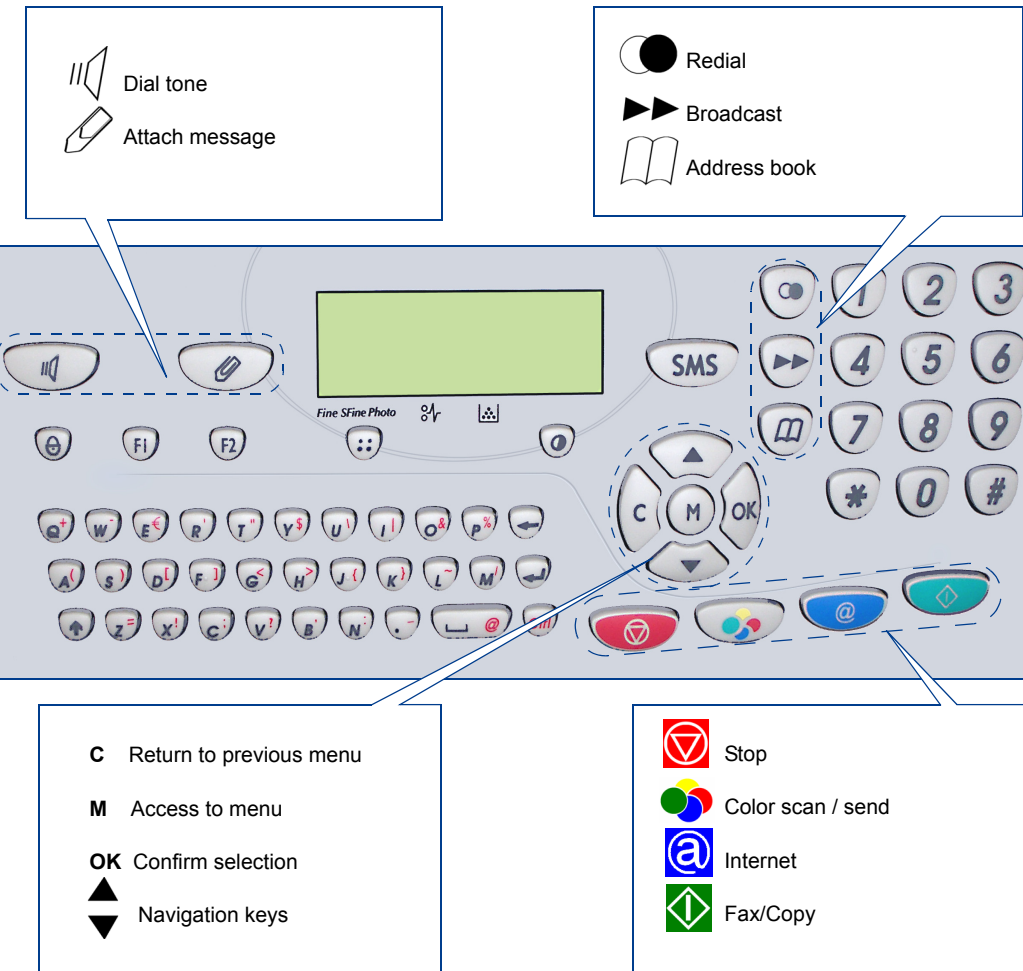


# CONTROL PANEL



# FAX

## Send a Fax

1. Place documents face down on the document input tray.
2. Enter the fax machine number or select the number from the Quick-dial function using the **Address Book** key. Use the **Navigation** keys to scroll to your selection.
3. Press the **Fax / Copy** key to send. The **Line** icon on the control panel screen flashes during the call phase.
4. Press the **Stop** key twice to cancel transmission at any stage.

# COPY

## Make a Copy

1. Place documents face down on the document input tray.
2. Press the **Fax/Copy** key and select number of copies using the number keypad.
3. Press **OK** to access Copy options or press the **Fax/Copy** key to copy.
4. Press the **Stop** key twice to cancel the operation.

# (OPTIONAL) E-MAIL

## Quicksend Documents via E-mail

1. Place documents face down on the document input tray.
2. Press the **Internet** key and enter destination e-mail address or select using the **Address Book** key. Use the **Navigation** keys to scroll to your selection.
3. Press **OK** to access E-mail options or press the **Internet** key to send.
4. Press the **Stop** key twice to cancel the operation.

