

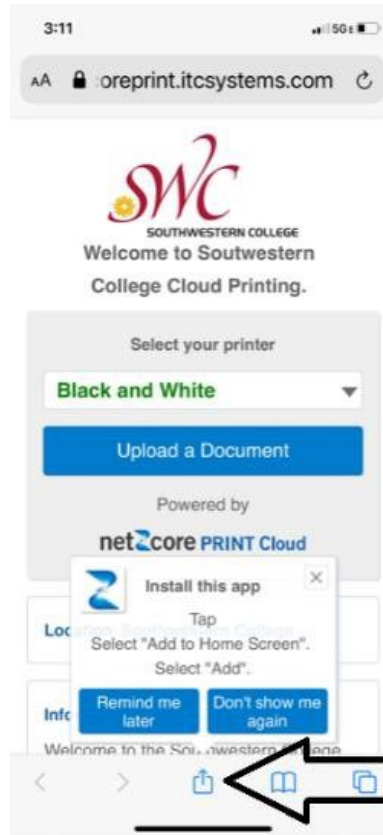
Mobile Print Instructions

Follow this guide when sending a print job from your laptop, tablet, or phone to your MySWC Print Account. Your print job can then be accessed at any available SWC Print Release Station attached to an HP B&W or Color printer

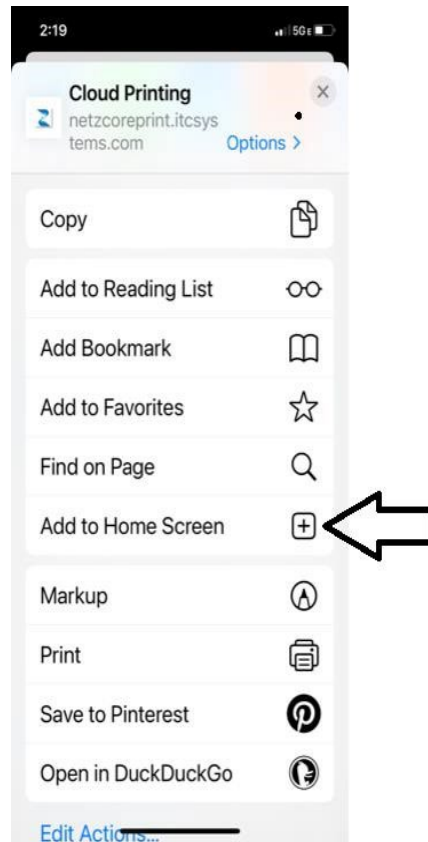
Getting Started

1. Enter <https://swccd.netzcoreprint.com/> into your device's browser address bar to bring up SWC's Cloud Printing page.

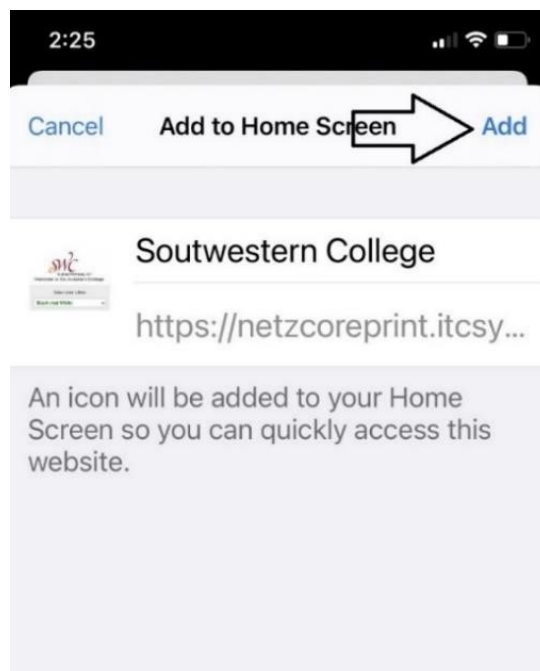
(OPTIONAL) To install the desktop app for future use, follow the instructions on your device. Tap the box with the arrow pointing up to get started (see image).



