

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

We have cash and credit card systems for payment

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

Register Email Below:		
Email: Enter Your Email Here	Site:Please Select a Site	▼ Register Email
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Click on the Link

Successful Registration!

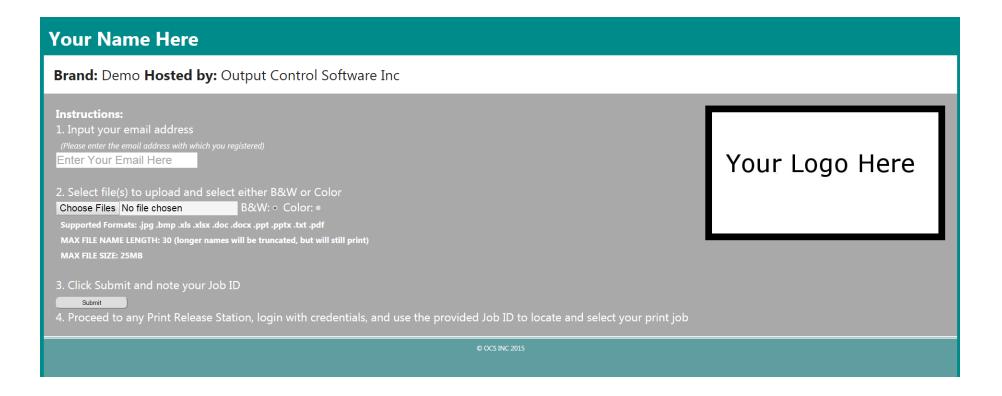
Thank you for registering your email dave.h.richman@gmail.com!

You have registered for site: Hamilton-Wenham Library {HWLibrary}

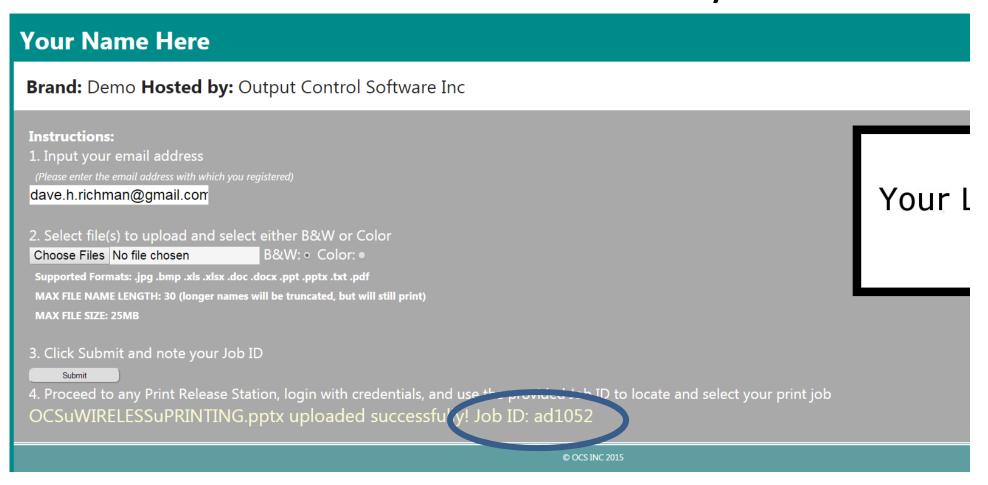
Your url to access web upload is: http://siteup.ocsinc.ca/HWLibrary

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The next screen – enter email and select file to send – you will be given – your Permanent Job ID



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



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.

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 dave.h.richman@gmail.com!

You have registered for site: Hamilton-Wenham Library {HWLibrary}

Your url to access web upload is: http://siteup.ocsinc.ca/HWLibrary

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Or EMAIL your Job

Once you have used the system one time, You can simply go to you own email system – and send (email – body or attachment) the file to; bwletter1@ocsinc.ca 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.