



User Guide

Guide d'utilisation

Guida dell'utente

Benutzerhandbuch

Guía del usuario

Guia do Usuário

Gebruikershandleiding

Användarhandbok

Betjeningsvejledning

Руководство пользователя

Przewodnik użytkownika

Felhasználói útmutató

Uživatelská příručka

Kullanım Kılavuzu

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Printer Information

1

This chapter includes:

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User Safety

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your printer.

Electrical Safety

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Do not use an extension cord or power strip.
- Verify that the printer is plugged into an outlet that is capable of providing the correct voltage and power. Review the printer's electrical specification with an electrician if necessary.

Warning: Avoid the potential of electrical shock by ensuring that the printer is properly grounded. Electrical products may be hazardous if misused.

- Do not place the printer in an area where people might step on the power cord.
- Do not place objects on the power cord.
- Do not block the ventilation openings. These openings are provided to prevent overheating of the printer.
- Do not drop paper clips or staples into the printer.

Warning: Do not push objects into slots or openings on the printer. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

If you notice unusual noises or odors:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative to correct the problem.

The power cord is attached to the printer as a plug-in device at the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

Warning: Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

Note: Leave the printer on for optimum performance; it does not pose a safety hazard. If however the printer will not be used over an extended period of time, it should be turned off and unplugged.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Caution: To reduce the risk of fire, use only No. 26 American Wire Gauge or larger telecommunication line cord.

Laser Safety

With specific regard to lasers, this printer complies with laser product performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product. The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance and could create a hazardous condition.
- Do not attempt to open, reuse, or burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards. Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Printer Location

Place the printer in a dust-free area within a temperature range of 50° F to 95° F (10° C to 35° C) and a relative humidity range of 15 percent to 80 percent.

Note: Sudden temperature fluctuations can affect print quality. Rapid heating of a cold room can cause condensation inside the machine, directly interfering with image transfer.

Printer Clearance

Place the printer in an area where there is adequate space for ventilation, operation, and servicing. The recommended minimal spacing is:

Overhead Clearance:

- 35 cm (13.8 in.) above the printer

Total Height Requirements:

- 108 cm (42.5 in.)

Other Clearances:

- 10 cm (3.9 in.) behind the printer
- 60 cm (23.6 in.) in front of the printer
- 10 cm (3.9 in.) on the left side of the printer
- 10 cm (3.9 in.) on the right side of the printer

Operational Guidelines

- Do not block or cover the slots and openings on the printer. The printer may overheat without adequate ventilation.
- For optimum performance, use the printer at elevations below 3,100 m (10,171 ft.).
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposing light-sensitive components when the doors are open.
- Do not place the printer in line with the cold air flow from an air conditioning system.
- Place the printer on a level, solid non-vibrating surface with adequate strength for the weight of the printer. It should be within 1° of horizontal with all four feet in solid contact with the surface. The printer weight with the duplex unit and consumables is 40 kg (88.2 lb.).
- Do not place the printer in locations exposed to magnetic forces.
- Do not place the printer in damp locations.
- Do not place the printer in locations susceptible to vibrations.

Printing Safety Guidelines

- Wait 10-15 seconds between turning the printer off and on.
- Keep hands, hair, neckties, etc., away from the exit and feed rollers.

When the printer is printing:

- Do not remove the paper source tray that you selected in either the printer driver or control panel.
- Do not open the doors.
- Do not move the printer.

Printer Supplies

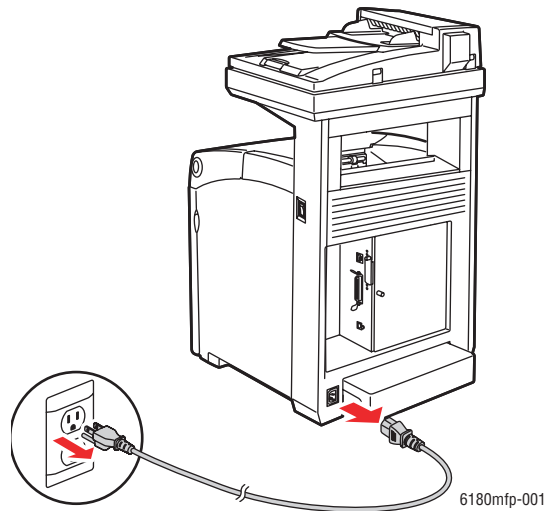
- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

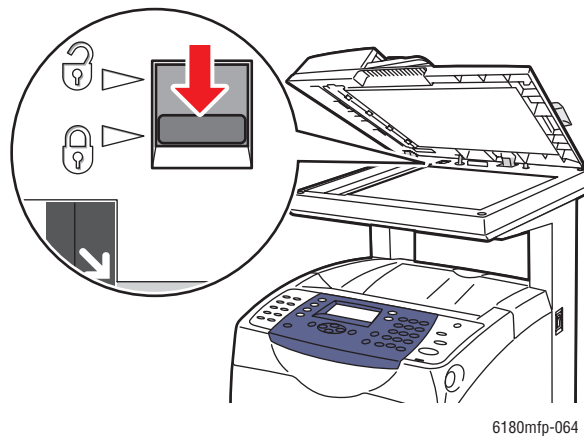
Moving the Printer

Follow these guidelines to avoid injuring yourself or damaging the printer:

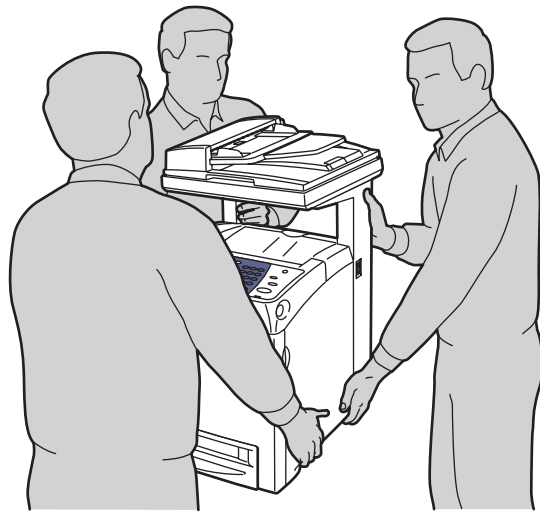
- Turn off the printer and unplug all power cables before moving the printer.



- Set the scan bar lock switch to the locked position.



- Always use three people to lift the printer.
- Always lift the printer from the designated lift points.



6180mfp-042

- Carry the printer without tilting it.

Caution: Do not tilt the printer more than 10 degrees to the front/back or right/left. Tilting more than 10 degrees may lead to consumables inside the printer spilling out.

Note: The rear side of this printer is heavier than the front. Be aware of this weight difference when moving the printer.

- Do not place any food or liquids on the printer.

Caution: Damage to the printer resulting from improper moving or failure to repackage the printer properly for shipment, is not covered by the warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

[Moving the Printer](#) on page 11-11

Safety Symbols Marked on Printer



Use caution (or draws attention to a particular component). See the manual(s) for information.



Hot surface on or in the printer. Use caution to avoid personal injury.



It may take 30 minutes for the fuser to cool down.



Do not touch the item.



Do not burn the item.



Do not expose the item to sunlight.



Do not expose the item to light.



Recycle the item.

Printer Specifications

Physical Specifications

- Width: 460 mm (18.1 in.)
- Depth: 520 mm (20.5 in.)
- Height (with scanner lid up): 1080 mm (42.5 in.)
- Weight:
 - 6180MFP-N: 40 kg (88.2 lb.) including consumables
 - 6180MFP-D: 41 kg (90.4 lb.) including consumables

Environmental Specifications

50° F to 95° F (10° C to 32° C) and a relative humidity range of 15 percent to 80 percent

Electrical Specifications

Electrical Specifications

- 110-127 V~, 50/60 Hz, 9 A
- 220-240 V~, 50/60 Hz, 4.5 A

Power Consumption

- AC 110 V:
 - Power Saver Mode 1 (Printer): 35 W or less
 - Power Saver Mode 2 (System): 17 W or less
 - Standby: 90 W or less (fuser on)
 - Continuous color or monochrome printing average: 500 W or less
- AC 220 - 240 V:
 - Power Saver Mode 1 (Printer): 35 W or less
 - Power Saver Mode 2 (System): 17 W or less
 - Standby: 90 W or less (fuser on)
 - Continuous color or monochrome printing average: 500 W or less

This printer does not consume electric power when the power switch is turned off even if the printer is connected to an AC outlet.

- ENERGY STAR qualified printer:
 - Default time to Power Saver Mode 1 is 30 minutes.
 - Default time to Power Saver Mode 2 is 30 minutes after Power Saver Mode 1 begins.

Warm-Up Time

- 30 seconds or less (when power is switched on, temperature: 22° C)
The printer's electrical system is ready 10 seconds after switching on the printer.

Performance Specifications

Resolution

Maximum Resolution: 600 × 600 dpi

Print Speed (Letter/ A4)

Print Mode	1-Sided Printing (ppm)		2-Sided Printing (ipm)	
	Color	Black & White	Color	Black & White
600 dpi standard	20 / 20	31 / 30	14 / 14	21 / 21
600 dpi enhanced	20 / 20	31 / 30	14 / 14	21 / 21

Copy Speed

- Color: 20 cpm
- Black & White: 31 cpm

Controller Specifications

Processor Speed

400 MHz processor

Memory

- Printer: 256 MB
- Copy/Scan/Fax: 128 MB

Expandable to combined memory of 1408 MB

Resident Fonts

- PCL 5/PCL 6
- PostScript 3

Interfaces

- Ethernet 10/100 Base Tx
- Universal Serial Bus (USB 2.0)
- Parallel

Regulatory Information

This printer has been tested to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this printer in a typical office environment.

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your reseller or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the equipment. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

European Union



The CE mark applied to this printer symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- January 1, 1995: Low Voltage Directive 73/23/EEC as amended by 93/68/EEC
- January 1, 1996: Electromagnetic Compatibility Directive 89/336/EEC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC

This printer, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this printer can be obtained from Xerox.

Copy Regulations

United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.

Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.

Postal Money Orders

Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

- 2. Adjusted Compensation Certificates for Veterans of the World Wars.**
- 3. Obligations or Securities of any Foreign Government, Bank, or Corporation.**
- 4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.**
- 5. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.**
- 6. Passports. Foreign Passports may be photographed.**
- 7. Immigration papers.**
- 8. Draft Registration Cards.**

9. Selective Service Induction papers that bear any of the following Registrant's information:

- Earnings or Income
- Court Record
- Physical or mental condition
- Dependency Status
- Previous military service

Exception: United States military discharge certificates may be photographed.

10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:

- Automobile Licenses
- Drivers' Licenses
- Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

- 1.** Current bank notes or current paper money.
- 2.** Obligations or securities of a government or bank.
- 3.** Exchequer bill paper or revenue paper.
- 4.** The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
- 5.** Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
- 6.** Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
- 7.** Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
9. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

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 a fax machine, 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 machine, refer to customer documentation 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 cover 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. See installation instructions for details.

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 (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.

To order the correct service from the local telephone company, please provide the Facility Interface Code (FIC) and Service Order Code (SOC) listed below:

FIC: 02LS2

SOC: 9.0F

You may also have to provide the USOC Jack code and the Ringer Equivalence Number (REN).

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 is not 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 Service Representative or an authorized Xerox Service provider. 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, make sure that 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.

Canada

Note: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative 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 make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, 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.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals 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 Ringer Equivalent Numbers of all of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

Europe

Radio Equipment & Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer in the first instance.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Material Safety Data Sheet

For Material Safety Data information regarding your Phaser 6180MFP printer, go to:

- United States and Canada: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

Printer Recycling and Disposal

European Union

Some equipment may be used in both a domestic/household and a professional/business application.

Domestic/Household Environment



Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment



Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life takeback information.

North America

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox printer is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html or for recycling and disposal information, contact your local authorities.

If you are managing the disposal of your Xerox product, please note that the product contains lamp(s) with mercury, and may contain lead, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.
Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

Other Countries

Please contact your local waste authorities and request disposal guidance.

Printer Features

2

This chapter includes:

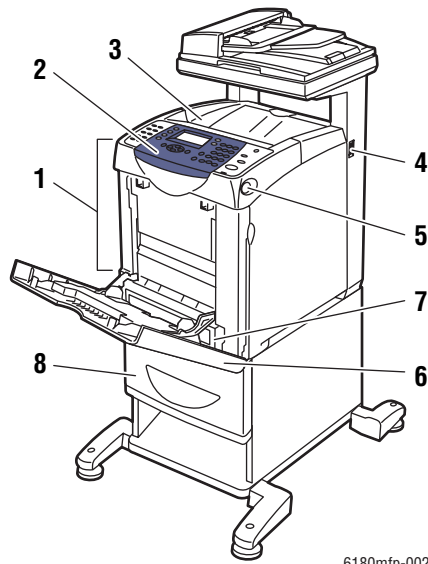
- [Main Components and Their Functions](#) on page 2-2
- [Printer Configurations](#) on page 2-5
- [Control Panel](#) on page 2-6
- [Power Saver Modes](#) on page 2-10
- [Checking Status of Print Data](#) on page 2-11
- [Displaying Optional Accessory Configuration and Paper Tray Settings](#) on page 2-12
- [More Information](#) on page 2-13

Main Components and Their Functions

This section includes:

- [Front View](#) on page 2-2
- [Rear View](#) on page 2-3
- [Internal View](#) on page 2-4
- [Scanner](#) on page 2-4

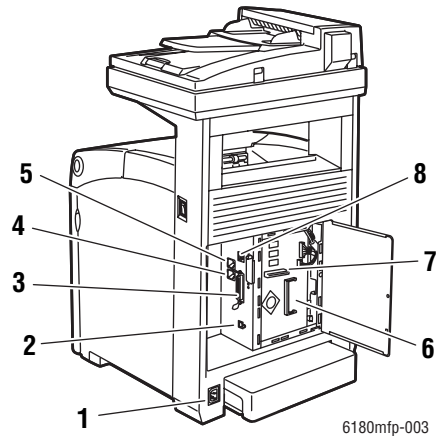
Front View



6180mfp-002

1. Front door A
2. Control panel
3. Output tray
4. Power switch
5. Button A for opening the front door
6. Tray 1 (MPT)
7. Tray 2
8. Optional Tray 3

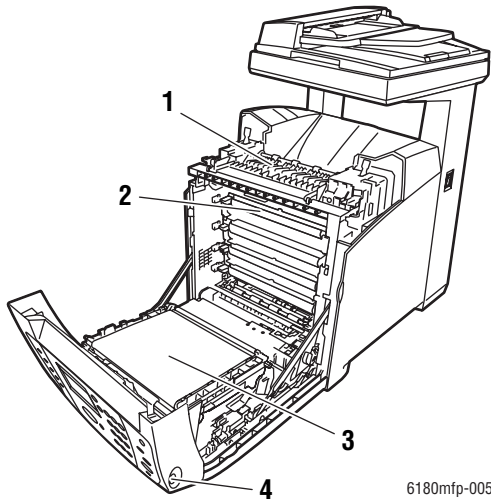
Rear View



- 1. Power cord connector
- 2. USB port
- 3. Parallel port
- 4. Telephone line out

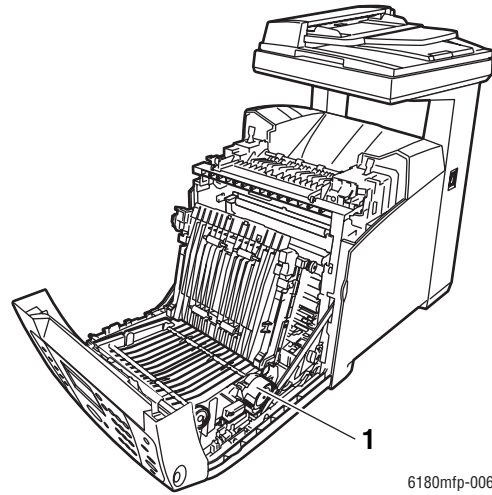
- 5. Fax line in
- 6. Optional memory slot
- 7. Multi-protocol network card
- 8. Network connector

Internal View



6180mfp-005

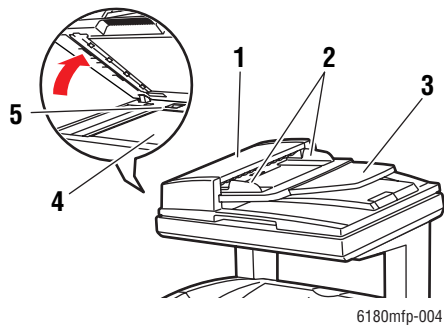
1. Fuser
2. Print cartridge
3. Transfer unit
4. Button A for opening the front door



6180mfp-006

1. Duplex unit

Scanner



6180mfp-004

1. Automatic document feed cover
2. Document guides
3. Document feed tray
4. Document glass
5. Scan bar lock switch

Printer Configurations

Features	Printer Configuration	
	6180MFP-N	6180MFP-D
Memory Configuration*	384 MB	384 MB
Resolutions (dpi)		
Standard	600 x 600 x 1 bit	600 x 600 x 1 bit
Enhanced	600 x 600 x 4 bit	600 x 600 x 4 bit
Ethernet Interface	10/100 Base-T	10/100 Base-T
Tray 1 (MPT) (150 Sheet)	Standard	Standard
Tray 2 (250 Sheet)	Standard	Standard
550-Sheet Feeder	Optional	Optional
Duplex Unit	Optional	Standard

* All configurations have one memory slot supporting 256 MB/512 MB/1024 MB DDR2 DIMMs, to a maximum of 1408 MB. Standard memories are soldered on the board.

Options

You can order additional memory, tray, multi-protocol network card, and a duplex unit if these items are not standard on your printer.

Memory

The printer features one slot that accepts 256, 512, or 1024 MB of DDR2 DIMMs.

Duplex Unit

The duplex unit enables 2-sided printing.

Multi-Protocol Network Card

The multi-protocol network card provides additional protocols and security features including IPP, SMB, WINS, DDNS, SSL/HTTPS, and IPv6.

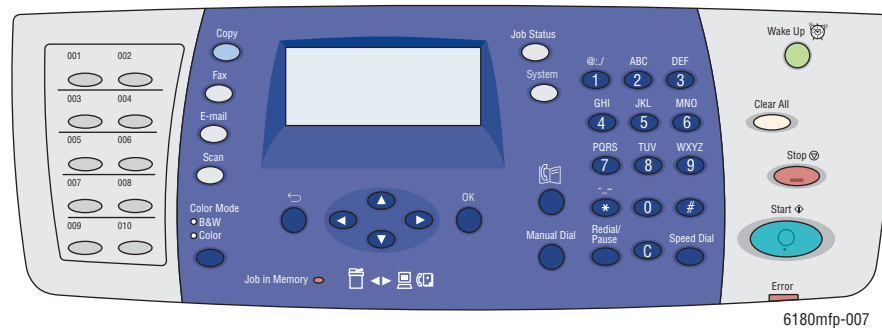
Additional Trays

550-Sheet Feeder (Tray 3)

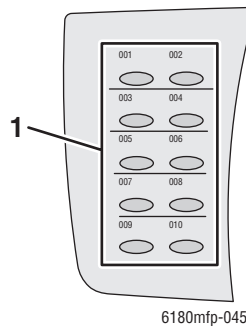
Control Panel

This section includes:

- [Control Panel Layout](#) on page 2-6
- [Menu Map](#) on page 2-9
- [Information Pages](#) on page 2-9



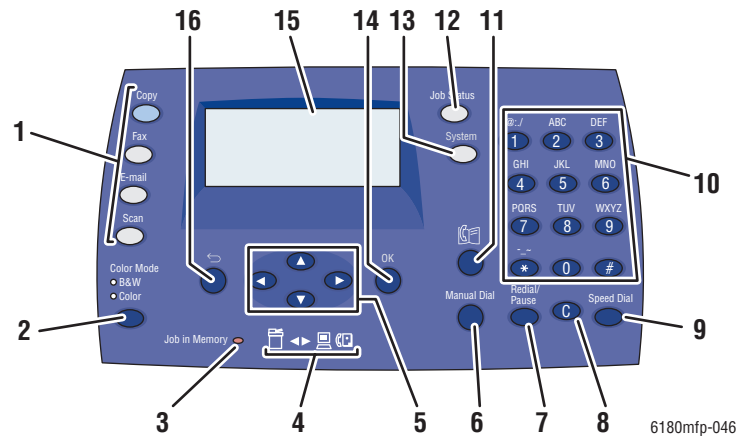
Control Panel Layout



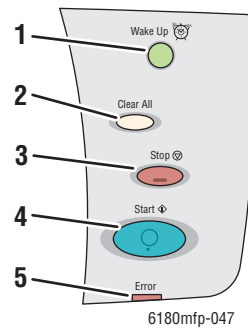
1. One Touch buttons

Provides access to the first 10 entries in the Fax address book.

For example, you can press the **Fax** button, and then press the upper left button to access the first entry in your address book.



1. Press to use the **Copy, Fax, E-mail,** and **Scan** menus on the display screen.
2. **Color Mode** button
Press to switch between Color and Black and White modes for your copy, fax, and scan job.
3. **Job in Memory** LED
When illuminated, it indicates that there is a job in the printer's memory.
4. **Arrow LEDs**
These LEDs indicate the flow of data either into or out of the printer.
5. **Up Arrow** button
Scrolls upward through the menus.
Down Arrow button
Scrolls downward through the menus.
Back Arrow button
Scrolls backwards through the menus, or displays the Walk-Up Features menu.
Forward Arrow button
Scrolls forward through the menus.
6. **Manual Dial** button
When faxing, you can press this button to quickly enter a fax number with the alphanumeric key pad.
7. **Redial/Pause** button
Press the button to recall the last fax number used or to insert pauses in fax numbers.
8. **Clear** button
Deletes a single character each time the button is pressed. For use when entering email addresses and telephone numbers.
9. **Speed Dial** button
Press to access directories of group or individual fax telephone numbers.
10. **Alphanumeric keypad**
Use to enter numbers and letters for names and phone numbers.
11. **Address Book** button
Press to access the Fax and Email address books.
12. **Job Status** button
Press to check active job status and Walk-Up printing jobs.
13. **System** button
Switches the display to the Setup menu.
14. **OK** button
Press to accept the setting selected.
15. **Graphic display** indicates status messages, menus, and toner levels.
16. **Exit** button
Press to go up one level in the menu.



1. **Wake Up** button
This light is on in power saver mode. Push the button to exit power saver mode.
2. **Clear All** button
Press once to return to the default main menu. All job settings are reset to default.
3. **Stop** button
Cancels the current print job.
4. **Start** button
Press to start a copy, scan, or fax job.
5. **Error**
The red light indicates an error condition.

Information Pages

Your printer comes with a set of information pages to help you obtain the best results from your printer. Access these pages from the control panel. Print the Menu Map to see where these information pages are located in the control panel menu structure.

Menu Map

The Menu Map helps you navigate the control panel menus. To print the Menu Map:

1. On the control panel, press the **System** button, select **Information Pages**, and then press the **OK** button.
2. Select **Menu Map**, and then press the **OK** button to print.

Note: Print the Menu Map to see other information pages available for printing.

Configuration Page

To print the Configuration page to view current information about your printer, do the following:

1. On the control panel, press the **System** button, select **Information Pages**, and then press the **OK** button.
2. Select **Configuration**, and then press the **OK** button to print.

Turning the Startup Page On or Off

When the printer is turned on, it prints a Startup page by default.

To turn the printing of the Startup page on or off:

1. On the control panel, press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **System Settings**, and then press the **OK** button.
4. Select **Startup Page**, and then press the **OK** button.
5. Select **On** or **Off**, and then press the **OK** button.

Power Saver Modes

Power Saver Mode 1 (Printer)

The printer is equipped with Power Saver Mode 1 to reduce power consumption when it is left idle.

When no print data is received for 30 minutes (default), the printer will enter Power Saver Mode 1.

The time range that can be specified for the printer to enter Power Saver Mode 1 is 5 to 60 minutes. Consumption of power during Power Saver Mode 1 is 35 W or less and the time required to exit from Power Saver Mode 1 to a print-ready status is about 20 seconds.

See also:

[Changing the Power Saver Time](#) on page 9-3

Exiting the Power Saver Mode

The printer automatically cancels Power Saver Mode 1 if the scanner lid is raised, any control panel buttons are pressed, or if it receives data from the computer.

Power Saver Mode 2 (System)

Power Saver Mode 2 controls the scanner lamp. When the scanner is not being used, the lamp turns off after the time specified for Power Saver Mode 2. The time range that can be specified for the printer to enter Power Saver Mode 2 is 5 to 120 minutes. Consumption of power during Power Saver Mode 2 is 17W. The default setting for Power Saver Mode 2 is 30 minutes after Power Saver Mode 1 starts.

The printer automatically cancels Power Saver Mode 2 once it receives data from the computer. To cancel the Power Saver Mode 2 manually, press the **Wake Up** button.

See also:

[Changing the Power Saver Time](#) on page 9-3

Checking Status of Print Data

Checking Status in Windows

Printer information and status are displayed on the Status window. Double-click the PrintingScout printer icon on the taskbar at the bottom right of the screen. From the displayed window, check the column **Status**.

You can change the display contents with the button on the left of the Printer Status window.

Status Setting button: Displays the **Status Setting** screen and allows you to check the printer name, printer connection port, and printer status.

For more information about PrintingScout, see the Help:

1. From the **Start** menu, select **Programs**.
2. Select **Xerox Office Printing**.
3. Select **PrintingScout**.
4. Select **PrintingScout Help**.

See also:

[PrintingScout Software](#) on page 3-4

Checking Status in CentreWare Internet Services

You can check the status of the print job sent to the printer at the **Jobs** tab of CentreWare Internet Services.

See also:

[Printer Management Software](#) on page 3-1

Displaying Optional Accessory Configuration and Paper Tray Settings

Print the Configuration page to view the current information about your printer:

1. On the control panel, press the **System** button, select **Information Pages**, and then press the **OK** button.
2. Select **Configuration**, and then press the **OK** button to print.

More Information

Obtain information regarding your printer and its capabilities from the following sources.

Resources

Information	Source
Installation Guide*	Packaged with printer
Feature Setup Guide	Packaged with printer
Quick Use Guide*	Packaged with printer
User Guide (PDF)*	<i>Software and Documentation CD-ROM</i>
Quick Start Tutorials (English only)	www.xerox.com/office/6180MFPsupport
Video Tutorials	www.xerox.com/office/6180MFPsupport
Recommended Media List	Recommended Media List (United States) Recommended Media List (Europe)
Printer Management Tools	www.xerox.com/office/6180MFPdrivers
Online Support Assistant	www.xerox.com/office/6180MFPsupport
Technical Support	www.xerox.com/office/6180MFPsupport
Information pages	Control panel menu

* Also available on the Support website.

Printer Management Software

3

This chapter includes:

- [Print and Scan Drivers](#) on page 3-2
- [CentreWare Internet Services](#) on page 3-2
- [Address Book Editor](#) on page 3-3
- [Express Scan Manager](#) on page 3-3
- [PrintingScout Software](#) on page 3-4

Print and Scan Drivers

To access all of your printer's features, install the print and scan drivers from the *Software and Documentation CD-ROM* or from the Xerox Drivers and Downloads website:

www.xerox.com/office/6180MFPdrivers

- Print drivers enable your computer and printer to communicate and provide access to your printer features.
- Scan drivers enable you to scan images directly to your personal computer and place scanned images directly into an application.

See also:

[Installing the Scan Driver](#) on page 7-3

CentreWare Internet Services

This section provides information on CentreWare Internet Services, an HTTP (HyperText Transfer Protocol)-based web page service that installs with your printer driver and is accessed through your web browser.

These pages give you instant access to printer status, and printer configuration options. Anyone on your network can access the printer using their web browser software. In administrative mode you can change the configuration of the printer, set up your fax directories, and manage your printer settings without leaving your computer.

Note: Users who are not given passwords by the administrator can still view the configuration settings and options in user mode. They will not be able to save or apply any changes to the current configuration.

Creating an Administrative Password

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Click the **Properties** button.
4. In the left navigation panel, scroll down to **Security** and select **Administrator Security Settings**.

Note: If the **Security** folder is not open, click the plus sign (+) to expand the folder.

5. Click the **Enable Administrator Mode** check box.
6. In the **User Name** field, type a name for the administrator.
7. In the **Password** and **Verify Password** fields, type a password for the administrator.
8. Click **Save Changes**, your new password has been set and anyone with the administrator name and password can log in and make changes to the printer configuration and settings.

Address Book Editor

The Address Book Editor provides a convenient interface for modifying the printer's address book entries. With it you can create:

- Fax entries
- Email entries
- Server entries

When you start the software, if the printer is connected via USB, the Address Book Editor reads the printer's address book. You can create, edit, and delete entries. After making changes, you can then save the updated address book to the printer or to your computer.

The Address Book Editor can be installed from the *Software and Documentation CD-ROM*. It is available for Windows and Macintosh.

Express Scan Manager

The Express Scan Manager handles scan jobs sent from the printer to your computer via USB. When the scan is sent from the printer to the computer, Express Scan Manager automatically manages the scan job.

Before scanning to your computer, you should start Express Scan Manager and configure the scan settings. You can specify settings for image type, resolution, paper size, and output destination.

The Express Scan Manager can be installed from the *Software and Documentation CD-ROM*. It is available for Windows and Macintosh.

See also:

[Scanning](#) on page 7-1

Launcher (Windows)

The Launcher is installed with the Address Book Editor and Express Scan Manager, and provides a method for starting those applications.

The Launcher icon can be found in the taskbar. To start either application, right-click the icon, and then select **Start > Address Book Editor** or **Express Scan Manager**.

You can also start the Launcher from the **Start > Xerox > Phaser 6180MFP** menu.

PrintingScout Software

PrintingScout automatically checks the printer status when you send a print job. If the printer is unable to print your job, PrintingScout automatically displays an alert on your computer screen to let you know that the printer needs attention.

PrintingScout can be installed from the *Software and Documentation CD-ROM*. It is available only for Windows.

Network Basics

4

This chapter includes:

- [Overview of Network Setup and Configuration](#) on page 4-2
- [Choosing a Connection Method](#) on page 4-3
- [Configuring the Network Address](#) on page 4-6
- [Installing the Printer Drivers](#) on page 4-10

This chapter provides basic information about setting up and connecting to your printer.

See also: (English Only)

CentreWare Internet Services tutorial at www.xerox.com/office/6180MFPsupport

Printer driver tutorial at www.xerox.com/office/6180MFPsupport

Overview of Network Setup and Configuration

To set up and configure the network:

1. Connect the printer to the network using the recommended hardware and cables.
2. Turn on the printer and the computer.
3. Print the Configuration page and keep it for referencing network settings. For more information see [Displaying Optional Accessory Configuration and Paper Tray Settings](#) on page 2-12.
4. Install the driver software on the computer from the *Software and Documentation CD-ROM*. For information on driver installation, see the section in this chapter for the specific operating system you are using.
5. Configure the printer's TCP/IP address, which is required to identify the printer on the network.
 - Windows operating systems: Run the Installer on the *Software and Documentation CD-ROM* to automatically set the printer's IP address if the printer is connected to an established TCP/IP network. You can also manually set the printer's IP address on the control panel.
 - Macintosh systems: Manually set the printer's TCP/IP address on the control panel.
6. Print a Configuration page to verify the new settings.

Note: If the *Software and Documentation CD-ROM* is not available, you can download the latest driver from www.xerox.com/office/6180MFPdrivers.

Choosing a Connection Method

Connect the printer via Ethernet, USB, or parallel. A USB or a parallel connection is a direct connection and is not used for networking. An Ethernet connection is used for networking. Hardware and cabling requirements vary for the different connection methods. Cabling and hardware are generally not included with your printer and must be purchased separately. This section includes:

- [Connecting via Ethernet and USB](#) on page 4-3
- [Connecting via Ethernet](#) on page 4-3
- [Connecting via USB](#) on page 4-4
- [Connecting via Parallel](#) on page 4-5

Connecting via Ethernet and USB

You can connect your Phaser 6180MFP printer through Ethernet, USB, or both at the same time. The available features for each connection type are shown in the following table.

Connection Type	Available Features
USB	When connected via USB you can: <ul style="list-style-type: none"> ■ Scan an image into an application. ■ Scan an image to a folder on the computer. ■ Use the Address Book Editor to manage address book entries.
Ethernet	When connected via Ethernet you can: <ul style="list-style-type: none"> ■ Scan to a computer on the network. ■ Scan to an FTP server. ■ Scan to email. ■ Use CentreWare IS to manage address book entries.

For information on each connection type, see [Connecting via Ethernet](#) on page 4-3 and [Connecting via USB](#) on page 4-4.

Connecting via Ethernet

Ethernet can be used for one or more computers. It supports many printers and systems on an Ethernet network. An Ethernet connection is recommended because it is faster than a USB connection. It also allows you direct access to CentreWare Internet Services (IS). The CentreWare IS web interface enables you to manage, configure, and monitor networked printers from your desktop.

Network Connection

Depending on your particular setup, the following hardware and cabling is required for Ethernet.

- If you are connecting to one computer, an Ethernet RJ-45 crossover cable is required.
- If you are connecting to one or more computers with an Ethernet hub, or cable or DSL router, two or more twisted-pair (category 5/RJ-45) cables are required. (One cable for each device.)

If you are connecting to one or more computers with a hub, connect the computer to the hub with one cable, and then connect the printer to the hub with the second cable. Connect to any port on the hub except the uplink port.

See also:

[Configuring the Network Address](#) on page 4-6

[Installing the Printer Drivers](#) on page 4-10

[Scanning to a Computer on a Network](#) on page 7-10

[Scanning to Email](#) on page 7-12

Connecting via USB

If you are connecting to one computer, a USB connection offers fast data speeds. A USB connection is not as fast as an Ethernet connection but is faster than using parallel. To use USB, PC users must have Windows 2000, Windows XP, Windows Server 2003, or newer operating system. Macintosh users must use Mac OS X, version 10.2 and higher.

