XEROX ALTALINK C8000
The Control Panel Features

The tiltable Control Panel consists of the Touch Screen, Built-in Speaker, which emits sounds for a range of events, and Hard Buttons.

1. **Power Button**: The Power Button enables you to power the device on and off.

   The white LED backlight indicates if the device is on, off, in low power or sleep modes.

2. **Home Button**: The Home button returns you to the Home screen of the user interface.

3. **NFC Indicator**: The NFC Indicator is displayed if Near Field Communication is enabled.

4. **Touch Screen**: The capacitive touch screen enables you to interact with the device by using very light finger touches.

5. **Status LED**: The color of the Status LED provides a visual indication of the status of the device.

   It Flashes BLUE if:
   a. A user has swiped a card for authentication
   b. The device is powering on
   c. A print job, copy job, or receive-fax job has completed
   d. A mobile client is using AirPrint to locate the device

   It flashes AMBER if:
   a. The device has an error or shows an alert (levels of toner, staples or waste). The LED flashes
   b. on and off to indicate a more serious condition, which can require a call for service.
   c. The device requires user attention. The LED fades in and out to indicate a less serious condition.

XEROX AltaLink C8000
The User Interface

1 The **Home Screen** is displayed after the power on process has completed and shows apps which enable you to access the functions of the device.

2 The **Status Bar** displays information about the status of the device and its configuration.

3 The **Interrupt Printing** button enables you to stop the printing of the current job and program another.

4 An **App Icon** represents a major feature on the device. When you touch an app, its app **Main Menu** is displayed.

5 An **App Main Menu** contains an app's list of features.

6 A **Pop-up List** contains more feature options.

XEROX C8000
Powering OFF and ON

The following Power Off options are available:

Sleep: Sleep Mode is a power saving state that extends the device's energy saving capability.

Restart: The device restarts. Any jobs in progress are deleted.

Power Off: The device powers off. Any jobs currently in the print queue are deleted.

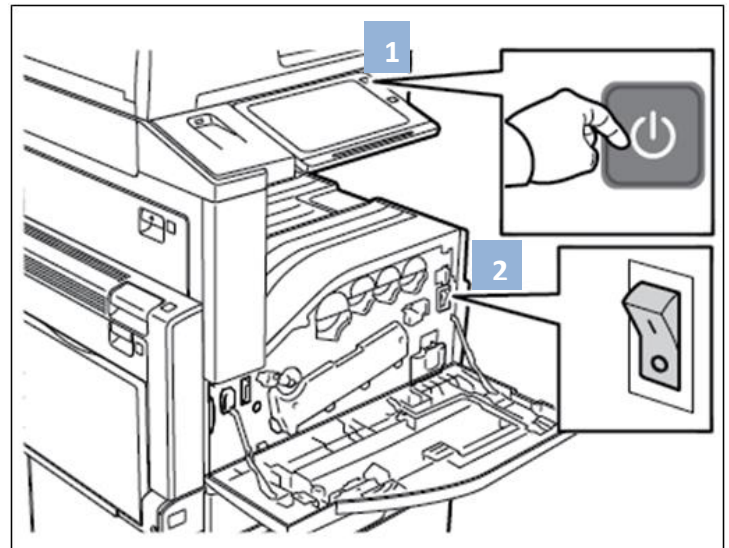**Cancel:** Power off options are cancelled and the device is available for use. Any jobs in the queue are retained.

1. Powering Off:

Press the **Power** button.

NOTE: It is advisable to leave the device powered ON at all times, but it may be necessary to power off the device for example if a problem occurs or to move the device.

