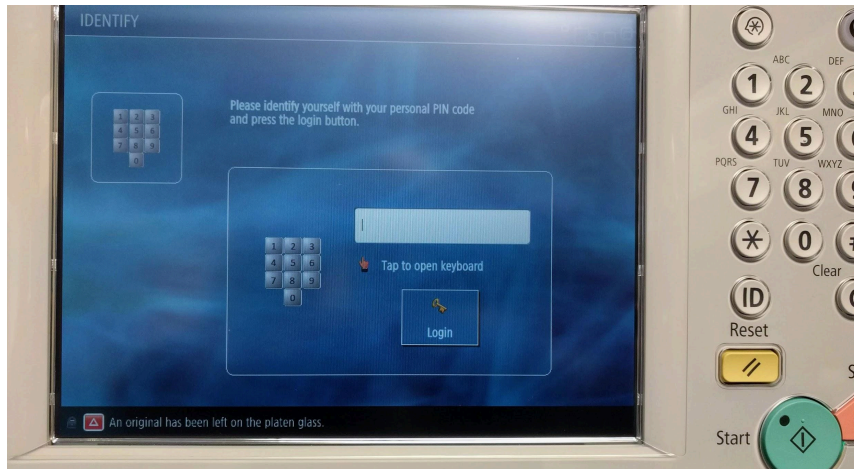


OWNCS PRINTING

Elementary School (ES) /Middle School (MS) use **network printing** which requires a passcode on your laptop and to retrieve your print job.



Enter your four (4) digit code and press **LOGIN**

ES PRINTERS AVAILABLE:

2nd Floor Copier Room

3rd Floor Staff Lounge

4th Floor Copier Room

MS PRINTERS AVAILABLE:

1st Floor Main Office Hallway

SCAN & SEND

Follow instructions above to access all printer functions and choose **SCAN & SEND** to send an email of the document to yourself or others.

SECURE PRINT

You may use **SECURE PRINT** to hold a print job until you login and enter the storage area.