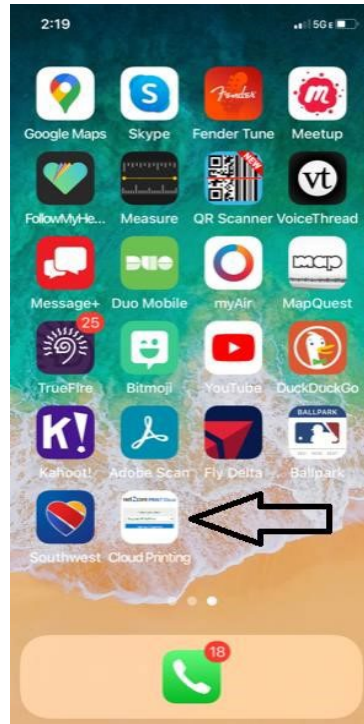
2. You will now see this screen and you will want to tap “Add to Home Screen”



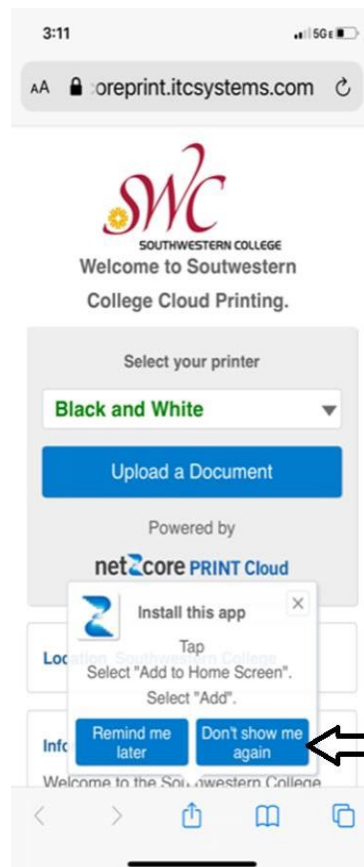
3. Tap “Add” at the top right to place the app shortcut on your device’s Home Screen



4. You now have the Cloud Printing app shortcut on your Home Screen



5. Tapping on the Cloud Printing shortcut, you will be taken to this screen. Tap “Don’t Show me again” button



Select a Printer and Upload a Document

6. We provide B&W and Color printing. Make note of supported file types and file size allowed.

Southwestern College
Welcome to Southwestern College

Select your printer
Black and White
Upload a Document

Powered by
netCore PRINT Cloud

Location Southwestern College

Information
Welcome to the Southwestern College Mobile Print. Print virtually any document or web page from your internet connected device.

1. Select either a Black and White or Color Printer
2. Press the Upload a Document button on the left side of this page
3. Enter your MySWC Account Login to identify your print job at the Release Station
4. Upload a document or enter a URL
5. Submit Print job
6. Select to send another print job or not (Optional)
7. Walk over to the designated Print Release Station next to the Printer at any campus
8. Enter your MySWC Account Login and follow prompts to select your job(s) and pay for and release them.

All print jobs will automatically be purged after 8 hours
Cost .10 for Black and White and .25 for Color
Supported Document Types:
docx, doc, dot, dotx, docm, rtf, wpd
xls, xlsx, xism, xlsb, xlt, xltx, xltm, .csv
odt, odp, ods
pdf, txt, log
png, gif, JPG, JPEG, bmp
Note: Max file size is 20MB

Thank you for using Southwestern College Mobile Print

7. Tap the Upload a Document button to bring up the MySWC Account Login page below.

Enter your MySWC Account Login

***Note:** It is important that you **SPELL** your **User Name** correctly. You won't receive an error if you type it incorrectly, but you won't see your print job in the Print Release Station queue. Your User Name is your first and last initial lowercase, along with your 7 digit SWC ID number (example: aa0123456). Your User Name **is not** your SWC email address.

