



REALOGY

## Instructions for Mobile Print Web Upload



# Instructional Summary

## Upload a File and Print via a Web Page

This instructional manual is designed to support you when you use your web browser to upload and print a document to one of your supported printers.

The web upload mobile print option gives you all the functionality of printing without having to download a driver. You can choose to print documents, emails, photos. You can choose color or black and white. You can choose single or double sided.

## Glossary

Web Print – The web print method enables upload of documents from any browser to a secure portal. Each portal can be branded with corporate logo, colors and messaging. Portals support LDAP/AD user authentication.

## System Requirements

All major browsers will work.

## Support

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

877-NRT-HELP

877-678-4357

# Mobile Print Web Upload

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

X-CENTRAL 877-770-1855 Managed Solutions Welcome Realogy About Us Contact Support

WELCOME REALOGY

Find Your Printer

Company  
NRT/Coldwell Banker

State-Office (NRT/Coldwell Banker)  
CO-Highlands Ranch

Go to Mobile Printing

X-Central's Mobile Printing

SUPPORT

Select your Company>State>Office Location

WELCOME WALTHAM

Mobile Print Methods

Web Upload Email MAC Printing PC Printing iPhone App Android App Access Your QR Codes Here

Print your mobile documents by uploading them to the web

Use any browser to print to any printer by uploading your documents, pictures etc. to the web.

Go To Web Upload>

Instructions >

SUPPORT

Click "Go to Web Upload"

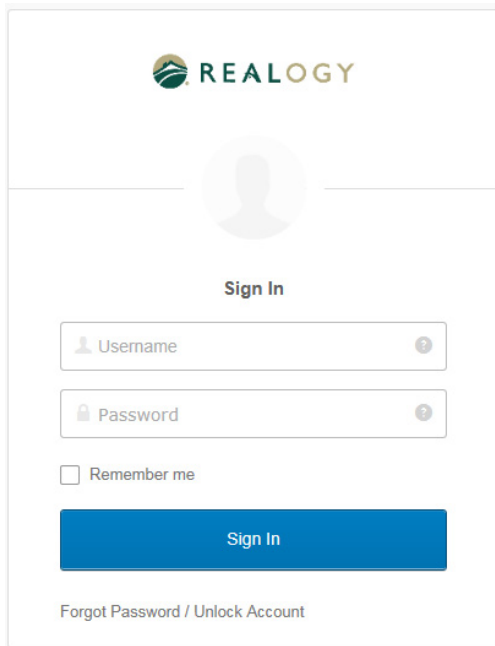
Go to <https://realogy.printanywhere.com/cps/>  
This will take you to a portal to a secure web printing page.

Web Printing

Use your web browser to upload and print a document to one of the supported printers.

PRINT

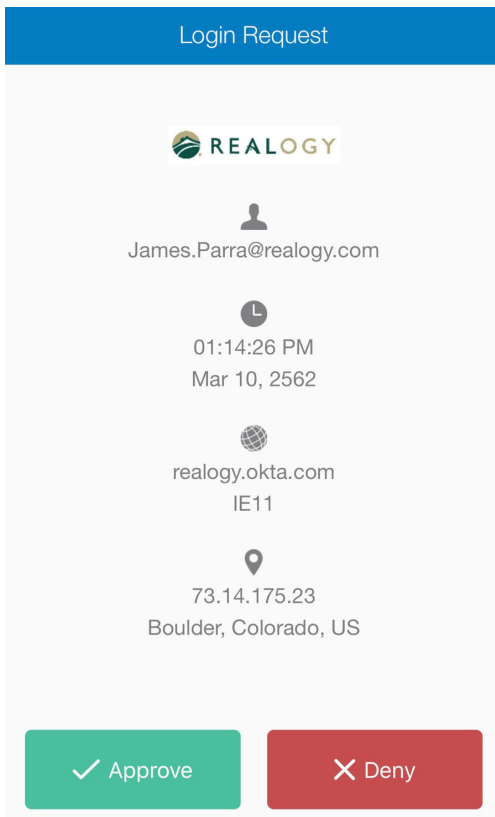
Click "Print"



The image shows the Realogy Sign In interface. At the top is the Realogy logo. Below it is a placeholder for a user profile picture. The main heading is "Sign In". There are two input fields: "Username" with a person icon and "Password" with a lock icon. Below these is a "Remember me" checkbox. A blue "Sign In" button is positioned below the checkbox. At the bottom, there is a link that says "Forgot Password / Unlock Account".

Login to your Realogy account

Optional - send push or text from your Okta account



The image shows an Okta "Login Request" screen. At the top is a blue header with the text "Login Request". Below this is the Realogy logo. A user profile icon is shown above the email address "James.Parra@realogy.com". A clock icon is above the timestamp "01:14:26 PM" and "Mar 10, 2562". A globe icon is above the domain "realogy.okta.com" and the browser identifier "IE11". A location pin icon is above the IP address "73.14.175.23" and the location "Boulder, Colorado, US". At the bottom are two buttons: a green "✓ Approve" button and a red "✗ Deny" button.

Your iPhone will flash a screen asking you to approve or deny the print job  
Select "Approve"

James.Parra@realogy.com

Step 1 - Choose a Printer Step 2 - Document Information Step 3 - Print Options Job Submission

Step 1 - Choose a Printer ?

Display  records per page Search:

Printer Name	Department Name	Details
Follow_You_Color	Default	
Waltham_Konica_Printer	Default	
Follow_You_BW	Default	
den-hira-bbh654	Default	
Andover_Agent_Printer	Default	
den-hira-abh558	Default	

Previous 1 Next

Select or search for a printer

James.Parra@realogy.com

Step 1 - Choose a Printer Step 2 - Document Information Step 3 - Print Options Job Submission

Select your document and options

Selected Printer:

Document ?

Web Page ?

Copies ?

Page Range ?  -

Release Code ? You will be provided with a release code to obtain your document from this printer.

[Another Printer](#) [CONTINUE](#)

Browse for and upload your document or choose a web page to print.

James.Parra@realogy.com

Step 1 - Choose a Printer Step 2 - Document Information Step 3 - Print Options Job Submission

Page Settings

Selected Printer:

Paper ?

Duplex

Color

Orientation ?

[Another Printer](#) [CONTINUE](#)

Preview

Choose your print options and features

Select "Continue"

James Parra@realogy.com


Step 1 - Choose a Printer

Step 2 - Document Information

Step 3 - Print Options

Job Submission

Job Submission



Complete

Time Elapsed  
00:09

Use this code to obtain your document : 585141

Selected Printer:

Document

Job ID

den-hira-bbh654

www.google.com

1001930

Another Printer

Another Job

When your print job is complete it will be ready for pickup at the printer.

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Version 2.0 March 2019

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

