# Printing with GryphonPrint -

**Quick Guide** For Windows

Print Job Details

000123456

Pharos Systems

C BW PRINTE

k and White Cop



## 1) Print your Document

For Black & White printing: select "SLC BW Printers" Documents are printed double-sided by default.

For Color Printing: select the "SLC Color Printers" Documents are printed single-sided by default.

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Same	SLE BV Parkers	Experies.	Same:	SLC Color Printers	* Door
Status: Type: Volume: Consent	Readp PS Driver for Universal Piet PhanoPopugPlat	E Persile	Status Type: Where: Connert	Peady PS Driver for Universal Print PharonPopugPort	E Per
Pért sange G BJ	Copies Number of	popies: 1	Pint range		Copies
	<b>Black and White</b>		Color		

Please write your SLC Card ID to continue printing

This is your 9 character ID displayed on the hort of your ID Card. Please include leads

## 2) Enter your SLC ID Number

In the window that pops up, type your **9-Digit** SLC ID number exactly as it appears on your card.

Make sure not to leave off any leading zeros.

### 3) Go to the printer/copier

Black & White documents can be picked up from any station labeled **"SLC BW Printer"** 

Color documents can be picked up from any station labeled **"SLC Color Printer"** 

For a list of all printer locations, see <u>slc.edu/hd</u>

#### 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

Account Info	ormation	
External	\$100.00	
Available Balance	\$100.00	

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

0		Sample Docume	ntdoc	\$.05	1	
Balance Print			Tota:	8.05	_	
	PrintAll	Delete	Account		Lapout	

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



Print Cancel

## 6) Press the "Logout" button on screen to protect your account