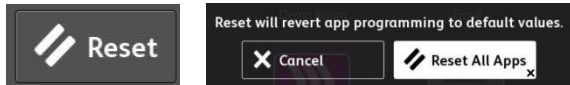
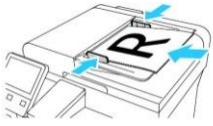


Copying/Printing/Scanning/Faxing on the Xerox AltaLink B8000 Series

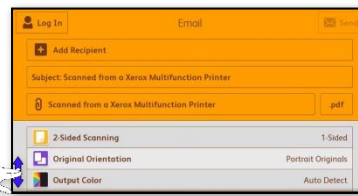
To Clear Settings to default: Touch the Reset Button on the Home Screen



Load originals Face-Up.



This icon indicates swiping up or down anywhere on the touchscreen to navigate options.



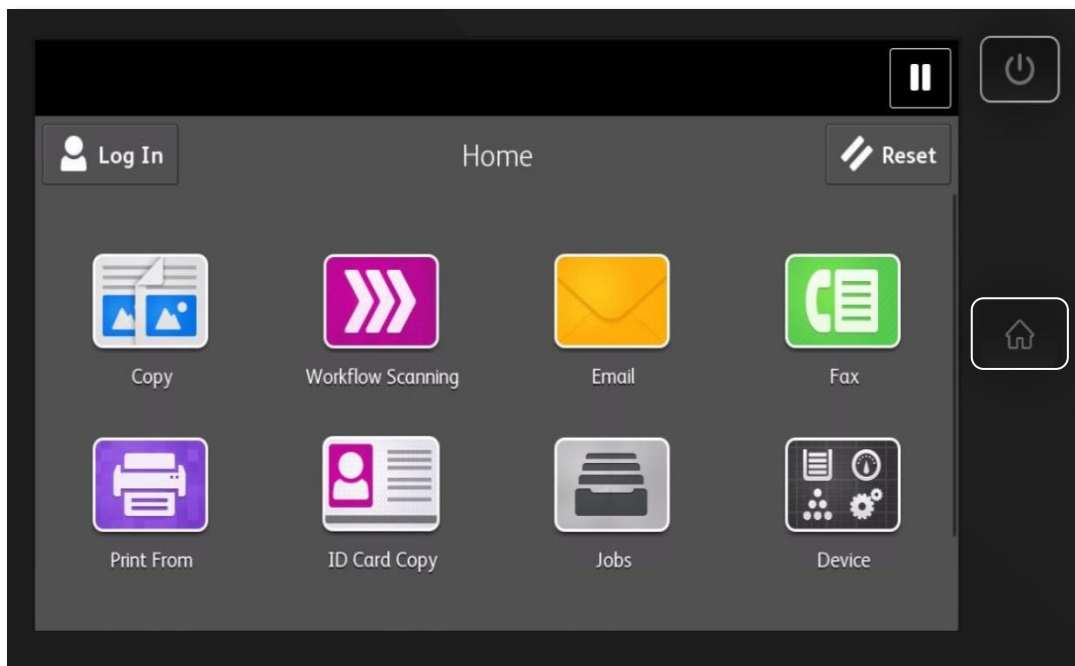
 **Log In Button**
Xerox Administrator access.

 **Copy Button**
Creates a duplicate of an original document.

 **Workflow Scanning Button**
Scans a document to a preconfigured location.

 **Email Button**
Scans a document to an email address.

 **Fax Button**
Sends a scanned document via a fax number.



 **Pause Button**
Use this button to pause the current job. The job pauses with the option to resume printing or delete the job.

 **Power Button**
When the printer is powered on, pressing this button displays a menu on the control panel. From this menu, you can choose to enter Sleep mode, restart, or power off the printer.

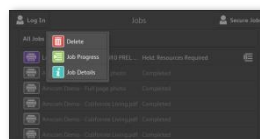
 **Reset Button**
Clears all temporary settings in all apps back to default.

 **Home Button**
Lists all features enabled on the device. **Some apps may not be available.*

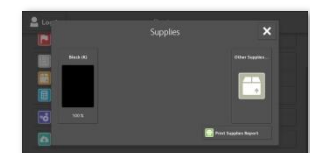
USB Buttons
 Prints a PDF/Tif/Jpeg from a USB drive.
 Scans a document directly to a USB drive.

 **ID Card Copy Button**
Prints the front and back of a drivers license/check onto the front side of the paper.

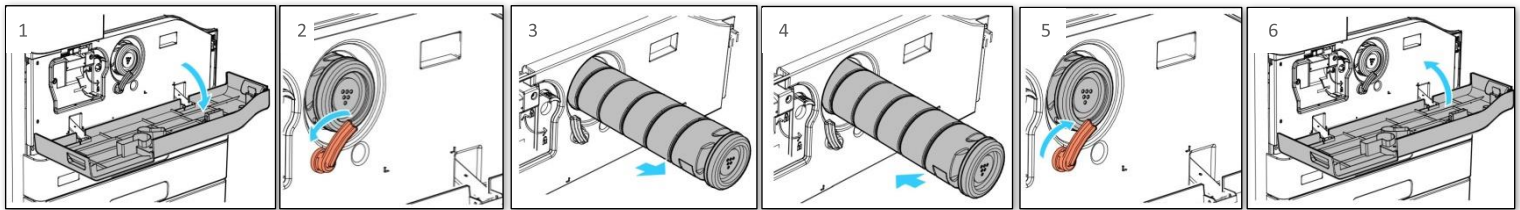
 **Jobs Button**
Lists all processing, held, completed and secure print jobs. This is where you delete a job.



 **Device Button**
Allows you to view current Supply levels as well as the Billing usage.



Changing Toner Bottle

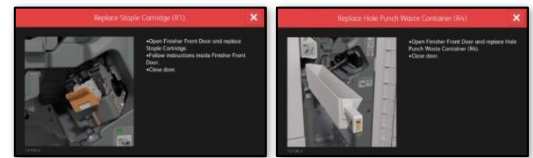


Service/Supplies Phone number
1-800-287-5549



Service ID number

(your unique Service ID will be needed for every call into Amcom.)



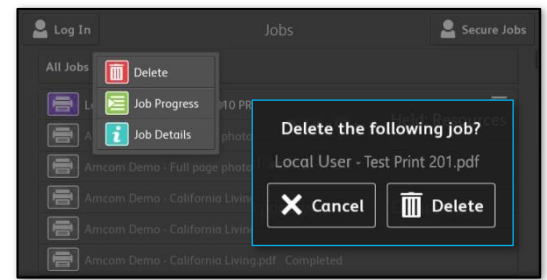
**Dependent upon current finishing configuration.*

Recycling Supplies

For more information on the Xerox® Recycling program, go to www.xerox.com/gwa

Deleting a Copy/Print/Scan/Fax Job

1. At the printer control panel, press the **Home** button.
2. Touch **Jobs**, then touch the name of the desired print job.
3. Do one of the following:
To pause the print job, touch **Pause**. To resume the print job, touch **Resume**.
To delete the print job, touch **Delete**. At the prompt, touch **Delete**.
4. To return to the Home screen, press the **Home** button.

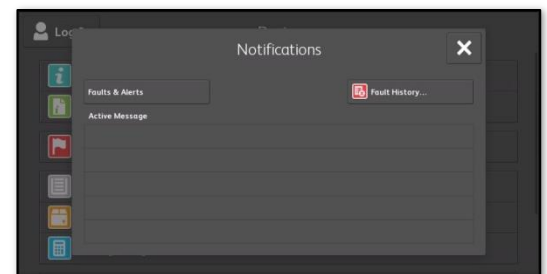


Viewing Error and Alert Messages on the Control Panel

When an error or warning condition occurs, the printer alerts you of a problem. A message appears on the control panel and the LED status light on the control panel flashes amber or red. Alerts inform you about printer conditions, such as low supplies or open doors that require your attention. Error messages warn you about printer conditions that prevent the printer from printing or degrade printing performance. If more than one condition occurs, only one appears on the control panel.

To view a complete list of active error and alert messages:

1. At the printer control panel, press the Home button.
2. Touch Device.
3. Touch Notifications.
4. Touch Faults & Alerts, Alerts, or Faults.
5. To view details, touch a fault or alert.
6. To exit the Notifications screen, touch X.
7. To return to the Home screen, press the Home button.



Control Panel Indicator Light

Blue

- Blinks blue once to acknowledge a successful Authentication request.
- Blinks blue once slowly for a copy or print job initiated at the control panel.
- Blinks blue twice slowly for a fax or print job received from the network.
- Blinks blue rapidly while the printer is powering up, or to signal detection of a Wi-Fi Direct connection request.



Amber

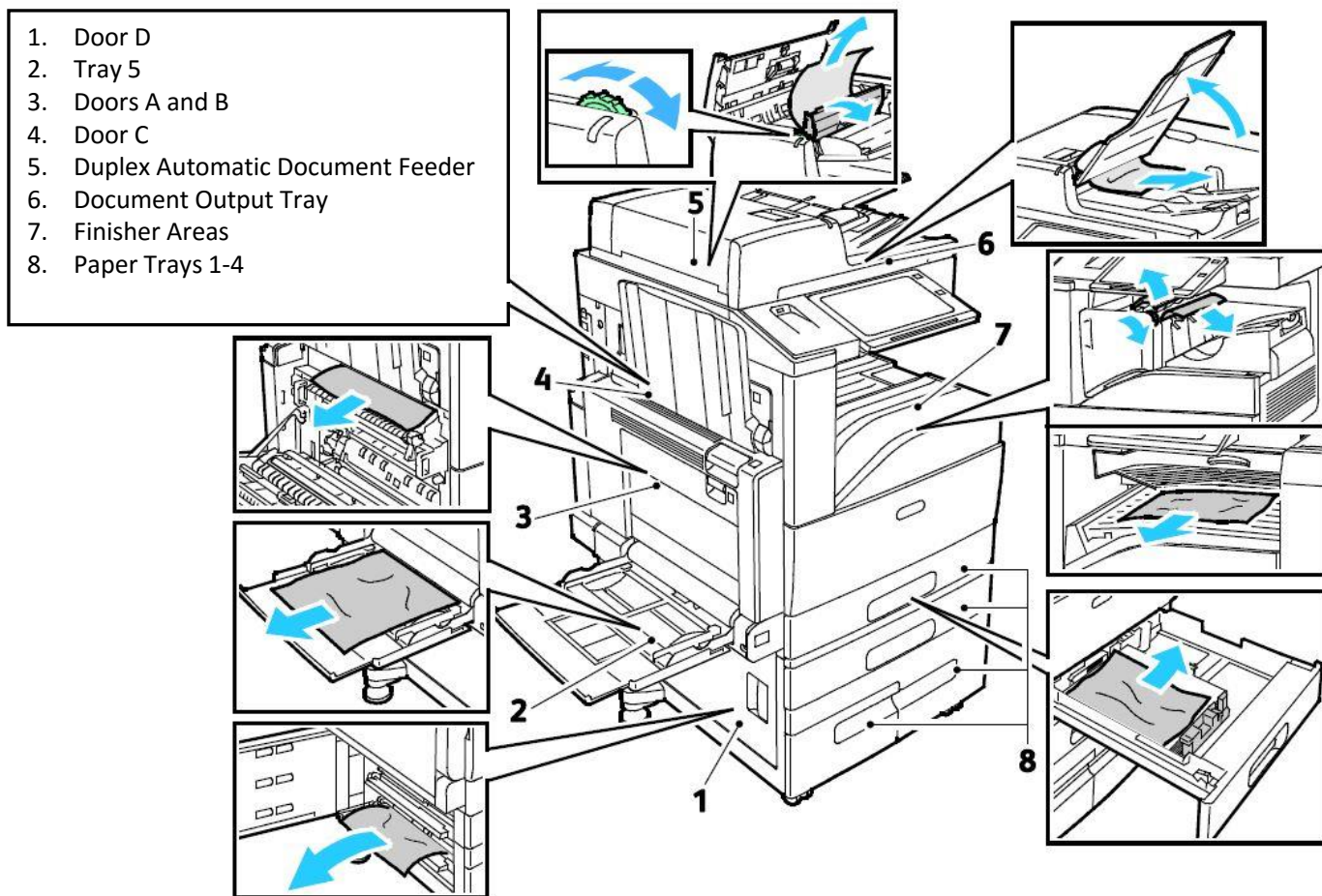
- Blinks amber to indicate an error condition or warning that requires your attention. For example, an out-of-toner condition, a paper jam, or out of paper for the current job.
- Blinks amber to indicate a system error, which typically is associated with an error code.

