LET'S GET PRINTNG…

1. Ensure you are logged into the computer with your **OurVLE credentials**

2. Choose "***Xerox Black and White Printing***" for **Black and White Print Jobs**

   OR

   Choose **"*Xerox Colour Printing*"** for **Colour Print Jobs**

3. ## <u>Releasing Black & White Prints</u>

   Go to any printer located in any library on campus and login – by using the printer's touch panel and entering your OurVLE credentials **(same credentials used to log into the computer)**

   OR

   ## <u>Releasing Colour Prints</u>

   Go to any COLOUR printer located in any library and login – by using the printer's touch panel and entering your OurVLE credentials (same credentials used to log into the computer)
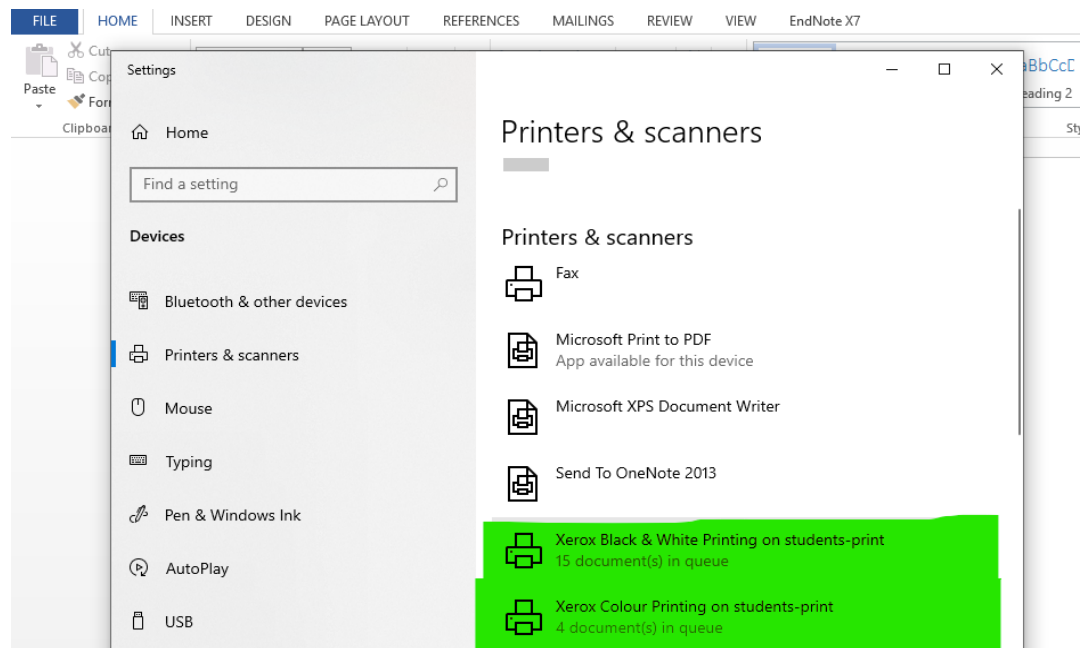
4. Choose the **"Print Release"** option and you will see your print jobs listed. Select the document(s) to be printed and click **"print"**

N.B. Print jobs remain in the printer's memory for up to an hour after you click print.