




# CONNECTING YOUR DEVICE TO GOOGLE CLOUD PRINT

## Information Technology Services

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1. Install Google Chrome Browser 
  - a. For **iPads and iPhones** use the App Store
  - b. For **Laptops and other mobile devices** go to <http://www.google.com/chrome/>

**Note:** Chrome for Android is available on phones and tablets running Android 4.0+, & Chrome for iPads and iPhones require iOS 7.0 or later. Gmail and Google Docs have a print function that can print to a Google Cloud Printer when you are using Google Chrome. You have to have Chrome for this option.

2. Login to Google Chrome with your ASC login
3. Select email or document to print
  - a. Select the destination printer
  - b. Click the Chrome menu  on the browser toolbar, select Print, Go down to **"Google Cloud Print"** and select the printer or
  - c. Select drop down triangle  select Print, then select **Google Cloud Printer**
    - \*Change color settings to Monochrome for Black/white printing  
Color is set as default\*
4. Click print

**Note:** To check on jobs go to <https://www.google.com/cloudprint/#jobs>  
This will show you all the jobs sent from the user that is logged into chrome.

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GCP works great for printing web pages, Gmail, Google Docs in your Google Drive, Word documents, PDF files and most traditional files. We have seen printing issues with more complex documents like large/complex Excel spreadsheets. Just save or print the file to PDF format.

**\*Standard printing charges apply to all print jobs.\***