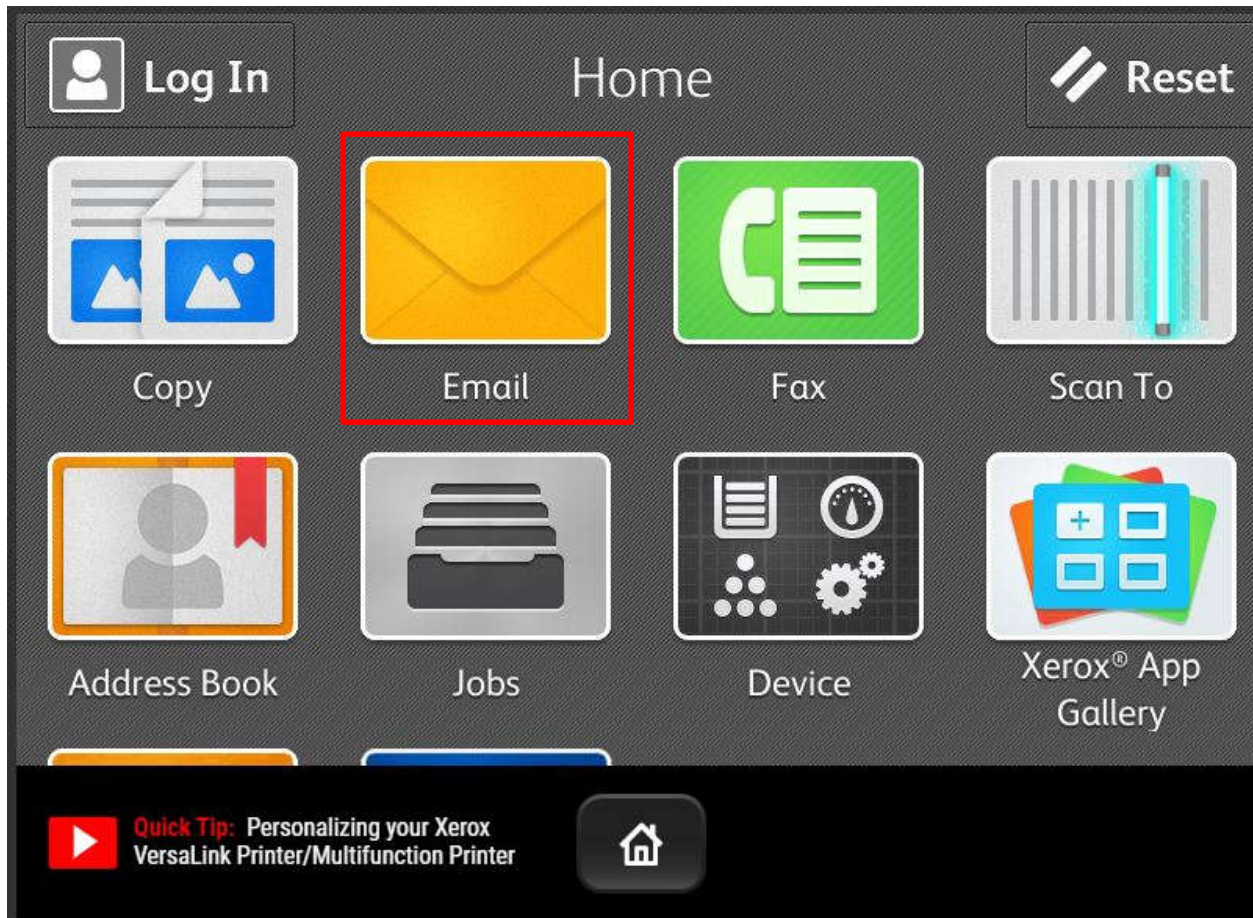


How to “Job Build” while Scanning with Xerox Altalink/Versalink MFP’S



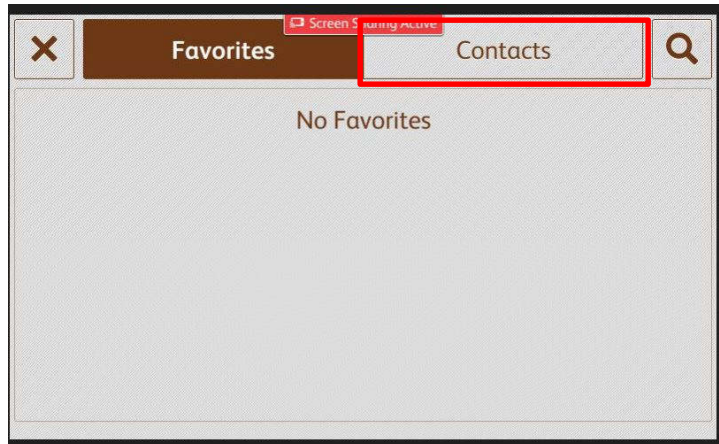
This guide is setup to help you with scanning large jobs to your email from the Xerox Altalink and Versalink series MFP's.



