

# What happens if I am attempting to print and go over my quota?

After you have printed 100 copies during the current semester, you will need to deposit funds to your Express Card to print in a computer lab. There are three ways to do this:

## **ADD FUNDS ON OZONE**

- 1) Log on to your Ozone account at [www.owens.edu](http://www.owens.edu).
- 2) Find the Express Card section in the middle of the main Ozone page. To review your balance or to add funds to your card click the link "click here."
- 3) Use a valid credit/debit card to add the desired amount.

## **ADD FUNDS WITH A VALUE TRANSFER SYSTEM**

Deposit the desired amount in cash at a Value Transfer Station (located in College Hall and the SHAC on the Toledo Campus and the Education Center on the Findlay Campus).

## **PURCHASE A GUEST CARD**

Guest cards are available for purchase in the Toledo Campus Library.

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<https://www2.owens.edu/faq/entry/103/>