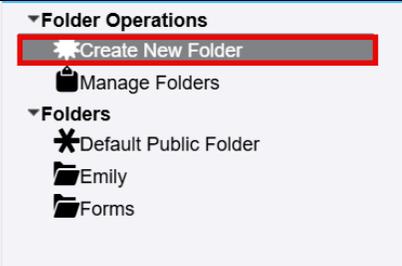
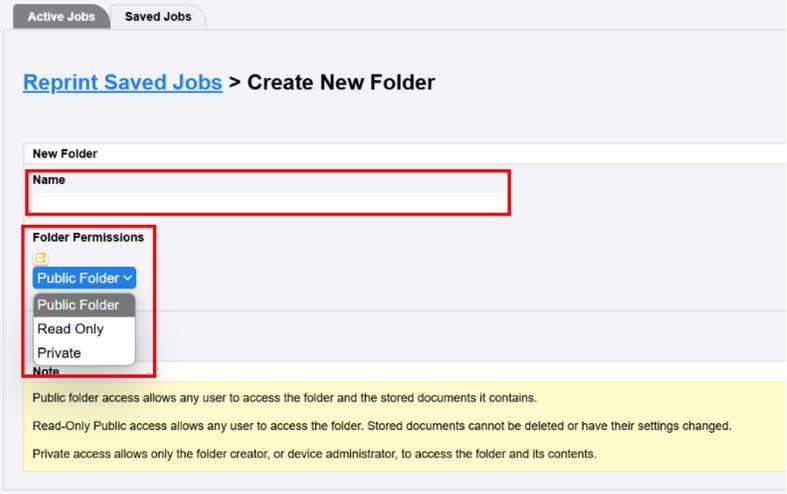
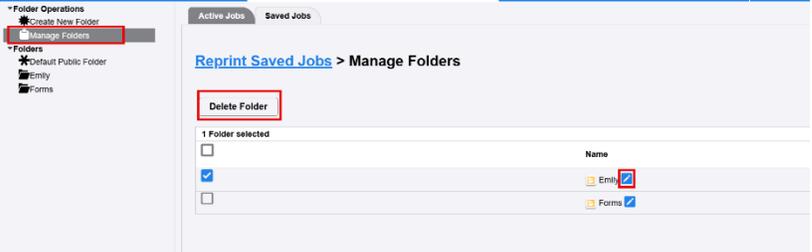


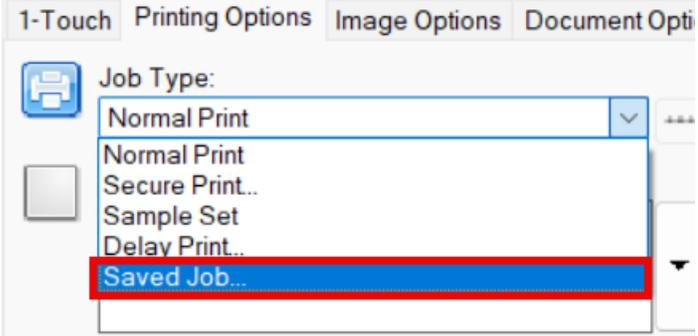
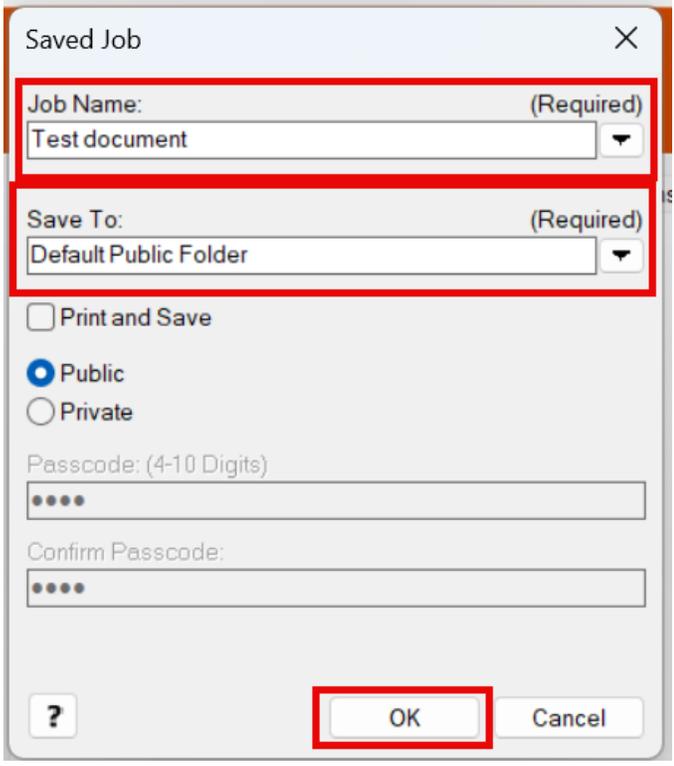
Xerox AltaLink: Print From - Saved Jobs

This guide covers creating folders, saving jobs, and printing them.

