

XEROX.

Phaser® 6180MFP



multifunction printer

Quick Use Guide



Printer Tour

Printing

Copying

Scanning

Faxing

Troubleshooting



More Information

www.xerox.com/office/6180MFPsupport

- Printer drivers and utilities
- Quick Start Tutorials
- User manuals and instructions
- Online Support Assistant
- Safety specifications (in *User Guide*)

www.xerox.com/msds (U.S./Canada)

www.xerox.com/environment_europe

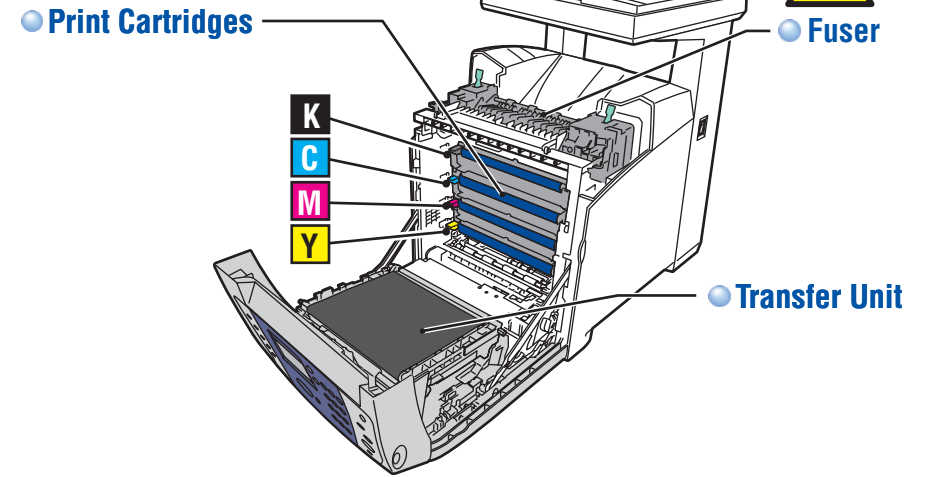
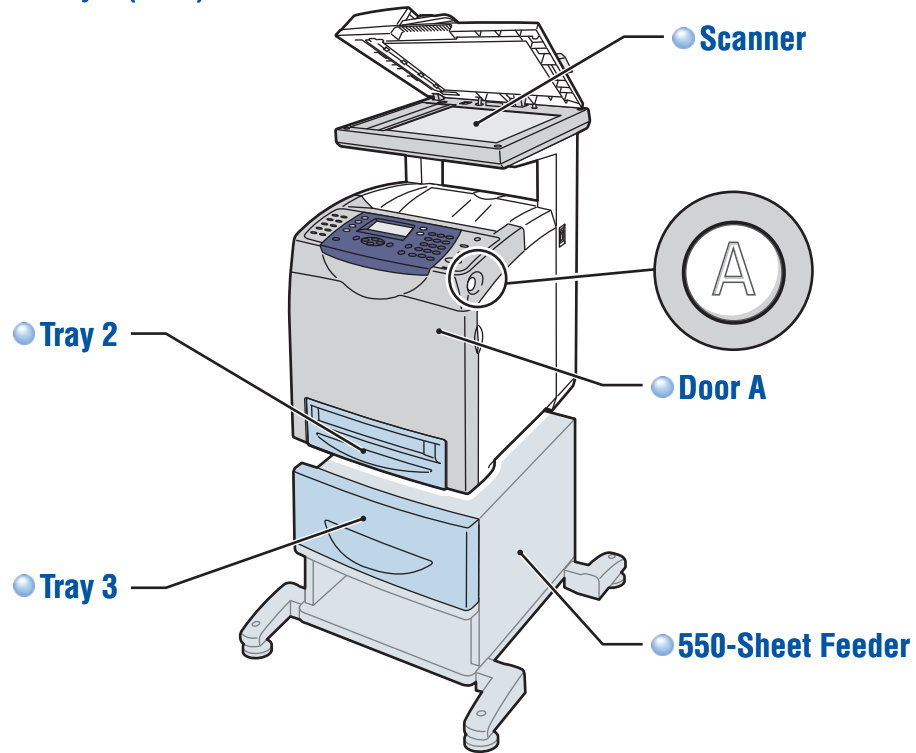
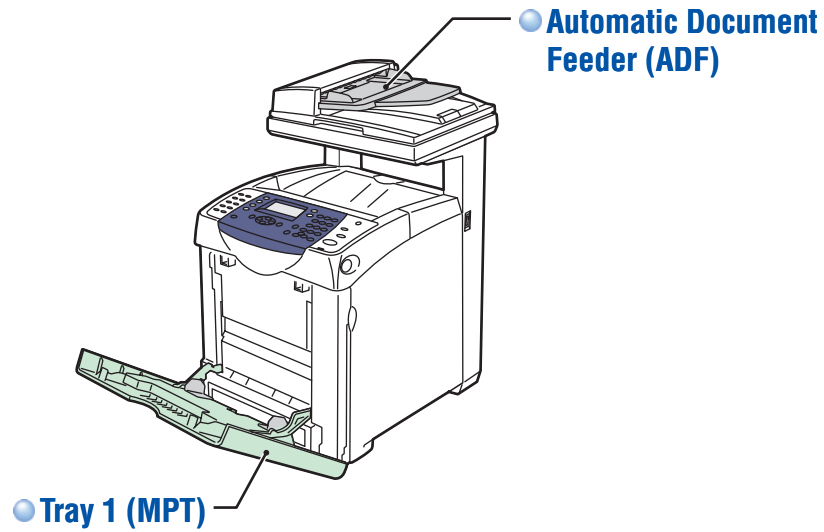
Material Safety Data Sheets

www.xerox.com/office/businessresourcecenter

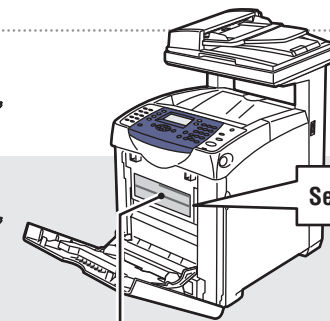
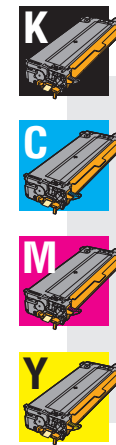
Templates, tips, and tutorials



