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WorkCentre® 7328/7335/7345 Evaluator Guide



ABOUT THIS GUIDE

This guide will introduce you to the Xerox WorkCentre® 7328/7335/7345 series of colour multifunction systems, and aid you in your evaluation process.

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SECTION 1

Introducing the WorkCentre 7328/7335/7345 Colour Multifunction Systems

PRODUCT OVERVIEW

With the WorkCentre 7328/7335/7345 series of multifunction systems, Xerox makes it easier to benefit from a high-performance black and white multifunction systems, plus all the competitive advantages of cost-effective colour when you need it.

Unleash your office performance

Fast, powerful and engineered to easily perform multiple tasks for workgroups of any size, the WorkCentre 7300 series boosts productivity and delivers spectacular results.

- Print and copy speeds up to 45 ppm black and white and 35 ppm colour, with overall productivity that makes fast work of your office application workloads.
- Xerox multi-tasking network controller handles multiple tasks concurrently, enabling you to program jobs while others print and minimising employee delays at the front panel.
- The 50-image-per-minute (ipm) black and white and 45 ipm colour duplex automatic document feeder (DADF) quickly processes single- or double-sided originals when copying, scanning and faxing.
- A large, colour touch-screen interface eases print job programming: Common features are prominently displayed, and users have intuitive access to more advanced features.
- WorkCentre 7300 series multifunction systems are always ready with a fast warm-up time and a quick first-page-out time.

The control you want and need

The WorkCentre 7300 series gives you complete control everywhere you need it: IT managers get tools to manage devices and user access; employees get tools to program and execute copy, print, scan and fax jobs.

- Deploy colour responsibly with tools that manage user access to colour printing and copying features, track colour use and cost to the levels of detail you require, and integrate with accounting solutions to assign and bill print-and-copy costs.
- Produce impressive and professional-looking colour documents with the WorkCentre 7300 series, which utilises a set of advanced imaging technologies to deliver vibrant and consistent output.
- A set of Xerox tools, and integration with network management applications from other vendors, makes the WorkCentre 7300 series easy to manage for your IT staff.

Scalable business solutions

The WorkCentre 7300 series is designed to fit the unique needs of your office, with multiple speed and configuration options, simple interface customisation, and integration with network applications and workflows.

- Tailor the WorkCentre 7300 series multifunction system to your needs with your choice of three speeds, optional PostScript, fax and scan functionality, and multiple paper input and finishing options.
- Customise the user interface of your WorkCentre 7300 series multifunction system by integrating network applications that deliver a variety of advanced capabilities and authorisation solutions.
- Use your WorkCentre 7300 series multifunction system as a digital on-ramp for your hard-copy documents, and integrate with network workflow applications that automate tasks such as expense report creation, document routing and more.

WORKCENTRE 7328/7335/7345 SPECIFICATIONS



STANDARD FEATURES

The WorkCentre 7300 series comes with standard black and white and colour copying and network printing.

Copy and Print Features

- Output Speed —
 - WorkCentre 7328: Up to 28 ppm black and white, 26 ppm colour
 - WorkCentre 7335: Up to 35 ppm black and white, 31 ppm colour
 - WorkCentre 7345: Up to 45 ppm black and white, 35 ppm colour
- First-Page-Out Time —
 - WorkCentre 7328/7335: As fast as 5.7 seconds black and white, 7.5 seconds colour
 - WorkCentre 7345: As fast as 4.8 seconds black and white, 7.2 seconds colour
- Resolution — Up to 600 x 600 dpi (copy), up to 600 x 600 x 8 or 1200 x 1200 dpi (print)
- Copy Feature Highlights — Automatic two-sided output, ID Card Copy, Annotation, Build job, Automatic booklet creation, Covers insertion, Sample set, Automatic colour selection, Watermarks
- Print Feature Highlights — Automatic two-sided output, Secure print, Delay print, Sample set, Booklet creation, Watermark, Annotation

Controller

- Processor — 667 MHz
- Memory — 1 GB
- Hard Drive — 40 GB (minimum)
- Connectivity — 10/100Base-TX Ethernet, optional USB 2.0, 10Base2, 10Base5, Wireless Ethernet 802.11b (via third party adapters)
- PDL Support — Adobe® PostScript® 3™ (optional), XPS®, PCL® 5c and PCL 6 emulations, HP-GL2™

Paper Handling

- Document Handling — 75-sheet duplex automatic document feeder (DADF)
- Paper Input —
 - Tray 1: 520 sheets
 - Bypass Tray: 100 sheets
- Paper Output —
 - 400-sheet offsetting centre catch tray (200-sheet capacity with any finisher)

Reliability

- Duty Cycle —
 - WorkCentre 7328: 80,000 images per month
 - WorkCentre 7335: 105,000 images per month
 - WorkCentre 7345: 130,000 images per month



Office Finisher



Advanced Office Finisher



Professional Finisher



OPTIONAL FEATURES

Choose among these options to upgrade your WorkCentre 7300 series into an advanced multifunction system.

