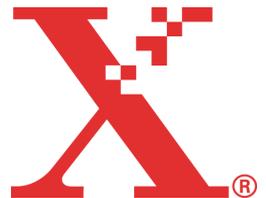
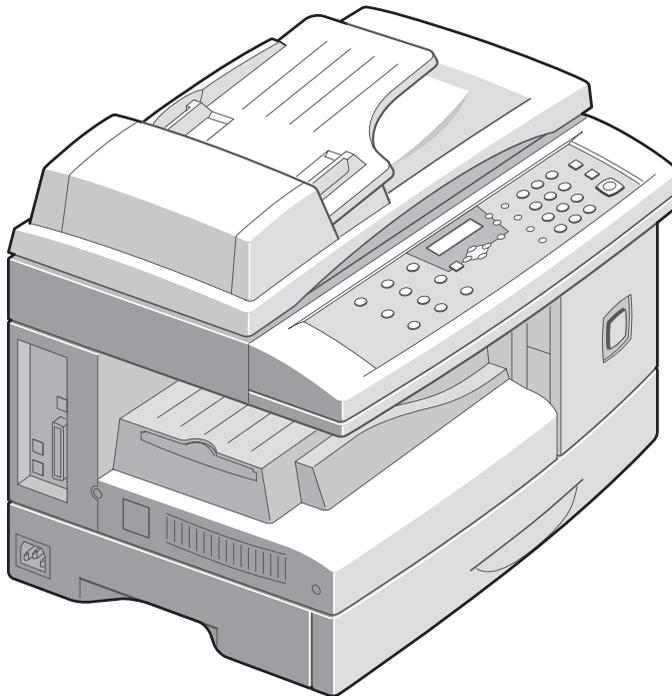


THE DOCUMENT COMPANY

XEROX[®]

WorkCentre M15/M15i User Guide

604P13220



Prepared by:

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Changes, technical inaccuracies and typographical errors will be corrected in subsequent editions.

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1 Welcome

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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:

- **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)*.

- *For instructions 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*.

About This Guide

Throughout this Guide some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- Page is synonymous with sheet.
- *WorkCentre M15/M15i* is synonymous with the machine.

The following table offers further information about the conventions used within this Guide.

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

Related Information Sources

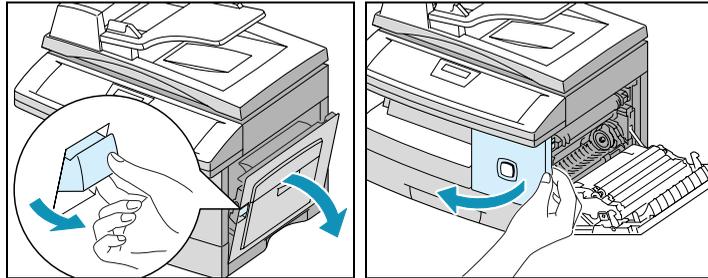
Information available for the *WorkCentre M15/M15i* consists of:

- This *User Guide*
- The *Quick Start Guide*
- The *Installation Sheet*

Customer Support

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

To access the serial number open the side cover using the release latch and then open the front door. The serial number is located on the panel above the *Print Cartridge*.



The *Xerox Welcome Center* or local representative telephone number is provided when the *WorkCentre M15/M15i* is installed. For convenience and future reference, please record the telephone number in the space below:

Welcome Center or local representative Telephone Number:

Xerox US Welcome Center: 1-800-821-2797

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

Safety

Your Xerox product and supplies have been designed and tested to meet strict safety requirements. These include Safety Agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety testing and performance of this product have been verified using XEROX materials only.

Follow all warnings and instructions marked on, or supplied with the product.



This WARNING Mark alerts users to the possibility of personal injury.



This WARNING Mark alerts users to heated surfaces.

WARNING: *This product must be connected to a protective earthing circuit.*

This product is equipped with a 3-wire type plug, provided with a protective earthing pin. This plug will fit only into an earthed power outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet. Never use an earthed adapter plug to connect the product to a power source receptacle that lacks an earth connection terminal.

This product should be operated from the type of power source indicated on the marking label. If you are not sure of the type of power available, consult your local power company.

Do not allow anything to rest on the power cord. Do not locate the product where persons will step or trip on the cord.

Use of an extension cord with this product is not recommended or authorized. Users should check building codes and insurance requirements if a properly earthed extension cord is to be used. Ensure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total amperage of all products plugged into the wall outlets does not exceed the outlet rating.

Disconnect Device for this product is the power cord. To remove all electrical power to the product, disconnect the power cord from the power receptacle.

Your equipment is equipped with an energy saving device to conserve power when the machine is not in use. The machine may be left on continuously.

Unplug this product from the wall outlet before cleaning. Always use materials specifically designated for this product. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners. Follow the instructions in this User Guide for proper cleaning methods.

Never use supplies or cleaning materials for purposes other than those for which they were intended. Keep all supplies and materials out of reach of children.

Do not use this product near water, wet locations, or outdoors.

Do not place this product on an unstable cart, stand or table. The product may fall, causing personal injury or serious damage to the product

Slots and Openings in the cabinet and in the back and sides of the product are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The product should never be located near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.

Never push objects of any kind into the slots of the product as they may touch dangerous voltage points or short out parts which could result in a fire or electric shock.

Never spill liquid of any kind on the product.

Never remove covers or guards that require a tool for removal, unless directed to do so in a Xerox approved maintenance kit.

Never defeat interlock switches. Machines are designed to restrict operator access to unsafe areas. Covers, 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

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. Certification is based on reciprocity agreements, which include requirements for Canada.

Regulatory Information



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.

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 47 Part 15 Section 15.21 Changes or modifications to this equipment not specifically approved by the XEROX Corporation may void the user's authority to operate this equipment.

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.

The Electricity at Work Regulations - UK ONLY

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.

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. 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.

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.

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

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:

<i>Austria</i>	<i>Germany</i>	<i>Luxembourg</i>	<i>Sweden</i>
<i>Belgium</i>	<i>Greece</i>	<i>Netherlands</i>	<i>Switzerland</i>
<i>Denmark</i>	<i>Iceland</i>	<i>Norway</i>	<i>United Kingdom</i>
<i>France</i>	<i>Ireland</i>	<i>Portugal</i>	<i>Finland</i>
<i>Italy</i>	<i>Spain</i>		

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 set-up.*

Modification, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Regulations - USA

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.

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. 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.

Regulations - Canada

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.

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.

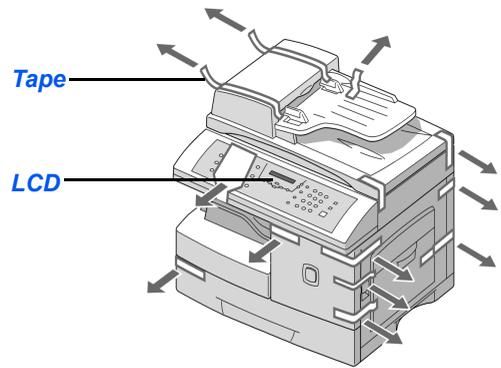
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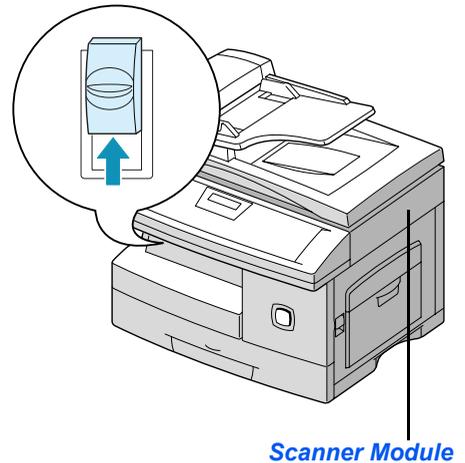
Unpacking

1

- Remove the plastic film from the LCD.
- Remove all tapes and packing materials.

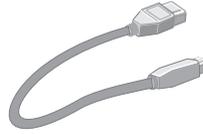
**2**

- Pull the *Scan Unlock Switch* located on the bottom of the scanner module to unlock the scanner.
- Pull open the paper cassette and remove the packing material.

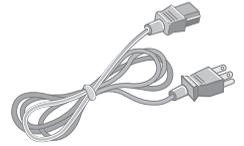


3

➤ Ensure the following components are available:



USB Cable



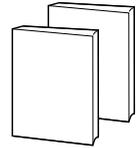
AC Power Cord



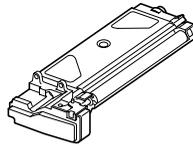
Telephone Line Cord



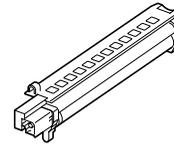
Software



User Documentation



Starter Toner Cartridge



Drum Cartridge

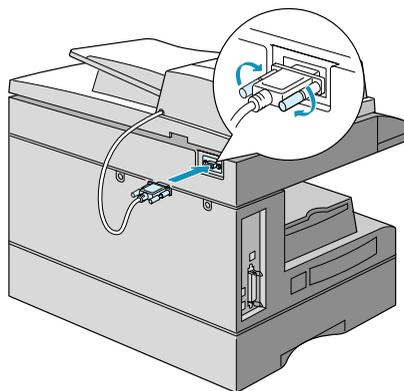
Making Connections

Use the following instructions to make the necessary connections required to install the *WorkCentre M15/M15i*.

1 Automatic Document Feeder (ADF)

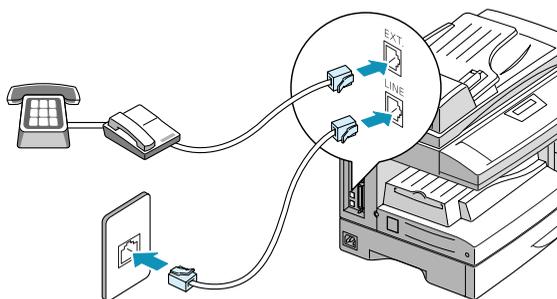
- Connect the *Automatic Document Feeder Cable* to the port shown and fasten the side screws.

NOTE: *The ADF is an option on the M15*



2 Telephone Line (M15i Only)

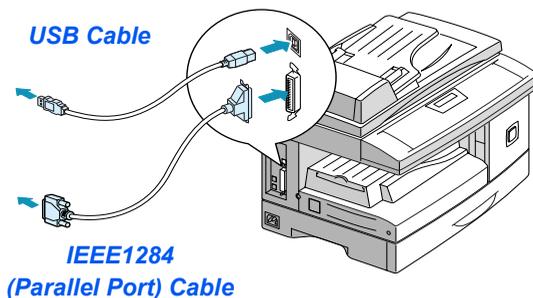
- Connect the *Telephone Line Cord* from the wall jack to the LINE jack.
- If required, connect an answering machine and/or telephone to the EXT jack.



3 USB or Parallel Port Cable

CAUTION: Shut down the computer before connecting the cable.

- Connect the *USB Cable* directly to the PC.
- OR
- Connect an *IEEE1284 Parallel Port Cable* (sold separately).

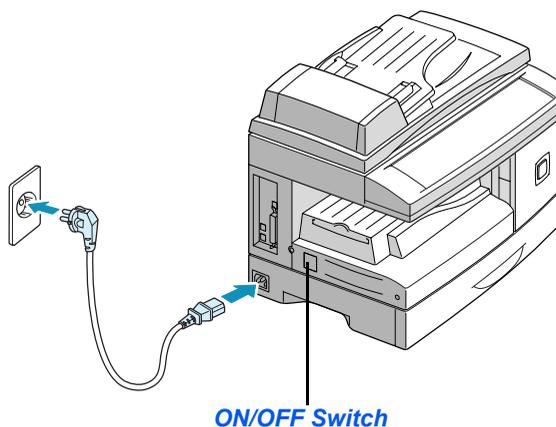


4 Power

- Ensure the scanner is unlocked before connecting the power cord. For details refer to "Unpacking" on page 2-2.

- Connect the *AC Power Cord* to the machine and a power outlet.
- Press the *ON/OFF* switch to the ON (I) position.

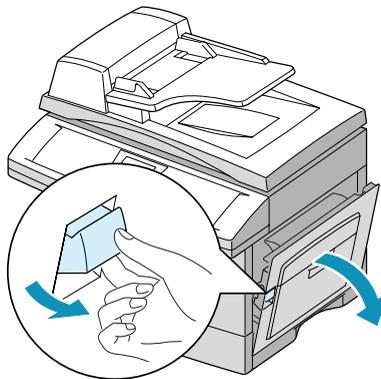
The machine displays 'WARMING UP PLEASE WAIT...'



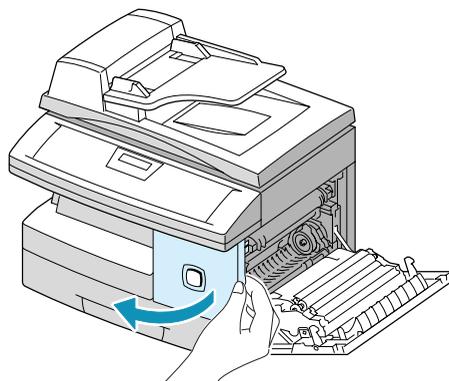
Installing Drum and Toner Cartridges

1

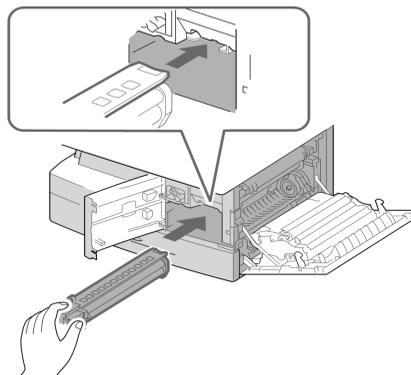
- Pull the release latch to open the side cover.

**2**

- Open the front cover.

**3**

- Unpack the new drum cartridge.
Be careful not to touch the surface of the drum.
- Slide the drum cartridge into the slot on the right side of the opening.

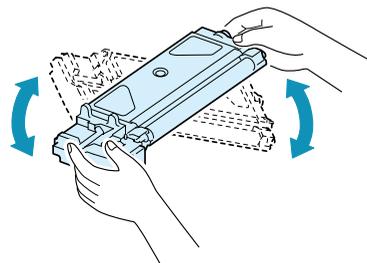


4

- Xerox has included a Starter Toner Cartridge. Purchased replacement toner cartridges will yield approximately two times the number of copies.

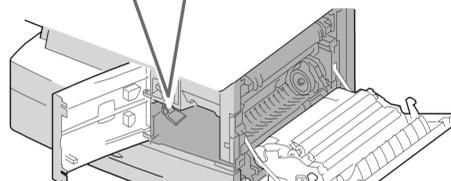
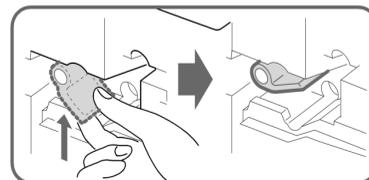
- Remove the starter toner cartridge from its packaging.
- Gently shake the cartridge to loosen the toner.

Shaking the cartridge will ensure maximum copies per cartridge.



5

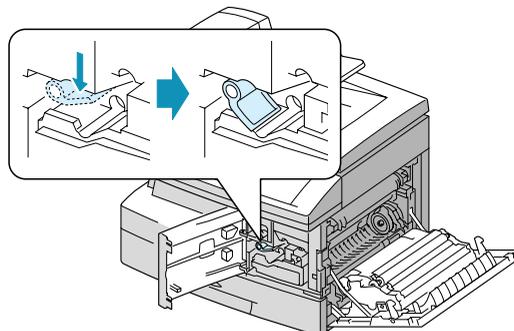
- Turn the toner locking lever upwards.
- Slide the new toner cartridge in until it locks in place.



6

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

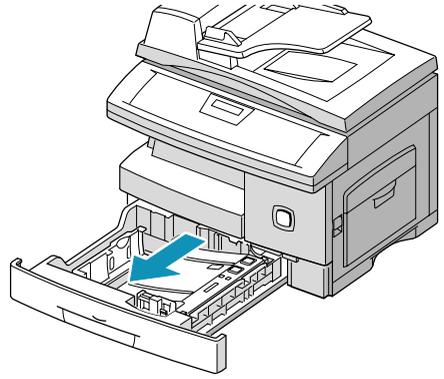
The product returns to Standby mode.



Loading Paper

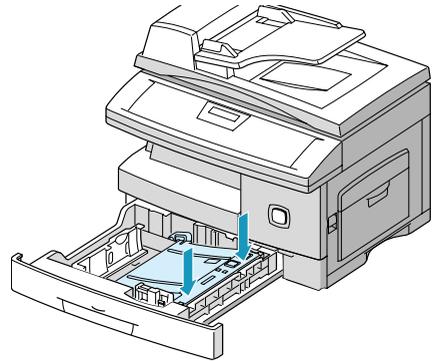
1

➤ Pull open the paper cassette.



2

➤ Push down on the pressure plate until it locks into position.



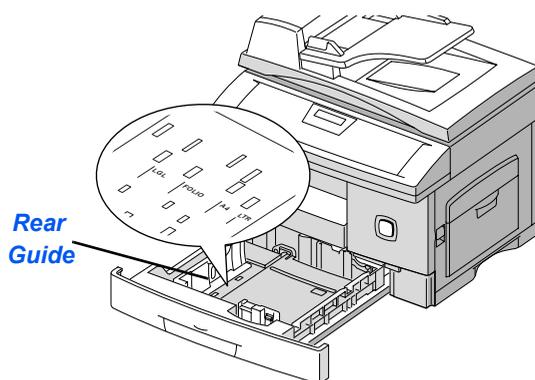
3

- Adjust the rear paper guide to the required paper length.

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

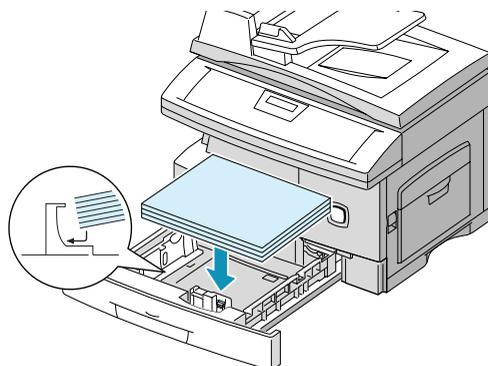
- To load another size, lift the rear guide out of the current position and into the required position.

① *The paper cassette can hold a maximum of 550 sheets of 80 g/m² (20 lb) plain paper.*



4

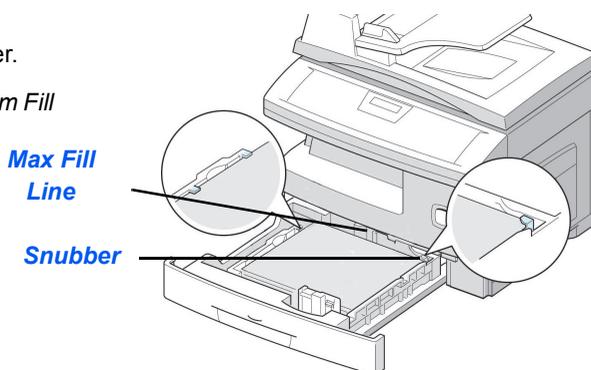
- Fan the paper and insert it into the cassette.



5

- Ensure that the paper is positioned under the snubber.

Do not fill above the *Maximum Fill Line*.

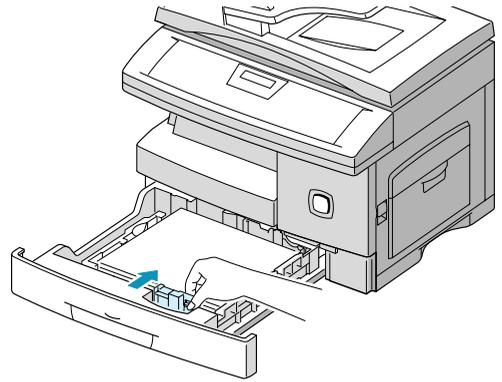


6

- 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.

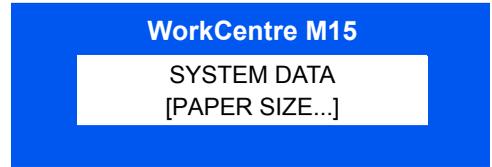
- Close the paper cassette.



Setting the Language (M15 only)

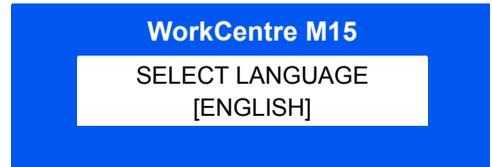
1

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



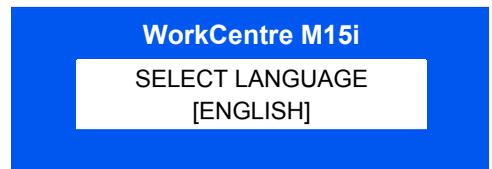
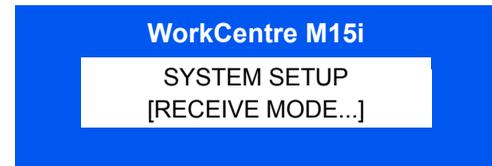
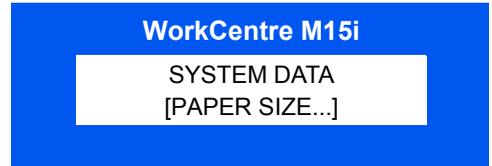
2

- Scroll to 'SELECT LANGUAGE' using the ▼ key.
- Using the ◀ or ▶ navigation keys select the language required.
- Press [Enter].



