

User Guide

Guide d'utilisation

Guida dell'utente

Benutzerhandbuch

Guía del usuario

Guia do Usuário

Gebruikershandleiding

Användarhandbok

Betjeningsvejledning

Руководство пользователя

Εγχειρίδιο χρήστη

Przewodnik użytkownika

Felhasználói útmutató

Uživatelská příručka

Kullanım Kılavuzu

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Printer Information

1

This chapter includes:

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- [Printer Specifications](#) on page 1-8
- [Regulatory Information](#) on page 1-9
- [Material Safety Data Sheet](#) on page 1-11
- [Product Recycling and Disposal](#) on page 1-12

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.

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 41° F to 90° F (5° C to 32° C) and a relative humidity range of 15 percent to 85 percent.

Humidity should be 70 percent or below at 90° F, and temperature should be 82° F or below at 85 percent humidity.

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:

- Printer: 47 cm (18.5 in.)
- Add 14 cm (5.5 in.) for the 550-Sheet Feeder.

Other Clearances:

- 13 cm (5 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 3,500 m (11,480 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 29.5 kg (64.5 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

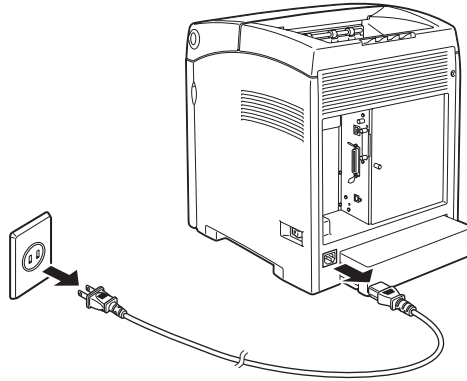
- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.

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

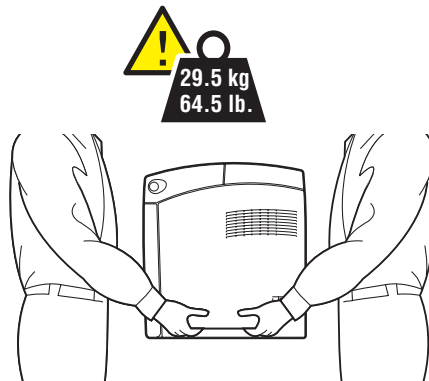
Follow these guidelines to avoid injuring yourself or damaging the printer:

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



6180-041

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



6180-040

- 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 8-10

Safety Symbols Marked on Product



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.

Printer Specifications

Item	Contents
Dimensions	400 (W) × 485 (D) × 473 (H) mm
Weight	Printer: 24.5 kg (54 lb.) including print cartridge 550 Sheet Feeder (optional): 6.2 kg (14 lb.) Duplex Unit (optional): 1.1 kg (2.4 lb.)
Warm-up time	20 seconds or less (when power is switched on, temperature: 22° C) However, the printer's electrical system is ready 10 seconds after switching on the printer.
Continuous print speed ^{*1}	<p>Color:</p> <p>1 sided print: 20.0 sheets/min^{*2} 2 sided print: 14.0 pages/min^{*3}</p> <p>Black-and-white:</p> <p>1 sided print: 25.0 sheets/min^{*2} 2 sided print: 18.0 pages/min^{*3}</p> <p>Important</p> <p>^{*1} The print speed may decrease due to paper type, such as transparency or envelope; size, and printing conditions. The print speed may decrease due to image quality adjustment.</p> <p>^{*2} Continuous print speed of documents that are all in A4.</p> <p>^{*3} Continuous print speed of documents in A4.</p>
Resolution	Data processing resolution: 600 × 600 dpi (25.4 dots/mm): Multivalued (25.4 dots/mm) Output resolution: 600 dpi (25.4 dots/mm)
Power source	110-127 V~, 50/60 Hz, 8 A 220-240 V~, 50/60 Hz, 4 A
Power consumption	<p>AC 110 V:</p> <p>Sleep Mode: 7W or less Standby: less than 70 W (fuser on), Continuous color printing: 400 W, Continuous monochrome printing: 400 W</p> <p>AC 220 - 240 V:</p> <p>Sleep Mode: 7W or less Standby: less than 70 W (fuser on), Continuous color printing: 400 W, Continuous monochrome printing: 400 W</p> <p>This printer does not consume electric power when the power switch is turned off even if the printer is connected to an AC outlet.</p> <p>ENERGY STAR qualified printer: Default time to Power Saver is 30 minutes</p>

Regulatory Information

This product has been tested to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this product 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 product 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

This product, 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 product can be obtained from Xerox.

Material Safety Data Sheet

For Material Safety Data information regarding your Phaser 6180 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/contacts.

Product Recycling and Disposal

All Countries

If you are managing the disposal of your Xerox product, please note that the product may contain, lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of lead, mercury, and perchlorate is fully consistent with regulations applicable at the time that the product was placed on the market. For disposal information, contact your local authorities. 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.

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 product 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.

In the United States, you may also refer to the Electronic Industries Alliance website at www.eiae.org.

Other Countries

Please contact your local waste authorities and request disposal guidance.

Printer Features

2

This chapter includes:

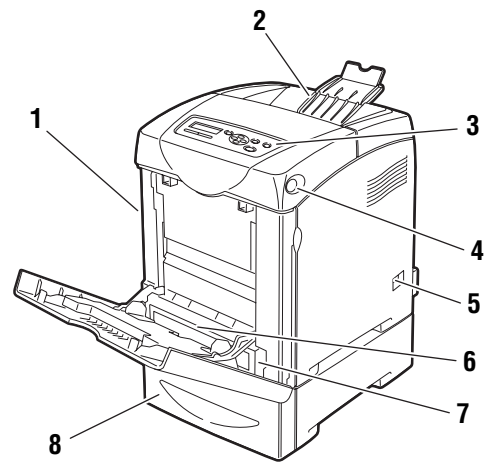
- [Main Components and Their Functions](#) on page 2-2
- [Control Panel](#) on page 2-6
- [Power Saver Mode](#) on page 2-8
- [Checking Status of Print Data](#) on page 2-9
- [Displaying Optional Accessory Configuration and Paper Tray Settings](#) on page 2-10
- [More Information](#) on page 2-11

Main Components and Their Functions

This section includes:

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

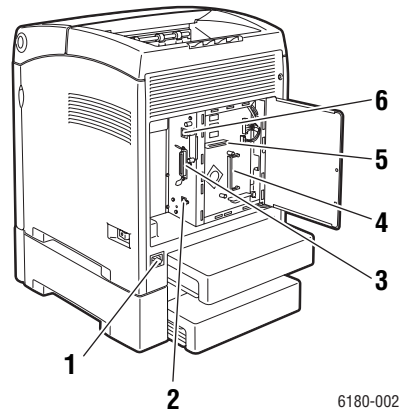
Front View



6180-001

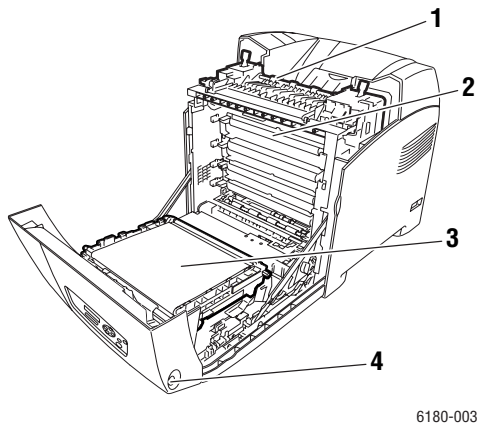
1. Front door A
2. Output tray
3. Control panel
4. Button A for opening the front door
5. Power switch
6. Tray 1 (MPT)
7. Paper tray
8. Optional 550-sheet feeder

Rear View

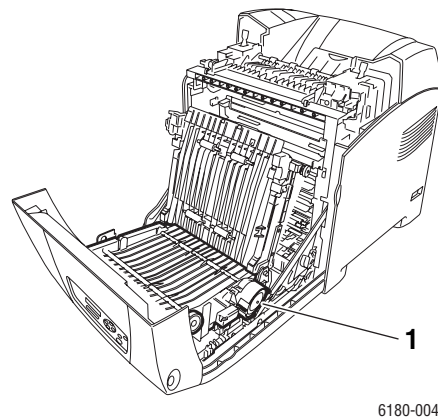


- 1. Power cord connector
- 2. USB port
- 3. Parallel port
- 4. Optional memory slot
- 5. Multi protocol network card (MPC)
- 6. Network connector

Internal View



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



- 1. Duplex unit

Phaser 6180 Configurations

Features	Printer Configuration	
	6180N	6180DN
Memory Configuration*	128 MB	128 MB
Print Speed (Color/Mono)	20/26	20/26
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
Wireless LAN	Optional	Optional
Duplex		
Maximum Duplex (Letter/A4) (Color/Monochrome)	14/18	14/18

* All configurations have one memory slot supporting 256 MB/512 MB/1024 MB DDR2 DIMMs, to a maximum of 1152 MB. Standard memories are soldered on board.

Options

You can order additional memory, trays, multi-protocol 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, NetWare, WINS, DDNS, and SSL/HTTPS.

Additional Trays

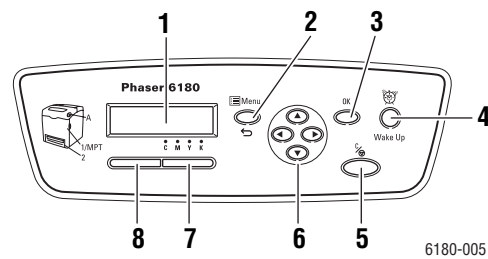
- 550-Sheet Feeder (Tray 3)

Control Panel

This section includes:

- [Control Panel Layout](#) on page 2-6
- [Display](#) on page 2-6
- [Menu Map](#) on page 2-7
- [Information Pages](#) on page 2-7

Control Panel Layout



1. **Graphic display** indicates status messages, menus, and toner levels.
2. **Menu** button
Scrolls to the menu operation. Switches the display between the menus and print screen.
3. **OK** button
Sets the menu values. Also prints reports and lists.
4. **Wake Up** button
This light is on in power saver mode. Push the button to exit power saver mode.
5. **Cancel Job** button
Cancels the current print job.
6. **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.
7. **Error**
The red light indicates an error condition.
8. **Ready**
The green light indicates that the printer is ready to receive data from the computer. If the light is blinking, the printer is busy receiving data.

Display

There are two types of screens:

- Print screen (for displaying printer status)
- Menu screen (for configuring settings)

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 **Menu** 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 **Menu** button, select **Information Pages**, and then press the **OK** button.
2. Select **Configuration**, and then press the **OK** button to print.

Power Saver Mode

The printer is equipped with a Power Saver mode 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.

The time ranges that can be specified for the printer to enter Power Saver mode are 5 to 60 minutes. Consumption of power during the Power Saver mode is 7 W or less and the time required to exit from Power Saver mode to a print-ready status is about 20 seconds.

See also:

[Changing the Power Saver Time](#) on page 5-3

Exiting the Power Saver Mode

The printer automatically cancels Power Saver mode once it receives data from the computer.

To cancel the Power Saver mode manually, press the **Wake Up** button.

Checking Status of Print Data

Checking in Windows

Printer information and status are displayed on the Status window. Double-click the PrintingScout printer icon on the task bar 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**.

Checking 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.

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 **Menu** 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
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/6180support
Video Tutorials	www.xerox.com/office/6180support
Recommended Media List	Recommended Media List (United States) Recommended Media List (Europe)
Printer Management Tools	www.xerox.com/office/pmtools
Online Support Assistant	www.xerox.com/office/6180support
Technical Support	www.xerox.com/office/6180support
Information pages	Control panel menu

* Also available on the Support website.

Network Basics

3

This chapter includes:

- [Overview of Network Setup and Configuration](#) on page 3-2
- [Choosing a Connection Method](#) on page 3-3
- [Configuring the Network Address](#) on page 3-5
- [Installing the Printer Drivers](#) on page 3-9

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

See also: (English Only)

Using CentreWare Internet Services tutorial www.xerox.com/office/6180support

Using the Windows Printer Driver tutorial www.xerox.com/office/6180support

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.
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/drivers.

