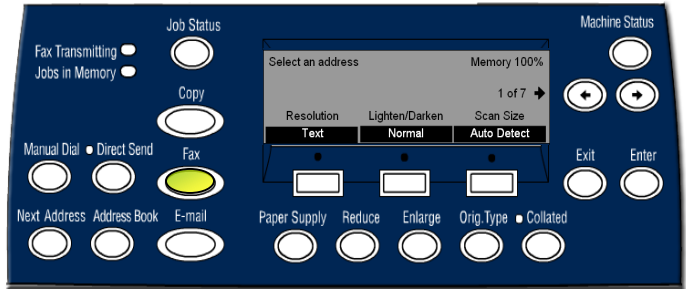# C118/M118/M118i Control Panel Navigation Guide

COPY

1. Load the document.
2. Press the **COPY** mode button.
3. Select a feature by toggling between the 3 screens, then select an option, and press the **Enter** button.
4. Enter a copy quantity.
5. Press the **START** button.

If an error message occurs, the job is cancelled. Fix the problem then reload all the documents and press the **START** button.

Refer to user guide for more information.
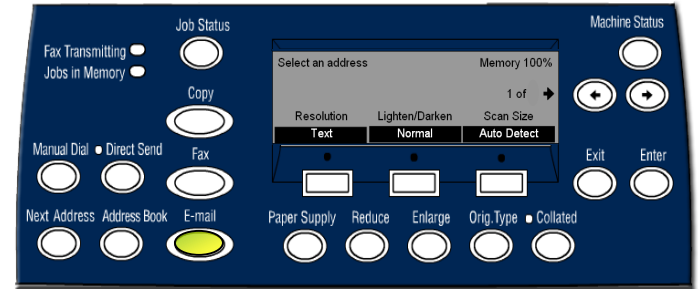
Xerox Website - http://www.xerox.com

FAX

1. Load the document.
2. Press the **FAX** mode button.
3. Select a feature by toggling between the 7 screens, then select an option, and press the **Enter** button.
4. Use the numeric keypad on the control panel to specify the destination. If a pause is required, press the **DIAL PAUSE** button while dialing the fax number.
5. Press the **START** button.

Refer to user guide for more information.

Xerox Website - http://www.xerox.com

E-MAIL

1. Load the document.
2. Press the **E-MAIL** mode button.
3. Select a feature by toggling between the 3 screens, then select an option, and press the **Enter** button.
4. Enter an email address using the alphanumeric keypad on the control panel.
5. Press the **START** button.

To send to multiple destinations in a single operation, press the **Next Address** button.

Refer to user guide for more information.

Xerox Website - http://www.xerox.com

XEROX®

Navigation
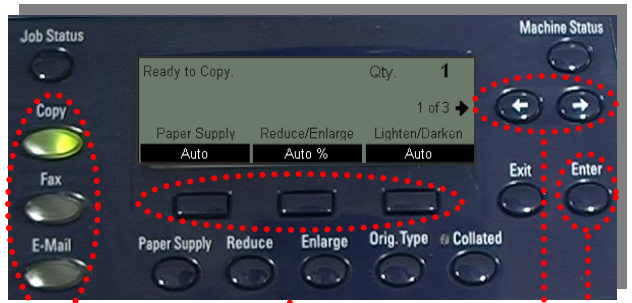
Use the **Mode** buttons to access Copy, Fax or E-mail. *(See Step 1 on the right)*

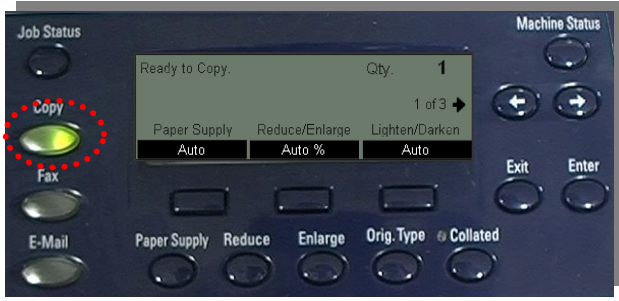Use the **Arrow** buttons to move from one screen to the next within a mode. *(See Step 2 on the right)*

Use the **Select** buttons to access features or options displayed on the screen. *(See Steps 3 and 4 on the right)*
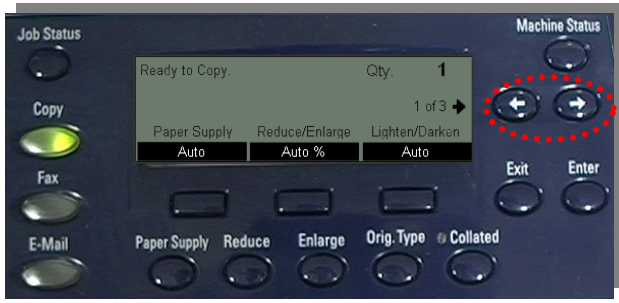
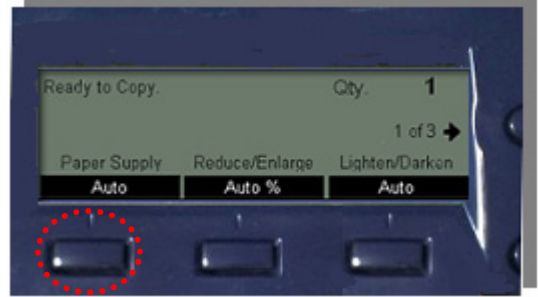**Enter** button *(See Step 4 on the right)*

Step 1 – Press the Copy **Mode** button on the control panel to access the Copy screens.
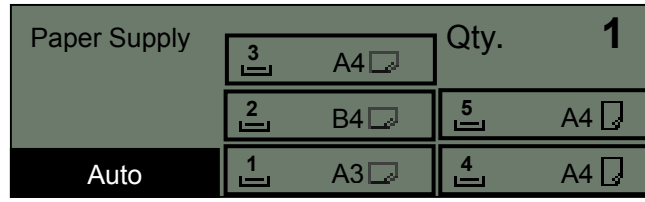

Step 2 – Press the **Arrow** buttons to move from one screen to the next. Screen number and the number of screens available will be displayed (e.g. 1 of 3). The arrow(s) on the screen will show the possible direction(s) you can move (e.g. right).

Step 3 –Press the **Select** button directly beneath the feature you want (e.g. Paper Supply).

Step 4 – Once you have selected a feature, the **Arrow** buttons are not usable. Use **Select** buttons again to choose your option. To move up and down a column of options press the **Select** button directly beneath the option you want (e.g. press third **Select** button twice to choose Tray 5). Press the **Enter** button to complete selection.