

# Xerox AltaLink: Print From - Saved Jobs

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

### Part 1: Creating Folders for Saved Jobs

<ol> <li>Go to the web connection for xerox by typing in IP address in web browser.</li> <li>Log in as admin.</li> <li>Select the Jobs tab.</li> <li>Select Saved Jobs.</li> <li>On the left side of the screen, under Felder Operations, colort</li> </ol>	Image: Control on the second secon
Create New Folder.	
<ul> <li>6. Name the Folder</li> <li>7. Select Folder Permissions. <ul> <li>Public Folder allows any user access to the folder and stored documents.</li> <li>Read-Only allows any user to access the folder but cannot delete or change settings.</li> <li>Private allows only the folder creator or device admin to access the folder and its contents.</li> </ul> </li> </ul>	<form>         Active Jobs       Saved Jobs         Cheprint Saved Jobs       Create New Folder         New Folder       Image: Im</form>
<ul> <li>8. Select Apply when completed. The folder is now created.</li> <li>9. If changes are necessary after a folder is created, select Manage Folders on the left side of the screen.</li> <li>To delete a folder, check the box next to the folder and select Delete Folders.</li> <li>To edit a folder, select the blue pencil icon next to the folder name.</li> </ul>	*Totker Operations       Active 3dds       Seved Jobs         *Totaus France       Reprint Saved Jobs > Manage Folders         *Totaus France       Delete Folder         *Forms       Delete Folder         1 Totaur selected       Name         • Embra       • Embra

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## Part 2: Sending to Saved Job folders

1. Go to File → Print → Printer Properties.	1-Touch Printing Options Image Options Document Option
2. Make sure all print settings are applied (Ex: Color, 2- sided, staple, etc.). These will save with the document.	Normal Print Normal Print Secure Print Sample Set Delay Print
3. Under Job Type, select Saved Job from the dropdown.	Saved Job
<b>4.</b> A pop-up window will appear to fill in details for the Saved Job:	Saved Job X
<ul> <li>Enter a Job Name: Specify the name as it will appear on the machine.</li> </ul>	Job Name: (Required) Test document
<ul> <li>Save To: Select the folder where the job will be saved.</li> <li>If the desired folder doesn't appear in the list, simply type its name.</li> <li>A new folder can also be created here by entering a new folder name.</li> </ul>	Save To: (Required) Default Public Folder  Print and Save Public Private Passcode: (4-10 Digits)
• To <b>Print and Save</b> simultaneously, check the corresponding box.	Confirm Passcode:
• If it is a <b>Private</b> folder, a passcode may need to be entered.	? OK Cancel
5. Select $OK \rightarrow OK \rightarrow Print$	





# Part 3: Printing a Saved Job

<ol> <li>From the home screen at the machine, select <b>Print From</b>.</li> </ol>	Log In       HOTTLE       ✔ Reset         Image: Copy       Image: Copy       Image: Copy       Image: Copy         Image: Device       Image: Copy       Image: Copy       Image: Copy
2. Select Add Document	Log In       Print From         Add Document         # Quantity       1         2 Sided Printing       Auto         Paper Supply       Auto Paper Select         Finishing       Auto         Reset       Auto
3. Select Saved Jobs	Print From X Saved Jobs USB Mailboxes
<b>4.</b> Select the desired folder to print from	Folder       Type       Owner       Jobs         Folder       Type       Owner       Jobs         Total       Public       System       0       >         Emily       Public       Local User       1       >         Forms       Public       Local User       0       >
<b>5.</b> Select the document to be printed.	Print From Saved Jobs    С    Emily
<ol> <li>Select OK in the corner and Print.</li> </ol>	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.

<b>h</b> Home	Jobs	Print	<b>₽</b> Scan	Address Bo	ook Properties	CO Support				-	Keste
<ul> <li>Folder Oper</li> <li>★Create N</li> <li>▲ Manage</li> <li>▼Folders</li> <li>★ Default I</li> <li>▲ Bulletins</li> <li>▲ Forms</li> <li>▲ Music</li> </ul>	rations New Folder : Folders Public Folder 5		Rep	e Jobs Saved	Jobs I JODS Copies 1					Memory:	95 % a Total: 22. Available: 21
		Pri De Mo Co	Prin Dele Mov Cop	t Job ete Job y Job	Name Sample typed folder test		Owner atuhy atuhy	Pages - -	Date / Time 2025/02/18 08:58 2025/02/18 08:55	Size 52.76 KB 218.73 KB	Passcode
					Z Test		Madison.Bijold	3	2025/02/18 11:02	8.54 MB	Refresh