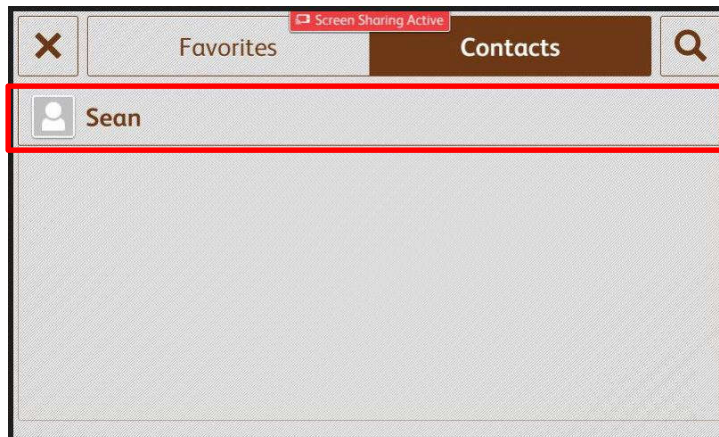
First, select “Email” from the Home Screen



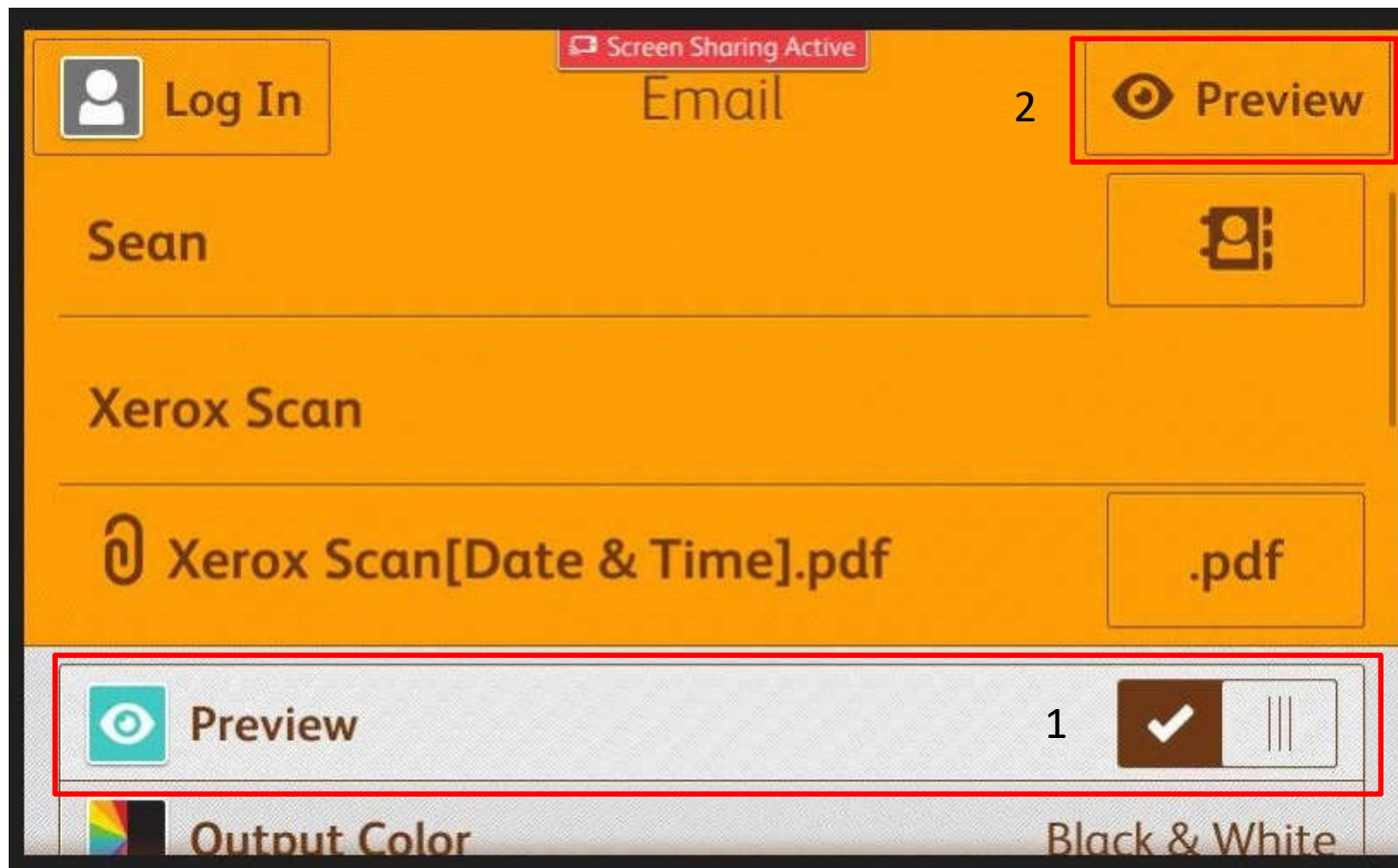