netCore PRINT Cloud

Enter your MySWC Account Login

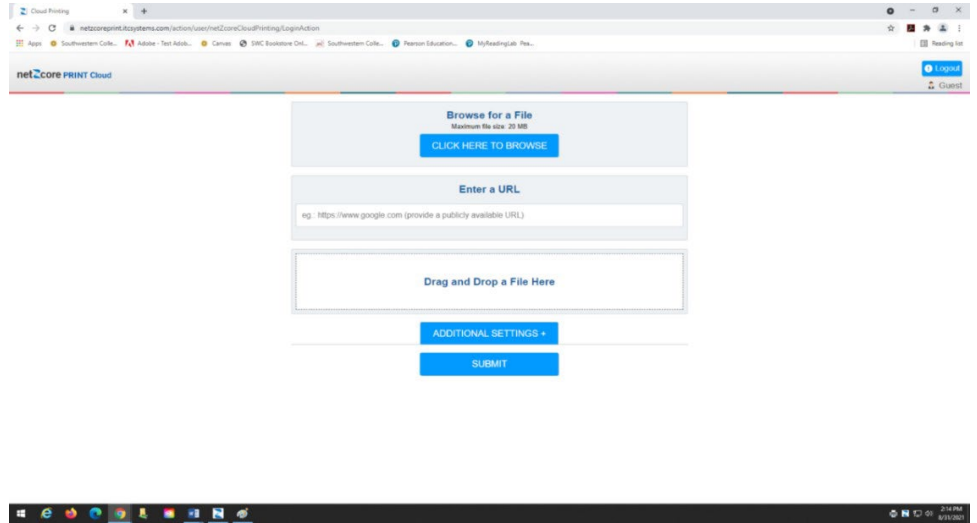
MySWC Account Login

CONTINUE

8. Type in your MySWC User Name and you will be brought to the page below.

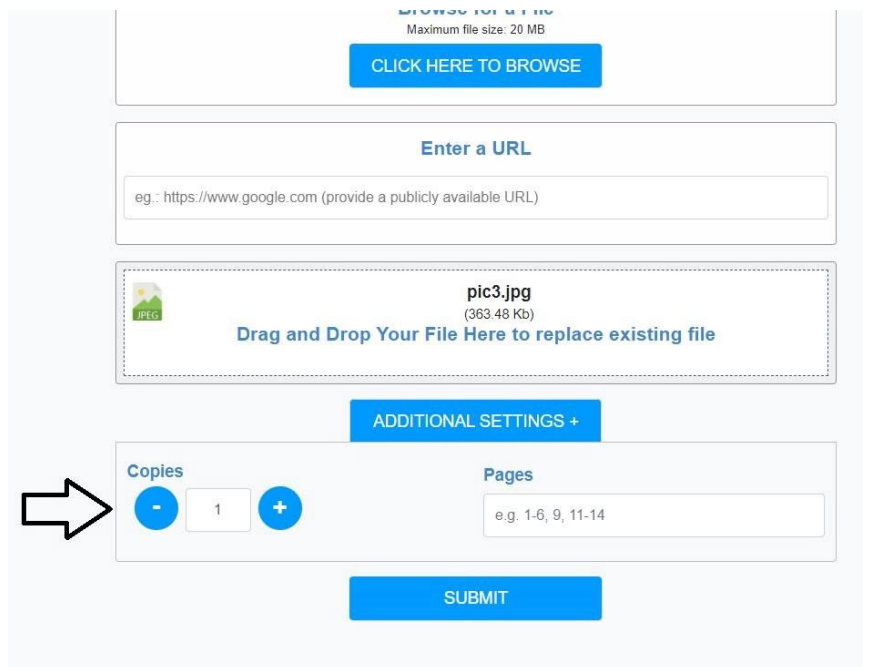
9. There are 3 options

- Browse for a file
- Enter a URL
- Drag and drop a file (this option will not be available on a phone).

