



Cumulus Global

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eBook Series

Google Cloud Print at Home

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Overview

INTRODUCTION

You have two ways to print using Google Cloud Print. The method you use will depend on whether or not your printer is “Google Cloud Print Ready”. If your printer is “ready”, you can print directly to the printer once you setup the Google Cloud Print (GCP) service. If your printer is not “ready”, you need to setup a connector on a the PC or Mac that is attached to the printer.

After setting up the printer, you will need to share it by email address with others that will be using the printer.

THINGS YOU NEED

In order to run Google Cloud Print, you will need:

- A Google Account
 - A Google Account can be a gmail account (you@gmail.com), a Google Apps account, or any account you have previously created to access any Google service.
- The Chrome Browser
- A Computer running:
 - Windows XP, 7, 8.x, or 10
 - Mac OS X v10.7 or later
 - Chrome OS or Linux (if your printer is GCP Ready)

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GCP Ready

To register your Google Cloud Print ready printer::

1. Verify that your printer is Google Cloud Print Ready [here](https://www.google.com/cloudprint/learn/printers.html):
(<https://www.google.com/cloudprint/learn/printers.html>)
2. Turn on your printer.
3. Open the Chrome browser, then sign in to your Google account.
4. Click the Chrome menu icon, then select **Settings** from the drop-down menu.
5. In the **Settings** window, scroll down and select **Show advanced settings....**
6. Scroll down to **Google Cloud Print**, then click the **Manage** button.
7. Google Cloud Print detects any printers on the network.
 - a. If your printer is listed under **New devices**, click **Register**, then click **Register** again to confirm and print a confirmation page. For some printers, you might be prompted to complete the registration from the printer control panel.
 - b. If your printer is listed under **My devices**, your printer is already registered with Google Cloud Print. Click **Manage** to view your registered Google Cloud Print printers.
 - c. If your printer is not listed, make sure your printer is connected to the network. You can see each manufacturer's specific instructions using the link in Step 1, above.
8. At any time, you can see and manage your register printers by going to <chrome://devices> (no http!) in the Chrome browser.

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Classic Printers

To register your classic printer:

1. On the computer connected to your printer, open **Google Chrome**.
 - a. If Google Chrome is not installed, you can download and install it from this link: <https://www.google.com/chrome/>.
2. In a new tab, open **chrome://devices**
3. You'll see a list of devices already registered with Google Cloud Print, and new devices available on the network.
4. Under "Classic printers," click **Add printers**.
5. You'll see a confirmation that Google Cloud Print has been enabled. To learn more, click **Manage your printers**.
6. At any time, you can see and manage your register printers by going to <chrome://devices> (no http!) in the Chrome browser.

NOTE: If you have a Windows network or system running a Windows Print Server, you can setup Google Cloud Print using the instruction [here](https://support.google.com/a/answer/3179170): (<https://support.google.com/a/answer/3179170>).

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Printer Sharing

The email address used to register to the printer is the printer's manager. In order for others to use the printer, you must share the printer.

1. Open the Chrome Browser and enter "chrome://devices" in the location bar and hit enter.
2. Under **My devices**, you will see one or more printers listed. For the printer you want to share, click the **Manage** button
3. You will see the printer detail page; click the **Share** button at the top of the screen
4. A pop-up window will open
 - a. You will see a list of people that can use the printer.
 - b. To add others, enter their email addresses in the box at the bottom of the pop up. Separate multiple email addresses by commas.
 - c. Select if they "Can Print" or "Can Manage" the printer.
 - d. Click **Share** to submit the settings.
5. The person(s) you are sharing the printer with will receive an email.
 - a. In the email, he/she should click the **Add Printer** button to open the Cloud Print page
 - b. Then, click **Accept** to complete the process

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