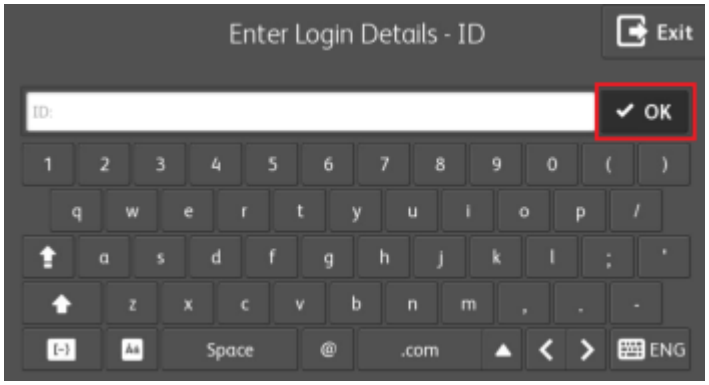
Xerox AltaLink 8030, 8035 (Library Printers) User Manual

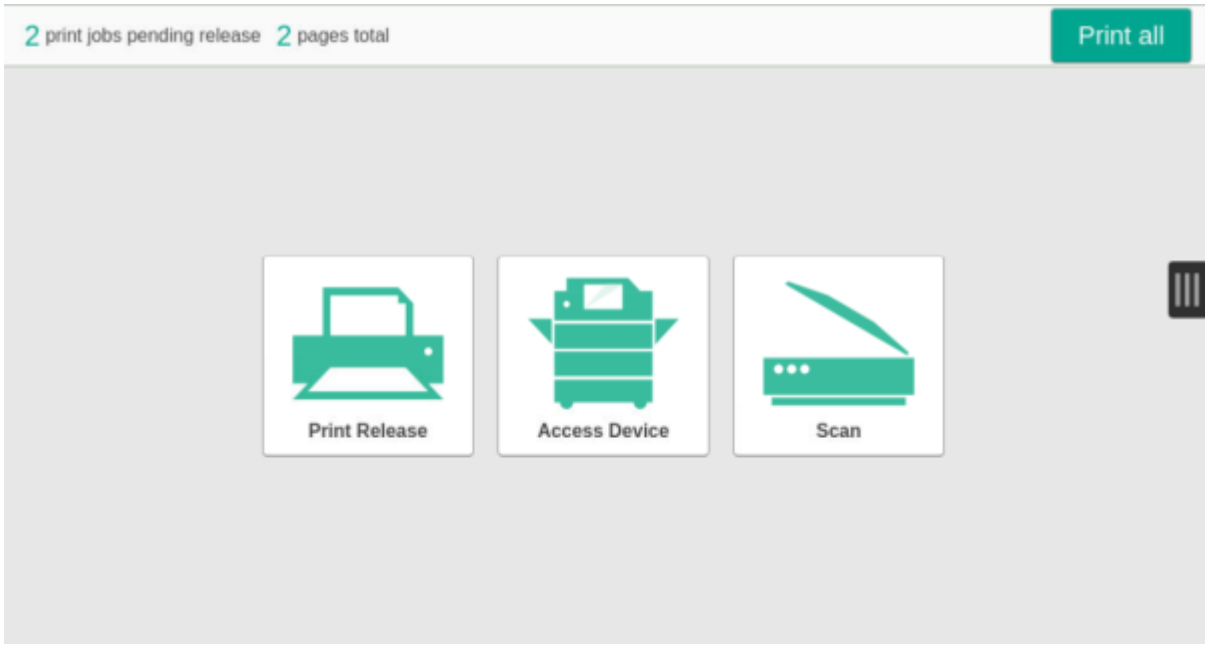
Device Login

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:

