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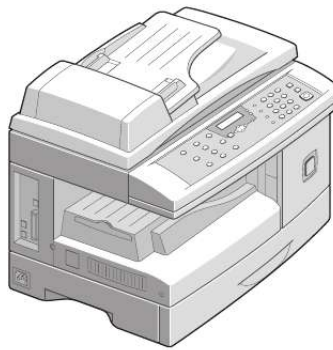
You can read the recommendations in the user guide, the technical guide or the installation guide for XEROX WORKCENTRE M15. You'll find the answers to all your questions on the XEROX WORKCENTRE M15 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual XEROX WORKCENTRE M15
User guide XEROX WORKCENTRE M15
Operating instructions XEROX WORKCENTRE M15
Instructions for use XEROX WORKCENTRE M15
Instruction manual XEROX WORKCENTRE M15

THE DOCUMENT COMPANY
XEROX

WorkCentre M15/M15i **User Guide**

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Manual abstract:

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1-18 Xerox WorkCentre M15/M15i User Guide Page 1-1 Welcome Introduction Thank you for choosing the Xerox WorkCentre M15. The WorkCentre M15 is a digital device capable of being used for copying, printing, faxing and scanning. The features and functions available on the machine depend on the configuration purchased.

There are two WorkCentre M15 configurations available: 1 For instructions WorkCentre M15: A copier and printer with Document Glass and optional Automatic Document Feeder (ADF). WorkCentre M15i: A copier, printer, fax and scanner with an Automatic Document Feeder (ADF). on unpacking and setting up the machine ready for use, refer to "Getting Started" on page 2-1. The WorkCentre M15/M15i has been designed for ease of use, but to use the machine to its fullest potential take some time to read the User Guide. Page 1-2 Xerox WorkCentre M15/M15i User Guide Throughout this Guide some terms are used interchangeably: Ø Paper is synonymous with media. Ø Document is synonymous with original. Ø Page is synonymous with sheet. Ø WorkCentre M15/M15i is synonymous with the machine. The following table offers further information about the conventions used within this Guide. CONVENTION *Italic Typeface* DESCRIPTION Used to emphasise a word or phrase.

In addition, references to other publications are displayed in *Italic* typeface. Used to emphasise the selection of a feature mode or button. Located in the margins and used to provide additional or useful information about a function or feature. Provides more in-depth specification information relating to the machine. EXAMPLE Xerox WorkCentre M15/M15i Bracket Text Typeface Ø Select the paper supply source required by pressing [Paper Supply]. 1 For instructions on loading media, Notes refer to Chapter 5, 'Paper and Other Media'. Specification Note i For full media specifications refer to "Media Specifications" on page 12-7. Caution Cautions are statements that suggest CAUTION: DO NOT use organic mechanical damage as a result of an action. or strong chemical solvents or aerosol cleaners or pour fluids directly onto any area. Used to alert users to the possibility of personal injury.

WARNING: This product must be connected to a protective earthing circuit. Warning Xerox WorkCentre M15/M15i User Guide Page 1-3 Welcome About This Guide Welcome Related Information Sources Information available for the WorkCentre M15/M15i consists of: - This User Guide - The Quick Start Guide - The Installation Sheet Page 1-4 Xerox WorkCentre M15/M15i User Guide 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: WelCovers, guards and interlock switches are provided to ensure that the machine will not operate with covers opened. Do not put your hands into the fuser area, located just inside the exit tray area, as you may be burned. Quality Standards: The product is manufactured under a registered ISO9002 Quality system. If you need additional safety information concerning this XEROX product or XEROX supplied materials you may call the following number: EUROPE +44 (0) 1707 353434 USA/CANADA 1 800 928 6571 Xerox WorkCentre M15/M15i User Guide Page 1-7 Welcome Do not use aerosol cleaners.

Follow the instructions in this User Guide for proper cleaning methods. Welcome Safety Standards EUROPE This XEROX product is certified by the following Agency using the Safety Standards listed. Agency: TUV Rheinland Standard: IEC60950 3rd Edition Amendments A1, A2, A3, A4 and A11. USA/CANADA This XEROX product is certified by the following Agency using the Safety Standards listed. Agency: UNDERWRITERS LABORATORIES Standard: UL 1950 3rd Edition.



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Certification is based on reciprocity agreements, which include requirements for Canada. Page 1-8 Xerox WorkCentre M15/M15i User Guide The CE marking applied to this product symbolizes Xerox Limited Declaration of Conformity with the following applicable Directives of the European Union as of the dates indicated: January 1, 1995: Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment. January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility. March 9, 1999 Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity. A full declaration, defining the relevant directives and referenced standards can be obtained from your Xerox representative or by contacting: Environment, Health and Safety Xerox Limited Bessemer Road Welwyn Garden City Hertfordshire AL7 1HE England Telephone Number: +44 (0) 1707 353434 WARNING: This is a Class A product.

