



OCS WEB PRINT

Users can print from anywhere
From any device with internet access
And pay for and release their job at an OCS print
release system.

**** Cash only payments are accepted****

<http://siteup.ocsinc.ca/site/register>

Enter an Email Address and select

Register Email: OCS Web Print and Email Print

To use 'OCS Web Upload' and 'Email Print' please follow steps below

1. Register email below and select your library from the list
2. OCS will send you a unique Email address to which you will be able to email print jobs
3. OCS will send you a unique web address to which you will be able to upload print jobs

** If you have already registered your email address and you re-register the email address it will update your brand to current selection **

Register Email Below:

Email:

Site:

Click on the Link

Successful Registration!

Thank you for registering your email **yourname@domain.com!**

You have registered for site: **Stevens Memorial Library {StevensMemLib}**

Your url to access web upload is: <https://siteup.ocsinc.ca/StevensMemLib>

The next screen; enter email address and 1) select file to send or, 2) just copy the URL that you want to print to this page – you will be given – your Permanent Job ID

Stevens Memorial Library

Brand: StevensMemLib **Hosted by:** Output Control Software Inc

Instructions:

1. Input your email address

(Please enter the email address with which you registered)

Enter Your Email Here

2. Select file(s) to upload and select either B&W or Color

Enter Full-URL to Print

AND/OR

Choose Files No file chosen

B&W: Color:

Supported Formats: .jpg .bmp .xls .xlsx .doc .docx .ppt .pptx .txt .pdf .png

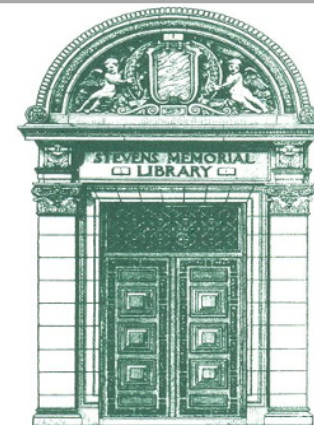
MAX FILE NAME LENGTH: 30 (longer names will be truncated, but will still print)

MAX FILE SIZE: 25MB

3. Click Submit and note your Job ID

Submit

4. Proceed to any Print Release Station, login with credentials, and use the provided Job ID to locate and select your print job



STEVENS
MEMORIAL
LIBRARY

Public Libraries will use the Job ID at the Print Release Station

'On Account' Sites will log into the print release with their Active directory account

Your Name Here

Brand: Demo **Hosted by:** Output Control Software Inc

Instructions:

1. Input your email address

(Please enter the email address with which you registered)

yourname@domain.com

2. Select file(s) to upload and select either B&W or Color

<https://www.jimihendrix.com>

AND/OR

Choose Files No file chosen

B&W: Color:

Supported Formats: .jpg .bmp .xls .xlsx .doc .docx .ppt .pptx .txt .pdf .png

MAX FILE NAME LENGTH: 30 (longer names will be truncated, but will still print)

MAX FILE SIZE: 25MB

3. Click Submit and note your Job ID

Submit

4. Proceed to any Print Release Station, login with credentials, and use the provided Job ID to locate and select your print job

Job Status JobID: ad1052

Filename: www.jimihendrix.com.pdf **Status:** File Uploaded Successfully!

Your Logo Here

Once the user is registered they can email their print jobs. They can also visit other libraries with OCSWebPrint, go to that site's OCS page, upload jobs and release at that library.

<https://siteup.ocsinc.ca/StevensMemLib> your-library
(case sensitive)

and the email addresses where you can email your file:

BWLetter1@ocsinc.ca

Colorletter1@ocsinc.ca

YOU CAN NOW EMAIL JOBS INTO THE SYSTEM

Successful Registration!

Thank you for registering your email **yourname@domain.com!**

You have registered for site: **Stevens Memorial Library {StevensMemLib}**

Your url to access web upload is: <https://siteup.ocsinc.ca/StevensMemLib>

Or EMAIL your Job

Once you have used the system one
time,

You can simply go to your own email
system – and send (email – body or
attachment) the file to;

bwletter1@ocsinc.ca

or

Colorletter1@ocsinc.ca

When you email your job you will receive an email with your JOB ID (which never changes)

To Print; Go to the OCS Print Station at the library to pay for a release your job to the printer.