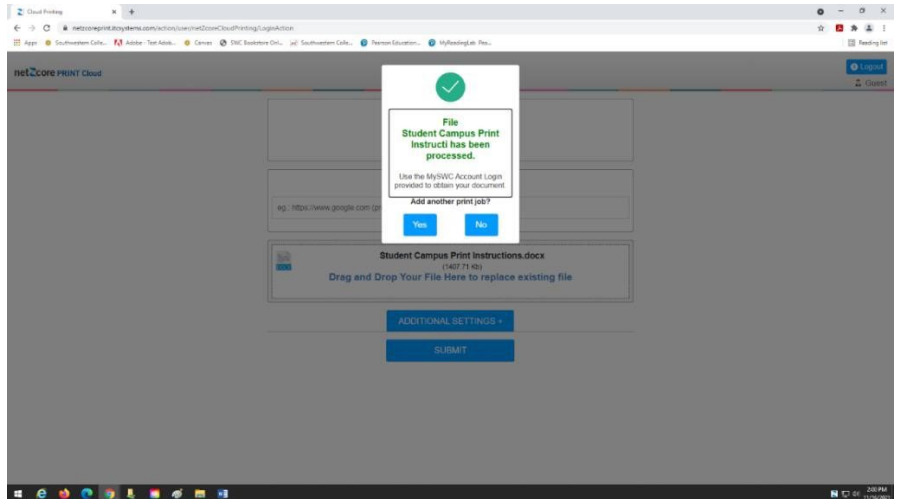


Change Print Settings Options

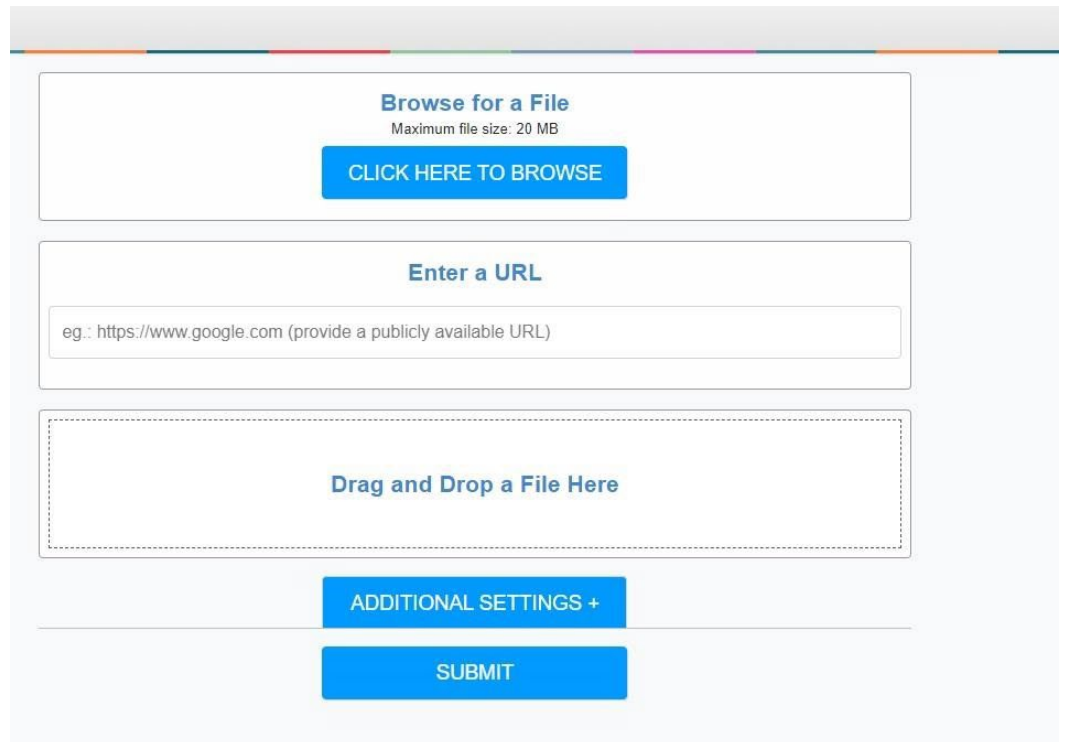
10. Once you have selected your file, you have the option of clicking the blue ADDITIONAL SETTINGS + BUTTON to control the number of Copies and Pages Range you would like to print (see image).



