

STEPS TO PRINT A JOB SENT FROM A COMPUTER IN RINKER OR TUTUS

Step 1.

Print your document from the lab computer.

Step 2.

Slide your card through the card reader.

Step 3.

Select okay at the account balance screen to display your current jobs that are in your print queue.

Step 4.

Touch the screen to select the jobs that you want either: Print, Delete, or validate account balance to handle such print jobs.

Step 5.

Be sure to log out. Simply select the log out button or swipe your card to finish the transaction.

IMPORTANT FACTS

- If you do not have an ID card (or have lost your card) one can be obtained at the safety office.
- You can release your jobs from any of the below locations within a 48 HOUR period. After 48 hours your job(s) will be deleted and purged forever.
- Each FULL TIME STUDENT will receive a \$20.00 credit (free) each semester. Once these 'free print' funds are depleted your Moc Bucks balance will be used for printing. Additional Moc Bucks can be added to your ID card at the Student Accounts office or through GETFunds <https://get.cbord.com/flsouthern/full/login.php>. Directions for setting up GETFunds account can be access by clicking [here](#).

STEPS TO PRINT A JOB FROM A MOBILE DEVICE

Step 1.

Login to <https://mobileprint.flsouthern.edu:9001/webrelease> and upload a document or add your email address(es) to your mobile print account. (Available in the login dropdown box on FSC's homepage.) Note: this is the same login as MocSync

Step 2.

From any mobile device identify the job you would like to print. **(NOTE: You are not required to be on the campus network and can execute the following steps from any wired or wireless network anywhere in the world.)**

Step 3.

Compose a new message from any registered email address. Attach the document you would like to print and send the document to:

B/W – printbw@flsouthern.edu

COLOR – printcolor@flsouthern.edu

Step 4.

Follow above steps to release your job. **Be sure to log out.**

LOCATIONS TO PRINT

LOCATION	DEVICE
LIBRARY	COLOR MP C4502SP
TÛTÛ'S	COLOR MP C4502SP
RINKER	COLOR MP C4502SP B/W MP 2352SP

PRICING

SINGLE – SIDED	DOUBLE – SIDED
BLACK & WHITE	BLACK & WHITE
\$0.10	\$0.08 / per side
COLOR	COLOR
\$0.20	\$0.18 / per side

STEPS TO MAKE A COPY

Step 1.

Slide your card through the card reader.

Step 2.

Press the HOME button located on the upper left of the copier panel. Then select the COPY icon.

Step 3.

Select the finishing options for your copy. Put document on top feeder or the glass and press START. **(NOTE: If your original is smaller than normal paper size (8.5 x 11). You will need to press START 2 times.)**

Step 4. Be sure to log out.

If you have any issues please report to a lab monitor (in Rinker) or ishelp@flsouthern.edu.