

The Absolute Beginner's Guide to Wireless Printing (for Android)

At The Pickering Central Library

Introduction

Google Cloud Print (GCP) is a service that allows you to print from any web-connected device (i.e. desktop, laptop, smart phone, iPad, tablet, etc.).

Google Cloud Print routes print jobs between your computer, smartphone, or tablet and sends it to an internet-connected "cloud-enabled" printer.



You will need to have the following:

- "Google Chrome" internet browser.
- A "Google" account, to add a "Google Cloud Printer".
- A "Papercut" account, to pay and print at the internet-connected printer.

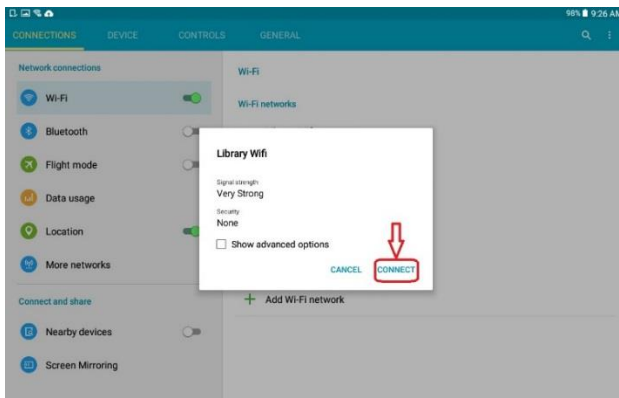
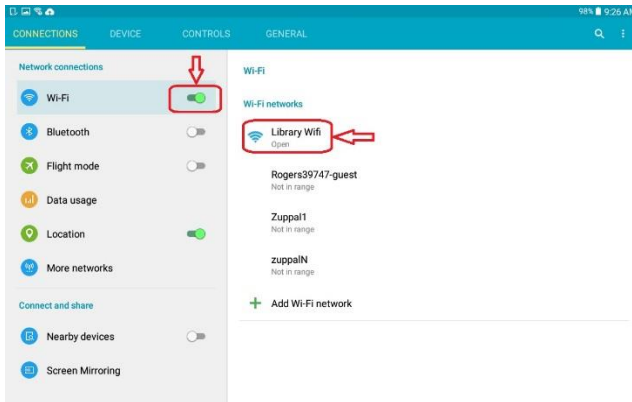
Supported Documents:

Pictures (JPG, BMP, PNG, TIF), Text (Notepad), PDF, MS Word (.doc format only).

(a) Connecting to WiFi (Skip this section if you're already online)

1. Make sure your WIFI is turned on, and you are connected to the internet. Click on the "Apps" button at the bottom right corner , then click on "Settings" .

2. If the WiFi is off, swipe its slider to turn it on. Click on "Library WiFi" on the right hand side, and click on "Connect".




3. Wait until a check mark shows beside the "Library WIFI" name. You should now be connected to the WIFI and can surf the internet.

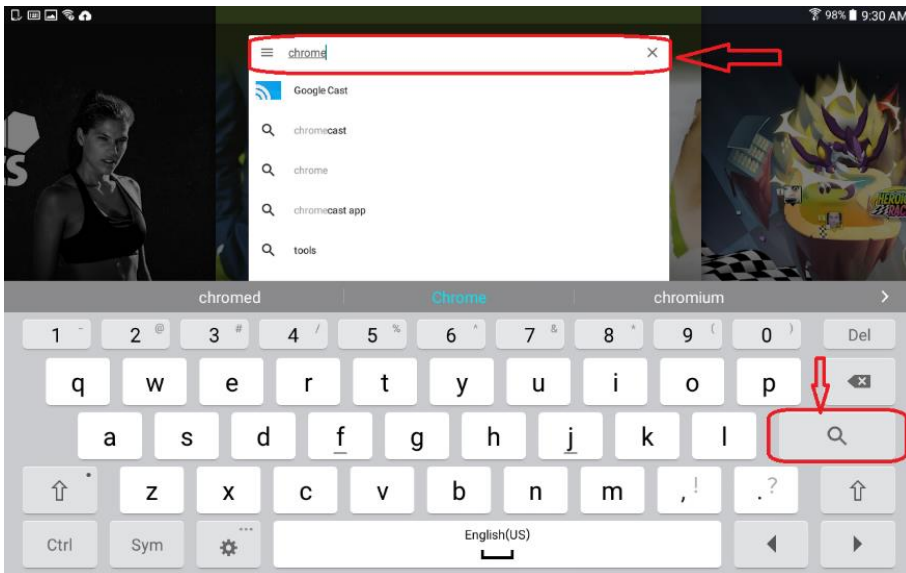
(b) Installing Google Chrome (Skip this section if Google Chrome is already installed on your Android device)

