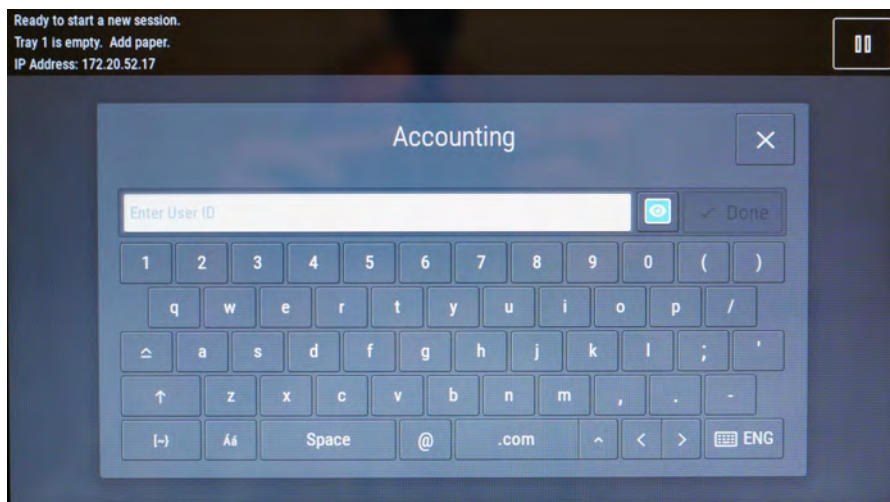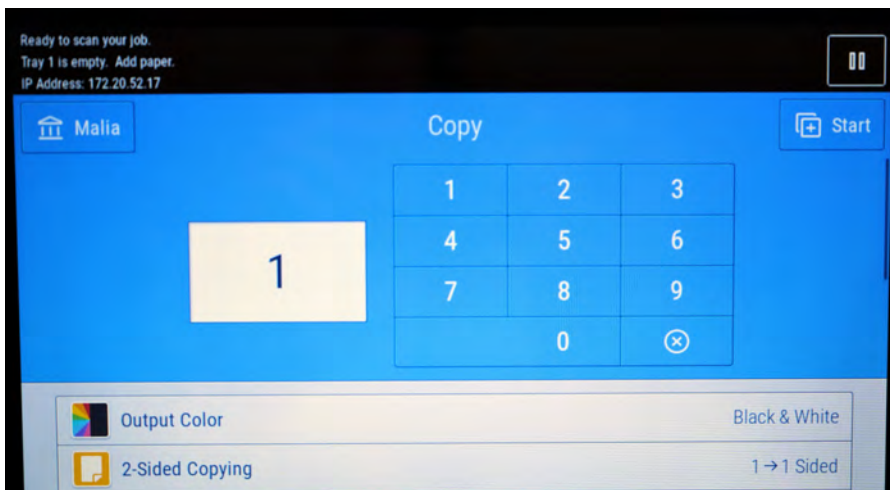# xerox