Setting the Language and Country (*M15i only*)

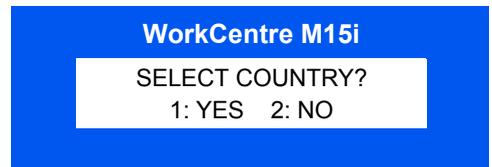
- 1 > Press [Menu/Exit], the first menu displays.
- 2 > Scroll to 'SYSTEM SETUP' using the ▼ key. Press [Enter].
- 3 > Scroll to 'SELECT LANGUAGE' using the ▼ key.
> Using the ◀ or ▶ navigation keys select the language required.
> Press [Enter].



- 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.*

- > Using the ◀ or ▶ navigation keys, select [1: YES] to change the Country option or [2: NO] to leave the current setting and select [Enter].
- > If [1: YES] was selected, choose the required option and press [Enter].
- > If necessary, press [Menu/Exit] [Menu/Exit] to save and exit.



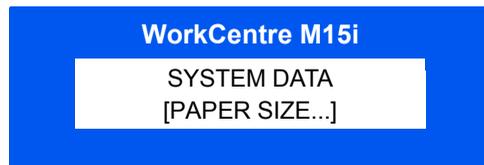
Setting the Local ID and Name (M15i Only)

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

1

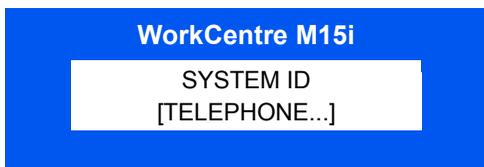
- In some countries access to the local ID by the user is not permitted due to local regulations.

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



2

- Scroll to 'SYSTEM ID' using the ▼ key.
- Press [Enter].



3

- To 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.

- Enter the fax telephone number.

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

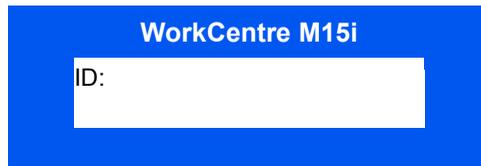


4

- For details on entering characters refer to "Using Characters" on page 3-11.

The display requests the ID.

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



:

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

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

Editing Numbers or Names

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

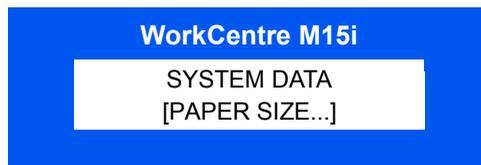
- Press [Enter] when the name on the display is correct.
- Press [Menu/Exit] to save and exit.

Setting the Date and Time (M15i Only)

- The 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.

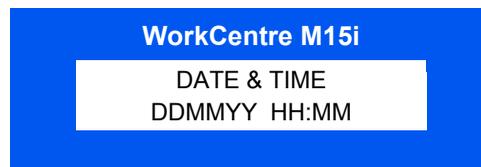
1

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



2

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



3

- If a mistake is made, move the cursor under the incorrect character by pressing ◀ or ▶.

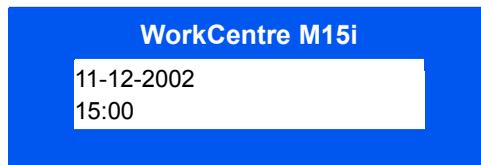
- Enter the correct date and time using the *Numeric Keypad*:

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

The date and time format is:

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

- Press [Enter] when the correct date and time displays.
- Press [Menu/Exit] to save and exit.



If an invalid number is entered the machine beeps and does not proceed to the next step. Re-enter the correct number to proceed.

Installing Software

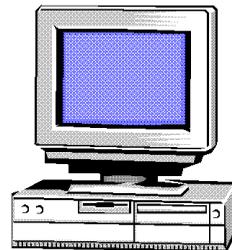
Installing the drivers and other software will enable PC printing. Ensure the *WorkCentre M15/M15i* is plugged in and connected to the computer's parallel or USB port before installing software from the CD.

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

1

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

- Switch on the PC and start Windows.

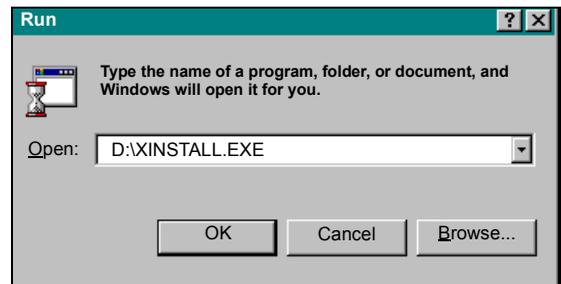


2

- Insert the Driver CD into the CD-ROM drive of the PC.

If the Xerox screen appears automatically, go to step 3.

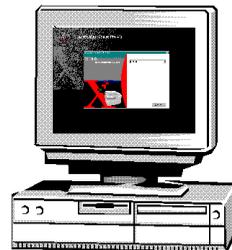
- From the Start menu, select [Run].
- Type D:\XINSTALL.EXE ("D" is the letter of the CD-ROM drive).
- Select [OK].



3

- *For more information about printing refer to the "Print" chapter of this Guide.*

- Follow the on-screen instructions to complete the software installation.
- After installing the software reboot the PC.
- For Windows 95/98 eject the CD after re-start.



3 Product Overview

- Overview of Features 3-2
- Machine Overview 3-4
- Control Panel Overview 3-7
- Overview of Modes 3-10
- Using Characters 3-11

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:

- Image Quality adjustments
- Image position adjustments
- Reduction or enlargement of an image
- Addition of standard or customized watermarks

Scan Documents to Create Electronic Files (M15i Only)

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.

Machine Overview

Configurations

There are two *WorkCentre M15/M15i* configurations available:

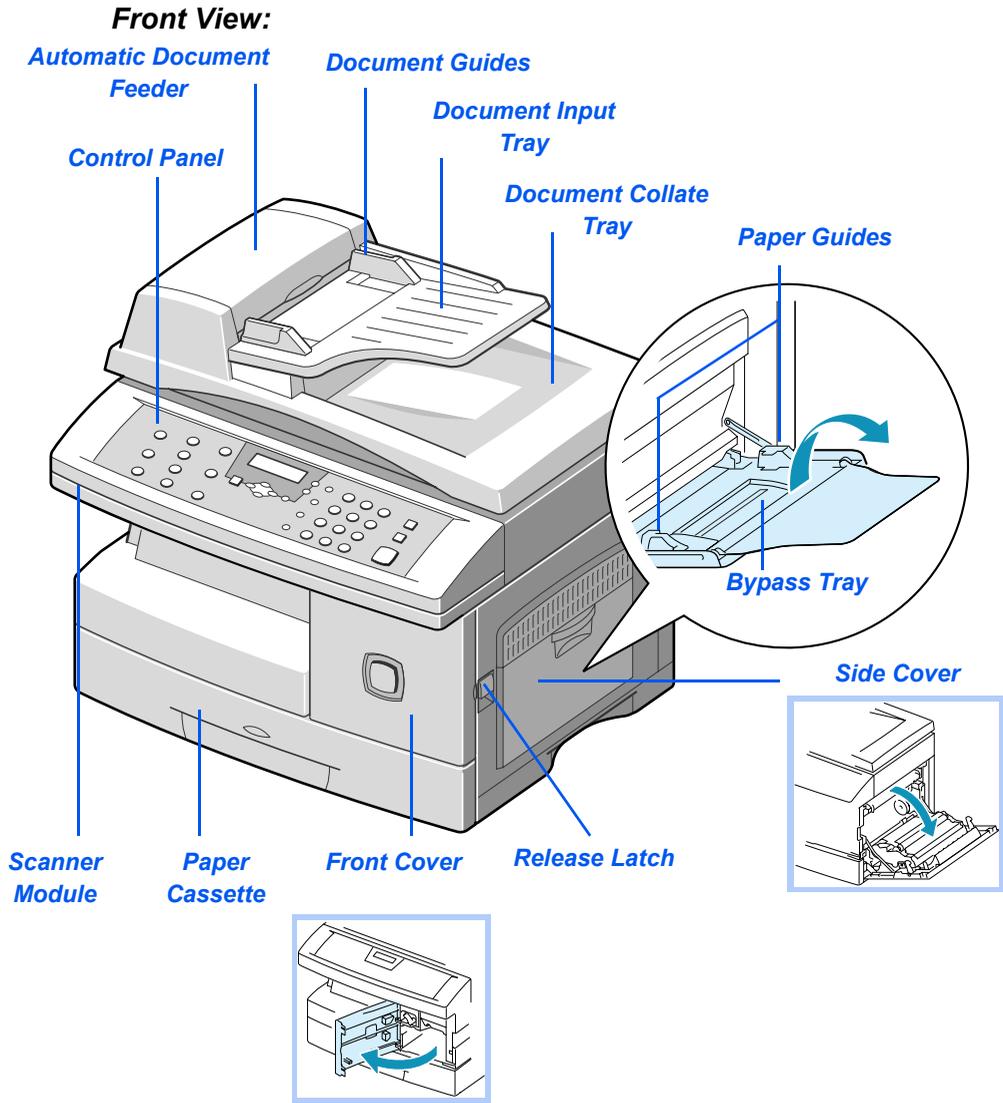
Xerox WorkCentre M15 - Copier and Printer

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

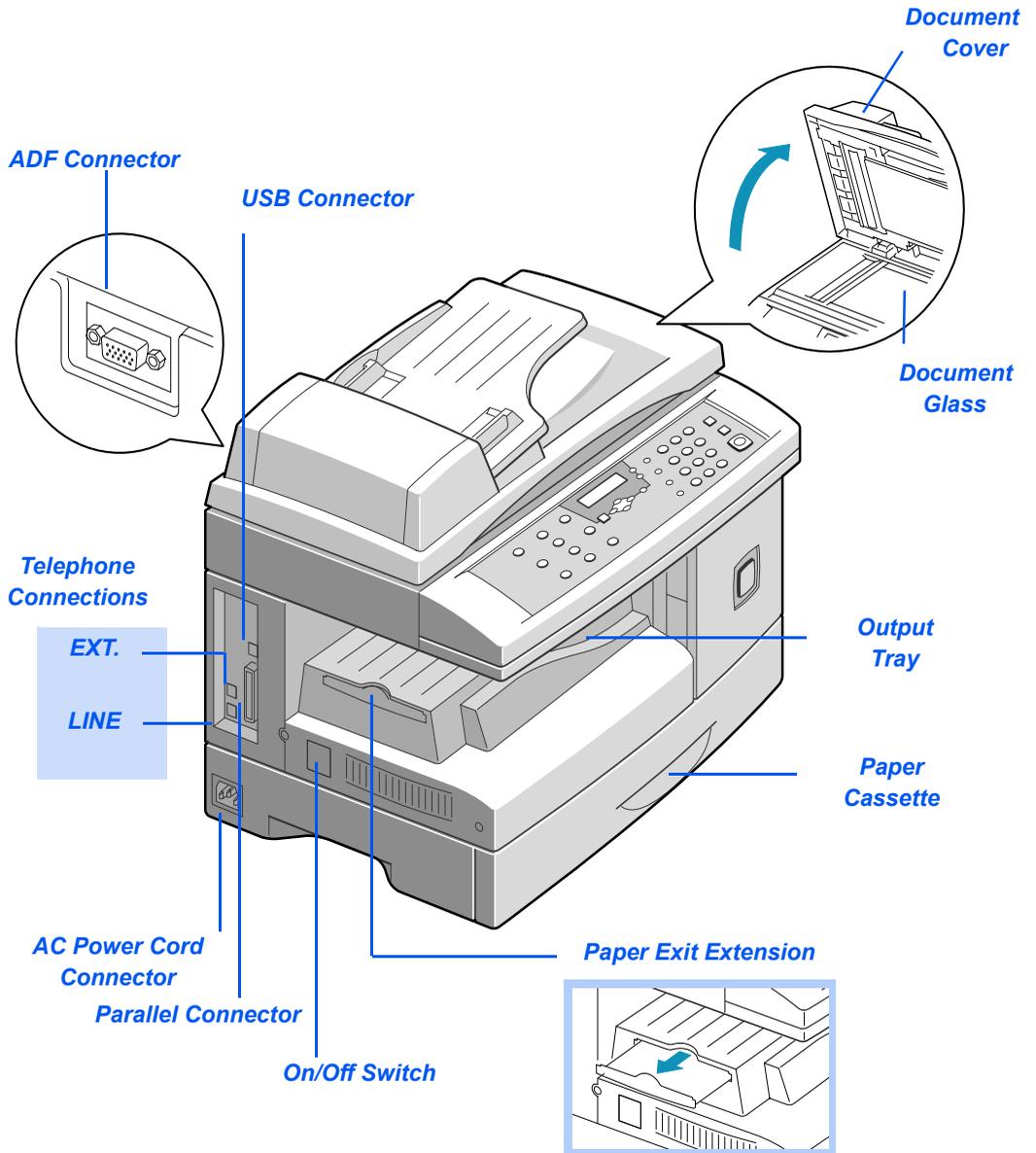
This configuration has copying, printing, faxing and scanning capabilities. An *Automatic Document Feeder (ADF)* is supplied as standard for this configuration.

Components



NOTE: This picture represents a WorkCentre M15i.

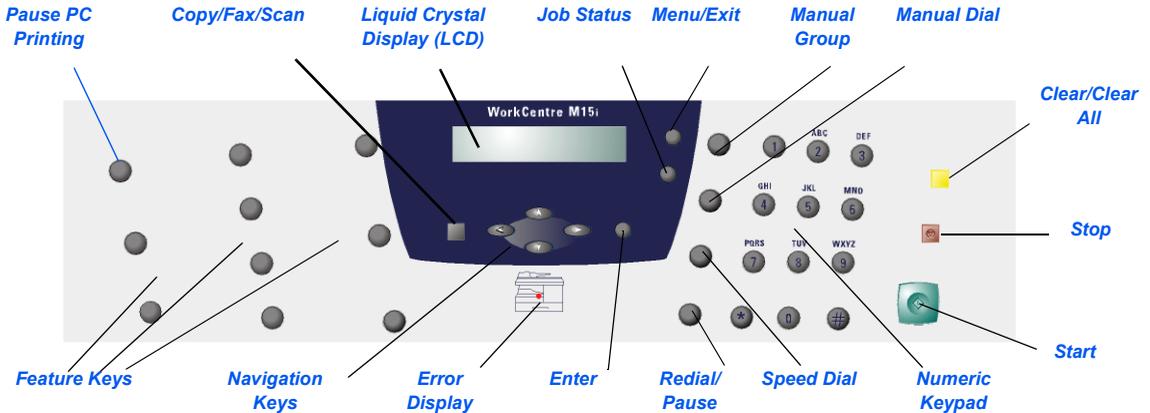
Rear View:



NOTE: This picture represents a WorkCentre M15i.

Control Panel Overview

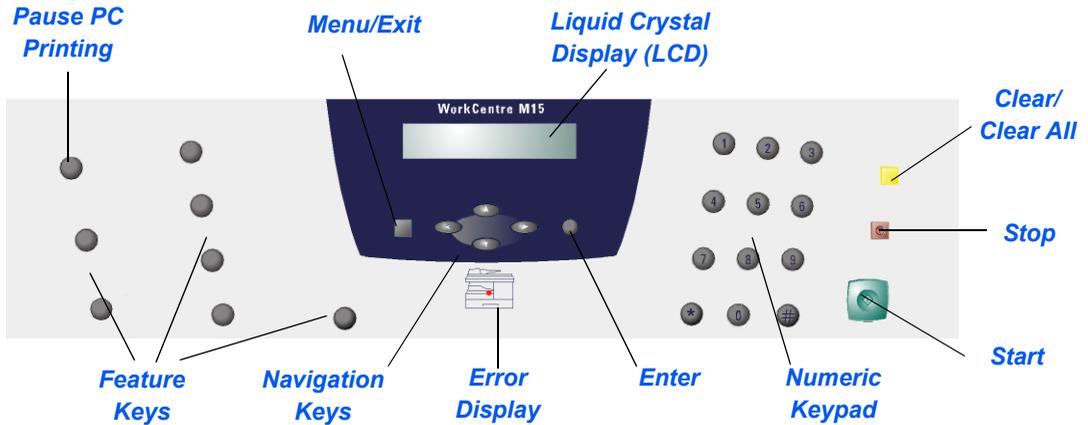
WorkCentre M15i



ITEM	DESCRIPTION	
Feature Keys	Reports	Use to display the menu map and a list of available reports for printing.
	1 - 2 - Sided Copy	Use to make two-sided copies.
	Collated	Use to produce collated copies in <i>Copy</i> mode.
	Reduce / Enlarge	Use to adjust copy size from 25% to 400% when using the <i>Document Glass</i> , and 25% to 100% using the <i>ADF</i> . When using the <i>Document Glass</i> , <i>Clone</i> and <i>AutoFit</i> features are also available.
	Lighten / Darken	Use to adjust contrast level prior to copying, faxing or scanning.
	Paper Supply	Use to select a paper supply source between <i>Cassette</i> and <i>Bypass</i> in <i>Copy</i> or <i>Fax</i> mode.
	Original Type	Use to select the original type of original being scanned.

ITEM	DESCRIPTION	
	Resolution	Use to adjust the resolution or sharpness of the image.
	Scan Options	Use to select COLOR, B&W or GRAY mode for scanning. In <i>Fax</i> mode, B&W or COLOR mode is available.
Pause PC Printing	Use to pause a print job. When pressed again, the PC print job is resumed.	
Manual Group	Use to send a fax job to multiple destinations.	
Manual Dial	Use to dial a fax number manually.	
Redial/Pause	Use to redial the last phone number called or to add a pause when storing a number in the dial directory.	
Speed Dial	Use to dial calls and send fax documents by entering a <i>Speed Dial</i> number which has been stored in the machine's dial directory.	
Numeric Keypad	Use to dial a phone number, to enter a letter, or to choose special functions in conjunction with the Menu button.	
Start	Use to start a job.	
Stop	Use to stop an operation at any time. Any operation originating from the PC should be cancelled at the PC.	
Clear/Clear All	<p><i>Clear/Clear All</i> operates differently depending on the mode selected:</p> <ul style="list-style-type: none"> • 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.	

WorkCentre M15



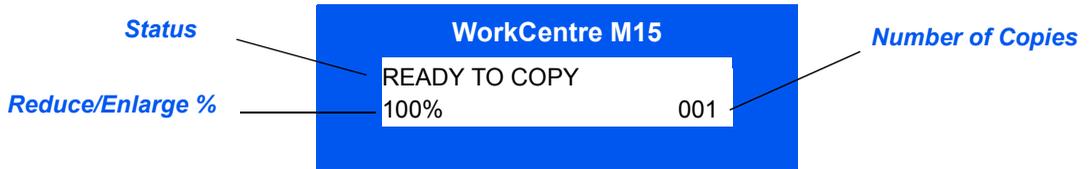
ITEM	DESCRIPTION	
Feature Keys	Reports	Use to display the menu map and a list of available reports for printing.
	1 - 2 - Sided Copy	Use to make two-sided copies.
	Collated	Use to produce collated copies.
	Reduce / Enlarge	Use to adjust copy size from 25% to 400% when using the <i>Document Glass</i> , and 25% to 100% using the <i>ADF</i> . When using the <i>Document Glass</i> , <i>Clone</i> and <i>AutoFit</i> features are also available.
	Lighten / Darken	Use to adjust contrast level prior to copying.
	Paper Supply	Use to select a paper supply source between <i>Cassette</i> and <i>Bypass</i> .
	Original Type	Use to select the type of original being scanned.
Pause PC Printing	Use to pause a print job. When pressed again, the PC print job is resumed.	
Numeric Keypad	Use to select the Copy quantity and enter alphanumeric characters.	
Start	Use to start a job.	
Stop	Use to stop an operation at any time. Any operation originating from the PC should be cancelled at the PC.	
Clear/Clear All	Use to clear the copy quantity when entering a number, or clear the currently selected feature setting.	
	Illuminates when a system error occurs.	

Overview of Modes

Copy

Use the *Copy* mode to make copies and select the *Copy* features.

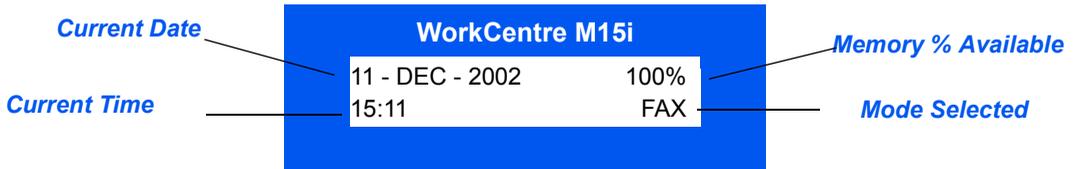
When the machine is in *Copy* mode the standby screen displays:



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.

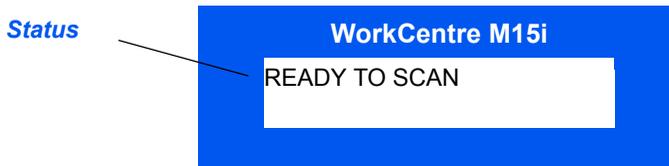
When the machine is in *Fax* mode the standby screen displays:



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



Using Characters

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

- When prompted by the machine, enter the character required.

Available characters are displayed above the numbers on the *Numeric Keypad*.



Numeric Keypad

2

- 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.



3

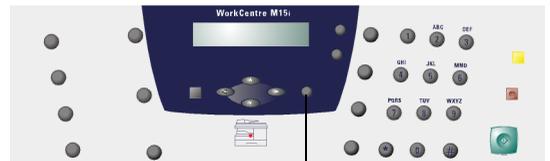
- To enter special characters (space, plus sign, etc.) refer to “Keypad Character Assignment” on page 3-12.

- 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.

- When all the letters have been entered, press [Enter].



Enter

Keypad Character Assignment

The following table shows the characters which are assigned to each number key on the *Numeric Keypad*:

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

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.