1. On the home screen, click on the "Play Store" icon

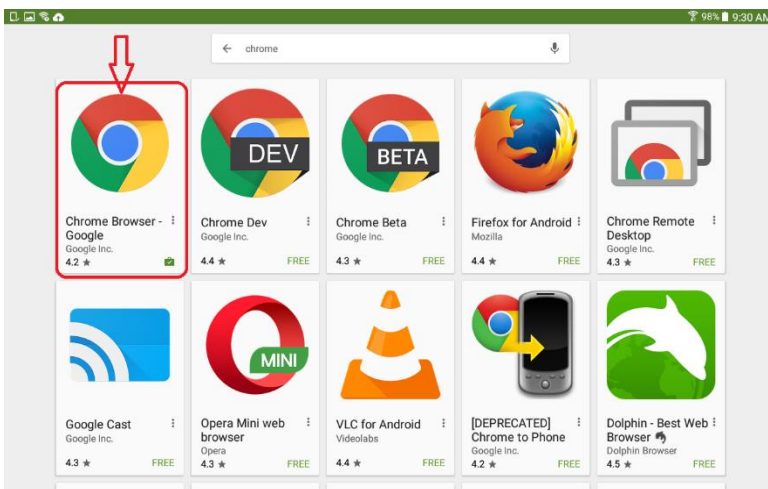


Note: If the icon is not found on the home screen, then tap on "Apps"  at the bottom right corner of the screen (to go to the apps menu), then click on "Play Store".

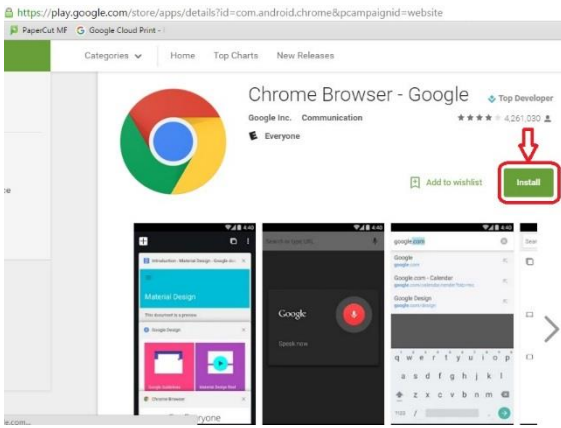
2. Type "chrome" in the search field at the top, then click on "search" – the magnifying glass button on the keyboard.



3. Click on "Chrome Browser".






4. Click on "Install", then click on "Accept & Download".



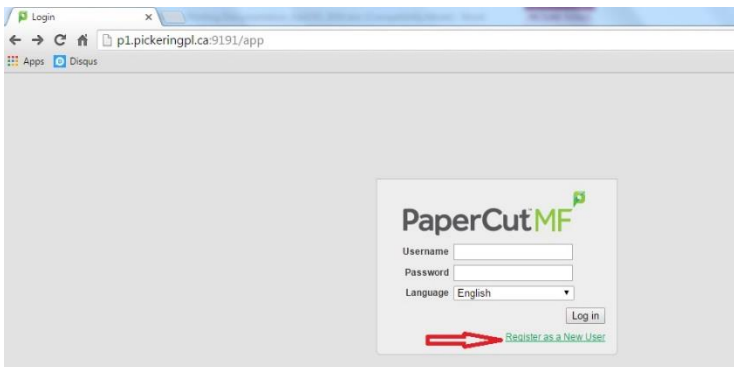
4. Once the installation process finishes, click on “Open”.

(c) Creating a “Google” account (Skip this section if you already have a Google Gmail account)

1. From the home screen, tap on “Apps”  at the bottom right corner of the screen (to go to the apps menu), then click on “Settings” 
2. Tap on the “General” tab at the top, then click on Add account > Google 
3. Follow the instructions to add your account (e.g. first name, last name, username, etc...).

