Xerox WorkCentre M15/M15i
Quick Start Guide

604P13312

Document Cover

ADF Connector

Automatic Document Feeder

Document Guides

Document Input Tray

Document Collate Tray

Document Glass

USB Connector

Side Cover

Bypass Tray

Telephone Connections:

Release Latch

EXT. LINE

Front Cover

Paper Cassette

Parallel Connector

Scanner Module

AC Power Cord Connector

On/Off Switch

Output Tray

Control Panel
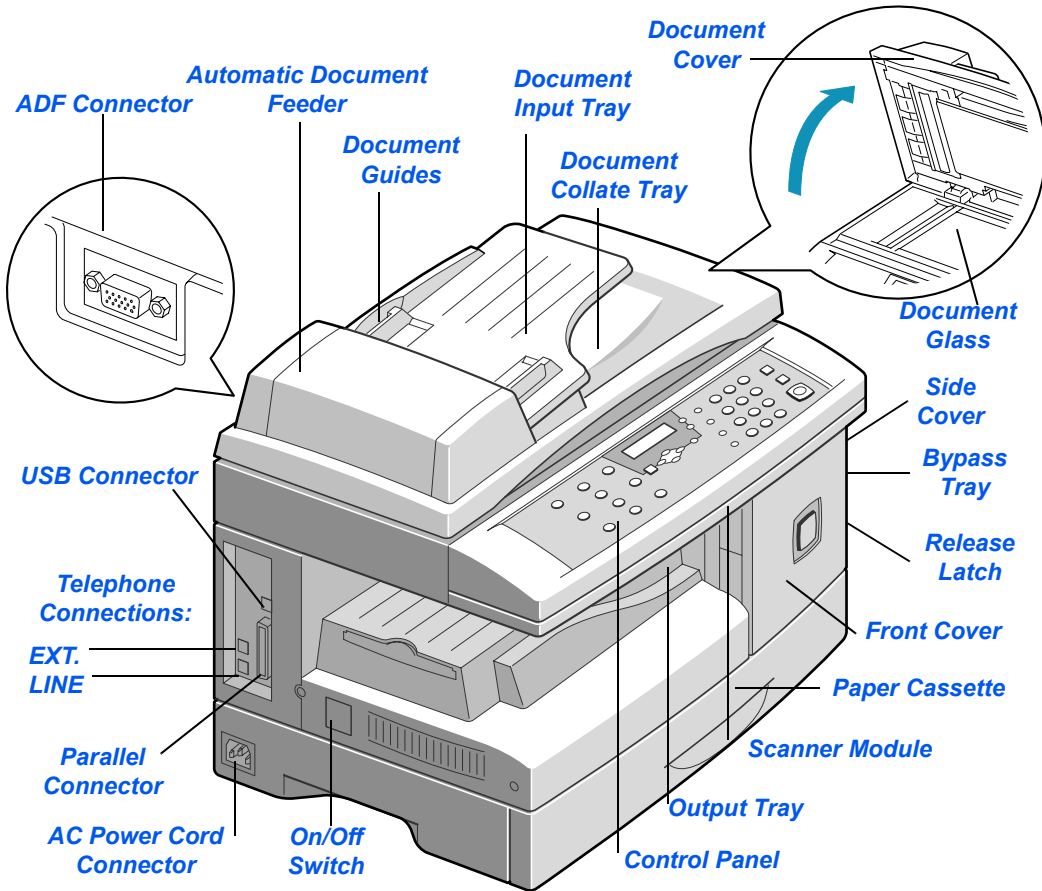
THE DOCUMENT COMPANY
XEROX®

Welcome to Your WorkCentre M15/M15i

Thank you for choosing the Xerox WorkCentre M15/M15i.

To support the delivery of your new machine please refer to the following:

➢ *Quick Start Guide*

➢ *Installation Sheet*

➢ *User Guide*

The following pages contain an overview of the main features to help you get started. If you require more detailed information about any of the features available on your WorkCentre M15/M15i, please refer to the User Guide.
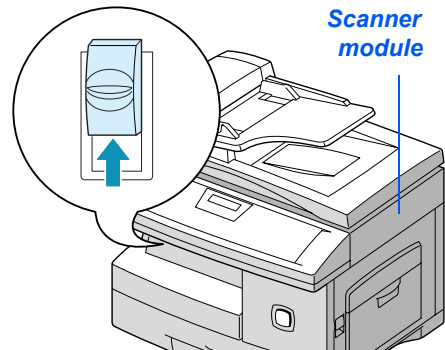
Unpacking

1

> Remove the plastic film from the LCD.

