

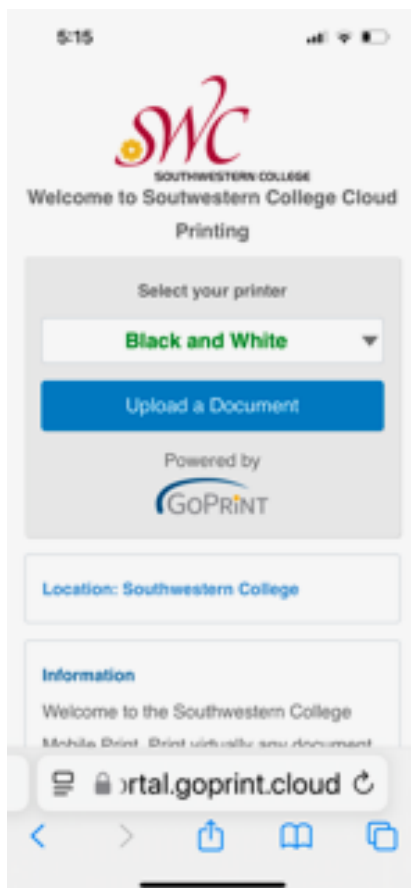


Mobile Print Instructions

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.goprint.cloud/> into your device's browser address bar to bring up the SWC's Cloud Printing page. You should see this screen below.



Select a Printer and Upload a Document

Looking at your device, please review the information on the page and file types supported. Tap the Upload a Document button to bring up the MySWC Account Login page below.

Enter your MySWC Account Login

It is important that you **spell** your **username** correctly. You won't receive an error if you type your username incorrectly, but you won't find your print job in your print release station queue.

Your username is your first and last initials (lowercase), along with your 7-digit SWC ID number (example: aa0123456). Your username is **not** your SWC email address.

