

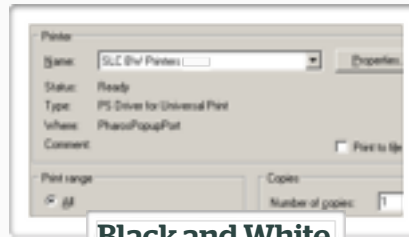
1) Print your Document

For Black & White printing:
select **“SLC BW Printers”**

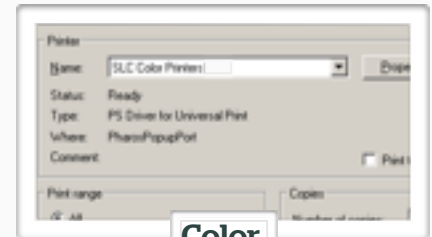
Documents are printed double-sided by default.

For Color Printing:
select the **“SLC Color Printers”**

Documents are printed single-sided by default.



Black and White

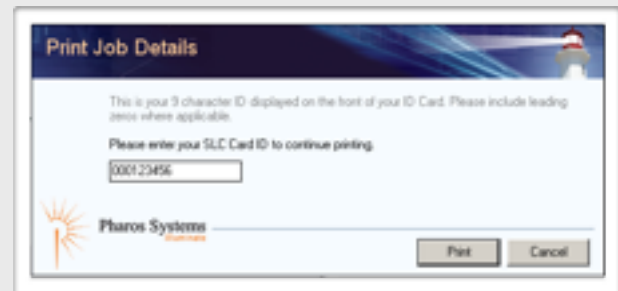


Color

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”**

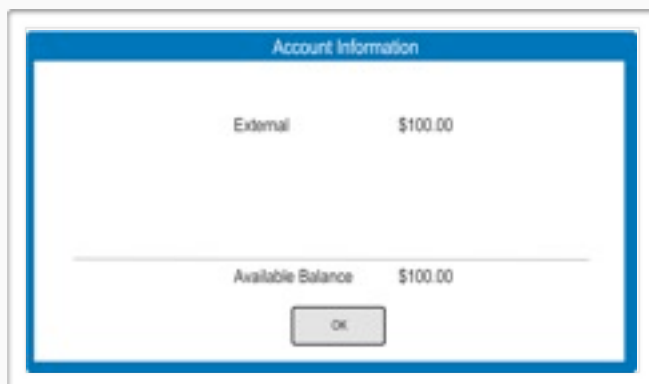
For a list of all printer locations, see slc.edu/hd



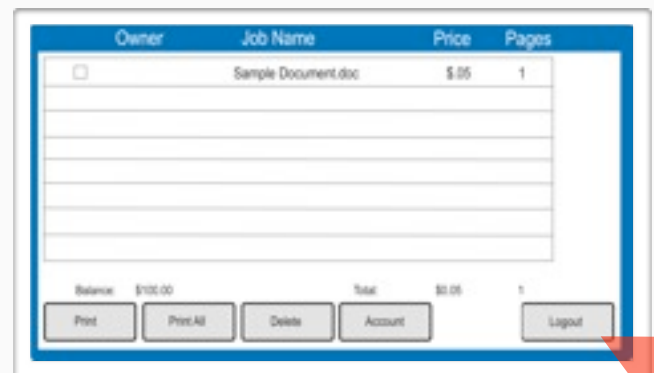
4) Swipe your SLC ID Card

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