> Remove all tapes and packing materials.

Tape

LCD
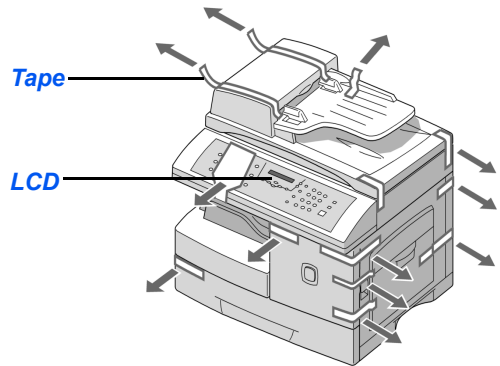
2

> Pull the *Scan Unlock Switch* located on the bottom of the scanner module to unlock the scanner.

> Pull open the paper cassette and remove the packing material.

Scanner module
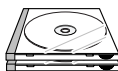
3

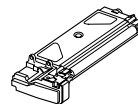> Ensure the following components are available:
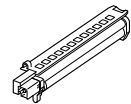
USB Cable

AC Power Cord

Telephone Line Cord (M15i only)

Software

User Documentation

Starter Toner Cartridge

Drum Cartridge

Control Panel Overview

WorkCentre M15i

Pause PC Printing · Copy/Fax/Scan · Liquid Crystal Display (LCD) · Job Status · Menu/Exit · Manual Group · Manual Dial · Clear/Clear All · Stop · Start · Feature Keys · Navigation Keys · Error Display · Enter · Redial/Pause · Speed Dial · Numeric Keypad

WorkCentre M15

Pause PC Printing · Menu/Exit · Liquid Crystal Display (LCD) · Clear/Clear All · Stop · Start · Feature Keys · Navigation Keys · Error Display · Enter · Numeric Keypad
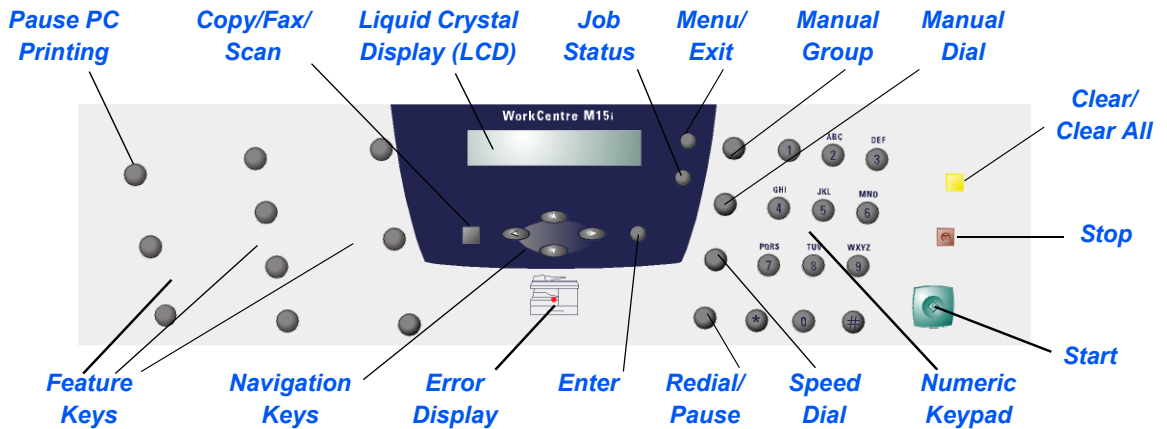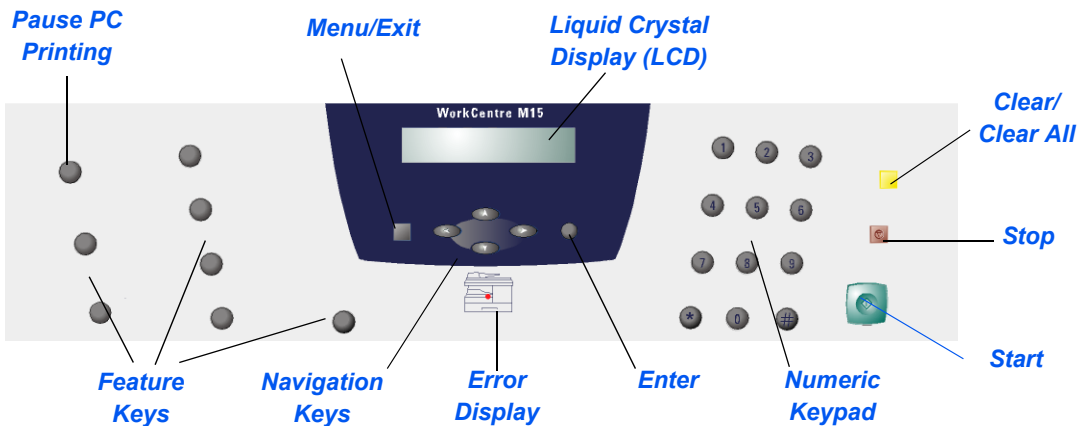
Making Connections

