An interactive guide to setting up your Xerox B210 Printer for printing.
Before you start!

This package will step you through the setup process of installing the software and drivers you need to print and scan, and connect the printer to the network.

You will be asked questions along the way to identify the appropriate process steps to follow.

After performing the step or to answer the question, click on the red arrows ▶️ to proceed onto the next step. To go back, click on the gray arrow ◀️ on the top right of the page.

Follow the hyperlinks to read instructional articles, watch videos, or obtain file downloads from support.xerox.com
Terminology You Need to Know

**Network**: A system of linked devices that share resources, such as Internet access and printers, connected through a common wireless (Wi-Fi) or wired (supported by Ethernet cords) network router.

**Wi-Fi Direct**: This is a feature on your printer/MFP that when enabled, emits a wireless signal that Wi-Fi capable devices (e.g. phones, computers) can directly connect to for printing. You can connect your device to the printer’s wireless signal just like you would connect to an Internet router’s Wi-Fi signal.

**Computer’s Operating System (OS)**: This is the software version that your computer is running. Your operating system determines which print drivers and Xerox applications you will use for printing and scanning.

**Utility, or Utility Pack**: This is a set of files, software and tools that must be downloaded to your computer to setup your printer. After being downloaded, the files may need to be installed manually on your PC, or will be automatically installed with the help of an imbedded “wizard” or executable file. The package contents vary based on your PC’s OS, but they generally contain drivers for printing, scanning and faxing as well as Wi-Fi setup assistant. They may contain applications that allow you to fax, scan, or access your printer’s advanced settings from your desktop.

**CentreWare Internet Services (CWIS)**: This is your printer’s web interface where you can manage advanced settings. You access it by entering your printer’s IP address in your web browser. Your printer must be on the network or have Wi-Fi direct enabled in order to access CWIS.
Unpacking and Powering On

Perform the following steps:

1) Unpack the box and locate the installation poster and USB cord
2) Remove all the internal packaging and tape
3) Plug the printer into an outlet and power on
4) Load the paper

➢ Click here to view a video about unboxing your printer.
Choose Your Device

Select the type of device you are setting up to print from.

If you will be printing from multiple devices, setup to print from your computer first.

- Windows Computer
- Macintosh Computer
- Android or iOS Mobile device
- Other
How do you want to connect the printer to the Windows computer?

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<tr>
<td>This method wirelessly connects your printer to your home office network. Any computer or device that is also on the network can print to it. You must have a wireless router and a good Wi-Fi signal. You can also enable <strong>Wi-Fi direct</strong> to print from devices that are not on the network. The networked printer can be configured to emit a signal that devices can directly connect to.</td>
<td>This method connects your printer to your network using a cable. Any computer or device that is also on the network can print to it. The Ethernet cord is not provided. If you do not have a wireless network router, you can use <strong>Wi-Fi direct</strong> to print from devices that are not on the network. The networked printer can be configured to emit a signal that devices can directly connect to.</td>
<td>This method directly connects your printer to your computer using a USB cord. Your printer must be located within the cord’s reach of the computer. The USB cord was shipped with your printer. This method is <strong>not</strong> recommended if you plan to print from mobile devices.</td>
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Perform these steps at your PC:

1. Connect the printer and the computer using the provided USB cable

2. Install the software by either **installing the CD** that was shipped with your printer or **downloading** the utility file Xerox_B210_Windows_PrintDriver_Utility_Signed.zip from [here](#).

3. Run the executable (.exe) file

   The program will connect to the printer, walk you through adding the printer to the network, install the Easy Printer Manager software and drivers, and print a test page.

   - To view a video about using the utility, click [here](#).
   - Note: to manually add the printer to the network using WPS, refer to the KB articles for [Wi-Fi](#) and [wired](#) setups.
Setup Wi-Fi Direct

Enable Wi-Fi Direct from the “Easy Printer Manager” application on your computer.