Fax Features

- Fax Speed — 33.6 Kbps fax modem
- Compression —
 - Phone-line fax: MH, MR, MMR, G3
 - Internet/Network server fax: PDF, Multipage TIFF, Image-only PDF with G3 MH/G4 MMR/JPEG compression, TIFF-FX with G3 MH/JPEG compression
- Features — Walkup fax (one- and three-line options), Internet fax, LAN fax, Network server fax (optional), Fax forward to email/FTP/SMB, Two-sided send and receive, Print on fax up to A3

Scan Features

- Scan Speed — 50 ipm black and white, 45 ipm colour (with DADF)
- Resolution — Up to 600 x 600 dpi
- File formats — PDF, Searchable PDF, JPEG, TIFF, Multipage TIFF, and XPS®
- Destinations — Scan to Email, Scan to mailbox, Scan to PC, Scan to home, Network scanning

Paper Input Options

- Scanner — choose one of the following:
 - Platen Scanner
 - DADF Scanner – 75-sheet duplex automatic document feeder
- Paper Tray — choose one of the following:
 - Three Tray Module: 1,560 sheets
 - High Capacity tandem Tray: 2,520 sheets

Finishing Options

- Office Finisher —
 - 1,000-sheet stacking
 - 50-sheet multiposition stapling
- Advanced Office Finisher —
 - 3,000-sheet stacking plus 500-sheet top tray
 - 50-sheet multiposition stapling
 - 2- or 4-hole punch
- Professional Finisher —
 - 1,500-sheet stacking plus 500-sheet top tray and booklet tray
 - 50-sheet multiposition stapling
 - 2- or 4-hole punch
 - Up to 15-sheet saddle-stitch booklet making
 - Up to 5-sheet V-folding

Section 2

Evaluating Colour Multifunction Systems

OVERVIEW

Xerox invented laser printing, Ethernet networking, and the first digital multifunction system — we've invested years of research and development in designing the most productive office solutions 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 requirements in the office, Xerox recommends that you consider the following criteria in your evaluation process of departmental-class copier/printers.

- ✓ **Productivity**
Can it keep up with the demands of your daily and monthly workloads?
- ✓ **Installation and Deployment**
How does the multifunction system ease the demands of the deployment process?
- ✓ **Ease of Use and Management**
Does the multifunction system include tools and features to lighten the load for your IT staff?
- ✓ **Reliability**
Is the multifunction system robust enough to meet your needs and backed by quality service?
- ✓ **Versatility**
Can the multifunction system be customised to meet your specific needs?
- ✓ **Security**
Does the multifunction system help keep your confidential information private?
- ✓ **Cost Control**
Can you monitor and control your organisation's cost of printing?

Multifunction Systems often look the same from the outside. Judging from a quick glance at features and performance specifications, you might conclude that multifunction systems are largely equal. This section of the Evaluator Guide suggests ways you can more thoroughly evaluate multifunction systems — you'll soon learn that the WorkCentre 7300 series will exceed all your requirements.



EVALUATE PRODUCTIVITY

In addition to actual print engine speed, consider the things that affect overall productivity. Are the scanning and faxing features **powerful enough** to support your busy departments? What is the **warm-up wait time**? Is the device appropriately sized for the **entire workgroup**? Can features be used at the **same time**, or are employees forced to wait for the device to become “free”? Is the system designed to **minimise network traffic**? Can you **monitor the device functions** from your desktop and/or at the device?

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HOW THE WORKCENTRE 7300 SERIES EXCEEDS THE PRODUCTIVITY REQUIREMENT:

PRODUCTIVITY

The productivity of the WorkCentre 7300 series starts with three output engine speed options, delivering output speeds of up to 28 ppm black and white/26 ppm colour, 35 ppm black and white/31 ppm colour, or 45 ppm black and white/35 ppm colour. Document scanning speed is notable as well, with a 75-sheet duplex automatic document feeder (DADF) that scans single- and double-sided documents at 50 ipm black and white and 45 ipm colour. With a black and white first-page-out time as fast as 4.8 seconds and a colour first-page-out time as fast as 7.2 seconds, you won't have to wait long for your copy jobs either. The WorkCentre 7300 series also features fast warm-up times of 30 seconds from low power mode and 45 seconds from cold start.

NETWORK PERFORMANCE

Performance isn't limited to raw document feeds and speeds. The WorkCentre 7300 multifunction system series network controller utilises a 667 MHz processor with 1 GB of memory and a minimum 40 GB hard drive standard — it's ready and able to process your large, complex print and scan jobs. In addition, 10/100Base-TX Ethernet connectivity comes standard for shared network printing, and optional adapters for 10Base2, 10Base5, 802.11b wireless Ethernet, and USB ensure you can connect the WorkCentre 7300 series to your company's specific needs.

The WorkCentre 7300 series is easy on your network as well. With RAM collation, files are sent over the network just once no matter how many sets are printed. Job pipelining allows the multifunction system to process print jobs even if the print engine is busy with an earlier print job — thus optimising system performance by avoiding delays during job processing.

IMAGE QUALITY

With 600 x 600 dpi copy resolution and 600 x 600 x 8 dpi or 1200 x 1200 dpi print resolution, the WorkCentre 7300 series generates high-quality copies and prints with crisp text and images. The WorkCentre 7300 series utilises a number of advanced imaging technologies to deliver fast, reliable, high-quality output, including:

Traditional toner particles



Chemically grown EA-HG toner



- Xerox Emulsion Aggregate (EA) toner — this chemically grown toner technology features smaller, more uniformly sized particles for excellent shadow detail, vibrant colours, consistent colour accuracy and crisp fine-line detail.
- Trickle Charge Development — a Xerox-exclusive technology that maintains print consistency throughout the workday by feeding a mixture of developer and toner to the print engine, helping avoid eleventh-hour print-quality issues.
- Intermediate Belt Transfer with Micro Tandem Engine — provides the speed and efficiency of single-pass colour with consistent image transfers, fewer paper jams, and increased uptime.
- Belt Nip Fusing — instead of conventional roller-to-roller contact, Belt Nip Fusing uses a flexible surface contact area that allows toner to better adhere to the media, delivering improved image transfer and registration.