In a domestic environment this product may cause radio frequency interference, in which case the user may be required to take adequate measures. WARNING: This product is certified manufactured and tested in compliance with strict safety and radio frequency interference regulations. Any unauthorized alteration which includes the addition of new functions or the connection of external devices may impact this certification. Please contact your local XEROX Limited representative for a list of approved accessories. Xerox WorkCentre M15/M15i User Guide Page 1-9 Welcome Regulatory Information Welcome

WARNING: In order to allow this equipment to operate in proximity to Industrial, Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have limited or special mitigation measures taken. WARNING: Shielded cables must be used with this equipment to maintain compliance with Council Directive 89/336/EEC. FCC Part 15 This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the product is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Reference CFR Changes or modifications to this equipment not specifically approved by the XEROX 47 Part 15 Corporation may void the user's authority to operate this equipment. Section 15.21 Shielded cables must be used with this equipment to maintain compliance with FCC regulations. Laser Safety WARNING: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure. With specific regard to lasers, the equipment complies with laser product performance standards set by governmental, national and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance. Page 1-10 Xerox WorkCentre M15/M15i User Guide The Electricity at Work Regulation 1989 came into force in England and Wales on 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical system in their premises is constructed, maintained and operated in such a manner as to prevent, so far as reasonably practical, danger. This includes ensuring all electrical equipment connected to such electrical systems safely constructed, maintained and operated. All Xerox equipment has been designed to exacting safety standards and has undergone a variety of stringent safety tests including earth bond, insulation resistance and electrical strength tests.

Xerox Limited manufacturing plants have been awarded ISO 9000 quality certification and are subject to regular audits by the British Standards Institution or equivalent national standards body. Xerox equipment which has been properly and regularly serviced and maintained should not have to undergo additional specific safety tests pursuant to the 1989 Regulation. Customers wishing to complete safety testing should contact Xerox Limited (see page 1-13 for details) for advice prior to any test implementation. XEROX equipment should, however, be properly and regularly serviced and maintained at all times.

QUESTION: What is the Electricity at Work Regulation? ANSWER: The Electricity at Work Regulation 1989 came into force in England and Wales on 1 April 1990. This 1989 Regulation places a duty on all employers and self-employed persons to ensure the electrical systems in their premises are constructed, maintained and operated in such a manner as to prevent, so far as reasonably practicable, danger. This includes ensuring that all electrical products connected to such electrical systems are safely constructed, maintained and operated. QUESTION: Does XEROX Limited comply with the Electricity at Work Regulation? ANSWER: The regulation places a duty on all employers and self-employed persons to ensure the electrical systems in their premises are, effectively safe. The regulation does not impose on, amongst others, manufacturers or suppliers of such electrical systems. However, rest assured that all XEROX equipment which XEROX Limited and its authorized distributors supplies to customers, conforms with all the relevant safety legislation and standards.

QUESTION: Is XEROX equipment safe? ANSWER: All XEROX equipment supplied by XEROX Limited and their authorized distributors conforms to all relevant safety legislation and standards. Xerox WorkCentre M15/M15i User Guide Page 1-11 Welcome The Electricity at Work Regulations - UK ONLY Welcome QUESTION: Is the XEROX equipment in my premises safe? ANSWER: All XEROX equipment supplied by XEROX Limited and their authorized distributors conforms to all relevant safety legislation and standards. However, like all electrical equipment, they have to be regularly serviced and maintained by competent persons. XEROX Limited Customer Service Engineers ensure XEROX equipment is serviced and maintained to exacting XEROX safety standards. If you would like your XEROX equipment to be serviced and maintained to such high standards, please contact your local XEROX Limited Customer Service Organization.

They will be pleased to assist you. QUESTION: Does the XEROX equipment in my premises comply with the Electricity at Work Regulations? ANSWER: All employers and self-employed persons must ensure that the electrical systems in their premises are safe.



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This will include ensuring XEROX equipment in such premises is safe. XEROX Limited's Product Safety function has prepared a guide which contains a list of tests which may be completed by your XEROX Limited Customer Service Organization. THESE TESTS MUST BE CARRIED OUT ONLY BY PERSONS WHO POSSESS THE RELEVANT SKILL, KNOWLEDGE AND EXPERIENCE TO CARRY OUT SUCH TESTS.

Please contact the XEROX Limited Customer Service Organization for further information. THE USE OF INAPPROPRIATE TEST PROCEDURES AND TEST EQUIPMENT MAY PROVIDE MISLEADING RESULTS AND MAY CAUSE DEATH, PERSONAL INJURY AND/ OR DAMAGE TO PROPERTY.

QUESTION: I would like to carry out my own safety tests on the XEROX equipment in my premises. ANSWER: You may, of course, request such tests as you deem necessary to satisfy yourself that your XEROX equipment is safe. Your XEROX Limited Customer Support will be pleased to advise you on such testing.