4 Copy

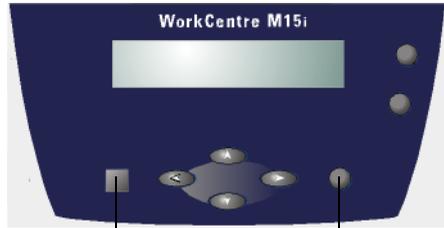
- Copying Procedure 4-2
- Copy Features 4-6

Copy

Copying Procedure

1 Select the Copy/Fax/Scan key (M15i Only)

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



Copy/Fax/Scan Key

Enter Key

2 Select the Paper Supply

- For instructions on loading media, refer to "Loading Paper" on page 5-2. For full media specifications refer to "Media Specifications" on page 12-7.

- Select the paper supply source required by pressing [Paper Supply].
- If using the cassette, press [Paper Supply] until 'CASSETTE' displays.
- If using the bypass tray, press [Paper Supply] until 'BYPASS' displays.

If the *Bypass* is being used, select the *Paper Type*.

- Press [Enter] to save the selection.



Paper Supply Key

Enter Key

ⓘ 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.

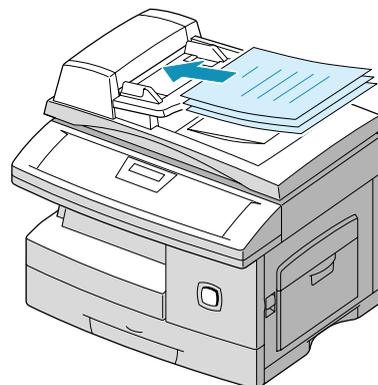
3 Load the Originals

Automatic Document Feeder (ADF):

- Remove all staples and paper clips prior to loading.
- Adjust the sliding document guides to the size required.
- 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.

- Align the stack with the left and rear edges of the tray. Adjust the guides to just touch the edges of the originals.



① 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.

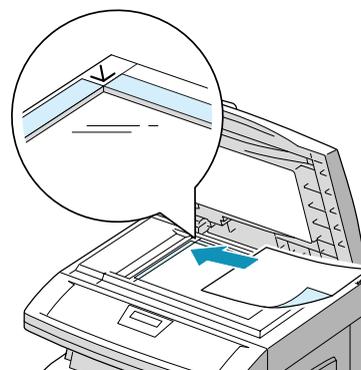
Document Glass:

- When using the *Document Glass*, ensure there are no documents in the ADF.

- 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.

- Lower the ADF or cover.



4 Select the Copy Features

- Only those features relevant to the machine configuration will be available.

- To select a Copy feature, press the feature key required on the Control Panel.

The current setting for the selected feature will be displayed.
- Press the key repeatedly until the setting required is displayed.
- When the correct setting is 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 Enter the Quantity

- The maximum copy quantity is 999.

- Use the Numeric Keypad to enter the number of copies required.
- If necessary, press [Clear/Clear All] to clear the current quantity and enter a new quantity.



6

Press Start

- Press [Start] to begin scanning.
- 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.
- When all the originals have been scanned, use the ▼ key to select [NO] and press [Enter].

Printing commences and copies are delivered to the *Output Tray*.



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	OPTIONS		TO SELECT
Original Type • Use to select the type of document being scanned.	Text	Use for documents containing mostly text.	➤ Press [Original Type] to display the current setting.
	Mixed	Use for documents with mixed text and graphics.	➤ Press [Original Type] repeatedly until the required setting displays.
	Photo	Use for photographs.	➤ Press [Enter] to save the selection.
Paper Supply • Use to select the paper source.	Cassette	Select to use media loaded in the cassette.	➤ Press [Paper Supply] to display the current setting.
	Bypass	Select to use media loaded in the bypass.	➤ Press [Paper Supply] repeatedly until the required setting displays. ➤ Press [Enter] to save the selection. ➤ If using the <i>Bypass Tray</i> , select the type of paper being loaded and press [Enter].

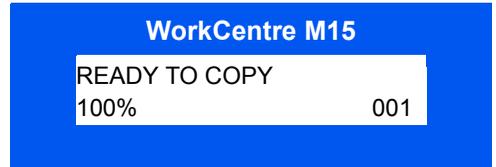
Lighten/Darken <ul style="list-style-type: none"> Use to adjust the contrast for a document containing faint or dark images and to reduce background. 	Manual	There are 5 contrast settings available.	<ul style="list-style-type: none"> Press [Lighten/Darken] repeatedly until 'MANUAL' displays and press [Enter]. Each time the key is pressed the selection block on the LCD moves to the left or right. As the selection block moves to the right the contrast becomes darker. Press [Enter] to save the selection.
	Auto Suppress	Use to eliminate background marks.	<ul style="list-style-type: none"> Press [Lighten/Darken] repeatedly until 'AUTO SUPPRESS' displays and press [Enter]. Using the navigation keys select 'ON' and press [Enter].
Reduce/Enlarge <ul style="list-style-type: none"> Use to reduce or enlarge an image from 25% to 400%, depending on the input area used. 	25 - 400%	Reduce/Enlarge from 25 - 400% using the <i>Document Glass</i> , and from 25 - 100% using the <i>Automatic Document Feeder (ADF)</i> .	<ul style="list-style-type: none"> Press [Reduce/Enlarge] repeatedly until '25 - 400%' displays. Enter the percentage required using the <i>Numeric Keypad</i>. If [Clear/Clear All] is pressed, the percentage returns to 100%. 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. <ul style="list-style-type: none"> Only available using the <i>Document Glass</i>, ensure the <i>ADF</i> is empty. The <i>Collated</i> feature does not work with <i>Auto Fit</i>. 	<ul style="list-style-type: none"> Press [Reduce/Enlarge] repeatedly until 'AUTO FIT' displays. Press [Enter] to save the selection. Place the original on the <i>Document Glass</i>, lower the cover and press [Start]. The machine pre-scans the original to determine the reduce/enlarge ratio required. The machine scans the originals again and completes the job.

	Clone	<p>Use to print multiple images on a single sheet of paper. The number of images produced is determined automatically based on the original image size.</p> <ul style="list-style-type: none"> • <i>Only available using the Document Glass, ensure the ADF is empty.</i> 	<ul style="list-style-type: none"> ➤ Press [Reduce/Enlarge] repeatedly until 'CLONE' displays. ➤ Press [Enter] to save the selection. ➤ Place the original on the <i>Document Glass</i>, lower the cover and press [Start]. <p>The machine pre-scans the original to determine the number of images to be printed on a page.</p> <p>The machine completes the job.</p>
<p>Collated</p> <ul style="list-style-type: none"> • <i>Use to produce collated copy sets.</i> 	ON/OFF	<p>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.</p>	<ul style="list-style-type: none"> ➤ Press [Collated] to display the current setting. ➤ Press [Collated] to select 'ON'. ➤ Press [Enter] to save the selection.
<p>1 - 2 - Sided Copy</p> <ul style="list-style-type: none"> • <i>Use to produce 2 sided copy output.</i> 	OFF	<p>Use to switch off 2-Sided copying.</p>	<ul style="list-style-type: none"> ➤ Press [1 - 2 - Sided Copy] repeatedly until the required setting displays.
	Long Edge	<p>Produces copies with the binding orientation along the long edge of the paper.</p>	<ul style="list-style-type: none"> ➤ Press [Enter] to save the selection. ➤ Scan 1 - 2 Sided originals using the <i>ADF</i> or the <i>Document Glass</i>.
	Short Edge	<p>Produces copies with the binding orientation along the short edge of the paper.</p>	<ul style="list-style-type: none"> ➤ To scan 2 - 2 Sided originals use the <i>Document Glass</i>. Scan side 1 and when prompted, turn over 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].

Resetting the Copy Features

Use the following instructions to return the *Copy* feature selections back to the default settings:

- Press [Clear/Clear All] twice.
- When the machine has reset the *Copy* features, 'READY TO COPY' displays.



5 Paper and Other Media

- Loading Paper 5-2
- Media Specifications 5-8

Loading Paper

Preparing paper for loading

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

- To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.

Using the Paper Cassette

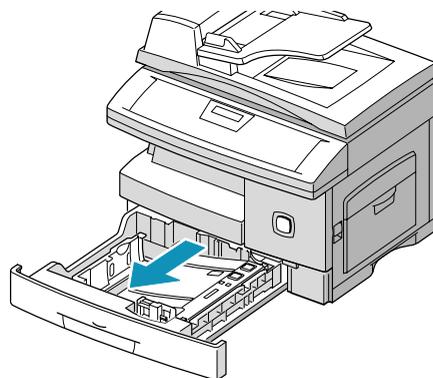
Loading the Paper Cassette

Using the instructions provided, load paper into the *WorkCentre M15/M15i*. The paper cassette can hold a maximum of 550 sheets of 80 g/m² (20 lb) plain paper.

① 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

- Pull open the paper cassette.



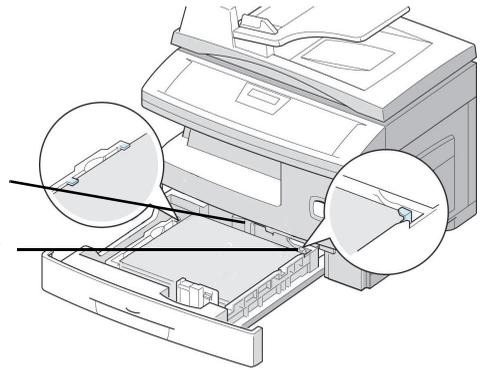
5

- Ensure that the paper is positioned under the snubber.

Do not fill above the *Maximum Fill Line*.

Max Fill Line

Snubber

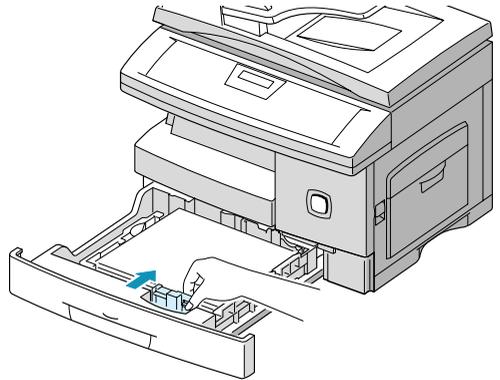


6

- 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.

- Close the paper cassette.



Using the Bypass Tray

The bypass tray is located on the right side of the product. It can be closed when not in use, making the product more compact. Use the *Bypass Tray* to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper cassette.

Acceptable print media is plain paper with sizes ranging from 98 x 148 mm (3.86 x 5.83 inch), to Legal size (216 x 356 mm / 8.5 x 14 inch) and weighing between 60 g/m² and 160 g/m² (16 lb and 43 lb).

-
- ① *When feeding media through the Bypass Tray the Paper Size option in System Data Settings must be set to the correct size. If feeding media smaller than A4/Letter, the setting can remain set at A4, Letter or Legal size. Refer to "System Data Settings" on page 9-3 for further information.*

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.

The following table summarizes the print media allowed the maximum stacking height for each paper type.

PAPER TYPE	MAXIMUM STACKING HEIGHT
Plain/Bond/Colored and Pre-printed Paper	100 sheets or 9 mm (0.35 inch)
Envelope	10 envelopes or 9 mm (0.35 inch)
Transparency	30 sheets or 9 mm (0.35 inch)
Label	10 sheets or 9 mm (0.35 inch)
Cardstock	10 sheets or 9 mm (0.35 inch)

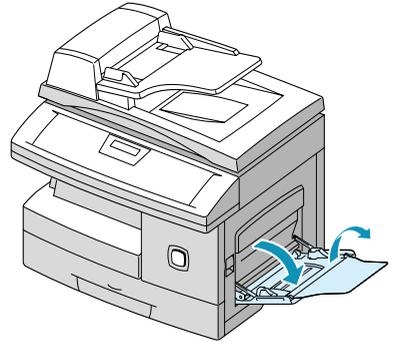
-
- ① *The height is measured with the stack of sheets laid, without being touched by hands, on a flat surface.*
-

Loading the Bypass Tray

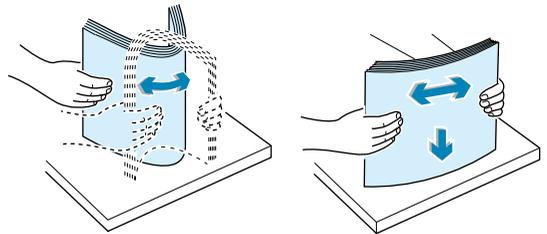
1

- Remove any curl on postcards, envelopes, and labels before loading them into the Bypass Tray.

- Lower the *Bypass Tray*, located on the right side of the product.
- Unfold the paper support extension.

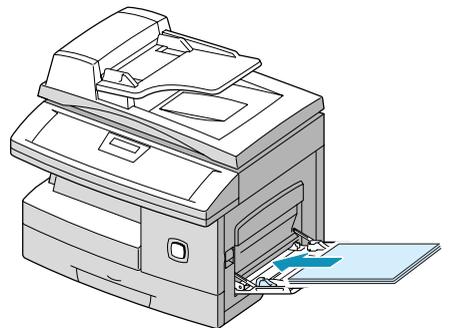
**2**

- Prepare a stack of paper or envelopes for loading by flexing or fanning them back and forth. Straighten the edges on a level surface.

**3**

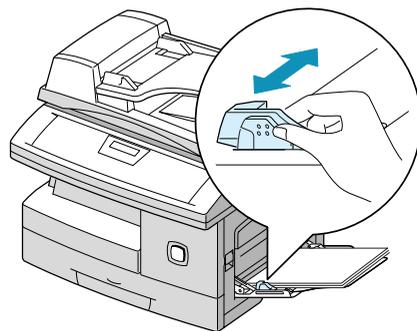
- Hold transparencies by the edges and avoid touching the print side.

- Load the print material with the print side facing down and against the right edge of the tray.



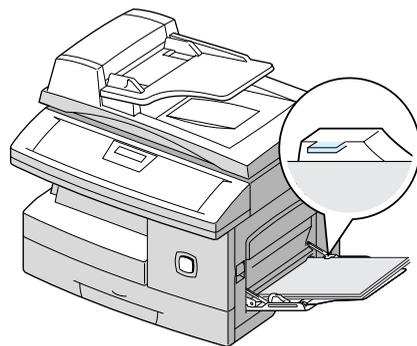
4

- Adjust the paper guide to the width of the stack of print material.

**5**

- Ensure the stack height is within specification.
- If copying, press [Paper Supply] on the control panel until 'BYPASS' displays, then press [Enter].
- Select the 'PAPER TYPE' being loaded using the ◀ or ▶ navigation keys and press [Enter].

If printing, select the correct paper source from the software application.



Media Specifications

Media Sizes and Types

The table below identifies the media sizes which can be used in the *Paper Cassette* and *Bypass Tray*, and the capacities which can be loaded.

MEDIA SIZE	INPUT SOURCE CAPACITY ^a			
	Paper Cassette		Bypass Tray	
Plain paper				
Letter (8.5 x 11 inch)	YES	550	YES	100
Legal (8.5 x 14 inch)	YES	550	YES	100
Executive (7.25 x 10.5 inch)	NO	0	YES	100
A4 (210 x 297 mm)	YES	550	YES	100
B5 (182 x 257 mm)	NO	0	YES	100
A5 (148 x 210 mm)	NO	0	YES	100
Envelopes				
No. 9 (8.5 x 11 inch)	NO	0	YES	10
No. 10 (8.5 x 14 inch)	NO	0	YES	10
C5 (6.38 x 9.37 inch)	NO	0	YES	10
DL (110 x 220 mm)	NO	0	YES	10
Labels^b				
Letter (8.5 x 11 inch)	NO	0	YES	10
A4 (210 x 297 mm)	NO	0	YES	10
Transparency films^b				
Letter (8.5 x 11 inch)	NO	0	YES	30
A4 (210 x 297 mm)	NO	0	YES	30
Card stocks^b				
A6 (105 x 148.5)	NO	0	YES	10
Post Card (4 x 6 inch)	NO	0	YES	10
Hagaki (5.83 x 8.27 inch)	NO	0	YES	10

- ① a. Depending on paper thickness, maximum capacity may be reduced.
 b. Feed one sheet at a time through the Bypass Tray if jams occur.

Media Guidelines

- Always use high-quality, laser printer grade paper in the *WorkCentre M15/M15i*.
- Damaged, curled, or damp paper can cause jams and image quality problems. Follow these simple rules to store paper:
 - Store paper in dry conditions, away from extreme heat or cold, such as radiators or open windows.
 - During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating the paper.
 - Store paper flat on a shelf or pallet above floor level.
 - Leave the paper wrapped and boxed until ready to be used.
 - Re-wrap partly used packages of paper.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough.
- Always use paper and other media that conform with specifications.
- Follow these guidelines for envelope printing:
 - Use only well-constructed envelopes with sharp, well creased folds.
 - DO NOT use envelopes with clasps and snaps.
 - DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials

Special Media Guidelines

Ensure instructions provided with the special paper are read and carried out. These guidelines provide important information regarding how to achieve the highest print quality with special papers.

- It is recommended that special paper types are fed one sheet at a time.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheets sticking together, remove them from the exit tray as they are printed.
- Place transparencies on a flat surface after removing them from the product.
- Do not leave transparencies in the paper cassette for long periods of time. Dust and dirt may accumulate on the surface resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparency film and coated paper carefully.
- To avoid fading, do not expose printed transparencies to prolonged sunlight.
- Store unused media at temperatures between 15 to 30 degrees centigrade (59 and 86 degrees fahrenheit). The relative humidity should be between 10% and 70%.
- Verify that the labels' adhesive material can tolerate a fusing temperature of 200°C (392°F) for 0.1 second.
- Ensure there is no exposed adhesive material between the labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to product components.
- Do not feed a sheet of labels through the product more than once. The adhesive backing is designed for one pass through the product.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

6 Fax (M15i Only)

- Faxing Procedure 6-2
- Fax Features 6-6
- Advanced Fax Features 6-8
- Fax Job Management 6-11
- Dialing Methods 6-14
- Receiving a Fax 6-19
- Fax Reports 6-24

Faxing Procedure

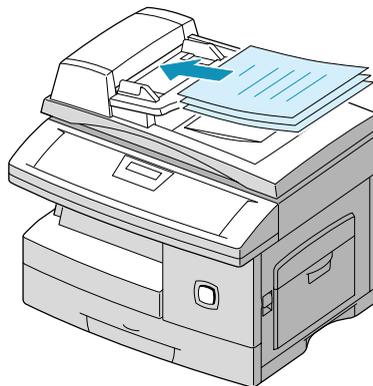
1 Load the Originals

Automatic Document Feeder (ADF):

- Remove all staples and paper clips prior to loading.
- Adjust the sliding document guides to the size required.
- Insert the originals neatly into the *Automatic Document Feeder (ADF)*, face up.

The first page should be on top with the headings towards the back or left of the machine.

- Align the stack with the left and rear edges of the tray. Adjust the guides to just touch the edges of the originals.



① 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.

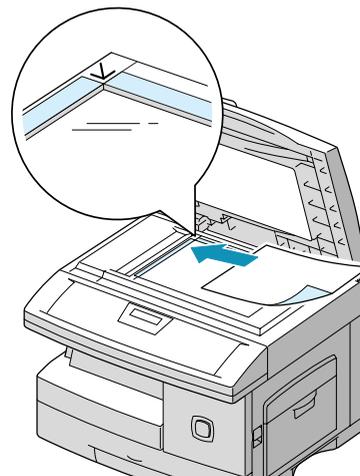
Document Glass:

- Ensure no documents are loaded in the ADF when using the Document Glass.

- 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.

- Lower the ADF or cover.

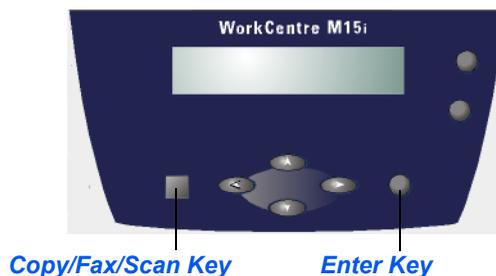


- On completion of the job, ensure the ADF is closed.

2

Select the Copy/Fax/Scan key

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



3 Select the Fax Features

- Only those features relevant to the machine configuration will be available.

- To select a Fax feature, press the feature key required on the Control Panel.

The current setting for the selected feature will be displayed.

- Press the key repeatedly until the setting required is displayed.
- When the correct setting is displayed, press [Enter] to save the selection.



Fax Features

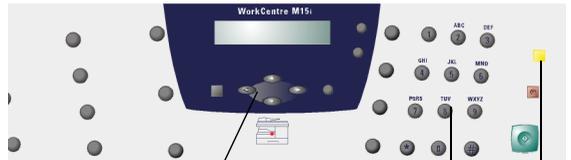
i For a more detailed explanation of the Fax features available, refer to "Fax Features" on page 6-6:

4 Enter the Fax Number

- There are several methods available for entering the remote fax number, for more information refer to "Dialing Methods" on page 6-14.

- Use the Numeric Keypad to enter the telephone number of the remote fax machine.
- If an incorrect number is entered, use the navigation keys to select the incorrect number and then press the correct number.

Pressing the [Clear/Clear All] key will delete the entire fax number entered.



Numeric Keypad

Navigation Keys

Clear/Clear All Key

5

Press Start

- Press [Start] to begin scanning.
- If scanning originals using the *Document Glass*, use the navigation keys to select whether another original requires scanning. Select [YES] to scan another page.
- When all the originals have been scanned, use the ▼ key to select [NO] and press [Enter].

Faxing commences and the fax is sent.



