Reference Guide:
Xerox Touch Panel
Altalink Series

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BUSINESS
SERVICES

Table of Contents

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Home Screen

This is a view of the Home Screen.

The Home Screen is customizable. Apps can be removed or added as needed. The Device, Jobs and Copy apps *cannot be* removed from the Home screen.
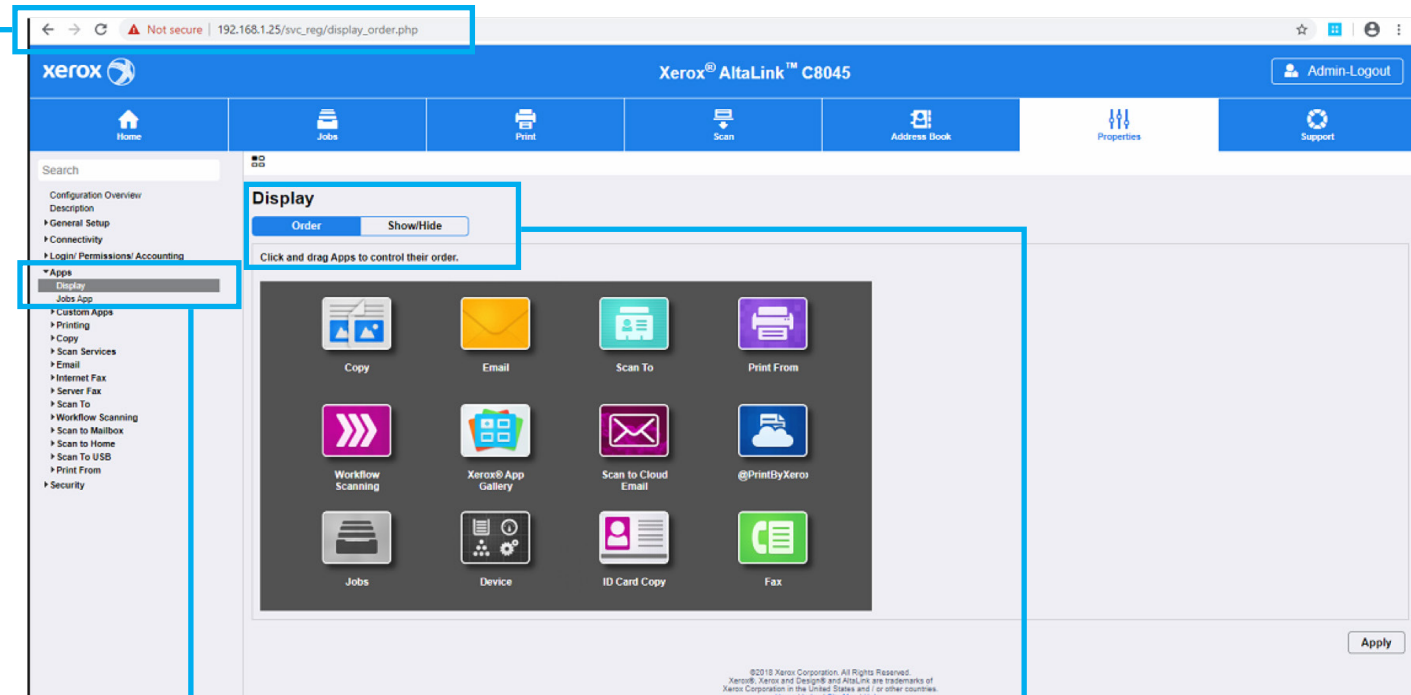
The next page describes how to customize the Home screen.

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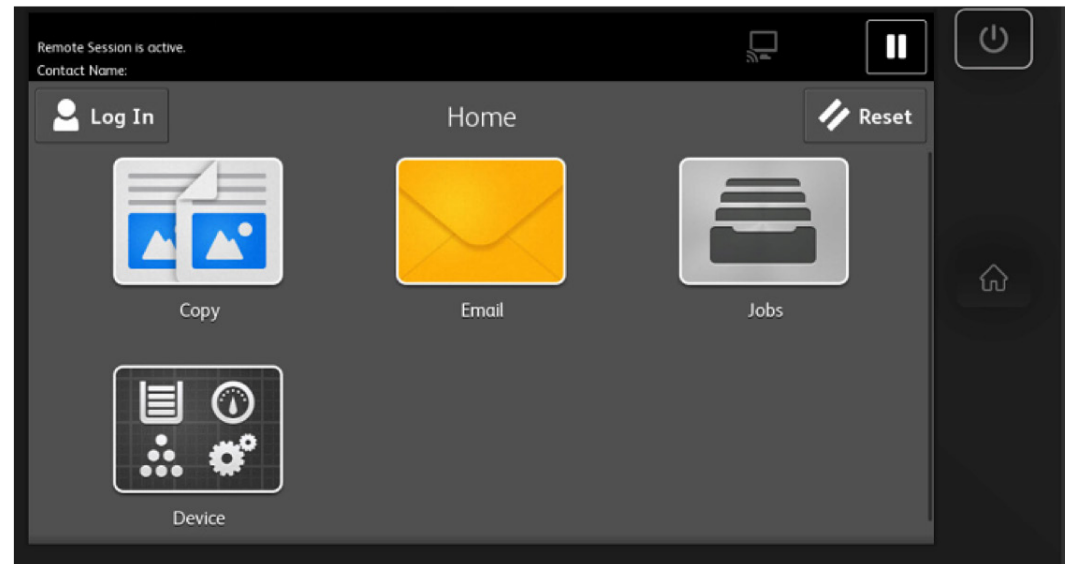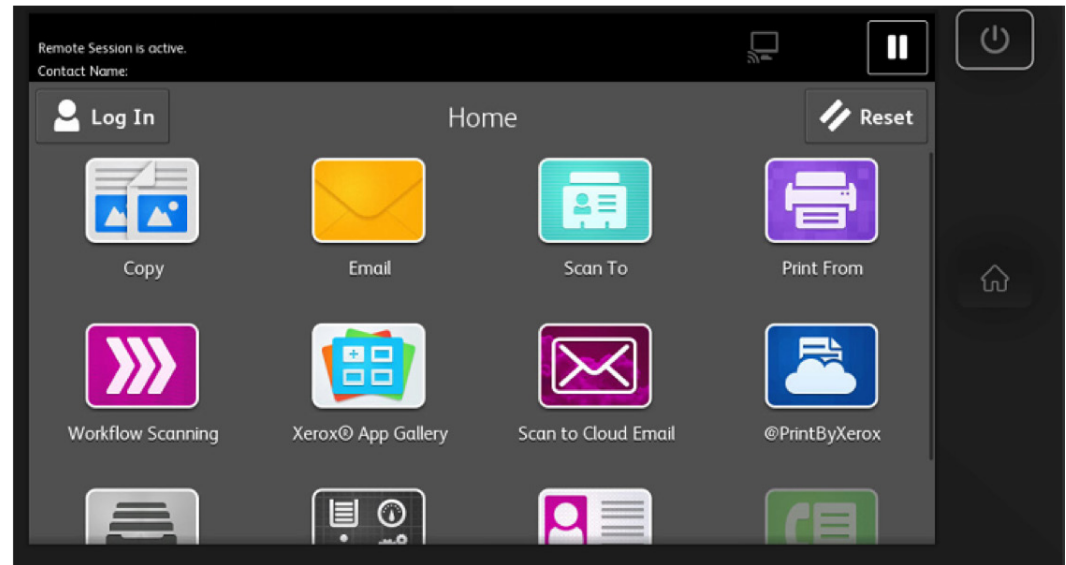
Customizing the Home Screen

Step 1: To change the display order of the apps on the screen or to add/delete the apps, access the machine's web portal via IP address.

Step 2: Once logged in as the administrator (Admin,1111) , Click on Apps then Display.
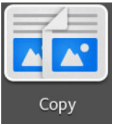
Step 3: Drag and drop apps to desired location and then click apply. Click Show/Hide to add or remove apps from screen.

u b e o B U S I N E S S   S E R V I C E S

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Customizing the Home Screen

Step 4: The Show/Hide page shows all available apps. Check mark beside the App to display and un-check to remove. Then click Apply at the bottom of the page.

Copy Screen

Login if User Authentication Activated

Start Copy

Pause Copy

Power

Return to homescreen

Features are Displayed on Left
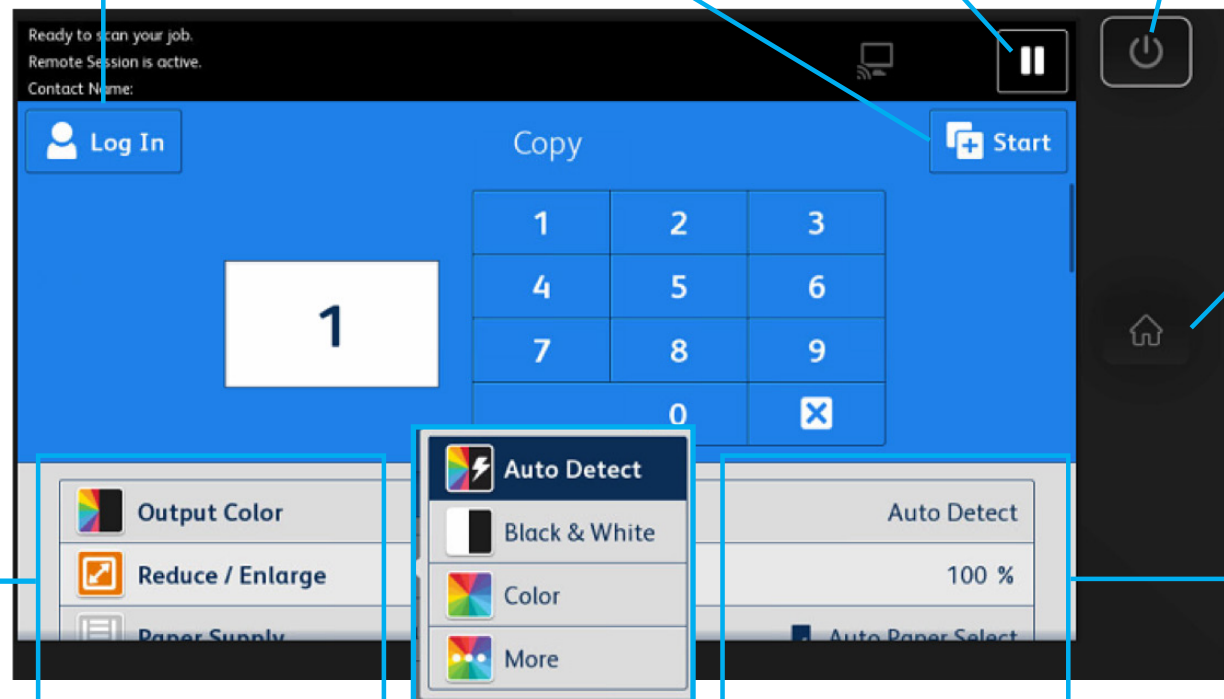
Current feature setting displayed on right

Ready to scan your job.
Remote Session is active.
Contact Name:

Log In

Copy

Start

1	2	3
4	5	6
7	8	9
	0	⊠

1

Auto Detect

Black & White

Color

More

Output Color

Reduce / Enlarge

Paper Supply

Auto Detect

100 %

Auto Paper Select

The scrolling feature list shows feature options on left and current settings on right.

Click on a feature to open options. In this illustration, Output Options has been chosen and current setting is Auto Detect.

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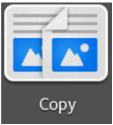
Copy Features

Scrolling feature list continued:

Click on a feature to open options. In this illustration, the 2-Sided Copy options have been chosen and 1 sided to 1 sided is the current setting.

