Pickering Public Library
Central Library and George Ashe branches
(905) 831-6265/ (905) 420-2254
www.picnet.org

The Guru's Guide to

Wireless Printing (for Apple iOS)

Pickering Public Library (Central and Petticoat Creek branches)

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, and type one of the following weblinks in the address field:

   (a) http://print-central.picnet.org:9191 (for Central branch)
   (b) http://print-petticoat.picnet.org:9191 (for George Ashe branch)
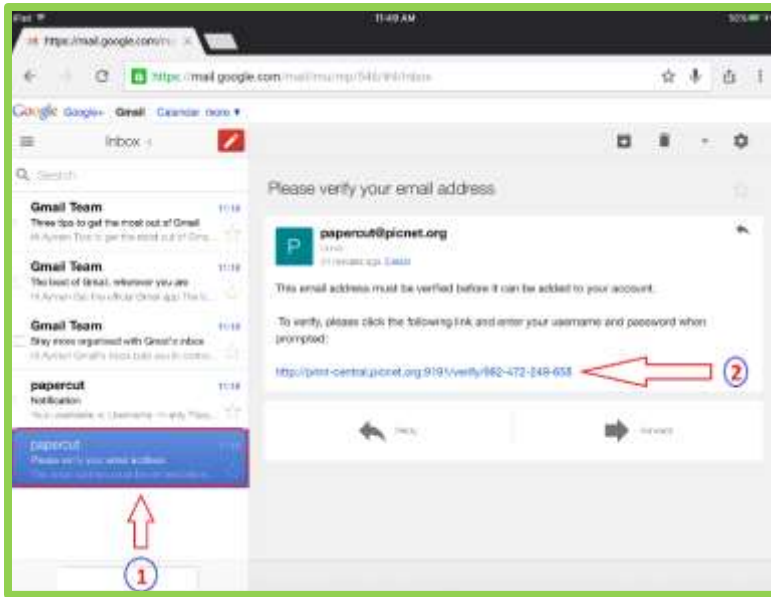   click on "Go", then tap on "Register as a New User".

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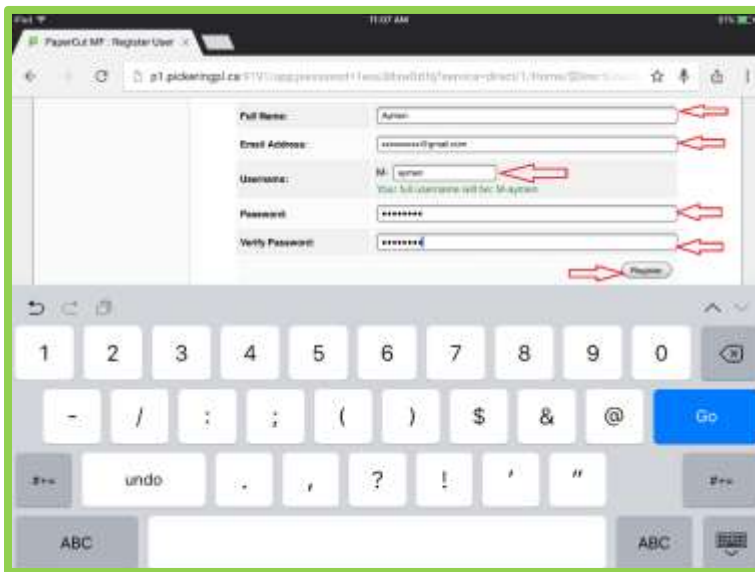
3. Check your Google "Gmail", refresh the page, and notice an email from PaperCut. Click on the verification link in that email

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

(e) Adding a "Google Cloud" Printer

1. Open another new tab in your Google Chrome browser, type one of the following weblinks in the address field, and click on "Go":