Fax Features

There are 4 standard *Fax* features available. These features can be selected using the feature keys located on the *Control Panel*:



Feature Description

FEATURE	OPTIONS		TO SELECT....
Resolution <ul style="list-style-type: none"> Use to increase sharpness and clarity. 	Standard	Use for documents with normal sized characters.	<ul style="list-style-type: none"> Press [Resolution] to display the current setting. Press [Resolution] repeatedly to scroll through the choices. When the correct setting displays, press [Enter] to save the selection.
	Fine	Use for documents containing small characters or thin lines. Also used when sending a color fax.	
	Super Fine	Use for documents containing extremely fine detail. This is available only if the remote machine also supports <i>Super Fine</i> resolution.	
Scan Options <ul style="list-style-type: none"> If the remote machine has color capability, documents can be sent in color. 	B&W	Use for non-color documents.	<ul style="list-style-type: none"> Press [Scan Options] to display the current setting. Press [Scan Options] repeatedly to scroll through the choices. When the correct setting displays, press [Enter] to save the selection.
	Color	Use for color documents. <ul style="list-style-type: none"> Ensure the Resolution is set to FINE when sending a color fax. 	

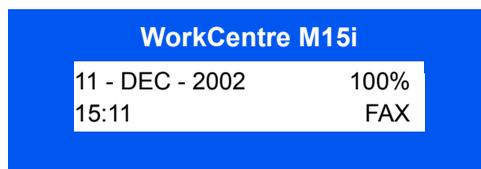
Original Type <ul style="list-style-type: none"> Use to select the type of document being scanned. 	Text	Use for documents containing mostly text.	➤ Press [Original Type] to display the current setting.
	Mixed	Use for documents with mixed text and graphics.	➤ Press [Original Type] repeatedly until the required setting displays.
	Photo	Use for photographs.	➤ Press [Enter] to save the selection.
Lighten/Darken <ul style="list-style-type: none"> Use to adjust the contrast for a document containing faint or dark images and to reduce background. 	Manual	There are 5 contrast settings available.	➤ Press [Lighten/Darken] repeatedly until 'MANUAL' displays and press [Enter]. ➤ Each time the key is pressed the selection block on the LCD moves to the left or right. As the selection block moves to the right the contrast becomes darker. ➤ Press [Enter] to save the selection.

Resetting the Fax Features

Use the following instructions to return the Fax feature selections back to the default settings:

- Press [Clear/Clear All] twice.

The LCD displays the date and time and FAX.



Advanced Fax Features

There are a number of advanced Fax features available on the *WorkCentre M15i*. The table below identifies the advanced features available, the options for each feature and how to select the feature.

Feature Description

FEATURE	TO SELECT....
<p>Delay Send</p> <ul style="list-style-type: none"> ● Use to send a fax at a specified time. 	<ul style="list-style-type: none"> ➤ Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. ➤ Program the features required for the job. ➤ Press [Menu/Exit] and press ▼ or ▲ until 'DELAY SEND' displays, then press [Enter]. ➤ Enter the number of the remote machine using the <i>Numeric Keypad</i> or the <i>Speed Dial</i> function. ➤ Press [Enter] to confirm the number. ➤ To send the fax to more than one location use the ◀ or ▶ navigation keys to select [1: YES] and press [Enter]. Enter the next fax number and press [Enter]. Continue entering fax numbers until all the destinations have been entered. ➤ To send to a single location or when the last destination has been entered select [2: NO] and press [Enter]. <p>The display requests a name for the <i>Delay Send</i>.</p> <ul style="list-style-type: none"> ➤ If a name is required, enter a name using the <i>Numeric Keypad</i> and press [Enter]. <p>The display shows the current time and requests a start time for the fax.</p> <ul style="list-style-type: none"> ➤ Enter the time using the <i>Numeric Keypad</i>. ➤ If available, select AM or PM for 12-hour format using the ▼ or ▲ keys. Press [Enter] to confirm the start time. <p>The originals are scanned into memory and stored ready for transmission at the specified time. The display shows the memory % available and the number of pages scanned.</p>

<p>Priority Send</p> <ul style="list-style-type: none"> • Use to transmit high priority documents ahead of reserved operations. 	<ul style="list-style-type: none"> ➤ Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. ➤ Program the features required for the job. ➤ Press [Menu/Exit] and press ▼ or ▲ until 'PRIORITY SEND' displays, then press [Enter]. ➤ Enter the number of the remote machine using the <i>Numeric Keypad</i> or the <i>Speed Dial</i> function. ➤ Press [Enter] to confirm the number. ➤ If a name is required, enter a name for the job using the <i>Numeric Keypad</i> and press [Enter]. <p>The originals are scanned into memory before transmission. The display shows the memory % available and the number of pages scanned.</p> <p>The document will be transmitted when the current operation is concluded. If a broadcast operation is in progress, the <i>Priority Send</i> will be sent between transmissions or redial attempts.</p>
<p>TX Poll</p> <ul style="list-style-type: none"> • Use to allow another fax machine to retrieve documents from the <i>WorkCentre M15i</i>. 	<ul style="list-style-type: none"> ➤ Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. ➤ Program the features required for the job. ➤ Press [Menu/Exit] and press ▼ or ▲ until 'POLLING' displays, then press [Enter]. ➤ Press ▼ or ▲ until 'TX POLL' displays, then press [Enter]. <p>The display requests a 4 digit poll code. The poll code is preset to 0000 at the factory, which represents no poll code. If a poll code is entered, the person retrieving the documents will need to enter the same poll code at the remote machine to gain access to the stored documents at the <i>WorkCentre M15i</i>.</p> <ul style="list-style-type: none"> ➤ To use a poll code enter a 4 digit code, then press [Enter]. ➤ If a poll code is not required, ensure the display shows 0000 and press [Enter]. <p>If access to the document is required by more than one remote machine, it can be stored in the <i>Bulletin Board</i> memory. This allows the document to be retrieved more than once without being deleted. If it is not stored in the <i>Bulletin Board</i> memory, it will be erased automatically after being retrieved by one machine.</p> <ul style="list-style-type: none"> ➤ Using the ◀ or ▶ key, select 'ON' to store the document in the <i>Bulletin Board</i> memory or 'OFF' to store the document in standard memory. ➤ Press [Enter]. The originals are scanned and stored in memory ready for polling. The display shows the memory % available and the number of pages stored.

Delay RX Poll

- Use to retrieve documents from another fax machine immediately or at a specified time.

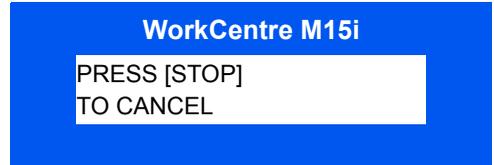
- Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter].
- Press [Menu/Exit] and press ▼ or ▲ until 'POLLING' displays, then press [Enter].
- Press ▼ or ▲ until 'DELAY RX POLL' displays, then press [Enter].
The display requests the number of the remote machine being polled.
- Enter the number of the remote machine using the *Numeric Keypad* or the *Speed Dial* function.
- Press [Enter] to confirm the number.
The display shows the current time and requests a time for the polling to commence.
- Enter the time using the *Numeric Keypad*.
- If available, select AM or PM for 12-hour format using the ▼ or ▲ keys. If a time is set earlier than the current time, the polling will commence at that time the next day.
To commence the polling activity immediately, press [Enter] with the current time displayed.
- Press [Enter] to confirm the start time.
- The display requests a 4 digit poll code. If the remote machine has been secured with a poll code the code must be entered here. If no code is required, enter 0000 which represents no poll code. Then press [Enter].
If an immediate poll is required, the machine dials the remote machine and retrieves the document. If a time has been set, the machine dials the remote machine at the specified time to retrieve the document.

Fax Job Management

Canceling a Fax

- Press [Stop] at any time during the transmission.
- To confirm the cancellation, press [Stop] again.

The Fax transmission is cancelled.



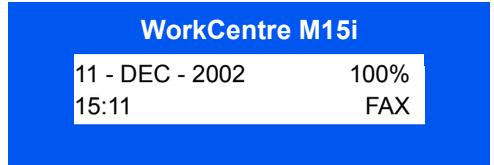
Confirming a Transmission

- For a list and description of error messages, refer to "LCD Error Messages" on page 11-13.

When the last page of the document has been sent successfully, the machine beeps and returns to Standby mode.

If an error occurs during transmission, an error message displays.

- If an error message is received, press [Stop] to clear the message and send the document again.



① The machine can be set to print a Confirmation Report automatically after each transmission, refer to page "Fax Reports" on page 6-24 for details

Monitoring Dual Job Status

The *WorkCentre M15i* can perform two functions simultaneously.

- When the machine performs dual tasks, press [Job Status] to view the current status of the other operation.

Each time [Job Status] is pressed, the status of the two operations displays alternately.



Job Status

Adding to or Cancelling a Scheduled Operation

A Delay Send, Priority Send, Group Send and the polling functions are all scheduled operations. To add to a scheduled operation or cancel a scheduled operation use the following instructions:

- If adding to a scheduled operation, load the originals.
- Ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter].
- Press [Menu/Exit]. 'SYSTEM DATA' displays.
- Press ▼ or ▲ until 'ADD/CANCEL' displays, then press [Enter].
- Press ▼ or ▲ to select 'CANCEL' or 'ADD', then press [Enter].

Information for the last job stored in memory displays.

- Press ▼ or ▲ until the required operation displays, then press [Enter].

If cancelling an operation a confirmation message displays.

If adding to an operation the total pages scanned and the number of pages added displays.

WorkCentre M15i

ADD/CANCEL
[OPERATION...]

WorkCentre M15i

ARE YOU SURE?
1:YES 2:NO

WorkCentre M15i

TOTAL PAGES = 006
ADDED PAGES = 002

Dialing Methods

There are several dialing methods available on the *WorkCentre M15i*.

Method Description

DIALING METHOD	OPTIONS	INSTRUCTIONS
<p>Keypad Dialing</p> <ul style="list-style-type: none"> • Use when entering the remote fax number using the <i>Numeric Keypad</i>. 		<ul style="list-style-type: none"> ➤ Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. ➤ Use the <i>Numeric Keypad</i> to enter the telephone number of the remote fax machine. ➤ Press [Start] or [Enter] to send the fax.

<p>Speed Dialing</p> <ul style="list-style-type: none"> Use to store regularly used fax numbers which are then accessed using a 1 or 2 digit Speed Dial number. 	<p>Storing a number</p>	<p>Up to 80 numbers can be stored in <i>Speed Dial</i> locations 1-80.</p>	<ul style="list-style-type: none"> ➤ Ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. ➤ Press and hold [Speed Dial] for 2 seconds. ➤ Enter a <i>Speed Dial</i> number (1 - 80) using the <i>Numeric Keypad</i>, then press [Enter]. ➤ If a number is already stored in the location entered, the number displays. ➤ Enter the fax number to be stored, then press [Enter]. ➤ If required, enter a name using the <i>Numeric Keypad</i> then press [Enter]. If a name is not required, press [Enter]. ➤ To store more telephone numbers repeat the procedure. ➤ To return to Standby mode press [Menu/Exit].
	<p>Using Speed Dialing</p>	<p>Use to select a <i>Speed Dial</i> number already setup.</p>	<ul style="list-style-type: none"> ➤ Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. ➤ Program the features required for the job. ➤ Press [Speed Dial] and enter the 1 or 2 digit <i>Speed Dial</i> number. ➤ Press [Enter].

<p>Group Dialing</p> <ul style="list-style-type: none"> • Use to assign multiple Speed Dial numbers to a single Group number for broadcast transmissions. 	<p>Assigning numbers to a Group</p>	<p>Use to setup a Group using multiple Speed Dial numbers.</p>	<ul style="list-style-type: none"> ➤ Ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. ➤ Press [Menu/Exit]. 'SYSTEM DATA' displays. ➤ Press ▼ or ▲ until 'GROUP DIAL' displays, then press [Enter]. ➤ Press [Enter] to select 'NEW'. ➤ Enter a <i>Group</i> number from <i>Speed Dial</i> locations 1 - 80 and press [Enter]. <p>If the <i>Group Dial</i> number is already used, 'NO. IS REGISTERED' displays and another number must be entered.</p> <ul style="list-style-type: none"> ➤ The display requests a <i>Speed Dial</i> number. Enter the <i>Speed Dial</i> number to be included in the <i>Group Dial</i> and press [Enter]. <p>The <i>Speed Dial</i> number, fax number and name displays.</p> <ul style="list-style-type: none"> ➤ Press [Enter]. ➤ Repeat the procedure to enter all the <i>Speed Dial</i> numbers required for inclusion in the <i>Group</i>. ➤ Press [Menu/Exit] when all the numbers have been entered. ➤ The displays requests an ID for the <i>Group Dial</i>. If required, enter a name for the <i>Group</i> and press [Enter]. ➤ If a name is not required, press [Enter]. ➤ To setup another <i>Group Dial</i>, repeat the procedure. To exit press [Menu/Exit].
---	--	--	---

	<p>Editing Group Dial numbers</p>	<p>Use to add numbers to or delete numbers from a <i>Group Dial</i>. Also use to change the <i>Group Name</i>.</p>	<ul style="list-style-type: none"> ➤ Ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. ➤ Press [Menu/Exit]. 'SYSTEM DATA' displays. ➤ Press ▼ or ▲ until 'GROUP DIAL' displays, then press [Enter]. ➤ Press ▼ or ▲ until 'EDIT' displays, then press [Enter]. ➤ Enter the <i>Group</i> number requiring editing, then press [Enter]. <p>The display requests a <i>Speed Dial</i> number.</p> <ul style="list-style-type: none"> ➤ Enter the <i>Speed Dial</i> number to be deleted or added and press [Enter]. ➤ If the <i>Speed Dial</i> number entered is already in the group the 'DELETE'? option displays, if it is not already in the group the 'ADD' option displays. ➤ Press [Enter]. ➤ Repeat the procedure to add or delete <i>Speed Dial</i> numbers as required. Press [Menu/Exit] when editing is complete. ➤ The <i>Group Name</i> displays. To change the <i>Group Name</i> enter the new name using the <i>Numeric Keypad</i> then press [Enter]. ➤ To edit another <i>Group Dial</i>, repeat the procedure. To exit press [Menu/Exit].
	<p>Using Group Dialing</p>	<p>Use to send the same originals to multiple recipients using <i>Group Dial</i>.</p>	<ul style="list-style-type: none"> ➤ Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. ➤ Program the features required for the job. ➤ Press [Speed Dial] and enter the <i>Group Dial</i> number. ➤ Press [Enter]. The <i>Group ID</i> displays. <p>Only one <i>Group Dial</i> number can be used for each transmission.</p> <p>The machine scans the originals automatically into memory. The machine dials each number in the <i>Group</i> and sends the fax to each location.</p>

<p>Manual group dialing</p> <ul style="list-style-type: none"> Use to manually program a broadcast send to multiple destinations. 	<p>Manual Group</p>	<p>Select to manually enter multiple destinations for a fax job.</p>	<ul style="list-style-type: none"> Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. Press [Manual Group]. The display requests a destination fax number. Enter the first fax number and press [Enter]. 'ANOTHER NO.?' displays. Select [1. YES] to add another number and press [Enter]. Repeat the procedure until all numbers have been entered. Then select [2. NO] and press [Enter]. The originals are scanned and faxed to the destinations entered.
<p>Manual Dialing</p> <ul style="list-style-type: none"> Use to dial the fax number with the telephone line open. 	<p>Manual Dial</p>	<p>Use to dial the fax number while the telephone line is open.</p>	<ul style="list-style-type: none"> Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. Press [Manual Dial]. The dial tone is audible and the LCD displays 'PHONE'. Dial the fax number. When the fax tone is heard, press [Start] to begin faxing.
<p>Redial</p> <ul style="list-style-type: none"> Numbers which have already been entered recently can be quickly accessed using the Redial function. 	<p>Redial Last Number</p>	<p>Use to automatically redial the last number called.</p>	<ul style="list-style-type: none"> Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. Press [Redial/Pause]. The last number is automatically dialed and the originals are scanned and faxed.
	<p>Search Redial Memory</p>	<p>Use to select a previously dialed number from the Redial Memory.</p>	<ul style="list-style-type: none"> Load the originals and ensure the LCD displays FAX. If not, press the [Copy/Fax/Scan] key until 'FAX MODE' displays and press [Enter]. Press [Redial/Pause] for 2 seconds. The Redial Memory in the machine retains the last 10 numbers dialed. Press ▼ or ▲ until the required number displays and press [Enter]. The originals are scanned and faxed.

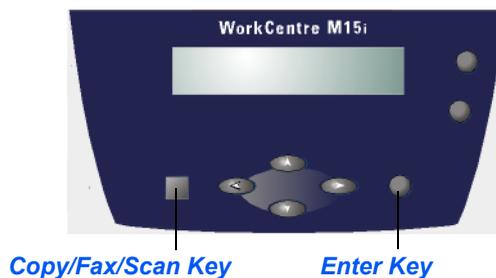
Receiving a Fax

Receive Modes

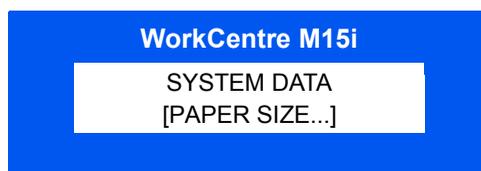
RECEIVE MODES	DESCRIPTION
TEL <ul style="list-style-type: none">In TEL mode automatic fax answering and reception is switched off.	<p>In this mode, automatic fax answering and reception is switched off. To receive a fax manually, pick up the external phone handset or press <i>Manual Dial</i> to accept the call.</p> <p>The voice or fax tone from the incoming call can be heard. Press [Start] and replace the handset to receive the fax.</p> <hr/> <p>NOTE: The machine must be in FAX mode for the Manual Dial button to be active.</p> <hr/>
FAX <ul style="list-style-type: none">In FAX mode the machine answers a incoming call and automatically receives the fax.	<p>In this mode, the machine automatically answers an incoming call and immediately switches to fax receive mode.</p>
TEL/FAX <ul style="list-style-type: none">In TEL/FAX mode the machine answers the incoming call automatically and identifies whether a fax is being received.	<p>In this mode, the machine answers the incoming call. If a fax signal is not detected the ring tone is activated. To answer the call, press [Start] and then lift the handset. If the call is not answered, the machine will switch to automatic fax reception mode.</p>
ANS/FAX <ul style="list-style-type: none">In ANS/FAX mode if a fax tone is detected the machine automatically switches to FAX mode.	<p>Use this mode if connecting a telephone answering machine to the <i>WorkCentre M15i</i>. If the machine detects a fax tone, it automatically switches to FAX mode.</p>

Setting the Receive Mode

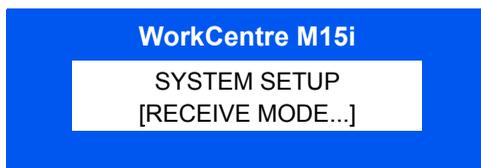
- 1
 - Ensure 'FAX' displays.
 - If not, press the [Copy/Fax/Scan] key repeatedly until 'FAX MODE' displays and press [Enter].



- 2
 - Press [Menu/Exit]. 'SYSTEM DATA' displays.



- 3
 - Press ▼ or ▲ until 'SYSTEM SETUP' displays, then press [Enter].
 - Press ◀ or ▶ to select the required receive mode.
 - Press [Enter] to save the setting.
 - Press [Menu/Exit] to save and exit.

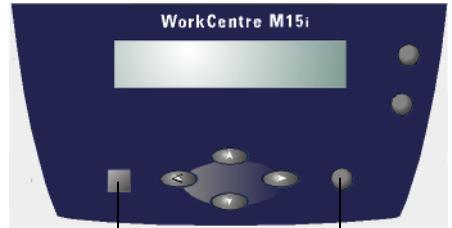


Secure Receive

When this option is enabled, all faxes are received into memory. The faxes can only be printed by entering a secure passcode. This feature is useful if confidential documents are regularly received or if the fax machine is not monitored on a regular basis.

Enabling Secure Receive

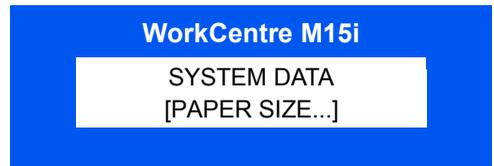
- 1** ➤ Ensure 'FAX' displays.
- If not, press the [Copy/Fax/Scan] key repeatedly until 'FAX MODE' displays and press [Enter].



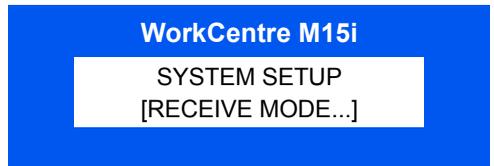
Copy/Fax/Scan Key

Enter Key

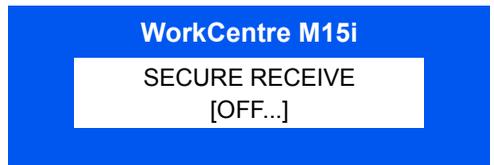
- 2** ➤ Press [Menu/Exit]. 'SYSTEM DATA' displays.



- 3** ➤ Press ▼ or ▲ until 'SYSTEM SETUP' displays, then press [Enter].



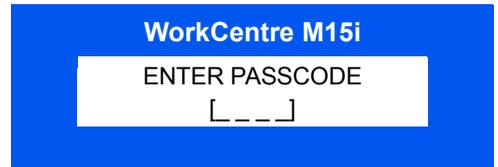
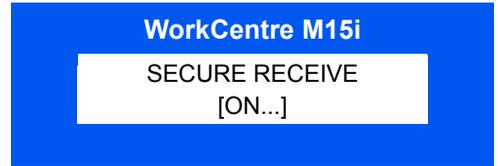
- 4** ➤ Press ▼ or ▲ until 'SECURE RECEIVE' displays.



5

- The passcode must also be entered to switch off **SECURE RECEIVE**.