Printer Tour



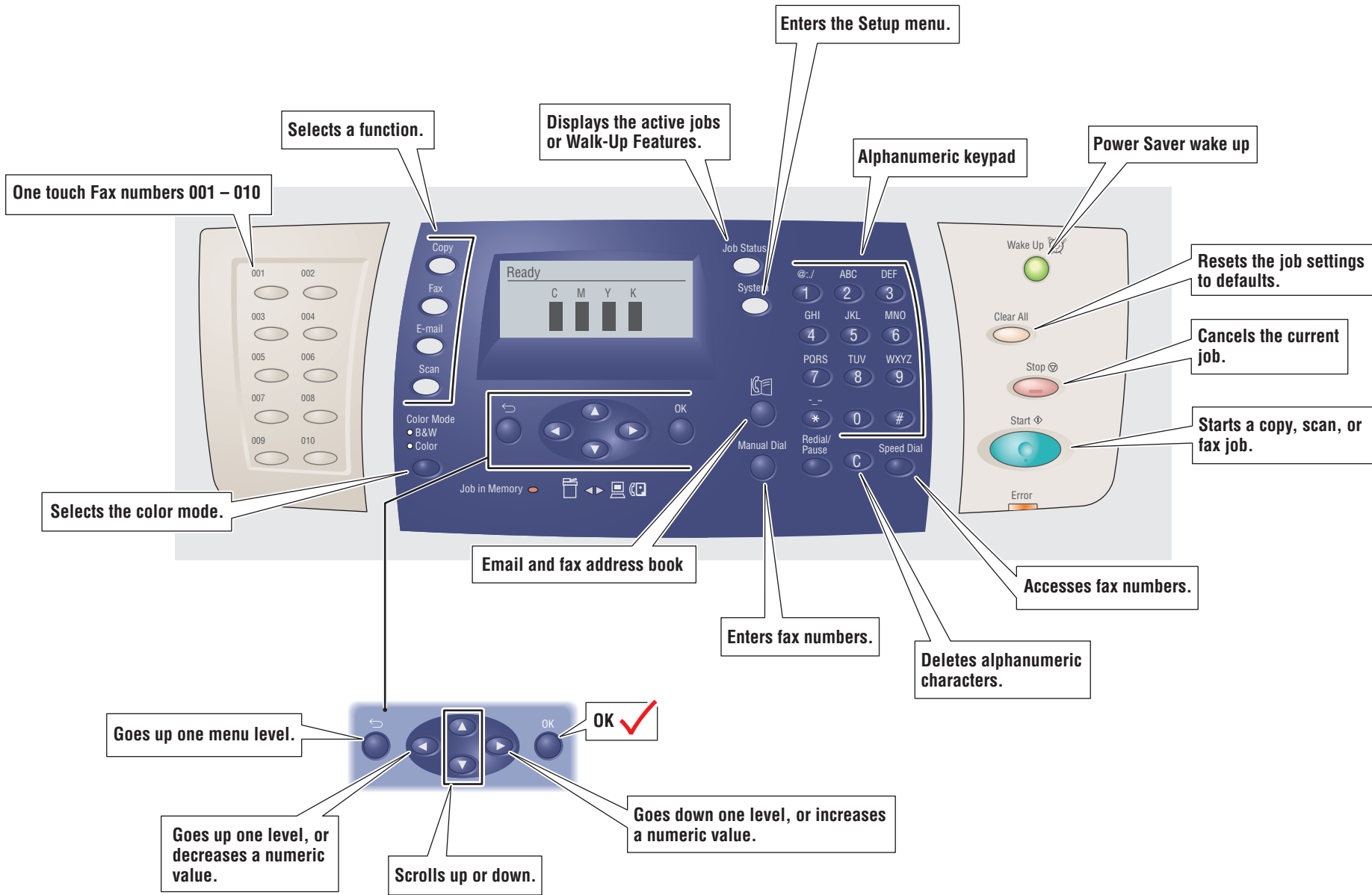
Print Cartridges



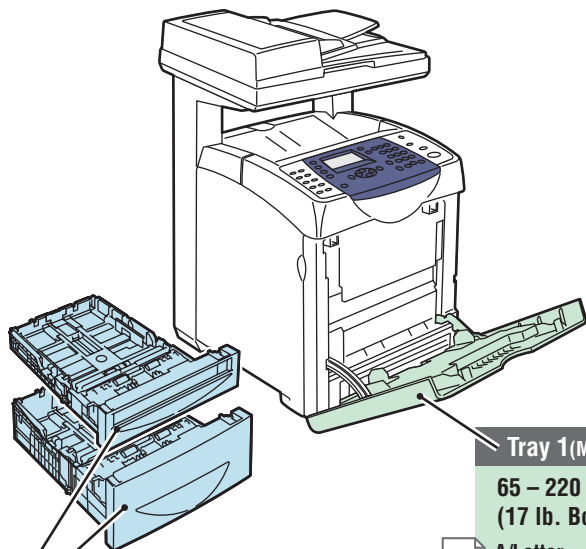
Consumables Reorder		Standard Capacity	High Capacity
www.xerox.com/office/6180MFPsupplies			
Genuine XEROX®		Cyan	01 82400004
		Magenta	01 82400004
		Yellow	01 82400004
		Black	01 82400004
Tray 1 MPT Tray 2 2-Sided			
Plain Paper	80-110 gsm / 17-22 lb. bond	•	•
Thin Card Stock	100-110 gsm / 20-24 lb. bond, 40-48 lb. cover	•	•
Thick Card Stock	100-220 gsm / 40-80 lb. cover, 80-100 lb. cover	•	•
Transparency	None (Printer Transparency)	•	•
Glossy Coated Paper	100-110 gsm / 20-24 lb. bond, 40-48 lb. cover	•	•
Thick Glossy Coated Paper	100-220 gsm / 40-80 lb. bond, 80-100 lb. cover	•	•
Labels		•	•
Paper Envelopes		•	•

www.xerox.com/office/6180MFPsupplies

For ordering supplies, contact your local reseller, or visit the **Xerox Supplies** website.



Supported Papers



Tray 2, 3

65 – 220 g/m²
(17 lb. Bond – 80 lb. Cover)

- A/Letter..... 8.5 x 11.0 in.
- Legal..... 8.5 x 14.0 in.
- Executive..... 7.25 x 10.5 in.
- Folio..... 8.5 x 13.0 in.

- A4..... 210 x 297 mm
- A5..... 148 x 210 mm
- B5..... 176 x 250 mm

- A/Letter..... 8.5 x 11.0 in.
- A4..... 210 x 297 mm

Custom.....(SE) x (LE)
SE: 148 – 216 mm (5.8 – 8.5 in.)
LE: 210 – 355.6 mm (8.2 – 14.0 in.)

Tray 1 (MPT)

65 – 220 g/m²
(17 lb. Bond – 80 lb. Cover)

- A/Letter..... 8.5 x 11.0 in.
- Legal..... 8.5 x 14.0 in.
- Executive..... 7.25 x 10.5 in.
- Folio..... 8.25 x 13.0 in.

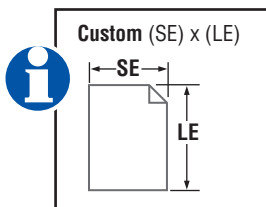
- #10 Commercial..... 4.1 x 9.5 in.
- Monarch..... 3.8 x 7.5 in.