Xerox also delivers multiple page description languages (PDLs) to ensure your printed output meets your high expectations, with Adobe® PostScript® 3™, XPS®, emulations for PCL® 5c, PCL 6 and HP-GL2™.

EVALUATE PRODUCTIVITY (CONTINUED)

CONCURRENCY

The WorkCentre 7300 series network controller also helps avoid bottlenecks at the front panel. Concurrent operation means you won't have to wait until a long print job is complete to program a fax, scan or copy job. By keeping the front panel available for programming while the print engine is busy, your employees can stay productive and avoid idle time waiting for the multifunction system. Scan and fax jobs can be programmed and executed without waiting for the print engine to become available, while newly programmed copy jobs will join the job queue and be executed when earlier jobs are completed.

MONITORING SYSTEM STATUS

With the WorkCentre 7300 series, up-to-date information on every job you process—print, copy, scan, email or fax, plus in-depth device information—is always at your fingertips. Whether at the device or from your desktop, you can manage documents and jobs through an integrated job queue with a few mouse-clicks or button pushes.

EVALUATE INSTALLATION AND DEPLOYMENT

Installing and deploying a fleet of copier/printers and multifunction systems throughout your organisation is a potentially time-consuming, complicated process. This is not limited to physically placing the units in your environment; it is really about how these systems will integrate into your **existing network infrastructure**. You also need to consider the process required to **deploy printing and scanning services** to your users, and how automated that process can be.

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HOW THE WORKCENTRE 7300 SERIES EXCEEDS THE INSTALLATION AND DEPLOYMENT REQUIREMENTS:

INSTALLATION

When you choose Xerox, you can rest assured that your equipment will be delivered and installed to your specifications and expectations. All network-enabled configurations include a 10/100Base-TX Ethernet connection with features including automatic IP addressing, device naming, and Ethernet speed sensing to provide simple and automatic network installation. Management and system setup can be accomplished through a variety of means, including easy, wizard-based processes found within Xerox CentreWare® Web. Features like cloning enable multiple-device installation onto networks with identical settings, eliminating the need to set up each system individually.

DEPLOYMENT

Another critical area to evaluate is how to deploy print and scan drivers to your employees' computers. Print and scan drivers can be deployed centrally, so your IT staff needn't perform desk-to-desk manual installation of the driver software. Again, CentreWare Web wizards are provided to aid in the process of installing, troubleshooting and upgrading print and scan drivers for your employees, freeing up your IT staff for more pressing projects. Driver support is delivered for Windows (2000 / Server 2003 / XP / Vista), including most operating systems with 32- and 64-bit drivers, Macintosh OS (10.3 and above), and multiple UNIX and Linux platforms.

EVALUATE EASE OF USE AND MANAGEMENT

Look for **fully integrated functions** that work together to create more value than the sum of their parts. Are the functions **easy to learn**? Is the user interface **consistent** from function to function? Do the network features give you full access to the power of your network? Does the device include **additional software** to take full advantage of your digital documents? Is the device easy for your IT organisation to **manage as part of its infrastructure**?

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HOW THE WORKCENTRE 7300 SERIES EXCEEDS THE EASE-OF-USE REQUIREMENT:

FRONT PANEL USER INTERFACE

It doesn't matter if your job is simple or complex — the front panel user interface (UI) is easy to learn and offers quick job programming. The WorkCentre 7300 series utilises a 205 mm colour touch-screen UI that enables total control of copy, scan and fax functions. The touch-screen UI is intuitively organised, with the most commonly accessed features on the default screen and tab-based access to advanced programming features.



A selection of buttons accompanies the touch-panel UI for inputting and numbers, accessing management features, and executing jobs (with the familiar green Start button). Third-party applications can be integrated with the front panel UI as well (for more information, see Extensible Interface Platform (EIP) on page 13). Whether you've used a Xerox copier/printer or multifunction system in the past or not, you will find the WorkCentre 7300 series a pleasure to use.

BIDIRECTIONAL DRIVERS

The WorkCentre 7300 series utilises CentreWare print drivers to provide an easy, intuitive way to program jobs and get updated system status information. Like the front-panel touch-screen UI, the print drivers are intuitively organised by tabs. The most commonly used features are located on the default tab, with advanced features easily accessible when programming more complex jobs. The print drivers also provide bidirectional information like system status, job status, currently loaded paper sizes, installed options and more.

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HOW THE WORKCENTRE 7300 SERIES EXCEEDS THE EASE-OF-MANAGEMENT REQUIREMENT:

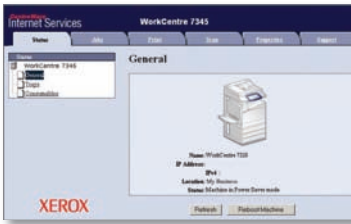
NETWORK MANAGEMENT

It couldn't be easier for the network administrator: The WorkCentre 7300 series integrates into virtually any network environment. Network configuration is made simple with CentreWare Web configuration wizards, which eliminates the need for your IT staff to perform tasks at the front panel of each device on your network. The WorkCentre 7300 series includes support for multiple native network environments, including TCP/IP, IPv4/IPv6, SNMP, SMB, Novel IPX, AppleTalk and IPP.

