

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

*Pickering Public Library (for Central and George Ashe 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 from the Xerox printer in the library.

### **Supported Documents:**

Pictures (JPG, BMP, PNG, TIF), Text, PDF, MS Word/ PowerPoint/ Excel.

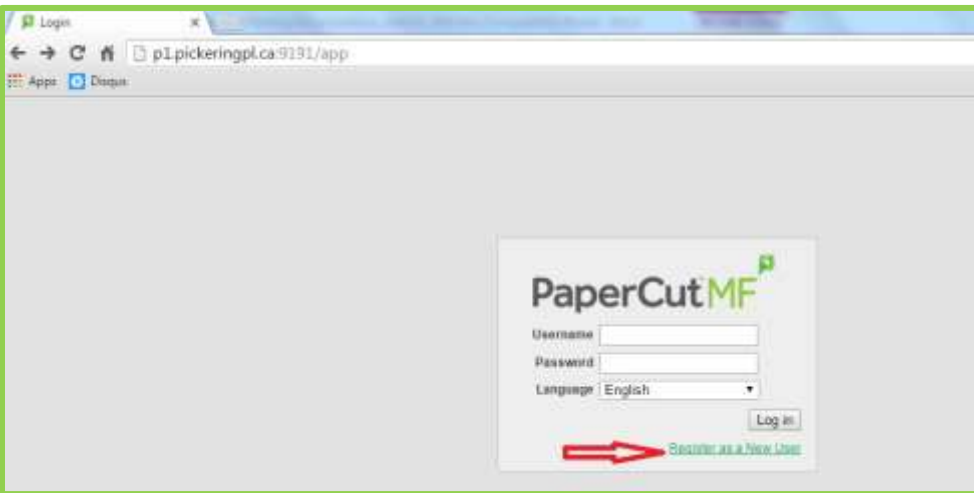
#### **(a) Connect to WiFi**

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

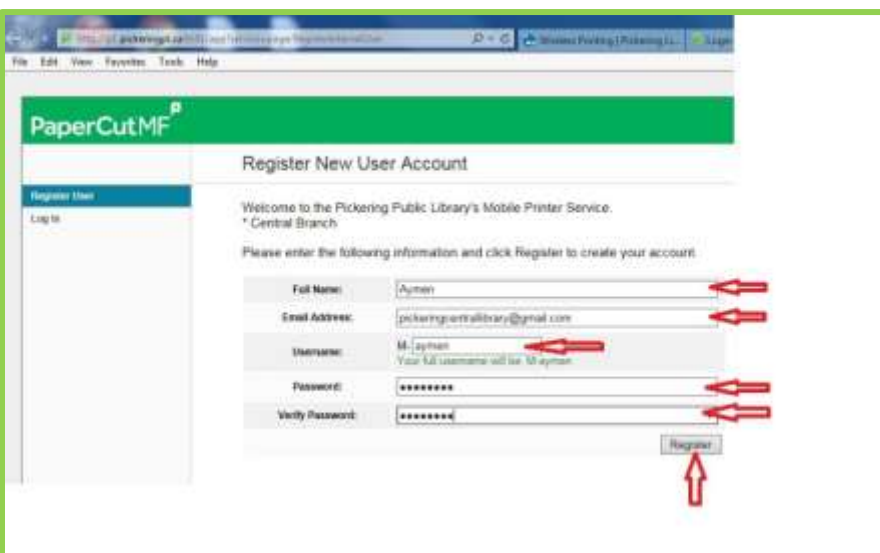
## (d) Create a "PaperCut" account

1. Open a new tab in 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".