USB Connection

A USB connection requires a standard A/B USB cable. This cable is not included with your printer and must be purchased separately. Verify that you are using the correct USB cable for your connection (2.0 for best results).

- 1.** Connect one end of the USB cable to the printer and turn it on.
- 2.** Connect the other end of the USB cable to the computer.

See also:

[Address Book Editor](#) on page 3-3

[Express Scan Manager](#) on page 3-3

[Installing the Printer Drivers](#) on page 4-10

Connecting via Parallel

A parallel cable connection can also be used for connecting to one computer. This type of connection provides the slowest data speeds. Parallel connection requires a standard-to-high density parallel printer cable, (36-pin high-density 1284-C [male] to 36-pin low density 1284-B [male] cable), with a maximum length of three meters (10 feet). Connect the parallel cable to the printer and the computer while they are both **Off**, and then turn them **On**. Install the printer driver from the *Software and Documentation CD-ROM*, and select the appropriate LPT parallel port.

See also:

[Installing the Printer Drivers](#) on page 4-10

Configuring the Network Address

This section includes:

- [TCP/IP and IP Addresses](#) on page 4-6
- [Automatically Setting the Printer's IP Address](#) on page 4-6
- [Dynamic Methods of Setting the Printer's IP Address](#) on page 4-7
- [Manually Setting the Printer's IP Address](#) on page 4-8

TCP/IP and IP Addresses

If your computer is on a large network, contact your network administrator for the appropriate TCP/IP addresses and additional configuration information.

If you are creating your own small Local Area Network or connecting the printer directly to your computer using Ethernet, follow the procedure for automatically setting the printer's Internet Protocol (IP) address.

PCs and printers primarily use TCP/IP protocols to communicate over an Ethernet network. With TCP/IP protocols, each printer and computer must have a unique IP address. It is important that the addresses are similar, but not the same; only the last digit needs to be different. For example, your printer can have the address 192.168.1.2 while your computer has the address 192.168.1.3. Another device can have the address 192.168.1.4.

Generally, Macintosh computers use either TCP/IP or the Bonjour protocol to talk to a networked printer. For Mac OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, Bonjour does not require printers or computers to have IP addresses.

Many networks have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically programs an IP address into every PC and printer on the network that is configured to use DHCP. A DHCP server is built into most cable and DSL routers. If you use a cable or DSL router, see your router's documentation for information on IP addressing.

See also:

Online Support Assistant at www.xerox.com/office/6180MFPsupport

Automatically Setting the Printer's IP Address

If the printer is connected to a small established TCP/IP network without a DHCP server, use the installer on the *Software and Documentation CD-ROM* to detect or assign an IP address to your printer. For further instructions, insert the *Software and Documentation CD-ROM* into your computer's CD-ROM drive. After the Xerox Installer launches, follow the prompts for installation.

Note: For the automatic installer to function, the printer must be connected to an established TCP/IP network.

Dynamic Methods of Setting the Printer's IP Address

There are two protocols available for dynamically setting the printer's IP address:

- DHCP (enabled by default on all Phaser printers)
- AutoIP

You can turn on/off both protocols using the control panel, or use CentreWare IS to turn on/off DHCP.

Note: You can print a report that includes the printer's IP address. On the control panel, press the **System** button, select **Information Pages**, press the **OK** button, select **Configuration**, and then press the **OK** button. The IP address is listed on the Configuration report.

Using the Control Panel

To turn on/off either the DHCP or AutoIP protocol:

1. On the control panel, press the **System** button.
2. Select the **Admin** menu, and then press the **OK** button.
3. Select the **Network Settings** menu, and then press the **OK** button.
4. Select the **TCP/IP** menu, and then press the **OK** button.
5. Select **Get IP Address**, and then press the **OK** button.

Using CentreWare IS

To turn on/off the DHCP protocol:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Select **Properties**.
4. Select the **Protocols** folder on the left navigation panel.
5. Select **TCP/IP**.
6. In the **Get IP Address** field, select the **DHCP/Autonet** option.
7. Click the **Save Changes** button.

Manually Setting the Printer's IP Address

Note: Verify that your computer has a properly configured IP address for your network. Contact your network administrator for more information.

If you are on a network without a DHCP server, or in an environment where the network administrator assigns printer IP addresses, you can use this method to manually set the IP address. Manually setting the IP address overrides DHCP and AutoIP. Alternatively, if you are in a small office with a single PC and use a dialup modem connection, you can manually set the IP address.

Information Required for Manual IP Addressing

Information	Comments
Internet Protocol (IP) address of the printer	Format is <i>xxx.xxx.xxx.xxx</i> , where <i>xxx</i> represents a decimal number from 0–255.
Network Mask	If you are unsure, leave this blank; the printer chooses an appropriate mask.
Default Router/Gateway address	Router address is required to communicate with the host device from anywhere other than the local network segment.

Using the Control Panel

To manually set the IP address:

1. On the control panel, press the **System** button.
2. Select the **Admin** menu, and then press the **OK** button.
3. Select the **Network Settings** menu, and then press the **OK** button.
4. Select the **TCP/IP** menu, and then press the **OK** button.
5. Select **Get IP Address**, and then press the **OK** button.
6. Select **Panel**, and then press the **OK** button.
7. Select **IP Address** under the **TCP/IP** menu and use the arrows to configure the IP values, and then press the **OK** button.

Changing or Modifying the IP Address Using CentreWare IS

CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked printers from your desktop using an embedded web server. For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

After setting the printer's IP address, you can modify TCP/IP settings using CentreWare IS.

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Click **Properties**.
4. Select the **Protocols** folder on the left navigation panel.
5. Select **TCP/IP**.
6. Enter or modify the settings, and then click **Save Changes** at the bottom of the page.

Installing the Printer Drivers

This section includes:

- [Available Drivers](#) on page 4-10
- [Windows 2000 or Later](#) on page 4-11
- [Macintosh OS X, Version 10.2 and Higher](#) on page 4-11

Available Drivers

To access special printing options, use a Xerox printer driver.

Xerox provides drivers for a variety of page description languages and operating systems. The following printer drivers are available:

Printer Driver	Source*	Description
Windows PostScript Driver (also used for Windows Vista)	CD-ROM and Web	The PostScript driver is recommended to take full advantage of your printer's custom features and genuine Adobe® PostScript®. (Default printer driver)
PCL 6	CD-ROM and Web	The Printer Command Language driver can be used for applications requiring PCL. Note: For Windows 2000/XP only.
Mac OS X (version 10.2 and higher) Driver	CD-ROM and Web	This driver enables printing from a Mac OS X (version 10.2 and higher) operating system.
UNIX	Web only	This driver enables printing from a UNIX operating system.
Linux	CD-ROM	This driver enables printing from a Linux operating system.

* Go to www.xerox.com/office/6180MFPdrivers for the latest printer drivers.

Windows 2000 or Later

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the computer's CD-ROM drive. If the installer does not launch, do the following:
 - a. Click **Start**, and then click **Run**.
 - b. In the **Run** window, type: <CD drive>:\INSTALL.EXE.
2. Select your desired language from the list.
3. Select **Install Printer Driver**.
4. Select the installation method you want to use, and then follow the onscreen instructions.

Note: PrintingScout is a separate option from the printer driver. To install PrintingScout, use the *Software and Documentation CD-ROM*.

See also:

Online Support Assistant at www.xerox.com/office/6180MFPsupport

Macintosh OS X, Version 10.2 and Higher

Set up your printer using Bonjour (Rendezvous), create a desktop USB connection, or use an LPD/LPR connection for Macintosh OS X, version 10.2 and higher.

Macintosh OS X, Version 10.2 and 10.3

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive and select the VISE installer to install the printer software.
2. When installation is complete, select one of the following options:
 - Open the **Print Center** utility for Mac OS X, version 10.2.x.
 - Open the **Printer Setup Utility** for Mac OS X, version 10.3.x.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Confirm that the first drop-down menu is set to **Bonjour (Rendezvous)**.
4. Select the printer in the window.
5. Select **Xerox** from the list of manufacturers in the lower drop-down menu.
6. Select the appropriate printer model from the list of available devices.
7. Click the **Add** button.

See also:

Online Support Assistant at www.xerox.com/office/6180MFPsupport

USB Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive.
 - Open the **Print Center** utility for Mac OS X, version 10.2.x.
 - Open the **Printer Setup Utility** for Mac OS X, version 10.3.x.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

2. Click the **Add** button.
3. Select **USB** from the drop-down menu.
4. Select the printer in the window.
5. Select **Xerox** from the manufacturers in the drop-down menu.
6. Select the appropriate printer configuration from the list of available printers.
7. Click the **Add** button.

LPR Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive and select the VISE installer to install the printer software.
2. Once installation is complete, select one of the following options:
 - Open the **Print Center** utility for Mac OS X, version 10.2.x.
 - Open the **Printer Setup Utility** for Mac OS X, version 10.3.x.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** button.
4. Select one of the following options:
 - **Mac OS X, Version 10.2:** Select **IP Printing** from the pull-down menu. Enter the printer's IP address in the **Printer Address** field. Select **Xerox** from the **Printer Model** pull-down menu, and then select the corresponding PPD file. Click the **Add** button. The printer is added to the list.
 - **Mac OS X, Version 10.3:** Select **IP Printing** from the first pull-down menu. Select **LPD/LPR** from the second pull-down menu. Enter the printer's IP address in the **Printer Address** field. Verify that the **Queue Name** field is blank. Select **Xerox** from the **Printer Model** pull-down menu, and then select the corresponding PPD file. Click the **Add** button. The printer is added to the list.

Macintosh OS X, Version 10.4

Bonjour Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive and select the VISE installer to install the printer software.
2. When installation is complete, select the **Printer Setup Utility**.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** button.
4. Select the **Default Browser** in the **Printer Browser**.
5. Select the **Bonjour** printer in the list of available printers. If the **Printer Browser**:
 - Selects the appropriate printer from the **Print Using** drop-down list, go to Step 8.
 - Does not select the appropriate printer from the **Print Using** drop-down list, go to Step 6.
6. Select **Xerox** from the list of manufacturers in the lower drop-down menu.
7. Select the appropriate printer from the list of available printers.
8. Click the **Add** button.

USB Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive.
2. Open the **Printer Setup Utility**.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** button.
4. Select the **Default Browser** in the upper left corner of the **Printer Browser**.
5. Select the USB-connected printer in the printers window. The Printer Browser selects the appropriate printer configuration in the **Print Using** drop-down list.
 - If the appropriate printer configuration is selected, proceed to Step 8.
 - If the appropriate printer configuration is not selected, proceed to Step 6.
6. Select **Xerox** from the manufacturers in the drop-down menu.
7. Select the appropriate printer configuration from the list of available printers.
8. Click the **Add** button. The printer is displayed as an available printer in the Printer Setup Utility.

LPD Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive and select the VISE installer to install the printer software.
2. Once installation is complete, open the **Printer Setup Utility**.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** button.
4. Select **IP Printer** from the upper left corner of the **Printer Browser**.
5. Select **LPD** from the pull-down menu.
6. Enter the printer's IP address in the **Address** field.
7. Click the **Add** button. The printer is added to the list.

Printing Basics

5

This chapter includes:

- [Supported Paper and Media](#) on page 5-2
- [About Paper](#) on page 5-6
- [Setting Paper Types and Sizes](#) on page 5-9
- [Loading Paper](#) on page 5-10
- [Selecting Printing Options](#) on page 5-17
- [Printing on Both Sides of the Paper](#) on page 5-23
- [Printing on Specialty Media](#) on page 5-25
- [Printing Custom Size or Long Paper](#) on page 5-41
- [Printing Confidential Document - Secure Print](#) on page 5-44
- [Print After Checking Printing Result - Proof Print](#) on page 5-46

Supported Paper and Media

This section includes:

- [Paper Usage Guidelines](#) on page 5-3
- [Automatic Document Feeder Guidelines](#) on page 5-4
- [Paper That Can Damage Your Printer](#) on page 5-5
- [Paper Storage Guidelines](#) on page 5-5

Your printer is designed to be used with a variety of paper types. Follow the guidelines in this section to ensure the best print quality and to avoid jams.

For best results, use Xerox printing media specified for your Phaser 6180MFP printer. They are guaranteed to produce excellent results with your printer.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6180MFPsupplies.

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

[Recommended Media List \(United States\)](#)

[Recommended Media List \(Europe\)](#)

Paper Usage Guidelines

The printer trays accommodate most sizes and types of paper, transparencies, or other specialty media. Follow these guidelines when loading paper and media in the trays:

- Envelopes and transparencies can be printed from Tray 1 (MPT) only.
- Fan paper, transparencies, or other specialty media before loading in the paper tray.
- Do not print on label stock once a label has been removed from a sheet.
- Use only paper envelopes. Do not use envelopes with windows, metal clasps, or adhesives with release strips.
- All envelopes should be printed single-sided only.
- Some wrinkling and embossing may occur when printing envelopes.
- Do not overload the paper trays. Do not load paper above the fill line on the inside of the paper guide.
- Adjust the paper guides to fit the paper size. For Trays 2 and 3, the paper guides click into place when they are adjusted correctly.
- If excessive jams occur, use paper or other media from a new package.

See also:

[Printing Transparencies](#) on page 5-25

[Printing Envelopes](#) on page 5-28

[Printing Labels](#) on page 5-31

[Printing Glossy Paper](#) on page 5-36

[Printing Custom Size or Long Paper](#) on page 5-41

Automatic Document Feeder Guidelines

The document feeder accommodates the following original sizes:

- Width: 148 mm – 216 mm (4.1 in. – 8.5 in.)
- Length: 210 mm – 355.6 mm (8.3 in. – 14 in.)

The weight range includes 65 – 120 g/m² (17 – 32 lb. Bond).

Follow these guidelines when loading originals into the document feeder:

- Load originals faceup so that the top of the document enters the printer first.
- Place only loose sheets of paper in the document feeder.
- Adjust the paper guides so that they fit against the originals.
- Insert paper in the document feeder only when the ink on the paper is completely dry.
- Do not load originals above the MAX fill line.



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Document Glass

Use the document glass rather than the document feeder to copy or scan the following types of originals:

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Coated or carbonless paper, transparencies, or items other than paper such as cloth or metal
- Envelope

Paper That Can Damage Your Printer

Your printer is designed to use a variety of media types for print jobs. However, some media can cause poor output quality, increased paper jams, or damage to your printer.

Unacceptable media includes:

- Rough or porous media
- Plastic media other than supported transparencies
- Paper that has been folded or wrinkled
- Paper with staples
- Envelopes with windows or metal clasps
- Padded envelopes
- Non-laser glossy or coated paper
- Perforated media

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper items are susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper items. The intensity and length of exposure to visible light on paper items should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid attics, kitchens, garages, and basements for storing paper. Inside walls are drier than outside walls where moisture can collect.
- Store paper flat. Paper should be stored on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave paper in the original packaging. For most commercial cut-size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Leave the media inside the bag until you are ready to use it; reinsert unused media in the bag and reseal it for protection. Some specialty media is packaged inside resealable plastic bags.

About Paper

Using unsuitable paper may lead to paper jams, poor print quality, breakdown and damage to your printer. In order to use the features of this printer effectively, use the suggested paper that is recommended here.

Usable Paper

The types of paper that can be used on this printer are as follows:

Tray 1 (MPT)

Paper Size	Letter (8.5 x 11 in.) Legal (8.5 x 14 in.) Executive (7.25 x 10.5 in.) Folio (8.5 x 13 in.) #10 Commercial (4.1 x 9.5 in.) Monarch (3.8 x 7.5 in.) A4 (210 x 297 mm) A5 (148 x 210 mm) B5 JIS (182 x 257 mm) DL (110 x 220 mm) C5 (162 x 229 mm) Custom: 76.2 – 127 mm (3 – 5 in.) 216 – 355.6 mm (8.5 – 14 in.)
Paper Type (Weight)	Plain (65 – 120 g/m ²) (17 – 32 lb. Bond) Thin Card Stock (100 – 163 g/m ²) (37 – 60 lb. Cover) Thick Card Stock (160 – 220 g/m ²) (60 – 80 lb. Cover) Glossy Paper (100 – 160 g/m ²) (37 – 60 lb. Cover) Thick Glossy Paper (160 – 200 g/m ²) (60 – 80 lb. Cover) Labels Transparency Paper Envelope
Loading Capacity	150 sheets (Standard paper) or 15 mm or below

Trays 2 and 3

Paper Size	Letter (8.5 x 11 in.) Legal (8.5 x 14 in.) Executive (7.25 x 10.5 in.) Folio (8.5 x 13 in.) A4 (210 x 297 mm) A5 (148 x 210 mm) B5 JIS (182 x 257 mm) Custom: 148 – 215.9 mm (5.83 – 8.5 in.) 210 – 355.6 mm (8.27 – 14 in.)
Paper Type (Weight)	Plain (65 – 120 g/m ²) (17 – 32 lb. Bond) Thin Card Stock (100 – 163 g/m ²) (37 – 60 lb. Cover) Thick Card Stock (160 – 220 g/m ²) (60 – 80 lb. Cover) Glossy Paper (100 – 160 g/m ²) (37 – 60 lb. Cover) Thick Glossy Paper (160 – 200 g/m ²) (60 – 80 lb. Cover) Labels
Loading Capacity	Tray 2 holds 250 sheets. Tray 3 holds 550 sheets. (Standard paper) or 27.6 mm or below

For details on how to load envelopes, see [Printing Envelopes](#) on page 5-28.

Printing on paper that has different settings from the paper size or paper type selected on the print driver, or loading paper into an unsuitable paper tray for printing, may lead to paper jams. To ensure that printing is correctly done, select the correct paper size, paper type, and paper tray.

See also:

[Recommended Media List \(North America\)](#)

[Recommended Media List \(Europe\)](#)

2-Sided Printing Paper Types and Sizes

The available paper types and sizes for 2-sided printing are as follows:

Paper Size	Paper Type
A4 (210 x 297 mm)	Plain, Thin Card Stock, Glossy
B5 JIS (182 x 257 mm)	(65–163 g/m ² , 17–43 lb. Bond)
A5 A5 (148 x 210 mm)	Custom Sizes
Letter (8.5 x 11 in.)	Width: 148–215.9 mm (5.83–8.5 in.)
Folio (8.5 x 13 in.)	Height: 210–355.6 mm (8.27–14 in.)
Legal (8.5 x 14 in.)	
Executive (7.25 x 10.5 in.)	
Custom	

Setting Paper Types and Sizes

Setting Paper Trays

When loading paper in Tray 2 or the 550-Sheet Feeder (optional), it is necessary to set the paper type on the control panel.

When loading paper in Tray 1 (MPT), set the paper size and type on the control panel when printing. When **MPT Mode** has been set to **Panel Specified** (default) on the control panel, you can set the paper size and type on the control panel.

This section describes how to set the paper size and type on the control panel.

Note: When you set **MPT Mode** to **Panel Specified**, printing will be performed only when the settings for the paper size and type configured on the print driver match the settings on the control panel. When the settings on the print driver and control panel do not match, follow the instructions displayed on the control panel.

You can also display the message to set the paper size and type on the control panel every time you load paper into each tray.

See also:

[Description of Menu Items](#) on page 9-4

Setting Paper Types

Caution: Paper type settings must match those of the actual paper loaded in the trays. Otherwise, print-quality problems can occur.

1. Press the **System** button to display the **Setup** screen.
2. Select **Tray Settings**, and then press the **OK** button.
3. Select the tray, and then press the **OK** button.
4. Select **Paper Type**, and then press the **OK** button.
5. Select the correct paper type for the loaded paper, and then press the **OK** button.

Setting Paper Sizes

1. Press the **System** button to display the **Setup** screen.
2. Select **Tray Settings**, and then press the **OK** button.
3. Select the tray, and then press the **OK** button.
4. Select **Paper Size** for Custom Size only, and then press the **OK** button.

Note: Select **Driver Specified** when you set a custom size paper from Tray 1 (MPT).

Loading Paper

This section includes:

- Loading Paper in Tray 1 (MPT) on page 5-10
- Loading Paper in Trays 2 and 3 on page 5-13

Loading Paper in Tray 1 (MPT)

Use Tray 1 (MPT) for a wide range of media including:

- Plain paper
- Card stock
- Labels
- Envelopes
- Transparencies
- Glossy paper
- Specialty media including business cards, postcards, trifold brochures, and weatherproof paper
- Pre-printed paper (paper already printed on one side)
- Custom size paper

See also:

[About Paper](#) on page 5-6

Tray 1 video tutorial at www.xerox.com/office/6180MFPsupport

Loading Paper in Tray 1 (MPT)

In addition to plain paper, Tray 1 (MPT) can use various other sizes and types of print media, such as envelopes and transparencies.

Make sure of the following points when loading paper in Tray 1 (MPT).

You can load up to 150 sheets or a stack of paper (65 – 220 g/m², 17 – 40 lb. Bond, 40 – 80 lb. Cover) less than 15 mm high. Sizes can start from 3 x 5”.

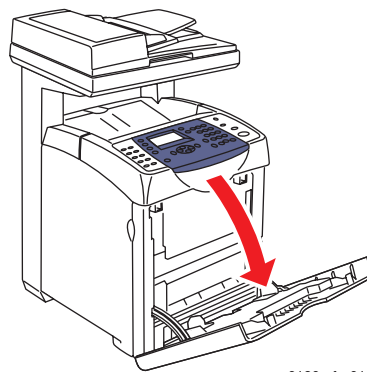
- Tray 1 (MPT) accepts print media within the following dimensions:
 - Width: 76.2 – 216.0 mm (3 – 8.5 in.)
 - Length: 127.0 – 355.6 mm (5 – 14 in.)
- You can load media that is 65 – 163 g/m² (17 – 43 lb. Bond) for duplex printing.

Make sure of the following points to avoid any problems during printing:

- Do not load different types of paper at the same time.
- Use high quality paper for laser printers to print at high quality. See [About Paper](#) on page 5-6.
- Do not remove or add paper to Tray 1 (MPT) when printing, or if there is any paper still in the tray. Doing so may cause a paper jam.
- Do not put any objects other than paper on Tray 1 (MPT). Also, do not push or force down Tray 1 (MPT).
- Always load paper short-edge feed.

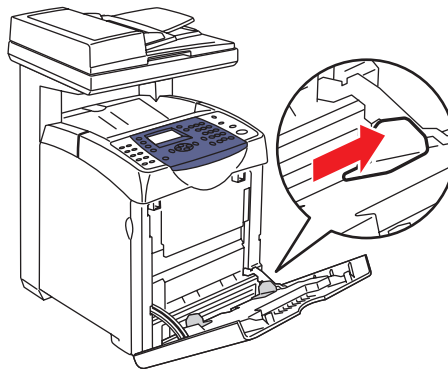
To load paper in Tray 1 (MPT):

1. Gently pull open the Tray 1 (MPT) cover.



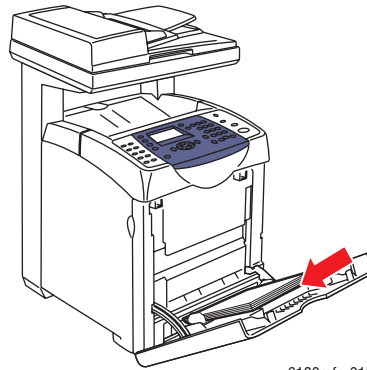
6180mfp-016

2. Slide the width guides to the edge of the tray. The width guides should be fully extended.



6180mfp-017

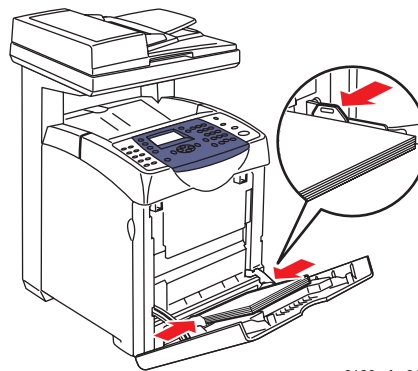
3. Insert all media facedown and top edge first into Tray 1 (MPT).



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Note: Do not force the paper.

4. Slide the width guides until they rest lightly against the edge of the paper stack.



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Note: Be careful not to bend the paper.

If Tray 1 (MPT) is configured for **DriverSpecified**, configure the paper size and type in the print driver.

When **MPT Mode** is set to **Panel Specified**, you need to set the paper type and size settings for the tray on the control panel before printing.

See also:

[Setting Paper Types and Sizes](#) on page 5-9

Loading Paper in Trays 2 and 3

Use Trays 2 and 3 for a wide range of media including:

- Plain paper
- Thin card stock
- Thick card stock
- Glossy paper
- Thick Glossy paper
- Labels

See also:

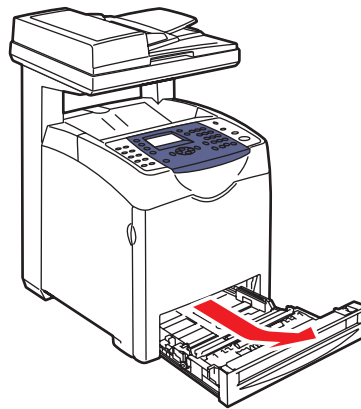
[Printing on Specialty Media](#) on page 5-25

Loading Paper in Trays 2 and 3

This section describes how to load paper in the standard and optional paper trays. All trays are loaded the same way.

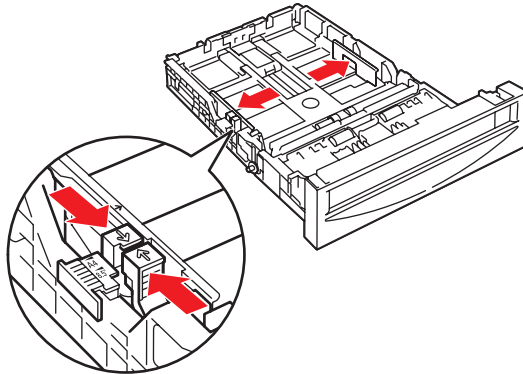
Caution: Do not remove the tray during printing. It may cause a paper jam.

1. Pull the tray out of the printer until it stops. Hold the tray with both hands, lift the front slightly, and remove it from the printer.



6180mfp-008

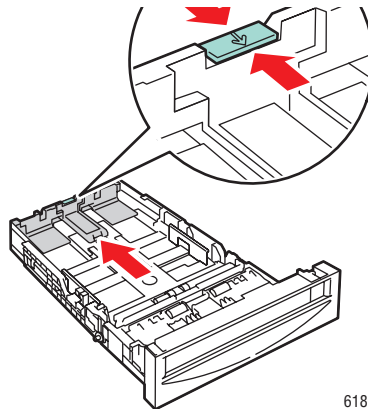
2. Slide the width guides to the edge of the tray. The width guides should be fully extended.



6180mfp-009

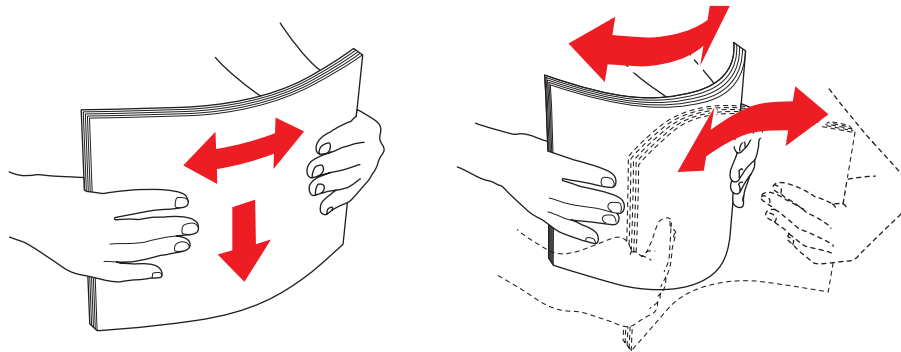
Note: When loading paper that is 216 mm (8.5 in.) wide, such as Letter-size or Legal-size paper, set the tab on the side of the tray to the (8.5) position.

3. Squeeze the green tab on the length guide, and then slide the tray until the arrow lines up with the appropriate paper size. The guide clicks into place. The length guide extends beyond the edge of the tray for paper that is longer than 279 mm (11 in.).



6180mfp-010

4. Before loading the print media, flex the sheets back and forth, and then fan them. Straighten the edges of the stack on a level surface.

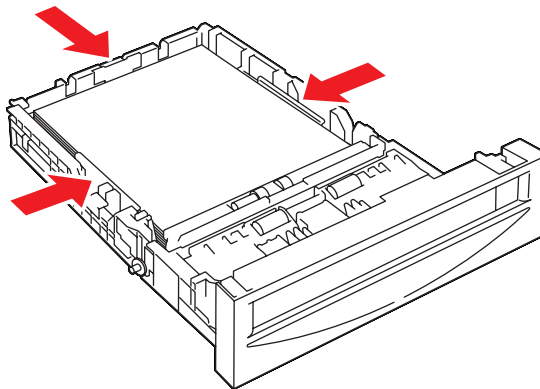


6180mfp-011

5. Place the print media into the tray with the print side faceup.

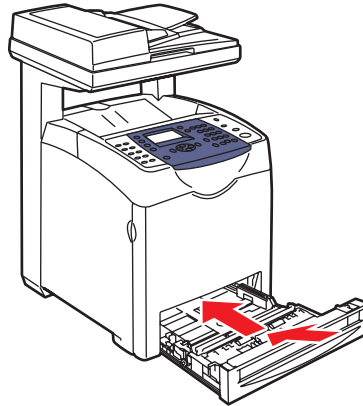
Note: Do not exceed the maximum fill line in the tray. Overfilling the tray may cause paper jams.

6. Slide the width guides and length guide until they rest lightly against the edge of the print media stack.



6180mfp_012

7. Insert the tray into the printer, and push until it stops.



6180mfp-013

Caution: Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

Selecting Printing Options

This section includes:

- [Selecting Printing Preferences \(Windows\)](#) on page 5-17
- [Selecting Options for an Individual Job \(Windows\)](#) on page 5-18
- [Selecting Options for an Individual Job \(Macintosh\)](#) on page 5-20

Selecting Printing Preferences (Windows)

Printer preferences control all of your print jobs, unless you override them specifically for a job. For example, if you want to use automatic 2-sided printing for most jobs, set this option in printer settings.

To select printer preferences:

1. Select one of the following options:
 - **Windows 2000, Windows Server 2003, and Windows Vista:** Click **Start**, select **Settings**, and then click **Printers**.
 - **Windows XP:** Click **Start**, **Settings**, and then select **Printers and Faxes**.
2. In the **Printers** folder, right-click the icon for your printer.
3. From the pop-up menu, select **Printing Preferences** or **Properties**.
4. Select the **Advanced** tab, and then click the **Printing Defaults** button.
5. Make selections on the driver tabs, and then click the **OK** button to save your selections.

Note: For more information about Windows printer driver options, click the **Help** button on the printer driver tab to view the online help.

Selecting Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the driver settings before sending the job to the printer. For example, if you want to use Photo print-quality mode for a particular graphic, select this setting in the driver before printing that job.

1. With the desired document or graphic open in your application, access the **Print** dialog box.
2. Select the Phaser 6180MFP printer and click its **Properties** button to open the printer driver.
3. Make selections from the driver tabs. See the following table for specific printing options.

Note: In Windows 2000, Windows XP, Windows Server 2003, and Windows Vista, you can save current printing options with a distinctive name and apply them to other print jobs. Select either the **Advanced**, **Paper/Output**, **Image Options**, or **Layout** tab, and then select a **Saved Setting**. Click the **Help** button for more information.

4. Click the **OK** button to save your selections.
5. Print the job.

See the following table for specific PCL printing options:

PCL Printing Options for Windows Operating Systems

Operating System	Driver Tab	Printing Options
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	Paper/Output tab	<ul style="list-style-type: none"> ■ Job Type ■ Document size, paper type, and tray selection ■ 2-sided printing ■ Feed orientation ■ Saved Settings ■ Covers/Separators ■ Transparency Separators ■ Address Book ■ Printer Status
	Image Options tab	<ul style="list-style-type: none"> ■ Output Color ■ Image Quality ■ Image adjustment, image type, image correction ■ Image Settings ■ Color Balance ■ Profile Settings
	Layout tab	<ul style="list-style-type: none"> ■ Pages per sheet (N-up) ■ Image Orientation ■ Booklet/Poster/Mixed Document/Rotation layout ■ Output Size ■ Margin Shift
	Watermarks/Overlays tab	<ul style="list-style-type: none"> ■ Watermarks ■ Overlays ■ Header/Footer Options
	Advanced tab	<ul style="list-style-type: none"> ■ Skip Blank Pages ■ Draft Mode ■ Banner Sheet ■ Tray Mapping ■ Graphics Settings ■ Font Settings

Note: If your driver does not display the options listed in the table above, see [Enabling Options](#) on page 10-31 for more information.

See the following table for specific PostScript printing options:

PostScript Printing Options for Windows Operating Systems

Operating System	Driver Tab	Printing Options
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	Paper/Output tab	<ul style="list-style-type: none"> ■ Job Type ■ Document size, paper type, and tray selection ■ 2-sided printing ■ Orientation ■ Output Color ■ Printer Status
	Image Options tab	<ul style="list-style-type: none"> ■ Image Settings ■ Color corrections ■ Brightness ■ Color Balance
	Layout tab	<ul style="list-style-type: none"> ■ Pages per sheet (N-up) ■ Fit to new paper size ■ Booklet layout
	Advanced tab	<ul style="list-style-type: none"> ■ Transparency Separators ■ Image options: reduce/enlarge, image smoothing ■ Details: blank pages, tray mapping

Note: If your driver does not display the options listed in the table above, see [Enabling Options](#) on page 10-31 for more information.

