

DocuPrint M118 w
DocuPrint M118 z
User's Guide



To create a better environment

Please cooperate

Firstly, thank you very much indeed for using our Fuji Xerox products!

Fuji Xerox focuses on the earth environment concerned. And make a basic policy which is to concern about the earth environment, including any workflow from product development to discard. The local citizen should be responsible for local society and its environment during these environment protection activities.

Therefore, we hope you'll take part in this environment plan, and pay attention to environment protection points as below while discarding used consumables.

- 1 Please deliver the used package materials to relevant waste disposal office for recycle.
- 2 When you discard used consumables, please follow and carry on relevant local regulations properly.
- 3 When the machine need replacing parts for the maintenance and repair, please discard used circuit boards, used electrical parts and products as disposed electrical materials.
- 4 The power consumption is 0 W after you turn off the machine and unplug it from the AC outlet.
- 5 Some parts in the machine can be used on the same series model machines which are produced in the same factory.

Note: If any parts need replacing in your machine, please contact Fuji Xerox Authorize Service Centers.

CHINA ENVIRONMENTAL LABELLING NOTICE

- 1 Machines with an LWAd > 63.0 dB(A) are recommended to be set up in separate rooms due to their noise emissions.
- 2 The machine can use recycled paper.
- 3 Ensure that during use the machine is used in a well ventilated area.
- 4 Fuji Xerox will accept machines and consumables for recycling. For details of the return scheme please refer to the webpage <http://www.fujixeroxprinters.com/>.

Types of Manuals

Which Guide?	What's in it?
Safety Guide	Read this Guide first. Read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.
Quick Setup Guide	Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.
User's Guide	Learn the Fax (DocuPrint M118 z only), Scan and Copy operations. See troubleshooting tips and machine specifications.
Software and Network User's Guide	This Guide provides instructions for Scanning, Printing, PC-FAX and other operations that can be performed by connecting your Fuji Xerox machine to a computer. You can also find useful information about using the Fuji Xerox ControlCenter utility, using your machine in a network environment, and frequently used terms.
Mobile Printing Fuji Xerox Print & Scan Utility	<p>This printer supports printing from a variety of mobile devices using the Fuji Xerox Printer & Scan Utility (Small Office for iOS / Android.) For Android OS, download for free from Google Play, or please visit our online support at http://www.fxap.com.sg/product/software/printscanutilandroid/index.jsp</p> <p>For iOS, download for free from App Store, or please visit our online support at http://www.fxap.com.sg/product/software/printscanutilios/index.jsp</p>

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Using the documentation

Thank you for buying a Fuji Xerox machine! Reading the documentation will help you make the most of your machine.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold	Bold style identifies keys on the machine's control panel or on the computer screen.
<i>Italics</i>	Italicized style emphasizes an important point or refers you to a related topic.
Courier New	Courier New font identifies the messages shown on the LCD of the machine.

Follow all warnings and instructions marked on the product.

WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.

NOTE

NOTE specifies the operating environment, conditions for installation, or special conditions of use.



Prohibition icons indicate actions that must not be performed.



Electrical Hazard icons alert you to a possible electrical shock.




Hot Surface icons warn you not to touch machine parts that are hot.




Fire hazard icons alert you to the possibility of fire.

Accessing Fuji Xerox Utilities (Windows®)

Fuji Xerox Utilities  is an application launcher that offers convenient access to all Fuji Xerox applications installed on your device.


- 1 (Windows® XP, Windows Vista®, Windows® 7, Windows Server® 2003, Windows Server® 2008 and Windows Server® 2008 R2)


Click  (**Start**) > **All Programs** > **Fuji Xerox** > **Fuji Xerox Utilities**.

(Windows® 8 and Windows Server® 2012)

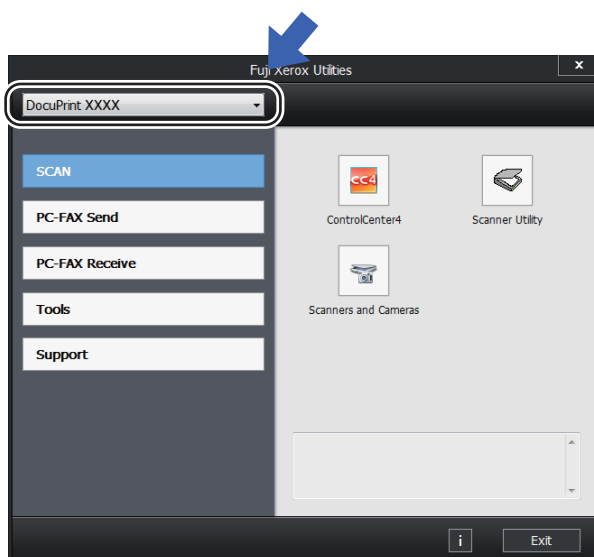
Tap or double-click  (**Fuji Xerox Utilities**) either on the **Start** screen or the desktop.

(Windows® 8.1 and Windows Server® 2012 R2)

Move your mouse to the lower left corner of the **Start** screen and click  (if you are using a touchbased device, swipe up from the bottom of the **Start** screen to display the **Apps**

screen). When the **Apps** screen appears, tap or click  (**Fuji Xerox Utilities**).

- 2 Select your machine.



- 3 Choose the function you want to use.

Accessing the Software and Network User's Guide


This User's Guide does not contain all the information about the machine such as how to use the advanced features for Printer, Scanner, PC-Fax ¹ and Network. When you are ready to learn detailed information about these operations, read the Software and Network User's Guide that is on the installer CD-ROM for Windows[®] users.

¹ DocuPrint M118 z


Viewing Documentation

Viewing Documentation (Windows[®])

(Windows[®] 7/Windows Vista[®]/Windows[®] XP)

Click  (**Start**) > **All Programs** > **Fuji Xerox** > **Fuji Xerox Utilities**, and then click the drop-down list and select your model name (if not already selected). Click **Support** in the left navigation bar, and then click **User's Guides**.

(Windows[®] 8)


Click  (**Fuji Xerox Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **Support** in the left navigation bar, and then click **User's Guides**.

If you have not installed the software, you can find the documentation on the installer CD-ROM by following the instructions below:

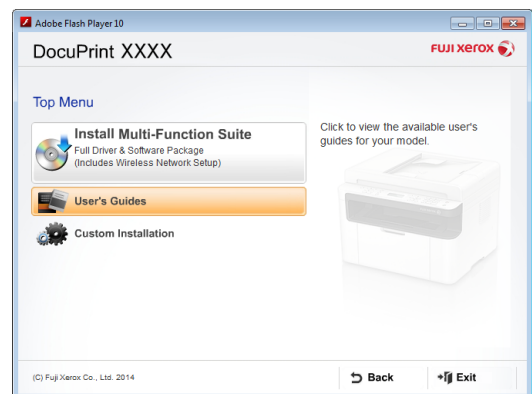
- 1 Turn on your computer. Insert the installer CD-ROM into your CD-ROM drive.

NOTE

If the Fuji Xerox screen does not appear, go to **Computer (My Computer)**.

(For Windows[®] 8: Click the  (**File Explorer**) icon on the taskbar, and then go to **Computer (This PC)**.) Double-click the CD-ROM icon, and then double-click **start.exe**.

- 2 If the model name screen appears, click your model name.
- 3 If the language screen appears, click your language. The CD-ROM Top Menu will appear.



- 4 Click **User's Guides**.
- 5 Click **User's guides on the CD-ROM**. If the country screen appears, choose your country, and then click the document you want to read.

How to find Network setup instructions

Your machine can be connected to a network.

Basic setup instructions, see Quick Setup Guide.

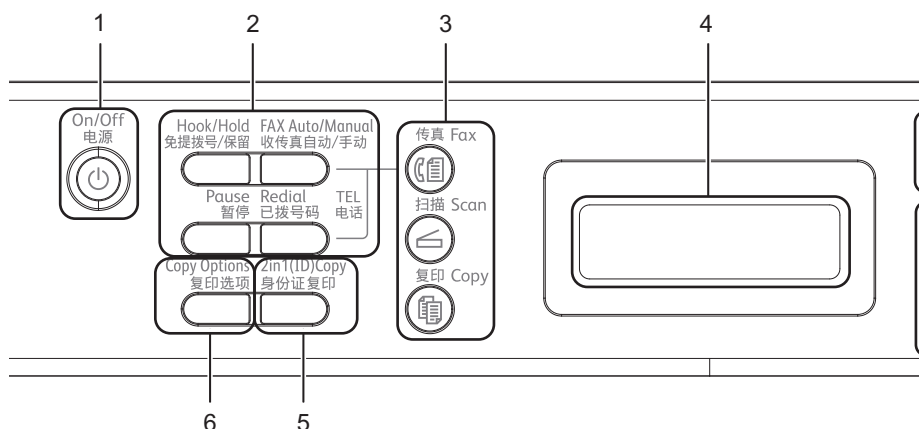
If your wireless access point or router supports Wi-Fi Protected Setup or AOSS™, see Quick Setup Guide.

For more information about network setup, see Software and Network User's Guide.



Control panel overview

The illustrations of the control panel in this User's Guide show the DocuPrint M118 z and DocuPrint M118 w.

DocuPrint M118 z



1 On/Off

Press  to turn the machine on. Press and hold down  to turn the machine off.

2 Hook/Hold

Press before dialling if you want to make sure a fax machine will answer, and then press **Start**.

Lets you place telephone calls on hold.

Redial

You can redial the last 20 numbers called.

Pause

Inserts a 3.5 second pause when programming speed dial numbers or when dialling a number manually.

FAX Auto/Manual

Switches the receive mode among PC-FAX, Fax Auto or Manual.

3 Mode keys:



Fax

Puts the machine in FAX mode. Fax mode is the default mode.



Scan

Puts the machine in SCAN mode.



Copy

Puts the machine in COPY mode.

4 LCD

Displays messages to help you set up and use your machine.

5 2 in 1 (ID) Copy

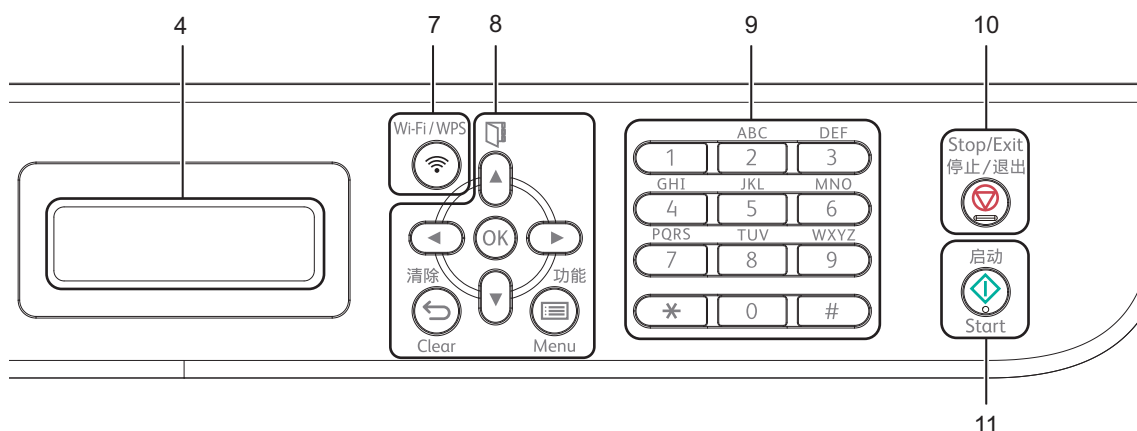
You can copy your Identification card both sides onto one page with the original size.

6 Copy Options key

You can quickly and easily choose temporary settings for copying.

NOTE

If you select PC-FAX Receive using this key, backup print function is not available. To use the backup print function, select PC Fax Receive in Fax menu setting. (See *Menu and features for DocuPrint M118 z* on page 9)



7 Wi-Fi/WPS

Press the **Wi-Fi/WPS** button and launch the wireless installer on your computer. Follow the on-screen instructions to set up a wireless connection between your machine and your network.

When the Wi-Fi/WPS light is on, your Fuji Xerox machine is connected to a wireless access point. When the Wi-Fi/WPS light blinks, the wireless connection is down, or your machine is in the process of connecting to a wireless access point.

8 Menu keys:

Clear

Deletes entered data or lets you cancel the current setting.

Menu

Lets you access the Menu to program your settings in the machine.

OK

Lets you store your settings and confirm LCD messages on the machine.

Volume keys:

◀ or ▶

Press to scroll backwards or forwards through menu selections. Press to change the volume when in fax or standby mode.

▲ or ▼

Press to scroll through the menus and options.

📖 Address Book

Lets you access speed dial numbers directly.

9 Dial pad

Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.

The # key temporarily switches the dialling mode from Pulse to Tone during a telephone call.

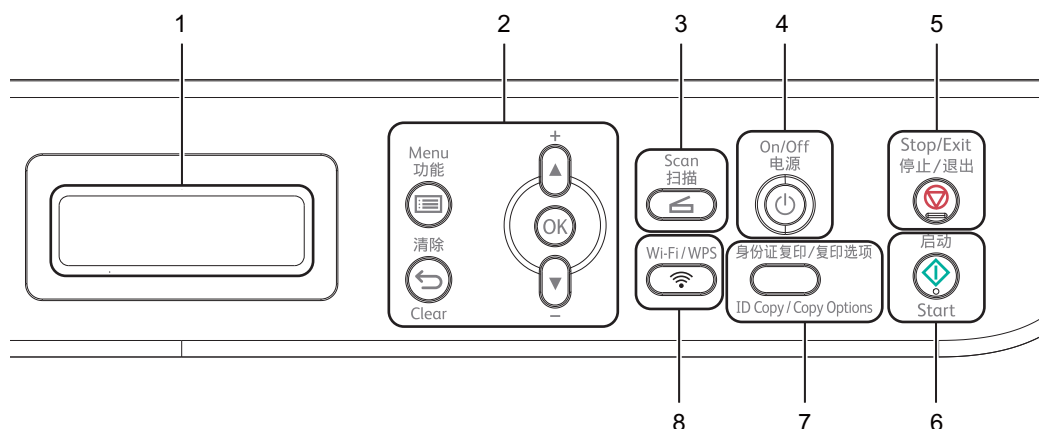
10 Stop/Exit

Stops an operation or exits from a menu. Press this key to cancel the print job.

11 Start

Lets you start sending faxes, scanning or making copies.

DocuPrint M118 w

**1 LCD**

Displays messages to help you set up and use your machine.

2 Menu keys:**Menu**

Lets you access the Menu to program your settings in the machine.

Clear

Deletes entered data or lets you cancel the current setting.

OK

Lets you store your settings and confirm LCD messages on the machine.



▼ or ▲

Press to scroll through the menus and options.

3 Scan

Puts the machine in SCAN mode.

4 On/Off

Press  to turn the machine on. Press and hold down  to turn the machine off.

5 Stop/Exit

Stops an operation or exits from a menu. Press this key to cancel the print job.

6 Start

Lets you start making copies or scanning.

7 ID Copy/Copy Options

You can copy both sides of your Identification card onto one page with the original size.

You can quickly and easily choose temporary settings for copying.

8 Wi-Fi/WPS

Press the **Wi-Fi/WPS** button and launch the wireless installer on your computer. Follow the on-screen instructions to set up a wireless connection between your machine and your network.

When the Wi-Fi/WPS light is on, your Fuji Xerox machine is connected to a wireless access point. When the Wi-Fi/WPS light blinks, the wireless connection is down, or your machine is in the process of connecting to a wireless access point.

Menu and features for DocuPrint M118 z

On-screen programming

Your machine has been designed to be easy to use. The LCD provides on-screen programming using the menu keys.

How to access the menu mode

- 1 Press **Menu**.
- 2 Choose an option.
 - Press **0** for Initial Setup menu.
 - Press **1** for General Setup menu.
 - Press **2** for Fax menu.
 - Press **3** for Copy menu.
 - Press **4** for Printer menu.
 - Press **5** for Print Reports menu.
 - Press **6** for Network menu.
 - Press **7** for Machine Info. menu.
 - Press **9** for Service menu.¹

¹ This will appear only when the LCD shows an error message.

You can also scroll through each menu level by pressing **▲** or **▼**.

