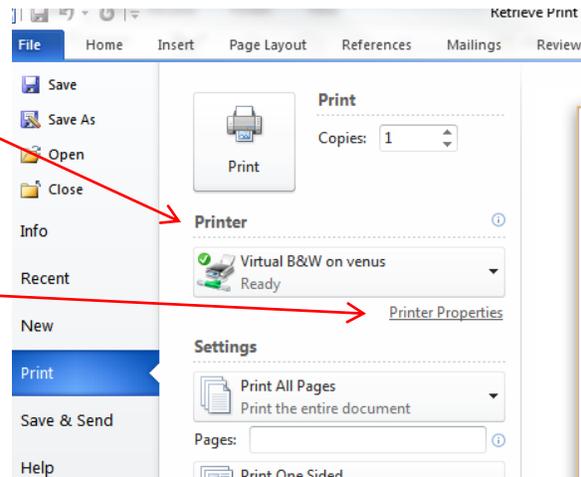


Printing and Retrieving Documents on Xerox Copiers

When Printing:

Choose Virtual B&W as your printer.

Choose any properties just as if you were printing directly to a printer.



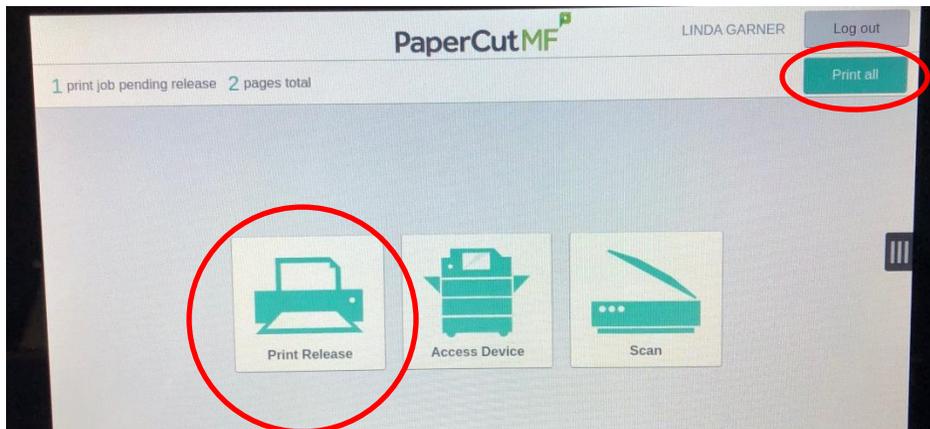
When at the Copier:

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.