- A4..... 210 x 297 mm
- A5..... 148 x 210 mm
- B5..... 176 x 250 mm

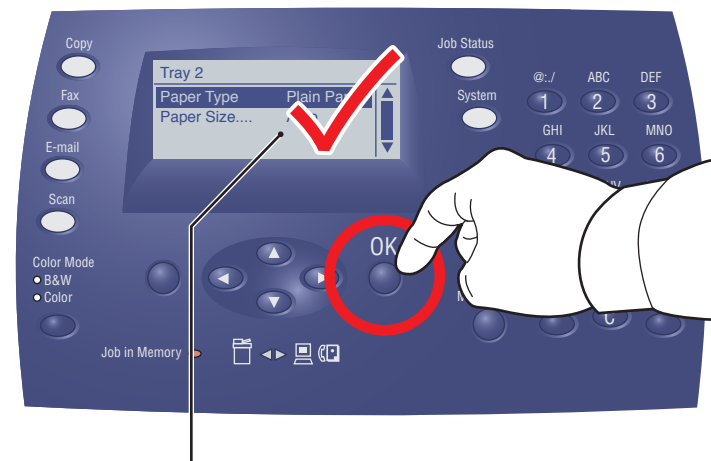
- DL..... 110 x 220 mm
- C5..... 162 x 229 mm

- A/Letter..... 8.5 x 11.0 in.
- A4..... 210 x 297 mm

Custom.....(SE) x (LE)
SE: 76.2 – 220 mm (3.0 – 8.7 in.)
LE: 127 – 355.6 mm (5.0 – 14.0 in.)

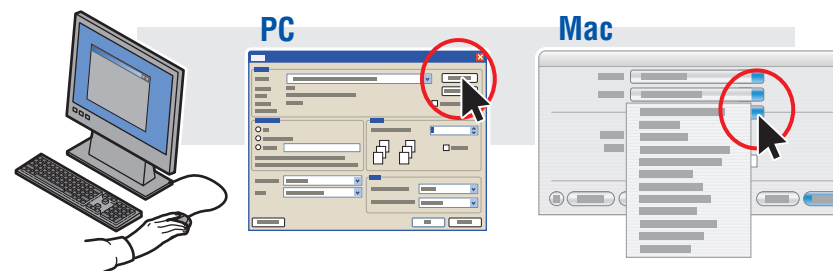


● When loading paper: Select appropriate settings on the control panel.

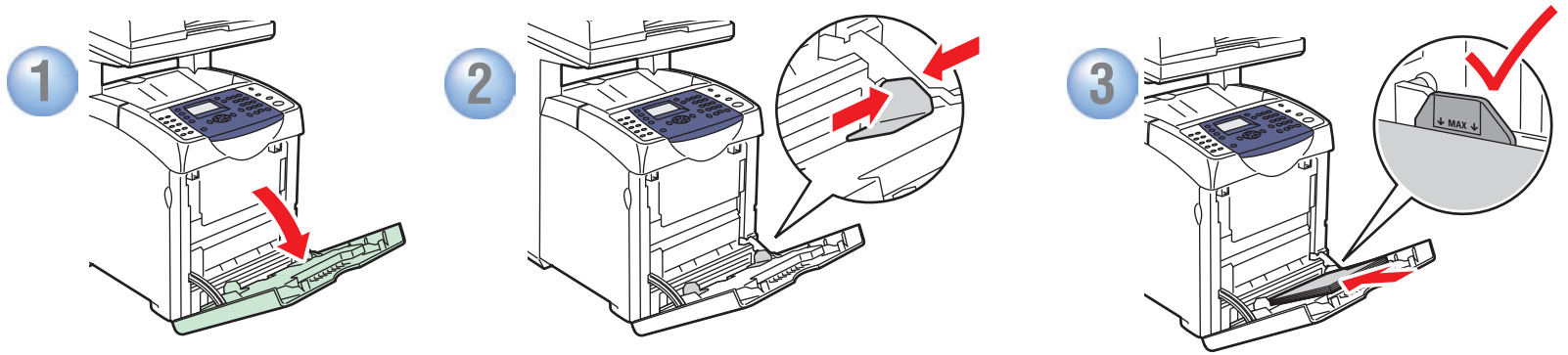
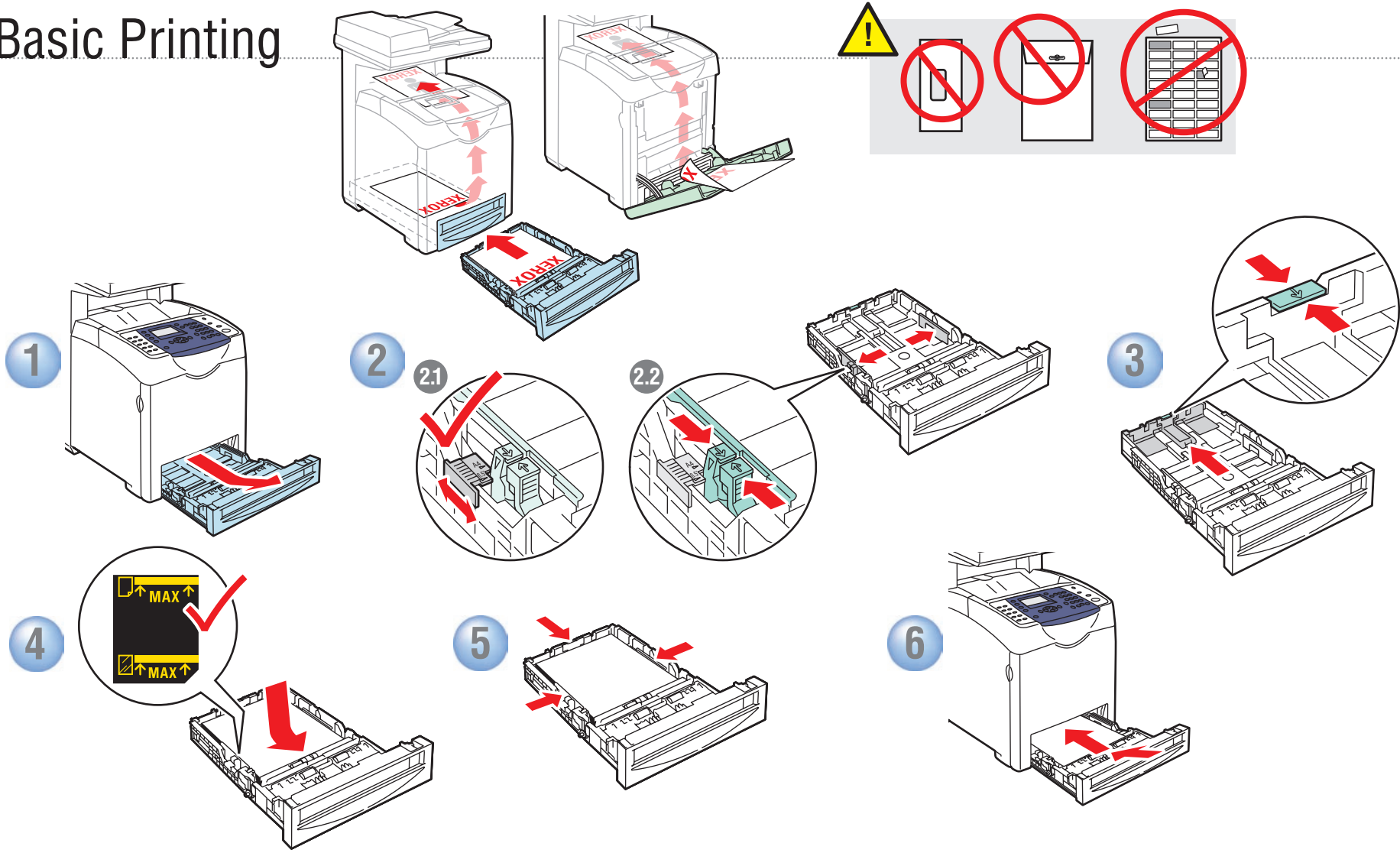


