

# FSC Mobile Print Instructions

Mobile printing allows you to send documents to print from any location and any device. There are 2 methods for sending documents and both are outlined below.

The first step for either method is to visit one of the 4 printers (2 in Rinker Technology, 1 in Tutus, and 1 in the library) and swipe your ID card. This will verify your authentication and create your printing account. This must only be done once.

## Method 1 – upload document via web page

1. Visit one of the printers and swipe your ID card to create your account. This only needs to be done once.
2. Go to the FSC Mobile print site. This will be added to the Login Drop down on the home page and as a link on the FSC Portal. This is the web address:

<https://mobileprint.flsouthern.edu:9001/webrelease>



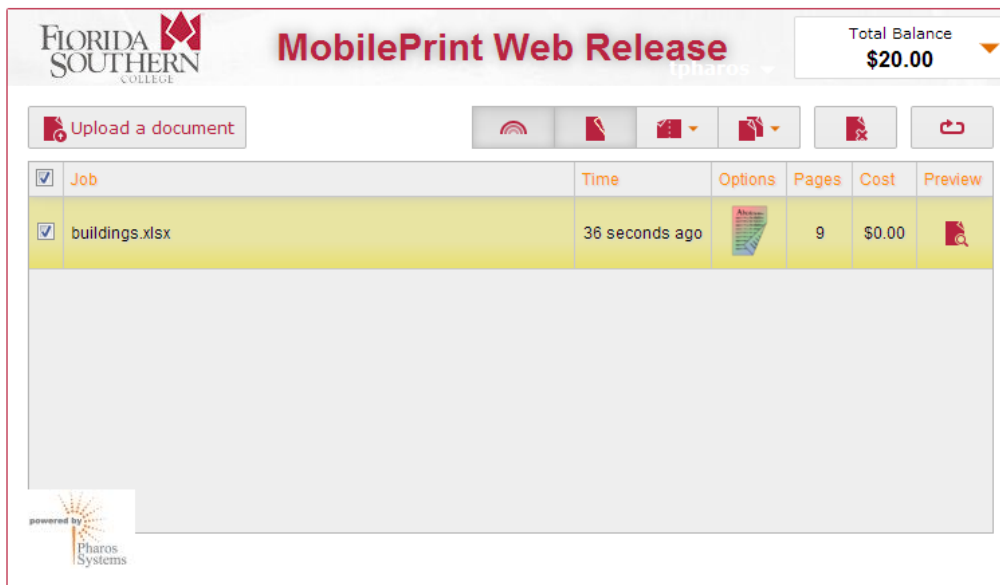
The screenshot shows the login interface for the MobilePrint Web Release. At the top left is the Florida Southern College logo. To the right of the logo is the title "MobilePrint Web Release" in red. Below the title is a large text box containing the instruction: "Log on to release print jobs. Your logon is your network logon (first initial, last name, i.e. jsmith)". Underneath this are two input fields: "User ID" and "Password". Below the input fields is a "Log on" button with a red exclamation mark icon and a "Remember me" checkbox. At the bottom left of the form is a logo for "powered by Pharos Systems".

Log in with your network account (same as MocSync)– the one you use for logging onto Rinker or Tutu computers.

3. After you log in click on the Upload a document, browse to the file you want to print and upload it.



4. Once your documents are uploaded you check the box next to the job to change the printing options.



5. Printing options: Buttons from right to left: (see below)
  - a. Color or Black and White
  - b. Duplex printing – print one side or 2 sides
  - c. Print multiple pages per side
  - d. Number of copies
  - e. Delete the document if you do not want it to print.
  - f. Refresh the list of documents



6. Visit one of the printers, swipe your card, select the document you want to print.
7. **Be sure to log out.** Simply select the log out button or swipe your card to finish the transaction.

### Method 2 – Submit document to print with email

1. Visit one of the printers and swipe your ID card to create your account. This only needs to be done once.
2. Go to the FSC Mobile print site. This will be added to the Login Drop down on the home page and as a link on the FSC Portal. This is the web address:  
<https://mobileprint.flsouthern.edu:9001/webrelease>

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## MobilePrint Web Release

Log on to release print jobs. Your logon is your network logon (first initial, last name, i.e. jsmith)

User ID

Password

Remember me

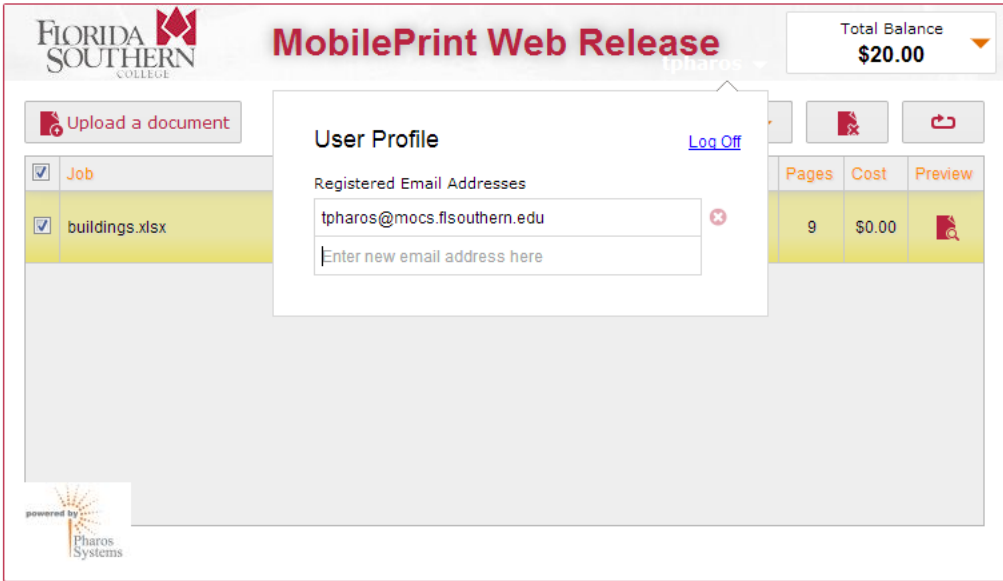
powered by Pharos Systems

Log in with your network account – the one you use for logging onto Rinker or Tutu computers.

3. After you log in click on your user name just below the word release. It is hard to see on the screenshot below. Your mocs.flsouthern.edu email will be automatically registered.



4. Enter additional email addresses you want to use to send print jobs. You can set up as many as you want.



5. You will receive a confirmation email at the address you entered above – see example below

FSC MobilePrint has received a request to register the email address 'jthomas@flsouthern.edu' to the user 'rpharos'.

If this user is you and you wish to use this email address to submit print jobs to MobilePrint, please [click here to confirm](#) the email registration or else simply ignore this email.

6. Click [here](#) to confirm to verify the email address is yours.
7. Now you can send documents as attachments to print.
  - a. Send to [Printcolor@flsouthern.edu](mailto:Printcolor@flsouthern.edu) for color prints
  - b. Sent to [Printbw@flsouthern.edu](mailto:Printbw@flsouthern.edu) for black and white
8. Visit one of the printers, swipe your card, select the document you want to print.
9. **Be sure to log out.** Simply select the log out button or swipe your card to finish the transaction.