

# Xerox AltaLink 8030, 8035 (Library Printers) User Manual

## Device Login

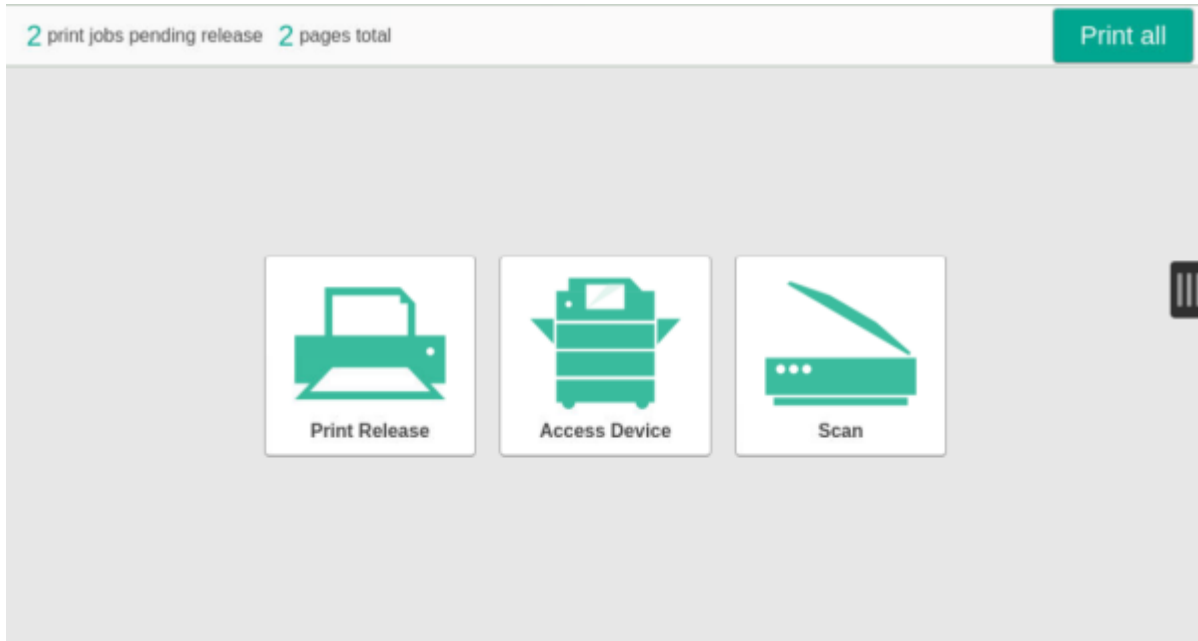
1. Press the keyboard symbol:



