If Google Cloud Print stops working...

- 1. Open Chrome on Mary's computer.
- 2. Type "chrome://devices" in the address bar and press Enter.
- 3. Click the "Disconnect printers" button.

Devices
New devices
Looks like there are no devices available to register on the network. If your device is on and connected to the internet, try registering it using instructions in its instruction manual.
Classic printers
You have registered your printers with Google Cloud Print using the account mcnplcirc@gmail.com
Disconnect printers

4. Then, click the "Add printers" button.

Devices
New devices
Looks like there are no devices available to register on the network. If your device is on and connected to the internet, try registering it using instructions in its instruction manual.
Classic printers
You can add classic privers connected to your computer to Google Cloud Print. Add printers

- 5. It will ask you to sign into a Google Account. Sign in to <u>mcnplcirc@gmail.com</u>. The password is in KeePass.
- 6. Deselect ALL printers except for "HP Color LaserJet CP3525 UPD PCL 6" and uncheck "Automatically register new printers I connect." Then click "Add printer(s)".

Coogle cloud print	Printers to register
beta	Google Cloud Print has detected the following printers connected to your computer. Click below to add the selected printers to Google Cloud Print for account mcnptcirc@gmail.com
	This step is not required to print to Google Cloud Print. Clicking "Add printer(s)" will just add your local printers to your account. <u>Cloud Ready</u> <u>Printers</u> can connect directly without this step.
	E Fax
	HP Color LaserJet CP3525 UPD PCL 6
	HP LaserJet 5000 Series PCL 5
	Microsoft Print to PDF
	Microsoft XPS Document Writer
	Send To OneNote 2013
	Automatically register new printers I connect
	Add primer(s)

7. A confirmation will appear. Click on "Manage your printers".

Google cloud print	Thanks, you're ready to go!
beta	Your printers are now reor and with Google Cloud Print. Manage your printers Tip: You only need to add your printers to Google Cloud Print through one computer. Registering on more than one might cause you to see duplicate printers. Share your printers to use them with other accounts

8. The next screen shows you a listing of all the printers that are connected to that Google Account.

Google		٩
Cloud Print (beta)	Details Delete Show Print Jobs Rename C	
PRINT	HP Color LaserJet CP3525 UPD PCL 6 Owned by me	
Print Jobs	HP Color LaserJet CP3525 UPD PCL 6 Owned by me Currently offline	
Printers	A Save to Google Drive	
Google Cloud Print Home		
Add a Cloud-Ready Printer		
Add a Classic Printer		

- If the old connection is still there, delete it (it will say "Currently offline").
 a. Click on the printer to select it.
 - b. Click the "Delete" button.
- 10. Click on "HP Color LaserJet CP3525 UPD PCL 6" to select it and then click the green "Share" button.

Google		<u>्</u>
Cloud Print (beta)	Details Delete Share Show Print Jobs Rename C	2
PRINT	HP Color Laser Jet CP3525 UPD PCL 6 Owned by me	
Print Jobs	Save to Google Drive	
Printers		
Google Cloud Print Home		
Add a Cloud-Ready Printer		
Add a Classic Printer		

- 11. A share dialog will appear. Enter the following email addresses into the "Invite people" textbox, separated by commas:
 - a. mcnplcomputerlab@gmail.com
 - b. mike.angstadt@gmail.com (Mike)
 - c. nikruskram@gmail.com (Mark)

	has access:	
ê	Private	Change
1	MCNPL Circ (mcnplcirc@gmail.com)	Owner
Invit	le people:	
	nplcomputerlab@gmail.com,	Can print :

- 12. Click the green "Share" button.
- 13. You should now be able to print to the color printer.