2. Powering On

1. Open the front cover,
2. Press the switch **ON** the [right hand side of the MFP]
3. Close the front cover.
4. Press the **Power** button located on the Control Panel.
5. The device powers up and is ready to print, scan or copy (Standby Mode).
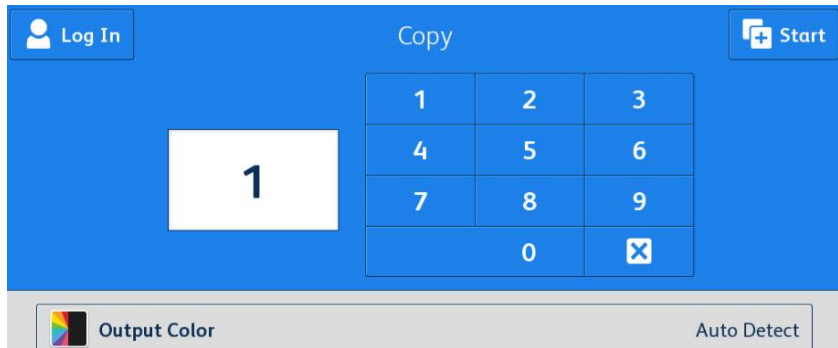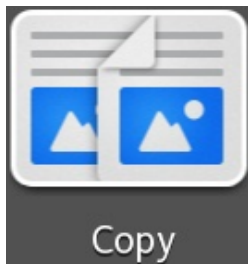
Low Power Mode:

- To reduce energy consumption, the device is pre-set at the factory to enter a **Low Power Mode**.
- The **Power** button is illuminated when the device is in **Low Power Mode**.
- To re-activate the device from Low Power Mode, press the **Power** button.

XEROX
Copy and Features

[FEATURES]:

Output Color
- **Auto Detect** – Color of the original is detected and the output settings adjust to match.
- **Black and White** - create black and white copies

Reduce/Enlarge
- **Reduce/Enlarge** – Selection of Preset or manual ratios for standard paper sizes
- **[100%]** - Enter a ratio from 25% to 400% using the 10 key pad

Paper Supply
- Manually select a paper tray by touching the tray
- **More…** - Allow you to view all paper trays

2-Sided Copying
- **1 >1 Sided** scans only one side of the originals and produces 1-sided copies.
- **1 >2 Sided** scans only one side of the originals and produces 2-sided copies.
- **2 >2 Sided** scans both sides of the originals and produces 2-sided copies
- **2 >1 Sided** scans both sides of the originals and produces 1-sided copies.

Finishing
- **Collated** - Default setting (1,2,3,1,2,3)
- **Staple** Portrait or Landscape (various options depending if Finisher is installed)
- Select **[More…]** to **Staple** or **Hole Punch** (requires optional finisher)

Original Type – Select Photo, **Photo/Text**, **Map**, **Magazine** or **Newspaper**, **More**.

Lighten / Darken, **–** Adjust the Lightness / Darkness of the document being scanned.

Sharpness – Adjust the amount of edge definition n the output image

Automatic Background Suppression: Removes unwanted shading from originals with second side show through or colored backgrounds

Edge Erase – Allows change to the edge deletion parameter on copies (**All** Edges or **Individual** Edges)

Original Size – Select **Custom Scan Area** (Manual input of Original size) or **Mixed Size Originals**

Image Shift – Able to adjust accurately the position of the scanned image. (**Up**/**Down**, **Right**/**Left**).

Book Copying – Allows copying pages from a bound original

Booklet Creation – Create pamphlets (**fold** and **staple** requires booklet finisher)

Special Pages – **Covers**, **Inserts** and **Exception** pages.

Annotations – Allow Page **Numbers**, **Comments**, the **Date** and **Bates** Stamps to be added to output documents.

Build Job – Allows **assorted segments** of originals to be **combined** using the **Document Feeder** and**/**or the **Document Glass** to produce a **single set**.
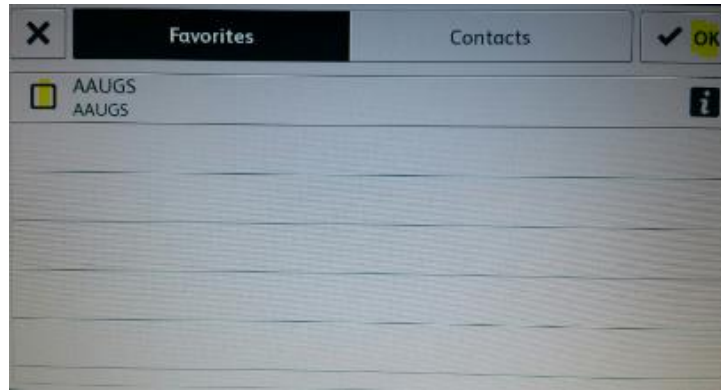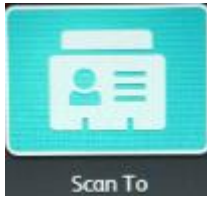
Save Current Settings – Allows you to save and name the most recent selected features for later retrieval.

