

# Printing at Home

## PROCESS



If your home printer requires that you have admin rights to your school laptop to be able to print, there is a work-around to still let you print to that printer as long as you have a google (gmail) account and it's either a WiFi printer or connected to a computer with internet access. If you need additional help beyond the instructions below, please visit <http://bit.ly/mcscloudprinhelp> for additional instructions and tips.

## HOW TO SET UP GOOGLE CLOUD PRINT

If your wireless printer says that it's Cloud ready, follow your printer manufacturer's instructions or see [google.com/cloudprint/learn/printers](http://google.com/cloudprint/learn/printers)



If your printer doesn't say it's Cloud ready, follow the steps below.

1. Turn on your printer.
2. On your Windows or Mac computer, open Chrome.
3. At the top right, click More Settings.
4. At the bottom, click Advanced.
5. Under "Printing," click Google Cloud Print.
6. Click Manage Cloud Print devices.
7. If prompted, sign in with your Google Account.
8. Select the printers you want to connect, and then click Add printer(s). The printer is now associated with your Google Account and connected to Google Cloud Print. You can print to this printer from any device where you're signed in to your Google Account.

## PRINTING



1. On your computer, open Chrome.
2. Open the page, image, or file you want to print.
3. Click File → Print. Or, use a keyboard shortcut:
  - \* Windows & Linux: Ctrl + p
  - \* Mac: ⌘ + p
4. In the window that appears, click Change to choose your Google Cloud Printer.
5. Change any print settings you want.
6. When ready, click Print.