Wi-Fi Direct can be used as a backup connection, to support wireless printing from non-networked devices, and to access advanced settings in CWIS.

1. Open Easy Printer Manager > Select Advanced Settings > hover over Device Settings, then select Network Settings. For Wi-Fi Direct, select On to enable the feature.

2. Make note of the IP Address displayed. It will be used later to access the printer's web interface (CentreWare Internet Services).

3. For Network Key, enter a password that contains at least 8 characters. This password will be used later to connect to the printer’s Wi-Fi Direct signal.

4. Click Save to save the settings.
Enable or Disable the Banner Page

If you need to enable or disable the banner page from printing with each print job, this can be configured in CWIS.

The banner page is a cover page that contains information identifying the user and job name.

- Click [here](#) to read the knowledge base instructions.
You are all done!

You have completed the setup and install process for this device.
Choose what you would like to do next.
Choose Your Mac’s Operating System Version

Choose the appropriate range of operating system versions that your Macintosh PC is running.

- 10.15 or above
- 10.14 or below
Connect with the USB Cord

Plug one end of the USB cord into your printer and the other end into your computer.

The cord was shipped with your printer.

Note: You will have an opportunity to setup a network connection later. The USB connection is required for the initial setup.
Install “Xerox_B2xx_Series_Print_Scan_Drivers”

Download the print driver file package from support.xerox.com.

This file package is called Xerox_B2xx_Series_Print_Scan_Drivers_.dmg

- Note: B210 does not support scan. This package contains the B210 Print Driver file along with other drivers for the B205 and B215 models.
- To download the driver, click here.
Install “MAC_Printer”

Select and install the print driver: “MAC_Printer”

This file will load the printing software to the computer and connect to the printer.

- To view a video about installing the driver files, and the navigation to print a test page, click here.
How do you want to connect the printer to your devices?

Read the benefits of each method and click on your selection.

### Through the network via Wi-Fi
This method wirelessly connects your printer to your home office network. Any computer or device that is also on the network can print to it. You must have a wireless router and a good Wi-Fi signal.

You can also enable **Wi-Fi direct** to print from devices that are not on the network. The networked printer can be configured to emit a signal that devices can directly connect to.

### Through the network with an Ethernet cord
This method connects your printer to your network using a cable. Any computer or device that is also on the network can print to it. The Ethernet cord is not provided.

If you do not have a wireless network router, you can use **Wi-Fi direct** to print from devices that are not on the network. The networked printer can be configured to emit a signal that devices can directly connect to.

### Directly with a USB cord
This method directly connects your printer to your computer using a USB cord. Your printer must be located within the cord’s reach of the computer. The USB cord was shipped with your printer.

This method is **not** recommended if you plan to print from mobile devices, or use Centreware Internet Services to access the printer’s Advanced Settings.
Add the Printer to the Wi-Fi Network using WPS

Use WPS to add the printer to the Wi-Fi network. Perform the following steps:

1. Activate WPS from your router, if required. Some routers have a WPS button on them and others require configuration from the router's interface/web page. Refer to your router's user documentation.

2. Push and hold WPS button on the printer for 2 seconds.

3. Wait 2-3 minutes for the blue WPS button to stop flashing.

4. Wait approximately 1 minute for the printer to obtain a valid IP address.

5. Press the red Stop button to print a configuration report and verify that an IP address was obtained.

- For more detailed steps to verify the IP address, click here.
Add the Printer to the Network

Connect the printer to the network hub with an Ethernet cord and configure the printer for this connection.

Perform these steps from the printer’s control panel.

1. Push and hold the WPS button on the printer for 2 seconds.

2. Wait 2-3 minutes for the blue WPS button to stop flashing and for the default wireless connection to time-out.

3. Wait approximately 20 seconds to allow DHCP to discover the IP address using the wired connection.

4. Press the red Stop button to print a configuration report and verify that an IP address was obtained.

➢ For more detailed steps to verify the IP address, click here.
Setup Wi-Fi Direct

Enable Wi-Fi Direct from the printer’s web interface (CWIS).

