

An interactive
guide to setting up
your Xerox B215
MFP for printing
and scanning.

Get Started

A thin red vertical line extending from the top of the page to a small red circle at the bottom, which is positioned to the left of the Xerox logo.

xerox™

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 and software 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. 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.



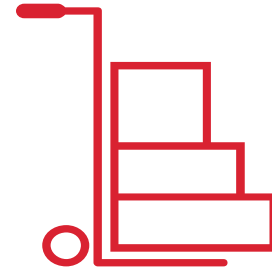
Next 

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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.

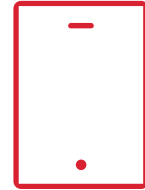


Next

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?

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.

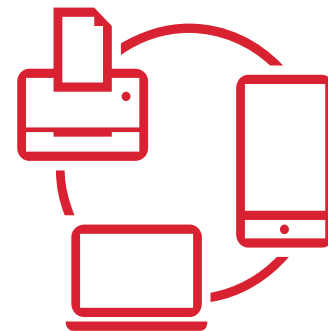
This method is **not** recommended if you plan to print from mobile devices.

Add the Printer to the Wi-Fi Network

Add the printer to the Wi-Fi network.

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 **Wireless**
 5. Log into your Wi-Fi network and confirm.
- To view a video about setting up Wi-Fi, click [here](#).



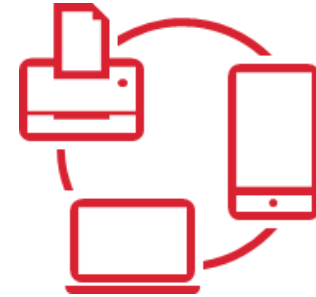
Next

Add the Printer to the Network

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

Perform the following 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.



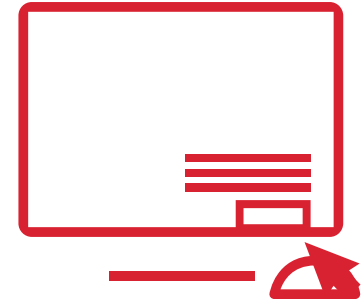
Next ▶

Install and Run the “Windows Print Drivers Utilities”

Install the CD that came with your printer, or download the “Windows Print Driver Utilities” from support.xerox.com. Run the **setup.exe** to launch the installer wizard.

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

- To download the utility for Windows, click [here](#). The file name is **XEROX_B215_Windows_PrintDriver_Uilities.exe**
- To view a video about using the utility, click [here](#).



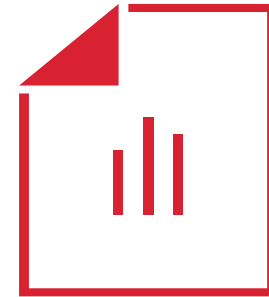
Next

Run “Easy Print Manager” for Scanning and Faxing

Run the “Easy Print Manager” application that was installed with the utility pack on your computer.

The program enables “pull scan”, and allows you to manage the scan process from your computer.

- To view a video on using Easy Print Manager for scanning, click [here](#).
- Click [here](#) to read the knowledge base instructions.



Next ▶

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.



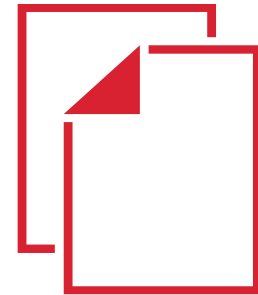
Next

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.



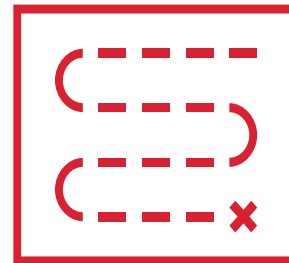
Next



You are all done!

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

Choose what you would like to do next.



Setup another device

Done

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.



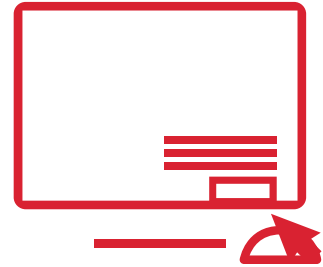
Next

Install “Xerox_B2xx_Series_Print_Scan_Drivers”

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

This file package is called
Xerox_B2xx_Series_Print_Scan_Drivers_.dmg

- To download the drivers, click [here](#).



