

Student Google Cloud Printing Setup Instructions

1. Open the E-mail from Google Cloud.
2. Click the “ADD” button. The printer will be installed automatically.
3. Open any Word, Excel or .pdf document.
4. Click print.
5. When the “Print preview” page loads, click the “CHANGE” printer button.
6. Find “Google Cloud Print” in the list and click on it.
7. You can now print to either the 1st or 3rd floor copies.

*****Attention Students: Students are only allowed to print a maximum of 50 pages to the copier annually. Please use your printing allotment wisely. *****

*****Students are NOT allowed to use the 2nd floor copier. It is reserved for STAFF use only.*****

Please see Mrs. Legan if you have any technical difficulties with this process.