2 sided Copying Option

Currently set to 1 sided copy

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Copy Features

Finishing (Stapling)

Currently set for Collated

Scrolling feature list continued:

Click on a feature to open options. In this illustration, Finishing has been chosen and Collated is the current setting. Finishing (Stapling/Hole Punch) options will vary depending on finisher model.
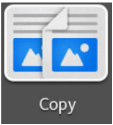
Copy Features
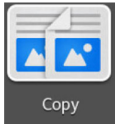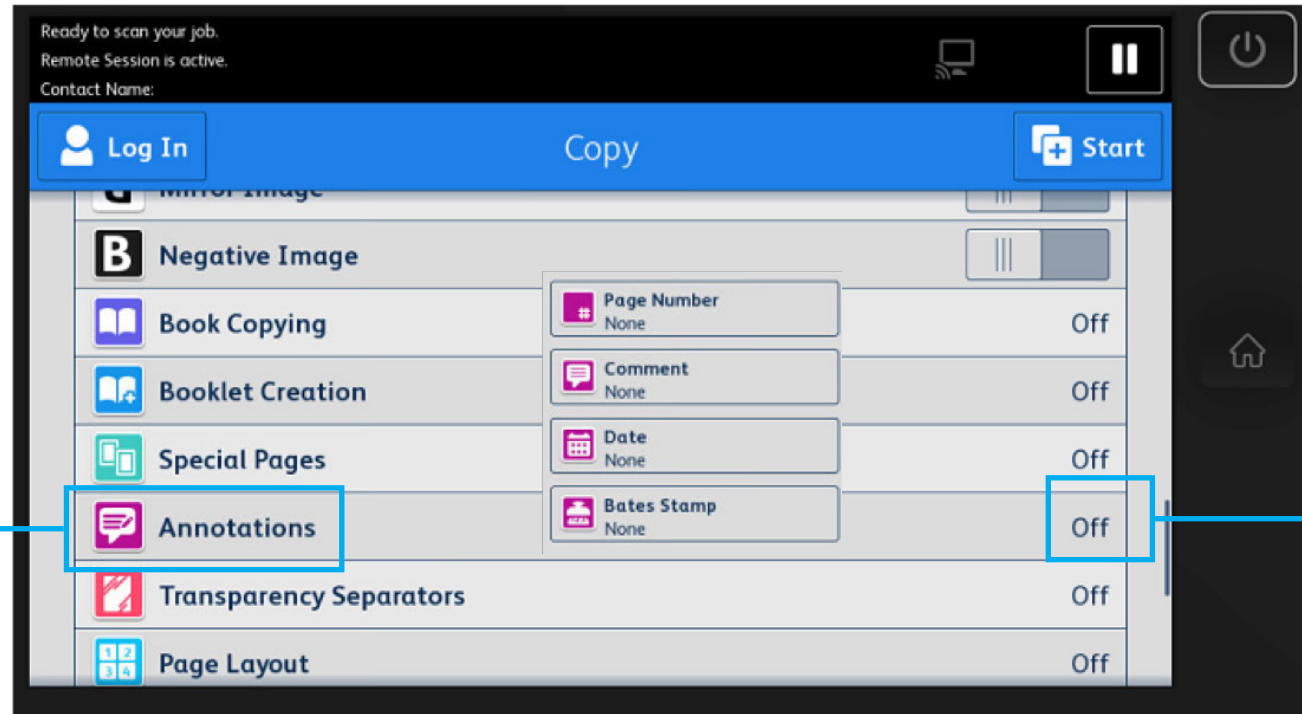

Annotations

Annotations currently set to off.

Scrolling feature list continued:

Click on a feature to open options. In this illustration, Annotations have been chosen and is currently set to off. Annotation options include Page number, Comment, Date and Bates Stamp.

Copy Features

Save and Retrieve Settings

Reset back to default settings
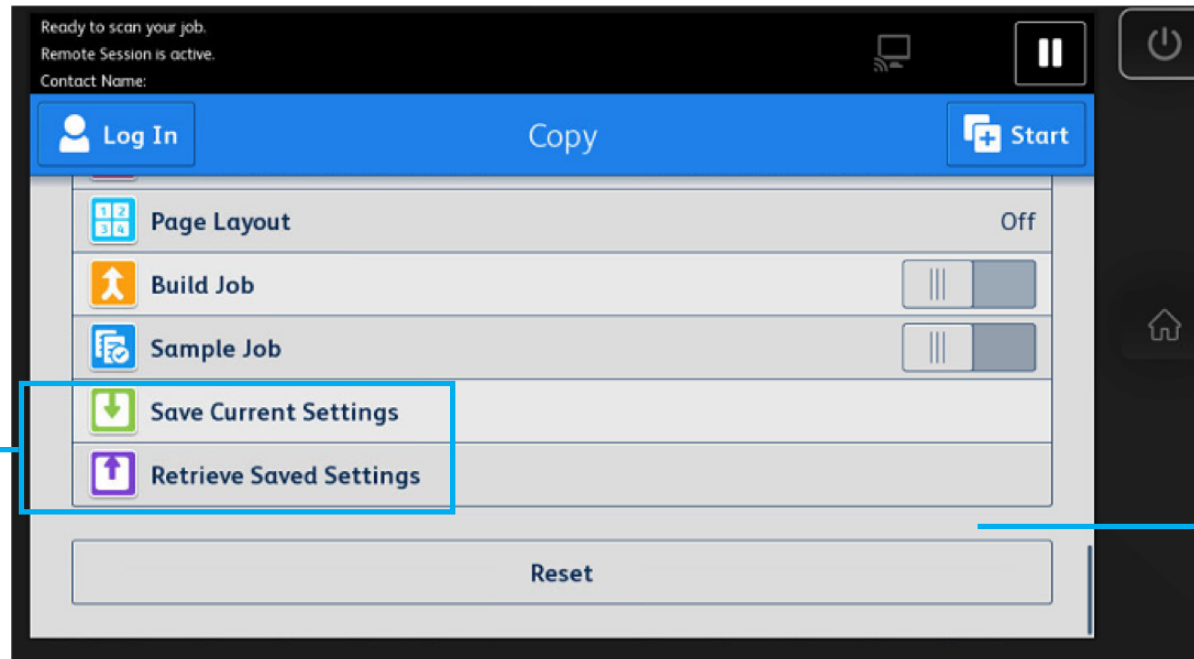
Scrolling feature list continued:

Reset (Reset settings back to default) is at the bottom of the scrolling feature list. The Copy app also includes an option for Save the Current Preset. This is a convenient way to save and recall commonly used settings, (example- save 2 sided, color, staple as a preset.)

![Email icon]

Scan to Email

To add an email recipient, click on add recipient.

Features displayed on left

Current feature setting displayed on right

Screen content:

Ready to scan your job.
Remote Session is active.
Contact Name:

Log In   Email   ✉ Send

➕ Add Recipient

Subject: Scanned from a Xerox Multifunction Printer

📎 Scanned from a Xerox Multifunction Printer   .pdf

2-Sided Scanning	1-Sided
Original Orientation	Portrait Originals
Output Color	Auto Detect

Scrolling feature list shows feature options on left and current settings on right. Click on a feature to open options.

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Scan to Email

Pop up window after selecting Add Recipient shows options for manual entry, Favorites or Device Address Book.
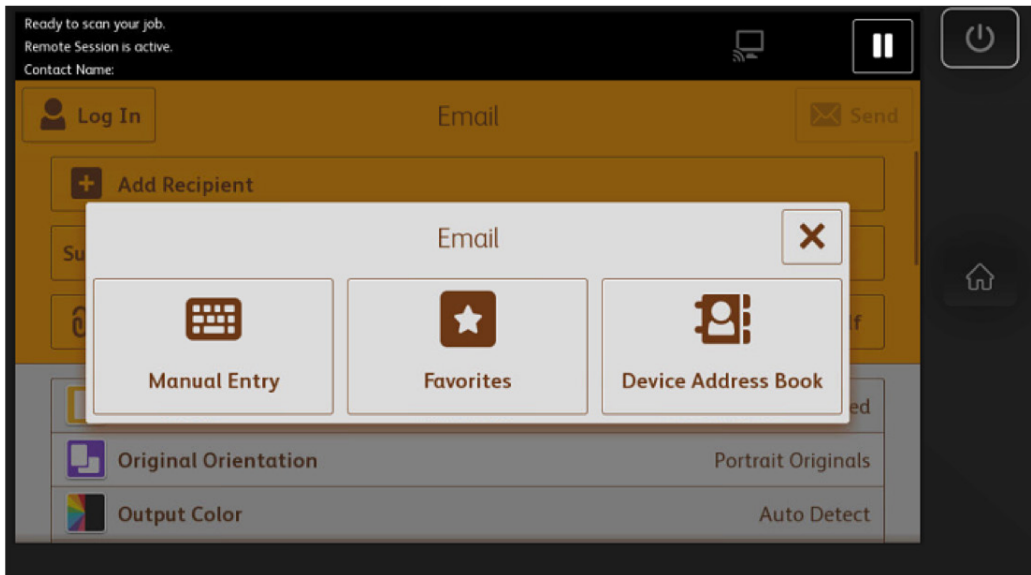
If Manual Entry is chosen, a keyboard will pop up for entry.

Once entry has been added, you will have the option to add the new entry into the Address Book.

If the purple Icon does not appear, this option can be turned on in the email app section in the machine's web portal properties.

Option to add new entry into Device Address Book
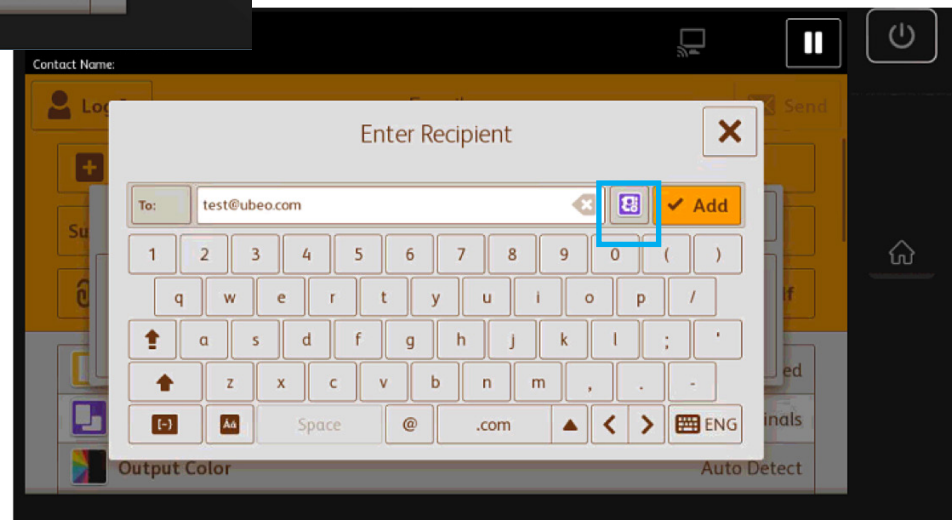
Scan to Email
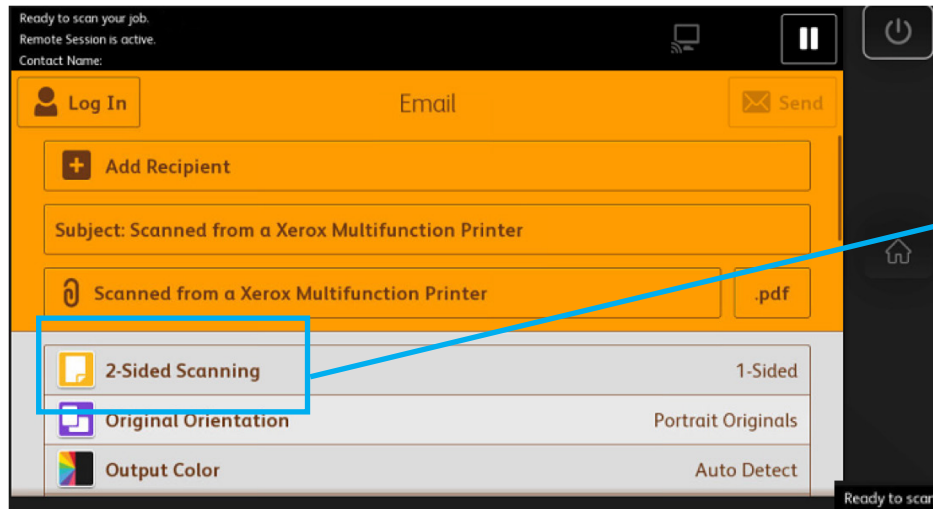
2 Sided scanning option

For 2 sided originals chose the 2-Sided Scanning option from the scrolling feature list. The pop up shows options.