- 3 Press **OK** when the option you want appears on the LCD.
The LCD will then show the next menu level.
- 4 Press **▲** or **▼** to scroll to your next menu selection, and then press **OK**.
- 5 Press **▲** or **▼** to display the option you want, and then press **OK**.
When you have finished setting an option, the LCD will show *Accepted*.
- 6 Press **Stop/Exit** to exit Menu mode.

Menu table

Using the menu table, you can change the settings in your machine by pressing the number keys or ▲ and ▼ and **OK**.

Press **Menu**, and then according to what is shown on the LCD, press the number keys or ▲ and ▼ to display different menu options. Press **OK** to select an option.

In the below example, the copy quality setting is changed from *Auto* to *Text*.

3. Copy

Level 2	Level 3	Descriptions 1	Options
1. Quality	—	You can choose the Copy resolution for your type of document.	Auto* Text Photo Receipt

- 1 Press **Menu**.
- 2 Press **3** to choose *Copy*.
- 3 Press **1** to choose *Quality*.
- 4 Press ▲ or ▼ to display *Text*.
- 5 Press **OK**.
- 6 Press **Stop/Exit**.

0.Initial Setup

0.Initial Setup

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Date&Time	1.Date&Time	Puts the date and time on the LCD and in headings of faxes you send if you set up the station ID.	Year:	Enter the last two digits of the year. (e.g. Enter 1, 4 for 2014.)	
			Month:	Enter the two digits for the month. (e.g.Enter 0, 1 for January.)	
			Day:	Enter the two digits for the day. (e.g.Enter 0, 1 for 1st.)	
			Time:	Enter the time in 24-hour format. (e.g.Enter 1, 5, 2, 5 for 15:25.)	
	2.Time Zone	Sets the time zone for your country.	UTCXXX:XX		
2.Station ID	—	Sets up your name and fax number to appear on each page you fax.	Fax:	Enter your fax number (up to 20 digits).	
			Tel:	Enter your telephone number (up to 20 digits). If your telephone number and fax number are the same, enter the same number again.	
			Name:	Enter your name (up to 20 characters).	38
3.Tone/Pulse	—	Chooses the dialling mode.	Tone*	Your machine comes set for Tone dialling service.	
			Pulse	If you have Pulse dialling service (rotary), you need to change the dialling mode.	
The factory settings are shown in Bold with an asterisk.					

0.Initial Setup (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
4.Dial Tone	—	You can shorten the dial tone detect pause.	Detection	Your machine will dial as soon as it detects a dial tone.	
			No Detection*	When you send a fax automatically, by default your machine will wait for a fixed amount of time before it starts to dial the number.	
5.Dial Prefix	—	Sets a prefix number that will always be added before the fax number every time you dial.	—		
6.Reset	1.Machine Reset	Restores all the function settings to factory default.	1.Reset		
			2.Exit	Cancel restore and exit the menu.	
	2.Network	Restores all network settings to the factory default.	1.Reset		
			2.Exit	Cancel restore and exit the menu.	
	3.Address & Fax	Restores all stored phone numbers and fax settings.	1.Reset		
			2.Exit	Cancel restore and exit the menu.	
	4.All Settings	Restores all the machine settings to factory default. All Settings takes less time than Factory Reset.	1.Reset		
			2.Exit	Cancel restore and exit the menu.	
0.Local Language	Allows you to change the LCD language.	—	中文 *		
			English		
The factory settings are shown in Bold with an asterisk.					

1.General Setup

1.General Setup

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Default Mode	—	Select the default mode.	Fax*		
			Copy		
			Scan		
2.Mode Timer	—	You can set how much time the machine takes after the last operation to return to the default mode.	0 Sec	Return to the default mode at once.	
			30 Secs	Return to the default mode after the time you choose.	
			1 Min		
			2 Mins*		
			5 Mins	The machine will stay in the mode you used last.	
			Off		
3.Paper	1.Paper Type		Plain* Recycled Paper		42
	2.Paper Size	Sets the size of the paper in the paper tray.	A4* Letter Legal Folio A5 A5 L B5 (JIS) Executive 16K (195x270mm) 16K (184x260mm) 16K (197x273mm)		42
The factory settings are shown in Bold with an asterisk.					

1.General Setup (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
4. Volume	1. Ring	Adjusts the ring volume.	Low Med* High Off		
	2. Beeper	When the beeper is on, the machine will beep when you press a key, make a mistake, or after you send or receive a fax.	Low Med* High Off		
	3. Speaker	Adjusts the speaker volume.	Low Med* High Off		
5. Ecology	1. Toner Save	You can save toner using this feature.	On	Increases the page yield of the toner cartridge. When you set Toner Save to On, print appears lighter.	
			Off*		
6. LCD Contrast	—	Adjusts the contrast of the LCD.	-□□□■+ -□□□□+ -□□■□+* -□■□□+ -■□□□+	Press ► to make the LCD darker, or press ◀ to make the LCD lighter.	
7. Scan Size	—	Adjusts the scan area to the size of the document.	A4* Letter		
8. Replace Toner	—	Sets the machine to continue or stop printing after the LCD shows Replace Toner.	Continue	The machine will continue printing. Replace the toner cartridge with a new one after the LCD shows Toner Ended.	40
			Stop*	The machine will stop printing. Replace the toner cartridge with a new one.	
The factory settings are shown in Bold with an asterisk.					

2.Fax

2.Fax

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Setup Receive (In FAX mode only)	1.Receive Mode	Chooses the receive mode that best suits your needs.	Fax Auto*	Your machine automatically answers every call as a fax. Fax Auto is displayed on the LCD when set.	
			Fax/Tel	Your machine controls the line and automatically answers every call. If the call is not a fax, the phone will ring for you to pick up the call. Fax/Tel is displayed on the LCD when set.	
			Manual	You control the phone line and must answer every call yourself. Manual is displayed on the LCD when set.	
			PC-FAX Receive	Your machine automatically transfers received faxes to your computer.	
	2.Ring Delay	The Ring Delay setting sets the number of times the machine rings before it answers in Fax Auto and Fax/Tel modes.	(00 - 10) 04*	If you have external or extension telephones on the same line as the machine, choose the maximum number of rings.	
	3.Fax Detect	Receives fax messages without pressing Start . When Fax Detect is On, you can receive fax messages without pressing Start .	On*	The machine can receive a fax automatically, even if you answer the call.	
			Semi	The machine will only receive a fax call automatically if you answered it using the machine's handset.	
			Off	If you are at the machine and answer a fax call first by lifting the handset of an external telephone, press Start and then press 2 .	
The factory settings are shown in Bold with an asterisk.					


2.Fax (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Setup Receive (In FAX mode only) (Continued)	4.Auto Reduction	The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting (Menu, 1, 2, 2).	On*	If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter, Legal, or Folio size paper.	
			Off		
	5.Memory Receive	Automatically stores any incoming faxes in its memory if it runs out of paper. The machine will carry on receiving the current fax, with the remaining pages being stored in memory, if enough memory is available.	On*	Further incoming faxes will also be stored into memory until the memory is full. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray and press Start .	
			Off	Further incoming faxes will not be stored in memory. The machine will then stop automatically answering calls until fresh paper is put in the paper tray. To print the last fax you received, put fresh paper in the tray and press Start .	
	6.Print Density	You can adjust the Print Density setting to make your printed pages darker or lighter.	-□□□■+ -□□□■+ -□□■□+* -□■□□+ -■□□□+	Press ► to make darker, press ◀ to make lighter.	
The factory settings are shown in Bold with an asterisk.					

2.Fax (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
2.Setup Send	1.Contrast	Changes the lightness or darkness of faxes you send.	Auto*	Auto will give the best results. It automatically chooses a suitable contrast for your document.	
			Light	If your document is too light, choose Light.	
			Dark	If your document is too dark, choose Dark.	
	2.Fax Resolution	Sets the default resolution for outgoing faxes. The quality of an outgoing fax can be improved by changing the Fax Resolution.	Standard*	Suitable for most typed documents.	
			Fine	Good for small print and transmits a little slower than Standard resolution.	
			S.Fine	Good for small print or artwork and transmits slower than Fine resolution.	
			Photo	Use when the document has varying shades of grey or is a photograph. This has the slowest transmission time.	
	3.Overseas Mode	If you are having difficulty sending a fax overseas due to a bad connection, then turning on Overseas Mode may help.	On	Turn this feature on if you are having difficulties sending faxes overseas. This feature will stay on for the next fax only.	
			Off*	Keep this setting Off when the network connection is good and you can send an overseas fax sucessfully.	
	4.Auto Redial	Set the machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.	On*		
			Off		
The factory settings are shown in Bold with an asterisk.					

2.Fax (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
3.Anti-Junk Fax	1.Register	If you do not want to receive a fax/call from specific numbers, you can register the numbers up to 100 to the Anti-Junk Fax list.	—	Choose the number you want to register to the Anti-Junk Fax list by pressing ▲ and ▼ . Press OK and then press 1.	
	2.Delete	You need to apply for the Caller ID service at your local telephone company. You can not choose the numbers that is not stored in the Caller ID memory.	—	Choose the number you want to delete from the Anti-Junk Fax list by pressing ▲ and ▼ . Press OK and then press 1.	
	3.Print Report		—	You can print a list of registered fax/telephone numbers in the Anti-Junk Fax list.	
4.Address Book	1.Speed Dial	Stores up to 99 Speed Dial numbers. Press  (Address Book) twice and enter the two digit Speed Dial number.	—		
5.Report Setting	1.Transmission	You can use the Transmission Verification Report as proof that you sent a fax. This lists the receiving party's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.	On	Prints a report after every fax you send.	
			On+Image	Prints a report after every fax you send. A portion of the fax's first page appears on the report.	
			Off*	Prints a report if your fax is unsuccessful due to a transmission error.	
			Off+Image	Prints a report if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.	
			No Report		

The factory settings are shown in Bold with an asterisk.

2.Fax (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
5.Report Setting (Continued)	2.Journal Period	Sets the interval for automatic printing of the Fax Journal. The Fax Journal is a list of information about your last 200 incoming and outgoing faxes.	Off	If you set the interval to Off, you can still print the report manually from the Print Reports menu.	
			Every 50 Faxes*	The machine will print the Journal when the machine has stored 50 jobs.	
			Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days	The machine prints the report at the selected time and then erases all jobs from its memory.	
6.Remote Fax Opt	1.Print Document	If you turn on the PCFax Receive feature and your machine stores received faxes in memory, you can print a fax from the memory.	—		
7.Remaining Jobs	—	You can check which jobs are in the memory and lets you cancel scheduled jobs.	[XXX]	Please follow the prompts on the LCD.	47
0.Miscellaneous	1.Compatibility	If you are having difficulty sending or receiving a fax due to possible interference on the telephone line, adjust the equalization for compatibility to reduce the modem speed for fax operations.	Normal*	Sets the modem speed at 14400 bps.	
			Basic (for VoIP)	Cuts the modem speed to 9600 bps and turns the error correction mode (ECM) off. If you regularly experience interference on your standard telephone line try this setting.	

The factory settings are shown in Bold with an asterisk.

2.Fax (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
0.Miscellaneous (Continued)	2.Fax Mode	You can choose the transmission process when sending or receiving a fax manually at the end of a conversation.	Easy Mode*	If you are a receiver and there is no document in the ADF, press Start to receive a fax. If you are a caller or there is a document in the ADF, the document will be sent by pressing Start .	
			Advanced Mode	Press Start and then press 1 to send a fax or press 2 to receive a fax.	
	3.Caller ID Type	You can switch the mode if Caller ID cannot be displayed normally.	Auto* FSK DTMF	Caller ID has two modes FSK and DTMF for displaying your calls. The default mode of this machine is Auto . Please ask your local telephone company for whether your mode is FSK or DTMF.	
	4.Caller ID	View or print a list of the last 30 Caller IDs stored in the memory.	Display #	The Caller ID of the last call will appear on the display.	50
			Print Report	Prints the last thirty calls in the Caller ID list.	

The factory settings are shown in Bold with an asterisk.

3.Copy

3.Copy

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Quality	—	You can choose the Copy resolution for your type of document.	Auto*	Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.	
			Text	Suitable for documents containing mainly text.	
			Photo	Better copy quality for photographs.	
			Receipt	Suitable for copying receipts.	
2.Brightness	—	Adjusts the copy brightness for copies.	-□□□■+ -□□□■+ -□□■□+* -□■□□+ -■□□□+	Press ► to increase the brightness or press ◀ to decrease the brightness.	
3.Contrast	—	Adjust the contrast to help an image look sharper and more vivid.	-□□□■+ -□□□■+ -□□■□+* -□■□□+ -■□□□+	Press ► to increase the contrast or press ◀ to decrease the contrast.	
4.ID Copy	1.Quality	You can change the default settings for ID Copy.	Auto*	Auto is the standard mode for ordinary printouts. If you want to make it clearer, choose Lighter .	
			Lighter		
	2.Brightness		-□□□■+ -□□□■+* -□□■□+ -□■□□+ -■□□□+	Press ► to increase the brightness or press ◀ to decrease the brightness.	
	3.Contrast		-□□□■+ -□□□■+ -□□■□+* -□■□□+ -■□□□+	Press ► to increase the contrast or press ◀ to decrease the contrast.	
The factory settings are shown in Bold with an asterisk.					

3.Copy (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
4.ID Copy (Continued)	4.2in1/1in1		2in1*	Allows you to use the 2 in 1 (ID) Copy key as a double- sided copy.	57
			1in1	Allows you to use the 2 in 1 (ID) Copy key as a one-sided copy.	58

The factory settings are shown in Bold with an asterisk.

4.Printer

4.Printer

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Print Options	1.Test Print	Prints a test page.	—		
2.Auto Continue	—	If this setting is enabled, the machine will automatically clear a paper size error, and will use the paper loaded in the paper tray.	On*		
			Off	Size mismatch is displayed on the LCD and printing does not occur.	
3.Reset Printer	—	Restores the printer settings to the original factory default settings.	1.Reset		
			2.Exit		

The factory settings are shown in Bold with an asterisk.

5.Print Reports

5.Print Reports

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.XMIT Verify	1.View on LCD	You can use the Transmission Verification Report as proof that you sent a fax. This report lists the receiving party's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.	—	You can view the Transmission Verification Report for your last 200 outgoing faxes.	
	2.Print Report		—	Print the last report.	
2.Address Book	1.Numeric	Lists names and numbers stored in the Speed Dial memory.	—	Print in numerical order.	
	2.Alphabetic		—	Print in alphabetical order.	
3.Fax Journal	—	Prints a list of information about your last 200 incoming and outgoing faxes. (TX: transmit) (RX: receive)	—		
4.Print Settings	—	Print a list of your settings for printing.	—		
5.User Settings	—	Lists your settings.	—		
6.Network Config	—	Print a list of your Network settings.			
7.WLAN Report	—	Prints the result of wireless LAN connectivity diagnosis.			
The factory settings are shown in Bold with an asterisk.					

6.Network

6.Network

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1 . WLAN	1 . TCP/IP	—	1.Boot Method	Auto* Static RARP BOOTP DHCP Chooses the BOOT method that best suits your needs.	
			2.IP Address	Enter the IP address.	
			3.Subnet Mask	Enter the Subnet mask.	
			4.Gateway	Enter the Gateway address.	
			5.Node Name	Enter the Node name. (Up to 32 characters)	
			6.WINS Config	Auto* Static Chooses the WINS configuration mode.	
			7.WINS Server	Specifies the IP address of the primary or secondary WINS server. Primary [000-255].[000-255]. [000-255].[000-255] Secondary [000-255].[000-255]. [000-255].[000-255]	
The factory settings are shown in Bold with an asterisk.					

6.Network (continued)

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1. WLAN (Continued)	1. TCP/IP (Continued)	—	8. DNS Server	Specifies the IP address of the primary or secondary DNS server. Primary [000-255].[000-255]. [000-255].[000-255] Secondary [000-255].[000-255]. [000-255].[000-255]	
			9. APIPA	On* Off Automatically allocates the IP address from the linklocal address range.	
			0. IPv6	On Off* Enable or disable the IPv6 protocol.	
	2. WLAN Assistant	(Windows® only) You can configure your wireless network settings using the Fuji Xerox CD-ROM.	—		
	3. Setup Wizard	The Setup Wizard guides you through the wireless network configuration.	—		
	4. WPS/AOSS	You can easily configure your wireless network settings using the one-button push method.	—		
	The factory settings are shown in Bold with an asterisk.				