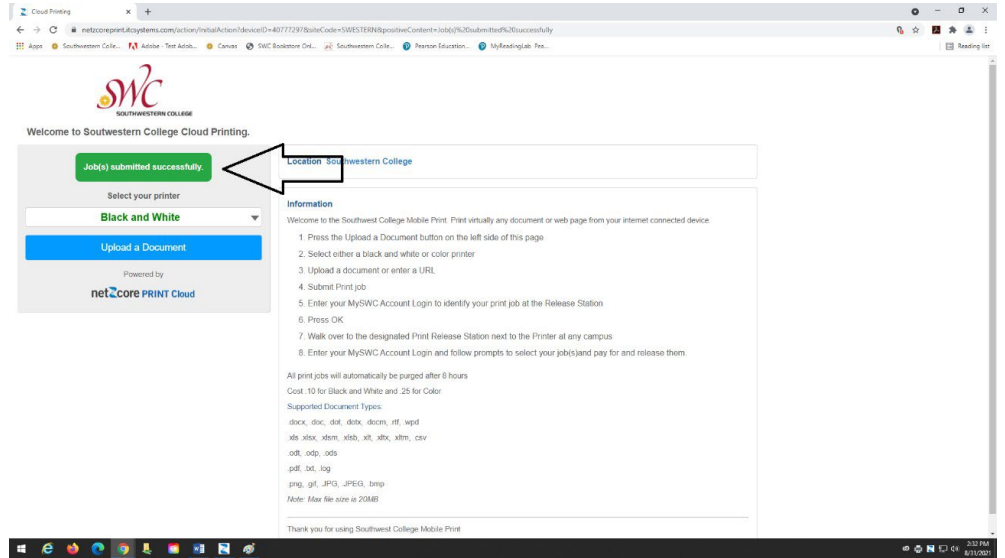
11. Press the Submit button and you will see this page



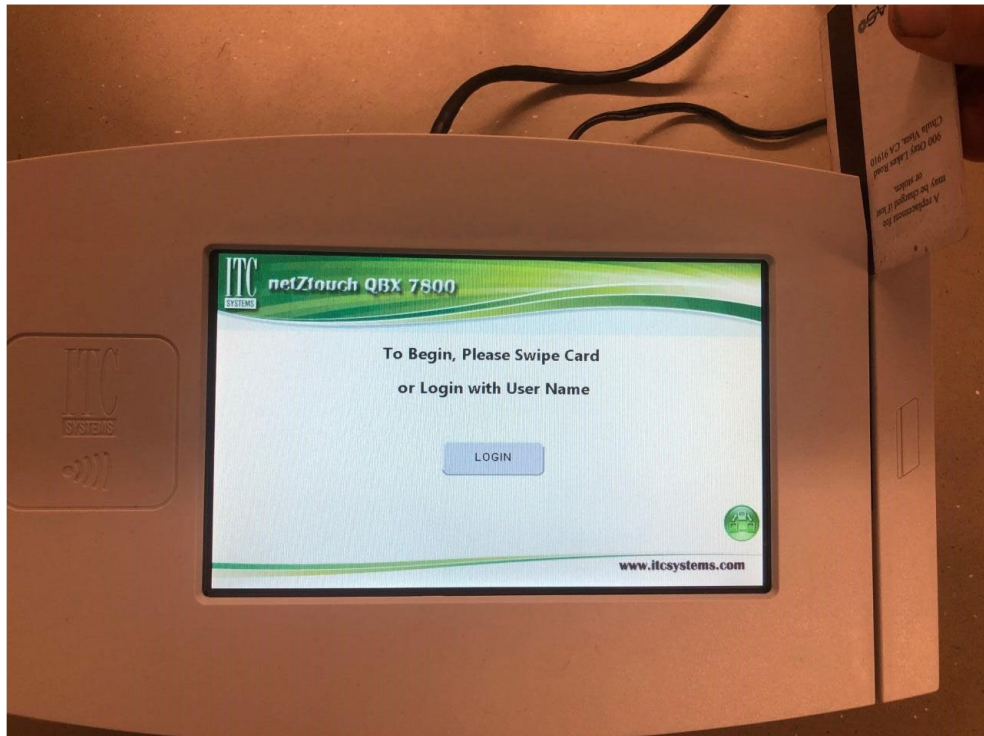
12. Select Yes to print additional documents. You will be taken back to the original page.



13. Select No and you will be taken back to the SWC Mobile Print Page, along with a green box that confirms your print jobs were submitted successfully (see image). You can close your browser at this point.