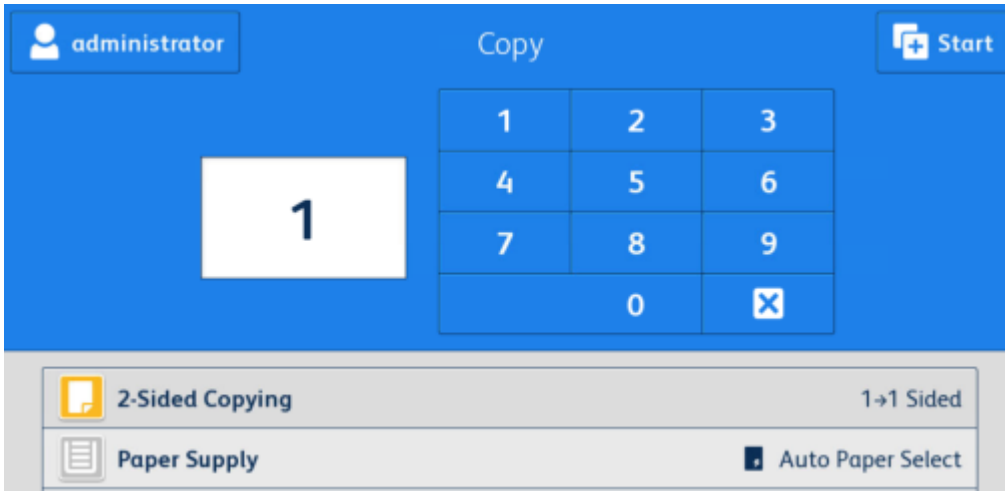
Copy - Copying

Jobs – Job List

Device – Device Settings

PaperCut MF – Printing/Scanning

Copying



2-Sided Copying

Paper supply – Paper Format Selection

Collation - Sorting

Reduce / Enlarge

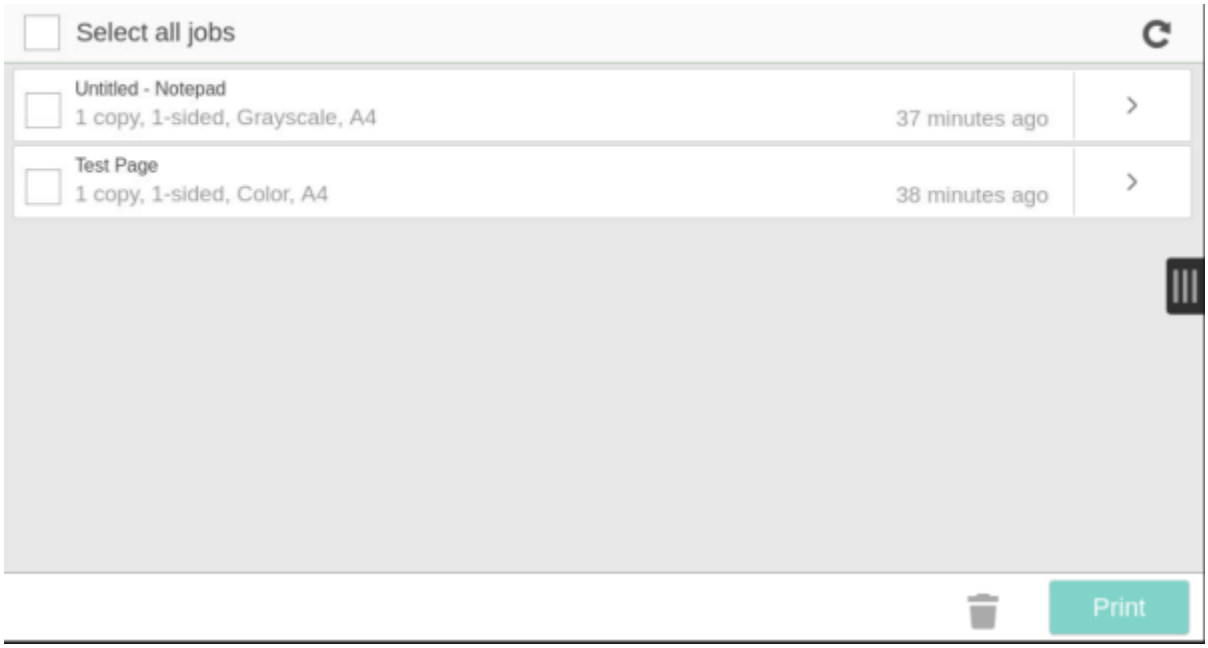
Original type – Original Document Type

Lighten / Darken

Original Orientation

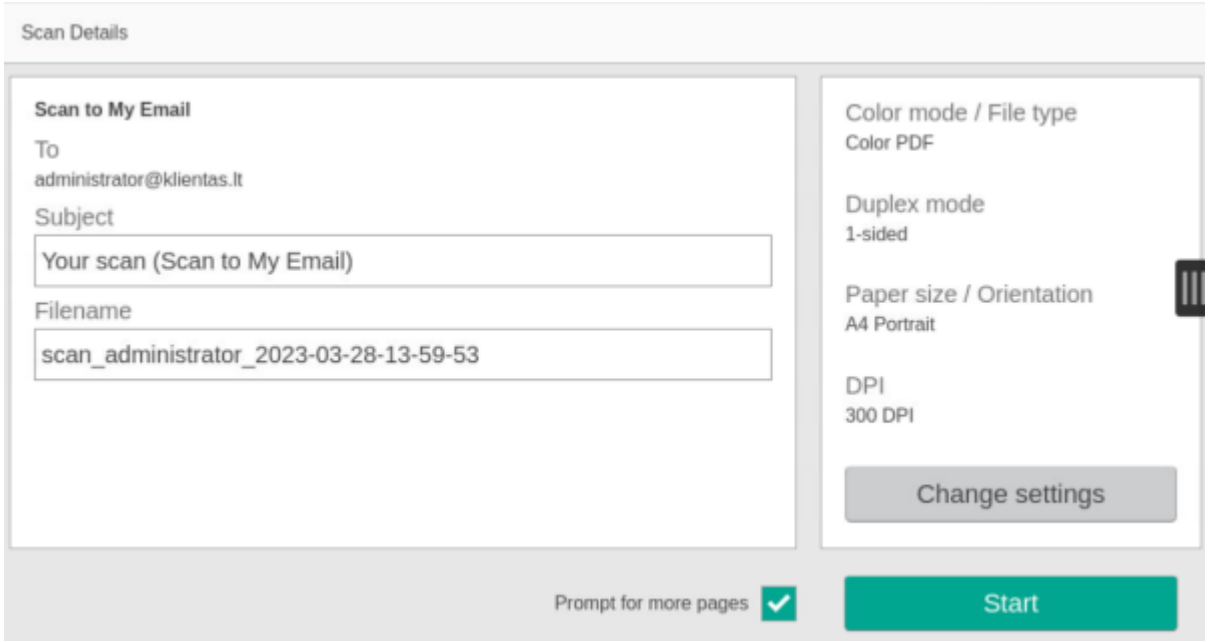
