

Wireless Print Instructions

The following instructions are for laptop users who are not wired into a network port within the Library. This site is only accessible on-campus.

1. On your laptop, open an Internet browser and enter the following address:
<https://siteup.ocsinc.ca/site/register>.

Register Email: OCS Web Print and Email Print

To use 'OCS Web Upload' and 'Email Print' please follow steps below

1. Register email below and select your library from the list
2. OCS will send you a unique Email address to which you will be able to email print jobs
3. OCS will send you a unique web address to which you will be able to upload print jobs

** If you have already registered your email address and you re-register the email address it will update your brand to current selection **

Register Email Below:

Email: Site:

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2. Enter your **Southwestern e-mail address** in the space provided. Choose **Southwestern** under the **Site Tab**. And click on **Register E-Mail**.

Successful Registration!

Thank you for registering your email **@swlaw.edu!**

You have registered for site: **Southwestern Law School {SWLAW}**

Your url to access web upload is: <https://siteup.ocsinc.ca/SWLAW>

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3. Once you have Successfully Registered, click on the URL link below to upload your document.
4. <https://siteup.ocsinc.ca/SWLAW>

Southwestern Law School

Brand: SWLAW 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/OR
 No files selected.
BBW:
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

Supported Formats: .jpg .bmp .tiff .dps .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

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5. Enter your southwestern e-mail address.
6. If you would like to print from a web page: **Enter the URL in the space provided.**
7. Select **“Browse”** to upload document and select the file you wish to print. After you have selected the appropriate file, select **“Open”**. Click on **Submit** when you are ready to upload your file(s). Once your file has been uploaded, please go to the Print Release Station to pick up your job(s).
8. Additionally, print jobs can be sent as an attachment to bwletter1@ocsinc.ca via your Southwestern email address. Once the print job is sent, it may take up to 10 minutes for it to appear at the Print Release Station.