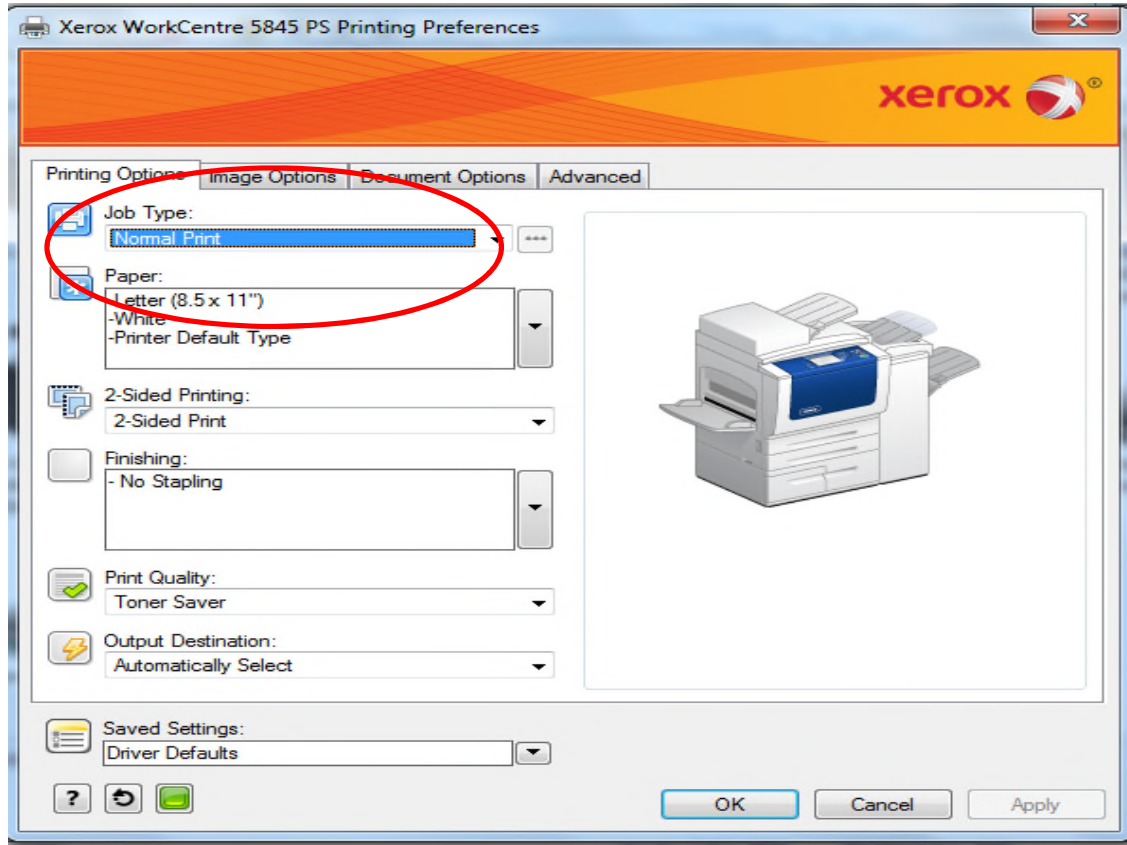


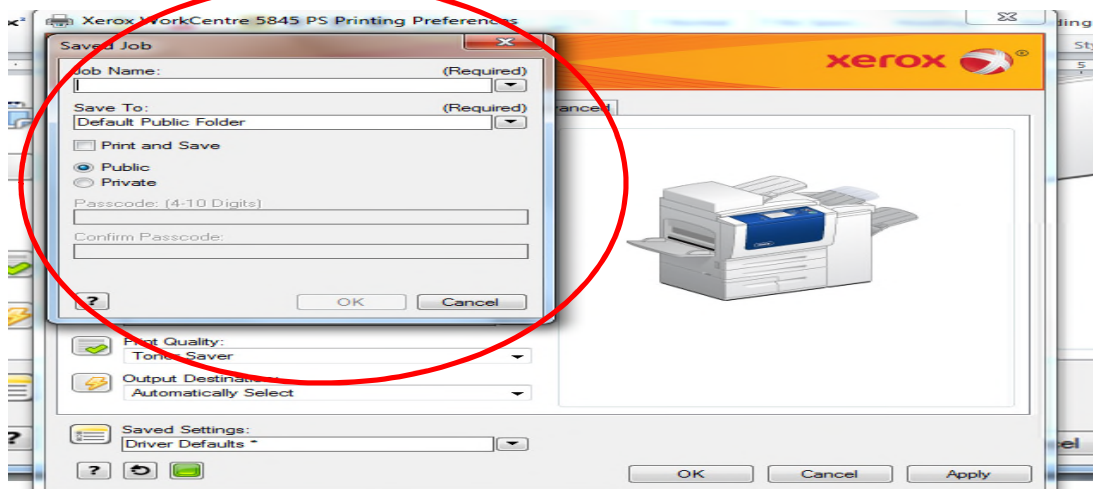
# Xerox Saving Documents on the Machine

To save documents to the machine follow the steps below:

Select the Printer Properties. The screen below will pop-up



Change the Normal Print drop down to Saved Job. The first time you select it, you will receive the pop-up below asking you to name the document. After the first time you will need to select the ...'s next to Saved Job to access the pop-up.



Insert the document name in the Job name field. Leave the save to as the default public folder. Select OK. Select OK again. Select Print.