Selecting Options for an Individual Job (Macintosh)

To select print settings for a particular job, change the driver settings before sending the job to the printer.

1. With the document open in your application, click **File**, and then click **Print**.
2. Select the desired printing options from the menus and drop-down lists that are displayed.

Note: In Macintosh OS X, click **Save Preset** on the **Print** menu screen to save the current printer settings. You can create multiple presets and save each with its own distinctive name and printer settings. To print jobs using specific printer settings, click the applicable saved preset in the **Presets** list.

3. Click **Print** to print the job.

See the following table for specific printing options:

Macintosh PostScript Driver Settings

Operating System	Driver Drop-Down Title	Printing Options
Mac OS X, Version 10.4	Copies & Pages	<ul style="list-style-type: none"> ■ Copies ■ Pages
	Layout	<ul style="list-style-type: none"> ■ Pages per sheet ■ Layout direction ■ Border ■ 2-sided printing
	Paper Handling	<ul style="list-style-type: none"> ■ Page order ■ Print (all, odd, even) ■ Destination paper size
	ColorSync	<ul style="list-style-type: none"> ■ Color conversion ■ Quartz filter
	Cover Page	<ul style="list-style-type: none"> ■ Print cover page (none, before document, after document) ■ Cover page type ■ Billing information
	Error Handling	<ul style="list-style-type: none"> ■ PostScript errors ■ Tray switching
	Paper Feed	<ul style="list-style-type: none"> ■ Paper source
	Job Type	<ul style="list-style-type: none"> ■ Secure prints, personal prints, personal saved prints, proof prints, saved prints, print with
	Printer Features	<ul style="list-style-type: none"> ■ Print quality/color ■ Color adjustment ■ Color balance (C, M, Y, K) ■ Media handling ■ Printer specific options
	Supply Levels	<ul style="list-style-type: none"> ■ Fuser ■ Belt unit

Macintosh PostScript Driver Settings (Continued)

Operating System	Driver Drop-Down Title	Printing Options
Mac OS X, Version 10.2 and 10.3	Copies & Pages	<ul style="list-style-type: none"> ■ Copies ■ Pages
	Layout	<ul style="list-style-type: none"> ■ Pages per sheet ■ Layout direction ■ Border ■ Two-sided printing
	Paper Handling	<ul style="list-style-type: none"> ■ Reverse page order ■ Print (all, odd, even)
	ColorSync	<ul style="list-style-type: none"> ■ Color matching
	Cover Page	<ul style="list-style-type: none"> ■ Cover pages
	Paper Feed	<ul style="list-style-type: none"> ■ Paper source
	Job Types	<ul style="list-style-type: none"> ■ Secure prints, personal prints, proof prints, and saved prints
	Image Quality	<ul style="list-style-type: none"> ■ Print quality ■ RGB color corrections neutral grays ■ Image smoothing
	Printer Features	<ul style="list-style-type: none"> ■ Paper types ■ Separation pages

Printing on Both Sides of the Paper

This section includes:

- [Automatic 2-Sided Printing Guidelines](#) on page 5-23
- [Binding Edge Options](#) on page 5-24
- [Selecting 2-Sided Printing](#) on page 5-24

Note: For information about manual two-sided printing, go to the Online Support Assistant at www.xerox.com/office/6180MFPsupport.

Automatic 2-Sided Printing Guidelines

Automatic 2-sided printing is available from the Phaser 6180MFP-DN configuration. A Duplex Unit is available as an option for the Phaser 6180MFP-N configuration. Before printing a 2-sided document, verify that the paper is a supported size for the tray. For a list of supported paper sizes, see [Supported Paper and Media](#) on page 5-2. The following paper and media **cannot** be used for 2-sided printing:

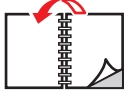

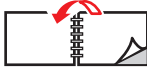

- Transparencies
- Envelopes
- Labels
- Any die-cut specialty media, such as business cards
- Thick card stock
- Thick glossy card stock

See also:

- [2-Sided Printing Paper Types and Sizes](#) on page 5-8
- [Supported Paper and Media](#) on page 5-2

Binding Edge Options

When you use the printer driver to select 2-sided printing, also select the binding edge, which determines how the pages turn. The actual outcome depends on the orientation (portrait or landscape) of images on the page, as displayed in the following illustrations.

Portrait		Landscape	
			
Flip on Long Edge	Flip on Short Edge	Flip on Short Edge	Flip on Long Edge

Selecting 2-Sided Printing

To select automatic 2-sided printing:

1. Insert paper in the tray. For more information, see [Loading Paper](#) on page 5-10.
2. In the printer driver, select 2-sided printing as shown in the following table, and then press the **OK** button.

To select automatic 2-sided printing:

Operating System	Steps
Windows Vista, Windows 2000, Windows XP, or Windows Server 2003	<ol style="list-style-type: none"> 1. Select the Paper/Output tab. 2. On the 2-Sided Print drop-down list, select either Flip on short edge or Flip on long edge.
Mac OS X, version 10.2 and higher	<ol style="list-style-type: none"> 1. In the Print dialog box, select Layout. 2. Select Print on Both Sides. 3. Click the Binding icon that matches the edge to bind.

Note: If your driver does not display the options listed in the table above, see [Enabling Options](#) on page 10-31 for more information.

See also:

[Loading Paper in Tray 1 \(MPT\)](#) on page 5-10

[Loading Paper in Trays 2 and 3](#) on page 5-13

Printing on Specialty Media

This section includes:

- [Printing Transparencies](#) on page 5-25
- [Printing Envelopes](#) on page 5-28
- [Printing Labels](#) on page 5-31
- [Printing Glossy Paper](#) on page 5-36
- [Printing Custom Size or Long Paper](#) on page 5-41

Printing Transparencies

Transparencies can only be printed from Tray 1 (MPT). They should be printed on one side only. For best results, use only recommended Xerox transparencies.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6180MFPsupplies.

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

See also:

[Recommended Media List \(North America\)](#)

[Recommended Media List \(Europe\)](#)

Guidelines

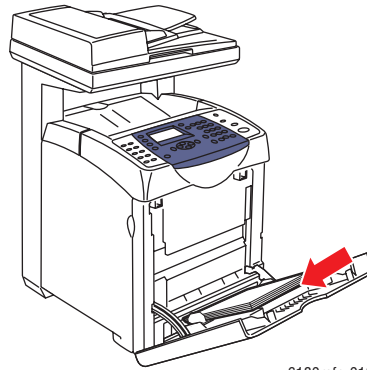
- Remove all paper before loading transparencies in the tray.
- Do not load more than 25 sheets in Tray 1 (MPT). Overloading the tray may cause the printer to jam.
- Handle transparencies by the edges using both hands to avoid fingerprints and creases, which may cause poor print quality.
- Fan transparencies before loading in the paper tray.

This section explains how to print on transparencies.

Loading Transparencies

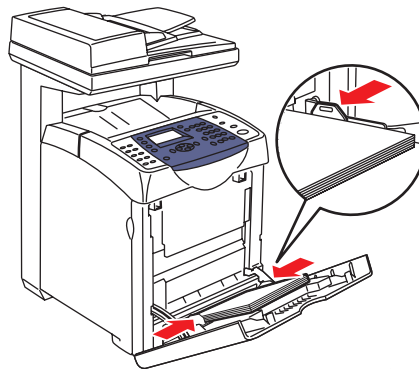
Note: Transparencies with a white frame and full-color transparencies cannot be used.

1. After carefully fanning a small stack of transparencies, load them into Tray 1 (MPT) with the side to be printed facing down. Load no more than 25 transparencies at a time.



6180mfp-018

2. Slide the paper guides to the size of the transparencies.



6180mfp-019

Printing on Transparencies

When **MPT Mode** is set to **Panel Specified**, you need to set the paper type and size settings for the tray on the control panel in advance. See [Setting Paper Types and Sizes](#) on page 5-9.

The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your respective application software.

Printing transparencies continuously may lead to the output transparencies sticking to each other. Remove the transparencies from the output tray after about 20 sheets, and then fan them to lower their temperatures.

Using the PostScript Driver

To print on transparencies using the PostScript print driver, display the **Paper/Output** tab.

1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Preferences** to display the **Properties** dialog box.
3. Select the **Paper/Output** tab.
4. From **Paper Type**, select **Transparency**.
5. From **Paper Tray**, select **Tray 1 (MPT)**.
6. From **Paper Size**, select the size of the original document.
7. Click **OK**.

Using the PCL Driver

To print on transparencies using the PCL print driver, display the **Paper/Output** tab.

1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Preferences** to display the **Properties** dialog box.
3. Select the **Paper/Output** tab.
4. From **Paper Tray**, select **Tray 1 (MPT)**.
5. Select **Transparency** from **Tray 1 (MPT) Paper Type**.
6. From **Paper Size**, select the size, and then click **OK**.
7. Click **Print** in the **Print** dialog box to start printing.

Printing Envelopes

Envelopes can be printed only from Tray 1 (MPT).

Guidelines

- Use only paper envelopes specified in the Supported Paper Sizes and Weights table. Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use envelopes made specifically for laser printers.
- It is recommended that you maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; purchase envelopes that lie flat on a surface.
- Remove air bubbles from the envelopes before loading by setting a heavy book on top of the envelopes.
- If wrinkling or embossing problems occur, use a different brand of envelopes made specifically for laser printers.

Caution: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details.

Loading Envelopes

To load envelopes, insert the envelopes with the flaps closed and at the right side. The print side must be facing down. You can load envelopes up to the maximum fill line in the tray at one time.

The following explains how to load envelopes in Tray 1 (MPT) using Monarch as an example.

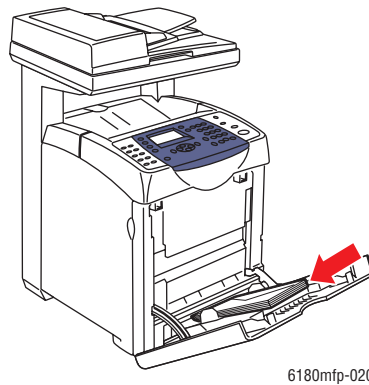
Note: The reverse side of the envelope cannot be printed on. Envelopes can get wrinkled or the print quality is reduced depending on the type used.

See also:

[About Paper](#) on page 5-6

To load envelopes in Tray 1 (MPT):

- 1.** In the case of Monarch, insert the envelopes with the side to be printed **facedown**.



- 2.** Slide the paper guides to the size of the envelope.

Printing on Envelopes

When **MPT Mode** is set to **Panel Specified**, you need to set the paper type and size settings for the tray on the control panel in advance. See [Setting Paper Types and Sizes](#) on page 5-9.

The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your respective application software.

Using the PostScript Driver

To print on envelopes using the PostScript print driver, display the **Paper/Output** tab.

1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Preferences** to display the **Properties** dialog box.
3. Select the **Paper/Output** tab.
4. From **Paper Tray**, select **Tray 1 (MPT)**.
5. From **Paper Type**, select **Envelope**.
6. From **Paper Size**, select the size of the original document.
7. Click **OK**, and then **Print**.

Using the PCL Driver

To print on envelopes using the PCL print driver, display the **Paper/Output** tab.

1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Preferences** to display the **Properties** dialog box.
3. Select the **Paper/Output** tab.
4. From **Paper Tray**, select **Tray 1 (MPT)**.
5. Select the appropriate paper type from **Tray 1 (MPT) Paper Type**.
6. From **Paper Size**, select the size of the original document.
7. Click **OK**.
8. Click **Print** in the **Print** dialog box to start printing.

Printing Labels

Labels can be printed from all trays.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6180MFPsupplies.

See also:

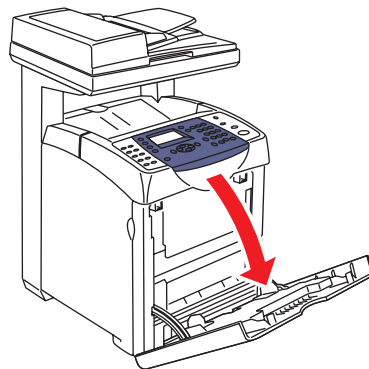
[About Paper](#) on page 5-6

Guidelines

- Do not use vinyl labels.
- Print only on one side of the sheet of labels.
- Do not use any sheet where labels are missing; it may damage the printer.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print-quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam the printer.

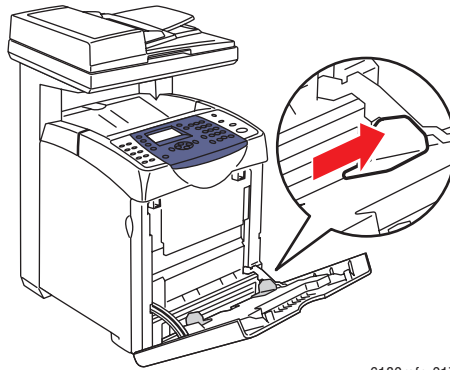
Printing Labels from Tray 1 (MPT)

1. Gently pull open the Tray 1 (MPT) cover.



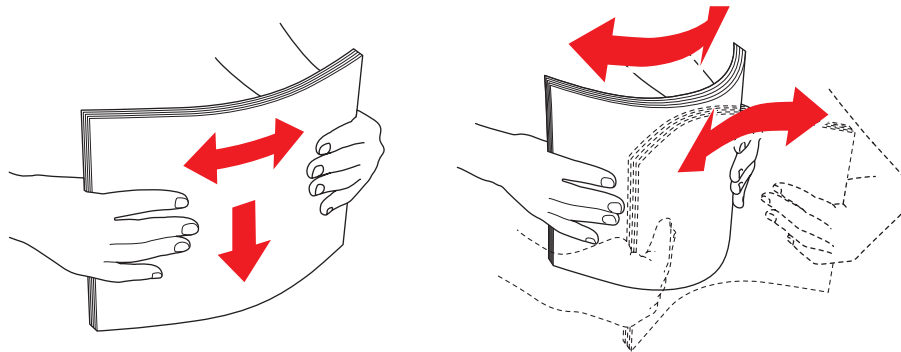
6180mfp-016

2. Open the paper guides.



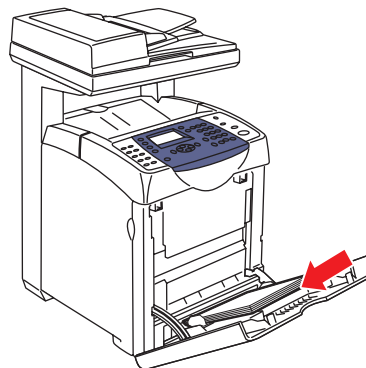
6180mfp-017

3. Fan the labels to release sheets that are stuck together.



6180mfp-011

4. Insert the labels into Tray 1 (MPT), and adjust the paper guides to fit the sheets.
 - Place the side to be printed **facedown** with the top of the sheets entering first.
 - Do not load more than 25 sheets.

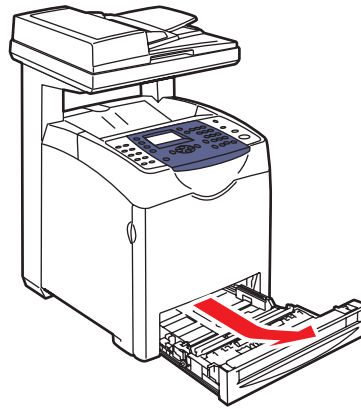


6180mfp-018

5. In the printer driver, select either **Labels** as the paper type or **Tray 1 (MPT)** as the paper tray.
6. If the printer is set to **Panel Specified**, the control panel asks for media type and size.

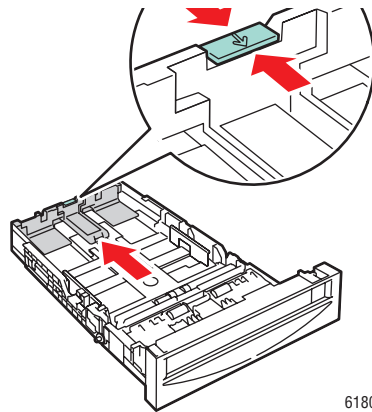
Printing Labels from Trays 2 and 3

1. Pull the tray out of the printer.

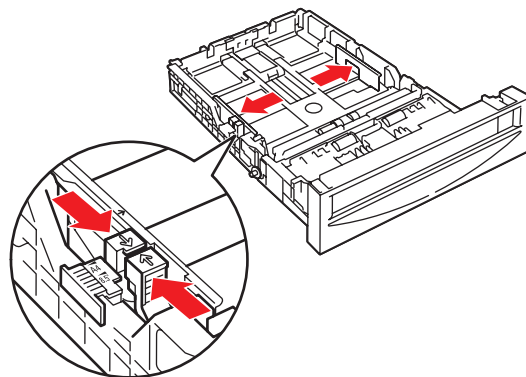


6180mfp-008

2. If necessary, open the paper guides:
 - Squeeze the tab on the length guide, and then slide it back. The guide clicks into place.
 - Slide the side guides outward.

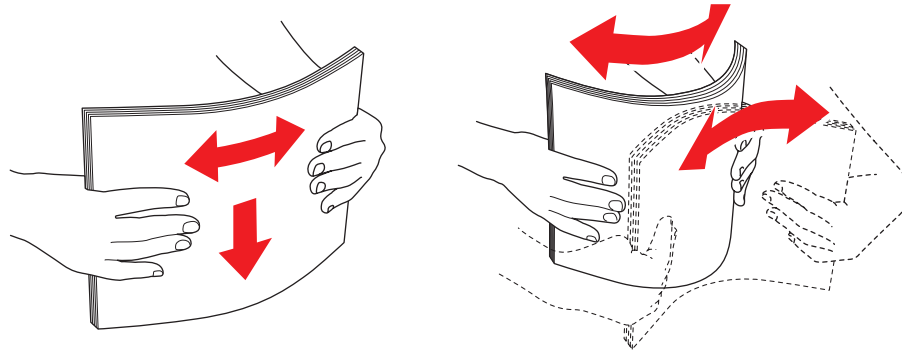


6180mfp-010



6180mfp-009

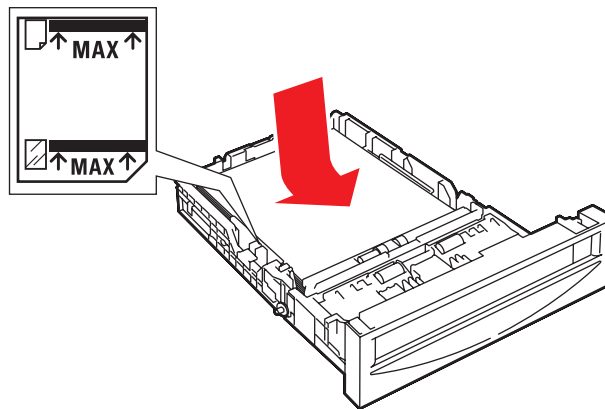
3. Fan the label sheets to release sheets that are stuck together.



6180mfp-011

4. Insert the label sheets into the tray. Place the side to be printed faceup with the top of the page toward the front of the printer.

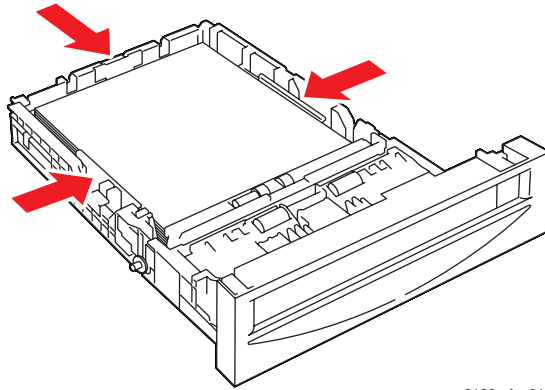
Note: Do not load the paper above the fill line indicated on the tray. Overloading the tray may cause jams. The following illustration indicates the maximum fill line for transparencies, labels, and glossy paper.



6180mfp-022

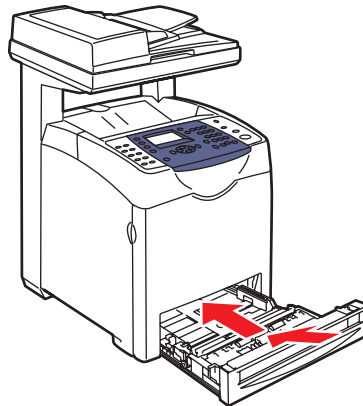
5. If necessary, press the paper guides inward to fit the sheets.

Note: When the paper guides are adjusted correctly, there may be a small space between the labels and the guides.



6180mfp_012

6. Insert the tray into the tray slot, and push the tray completely into the printer.



6180mfp-013

7. On the control panel, select the paper type:
 - a. Press the **System** button.
 - b. Select **Tray Settings**, and then press the **OK** button.
 - c. Select **Tray 2** or **Tray 3**, and then press the **OK** button.
 - d. Select **Paper Type**, and then press the **OK** button.
 - e. Select **Labels**, and then press the **OK** button.
8. In the printer driver, select either **Labels** as the paper type or the appropriate tray as the paper tray.

Printing Glossy Paper

Glossy paper can be printed from any tray. It can be printed on both sides.

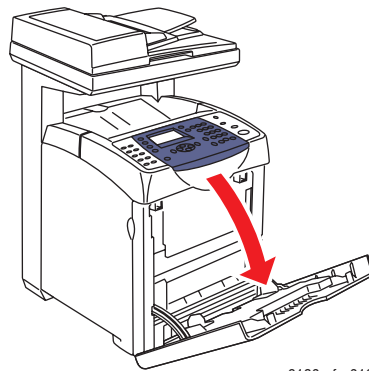
To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6180MFPsupplies.

Guidelines

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Leave glossy paper in the original wrapper, and leave the packages in the shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you are planning to use. Do not leave glossy paper in the tray when you are finished printing. Reinsert unused glossy paper in the original wrapper and seal.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam the printer.

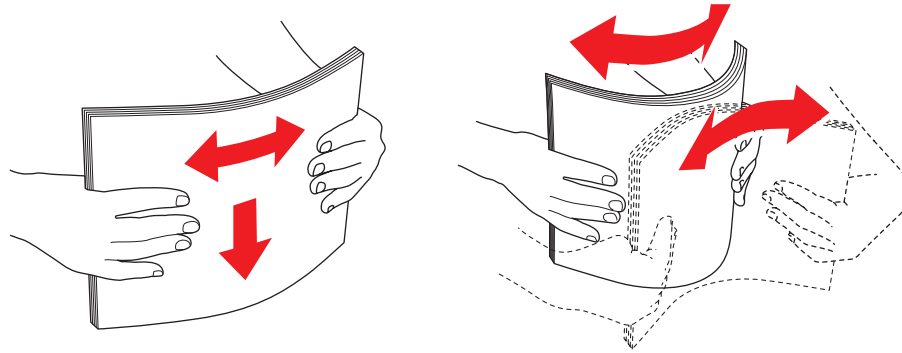
Printing Glossy Paper from Tray 1 (MPT)

1. Gently pull open the Tray 1 (MPT) cover and open the paper guides.



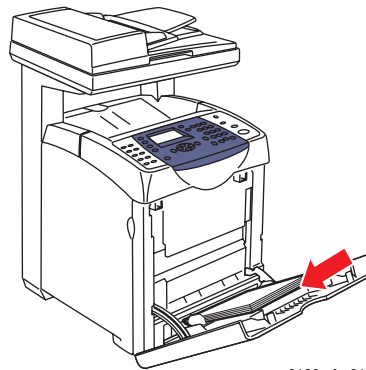
6180mfp-016

2. Fan the glossy paper to release sheets that are stuck together.



6180mfp-011

3. Insert the glossy paper into Tray 1 (MPT), and adjust the paper guides to fit the paper.
 - Place the side to be printed **facedown**.
 - Do not load more than 25 sheets.

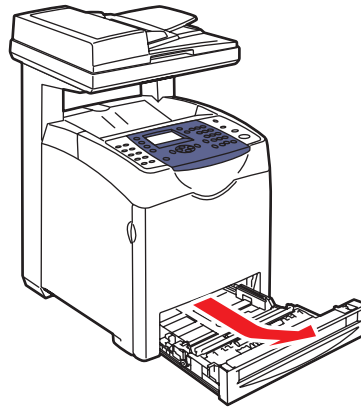


6180mfp-018

4. In the printer driver, select either **Glossy Paper** as the paper type or **Tray 1 (MPT)** as the paper tray.
5. If the printer is set to **Panel Specified**, the control panel asks for media type and size.

Printing Glossy Paper from Trays 2 and 3

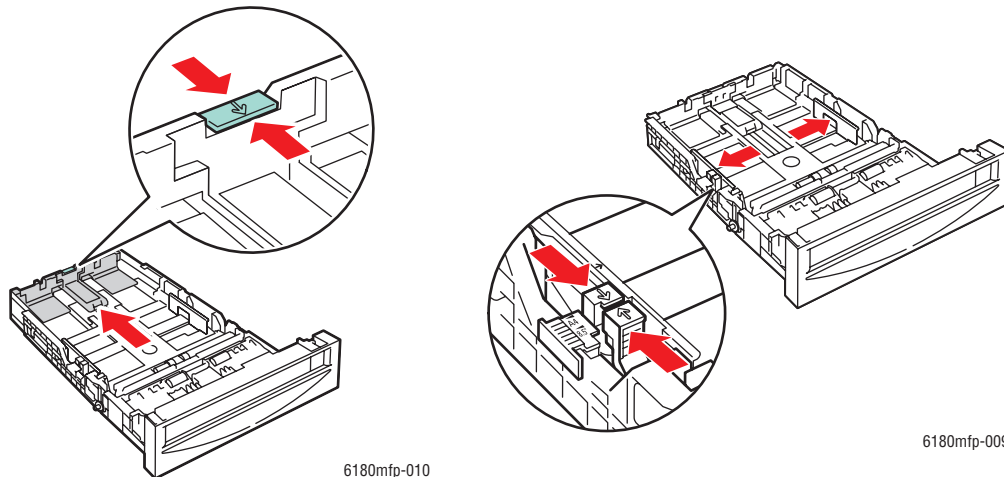
1. Pull the tray out of the printer.



6180mfp-008

2. If necessary, open the paper guides:

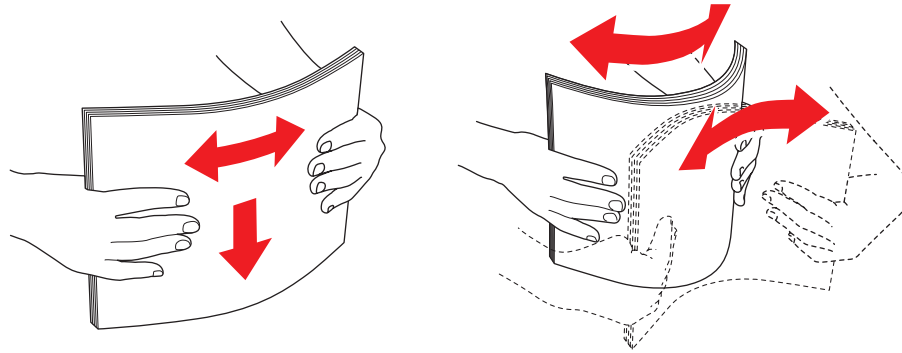
- Squeeze the tab on the length guide, and then slide it back. The guide clicks into place.
- Slide the side guides outward.



6180mfp-010

6180mfp-009

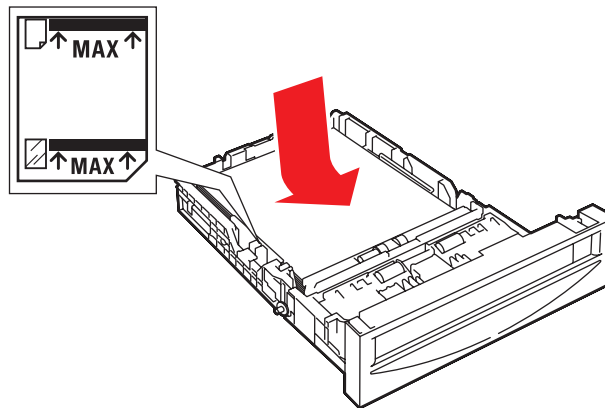
3. Fan the paper to release sheets that are stuck together.



6180mfp-011

4. Insert the paper into the tray.

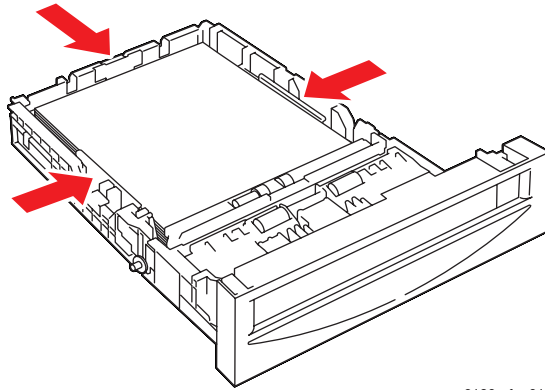
Note: Do not load the paper above the fill line indicated on the tray. Overloading the tray may cause jams. The following illustration indicates the maximum fill line for transparencies, labels, and glossy paper.



6180mfp-022

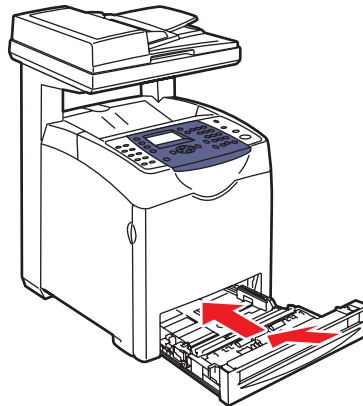
5. If necessary, press the paper guides inward to fit the paper.

Note: When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.



6180mfp_012

6. Insert the tray into the tray slot, and push the tray completely into the printer.



6180mfp-013

7. On the control panel, select the glossy paper type:
 - a. Press the **System** button.
 - b. Select **Tray Settings**, and then press the **OK** button.
 - c. Select **Tray 2** or **Tray 3**, and then press the **OK** button.
 - d. Select **Paper Type**, and then press the **OK** button.
 - e. Select **Glossy Paper**, and then press the **OK** button.
8. In the printer driver, select either **Glossy Paper** as the paper type or the appropriate tray as the paper tray.

Printing Custom Size or Long Paper

This section explains how to print on custom size paper, such as long paper using the PCL print driver.

Custom size paper can be loaded in each tray. The way to load custom size paper in the paper tray is the same as the one to load standard size paper. The way to load custom size paper in Tray 1 (MPT) is the same as the one to load standard size paper.

When **MPT Mode** is set to **Panel Specified**, you need to set the paper type and size settings for the tray on the control panel in advance.

See also:

[Loading Paper in Trays 2 and 3](#) on page 5-13

[Loading Paper in Tray 1 \(MPT\)](#) on page 5-10

[Setting Paper Types and Sizes](#) on page 5-9

Defining Custom Paper Sizes

Before printing, set the custom size on the print driver.

Note: When setting the paper size on the print driver and control panel, be sure to specify the same size as the actual paper used. Setting the wrong size for printing can cause printer failure. This is especially true if you configure a bigger size when using a narrow width paper.

Using the PCL Driver

On the PCL print driver, set the custom size in the **Custom Paper Size** dialog box. This section explains the procedure using Windows XP as an example.

For Windows 2000 or later, an administrator's password only allows users with administrator rights to change the settings. Users without the rights of administrator can only check the contents.

When configuring the **Custom Paper Size** dialog box in Windows 2000 or later, settings of other printers on the computer will also be affected as the form data base of the computer is used by a local printer. For a shared printer on the network, settings of other shared printers on the same network in another computer will also be affected as the form data base on the server with existing print queue is used.

1. From the **Start** menu, click **Printers and Faxes**.
2. Right-click the printer, and then select **Properties**.
3. Select the **Configuration** tab.
4. Click **Custom Paper Size**.
5. Use the **Details** list box to select the custom setup you want to define.

6. Specify the length of the short edge and long edge under **Settings for**. You can specify the values either by entering them directly or using the **Up Arrow** and **Down Arrow** buttons. The length of the short edge cannot be longer than the long edge, even if it is within the specified range. The length of the long edge cannot be shorter than the short edge, even if it is within the specified range.
7. To assign a paper name, select the **Name Paper Size** check box, and then enter the name in **Paper Name**. Up to 14 characters can be used for the paper name.
8. If necessary, repeat steps 4 to 6 to define another custom size.
9. Click **OK** twice.

Using the PostScript Driver

On the PostScript print driver, set the custom size in the **Custom Paper Size** dialog box. This section explains the procedure using Windows XP as an example.

1. From the **Start** menu, select **Settings**, click **Printers and Faxes**, and then display the properties of the printer to be used.
2. Select the **General** tab.
3. Click the **Printing Preferences** button.
4. Select the **Paper/Output** tab.
5. From **Paper Size**, select **Custom Page Size**.
6. Specify the length of the short edge and long edge under **Custom Size Settings**. The length of the short edge cannot be longer than the long edge, even if it is within the specified range. The length of the long edge cannot be shorter than the short edge, even if it is within the specified range.
7. Click **OK**.

Printing on Custom Size Paper

Use the following procedures to print using either the PCL or PostScript drivers.

Using the PCL Driver

To print on custom size paper using the PCL print driver:

Note: The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your respective application software.

1. From the **File** menu, select **Print**.
2. Select the printer as the printer to be used and click **Preferences**.
3. Select the **Paper/Output** tab.
4. Select the appropriate paper tray from **Paper Tray**.
5. Select the appropriate paper type from **Paper Type**. This selection is only available if the paper tray is set to **Auto Select** or **Tray 1 (MPT)**.
6. From **Paper Size**, select the size of the original document.
7. Click the **Layout** tab.

