# Mobility Printing from Chromebook

Please remember that all **color print jobs are 7 cents and Black & White are 3 cents**.

All students are given "x" amount to print at the beginning of the year, to view your current account balance please click on the following link: http://dc-te-papercut:9191/user
Students will be able to view how much credit they have left as well as the environmental impact.
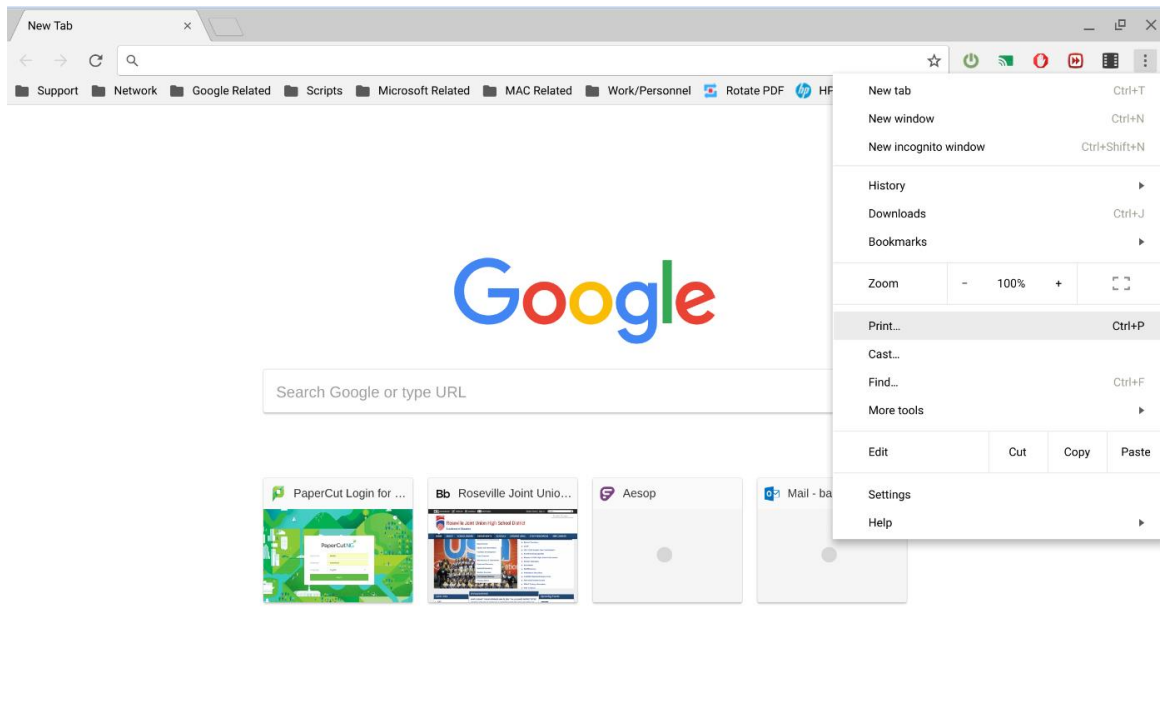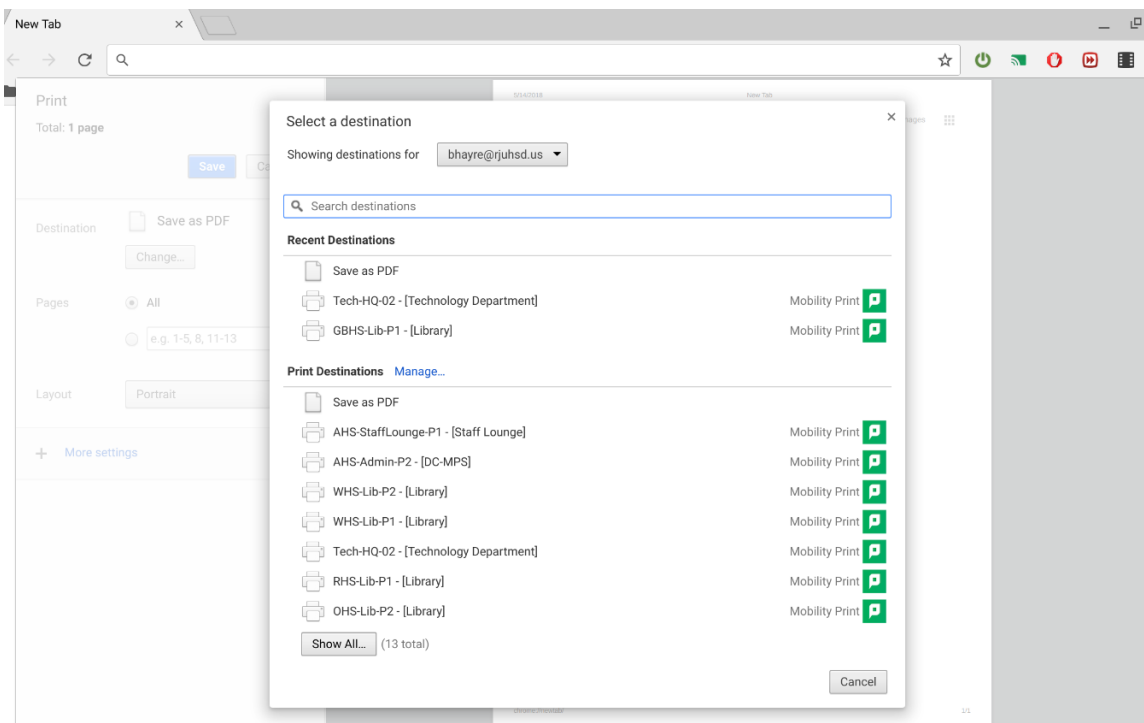

From your Chromebook please press **CTRL + P** or click on the **Launcher**, it is to the upper right as shown above.