Xerox AltaLink C8135

INSTRUCTIONS
for the Media Center Copier

Enter your 6-digit copier code then press Done. If you do not have a copier code, please contact your unit secretary to request one.
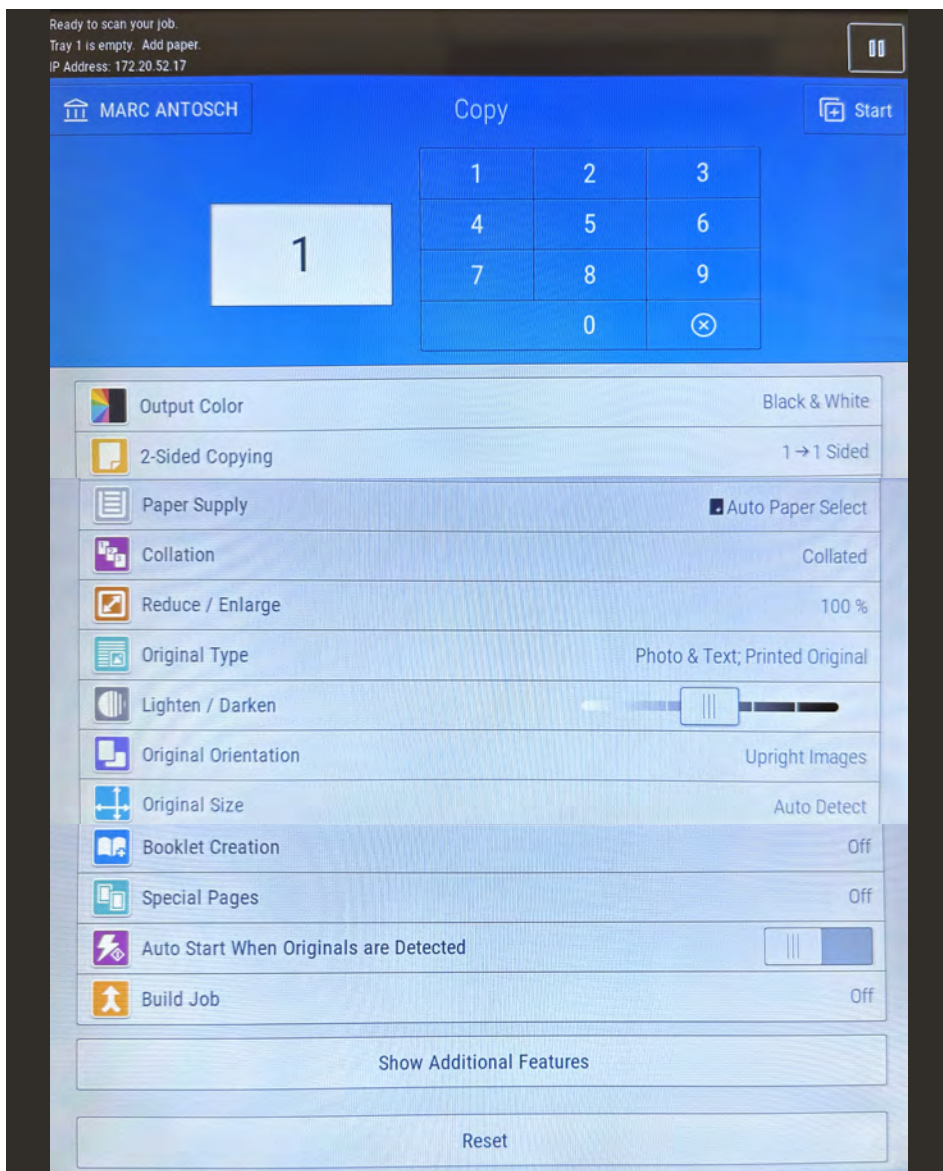

You will first enter the Copy screen. Scroll down the menu to see the features that are offered.

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FEATURES

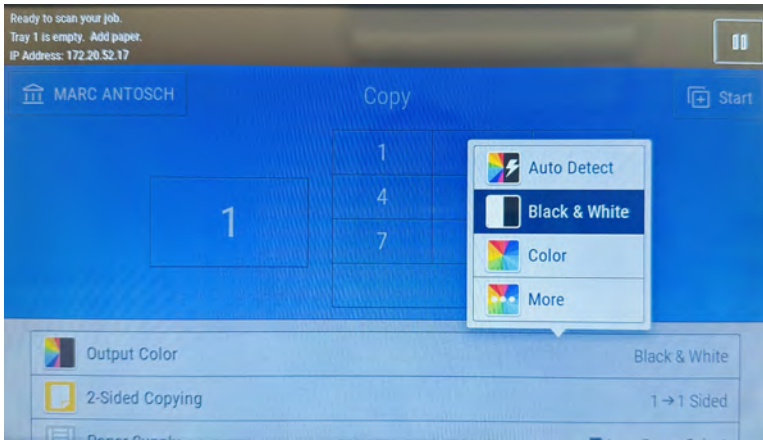## These are the features to select from

- **Output Color**
- **2-Sided Copying**
- **Paper Supply**
- **Collation**
- **Reduce / Enlarge**
- **Original Type**
- **Lighten / Darken**
- **Original Orientation**
- **Original Size**