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 \(Recommended\)](#) on page 3-3
- [Connecting via USB](#) on page 3-4
- [Connecting via Parallel](#) on page 3-4

Connecting via Ethernet (Recommended)

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 3-5

[Installing the Printer Drivers](#) on page 3-9

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/XP/Server 2003 or newer. 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:

[Installing the Printer Drivers](#) on page 3-9

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 3-9

Configuring the Network Address

This section includes:

- [TCP/IP and IP Addresses](#) on page 3-5
- [Automatically Setting the Printer's IP Address](#) on page 3-5
- [Dynamic Methods of Setting the Printer's IP Address](#) on page 3-6
- [Manually Setting the Printer's IP Address](#) on page 3-7

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/6180support

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 view the printer's IP address at any time. On the control panel, select **Information**, press the **OK** button, select **Printer Identification**, and then press the **OK** button.

Using the Control Panel

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

1. On the control panel, select the **Menu** button, and then press the **OK** button.
2. Select the **Admin** menu, and then press the **OK** button.
3. Select the **Network Setup** 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 (<http://xxx.xxx.xxx.xxx>).
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, select the **Menu** button.
2. Select the **Admin** menu, and then press the **OK** button.
3. Select the **Network Setup** 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 (<http://xxx.xxx.xxx.xxx>).
3. Click **Properties**.
4. Select the **Protocols** folder on the left sidebar.
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 3-9
- [Windows 2000 or Later](#) on page 3-10
- [Macintosh OS X, Version 10.2 and Higher](#) on page 3-10

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 system's custom features and genuine Adobe® PostScript®. (Default printer driver)
PCL6	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/drivers 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/6180support

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

Bonjour (Rendezvous) 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 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/6180support

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.
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 **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

4

This chapter includes:

- [Supported Paper and Media](#) on page 4-2
- [About Paper](#) on page 4-5
- [Setting Paper Types and Sizes](#) on page 4-7
- [Loading Paper](#) on page 4-9
- [Selecting Printing Options](#) on page 4-16
- [Printing on Both Sides of the Paper](#) on page 4-22
- [Printing on Specialty Media](#) on page 4-24
- [Printing Custom Size or Long Paper](#) on page 4-39
- [Printing Confidential Document - Secure Print](#) on page 4-42
- [Print After Checking Printing Result - Proof Print](#) on page 4-44

Supported Paper and Media

This section includes:

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

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 6180 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/6180supplies.

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 2–3, 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 4-24

[Printing Envelopes](#) on page 4-26

[Printing Labels](#) on page 4-29

[Printing Glossy Paper](#) on page 4-34

[Printing Custom Size or Long Paper](#) on page 4-39

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:

Paper Tray	Size	Paper Type (Weight)	Loading Capacity
Tray 1 (MPT)	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.)	Plain (65–120 g/m ²) (17–32 lb. Bond)	150 sheets (Standard paper) or 15 mm or below
	Monarch (3.8 x 7.5 in.)	Thin Card Stock (100–163 g/m ²) (37–60 lb. Cover)	
	A4 (210 x 297 mm)	Thick Card Stock (160–220 g/m ²) (60–80 lb. Cover)	
	A5 (148 x 210 mm)	Glossy Paper (100–160 g/m ²) (37–60 lb. Cover)	
	B5 JIS (182 x 257 mm)	Thick Glossy Paper	
	DL (110 x 220 mm)	(160 200 g/m ² , 60–80 lb. Cover)	
	C5 (162 x 229 mm)	Labels	
	Custom:	Transparency	
	76.2–127 mm (3–5 in.)	Paper Envelope	
	216–355.6 mm (8.5–14 in.)		
	Tray 2	Letter (8.5 x 11 in.),	
Tray 3	Legal (8.5 x 14 in.),	(17–32 lb. Bond)	
	Executive (7.25 x 10.5 in.)	Thin Card Stock (100–163 g/m ²)	Tray 3 holds 550 sheets.
	Folio (8.5 x 13 in.),	(37–60 lb. Cover)	
	A4 (210 x 297 mm)	Thick Card Stock (160–220 g/m ²)	(Standard paper) or 27.6 mm or below
	A5 (148 x 210 mm)	(60–80 lb. Cover)	
	B5 JIS (182 x 257 mm)	Glossy Paper (100–160 g/m ²)	
	Custom:	(37–60 lb. Cover)	
	148– 215.9 mm (5.83–8.5 in.)	Thick Glossy Paper	
	210–355.6 mm (8.27–14 in.)	(160 200 g/m ² , 60–80 lb. Cover)	
		Labels	

For details on how to load envelopes, see [Printing Envelopes](#) on page 4-26.

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.

The printed image may fade due to moisture, such as water, rain or vapor. For details, contact your reseller.

See also:

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

[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 5-4

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 **Menu** button to display the Menu 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.
6. Press the **Menu** button.

Setting Paper Sizes

1. Press the **Menu** button to display the Menu 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 **DriverSpecified** when you set a custom size paper from Tray 1 (MPT).

5. Press the **Menu** button.

Loading Paper

This section includes:

- Loading Paper in Tray 1 (MPT) on page 4-9
- Loading Paper in Trays 2–3 on page 4-12

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 4-5

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

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”.

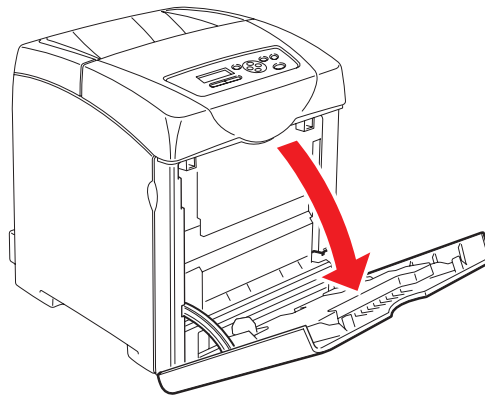
- Tray 1 (MPT) accepts print media within the following dimensions:
 - Width: 76.2 – 216.0 mm (3 – 8.5 in.)
 - Length: 127.0 – 355.6 mm (5 – 14 in.)
- You can load media that is 65 – 163 g/m² (17 – 43 lb. Bond) for duplex printing.

Make sure of the following points to avoid any troubles 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 4-5.
- 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.

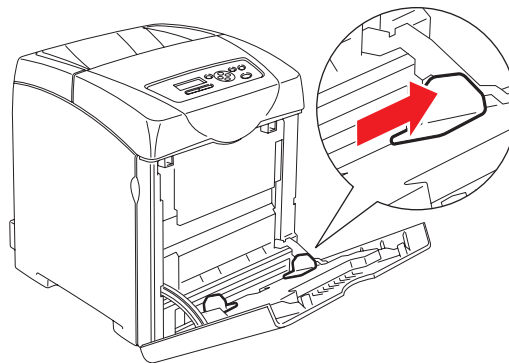
To load paper in Tray 1 (MPT):

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



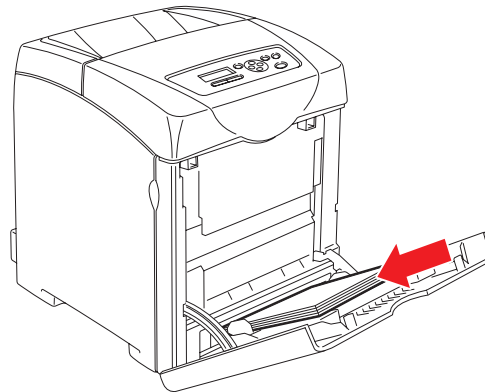
6180-018

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



6180-019

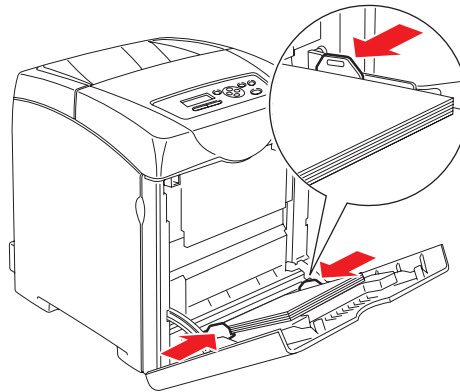
3. Insert all media facedown and top edge first into Tray 1 (MPT).



6180-011

Note: Do not force the paper.

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



6180-020

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 in advance.

See also:

[Setting Paper Types and Sizes](#) on page 4-7

Loading Paper in Trays 2–3

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

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

See also:

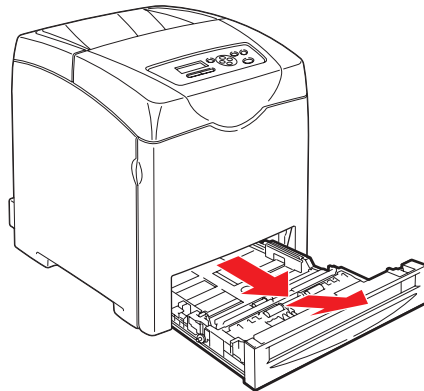
[Printing on Specialty Media](#) on page 4-24

Loading Paper in Trays 2–3

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

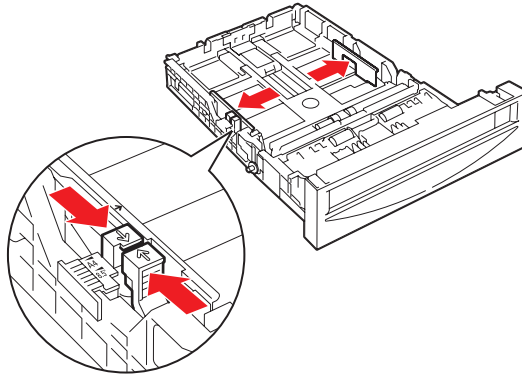
Caution: Do not remove the tray during printing. It may cause a paper jam.

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.



6180-012

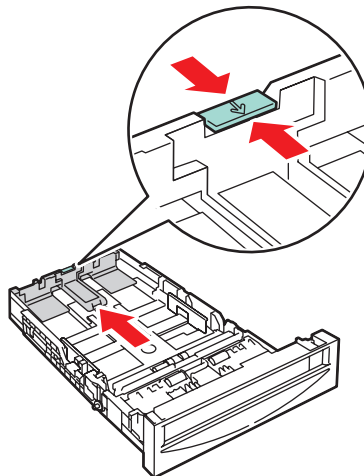
2. Slide the width guides to the edge of the tray. The width guides should be fully extended.



6180-013

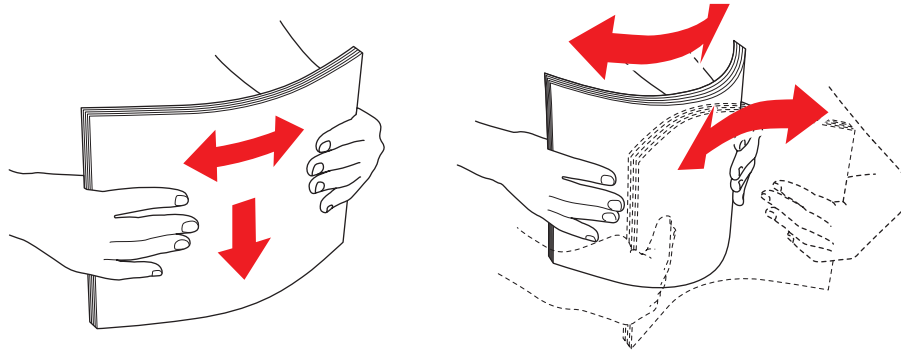
Note: When loading paper that is 216 mm (8.5 in.) wide, such as Letter or Legal size paper, set the tab on the side of the tray to the [8.5] position.

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.



6180-014

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.

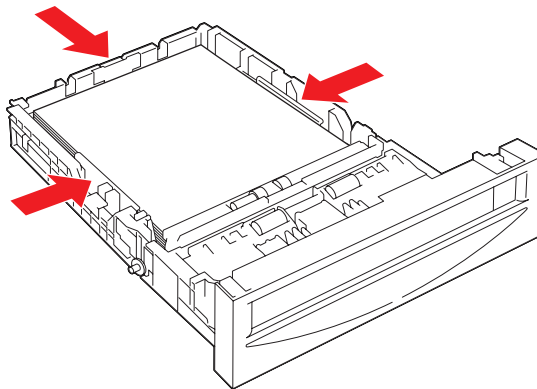


6180-015

5. Place the print media into the tray with the print side face-up.

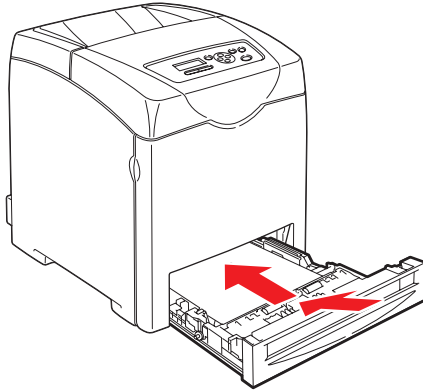
Note: Do not exceed the maximum fill line in the tray. Overfilling the tray may cause paper jams.