From the Launcher, select **Print**.
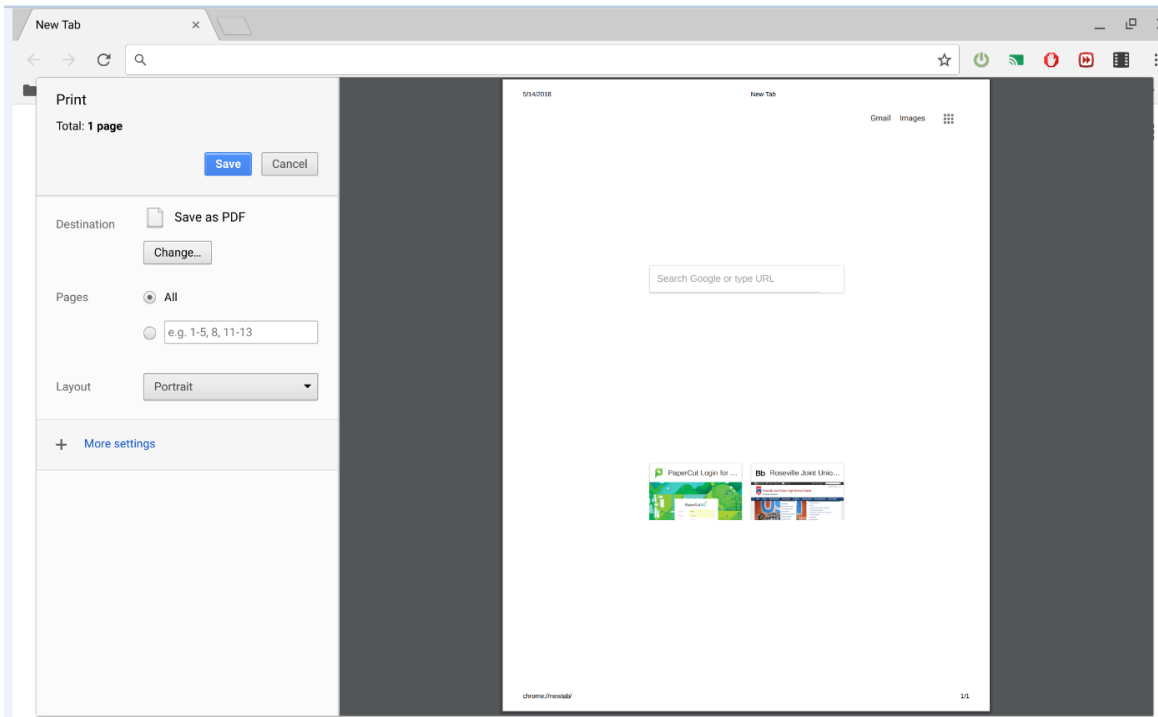
Once the Print page menu opens up, Chromebook users will need to select **Change** to open **Print Manage** menu.