XEROX CENTREWARE SOFTWARE

Xerox CentreWare Web (CWW) software is a powerful device-management solution for IT departments. CWW is free software that eases the chore of installing, configuration, managing, monitoring and pulling reports from the networked printers and multifunction systems throughout your enterprise — regardless of vendor. Xerox also addresses enterprise asset management through compatibility with network management tools for Sun, Novell, Microsoft and other environments.

EVALUATE EASE OF USE AND MANAGEMENT (CONTINUED)



XEROX CENTREWARE SOFTWARE (CONTINUED)

The WorkCentre 7300 series also includes CentreWare Internet Services (CWIS), an embedded web server that allows employees and IT personnel to perform detailed status checks on the system and consumables, administer system settings, and manage access and accounting controls via any standard web browser.

AUTOMATED DEVICE OWNERSHIP

Xerox offers SMart eSolutions, an application for automating and simplifying device management and ownership. The SMart eSolution application, MeterAssistant, automates the process of reporting multifunction system usage data.

- MeterAssistant™ — automatically collects and securely submits your device meter reads to Xerox using a built-in audit process to increase billing accuracy

XEROX OFFICE SERVICES

Lastly, Xerox offers a set of services for managing document output and asset infrastructure in offices. 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

Office productivity relies on tools that do their jobs day in and day out. Consider how often you need to intervene to **replace paper or other consumables** or to **clear jams**. How **easy is that intervention**, and **how long is the device typically down**? If outside assistance is required, how **easy is it to arrange** and how long do you have to wait? Is the device a **reliable network citizen**? Has it been **tested and certified** by independent industry participants?

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HOW THE WORKCENTRE 7300 SERIES EXCEEDS THE RELIABILITY REQUIREMENT:

DAY-TO-DAY RELIABILITY

Reliability comes in two forms: system reliability and image reliability. The WorkCentre 7300 series has been designed to provide maximum system reliability and uptime: Simple paper paths and a minimum of moving parts help optimise day-to-day reliability and contribute to monthly duty cycles of up to 130,000 pages. Any paper jams or misfeeds are cleared through access doors on the front of the machine, enabling your employees to proactively resolve most issues and limit calls to your help desk. The WorkCentre 7300 series also minimises user interventions for loading paper — it has maximum capacities of 2,180 sheets or 3,140 sheets. Xerox SMart Kit™ technology also helps minimise downtime by predicting when critical parts will fail and alerting you to order replacement units. SMart Kit replaceable units are as simple and easy to replace as toner cartridges. Furthermore, if a WorkCentre 7300 series multifunction printer does experience an interruption in service, CentreWare alerts can be configured to inform IT staff.

EVALUATE RELIABILITY (CONTINUED)

DAY-TO-DAY RELIABILITY (CONTINUED)

Image reliability is boosted by advanced technologies such as Belt Nip Fusing, Trickle Charge Development, and Intermediate Belt Transfer with Micro Tandem Engine. Each technology contributes to reliable toner transfer to media, long-term image quality and image registration.

SERVICE/SUPPORT

Building on the reliability engineered into the WorkCentre 7300 series, Xerox has trained and developed a sophisticated service-delivery network capable of maintaining your equipment, addressing issues you encounter, and training your IT staff and employees on how to get the most out of your Xerox equipment.

EVALUATE VERSATILITY

How many **functions** can the device perform? Does the system support the **media types and capacity** your employees require? Does the copier/printer offer the kinds of **finishing options** that can help your employees get their jobs done more efficiently?

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HOW THE WORKCENTRE 7300 SERIES EXCEEDS THE VERSATILITY REQUIREMENT:

COPY FEATURES

The WorkCentre 7300 series comprises reliable, workgroup-class digital multifunction systems capable of supporting the daily copying volumes of your busy employees. Black and white output speeds from up to 28 to 45 ppm and colour output speeds from up to 26 to 35 ppm give you options for right-sizing multifunction system performance for your monthly copy volumes. The 75-page DADF scans two-sided originals in a single pass at speeds up to 50 ipm black and white and 45 ipm colour, quickly processing even the longest copy jobs.

A rich set of copy features enables your employees to create ready-to-distribute hard copies. Copy feature highlights include:

- ID Card Copy — scans both sides of an ID card and prints it face up on a single sheet of paper
- Automatic booklet creation — create booklets by, for example, printing four A4-size pages onto A3-size media for folding as a four-page booklet
- Automatic tray selection — selects correct tray for specified media without requiring user intervention
- Automatic two-sided copies — create two-sided copies of single- or double-sided originals
- Bates Stamping — a key feature for legal and health-care environments, adds sequential page numbering, date and time marks, copyright information, and other information to copy output
- Electronic precollation — collates multiple-set copies in memory to maximise output speed
- Multi-up — prints multiple original pages onto a single copied page
- Sample set — prints the first copy set for verification before releasing the remaining sets
- Store and recall job programming — store settings for complex, commonly executed copy jobs

EVALUATE VERSATILITY (CONTINUED)

PRINT FEATURES

As with copying, the WorkCentre 7300 series delivers a range of output speeds to fit your organisation's specific needs. Black and white print speeds from up to 28 to 45 ppm and colour print speeds from up to 26 ppm to 35 ppm, combined with first-page-out times as fast as 4.8 seconds for black and white and 7.2 seconds for colour, get your print jobs done quickly.