QUESTION: I require records of all tests. ANSWER: After safety testing, your XEROX Limited Customer Service Engineer will provide you with a certificate which details the results of all tests completed. Page 1-12 Xerox WorkCentre M15/M15i User Guide PLEASE NOTE: YOU MUST ENSURE THAT YOUR XEROX EQUIPMENT IS SAFE AT ALL TIMES. Please contact us if you have any queries regarding the information provided in this document. Environment, Health and Safety XEROX Limited Bessemer Road Welwyn Garden City Hertfordshire AL7 1HE England Telephone Number: +44 (0) 1707 353434 Xerox WorkCentre M15/M15i User Guide Page 1-13 Welcome In the event of any defect being noted, the XEROX equipment will be switched off and disconnected from the supply until the defect has been corrected.

You will be advised of such action to enable such defects to be corrected. Welcome Regulations - Europe Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries: Austria Belgium Denmark France Italy Germany Greece Iceland Ireland Spain Luxembourg Netherlands Norway Portugal Sweden Switzerland United Kingdom Finland In the event of problems, you should contact your local Xerox representative in the first instance. This product has been tested to and is compliant with TBR21, a technical specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. The product may be configured to be compatible with other country networks. Please contact your Xerox representative if it needs to be reconnected to another country's network. There are no user-adjustable settings in the product. NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Page 1-14 Xerox WorkCentre M15/M15i User Guide Fax Send Header Requirements The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your FAX machine refer to "Setting the Local ID and Name (M15i Only)" on page 2-13 and follow the steps provided. Data Coupler Information This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX.

If requested, this number must be provided to the Telephone Company. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. WARNING: Ask your local Telephone Company for the modular jack type installed on your line.

Connecting this machine to an unauthorized jack can damage Telephone Company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack. You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details. Xerox

WorkCentre M15/M15i User Guide Page 1-15 Welcome Regulations - USA The Ringer Equivalence Number (or REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX.

The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label. If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the user guide.



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If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved. Repairs to the machine should be made only by a Xerox representative or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your office has specially wired alarm equipment connected to the telephone line, ensure the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

Welcome Page 1-16 Xerox WorkCentre M15/M15i User Guide This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The REN value may be found on the label located on the rear of the equipment. Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas. CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician, as appropriate. Xerox WorkCentre M15/M15i User Guide Page 1-17 Welcome Regulations - Canada Welcome Environmental Compliance Energy Star® XEROX Corporation designed this product to comply with the guidelines of the ENERGY STAR® program of the Environmental Protection Agency.

As an ENERGY STAR® Partner, XEROX has determined that this product meets the ENERGY STAR® guidelines for energy efficiency. Page 1-18 Xerox WorkCentre M15/M15i User Guide 2 Getting Started Ø Ø Ø Ø Ø Ø Ø Ø Unpacking

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. 2-16 Xerox WorkCentre M15/M15i User Guide Page 2-1 Getting Started Unpacking 1 Ø Remove the plastic film from the LCD. Ø Remove all tapes and packing Tape materials. LCD 2 Ø Pull the Scan Unlock Switch located on the bottom of the scanner module to unlock the scanner. Ø Pull open the paper cassette and remove the packing material. Scanner Module Page 2-2 Xerox WorkCentre M15/M15i User Guide Ø Ensure the following components are available: USB Cable AC Power Cord Telephone Line Cord Software User Documentation Starter Toner Cartridge Drum Cartridge Xerox WorkCentre M15/M15i User Guide Page 2-3 Getting Started 3 Getting Started Making Connections Use the following instructions to make the necessary connections required to install the WorkCentre M15/M15i. 1 Automatic Document Feeder (ADF) Ø 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) Ø Connect the Telephone Line Cord from the wall jack to the LINE jack.

Ø If required, connect an answering machine and/or telephone to the EXT jack. Page 2-4 Xerox WorkCentre M15/M15i User Guide CAUTION: Shut down the computer before connecting the cable. Ø Connect the USB Cable directly USB Cable to the PC. OR Ø Connect an IEEE1284 Parallel Port Cable (sold separately). IEEE1284 (Parallel Port) Cable 4 l Ensure the Power Ø Connect the AC Power Cord to scanner is unlocked before connecting the power cord. For details refer to "Unpacking" on page 2-2. the machine and a power outlet. Ø Press the ON/OFF switch to the ON (I) position. The machine displays 'WARMING UP PLEASE WAIT.

. ' ON/OFF Switch Xerox WorkCentre M15/M15i User Guide Page 2-5 Getting Started 3 USB or Parallel Port Cable Getting Started Installing Drum and Toner Cartridges 1 Ø Pull the release latch to open the side cover. 2 Ø Open the front cover. 3 Ø Unpack the new drum cartridge. Be careful not to touch the surface of the drum.