Select the “Address book” icon



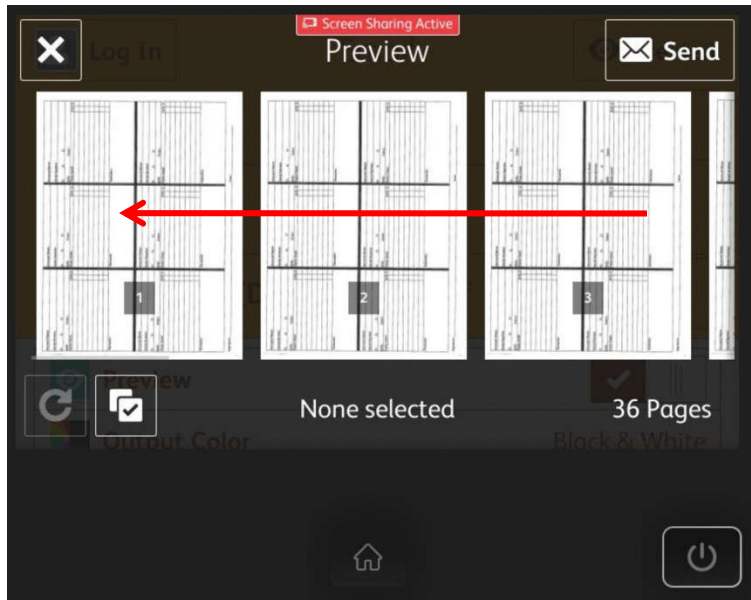
Click on “Contacts”