Paper Misfeeds

If a paper misfeed occurs, a fault screen is displayed on the touchscreen which provides recovery instructions. Follow these instructions to clear the fault. Any printed sheets removed will automatically be reprinted once the misfeed is cleared. The following illustration shows where paper jams can occur along the paper path:

⚠ WARNING: Never touch a caution-labeled area in the fuser. You can get burned. If a sheet of paper is wrapped around the inside of the fuser, do not try to remove it immediately. Power off the printer immediately and wait 40 minutes for the fuser to cool. Try to remove the jam after the printer has cooled. If the error persists, contact Service.

⚠ CAUTION: Do not attempt to clear any paper jams using tools or instruments. This can permanently damage the printer.



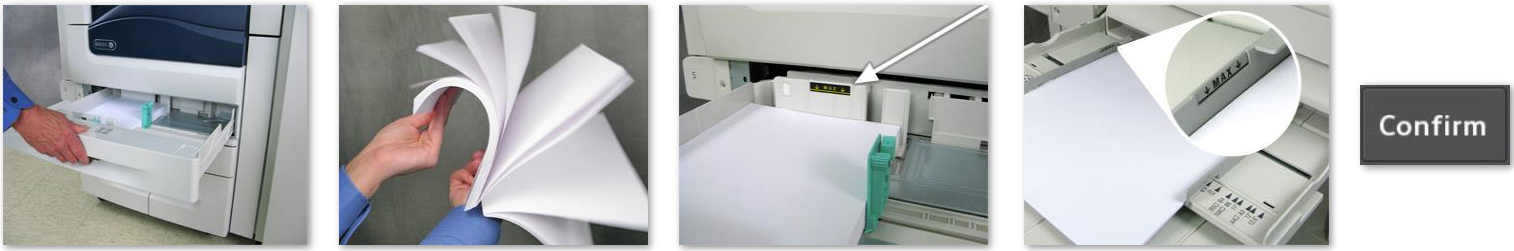
Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past fill line.
The edges of the paper are not even.	Remove the paper, align the edges, and then reload it.
The paper is moist from humidity.	Remove the paper from the tray, and replace it with new dry paper.
Too much static electricity is present.	- Try a new ream of paper. - Do not fan transparencies before loading in tray.
Using unsupported paper.	Use only Xerox approved paper. For details, refer to Supported Paper on page 169.
Humidity is too high for coated paper.	Feed paper one sheet at a time.

For more in-depth information visit the official Xerox User Guide at:

http://download.support.xerox.com/pub/docs/ALB80XX/userdocs/any-os/en_GB/Altalink_B80xx_ug_en-us.pdf

Bypass Tray / Manual Feed and Loading Paper Trays

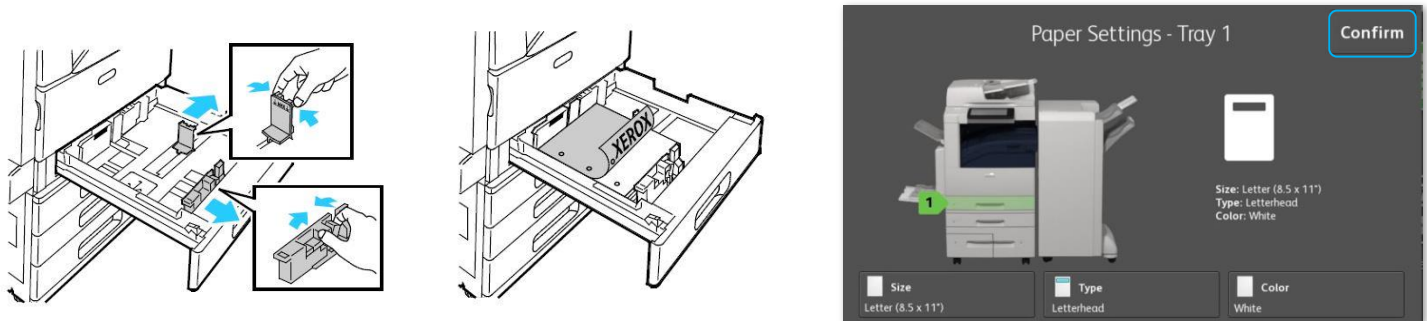


1. Open the required paper tray.

- If necessary, move the paper edge guides further out to load the new paper. To adjust the guides, pinch the guide lever on each guide and slide them to the new position. To secure the guides in position, release the levers.

- **Before loading paper into the paper trays, fan the edges to separate any sheets of paper that are stuck together and reduce the possibility of paper misfeeds.**

NOTE: To avoid paper misfeeds, do not remove paper from its packaging until necessary.



For pre-punched, letterhead and preprinted stock:

- ❖ Place letterhead face-down in the tray, with the top of the paper towards the front of the tray
- ❖ Load hole-punched paper with the holes to the left.
- ❖ Adjust the paper edge guides so they just touch the edges of the paper stack.

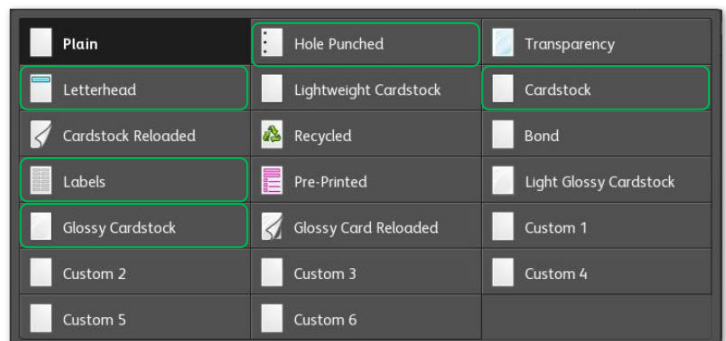
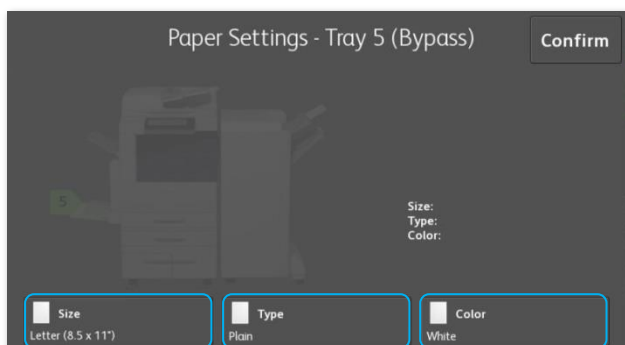
2. Confirm the settings on the touch screen by verifying the Size, Type and Color loaded in the tray and press Confirm.

When paper is placed in the Bypass Tray, a *Paper Settings* screen is displayed on the touch screen. Select the **size**, **type**, (transparencies, labels, etc.) and color of the paper you have loaded and select **Confirm**.

The Bypass tray will not automatically take what is loaded when you are in Copy mode and press the Start button.
To use the bypass tray, you must select the Tray 5 in Paper Supply.

If the control panel prompts you, verify the size, type, and color on the screen.

⚠ CAUTION: Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet.
Do NOT use Inkjet or Construction paper. These could damage the printer.



Supported Paper Types and Weights

Trays	Paper Types	Weights
Trays 1–4	2-sided Bond Covers Glossy Hole punched Index Labels (Trays 1 and 2 only) Letterhead Plain Pre-printed Recycled Transparencies (Tray 2 only)	60–200 g/m ²
	Lightweight Cardstock Cardstock	106–160 g/m ² 161–216 g/m ²
Tray 5	2-sided Bond Covers Glossy Hole punched Index Labels Letterhead Plain Pre-printed Recycled Transparencies Envelopes	60–216 g/m ²
	Lightweight Cardstock Cardstock	106–160 g/m ² 161–216 g/m ²

Supported Custom Paper Sizes

Tray Number	Paper Sizes
Trays 1 and 2	Minimum: 139 x 210 mm (5.5 x 8.3 in.) Maximum: 297 x 432 mm (11.7 x 17 in.)
Trays 3 and 4	A4 (210 x 297 mm, 8.3 x 11.7 in.) or Letter (216 x 279 mm, 8.5 x 11 in.)
Tray 5	Minimum: 105 x 135 mm (4.25 x 5.3 in.) Maximum: 297 x 432 mm (11.7 x 17 in.) C5 envelopes only
Tray 6	A4 (210 x 297 mm, 8.3 x 11.7 in.) or Letter (216 x 279 mm, 8.5 x 11 in.) With narrow SEF kit: A4 (210 x 297 mm, 8.3 x 11.7 in.), Letter (216 x 279 mm, 8.5 x 11 in.), or Legal (216 x 356 mm, 8.5 x 14 in.), short-edge feed With wide SEF kit: A3 (297 x 420 mm, 11.7 x 16.5 in.) or Tabloid (279 x 432 mm, 11 x 17 in.), short-edge feed
Tray 7	A4 (210 x 297 mm, 8.3 x 11.7 in.) or Letter (216 x 279 mm, 8.5 x 11 in.) US Folio (216 x 330 mm, 8.5 x 13 in.) Legal (216 x 356 mm, 8.5 x 14 in.) A3 (297 x 420 mm, 11.7 x 16.5 in.) or Tabloid (279 x 432 mm, 11 x 17 in.)

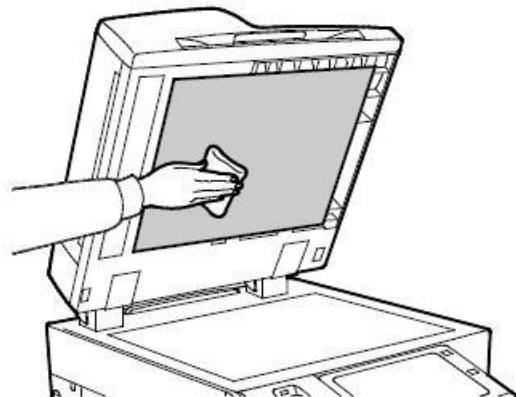
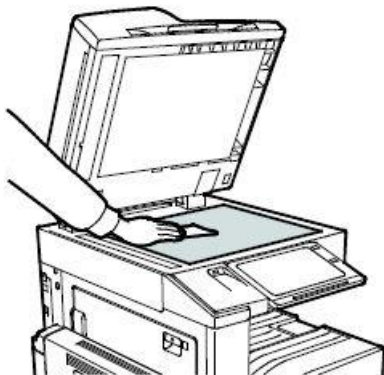
For more in-depth information visit the official Xerox User Guide at
http://download.support.xerox.com/pub/docs/ALB80XX/userdocs/any-os/en_GB/AltaLink_B80xx_ug_en-us.pdf

Cleaning the Scanner and Control Panel

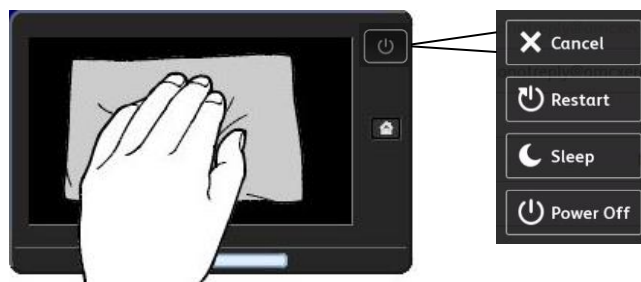
To ensure optimum print quality, clean the document glass regularly. Cleaning helps avoid output with streaks, smears and other marks that transfer from the glass while scanning documents.