From **Print Manage** menu, there will be a list of printers for all sites, **please note <u>all users</u> are in specific groups and restrictions are in place to prevent printing from all printers from the list.**

To view all printers please select **Show All.**
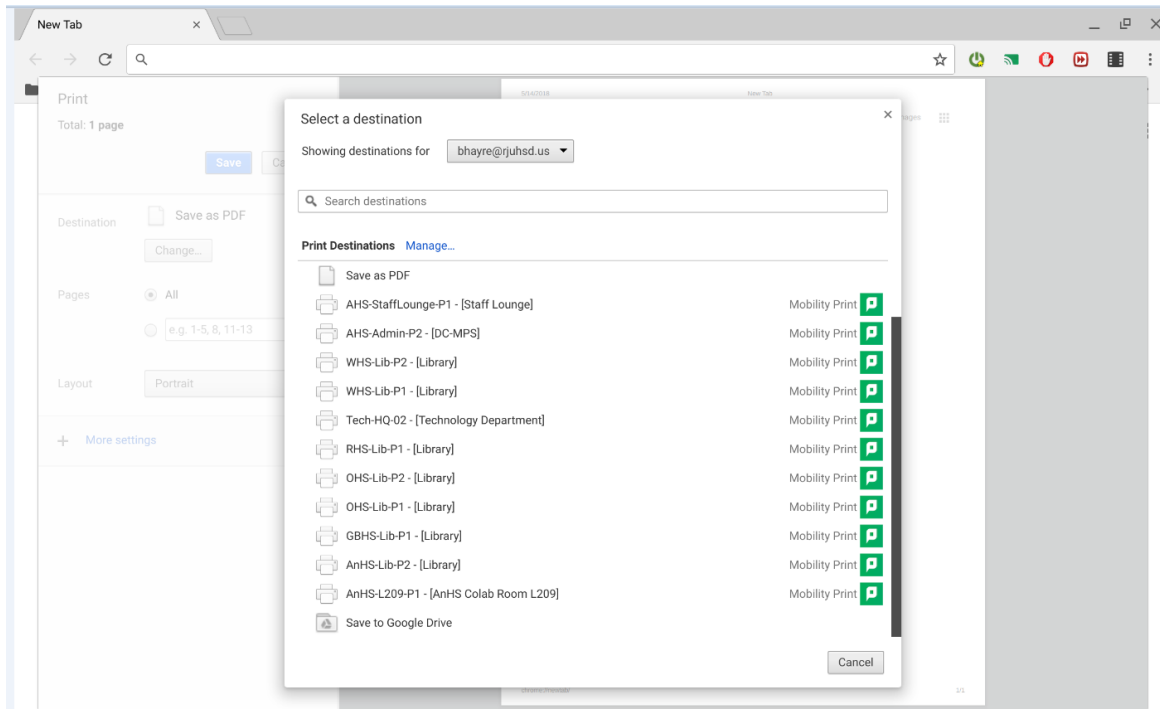
All printers will show on the Print Manage menu, users will be able to scroll through the list and select the desired printer for their site.
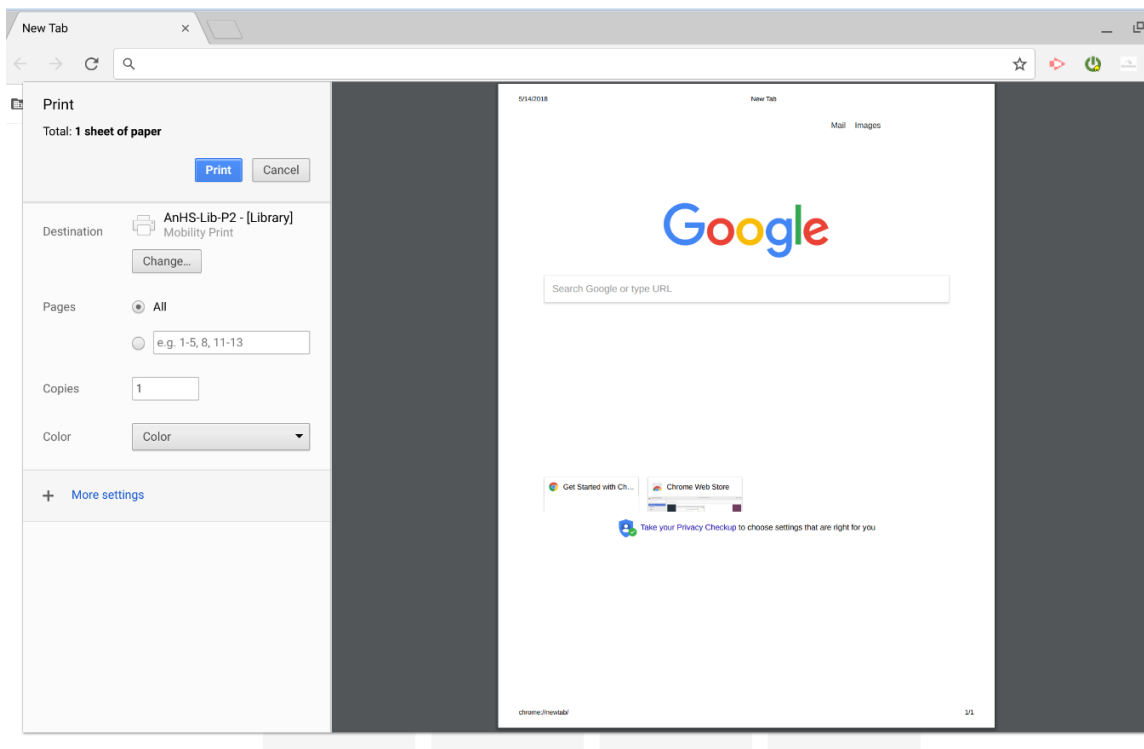
