling



### Office Finisher:

- 1,000-sheet stacker
- 50-sheet stapler
- Multi-position stapling on
  - Top left
  - Top right
  - Dual staple on top or left edge

## HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEMS EXCEEDS THE VERSATILITY REQUIREMENT (Continued):

### Concurrency

To keep your users productive and avoid bottlenecks at the multifunction system, the controller in the WorkCentre 7132 is designed for concurrent operation. Many multifunction systems can only perform one function at a time – so if the device is in the midst of a long print run, a user would not be able to process a scan job or send a fax until the print job is complete. Xerox has preempted this situation by enabling the WorkCentre 7132 to continue to process fax and scan jobs, and also program and queue the next copy jobs, while the print engine is busy with another job.

### Upgradeability/Extensibility

Upgrade as your needs change and you need more powerful document distribution capabilities such as network scanning, email or additional faxing or network accounting capabilities. You can also add finishing options to extend the functionality of your multifunction system. Xerox is also committed to providing an open product architecture to extend the value of Xerox WorkCentre products with an integrated, value-added solution from one of the many Xerox Alliance Partners. These solutions are available for printing, fax, scanning, email, and accounting to provide more value and versatility for your needs.

### Xerox Alliance Partner Solutions

Xerox Alliance Partners offer a wide range of server and client –based software solutions that extend the value of Xerox products by providing advanced solutions for document distribution and management, access and usage control, job tracking/reporting, and output fleet management.

## EVALUATE SECURITY

As multifunction systems become more broadly deployed in **shared, networked environments** – **system security** becomes more of an issue. Consider the **basic security features** built into the system – both from a **networking and document security** perspective. What range of **advanced security features** is available for the system? Does the multifunction system vendor participate in **industry testing and certification** for their product line?

## HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEM EXCEEDS THE SECURITY REQUIREMENT:

### Basic Security Features

Xerox is committed to the security of its products, and is taking a unique approach to security within the document industry. Xerox believes security should be built in as a core component of the multifunction system and its controller.

Standard security features delivered in the WorkCentre 7132 include:

- **Removable Hard Drive** – The WorkCentre 7132 hard disk can be removed for secure storage.
- **Analogue Fax and Network Isolation** – Controller architecture isolates the fax telephone line and the network connection to foil in-coming attacks.
- **Secure Print** – Unlimited Secure Print holds jobs at the device until the owner releases them with the PIN code.
- **Encrypted email** – emails sent from the device to the SMTP server are encrypted with digital keys.

- **Password Protected PDF** – A user can select Password-Protected PDF from Scan to E-mail, enabling only the recipient that has the password to open the file.
- **Authentication**
  - **System Administrator Authentication** – The WorkCentre 7132 allows access to administrative Web pages to be restricted to authorised employees. Device Access Password Protection further restricts access to device setup screens and remote network settings.
  - **Network Authentication** – Restricts access to scan, e-mail and fax features by validating network user names and passwords.
  - **Print, Copy, Fax, Scan Auditron** – restricts user access to the device, sets limits for users and groups, tracks jobs and provides reports.
- **Secure Data Protocols** – The WorkCentre 7132 supports HTTPS, enabling the CentreWare Internet Service to be set up using Industry Standard security Secure Sockets Layer or SSL technology.
- **Secure Scanning and Network Management**
- **Print Channel Encryption** – Delivering secure communication via SSL/TLS
- **Firewall** – Restricts access via IP Address Filtering, Domain Filtering, and Port Blocking

### Certification

Xerox has a proven track record of participation and compliance with government security standards and third party testing and certification – one example being the Common Criteria Certification process. Multifunction systems are not submitted into the Common Criteria Certification until after they are publicly available. The WorkCentre 7132, Data Security Kit and system controller have been submitted for Common Criteria Certification.



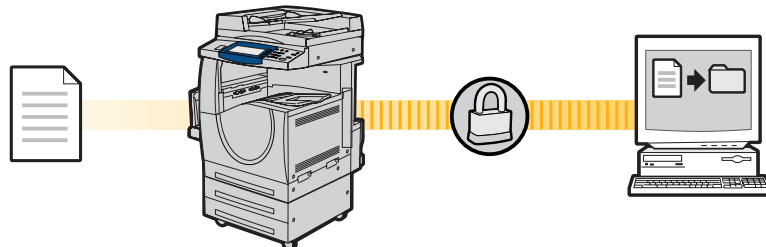
### ADDITIONAL SECURITY FEATURES

*Additional security features delivered in the optional Data Security Kit include:*

- **Disk Image Overwrite** - This feature electronically erases data that has been processed to the hard disk in print, copy, scan, Internet and server fax modes using a 3-pass algorithm specified in the U.S. Dept. of Defense directive 5200. 28-M.
- **Encrypted Data** - Information stored on the system hard disk is encrypted to safeguard your confidential data.
- **Encrypted PDF** - Protect your scanned information by using encrypted PDF format.

