

WIRELESS PRINTING

Wireless printing at Hamilton-Wenham is black and white and one-sided only.

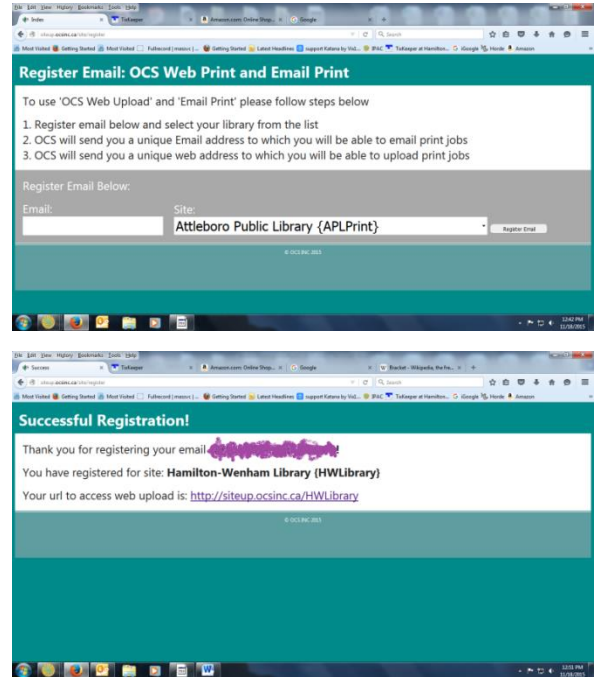
Supported Formats: *.jpg .bmp .xls .xlsx .doc .docx .ppt .pptx .txt .pdf*

Print job sizes must be under 25MB.

First, please go to the OCS web site and open an account to register your email address. Once you have an account, OCS Wireless will continue to recognize your email address and assign you the same unique Job ID for any further wireless printing jobs that you may upload in the future.

1. Go to: <https://siteup.ocsinc.ca/site/register>
2. Register by typing in your email, then from the drop-down menu under “Site,” pick “Hamilton-Wenham Library {HWLibrary}.”
3. Click “Register Email.” The information may take a few moments to process. Once registered, you should receive a Successful Registration window.

You are now registered!



Following registration for Hamilton-Wenham’s OCS Wireless printing, this is the site where you will go to upload your print jobs:

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

Since your registration lasts beyond a one-time use, you can return to this site whenever you like with further print jobs.

Follow the instructions on the page. Print jobs can be submitted in either B&W or Color. There are no additional options for choosing paper size, double-sided printing, etc. A red **JobID** will appear at the bottom of the page upon successful upload. This JobID will always be the same, provided that you are using the same email address.

Phone and tablet users:

You may find it easier to email your job as an attachment to bwletter1@ocsinc.ca or colorletter1@ocsinc.ca. The email address you use to send your print job must be registered for it to be accepted.

Revised 3/6/20