Once selected, the **Print Preview Page** will display the document and the printer as the Destination source, Please click on **Print** to continue. **Please note once you have selected your printer you will not need to go through the process of selecting your default printer.**
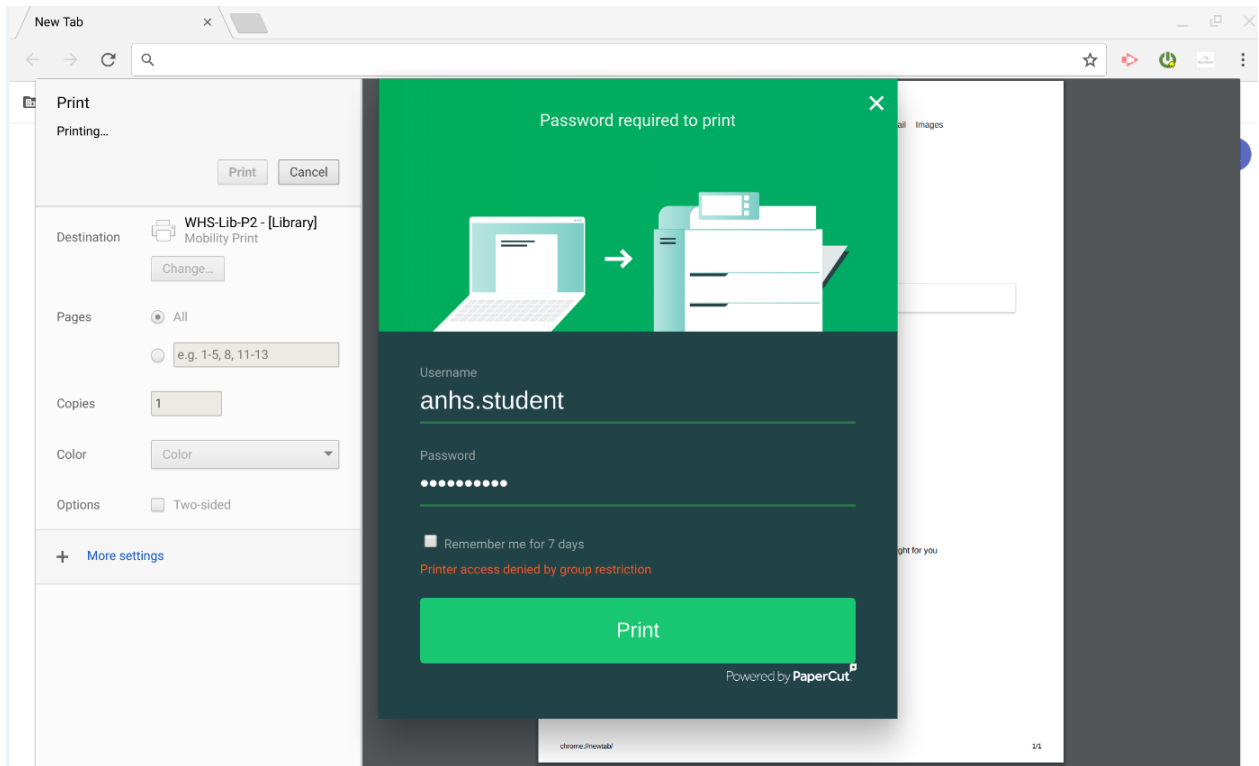
Before printing, all users will need to authenticate prior to printing, however a message will be displayed that will deny access if the user is not permitted to print from the printer.