



MOBILE PRINTING

@MCLS

Mobile print services are now available.

- To use the service, email your print job directly to the Ricoh Print Cloud at:

print@ricohprintcloud.com

- Once the email is received by the Ricoh Print Cloud service, a release code is generated and emailed back to you.
- Your files are held in the cloud until you are ready to pick them up.
- For Curbside pick-up, contact the branch location where you would like to pick up your prints. Provide the staff with the code, and schedule a time to pick up your print job.
- To retrieve your prints on your own when branches are open to the public, contact the branch of your choice to make an appointment to visit the location. During your visit, simply enter your release code at the printer and retrieve your document.