2. Enter your login credentials and click „OK“:



**Device Control Panel:**

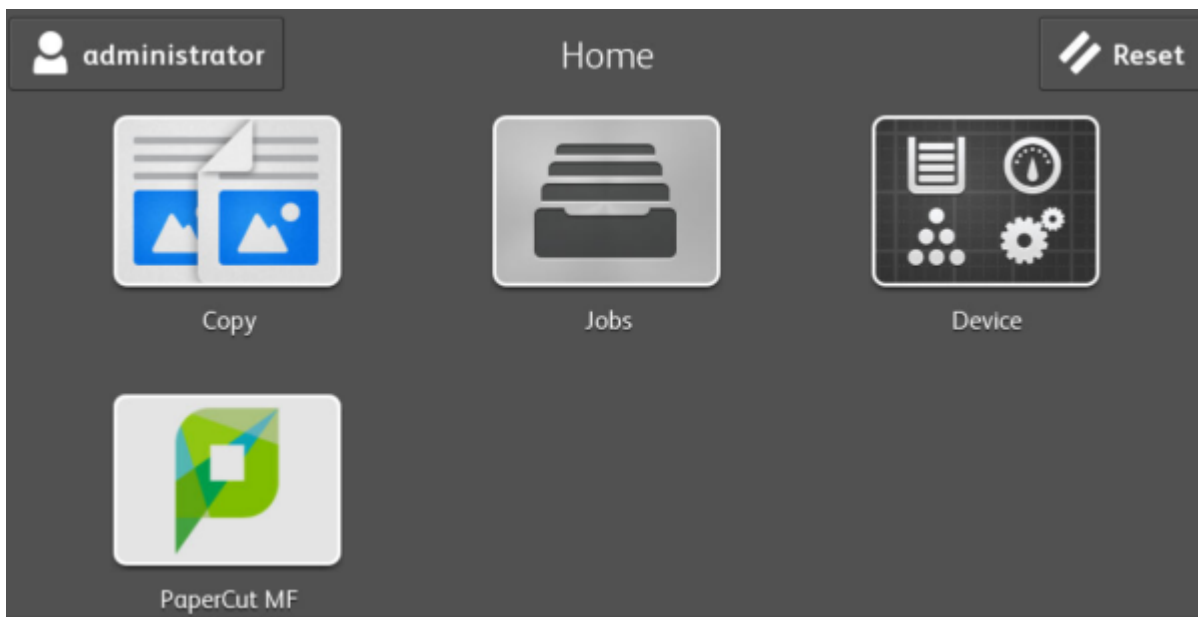


**Print all** - Print All Documents

**Print Release** - Select Documents to Print from the List

**Scan** - Scanning

**Access Device** - Device Menu:



**Copy** - Copying

**Jobs** - Job List

**Device** - Device Settings

**PaperCut MF** - Printing/Scanning

# Copying



## 2-Sided Copying

**Paper supply** – Paper Format Selection

**Collation** - Sorting

**Reduce / Enlarge**

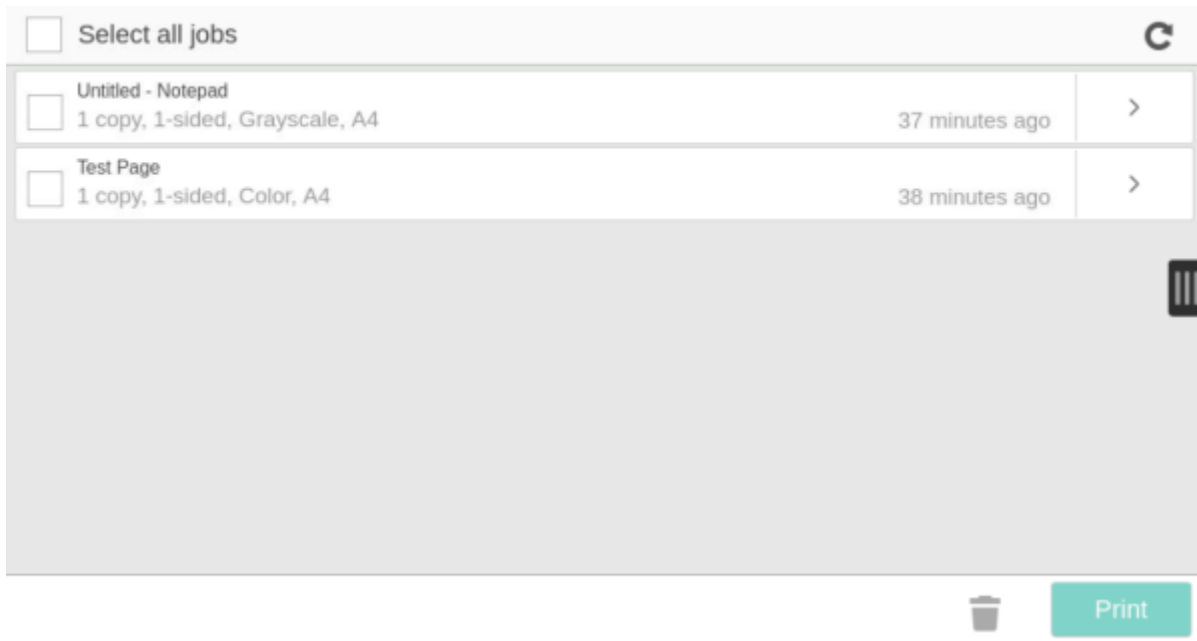
**Original type** – Original Document Type