Use the following instructions to make the necessary connections required to install the *WorkCentre M15/M15i.*
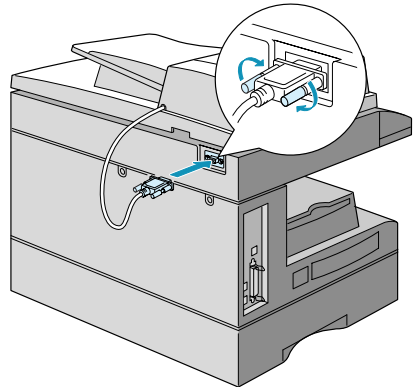
1 *Automatic Document Feeder (ADF)*

➢ Connect the *Automatic Document Feeder Cable* to the port shown and fasten the side screws.
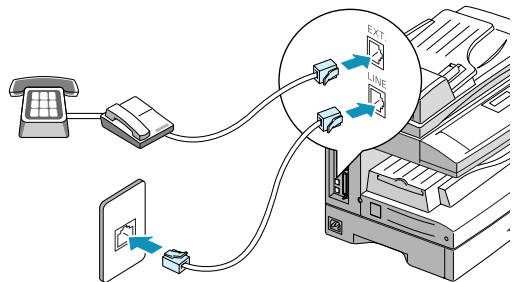
Note: *The ADF is an option on the M15*

2 *Telephone Line (M15i only)*

➢ Connect the *Telephone Line Cord* from the wall jack to the LINE jack.

➢ If required, connect an answering machine and/or telephone to the EXT jack.
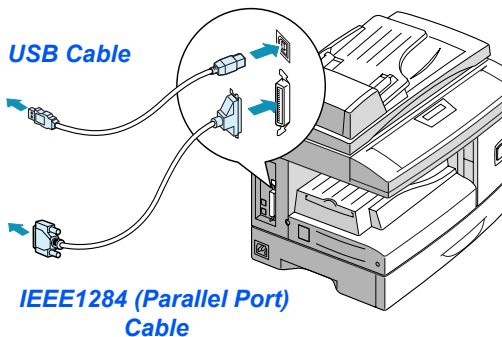
3 *USB or Parallel Port Cable*

CAUTION: Shut down the computer before connecting the cable.

USB Cable

> Connect the *USB Cable* directly to the PC.

   OR

> Connect an IEEE1284 *Parallel Port Cable* (sold separately).

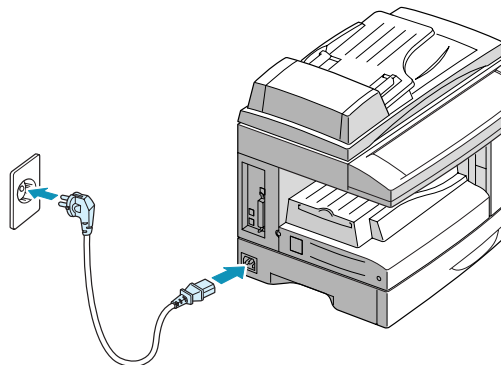*IEEE1284 (Parallel Port) Cable*

4 *Power*

> Connect the *AC Power Cord* to the machine and a power outlet.

> Press the *ON/OFF* switch to the ON (**I**) position.

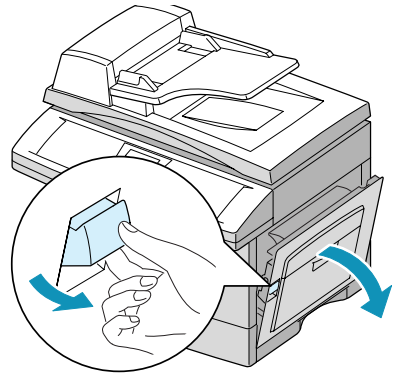   The machine displays 'WARMING UP PLEASE WAIT...'

