

Using Google Cloud Print

Part 1: Adding a printer

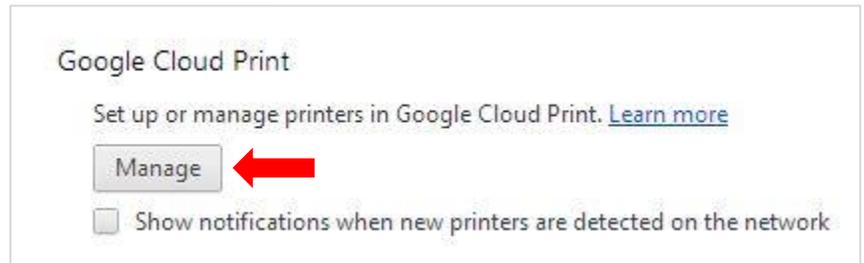
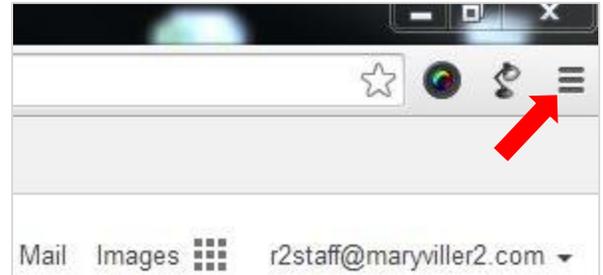
1. Using Chrome, sign into your Google Account on a PC that has the printer you want to use already installed.

2. Find the Cloud Print settings:

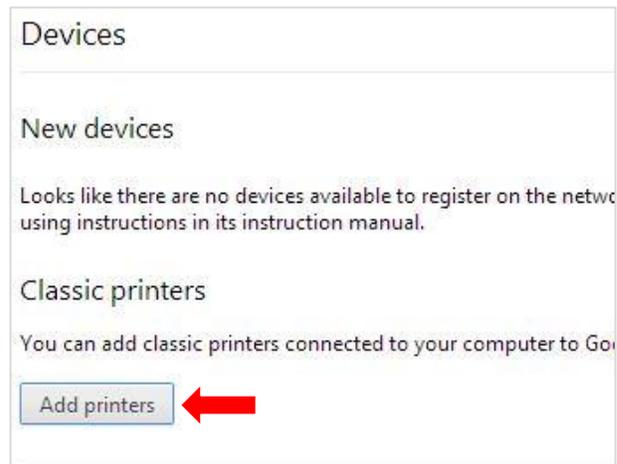
a. Click on the menu button and choose “Settings from the drop-down menu.

b. Scroll to the bottom of the screen and click on “Show Advanced Settings”.

c. Scroll down until you see the “Google Cloud Print” Section and click on the “Manage” button.

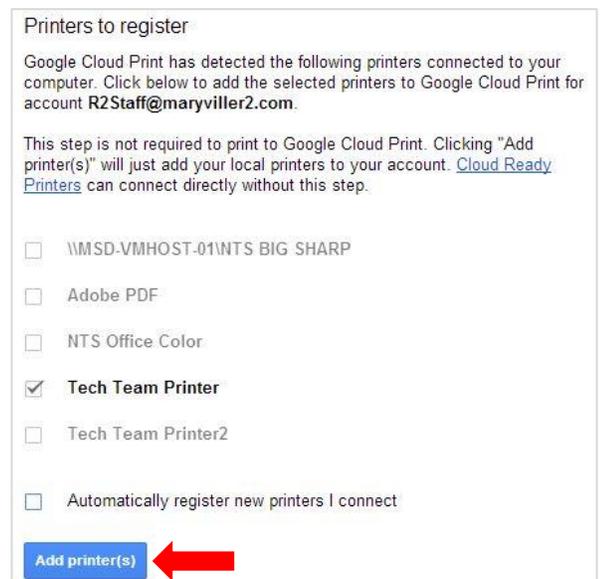


3. On the Cloud Print website, click on “Add Printers”.



4. All printers that are installed on the computer will show up in a list. Leave only the printer(s) that you want to add to Cloud Print checked.

5. Once you have your printer(s) checked, click on the blue “Add printer(s)” button.



- When you see this message, you are all set. Click on “Manage your printers” to verify.