Wi-Fi Direct can be used as a backup connection method if your network goes down, or to support wireless printing from devices that are not on the printer’s network.

*Note: This step applies to printers that are on a network using Wi-Fi or an Ethernet cord.*

- To enable Wi-Fi direct, follow the knowledge base instructions found [here](#).
Print a Test Page

Validate you can print over the network connection.

Remove the USB cable. Print any document from your computer.
Enable or Disable the Banner Page

If you need to enable or disable the banner page from printing with each print job, this can be configured in CWIS.

The banner page is a cover page that contains information identifying the user and job name.

Note: This step applies to printers that are on a network using Wi-Fi or an Ethernet cord.

➢ Click here to read the knowledge base instructions.

These directions are not applicable to Mac 10.15+ PCs connected over USB, because Easy Printer Manager software (which is not supported for Mac 10.15+) is required to access CWIS and enable Wi-Fi Direct.
Printing Over USB

Keep your printer connected to the computer with the USB cable and you will be able to print and scan using the drivers you installed.
You are all done!

You have completed the setup and install process for this device.

Choose what you would like to do next.
Connect with the USB Cord

Plug one end of the USB cord into your printer and the other into your computer.

The cord was shipped with your printer.

Note: You will have an opportunity to setup a network connection later. The USB connection is required for the initial setup.
Download Xerox B210 MacOS Utilities PrintDriver Signed

Download the print drivers file package from support.xerox.com.

This file name is Xerox_B210_MacOS_Utilities_PrintDriver_Signed.dmg

➢ To download the file package, click here.
Install MAC_Printer

Select and install the print driver: “MAC_Printer”

This file will load the printing software to the computer and connect to the printer.

➢ To view a video about installing the driver files, and the navigation to print a test page, click here.
Install “Easy Printer Manager”

Select and install: “_Printer Manager”

The Easy Printer Manager application allows you to manage your device’s advanced settings from your desktop.
How do you want to connect the printer to your devices?

Read the benefits of each method and click on your selection.

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<td>Through the network with an Ethernet cord</td>
<td>This method connects your printer to your network using a cable. Any computer or device that is also on the network can print to it. The Ethernet cord is not provided. If you do not have a wireless network router, you can use <strong>Wi-Fi direct</strong> to print from devices that are not on the network. The networked printer can be configured to emit a signal that devices can directly connect to.</td>
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<td>Directly with a USB cord</td>
<td>This method directly connects your printer to your computer using a USB cord. Your printer must be located within the cord’s reach of the computer. The USB cord was shipped with your printer. This method is <strong>not</strong> recommended if you plan to print from mobile devices.</td>
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Add the Printer to the Wi-Fi Network via WPS

Use WPS to add the printer to the Wi-Fi network.
Perform the following steps:

1. Activate WPS from your router, if required. Some routers have a WPS button on them and others require configuration from the router's interface/web page. Refer to your router's user documentation.

2. Push and hold WPS button on the printer for 2 seconds.

3. Wait 2-3 minutes for the blue WPS button to stop flashing.

4. Wait approximately 1 minute for the printer to obtain a valid IP address.

5. Press the red Stop button to print a configuration report and verify that an IP address was obtained.

➢ For more detailed steps to verify the IP address, click here.
Add the Printer to the Network with an Ethernet Cord

Connect the printer to the network router with an Ethernet cord and configure the printer for this connection.

Perform these steps from the printer’s control panel.

1. On the Home screen, swipe up, then touch Device.
2. Swipe up two screens, then touch Network.
3. Touch Network Connectivity.
4. Touch Wired
5. Select your network.
6. If required, enter your password.
Print a Test Page

Print a test page using the connection method you setup to print over.

If you setup network printing over Wi-Fi or with an Ethernet cord, remove the USB connection before performing this test. Print any document from your computer.
Enable Wi-Fi Direct from the “Easy Printer Manager” application on your computer.