Enter MySWC Username

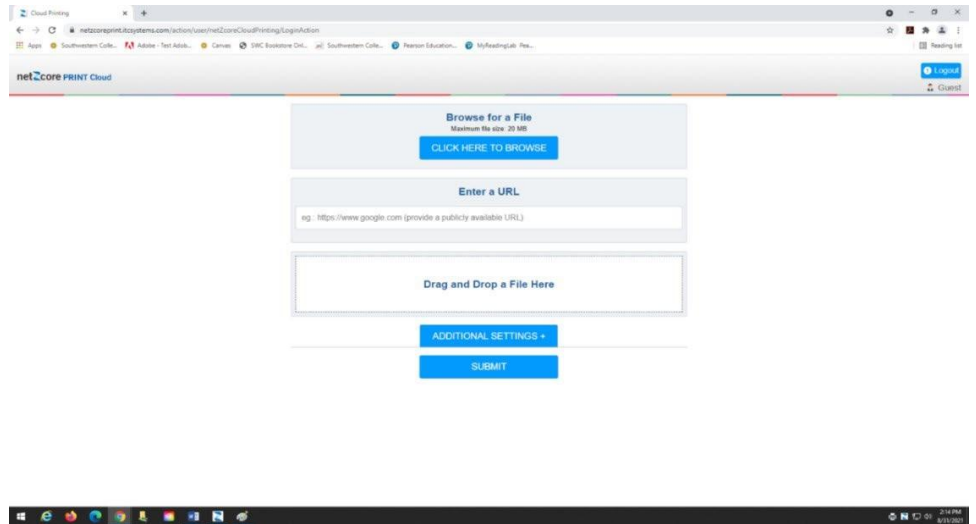
MySWC Username

CONTINUE

2. Type in your MySWC username and you will be brought to the page below.

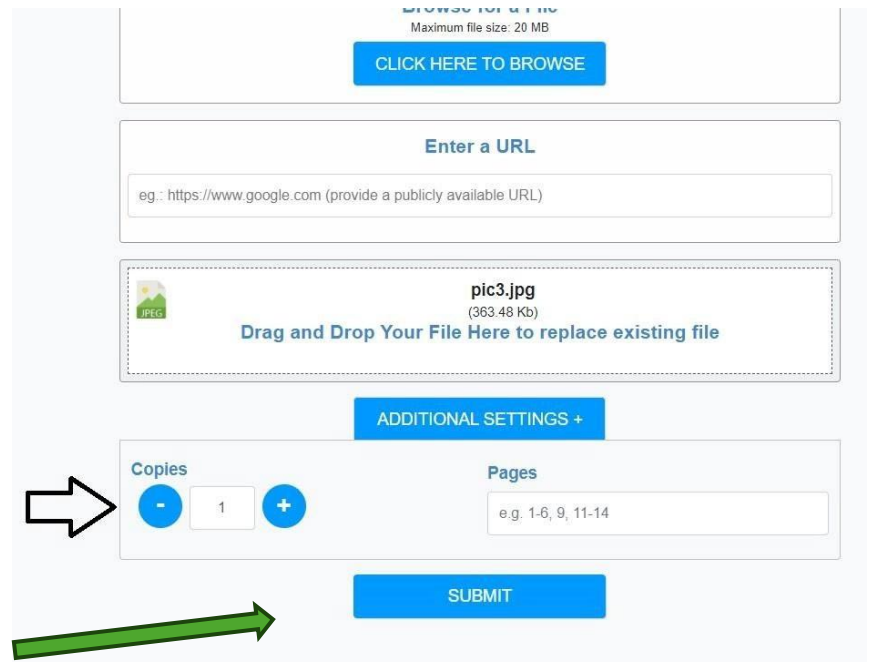
3. There are 3 options:

- Browse for a file
- Enter a URL
- Additional Settings (number of prints, print ranges...).



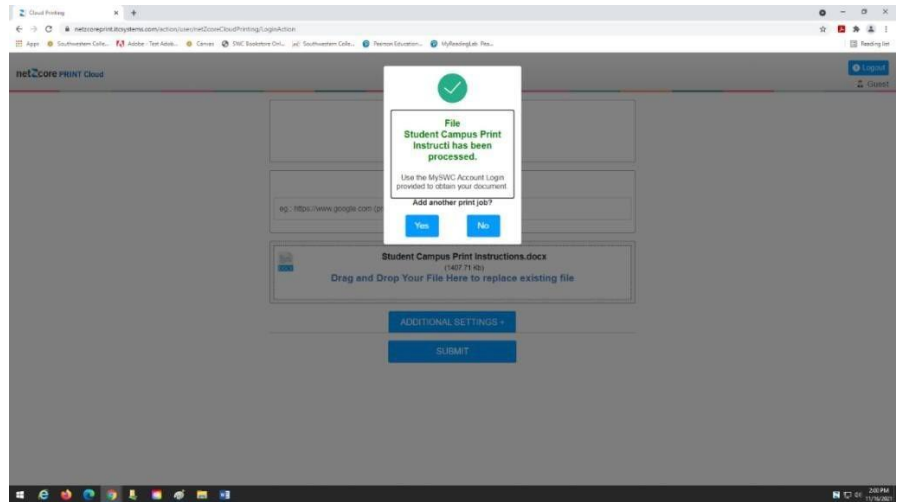
Change Print Settings Options

4. 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.



Click the Submit button

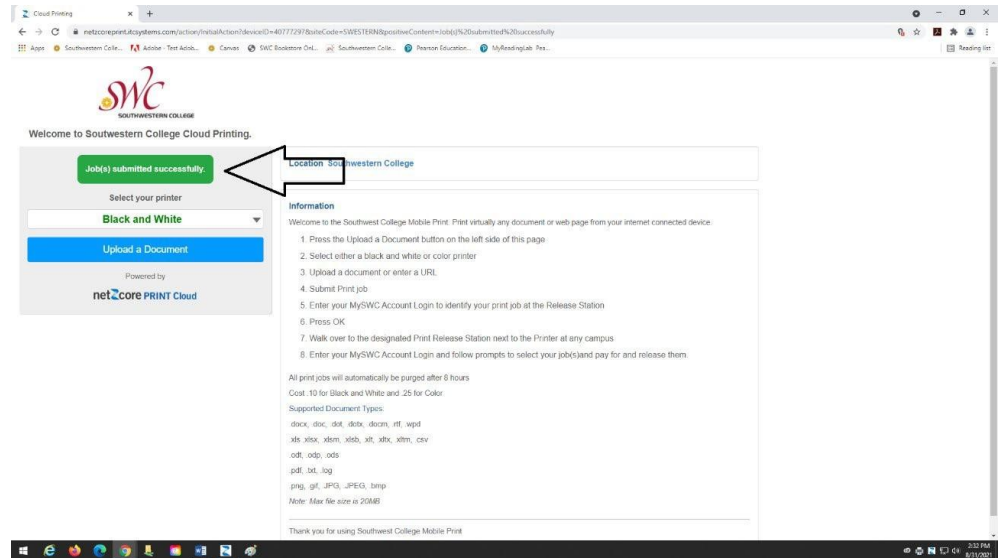
5. You should now see a “File has been processed” notification.