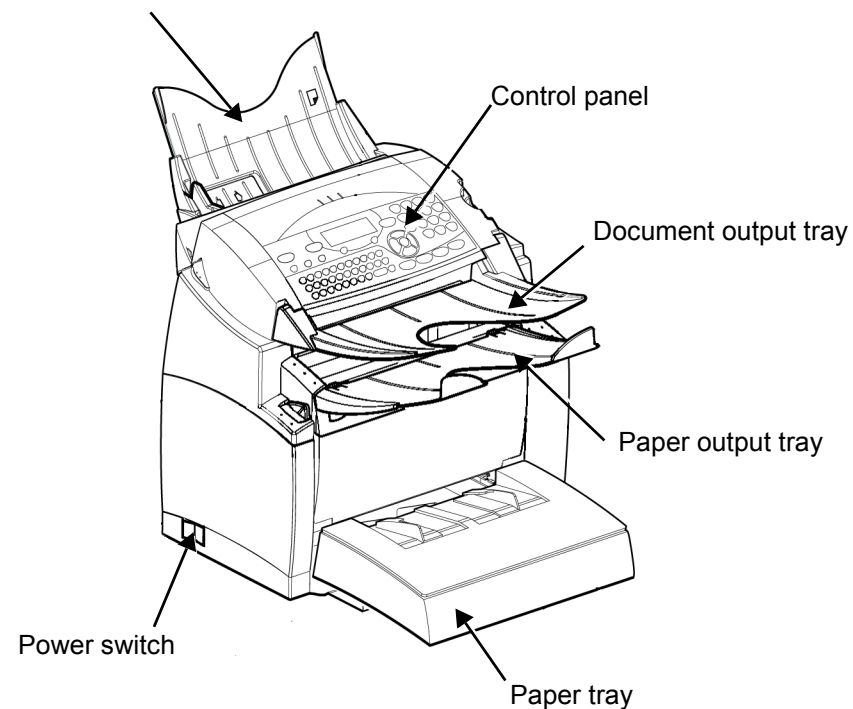
## Send E-mails Message with Attachments

1. Press the **Internet** key and enter destination e-mail address or select using the **Address Book** key. Use the **Navigation** keys to scroll to your selection.
2. Press **OK**. If applicable, enter the CC address. Press **OK** to confirm.
3. Enter the e-mail subject. Press **OK** to confirm.
4. Enter the e-mail text. Press the **Attach Message** key.
5. Follow the on-screen instructions to select Image (TIF) or PDF.
6. Press **OK** to access further options or place documents face down on the document input tray and press the **Internet** key to send.
7. Press the **Stop** key twice to cancel the operation.

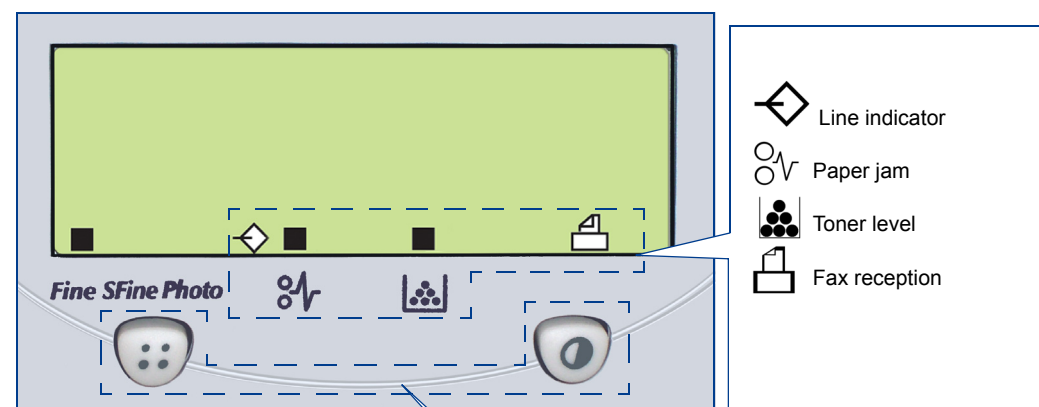
# XEROX F116 FEATURES

Document input tray

**Note:** Place documents face down on the document input tray.



# CONTROL PANEL SCREEN





- Resolution.** Determines the print quality of the output document
  - Normal:** Documents without drawings or small details
  - Fine:** Documents with drawings or small characters
  - S Fine (Super Fine):** Documents with very fine characters or drawings.
  - Photo:** Photographic drawings.
- Lighten / Darken.** Affects the contrast of the output document.




## Advanced Dialing Options

### Address Book Dialing

#### Dialing from the keypad



1. Place documents face down on the document input tray.
2. Enter your Speed Dial or Group Dial list name using the alphabetic keypad, or enter the first letter of the list name and then use the  **Navigation** keys to scroll through the list.
3. Press the  key.