6.Network (continued)

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1.WLAN (Continued)	5.WPS w/PIN Code	You can easily configure your wireless network settings using WPS with a PIN code.	—		
	6.WLAN Status	—	1.Status	You can see the current wireless network status.	
			2.Signal	You can see the current wireless network signal strength.	
			3.SSID	You can see the current SSID.	
			4.Comm. Mode	You can see the current Communication Mode.	
	7.MAC Address	Shows the MAC address of the machine.			
	8.Set to Default	Restore the wireless network setting to factory default.	1.Reset 2.Exit		
	9.WLAN Enable	Enable or disable the wireless network manually.	On Off*		
The factory settings are shown in Bold with an asterisk.					

7.Machine Info.

7.Machine Info.

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Serial No.	—	You can check the serial number of your machine.	—		
2.Version	1.Main Version	You can check the firmware version of your machine.	—		
3.Page Counter	—	You can check the number of pages the machine has printed during its life.	Total	Displays the total page count.	
			Fax/List	Displays the page counter for faxes and lists.	
			Copy	Displays the page counter for copies.	
			Print	Displays the page counter for printed pages.	
4.Parts Life	1.Toner	You can check the percentage of Toner life that remains.	—		
	2.Drum	You can check the percentage of Drum life that remains.	—		
5.Reset Drum	—	You can reset the drum counter when you replace the drum unit with a new one.	▲ Reset		66
			▼ Exit		

The factory settings are shown in Bold with an asterisk.

Menu and features for DocuPrint M118 w

On-screen programming

Your machine has been designed to be easy to use. The LCD provides on-screen programming using the menu keys.

How to access the menu mode

- 1 Press **Menu**.
- 2 Scroll through each menu level by pressing **▲** or **▼**.
- 3 Press **OK** when the option you want appears on the LCD.
The LCD will then show the next menu level.
- 4 Press **▲** or **▼** to scroll to your next menu selection, and then press **OK**.
- 5 Press **▲** or **▼** to display the option you want, and then press **OK**.
When you have finished setting an option, the LCD will show *Accepted*.
- 6 Press **Stop/Exit** to exit Menu mode.

Menu table

Using the menu table, you can change the settings in your machine by pressing ▲ and ▼ and **OK**.

Press **Menu**, and then according to what is shown on the LCD, press ▲ and ▼ to display different menu options. Press **OK** to select an option.


In the below example, the paper type setting is changed from Plain to Recycled Paper.

1.General Setup			
Level 2	Level 3	Descriptions 1	Options
1.Paper	1.Paper Type		Plain* Recycled Paper

- 1 Press **Menu**.
- 2 Press ▲ or ▼ to choose 1.General Setup.
Press **OK**.
- 3 Press ▲ or ▼ to choose 1.Paper.
Press **OK**.
- 4 Press ▲ or ▼ to choose 1.Paper Type.
Press **OK**.
- 5 Press ▲ or ▼ to choose Recycled Paper.
Press **OK**.
- 6 Press **Stop/Exit**.

1.General Setup

1.General Setup

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Paper	1.Paper Type		Plain* Recycled Paper		42
	2.Paper Size	Sets the size of the paper in the paper tray.	A4* Letter Legal Folio A5 A5 L B5 (JIS) Executive 16K (195x270mm) 16K (184x260mm) 16K (197x273mm)		42
2.Ecology	1.Toner Save	You can save toner using this feature.	On	Increases the page yield of the toner cartridge. When you set Toner Save to On, print appears lighter.	40
			Off*		
	2.Auto Power Off	If the machine remains in Deep Sleep mode for the time set in the Auto Power Off settings, it will automatically go into Power Off mode. To disable the Power Off mode, press and hold  .	Off* 1 hour 2 hours 4 hours 8 hours		
3.LCD Contrast	—	Adjusts the contrast of the LCD.	-□□□■+ -□□□■+ -□■□□+* -□■□□+ -■□□□+	Press ▲ to make the LCD darker, or press ▼ to make the LCD lighter.	
The factory settings are shown in Bold with an asterisk.					

1.General Setup (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
4.Replace Toner	—	Sets the machine to continue or stop printing after the LCD shows Replace Toner.	Continue	The machine will continue printing. Replace the toner cartridge with a new one after the LCD shows Toner Ended.	40
			Stop*	The machine will stop printing. Replace the toner cartridge with a new one.	
5.Reset	1.Machine Reset	Restores all the function settings to factory default.	▲ Reset		
			▼ Exit	Cancel restore and exit the menu.	
	2.Network	Restores all network settings to the factory default.	▲ Reset		
			▼ Exit	Cancel restore and exit the menu.	
	3.All Settings	Restores all the machine settings to factory default. Restores all the function settings to factory default.	▲ Reset		
			▼ Exit	Cancel restore and exit the menu.	
0.Local Language	—	Allows you to change the LCD language.	中文 *		
			English		
The factory settings are shown in Bold with an asterisk.					

2.Copy

2.Copy

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Quality	—	You can choose the Copy resolution for your type of document.	Auto*	Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.	
			Text	Suitable for documents containing mainly text.	
			Photo	Better copy quality for photographs.	
			Receipt	Suitable for copying receipts.	
2.Brightness	—	Adjusts the copy brightness for copies.	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Press ▲ to increase the brightness or press ▼ to decrease the brightness.	
3.Contrast	—	Adjust the contrast to help an image look sharper and more vivid.	-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Press ▲ to increase the contrast or press ▼ to decrease the contrast.	
4.ID Copy	1.Quality	You can change the default settings for ID Copy.	Auto*	Auto is the standard mode for ordinary printouts. If you want to make it clearer, choose Lighter .	
			Lighter		
	2.Brightness		-□□□□■+ -□□□■□+* -□□■□□+ -□■□□□+ -■□□□□+	Press ▲ to increase the brightness or press ▼ to decrease the brightness.	
	3.Contrast		-□□□□■+ -□□□■□+ -□□■□□+* -□■□□□+ -■□□□□+	Press ▲ to increase the contrast or press ▼ to decrease the contrast.	
The factory settings are shown in Bold with an asterisk.					

2.Copy (continued)

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
4.ID Copy (Continued)	4.2in1/1in1		2in1*	Allows you to use the ID Copy /Copy Options key as a double-sided copy.	57
			1in1	Allows you to use the ID Copy /Copy Options key as a one-sided copy.	58

The factory settings are shown in Bold with an asterisk.

3.Printer

3.Printer

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Print Options	1.Test Print	Prints a test page.	—		
2.Auto Continue	—	If this setting is enabled, the machine will automatically clear a paper size error, and will use the paper loaded in the paper tray.	On*		
			Off	Size mismatch is displayed on the LCD and printing does not occur.	
3.Reset Printer	—	Restores the printer settings to the original factory default settings.	▲ Reset		
			▼ Exit		

The factory settings are shown in Bold with an asterisk.

4.Network

4.Network

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1 . WLAN	1 . TCP/IP	—	1.Boot Method	Auto* Static RARP BOOTP DHCP Chooses the BOOT method that best suits your needs.	
			2.IP Address	Enter the IP address.	
			3.Subnet Mask	Enter the Subnet mask.	
			4.Gateway	Enter the Gateway address.	
			5.Node Name	Enter the Node name. (Up to 32 characters)	
			6.WINS Config	Auto* Static Chooses the WINS configuration mode.	
			7.WINS Server	Specifies the IP address of the primary or secondary WINS server. Primary [000-255].[000-255]. [000-255].[000-255] Secondary [000-255].[000-255]. [000-255].[000-255]	
The factory settings are shown in Bold with an asterisk.					

4. Network (continued)

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1. WLAN (Continued)	1. TCP/IP (Continued)	—	8. DNS Server	Specifies the IP address of the primary or secondary DNS server. Primary [000-255].[000-255]. [000-255].[000-255] Secondary [000-255].[000-255]. [000-255].[000-255]	
			9. APIPA	On* Off Automatically allocates the IP address from the linklocal address range.	
			0. IPv6	On Off* Enable or disable the IPv6 protocol.	
	2. WLAN Assistant	(Windows® only) You can configure your wireless network settings using the Fuji Xerox CD-ROM.	—		
	3. Setup Wizard	The Setup Wizard guides you through the wireless network configuration.	—		
	4. WPS/AOSS	You can easily configure your wireless network settings using the one-button push method.	—		
	5. WPS w/PIN Code	You can easily configure your wireless network settings using WPS with a PIN code.	—		
	The factory settings are shown in Bold with an asterisk.				

4.Network (continued)

Level 2	Level 3	Descriptions 1	Level 4	Descriptions 2	Page
1.WLAN (Continued)	6.WLAN Status	—	1.Status	You can see the current wireless network status.	
			2.Signal	You can see the current wireless network signal strength.	
			3.SSID	You can see the current SSID.	
			4.Comm. Mode	You can see the current Communication Mode.	
	7.MAC Address	Shows the MAC address of the machine.			
	8.Set to Default	Restore the wireless network setting to factory default.	▲ Reset ▼ Exit		
	9.WLAN Enable	Enable or Disable the Wireless LAN manually.	On Off*		
2.Network Reset	—	Restore all network settings back to the factory settings.	▲ Reset ▼ Exit		
The factory settings are shown in Bold with an asterisk.					

5. Machine Info.

5. Machine Info.

Level 2	Level 3	Descriptions 1	Options	Descriptions 2	Page
1.Serial No.	—	You can check the serial number of your machine.	—		
2.Version	1.Main Version	You can check the firmware version of your machine.	—		
3.Page Counter	—	You can check the number of pages the machine has printed during its life.	Total	Displays the total page count.	
			List	Displays the page counter for lists.	
			Copy	Displays the page counter for copies.	
			Print	Displays the page counter for printed pages.	
4.Parts Life	1.Toner	You can check the percentage of Toner life that remains.	—		
	2.Drum	You can check the percentage of Drum life that remains.	—		
5.Print Settings	—	Print a list of your settings for printing.	—		
6.User Settings	—	Lists your settings.	—		
7.Network Config	—	Print a list of your Network settings.			
8.WLAN Report	—	Prints the result of wireless LAN connectivity diagnosis.			
9.Reset Drum	—	You can reset the drum counter when you replace the drum unit with a new one.	▲ Reset		66
			▼ Exit		
The factory settings are shown in Bold with an asterisk.					

Entering text

DocuPrint M118 z

When setting certain menu selections, such as the Station ID and the name of a Speed Dial, you will need to type text characters. The dial pad keys have letters printed on them. The keys: **0**, **#** and ***** do *not* have printed letters because they are used for special characters.

Press the appropriate dial pad key the number of times shown in this reference table to access the character you want.

Press number Key on dial pad	once	twice	three times	four times	five times	six times	seven times	eight times	nine times
1	@	.	/	1	@	.	/	1	@
2	a	b	c	A	B	C	2	a	b
3	d	e	f	D	E	F	3	d	e
4	g	h	i	G	H	I	4	g	h
5	j	k	l	J	K	L	5	j	k
6	m	n	o	M	N	O	6	m	n
7	p	q	r	s	P	Q	R	S	7
8	t	u	v	T	U	V	8	t	u
9	w	x	y	z	W	X	Y	Z	9

For options that do not allow lower case characters, use the following table.

Press number Key on dial pad	once	twice	three times	four times	five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	7	P
8	T	U	V	8	T
9	W	X	Y	9	W

Inserting spaces

To enter a space in a fax number, press ► once between numbers. To enter a space in a name, press ► twice between letters.

Making corrections

If you entered a character incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, and then press **Clear**.

Repeating letters

To enter a letter on the same key as the previous letter, press ▶ to move the cursor right before pressing the key again.

Special characters and symbols

Press *, # or 0, then press ◀ or ▶ to move the cursor to the symbol or character you want. Press **OK** to choose it. The symbols and characters below will appear depending on your menu selection.

Press *	for	(space) ! " # \$ % & ' () * + , - . / €
Press #	for	: ; < = > ? @ [] ^ _
Press 0	for	Ä Ê Æ Ö Ü À Ç È É 0

DocuPrint M118 w

When setting certain options, such as the Network Key, you must enter characters on the machine.

- Hold down or repeatedly press ▲ or ▼ to select a character from this list:

0123456789abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ(space)!"#
%&'()*+,-./:;<=>?@[]^_

- Press **OK** when the character or symbol you want is displayed, and then enter the next character.
- Press **Clear** to delete characters entered incorrectly.

Ecology features

Deep Sleep mode

If the machine does not receive any jobs for a certain length of time, the machine will go into Deep Sleep mode automatically and the LCD will show `Deep Sleep`. The machine will wake up when it receives a print job or a fax (DocuPrint M118 z only).

Auto Power Off (DocuPrint M118 w)

If the machine remains in Deep Sleep mode for the time set in the Auto Power Off settings, it will automatically go into Power Off mode.

Power Off mode is the lowest power consumption mode, which achieves a power consumption of approximately 0.5 W. To disable the Power Off mode, press and hold



- 1 Press **Menu** and then press **▲** or **▼** to choose `1.General Setup`. Press **OK**.
- 2 Press **▲** or **▼** to choose `2.Ecology`. Press **OK**.
- 3 Press **▲** or **▼** to choose `2.Auto Power Off`. Press **OK**.
- 4 Press **▲** or **▼** to choose how many hours before the machine goes into Power Off mode. Choose `1 hour`, `2 hours`, `4 hours`, `8 hours` or `Off`. Press **OK**.
- 5 Press **Stop/Exit**.

Toner Settings

Toner Setting (Continue mode)

You can set the machine to continue printing after the LCD shows `Replace Toner`. The machine will continue printing until the LCD shows `Toner Ended`.

- 1 (For DocuPrint M118 z)
Press **Menu**, **1**, **8** and go to step 3.
(For DocuPrint M118 w)
Press **Menu** and then press **▲** or **▼** to choose `1.General Setup`. Press **OK**.
- 2 Press **▲** or **▼** to choose `4.Replace Toner`. Press **OK**.
- 3 Press **▲** or **▼** to choose `Continue or Stop`. Press **OK**.
- 4 Press **Stop/Exit**.

NOTE

- If you continue printing in the Continue mode, the print may appear lighter.
- After replacing the toner cartridge with a new one, the Continue mode will go back to the default setting (`Stop`).

Receiving faxes in Continue Mode (For DocuPrint M118 z)

The machine can store received faxes in the memory if you choose Continue mode when the LCD shows `Replace Toner`. When received faxes are printed in Continue mode the LCD will ask if the print quality of the fax is OK. If the quality is not good, choose `2.No`. The machine will keep the faxes stored in the memory so you can reprint them after you replace the toner cartridge with a new one. If the print quality is good, choose `1.Yes`. The LCD will ask if you want to delete the printed faxes from the memory. If you choose not to delete them, you will be asked again after you replace the toner cartridge with a new one.

NOTE

If you turn off the machine, faxes stored in the memory will be lost.

Paper settings

Paper Type

- ① (For DocuPrint M118 z)
Press Menu, **1**, **3**, **1** and go to step ④.
(For DocuPrint M118 w)
Press **Menu** and then press ▲ or ▼ to
choose 1.General Setup.
Press **OK**.
- ② Press ▲ or ▼ to choose 1.Paper.
Press **OK**.
- ③ Press ▲ or ▼ to choose 1.Paper Type.
Press **OK**.
- ④ Press ▲ or ▼ to choose Plain or
Recycled Paper.
Press **OK**.
- ⑤ Press **Stop/Exit**.

- ④ Press ▲ or ▼ to choose A4, Letter,
Legal, Folio, A5, A5 L,
B5 (JIS), Executive,
16K (195x270mm),
16K (184x260mm), or
16K (197x273mm).
Press **OK**.

- ⑤ Press **Stop/Exit**.

Paper Size

- ① (For DocuPrint M118 z)
Press Menu, **1**, **3**, **2** and go to step ④.
(For DocuPrint M118 w)
Press **Menu** and then press ▲ or ▼ to
choose 1.General Setup.
Press **OK**.
- ② Press ▲ or ▼ to choose 1.Paper.
Press **OK**.
- ③ Press ▲ or ▼ to choose 2.Paper Size.
Press **OK**.

