Pickering Public Library
Central Library
One the Esplanade, Pickering, ON, L1V 6K7
905-831-6265 or 1-888-831-6266
www.picnet.org

The Guru'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).

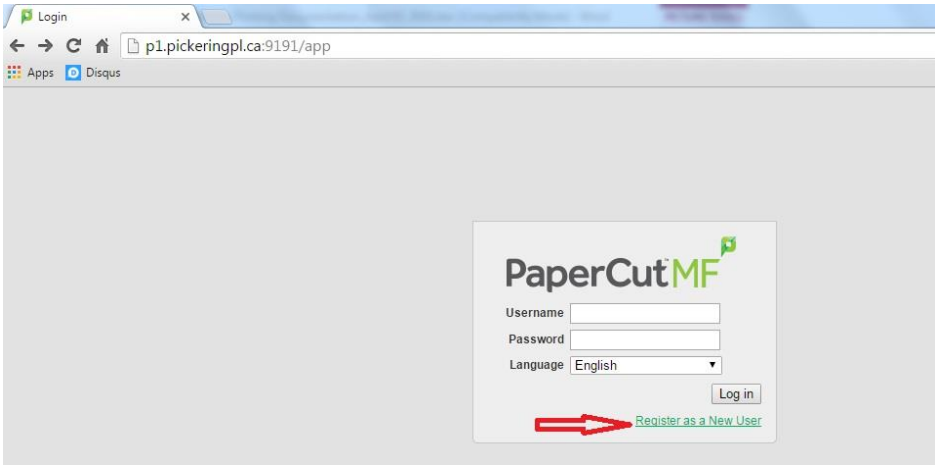
(a) Connect to WiFi

(b) Install Google Chrome (Skip this if you already have Google Chrome)

(c) Create a "Google Gmail" account (Skip this if you already have a Gmail address. Make sure your Gmail is opened in Google Chrome)

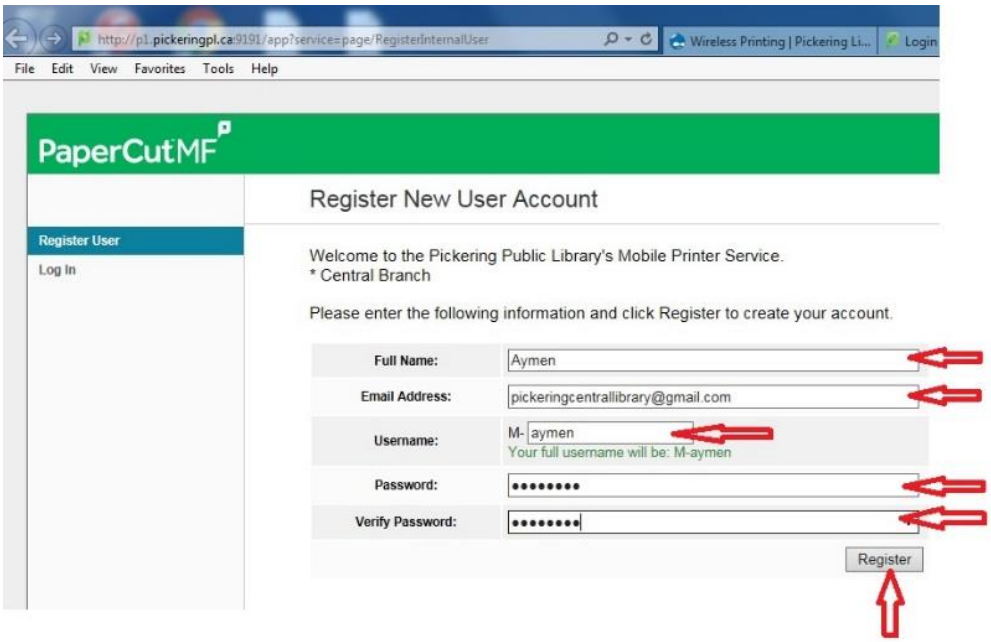
(d) Create a "PaperCut" account

1. Open a new tab in your Google Chrome browser, type http://p1.pickeringpl.ca:9191 in the address field, click on "Go", then tap on "Register as a New User".