Building on the impressive printing performance is an impressive array of print features, highlighted by:

- Booklet creation — formats and organises electronic documents for printing as hard-copy booklets
- Cover selection — choose specialty media for cover pages
- Poster printing — enlarges an image by printing it onto multiple pages
- Secure/delay print — print jobs are held in memory until a PIN code is entered at the front panel, ensuring prints are not left unattended at the multifunction printer
- Transparency interleave — inserts blank or printed plain paper between printed transparencies
- Watermarks — Adds labels such as “Draft,” “Confidential,” or customised messages to printed documents

SCAN FEATURES

The WorkCentre 7300 series offers powerful network scanning capabilities for companies that routinely digitise hard-copy documents. The 75-sheet DADF processes single- and double-sided originals at 50 ipm black and white and 45 ipm colour, meaning even long scan jobs are processed quickly. Network scanning serves as a digital on-ramp for your hard-copy documents, enabling them to be distributed, edited, archived, and utilised by your enterprise applications.

The WorkCentre 7300 series supports a variety of scan destinations, including:



- Scan to Email — send scanned images to email recipients, with authentication and LDAP for network security and integration



- Scan to Mailbox — stores scanned images on hard drive for distribution or retrieval



- Scan to PC — scans documents directly to a PC by selecting a PC from the local address book or by browsing the network on the front panel UI



- Scan to Home — sends scanned images to a preassigned “home” destination, such as an email address, FTP location or folder



- Network Scanning — templates enable transportation of scanned images to multiple predefined locations

Additional Xerox scan software is available to expand the capabilities of your WorkCentre 7300 series multifunction system:



- Xerox Scan to PC Desktop® — bundles Nuance® PaperPort® software for scanning, organising and sharing images with Nuance OmniPage® software, which converts hard-copy documents into searchable, editable electronic files



- Xerox SMARTsend® — eases the process of editing metadata, choosing file formats, and distributing scanned files to multiple destinations, including remote printers, email, network folders, mailboxes, fax destinations, and more

EVALUATE VERSATILITY (CONTINUED)

In addition to a flexible set of destinations and additional software, the WorkCentre 7300 series includes a set of scan features highlighted by:



- File formats — support for PDF, searchable PDF, PDF compression, JPEG, TIFF, multipage TIFF, and XPS®



- Job Flow Sheets — facilitate routine workflows like expense report applications or electronic routing and storing of incoming faxes

- Scan resolution — up to 600 x 600 dpi



- Thumbnail preview (optional) — view thumbnail preview of documents stored in the mailbox

FAX FEATURES

The WorkCentre 7300 series also offers optional fax capabilities that help further consolidate office devices. This full-featured fax solution combined with the concurrency of the WorkCentre 7300 series means you won't need a dedicated fax machine any longer. Fax features include:

- Walkup fax — traditional 33.6 Kbps phone-line faxing via front panel with one- and three-line options
- Network server fax — allows faxes to be sent and received digitally over the network with support for SMTP and POP3
- Internet fax — transmits faxes digitally via the internet with support for SMTP and POP3
- LAN fax — transmits faxes digitally from desktop computers via print driver
- Fax forward to electronic destination — distributes received faxes to preset email addresses, FTP or SMB location for archiving and distribution
- Large format support — print received faxes on A3 paper
- Two-sided fax — send and receive two-sided documents
- Secure fax — holds received faxes until PIN code is entered
- Format support —
 - Phone-line fax — MH, MR, MMR, G3
 - Internet/Network server fax — PDF, multipage TIFF, image-only PDF with G3 MH/G4 MMR/JPEG compression, TIFF-FX with G3 MH/JPEG compression



EVALUATE VERSATILITY (CONTINUED)

MEDIA SUPPORT AND CAPACITY

The WorkCentre 7300 series gives you two paper tray options to fit your needs. For organisations that print higher volumes of oversize documents, the Three-Tray Module (with standard paper input) enables a total capacity of up to 2,180 sheets of A3 paper. For organisations that print a higher volume of pages on A4 paper, the High-Capacity Tandem Tray option (with standard paper input) enables a total paper capacity of up to 3,140 sheets. Paper capacity and media support offered by the WorkCentre 7300 series include:

Standard Trays —

- Tray 1 — 520 sheets, A5 to A3, 64 to 220 gsm
- Tray 5 (Bypass Tray) — 100 sheets, A6 to SRA3, 64 to 220 gsm

Three-Tray Module Option —



- Trays 2 through 4 — 520 sheets each, A5 to A3, 64 to 220 gsm

High-Capacity Tandem Tray Option —



- Tray 2 — 520 sheets, A5 to A3, 64 to 220 gsm
- Tray 3 — 800 sheets, A4, 16 to 64 to 220 gsm
- Tray 4 — 1,200 sheets, A4, 16 to 64 to 220 gsm

