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

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

<u>MocsPrintBW@utc.edu</u> for Black & White printing <u>MocsPrintColor@utc.edu</u> for Color printing.

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

=	<u>To</u> :	MocsPrintBW@utc.edu,
	Cc:	
	Bcc:	
	Subject:	Test
test.txt		uttachment

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.**

Welc	ome to MobilePrint!
To pr	int a document, your email address must first be registered:
1.	Click on the link below and log on with your existing logon credentials.
2.	Your email address will be registered and your pending print job(s) will be processed
Click	to register your email address.
Powe	red by Pharos
What	if printing wasn't a problem?
Disco	ver the possibilities.
-	

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.



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.

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



- a. 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.
- b. To change the document settings (i.e. color or 2-sided), select the corresponding Print Options.

The Arman			C
a Ratesh & Uplend & Dates			
2 Ten - Ten	- Print Preview - Paper	- Ress of Paper - Submitted Data	- Cest
2 C Wheenhame of Darishigh Shinks galar had page it on	a)) 2 sinder age	63 G
. (∰ +) ⊂ (2) + hengege			11 of Term, 1 soland (
a ∰ a c i (2 +) key ja tyje un rahute	Pringles.		11 of Times, Turkened Sk
💌 - > 12 - Innun yan ar oluk	Drington;		11 of Term Tankend ()
en calment en calment	Arrighter, Marcen Dig arri		11 of 1 from 1 solicited (20

Printing Your Document At The Canon Device

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



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

	Price	Pages	A
₩ Document3	\$0.01	-	_
			V
Dolete Print Print	ui \$0.02	2	

Select Copy & Print Release to access your print jobs.



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

sztest document 4		Price	Pages	
@Document3		\$0.01	1	-
Delete Print	Print All	\$0.02		
Delete Print	Print All	\$0.02	-	

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



that timeframe.