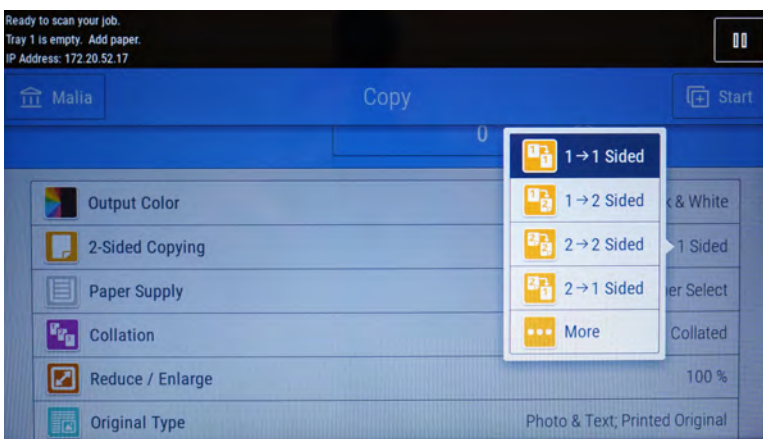## Features NOT available

Booklet Creation
(does not apply)

Special Pages
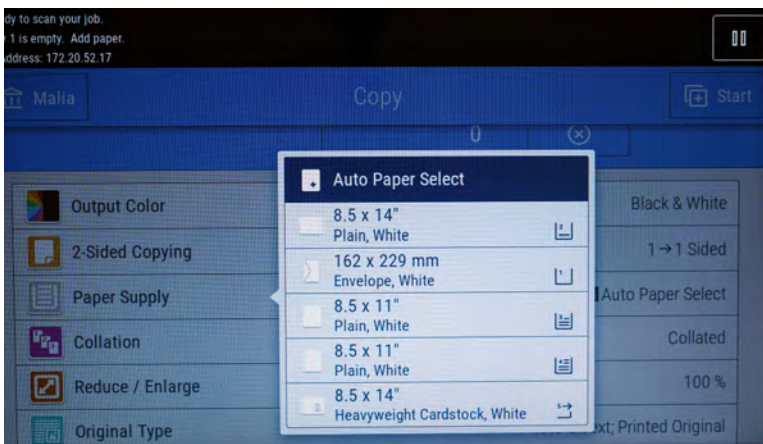*(does not apply)*

 Build Job
(does not apply)

Output Color
Black and White is the only option. There is a fee if you would like to print in color. Please submit a work order to *uhmchelp@hawaii.edu* for color copy requests.
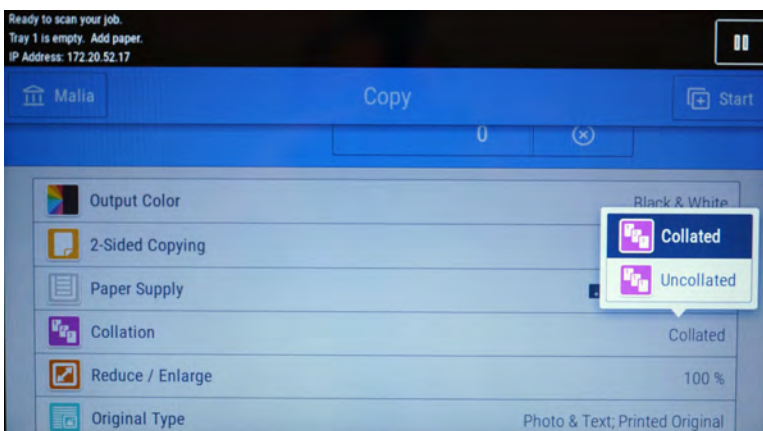

2-Sided Copying
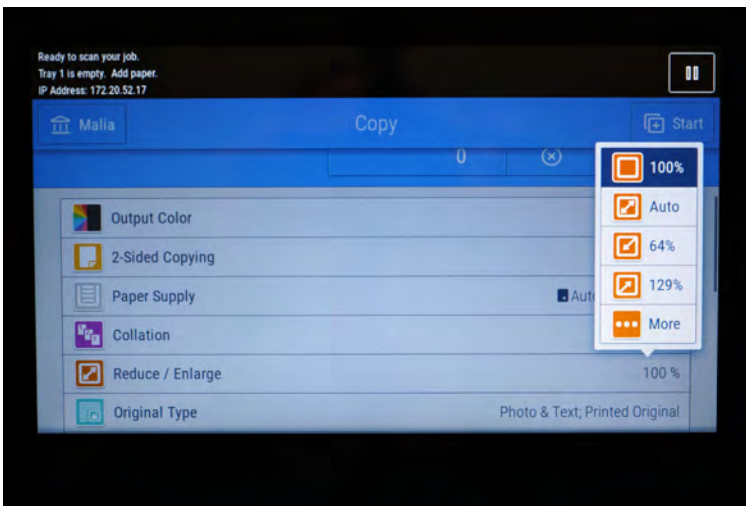Select your choice.

