

OCS WEB PRINT INSTRUCTIONS

Wi-fi Printing

Users can print from anywhere and from any device with internet access and pay for and release their job at our OCS print release copier. The first thing you need to do is register your e-mail address so you can receive the link to print.

Instructions to Register your Email: OCS Web Print and Email Print

To use “OCS Web Upload” and “Email Print” please follow these steps

Open – <http://siteup.ocsinc.ca/site/register> on your device

Enter your e-mail

From the pull down menu under Site – choose Oradell Public Library – click register e-mail

You will see this message:

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
4. OCS Cannot process files that have been locked

Click on the link <https://siteup.ocsinc.ca/OradellIPL>

You will see – Successful Registration

Thank you for registering your email

You have registered for site: **Oradell Public Library NJ{OradellIPL}**

Your url to access web upload is: <https://siteup.ocsinc.ca/OradellIPL> - click on this link and follow the on-screen instructions, upload the file you want to print and hit submit. Make a note of your job number.

B/W - .10

Color - \$1.00

Go to the copier and follow the on screen directions.

Once you are registered, you can email print jobs, get the job number and go to the copier. E-mail your files to:

BWletter1@ocsinc.ca

OR

Colorletter1@ocsinc.ca

Your Job ID number will never change.