

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

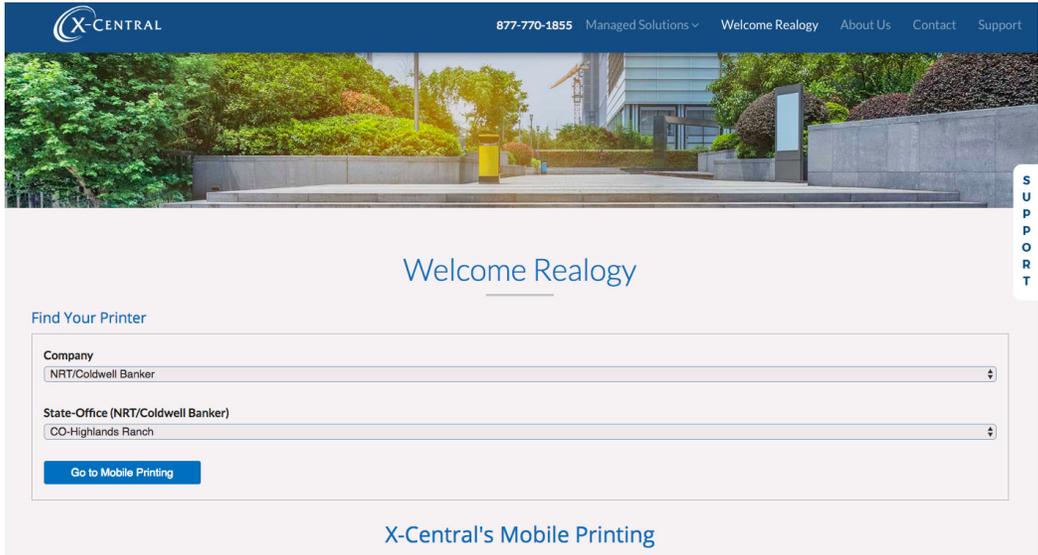
If you have an urgent matter, please contact the Realogy help desk:

