Printing from PaperCut

One of two options will appear.

Option 1:

1. Click “Print”
2. Make sure that “FindMe on Papercut” is listed as name of printer. If not, click on the pull-down menu to find papercut printer:

3. If you wish to print in black and white, Click on “Properties” button:
4. Find the option that says “Xerox Black and White,” click the pull-down menu, and click “On.” Then click “OK.” (see back)

5. You will be taken back to the previous “Print” screen. Click “OK.” Your print job will be sent to the PaperCut printer.
6. If you wish to print in color, follow the same procedure except the option that says “Xerox Black and White” should say “Off (Use Document Color). This option will charge any black and white pages in the document $0.08/page and any color pages $0.25/page.
Option 2:

1. Click “Print.”
2. Make sure that “FindMe on papercut” is listed as name of printer. If not, click on the “Change” button to find papercut printer:
3. The “Color” option will allow to choose Black and White or Color printing. Once you make your choice, click on the “Print” button.