Installing Cartridges

1
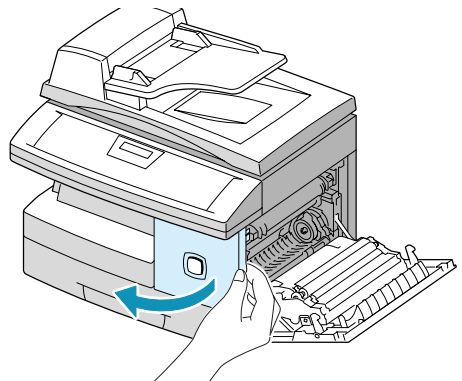
➢ Pull the release latch to open the side cover.

2

➢ Open the front cover.

3

➢ Unpack the new drum cartridge.

Be careful not to touch the surface of the drum.

➢ Slide the drum cartridge into the slot on right side of the opening.
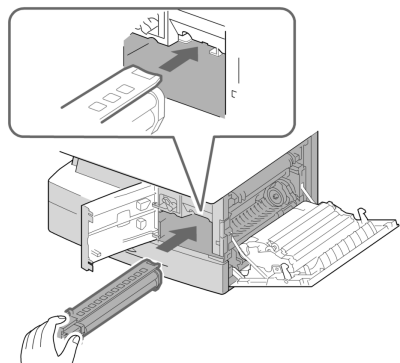
4

- Remove the starter toner cartridge from its packaging.
- Gently shake the cartridge to loosen the toner.

  Shaking the cartridge will ensure maximum copies per cartridge.
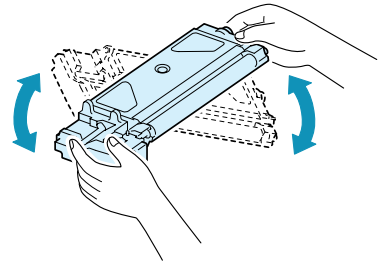
5

- Turn the toner locking lever upwards.
- Slide the new toner cartridge in until it locks in place.
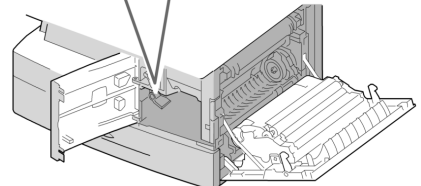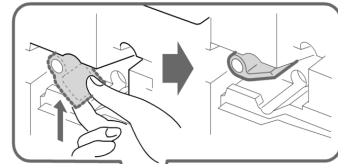
6

- Turn the toner locking lever downwards until it locks in place.
- Close the front cover and the side cover.

  The product returns to Standby mode.
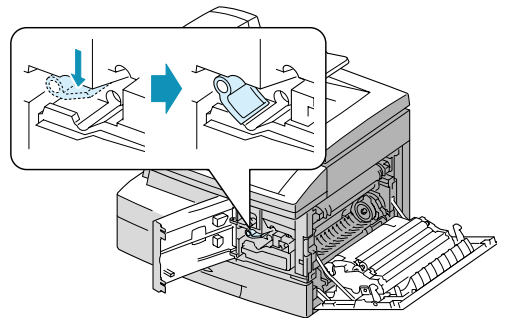
Loading Paper

1
- Pull open the paper cassette.
- Push down on the pressure plate until it locks into position.
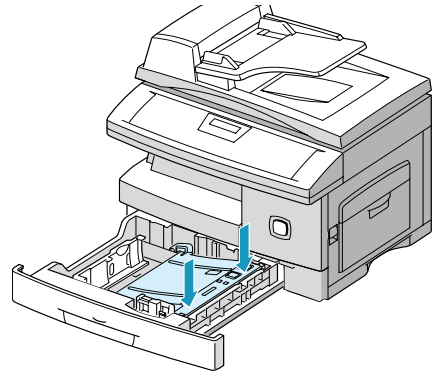
2
- Adjust the rear paper guide to the required paper length.

  It is preset to A4 or 8.5 x 11" size depending on country.

- To load another size, lift the rear guide out of the current position and into the required position.