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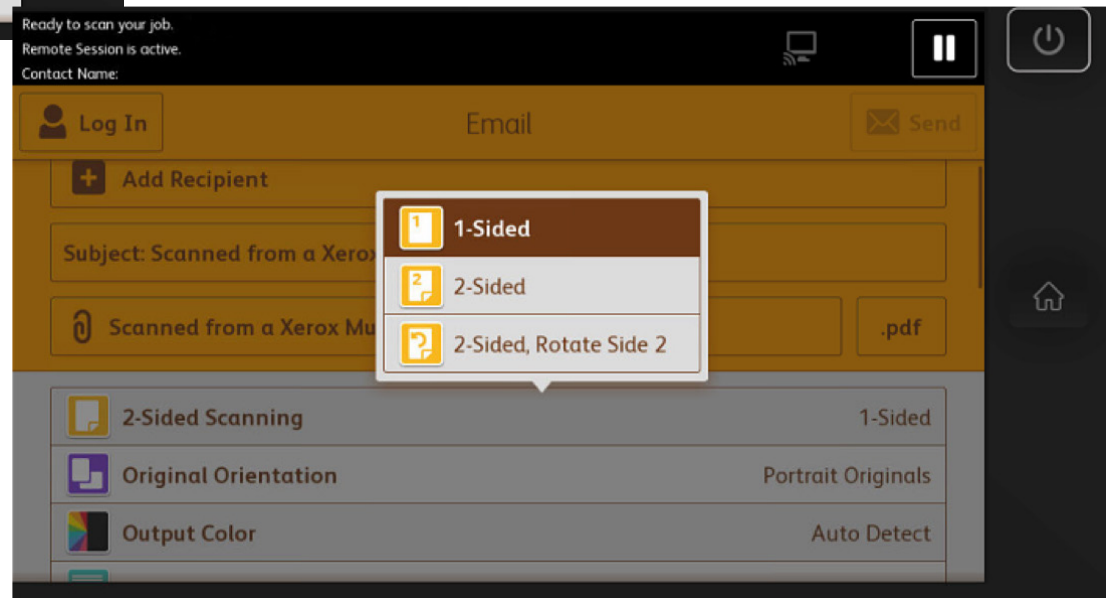
Scan to Email

Remove blank pages

Turn switch to on position

If your document includes blank pages, chose Remove Blank Pages on the scrolling feature list. Then turn switch to on position.

Scan to Email
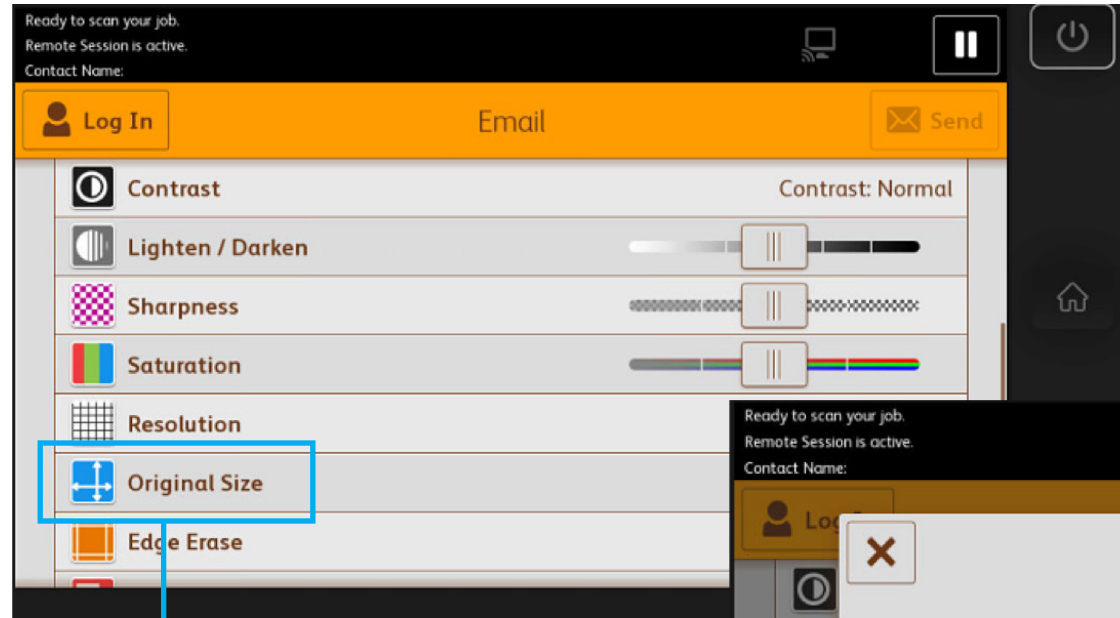
For mixed sized originals chose Original size from the scrolling feature list. The pop shows options. Choose Mixed Size Originals and click OK.

Mixed Original Size
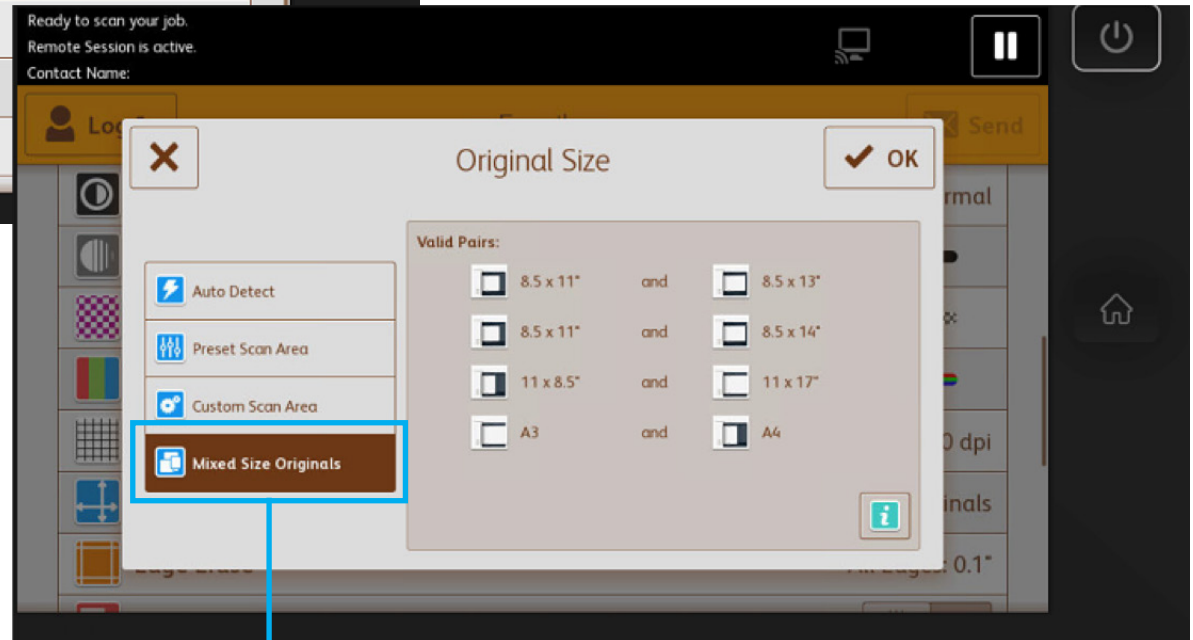
Mixed Size Originals
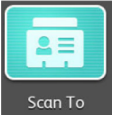
Scan to Folder

To add a recipient, click on add recipient. A list of pre-setup folder options will be available. See your systems administrator to have a new folder created.

To Add an email Recipient

When ready to scan click here

Features displayed on Left

Current feature setting displayed on right

Ready to scan your Build Job segment.
Remote Session is active.
Contact Name:

Log In   Scan To   Scan

➕ Add Recipient

🔗 DOC   .pdf

	2-Sided Scanning	1-Sided
	Original Orientation	Portrait Originals
	Original Type	Photo & Text; Printed Original
	Output Color	Auto Detect
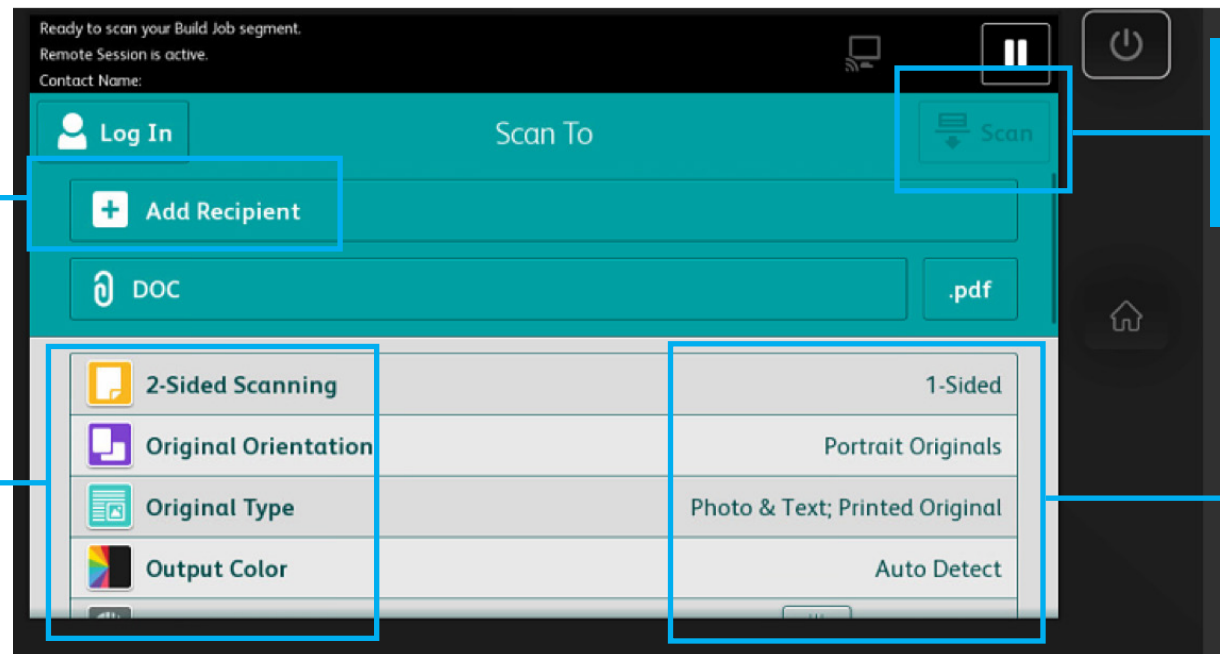
The Scan To app is identical in operation and appearance to the E-mail app. Scan To is used for Scanning to folders. Scrolling feature list shows feature options on left and current settings on right. Click on a feature to open options.
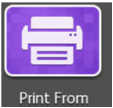
Print From
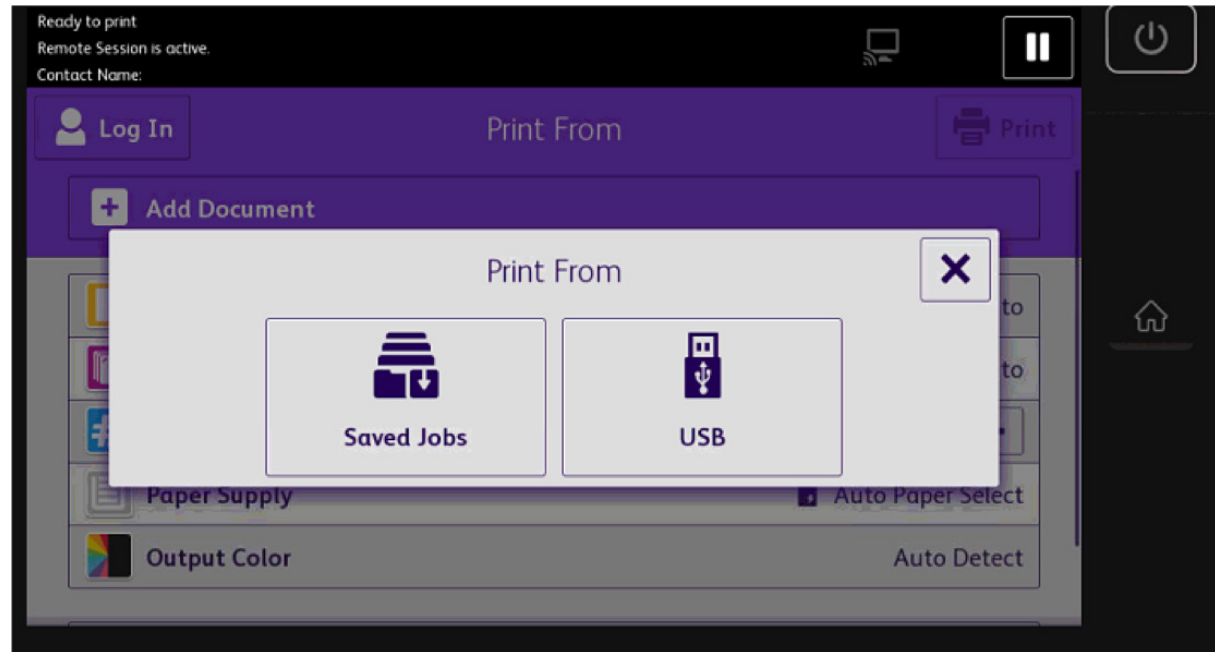
You can use the Print From App to print jobs from various sources. You can print jobs stored in a print-ready format from a USB stick. You can also print Saved Jobs. The following pages include that information.