Wi-Fi Direct can be used as a backup connection, to support wireless printing from non-networked devices, and to access advanced settings in CWIS.

1. Open Easy Printer Manager > Select Advanced Settings > hover over Device Settings, then select Network Settings. For Wi-Fi Direct, select On to enable the feature.

2. Make note of the IP Address displayed. It will be used later to access the printer’s web interface (CentreWare Internet Services).

3. For Network Key, enter a password that contains at least 8 characters. This password will be used later to connect to the printer’s Wi-Fi Direct signal.

4. Click Save to save the settings.
Enable or Disable the Banner Page

If you need to enable or disable the banner page from printing with each print job, this can be configured in CWIS.

The banner page is a cover page that contains information identifying the user and job name.

- Click [here](#) to read the knowledge base instructions.
You are all done!

You have completed the setup and install process for this device.

Choose what you would like to do next.
Getting Started with Printing from a Mobile Device

How is your printer currently connected to your network or other devices?

- Connected to the same Wi-Fi network as my mobile device
- Connected to a different network than my mobile device
- With a USB cord to a computer
- With a Wi-Fi-Direct connection
- It is not connected to anything yet
Selecting your Mobile Device

Choose the type of mobile device you are setting up to print from.
Printing with the Mopria App
Click on the resource links below.

Install the Mopria printing app for Android.
The app will automatically discover the Xerox B215 on the network, or over Wi-Fi direct, and present it in a list of available printers on your Android.

- Download the Mopria app from the Google Play store
- To view a video on printing with Mopria, click here.
- To read the knowledge base instructions, click here.
Printing with an iOS Device

Use the imbedded iOS technology to discover and connect to your printer.

The printer will be discovered if it is on the Wi-Fi network or has Wi-Fi direct enabled.

- Click [here](#) to watch a video on mobile printing from an iOS device
- Refer to your iOS device’s user guide for more detail
You are all done!

You have completed the setup and install process for this mobile device.

Choose what you would like to do next.

Note: To print to or scan from computers on the network, or over Wi-Fi direct, you must install the necessary drivers for your computer's operating system. Follow the pathway to “setup another device” and select your computer.
Choosing A Wireless Connection Method
(When the mobile device and printer are on different networks)

Choose a wireless connection method. The options are:

A. Leave my printer on a separate network from my mobile device. Wirelessly direct-connect my mobile device to my printer using the **Wi-Fi Direct** feature. (This is recommended if you have a hard wire network router that is not Wi-Fi capable.)

B. **Change my mobile device’s network**, and temporarily or permanently connect my device to the wireless network that my printer is setup on.
Enable Wi-Fi Direct

Enable your printer to emit a Wi-Fi signal that your mobile device can directly connect to.

From a network connected computer or device, access CWIS and enable Wi-Fi Direct.

➢ To enable Wi-Fi direct, follow the knowledge base instructions found here.
Selecting your Mobile Device

Choose the type of Mobile device you are setting up to print from.

- Android
- iOS device
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Click on the resource links below.

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- To view a video on printing with Mopria, click here.
- To read the knowledge base instructions, click here.
Printing with an iOS Device

Use the imbedded iOS technology to discover and connect to your printer.

The printer will be discovered if it is on the wireless network or has Wi-Fi direct enabled.

- Click [here](#) to watch a video on mobile printing from an iOS device
- Refer to your iOS device’s user guide for more detail
You are all done!

You have completed the setup and install process for this mobile device.

Choose what you would like to do next.

Note: To print to or scan from computers on the network, or over Wi-Fi direct, you must install the necessary drivers for your computer’s operating system. Follow the pathway to “setup another device” and select your computer.
Changing your Mobile Device’s Network

Go to the Wi-Fi Settings on your device and connect to the Wi-Fi network that your printer is on.

- Refer to your device’s user manual for how to view available wireless signals
Selecting your Mobile Device

Choose the type of Mobile device you are setting up to print from.