Rear Guide
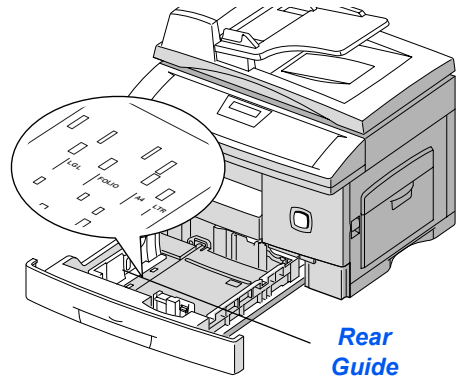
3
- Fan the paper and insert it into the cassette.

ⓘ *The paper cassette can hold a maximum of 550 sheets of 80 g/m^2 (20 lb) plain paper.*
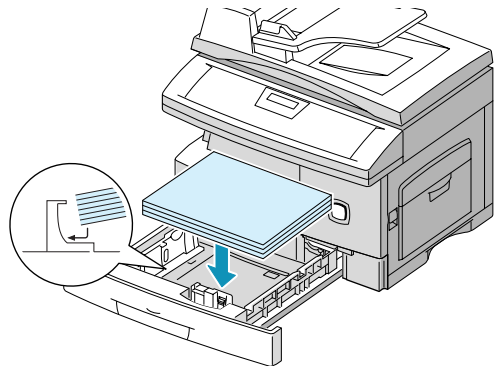
4

> Ensure that the paper is positioned under the snubber.

Do not fill above the maximum fill line.

Max Fill Line

Snubber
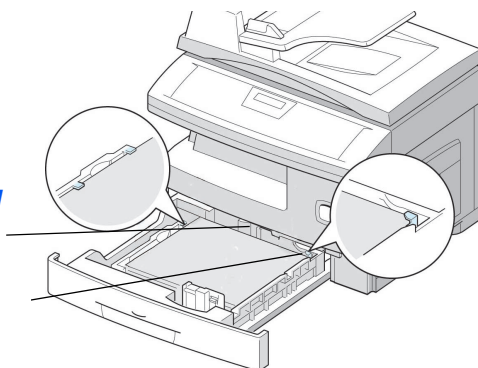
5

> Position the side guide by squeezing the lever and sliding it toward the stack of paper, until it gently touches the side of the stack.

Do not allow the guide to press against the edge of the paper tightly.

> Close the paper cassette.
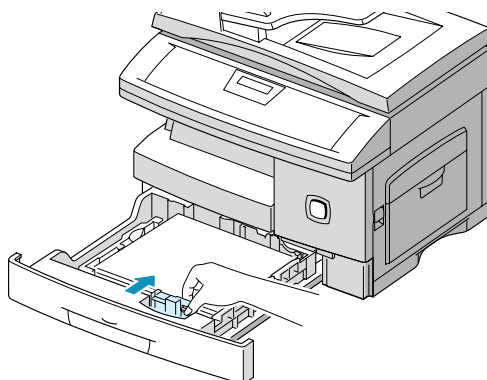
Setting Language (M15 only)

1

➢ Press [Menu/Exit], the first menu displays.

➢ Press [Enter].

WorkCentre M15

SYSTEM DATA
[PAPER SIZE...]

2

➢ Scroll to 'SELECT LANGUAGE' using the ▼ key.

➢ Using the ◄ or ► navigation keys select the language required.

➢ Press [Enter].

WorkCentre M15

SELECT LANGUAGE
[ENGLISH]

Setting Language and Country (M15i only)

1

➢ Press [Menu/Exit], the first menu displays.

> **WorkCentre M15i**
>
> SYSTEM DATA
> [PAPER SIZE...]

2

➢ Scroll to 'SYSTEM SETUP' using the ▼ key. Press [Enter].

> **WorkCentre M15i**
>
> SYSTEM SETUP
> [RECEIVE MODE...]

3

➢ Scroll to 'SELECT LANGUAGE' using the ▼ key.

➢ Using the ◄ or ► navigation keys select the language required.

➢ Press [Enter].

The COUNTRY option displays.

> **WorkCentre M15i**
>
> SELECT LANGUAGE
> [ENGLISH]

Note: *The Country option is not applicable in North America and Canada. Changing the country option will clear the memory.*

4

> Using the ◄ or ► navigation keys, select [1: YES] to change the Country option or [2: NO] to leave the current setting and select [Enter].

> If [1: YES] was selected, choose the required option and press [Enter].

> If necessary, press [Menu/Exit] to save and exit.