Print From USB
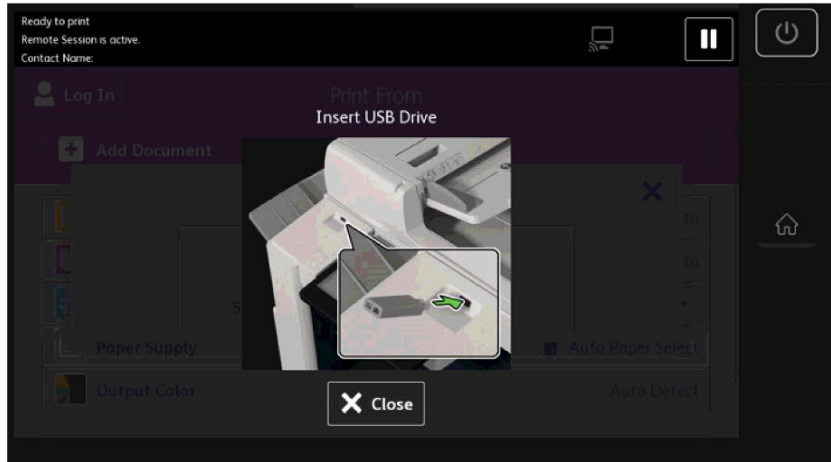
Step 1: Insert the USB Flash drive into the USB port on the printer.

Step 2: At the USB Drive Detected screen, touch Print from USB. **Note:** If this feature does not appear, enable the feature or contact the system administrator.

Step 3: To print a specific file, browse to that file, then touch the file name or icon.

Step 4: Select the options for paper supply, quantity, 2-sided printing, output color, and finishing.

Step 5: Touch Print.

Step 6: After the job prints, to print another file, touch Change File.

Step 7: To return to the Home screen, press the Home button.

Step 8: When you are finished, remove the USB Flash drive.

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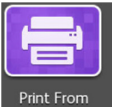
Print From Saved Job

Step 1: In the print driver properties, drop down the Job Type menu to Saved Job.
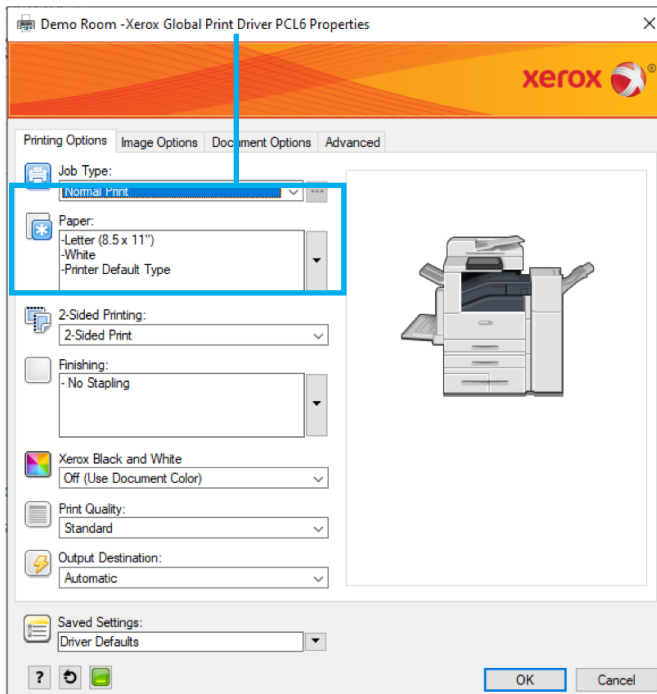
Step 2: In the pop up window, add job name and save to folder destination. The default public folder is the default option. For private (secure) click on Private and add a passcode.
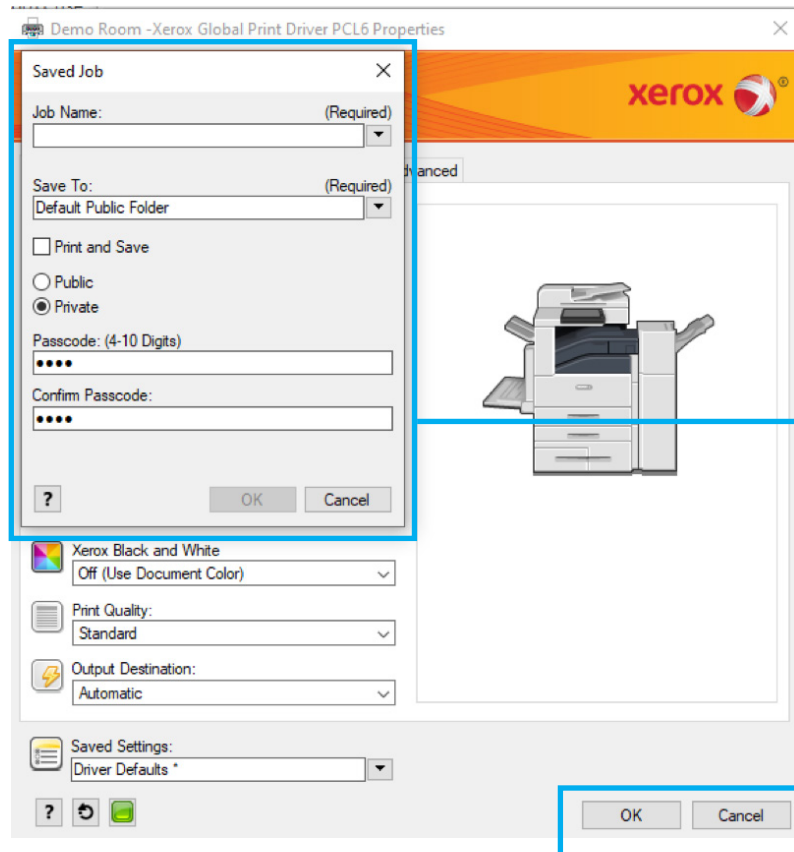
Step 3: Click ok and print. The file will hold until released at the printer.

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Print From Saved Job

**Step 6:** Select the options for paper supply, quantity, 2-sided printing, output color, and finishing.

Step 7: Select the options for paper supply, quantity, 2-sided printing, output color, and finishing.

Step 8: Touch Print. After the job prints, to return to the list of saved jobs, touch Change File.

Step 9: To return to the Home screen, press the Home button.
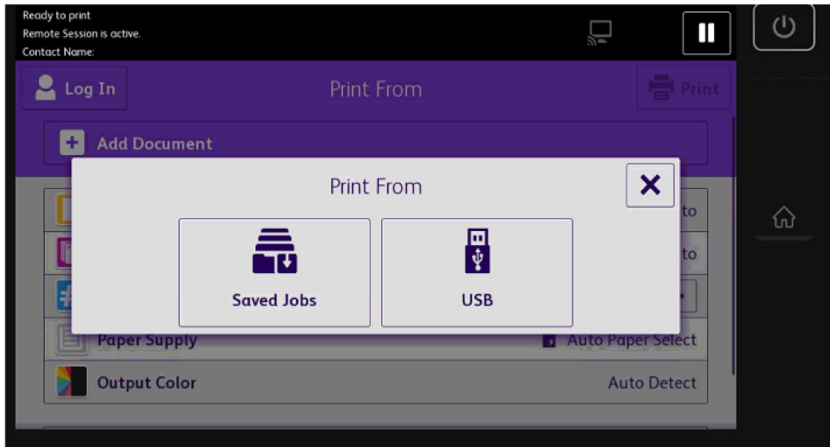
Step 4: At the control panel, press the Home button, then touch Print From.

Step 5: Touch Saved Jobs, then touch the name of the folder that contains the saved job. To print a private saved job, touch the name of the job, then enter the passcode.
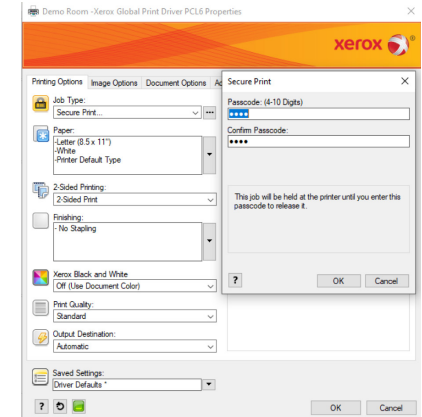
NOTE: Another way to send a secure job is to choose the Secure Print option in the Job Type drop down.

Secure Print can be released from the Print From App or the Jobs App.

Jobs
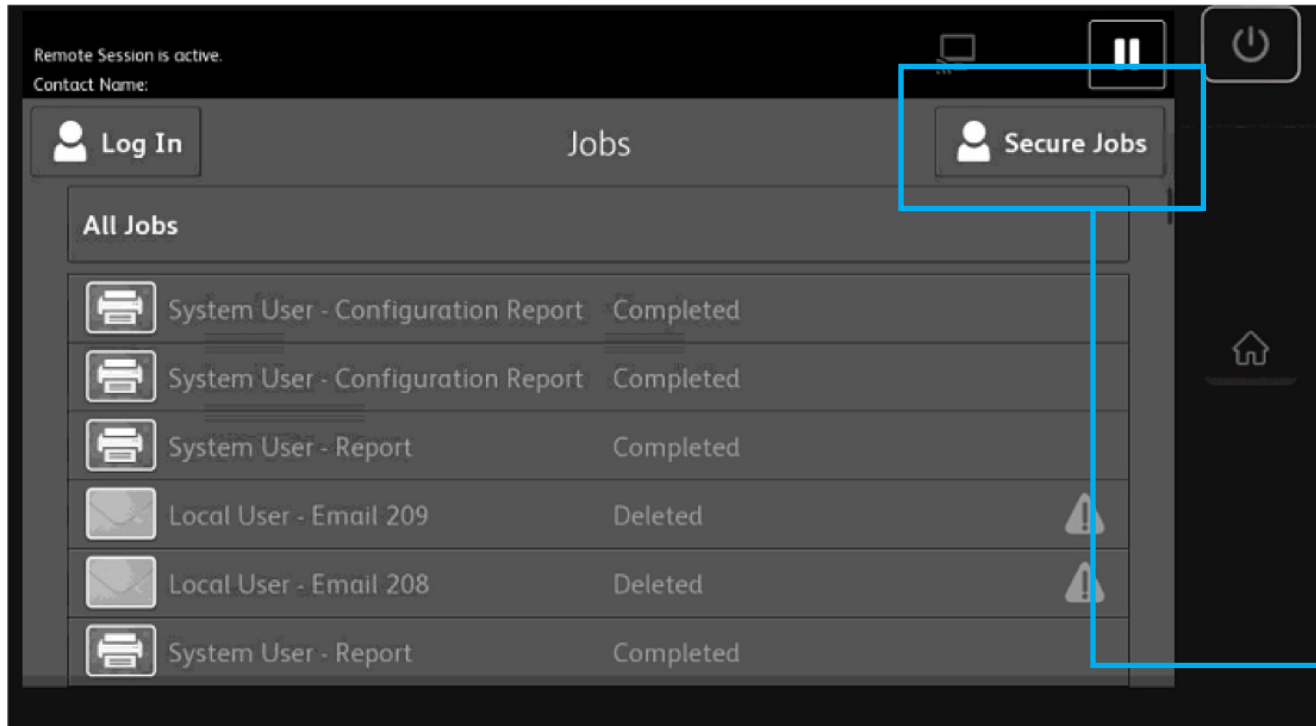
The Jobs app is used to view current jobs, print saved and secure jobs, and view details about completed jobs.