Acceptable paper

Print quality may vary according to the type of paper you are using.

Paper capacity of the paper tray

Paper size	A4, Letter, Legal, Folio ¹ , A5, A5(Long Edge), B5(JIS), Executive, 16K
Paper types	Plain paper, Recycled paper
No. of sheets	up to 150 (80 g/m ²)
Paper weight	64 - 105 g/m ²

¹ Folio size is 215.9 mm x 330.2 mm.

Some important guidelines when selecting paper are:

- DO NOT use inkjet paper because it may cause a paper jam or damage your machine.
- Preprinted paper must use ink that can withstand the temperature of the machine's fusing process 200 °C.

Types of paper to avoid

WARNING

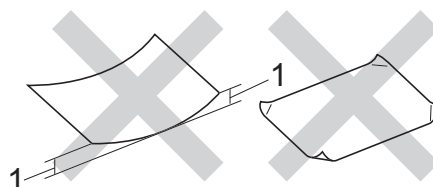
Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.

IMPORTANT

Some types of paper may not perform well or may cause damage to your machine.

DO NOT use paper:

- that is highly textured
- that is extremely smooth or shiny
- that is curled or warped



1 A curl of 2 mm or greater may cause jams to occur.

- that is coated or has a chemical finish
- that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- that is multipart or carbonless
- that is designed for inkjet printing

If you use any of the types of paper listed above, they may damage your machine. This damage is not covered under any Fuji Xerox warranty or service agreement.

3

Loading documents

How to load documents

You can send a fax (For DocuPrint M118 z), make copies, and scan from the ADF (Automatic Document Feeder) and the scanner glass.

Using the automatic document feeder (ADF) (For DocuPrint M118 z)

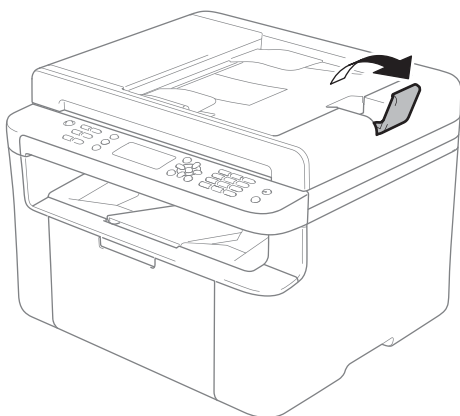
The ADF can hold up to 10 pages and feeds each sheet individually. We recommend you use standard 80 g/m² paper and always fan the pages before putting them in the ADF.

Document Sizes Supported

Size:	A4, Letter, Legal, Folio
-------	--------------------------

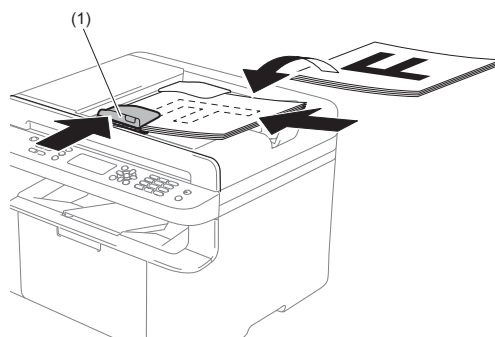
How to load documents

- 1 Lift up and unfold the ADF document output support flap.



- 2 Load your document *face down, top edge first* in the ADF until the LCD message changes.

- 3 Adjust the paper guides (1) to fit the width of your document.



Using the scanner glass

You can use the scanner glass to fax (for DocuPrint M118 z), copy or scan pages of a book, one page at a time.

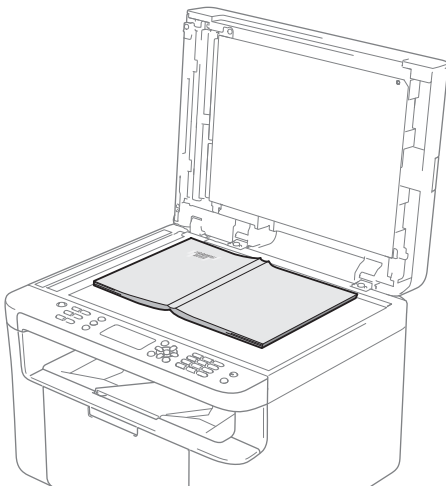
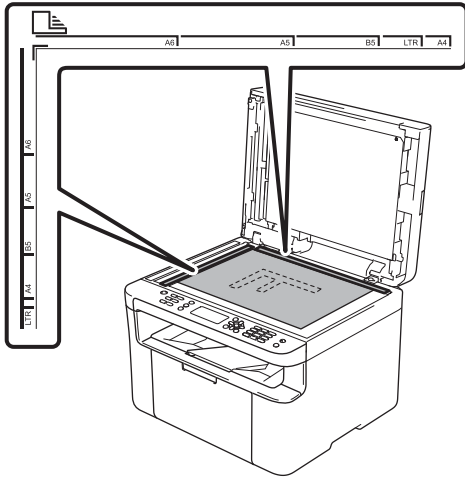
Document Sizes Supported

Length:	Up to 300.0 mm
Width:	Up to 215.9 mm
Weight:	Up to 2.0 kg

How to load documents

- 1 Lift the document cover.

- 2 Using the document guidelines on the left and top, place the document *face down* in the upper left corner of the scanner glass.



- 3 Close the document cover.

IMPORTANT

If the document is a book or is thick do not slam the cover or press on it.

4

Sending a fax (DocuPrint M118 z)

How to send a fax

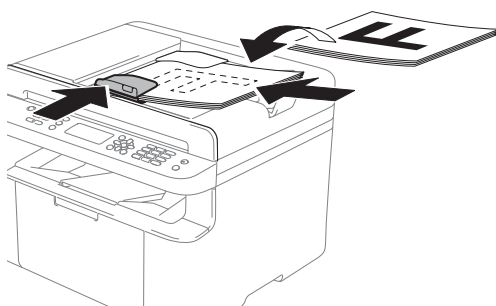
The following steps show you how to send a fax.

- 1 Press **Fax**.

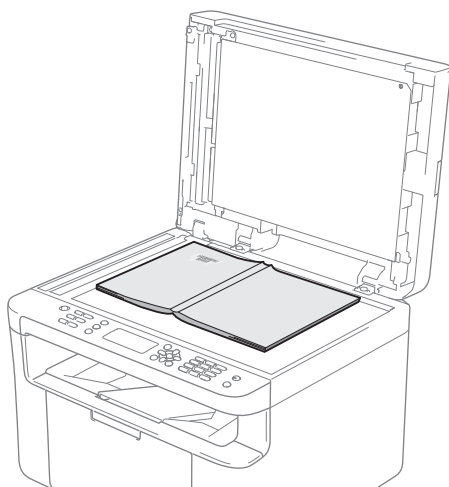


- 2 Load your document.

- If you are sending from the ADF:



- If you are sending from the scanner glass:



After placing the document on the scanner glass, close the document cover.

NOTE

- To use the scanner glass, the ADF must be empty.
- If you want to change the fax resolution, press ▼, and then press ▲ or ▼ to choose the fax resolution.

- 3 Enter the fax number.

- 4 Press **Start** to send a fax.



Cancelling a fax in progress

Press **Stop/Exit** to cancel the fax. If you press **Stop/Exit** while the machine is dialling or sending, the LCD will ask you to confirm.

Dialing #XXX
1.Clear 2.Exit

Sending #XXX P01
1.Clear 2.Exit

Press **1** to cancel the fax.

Broadcasting

Broadcasting lets you send the same fax message to more than one fax number. You can include Speed Dial numbers and up to 20 manually dialled numbers in the same broadcast.

Before you begin the broadcast

Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (See *Storing Speed Dial numbers* on page 49)

How to broadcast a fax

- 1 Load your document.
- 2 Enter a number.
Press **OK**.
You can use a Speed Dial number, or a number manually entered using the dial pad. (See *How to dial* on page 50)
- 3 Repeat step 2 until you have entered all the fax numbers you want to broadcast to.
- 4 Press **Start**.

After the broadcast is finished the machine will print a broadcast report to let you know the results.

Cancelling a Broadcast in progress

While broadcasting you can cancel the fax currently being sent or the whole broadcast job.

- 1 Press **Menu, 2, 7**.
The LCD will display the Broadcast job number followed by the fax number or name being dialled (for example, #001 0123456789). Press **▲** or **▼** to show the broadcast job number (for example, Broadcast#001).

- 2 Press **▲** or **▼** to choose one of the following:
 - Choose the fax number or name being dialled, and press **OK**.
 - Choose the broadcast job number, and press **OK**.
- 3 Press **1** to cancel the fax number or Broadcast job number you chose in step 2, or press **2** to exit without cancelling.
If you chose to only cancel the fax currently being sent in step 2, the LCD will ask you if you want to cancel the broadcast job. Press **1** to clear the whole broadcast job or **2** to exit.
- 4 Press **Stop/Exit**.

Fax Receive modes

You can switch to **Fax Auto**, **Manual** or **PC Fax Receive** mode by pressing **FAX Auto/Manual** on the control panel.

Mode	Function	Help
Fax Auto	Each call will automatically be recognized as a fax. However, you can answer the call within the specified number of rings.	Factory setting of Ring Delay ³ is 4 (0-10 times available). After ringing 4 times, the fax machine sends fax-receiving signals automatically. Within the recommended ringing times, you can use the external answering phone device to answer and talk. ¹
Fax/Tel	The machine will automatically determine whether the incoming call is a fax or telephone call. The machine will perform a fast double ring to let you know you have a telephone call waiting.	Factory setting of Ring Delay ³ is 4 (0-10 times available). The Fax/Tel ring time (F/T ring time) (a fast double-ring) setting is set at 20 seconds. According to incoming call after the fax machine rings 4 times: 1) For the fax call, send fax received signal. 2) For the telephone call, make a fast double-ring, waiting for you answer the phone. ²
Manual	Machine doesn't recognize each call, only as a common phone call that you need to determine after answering the phone.	Answer the call, or if the caller wants to send you a fax, press Start (under Easy mode) to receive a fax.
PC Fax Receive	Machine automatically transfers received faxes to your computer running the PC-Fax software.	Select on or off for the backup print feature when you select PC Fax Receive. Machine will print received faxes if you turn on the backup print setting.

¹ If the caller wants to send a fax during a call or the caller sends you a fax call, press **Start** (under Easy mode) on the control panel of the machine.

² Because the F/T ring is made by the machine, external telephones will not ring.


³ Ring Delay means setting the number of times the machine rings before it answers in **Fax Auto** and **Fax/Tel** modes.


Storing numbers

You can set up your machine for easy dialling by storing Speed Dials. When you dial a speed dial number, the LCD shows the name, if you stored it, or the number.

Storing Speed Dial numbers

You can store your frequently used numbers as Speed Dial numbers, so that when you dial you will only have to press a few keys

( (**Address Book**) twice, the two digit number and **Start**). The machine can store 99 Speed Dial numbers (01- 99).

- 1 Press  (**Address Book**) twice and enter a two digit Speed Dial location number (01-99).
If a number is not stored there, the LCD shows *Register Now?*
Press **1** to choose *Yes*.
- 2 Enter the telephone or fax number (up to 20 characters).
Press **OK**.
- 3 Do one of the following:
 - Enter the name using the dial pad (up to 15 characters). For help entering characters, see *Entering text* on page 38.
Press **OK**.
 - Press **OK** to store the number without a name.
- 4 If you want to change the pinyin, you can change it using the dial pad.
Press **OK**.
- 5 To store another Speed Dial number, go to step 1.

Changing or Deleting Speed Dial numbers

You can change or delete a Speed Dial number that has already been stored.

- 1 Press **Menu**, **2**, **4**, **1**.
Enter the Speed Dial number you want to change or delete, then press **OK**.
- 2 Do one of the following:
 - Press **1** to choose *Change* to edit the number, name or pinyin.
Go to step 3.
 - Press **2** to choose *Clear* to delete all information in a Speed Dial number.

When *Erase This Data?* appears, press **1** to choose *Yes* to confirm.
Go to step 4.
- 3 Edit the number, name or pinyin. When you are finished editing, press **OK**.
- 4 Press **Stop/Exit**.


How to dial

You can dial in any of the following ways.

Manual dialling

Use the dial pad to enter all the digits of the telephone or fax number.

Speed dialling

Press  (**Address Book**) twice and enter the two digit Speed Dial number. (See *Storing Speed Dial numbers* on page 49.)




Two digit number

NOTE

If the LCD shows *Register Now?* when you enter a Speed Dial number, it means that a number is not stored there.

Search

You can search alphabetically for names you have stored in the Speed Dial memories. (See *Storing Speed Dial numbers* on page 49.)

- 1 Make sure you are in FAX mode.
- 2 Press  (**Address Book**).

- 3 Press the dial pad key for the first few letters of the name. (Use the chart on *Entering text* on page 38 to help you enter letters.)
Press **OK**.
- 4 Press **▲** or **▼** to scroll until you find the name you are looking for.
Press **OK**.
- 5 Press **Start**.

NOTE

- If you do not enter a letter and press **OK** in step 3, all registered names will appear. Press **▲** or **▼** to scroll until you find the name you are looking for.
- If the LCD shows *No Contact Found* when you enter the first few letters of the name, it means that a name for the letters is not stored.

Redial

Ensuring the line is not in use, press **Redial** to find the last 20 numbers you recently dialled. Press **Redial** or **▲** or **▼** to scroll until you find the number you want to call again. Press **OK** and then press **Start** to send a fax.

Caller ID feature

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. This service shows the telephone number, or name if it is available, of your caller as the line rings.

Viewing the Caller ID List

Your machine stores information for the last thirty calls in the Caller ID list. You can view or print this list. When the 31st call comes in to the machine, it replaces information about the first call.

- 1 Press **Menu**, **2**, **0**, **4**.
The screen displays the current setting.

- 2 Press ▲ or ▼ to choose `Display #`.
Press **OK**.
The Caller ID of the last call will appear on the display.
If no ID is stored, the beeper will sound and `No Caller ID` will appear on the display. Go to step 4.
- 3 Press ▲ or ▼ to scroll through the Caller ID memory to choose the Caller ID you want to view, and then press **OK**.
The LCD will show the caller's number and the date and time of the call.
- 4 To finish viewing, press **Stop/Exit**.

PC-FAX Receive (For Windows® only)

If you turn on the PC-Fax Receive feature your machine will store received faxes in memory and send them to your PC automatically. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or on the weekend, for example), your machine will receive and store your faxes in its memory. The LCD will show the number of stored faxes received, for example:
PC Fax Msg:001

When you start your PC and the PC-Fax Receiving software runs, your machine transfers your faxes to your PC automatically.

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC.


Do one of the following:

(Windows® XP, Windows Vista® and Windows® 7)

From the  (Start) > All Programs >

Fuji Xerox > Fuji Xerox Utilities, and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX Receive** in the left navigation bar, and then click **Receive**.

(Windows® 8)

Click  (Fuji Xerox Utilities), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX Receive** in the left navigation bar, and then click **Receive**.

Then, complete the following steps on your machine.

- 1 Press **Menu**, **2**, **1**, **1**.
- 2 Press **▲** or **▼** to choose **PC-FAX Receive**. Press **OK**.
- 3 The LCD shows a reminder to start the PC-FAX Receive program on your computer. If you have started the PC-FAX Receive program, press **OK**. If you have not started the PC-FAX Receive program, see Software and Network User's Guide.
- 4 Do one of the following:
 - If you want to change the current setting, press **1** and press **▲** or **▼** to choose your computer. Press **OK**.
 - If you do not want to change the current setting, press **2**.
- 5 Press **▲** or **▼** to choose **On** or **Off**. Press **OK**.
- 6 Press **Stop/Exit**.

IMPORTANT

- If you choose **Backup Print On**, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is transferred to your PC.
- The faxes stored in the machine's memory will be deleted.

