AltaLink B8055

Touch Screen

copy : print : scan : fax : email

COPY

- Place originals face up in the document feeder or face down on the glass.
- Press the Services Home button, then touch Copy.
- Select the number of copies with the alphanumeric keypad.
- Change the copy settings as needed.
- Press the green Start button.

FAX

- Place originals face up in the document feeder or face down on the glass.
- At the printer control panel, press the **Home** button.
- Select the **Fax** Icon on the touch screen.
- Enter the **Fax number** by using the key pad on the touch screen, touch add then close.
- Verify defaults or change as desired.
- Press the **Start** button on the control panel to send your document.

SCAN TO E-MAIL

- Place originals face up in the document feeder or face down on the glass.
- On the control panel **Home** button**.**
- Select **Email Icon** on the touch screen.
- Enter the recipients address or select from the address book (if available). Select **Settings** on the Touch Screen (verify defaults or change as desired).
- Press the **Start** button on the control panel to send your document.

ADDITIONAL CONTACTS

Questions regarding training - please call the Xerox Implementation team at (734) 615-4722.

For supplies or service - please call the Xerox Help Desk toll free at (855) 249-4213 or visit the Xerox Web Portal at https://office.services.xerox.com/XSP/UMich