Ø Slide the drum cartridge into the slot on the right side of the opening. Page 2-6 Xerox WorkCentre M15/M15i User Guide l Xerox has included a Starter Toner Cartridge. Purchased replacement toner cartridges will yield approximately two times the number of copies. Ø Remove the starter toner cartridge from its packaging. Ø Gently shake the cartridge to loosen the toner.

Shaking the cartridge will ensure maximum copies per cartridge. 5 Ø Turn the toner locking lever upwards. Ø Slide the new toner cartridge in until it locks in place. 6 Ø Turn the toner locking lever downwards until it locks in place. Ø Close the front cover and the side cover. The product returns to Standby mode. Xerox WorkCentre M15/M15i User Guide Page 2-7 Getting Started 4 Getting Started Loading Paper 1 Ø Pull open the paper cassette. 2 Ø Push down on the pressure plate until it locks into position. Page 2-8 Xerox WorkCentre M15/M15i User Guide Ø Adjust the rear paper guide to the required paper length. It is

preset to A4 or 8.

5 x 11" size depending on country. Ø To load another size, lift the rear LG L FO LIO A4 LT R guide out of the current position and into the required position.
Rear Guide i The paper cassette can hold a maximum of 550 sheets of 80 g/m2 (20 lb) plain paper. 4 Ø Fan the paper and insert it into the cassette. 5 Ø
Ensure that the paper is positioned under the snubber.



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Do not fill above the Maximum Fill Line. Max Fill Line Snubber Xerox WorkCentre M15/M15i User Guide Page 2-9 Getting Started 3 Getting Started 6
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. \emptyset Close the paper cassette. Page 2-10 Xerox WorkCentre M15/M15i User Guide 1 \emptyset Press [Menu/Exit], the first menu displays.

WorkCentre M15 SYSTEM DATA [PAPER SIZE...] 2 \emptyset Scroll to 'SELECT LANGUAGE' using the \emptyset Using the key. WorkCentre M15 SELECT LANGUAGE [ENGLISH] or navigation keys select the language required.

\emptyset Press [Enter]. Xerox WorkCentre M15/M15i User Guide Page 2-11 Getting Started Setting the Language (M15 only) Getting Started Setting the Language and Country (M15i only) 1 2 3 \emptyset Press [Menu/Exit], the first menu displays. WorkCentre M15i SYSTEM DATA [PAPER SIZE...

] \emptyset Scroll to 'SYSTEM SETUP' using the key. Press [Enter]. WorkCentre M15i SYSTEM SETUP [RECEIVE MODE...] \emptyset Scroll to 'SELECT LANGUAGE' using the key. Using the or navigation keys select the language required. Press [Enter]. WorkCentre M15i SELECT LANGUAGE [ENGLISH] \emptyset \emptyset 4 The COUNTRY option displays. NOTE: The Country option is not applicable in North America and Canada.

Changing the country option will clear the memory. \emptyset Using the WorkCentre M15i SELECT COUNTRY? 1: YES 2: NO or navigation keys, select [1: YES] to change the Country option or [2: NO] to leave the current setting and select [Enter]. required option and press [Enter]. WorkCentre M15i SELECT COUNTRY [UK] \emptyset If [1: YES] was selected, choose the \emptyset If necessary, press [Menu/Exit] [Menu/Exit] to save and exit. Page 2-12 Xerox WorkCentre M15/M15i User Guide 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 In some countries 1 access to the local ID by the user is not permitted due to local regulations. \emptyset Press [Menu/Exit], the first menu displays. WorkCentre M15i SYSTEM DATA [PAPER SIZE.

..] 2 \emptyset Scroll to 'SYSTEM ID' using the key. \emptyset Press [Enter]. WorkCentre M15i SYSTEM ID [TELEPHONE.

..] 1 To 3 include the + symbol in the phone number press the * key, to insert a space press the # key. Refer to "Using Characters" on page 3-11 for more information. \emptyset 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. \emptyset Press [Enter] when the correct WorkCentre M15i FAX: telephone number displays. Xerox WorkCentre M15/M15i User Guide Page 2-13 Getting Started Setting the Local ID and Name (M15i Only) Getting Started 1 For details on 4 entering characters refer to "Using Characters" on page 3-11. The display requests the ID. \emptyset

WorkCentre M15i ID: Enter a name or company name using the numeric keypad. : KEY 1 2 3 4 5 6 7 8 9 0 ASSIGNED NUMBERS, LETTERS OR CHARACTERS 1> Space A > B> C > 2 D>E>F>3 G>H>I>4 J>K>L>5 M>N>O>6 P>Q>R>S>7 T>U>V>8 W>X>Y>Z>9 +>->.> >/>*>#>&>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. \emptyset \emptyset Press [Enter] when the name on the display is correct. Press [Menu/Exit] to save and exit. Page 2-14 Xerox WorkCentre M15/M15i User Guide 1 The clock format can be set to 12 or 24 hr. Refer to "System Data Settings" on page 9-3. 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 \emptyset Press [Menu/Exit], the first menu displays.