### SECURITY AT ALL POINTS

*Xerox is committed to helping you meet your security needs. Our system, software and solutions are designed with features that allow you to control the level of security that is right for your office.*



- Business Critical
- Confidential
- Personal

- Disk Overwrite
- Device Access Password Protection
- Encrypted Disk Drive
- Analogue Fax and Network Isolation
- Secure Print

- Encrypted Scan to Email
- Password Protected PDF
- Secure Fax

- Network Authentication (LDAP)
- IP Address Filtering
- Port Blocking
- Domain Filtering

## EVALUATE COST CONTROL

A key attribute of colour-capable multifunction systems is that they deliver **uncompromised black and white features and performance**, at **black and white multifunction system running costs**, while delivering the convenience of built-in colour printing capabilities when you need them. To help customers, many of whom will be deploying colour for the first time in their organisations, **control the cost of colour printing** – consider the **accounting and access control features** built into the system and accompanying management utilities. Lastly, consider whether the vendor can make recommendations on the **types and amounts of equipment** for you to deploy in your organisation to help **control overall document costs** and **optimise your investments** by **right-sizing your document infrastructure**.

THE XEROX  
ADVANTAGE

### HOW THE WORKCENTRE® 7132 MULTIFUNCTION SYSTEM EXCEEDS THE COST CONTROL REQUIREMENT:

#### **Black and white system costs, with convenient colour built in**

The WorkCentre 7132 multifunction system is a cost effective system to deploy into your small to medium sized business, or small workgroup within a larger organisation. Regardless of whether you purchase the system on a service and supplies contract or buy it outright and purchase consumables on an on-going basis, you'll find it delivers the key black and white printing and copying performance you need at a cost you'd expect for a black and white system – with the added convenience of colour when you need it.

For those customers on Xerox maintenance and supplies contract, the WorkCentre 7132 separates colour and black and white page counts to allow for separate billing of these pages – even if they're in the same document or job. With a Xerox maintenance and supplies contract, page costs are fixed - meaning the per-click charge doesn't change depending on how much toner is used. Similarly, page-size doesn't effect your per page cost – A3 and A4 size pages carry the same cost.

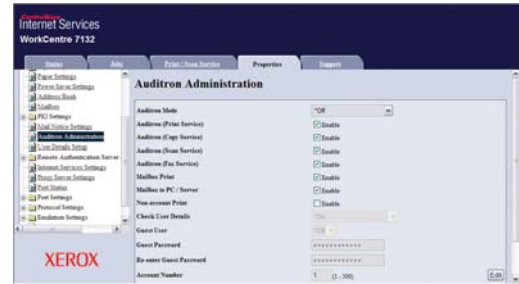
#### **Accounting for colour**

Two features have been specifically developed to ensure colour and black and white copies and prints are accurately accounted for, and that access to walk-up colour copying features can be managed.

- **Automatic Colour Copy** – the device detects black and white and colour pages separately in the original source document and prints and charges for them at their different rates. In addition, you can select “Black and White Only” to copy colour documents in black and white. These output settings can be assigned as the copy default for the device to limit colour usage and manage costs.
- **Automatic Colour Print** – the device detects black and white pages within a print job even with the output selection set to Colour. The black and white printed pages are then printed and charged at the black and white rate.

The WorkCentre 7132 also enables colour cost and access control at four distinct levels:

- **Print Driver** – Administrators can restrict access to colour features within users print drivers.
- **Device Auditron** – Can restrict and track print, copy, scan, and fax usage by users and groups, and is available via CentreWare Web
- **Xerox Standard Accounting** – Tracks and limits colour and black and white copies, prints, scans and fax usage by user. Can also be used for authorisation to restrict functional access per user.
- **3rd Party Applications** – Allows 3rd party accounting applications to set permissions and track the use of your WorkCentre 7132 using the Network Accounting Kit



*Xerox Device Auditron allows administrators to set permissions and trace usage of the WorkCentre 7132.*

## Assessing your environment

Xerox can help you decrease your overall document costs by optimising and right-sizing your technology deployment. Three levels of assessment tools and services are available to help you deploy the right mix of equipment to best serve the needs of your environment:



### LEVEL 1: Xerox Office Efficiency Calculator

A five minute, Web-based “instant analysis” offers suggestions on your technology needs using information you enter on your environment and key, known industry metrics.

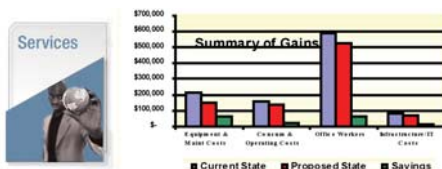
### LEVEL 2: Xerox Office Productivity Advisor (XOPA)

More in-depth Web-based tool assesses your specific document environment. XOPA results suggest better ways to manage page volume between printing, copying and faxing – delivering end user satisfaction and cost efficiency. XOPA is a free service performed by your local Xerox sales representative.

