



Wireless Printing Instructions

Step 0: Register!

Before you can submit wireless printing jobs (from any location with any device!), you first need to register an email address at the following website: <http://siteup.ocsinc.ca/site/register>

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
4. OCS Cannot process files that have been locked

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

Register Email Below:

Email: Site:

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Be sure to select “Milford Town Library” from the site list!

Step 1: Submit Print Job!

There are three options for wireless printing:

1. Upload files at the following address: <https://siteup.ocsinc.ca/MilfordPL>
2. Email your print job as an attachment to bwletter1@ocsinc.ca for b&w printing.
3. Email your print job as an attachment to colorletter1@ocsinc.ca for color printing.

Step 2: Print!

After either submitting or emailing your print job, you will find your document waiting to be printed at the Library’s print release station!

Your wirelessly printed documents will remain in the print release queue for 6 hours.