

UCOP IT Client Services September 7, 2022 Version 2

UC LCC: Print by Xerox

- 1. Email your document/s to print@PrintByXerox.com
- 2. First time users will be emailed a username and password. The email provides instructions on how to change both the username and password.
- 3. Walk up to one of the copiers and click the application "PrintByXerox."



- 4. Enter in your username and password.
- 5. Select your job and press print to release.