**Lighten / Darken**

**Original Orientation**

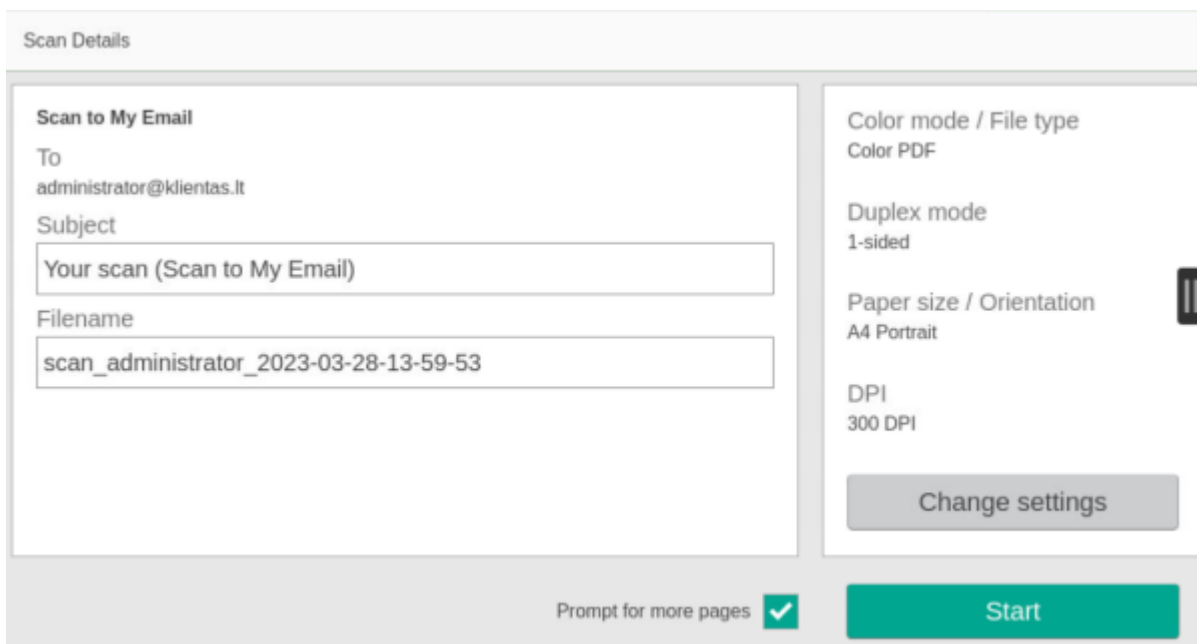
**Original Size**

# Printing



Select the desired documents to print and press „Print“

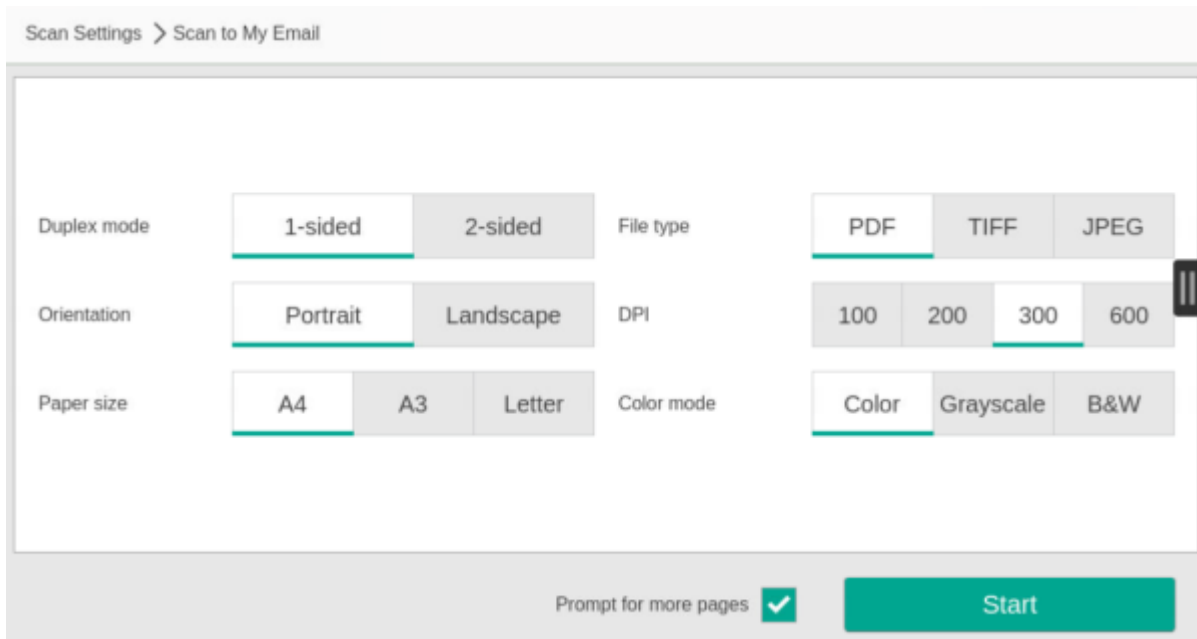
## Scanning



**Start** - Start Scanning

**Prompt for more pages** - Scan Multiple Documents into One File (PDF)

**Change settings** - Scanning