1. Slightly dampen a soft, lint-free cloth with water.
2. Open the document cover.
3. Wipe the surfaces of the document glass and CVT glass until they are clean and dry.
4. Wipe the white underside of the document cover until it is clean and dry.
5. Close the document cover.

Note: For best results, use Xerox® Glass Cleaner to remove marks and streaks

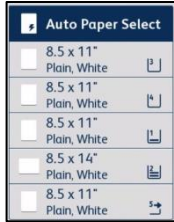
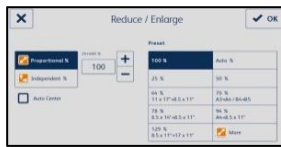


1. To avoid activating buttons and menus when cleaning the printer, press the **Power/Wake** button, then touch **Sleep**.
2. To remove fingerprints and smudges, clean the touch screen and control panel with a soft, lint-free cloth.

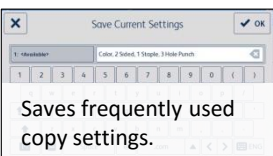
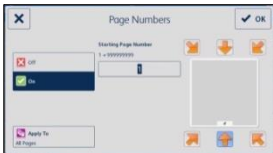
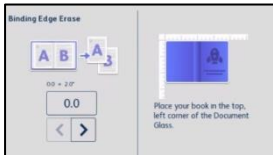
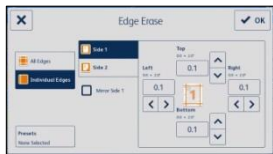
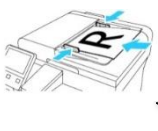




Making a Copy



Load originals
Face-Up.



Log In

Copy

Start

Reduce / Enlarge

100 %

Paper Supply

Auto Paper Select

2-Sided Copying

1→1 Sided

Finishing

Collated

Original Type

Photo & Text; Printed Original

Lighten / Darken

Sharpness

Saturation

Automatic Background Suppression

☒

Contrast

Contrast: Normal

Color Presets

Off

Color Balance

Normal

Original Orientation

Upright Images

Edge Erase

All Edges: 0.1"

Original Size

Auto Detect

Image Shift

Off

Mirror Image

☐

Negative Image

☐

Book Copying

Off

Booklet Creation

Off

Special Pages

Off

Annotations

Off

Transparency Separators

Off

Page Layout

Off

Build Job

☐

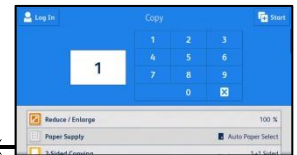
Sample Job

☒

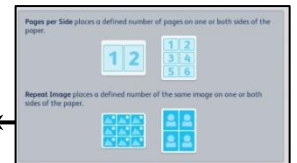
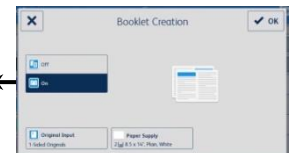
Save Current Settings

Retrieve Saved Settings

Reset



Swipe the Automatic
Background
Suppression button
when copying colored
paper for a clean white
background.



Swipe the Sample Job
to allow a test print of a
copy job to inspect
before printing multiple
copies.

Touch Reset to clear all
settings back to default.

1. Touch the Home button.
2. Touch the Copy button.
3. Load originals Face-Up in the ADF or Face-Down on the glass.
4. Select any settings needed for your job by swiping up or down on the touchscreen.
5. Press Start (in the upper right corner on the touchscreen).

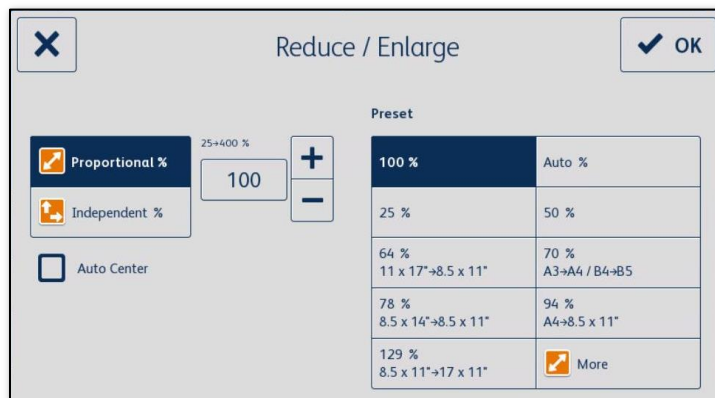
Common Copy Features

Reduce/Enlarge

For non-standard reduction or enlargement you can select a ration between 25% and 400% if you are copying from the document glass or 25% to 200% if using the Document Feeder.

When using the glass, position the document along the top of the glass in the upper left corner where the black arrow is located.

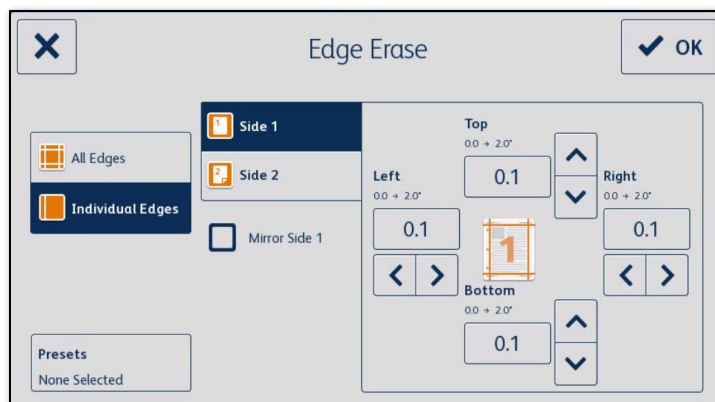
- **The Up or Down arrows** incrementally reduce or enlarge the percentage. You can either touch the window containing the ratio and type in the required ratio using the numeric keypad or scroll to a specific ratio.
- **Presets** are available that will increase/decrease from one size to another. Example, 64% will reduce an 11x17" to 8.5x11", and 129% will enlarge 8.5x11" to 11x17".



Edge Erase:

Enables you to specify how much of the image to erase around the edges of your document. For example, you can remove the marks caused by punched holes, a header/footer, page number or staples in your original.

- **All Edges** is used to erase an equal amount from all the edges. Use the *arrow buttons* to adjust the amount to be erased from 0.1" to 2.0". All marks or defects within the measurement set are deleted.
- **Individual Edges** enables an individual amount to be erased from each of the edges, on both the first and second sides. Use the *arrow buttons* to adjust the amount to be erased from 0.1" to 2.0".

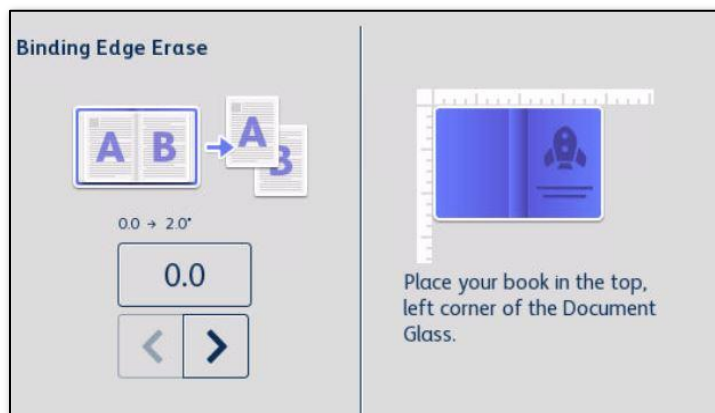


Book Copying:

This feature enables you to specify which page or pages of a book are to be scanned. The book original is placed face down on the document glass with the spine of the book lined up with the marker at the center of the rear edge of the document glass. Align the top of the bound original against the rear edge of the document glass.

The device will identify the size of the original during scanning.

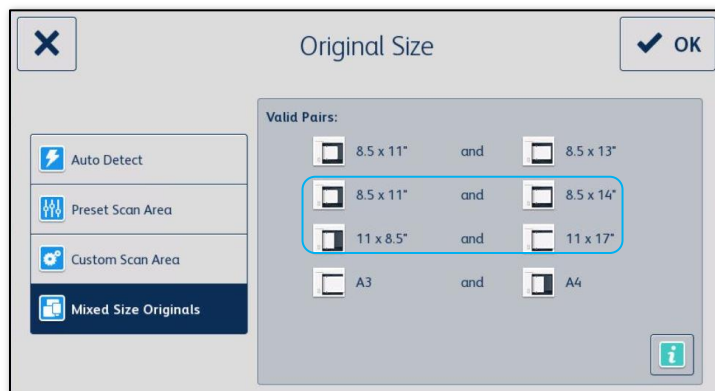
- **Both Pages** scans both pages, the left page of the book first will be scanned first. Use the *arrow buttons* to specify an amount from 0 to 2" to be deleted from the center of the book in order to delete unwanted marks reproduced from the gutter of the book.
- **Left Page Only** scans the left page only.
- **Right Page Only** scans the right page only.



Original Size: Mixed Sizes

Original Size allows you to specify automatic size detection of the originals, run mixed size originals, or the specific size of the image to be scanned.

- **Auto Detect** is the default setting and enables automatic size sensing. The size detected is matched to a standard size paper.
- **Preset Scan Areas** allows you to define the size of your original from a list of preset, standard original sizes.
- **Custom Scan Areas** is used to enter a specific area for scanning. Measure the area to be scanned on the original and enter the X and Y axis measurements into the fields provided. Only the area specified is scanned.
- **Mixed Size Originals** allows you scan documents containing different size pages. The pages must be the same width, like (8.5x11" LEF and 11x17" SEF), other combinations are shown on the screen. The device detects the size of the documents and can produce the following output:
 - If **Auto Reduce/Enlarge** and a **specific Paper Supply** is selected, all the images are reduced or enlarged and copied onto the same size paper.
 - If **Auto Paper supply** is selected, the images are copied size for size and a mix of paper sizes will be printed. Example 8.5x11" and 8.5x14" SEF.