6. Select **Yes** to print additional documents, and you are back to select another file to print.

A screenshot of the net2core PRINT Cloud interface showing three options for selecting a file to print. The first option is "Browse for a File" with a subtext "Maximum file size: 20 MB" and a blue button labeled "CLICK HERE TO BROWSE". The second option is "Enter a URL" with a text input field containing the placeholder "eg.: https://www.google.com (provide a publicly available URL)". The third option is "Drag and Drop a File Here" with a large dashed rectangular area. At the bottom, there are two blue buttons: "ADDITIONAL SETTINGS +" and "SUBMIT".

7. 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



A good rule of thumb is to never close your work down until you successfully get your print job first.

8. Visit a print release station and swipe your SWC student ID card with the magnetic strip facing to the left.



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



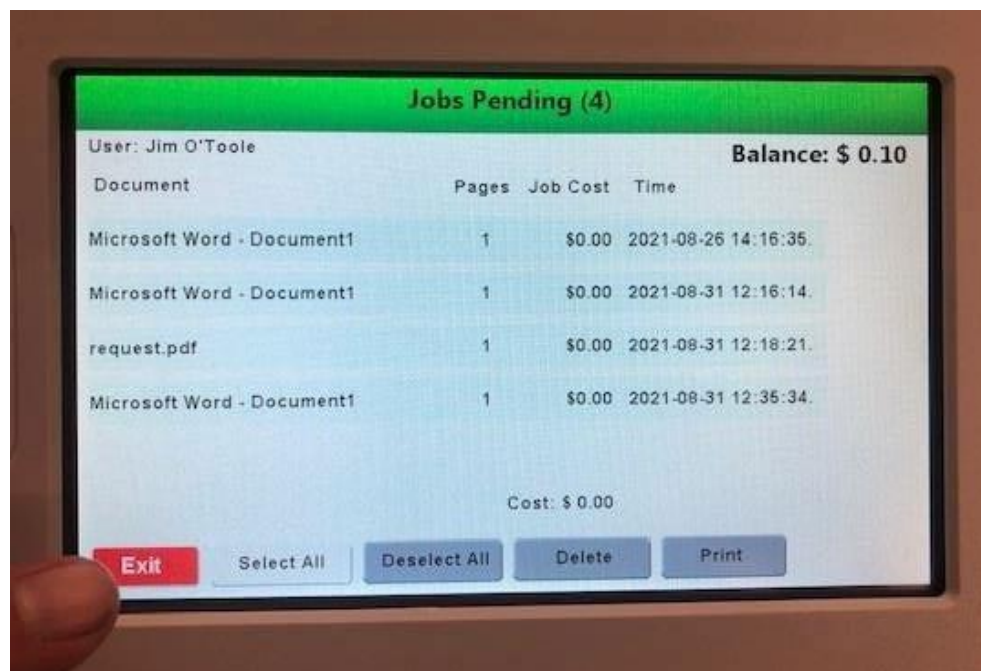
10. Using the touch screen, select the document that you wish to print. Your print job and the print button will both turn green (see image - **If the print button remains grey, you don't have enough funds in your account** and will need to visit a PayStation Elite machine (accepts bills, coins, debit/credit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



11. Press the Print button.



12. Make sure to tap the red Exit button to close your account



Netzcore 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

Print Jobs

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

Cancel jobs

Account Summary

Account jotoole
Purse PRINT CASH
Available \$0.10

Transaction Summary

Total \$0.00
Print 0 Pages

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

netZcore PRINT WebClient

File Help

netZcore PRINT

Logoutjotoole

My Print JobsMy Account

Account

User IDjotoole

NameO'Toole, Jim

eMailjotoole@swccd.edu

Balances

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

Print Job HistoryDiscarded Job HistoryTransaction 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]	4	\$0.00	08/31 01:43PM	08/31 01:43PM	CV-ASC-Printer-One-BW

4 print jobsClear Titles

3:23 PM8/31/2021