8. From **Output Size, Fit to New Paper Size** defaults to **Same As Paper Size**.
9. Click **OK**.
10. Click **Print** in the **Print** dialog box to start printing.

Using the PostScript Driver

To print on custom size paper using the PostScript print driver:

1. From the **File** menu, select **Print**.
2. Select this printer as the printer to be used and click **Preferences**.
3. Select the **Paper/Output** tab.
4. From **Paper Size**, select **Custom Page Size**.
5. Specify the length of the short edge and long edge under **Setting For**. You can specify the values either by entering them directly or using the **Up Arrow** and **Down Arrow** buttons. The length of the short edge cannot be longer than the long edge, even if it is within the specified range. The length of the long edge cannot be shorter than the short edge, even if it is within the specified range.
6. Select the appropriate paper tray from **Paper Tray**.
7. Select the appropriate paper type from **Paper Type** and click **OK**.

Printing Confidential Document - Secure Print

About Secure Print

Secure Print is a feature that allows you to assign a password to a print job from the computer, send it to the printer for temporarily storing, and start printing the data from the control panel. You can also store the print data in the printer without attaching a password. By storing frequently-used data in the printer, you can print the data from the printer without sending the data from the computer repeatedly.

Note: You can select whether to delete secure print data after printing. The secure print jobs stored in the RAM disk is erased when the printer is switched off.

See also:

[Printing from the Control Panel](#) on page 5-45

[System Settings](#) on page 9-15

Configuring Secure Print

Follow the steps for the secure print settings at the computer and send data to the printer for printing. Then, follow the steps for the output procedure at the printer to output the printed pages.

Printing from the Computer

This section explains the procedure using WordPad on Windows XP as an example. The procedure is the same for other operating systems.

The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your respective application software.

Note: The RAM disk needs to be enabled via the control panel. For instructions about enabling options, see [Enabling Options](#) on page 10-31.

To configure Secure Print using the PCL or PostScript print driver:

1. From the **File** menu, select **Print**.
2. In the **Job Type** field, select **Secure Print**.
3. Click the **Setting** button.
4. In the **Username** field, enter your user name.
5. In the **Password** field, enter a numeric password.
6. If you want to use a specified document name to access the document from the control panel:
 - a. In the **Retrieve Document Name** field, select **Enter Document Name**.
 - b. In the **Document Name** field, enter the name that will appear on the control panel.

7. If you want the printer to automatically name the document using the application's document name, in the **Retrieve Document Name** field, select **Auto Retrieve**.
8. Click **OK** twice to accept the Secure Print settings and to send the job.
9. On the **Print** dialog box click the **Print** button to send the job to the printer.

Printing from the Control Panel

To print data stored in the printer by Secure Print:

Note: You can also delete, without printing, secure print data stored in the printer. See [System Settings](#) on page 9-15.

1. On the control panel, press the **Job Status** button to display the **Walk-Up Features** menu.
2. Select **Secure Print**, and then press the **OK** button.
3. Select your user name, and then press the **OK** button.
4. Using the alphanumeric keypad, enter the numeric password, and then press the **OK** button.
5. Repeat Step 4 for each digit of the password, and then press the **OK** button.
6. If you submitted more than one secure print job, select the name of the job that you want to print, and then press the **OK** button.
7. Select **Print and Delete** or **Print and Save**, and then press the **OK** button to print the job.

The displayed user ID (up to 8 characters) is the **User ID** specified in the **Secure Print** dialog box of the **Paper/Output** tab of the print driver.

For the password, enter the **Password** set in the **Secure Print** dialog box of the **Paper/Output** tab of the print driver. If **Password** is not configured, there will be no setting on the control panel.

The document name displayed (up to 12 characters) is the **Document Name** specified in the **Secure Print** dialog box of the **Basic** tab of the print driver.

Print After Checking Printing Result - Proof Print

About Proof Print

Proof Print is a feature that allows you to store the print data of multiple copies in the memory, print out only the first set to check the print result and if satisfactory, print the remaining copies from the control panel.

Note: Proof print data that has become redundant can be deleted using the control panel. See [Printing from the Control Panel](#) on page 5-45. To delete all proof print data that has become redundant, see [System Settings](#) on page 9-15. The secure print jobs stored in the RAM disk are erased when the printer is switched off.

Configuring Proof Print

Set the Proof Print settings at the computer and send data to the printer for printing. Then, carry out the output procedure at the printer to output the printed pages.

Printing from the Computer

This section explains the procedure using WordPad on Windows XP as an example.

The way to display the printer **Properties** dialog box differs according to the application software. Refer to the manual of your application software.

To configure Proof Print using the PCL or PostScript print driver:

1. In the **Job Type** field, select **Proof Print**.
2. Click the **Setup** button.
3. In the **Username** field, enter your user name.
4. If you want to use a specified document name to access the document from the control panel:
 - a. In the **Retrieve Document Name** field, select **Enter Document Name**.
 - b. In the **Document Name** field, enter the name that will appear on the control panel.
5. If you want the printer to automatically name the document using the application's document name, in the **Retrieve Document Name** field, select **Auto Retrieve**.

Printing from the Control Panel

To print and delete data stored in the printer by Proof Print:

1. On the control panel, press the **Job Status** button to display the **Walk-Up Features** menu.
2. Select **Walk-Up Features**, and then press the **OK** button.
3. Select **Proof Print**, and then press the **OK** button.
4. Select your user name, and then press the **OK** button.
5. Select **Print and Delete** or **Print and Save**, and then press the **OK** button to print the job.
6. Scroll to the desired number of copies, and then press the **OK** button to print the job.

Note: The user ID displayed (up to 8 characters) is the **User ID** set in the **Proof Print** dialog box of the **Paper/Output** tab of the print driver.

The document name displayed (up to 12 characters) is the **Document Name** set in the **Proof Print** dialog box of the **Paper/Output** tab of the print driver.

Copying

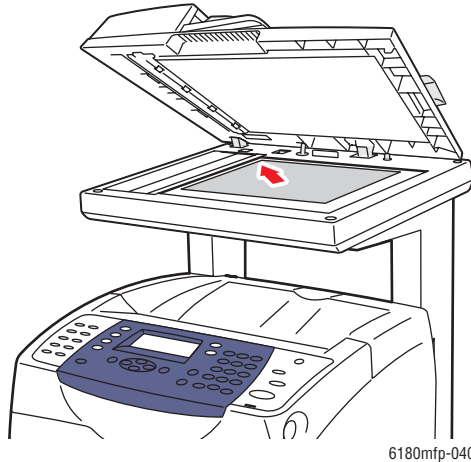
6

This chapter includes:

- [Basic Copying](#) on page 6-2
- [Adjusting Copying Options](#) on page 6-3

Basic Copying

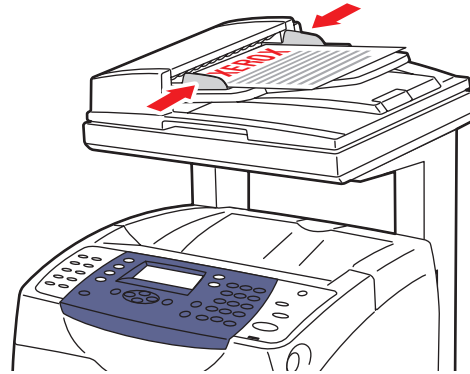
Use either the document glass or the document feeder to make copies. Load the originals to be copied and follow the steps below to make copies. To clear the settings from the previous job, press the **Clear All** button once.



6180mfp-040

Document Glass

Lift the document feeder or the document glass cover, and then place the original **facedown** on the **back, left** corner of the document glass.



6180mfp-041

Document Feeder

Insert originals **faceup** with the **top** of the page entering the feeder first. Adjust the paper guides so they fit against the originals.

1. On the control panel, press the **Copy** button.
2. Enter the desired number of copies using the control panel keypad. The number of copies appears on the upper, right corner of the display. To reset the number of copies to 1, press the **Clear All** button.
3. Set copying options. See [Adjusting Copying Options](#) on page 6-3.
4. Press the **Start** button.

If you placed originals in the document feeder, copying continues until the document feeder is empty.

Note: Print jobs are interrupted when users make copies. Printing continues while the printer scans the originals. When the copies are ready to print, the print job pauses, the copies print, and then the print job resumes. Copying cannot be made while printing a received fax.

Adjusting Copying Options

This section includes:

- [Basic Settings](#) on page 6-3
- [Image Adjustments](#) on page 6-6
- [Image Placement Adjustments](#) on page 6-9
- [Output Adjustments](#) on page 6-12

Basic Settings

You can change the following basic settings when making copies:

- [Selecting Color or Black and White Copies](#) on page 6-3
- [Selecting a Tray to Use for Copies](#) on page 6-4
- [Selecting the Default Copy Settings](#) on page 6-5
- [Specifying 2-Sided Copies](#) on page 6-5
- [Selecting the Default Copy Settings](#) on page 6-5

Selecting Color or Black and White Copies

You can create copies in color or in black and white.

1. Press the **Copy** button.
2. Press the **Color Mode** button on the control panel to change the selection to **Color** or **B & W** (Black & White).

Note: The Color Mode will return to the default setting after the Copy job is complete. To set the default behavior permanently, see [Selecting the Default Copy Settings](#) on page 6-5.

Selecting a Tray to Use for Copies

In some cases, you may want to make copies on letterhead, colored paper, or transparencies. After loading the special paper in a tray, select the tray to use for your copies.

To select the tray for copying special paper:

1. On the control panel, press the **Copy** button.
2. Select **Paper Supply**, and then press the **OK** button.
3. Select one of the following trays to use for the copies, and then press the **OK** button.
 - **Tray 1 (MPT)**
 - **Tray 2**
 - **Tray 3** (if available on your printer)

Note: For best results, specify the size and type of paper if using Tray 1. Specify the paper type if using Tray 2 or 3.

Selecting the Document Type

The scanner optimizes the appearance of the output based on the contents of the original. To set the original type:

1. On the control panel, press the **Copy** button.
2. Select **Document Type**, and then press the **OK** button.
3. Select the original type, and then press the **OK** button.
 - **Text:** For black and white or colored text.
 - **Mixed:** (factory default): For both text and photographs, such as magazines or newspapers.
 - **Photo:** For photograph prints.



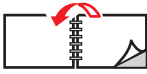

Specifying 2-Sided Copies

2-sided copies can be created when copying originals. Your printer must be configured with a duplex unit to create 2-sided copies.

To make a 2-sided copy:

1. On the control panel, press the **Copy** button.
2. Select **2-Sided**, and then press the **OK** button.
3. Select either **Flip on Long Edge** or **Flip on Short Edge**, and then press the **OK** button.

The actual outcome depends on the orientation (portrait or landscape) of images on the page, as displayed in the following illustrations.

Portrait		Landscape	
			
Flip on Long Edge	Flip on Short Edge	Flip on Short Edge	Flip on Long Edge

Note: The factory default is 1 -> 1 Sided.

Copies do not begin printing until the printer has scanned all the originals for the first page. When making two-sided copies, printing does not begin until enough pages have been scanned for two sides.

Selecting the Default Copy Settings

To set the default copy settings:

1. On the control panel, press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Copy Defaults**, and then press the **OK** button.
4. Press the **Down Arrow** button until the desired option appears, and then press the **OK** button.
5. Select the desired setting, and then press the **OK** button.
6. Repeat steps 4 and 5 as needed.
7. Press the **Exit** button.

Image Adjustments

You can change the following image adjustment settings:

- [Reducing or Enlarging the Image](#) on page 6-6
- [Making the Image Lighter or Darker](#) on page 6-6
- [Adjusting the Sharpness](#) on page 6-7
- [Adjusting the Color Saturation](#) on page 6-7
- [Setting Auto Exposure](#) on page 6-8
- [Adjusting Color Balance](#) on page 6-8

See also:

- [Selecting the Default Copy Settings](#) on page 6-5

Reducing or Enlarging the Image

You can reduce the image to 25% of its original size or enlarge it to 400% of its original size.

To reduce or enlarge the image:

1. On the control panel, press the **Copy** button.
2. Select **Reduce/Enlarge**, and then press the **OK** button.
3. Select one of the following options:
 - Use the **Up Arrow** or **Down Arrow** to select a preset image size, and then press the **OK** button.
 - Press the **Back Arrow** button, and then use the **Back Arrow** or **Forward Arrow** buttons to set the copy size, and then press the **OK** button.

Note: The factory default is 100%.

Making the Image Lighter or Darker

To lighten or darken an image when it is copied:

1. On the control panel, press the **Copy** button.
2. Select **Lighten/Darken**, and then press the **OK** button.
3. Press the **Back Arrow** or **Forward Arrow** button to lighten or darken the image, and then press the **OK** button to confirm the setting.

Adjusting the Sharpness

To adjust the sharpness of the copied image:

1. On the control panel, press the **Copy** button.
2. Select **Sharpness**, and then press the **OK** button.
3. Select the sharpness setting (Sharper, Normal, or Softer), and then press the **OK** button.

Adjusting the Color Saturation

To deepen or lighten the overall color levels of your copies:

1. On the control panel, press the **Copy** button.
2. Select **Color Saturation**, and then press the **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button to select the level of color saturation.

Setting	Description
Higher	Increases the color saturation to deepen the color of the copy.
Normal	When set to Normal, the color saturation is the same as the original.
Lower	Decreases the color saturation to lighten the color of the copy.

Note: The factory default is Normal.

4. Press the **OK** button to confirm the setting.

See also:

[Adjusting Color Balance](#) on page 6-8

Setting Auto Exposure

Papers that are “less-white”, newsprint or ivory colored for example, can cause the printer to put toner on the page so that the printed output has a background that matches the original. The Auto Exposure setting removes the light or close to white color and only the image itself is printed. Auto Exposure is turned on by default.

Turning Auto Exposure On/Off

To turn Auto Exposure on/off:

1. On the control panel, press the **Copy** button.
2. Select **Auto Exposure**, and then press the **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button to select **On** or **Off**, and then press the **OK** button.

Setting the Auto Exposure Level

To set the auto exposure level manually:

1. On the control panel, press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Copy Defaults**, and then press the **OK** button.
4. Select **Auto Exposure Level**, and then press the **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button to select the Auto Exposure level, and then press the **OK** button.

Adjusting Color Balance

The Color Balance control allows you to adjust the print color of your printer. Three density settings exist for each of the four colors: yellow, magenta, cyan, and black. The Low, Medium, and High density settings adjust the output based on the level of color saturation. Examples of low density areas include faces and sky.

1. On the control panel, press the **System** button.
2. Select **Defaults Settings**, and then press the **OK** button.
3. Select **Copy Defaults**, and then press the **OK** button.
4. Select **Color Balance**, and then press the **OK** button.
5. Select the color that you would like to adjust, and then press the **OK** button.
6. Select the density level that you would like to adjust, **Low**, **Medium**, or **High**, and then press the **OK** button.
7. Adjust the density setting with the **Up Arrow** or **Down Arrow**.

Adjusting the setting negatively lowers (lightens) the density, and adjusting the setting positively will increase (darken) the density.

8. Press the **OK** button to accept the new setting.
9. You can select another color and adjust its density, or press the **Exit** button to leave this portion of the menu.

To adjust the Color Balance default setting, see [Selecting the Default Copy Settings](#) on page 6-5.

Image Placement Adjustments

You can change the following image placement adjustment settings:

- [Printing Multiple Images on a Sheet \(N-Up\)](#) on page 6-9
- [Printing Posters](#) on page 6-10
- [Repeating Images on a Sheet](#) on page 6-10
- [Centering the Image](#) on page 6-10
- [Setting the Copy Margins](#) on page 6-11

Printing Multiple Images on a Sheet (N-Up)

You can copy two original page images onto one side of a sheet of paper. The size of the images are reduced proportionally to fit on the selected paper.

To select the N-Up option:

1. On the control panel, press the **Copy** button.
2. Select **N-Up**, and then press the **OK** button.
3. Select one of the following options, and then press the **OK** button.

Off	Copies one original page image onto one side of a sheet of paper.
Auto	Copies two original pages, reduces the images, and prints them on one side of a sheet of paper.
ID Copy	Copies two original size images onto one side of a sheet of paper.
Manual	Reduces the two original images as specified in Reduce/Enlarge, and prints them on one side of a sheet of paper.

4. Press the **Start** button to begin copying.

Printing Posters

The poster option enables you to copy one original onto several pages that can be assembled into a poster. The current reduce/enlarge setting is applied.

To select the poster option:

1. On the control panel, press the **Copy** button.
2. Select **Poster**, and then press the **OK** button.
3. Select one of the following options:
 - **Off**: Turns off poster printing.
 - **2x2**: Copies the image to 4 sheets of paper.
 - **3x3**: Copies the image to 9 sheets of paper.
 - **4x4**: Copies the image to 16 sheets of paper.
4. Press **Start** to begin copying.

Repeating Images on a Sheet

You can have several copies of one original image copied onto one side of a sheet of paper. This is useful when you want to make multiple copies of a small image.

To have the image repeated on a sheet:

1. On the control panel, press the **Copy** button.
2. Select **Repeat Image**, and then press the **OK** button.
3. Select **On**, and then press the **OK** button.

The number of repeated images that appear on the copy is automatically determined by the size of the original. The Reduce/Enlarge setting is disabled when Repeat Image is enabled.
4. Press the **Start** button to begin copying.

Centering the Image

You can automatically center the copy image on the page. The printer automatically reduces or enlarges the copied image to fit the currently loaded paper. To center the image, the original image must be placed on the document glass.

To center the image:

1. On the control panel, press the **Copy** button.
2. Select **Auto Fit**, and then press the **OK** button.
3. Select **On** (to automatically center the image) or **Off**, and then press the **OK** button.

Note: When Auto Fit is enabled, the Reduce/Enlarge setting is disabled.

4. Press the **Start** button to begin copying.

Setting the Copy Margins

You can set the copy margins and enable the margin settings for all copies, or you can enable them for individual copy jobs only.

Setting the Margins

1. On the control panel, press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Copy Defaults**, and then press the **OK** button.
4. Select **Margin Width**, and then press the **OK** button.
5. Select the margin that you would like to change, and then press the **OK** button.
6. Use the **Up Arrow** or **Down Arrow** button to adjust the margin, and then press the **OK** button.
7. Repeat the steps for other margins, and then press the **Exit** button.
8. You can now use the margin settings for a single copy job, or you can enable the margin settings for all jobs. To use the margin settings for a single job, see [Copying with the Margin Settings Enabled for a Single Job](#) on page 6-11. To enable the margin settings for all copy jobs:
 - a. Select **Margin**, and press the **OK** button.
 - b. Select **On**, and then press the **OK** button.

The Margin setting is now enabled for all copy jobs.

Note: The margin width is only enabled when copying from the document glass.

Copying with the Margin Settings Enabled for a Single Job

1. Place the document to be copied on the document glass.
2. On the control panel, press the **Copy** button.
3. Select **Margin**, and then press the **OK** button.
4. Select **On**, and then press the **OK** button.
5. Press the **Start** button to begin copying.

Output Adjustments

You can change the following output adjustment settings:

- [Collating Copies](#) on page 6-12
- [Output Quality](#) on page 6-12

Collating Copies

When you make several copies of a multi-page document, you can collate the output. For example, if you are making three single-sided copies of a six-page document, the copies are printed in this order when you select collated:

1, 2, 3, 4, 5, 6, 1, 2, 3, 4, 5, 6, 1, 2, 3, 4, 5, 6

If you select uncollated, the copies are printed in this order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To select a collating option:

1. On the control panel, press the **Copy** button.
2. Select **Collated**, and then press the **OK** button.
3. Select **Uncollated** or **Collated**, and then press the **OK** button.

Note: The factory default is Uncollated.

Output Quality

The following table describes the two output-quality modes:

Output-Quality Mode	Type of Copy Job
Standard	General-purpose mode for copies. Produces crisp, bright copies at high speed.
Enhanced	Best mode for high quality copies. Produces very smooth accurate colors. This mode takes longer to process and print than Standard mode.

To change the output-quality mode:

1. On the control panel, press the **Copy** button.
2. Select **Output Quality**, and then press the **OK** button.
3. Select either **Standard** or **Enhanced**, and then press the **OK** button.

Note: The factory default is Standard.

Scanning

7

This chapter includes:

- [Scanning Overview](#) on page 7-2
- [Installing the Scan Driver](#) on page 7-3
- [Loading Documents for Scanning](#) on page 7-4
- [Scanning to a USB Connected Computer](#) on page 7-5
- [Scanning to a Computer on a Network](#) on page 7-6
- [Scanning to Email](#) on page 7-11
- [Scanning to a FTP Server](#) on page 7-13
- [Scanning Images into an Application](#) on page 7-15
- [Adjusting Scanning Options](#) on page 7-18

See also:

[Printer Management Software](#) on page 3-1

Scanning tutorials (English Only) www.xerox.com/office/6180MFPsupport

Scanning Overview

You can connect your Phaser 6180MFP printer through Ethernet, USB, or both at the same time. The available features for each connection type are shown in the following table.

Connection Type	Available Scanning Features
USB	When connected via USB you can: <ul style="list-style-type: none">■ Scan an image into an application.■ Scan an image to a folder on the computer.
Ethernet	When connected via Ethernet you can: <ul style="list-style-type: none">■ Scan to a computer on the network.■ Scan to an FTP server.■ Scan to email.

See also:

[Printer Management Software](#) on page 3-1

Installing the Scan Driver

If you plan to import scanned images directly into an application (such as Photoshop or Word), or scan images directly to your computer, you must install the Xerox scan driver.

Note: On the Macintosh operating system, the scan driver is installed when the printer driver is installed. No additional steps are required.

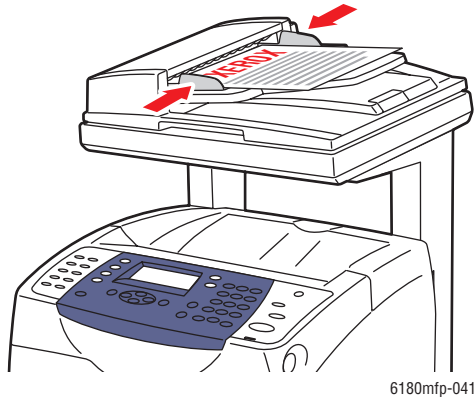
Xerox provides scan drivers for the Windows and Macintosh operating systems along with the printer drivers on the *Software and Documentation CD-ROM* that came with your printer. Xerox scan drivers can also be found on the Xerox Drivers and Downloads website at www.xerox.com/office/6180MFPdrivers.

Installing the Windows Scan Driver over USB

1. Ensure the printer is turned on and connected to your computer with a USB cable.
2. Click **Cancel** for each of the first two times you see the **Found New Hardware Wizard**.
3. Insert the *Software and Documentation CD-ROM* into your computer's CD-ROM drive. The installer starts automatically.
4. Click **Install Scan Driver (USB Only)**.
5. To continue, click **Next**.
6. Select **I Accept** if you accept the Xerox License Agreement, and then click **Next**.
7. In the **InstallShield Wizard Complete** dialog box, click **Finish**. The **Found New Hardware Wizard** dialog box opens.
8. When the wizard asks **Can Windows connect to the Windows Update to search for software?**, select **No, not this time**, and then click **Next**.
9. Select **Install the software automatically (Recommended)**, and then click **Next**.
10. When the installation is complete, click **Finish**.

Loading Documents for Scanning

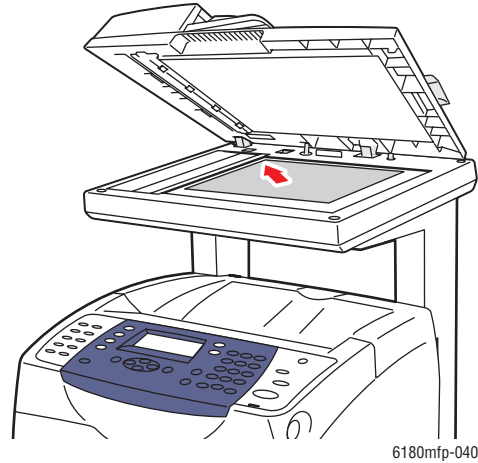
Position the original document to be scanned as shown below.



Document Feeder

Insert originals **faceup** with the **top** of the page entering the feeder first. Adjust the paper guides so they fit against the originals.

Note: Do not load originals above the MAX fill line.



Document Glass

Lift the document feeder or the document glass cover, and then place the original **facedown** on the **back, left** corner of the document glass.

Scanning to a USB Connected Computer

Note: This procedure assumes you have Express Scan Manager installed on your computer. For more information on Express Scan Manager, see [Express Scan Manager](#) on page 3-3.

1. On the control panel, click the **Scan** button.
2. Use the **Up Arrow** to select **Computer (USB)**, and then press the **OK** button.
3. Select the file format:
 - a. Press the **OK** button.
 - b. Press the **Up Arrow** or **Down Arrow** button to select the format.
 - c. Press the **OK** button.

4. Press the **Start** button.

A **Xerox Phaser 6180MFP Scanner** dialog box will appear on your computer asking you which application to launch to manage the scanned file.

5. Select **Phaser 6180MFP Express Scan Manager**, and then click **OK**.

The printer scans your documents to the output destination specified in Express Scan Manager.

See also:

[Adjusting Scanning Options](#) on page 7-18

Scanning to a Computer on a Network

This section includes:

- [Setting Up Scanning to a Computer](#) on page 7-6
- [Scanning to a Computer on a Network](#) on page 7-10

Note: These same procedures can be used to scan to a folder on a network drive.

Setting Up Scanning to a Computer

Before using the printer as a scanner on a network, you must do the following:

- Create a shared folder on the computer
- Create a new address pointing the scanner to the computer

Creating a Shared Folder

Before scanning, you need to create a shared folder on the computer for the printer to send scanned images to. You can either create a new folder to scan to, or navigate to an existing folder that you want the scan to go to.

Creating a Shared Folder on Windows

To share a folder:

1. Open Windows Explorer.
2. Right-click the folder you want to share, and then select **Properties**.
3. Click the **Sharing** tab, and then click **Share this folder**.
4. Click the **Permissions** button.
5. Select the **Everyone** group, and verify that all permissions are enabled.
6. Click **OK**. Write down the Share name; you will need it later.
7. Click **OK** again.
8. Open a DOS Command Prompt window and type **ipconfig**, and then press the **Enter** key. Record your IP address. You will need it when creating the address book entry.
9. Close the DOS Command Prompt window.

The folder is ready. Now you need to set up an address to scan to.

Creating a Shared Folder on a Macintosh

To share a folder:

1. Open **System Preferences**.
2. Click the **Sharing** icon.
3. Enable **Windows Sharing**.
4. Click the **Enable Accounts** button, and then enable your account.
5. Follow the onscreen prompts for entering your password.
6. Click **Done**.
7. Click **Show All**, and then click the **Network** icon.
8. On the **Show** drop-down list, select **Built-in Ethernet**.
9. Record your IP address. You will need it when creating the address book entry.
10. Click **Show All**, and then click **Accounts**.
11. Record your Short Name. You will need it when creating the address book entry.
12. Close System Preferences.
13. Create a folder in your **Public** folder. The scanner will place scanned images in this folder.
14. In the Finder window, click the folder you just created.
15. On the **File** menu, click **Get Info**, and then **Ownership & Permissions**.
16. Click **Details** to expand the window.
17. Set permissions for **Group** to have Read and Write access, and then click **Apply to enclosed items**.

The folder is ready. Now you need to set up an address to scan to.

Creating an Address

Before scanning, you must create an address for your printer to scan to. There are two ways to create the address:

- Create the address with CentreWare IS (requires Ethernet connection).
- Create the address with Xerox Address Book Editor (requires USB connection).

Using CentreWare IS to Create an Address

To configure the address using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Select the **Address Book** button.
4. In the **Address Book**, under **Server Address Book**, click **Individual Directory**.
5. In the **Directory Listing**, click the **Add** button of any address that is not in use.
6. Fill in the information for your computer:
 - a. In the **Name** field of the **Add Individual Directory** dialog box, enter the name that you want this address to appear under in the Address Book.
 - b. On the **Server Type** drop-down list, select **SMB**.
 - c. In the **Server Address** field, enter the IP address of your computer.

- d. The port number only needs to be specified if the server is not using the default port.
 - e. In the **Login** fields, enter the name and password that you login with.
 - f. **Windows:** In the **Share Name** field, type the share name of the folder that you shared previously.
Macintosh: In the **Share Name** field, type your short name.
 - g. **Windows:** The **Server Path** field is used to specify subfolders of your shared folder. For instance, say that you have a shared Scans folder that has a ColorScans subfolder. To place scans in the subfolder, set the **Server Path** field to **\ColorScans**.
Macintosh: In the **Server Path** field, type **Publicfoldername**. where *foldername* is the folder that you created and set permissions on.
7. Click the **Save Changes** button to create the new address.

Using the Address Book Editor to Create an Address

Note: To use the Address Book Editor, your computer must be connected to the printer with a USB cable.

For Windows:

1. On the **Start** menu, select **Programs > Xerox > Phaser 6180MFP > Address Book Editor**.
2. In the left-pane of the Address Book Editor, right-click the Server icon and then select **New**.
The **Server Address** dialog box appears.
3. Click the **Computer (SMB)** option button.
4. Click the **Computer Settings Wizard** button.
5. Click the **Browse** button for the **Save In Folder** option, and then select the shared folder that you previously configured for sharing. See [Creating a Shared Folder](#) on page 7-6.
6. Click **OK**, and then **Next**.
7. Enter the name and password that you login with, and then click **Next**.
8. Confirm the settings, and then click **Finish**.
The Computer Settings Wizard closes.
9. In the **Name** field of the **Server Address** dialog box, enter the name that you want this address to appear under in the Address Book.
10. Click **OK**.
11. On the **File** menu, select **Save all**.

The Address Book is saved with the new entry for your computer.
You are now ready to scan images to the network computer.

For Macintosh:

1. Open the **Applications** folder, and then select **Xerox/Phaser6180MFP/Address Book Editor**.
2. In the left-hand pane of the Address Book Editor, double-click the Server icon, and then select **New**.

The **Server Address** dialog box opens.

3. In the **Name** field of the **Server Address** dialog box, enter the name that you want this address to appear under in the Address Book.
4. On the **File** menu, select **Programs > Xerox > Phaser 6180MFP >Address Book Editor**.
5. In the left-hand pane, right-click the Server icon, and then select **New**.

The **Server Address** dialog box appears.

6. Click the **Computer (SMB)** option button.
7. Type your IP address in the **Server Name / IP Address** field.
8. Type your short name in **Share Name** field.
9. Type the name and password that you login with in the **Login** fields.
10. Type your password in the **Confirm Login Password** field.
11. If you are using the default port number, select the **Use Default Port Number** check box. If you are not using the default port number, type the port number in the **Port Number** field.
12. Confirm the settings, and then click **OK**.
13. On the **File** menu, select **Save**.

The Address Book is saved with the new entry for your computer.

You are now ready to scan images to the network computer.

Scanning to a Computer on a Network

If you haven't created a shared folder and an address for the printer to use, see [Setting Up Scanning to a Computer](#) on page 7-6.

To scan to a computer on a network:

- 1.** On the control panel, click the **Scan** button.
- 2.** Use the **Up Arrow** to select **Computer (Network)**, and then press the **OK** button.
- 3.** Select **Scan to**, and then press the **OK** button.
- 4.** Press the **Up Arrow** or **Down Arrow** button to select the address that points to your computer, and then press the **OK** button.
- 5.** If you want to change any other scan settings, press the **Up Arrow** or **Down Arrow** button to select the setting and make your changes.
- 6.** Press the **Start** button.

The printer begins scanning your documents to the shared folder on your computer.

See also:

[Adjusting Scanning Options](#) on page 7-18

Scanning to Email

This section includes:

- [Setting Up the SMTP Server](#) on page 7-11
- [Using CentreWare IS to Create an Address](#) on page 7-11
- [Scanning to Email](#) on page 7-12

Setting Up the SMTP Server

To use the scan to email feature you first need to set up your SMTP server information. SMTP (Simple Mail Transfer Protocol) is a protocol for sending email.

This protocol was originally used to send email between servers; however, currently client email software uses it to send email to servers using POP.

To use CentreWare IS to configure the email settings:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field.
3. Click the **Properties** tab, and select **SNMP** from the **Protocols** list.
4. Select the **Enable SNMP** check box, and then click **Save Changes**.
5. Select **Email Server** from the **Protocols** list.
6. Enter your email settings, and then click **Save Changes**.

Note: For information on the email settings in CentreWare IS, click the **Help** button.

Using CentreWare IS to Create an Address

To configure the address using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Click the **Address Book** button.
4. Under **Email Address Book**, click **Individual Directory**.
5. In the **Directory Listing**, click the **Add** button of any blank address.
6. In the **Name** field, enter the name that you want this address to appear under in the Address Book.
7. In the **Email Address** field, enter the email address of the recipient.
8. Click the **Save Changes** button to create the new address.

Scanning to Email

To scan to email:

1. On the printer's control panel, click the **E-mail** button.
2. Select **Email to**, and then press the **OK** button.
3. Choose the method for selecting the recipient:
 - To manually enter the email address, select **E-mail Address**, and then press the **OK** button.
If entering the email address manually, use the keypad to enter the address. For details see [Entering Text on the Control Panel](#) on page 9-21.
 - To select an email address in the Address Book, select **Address Book**, and then press **OK**.
 - To select a group email address in the Address Book, select **E-mail Group**, and then press the **OK** button.

When using the Address Book, press the **Up Arrow** or **Down Arrow** button to select the address that points to the desired recipient, and then press the **Forward Arrow** button to select the address. When finished selecting addresses, and then press the **OK** button.

4. Press the **Start** button.

The printer begins scanning your documents.

See also:

[Adjusting Scanning Options](#) on page 7-18

Scanning to a FTP Server

The printer can scan an image, and then send it to an FTP server using FTP.

