



Wireless Printing Instructions

To print a document from a mobile device, you must first set up an account through the OCS web service. *Supported formats: jpg .jpeg .bmp .xls .xlsx .doc .docx .ppt .pptx .txt .pdf .png only! Max file size is 25MB. Questions? Ask a staff member at the Information Desk!*

STEP 1

Scan the QR code with your camera app:



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

STEP 2

On the Register Email page:

- Enter your email address
- In the “Site” drop-down menu, select “Milford Town Library”
- Click the “Register Email” button

STEP 3

You will receive a confirmation message from OCS, with a custom URL for web upload. Click the URL to access the upload page.

STEP 4

On this page, there are options to email or upload your file. Be sure to select either the B&W or Color option. Click the “Submit” button.

PICK UP

Once you have emailed or uploaded your file, your print job will be waiting for you at the Print Release Station. (Jobs will remain in the queue for 6 hours.)

PRINT!

At the Print Release Station screen:

- Click the “Print Release Station” button
- Select your job and click the “Print” button
- On the next screen insert your payment into the coin box
- Click the “OK” button to print