WorkCentre M15i SYSTEM DATA [PAPER SIZE...] 2 \emptyset Scroll to 'DATE & TIME' using the or key. WorkCentre M15i DATE & TIME DDMMYY HH:MM \emptyset Press [Enter].

1 If a mistake is 3 made, move the cursor under the incorrect character by pressing or . If an invalid number is entered the machine beeps and does not proceed to the next step. Reenter the correct number to proceed. \emptyset Enter the correct date and time using the Numeric Keypad: Day Month Year Hour Minute = = = = = 01 ~ 31 01 ~ 12 00 ~ 99 00 ~ 23 (24-hour mode) 01 ~ 12 (12-hour mode) 00 ~ 59 WorkCentre M15i 11-12-2002 15:00 The date and time format is: DD MM YY HH MM = = = = Day Month Year Hour Minute \emptyset Press [Enter] when the correct date and time displays. \emptyset Press [Menu/Exit] to save and exit.

Xerox WorkCentre M15/M15i User Guide Page 2-15 Getting Started Setting the Date and Time (M15i Only) Getting Started 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. 1 Windows 95 and Windows NT 4.0 do not support USB connection. 1 If a window 1 \emptyset Switch on the PC and start appears concerning New Hardware, select Cancel. Windows. 2 \emptyset Insert the Driver CD into the CD- ROM drive of the PC. If the Xerox screen appears automatically, go to step 3. \emptyset From the Start menu, select Run Type the name of a program, folder, or document, and Windows will open it for you. [Run].

\emptyset Type D:\XINSTALL.EXE ("D" is Open: D:\XINSTALL.EXE the letter of the CD-ROM drive). \emptyset Select [OK]. OK Cancel Browse... 1 For more 3 information about printing refer to the "Print" chapter of this Guide. \emptyset Follow the on-screen instructions to complete the software installation. \emptyset After installing the software reboot the PC.

\emptyset For Windows 95/98 eject the CD after re-start. Page 2-16 Xerox WorkCentre M15/M15i User Guide 3 Product Overview \emptyset \emptyset \emptyset \emptyset Overview of Features

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... 3-2 Machine Overview

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..... 3-4 Control Panel Overview.



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... 3-7 Overview of Modes .
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.. 3-10 Using Characters. . .
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..... 3-11 Xerox WorkCentre M15/M15i User Guide Page 3-1 Product Overview Overview of Features Scan Once and Print Many When making copies the WorkCentre M15/M15i only has to scan a document once regardless of the number of copies needed. This reduces the risk of jams and damage to originals. Perform Different Tasks Simultaneously The WorkCentre M15/M15i performs different tasks simultaneously.

A job can be added to the job queue by scanning it, even while the WorkCentre is printing another job. Make Copies Look Like Originals The WorkCentre M15/M15i allows the reproduction of high quality images. Compare the output to that from other copiers and see the difference. Be Environmentally Friendly This product complies with a variety of international standards for environmental protection and is compatible with most recycled paper. Print Documents from a PC The WorkCentre M15/M15i can be connected to a PC for printing.

Print drivers are provided and enable the following functions: Ø Image Quality adjustments Ø Image position adjustments Ø Reduction or enlargement of an image Ø Addition of standard or customized watermarks Page 3-2 Xerox WorkCentre M15/M15i User Guide The WorkCentre M15i is equipped with a True Color quality scanner capable of reproducing color charts, photographs, graphics and printed text. Documents scanned can be placed on a PC and the images manipulated using an appropriate software package e.g. PaperPort. Fax Documents (M15i Only) The WorkCentre M15i allows documents to be faxed via a telephone line.

Functions such as speed dialing, delayed send and polling are available. There are also a number of fax reports available which provide users with information about items such as scheduled jobs, stored fax numbers and transmissions. Xerox WorkCentre M15/M15i User Guide Page 3-3 Product Overview Scan Documents to Create Electronic Files (M15i Only) Product Overview Machine Overview Configurations There are two WorkCentre M15/M15i configurations available: Xerox WorkCentre M15 - Copier and Printer This configuration has copying and printing capabilities. A Document Cover is supplied as standard and an Automatic Document Feeder (ADF) can be purchased as an option. Xerox WorkCentre M15i - Copier, Printer, Fax and Scanner

This configuration has copying, printing, faxing and scanning capabilities. An Automatic Document Feeder (ADF) is supplied as standard for this configuration. Page 3-4 Xerox WorkCentre M15/M15i User Guide Front View: Automatic Document Feeder Control Panel Document Guides Document Input Tray Document Collate Tray Paper Guides Bypass Tray Side Cover Scanner Module Paper Cassette Front Cover Release Latch NOTE: This picture represents a WorkCentre M15i. Xerox WorkCentre M15/M15i User Guide Page 3-5 Product Overview Components Product Overview Rear View: Document Cover ADF Connector USB Connector Document Glass Telephone Connections EXT. LINE Paper Cassette Output Tray AC Power Cord Connector Parallel Connector On/Off Switch Paper Exit Extension NOTE: This picture represents a WorkCentre M15i. Page 3-6 Xerox WorkCentre M15/M15i User Guide 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 .