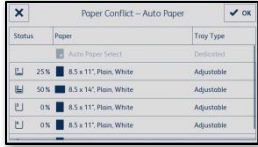


**Preset Scan Area and Custom Scan Area are helpful when copying from odd sized books and/or reducing/enlarging.*

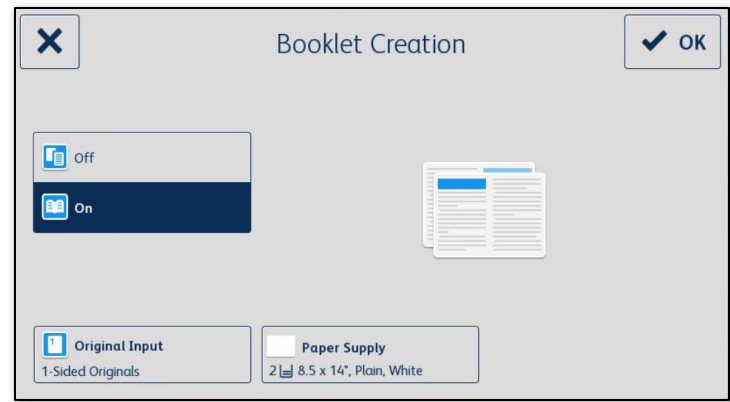
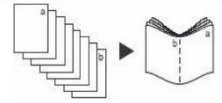
Booklet Creation:

Prints two pages on each side of the paper. The printer reorders and reorients the pages so that they are in the correct order and orientation when folded. If more finishing options are available, the pages can be stapled and folded to create a booklet. Place your documents in order, pages 1-12 and the machine will lay it out in booklet spreads (1 next to 12, 2 next to 11, 3 next to 10, etc.) onto 8.5x11, 8.5x14 or 11x17 paper. *Note: Page Layout is not available if Auto Paper is selected. You must choose a tray.*

1. Touch **Booklet Creation**.
2. Select one of the following options.
 - **Off**: This option is the default setting.
 - **On**: This option enables Booklet Creation.



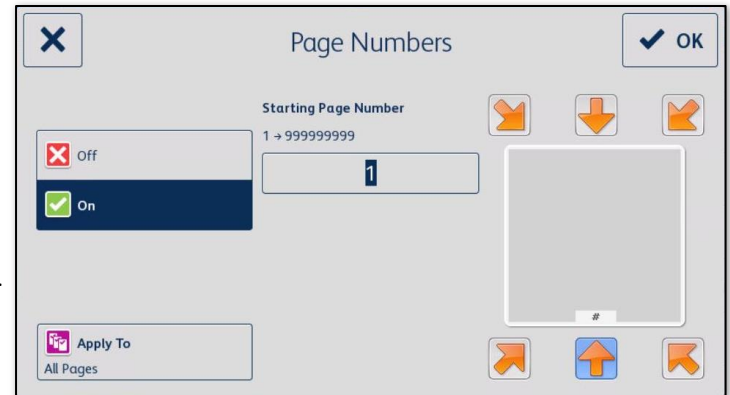
**Paper Conflict will appear when you haven't selected a paper tray. If your device is configured with a booklet finisher, you will only be able to select a landscape paper tray. Trays 3 and 4 cannot be used. You must change the orientation to be short edge feed (landscape) in trays 1, 2 or 5 the bypass. If equipped with a booklet finisher, options to Fold or Fold & Staple will be displayed.*



Annotations:

Enables you to automatically add a comment, page number, today's date or **Bates Stamp** to your copy output. You can select any or all of these annotation options and specify where on the copy output they should appear. You can also select the appearance of the annotations such as the font size.

- **Page Numbers** to automatically print a page number in a specified position on the page. Page numbers are automatically increased by one.
- **Comment** add up to 50 alphanumeric characters in a specified position on the page. An existing comment can be amended, or a new comment can be created.
- **Date** to add today's date in a specified format and position on the page. The date printed is the date set on your device.
- **Bates Stamp** to add a selected Bates Stamp in a specified position on the page. Bates Stamping is used primarily in the legal and business fields and consists of a set prefix (such as a case number or client reference) together with a page number applied to a document as it is being processed.



Page Layout:

Is ideal for handouts, story boards or archival purposes. It allows up to 36 images to fit onto one sheet of paper. Your device will reduce or enlarge the images as needed, to display them either landscape or portrait orientation on one page, based on the paper supply selected.

Note: Some features cannot be used with the *Page Layout* feature and will be grayed out on the touch screen.

The examples shown here are typical outputs that can be produced:

1. Select the tray that contains the paper you want to use.

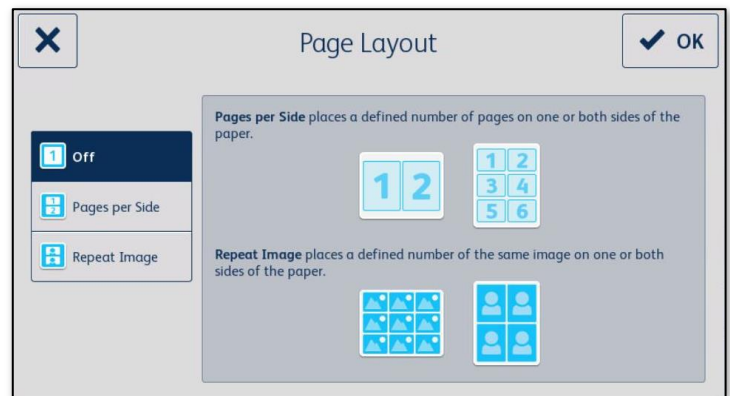
Note: Page Layout is not available if Auto Paper is selected. You must choose a tray.

2. Touch the **Page Layout** option.

3. Select one of the following options.

- **Pages per Side**: This option places a defined number of pages on one or both sides of the paper. Select the required number of pages per side.
- **Repeat Image**: This option places a defined number of the same image on one or both sides of the paper. Select the number of images required. Auto Repeat allows the printer to determine the maximum number of images that can fit on the currently selected paper size.

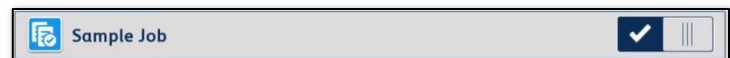
4. To enter a specific number of rows and columns, touch **Specify Rows & Columns**. Touch the **Rows** or **Columns** field. To enter the number of rows and columns, use the numeric keypad, or touch the arrows. To rotate the paper, select the check box for Rotate Background. 6. Touch **OK**.



Sample Job:

Allows you to print a test copy of a job to inspect before printing multiple copies. This feature is useful for complex or high-volume jobs. After you print and inspect the test copy, you can choose to print or cancel the remaining copies.

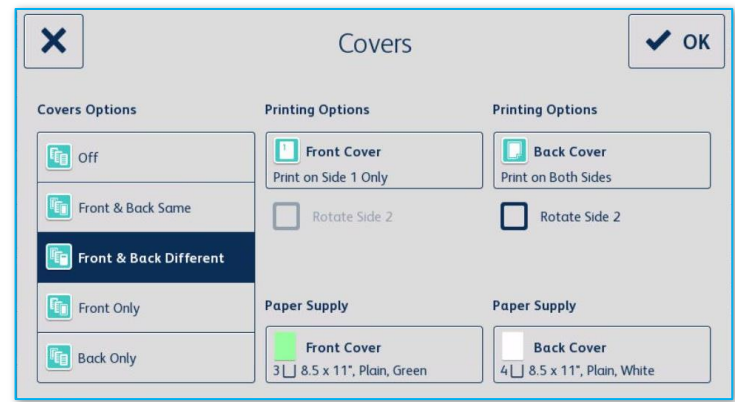
1. Adjust the copy settings as needed.
2. Enter the number of copies needed.
3. Touch the **Sample Copy** toggle button.
4. Touch the **Start** button. The sample copy prints.
5. Inspect the sample copy, then select one of the following options.
 - If the copy is unsatisfactory, touch **Delete**. Touch **Delete** to confirm. The job is canceled and no more copies are printed.
 - If the copy is satisfactory, touch **Release**. The remaining copies are printed.



Special Pages:

Controls how Special Pages are applied to your copy sets.

- **Covers** can be blank or contain images. They can also be printed on different paper than the rest of your job.
- **Chapter Starts** ensure a chapter begins on the right or left side of the page, with a blank page inserted if needed.
- **Inserts** are non-imaged page(s) that are placed into your copied sets.
- **Exceptions** are pages that are imaged on different paper.



Build Job:

Use this feature to produce complex jobs that include a variety of originals requiring different App settings. Each segment of the job can have different settings. After all the segments are programmed, scanned, and temporarily stored in the printer, the job is processed and completed.

1. To clear previous App settings, touch **Reset**.
2. Touch **Build Job**.
3. Split the job into the required segments for scanning.
4. Program and scan the first segment:
 - a. Load the original document for the first segment.
 - b. Select the options required for the segment.
 - c. Touch **Scan**.
5. Set the required build job display options.

You can print a Sample segment or delete a segment.

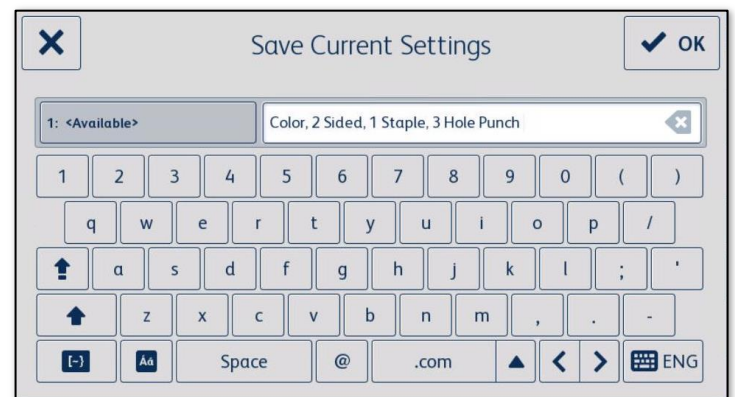
 - a. To print a sample of the previous segment scanned, touch the segments option, then touch **Sample Last segment**.
 - b. To delete the previous segment scanned, touch the segments option, then touch **Delete Last Segment**.
 - c. To delete all the previous segment scanned, touch the segments option, then touch **Delete All Segments**.
6. Program and scan more segments.
 - a. Load the originals for the next segment.
 - b. To change the settings for the next segment, touch **Program Next Segment**, then select the options required for the segment.
 - c. Touch **Scan Next Segment**.
7. Continue scanning segments until all original documents are scanned.
8. Touch **Submit**.



Saved Settings:

To use a particular combination of copy settings for future copy jobs, you can save the settings with a name and retrieve them for later use.

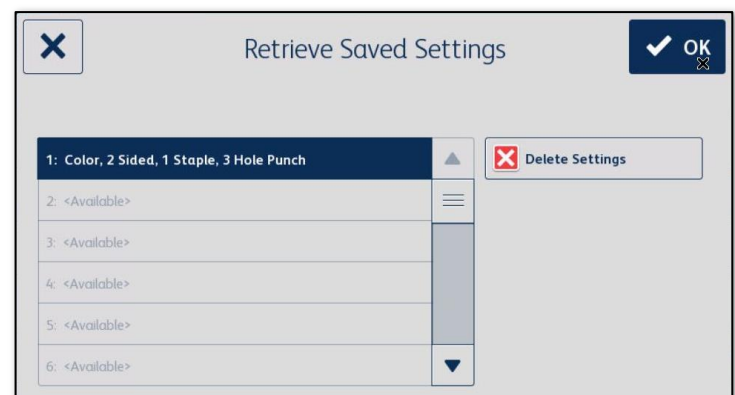
1. Change the settings required.
2. Touch **Save Current Settings**.
3. To create a new saved setting, touch any option labeled **<Available>**.
4. Enter a name for the saved setting using the touch screen keyboard, then touch **OK**.



