

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

At Petticoat Creek Branch

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, PNG, TIF), Text, PDF, MS Word (.doc format only).

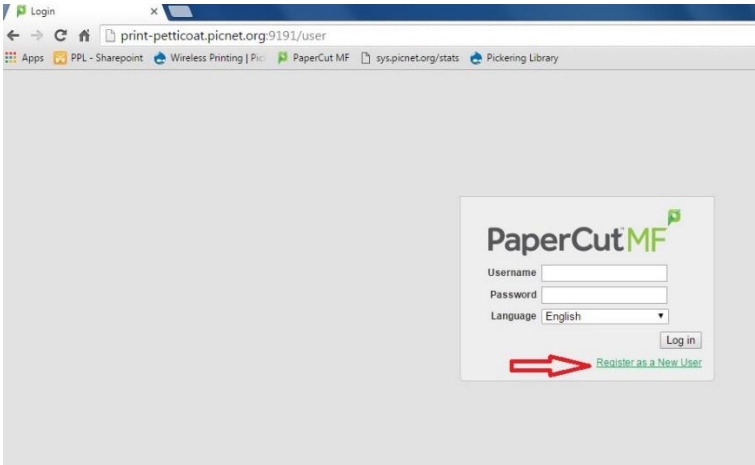
(a) Connect to WiFi

(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](#))

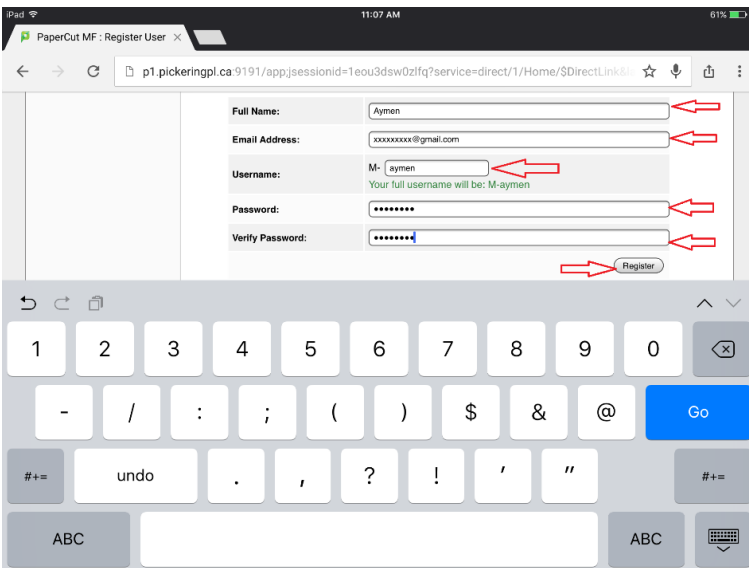
(d) Create a "PaperCut" account

1. Open a new tab in your Google Chrome browser, type <http://print-petticoat.picnet.org:9191> in the address field, click on "Go", then tap on "Register as a New User".