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



6180-016

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



6180-017

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 4-16
- [Selecting Options for an Individual Job \(Windows\)](#) on page 4-17
- [Selecting Options for an Individual Job \(Macintosh\)](#) on page 4-19

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** and **Windows Server 2003**: 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 6180 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, and Windows Server 2003, 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 ■ Printer Status
	Image Options tab	<ul style="list-style-type: none"> ■ Output Color ■ Print 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
	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 7-20 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 7-20 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 4-22
- [Binding Edge Options](#) on page 4-23
- [Selecting 2-Sided Printing](#) on page 4-23

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

Automatic 2-Sided Printing Guidelines

Automatic 2-sided printing is available from the Phaser 6180DN 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 4-2. The following paper and media **cannot** be used for 2-sided printing:



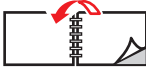

- Transparencies
- Envelopes
- Labels
- Any die-cut specialty media, such as business cards
- Thick card stock

See also:

- [2-Sided Printing Paper Types and Sizes](#) on page 4-6
- [Supported Paper and Media](#) on page 4-2

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 4-9.
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. Select 2-Sided Print under 2-Sided Printing.
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 7-20 for more information.

See also:

[Loading Paper in Tray 1 \(MPT\)](#) on page 4-9

[Loading Paper in Trays 2–3](#) on page 4-12

Printing on Specialty Media

This section includes:

- [Printing Transparencies](#) on page 4-24
- [Printing Envelopes](#) on page 4-26
- [Printing Labels](#) on page 4-29
- [Printing Glossy Paper](#) on page 4-34
- [Printing Custom Size or Long Paper](#) on page 4-39

Printing Transparencies

Transparencies can be printed from all trays. 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/6180supplies.

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 \(Europe\)](#)

Guidelines

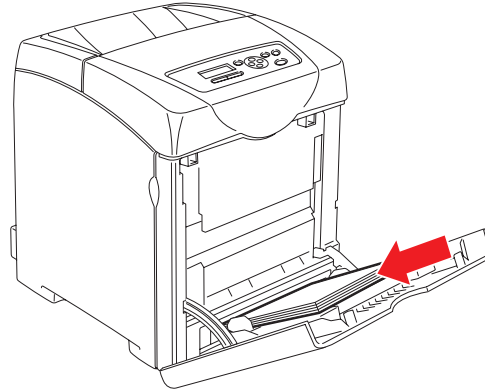
- Remove all paper before loading transparencies in the tray.
- Do not load more than 25 sheets in Tray 1 (MPT). Overloading the tray may cause the printer to jam.
- Handle transparencies by the edges using both hands to avoid fingerprints and creases, which may cause poor print quality.
- Fan transparencies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



6180-011

2. Slide the paper guides to the size of the transparencies.
3. Pull out the output tray extension when loading paper, such as transparencies.

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 4-7.

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 **Paper Type for Tray 1 (MPT)** and click **OK**.
6. From **Paper Size**, select the size of the original document.
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.

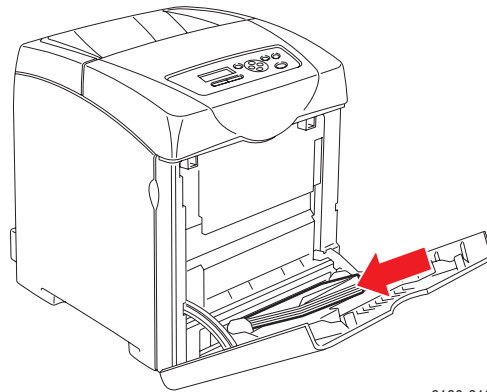
Note: The reverse side of the envelope cannot be printed on. Envelopes can get wrinkled or the print quality is reduced depending on the type used.

See also:

[About Paper](#) on page 4-5

To load envelopes in Tray 1 (MPT):

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



6180-010

- 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 4-7.

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 Type**, select **Envelope**.
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 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 **Paper Type for Tray 1 (MPT)** and click **OK**.
6. From **Paper Size**, select the size of the original document.
7. Select the **Layout** tab.
8. From **Output Size**, select the size of the envelope, and then click **OK**.
9. If the envelopes are loaded in Tray 1 (MPT), click **Booklet/Poster/Mixed Document/Rotation** to display the **Booklet/Poster/Mixed Document/Rotation** dialog box according to what you need.
10. Set **Image Rotation 180deg** if necessary, and then click **OK**.
11. Click **OK**.
12. 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/6180supplies.

See also:

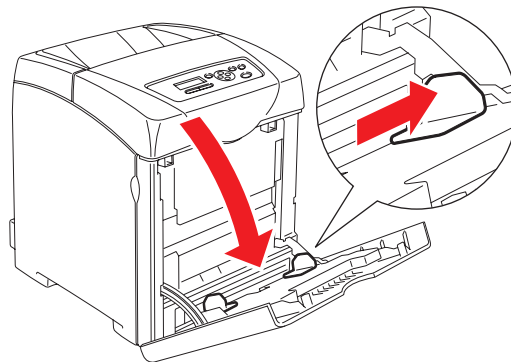
[About Paper](#) on page 4-5

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.

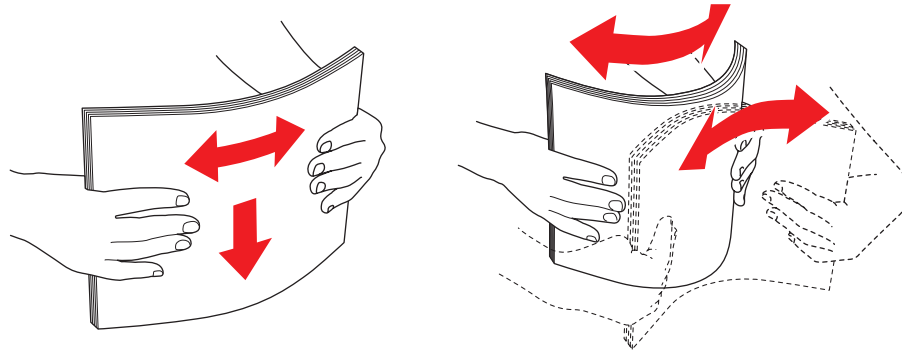
Printing Labels from Tray 1 (MPT)

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



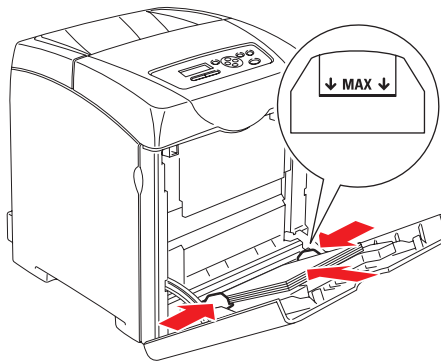
6180-045

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



6180-015

3. 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.

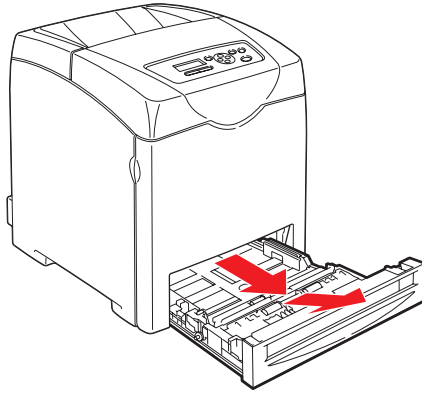


6180-046

4. In the printer driver, select either **Labels** 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.

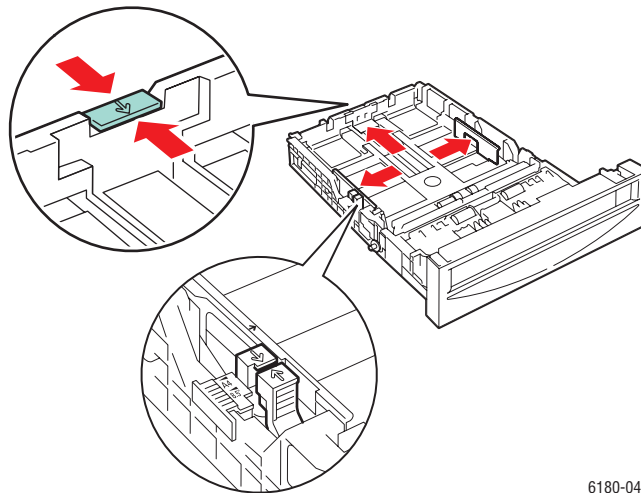
Printing Labels from Trays 2-3

1. Pull the tray out of the printer.



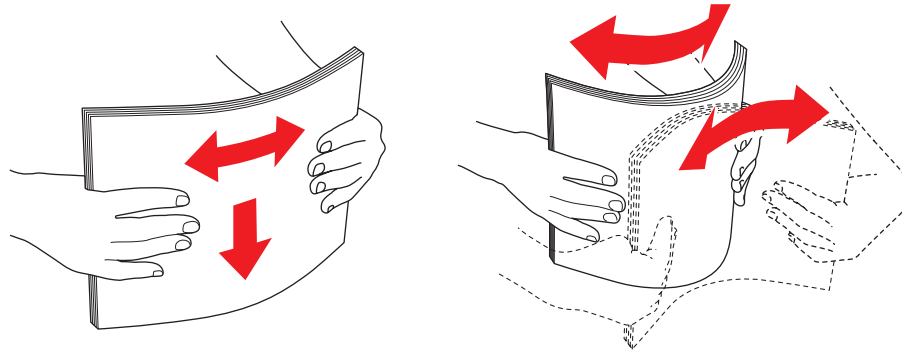
6180-012

2. If necessary, open the paper guides:
 - 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.
 - Slide the green side guides outward.



6180-047

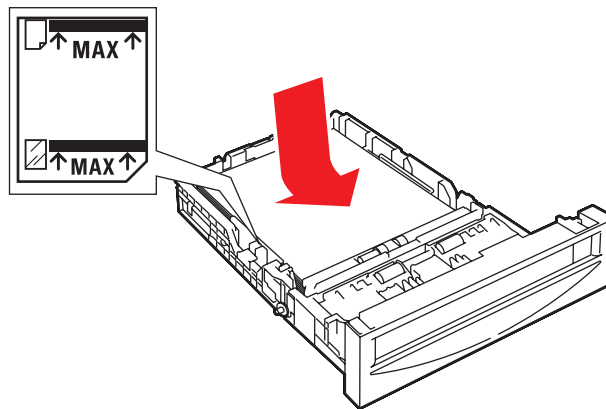
3. Fan the label sheets to release sheets that are stuck together.



6180-015

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.

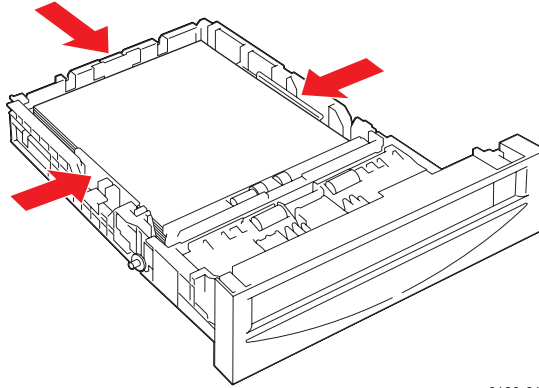
Note: Do not load the paper above the fill line indicated on the tray. Overloading the tray may cause jams. The following illustration indicates the maximum fill line for transparencies, labels, and glossy paper.



6180-048

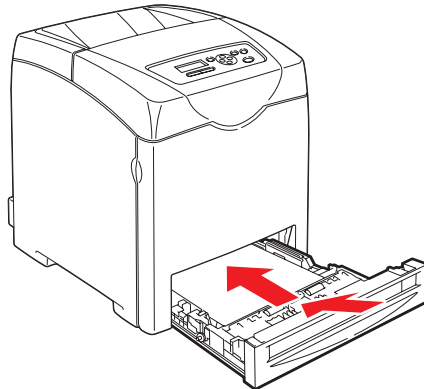
5. If necessary, press the paper guides inward to fit the sheets.