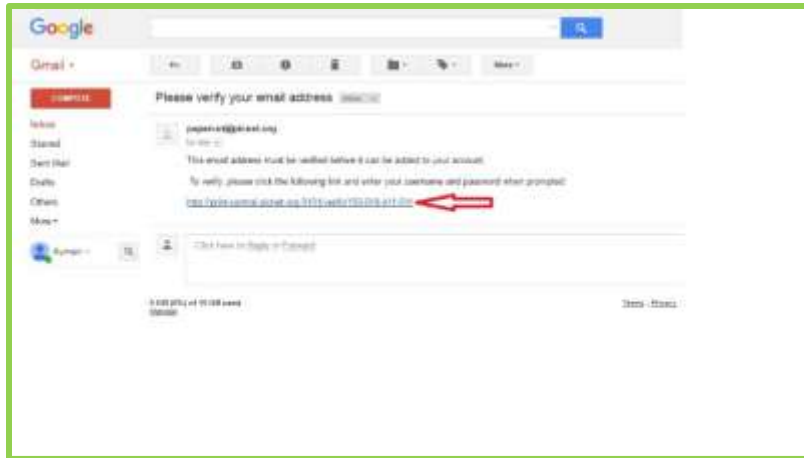


2. Fill in the following fields:

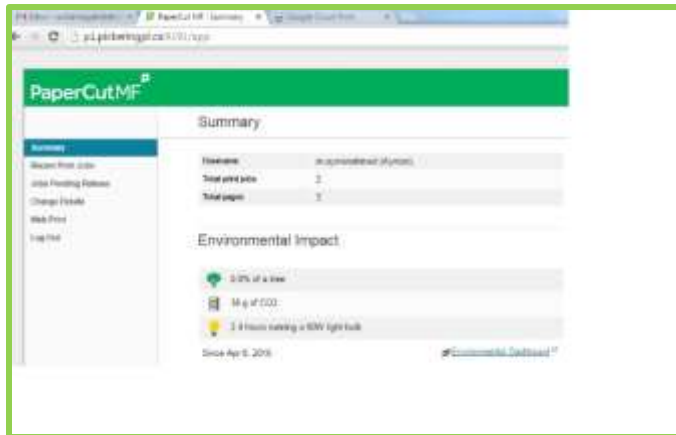
Full Name, your [Gmail](#) address, username, password (at least 8 characters. Use mix of letters and numbers), verify Password, then click on "Register".



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](http://www.picnet.org/mobileprinting)
  - (b) For **George Ashe branch** → <http://goo.gl/SseljW> (weblink is case sensitive – notice the capital “S” and “W”)

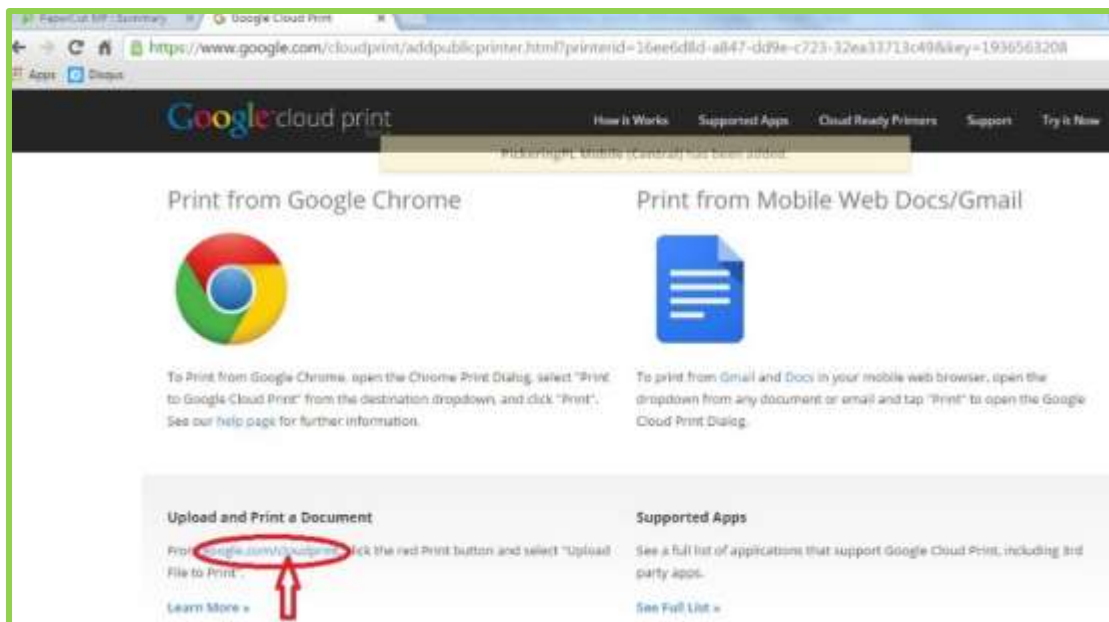
2. Click on "Add Printer".