You can pause, delete, print, or view job progress or job details for a selected job.

Secure Jobs can also be set as the default window with All jobs as an option.

Workflow Scanning

NOTE: The system administrator must set up this feature before you can use it.

The Workflow Scanning App enables you to scan documents using pre-defined settings to a range of file destinations quickly and easily. There are several workflow options:

- Distribution workflows enable you to scan documents to one or more file destinations. File destinations include an FTP site, a website, and a network server. You can add fax destinations to workflows too.

- Scan to Mailbox enables you to scan documents to public or private mailbox folders on the printer hard drive.

- Scan to Home enables you to scan documents to a personal Home folder on your network.

- Scan to USB enables you to scan documents to a connected USB Flash drive.
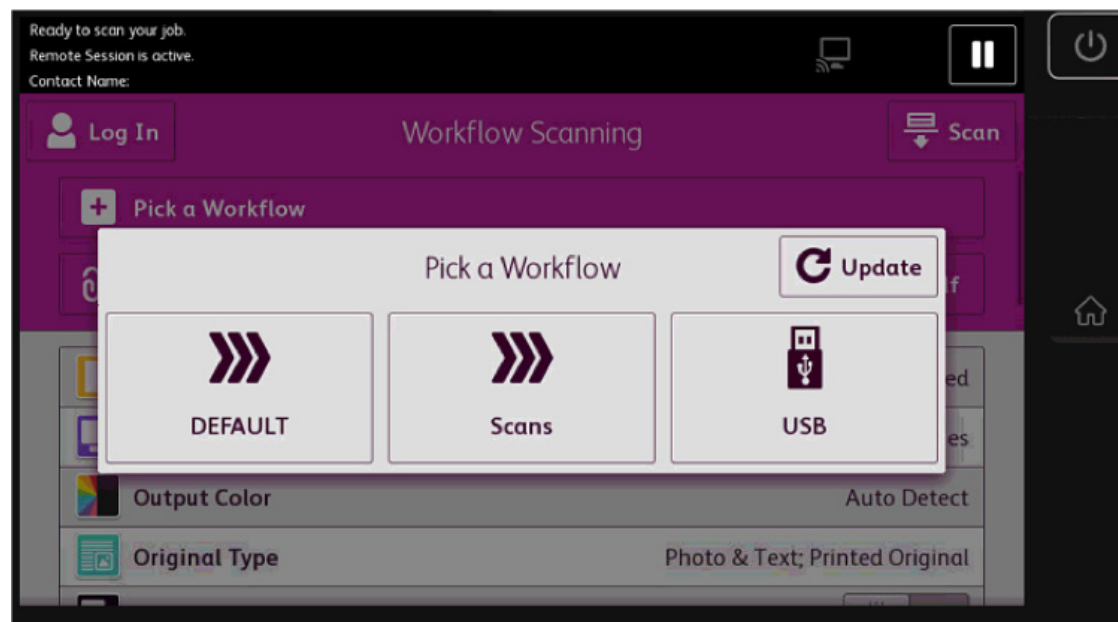
SAMPLE WORKFLOW

Device

The Device App gives you access to information about your printer, including the serial number and model.

You can view the status of the paper trays, billing and supplies information, and print information pages.
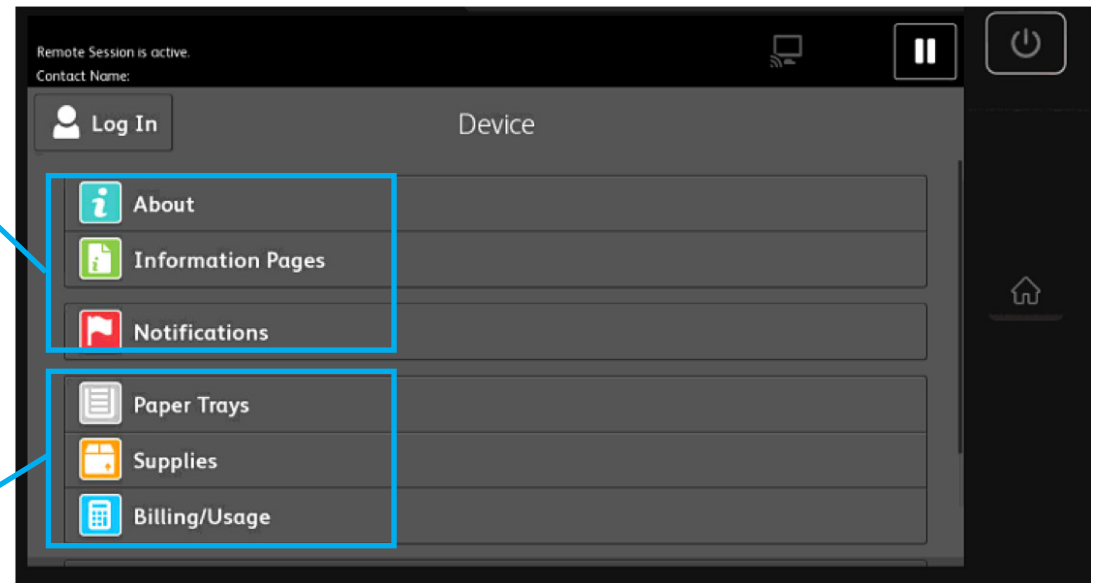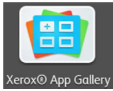
Xerox App Gallery
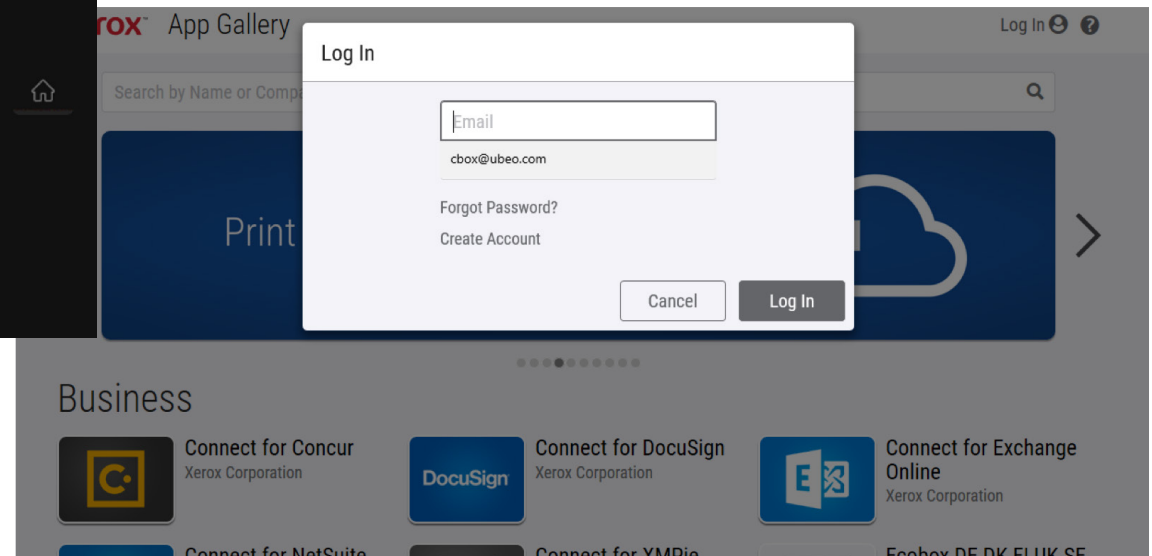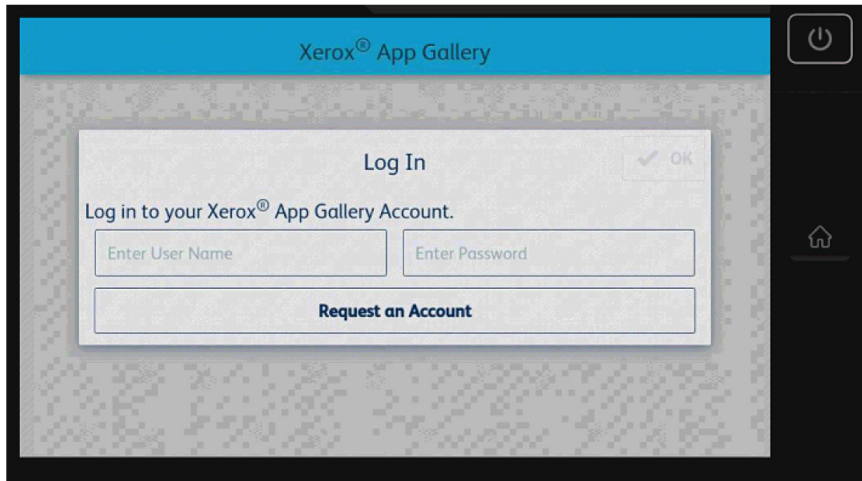
Use the Xerox® App Gallery to find Apps that provide new features or capabilities for your device.

The Xerox® App Gallery provides direct access to Apps that can improve your productivity, simplify workflows, and enhance your user experience.

To create a Xerox App Gallery account, go to *https://appgallery.services.xerox.com/#!/home*

Click on login and create account.
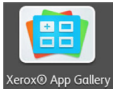
Xerox App Gallery
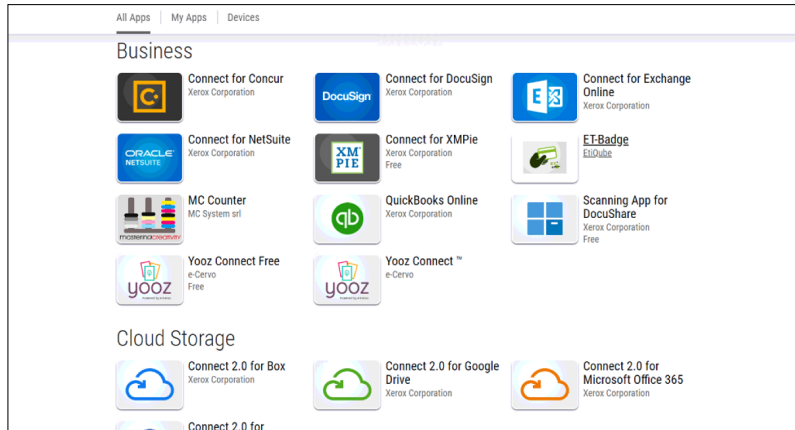
This is an example of available applications. There are apps for business, cloud storage, communication, education, legal, medical, mobile solutions, productivity and general apps.
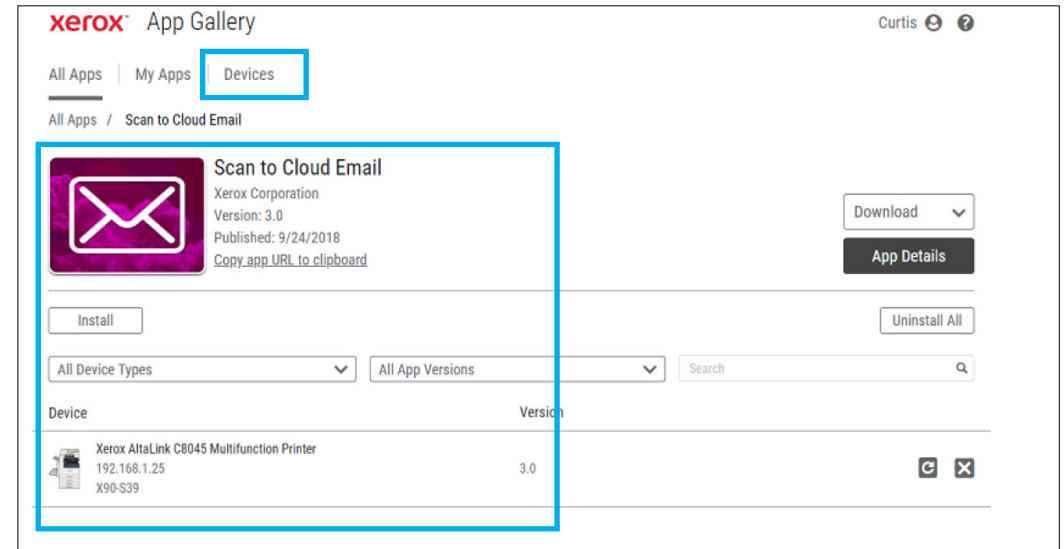
To download an app, you first need to add a device or devices. Click on Devices.Devices are added by IP address.