Original Size

Printing



Select the desired documents to print and press **„Print“**

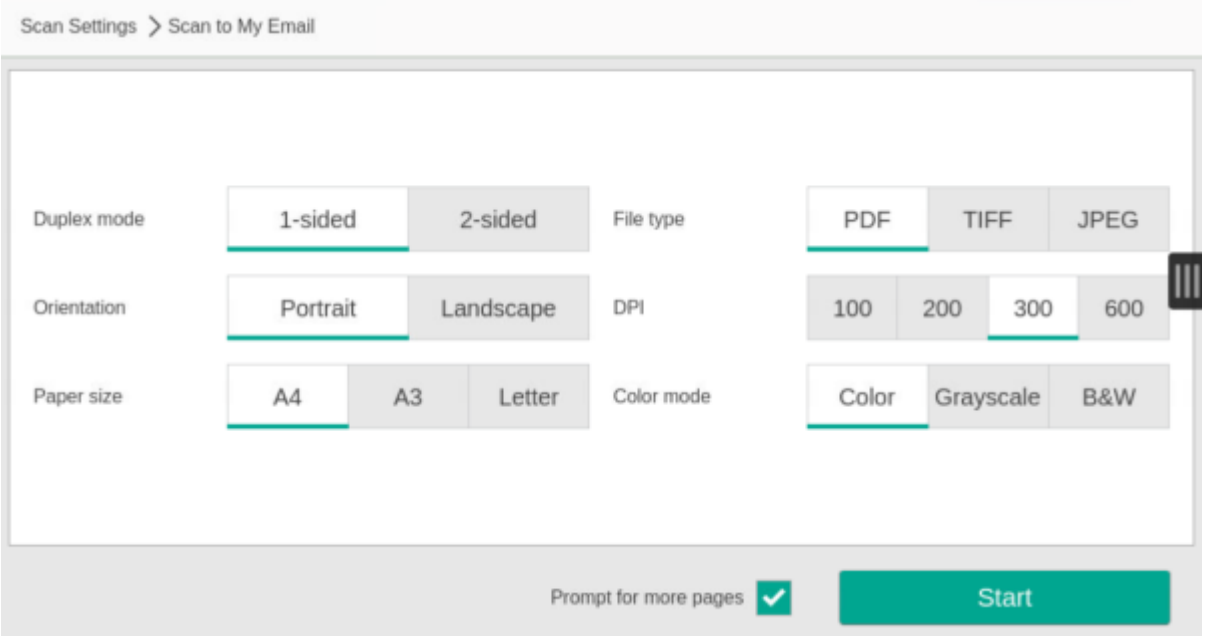
Scanning



Start – Start Scanning

Promt 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

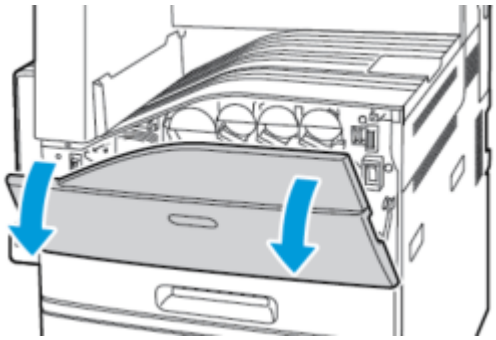
Start

Back

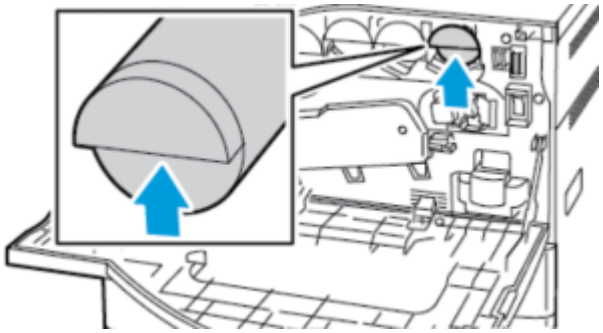
Device Maintenance

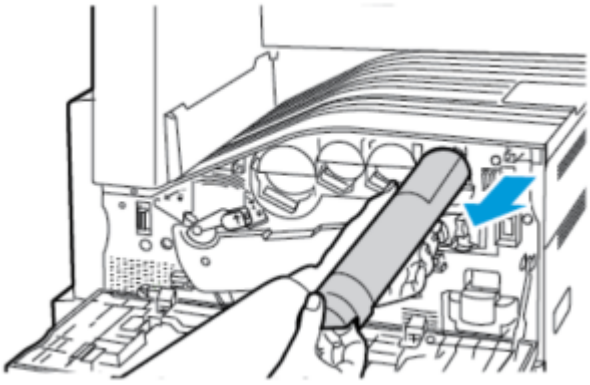
Replacing the Toner Cartridge

