



REALTY

Web Upload Printing



Instructional Summary - Web Upload Printing

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.

System Requirements

All major browsers will work.

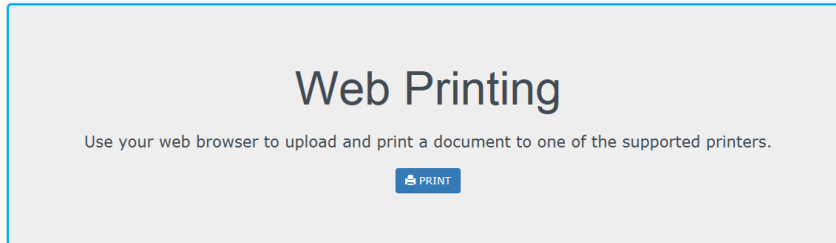
Support

If you have an urgent matter, please contact the Realogy help desk:
877-NRT-HELP (877-678-4357)

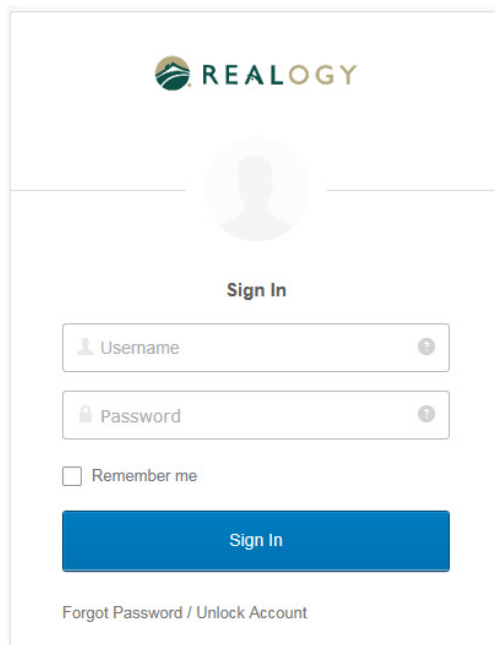
Web Upload Printing

Go to <https://realogy.printanywhere.com/cps/>

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

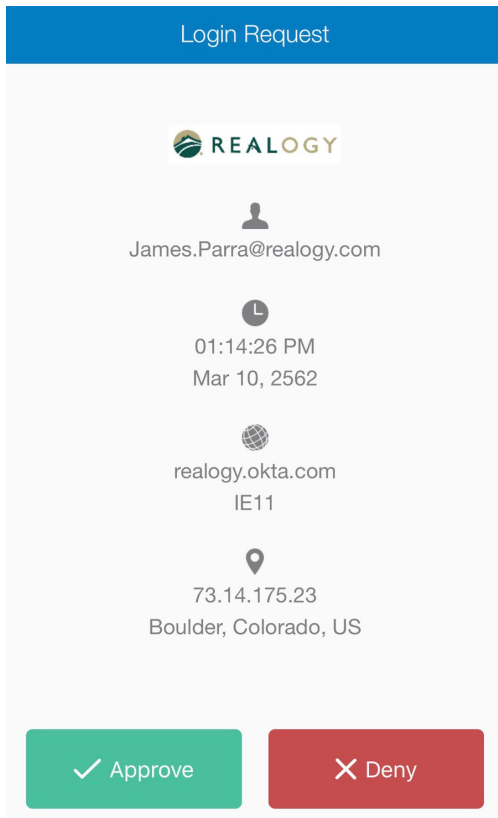


Click "Print"

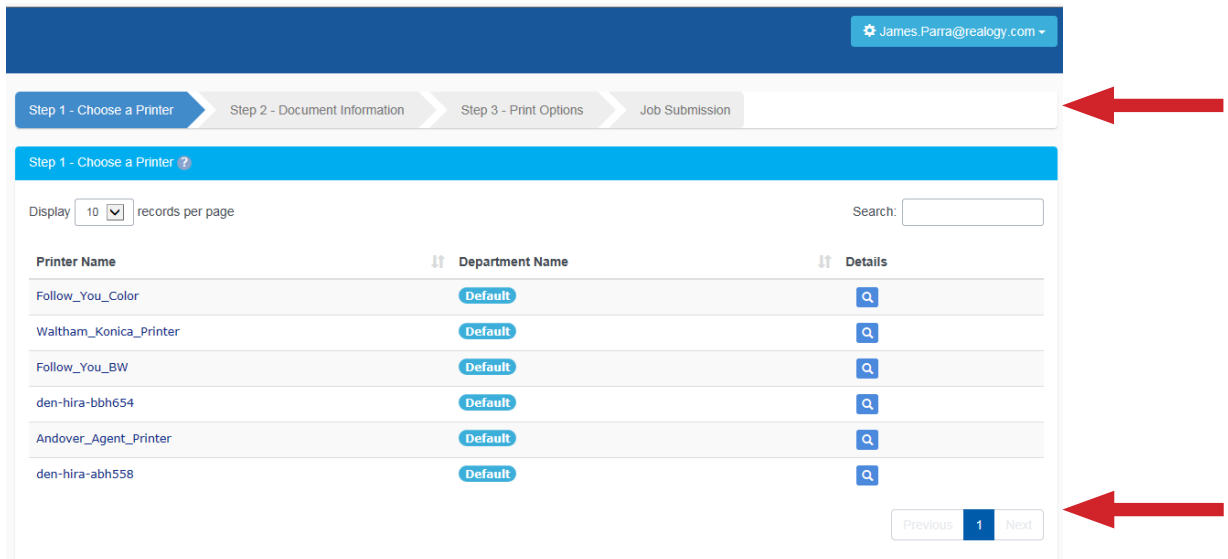


Login to your Realogy account

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

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: den-hira-bbh654

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: den-hira-bbh654

Paper ? Letter (8 1/2 x 11 in)

Duplex Single Sided

Color Black & White

Orientation ? As Saved


 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: den-hira-bbh654

Document www.google.com

Job ID 1001930

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

