

# Printing from any Wireless Device or Home PC

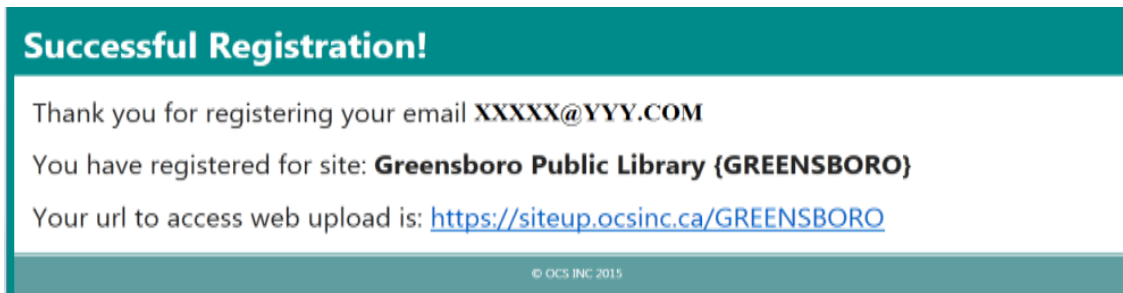
## Overview:

- Library customers can send print jobs from anywhere and any device that has internet access.
- Library customers can release their job\’s at any print release station within the Greensboro Public Library system.
- At this time, **color** capabilities are only available at the **Central Library, Glenn McNairy Branch, and Kathleen Clay Edwards Family Branch.**
- At this time, **legal** capabilities are only available at **Kathleen Clay Edwards Family Branch.**
- Most Greensboro Library locations require a print card. One can be purchased by seeing a Library staff member.
- At **Glenn McNairy and Kathleen Clay Edwards Family Branch Libraries: cash, coin, debit, and\’or credit card are the only form of payments accepted.**

## First Time Customers Must Register:

1. Open a web browser and go to <http://siteup.ocsinc.ca/site/register>
2. Enter your email address, choose “**Greensboro Public Library**” from the drop down menu, and click “**Register Email**”.

3. You will receive a confirmation screen similar to:



4. Click the url link on the confirmation page to proceed.

## Returning Registered Customers:

To print a webpage and/or upload a file(s) for printing:

1. Open a web browser, go to <https://siteup.ocsinc.ca/GREENSBORO> and follow the instructions on the page.

**Greensboro Public Library**

**Brand:** GREENSBORO **Hosted by:** Output Control Software Inc

**Instructions:**

1. Input your email address  
*(Please enter the email address with which you registered)*
2. Select file(s) to upload and select either B&W or Color

AND/OR

B&W:  Color:

Supported Formats: .jpg .bmp .xls .doc .docx .ppt .pptx .txt .pdf .png  
MAX FILE NAME LENGTH: 30 (longer names will be truncated, but will still print)  
MAX FILE SIZE: 25MB

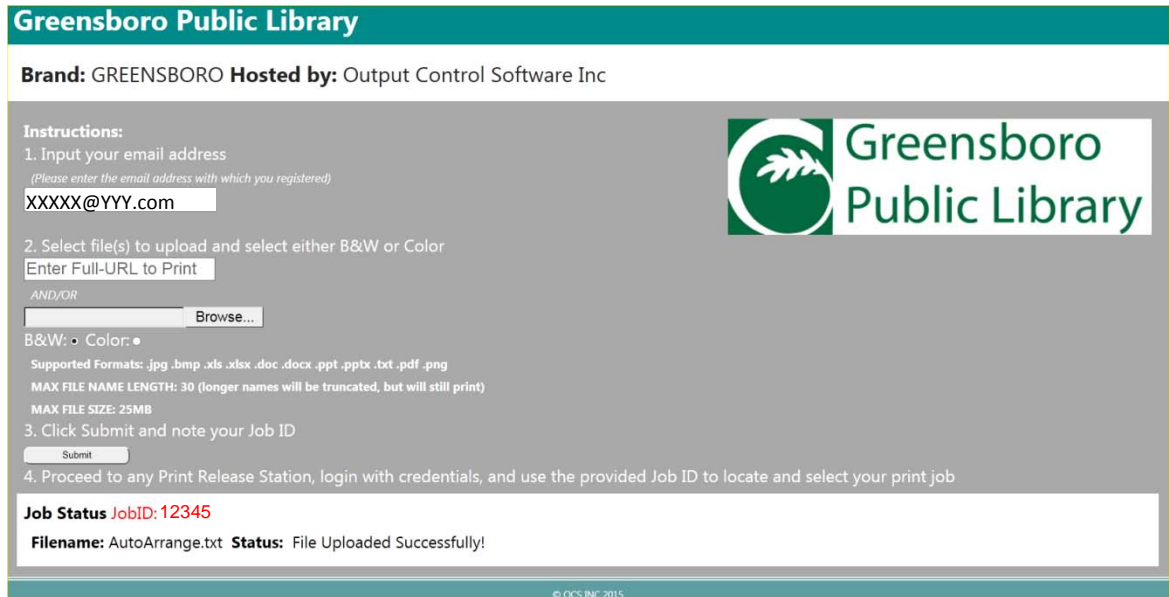
3. Click Submit and note your Job ID

4. Proceed to any Print Release Station, login with credentials, and use the provided Job ID to locate and select your print job

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2. Enter the **email address** with which you registered, copy and paste the Full URL of the webpage, and/or browse to the file you wish to print, select **B&W** or **Color**, and click **Submit**.

3. Please note the supported file formats, max file name length, and max file size instructions on <https://siteup.ocsinc.ca/GREENSBORO>.
4. Upon successfully uploading your print job, you will see a confirmation at the bottom of the page showing your “Job ID” (this is your unique ID and never changes).



The screenshot shows the Greensboro Public Library print upload interface. At the top, it says "Greensboro Public Library" in a green header. Below that, it says "Brand: GREENSBORO Hosted by: Output Control Software Inc". The main area is divided into two columns. The left column contains instructions: 1. Input your email address (with a placeholder "XXXXX@YYY.com" and a note to use the registered email), 2. Select file(s) to upload and select either B&W or Color (with a "Browse..." button), and 3. Click Submit and note your Job ID (with a "Submit" button). The right column features the Greensboro Public Library logo. At the bottom, a confirmation message reads: "Job Status JobID: 12345" and "Filename: AutoArrange.txt Status: File Uploaded Successfully!". A copyright notice "© OCS INC 2015" is visible at the very bottom.

5. With your “Job ID”, proceed to any Greensboro Public Library location and use the print release station to acquire your job\.

### To Email your print job for printing:

1. From the Email address you registered, email your print job to one of the following Email addresses: [BWLetter1@ocsinc.ca](mailto:BWLetter1@ocsinc.ca) (for black and white print jobs) or [Colorletter1@ocsinc.ca](mailto:Colorletter1@ocsinc.ca) (for color print jobs).
2. Please keep in mind the supported formats, max file size, and max file name instructions listed on <https://siteup.ocsinc.ca/GREENSBORO>.

3. Upon successfully emailing your print job, you will receive a confirmation email showing your “Job ID” (this is your unique ID and never changes).
4. With your “Job ID”, proceed to any Greensboro Public Library location and use the print release station to acquire your job.