Retrieve Saved Settings – Allows you to retrieve and use any previously saved copy settings for current jobs.

Reset – Resets all features to their default settings.

XEROX
Scan To (folder) Favorites

1. Touch the **[Scan To]** icon **>**
2. Select one or more Favorites **>** Touch **OK >**
3. **[If required]** change any of the FEATURES below, OR **>** Touch the **Scan** button.

[FEATURES]:

Attachment – **Name** the scanned image.

File Format: PDF (1 multi-page), PDF/A, .XPS, **TIF**, **JPEG**, **More** - **PDF** (1 File per Page)

2-Sided Scanning – If your original pages are 2-Sided.

Original Orientation – Specify the format and placement of the originals when loaded in the ADH or document glass.

Original Type – Select, **Photo/Text**, **Photo**, **Text**, **Map**, or **Newspaper/ Magazine**.

Output Color – Select **Auto Detect**, **Black & White**, **Grayscale** or **Color**.

Lighten / Darken, **–** Adjust the Lightness / Darkness of the document being scanned.

Resolution – Increase or Decrease the scan resolution (72 dpi to 600 dpi)

Automatic Background Suppression: Removes unwanted shading from originals with second side show through or colored backgrounds.

Edge Erase – Allows change to the edge deletion parameter on copies (**All** Edges or **Individual** Edges)

Original Size – Select **Auto Detect**, **Preset Scan Area**, **Custom Scan Area** (Manual input of Original size) or **Mixed Size** Originals

Remove Blank Pages – Select this to **Ignore Blank Pages** when scanning 2-Sided originals

Quality / File Size – Specify the amount of image data compression used. The greater the compression, the smaller the file size but the lower the image quality.
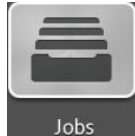
Build Job – Allows **assorted segments** of originals to be **combined** using the **Document Feeder** and**/**or the **Document Glass** to produce a **single set**.

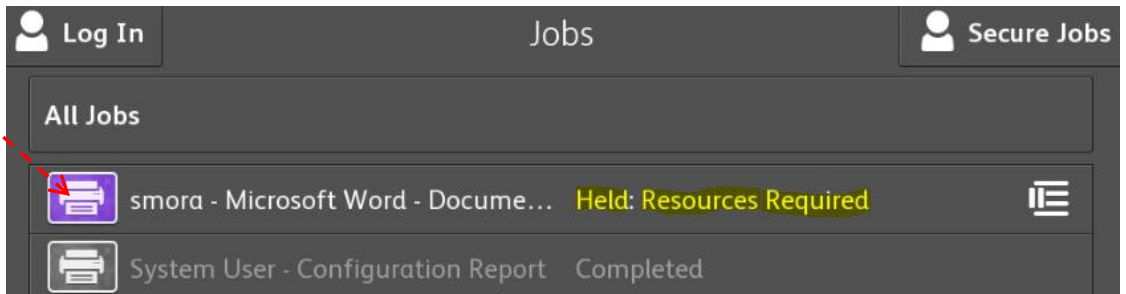**Reset** – Resets **all features** to their default settings.
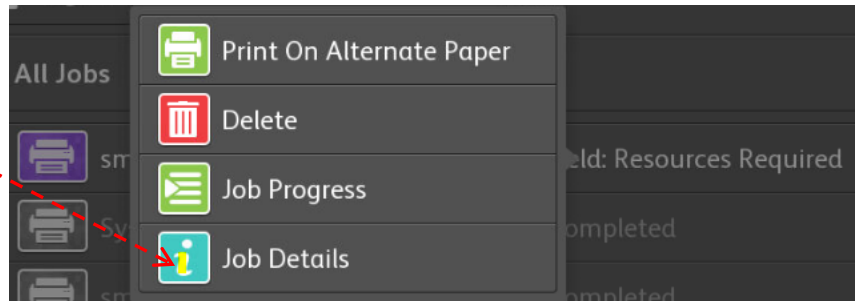
XEROX