NOTE

- Before you can set up PC-Fax Receive you must install the Multi-Function Suite software on your PC. Make sure your PC is connected and turned on. (For more information, see *Software and Network User's Guide*.)
 - If your machine has an error and is unable to print faxes from memory, you can use this setting to transfer your faxes to a PC. (See *Transferring your faxes or Fax Journal report (DocuPrint M118 z)* on page 81.)
 - PC-Fax Receive is not supported in Mac OS.
-

PC-FAX sending

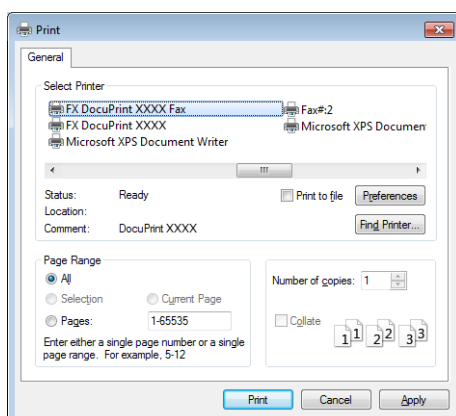
You can send a file created in any application on your PC as a standard fax.

NOTE

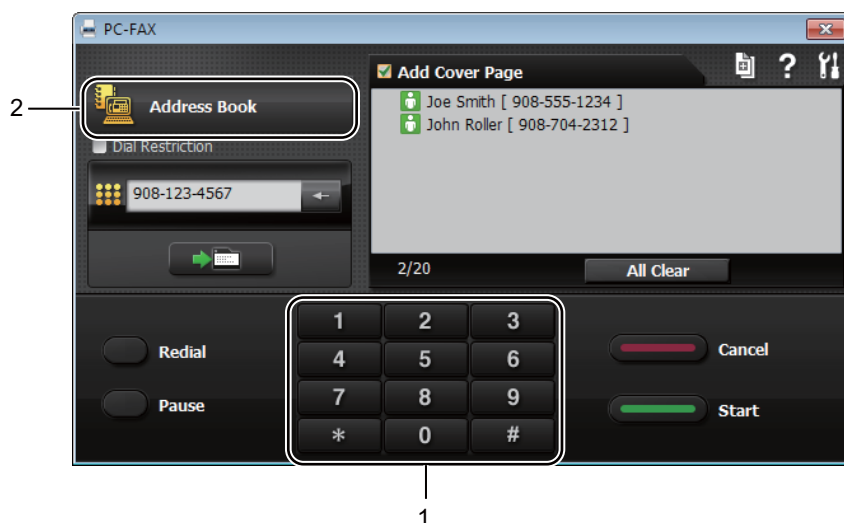
- The PC-FAX software can only send Black & White fax documents in A4 size.
- Please install Multi-Function Suite software, connect your machine and PC before using PC-FAX sending.

Sending a file as a PC-FAX

- 1 Create a file in any application on your PC.
- 2 Click **File**, then **Print**.
The **Print** dialog box appears:




- 3 Choose **FX DocuPrint XXXX Fax** as your printer, and then click **Print**.
The PC-FAX sending dialog box appears:



1 Dial Pad

2 Address Book

- 4 Enter a fax number using any of the following methods:
- Use the dial pad to enter the number and then click the  button.
 - Click the **Address Book** button, and then choose a member or group from the Address Book.

If you make a mistake, click **All Clear** to delete all the entries.

- 5 To include a cover page, click **Add Cover Page**.

NOTE

You can also click the cover page  icon to create or edit a cover page.

- 6 Click **Start** to send the fax.

NOTE

- If you want to cancel the fax, click **Cancel** or press **Stop/Exit** on the machine's control panel.
- If you want to redial a number, click **Redial** to cycle through the last five fax numbers, and then click **Start**.

8

Making copies

How to copy

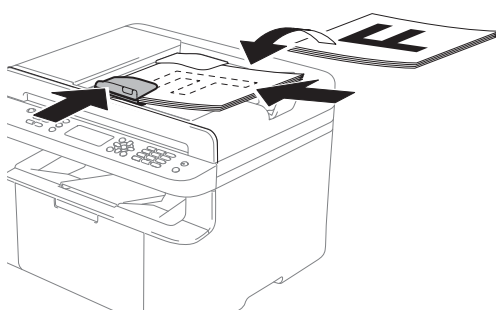
- 1 (For DocuPrint M118 z)
Press **Copy**.



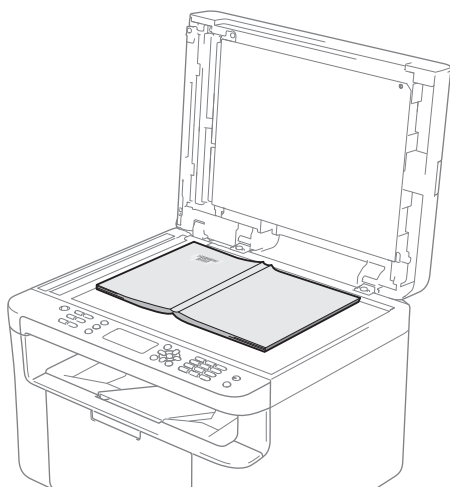
- 2 Load your document.

■ (For DocuPrint M118 z)

If you are copying from the ADF:



■ If you are copying from the scanner glass:



After placing the document on the scanner glass, close the document cover.

NOTE

To use the scanner glass, the ADF must be empty.

- 3 (For DocuPrint M118 z)
Use the dial pad to enter the number of copies you want (up to 99 copies).

(For DocuPrint M118 w)

Press ▲ or ▼ to enter the number of copies you want.

- 4 Press **Start** to copy.

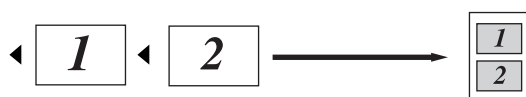


ID COPY

You can copy your identification card for both one-sided and double-sided.

Double-sided ID copy can copy both sides of your identification card onto one page, keeping the original card size.

The result of the double-sided ID copy is shown below.



NOTE

- You can copy an identification card to the extent permitted under applicable laws. (See Safety Guide.)
- For the ID Copy Settings,
(For DocuPrint M118 z) See 3. *Copy* on page 21.
(For DocuPrint M118 w) See 2. *Copy* on page 32.

Double-sided ID copy

- (For DocuPrint M118 z)
Press **Menu**, **3**, **4** and go to step ③.

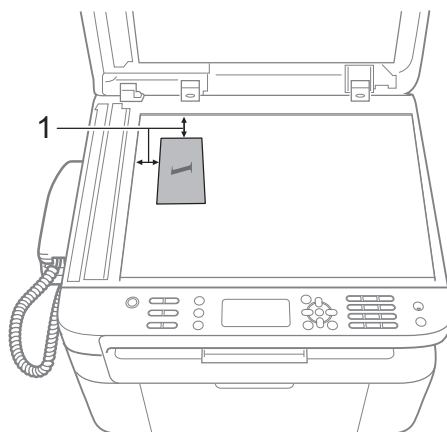
(For DocuPrint M118 w)
Press **Menu** and then press **▲** or **▼** to choose 2. *Copy*.
Press **OK**.
- Press **▲** or **▼** to choose 4. *ID Copy*.
Press **OK**.
- Press **▲** or **▼** to choose 4.2 *in1/1in1*.
Press **OK**.
Press **▲** or **▼** to choose 2 *in1* for double-sided copy as a default.
Press **OK** and then press **Stop/Exit**.

- (For DocuPrint M118 z)
Press **Copy**.



- (For DocuPrint M118 z)
Enter the number of copies you want.
(For DocuPrint M118 w)
Press **▲** or **▼** to enter the number of copies you want.
- (For DocuPrint M118 z)
Press **2 in 1 (ID) Copy**.
(DocuPrint M118 w)
Press **ID Copy/Copy Options**.
Press **▲** or **▼** to choose *Double-sided ID*.

- Place your identification card face down as shown, towards the top left of the scanner glass. Make sure the identification card is at least 4 mm from the edges of the glass (1).

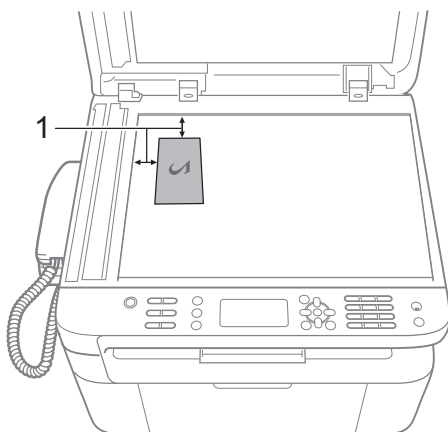


1 4 mm or greater (top, left)

- 8 Press **Start** to scan.



- 9 Turn over your identification card and place it at the left side of the scanner glass.



1 4 mm or greater (top, left)

- 10 Press **Start** to scan.



One-sided ID copy

- 1 (For DocuPrint M118 z)
Press **Menu**, **3**, **4** and go to step 3.

(For DocuPrint M118 w)
Press **Menu** and then press ▲ or ▼ to choose **2 . Copy**.
Press **OK**.

- 2 Press ▲ or ▼ to choose **4 . ID Copy**.
Press **OK**.

- 3 Press ▲ or ▼ to choose **4.2 in1/1in1**.
Press **OK**.
Press ▲ or ▼ to choose **1in1** for one-sided copy as a default.
Press **OK** and then press **Stop/Exit**.

- 4 (For DocuPrint M118 z)
Press **Copy**.



- 5 (For DocuPrint M118 z)
Enter the number of copies you want.

(For DocuPrint M118 w)
Press ▲ or ▼ to enter the number of copies you want.

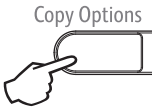
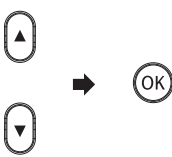
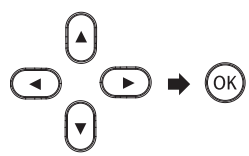

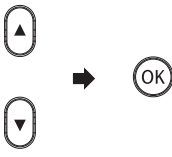
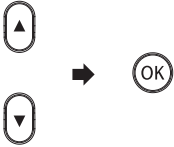
- 6 Place your identification card *face down* on the scanner glass.

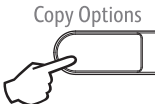
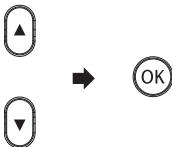
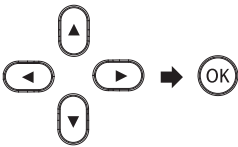

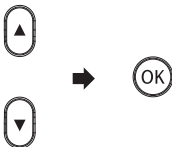
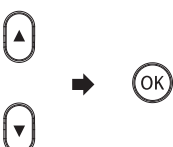
- 7 (For DocuPrint M118 z)
Press **2 in 1 (ID) Copy**.

(DocuPrint M118 w)
Press **ID Copy/Copy Options**.
Press ▲ or ▼ to choose **Double-sided ID**.

Other copies

Make sure you are in COPY mode. Use the **Copy Options** or **ID Copy/Copy Options** key to quickly set the following copy settings only for the next copy.

Press	Menu selections	Options
<p>(DocuPrint M118 z)</p> <p>Copy Options</p> 	<p>Press ▲ or ▼, then press OK</p> 	<p>(DocuPrint M118 z)</p> <p>Press ▲, ▼, ◀ or ▶, then press OK</p> 
<p>(DocuPrint M118 w)</p> <p>身份证复印/复印选项</p> <p>ID Copy / Copy Options</p> 	<p>Press ▲ or ▼ to choose Copy Options.</p> <p>Press OK.</p> <p>Press ▲ or ▼, then press OK.</p> 	<p>(DocuPrint M118 w)</p> <p>Press ▲ or ▼, then press OK.</p> 
	Quality	Auto* Text Photo Receipt
	Stack/Sort	Stack* Sort
	Brightness	-■■■■+ -■□□□+ -□■□□+* -□□■□+ -□□□■+
	Contrast	-■■■■+ -■□□□+ -□■□□+* -□□■□+ -□□□■+
The factory settings are shown in Bold with an asterisk.		

Press	Menu selections	Options
(DocuPrint M118 z) 	Press ▲ or ▼, then press OK 	(DocuPrint M118 z) Press ▲, ▼, ◀ or ▶, then press OK 
(DocuPrint M118 w) 	Press ▲ or ▼ to choose Copy Options. Press OK. Press ▲ or ▼, then press OK. 	(DocuPrint M118 w) Press ▲ or ▼, then press OK. 
	Enlarge/Reduce	100%* 97% LTR→A4 94% A4→LTR 91% Full Page 85% LTR→EXE 83% LGL→A4 ¹ 78% LGL→LTR ¹ 70% A4→A5 50% Custom (25-400%) Auto ² 200% 141% A5→A4 104% EXE→LTR
	Page Layout	Off(1 in 1)* 2 in 1 (P) 2 in 1 (L) 4 in 1 (P) 4 in 1 (L)
The factory settings are shown in Bold with an asterisk.		

¹ "LGL→LTR" and "LGL→A4" are displayed on DocuPrint M118 z only.

² Auto sets the machine to calculate the reduction ratio that best fits the size of paper. Auto is only available when using the ADF.

Scanning a document as a PDF file using ControlCenter4


(For further information See Software and Network User's Guide.)


NOTE

The screens on your PC may vary depending on your model.

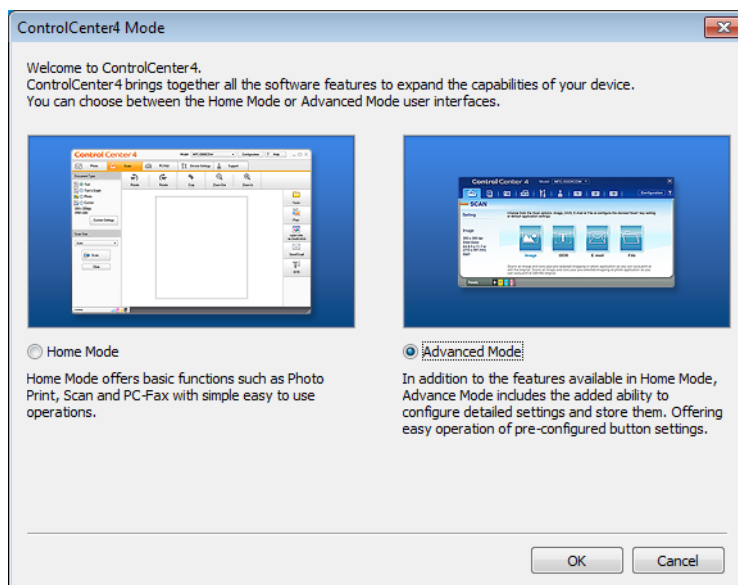
ControlCenter4 is a software utility that lets you quickly and easily access the applications you use most often.

- 1 Load your document.
- 2 Do one of the following:
(Windows® XP, Windows Vista® and Windows® 7)

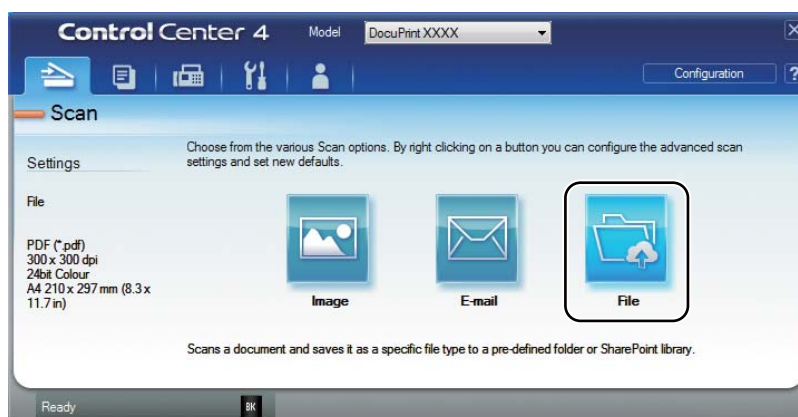
Click  (**Start**) > **All Programs** > **Fuji Xerox** > **Fuji Xerox Utilities**, and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.
The ControlCenter4 application will open.
(Windows® 8)

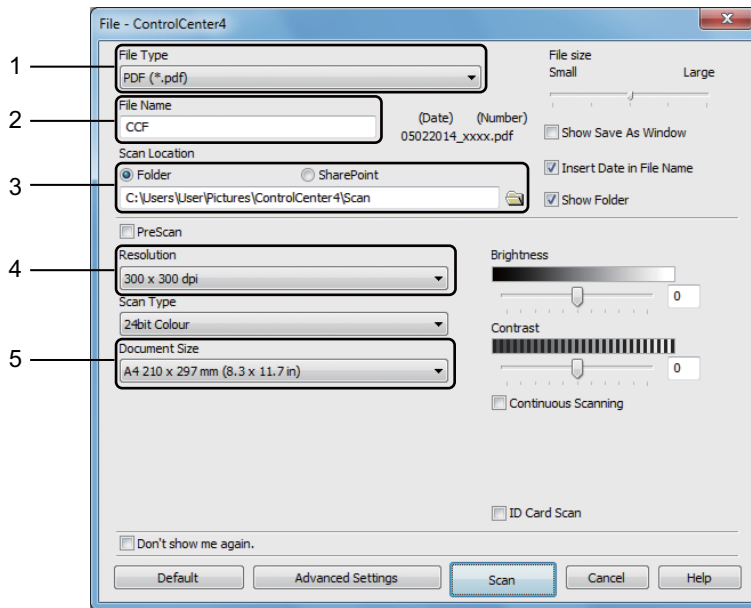
Click  (**Fuji Xerox Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.
The ControlCenter4 application will open.


