Swipe your fob -or- enter your username and password

Click Access the Device from the PaperCut Menu



Insert your document face up into the document feeder or face down on the glass

Click the copy button from the Xerox menu

LINDA GARNER	Hc	ome	🥠 Reset
Сору	Scan To	Email	Connect for Google Drive
	P	∎ 0 <b>∴ °</b>	
CapturePoint XAG	PaperCut MF	Device	Jobs

Choose the number of copies

Scroll down to select the different options

## Click Start

Ready to scan Side 1.		Screen Sharing A	Active			
Tray 1 is nearly empty. Add	paper.					
Select 1→1 Sided if this is you	ur last original.					
🔒 mtbt		Сору			+ Start	
			2	5		
	1	4	5	6		
	1	7	8	9		ŵ
			0	×		
Reduce	/ Enlarge				100 %	
Paper Supply • Auto Paper Select						
□ 2-Sided Copying 1→2 Sided						

## Click the Home button to return to the Xerox Menu

Screen Sharing A	Active		<b>T</b>	
Сору			+ Start	
	2	5		
4	5	6		
7	8	9		
	0	×		
Reduce / Enlarge 100 %				
Paper Supply Auto Paper Select				
			1→2 Sided	
	Copy 1 4 7	Copy 1 2 4 5 7 8 0	Copy 1 ∠ 3 4 5 6 7 8 9 0 X Autor	Copy Image: Copy   1 2 3   4 5 6   7 8 9   0 X 100 %   100 %   100 %   1 > 2 Sided

## How to Make Copies on a Xerox AltaLink Copier

## **Please Note:**

1. If you are placing the document on the glass or reducing/enlarging a document, it is best to choose the paper supply from Auto Paper Select to the desired output size

Ready to scan your job. Tray 1 is nearly empty. Add paper.	Screen Sharing Active	<b>Ξ</b> ′		
La mtbt	Сору	🕞 Start		
1	🖌 Auto Paper Select	9		
	8.5 x 11" — Plain, White 🔠			
Reduce / Enlarge	8.5 x 11" Plain, White	100 %		
Paper Supply	11 x 17" Plain, White 빌	Auto Paper Select		
2-Sided Copying	8.5 x 14" Plain, White ≧	1→1 Sided		
Finishing	8.5 x 11" Plain, White 5	Collated		

- 2. Hole Punch, Staple etc. can be found under Finishing. Even though the icon shows two holes each copier is a 3 hole punch machine.
- 3. Click More if the option you want is not available from the quick menu

Ready to scan your job. Tray 1 is nearly empty. Add paper.	Screen Sharing Active	<b>王</b>	
LINDA GARNER	Сору	<b>Start</b>	
	0	×	
	Collated		
Reduce / Enlarge	1 Staple Portrait	100 %	ŵ
Paper Supply	1 Staple Landscape	Auto Paper Select	
2-Sided Copying	2 Staples Portrait	1→1 Sided	
Finishing	Hole Punch Portrait	Collated	
Original Type	• More	to & Text; Printed Original	
Lighten / Darken			