65-120 g/m ² (17-32 lb. Bond)	Plain Paper
100-163 g/m ² (28 lb. Bond – 60 lb. Cover)	Thin Card Stock
160-220 g/m ² (60-80 lb. Cover)	Thick Card Stock
100-160 g/m ² (28 lb. Bond – 60 lb. Cover)	Glossy Paper
160-220 g/m ² (60-80 lb. Cover)	Thick Glossy Paper

● When Printing: Select properties. Use the Xerox printer driver.



Basic Printing

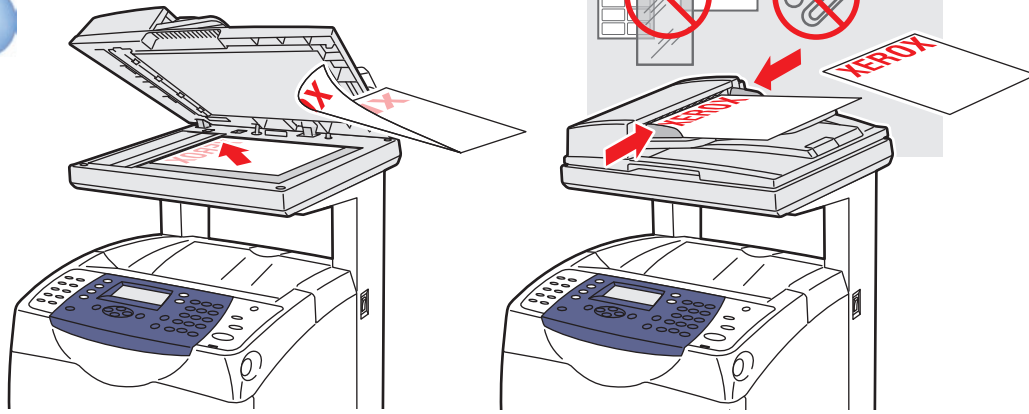


See **Printing Basics** in the *User Guide* for more information.



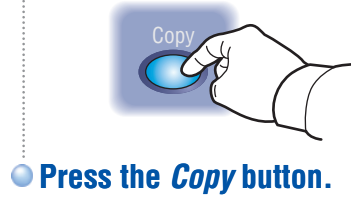
Basic Copying

1



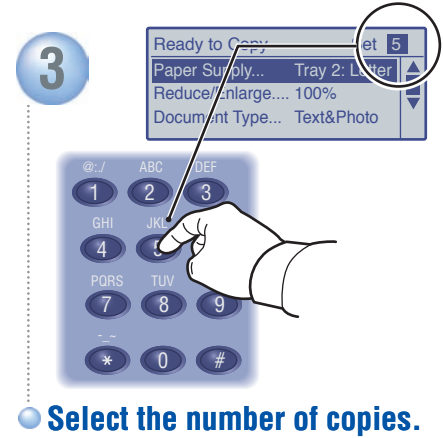
● Load the original.

2



● Press the *Copy* button.

3



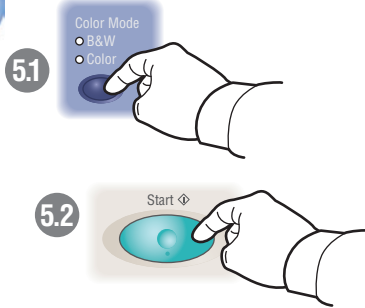
● Select the number of copies.

4



● Navigate the menus for special features or paper.

5



● Select the *Color Mode* and then press the *Start* button.



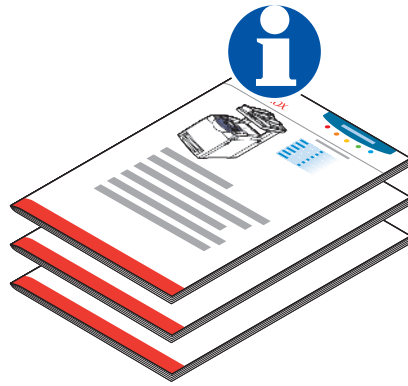
See *Copying* in the *User Guide* for more information.



