



REALOGY

## Instructions for Mobile E-Mail Printing



# Instructional Summary

## Mobile E-Mail Printing

This document is designed to walk you through Mobile Email Printing which allows you to send attachments to be printed. Both the body of the email and ALL attachments will be printed.

## System Requirements

You are required to use your Realogy email account service. Email accounts such as Hotmail, Google, Yahoo, etc. are not supported.

## Support

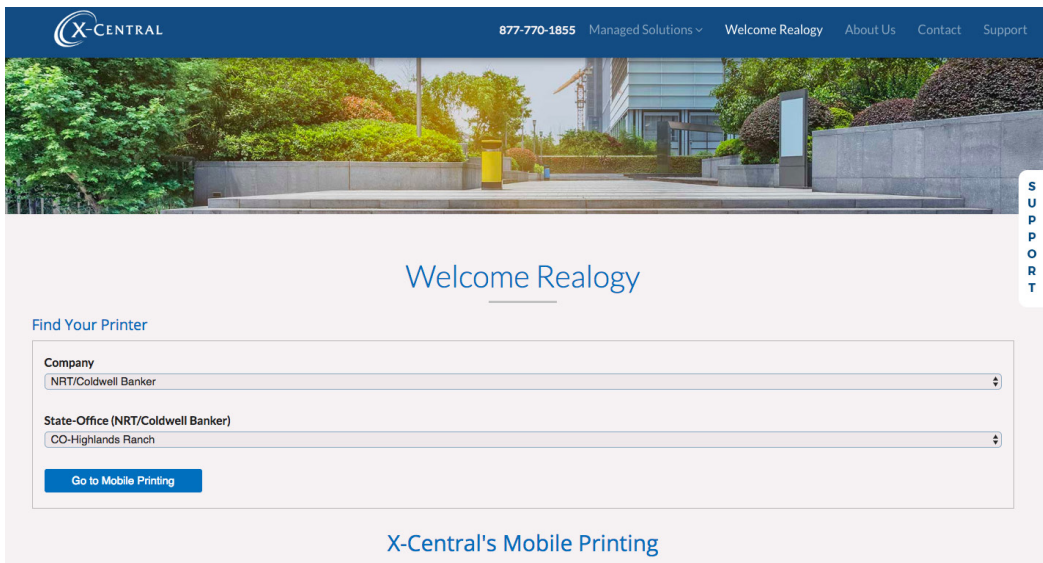
If you have an urgent matter, please contact the Realogy help desk:

877-NRT-HELP

877-678-4357

# Print to an Email Address

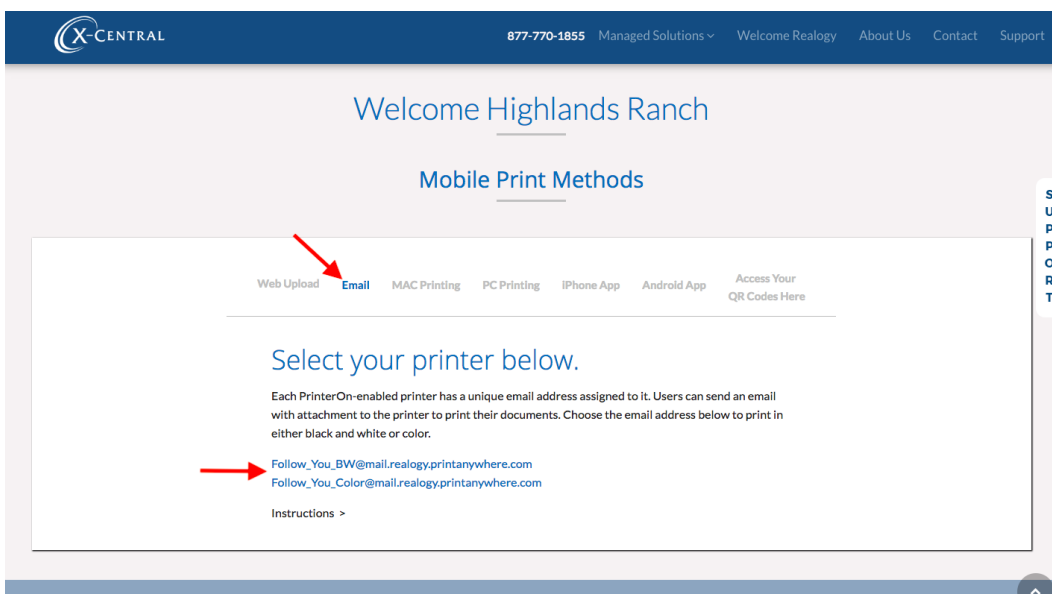
Go to Welcome Realogy <https://x-central.com/realogy/>



The screenshot shows the 'Welcome Realogy' page. At the top is a navigation bar with the X-CENTRAL logo, phone number 877-770-1855, and links for Managed Solutions, Welcome Realogy, About Us, Contact, and Support. Below the navigation bar is a large image of a modern building. The main heading is 'Welcome Realogy'. Underneath is a 'Find Your Printer' section with two dropdown menus: 'Company' (selected: NRT/Coldwell Banker) and 'State-Office (NRT/Coldwell Banker)' (selected: CO-Highlands Ranch). A 'Go to Mobile Printing' button is below the dropdowns. At the bottom of the section is the text 'X-Central's Mobile Printing'. A vertical 'SUPPORT' button is on the right side of the page.