ITEM Feature Keys Reports 1 - 2 - Sided Copy Collated Reduce / Enlarge DESCRIPTION Use to display the menu map and a list of available reports for printing. Use to make two-sided copies. Use to produce collated copies in Copy mode. Use to adjust copy size from 25% to 400% when using the Document Glass, and 25% to 100% using the ADF. When using the Document Glass, Clone and AutoFit features are also available. Lighten / Darken Paper Supply Original Type Use to adjust contrast level prior to copying, faxing or scanning. Use to select a paper supply source between Cassette and Bypass in Copy or Fax mode. Use to select the original type of original being scanned. Xerox WorkCentre M15/M15i User Guide Page 3-7 Product Overview Control Panel Overview Product Overview ITEM Resolution Scan Options DESCRIPTION Use to adjust the resolution or sharpness of the image. Use to select COLOR, B&W or GRAY mode for scanning.

In Fax mode, B&W or COLOR mode is available. Pause PC Printing Manual Group Manual Dial Redial/Pause Speed Dial Numeric Keypad Start Stop Clear/Clear All Use to pause a print job. When pressed again, the PC print job is resumed. Use to send a fax job to multiple destinations. Use to dial a fax number manually.

Use to redial the last phone number called or to add a pause when storing a number in the dial directory. Use to dial calls and send fax documents by entering a Speed Dial number which has been stored in the machine's dial directory. Use to dial a phone number, to enter a letter, or to choose special functions in conjunction with the Menu button. Use to start a job. Use to stop an operation at any time.

Any operation originating from the PC should be cancelled at the PC. Clear/Clear All operates differently depending on the mode selected: · Copy Mode - Use to clear the copy quantity when entering a number, or clear the currently selected feature setting. · Scan Mode - Use to return to Standby mode. · Fax Mode - Use to clear an incorrect fax number. Press twice to clear all programmed settings and return to Standby mode. Illuminates when a system error occurs. Page 3-8 Xerox WorkCentre M15/M15i User Guide Pause PC Printing Menu/Exit Liquid Crystal Display (LCD) Clear/ Clear All Stop Feature Keys ITEM Feature Keys Navigation Keys Error Display Enter Numeric Keypad Start DESCRIPTION Reports 1 - 2 - Sided Copy Collated Reduce / Enlarge Use to display the menu map and a list of available reports for printing. Use to make two-sided copies. Use to produce collated copies. Use to adjust copy size from 25% to 400% when using the Document Glass, and 25% to 100% using the ADF.

When using the Document Glass, Clone and AutoFit features are also available. Lighten / Darken Paper Supply Original Type Use to adjust contrast level prior to copying. Use to select a paper supply source between Cassette and Bypass. Use to select the type of original being scanned. Pause PC Printing Numeric Keypad Start Stop Clear/Clear All Use to pause a print job. When pressed again, the PC print job is resumed. Use to select the Copy quantity and enter alphanumeric characters. Use to start a job. Use to stop an operation at any time. Any operation originating from the PC should be cancelled at the PC. Use to clear the copy quantity when entering a number, or clear the currently selected feature setting.

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Illuminates when a system error occurs. Xerox WorkCentre M15/M15i User Guide Page 3-9 Product Overview WorkCentre M15 Product Overview Overview of Modes Copy Use the Copy mode to make copies and select the Copy features. When the machine is in Copy mode the standby screen displays: Status Reduce/Enlarge % WorkCentre M15 READY TO COPY 100% 001 Number of Copies Fax The Fax mode is available on the WorkCentre M15i only. Use the Fax mode to send faxes and use the Fax features and functions.

Faxes will still be received when another mode is selected. When the machine is in Fax mode the standby screen displays: Current Date Current Time WorkCentre M15i 11 - DEC - 2002 15:11 100% FAX Memory % Available Mode Selected Scan The Scan mode is available on the WorkCentre M15i only.

Use the Scan mode to scan images which can be stored and retrieved on a PC. When the machine is in Scan mode the standby screen displays Status WorkCentre M15i READY TO SCAN Page 3-10 Xerox WorkCentre M15/M15i User Guide Various options and tasks may require characters to be entered using the Numeric Keypad. For example when setting up the machine a name and telephone number can be entered.