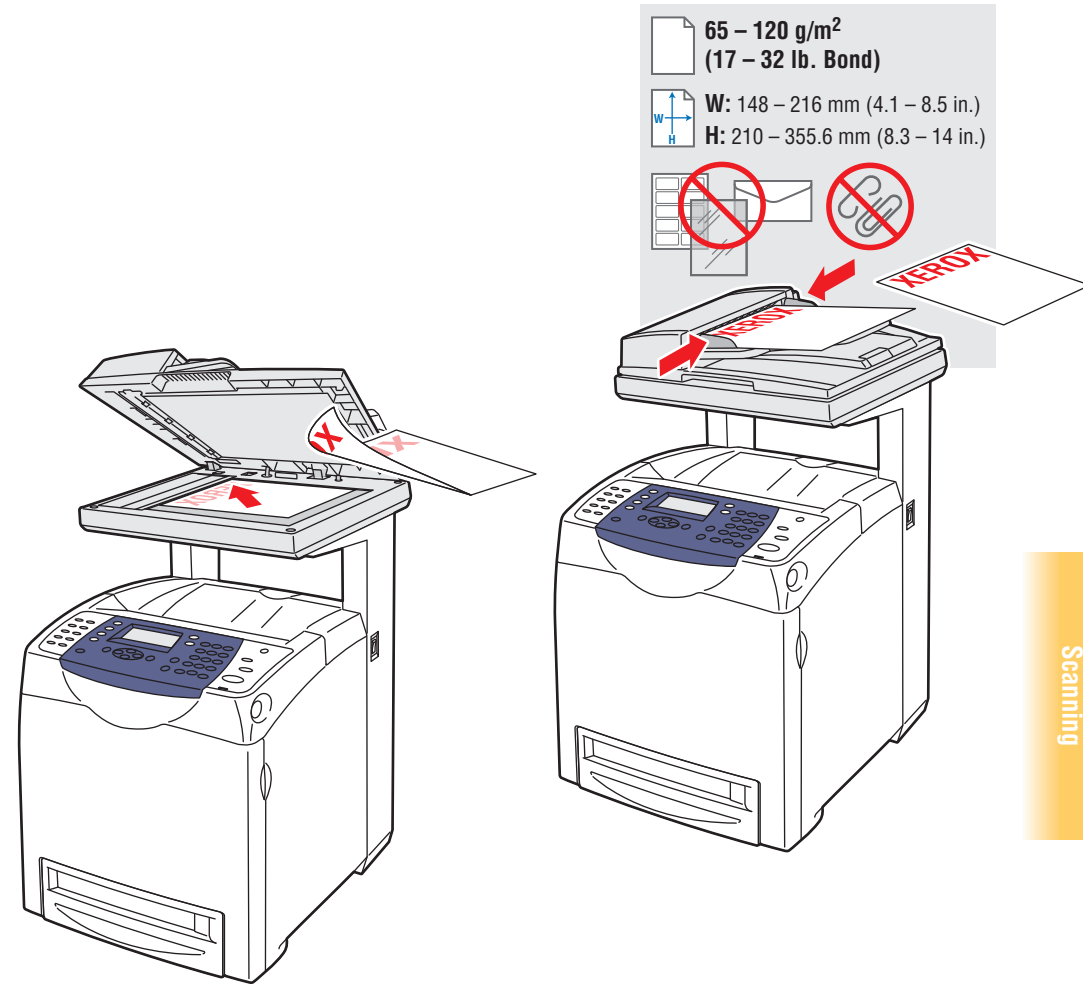
Scanning



Depending on the printer's connection (USB or Ethernet), you can send scanned files directly from the printer's control panel to a computer, an FTP server, or to email. You can also scan directly into an application from a computer. To set up scanning for your connection, see the *Features Setup Guide* (printed booklet or web) or [Scanning](#) in the *User Guide*.



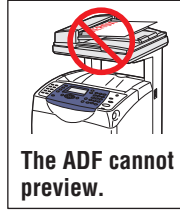
Loading the original



Scanning from a computer



1

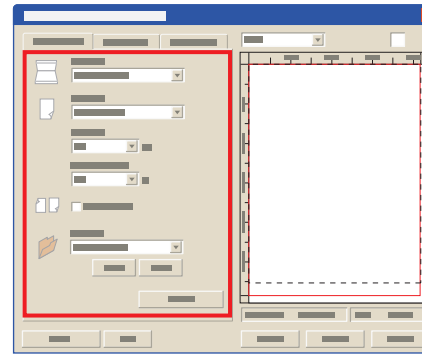


The ADF cannot preview.

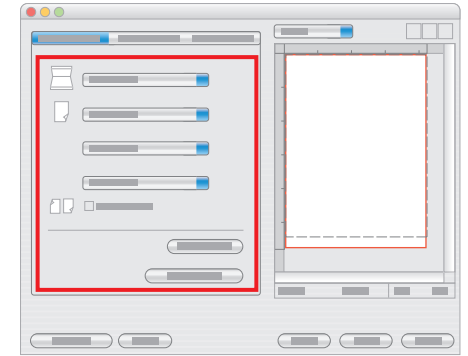
- Launch the application to scan into (import method varies by application).

2

PC



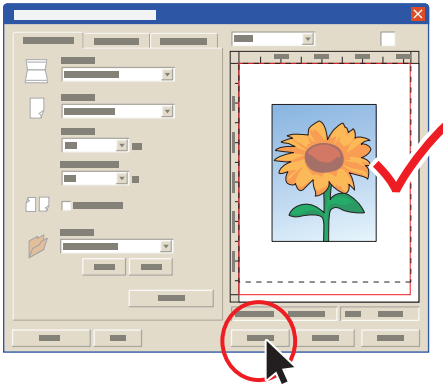
Mac



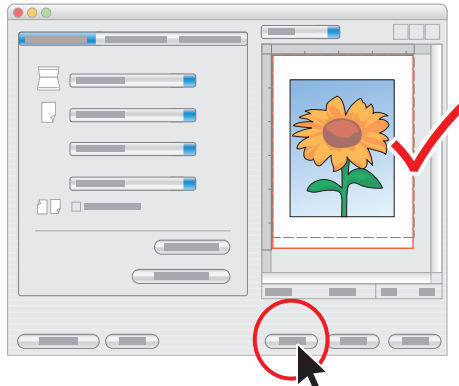
- Select the scan settings.

3

PC



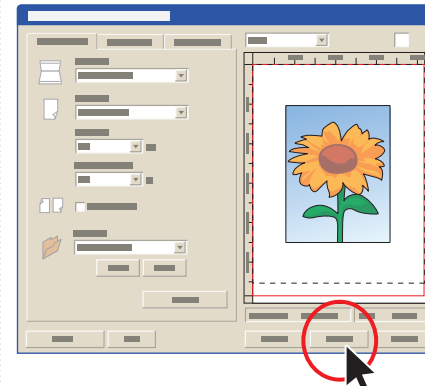
Mac



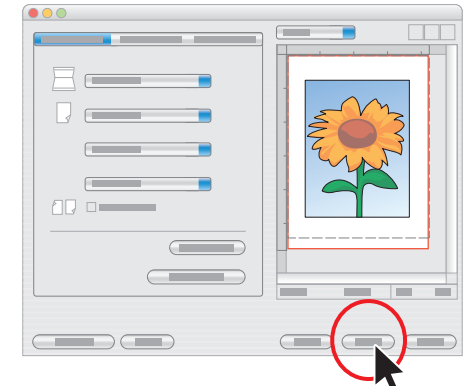
- Click the *Preview* button for a preview.

4

PC



Mac

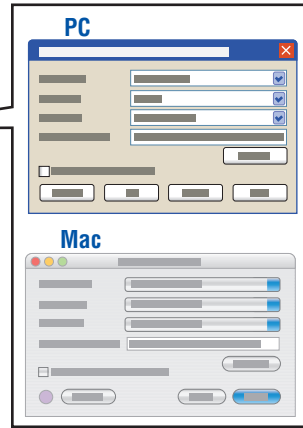


- Click the *Scan* button.

Scanning to a computer



1



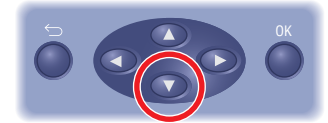
Select settings in the Express Scan Manager (application).

2



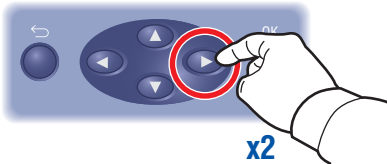
Press the *Scan* button.