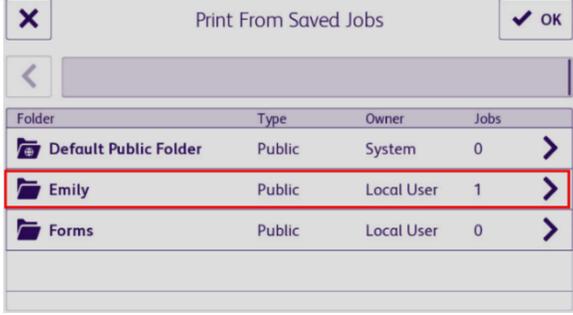
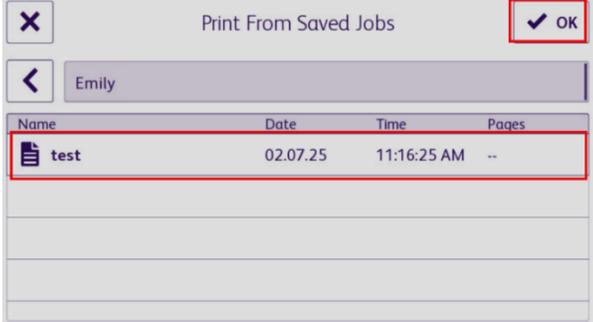
Part 1: Creating Folders for Saved Jobs

<ol style="list-style-type: none"> Go to the web connection for xerox by typing in IP address in web browser. Log in as admin. Select the Jobs tab. Select Saved Jobs. 	
<ol style="list-style-type: none"> On the left side of the screen, under Folder Operations, select Create New Folder. 	
<ol style="list-style-type: none"> Name the Folder Select Folder Permissions. <ul style="list-style-type: none"> Public Folder allows any user access to the folder and stored documents. Read-Only allows any user to access the folder but cannot delete or change settings. Private allows only the folder creator or device admin to access the folder and its contents. Select Apply when completed. The folder is now created. 	
<ol style="list-style-type: none"> If changes are necessary after a folder is created, select Manage Folders on the left side of the screen. <ul style="list-style-type: none"> To delete a folder, check the box next to the folder and select Delete Folders. To edit a folder, select the blue pencil icon next to the folder name. 	

Part 2: Sending to Saved Job folders

<ol style="list-style-type: none"> 1. Go to File → Print → Printer Properties. 2. Make sure all print settings are applied (Ex: Color, 2-sided, staple, etc.). These will save with the document. 3. Under Job Type, select Saved Job from the dropdown. 	
<ol style="list-style-type: none"> 4. A pop-up window will appear to fill in details for the Saved Job: <ul style="list-style-type: none"> • Enter a Job Name: Specify the name as it will appear on the machine. • Save To: Select the folder where the job will be saved. <ul style="list-style-type: none"> • If the desired folder doesn't appear in the list, simply type its name. • A new folder can also be created here by entering a new folder name. • To Print and Save simultaneously, check the corresponding box. • If it is a Private folder, a passcode may need to be entered. 5. Select OK → OK → Print 	

Part 3: Printing a Saved Job

<p>1. From the home screen at the machine, select Print From.</p>																	
<p>2. Select Add Document</p>																	
<p>3. Select Saved Jobs</p>																	
<p>4. Select the desired folder to print from</p>	 <table border="1" data-bbox="748 1199 1321 1346"> <thead> <tr> <th>Folder</th> <th>Type</th> <th>Owner</th> <th>Jobs</th> </tr> </thead> <tbody> <tr> <td>Default Public Folder</td> <td>Public</td> <td>System</td> <td>0</td> </tr> <tr> <td>Emily</td> <td>Public</td> <td>Local User</td> <td>1</td> </tr> <tr> <td>Forms</td> <td>Public</td> <td>Local User</td> <td>0</td> </tr> </tbody> </table>	Folder	Type	Owner	Jobs	Default Public Folder	Public	System	0	Emily	Public	Local User	1	Forms	Public	Local User	0
Folder	Type	Owner	Jobs														
Default Public Folder	Public	System	0														
Emily	Public	Local User	1														
Forms	Public	Local User	0														
<p>5. Select the document to be printed.</p> <p>6. Select OK in the corner and Print.</p>	 <table border="1" data-bbox="740 1556 1333 1619"> <thead> <tr> <th>Name</th> <th>Date</th> <th>Time</th> <th>Pages</th> </tr> </thead> <tbody> <tr> <td>test</td> <td>02.07.25</td> <td>11:16:25 AM</td> <td>--</td> </tr> </tbody> </table>	Name	Date	Time	Pages	test	02.07.25	11:16:25 AM	--								
Name	Date	Time	Pages														
test	02.07.25	11:16:25 AM	--														

Part 4: Deleting Files from a Folder:

Documents will remain in a folder until they are deleted manually.

- **From the Web Connection:** Select **Jobs** → **Saved Jobs** → Select desired folder → Check the box next to the job to be deleted. → Select the drop down that says Print and change it to **Delete Job** → Select **Go**.

Reprint Saved Jobs

Copies: 1

Name	Owner	Pages	Date / Time	Size	Passcode
<input checked="" type="checkbox"/> sample typed folder	atuhy	-	2025/02/18 08:58	52.76 KB	
<input checked="" type="checkbox"/> test	atuhy	-	2025/02/18 08:55	218.73 KB	
<input checked="" type="checkbox"/> Test	Madison Bijold	3	2025/02/18 11:02	8.54 MB	

Memory: 95 % a
Total: 22
Available: 21

Refresh