WorkCentre M15i

SELECT COUNTRY?
1: YES   2: NO

WorkCentre M15i

SELECT COUNTRY
[UK   ]
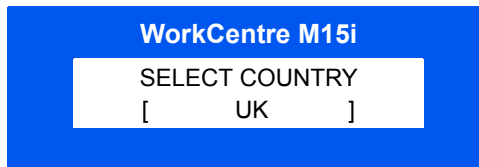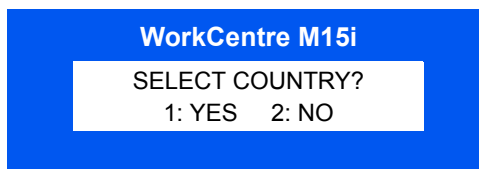
Setting the Local ID and Name (M15i only)

In some countries it is required by law to indicate the fax number on any fax sent. The System ID containing the telephone number and a name (or company name) will be printed at the top of each page sent from the machine. Follow the instructions below to enter the machine's System ID.

1
➢ Press [Menu/Exit], the first menu displays.

WorkCentre M15i

SYSTEM DATA
[PAPER SIZE...]
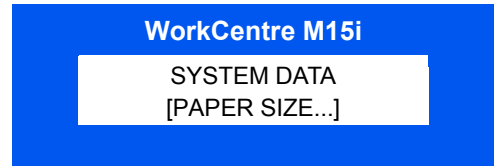
2
➢ Scroll to 'SYSTEM ID' using the ▼ key.

Note: *In some countries access to the local ID by the user is not permitted due to local regulations.*

WorkCentre M15i

SYSTEM ID
[TELEPHONE...]
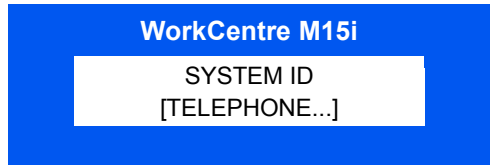
3
➢ Enter the fax telephone number.

If a number has already been entered it is displayed. Press [Clear/Clear All] to delete the current entry and enter the correct number.

➢ Press [Enter] when the correct telephone number displays.

WorkCentre M15i

FAX:
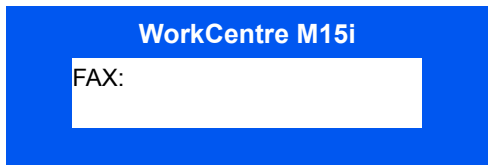
4 The display requests the ID.

➢ Enter a name or company name using the numeric keypad.

WorkCentre M15i

ID:
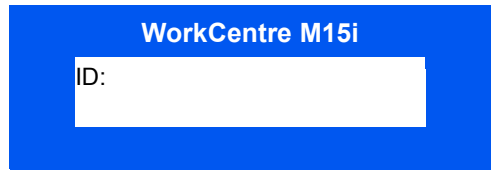
KEY	ASSIGNED NUMBERS, LETTERS OR CHARACTERS
1	1> Space
2	A > B> C > 2
3	D > E > F > 3
4	G > H > I > 4
5	J > K > L > 5
6	M > N > O > 6
7	P > Q > R > S > 7
8	T > U > V > 8
9	W > X > Y > Z > 9
0	+ > - > , > . > ' > / > * > # > & > 0

If a name has already been entered it is displayed. Press [Clear/Clear All] to delete the current entry and enter the correct name.

Editing Numbers or Names

To correct a mistake, move the cursor under the wrong character by pressing ◄ or ►. Press the correct number to overwrite the incorrect character. If [Clear/Clear All] is pressed, all the characters are deleted.

➢ Press [Enter] when the name on the display is correct.

➢ Press [Menu/Exit] to save and exit.

Setting the Date and Time (M15i only)

The current time and date are shown on the display when the machine is on and ready for faxing. The time and date are printed on all faxes sent. Follow the instructions below to set the date and time.

1
- ➢ Press [Menu/Exit], the first menu displays.

> **WorkCentre M15i**
>
> SYSTEM DATA
> [PAPER SIZE...]

2
- ➢ Scroll to 'DATE & TIME' using the ▼ or ▲ key.
- ➢ Press [Enter].

> **WorkCentre M15i**
>
> DATE & TIME
> DDMMYY HH:MM

3
- ➢ Enter the correct date and time using the numeric keypad:

Day	=	01 ~ 31
Month	=	01 ~ 12
Year	=	00 ~ 99
Hour	=	00 ~ 23 (24-hour mode)
	=	01 ~ 12 (12-hour mode)
Minute	=	00 ~ 59

> **WorkCentre M15i**
>
> 11-12-2002
> 15:00

The date and time format is:

DD	=	Day
MM	=	Month
YY	=	Year
HH:	=	Hour
MM	=	Minute

- ➢ Press [Enter] when the correct date and time displays.