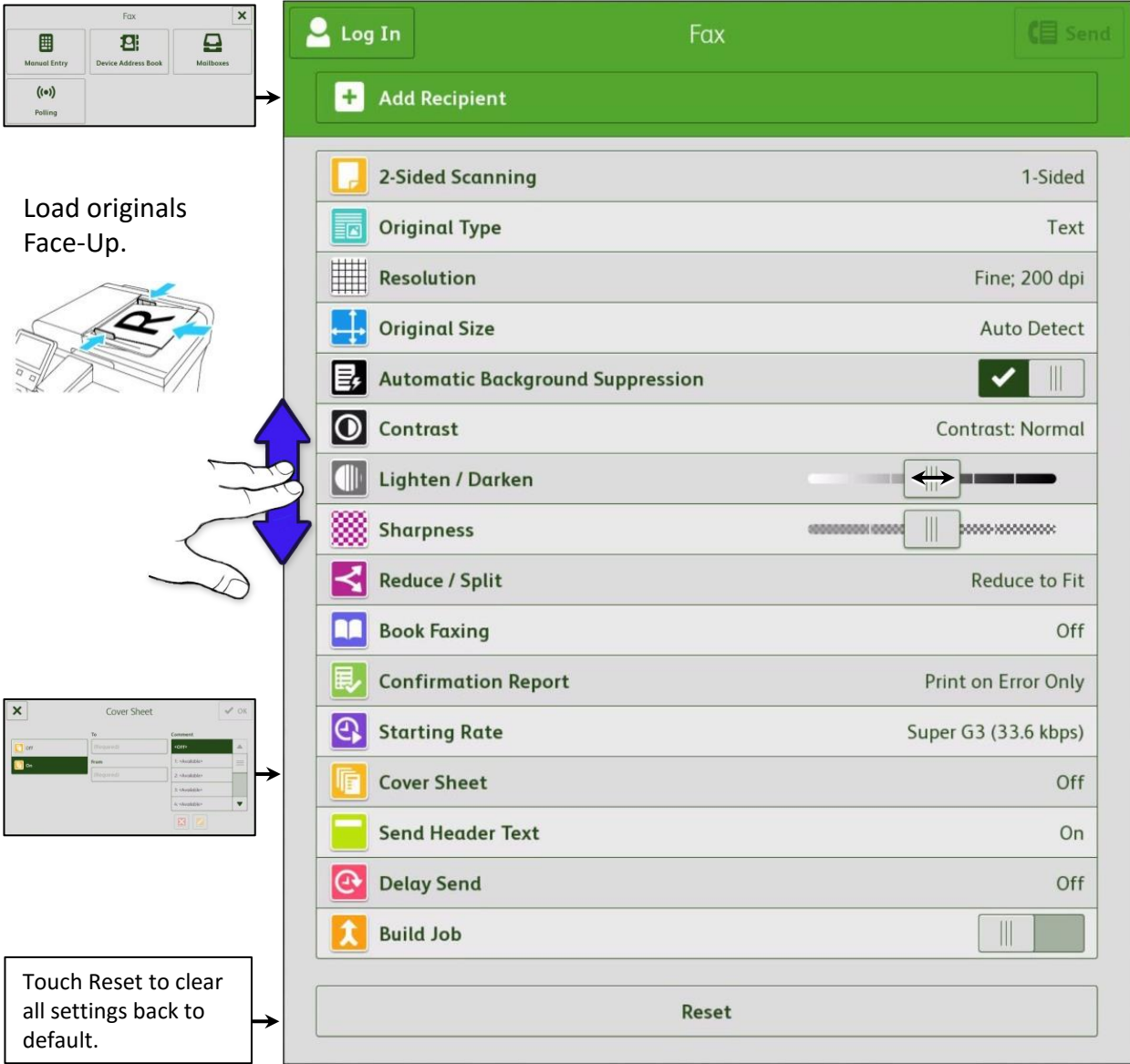
Retrieve Saved Settings:

You can retrieve and use any previously saved copy settings for current jobs.

1. Touch **Retrieve Saved Settings**.
 2. Touch the saved setting required.
 3. Touch **OK**. The saved settings are loaded for the current copy job.
- Note: To delete a saved setting, touch the setting, then touch **Delete Settings**. Touch **Delete** to confirm.



Sending a Fax



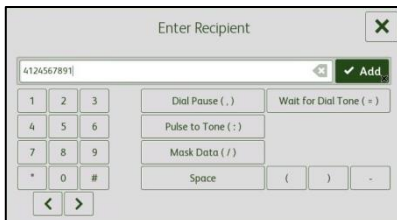
The main interface for sending a fax. It includes a 'Log In' button, a 'Send' button, and an 'Add Recipient' button. Below these are various settings for the fax job, such as scanning options, resolution, contrast, and confirmation settings. A 'Reset' button is at the bottom.

Annotations:

- Load originals Face-Up:** An illustration shows a document being loaded into the scanner with the text 'R' facing up.
- Press Send to send the fax:** An arrow points to the 'Send' button.
- 1-Sided:** An arrow points to the '1-Sided' option in the scanning settings.
- Print Confirmation:** An arrow points to the 'Print Confirmation' option in the confirmation settings.
- Print on Error Only:** An arrow points to the 'Print on Error Only' option in the confirmation settings.
- Swipe the Build Job button:** An arrow points to the 'Build Job' button, with a note: 'Swipe the Build Job button for jobs that include a variety of originals, or for scanning multiple-page jobs from the document glass. The job is scanned in segments. After all the segments are scanned, the job is processed and faxed.'
- Touch Reset to clear all settings back to default:** An arrow points to the 'Reset' button.

Sending a Fax:

1. Touch the **Home** button.
2. Touch the **Fax** button.
3. Enter recipients:
 - If the entry screen appears, to enter a recipient, touch an option or touch **X**.



The 'Enter Recipient' screen shows a numeric keypad for entering a fax number. It includes fields for 'Dial Pause', 'Pulse to Tone', 'Mask Data', and 'Space'. There are also buttons for 'Add' and 'X'.



The 'Fax' screen shows three options: 'Manual Entry', 'Device Address Book', and 'Mailboxes'.



The 'Contacts' screen shows a list of contacts. The first contact is 'Aleshia, Miller' with the number '4121234567'. There are buttons for 'Search', 'Add', and 'OK'.

- To select a contact or group from the Device Address Book, touch the **Device Address Book** option. Touch **Favorites** or **Contacts**, then select a recipient.
- To enter the fax number manually, touch **Manual Entry**. In the Enter Fax Number field, enter the fax number, then touch **Add**.
- To add more recipients, touch **Add Recipient**, then repeat the procedure.
4. Adjust fax settings as needed.
5. Touch **Send**

Adding Fax/Email Addresses

Adding or Editing Contacts in the Address Book at the Control Panel

Note: Before you can use this feature, the system administrator must enable Create/Edit Contact from Touch Screen for All Users. Otherwise only admin can manage the addressbook(s).

1. At the printer control panel, press the **Home** button.
2. Touch **Fax**.
3. Touch **Manual Entry**. To type the fax number, use the touch screen keypad.
4. To add the recipient to the Device Address Book, touch the **Address Book** icon.



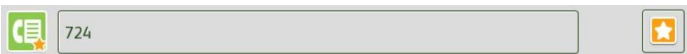
5. Do one of the following steps.
 - To create an entry, touch **Create New Contact**. Touch each field, then enter the contact details using the touch screen keypad. Touch **OK**.
 - To add to an existing entry, touch **Add to Existing Contact**. Touch a contact in the list, or use the **Search** option to find a contact.
6. To mark a recipient to appear as a favorite option, touch the **Star** icon.
7. Press **OK**.

To edit or delete contacts:

1. At the printer control panel, press the **Home** button.
2. Touch **Address Book**.
3. From the Address Book, touch a contact name, then touch **Edit**.
4. To change contact information, touch the information that you want to update, edit as needed, then touch **OK**.
5. To save your contact changes, touch **OK**.
6. To delete a contact, touch **Delete Contact**, then touch **Delete**.
7. To return to the Home screen, press the **Home** button.

Managing Favorites at the Control Panel

1. At the printer control panel, press the **Home** button, then touch **Address Book**.
2. Select a contact, then touch **Edit**.
3. To make the contact a Global Favorite, for the contact name, touch the **Star** icon.
4. To mark a contact as a Favorite for email, fax, or a scan-to destination:
 - a. For each desired feature, touch the **Star** icon.

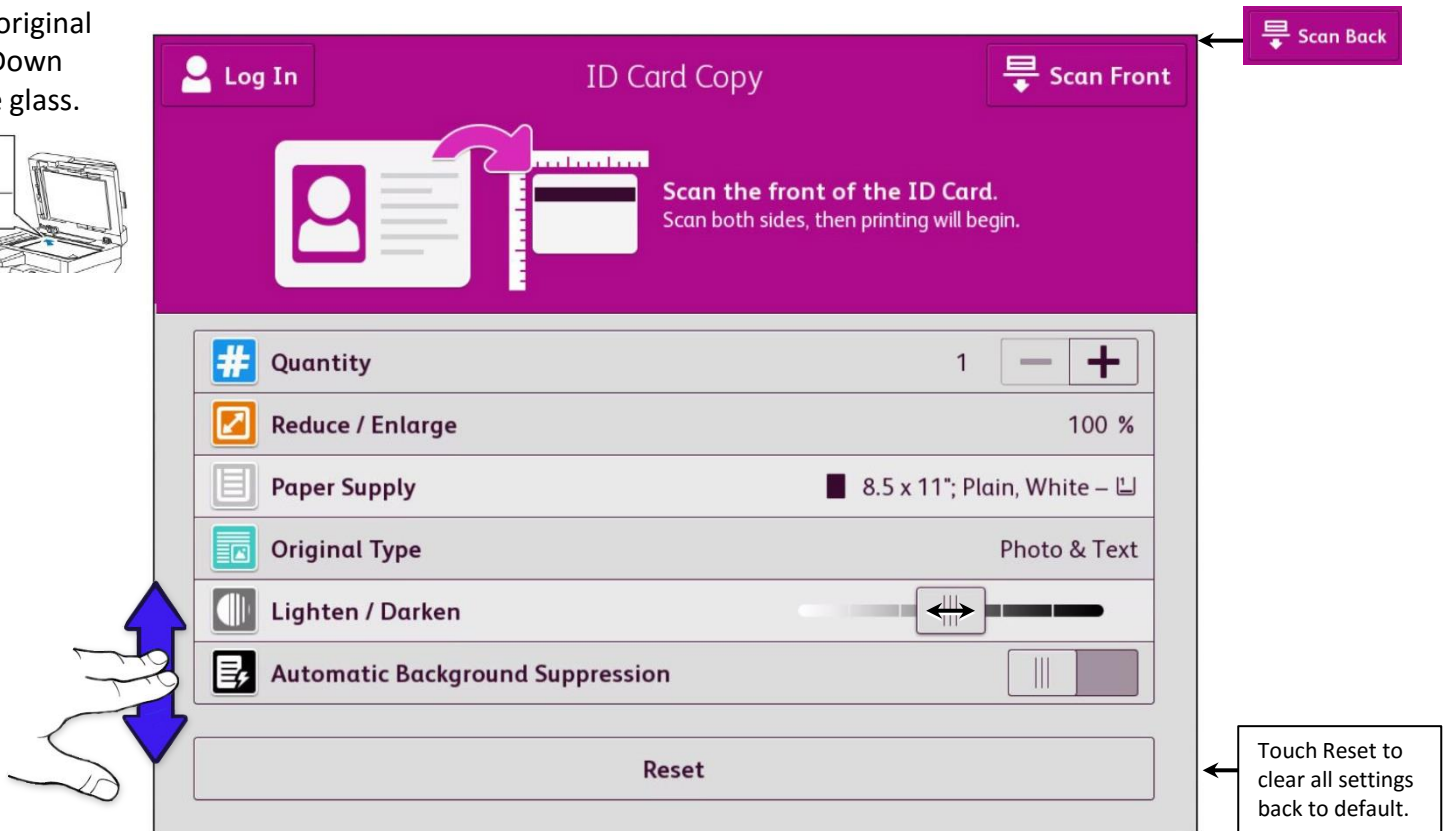
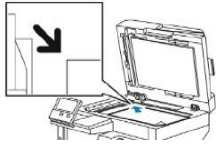


- b. To save changes, touch **OK**.
5. To clear a contact marked as a Favorite:
 - a. To remove the contact as a Global Favorite, for the contact name, touch the **Star** icon.
 - b. To remove the contact from the Favorite list for a selected feature, for the selected feature, touch the **Star** icon.
 - c. To save changes, touch **OK**.
 6. To return to the Home screen, press the **Home** button.