(d) Creating a “PaperCut” account

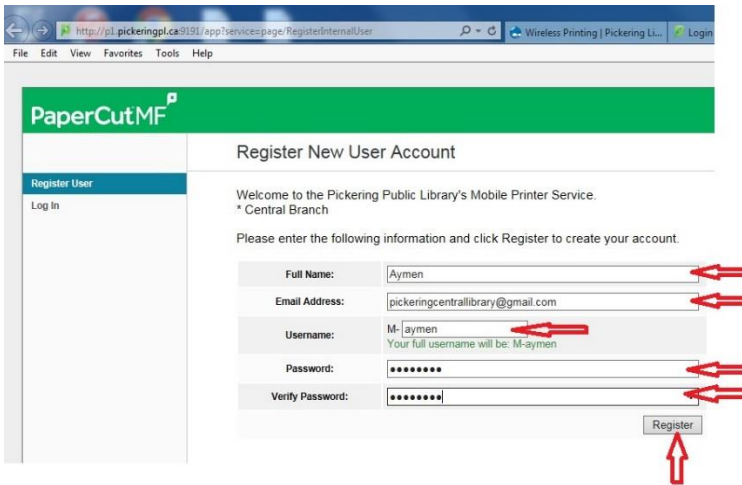
1. Open a new tab in Google Chrome, and type <http://p1.pickeringpl.ca:9191/app> into your Google Chrome address field, click on “Go”, then click on “Register as a New User”.



2. Fill in the following fields:

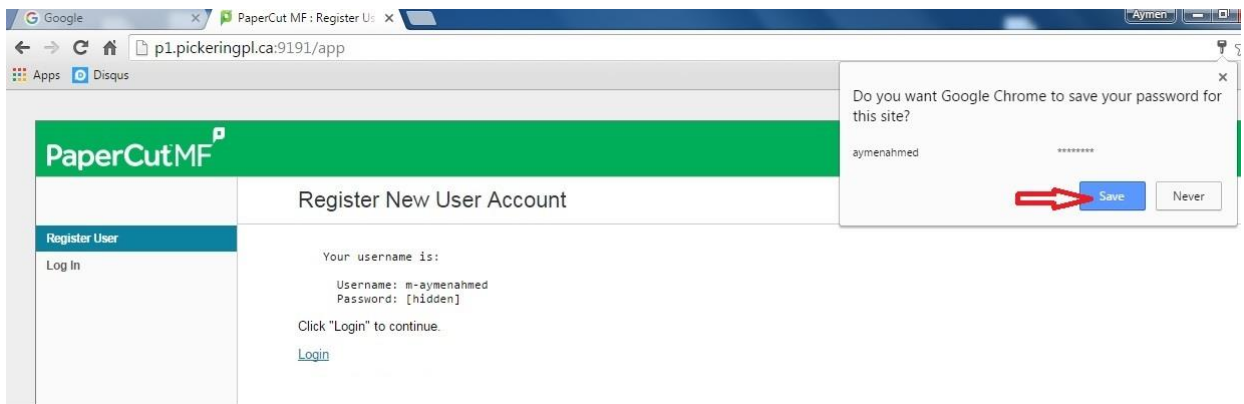
- Full Name
- Your "Google" Gmail
- Username
- Password (at least 8 characters. Use mix of letters and numbers)
- Verify Password

Click on "Register"