FINISHING FEATURES

The WorkCentre 7300 series gives you multiple choices to ensure you get the right set of finishing features for your employees, and the documents they produce on a regular basis. When purchasing a WorkCentre 7300 series multifunction system, you'll have your choice of:

Offset Catch Tray (no finisher option) —

- 400-sheet offsetting (200-sheet offsetting with any finisher option)



Office Finisher —

- 1,000-sheet stacking
- 50-sheet multiposition stapling



Advanced Office Finisher —

- 3,000-sheet stacking plus 500-sheet top tray
- 50-sheet multiposition stapling
- 2- or 4-hole punch



Professional Office Finisher —

- 1,500-sheet stacking plus 500-sheet top tray and booklet tray
- 50-sheet multiposition stapling
- 2- or 4-hole punch
- Up to 15-sheet saddle-stitch booklet making
- Up to 5-sheet V-folding

EVALUATE VERSATILITY (CONTINUED)

EXPANDABILITY

Your Xerox multifunction system is now more productive, and your work processes are streamlined. Menus and languages specific to your business or workgroup, such as “fax to accounts payable” or “submit to claims department” can appear on the touch screen of your multifunction system. Xerox Extensible Interface Platform, or EIP, is at the heart of this. It enables a variety of applications that extend the power of your multifunction system by allowing you to securely find, save, print and share critical information with just a few easy steps right on your system’s touch screen. That’s Xerox, working for you.



- Access and print information without the use of a computer.
- Simply scan information and store it exactly where you want it.
- Control costs with user-friendly accounting right from the device touch screen.
- Display customised user preferences on the touch screen with the simple swipe of your ID card.
- Simplify the process for complex fax distributions.
- Improve your device management processes with custom displays.
- Connect with a variety of advanced partner solutions created with your business in mind.

EVALUATE SECURITY CAPABILITIES

What types of **security requirements** are critical to your office? Does the device have the **security features** to meet these demands? Can device access be **password protected**? Does the system **remove latent images** on its hard drive? Does the system have features in place to **protect confidential documents**?

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HOW THE WORKCENTRE 7300 SERIES EXCEEDS THE SECURITY REQUIREMENT:

INTEGRATED SECURITY

In today’s business environment, security is a critical competency. The technology you deploy into your organisation must have a complete set of capabilities to help keep your confidential information safe. The WorkCentre 7300 series delivers security features that protect your confidential information at all points of document vulnerability:



Document —

- Password-protected PDF — protects scanned files by establishing a PIN access code for viewers
- Secure fax — protects faxed documents by requiring a PIN access code before the received fax is printed
- Secure print — holds print jobs at the multifunction system before they are printed

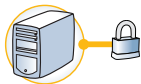
EVALUATE SECURITY CAPABILITIES (CONTINUED)



INTEGRATED SECURITY (CONTINUED)

Device —

- Audit log — tracks printing, scanning and network fax activities by user, time and date
- Restrict job detail display — hides job names when nonauthenticated users view job queue
- Secure Access Unified ID System™ — magnetic card-based access eases authentication and access to device features
- User Authentication — restricts access to device features and management settings by validating user names and passwords, with SMB, LDAP, LDAP+SSL, and Kerberos integration



Hard Drive —

- Encrypted disk drive — applies 128-bit encryption to data stored on the multifunction system hard drive
- Image overwrite — electronically “shreds” data stored on the Multifunction system hard drive using an algorithm specified by U.S. Department of Defense Directive 5200.28-M



Network —

- Digitally signed documents — creates signatures using a variety of methods, including S/MIME, password encryption and device certificates
- Encrypted email — encrypts email messages sent by the multifunction system to your email server
- Fax and network isolation — controller architecture separates the network connection and the fax telephone line to avoid incoming fax-based network attacks
- Firewall — restricts access via IP address filtering, domain filtering and port blocking
- IEEE 802.1x protocol — ensures devices connected to the network are properly authenticated
- IPSec — encrypts print jobs sent to the multifunction printer utilising IPSec
- IPv6 support — built-in support for networks utilising the IPv6 standard
- Secure data protocols — secures network communications with industry standards, including HTTPS (SSL), SNMP v3.0, and IPSec

THIRD-PARTY CERTIFICATION

Xerox has a proven track record of participation and compliance with emerging government security standards and third-party testing and certification. The prime example of the Xerox commitment is our participation in the Common Criteria Certification process: Xerox submits its products, along with highly structured statements of the product’s information security capabilities, for validation by an independent, government-sponsored laboratory. Certification is a costly, rigorous, time-consuming process. The WorkCentre 7300 series will be submitted for certification. Check the Xerox security pages (www.xerox.com/security) for more up-to-date information. Xerox currently has more multifunction printer products certified than any vendor in the industry.

For more information on Xerox security, visit www.xerox.com/security.

EVALUATE COST CONTROL

One of the most important things to consider when evaluating a device with colour **capabilities** is to understand the **cost of operation**. Does the vendor provide the tools you need to **control access and use of** the system's colour features? Are you charged a premium for the black and white output you create because the system is colour capable? Are the **accounting tools** available to help **track and assign** printing costs? Does the vendor offer **tools and services** to help you right-size your deployment?