Creating an Address for the Scanner

Before scanning, you must create an address for your printer to scan to. There are two ways to create the address:

- Using CentreWare IS to create the address
- Using the Xerox Address Book Editor to create the address

Using CentreWare IS to Create an Address

To configure the address using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Click the **Address Book** button.
4. Under **Server Address Book**, click **Individual Directory**.
5. In the **Directory Listing**, click the **Add** button of any blank address.
6. Fill in the rest of the information for the FTP server:
 - a. In the **Name** field, enter the name that you want this address to appear under in the Address Book.
 - b. In the **Server Address** field, enter the IP address of the FTP server.
 - c. The port number only needs to be specified if the FTP server is not using the default port.
 - d. If the FTP server requires you to login, enter the name and password in the appropriate fields.
 - e. Leave the **Share Name** and **Server Path** fields blank.
7. Click the **Save Changes** button to create the new address.

Using the Address Book Editor to Create an Address

Note: To use the Address Book Editor, your computer must be connected to the printer with a USB cable.

1. **Windows:** On the **Start** menu, select **Programs > Xerox > Phaser 6180MFP > Address Book Editor**.

Macintosh: Open the **Applications** folder, and then select **Xerox/Phaser6180MFP/Address Book Editor**.

2. In the left-pane, right-click the Server icon, and then select **New**.
The **Server Address** dialog box appears.
3. In the **Name** field of the **Server Address** dialog box, enter the name that you want this address to appear under in the Address Book.
4. Click the **Server (FTP)** option button.
5. Fill in the remaining information for the FTP server:
 - a. In the **Server Name/IP Address** field, enter the IP address for the FTP Server.
 - b. In the **Path** field, enter the path to the folder you want the images placed in.
 - c. If the FTP server requires you to log in, enter the name and password that you log in with.
6. Click **OK**.
7. On the **File** menu, select **Save all**.

The Address Book is saved with the new entry for the FTP server.

You are now ready to scan images to the FTP server.

Scanning to a FTP Server

If you haven't created an address for the printer to use, then see [Setting Up Scanning to a Computer](#) on page 7-6. To scan to a FTP server:

1. On the control panel, click the **Scan** button.
2. Use the **Up Arrow** button to select **Computer**, and then press the **OK** button.
3. Select **Server (FTP)**, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button to select the address that points to your computer, and then press the **OK** button.
5. Press the **Start** button.

The printer scans your documents, and then places it on the FTP server

See also:

[Adjusting Scanning Options](#) on page 7-18

Scanning Images into an Application

You can import images directly from the scanner into Windows or Macintosh applications on your computer.

Note: The printer must be connected to the computer with a USB cable.

Scanning an Image into a Windows Application (TWAIN)

To import images into an application on Windows 2000, Windows XP, Windows Server 2003, and Windows Vista:

1. Open the file in which you want to place the image.
2. Select the application's menu item to acquire the image. For example, if you are using Word to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, and then click the **Custom Insert** button.
3. Specify the paper source in the **Paper source** drop-down menu: **Document Glass** or **Document Feeder**.
4. Specify the other scanner driver settings as desired.

Note: For more information, click the **Help** button to view the online help.

5. Click the **Scan** button.

The printer scans the document and the image is placed in your application.

Using the WIA Image Manager in a Windows Application

You can scan and import images into an application using the WIA Image Manager on Windows XP and Windows Server 2003.

Note: The printer must be connected to the computer with a USB cable.

To import scanned images into an application:

- 1.** Open the file in which you want to place the image.
- 2.** Select the application's menu item to acquire the image. For example, if you are using Microsoft Word to place an image in a document:
 - a.** Select **Insert**.
 - b.** Select **Picture**.
 - c.** Select **From Scanner or Camera**.
 - d.** Select the scanner, and then click the **Custom Insert** button.
- 3.** Select the paper source in the **Paper source** drop-down menu, either **Flatbed** or **Document Feeder**.
- 4.** Specify any other scanner driver settings.
- 5.** Click the **Scan** button.

The printer scans the document and the image is placed in your application.

Scanning an Image into a Macintosh OS X Application

Note: The printer must be connected to the computer with a USB cable.

To import images into an application:

1. Open the file you want to place the image in.
2. Select the application's menu item to acquire the image. For example, if you are using Word to place an image in a document:
 - a. Select **Insert**.
 - b. Select **Picture**.
 - c. Select **From Scanner or Camera**.
 - d. Select the scanner, and then click the **Acquire** button.
3. Specify the paper source in the **Scan from** drop-down menu: **Document Glass** or **Document Feeder**.
4. Specify the other scanner driver settings as desired.

Note: For more information, click the **Help** button to view the online help.

5. Click the **Scan** button.

The printer scans the document and the image is placed in your application.

Adjusting Scanning Options

This section includes:

- [Adjusting the Default Scan Settings](#) on page 7-18
- [Changing the Scan Settings for an Individual Job](#) on page 7-21

Adjusting the Default Scan Settings

This section includes:

- [Setting the Color Mode](#) on page 7-18
- [Setting the Scan Resolution](#) on page 7-19
- [Setting the Original Type](#) on page 7-19
- [Setting the Scanned Image File Type](#) on page 7-20
- [Setting the Original Size](#) on page 7-20
- [Automatically Suppressing Background Variations](#) on page 7-20

For a complete list of all of the default settings, see [Default Settings](#) on page 9-4.

Setting the Color Mode

You can scan an image in color or in black and white. Selecting black and white significantly reduces the file size of the scanned images. An image scanned in color will have a larger file size than the same image scanned in black and white.

1. Press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **Color**, and then press the **OK** button.
5. Change the color setting to either **Color** or **Black & White**, and then press the **OK** button.

To change the color mode temporarily, press the **Color Mode** button on the control panel.



Setting the Scan Resolution

You may want to change the scan resolution depending on the way you plan to use the scanned image. Scan resolution affects both the size and image quality of the scanned image file. The higher the scan resolution, the larger the file size.

To select the scan resolution:

1. Press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **Resolution**, and then press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
 - **150x150**: (factory default) Produces the lowest resolution and smallest file size.
 - **300x300**: Produces medium resolution and a medium file size.
 - **400x400**: Produces high resolution and a large file size.
 - **600x600**: Produces the highest resolution and largest file size.

Setting the Original Type

You can optimize the appearance of the scanned output according to the type of information contained in the original.

1. Press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **Document Type**, and then press the **OK** button.
5. Select the type, and then press the **OK** button.

Available types include:

- **Text**: Optimizes for black and white or colored text.
- **Mixed**: (factory default) Optimizes for combined text and photograph prints.
- **Photo**: Optimizes for photograph prints.

Setting the Original Size

To specify the size of the original:

1. Press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **Document Size**, and then press the **OK** button.
5. Select a specific paper size to determine the area to be scanned, and then press the **OK** button. The factory default setting is A4/Letter.

Setting the Scanned Image File Type

To specify the file type of the scanned image:

1. Press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **File Format**, and then press the **OK** button.
5. Select the type, and then press the **OK** button.

Available types:

- **PDF** (factory default)
- **MultiPageTIFF**
- **TIFF**
- **JPEG**

Automatically Suppressing Background Variations

When you are using originals printed on thin paper, text or images printed on one side of the paper can sometimes be seen on the other side of the paper. To prevent this from happening in your scanned document, and to improve the quality for two-sided scanned pages, use the **Auto Exposure** setting on the control panel. This setting minimizes the sensitivity of the scanner to variations in the light background colors.

To turn on/off automatic suppression:

1. Press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Scan Defaults**, and then press the **OK** button.
4. Select **Auto Exposure**, and then press the **OK** button.
5. Select either **On** or **Off**, and then press the **OK** button.

The factory default setting is On.

Changing the Scan Settings for an Individual Job

To temporarily change a scan setting when emailing the scanned image:

1. Press the **E-mail** button.
2. Press the **Down Arrow** or the **Up Arrow** button to scroll through the menu of settings.
3. Change the selected setting, and then press the **OK** button.
4. Press the **Start** button to begin the scan.

To temporarily change a scan setting when scanning to a computer:

1. Press the **Scan** button.
2. Select the scan to destination, and then press the **OK** button.
3. Press the **Down Arrow** or the **Up Arrow** button to scroll through the menu of settings.
4. Change the selected setting, and then press the **OK** button.
5. Press the **Start** button to begin the scan.

Faxing

8

This chapter includes:

- Fax Setup on page 8-2
- Basic Faxing on page 8-4
- Using the Address Book When Faxing on page 8-6
- Selecting Fax Options for Single Jobs on page 8-11
- Fax Configuration on page 8-13
- Managing Fax Functions on page 8-14
- Solving Fax Problems on page 8-18

See also:

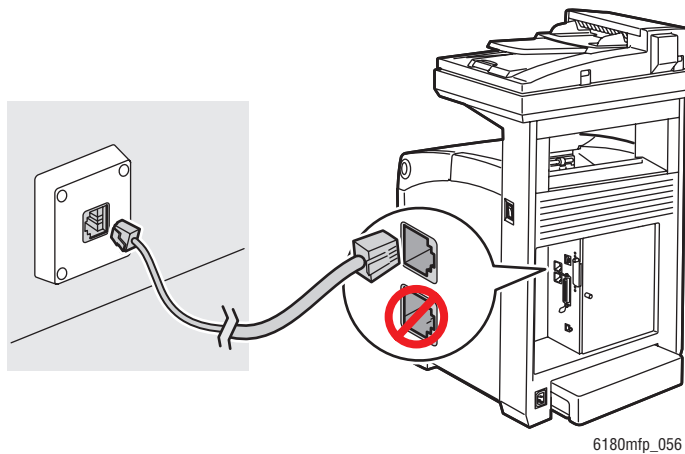
[Printer Management Software](#) on page 3-1

Faxing tutorial (English Only) at www.xerox.com/office/6180MFPsupport

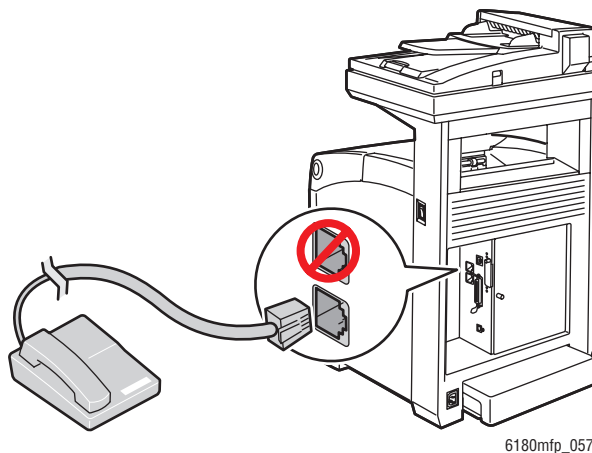
Fax Setup

Before faxing, you need only to ensure that the telephone line is plugged in, and set a country code and telephone number for the printer. To prepare the printer for faxing:

1. If necessary, plug the telephone line from the wall into the FAX connector on the rear panel of the printer.



You can also connect a telephone line out to a telephone if you wish.



2. On the control panel, press the **System** button, select **Admin Menu, Fax Settings, Country**, and then press the **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button to select the country you are in, and then press the **OK** button.
4. Select **Yes** when asked to restart the printer.
5. On the control panel, press the **System** button, select **Admin Menu, Fax Settings, Your Fax Number**, and then press the **OK** button.
6. Use the alphanumeric keypad to enter the printer's fax number, and then press the **OK** button.

Your printer is now ready to fax.

See also:

[Entering Text on the Control Panel](#) on page 9-21

[Fax Settings](#) on page 9-13

Basic Faxing

This section includes:

- [Sending a Fax from the Printer](#) on page 8-4
- [Sending a Fax from Your Computer](#) on page 8-5

Note: Before faxing you must set the country code and fax number for the printer. See [Fax Setup](#) on page 8-2.

Sending a Fax from the Printer

To quickly send a fax from the printer to a single recipient using factory defaults:

1. Select one of the following methods:
 - **Document Glass:** Place the document you are faxing **facedown** on the document glass with the top of the page toward the **left** side of the printer. When faxing from the document glass, the printer scans the document and then sends the fax. Use the document feeder when faxing a multiple page document.
 - **Document Feeder:** Remove any staples and paper clips from pages and insert them **faceup** in the document feeder with the **top** of the page entering the document feeder first. For information on paper that can be used with the automatic document feeder, see [Automatic Document Feeder Guidelines](#) on page 5-4.
2. On the control panel, press the **Fax** button.
3. Using the alphanumeric keypad, enter the fax telephone number, and then press the **Start** button.

If you use the document feeder, the printer scans the pages and transmits the fax. If you use the document glass, the printer scans the page, and then transmits the fax.

Note: To print a confirmation page displaying the fax transmission status, turn on the transmission report option.

See also:

[Using the Address Book When Faxing](#) on page 8-6

[Managing Fax Functions](#) on page 8-14

[Printing Transmission Reports](#) on page 8-14

[Inserting Pauses in Fax Numbers](#) on page 8-17

Sending a Fax from Your Computer

You can send a fax to the printer from an application on your Windows computer. To use the LAN Fax function you need to have the PCL driver installed.

To send a fax from a Windows 2000, Windows XP, Windows Server 2003, or Windows Vista application:

1. Access the application's **Print** dialog box, select your Phaser 6180MFP printer, and then click the **Properties** button to open the printer driver. In some applications, the **Properties** button may instead be the **Preferences** button.
2. On the **Paper/Output** tab, select **Fax** from the **Job Type** drop-down list.
3. On the **Transmission image quality** drop-down list, select a quality setting.
4. On the **Transmission Report** drop-down list, select when you'd like the printer to produce a fax report. The choices are:
 - **Output Regularly**: A transmission report is generated regularly.
 - **Output for error in transmission only**: A transmission report is generated only when an error occurs.
 - **Do not output**: A transmission report is not generated.
5. Click **OK**.
6. In the **Print** window, click **OK**.
A new dialog opens displaying **Recipient Setting**.
7. Add recipients to the **Recipient List**. For more information, click the **Help** button to view the online help.
8. To delay sending the fax, click **Delayed Send**, and then adjust the delay time.
9. Click **Start Sending** to send the fax.

Note: To stop a fax from sending, press the **Stop** button.

Using the Address Book When Faxing

You can create and save fax information for individuals or groups to whom you often send faxes. This saves time so that you can quickly select saved names and numbers without having to re-enter them each time you want to send a fax.

This section includes:

- [Faxing to an Individual](#) on page 8-6
- [Faxing to a Group](#) on page 8-8

Faxing to an Individual

Set up and save individual names and fax numbers to easily access them when you want to send a fax.

This section includes:

- [Adding an Individual Address Book Entry](#) on page 8-6
- [Faxing to an Individual in the Address Book](#) on page 8-7

Adding an Individual Address Book Entry

There are two ways to create address book entries:

- Create the address with CentreWare IS (requires Ethernet connection).
- Create the address with Xerox Address Book Editor (requires USB connection).

Using CentreWare IS to Add an Individual

To configure the address using CentreWare IS.

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Click the **Address Book** tab.
4. In the **Address Book**, under **FAX Address Book**, click **Individual Directory**.
5. In the **Directory Listing**, click the **Add** button of any entry that is not in use.

Note: The first ten entries in the Address Book correspond to the ten one-touch buttons found on the left side of the control panel.

6. Type the information for the individual.
7. Click the **Save Changes** button to create the new address.
The new individual is saved to the printer's address book.

Using the Address Book Editor to Add an Individual

Note: To use the Address Book Editor, your computer must be connected to the printer with a USB cable.

1. **Windows:** On the **Start** menu, select **Programs > Xerox > Phaser 6180MFP > Address Book Editor**, and then click **OK**.

Macintosh: Open the **Applications** folder, and then select **Xerox/Phaser6180MFP/Address Book Editor**, and then click **OK**.

2. In the left pane, right-click the Fax icon, and then select **New** and **New Entry**.
The **Speed Dial** dialog box appears.
3. The Address Book Editor automatically assigns the speed dial number to the first empty entry. To manually specify the speed dial number, click **Specify an Address Number**, and then enter a value from 1 to 200 for the speed dial number.

Note: The first ten entries in the Address Book correspond to the ten one-touch buttons found on the left side of the control panel.

4. Type in a value for **Name** and **Phone Number**.
5. To add this entry to an existing group:
 - a. Click **Group Membership**.
 - b. Select the group(s) to add this entry to, and then click **OK**.
6. Confirm the group members, and click **OK**.
7. Click **OK**.
8. On the **File** menu, select **Save all**.
The address book is saved with the new fax entry.

Faxing to an Individual in the Address Book

To fax to an individual in the address book:

1. On the control panel, press the **Fax** button.
2. Select **Fax to**, and then press the **Forward Arrow** button.
3. Select **Address Book**, and then press the **Forward Arrow** button.
4. Use the **Up Arrow** and **Down Arrow** to scroll through the address book list, and then press the **Forward Arrow** button to select the recipient.

Note: You can select more than one recipient.

5. Press the **OK** button after selecting the recipients.
6. Press the **Start** button.

The printer starts the fax job.

Note: To stop a fax from sending, press the **Stop** button.

Faxing to a Group

Set up and save group names to easily access them when you want to send a fax to a group. Groups can include both individual and group entries once they have been set up.

Note: Individual entries must be set up before groups can be defined.

This section includes:

- [Creating a Fax Group](#) on page 8-8
- [Editing Address Book Fax Groups](#) on page 8-9
- [Faxing to an Address Book Group](#) on page 8-10

Creating a Fax Group

There are two ways to create group address book entries:

- Using CentreWare IS to create the group (requires Ethernet connection)
- Using the Address Book Editor (requires USB connection)

Using CentreWare IS to Create a Group

To create a fax group using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Select the **Address Book** tab.
4. In the **Address Book**, under **Fax Address Book**, click **Group Directory**.
5. In the **Directory Listing**, click the **Add** button of any group that is not in use.
6. Type a group name, and then click the **Save Changes** button.
7. Click the **Return** button when you receive a "Request Acknowledged" message.
8. Click the **Edit** button for the group you created.
9. Select the check box of individuals that you want to be in the group.

Note: Use the **Directory. List to** links, found at the bottom of the screen, to see additional Fax Address Book entries. You can also add existing groups to this group.

10. Click **Save Changes** when you have finished selecting group members.

The address book is saved on the printer with the new group.

Using Address Book Editor to Create a Group

To create a fax group with the Address Book Editor:

1. **Windows:** On the **Start** menu, select **Programs > Xerox > Phaser 6180MFP > Address Book Editor**, and then click **OK**.

Macintosh: Open the **Applications** folder, and then select **Xerox/Phaser6180MFP/Address Book Editor**, and then click **OK**.

2. In the left-hand pane, right-click the Fax icon, and then select **New** and **New Group**.

The **Group Dial** dialog box appears.

3. The Address Book Editor automatically assigns the Group ID to the first empty entry. To manually specify the Group ID, click **Specify an Address Number**, and then type a value from 1 to 200.
4. Click the **Add or Delete** button.
5. Select group members from the list on the left side of the screen, and then click the **Add** button to add them to the group.

Note: To select multiple group members, press and hold the **Ctrl** keyboard key while making selections.

6. Click **OK** when you have finished adding group members.
7. Click **OK** a second time to create the group.
8. Confirm the group members, and then click **OK**.
9. On the **File** menu, select **Save all**.

The address book is saved with the new fax group.

Editing Address Book Fax Groups

There are two ways to edit address book entries:

- Using CentreWare IS to create the group
- Using the Xerox Address Book Editor

Editing Group Entries with CentreWare IS

To edit an existing fax group with CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field.
3. Select the **Address Book** tab.
4. In the **Address Book**, under **FAX Address Book**, click **Group Directory**.
5. Click the **Edit** button of the group you want to edit.

6. Select the check box of individuals that you want to be in the group. Deselect the check box of individuals you want removed from the group.

Note: Use the **Directory List** to links at the bottom of the screen to see additional Fax Address Book entries.

7. Click **Save Changes** when you have finished editing the group.
The address book is saved with the edited group.

Editing Group Entries with the Address Book Editor

To edit an existing fax group with the Address Book Editor:

1. **Windows:** On the **Start** menu, select **Programs > Xerox > Phaser 6180MFP > Address Book Editor**, and then click **OK**.

Macintosh: Open the **Applications** folder, and then select **Xerox/Phaser6180MFP/Address Book Editor**, and then click **OK**.

2. In the left pane, click the Fax icon.
3. On the upper right pane, right-click the group you want to edit, and then select **Edit**.
4. Click the **Group Membership** button.
5. Use the **Add** and **Delete** buttons to edit the group.
6. Press the **OK** button.
7. Press the **OK** button again.
8. Confirm the group members, and then click **OK**.
9. On the **File** menu, select **Save all**.

The address book is saved with the edited fax group.

Faxing to an Address Book Group

To fax to a group:

1. On the control panel, press the **Fax** button.
2. Select **Fax to**, and then press the **Forward Arrow** button.
3. Select **Group Dial**, and then press the **Forward Arrow** button.
4. Press the **Up Arrow** or **Down Arrow** to scroll through the address book list, and then press the **Forward Arrow** button to select the group.

Note: You can select more than one group.

5. Press the **OK** button after selecting the group(s).
6. Press the **Start** button.

The printer starts the fax job.

Selecting Fax Options for Single Jobs

This section includes:

- [Setting the Fax Resolution](#) on page 8-11
- [Selecting the Original Type](#) on page 8-11
- [Making the Image Lighter or Darker](#) on page 8-12
- [Delay Sending a Fax](#) on page 8-12
- [Enabling Color Fax](#) on page 8-12
- [Changing the Default Fax Job Settings](#) on page 8-13

Setting the Fax Resolution

To set the fax resolution:

1. On the control panel, press the **Fax** button.
2. Select **Resolution**, and then press the **OK** button.
3. Select an option from the list displayed, and then press the **OK** button.

Note: The factory default is Standard.

Selecting the Original Type

To specify the original document type:

1. On the control panel, press the **Fax** button.
2. Select **Document Type**, and then press the **OK** button.
3. Select the original type, and then press the **OK** button.
 - **Text:** For black and white or colored text.
 - **Mixed:** For both text and photographs, such as magazines or newspapers.
 - **Photo:** For photographs.

Note: The factory default is Text & Photo.

Making the Image Lighter or Darker

To lighten or darken an image when it is faxed:

1. On the control panel, press the **Fax** button.
2. Select **Lighten/Darken**, and then press the **OK** button.
3. Press the **Forward Arrow** or **Back Arrow** to lighten or darken the fax, and then press the **OK** button.

Note: The factory default is Normal.

Delay Sending a Fax

To send a fax at a specified time (within 24 hours):

1. On the control panel, press the **Fax** button.
2. Select **Delayed Start**, and then press the **OK** button.
3. Select **On**, and then press the **OK** button.
4. Select the time to send the fax:
 - Select a number from **0** to **23** for the hour, and then press the **Forward Arrow** or **Back Arrow** button to select minutes.
 - Select a number from **0** to **59** for minutes, and then press the **OK** button.
5. Press the **Start** button.

The fax is scanned and saved to be sent at the time you specified.

Enabling Color Fax

To enable the sending of a color fax:

1. Press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **Fax Settings**, and then press the **OK** button.
4. Select **Color Fax**, and then press the **OK** button.
5. Press the **Up Arrow** or **Down Arrow** to change the setting to **On**.
6. Press the **OK** button.

Note: Changing the Color Fax setting requires that the printer be turned off, and then on again.

When faxing, press the **Color Mode** button to switch between Black and White mode and Color mode.

Note: The factory default for Color Fax is Off.

Changing the Default Fax Job Settings

To change the default fax settings:

1. Press the **System** button.
2. Select **Default Settings**, and then press the **OK** button.
3. Select **Fax Defaults**, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button to select the setting you want to change.
5. Change the settings, and when finished press the **Exit** button.

Fax Configuration

To access settings for configuring the printer for faxing:

1. On the control panel, press the **System** button.
2. Select **Admin Menu**, and press the **OK** button.
3. Select **Fax Settings**, and press the **OK** button.
4. Edit the fax settings as desired.

For information on the Fax Settings menu items, see [Fax Settings](#) on page 9-13.

Managing Fax Functions

This section includes:

- [Printing Transmission Reports](#) on page 8-14
- [Enabling or Disabling Secure Faxes](#) on page 8-15
- [Limiting Access to Fax and Scan Operations](#) on page 8-16
- [Limiting Who Can Send Faxes to the Printer](#) on page 8-16
- [Printing Fax Reports](#) on page 8-17
- [Inserting Pauses in Fax Numbers](#) on page 8-17

Printing Transmission Reports

To select a default option for printing fax transmission reports:

1. On the control panel, press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **System Settings**, and then press the **OK** button.
4. Select **Fax Transmit**, and then press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
 - **Print Always**: A transmission report is always printed.
 - **Print at Error**: A transmission report is only printed when an error occurs with the fax transmission.
 - **Do Not Print**: A transmission report is never printed.

Note: The factory default is Print at Error.

Printing a Transmission Report for a Group Fax

To select a default option for printing group fax transmission reports:

1. On the control panel, press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **System Settings**, and then press the **OK** button.
4. Select **Fax Broadcast**, and then press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
 - **Print Always**: A transmission report is always printed.
 - **Print at Error**: A transmission report is only printed when an error occurs with the fax transmission.
 - **Do Not Print**: A transmission report is never printed.

Note: The factory default is Print Always.

Enabling or Disabling Secure Faxes

When the Secure Receive Lock option is enabled, a password is required before faxes can be printed or removed.

To enable or disable Secure Receive Lock:

1. On the control panel, press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **Secure Settings**, and then press the **OK** button.
4. Select **Panel Lock**, and then press the **OK** button twice.
5. Select **Enable**, and then press the **OK** button.
6. Press the **Exit** button one time.
7. Select **Secure Receive Lock**, and then press the **OK** button twice.
8. Select one of the following options, and then press the **OK** button:
 - **Disable**: This option turns off the Secure Receive Lock option if it is on.
 - **Enable**: This option turns on the Secure Receive Lock option if it is off.
9. If you want to change your password, select **Change Password**, and then press the **OK** button.
10. Enter a new four digit password, and then press the **OK** button.

Note: The default password is 0000.

Printing Secure Faxes

If the Secure Receive Lock option is enabled, you must enter your numeric password to print a received fax.

To print or clear all secure faxes:

1. On the control panel, press the **Job Status** button.
2. Select **Walk-Up Features**, and then press the **OK** button.
3. Select **Secure Receive**, and then press the **OK** button.
4. When prompted, enter your four-digit password, and then press the **OK** button.

The received faxes are printed.

Limiting Access to Fax and Scan Operations

Enabling the Scan/Fax Lock option limits access to fax and scan operations by requiring a password to be entered before faxing or scanning.

To enable or disable Scan/Fax Lock:

1. On the control panel, press the **System** button.
2. Select **Admin Menu**, and then press the **OK** button.
3. Select **Secure Settings**, and then press the **OK** button.
4. Select **Panel Lock**, and then press the **OK** button twice.
5. Select **Enable**, and then press the **OK** button.
6. Press the **Exit** button one time.
7. Select **Scan/Fax Lock**, and then press the **OK** button twice.
8. Select one of the following options, and then press the **OK** button:
 - **Disable**: This option turns off the Scan/Fax Lock option if it is on.
 - **Enable**: This option turns on the Scan/Fax Lock option if it is off.
9. If you want to change your password, select **Change Password**, and then press the **OK** button.
10. Enter a new four digit password, and then press the **OK** button.

Note: The default password is 0000.

Limiting Who Can Send Faxes to the Printer

When the Junk Fax Filter setting is enabled, the printer only prints faxes received from phone numbers in the address book.

To turn off/on the Junk Fax Filter option:

1. On the control panel, press the **System** button.
2. Select **Admin Menu**, and press the **OK** button.
3. Select **Fax Settings**, and press the **OK** button.
4. Select **Junk Fax Filter**, and press the **OK** button.
5. Select one of the following options, and then press the **OK** button:
 - **Off**: When off, anybody can send you a fax.
 - **On**: When on, faxes are only received from phone numbers in the printer's address book.

Printing Fax Reports

Several fax reports are available to provide information about faxing activities, directories, and pending jobs. The Speed Dial report and the Address Book report display information about fax numbers, individual, or group recipients. The Fax Activity report provides information about completed fax jobs. The Fax Pending report provides a list of faxes waiting to be sent.

To print a fax report:

1. On the control panel, press the **System** button.
2. Select **Admin Menu**, and press the **OK** button.
3. Select **Admin Reports**, and then press the **OK** button.
4. Select one of the following reports, and then press the **OK** button to print the report:
 - **Speed Dial**
 - **Address Book**
 - **Fax Activity**
 - **Fax Pending**

Inserting Pauses in Fax Numbers

Some fax numbers require one or more pauses during the dialing sequence.

To insert pauses in a fax number:

1. On the control panel, press the **Fax** button.
2. Select **Fax To**, and then press the **OK** button.
3. Use the alphanumeric keypad to enter the fax number.

When entering a fax number using the alphanumeric keypad, press the **Redial/Pause** button to insert a pause (represented by a hyphen, "-") in the fax number where appropriate.

Note: Pressing the **Redial/Pause** button multiple times adds additional pauses.

4. Press the **Start** button to send the fax.

Solving Fax Problems

If the fax cannot be sent correctly, refer to the following table, and then perform the indicated operation. If the fax still cannot be sent correctly, even after performing the described operations, contact your service representative.

This section includes:

- [Problems Sending Faxes](#) on page 8-19
- [Problems Receiving Faxes](#) on page 8-20

Problems Sending Faxes

Symptom	Cause	Solution
The document is not scanned.	The document is too thick, too thin, or too small.	Use the original glass to send the fax.
The document is scanned at an angle.	The document guides are not adjusted to the width of the document.	Slide the document guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The original glass is dirty.	Clean the original glass.
	The text in the document is written too faint.	Adjust the resolution.
	There may be a problem with the telephone connection.	Check the telephone line, and then try sending the fax again.
The fax received by the recipient is blank.	There may be a problem with the recipient's fax machine.	Make a copy to check that this machine is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.
	The document was sent with the front side facing down (when the ADF is used).	Load the document to be faxed facing up.
Transmission is not possible.	The transmission procedure may have been performed incorrectly.	Check the transmission procedure, and then try sending the fax again.
	The fax number may be wrong.	Check the fax number.
	The one-touch dial key or speed dial may be incorrectly programmed.	Check that the keys were correctly programmed.
	The telephone line may be incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the recipient's fax machine.	Contact the recipient.

Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There may be a problem with the telephone connection or with the caller's fax machine.	Check that the machine can make clean copies. If it can, have the caller send the fax again.
	The caller may have loaded the pages backward.	Contact the caller.
Faxes cannot be received automatically.	The machine is set to receive faxes manually.	Set the machine to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the caller's fax machine.	Make a copy to check that this machine is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.

Using the Control Panel Menus and Keypad

9

This chapter includes:

- [Control Panel Menus](#) on page 9-2
- [Description of Menu Items](#) on page 9-4
- [Menu Map](#) on page 9-20
- [Entering Text on the Control Panel](#) on page 9-21

Control Panel Menus

This section includes:

- [Menu Configuration](#) on page 9-2
- [Changing Menu Settings](#) on page 9-3

Menu Configuration

The menus that can be accessed by pressing the **System** button on the control panel are as follows:

- **Default Settings:** Use this Default Settings menu to define the default Copy, Fax, and Scan settings.
- **Tray Settings:** Use the Tray Settings menu to define the print media loaded in each tray.
- **Information Pages:** Use the Information Pages menu to print various types of reports and lists.
- **Billing Meters:** Use the Billing Meters menu to display the printed paper counts on the control panel.
- **Admin Menu**
 - **Address Book:** Use this menu to create/delete address book entries.
 - **Print Language:** Use this menu to set the print language to either PCL or PostScript.
 - **Network Settings:** Use this menu to configure the network settings for the printer.
 - **Parallel Settings:** Use this menu to configure the parallel interface.
 - **USB Settings:** Use this menu to configure the USB interface.
 - **Fax Settings:** Use this menu to configure default fax settings.
 - **System Settings:** Use this menu to configure the printer operation settings, such as for alarm tones and Power Saver mode.
 - **Maintenance:** Use this menu to perform maintenance tasks.
 - **Secure Settings:** Use this menu to set printer security settings such as locking the control panel.
 - **Admin Reports:** Use this menu to print various types of reports and lists regarding printer usage.
 - **Scan To Email:** Use this menu to disable/enable Scan to Email functionality.
- **Panel Language:** Use the Panel Language menu to set the language displayed on the control panel.

See also:

[Description of Menu Items](#) on page 9-4

Changing Menu Settings

Changing the Power Saver Time

In this example, you set the transitional time to the Power Saver Mode. For more information on the power saver modes, see [Power Saver Modes](#) on page 2-10.

1. To display the **Setup** screen, press the **System** button on the control panel.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** appears, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **System Settings** appears, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Power Saver Timer** appears, and then press the **Forward Arrow** or **OK** button.
5. Select **Mode 1 (Printer)** or **Mode 2 (System)**, and then press the **OK** button.
6. Press the **Up Arrow** or **Down Arrow** button to change the number of minutes that the printer will wait before entering the Power Saver mode.
7. Press the **OK** button to confirm your settings.

Note: If you want to change values after you have confirmed them by pressing the **OK** button, you need to set them from the start again.

Description of Menu Items

This section includes:

- [Default Settings](#) on page 9-4
- [Tray Settings](#) on page 9-6
- [Information Pages](#) on page 9-7
- [Billing Meters](#) on page 9-8
- [Admin Menu](#) on page 9-8

Default Settings

There are three submenus under the Default Settings menu: Copy Defaults, Scan Defaults, and Fax Defaults. Use these menus to set default behaviors.