JOBs – Held: Resources Required

View current jobs, print saved and secure jobs, and view details about completed jobs.
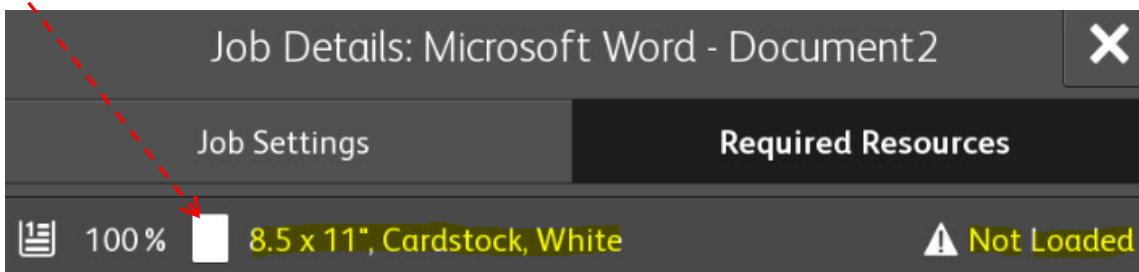**You can pause, delete, print, or view job progress or job details for a selected job.**

1. Press the **Jobs** icon

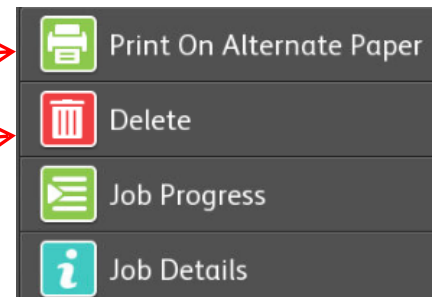2. Select the **Print Job**.

3. Select **Job Details**

4. **Load** **Paper Tray** or **Bypass Tray** with the **exact** **attributes** listed in the Job Details.

5. **If** your job **does not** print **>** select the **job** again **>** select:

   a. **Print On Alternate Paper**
      ➢ Select the desired **Paper Tray** to print from.

   b. **Or Delete**

XEROX
Basic Printing Options

Job Type:

- **Secure Print** – send a print job with a secure password to release at printer
- **Sample Set** – prints one complete set to review, then release all
- **Delayed Print** – delays the job from printing until released at the printer
- **Saved Job..** – Save a job on the printer using Store File in Folder (Public or Private)
- **Fax** – fax a document from your workstation (optional fax kit required)

Paper:

- **Other Size** – reduce or enlarge to a standard paper size
- **Other Color** –when paper tray setting set for a **color other than white**
- **Other Type** – when the type of paper is set for a **type other than plain**
- **TIP:** Both Type and Color must match the paper tray settings at the printer

2-Sided Printing:

- 1-Sided Print
- **2-Sided Print**
- **2-Sided Print flip on short edge** (used for landscape and tablet style documents)

Finishing: (available **ONLY** with installed finisher)

- **Staple**
- **Hole Punch**
- **Booklet Creation**

Xerox Black and White: (Applies **ONLY** to **COLOR** MFDs)
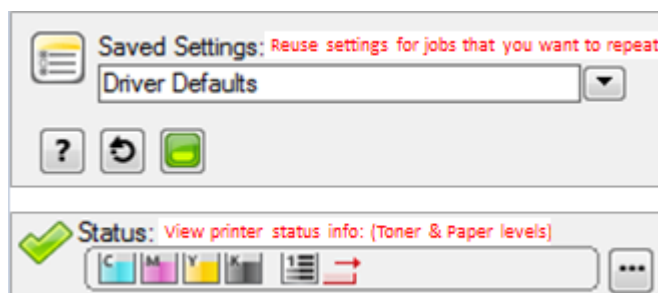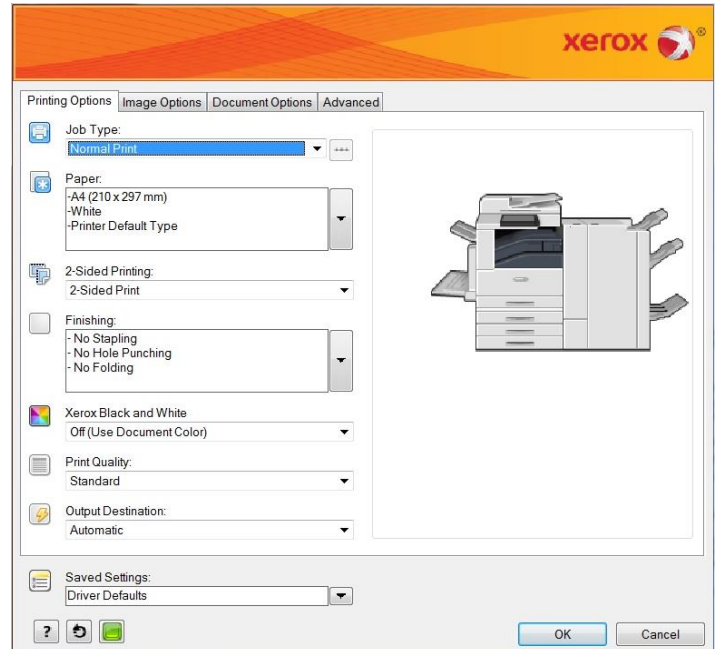
- **On: -** This option prints in **black and white** only.
- **Off**: - This option prints in **color**.

