

## The Guru's Guide to **Wireless Printing** (for **Windows**)

*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, GIF, TIF), Text, PDF, MS Word/ PowerPoint/ Excel.

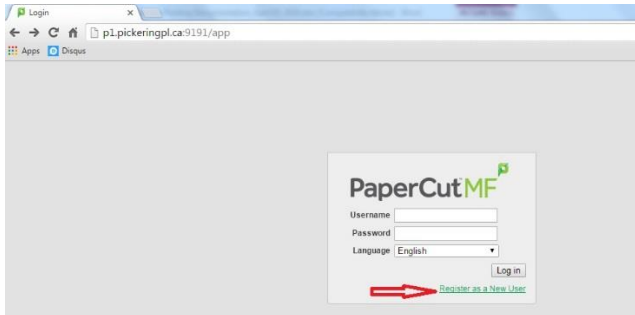
#### **(a) Connect to WiFi**

#### **(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](#))

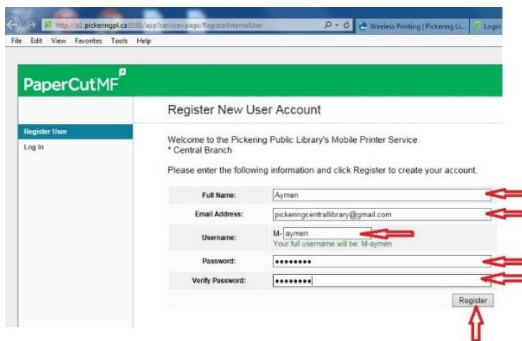
## (d) Create a "PaperCut" account

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

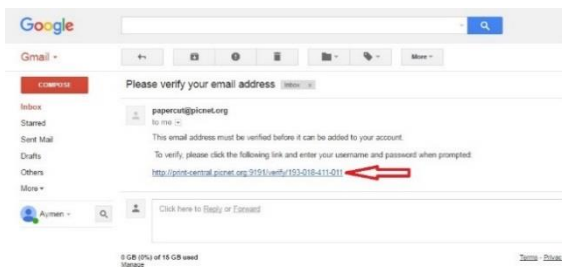


2. Fill in the following fields:

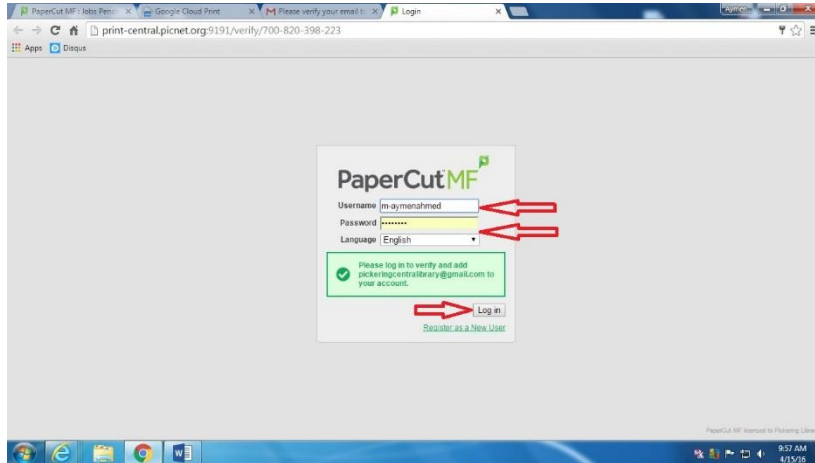
3. Full Name, your [Gmail](#) address, username, password (at least 8 characters. Use mix of letters and numbers), verify Password, then click on "Register".