3



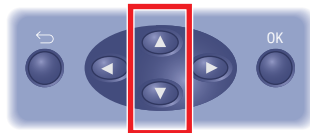
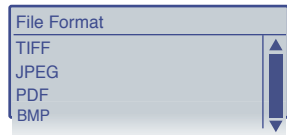
Scroll to select *Computer (USB)...*

4



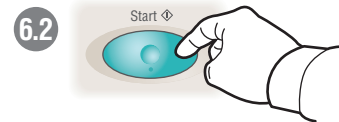
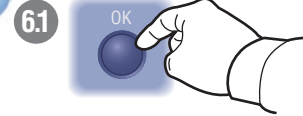
Press twice to display the file format options.

5



Scroll to select the file format.

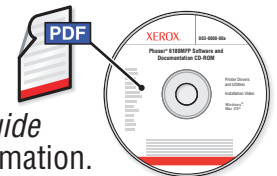
6



Press *OK*, and then *Start*.



See *Scanning* in the *User Guide* for more information.



Scanning to a computer or FTP server

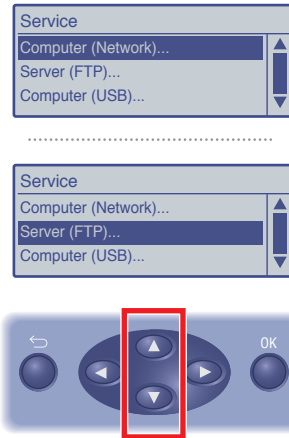


1



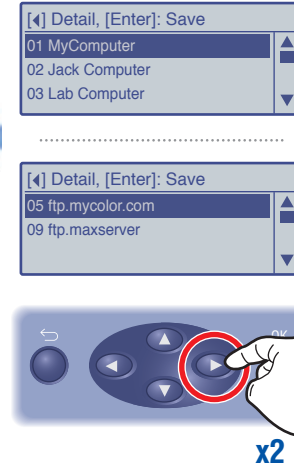
Press the *Scan* button.

2



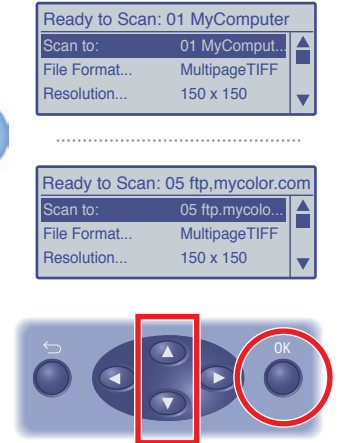
Scroll to select *Computer (Network)...* or *Server (FTP)...*

3



Press twice to display the address menu.

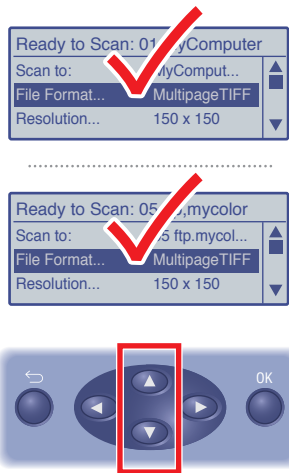
4



Scroll to select an address, and then press the *OK* button.

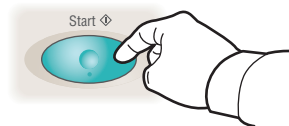
Scanning

5



Scroll to select other settings.

6

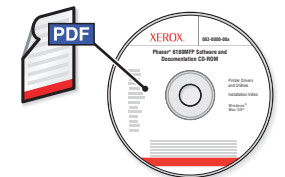


Press the *Start* button.

Scanning

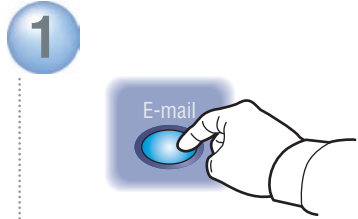


See *Scanning* in the *User Guide* for more information.

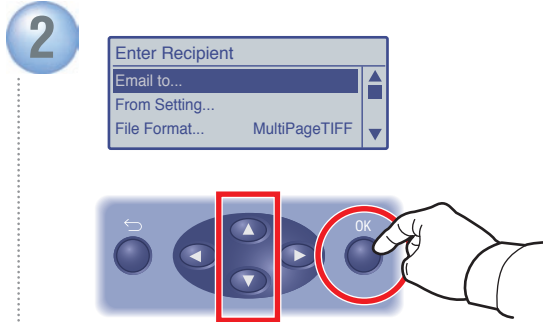


Scanning to Email

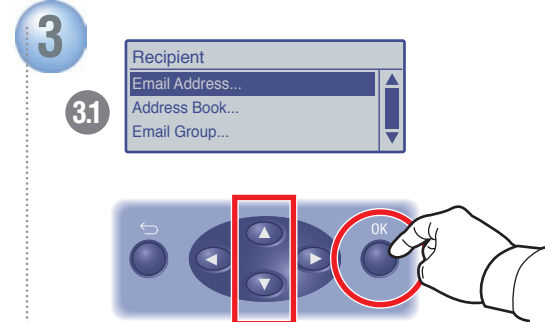
Ethernet
⏪ ⏩



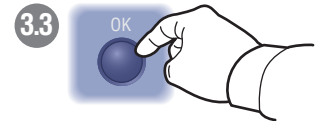
1 Press the *E-mail* button.



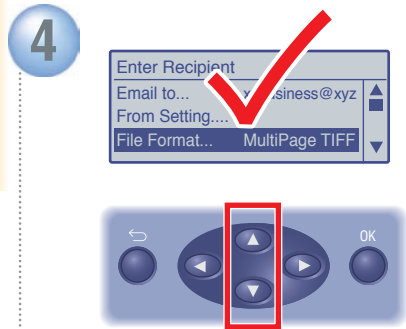
2 Scroll to select *Email to...*, and then press the *OK* button.



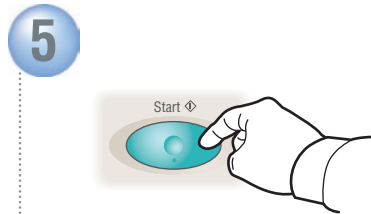
3 Scroll to select an address type, and then press the *OK* button.



3.2 Enter an Email address if required, and then press the *OK* button.



4 Scroll to select other settings.



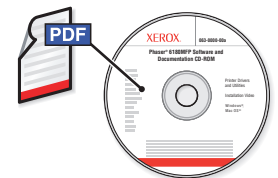
5 Press the *Start* button.

Scanning

Scanning



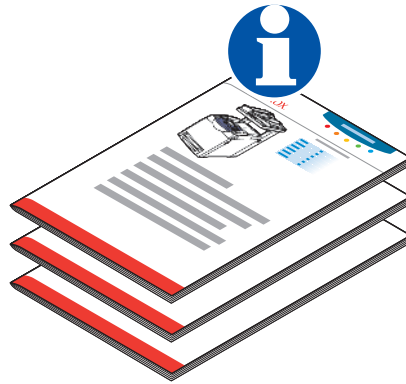
See **Scanning** in the *User Guide* for more information.