- 3 Choose **Advanced Mode** and then click **OK**.



- 4 Click **File** in the **Scan** tab.





- 1 Choose **PDF (*.pdf)** from the File Type drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 When you select the **Folder** check box, you can save the file to the default folder, or choose your preferred folder by clicking the  (**Browse**) button.

When you select the **SharePoint** check box, you can save the file to a SharePoint library by entering the address.


- 4 You can choose a scanning resolution from the **Resolution** drop-down list.
- 5 You can choose the document size from the **Document Size** drop-down list.

- 5 Click **Scan**.
The machine starts the scanning process. The folder where the scanned data is saved will open automatically.

Scanning using the SCAN key

NOTE


If you want to use this function, install the Multi-Function Suite and connect the machine to your PC with a USB cable.


- 1 Load your document. (See *How to load documents* on page 44.)
- 2 Press  (**Scan**).
- 3 Press ▲ or ▼ to choose **Scan to PC**. Press **OK**.
- 4 Press ▲ or ▼ to choose a scan type (**File**, **E-mail** or **Image**). Press **OK**.
- 5 Do one of the following:
 - To change the scan settings, ▲ or ▼ to select **Yes**, and then press **OK**. Following the LCD instructions to change the settings you want.
 - To use the default scan settings, press ▲ or ▼ to select **No**, and then press **OK**.
- 6 Press **Start**.
The machine starts the scanning process.

SCAN key settings

You can change your machine's **Scan** key settings using ControlCenter4.

- 1 Do one of the following:
(Windows® XP, Windows Vista® and Windows® 7)

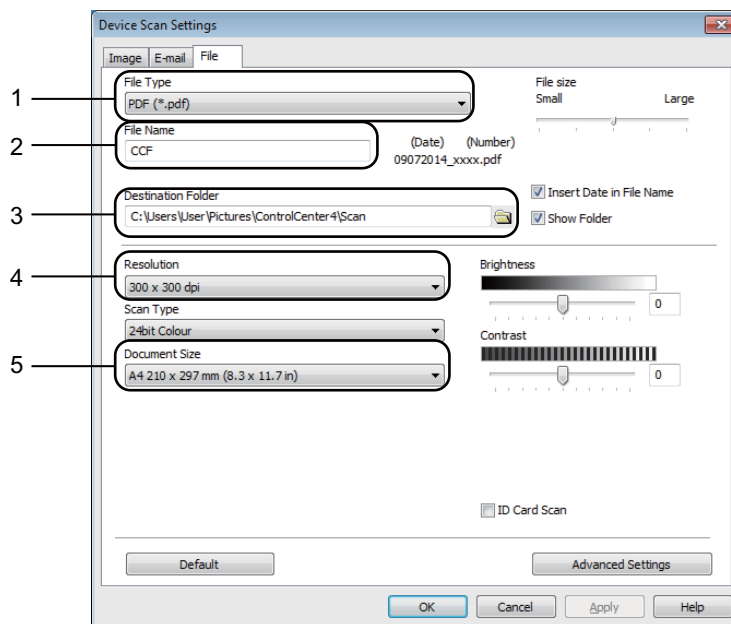
Click  (**Start**) > **All Programs** > **Fuji Xerox** > **Fuji Xerox Utilities**, and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.
The ControlCenter4 application will open.
(Windows® 8)


Click  (**Fuji Xerox Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **SCAN** in the left navigation bar, and then click **ControlCenter4**.
The ControlCenter4 application will open.
- 2 Click the **Device Settings** tab.

- 3 Click **Device Scan Settings**.



- 4 Choose the **File** tab. You can change the default settings.



- 1 You can choose the file type from the drop-down list.
- 2 You can enter the file name you want to use for the document.
- 3 You can save the file to the default folder, or choose your preferred folder by clicking the  (**Browse**) button.
- 4 You can choose a scanning resolution from the **Resolution** drop-down list.
- 5 You can choose the document size from the **Document Size** drop-down list.

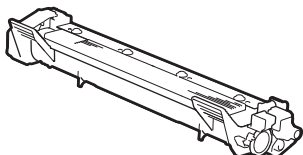
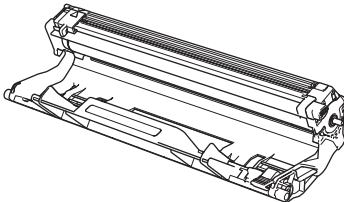
- 5 Click **OK**.

A

Troubleshooting and other information

Consumable items

The drum unit and toner cartridge are two separate consumables. Make sure both are installed as an assembly. For more information on how to replace the consumable items, see the instructions included with the drum unit for replacing the drum unit or see the instructions printed on the box of the toner cartridge for replacing the toner cartridge.

Toner cartridge	Drum unit
Model Name: CT202138	Model Name: CT351006
	

WARNING

Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle.

It may catch fire by electric sparks inside a vacuum cleaner and cause explosion.

Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact your local Fuji Xerox representative.

Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.

If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

CAUTION

Keep drum cartridges (or drum if not a cartridge type) and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.

When replacing drum cartridges (or drum if not a cartridge type) and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

If toner spills onto your skin or clothing, wash it off with soap and water.

If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.

If you inhale toner particles, move to a fresh air location and rinse your mouth with water.

If you swallow toner, spit it out, rinse your mouth with water, drink plenty of water and consult a physician immediately.

IMPORTANT

- Fuji Xerox machines are designed to work with toner of a particular specification and will work to a level of optimum performance when used with Fuji Xerox Original toner cartridges. Fuji Xerox cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. The machine may not detect toner or toner cartridges of other specifications correctly but may instead detect such items as standard yield toner cartridges. Fuji Xerox does not therefore recommend the use of cartridges other than Fuji Xerox Original cartridges with this machine, or the refilling of empty cartridges with toner from other sources. If damage is caused to the drum unit or other parts of this machine as a result of the use of toner or toner cartridges other than Fuji Xerox Original products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result may not be covered by the warranty.
 - For best performance, use a Fuji Xerox Original drum and toner cartridge. Printing with a third party drum unit or toner cartridge may reduce not only the print quality but also the quality and life of the machine itself. Warranty coverage may not apply to problems caused by the use of a third party drum or toner cartridge.
-

NOTE

- Discard used consumable items according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. Be sure to reseal the consumable items tightly so that the material inside does not spill.
 - The projected life for each of the toner cartridges is based on ISO/IEC 19752. Frequency of replacement will vary depending on the complexity of printed pages, percentage of coverage and type of media used.
-

Identifying your problem

First, check the following:

- **The machine's power cord is connected correctly and the machine is turned on.**
- **All of the protective parts have been removed.**
- **Paper is inserted correctly in the paper tray.**
- **The interface cables are securely connected to the machine and the computer.**

If you did not solve your problem with the above checks, identify your problem and then go to the page suggested below:

Telephone and Fax problems (DocuPrint M118 z) on page 71

Improving the print quality on page 73

If the machine is connected to a PC, depending on the error, a Popup application may appear on the PC.

Follow the instructions on the screen to resolve the error.

Error and maintenance messages

The most common error and maintenance messages are shown below.

Error Message	Cause	Action
Cartridge Error Put the Toner Cartridge back in.	The toner cartridge is not installed correctly.	Put the toner cartridge firmly into the drum unit, and then put it back in the machine.
	Verify you are using a toner cartridge.	Use only a Fuji Xerox Original drum unit and Fuji Xerox Original toner cartridge.
Comm.Error	Poor telephone line quality caused a communication error.	Try sending the fax again.
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	Pull the jammed paper out of the ADF unit.
Drum End Soon Replace Drum	It is time to replace the drum unit. The drum unit counter was not reset when a new drum was installed.	Replace the drum unit or reset the drum unit counter when a new drum is installed. (See the instructions that are supplied with the new drum unit.)
Out of Memory	The machine's memory is full.	<p>Fax sending or copy operation in process</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> ■ Press Start to send or copy the scanned pages. ■ Press Stop/Exit and wait until the other operations in progress finish, and then try again. <p>Print operation in process</p> <ul style="list-style-type: none"> ■ Press Stop/Exit. The machine will cancel the print job and clear it from the memory. ■ Lower the print quality. <p>(For more information, see Software and Network User's Guide.)</p>
Self-Diagnostic	The temperature of the fusing unit does not rise to a specified temperature within the specified time.	Turn the machine off, wait a few seconds, and then turn it on again. Leave the machine idle for 15 minutes with the power on.
	The fusing unit is too hot.	
Size mismatch	The paper in the tray is not the correct size.	Load the correct size of paper in the tray and set the size of paper to the tray.

Error Message	Cause	Action
Toner Low	If the LCD shows <code>Toner Low</code> you can still print; however, the machine is telling you that the toner cartridge is near the end of its life.	Order a new toner cartridge now so a replacement toner cartridge will be available when the LCD shows <code>Replace Toner</code> or <code>Toner Ended</code> .

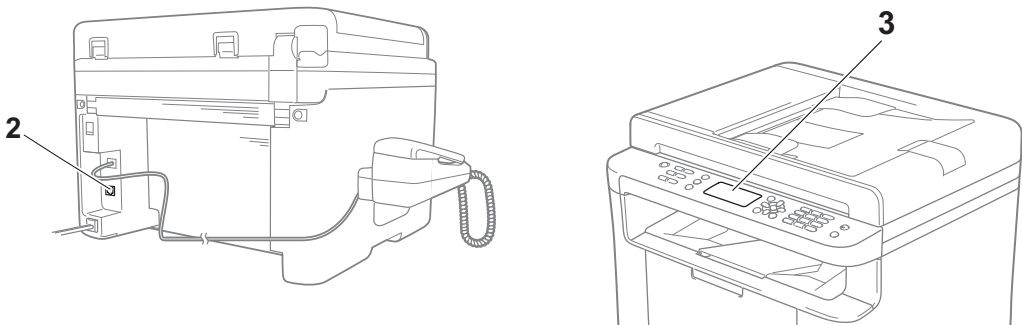
NOTE

Turning off the machine will erase the fax data in the memory. To prevent you from losing any important messages, see *Transferring your faxes or Fax Journal report (DocuPrint M118 z)* on page 81.

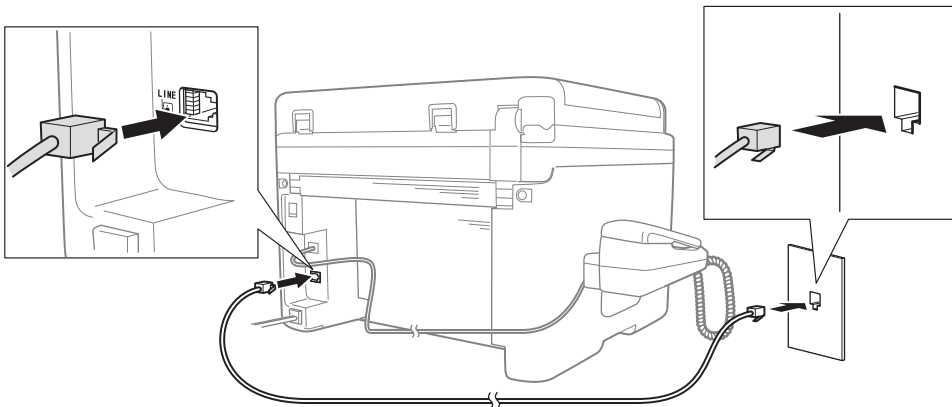
If you are having difficulty with your machine

Telephone and Fax problems (DocuPrint M118 z)

If you cannot send or receive a fax, check the following:



- 1 Check the machine's power cord is connected correctly and the machine is turned on.
- 2 Connect one end of the telephone line cord to the area labelled "**LINE**," and then connect the other end of the telephone line cord directly to a telephone wall socket.



If you can send and receive faxes when the telephone line is directly connected to the fax, the problem may be unrelated to the machine. Please contact your service provider for connection issues.

- 3 Check the receive mode.

For more information on setting the Receive mode, see *Fax Receive modes* on page 48.

4 Change the compatibility setting to `Basic (for VoIP)`.

You may be able to send and receive faxes by lowering the connection speed.

- 1 Press **Menu**, **2**, **0**, **1**.
- 2 Press **▲** or **▼** to choose `Basic (for VoIP)`.
- 3 Press **OK**.
- 4 Press **Stop/Exit**.

NOTE

Fuji Xerox does not recommend the use of a VoIP line. VoIP limitations in general can cause some functions of the fax machine not to work correctly.

If the problem is still not resolved after trying all of the above, turn the machine off, and then turn it on.

Troubleshooting for other problems

Question	Answer
Cannot receive a fax.	If you have a dedicated fax line and want your Fuji Xerox machine to automatically answer all incoming faxes, you should choose <code>Fax Auto</code> .
Can I set the machine not to print the Transmission Verification report?	This product will print a Transmission Verification report. Even if the Transmission Verification report is set to <code>Off</code> , a report is printed when there is a communication error. If the <code>Journal Period</code> is set to <code>Off</code> , <code>Fax Journal</code> are not printed.
Can I cancel the fax job?	Press Stop/Exit to cancel the fax, or press Menu 2, 7 to cancel the remaining jobs.
Poor sending quality.	Try changing your resolution to <code>Fine</code> or <code>S.Fine</code> , or clean the scanner.
Sent faxes are blank.	Make sure you are loading the document correctly. The document should be face down when using the ADF or the scanner glass. See <i>Loading documents</i> on page 44.
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. See <i>Clean the inside of the machine.</i> on page 74.

Improving the print quality

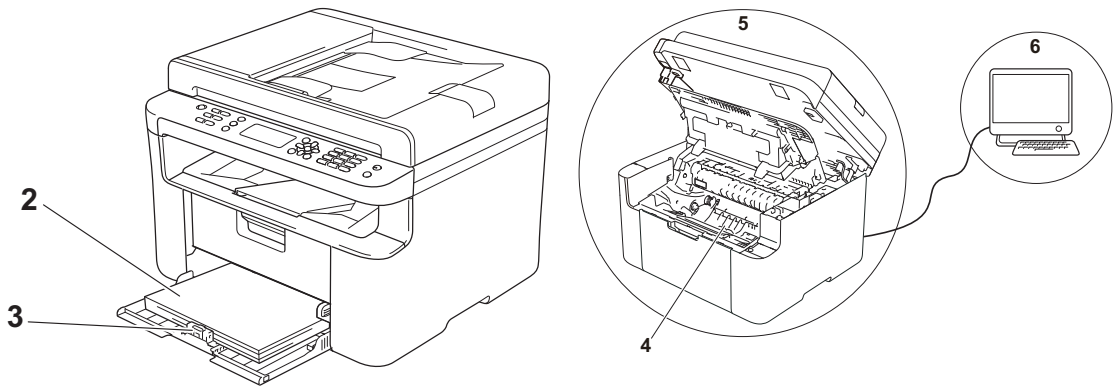
NOTE

Fuji Xerox does not recommend the use of cartridges other than Fuji Xerox Original cartridges or the refilling of used cartridges with toner from other sources.

If you are having problems with print results, check the following:

1 The machine's environment.

Choose a location where the temperature remains between 10°C and 32.5°C and the humidity is between 20% to 80% (without condensation).