Android

iOS device
Printing with the Mopria App
Click on the resource links below.

Install the Mopria printing app for Android.
The app will automatically discover the Xerox B215 on the network, or over Wi-Fi direct, and present it in a list of available printers on your Android.

- Download the Mopria app from the Google Play store
- To view a video on printing with Mopria, click here.
- To read the knowledge base instructions, click here.
Printing with an iOS Device

Use the imbedded iOS technology to discover and connect to your printer.

The printer will be discovered if it is on the Wi-Fi network or has Wi-Fi direct enabled.

- Click here to watch a video on mobile printing from an iOS device
- Refer to your iOS device’s user guide for more detail
You are all done!

You have completed the setup and install process for this mobile device.

Choose what you would like to do next.

Note: To print from computers on the network, or over Wi-Fi direct, you must install the necessary drivers for your computer’s operating system. Follow the pathway to “setup another device” and select your computer.
Choosing A Wireless Connection Method
(When the printer is not on the network)

The printer must be on the network to setup printing from a mobile device. Choose one of these connection methods:

A. Add my printer to a **Wi-Fi network** that my mobile device can access. (If the PC is also on this network, then the USB cord will no longer be required to print.)

B. Connect my printer to the network (over Wi-Fi or with an Ethernet cord) and update its settings to enable Wi-Fi direct. Then, establish a **Wi-Fi direct** connection to my mobile device.
Add to Wi-Fi Network via WPS

Use WPS to add the printer to the Wi-Fi network.
Perform the following steps:

1. Activate WPS from your router, if required. Some routers have a WPS button on them and others require configuration from the router's interface/web page. Refer to your router's user documentation.

2. Push and hold **WPS** button on the printer for 2 seconds.

3. Wait 2-3 minutes for the blue WPS button to stop flashing.

4. Wait approximately 1 minute for the printer to obtain a valid IP address.

5. Press the red **Stop** button to print a configuration report and verify that an IP address was obtained.

➢ For more detailed steps to verify the IP address, click here.
Selecting your Mobile Device

Choose the type of Mobile device you are setting up to print from.

Android

iOS device
Printing with the Mopria App

**Install the Mopria printing app for Android.**

The app will automatically discover the Xerox B215 on the network, or over Wi-Fi direct, and present it in a list of available printers on your Android.

- Download the Mopria app from the [Google Play](https://play.google.com) store
- To view a video on printing with Mopria, click [here](#).
- To read the knowledge base instructions, click [here](#).

Next
Printing with an iOS Device

Use the imbedded iOS technology to discover and connect to your printer.

The printer will be discovered if it is on the Wi-Fi network or has Wi-Fi direct enabled.

- Click here to watch a video on mobile printing from an iOS device
- Refer to your iOS device’s user guide for more detail
You are all done!

You have completed the setup and install process for this mobile device.

Choose what you would like to do next.

Note: To print from computers on the network, or over Wi-Fi direct, you must install the necessary drivers for your computer’s operating system. Follow the pathway to “setup another device” and select your computer.
Setup on the Network to Enable Wi-Fi Direct

Add the printer to the network so you can access its web page (CWIS) to enable Wi-Fi Direct.

From your printer’s control panel, you can either:

A. Add it to the Wireless Network
B. Connect it to the network with an Ethernet cord
Add the Printer to the Wireless Network via WPS

Use WPS to add the printer to the Wi-Fi network.
Perform the following steps:

1. Activate WPS from your router, if required. Some routers have a WPS button on them and others require configuration from the router’s interface/web page. Refer to your router’s user documentation.

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3. Wait 2-3 minutes for the blue WPS button to stop flashing.

4. Wait approximately 1 minute for the printer to obtain a valid IP address.

5. Press the red **Stop** button to print a configuration report and verify that an IP address was obtained.

- For more detailed steps to verify the IP address, click [here](#).
Add the Printer to the Network via Ethernet Cord

Connect the printer to the network hub with an Ethernet cord and configure the printer for this connection.

