Control Panel

Available apps can vary based on your printer setup. For details about apps and features, refer to the User Guide.

1. **Home** returns to the main app screen.
2. **Power/Wake** starts the printer or provides options to sleep, restart or power off the printer.
3. **Reset** restores settings to their default values in all apps.
4. **Language** provides choice of screen languages.
5. **Log In** provides special access to tools and settings.
6. **Device app** provides access to printer information and settings.
7. **Pause Printing** temporarily stops an active print job.
8. **Interrupt Print Job** interrupts the current job to copy or print another job.
9. **Status messages** shows printer status and warnings.
10. **Status LED** indicates printer status. For detailed information, refer to the User Guide.

**To Log In:**

- Swipe your Wright1 Card on the Card Reader on the bottom right of the screen
- OR
- Press the Keyboard button on the screen and use your w# and password.

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www.xerox.com/office/support

This Quick Use Guide is provided for Self-Service Assistance with your Xerox device at Wright State.

Additional assistance and information is available.

Please contact the CaTS HelpDesk if you have any further questions or problems with the device.

CaTS HelpDesk: 937-775-4827

For more information about printing at Wright State refer to https://www.wright.edu/printers
Printer Tour

Optional accessories can be part of your printer setup. For details, refer to the User Guide.

To restart the printer, on the control panel, press the secondary power switch (1).

For full printer power off, press the secondary power switch (1). Behind the front cover, press the main power switch (2).

To select sleep mode, press the secondary power switch (1). At the printer control panel touch screen, touch a selection.
Paper Handling

For a complete list of paper that works with your printer, see the Recommended Media List at:
www.xerox.com/rmlna (U. S. and Canada)
www.xerox.com/rmleu (Europe)
For details about trays and paper, refer to the User Guide.

Loading Paper

1. Confirm or change size, type, and color settings if needed.
2. For the best results, fan the edges of the paper. Adjust the guides to fit the paper size. Do not load paper above the maximum fill line.
3. When printing, select options in the print driver.

Paper Orientation

Letterhead

Hole Punched

Envelope
Xerox® AltaLink® C8130/8135/8145/8155/8170
Color Multifunction Printer

Copy
For details, refer to the User Guide.

1

1. X: 85–432 mm (3.3–17 in.)
   Y: 125–297 mm (4.9–11.7 in.)

2. 38–128 g/m²
   (26 lb. Text–34 lb. Bond)

3. ≤ 130 (80 g/m², 20 lb. Bond)
   C8170: ≤ 250

Load the original documents.

2

Touch Copy, then and select the number of copies.

3

Select feature settings from the list, then touch Start.
Scanning and Emailing

This guide defines techniques to scan documents without preparing special setups:
- Scanning documents to an email address.
- Scanning documents to a restricted (R Drive) network location.

1. Load the original documents.

2. Press Home, then to email the scan, touch Email. To scan to the Restricted R Drive touch Workflow Scanning.

3. For Email, only your own WSU Email can be used due to CaTS Security policies. To type a subject line for the email, touch Subject.

4. For Workflow Scanning, choose the appropriate location.

Workflow Scanning must be setup on each device by CaTS and is only available to scan to a folder on the Restricted (R) Drive. Contact CaTS for assistance.

For Email, only your own WSU Email can be used due to CaTS Security policies. To type a subject line for the email, touch Subject.

Change the settings as needed, then touch Scan, or for Email, touch Send.

Email is NOT an approved secure transmission method. Please follow all CaTS policies regarding confidential and protected information. Contact CaTS with any questions.
Faxing

- Fax scans the document then sends it directly to a fax machine.

1. Load the original document.

2. To send the fax to a fax machine, press Home, then touch Fax.

3. For fax numbers, touch Manual Entry, then enter the fax number using the touch screen alphanumeric keys and special characters.

4. Change the settings as needed, then touch Send.

Faxing requires a phone line for the device. Not all devices have faxing capability.