Next

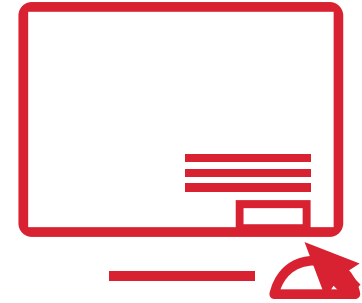


Install “MAC_Printer”

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](#).

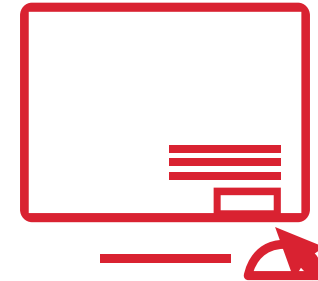


Next

Install “MAC_ICDM”

Select and Install the Scan Driver file: “MAC_ICDM”

With this scan driver installed, use Mac’s imbedded
“Image Capture” software to scan.



Next ▶

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.

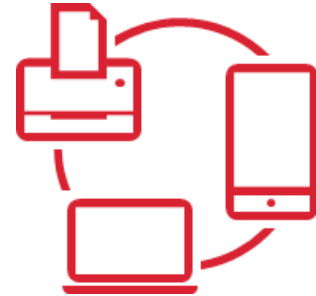
This method is **not** recommended if you plan to print from mobile devices, or use Centaware Internet Services to access the printer's Advanced Settings.

Add the Printer to the Wi-Fi Network

Add the printer to the Wi-Fi network.

Perform the following 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 **Wireless**
 5. Log into your Wi-Fi network and confirm.
- To view a video about setting up Wi-Fi, click [here](#).



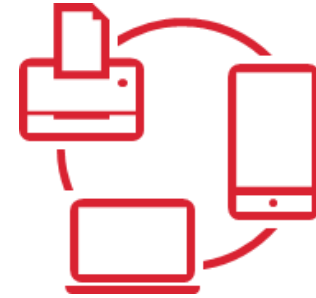
Next

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. 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.



Next

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](#).

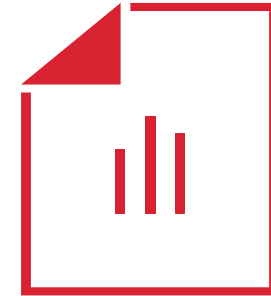


Next ▶

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

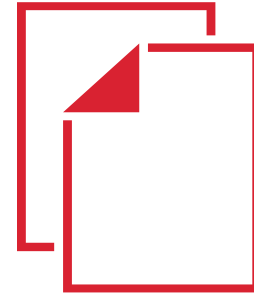
If you need to enable or disable the banner page from printing with each print job, this can be configured in CWIS.

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 is required to enable Wi-Fi Direct to access CWIS. Easy Printer Manager is not supported by Mac 10.15+.

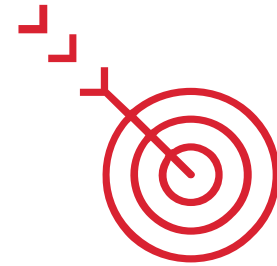


Next



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.

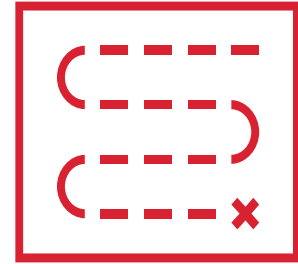


Next ▶

You are all done!

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

Choose what you would like to do next.



Setup another device

Done

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.



Next



Download Xerox B215 MacOS Utilities PrintDriver Signed

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

This file name is
Xerox_B215_MacOS_Utilities_PrintDriver_Signed.dmg

- To download the file package, click [here](#).

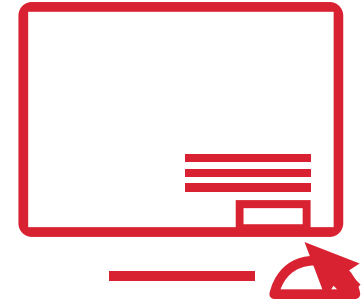


Install MAC_Printer

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](#).