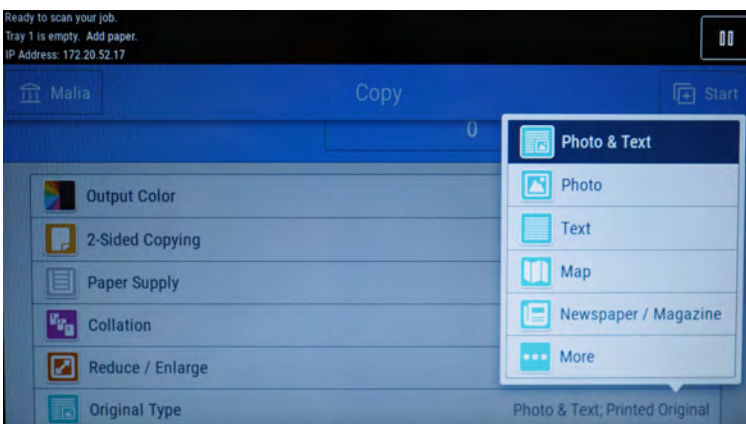**Paper Supply**
Choose your paper size.

Collation
Collated pages will print in the order in which they are in, 1, 2, 3…

Uncollated pages will print 20 copies of the first page, **then** print 20 copies of the second page and so forth.
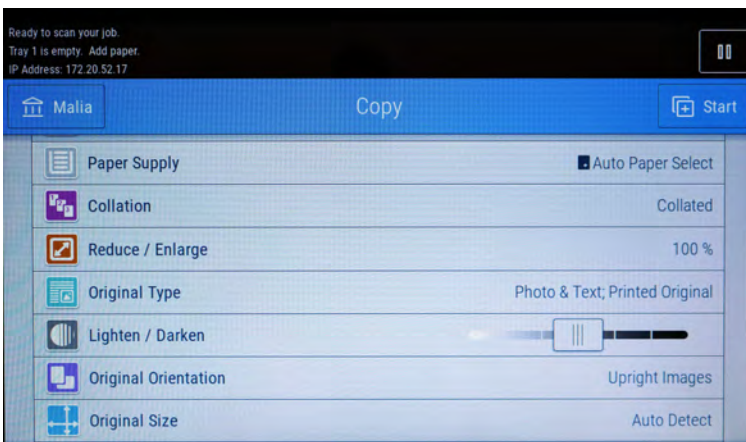
Reduce / Enlarge
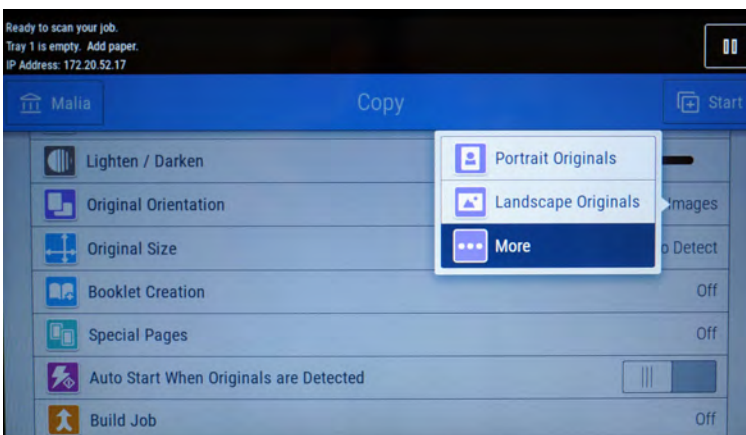Use this feature if you would like to reduce/enlarge your print/image.

Original Type
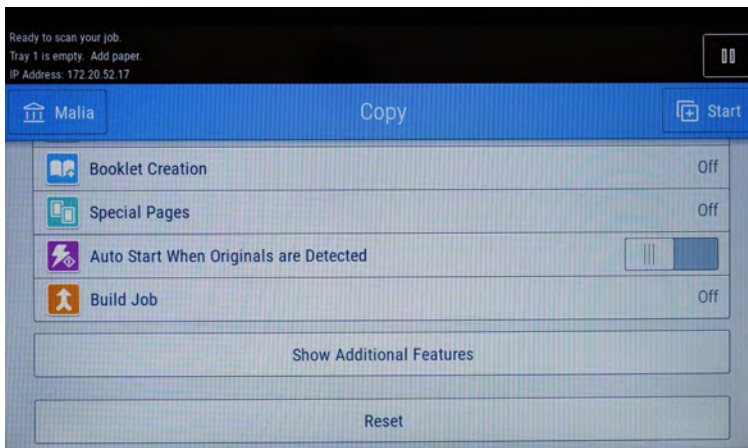For better quality, select an original type that is suitable for your originals.

