

# Océ | Quick Start

**Océ Distribution Center**

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Ordering and Downloading

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# Ordering and Downloading

## Introduction

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



*Note:*

This document assumes that you have read “Getting Started with Océ Distribution Center” and performed one-time setup needed before downloading files or ordering prints.

## Review a document package and order prints

1. Follow the link in your notification email to the document package.
2. Log in to Océ Distribution Center.
3. Click a sheet name to see the document.
4. Click the **Order** button and then the **Order prints** button.
5. Follow the wizard to complete a request for prints.

## Review a document package and download the files

1. Follow the link in your notification email to the document package.
2. Log in to Océ Distribution Center.
3. Click a sheet name to see the document.
4. Click the **Order** button and then the **Download** button.
  - If Océ Distribution Center does not detect Océ Monitor on your computer, it asks you whether you want to install Océ Client Tools or download with your browser. Based on your choice, Océ Distribution Center either displays a page where you can download Océ Client Tools or starts the download in your browser.
  - If Océ Distribution Center does detect Océ Monitor on your computer, it notifies Océ Monitor to start the download.

## View downloaded documents in Océ Publisher

1. If Océ Monitor is not open, double-click the Océ Monitor icon in the system tray (notification area of the taskbar).
2. Right-click the download package, and do one of the following.

- Click **Open in Océ Publisher**
- Click **Locate on disk** to see the saved files in Windows Explorer

### Print from Océ Publisher to a narrow format Windows printer

1. Open files in Océ Publisher.
2. On the **File** menu, click **Windows Print**.
3. Click **Print**, and select a driver and properties.
4. Click **OK**.  
This prints up to A3 or 11x17. Files with the **Process** property set to **Do not process** do not print.

### Print from Océ Publisher to Océ Repro Desk on your local network

1. Open files in Océ Publisher.
2. On the toolbar, in the list of destinations, click the desired Océ Repro Desk destination.
3. On the toolbar, click the **Océ Print** button.

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