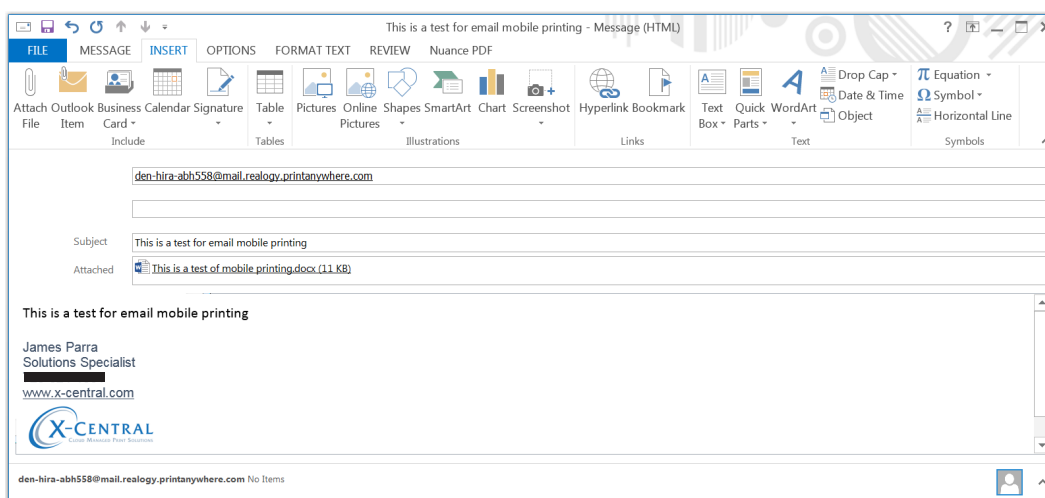
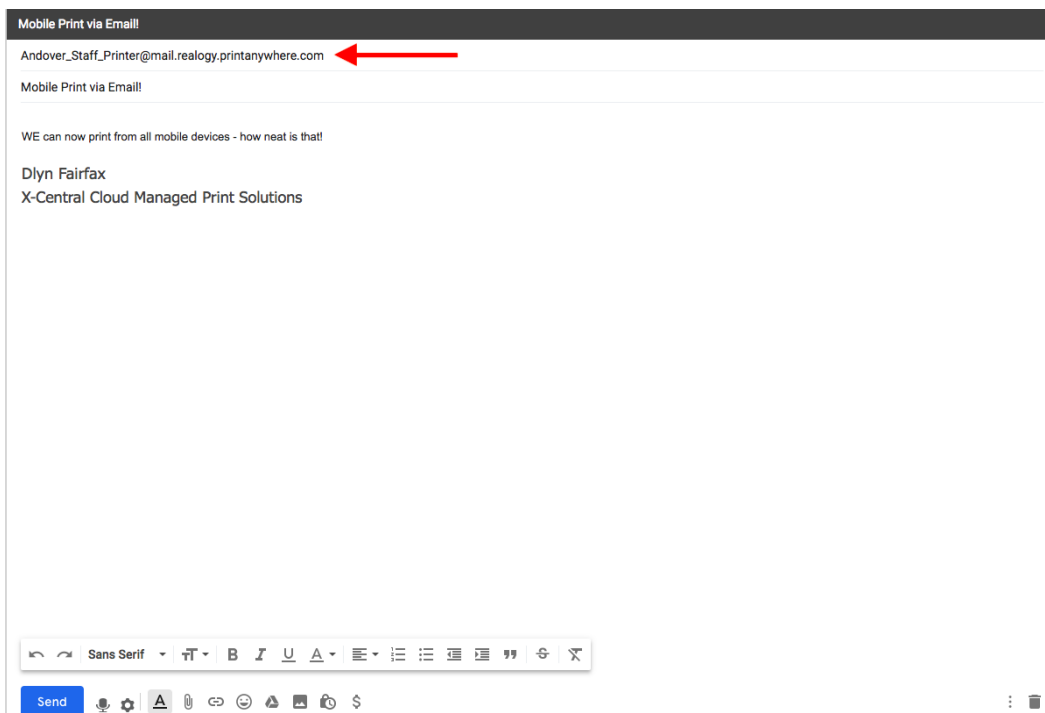
Select your Company>State>Office Location

Open Email> Select the email to send print job to (your emails may be different)



The screenshot shows the 'Welcome Highlands Ranch' page. The navigation bar is the same as the previous screenshot. The main heading is 'Welcome Highlands Ranch'. Below it is the 'Mobile Print Methods' section. A horizontal menu contains links: Web Upload, Email (highlighted with a red arrow), MAC Printing, PC Printing, iPhone App, Android App, and Access Your QR Codes Here. Below the menu is a box titled 'Select your printer below.' containing text: 'Each PrinterOn-enabled printer has a unique email address assigned to it. Users can send an email with attachment to the printer to print their documents. Choose the email address below to print in either black and white or color.' Below this text are two email addresses: 'Follow\_You\_BW@mail.realogy.printanywhere.com' and 'Follow\_You\_Color@mail.realogy.printanywhere.com'. A red arrow points to the first email address. Below the email addresses is a link 'Instructions >'. A vertical 'SUPPORT' button is on the right side of the page.

Each PrinterOn-enabled printer is assigned a unique email address. Simply send or forward an email with attachment to this address.



You will receive an email response. Your Print job is ready for pickup.

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X-Central provides improved and efficient workflow and greater transparency through our cloud-based mobile print solutions, cost recovery, and IT support

