



# 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’**

The screenshot shows a web browser window with the URL <https://siteup.ocsinc.ca/site/register>. The page title is "Register Email: OCS Web". The main content area contains instructions for registration and a form. The form includes a "Register Email Below:" section with an "Email:" label and a text input field containing "artesiacontacts@gmail.com". To the right of the form is a dropdown menu titled "Please Select a Site" with a list of library names. The "Artesia Public Library {Artesialib}" option is highlighted in blue. At the bottom right of the form is a "Register Email" button. The footer of the page contains the copyright notice "© OCS INC 2015".

Register Email: OCS Web

To use 'OCS Web Upload' and 'Email'...

1. Register email below and select y
2. OCS will send you a unique Email
3. OCS will send you a unique web

Register Email Below:

Email:  
artesiacontacts@gmail.com

---Please Select a Site---

- Artesia Public Library {Artesialib}
- Attleboro Public Library {APLPrint}
- Balch Springs Library {BalchSpringsPL}
- Bangor Public Library {bangorpl}
- Brockton Public Library {BROCKTONPL}
- Brookline Public Library {BROOKLINEPL}
- Brooks Free Library {BrooksFL}
- Burlington Public Library {BurlingtonPL}
- Cardozo Law - Yeshiva University {CARDOZO}
- CCP Solutions {CCP}
- Chester Public Library {CHESTERLIB}
- Artesia Public Library {Artesialib}

Register Email

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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: <https://siteup.ocsinc.ca/Artesialib>

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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](mailto:bwletter1@ocsinc.ca)

[colorletter1@ocsinc.ca](mailto: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 .xls .xlsx .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:   B&W:  Color:

marcit\_assignment.pdf uploaded successfully! Job ID: ra1585

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](mailto:bwletter1@ocsinc.ca)

or

[colorletter1@ocsinc.ca](mailto: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.