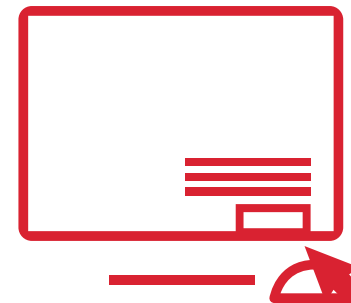
Next



Install “MAC_ICDM”

Select and install the scan driver: “MAC_ICDM”

This scan driver will be used with the Easy Printer Manager application to “pull scan” (shown in the next step), and is also required for the “scan to PC” or “scan to folder” workflows.



Next

Install “Easy Printer Manager” for Scanning & Faxing

Select and install: “_Printer Manager”

The Easy Printer Manager application supports scanning and faxing from your desktop.

- To view a video on running and using Easy Printer Manager for scanning, click [here](#).
- Click [here](#) to read the knowledge base instructions.



Next



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.

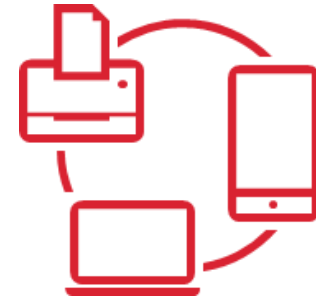
This method is **not** recommended if you plan to print from mobile devices.

Add the Printer to the Wi-Fi Network

Add the printer to the Wi-Fi network.

Perform the following 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 **Wireless**
 5. Log into your Wi-Fi network and confirm.
- To view a video about setting up Wi-Fi, click [here](#).



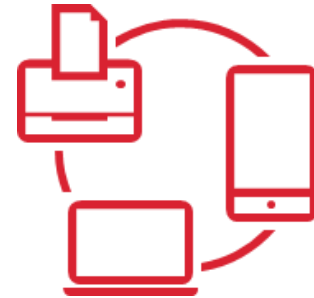
Next

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.

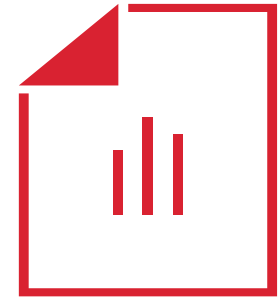


Next

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.



Next ▶

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.



Next

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.

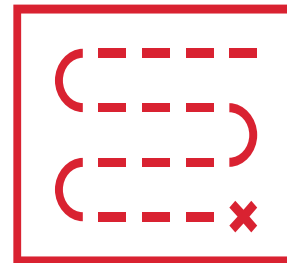
- Click [here](#) to read the knowledge base instructions.



You are all done!

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

Choose what you would like to do next.



Setup another device ▶

Done ▶

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.



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](#).



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.

- Refer to your iOS device's user guide for more detail.



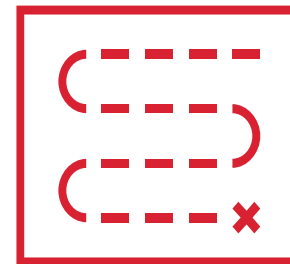
Next

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.



Setup another device ▶

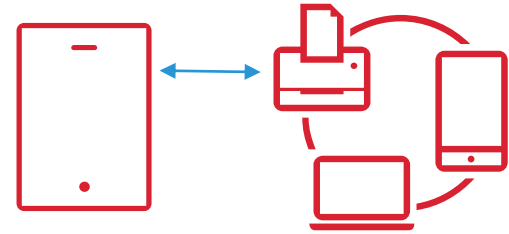
Done ▶

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.



Setup Wi-Fi Direct

Change My Mobile Device's Network

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](#).



Next

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](#).



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 wireless network or has Wi-Fi direct enabled.

- Refer to your iOS device's user guide for more detail.



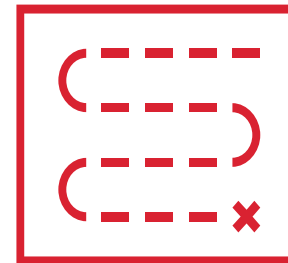
Next ▶

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.



Setup Another Device ▶

Done ▶

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



Next

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.

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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.

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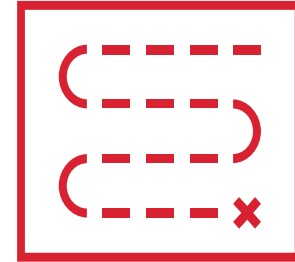
Next

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.