The following gives a brief description of each menu item. For more information, see [Copying](#) on page 6-1, [Scanning](#) on page 7-1, or [Faxing](#) on page 8-1.

Copy Defaults Menu

- **Color:** Specifies Black & White or Color copies.
- **Paper Supply:** Specifies the paper tray that copies are printed from.
- **Reduce/Enlarge:** Reduces or enlarges the copies.
- **Document Type:** Specifies the type of the original.
- **Output Quality:** Specifies the quality of the scanned image.
- **Collated:** Turns on and off collation.
- **2-Sided:** Specifies duplex settings. This menu is displayed only when the optional duplex unit is installed.
- **Lighten/Darken:** Lightens or darkens copies.
- **Sharpness:** Specifies the sharpness of the copies.
- **Color Saturation:** Deepens or lightens the overall color levels of your copies.
- **Auto Exposure:** Turns Auto Exposure on and off when copying. Auto Exposure suppresses the document background of off-white colored paper. It also helps suppress show-through when copying double-sided thin paper.
- **Auto Expo. Level:** Adjusts the Auto Exposure level.
- **Color Balance:** Adjusts the color levels of your copies.
- **Auto Fit:** Use this menu to turn on/off Auto Fit. When on, the copied image is scaled to fit to the size of the selected paper tray.
- **N-Up:** Use this menu to copy two original page images onto one side of a sheet of paper. The **ID Copy** setting is for use when copying ID cards. It is a 2 to 1 copy with 100% zoom for both sides.
- **Poster:** Copies one original onto multiple pages that can be assembled into a poster.
- **Poster Doc. Size:** Selects the size of the poster. The number of output pages is either 4, 9, or 16 pages.
- **Repeat Image:** Copies of one original image copied onto one side of a sheet of paper.
- **Margin:** Turns on and off the copy margins.
- **Width:** Sets the margin settings for copies.

Scan Defaults Menu

- **Scan to Network:** Selects the scan destination.
- **File Format:** Selects the file type of the scanned image.
- **Color:** Selects the color mode, either color or black and white.
- **Resolution:** Selects the scan resolution.
- **Document Type:** Specifies the type of document to be scanned. Either text, text and photographs, or photograph.
- **Document Size:** Specifies the size of the original document.
- **Lighten/Darken:** Lightens or darkens the scanned image.
- **Sharpness:** Specifies the sharpness of the scanned image.
- **Contrast:** Specifies the contrast of the scanned image.
- **Auto Exposure:** Turns Auto Exposure on and off when scanning. Auto Exposure suppresses the document background of off-white colored paper. It also helps suppress show-through when copying double-sided thin paper.
- **Auto Expo. Level:** Adjusts the level of the auto exposure functionality.
- **TIFF File Format:** Sets the TIFF file format: TIFF V6 or TTN2.
- **Image Compression:** Specifies the amount of image compression: Lower, Normal, or Higher.
- **Max E-Mail Size:** Sets limits on the size of attachments that can be emailed. The range is selectable from 50 to 16384 kb.

Fax Defaults Menu

- **Color:** Specifies the color mode, either color or black and white.
- **Resolution:** Specifies the resolution of the fax.
- **Document Type:** Specifies the type of document to be scanned. Either text, text and photographs, or photograph.
- **Lighten/Darken:** Lightens or darkens the scanned image.
- **Delayed Start:** Specifies the time delay before sending a fax job. Up to 23 hours and 59 minutes can be specified for the delay.

Tray Settings

There are three submenus under the Tray Settings menu: Tray 1 (MPT), Tray 2, and Tray 3. You can set paper size and paper type for each tray under these menus. (Display Pop-up and MPT Mode can only be set for Tray 1 (MPT).)

Tray 3 is displayed only when the optional sheet feeder is installed.

The settings menu for **Tray 1 (MPT)** is displayed only when the **MPT Mode** is set to **Panel Specified**.

Common Settings for Tray 1 (MPT), Tray 2, and Tray 3

- **Paper Type:** Specifies the type of paper loaded in each tray.
 - Tray 1 (MPT) (default: Thin Card Stock)
 - Tray 2 (default: Plain)
 - Tray 3 (default: Plain)

For details, refer to [Setting Paper Types and Sizes](#) on page 5-9.

- **Paper Size:** Specify the paper size and orientation for each tray.
 - Tray 1 (MPT) (default: Driver Size)
 - Tray 2 (default: Auto)
 - Tray 3 (default: Auto)

For details, refer to [Setting Paper Types](#) on page 5-9.

Settings Exclusive to Tray 1 (MPT)

- **Display Pop-up:** Specifies whether or not to display the message that prompts you to set the paper size and type every time you load paper in Tray 1 (MPT).

When you select **On**, the message that prompts you to set the paper size and type is displayed. The default is **Off**.

- **MPT Mode:** Specifies the way to set the paper type and size settings to be loaded in Tray 1 (MPT). When the size or type of paper that is loaded is different from the setting, the print quality may suffer or paper may jam. Specify the correct paper type and size.
 - **Panel Specified** (default): You can specify the paper type and size settings on the control panel. Printing can be done only when the settings on the print driver match the settings on the control panel. When a mismatch of paper sizes occurs, follow the instructions displayed on the control panel.
 - **Driver Specified:** You cannot specify the settings on the control panel. Printing is done using the settings on the print driver.

When installing the optional sheet feeders if **Paper Tray** is set to **Auto** on the print driver, the feeding tray is automatically specified according to the setting on the control panel. Also, when the paper size and type setting for each tray is the same, printing continues by changing the feeding tray if the paper in the specified tray has run out.

Information Pages

Prints various types of reports and lists. For the procedure for printing information pages, refer to [Printing Information Pages](#) on page 9-7.

- **Menu Map:** Prints a map of the control panel menus.
- **Demo Page:** You can print a sample document to check the printer's performance.
- **Configuration:** Prints status of the printer, such as hardware configuration and network information. Print this report to check whether optional accessories have been correctly installed.
- **PCL Fonts List:** Prints information on PCL fonts and samples of these fonts.
- **PS Fonts List:** Prints information on PostScript fonts and samples of these fonts.
- **Job History:** Prints information on printing result, such as whether data from the computer has been printed correctly. The status of a maximum of 22 jobs can be printed on the Job History Report.

Use the control panel to set whether to print the Job History Report automatically for every 22 jobs completed. For details, refer to [System Settings](#) on page 9-15.

- **Error History:** Prints information of up to the latest 42 errors that occurred in this printer.
- **Protocol Monitor:** Provides information about the previous fax job as an aid in determining fax protocol problems.
- **PCL Macro List:** Prints a list of PCL macros.
- **Stored Documents:** Prints a list of documents stored in the printer when using the secure print and sample print feature.

For details, refer to [Printing Confidential Document - Secure Print](#) on page 5-44 and [Print After Checking Printing Result - Proof Print](#) on page 5-46.

Printing Information Pages

Information pages are printed from the control panel.

1. Press the **System** button to display the **Setup** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Information Pages** appears, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until the desired report/list is appears, and then press the **OK** button. The selected information page is printed.

Billing Meters

Displays the number of processed print jobs on the control panel. The meter is divided according to the color modes.

- **Total Impressions:** Displays the total number of pages printed.
- **Color Impressions:** Displays the total number of pages printed in color.
- **Black Impressions:** Displays the total number of pages printed in black/white.

See also:

[Checking Page Counts](#) on page 11-10

Admin Menu

This menu contains eight submenus:

- Address Book
- Print Language
- Network Settings
- Parallel Settings
- USB Settings
- Fax Settings
- System Settings
- Maintenance
- Secure Settings
- Admin Reports
- Scan to E-Mail

Address Book

Use this menu to create and delete speed dial and group dial numbers.

- **Speed Dial:** Use the Speed Dial menu to edit speed dial address book entries.
- **Group Dial:** Use the Group Dial menu to create speed dial groups.

Print Language

Use this menu to specify PCL and PostScript settings.

PCL Settings

- **Paper Supply:** Specifies the paper tray to be used for printing.
 - **Auto** (default): The tray is selected automatically when print data is sent.
 - **Tray 1 (MPT)**
 - **Tray 2**
 - **Tray 3**
- **Paper Size:** Specifies the default paper size.
- **Orientation:** The paper printing direction can be selected from Portrait and Landscape. The default is Portrait.
- **2 Sided Print:** Specifies whether to perform 2-sided printing. The default is Off. Available only if printer is equipped with a duplex unit
- **Binding Edge:** Specifies the binding direction from Flip Long Edge or Flip Short Edge. The default is Flip Long Edge. Available only if printer is equipped with a duplex unit
- **Font:** Specifies the font used. The default is Courier.
- **Symbol Set:** Specifies the font for symbols. The default is ROMAN-8.
- **Font Size:** Specifies the default font size. Available only for typographic fonts.
- **Font Pitch:** Specifies the character spacing. The default is 10.00. You can specify a value between 6.00 and 24.00 in increments of 0.01.
- **Form Line:** Specifies the form line (the number of lines per form). The default is 64. You can specify a value between 5 and 128 in increments of 1.
- **Quantity:** Specifies the copies to be printed. You can specify a value between 1 to 999. The default is 1.
- **Image Enhance:** Selects whether to perform image enhancement.

Image enhancement is a feature that makes the boundary line between black and white smoother in order to decrease jags and enhance the visual appearance. The default is On.
- **Hex Dump:** Specifies whether to print the data sent from a computer in the ASCII code corresponding to the hexadecimal notation format in order to check the data contents. The default is Disable.
- **Draft Mode:** Specifies whether to print in draft mode. The default is Disable.
- **Line Termination:** Specifies line termination.
 - **Off:** Line termination commands are not added.
 - **Add-LF:** The Line Feed command is added.
 - **Add-CR:** The Carriage Return command is added.
 - **CR-XX:** The Line Feed and Carriage Return commands are both added.
- **Default Color:** Specifies the default color mode.

PostScript Settings

- **PS Error Report:** Specifies whether an error report is printed when a PostScript error occurs.
- **PS Job Time-Out:** Specifies the maximum execution time for a PostScript job to complete. If the job exceeds the specified number of minutes, a PostScript error occurs.
- **Paper Select Mode:** Specifies how the tray is selected for PostScript print jobs.
 - **Auto**
The tray is selected as set in PCL mode.
 - **Select From Tray**
The tray is selected in a method compatible with regular PostScript printers.

Note: Changes to PS Job Time-Out and Paper Select mode settings require that the printer be turned off and on to make them effective.

Network Settings

Specifies printer settings affecting jobs sent to the printer through a network port.

The settings in the Network Settings menu cannot be set when entering this menu during printing.

You need to restart the printer to activate the new settings. After making the settings, turn off the printer, and then turn it back on again.

- **Ethernet:** Specifies the communication speed and the modes of Ethernet.
 - **Auto (default):** Automatically detects 10Base Half, 10Base Full, 100Base Half, and 100Base Full.
 - **10Base Half:** Uses 10base-T half-duplex.
 - **10Base Full:** Uses 10base-T full-duplex.
 - **100Base Half:** Uses 100base-TX half-duplex.
 - **100Base Full:** Uses 100base-TX full-duplex.
- **TCP/IP:** Specifies the TCP/IP settings for the network.
 - **Get IP Address:** Specifies whether to automatically or manually retrieve the IP address.

DHCP/Autonet (default)	Automatically sets the IP address.
BOOTP	Uses BOOTP to set the IP address automatically.
RARP	Uses RARP to set the IP address automatically.
DHCP	Uses DHCP to set the IP address automatically.
Panel	You can set the IP address manually by entering it on the control panel.

- **IP Address, Subnet Mask, and Gateway Address:** These items are used to check the addresses that have been obtained automatically or to specify addresses manually. Enter the address in the format of xxx.xxx.xxx.xxx. You can specify values in the range of 0 to 255 for xxx.

To set addresses manually, set **Get IP Address** to **Panel**.

IP addresses are managed in the entire network. An incorrect IP address may affect the whole network. For the addresses you need to set manually, contact your network administrator.

- **Protocol**

Set **Enable** when using the protocol. When **Disable** is selected, the protocol cannot be activated.

- **LPR** (default: Enable)
- **Port 9100** (default: Enable)
- **FTP** (default: Enable)
- **SNMP** (default: Enable)
- **Email Alerts** (default: Enable)
- **CentreWare IS** (default: Enable)
- **Bonjour (mDNS)** (default: Enable)

When the optional multi protocol card is installed, the following are also available:

- **IPP** (default: Enable)
- **SMB TCP/IP**
- **SMB NetBEUI**
- **NetWare** (default: Enable)
- **IP Filter:** Specifies blocking the reception of data from certain IP addresses. You can block up to five IP addresses. The change becomes effective after the printer is turned off and then on again.
- **Initialize NVM:** Initializes network data stored in NVM. After executing this function and rebooting the printer, all network settings are reset to their default values.
- **Adobe Protocol:** Specifies PostScript communication protocol for each interface. You can configure the Adobe Protocol settings for the network. The change becomes effective after the printer is turned off, and then on again.
 - **Auto:** Used when auto-detecting the PostScript communication protocol.
 - **Standard:** Used when the communication protocol is in ASCII interface.
 - **BCP:** Used when the communication protocol is in binary format.
 - **TBCP:** Used when the communication protocol supports both ASCII and binary data to switch between them according to the specified control code.
 - **Binary:** Used when no special processing is required for data.

Parallel Settings

Specifies the settings for the parallel interface.

Note: You need to restart the printer to activate the new settings. After changing the settings, turn off the printer, and then turn it on again.

ECP

Specifies if the ECP communication mode of the parallel interface is enabled or disabled.

Adobe Protocol

Use Adobe Protocol menu to specify PostScript communication protocol for the parallel interface. Restart the printer after making changes in the menu.

- **TBCP:** Used when the communication protocol supports both ASCII and binary data to switch between them according to the specified control code. Default setting.
- **Binary:** Used when no special processing is required for data.
- **Auto:** Used when auto-detecting the PostScript communication protocol.
- **Standard:** Used when the communication protocol is in ASCII interface.
- **BCP:** Used when the communication protocol is in binary format.

USB Settings

Use the USB Settings menu to change printer settings affecting the USB port.

Adobe Protocol

Use Adobe Protocol menu to specify PostScript communication protocol for the USB interface. Restart the printer after making changes in the menu.

- **Auto:** Used when auto-detecting the PostScript communication protocol.
- **Standard:** Used when the communication protocol is in ASCII interface.
- **BCP:** Used when the communication protocol is in binary format.
- **TBCP:** Used when the communication protocol supports both ASCII and binary data to switch between them according to the specified control code. Default setting.
- **Binary:** Used when no special processing is required for data.

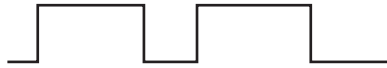
Fax Settings

The Fax Settings menu contains the following items.

- **Interval Timer:** Specifies the interval time between resend attempts.
- **Number of Redial:** Specifies the number of redial attempts.
- **Int. of Redial:** Specifies the time between redial attempts.
- **Ans Select:** Specifies the receiving mode:
 - **TEL Mode:** Automatic fax reception is turned off. You can receive a fax by picking up the handset of the external phone, and then pressing the remote receive code, or by setting **OnHook** to On (you can hear voice or fax tones from the remote machine), and then pressing **Start**.
 - **FAX Mode:** A fax is automatically received.
 - **TEL/FAX Mode:** When the printer receive an incoming fax, the external telephone rings for the time specified by **Auto Ans. TEL/FAX**, and then the printer automatically receive the fax. If incoming data is not a fax, the printer beeps the internal speaker.
 - **Ans/FAX Mode:** The printer can share one telephone line with an answering machine. In this mode, the printer will monitor the fax signal and pick up the line if there are fax tones. If the phone communication in your country is serial, this mode is not available.
 - **DRPD Mode:** Before using the Distinctive Ring Pattern Detection (DRPD) option, distinctive ring service must be installed on your telephone line by the telephone company. After the telephone company has provided a separate number for faxing with a distinctive ring pattern, configure the fax setup to monitor for that specific ring pattern.
- **Auto Answer Fax:** When FAX Mode is enabled, specifies how long the printer waits before answering an incoming call. Values range from 0 to 255 seconds.
- **Auto Ans. TEL/FAX:** When TEL/FAX Mode is enabled, specifies how long the printer waits before answering an incoming call. Values range from 0 to 255 seconds.
- **Auto Ans. Ans/FAX:** When ANS/FAX Mode is enabled, specifies how long the printer waits before answering an incoming call. Values range from 0 to 255 seconds.
- **Line Monitor:** Specifies the volume of the external phone (line monitor).
- **Ring Tone Volume:** Specifies the volume for the incoming faxes.
- **Line Type:** Specifies the default line type.
- **Dialing Type:** Specifies the dialing type.
- **Junk Fax Filter:** When set to On, incoming faxes are only accepted from numbers registered in the Address Book.
- **Remote Receive:** Specifies whether to receive a fax by pressing the remote receive code on the external telephone after picking up the handset of the telephone. When set to On, a fax can be received by pressing the remote receive code on the external telephone.
- **Remote Rcv Tone:** Specifies the tone in two digits (00-99) when Remote Receive is set to On.
- **Duplex Print:** Specifies duplex printing when receiving a fax. This option is only available when the printer has a duplex unit installed.
- **Send Header:** When set to On, the sender record is printed at the head of the fax.
- **Company Name:** Specifies the sender name to be recorded in the sender report.

- **Your Fax Number:** Specifies your telephone number, which is printed at the top of each page sent from your printer.
- **Device Name:** Specifies your name or your companies name, which is printed on the report sheet.
- **DRPD Pattern:** Specifies a distinctive ring pattern for use with DRPD service. DRPD Patterns are specified by your telephone company. The patterns provided with your multifunction printer are shown below, with Pattern 1 at the top and Pattern 5 at the bottom:

Pattern 1



Pattern 2



Pattern 3



Pattern 4



Pattern 5



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- **Forward Settings:** Specifies when the printer should forward all of the outgoing faxes to a specified destination.
 - **Trans. at Error:** Outgoing faxes are forwarded only when an error occurs.
 - **Trans. Always:** Outgoing faxes are always forwarded.
 - **Not Trans.:** Outgoing faxes are not forwarded.
- **Fwd. Settings Num:** Specifies the number that outgoing faxes are forwarded to.
- **Fwd. Set Print:** Specifies if the outgoing faxes should be printed when they are forwarded. When set to On, all of the forwarded faxes are printed.
- **Prefix Dial:** Specifies whether or not to add the prefix number when you send a fax.
- **Prefix Dial Num:** Specifies the prefix dial number, up to five digits. This number dials before any auto dial number is started. It is useful for accessing the PABX exchange.
- **Discard Size:** Specifies if the printer should discard any excess data at the bottom of the page.
 - **On:** Discards any excess data at the bottom of the page.
 - **Off:** Prints any excess data at the bottom of the page without discarding it.
 - **Auto Reduction:** Reduces the document to fit onto the paper.
- **Color Fax:** When set to On, both black and white and color fax jobs are enabled. When set to Off, color fax jobs are disabled.

- **Extel Hook Thresh:** Specifies the threshold value for the external telephone.
- **Country:** Specifies the country where the printer is used.

Note: Country must be set before faxes can be sent.

- **FWD Error Print:** To print the documents failed to transfer when **Forward Set Print** is set to Off.
 - **Off:** Does not print documents that fail to transfer when **Forward Set Print** is set to Off.
 - **On:** Prints documents that fail to transfer when **Forward Set Print** is set to Off.

System Settings

The System Settings menu is used to configure basic printer settings, such as for alarm and power saver mode.

- **2 Mode Power Saver:** Specifies if both power saver modes are enabled. When set to Enabled both Mode 1 and Mode 2 are enabled. When disabled, only Mode 1 is enabled.
- **PowerSaver Timer:** Specifies the transitional time of Power Saver Modes 1 and 2 in increments of 1 minute.
 - **Mode 1 (Printer):** 1 min. to 60 min. (default is 30 minutes)
 - **Mode 2 (System):** 5 min. to 120 min. (default is 30 min.)

For details, refer to [Power Saver Modes](#) on page 2-10.

- **Auto Reset:** Specifies the time the printer waits for further control panel input before automatically resetting the settings for COPY, SCAN, or FAX and returning to the standby mode.
- **Alert Tone:** Specifies whether to turn on the alarm when an error occurs in the printer.
 - **Panel Select Tone** (default: Normal)
 - **Panel Alert Tone** (default: Normal)
 - **Machine Ready Tone** (default: Normal)
 - **Copy Job Tone** (default: Normal)
 - **Non-Copy Job Tone** (default: Normal)
 - **Fault Tone** (default: Normal)
 - **Alert Tone** (default: Normal)
 - **Out of Paper** (default: Normal)
 - **Low Toner Alert** (default: Off)
 - **Auto Clear Alert** (default: Off)
 - **Base Tone** (default: Off)
 - **All Tones** (default: Normal)

- **Time-Out:** You can cancel a printing process when it goes beyond a set time period. Set the time until the print job is canceled. When this timeout expires, the print job is canceled.
 - 5 sec. to 300 sec. (default: 30 sec.): Specifies the amount of time in increments of 1 second the printer waits for additional data before it cancels the job.
 - **Off:** Cannot cancel.
- **Clock Settings:** Specifies the date and time.
 - **Set Date**
 - **Set Time**
 - **Date Format:** Select either yy/mm/dd, mm/dd/yy, or dd/mm/yy.
 - **Time Format:** 12 or 24 hour formats are available.
 - **Time Zone:** Set the time zone based on Coordinated Universal Time (UTC) for your location.
- **mm/inch:** Set the units for the custom paper size to millimeters or inches.
 - **millimeter (mm)** (default): The paper size is displayed in millimeters.
 - **inch (")**: The paper size is displayed in inches.
- **Auto Log Print:** Specifies whether to automatically print information about the printed data that has been processed in the printer (Job History Report).
 - **Off** (default): Select this if you do not want to print the Job History Report automatically even if the number of print jobs exceeds 22.
 - **On:** Automatically prints a report when the number of print jobs reaches 22.

You cannot set this during printing.

You can print the Job History Report from the [Information Pages](#) menu.

You need to restart the printer to activate the new settings. After making the settings, turn off the printer, and then turn it on again.

- **Print ID:** Select this to print the user ID at a selected position.
 - **Off** (default): User ID is not printed.
 - **Top Left:** Prints the user ID on the top left of the sheet of paper.
 - **Top Right:** Prints the user ID on the top right of the sheet of paper.
 - **Bottom Left:** Prints the user ID on the bottom left of the sheet of paper.
 - **Bottom Right:** Prints the user ID on the bottom right of the sheet of paper.
- **Print Text:** Specifies whether the printer outputs PDL data, which is not supported by the printer, as text when the printer receives it. Text data is printed on A4- or Letter-size paper.
 - **Off** (default): Does not print the received data.
 - **On:** Prints the received data as text data.

- **Banner Sheet:** Specifies the settings for the banner sheet.
 - **Insert Position** (default: Off): Selects the position to output the banner sheet from: Off, Front, Back, and Front & Back. When Off is selected, the banner sheet is not printed.
 - **Specify Tray** (default: Tray 1 (MPT)): Specifies the tray from which the banner sheet is output: Tray 1 (MPT), Tray 2, or Tray 3.

Tray 3 is displayed only when the optional sheet feeder is installed.

- **Fax Activity:** The printer can be set to print a report on faxes sent and received.
 - **Auto Print:** When set to Auto Print, the printer automatically prints a report every 50 fax jobs.
 - **No Auto Print** (default): No report is automatically printed.
- **Fax Transmit:** Specifies when a fax transmission report is printed.
 - **Print Always:** Prints a transmission report for every single recipient fax job.
 - **Print at Error** (default): Prints a transmission report only when an error occurs.
 - **Do Not print:** No transmission reports are printed.
- **Fax Broadcast:** Specifies when a fax transmission report is printed for group jobs.
 - **Print Always** (default): Prints a transmission report for every group fax job.
 - **Print at Error:** Prints a transmission report only when an error occurs during a group job.
 - **Do Not print:** Transmission reports are not printed.
- **Protocol Monitor:** Specifies the protocol monitor report to detect the cause of the communication trouble.
 - **Print Always:** Prints a report for every fax job.
 - **Print at Error:** Prints the report only when a communication error occurs.
 - **Do Not print** (default): The report is not printed.
- **RAM Disk:** Allocates memory to the RAM Disk file system for the secure print, collating jobs, and Sample print features.
 - **Enable:** Allocates memory for using the secure print and proof print features.
 - **Disable** (default): Does not allocate memory for using the secure print and proof print features.

This item is displayed when at least 256 MB of memory are added.

- **Tray Substitution:** Specifies whether to print on paper loaded in another tray when there is no paper left in the tray selected by the auto tray selection feature.
 - **Off** (default): Select this to display a message prompting you to load paper.
 - **Larger Size:** Select this to replace the paper with a larger size paper before printing in 100% magnification ratio.
 - **Nearest Size:** Select this to replace the paper with the nearest size paper before printing in 100% magnification ratio.
 - **Tray 1 (MPT) Feed:** Select this to print on paper loaded in Tray 1 (MPT).
- **Startup Page:** Specifies whether to print the Startup page when the printer is powered on.

Maintenance

Use this menu to initialize the NVM, to configure security setting, or to adjust the configurations for each type of paper.

- **Auto Regi Adjust:** Adjusts the color registration automatically. Selecting On adjusts the color registration automatically. The default is On.
- **Adjust ColorRegi:** Correct the color registration manually. For details, refer to [Color Registration](#) on page 10-25.
 - **Auto Correct:** Corrects the color registration automatically.
 - **Color Regi Chart:** Prints the correction chart.
 - **Color Regi:** Enter the number to correct the registration.
- **Initialize NVM:** Initializes the settings stored in the NVM except for the network settings. The NVM is a nonvolatile memory that stores the printer settings even after the power is turned off. After executing this function and restarting the printer, all the menu parameters are reset to their default values.
 - You cannot initialize the NVM during printing.
 - You need to restart the printer to activate this setting. After making the setting, turn off the printer, and then turn it on again.
- **Init PrintMeter:** Initializes the print meter.
- **Non-Xerox Toner:** Specifies whether to use refilled print cartridges.

Caution: Non-Xerox toner may seriously damage the printer. Damage caused by Non-Xerox toner may not be covered by your warranty.

Secure Settings

Use the Secure Settings menu to set a password to limit access to the menus.

- **Panel Lock:** When enabled, access to the Admin Menu requires a password.
- **Scan/Fax Lock:** When enabled, access to the scanner and fax requires a password. **Panel Lock** must be enabled before enabling **Scan/Fax Lock**.
- **Secure Receive Lock:** When enabled, incoming faxes require a password to print them. **Panel Lock** must be enabled before enabling **Secure Receive Lock**.

Admin Reports

Use this menu to print various types of reports and lists regarding printer usage.

- **Speed Dial:** Prints a report of the speed dial numbers.
- **Address Book:** Prints a report of the address book email addresses.
- **Server Address:** Prints a report of the address book server addresses.
- **Fax Activity:** Prints a report summarizing sent and received faxes.
- **Fax Pending:** Prints a report of the pending faxes.
- **Printer Meter:** Prints a report summarizing printing activity.

Scan to E-Mail

Use this menu to enable or disable the Scan to E-mail function.

Menu Map

The Menu Map helps you navigate the control panel menus. To print the Menu Map:

1. On the control panel, press the **System** button, select **Information Pages**, and then press the **OK** button.
2. Select **Menu Map**, and then press the **OK** button to print.

Note: Print the Menu Map to see other information pages available for printing.

Main operation and buttons on the control panel	
Displays the Setup screen	System button
Switch between the menu levels	Forward Arrow button (moves one level downwards) or Back Arrow button (moves one level upwards)
Switch between menu or items in the same level	Up Arrow button (displays the previous menu or item) or Down Arrow button (displays the next menu or item)
Move the cursor to the right or left	Forward Arrow button (moves to the right) or Back Arrow button (moves to the left)
Confirm setting	OK button

See also:

[Description of Menu Items](#) on page 9-4

Entering Text on the Control Panel

When programming the recipient name, letters, accented characters, numbers and symbols can be entered much like using your cell phone keypad.

Correcting Text

- To erase all entered text, press and hold down the **Cancel** button.
- To delete a specific character, use the **Forward Arrow** or **Back Arrow** button to move the cursor to the character you want to delete, and then press the **Cancel** button.
- If the same key is to be used to enter two or more characters in a row, press the **Forward Arrow** button after selecting the first character.

The following table lists the characters available with each key on the keypad.

Keypad Button	Available Characters (in order)
1	@ : . / 1
2	a b c A B C 2
3	d e f D E F 3
4	g h i G H I 4
5	j k l J K L 5
6	m n o M N O 6
7	p q r s P Q R S 7
8	t u v T U V 8
9	w x y z W X Y Z 9
0	0
*	@ . \ _ ! " # \$ % & ' ~ ^ ' ; : ? (space) + - * / = () [] { } < > !
#	- _ ~

Note: Entering a hyphen (-) inserts a pause when dialing.

Troubleshooting

10

This chapter includes:

- [Paper Jams](#) on page 10-2
- [Print Quality](#) on page 10-20
- [Problems With the Printer](#) on page 10-28
- [Control Panel Error Messages](#) on page 10-32
- [Getting Help](#) on page 10-40

See also:

Troubleshooting video tutorials at www.xerox.com/office/6180MFPsupport

Paper Jams

This section includes:

- [Preventing and Clearing Paper Jams](#) on page 10-2
- [Paper Jams in Tray 1 \(MPT\)](#) on page 10-3
- [Paper Jams in the Paper Tray](#) on page 10-6
- [Paper Jams at the Automatic Document Feeder](#) on page 10-9
- [Paper Jams at the Fuser](#) on page 10-11
- [Paper Jams at the Duplex Unit](#) on page 10-14
- [Paper Jams in the Optional Sheet Feeder](#) on page 10-16
- [When Long Paper Jams](#) on page 10-19

See also:

[User Safety](#) on page 1-2

Preventing and Clearing Paper Jams

To reduce the occurrence of paper jams, follow the guidelines and instructions in [Printing Basics](#) on page 5-1. It includes information about supported paper and media, guides for usage, and instructions for properly loading paper in the trays.

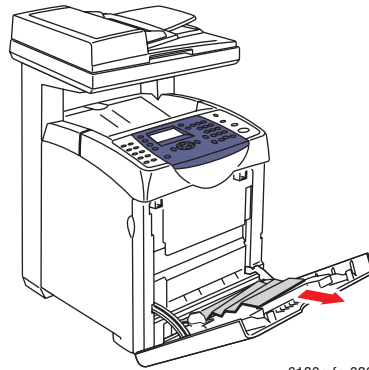
Caution: When removing jammed paper, make sure that no pieces of torn paper are left in the printer. A piece of paper remaining in the printer can cause a fire. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Turn off the printer immediately, and go to the Xerox Support website: www.xerox.com/office/6180MFPsupport.

Warning: The fuser and the surrounding area are hot and can cause burns.

Paper Jams in Tray 1 (MPT)

Follow this procedure to remove paper jammed in Tray 1 (MPT).

1. Pull the jammed paper out of Tray 1 (MPT), and remove any remaining paper from the tray.



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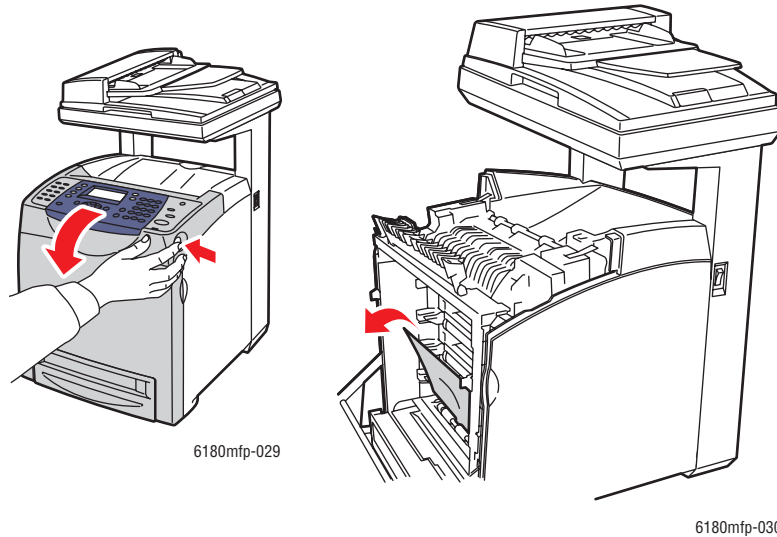
2. Close Tray 1 (MPT).
3. Push up the button and open the front cover.



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Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.

4. Carefully remove any jammed paper in the printer. Confirm that there are no scraps of paper left inside.

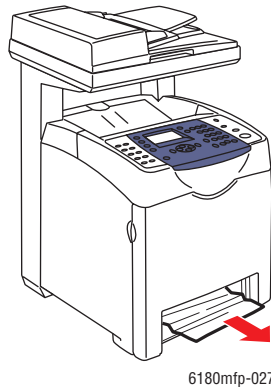


Caution: Prolonged exposure to light may damage the print cartridge.

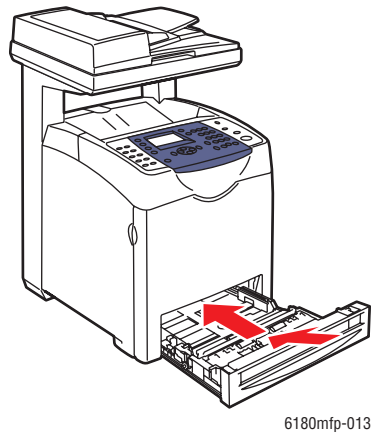
5. Close the front cover.
6. Remove the tray from the printer.