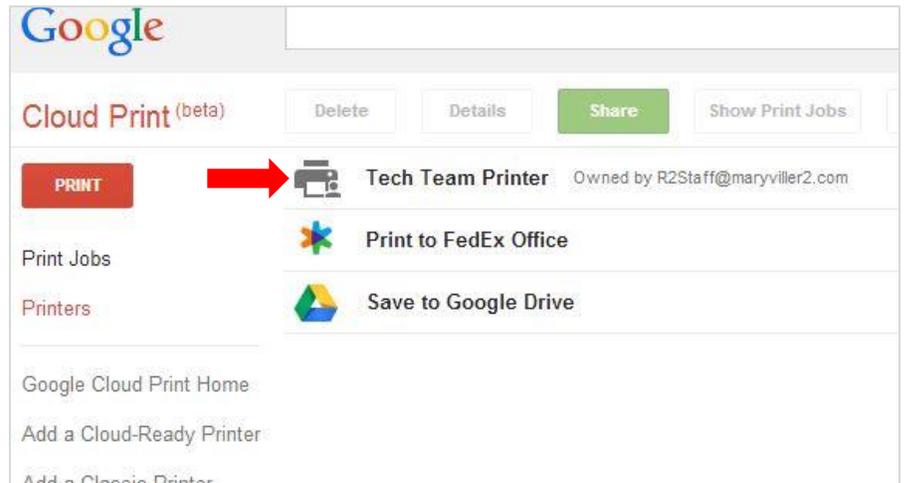
Thanks, you're ready to go!

Your printers are now registered with Google Cloud Print.

[Manage your printers](#)

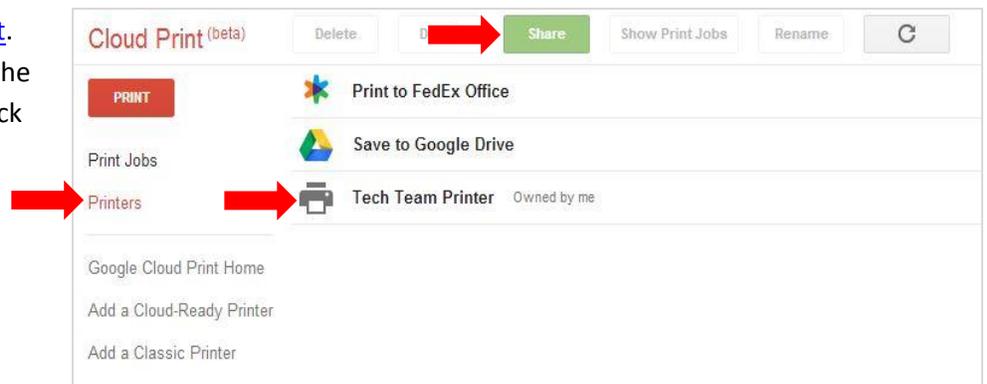
Tip: You only need to add your printers to Google Cloud Print through one computer. Registering on more than one might cause you to see duplicate printers. [Share](#) your printers to use them with other accounts.

- You will now see your printer(s) in your Cloud Print list.

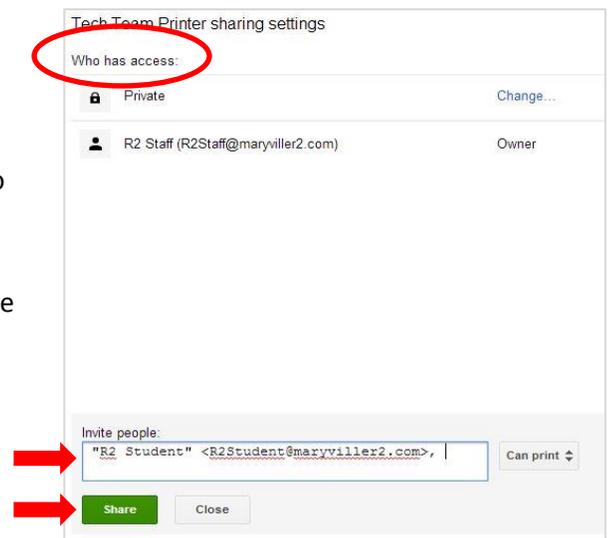


Part 2: Sharing a printer – Printer Owner

- Go to www.google.com/cloudprint. Click “Printers” on the left, select the printer you want to share, then click on the green “Share” button.



- Type in the email address(s) of the people you want to share your printer with and then click on the green “Share” button.
 - * Note: if you are adding multiple users, you can copy-paste addresses from a spreadsheet. You can add up to 25 users at a time.
- You will now see everyone you have shared a printer with in the “Who has access:” list.

