REALOGY

Instructions for Mobile Print Web Upload

X-CENTRAL

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/
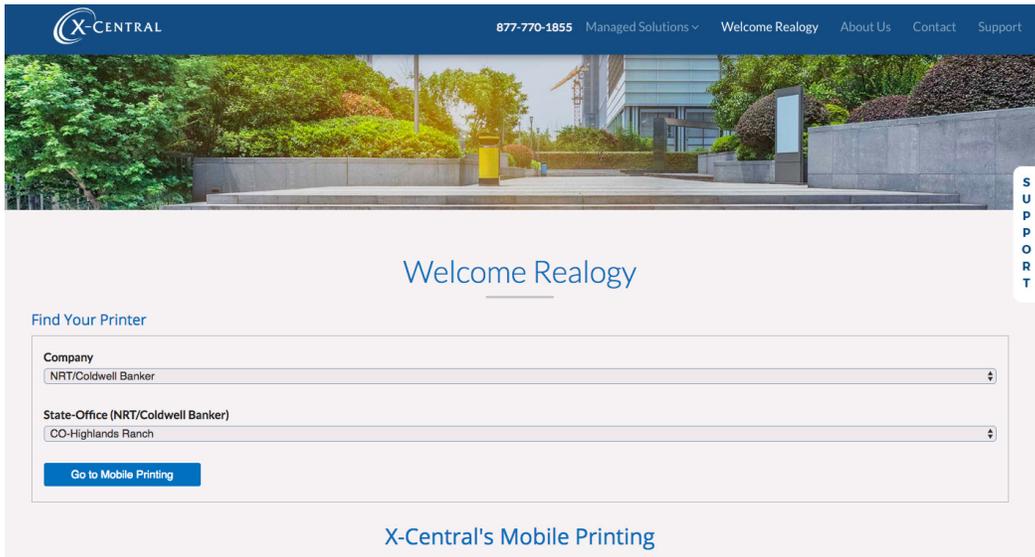
Select your Company>State>Office Location
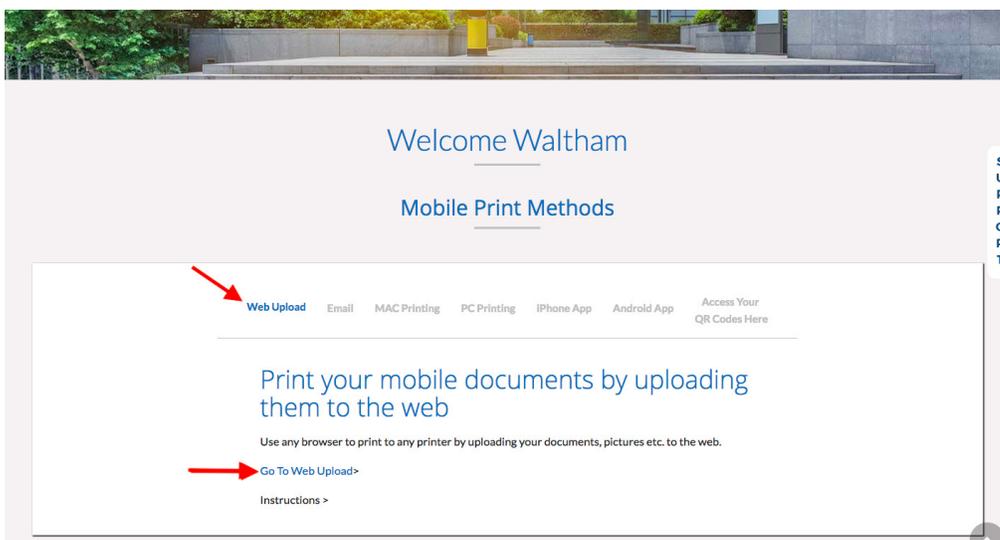
Click "Go to Web Upload" or Go to https://realogy.printanywhere.com/cps/

This will take you to a portal to a secure web printing page.
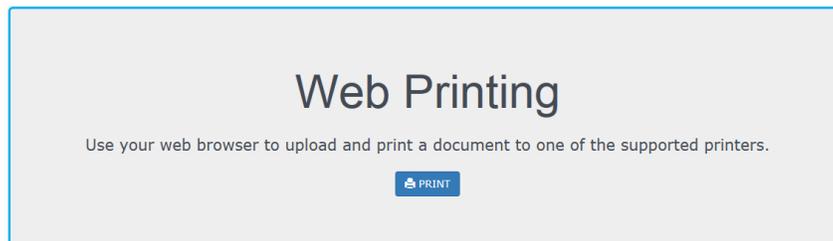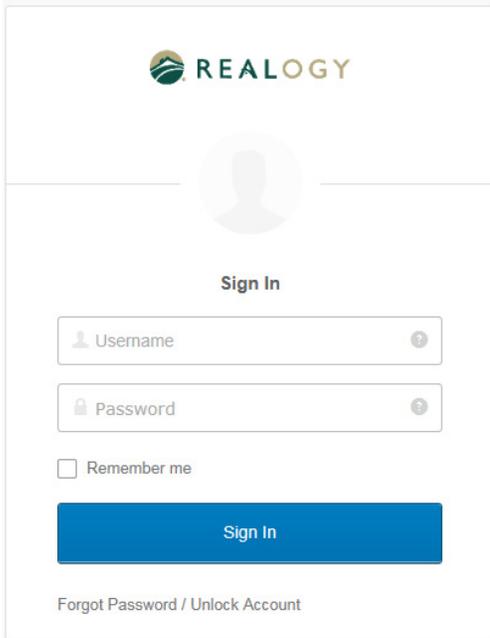
Click "Print"

Login to your Realogy account

Optional - send push or text from your Okta account
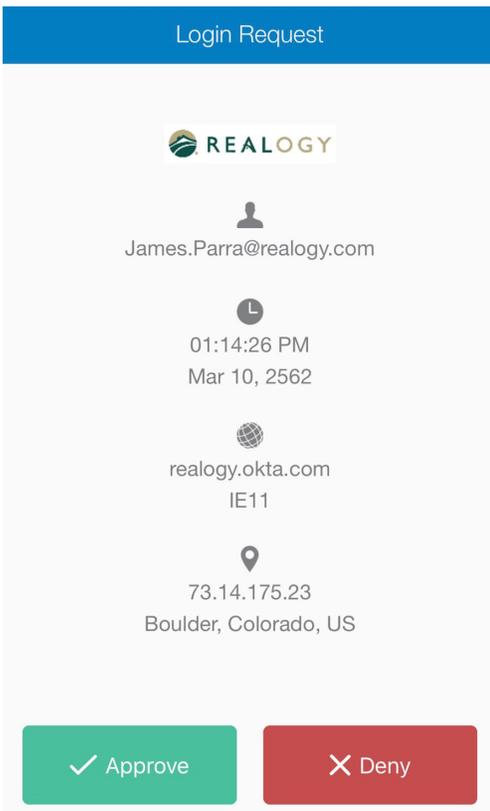
Your iPhone will flash a screen asking you to approve or deny the print job

Select "Approve"

Select or search for a printer

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

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:	den-hira-bbh654
Document	www.google.com
Job ID	1001930

◀ Another Printer   ◀ Another Job

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

Copyright Notice

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

X-CENTRAL