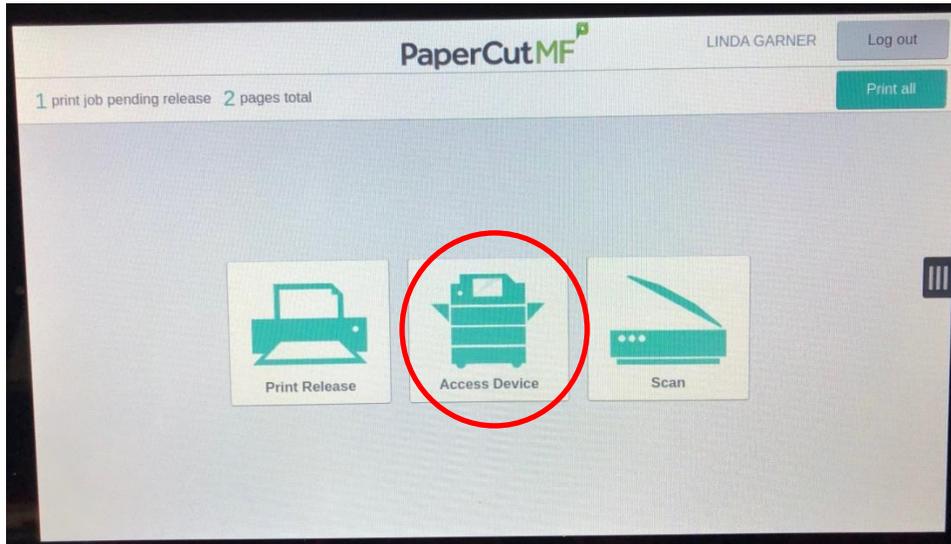


How to Make Copies on a Xerox AltaLink Copier

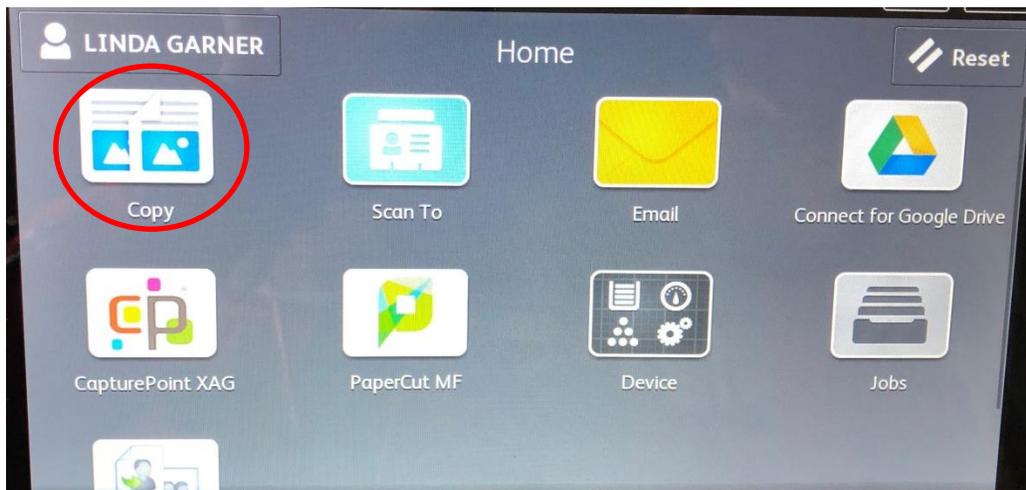
Swipe your fob -or- enter your username and password

