



Mobile Print Instructions

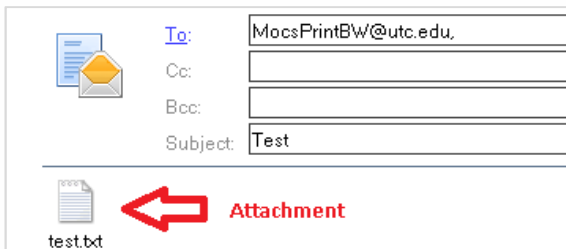
Mobile Print allows you to print using phones, tablets, laptops and computers from anywhere!

1

Create an email message, attach the file to be printed and send it to one of two email addresses below.

MocsPrintBW@utc.edu for Black & White printing
MocsPrintColor@utc.edu for Color printing.

The supported formats are Word, Excel, PPT, PDF, Images (JPG, TIFF, GIF, BMP), text (CSV, RTF & TXT), and Visio.



2

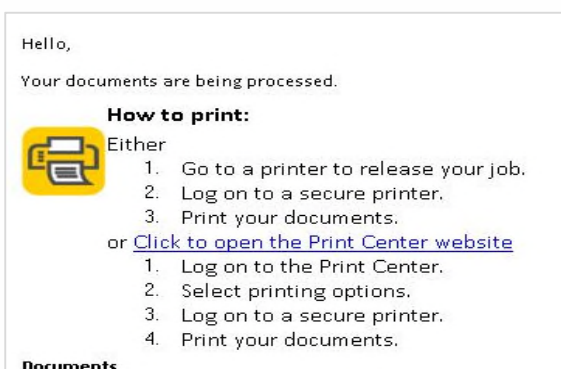
If you are a first-time user, you will receive an email reply prompting you to register. Click the link in the email to register your account.

****You must be connected to the UTC network to complete your registration.****



3

You will receive a confirmation email indicating that your document(s) are ready to be printed. Instructions on *How to Print* will also be included.



4

Log into any Canon multifunction device to print your document. Touch the screen or swipe your MOCs card.

Follow the **Print Release Instruction** at the device.



My Print Center

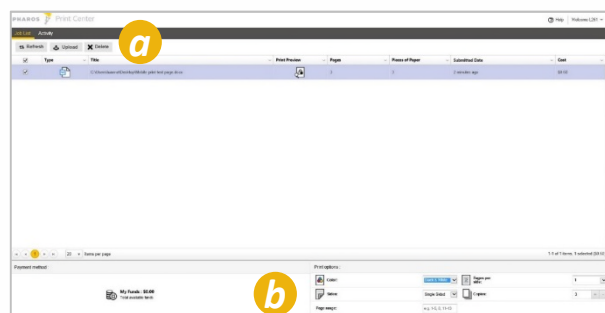
Your documents will also be available in My Print Center. To change your document(s) to print in color, or to upload a document, follow these instructions.

1

Log into My Print Center using your MocsPrint User Name and Password. Select Log In.

2

- Click the **Upload** button to upload a document directly to My Print Center. It will be available to print at the nearest Canon multifunction device.
- To change the document settings (i.e. color or 2-sided), select the corresponding **Print Options**.



Printing Your Document At The Canon Device

1

Swipe card or touch the screen to log in. Your card balance will be shown. Press **OK** to close the balance screen.



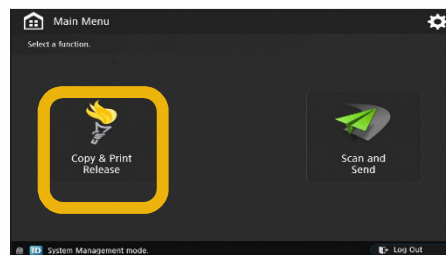
3

Select a document and choose one of the following options: **Delete**, **Print**, or **Print All**.



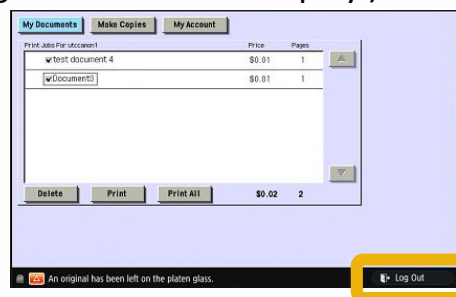
2

Select **Copy & Print Release** to access your print jobs.



4

Select **Log Out** when finished (lower right corner of the display.)



Note: Your documents will be available in your print queue for 24 hours, they will auto delete after that timeframe.