

# HOW TO PRINT @ SLC

**Step 1:** Go to [print.slc.edu](http://print.slc.edu) and log in with your MySLC ID and Password.



The image shows a 'Secure Login' form for the GryphonPrint Center. It features a dark green header with the text 'Secure Login'. Below the header is a logo for 'GryphonPrint Center' on a chalkboard background. The form contains two input fields: 'MySLC Username' and 'MySLC Password'. A green 'Log In' button is located at the bottom right of the form.

**Step 2:** Upload your files.

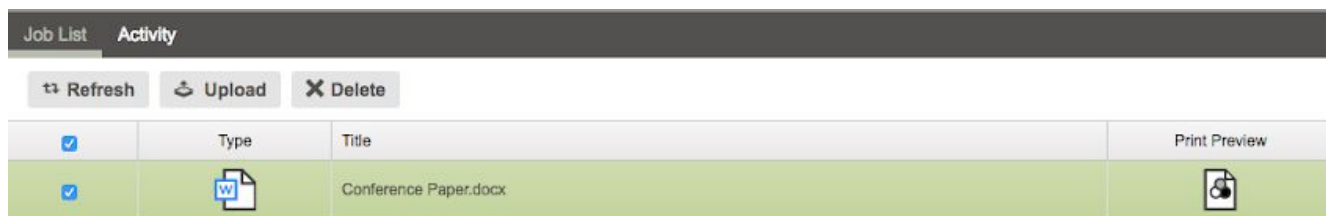
Your file should appear in the queue





The screenshot shows the 'Activity' tab of the job queue. At the top, there are buttons for 'Refresh', 'Upload', and 'Delete'. Below these is a table with the following columns: a checkbox, 'Type', 'Title', 'Print Preview', and 'Pages'.

<input type="checkbox"/>	Type	Title	Print Preview	Pages
<input type="checkbox"/>		Conference Paper.docx		1

**Step 3:** Select your document and change to your preferred settings.



The screenshot shows the 'Activity' tab of the job queue, similar to the previous one, but with the document 'Conference Paper.docx' selected. The 'Print Preview' column is highlighted in green, and there are blue checkmarks in the first two columns.

<input checked="" type="checkbox"/>	Type	Title	Print Preview
<input checked="" type="checkbox"/>		Conference Paper.docx	

You can choose black and white or color, double-sided or one-sided, and how many copies.



**Step 4:** Find a printer on campus at Library Computer Lab, the Heimbold Digital Media Lab, the Hill House Lounge, Duplicating (North Building) and the MacCracken Study Space. Scan your ID card and your documents will show up on the screen. Select the documents you want to print and then select print all and your documents will print.