Use the instructions below to enter alphanumeric characters. 1 Ø When prompted by the machine, enter the character required. Available characters are displayed above the numbers on the Numeric Keypad. Numeric Keypad 2 Ø Press the button repeatedly until the correct letter appears in the display. For example, to enter the letter O, press 6, (labeled MNO). Each time 6 is pressed, the display shows a different letter, first M, then N and O, and finally 6. 1 To enter special 3 characters (space, plus sign, etc.) refer to "Keypad Character Assignment" on page 3-12. Ø To enter additional letters, repeat the procedure. If the next letter is printed on the same button, move the cursor by pressing , then press the button labeled with the letter required.

The cursor moves to the right and the next letter appears in the display. Ø When all the letters have been Enter entered, press [Enter]. Xerox WorkCentre M15/M15i User Guide Page 3-11 Product Overview Using Characters Product Overview Keypad Character Assignment The following table shows the characters which are assigned to each number key on the Numeric Keypad: KEY 1 2 3 4 5 6 7 8 9 0 ASSIGNED NUMBERS, LETTERS OR CHARACTERS 1> Space A > B> C > 2 D>E>F>3 G>H>I>4 J>K>L>5 M>N>O>6 P>Q>R>S>7 T>U>V>8 W>X>Y>Z>9 +>.>.> '>*>#>.>0 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. Inserting a Pause With some telephone systems an access code (9 for example) is required and a second dial tone is heard. In this instance a pause must be entered in the telephone number. A pause can also be entered within a Speed Dial number. To insert a pause, press [Redial/Pause] at the appropriate place while entering the telephone number.

A "-" will appear in the display at the corresponding location. Page 3-12 Xerox WorkCentre M15/M15i User Guide 4 Copy Ø Ø Copying Procedure

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If the Bypass is being used, select the Paper Type. Ø Press [Enter] to save the selection. i When copying onto a paper size smaller than A4/Letter, the printed image may be offset and not reproduce correctly, even when Auto Fit is selected. . Page 4-2 Xerox WorkCentre M15/M15i User Guide 3 Automatic Document Feeder (ADF): Ø Remove all staples and paper clips prior to loading.

Ø Adjust the sliding document guides to the size required. Ø Insert the originals neatly into the Automatic Document Feeder, face up. The first page should be on top with the headings towards the back or left of the machine. Ø Align the stack with the left and rear edges of the tray. Adjust the guides to just touch the edges of the originals.

i Up to 30 sheets of 80 g/m2 (20lb bond) paper can be loaded. Weight ranges from 45 - 105 g/m2 (12.5 - 28lb). Sizes range from B5 to Legal (7" x 10" to 8.5" x 14"). Refer to "Scanner and Copier Specifications" on page 12-5 for full ADF specifications. Document Glass: 1 When using the Document Glass, ensure there are no documents in the ADF. Ø Raise the ADF or cover and position the original face down on the Document Glass. Align with the registration arrow in the rear left corner. Ø Lower the ADF or cover.

Xerox WorkCentre M15/M15i User Guide Page 4-3 Copy Load the Originals 4 1 Only those Copy Select the Copy Features Ø To select a Copy feature, press features relevant to the machine configuration will be available. the feature key required on the Control Panel. The current setting for the selected feature will be displayed. Ø Press the key repeatedly until the setting required is displayed. Ø When the correct setting is Copy Features displayed, press [Enter] to save the selection. i For more information about the available Copy features, refer to "Copy Features" on page 4-6. 5 1 The maximum Enter the Quantity Ø Use the Numeric Keypad to enter copy quantity is 999. the number of copies required. Ø If necessary, press [Clear/Clear All] to clear the current quantity and enter a new quantity. Numeric Keypad Clear/Clear All Key Page 4-4 Xerox WorkCentre M15/M15i User Guide 6 Ø Press [Start] to begin scanning.

Ø If Collated is selected and originals are being scanned using the Document Glass, use the navigation keys to select whether another original requires scanning. Select [YES] to scan another page. Ø When all the originals have been Navigation Keys Start Key scanned, use the key to select [NO] and press [Enter].



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Printing commences and copies are delivered to the Output Tray. Xerox WorkCentre M15/M15i User Guide Page 4-5 Copy Press Start Copy Copy Features

There are 6 available Copy Features.

These features can be selected using the feature keys located on the Control Panel: Feature Description FEATURE Original Type l Use to select the OPTIONS Text Mixed Photo Use for documents containing mostly text. Use for documents with mixed text and graphics. Use for photographs. setting. TO SELECT Ø Press [Original Type] to display the current Ø Press [Original Type] repeatedly until the required type of document being scanned. setting displays. Ø Press [Enter] to save the selection. Paper Supply l Cassette Select to use media loaded Ø Press [Paper Supply] to display the current in the cassette. setting. Use to select the Bypass Select to use media loaded Ø Press [Paper Supply] repeatedly until the required setting displays. in the bypass. Ø Press [Enter] to save the selection. Ø If using the Bypass Tray, select the type of paper paper source. being loaded and press [Enter]. Page 4-6 Xerox WorkCentre M15/M15i User Guide Lighten/Darken l Use to adjust the Manual There are 5 contrast settings available.