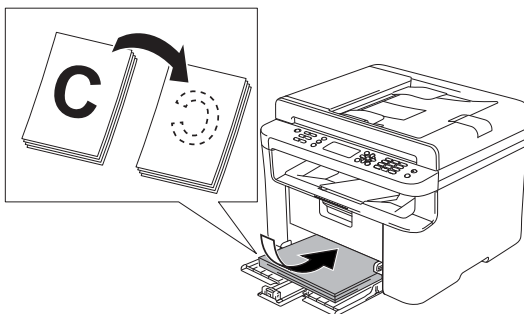


2 Acceptable paper is loaded in the paper tray.

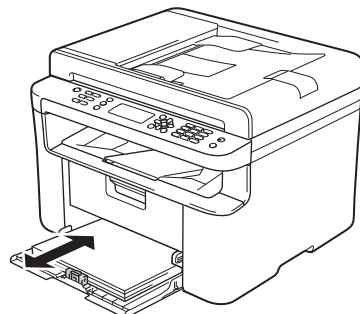
See *Acceptable paper* on page 43

3 The paper is loaded correctly in the machine.

Turning the paper over may help paper loading become smoother.



Adjusting the guide may help paper loading become smoother.



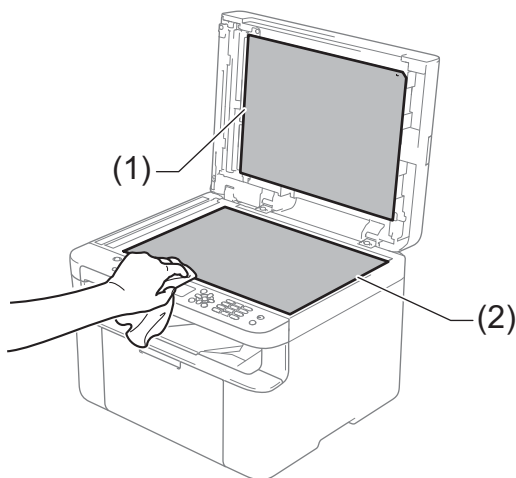
4 Replace a toner cartridge or a drum unit.

For more information on how to replace the consumable items, see the instructions included with the drum unit for replacing the drum unit or see the instructions printed on the box of the toner cartridge for replacing the toner cartridge.

5 Clean the inside of the machine.

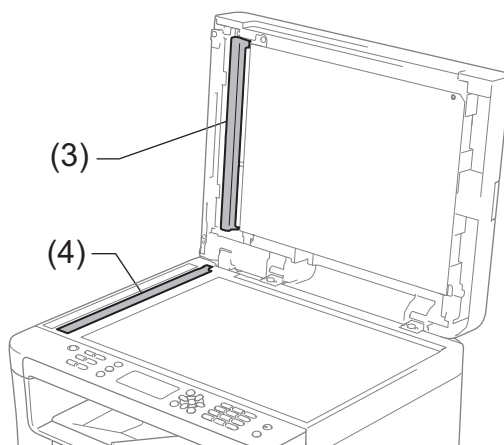
■ Cleaning the scanner glass

Clean the white plastic surface (1) and scanner glass (2).



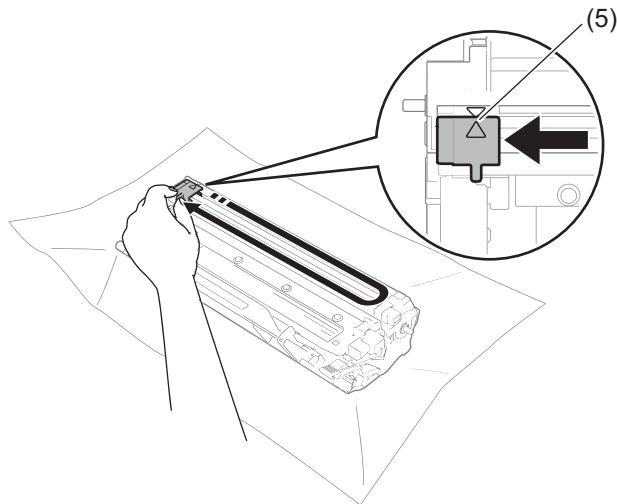
(For DocuPrint M118 z)

Clean the white bar (3) and the scanner glass strip (4).



■ Cleaning the corona wire

Slide the green tab from left to right and right to left several times.

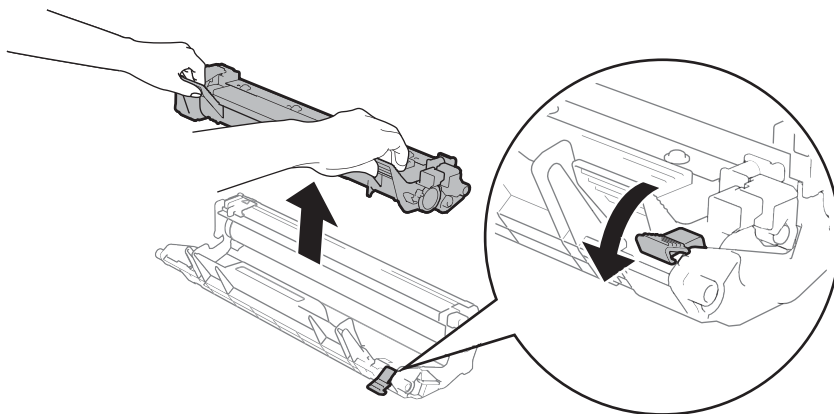


NOTE

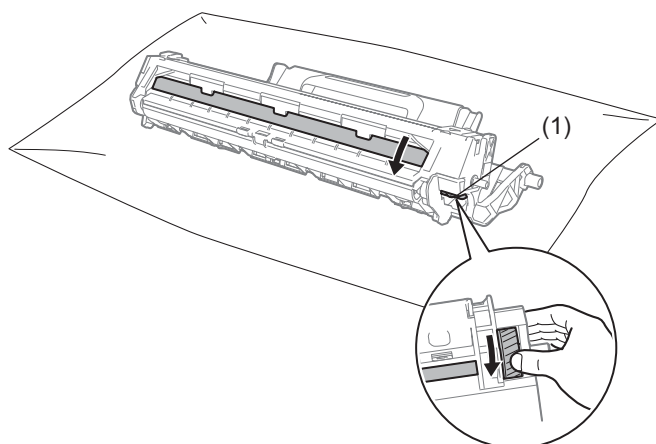
Be sure to return the tab to the home position (▲) (5). If you do not, printed pages may have a vertical stripe.

■ Clean the drum unit if black or white dots appear on printed pages

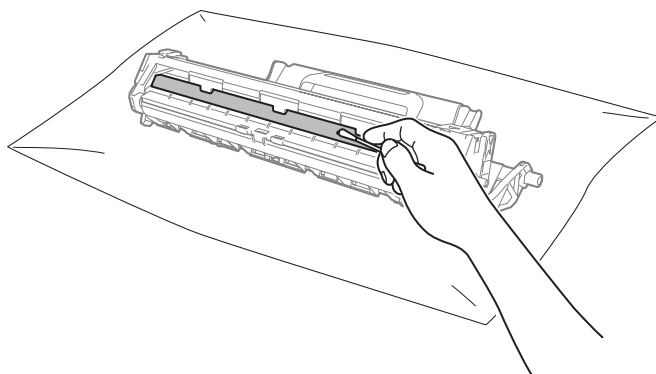
Push down the lock lever and take the toner cartridge out of the drum unit.



Turn the drum unit gear by hand while looking at the surface of the drum roller (1).

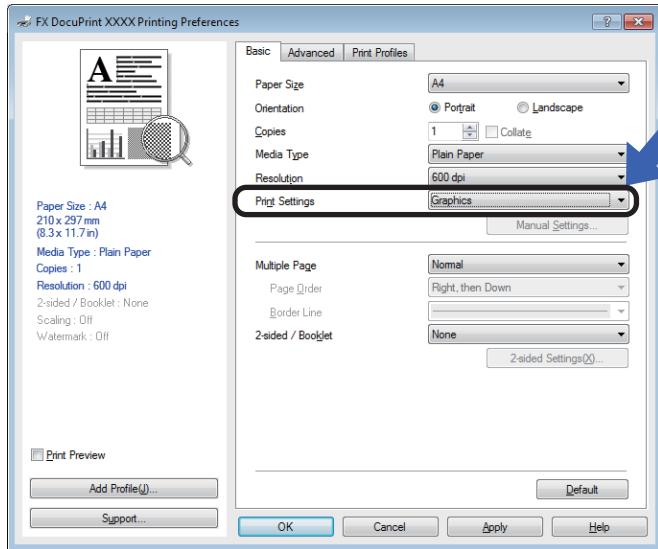


Wipe the surface of the drum gently with a dry cotton swab until the dust or glue on the surface comes off.

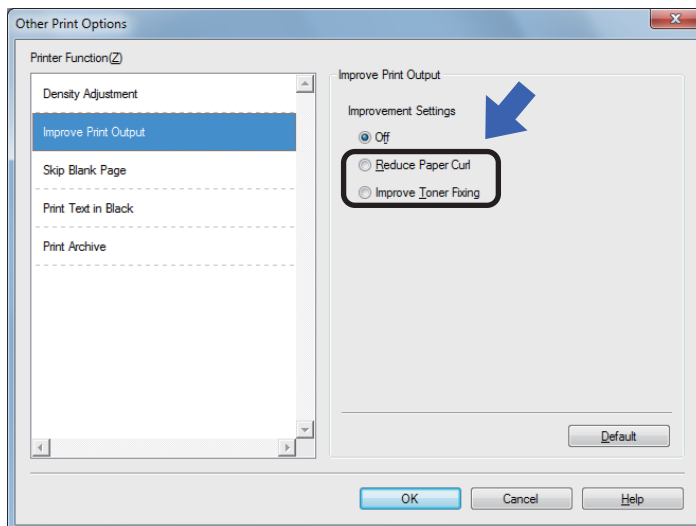


6 Check the printer driver settings.

Try changing the **Print Settings** in the **Basic** tab.



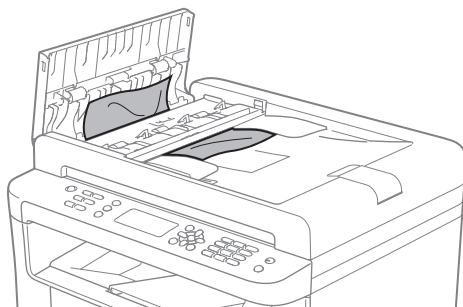
If the paper is curled or the toner is not fixed well on the paper, you can adjust these settings in **Improve Print Output**. Click **Other Print Options** in the **Advanced** tab.



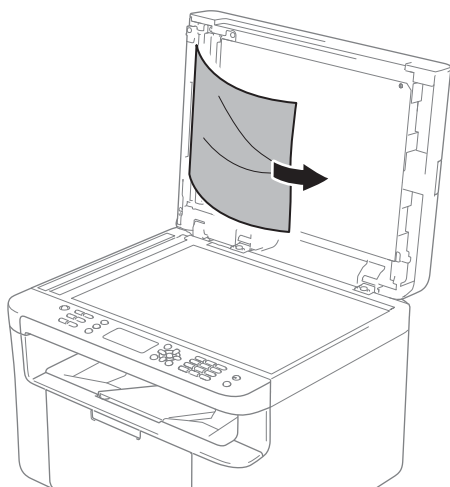
Document Jams (DocuPrint M118 z)

Follow the steps below to handle a document jam in the ADF.

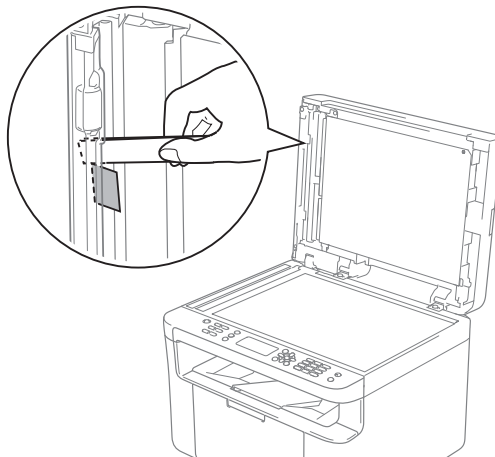
- 1 Open the ADF cover.
- 2 Pull the jammed document out.



- 3 Close the ADF cover.
- 4 Lift the document cover.
- 5 Pull the jammed document out to the right.



- 6 Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



If the document rips or tears, be sure you remove all small paper scraps to prevent future jams.

- 7 Close the document cover.
- 8 Press **Stop/Exit**.

Paper Jams

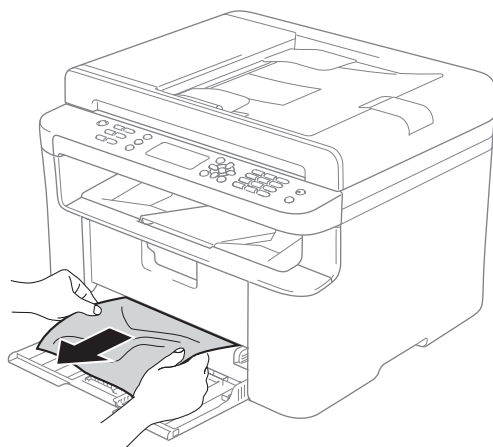
⚠ CAUTION

Do not attempt to remove a paper jammed deeply inside the product, particularly a paper wrapped around a heat roller. Otherwise, it may cause injuries or burns, and even worse, may generate smoke if you keep operating the product with a paper jammed.

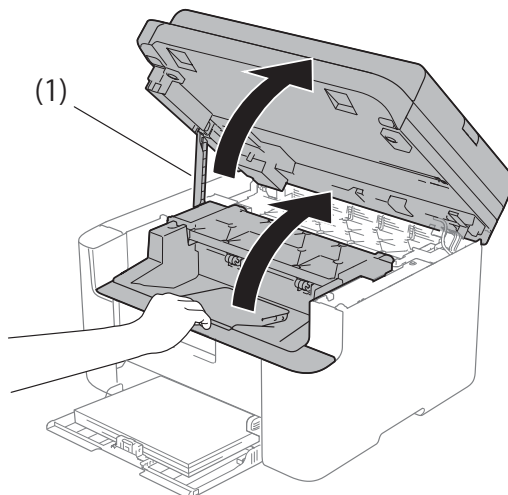
Switch off the product promptly and contact your local Fuji Xerox representative for more information.

Always remove all paper from the paper tray and straighten the stack when you add new paper. This helps prevent multiple sheets of paper from feeding through the machine at one time and prevents paper jams.

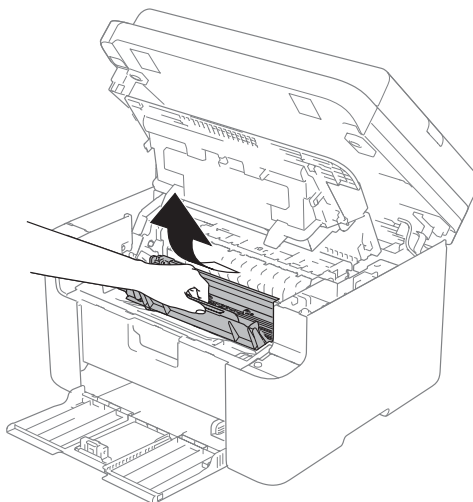
- 1 Turn the machine off.
- 2 Wait at least 15 minutes for the product to cool down before you touch the internal parts of the product.
- 3 Remove all paper loaded in the tray.
- 4 Use both hands to slowly pull out the jammed paper.



- 5 Open the scanner cover. The pull-arm (1) on the left side of the machine will lock. Open the top cover.



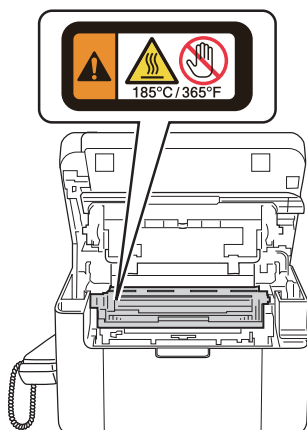
- 6 Slowly take out the drum unit and toner cartridge assembly.