- ➢ Press [Menu/Exit] to save and exit.

Note: The clock format can be set to 12 or 24 hr in System Data Settings.

Installing Software

Installing the drivers and other software will enable PC printing. Ensure the *WorkCentre M15/M15i* is plugged in and connected to the computer's parallel or USB port before installing software from the CD.

Note: *Windows 95 and Windows NT 4.0 do not support USB connection.*

1

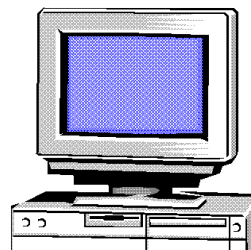➢ Switch on the PC and start Windows.

Note: *If a window appears concerning New Hardware, select Cancel.*

2

➢ Insert the Driver CD into the CD-ROM drive of the PC. If the Xerox screen appears automatically, go to step 3.

➢ From the Start menu, select [Run].

➢ Type D:\XINSTALL.EXE ("D" is the letter of the CD-ROM drive).

➢ Select [OK].

Run

Open: D:\XINSTALL.EXE

OK   Cancel   Browse...
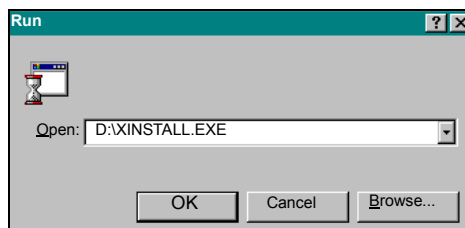
3

➢ Follow the on-screen instructions to complete the software installation.

➢ After installing the software reboot the PC.

➢ If the CD does not eject automatically, remove before rebooting.
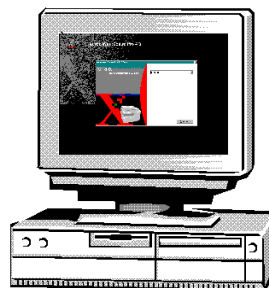
Using the WorkCentre M15/M15i

1 *Making Copies*

- ➢ Ensure 'READY TO COPY' displays.

- ➢ If not, press the [Copy/Fax/Scan] key repeatedly until 'COPY MODE' displays and press [Enter].

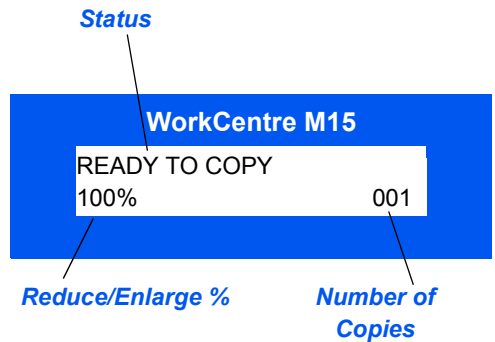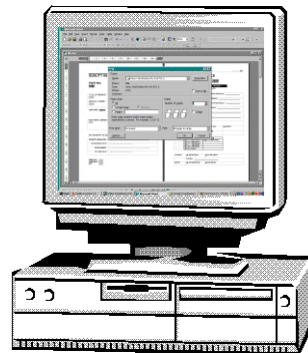- ➢ Load originals using the *Automatic Document Feeder* or the *Document Glass*.

- ➢ Select the Copy features required, enter the quantity and press *Start*.

Status

WorkCentre M15

READY TO COPY

100%   001

Reduce/Enlarge %   *Number of Copies*
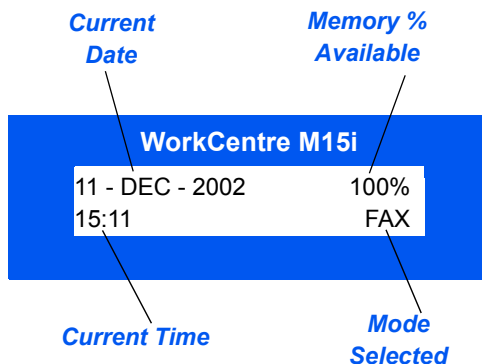
2 *Printing*

- ➢ Open the application required for the document and select an existing document or create a new document.

- ➢ Select [Print] from the File menu. Ensure the *WorkCentre M15 Series* is selected, and program the print options required for the job.

- ➢ Select [OK] on all dialog boxes to print the job.