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



6180-016

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



6180-017

7. On the control panel, select the paper type:
 - a. Select **Tray Settings**, and then press the **OK** button.
 - b. Select **Tray 2** or **Tray 3**, and then press the **OK** button.
 - c. Select **Paper Type**, and then press the **OK** button.
 - d. 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.

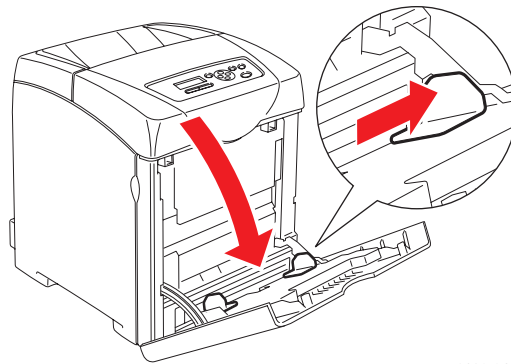
To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/6180supplies.

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.

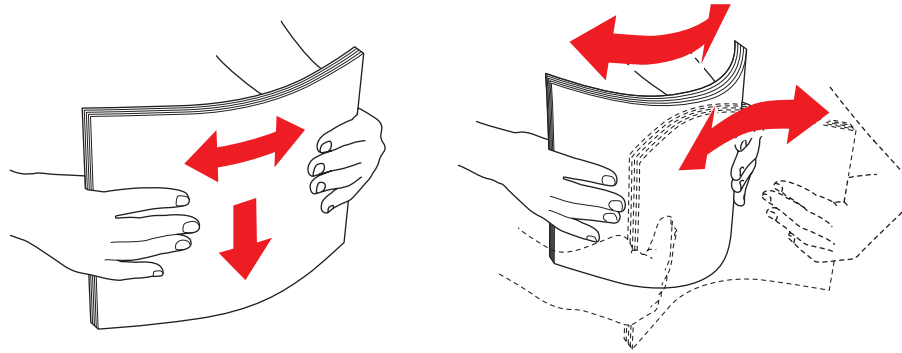
Printing Glossy Paper from Tray 1 (MPT)

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



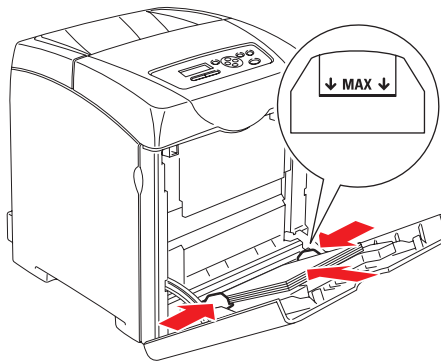
6180-045

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



6180-015

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.

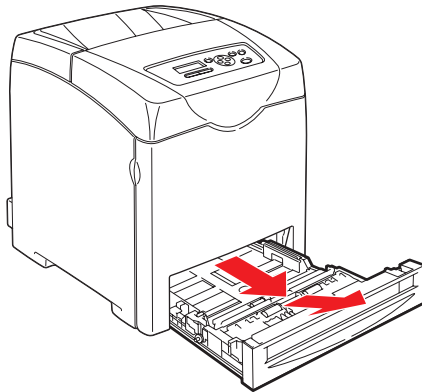


6180-046

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.

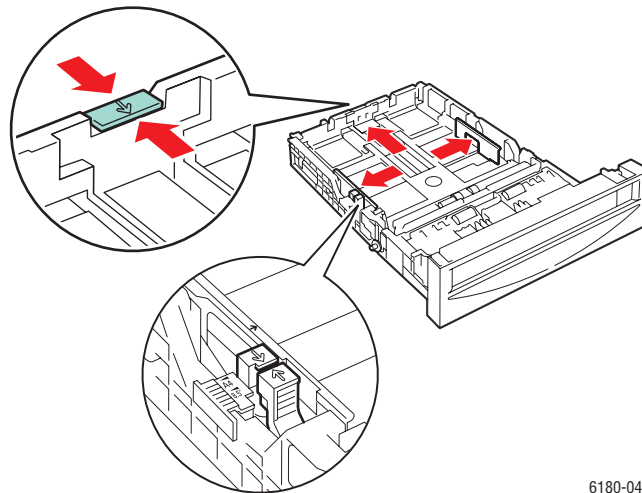
Printing Glossy Paper from Trays 2-3

1. Pull the tray out of the printer.



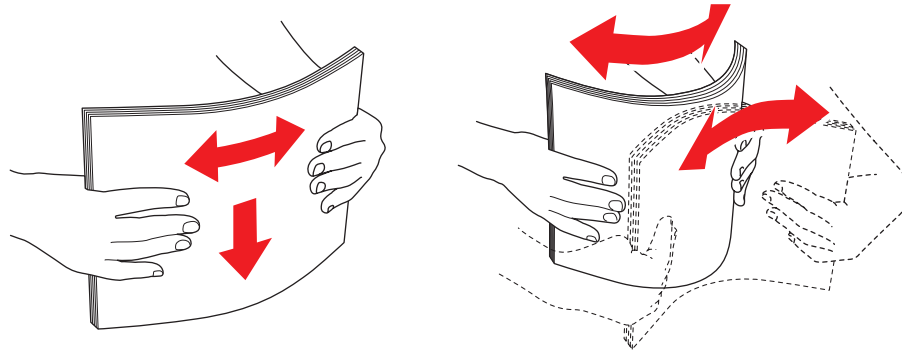
6180-012

2. If necessary, open the paper guides:
 - 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.
 - Slide the green side guides outward.



6180-047

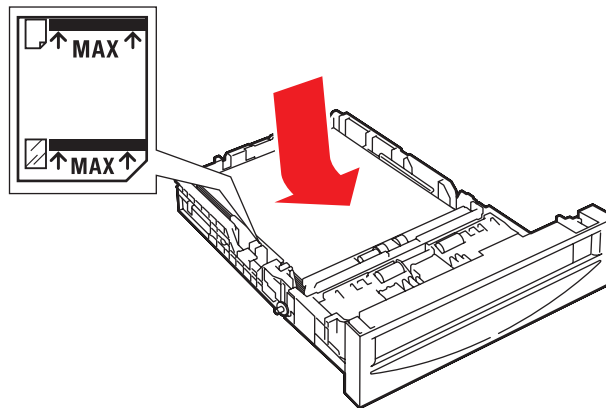
3. Fan the paper to release sheets that are stuck together.



6180-015

4. Insert the paper into the tray.

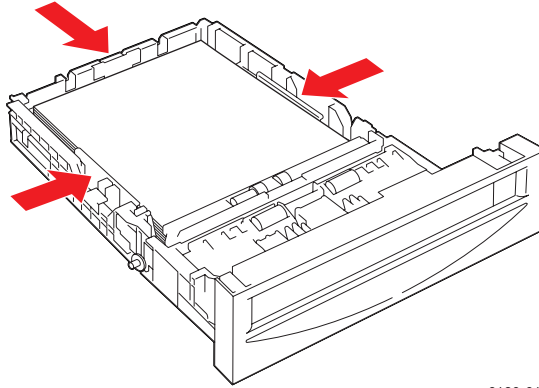
Note: Do not load the paper above the fill line indicated on the tray. Overloading the tray may cause jams. The following illustration indicates the maximum fill line for transparencies, labels, and glossy paper.



6180-048

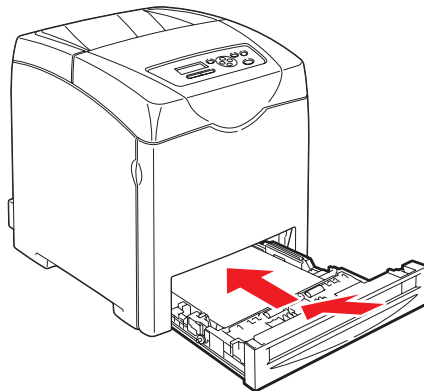
5. If necessary, press the paper guides inward to fit the paper.

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



6180-016

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



6180-017

7. On the control panel, select the glossy paper type:
 - a. Select **Tray Settings**, and then press the **OK** button.
 - b. Select **Tray 2** or **Tray 3**, and then press the **OK** button.
 - c. Select **Paper Type**, and then press the **OK** button.
 - d. 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 2–3](#) on page 4-12

[Loading Paper in Tray 1 \(MPT\)](#) on page 4-9

[Setting Paper Types and Sizes](#) on page 4-7

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 will 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**, and then display the properties of the printer to be used.
2. Select the **Configuration** tab.
3. Click **Custom Paper Size**.
4. Use the **Details** list box to select the custom setup you want to define.

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. 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.
7. If necessary, repeat steps 4 to 6 to define another custom size.
8. 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. From **Paper Size**, select **Custom Paper 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. Click **OK**.

Printing on Custom Size Paper

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

Using the PCL Driver

The procedure to print on custom size paper using the PCL print driver is as follows.

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 this 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**.
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

The procedure to print on custom size paper using the PostScript print driver is as follows.

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

When at least 256 MB of memory are added, you can use the secure print feature.

Note: The data stored in the RAM disk is erased when the printer is switched off.

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 with just an operation from the printer, and without sending the data from the computer repeatedly.

Note: You can select whether to delete secure print data after printing.

See also:

[Printing from the Control Panel](#) on page 4-43

[System Setup](#) on page 5-10

Configuring Secure Print

The procedure to configure Secure Print using the PCL or PostScript print driver is as follows.

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: Ensure the RAM disk is set to **available**. You can find this under the **Device Settings** tab using the PCL print driver or the **Options** tab using the PostScript print driver. The RAM disk also needs to be enabled via the control panel. For instructions about enabling options, see [Enabling Options](#) on page 7-20.

1. From the **File** menu, select **Print**.
2. In the **Job Type** field, select **Secure Print**.
3. Click the **Setup** 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.

Printing from the Control Panel

This section explains the procedure 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 Setup](#) on page 5-10.

1. On the control panel, press the **Back Arrow** 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. Press the **Up Arrow** or **Down Arrow** button to scroll to the correct number for the first digit of the numeric password, and then press the **Forward Arrow** button to accept that digit.

Note: The digit becomes an asterisk after you press the **Forward Arrow** 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.

Note: To use Secure Print and Proof Print, you must have a minimum of 256 MB memory installed and the RAM Disk must be enabled. For instructions about enabling options, see [Enabling Options](#) on page 7-20.

Print After Checking Printing Result - Proof Print

When at least 256 MB of memory are added, you can use the proof print feature.

Note: The data stored in the RAM disk is erased when the printer is switched off.

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.

Proof print data that has become redundant can be deleted using the control panel. See [Printing from the Control Panel](#) on page 4-43.

To delete all proof print data that has become redundant, see [System Setup](#) on page 5-10.

Configuring Proof Print

The procedure to configure Proof Print using the PCL or PostScript print driver is as follows.

First of all, carry out 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.

Note: Ensure the RAM disk is set to **available**. You can find this under the **Device Settings** tab using the PCL print driver or the **Options** tab using the PostScript print driver. The RAM disk also needs to be enabled via the control panel. For instructions about enabling options, see [Enabling Options](#) on page 7-20.

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

This section explains the procedure to print and delete data stored in the printer by Proof Print.

- 1.** On the control panel, press the **Back Arrow** 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.

Note: To use Secure Print and Proof Print, you must have a minimum of 256 MB memory installed and the RAM Disk must be enabled. For instructions about enabling options, see [Enabling Options](#) on page 7-20.

Using the Control Panel Menus

5

This chapter includes:

- [Control Panel Menus](#) on page 5-2
- [Description of Menu Items](#) on page 5-4
- [Menu List](#) on page 5-16

Control Panel Menus

This section includes:

- [Menu Configuration](#) on page 5-2
- [Changing Menu Settings](#) on page 5-3

Menu Configuration

The menus that can be accessed from the control panel are as follows:

Menu	Content
Information Pages	Use the Information Pages menu to print various types of reports and lists.
Admin Menu	<ul style="list-style-type: none"> ■ Network Setup Use this menu to configure the network settings for the printer. ■ Parallel Settings Use this menu to configure the parallel interface. ■ USB Setup Use this menu to configure the USB interface. ■ System Setup Use this menu to make the printer operation settings, such as for alarm and Power Saver mode. ■ Maintenance Mode Use this menu to initialize the NVM, or to adjust the configurations for each type of paper. ■ PCL Setup Use this menu to configure the PCL settings. ■ PostScript Setup Use this menu to configure the PostScript settings. ■ Control Panel Use this menu to specify whether to limit the menu operations with a password.
Tray Settings	Use the Tray Settings menu to define the print media loaded in each tray.
Billing Meters	Use the Billing Meters menu to display the printed paper counts on the control panel.