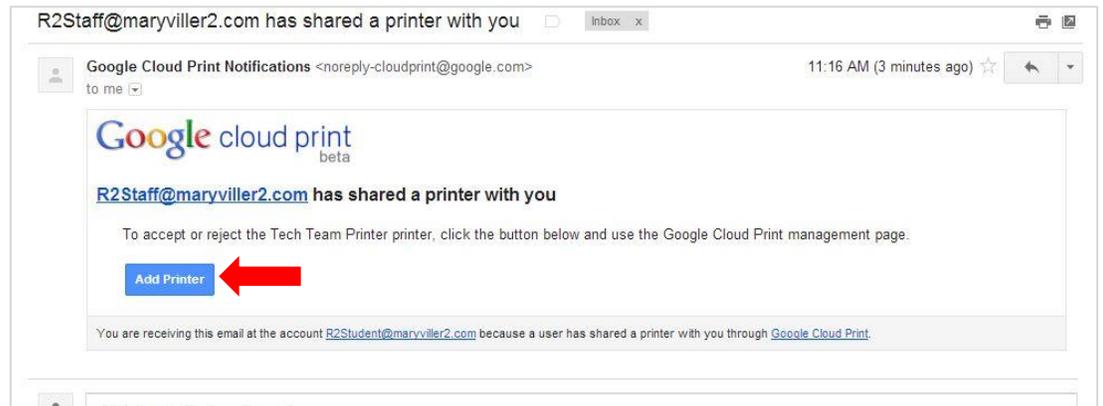


Part 3: Adding a Printer That Has Been Shared With Me – Share User

1. After you have shared a printer with someone, they will find an email in their Gmail Inbox:



2. In the email, they will find information on who has shared a printer with them and a blue “Add Printer” button.



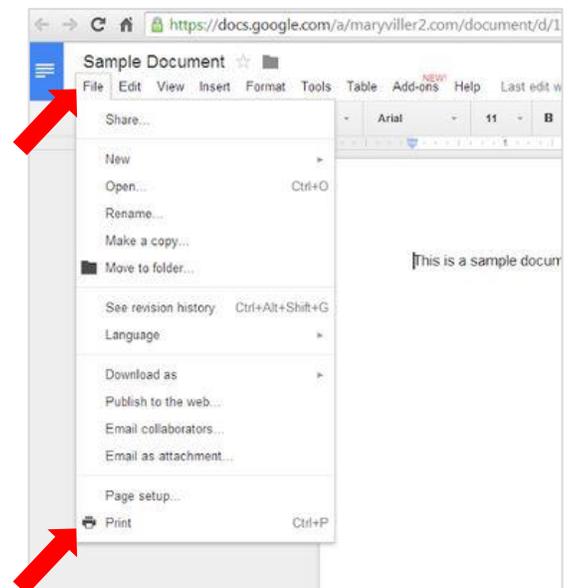
3. Click the “Add Printer” button

4. The user will be taken to a page where they need to click on the “Accept” button. (Or not. It doesn't always require this step.)

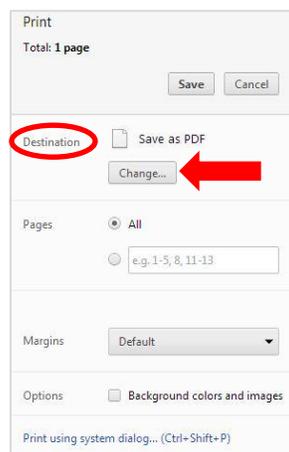


Part 4: Printing for the First Time – All Users

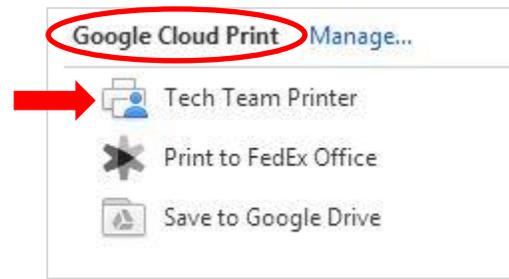
1. When you are ready to print your first document from your drive, you will need to go to the “File” menu and choose “Print”.



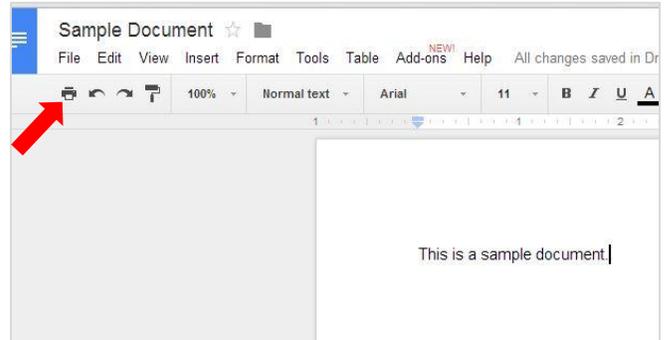
2. In the print menu, find the section called “Destination” and click on the “Change” button.



3. In the “Change” menu, look for the “Google Cloud Print” section and select the printer you want to use.



You are now ready to print! If this is the printer you want to use the next time you print, you don't need to go through these steps again. Just hit the print button on the tool bar and Google will know where to send your document.



A couple of things to keep in mind:

- **The PC that you are sharing a printer from needs to be turned on when you are trying to print from a Chromebook.**
- **Location doesn't matter. As long as the “owner” PC is on and in the District, people can print from anywhere they have access to their Google account.**
- **If you leave your computer at school and turned on overnight, students will be able to print from home. Best practice would be to make sure your computer is off at night (if you leave it at school) – either make sure the current antivirus is shutting your machine down after it scans or turn it off yourself.**