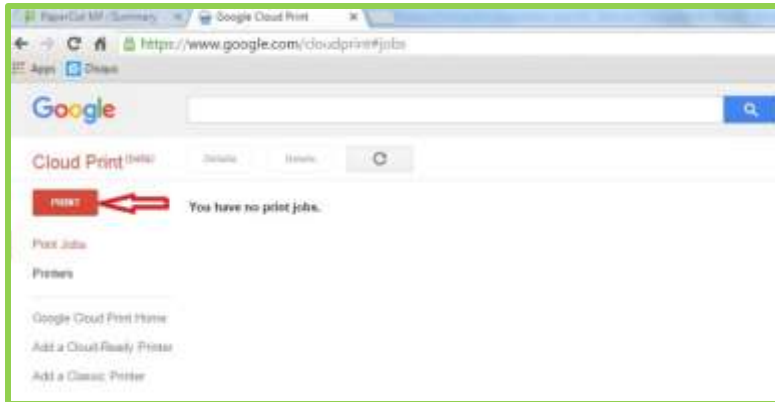
3. The Central (or George Ashe/ Petticoat) Library's printer will be added.

## (f) Uploading and Printing Documents

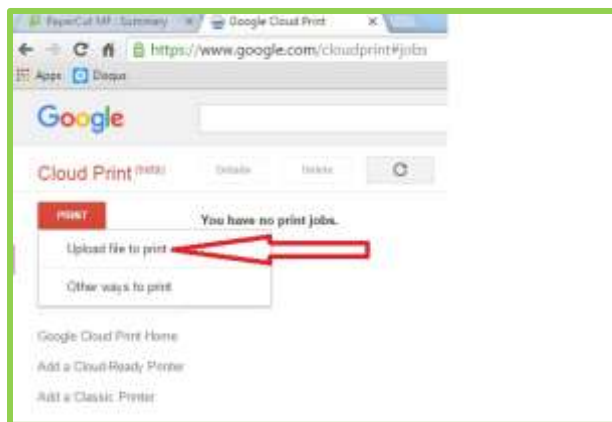
1. In the "Upload and Print a Document" section, click on the blue link that says "google.com/cloudprint".



2. Click on the red "Print" button



3. Click on "Upload file to print"

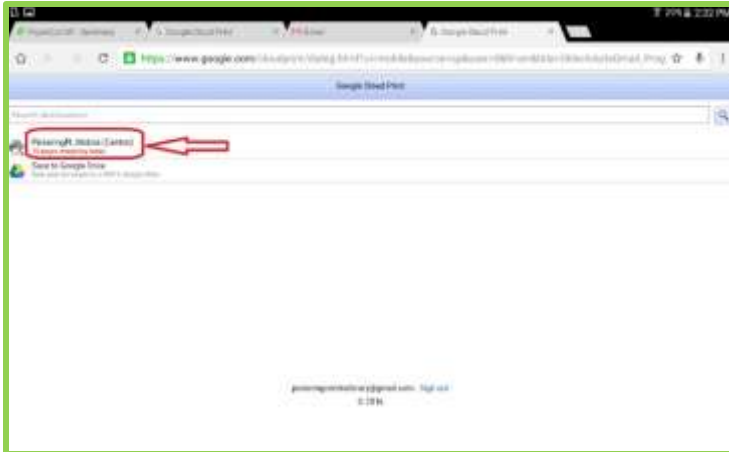


4. Click on "Select a file from my computer"



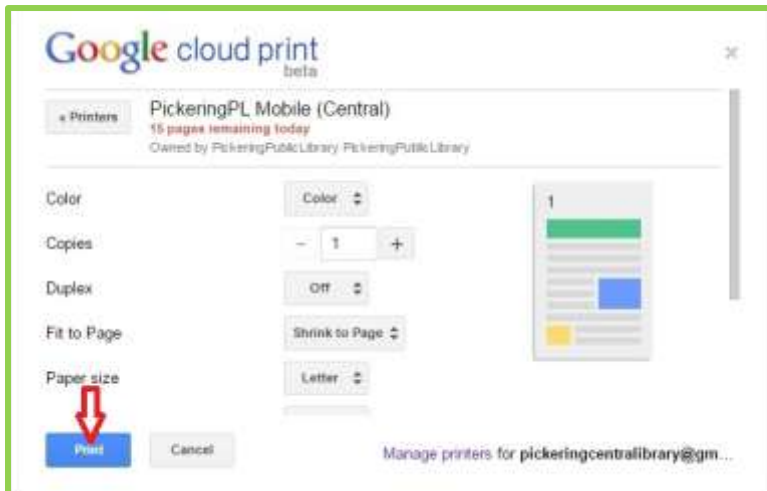
5. Browse for the file you want to print (e.g. a picture, text, PDF, MS Word/ Excel/ PowerPoint file, click on it, and click on "Open".

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



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, page orientation, or select specific pages to be printed. Once done, click on "Print" at the top right.

8. Click on "Print".



9. 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.