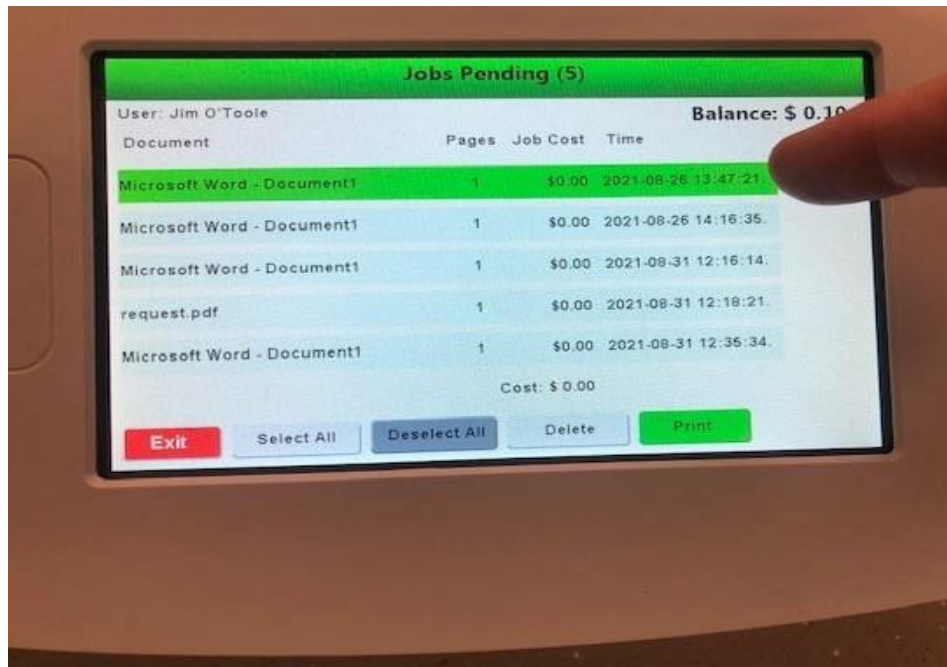
14. Visit a print release station and swipe your SWC student ID card with the magnetic strip facing to the left (see image).



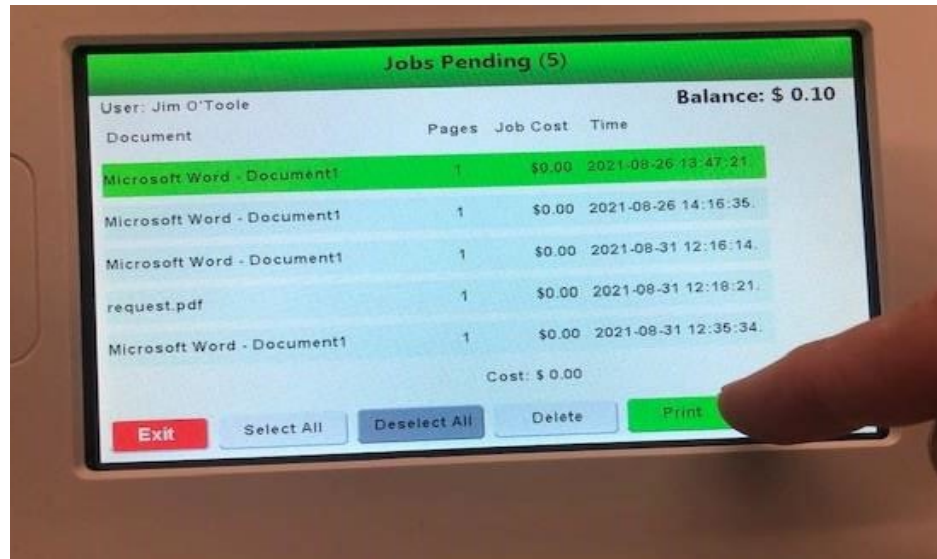
15. Once you have swiped your ID card, a screen will appear showing all of your available print jobs associated with your MySWC account