This illustration shows one device added and the Scan to Cloud Email app has been chosen for download.

Once downloaded, the app will appear on the Home panel and will be available in the web portal properties for customized setup.

@PrintByXerox

NOTE: @PrintByXerox is a free service that enables printing from any email-enabled devices (smartphone, tablet, computer, Chromebook) to a Xerox® printer using a single email address. All Xerox AltaLink® and VersaLink® products are shipped with the @PrintByXerox app as standard, so you're ready to go out of the box.
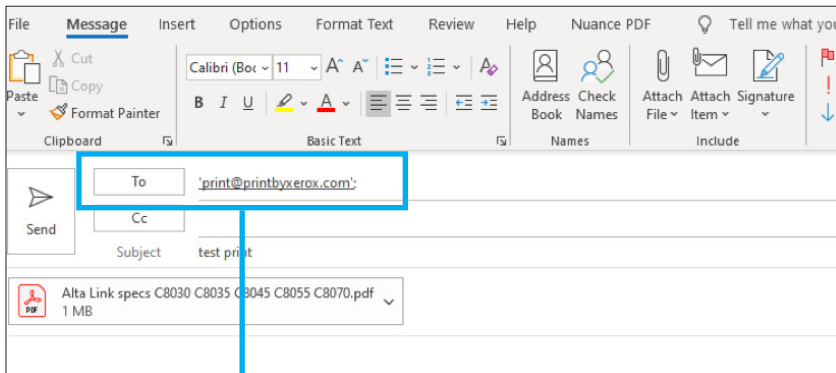
Step 1: To print, send an email with your attachment to *print@printbyxerox.com*. First time users will be automatically registered and will receive an email with a password and option to change password. Use these login credentials for future prints as well.
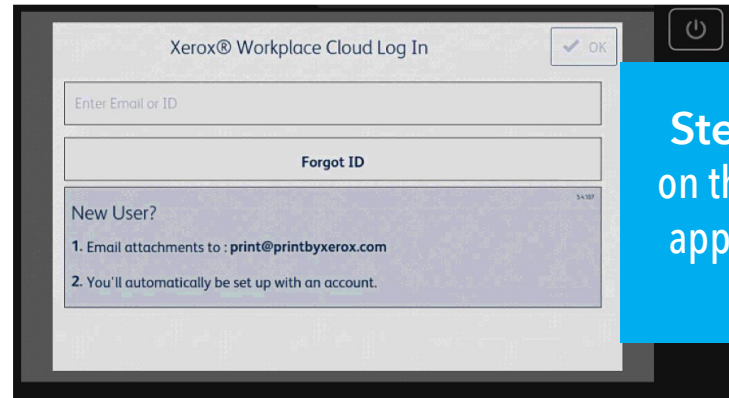
Step 2: Next, click on the @printbyxerox app on the machine and login.
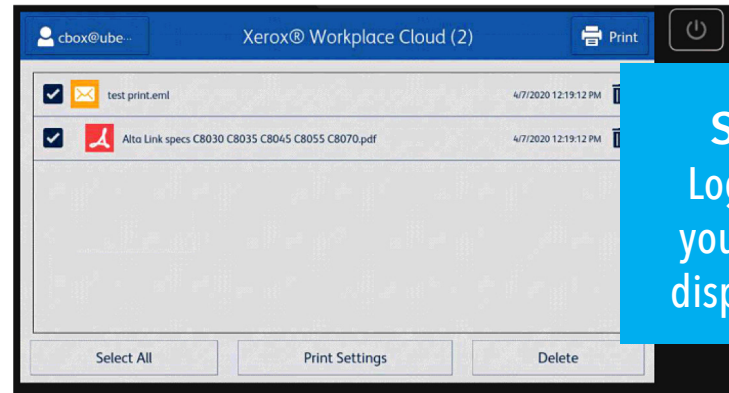
Step 3: Once Logged in a list of your print jobs will display for printing.

Print Driver Overview
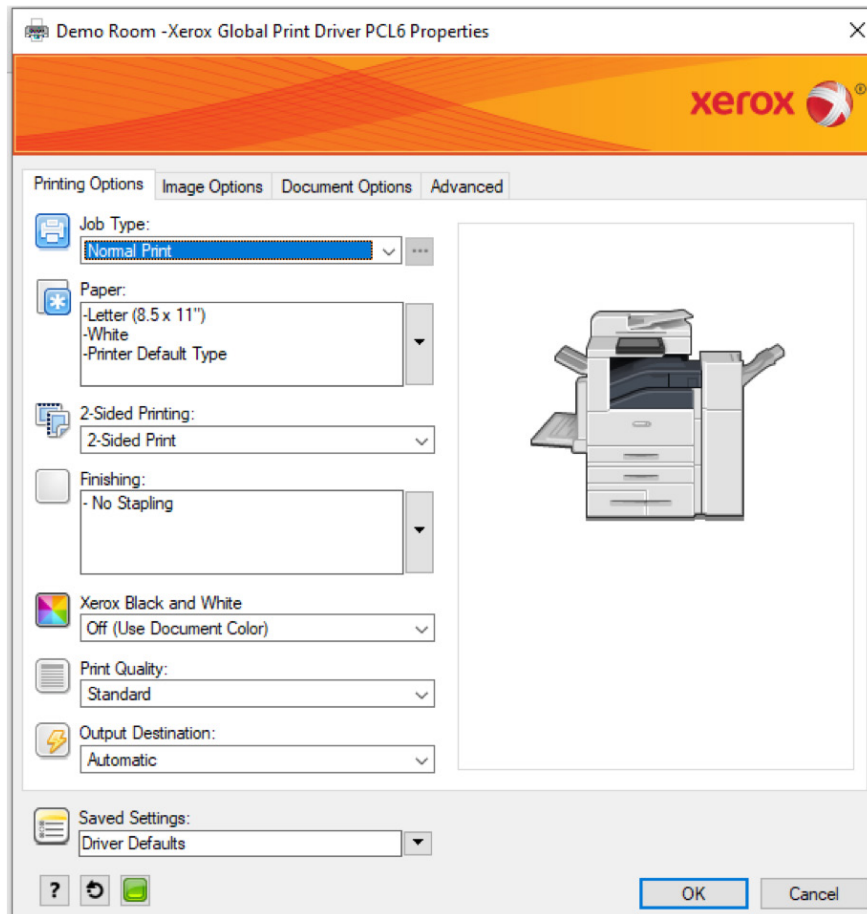
This is the main default tab in Printer Properties.

Step 1: To get to Printer Properties, choose file/print or ctrl/p.

Step 2: Choose the Xerox print driver from the drop-down menu then click on Print Properties.

This page includes basic settings, secure print options and saved setting (presets) options.

Print Driver Overview
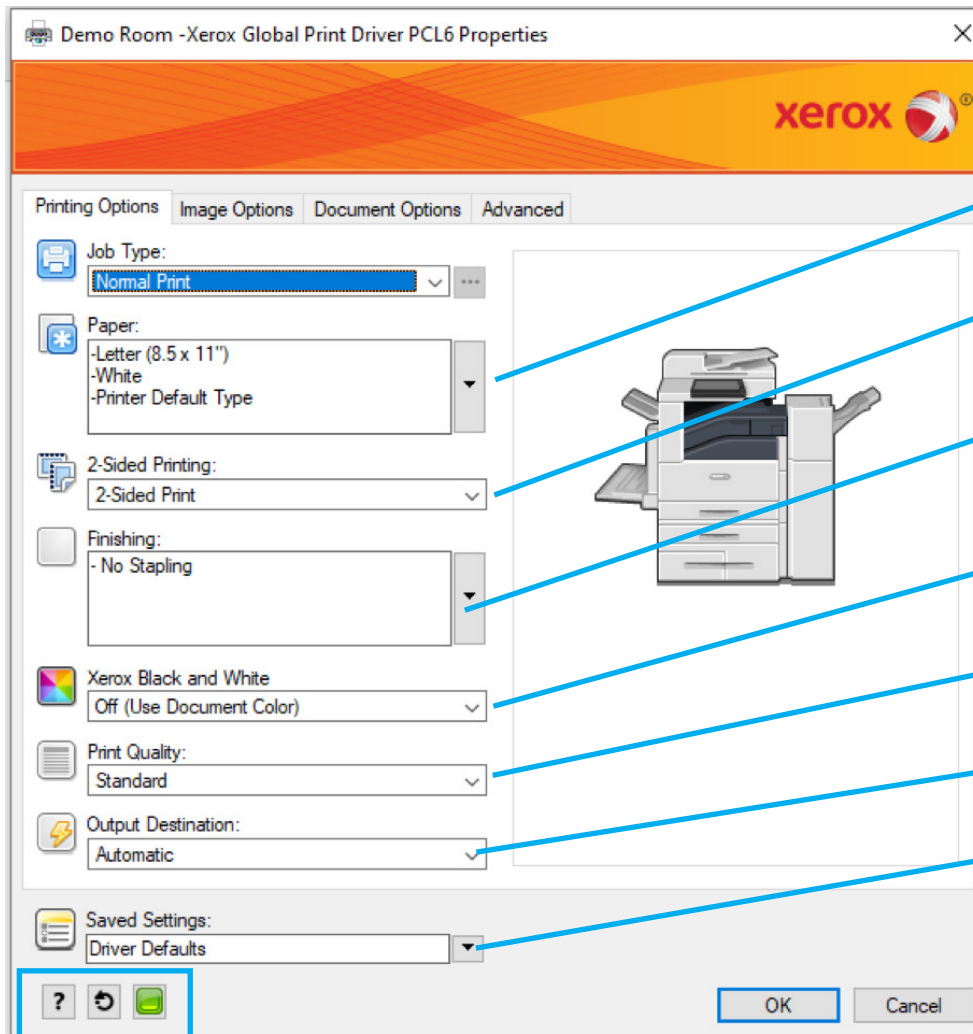
Paper type options. The types loaded will display.

1 sided, 2-sided printing options.

Finishing. Click next to finishing or drop down for options.

Color or Black and White options.

Print quality options.

Output tray options.

Saved Settings (saving presets.)

Help(online manual), Reset, Earth Smart Buttons

Print Driver Overview

To change feature options, click on the icon or drop-down menu next to that feature for a list of options.