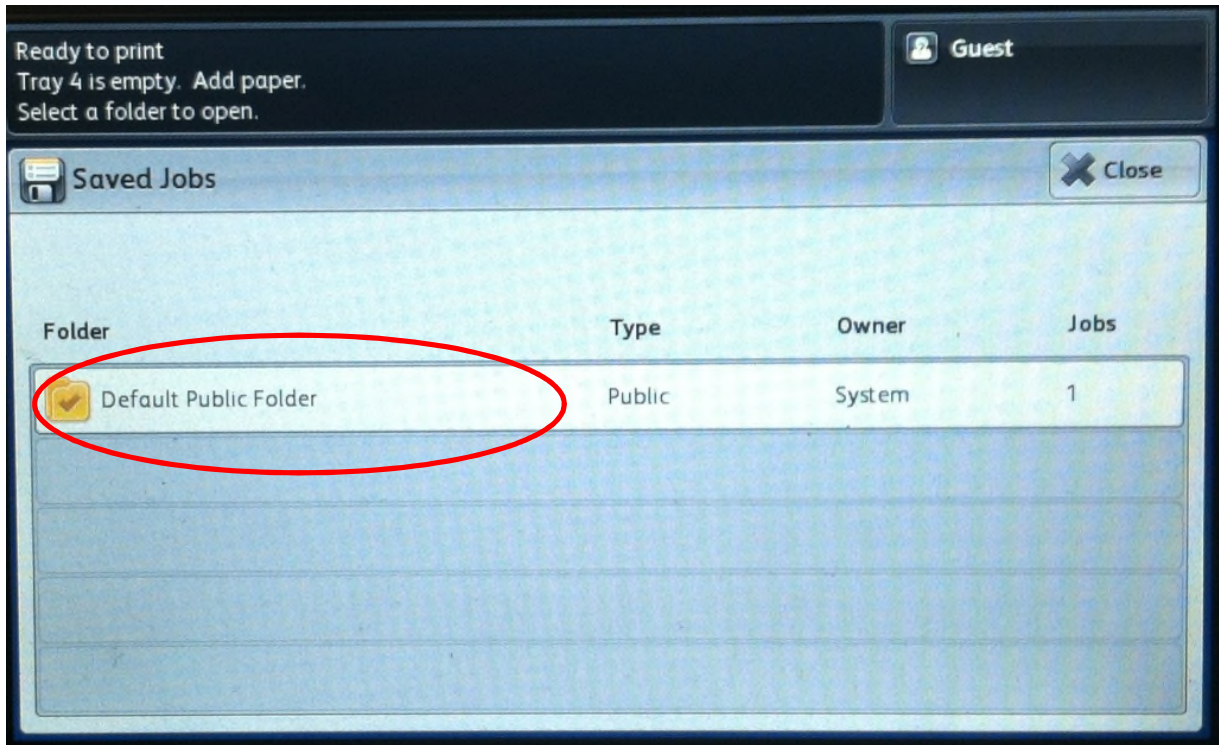
Follow the steps below to retrieve the documents.



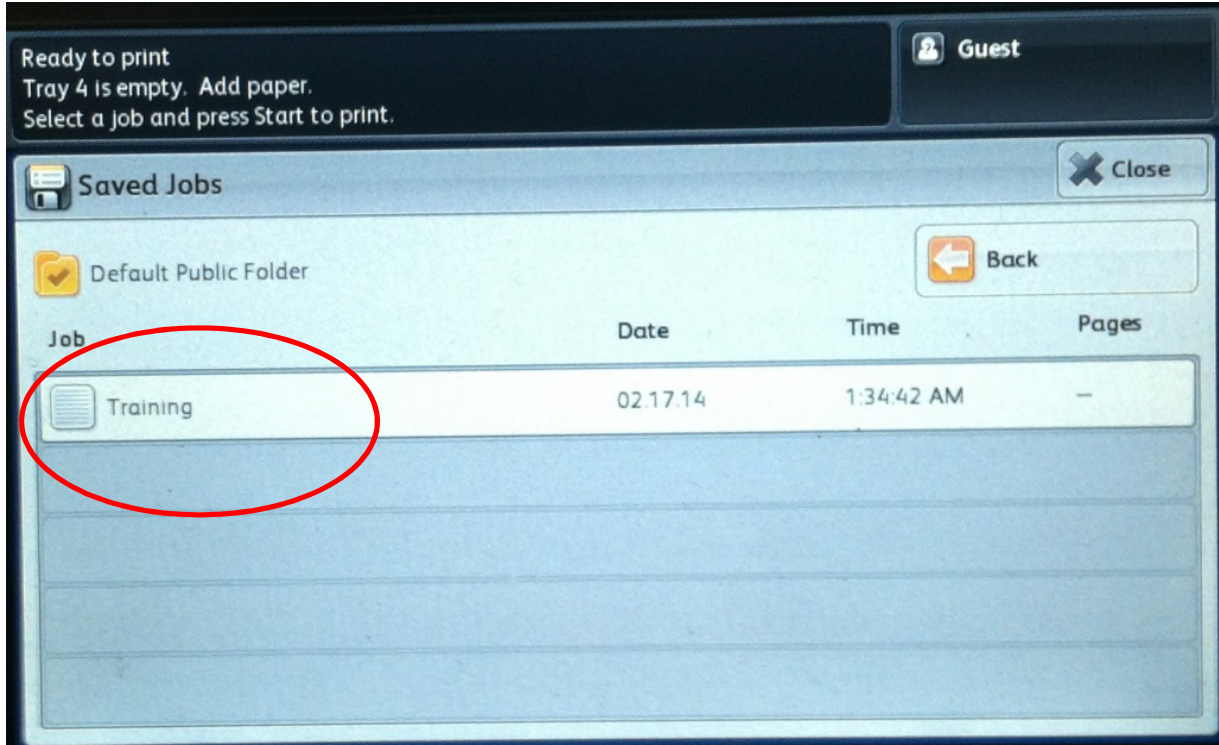
Select Print From.



Select Saved Jobs.



Select Default Public Folder.



Highlight the document you would like to print.