DIRECTIONS FOR WIRELESS PRINTING

Anyone wishing to use the wireless print to our new copier **must** register their e-mail @

https://siteup.ocsinc.ca/site/register

Once registered, you will receive a Job id #. (instead of initials, you will put this job number into the copier). This will be your number each time you print - it will not change. You will also be able to use this number at any place that has OCS printing.

This is a web based print program – meaning you do not have to install a driver –

To Print:

In your browser, you must open –

https://siteup.ocsinc.ca/OradellPL

You will be asked for your e-mail address and then you will be asked for the file you want to print.

If you know the url – you can enter it, or you can browse your device to find the file. So – in order to find the file ,you must save the file to your device. You can choose b/w or color. Then click submit. It can take up to 2 minutes to get confirmation that the file has been sent, and this confirmation will have your job id # - in case you forgot it.

Please proceed to the copier and follow the instructions on the keypad.