Printing and Retrieving Documents on Xerox Copiers

When Printing:	Ketrieve	Print .
Choose Virtual B&W as your printer.	File Home Insert Page Layout References Mailings R	.eview
	Save Print	r
	Copies: 1 +	
Choose any properties just as if you were printing directly to a printer.	Info Printer O	
	Recent Virtual B&W on venus Ready	
	New Settings	
	Print All Pages	
	Save & Send Print the entire document Pages:	
	Help	

When at the Copier:

Swipe your fob -or- enter your username and password

From the PaperCut Menu:

Click Print All if you wish to print all of your documents -or-Click the Print Release Icon to see a list of all of your documents



If the Print Release icon is clicked, your list of documents will appear. Documents can be selected and printed or deleted from this screen.