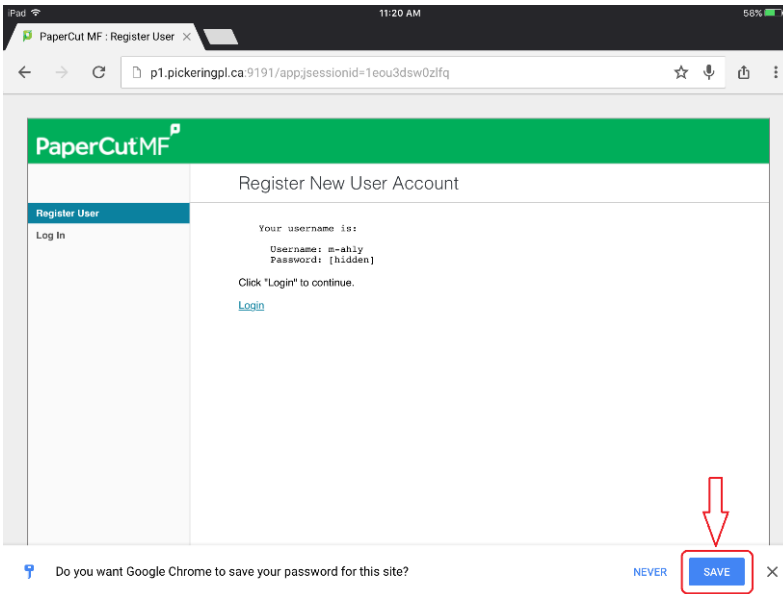


2. Fill in the following fields:

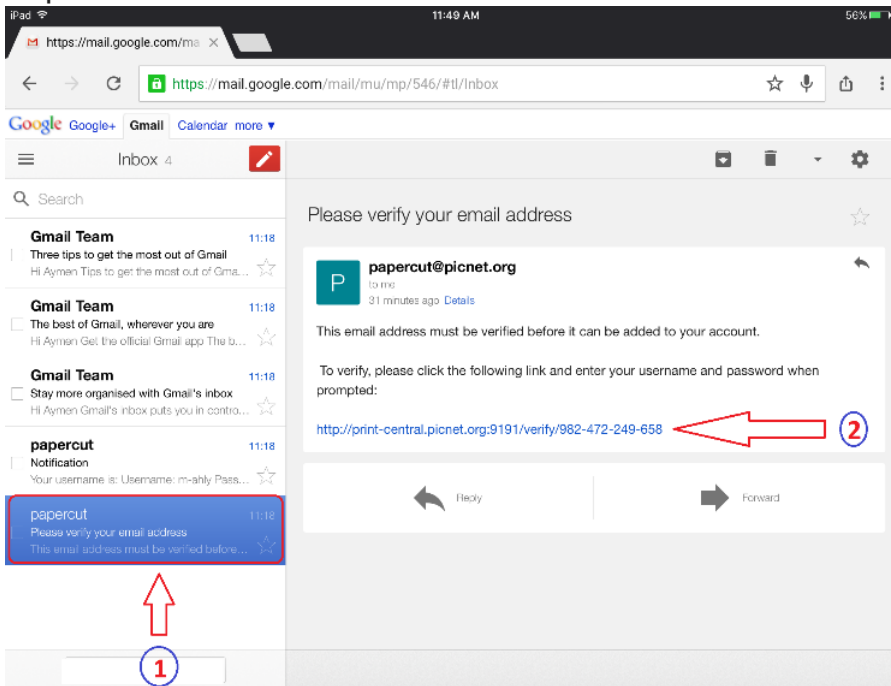
Full Name, your **Gmail** address, username, password (at least 8 characters - Use mix of letters and numbers), verify Password, then click on "Register".



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



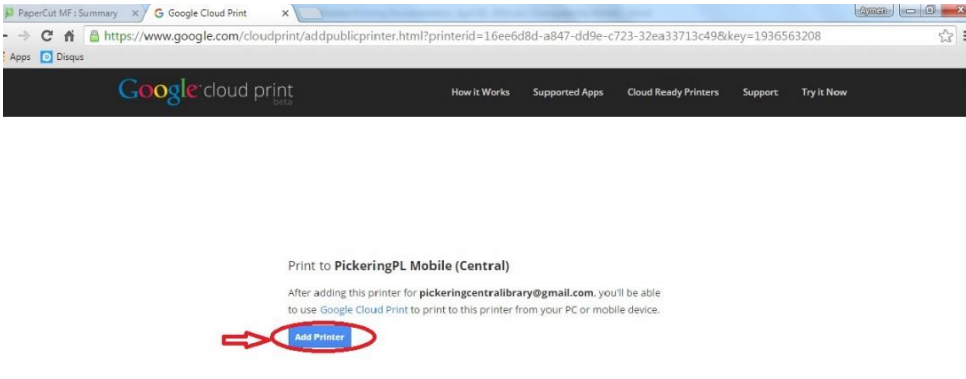
4. Go back to your Google "Gmail", refresh the page, and notice an email from PaperCut. Click on the verification link in that email.