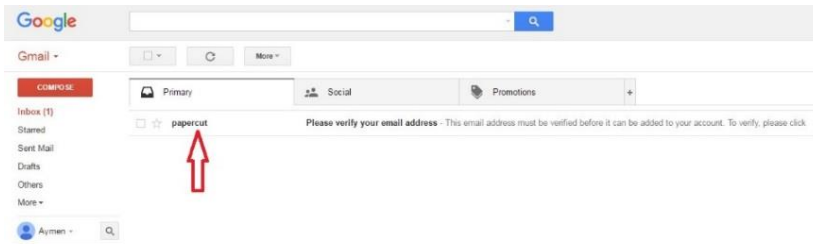


3. If the Google Chrome browser prompts you to save the password, click on "Save".

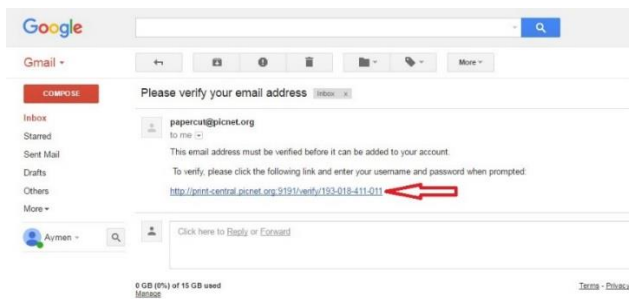
Do **NOT** click on "Log in" yet.



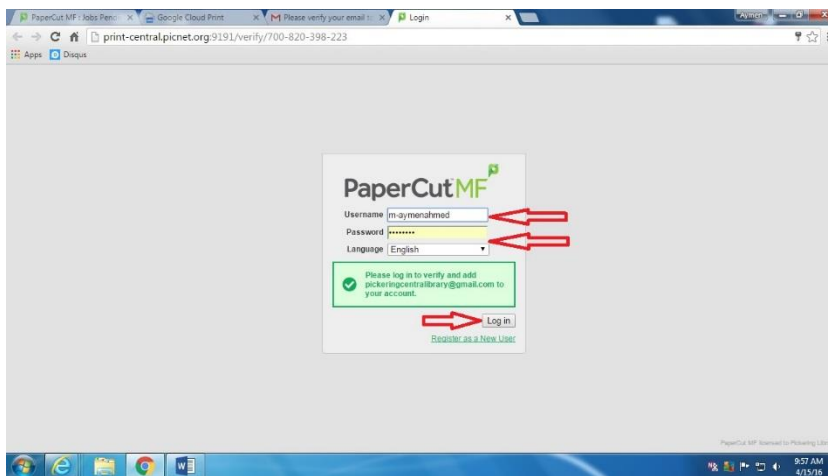
4. Check your Google "Gmail", and notice an email from "PaperCut" asking you to verify your email (check your spam folder, in case the email does not show in your Inbox). It may take few minutes for the email to show up.



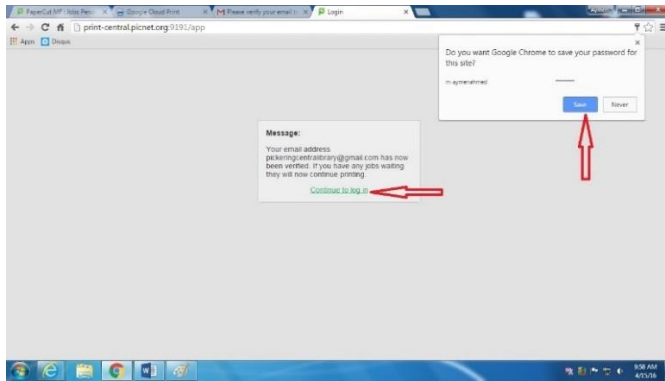
5. Open that email, and click on the verification link



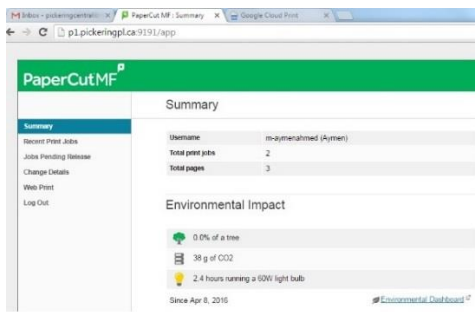
6. Sign in with your username and password, and click on Log in.



