

## BASIC COPYING WITH THE NEW XEROX ALTALINK COPIERS

### *Making Copies*

Do not press Log In, it is used to access administrative functions.

1. Place Originals on the glass or in the document feeder
2. Press “**COPY**” on the touch screen
3. When prompted, **enter your copy code** in the box that says “Enter User ID
4. **Enter the number of copies desired** using the on screen keyboard
5. **Scroll down on the touch screen** to see your options for making double-sided copies, staple options, etc. if necessary (See next page for common option explanations). To scan more documents using the document glass, or to change settings for different sections of the job, touch **Build Job**.
6. When all options have been selected press “**Start**”
7. When you have finished making your copies, press “**Logoff**” and select “**Log Out**” to prevent other from accidentally making copies on your department code.

Please Note: If you are making copies of landscape documents, you may need to orient the paper supply to match in one drawer.

**For Assistance** – Contact the Copy Center or Mail Room 78995 or 78174 [Copycenter@scrippscollege.edu](mailto:Copycenter@scrippscollege.edu)

### Common Choices:

#### 2 Sided Copies (Button Name: 2 Sided Copying)

- 1-1 = 1-sided originals, 1-sided copies
- 1-2 = 1-sided originals, 2-sided copies
- 2-2 = 2-sided originals, 2-sided copies
- 2-1 = 2-sided originals, 1-sided copies



#### Staples and Collation (Button Name: Finishing)



#### The icons demonstrate staple positions.

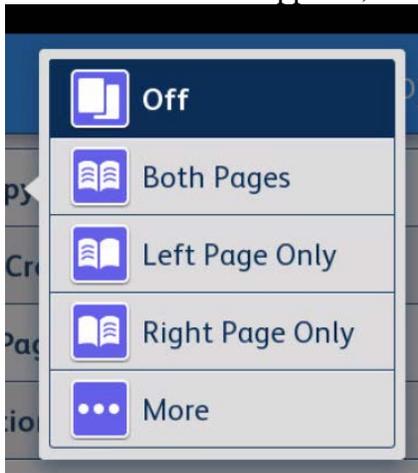
**For Uncollated Copies:** Press "More" and select "Uncollated" if you want to copy a stack of documents and get multiple copies of each page, so if you are making 5 copies you'll get 5 copies of page 1, then 5 copies of page 2, etc.

## Book Copying

### Book Copying (for copying two pages at once)

When you need to copy a book and want to do both pages at once, follow these steps:

1. Press the copy button and enter your copy code
2. Place your book on the glass
3. Scroll down on the touch pad and press the “Build Job” Button at the bottom of the menu on the touchpad. This lets you copy multiple pages at once before printing.
4. Press “Reduce/Enlarge”
5. Press the “Auto Center” check box
6. Press OK in the upper right
7. Press the Book Copying Button
8. From the menu that appears, select Both Pages, Left Page Only, or Right Page Only



9. Place the book on the glass
10. Press Original Size
11. Press “Custom Scan Area”
12. Measure the width of the book, enter that in inches for under Length (Y). (You have to put in 3 digits, for example 8.5” would be entered as 850)
13. Measure the Width of the book, enter that in inches in the Width box (X). (Same idea, 3 digits must be entered)



14. Press OK when finished
15. Press “SCAN” to begin scanning the book, the first 2 pages will be scanned  
Helpful Hint: It may be wise to press “submit” after scanning the first 2 pages to get a sample before proceeding.
16. Turn the page and press “Scan Next Segment”
17. When you have scanned all the pages, press “Submit”.