- To enable *Secure Receive* press ◀ or ▶ to select 'ON' and press [Enter].
- Enter a 4 digit passcode and press [Enter].
- Enter the passcode again to confirm the code and press [Enter].
- To operate *Secure Receive* without using a passcode, select [Enter] without entering a passcode.
- Press [Menu/Exit] to save and exit.



Printing Secure Faxes

1

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

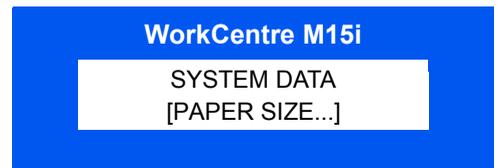


Copy/Fax/Scan Key

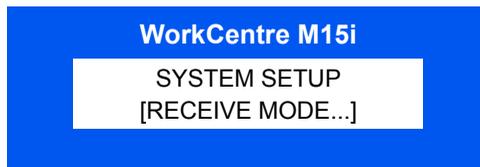
Enter Key

2

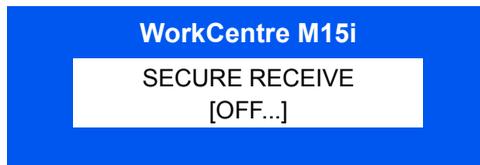
- Press [Menu/Exit]. 'SYSTEM DATA' displays.



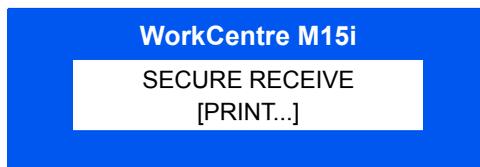
- 3**
- Press ▼ or ▲ until 'SYSTEM SETUP' displays, then press [Enter].



- 4**
- Press ▼ or ▲ until 'SECURE RECEIVE' displays.



- 5**
- To print the received faxes press ◀ or ▶ to select PRINT and press [Enter].
 - If required, enter the 4 digit passcode and press [Enter].



The faxes are printed.

Fax Reports

Various Reports and Lists are available to assist in confirming and monitoring fax activity. Reports can be set up to include specific information, or to print automatically.

Reports Available

REPORT	DESCRIPTION
Message confirmation	<p>This report shows the fax number, the number of pages, elapsed time of the operation, the communication mode and the communication results.</p> <p>There are 3 setup options for printing this report:</p> <ul style="list-style-type: none"> ON Prints the report after each transmission automatically. ERR Prints the report only if an error occurs. OFF No report is printed automatically. Can be printed if selected manually.
Schedule Job Information	This list identifies the documents currently stored for <i>Delay Send</i> , <i>Priority Send</i> , <i>Group Dial</i> and <i>TX Poll</i> operations. This list shows the starting time and type of operation.
Phonebook List	This list contains all the numbers currently stored in the machine's memory as <i>Speed Dial</i> and <i>Group Dial</i> numbers.
Transmission Journal	This report contains information about recent transmission activities.
Reception Journal	This report contains information about recent reception activities.
Multi-Communication Report	This report is printed automatically after sending documents to more than one location.

Printing a Report

- Press [Reports]. 'MSG. CONFIRM' displays.
- Press [Reports] repeatedly until the required report displays, then press [Enter].

The select report is printed.



7 Print

- Printing Procedure 7-2
- Printing Options 7-4

Printing Procedure

Use this procedure to create and print a document using a Windows application on a PC. The steps provided should be used as a guide and may vary depending on the application being used.

- For further information, refer to the documentation provided with the software application.

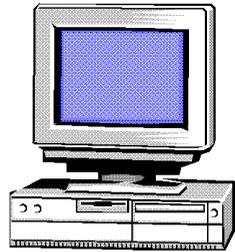
Prior to printing from a PC, ensure the *WorkCentre M15/M15i* is connected to the computer correctly. *Printer Driver* software must be loaded on the PC to enable printing.

The *WorkCentre M15/M15i* should be powered on and paper loaded in one of the paper trays.

1

Create or Open the Document

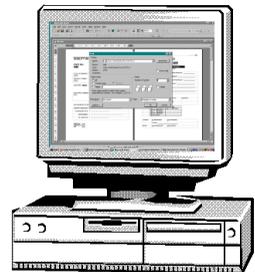
- Open the application required for the document.
- Select an existing document or create a new document.



2

Select Print Options

- Select [Print] from the [File] menu.
- Ensure the *WorkCentre 15 Series* is selected as the default printer.
- Select [Properties] or [Setup] and change the settings required.
- Select [OK] to close the properties dialog box.



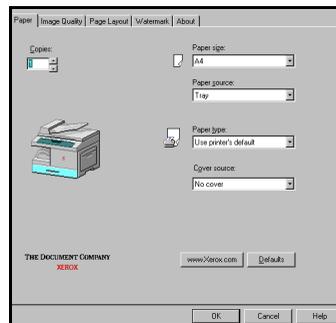
- For information on the Printer Settings available, refer to page "Printing Options" on page 7-4.

3

Select OK to Print

- To accept the programming selections and send the job to *Print*, select [OK].

The job is sent to the *WorkCentre M15/M15i* for printing.



Print **Printing Options**

The *WorkCentre M15/M15i* can be used with all the Windows 95/98/2000/Me/XP and Windows NT 4.0 applications. Ensure the *WorkCentre 15 Series* has been set as the default printer for all operations.

Windows software applications allow changes to be made to the printer settings prior to printing. This includes options such as paper size, paper orientation and margin settings. Selections made in the application usually override settings selected in the printer driver.

Accessing Printer Settings

Windows 95/98/Me

- Select the *File > Print > Properties* or *File > Page Setup* command from within any Windows application.

Or

- Select the *Xerox WorkCentre* printer from the *Printers* folder, then select *File > Properties* (or select the printer icon in the *Printers* folder, and click the right mouse button).

Windows NT 4.0

- Select the *File > Print > Properties* or *File > Page Setup* command from within any Windows application.

Or

- Select the *Xerox WorkCentre* printer from the *Printers* folder, click the right mouse button, then select *Document Defaults* from the drop-down list.

Windows 2000/XP

- Select the *File > Print* or *File > Page Setup* command from within any Windows application.

Or

- Select the *Xerox WorkCentre* printer from the *Printers* folder, click the right mouse button, then select *Printing Preferences* from the drop-down list.

Print **Printer Properties Tabs**

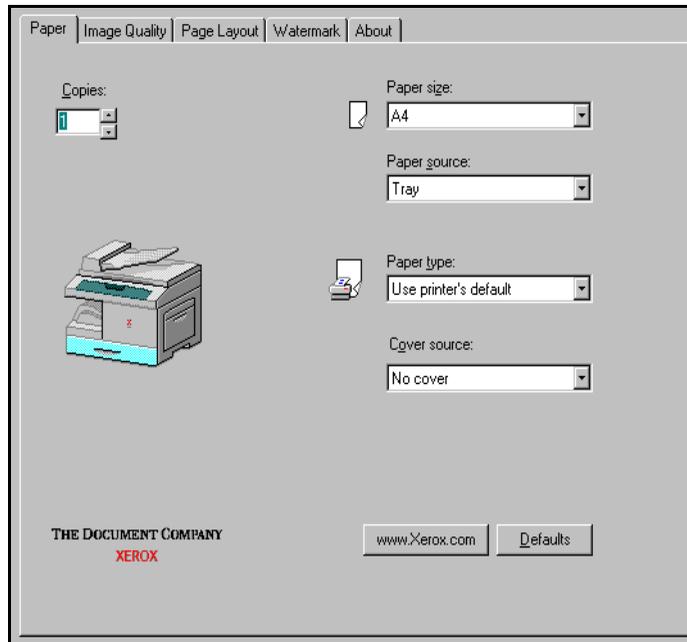
When the *Printer Properties* are displayed, the print job settings can be reviewed and changed. The *Properties* window consists of 5 tabs:

- **Paper**
- **Image Quality**
- **Page Layout**
- **Watermark**
- **About**

If the *Printer Properties* are accessed through the *Printers* folder, additional Windows-based tabs are available.

- *For information on the Windows-based tabs, refer to documentation provided with Windows.*

For details on the printer settings available on each tab, please refer to the printer driver on-line *Help*.



NOTE: *If the Printer Properties are accessed through the Printers folder, any settings made will become the default settings for the printer. Settings made when the Printer Properties are accessed through an application File menu and **Print** or **Page Setup** will remain active until the application being used is closed.*

Control Options

There are a number of options which appear on all of the printer driver screens:

OPTION	DESCRIPTION
OK	Saves all the new settings and closes the driver or dialog. These new settings remain in effect until changed.
Cancel	Closes the dialog and returns all settings in the tabs to the values that were in place before the dialog was opened. Any changes made are lost.
Apply	Saves all the changes made without closing the driver.
Defaults	Resets the current tab and all its settings to the system default values. The action of this button applies only to the current tab. All other tabs remain unchanged.
Help	<p>Select <i>Help</i> in the bottom right of the printer driver screen or press [F1] on the PC keyboard for information on the displayed printer driver screen.</p> <p>If the tip of the mouse pointer is rested on top of a control, Microsoft Windows will display a brief <i>Help Tip</i> about that control. If the right mouse button selects a control, the <i>Help</i> system provides more detailed information.</p>

8 Scan (*M15i Only*)

- TWAIN Scanner Program 8-2
- Scanning Procedure 8-3

TWAIN Scanner Program

The *WorkCentre M15i TWAIN Scanner* program is used to scan images, graphics, photographs, and printed text. Documents can be fed from the *Automatic Document Feeder (ADF)* or placed on the *Document Glass*.

There are two methods for scanning images from a PC, both of which require the installation of a scanner program. A simple *TWAIN Scanner* program is provided on the software CD provided with the machine. For installation instructions, please refer to "*Installing Software*" on page 2-16. The *TWAIN Scanner* settings are fully described in the *TWAIN Driver Help* program.

An alternative method for color scanning is to use *PaperPort*. *PaperPort* is an advanced software program that is provided with the WorkCentre M15i. This software allows users to convert scanned graphics and images into various "usable" formats.

Scanning Procedure

These instructions explain advanced scanning with a TWAIN compliant application program.

- Refer to the documentation provided by the application manufacturer to learn how to scan and access an image.

1

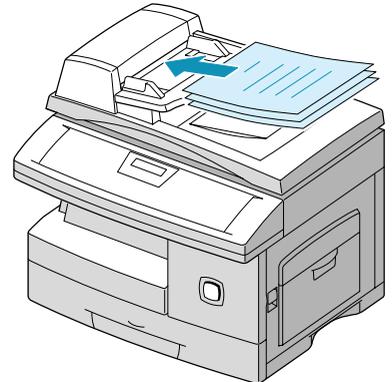
Load the Originals

Automatic Document Feeder (ADF):

- Remove all staples and paper clips prior to loading.
- Adjust the sliding document guides to the size required.
- 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.

- Align the stack with the left and rear edges of the tray. Adjust the guides to just touch the edges of the originals.

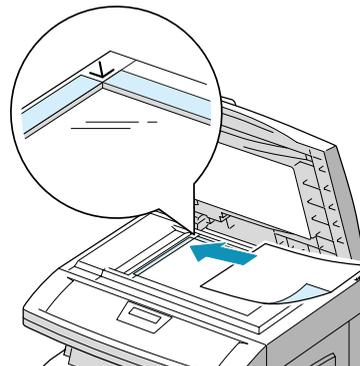


① Up to 30 sheets of 80 g/m² (20lb bond) paper can be loaded. Weight ranges from 45 - 105 g/m² (12.5 - 28lb). Sizes range from B5 to Legal (7" x 10" to 8.5" x 14"). Refer to "Scanner and Copier Specifications" on page 12-5 for full ADF specifications.

- When using the Document Glass, ensure there are no documents in the ADF. On completion of the job, ensure the Document Feeder is closed.

Document Glass:

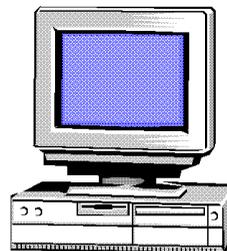
- Raise the ADF or cover and position the original face down on the Document Glass.
- Align with the registration arrow in the rear left corner.
- Lower the ADF or cover.



2

Run the Scan Application Program

- Start the scan application program being used to acquire the scanned image.
- Follow the instructions provided with the application program to scan the document and retrieve it at the PC.



-
- ① When using Paperport software to scan your job, the application will create a separate file for each scanned page of the job. These separate pages can then be merged within the Paperport application.
-

9 Machine Administration

- Setup Overview 9-2
- System Data Settings 9-3
- Setting the Language (M15 only) 9-7
- Setting the Language and Country (M15i only) 9-8
- Setting the Local ID and Name (M15i Only) 9-9
- Setting the Date and Time (M15i Only) 9-11
- System Setup Options 9-12
- Memory Clear 9-16
- Adjusting Speaker Volume (M15i Only) 9-17
- Reports 9-18
- ControlCentre 5.0 9-20

Setup Overview

There are various system settings which require setting up prior to using the *WorkCentre M15/M15i*. The system settings are accessed via the *Menu/Exit* key on the *Control Panel*. The following menus contain settings available for customizing:

- System Data
- System Setup

The machine can also be customised remotely at a PC or workstation using *ControlCentre 5.0*.

System Data Settings

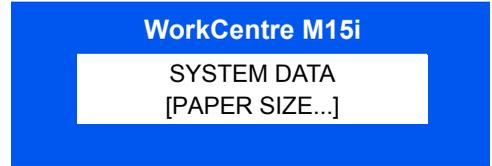
OPTION	SETTINGS	DESCRIPTION
Paper Size <ul style="list-style-type: none"> Use to set the default paper size for the cassette and bypass tray. 	Cassette Paper	Paper Size options are Letter, A4, or Legal (216 x 356 mm / 8.5 x 14 inch). <hr/> ⓘ <i>If feeding media smaller than A4/Letter through the bypass tray, the setting can remain set at A4, Letter or Legal size.</i> <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.</i>
	Bypass Paper	
Message Conf. <ul style="list-style-type: none"> Use to set the options for printing a transmission report. A transmission report provides detailed information about outgoing fax jobs. 	ON	Use to print a transmission report after each outgoing fax job.
	OFF	Use to switch off the transmission report feature.
	ERR	Use to print a transmission report for outgoing fax jobs which encounter errors.
Auto Journal <ul style="list-style-type: none"> Use to enable a report with detailed information about the previous 40 communications operations. 	ON	Set to ON to enable the <i>Auto Journal</i> report.
	OFF	Set to OFF to switch off the <i>Auto Journal</i> report.
Receive Code <ul style="list-style-type: none"> Use to setup up the code required to initiate fax reception from an extension phone plugged into the machine's EXT jack. 	[0 - 9] > *9*	The Rcv Code is preset to *9* at the factory. Settings range from 0 to 9. If the extension phone is answered and fax tones can be heard, enter the <i>Rcv Code</i> and press [Start].
Power Save <ul style="list-style-type: none"> Enables reduced power usage when the machine is idle. 	ON	Use to set the length of time the machine remains idle before switching to reduced power.
	OFF	Use to switch off the <i>Power Save</i> feature. The machine remains ready with a minimum warm-up time.

OPTION	SETTINGS	DESCRIPTION
ECM Mode <ul style="list-style-type: none"> • <i>Error Correction Mode(ECM) compensates for poor line quality.</i> 	ON	Use to switch on <i>ECM</i> for all transmissions. Transmission time may be increased when <i>ECM</i> is enabled.
	OFF	Use to switch off <i>ECM</i> .
RX Reduction <ul style="list-style-type: none"> • <i>When receiving a document as long or longer than the paper loaded in the machine, the size of the document is reduced to fit the paper size.</i> 	ON	If the document can not be reduced to fit onto one page, the document is divided and printed at actual size on two or more pages. With <i>Horizontal Reduction</i> enabled, the machine reduces an incoming document along the vertical axis only.
	OFF	
Discard Size <ul style="list-style-type: none"> • <i>When receiving a document as long as or longer than the paper in the machine, the fax machine can be set to discard any excess at the bottom of the page.</i> 	[00 - 30]	<p>If the <i>RX Reduction</i> feature is turned OFF or fails, and the received document is as long or longer than the paper selected, the machine will discard any excess image at the bottom of the page.</p> <p>If the received page is outside the discard margin set, it will print on two sheets of paper at the actual size.</p> <p>Margins can be set between 0 - 30mm (1.2")</p>
Redial Interval <ul style="list-style-type: none"> • <i>Sets the time between redials if a remote fax machine is busy.</i> 	[1 - 15]	Intervals from 1 to 15 minutes can be entered.
Redials <ul style="list-style-type: none"> • <i>Use to specify the number of redial attempts.</i> 	[0 - 13]	Redial attempts can be entered from 0 to 9.
Answer On Rings <ul style="list-style-type: none"> • <i>Use to specify the number of rings before answering an incoming call.</i> 	[1 - 7]	Between 1 and 7 rings can be set.
Send From Memory <ul style="list-style-type: none"> • <i>Sets all fax transmission documents to be automatically scanned into memory.</i> 	ON	With this option it is not necessary to wait until documents are sent before sending or storing other fax jobs.
	OFF	

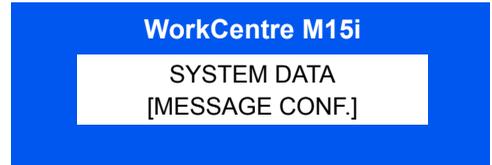
OPTION	SETTINGS	DESCRIPTION
Local ID <ul style="list-style-type: none">• Sets the page number, date and time of reception to automatically print at the bottom of each page of a received document.	ON	Set to ON to enable the page number and date and time of reception to be printed on each page of each received transmission.
	OFF	
Clock Mode <ul style="list-style-type: none">• Sets the format for the clock.	12 HOUR	The machine can be configured to display time using either a 12-hour or 24-hour format.
	24 HOUR	

Changing the System Data Options

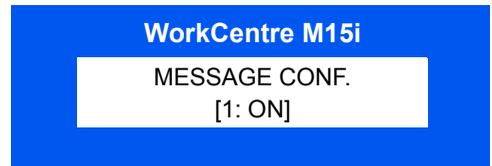
- Press [Menu/Exit], the 'SYSTEM DATA' menu displays.



- Using the ▼ or ▲ key scroll through the options until the required option displays.
- Press [Enter].



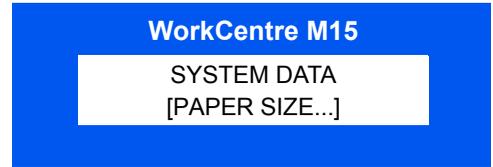
- Using the ◀ or ▶ navigation keys select the setting required for the option.
- If a alphanumerical entry is required, use the *Numeric Keypad* to enter the setting data.
- Press [Enter].
- Press [Menu/Exit] to save and exit.



Setting the Language (M15 only)

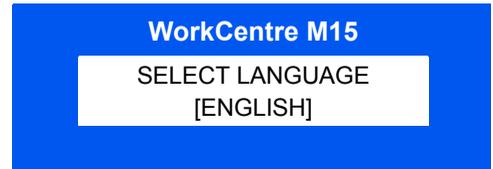
1

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



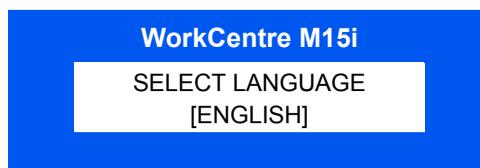
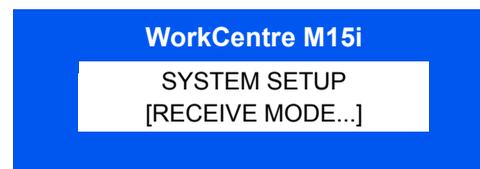
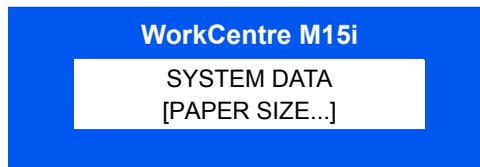
2

- Scroll to 'SELECT LANGUAGE' using the ▼ key.
- Using the ◀ or ▶ navigation keys select the language required.
- Press [Enter].



Setting the Language and Country (M15i only)

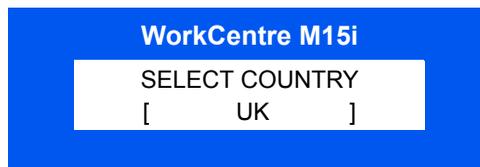
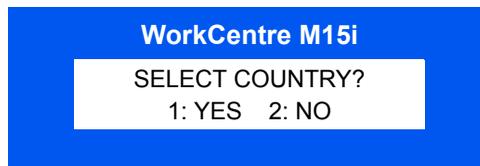
- 1 ➤ Press [Menu/Exit], the first menu displays.
- 2 ➤ Scroll to 'SYSTEM SETUP' using the ▼ key. Press [Enter].
- 3 ➤ Scroll to 'SELECT LANGUAGE' using the ▼ key.
 - Using the ◀ or ▶ navigation keys select the language required.
 - Press [Enter].



- 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.

- Using the ◀ or ▶ navigation keys, select [1: YES] to change the Country option or [2: NO] to leave the current setting and select [Enter].
- If [1: YES] was selected, choose the required option and press [Enter].
- If necessary, press [Menu/Exit] [Menu/Exit] to save and exit.



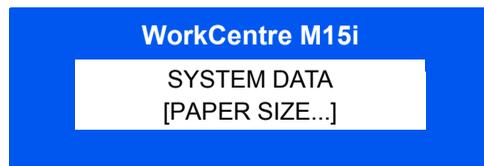
Setting the Local ID and Name (M15i Only)

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

1

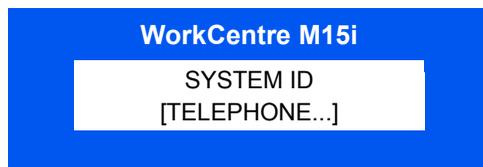
- In some countries access to the local ID by the user is not permitted due to local regulations.