Each menu is configured in different levels. Set the printer settings by selecting the objective menus or items structure level.

See also:

[Description of Menu Items](#) on page 5-4

Changing Menu Settings

Changing the Power Saver Time

In this example, you set the transitional time to the Power Saver Mode.

1. To display the menu screen, press the **Menu** button at the print screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **System Setup** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **PowerSaver Time** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button to change the number of minutes that the printer will wait before entering Power Saver mode.
6. Press the **OK** button to confirm your settings. The settings that have been confirmed are displayed with the affix “*”.
7. Press the **Menu** button to quit the menu operation and return to the print screen.
8. Ready to print

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.

Initializing Configured Values

Display the item you want to initialize, and then press both the **Up Arrow** and **Down Arrow** buttons at the same time.

Once the change process is completed, the factory defaults will be displayed. Press the **OK** button to confirm the value.

Description of Menu Items

This section includes:

- [Tray Settings](#) on page 5-4
- [Information Pages](#) on page 5-6
- [Billing Meters](#) on page 5-7
- [Admin Menu](#) on page 5-7

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

Item	Description
Paper Type	<p>Specifies the type of paper loaded in each tray.</p> <ul style="list-style-type: none"> ■ Tray 1 (MPT) (default: Thin Card Stock) ■ Tray 2 (default: Plain) ■ Tray 3 (default: Plain) <p>For details, refer to Setting Paper Types and Sizes on page 4-7.</p>
Paper Size	<p>Specify the paper size and orientation for each tray.</p> <ul style="list-style-type: none"> ■ Tray 1 (MPT) (default: Driver Size) ■ Tray 2 (default: Auto) ■ Tray 3 (default: Auto) <p>For details, refer to Setting Paper Types on page 4-7.</p>

Settings Exclusive to Tray 1 (MPT)

Item	Description
Display Popup	<p>Specifies whether or not to display the message that prompts you to set the paper size and type every time you load paper in the Tray 1 (MPT).</p> <p>When you select On, the message that prompts you to set the paper size and type is displayed. The default is Off.</p>
MPT Mode	<p>Specifies the way to set the paper type and size settings to be loaded in Tray 1 (MPT).</p> <ul style="list-style-type: none"> ■ 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 matches the settings on the control panel. When a mismatch of paper sizes occurs, follow the instructions displayed on the control panel. ■ DriverSpecified You cannot specify the settings on the control panel. Printing is done using the settings on the print driver.

When the size or type of paper that is loaded is different from the setting, the print quality may fall or paper may jam. Specify the correct paper type and size.

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.

- The information pages are printed on A4 size paper. Load A4 size paper into the tray.
- For the procedure for printing information pages, refer to [Printing Information Pages](#) on page 5-6.

Reports	Description
Menu Map	Prints a map of the control panel menus.
Demo Page	You can print a sample of the 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.
PCL Macro List	Prints a list of PCL macros.
PS Fonts List	Prints information on PS 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 Setup on page 5-10.
Error History	Prints information of up to the latest 42 errors that occurred in this printer.
Print Meter	Prints a print meter.
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 4-42 and Print After Checking Printing Result - Proof Print on page 4-44.

Printing Information Pages

Information pages are printed from the control panel.

1. Press the **Menu** button to display the Menu screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Information Pgs** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until the desired report/list is displayed, 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.

Item	Description
Color Impressions	Displays the total number of pages printed in color.
Black Impressions	Displays the total number of pages printed in black/white.
Total Impressions	Displays the total number of pages printed.

See also:

[Checking Page Counts](#) on page 8-9

Admin Menu

This menu contains eight submenus:

- Network Setup
- Parallel Setup
- USB Setup
- System Setup
- Maintenance Mode
- PCL Setup
- PostScript Setup
- Control Panel

Network Setup

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

- The settings in the Network Setup 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 on again.

Item	Description
Ethernet	<p>Specifies the communication speed and the modes of Ethernet.</p> <ul style="list-style-type: none"> ■ Auto (default) Automatically changes between 10M Half Duplex, 10M Full Duplex, 100M Half Duplex, and 100M Full Duplex. ■ 10M Half Duplex ■ 10M Full Duplex ■ 100M Half Duplex ■ 100M Full Duplex
TCP/IP	<p>Specifies the settings to use the TCP/IP protocol.</p>
Get IP Address	<p>Specifies whether to automatically or manually retrieve the IP address.</p> <ul style="list-style-type: none"> ■ 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 operator panel.
IP Address, Subnet Mask, Gateway Address	<p>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.</p> <ul style="list-style-type: none"> ■ To set addresses manually, set the 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.

Item	Description
Protocol	<p>Set Enable when using the protocol. When Disable is selected, the protocol cannot be activated.</p> <ul style="list-style-type: none"> ■ LPR (default: Enable) ■ Port 9100 (default: Enable) ■ IPP (default: Enable) ■ SMB TCP/IP ■ SMB NetBEUI ■ FTP (default: Enable) ■ NetWare(default: Enable) ■ SNMP (default: Enable) ■ Email Alerts (default: Enable) ■ CentreWare IS (default: Enable) ■ Bonjour (mDNS) (default: Enable) ■ HTTP-SSL/TLS (default: Enable) <p>IPP, NetWare, and HTTP-SSL/TLS are displayed only when the optional multi protocol card is installed.</p>
Host Access List	Specifies blocking the reception of data from certain IP addresses.
No. n (n: 1 to 5)	<p>You can set up to five IP addresses (No. 1 to No. 5). No. 1 has priority over the others. To set multiple filters, set IP address in descending order from the address network with the narrowest range.</p> <ul style="list-style-type: none"> ■ Address Sets the IP address for No. n. You can set values between 0 and 255. ■ Mask Sets the mask for No. n. You can set values between 0 and 255. ■ Mode Specifies the mode to limits for the registered IP address from Off (default), Accept, or Reject. <p>The IP filter setting can be set on the CentreWare Internet Services. For details, refer to Checking/Managing the Printer with CentreWare IS on page 8-5.</p>
Reset Defaults	<p>Initializes network data stored in NVM. The NVM is a nonvolatile memory that stores the printer settings even after power off. Initializing the NVM will revert the value for each item of the Wired Network menu to default.</p>

Parallel Setup

Specifies the settings for the parallel interface.

Note: 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.

Item	Description
Bi-directional	<p>Specifies the Bi-directional communication mode of the parallel interface.</p> <ul style="list-style-type: none"> ■ Enable (default) The Bi-directional communication mode is enabled. ■ Disable The Bi-directional communication mode is disabled.

System Setup

System Setup menu is used to make the printer operation settings, such as for alarm and power saver mode.

Item	Description
PowerSaver Timer	<p>Specify the transitional time to Power Saver between 5 and 60 minutes in increments of 1 minute.</p> <ul style="list-style-type: none"> ■ 5 min. to 60 min. (default: 30 min.) ■ For details, refer to Power Saver Mode on page 2-8
Audio Tone	<p>Specifies whether to turn on the alarm when an error occurs in the printer. You cannot adjust the sound volume.</p> <ul style="list-style-type: none"> ■ Control Panel (default: Off) ■ Invalid Key (default: Off) ■ Machine Ready (default: Off) ■ Job Complete (default: Off) ■ Fault Tone (default: Off) ■ Alert Tone (default: Off) ■ Out of Paper (default: Off) ■ Low Toner Alert (default: Off) ■ Base Tone (default: Off)
Time-Out	<p>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.</p> <ul style="list-style-type: none"> ■ 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.

Item	Description
Auto Log History	<p>Specifies whether to automatically print information about the printed data that has been processed in the printer (Job History Report).</p> <ul style="list-style-type: none"> ■ 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 Pgs 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	<p>Select this to print the user ID on a specified position.</p> <ul style="list-style-type: none"> ■ 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	<p>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.</p> <ul style="list-style-type: none"> ■ Off (default) Does not print the received data. ■ On Prints the received data as text data.
Banner Sheet	<p>Specifies the settings for the banner sheet.</p> <ul style="list-style-type: none"> ■ 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.
Language	<p>Specifies the language that is displayed on the control panel and Information pages.</p>
RAM Disk	<p>Allocates memory to the RAM Disk file system for the secure print, collating jobs, and Sample print features.</p> <ul style="list-style-type: none"> ■ 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. <p>This item is displayed when at least 256 MB of memory are added.</p>

Item	Description
Tray Switching	<p data-bbox="516 262 1367 346">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. This item is displayed when the optional sheet feeder is installed.</p> <ul data-bbox="516 357 1367 672" style="list-style-type: none"><li data-bbox="516 357 1367 409">■ Off (default) Select this to display a message prompting you to load paper.<li data-bbox="516 420 1367 504">■ Larger Size Select this to replace the paper with a larger size paper before printing in 100% magnification ratio.<li data-bbox="516 514 1367 598">■ Nearest Size Select this to replace the paper with the nearest size paper before printing in 100% magnification ratio.<li data-bbox="516 609 1367 672">■ Tray 1 (MPT) Feed Select this to print on paper loaded in Tray 1 (MPT). <p data-bbox="516 682 1367 735">If a computer issues the instruction about paper selection, it overwrites this setting.</p>
mm/inch	<p data-bbox="516 766 1242 791">Set the units for the custom paper size to millimeters (mm) or inches.</p> <ul data-bbox="516 798 1242 924" style="list-style-type: none"><li data-bbox="516 798 1242 850">■ millimeter (mm) (default) The paper size is displayed in millimeters<li data-bbox="516 861 1242 924">■ inch (") The paper size is displayed in inches.

Maintenance Mode

Use this menu to initialize the NVM, or to adjust the configurations for each type of paper.

Item	Description
Auto Adjust Regi	Adjust 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 6-6. <ul style="list-style-type: none"> ■ Auto Adjust Correct the color registration. ■ Color Regi Chart Prints the correction chart. ■ Enter Number Enter the number to correct the registration.
Init PrintMeter	Initializes the print meter.
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. <ul style="list-style-type: none"> ■ You cannot execute this menu 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.
Reset Fuser Life	Resets the count for fuser life to 0.

PCL

Specifies the settings for the PCL.

Item	Description
Paper Tray	Specifies the paper tray to be used for printing. <ul style="list-style-type: none"> ■ Auto (default) The tray is selected automatically when print data is sent. ■ Tray 1 (MPT) ■ Tray 2 ■ Tray 3

Item	Description
Output Size	<p>Specifies the paper size to be printed.</p> <ul style="list-style-type: none"> ■ A4 ■ B5 ■ A5 ■ 8.5x11 ■ 8.5x13 ■ 8.5x14 ■ 7.25x10.5 ■ Monarch Env ■ DL Envelope ■ C5 Envelope ■ Com 10 Env ■ Custom
Orientation	<p>The paper printing direction can be selected from Portrait and Landscape. The default is Portrait.</p>
2 Sided	<p>Specifies the 2-sided printing settings.</p> <ul style="list-style-type: none"> ■ 2-Sided Print Specifies whether to perform 2-sided printing. The default is Off. ■ Binding Edge Specifies the binding direction from Flip Long Edge or Flip Short Edge. The default is Flip Long Edge.
Font	<p>Specifies the font used. The default is Courier.</p>
Symbol Set	<p>Specifies the font for symbols. The default is ROMAN-8.</p>
Font Size	<p>Specifies the font size. The default is 12.00. You can specify a value between 4.00 and 50.00 in increments of 0.25.</p>
Font Pitch	<p>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.</p>
Form Line	<p>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.</p>
Quantity	<p>Specifies the copies to be printed between 1 to 999. The default is 1.</p>
Image Enhance	<p>Selects whether to perform image enhancement.</p> <p>Image enhancement is a feature that makes the boundary line between black and white smoother to decrease jags and enhance the visual appearance. The default is On.</p>
Hex Dump	<p>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.</p>
Draft Mode	<p>Specifies whether to print in draft mode. The default is Disable.</p>

Item	Description
Line Termination	<p>Sets the line termination.</p> <ul style="list-style-type: none"> ■ Off (default) The line termination command is not added. CR=CR, LF=LF, FF=FF ■ Add-LF The LF command is added. CR=CR-LF, LF=LF, FF=FF ■ Add-CR The CR command is added. CR=CR, LF=CR-LF, FF=CR-LF ■ CR-XX The CR and LF commands are added. CR=CR-LF, LF=CR-LF, FF=CR-LF
Output Color	<p>Specifies the color mode to Color or Black. This settings is used when the color printing mode setting is not specified for the print job that is sent to the printer.</p> <ul style="list-style-type: none"> ■ Black (default) Prints in black and white mode. ■ Color Prints is the color mode.