ID Card Copy

Place original
Face-Down
on the glass.



Copying an ID Card:

To copy an ID card:

1. At the printer control panel, press the **Home** button.
2. To clear previous App settings, touch **Reset**.
3. Lift the automatic document feeder, then place the original document in the upper-left corner of the document glass.
4. Touch **ID Card Copy Button**.
5. Adjust the settings as required.
6. Touch **Scan**.
7. When scanning is finished, lift the automatic document feeder. Flip the original document, then place it in the upper-left corner of the document glass.
8. To scan the second side of the original document and print the copies, touch **Scan**.
9. To return to the home screen, press the **Home** button.



Email Scanning

Callouts:

- Press Send after all required settings have been selected and you are ready to send the scan.** (Points to the Send button)
- Changing the subject will change the attachment name to match.** (Points to the Subject field)
- File Format Selection:** .pdf, .tif, .pdf/a, .jpg, .xps, More
- Auto Detect:** Black & White, Grayscale, Color
- Resolution Selection:** 72, 100, 150, 200, 300, 400, 600
- Swipe Blank Page Removal to configure the printer to ignore blank pages throughout the document.** (Points to the Remove Blank Pages checkbox)
- Swipe the Build Job button for jobs that include a variety of originals, or for scanning multiple-page jobs from the document glass. The job is scanned in segments. After all the segments are scanned, the job is processed and completed.** (Points to the Build Job checkbox)
- Touch Reset to clear all settings back to default.** (Points to the Reset button)

Interface Elements:

- Log In** button
- Email** header
- Send** button
- Add Recipient** button
- Subject:** Scanned from a Xerox Multifunction Printer
- Attachment:** Scanned from a Xerox Multifunction Printer .pdf
- 2-Sided Scanning** (Selected) / 1-Sided
- Original Orientation:** Portrait Originals
- Output Color:** Auto Detect
- Original Type:** Photo & Text; Printed Original
- Automatic Background Suppression** (Slider)
- Contrast:** Contrast: Normal
- Lighten / Darken** (Slider)
- Sharpness** (Slider)
- Saturation** (Slider)
- Resolution:** 200 dpi
- Original Size:** Auto Detect
- Edge Erase:** All Edges: 0.1"
- Remove Blank Pages** (Checked)
- From:** donotreply@amcxerox.com; donotreply@amcxerox.com
- Reply To:** donotreply@amcxerox.com; donotreply@amcxerox.com
- Message:** <None>
- Quality / File Size:** Medium Compression; Medium Size
- Build Job** (Checked)
- Reset** button

Scanning to an Email address:

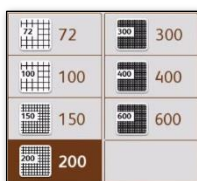
1. Load originals in the document feeder, Face-up. Or Face-down using the glass then touch the Home button.
2. Touch the **Email** Button.
3. Enter recipients manually or from the Address Book: To enter the email address manually into the To field, type the address using the touch screen keypad. Touch **Enter**.
To select a contact or group from the Address Book, touch the **Address Book** icon. Touch **Favorites** or **Contacts**, then select a recipient.
4. If scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.
5. Adjust the email settings as needed:
 - To save the scanned document with a specific file name, touch the attachment file name, enter a new name using the touch screen keypad, then touch **Enter**.
 - To save the scanned document with a specific file format, touch the attachment **.pdf button**, then select the required format.
 - To create a searchable file or to add password protection, select **More** from the file format.
 - To change the subject line, touch **Subject**, enter a new subject line using the touch screen keypad, then touch **Enter**.
6. To start the scan, touch **Send**.
7. If you are scanning from the document glass, when prompted, to finish, touch **Done**, or to scan another page, touch **Add Page**. You can also touch **Cancel Job**.

Tip! Use the **Build Job feature** to combine an assorted group of originals for assembly into a single scan job. Example, scanning originals using the glass **and** the document feeder into a single scan job. Or scanning multiple originals from the glass into one complete file, eliminating the need to merge single page scans into one larger file.

1. Load the originals for the first segment, either in the document feeder face up or on the glass face down.
2. Select settings required for the job. I.e. Destination, 2 sided, file name, etc.
3. Press the [Scan] button on the Control Panel.
4. Program and scan additional segments by loading the originals for the next segment, either in the document feeder or on the glass.
5. When the Build Job screen displays, select [Program Next Segment].
6. Press the [Scan] button to scan the originals for that segment.
-Repeat for each remaining segment.
7. When all of the segments have been programmed and scanned, press the [Submit] button. The Job Progress screen will display and the individual segments will be scanned as a single job. If necessary, select [Job Details] to view a summary of the job.

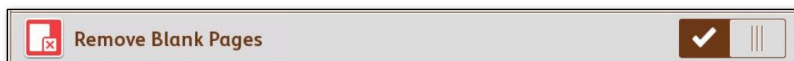
Resolution:

Resolution determines how fine or grainy graphic images appear. Image resolution is measured in dots per inch (dpi).



Blank Page Management:

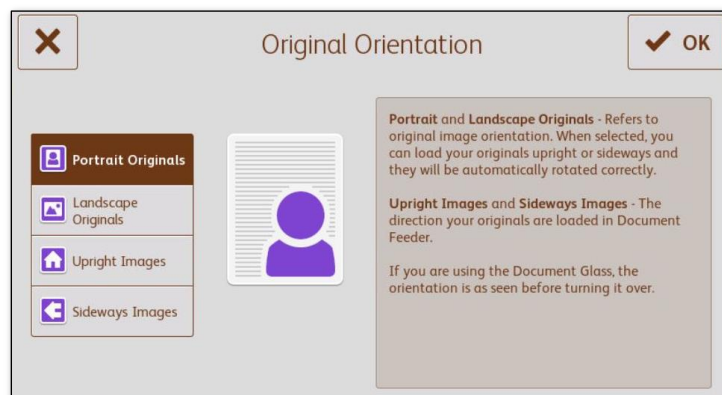
- Include Blank Pages: This option includes scanned pages that are blank.
- Remove Blank Pages: This option omits scanned pages that are blank.



Original Orientation:

You can use the Original Orientation option to specify the layout of the original images. The printer uses the information to determine if images require rotation to produce the required output.

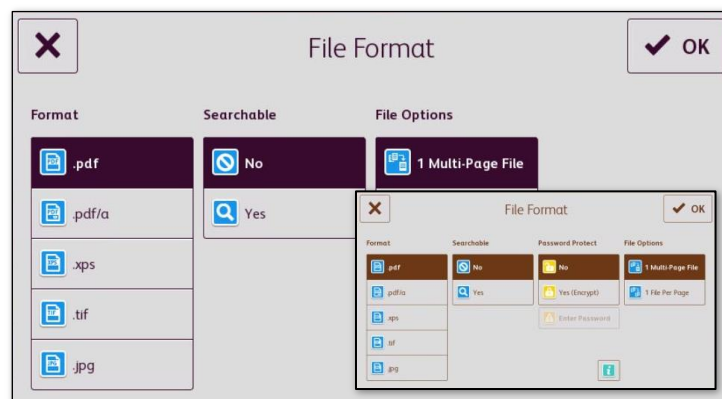
- The default setting is typically set as Portrait Originals. If you scan a document in the landscape orientation, the printer will automatically rotate the image to display as portrait. To scan a landscape document, change the setting to Landscape Originals. You could change the setting to Upright Images and the printer will scan the document in the direction the document is oriented.



File Format Workflow Scanning/Scanning to USB:

Use the File Format option to specify the format of the saved image or to define a searchable image. You can combine multiple images into a single file.

- **Searchable**, for PDF, PDF Archival, or XPS, select an option:
No: This option creates an unsearchable image of the scanned document.
Yes: This option creates a searchable document of the scanned pages. If you select Yes, select the language for the search from the menu.
- **Multi-page**: This option creates a multi-page document from the scanned images.
- **1 File Per Page**: This option creates a separate file for each page scanned.
- **Password Protect**: This option is only available when scanning to an Email. Password Protect allows you to put a password on a scan.



Original Size:

To ensure that you are scanning the correct area of the documents, specify the original size. Used Mixed Size Originals to scan 8.5x11 and 8.5x14 or 8.5x11 and 11x17.

- **Auto Detect**: This option allows the printer to determine the size of the original document.
- **Preset Scan Area**: This option specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
- **Custom Scan Area**: You can specify the width and length of the area to scan. To specify the original width or length, touch the appropriate field. To enter the size, use the numeric keypad, or use the arrows.
- **Mixed Size Originals**: You can scan standard-size originals of varying sizes. To determine which original sizes can be mixed in the same job, use the diagram on the screen.





Workflow Scanning

Log In Workflow Scanning **Scan**

Change Workflow
 >>> DEFAULT
 DOC .pdf

2-Sided Scanning 1-Sided
Original Orientation Portrait Originals
Output Color Auto Detect
Original Type Photo & Text; Printed Original
Automatic Background Suppression
Contrast Contrast: Normal
Lighten / Darken
Sharpness
Saturation
Resolution 200 dpi
Edge Erase All Edges: 0.1"
Original Size Auto Detect
Remove Blank Pages [checked]
Update Workflows June 23, 2017; 2:30 AM
Add File Destinations 1 Available; 1 Added
If File Already Exists Append a Number to Name
Quality / File Size Medium Compression; Medium Size
Build Job [checked]
Reset

Pick a Workflow Update
 DEFAULT USB

File OK
 Change file name: .pdf
 1 2 3 4 5 6 7 8 9 0 ()
 Q W E R T Y U I O P
 A S D F G H J K L ; ' < >
 Z X C V B N M , . / ~
 Space @ .com < > (Esc)

Portrait Originals
 Landscape Originals
 More

Press Scan after all required settings have been selected and your ready to send the scan.

pdf .tif
.pdf/a .jpg
.xps More

1-Sided
 2-Sided
 2-Sided, Rotate Side 2

Auto Detect
 Black & White
 Grayscale
 Color

72 300
100 400
150 600
200

Swipe Blank Page Removal to configure the printer to ignore blank pages throughout the document.

Swipe the Build Job button for jobs that include a variety of originals, or for scanning multiple-page jobs from the document glass. The job is scanned in segments. After all the segments are scanned, the job is processed and scanned.

Touch Reset to clear all settings back to default.

Scanning to a network folder via Workflow Scanning:

1. Load originals in the document feeder, Face-up. Or Face-down using the glass then touch the Home button.
2. Touch the **Workflow Scanning** Button.
3. Select a workflow from the Pick a Workflow screen.
4. Adjust the workflow scanning settings as needed.
 - To save the scanned document as a specific file name, touch the attachment file name, enter a new name, then touch **OK**.
 - To save the scanned document as a specific file format, touch the attachment file format, then select the required format.
 - If you are using the document glass, to combine pages into a single scan file, enable **Build Job**.
 - If you are scanning from 2-sided original documents, touch **2-Sided Scanning**, then select an option.