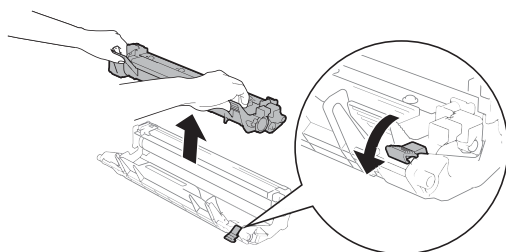
A

WARNING

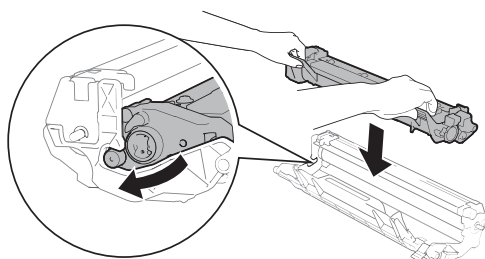
HOT SURFACE



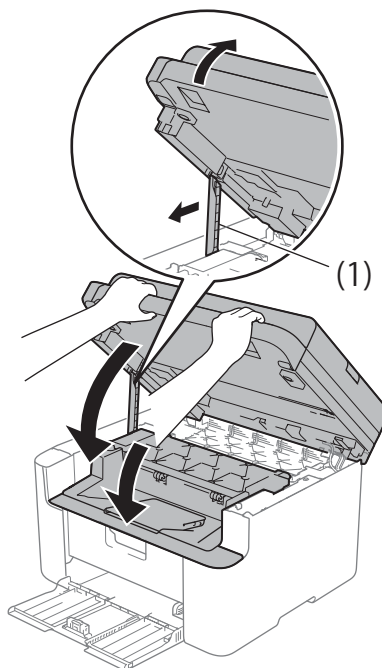
- 7** Push down the lock lever and take the toner cartridge out of the drum unit. Remove the jammed paper if there is any inside the drum unit.



- 8** Put the toner cartridge back into the drum unit until the lock lever lifts automatically.



- 9** Place the drum unit and toner cartridge assembly back in to the machine.
- 10** Close the top cover.
After lifting the scanner cover slightly, pull the pull-arm (1) on the left side of the machine down, and then close the scanner cover using both hands.



- 11** Load the paper back in to the tray. Make sure that the paper is below the protruding section of the rear guide. Slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots.
- 12** Turn the machine on.

Transferring your faxes or Fax Journal report (DocuPrint M118 z)

If the LCD shows:

- Print Unable XX
- Scan Unable XX

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 81 or *Transferring faxes to your PC* on page 81.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring the Fax Journal report to another fax machine* on page 82.)

NOTE

If there is an error message on the machine's LCD, after the faxes have been transferred, disconnect the machine from the power source for several minutes, and then reconnect it.

Transferring faxes to another fax machine

- 1 Press **Menu**, **9**, **0**, **1**.
- 2 Do one of the following:
 - If the LCD shows **No Data**, there are no faxes left in the machine's memory. Press **Stop/Exit**.
 - Enter the fax number to which faxes will be forwarded.
- 3 Press **Start**.

NOTE

If you have not set up your Station ID, you cannot enter fax transfer mode. Press **Menu**, **0**, **2** to register your fax number, telephone number and name.

Transferring faxes to your PC

You can transfer the faxes from your machine's memory to your PC.

- 1 Make sure that you have installed Multi-Function Suite and then turn on **PC-FAX Receive** on the PC. (For more information, see Software and Network User's Guide.)

Do one of the following:

(Windows® XP, Windows Vista® and Windows® 7)

Click  (**Start**) > **All Programs** >

Fuji Xerox > **Fuji Xerox**, and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX Receive** in the left navigation bar, and then click **Receive**. (Windows® 8)

Click  (**Fuji Xerox**), and then

click the drop-down list and select your model name (if not already selected). Click **PC-FAX Receive** in the left navigation bar, and then click **Receive**.

- 2 Make sure that you have set **PC Fax Receive** on the machine. (See *PC-FAX Receive (For Windows® only)* on page 52.) If faxes are in the machine's memory when you set up PC-Fax Receive, the LCD will ask if you want to transfer the faxes to your PC.
- 3 Do one of the following:
 - To transfer all faxes to your PC, press **1**. You will be asked if you want a backup print.
 - To exit and leave the faxes in the memory, press **2**.
- 4 Press **▲** or **▼** to choose **On** or **Off**. Press **OK**.

- 5 Press **Stop/Exit**.

Transferring the Fax Journal report to another fax machine

- 1 Press **Menu, 9, 0, 2**.
- 2 Enter the fax number to which the Fax Journal report will be forwarded.
- 3 Press **Start**.

NOTE

If you have not set up your Station ID, you cannot enter fax transfer mode. Press **Menu, 0, 2** to register your fax number, telephone number and name.

Cleaning and Checking the machine

Make sure to read the guidelines in the Safety Guide before cleaning the machine.

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

WARNING



DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire or electrical shock. Instead, use only a dry, lint-free cloth.

(For more information, see Safety Guide.)



When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.

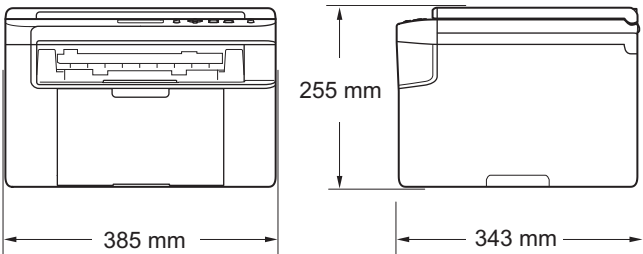
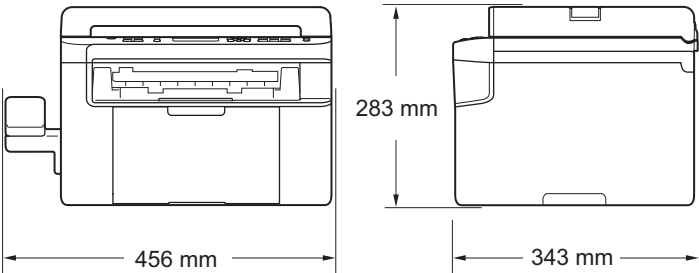
CAUTION

When cleaning this product, always switch off and unplug it. Access to a live machine interior may cause electric shock.

B

Specifications

General

Model		DocuPrint M118 w	DocuPrint M118 z
Printer Type		Laser	
Print Method		Electrophotographic Laser Printer	
Memory Capacity		32 MB	
Power Source		220 - 240 V AC 50/60 Hz	
Power Consumption (Average)	Peak ¹	Approx. 1,180 W	
	Printing ¹	Approx. 390 W at 25 °C	
	Copying ¹	Approx. 390 W at 25 °C	
	Ready ¹	Approx. 50 W at 25 °C	
	Deep Sleep ¹	Approx. 0.9W	Approx. 1.4 W
	Power Off ^{1 2 3}	Approx. 0.28 W	Approx. 0.3 W
Dimensions		DocuPrint M118 w 	
		DocuPrint M118 z 	
Weights (with consumables)		7.4 kg	8.7 kg

Model			DocuPrint M118 w	DocuPrint M118 z
Noise Level	Sound Pressure	Printing	LPAm = 52 dB (A)	
	Sound Power	Printing	LWAd = 6.6 B (A)	
Temperature		Operating	10 to 32.5 °C ⁴	
		Storage	0 to 40 °C	
Humidity		Operating	20 to 80% (without condensation)	
		Storage	35 to 85% (without condensation)	
Interface	USB		Hi-Speed USB 2.0 ^{5 6} It is recommended you use a USB 2.0 cable (Type A/B) that is no more than 2 metres long.	
	Wireless LAN ⁷		IEEE 802.11b/g/n (Infrastructure Mode/Ad-hoc Mode)	
Support OS	Windows®		Windows® XP Home, Windows® XP Professional, Windows® XP Professional x64 Edition, Windows Vista®, Windows® 7, Windows® 8, Windows® 8.1, Windows Server® 2003, Windows Server® 2003 x64 Edition, Windows Server® 2008, Windows Server® 2008 R2, Windows Server® 2012, Windows Server® 2012 R2	
	Mac OS		OS X v10.7.5, 10.8.x, 10.9.x	
Consumables	Toner Cartridge (Inbox)		Approx. 1,500 pages A4 or Letter page ⁸	
	Toner Cartridge (Standard)		Approx. 1,500 pages A4 or Letter page ⁸	
		Model Name	CT202138	
	Drum Unit		Approx. 10,000 pages A4 or Letter pages (1 page / job) ⁹	
		Model Name	CT351006	

¹ Measured when the machine is connected to the USB interface.

² Power consumption varies slightly depending on the usage environment or part wear.

³ Measured according to IEC 62301 Edition 2.0.

⁴ To ensure the high print quality, the maximum ambient temperature we recommend is 32.5 °C. The maximum ambient temperature to safely use this machine is 35 °C.

⁵ Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

⁶ Third-party USB ports are not supported.

⁷ For detailed network specifications, see *Network (LAN)* on page 89 and Software and Network User's Guide.

⁸ Approx. cartridge yield is declared in accordance with ISO/IEC 19752.

⁹ Drum life is approximate and may vary by type of use.

Document Size

Model		DocuPrint M118 w	DocuPrint M118 z
ADF (automatic document feeder)		—	Up to 10 pages
Scanner Glass		One sheet per time	
Document Size	ADF	—	A4, Letter, Legal, Folio
	Scanner Glass	Length: Up to 300.0 mm Width: Up to 215.9 mm	
Weight	ADF	—	64 to 90 g/m ²
	Scanner Glass	Up to 2.0 kg	

Print Media

Model			DocuPrint M118 w	DocuPrint M118 z
Paper Input	Paper Tray	Paper Type	Plain Paper, Recycled Paper	
		Paper Size	A4, Letter, Legal, Folio ¹ , A5, A5(Long Edge), B5(JIS), Executive, 16K Width: 148 to 216 mm Length: 148 to 355.6 mm	
		Paper Weight	64 to 105 g/m ²	
		Maximum Paper Capacity	Up to 150 sheets of 80 g/m ² Plain paper	
Paper Output	Face-Down Output Tray		Up to 50 sheets of 80 g/m ² Plain Paper (face-down delivery to the face-down output paper tray)	

¹ Folio size is 215.9 mm x 330.2 mm.

Fax

Model		DocuPrint M118 w	DocuPrint M118 z
Modem Speed		—	14,400 bps (with Automatic Fallback)
Scanning Width		—	Max. 208 mm
Printing Width		—	Max. 208 mm
Greyscale		—	8 bit/256 levels
Resolution	Horizontal	—	8 dot/mm
	Vertical	—	Standard: 3.85 line/mm
		—	Fine: 7.7 line/mm
		—	Photo: 7.7 line/mm
		—	Superfine: 15.4 line/mm
Speed Dial		—	99 stations
Automatic Redial		—	3 times at 5 minute intervals
Memory Transmission		—	Up to 400 ¹ pages
Out of Paper Reception		—	Up to 400 ¹ pages

¹ 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, MMR code). Specifications and printed materials are subject to change without prior notice.

Copy

Model	DocuPrint M118 w	DocuPrint M118 z
Copy Width	Max. 210 mm	
Multiple Copies	Stacks or Sorts up to 99 pages	
Reduce/Enlarge	25% to 400% (in increments of 1%)	
Resolution	Up to 600 × 600 dpi	
First Copy Out Time ¹	Less than 16 seconds at 23 °C / 230 V	

¹ From Ready mode and standard tray

Scanner

Model		DocuPrint M118 w	DocuPrint M118 z
Colour		Yes	
TWAIN Compliant		Yes (Windows® XP/ Windows Vista® / Windows® 7 / Windows® 8 / Windows® 8.1 / OS X v10.7.5, 10.8.x, 10.9.x ¹)	
WIA (Windows Image Acquisition) Compliant		Yes (Windows® XP / Windows Vista® / Windows® 7 / Windows® 8 / Windows® 8.1)	
ICA Compliant		Yes (OS X v10.7.5, 10.8.x, 10.9.x)	
Colour Depth	Colour	24 bit colour processing (Input) 24 bit colour processing (Output)	
	Greyscale	8 bit colour processing (Input) 8 bit colour processing (Output)	
Resolution		Up to 19,200 × 19,200 dpi (interpolated) ²	
		Up to 600 × 1200 dpi (optical) ² (from Scanner Glass)	
		—	Up to 600 × 600 dpi (optical) ² (from ADF)
Scanning Width		Max. 210 mm	

¹ For the latest driver updates for the version of OS X you are using, visit us at <http://www.fujixeroxprinters.com/>.

² Maximum 1200 × 1200 dpi scanning with the Windows Image Acquisition (WIA) driver in Windows® XP, Windows Vista®, Windows® 7, Windows® 8 and Windows® 8.1 (resolution up to 19200 × 19200 dpi can be chosen by using the scanner utility)

Printer

Model		DocuPrint M118 w	DocuPrint M118 z
Resolution		HQ1200 (600dpi) ¹	
Print Speed ²		Up to 20 pages/minute (A4 size) Up to 21 pages/minute (Letter size)	
First Print Out Time ³		Less than 10 seconds at 23 °C / 230 V	

¹ HQ1200 is a Fuji Xerox image processing technology that enables vivid, sharp and smooth quality of printing.

² The print speed may vary depending on the type of document you print.
Print/ copy speed may decrease due to factors such as paper type, paper size, and printing condition. In periods of heavy duty printing or copying, the device may go into cool down mode. This safety feature protects the device from overheating, but will result in a temporary reduction in print or copy speed.

³ From Ready mode and standard tray

Network (LAN)

NOTE

For more information about the Network specifications, see Software and Network User's Guide.

Model		DocuPrint M118 w	DocuPrint M118 z
LAN		You can connect your machine to a network for Network Printing, Network Scanning, PC-Fax Send ¹ , PC-Fax Receive (Windows® only) ¹ and Remote Setup ^{1 2} . Also included is BRAdmin Light ³ Network Management software.	
Protocols	IPv4	ARP, RARP, BOOTP, DHCP, APIPA(Auto IP), WINS/NetBIOS name resolution, DNS resolver, mDNS, LLNMR responder, LPR/LPD, Custom Raw Port/Port 9100, IPP, FTP Server, SNMPv1/v2c, HTTP Server, TFTP Client and Server, SMTP Client, ICMP, Web Services (Print/Scan)	
	IPv6	NDP, RA, DNS Resolver, mDNS, LLNMR responder, LPR/LPD, Custom Raw Port/ Port 9100, IPP, FTP Server, SNMPv1/v2c, HTTP Server, TFTP Client and Server, SMTP Client, ICMPv6, Web Services (Print/Scan)	
Security Protocols	Wireless	SMTP-AUTH	
Wireless Network Security		WEP 64/128, WPA-PSK (TKIP/AES), WPA2-PSK (AES)	
Wireless Network Setup Support Utility	AOSS™	Yes	
	WPS	Yes	

¹ For DocuPrint M118 z

² See Software and Network User's Guide.

³ (For Windows® users) BRAdmin Light is available from the CD-ROM provided with the machine.
(For Macintosh users) BRAdmin Light is available as a download from <http://www.fujixeroxprinters.com/>.

This chapter includes:

- *Technical Support* on page 90
- *Online Services* on page 90

Technical Support

Fuji Xerox recommends the Customer first utilize support materials shipped with the product, product diagnostics, information contained on the Web, and email support. If unsuccessful, to obtain service under product warranty the Customer must notify Fuji Xerox Telephone Support or its authorized service representative of the defect before the expiration of the warranty period. Customer will provide appropriate assistance to Telephone Support personnel to resolve issues, such as restoration of the operating system, software program and drivers to their default configuration and settings, verification of functionality of Fuji Xerox supplied products, replacement of customer replaceable units, clearing paper misfeeds and cleaning the unit and other prescribed routine and preventative maintenance.

If the Customer's product contains features that enable Fuji Xerox or its authorized service representative to diagnose and repair problems with the product remotely, Fuji Xerox may request that the Customer allow such remote access to the product.

Online Services

You can find detail Product and Consumable warranty information on our website at <http://www.fujixeroxprinters.com/>.

Fuji Xerox Online Support Assistant provides instructions and troubleshooting guides to resolve your printer problems. It is an easy-to-use, searchable online Help. To find out more, please visit our online support at <http://www.fujixeroxprinters.com/>.

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User's Guide

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