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



2

- Scroll to 'SYSTEM ID' using the ▼ key.
- Press [Enter].

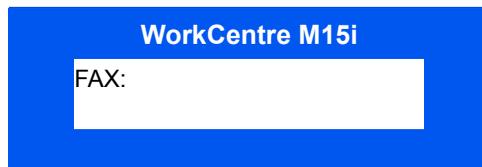


3

- To 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.

- Enter the fax telephone number.

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



4

- For details on entering characters refer to "Using Characters" on page 3-11.

The display requests the ID.

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



:

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

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

Editing Numbers or Names

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

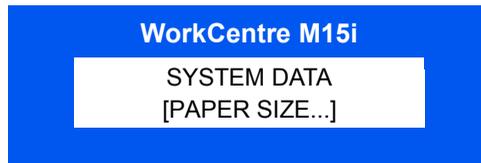
- Press [Enter] when the name on the display is correct.
- Press [Menu/Exit] to save and exit.

Setting the Date and Time (M15i Only)

- The 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.

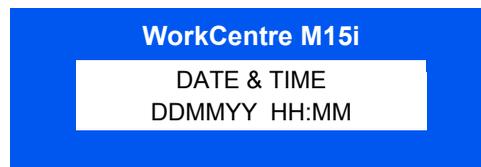
1

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



2

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



3

- If a mistake is made, move the cursor under the incorrect character by pressing ◀ or ▶.

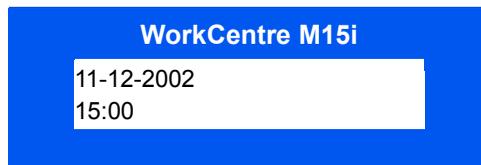
- Enter the correct date and time using the *Numeric Keypad*:

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

The date and time format is:

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

- Press [Enter] when the correct date and time displays.
- Press [Menu/Exit] to save and exit.



If an invalid number is entered the machine beeps and does not proceed to the next step. Re-enter the correct number to proceed.

System Setup Options

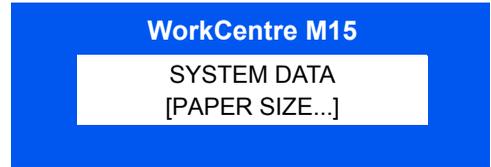
OPTION	SETTINGS	DESCRIPTION
Receive Mode <ul style="list-style-type: none"> Use to set the receive mode, depending on how the machine is connected to the telephone line. 	TEL	Use to operate in manual mode. When a call is received pick up the external phone handset or press [Manual Dial]. If a fax tone can be heard, press [Start] and replace the handset.
	FAX	The machine answers the incoming call and immediately switches to fax receive mode.
	TEL/FAX	The machine answers the incoming call. If a fax tone is not detected, the machine sounds a ringing tone to indicate a voice phone call. To answer the call, press [Start] on the control panel, then lift the handset. If the external phone is not lifted while the ringing tone is sounding, the machine will switch to automatic fax reception mode.
	ANS/FAX	Use if attaching an answering machine to the <i>WorkCentre M15/M15i</i> . If the machine detects a fax tone, it switches to fax mode automatically.
Secure Receive <ul style="list-style-type: none"> Use to store all received faxes in the machine's memory until printed by a user. 	ON	Use to receive all faxes into the machine's memory. When enabling <i>Secure Receive</i> a secure passcode can be entered to restrict access to the faxes received. If a passcode has been setup, when PRINT is selected the passcode is required.
	OFF	
	PRINT	
Prefix Dial Fax No. <ul style="list-style-type: none"> Use to set a prefix dial number. 	Up to 5 digits	The number entered will be added to the beginning of each fax sent.
Ringer Volume <ul style="list-style-type: none"> Use to set the ringer volume level. 	10 Levels	To switch the ringer off, set to the left. Set to the right for a loud ring tone.
Alarm Sound <ul style="list-style-type: none"> An alarm tone will sound when an error occurs or a fax communication ends. 	ON	Set to ON to enable an alarm sound.
	OFF	
Key Sound <ul style="list-style-type: none"> A key tone sounds each time any key is pressed. 	ON	Set to ON to enable a key sound.
	OFF	

Speaker Control <ul style="list-style-type: none"> ● Use to set the speaker mode. 	ON	The speaker can be set to ON, OFF or COM. With this option set to COM, the speaker is on until the remote machine answers.
	OFF	
	COM	
Select Language <ul style="list-style-type: none"> ● Use to select the language displayed. 	English, French, Spanish, Portuguese, German, Italian, Dutch, Danish, Swedish, Finnish, Norwegian	The LCD displays in the language selected.
Select Country <ul style="list-style-type: none"> ● Use to select the country the machine is located in. 	Austria, Denmark, Finland, Germany, Greece, Switzerland, Italy, Netherlands, Norway, Sweden, Belgium, Portugal, Spain, UK, France, Ireland	Setting the COUNTRY option sets the correct fax communication settings for the PSTN system pertaining to each country. NOTE: The Country option is not applicable to North America and Canada.
Toner Save <ul style="list-style-type: none"> ● Use to preserve toner. 	ON	With this option set to ON, the toner used is reduced and the supply is preserved.
	OFF	
USB Mode <ul style="list-style-type: none"> ● Use to set the USB line speed. 	FAST	FAST is the default mode. Some PC users may experience poor USB implementation in the default mode. If this occurs, select the SLOW mode in order to achieve successful results.
	SLOW	
Fax Duplex <ul style="list-style-type: none"> ● Use to print all fax jobs 2 sided. 	OFF	Select LONG EDGE or SHORT EDGE according to the required binding orientation.
	LONG EDGE	
	SHORT EDGE	
Image Quality <ul style="list-style-type: none"> ● Use this option to set the overall default Image Quality setting for the machine based on the type of originals being copied. 	NORMAL	Use NORMAL if the machine is used for all types of originals, select TEXT if mainly copying documents containing fine lines and text, or select IMAGE if the machine is used for copying documents containing shading or color.
	TEXT	
	IMAGE	
Orientation <ul style="list-style-type: none"> ● Use to set the default orientation. 	PORTRAIT	Set PORTRAIT for Long Edge Feed documents and LANDSCAPE for Short Edge Feed documents.
	LANDSCAPE	

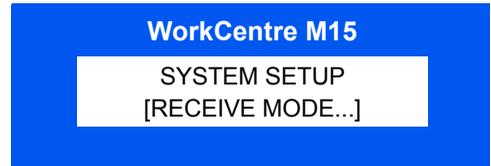
Timeout <ul style="list-style-type: none">● Use to set the period of time before the machine returns to standby mode.	0, 30, 60, 120, 300	Sets the number of seconds the machine remains idle before returning to standby mode.
--	----------------------------	---

Setting the System Setup Options

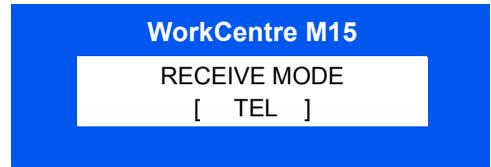
- 1** ➤ Press [Menu/Exit], the first menu displays.



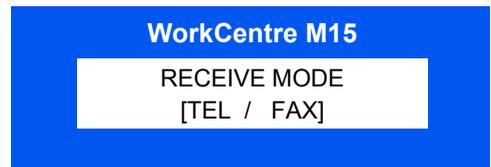
- 2** ➤ Using the ▼ or ▲ key scroll through the setups until the 'SYSTEM SETUP' menu displays.
➤ Press [Enter].



- 3** ➤ Using the ▼ or ▲ navigation keys select the SYSTEM SETUP option required.
➤ Press [Enter].



- 4** ➤ Using the ◀ or ▶ navigation keys select the setting required for the option.
➤ If a alphanumerical entry is required, use the *Numeric Keypad* to enter the setting data.
➤ Press [Enter].
➤ Press [Menu/Exit] to save and exit.



Memory Clear

The following information stored in the machine's memory can be cleared:

- SYSTEM ID** The fax number and name are cleared from the machine's memory.
- SYSTEM DATA** Restores all the user-selectable options to the factory default.
- PHONEBK/
MEMORY** Clears the *Speed Dial* or *Group Dial* numbers stored in the memory. In addition, all the *Scheduled Job Operations* reserved are also canceled.
- TX-RX
JOURNAL** Clears all records of transmissions and receptions.

Clearing the Memory

Use the following instructions to clear the required information from the machine's memory:

- Press [Menu/Exit] on the control panel. The display shows the first menu; SYSTEM DATA.
- Press ▼ or ▲ until 'MEMORY CLEAR' appears, then press [Enter].
The display shows the items available for clearing.
- Press ▼ or ▲ until the item requiring clearing displays then press [Enter] to clear the item.
To exit without clearing the item, press the [Menu/Exit] key.
- Repeat the procedure to clear another item or press [Menu/Exit] or [Stop] to exit and return to Standby mode.

Adjusting Speaker Volume (M15i Only)

1

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

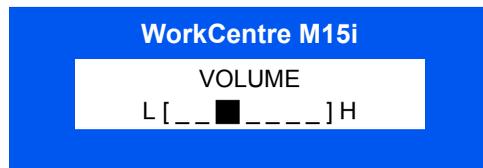


Copy/Fax/Scan Key

Enter Key

2

- Press [Manual Dial]. A dial tone can be heard.
- Press ◀ or ▶ repeatedly until the required loudness is found. The display shows the current volume level.
- Press [Stop] to save the setting and return to Standby mode.



Reports

Various Reports and Lists are available on the machine. The reports help to monitor the machine and fax activity. Reports can be set up to include specific information or to print automatically.

The machine can print reports containing useful information – Schedule Job, System Data, etc.

The following reports are available:

Message Confirmation This report shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results.

The machine can be setup to print the message confirmation report in one of the following ways:

- Automatically after each transmission (ON)
- Automatically only if an error occurs during transmission (ERR)
- No report printed at all (OFF). The report can be printed manually at any time.

Schedule Job Information This list shows the document currently stored for Delayed Sending, Priority Sending, Group Sending, and TX polling. The list shows the starting time, type of operation, etc.

Phonebook List This list shows all of the numbers currently stored in the machine's memory as Speed dial numbers and Group dial numbers.

System Data List This list shows the status of the user-Enterable options. After a setting is changed, print this list to confirm the changes.

Transmission Journal This report shows information concerning transmission activities recently made.

Reception Journal This report shows information concerning reception activities recently made.

Help List This list shows the machine's basic functions and commands to use as a quick reference guide.

Multi-Communication Report This report is printed automatically after sending documents to more than one location.

Power Failure Report This report is printed out automatically when power is restored after a power failure occurs and there is data loss due to the power failure.

Printing Reports

1

- Press [Reports] on the control panel.

The display shows the first menu; MSG. CONFIRM.



2

- Press [Reports] repeatedly until the report required for printing displays, then press [Enter].

The selected report will be printed.



ControlCentre 5.0

Using the *Xerox WorkCentre M15/M15i* ControlCentre 5.0 fax system data options can be set up, phonebook entries can be created and edited and setup information can be viewed on the PC.

After setting up fax data options or creating phonebooks, just click [Apply] on the ControlCentre 5.0 screen to download the new settings to the machine.

① *WorkCentre M15 can only use ControlCentre 5.0 to upgrade firmware.
WorkCentre M15i can use the full functionality of ControlCentre 5.0.*

Installing ControlCentre 5.0

When *Xerox WorkCentre M15/M15i* software is installed the *Xerox WorkCentre M15/M15i* ControlCentre 5.0 utility is installed automatically.

- For information on installing *WorkCentre M15/M15i* software, please refer to “Installing Software” on page 2-16.

Running ControlCentre 5.0

Use the following instructions to run ControlCentre 5.0:

- Start the Windows software.
- Click the [Start] button on the desktop computer.
- From Programs, Enter [Xerox WorkCentre M15/M15i], then [ControlCentre 5.0].
- The *Xerox WorkCentre M15/M15i* ControlCentre 5.0 screen appears.

Using ControlCentre 5.0

The ControlCentre 5.0 screen provides five tabs:

- Settings
- Advanced
- Phonebook
- Information
- Firmware Update

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

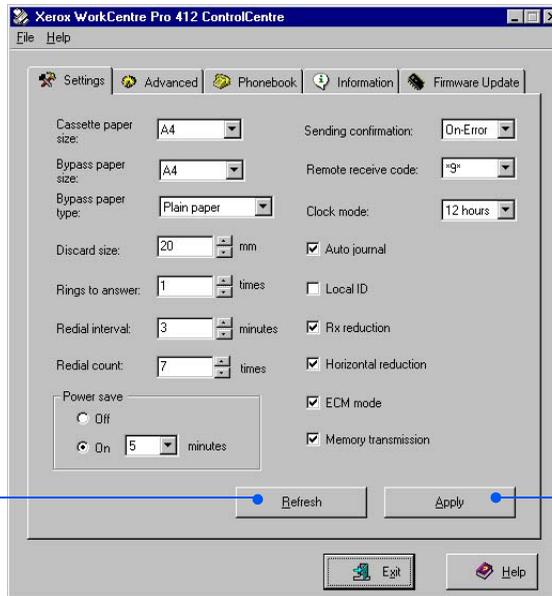
For further details, click the [Help] button in the bottom of each tab screen.

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

Settings Tab

- For details on the System Data Setting options, please refer to “System Data Settings” on page 9-3.
- Click on the [Settings] tab to configure Fax System Data settings.

Reads the current settings in the WorkCentre M15/M15i machine then refreshes ControlCentre 5.0 with the machine’s current setting.



Downloads the settings made in ControlCentre 5.0 to the WorkCentre M15/M15i machine.

Advanced Tab

- For details on the System Setup options, please refer to "System Setup Options" on page 9-12.
- Click on the [Advanced] tab to change the default *Fax System Setup* options.

The screenshot shows the 'Advanced' tab of the 'Xerox WorkCentre Pro 412 ControlCentre' software. The window has a menu bar with 'File' and 'Help'. Below the menu bar are five tabs: 'Settings', 'Advanced' (selected), 'Phonebook', 'Information', and 'Firmware Update'. The main area contains the following settings:

Terminal ID		Customer	
Name:	<input type="text"/>	Name:	<input type="text"/>
Number:	<input type="text"/>	Number:	<input type="text"/>

Service number:
Serial number:

Receive mode: Prefix dial:
Speaker: Image quality:

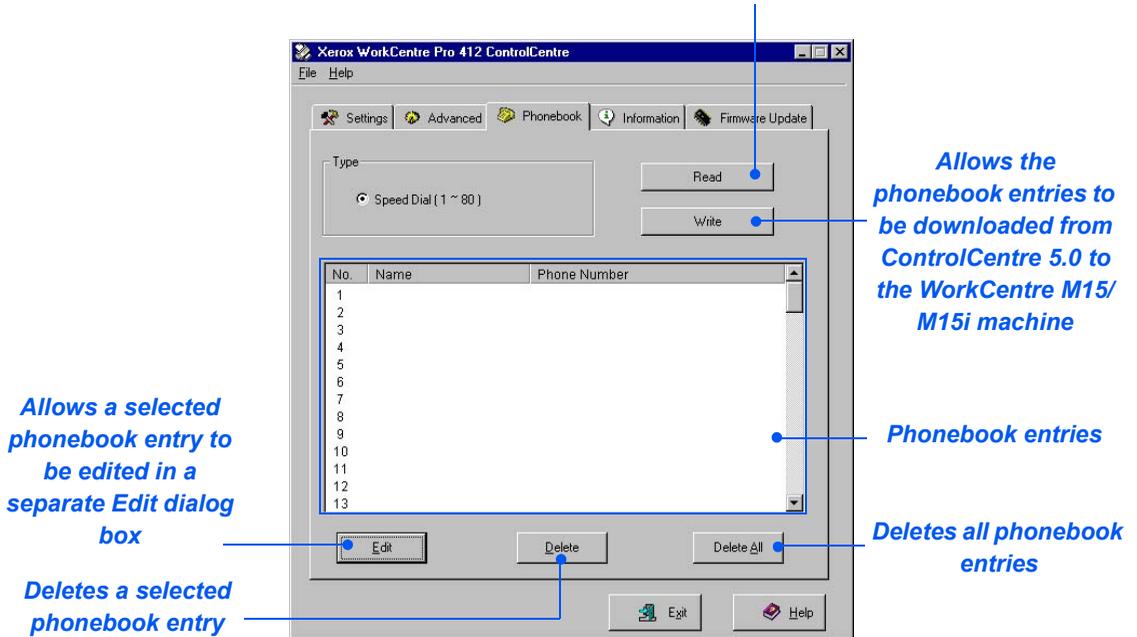
Ringer volume: Level Alarm sound
USB mode: Key sound
Fax duplex: Toner save
Language: Notify toner low

Buttons: Refresh, Apply, Exit, Help

Phonebook Tab

Click on the [Phonebook] tab to create and edit phonebook entries.

Reads the phonebook entries from the WorkCentre M15/M15i machine to ControlCentre 5.0.



Information Tab

Click on the [Information] tab to view the software version information and various counters. The counters show how many scans and prints have been made, and how many jams have occurred on the machine.

The screenshot displays the 'Xerox WorkCentre Pro 412 ControlCentre' window with the 'Information' tab selected. The interface includes a menu bar (File, Help) and a toolbar with icons for Settings, Advanced, Phonebook, Information, and Firmware Update. The main content area is divided into two sections. The top section displays version information: Model Name (Xerox WorkCentre Pro 412), Firmware Version (0.80), Engine Version (0.74), Emulation #1 Version (PCL5e 1.42), and Emulation #2 Version (PCL6 2.29). The bottom section displays various counters: Free memory (100%), Platen scan count (30), ADF scan count (3), Print count (76), Drum count (0), ADF jam count (0), and Print jam count (0). A 'Refresh' button is located below the counters. At the bottom of the window are 'Exit' and 'Help' buttons. Blue arrows point from external text labels to specific data points in the interface.

Counter	Value
Free memory	100 %
Platen scan count	30
ADF scan count	3
Print count	76
Drum count	0
ADF jam count	0
Print jam count	0

Number of scans using the Document Glass (points to Platen scan count)

Number of prints performed by the machine (points to Print count)

Number of jams in the ADF (points to ADF jam count)

Number of scans using the ADF (points to ADF scan count)

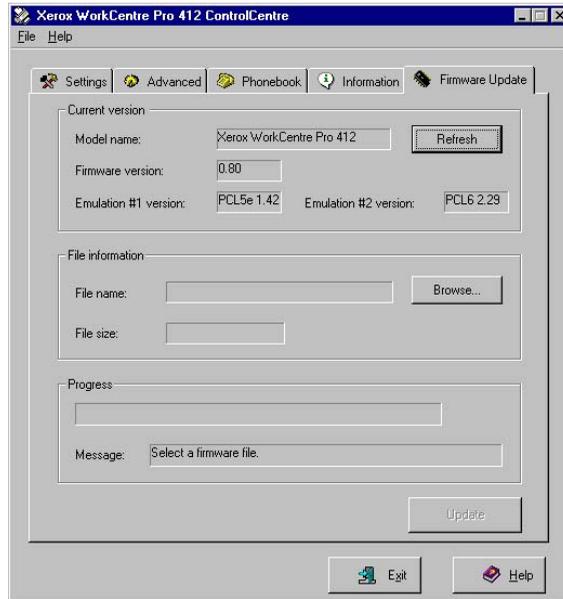
Number of prints using the drum (points to Drum count)

Number of jams during printing (points to Print jam count)

Firmware Update Tab

Click on the [Firmware Update] tab to update the firmware of the machine.

- This feature should be used by an Xerox Service Representative. Please contact the local Xerox representative or authorized dealer for further information.



10 Maintenance

- Cleaning 10-2
- Ordering Supplies 10-4
- Customer Replaceable Units 10-5

Cleaning

Cleaning the Document Glass and Cover

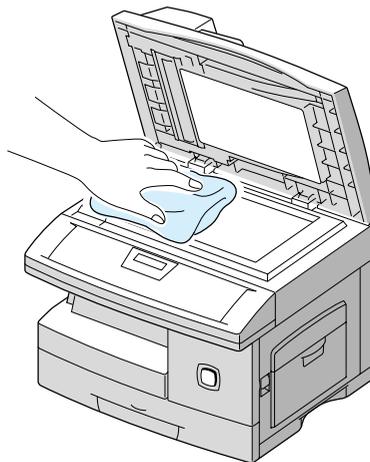
Keeping the *Document Glass* clean helps ensure the best possible copies. It is recommended that the *Document Glass* is cleaned at the start of each day and during the day as needed.

The Constant Velocity Transport (CVT) glass is the strip of glass located to the left of the *Document Glass* and is used to scan originals fed through the *Automatic Document Feeder (ADF)*. The CVT glass also requires cleaning.

CAUTION: DO NOT use organic or strong chemical solvents or aerosol cleaners or pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

WARNING: DO NOT remove the covers or guards that are fastened with screws or attempt any maintenance procedure that is not specifically described in this documentation.

- Slightly dampen a soft lint-free cloth or paper towel with water.
- Open the *ADF* or document cover.
- Wipe the surface of the *Document Glass* and CVT glass until they are clean and dry.
- Wipe the underside of the white document cover until it is clean and dry.
- Close the *ADF* or document cover.



Control Panel and LCD

Regular cleaning keeps the *Control Panel* and *LCD* free from dust and dirt. To remove finger prints and smudges, clean the *Control Panel* and *LCD* screen with a soft, lint-free cloth, lightly dampened with water.