7. Carefully pull out any jammed paper remaining inside the printer.



8. Insert the tray into the printer and push until it stops.

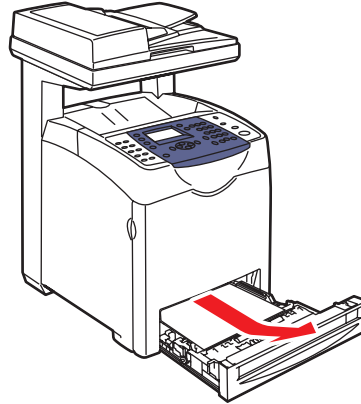


Caution: Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

Paper Jams in the Paper Tray

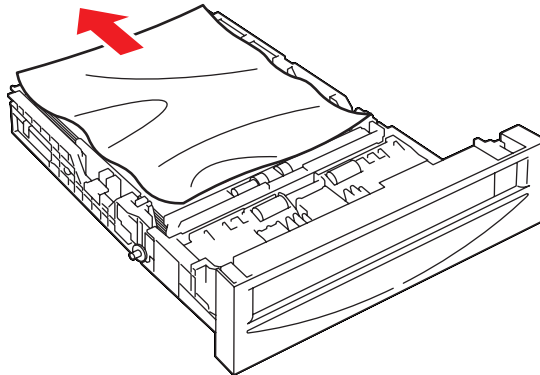
Use the following procedure to remove paper jammed in the paper tray.

1. Gently remove the tray from the printer.



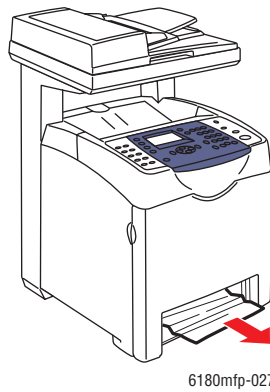
6180mfp-028

2. Remove all the jammed and/or creased paper from the tray.

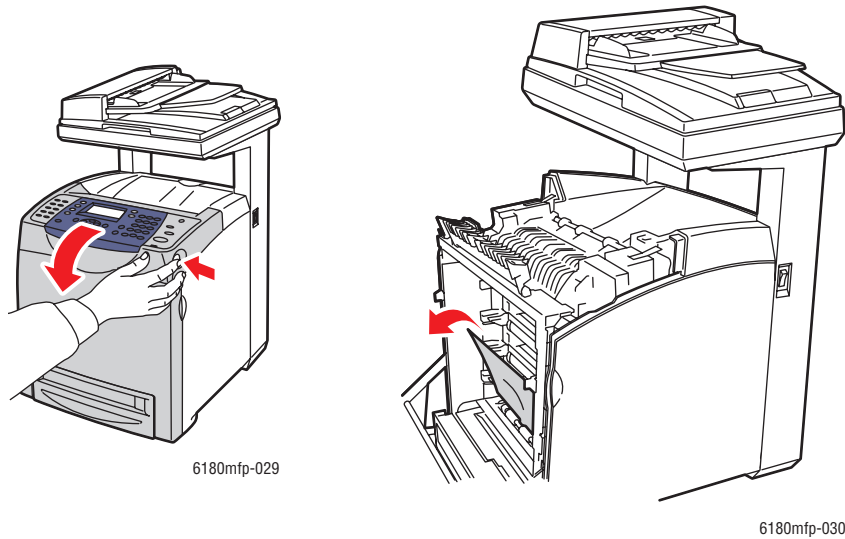


6180mfp_055

3. If there is jammed paper remaining inside the printer, pull it out carefully to avoid tearing it.



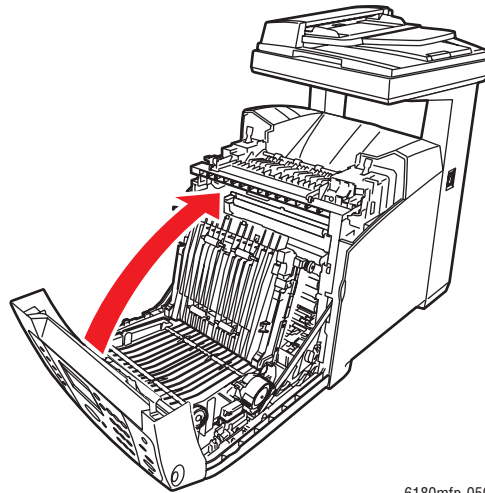
4. Press the release button and open the front cover. Remove any scraps of paper remaining inside the printer.



Caution: Prolonged exposure to light may damage the print cartridge.

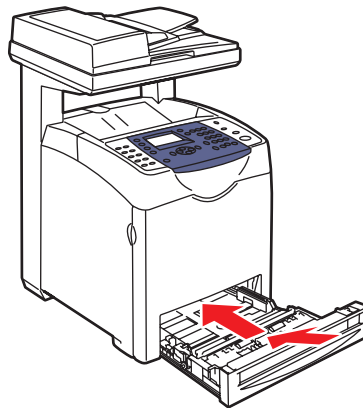
Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.

5. Close the front cover.



6180mfp-050

6. Insert the tray into the printer, and push until it stops.



6180mfp-013

Caution: Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

Paper Jams at the Automatic Document Feeder

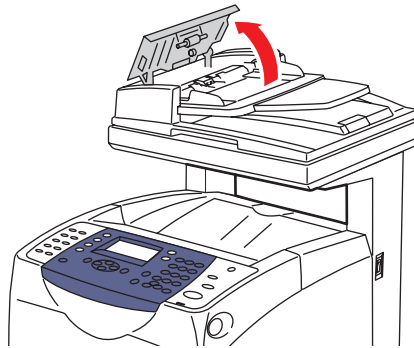
Note: Paper jams at the ADF can happen if the document feed tray is overfilled. Fill the document feed tray only up to the MAX line indicated on the tray.



6180mfp-063

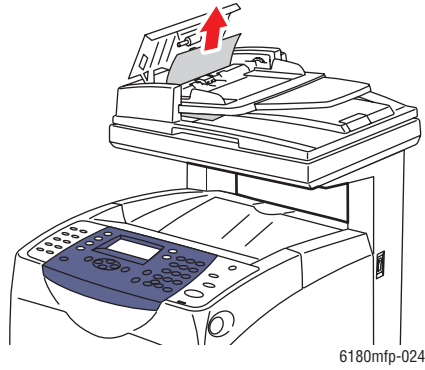
Use the following procedure to remove paper jammed at the ADF.

1. Remove all paper from the document feed tray.
2. Open the ADF cover.

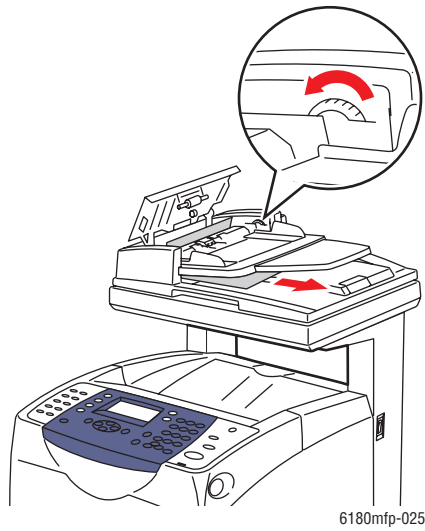


6180mfp-023

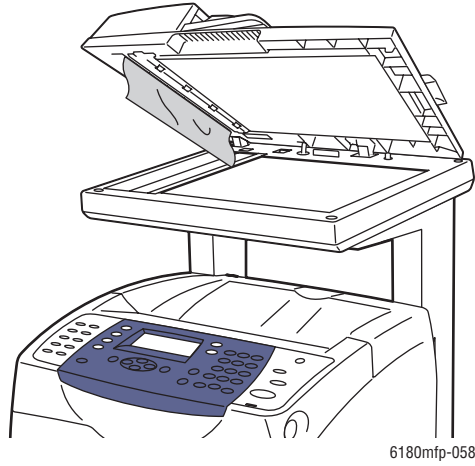
3. If the paper jam is in the paper feed area, remove the paper by carefully pulling it up.



4. If the paper jam is at the paper exit area, turn the dial to remove the paper.

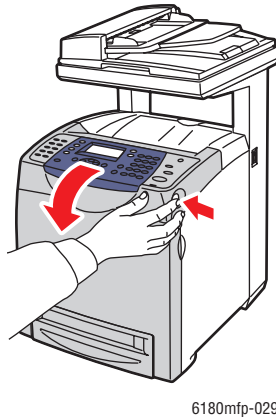


5. Open the document cover, gently remove any jammed paper.



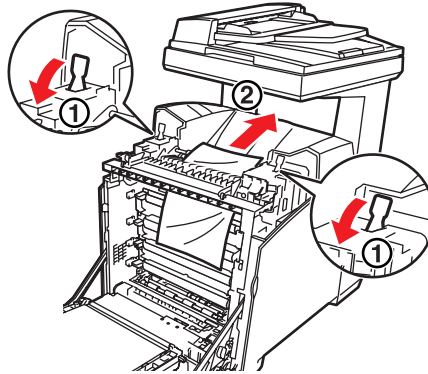
Paper Jams at the Fuser

1. Press the button and open the front cover.



2. Lift the levers at both ends of the fuser (1), and remove the jammed paper (2). If the paper is torn, remove any scraps of paper remaining inside the printer.

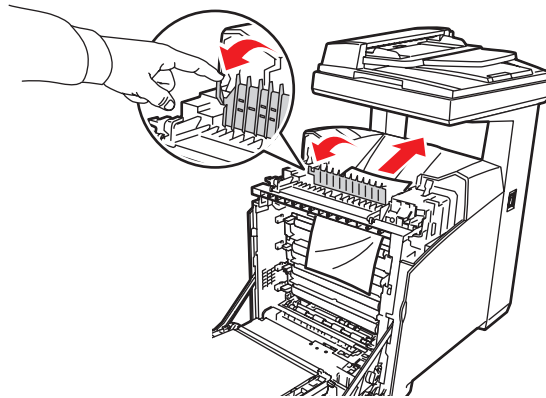
Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.



6180mfp-032

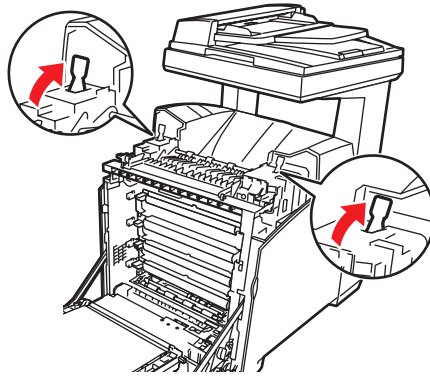
Caution: Prolonged exposure to light may damage the print cartridge.

3. Open the cover of the fuser and remove the jammed paper.



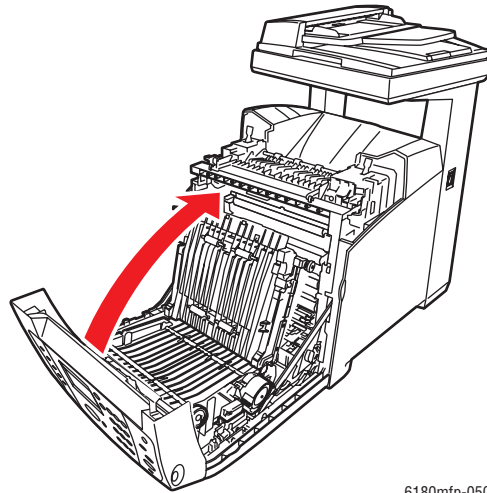
6180mfp-044

4. Close the fuser cover and press down both levers.



6180mfp-033

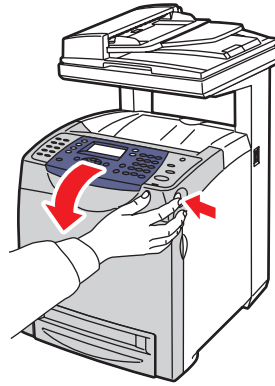
5. Close the front cover.



6180mfp-050

Paper Jams at the Duplex Unit

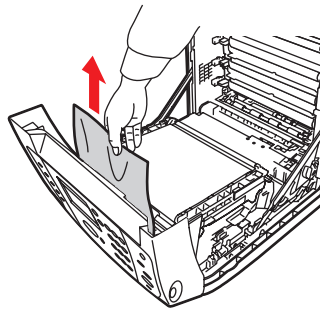
1. Push the button and open the front cover.



6180mfp-029

Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.

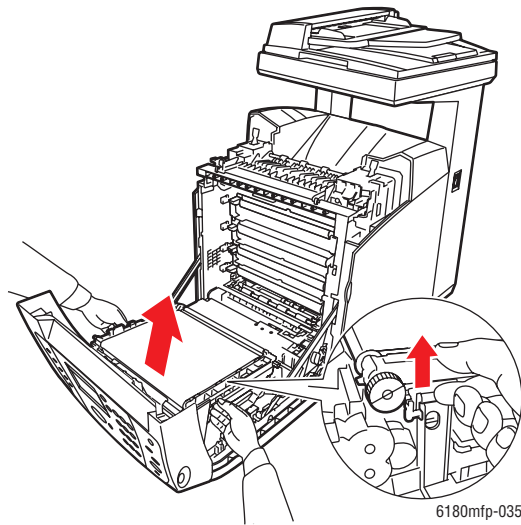
2. Carefully pull out the jammed paper from the duplex unit. If jammed paper cannot be found, go to the next step.



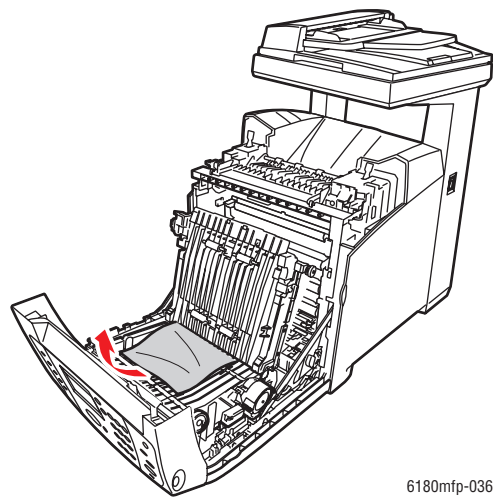
6180mfp-034

Caution: Prolonged exposure to light may damage the print cartridge.

3. Hold the knobs of the transfer unit as shown in the following illustration and open the unit fully.

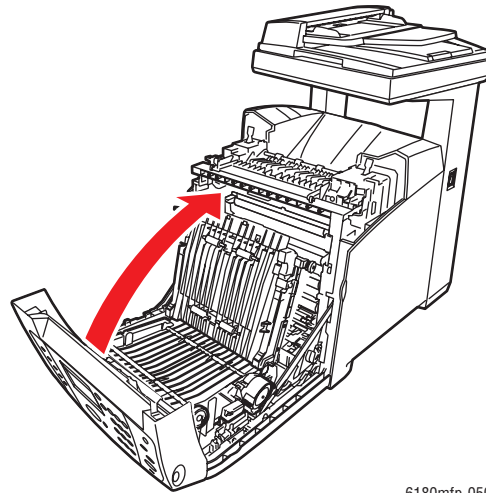


4. Remove the jammed paper. Confirm that there are no scraps of paper left inside the transfer belt unit.



5. Close the transfer belt unit.

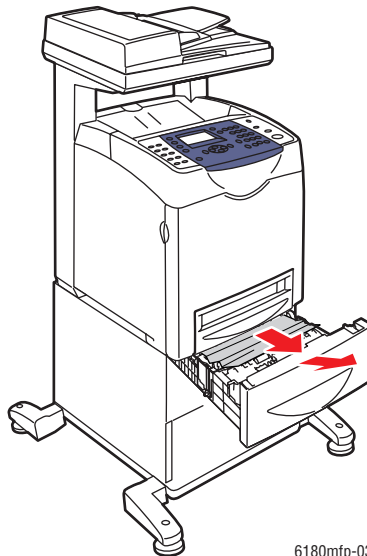
6. Close the front cover.



6180mfp-050

Paper Jams in the Optional Sheet Feeder

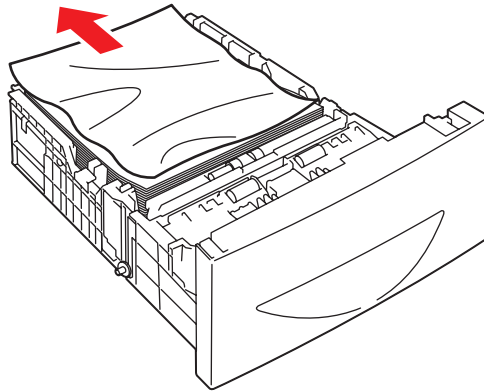
1. Open the trays until you find the jammed paper.



6180mfp-037

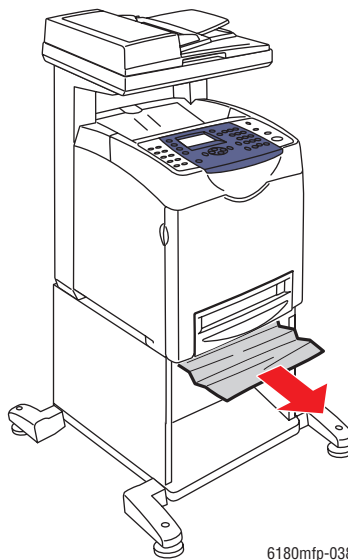
Note: Paper jammed in the lower tray can block the trays above it, preventing you from opening them. Look for the jammed paper sequentially, starting with the lowest tray.

2. Remove all jammed and/or creased paper from the tray.



6180mfp-049

3. Pull the jammed paper out carefully to avoid tearing it. If the paper is torn, confirm that there are no scraps of paper remaining inside the printer.



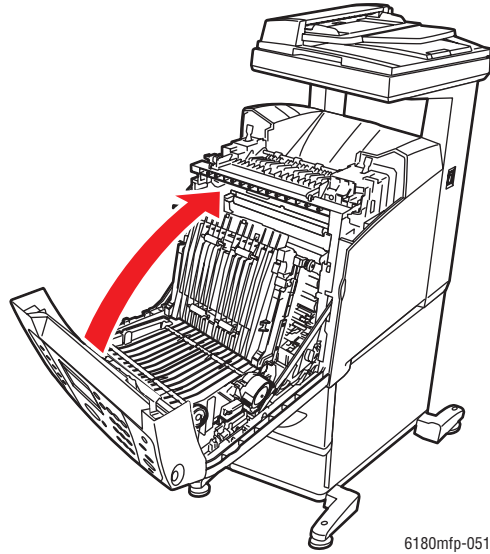
6180mfp-038

4. Push the button and open the front cover. Confirm that there are no scraps of paper remaining inside the printer.

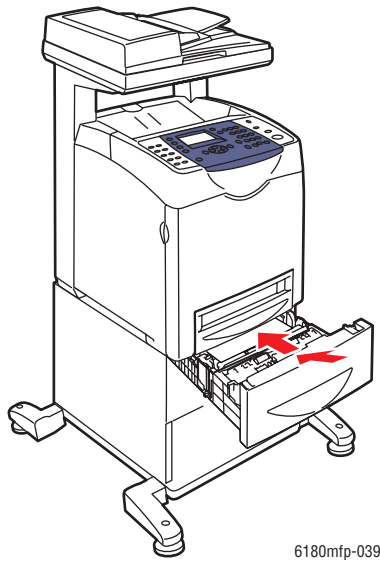
Caution: Prolonged exposure to light may damage the print cartridge.

Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.

5. Close the front cover.



6. Insert the trays into the printer. Push the trays in until they stop.



Caution: Do not use excessive force on the tray. Doing so could damage the tray or the inside of the printer.

When Long Paper Jams

When long paper (longer than 356 mm) jams inside the printer, cut the paper as needed, then remove it in the proper way depending on the place that the paper jam occurs.

Caution: If it is difficult to open the front cover, do not force it. Turn the power off immediately. For assistance, go to the Xerox Support website:
www.xerox.com/office/6180MFPsupport.

Print Quality

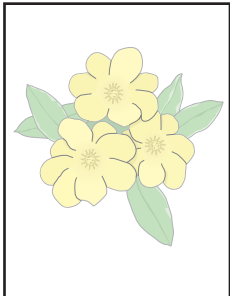
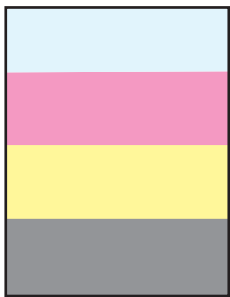
This section includes:

- [Print-Quality Problems](#) on page 10-20
- [Copy-Quality Problems](#) on page 10-24
- [Color Registration](#) on page 10-25

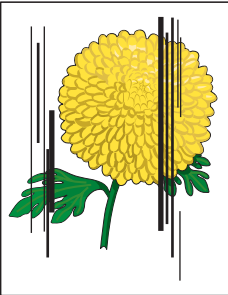
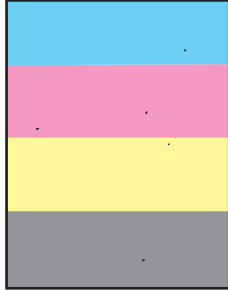
Print-Quality Problems

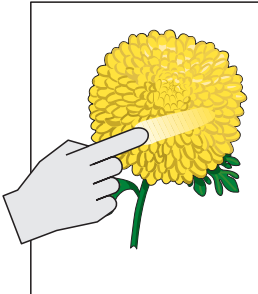
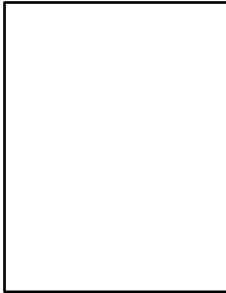
When the print quality is poor, select the closest symptom from the following table to correct the problem.

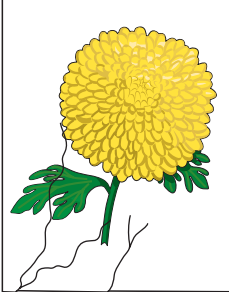
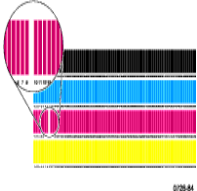
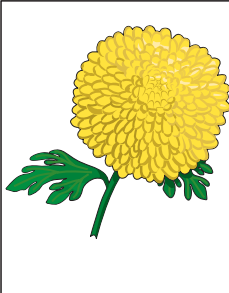
If the print quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Reason/Action
Faded printouts	<p>Multiple colors faded:</p> <ul style="list-style-type: none"> ■ The print cartridges are not Xerox print cartridges. Verify that the print cartridges (C/M/Y/K) are genuine Xerox cartridges, and replace if necessary. ■ The paper is outside the recommended specification range. Replace the media with a recommend size and type, and confirm that your control panel settings are correct. See About Paper on page 5-6. ■ The paper is damp. Replace the paper. See About Paper on page 5-6. ■ The transfer unit is old or damaged. Replace the transfer unit. ■ The high-voltage supply is defective. For assistance, go to the Xerox Support website: www.xerox.com/office/6180MFPsupport.
	<p>Only one color faded:</p> <p>Check the condition of the print cartridge, and replace as necessary.</p>
	

Symptom	Reason/Action
Stray black dots or white areas (drop outs)	<p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your control panel settings are correct. See About Paper on page 5-6.</p> <hr/> <p>The transfer unit is old or damaged. Replace the transfer unit.</p> <hr/> <p>The print cartridges are not Xerox print cartridges.</p> <ul style="list-style-type: none"> ■ Check the condition of the print cartridge, and replace as necessary. ■ Verify that the print cartridges (C/M/Y/K) are genuine Xerox cartridges, and replace if necessary.
Vertical black or color streaks	<p>Multiple colored streaks or lines:</p> <ul style="list-style-type: none"> ■ The transfer unit, or fuser, is old or damaged. Check the condition of the transfer unit and fuser, and replace as necessary. ■ The print cartridges are not Xerox print cartridges. Verify that the print cartridges (C/M/Y/K) are genuine Xerox cartridges, and replace if necessary. <hr/> <p>Streak in only one color: Check the condition of the print cartridge, and replace as necessary. Verify that the print cartridges (C/M/Y/K) are genuine Xerox cartridges, and replace if necessary.</p>
Recurring smudges	<p>Dirt in the paper path. Print several blank sheets.</p> <hr/> <p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your control panel settings are correct. See About Paper on page 5-6.</p> <hr/> <p>The transfer unit, or fuser, is old or damaged. Check the condition of the transfer unit and fuser, and replace as necessary.</p>



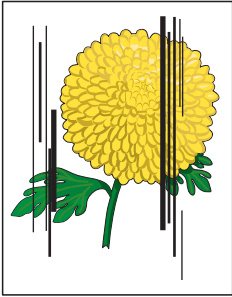
Symptom	Reason/Action
<p>Toner smears when rubbed</p> 	<p>The paper is damp. Replace the paper. See About Paper on page 5-6.</p>
	<p>The paper is outside the recommended specification range. Replace the paper with a recommend size and type, and confirm that your print driver settings are correct. See About Paper on page 5-6.</p>
	<p>The print cartridges are not Xerox print cartridges. Verify that the print cartridges (C/M/Y/K) are genuine Xerox cartridges, and replace if necessary.</p>
	<p>The fuser is old or damaged. Replace the fuser.</p>
<p>Blank pages</p> 	<p>Two or more sheets may be feeding at once. Remove the paper stack from the tray, fan it, and reinsert it.</p>
	<p>The print cartridges are not Xerox print cartridges. Verify that the print cartridges (C/M/Y/K) are genuine Xerox cartridges, and replace if necessary.</p>
	<p>The transfer unit is old or damaged. Replace the transfer unit.</p>
	<p>The high-voltage supply is defective. Go to the Xerox Support website, www.xerox.com/office/6180MFPsupport, for assistance.</p>
<p>Hair-like marks appear in or around black half-tone printing Shadows appear around areas of dense black printing</p>	<p>The paper was left unwrapped for a long time (especially in a dry environment). Replace the paper. See About Paper on page 5-6.</p>
	<p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type, and confirm that your print driver settings are correct. See About Paper on page 5-6.</p>
	<p>The transfer unit is old or damaged. Replace the transfer unit.</p>
<p>Color around the edge of printing is incorrect</p>	<p>The color registration is incorrect. Adjust the color registration. See Color Registration on page 10-25.</p>
<p>Colored dots are printed at regular intervals (about 28 mm)</p>	<p>The print cartridge is dirty. Clean the print cartridge.</p>



Symptom	Reason/Action
<p>Partial blanks, creased paper, or blotted printing</p>	<p>The paper is damp. Replace the paper.</p> <hr/> <p>The paper is outside the recommended specification range. Replace the paper with a recommended size and type. See About Paper on page 5-6.</p> <hr/> <p>The transfer unit, or fuser, is not installed correctly. Reinstall the transfer unit and/or fuser.</p> <hr/> <p>The print cartridges are not Xerox print cartridges. Verify that the print cartridges (C/M/Y/K) are genuine Xerox cartridges, and replace if necessary.</p> <hr/> <p>Condensation inside the printer causes partial blanks or creased paper. Turn the printer on, and leave it on, for at least one hour to get rid of the condensation. If the problems still occurs, go to the Xerox Support website, www.xerox.com/office/6180MFPsupport, for assistance.</p>
	<p>Vertical blanks</p>
	<p>The laser is being blocked. Remove the print cartridges and clean all debris from the laser len(s) with a lint free cloth.</p> <hr/> <p>The transfer unit, or fuser, is old or damaged. Check the condition of the transfer unit and fuser, and replace as necessary.</p> <hr/> <p>The print cartridges are not Xerox print cartridges. Check the condition of the print cartridge, and replace as necessary. Verify that the print cartridges (C/M/Y/K) are genuine Xerox cartridges, and replace if necessary.</p>
<p>Slanted printing</p>	<p>The paper guides in Tray 2, Tray 3, or Tray 1 (MPT) are not set correctly. Reset the paper guides in Tray 2, Tray 3, or Tray 1 (MPT). See Loading Paper in Trays 2 and 3 on page 5-13.</p>
	<p>Horizontal bands, approximately 22 mm wide, appear vertically every 73 mm</p>
<p>Colors are blurry or there is white area around objects</p>	<p>The print cartridge has been exposed to too much light; possibly from leaving the front door open too long. Replace the print cartridge.</p> <hr/> <p>Color to color alignment is not correct Use the automatic color registration. See Color Registration on page 10-25.</p>

Copy-Quality Problems

When the copy quality is poor, select the closest symptom from the following table to correct the problem.

If the copy quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Reason/Action
Lines or streaks only present in copies made from the ADF	There is debris on the document glass. When scanning, the paper from the ADF passes over the debris creating lines or streaks. Clean the glass with a lint free cloth.
	
Spots present in copies taken from the document glass	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean the glass with a lint free cloth.
The reverse side of the original is showing on the copy	On the Copy menu, enable Auto Exposure . For information on turning Auto Exposure on and off, see Setting Auto Exposure on page 6-8.
Light colors are washed out or white on the copy	Auto Exposure is enabled. On the Copy menu, disable Auto Exposure . For information on turning Auto Exposure on and off, see Setting Auto Exposure on page 6-8.
Image is too light or dark	If the copied image is too light or dark, use the Lighten/Darken option on the Copy menu. For information on making the image lighter or darker, see Making the Image Lighter or Darker on page 6-6.

Symptom	Reason/Action
<p>Moiré pattern (undesirable pattern in the halftone) in Standard mode copies</p> <p>Standard Mode</p>  <p>Enhanced Mode</p> 	<p>The output quality mode is set to Standard.</p> <p>Change the output quality mode to Enhanced.</p> <p>Note: Enhanced mode copies may take a couple of seconds longer to make.</p> <p>For information on changing the output quality mode for a single job, see Output Quality on page 6-12. For instructions on changing the default output quality mode setting, see Selecting the Default Copy Settings on page 6-5.</p>

Color Registration

Color registration can be adjusted by the printer automatically, or you can manually adjust it. Color registration should be adjusted any time the printer is moved.

Automatic Color Registration Adjustment

Use the following procedure to perform automatic color registration adjustment.

Note: An automatic color registration adjustment is performed every time a new print cartridge is installed.

1. Press the **System** button to display the **Setup** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** appears, and then press the **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance** appears, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust Color Regi** appears, and then press the **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Auto Correct** appears, and then press the **OK** button.
6. Select **Yes**, and then press the **OK** button.

Manual Color Registration Adjustment

You can fine tune color registration by performing a manual adjustment of color registration.

Printing the Color Registration Correction Chart

1. Press the **System** button to display the **Setup** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** appears, and then press the **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance** appears, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust Color Regi** appears, and then press the **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Color Regi Chart** appears, and then press the **OK** button.
6. Press the **OK** button again to print the Color Registration Correction Chart.

Determining Values

From the lines to the right of the Y (yellow), M (magenta), and C (cyan) pattern, find the values of the straightest lines.

When “0” is the value nearest the straightest line, you do not need to adjust the color registration. When the value is not “0”, follow the procedure outlined in “Entering Values”.

Note: You can also use the densest colors of the grid to find the straightest lines. The colors printed at the highest density are those next to the straightest lines.

Entering Values

Using the control panel, enter the values that you found in the Color Registration Correction Chart to make adjustments.

1. Press the **System** button to display the **Setup** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** appears, and then press the **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance** appears, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust Color Regi** appears, and then press the **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Color Regi** appears, and then press the **OK** button.
6. Select **Yellow**, **Magenta**, or **Cyan**, and then press the **OK** button.
7. Press the **Up Arrow** or **Down Arrow** button until you reach the value displayed on the chart.
8. Press the **OK** button, and move the cursor to the next value.

9. Repeat steps 6, 7, and 8 to continue adjusting the color registration.
10. Press the **Exit** button, and then select **Color Regi Chart**, and then press the **OK** button.
11. Press the **OK** button again.

The Color Registration Correction Chart is printed with the new values.

12. Color registration adjustment is complete when the straightest Y (yellow), M (magenta), and C (cyan) lines are next to the “0” line.

If “0” is not next to the straightest lines, determine the values and adjust again.

Note: After printing the Color Registration Correction Chart, do not turn off the printer until the printer motor has stopped running.

Enabling/Disabling Automatic Color Registration

Use the following procedure to enable/disable automatic color registration when a new print cartridge is installed.

1. Press the **System** button to display the **Setup** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** appears, and then press the **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance** appears, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Auto Regi Adjust** appears, and then press the **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button to turn automatic color registration **On** or **Off**, and then press the **OK** button.

Problems With the Printer

If you encounter a problem with your printer, use the following table to troubleshoot and fix the problem. For additional troubleshooting information, see [Print Quality](#) on page 10-20.

Warning: Never open or remove printer covers that are secured with screws unless specifically instructed in the manual. A high voltage component can cause electric shock. Do not try to alter the printer configuration, or modify any parts. An unauthorized modification can cause smoke or fire.

Caution: Probable causes of trouble are that the printer, computer, server or other hardware is not correctly set for the network environment you are using, or a printer restriction has been exceeded.

Symptom	Reason/Action
No power	Is the power to the printer turned off? Press the power button to the On position to turn on the power.
	Is the power cord disconnected or not securely connected? Turn off the power to the printer, and connect the power cord to the power outlet again. Then, turn on the power to the printer.
	Is the power cord connected to a power outlet with the correct voltage? Connect the printer exclusively to a power outlet with a suitable voltage and current rating.
	Is the printer connected to an uninterruptable power supply? Turn off the power to the printer, and connect the power cord to a suitable power outlet.
	Is the printer connected to a power strip shared with other high-power devices? Connect the printer to a power strip that is not shared with other high-power devices.
Cannot print	Is the light of the Ready indicator off? If so, this printer is offline or in the menu setting mode. See Main Components and Their Functions on page 2-2.
	Is there a message displayed on the control panel? Follow the message to correct the problem. See Control Panel Error Messages on page 10-32.
Cannot scan from computer	Is the printer connected to the computer with a USB cable? Connect a USB cable between the computer and printer.
	Is the scan driver installed? Install the scan driver.