Perform these steps from the printer’s control panel.

1. Push and hold the **WPS** button on the printer for 2 seconds.

2. Wait 2-3 minutes for the blue WPS button to stop flashing and for the default wireless connection to time-out.

3. Wait approximately 20 seconds to allow DHCP to discover the IP address using the wired connection.

4. Press the red **Stop** button to print a configuration report and verify that an IP address was obtained.

- For more detailed steps to verify the IP address, click [here](#)
Enable Wi-Fi Direct

Enable your printer to emit a Wi-Fi signal that your mobile device can directly connect to.

From a network connected computer or device, access CWIS and enable Wi-Fi Direct.

➢ To enable Wi-Fi direct, follow the knowledge base instructions found here.
Selecting your Mobile Device

Choose the type of Mobile device you are setting up to print from.
Printing with the Mopria App

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Printing with an iOS Device

Use the imbedded iOS technology to discover and connect to your printer.

The printer will be discovered if it is on the Wi-Fi network or has Wi-Fi direct enabled.

- Click here to watch a video on mobile printing from an iOS device
- Refer to your iOS device’s user guide for more detail
You are all done!

You have completed the setup and install process for this mobile device.

Choose what you would like to do next.

Note: To print to or scan from computers on the network, or over Wi-Fi direct, you must install the necessary drivers for your computer’s operating system. Follow the pathway to “setup another device” and select your computer.
Selecting your Mobile Device

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- Refer to your iOS device’s user guide for more detail
You are all done!

You have completed the setup and install process for this mobile device.

Choose what you would like to do next.

Note: To print to or scan from computers on the network, or over Wi-Fi direct, you must install the necessary drivers for your computer’s operating system. Follow the pathway to “setup another device” and select your computer.
For additional support, please visit support.xerox.com and search the knowledge base.
Other Operating System

If you do not have a Windows or Macintosh computer, visit the B215’s Support Page

1. From the Operating System (OS) pull down menu, choose your OS
2. From the category pull down menu, choose “Drivers”
3. Press the “apply filters” button
4. Download the appropriate drivers for your OS
Easy Wireless Setup Utility for Mac 10.15+

Use the Xerox Easy Wireless Utility to connect your printer to the Wi-Fi Network.

The utility is a wizard (program) that you install on your computer that will walk you through the setup process.

1. Connect the printer to the computer with the USB cable.
2. Download the Wi-Fi Setup Utility for Mac 10.15+ from here.
3. Run the program and follow the steps in the wizard.

- Click here for additional instructions from the knowledge base.
Easy Wireless Setup for Mac 10.14 or lower

Use the Xerox Easy Printer Manager to connect your printer to the Wi-Fi Network.

There is a wireless setup utility in this application.

1. Connect the printer to the computer with the USB cable
2. Open the Easy Printer Manager application on your computer.
3. From your Printer List, select your printer
4. At the home screen, select Machine Settings
5. Select Network Settings
6. Under General, ensure Network Connectivity is set to Wireless
7. Under WiFi Settings, select Wizard
8. Follow the Wizard instructions to install your printer on the Wi-Fi network
Use a Wireless Setup Utility

On a computer connected to your printer, install and use a wireless setup utility (tool) and use it to add the printer to the Wi-Fi Network.

For Windows and Mac 10.15 or higher, use the Xerox Easy Wireless Setup utility.

For Mac 10.14 or lower, use the Xerox Easy Printer Manager application.

➢ Click here and follow the steps in the knowledge base article
Use a Wireless Setup Utility

On a computer connected to your printer, install and use a wireless setup utility (tool) and use it to add the printer to the Wi-Fi Network.

For Windows and Mac 10.15 or higher, use the Xerox Easy Wireless Setup utility.

For Mac 10.14 or lower, use the Xerox Easy Printer Manager application.

➢ Click here and follow the steps in the knowledge base article