   (a)   For Central branch → www.picnet.org/mobileprinting
   (b)   For George Ashe branch → http://goo.gl/SseljW (weblink is case sensitive – notice the capital "S" and "W")
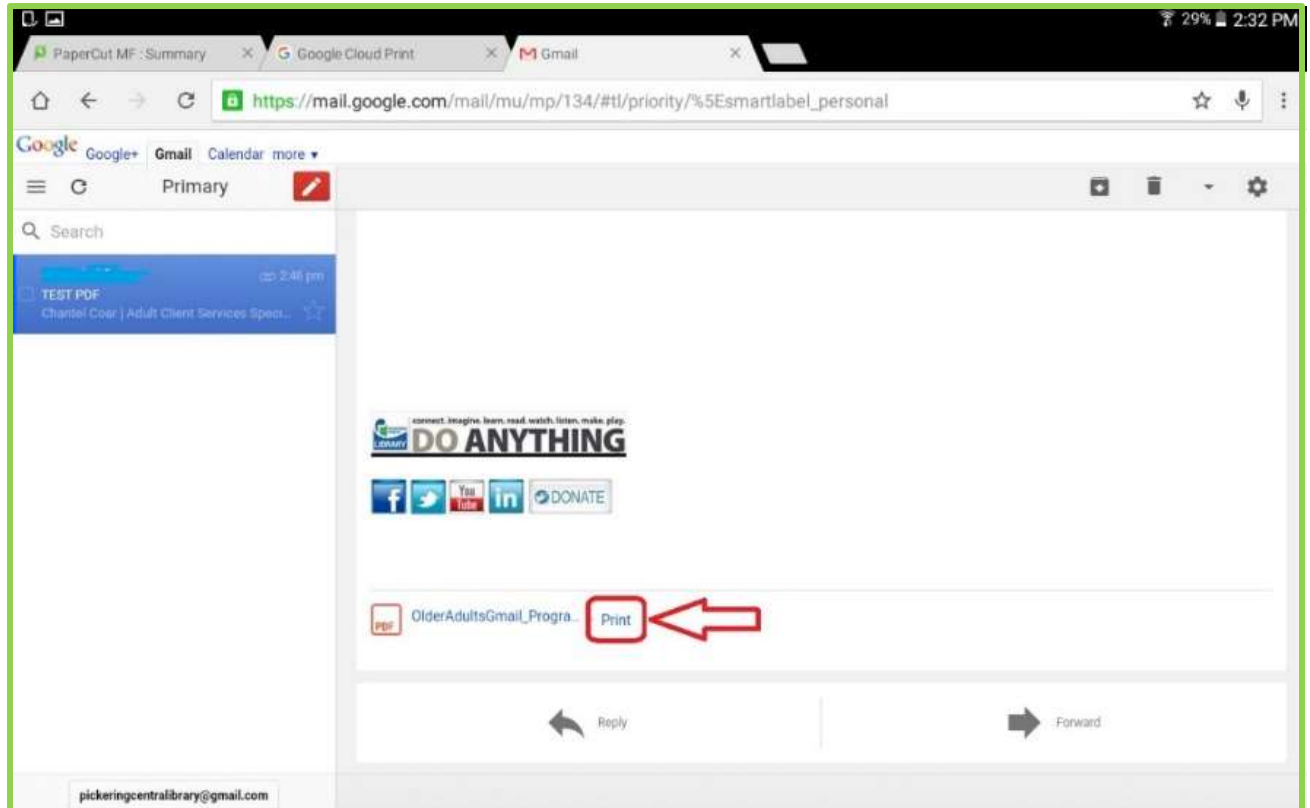
2. Click on "Add Printer".
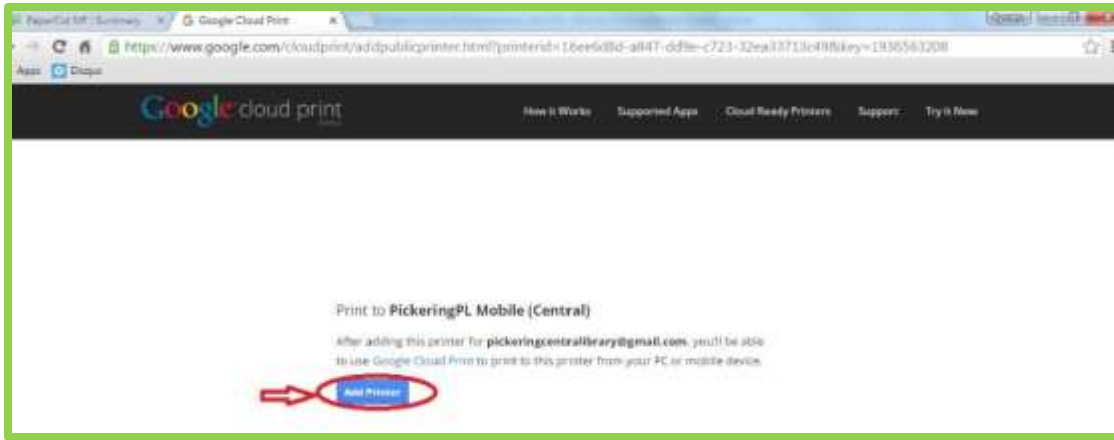
3. The Central (or George Ashe/ Petticoat) Library's printer will be added.
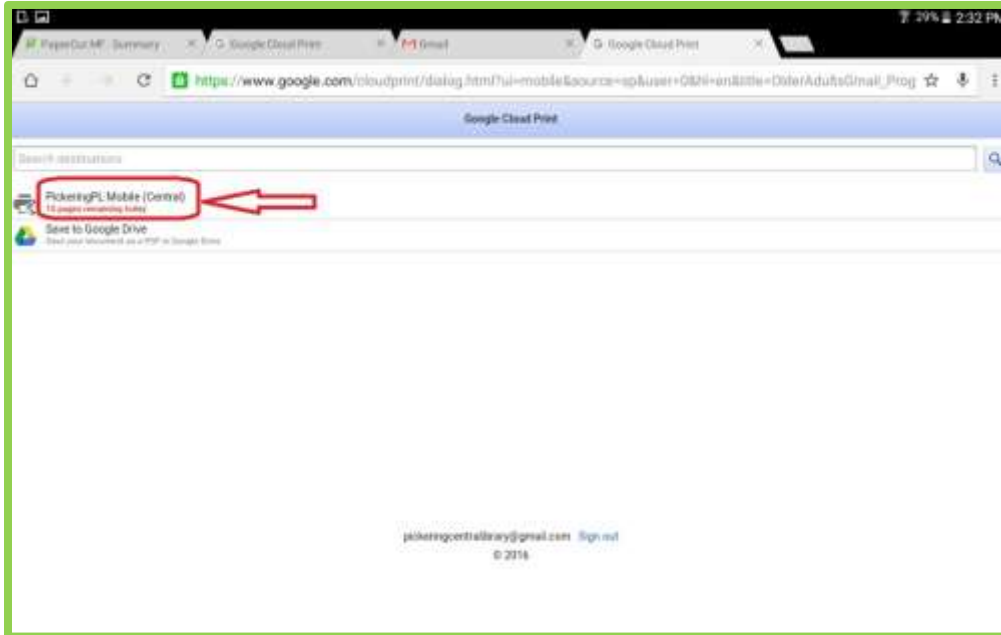
(f)   Printing Documents

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

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

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2. Select PickeringPL Mobile" printer for either "Central" or "George Ashe/ Petticoat".

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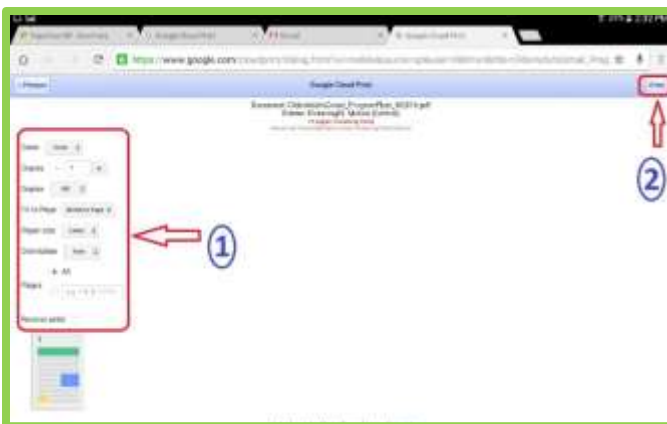
4. You will see a notification saying "Print Job Added".

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 filed, and proceed to print the document