Symptom	Reason/Action
Cannot scan to computer	Is the printer connected to the network? Connect the printer to the network for Computer (Network) and Server (FTP) scanning. If using the Express Scan Manager, then connect the printer via USB.
	Is the user name and password set correctly? Verify that the user name and password are correctly defined in the Address Book.
	is the correct folder name specified. Check that the shared folder name and computer IP address are correctly defined in the Address Book.
Cannot send or receive fax	Is the printer connected to an analog phone outlet? If not, connect the printer to a known good analog phone outlet.
	Are the fax parameters configured properly? Verify that the fax parameters have been set correctly.
Print job sent but the light of the Ready indicator is not blinking or on	Is the interface cable disconnected? Turn off the power and check the connection of the interface cable.
	Is the protocol configured? Check the port status of the interface. Make sure the protocol settings are correctly configured in CentreWare IS. See the Online Help for CentreWare IS.
	Is the computer environment correctly set up? Check the computer environment, such as the print driver. See Network Basics on page 4-1.
Error indicator is on	Is there an error message displayed on the control panel? Check the displayed message and correct the error.
Error indicator is blinking	An error that you cannot correct by yourself has occurred. Record the displayed error message or error code, turn off the power, pull out the power plug from the outlet. Refer to the Xerox Support website, www.xerox.com/office/6180MFPsupport .
Light of the Ready indicator is on and blinking but there is no print output	There are jobs remaining in the printer. Cancel printing or force the remaining data to be printed. To forcibly print the job, press the OK button. To cancel the job, press the Stop button.
Top section of printed document is missing. The top and side margins are incorrect.	Are the paper tray guides in the correct positions? Set the length guide and the width guides to the correct positions. See Loading Paper in Trays 2 and 3 on page 5-13.
	Check that the paper size on the print driver or the control panel is correctly set. See the Online Help for the print driver. See Setting Paper Types and Sizes on page 5-9.
	Check that the margin setting is correct on the print driver. (PCL only) See the Online Help for the print driver.

Symptom	Reason/Action
Condensation has occurred inside the printer	Turn the printer on, and leave it on, for at least one hour to get rid of the condensation. If the problem continues, refer to the Xerox Support website, www.xerox.com/office/6180MFPsupport .
Paper cannot be fed. Paper jams. Multiple paper are fed. Paper is fed at an angle. Paper is wrinkled.	<p>Is the paper correctly loaded? Load the paper correctly. For labels, transparencies, or envelopes, fan them well to allow air to enter between each sheet before loading. See Loading Paper in Trays 2 and 3 on page 5-13.</p> <hr/> <p>Is the paper damp? Replace with paper from a new ream. See Loading Paper in Trays 2 and 3 on page 5-13.</p> <hr/> <p>The paper used is not suitable. Load the correct type of paper. See About Paper on page 5-6.</p> <hr/> <p>Is the paper tray set correctly? Push the paper tray completely into the printer.</p> <hr/> <p>Is the printer placed on a flat location? Place the printer on a stable flat surface.</p> <hr/> <p>Are the paper tray guides set in the correct positions? Set the guides to the correct positions. See Loading Paper in Trays 2 and 3 on page 5-13.</p> <hr/> <p>Paper is fed more than 1 sheet at a time. Multiple feeding of paper may occur before the sheets of paper loaded in the tray are used up. Remove the paper, fan it, and load again. Replenish paper only when all the sheets of the loaded paper are used up.</p>
Unusual noises	<p>The printer is not level. Reposition the printer on a flat, stable surface.</p> <hr/> <p>The paper tray is not inserted properly. Push the paper tray completely into the printer.</p> <hr/> <p>There is a foreign object inside the printer. Turn off the printer and remove the foreign object. Refer to the Xerox Support website, www.xerox.com/office/6180MFPsupport, for assistance.</p>

Enabling Options

If your options are not working, do the following to enable the options:

Using the PostScript Driver

1. Select **Start**, select **Settings**, and then select **Printers and Faxes**.
2. Right-click on the printer and select **Properties**.
3. Click the **Device Settings** tab.
4. Under **Installable Options**, select **Available** for the option that you want to enable.
5. Click the **OK** button.

Using the PCL Driver

1. Select **Start**, select **Settings**, and then select **Printers and Faxes**.
2. Right-click on the printer and select **Properties**.
3. Click the **Options** tab.
4. Click the option you want to enable to highlight it.
5. In the **Settings for** field, select **Available**.
6. Click the **OK** button.

Control Panel Error Messages

This section describes the messages displayed on the control panel.

Messages About Supplies

Message	Condition/Reason/Action
010-351 Replace Fuser	Time to replace the fuser. Replace the old fuser with a new one.
010-359 Fuser ID Error	The fuser is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the fuser.
010-317 Insert Fuser	The fuser is not installed. Install the fuser.
093-NNN XXX Cart. Error	The XXX print cartridge is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the print cartridge.
093-NNN Check XXX Cart	Sealing tape is still attached to the XXX print cartridge. Remove the sealing tape from the displayed print cartridge.
093-NNN XXX Cart. Error	The XXX print cartridge is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the print cartridge. See Checking or Managing the Printer with CentreWare IS on page 11-6.
094-320 Transfer Unit Error	The transfer unit is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the transfer unit.
CRUM Error Error 094-330 Reseat Transfer Unit	The transfer unit is not seated correctly. Reseat the transfer unit.
Install XXX Print Cartridge	The XXX print cartridge is not installed. Install the XXX print cartridge. See Checking or Managing the Printer with CentreWare IS on page 11-6.
Insert Transfer Unit	The transfer unit is not installed. Install the transfer unit.
XXX CRUM Error Error 093-9NN	The print cartridge needs to be replaced. Replace the indicated print cartridge, either Yellow, Magenta, Cyan, or Black.

Message	Condition/Reason/Action
Ready to Print XXX Cartridge Replace Soon	The XXX print cartridge is nearly empty. Purchase a new print cartridge. See Checking or Managing the Printer with CentreWare IS on page 11-6.
Ready to Print Replace(010-421)	It is nearly time to replace the fuser. Purchase a new fuser.
Ready to Print Transfer Unit Replace Soon	It is nearly time to replace the transfer unit. Purchase a new transfer unit.
Reboot Printer NNN-NNN	The fuser is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the fuser.
Remove Tape XXX Cartridge	The print cartridge is installed with the sealing tape attached. Remove the tape from the print cartridge.
Replace XXX Print Cartridge	The print cartridge has become empty. Replace the old print cartridge with a new one.
Replace Transfer Unit	Time to replace the transfer unit. Replace the old transfer unit with a new one.

XXX indicates one of the following: the Yellow Toner (Y), Cyan Toner (C), Magenta Toner (M), Black Toner (K), or fuser.

NNN indicates a numeric value.

Messages About the Printer and Other Items

Message	Condition/Reason/Action
042-700 Over Heat	The printer's internal temperature is too high. The printer has been stopped. Wait 1 hour before restarting the printer. Ensure the printer has adequate cooling space around it, and that the cooling vents are not blocked.
077-912 Push in Tray 2	Tray 2 is pulled out. Push Tray 2 into the correct position.
Controller Error Error 116-397 and -398 Restart Printer	An internal controller error occurred. Restart the printer.
Disabled Func Press OK	The function that you are trying to access has been disabled. Enable the function through the control panel menus, or contact your printer administrator. See Using the Control Panel Menus and Keypad on page 9-1.
Door A Open Close Door A	The front cover is open. Close the front cover.
Fan Motor Error Error 042-3NN Restart Printer	An error has occurred with the fan. Restart the printer. If the problem persists, contact Xerox Technical Support.
Fuser Error Error 010-397 Error Code: xx Restart Printer	A fuser error has occurred. Restart the printer. If the problem persists, contact Xerox Technical Support.
Invalid Feature Press OK	The user is not registered to print in color when using an authentication function. Contact your administrator.
Invalid Job Press OK	When the configuration of the printer on the print driver does not conform to the printer you are using, this message appears. Press the Stop button to cancel the print job. Make sure that the configuration of the printer on the print driver conforms to the printer you are using.
Invalid User Press OK	The user is not registered to print on the printer when using an authentication function. Contact the administrator.
Jam at Tray 1 Check Tray 1 Open Door A	Paper is jammed inside Tray 1 (MPT). Remove the jammed paper. Open and close the front cover. See Paper Jams on page 10-2.

Message	Condition/Reason/Action
Limit Reached Press Set	The user has exceeded the limit on the number of pages that can be printed when using an authentication function. Contact the administrator.
MCU Firmware Error 024-340 Restart Printer	A firmware error has occurred. Restart the printer. If the problem persists, contact Xerox Technical Support.
MCU NVRAM Error 041-340 Address: xxxx Data: xx Restart Printer	A NVRAM error has occurred. Restart the printer, and if the problem persists contact Xerox Technical Support.
Open Front Cover & Belt Unit Remove Paper	Paper is jammed inside the printer. Press the button to open the front cover and remove the jammed paper. See Paper Jams on page 10-2.
Open Front Cover Remove Paper	Paper is jammed inside the printer. Press the button to open the front cover and remove the jammed paper. See Paper Jams on page 10-2.
Open Front Cover Remove Paper & Check Paper Type	Paper is jammed inside the printer. Press the button to open the front cover and remove the jammed paper. Check the paper type. See Paper Jams on page 10-2.
Open Tray 2 Remove Paper Open & Close Door A	Paper is jammed inside Tray 2. Remove the jammed paper. Open and close the front cover. See Paper Jams on page 10-2.
Open Tray 3 Remove Paper Open & Close Door A	Paper is jammed inside Tray 3. Remove the jammed paper. Open and close the front cover. See Paper Jams on page 10-2.
Out of Memory Press Set	The printer memory is full and cannot continue processing the current print job. Press the OK button to clear the message, cancel the current print job, and conduct the next print job, if any. Press the Stop button to cancel the print job. Press the Forward Arrow button to open the Walk-Up Features menu and delete the job being held. if the problem has not been corrected, turn the printer off and then on again. To avoid this error in the future, do the following: <ul style="list-style-type: none"> ■ Delete unnecessary fonts, macros, and other data in printer memory. ■ Install additional printer memory.

Message	Condition/Reason/Action
PDL Error Press Set	<p>Error relating to PCL emulation problems has occurred.</p> <p>Press the OK button to clear the message, cancel the current print job, and conduct the next print job, if any.</p> <p>Press the Stop button to cancel the print job.</p>
Paper JAM	<p>Paper is jammed inside the printer.</p> <p>Follow the instructions display on the control panel to remove the jammed paper. See Paper Jams on page 10-2.</p>
RAM Disk Full Press Set	<p>RAM disk memory is full and cannot continue processing the current print job.</p> <p>Press the OK button to clear the message, cancel the current print job, and conduct the next print job, if any.</p> <p>Press the Stop button to cancel the print job.</p> <p>Press the Forward Arrow button to open the Walk-Up Features menu and delete the current job.</p> <p>To avoid this error in the future, do the following:</p> <ul style="list-style-type: none"> Reduce the number of print pages, such as splitting the print data. Increase free memory space by deleting unnecessary data in the RAM disk.
Ready to Copy Printer Too Hot 142-700 Turned Halfmode	<p>The printer's internal temperature is too high.</p> <p>Processing on the printer has been slowed down. When the internal temperature falls, the processing speed will automatically increase.</p>
Ready to Copy Non-Xerox Toner Installed	<p>The printer is in the custom toner mode.</p> <p>Though some of the print cartridges reach the end of their lives, you can continue printing.</p>
Reboot Printer NNN-NNN	<p>Error NNN-NNN relates to printer problems.</p> <p>Turn the printer off and then on. If the error continues, refer to the Xerox Support website, www.xerox.com/office/6180MFPsupport.</p>
Reboot Printer 116-NNN	<p>Error 116-NNN relates to printer problems.</p> <p>Turn the printer off and then on.</p>
Reboot Printer NNN-NNN	<p>The Multi-Protocol Network Card (optional) is not installed correctly or is not working correctly due to damage or malfunction.</p> <p>Reinstall the Multi-Protocol Network Card.</p>
Reboot Printer 072-215	<p>The 550-Sheet Feeder (optional) is not installed correctly or is not working correctly due to damage or malfunction.</p> <p>Reinstall the sheet feeder.</p>
Reboot Printer 077-215	<p>The Duplex Unit (optional) is not installed correctly or is not working correctly due to damage or malfunction.</p> <p>Reinstall the Duplex Unit.</p>

Message	Condition/Reason/Action
Reboot Printer 116-316	Additional memory (optional) is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the additional memory.
Reboot Printer 116-320	An unsupported additional memory (optional) is installed. Replace the specified additional memory.
NV RAM Error Error 116-390 Restart Printer	An internal error has occurred. Restart the printer. If the problem persists, contact Xerox Technical Support.
Scanner Lamp Error Error 062-371 Restart Printer	The scan bar lock switch is set to the locked position. Set the scan bar lock switch to the unlocked position, and then turn the printer off and then on. Note: When the printer tries to activate the scan bar when it is locked, it produces a loud noise.
Set xxxx XXXXXXXX Set xxxx YYYYYYYY	The tray specified by xxxx is out of paper, or the specified paper could not be detected in the tray. Fill the tray with the indicated size, direction, and type of paper. xxx indicates the number of the tray or Tray 1 (MPT). See Loading Paper in Trays 2 and 3 on page 5-13.
SysError NNN-NNN Press Set	A system error has occurred. Press the OK button to clear the message.
Tray Detached Push in xxxx	Tray xxxx is pulled out. Set Tray xxxx into the correct position. xxx indicates the number of the tray.
Wrong Paper Size Reload xxxx Set xxxx XXXX	The correct paper is not set in Tray xxxx. Set the following size, direction, and type of paper into the tray: XXXX. xxx indicates the number of the tray or Tray 1 (MPT). See Loading Paper in Trays 2 and 3 on page 5-13.

NNN indicates a numeric value.

Network Related Errors

Message	Condition/Reason/Action
Email Error Invalid SMTP Server Error 016-503 Press OK	<p>The SMTP server was not found.</p> <p>Use CentreWare IS to verify that the address for the server is correct.</p>
Email Error Invalid POP3 Server Error 016-504 Press OK	<p>The POP3 server was not found.</p> <p>Use CentreWare IS to verify that the address for the server is correct.</p>
Email Login Error POP3 Login Failed Error 016-505 Press OK	<p>Failed to login to the POP3 server.</p> <p>Use CentreWare IS to verify that the user name and password settings are correct.</p>
Email Login Error Error 016-506 Press OK	<p>Failed to login to the SMTP server.</p> <p>Use CentreWare IS to verify that the user name and password settings are correct.</p>
Email Login Error SMTP Login Failed Error 016-507 Press OK	<p>Failed to login to the SMTP server.</p> <p>Use CentreWare IS to verify that the user name and password settings are correct.</p>
Email Size Limit Error 016-985 Press OK	<p>The email maximum file size limit was exceeded.</p> <p>Decrease the resolution of the scan, or reduce the scan dimensions.</p>
Login Error Error 016-782 Press OK	<p>Failed to login to the server (SMTP/SMB/FTP).</p> <p>Check that the printer is physically connected to the network.</p> <p>Use CentreWare IS to verify that the user name and password settings are correct.</p>
Network Scan Error Email Server Full Error 016-765 Press OK	<p>The disk on the SMTP server is full.</p> <p>Make space available on the server's disk.</p>
Network Scan Error Invalid SMB/FTP Server Error 016-783 Press OK	<p>Can not get to the server path list (SMB/FTP).</p> <p>Use CentreWare IS to verify that the Server Path setting is correct. For more information, see Using CentreWare IS to Create an Address on page 7-7.</p>

Message	Condition/Reason/Action
Network Scan Error Invalid Write Permission Error 016-784 Press OK	<p>You do not have Write permission for the SMB/FTP server.</p> <p>Modify your permissions on the server, or change the location you are scanning to one that you have Write permission for.</p>
Network Scan Error Server Out of Memory Error 016-785 Press OK	<p>The disk on the FTP/SMB server is full.</p> <p>Make space on the server's disk.</p>
Network Scan Error Directory Not Found Error 016-787 Press OK	<p>The directory specified in the address book entry was not found.</p> <p>Use CentreWare IS to correct the address book entry. For more information, see Using CentreWare IS to Create an Address on page 7-7.</p>
Network Scan Error File Name Exists Error 016-788 Press OK	<p>The location you are scanning to has a file with the same name.</p> <p>Specify a different name, and then resend.</p>
Network Scan Error SMTP Connection Failed Press OK	<p>Can not connect to the SMTP server.</p> <p>Check that the printer is physically connected to the network.</p> <p>Use CentreWare IS to verify that the Email Server settings are correct. For more information see Setting Up the SMTP Server on page 7-11.</p>
Network Scan Error Connection Timeout Press OK	<p>Can not connect to the SMB/FTP server.</p> <p>Check that the printer is physically connected to the network.</p>
SMTP Server Error Error 016-766 Press OK	<p>An error occurred on the SMTP server.</p> <p>Attempt the operation again. Consult your system administrator if the operation fails again.</p>
Scan Error Error 116-396 or 116-987 Restart Printer	<p>A fatal error occurred.</p> <p>Restart the printer. If the error occurs again, contact Xerox Technical Support.</p>

Getting Help

This section includes:

- [Control Panel Messages](#) on page 10-40
- [PrintingScout Alerts](#) on page 10-40
- [Online Support Assistant](#) on page 10-40
- [Web Links](#) on page 10-41

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

Control Panel Messages

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem. For more information, see [Control Panel Error Messages](#) on page 10-32.

PrintingScout Alerts

PrintingScout is a tool that is included on the *Software and Documentation CD-ROM*. It automatically checks the printer status when you send a print job. If the printer is unable to print your job, PrintingScout automatically displays an alert on your computer screen to let you know that the printer needs attention.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print quality, media jams, software installation, and much more.

To access the Online Support Assistant, go to www.xerox.com/office/6180MFPsupport.

Web Links

Xerox provides several websites that offer additional help on your Phaser 6180MFP printer. A set of Xerox links is installed in your web browser's **Favorites** folder when you install the Xerox printer drivers on your computer.

Resource	Link
Technical support information for your printer, includes online Technical Support, Recommended Media List, Online Support Assistant, driver downloads, documentation, video tutorials, and much more:	www.xerox.com/office/6180MFPsupport
Supplies for your printer:	www.xerox.com/office/6180MFPsupplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs:	www.xerox.com/office/businessresourcecenter
Local sales and support center:	www.xerox.com/office/worldcontacts
Printer registration:	www.xerox.com/office/register
Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials:	www.xerox.com/msds (U.S and Canada) www.xerox.com/environment_europe (European Union)
Information about recycling supplies:	www.xerox.com/gwa

Maintenance

11

This chapter includes:

- [Cleaning the Printer](#) on page 11-2
- [Ordering Supplies](#) on page 11-4
- [Managing the Printer](#) on page 11-6
- [Checking Page Counts](#) on page 11-10
- [Moving the Printer](#) on page 11-11

See also:

Maintenance video tutorials at www.xerox.com/office/6180MFPsupport

Replacing supplies video tutorials at www.xerox.com/office/6180MFPsupport

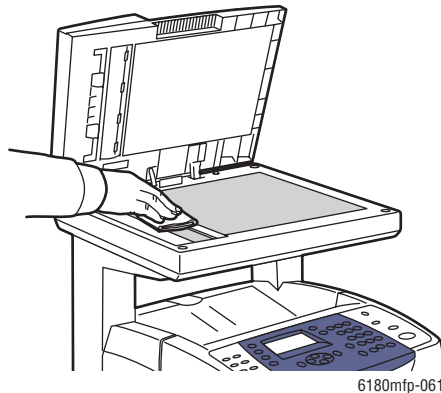
Cleaning the Printer

This section describes how to clean the printer in order to maintain it in good condition and print clean printouts all the time.

Warning: Be sure to turn off and unplug the printer before accessing the interior of the printer for cleaning, maintenance, or fault clearance. Access to a live printer's interior can cause electric shock.

Cleaning the Document Glass

The document glass can be cleaned with a moistened lint-free cloth only. Do not use any kind of cleaning agent to clean the glass.



Cleaning the Exterior

Clean the exterior of the printer about once a month. Wipe the parts with a wet but well-wrung soft cloth. Then wipe with another dry soft cloth. For stubborn stains, apply a small amount of neutral detergent, and gently wipe the stain off.

Note: Do not spray the detergent directly on the printer. The liquid detergent may enter the printer through a gap and cause problems. Never use cleaning agents other than water or neutral detergent.

Cleaning the Interior

After clearing paper jams or replacing the print cartridge, inspect the inside of the printer before closing the printer covers.

Warning: Never touch a labeled area found on or near the heat roller in the fuser. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it by yourself to avoid injuries or burns. Switch off the printer immediately. Go to the Xerox Support website, www.xerox.com/office/6180MFPsupport.

- Remove any remaining pieces of paper.
- Remove any dust or stains with a dry clean cloth.

Ordering Supplies

This section includes:

- [Consumables](#) on page 11-4
- [Routine Maintenance Items](#) on page 11-4
- [When to Order Supplies](#) on page 11-5
- [Recycling Supplies](#) on page 11-5

Certain consumables and routine maintenance items need to be ordered occasionally. Each supply includes installation instructions.

Consumables

Genuine Xerox Print Cartridges (Cyan, Magenta, Yellow, and Black):

- Standard capacity
- High capacity

Note: Each print cartridge includes installation instructions on the box.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements may be parts or kits. Routine maintenance items are typically customer replaceable.

- Fuser
- Transfer unit
- Feed roller kit
- Separator roller
- Document feed roller and pad

When to Order Supplies

The control panel displays a warning when the supply nears its replacement time. Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions to your printing. The control panel displays an error message when the supply must be replaced.

To order supplies, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/6180MFPsupplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Managing the Printer

This section includes:

- [Checking or Managing the Printer with CentreWare IS](#) on page 11-6
- [Checking Printer Status with PrintingScout \(Windows\)](#) on page 11-7
- [Checking Printer Status Through E-mail](#) on page 11-7

Checking or Managing the Printer with CentreWare IS

When the printer is installed in a TCP/IP environment, you can check printer status and configure settings using a web browser on a network computer. You can also use CentreWare IS to check the remaining volume of consumables and the paper loaded in this printer.

Note: When using the printer as a local printer, you cannot use CentreWare IS. For details about checking the status of a local printer, refer to [Checking Printer Status with PrintingScout \(Windows\)](#) on page 11-7.

Starting CentreWare IS

Use the following procedure to start CentreWare IS.

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field.

The CentreWare IS screen appears.

Using Online Help

For details regarding the items that can be set in each CentreWare IS screen, click the **Help** button to display the Online Help.

Note: Clicking the **Help** button displays the online manual on the Xerox website.

Checking Printer Status with PrintingScout (Windows)

PrintingScout is a tool that is installed with your Xerox printer driver. It automatically checks the printer status when you send a print job. PrintingScout can check the paper size that is loaded into the trays, the status of the output tray, and the remaining amount of consumables, such as print cartridges.

Starting PrintingScout

Double-click the PrintingScout icon on the taskbar or right-click the icon and select **Select Printer**.

If the PrintingScout icon is not displayed on the taskbar, open PrintingScout from the Start menu:

1. From the **Start** menu, select **Programs > Xerox Office Printing > PrintingScout > Activate PrintingScout**.
2. The **Select Printer** screen appears.

For details about the functions of PrintingScout, refer to the Online Help.

Checking Printer Status Through E-mail

When connected in a network environment where sending and receiving of e-mail is possible, the printer can send an e-mail report to specified e-mail addresses containing the following information:

- The network settings and the printer status
- The error status which has occurred on the printer

Setting the E-mail Environment

Activate CentreWare IS. On the **Properties** tab, configure the following settings according to your e-mail environment. After configuring the settings on each screen, always click **Apply**, and then turn off/on the printer to reboot. For details about each item, refer to the Online Help for CentreWare IS.

Item	Item to be configured	Description
E-mail Alerts	Recipient's E-mail Address	Set the e-mail address to which notices about changes in printer status or errors are sent.
	Notification Items	Set the contents of the notices to send in the e-mail.
Port Status	StatusMessenger	Select Enable .

Item	Item to be configured	Description
Protocol Settings > E-mail	Printer's E-mail Address, SMTP Server Address, SMTP Server Port Number, E-mail Send Authentication, Login Name, Password, SMTP Server Connection Status, POP3 Server Address, POP3 Server Port Number, Login Name, Password, POP3 Server Check Interval, APOP Settings, POP3 Server Connection Status	Select appropriate settings for sending and receiving e-mail.
	Permitted E-mail Address	When setting the permission for checking information and changing the settings for an e-mail address, input the e-mail address that is permitted to receive the e-mail. If no address is input here, the printer receives e-mails from all users.
	Password	When setting the password for access to the printer (both read only and read/write), check the Use Password check box to set the password.

Checking the Printer Status with E-mail

This section describes cautions when sending e-mail to the printer to check the printer status.

- You can specify any title for the e-mail when checking the printer status or changing the printer settings.
- Use the commands described in the next section to create the text of the e-mail.

Commands That Can Be Used in E-mail Text

Use each command according to the following rules:

- Prefix all commands with “#”, and specify the #Password command at the top of the e-mail.
- Command lines without “#” are ignored.
- Write one command on each line and separate each command and parameter with a space or a tab.

When the same command is written two or more times in one e-mail, the second and subsequent commands are ignored.

Command	Parameter	Description
#Password	Password	Use this command at the top of the e-mail when a password for read only or full access is set. You can omit this command when the password is not set.
#NetworkInfo		Set this when you want to check information on the network settings list.
#Status		Set this when you want to check the printer status.
#SetMsgAddr	Recipient E-mail address	Use this command to specify the e-mail address to which e-mail reports are sent to. This command can only be used when the full access password is specified by the #Password command.

Example of Commands

1. When the read only password is “ronly”, and to check the printer status:


```
#Password ronly
#Status
```
2. When the full access password is “admin”, and to set the recipient e-mail address to “service@xerox.com”:


```
#Password admin
#SetMsgAddr service@xerox.com
```
3. When the full access password is “admin”, and to set the recipient e-mail address to “service@xerox.com”, then confirm the setting result on the network settings list:


```
#Password admin
#SetMsgAddr service@xerox.com
#NetworkInfo
```

Note: Describe the “#SetMsgAddr” command before the “#NetworkInfo” command. If they are written in reverse, the information retrieved by the “#NetworkInfo” command and the result of executing the “#SetMsgAddr” command may differ.

Checking Page Counts

The total number of printed pages can be checked at the control panel. Three meters are available: Total Impressions, Color Impressions, and Black Impressions.

The billing meter counts the number of pages printed properly. Single side print (including N-up) is counted as one impression, and 2-sided print (including N-up) is counted as two. During duplex printing, if an error occurs after one side is printed properly, it is counted as one.

When printing color data, that has been converted by using ICC profile on an application, with the Color (Auto) setting, the data is printed by color even if it seems to be black and white data on the monitor. In that case, Color Impressions is increased.

When doing 2-sided printing, a blank page may be inserted automatically depending on the settings of the application. In this case, the blank page is counted as one page.

Use the following procedure to check a meter:

1. Press the **System** button.
2. Press either the **Up Arrow** or **Down Arrow** button until **Billing Meter** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until the desired meter is displayed.

Moving the Printer

Use the following procedure when moving the printer.

To view precautions and guidelines for safely moving your printer, see [User Safety](#) on page 1-2.

The printer, configured with the optional accessories, paper trays, consumables and paper, weighs 41 kg (90 lb.). When moving the equipment, make sure that there are two or more persons carrying it.

When lifting the printer, be sure to observe the following points. Failure to do so may cause the printer to fall and result in injuries.

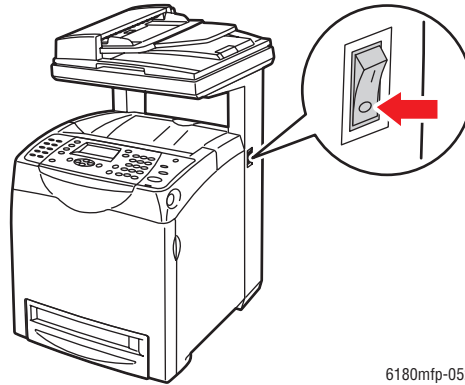
Two persons, one facing the front of the printer (control panel) and the other facing the back, should firmly grip the recessed areas on the bottom part of both sides of the printer. Never try to lift the printer by gripping any other areas.



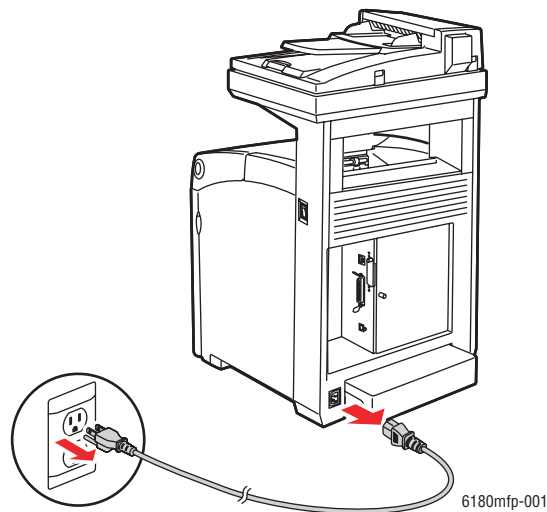
6180mp-043

Note: The front side of this printer is heavier than the rear. Take note of this difference in weight when moving the printer.

1. Turn off the printer.

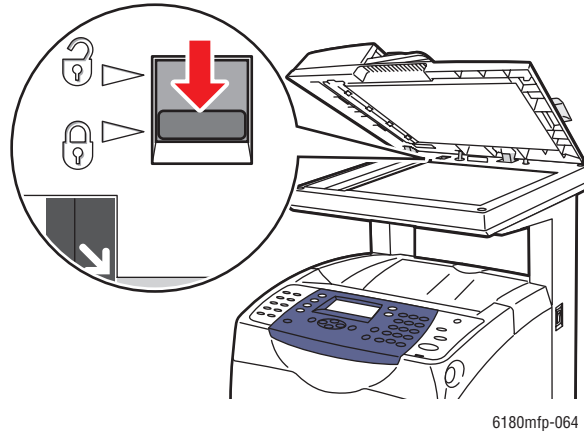


2. Disconnect the power cord, interface cable, and any other cables.

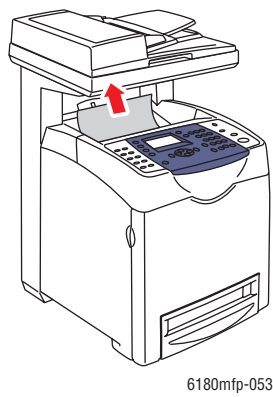


Warning: To prevent electric shock, never touch the power plug with wet hands. When removing the power cord, make sure that you pull the plug and not the cord. Pulling the cord can damage it, which can lead to fire or electrical shock.

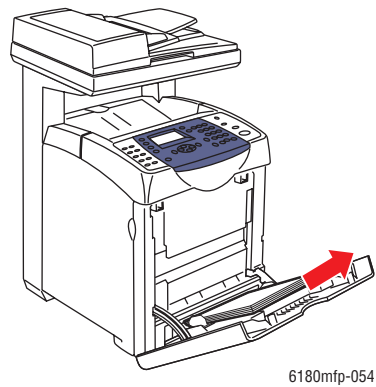
3. Set the scan bar lock switch to the locked position.



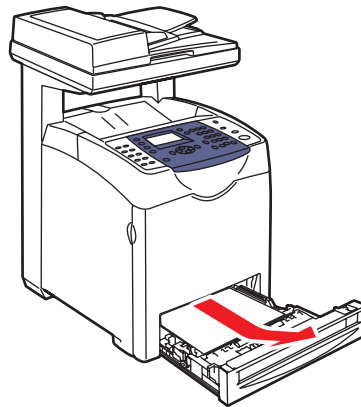
4. Remove any paper in the output tray and return the paper stopper to its original position.



5. Remove any paper in the Tray 1 (MPT), and then close the front cover. Keep the paper wrapped and away from humidity and dirt.



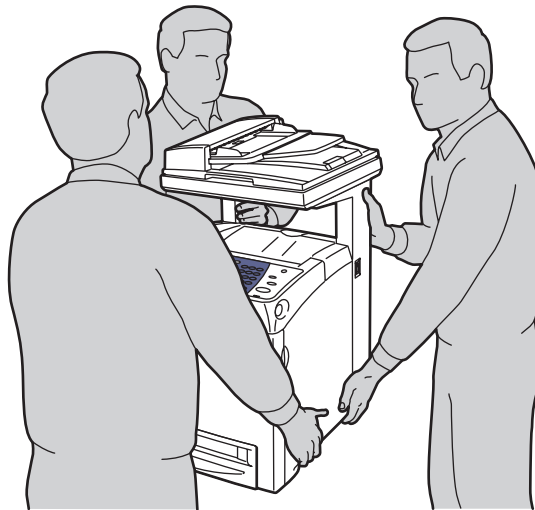
6. Pull out the paper tray from the printer and remove any paper in the tray, and then reinstall the tray. Keep the paper wrapped and away from humidity and dirt.



6180mfp-028

7. Lift the printer and move it gently.

Note: If the printer is to be moved over a long distance, the print cartridges should be removed to prevent toner from spilling and the printer should be packed inside a box.



6180mfp-042

8. After transporting the printer:
 - Unlock the scan bar lock switch.
 - Adjust the color registration before using it.

See also:

[Color Registration](#) on page 10-25

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