THE XEROX
ADVANTAGE

HOW THE WORKCENTRE 7300 SERIES EXCEEDS THE COST CONTROL REQUIREMENT:

ACCOUNTING CAPABILITIES

Xerox provides multiple levels of accounting capabilities to give your organisation the control it needs for tracking and assigning colour costs. Xerox also provides tools to control employee access to the colour features of your WorkCentre 7300 series multifunction system — you have complete control of your colour output costs.

- Auditron — controls, tracks and enables quota setting for colour output for copy, print, scan and fax activity by user or workgroup for analysis and billing purposes
- Xerox Standard Accounting (XSA) — builds on Auditron by adding web-based remote management
- Network Accounting — job-based accounting enables Xerox multifunction printers to integrate with third-party accounting and billing solutions from Xerox Alliance Partners
- Active Directory colour control — network administrators can manage and assign colour access permissions to users and workgroups in Active Directory, while black and white copy and print capabilities are available to any user
- Foreign device interface — enables you to add external third-party access and accounting devices to your Xerox multifunction system, such as magnetic card readers or coin-operation devices
- Black and white print drivers — print drivers with colour features disabled to prevent access by employees or workgroups that don't need them

ACCURATE COLOUR COSTS

Two features have been specifically developed to accurately manage colour and black and white copies and prints, as well as manage access to walk-up colour copying features.

- 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 respective 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 defaults 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.



EVALUATE COST CONTROL (CONTINUED)

ASSESSMENT OPTIONS

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 by comparing information you enter on your environment against key 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 — they deliver end user satisfaction and cost efficiency. XOPA is a free service performed by your local Xerox sales representative.
- **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 towards enterprise-level organisations.

SECTION 3

Configurations, Specifications, Supplies, Support and Information Sources

WORKCENTRE 7328/7335/7345 CONFIGURATION SUMMARY



	WorkCentre® 7328	WorkCentre 7335	WorkCentre 7345
Speed	Up to 28 black and white / 26 ppm colour	Up to 35 black and white / 31 ppm colour	Up to 45 black and white / 35 ppm colour
Duty Cycle	80,000 images / month	105,000 images / month	130,000 images / month
Device Memory	1 GB minimum plus 40 GB hard drive		
Paper Handling			
Paper Input	Standard	Bypass Tray: 100 sheets; Size: 105 x 148 mm to SRA3 Tray 1: 520 sheets; Size: 139.7 x 182 mm to A3	
	Optional	Three Tray Option (Total 2,180 sheets): Adds three 520-sheet paper trays; Size: 139.7 x 182 mm to A3 High-Capacity Tandem Tray (Total 3,140 sheets): Adds one 520-sheet paper tray; Size: 139.7 x 182 mm to A3, one 800-sheet tray and one 1,200-sheet tray; Size: A4	
Paper output	Standard	400-sheet Offsetting Centre Catch Tray (200 sheets with any Finisher option)	
	Optional	Duplex Automatic Document Feeder: 75 sheets (based on 80 gsm paper) Office Finisher: 1,000-sheet stacker, 50-sheet multiposition stapling Advanced Office Finisher: 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and hole punch Professional Finisher: 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and hole punch, saddle-stitch booklet maker, V-Fold	
Security	Standard	Fax security, Secure Print	
	Optional	Image overwrite security, Password Protected PDF, Encrypted Disk Drive and Email and Print Channel via SSL/TLS Encryption, Secure Access	
Accounting	Auditron – Xerox Standard Accounting – Copy, Print, Fax, Scan; Network Accounting (Alliance Partners); Colour Access for copy and print via Active Directory		
Copy			
First page out time	As fast as 5.7 seconds black and white / 7.5 seconds colour		4.8 seconds black and white / 7.2 seconds colour
Copy resolution	600 x 600 dpi		
Copy features	Automatic two-sided, Colour touch screen interface, Electronic pre-collation, Automatic tray selection, Build Job, Negative/Mirror image, Automatic booklet creation, Multi-up, Auto RE, Mixed-size originals, Covers insertion, Sample set, Book copying, Store and recall job programming, Annotation, Auto colour selection, Area designation, Poster mode, Watermarks, Contone photo mode		
Print			
Processor / PDL	667 MHz / Adobe® PostScript® 3™ (optional), XPS®, HP-GL2™, PCL® 5c / PCL 6 emulations		
Connectivity	10/100Base-TX Ethernet, 10Base2, 10Base5 (via adapter), USB (optional), Wireless Ethernet 802.11b (via third-party adapters)		
Print resolution	600 x 600 dpi, 600 x 600 x 8 dpi, 1200 x 1200 dpi		
Print features	Automatic two-sided, Secure Print, Delay print, Sample set, Booklet creation, Cover selection, Paper selection by attribute, Multi-up, Watermarks, Banner sheets, Fit to new paper size, Transparency interleave, Output tray selection, Store and recall driver settings		
Fax (Optional)	Walkup fax (one-line and three-line options), Network server fax		
Fax features	Internet fax, LAN fax, Fax Forward, Duplex Send and Receive, print on fax up to A3, Convenience Stapler, Parallel Printing Kit, Fax Build Job, Fax bound originals		
Scan (Optional)	Scan to Email, Scan to PC desktop, Scan to mailbox, Scan to FTP, Thumbnail Preview, Various Xerox Alliance Partner Solutions, SMARTsend®		
Scan features	Text searchable PDF, XPS, JPEG, TIFF, Multi-page TIFF, Mixed Size-Originals, Scan Build Job, Auto Colour		
Other Options	Foreign Device Interface, Media Card / USB Thumbdrive Reader, Thumbnail Preview, Secure Watermark		

