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.

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 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

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”

6) Press the “Logout” button on screen to protect your account