7. If Google Chrome asks you to save the password, click on "Save", then click on "Continue to log in".

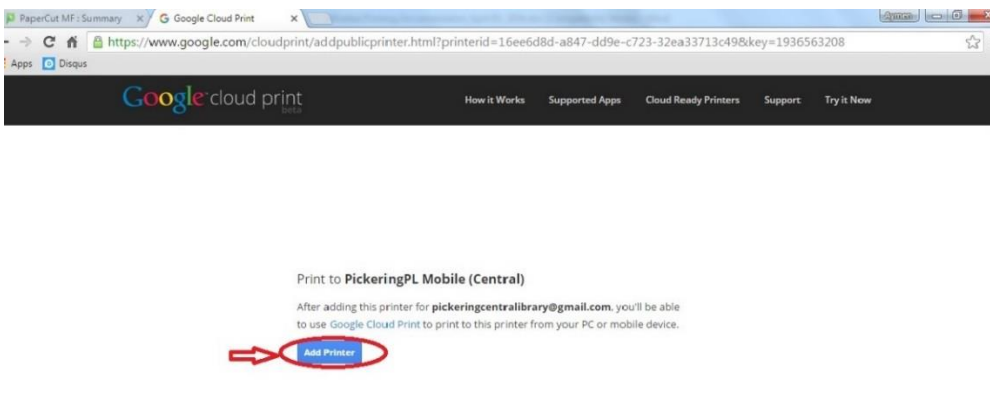


8. Now you'll see your main "PaperCut" page.



(e) Adding a "Google Cloud" Printer

1. Open another new tab in Google Chrome, and type the following <http://www.picnet.org/mobileprinting> in the address field.
2. Click on "Add Printer".

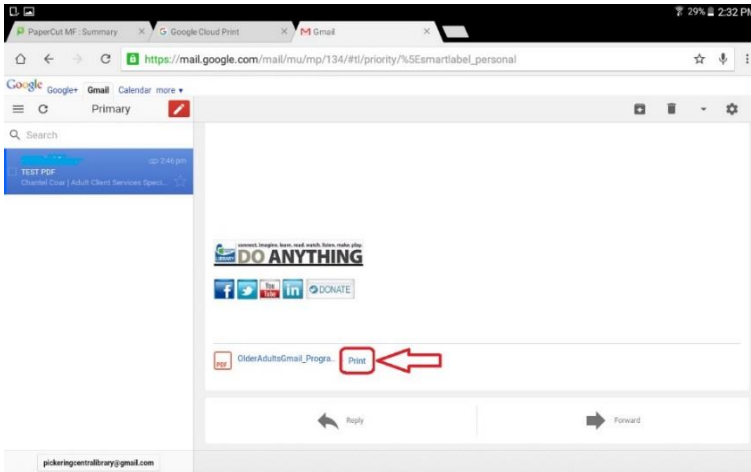


3. The Central Library's printer will be added, and you'll see a flashing notification saying "PickeringPL Mobile (Central) has been added".

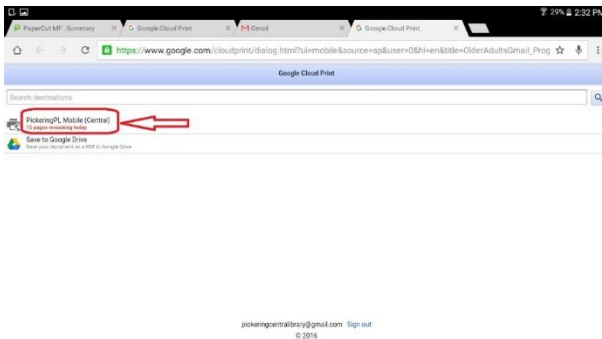
(f) Printing Documents

You can print documents (PDF, text, picture, MS Word .doc format only) from your email, in Google Chrome.

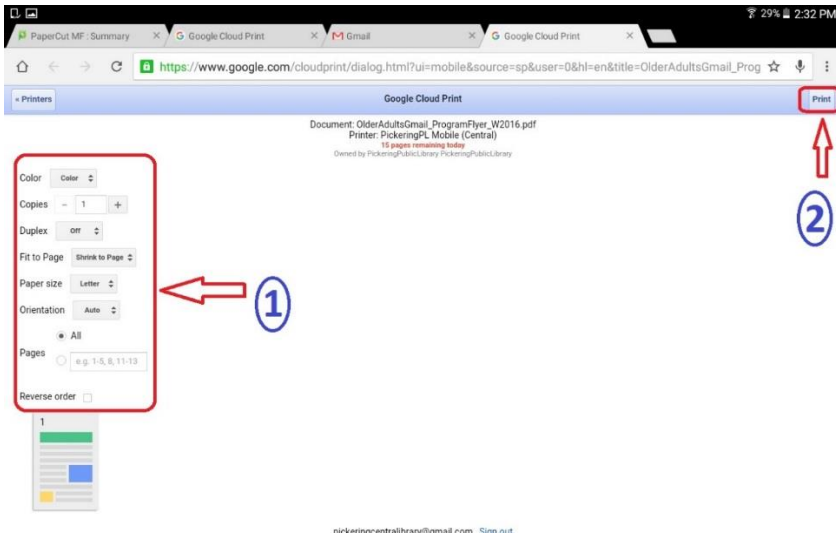
1. Click on "Print" beside the document name.