Setup Another Device

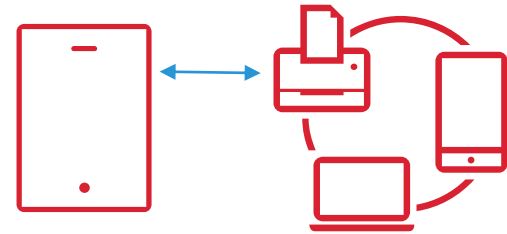
Done

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 Printer to the Wi-Fi Network

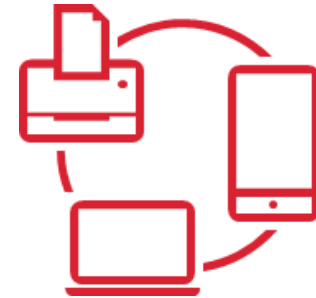
Setup Wi-Fi Direct

Add to Wi-Fi Network

Add the printer to the Wi-Fi network.

Perform the following 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 **Wireless**
 5. Log into your Wi-Fi network and confirm.
- To view a video about setting up Wi-Fi, click [here](#).



Next

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](#) 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.

- Refer to your iOS device's user guide for more detail.



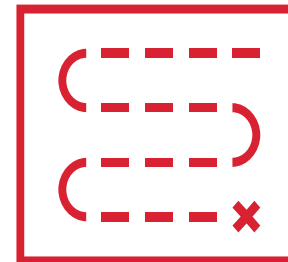
Next

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.



Setup Another Device ▶

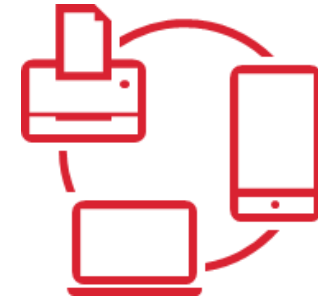
Done ▶

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



Wireless

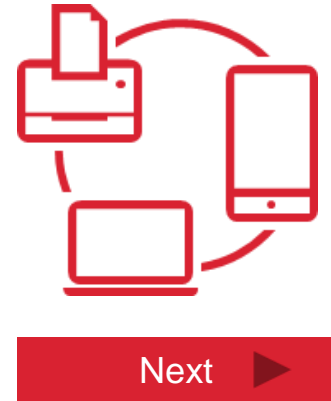
Ethernet Cord

Add the Printer to the Wireless Network

Add the printer to the Wireless network.

Perform the following 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 **Wireless**
 5. Log into your Wi-Fi network and confirm.
- To view a video about setting up Wi-Fi, click [here](#).

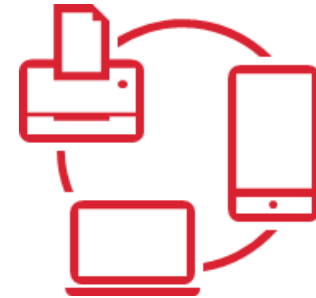


Add the Printer to the Network via Ethernet Cord

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

Follow 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.



Next

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](#).



Next ▶

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.

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- 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.

- Refer to your iOS device's user guide for more detail.



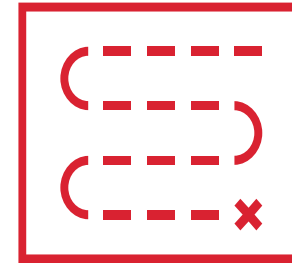
Next

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.



Setup Another Device ▶

Done ▶

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.

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- 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.

- Refer to your iOS device's user guide for more detail.



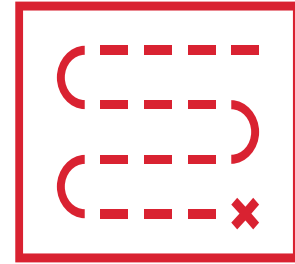
Next

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.



Setup Another Device ▶

Done ▶

For additional support, please visit support.xerox.com and search the knowledge base.

Start Over ▶

The Xerox logo is displayed in a bold, white, lowercase sans-serif font. A thin red vertical line runs down the left side of the page, ending in a small red circle that is positioned to the left of the logo's 'x'.

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

