

GOOGLE CLOUD PRINTING

Print from our computer lab or remotely from your computer/laptop/portable device using Google Cloud. Using Google Chrome as your web browser, just click the URL (below) or scan the QR tag (below), then log-into your Google Account, add Google as a printer option, and then send your print job to our public printer/photocopier, which is located across from our computer lab.

<http://goo.gl/y5N3EZ>



You can print using ctrl-p

(Hold down the Control "ctrl key" and the Letter "p key" at the same time)

Be sure to first **CHANGE** destination to select:

Mooreville Indiana Public Library printer from the Google Cloud Print Section

(You must be signed in first to select a Google Cloud Print Printer)

Click print and proceed to the Ricoh Copier/Printer

Your printout can now be printed from the printer icon on the Ricoh front panel

Your printout will be in the "no id info" section just like other wireless print jobs.

Be sure to **preview** it first before printing; it should delete automatically after printing.

After printing please exit back to the printer section then press the home button on the Ricoh front panel to put it back on the home screen for the next patron.