XOPA Metrics	Current state	Proposed state	Current/Proposed cost Savings	Productivity	Benchmark
Employees per machine	3.42	3.08	2.85	9 - 21	
Device utilization	33.3%	43.8%	1.90%	6% - 17%	
Direct cost per page	\$ 0.031	\$ 0.025	\$ 0.007	\$ 0.030 - \$ 0.019	
Pages per employee (monthly)	1,670	1,979	1,262		
<b>Monthly costs per employee</b>					
Direct cost per employee	\$ 51.7	\$ 49.9	\$ 1.80		
Infrastructure cost per employee	\$ 242	\$ 217	\$ 25		
Total direct and indirect cost per employee	\$ 293.7	\$ 266.8	\$ 26.9		
<b>Annual costs per employee</b>					
Direct cost per employee	\$ 1,029	\$ 1,224	\$ 199		
Infrastructure cost per employee	\$ 467	\$ 360	\$ 106		
Productivity cost per employee	\$ 2,210	\$ 2,402	\$ 192		
Total direct and indirect cost per employee	\$ 5,146	\$ 4,386	\$ 760		

### LEVEL 3: Xerox Office Document Assessment (ODA)

An analytical model that measures and analyses your current document production infrastructure, the ODA provides in-depth improvement plans for significant cost savings and increased efficiency. The ODA is a six-sigma fee-based tool and consultative service oriented more at enterprise level organisations.



## SECTION 3

# WorkCentre 7132 Configurations/Consumables/Options



SPECIFICATIONS		WorkCentre® 7132
<b>Speed</b>		Up to 32 ppm black and white / 8 ppm colour
<b>Duty Cycle</b>		Up to 100,000 images / month
<b>Paper Handling</b>		<b>Bypass Tray:</b> 100 sheets; Size: 89 x 98.4 mm to A3; <b>Tray 1:</b> 520 sheets; Size: 139.7 x 182 mm to A3, auto paper size sensing
Paper Input	Standard	
	Optional	<b>Platen;</b> <b>Duplex Automatic Document Feeder (DADF)</b> 50 sheets; <b>Two Tray Option:</b> 520 sheets each; Size: 139.7 x 182 mm to A3, auto paper size sensing; <b>High-Capacity Feeder Option:</b> One 900-sheet tray, One 1,200-sheet tray; Size: A4
Paper Output	Standard	Automatic two-sided, 500-sheet Offsetting Centre Catch Tray + 100-sheet Side Tray
	Optional	<b>Integrated Office Finisher:</b> 500-sheet stacker, 50 sheets stapled, single-position stapling
	Optional	<b>Office Finisher:</b> 1,000-sheet stacker, 50 sheets stapled, 3-position stapling
<b>Print</b>		
First-Page-Out Time		As fast as 16 seconds black and white, 27 seconds colour (warm up time: less than 42 seconds)
Print Resolution		1200 x 600 dpi
Connectivity		10/100 BaseT Ethernet, USB 2.0, optional 802.11b/g (via 3rd party)
Language Support		PCL 5c, PCL6 emulation, Optional Adobe® PostScript® 3™
System		300 MHz Power PC, Standard 40 GB Hard Drive, 768 MB Memory (512-System + 256-Page)
Print Features		Secure print, delay print, sample set, booklet creation, cover selection, paper selection by attribute, multi-up, watermark, annotation, banner sheets, poster, fit to new paper size, transparency interleave, output tray selection, store and recall driver settings, colour balance and controls
<b>Copy</b>		
First-Copy-Out Time		As fast as 6.9 seconds black and white / 18.1 seconds colour
Copy Resolution		600 x 600 dpi
Copy Features		Automatic two-sided, electronic pre-collation, automatic tray selection, build job, negative/mirror image, automatic booklet creation, multi-up, auto RE, mixed-size originals, auto registration, covers insertion, sample set, bound copying, store and recall job programming, annotation, auto colour selection, area designation, poster mode, watermark
<b>Fax</b>	Optional	One-line or three-line options, includes Walk-up Fax, LAN Fax, Internet Fax
Fax Features		Mailbox, Duplex Send and Receive, print on fax up to A3, Fax Build Job, Fax Bound Originals, Secure Fax (FCODE)
<b>Scan</b>	Optional	Scan to Email, Network Scanning, Optional: ScanSoft™ Scan to PC Desktop Small Business Edition (SE or Pro), SMARTsend™
Scan Features		PDF, JPEG, TIFF, Multi-page TIFF, Mixed Size Originals, Scan Build Job, Auto Colour, Scan Speed: up to 40 dpm black and white, 13 dpm Colour @ 200 dpi
Scan Destinations		Scan to: Email, Server (FTP, SMB or SMTP), Mailbox, Desktop, Templates
<b>Security</b>	Standard	Secure Print, Secure Fax, Network Authentication, IP Address Filtering, Domain Filtering, Port Blocking
	Optional	Data Security Kit includes Hard Disk Overwrite and Data Encryption
<b>Accounting</b>	Standard	Print, Copy, Fax, Scan (colour and black and white) – Internal Auditron controls access and tracks usage
	Optional	Network Accounting Kit and Xerox Alliance Partner Solutions

