

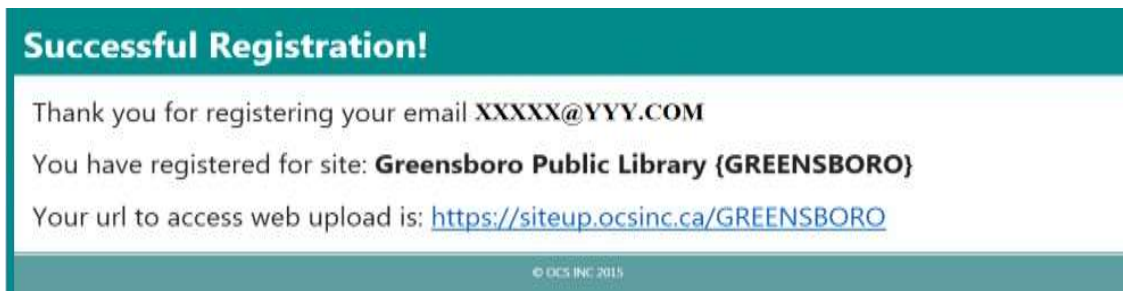
Printing from any Wireless Device or Home PC

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.
- **Color** and legal capabilities are available at all Library locations.
- **Cash, coin, debit, and/or credit card** are the only form of payments accepted at all Library locations.

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:

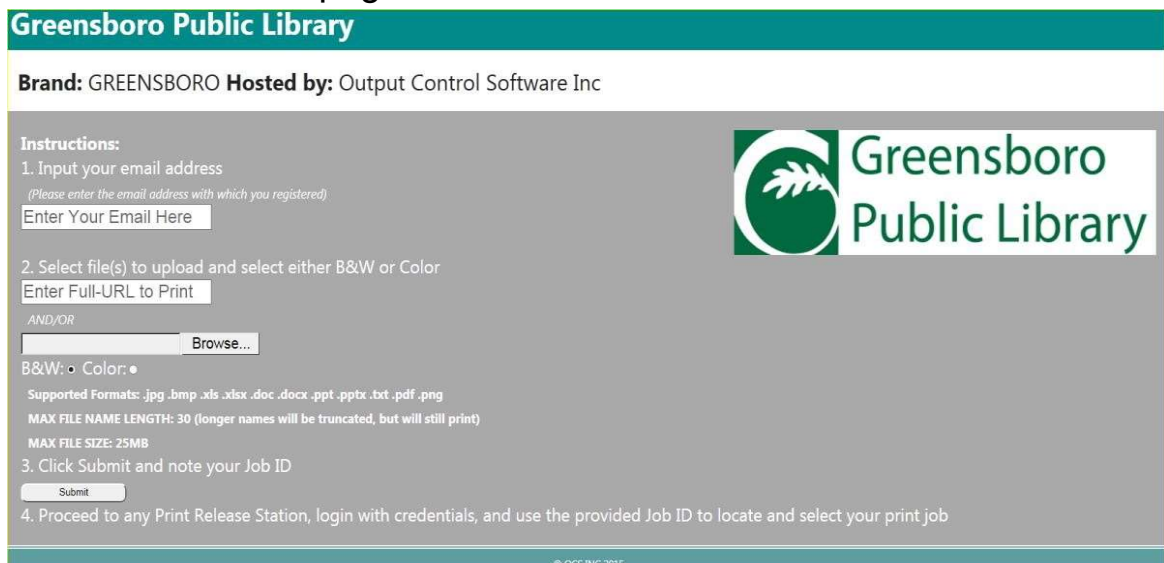


4. Click the URL link on the confirmation page to proceed.

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.



The screenshot shows the Greensboro Public Library website interface. At the top, it says "Greensboro Public Library" in a green header. Below that, it states "Brand: GREENSBORO Hosted by: Output Control Software Inc". The main content area is titled "Instructions:" and lists four steps: 1. Input your email address (with a sub-note "Please enter the email address with which you registered") and a text input field labeled "Enter Your Email Here". 2. Select file(s) to upload and select either B&W or Color, with a text input field labeled "Enter Full-URL to Print" and a "Browse..." button. 3. Click Submit and note your Job ID, with a "Submit" button. 4. Proceed to any Print Release Station, login with credentials, and use the provided Job ID to locate and select your print job. The interface also includes a logo for Greensboro Public Library, supported file formats (.jpg, .bmp, .xls, .xlsx, .doc, .docx, .ppt, .pptx, .txt, .pdf, .png), and file constraints: MAX FILE NAME LENGTH: 30 and MAX FILE SIZE: 25MB. A copyright notice "© OCS INC 2015" is visible at the bottom.

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. ***IMPORTANT:*** The document **CANNOT** be password protected. Also, please note the supported file formats, max file name length, and max file size 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 the "Job ID" (this is your unique ID and never changes).

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 .xlsx .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

Job Status JobID: 12345
Filename: AutoArrange.txt **Status:** File Uploaded Successfully!

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

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 (for black and white print jobs) or Colorletter1@ocsinc.ca (for color print jobs).
2. Please keep in mind the document cannot be password protected, 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 the “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.