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

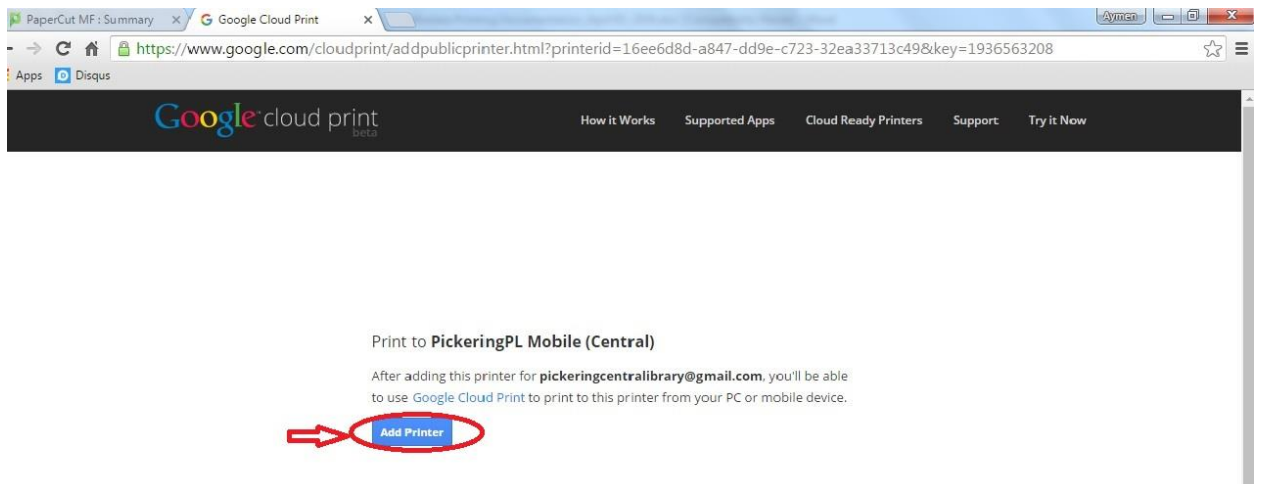


5. Sign into “PaperCut” with your username, password, and log in.



### (e) Adding a “Google Cloud” Printer

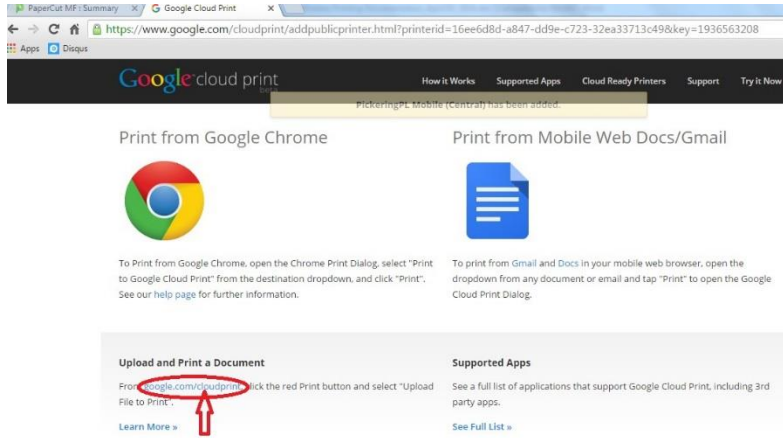
1. Open another new tab in Google Chrome, type [www.picnet.org/mobileprinting](https://www.picnet.org/mobileprinting) in the address field, and hit Enter.
2. Click on “Add Printer”.



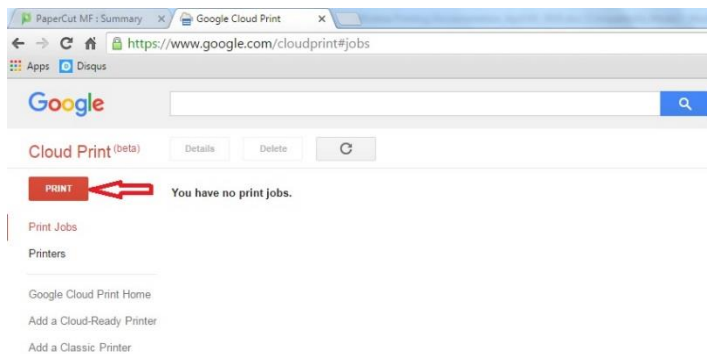
3. The Central Library’s printer will be added, and you’ll see a notification saying “PickeringPL Mobile (Central) has been added”.
- 4.

## (f) Uploading and Printing Documents

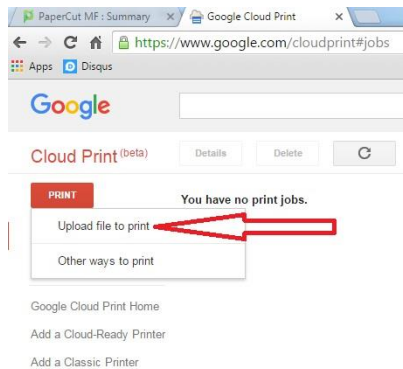
1. In the "Upload and Print a Document" section, click on the blue link that says "google.com/cloudprint".



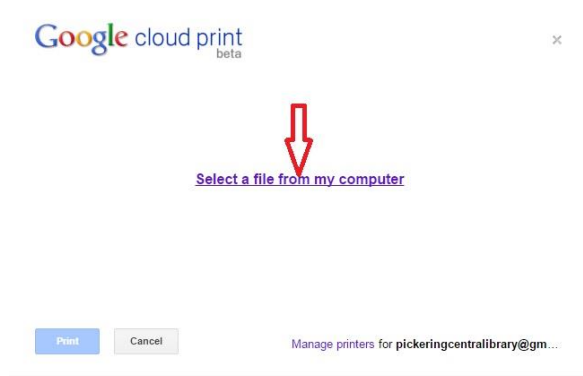
2. Click on the red "Print" button



3. Click on "Upload file to print"



4. Click on "Select a file from my computer"

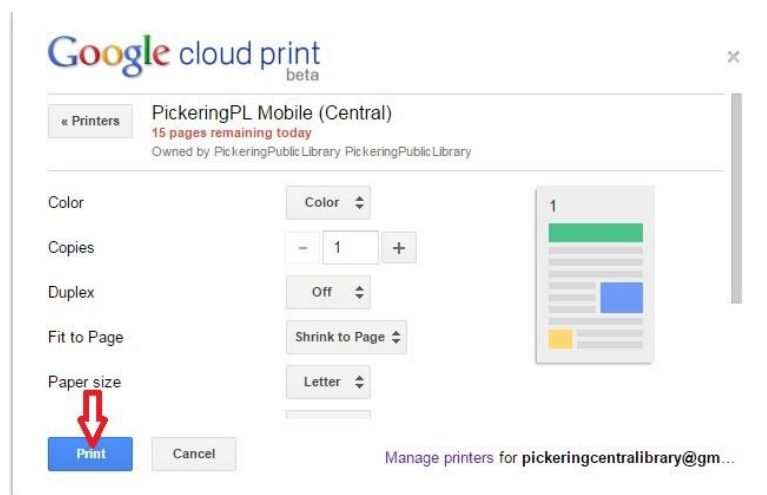


5. Browse for the file you want to print (e.g. a picture, text, PDF, MS Word/ Excel/ PowerPoint file, click on it, and click on "Open".

6. Select the "PickeringPL Mobile (Central)" option

7. 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. You can scroll down and also change the page orientation and select specific pages to be printed.

Once done, click on "Print".



6. Go to the Print Release Station (opposite the Information Desk), enter your "PaperCut" username (e.g. m-xxx) in the Workstation name field, and proceed to print the document