Print Quality: (Applies **ONLY** to **COLOR** (**PostScript** driver)

- **Standard**: Produces crisp, bright prints at high speed and is **ideal** for **black text**. Standard mode provides the best trade-off between performance and image quality for most jobs.
- **Enhanced:** Provides the **best overall** image quality for CAD applications and fine detail. Lines and edges are enhanced for smoothness. **Black and dark colors are enhanced for richness**.
- **High Resolution:** Provides the best overall image quality for detailed line drawings such as **CAD files**. This option is recommended for printing vibrant, saturated, color prints or photos. Print job can take longer to process when you print.

Output Destination: (available **ONLY** with installed finisher)

- **Automatically Select, Center Tray,** Left Tray**, or Center Bottom Tray**

Xerox® AltaLink® C80xx Series Color Multifunction Printer
PCL6 Printer Driver (Windows) Quick Start Guide

A Xerox® printer driver has a range of features that enable you to print professional looking documents. This guide enables you to get started with printing to a Xerox® AltaLink® C80xx Series color multifunction printer from a Windows computer with the Xerox® PCL6 printer driver. To download the driver, visit www.support.xerox.com/support.

Printing from a Computer

To print from an application on a computer:

1. In the application, open the **File** menu, click **Print**.
2. In the **Printer** list, select a printer.
3. Click **Printer Properties**, **Properties**, or **Preferences**.
   The Xerox® printer driver opens. The printer driver settings apply to the open document and application.

Printing Options

You can select basic settings for most print jobs.

Job Type

You can control when a job prints and if a passcode is required to print the job.

Normal Print	Print the job immediately. Normal Print is the default job type.
Secure Print	Print a job containing sensitive or confidential information. After you send the job, it is held on the printer until you enter the required passcode.
Sample Set	Print an initial set for checking before printing the entire job.
Delay Print	Print a job at a specified time up to 24 hours from the original job submission.
Saved Job	Save the job on the printer for printing later.
Fax	Fax the document from the computer.

Paper

You can specify the size, type, and color of the paper for the job, or select a specific paper tray.

2-Sided Printing

You can print jobs on both sides of the paper automatically.

1-Sided Print	Print on one side of the paper.
2-SidedPrint	Print on both sides of the paper to allow binding on the long edge.
2-Sided Print, Flip on Short Edge	Print on both sides of the paper to allow binding on the short edge.

Finishing

You can select finishing options such as folding and stapling are available if finishing equipment is installed.

Xerox Black and White

You can print in color or black and white.

Print Quality

You can adjust the resolution of the printed output.

Standard	Crisp, bright prints at high speed. Ideal for text. Best for most jobs.
High Resolution	Best overall image quality for detailed line drawings such as CAD files.