#### Assigned number dialing




1. Place documents face down on the document input tray.
2. Press the  **Address Book** key to access the Speed Dial and Group Dial lists. Use one of the following options to select the required Speed Dial or Group Dial:
  - a. Use the  **Navigation** keys to scroll through the group dial list.
  - b. If you have created the group dial list using the **WITH ASSOCIATED** option, enter the appropriate assigned letter.
  - c. Enter the group dial or subscriber list assigned number. The screen displays the name of the group dial or subscriber list assigned to this number.
3. Press the  key.

### Redial



#### Fax Number


1. Press the  **Redial** key. The redial list contains the last 10 numbers dialed.
2. Use the  **Navigation** keys to scroll to the required number.

#### E-mail Address


1. Press the  **Internet** key. Press the  **Redial** key. The redial list contains the last 10 e-mail addresses used.
2. Use the  **Navigation** keys to scroll to the required number.



### Manual Dial

1. Place the document face down on the document input tray.
2. Press  **Manual Line** key. Use the  **Navigation** keys to set the tone volume.
3. Enter or select the required dial number. Wait for the remote machine tone to indicate the line is clear.


4. Press the  **Fax/Copy** key to start the document transmission.

### Broadcast to Multiple Numbers

1. Place documents face down on the document input tray
2. Enter the fax number or E-mail address, or use the Address Book or Redial keys.
3. Press the  **Broadcast** key and select the number of the next group dial or second subscriber list. You can repeat this step up to a maximum of 10 group dials.
4. Press **OK** to confirm.

Press the  key to fax the document, or the  key to send as an e-mail.

### Fax Confirmation Report

1. Press **M 231** to access **Report**. Press **OK** to confirm.
2. Use the  **Navigation** keys to select **WITH** to activate report, or **WITHOUT** to deactivate report. Press **OK** to confirm.



## Secure Receive

### Fax Answering Machine


#### To save an access code

1. Press **M 383** to access **Answer Code**. Press **OK** to confirm.
2. Enter a 4 digit code. Press **OK** to confirm.

#### To activate or deactivate the answering machine mode

1. Press **M 382** to access **Activation**. Press **OK** to confirm.
2. Enter the 4 digit code. Press **OK** to confirm.
3. Use the  **Navigation** keys to select **WITH** to activate the answering machine mode, or **WITHOUT** to deactivate the answering machine mode.
4. Press **OK** to confirm.
5. Press the  **Stop** key twice to cancel the operation.


#### To print a stored fax message

1. Press **M 381** to access **Print** menu. Press **OK** to confirm.
2. Enter your 4 digit access code and press **OK** to confirm.
3. Press the  **Stop** key twice to cancel the operation.

## Address Book Features

### Creating Speed Dial Lists





#### To add a new Speed Dial contact to your Address Book

1. Press **M 11** to access **New Contact**. Press **OK** to confirm.
2. Follow the on-screen instructions to enter your Speed Dial details:
  - Enter Speed Dial Name. Press **OK** to confirm.
  - Enter Phone Number. Press **OK** to confirm.
  - Enter E-mail (optional). Press **OK** to confirm.
  - Select Image (TIF) or PDF. Press **OK** to confirm.
  - Enter FTP (optional if no e-mail address entered). Press **OK** to confirm. Additional on-screen prompts will appear to set up FTP.
3. Your Speed Dial ID number (**Record No.**) will automatically appear on the control panel screen. To modify the ID number, select another available number. Press **OK** to confirm.
4. Select **WITH ASSOCIATED** to assign a shortcut key for your speed dial. Enter the assigned shortcut key. Select **WOUT ASSOCIATED** if no shortcut keys required. Press **OK** to confirm.
5. Use the  **Navigation** keys to select Modem Speed. Press **OK** to confirm.
6. Press the **C** key to cancel the operation at any time.

### Creating Group Dial Lists

A Group Dial list is made from the Speed Dials already stored.

#### To add a new Group Dial list to your Address Book

1. Press **M 12** to access **New List**. Press **OK** to confirm.
2. Enter the Group Dial List name. Press **OK** to confirm.
3. Press the  **Address Book** key. Use the  **Navigation** keys to select the required Speed Dial ID number. Press **OK** to confirm. Repeat this step to add further ID numbers.
4. Press the  **Fax/Copy** key to save the group dial list.
5. Press the  **Stop** key twice to cancel the operation.

### Printing the Address Book

#### To print the numbers stored in the Address Book

1. Press **M 15** to access **Print**. Press **OK** to confirm.