

The Guru's Guide to **Wireless Printing** (for **Apple iOS**)

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, PDF, MS Word (.doc format only - **not** .docx)

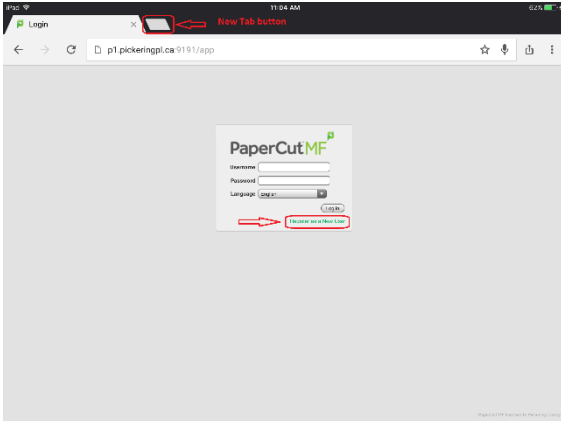
(a) Connect to WiFi

(b) Install Google Chrome (Skip this section if Google Chrome is already installed on your Apple device)

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

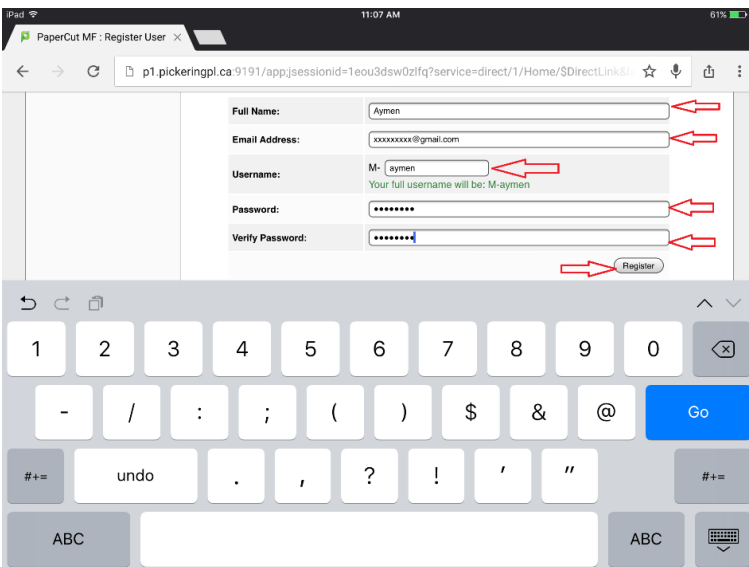
(d) Create a "PaperCut" account

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".

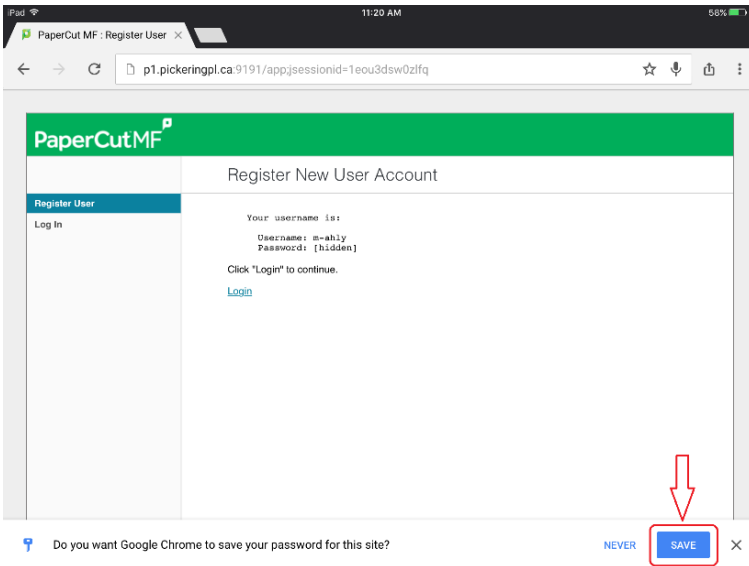


2. Fill in the following fields:

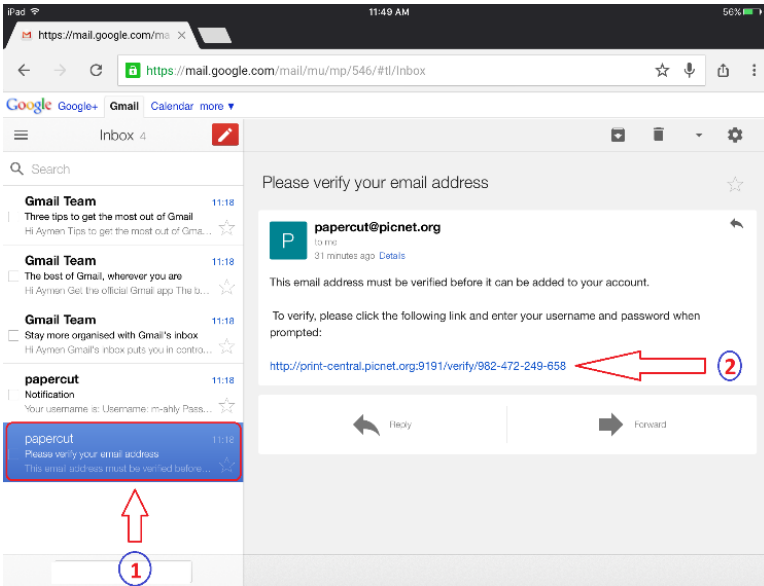
- Full Name
- Email address (your Google [Gmail](#) address)
- Username (e.g. your first name)
- Password (at least 8 characters. Use mix of letters and numbers)
- Verify Password, then click on "Register".