Ø Press [Lighten/Darken] repeatedly until 'MANUAL' displays and press [Enter]. Ø Each time the key is pressed the selection block contrast for a document containing faint or dark images and to reduce background. on the LCD moves to the left or right. As the selection block moves to the right the contrast becomes darker. Ø Press [Enter] to save the selection. Auto Use to eliminate Suppress background marks. Ø Press [Lighten/Darken] repeatedly until 'AUTO SUPPRESS' displays and press [Enter]. Ø Using the navigation keys select 'ON' and press [Enter]. Reduce/Enlarge l Use to reduce or 25 400% enlarge an image from 25% to 400%, depending on the input area used. Reduce/Enlarge from 25 - Ø Press [Reduce/Enlarge] repeatedly until '25 400%' using the Document 400%' displays.

Glass, and from 25 - 100% Ø Enter the percentage required using the Numeric using the Automatic Keypad. Document Feeder (ADF). If [Clear/Clear All] is pressed, the percentage returns to 100%. Ø When the correct percentage displays, press [Enter] to save the selection. Auto Fit Use to reduce or enlarge the image to fit the paper size automatically.

l Only available using the Ø Press [Reduce/Enlarge] repeatedly until 'AUTO FIT' displays. Ø Press [Enter] to save the selection. Document Glass, ensure the Ø Place the original on the Document Glass, lower ADF is empty. the cover and press [Start]. The Collated feature does not work with Auto Fit.

The machine pre-scans the original to determine the reduce/enlarge ratio required. The machine scans the originals again and completes the job. Xerox WorkCentre M15/M15i User Guide Page 4-7 Copy Copy Clone Use to print multiple images Ø Press [Reduce/Enlarge] repeatedly until 'CLONE' on a single sheet of paper. displays. The number of images Ø Press [Enter] to save the selection. produced is determined automatically based on the Ø Place the original on the Document Glass, lower original image size. the cover and press [Start]. l Only available using the Document Glass, ensure the ADF is empty. The machine pre-scans the original to determine the number of images to be printed on a page. The machine completes the job.

Collated l Use to produce collated copy sets. ON/OFF Use to produce collated output e.g. 2 copies of a 3 page job will print one complete document, followed by the second completed document. OFF Long Edge Short Edge Use to switch off 2-Sided copying. Ø Press [Collated] to display the current setting. Ø Press [Collated] to select 'ON'. Ø Press [Enter] to save the selection. 1 - 2 - Sided Copy l Use to produce 2 Ø Press [1 - 2 - Sided Copy] repeatedly until the required setting displays. sided copy output.

Ø Press [Enter] to save the selection. Produces copies with the binding orientation along Ø Scan 1 - 2 Sided originals using the ADF or the the long edge of the paper. Document Glass. Produces copies with the Ø To scan 2 - 2 Sided originals use the Document binding orientation along Glass. Scan side 1 and when prompted, turn over the short edge of the paper.

the original and select [YES] to scan side 2. Repeat the procedure until all originals have been scanned. Then use the key to select [NO] and press [Enter]. Page 4-8 Xerox WorkCentre M15/M15i User Guide Use the following instructions to return the Copy feature selections back to the default settings: Ø Press [Clear/Clear All] twice. Ø When the machine has reset the WorkCentre M15 READY TO COPY 100% 001 Copy features, 'READY TO COPY' displays.

Xerox WorkCentre M15/M15i User Guide Page 4-9 Copy Resetting the Copy Features Copy Page 4-10 Xerox WorkCentre M15/M15i User Guide fv 5 Paper and Other Media Ø Ø Loading Paper

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5-2 Media Specifications

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The paper cassette can hold a maximum of 550 sheets of 80 g/m2 (20 lb) plain paper. i When copying onto a paper size smaller than A4/Letter, the printed image may be offset and not reproduce correctly, even when Auto Fit is selected. 1 Ø Pull open the paper cassette. Page 5-2 Xerox WorkCentre M15/M15i User Guide Ø Push down on the pressure plate until it locks into position. 3 Ø Adjust the rear paper guide to the required paper length.

It is preset to A4 or 8.5 x 11" size depending on country. Ø To load another size, lift the rear LG LFO LIO A4 LTR guide out of the current position and into the required position. Rear Guide i The paper cassette can hold a maximum of 550 sheets of 80 g/m2 (20 lb) plain paper. 4 Ø Fan the paper and insert it into the cassette. Xerox WorkCentre M15/M15i User Guide Page 5-3 Paper and Other Media 2 Paper and Other Media 5 Ø Ensure that the paper is positioned under the snubber. Do not fill above the Maximum Fill Line. Max Fill Line Snubber 6 Ø 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.



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