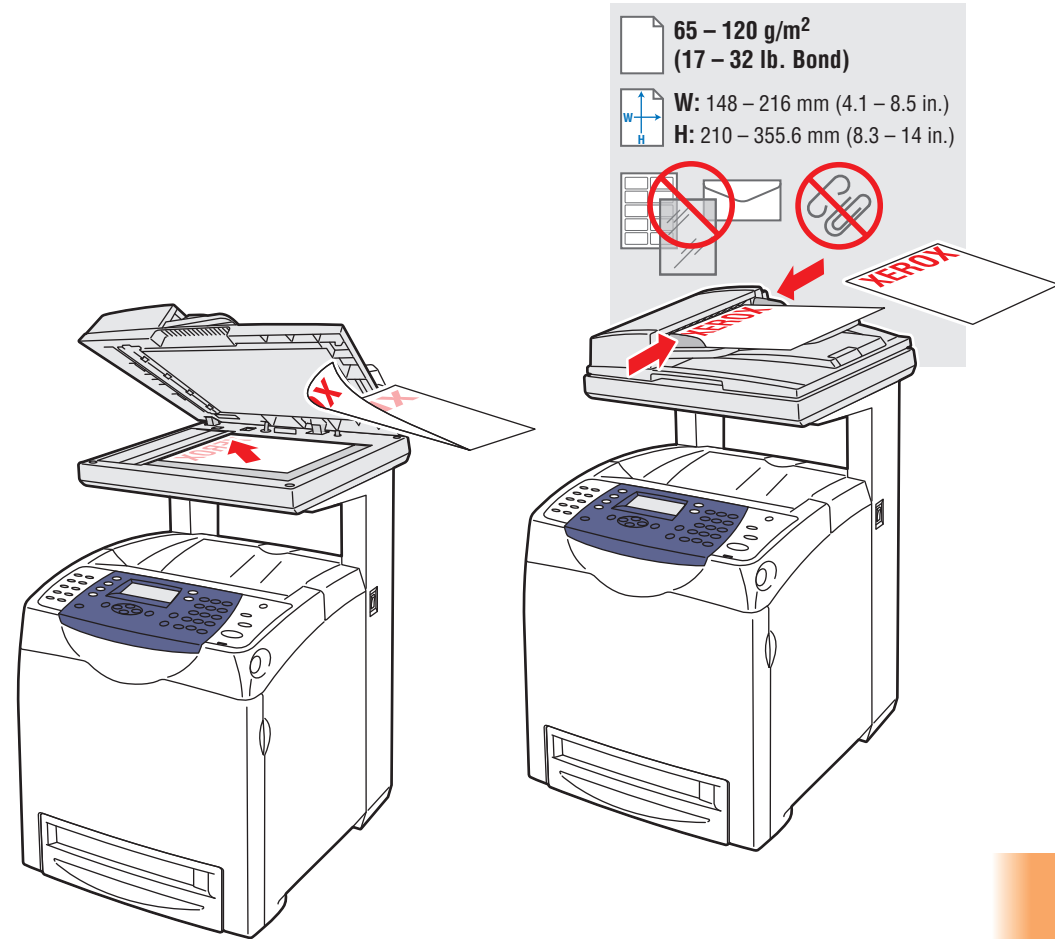
Faxing

You can enter fax numbers manually or store them in an address book. To set up faxing, see the *Features Setup Guide* (printed booklet or web) or **Faxing** in the *User Guide*.

You can send a fax directly from a computer using the PCL driver. See **Faxing** in the *User Guide*.



Loading the original



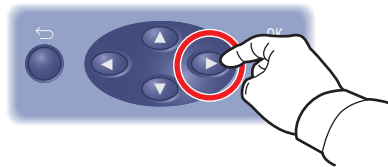
Basic Faxing

1



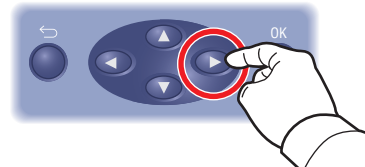
● Press the *Fax* button.

2



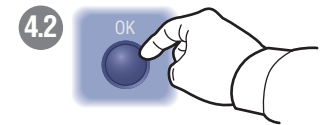
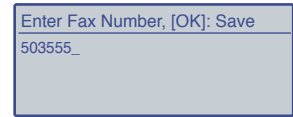
● Select *Fax to...*

3



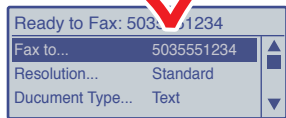
● Select *Fax Number...*

4



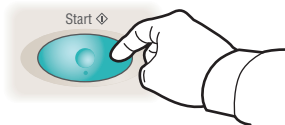
● Enter a fax number, and then press the *OK* button.

5



● Confirm the fax number.

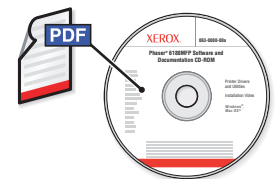
6



● Press the *Start* button.



