PrintSmart
SCAN. COPY. FAX. SAVE.

Xerox AltaLink C8145

copy : print : scan : fax : email

The Touch Screen

1. The Power button.
2. The Home screen.
3. The NFC Indicator.
4. The 10" capacitive Touch Screen.
5. Status LED provides a visual status of the device.
   It flashes blue if:
   - The device is Powering On
   - A print job, copy job, or receive-fax job has completed
   It flashes amber if:
   - The device has an error or an alert that requires user attention.

COPY	FAX	SCAN TO E-MAIL	SECURE PRINT
• Load the originals face up in the Document Handler or	• Load the originals face up in the Document Handler or	• Load the originals face up in the Document Handler or	**At Your PC**:
• Lift the Document Feeder and place the original facedown on the back, left corner of the Document Glass.	• Lift the Document Feeder and place the original facedown on the back, left corner of the Document Glass.	• Lift the Document Feeder and place the original facedown on the back, left corner of the Document Glass.	• In your application, click **File**, then click **Print**. In the Printer window, click **Properties**.
• On the Home screen,	• On the Home screen	• On the Home screen,	• Click the **Job Type** Down Arrow.
• Touch the **Copy** icon.	• Touch the **Fax** icon, and select from one the listed methods:	• Select Email Icon	• Click Secure **Print Job**
• Enter the desired number of copies using the soft key-pad,	• Select **Manual Entry**, and enter the Recipient's fax number manually, then touch **Add,** or	• Select one of the email methods:	• In the pop-up window enter your passcode for this job. Re-enter to confirm and click **OK**.
• Specify feature settings on the main menu.	• Select **Device Address Book**, and select 1 or more recipient(s), Touch OK	• Select **Device Address Book**, and select 1 or more recipient(s), Touch OK, or	• Click **OK** again.
• Touch **Start**	• Specify feature settings on the main menu,	• Select **Manual Entry**, and type the email address, then touch **Add,**	• Click **Print**
	• Touch **Send.**	• Specify feature settings on the main menu	• Walk to the printer.
		• Touch **Send.**	**At the Printer**:
			• Touch the **Jobs** icon on the Home screen.
			• Touch the **Secure Jobs** button.
			• Touch the folder that holds your print jobs.
			• Enter the Secure Print Passcode and select OK.
			• Touch **Print All** or **Delete All**.
			• Your document (s) will now print.

For Service and Support contact Help Desk at **800-226-6482**
For more information visit the UF PrintSmart site at https://printsmart.purchasing.ufl.edu/

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