Settings



**Duplex mode**

**Orientation**

**Paper size**

**File type**

**DPI** - Document Resolution

**Color mode**

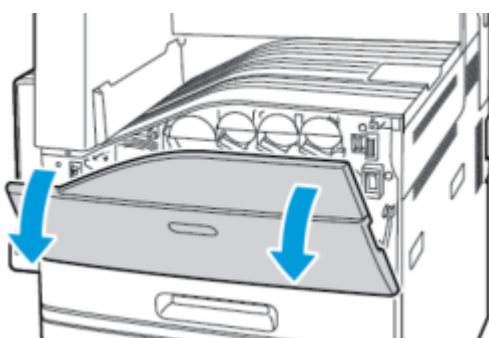
**Start**

**Back**

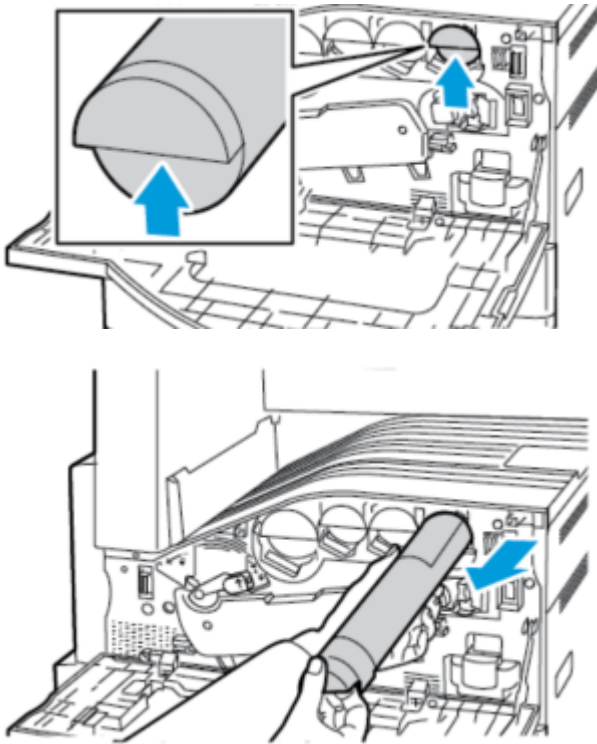
# Device Maintenance

## Replacing the Toner Cartridge

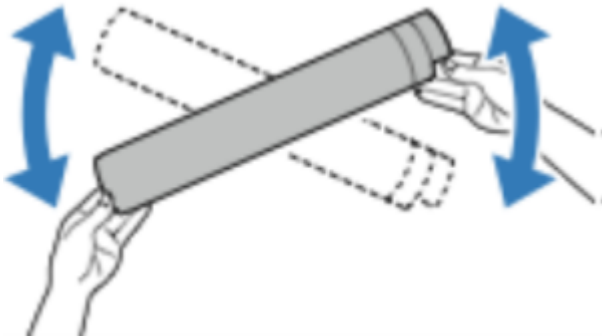
1. Open the front doors of the device.