Control Panel

Specifies whether to limit menu operations with a password to avoid changing the printer settings by accident.

Item	Description
Panel Lock	<p>Specifies whether to limit the menu operations with a password. Selecting On requires the operator to enter the password. If On is set, then you must enter the password to use the Admin Menu. The default is Off.</p>

Menu List

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

1. On the control panel, press the **Menu** button, select **Information Pgs**, 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	
Display/close the Menu screen	Menu 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 () of the setting value the right or left	Forward Arrow button (moves to the right) or Back Arrow button (moves to the left)
Confirm setting	OK button
Reset settings to default value	Press Up Arrow and Down Arrow button at the same time.

See also:

[Description of Menu Items](#) on page 5-4

Print Quality

6

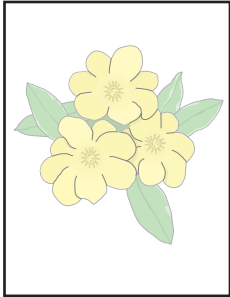
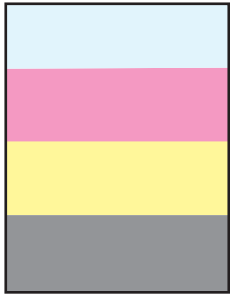
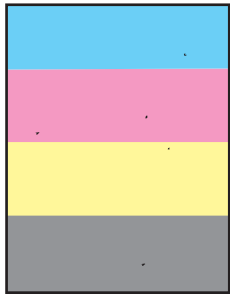
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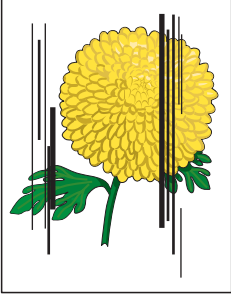
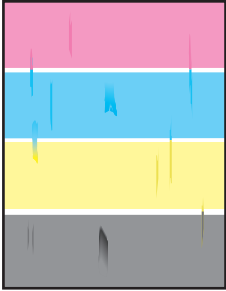
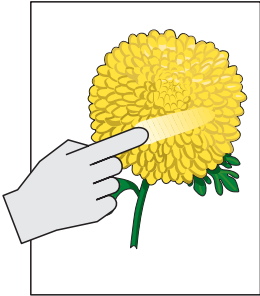
- [Print-Quality Problems](#) on page 6-2
- [Color Registration](#) on page 6-6

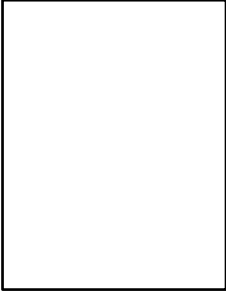
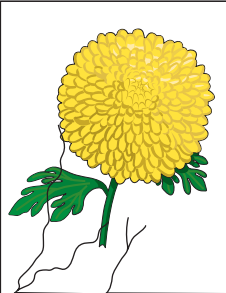
Print-Quality Problems

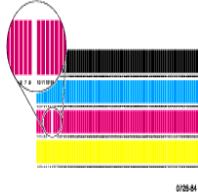
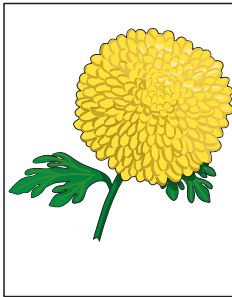
When the print quality is poor, select the closest symptom from the following table to correct the problem.

If the print quality does not improve after carrying out the appropriate action, contact Xerox Customer Support or your reseller.

Symptom	Reason/Action
<p>Faded printouts</p> 	<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) meet specifications, 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 4-5. ■ The paper is damp. Replace the paper. See About Paper on page 4-5. ■ The transfer unit is old or damaged. Replace the transfer unit. ■ The high-voltage supply is defective. See the Xerox Support website, www.xerox.com/office/6180support, for assistance.
	<p>Only one color faded:</p> <ul style="list-style-type: none"> ■ Check the condition of the print cartridge, and replace as necessary.
<p>Stray black dots or white areas (drop outs)</p> 	<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 4-5.</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) meet specifications, and replace if necessary.

Symptom	Reason/Action
<p>Vertical black or color streaks</p> 	<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) meet specifications, and replace if necessary. <hr/> <p>Streak in only one color:</p> <ul style="list-style-type: none"> ■ Check the condition of the print cartridge, and replace as necessary. Verify that the print cartridge meets specifications, and replace if necessary.
<p>Recurring smudges</p> 	<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 4-5.</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>
<p>Toner smears when rubbed</p> 	<p>The paper is damp. Replace the paper. See About Paper on page 4-5.</p> <hr/> <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 4-5.</p> <hr/> <p>The print cartridges are not Xerox print cartridges. Verify that the print cartridges (C/M/Y/K) meet specifications, and replace if necessary.</p> <hr/> <p>The fuser is old or damaged. Replace the fuser.</p>

Symptom	Reason/Action
Blank pages	Two or more sheets may be feeding at once. Remove the paper stack from the tray, fan it, and reinsert it.
	The print cartridges are not Xerox print cartridges. Verify that the print cartridges (C/M/Y/K) meet specifications, and replace if necessary.
	The transfer unit is old or damaged. Replace the transfer unit.
	The high-voltage supply is defective. See the Xerox Support website, www.xerox.com/office/6180support , for assistance.
Hair-like marks appear in or around black half-tone printing Shadows appear around areas of dense black printing	The paper was left unwrapped for a long time (especially in a dry environment). Replace the paper. See About Paper on page 4-5.
	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 4-5.
	The transfer unit is old or damaged. Replace the transfer unit.
Color around the edge of printing is incorrect	The color registration is incorrect. Adjust the color registration. See Color Registration on page 6-6.
Colored dots are printed at regular intervals (about 28 mm)	The print cartridge is dirty. Clean the print cartridge.
Partial blanks, creased paper, or blotted printing	The paper is damp. Replace the paper.
	The paper is outside the recommended specification range. Replace the paper with a recommended size and type. See About Paper on page 4-5.
	The transfer unit, or fuser, is not installed correctly. Reinstall the transfer unit and/or fuser.
	The print cartridges are not Xerox print cartridges. Verify that the print cartridges (C/M/Y/K) meet specifications, and replace if necessary.
	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, see the Xerox Support website, www.xerox.com/office/6180support , for assistance.

Symptom	Reason/Action
<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. <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) meet specifications, 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 2-3 on page 4-12.</p>
<p>Horizontal bands, approximately 22 mm wide, appear vertically every 73 mm</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>
<p>Colors are blurry or there is white area around objects</p>	<p>Color to color alignment is not correct Use the automatic color registration. See Color Registration on page 6-6.</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 **Menu** button to display the **Menu** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance Mode** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust ColorRegi** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Auto Adjust** is displayed, and then press the **Forward Arrow** or **OK** button.
6. Press the **OK** button when **Are you sure?** is displayed.

The adjustment is complete when **Ready** is displayed on the control panel.

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 **Menu** button to display the **Menu** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance Mode** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust ColorRegi** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Color Regi Chart** is displayed, then press the **OK** button. The Color Registration Correction Chart is printed. When printing is finished, the print screen is displayed again.

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 **Menu** button to display the **Menu** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance Mode** is displayed, then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Adjust ColorRegi** is displayed, then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button until **Enter Number** is displayed, then press the **Forward Arrow** or **OK** button.
6. Press the **Up Arrow** or **Down Arrow** button until you reach the value displayed on the chart.
7. Press the **Forward Arrow** button once and move the cursor to the next value.
8. Repeat steps 6 and 7 to continue adjusting the color registration.
9. Press the **OK** button twice. The Color Registration Correction Chart is printed with the new values. When printing is finished, the print screen is displayed again.
10. 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 **Menu** button to display the **Menu** screen.
2. Press the **Up Arrow** or **Down Arrow** button until **Admin Menu** is displayed, and then press the **Forward Arrow** or **OK** button.
3. Press the **Up Arrow** or **Down Arrow** button until **Maintenance Mode** is displayed, and then press the **Forward Arrow** or **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button until **Auto Regi Adj** is displayed, and then press the **Forward Arrow** or **OK** button.
5. Press the **Up Arrow** or **Down Arrow** button to turn automatic color registration **On** or **Off**.

Troubleshooting

7

This chapter includes:

- [Paper Jams](#) on page 7-2
- [Problems With the Printer](#) on page 7-17
- [Control Panel Error Messages](#) on page 7-21
- [Getting Help](#) on page 7-26

See also:

Troubleshooting video tutorials at www.xerox.com/office/6180support
[Print-Quality Problems](#) on page 6-2

Paper Jams

This section includes:

- [Preventing and Clearing Paper Jams](#) on page 7-2
- [Paper Jams in Tray 1 \(MPT\)](#) on page 7-3
- [Paper Jams in the Paper Tray](#) on page 7-6
- [Paper Jams at the Fuser](#) on page 7-9
- [When Long Paper Jams](#) on page 7-10
- [Paper Jams at the Duplex Unit](#) on page 7-11
- [Paper Jams in the Optional Sheet Feeder](#) on page 7-13

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 4-1. It includes information about supported paper and media, guides for usage, and instructions for properly loading paper in the trays.

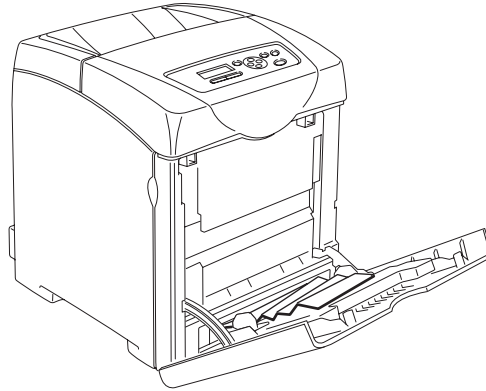
Caution: When removing jammed paper, make sure that no pieces of torn paper are left in the printer. A piece of paper remaining in the printer can cause a fire. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Turn off the printer immediately, and refer to the Xerox Support website, www.xerox.com/office/6180support.

Warning: The fuser and the surrounding area are hot and can cause burns.

Paper Jams in Tray 1 (MPT)

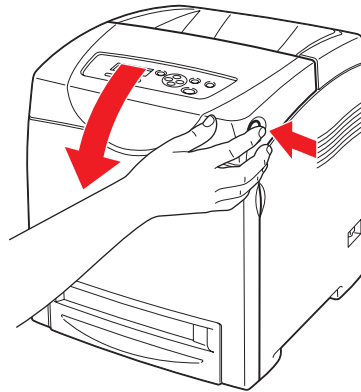
Follow this procedure to remove paper jammed in Tray 1 (MPT).

1. Pull the jammed paper out of Tray 1 (MPT), and remove any remaining paper from the tray.



6180-021

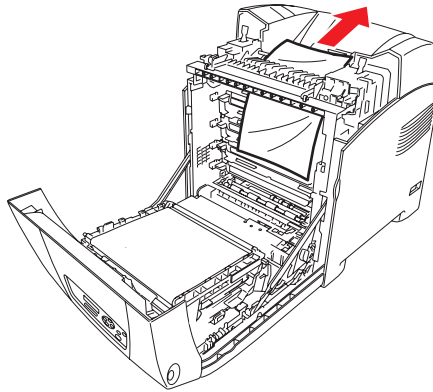
2. Close Tray 1 (MPT).
3. Push up the button and open the front cover.



6180-022

Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.

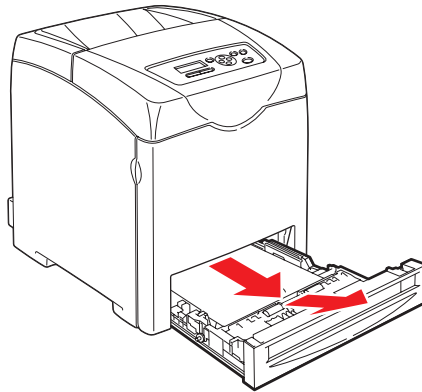
4. Carefully remove any jammed paper in the printer. Confirm that there are no scraps of paper left inside.



6180-023

Caution: Prolonged exposure to light may damage the print cartridge.

