

Xerox Altalink - How to Copy, Email and Fax



Load original document **face up** in the handler or face down on the glass by the arrow. Tip: **Choose RESET on the Home screen to return all Apps to default settings before choosing an App.** Select the App, and choose the features needed.



Touch Screen Scroll up or down and touch the desired App.

Address Book App Use to create and maintain list of individual email addresses, fax numbers and/or scan destinations.

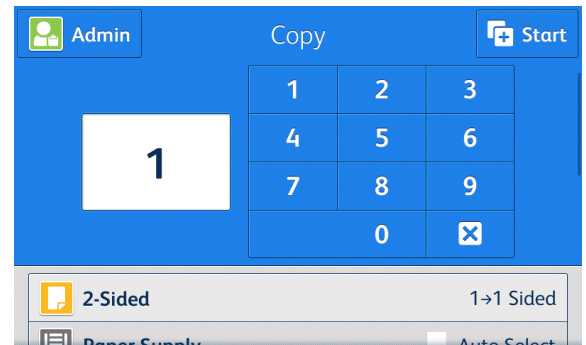
Job App View status and control pending, secure jobs, and view completed jobs.

Device App Displays information about supplies and status of the device.

Copy App Scroll up or down on touch screen to select desired features. Enter number of copies, then touch **Start**.

2-Sided - Copy one or two sides of the original to one or two sides of the output. Rotate for calendar /clipboard orientation.

Paper Supply – Paper tray will automatically choose plain white paper matching size of original. If original is one size and copy paper another, or special stock is required for the job, choose desired paper tray. Use reset when needed for your next copy job.



Email App Touch **Add Recipient** and enter or select recipient.

Touch **Subject** box to enter new subject line.

Touch **PDF** icon for more file type options.

Scroll up or down on touch screen to select desired features.

Touch **Send** when ready. Reset for the next one or touch Home.



Fax App Touch **Add Recipient** and enter the fax number.

Scroll up or down on touch screen to select desired features.

Touch **Send** when ready. Use reset to return to defaults for the next number when needed.