877-NRT-HELP

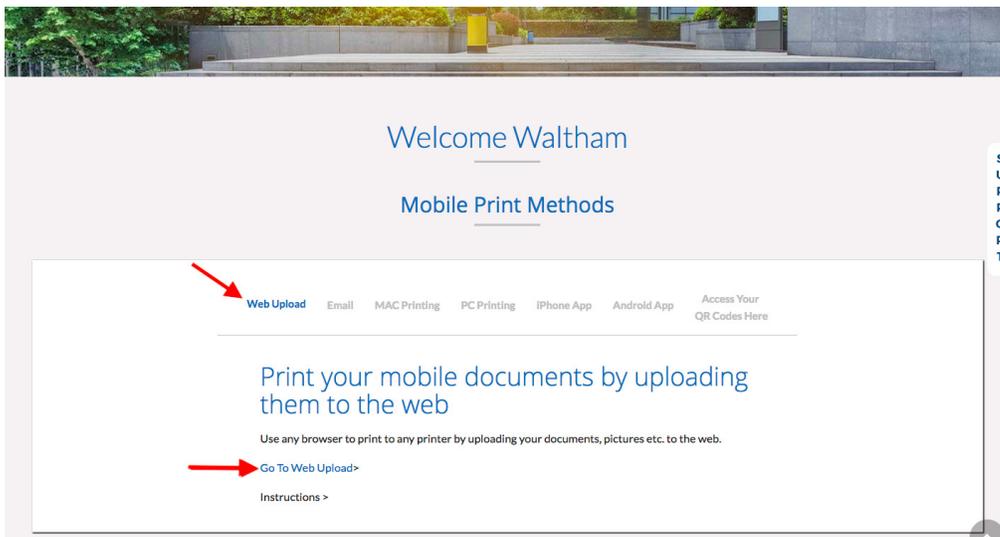
877-678-4357

Mobile Print Web Upload

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

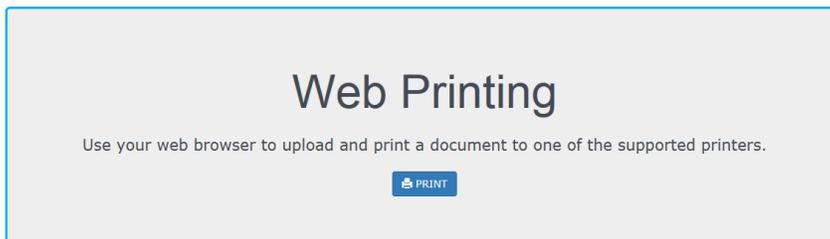


Select your Company>State>Office Location

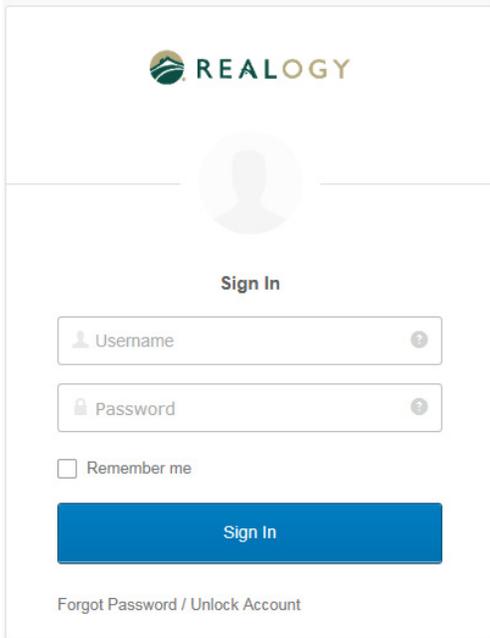


Click "Go to Web Upload"

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



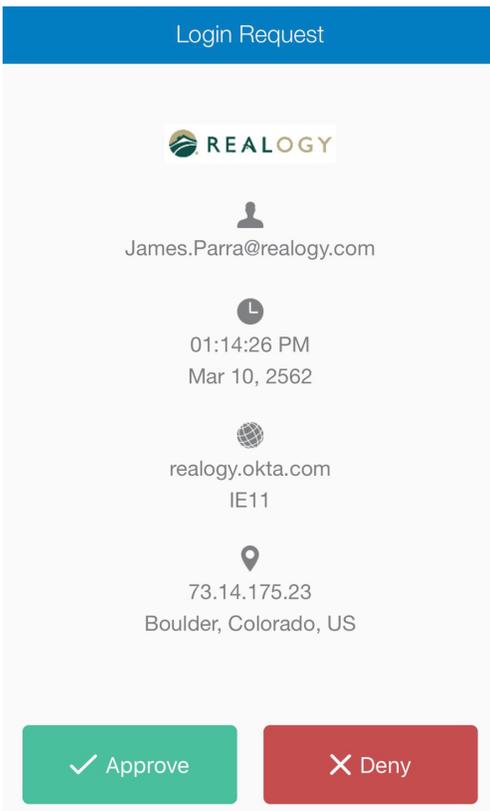
Click "Print"



The image shows a mobile sign-in interface for Realogy. At the top is the Realogy logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. 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 at the bottom. A link for "Forgot Password / Unlock Account" is at the very bottom.

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 "Login Request". Below is the Realogy logo. A user profile icon is shown above the email "James.Parra@realogy.com". A clock icon is above the time "01:14:26 PM" and date "Mar 10, 2562". A globe icon is above the domain "realogy.okta.com" and browser "IE11". A location pin icon is above the IP "73.14.175.23" and location "Boulder, Colorado, US". At the bottom are two buttons: a green "Approve" button with a checkmark and a red "Deny" button with an X.

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	<input type="button" value="Q"/>
Waltham_Konica_Printer	Default	<input type="button" value="Q"/>
Follow_You_BW	Default	<input type="button" value="Q"/>
den-hira-bbh654	Default	<input type="button" value="Q"/>
Andover_Agent_Printer	Default	<input type="button" value="Q"/>
den-hira-abh558	Default	<input type="button" value="Q"/>

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.

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 ?



Preview

Choose your print options and features

Select "Continue"

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.

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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