This illustration shows that the Bypass has been chosen.
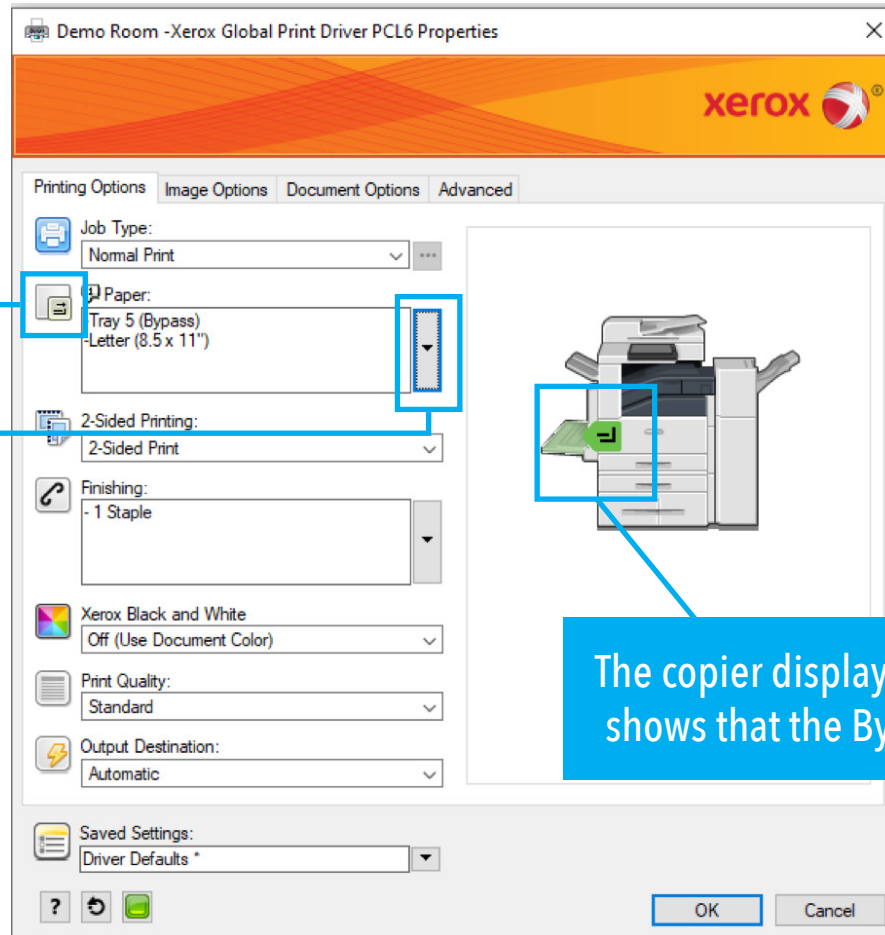
The copier display on the right also shows that the Bypass is selected.

Print Driver Overview - Secure Print

The Default Printing Options tab also includes options for secure print and save print.

To send a secure print job that will hold at the printer until released, drop the Job Type drop-down to Secure print.

The secure Print window pop-up will prompt for Passcode.

Secure Print can be released from the Print From App or the Jobs App.
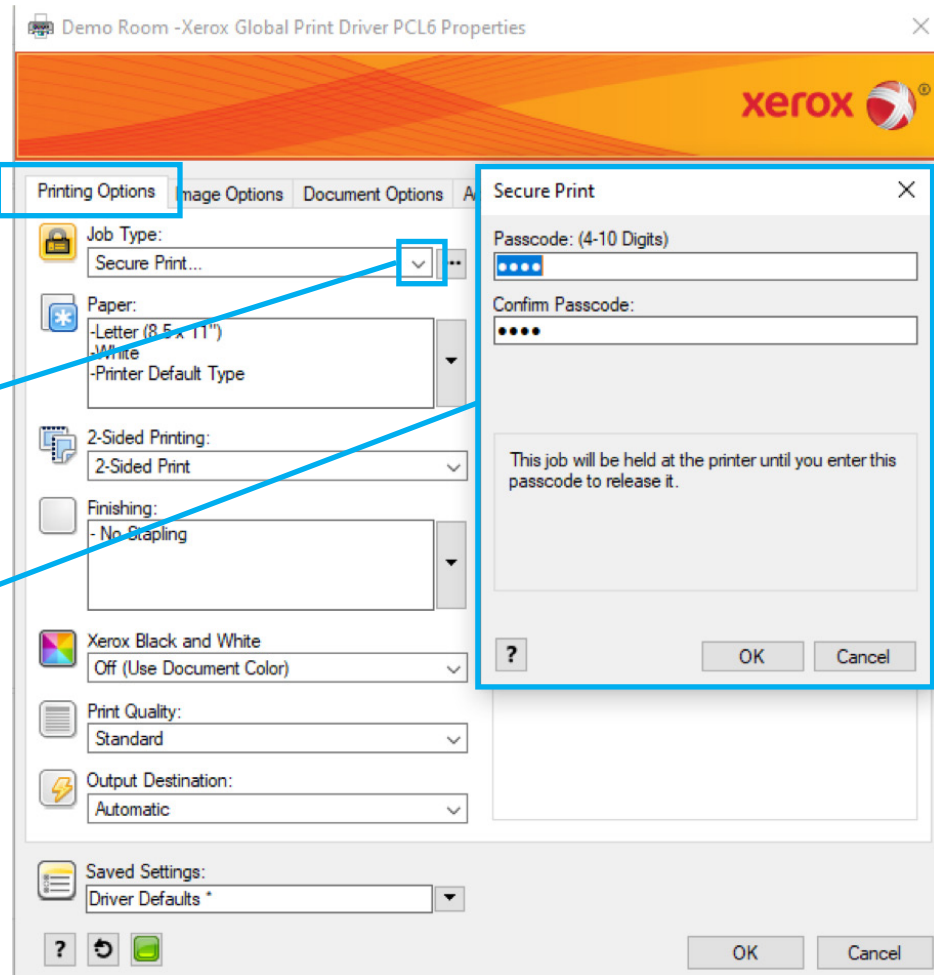
Print Driver Overview - Image Options

The Image Options Tab shows a preview as well as option to change from the current setting (color) to black and white.
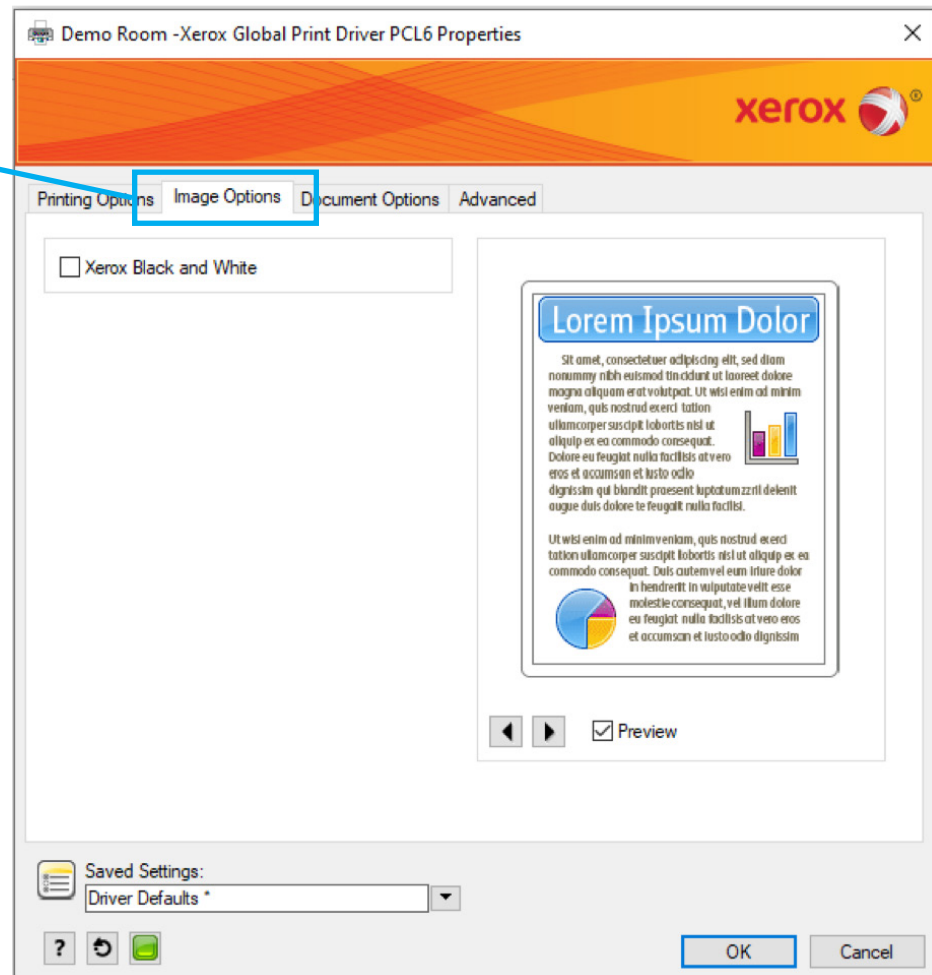
Print Driver Overview - Document Options

The Document Options Tab includes paper layout, special pages, watermark and orientation options.

The Page Layout options include various layouts and combinations.

Demo Room -Xerox Global Print Driver PCL6 Properties

xerox

Printing Options | Image Options | Document Options | Advanced

Page Layout | Special Pages | Watermark | Orientation

- ● 1 Page Per Sheet (Normal)
- ○ 2 Pages Per Sheet
- ○ 4 Pages Per Sheet
- ○ 6 Pages Per Sheet
- ○ 9 Pages Per Sheet
- ○ 16 Pages Per Sheet
- ○ Booklet Layout
    - Adjustments...
- ☐ Page Borders