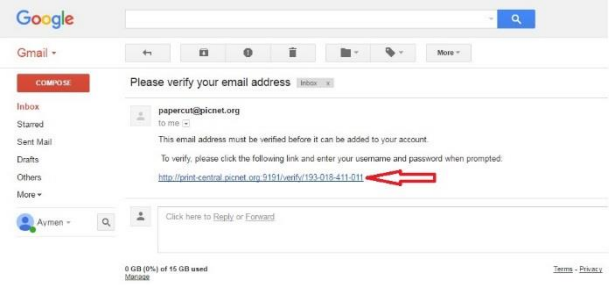


2. Fill in the following fields:

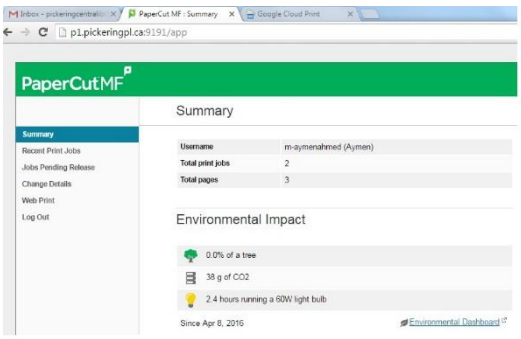
   Full Name, your Gmail address, username, password (at least 8 characters. Use mix of letters and numbers), verify Password, then click on "Register".



3. Check your Google “Gmail”, refresh the page, and notice an email from PaperCut. Click on the verification link in that email.



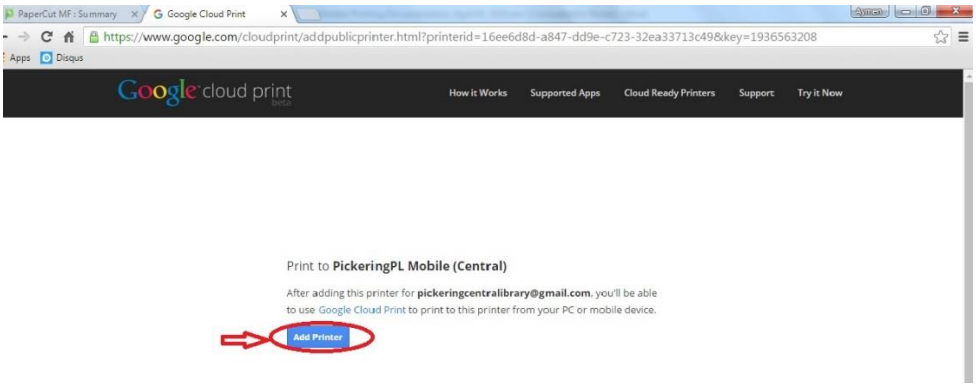
4. Sign in with your username and password, and click on Log in. Now you’ll see your main “PaperCut” page.



(e) Adding a “Google Cloud” Printer

1. Open another new tab in your Google Chrome browser, type www.picnet.org/mobileprinting in the address field, and click on “Go”.