## DEVICE MANAGEMENT

Description
CentreWare Internet Services CentreWare Web, CentreWare DP, NDPS and HP Overview

## MEDIA HANDLING

Paper Weight	Description	Maximum Duplex	Media Types
Bypass Tray:	60 - 216 gsm	105 gsm colour, 169 gsm black and white	Paper, envelopes, labels, transparencies
Tray 1:	60 - 216 gsm	105 gsm colour, 169 gsm black and white	Paper, envelopes, labels, transparencies
Tray 2:	60 - 216 gsm	105 gsm colour, 169 gsm black and white	Paper, envelopes, labels, transparencies
Tray 3:	60 - 216 gsm	105 gsm colour, 169 gsm black and white	Paper, envelopes, labels, transparencies

## OPERATING ENVIRONMENT

	Maximum Range	Recommended Range
Temperature:	10° – 35°C	16° – 30°C
Humidity:	15 – 85%	30 – 70%

## ELECTRICAL

Power	Power Consumption
220-240 VAC, 50/60 Hz	<b>Average:</b> 528 watts <b>Power Saver Mode:</b> 57 watts ENERGY STAR® Compliant

## PHYSICAL DIMENSIONS (HXDXW)

	Height	Depth	Width
Without Finisher:	1,112 mm	654 mm	640 mm
With Office Finisher:	1,112 mm	668 mm	1,537 mm
With Integrated Office Finisher:	1,112 mm	654 mm	642 mm

## CONSUMABLES

Supplies	Description	Approximate Yields
Toner:	Black	21,000 images*
	Colour	8,000 images*
Drum Cartridge:		80,000 images*

\*Capacities are approximate, based on 5% coverage on an A4-sized page and dependent on customer job mode run length

**Agency Approvals**  
 UL 60950-1 2003  
 CE Nemko EN60950-1:2001

**Xerox Paper and Speciality Media**  
 Xerox offers a broad portfolio of digitally optimised paper and speciality media, making it easy for you to maximise the capabilities of your WorkCentre 7132.

## SERVICE AND SUPPORT

### Unrivaled service and support

Behind every Xerox product is a large network of customer support that's unrivaled in the industry and available when you need it. Xerox service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox and genuine Xerox supplies are always easily available.

## XEROX OFFICE SERVICES SUPPORT

### Asset Management Services

- **Asset Optimisation and Tracking** – Process and tools to optimise an enterprise's office output infrastructure and reduce hard costs.
- **Break-Fix Management** – Single point of ownership and management for break-fix service for all brands of office output devices
- **Supplies Management** – Process and tools to procure, monitor and replenish all document related supplies proactively.

### Imaging and Output Management Services

- **Output Management** – Single point of management of office output from all output devices – regardless of manufacturer
- **Image Capture and Workflow** – Cost efficient solutions for capturing, managing, retrieving and distributing information into digital repositories.

### Support Services

- **Technology Procurement and Deployment** – A creative and flexible end-to-end print/computer product acquisition solution using a single point of contact model, while lowering the total cost of acquisition.
- **Help Desk Services** – A broad range of enterprise services managed through a centralised single point of contact and delivered through an on-site or off-site model.
- **End User Services** – Microsoft software implementation, IT project consulting, and customer education.
- **Access Managed Services**

**Student/Patron Access Services** – Custom designed and implemented customer-managed solutions for student and library patron print access management.

## ADDITIONAL INFORMATION SOURCES

### The Front Panel

The Front Panel offers tools and information pages to help with machine set-up, feature selections, solve operational problems, media feed and supply issues.

### The Customer Documentation contains:

- Read Me First
- Quick Reference Guide
- Training and Information CD
- System Administrators CD
- CentreWare Network Services
- Print Drivers
- Management Tools

## ON THE WEB

Visit [www.xerox.com/office](http://www.xerox.com/office) for:

- Product, supplies, and support information
- Downloading drivers
- Finding your local reseller
- On-line documentation

Visit [www.xerox.com/office/support](http://www.xerox.com/office/support) for:

- Support and service information including the same troubleshooting knowledge base used by Xerox Customer
- Support staff to provide the latest technical information on:
  - Application issues
  - Errors
  - Print-quality issues
  - Troubleshooting

# WorkCentre® 7132



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