Saved Settings:
Driver Defaults *

? ↺ ▣

OK   Cancel

Print Driver Overview - Document Options

Special Pages includes:
Covers, Inserts and Exceptions
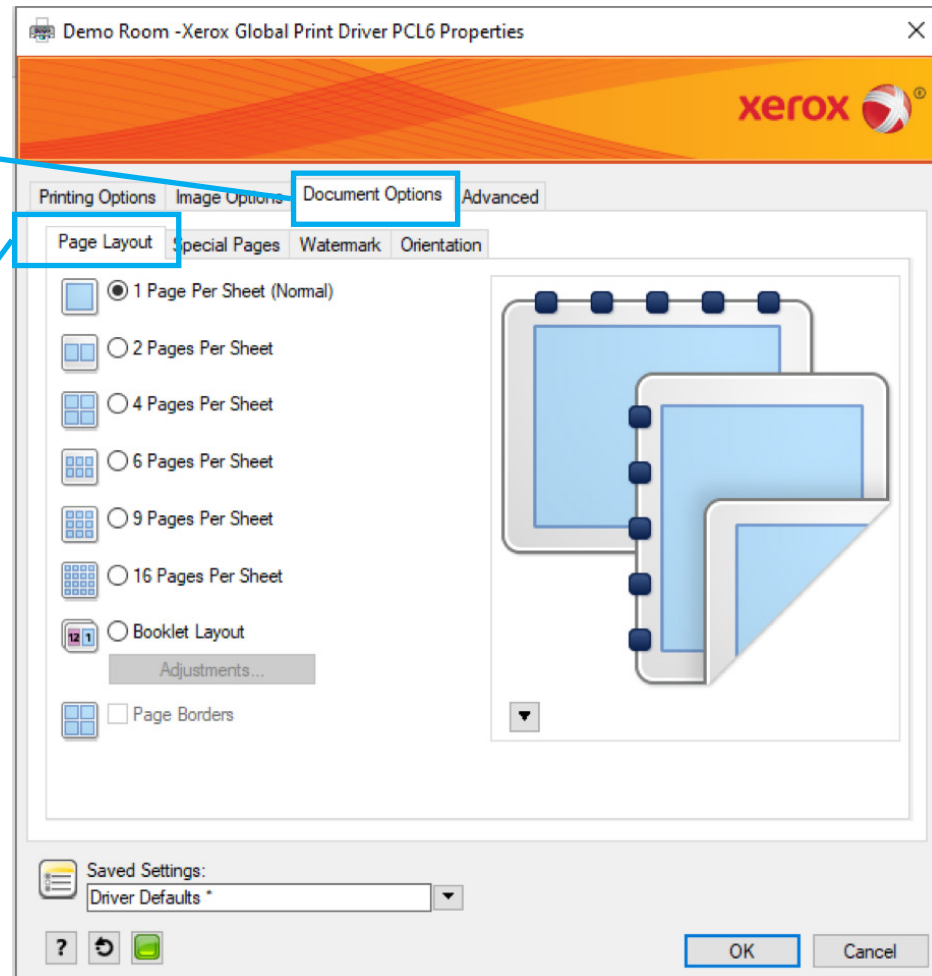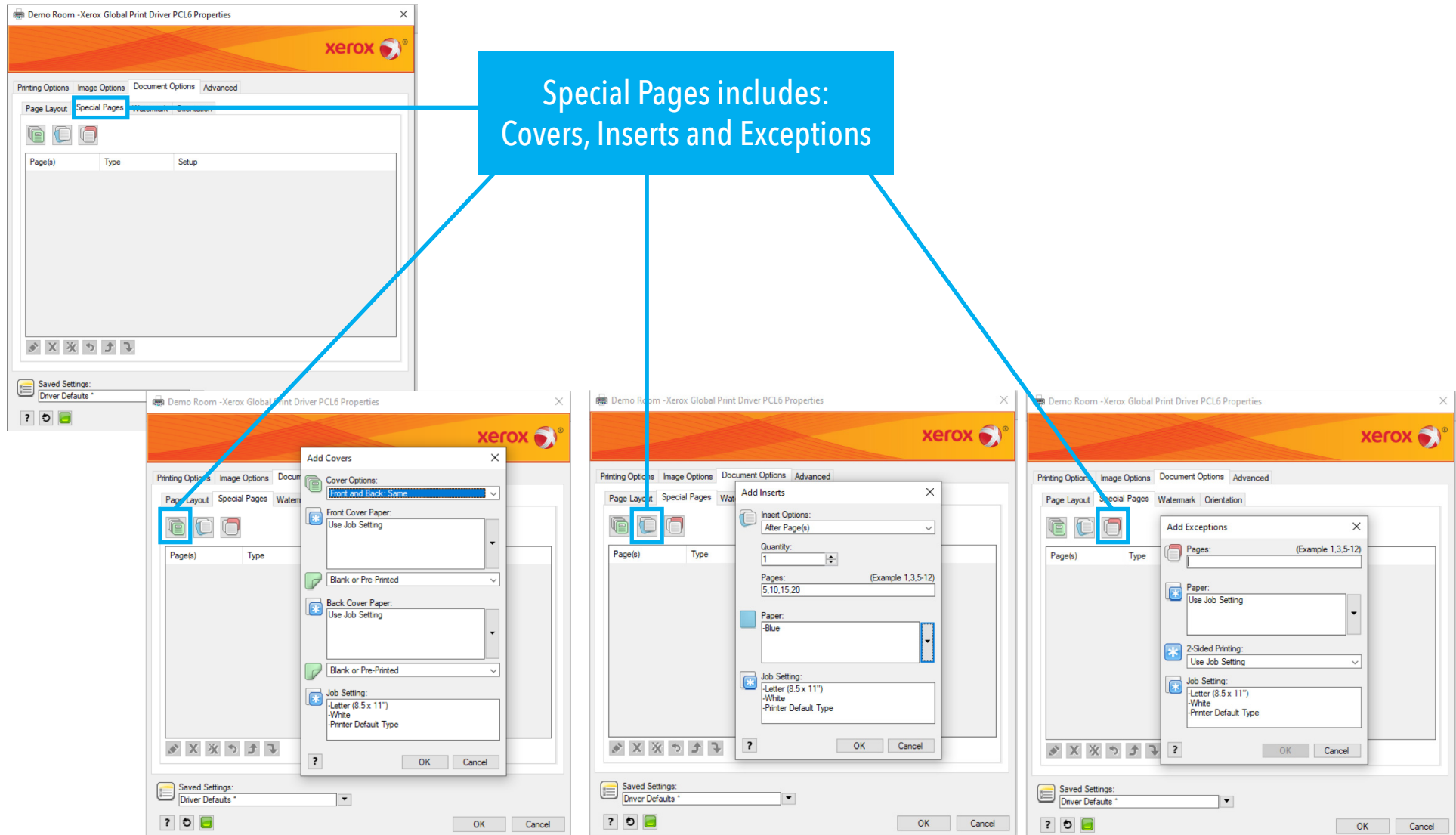
Print Driver Overview - Document Options

Watermark Options include preset watermarks and customized watermarks.

A customized watermark can be saved for future use by clicking on Saved Settings.
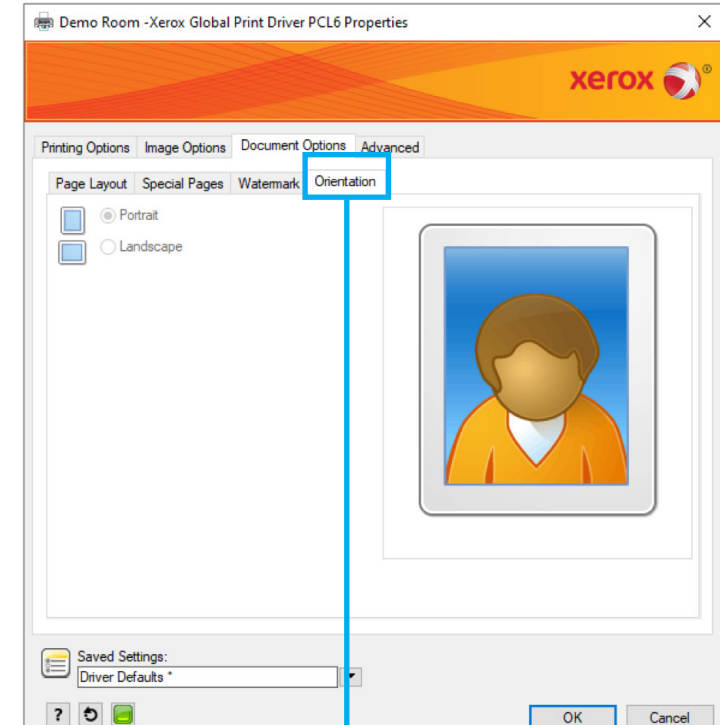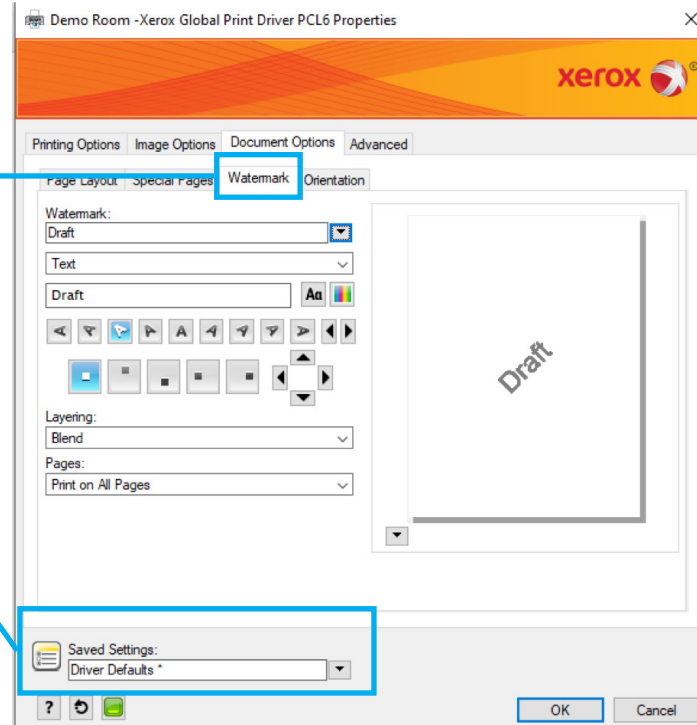
Orientation options for portrait or landscape.

Print Driver Overview - Changing Print Driver Defaults

Step 1: Search for Printers & Scanners on your computer.

Choose the Xerox driver, click manage then click Printer Properties, then click Advanced.

This will open the driver window.

Demo Room -Xerox Global Print Driver PCL6

Manage your device

Printer status: Offline

[Open print queue] [Set as default]

Print a test page

Run the troubleshooter

Printer properties

Printing preferences

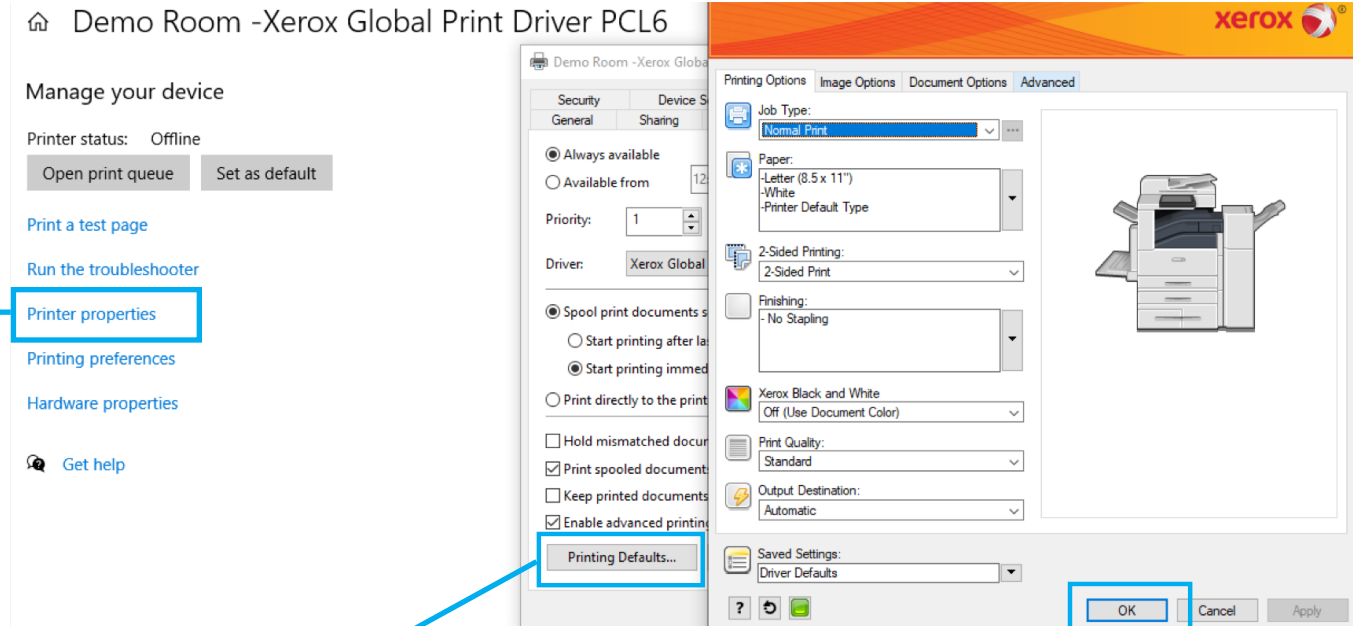Hardware properties

Get help

Demo Room -Xerox Globa

Security | Device S
General | Sharing

○ Always available
○ Available from   12

Priority: 1

Driver: Xerox Global

● Spool print documents s
  ○ Start printing after la
  ● Start printing immed

○ Print directly to the print

☐ Hold mismatched docur
☑ Print spooled document
☐ Keep printed documents
☑ Enable advanced printin

[Printing Defaults...]

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Printing Options | Image Options | Document Options | Advanced

Job Type:
Normal Print

Paper:
-Letter (8.5 x 11")
-White
-Printer Default Type

2-Sided Printing:
2-Sided Print

Finishing:
- No Stapling

Xerox Black and White
Off (Use Document Color)

Print Quality:
Standard

Output Destination:
Automatic

Saved Settings:
Driver Defaults

? ↺ 🟩   [OK] [Cancel] [Apply]

Step 2: Select Printing defaults from the Advanced window.

The window will open. Make changes and click ok to save.

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Need additional training?

Visit: ubeo.com/customer-service-request
or call **1.888.201.8431**