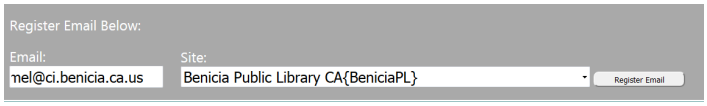
# Wireless Printing Instructions

## Setup is one time only



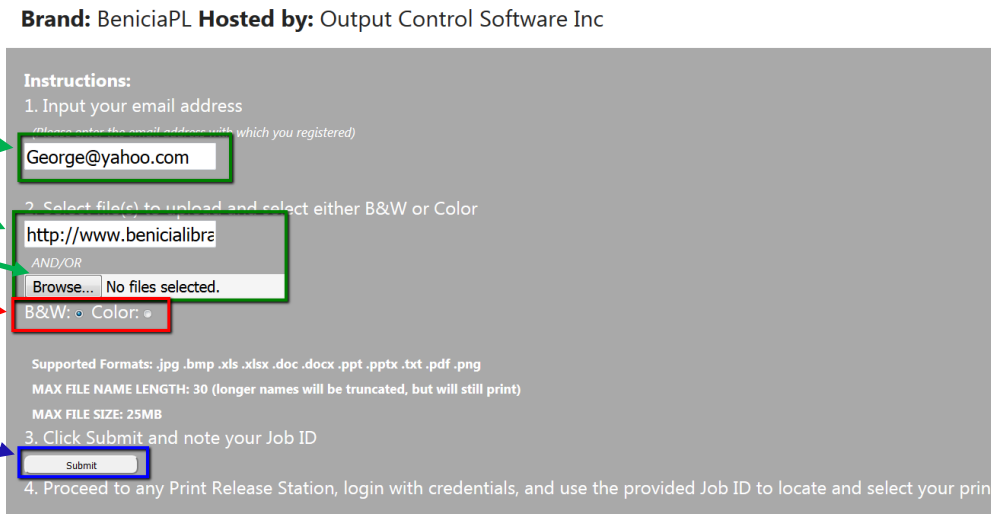

1. Go to https://siteup.ocsinc.ca/site/register
2. Enter your email address and select Benicia Public Library from the drop down menu.
3. You will receive an email with the URL and two email addresses. Bookmark the URL for future use or you can access it from benicialibrary.org/wireless/printing

## To print an email:

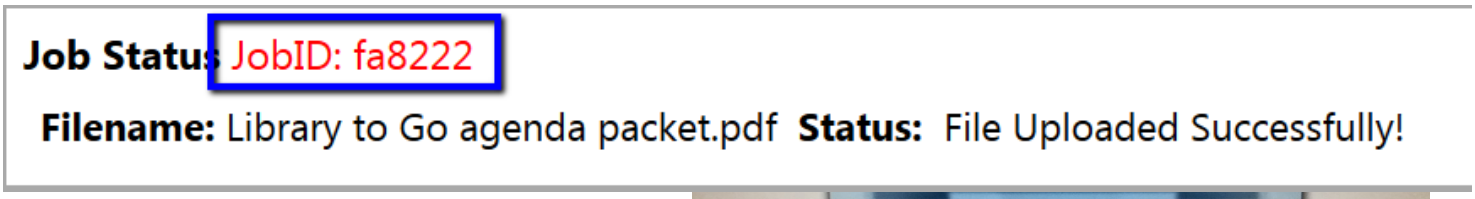
1. **Forward** the email to email address below.
2. To print in black and white: bwletter1@ocsinc.ca OR to print in color: colorletter1@ocsinc.ca
3. You will receive an email with the Job ID number.
4. Go to print management computer in the library and type in your Job ID and Proceed. **Must have JobID to print.**

## To Print a webpage or document:

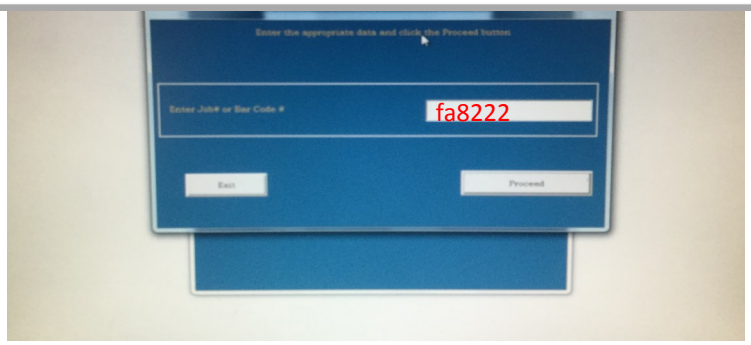
1. Go to https://siteup.ocsinc.ca/BeniciaPL
2. Type in your email address.
3. Type in the URL http://www.____
4. Or Browse for the document.
5. Bullet B&W or Color
6. Submit.
7. Job make **take 2 minutes** to load to print management.




8. Scroll down to bottom of screen and NOTE the Job ID. **Must have JobID to print.**




9. Go to Print Management Computer in the Library. Type in your JobID code. Click on Proceed button.




Note the supported formats: .jpg, .bmp, .png , xls, xlsx, .doc, .docx, .ppt, .pptx, .txt, .pdf

Files have to be unlocked in order to print.