Lighten / Darken
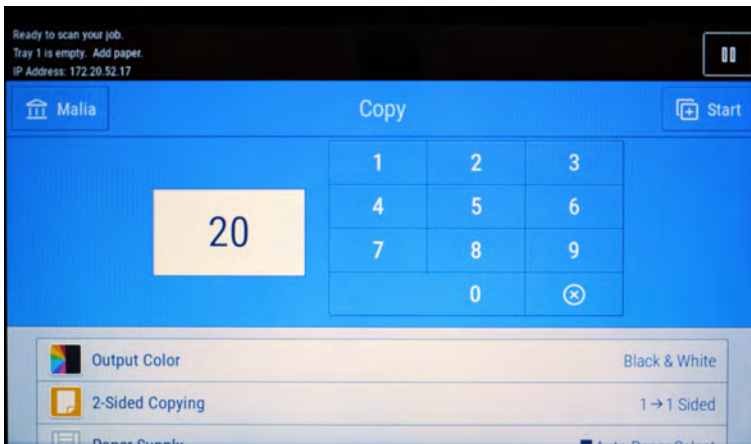To lighten or darken your copy, use the scale provided to adjust the color.

Original Size
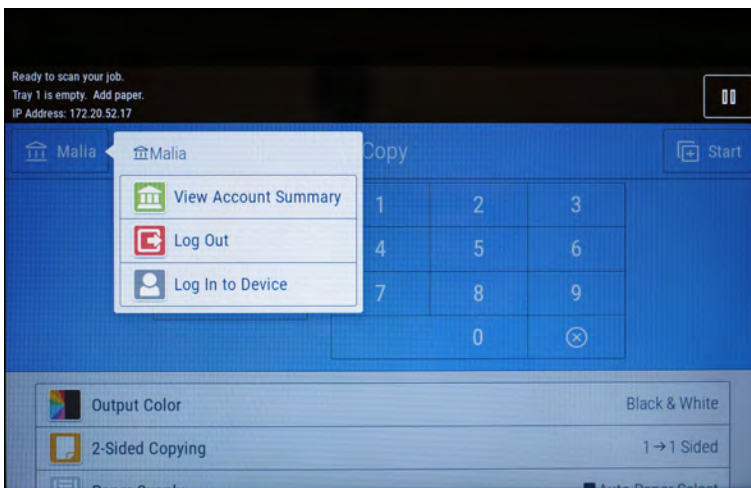Select between portrait and landscape.

Booklet Creation
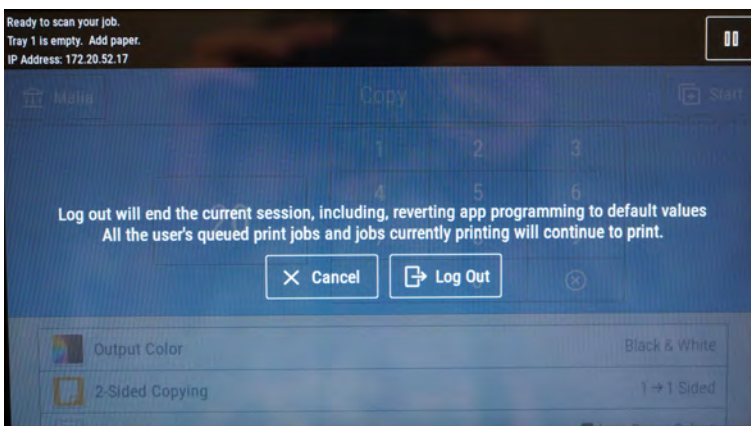Not Applicable

Special Pages
Not Applicable

Making Copies
After you have selected your features to apply, enter the amount of copies you would like to print.

Then press Start

Logging Out
Select your username on the top left corner and log out.

Select Log Out
After you successfully logged out, the initial login screen will re-appear.