Document Feeder and Collate Tray

Use a cloth moistened with water to clean the *Automatic Document Feeder*, *Collate Tray*, *Paper Cassette* and the outside areas of the *WorkCentre M15/M15i*.

Ordering Supplies

The *Toner Cartridge* and the *Drum Cartridge* are available as customer replaceable units.

The customer replaceable unit part numbers are listed below:

CUSTOMER REPLACEABLE UNIT	PART NUMBER	
	<i>Europe</i>	<i>USA and Canada</i>
Toner Cartridge	106R00586	106R00584
Drum Cartridge	113R00663	113R00663

To obtain supplies, contact the local Xerox office, giving the company name, the product number and its serial number.

Use the space below to keep a record of the telephone number.

Supplies Telephone Number:

Customer Replaceable Units

Toner Cartridge

Expected Cartridge Life

The life of the toner cartridge depends on the amount of toner used in each printed job. For instance, when printing a typical business letter with about 5% page coverage, expect a toner cartridge life of approximately 6,000 pages (3,000 pages only for the toner cartridge shipped with the machine). The actual number may vary according to the print density of the pages being printed. If printing a lot of graphics the cartridge may require changing more often.

Toner Save Mode

The life of the toner cartridge can be extended by using *Toner Save* mode. The Toner Save mode uses less toner than normal printing. The printed image is much lighter, and is adequate for printing drafts or proofs.

Use the instructions below to activate *Toner Save* mode.

- Press [Menu/Exit] on the control panel to display 'SYSTEM DATA'.
- Press ▼ or ▲ until 'SYSTEM SETUP' appears in the display, then press [Enter].
- Using ▼ or ▲ select 'TONER SAVE'.
- Use ◀ or ▶ to select 'ON' and press [Enter].
- Press [Menu/Exit] to save the setting and exit.

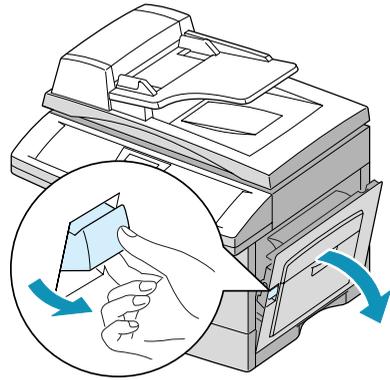
Replacing the Toner Cartridge

When the toner cartridge is near the end of its life, white streaks or hue change will occur. The LCD displays warning message 'TONER LOW'.

When the 'TONER LOW' message appears, remove the toner cartridge and gently shake it to temporarily re-establish the print quality. Shaking the cartridge re-distributes the remaining toner in the cartridge. This procedure can only be performed once prior to changing the *Toner Cartridge*.

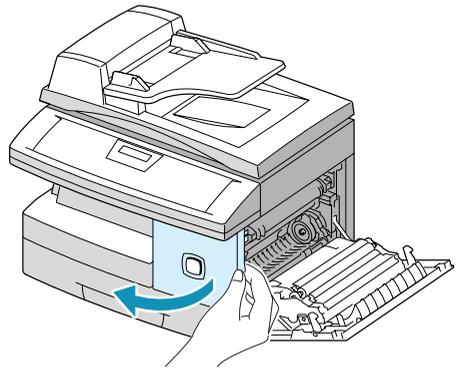
1

- Pull the release latch to open the side cover.



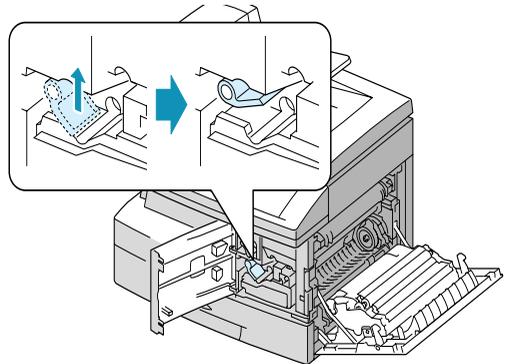
2

- Open the front cover.



3

- Turn the toner locking lever upwards to release the toner cartridge.
- Remove the toner cartridge from the machine.



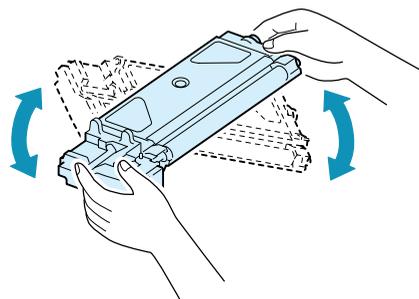
4

- If the toner gets on clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

To Re-distribute the Toner:

- Gently shake the cartridge to distribute the toner evenly inside the cartridge.
- Reinstall the toner cartridge, then lock the lever.
- Close the front cover, then the side cover.
- The LCD displays 'NEW TONER? 1. YES 2. NO'. Using the navigation keys select '2. NO' and press [Enter].

The product returns to Standby mode.

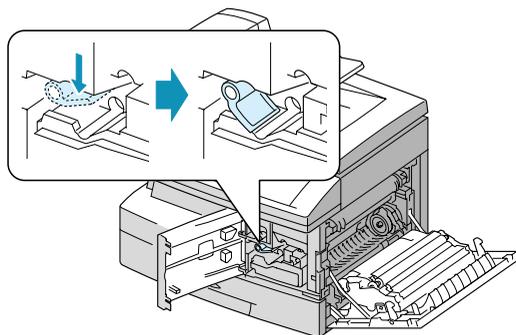


5

Replacing the Toner Cartridge:

- Shake the new toner cartridge horizontally four or five times. Save the box and the cover for shipping.
- Slide the new toner cartridge in until it locks in place.
- Turn the toner locking lever downwards until it locks in place.
- Close the front cover, then the side cover.
- The LCD displays 'NEW TONER? 1. YES 2. NO'. Using the navigation keys select '1. YES' and press [Enter].

The product returns to Standby mode.



Setting the Product to Send Toner Low Information

If the *Notify Toner* menu option is set to *ON*, when the toner cartridge needs to be replaced, the machine automatically sends a fax to the service company or the dealer to notify them that the machine requires a new toner cartridge. This feature will be activated only when the phone number of the service company or the dealer is stored in the machine's memory.

Use the instructions below to activate this process.

- Press [Menu/Exit] on the *Control Panel*, then press ▼ or ▲ until 'MAINTENANCE' displays, and press [Enter].
- Press ▼ or ▲ until 'NOTIFY TONER' displays, then press [Enter].
- Press ◀ or ▶ to turn this feature 'ON' or 'OFF', then press [Enter].
- Enter the *Customer Fax Number*, then press [Enter].
- Enter the *Customer Name*, then press [Enter].
- Enter the *Service Fax Number* to which the product sends the notification fax message, then press [Enter].
- Enter the *Serial Number* of the product, then press [Enter].

- *The product serial number is located on the machine, behind the front door. Refer to "Customer Support" on page 1-5 for further information.*

Drum Cartridge

The *Drum Cartridge* requires replacement when the drum life warning is displayed, after approximately 15,000 copies.

If streaks or spots are being experienced on the prints there is an option for cleaning the drum.

CAUTION: Do not expose the green drum to light for an extended period. Never expose the drum to direct sunlight or touch the drum surface. Damage or poor image quality may result.

Cleaning the Drum

If streaks or spots appear on the prints, the drum cartridge may require cleaning.

- Ensure that paper is loaded.
- Press [Menu/Exit] on the *Control Panel* to enter menu mode.
- Press ▼ or ▲ until 'MAINTENANCE' appears, then press [Enter].
- Press [Enter] to access 'CLEAN DRUM'.

The *LCD* displays 'PRINTING PLEASE WAIT...'

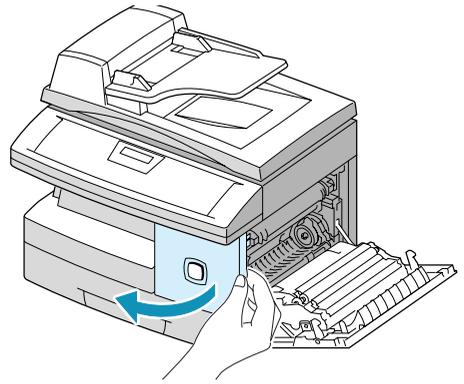
The machine automatically pulls in a sheet of paper, and prints it out. The toner particles on the OPC drum surface are fixed to the paper.

Replacing the Drum Cartridge

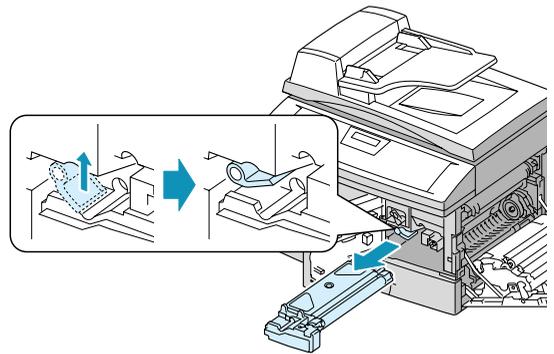
The useful life of the drum cartridge is approximately 15,000 copies/prints in simplex mode. A high rate of duplex copying/printing reduces the overall life of a drum. The *LCD* displays 'DRUM WARNING' when the drum is near the end of life. Approximately 1,000 more copies can be made, but a replacement cartridge should be available. Replace the drum cartridge when copy/print quality becomes degraded.

1

- Open the side cover, then the front cover. The side cover must be open to open the front cover.

**2**

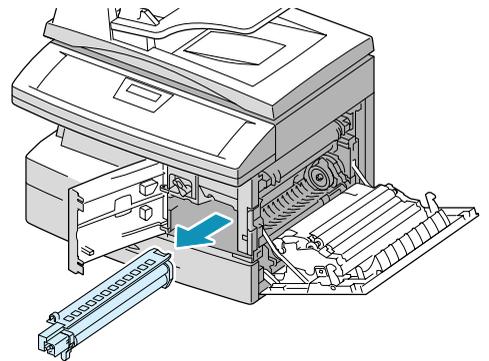
- Turn the toner locking lever upwards to unlock the toner cartridge, then pull the toner cartridge out.



- *The toner cartridge must be removed to replace the drum cartridge.*

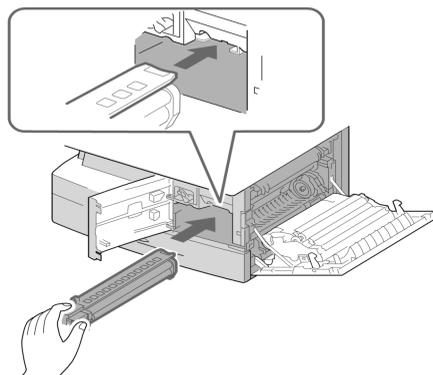
3

- Pull out the used drum cartridge.

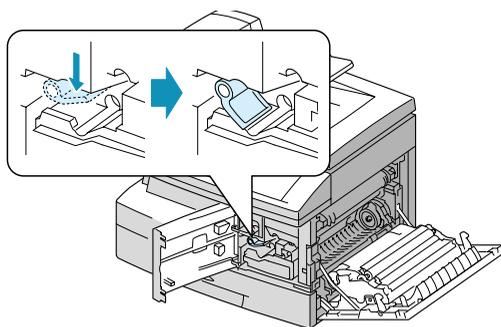


4

- Unpack the new drum cartridge and slide it in place, making sure not to touch the surface of the drum.

**5**

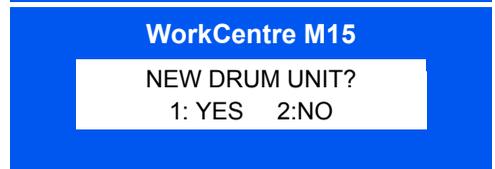
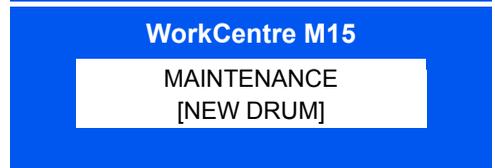
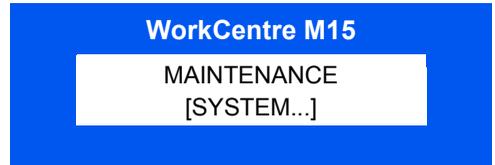
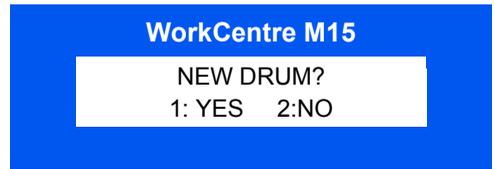
- Reinstall the toner cartridge, then lock the lever.
- Close the front cover and the side cover.



6

The LCD displays 'NEW DRUM?1.YES 2.NO'.

- Select 'YES' and press [Enter]
The product returns to Standby mode.
- If the drum cartridge is replaced and the 'NEW DRUM?' message is not displayed, press [Menu/Exit].
- Press ▼ or ▲ until 'MAINTENANCE' displays. Then press [Enter].
- Press ▼ or ▲ until 'NEW DRUM?' displays and press [Enter].
- 'NEW DRUM UNIT?' displays, select 1:YES and press [Enter].



- *If the counter is not reset, 'Drum Warning' may appear before the new drum reaches its maximum life.*

11 Troubleshooting

- General 11-2
- Fault Clearance 11-3
- Calling the Welcome Center 11-12
- LCD Error Messages 11-13
- Resetting the Machine 11-21

General

A variety of situations can affect the quality of the output. For optimal performance, ensure the following guidelines are followed:

- Do not position the machine in direct sunlight or near a heat source such as a radiator.
- Avoid sudden changes in the environment surrounding the machine. When a change occurs, allow the machine at *least two hours* to adjust to its new environment, depending on the extent of the change.
- Follow routine maintenance schedules for cleaning areas such as the *Document Glass* and *Control Panel*.
- Always set the guides in the paper trays to the size of the media in the tray.
- Ensure paper clips and paper debris do not contaminate the machine.

Fault Clearance

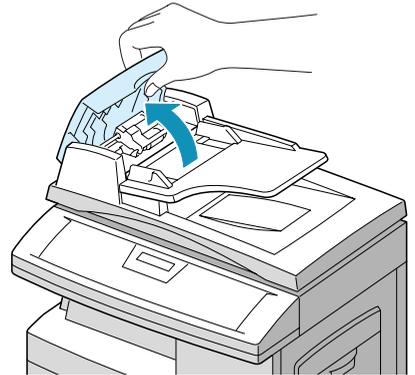
Document Jams

If a document jams while it is feeding through the *Automatic Document Feeder (ADF)*, 'DOCUMENT JAM' appears in the display.

Details for clearing the three types of document misfeeds are given below.

Input Misfeed

- Open the *ADF* top cover.



- Pull the document gently to the right and out of the *ADF*.
➤ Close the *ADF* top cover.
➤ Feed the documents back into the *ADF*.

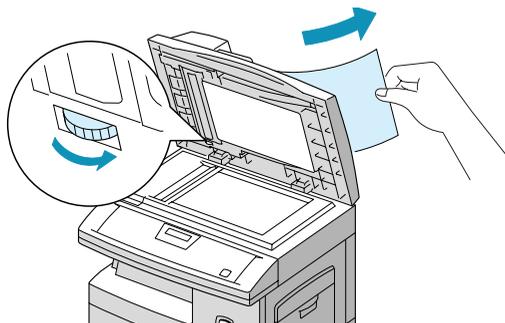


Exit Misfeed

- Open the document cover and turn the roller knob to remove the misfeed documents from the exit area.

If the jammed document cannot be easily removed, skip to “Roller Misfeed”.

- Close the document cover.
- Feed the documents back into the ADF.

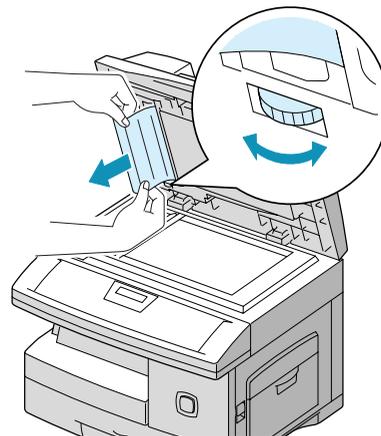


Roller Misfeed

- Open the document cover and turn the roller knob to remove the misfeed document from the ADF or the exit area.

If the document is difficult to remove, gently remove it from under the feeding roller.

- Close the document cover.
- Feed the documents back into the ADF.



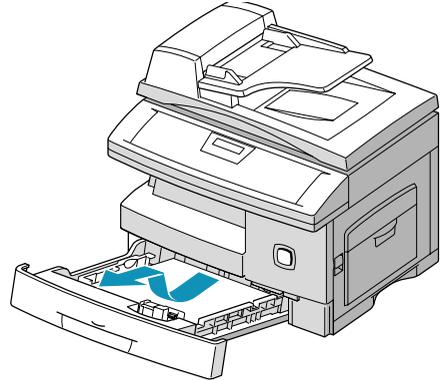
Paper Jams

If paper jams occur, 'PAPER JAM' appears in the display. Follow the steps below to clear jam. To avoid tearing paper, pull the jammed paper out gently and slowly.

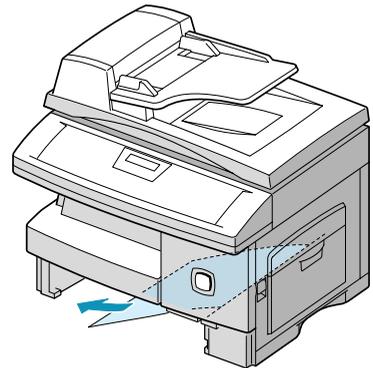
Paper Feed Area

If jammed in the paper feed area, 'PAPER JAM 0' appears in the display.

- Remove the paper cassette.
- After pulling it out completely, lift the front part of the cassette slightly up to release the cassette from the machine.

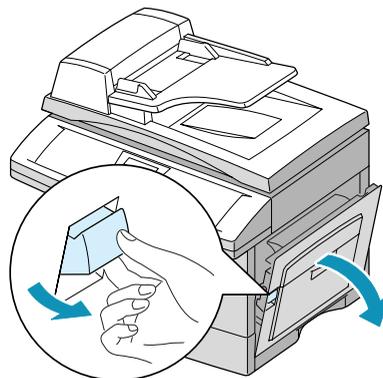


- Remove the jammed paper by gently pulling it straight out.
- If there is any resistance, and the paper does not move immediately when pulled, stop pulling and go to the next step.



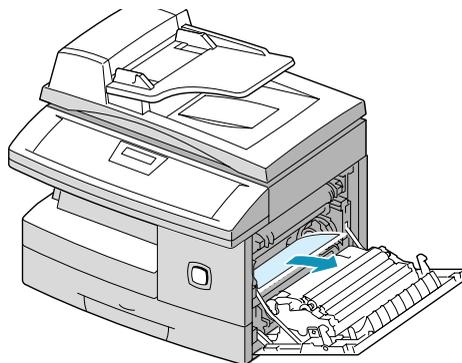
NOTE: If the jammed paper is removed here, open the side cover then close it to clear the 'PAPER JAM' message on the LCD.

- If the paper does not move immediately when pulled, pull the release latch to open the side cover.

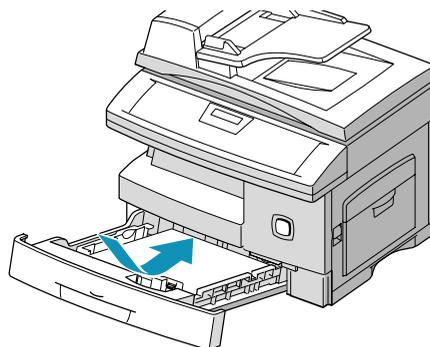


CAUTION: Do not touch the shiny drum cartridge surface. Scratches or smudges will result in poor copy quality

- Carefully remove the misfeed paper in the direction shown.



- Insert the paper cassette. Lower the rear part of the cassette to align the rear edge to the corresponding slot of the machine, then insert it completely.



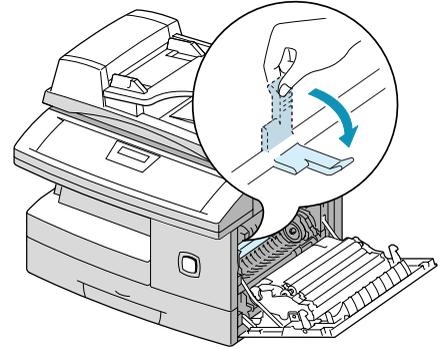
Fuser Area

If jammed in the fuser area, 'PAPER JAM 1' appears in the display.



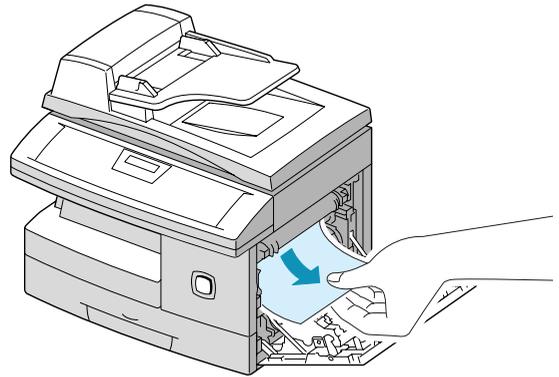
WARNING: *The fuser area is hot. Take care when removing paper from the machine.*

- Press the release latch to open the side cover.
- Pull down on the fuser lever as shown below. This will release pressure on the paper.
- If paper is not seen in this area, skip to the Exit Area.

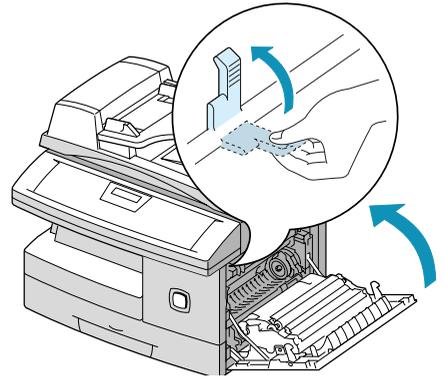


CAUTION: Do not pull paper up through the fusing unit. Unfused toner may adhere in the area, resulting in smudged copies.

