

# OCS WEB PRINT

Users can print from anywhere from any device with internet access.

Users can release their job at either of the library printers which are equipped to receive payments of cash or credit card.

**Supported formats**: .jpg .bmp .xls .xlsx .doc .docx .ppt .pptx .txt .pdf

Max File Size: 25MB

Max Jobs: Three at a time

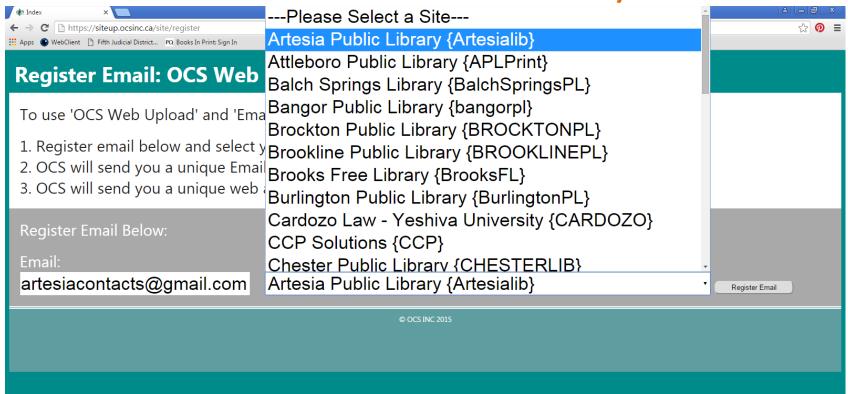
**Time:** It can take up to 5 minutes for a job to be retrievable

## To register your email, visit

### http://siteup.ocsinc.ca/site/register

#### Enter an email address and select

'Artesia Public Library'



Click "Register Email"

# You will be notified of a successful registration and receive the URL to access web upload. Click on the Link

#### **Successful Registration!**

Thank you for registering your email artesiacontacts@gmail.com!

You have registered for site: Artesia Public Library (Artesialib)

Your url to access web upload is: <a href="https://siteup.ocsinc.ca/Artesialib">https://siteup.ocsinc.ca/Artesialib</a>

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You will receive an email with the link to the Artesia Public Library wireless printing site

http://siteup.ocsinc.ca/Artesialib (case sensitive) and the email addresses where you can email your file bwletter1@ocsinc.ca colorletter1@ocsinc.ca

To submit a print job request, enter your email on the link provided and upload a file to send. You will be given your permanent Job ID.

#### **Artesia Public Library**

**Brand:** Artesialib

**Hosted by:** Output Control Software Inc

#### **Instructions:**

- 1. Select a file to upload
- 2. Input your email address
- 3. When file is uploaded, it will provide you with unique Job ID
- 4. Proceed to Release Station and use the provided Job ID to locate and select your print job

Supported Formats: .jpg .bmp .kls .klsx .doc .docx .ppt .pptx .txt .pdf MAX FILE SIZE: 25MB MAX FILE NAME LENGTH: 30 (anything longer will be truncated)

Multiple Job Upload Instructions: Click 'Choose Files', then while holding 'ctrl' left click all the desired jobs for upload: MAX 3 JOBS AT ONE TIME

Email Address: (Please enter the email address with which you registered)

artesiacontacts@gmail.com

**Check Your Email for Additional Options:** • (Please expect a longer wait for upload)

Please choose a file to upload:

File: Choose Files No file chosen

B&W: • Color: • Submit

marcit\_assignment.pdf uploaded successfully! Job ID ra158!



# Once you have used the system one time,

# you can e-mail your jobs.

From your personal email, send the file (either in the body of the email or as an attachment) to:

bwletter1@ocsinc.ca

or

colorletter1@ocsinc.ca

When you email your job, you will receive a reply with your JOB ID (which never changes).

Go to the printing station at the library to retrieve your job.

The printers are equipped to receive payments of cash or credit card.