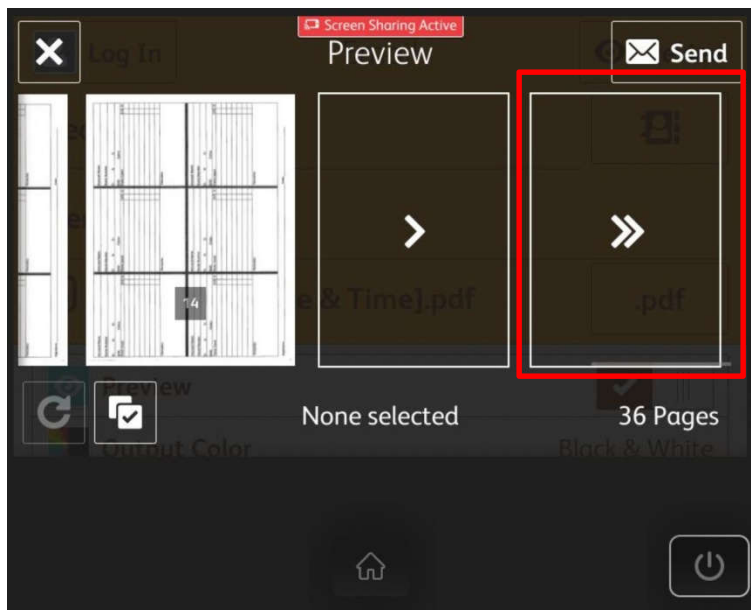
Select your name



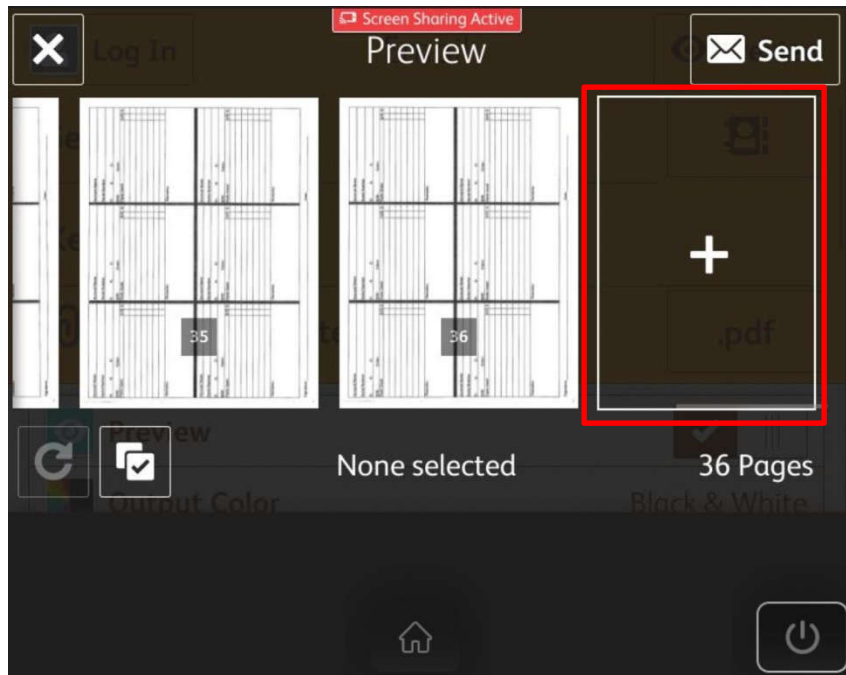
You will now see your name as the destination. Click on the “Preview” slider to turn it on. Then load part of your scan job up to just below the max line in the ADF. Then click on the “Preview” button in the top right of the screen. Your scan job will start.



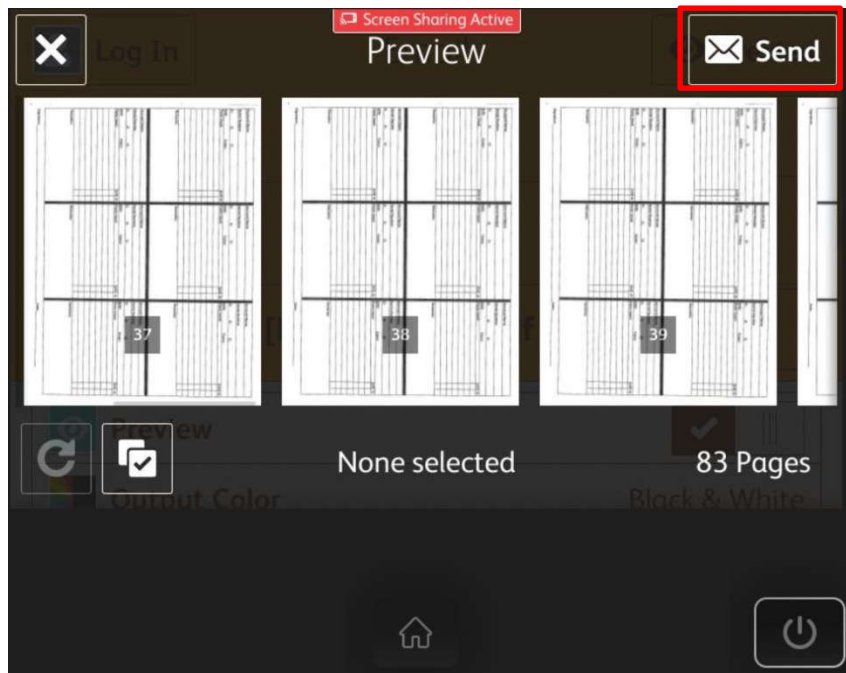
When the device finishes with the 1st batch in the ADF, this screen will appear. Scroll to the left to get to the next screen below.



When you get to this section, tap on the double arrows.



When you see the plus sign, load the 2nd batch of your scan job and click on it. The scan job will resume



When it finishes with pulling in the rest of your pages, click on “Send”. The device will now send your combined scan job to your email.