

# Xerox AltaLink C8170

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.
- 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

- Load the originals face up in the Document Handler or
- Lift the Document Feeder and place the original facedown on the back, left corner of the Document Glass.
- On the Home screen,
- Touch the Copy icon.
- Enter the desired number of copies using the soft keypad,
- Specify feature settings on the main menu.
- Touch Start

#### =AX

- Load the originals face up in the Document Handler or
- Lift the Document Feeder and place the original facedown on the back, left corner of the Document
  Glass
- On the Home screen
- Touch the Fax icon, and select from one the listed methods:
- Select Manual Entry, and enter the Recipient's fax number manually, then touch Add, or
- Select Device Address Book, and select 1 or more recipient(s), Touch OK
- Specify feature settings on the main menu,
- Touch Send.

### SCAN TO E-MAIL

- Load the originals face up in the Document Handler or
- Lift the Document Feeder and place the original facedown on the back, left corner of the Document Glass.
- On the Home screen,
- Select Email Icon
- Select one of the email methods:
- Select Device Address Book, and select 1 or more recipient(s), Touch OK, or
- Select Manual Entry, and type the email address, then touch Add,
- Specify feature settings on the main menu
- Touch Send.

## **SECURE PRINT**

#### At Your PC:

- In your application, click File, then click Print. In the Printer window, click Properties.
- Click the Job Type Down Arrow.
- Click Secure Print Job
- In the pop-up window enter your passcode for this job. Re-enter to confirm and click OK.
- Click OK again.
- Click Print
- Walk to the printer.

### 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.