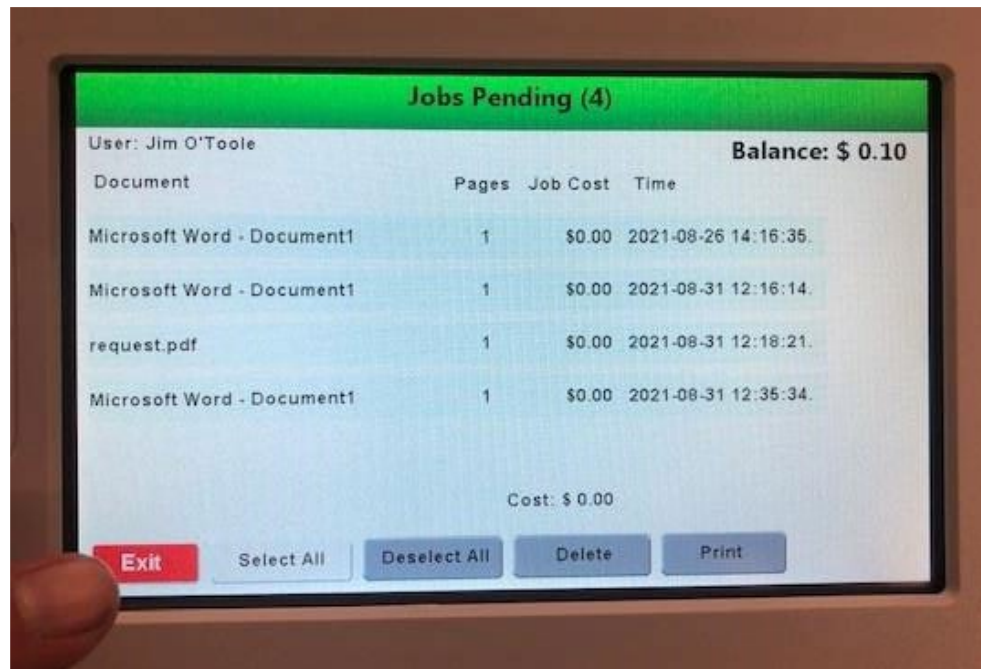
16. Using the touch screen, select the document that you wish to print. Your print job and the print button will both turn green (see image - If the print button remains grey, you don't have enough funds in your account and will need to visit a PayStation Elite machine (accepts bills, coins, and debit/credit card).



17. Press the Print button.



18. Make sure to touch the red **Exit** button to close your account



Netcore Print Page attributes

My Print Jobs tab has all print jobs that are still available, along with your account and transaction summaries.

netcore PRINT Logout jotoole

My Print Jobs My Account

Document Title	Pages	Copies	Cost	Print Queue	Submitted
<input type="checkbox"/> Microsoft Word - Document1	1	1	\$0.00	CV-ASC-Printer-One-BW	08/31 12:16PM
<input type="checkbox"/> request.pdf	1	1	\$0.00	CV-ASC-Printer-One-BW	08/31 12:18PM
<input type="checkbox"/> Microsoft Word - Document1	1	1	\$0.00	CV-ASC-Printer-One-BW	08/31 12:35PM
<input type="checkbox"/> Microsoft Word - Student Cloud Printing Instructions.docx	4	1	\$0.00	CV-ASC-Printer-One-BW	08/31 02:58PM
<input type="checkbox"/> Microsoft Word - Document1	1	1	\$0.00	CV-ASC-Printer-One-BW	08/31 03:13PM

Account Summary

Account jotoole
Purse PRINT CASH
Available \$0.10

Transaction Summary

Total \$0.00
Print 0 Pages

Cancel jobs

My Account tab contains account and balance information, as well as your print job history, discarded job history and transaction history.

netcore PRINT Logout jotoole

My Print Jobs My Account

Account

User ID jotoole
Name O'Toole, Jim
eMail jotoole@swccd.edu

Purse	Balance	Overdraft Available
PRINT CASH	\$0.10	\$0.00

Print Job History Discarded Job History Transaction History

Document Title	Pages	Cost	Submitted	Printed	Printer
[No Title]	4	\$0.00	08/31 02:56PM	08/31 02:59PM	CV-ASC-Printer-One-BW
[No Title]	4	\$0.00	08/31 01:43PM	08/31 01:43PM	CV-ASC-Printer-One-BW
[No Title]	1	\$0.00	08/26 03:14PM	08/31 12:20PM	CV-ASC-Printer-One-BW
[No Title]	1	\$0.00	08/31 01:43PM	08/31 01:08PM	CV-ASC-Printer-One-BW

4 print jobs [Clear Titles](#)