2. Click on “Add Printer”.

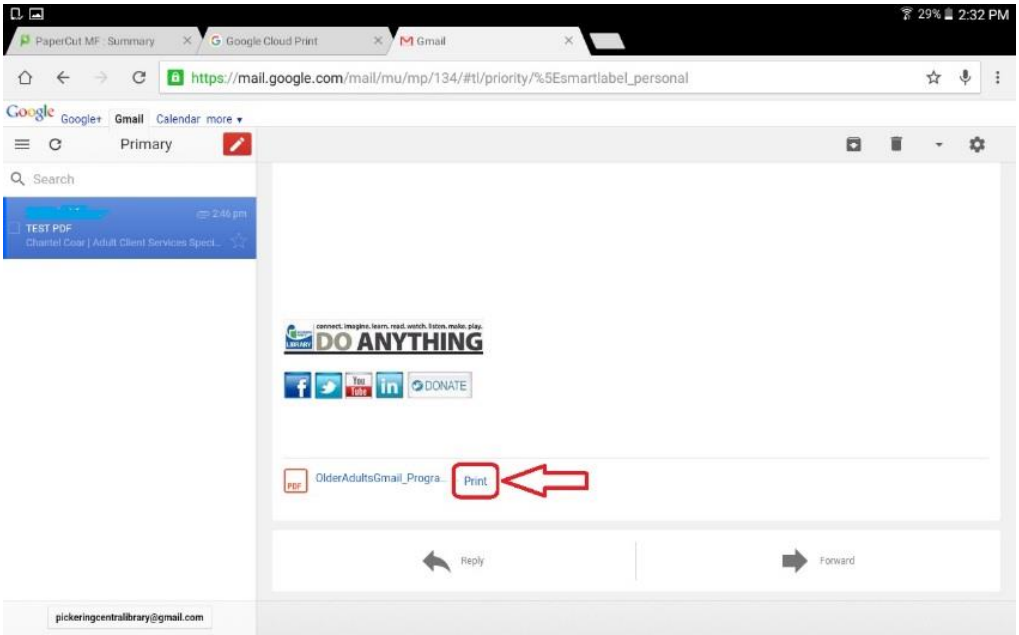


3. The Central Library’s printer will be added, and you’ll see a flashing notification saying “PickeringPL Mobile (Central) has been added”.

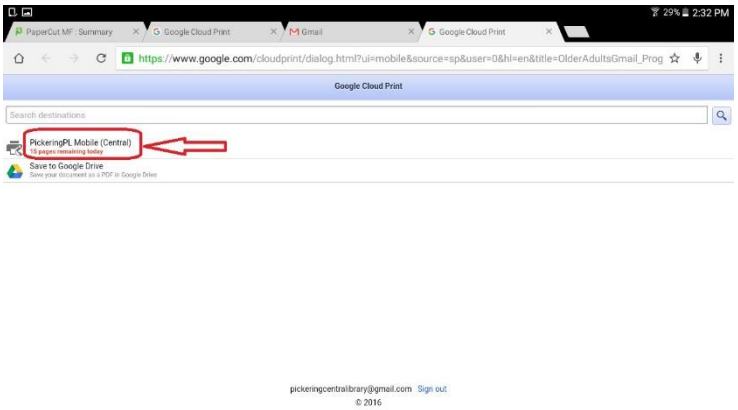
(f) Printing Documents

You can print documents (MS Word (.doc), PDF, text, picture) attached within emails in Google Chrome.

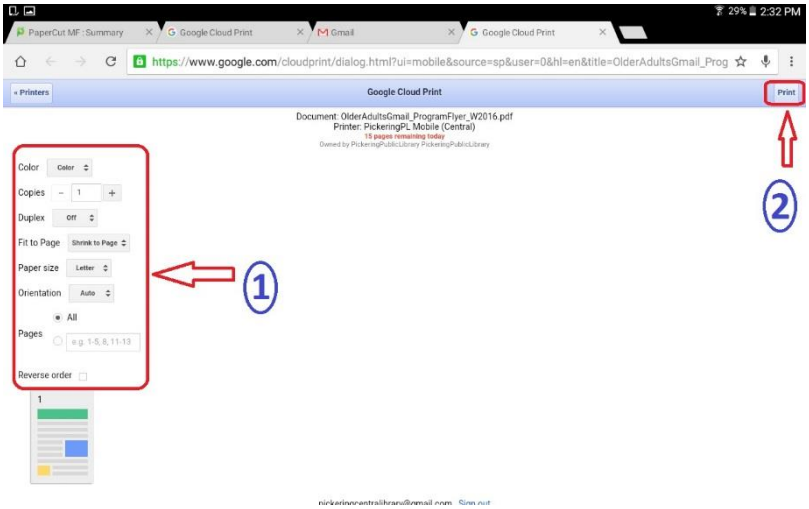
1. Click on “Print” beside the document name.



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 filed, and proceed to print the document