

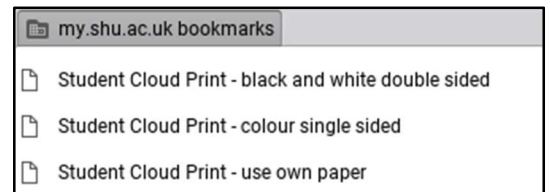
Adding SHU Printer Queues and Printing from a Chromebook

Printing from Chromebooks uses Google Cloud Print to send jobs to the standard open access print queues available to student users wherever they have access to a photocopier.

You will need to connect to each printer that you wish to use via a login page. Subsequent logins to any Chromebook will remember these settings and the printer will be automatically available.

1. You need to manually add the required printer to your user code in order to print from the Chromebook.

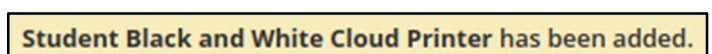
To add a printer, within Chrome select the 'my.shu.ac.uk bookmarks' folder and then select the appropriate printer that you wish to add to your account.



2. You will be asked to add the selected printer to your code by using the 'Add Printer' button.



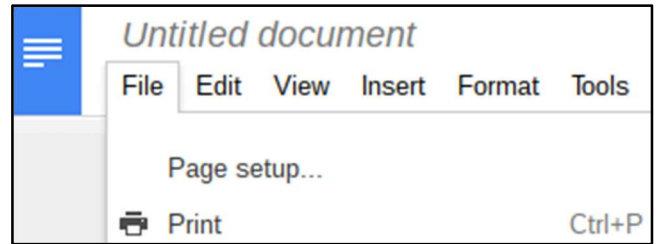
3. When you have successfully added the printer you will receive a message about the printer being available.



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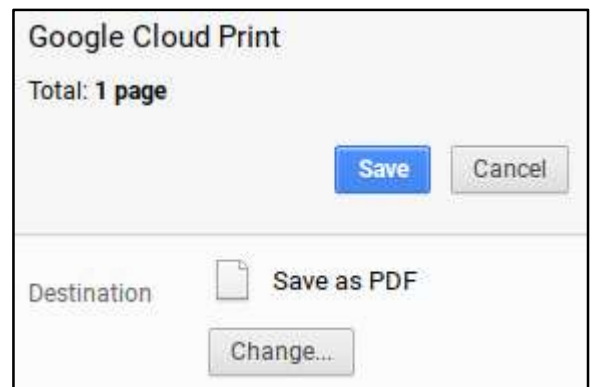
4. Within the application you wish to print from, select Print from the appropriate menu.

Within Google Docs this will be File, Print.

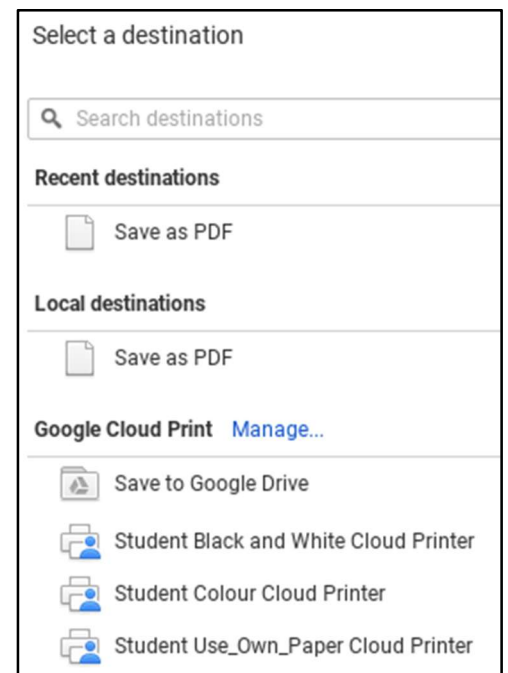


Most applications will accept Ctrl+P to provide quick access to the print page.

5. A printer page will be displayed where you can change the destination of the print job by selecting the 'Change' button.

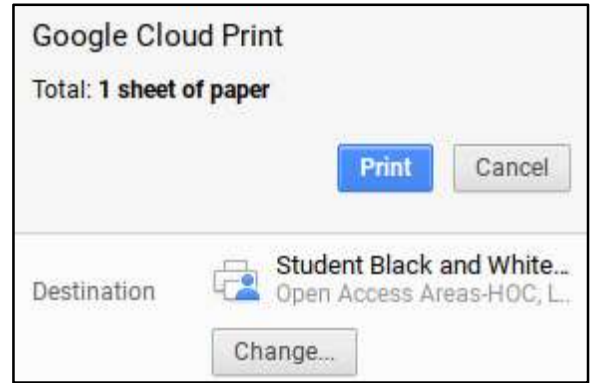


6. Select the required Google Cloud Print printer from the available printers in the dialog box.



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7. When the correct printer is selected as the destination select the 'Print' button.



8. To check the status of your Google Cloud Print print jobs and the Google Cloud Print printers that are currently available to you within Chrome select the 'my.shu.ac.uk bookmarks' folder and then select the 'Google Cloud Print status page' bookmark.



This will display the Cloud Print website for your code where you can select the status of your print jobs and view the printers that are available to you.