5. Close the front cover.
6. Remove the tray from the printer.



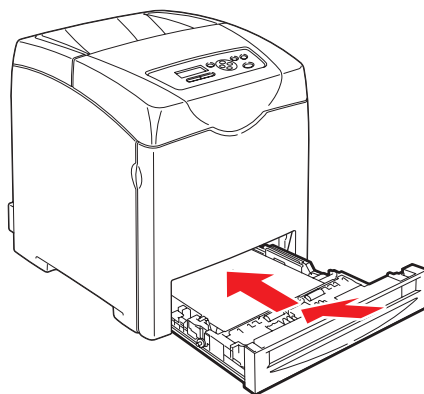
6180-024

7. Carefully pull out any jammed paper remaining inside the printer.



6180-025

8. Insert the tray into the printer and push until it stops.



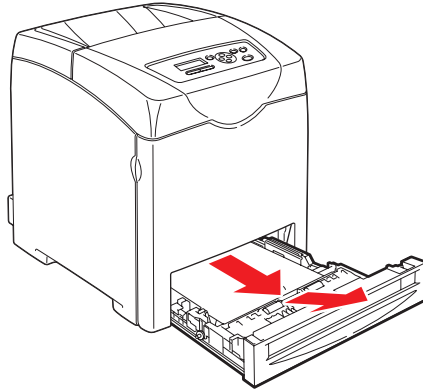
6180-017

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

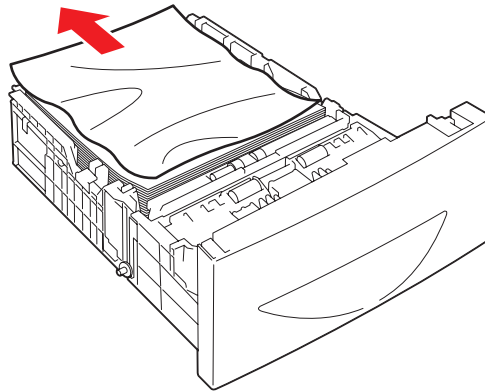
Follow the procedure below to remove paper jammed in the paper tray.

1. Gently remove the tray from the printer.



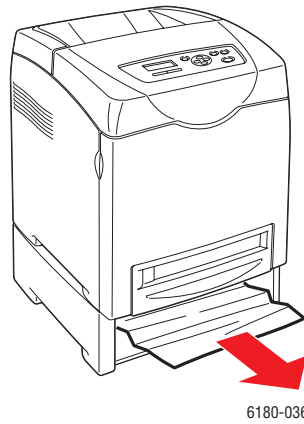
6180-024

2. Remove all the jammed and/or creased paper from the tray.

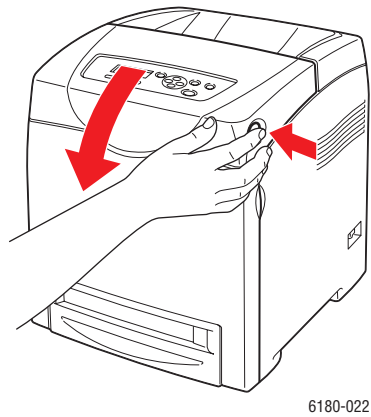


6180-035

3. If there is jammed paper remaining inside the printer, pull it out carefully to avoid tearing it.



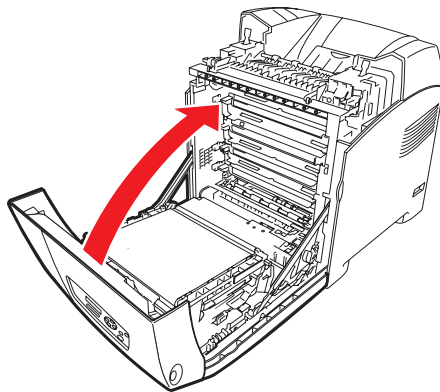
4. Press the button and open the front cover. Remove any scraps of paper remaining inside the printer.



Caution: Prolonged exposure to light may damage the print cartridge.

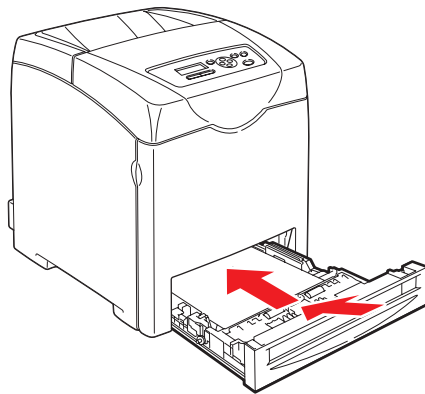
Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.

5. Close the front cover.



6180-027

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

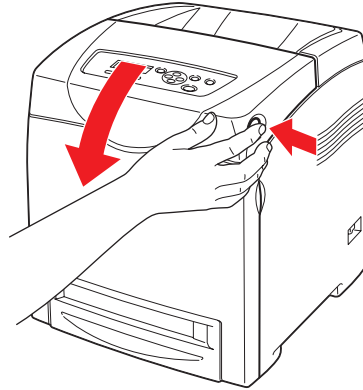


6180-017

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 Fuser

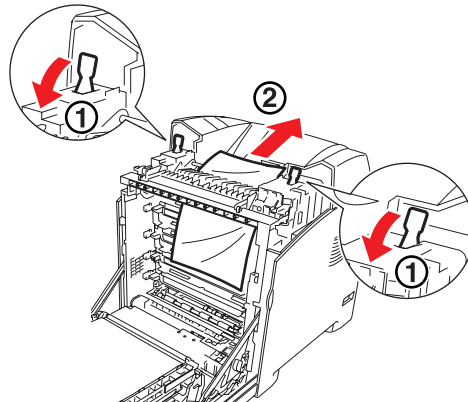
1. Press the button and open the front cover.



6180-022

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.

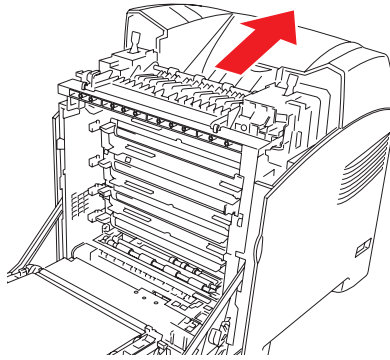
Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.



6180-028

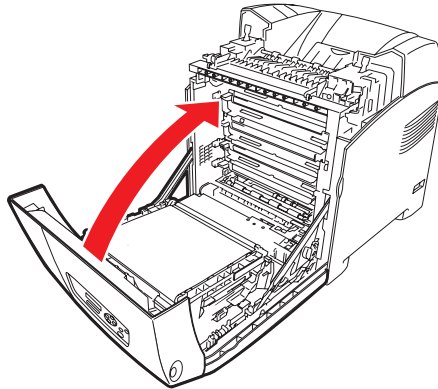
Caution: Prolonged exposure to light may damage the print cartridge.

3. Open the cover of the fuser and remove the jammed paper.



6180-029

4. Close the front cover.



6180-027

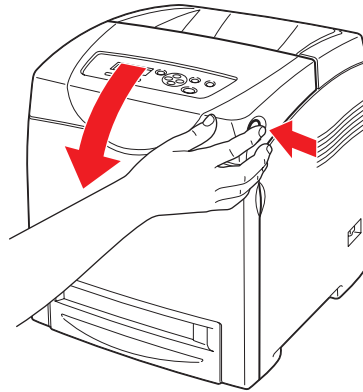
When Long Paper Jams

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. Refer to the Xerox Support website, www.xerox.com/office/6180support, for assistance.

Paper Jams at the Duplex Unit

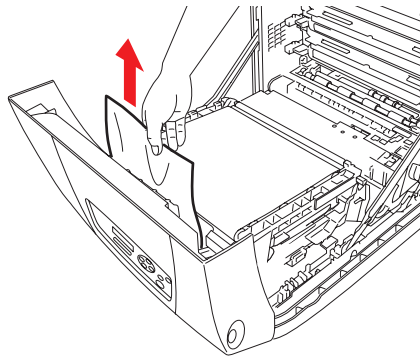
1. Push the button and open the front cover.



6180-022

Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.

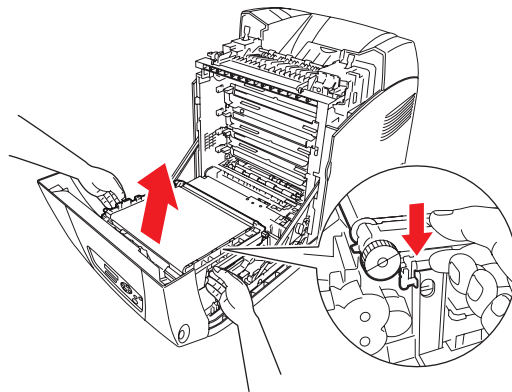
2. Carefully pull out the jammed paper from the duplex unit. If jammed paper cannot be found, go to the next step.



6180-031

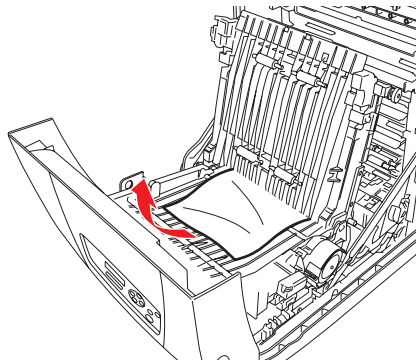
Caution: Prolonged exposure to light may damage the print cartridge.

3. Hold the knobs of the transfer unit as shown in the following illustration and open the unit fully.



6180-032

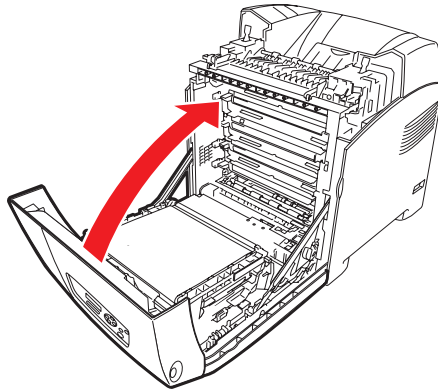
4. Remove the jammed paper. Confirm that there are no scraps of paper left inside the transfer belt unit.



6180-033

5. Close the transfer belt unit.

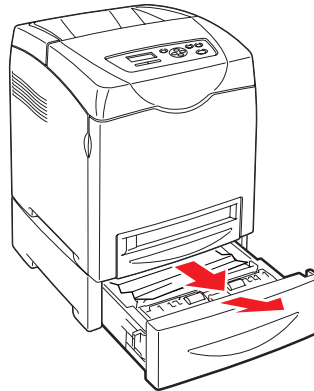
6. Close the front cover.



6180-027

Paper Jams in the Optional Sheet Feeder

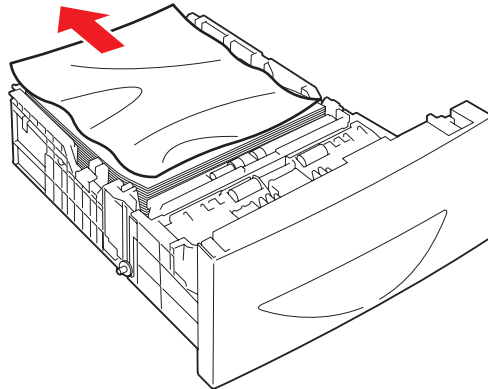
1. Open the trays until you find the jammed paper.



6180-034

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.



6180-035

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.



6180-036

4. Push the button and open the front cover. Confirm that there are no scraps of paper remaining inside the printer.

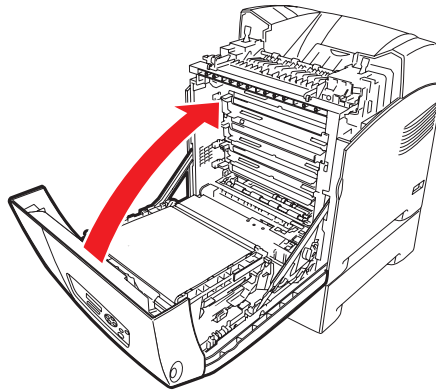


6180-037

Caution: Prolonged exposure to light may damage the print cartridge.

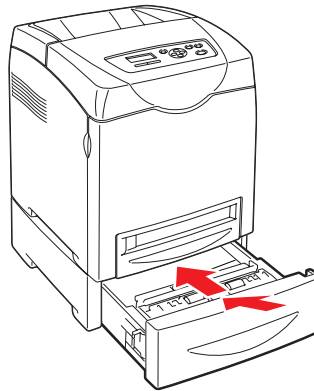
Warning: Some components inside the printer, such as the fuser and surrounding area, are hot and can cause burns.

