




PRINTING

HELP AND HOW-TOS

BLACK AND WHITE PRINTING

- Staff members have access to large network printers located throughout campus, with two in the teacher workroom
- Printer extension:  0302Print on 9721x-printn
- To print to the network printers, select the above extension, select your settings, and click print.
- Network print jobs can be accessed from any network printer by scanning your employee ID or typing in the last 5 digits of your ID number.
- Employees have a preset print allotment. Please make every effort to reduce printing and stay within this allotment.
- If the copy machines in the teacher workroom are out of paper, please reach out to Jessica Allen.

COLOR PRINTING

- Staff members have access to one color printer in the teacher workroom.
 - This printer is NOT a network machine and cannot be accessed from staff devices.
 - To print to this printer, you must connect a laptop or flashdrive to access your document.
- Color printing is available in the Media Center on a limited basis.
 - The Media Center color printer is predominantly for student and Media Center use
 - The Media Center can print up to 25 copies of a single print job
- If you require more than 25 copies and choose not to use the printer in the teacher workroom, you may send your print job to the District print shop, linked below.

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