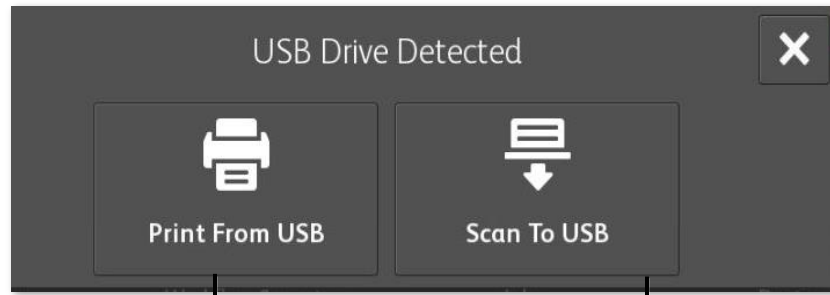
For details about available features, refer to Apps Features on page 359.
5. To start the scan, touch **Scan**.
6. If Build Job is enabled, when prompted, do these steps.
 - To change settings, touch **Program Next Segment**.
 - To scan another page, touch **Scan Next Segment**.
 - To finish, touch **Submit**.
7. To return to the Home screen, press the **Home** button.



Print From and Scan To USB

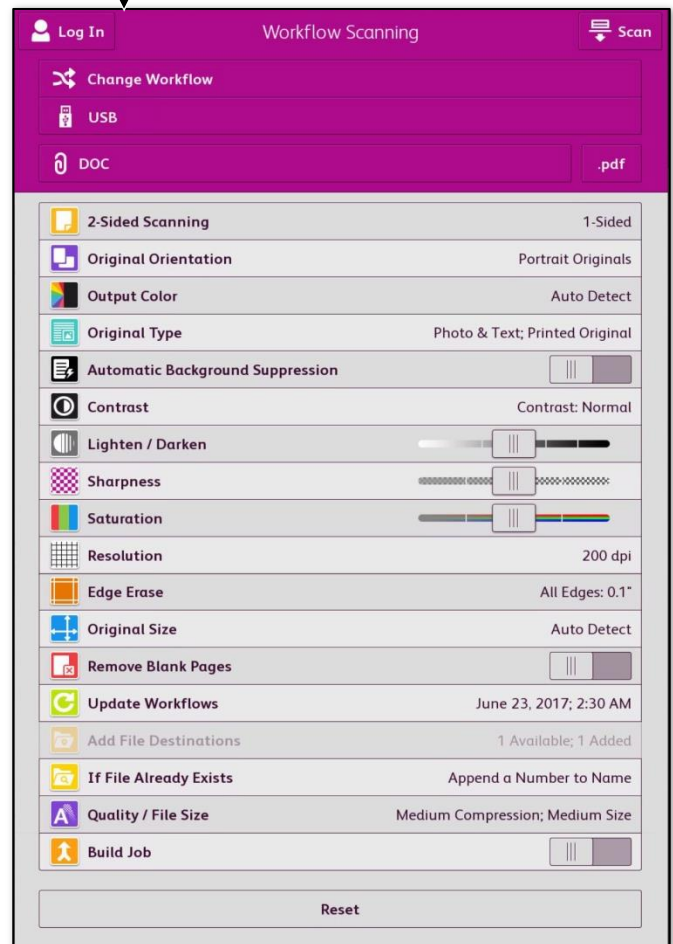
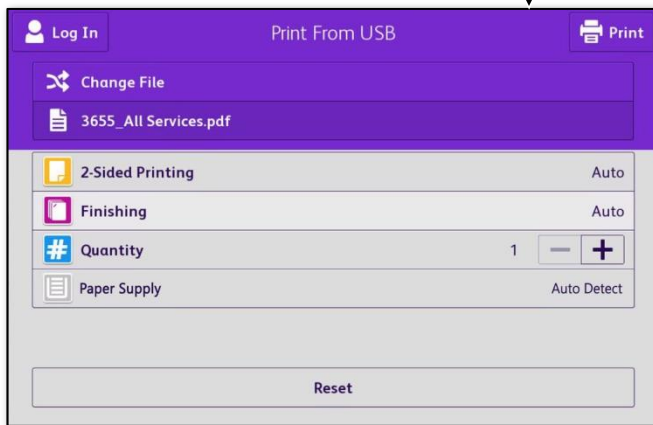


Insert USB Drive and respond to the prompts on the touchscreen.



Only Prints and Scans as: PDF, Jpeg, and Tiff files.

The USB option will *not* recognize Microsoft Word, PowerPoint, Publisher, Excel documents or mobile device printing.



Printing from a USB drive

1. Insert the USB Flash drive into the USB memory port on the printer.
2. At the USB Drive has been detected screen, touch **Print from USB**.
3. Add files to the Document Source Table.
 - To print a specific file, browse to that file, then touch the file name or icon.
4. Touch **OK**.
5. Confirm that the required files are listed.
 - To select more files, touch **Add Document**, then touch **OK**.
 - To remove a file name from the list, touch the file name, then touch

Remove.

6. Select the paper supply, quantity, output color, and 2-sided printing options.
7. Touch **Print**.
8. When you are finished, remove the USB Flash drive.

Scanning to a USB drive

1. Load the original document on the document glass or in the duplex automatic document feeder.
 2. At the printer control panel, press the Home button.
 3. Insert your USB Flash drive into the USB memory port on the front of the printer.
 4. At the USB Drive has been detected screen, touch Scan to USB.

Note: If this feature does not appear, enable the feature or contact the system administrator.
 5. To save the scanned file to a specific folder on the USB Flash drive, navigate to the directory where you want to save your file, then touch OK.
 6. To save the scanned document as a specific file name, touch the attachment file name, then enter a new name using the touch screen keypad. Touch Enter.
 7. To save the scanned document as a specific file format, touch the attachment file format, then select the required format.
 8. Adjust scanning features as needed.
 9. To begin the scan, press Scan.

The printer scans your images to the folder that you specified.
 10. If you are scanning from the document glass, when prompted, to finish, touch Done or to scan another page, touch Add Page.

Note: If you are scanning a document from the automatic document feeder, a prompt does not appear.
- ⚠ WARNING:** Do not remove the USB Flash drive while the device is scanning and processing the job. If you remove the Flash drive before the transfer is complete, the file can become unusable and other files on the drive can be damaged.
11. To return to the Home screen, press the Home button.

Printing from the computer...

1. File
2. Print
3. Properties/Preferences...

Normal Print: Sends the document(s) directly to copier and prints out .

Secure Print: Sends the document to the print queue locked with a passcode created by the user. User must release job at the copier by pressing the Job Status button, selecting job(s) needing printed and typing in code created.

Sample Set: This option enables you to send a multiple-set job to the Xerox system, print one copy of the document, and hold the remaining sets in the Xerox system print queue until after you proofread the sample. User must release job at the copier by pressing the Job Status button, selecting job(s), touch Release or Delete.

Delay Print: With the current job open, the user specifies what time they want the job to print. Ex. Sending a large job to print during lunch or after hours, so it's complete upon arrival.

Saved Job: Stores commonly used preprinted documents that frequently need reprinted. Ex: Fax cover sheets, timesheets, expense reports.

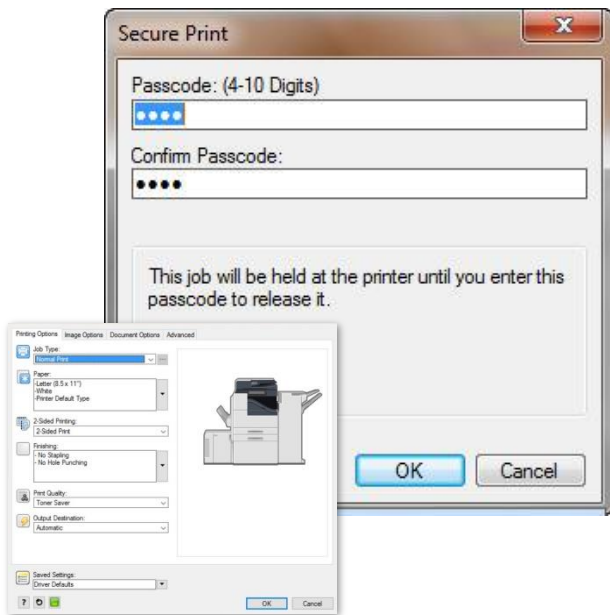
Fax: Allows a user to fax the current document open straight from their pc without having to print the document then fax it.

The screenshot shows the Xerox printing software interface with several settings panels on the left and a main configuration window on the right. Arrows point from descriptive text blocks to specific settings in the interface.

- Job Type:** A dropdown menu on the left with options: Normal Print, Normal Print..., Secure Print..., Sample Set, Delay Print..., Saved Job..., and Fax.... An arrow points to the 'Normal Print' option in the main window's 'Job Type' dropdown.
- 2-Sided Printing:** A dropdown menu on the left with options: 1-Sided Print, 2-Sided Print, and 2-Sided Print, Flip on Short Edge. An arrow points to the '2-Sided Print' option in the main window's '2-Sided Printing' dropdown.
- Finishing:** A dropdown menu on the left with options: No Finishing, 1 Staple, 2 Staples, Hole Punch, and Multiple Finishing.... An arrow points to the '1 Staple' option in the main window's 'Finishing' dropdown.
- Print Quality:** A dropdown menu on the left with options: Standard, High Resolution, and Toner Saver. An arrow points to the 'Toner Saver' option in the main window's 'Print Quality' dropdown.
- Output Destination:** A dropdown menu on the left with options: Automatic, Top Tray, and Stacker Tray. An arrow points to the 'Automatic' option in the main window's 'Output Destination' dropdown.
- Saved Settings:** A dropdown menu at the bottom left with options: Driver Defaults, Earth Smart Printing, 2 up 8.5x11 postcard, Save As..., Save As Microsoft Office PowerPoint Defaults, Rename..., and Delete. An arrow points to the 'Driver Defaults' option in the main window's 'Saved Settings' dropdown.
- Paper Levels:** A set of five numbered bars (1-5) at the bottom right. An arrow points to these bars from the text block.
- Paper currently loaded in the device will be displayed here.** A text box with a list of paper types: Letter (8.5 x 11"), White, Plain; Letter (8.5 x 11"), White, Letterhead; Letter (8.5 x 11"), White, Bond; and Letter (8.5 x 11"), White, Labels. An arrow points to this list from the text block.
- *When printing Cardstock:** A text block stating: "Select **Cardstock** from the Other Type dropdown, instead of by Tray." An arrow points to the 'Cardstock' option in the 'Other Type' dropdown menu.
- *When printing Labels:** A text block stating: "Select **Labels** from the Other Type dropdown, instead of by Tray." An arrow points to the 'Labels' option in the 'Other Type' dropdown menu.
- *When printing Letterhead:** A text block stating: "Select **Letterhead** from the Other Type dropdown, instead of by Tray." An arrow points to the 'Letterhead' option in the 'Other Type' dropdown menu.

Secure Print-

With this feature you can send a document to the printer from your computer, and then go to the printer and release the document, so others cannot view the document before you arrive.