1. Open the front doors of the device.

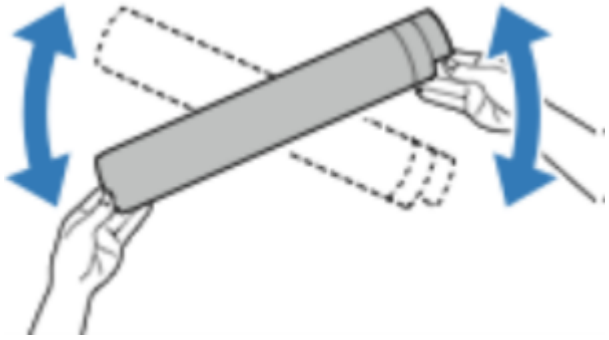


2. Grasp the cartridge holder with your fingers and pull it out.

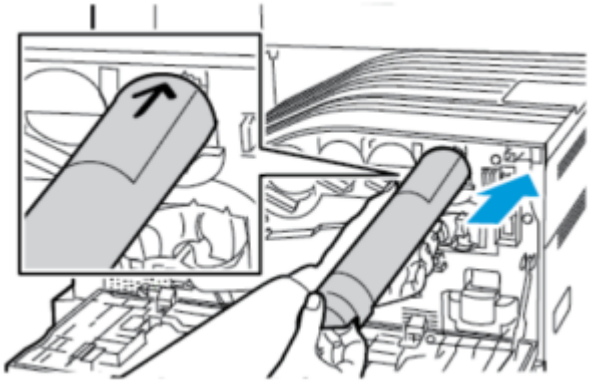




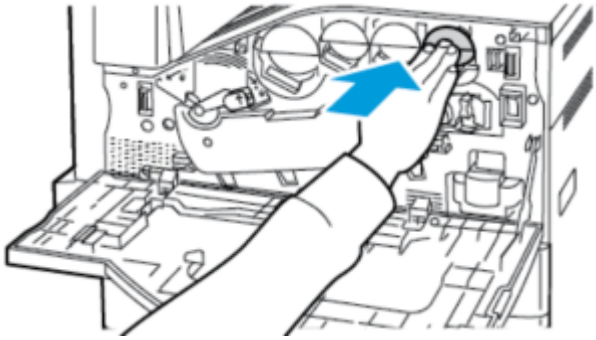
3. Unpack the new cartridge and shake it several times.



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.

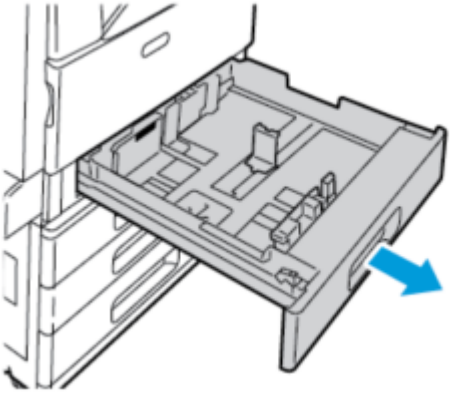


