

# OCPL WIRELESS PRINTING

## Via Web Upload Portal

### Best for Documents or Images on Your Laptop

Go to:

<https://ocpl.eprintitsaas.com/public/upload>

This page will load in English. If you prefer a different language you may choose one from the menu.

Before sending your item to print, please check your print details, including number of pages and layout.

Go to the section titled Select File and choose **SELECT FILE**. Find the document or image you want to print, and click **OPEN**.

**\*\* IMPORTANT \*\***

**Files cannot be larger than 100 MB, and cannot be password protected**

Once your file is uploaded, the file name, number of pages and file size will be displayed.

**Next, select your print preferences:**

- Number of Copies
- Color or Grayscale
- One-sided or Double-sided
- Paper Size
- Layout
- Page Range

You may upload multiple files, and choose the print preferences for each file.

The total cost of the job will be displayed in the next section.

Under **USER INFORMATION** please enter a guest name, or your library card number. This will be needed to identify your print job when you pick it up at any city branch library. You may also include an email or phone number to receive a print job confirmation receipt.

Click **SUBMIT** when you are finished. Visit any [city branch library](#) to pay for and release your print job.

### **IN THE LIBRARY:**

Go to the print kiosk and click **GUEST NAME / LIBRARY CARD #**

Enter your **GUEST NAME or LIBRARY CARD #** as entered before submitting your print job.

A list of files that were sent in your print job will be displayed. Each file sent will be listed on its own line. You may print all the files, or select a single, or multiple files from the list to print.

A pop up screen will appear showing the amount due. Click **OK** and make the payment via cash, credit card or via mobile device. This will release your print.

For questions email: [reference@onlib.org](mailto:reference@onlib.org) or call 315.435.1900 or call your local [city branch library](#).