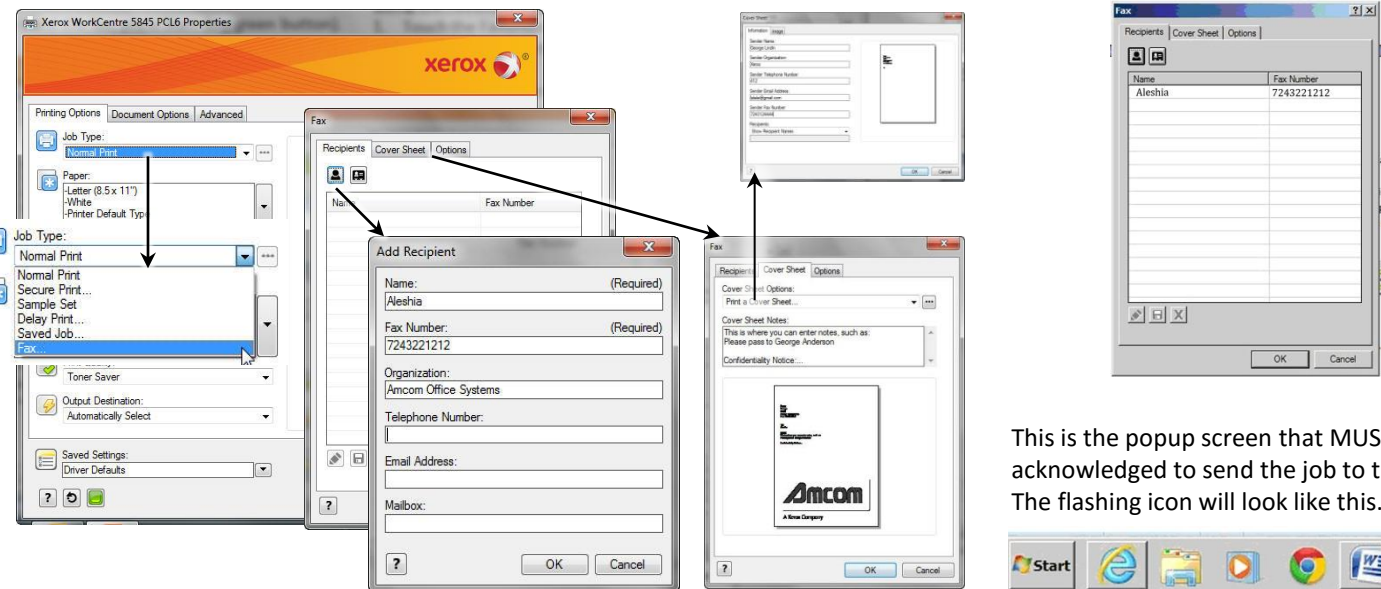
Secure print to the Xerox printer from a PC

1. Click **File**.
2. Click **Print**.
3. Click **Properties**.
4. Click **Advanced**.
5. Under **Job type**, select **Secure Print**.
6. * It will ask you to type in a four digit code twice. YOU create this, it does not have to be the same as your user code if you have one.
7. Click **Ok**.
8. Change any settings needed, 2 sided, staple, etc.
9. Click **Ok**.
10. Click **Ok**.

1. At the printer control panel, press the Home button.
2. Touch Jobs.
3. To view Secure Print Jobs, touch Secure Jobs.
4. Touch your folder.
5. Enter the passcode number, then touch OK.
6. Select and option.
 - To print a Secure Print job, touch the job.
 - To print all the jobs in the folder, touch Print All.
 - To delete a Secure Print job, touch the Trash icon, at the prompt, touch Delete.
 - To delete all the jobs in the folder, touch Delete All.

Faxing from your Computer (LAN FAXING):

1. Click **File**.
2. Click **Print**, like you were going to print the file.
3. Click the **Job Type** dropdown menu.
4. Click **FAX**.
5. Either double click under Name, or click the icon of the person.
6. Enter the contact name and fax number.
7. If you would like to add a generic cover sheet, click the Cover Sheet tab then click Print a Cover Sheet.
8. Fill in YOUR information that you want displayed on the coversheet.
9. If you would like to add a JPEG of your logo, you may Import that under Cover Sheet Options.
10. Enter notes if desired, then click Ok thru all necessary screens. (You may have to click Ok up to five times!)
11. **You will get a a popup screen listing the recipient and fax number, confirming your job will be sent as a fax. You MUST click Ok on the popup screen or the job will never be sent. If you don't get an automatic popup, check along the bottom of the task bar and see if there is an icon that doesn't look like anything specific. (Picture below.)



This is the popup screen that MUST be acknowledged to send the job to the copier. The flashing icon will look like this.



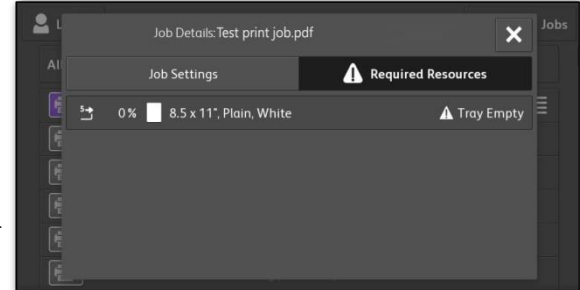
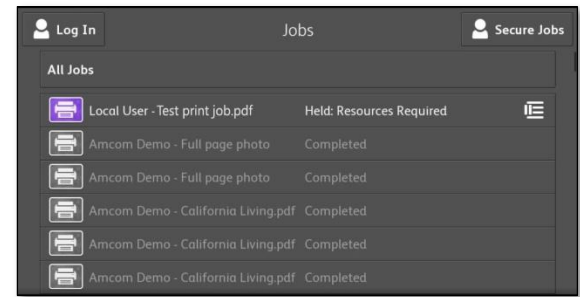
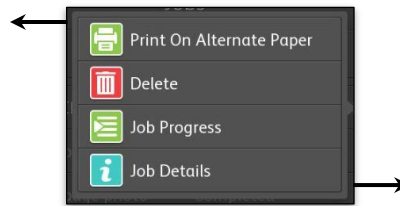
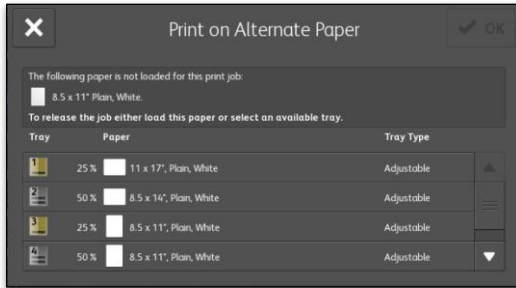
***Print on Alternate Paper**

The ability to select a different paper tray or size loaded in the device rather than originally specified. This feature also scales and centers the image if the tray selected is different than the original size requested.



If "**Resources Required to Print**" pops up on your computer... once at the copier do the following:

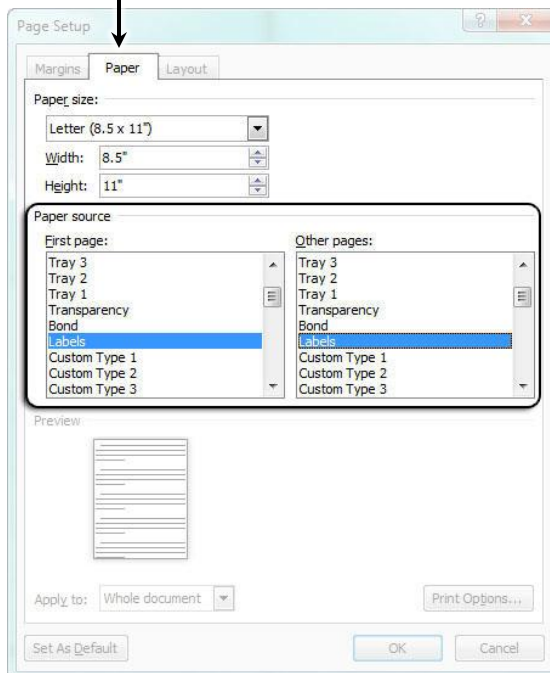
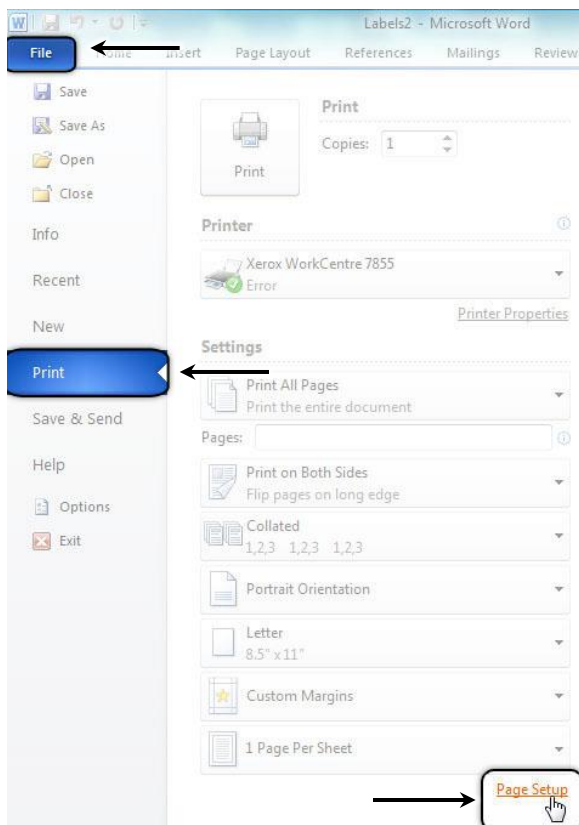
- Touch the **Job Button**.
- Touch the job displaying "**Held: Resources Required**".
- Touch **Print on Alternate Paper**.
- Touch the alternate paper **tray you would like to print from**.
- Touch the **OK button**, the job will be scaled to that paper size and print.



**This feature may need to be enabled by the administrator.*

Printing Labels

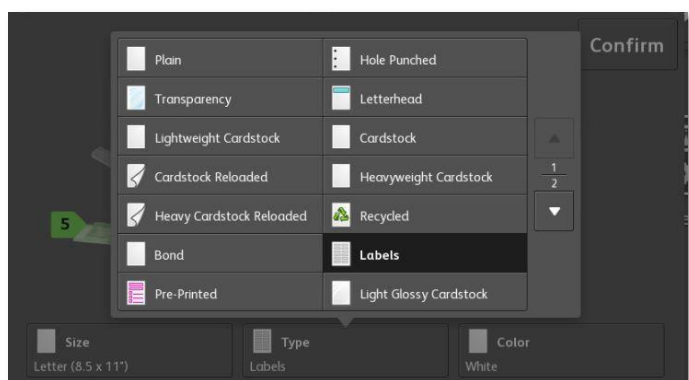
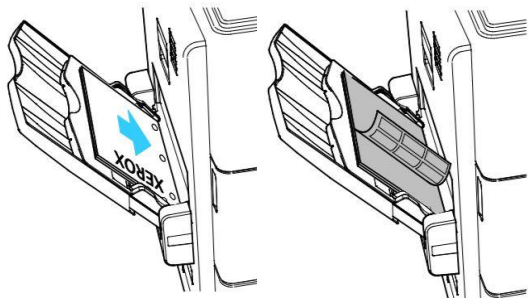
Using Microsoft Word, follow these steps to successfully print from the bypass tray (Tray 5). You will still need to "Confirm" the Size (8.5x11), Type-(Labels), and Color-(White) on the copier touchscreen.



Tray 5-Loading Labels, Letterhead, Envelopes

Loading Labels/Letterhead:

1. Open tray 5 by rotating it outward.
2. Load **labels** in the tray **face down** with the top edge towards the front of the tray.
Load **letterhead face up** with the top towards the front of the device.
3. Then slide the guides until they lightly touch the edges of the stack.
4. Verify the size and type as **LABELS** or **LETTERHEAD** loaded.
Change the selection for any incorrect setting.
5. On the copier touch screen, touch Confirm.



Loading Envelopes:

1. Open tray 5 by rotating it outward.
2. Load envelopes in the tray with the flaps open, face up and flaps on the trailing edge, toward the left.
3. Center the stack, then slide the guides until they lightly touch the edges of the stack.
4. **Verify the size and type of the envelope.** Change the selection for any incorrect setting. Select the size before the type.
5. On the printer touch screen, touch Confirm.