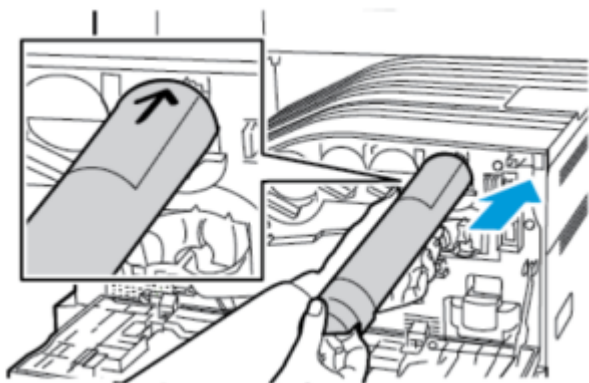
2. Grasp the cartridge holder with your fingers and pull it out.



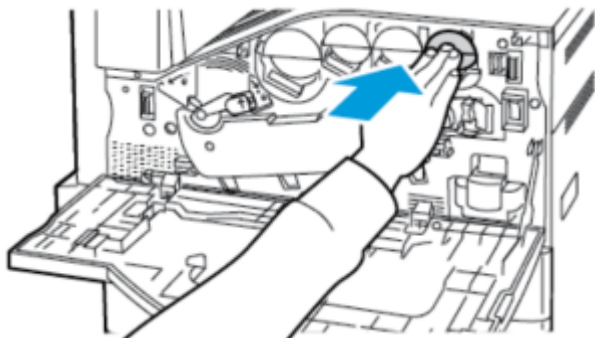
3. Unpack the new cartridge and shake it several times.



4. Flip the cartridge with the arrow pointing up, insert it into its slot, and slowly push it all the way in.



5. Gently press to ensure the cartridge is fully inserted.

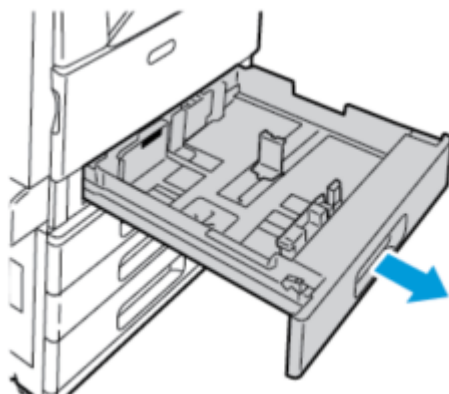


6. Close the device doors.

## Adding Paper

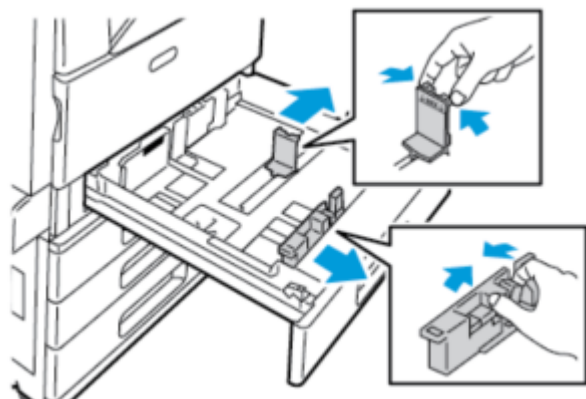
1. Open the paper tray.

**Attention!:** To avoid paper jams, do not change the paper while the device is operating.



2. Adjust the guides according to the size of the paper being loaded.

**Attention!:** Use the markings on the bottom of the tray for proper size adjustment.

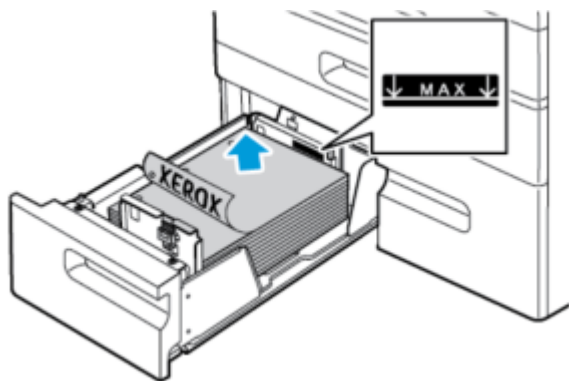


3. Separate and align the paper sheets before loading.



4. Insert the paper with the print side facing up.

**Attention!** Ensure the paper quantity does not exceed the indicated level. Overloading may cause paper jams.



5. Close the tray.

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