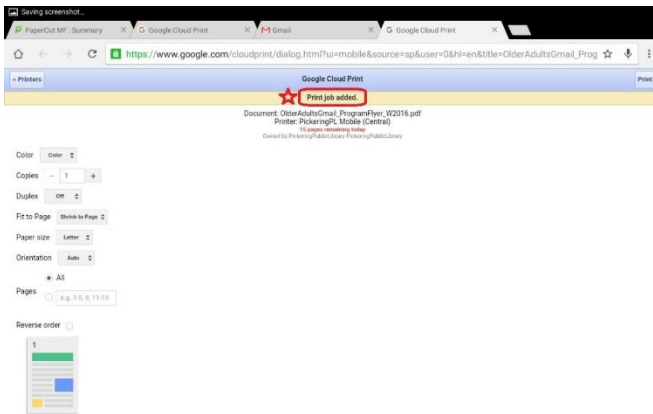
2. Select the "PickeringPL Mobile" printer.



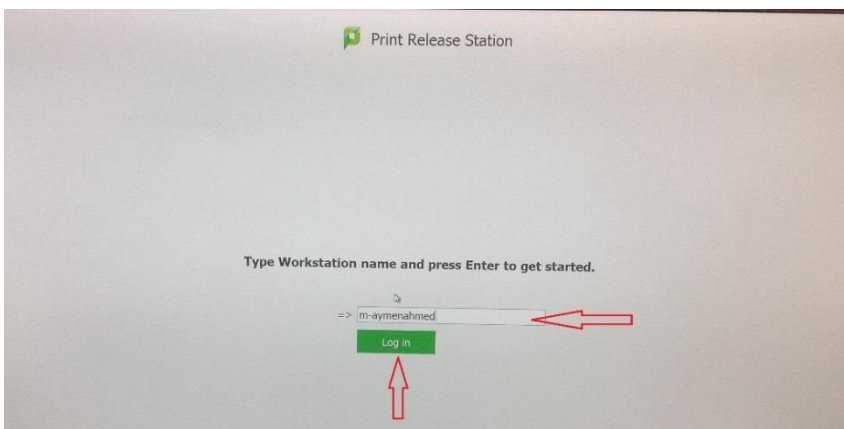
3. The printer properties window will show up. Here, you may select the document color (default is color - change it to **Black & White** if required), number of copies, paper size, page orientation, or select specific pages to be printed. Once done, click on "Print" at the top right.



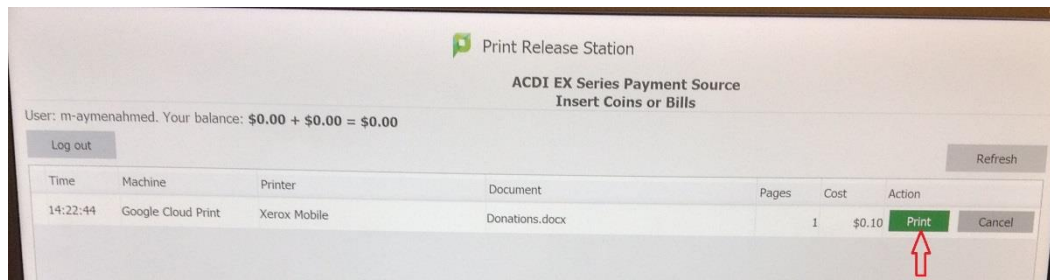
4. You will see a notification saying "Print Job Added".



5. Go to the Print Release Station (opposite the Information Desk), enter your "PaperCut" username (e.g. m-xxx) in the Workstation name field, and click on "Log in" or just hit the Enter key on the keyboard.



6. Finally, insert the printing cost amount into the coin vending machine (sitting next to the printer), then click on the green "Print" button on the screen.



The document will be printed 😊