Output Destination

You can select the destination for the job from the tray choices in the list. If the printer has only one output destination, this list is not shown.
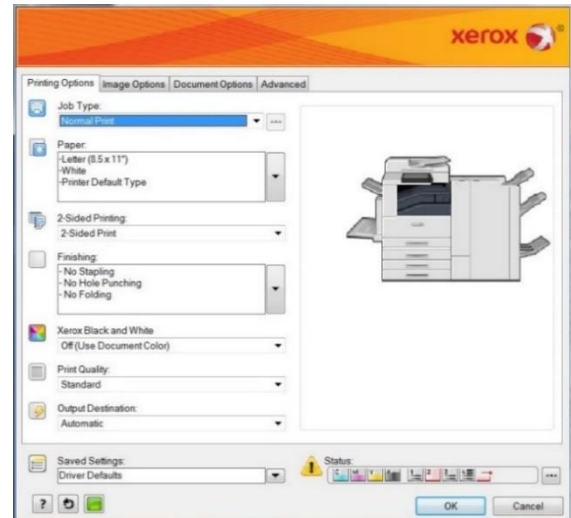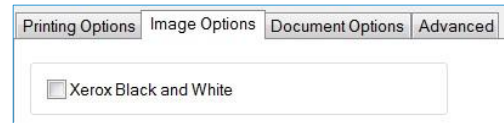
Image Options

You can control the appearance of printed documents.

Xerox Black and White   Convert all colors to grayscale.
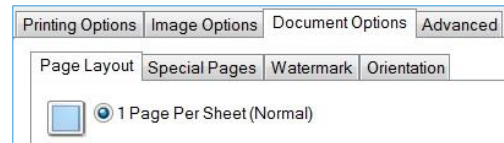
Document Options

You can adjust the page layout, special pages, watermark, and page orientation in the print job.

Page Layout

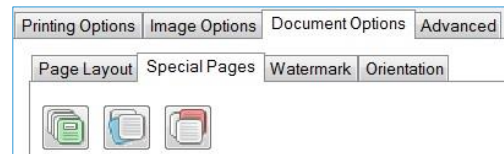You can print more than one page of a document on a single page.
The **Booklet Creation** option prints two pages on each side of the paper.
The printer driver reorders the pages and orients them so they are in numerical order when folded. The pages can be stapled to create a booklet.
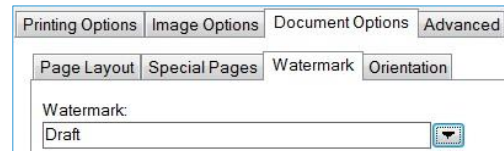
Special Pages

You can add covers, inserts, or exception pages to the printed output, using media from a different paper tray. You can insert blank or printed covers at any point in the document. You can define exceptions for pages that require different media or layouts, such as pages containing photos or illustrations.

Watermark

You can add a watermark as an identifying image or piece of text to the body of the document page. Watermarks are often used to provide information about the document's type for example, by adding the words *Confidential* or *Draft* to the page. To create your own watermark. in the **Watermark:** list click **Custom** and then, in the list below it, click **Text**, **Time Stamp**, or **Picture**. To specify the position and orientation of the watermark, use the buttons in the middle of the **Watermark** tab.
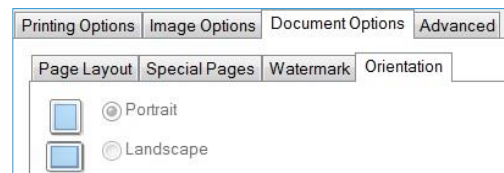
Orientation

You can specify the direction that the page prints.

Portrait   Orients the paper so that the text and images print across the short dimension of the paper.

Landscape   Orients the paper so that the text and images print across the long dimension of the paper.
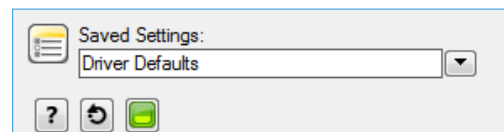
Other Features

Saved Settings:
You can save settings for jobs that you want to repeat at another time.
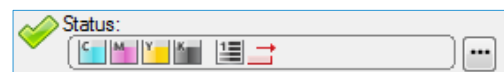In the **Saved Settings** list, click **Save As...**, specify a name and click **OK**.

Help   View online help for the printer driver.

Reset   Reset all printer driver settings to default values.

Earth Smart   Specify energy and waste reduction settings (2-sided printing, no banner page, 2-up; sample set).

Status
View information about the printer's status (remaining consumables and paper).