3. If the Google Chrome browser prompts you to save the password, click on "Save" at the bottom right corner of the screen.



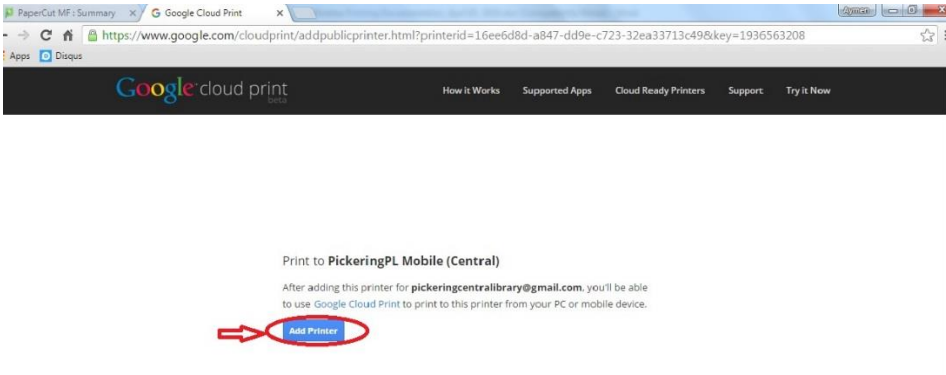
4. Check your Google "Gmail" and refresh the page. You will see an email from "PaperCut" asking you to verify your email. Open that email, and click on the verification link



5. Log into "PaperCut" with your username and password. You'll now see your main "PaperCut" page.

(e) Adding a "Google Cloud" Printer

1. Open a 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".

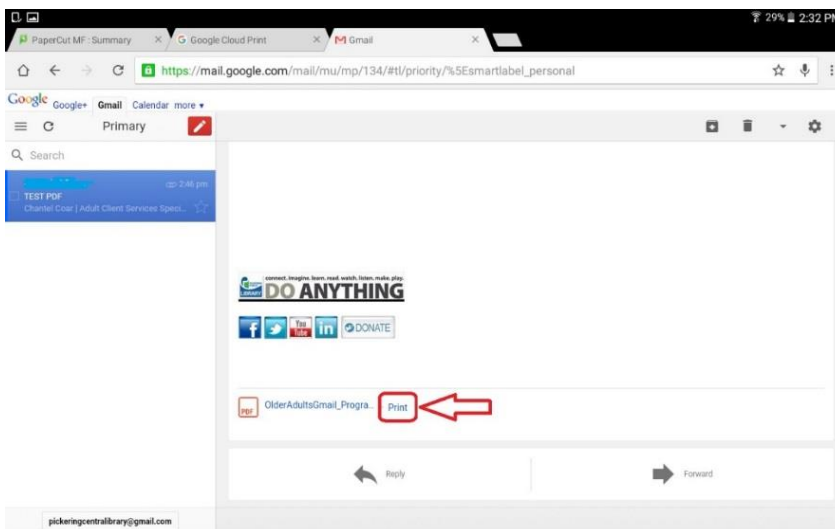


3. The Central Library's printer will be added, and you'll see a flashing notification saying "PickeringPL Mobile (Central) has been added".

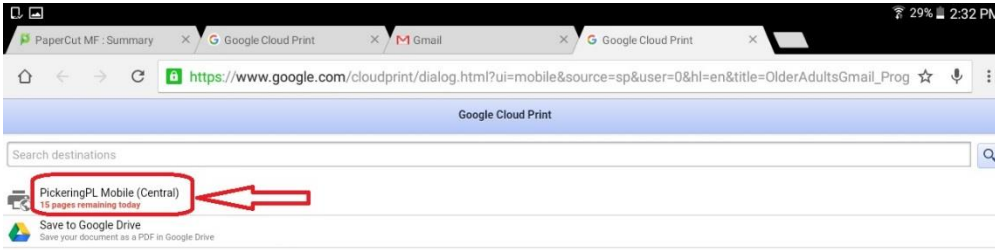
(f) Printing Documents

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

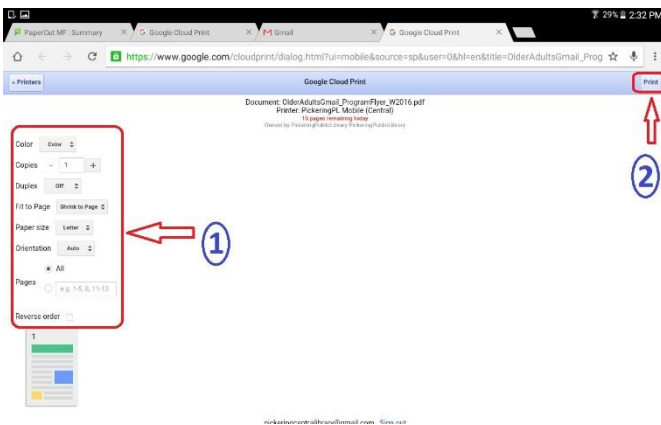
1. Click on "Print" button beside the document name.



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 (in front of the Information Desk), enter your "PaperCut" username (e.g. **m-xxx**) in the Workstation name field, and proceed to print the document