6. Close the device doors.

Adding Paper

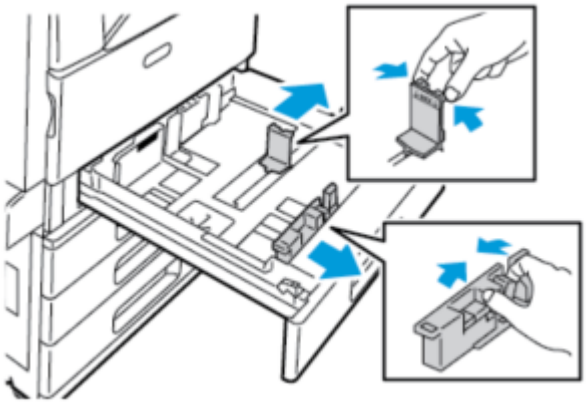
1. Open the paper tray.

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.

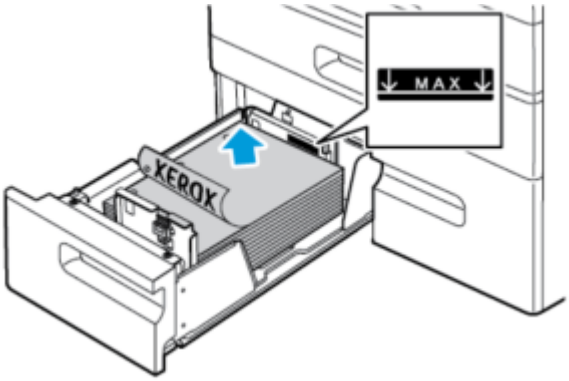
Attention!: Use the markings on the bottom of the tray for proper size adjustment.



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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