

Xerox® AltaLink® C8230/C8235/C8245/C8255/C8270
Color Multifunction Printer

xerox™

Printing Jobs Stored on the Printer

1



You can send a print job to save to the printer, then select the job from the printer control panel to print at a later time. Jobs can be saved in the public folder or be password protected. In the Xerox® printer driver, select **Properties** (Windows) or **Xerox Features** (Mac OS), then **Job Type**. Select **Saved Job** or **Secure Print**. For Secure Print, type a passcode. Click **OK** and print the job.

2



Touch **Print From** then touch **Saved Jobs**. Select the **Default Public Folder** then select your print job.

3



Select settings from the list. To select the number of copies, touch the plus sign (+) or the minus sign (-). For larger numbers, touch **Quantity** then enter a number. Touch **Print**. To delete the job, in the printing screen and confirmation screen, touch **Delete**.