WORKCENTRE 7328/7335/7345 SPECIFICATIONS

Device Management	Xerox CentreWare Web, Xerox CentreWare IS, Xerox CentreWare for Unicenter® TNG®, Tivoli® Netware®, Microsoft Management Console, HP® OpenView®
Print Drivers Support	Microsoft Windows® —2000, XP, Server 2003, Server 2003 64-bit, Vista, Vista 64-bit Apple Mac OS® — 10.3 and higher
Media Handling	<p>Supported sizes:</p> <p>Standard Tray — Tray 1: A5 to A3 Tray 5 (Bypass tray): A6 to SRA3</p> <p>Three-Tray Module Option — Trays 2 through 4: A5 to A3</p> <p>High-Capacity Tandem Tray Option — Tray 2: A5 to A3 Trays 3 and 4: A4</p> <p>Supported weights: Trays 1 through 5: 64 to 220 g/m2</p>
Operating Environment	Required Temperature Range — 10° to 28° C Required Relative Humidity — 15% to 85%
Electrical	<p>Power — 220 to 240 V Nominal, 50/60 Hz, 10A</p> <p>Power Consumption —</p> <ul style="list-style-type: none"> • Running: < 1,012 watts • Standby: < 200 watts • Low-Power Mode: < 80 watts • Sleep Mode: < 10 watts <p>Warm-Up Times —</p> <ul style="list-style-type: none"> • From Sleep: 45 seconds (max) • From Low-Power Mode: 30 seconds (max)
Physical Dimensions (Fully configured)	<p>Height — 1,115 mm</p> <p>Width — 1,346 mm</p> <p>Depth — 635 mm</p> <p>Weight — 257 kg</p>
Agency Approvals	FCC Class A Compliant (U.S.), DOC Class A Compliant (Canada), 89/336/EEC (Europe), UL Listed (UL 60950-1, First Edition), CB Certified (IEC 60950-1/EN 60950-1), 73/23/EEC (Europe), Novell Tested and Approved, Windows Hardware Quality Labs

WORKCENTRE 7328/7335/7345 SUPPLIES AND OPTIONS

Consumables and Routine Maintenance Items	Description	Details	Part Number
	Black Toner Cartridge	26,000 pages	006R01175
	Cyan Toner Cartridge	16,000 pages	006R01176
	Magenta Toner Cartridge	16,000 pages	006R01177
	Yellow Toner Cartridge	16,000 pages	006R01178
	Smart Kit™ Drum Cartridge	45,000 impressions	013R00624
	Smart Kit™ Waste Cartridge	30,000 impressions	008R12903
	Smart Kit™ Fuser Kit (220 V)	150,000 impressions	008R13028
	Staple Refill	For Office Finisher (3 x 5,000 staples)	008R12915
	Staple Refill	For Advanced and Professional Office Finishers and Convenience Stapler (3 x 5,000 staples)	008R12941
	Staple Cartridge	For Professional Finisher Booklet Maker (4 x 5,000 staples)	008R12925
	Staple Cartridge	For Advanced and Professional Office Finishers and Convenience Stapler (1 cartridge)	008R12964

Options	Description	Details
	Office Finisher	1,000-sheet capacity (stacking, multiposition stapling)
	Advanced Office Finisher	3,000-sheet capacity (stacking, multiposition stapling, hole-punching)
	Professional Office Finisher	2,000-sheet capacity (stacking, multiposition stapling, hole-punching, bifold/saddle-stitch booklet making, V-folding)
	Convenience Stapler Kit (220 V)	
	Three-Tray Module	enables 2,180-sheet total capacity
	High-Capacity Tandem Tray	enables 3,140-sheet total capacity
	One-line Fax with Internet Fax	
	Three-line Fax with Internet Fax	
	Fax Server Enablement	
	Scan Kit	Change from network scanning with email
	Thumbnail Preview	
	Secure Watermark	
	Scan to PC Desktop	Professional or SE Edition
	Media Print	Print from USB drive or memory card
	USB Parallel Port Printing	
	Foreign Device Interface	
	Mobility Plate	
	PostScript Kit	
	Security Kit	
Job Based Accounting Kit		
Mini Work Surface		

SUPPORT AND ADDITIONAL INFORMATION SOURCES

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 readily 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, regardless of manufacturer
- 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 that uses 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 either an on-site or off-site model
- End User Services — Microsoft software implementation, IT project consulting, and customer education

Student/Patron Access Services

- Student and Library Patron Access — Custom designed and implemented customer-managed solutions for student and library patron print-access management
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ADDITIONAL INFORMATION SOURCES

WorkCentre 7300 Series Front Panel:

- The front panel offers tools and information pages to help with machine setup, feature selections, operational problems, media feed and supply issues.

Customer Documentation Contains:

- Installation Guide
- Quick User Guide
- Software and Documentation CD-ROM
- Registration Card
- Warranty Booklet

On the Web:

Visit www.xerox.com/office for:

- Product, supply and support information
- Downloading drivers
- Finding your local Xerox sales representative
- Online documentation

Visit 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
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Questions? Comments? Problems?

If you have any questions, please contact your
Xerox sales representative, call **00 800 9000 9090**,
or visit us on the web at **www.xerox.com/office**