3 *Sending a Fax (M15i only)*

- Load originals using the *Automatic Document Feeder* or the *Document Glass*.

- Ensure 'FAX' displays. If not, press the [Copy/Fax/Scan] key repeatedly until 'FAX MODE' displays and press [Enter].

- Select the Fax features required, enter the fax number and press *Start*.

Current Date *Memory % Available*

WorkCentre M15i
11 - DEC - 2002   100%
15:11   FAX

Current Time *Mode Selected*

4 *Scanning a Document to File (M15i only)*

- Load originals using the *Automatic Document Feeder* or the *Document Glass*.

- Start the scan application program being used to acquire the scanned image.

- Follow the instructions provided with the application program to scan the document and retrieve it at the PC.

Status

WorkCentre M15i
READY TO SCAN
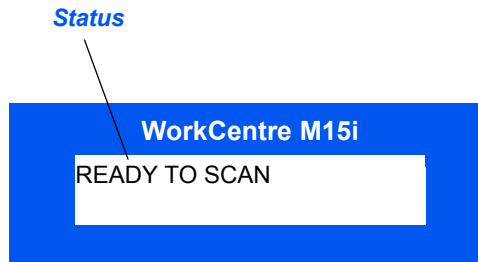
Note: *When using Paperport software to scan your job, the application will create a separate file for each scanned page of the job. These separate pages can then be merged within the Paperport application.*

ControlCentre 5.0

Using the *Xerox WorkCentre M15i* ControlCentre 5.0, Fax *System Data* options can be set up, phonebook entries can be created and edited and setup information can be viewed on the PC. When *Xerox WorkCentre M15/ M15i* software is installed the *Xerox WorkCentre M15i* ControlCentre 5.0 utility is installed automatically.

> ⓘ *WorkCentre M15 can only use ControlCentre 5.0 to upgrade firmware. WorkCentre M15i can use the full funtionality of ControlCentre 5.0.*

1 *Running ControlCentre 5.0*

> ➢ Click the [Start] button on the desktop computer.

> ➢ From *Programs*, select [Xerox WorkCentre M15i], then [ControlCentre 5.0].

The ControlCentre 5.0 screen appears.

2 *Using ControlCentre 5.0*

➢ Select a tab and program the options required.

Note: *When the settings are changed, the machine and ControlCentre 5.0 will be automatically updated to the latest settings made on either the machine or on ControlCentre 5.0.*

➢ To exit ControlCentre 5.0, click the [Exit] button on the bottom of each tab screen.

➢ For further details, click the [Help] button.
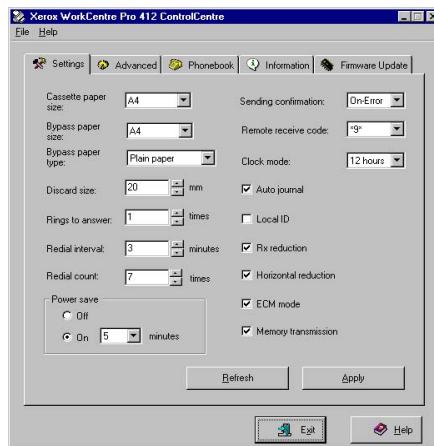
Further Assistance

If assistance is required please call our experts at the *Xerox Welcome Center*, or contact the local representative. When telephoning please quote the machine *Serial Number*. Use the space below to make a note of the machine serial number:

#_____

To access the serial number open the side cover using the release latch and then open the front door. The *Serial Number* is located on the panel above the print cartridge.
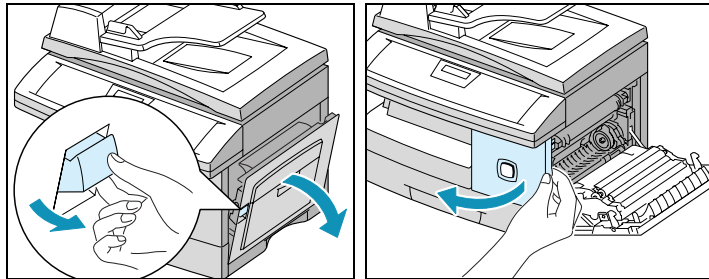
The *Xerox Welcome Center* or local representative telephone number is provided when the *WorkCentre M15/M15i* is installed. For convenience and future reference, please record the telephone number in the space below:

Welcome Center or local representative Telephone Number:

Xerox US Welcome Center: 1-800-821-2797
Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

Notes