- Remove the jammed paper, in the direction shown.



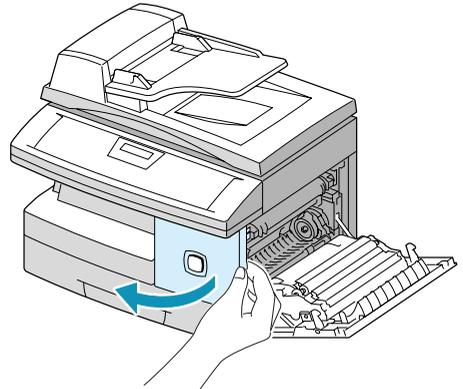
- Push up on the fuser lever, then close the side cover.



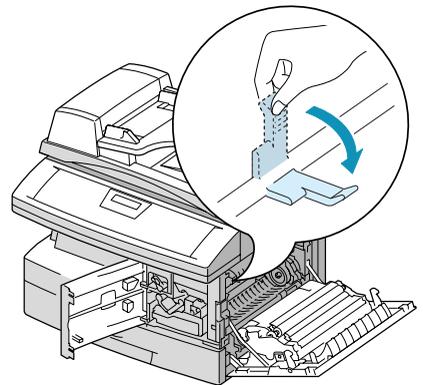
Paper Exit Area

If jammed in the paper exit area, 'PAPER JAM 2' appears in the display.

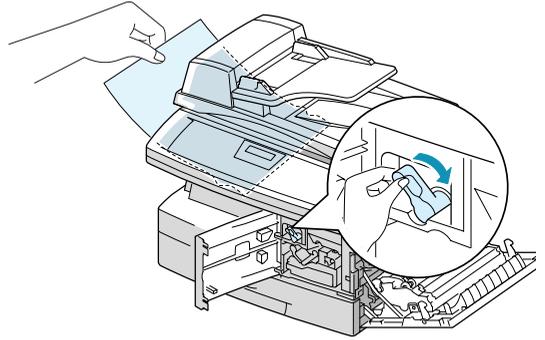
- Press the release latch to open the side cover.
- Open the front cover.



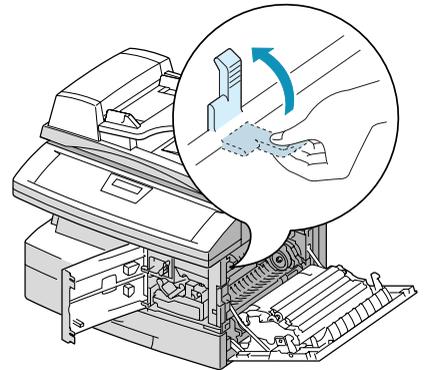
- Pull down on the fuser lever. This will release pressure on the paper.



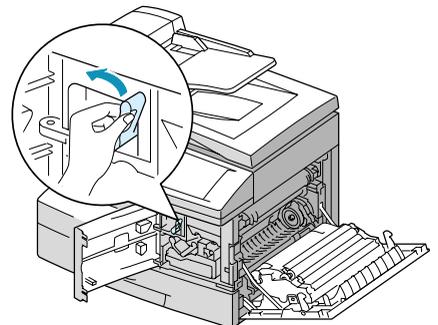
- Turn the jam remove lever in the direction of the arrow to move the paper to the exit area, then gently pull the paper out through the exit area.



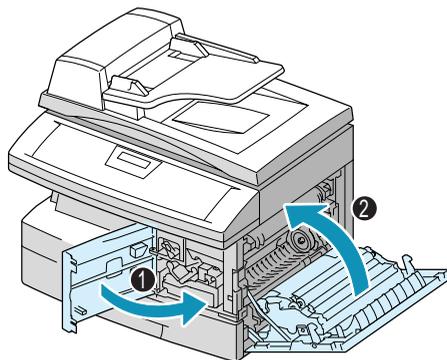
- Push up on the fuser lever.



- Turn the jam remove lever back to the original position.



- Close the front cover **1** and the side cover **2** .



Duplex Jam

If paper jam occurs in the duplexer, 'DUPLEX JAM' appears in the display.

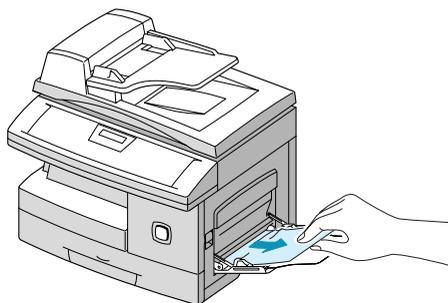
- Press the release latch to open the side cover.
- Remove the jammed paper.
- Close the side cover.

Bypass Jam

'BYPASS JAM' appears in the display when the machine does not detect paper in the bypass tray due to no paper or improper paper loading when using the bypass tray.

'BYPASS JAM' also may occur when the paper is not properly fed into the machine through the bypass tray.

- If 'BYPASS JAM' displays and paper is loaded in the Bypass Tray, pull the paper out of the machine and re-load.



Calling the Welcome Center

If a fault cannot be resolved by following the LCD instructions, check the troubleshooting tables in the next section - they may help to solve the problem quickly. If the problem persists, contact the *Xerox Welcome Center* or the local Xerox representative. The serial number of the machine will be required, together with any relevant error codes

- For information on locating the serial number, please refer to "Customer Support" on page 1-5.

Customer Support Telephone Number

The Xerox Welcome Center or local representative telephone number is provided when the *WorkCentre M15/M15i* is installed. For convenience and future reference, please record the telephone number in the space below:

Welcome Center or local representative Telephone Number:

Xerox US Welcome Center: 1-800-821-2797

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

LCD Error Messages

If an abnormal condition arises in the machine or an incorrect operation is performed, a message indicating the nature of the error is displayed. If this happens, take the corrective action listed in the following table.

DISPLAY	MEANING	SOLUTION
Bypass Jam	The machine detects non feeding from the bypass tray.	Load paper in the bypass tray.
Document Jam	The loaded document has jammed in the ADF.	Clear the document jam. Refer to <i>"Document Jams"</i> on page 11-3
Door Open	The side cover is not securely latched.	Close the side cover until it locks into place.
Drum Warning	The drum cartridge is near the end of life.	Ensure a replacement cartridge is in stock. Replace the Drum cartridge when copy/print quality is degraded. This may show up as dark marks on the edge of the page. Refer to <i>"Drum Cartridge"</i> on page 10-9.
Duplex Jam	Paper has jammed in the middle of 2-sided printing.	Clear the jam. Refer to <i>"Duplex Jam"</i> on page 11-11.
Fuser Error	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
LSU Error	A problem has occurred in the LSU (Laser Scanning Unit).	Unplug the power cord and plug it back in. If the problem still persists, please call for service.
Overheat	The printer has overheated.	The machine will automatically return to standby mode when it cools down to the normal operating temperature. If the problem persists, call for service.
No Developer Cartridge	The toner cartridge is not installed.	Install the toner cartridge. Refer to <i>"Toner Cartridge"</i> on page 10-5.
No Paper	The recording paper in the paper cassette has run out.	Load the recording paper in the paper cassette.

DISPLAY	MEANING	SOLUTION
Paper Jam 0	Paper has jammed in the paper feeding area.	Clear the jam. Refer to <i>"Paper Jams"</i> on page 11-5.
Paper Jam 1	Paper has jammed in the fuser area.	Clear the jam. Refer to <i>"Paper Jams"</i> on page 11-5.
Paper Jam 2	Paper has jammed in the paper exit area.	Clear the jam. Refer to page <i>"Paper Jams"</i> on page 11-5.
Toner Empty	The toner cartridge has run out. The machine stops.	Replace with a new toner cartridge. Refer to <i>"Toner Cartridge"</i> on page 10-5.
Toner Low	The toner is almost empty.	Take out the toner cartridge and gently shake it. By doing this printing operations can be temporarily resumed.
Retry Redial	The machine is waiting for the programmed interval to automatically redial.	Press [Start] to immediately redial, or [Stop] to cancel the redial operation.
Comm. Error	A problem with the fax communications has occurred.	Try resending the fax.
Group Not Available	A Group location has been selected where only a single location number can be used, such as when adding locations for a multi-dial operation.	Try again, check the location for a Group.
Line Error	The machine cannot connect with the remote machine, or has lost contact because of a problem on the phone line.	Try resending the fax. If failure persists, wait an hour or more for the line to clear then try again.
Function Full	The memory has become full.	Either delete unnecessary documents, or retransmit after more memory becomes available. The transmission can also be split into more than one operation if it is a large job.
No Answer	The remote machine was not answered after all the redial attempts.	Try resending the fax. Ensure the remote machine is functioning correctly.

DISPLAY	MEANING	SOLUTION
Not Assigned	The speed dial location selected has no number assigned to it.	Dial the number manually with the numeric keypad or assign the number to a speed dial location.
Polling Error	When setting up to poll another fax machine an incorrect poll code has been used.	Enter the correct poll code.
	The remote fax machine being polled is not ready to respond to the poll request.	The remote operator should know in advance that their machine is being polled and have the machine loaded with the originals.
Line Busy	The remote fax didn't answer	Try resending the fax.

Copier Problems Solution Chart

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, please call for service.

CONDITION	SUGGESTED SOLUTION
The LCD does not turn on	Check that the product is plugged into an electrical receptacle and ensure that there is power to the receptacle. Ensure the ON/OFF switch is in the ON position.
Copies are too light or too dark	If the original is light, use the Lighten/Darken button to darken the image. If the original is dark, use the Lighten/Darken button to lighten the image.
Smears, lines, marks, or spots on copies	If defects are on the original, press the Lighten/Darken button to adjust the image. If no defects are on the original, clean the <i>Document Glass</i> and underside of the document cover. If the problem still persists, clean the Drum Cartridge. Refer to " <i>Cleaning the Drum</i> " on page 10-9.
Copy image is skewed	Ensure that original is positioned correctly on the <i>Document Glass</i> . Check that copy paper is loaded correctly.

CONDITION	SUGGESTED SOLUTION
Blank copies	Ensure that the original is face down on the <i>Document Glass</i> or face up in the <i>ADF</i> .
Image rubs off the copy easily	Replace the paper in the cassette with paper from a new package. In high humidity areas do not leave paper in the product for extended periods of time.
Frequent copy paper jams	Fan the stack of paper, then turn it over in the cassette. Replace paper in paper cassette with a fresh supply. Check/adjust paper guides. Ensure that the paper is the proper paper weight 80 g/m ² (20 lb) bond paper is recommended. Check for copy paper or pieces of copy paper remaining in the product after a paper jam has been cleared.
Toner yield is lower than expected and TONER LOW message appears in the LCD	Toner may be lodged in the cartridge. Remove the toner cartridge. Shake the toner cartridge and tap along the top of the toner cartridge over a waste receptacle. Take care not to touch the exposed toner on the left side of the cartridge.
Fewer copies from the Toner Cartridge than expected	Originals contain pictures, solids, or heavy lines. Originals are forms, newsletters, books etc. The product is being powered on and off frequently. The document cover is being left open while copies are being made.

Printing Problems Solution Chart

PROBLEM	PROBABLE CAUSE	SUGGESTED SOLUTION
The product does not print	<i>The IEEE-1284 parallel cable or USB cable is not connected properly.</i>	Check the cable connection.
	<i>The IEEE-1284 parallel cable or USB cable is defective.</i>	Check the cable with a computer and printer that work. If printing is still not possible, replace the cable.
	<i>The port setting is incorrect.</i>	Check the printer settings in the Windows Control Panel to ensure that the print job is being sent to the correct port. (For Example: LPT1.)
	<i>The toner and drum cartridges are not installed properly.</i>	Check that the toner and drum cartridges are installed properly.
	<i>The printer driver may not be installed properly.</i>	Reinstall the software.
	<i>The parallel port cable specifications may not be correct.</i>	Use an IEEE-1284 compliant parallel port cable.
Half of the page is blank	<i>The page layout is too complex.</i>	Reduce the resolution setting from 600 dpi to 300 dpi. Install more RAM in the computer.
	<i>The page orientation may be incorrect.</i>	Change the page orientation in the printer setup dialog.

PROBLEM	PROBABLE CAUSE	SUGGESTED SOLUTION
Printing is too slow	<i>The computer parallel port may not be set for high speed communications.</i>	If the computer is equipped with an ECP parallel port, enable this mode of operation. Refer to the Enabling High Speed Printer Communications section of the PC's user guide.
	<i>If using Windows 95, the spool setting may be set incorrectly.</i>	Point to the Start Task bar and then click Settings, then Printers. Click the product icon with the right mouse button. Click Properties and then spool settings on the Details tab. Enter the required setting from the available choices.
	<i>Computer may not have enough memory (RAM).</i>	Install more RAM in the computer.
	<i>Print job is too large</i>	Reduce resolution from 600 dpi to 300 dpi.
Irregular faded patches of print	<i>There is a paper quality problem.</i>	Use only paper that meets the specifications required by the product.
	<i>Toner may be unevenly distributed.</i>	Remove the toner cartridge and shake it gently to distribute the toner evenly. Then reinstall the toner cartridge.
Black staining	<i>There is a paper quality problem.</i>	Use only paper that meets the specifications required by the product.
Character voids	<i>The paper may be too dry.</i>	Try printing with a different batch of paper.
Background scatter	<i>The paper may be too damp.</i>	Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.
	<i>Printing over uneven surfaces.</i>	If printing onto envelopes, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side.
Missing characters	<i>The paper may be too damp.</i>	Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture from the air.

PROBLEM	PROBABLE CAUSE	SUGGESTED SOLUTION
Back of printout is dirty	<i>The transfer roller may be dirty.</i>	Print a few blank pages to clean the transfer roller.
Incorrect fonts	<i>TrueType fonts may be disabled.</i>	Use the fonts dialog box in the Control Panel to enable TrueType fonts.
Faded graphics	<i>Toner may be low.</i>	Remove the toner cartridge and shake it gently to distribute the toner evenly. Then reinstall the toner cartridge. Ensure that a spare toner cartridge is available.

Faxing Problems Solution Chart

PROBLEM	SUGGESTED SOLUTION
Originals are fed diagonally (skewed)	Ensure the <i>Document Guides</i> are adjusted to the width of the original being fed. Check the original meets the conditions established for use with this device.
The original is not being printed on the paper of the remote FAX even though it is being sent	Ensure the originals were placed face-up in the <i>Automatic Document Feeder (ADF)</i> or face-down on the <i>Document Glass</i> .
Originals are not sent even if operations are carried out normally	Check that the remote FAX is compatible with the machine. This machine supports G3 communications but not G4 communications.
Originals cannot be received even if [Start] is pressed	Ensure the bell rings before picking up the handset. Ensure the handset is not replaced before pressing [Start]. When answering a call using the handset and a FAX is being received, do not replace the handset until [Start] is pressed and the phone line switches to the machine. Check the telephone cord has not been disconnected. Check the power plug has not been unplugged from the power outlet. Check with the party trying to send the original that there are no problems with the remote fax.
Paper is not collated	Ensure the machine has paper loaded. Check if a paper jam has occurred.

PROBLEM	SUGGESTED SOLUTION
<p>The received original is printed dark and is illegible or black stripes are printed on the original</p>	<p>Check with the party sending the original that the original is a clean copy.</p> <p>Check with the party sending the original that the problem is not due to a fault or operator error at the remote FAX. For example, dirty scan glass or dirty scan lamp.</p> <p>If the same problem occurs even when copies are made on the machine, clean the drum using the instructions <i>“Cleaning the Drum”</i> on page 10-9.</p>
<p>Paper is collated but not printed.</p>	<p>Ensure there enough toner.</p> <p>Check with the party sending the fax that the original was placed correctly when scanned at the remote FAX.</p>

Resetting the Machine

If problems are experienced with the machine or the machine locks up a reset may be required. Use the following instructions to reset and reboot the machine:

- *This programming sequence must be performed within 1.5 seconds.*
 - Press the [Clear/Clear All] key.
 - Press the ▲ navigation key.
 - Press the [Clear/Clear All] key again.
 - Press the ▼ navigation key.

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Introduction

The *WorkCentre M15/M15i* adheres to strict specifications, approvals and certifications. These specifications are designed to provide for the safety of users and to ensure that the machine operates in a fully functional state. Use the specifications listed in this chapter to quickly identify the capabilities of the machine.

- *If further specification information is required please contact the Xerox Representative.*

Printer Specifications

ITEM	DESCRIPTION
Emulation	PCL6
Resolution	True 600 x 600 dpi, 1200 dpi class
Printing speed	15 ppm for A4 / 16 ppm for Letter
Effective printing width	208 mm (8.2 inches) for letter / legal (216 x 356 mm / 8.5 x 14 inch) 202 mm (8 inches) for A4
First print out time	13 seconds (warm up)

Fax Specifications

ITEM	DESCRIPTION
Applicable line	G3 PSTN (Public Switched Telephone Network)
Compatibility	ITU Group 3
Resolution	Standard: 203 x 98 dpi Fine: 203 x 196 dpi Super Fine: 300 x 300 dpi
Data coding	MH/MR/MMR/JPEG
Maximum modem speed	33.6 kbps
Transmission speed	3.5 seconds (Standard resolution, MMR, 33.6 kbps)
Memory	4 Mbytes
Printing speed	15 ppm (for A4 / letter size)
Effective scanning width	208 mm (8.2 inches)
Effective printing width	208 mm (8.2 inches) for letter / legal (216 x 356 mm / 8.5 x 14) 202 mm (8 inches) for A4
Document width and weight	ADF: 176 ~ 216 mm (7 ~ 8.5 inches) 45 ~ 105 g/m ² (12.5 ~ 28 lb) Platen: Maximum Legal (216 x 356 mm / 8.5 x 14 inch)
Input paper tray capacity	Cassette: 550 sheets 80 g/m ² (20 lb)
Automatic Document Feeder	ADF: Up to 30 pages 80 g/m ² (20 lb) Platen: 1 page

General Specifications

ITEM	DESCRIPTION
Input paper tray capacity	Cassette: 550 sheets 80 g/m ² (20 lb) Bypass Tray: 100 sheets 80 g/m ² (20 lb)
Collate tray capacity	250 sheets 80 g/m ² (20 lb)
Toner cartridge life	6,000 pages (for Starter Cartridge 3,000 pages) at 5% coverage
Drum life	15,000 pages (5% coverage)
Operating Environment	Temperature: 10 - 32° C / 50 - 90° F (20 ~ 80% RH)
Paper size and weight	Cassette: A4, Letter, Folio, Legal (216 x 356 mm / 8.5 x 14 inch) 60 ~ 90 g/m ² (16 ~ 24 lb) Bypass tray: A6 ~ Legal (216 x 356 mm / 8.5 x 14 mm) 60 ~ 160 g/m ² (16 ~ 43 lb) Duplex: A4, Letter, Folio, Legal (216 x 356 mm / 8.5 x 14 inch) 80 ~ 90 g/m ² (20 ~ 24 lb)
Original document width and weight	ADF: 176 ~ 216 mm (7 ~ 8.5 inches) 45 ~ 105 g/m ² (12.5 lb ~ 28 lb) Platen: Maximum legal (216 x 356 mm / 8.5 x 14 inch)
ADF capacity	30 sheets 80 g/m ² (20 lb)
Power rating	AC220 ~ 240V (Europe), 50/60 Hz AC100 ~ 127V (US, Canada), 50/60 Hz
Power consumption	19 W in Power save mode 85 W in Standby mode 350 W during operation
Weight	22.85 kg / 50.37 lb (Drum and Toner Cartridges included)
Dimensions (WxDxH)	560 x 429 x 456 mm (22 x 17 x 18 inches)

Media Specifications

ITEM	DESCRIPTION		
Paper types available	<i>Plain paper, OHP film, Label, Envelope, Card, Postcard</i>		
Paper sizes	<i>Paper Type</i>	<i>W x L (mm)</i>	<i>W x L (Inch)</i>
	Letter	215.9 x 279	8.5 x 11
	Legal	215.9 x 355.6	8.5 X 14
	JIS B5	182 x 257	7.17 x 10.12
	A4	210x 297	8.27 x 11.69
	Executive	184.2 x 266.7	7.25 x 10.5
	A5	148.5 x 210	5.85 x 8.27
	A6 card	105 x 148.5	4.13 x 5.85
	Post Card 4x6	101.6 x 152.4	4 x 6
	HagaKi	100 x 148	3.94 x 5.83
	Envelope 7-3/4	98.4 x 190.5	3.88 x 7.5
	Envelope COM-10	105 x 241	4.12 x 9.5
	Envelope DL	110 x 220	4.33 x 8.66
	Envelope C5	162 x 229	6.38 x 9.02
Custom	98 x 148 ~ 215.9 x 355.6	3.86 x 5.83 ~ 8.5 x 14	

ITEM	DESCRIPTION			
Input Source	Source	Media Types	Sizes	Thickness
	Paper Cassette	Plain Paper	A4, Letter, Legal, Folio	60 ~ 90 g/m ² (16lb ~ 24lb)
	Bypass Tray	Plain Paper, Envelope, Transparency, Label, Cardstock	A4, Letter, Legal, Folio, Executive, A5, B5, A6, Monarch (7 3/4), COM10, #9, C5, DL, Custom	60 ~ 160 g/m ² (16lb ~ 43lb)
	Duplex	Plain Paper	A4, Letter, Folio, Legal	80 ~ 90 g/m ² (20lb ~ 24lb)

① B5 means JIS and ISO
 Transparency film thickness: 150 µm
 Paper Label thickness: 140 µm

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