



Mobile Print Instructions

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

1 If you are a **first-time user**, your print access will be active within 2 hours after creation.

Once active or currently active; Mocs Card can be added to digital wallet on mobile device and smart watch.

See Mocs Card Office to register your email address, and for all MocsPrint registration support.

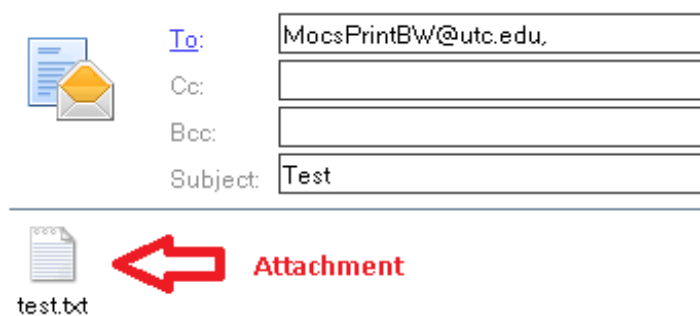


2 Create an email message and attach the document(s) to be printed. Send to one of two email addresses below.

Black and White Printing:
MocsPrintBW@utc.edu

Color Printing:
MocsPrintColor@utc.edu

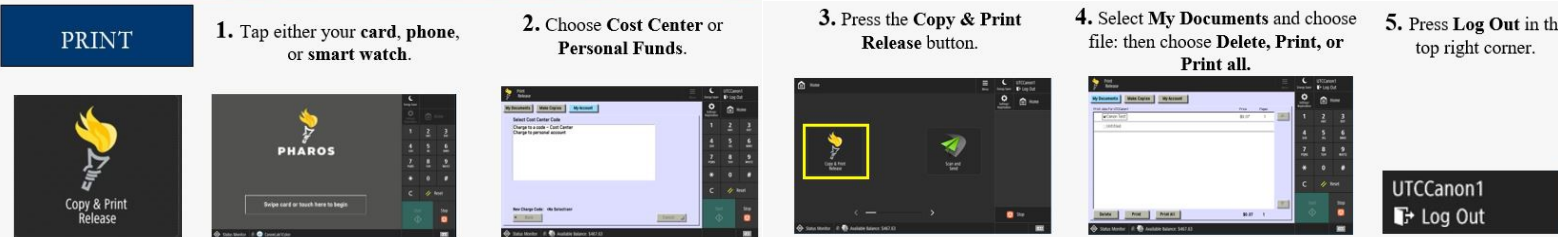
The supported formats are Word, Excel, PPT, PDF, Images (JPG, TIFF, GIF, BMP), text (CSV, RTF & TXT), and Visio.



3 You will receive a confirmation email indicating your document(s) are ready to print. Go to any printer on campus; tap your card, phone, or smart watch. (No manual log in)

Student: Press OK on the balance screen, then press Copy/Print Release.

Faculty/Staff: Choose either Cost Center or Personal Funds, then press Copy/Print Release.

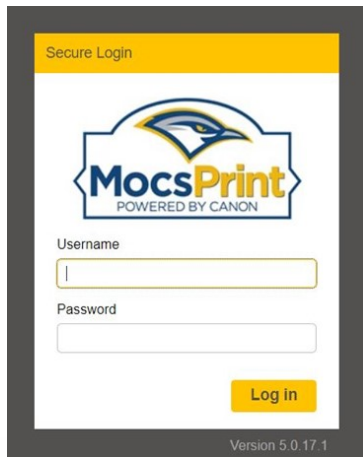




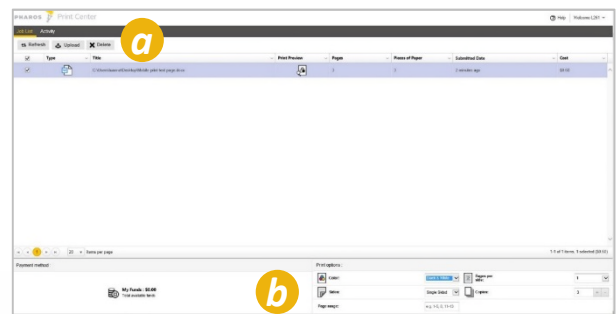
My Print Center

Your documents will also be available in My Print Center. **Website: mocsprint.utc.edu**
To upload and edit your document(s) follow these instructions.

- 1 Log into My Print Center using your **UTC ID and password**.
Select **Log In**.



- 2
 - a. **Upload** document(s) in the top left-hand corner. Click the check box next to the document needing edits.
 - b. **Edit** each document separately (i.e. color or 2-sided), select each **check box** for the document(s) to be sent to any printer on campus.

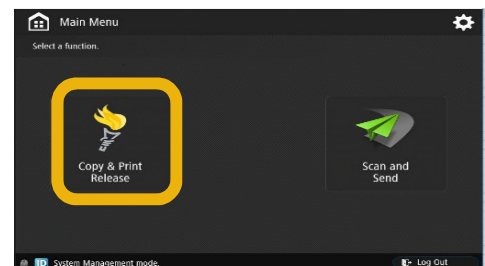


Printing Your Document At The Canon Device

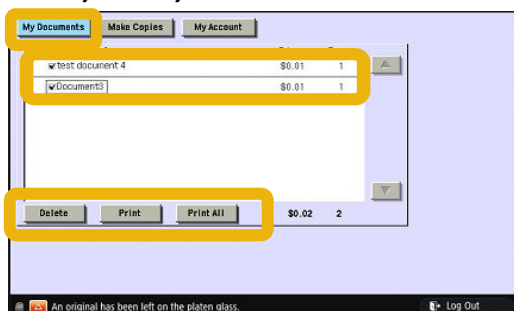
- 1 Tap mocs card, phone or smart watch to log in. Press **OK** when card balance is shown.



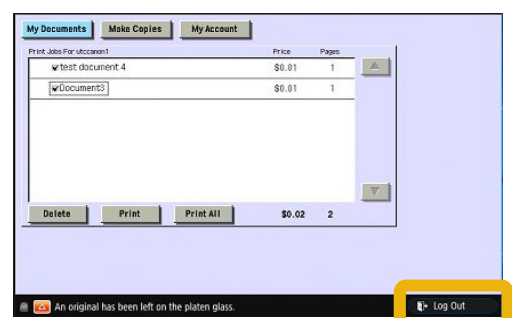
- 2 Select **Copy & Print Release** to access documents.



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



- 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 time frame.