

# Océ | Getting Started

**Océ Distribution Center**

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Getting Started

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# Getting Started

## Introduction

Océ Distribution Center is an online service that offers digital distribution and tracking of documents; online previewing; and printing services.

## Register with Océ Distribution Center

1. Visit [www.ocenet.com](http://www.ocenet.com) and click the **Register** link under **Océ Distribution Center**.
2. Complete the registration form and click the **Submit Registration** button.
3. Download and install Océ Client Tools.



*Note:*

Océ Client Tools is required if you will upload (distribute) files and recommended if you will download files. You can use the download function of your browser instead, but Océ Client Tools has advantages, including the ability to handle larger downloads than most browsers can, the ability to pause and resume downloads, and the maintenance of a complete history of your downloads.

## Configure Océ Monitor

1. Double-click the Océ Monitor icon in your system tray (notification area of the taskbar).
2. On the **Tools** menu, click **Options**.
3. Specify a download directory for documents from Océ Distribution Center.
4. Enter your Océ Distribution Center user name and password.
5. Click **OK**.

## Apply for an account with the Océ Distribution Center host



*Note:*

Some hosts require you to establish an account before you can upload or download files, or order prints.

1. Log in to Océ Distribution Center.
2. Click the **Hosts** tab.
3. Click the **Find a Host** button.

4. Select a location and a host.
5. Click the name of the host, and click **Next**.
6. Complete the form, and click the **Submit** button.  
You will receive email confirmation of your account status.

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