## Printing with GryphonPrint - Quick Guide For Mac OS X



## 1) Print your Document For Black & White printing: Printer: SLC Color Printers Printer: SLC BW Printers • select "SLC BW Printers" Presets: Standard 1 Presets: Standard + Documents are printed double-sided by default. Copies: 1 Collated 🗌 Two-Sided Copies: 1 Collated Two-Sided Pages: • All Pages: • All to: 1 O From: 1 O From: 1 to: 1 For Color Printing: Layout Layout 1 select the "SLC Color Printers" Documents are printed single-sided by default. Black and White Color Pharos Popup 2) Enter your SLC ID Number Please enter your SLC Card ID to continue printing. In the window that pops up, 000123456 type your 9-Digit SLC ID number exactly as it appears on your card. This is your 9 character ID displayed on the front of your ID Card. Please include leading zeros where applicable. Make sure not to leave off any leading zeros. Cancel Go Back Print 3) Go to the printer/copier Black & White documents can be picked up from any station labeled "SLC BW Printer" SLC BW PRINTER Color documents can be picked up Black and White Copie from any station labeled "SLC Color Printer" For a list of all printer locations, see slc.edu/hd 4) Swipe your SLC ID Card Card readers are attached to each printer in the front right corner.

## 5) Review your Balance & Choose which documents to print

Owner	Job Name	Price	Pages
	Sample Document.doc	\$.05	1

The screen will show the balance of your printing account. Press "OK" to continue.

Press "Print All" to print all your available documents. - or -Select individual documents, and then press "Print"