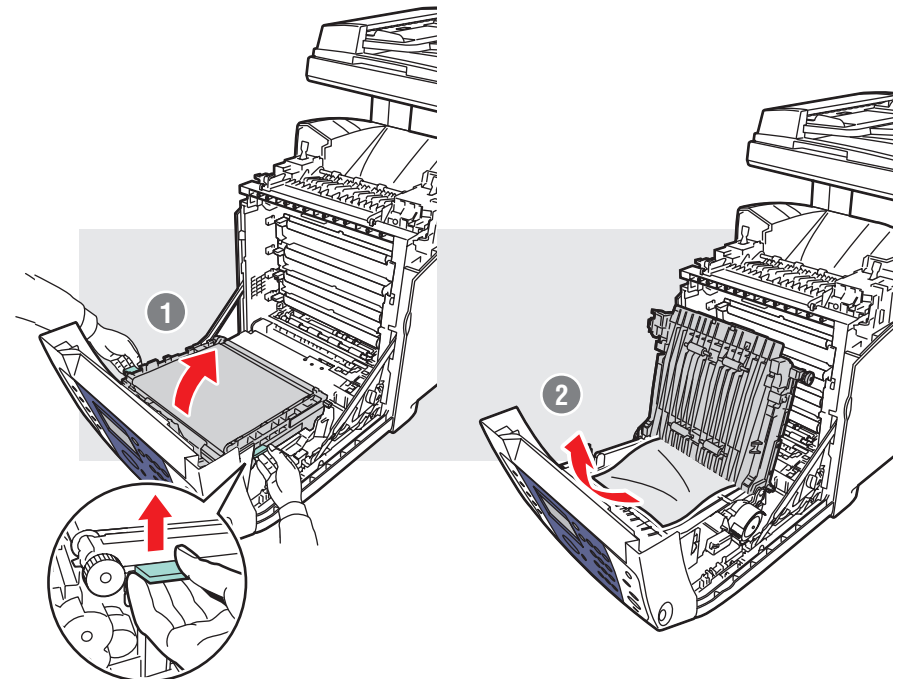
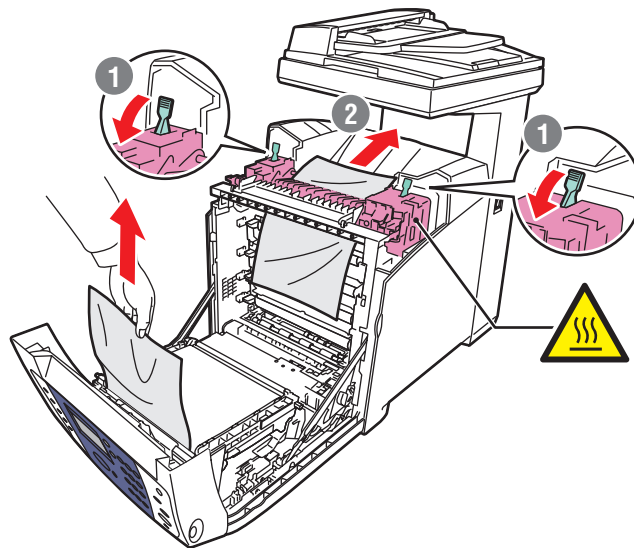
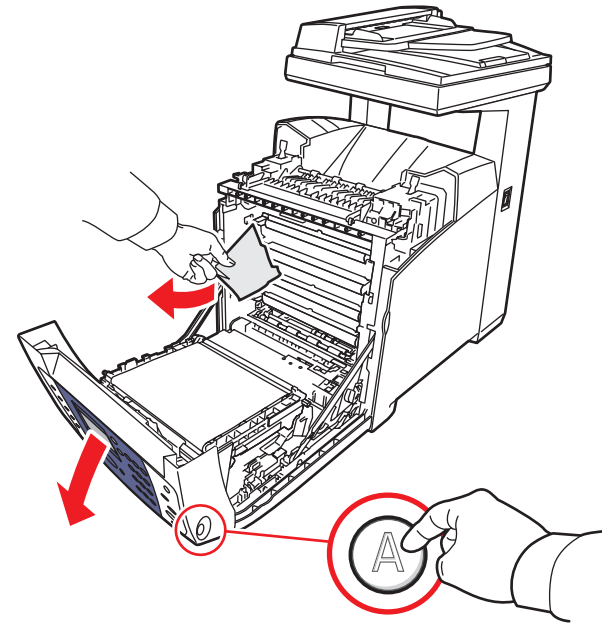
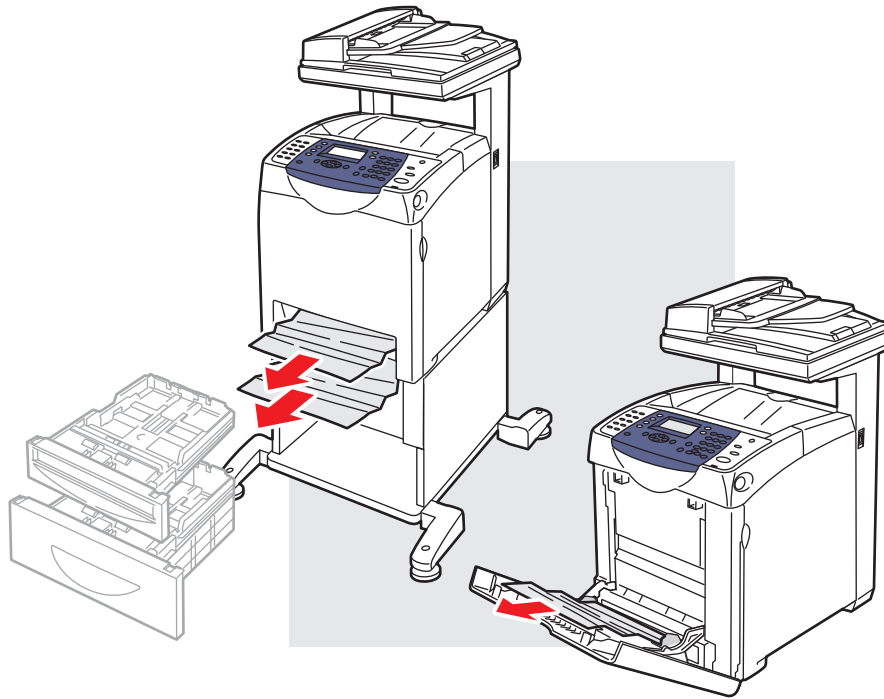
See *Faxing* in the *User Guide* for more information.



Troubleshooting

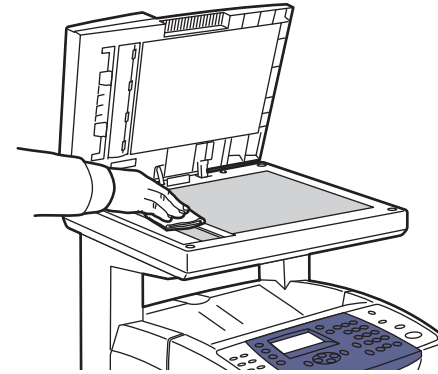
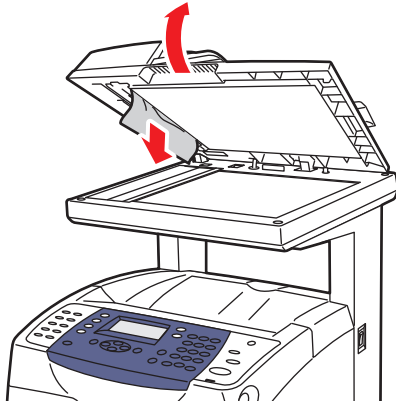


Paper Jams

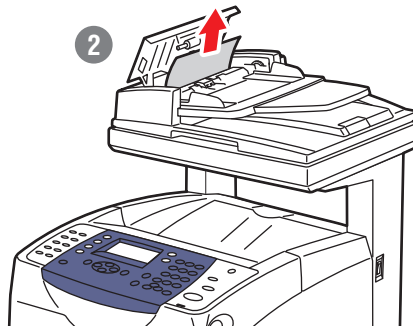
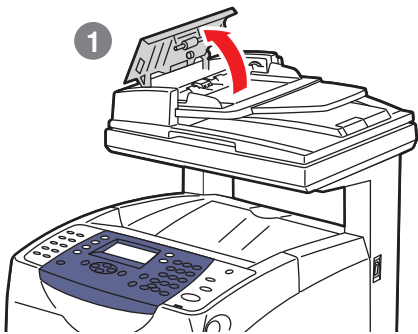




Paper Jams



To clean the document glass: use a moistened lint-free cloth.



See [Troubleshooting](#) in the *User Guide* for more information on:

- Paper jams
- Print-quality problems
- Color registration
- Error messages