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

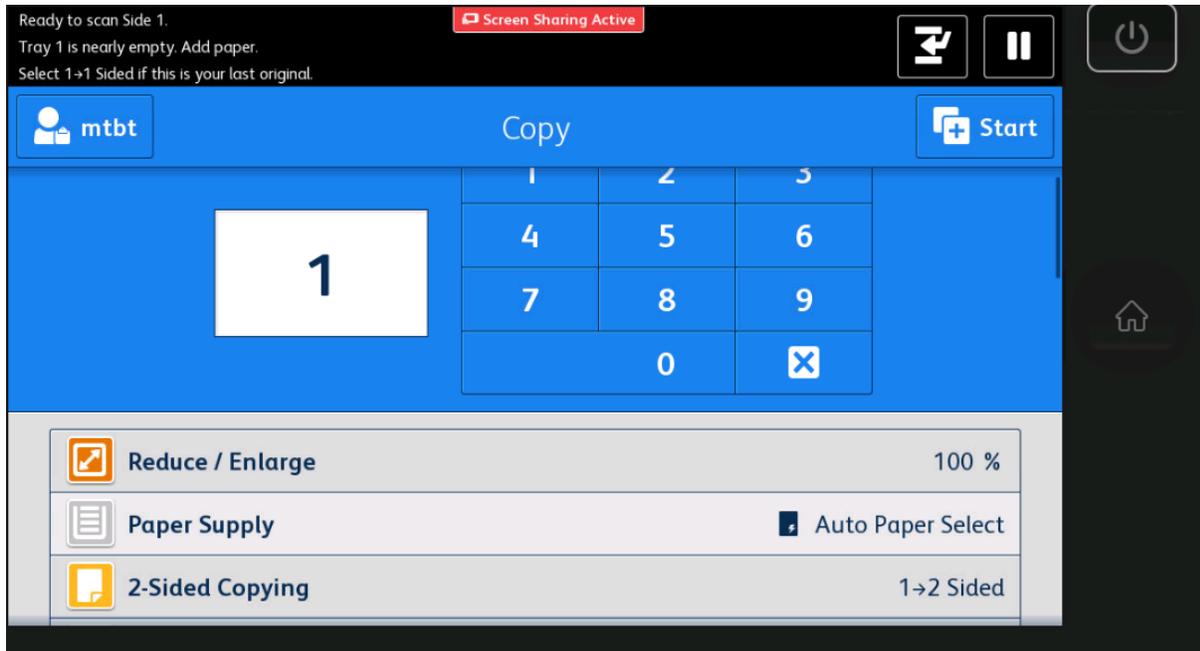


How to Make Copies on a Xerox AltaLink Copier

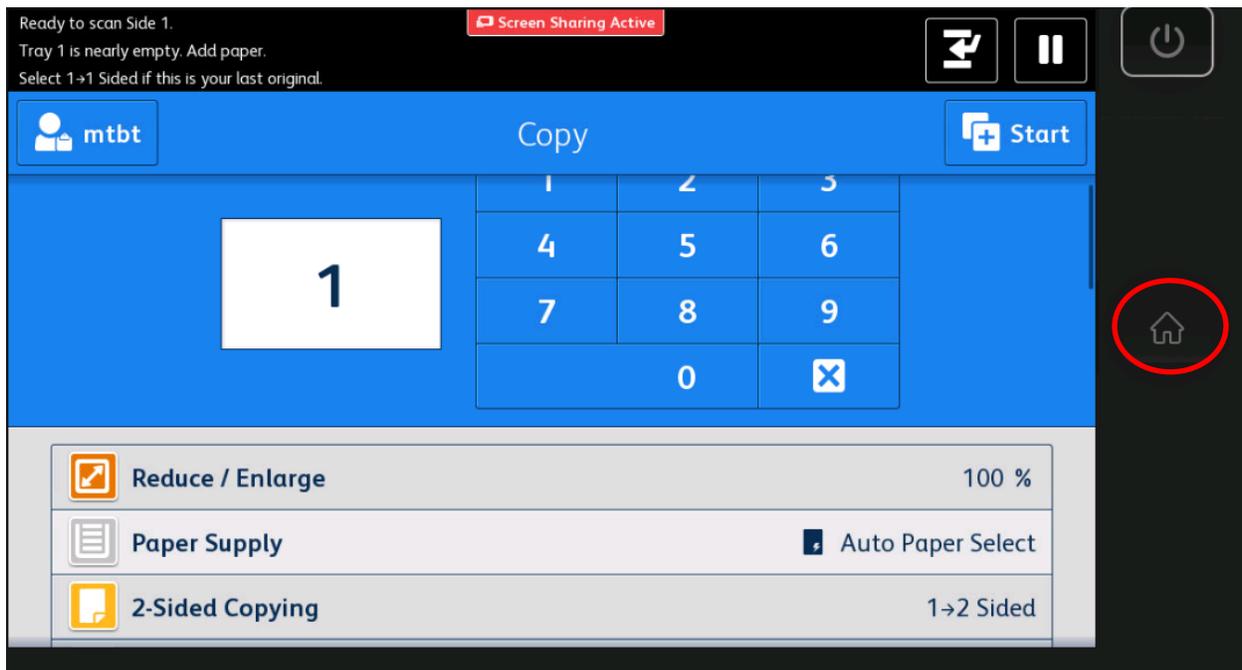
Choose the number of copies

Scroll down to select the different options

Click Start



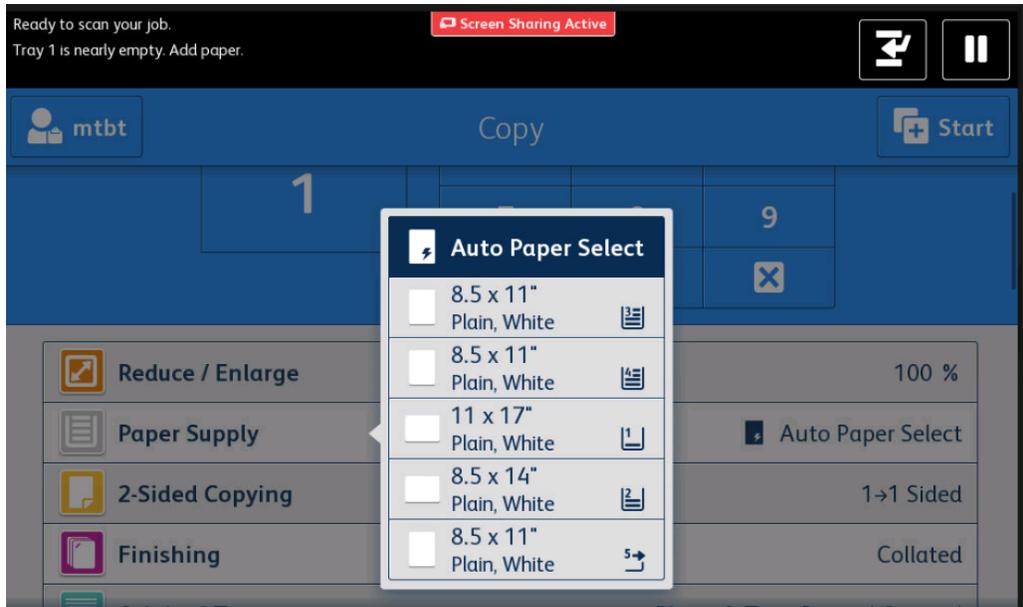
Click the Home button to return to the Xerox Menu



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



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