5. Close the front cover.



6180-038

6. Insert the trays into the printer. Push the trays in until they stop.



6180-039

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

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 [Getting Help](#) on page 26.

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 7-21.

Symptom	Reason/Action
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 3-1.
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/6180support .
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 Cancel 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 2–3 on page 4-12.
	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 4-7.
	Check that the margin setting is correct on the print driver. (PCL only) See the Online Help for the print driver.
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/6180support .

Symptom	Reason/Action
<p>Paper cannot be fed. Paper jams. Multiple paper are fed. Paper is fed at an angle. Paper is wrinkled.</p>	<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 2–3 on page 4-12.</p>
	<p>Is the paper damp? Replace with paper from a new ream. See Loading Paper in Trays 2–3 on page 4-12.</p>
	<p>The paper used is not suitable. Load the correct type of paper. See About Paper on page 4-5.</p>
	<p>Is the paper tray set correctly? Push the paper tray completely into the printer.</p>
	<p>Is the printer placed on a flat location? Place the printer on a stable flat surface.</p>
	<p>Are the paper tray guides set in the correct positions? Set the guides to the correct positions. See Loading Paper in Trays 2–3 on page 4-12.</p>
	<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>
<p>Unusual noises</p>	<p>The printer is not level. Reposition the printer on a flat, stable surface.</p>
	<p>The paper tray is not inserted properly. Push the paper tray completely into the printer.</p>
	<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/6180support, for assistance.</p>

Enabling Options

If your options are not working, do the following to enable the options:

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.

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/Managing the Printer with CentreWare IS on page 8-5.
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.
Install XXX Print Cartridge	The XXX print cartridge is not installed. Install the XXX print cartridge. See Checking/Managing the Printer with CentreWare IS on page 8-5.
Install Transfer Unit	The transfer unit is not installed. Install the transfer unit.
Ready to Print XXX Cartridge Replace Soon	The XXX print cartridge is nearly empty. Purchase a new print cartridge. See Checking/Managing the Printer with CentreWare IS on page 8-5.
Ready to Print Replace(010-421)	It is nearly time to replace the fuser. Purchase a new fuser.

Message	Condition/Reason/Action
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.
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.
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 7-2.
Door A Open Close Door A	The front cover is open. Close the front cover.
Invalid Feature Press Set	The user is not registered to print in color when using an authentication function. Contact your administrator.
Invalid Job Press Set	When the configuration of the printer on the print driver does not conform to the printer you are using, this message appears. Press the Cancel 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.

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.
Login Error Press Set	The user is not registered to print on the printer when using an authentication function. Contact the administrator.
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 7-2.
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 7-2.
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 7-2.
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 7-2.
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 7-2.
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 Cancel button to cancel the print job. Press the Left 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.
PDL Error Press Set	Error relating to PCL emulation problems has occurred. Press the OK button to clear the message, cancel the current print job, and conduct the next print job, if any. Press the Cancel button to cancel the print job.

Message	Condition/Reason/Action
Paper JAM	Paper is jammed inside the printer. Press the button to open the front cover and remove the jammed paper. See Paper Jams on page 7-2.
RAM Disk Full Press Set	RAM disk 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 Cancel button to cancel the print job. Press the Left Arrow button to open the Walk-Up Features menu and delete the current job. To avoid this error in the future, do the following: 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 Print 142-700 Over Heat Turned Halfmode	The printer's internal temperature is too high. Processing on the printer has been slowed down. When the internal temperature falls, the processing speed will automatically increase.
Ready to Print Non-Genuine Toner	The printer is in the custom toner mode. Though some of the print cartridges reach the end of their lives, you can continue printing.
Reboot Printer NNN-NNN	Error NNN-NNN relates to printer problems. Turn the printer off and then on. If the error continues, refer to the Xerox Support website, www.xerox.com/office/6180support .
Reboot Printer 116-NNN	Error NNN-NNN relates to printer problems. Turn the printer off and then on.
Reboot Printer NNN-NNN	The Multi-Protocol Network Card (optional) is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the Multi-Protocol Network Card.
Reboot Printer 072-215	The 550-Sheet Feeder (optional) is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the sheet feeder.
Reboot Printer 077-215	The Duplex Unit (optional) is not installed correctly or is not working correctly due to damage or malfunction. Reinstall the Duplex Unit.
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.

Message	Condition/Reason/Action
Set xxxx XXXXXXXX Set xxxx YYYYYYYY	<p>The tray specified by xxxx is out of paper, or the specified paper could not be detected in the tray.</p> <p>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 2–3 on page 4-12.</p>
SysError NNN-NNN Press Set	<p>A system error has occurred.</p> <p>Press the OK button to clear the message.</p>
Tray Detached Push in xxxx	<p>Tray xxxx is pulled out.</p> <p>Set Tray xxxx into the correct position. xxx indicates the number of the tray.</p>
Wrong Paper Size Reload xxxx Set xxxx XXXX	<p>The correct paper is not set in Tray xxxx.</p> <p>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 2–3 on page 4-12.</p>

NNN indicates a numeric value.

Getting Help

This section includes:

- [Control Panel Messages](#) on page 7-26
- [PrintingScout Alerts](#) on page 7-26
- [Online Support Assistant](#) on page 7-26
- [Web Links](#) on page 7-27

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.

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.

PrintingScout is unavailable for Windows Vista.

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/6180support.

Web Links

Xerox provides several websites that offer additional help on your Phaser 6180 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/6180support
Supplies for your printer:	www.xerox.com/office/6180supplies
A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs:	www.colorconnection.xerox.com
Local sales and support center:	www.xerox.com/office/contacts
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

8

This chapter includes:

- [Cleaning the Printer](#) on page 8-2
- [Ordering Supplies](#) on page 8-3
- [Managing the Printer](#) on page 8-5
- [Checking Page Counts](#) on page 8-9
- [Moving the Printer](#) on page 8-10

See also:

Maintenance video tutorials at www.xerox.com/office/6180support

Replacing supplies video tutorials at www.xerox.com/office/6180support

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 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. Refer to the Xerox Support website, www.xerox.com/office/6180support.

- Remove any remaining pieces of paper.
- Remove any dust or stains with a dry clean cloth.

Ordering Supplies

This section includes:

- [Consumables](#) on page 8-3
- [Routine Maintenance Items](#) on page 8-3
- [When to Order Supplies](#) on page 8-3
- [Recycling Supplies](#) on page 8-4

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

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/6180supplies.

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/Managing the Printer with CentreWare IS](#) on page 8-5
- [Checking Printer Status with PrintingScout](#) on page 8-5
- [Checking Printer Status Through E-mail](#) on page 8-6

Checking/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](#) on page 8-5.

The following browsers can be used with CentreWare IS:

- Netscape 7 or later
- Internet Explorer version 5 or later

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 (<http://xxx.xxx.xxx.xxx>).
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

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 task bar or right-click the icon and select **Select Printer**.

If the PrintingScout icon is not displayed on the task bar, open PrintingScout from the Start menu:

1. From the **Start** menu, select **Programs**, then **Xerox Office Printing**, then **PrintingScout**, and then **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, and 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 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 on the application. In this case, the blank page is counted as one page.

Use the following procedure to check a meter:

1. Press the **Menu** 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.
4. After checking, press the **Menu** button.

Moving the Printer

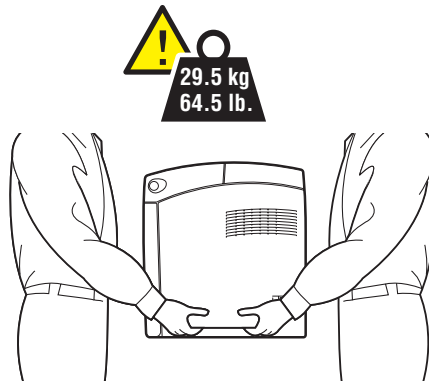
Carry out the following procedure when moving the printer.

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 29.5 kg (64.5 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.

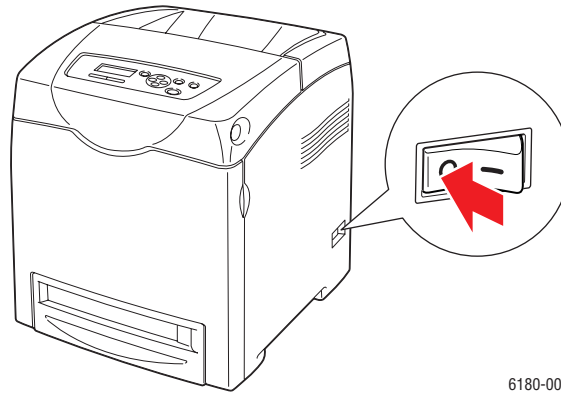


6180-040

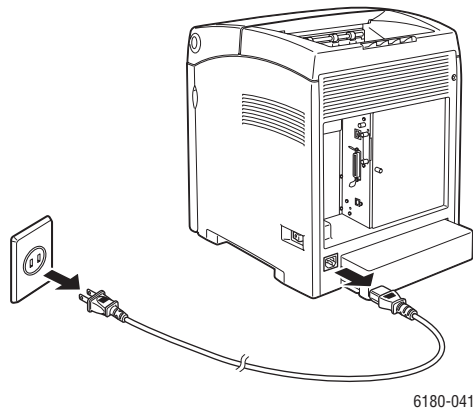
Warning: If the 550-Sheet Feeder (optional) has been installed, uninstall it before moving the printer. If these are not fixed securely to the printer, they may fall to the ground and cause injuries. For details on how to uninstall the options, refer to the instructions sheet that is bundled with each option.

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.

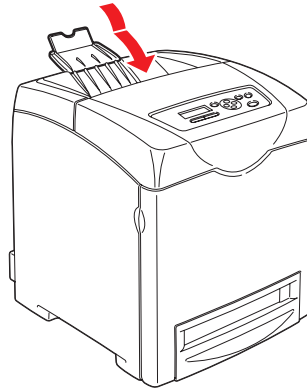


2. Disconnect the power cord, interface cable, and any other cables.



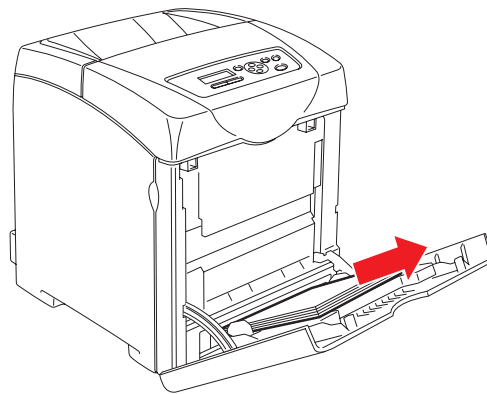
Warning: To prevent electric shock, never touch the power plug with wet hands. When removing the power cord, make sure that you pull the plug and not the cord. Pulling the cord can damage it, which can lead to fire or electrical shock.

3. Remove any paper in the output tray and return the paper stopper to its original position.



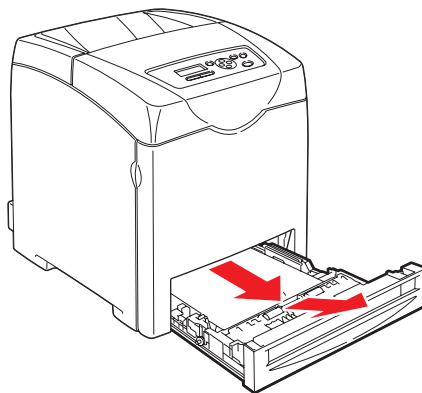
6180-042

4. Remove any paper in the Tray 1 (MPT), and then close the front cover. Keep the paper wrapped and away from humidity and dirt.



6180-043

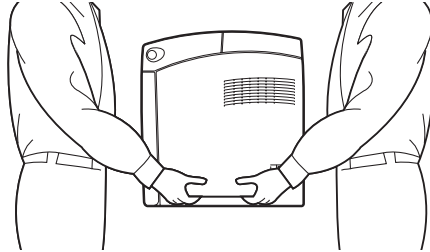
5. Pull out the paper tray from the printer and remove any paper in the tray, and then reinstall the tray. Keep the paper wrapped and away from humidity and dirt.



6180-024

6. 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.



6180-044

7. After transporting the printer, adjust the color registration before using it.

See also:

[Color Registration](#) on page 6-6

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