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

(e) Adding a “Google Cloud” Printer

1. Open another new tab in your Google Chrome browser, type <http://goo.gl/SseljW> in the address field (web link is **case sensitive**), and click on “Go”.
2. Click on “Add Printer”.

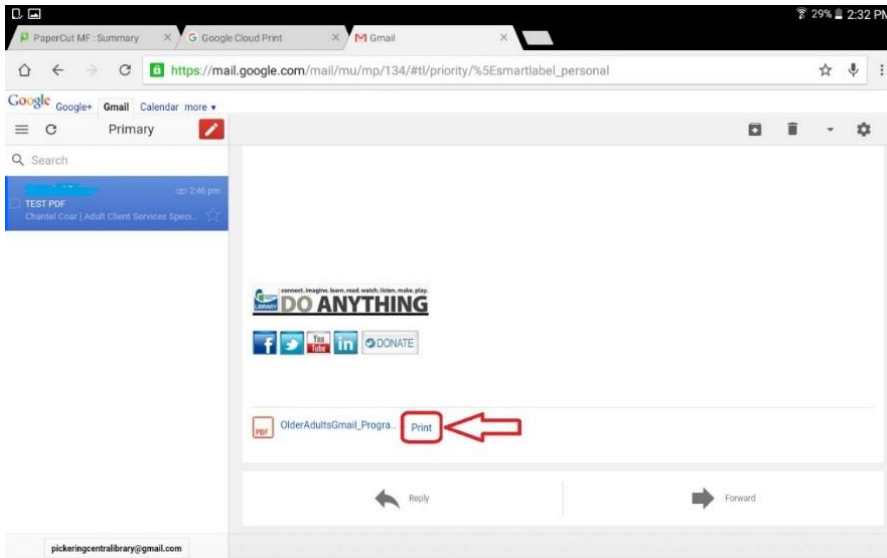


3. The Petticoat’s Library’s printer will be added, and you’ll see a flashing notification saying “PickeringPL Mobile (Petticoat) has been added”.

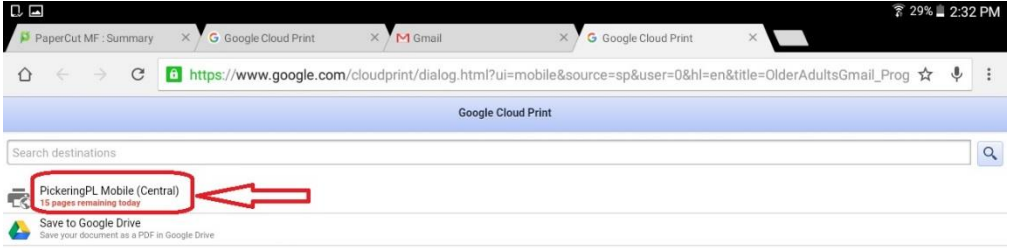
(f) Printing Documents

You can print documents (PDF, text, pictures, MS Word .doc format only) from your email.

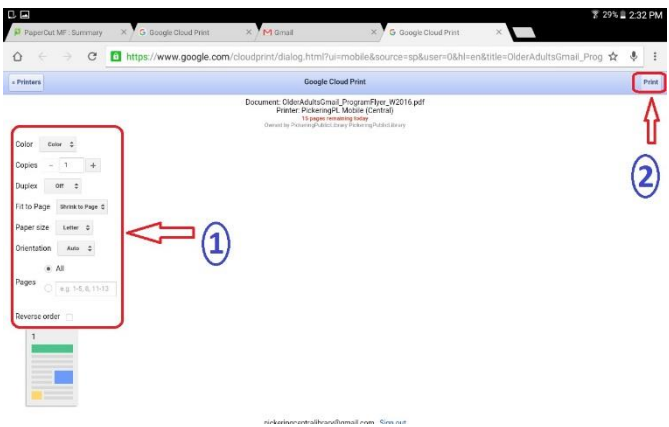
1. Click on “Print” button beside the document name.



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 (next to the Info Desk), enter your “PaperCut” username (e.g. **m-xxx**) in the Workstation name field, and proceed with printing the document